



KRL Administration
1301 Sylvan Way, Bremerton, WA 98310
Phone: (360) 405-9158/Fax: (360) 405-9156
www.krl.org

KITSAP REGIONAL LIBRARY

BOARD OF TRUSTEES AGENDA

Thursday, November 15, 2007, 6:30 p.m.

Location: Sylvan Way Branch Library, 1301 Sylvan Way, Bremerton, WA.
Map available on Web site: www.krl.org Phone: (360) 405-9100

6:30 p.m. **2007 Public Hearing on Revenue Sources for the Kitsap County Rural Library District's 2008 Expense Budget: Moderated by Jackie Aitchison, President of the Board of Trustees.**

Those wishing to speak are asked to sign the Speakers' Roster at the door. Speakers will appear before the Board of Trustees in the order in which they sign the Speaker's Roster. Speakers are asked to limit their remarks to not more than five minutes. Thank you.

6:45 p.m. **Call to Order: Jackie Aitchison, President, Board of Trustees.**

6:50 p.m. **Welcome to Sylvan Way Branch: Ruth Bond, Sylvan Way Branch Manager.**

*Reading of the Mission Statement: John Lyall, Bremerton Representative:
Kitsap Regional Library serves the community as a center for lifelong learning
and a steward of access to stories, information and knowledge.*

 **Additions or Changes to the Agenda: Jackie Aitchison, President.**

6:55 p.m. **The Board of Trustees welcomes public comment.** This time is designated for the public to address issues other than personnel issues or those included on the agenda. The Trustees will accept public comment for each agenda item prior to Board deliberation. Speakers are asked to limit their remarks to no more than five minutes, and to follow the "Public Comment Guidelines." The President may set a time limit for discussion of specific topics, depending on the number of people signed up to speak. The Board does not engage in debate. At the discretion of the President, Board members may ask for points of clarification, time permitting. If you wish to speak, please sign in with your name, address, and topic of interest. Thank you.

7:00 p.m.

******* CONSENT AGENDA *******

All matters listed within the Consent Agenda are considered to be routine, and will be enacted by one motion of the Board of Trustees with no separate discussion. If separate discussion is desired, items may be removed from the Consent Agenda and placed on the Regular Agenda by request.

- Item 1.** **Minutes** of the October 25, 2007, regularly scheduled meeting.
- Item 2.** **Minutes** of the October 17, 2007, Study Session meeting.
- Item 3.** **Payment** of the October-November 2007 bills: (a) Payroll and benefits, and (b) Blanket voucher bills.
- Item 4.** **Surplus** library materials withdrawn from collection (10,986 items) October 2007.
- Item 5.** **Surplus magazines** (111 items) October 2007.
- Item 6.** **Resolution 2007/08:** Transfer of \$433,117 from the General Fund (#96971) to the Capital Improvement Fund (#96972) during Fiscal Year 2007.
- Item 7.** **Resolution 2007/09:** Transfer of \$548,523 from the Capital Improvement Fund (#96972) to the General Fund (#96971) during Fiscal Year 2007.

Action: Approve the Items as listed in the Consent Agenda.

7:10 p.m.

******* REPORTS AND BRIEFINGS *******

- 1. President:** Jackie Aitchison.
- 2. Board Members:** Teresa McDermott, Althea Paulson, Gail Mathison and John Lyall.
- 3. Financial Report:** Fernando Conill, Director of Administrative Services Division.
- 4. Library Director's Report:** Jill Jean.
- 5. Directors' Reports:** Fernando Conill, Carol Schuyler and Susan Whitford.
- 6. Public Information and Community Affairs Manager Report:** Susan Rosapepe.

7:30 p.m.

CORRESPONDENCE

******* OLD BUSINESS*******

7:35 p.m. ITEM 1. FINES AND FEES: Carol Schuyler, Director for Support Services Division.

In our on-going efforts to get library materials back in a timely way and to produce additional revenues as a result of our library levy lid-lift failure, the Leadership Team is recommending several changes in our fine and fee structure and in our procedures for waiving fines and fees.

Action: Move to approve the recommended changes to the Library's fines and fees structure which will include a \$0.25 per day overdue fine up to a maximum of \$5.00 per item, effective date of January 1, 2008.

7:40 p.m. ITEM 2. OPEN HOURS: Carol Schuyler, Director of Support Services Division.

The Leadership Team is proposing a reduction in KRL's open hours as a direct result of the levy lid-lift failure and the corresponding 2008 budget deficit, while at the same time protecting the Library's emphasis on service to children and families and the support of lifelong learning.

Action: Move to approve the revised Open Hours schedule as presented by KRL staff, effective date of January 1, 2008.

*******NEW BUSINESS*******

7:45 p.m. ITEM 1. 2008 PRELIMINARY BUDGET: Fernando Conill, Director of Administrative Services Division.

Fiscal note: \$10,327,140. Note: The 2008 Cost Of Living Adjustment (COLA) recommendation will be presented for Board consideration at the December board meeting, but is incorporated in the 2008 Preliminary Budget.

Action: Move to approve the KRL 2008 Preliminary Budget of \$10,327,140.

7:55 p.m. ITEM 2. RESOLUTION 2007/10: INCREASING THE TAXING DISTRICT'S REGULAR LEVY FROM WHAT WAS LEVIED THE PREVIOUS YEAR, PLUS NEW CONSTRUCTION: Fernando Conill, Director of Administrative Services Division.

This resolution increases the property tax levy by 1% (\$85,318 over the 2007 levy base as allowed by I-747, plus new construction. Staff recommendation is for approval of this resolution.

Action: Move to approve Resolution 2007/10 which increases the Library District's regular levy from what was levied the previous year by 1%, which is \$85,318, plus new construction.

New Business continued

**8:00 p.m. ITEM 3. 2008 TAX LEVY CERTIFICATION FOR KITSAP COUNTY
RURAL LIBRARY DISTRICT: Jill Jean, Library Director.**

Staff recommendation is for the Board of Trustees to certify the maximum levy allowed by law for library services to Kitsap County residents in 2008. For the General Fund #96971, this shall be \$8,894,670, including Tax Refunds and Utilities, plus or minus adjustments to the assessed valuations and new construction.

Action: Move to approve certification of maximum levy allowable by law to provide library service through Kitsap County Rural Library District for the people of Kitsap County in the amount of \$8,894,670. This figure includes an Administrative Tax Refund of \$29,495 and a State-Assessed Utilities Refund of \$5,011, plus or minus adjustments to assessed valuations and new construction.

**8:10 p.m. ITEM 4. PREVIEW OF THE 2008 CAPITAL BUDGET AND CAPITAL
IMPROVEMENT PLAN: Susan Whitford, Director of Information
Technology and Facilities Division.**

KRL has allocated \$234,306 in its 2008 Preliminary Budget for capital improvements. These capital expenditures are identified in the 2008 Capital Improvement Plan (CIP). This preview summarizes the anticipated 2008 capital expenditures and CIP. Both, the 2008 capital budget and the CIP will come before the Board for final approval at the January'08, Board meeting, when the 2008 Final Budget is also approved. The CIP ensures that KRL funds are allocated for capital needs and contingencies, and it is reviewed and updated annually to ensure that the capital requirements of the organization are addressed in a cost-effective manner.

No board action requested at this time.

**8:30 p.m. ITEM 5. EXTENSION OF KRL LIABILITY COVERAGE TO KRL
FOUNDATION BOARD: Fernando Conill, Director of Administrative
Service Division.**

The KRL liability insurance provider, Washington Government Entity Pool, is able to extend property and liability coverage, at KRL rates to the KRL Foundation Board specific to indemnification, errors and omissions. Fiscal note: KRL Foundation will pay for their premium. No cost to KRL.

Action: Approval of Inter-local Agreement between KRL and the Kitsap Regional Library Foundation, that enables them to participate in the Washington Government Entity Pool at KRL rates.

******* HOUSEKEEPING *******

8:40 p.m. ITEM 1. NEXT MEETING DATES:

- Monday, December 17, at 6:30 p.m., Sylvan Way Branch Library
- Thursday, January 24, 2008 at 6:30 p.m., Sylvan Way Branch Library
- Thursday, February 22, 2008 at 6:30 p.m., Sylvan Way Branch Library

8:45 p.m. ITEM 2. FOUNDATION MEETING:

- Tuesday, December 4, 4:30-6:00 p.m., Sylvan Way Branch Library.

8:50 p.m. ITEM 3. DATES TO REMEMBER.

8:55 p.m. ITEM 4. TOPICS AND/OR ISSUES FOR THE DECEMBER MEETING.

9:00 p.m. EXECUTIVE SESSION: LIBRARY DIRECTOR'S PERFORMANCE REVIEW.

9:30 p.m. ADJOURNMENT.