

AGENDA
Regular Meeting of the Pierce County Library System Board of Trustees
April 9, 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. Approval of March 2014 Payroll, Benefits and Vouchers 	
3:40 pm	10 min.	Board Members Report	
3:50 pm	15 min.	Officers Reports	
		<ol style="list-style-type: none"> 1. February Dashboard, <i>Georgia Lomax</i> 2. March 2014 Financial Report, <i>Dale Hough</i> 3. Teen Summer Challenge Makes Top 25, <i>David Durante</i> 4. Gig Harbor Energy Efficiencies, <i>Lorie Erickson</i> 5. Library Journal Design Institute Seminar, <i>Neel Parikh</i> 6. United Way Community Conversations, <i>Neel Parikh</i> 	
4:05 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>	Action
4:40 pm		New Business	
	10 min.	1. Access Policy, <i>Jennifer Patterson</i>	Action
	10 min.	2. Board Self-Evaluation, <i>Linda Ishem</i>	
	10 min.	3. 2013 Reciprocal Borrowing Report, <i>Neel Parikh and Georgia Lomax</i>	
	10 min.	4. Emergency Capital Project: Diesel Generator, <i>Clifford Jo</i>	Action
	35 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	

	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

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
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

Check #	Date	Vendor	Status	Check Total
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

March 2014 Payroll, Benefits and Vouchers

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	3541-3544	03/01/14-03/31/14	\$1,236.36
Disbursement Voucher - Payroll & Acct Payable		03/06/14	\$509,974.05
Disbursement Voucher - Payroll & Acct Payable		03/21/14	\$542,045.40
Accounts Payable Warrants	622299-622463	03/01/14-03/31/14	\$1,063,938.07
Total:			<u><u>\$2,117,193.88</u></u>

Check History Listing
Pierce County Library System

Check #	Bank	Date	Paid to	Status	Can/Vd Date	Pay Period Dates	Dir Dep	Amount
3541	pr	03/06/2014	BANK OF AMERICA READ, MADELYN			02/16/14 - 02/28/14	0.00	235.64
3542	pr	03/06/2014	BANK OF AMERICA FOSTER, JAMIE			02/16/14 - 02/28/14	0.00	270.68
3543	pr	03/06/2014	BANK OF AMERICA HAVEKOST, ZACHARY			02/16/14 - 02/28/14	0.00	231.79
3544	pr	03/07/2014	BANK OF AMERICA SCHMINKEY, LAURA			02/16/14 - 02/28/14	0.00	498.25
Total:							0.00	1,236.36

Checks in report: 4

Grand Total: 0.00 1,236.36

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 3/5/2014	

	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	\$52,545.15
2	697	001	0000	237	00				Fica EE and Medicare - Wire to IRS	\$39,389.17
3	697	001	0000	237	00				Fica ER and Medicare - Wire to IRS	\$39,389.17
4	697	001	0000	237	00				DIR DEP-file to Columbia Bank	\$375,143.35
5	697	001	0000	237	00					
6	697	001	0000	237	00					
7	697	001	0000	237	00				dept of rev	
8	697	001	0000	237	00				941 4th QTR refund	(\$141.35)
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	\$2,297.00
14	697	001	0000	237	00				H.S.A. Employee deductions	\$1,398.76
15	697	001	0000	237	00				H.S.A. Employees Contributions	\$0.00
16	697	001	0000	237	00				H.S.A. Adjustment	(\$47.20)
									H.S.A. fee	
									please put the total amt below into PCLS payroll account	
									TOTAL	\$509,974.05

Bank No.	Check No.	Issued To	Bank No.	Check No.	Issued To
		U.S. Treasury			
Prepared By:			Date:	Approved By:	
Christy Telling			3/5/2014	Christy Telling	
				3/5/2014	

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 3/20/2014	

	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	\$56,831.56
2	697	001	0000	237	00				Fica EE and Medicare - Wire to IRS	\$41,570.53
3	697	001	0000	237	00				Fica ER and Medicare - Wire to IRS	\$41,570.53
4	697	001	0000	237	00				DIR DEP-file to Columbia Bank	\$395,405.30
5	697	001	0000	237	00					
6	697	001	0000	237	00					
7	697	001	0000	237	00				dept of rev	\$2,689.43
8	697	001	0000	237	00					
9	697	001	0000	237	00				Supple L. Schminkey FIT	\$0.00
10	697	001	0000	237	00				Fica EE	\$45.27
11	697	001	0000	237	00				FicaER	\$45.27
12	697	001	0000	237	00					
13	697	001	0000	237	00				ING	\$2,297.00
14	697	001	0000	237	00				H.S.A. Employee deductions	\$1,398.76
15	697	001	0000	237	00				H.S.A. Employees Contributions	\$0.00
16	697	001	0000	237	00				H.S.A. fee	\$191.75
									please put the total amt below into PCLS payroll account	
									TOTAL	\$542,045.40

Bank No.	Check No.	Issued To	Bank No.	Check No.	Issued To
		U.S. Treasury			
Prepared By:			Date:	Approved By:	
Christy Telling			3/20/2014	Christy Telling	
				3/20/2014	

Check History Listing
Pierce County Library System

Bank code: boa

Check #	Date	Vendor	Status	Check Total
622299	03/04/2014	000830 BAKER & TAYLOR		4,701.44
622300	03/04/2014	005369 BIRCH ELECTRIC LLC		522.24
622301	03/04/2014	000184 CITY TREASURER		1,761.37
622302	03/04/2014	001793 EATONVILLE CHAMBER OF COMMERCE		50.00
622303	03/04/2014	000094 ELMHURST MUTUAL POWER & LIGHT		1,512.79
622304	03/04/2014	000269 HW WILSON CO		307.50
622305	03/04/2014	000243 INGRAM LIBRARY SERVICES		3,025.82
622306	03/04/2014	004625 JOY KIM		381.16
622307	03/04/2014	000352 MIDWEST TAPE		17,034.21
622308	03/04/2014	005261 MODERN DATA PRODUCTS INC		275.67
622309	03/04/2014	001941 JUDY T NELSON		453.52
622310	03/04/2014	000323 NEWS TRIBUNE		268.20
622311	03/04/2014	004933 NORTHWEST HEALTH & SAFETY INC		142.16
622312	03/04/2014	005338 PHOENIX MECHANICAL INC		3,519.20
622313	03/04/2014	000377 PUGET SOUND ENERGY		3,294.49
622314	03/04/2014	003772 SOUND PUBLISHING INC		39.00
622315	03/04/2014	000460 STEILACOOM TOWN OF		760.53
622316	03/04/2014	005860 ALICE TIERNEY		44.00
622317	03/04/2014	000497 TILlicum COMMUNITY SERVICE CEN		2,089.70
622318	03/04/2014	004391 WRP SURPRISE LAKE LLC		7,704.07
622319	03/06/2014	000242 BUCKLEY CITY OF		217.64
622320	03/06/2014	005861 DELTA DENTAL OF WASHINGTON		125.30
622321	03/06/2014	005283 E-RATE EXPERTISE INC		1,454.20
622322	03/06/2014	000195 FIRGROVE MUTUAL WATER CO		273.75
622323	03/06/2014	000207 GIG HARBOR CITY OF		1,253.93
622324	03/06/2014	001643 IMPACT		51.51
622325	03/06/2014	003985 PACIFCSOURCE ADMINISTRATORS		650.00
622326	03/07/2014	000828 AFSCME AFL-CIO		5,117.06
622327	03/07/2014	000175 ASSOCIATION OF WASHINGTON CITI		168,600.58
622328	03/07/2014	003311 DEPARTMENT OF LABOR & INDUSTRI		8,854.99
622329	03/07/2014	000898 DEPARTMENT OF RETIREMENT SYSTE		7,410.50
622330	03/07/2014	003985 PACIFCSOURCE ADMINISTRATORS		1,713.07
622331	03/07/2014	001181 PIERCE CTY LIBRARY FOUNDATION		412.09
622332	03/07/2014	004276 STATE CENTRAL COLLECTION UNIT		151.67
622333	03/07/2014	000823 UNITED WAY		82.00
622334	03/07/2014	004782 US DEPARTMENT OF EDUCATION		158.04
622335	03/07/2014	000827 WA STATE- DEPT OF RETIREMENT S		72,796.82
622336	03/07/2014	000881 WASHINGTON STATE SUPPORT REGIS		446.38

Check History Listing
Pierce County Library System

Bank code: boa

Check #	Date	Vendor	Status	Check Total
622337	03/07/2014	000172 AMERICAN LIBRARY ASSOC		51.30
622338	03/07/2014	000830 BAKER & TAYLOR		4,458.06
622339	03/07/2014	000189 BAKER & TAYLOR ENTERTAINMENT		349.13
622340	03/07/2014	000161 CENGAGE LEARNING		6,076.23
622341	03/07/2014	000895 COLUMBIA BANK		309.00
622342	03/07/2014	000895 COLUMBIA BANK		50.00
622343	03/07/2014	000243 INGRAM LIBRARY SERVICES		1,171.65
622344	03/07/2014	000352 MIDWEST TAPE		16,626.10
622345	03/07/2014	000857 PIERCE COUNTY RECYCLING		102.25
622346	03/07/2014	000406 RECORDED BOOKS LLC		1,791.97
622347	03/07/2014	000451 SEATTLE TIMES SEATTLE PI		375.00
622348	03/11/2014	000363 DBA OVERALL LAUNDRY SERV. ARAMARI		16.41
622349	03/11/2014	000239 BRODART		177.57
622350	03/11/2014	005272 GREEN EFFECTS INC		6,416.61
622351	03/11/2014	004545 HAZEL M LEWIS LIBRARY		102.00
622352	03/11/2014	000469 TACOMA-PIERCE COUNTY CHAMBER		444.00
622353	03/11/2014	003719 UNIQUE MANAGEMENT SERVICES		2,130.10
622354	03/11/2014	000719 UPSTART		1,848.64
622355	03/11/2014	004022 US BANK		47,642.24
622356	03/11/2014	001637 WORKPLACE RESOLUTIONS LLC		6,938.00
622357	03/12/2014	000830 BAKER & TAYLOR		4,850.00
622358	03/12/2014	000830 BAKER & TAYLOR		5,045.96
622359	03/12/2014	005859 ELIZABETH BRYAN-OVERMAN		7.35
622360	03/12/2014	000161 CENGAGE LEARNING		2,331.99
622361	03/12/2014	000184 CITY TREASURER		958.86
622362	03/12/2014	000184 CITY TREASURER		469.78
622363	03/12/2014	000184 CITY TREASURER		52.55
622364	03/12/2014	000093 EBSCO		27.62
622365	03/12/2014	000243 INGRAM LIBRARY SERVICES		11,542.77
622366	03/12/2014	001011 LIVE OAK MEDIA		227.40
622367	03/12/2014	005444 MERGENT INC		11,012.00
622368	03/12/2014	000352 MIDWEST TAPE		13,994.12
622369	03/12/2014	000907 NEW YORK TIMES		858.00
622370	03/12/2014	000406 RECORDED BOOKS LLC		30,162.61
622371	03/12/2014	005863 LOGAN WILLIAMSON		14.95
622372	03/14/2014	000184 CITY TREASURER		5,774.71
622373	03/14/2014	000184 CITY TREASURER		1,070.89
622374	03/14/2014	001755 MOTION PICTURE LICENSING CORP		620.89
622375	03/14/2014	000377 PUGET SOUND ENERGY		935.14

Check History Listing
Pierce County Library System

Bank code: boa

Check #	Date	Vendor	Status	Check Total
622376	03/17/2014	000176 ATS AUTOMATION INC		6,767.48
622377	03/17/2014	001467 DATA SECURITY CORP		132.50
622378	03/17/2014	001640 PRINT NW LLC		1,804.94
622379	03/17/2014	004397 SHKS ARCHITECTS PS INC		1,750.00
622380	03/17/2014	000079 SUPERIOR SAW		16.75
622381	03/17/2014	004759 TRI-TEC COMMUNICATIONS INC		7,794.75
622382	03/17/2014	000635 WAYNES ROOFING INC		526.34
622383	03/17/2014	000534 WCP SOLUTIONS		880.04
622384	03/18/2014	005210 CARSON BLOCK LLC		5,000.00
622385	03/18/2014	004022 US BANK		122,524.34
622386	03/19/2014	005275 XENIA GONZALEZ		24.86
622387	03/19/2014	004022 US BANK		80,837.53
622388	03/19/2014	005714 JANELL BROWN		11.34
622389	03/19/2014	000184 CITY TREASURER		937.30
622390	03/19/2014	002751 VITALY DZYK		22.00
622391	03/19/2014	005870 CAROL JOHNSON		11.94
622392	03/19/2014	000362 ORTING CITY OF		1,835.63
622393	03/19/2014	000463 SUMMIT WATER & SUPPLY CO		306.28
622394	03/19/2014	000541 STATE OF WASHINGTON		359.85
622395	03/21/2014	003778 AFLAC		5,445.72
622396	03/21/2014	000828 AFSCME AFL-CIO		5,338.71
622397	03/21/2014	000175 ASSOCIATION OF WASHINGTON CITI		2,399.20
622398	03/21/2014	001578 COLONIAL SUPPLEMENTAL INSURANC		831.26
622399	03/21/2014	003311 DEPARTMENT OF LABOR & INDUSTRI		10,918.22
622400	03/21/2014	000898 DEPARTMENT OF RETIREMENT SYSTE		7,460.50
622401	03/21/2014	003985 PACIFICSOURCE ADMINISTRATORS		1,713.07
622402	03/21/2014	000821 PIERCE COUNTY SUPERIOR COURT		105.28
622403	03/21/2014	001181 PIERCE CTY LIBRARY FOUNDATION		412.09
622404	03/21/2014	004276 STATE CENTRAL COLLECTION UNIT		151.67
622405	03/21/2014	000823 UNITED WAY		82.00
622406	03/21/2014	004782 US DEPARTMENT OF EDUCATION		157.91
622407	03/21/2014	000827 WA STATE- DEPT OF RETIREMENT S		76,647.78
622408	03/21/2014	000881 WASHINGTON STATE SUPPORT REGIS		446.38
622409	03/21/2014	000957 ABC CLIO INC		75.54
622410	03/21/2014	001583 ALIBRIS		212.48
622411	03/21/2014	000830 BAKER & TAYLOR		24,525.17
622412	03/21/2014	000830 BAKER & TAYLOR		1,546.82
622413	03/21/2014	000189 BAKER & TAYLOR ENTERTAINMENT		36.07
622414	03/21/2014	000161 CENGAGE LEARNING		554.19

Check History Listing
Pierce County Library System

Bank code: boa

Check #	Date	Vendor	Status	Check Total
622415	03/21/2014	000093 EBSCO		372.99
622416	03/21/2014	005872 MELONI GILLEN		13.99
622417	03/21/2014	005873 JANELLE HINDS		20.95
622418	03/21/2014	000243 INGRAM LIBRARY SERVICES		10,964.40
622419	03/21/2014	005871 KELLY JOHNSON		15.60
622420	03/21/2014	000352 MIDWEST TAPE		11,550.80
622421	03/21/2014	000406 RECORDED BOOKS LLC		1,334.93
622422	03/25/2014	000363 DBA OVERALL LAUNDRY SERV. ARAMARI		16.41
622423	03/25/2014	000273 CARRILLO & ASSOCIATES		656.25
622424	03/25/2014	001764 CASCADIA INTERNATIONAL LLC		625.85
622425	03/25/2014	000895 COLUMBIA BANK		269.81
622426	03/25/2014	001512 DAILY JOURNAL OF COMMERCE		119.70
622427	03/25/2014	005869 OASI DEPARTMENT OF RETIREMENT SYS		84.96
622428	03/25/2014	001800 FIFE MILTON EDGEWOOD		100.00
622429	03/25/2014	000546 GRAINGER INC		27.80
622430	03/25/2014	004674 MCHUGH MANAGEMENT CONSULTING		16,515.00
622431	03/25/2014	005749 MERCEDES BENZ OF SEATTLE		45,685.96
622432	03/25/2014	001586 NORTHWEST DOOR INC		262.56
622433	03/25/2014	005338 PHOENIX MECHANICAL INC		40.00
622434	03/25/2014	004018 STAPLES INC		273.68
622435	03/25/2014	004182 ULINE INC		27.28
622436	03/25/2014	000534 WCP SOLUTIONS		214.29
622437	03/26/2014	002061 SUSAN ANDERSON-NEWHAM		844.24
622438	03/26/2014	005875 JASON GRIFFEY		288.45
622439	03/26/2014	000243 INGRAM LIBRARY SERVICES		3,167.61
622440	03/26/2014	005871 KELLY JOHNSON		15.60
622441	03/26/2014	005498 JAIME PROTHRO		563.95
622442	03/26/2014	005874 VALERIE STANLEY		50.00
622443	03/26/2014	000506 UNIVERSITY PLACE REFUSE SERVIC		169.62
622444	03/27/2014	005862 ELITE PROPERTY INVESTMENTS LLC		15,874.68
622445	03/27/2014	004798 LEARNING TIMES LLC		30,000.00
622446	03/27/2014	003521 SHARON NICHOLS		3.79
622447	03/27/2014	001419 RANDOM HOUSE INC		6,250.00
622448	03/27/2014	000534 WCP SOLUTIONS		287.57
622449	03/27/2014	004391 WRP SURPRISE LAKE LLC		343.07
622450	03/28/2014	000172 AMERICAN LIBRARY ASSOC		151.40
622451	03/28/2014	000830 BAKER & TAYLOR		10,020.85
622452	03/28/2014	000087 BLACKSTONE AUDIO BOOKS INC		1,535.91
622453	03/28/2014	005881 MIRANDA BURKS		30.99

Check History Listing
Pierce County Library System

Bank code: boa

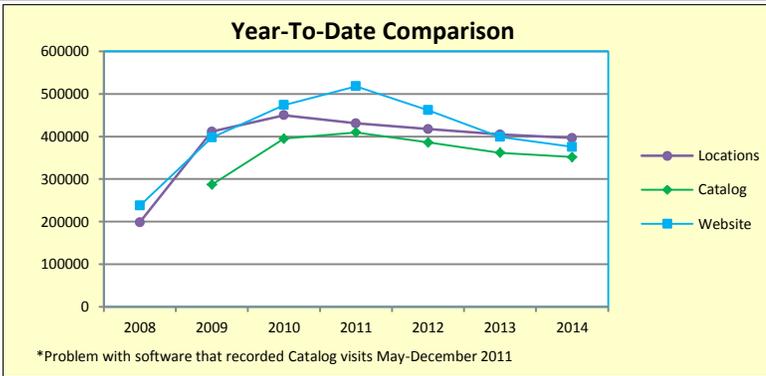
<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
622454	03/28/2014	000847 CENTER POINT PUBLISHING		83.88
622455	03/28/2014	005876 TYRONE DANIELS		14.99
622456	03/28/2014	005878 KRIS FORTMANN		22.95
622457	03/28/2014	000243 INGRAM LIBRARY SERVICES		6,820.73
622458	03/28/2014	000352 MIDWEST TAPE		16,377.53
622459	03/28/2014	003398 MULTICULTURAL BOOKS & VIDEOS		1,000.00
622460	03/28/2014	000327 PENINSULA GATEWAY INC		35.00
622461	03/28/2014	000377 PUGET SOUND ENERGY		4,683.19
622462	03/28/2014	000406 RECORDED BOOKS LLC		476.42
622463	03/28/2014	000451 SEATTLE TIMES SEATTLE PI		338.00
boa Total:				1,063,938.01
Total Checks:				1,063,938.01

165 checks in this report

OFFICERS REPORT

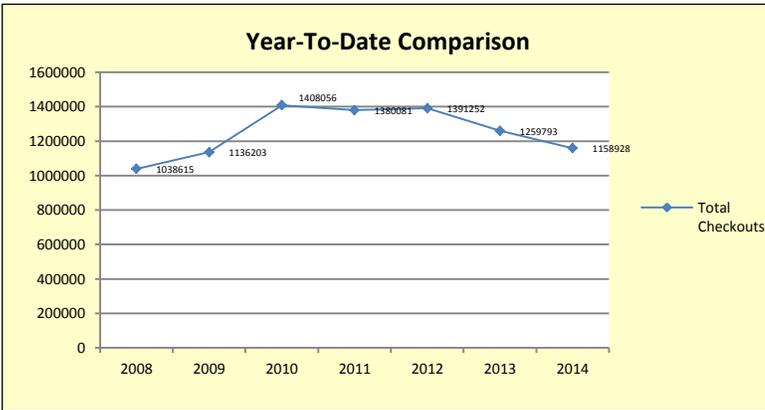
CUSTOMER SERVICE/PHILANTHROPY DASHBOARD - FEBRUARY

VISITS



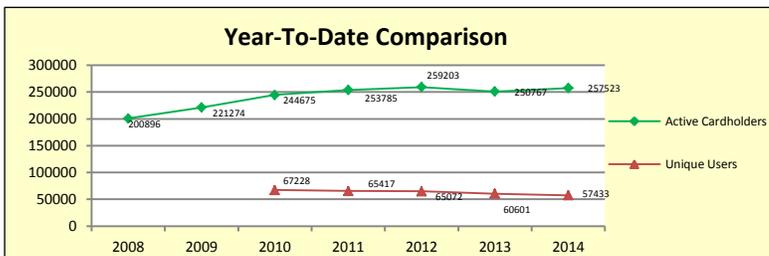
	February		% Change
	2013	2014	
Door Count	201,101	195,516	-2.78%
Catalog	170,990	161,216	-5.72%
Website	177,772	181,443	2.07%
Job & Business Portal	2,334	2,111	-9.55%
Military Portal (launched 3/12)	109	82	-24.77%
Total	552,306	540,368	-2.16%

CHECKOUTS



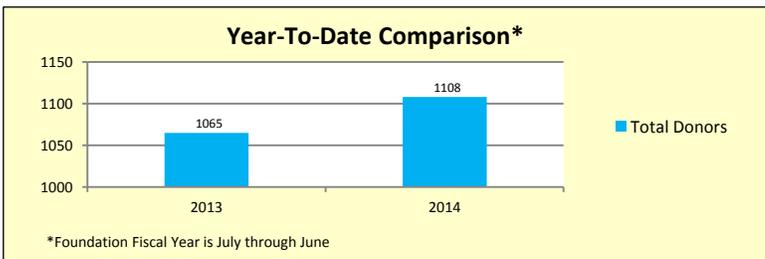
	February		% Change
	2013	2014	
Checkouts	555,502	503,632	-9.34%
Downloadables	46,876	51,081	8.97%
Total	602,378	554,713	-7.91%

CUSTOMERS



	February		% Change
	2013	2014	
Active Cardholders	250,767	257,523	2.69%
New Cards	3,074	3,451	12.26%
Checkout Transactions	93,500	86,123	-7.89%
Unique Users	44,736	42,236	-5.59%

PHILANTHROPY



	February		% Change
	2013	2014	
Foundation Donors	61	80	31.15%
New Foundation Donors	16	6	-62.50%
\$ Raised by Foundation	\$ 13,650	\$ 9,066	-33.58%
\$ Provided by Friends	\$ 11,384.16	\$ 386	-96.61%

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

March 31, 2014

March property tax and other revenue data from Pierce County Budget and Finance not available at time of publication

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

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



	General Fund	Debt Service Fund	Capital Improvement Projects Fund
Assets			
Current Assets - Cash			
Cash	\$ 1,459,388	\$ 8.05	\$ 316,714
Investments	\$ 2,650,000	\$ 83,575	\$ 776,258
Total Cash	\$ 4,109,388	\$ 83,583	\$ 1,092,972
Total Current Assets	\$ 4,109,388	\$ 83,583	\$ 1,092,972
Liabilities and Fund Balance			
Current Liabilities			
Warrants Payable	\$ 48,603	\$ -	\$ -
Sales Tax Payable	\$ 3,249	\$ -	\$ -
Payroll Taxes and Benefits Payable	\$ 12,632	\$ -	\$ -
Total Current Liabilities	\$ 64,484	\$ -	\$ -
Fund Balance			
Reserve for Encumbrances	\$ 422,928	\$ -	\$ 245,011
Net Excess (Deficit)	\$ (5,402,545)	\$ 16	\$ (396,652)
Unreserved Fund Balance	\$ 9,024,521	\$ 83,567	\$ 1,244,613
Total Fund Balance	\$ 4,044,904	\$ 83,583	\$ 1,092,972
Total Liabilities and Fund Balance	\$ 4,109,388	\$ 83,583	\$ 1,092,972
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 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	HISTORICAL 2/28/2014	CURRENT 3/28/2014
Assets													
Current Assets - Cash													
Cash	\$ 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	\$ 10,024,768	\$ 1,436,199	\$ 1,636,938	\$ 1,459,388
Investments	\$ 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	\$ 2,650,000
Total Cash	\$ 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	\$ 10,024,768	\$ 7,636,199	\$ 6,046,938	\$ 4,109,388
Total Current Assets	\$ 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	\$ 10,024,768	\$ 7,636,199	\$ 6,046,938	\$ 4,109,388
Liabilities and Fund Balance													
Current Liabilities													
Warrants Payable	\$ 384,525	\$ 182,186	\$ 307,368	\$ 201,001	\$ 61,424	\$ 255,774	\$ 214,897	\$ 246,940	\$ 335,358	\$ 940,783	\$ 289,787	\$ 267,978	\$ 48,603
Sales Tax Payable	\$ 2,496	\$ 2,527	\$ 2,361	\$ 1,500	\$ 1,861	\$ 2,076	\$ 2,024	\$ 2,299	\$ 1,791	\$ 1,686	\$ 2,976	\$ 4,285	\$ 3,249
Payroll Taxes and Benefits Payable	\$ 114,830	\$ 91,874	\$ 99,447	\$ 117,325	\$ 118,009	\$ 95,641	\$ 115,866	\$ 85,954	\$ 97,624	\$ 57,777	\$ 10,661	\$ 12,271	\$ 12,632
Total Current Liabilities	\$ 501,851	\$ 276,587	\$ 409,176	\$ 319,826	\$ 181,293	\$ 353,490	\$ 332,788	\$ 335,193	\$ 434,773	\$ 1,000,247	\$ 303,424	\$ 284,534	\$ 64,484
Fund Balance													
Reserve for Encumbrances	\$ 452,172	\$ 474,946	\$ 399,459	\$ 483,361	\$ 470,718	\$ 461,818	\$ 441,712	\$ 378,475	\$ 315,594	\$ -	\$ 479,177	\$ 429,530	\$ 422,928
Net Excess (Deficit)	\$ (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	\$ -	\$ (2,170,924)	\$ (3,691,647)	\$ (5,402,545)
Unreserved Fund Balance	\$ 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	\$ 9,024,521	\$ 9,024,521	\$ 9,024,521	\$ 9,024,521
Total Fund Balance	\$ 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	\$ 9,024,521	\$ 7,332,774	\$ 5,762,404	\$ 4,044,904
Total Liabilities and Fund Balance	\$ 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	\$ 10,024,768	\$ 7,636,199	\$ 6,046,938	\$ 4,109,388
Anticipated Property Tax Revenue	\$ 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	\$ -	\$ 25,516,351	\$ 25,112,244	\$ 25,112,244

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

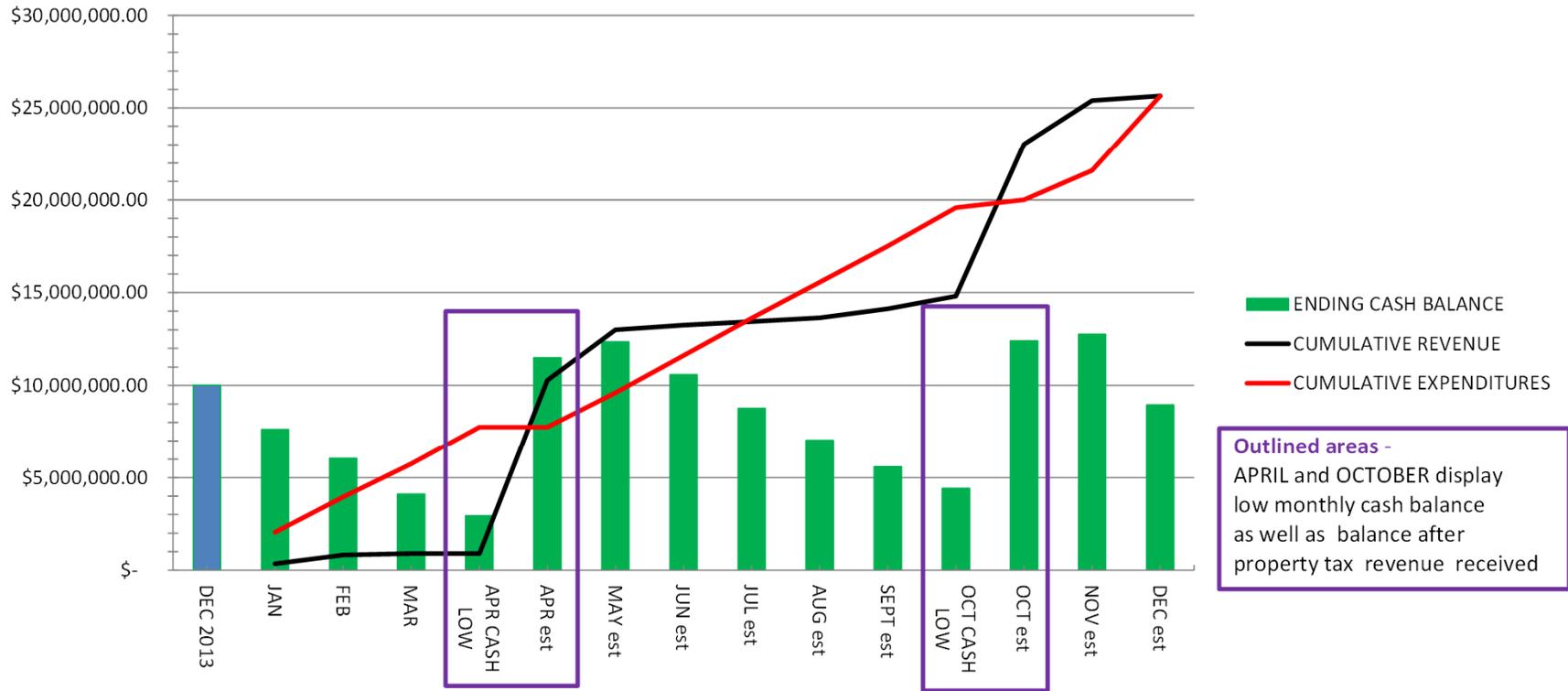
<u>General Fund</u>	<u>2014 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Use of Fund Balance	\$ 127,663	\$ -	\$ -	\$ 127,663	0%
Property Tax/Investment Income & Other PC Revenue	\$ 24,540,872	\$ 493,074	\$ -	\$ 24,047,798	2%
Other Revenue	\$ 985,500	\$ 408,806	\$ -	\$ 576,694	41%
Total Revenue	\$ 25,654,035	\$ 901,880	\$ -	\$ 24,752,155	4%
Expenditures					
Personnel/Taxes and Benefits	\$ 18,837,686.00	\$ 4,587,988	\$ -	\$ 14,249,698	24%
Materials	\$ 3,277,075	\$ 482,359	\$ 1,915	\$ 2,792,802	15%
Maintenance and Operations	\$ 3,284,010	\$ 811,150	\$ 421,013	\$ 2,051,846	38%
Transfers Out	\$ 255,264	\$ -	\$ -	\$ 255,264	0%
Total Expenditures	\$ 25,654,035	\$ 5,881,497	\$ 422,928	\$ 19,349,610	25%
Excess/(Deficit)		\$ (4,979,617)			
(less encumbrances)		(422,928)			
Net Excess (Deficit)		\$ (5,402,545)			

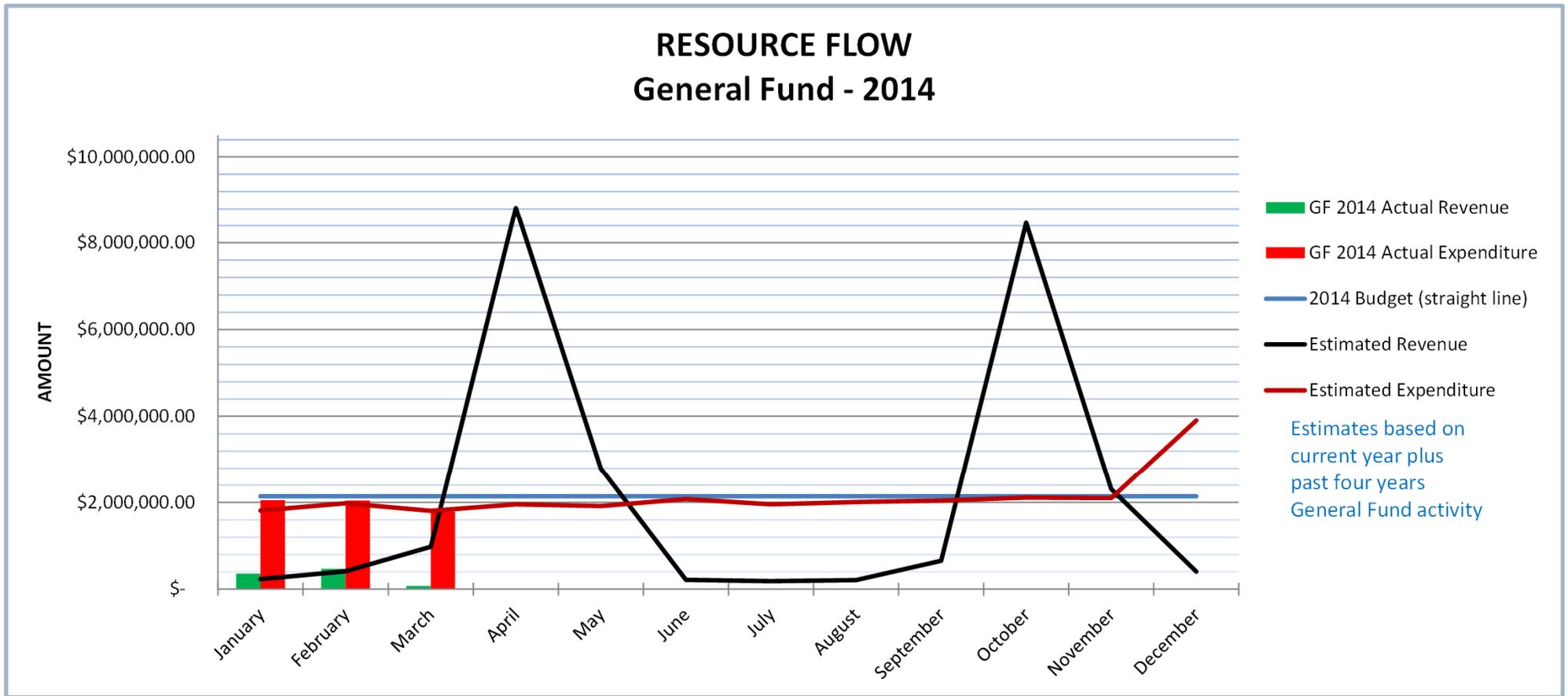
<u>Debt Service Fund</u>	<u>2014 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Property Tax/Investment Income & Other PC Revenue	\$ -	\$ 16	\$ -	\$ (16)	0%
Other Revenue	\$ -	\$ -	\$ -	\$ -	0%
Total Revenue	\$ -	\$ 16	\$ -	\$ (16)	0%
Total Expenditures	\$ -	\$ -	\$ -	\$ -	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	\$ 151,848	\$ 245,011	\$ 827,140	32%
Total Expenditures	\$ 1,224,000	\$ 151,848	\$ 245,011	\$ 827,140	32%
Excess/(Deficit)		\$ (151,641)			
(less encumbrances)		(245,011)			
Net Excess (Deficit)		\$ (396,652)			

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: 3/31/2014

FUND: GENERAL FUND (01)

Object	2014 Budget	March 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	0.00	335,673.22	0.00	23,167,088.78	1.43
31112 PROPERTY TAXES DELINQUENT	940,110.00	0.00	152,281.21	0.00	787,828.79	16.20
31130 SALE OF TAX TITLE PROPERTY	3,000.00	0.00	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	0.00	3,267.44	0.00	16,732.56	16.34
TAXES:	24,643,535.00	0.00	491,900.96	0.00	24,151,634.04	2.00
33872 CONTRACTS FEES - CITIES	0.00	0.00	810.00	0.00	(810.00)	0.00
33890 GOVERNMENTAL GRANTS	0.00	0.00	2,265.61	0.00	(2,265.61)	0.00
34160 COPIER FEES	25,000.00	2,506.54	7,817.98	0.00	17,182.02	31.27
34161 GRAPHICS SERVICES CHARGES	0.00	30.20	30.20	0.00	(30.20)	0.00
34162 PRINTER FEES	60,000.00	8,506.28	25,075.44	0.00	34,924.56	41.79
34730 INTERLIBRARY LOAN FEES	0.00	0.00	10.00	0.00	(10.00)	0.00
35970 LIBRARY FINES	615,000.00	49,274.01	154,461.50	0.00	460,538.50	25.12
36110 INVESTMENT INCOME	10,000.00	0.00	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	0.13	1.18	0.00	(1.18)	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	0.00	2,812.97	0.00	(2,812.97)	0.00
36725 DONATIONS - OTHER	0.00	14.12	28.07	0.00	(28.07)	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	4.00	22.00	0.00	19,978.00	0.11
36990 MISCELLANEOUS REVENUE	0.00	5,223.38	8,782.93	0.00	(8,782.93)	0.00
36991 PAYMENT FOR LOST MATERIALS	25,000.00	819.86	2,984.35	0.00	22,015.65	11.94
36994 UNCLAIMED PROPERTY	0.00	148.25	166.15	0.00	(166.15)	0.00
36996 JURY DUTY REIMBURSEMENT	0.00	12.96	112.96	0.00	(112.96)	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	1,535.60	9,465.66	0.00	5,534.34	63.10
CHARGES OTHER:	995,500.00	68,075.33	402,583.10	0.00	592,916.90	40.44
39510 SALE OF FIXED ASSETS/TIMBER (GOV)	15,000.00	0.00	0.00	0.00	15,000.00	0.00
39520 INSURANCE RECOVERIES - CAPITAL ASSE	0.00	7,396.28	7,396.28	0.00	(7,396.28)	0.00
TOTAL FOR REVENUE ACCOUNTS	25,654,035.00	75,471.61	901,880.34	0.00	24,752,154.66	3.52
EXPENSE ACCOUNTS						
51100 SALARIES AND WAGES	13,709,535.00	1,018,876.72	3,251,982.56	0.00	10,457,552.44	23.72
51105 ADDITIONAL HOURS	247,100.00	20,147.99	68,042.42	0.00	179,057.58	27.54
51106 SHIFT DIFFERENTIAL	161,206.00	10,486.69	32,064.75	0.00	129,141.25	19.89
51107 SUBSTITUTE HOURS	284,500.00	19,573.26	67,226.96	0.00	217,273.04	23.63
51109 TUITION ASSISTANCE PROGRAM	300.00	0.00	0.00	0.00	300.00	0.00
51200 OVERTIME WAGES	5,800.00	275.99	1,630.63	0.00	4,169.37	28.11
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	14,277.79	43,761.56	0.00	121,945.44	26.41
52002 MEDICAL INSURANCE	2,268,400.00	166,286.53	512,425.03	0.00	1,755,974.97	22.59
52003 F.I.C.A.	1,102,241.00	81,089.93	259,011.44	0.00	843,229.56	23.50
52004 RETIREMENT	1,167,555.00	93,775.09	297,115.62	0.00	870,439.38	25.45
52005 DENTAL INSURANCE	241,326.00	15,451.16	45,652.00	0.00	195,674.00	18.92

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 3/31/2014

FUND: GENERAL FUND (01)

Object	2014 Budget	March Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
EXPENSE ACCOUNTS						
52006 OTHER BENEFIT	9,580.00	840.00	2,500.00	0.00	7,080.00	26.10
52010 LIFE AND DISABILITY INSURANCE	25,245.00	2,195.71	6,575.21	0.00	18,669.79	26.05
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	1,443,276.86	4,587,988.18	0.00	14,249,697.82	24.36
53100 OFFICE/OPERATING SUPPLIES	155,400.00	5,908.34	26,959.89	36,254.69	92,185.42	40.68
53101 CUSTODIAL SUPPLIES	52,100.00	2,846.81	8,977.21	0.00	43,122.79	17.23
53102 MAINTENANCE SUPPLIES	60,200.00	3,273.64	7,730.73	0.00	52,469.27	12.84
53103 AUDIOVISUAL PROCESSING SUP	20,000.00	1,322.26	5,516.88	0.00	14,483.12	27.58
53104 BOOK PROCESSING SUPPLIES	20,000.00	4,361.41	8,174.60	0.00	11,825.40	40.87
53200 FUEL	40,750.00	0.00	10,548.01	34,492.34	(4,290.35)	110.53
53401 ADULT MATERIALS	827,684.00	42,502.39	124,784.42	0.00	702,899.58	15.08
53403 PERIODICALS	80,000.00	1,604.15	3,014.32	0.00	76,985.68	3.77
53405 JUVENILE BOOKS	496,458.00	25,788.24	71,105.97	1,914.50	423,437.53	14.71
53406 PROFESSIONAL COLLECTION	20,000.00	278.77	952.91	0.00	19,047.09	4.76
53407 INTERNATIONAL COLLECTION	76,000.00	172.63	3,504.23	0.00	72,495.77	4.61
53408 AUDIOVISUAL MATERIALS - ADULT	816,000.00	40,002.57	149,913.40	0.00	666,086.60	18.37
53409 AUDIOVISUAL MATERIALS - JUV	102,040.00	1,769.95	6,436.20	0.00	95,603.80	6.31
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	30,000.00	83,879.05	0.00	160,244.95	34.36
53414 ELECTRONIC COLLECTION	255,000.00	418.65	9,811.24	0.00	245,188.76	3.85
53464 VENDOR PROCESSING SERVICES	153,000.00	7,422.20	23,565.92	0.00	129,434.08	15.40
53499 GIFTS - MATERIALS	0.00	822.75	986.41	0.00	(986.41)	0.00
53500 MINOR EQUIPMENT	6,500.00	0.00	0.00	0.00	6,500.00	0.00
53501 FURNISHINGS	35,000.00	177.57	2,913.42	1,341.46	30,745.12	12.16
53502 IT HARDWARE	216,300.00	54,516.44	73,869.48	0.00	142,430.52	34.15
53503 PRINTERS	20,000.00	0.00	915.46	0.00	19,084.54	4.58
53505 SOFTWARE	17,000.00	8,158.23	11,937.08	0.00	5,062.92	70.22
54100 PROFESSIONAL SERVICES	256,200.00	65,075.77	117,467.05	29,341.87	109,391.08	57.30
54101 LEGAL SERVICES	30,000.00	0.00	5,458.50	0.00	24,541.50	18.20
54102 COLLECTION AGENCY	24,000.00	2,130.10	4,224.40	0.00	19,775.60	17.60
54161 RESOURCE SHARING SERVICES	22,000.00	0.00	1,019.85	0.00	20,980.15	4.64
54162 BIBLIOGRAPHICS SERVICES	38,000.00	5,150.00	7,495.58	0.00	30,504.42	19.73
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	286.88	525.62	0.00	2,474.38	17.52
54200 POSTAGE	38,000.00	203.78	424.26	0.00	37,575.74	1.12
54201 TELEPHONE/DATA LINES	161,300.00	815.39	72,735.57	0.00	88,564.43	45.09
54300 TRAVEL	29,200.00	3,657.59	8,668.00	0.00	20,532.00	29.68
54301 MILEAGE REIMBURSEMENTS	30,250.00	3,723.27	6,525.19	0.00	23,724.81	21.57
54400 ADVERTISING	29,000.00	433.80	1,277.95	0.00	27,722.05	4.41
54501 RENTALS/LEASES - BUILDINGS	377,700.00	19,819.34	121,948.96	69,299.81	186,451.23	50.64
54502 RENTAL/LEASE - EQUIPMENT	23,600.00	0.00	11,265.74	18,073.26	(5,739.00)	124.32
54600 INSURANCE	189,500.00	0.00	22,364.00	0.00	167,136.00	11.80
54700 ELECTRICITY	220,000.00	13,890.45	50,740.45	0.00	169,259.55	23.06
54701 NATURAL GAS	15,000.00	119.98	3,583.41	0.00	11,416.59	23.89

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 3/31/2014

FUND: GENERAL FUND (01)

Object	2014 Budget	March Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
EXPENSE ACCOUNTS						
54702 WATER	26,000.00	1,020.28	2,920.16	0.00	23,079.84	11.23
54703 SEWER	21,700.00	1,368.99	6,183.94	0.00	15,516.06	28.50
54704 REFUSE	22,500.00	411.90	3,426.92	821.07	18,252.01	18.88
54800 GENERAL REPAIRS/MAINTENANCE	198,300.00	8,062.50	26,127.36	62,062.48	110,110.16	44.47
54801 CONTRACTED MAINTENANCE	709,200.00	4,691.44	126,211.14	168,786.51	414,202.35	41.60
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	0.00	10,110.03	0.00	(10,110.03)	0.00
54900 REGISTRATIONS	23,250.00	1,870.00	3,902.00	535.00	18,813.00	19.08
54901 DUES AND MEMBERSHIPS	34,620.00	(17,293.41)	10,103.95	5.00	24,511.05	29.20
54902 TAXES AND ASSESSMENTS	30,500.00	42.64	93.68	0.00	30,406.32	0.31
54903 LICENSES AND FEES	53,150.00	2,866.41	7,791.22	0.00	45,358.78	14.66
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	349,694.10	1,293,508.71	422,927.99	5,099,912.30	25.18
TOTAL FOR EXPENSE ACCOUNTS	25,654,035.00	1,792,970.96	5,881,496.89	422,927.99	19,349,610.12	24.57
NET SURPLUS / DEFICIT	0.00	(1,717,499.35)	(4,979,616.55)	(422,927.99)	5,402,544.54	0.00

FUND: DEBT SERVICE FUND (20)

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

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 3/31/2014

FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)

Object	2014 Budget	March 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	0.00	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	0.00	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	0.00	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	1,750.00	1,750.00	17,387.00	230,863.00	7.65
54400 ADVERTISING	0.00	60.90	60.90	0.00	(60.90)	0.00
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	0.00	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	45,685.96	45,715.96	16,450.17	(62,166.13)	0.00
56402 HVAC	45,000.00	6,807.48	85,069.24	5,926.70	(45,995.94)	202.21
TOTAL FOR EXPENSE ACCOUNTS	1,224,000.00	54,304.34	151,848.42	245,011.19	827,140.39	32.42
NET SURPLUS / DEFICIT	0.00	(54,304.34)	(151,640.99)	(245,011.19)	396,652.18	0.00

M E M O

Date: April 9th, 2014

To: Linda Ishem and members of the Board of Trustees

From: David Durante, Customer Experience Manager

Subject: Teen Summer Challenge Makes “Top 25 Best Examples of Gamification in Business” List

Since the first pilot in 2012, Pierce County Library System’s Teen Summer Challenge has garnered attention. It has been featured in books and been the topic of conversation between librarians in other systems. We’ve received many requests for more information about the product from around the nation.

Teen Summer Challenge’s most recent accolade is a spot on Clickipedia’s “Top 25 Best Examples of Gamification in Business.” TSC took the #7 spot. Being in the top 10 feels great! Especially since we are in good company with organizations like the U.S. Army, Jillian Michaels (of Biggest Loser fame), and Samsung. Other notable members of the list (though below us in the rankings) were: Kaplan University, The World Bank, Verizon, GMAT, and Nissan.

The list characterizes our work in this way:

7. [Pierce County Library – Teen Summer Challenge](#)

Gamification Use: Promoting Literacy and Building Membership



The Pierce County Library makes use of gamification to encourage teens to read throughout the summer. With a series of challenges designed to take teens on “an epic journey,” young readers can select categories and badges that look interesting to them. Anyone can register and participate, but prizes are only issued to teens with a valid Pierce County Library card. With leaderboards to track your progress against others, a points system, and a dashboard that displays user statistics, this program turns reading into a fun summer activity while boosting membership for the library.

Virtual Services is very proud to have had its work evaluated but to have it compared to large powerhouse companies is very exciting. As we start to prepare for the 3rd annual Teen Summer Challenge to begin this summer, Virtual Services would like to thank both Youth Services teams that have made the TSC a success. Without their content and hours behind the curtain this program would not have been a success. Additionally, we'd like to thank all of the staff in the branches and here at PAC who help us to beta test the platform each year. Their engagement helps us to continually improve. We'd also like to thank the Board and Administrative Team for letting us prototype this project and get it launched quickly.

I would personally like to thank Alice Knox and Patrick McVicker for all their hard work on developing and maintaining this project. They are the reason we are able to do this kind of work.

For the full list you can go to:

<http://blogs.clicksoftware.com/clickipedia/top-25-best-examples-of-gamification-in-business/>

Thank you.

M E M O



Date: March 28, 2014

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

From: Lorie Erickson, Facilities Director

Subject: Gig Harbor Energy Efficiency Project

The Gig Harbor lighting efficiency project was completed on March 21, 2014. The estimated annual energy savings from this project is 81,209 kWh. The estimated annual utility bill savings is \$6,004.00 per year. The project cost is \$74,634.98. The approved energy efficiency rebate has been submitted to Peninsula Light for processing in the amount of \$24,050.00. PCLS expects to see the rebate check in 2-4 weeks.

M E M O



Date: March 31, 2014

To: Chair Linda Ishem and Members of the Board

From: Neel Parikh, Executive Director

Subject: Library Journal Design Institute Seminar

I would like to call your attention to an upcoming seminar in Salt Lake City on Friday, May 16, 2014. Library Journal is hosting the seminar, *The New Face of the Library*, in partnership with Salt Lake City Public Library and Salt Lake County Library. The focus of the seminar is to showcase the latest design thinking to insure that our libraries remain vital community learning and gathering spaces.

Given our current facility needs and future planning, I believe it would be a good idea if one or two Board members join me at this event. I look at this as an opportunity to gain a better understanding of how we can utilize new products, ideas and information as we explore increasing and enhancing spaces within Pierce County Library System.

I have attached preliminary information about the seminar and direct you to the website for more details: <http://lj.libraryjournal.com/designinstitute/>. During the Board meeting I will ask if there is interest in attending.

The New Face of the Library

In partnership with Salt Lake City Public Library and Salt Lake County Library

HOME | SCHEDULE | SPONSORS | REGISTER

Join us in Salt Lake City for a day-long seminar focusing on the new face of the library.

Hosted by *Library Journal* in partnership with Salt Lake City Public Library and Salt Lake County Library, this newest installment of our highly acclaimed library building and design event will bring you the latest design thinking to insure that your libraries remain vital community learning and gathering spaces.

Come together with librarians, architects, and vendors to explore topics such as sustainable operations and building, flexible space and maker spaces, co-location and urban renewal, and much more. Whether you're renovating, retrofitting, or building anew, whatever your budget, you'll find ideas, information, and inspiration.

This full-day event provides expert panel discussions with librarians and architects on pressing topics and trends in library space and design as well as a special panel focusing on the latest product offerings. Attendees have hands on time in a small group architect-led breakout session dealing with real-life design challenges submitted in advance by fellow attendees. There will also be plenty of face time and networking opportunities with architects, furniture and equipment vendors, and colleagues.

And you'll have the opportunity to take an optional tour of area libraries hosted by Salt Lake City and Salt Lake County libraries on May 15 from 12:00-5:00 pm preceding the May 16 seminar (details to come/registrants will be alerted by email).

M E M O



Date: March 28, 2014
To: Chair Linda Ishem and Members of the Board
From: Neel Parikh, Executive Director
Subject: United Way Community Conversations

Kathryn McCarthy, Director of Donor Relationships at United Way, recently contacted me about collaborating with Pierce County Library System by utilizing our public meeting rooms to conduct Community Conversations from now until the end of the year. This is based on a nationally used model with the simple idea of going out into the community and talking to the people they hope to help.

The meetings are set up to be kitchen table-type conversations where they ask three questions: 1) What are the strengths of our community? 2) What are your hopes and aspirations for children and families in our community? and 3) What are the barriers/challenges in our community? It is their hope that by having these conversations, they will build trust and relationships within the community, identify natural leaders within the community and assist communities in identifying the strengths within the community and addressing their specific needs through collaboration, resources, volunteerism and advocacy (what help do people really need and want).

Currently, we have reserved public meeting rooms in our Lakewood and Parkland/Spanaway libraries on the following dates:

Lakewood

April 21 from 1:30 pm – 3:00 pm
May 13 from 7:00 pm – 8:30 pm

Parkland/Spanaway

April 22 from 7:00 pm – 8:30 pm
May 16 from 9:00 am – 10:30 am

Naturally, we are delighted to help promote these events since we believe libraries are a great venue to help organizations reach out into the communities in our county. Linda Farmer will be in touch with Ms. McCarthy to discuss additional ways the Library can help. As we develop the partnership more fully and gain feedback on these first meetings, I will provide you with updated information.



**Pierce County
Library Foundation**

**Pierce County Library Foundation
Board of Directors Annual Meeting
February 25, 2014**

President Michael Gordon called to order the regular meeting of the Pierce County Library Foundation Board of Directors on Tuesday, February 25, 2014 at 7:37 a.m. at the Processing and Administration Center.

Attendance 74% Present: Jack Conway, Joan Cooley, Kathryn O. Galbraith, Caireen Gordon, Michael Gordon, Kim Heggerness, Keri Kennard, Janice Ludwig, Kathryn McCarthy, Craig Richmond, Tim Sherry, Stacy Topping, Karen Triplett, Shelia Winston, Mary Ann Woodruff. Excused: Cyndi Chaney, Larry Faulk, Adam Small, Molly Stuen, and Doug Whitton.

Staff Members: Lynne Hoffman, Foundation Director; Julie Kramer, Development Associate; Neel Parikh, Executive Director; Georgia Lomax, Deputy Director, David Durante, Customer Experience Manager.

Approval of Minutes: Kathryn O. Galbraith moved and Tim Sherry seconded the motion to approve the minutes of the January 28, 2014 meeting. The motion passed unanimously.

Michael Gordon called for a motion to amend the December 3, 2013 minutes to reflect the attendance of a special guest, Pierce County Library Trustee J.J. McCament at the December meeting. Tim Sherry moved and Mary Ann Woodruff seconded the motion. The motion passed unanimously.

Finance Report: Treasurer Kari Kennard informed the board that the balance in the KeyBank checking account at the end of January is \$323,078. All of the 2012-13 distributions payable have been transferred to the Pierce County Library System. Unrestricted revenue is about \$60,000 over last year (includes Paul Allen \$50,000 leadership award). Operational expenses are ahead of last fiscal year by approximately \$10,000 due to a larger acquisition mailing and retreat expenses. Mary Ann Woodruff moved and Janice Ludwig seconded the motion to approve the January 2014 financial reports. The motion passed unanimously.

Development Report: The Sequoia Foundation has committed \$50,000 toward the purchase of two vans for library service to schools if full funding is achieved. \$119,000 has been budgeted for the vans. Several proposals have been submitted to raise the remaining funds. Julie Kramer thanked Joan Cooley for approaching D.V. & Ida McEachern Charitable Trust for funding.

Tim Sherry explained how to use the Pierce County Library Foundation special business cards. They are designed to be easy to carry and provide a brief explanation of what the Foundation does for the Library.

2014 Library-Foundation agreement: Cliff Jo, Finance Director discussed the agreement between the Pierce County Library and Pierce County Library Foundation for yearly auditing. The addendum outlines Foundation activities that benefit the library but may not result in immediate donations. Janice Ludwig moved and Kathryn O. Galbraith seconded the motion to approve the agreement. The motion passed unanimously.

Approval of 2012-13 IRS 990 filing: Kathryn O. Galbraith moved and Janice Ludwig seconded the motion to approve the 990 filing. The motion passed unanimously.

New Board Nomination: Kari Kennard nominated Travis Mahugh to the Foundation's board of directors. Mary Ann Woodruff seconded the motion. Travis is an attorney at Gordon Thomas Honeywell. His specialty is businesses law. The motion to elect Travis Mahugh passed unanimously.

Pierce County READS reception: The donor event is Friday, April 25, 6 p.m. at the Sharon McGavick center. Caireen Gordon is the lead in orchestrating the reception. She asked board members to suggest caterers or wine suppliers who may be interested in donating all or a portion of the food for the event. Caireen called for volunteers and passed around a sign-up sheet. Janice Ludwig noted that the reception is a great way to connect with donors. Let any of the Foundation staff know if there is a potential donor you would like to invite.

South Hill Library Project: The fundraising project has begun and several former board members who live in the South Hill area are involved. We have received one pledge so far. The top end donors are the first target. If you know anyone who could be a potential donor, please inform Lynne. The goal for the South Hill Library project is to add more electronic capabilities for customers to charge and use their devices, including a charging station and a cyber-bar, and to create a browse-able reading area with books and materials chosen especially for the demographic segments of the community who use this branch of the library. Board members were asked to identify people they knew from a list of current donors from the Puyallup area.

Our Own Expressions: Board members were asked to sign up to be a pre-judge for Our Own Expressions if interested.

Corporate Giving: Kari Kennard reminded the board that the funding target for the Summer Reading program is \$20,000. To date, the Foundation has received commitments totaling \$19,440. Board members were asked to pursue outstanding requests. Funds over and above the funding target can be used toward the overall goal of \$190,000 for Programs for Young Readers. \$138,000 has been raised so far which includes cash received from Summer Reading sponsorships.

Library Directors Report: Three firms have been selected by the Board of Trustees as finalists to handle the search for a new executive director. The Board of Trustees will determine the next steps.

Neel shared that people regard Pierce County Library highly; they are proud of the Library system and see it as what is really good about Pierce County. The Foundation Board has been a big part in bringing that about.

Magazines online: Neel introduced David Durante, Customer Experience Director. Zinio is an online magazine service that allows patrons to download magazines to their devices. There is a limited group of magazines available currently. David described the process to the board members. Patrons can check out as many magazines as they want, there is no limit. There is no need to return a magazine.

The meeting adjourned at 9:10 a.m.

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

M E M O

Date: March 31, 2014

To: Chair Ishem and Members of the Board of Trustees

From: Carol Sheehan, Graphics Production Supervisor

Subject: Proposed Art Donation to the University Place Library

Local artist and teacher Jill Worthington recently proposed donating a piece of original art to the University Place Library. The art piece is a framed cross-stitch sampler depicting a teacher reading to her students. Ms. Worthington cross-stitched the art in memory of Theresa Berger, a former teacher at University Place Primary School who loved to teach reading to struggling readers.

A photo of the art piece is on the next page.

A three-person committee was formed in accordance with the Public Art Procedure of the Pierce County Board of Trustees Policy 2.9 to evaluate the art for acceptance. Besides me, the two others on the committee were Judy Ball, a representative of the community and/or Friends group, and Cecelia Blomberg, internationally recognized tapestry artist.

The committee met on Jan. 29, 2014, at the University Place Library. The art was evaluated based on the policy guidelines: “to create environments throughout the system that are aesthetically pleasing and intellectually stimulating, and are comprised of high quality art that engages the public, reflects the Library’s vision and the community it serves and shall be reflective of the high standards and artistic excellence of this existing broad and balanced offerings of the Library.”

After discussion, the committee determined that this art piece did not meet the policy’s criteria. The committee discussed the difficulty of placement and that the piece did not match the atmosphere of the Children’s area at the library. It was suggested by the committee that this piece might be better suited to honor Theresa Berger by giving it to the school where she taught.



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.

M E M O



Date: March 30, 2014

To: Chair Linda Ishem and Members of the Board

From: Rob Allen, Vice Chair

Subject: Executive Director Search Firms

In the board packet for the March 19, 2014 meeting was a memo (see attached) updating Board members on the status and progress regarding selection of an executive search firm to assist the Board in its impending search for a new Executive director. That memo detailed the tasks remaining in the firm selection process. All identified selection tasks have now been completed.

Bill Holt, Cliff Jo and I, with the assistance of Petra McBride and Neel Parikh, requested written responses to follow-up questions, contacted references and conducted web interviews of the three candidate firms identified by the Board at its February meeting. Responses to follow-up questions and a synopsis of the reference checks were reviewed by Bill, Cliff and I, and the three of us were subsequently present at all three web interviews. After all three interviews were completed we discussed our impressions of each firm along with the material from their responses and the reference checks, reviewed the qualifications, strengths and weaknesses of each firm and each agreed on which firm to recommend.

While all three firms are qualified and were responsive in all phases of the selection process, we recommend Bradbury Associates/Gossage Sager Associates for engagement in the Library System's executive search. Based on their past experience, responses to the RFP and the follow-up questions, the information shared by past clients and the video conference held with them, they appear to be the best fit to work with PCLS's Board, staff, stakeholders, partners, patrons and community. They demonstrated a clear understanding of our goals and objectives as well as the context within which this search will take place. They bring significant experience and expertise, and we believe they would be the most successful in helping guide the Board to an optimum resolution of the search for PCLS's next Executive Director.

During the Board meeting, I can provide additional information on this recommendation.

M E M O

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.

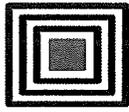
Activity	Target Date:
Consultants make first visit; meet with Board/Search Committee and staff; tour libraries and communities; establish definitive work schedule and marketing plan	Early May 2014 (dates to be determined)
Advertisement is approved by Search Committee	May 18 2014
Post ads, actively recruit 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 28, 2014

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

From: Jennifer Patterson, Customer Experience Manager

Subject: Free Access to Libraries for Minors Policy

As part of the continuing work started by the Library Board of Trustees in 2013 to review and update the Library's Intellectual Freedom policies, Library leadership has reviewed the Free Access to Libraries for Minors policy. This policy is an American Library Association policy that the Library Board of Trustees adopted in 1984. We believe that this American Library Association policy is an important policy, but recommend that we replace this policy with one that reflects our policy format and language. We have prepared a draft Access to Libraries policy to replace the current Free Access to Libraries for Minors policy for your review and feedback. Included in the board packet are the current policy and the new draft policy.

Board Policy



Free Access to Libraries for Minors

Library policies and procedures which effectively deny minors equal access to all library resources available to other users violate the [Library Bill of Rights](#) . The [American Library Association](#)  opposes all attempts to restrict access to library services, materials and facilities based on the age of library users.

Article 5 of the Library Bill of Rights states that, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views". The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources based solely on the chronological age, educational level, or legal emancipation of users violates article 5.

Libraries are charged with the mission of developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials, and facilities which fulfill the needs and interests of library users at different stages in their personal development are a necessary part of library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis. Librarians cannot predict which resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, level of education, or legal emancipation.

The selection and development of library resources should not be diluted because of minors having the same access to library resources as adult users. Institutional self-censorship diminishes the credibility of the library in the community, and restricts access for all library users.

Librarians and governing bodies should not resort to age restrictions on access to library resources in an effort to avoid actual or anticipated objections from parents or anyone else. The mission, goals, and objectives of libraries do not authorize librarians or governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents or legal guardians. Librarians and governing bodies should maintain that parents--and only parents--have the right and the responsibility to restrict the access of their children--and only their children--to library resources. Parents or legal guardians who do not want their children to have access to certain library services, materials or facilities, should so advise their children. Librarians and governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Librarians and governing bodies have a public and professional obligation to provide access to all library resources for all library users.

Librarians have a professional commitment to ensure that all members of the community they serve have free and equal access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and governing bodies must uphold this principle in order to provide adequate and effective service to minors.

Board Policy



Board Policy 1.4

Adopted June 30, 1972; amended July 1, 1981, by the ALA Council. Adopted by the Pierce County Rural Library District Board of Trustees, August 15, 1984. Revised December 14, 1995.

Access Policy

Policy Statement

Pierce County Library System operates under the fundamental belief that libraries play a vital role in a democracy by supporting an individual's access to the information they seek. Pierce County Library System provides free and equitable access to library resources, services and materials.

Purpose

This policy affirms the Library's commitment to free and equitable access to library resources, services and materials to all library customers.

Definitions

Resources: For the purpose of this policy, the term "resources" encompasses resources, services and materials.

Policy

Pierce County Library System develops resources to meet the diverse information needs, interests and beliefs of the community. Resources that fulfill the needs and interests of Library customers at different stages in their personal development are an essential part of Library service. The needs and interests of each Library customer, and resources appropriate to meet those needs and interests, must be determined by each individual. The Library is committed to providing Library customers with free and equitable access to the entire range of Library resources. The Library creates an environment that allows each individual or family to explore and make choices within their personal values and interests, and accomplish their individual goals.

Minors

Pierce County Library System offers a wide variety of resources for all ages and reading levels. The Library provides resources to assist parents in guiding their child's use of the library. The Library affirms the rights and responsibilities of parents or guardians to guide and direct the library use of their own minor child and determine which resources will best fulfill their needs. The Library cannot determine which resources will best fulfill the needs and interests of any individual based on chronological age or level of education. The Library does not serve *in loco parentis* (in place of the parents) and, with the exception of Internet use (see [Public Internet Use Policy](#)), does not place restrictions on the use of library resources based on age.

Related Policies:

[Public Internet Use Policy](#)

[Selection of Library Materials Policy](#)

[Philosophy Policy](#)

Board Policy 1.4

Adopted June 30, 1972; amended July 1, 1981, by the ALA Council. Adopted by the Pierce County Rural Library District Board of Trustees, August 15, 1984. Revised December 14, 1995. Revised XXX, 2014.

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.

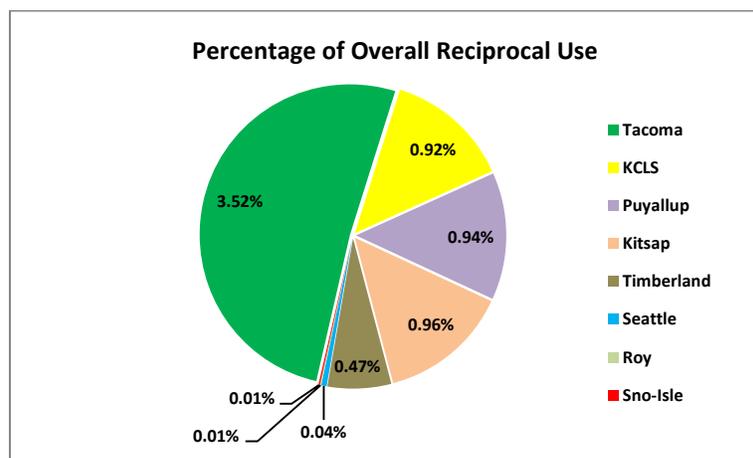
Demonstrated Strengths (13-15)		Fair Job (10-12)		Development Areas (5-9)	
Adopt policies	13	Advocacy and liaison	10	Levies and bonds	9
Approve budget	15	Obtain land	12	Share expertise/networks	9
Plan for future	13	Study needs	10	Conference attendance	8
Hire/evaluate director	14	Library trends	10	Cooperation/linkages 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:

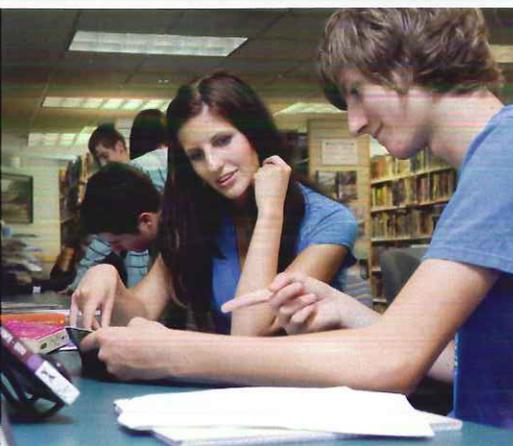
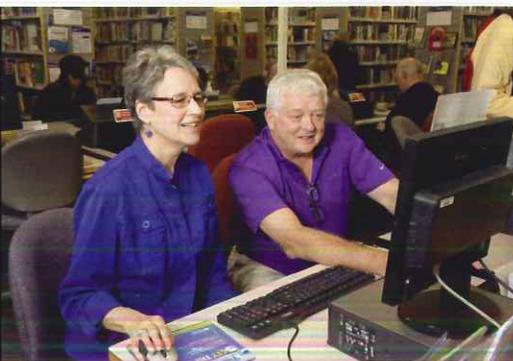
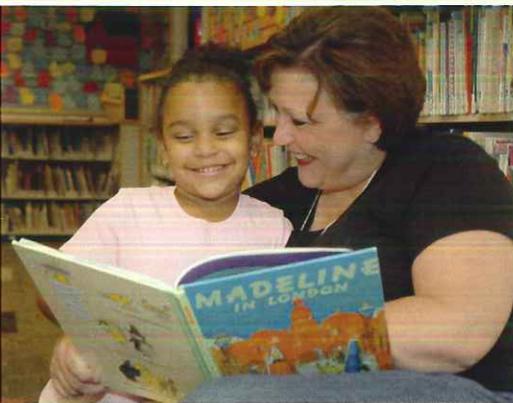
- What has changed since 2009? - Changes in population growth and population projections and changes in the industry that would impact the plan.
- Funding Approaches - An overview of bonding and levy approaches.
- Evaluation of How Branches are Used Today - Consideration of how our buildings are being 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

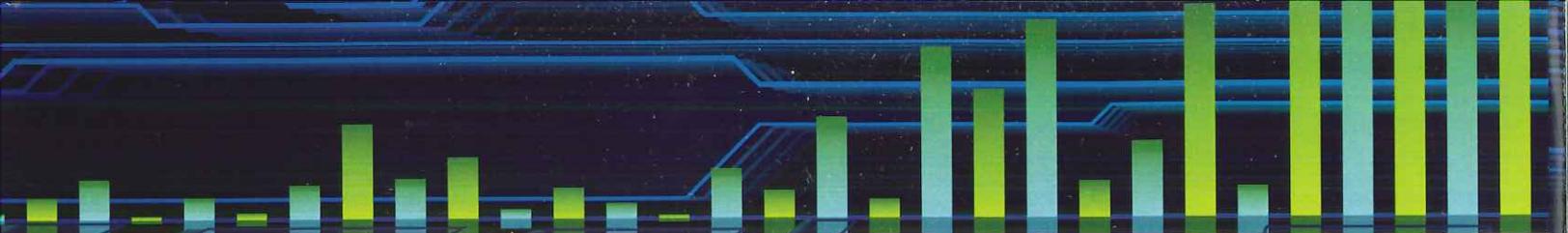
The Library conducted numerous collaborative communications activities to develop an achievable, future-looking facilities master plan, which represents the needs of local residents. In all, the Library collaborated with more than 5,000 people using a variety of interactive strategies including print 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.



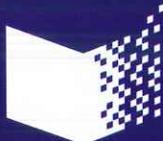
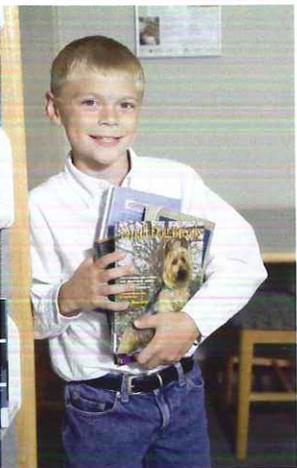


PER LOCATION RECOMMENDATIONS

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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Photos by Chris Tumbusch

ADM 3/10 (550)



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

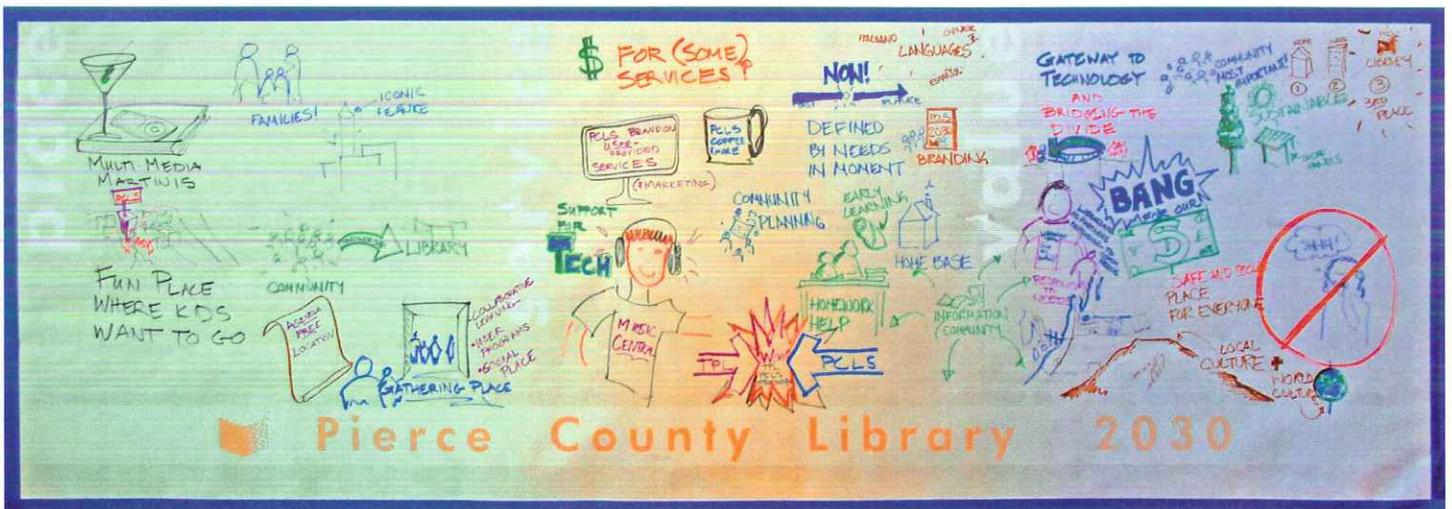
Additional community meetings to share draft recommendations for Pierce County Library 2030 and seek comments
Preliminary recommendation to the Library Board; Board asked to approve preparation of a detailed implementation report

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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