

AGENDA
Regular Meeting of the Pierce County Library System Board of Trustees
March 19, 2014
3:30 – 6:00 pm

3:30 pm	02 min.	Call to Order: <i>Linda Ishem, Chair</i>	
3:32 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>	
3:37 pm	03 min.	Consent Agenda	Action
		<ol style="list-style-type: none"> 1. Approval of Minutes of the February 12, 2014 Regular Meeting 2. Approval of February 2014 Payroll, Benefits and Vouchers 	
3:40 pm	10 min.	Board Members Report	
3:50 pm	20 min.	Officers Reports	
		<ol style="list-style-type: none"> 1. January Dashboard, <i>Georgia Lomax</i> 2. February 2014 Financial Report, <i>Dale Hough</i> 3. Network Attack, <i>Clifford Jo</i> 4. PC Reads 2014, <i>Linda Farmer</i> 5. Partnership Awards, <i>Neel Parikh</i> 6. Para Librarian Award, <i>Neel Parikh</i> 7. PLA Conference Activities, <i>Georgia Lomax</i> 8. Bethel School District Community Events, <i>Judy Nelson</i> 9. Joint Base Lewis McChord Newcomers Orientation, <i>Judy Nelson</i> 10. Franklin Pierce Card Campaign Partnership, <i>Judy Nelson</i> 	
4:10 pm		Unfinished Business	
	15 min.	1. Technology Plan Update, <i>Clifford Jo and Sally Porter Smith</i>	
	20 min.	2. Executive Director Search Firm, <i>Rob Allen</i>	
4:45 pm		New Business	
	10 min.	1. Metropolitan King County Library Joint Boards Meeting, <i>Neel Parikh</i>	
	10 min.	2. Board Self-Evaluation, <i>Linda Ishem</i>	
	10 min.	3. 2013 Reciprocal Borrowing Report, <i>Neel Parikh and Georgia Lomax</i>	
	15 min.	4. Emergency Capital Project: Diesel Generator, <i>Clifford Jo</i>	Action
	25 min.	5. Facilities Master Plan Overview, <i>Neel Parikh</i>	
5:55 pm	5 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 personnel issues.</i>	
6:00 pm	02 min.	Announcements	
6:02 pm		Adjournment	

Consent Agenda

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
REGULAR MEETING, FEBRUARY 12, 2014**

CALL TO ORDER

Chair Linda Ishem called to order the regular meeting of the Pierce County Rural Library District Board of Trustees February 12, 2014, at 3:32 pm. Board members present were J.J. McCament, Allen Rose, Donna Albers and Robert Allen.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

1. Minutes of the January 8, 2014 Regular Meeting of the Board of Trustees
2. January 2014 Payroll, Benefits and Vouchers in the total amount of \$2,963,490.10
 - a. Payroll Warrants 3512-3527, dated 01/01/14 – 01/31/14 in the amount of \$13,964.35
 - b. Payroll Disbursement Voucher dated 01/06/14 in the amount of \$584,544.14
 - c. Payroll Disbursement Voucher dated 01/21/14 in the amount of \$622,211.00
 - d. Accounts Payable Warrants 621932 - 622155 dated 01/01/14 – 01/31/14 in the amount of \$1,742,770.61
3. Resolution 2014-02: To Declare Equipment Surplus to Public Service Needs

Ms. McCament moved that the wording on Resolution 2014-02 be revised to read, “Each item has an estimated value of \$2,000 or less” rather than “of less than \$500”. Mr. Allen seconded the motion and it was passed.

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

BOARD MEMBER REPORT

Chair Ishem announced that an item, Executive Search Firm Process, would be added to the agenda, to be held under unfinished business, noting it may or may not include action.

Chair Ishem thanked Mr. Rose for his 17 months of service as Vice Chair.

Chair Ishem reported she is working with advocates of early literacy services in an ongoing project to promote the replacement of those services no longer available in the community. She thanked Ms. Parikh, Executive Director, for providing information on early literacy to the other members of that group.

OFFICERS REPORT

Ms. Parikh commented on an upcoming event at the University Place Library on February 20, 2014, featuring author, Mike Veseth.

Ms. Parikh reported Susan Anderson-Newham's new book, *Cooking Up a Storytime: Mix-and-Match Menus for Easy Programming*, is being published and will be released to the public in two weeks.

December 2013 Dashboard - Ms. Albers expressed interest in the decrease in checkouts. Ms. Lomax said she and staff are looking at this issue and will be sharing their assessment soon. Ms. Albers expressed interest in seeing how the decrease compares to population trends.

January 2014 Financial Report - Dale Hough, Finance Manager, reported he was in the process of closing 2013. He explained that the percent of budget usage is high because Purchase Order activity is entered at the beginning of each year.

Graham Homeless Encampment - Sally Porter Smith, Customer Experience Manager, reported she has been working with the Pierce County Sheriff and the Pierce/Tacoma Homeless Coalition to remove an encampment on Graham property and assist those who reside on the site. She and Lorie Erickson, Facilities Director, evaluated the encampment with the Sheriff. No trespassing signs and a notice to vacate have been posted. The area will be cleaned on February 13. Teams with technical and mental health services have been deployed to the site. Ms. Porter Smith indicated staff has been instructed to refer community concerns to the Pierce/Tacoma Homeless Coalition.

Discussion ensued regarding the zoning of the property around the branch. Ms. Parikh noted that although the property is zoned as residential, it would not be feasible to rezone it as commercial.

Re-Appointment of Chair Ishem - The Pierce County Council confirmed the re-appointment of Chair Ishem to the Board of Trustees.

UNFINISHED BUSINESS

2014 Pierce County Library Foundation Agreement - Clifford Jo, Finance and Business Director, asked the Board to review and approve the agreement between the Foundation and Library. In 2013, the Library received \$267,000 from the Foundation and committed \$185,000. In 2014, the committed funds were increased to \$216,000 due to funding new staff and salary increases.

Ms. McCament moved to authorize Director Parikh to sign the Foundation Agreement as presented. Mr. Rose seconded the motion and it was passed.

Chair Ishem announced she would move to New Business items on the agenda and return to Unfinished Business at 5:30 pm, adding there would be no Executive Session.

NEW BUSINESS

Technology Plan Update - Mr. Jo and Ms. Porter Smith reported that the first draft is nearly finalized and that implementation will begin after the second draft. Mr. Jo reviewed the Technology Plan goals of creating a clear culture, transforming Library technology and engaging technology. He added that the new Digital Experience Director would be positioned as a strategic partner in the leadership of the Library. The second round of recruitment is underway and interviews are scheduled for the first week in March.

Public Internet Use Policy - Judy Nelson and Jennifer Patterson, Customer Experience Managers, shared the results of their first draft of the policy. Key points remained unchanged. The document was formatted into the standardized format, language was updated, and information about tablets, mobile devices and Wi-Fi was included. Ms. McCament recommended there be a distinction in community vs. communities in the policy statement.

Mr. Allen noted a typographical error in the Definition of the Children's Internet Protection Act and recommended removing language in the paragraph on Compliance.

Ms. McCament moved the Public Internet Use Policy be updated as amended. Mr. Rose seconded the motion and it was passed.

Collection Budget - Lisa Bitney, Reading and Materials Director, reviewed the outcome of decisions made in 2013 and the reasons behind the decisions made when implementing the 2014 budget. She indicated the priorities of the Library in this process were to maintain customers, offer a realistic and appropriate collection budget in light of projected revenues, minimize impact of budget reductions on customers and to maintain balance in the collection between popular and specialized materials.

In 2013, the number of eBooks, Lucky Day and DVDs were greatly reduced. When reviewing the 2014 budget, it was noted that the eBook collection is increasing due to circulation growth and increased tablet sales.

Areas in which the 2014 budget was reduced include comics, Lucky Day, CD's, international and professional collections. Branch Service Plans have been helpful in determining what communities want.

The recently implemented program, Collection HQ, has proven effective in managing the collection and makes it work harder. The transfer report shows staff how best to shop its own collections. Since August 2012, 12,000 books were transferred to branches that needed them. Books circulated an additional 67,000 times.

One chart illustrated that in 2012 the materials budget was 16% of the overall budget, in 2013 it was 13% and in 2014 it is 12.80%. In answer to the question of where the 3% reduction is now being spent, Mr. Jo noted the money is being spent on personnel. Ms. Parikh noted the Collection Budget Crew will make recommendations for future collection budgeting. Ms. Lomax noted that although the Board was committed to collections being 16% of the budget, when the Library trimmed the budget in order to maintain service, adjustments were made as to how the money is spent and the Library has been thoughtful about the choices made.

Mr. Allen asked whether the Library has the analytics in determining the cause of the decline in checkouts. Ms. Parikh said the Library is assessing these trends.

Self Service Lobby Pilot Program - Ms. Bitney reported that data has been collected on lobby visits showing very low usage and many visitors think PAC is a library. Signage has been added directing customers to the Summit branch for Library services. A voice activated software program is being tested to direct customer phone calls. New signs for restrooms and meeting rooms have been posted. There have been no significant problems in the four days since implementation. The pilot program will run for 3 months and will be evaluated again at that time. The lobby door access to the processing and administrative area is locked, but the reception desk will be staffed during Board meetings.

Hoopla & Zinio - David Durante, and Jaime Prothro, Customer Experience Managers, demonstrated how to access Zinio, an electronic magazine platform. Ms. Prothro reported the program was introduced on February 3. The magazines were selected based on market segments.

Mr. Durante, demonstrated how to access Hoopla, the system which provides movies and music downloads. It is a pay per use program, with costs to the Library ranging from 99 cents to \$1.99. Hoopla replaces Freegal, which was limited to music. Ms. Prothro reported that since February 3, 1,200 patrons have registered and 810 active users in the month of February have downloaded content. Currently the system will not work outside the US and Canada. Customers viewing Hoopla in children's areas may be able to view materials intended for adult audiences. Library staff will approach those issues the same as when someone is viewing adult content on their own devices.

Counting Opinions Customer Surveys - Ms. Patterson reported that the low response rate and the generic nature of the survey have proven that the survey is an ineffective tool and the Library would like to remove the survey from the website. She added the administrative/reporting functions have not been reliable. The team will be reorganized to look at other options for outcomes-based surveys.

UNFINISHED BUSINESS

Executive Search Firm Process - The Board conducted a conference call with William Holt, the Library's legal counsel, to review the proposals submitted in response to the Request for Qualifications (RFQ) for an Executive Search firm to facilitate the search for the new Executive Director. Discussion ensued regarding reviewing the applications, responsiveness to the RFQ and qualifications of each firm. It was determined the finalists would be June Garcia, LLC, Waters Executive Recruitment and Bradbury Associates/Gossage Sager Associates. Mr. Allen agreed to work with Mr. Holt and Mr. Jo to check references and interview candidates.

EXECUTIVE SESSION

There was no Executive Session.

ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

The meeting was adjourned at 6:35 pm on motion by Ms. McCament seconded by Mr. Allen.

Neel Parikh, Secretary

Linda Ishem, Chair

February 2014 Payroll, Benefits and Vouchers

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	3528-3540	02/01/14-02/28/14	\$6,799.01
Disbursement Voucher - Payroll & Acct Payable		02/06/14	\$586,948.98
Disbursement Voucher - Payroll & Acct Payable		02/21/14	\$558,578.69
Accounts Payable Warrants	622156-622298	02/01/14-02/28/14	\$980,466.12
Total:			<u><u>\$2,132,792.80</u></u>

COUNTY OF PIERCE
BUDGET AND FINANCE DEPARTMENT

Disbursement Journal Voucher (T/C) 74								Agency No.	D.J.V. Date	D.J.V. No.
								001-116	revised 2/20/2014	
Line	Account Code							Acct. Action	DESCRIPTION	AMOUNT
	Fund	Dept	Prog	BASUB	Elem	OB	M/OB			
1	697	001	0000	237	00				FIT EE and EIC- Wire to IRS	\$58,604.24
2	697	001	0000	237	00				Fica EE and Medicare - Wire to IRS	\$43,204.81
3	697	001	0000	237	00				Fica ER and Medicare - Wire to IRS	\$43,204.81
4	697	001	0000	237	00				DIR DEP-file to Columbia Bank	\$396,658.95
5	697	001	0000	237	00					
6	697	001	0000	237	00					
7	697	001	0000	237	00				dept of rev	\$1,388.89
8	697	001	0000	237	00					
9	697	001	0000	237	00					
10	697	001	0000	237	00					
11	697	001	0000	237	00					
12	697	001	0000	237	00					
13	697	001	0000	237	00				ING	\$13,799.12
14	697	001	0000	237	00				H.S.A. Employee deductions	\$1,399.27
15	697	001	0000	237	00				H.S.A. Employees Contributions	\$0.00
16	697	001	0000	237	00				H.S.A. Adjustment	\$0.00
									H.S.A. fee	\$318.60
									please put the total amt below into PCLS payroll account	
									TOTAL	\$558,578.69
Bank No.	Check No.	Issued To		Bank No.	Check No.	Issued To				
		U.S. Treasury								
Prepared By:				Date:		Approved By:				
Christy Telling				2/20/2014		Christy Telling				
						2/20/2014				

COUNTY OF PIERCE
BUDGET AND FINANCE DEPARTMENT

Disbursement Journal Voucher (T/C) 74								Agency No.	D.J.V. Date	D.J.V. No.
								001-116	revised 2/5/2014	
Line	Account Code							Acct. Action	DESCRIPTION	AMOUNT
	Fund	Dept	Prog	BASUB	Elem	OB	M/OB			
1	697	001	0000	237	00				FIT EE and EIC- Wire to IRS	\$65,131.49
2	697	001	0000	237	00				Fica EE and Medicare - Wire to IRS	\$45,368.55
3	697	001	0000	237	00				Fica ER and Medicare - Wire to IRS	\$45,368.55
4	697	001	0000	237	00				DIR DEP-file to Columbia Bank	\$427,613.15
5	697	001	0000	237	00					
6	697	001	0000	237	00					
7	697	001	0000	237	00				dept of rev	\$0.00
8	697	001	0000	237	00				deposit overpayment A. Badertscher	(\$486.18)
9	697	001	0000	237	00					
10	697	001	0000	237	00				EE FICA/MEDI	
11	697	001	0000	237	00				ER FICA/MEDI	
12	697	001	0000	237	00					
13	697	001	0000	237	00				ING	\$2,322.00
14	697	001	0000	237	00				H.S.A. Employee deductions	\$1,398.25
15	697	001	0000	237	00				H.S.A. Employees Contributions	\$0.00
16	697	001	0000	237	00				H.S.A. Adjustment	\$15.02
									H.S.A. fee	\$0.00
									BCC	\$218.15
									please put the total amt below into PCLS payroll account	
									TOTAL	\$586,948.98
Bank No.	Check No.	Issued To		Bank No.	Check No.	Issued To				
		U.S. Treasury								
Prepared By:				Date:		Approved By:				
Christy Telling				2/5/2014		Christy Telling				
						2/5/2014				

Check History Listing
Pierce County Library System

Check #	Bank	Date	Paid to	Status	Can/Vd Date	Pay Period Dates	Dir Dep	Amount
3528	pr	02/06/2014	MIX, KASSANDRA			01/16/14 - 01/31/14	0.00	368.90
3529	pr	02/06/2014	LINDSTROM, KAREN			01/16/14 - 01/31/14	0.00	96.00
3530	pr	02/06/2014	CAMPBELL, JARED			01/16/14 - 01/31/14	0.00	539.37
3531	pr	02/06/2014	BADERTSCHER, ALLISON			01/16/14 - 01/31/14	0.00	880.29
3532	pr	02/21/2014	FERNANDEZ, KAREN			02/01/14 - 02/15/14	0.00	283.07
3533	pr	02/21/2014	ANDREWS, MARY			02/01/14 - 02/15/14	0.00	273.06
3534	pr	02/21/2014	ENGSTROM, LESLIE			02/01/14 - 02/15/14	0.00	369.80
3535	pr	02/21/2014	MILLER, MARY JO			02/01/14 - 02/15/14	0.00	73.55
3536	pr	02/21/2014	JOHNSON, LAURA			02/01/14 - 02/15/14	0.00	103.20
3537	pr	02/21/2014	JUDD, VICKEY			02/01/14 - 02/15/14	0.00	160.80
3538	pr	02/21/2014	LEITH, ERICA			02/01/14 - 02/15/14	0.00	105.60
3539	pr	02/21/2014	LOPEZ, ANTHONY			02/01/14 - 02/15/14	0.00	107.99
3540	pr	02/21/2014	DABNEY, DEWAYNE			02/01/14 - 02/15/14	0.00	3,437.38
Total:							0.00	6,799.01

Checks in report: 13

Grand Total: 0.00 6,799.01

Check History Listing
Pierce County Library System

Bank code: boa

Check #	Date	Vendor	Status	Check Total
622156	02/05/2014	000895 COLUMBIA BANK		50.00
622157	02/05/2014	004393 LEDDING LIBRARY OF MILWAUKIE		24.95
622158	02/05/2014	004649 LEWIS & CLARK LIBRARY		85.00
622159	02/05/2014	004919 LOYOLA MARYMOUNT UNIVERSITY		50.00
622160	02/05/2014	004674 MCHUGH MANAGEMENT CONSULTING		10,440.00
622161	02/05/2014	001299 MULTNOMAH CTY LIBRARY		14.95
622162	02/05/2014	005837 C/O INTERLIBRARY LOAN NEWPORT BEA		29.95
622163	02/05/2014	003833 NORTH CENTRAL REGIONAL LIBRARY		29.99
622164	02/05/2014	003551 ORTING CHAMBER OF COMMERCE		200.00
622165	02/05/2014	000370 PIERCE COUNTY		1,365.00
622166	02/05/2014	000370 PIERCE COUNTY		500.00
622167	02/05/2014	005836 REED COLLEGE LIBRARY		80.00
622168	02/05/2014	005835 SEASIDE PUBLIC LIBRARY		10.95
622169	02/05/2014	002282 SEATTLE PUBLIC LIBRARY		36.95
622170	02/05/2014	000487 TACOMA RUBBER STAMP		12.44
622171	02/05/2014	005679 CIVIC BUILDING UNIVERSITY PLACE		66,701.50
622172	02/06/2014	000830 BAKER & TAYLOR		16,198.06
622173	02/06/2014	000087 BLACKSTONE AUDIO BOOKS INC		282.00
622174	02/06/2014	000242 BUCKLEY CITY OF		216.50
622175	02/06/2014	000161 CENGAGE LEARNING		5,000.00
622176	02/06/2014	005842 DREW CROOKS		82.00
622177	02/06/2014	000094 ELMHURST MUTUAL POWER & LIGHT		1,406.89
622178	02/06/2014	001643 IMPACT		44.77
622179	02/06/2014	000243 INGRAM LIBRARY SERVICES		13,493.92
622180	02/06/2014	000352 MIDWEST TAPE		32,936.06
622181	02/06/2014	000377 PUGET SOUND ENERGY		2,185.66
622182	02/06/2014	000406 RECORDED BOOKS LLC		546.20
622183	02/07/2014	000828 AFSCME AFL-CIO		5,515.49
622184	02/07/2014	000175 ASSOCIATION OF WASHINGTON CITI		165,792.96
622185	02/07/2014	003311 DEPARTMENT OF LABOR & INDUSTRI		11,208.76
622186	02/07/2014	000898 DEPARTMENT OF RETIREMENT SYSTE		7,385.50
622187	02/07/2014	003985 PACIFICSOURCE ADMINISTRATORS		1,713.07
622188	02/07/2014	001181 PIERCE CTY LIBRARY FOUNDATION		407.09
622189	02/07/2014	004276 STATE CENTRAL COLLECTION UNIT		151.67
622190	02/07/2014	000823 UNITED WAY		60.00
622191	02/07/2014	004782 US DEPARTMENT OF EDUCATION		184.73
622192	02/07/2014	001355 VOLUNTARY EMPLOYEES' BENEFICIA		4,662.49
622193	02/07/2014	000827 WA STATE- DEPT OF RETIREMENT S		83,559.95

Check History Listing
Pierce County Library System

Bank code: boa

Check #	Date	Vendor	Status	Check Total
622194	02/07/2014	000881 WASHINGTON STATE SUPPORT REGIS		446.38
622195	02/10/2014	001527 CRISIS PREVENTION INSTITUTE IN		100.00
622196	02/10/2014	003384 MERIT EMERGENCY EDUCATION		2,400.00
622197	02/10/2014	001005 PETTY CASH CUSTODIAN		112.47
622198	02/11/2014	004022 US BANK		51,017.74
622199	02/13/2014	000363 DBA OVERALL LAUNDRY SERV. ARAMARI		16.41
622200	02/13/2014	000153 ASSOCIATED PETROLEUM PRODUCTS		10,507.66
622201	02/13/2014	005326 BIBLIOTHECA ITG LLC		25,249.18
622202	02/13/2014	005831 IAN CHOW-MILLER		40.00
622203	02/13/2014	001467 DATA SECURITY CORP		132.50
622204	02/13/2014	005283 E-RATE EXPERTISE INC		585.00
622205	02/13/2014	001464 GREAT FLOORS COMMERCIAL SALES		605.68
622206	02/13/2014	005272 GREEN EFFECTS INC		6,416.61
622207	02/13/2014	005428 GRITTON BUILDING CO INC		19,252.32
622208	02/13/2014	001941 JUDY T NELSON		43.76
622209	02/13/2014	000348 PUGET SOUND BUSINESS INTERIORS		1,430.95
622210	02/13/2014	003719 UNIQUE MANAGEMENT SERVICES		2,094.30
622211	02/13/2014	004022 US BANK		4,814.15
622212	02/13/2014	000534 WCP SOLUTIONS		794.82
622213	02/18/2014	000176 ATS AUTOMATION INC		6,339.73
622214	02/18/2014	001764 CASCADIA INTERNATIONAL LLC		5,615.17
622215	02/18/2014	000857 PIERCE COUNTY RECYCLING		76.68
622216	02/18/2014	001379 SENTINEL PEST CONTROL INC		708.00
622217	02/21/2014	004495 AUTOMOTIVE SPECIALISTS		4,494.86
622218	02/21/2014	003311 DEPARTMENT OF LABOR & INDUSTRI		28.20
622219	02/21/2014	004485 GBC		601.47
622220	02/21/2014	004018 STAPLES INC		376.30
622221	02/21/2014	005416 WILMINGTON DRIVE HOLDINGS LLC		8,996.74
622222	02/24/2014	004022 US BANK		63,718.02
622223	02/24/2014	003778 AFLAC		5,550.48
622224	02/24/2014	000828 AFSCME AFL-CIO		5,326.32
622225	02/24/2014	000175 ASSOCIATION OF WASHINGTON CITI		2,337.84
622226	02/24/2014	001578 COLONIAL SUPPLEMENTAL INSURANC		831.26
622227	02/24/2014	003311 DEPARTMENT OF LABOR & INDUSTRI		10,789.38
622228	02/24/2014	000898 DEPARTMENT OF RETIREMENT SYSTE		7,385.50
622229	02/24/2014	003985 PACIFICSOURCE ADMINISTRATORS		1,713.07
622230	02/24/2014	001181 PIERCE CTY LIBRARY FOUNDATION		412.09
622231	02/24/2014	004276 STATE CENTRAL COLLECTION UNIT		151.67
622232	02/24/2014	000823 UNITED WAY		82.00

Check History Listing
Pierce County Library System

Bank code: boa

Check #	Date	Vendor	Status	Check Total
622233	02/24/2014	004782 US DEPARTMENT OF EDUCATION		158.20
622234	02/24/2014	000827 WA STATE- DEPT OF RETIREMENT S		76,596.46
622235	02/24/2014	000881 WASHINGTON STATE SUPPORT REGIS		446.38
622236	02/24/2014	000172 AMERICAN LIBRARY ASSOC		76.50
622237	02/24/2014	000830 BAKER & TAYLOR		7,160.19
622238	02/24/2014	000161 CENGAGE LEARNING		6,504.08
622239	02/24/2014	000847 CENTER POINT PUBLISHING		1,416.99
622240	02/24/2014	000184 CITY TREASURER		5,978.42
622241	02/24/2014	000184 CITY TREASURER		1,101.59
622242	02/24/2014	000184 CITY TREASURER		904.02
622243	02/24/2014	000184 CITY TREASURER		462.04
622244	02/24/2014	000184 CITY TREASURER		53.76
622245	02/24/2014	000093 EBSCO		354.41
622246	02/24/2014	001894 LYNNE HOFFMAN		65.10
622247	02/24/2014	000243 INGRAM LIBRARY SERVICES		7,394.94
622248	02/24/2014	001011 LIVE OAK MEDIA		299.25
622249	02/24/2014	000352 MIDWEST TAPE		9,649.87
622250	02/24/2014	003398 MULTICULTURAL BOOKS & VIDEOS		2,370.00
622251	02/24/2014	001060 SCHOLASTIC LIBRARY PUBLISHING		475.24
622252	02/24/2014	000451 SEATTLE TIMES SEATTLE PI		336.87
622253	02/24/2014	000541 STATE OF WASHINGTON		384.76
622254	02/25/2014	000100 ANDERSON ISLAND COMMUNITY CENT		1,250.00
622255	02/25/2014	000363 DBA OVERALL LAUNDRY SERV. ARAMARI		16.41
622256	02/25/2014	005854 ALLISON BADERTSCHER		54.01
622257	02/25/2014	001764 CASCADIA INTERNATIONAL LLC		847.92
622258	02/25/2014	000895 COLUMBIA BANK		269.81
622259	02/25/2014	000731 CUMMINS NORTHWEST LLC		404.88
622260	02/25/2014	005272 GREEN EFFECTS INC		986.79
622261	02/25/2014	005338 PHOENIX MECHANICAL INC		21,186.88
622262	02/25/2014	003835 TACOMA NARROWS ROTARY		125.00
622263	02/25/2014	001284 TRUGREEN LANDCARE		1,722.16
622264	02/25/2014	001821 TYLER TECHNOLOGIES INC		1,500.00
622265	02/25/2014	000534 WCP SOLUTIONS		318.43
622266	02/25/2014	000184 CITY TREASURER		1,194.91
622267	02/25/2014	000463 SUMMIT WATER & SUPPLY CO		318.34
622268	02/25/2014	001886 NEEL PARIKH		792.49
622269	02/26/2014	003530 EARLY LEARNING PUBLIC LIBRARY		6,777.00
622270	02/26/2014	005853 FROULA ALARM SYSTEMS		658.98
622271	02/26/2014	001684 MICROWEST SOFTWARE SYSTEMS INC		4,500.00

Check History Listing
Pierce County Library System

Bank code: boa

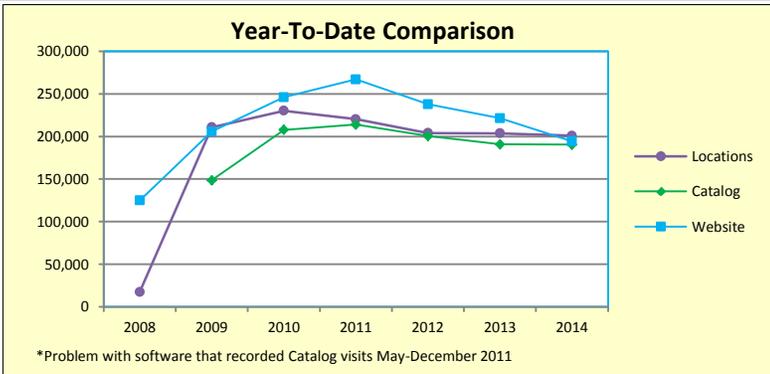
<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
622272	02/26/2014	003985 PACIFCSOURCE ADMINISTRATORS		180.00
622273	02/26/2014	005338 PHOENIX MECHANICAL INC		16,081.80
622274	02/26/2014	005827 SPRAGUE PEST SOLUTIONS		157.53
622275	02/28/2014	000175 ASSOCIATION OF WASHINGTON CITI		18,337.41
622276	02/28/2014	000830 BAKER & TAYLOR		7,464.73
622277	02/28/2014	000087 BLACKSTONE AUDIO BOOKS INC		282.00
622278	02/28/2014	000161 CENGAGE LEARNING		243.83
622279	02/28/2014	000847 CENTER POINT PUBLISHING		1,648.86
622280	02/28/2014	000243 INGRAM LIBRARY SERVICES		3,613.02
622281	02/28/2014	000352 MIDWEST TAPE		23,689.71
622282	02/28/2014	001586 NORTHWEST DOOR INC		2,121.60
622283	02/28/2014	001651 PARACLETE PRESS		296.76
622284	02/28/2014	000406 RECORDED BOOKS LLC		4,816.04
622285	02/28/2014	001060 SCHOLASTIC LIBRARY PUBLISHING		8,106.75
622286	02/28/2014	000830 BAKER & TAYLOR		10,486.91
622287	02/28/2014	000025 TRIS BAZZAR		40.35
622288	02/28/2014	000161 CENGAGE LEARNING		193.75
622289	02/28/2014	005300 DANGER ROOM COMICS LLC		897.23
622290	02/28/2014	000093 EBSCO		44.52
622291	02/28/2014	000243 INGRAM LIBRARY SERVICES		10,923.48
622292	02/28/2014	000352 MIDWEST TAPE		14,295.64
622293	02/28/2014	003398 MULTICULTURAL BOOKS & VIDEOS		408.00
622294	02/28/2014	000377 PUGET SOUND ENERGY		5,681.74
622295	02/28/2014	000406 RECORDED BOOKS LLC		227.60
622296	02/28/2014	003374 JAMI SCHWARZWALDER		564.00
622297	02/28/2014	003596 SENTIMENTAL PRODUCTIONS		120.00
622298	02/28/2014	000506 UNIVERSITY PLACE REFUSE SERVIC		169.62
boa Total:				980,466.12
Total Checks:				980,466.12

143 checks in this report

OFFICERS REPORT

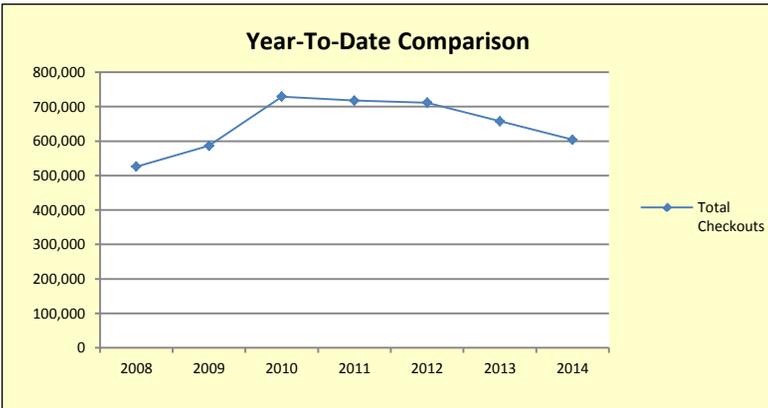
CUSTOMER SERVICE/PHILANTHROPY DASHBOARD - JANUARY

VISITS



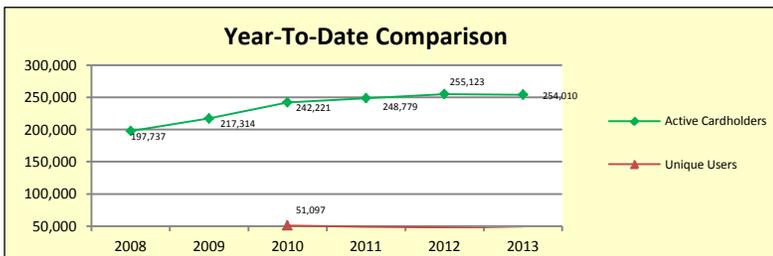
	January		% Change
	2013	2014	
Door Count	203,729	200,891	-1.39%
Catalog	190,761	190,302	-0.24%
Website	221,448	194,233	-12.29%
Job & Business Portal	3,474	2,733	-21.33%
Military Portal (launched 3/12)	175	67	-61.71%
Total	619,587	588,226	-5.06%

CHECKOUTS



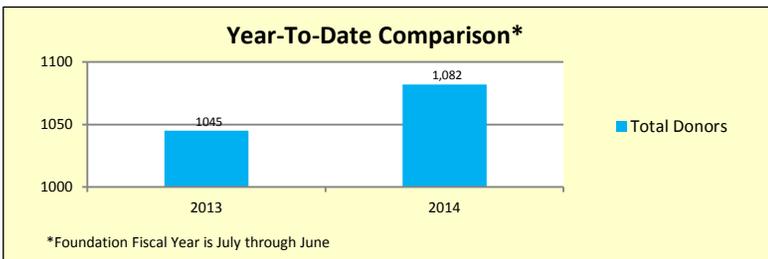
	January		% Change
	2013	2014	
Checkouts	657,475	604,043	-8.13%
eBook Downloads	53,097	54,241	2.15%
Total	710,572	658,284	-7.36%

CUSTOMERS



	January		% Change
	2013	2014	
Active Cardholders	254,010	254,187	0.07%
New Cards	3,674	4,227	15.05%
Checkout Transactions	101,522	94,839	-6.58%
Unique Users	45,322	43,277	-4.51%

PHILANTHROPY



	January		% Change
	2013	2014	
Foundation Donors	78	138	76.92%
New Foundation Donors	22	27	22.73%
\$ Raised by Foundation	\$ 91,865	\$ 30,515	-66.78%
\$ Provided by Friends	\$ -	\$ 2,427	NA

BRANCH CLOSURES

2012	
Snow Closures	1/17-1/23 (7 Days)
Bonney Lk	2/13-2/26 (13 Days)
Graham	3/21-4/5 (15 Days)
South Hill	4/9-5/6 (27 Days)
Tillicum	7/3-8/5 (33 Days)
Sumner	7/30-9/3 (35 Days)
Summit	9/17-9/30 (13 Days)
Steilacoom	10/17-11/14 (28 Days)
BkmbI Ended	11/11
Key Center	11/14-12/31 (47 Days)

2013	
Key Center	1/1-2/3 (34 Days)
Fife	9/24-25 (2 Days)

2014	

Monthly Financial Reports

February 28, 2014

*Prepared by
Dale E. Hough PFO, CFPIM
Finance Manager*

Pierce County Library System
Statement of Financial Position
February 28, 2014
All Funds



	General Fund	Debt Service Fund	Capital Improvement Projects Fund
Assets			
Current Assets - Cash			
Cash	\$ 1,692,434	\$ 8.05	\$ 470,795
Investments	\$ 4,410,000	\$ 83,575	\$ 680,000
Total Cash	\$ 6,102,434	\$ 83,583	\$ 1,150,795
Total Current Assets	\$ 6,102,434	\$ 83,583	\$ 1,150,795
Liabilities and Fund Balance			
Current Liabilities			
Warrants Payable	\$ 99,270	\$ -	\$ 3,519
Sales Tax Payable	\$ 4,285	\$ -	\$ -
Payroll Taxes and Benefits Payable	\$ 64,610	\$ -	\$ -
Total Current Liabilities	\$ 168,165	\$ -	\$ 3,519
Fund Balance			
Reserve for Encumbrances	\$ 463,301	\$ -	\$ 299,213
Net Excess (Deficit)	\$ (3,556,710)	\$ 16	\$ (396,549)
Unreserved Fund Balance	\$ 9,027,678	\$ 83,567	\$ 1,244,613
Total Fund Balance	\$ 5,934,269	\$ 83,583	\$ 1,147,276
Total Liabilities and Fund Balance	\$ 6,102,434	\$ 83,583	\$ 1,150,795
Anticipated Property Tax Revenue	\$ 25,112,244	\$ 32	\$ -

**Pierce County Library System
Comparative Statement of Financial Position
General Fund - Rolling Comparison
(as of the listed date of the reported month)**

	HISTORICAL 2/28/2013	HISTORICAL 3/31/2013	HISTORICAL 4/30/2013	HISTORICAL 5/31/2013	HISTORICAL 6/30/2013	HISTORICAL 7/31/2013	HISTORICAL 8/31/2013	HISTORICAL 9/30/2013	HISTORICAL 10/31/2013	HISTORICAL 11/30/2013	HISTORICAL 12/31/2013	HISTORICAL 1/31/2014	CURRENT 2/28/2014
Assets													
Current Assets - Cash													
Cash	\$ 1,261,690	\$ 2,797,368	\$ 8,648,366	\$ 4,759,718	\$ 1,697,396	\$ 1,759,564	\$ 1,741,018	\$ 2,327,531	\$ 8,989,939	\$ 4,778,073	\$ 10,080,265	\$ 1,491,695	\$ 1,692,434
Investments	\$ 5,300,000	\$ 3,860,000	\$ 3,323,000	\$ 8,681,493	\$ 9,800,000	\$ 7,850,000	\$ 5,900,000	\$ 4,400,000	\$ 2,800,000	\$ 7,460,000	\$ -	\$ 6,200,000	\$ 4,410,000
Total Cash	\$ 6,561,690	\$ 6,657,368	\$ 11,971,366	\$ 13,441,211	\$ 11,497,396	\$ 9,609,564	\$ 7,641,018	\$ 6,727,531	\$ 11,789,939	\$ 12,238,073	\$ 10,080,265	\$ 7,691,695	\$ 6,102,434
Total Current Assets	\$ 6,561,690	\$ 6,657,368	\$ 11,971,366	\$ 13,441,211	\$ 11,497,396	\$ 9,609,564	\$ 7,641,018	\$ 6,727,531	\$ 11,789,939	\$ 12,238,073	\$ 10,080,265	\$ 7,691,695	\$ 6,102,434
Liabilities and Fund Balance													
Current Liabilities													
Warrants Payable	\$ 309,158	\$ 384,525	\$ 182,186	\$ 307,368	\$ 201,001	\$ 61,424	\$ 255,774	\$ 214,897	\$ 246,940	\$ 335,358	\$ 940,783	\$ 251,312	\$ 99,270
Sales Tax Payable	\$ 1,519	\$ 2,496	\$ 2,527	\$ 2,361	\$ 1,500	\$ 1,861	\$ 2,076	\$ 2,024	\$ 2,299	\$ 1,791	\$ 1,686	\$ 2,976	\$ 4,285
Payroll Taxes and Benefits Payable	\$ 98,196	\$ 114,830	\$ 91,874	\$ 99,447	\$ 117,325	\$ 118,009	\$ 95,641	\$ 115,866	\$ 85,954	\$ 97,624	\$ 110,117	\$ 63,001	\$ 64,610
Total Current Liabilities	\$ 408,872	\$ 501,851	\$ 276,587	\$ 409,176	\$ 319,826	\$ 181,293	\$ 353,490	\$ 332,788	\$ 335,193	\$ 434,773	\$ 1,052,587	\$ 317,289	\$ 168,165
Fund Balance													
Reserve for Encumbrances	\$ 465,957	\$ 452,172	\$ 474,946	\$ 399,459	\$ 483,361	\$ 470,718	\$ 461,818	\$ 441,712	\$ 378,475	\$ 315,594	\$ -	\$ 479,399	\$ 463,301
Net Excess (Deficit)	\$ (3,492,470)	\$ (3,461,979)	\$ 2,054,493	\$ 3,231,322	\$ 1,292,956	\$ (443,701)	\$ (2,575,544)	\$ (3,448,222)	\$ 1,675,017	\$ 2,086,453	\$ -	\$ (2,132,670)	\$ (3,556,710)
Unreserved Fund Balance	\$ 9,179,330	\$ 9,165,324	\$ 9,165,341	\$ 9,401,254	\$ 9,401,254	\$ 9,401,254	\$ 9,401,254	\$ 9,401,254	\$ 9,401,254	\$ 9,401,254	\$ 9,027,678	\$ 9,027,678	\$ 9,027,678
Total Fund Balance	\$ 6,152,818	\$ 6,155,517	\$ 11,694,779	\$ 13,032,035	\$ 11,177,570	\$ 9,428,271	\$ 7,287,528	\$ 6,394,744	\$ 11,454,746	\$ 11,803,300	\$ 9,027,678	\$ 7,374,406	\$ 5,934,269
Total Liabilities and Fund Balance	\$ 6,561,690	\$ 6,657,368	\$ 11,971,366	\$ 13,441,211	\$ 11,497,396	\$ 9,609,564	\$ 7,641,018	\$ 6,727,531	\$ 11,789,939	\$ 12,238,073	\$ 10,080,265	\$ 7,691,695	\$ 6,102,434
Anticipated Property Tax Revenue	\$ 24,554,434	\$ 22,817,140	\$ 15,377,335	\$ 15,377,335	\$ 12,250,392	\$ 25,112,244	\$ 11,930,745	\$ 10,921,417	\$ 3,627,815	\$ 1,229,998	\$ 1,061,884	\$ 25,516,351	\$ 25,112,244

PIERCE COUNTY LIBRARY SYSTEM
Statement of Revenue and Expenditures
Year to Date through February 28, 2014
no pre-encumbrances

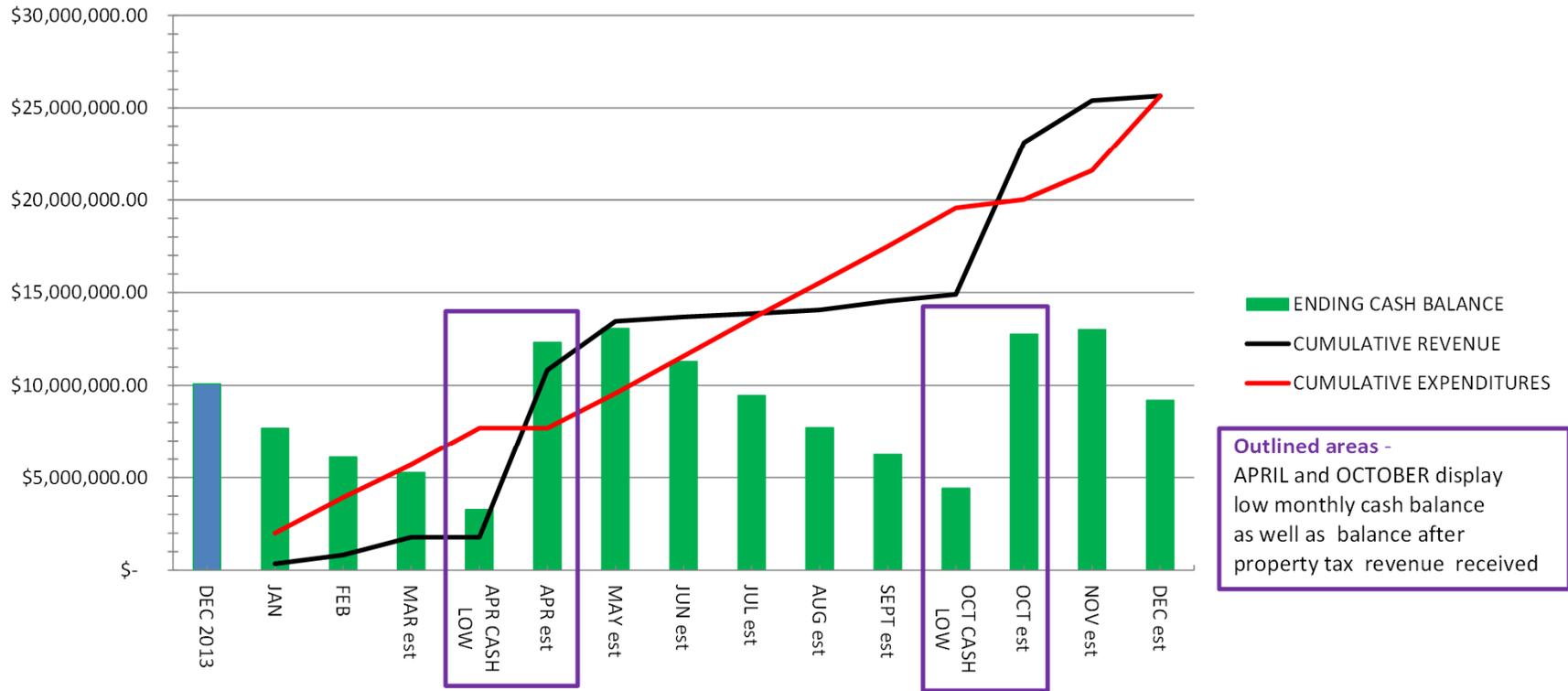
<u>General Fund</u>	<u>2014 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Use of Fund Balance	\$ 127,663	\$ -	\$ -	\$ 127,663	0%
Property Tax/Investment Income & Other PC Revenue	\$ 24,540,872	\$ 493,074	\$ -	\$ 24,047,798	2%
Other Revenue	\$ 985,500	\$ 333,342	\$ -	\$ 652,158	34%
Total Revenue	\$ 25,654,035	\$ 826,416	\$ -	\$ 24,827,619	3%
Expenditures					
Personnel/Taxes and Benefits	\$ 18,837,686.00	\$ 3,144,711	\$ -	\$ 15,692,975	17%
Materials	\$ 3,277,075	\$ 270,894	\$ -	\$ 3,006,181	8%
Maintenance and Operations	\$ 3,284,010	\$ 504,219	\$ 463,301	\$ 2,316,490	29%
Transfers Out	\$ 255,264	\$ -	\$ -	\$ 255,264	0%
Total Expenditures	\$ 25,654,035	\$ 3,919,825	\$ 463,301	\$ 21,270,909	17%
Excess/(Deficit)		\$ (3,093,409)			
(less encumbrances)		(463,301)			
Net Excess (Deficit)		\$ (3,556,710)			

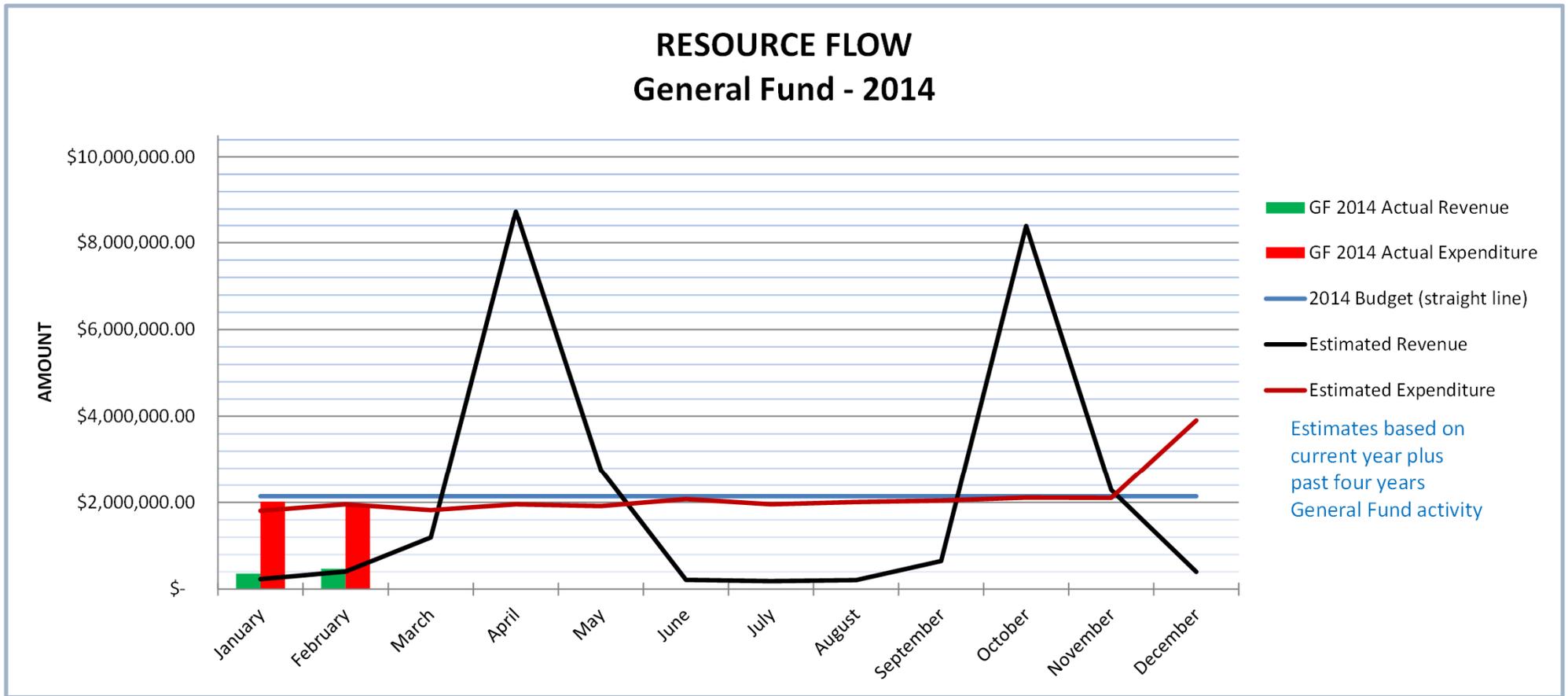
<u>Debt Service Fund</u>	<u>2014 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Property Tax/Investment Income & Other PC Revenue	\$ -	\$ 16	\$ -	\$ (16)	0%
Other Revenue	\$ -	\$ -	\$ -	\$ -	0%
Total Revenue	\$ -	\$ 16	\$ -	\$ (16)	0%
Total Expenditures	\$ -	\$ -	\$ -	\$ -	0%
Net Excess (Deficit)		\$ 16			

Capital Improvement Projects

<u>Fund</u>	<u>2014 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Use of Fund Balance	\$ 808,886	\$ -	\$ -	\$ 808,886	0%
Other Revenue	\$ 160,000	\$ 207	\$ -	\$ 159,793	0%
Transfers In	\$ 255,114	\$ -	\$ -	\$ 255,114	0%
Total Revenue	\$ 1,224,000	\$ 207	\$ -	\$ 1,223,793	0%
Expenditures					
Maintenance and Operations	\$ 1,224,000	\$ 97,544	\$ 299,213	\$ 827,243	32%
Total Expenditures	\$ 1,224,000	\$ 97,544	\$ 299,213	\$ 827,243	32%
Excess/(Deficit)		\$ (97,337)			
(less encumbrances)		(299,213)			
Net Excess (Deficit)		\$ (396,549)			

CUMULATIVE GENERAL FUND REVENUE AND EXPENDITURE Including Cash Flow Projection 2014





Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 2/28/2014

FUND: GENERAL FUND (01)

Object	2014 Budget	February Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
REVENUE ACCOUNTS						
29150 USE OF FUND BALANCE-BUDGET	127,663.00	0.00	0.00	0.00	127,663.00	0.00
31111 PROPERTY TAXES CURRENT	23,502,762.00	335,570.95	335,673.22	0.00	23,167,088.78	1.43
31112 PROPERTY TAXES DELINQUENT	940,110.00	56,582.38	152,281.21	0.00	787,828.79	16.20
31130 SALE OF TAX TITLE PROPERTY	3,000.00	368.97	679.09	0.00	2,320.91	22.64
31210 PRIVATE HARVEST/ FOREST EXCISE TAX	50,000.00	0.00	0.00	0.00	50,000.00	0.00
31720 LEASEHOLD EXCISE TAX	20,000.00	3,267.44	3,267.44	0.00	16,732.56	16.34
TAXES:	24,643,535.00	395,789.74	491,900.96	0.00	24,151,634.04	2.00
33872 CONTRACTS FEES - CITIES	0.00	810.00	810.00	0.00	(810.00)	0.00
33890 GOVERNMENTAL GRANTS	0.00	2,265.61	2,265.61	0.00	(2,265.61)	0.00
34160 COPIER FEES	25,000.00	2,678.92	5,311.44	0.00	19,688.56	21.25
34162 PRINTER FEES	60,000.00	8,019.92	16,569.16	0.00	43,430.84	27.62
34730 INTERLIBRARY LOAN FEES	0.00	0.00	10.00	0.00	(10.00)	0.00
35970 LIBRARY FINES	615,000.00	47,546.49	105,187.49	0.00	509,812.51	17.10
36110 INVESTMENT INCOME	10,000.00	512.42	1,172.82	0.00	8,827.18	11.73
36111 INTEREST - STATE FOREST FUND	0.00	0.00	0.10	0.00	(0.10)	0.00
36190 OTHER INTEREST EARNINGS	0.00	0.43	1.05	0.00	(1.05)	0.00
36200 KEY PEN HLTH DEPT FACILITY REV	0.00	0.00	312.68	0.00	(312.68)	0.00
36700 FOUNDATION DONATIONS	225,500.00	0.00	185,298.48	0.00	40,201.52	82.17
36720 FRIENDS' REIMBURSEMENTS	0.00	385.99	2,812.97	0.00	(2,812.97)	0.00
36725 DONATIONS - OTHER	0.00	5.05	13.95	0.00	(13.95)	0.00
36910 SALE OF SCRAP AND SALVAGE	0.00	0.00	325.00	0.00	(325.00)	0.00
36920 BOOK SALE REVENUE	20,000.00	10.00	18.00	0.00	19,982.00	0.09
36990 MISCELLANEOUS REVENUE	0.00	1,646.90	3,559.55	0.00	(3,559.55)	0.00
36991 PAYMENT FOR LOST MATERIALS	25,000.00	1,090.66	2,171.84	0.00	22,828.16	8.69
36994 UNCLAIMED PROPERTY	0.00	17.35	17.90	0.00	(17.90)	0.00
36996 JURY DUTY REIMBURSEMENT	0.00	100.00	100.00	0.00	(100.00)	0.00
36997 PRIOR YEAR'S REFUNDS	0.00	0.00	627.02	0.00	(627.02)	0.00
36999 REBATES - PROCUREMENT CARD	15,000.00	7,930.06	7,930.06	0.00	7,069.94	52.87
CHARGES OTHER:	995,500.00	73,019.80	334,515.12	0.00	660,984.88	33.60
39510 SALE OF FIXED ASSETS/TIMBER (GOV)	15,000.00	0.00	0.00	0.00	15,000.00	0.00
TOTAL FOR REVENUE ACCOUNTS	25,654,035.00	468,809.54	826,416.08	0.00	24,827,618.92	3.22
EXPENSE ACCOUNTS						
51100 SALARIES AND WAGES	13,709,535.00	1,118,329.17	2,233,105.84	0.00	11,476,429.16	16.29
51105 ADDITIONAL HOURS	247,100.00	22,059.95	47,894.43	0.00	199,205.57	19.38
51106 SHIFT DIFFERENTIAL	161,206.00	10,701.01	21,578.06	0.00	139,627.94	13.39
51107 SUBSTITUTE HOURS	284,500.00	21,416.58	47,653.70	0.00	236,846.30	16.75
51109 TUITION ASSISTANCE PROGRAM	300.00	0.00	0.00	0.00	300.00	0.00
51200 OVERTIME WAGES	5,800.00	326.24	1,354.64	0.00	4,445.36	23.36
51999 ADJ WAGE/SALARY TO MATCH PLAN	(448,609.00)	0.00	0.00	0.00	(448,609.00)	0.00
52001 INDUSTRIAL INSURANCE	165,707.00	15,909.22	29,483.77	0.00	136,223.23	17.79
52002 MEDICAL INSURANCE	2,268,400.00	147,076.73	346,138.50	0.00	1,922,261.50	15.26
52003 F.I.C.A.	1,102,241.00	88,573.36	177,921.51	0.00	924,319.49	16.14
52004 RETIREMENT	1,167,555.00	100,683.61	203,340.53	0.00	964,214.47	17.42
52005 DENTAL INSURANCE	241,326.00	15,089.00	30,200.84	125.30	210,999.86	12.57
52006 OTHER BENEFIT	9,580.00	840.00	1,660.00	0.00	7,920.00	17.33
52010 LIFE AND DISABILITY INSURANCE	25,245.00	2,244.58	4,379.50	0.00	20,865.50	17.35

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 2/28/2014

FUND: GENERAL FUND (01)

Object	2014 Budget	February Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
EXPENSE ACCOUNTS						
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	(134,000.00)	0.00	0.00	0.00	(134,000.00)	0.00
PERSONNEL	18,837,686.00	1,543,249.45	3,144,711.32	125.30	15,692,849.38	16.69
53100 OFFICE/OPERATING SUPPLIES	155,400.00	7,531.64	15,382.07	30,768.32	109,249.61	29.70
53101 CUSTODIAL SUPPLIES	52,100.00	6,130.40	6,130.40	0.00	45,969.60	11.77
53102 MAINTENANCE SUPPLIES	60,200.00	4,457.09	4,457.09	0.00	55,742.91	7.40
53103 AUDIOVISUAL PROCESSING SUP	20,000.00	4,194.62	4,194.62	0.00	15,805.38	20.97
53104 BOOK PROCESSING SUPPLIES	20,000.00	3,813.19	3,813.19	0.00	16,186.81	19.07
53200 FUEL	40,750.00	10,548.01	10,548.01	34,492.34	(4,290.35)	110.53
53401 ADULT MATERIALS	827,684.00	43,350.70	82,282.03	0.00	745,401.97	9.94
53403 PERIODICALS	80,000.00	1,288.05	1,410.17	0.00	78,589.83	1.76
53405 JUVENILE BOOKS	496,458.00	28,698.06	45,317.73	0.00	451,140.27	9.13
53406 PROFESSIONAL COLLECTION	20,000.00	423.00	674.14	0.00	19,325.86	3.37
53407 INTERNATIONAL COLLECTION	76,000.00	2,926.92	3,331.60	0.00	72,668.40	4.38
53408 AUDIOVISUAL MATERIALS - ADULT	816,000.00	60,637.29	106,479.52	0.00	709,520.48	13.05
53409 AUDIOVISUAL MATERIALS - JUV	102,040.00	3,601.97	4,666.25	0.00	97,373.75	4.57
53411 ELECTRONIC INFO SOURCES	170,355.00	0.00	4,404.49	0.00	165,950.51	2.59
53412 REFERENCE SERIALS	36,414.00	0.00	0.00	0.00	36,414.00	0.00
53413 ELECTRONIC SERVICES	244,124.00	0.00	5,000.00	0.00	239,124.00	2.05
53414 ELECTRONIC COLLECTION	255,000.00	241.82	1,020.67	0.00	253,979.33	0.40
53464 VENDOR PROCESSING SERVICES	153,000.00	8,492.75	16,143.72	0.00	136,856.28	10.55
53499 GIFTS - MATERIALS	0.00	81.66	163.66	0.00	(163.66)	0.00
53500 MINOR EQUIPMENT	6,500.00	0.00	0.00	0.00	6,500.00	0.00
53501 FURNISHINGS	35,000.00	1,430.95	2,735.85	1,341.46	30,922.69	11.65
53502 IT HARDWARE	216,300.00	19,188.95	19,353.04	0.00	196,946.96	8.95
53503 PRINTERS	20,000.00	915.46	915.46	0.00	19,084.54	4.58
53505 SOFTWARE	17,000.00	997.55	997.55	7,125.00	8,877.45	47.78
54100 PROFESSIONAL SERVICES	256,200.00	5,358.73	52,256.80	65,528.23	138,414.97	45.97
54101 LEGAL SERVICES	30,000.00	0.00	273.00	0.00	29,727.00	0.91
54102 COLLECTION AGENCY	24,000.00	2,094.30	2,094.30	0.00	21,905.70	8.73
54161 RESOURCE SHARING SERVICES	22,000.00	0.00	0.00	0.00	22,000.00	0.00
54162 BIBLIOGRAPHICS SERVICES	38,000.00	0.00	0.00	0.00	38,000.00	0.00
54163 PRINTING AND BINDING	2,000.00	0.00	0.00	0.00	2,000.00	0.00
54165 ILL LOST ITEM CHARGE	3,000.00	(124.00)	238.74	0.00	2,761.26	7.96
54200 POSTAGE	38,000.00	7.57	13.57	0.00	37,986.43	0.04
54201 TELEPHONE/DATA LINES	161,300.00	384.76	20,968.65	0.00	140,331.35	13.00
54300 TRAVEL	29,200.00	5,190.41	5,010.41	0.00	24,189.59	17.16
54301 MILEAGE REIMBURSEMENTS	30,250.00	2,181.74	2,801.92	0.00	27,448.08	9.26
54400 ADVERTISING	29,000.00	594.75	844.15	0.00	28,155.85	2.91
54501 RENTALS/LEASES - BUILDINGS	377,700.00	15,400.90	102,129.62	72,742.88	202,827.50	46.30
54502 RENTAL/LEASE - EQUIPMENT	23,600.00	7,731.47	9,092.55	19,840.00	(5,332.55)	122.60
54600 INSURANCE	189,500.00	0.00	22,364.00	0.00	167,136.00	11.80
54700 ELECTRICITY	220,000.00	21,313.97	32,777.52	0.00	187,222.48	14.90
54701 NATURAL GAS	15,000.00	1,869.35	3,463.43	0.00	11,536.57	23.09
54702 WATER	26,000.00	619.01	1,147.36	0.00	24,852.64	4.41
54703 SEWER	21,700.00	417.80	2,449.77	0.00	19,250.23	11.29

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 2/28/2014

FUND: GENERAL FUND (01)

Object	2014 Budget	February Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
EXPENSE ACCOUNTS						
54704 REFUSE	22,500.00	295.05	461.92	923.32	21,114.76	6.16
54800 GENERAL REPAIRS/MAINTENANCE	198,300.00	7,760.52	15,369.64	37,022.63	145,907.73	26.42
54801 CONTRACTED MAINTENANCE	709,200.00	44,883.62	96,732.15	193,386.37	419,081.48	40.91
54803 MAINT. TELECOM EQUIPMENT	31,000.00	0.00	21,012.46	0.00	9,987.54	67.78
54805 VEHICLE REPAIR - MAJOR	0.00	10,110.03	10,110.03	0.00	(10,110.03)	0.00
54900 REGISTRATIONS	23,250.00	1,975.00	2,032.00	0.00	21,218.00	8.74
54901 DUES AND MEMBERSHIPS	34,620.00	25,600.36	27,072.36	5.00	7,542.64	78.21
54902 TAXES AND ASSESSMENTS	30,500.00	51.04	51.04	0.00	30,448.96	0.17
54903 LICENSES AND FEES	53,150.00	3,030.70	4,924.81	0.00	48,225.19	9.27
54904 MISCELLANEOUS	790.00	0.00	0.00	0.00	790.00	0.00
55100 INTERGOVERNMENTAL	1,000.00	0.00	0.00	0.00	1,000.00	0.00
59700 TRANSFERS OUT	255,264.00	0.00	0.00	0.00	255,264.00	0.00
ALL OTHER EXPENSES	6,816,349.00	365,697.16	775,113.46	463,175.55	5,578,059.99	18.17
TOTAL FOR EXPENSE ACCOUNTS	25,654,035.00	1,908,946.61	3,919,824.78	463,300.85	21,270,909.37	17.09
NET SURPLUS / DEFICIT	0.00	(1,440,137.07)	(3,093,408.70)	(463,300.85)	3,556,709.55	0.00

FUND: DEBT SERVICE FUND (20)

Object	2014 Budget	February Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
REVENUE ACCOUNTS						
31112 PROPERTY TAXES DELINQUENT	0.00	0.01	0.03	0.00	(0.03)	0.00
TAXES:	0.00	0.01	0.03	0.00	(0.03)	0.00
36110 INVESTMENT INCOME	0.00	7.74	15.81	0.00	(15.81)	0.00
CHARGES OTHER:	0.00	7.74	15.81	0.00	(15.81)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	7.75	15.84	0.00	(15.84)	0.00
NET SURPLUS / DEFICIT	0.00	7.75	15.84	0.00	(15.84)	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 2/28/2014

FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)

Object	2014 Budget	February Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
REVENUE ACCOUNTS						
29150 USE OF FUND BALANCE-BUDGET	808,886.00	0.00	0.00	0.00	808,886.00	0.00
36110 INVESTMENT INCOME	0.00	90.43	207.43	0.00	(207.43)	0.00
36990 MISCELLANEOUS REVENUE	160,000.00	0.00	0.00	0.00	160,000.00	0.00
CHARGES OTHER:	968,886.00	90.43	207.43	0.00	968,678.57	0.02
39700 TRANSFERS IN	255,114.00	0.00	0.00	0.00	255,114.00	0.00
TOTAL FOR REVENUE ACCOUNTS	1,224,000.00	90.43	207.43	0.00	1,223,792.57	0.02
EXPENSE ACCOUNTS						
53501 FURNISHINGS	50,000.00	0.00	0.00	8,033.24	41,966.76	16.07
54100 PROFESSIONAL SERVICES	250,000.00	0.00	0.00	19,137.00	230,863.00	7.65
54800 GENERAL REPAIRS/MAINTENANCE	65,000.00	0.00	0.00	0.00	65,000.00	0.00
54912 CONTINGENCY/RESERVE	36,000.00	0.00	0.00	0.00	36,000.00	0.00
56200 BUILDINGS & BLDG IMPROVEMENTS	371,000.00	0.00	0.00	197,182.70	173,817.30	53.15
56201 CONSTRUCTION	0.00	19,252.32	19,252.32	31.38	(19,283.70)	0.00
56202 ELECTRICAL	78,000.00	0.00	0.00	0.00	78,000.00	0.00
56203 FLOORING	81,000.00	0.00	0.00	0.00	81,000.00	0.00
56204 PAINTING AND WALL TREATMENTS	47,000.00	0.00	0.00	0.00	47,000.00	0.00
56205 ROOFING	151,000.00	0.00	0.00	0.00	151,000.00	0.00
56301 PARKING LOT REPAIR & IMPROVEMENT	50,000.00	0.00	0.00	0.00	50,000.00	0.00
56401 VEHICLES	0.00	30.00	30.00	62,134.22	(62,164.22)	0.00
56402 HVAC	45,000.00	25,940.73	78,261.76	12,694.18	(45,955.94)	202.12
TOTAL FOR EXPENSE ACCOUNTS	1,224,000.00	45,223.05	97,544.08	299,212.72	827,243.20	32.41
NET SURPLUS / DEFICIT	0.00	(45,132.62)	(97,336.65)	(299,212.72)	396,549.37	0.00

M E M O



Date: March 10, 2014

To: Chair Linda Isham and Members of the Board of Trustees

From: Clifford Jo, Finance & Business Director

Subject: Network Attack

On February 12, 2014 (day of last Board meeting), we experienced an external attack on our network. We were hit by what's called a Distributed Denial of Service (DDoS) attack on our network, which greatly slowed down Internet access for all library staff and directly affected services to our customers. DDoS's primary purpose is to flood Internet access from multiple points of origin. DDoS can cripple businesses in a big way and drive up their Internet connectivity costs. It is malicious and it is cybercrime.

The Technology Experience Department has been working very hard to deflect this attack. Our Network Systems Administrator, Andrew Schulz, has taken ownership to mitigate this problem for us and has done nothing short of the exemplary in restoring service for staff and customers. In essence, he's put together methods that prevent DDoS attacks from affecting us. He has also contacted the FBI. This was trial by fire—no one could predict this happening and the thinking and actions necessary are similar to those in any crisis. Andrew performed superbly. I also call recognition on Barbie, Randy, Steve, Patrick, and Sally for their great performances, too, and thank David and Georgia for their support while this was all going on. It was an amazing team effort to restore critical services.

We are still and are constantly being attacked by DDoS and it looks like it may not abate until either Comcast or the FBI get involved and stop the attack at the points of origin. The week after the attack began we contracted with a security company to help us further. The security consultant made short-term and long-term recommendations. We have implemented the short-term recommendations (to stop the attack at the point of entry), which have been effective in keeping the attack at bay. Our priority is services, and we will do everything it takes to ensure the Internet and related services are accessible for staff and customers.

Information on DDoS can be found at: http://en.wikipedia.org/wiki/DDoS#Distributed_attack.

Neel Parikh

From: Clifford Jo
Sent: Wednesday, February 19, 2014 12:11 PM
To: _PCLS_Staff
Subject: DDoS attack

I would like to take a moment and recognize the IT Department and Andrew Schulz in particular. Last week we were hit by what's called a Distributed Denial of Service (DDoS) attack on our network, which greatly slowed down Internet access for all library staff and directly affected services to our customers. A DDoS's primary purpose is to flood Internet access from multiple points of origin. DDoS can cripple businesses in a big way and drive up their Internet connectivity costs. It is malicious and it is cybercrime.

The IT Department has been working very hard to deflect this attack. Andrew has taken ownership to mitigate this problem for us and has done nothing short of the exemplary in restoring service for each of you and our customers. In essence, he's put together methods that prevent DDoS attacks from affecting us. (One way to think of this "shield" is the final Harry Potter book/movie and the protective veil over Hogwarts as the bad people were attacking.) He has also contacted the FBI.

This was trial by fire—no one could predict this happening and the thinking and actions necessary are similar to those in any crisis. Andrew performed superbly. I also call recognition on Barbie, Randy, Steve, Patrick, and Sally for their great performances, too, and thank David and Georgia for their support while this was all going on. It was an amazing team effort to restore critical services.

By the way, we are STILL being attacked by DDoS as I type this, and Andrew's shield is working. We are contracting with a security company to help us further, and we will do everything it takes to ensure the Internet and related services are accessible for staff and customers. We will keep you posted on the bulletin board.

More information on DDoS can be found here: http://en.wikipedia.org/wiki/DDoS#Distributed_attack

Thank you and have a good day.

Clifford Jo | Finance & Business Director
Pierce County Library System
Direct Number: 253.548.3453
Main Number: 253.548.3300
cjo@piercecountylibrary.org
www.piercecountylibrary.org

National Medal for Museum and Library Service 2013 Winner
<http://www.piercecountylibrary.org/about-us/national-medal-museum.htm>

M E M O



Date: March 10, 2014
To: Chair Linda Ishem and members of the Board of Trustees
From: Linda Farmer, APR, Marketing & Community Relations Director
Subject: Pierce County READS 2014

It's time to get "Wild!"

Pierce County Library and The News Tribune launched Pierce County READS 2014 on March 2 with Portland author Cheryl Strayed's memoir "Wild: From Lost to Found on the Pacific Crest Trail." The library's seventh-annual "one book" program runs through April 25. Everyone in the county is encouraged to read the same book at the same time—sharing, discussing and coming together as a community.

Strayed begins her New York Times best-selling memoir when she thought she had lost everything. With no experience or training, she decided to hike more than a thousand miles of the Pacific Crest Trail from the Mojave Desert through California and Oregon to Washington. "Wild" captures the terrors and adventures of one young woman forging ahead against all odds on a journey that maddened, strengthened and ultimately healed her.

Pierce County READS is more than a book discussion. Join us for:

- **56 hands-on events.** Pierce County Library and local organizations and businesses teamed up to offer [56 free events](#) tailored around the book. Learn to plan and take outdoor adventures, pick up tips for hiking and backpacking, discover birds and wildlife, hear stories from local authors, and create through book art, photography and memoir writing.
- **Writing contest.** New for Pierce County READS this year is the [Flash Fiction \(Or Not\) Writing Contest](#), which runs now through April 2. In 750 words or less, write about travel, nature, hiking or a personal journey. The winner receives two free tickets to Pierce County Library Foundation's donor reception with the author (a \$250 value).
- **Win the book.** People may enter drawings to win signed copies of the book in all 18 libraries and online.
- **Meet the author.** Pierce County READS culminates at an author event where Cheryl Strayed will speak and sign books. The free event starts at 7 p.m. on April 25 at the McGavick Conference Center @ Clover Park Technical College in Lakewood.

M E M O



Led by Reading and Materials Director Lisa Bitney, the library's Pierce County READS team is Lourie Kelly, Tami Masenhimer, Terry May, Jaime Prothro and Linda Farmer.

The News Tribune is again joining the library as a presenting sponsor. Look for Pierce County READS ads in the News Tribune's print edition, at www.thenewstribune.com and, new this year, in the paper's mobile app.

Major sponsors include KeyBank Foundation for the seventh year, and the McGavick Conference Center @ Clover Park Technical College. In addition, the library is working with 24 community partners, including Recreational Equipment Inc., the University of Puget Sound and others to engage people throughout the county in "Wild."

Led by an article in The News Tribune on March 2, marketing activities include: displays in libraries and at community partner locations, online and print ads, posters, flyers, bookmarks and other printed products, web, social media and other digital communications, proclamations by local governments, a food drive with Emergency Food Network, and more.

Have you gone "Wild?"

M E M O



Date: March 10, 2014

To: Chair Linda Ishem and Members of the Board

From: Neel Parikh, Executive Director

Subject: Partnership Awards

I am pleased to announce that Pierce County Library has recently been selected to receive two very special awards due to our ongoing partnerships.

Tacoma Community House is naming us Partner of the Year in recognition of our devoted commitment and service to their organization and program participants. Specifically, the award recognizes our recent partnership in the United States Citizenship and Immigration Services Grant Program and Pierce County Library Foundation-funded citizenship classes at Sumner Branch four years ago. The award will be given during their 104th Annual Luncheon on April 4 at the Convention Center.

The Emergency Food Network will be presenting us with the Silver Spoon Award for our support of EFN Food Drives. The awards presentation will take place at their annual breakfast on April 16 at the Star Center.

M E M O

Date: March 10, 2014

To: Chair Linda Ishem and members of the Board of Trustees

From: Neel Parikh, Executive Director

Subject: Library Journal Paralibrarian of the Year Award

Behrooz Madjdi, Reference Associate at the Parkland/Spanaway branch, was recently nominated for the *Library Journal* 2014 Paralibrarian of the Year award by Jaime Prothro, Customer Experience Manager - Adult Services, Keith Knutsen, Branch Manager, Parkland and me. Behrooz has worked for Pierce County Library System for 32 years. He is highly respected throughout the system for his keen intelligence, reference skill and customer service. A partner in developing the Job & Business Center, Behrooz has become the “go-to” business reference specialist and teacher of business related courses (i.e. marketing, business plans, etc.).

It brings me great pleasure to announce that, although he did not win the award, Behrooz was given an **Outstanding Mention** for his work as a Reference Associate here at Pierce County Library System.

I have attached a copy of the nomination letter as well as his recognition from the pages of the March issue of *Library Journal*.

January 13, 2014

Library Journal
160 Varick Street, 11th Floor
New York, NY 10013

via email: rmiller@mediasourceinc.com.

Attention Nominating Committee:

It is with great enthusiasm that Pierce County Library System (PCLS) nominates Behrooz Madjdi for the 2014 Paralibrarian of the Year Award. During his career at PCLS, Behrooz has gone from fulfilling a traditional reference service role to being a pivotal arm of business services for the Library – a road that has been paved by hard work, leadership, customer service, and personal curiosity.

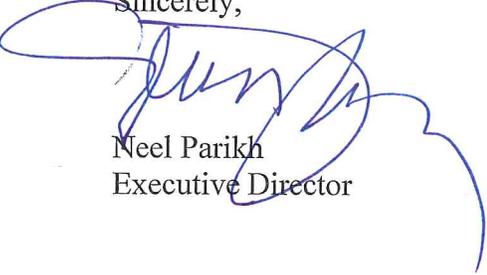
Excellent customer service has been a constant throughout Behrooz's career. Not only does he have dedicated customers at the Parkland/Spanaway branch, but the amount of referrals from area colleges and agencies makes Behrooz a business rock-star in our eyes. His classes are routinely at maximum capacity with customers bringing their own laptops in order to participate. Countless individuals have come back later to talk about the impact his help has had. For example, Behrooz heard from two Latina sisters who were able to open their grocery after he helped them with tools and resources to be able to write their business plan. He engages with customers in ways that are meaningful and long-lasting.

A native of Iran, Behrooz joined the PCLS staff in 1982. He has held a number of positions and is currently an Adult Services Reference Associate. Like many libraries, PCLS recognized the future of adult services was to engage with customers differently and has made significant changes. Behrooz has helped PCLS reach customers in some very exciting ways.

The most significant example of Behrooz's contributions is seen in the Job & Business Center (JBC). Just as the economic downturn was impacting the nation, PCLS developed six one-stop centers to help job seekers and to support small businesses in the county. Behrooz worked alongside professional staff and provided a critical mind for planning the Job & Business Centers: his intelligence, dedication to customer service, and his creative approach to partnerships have sustained the success of the JBC. In addition to outreach and programs, his team created the framework for both the Job & Business Center's physical space as well as the website. What's most intriguing and notable about Behrooz is that before the Job & Business Center began, his acumen for business services was very general. Because this was a key priority for the Library system Behrooz quickly became our business expert to meet the need head on. As his supervisor notes, Behrooz has extraordinary curiosity and enjoys curling up with a user manual.

The JBC project allowed for the growth of partnership projects like workshops that help customers build and redefine their work skills. Behrooz has taken on a leadership role to develop and foster partnerships with Bates Technical College, the Metropolitan Development Council, and Pierce College, agencies that often refer their own clients to Behrooz for help. These partnerships are geared towards entrepreneurs and micro-businesses and Behrooz shares his knowledge with other Adult Services librarians to best assist these customers. The Job & Business Center was included in the service mix that awarded PCLS the IMLS National Medal in 2013.

Sincerely,



Neel Parikh
Executive Director

MARCH 6, 2014

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Paralibrarian of the Year 2014: Clancy Pool

By [John N. Berry III](#) on March 4, 2014 [2 Comments](#)

Photo by J. Craig Sweat

John,” with a laugh, Pool quickly began the expansion of library service, taking on new duties at WCRLD and pushing for bigger space in SJB. Her constant efforts and career growth for more than two decades have led to Pool, now branch services manager at WCRLD, being recognized as *LJ*'s 2014 Paralibrarian of the Year.

BRINGING IN THE KIDS

Pool worked hard for that professional and personal growth and the growth in WCRLD. When she first started, the tiny and dilapidated branch saw little use. So Pool went up and down the street, to churches and the school, looking for parents and children and, of course, other library users. She

Hired in 1992 as manager of the tiny St. John Branch (SJB) of Washington State's Whitman County Rural Library District (WCRLD), Clancy Pool worked to perform the miracle of bringing a new spirit and library to the town's 525 residents, plus another 500 who live in the surrounding area.

When Pool took over, the St. John Branch—one of 14 libraries in the system, including 13 branches and the main library in Colfax—shared a small, rundown storefront with the town hall and government offices. It was like “a modest-sized living room filled with rows of bookshelves,” according to WCRLD director Kristie Kirkpatrick. “A small corner was reserved for children's programs. On a good day, the space might hold five youngsters.”

Calling herself “the Queen of St.

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even monitored local birth announcements and personally invited parents to bring their children to programs. Pool followed up if those who had been invited didn't appear.

"I always look forward to times when the price of wheat goes up, because I know there will be a lot of new babies who will come to our story time in a couple of years," she says. (Wheat is a major local industry.)

Working very closely with the school librarian, Pool became a part of the educational process, providing information for school assignments, books for reading lists, and online instruction to improve student research and database skills. Pool offered after-school programs to complement weekly preschool activities.

As a result of Pool's efforts, "the tiny St. John Library began to burst at the seams," says Kirkpatrick. It became impossible to squeeze in another body. Summer Reading attendance exploded, and 94 percent of the elementary school students participated. The townspeople started to take notice.

"When I began to get 60 or 70 kids for summer reading programs, I asked a local church to let me use its community space. It even let me decorate it for summer reading."



THE QUEEN OF ST. JOHN Clancy Pool worked hard for her personal and professional growth, both of which are recognized in the achievement of the Paralibrarian of the Year honor. She led the campaign for a new library (above) to replace the original, rundown branch, overseeing each phase of the project (bottom left, checking progress with trustees). As branch services manager she finds time, with Director Kristie Kirkpatrick, for her youngest patrons (bottom right).
Bottom left photo by Kristie Kirkpatrick. All other photos By J. Craig Sweat

ADVOCATING FOR SPACE

Once she had built the user base, Pool began to lobby for a new library to serve them. She issued hundreds of news releases, many with photos showing children packed into the library. Every St. John parent became an advocate for a new library. The then-mayor Larry Dickerson, whose grandchildren regularly attended library programs and told him about it, began to support the cause. Soon, people made donations and even left memorial gifts for a new library.

One individual donated an old building to provide the site for a new library. Penny-drives, a golf tournament, and other activities raised funds. Yet, there was a long way to go.

Finally, in 2005, 80 percent of the town's voters passed a bond measure for a new library/city hall. The \$500,000 it provided was a huge effort for a town of so few people. In spring 2008, Pool's vision

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and hard work culminated in a human book-chain that moved the contents of the old library into its big, beautiful, new location.

PROMOTED FOR SERVICE

Ultimately, Pool was promoted to her current post as branch services manager at WCRLD. When Pool began at St. John, she worked about 12 hours each week; she now works full-time. Besides superb programs for children, Pool developed regular adult events, outreach to seniors, and a multitude of services that make St. John what Kirkpatrick calls "the jewel in the Whitman County Library crown."

In the last four years, Pool's district responsibilities have increased dramatically. "She tackles whatever task comes her way with skill and professionalism," says Kirkpatrick. Because WCRLD is small, she carries a tremendous workload, handling adult acquisitions, requests, interlibrary loans, and a variety of grant and special projects like Transforming Life over 50 and the Microsoft IT Academy. Pool also works closely with school librarian Kay Riehle and city clerk Linda Hayes.

Most important, Pool teaches other paraprofessionals to have the same kind of impact she has. While she is still managing in St. John, she also serves as the district's branch coordinator.

"Clancy coaches 12 other small-town library managers to have [a similar impact] on their communities," says Kirkpatrick.

COMING IN FROM THE COLD

Pool applied for her first job at St. John partly because she wanted a place to be warm or cool while she waited for her twins to finish sports and other activities.

"Little did I know that I was [finding] a calling, not just getting a job," she quips.

"When I applied for the job at St. John, I had very little library experience, except as a patron and in college. In the interview, I was asked, 'How would you deal with an irate library patron?'"

"My answer was, 'I worked my way through college as a bartender in a cowboy bar. I'm not afraid of an irate library patron.' But later I thought that was the dumbest thing I ever said," Pool remembers.

"Much later they told me that the response was one reason I landed the job," she adds. "The library system was trying to develop a more customer service-oriented style."

STILL THE QUEEN

Pool credits branch assistant Kristin Bammes with helping her go above and beyond even when faced with competing responsibilities. Scheduled for one three-hour shift a week, Bammes regularly fills in for Pool on other days and for programs, often on short notice.

"I didn't get to this award by myself," Pool asserts. "Kristie hired me and supported me when I wanted to improve my skills and when I wanted to offer new services to St. John and the district. I have been mentored, encouraged, and assisted by more people than I could name from our library system, other library districts, and the Washington State Library," Pool says.

But while it's a team achievement, Kirkpatrick is not shy about giving Pool her share of the kudos. "We don't giggle any more when Clancy Pool calls herself the Queen of St. John; in fact, we take a little bow," Kirkpatrick concludes. "She has performed outstandingly. She truly deserves this recognition for her amazing efforts and achievement."

OUTSTANDING MENTION

All the nominees for the 2014 Paraprofessional of the Year were awe inspiring, but the following pair were outstanding:

RACHELE DEININGER Technical Services Specialist, Kitsap Regional Library, Bremerton, WA

BEHROOZ MADJDI Reference Associate, Pierce County Library System, Tacoma



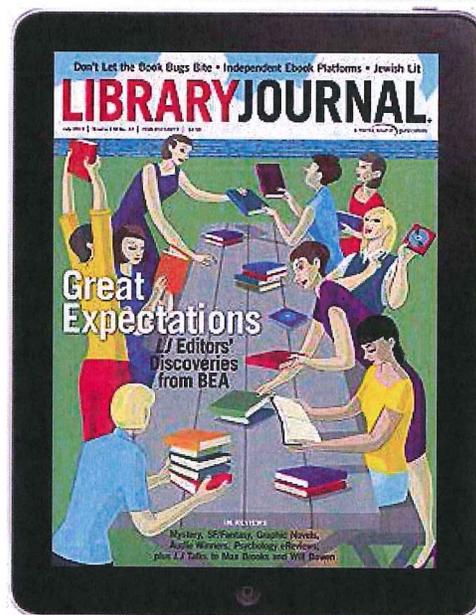
The Paraprofessional of the Year Award is sponsored by **DEMCO, Inc.**, of Madison, WI, which underwrites the \$1,500 cash prize and a reception to honor the winner at the American Library Association annual conference in Las Vegas this June. The award recognizes the essential role of paraprofessionals in providing excellent library service.



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MEMO

Date: March 10, 2014

To: Chair Linda Ishem and members of the Board of Trustees

From: Georgia Lomax, Deputy Director

Subject: PLA Conference Activities

PCLS staff members are attending the PLA conference in Indianapolis this week. Held every two years, PLA is known for providing a wealth of information and networking opportunities specifically focused on public library topics, trends and issues. National conferences are also an opportunity for PCLS to shine and share with others in the industry. The following are among the twelve staff members attending.

Judy Nelson, Customer Experience Manager

Presenting - *Put it Into Practice: Implement Every Child Ready to Read @ Your Library*

Summary: A full demonstration of an Every Child Ready to Read (ECRR) 2.0 workshop with hands-on activities. Special topics will include foundational early literacy skills; community partnerships; informal ECRR presentations; using volunteers for ECRR outreach to low-income neighborhoods; training caregivers and parents; and seizing the opportunity to be a positive partner with families around the topic of media and young children.

Presenting - *Every Child Ready to Read – Does It Really Work?*

Summary: Learn more about several research projects, including two IMLS-funded projects--"Project Views" and "Bringing Home Literacy: Determining the Impact of Library Programming on Parent Behavior"--and others evaluating ECRR2 use with in-home daycares.

Facilitating - *Every Child Ready to Read – Using Apps and E-Books in Early Literacy*

Summary - Parents and librarians want to know how to safely integrate apps and e-books into their lives without feeling guilty. Learn why apps are useful and successful and should be incorporated into early literacy programming; how to model healthy media behavior; and what is the current research on the effects of digital media on children.

Sally Porter Smith, Customer Experience Director

Community Connects Advisory Group

Presentation - *How PCLS is using Community Connects in strategic planning*

Susan Anderson-Newham, Youth Services Early Learning Supervising Librarian

Presenting - *Discover New Ideas about Early Learning Environments* (Judy Nelson is helping facilitate)

Summary: A panel of children's librarians and early literacy experts will discuss how libraries can best respond to community needs and create a space that gets children excited to come back again and

again. Specific topics will include: incorporating ECRR practices; literary whimsy; the genius of blocks; the importance of color, style, and beauty; and practical parent tips.

Susan is also teaming up with Cindy Christin from Bozeman Public library to advocate for block play in libraries.

Linda Farmer, Marketing and Communications Director

Attending a pre-conference - *Creating Digital Content 101*

Summary: Discover how small teams working with skilled mentors and simple technology tools can become content producers. This day-long pre-conference provides a showcase for our creative talent and, it provides a simple template to reproduce staff training at your library.

Jaime Prothro, Customer Experience Manager

Accepted an invitation to attend a leadership program: *Creating and Sustaining a Culture of Innovation*.

Neel Parikh, Executive Director

Facilitating: *Beyond Storytime: Positioning Libraries as Statewide Players in Early Learning Public Policy Development*.

Summary: Only two of the nine "Race to the Top" early learning grants include public libraries. This program will introduce successful tactics for getting libraries "at the table" in early learning public policy and planning in their state. In addition to learning specific tactics, you'll hear how Maryland libraries became a funded element of the grant and how library directors in Washington created an active advocacy organization in support of early learning.

Featured Speaker: *A Breakfast for Champions*

Library leaders will join for a lively dialogue on some of the exciting opportunities facing public libraries today, share ideas and passions, and learn how to innovate, cultivate new competencies, and create a better future for our libraries and our communities

Neel Parikh and Georgia Lomax

Mentors: *PLA Speed Mentoring Event*

Mentors will stay seated in one place while mentees move from one chair to the next when the alarm signals. Each conversation between mentors and mentees will be five minutes long.

Georgia Lomax, Deputy Director

2014 PLA Conference Program Chair

After nearly two years of work developing the programs for the conference, she and her committee will be monitoring and managing the presenters, workshops, conversations and ensuring attendees have a great learning experience. She is also excited to get to introduce a number of authors who will be featured at the conference.



Date: February 25, 2014

To: Linda Ishem, Chair Board of Trustees, Board members, Neel Parikh, Executive Director PCLS

From: Judy T Nelson

Subject: Bethel School District Community Events

Each year the Bethel School District, the second largest district served by the Pierce County Library System, hosts two major community events and invites the Pierce County Library to participate by having a resource table. The two events are the ABCD event, or All Bethel Community Day event, and the Bethel Technology and Arts Fair. Both events are held on the grounds of one of the high schools.

The first event of the school year is the ABCD event or All Bethel Community Day event. This is held in mid-September and brings together community organizations and businesses that serve the Bethel school community. Due to the timing this has been staffed by members of Community Outreach Services. The Library has participated in this event for the last five years, and each year it increases in size and scope. At this event parents, families and community members are encouraged to visit the various groups and businesses in the greater Bethel area. These include everything from sports groups, preschools and the Library to local businesses that provide school equipment, military connections, post graduate programs, online classes and much more. This past year 18 new cards were directly issued at the event and over 200 families had the opportunity to speak with staff about library services appropriate for their children and youth. This year the upcoming card drive was highlighted.

In January of 2014, the Bethel Tech and Art Fair was held. Youth Services staff has participated in this event for the previous four years. This is a technology contest for classes in the district and each class got to exhibit their projects, as well as their art work at this event. Winners were judged and announced at the event and won technology prizes for their classrooms, so there were a great many students and families present. Between presentations, families circulated among the various invited community resources. Unlike the ABCD, the resources for this event were primarily school or science related. This year, with the ongoing Science to Go grant in progress, staff from Parkland, Graham and the Science to Go librarian all attended the event. Staff anticipated interacting with teachers and parents about the various technology exhibits. That was not possible due to the popularity of the Library booth. The team worked with around 400 students, mostly from the elementary level and spoke directly with about 300 adults.

Both of these events are excellent outreach opportunities for the Library and allow us to showcase our services to an audience who may not be aware of all the free services available through their public library.

M E M O

Date: February 10, 2014

To: Linda Ishem, Chair of Board of Trustees, Members of Board of Trustees, Neel Parikh, Executive Director

From: Judy T Nelson

Subject: Joint Base Lewis McChord Newcomers Orientation

PCLS continues to seek opportunities to bring public library service to members of our armed forces and their families at Joint Base Lewis McChord (JBLM). JBLM has more than 25,000 soldiers and civilian workers. The post supports over 120,000 military retirees and more than 29,000 family members living both on and off post. Over 65 % of all these military families do not live on base, but are part of the greater Pierce/Thurston County community.

In 2013, the Library was invited to be part of the regularly scheduled Newcomers Orientation. Participating in this event addresses two of the PCLS strategic focus areas: adult learners and youth.

The Newcomers Orientation is a mandatory in-processing event for all soldiers assigned to JBLM. They are being welcomed to the JBLM community and introduced to various community resources. During the event soldiers and their families are required to stop at various tables to learn about health care, financial opportunities, housing and other community services. Some of these stops are required and soldiers get a passport stamped to show they made contact with these services. The Library is one of the additional community services that is not a mandatory stop but is considered of importance. Throughout the year, sixteen events were scheduled. A member of PCLS staff attended each event and not only provided basic library resource information, but also signed families up for library cards on the spot. Additional information shared with families included: information about e-sources and downloadable opportunities including on-line homework help and genealogy websites, monthly schedules of available computer classes, on-line car repair resources, job and business information, school-age booklists and branch listings, as well as a link to the Military Connections website. Staff was selected from libraries where there is a significant military family presence in order to make a personal connection to our branches.

Throughout 2013 PCLS Library staff spoke with 2,100 persons and signed up 277 new card holders. Additional applications were handed out but not turned in at these events. The 2014 schedule has been assigned and the Pierce County Library staff is looking forward to connecting with new families. For a detailed breakdown of the visits please see the attached statistical sheet.

2013 JBLM Newcomers Orientation Event Schedule:

Diverse Communities (Jeffri Walters) oversaw the first 3 events

January 29 – 100 persons / 35 cards issued

February 26 – 75 persons / 20 cards issued

March 26 – 100 persons / 28 cards issued

COS (Marilynn Smoak) assumed responsibility for oversight of these events

April 30 – PKS – Corrine W. – 170 persons / 20 library cards issued

May 14 – STL – Jennifer – 150 persons / 16 cards issued

June 11 – UP – Kristine Countryman – 120 persons / 11 cards issued

June 25 – GHM – Judy L. – 192 persons / 32 cards issued

July 16 – GHM – Judy L. – 166 persons / 23 cards issued

August 13 – LWD – Sharon Nichols – 200 persons / 14 cards issued

August 27 – PKS – Naomi Smith – 100 persons / 20 cards issued

September 10 – TIL – 150 persons / 20 cards issued

September 24 – LWD – 100 persons / 2 cards issued

October 8 – Cancelled

October 29 – LWD – Yuri Button – 201 persons / 15 cards issued

November 5 – SH - Steve Lukasiak – 120 persons / 2 cards issued

December 10 – SH – Meghan Sullivan – 156 persons/19 cards issued

Totals = 2100 persons / 277 cards issued

Materials handout at the Orientation:

Branch schedules

Welcome to Pierce County Library System brochure

Get Connected @ PCL (E-sources for students)

Monthly schedule of Computer Classes @PCL

School-age booklists

Bookmarks – Ancestry.com / online homework help / Chilton Auto repair / Job & Business Center / Downloads!

Library card applications w/library cards given to applicant on-site



Date: February 27, 2014

To: Linda Ishem, Chair Board of Trustees, Members of Board of Trustees, Neel Parikh, Executive Director PCLS

From: Judy T Nelson, Customer Experience Manager - Youth

Subject: Franklin Pierce Card Campaign Partnership

In late 2011, Sally Porter Smith, Customer Experience Director, and I met with the Deputy Superintendent and Director of Marketing for the Franklin Pierce School District. This was the first of several meetings to discuss various strategies for partnering between the school district and the public library. The primary objective was to find ways to work together to support student success and eliminate, if appropriate, any duplication of service.

The agreed upon strategy was to get a public library card into the hand of every student, share information about resources available with every student, their families and all Franklin Pierce staff. A Card in Every Hand initiative was created. This initiative would involve staff at the Parkland/Spanaway, Summit and Community Outreach Service branches. The initiative had several objectives.

1. Every student in the Franklin Pierce School District will have a valid Pierce County Library card (unless parent/care givers opt out of the program) and understand the services and resources available to them.
2. Youth Services and Adult Services librarians will participate in Back to School Night events to share information with parents about the resources the public library has that will support student success throughout the year and assist parents in helping their youth.
3. School staff (teachers, librarians, counselors) will be educated about the resources that will support student success
4. Usage of Pierce County Library Service materials and online data bases will increase.

The initiative launched in the fall of 2012 with over 5200 cards issued to students who did not already have one. During the fall, librarians attended Back to School Nights at 7 of the 8 elementary school, three of the four high schools (75 parents) and one of the two middle schools (30 parents). (overlapping events prevented staff from participating in every school's event). Presentations were made to the district counselors meeting, faculty meetings, and special needs family events at the two high schools. Card usage for print materials was recorded throughout the year. Online data is not available by school district (see attached for online homework help data for Pierce County).

In all, during the 2012-13 year, PCLS staff attended 40 different school events and programs and presented to over 4240 students and 671 adults (parents, faculty and counselors). Circulation from these targeted cards appears to have grown, but PCLS does not yet have year over year data for comparison purposes.

The objectives for the second year of the program were a repeat of the first year. In the fall of 2013 the Bethel School District joined the Card in Every Hand initiative. The Bethel School District is also served by the Parkland/Spanaway and Community Outreach Service branches. Selected events were targeted for FPSD to

continue the momentum of 2012. Duplication of all previous events was not possible to coordinate. Events were attended at both school districts.

While the Bethel cards have not yet been issued due to a district computer issue, both school districts remain committed to this initiative. Data collection will continue to be collected, and reported monthly. Youth Services librarians and school staff continue to strengthen their relationships. At the Midland Elementary School a series of visits to the kindergarten classes were arranged to encourage the children to use their cards. The Central Avenue Elementary School asked for presentations specifically to the 3rd and 4th grade classes and invited staff to participate in the school literacy night. At the high school level connections to the school counselors continue and once again staff was asked to present to the Gates alternative high school. The revised outreach program has been able to establish regular runs to four of the Franklin Pierce Elementary schools and has also worked with one of the two middle schools.

Monthly circulation numbers and the online homework help statistics for the system are attached. The online homework help numbers are for the entire system as there is no way to break out the Franklin Pierce numbers at this time. The numbers do show an increase in usage from 2012 to 2013. We do not have any school reports of student success, but that will be measured over a longer period of time.

Questions?

2013 ONLINE HOMEWORK HELP STATISTICS

	January	February	March	April	May	June	July	August	September	October	November	December	Total	
Database Usage	7,106	5,441	4,620	5,541	7,675	6,055	1,983	4,616	6,906	8,124	7,042	3,466	68,575	
Live Homework Help	887	774	637	631	546	507	146	256	550	912	774	453	7,073	
% of Hits Spanish	0.57	0.94	0.93	1.15	0.23	0.5	0	0	0	1.2	0.32	0.55		
% Math	60.91	58.27	66.64	60.13	64.42	40.83	47.86	53.08	70.22	52.49	40.53	54.15		
% Science	20.11	21.71	16.33	22.04	13.37	8.18	13.83	17.06	5.95	14.56	26.48	12.99		
% English (Reading)	8.18	8.13	7.98	5.55	4.54	12.13	34.04	28.43	8.72	11.48	12.92	6.92		
% Social Studies	5.6	1.57	4.09	5.36	2.26	10.4	2.12	0	14.68	14.42	12.91	12.71		
% writing lab	4.46	9.21	3.52	5.75	10.44	26.24	2.12	1.42	1.06	6	6.86	12.71		
Total Database Usage	7,993	6,215	5,257	6,172	8,221	6,562	2,129	4,872	7,456	9,036	7,816	3,919	75,648	
													2012 Total	69,229

M E M O

Date: March 6, 2014
To: Chair, Linda Ishem and members of the Board of Trustees
From: Jaime Prothro, Customer Experience Manager
Subject: Citizenship Webpage

In partnership with Tacoma Community House, Pierce County Library System is a location for free citizenship classes for permanent residents who are seeking help to prepare for the U.S. Citizenship exam. The classes are part of a two-year grant provided by the United States Citizenship and Immigration Services Grant Program and will continue through September 30, 2015. Classes are held at the University Place and Lakewood libraries, as well as at Tacoma Community House.

To support these learners, PCLS has created a new webpage that connects individuals to the library's e-sources and collections, as well as quality online resources and community organizations. The webpage can be found at: <http://www.piercecountylibrary.org/services/citizenship.htm>. Additional outreach and marketing is underway to promote the classes.

M E M O



Date: March 11, 2014
To: Chair Linda Ishem and Members of the Board
From: Neel Parikh, Executive Director
Subject: King County Library System Director Search Update

As you know, King County Library System is in the process of filling the vacancy of former Director, Bill Ptacek.

KCLS attorney Mark Berry, Trustees Lucy Krakowiak and Jim Wigfall, and Human Resources Director Charlene Richards reviewed responses to the Request for Proposals from four executive search firms, and interviewed the top three candidates. The team selected The Hawkins Company and June Garcia, based on their substantial collective experience with library executive searches across the country, including Seattle, Los Angeles, San Francisco and San Antonio.

Mark Berry also proposed the appointment of a Search Committee to include representatives from the KCLS Board, Foundation Board, staff, and local community leaders. The Search Committee will be chaired by KCLS Trustee Jim Wigfall and will work with the consulting firm to oversee the process, provide progress reports to the Board and ultimately recommend a candidate or candidates to the Board of Trustees for consideration. Representing KCLS staff will be Denise Bugallo, Cluster Manager at Shoreline/Richmond Beach/Lake Forest Park; Denise Siers, Public Services Director, and Interim Director, Julie Brand.

Once the contract with the executive search firm is completed, next steps include planning a series of constituent focus groups to develop a profile of ideal attributes for the new Director. The focus groups and analysis are expected to take place between March and April, after which the search for candidates will begin. Eventually the Search Committee will recommend 3-4 finalists for interviews and public forums with key constituents. Optimally, they hope to complete the process by early summer.

I will continue to update you as I receive additional information.



Pierce County Library Foundation Board of Directors Annual Meeting January 28, 2014

President Michael Gordon called to order the regular meeting of the Pierce County Library Foundation Board of Directors on Tuesday, January 28, 2014 at 7:36 a.m. at the Processing and Administration Center.

Attendance 84% Present: Jack Conway, Joan Cooley, Kathryn O. Galbraith, Caireen Gordon, Michael Gordon, Kim Heggerness, Keri Kennard, Janice Ludwig, Kathryn McCarthy, Craig Richmond, Tim Sherry, Adam Small, Stacy Topping, Karen Triplett, Doug Whitton, Shelia Winston, Mary Ann Woodruff. Absent: Cyndi Chaney. Excused: Larry Faulk, Molly Stuen.

Staff Members: Lynne Hoffman, Foundation Director; Julie Kramer, Development Associate; Neel Parikh, Executive Director; Elise Doney, Youth Services Librarian.

Approval of Minutes: Mary Ann Woodruff moved and Kathryn O. Galbraith seconded the motion to approve the minutes of the December 3, 2013 meeting. The motion passed unanimously.

Finance Report: Kathryn O. Galbraith moved and Janice Ludwig seconded the motion to approve the December 2013 financial reports. The motion passed unanimously.

Development Report: The Foundation is on track to double the grant budget projection. The Foundation was recently awarded \$2,500 from the Kilworth Foundation for Senior Outreach and an award from the Gig Harbor Garden Tour Association expected to be \$4,200 for Early Learning interactives at Gig Harbor and Key Center Libraries. Sequoia Foundation has awarded \$50,000 for vans to provide outreach to schools contingent upon raising the full amount of the project goal. There is also \$200,000 pending in grants and \$100,000 in process. Julie Kramer passed around a sheet of employer listings and asked if anyone knew someone at those businesses or how to contact them.

Library Director's Report: Neel Parikh talked about the American Library Conference. The emphasis in libraries right now is learning. There are classes online being offered including one to obtain a High School diploma. Two new services will be offered through Pierce County Library. Library cardholders now have free access to magazines through Zinio and thousands of movies, music and television titles through Hoopla.

Neel talked about the process to select a new Executive Director. Bill Holt will act as project manager to coordinate the effort. An RFP has been sent out to search firms. There are firms that specialize in libraries and others that handle a variety of organizations including libraries.

Neel introduced Susan Barbeau, Executive Director and Jessica Baumer, Program Director of First 5 Fundamentals, an organization that brings together people who provide children's services from birth through third grade, and Lelani Linder, Early Childhood Development Manager at United Way. They presented the Early Learning Champion award to Foundation board member and pediatrician, Mary Ann Woodruff. This award is given to individuals who exhibit a commitment to early learning. Dr. Woodruff co-founded Reach Out and Read in Pierce County and Washington State. The Foundation board members and staff who were assembled gave Dr. Woodruff a standing ovation.

2014 Our Own Expression: Elise Doney, Youth Services Librarian discussed Our Own Expressions. This event showcases local teen talent. This contest impresses upon teens that their creative ideas and work is valued. The program has grown in the past years; last year nearly 1,000 entries were received. Board members were encouraged to be pre-judges. The contest runs through February 23. Entries will be sent out

in early March for pre-judging. The awards ceremony is scheduled for May 28 at Lagerquist Hall on the PLU campus. There will be teen volunteers videotaping the event this year.

Annual Giving: Co-chair Kathryn O. Galbraith asked board members to submit names of people that they know and would feel comfortable signing letters requesting a donation to the Foundation Office. The original Annual Giving list started from names provided by board members. These prospective donors provided by board members initially returned a 20% response rate compared to the 1% response rates generated through rental lists.

Leadership Giving: Janice Ludwig thanked everyone who made end of the year reminder calls. We saw a 56% response before December 31st. Personal contact makes a difference.

Board Recruitment: Michael Gordon reminded board members that one of the responsibilities of the board is to recruit new board members. Lynne Hoffman prepared a board grid showing geographic representation and professional make-up of the board. Lynne also asked board members to consider the qualities of those who make good board members and look for those people in the community who have those characteristics. Michael encouraged board members to invite prospects to a board meeting. We will have at least two open spots to fill to reach 20 active board members.

Corporate Giving: Kari Kennard informed the board that there is only six weeks left to secure sponsors for the Summer Reading program. The Summer Reading funding target is \$20,000. We currently have \$12,500. Board members were asked to please talk to their contacts soon. Sponsors donating \$2,500 and above will have their logo on printed pieces. Anyone below \$2,500 will receive name recognition on printed pieces. A video was viewed that talked about the importance of summer reading. Children who read during summer (usually from middle income families) begin to surpass children who do not (usually from lower income families). The gap after 5th grade is as much as 2 ½ to 3 years and continues to grow in the following years.

The meeting adjourned at 9:05 a.m.

The next regular board meeting is scheduled for Tuesday February 25, at 7:30 a.m.

UNFINISHED BUSINESS

M E M O



Date: March 10, 2014

To: Chair Linda Isham and Members of the Board of Trustees

From: Clifford Jo, Finance & Business Director
Sally Porter Smith, Customer Experience Director

Subject: Technology Plan Update—Objectives

Continuing from last month’s presentation, we will present to you more of the technology plan. Last month we introduced you to the goals of the technology plan. They are:

GOAL 1: Create a culture in which the Library’s technology program focuses intently on customers to understand clearly and deliver what they want.

- A. The Library will re-structure to create technology resources and support that are aligned with customer and staff needs.
- B. Library employees become a network of knowledge workers to serve the wide spectrum and changing technology needs of customers.
- C. Library technologists use data-driven, analytical, processes to make excellent technology decisions and use proven methods to deliver solutions.

GOAL 2: Transform library technology to support the needs of the 21st century library employee and our customers

- A. Robust, flexible infrastructures and systems support the needs of agile computing environments.
- B. Library technology services are supported by easy to use, powerful, working and up-to-date technologies available today.
- C. Innovative technologies support the mobile nature of the library worker and the public.

GOAL 3: Engage technology in the life of our residents and the community

Goals 1 and 2 each have three sub-goals and Goal 3 stands on its own. Within these seven total goals are a series of objectives (see table below), tangible things to accomplish.

of Objectives per Goal

<u>Goal 1</u>			<u>Goal 2</u>			<u>Goal 3</u>	<u>Total # of Objectives</u>
<u>A</u>	<u>B</u>	<u>C</u>	<u>A</u>	<u>B</u>	<u>C</u>		
4	2	1	5	6	4	1	23

Below are the objectives from the draft technology plan. During the Board meeting, Sally and I will provide more narrative around these objectives, as they form the core of what we do for our customers and a high level understanding of the resources needed. Under each Objective are a series of actions, to which resources (time, labor, and costs) are allocated.

GOAL 1 – Create a Culture...

Goal 1A: The Library will re-structure to create technology resources and support that are aligned with customer and staff needs. Objectives:

- Fill the new position “Director of Digital Experience” by Q1 2014.
- Create and implement management transition plan for the Director of Digital Experience.
- Create and implement a transition plan for integrating IT/VS services into one department.
- Apply the Customer-Supplier partnership model to the Digital Experience Department. Refine staff duties and focus as needed.

Goal 1B: Library employees become a network of knowledge workers to serve the wide spectrum and changing technology needs of customers. Objectives:

- Offer customers access to technology savvy employees having 21st century technology skills.
- Create and maintain dynamic curriculum and resources for staff to become technology savvy.

Goal 1C: Library technologists use data-driven, analytical, processes to make excellent technology decisions and use proven methods to deliver solutions. Objectives:

- Create customer-focused decision-making processes for choosing, implementing, and maintaining technology resources, using the structural logic and roles and responsibilities criteria established in Goal 1A (CSP modeling); ensure all processes for decision-making are adaptable, changeable, and scalable according to needs.

GOAL 2 – Transform Library Technology...

Goal 2A: Robust, flexible infrastructures and systems support the needs of agile computing environments. Objectives:

- The library’s technology infrastructure and resources must be kept current. Review core IT services (email, office, file servers, web hosting, virtualization, backups, Polaris, etc.) and determine and deploy the best method to deliver these services.
- Design and deploy an infrastructure that allows the library to measure our key metrics (business analytics system).

- Evaluate the library’s current Content Management System for the public website and explore options to identify the best system to serve customer needs.
- Evaluate, determine and deploy the next infrastructures for customer computing experiences.
- Evaluate and upgrade wireless network bandwidth and speeds.

Goal 2B: Library technology services are supported by easy to use, powerful, working and up-to-date technologies available today. Objectives:

- Create new approaches to designing library technology solutions based on the needs of internal and external customers.
- Provide external customers with up-to-date computing experiences, including current operating systems and software.
- Provide staff with technology that best enables them to do their work. Equipment is chosen and deployed according to documented staff needs.
- Provide staff with a seamless online collaborative space in which to do their work.
- Evaluate the meeting rooms to support collaborative learning through the use of technology and deploy as appropriate.
- Determine and deploy a strategy for dedicated use computers.

Goal 2C: Innovative technologies support the mobile nature of the library worker and the public. Objectives:

- Create a shared understanding of mobile technology among library managers and staff
- Develop and optimize the library’s technology to provide mobile work environments for staff.
- Provide library services on the customer's device that has been optimized for the mobile device.
- Deploy Library-Provided Mobile Technologies for Customers.

GOAL 3 – Engage Technology...

Goal 3: Engage technology in the life of our residents and the community. Objective:

- The library will create a responsive process to discover and deploy the technology needs of internal and external customers.

MEMO

Date: March 10, 2014
To: Chair Linda Ishem and Members of the Board
From: Neel Parikh, Executive Director
Subject: Executive Director Search Firms

During the last meeting, the Board selected three firms to be considered as the search firm for the Executive Director. Rob Allen agreed to work with Bill Holt and Cliff Jo to check references and interview candidates. It was agreed that the committee should make a final selection and recommend that selection to the Board. The committee may want to have the candidates make a presentation to the Board, however, at this point the committee is proceeding as if they will make a final recommendation. Neel Parikh assisted in these discussions. The subcommittee also briefly reviewed the Open Public Meeting Act requirements for conducting this aspect of the process.

The sub-committee has made the following progress:

1. Questions for the Candidates – All three firms submitted responsive proposals, but there were many similarities between them. The committee developed a series of follow-up questions for the candidates to help them differentiate the three firms. Some of the questions will be submitted to the candidates in writing. The written questions will be sent to the candidates on March 7 with a deadline of March 19.
2. References - It was decided to contact references before the oral interviews. The committee reviewed the reference suggestions from candidates and identified several references to contact, including some that were not suggested by the search firms. In one case, Cliff Jo will be contacting the firm to ensure that references are appropriate for this position. Questions to be used during the reference checks were developed. Rob Allen will conduct the reference checks. He may contact Board members to ask for assistance checking references.
3. Candidate Interviews - Interviews will be scheduled to take place during the week of March 24. Interviews will be conducted via Skype or WebEx. Cliff Jo, Rob Allen and Bill Holt will be “in attendance”. Six questions have been prepared for these interviews.
4. Process Comparisons - Petra McBride compiled the attached charts comparing the key elements of the proposals for the three candidates. Also attached is the proposed timeline from each candidate firm.

During the Board meeting, Rob Allen will bring you up to date regarding the process.

EXECUTIVE SEARCH FIRM MATRIX

MARKETING APPROACH		
Bradbury	Garcia	Waters
<ul style="list-style-type: none"> • Visit Pierce County Library System • Conduct focus groups w/staff and key stakeholders • Meet w/Board • Tour libraries and communities • Develop advertisement • Design detailed announcement/ad and post position electronically through library community 40+ sites • Create unique website devoted solely to the position • Regional and national networking • Asking candidates who decline for names of possible candidates they know • Anticipate 15-20 qualified candidates 	<ul style="list-style-type: none"> • Talk w/library professionals • Develop attractive advertisements for prof. journals • Develop brochure for electronic distribution • Coordinate placement of ads and distribution of recruitment materials to make library community aware that applications are welcome 	<ul style="list-style-type: none"> • Develop recruitment brochure with profile of ideal candidate and profile capturing essence of Pierce County • Onsite meeting with Board, Admin team, key community leaders and patrons • Develop advertising and marketing strategy • Place ads in prof. publications, websites and local print media • Use all available resources to communicate directly w/candidates • Ad campaign will include national, state, regional and local elements • Promotion at conferences such as ALA and PLA • Ongoing communication with candidates

SCREENING PROCESS		
Bradbury	Garcia	Waters
<ul style="list-style-type: none"> • Candidates to complete questionnaire • Pre-screening phone conversation w/prescribed list of questions • Talk with those who know candidates that meet qualifications • Deliver cover letters, resumes, comparison matrix and ranking document to Board • Meet with Board to “present the pool” and share notes, learnings about candidates and narrow pool to 6-8 final candidates • Reference checks conducted by phone to include 1)from colleague, 2)subordinate 3)someone they report to and written report provided to Board • Street reconnaissance to check w/people not listed as formal references • Electronic checks on social media sites • Prepare brief report on reference -derived info • Background checks - offer is contingent upon successful check conducted by 3rd party (five days to complete) 	<ul style="list-style-type: none"> • Prepare info packets for Board to review • Facilitate phone meeting w/Board to review and rank applications • Conduct Internet search and search library literature to gather info about applicants • Notify applicant not selected 	<ul style="list-style-type: none"> • Take steps to protect against discrimination • Screen candidates against criteria in candidate profile to develop list of semi-finalists • Candidates complete Career Navigator to match their profile with Exec. Director profile • Most promising candidates complete questionnaire • Resumes and questionnaire responses sent to Board • List narrowed to 10-15 semifinalists • Board has access to Master Applicant List • Conduct reference checks, background checks and academic verifications

EXECUTIVE SEARCH FIRM MATRIX

INTERVIEW PROCESS		
Bradbury	Garcia	Waters
<ul style="list-style-type: none"> • 2 Step process: 6-8 candidates/3-4 finalists • Facilitate logistics of semi and final interviews • Scheduling interviews • Prepare draft questions and evaluation forms • Available/present as technical search experts during interviews • Notify candidates of status in the process • Update designated contact person on status of the process • Submit written progress reports at end of major stages in the search • Coordinate/assist with job offer and compensation negotiation 	<ul style="list-style-type: none"> • Propose interview process based on Board suggestions • Develop/coordinate semi-final interview • Participate in the interview of semi-finalists • Check references of finalists • Notify applicants not selected • Coordinate w/staff, prepare packet for finalists • Coordinate travel for finalists • Develop interview questions, scoring sheets and comment forms • Design process for evaluating finalists & develop schedule for interview events: <ul style="list-style-type: none"> -orientation tours -interview w/Board -open forums for presentations -other events requested by Board 	<ul style="list-style-type: none"> • Send Board documentation on finalists to include career highlights, leadership/mgmt. profile and results of reference/background checks & academic verifications • Provide report with interview guidelines, questions and assessment process. • Available to answer questions and assist w/final evaluation and selection. • Assistance with development of compensation package, employment considerations and negotiations.

TIMEFRAMES		
Bradbury	Garcia	Waters
12-16 weeks Prelim meeting w/Board in Mid-May Candidate Selected by September New Director reports 4-6 wks after hire date	15-20 weeks	10 weeks

ATTACHMENT I:

EXECUTIVE DIRECTOR SEARCH TIMELINE – PIERCE COUNTY LIBRARY SYSTEM (WA)

Please see below our estimated timeline for your Executive Director search process. If we are selected to help you find your next Executive Director, we will establish a firm search schedule during our first meeting with the Search Committee. It is our intent to conduct the search within an appropriate timeframe to allow us to find high-quality candidates for you. Our standard search takes approximately 120 days once we begin the process.

The following timeline represents an illustrative search schedule based on beginning the search May 2014. The actual target dates will be determined and approved by the Pierce County Library System Search Committee.

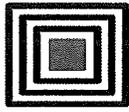
Activity	Target Date:
Consultants make first visit; meet with Board/Search Committee and staff; tour libraries and communities; establish definitive work schedule and marketing plan	Early May 2014 (dates to be determined)
Advertisement is approved by Search Committee	May 18 2014
Post ads, actively recruit candidate pool	May 19 – July 6, 2014
Applications Close	July 7 2014
All candidate documents sent to Search Committee via Dropbox	July 12 2014
All pre-screening interviews (by consultants) completed	July 15 2014
Meet with Search Committee and present the pool of candidates; select 6-8 semifinalists	July 23 2014
Semi-final Interviews on Site or via Skype	August 5 & 6, 2014
Reference Reports to Search Committee	August 20 2014
Final Interviews on Site	August 26 & 27, 2014
Negotiations Completed	September 1 2014
New Executive Director Start Date	Mid-to-late October 2014

III. TIME FRAME

A search process usually requires fifteen to twenty weeks. The following table shows a time line for a typical executive search.

Typical Time Line for Executive Search	
Number of Weeks	Task
One week	Contract execution and notice to proceed
Two to three weeks	Determine needs of library district (two-day site visit)
Five to seven weeks	Prepare brochure, circulate advertisements, and pro-actively recruit candidates
Two weeks	Screen applications (by phone)
One week	Interview semi-finalists (Skype or onsite)
Three to four weeks.	Select finalists, and schedule and manage final interview process (three-day site visit)
One to two weeks	Hiring authority's appointment of new director

During contract negotiations, a schedule will be tailored to responsibly address your needs.



SECTION 3 | TIMELINE

RECRUITMENT PROJECT TIMELINE

Below is an estimated Timeline for the executive recruitment process. You will be asked during the first on-site meeting to review and approve a Timeline for the recruitment project. It is our intent to conduct the recruitment expeditiously, but not at the expense of finding high-quality candidates for you. **However, we commit to you to deliver a group of Finalists for your consideration within 50 days from the date that we commence recruitment activities.**

PIERCE COUNTY LIBRARY SYSTEM, EXECUTIVE RECRUITMENT EXECUTIVE DIRECTOR PRELIMINARY TIMELINE	
The following Timeline represents a preliminary schedule for your executive recruitment based on a commencement date of February 28, 2014. Actual target dates will be developed in consultation with and approved by the Pierce County Library System Selection Committee.	
Activity	Target Date
■ Waters Executive Recruitment (WER) Completes On-Site Interviews to Develop Candidate Profile and Recruitment Brochure; the Board of Trustees Selection Committee (Committee) Approves Ad Placement Schedule and Timeline	March 3, 2014
■ WER Sends Draft Recruitment Brochure to the Committee.	March 7, 2014
■ The Committee Returns Draft Recruitment Brochure (with edits) to WER.	March 14, 2014
■ WER Commences Executive Recruitment Advertising and Marketing.	March 17, 2014
■ WER Commences Formal Review of Applications and Sends Most Promising Applicants a Candidate Questionnaire to Provide Additional Information about Background and Experience.	March 28, 2014
■ WER Completes Formal Review of Applications and Sends Selected Resumes and Questionnaire Responses to the Committee for Review.	April 14, 2014
■ WER Meets with the Committee and Recommends Semi-Finalists; Committee Selects Finalists for On-Site Interviews.	Week of April 21, 2014
■ WER Completes Reference Checks/Background Checks/Academic Verification for Finalists.	May 5, 2014
■ WER Sends Documentation for Finalists to the Committee/Board of Trustees.	May 6, 2014
■ The Board Conducts On-Site Interviews with Finalists.	Week of May 12, 2014
■ The Board Extends Employment Offer to Finalist.	Week of May 19, 2014

NEW BUSINESS

M E M O

Date: March 11, 2014
To: Chair Linda Ishem and Members of the Board
From: Neel Parikh, Executive Director
Subject: Metropolitan King County Library Joint Boards Meeting

Marcellus Turner has shared the Seattle Public Library Board of Trustees invitation to engage with other trustees to discuss the future of libraries. He has suggested that we convene a “metropolitan” King County library trustee discussion. He has invited King County, Sno-Isle (Snohomish and Island counties) Regional, Kitsap and Pierce County Library Systems.

Marcellus is proposing gathering of our full boards; therefore, this meeting would be subject to the Open Public Meetings Act. This will be a discussion about the future of libraries. Seattle will host the meeting. He is anxious to have this event take place before I retire and is thinking of early fall and is proposing timing of 9 am - 3 pm with a light lunch included. He sees this as an opportunity for our boards to get to know each other better and connect for future joint projects. It is very interesting that two of the boards will actually be involved in a Director search at the same time.

We are currently discussing possible topics for this meeting. During the Board meeting, I would like to know if you are interested in such a meeting, if you have timing preferences and your ideas about topics related to the future that interest you. His suggestions are:

- Joe James from the University of Washington talking about a recent book he wrote entitled Libraries 2020.
- Engagement around challenges facing libraries specifically in our future. This might include budgets, changing work of libraries, publishing technology, partnerships, facilities, etc.
- Engagement around the role of libraries in this ever-changing environment.
- Possible city/county representative to talk about the work of libraries and their governments. (John Caulfield from Lakewood has been proposed.)

At this point, we are seeing this as a discussion about the future and issues we are facing, not a time for us to share what we are doing.

M E M O



Date: March 10, 2014

To: Chair Linda Ishem and Members of the Board

From: Neel Parikh, Executive Director

Subject: Board Self-Evaluation

A year ago, members of the Board of Trustees embarked on a Board self-evaluation process based on the 23 bullet points listed on the *Library Trustee Roles and Responsibilities* document. This process resulted in rich conversation amongst Board members regarding your role but also identifying areas needing development and development agreements regarding expectations. At the end of the process, you agreed to evaluate yourselves on an annual basis.

Attached for your information is the evaluation form used in 2013 as well as a summary of last year's results. During the Board meeting, Linda will lead the discussion regarding the next evaluation process.

LIBRARY TRUSTEE – SELF EVALUATION FORM

This form directly relates to duties vested in the Board by Washington State law (RCW, Title 27.12) and discussed with Trustees prior to their commitment to serve on the Board. It is anticipated that members will complete this survey once a year. Survey results will be reviewed by the Board and used as a basis for Board assessment, agenda setting, and targeted continuing education to enhance individual and collective effectiveness.

Ratings are as follows: 1 = Needs Improvement 2 = Doing a Fair Job 3 = This is a Strength

Board Responsibilities: We

- Adopt written policies to govern the operation and services of the Library. _____
- Approve and monitor the Library's annual budget, ongoing fiscal health and necessary contracts. _____
- Plan for the future of the Library and set long-term strategic direction and goals. _____
- Advocate for the Library and act as liaisons to the public, organizations, and public officials. _____
- Hire and annually evaluate performance of Executive Director. _____
- Obtain land and buildings for library purposes, and ensure they are maintained. _____
- Ensure Library policy and practices are legal and maintain ethical integrity and public accountability. _____
- Ensure the Library and Board operate in accordance with state and local laws, including open meeting laws. _____
- Determine the need and authorize the library district to place levy or bond measures before the voter. _____

Individual Responsibilities and Activities: I

- Study community needs and interests, and insure they are addressed when considering library services and policies. _____
- Am familiar with library issues, trends, principles, standards and laws. _____
- Lend expertise to and share personal and professional networks with the Library. _____
- Attend when possible, American Library Association, Washington Library Association, or other appropriate conferences or learning opportunities related to effective library decision-making. _____
- Encourage and support Pierce County Library Foundation work and activities. _____
- Foster cooperation with other area libraries, agencies, governments, and organizations to maximize use of available resources. _____

Individual Expectations: I

- Am committed to freedom of expression and inquiry for all people. _____
- Am dedicated to the provision of high quality, contemporary library services. _____
- Prepare for, attend, and actively participate in scheduled board meetings, study sessions, and major library events. _____
- Have an open mind, curiosity, respect for the opinions of others and the ability to work cooperatively. _____
- Support Board decisions made in the interest of library service to the community. _____
- Maintain healthy communication between Executive Director and the Board; between the Chair and Trustees; between the Board and related public groups; and among Trustees. _____

Other: I

- Am familiar with the Library Overview including its Mission, Vision and Values, number of locations and service area. _____
- Visit a different library location each quarter, with a goal of visiting all 18 locations during my term as Trustee. _____

Total

**PCLS Board Self-Evaluation
2013 Results**

The inaugural self-evaluation was comprised of 23 duties organized in four categories of individual and group responsibilities. Each duty was individually ranked 1 through 3 by each trustee; resulting in total scores ranging from 5-15 (five trustee votes of 1 for a 5 point minimum, and five votes of 3 for a 15 point maximum) as follows:

Individual Duty Score	Combined Score per Duty	Combined Total Score
1 Needs Improvement	5-9 Needs Improvement	115 - 229
2 Fair Job	10-12 Fair Job	230 - 299
3 Demonstrated Strength	13-15 Demonstrated Strength	300 - 345

In 2013 our overall combined score was 274 points, indicating that we are doing an admirable job and there's plenty of room for improvement. We ranked ourselves as having demonstrated strengths on 13 or the 23 (57%) duties and responsibilities. Another five duties received rankings of Fair Job. And finally we identified five critical development areas.

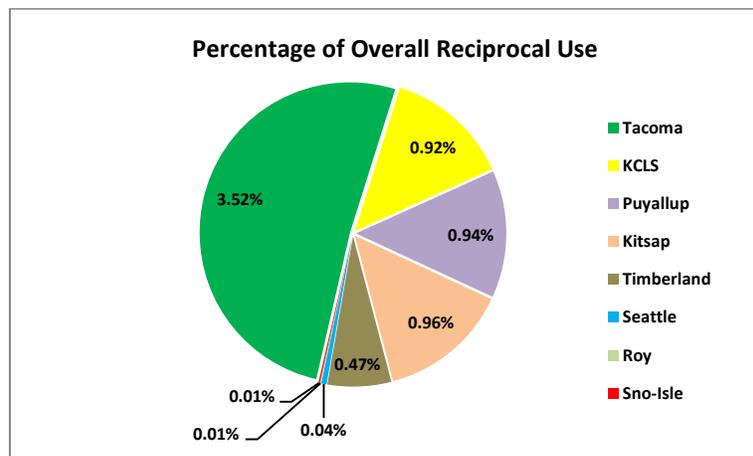
Demonstrated Strengths (13-15)		Fair Job (10-12)		Development Areas (5-9)	
Adopt policies	13	Advocacy and liaison	10	Levies and bonds	9
Approve budget	15	Obtain land	12	Share expertise/networks	9
Plan for future	13	Study needs	10	Conference attendance	8
Hire/evaluate director	14	Library trends	10	Cooperation/linkages to others	8
Public accountability/stewardship	15	Support Foundation	10	Visit library locations	9
Legal compliance	14				
Freedom of expression	13				
Quality service commitment	13				
Meeting preparation /participation	13				
Cooperative, open-minded, curious	15				
Decisions in interest of community	14				
Healthy communication	14				
Know – mission, vision, values, facts	13				

Date: March 11, 2014
To: Chair Linda Ishem and Members of the Board
From: Neel Parikh, Executive Director
Subject: 2013 Reciprocal Borrowing Report

Since 1971, Pierce County Library System has developed and maintained agreements with regional library systems allowing Pierce County Library System residents to use libraries in other jurisdictions. These agreements offer greater convenience and expand access to library services for our residents, intending to facilitate checkout and use of resources when Pierce County residents are visiting a reciprocal borrowing library. We offer the same service to residents visiting Pierce County from these other jurisdictions.

Starting in 2008, we developed formal agreements with three cities in Pierce County and two libraries in King County (King County Library System and Seattle Public Library). Since that time, we have been tracking reciprocal use. In 2013 Pierce County Library System had 17,987 cardholders who are residents of 11 service areas outside of Pierce County. These customers checked out 475,590 items representing 6.9% of our checkouts.

The chart below shows the percentage of overall reciprocal use represented by the different library service areas.



As you can see, our highest use is by Tacoma Public Library (TPL) service area customers followed residents of three counties and the city of Puyallup. The chart below shows cardholders and checkouts by customers from the service areas of our top five users and the cities of Roy and Seattle (for whom we have a formal agreement).

Library	2013		2012	
	Cardholders	Checkouts	Cardholders	Checkouts
Tacoma	5,084	243,966	7,564	250,745
Kitsap	990	66,328	989	65,878
Puyallup	1,258	65,040	1,873	69,012
KCLS	1,445	63,703	1,405	68,866
Timberland	695	32,388	676	39,575
Seattle	38	2,751	144	3,073
Roy	25	443	65	911

Attached for your information is a more detailed chart from the 11 cities and counties with whom we have reciprocal borrowing agreements. We have shared this data with Puyallup, Tacoma, Seattle and Roy. The attached information also shows Pierce County Library System customers' use of Seattle, Tacoma and Puyallup public libraries.

As in the past year, Tacoma Public Library customers use all of Pierce County Library System branches, three times as much as our next largest users. Tacoma customers represent 21.89% of University Place branch circulation and over 5% of Lakewood library circulation. Tacoma cardholders represent 3.5% of Pierce County Library System overall cardholders and 2.2% of Pierce County Library System circulation. Although the number of cardholders declined significantly, the use declined a smaller amount.

Pierce County Library System cardholders represent 13.1% of overall TPL cardholders and checkout 9.2 % of TPL circulation.

Pierce County Library System residents use the Fern Hill branch more than any other branch in TPL, closely followed by the Main library. Pierce County Library System cardholders represent 2.7% of Fern Hill cardholders and 29% of the Fern Hill circulation. When reciprocal borrowing began, there was some concern that Pierce County residents would heavily use the Kobetich branch. However, the data shows this branch is used the least by Pierce County residents.

Since the 2007 pilot agreement with Puyallup Public Library (PPL), Pierce County residents' use of Puyallup Public Library has steadily increased. Circulation has fluctuated over the years but remained quite high. In 2013, Pierce County Library System residents represented 33.43% of the PPL circulation. Meanwhile, Puyallup cardholders of Pierce County Library System have declined, however, use of the collection has remained relatively steady. PPL citizens checked out .94% of the Pierce County Library System's overall circulation.

Summary of How All Reciprocal Cardholders Use PCLS

	Total Checkouts	Reciprocal Checkouts	% Reciprocal Checkouts
Bonney Lake	374710	3109	0.8%
Buckley	175056	4878	2.8%
DuPont	190621	21851	11.5%
Eatonville	179367	4144	2.3%
Fife	144027	10042	7.0%
Gig Harbor	913581	71501	7.8%
Graham	369192	1808	0.5%
Interlibrary Loan	2223	7	0.3%
Key Center	218681	2898	1.3%
Lakewood	565155	35115	6.2%
Milton/Edgewood	238558	41535	17.4%
Orting	163794	1168	0.7%
Outreach	98764	1821	1.8%
Parkland/Span	599755	20025	3.3%
PAC	23017	827	3.6%
South Hill	891570	28276	3.2%
Steilacoom	187687	3710	2.0%
Summit	415727	19845	4.8%
Sumner	375773	35195	9.4%
Tillicum	80902	2358	2.9%
University Place	729183	165477	22.7%
Total	6937343	475590	6.9%

	In-Service Cardholders			Reciprocal Cardholders			% Reciprocal Cardholders
	Adult	Juvenile	Total	Adult	Juvenile	Total	
Bonney Lake	10402	3486	13888	206	24	230	0.02
Buckley	3729	1230	4959	186	17	203	0.04
DuPont	4089	1574	5663	579	47	626	0.11
Eatonville	3139	1124	4263	130	12	142	0.03
Fife	3622	1400	5022	365	29	394	0.08
Gig Harbor	18703	4961	23664	1758	221	1979	0.08
Graham	9653	3500	13153	125	8	133	0.01
Interlibrary Loan	1016	243	1259	0	0	0	0.00
Key Center	4239	1470	5709	127	24	151	0.03
Lakewood	20354	5491	25845	1755	230	1985	0.08
Milton/Edgewood	5596	1500	7096	1437	294	1731	0.24
Orting	3478	1395	4873	45	8	53	0.01
Outreach	2764	8740	11504	242	37	279	0.02
Parkland/Span	20145	5404	25549	1049	98	1147	0.04
PAC	1029	60	1089	23	1	24	0.02
South Hill	21827	7337	29164	1076	138	1214	0.04
Steilacoom	4487	1104	5591	142	6	148	0.03
Summit	9821	2674	12495	622	96	718	0.06
Sumner	9294	2380	11674	1046	125	1171	0.10
Tillicum	1521	574	2095	73	8	81	0.04
University Place	14034	4233	18267	4797	781	5578	0.31
Total	172942	59880	232822	15783	2204	17987	0.08

**How PCLS Customers Use Other Libraries
2011 - 2013**

Library	Circulation			% of Circulation			Cardholders		
	2011	2012	2013	2011	2012	2013	2011	2012	2013
Puyallup	156,867	119,243	151,463	34.5%	27.61%	33.43%	12,914	19,769	21,962
Tacoma	121,775	NA	145,622	7.29%	NA	7.27%	12,113	NA	18,786

Usage of PCLS by Reciprocal Cardholders from PPL

Year	Puyallup Population	With PCLS Cards	% of Puyallup Population w/PCLS Cards	Total PCLS Circ	PPL Circ in PCLS	% of PCLS Circ
2007	36,790	1,014	2.76%	5,846,741	27,794	0.48%
2008	36,930	1,923	5.21%	6,585,864	40,848	0.62%
2009	38,690	2,206	5.70%	7,785,608	62,794	0.81%
2010	38,900	2,068	5.32%	8,631,862	73,259	0.85%
2011	34,240	2,231	6.52%	8,230,093	77,103	0.94%
2012	37,620	1,873	4.98%	7,594,876	69,012	0.91%
2013	37,980	1,258	3.31%	6,937,343	65,040	0.94%

Usage of PPL by Reciprocal Cardholders from PCLS

Year	PCLS Population	With PPL Cards	% of PCLS Population w/PPL Cards	Total PPL Circ	PCLS Circ in PPL	% of PPL Circ
2007	530,830	4,293	0.81%	458,563	95,327	20.79%
2008	543,760	8,207	1.51%	462,048	117,073	25.34%
2009	556,975	9,063	1.63%	490,828	137,227	27.96%
2010	556,520	9,896	1.78%	477,563	163,891	34.32%
2011	550,450	12,914	2.35%	454,571	156,867	34.51%
2012	555,285	19,769	3.56%	431,841	119,243	27.61%
2013	558,455	21,962	3.93%	453,053	151,463	33.43%

How PCLS Uses Tacoma Public Library

	Circulation	Reciprocal Use	% of Circ	Cardholders	Reciprocal Cardholders	% of Total Cardholders
TPL System Total	1611233	148653	9.2%	143613	18786	13.1%
Fern Hill	142855	41422	29.0%		3924	2.7%
Kobetich	106431	6441	6.1%		450	0.3%
Main	320017	35408	11.1%		6544	4.6%
Moore	229666	20720	9.0%		2479	1.7%
Mottet	84968	4636	5.5%		545	0.4%
S Tacoma	111065	15865	14.3%		2090	1.5%
Swasey	188835	15943	8.4%		1611	1.1%
Wheelock	427396	8218	1.9%		1143	0.8%

How PCLS Uses Puyallup Public Library

Borrowers		% of Total	Circulation	% of Total	
Total PPL Borrowers	54,654		Total PPL Circ	453,053	
Total PCLS Borrowers	21,962	40.18%	Total PCLS Circ	151,463	33.43%
Adults	16,922	30.96%	Adults	122,440	27.03%
YA	1,690	3.09%	YA	6,828	1.51%
Juv.	3,280	6.00%	Juv.	22,195	4.90%
Breakdown by city*					
Anderson Island	3				
Ashford	11				
Bonney Lake	1,164				
Buckley	308				
DuPont	19				
Eatonville	175				
Edgewood	1,381				
Elbe	3				
Fife	863				
Fox Island	5				
Gig Harbor	62				
Graham	845				
JBLM	29				
Lake Tapps	229				
Lakebay	8				
Lakewood	235				
Longbranch	2				
Longmire	1				
Milton	428				
Orting	682				
Paradise Inn	4				
Roy	60				
South Prairie	26				
Spanaway	795				
Steilacoom	25				
Sumner	907				
UP	64				
Wauna	1				
Wilkeson	6				
* due to current reporting restrictions					
PCLS residents of Puyallup and Tacoma					
could not be calculated					

How PCLS Uses Seattle Public Library

<u>Location</u>	<u>Total Borrowers</u>	<u>Total Circ</u>	<u>Pierce County</u>		
			<u>Borrowers</u>	<u>Circ</u>	<u>%Circ</u>
Ballard Branch (bal)	30,505	858,576	13	101	0.01%
Beacon Hill Branch (bea)	13,887	378,671	15	103	0.03%
Broadview Branch (bro)	16,460	484,406	2		0.00%
Capitol Hill Branch (cap)	19,367	455,233	17	37	0.01%
Central Library (cen)	126,573	1,419,531	497	3,879	0.27%
Columbia Branch (col)	13,328	310,402	14	260	0.08%
Delridge Branch (dlr)	5,934	96,669	6	156	0.16%
Douglass-Truth Branch (dth)	14,583	279,764	9	226	0.08%
Fremont Branch (fre)	6,333	159,587	6	51	0.03%
Green Lake Branch (glk)	10,229	275,773	3	49	0.02%
Greenwood Branch (gwd)	19,239	714,884	18	188	0.03%
High Point Branch (hip)	8,804	165,903	12	52	0.03%
International District/Chinatown Branch (idc)	2,465	75,018	3	26	0.03%
Lake City Branch (lcy)	18,219	492,436	8	73	0.01%
Madrona-Sally Goldmark Branch (mgm)	3,794	120,583	1	1	0.00%
Magnolia Branch (mag)	9,543	292,207	2	120	0.04%
Montlake Branch (mon)	6,417	199,251	5	44	0.02%
NewHolly Branch (nhy)	5,061	68,409	4		0.00%
Northeast Branch (net)	24,543	963,916	10	59	0.01%
Northgate Branch (nga)	15,054	366,817	14	121	0.03%
Queen Anne Branch (qna)	11,092	340,621	4	211	0.06%
Rainier Beach Branch (rbe)	17,996	225,190	51	139	0.06%
South Park Branch (spa)	4,624	70,820	18	174	0.25%
Southwest Branch (swt)	15,120	515,403	22	121	0.02%
University Branch (uni)	10,581	245,247	11	14	0.01%
Wallingford Branch (wal)	7,035	209,995	4		0.00%
West Seattle Branch (wts)	14,625	444,097	12	182	0.04%
TOTAL	451,411	10,229,409	781	6,387	0.06%

How Reciprocal Cardholders Use PCLS

PCLS		Puyallup			Tacoma			Roy			Seattle		
Branch	Total Circ	# Users	Circ	%	# Users	Circ	%	# Users	Circ	%	# Users	Circ	%
Bonney Lake	374,710	28	509	0.14%	17	201	0.05%	0	0	0.00%	2	30	0.01%
Buckley	175,056	4	42	0.02%	3	24	0.01%	0	0	0.00%	0	0	0.00%
DuPont	190,621	5	192	0.10%	45	2,073	1.09%	0	0	0.00%	3	229	0.12%
Eatonville	179,367	2	10	0.01%	4	596	0.33%	0	0	0.00%	1	15	0.01%
Fife	144,027	23	923	0.64%	157	3,809	2.64%	0	0	0.00%	5	196	0.14%
Gig Harbor	913,581	9	127	0.01%	190	7,723	0.85%	0	0	0.00%	3	344	0.04%
Graham	369,192	22	324	0.09%	34	773	0.21%	5	60	0.02%	0	0	0.00%
Interlibrary Loan	2,223	1	1	0.04%	2	3	0.13%	0	0	0.00%	0	0	0.00%
Key Center	218,681	2	27	0.01%	9	207	0.09%	0	0	0.00%	0	0	0.00%
Lakewood	565,155	39	1,774	0.31%	745	28,999	5.13%	1	3	0.00%	8	228	0.04%
Milton/Edgewood	238,558	51	2,217	0.93%	63	1,988	0.83%	0	0	0.00%	2	27	0.01%
Orting	163,794	17	838	0.51%	12	139	0.08%	0	0	0.00%	0	0	0.00%
Outreach	98,764	2	13	0.01%	89	1,705	1.73%	1	1	0.00%	1	1	0.00%
Parkland/Span	599,755	44	699	0.12%	451	16,911	2.82%	8	284	0.05%	1	129	0.02%
PAC	23,017	7	9	0.04%	11	783	3.40%	0	0	0.00%	0	0	0.00%
South Hill	891,570	414	21,497	2.41%	123	2,661	0.30%	5	23	0.00%	1	1,402	0.16%
Steilacoom	187,687	2	2	0.00%	66	2,774	1.48%	1	10	0.01%	0	0	0.00%
Summit	415,727	150	9,548	2.30%	259	9,275	2.23%	4	14	0.00%	3	19	0.00%
Sumner	375,773	402	25,433	6.77%	78	2,166	0.58%	1	48	0.01%	2	71	0.02%
Tillicum	80,902	4	100	0.12%	32	1,516	1.87%	0	0	0.00%	0	0	0.00%
University Place	729,183	30	755	0.10%	2,694	159,640	21.89%	0	0	0.00%	6	60	0.01%
System Totals:	6,937,343	1,258	65,040	0.94%	5,084	243,966	3.52%	26	443	0.01%	38	2,751	0.04%

Agreement Dates:

- Puyallup - February 2008
- Tacoma - December 2009
- Roy - June 2010
- Seattle - October 2010

How Reciprocal Cardholders Use PCLS

PCLS		Timberland			Kitsap			King County			Ft. Vancouver		
Branch	Total Circ	# Users	Circ	%	# Users	Circ	%	# Users	Circ	%	# Users	Circ	%
Bonney Lake	374,710	8	164	0.04%	5	172	0.05%	67	2,031	0.54%	1	2	0.00%
Buckley	175,056	4	58	0.03%	5	40	0.02%	78	4,713	2.69%	0	0	0.00%
DuPont	190,621	256	18,847	9.89%	3	47	0.02%	17	462	0.24%	0	0	0.00%
Eatonville	179,367	57	3,322	1.85%	2	45	0.03%	6	154	0.09%	0	0	0.00%
Fife	144,027	13	424	0.29%	8	87	0.06%	140	4,414	3.06%	0	0	0.00%
Gig Harbor	913,581	29	873	0.10%	784	61,058	6.68%	27	1,309	0.14%	0	0	0.00%
Graham	369,192	8	189	0.05%	3	18	0.00%	11	402	0.11%	1	41	0.01%
Interlibrary Loan	2,223	0	0	0.00%	1	1	0.04%	1	2	0.09%	0	0	0.00%
Key Center	218,681	7	229	0.10%	61	2,259	1.03%	9	65	0.03%	0	0	0.00%
Lakewood	565,155	88	2,308	0.41%	17	367	0.06%	59	1,429	0.25%	0	0	0.00%
Milton/Edgewood	238,558	8	80	0.03%	1	4	0.00%	695	37,199	15.59%	1	2	0.00%
Orting	163,794	5	161	0.10%	3	16	0.01%	3	14	0.01%	0	0	0.00%
Outreach	98,764	2	5	0.01%	0	0	0.00%	1	3	0.00%	0	0	0.00%
Parkland/Span	599,755	56	883	0.15%	14	76	0.01%	33	942	0.16%	1	25	0.00%
PAC	23,017	1	3	0.01%	3	24	0.10%	3	8	0.03%	0	0	0.00%
South Hill	891,570	21	456	0.05%	11	76	0.01%	52	2,050	0.23%	0	0	0.00%
Steilacoom	187,687	24	825	0.44%	5	32	0.02%	13	65	0.03%	0	0	0.00%
Summit	415,727	16	513	0.12%	6	159	0.04%	20	317	0.08%	0	0	0.00%
Sumner	375,773	21	768	0.20%	8	167	0.04%	149	6,514	1.73%	1	2	0.00%
Tillicum	80,902	15	308	0.38%	1	3	0.00%	5	431	0.53%	0	0	0.00%
University Place	729,183	56	1,972	0.27%	49	1,677	0.23%	56	1,179	0.16%	0	0	0.00%
System Totals:	6,937,343	695	32,388	0.47%	990	66,328	0.96%	1,445	63,703	0.92%	5	72	0.00%

Agreement Dates:

Timberland - November 1971

Kitsap - November 1971

King County - January 2009

Ft. Vancouver - October 1991

How Reciprocal Cardholders Use PCLS

PCLS		N. Central			N. Olympic			Sno-Isle		
Branch	Total Circ	# Users	Circ	%	# Users	Circ	%	# Users	Circ	%
Bonney Lake	374,710	0	0	0.00%	0	0	0.00%	0	0	0.00%
Buckley	175,056	1	1	0.00%	0	0	0.00%	0	0	0.00%
DuPont	190,621	0	0	0.00%	0	0	0.00%	1	1	0.00%
Eatonville	179,367	0	0	0.00%	0	0	0.00%	1	2	0.00%
Fife	144,027	0	0	0.00%	0	0	0.00%	5	189	0.13%
Gig Harbor	913,581	0	0	0.00%	0	0	0.00%	3	67	0.01%
Graham	369,192	0	0	0.00%	0	0	0.00%	1	1	0.00%
Interlibrary Loan	2,223	0	0	0.00%	0	0	0.00%	0	0	0.00%
Key Center	218,681	0	0	0.00%	0	0	0.00%	1	111	0.05%
Lakewood	565,155	0	0	0.00%	0	0	0.00%	3	7	0.00%
Milton/Edgewood	238,558	0	0	0.00%	0	0	0.00%	3	18	0.01%
Orting	163,794	0	0	0.00%	0	0	0.00%	0	0	0.00%
Outreach	98,764	0	0	0.00%	0	0	0.00%	3	93	0.09%
Parkland/Span	599,755	0	0	0.00%	0	0	0.00%	5	76	0.01%
PAC	23,017	0	0	0.00%	0	0	0.00%	0	0	0.00%
South Hill	891,570	0	0	0.00%	1	16	0.00%	4	95	0.01%
Steilacoom	187,687	0	0	0.00%	0	0	0.00%	1	2	0.00%
Summit	415,727	0	0	0.00%	0	0	0.00%	0	0	0.00%
Sumner	375,773	0	0	0.00%	0	0	0.00%	3	26	0.01%
Tillicum	80,902	0	0	0.00%	0	0	0.00%	0	0	0.00%
University Place	729,183	0	0	0.00%	1	10	0.00%	4	184	0.03%
System Totals:	6,937,343	1	1	0.00%	2	26	0.00%	38	872	0.01%

Agreement Dates:

North Central - June 1978

North Olympic - May 1976

Sno-Isle - November 1971

M E M O



Date: March 10, 2014

To: Chair Linda Ishem and Members of the Board of Trustees

From: Clifford Jo, Director of Finance & IT
Lorie Erickson, Facilities Director

Subject: Emergency Capital Project—Diesel Generator

Our current diesel generator (in place since 2003) that provides power to IT equipment and various offices (for example, Payroll) is no longer able to serve as our power backup system. Intermittent failure to provide the correct load had begun last summer. We worked with the manufacturers and electricians to try to resolve the problem and have had some success. However, during the routine weekly/monthly tests it became clear that calibrating the power backup system to make things work *after* there's a power failure was a serious breach in confidence.

To provide time for us to investigate the full nature and extent of the problem thoroughly, we rented a larger diesel generator beginning in January. Rental costs are about \$4,000 per month, which is very expensive but necessary. For example, during a power failure in late February, the rental diesel generator kicked in and worked fine, keeping the server room and certain offices running, while the rest of the building went dark.

The power backup system is a complicated mix of equipment that must work all together. When utility power shuts down, the Uninterrupted Power Supply (UPS) batteries must switch into the line through a transfer switch. The diesel generator is signaled to start up and *must* supply power within a few minutes to the UPS, or else the UPS will shut down. The quality of the electrical power between the diesel generator and UPS must match within tolerance. This is no longer happening.

A second problem is that the diesel generator is unable to supply enough power to serve the cooling systems in the server room. When a power failure occurs, when the computer equipment keeps running, the server room goes from around 60 degrees to over 90 degrees within minutes, necessitating manual intervention of cooling by opening doors and starting a portable air conditioner. Given the extent of services we provide using the computer equipment, this is no longer an effective strategy.

We have been working with both manufacturers of diesel generators and UPS, and an electrician. They have formed an effective team to thoroughly study our needs and thoroughly vet an appropriate design for the power backup system we need now and for years to come. (We are also investigating what use the current generator may have for us, because the turn in value appears to be very low.) I want the vendors to be crystal clear on the design and the costs, so we are working on that and will have that for you next month. Included will be an impact to the capital fund. During April's Board meeting, we will ask you to approve this project.

M E M O



Date: March 11, 2014

To: Chair Linda Ishem and Members of the Board

From: Neel Parikh, Executive Director

Subject: Facilities Master Plan Overview

Over the next few Board meetings, I plan to bring you up to date regarding Pierce County Library System facility needs and the 2009 Facilities Master Plan.

Although we have made many improvements since 2010, we still have major challenges with our current facilities and many of the branches are significantly undersized, limiting our ability to provide basic services and the level of service our communities desire. Over the next few months, I plan to bring you up to date regarding these matters.

Over a two-year period, we engaged in significant outreach to our many communities and stakeholders, building much interest and support for new facilities. The only way to fund facility expansions is through a voter approved (60% majority required) general obligation bond. However, at the end of 2009 as the economy declined, it was determined that the timing was not right for going to the voter for library facilities. During this Board meeting, I will present an overview of the 2008-2009 Facilities Master Planning process. This process represented a major effort at examining our facilities, our future directions and the needs of our community.

Attached for your information is the Executive Summary of the plan and a timeline of the process, specifically describing our engagement with the community. During the Board meeting, I will ask for your advice regarding future presentations about the FMP. Topics we might consider are:

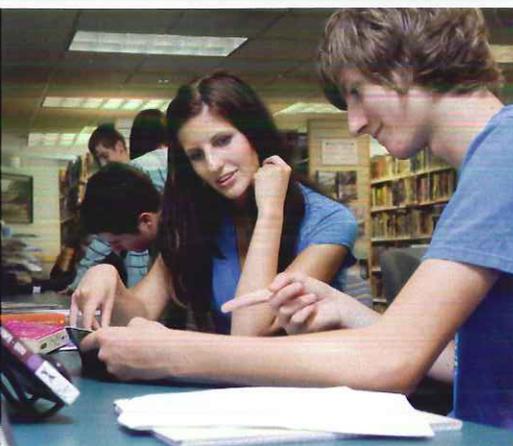
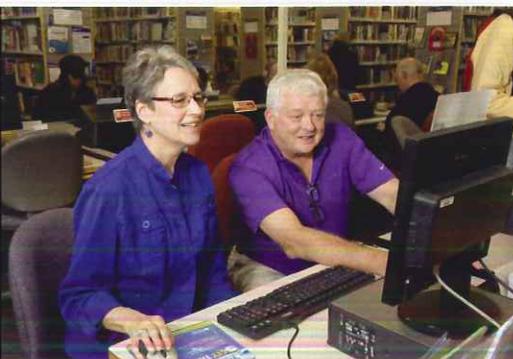
- What has changed since 2009? - Changes in population growth and population projections and changes in the industry that would impact the plan.
- Funding Approaches - An overview of bonding and levy approaches.
- Evaluation of How Branches are Used Today - Consideration of how our buildings are being used today and projections for how they will be used in the future.
- Election Basics - Basic information regarding the process involved in going to the ballot.

During the Board meeting, I would like to know other topics you would like covered regarding the Facilities Master Plan.

I have also attached the report *Building Value in our Communities* which is a report of the community visioning session held in February 2009. Rob and J.J. attended this meeting. This report gives an excellent view of how the community envisioned the library in the future.

EXECUTIVE SUMMARY

MARCH 2010



OVERVIEW

What do you want from your local library in 2030? That is the question Pierce County Library System asked and thousands of people answered in late 2008 and throughout 2009.

For a year, the Library worked collaboratively with more than 5,000 individuals to shape Pierce County Library 2030, a facilities master plan. The plan outlines library services and buildings to meet community needs during the next 20 plus years. Pierce County Library 2030 is a combination of discussions with the public, an assessment of current library services and buildings, information about future population trends, and best practices from libraries nationwide.

The plan is a guide to create buildings that are convenient for customers and offer up-to-date services. Pierce County Library 2030 charts a course for future buildings, expansions, or replacements of library buildings, and alternative ways to access services.

The plan calls for locating buildings in high-traffic, high-population regions of the Library's service area and in appropriate sizes to meet the needs of growing and changing communities. It also supports building flexible spaces to provide up-to-date library services for today and tomorrow.

Pierce County Library 2030 gives communities:

- A vision for growing and meeting the challenge to create community centers that connect people.
- An outline to explore community partnerships and shared facilities which provide added value and benefits to the public.
- The Library's commitment to chart new territory of quality service and efficiency.
- A reflection of how the Library can help meet communities' needs today and tomorrow.

BASIS FOR FACILITY MASTER PLAN

Population Grew and Changed: Since 1980, the population in the Library's service area has grown by more than 87% and has become increasingly diverse (1980 population: 294,000; 2010 projected population: 551,000). Regional planners project an additional 171,000 people will be living in the Library's service area by 2030, for a total of 717,800¹. Voters approved the last major building project for the Library in 1986, with a bond that built nine new buildings to replace existing libraries, expanded three buildings, and built two new library locations. Library administrators planned that buildings built with the bond would serve a population of 431,000. The current population of the service area is 551,000, which is 28% greater than the population planned for the current facilities.

Holistic Look at System Needed: The Library needed a close examination to determine how best to serve the growing and changing population and position it to better serve communities in the future.

Customer Expectations Changing: What the public wants today is different from yesterday and it will be different from what they want and need tomorrow. Computers and express checkout are examples of new services that were not planned in the current buildings. Customers expect to access the Internet on computers, download books, have spaces for teenagers, and gather in places with others in their community.

KEY FINDINGS AND RECOMMENDATIONS

Key Findings:

- Buildings are too small: noisy, uncomfortable, and over-crowded.
- Too few seats.
- Not enough books and materials or accessible shelving.
- Too few computers/limited technology.
- Limited meeting rooms.
- Services need to be convenient and accessible.



Key Recommendations

More space to read, learn, and gather.

Current: 200,053 square feet combined from all library buildings; 0.36 square feet per capita.

Recommended: 490,000-561,000 square feet; 0.61-0.71 square feet per capita. In 2008, the Western United States' best practice for library space was 0.62 square feet per capita.

More seats. Current: 716 seats combined at 17 libraries, for an average 1.32 seats per 1,000 residents.

Recommended: 2,400-3,000 seats combined, for an average 3.77 seats per 1,000 residents. The best practice for library seating is 3 seats per 1,000 people.

More books and materials. Current:

1.2 million books and materials; 2.15 items/capita.

Recommended: 1.6-1.9 million items; 2.5 items per capita. Currently, 2% of the Library's materials are digital online formats; in 2030 it is anticipated that 20% of the materials will be digital online formats. Best practice for materials in libraries is 2.5-3 items per capita.

Technology-computers: Current:

310 computers; 0.56 per 1,000 people. **Recommended:** 1,240-1,525 computers; 1.93 computers per 1,000 people. Best practice for computers in libraries is between 1.5-2.5 computers per 1,000 people.

Meeting rooms and event/workshop space:

Current: 11 of 17 locations offer meeting room space. **Recommended:** all locations offer meeting rooms to accommodate 75 to 150 people. Best practice for meeting rooms is between 75 and 200 seats in a location.

¹ Based on U.S. Census and Puget Sound Regional Council data.



Partnerships: The Library will seek partnerships with other organizations to ensure that efforts are not redundant and that resources and skills are fully maximized to best serve communities.

Economic and environmental sustainability: The public expects cost-efficient operations that are sustained both in terms of the economy and green building practices, such as automated systems to check-in library materials.

Convenient/accessible services: The Library will bring services to people in places outside of library buildings, such as high traffic or remote areas including grocery stores, transit centers, and places in partnership with other organizations:

- Lockers and other methods to return and pick up books and materials.
- Vending machines/ATM types of machines that dispense books, movies, and other items.
- Computers to download movies and music to mobile devices.
- Technology access, such as computers and/or Wi-Fi.

DEVELOPING THE PLAN

Review of the Current Buildings

In 2009, Pierce County Library operated with 17 locations with direct service to the public and one main processing and administrative center, serving 551,000 people over 1,600 square miles in all of unincorporated Pierce County and 15 annexed cities and towns.

Pierce County Library staff and Group 4 Architecture Research + Planning, Inc., an architecture research and planning firm, assessed the current buildings. The average age of a Pierce County Library building is more than 20 years old. The staff and consultants concluded that Pierce County Library facilities are in good physical condition, and they are well maintained. The most glaring deficiency in all of the buildings is the communities have outgrown the spaces; the libraries are too small.

Examining Comparable Libraries and Future Trends

People are using libraries in new and evolving ways, from spaces to collaborate to working independently on laptops. Families visit libraries as a destination outing to attend classes and find books and movies. Also, during difficult economic times people turn to libraries more for help preparing resumes, finding jobs, and improving computer skills. Libraries continue to be significant third place spaces.

Compared with best practices from up-to-date libraries, Pierce County Library is nearly half the size of the trends for libraries nationwide, with the current space of 0.36 square feet per capita, compared to the current trend of 0.62 square feet per capita.

Community Collaborations

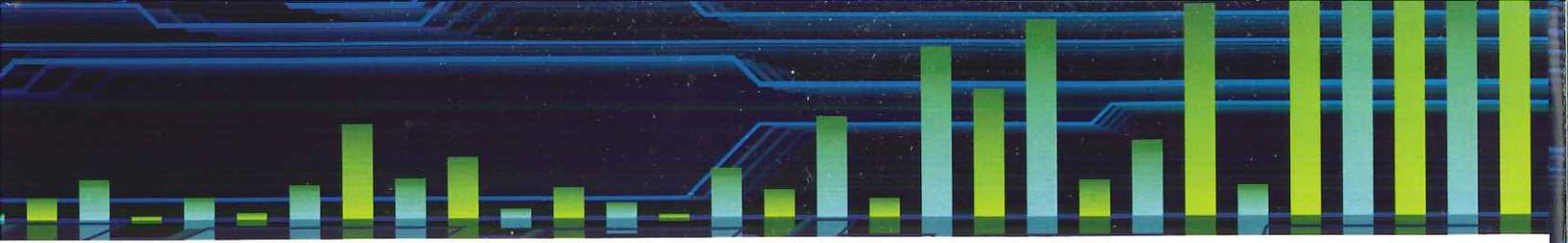
The Library conducted numerous collaborative communications activities to develop an achievable, future-looking facilities master plan, which represents the needs of local residents. In all, the Library collaborated with more than 5,000 people using a variety of interactive strategies including print and online surveys; direct mail survey of people living in remote areas; strategic vision workshop with community leaders; community leaders advisory group meetings with city and school officials, business people, and other local leaders; community meetings in every library; presentations with community organizations; blog postings; and other activities.

NEXT STEPS

Implementing the Facilities Master Plan is estimated to cost \$310 million (2010 dollars) for facilities and new service delivery methods.

The Library will continue to work with communities to determine when the timing is best to begin plans to fund the facilities master plan.



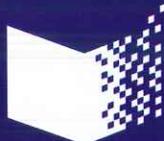
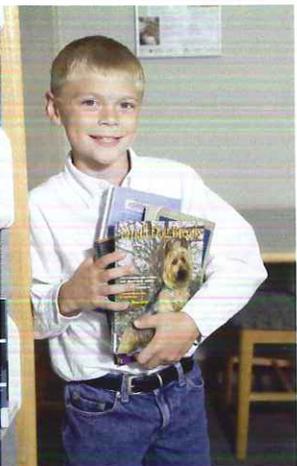


PER LOCATION RECOMMENDATIONS

Facility Options

2030 Facility Recommendations

Library	current square feet	preferred facility improvements	proposed square feet low	proposed square feet high
Bonney Lake	6,480 sf	relocate and expand	38,200 sf	44,400 sf
Buckley	4,100 sf	expand	14,700 sf	17,100 sf
DuPont	3,610 sf	relocate and expand	11,800 sf	13,700 sf
Eatonville	4,000 sf	expand	9,300 sf	10,800 sf
Fife	-	expand and potentially relocate	10,200 sf	11,800 sf
Frederickson*	-	new library	19,700 sf	22,900 sf
Gig Harbor/Peninsula	15,214 sf	expand	35,800 sf	41,600 sf
Graham	7,152 sf	expand	30,700 sf	35,700 sf
Key Center	4,066 sf	expand	14,500 sf	16,900 sf
Lakewood	32,592 sf	relocate and expand	42,500 sf	49,400 sf
Milton/Edgewood	3,300 sf	relocate and expand	18,300 sf	21,300 sf
Orting	2,700 sf	relocate and expand	10,400 sf	12,100 sf
Parkland/Spanaway	15,576 sf	expand	44,300 sf	51,500 sf
South Hill	20,100 sf	expand	44,900 sf	52,100 sf
Steilacoom	4,039 sf	expand	10,100 sf	11,700 sf
Summit	7,424 sf	expand	26,100 sf	30,300 sf
Sumner	10,600 sf	relocate and expand	27,200 sf	31,700 sf
Tillicum	2,100 sf	relocate and expand	7,500 sf	8,700 sf
University Place	7,000 sf	expand	23,700 sf	27,500 sf
System wide all locations, excluding PAC	150,053 sf		439,900 sf	511,200 sf
* Frederickson population includes population from Summit, Parkland/Spanaway, South Hill, and Graham.				
Processing and Administration Center (PAC)	50,000 sf	no structural changes	50,000 sf	50,000 sf
Systemwide, including PAC	200,053 sf		489,900 sf	561,200 sf



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Facilities Master Plan Timeline

DATE	ACTIVITY
Spring 2008	Facilities Master Plan Concept: Neel began to work on defining the scope for a facilities master plan and identifying potential consultants
July 14, 2008	Joan Frye Williams and George Needham were engaged to work with the library to vision services for the future.
October 15, 2008	Board of Trustees approved final contract with Group 4
October 30 and 31, 2008	Visioning Workshop by Joan Frye Williams and George Needham, presenting vision work of executive team
November 14 – December 15, 2008	The public was surveyed in branches at community locations, the bookmobile and via the website. Report completed December 2008
January 20 – 22, 2009	Community Leader Advisory Group meetings were held at five regional locations throughout the service area.
January 26 – February 11, 2009	18 community meetings were hosted at each branch and community location.
February 12, 2009	Strategic Vision Workshop
April 2009	The public was surveyed in branches, at community locations, and online. Staff was also surveyed.
April 8, 2009	Study Session of the Board: Discussion on “PCLS 2030 – Future Thinking”, led by Joan Frye Williams and George Needed
May 13, 2009	Group 4 Presentation to Board: Process to develop service level and facility recommendations, “Site Selection Criteria” policy, “Criteria for New Service Locations” policy, “Partnership” policy
May 26 – 28, 2009	Community Leader Advisory Group meetings held sharing draft recommendations and seeking advice.
Late May, 2009	Community meetings held to share draft recommendations and seek advice
June 10, 2009	Preliminary recommendations to the Board of Trustees. Request Board approval for a detailed implementation report. Approve contract with Group 4 for Implementation Plan and Final Report.
October 2009	Final plan completed, including revised recommendations and implementation cost models.
July – August 2009	Director meets with Key Stakeholders to keep them informed: City of Sumner, Pacific Lutheran University, DuPont City Council, Tacoma-Pierce Chamber of Commerce, Puyallup Rotary, Lakewood Rotary, South Tacoma Rotary, Tacoma Narrows Rotary, administrators of the cities of Gig Harbor, Bonney Lake and Buckley.
August 12, 2009	Group 4 Presentation to Board of Trustees on implementation phase of FMP
January 12, 2010	Group 4 Presentation to Board: Facilities Master Plan: Final Report
March - April 2010	FMP Presentations: Fife/Milton rotary, Lakewood City Manager, Orting City Council, Superintendent of Franklin Pierce School District
May 2010	FMP Presentations: Lakewood City Council, Superintendent of Bethel School District, Pierce County Planning Director, Edgewood City Manager, Mayor and City Administrator of City of Sumner, Joyce McDonald, Pierce County Council Member, Mid-County Tacoma/Pierce County Chamber of Commerce, Sumner City Council, Superintendent of Peninsula School District

June 2010	FMP Presentations: Bonney Lake City Council, Superintendent of Clover Park School District, Gig Harbor City Council, Tillicum-Woodbrook Neighborhood Association
July 2010	FMP Presentation: Steilacoom Town Council, Eatonville Town Council, Dick Muri, Pierce County Council Member, Roger Bush, Pierce County Council Member, Sean Murphy from Sen. Patty Murray's Office
August 2010	FMP Presentation: Tim Farrell, Pierce County Council Member, Executive Director of Sound Transit, Superintendent of Fife School District, Moire Duggan, Aide to Sen. Patty Murray
September – October 2011	FMP Presentation: Buckley City Council, Frederickson Community Council, Director of Pierce County Parks and Recreation, Director of Boys and Girls Club, University Place Joint Agencies, representatives of "Friends of Stan and Joan Cross Park", BCRA, DuPont City Council
January 2011	FMP Presentation: City Administrator of City of Lakewood, Frederickson Land Use Advisory Board, Fife Chamber of Commerce
April 2011	FMP Presentation: Key Peninsula Business Association



“The best way to predict the future is to create it.”

— Alan Kay,
Computer Scientist,
Visionary

THE CHALLENGE

Imagine Pierce County in 2030. Where do people live? How do they interact with one another? How do they learn? Where do they go for recreation, for inspiration? How do they successfully navigate everyday life?

This was the challenge set to the participants at the Pierce County Library System’s Strategic Vision Workshop: Building Value in our Communities. On February 12, 2009, 55 community leaders gathered at the Pierce County Environmental Services Building to discuss these issues and to speculate on how the Pierce County Library could align its services and facilities with the community’s vision of life in 2030.

The Strategic Vision Workshop was part of an ongoing collaboration with community leaders to develop a vision for the Pierce County Library rooted firmly in community needs and priorities. It was one of several public involvement activities to prepare a 20+ year facilities master plan. The people involved in the workshop are listed at the end of this summary.



THE PROCESS

Group 4 Architecture, Research + Planning, Inc., a full-service architecture and planning firm, dedicated to creating vibrant public places that cultivate dynamic communities, facilitated the workshop. David Schnee, Principal in Group 4 Architecture, led the group through a series of focused design activities that would develop ideas about the future, using futuring techniques such as backcastings, role-playing, and metaphor to encourage visionary thinking and discussion. Participants compared the Library to other community symbols and icons, and used the attributes of other well-regarded destinations, brands, and services to identify what residents want from their Library.

Library consultants Joan Frye Williams and George Needham synthesized the comments throughout the program, linking the participants' ideas to examples of successes in other communities. Ms. Williams and Mr. Needham, Dawn Merkes, Principal in Group 4 Architecture, and Ron Sher, the Chief Executive Officer of the Third Place Company, challenged the group to incorporate emerging trends in technology, communications, public spaces, and library facilities into their discussions.





By 2030 in Pierce County...

"The public (will have) demanded that organizations remove barriers – government, societal, turf wars – and share resources."

"Small computers are a part of everything."

"The jobs of 2009 are gone; however, they've been replaced with new opportunities."

"Communities support and nurture families and children. However, adults still need to invest in children's lives."

PIERCE COUNTY 2030: THE VISION

Participants envisioned a Pierce County that will be more populous, older, more culturally diverse, and with an expanded middle class. They identified the need for continued person-to-person contact as a vital component of civic engagement.

The participants identified these positive features in Pierce County 2030:

- Broadly distributed economic development
- Progress with public transportation
- Safe neighborhoods
- Better health
- Flourishing small towns

They also suggested important challenges to be met:

- More traffic and population, resulting in further environmental degradation
- More chronic diseases
- Need for affordable housing
- Less money available to serve communities
- Difficulties in retaining open space and diverse communities
- Potential social isolation caused by increased telecommuting and other technological change

The participants acknowledged the current economic downturn and recognized the need for economic and environmental sustainability in public services.



By 2030, the Pierce County Library System...

"... is the focus of the community, the village square."

"...is a community partner: museums, schools, colleges, nonprofit organizations, cities, to leverage resources and maximize services to support communities."

"...creates a more educated community."

"...is FUN! Way fun!"

"...comes to the people, instead of expecting the people to come to it."

PIERCE COUNTY LIBRARY 2030: THE VISION

Given these insights, how will the Library effectively serve this evolving community? Many themes recurred throughout the day. In general, the participants were excited by the prospect of a Library System that is:

- Attractive
- Compelling
- Convenient
- Efficient
- Engaging
- Flexible
- Inclusive
- Influential
- Innovative
- Interactive
- Sustainable

Participants did not predict the end of books or reading. However, they did visualize Pierce County Library System in 2030 as being more concerned about being a connection/connector for people than about warehousing books and other materials

The top ranked suggestions for the Library revolved around creating an institution that's fun, that's deeply engaged in the community, and that's a valued partner with other organizations.

Transportation issues were also on participants' minds. Participants expressed interest in colocating library services with other popular destinations such as schools, retail areas, and community centers.

The participants used the metaphor of the Library as the "community's living room," a vibrant, beautiful, comfortable gathering place.

Top 10 visions for SERVICES for Pierce County Library

- 1 PROMOTER, CONVENER OF EVERYTHING LOCAL COMMUNITY "SHARE YOUR STUFF" 5/6
- 2 SUPPORT LITERACY - EARLY LEARNING - ESL - ADULT
- 3 PROVIDING SPACES FOR GATHERING, MEETING SOCIAL, LEARNING & ENTERTAINING ^{A PROGRAMS}
- 4 MARKETING ALL LIBRARY SERVICES - BRANDING - COMMUNICATION
- 5 PROVIDE ACCESS/TRAINING/SUPPORT FOR TECHNOLOGY
- 6 EXPANDING SERVICES THAT APPEAL TO DIVERSE AUDIENCES ^{STORYTIME IN OTHER LANGUAGES}
- 7 BOOK SALES, FOOD & BEVERAGE SERVICES INCOME + CONVENIENCE "BOOKS & BOOZE"
- 8 INFORMATION CONCIERGE PARTNERSHIP FOR INFO DISTRIBUTION
- 9 PARTNERING FOR SERVICES & PROGRAMS ^{SCHOOLS, POPS, ETC.}
- 10 LEAD, FACILITATE, CONVENE COMMUNITY PLANNING



"I" Learning Library

"Catalyst for educational opportunities"

"Not tied to place anymore"

"Open to all"

The Electronic Garden of Knowledge Library:

"Sprouting new ideas"

"Easy access"

"Inclusive institution – an American innovation"

"Grows and nurtures ideas and learning"

REIMAGINING PIERCE COUNTY LIBRARY 2030

Working in groups, the participants wove tapestries of metaphor to create five new possible perspectives on how the Library could engage the community:

THE BRIDGE LIBRARY combines the best attributes of a place such as Facebook, a service such as a farmers market, and the values of the public schools.

This library has the ability to connect everyone. It embraces technology, but at the same time it recognizes the value of people as individuals with a need to stay connected both in person and online. This library supports the community. It's a comprehensive, affordable, and happening place. It emphasizes retaining history while offering something for everyone at every stage of life.

THE UNLIMITED POSSIBILITIES LIBRARY combines the best attributes of a place such as Puget Sound, services such as YouTube, and the values of early learning.

The library is beautiful and intertwined with its community. The library's services are friendly, interactive, and free. Part of the interactivity is capturing and sharing what people are reading via the 2030-equivalent of YouTube. The library is a learning place, with expertise in early learning. The library levels the playing field for all, working in partnership with many organizations to expand its resources.

HOME WITH A VIEW LIBRARY combines the best attributes of a place such as Mt. Rainier, services such as Google, and the values of the Forza Coffee Company.

In this perspective, the library is beautiful and strong. It is a destination structure and an icon, a treasure of the community. This library is both historically significant and sustainable to last the test of generations. Services include leading technology, with customized databases. The library is a gathering place where people enjoy their coffee in a comfortable, welcoming atmosphere.



"I" LEARNING LIBRARY combines the best attributes of a place such as Pierce College, services such as the iPhone, and the values of public schools.

The library is a learning place where individuals come together. It complements offerings from schools and fills in educational voids. It ties people together globally. The library is the place where people gather to work, study, meet, and create together, as a complement to the solitary thrust of 24/7 technology. The library contracts with other agencies and employers to assist in creating new and needed educational opportunities.

THE ELECTRONIC GARDEN OF KNOWLEDGE LIBRARY combines the best attributes of a place such as public schools, a service such as Wi-Fi, and the values of sustainable farmland.

This library is sustainable and accessible. It has a role in eradicating illiteracy; like food, literacy is a basic human need. The atmosphere in this library is engaging, preserving culture and history. This library provides fertile ground in which to plant and grow the knowledge of tomorrow.



NEXT STEPS

Spring 2009

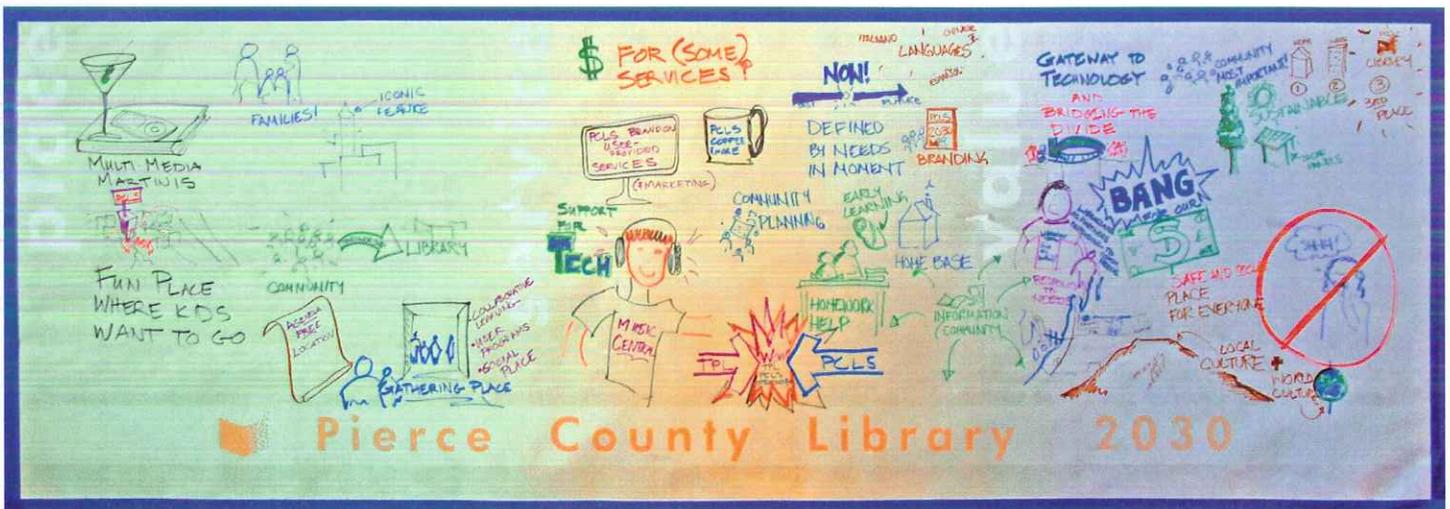
Additional community meetings to share draft recommendations for Pierce County Library 2030 and seek comments
Preliminary recommendation to the Library Board; Board asked to approve preparation of a detailed implementation report

Summer 2009

Review comments and prepare plan

Fall 2009

Communicate Pierce County Library 2030



Pierce County Library System thanks all of the workshop participants for their contributions to this important project. A total of 55 people, in addition to seven Library staff and managers participated in the workshop.

Participants

- Rob Allen, Pierce County Office of the Executive, Economic Development Division
- Dick Ammerman, Intel Corporation, Retired
- Tanya Andrews, Executive Director, Children's Museum of Tacoma
- Katrina Asay, Mayor, City of Milton
- Judy Ball, Friends of the University Place Library
- Lisa Bitney, Collection Management Librarian, Pierce County Library System
- Kristen Corning Bedford, Director of Community Programs, The Greater Tacoma Community Foundation
- Bonnie Boyle, Lakewood Fire Commissioner
- Jay Brower, Community Connections Director, Bethel School District
- Jeff Brown, President, BCRA Architects
- David Bugher, Assistant City Manager, City of Lakewood
- Anthony Chen, Director of Health, Tacoma-Pierce County Health Department
- Brad Cheney, Executive Director, Ben B. Cheney Foundation
- Mariza Craig, Deputy City Manager, City of University Place
- John Doan, City Administrator, City of Sumner
- Tom Dolan, Planning Director, City of Gig Harbor
- Liz Dunbar, Executive Director, Tacoma Community House
- Bonnie Egbert, President, Friends of Sumner Library
- Lorie Erickson, Facilities Director, Pierce County Library System
- Brian Forth, President, SiteCrafting
- Sean Gaffney, Division Manager, Advance Planning Division, Pierce County Planning and Land Services
- Mary Getchell, Communications Director, Pierce County Library System
- Charlie Gray, Deputy Executive Director, Pierce County Housing Authority
- Rick Guild, President/CEO, Boys and Girls Club of South Puget Sound
- Matt Holm, Assistant Fire Chief, Central Pierce Fire & Rescue
- Cliff Jo, Finance and IT Director, Pierce County Library System
- Grover Johnson, President, A. Philip Randolph Institute, Tacoma Chapter
- Grover Johnson III
- Michele Johnson, Chancellor, Pierce College
- Christine Kelly, Supervisor of Curriculum and Instruction, Clover Park School District
- Lisa Korsmo, Pierce County Library Foundation
- Kathryn Kravit-Smith, Director, Pierce County Parks & Recreation
- Chelsea Levy, Metropolitan Development Manager, Tacoma-Pierce County Chamber of Commerce
- Georgia Lomax, Deputy Director, Pierce County Library System
- Stacey McCaw, Area Director, Young Life Greater Puyallup Valley
- Bill McDonald, City Administrator, City of DuPont
- Helen McGovern, Managing Director, Colliers International
- Debbie Mortell, Mortell Insurance
- JJ Nazarro, Student, Rogers High School
- Julia Park, Senior Planner, Advance Planning Division, Pierce County Planning and Land Services
- Vince Pecchia, Director of Literacy, Puyallup School District
- Eric Phillips, Community Development Director, City of Edgewood
- Suraiya Rashid, Associate Planner, City of Buckley
- Barbara Reed, Marketing and HR Manager, Safe Streets
- Bob Riler, Program Specialist, Pierce County Aging and Long Term Care
- Melody Rodriguez, Northwest Leadership Foundation
- Keri Rooney, Executive Director, External Affairs, Pierce County Executive's Office
- Dena Sczenski, Student, Ballou Junior High School
- Kyler Shula, Student, Rogers High School
- Steve Smith, Director of Community Relations, University of Washington Tacoma
- Marnie Taylor, Senior Library Technician, Pierce County Library System
- Teri Tranholt Hochstein, Global Corporate Citizenship, Boeing
- Jan Walsh, State Librarian, Washington State Library
- John Walstrum, President, Clover Park Technical College
- Rev. Larry Warren, Summit United Methodist Church
- Chuck West, Division Chief, Key Peninsula Fire
- Chris Wilde, Council Member, City of Wilkeson
- Kim Wilde, City Administrator, City of Edgewood
- Richard Woo, Chief Executive Officer, The Russell Family Foundation
- Steve Worthington, City Manager, City of Fife
- Jackie Zils, Advisor, JayRay Ads & PR and President, Pierce County Library Foundation

Board of Trustees

- Eugene Matsusaka, Board Chair, Retired
- J.J. McCament, Board Vice Chair, Principal, McCament & Rogers
- Allen P. Rose, Executive Director, Justice Services, Pierce County
- Budd Wagner, Vice President, Marketing and Communications, Franciscan Health System
- Neel Parikh, Executive Director, Pierce County Library System

Facilitation Team

- Dawn Merkes, Principal, Group 4 Architecture, Research + Planning, Inc.
- George Needham, Library Strategist/Consultant, OCLC Online Computer Library Center, Inc.
- David Schnee, Principal, Group 4 Architecture, Research + Planning, Inc.
- Kari Svanstrom, Associate, Group 4 Architecture, Research + Planning, Inc.
- Joan Frye Williams, Information Technology Consultant
- Carolyn Wong, Intern, Group 4 Architecture, Research + Planning, Inc.



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