

AGENDA

Regular Meeting of the Pierce County Library System Board of Trustees February 10, 2016 3:30 pm

3:30 pm	01 min.	Call to Order: Rob Allen, Chair	
3:31 pm	05 min.	Public Comment: <i>This is time set aside for members of the public to speak to the Board of Trustees. Unless the item you wish to discuss is of an emergency nature, the Board ordinarily takes matters under advisement before taking action. Please sign up at the time of the meeting to speak during the Public Comment period, and limit your comments to three minutes.</i>	
3:36 pm	04 min.	Consent Agenda	ACTION
		<ol style="list-style-type: none"> 1. Approval of Minutes of the January 13, 2016, Regular Meeting 2. Approval of January 2016 Payroll, Benefits and Vouchers 3. Approval of Purchase for Additional Dell Server Disk Drives 	
3:40 pm	05 min.	Board Member Reports	
3:45 pm	10 min.	Routine Reports	
		<ol style="list-style-type: none"> 1. Dashboard, Georgia Lomax 2. January 2016 Financial Report, Dale Hough 3. Executive Director Report, Georgia Lomax 	
3:55 pm	20 min.	Unfinished Business	
		<ol style="list-style-type: none"> 1. 2016 Work Plan, Melinda Chesbro 	
4:15 pm	10 min.	New Business	
		<ol style="list-style-type: none"> 1. Purchasing and Procurement Policy, Clifford Jo 	
4:25 pm		Board Education and Service Reports	
	15 min.	<ol style="list-style-type: none"> 1. Pierce County READS Preview, Linda Farmer and Jaime Prothro 	
	15 min.	<ol style="list-style-type: none"> 2. Strategic Planning Update, Georgia Lomax 	
4:55 pm	20 min.	Officers Reports	
		<ol style="list-style-type: none"> 1. Legislative Day, Linda Farmer 2. Staff Engagement Survey Opportunity Teams, Chereé Green 3. Library Legislation, Georgia Lomax 4. MultiCare Partnership Gift, Lynne Hoffman 5. Safety Update, Melinda Chesbro 6. 2016 Revised Levy Certification, Clifford Jo 	
5:15 pm	30 min.	Executive Session: <i>At this time on the agenda, the Board of Trustees will recess to Executive Session, per RCW 42.30.110, to discuss contractual issues.</i>	
5:45 pm	01 min.	Announcements	
5:46 pm		Adjournment	

Consent Agenda

CALL TO ORDER

Chair Robert Allen called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:32 pm. Board members present were Linda Ishem, Donna Albers, Monica Butler and J.J. McCament.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

1. Approval of Minutes of the December 9, 2015, Regular Meeting
2. December 2015 Payroll, Benefits and Vouchers
 - a. Payroll Warrants 3657-3662, dated 12/01/15-12/31/15 in the amount of \$5,757.61
 - b. Payroll Disbursement Voucher dated 12/06/15 in the amount of \$586,058.91
 - c. Payroll Disbursement Voucher dated 12/21/15 in the amount of \$580,644.23
 - d. Accounts Payable Warrants 625198-625343 dated 12/01/15-12/31/15 in the amount of \$1,417,824.17
3. Resolution 2016-01: To Declare Equipment Surplus to Public Service Needs

Ms. McCament moved for approval of the consent agenda as amended for clarity. Ms. Ishem seconded the motion and it was passed.

BOARD REPORTS

There were no Board Reports.

ROUTINE REPORTS

Dashboard - Ms. Lomax said the Library is paying close attention to circulation and visits. The numbers are beginning to level out to pre-recession amounts.

December 2015 Financial Report - Dale Hough, Finance Manager, reported the Library has received approximately \$101,000 more than budgeted.

Clifford Jo, Finance and Business Operations Manager said the figures are very close to those anticipated in the mid-year budget.

Executive Director Activities - Ms. Lomax reviewed her activities for December. She said the focus for her 2016 community visits would be making jurisdictional connections. She plans to ensure the local representative of the Library has a close working relationship with the leaders.

UNFINISHED BUSINESS

2016 Budget Document - Mr. Jo presented the document to the Trustees, noting the document has been revised from previous years. He said the layout has not been updated since 2004. Information that would be affected by the strategic plan has been removed until the completion of the plan and will be introduced in the 2017 budget document. The Special Purpose fund is a new section in the document this year.

NEW BUSINESS

2016 Board Calendar of Work - The Board discussed potential education topics and agenda items for 2016, such as Robert's Rules of Order, succession planning, benchmarking, among others.

Ms. Lomax thanked the Board for their input and said she would use their suggestions to develop educational opportunities and discussion topics throughout the year.

OFFICER REPORTS

Strategic Planning Update - Ms. Lomax said the planning team would be meeting with BERK Consulting on January 14, to discuss the plan for the community engagement process for public input. There will also be a stakeholder engagement process.

The community and stakeholder engagement process will take place over the next two months.

Ms. Albers asked whether the facility needs will be a part of the process. Lomax said this is not a facility plan, but she expects some feedback about the Library's facilities, which will be useful information when the Library develops its next Facilities Master Plan.

Ms. Lomax said she would provide the Board with a schedule of community engagement events when it is finalized and welcomes their attendance.

Pierce County READS - Linda Farmer, Communications Director, provided an overview of the 9th annual event, which launches February 7, 2016.

Revised Levy Certification - Mr. Jo noted the Library has received approximately \$122,000 in additional property tax revenues.

EXECUTIVE SESSION

There was no Executive Session.

ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

The meeting was adjourned at 4:55 pm on motion by Ms. McCament, seconded by Ms. Ishem.

Georgia Lomax, Secretary

Rob Allen, Chair

January 2016 Payroll, Benefits and Vouchers

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	3663-3672	1/1/16-1/31/16	\$6,170.48
Electronic Payments - Payroll & Acct Payable		01/06/16	\$668,425.19
Electronic Payments - Payroll & Acct Payable		01/21/16	\$594,137.65
Accounts Payable Warrants	625344-625530	1/1/16-1/31/16	\$1,811,103.56
Total:			<u><u>\$3,079,836.88</u></u>

Check History Listing
Pierce County Library System

Check #	Bank	Date	Paid to	Status	Can/Vd Date	Pay Period Dates	Dir Dep	Amount
3663	pr	01/06/2016	MANGRUM, MARTA			12/16/15 - 12/31/15	0.00	1,085.18
3664	pr	01/06/2016	WARREN, SEASON			12/16/15 - 12/31/15	0.00	433.79
3665	pr	01/06/2016	FERNANDEZ, NORMA			12/16/15 - 12/31/15	0.00	142.06
3666	pr	01/06/2016	SISON, VALERIE			12/16/15 - 12/31/15	0.00	833.03
3667	pr	01/06/2016	PARFITT, PAUL			12/16/15 - 12/31/15	0.00	387.48
3668	pr	01/06/2016	KNOX, ALICE			12/16/15 - 12/31/15	0.00	853.65
3669	pr	01/21/2016	HUTCHINSON, JACOB			01/01/16 - 01/15/16	0.00	110.58
3670	pr	01/21/2016	HAMILTON, CHRISTOPHER			01/01/16 - 01/15/16	0.00	1,007.82
3671	pr	01/21/2016	SISON, VALERIE			01/01/16 - 01/15/16	0.00	768.34
3672	pr	01/21/2016	SCOTT, KRISTEN			01/01/16 - 01/15/16	0.00	548.55
Total:							0.00	6,170.48

Checks in report: 10

Grand Total: 0.00 6,170.48

Ad-hoc bank transaction (Withdrawal)

PCL_Company

Wire Template Number in Cash-Pro :WAPC014

Description: Pierce County Rural Library

Contact Name: Christy Telling

Contact Phone: 253-548-3449

Contact e-mail: rnguessan@piercecountylibrary.org

Comments: payday1/06/2016

Withdrawal Date: 01/06/16

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-01	5100000	68,610.21
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-01	5100000	48,403.70
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-01	5100000	48,403.70
PCL_Company	DIR DEP	237100	CC_Library_District	697-01	5100000	446,604.06
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-01	5100000	12,594.50
PCL_Company	VOYA	237100	CC_Library_District	697-01	5100000	3,697.00
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-01	5100000	1,541.48
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-01	5100000	51,750.00
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-01	5100000	
PCL_Company	Department of Revenue	237100	CC_Library_District	697-01	5100000	-
	FIT EE and EIC/supp payroll	237100	CC_Library_District	697-01	5100000	(13,179.46)
Total Deposit						\$ 668,425.19

Certification: _____

Rosalind Nguessan
Signature (Department Designee)

1/5/16
Date

Comments:

Ad-hoc bank transaction (Withdrawal)

PCL_Company

Wire Template Number in Cash-Pro :WAPC014

Description: Pierce County Rural Library

Contact Name: Rosalind Nguessan

Contact Phone: 253-548-3449

Contact e-mail: rnguessan@piercecountylibrary.org

Comments: payday1/21/2016

Withdrawal Date: 01/21/16

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-01	5100000	61,929.71
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-01	5100000	45,139.00
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-01	5100000	45,139.00
PCL_Company	DIR DEP	237100	CC_Library_District	697-01	5100000	415,981.79
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-01	5100000	12,694.50
PCL_Company	VOYA	237100	CC_Library_District	697-01	5100000	3,647.00
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-01	5100000	1,551.48
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-01	5100000	625.00
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-01	5100000	203.55
PCL_Company	Department of Revenue	237100	CC_Library_District	697-01	5100000	7,674.02
	FICA adjustment (SPS)	237100	CC_Library_District	697-01	5100000	(447.40)
Total Deposit						\$ 594,137.65

Certification: _____

Rosalind Nguessan
Signature (Department Designee)

1/20/16
Date

Comments:

Check History Listing
Pierce County Library System

Bank code: boa

Check #	Date	Vendor	Status	Check Total
625344	01/04/2016	002086 MICHELLE ANGELL		18.30
625345	01/04/2016	000153 ASSOCIATED PETROLEUM PRODUCTS		3,155.14
625346	01/04/2016	006235 CONTOUR		60,791.07
625347	01/04/2016	001126 DELL MARKETING LP		595.77
625348	01/04/2016	000796 FLOHAWKS		11,943.78
625349	01/04/2016	005330 GHA TECHNOLOGIES INC		149,899.68
625350	01/04/2016	005642 HILLIS CLARK MARTIN & PETERSON		141.33
625351	01/04/2016	006291 INNOVATIVE INTERFACES INC		4,855.95
625352	01/04/2016	001586 NORTHWEST DOOR INC	V	1,239.50
625353	01/04/2016	006210 PACIFIC AIR CONTROL INC		988.99
625354	01/04/2016	004076 PARENTMAP		850.00
625355	01/04/2016	006041 PERMACARD		1,849.30
625356	01/04/2016	000752 PIERCE COUNTY AUDITOR		74.00
625357	01/04/2016	003933 QUALITY BUSINESS SYSTEMS INC		1,467.08
625358	01/04/2016	006396 SHARPE PUBLIC RELATIONS, INC		3,000.00
625359	01/04/2016	005603 TEGCO FENCE		8,620.64
625360	01/04/2016	000635 WAYNES ROOFING INC		315.07
625361	01/05/2016	000830 BAKER & TAYLOR		21,382.67
625362	01/05/2016	000830 BAKER & TAYLOR		820.50
625363	01/05/2016	000087 BLACKSTONE AUDIO BOOKS INC		471.50
625364	01/05/2016	000234 BOUND TO STAY BOUND BOOKS INC		3,378.39
625365	01/05/2016	000242 BUCKLEY CITY OF		223.91
625366	01/05/2016	000847 CENTER POINT PUBLISHING		1,515.27
625367	01/05/2016	001769 CHICAGO DISTRIBUTION CENTER		30.92
625368	01/05/2016	000093 PAYMENT PROCESSING CENTER EBSCO		591.17
625369	01/05/2016	000195 FIRGROVE MUTUAL WATER CO		277.00
625370	01/05/2016	000243 INGRAM LIBRARY SERVICES		13,880.29
625371	01/05/2016	000352 MIDWEST TAPE	V	0.00
625372	01/05/2016	000352 MIDWEST TAPE		27,027.47
625373	01/05/2016	000323 NEWS TRIBUNE		312.00
625374	01/05/2016	001445 OPES INC		1,484.88
625375	01/05/2016	005469 PEGASUS PRESS INC		2,134.98
625376	01/05/2016	000377 PUGET SOUND ENERGY		5,999.23
625377	01/05/2016	000406 RECORDED BOOKS LLC		4,612.22
625378	01/05/2016	000983 USBORNE BOOKS		3,758.67
625379	01/05/2016	000572 WORLD BOOK INC		6,557.44
625380	01/06/2016	003778 AFLAC		2,977.76
625381	01/06/2016	000828 AFSCME AFL-CIO		5,942.61

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<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
625382	01/06/2016	000175 ASSOCIATION OF WASHINGTON CITI		2,242.80
625383	01/06/2016	001578 COLONIAL SUPPLEMENTAL INSURANC		281.12
625384	01/06/2016	003311 DEPARTMENT OF LABOR & INDUSTRI		52,800.20
625385	01/06/2016	004571 INSCCU - ASFE	V	55.00
625386	01/06/2016	003985 PACIFICSOURCE ADMINISTRATORS		1,349.61
625387	01/06/2016	000821 PIERCE COUNTY SUPERIOR COURT		254.96
625388	01/06/2016	001181 PIERCE CTY LIBRARY FOUNDATION		316.38
625389	01/06/2016	004276 STATE CENTRAL COLLECTION UNIT		151.67
625390	01/06/2016	000823 UNITED WAY		251.00
625391	01/06/2016	004782 US DEPARTMENT OF EDUCATION		202.97
625392	01/06/2016	000827 WA STATE- DEPT OF RETIREMENT S		107,268.24
625393	01/06/2016	001793 EATONVILLE CHAMBER OF COMMERCE		50.00
625394	01/06/2016	006331 SURPRISE LAKE SQUARE LLC		8,313.08
625395	01/06/2016	004495 AUTOMOTIVE SPECIALISTS		3,991.01
625396	01/06/2016	000895 COLUMBIA BANK		50.00
625397	01/06/2016	000731 CUMMINS NORTHWEST LLC		1,010.42
625398	01/06/2016	005862 ELITE PROPERTY INVESTMENTS LLC		329.80
625399	01/06/2016	005272 GREEN EFFECTS INC		3,916.80
625400	01/06/2016	001586 NORTHWEST DOOR INC		1,239.50
625401	01/06/2016	003985 PACIFICSOURCE ADMINISTRATORS		202.00
625402	01/06/2016	006135 SEDGWICK CLAIMS MANAGEMENT SVC		2,453.67
625403	01/06/2016	006195 SINGER GROUP INC		625.00
625404	01/06/2016	000496 THYSSEN SOUND ELEVATOR		1,609.65
625405	01/07/2016	005996 FUELCARE		9,955.40
625406	01/07/2016	004794 MARTIN SIGNS & FABRICATION INC		10,894.33
625407	01/07/2016	004674 MCHUGH MANAGEMENT CONSULTING		35,000.00
625408	01/07/2016	005979 METCO ELECTRIC		2,729.53
625409	01/07/2016	006397 SAMANAGE USA INC		5,800.00
625410	01/07/2016	000497 TILlicum COMMUNITY SERVICE CEN		2,171.35
625411	01/07/2016	000176 ATS AUTOMATION INC		5,237.53
625412	01/07/2016	003938 BINW		578.45
625413	01/07/2016	005862 ELITE PROPERTY INVESTMENTS LLC		9,338.78
625414	01/07/2016	001290 REGIONAL BUILDING SVCS CORP		507.25
625415	01/07/2016	000541 STATE OF WASHINGTON	V	30.00
625416	01/08/2016	000175 ASSOCIATION OF WASHINGTON CITI		183,265.26
625417	01/11/2016	006390 ECKART COMMUNICATIONS		225.00
625418	01/11/2016	005862 ELITE PROPERTY INVESTMENTS LLC		30.20
625419	01/11/2016	000796 FLOHAWKS		877.32
625420	01/11/2016	006353 INTERIOR TECHNOLOGY INC		2,666.33

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<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
625421	01/11/2016	006210 PACIFIC AIR CONTROL INC		5,759.38
625422	01/11/2016	000496 THYSSEN SOUND ELEVATOR		3,687.96
625423	01/11/2016	004022 US BANK		10,800.47
625424	01/11/2016	004022 US BANK		12,867.26
625425	01/11/2016	000635 WAYNES ROOFING INC		1,736.82
625426	01/11/2016	000830 BAKER & TAYLOR		17,350.40
625427	01/11/2016	000234 BOUND TO STAY BOUND BOOKS INC		435.79
625428	01/11/2016	000243 INGRAM LIBRARY SERVICES		1,555.96
625429	01/11/2016	000352 MIDWEST TAPE		11,028.76
625430	01/11/2016	001445 OPES INC		310.80
625431	01/11/2016	000377 PUGET SOUND ENERGY		929.48
625432	01/11/2016	000406 RECORDED BOOKS LLC		4,036.49
625433	01/13/2016	000895 COLUMBIA BANK		289.23
625434	01/13/2016	005272 GREEN EFFECTS INC		6,005.62
625435	01/13/2016	000370 PIERCE COUNTY		78.00
625436	01/13/2016	003933 QUALITY BUSINESS SYSTEMS INC		171,272.70
625437	01/13/2016	000819 RECALL SECURE DESTRUCTION SERV		79.72
625438	01/13/2016	004759 TRI-TEC COMMUNICATIONS INC		22,113.02
625439	01/13/2016	003719 UNIQUE MANAGEMENT SERVICES		1,690.21
625440	01/13/2016	000827 WA STATE- DEPT OF RETIREMENT S		184.23
625441	01/14/2016	000821 PIERCE COUNTY SUPERIOR COURT		188.87
625442	01/14/2016	000821 PIERCE COUNTY SUPERIOR COURT		156.21
625443	01/14/2016	000821 PIERCE COUNTY SUPERIOR COURT		54.70
625444	01/14/2016	000821 PIERCE COUNTY SUPERIOR COURT		44.70
625445	01/14/2016	000821 PIERCE COUNTY SUPERIOR COURT		129.57
625446	01/14/2016	000821 PIERCE COUNTY SUPERIOR COURT		123.44
625447	01/14/2016	000821 PIERCE COUNTY SUPERIOR COURT		113.91
625448	01/14/2016	000821 PIERCE COUNTY SUPERIOR COURT		214.61
625449	01/15/2016	000821 PIERCE COUNTY SUPERIOR COURT		83.68
625450	01/15/2016	005002 ASCAP		255.00
625451	01/15/2016	005731 BOOK INDUSTRY STUDY GROUP INC		645.00
625452	01/15/2016	001056 PACIFIC NORTHWEST BOOKSELLERS		150.00
625453	01/15/2016	000541 STATE OF WASHINGTON		30.00
625454	01/19/2016	001780 CITY OF UNIVERSITY PLACE		328.03
625455	01/19/2016	004772 LINDA ISHEM		69.00
625456	01/19/2016	001116 JJ MCCAMENT		69.00
625457	01/19/2016	001060 SCHOLASTIC LIBRARY PUBLISHING		9,696.86
625458	01/19/2016	000463 SUMMIT WATER & SUPPLY CO		302.26
625459	01/19/2016	000541 STATE OF WASHINGTON		359.76

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<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
625460	01/19/2016	001554 ANDREW'S FIXTURE CO INC		1,969.20
625461	01/19/2016	000895 COLUMBIA BANK		1,018.11
625462	01/19/2016	005272 GREEN EFFECTS INC		732.48
625463	01/19/2016	006399 LAKES TRUCK COLLISION INC		1,000.00
625464	01/19/2016	001586 NORTHWEST DOOR INC		284.70
625465	01/19/2016	005417 RICOH USA INC		10,144.21
625466	01/19/2016	005008 SME SOLUTIONS LLC		1,551.09
625467	01/19/2016	004022 US BANK		204,576.77
625468	01/22/2016	000830 BAKER & TAYLOR		26,519.29
625469	01/22/2016	006409 BORA CHO		1,061.85
625470	01/22/2016	005300 DANGER ROOM COMICS LLC		1,551.78
625471	01/22/2016	000093 PAYMENT PROCESSING CENTER EBSCO		105.62
625472	01/22/2016	004109 INFOBASE PUBLISHING		6,995.00
625473	01/22/2016	000243 INGRAM LIBRARY SERVICES		8,410.17
625474	01/22/2016	000352 MIDWEST TAPE		18,237.54
625475	01/22/2016	001041 MITCHELL 1		4,755.24
625476	01/22/2016	005813 MY HERITAGE USA INC		8,240.00
625477	01/22/2016	000406 RECORDED BOOKS LLC		634.58
625478	01/22/2016	006408 CYNTHIA RIGGS		19.95
625479	01/22/2016	001130 SNO-ISLE REGIONAL LIBRARY		99.00
625480	01/22/2016	005488 TREEHOUSE ISLAND INC		5,925.00
625481	01/22/2016	000828 AFSCME AFL-CIO		5,996.05
625482	01/22/2016	003985 PACIFCSOURCE ADMINISTRATORS		1,349.61
625483	01/22/2016	000821 PIERCE COUNTY SUPERIOR COURT		194.87
625484	01/22/2016	001181 PIERCE CTY LIBRARY FOUNDATION		375.55
625485	01/22/2016	004276 STATE CENTRAL COLLECTION UNIT		151.67
625486	01/22/2016	000823 UNITED WAY		171.00
625487	01/22/2016	004782 US DEPARTMENT OF EDUCATION		186.28
625488	01/22/2016	000827 WA STATE- DEPT OF RETIREMENT S		100,417.05
625489	01/22/2016	001126 DELL MARKETING LP		308.06
625490	01/22/2016	003311 DEPARTMENT OF LABOR & INDUSTRI		498.06
625491	01/22/2016	005283 E-RATE EXPERTISE INC		875.00
625492	01/22/2016	000323 NEWS TRIBUNE		1,100.00
625493	01/22/2016	000541 STATE OF WASHINGTON		723.75
625494	01/22/2016	001554 ANDREW'S FIXTURE CO INC		902.55
625495	01/22/2016	000363 OVERALL LAUNDRY SERV. DBA ARAMARI		36.82
625496	01/22/2016	001792 BUCKLEY CHAMBER OF COMMERCE		55.00
625497	01/22/2016	005428 GRITTON BUILDING CO INC		4,709.67
625498	01/22/2016	003384 MERIT EMERGENCY EDUCATION		1,800.00

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<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
625499	01/22/2016	003985 PACIFCSOURCE ADMINISTRATORS		169.75
625500	01/22/2016	000370 PIERCE COUNTY		92.00
625501	01/22/2016	004295 SHOUTBOMB LLC		3,600.00
625502	01/22/2016	005883 SYSTEMS SOURCE INC		2,184.30
625503	01/22/2016	005824 TYLER BUSINESS FORMS		50.36
625504	01/22/2016	005679 CIVIC BUILDING UNIVERSITY PLACE		44,765.66
625505	01/22/2016	004022 US BANK		152,065.49
625506	01/26/2016	004586 LANE COMMUNITY COLLEGE		65.00
625507	01/26/2016	006309 RWC INTERNATIONAL LTD		2,151.62
625508	01/26/2016	001124 SUMMIT LAW GROUP PLLC		8,531.64
625509	01/26/2016	006411 YUBA COUNTY LIBRARY		18.00
625510	01/26/2016	006412 MICHELLE ANDREN		95.47
625511	01/26/2016	005915 KAREN BROOKS		378.86
625512	01/26/2016	001941 JUDY T NELSON		621.80
625513	01/26/2016	000377 PUGET SOUND ENERGY		5,385.34
625514	01/26/2016	000175 ASSOCIATION OF WASHINGTON CITI		820.00
625515	01/26/2016	005862 ELITE PROPERTY INVESTMENTS LLC		9,338.78
625516	01/26/2016	000271 LES SCHWAB TIRE CENTER		967.86
625517	01/26/2016	001586 NORTHWEST DOOR INC		886.95
625518	01/26/2016	004933 NORTHWEST HEALTH & SAFETY INC		142.11
625519	01/26/2016	001258 PTM DOCUMENT SYSTEMS INC		17.07
625520	01/26/2016	001369 WHATCOM COUNTY LIBRARY SYSTEM		10.00
625521	01/27/2016	003778 AFLAC		2,977.76
625522	01/27/2016	001578 COLONIAL SUPPLEMENTAL INSURANC		281.12
625523	01/29/2016	006417 JESSICA DECKER		60.68
625524	01/29/2016	006420 DONALD DOWNEN		11.98
625525	01/29/2016	000093 PAYMENT PROCESSING CENTER EBSCO		54,962.00
625526	01/29/2016	006419 LINDA HOLBROOK		25.55
625527	01/29/2016	006415 HYUNA LIM		23.93
625528	01/29/2016	006416 ALICIA MARTIN		5.94
625529	01/29/2016	006418 CARL STEWART		18.99
625530	01/29/2016	006068 ALICE WATKINS		11.99
boa Total:				1,811,103.56
Total Checks:				1,811,103.56

187 checks in this report

MEMO

Date: February 3, 2016

To: Chair Rob Allen and Members of the Board of Trustees

From: Clifford Jo, Finance & Business Director

Subject: Approval of Purchase of Additional Disk Drives for Dell Servers

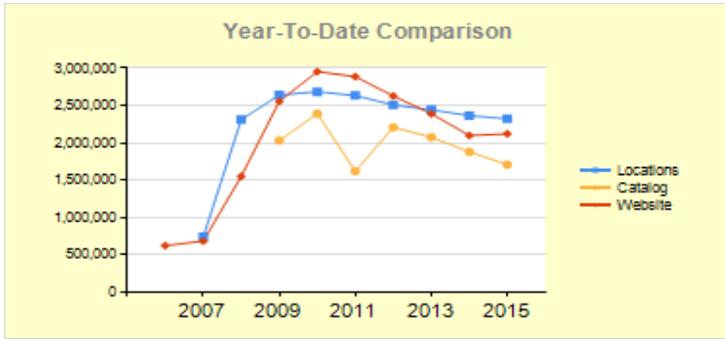
As we implement the final phase of the Dell infrastructure purchased last May, we determined that additional disk drive space is needed to ensure applications, databases, file storage, emails, high speed backups, etc., have the space needed to operate fully. We currently have about 24 terabytes in the new environment but need closer to 100 terabytes to address critical storage shortages between now and the foreseeable future.

The storage upgrade we need lists at about \$200,000. We were able to negotiate it down to just over \$50,000, but Dell's quote expired at the end of January. We anticipate that Dell reissuing the quote will be higher, unfortunately, but still significantly less than list price. We will email it to you prior to the Board meeting or have it available during the Board meeting. Due to significant time constraints (the drives are needed immediately), we ask the Board to forego bidding requirements and approve this purchase as sole-source not to exceed the quote (after adding 10% for taxes and other possible corrections), due to the nature of the original purchase from Dell last year and the substantial discounts being received direct from manufacturer.

Routine Reports

CUSTOMER SERVICE/PHILANTHROPY DASHBOARD - DECEMBER

VISITS



	December		
	2014	2015	% Change
Door Count	126,507	123,900	-2.06%
Catalog	134,548	126,867	-5.71%
Website	154,215	159,609	3.50%
Job & Business Portal	1,853	2,248	21.32%
Military Portal	64	63	-1.56%
Total	417,187	412,687	-1.08%

CHECKOUTS



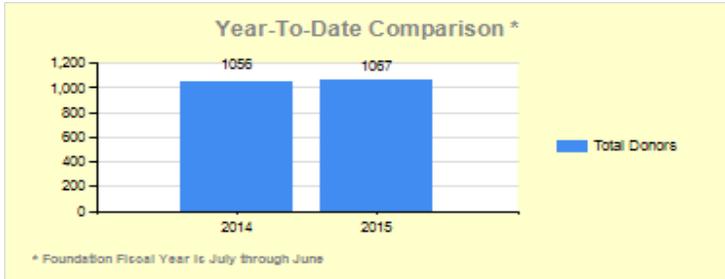
	December		
	2014	2015	% Change
Checkouts	443,458	385,899	-12.98%
Downloadables	53,080	74,021	39.45%
Total	496,538	459,920	-7.37%

CUSTOMERS



	December		
	2014	2015	% Change
Active Cardholders	285,292	324,350	13.69%
New Cards	8,860	2,543	-71.30%
Checkout Transactions	81,696	74,412	-8.92%
Unique Users	35,814	33,597	-6.19%

PHILANTHROPY



	December		
	2014	2015	% Change
FoundationDonors	453	546	20.53%
NewFoundationDonors	173	178	2.89%
\$ Raised by Foundation	\$56,189.00	\$72,621.00	29.24%
\$ Provided by Friends	\$6,952.00	\$0.00	-100.00%

BRANCH CLOSURES

2012		
Location	Dates	Duration (days)
Various (Snow Closures)	1/17-23	7
Bonney Lake	2/13-26	13
Graham	3/21-4/5	15
South Hill	4/9-5/6	27
Tillicum	7/3-8/5	33
Sumner	7/30-9/3	35
Summit	9/17-30	13
Steilacoom	10/17-11/14	28
Bookmobile Ends	11/11	
Key Center	11/14-12/31	47

2013		
Location	Dates	Duration (days)
Key Center	1/1-2/3	34
Fife	9/24-25	2

2014		
Location	Dates	Duration (days)
Gig Harbor	5/19-6/1	13
Lakewood	9/2-21	19
Pkld/Span	10/3-26	13
South Hill	11/1-30	30

2015		
Location	Dates	Duration (days)
Gig Harbor	11/9-11/22	13

Monthly Interim Financial Reports

January 31, 2015

General Fund

- County Property Tax data not received – historically we receive around \$110,000 in taxes.
- Many annual service agreements, leases and insurance are paid and/or encumbered in January for the entire year. These are usually one time per year events. They impact percent expended of budget significantly. Examples include but are not limited to general fund accounts 54201 telecom services, 54501 and 54502 – Leases, 54600 Insurance and 54901 Dues and Memberships.
- Working on closing/finalizing all 2015 transactions.

Debt Service Fund

- No activity
- County stated that they were able to correct their new financial system and report debt service fund balance correctly – we will verify once County reports are released. It has not been reported accurately since April 2015.

Special Purpose Fund

- Working with our software (Eden) vendor to properly create and format new fund.

Capital Improvement Projects Fund

- Please refer to comment above regarding annual service agreements and one time payments. In the CIP account 56200 Building/Building Improvements reflects an annual one-time payment for our UP library expansion.
- 56400 Machinery and equipment include the purchase of our new paper cutter totaling \$25k and the replacement of our compactor \$14k.

*Interim Reports prepared by
Dale E. Hough PFO, CPFIM
Finance Manager*

**Pierce County Library System
Statement of Financial Position - Interim
January 31, 2016
All Funds**

	General Fund	Special Purpose Fund	Debt Service Fund	Capital Improvement Projects Fund
Assets				
Current Assets - Cash				
Cash	\$ 6,095,075	\$ -	\$ 83,725	\$ 764,630
Investments	\$ -	\$ -	\$ -	\$ -
Total Cash	\$ 6,095,075	\$ -	\$ 83,725	\$ 764,630
Total Current Assets	\$ 6,095,075	\$ -	\$ 83,725	\$ 764,630
Liabilities and Fund Balance				
Current Liabilities				
Warrants Payable	\$ 49,177	\$ -	\$ -	\$ -
Sales Tax Payable	\$ 3,473	\$ -	\$ -	\$ -
Payroll Taxes and Benefits Payable	\$ 13,391	\$ -	\$ -	\$ -
Total Current Liabilities	\$ 66,040	\$ -	\$ -	\$ -
Fund Balance				
Reserve for Encumbrances	\$ 927,712	\$ -	\$ -	\$ 162,420
Net Excess (Deficit)	\$ (2,718,113)	\$ -	\$ 77	\$ (158,625)
Unreserved Fund Balance	\$ 7,819,436	\$ -	\$ 83,649	\$ 760,834
Total Fund Balance	\$ 6,029,035	\$ -	\$ 83,725	\$ 764,630
Total Liabilities and Fund Balance	\$ 6,095,075	\$ -	\$ 83,725	\$ 764,630
Anticipated Property Tax Revenue	\$ -	N/A	N/A	N/A

Comparative Statement of Financial Position - Interim														
General Fund - Rolling Comparison														
<i>(as of the listed date of the reported month)</i>														
	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>CURRENT</i>										
	1/31/2015	2/28/2015	3/30/2015	4/30/2015	5/31/2015	6/30/2015	7/31/2015	8/31/2015	9/30/2015	10/31/2015	11/30/2015	12/31/2015	12/31/2015	1/31/2016
Assets														
Current Assets - Cash														
Cash	\$ 1,229,471	\$ 2,036,210	\$ 3,707,222	\$ 11,678,461	\$ 3,966,177	\$ 2,018,084	\$ 1,910,091	\$ 1,849,322	\$ 2,279,894	\$ 10,928,777	\$ 4,365,526	\$ 8,370,208	\$ 8,370,208	\$ 6,095,075
Investments	\$ 5,100,000	\$ 2,500,000	\$ -	\$ -	\$ 8,126,000	\$ 8,250,000	\$ 6,500,000	\$ 3,562,782	\$ 1,500,000	\$ -	\$ 6,700,000	\$ -	\$ -	\$ -
Total Cash	\$ 6,329,471	\$ 4,536,210	\$ 3,707,222	\$ 11,678,461	\$ 12,092,177	\$ 10,268,084	\$ 8,410,091	\$ 5,412,104	\$ 3,779,894	\$ 10,928,777	\$ 11,065,526	\$ 8,370,208	\$ 8,370,208	\$ 6,095,075
Total Current Assets	\$ 6,329,471	\$ 4,536,210	\$ 3,707,222	\$ 11,678,461	\$ 12,092,177	\$ 10,268,084	\$ 8,410,091	\$ 5,412,104	\$ 3,779,894	\$ 10,928,777	\$ 11,065,526	\$ 8,370,208	\$ 8,370,208	\$ 6,095,075
Liabilities and Fund Balance														
Current Liabilities														
Warrants Payable	\$ 549,239	\$ 368,284	\$ 345,727	\$ 302,297	\$ 262,350	\$ 333,402	\$ 425,157	\$ 453,310	\$ 338,977	\$ 478,495	\$ 523,012	\$ 361,035	\$ 361,035	\$ 49,177
Sales Tax Payable	\$ 3,879	\$ 4,383	\$ 11,936	\$ 4,523	\$ 4,337	\$ 4,070	\$ 4,561	\$ 3,891	\$ 4,544	\$ 5,152	\$ 4,089	\$ 5,565	\$ 5,565	\$ 3,473
Payroll Taxes and Benefits Payable	\$ 25,256	\$ 41,786	\$ 43,400	\$ 10,667	\$ 28,290	\$ 45,337	\$ 9,666	\$ 27,778	\$ 46,413	\$ 8,641	\$ 20,965	\$ 48,161	\$ 48,161	\$ 13,391
Total Current Liabilities	\$ 578,374	\$ 414,453	\$ 401,064	\$ 317,487	\$ 294,978	\$ 382,810	\$ 439,384	\$ 484,979	\$ 389,934	\$ 492,288	\$ 548,066	\$ 414,761	\$ 414,761	\$ 66,040
Fund Balance														
Reserve for Encumbrances	\$ 480,435	\$ 438,268	\$ 397,093	\$ 454,484	\$ 401,208	\$ 401,736	\$ 524,749	\$ 431,352	\$ 360,731	\$ 373,933	\$ 266,619	\$ 154,855	\$ 154,855	\$ 927,712
Net Excess (Deficit)	\$ (2,517,988)	\$ (4,105,162)	\$ (4,895,451)	\$ 3,101,973	\$ 3,591,475	\$ 1,679,022	\$ (358,559)	\$ (3,308,743)	\$ (4,775,287)	\$ 2,258,040	\$ 2,446,324	\$ 496,075	\$ 496,075	\$ (2,718,113)
Unreserved Fund Balance	\$ 7,788,650	\$ 7,788,650	\$ 7,804,517	\$ 7,804,517	\$ 7,804,517	\$ 7,804,517	\$ 7,804,517	\$ 7,804,517	\$ 7,804,517	\$ 7,804,517	\$ 7,804,517	\$ 7,804,517	\$ 7,304,517	\$ 7,819,436
Total Fund Balance	\$ 5,751,097	\$ 4,121,757	\$ 3,306,158	\$ 11,360,974	\$ 11,797,199	\$ 9,885,274	\$ 7,970,707	\$ 4,927,125	\$ 3,389,961	\$ 10,436,489	\$ 10,517,460	\$ 7,955,447	\$ 7,955,447	\$ 6,029,035
Total Liabilities and Fund Balance	\$ 6,329,471	\$ 4,536,210	\$ 3,707,222	\$ 11,678,461	\$ 12,092,177	\$ 10,268,084	\$ 8,410,091	\$ 5,412,104	\$ 3,779,894	\$ 10,928,777	\$ 11,065,526	\$ 8,370,208	\$ 8,370,208	\$ 6,095,075
Anticipated Property Tax Revenue	\$ 27,468,688	\$ 27,079,256	\$ 25,938,795	\$ 15,656,184	\$ 13,299,906	\$ 13,113,114	\$ 12,988,144	\$ 12,867,362	\$ 12,414,655	\$ 3,197,451	\$ 943,271	\$ -	\$ -	\$ -

PIERCE COUNTY LIBRARY SYSTEM
Statement of Revenue and Expenditures
Year to Date January 31, 2016
no pre-encumbrances

<u>General Fund</u>	<u>2016 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Property Tax/Investment Income & Other PC Revenue	\$ 28,201,541	\$ -	\$ -	\$ 28,201,541	0%
Other Revenue	\$ 1,508,000	\$ 311,319	\$ -	\$ 1,196,681	21%
Total Revenue	\$ 29,709,541	\$ 311,319	\$ -	\$ 29,398,222	1%
Expenditures					
Personnel/Taxes and Benefits	\$ 20,893,026	\$ 1,706,697	\$ -	\$ 19,186,329	8%
Materials	\$ 3,532,173	\$ 137,418	\$ -	\$ 3,394,755	4%
Maintenance and Operations	\$ 3,895,960	\$ 257,605	\$ 927,712	\$ 2,710,643	30%
Transfers Out - CIP	\$ 1,188,382	\$ -	\$ -	\$ 1,188,382	0%
Transfers Out - SPF	\$ 200,000	\$ -	\$ -	\$ 200,000	0%
Total Expenditures	\$ 29,709,541	\$ 2,101,720	\$ 927,712	\$ 26,680,109	10%
Excess/(Deficit)		\$ (1,790,401)			
(less encumbrances)		(927,712)			
Net Excess (Deficit)		\$ (2,718,113)	\$ (2,201,505)	\$ 516,607.95	

Special Purpose Fund

	<u>2016 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Set-Aside	\$ 787,000	\$ -	\$ -	\$ 787,000	0%
Programs	\$ 40,000	\$ -	\$ -	\$ 40,000	0%
Projects	\$ 227,000	\$ -	\$ -	\$ 227,000	0%
Total Revenue	\$ 1,054,000	\$ -	\$ -	\$ 1,054,000	0%
				\$ -	
Set-Aside	\$ 787,000	\$ -	\$ -	\$ 787,000	0%
Programs	\$ 40,000	\$ -	\$ -	\$ 40,000	0%
Projects	\$ 227,000	\$ -	\$ -	\$ 227,000	0%
Total Expenditures	\$ 1,054,000	\$ -	\$ -	\$ 1,054,000	
Excess/(Deficit)		\$ -			
(less encumbrances)		-			
Net Excess (Deficit)		\$ -			

Debt Service Fund

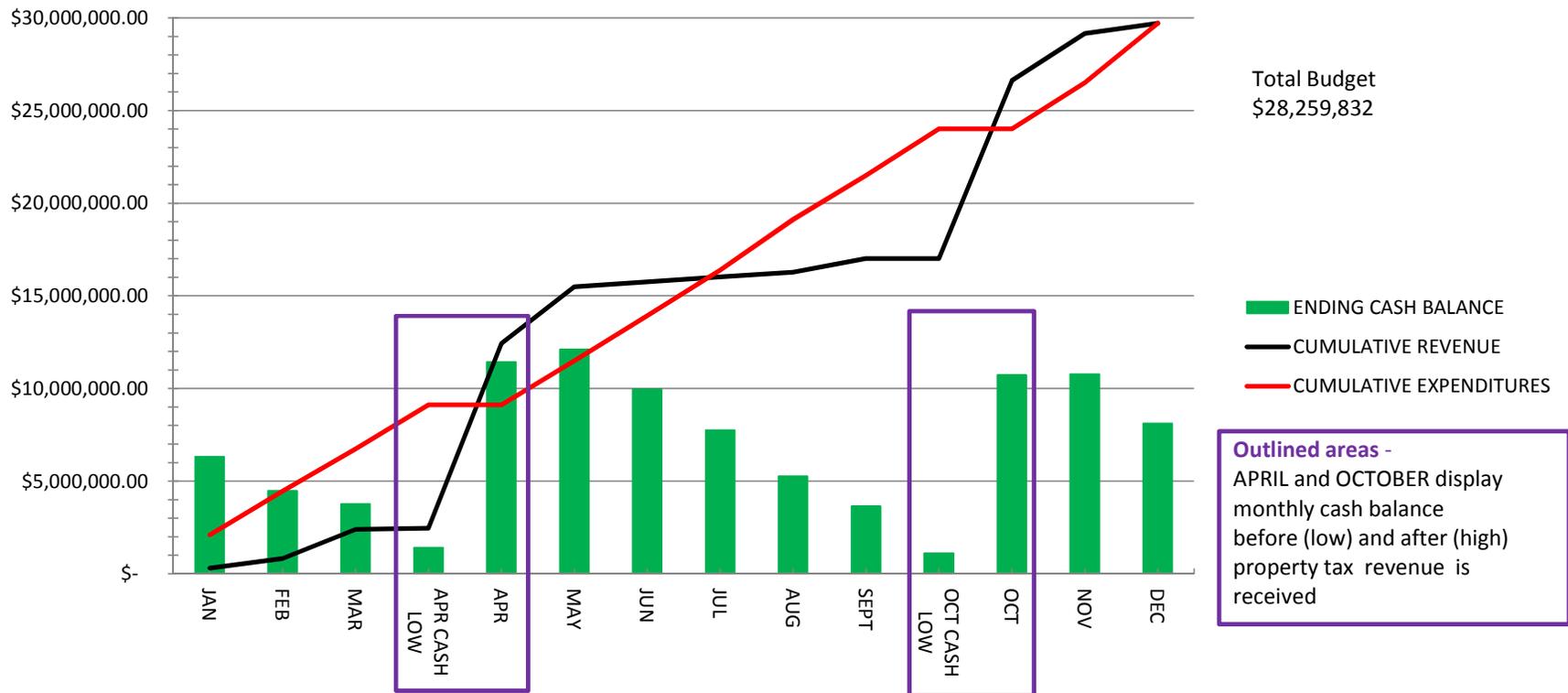
	<u>2016 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Property Tax/Investment Income & Other PC Revenue	\$ -	\$ -	\$ -	\$ -	0%
Other Revenue	\$ -	\$ -	\$ -	\$ -	0%
Total Revenue	\$ -	\$ -	\$ -	\$ -	0%
Total Expenditures	\$ -	\$ -	\$ -	\$ -	0%
Net Excess (Deficit)		\$ -			

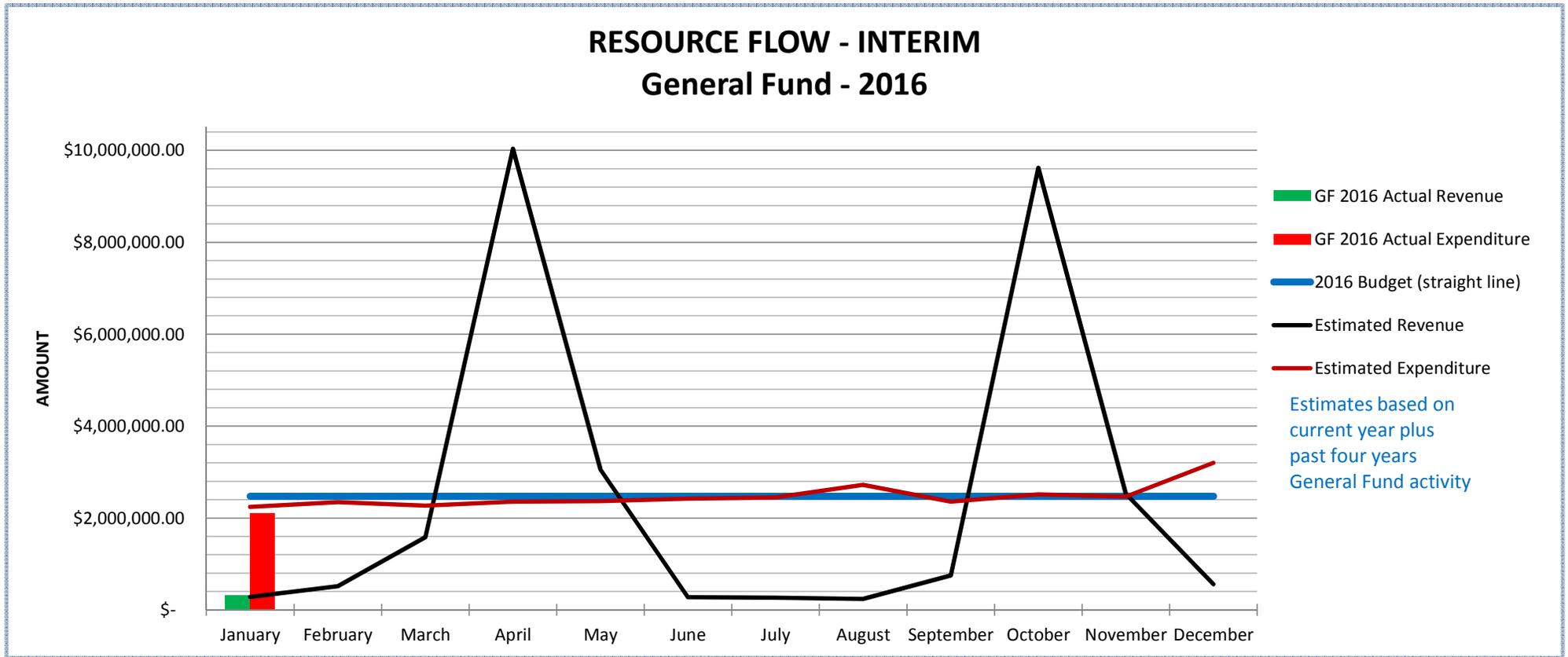
Capital Improvement Projects

Fund

	<u>2016 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Other Revenue	\$ 300,000	\$ 5,025	\$ -	\$ 294,975	0%
Transfers In	\$ 1,188,382	\$ -	\$ -	\$ 1,188,382	0%
Total Revenue	\$ 1,488,382	\$ 5,025	\$ -	\$ 1,483,357	0%
Expenditures					
Maintenance and Operations	\$ 1,488,382	\$ 1,230	\$ 162,420	\$ 1,324,732	11%
Total Expenditures	\$ 1,488,382	\$ 1,230	\$ 162,420	\$ 1,324,732	11%
Excess/(Deficit)		\$ 3,796			
(less encumbrances)		(162,420)			
Net Excess (Deficit)		\$ (158,625)			

CUMULATIVE GENERAL FUND REVENUE AND EXPENDITURE Including Cash Flow Projection 2016





Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 1/31/2016

FUND: GENERAL FUND (01)

Object	2016 Budget	January Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
REVENUE ACCOUNTS						
31111 PROPERTY TAXES CURRENT	27,294,700.00	0.00	0.00	0.00	27,294,700.00	0.00
31112 PROPERTY TAXES DELINQUENT	818,841.00	0.00	0.00	0.00	818,841.00	0.00
31130 SALE OF TAX TITLE PROPERTY	3,000.00	0.00	0.00	0.00	3,000.00	0.00
31720 LEASEHOLD EXCISE TAX	20,000.00	0.00	0.00	0.00	20,000.00	0.00
31740 TIMBER EXCISE TAX	50,000.00	0.00	0.00	0.00	50,000.00	0.00
TAXES:	28,186,541.00	0.00	0.00	0.00	28,186,541.00	0.00
33300 INDIRECT FEDERAL GRANTS	0.00	34,407.84	34,407.84	0.00	(34,407.84)	0.00
33710 SHARED FIXED ASSETS - TIMBER	15,000.00	0.00	0.00	0.00	15,000.00	0.00
34160 COPIER FEES	30,000.00	2,369.63	2,369.63	0.00	27,630.37	7.90
34162 PRINTER FEES	125,000.00	9,975.37	9,975.37	0.00	115,024.63	7.98
34163 FAX FEES	21,000.00	2,247.35	2,247.35	0.00	18,752.65	10.70
35970 LIBRARY FINES	550,000.00	49,536.06	49,536.06	0.00	500,463.94	9.01
36110 INVESTMENT INCOME	5,000.00	0.00	0.00	0.00	5,000.00	0.00
36290 BOOK SALES	20,000.00	709.36	709.36	0.00	19,290.64	3.55
36700 FOUNDATION DONATIONS	300,000.00	106,462.57	106,462.57	0.00	193,537.43	35.49
36720 FRIENDS' REIMBURSEMENTS	0.00	2,228.71	2,228.71	0.00	(2,228.71)	0.00
36725 DONATIONS - OTHER	0.00	8.85	8.85	0.00	(8.85)	0.00
36910 SALE OF SCRAP AND SALVAGE	0.00	400.00	400.00	0.00	(400.00)	0.00
36920 UNCLAIMED PROPERTY/FOUND MON	0.00	139.60	139.60	0.00	(139.60)	0.00
36990 MISCELLANEOUS REVENUE	0.00	41.96	41.96	0.00	(41.96)	0.00
36991 PAYMENT FOR LOST MATERIALS	12,000.00	1,083.74	1,083.74	0.00	10,916.26	9.03
36996 JURY DUTY REIMBURSEMENT	0.00	20.00	20.00	0.00	(20.00)	0.00
36998 E RATE REIMBURSEMENT	415,000.00	100,224.06	100,224.06	0.00	314,775.94	24.15
36999 REBATES - PROCUREMENT CARD	30,000.00	0.00	0.00	0.00	30,000.00	0.00
CHARGES OTHER:	1,523,000.00	309,855.10	309,855.10	0.00	1,213,144.90	20.35
39520 INSURANCE RECOVERIES - ASSETS	0.00	1,464.12	1,464.12	0.00	(1,464.12)	0.00
TOTAL FOR REVENUE ACCOUNTS	29,709,541.00	311,319.22	311,319.22	0.00	29,398,221.78	1.05
EXPENSE ACCOUNTS						
51100 SALARIES AND WAGES	14,984,682.00	1,170,940.08	1,170,940.08	0.00	13,813,741.92	7.81
51105 ADDITIONAL HOURS	273,883.00	28,534.72	28,534.72	0.00	245,348.28	10.42
51106 SHIFT DIFFERENTIAL	159,882.00	11,980.97	11,980.97	0.00	147,901.03	7.49
51107 SUBSTITUTE HOURS	295,500.00	21,953.32	21,953.32	0.00	273,546.68	7.43
51109 TUITION ASSISTANCE PROGRAM	300.00	0.00	0.00	0.00	300.00	0.00
51200 OVERTIME WAGES	7,400.00	3,001.11	3,001.11	0.00	4,398.89	40.56
51999 ADJ WAGE/SALARY TO MATCH PLAN	(396,342.00)	0.00	0.00	0.00	(396,342.00)	0.00
52001 INDUSTRIAL INSURANCE	196,629.00	11,100.74	11,100.74	0.00	185,528.26	5.65
52002 MEDICAL INSURANCE	2,289,031.00	214,518.49	214,518.49	0.00	2,074,512.51	9.37
52003 F.I.C.A.	1,202,711.00	93,624.74	93,624.74	0.00	1,109,086.26	7.78
52004 RETIREMENT	1,727,914.00	131,769.93	131,769.93	0.00	1,596,144.07	7.63
52005 DENTAL INSURANCE	219,387.00	16,678.90	16,678.90	0.00	202,708.10	7.60
52006 OTHER BENEFIT	10,540.00	920.00	920.00	0.00	9,620.00	8.73
52010 LIFE AND DISABILITY INSURANCE	29,086.00	1,674.28	1,674.28	0.00	27,411.72	5.76
52020 UNEMPLOYMENT COMPENSATION	30,500.00	0.00	0.00	0.00	30,500.00	0.00
52200 UNIFORMS	1,300.00	0.00	0.00	0.00	1,300.00	0.00
52999 ADJ BENEFITS TO MATCH PLAN	(139,377.00)	0.00	0.00	0.00	(139,377.00)	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 1/31/2016

FUND: GENERAL FUND (01)

Object	2016 Budget	January Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
EXPENSE ACCOUNTS						
PERSONNEL	20,893,026.00	1,706,697.28	1,706,697.28	0.00	19,186,328.72	8.17
53100 OFFICE/OPERATING SUPPLIES	236,100.00	585.96	585.96	21,730.68	213,783.36	9.45
53101 CUSTODIAL SUPPLIES	52,500.00	1,289.02	1,289.02	0.00	51,210.98	2.46
53102 MAINTENANCE SUPPLIES	60,200.00	193.04	193.04	0.00	60,006.96	0.32
53103 AUDIOVISUAL PROCESSING SUP	25,000.00	0.00	0.00	0.00	25,000.00	0.00
53104 BOOK PROCESSING SUPPLIES	20,000.00	0.00	0.00	0.00	20,000.00	0.00
53200 FUEL	47,000.00	0.00	0.00	0.00	47,000.00	0.00
53401 ADULT MATERIALS	806,000.00	13,670.87	13,670.87	0.00	792,329.13	1.70
53403 PERIODICALS	88,135.00	31.19	31.19	0.00	88,103.81	0.04
53405 JUVENILE BOOKS	544,279.00	20,776.72	20,776.72	0.00	523,502.28	3.82
53406 PROFESSIONAL COLLECTION	4,200.00	74.43	74.43	0.00	4,125.57	1.77
53407 INTERNATIONAL COLLECTION	60,000.00	1,288.29	1,288.29	0.00	58,711.71	2.15
53408 AUDIOVISUAL MATERIALS - ADULT	842,000.00	15,771.79	15,771.79	0.00	826,228.21	1.87
53409 AUDIOVISUAL MATERIALS - JUV	94,000.00	988.75	988.75	0.00	93,011.25	1.05
53411 ELECTRONIC INFO SOURCES	379,068.00	80,877.24	80,877.24	0.00	298,190.76	21.34
53412 REFERENCE SERIALS	18,000.00	579.21	579.21	0.00	17,420.79	3.22
53413 ELECTRONIC SERVICES	143,391.00	0.00	0.00	0.00	143,391.00	0.00
53414 ELECTRONIC COLLECTION	400,100.00	0.00	0.00	0.00	400,100.00	0.00
53464 VENDOR PROCESSING SERVICES	153,000.00	3,359.53	3,359.53	0.00	149,640.47	2.20
53500 MINOR EQUIPMENT	3,500.00	0.00	0.00	0.00	3,500.00	0.00
53501 FURNISHINGS	35,000.00	3,145.65	3,145.65	3,870.72	27,983.63	20.05
53502 IT HARDWARE	50,000.00	0.00	0.00	0.00	50,000.00	0.00
53505 SOFTWARE	12,100.00	0.00	0.00	0.00	12,100.00	0.00
54100 PROFESSIONAL SERVICES	457,750.00	2,581.57	2,581.57	88,145.78	367,022.65	19.82
54101 LEGAL SERVICES	30,000.00	0.00	0.00	0.00	30,000.00	0.00
54102 COLLECTION AGENCY	17,000.00	0.00	0.00	0.00	17,000.00	0.00
54161 RESOURCE SHARING SERVICES	19,000.00	0.00	0.00	0.00	19,000.00	0.00
54162 BIBLIOGRAPHICS SERVICES	33,000.00	0.00	0.00	0.00	33,000.00	0.00
54163 PRINTING AND BINDING	1,500.00	0.00	0.00	0.00	1,500.00	0.00
54165 ILL LOST ITEM CHARGE	2,800.00	10.00	10.00	0.00	2,790.00	0.36
54200 POSTAGE AND SHIPPING	36,600.00	0.00	0.00	0.00	36,600.00	0.00
54201 TELECOM SERVICES	461,300.00	0.00	0.00	379,872.00	81,428.00	82.35
54300 TRAVEL	47,200.00	1,000.66	1,000.66	0.00	46,199.34	2.12
54301 MILEAGE REIMBURSEMENTS	30,350.00	2,406.18	2,406.18	0.00	27,943.82	7.93
54400 ADVERTISING	69,500.00	187.09	187.09	11,396.00	57,916.91	16.67
54501 RENTALS/LEASES - BUILDINGS	404,000.00	72,184.30	72,184.30	168,428.35	163,387.35	59.56
54502 RENTALS/LEASES - EQUIPMENT	32,400.00	531.95	531.95	17,562.97	14,305.08	55.85
54600 INSURANCE	200,000.00	148,369.00	148,369.00	0.00	51,631.00	74.18
54700 ELECTRICITY	235,000.00	3,996.49	3,996.49	0.00	231,003.51	1.70
54701 NATURAL GAS	15,000.00	1,388.85	1,388.85	0.00	13,611.15	9.26
54702 WATER	21,000.00	0.00	0.00	0.00	21,000.00	0.00
54703 SEWER	25,000.00	0.00	0.00	0.00	25,000.00	0.00
54704 REFUSE	26,000.00	0.00	0.00	0.00	26,000.00	0.00
54800 GENERAL REPAIRS/MAINTENANCE	231,300.00	6,564.48	6,564.48	21,740.71	202,994.81	12.24
54801 CONTRACTED MAINTENANCE	779,600.00	9,344.78	9,344.78	200,014.97	570,240.25	26.85
54803 MAINT. TELECOM EQUIPMENT	31,000.00	0.00	0.00	0.00	31,000.00	0.00
54900 REGISTRATIONS	41,850.00	99.00	99.00	0.00	41,751.00	0.24

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 1/31/2016

FUND: GENERAL FUND (01)

Object	2016 Budget	January Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
<i>EXPENSE ACCOUNTS</i>						
54901 DUES AND MEMBERSHIPS	30,170.00	1,345.00	1,345.00	14,949.72	13,875.28	54.01
54902 TAXES AND ASSESSMENTS	29,500.00	0.00	0.00	0.00	29,500.00	0.00
54903 LICENSES AND FEES	43,950.00	2,381.91	2,381.91	0.00	41,568.09	5.42
54904 MISCELLANEOUS	790.00	0.00	0.00	0.00	790.00	0.00
54905 WELLNESS EVENTS/REGISTRATION	2,000.00	0.00	0.00	0.00	2,000.00	0.00
59700 TRANSFERS OUT	1,188,382.00	0.00	0.00	0.00	1,188,382.00	0.00
59702 TRANSFERS OUT - SPF	200,000.00	0.00	0.00	0.00	200,000.00	0.00
ALL OTHER EXPENSES	8,816,515.00	395,022.95	395,022.95	927,711.90	7,493,780.15	15.00
TOTAL FOR EXPENSE ACCOUNTS	29,709,541.00	2,101,720.23	2,101,720.23	927,711.90	26,680,108.87	10.20
NET SURPLUS / DEFICIT	0.00	(1,790,401.01)	(1,790,401.01)	(927,711.90)	2,718,112.91	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 1/31/2016

FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)

Object	2016 Budget	January Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
REVENUE ACCOUNTS						
36200 KEY PENINSULA SHARED COSTS	0.00	1,500.00	1,500.00	0.00	(1,500.00)	0.00
36700 FOUNDATION DONATIONS	0.00	251.40	251.40	0.00	(251.40)	0.00
36899 ENERGY REBATES	0.00	3,274.00	3,274.00	0.00	(3,274.00)	0.00
36998 E-RATE REIMBURSEMENT	300,000.00	0.00	0.00	0.00	300,000.00	0.00
CHARGES OTHER:	300,000.00	5,025.40	5,025.40	0.00	294,974.60	1.68
39700 TRANSFERS IN	1,188,382.00	0.00	0.00	0.00	1,188,382.00	0.00
TOTAL FOR REVENUE ACCOUNTS	1,488,382.00	5,025.40	5,025.40	0.00	1,483,356.60	0.34
EXPENSE ACCOUNTS						
53501 FURNISHINGS	100,000.00	519.65	519.65	0.00	99,480.35	0.52
53502 IT HARDWARE	330,000.00	0.00	0.00	0.00	330,000.00	0.00
53505 SOFTWARE	30,000.00	0.00	0.00	0.00	30,000.00	0.00
54100 PROFESSIONAL SERVICES	0.00	0.00	0.00	3,251.00	(3,251.00)	0.00
54800 GENERAL REPAIRS/MAINTENANCE	166,000.00	0.00	0.00	0.00	166,000.00	0.00
54805 VEHICLE REPAIR - MAJOR	10,000.00	0.00	0.00	0.00	10,000.00	0.00
54900 REGISTRATIONS	0.00	710.00	710.00	0.00	(710.00)	0.00
54912 CONTINGENCY/RESERVE	28,000.00	0.00	0.00	0.00	28,000.00	0.00
54915 PLANNED SAVINGS	83,382.00	0.00	0.00	0.00	83,382.00	0.00
56200 BUILDINGS & BLDG IMPROVEMENTS	135,000.00	0.00	0.00	120,001.00	14,999.00	88.89
56201 CONSTRUCTION	65,000.00	0.00	0.00	0.00	65,000.00	0.00
56203 FLOORING	57,000.00	0.00	0.00	0.00	57,000.00	0.00
56204 PAINTING AND WALL TREATMENTS	7,500.00	0.00	0.00	0.00	7,500.00	0.00
56301 PARKING LOT REPAIR & IMPROVEME	165,000.00	0.00	0.00	0.00	165,000.00	0.00
56400 MACHINERY & EQUIPMENT	191,000.00	0.00	0.00	39,168.48	151,831.52	20.51
56402 HVAC	120,500.00	0.00	0.00	0.00	120,500.00	0.00
TOTAL FOR EXPENSE ACCOUNTS	1,488,382.00	1,229.65	1,229.65	162,420.48	1,324,731.87	11.00
NET SURPLUS / DEFICIT	0.00	3,795.75	3,795.75	(162,420.48)	158,624.73	0.00

MEMO



Date: February 3, 2016

To: Rob Allen and Members of the Board of Trustees

From: Georgia Lomax, Executive Director

Subject: Executive Director Report

Operations

The 2016 Work Plan timeline and schedule have been shared with the Leadership Team and we are nearing finalization. You will be learning more during a presentation by Deputy Director Melinda Chesbro at the February meeting. The strategic planning process is underway as the team prepares for Open House events in the community during February and March. The list of key stakeholders to interview is being finalized. Thank you for your recommendations.

Interviews are being scheduled for several positions, including the Collection Management Manager (formerly Reading & Materials Director) and the Payroll Administrator. We are reviewing applications for the Customer Experience Director position. The IT Manager has been posted, the first review of applicants occurred on January 28, 2016.

External Community Activities

I attended the grand opening ceremony of the Franklin Pierce School District Early Learning Center. The facility opened its doors to 320 students, ages 3 to 5, on November 2, 2015. The Library serves this new learning center. It is an exciting step toward ensuring children are ready to succeed at school.

I attended meetings for the United Way Community Impact Council, the Mid-County Leadership Team, Workforce Innovation and Opportunity Act (WIOA) Core Leadership.

I also attended the Tacoma Chamber of Commerce's Horizons Economic Forecast. This was a great opportunity to learn about critical economic projections that will impact business and influence 2016 outcomes.

Internal Community Activities

I am now a member of the Pierce County Library Foundation's Leadership Gifts Committee, which seeks to obtain major donations and gifts to support the work of the Library.

Library Community Activities

I joined several of the Library's managers on our annual trip to Olympia during Library Legislative Day. It was a successful event and an opportunity for the Library to remind our legislators of the value of libraries in their communities.

Unfinished Business

MEMO



Date: February 1, 2016

To: Chair Rob Allen and Members of the Board of Trustees

From: Melinda Chesbro, Deputy Director

Subject: 2016 Work Plan Update

At the October meeting we presented an overview of our 18 month work plan with some highlights on what we hope to achieve during that time frame. As a reminder, our planning focus areas are:

Service Focus: Clear service priorities and realistic operating capacity

Goal: Environment – safe, secure and welcoming for staff and the public

Goal: Infrastructure – robust, sustainable and able to deliver our services

Goal: People – skilled and engaged workforce

Since that time we have developed an annual planning timeline that will align with strategic planning and budget development. A draft of this timeline is attached. This timeline is designed to provide opportunity for staff and Board input to the planning process, more coordination of efforts; a realistic and achievable set of goals; and greater accountability for timely completion of projects.

Annual Planning Timeline

Planning Calendar – Timeline

July to September	Who	Notes
Identify strategic direction, goals and priorities for the coming year	Leadership Team	June Leadership Team meeting (report at July Board meeting)
Establish big picture (including finances) for the coming year	Admin Team	Admin discusses in time for July Board meeting
Analyze current department/branch staffing & activities	Department & Branch heads	June, July
Brainstorm possibilities with staff for the coming year	Department & Branch heads	June, July staff meetings
Narrow down ideas for the coming year based on goals/priorities	Leadership Team	July or August planning retreat
Identify big projects for the coming year	Leadership Team	July or August planning retreat
Identify projects to develop with Foundation for their upcoming fiscal year	Leadership Team	July or August planning retreat
Identify Multi-Department projects for the coming year	Leadership Team	July or August planning retreat
Introduce Big projects to the Board	Admin Team	September Board meeting
Identify department/branch goals and activities for the coming year	Department & Branch heads	report at September Leadership Team meeting
October to December	Who	Notes
Identify resources needed for coming year projects	Project leads	September, October
Set calendar, communicate with staff about coming year projects	Admin Team	Staff Day in late Sept/early Oct?
Present key project highlights (selected Multi-Department projects)	Admin Team	October Board meeting
Finalize projects, build budget for the coming year	Admin Team	October for November Board meeting
Make adjustments based on final reading of budget	Admin Team	after December Board Meeting
Set team and individual goals for the coming year	Supervisors	December

Annual Planning Timeline

January to March – action	Who	Notes
Do the current quarter’s work	Project leads	
Quarterly evaluation of current year projects	Leadership Team	March Leadership Team meeting
Update calendar & communicate quarterly progress on current year priorities to staff	Admin Team	early April
Communicate quarterly progress on current year priorities to Board	Admin Team	April Board meeting
April to June – action	Who	Notes
Do the current quarter’s work	Project leads	
Mid-year evaluation of current year projects	Leadership Team	June Leadership Team meeting
Update calendar & communicate quarterly progress on current year priorities to staff	Admin Team	early July
Communicate quarterly progress on current year priorities to Board	Admin Team	July Board meeting
July to September – action	Who	Notes
Do the current quarter’s work	Project leads	
Quarterly evaluation of current year projects	Leadership Team	September Leadership Team meeting
Update calendar & communicate quarterly progress on current year priorities to staff	Admin Team	early October
Communicate quarterly progress on current year priorities to Board	Admin Team	October Board meeting
October to December – wrap-up	Who	Notes
Wrap up the current year’s work	Project leads	October to December
Assess progress toward Department & Branch goals	Department & Branch heads	December
Assess progress toward team and individual goals	Supervisors	December
Year-end evaluation of current year projects	Leadership Team	December Leadership Team meeting
Compile accomplishments – this will feed into the annual report	Leadership Team	January
Communicate previous year accomplishments to staff & Board	Admin Team	early February/February Board meeting

New Business

MEMO



Date: February 3, 2016

To: Chair Rob Allen and Members of the Board of Trustees

From: Clifford Jo, Finance & Business Director

Subject: Purchasing and Procurement Policy

In continuing our review of Board fiscal policies, we are working on a Board-level policy regarding purchasing and procurement. A lengthy administrative/procedural policy exists already, but a Board policy is prudent to establish the policy statement and a threshold for Board review and approval. Please find attached a first draft policy. Melinda and Dale will be discussing this during the Board meeting to get your feedback to create a final draft for your review in March.

Also, we are requesting the Board to raise its review/approval threshold from \$50,000 to a higher limit, \$100,000. Due to cost increases over time, some routine projects and purchases can now exceed \$50,000. This also applies for emergency needs. The effect of the existing threshold has the Board approving more purchases, typically in the consent agenda, which delays orders and delivery. (The last time the Board increased it was during the March 2010 Board meeting, from \$25,000 to \$50,000.) Also, some vendors will give quotes that are just above \$50,000 but their requirement for turnaround time to commit purchase can be short.

The threshold exists so that the Board approves large purchases, including major equipment, and certain contracts and service agreements that are \$50,000 or more. They generally do not include quantity orders that exceed \$50,000; for example, 100 computers at \$1,000 each, totaling \$100,000, or recurring maintenance agreements, such as annual licensing and support for the online catalog system. In some cases we bring to the Board annual renewals, such as insurance, so as to be aware of the nature of the renewal.

The Board will still see payments of all purchases during the voucher approval action within the consent agenda that occurs at the beginning of each Board meeting; Finance staffs are available during this time to answer any questions you may have.

We are recommending that the Board raise the threshold to be \$100,000 and over for Board approval, which is noted in the draft policy, and we invite your thoughts related to this and the overall policy.

Board Policy

Purchasing and Procurement Policy

Policy Statement

The Pierce County Library System (“Library”) Board of Trustees authorizes the Library to make purchases and procurements in a manner that upholds and provides responsible stewardship of public funds.

Policy

Purchase and procurement will be overseen by the Executive Director. Daily operations are delegated to the Finance Department and are conducted in strict adherence with applicable federal and state laws and regulations applicable to Library policies.

The process of determining whether a purchase is needed, in the best interest of the Library and its customers, selecting vendors, managing contracts and agreements are subject to ethical standards and embody the value of stewardship of public resources.

Purchase activities shall be administered in a manner that provides maximum practicable open competition appropriate to the type of product or service to be provided. Purchases shall support the goals of cost efficiency and product/service quality.

The Library shall create and maintain a Purchasing and Contracting policy and procedure with the following:

1. The Executive Director shall establish thresholds of purchasing authority; and
2. The Board of Trustees shall review and approve purchases of \$100,000 or more.

References

Board Policy on Fiscal Management

Board Education and Service Reports

MEMO



Date: February 1, 2016

To: Chair Allen and Members of the Board of Trustees

From: Linda Farmer, Director of Communications & Jaime Prothro, Customer Experience Manager

Subject: Pierce County READS 2016

Pierce County Library System's largest event for adults—Pierce County READS—launches on Feb. 7, 2016. This is the 9th annual one-community one-book program that encourages everyone in the county to read the same book at the same time and then come together to talk about it.

Pierce County READS titles are best-selling works by a living author that appeal to wide audiences, present relevant themes and provoke meaningful discussion. The library's co-presenter, The News Tribune, will announce the selection with a feature story on Feb. 7.

Library staff will present the following at your February meeting:

- More information on the chosen author
- Programming highlights
- Overview of marketing strategies

MEMO



Date: February 2, 2016

To: Rob Allen and Members of the Board of Trustees

From: Georgia Lomax, Executive Director

Subject: Strategic Planning Process Update

The planning team held its second meeting on February 2, 2016. During the meeting, the team finalized:

- the design of the open houses and conducted a mock open house
- the project one-page communication tool
- informational slides for staff about the strategic process
- informational materials for staff about the community engagement process

The team also reviewed stakeholder interview questions.

The community engagement process will involve three key tactics—open houses in every location, pop-up events at strategic locations to reach specific target audiences and a survey. The launch date is February 12, 2016.

Open house dates and locations are set and pop-up activity dates are in the process of being finalized. Open house training for site supervisors will be held on February 4, 2016.

During the board meeting, I will share a brief process overview and further details of the community engagement process.

Officers Reports

MEMO



Date: February 1, 2016

To: Chair Allen and Members of the Board of Trustees

From: Linda Farmer, APR, Director of Communications

Subject: Legislative Day 2016

On Jan. 21, seven Pierce County Library System librarians and department staff converged on Olympia for Washington State Library Legislative Day. Staff shared key goals for 2016 and talked about the library's new Strategic Planning process with elected officials and aides. Staff participating include Georgia Lomax, Melinda Chesbro, Linda Farmer, Jennifer Patterson, Jaime Prothro, Joy Kim and David Durante.

Highlights

A big reader, Sen. Dammeier, took time to inquire about this year's Pierce County READS event (he loved last year's book) and was curious about general foot traffic levels and the amount of checkouts and downloads we're seeing these days. Rep. Stambaugh also asked about the future of libraries and was interested in learning more about the partnerships that the library has throughout the county.

Rep. Zeiger noted his keen interest in libraries. He had just attended South Hill Library's 25th anniversary event that featured the South Hill Historical Society and thought it was nicely done. Rep. Jesse Young's aide was strongly interested in the library's STEM and economic and workforce development initiatives.

All the legislative offices agreed to promote the community engagement (open houses, online survey) portion of the library's Strategic Plan to their constituencies.

M E M O

Date: January 26, 2016
To: Chair Rob Allen and Members of the Board of Trustees
From: Chereé Green, SPHR, Staff Experience Director
Subject: Staff Engagement Survey Update

In the last half of 2015, we worked diligently on the action planning for our Staff Engagement Survey. In our partnership with National Business Research Institute, since my last update to you, we have completed the following:

- Recognized the staff for helping exceed our response rate goal by serving them root beer floats in the branches and departments
- Solicited staff volunteers for the action planning teams
- Gathered and trained the staff engagement opportunity teams so that they could bring forward solutions
- Administrative team reviewed the staff engagement opportunity teams' solutions and approved their top five recommendations/priorities:
 1. Create new, simpler, more meaningful job performance evaluation forms.
 2. System-wide trespassing for safety/threat issues.
 3. Wireless off when Library not in use.
 4. Provide training to promote service, confidence and consistency and employee growth.
 5. Share information as it becomes available.
- Closed out the work of the staff engagement opportunity teams and thanked them for their commitment and great work
- Began implementation of the staff engagement opportunity teams' solutions
- Communicated and updated the staff on the progress and ongoing work

Next steps for the project include:

- Integrate the staff engagement opportunity teams' top five recommendations/priorities (and any additional from their complete list) into the 2016 work plan, assigning Leads
- Check in on recommendations at the mid-point of implementation
- Continue ongoing communications with staff as we progress
- Complete another Staff Engagement Survey in the fall of 2016

The memos received from the staff engagement opportunity teams with their prioritized recommendations and our responses back to them are included in the board packet for your review.

MEMO

Date: December 14, 2015

To: Administrative Team: Georgia Lomax, Melinda Chesbro, Cliff Jo, Chereé Green, Linda Farmer and Jennifer Patterson

From: SES Team: Mellisa Sisley, Jenny Holder, Genevieve Dettmer, Rosalind Nguessan, Anastassia Hunte Fagbohun, Aisha Womack, Jamie Foster, Steve Champion, Dani Fleming, Corrine, Weatherly, Carrie Barrett, Yuri Button, Melanie Kenney, Michelle Angell, Kim Mose, Cathy O'Donnell, Bonnie Valens, Carol Dike, Jami Schwarzwaldler, Liz Athey, Jill, Henriksen, Marianna Bissonnette and Patti Cox

RE: **SES TEAM RECOMMENDATIONS – TOP FIVE PRIORITIES**

On September 22, 2015, the Staff Engagement Survey (SES) Team attended a training session to prepare them for their assignment, which was communicating to staff, acting as funnels for organization-wide improvement suggestions, gathering communication from staff, sorting through and prioritizing the recommendations and presenting a short list to management. The Team as a whole was broken down into four sub focus groups: Culture, Job Performance, Management and Supervision.

The SES Team worked diligently and thoughtfully to gather, process and present the input from staff regarding changes they believe are necessary to improve PCLS for staff and our customers. The Team developed ten questions based on the original May 2015 Staff Engagement Survey. Through a confidential survey, 176 staff members provided approximately 1,750 individual, candid responses to these questions. The sub focus groups processed the staff comments and delivered them in a presentation to the Administrative Team on November 17, 2015. As a follow-up, the SES Team was asked to further narrow their recommendations to the top five and prioritize the entire list. The SES Team is pleased to present staff's prioritized list of improvement opportunities with the top five priorities highlighted.

Although the top five are the most important, we believe the entire list is important and of value. We ask you to keep the issues staff expressed beyond the top five in mind for future implementation. To that end, in addition to our top five priorities, we have included all twelve recommendations in order of priority together with the associated percentages.

Top Five – Highlighted Priority List

Priority 1

Create new, simpler, more meaningful job performance evaluation forms.

- Form a new team led by Staff Experience to help revise the form and 360 degree review process (annual anonymous staff feedback on supervisors' performance to reveal (a) strengths and (b) areas for improvement.) with a guarantee of retaliation zero tolerance. (Team may be made up of/include job description review team members.)
- Establish a new skill-based performance evaluation to provide constructive and positive feedback to staff on their job performance and ensure 1:1s and evaluations are for the employee and the employee's continual growth.

Cost: Additional may be for sub pay or additional hours for some team members.

Time required: Immediate planning for project. 6 months or less to produce the new form.

Priority 2

System-wide trespassing for safety/threat issues.

Cost: Staff cost for brief training on the new system. Management time to revise/develop procedures.

Time required: Unknown. Immediate planning.

Priority 3 (*Tied with Priority 4*)

Wireless off when Library not in use.

Cost: Low to no cost.

Time required: Should be a quick fix. Immediate planning and implementation.

Priority 4 (*Tied with Priority 3*)

Provide training to promote service, confidence and consistency and employee growth.

- Technology and soft skills training. Can be done in a class or workshop; on-site and hands-on; online class, course or webinar; frequent short tips.
- Annual evaluation training for supervisors.
 - Facilitate annual evaluation training for supervisors.

Cost: Staff time to develop training. Staff time to attend training.

Time required: Unknown. Immediate planning.

Priority 5

Share information as it becomes available.

- Communicate and include timelines.
- Update staff when changes occur. Even short messages that say, “*Hey! We’re working on...*” will help us stay informed and connected.

Cost: Management time.

Time required: Minimal time required. Immediate implementation.

Secondary Priority List

Priority 6

Improve the quality of Leadership Site/Department Visits.

- Front line staff should select the time and circumstances of the visit, supervisors/managers leave during visit; ensure no retaliation, staff selects the type of visit (staff meetings, 1:1, working visit).
- Make them valuable for both leadership and staff.

Cost: No cost.

Time required: No additional time during visits. Minimal planning time. Implementation within 2 months.

Priority 7

Security guards or service.

Time required: Implementation anticipated within 3 months.

Cost: Average cost estimate \$15-\$20 per hour for each location receiving this service.

Priority 8

All Management teams' members send messages to staff, similar to Georgia's Monday Message.

- Messages do not have to be as long, or as frequent. Information should be basic, relevant, valuable, and regular.
- If you don't have something to share when it's your turn, trade with the next leader in the rotation.
- If you have something important to share, don't wait until it's your turn – tell us now.

Cost: Management time.

Time: Immediate implementation. Approximately 20-30 minutes per message.

Priority 9

Stop Calling Yourselves the "A-Team."

- Use a new team name to let staff know who you are and your purpose.

Cost: No cost.

Time required: Immediate planning and implementation. No additional time.

Priority 10 (*Tied with Priority 11*)

Rewrite job descriptions.

- Variety of information available regarding the best methods to rewrite job descriptions.
- Not all job descriptions need to be rewritten.
- Establish a team led by Staff Experience and supervisors to identify and review job descriptions most in need of revisions. (Team may be made up of/include performance evaluation team members.)
- Eliminate 2nd class non benefited positions - unknown cost may be mitigated by lower turnover cost.

Cost: Potentially additional sub pay or additional hours for some team members.

Time required: Immediate planning for project. Considerable amount of time – unknown at this time.

Priority 11 (*Tied with Priority 10*)

Collect comments and give feedback.

- Periodically provide customers with small, attractive survey cards that local staff could place or attach to boards, tables or workstations.
- Provide attractive and secure suggestion boxes to each work location that local staff may place in high traffic places.
- Assign staff member to triage incoming comments.
- Post customer comments on public web page and respond.
- Create parallel comment and response process for staff on Staff Web.

Cost: Minimal cost to produce survey cards and purchase suggestion boxes. Staff time to display, monitor and triage comments/suggestions. Staff time to post to public and Staff Web. Management time to respond to.

Time required: Immediate planning for project. 3 months to implement, minimal amount of time for ongoing process.

Priority 12

Acknowledge staff's email every time in a timely manner.

- Respond every time as a courtesy even if it is just to say "thank you for your email".
- Expectation is a response within 24 hours.

Cost: Management time.

Time required: Approximately 30 seconds per email. Immediate implementation.

Selection of the Top Five Recommendations Percentages Ranking

Answer Choices	Responses
<p>Create new, simpler, more meaningful job performance evaluation forms.</p> <ul style="list-style-type: none"> o Form a new team led by Staff Experience to help revise the form and 360 degree review process (annual anonymous staff feedback on supervisors' performance to reveal (a) strengths and (b) areas for improvement.) with a guarantee of retaliation zero tolerance. (Team may be made up of/include job description review team members.) o Establish a new skill-based performance evaluation to provide constructive and positive feedback to staff on their job performance and ensure 1:1s and evaluations are for the employee and the employee's continual growth. <p>Cost: Additional may be for sub pay or additional hours for some team members. Time required: Immediate planning for project. 6 months or less to produce the new form.</p>	88.00%
<p>Rewrite job descriptions.</p> <ul style="list-style-type: none"> o Variety of information available regarding the best methods to rewrite job descriptions. o Not all job descriptions need to be rewritten. o Establish a team led by Staff Experience and supervisors to identify and review job descriptions most in need of revisions. (Team may be made up of/include performance evaluation team members.) o Eliminate 2nd class non benefited positions- unknown cost may be mitigated by lower turnover cost. <p>Cost: Potentially additional sub pay or additional hours for some team members. Time required: Immediate planning for project. Considerable amount of time – unknown at this time.</p>	24.00%
<p>Collect comments and give feedback.</p> <ul style="list-style-type: none"> o Periodically provide customers with small, attractive survey cards that local staff could place or attach to boards, tables or workstations. o Provide attractive and secure suggestion boxes to each work location that local staff may place in high traffic places. o Assign staff member to triage incoming comments. o Post customer comments on public web page and respond. o Create parallel comment and response process for staff on Staff Web. <p>Cost: Minimal cost to produce survey cards and purchase suggestion boxes. Staff time to display, monitor and triage comments/suggestions. Staff time to post to public and Staff Web. Management time to respond to. Time required: Immediate planning for project. 3 months to implement, minimal amount of time for ongoing process.</p>	24.00%
<p>All Management teams' members send messages to staff, similar to Georgia's Monday Message.</p> <ul style="list-style-type: none"> o Messages do not have to be as long, or as frequent. Information should be basic, relevant, valuable, and regular. o If you don't have something to share when it's your turn, trade with the next leader in the rotation. o If you have something important to share, don't wait until it's your turn – tell us now. <p>Cost: Management time. Time: Immediate implementation. Approximately 20-30 minutes per message.</p>	32.00%

Answer Choices	Responses
<p>Share information as it becomes available.</p> <ul style="list-style-type: none"> o Communicate and include timelines. o Update staff when changes occur. Even short messages that say, “Hey! We’re working on…” will help us stay informed and connected. <p>Cost: Management time. Time required: Minimal time required. Immediate implementation.</p>	56.00%
<p>Acknowledge staff’s email every time in a timely manner.</p> <ul style="list-style-type: none"> o Respond every time as a courtesy even if it is just to say “thank you for your email”. o Expectation is a response within 24 hours. <p>Cost: Management time. Time required: Approximately 30 seconds per email. Immediate implementation.</p>	8.00%
<p>Provide training to promote service, confidence and consistency and employee growth.</p> <ul style="list-style-type: none"> o Technology and soft skills training. Can be done in a class or workshop; on-site and hands-on; online class, course or webinar; frequent short tips. o Annual evaluation training for supervisors. Facilitate annual evaluation training for supervisors. <p>Cost: Staff time to develop training. Staff time to attend training. Time required: Unknown. Immediate planning.</p>	68.00%
<p>Wireless off when Library not in use.</p> <p>Cost: Low to no cost. Time required: Should be a quick fix. Immediate planning and implementation.</p>	68.00%
<p>Security guards or service.</p> <p>Cost: : Average cost estimate \$15-\$20 per hour for each location receiving this service Time required: Currently unknown.</p>	36.00%
<p>System-wide trespassing for safety/threat issues.</p> <p>Cost: Staff cost for brief training on the new system. Management time to revise/develop procedures. Time required: Unknown. Immediate planning.</p>	80.00%
<p>Stop Calling Yourselves the “A-Team.”</p> <ul style="list-style-type: none"> o Use a new team name to let staff know who you are and your purpose. <p>Cost: No cost. Time required: Immediate planning and implementation. No additional time.</p>	28.00%
<p>Improve the quality of Leadership Site/Department Visits.</p> <ul style="list-style-type: none"> o Front line staff should select the time and circumstances of the visit, supervisors/managers leave during visit; ensure no retaliation, staff selects the type of visit (staff meetings, 1:1, working visit). Make them valuable for both leadership and staff. <p>Cost: No cost. Time required: No additional time during visits. Minimal planning time. Implementation within 2 months.</p>	44.00%

MEMO

Date: December 28, 2015
To: Staff Engagement Survey Team
From: Georgia Lomax, Executive Director (on behalf of the Administrative Team)
Subject: Response to Staff Engagement Opportunity Team Recommendations

On behalf of the Administrative Team, I'd like to thank you for serving on the Library's first-ever Staff Engagement Opportunity Team. I appreciate the hard decisions you made when prioritizing your top five solutions. I believe your well-thought out suggestions will help the Library meet its goal to increase staff engagement, as well as to improve scores on next year's Staff Engagement Survey. The Administrative Team reviewed and discussed your recommendations and approved the top five recommendations as part of the 2016 Work Plan.

Now that your work on the Opportunity Team is finished, the Administrative Team will begin implementing your top five recommendations. This is the final step in the staff engagement process that began last spring: survey staff, identify areas to improve, form staff teams, identify and recommend three-to-five solutions, implement solutions. The process will start again when we resurvey staff next fall.

Below are detailed responses to each of the Team's top five priority solutions as presented to the Administrative Team in a December 14 memo. Work had already begun in many cases. Though we are not able to focus on more than five solutions this year, we provided limited responses for all solutions in the memo. As with the first five, work had already begun in many of these areas.

We will communicate next steps to all staff in January. If you have questions, please let us know. And, again, thank you for helping us start this new tradition.

Responses to the Top Five Solutions

The Staff Engagement Team's top five solutions have been approved by the Administrative Team and the solutions are being built into the Library's 2016 Work Plan. Work on some priorities had already begun.

Priority 1: Create new, simpler, more meaningful job performance evaluation forms

Response by Staff Experience Director Cheree Green: Staff Experience will lead an effort to revise the current performance evaluation process in 2016. Once the new tool is finalized, we will offer performance evaluation training for supervisors. In addition, we are committed to ensuring that one-on-ones as well as regular feedback and dialogue are happening consistently between staff and supervisors.

When: First and second quarters 2016

Priority 2: System-wide trespassing for safety/threat issues

Response by Interim Customer Experience Director Jennifer Patterson: System-wide trespass will be incorporated into the updated In Charge Manual trespass section that was discussed at the fall regional meetings. Customer

Experience will revise the draft guidelines and associated internal procedures based on staff input. Although police-issued formal trespasses will not be system-wide due to the fact that there are multiple police jurisdictions within our service area, library-issued trespasses can be system-wide and we will be developing the processes and procedures necessary to implement this as part of the trespassing guidelines. Staff will be notified when the new guidelines and procedures are finalized.

When: First quarter 2016

Priority 3: Wireless off when Library not in use

Response by Deputy Director Melinda Chesbro: We're willing to experiment with turning off the Wi-Fi at some locations after hours to see if it has an impact. We will still want to provide after-hours Wi-Fi during the meeting room availability hours, so the test locations and exact hours that Wi-Fi will be turned off are still to be determined. We may run more than one test period at different times of year since it may be a warm weather issue.

When: First quarter 2016 with other tests throughout the year

Priority 4: Provide training to promote service, confidence, consistency and employee growth

Response by Staff Experience Director Cheree Green: Next year Staff Experience will conduct a formal assessment of the Library's training needs for technical skills. Staff Experience maintains a [training catalog](#) of classes for both soft and technical skills that is available for staff.

When: First quarter 2016

Priority 5: Share information as it becomes available

Response by Communications Director Linda Farmer: We will continue to use Georgia's weekly Monday Message, the new weekly Cover to Cover staff e-newsletter and the revamped Announcements section on StaffWeb to get news, information and critical updates to staff in a timely manner. In addition, Administrative Team will post to StaffWeb documents related to the 2016 Work Plan and the Strategic Plan that can be accessed by staff at any time.

When: Ongoing

Responses to the Remaining Solutions

Priority solutions 6 through 12 are not included in the implementation phase for this year's Staff Engagement Opportunity process. However, the Administrative Team provided comment in each area.

Priority 6: Improve the quality of Leadership site/department visits

Response by Executive Director Georgia Lomax: This year Administrative Team members made 54 site visits to branches and departments. All branches were visited from one to five times. Administrative Team will continue site visits in 2016 and will incorporate your feedback into their visits.

When: Ongoing

Priority 7: Security guards or service

Response by Deputy Director Melinda Chesbro: We will add staffed after-hours security patrols to Lakewood, Parkland/Spanaway, South Hill and perhaps Summit. These patrols will occur multiple times per night with both parking lot drive-throughs and walking patrols around the buildings. These patrols should help discourage overnight sleepers and make the lots less attractive for camping. In response to a recent pattern of issues in the parking lot at Parkland/Spanaway we are planning to add afternoon and evening security patrols of that parking lot. We are also considering fencing some of the PKS property.

When: First quarter 2016 for patrols; fence will depend on cost and other projects

Priority 8: All management team members send messages to staff, similar to Georgia's Monday Message Response by Communications Director Linda Farmer: Getting more management voices into Cover to Cover is in process. Coming soon is an informal, rotating, weekly column written by both Administrative Team members and other managers.

When: First quarter 2016

Priority 9: Stop calling yourselves the "A-Team"

Response by Executive Director Georgia Lomax: The [Administrative Team's](#) roles and duties, as well as those of the [Leadership Team](#), are evolving and will be clarified in 2016. We will look at a new name as well. While that is in process, shorthand will be Admin Team, and not A-Team.

When: Second quarter 2016

Priority 10: Re-write job descriptions

Response by Staff Experience Director Cheree Green: The Administrative Team agrees that our current job descriptions have some opportunity for improvement. However, we are unable to take on this work given the current commitments for 2016.

When: Will consider in the future

Priority 11: Collect comments and give feedback

Response by Communications Director Linda Farmer: The Library's Strategic Planning process features a comprehensive effort around community engagement, including open houses, online tools and stakeholder interviews. Future efforts to collect regular customer feedback will grow out of this process.

When: First, second and third quarters 2016

Priority 12: Acknowledge staff's email every time in a timely manner

Response by Communications Director Linda Farmer: It can be challenging to communicate in an always-on society. Administrative Team will make every effort to respond to email within 24 hours.

When: Ongoing

MEMO



Date: February 2, 2016

To: Rob Allen and Members of the Board of Trustees

From: Georgia Lomax, Executive Director

Subject: Legislation Related to Libraries

During Legislative sessions, the Washington Library Association monitors bills for potential policy or financial impacts on libraries. There are a number of bills that are of interest to public libraries being considered at this time.

House Bill (HB) 2426/Senate Bill 6313 would modify the appointment process for trustees of rural county library districts in counties with one million or more residents. At this time, this would only impact the King County Library System. However, as county populations grow in the future it may apply to Pierce County Library System and others. This bill proposes adding two trustees to the current five in counties with one million or more residents to provide additional representation across the larger population area. This bill was heard in the House Committee on Local Government and has been referred to rules for review.

HB 2532 seeks to study public access to library services in jurisdictions that do not currently fund public library service. Representative Christine Kilduff is one of the sponsors of this bill. I spoke with her and she said this is the result of her concern for residents of incorporated areas without access to public libraries, such as Fircrest. The study reflects the concern that individuals have access to books and resources for literacy and learning, and for ensuring an informed citizenry. This bill is strictly to study the situation and has no other impact. Executive action was taken in the House Committee on Local Government and it has been referred to rules for review.



Memorandum

To: Pierce County Library System Board of Trustees
Rob Allen, Chair

From: Lynne Hoffman, Foundation Director
Johanna Chestnutt, Development Associate

Date: January 26, 2016

Re: MultiCare Community Partnership Fund Award

In 2015, MultiCare created a new funding source to support activities to improve health, economic well-being, education and community partnerships with not-for-profit organizations in Pierce, King, Thurston and Kitsap counties.

At the January 26, 2016 Foundation board meeting, Lois Bernstein, Senior Vice President, Community Services presented Foundation president Michael Gordon with a check for \$10,000 awarded from the fund. The grant will be used to help fund the “On the Road with Summer Reading” program in 2016.

In 2015, the Foundation board committed \$40,000 to fund next year’s summer outreach program. The commitment ensures library managers that they can use that amount in the library’s budgeting process as they plan to add staff hours and secure sites for the following summer. The Foundation then seeks designated funding in the form of grants and restricted gifts from individuals for all or a portion of the total. The remainder is made up with unrestricted funds.

With the MultiCare gift, the Foundation has raised \$38,500 to date toward the “On the Road” program for 2016.

“MultiCare’s mission is partnering for healing and a healthy future,” said Bill Robertson, President and CEO of MultiCare. “There is so much more to a healthy community than health care. MultiCare has a long history of building close partnerships in the community to improve the lives of all those we serve.

Pierce County Library Foundation feels privileged to be among the first recipients of the MultiCare Community Partnership Fund grants.

MEMO



Date: February 1, 2016

To: Chair Rob Allen and Members of the Board of Trustees

From: Melinda Chesbro, Deputy Director

Subject: Safety Update

We are continuing to improve the safety and security of our facilities. Staff noted the importance of safety and security in last spring's SWOT exercises, and again in the Staff Engagement Opportunity Team report. As the new deputy director, this is one of my areas of responsibility, and I want to give you an update on where we are

Mental health training

All branch staff with regularly assigned hours will attend a 90-minute training that provides a general overview on mental illness and strategies for addressing customer behaviors that may be related to mental illness.

Trespass guidelines

A draft revision of the In Charge Manual trespass section was discussed at the fall regional meetings. Interim Customer Experience Director Jennifer Patterson will revise the draft guidelines and associated internal procedures based on staff input. The goal of the revision is to provide staff with additional guidance in issuing trespasses.

Parking lot signs

The library has been working with the City of Lakewood Police Department and the Pierce County Sheriff's Department to add parking lot signage that will allow law enforcement to more easily enforce the no camping or unauthorized overnight use provision.

Patrols and after-hours security

In response to patterns of unwanted parking lot activity, we will be adding staffed security patrols to Lakewood, Parkland/Spanaway, South Hill and Summit. These patrols will occur multiple times per night with both parking lot drive-through's and walking patrols around the buildings. These patrols should help discourage overnight sleepers and make the parking lots less attractive for camping. At Parkland/Spanaway we will have additional late afternoon and evening patrols to in response to groups that congregate on adjacent property and move onto Library property exhibiting behavior that violates our Rules of Conduct. We are also getting an estimate for adding a fence along this part of the property.

After-hours Wi-Fi

Our Wi-Fi service was primarily planned as an in-branch service. However it is accessible from our parking lots and staff has questioned whether this access encourages undesirable behavior in the parking lots after hours. Our Wi-Fi statistics don't show extensive use overnight, but we're planning to experiment with turning off the Wi-Fi overnight at some locations to see if it has an impact. Wi-Fi will remain available during meeting room availability hours.

MEMO



Date: January 29, 2016

To: Chair Rob Allen and Members of the Board of Trustees

From: Clifford Jo, Finance & Business Director

Subject: 2016 Second Revised Levy Certificate

Pierce County Assessor-Treasurer's Office sent us a second revised levy certificate, which I have attached. This one has to do with incorporating revenue from King County. According to Kim Fleshman at Pierce County Assessor-Treasurer's Office, the King County online system was having difficulties, so she wasn't able to include it until after December. I went ahead and signed it, and confirmed that it is in our revenue for 2016. The net effect is an increase of \$48,593.19.



Pierce County

Mike Lonergan, Assessor-Treasurer

2401 South 35th Street
Tacoma, WA 98409-7498
(253) 798-6111 FAX (253) 798-3142
ATLAS (253) 798-3333
www.piercecountywa.org/atr

TAX LEVY LIMIT 2015 FOR 2016

**RURAL LIBRARY
> 10,000**

REGULAR TAX LEVY LIMIT:

	2010
A. <u>Highest regular tax which could have been lawfully levied beginning with the 1985 levy [refund levy not included] times limit factor (as defined in RCW 84.55.005).</u>	28,026,013.05 1.01000 28,306,273.18
B. Current year's assessed value of new construction, improvements and wind turbines in original districts before annexation occurred times last year's levy rate (if an error occurred or an error correction was made in the previous year, use the rate that would have been levied had no error occurred).	859,436,358 0.500000000000 429,718.18
C. Current year's state assessed property value in original district if annexed less last year's state assessed property value. The remainder to be multiplied by last year's regular levy rate (or the rate that should have been levied).	881,599,652 838,934,432 42,665,220.00 0.500000000000 21,332.61
D. REGULAR PROPERTY TAX LIMIT (A + B + C)	28,757,323.97

ADDITIONAL LEVY LIMIT DUE TO ANNEXATIONS:

E. To find rate to be used in F, take the levy limit as shown in Line D above and divide it by the current assessed value of the district, excluding the annexed area.	28,757,323.97 56,619,764,586 0.507902570415
F. Annexed area's current assessed value including new construction and improvements times rate found in E above.	0.00 0.507902570415 0.00
G. NEW LEVY LIMIT FOR ANNEXATION (D + F)	28,757,323.97

LEVY FOR REFUNDS:

H. RCW 84.55.070 provides that the levy limit will not apply to the levy for taxes refunded or to be refunded pursuant to Chapters 84.68 or 84.69 RCW. (D or G + refund if any)	28,757,323.97 96,172.96 28,853,496.93
I. TOTAL ALLOWABLE LEVY AS CONTROLLED BY THE LEVY LIMIT (D,G,or H)	28,853,496.93
J. Amount of levy under statutory rate limitation.	56,619,764,586 0.500000000000 28,309,882.29
K. LESSER OF I OR J	28,309,882.29

Pierce County Library FYI Packet
Link List
February 10, 2016

Pierce County Library in the News

- PCLS Early Learning Program Accomplishments for 2015 (attached)
- The Organizer, AFSCME Local 3787 (attached)
- Edible houses built as fast as a new Gig Harbor neighborhood (attached), Gig Harbor Life
- [Pierce County's youngest revelers ring in the new year](#) (Gig Harbor featured on the front page), The News Tribune
- [Pierce County Libraries to host Noon Year's Eve celebration for kids](#) (Emilie Trott, South Hill, quoted), Puyallup Herald
- [These are good times to curl up with the kids and share a book](#) (Lauren Lindskog, science librarian, is interviewed), The News Tribune
- [New sessions of Get Smart, Get Hired programs start in January](#) (Jaime Prothro, adult services manager, and Adam Jackman, adult services librarian at Gig Harbor, are interviewed (The Peninsula Gateway)
- ['Bug Chef' offers up unique tastes for adventurous eaters](#) (Author event at Key Center) The News Tribune

PCLS Early Learning Program

The Early Learning program at the Pierce County Library System was launched in 2000. It's mission is to represent the library in its support for Early Learning and Early Literacy efforts in Pierce County.

Accomplishments for 2015

- ◆ **31,216 Items** circulated to Home Child Cares and Child Care Centers
- ◆ **422 Child Care Providers** attended **11 free STARS trainings**
(State required training hours for child care providers)
- ◆ **3495 Children and 495 teachers** attended **209 Storytimes** presented by the Early Learning Librarians
- ◆ **19 Storytimes for Infants and Toddlers at the Puyallup Tribal Child care**
- ◆ **11 Block Parties** hosted at branches— for **53 parents/teachers, 159 children**
- ◆ **48 Parents attended 5** separate Early Literacy presentations
- ◆ **2 Early Literacy presentations** at Outside Conferences for a total of **63 attendees**
- ◆ **20 Presentations** for **691 Members** of Community Organizations
- ◆ **Trained 28 PCLS staff** on early literacy, block play, or early learning
- ◆ Participated in securing and tracking **Early Learning Grants** for the Foundation
- ◆ **Trained and Placed 19 new Volunteers** into Home Child cares for **LIL Readers** Partnership with United Way.
- ◆ Completed Tacoma Health Dept's certified **Triple P training for Trainers**
- ◆ **3 Visits to the Legislature** to advocate for libraries and early learning
- ◆ Served as **Advocacy Lead** for Project Child Success
- ◆ **46 Partnership meetings** attended. Partners include:
 - Child Care Aware of Tacoma/Pierce County
 - The Department of Early Learning
 - Family Support Partnership Advisory Board—Tacoma Health Department
 - The Children's Museum of Tacoma/Pierce County
 - School District Linkages Groups (Sumner, Puyallup, Bethel, Franklin Pierce)
 - Early Learning Public Library Partnership
 - Project Child Success
 - Thrive by Five Washington,
 - Early Learning Advisory Council for Washington State
 - Bates Technical College
 - Clover Park Technical College
 - Tacoma Community College, Tacoma Learning Center
 - A Step Ahead, United Way
 - Puget Sound Educational Service District
 - United Way of Tacoma/Pierce County
- ◆ Created **12 Monthly Fun Calendars** and **12 Early Learning Newsletters**
- ◆ Supported the update and distribution of the **Wiggles and Tickles** brochure
- ◆ Reworked Changing table posters
- ◆ Expanded the **Block Play** Program at PCLS to **25 classrooms**
- ◆ Supported **Peer Coaching program** for YS Librarians and Storytellers
- ◆ Selected, arranged, and oversaw **Summer Puppet shows**
- ◆ Supported **Prime Time Family Reading Program** at PKS
- ◆ Supported **Substitute Storytime Collection** and **Bilingual Storytime Collection** including staff hiring and training
- ◆ Staffed **Resource Tables** at several School district Parent Nights



Mission

To support and promote early learning to all

Vision

Every child in Pierce County is ready to read and succeed in school. We are an essential partner in early learning efforts of the County by providing early literacy expertise and teaching, book and resource knowledge, access to early learning and literacy research, and advocating for the right of every child to an outstanding start in life.

Fast Facts

60 hours Librarian staff
24 Hours Support Staff
Monthly Child Care delivery
Book Buggy Van
Over 10,000 item collection

Susan Anderson-Newham
253-548-3424
susana@piercecountylibrary.org

Alison Pascone
253-548-3417
apascone@piercecountylibrary.org

Allison Shroy
253-548-3418
ashroy@piercecountylibrary.org

LOCAL 3787

LOCAL3787.COM



The Organizer

WINTER 2016

We Are AFSCME

We are AFSCME Local 3787

By Dianne Ellis

AFSCME is the nation's largest and fastest growing public services employees union with more than 1.6 million working and retired members. AFSCME's members provide the vital services that make America happen, including representing more than 25,000 library workers, nationwide.

AFSCME Local 3787, your Bargaining Unit, advocates for fairness in the workplace, excellence in public services and prosperity and opportunity for all working families.

Our Bargaining Unit is comprised of a diverse group of people who share a common commitment to public service. For us, serving the public is not just a job, it's a calling.

The more active you are, the stronger your union will be - thereby improving your chances for a better future in your work life. Your union is your insurance policy laying the foundation for a better future in your work life. Our Bargaining Unit runs the Local through our Union Membership, meetings and the election of our Local officers.

Therefore, I am excited to have accepted the role of President. I respect and appreciate the exceptional work you do. I am committed to continuing the good work of former President Elise DeGuisseppi and the current & former officers, to win improvements in your wages, benefits and overall working conditions through the collective bargaining process.

Save the Date

Please mark your
calendar with these
upcoming
Union Meeting

Dates:

January 29th

March 25th

By Elise DeGuiseppi

Farewell.

That's a lovely word, and it's also my wish for our newly configured Local 3787 Executive Board: President *Dianne Ellis*, Vice President *Aisha Womack*, Chief Steward *Yuri Button*, Treasurer *Michelle Angell* and our newest officer, Secretary *Barbie Swayze*.

How have we fared over the past six years of my tenure as Local 3787's President? It started rockily. In 2010, we were reeling from being organizationally "flattened." The Great Recession's effect on Pierce County mortgage holders—and the Library's property tax revenue—had begun. Classifications like Branch Assistant were eliminated, affecting the living-wage livelihoods of more than 20 long-term employees. There were demotions, layoffs, bumped employees, and early retirements. Regular vacancies were turned into "temporary positions," and members worked them in a cloud of uncertainty. It was hard times, for our membership and for our officers.

We're emerging out of that time with new leadership, and the Administration is listening. It's my hope that the recent, very frank joint presentation to the Administration, by the staff-led teams who assessed staff engagement at PCLS, represents a turning point in our relationship with Management.

During my presidency, PCLS exacerbated the practice of creating Library Page and even SBA positions of fewer than 20 hours. Our part time members are subbing all over the system. I've taken every opportunity to call attention to this fact: PCLS has been misrepresenting its need for Union labor by under-employing our represented employees. Finally, this message has been heard.

We filed a Class Action Grievance to address the safety and security issues facing our members (and customers) at our public worksites. There's good, steady progress—including some recently announced changes that align with the Union's list—but there's more to be done. We need lock-down protocol and recurrent, on-site active shooter training, to help our staff prepare for situations that we hope never occur.

We've fought for our members. We want your hard work at PCLS to result in living wage jobs with benefits—jobs in which you can flourish, contribute to our communities, and care well for your families. We've made some wins—such as holiday pay for all members. We've made it through some tough times at the bargaining table. Now, we're looking forward to increased gains as a result of our ongoing, collaborative bargaining on the 2016-2018 Collective Bargaining Agreement.

I want to thank our wonderful Stewards and Trustees, both veteran and just-beginning, for their work. To our Officers Emeritus (*Patti, Annabel, Cathy* and many others)—my heartfelt gratitude for all that you taught me. Thanks go to *Dylan Carlson*, our smart Staff Representative, who's been a fantastic colleague and champion of our membership.

But especially, I bow before my amazing, stalwart team of officers. We've grown and learned together, laughed A TON, and worked hard over SO many Friday nights and Sunday mornings, at prep meetings, negotiation sessions, Labor / Management meetings, writing sessions, and more.

Thank you, Team. Fare well!

President's Weekend

Council 2 hosted its annual Presidents Conference October 23 and 24, 2015, at Campbell's Resort in Chelan. Secretary Aisha Womack and Chief Shop Steward Yuri Button attended.

The event began with a hosted reception on Friday evening where attendees networked and took advantage of the relaxed setting to learn from each other. Locals from all over the state shared experiences and advice about the challenges we face and the strengths we have to meet them.

Chris Dugovich, Council 2 President/Executive Director welcomed everyone Saturday morning and was followed by Bill Keenan, Director of Organizing. Bill presented an in depth history of Council 2 and the creation of our State's Collective Bargaining Law, one of the Nation's best.

Adrienne Thompson of IFPTE Local 17 presented "The Importance of Union Membership and Who Doesn't Want You to be in a Union" workshop. It was fascinating and pointed out how the middle class has suffered as Union membership declines, not just workers but entire communities. It also unveiled the truth about who is really behind these anti-union efforts: the rich corporate interests that have benefited from an unbalanced economy.



(A future AFSCME member shown here with Seattle Public Library Union President Anne Cisney.)

Debby Lippincott of AFSCME International, broke the group into sections assigned each group a common reason why employees say they aren't active in the Union. The groups then developed responses based on their own experiences.

After lunch Chris Dugovich provided his three decade long expertise in negotiating contracts. He talked about everything from how to develop effective negotiating teams to technical and practical advice on how to put together a tentative agreement.

The last workshop of the day was from J. Pat Thompson, Council 2's Deputy Director. Pat focused on creating an effective New Employee Orientation program as well as organizing more active members in the Local Union.

If you would like to receive an electronic version of the Power Point presentations from the conference, please email Yuri (cybutton@gmail.com), using your personal e-mail address.

Pop-Quiz!

Who is your Shop Steward? (Hint: *this is a trick question.*)

Below is the list of current Shop Stewards by location. However, the answer to the quiz is "All Shop Stewards." Regardless of where you work, you are welcome to contact any of the Stewards. As you can see from the list, some people have agreed to be the designated Steward for more than one location. We definitely need more people to volunteer. Please consider becoming a Steward even if your location is already covered. We need you!

Local 3787 Shop Stewards:

BLK - Catherine O'Brien	MIL - Mellisa Sisley
BUC - Mellisa Sisley	ORT - Susan Rigley
DPT - Irene Poshtkouhi	PKS - Annabel Guimont
EAT - Danielle Marlin	SH - Dianne Ellis, Mellisa Sisley
FIF - Dana Brownfield	STL - Patti Cox
GIG - Tamara Saarinen, Terri May	SMT - Dana Brownfield
GHM - Danielle Marlin	SUM - Aisha Womack
KC - Tamara Saarinen, Terri May	TIL - Irene Poshtkouhi
LWD - Michelle Angell, Yuri Button	UP - Malia Tui, Genevieve Dettmer
	ACL - John Bornicke, Cathy O'Donnell, Barbie Swayze

Union Officers:

President - *Dianne Ellis*

Vice President - *Aisha Womack*

Chief Shop Steward - *Yuri Button*

Recording Secretary - *Barbie Swayze*

Treasurer - *Michelle Angell*

Trustees - *Danielle Marlin, Tamara Saarinen, John Bornicke*

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| Friday, December 11, 2015 |

Edible houses built as fast as a new Gig Harbor neighborhood



This photo essay first appeared online at www.gigharbor-life.com on Tuesday, Dec. 8.

Gig Harbor Life staff report

Construction was the theme of the day at the Gig Harbor Library's community room on Saturday, Dec. 5, as hundreds of gingerbread houses — along with a lighthouse — were built using only edible treats.

The Friends of the Gig Harbor Library provided the edibles, along with paper "frames" and enough frosting "mortar" to build 300 gingerbread houses, and for three hours, parents and children used their creativity in designing and decorating their holiday houses, which they took home when completed.

The trick was keeping the younger ones from eating all the construction material before the house was complete.

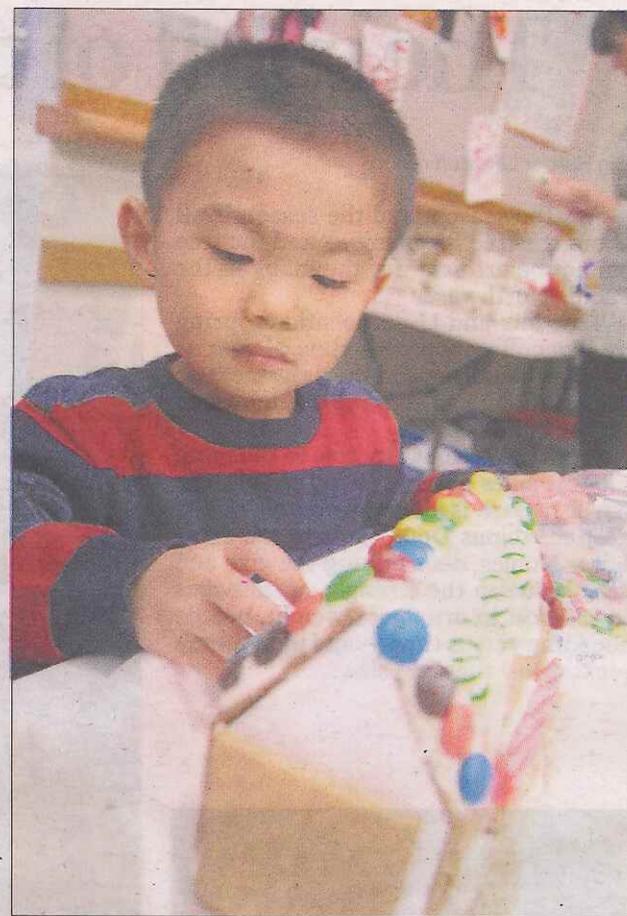
Want to see more?

For more images of the annual Santa Breakfast, go to gigharbor-life.com and scroll to the bottom of the page for a carousel featuring the latest Gig Harbor Life photo galleries.

Cameron Siemssen, 4, of Gig Harbor adds some M&Ms to his gingerbread house while his mother, Leah, looks on.



Colin Yeats, 2, of Gig Harbor licks the sugar coating off a licorice stick while building a gingerbread house with his dad, Kelly.



Gig Harbor resident Charlie Izumizaki, 3, is a study of concentration as he adds candy decorations to his carefully construction gingerbread house.

Gig Harbor resident Anna DeLaPena brought her daughter, Emerson (not pictured) to the library to build a gingerbread house and found herself building a holiday house while her daughter ate her construction materials.



Zach Zerngast., 11, of Gig Harbor, takes his construction materials and adds a little creativity, in building a gingerbread lighthouse.

Photos by Ric Hallock
| Gig Harbor Life