

AGENDA
Regular Meeting of the Pierce County Library System Board of Trustees
June 11, 2014
3:30 – 6:00 pm

3:30 pm	2 min.	Call to Order: <i>Linda Ishem, Chair</i>	
3:32 pm	5 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	3 min.	Consent Agenda	Action
		<ol style="list-style-type: none"> 1. Approval of Minutes of the May 14, 2014 Regular Meeting 2. Approval of May 2014 Payroll, Benefits and Vouchers 	
3:40 pm	10 min.	Board Members Report	
3:50 pm	20 min.	Officers Reports	
		<ol style="list-style-type: none"> 1. April Dashboard, <i>Georgia Lomax</i> 2. May 2014 Financial Report, <i>Dale Hough</i> 3. PC Reads Final Report, <i>Linda Farmer</i> 4. Our Own Expressions, <i>Lynne Hoffman</i> 5. Lakewood Library Meeting Room Use, <i>Jaime Prothro</i> 6. Comment on Library Materials - Caligula DVD, <i>Lisa Bitney and Linda Farmer</i> 7. Free Access Policy - Final Version, <i>Jennifer Patterson</i> 	
4:10 pm		Unfinished Business	
	20 min.	1. Executive Director Search Update - Timeline, <i>Chereé Green</i>	
	15 min.	2. Metrics in 2014 Budget, <i>Georgia Lomax</i>	
4:45 pm		New Business	
	15 min.	1. 2013 Capital Improvement Projects – Year End Report, <i>Clifford Jo</i>	
	5 min.	2. 2014 Mid-Year Budget Process, <i>Clifford Jo</i>	
	25 min.	3. Scout Introduction, <i>David Durante</i>	
	10 min.	4. Wellness Program, <i>Chereé Green</i>	Action
		<ol style="list-style-type: none"> a) Resolution b) Policy 	
5:40 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>	
5:45 pm	2 min.	Announcements	
5:47 pm		Adjournment	

Consent Agenda

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
REGULAR MEETING, MAY 14, 2014**

CALL TO ORDER

Chair Linda Ishem called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:30 PM. Board members present were Allen Rose, J.J. McCament, Rob Allen and Donna Albers.

PUBLIC COMMENT

Matt D'Angelo expressed concern with the Library's meeting room policy. At issue was a financial planning services workshop advertised in the News Tribune. He believes the firm is using the Library for commercial purposes. He asked that the workshop be cancelled. Chair Ishem stated the Board would be reviewing the policy and staff would monitor the workshop.

CONSENT AGENDA

1. April 2014 Payroll, Benefits and Vouchers
 - a. Payroll Warrants 3545-3549, dated 04/01/14 – 04/30/14 in the amount of \$3,559.29
 - b. Payroll Disbursement Voucher dated 04/06/14 in the amount of \$649,888.37
 - c. Payroll Disbursement Voucher dated 04/21/14 in the amount of \$549,566.30
 - d. Accounts Payable Warrants 622464-622630 dated 04/01/14 – 04/30/14 in the amount of \$2,262,850.72

Moved by Ms. McCament, seconded by Mr. Rose, to approve the consent agenda. Motion carried.

BOARD MEMBERS REPORT

Ms. Albers attended the Emergency Food Network awards breakfast and expressed pleasure at the work Pierce County Library did to earn the Silver Spoon award. Neel Parikh, Executive Director, noted the Library collected 2753 pounds of food equating to 28,365 meals.

Ms. Albers also attended the PC Reads author event and reception. Ms. Parikh noted attendance had increased from the previous year, with over 1100 people at the event. Lisa Bitney, Reading & Materials Director said Cheryl Strayed's book, *Wild*, appeals to a broad and diverse audience.

OFFICERS REPORT

March Dashboard - Ms. Albers noted the contradiction of cardholders increasing and circulation decreasing. Ms. McCament was pleased to see an increase in donors.

April 2014 Financial Report - Dale Hough, Finance Manager, briefed the Board on the item, noting the Library has received \$8.6 million in property tax revenue. Revenue is at 43.21% while expenditures are at 33.39% of budgeted. A new line item was added in the revenue category for Fax fees. Nearly \$7,000 in revenue was received in this category since January. When asked where the high usage of faxes is occurring, Sally Porter Smith, Customer Experience Director, indicated she has followed these statistics and is finding it is not coming from any one branch in particular.

IRS Tax Form 990 - Mr. Hough said that the forms are due tomorrow but the Library was granted an extension until August. He asked that the Board review the documents and sign and return the disclosures at the next meeting.

ULC Innovations Initiative - Ms. Parikh said the Library submitted three projects this year and is hopeful to get an award. She added that Pierce County Library System is the only library doing Block Play programs and Susan Anderson-Newham, Early Learning Librarian, is traveling around the country teaching other libraries how to implement the program.

2014 Summer Reading Program - Judy Nelson, Customer Experience Manager, introduced Genevieve Dettmer, Youth Services Librarian, who is responsible for running this year's program. The science-based theme is "Fizz Boom Read!" Changes implemented this year include a parent element in which parents receive gifts when children complete 15 hours of reading. Ms. Nelson noted if parents are deliberately engaged, they are more likely to ensure their children are engaged as well. Science kits will be given away as weekly prizes. Other prizes include mood pencils and scratch-n-sniff bookmarks. Reading logs will be distributed June 1. All four age groups are being targeted and efforts are placed on tying all programs together. Parents who support their children in completing activities, are eligible to enter a grand prize drawing. Parents who read a book, and hand in the coupon from the Parent Literacy Elements bookmark are eligible for an extra entry into the parent grand prize drawing. Outreach Services will also be visiting at-risk communities to promote the program. Ms. Ishem stated this program is a good incentive for children and should help reduce Summer Slide.

Meeting Room Use - Ms. Parikh noted there are serious Intellectual Freedom issues surrounding meeting rooms. Ms. Porter Smith and Jaime Prothro, Customer Experience Manager, are reviewing Library policy and procedures. Ms. McCament questioned whether meeting room users must acknowledge they have read and are willing to comply with Library policy and procedures. Ms. Parikh said meeting room users get a list of what they can and cannot do. Ms. Porter Smith indicated she would be looking at areas upon which the Library can improve. Mr. Rose said he is satisfied the Library is being prudent. Mr. Allen asked what the recourse is if there is a violation. Ms. Porter Smith said the Library would deny use of the room in the future.

WLA Attendance and Presentations - Ms. Anderson-Newham will use the STEM workshop as a training for ECEAP providers. Ms. Parikh also received positive feedback on Collection Librarian, Kati Irons' presentation.

Emergency Capital Project - Diesel Generator Update - Clifford Jo, Finance and Business Director, said the project would go out to bid. Since it is so close to mid-year, he will not bring it to the Board as a part of the mid-year budget.

Tillicum Community Center - Ms. Parikh provided background on the community center which owns and manages the property where the Library is located. She indicated the Director is no longer employed at the center. She will share more information as she receives it.

UNFINISHED BUSINESS

Board Self-Evaluation- Ms. Ishem reviewed the ratings and said she was pleased with the results. She added that staff presentations and policy reviews have deepened her knowledge about the library and what it does. She noted two development areas to work on were levies and bonds, adding the upcoming study session will boost skill and knowledge in those areas.

Ms. McCament recommended removing the timeframe parameters on library visits. She added that a group trip would be in order if further movement takes place on the bond issue relating to the Capital Facilities Plan. She said consideration would have to be given to the Open Public Meetings Act should that occur.

Ms. Parikh requested guidance on how the Library can help them increase their ratings and help them do better at planning for the future. Ms. McCament appreciates that Ms. Parikh asks this question of the Board yearly and said it helps with library trends. Ms. Parikh said she wants to be mindful of the members' time and said the Board is good at linking and connecting the Library as opportunities arise.

Free Access to Libraries for Minors Policy - Jennifer Patterson, Customer Experience Manager, asked for additional feedback or comments on the revisions to the policy. Ms. McCament said the Library needs a policy that fits its community best and supports its staff - but it should be stated up front. Ms. Parikh agreed, stating that the ALA policy did not include the parent and the Library was intentional by including it. Further discussion ensued. Ms. McCament deferred to the Board or staff to determine where the parent involvement statement should be placed.

Ms. McCament moved for Board approval of the Free Access to Libraries for Minors policy with the understanding the direction of the discussion be considered in the final version of the policy. Mr. Allen seconded the motion and it was passed.

Facilities Master Plan - Next Steps - Ms. Parikh provided background on the plan and asked the Board what they would like to see included in the upcoming study session. She said she wants the Board to recognize the Library's buildings are in need of expansion. She presented a framework of the 2008/09 process and reviewed the steps involved, which included assessing the needs in 2008. Mr. Allen participated in the visioning session in 2008 and commented on how thoughtful, engaged and passionate everyone was about the Library.

Ms. Parikh said community engagement was extremely important. She explained the process of designing the services that were to be provided and shared the technical data analysis used during the process. Ms. McCament felt it was particularly prudent that the Library engaged other outside firms to collect the data. Ms. Parikh said it was a good investment and much of the information can still be used.

Ms. Parikh also reviewed key changes that have taken place since 2008 which should be taken into consideration when identifying future needs. She said when the Board thinks it is time to look at a facilities issue, they can tell staff to update and reexamine the steps in the plan since

so much has changed. She said the engagement process laid the groundwork for partnerships. In the last five years, partnerships such as locating a service in the Library have been very important to her as organizations in Tacoma began to realize the Library is seen as a trusted resource in the community. She said this is a common model being used in Seattle.

Ms. Parikh also reviewed the implementation timeline. She stressed the importance of obtaining community support and suggested handling the process as during the last lid lift. She also recommended appointing a committee to help develop a strategy for the process.

Discussion ensued over what the Board would like to review during the study session. Ms. McCament said it would be helpful to go through specifics in an effort to understand what the original recommendation was, knowing things will change. She also would like to see market segmentation integrated into the process. She would like to understand the magnitude for the number of people in the district and what that would equate to in dollars per household.

The Board was also interested in discussing election options and funding strategies. Mr. Rose said he recommends identifying cities that will provide assistance toward this effort and that it will be important to be innovative. Mr. Allen was interested in discussing the mechanics of bonds and how it affects the budgeting process.

Georgia Lomax, Deputy Director, said the Board and Ms. Parikh as a team can most help the staff by talking about strategic issues and to identify what can be done now to get positioned in communities. She added that staff would like ideas about how the Board will be involved in that work.

Executive Director Search - Screening Committee - Bill Holt, Library's Attorney, gave an update on the search firm process. The contract has been finalized and signed, the screening committee has been proposed and potential members invited to serve. He reiterated that the screening committee will not be selecting or searching but will take part in narrowing down the pool of candidates. Mr. Holt asked whether the Board wanted to have a meeting with Bradbury Associates. The Board said they will have representation by the two Trustees serving on the screening committee.

Chereé Green, Staff Experience Director, reported that focus groups with a cross section of staff; Friends of the Library; and current and former Foundation members have been coordinated. The goal of Bradbury is to understand Pierce County Library System and our culture in order to best represent us. Mr. Allen thanked the committee for the work involved and said with the approval of the Board he would like to sit on the screening committee. Ms. McCament said she was pleased with the representative membership of the screening committee and felt the formation of the committee was appropriate and efficient.

Ms. McCament moved to approve the structure, responsibilities, members and concept of the screening committee. Ms. Albers seconded the motion and it was passed.

Executive Director Search Firm - Site Visits - Mr. Allen was concerned the site visits may not be representative of the entire system. Ms. Green said Bradbury wanted diversity in size, location and age and that she was open to advising Bradbury to visit branches other than those identified. Ms. Parikh said Lakewood, Fife and Sumner represent very diverse customers. Ms. Porter Smith helped select those branches because she wanted them to see different sized libraries, different supervisory structure and not have to drive too far. Further discussion ensued.

Mr. Allen concluded by saying if a meeting with the Board and Bradbury takes place he would like to do so at the end of the visit. Ms. Parikh asked who of the Board was available to meet on May 22, 2014. Ms. Parikh indicated she would have the Clerk follow up.

NEW BUSINESS

2013 Year-End Financial Review - Mr. Jo reported on the process of the mid-year review, noting the Library was over budget by \$66,000.

Revenue figures were higher by approximately \$500,000 due to late certification from the County as well as conservative revenue budgeting on his behalf. He highlighted items with large variations which include Windows 7 upgrades and the University Place condominium management contract. Cash holdings are approximately \$10.5 million. There will be strong focus on rebuilding cash in the future. \$11.4 million of cash will be reported to the State. Miscellaneous revenue of \$55,000 included the fax fees and the unspent Wellness Program funds from rebates.

Mr. Allen was concerned about the capital fund being low. Ms. Parikh said she and Mr. Jo would be looking at ways to get back on track for cash and catch up on the capital fund during the upcoming budget talks.

South Hill Library Project- Lynne Hoffman, Foundation Director, reported on the progress on the goal to raise \$150,000 for the South Hill Library. She is looking for major donors of \$25,000 or more and said there are a lot of donors, but the amount of their donations are smaller. Ms. Porter Smith reported on how the funds will be used. She said there has been significant work on early learning and teen areas but the focus of this project is on the adults and how to provide strong service and support to them. According to market segmentation the focus is on families and serving busy adults. Emphasis will be placed on displays and convenience. Mr. Allen complimented the project and recommended when asking for donations, staff should be clear in conveying the Library is adding more access points in the branch to connect to the internet rather than more high speed internet.

Metrics in 2014 Budget - It was decided to defer the metrics agenda item to the June board meeting.

Re-appointment of Donna Albers to the Board of Trustees - Ms. McCament nominated Ms. Albers for reappointment to serve another term on the Board. Ms. Albers accepted the nomination. Mr. Allen seconded the motion and it was passed. Ms. McCament said Ms. Albers adds a skill to the Board that is very strong with regard to compensation and budgeting. She thanked her for her willingness to remain on the Board.

EXECUTIVE SESSION

There was no Executive Session.

ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

Moved by Ms. McCament, seconded by Mr. Allen to adjourn the meeting at 6:00 PM. Motion carried.

Neel Parikh, Secretary

Linda Ishem, Chair

May 2014 Payroll, Benefits and Vouchers

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	3550-3554	05/01/14-05/31/14	\$4,592.18
Disbursement Voucher - Payroll & Acct Payable		05/05/14	\$560,393.93
Disbursement Voucher - Payroll & Acct Payable		05/20/14	\$582,637.04
Accounts Payable Warrants	622631-622772	05/01/14-05/31/14	\$928,917.00
Total:			<u><u>\$2,076,540.15</u></u>

Check History Listing
Pierce County Library System

Check #	Bank	Date	Paid to	Status	Can/Vd Date	Pay Period Dates	Dir Dep	Amount
3550	pr	05/06/2014	ROUNDTREE, MARJORIE			04/16/14 - 04/30/14	0.00	371.48
3551	pr	05/06/2014	KUNST, KARI			04/16/14 - 04/30/14	0.00	1,717.57
3552	pr	05/06/2014	SOLHEIM, VICTORIA			04/16/14 - 04/30/14	0.00	312.98
3553	pr	05/21/2014	HEIT, TINA			05/01/14 - 05/15/14	0.00	308.70
3554	pr	05/21/2014	HAINES, BENJAMIN			05/01/14 - 05/15/14	0.00	1,881.45
Total:							0.00	4,592.18

Checks in report: 5

Grand Total: 0.00 4,592.18

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 5/20/2014	

Acct. Action	Account Code							DESCRIPTION	AMOUNT
	Fund	Dept	Prog	BASUB	Elem	OB	M/OB		
	697	001	0000	237	00			FIT EE and EIC- Wire to IRS	\$62,504.84
	697	001	0000	237	00			Fica EE and Medicare - Wire to IRS	\$44,124.95
	697	001	0000	237	00			Fica ER and Medicare - Wire to IRS	\$44,124.95
	697	001	0000	237	00			DIR DEP-file to Columbia Bank	\$416,934.26
	697	001	0000	237	00				
	697	001	0000	237	00			dept of rev	\$1,713.23
	697	001	0000	237	00				
	697	001	0000	237	00				
	697	001	0000	237	00				
	697	001	0000	237	00			Deferred Comp. Program	\$8,298.00
	697	001	0000	237	00			ING	\$2,297.00
	697	001	0000	237	00			H.S.A. Employee deductions	\$1,561.26
	697	001	0000	237	00			H.S.A. Employer Contribution	\$875.00
	697	001	0000	237	00			H.S.A. fee	\$203.55
								please put the total amt below into PCLS payroll account	
								TOTAL	\$582,637.04

Bank No.	Check No.	Issued To	Bank No.	Check No.	Issued To
		U.S. Treasury			

Prepared By:	Date:	Approved By:	
Christy Telling	5/20/2014	Christy Telling	5/20/2014

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>
622669	05/09/2014	000184 CITY TREASURER		835.98
622670	05/09/2014	000184 CITY TREASURER		472.59
622671	05/09/2014	000184 CITY TREASURER		38.98
622672	05/09/2014	000094 ELMHURST MUTUAL POWER & LIGHT		1,059.12
622673	05/09/2014	000195 FIRGROVE MUTUAL WATER CO		302.41
622674	05/09/2014	000207 GIG HARBOR CITY OF		1,291.81
622675	05/09/2014	005882 LAUREN LINDSKOG		107.11
622676	05/09/2014	000377 PUGET SOUND ENERGY		2,499.71
622677	05/09/2014	004114 MEGHAN SULLIVAN		381.33
622678	05/09/2014	002038 ROSINA VERTZ		48.00
622679	05/09/2014	004022 US BANK		34,620.14
622680	05/13/2014	005916 BETHEL PUBLIC SCHOOLS		196.18
622681	05/13/2014	004674 MCHUGH MANAGEMENT CONSULTING		17,910.00
622682	05/13/2014	004397 SHKS ARCHITECTS PS INC		1,572.00
622683	05/13/2014	003719 UNIQUE MANAGEMENT SERVICES		1,262.14
622684	05/13/2014	000534 WCP SOLUTIONS	V	1,075.45
622685	05/13/2014	000830 BAKER & TAYLOR		19,353.31
622686	05/13/2014	000161 CENGAGE LEARNING		1,789.79
622687	05/13/2014	000243 INGRAM LIBRARY SERVICES		10,883.66
622688	05/13/2014	000352 MIDWEST TAPE	V	0.00
622689	05/13/2014	000352 MIDWEST TAPE		19,611.59
622690	05/13/2014	003398 MULTICULTURAL BOOKS & VIDEOS		504.00
622691	05/13/2014	005917 SWAN COMPANY, THE		125.76
622692	05/14/2014	005920 KIMBERELY ARCHER		143.63
622693	05/14/2014	000025 TRIS BAZZAR		156.00
622694	05/14/2014	005369 BIRCH ELECTRIC LLC		1,527.38
622695	05/14/2014	002080 PATRICIA COX		42.00
622696	05/14/2014	005919 CHEREE GREEN		24.00
622697	05/14/2014	001909 JANE MILLER		78.00
622698	05/14/2014	000323 NEWS TRIBUNE		3,950.00
622699	05/14/2014	003985 PACIFICSOURCE ADMINISTRATORS		180.00
622700	05/14/2014	001130 SNO-ISLE REGIONAL LIBRARY		200.00
622701	05/14/2014	000534 WCP SOLUTIONS		1,075.75
622702	05/16/2014	002061 SUSAN ANDERSON-NEWHAM		216.00
622703	05/16/2014	000830 BAKER & TAYLOR		12,338.39
622704	05/16/2014	000184 CITY TREASURER		4,122.00
622705	05/16/2014	000184 CITY TREASURER		888.66
622706	05/16/2014	003499 JUDY IP		14.24
622707	05/16/2014	001892 KATHERINE IRONS		46.98

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<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
622708	05/16/2014	000362 ORTING CITY OF		1,992.14
622709	05/16/2014	005937 RENEE ROBBINS		23.84
622710	05/16/2014	000463 SUMMIT WATER & SUPPLY CO		315.66
622711	05/16/2014	000541 STATE OF WASHINGTON		361.45
622712	05/19/2014	005924 ARGONNE NATIONAL LABORATORY		56.00
622713	05/19/2014	005369 BIRCH ELECTRIC LLC		5,535.64
622714	05/19/2014	005925 EDGECOMBE COMMUNITY COLLEGE		61.95
622715	05/19/2014	001058 EVERGREEN STATE COLLEGE		43.91
622716	05/19/2014	005923 HIGHLINE COMMUNITY COLLEGE		17.00
622717	05/19/2014	004114 MEGHAN SULLIVAN		162.00
622718	05/19/2014	001369 WHATCOM CITY LIBRARY SYSTEM		16.95
622719	05/19/2014	000830 BAKER & TAYLOR		16,435.55
622720	05/19/2014	000847 CENTER POINT PUBLISHING		2,942.40
622721	05/19/2014	005300 DANGER ROOM COMICS LLC		835.42
622722	05/19/2014	000093 PAYMENT PROCESSING CENTER EBSCO		34.77
622723	05/19/2014	000243 INGRAM LIBRARY SERVICES		10,562.98
622724	05/19/2014	001532 KEY PENINSULA NEWS		30.00
622725	05/19/2014	005938 THERESA KWAK		29.99
622726	05/19/2014	000352 MIDWEST TAPE		12,180.39
622727	05/19/2014	001941 JUDY T NELSON		398.00
622728	05/19/2014	000323 NEWS TRIBUNE		239.20
622729	05/19/2014	000377 PUGET SOUND ENERGY		1,827.62
622730	05/19/2014	000406 RECORDED BOOKS LLC		1,260.61
622731	05/21/2014	000363 DBA OVERALL LAUNDRY SERV. ARAMARI		16.41
622732	05/21/2014	005913 DBA GOSSAGE SAGER ASSOC. BRADBUF		6,000.00
622733	05/21/2014	004779 CABLING TECHNOLOGY SVCS CONVERC		890.13
622734	05/21/2014	005940 SUSAN MCBRIDE		29.98
622735	05/21/2014	002065 TRISHA MUSCHETT		108.41
622736	05/21/2014	004022 US BANK		45,260.23
622737	05/22/2014	003778 AFLAC		5,530.82
622738	05/22/2014	000828 AFSCME AFL-CIO		5,511.85
622739	05/22/2014	000175 ASSOCIATION OF WASHINGTON CITI		2,361.96
622740	05/22/2014	001578 COLONIAL SUPPLEMENTAL INSURANC		831.26
622741	05/22/2014	003985 PACIFCSOURCE ADMINISTRATORS		1,713.07
622742	05/22/2014	001181 PIERCE CTY LIBRARY FOUNDATION		429.45
622743	05/22/2014	004276 STATE CENTRAL COLLECTION UNIT		151.67
622744	05/22/2014	000823 UNITED WAY		82.00
622745	05/22/2014	004782 US DEPARTMENT OF EDUCATION		176.47
622746	05/22/2014	000827 WA STATE- DEPT OF RETIREMENT S		80,406.90

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<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
622631	05/06/2014	000828 AFSCME AFL-CIO		5,530.57
622632	05/06/2014	000175 ASSOCIATION OF WASHINGTON CITI		170,075.10
622633	05/06/2014	000898 DEPARTMENT OF RETIREMENT SYSTE		8,173.00
622634	05/06/2014	003985 PACIFICSOURCE ADMINISTRATORS		1,713.07
622635	05/06/2014	001181 PIERCE CTY LIBRARY FOUNDATION		429.45
622636	05/06/2014	004276 STATE CENTRAL COLLECTION UNIT		151.67
622637	05/06/2014	000823 UNITED WAY		82.00
622638	05/06/2014	004782 US DEPARTMENT OF EDUCATION		178.57
622639	05/06/2014	000827 WA STATE- DEPT OF RETIREMENT S		79,896.91
622640	05/06/2014	000881 WASHINGTON STATE SUPPORT REGIS		446.38
622641	05/06/2014	003414 JEANINE ADAMS		23.47
622642	05/06/2014	000153 ASSOCIATED PETROLEUM PRODUCTS		13,345.56
622643	05/06/2014	003938 BINW		913.03
622644	05/06/2014	005369 BIRCH ELECTRIC LLC		202.39
622645	05/06/2014	004992 MIGUEL COLON		39.76
622646	05/06/2014	000895 COLUMBIA BANK		289.10
622647	05/06/2014	000895 COLUMBIA BANK		50.00
622648	05/06/2014	004779 CABLING TECHNOLOGY SVCS CONVERG		344.61
622649	05/06/2014	005899 LINDA FARMER		42.00
622650	05/06/2014	001894 LYNNE HOFFMAN		18.00
622651	05/06/2014	002082 DALE HOUGH		30.00
622652	05/06/2014	001290 REGIONAL BUILDING SVCS CORP		507.25
622653	05/06/2014	005044 KATHERINE SAVAGE		37.09
622654	05/06/2014	003655 ANITA SHENEBERGER		39.08
622655	05/06/2014	001518 TUMBUSCH PHOTOGRAPHY		390.00
622656	05/06/2014	004022 US BANK		1,969.46
622657	05/06/2014	001932 LYNNE ZEIHNER		122.44
622658	05/08/2014	005854 ALLISON BADERTSCHER		68.75
622659	05/08/2014	002073 LINDA CASE		51.06
622660	05/08/2014	003727 CHILI FRESH ENTERPRISES INC		3,480.00
622661	05/08/2014	000895 COLUMBIA BANK		309.00
622662	05/08/2014	001467 DATA SECURITY CORP		132.50
622663	05/08/2014	005283 E-RATE EXPERTISE INC		180.00
622664	05/08/2014	005272 GREEN EFFECTS INC		6,416.61
622665	05/08/2014	000857 PIERCE COUNTY RECYCLING		43.32
622666	05/08/2014	004022 US BANK		60,059.27
622667	05/09/2014	005915 KAREN BROOKS		104.10
622668	05/09/2014	000184 CITY TREASURER		1,054.64

Check History Listing
Pierce County Library System

Bank code: boa

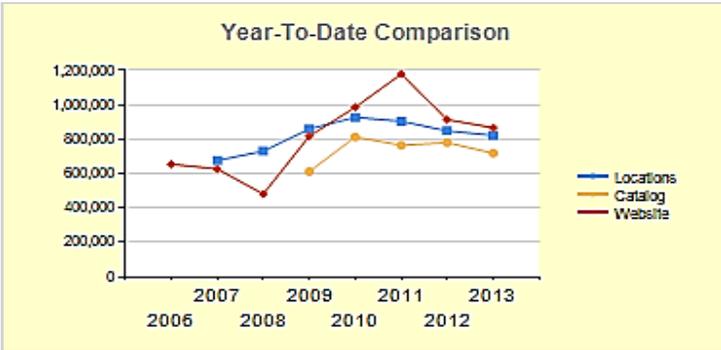
Check #	Date	Vendor	Status	Check Total
622747	05/22/2014	000881 WASHINGTON STATE SUPPORT REGIS		446.38
622748	05/28/2014	001764 CASCADIA INTERNATIONAL LLC		721.81
622749	05/28/2014	000895 COLUMBIA BANK		279.82
622750	05/28/2014	005862 ELITE PROPERTY INVESTMENTS LLC		9,056.26
622751	05/28/2014	001875 LINDA ESKESEN		6.51
622752	05/28/2014	001213 GIS INFORMATION SYSTEMS INC		132,950.34
622753	05/28/2014	004933 NORTHWEST HEALTH & SAFETY INC		27.54
622754	05/28/2014	002100 ALISON PASCONE		76.07
622755	05/28/2014	001419 RANDOM HOUSE INC		89.00
622756	05/28/2014	000079 SUPERIOR SAW		16.75
622757	05/28/2014	000635 WAYNES ROOFING INC		3,763.36
622758	05/28/2014	004391 WRP SURPRISE LAKE LLC		7,837.05
622759	05/29/2014	000830 BAKER & TAYLOR		13,786.22
622760	05/29/2014	000161 CENGAGE LEARNING		172.46
622761	05/29/2014	000847 CENTER POINT PUBLISHING		133.02
622762	05/29/2014	000243 INGRAM LIBRARY SERVICES		24,391.82
622763	05/29/2014	000352 MIDWEST TAPE	V	0.00
622764	05/29/2014	000352 MIDWEST TAPE		26,384.10
622765	05/29/2014	000907 NEW YORK TIMES		858.00
622766	05/29/2014	000323 NEWS TRIBUNE		227.40
622767	05/29/2014	000406 RECORDED BOOKS LLC		323.65
622768	05/30/2014	000184 CITY TREASURER		2,010.88
622769	05/30/2014	000093 PAYMENT PROCESSING CENTER EBSCO		279.47
622770	05/30/2014	000377 PUGET SOUND ENERGY		1,522.70
622771	05/30/2014	000460 STEILACOOM TOWN OF		639.39
622772	05/30/2014	000506 UNIVERSITY PLACE REFUSE SERVIC		169.62
boa Total:				928,917.00
Total Checks:				928,917.00

142 checks in this report

OFFICERS REPORT

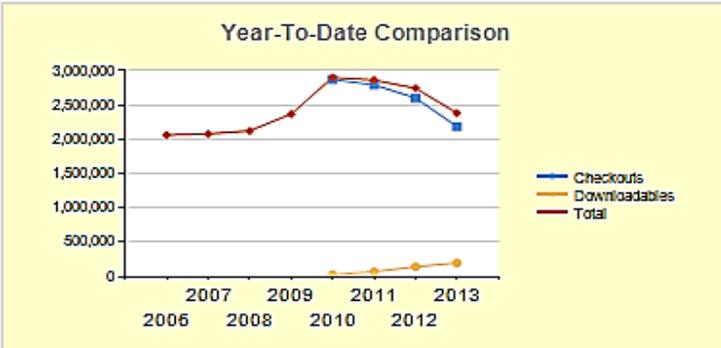
CUSTOMER SERVICE/PHILANTHROPY DASHBOARD - APRIL

VISITS



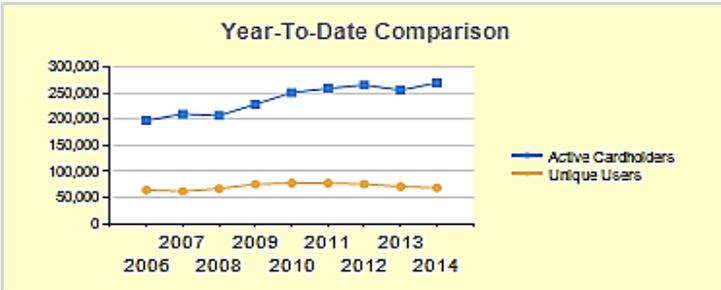
	April		
	2013	2014	% Change
Door Count	207,987	202,247	-2.76%
Catalog	175,667	160,596	-8.58%
Website	264,757	185,904	-29.78%
Job & Business Portal	3,405	2,212	-35.04%
Military Portal	138	97	-29.71%
Total	651,954	551,056	-15.48%

CHECKOUTS



	April		
	2013	2014	% Change
Checkouts	540,304	480,693	-11.03%
Downloadables	48,873	49,148	0.56%
Total	589,177	529,841	-10.07%

CUSTOMERS



	April		
	2013	2014	% Change
Active Cardholders	256,342	270,518	5.53%
New Cards	3,378	3,269	-3.23%
Checkout Transactions	99,902	91,050	-8.86%
Unique Users	41,880	39,816	-4.93%

PHILANTHROPY



	April		
	2013	2014	% Change
FoundationDonors	94	134	42.55%
NewFoundationDonors	10	22	120.00%
\$ Raised by Foundation	\$11,437.00	\$29,210.00	155.40%
\$ Provided by Friends	\$0.00	\$0.00	0.00%

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)
- Bkmb1 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

- Gig Harbor 5/19-/1 (13 days)

Monthly Financial Reports

May 31, 2014

May tax revenue data not available from Pierce County Budget and Finance at time of report publication.

**Pierce County Library System
Statement of Financial Position
May 31, 2014
All Funds**

	General Fund	Debt Service Fund	Capital Improvement Projects Fund
Assets			
Current Assets - Cash			
Cash	\$ 10,194,757	\$ 83,597.44	\$ 988,605
Investments	\$ -	\$ -	\$ -
Total Cash	\$ 10,194,757	\$ 83,597	\$ 988,605
Total Current Assets	\$ 10,194,757	\$ 83,597	\$ 988,605
Liabilities and Fund Balance			
Current Liabilities			
Warrants Payable	\$ 60,552	\$ -	\$ -
Sales Tax Payable	\$ 6,481	\$ -	\$ -
Payroll Taxes and Benefits Payable	\$ 23,564	\$ -	\$ -
Total Current Liabilities	\$ 90,597	\$ -	\$ -
Fund Balance			
Reserve for Encumbrances	\$ 463,963	\$ -	\$ 322,955
Net Excess (Deficit)	\$ 607,269	\$ 30	\$ (570,556)
Unreserved Fund Balance	\$ 9,032,928	\$ 83,567	\$ 1,236,206
Total Fund Balance	\$ 10,104,159	\$ 83,597	\$ 988,605
Total Liabilities and Fund Balance	\$ 10,194,757	\$ 83,597	\$ 988,605
Anticipated Property Tax Revenue	\$ 14,993,995	\$ 13	\$ -

Pierce County Library System														
Comparative Statement of Financial Position														
General Fund - Rolling Comparison														
<i>(as of the listed date of the reported month)</i>														
	<i>HISTORICAL</i>	CURRENT												
	5/31/2013	6/30/2013	7/31/2013	8/31/2013	9/30/2013	10/31/2013	11/30/2013	12/31/2013	1/31/2014	2/28/2014	3/31/2014	4/30/2014	4/30/2014	5/31/2014
Assets														
Current Assets - Cash														
Cash	\$ 4,759,718	\$ 1,697,396	\$ 1,759,564	\$ 1,741,018	\$ 2,327,531	\$ 8,989,939	\$ 4,778,073	\$ 10,033,175	\$ 1,444,605	\$ 1,645,126	\$ 2,874,141	\$ 10,202,373	\$ 10,202,373	\$ 10,194,757
Investments	\$ 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	\$ 1,975,000	\$ 1,975,000	\$ -
Total Cash	\$ 13,441,211	\$ 11,497,396	\$ 9,609,564	\$ 7,641,018	\$ 6,727,531	\$ 11,789,939	\$ 12,238,073	\$ 10,033,175	\$ 7,644,605	\$ 6,055,126	\$ 5,524,141	\$ 12,177,373	\$ 12,177,373	\$ 10,194,757
Total Current Assets	\$ 13,441,211	\$ 11,497,396	\$ 9,609,564	\$ 7,641,018	\$ 6,727,531	\$ 11,789,939	\$ 12,238,073	\$ 10,033,175	\$ 7,644,605	\$ 6,055,126	\$ 5,524,141	\$ 12,177,373	\$ 12,177,373	\$ 10,194,757
Liabilities and Fund Balance														
Current Liabilities														
Warrants Payable	\$ 307,368	\$ 201,001	\$ 61,424	\$ 255,774	\$ 214,897	\$ 246,940	\$ 335,358	\$ 940,783	\$ 289,787	\$ 283,545	\$ 242,692	\$ 153,781	\$ 153,781	\$ 60,552
Sales Tax Payable	\$ 2,361	\$ 1,500	\$ 1,861	\$ 2,076	\$ 2,024	\$ 2,299	\$ 1,791	\$ 1,686	\$ 2,976	\$ 4,285	\$ 3,438	\$ 3,657	\$ 3,657	\$ 6,481
Payroll Taxes and Benefits Payable	\$ 99,447	\$ 117,325	\$ 118,009	\$ 95,641	\$ 115,866	\$ 85,954	\$ 97,624	\$ 57,777	\$ 10,661	\$ 12,052	\$ 12,414	\$ 12,450	\$ 12,450	\$ 23,564
Total Current Liabilities	\$ 409,176	\$ 319,826	\$ 181,293	\$ 353,490	\$ 332,788	\$ 335,193	\$ 434,773	\$ 1,000,247	\$ 303,424	\$ 299,882	\$ 258,544	\$ 169,889	\$ 169,889	\$ 90,597
Fund Balance														
Reserve for Encumbrances	\$ 399,459	\$ 483,361	\$ 470,718	\$ 461,818	\$ 441,712	\$ 378,475	\$ 315,594	\$ -	\$ 479,177	\$ 428,516	\$ 382,314	\$ 515,515	\$ 515,515	\$ 463,963
Net Excess (Deficit)	\$ 3,231,322	\$ 1,292,956	\$ (443,701)	\$ (2,575,544)	\$ (3,448,222)	\$ 1,675,017	\$ 2,086,453	\$ -	\$ (2,170,924)	\$ (3,706,199)	\$ (4,149,644)	\$ 2,459,042	\$ 2,459,042	\$ 607,269
Unreserved Fund Balance	\$ 9,401,254	\$ 9,401,254	\$ 9,401,254	\$ 9,401,254	\$ 9,401,254	\$ 9,401,254	\$ 9,401,254	\$ 9,032,928	\$ 9,032,928	\$ 9,032,928	\$ 9,032,928	\$ 9,032,928	\$ 9,032,928	\$ 9,032,928
Total Fund Balance	\$ 13,032,035	\$ 11,177,570	\$ 9,428,271	\$ 7,287,528	\$ 6,394,744	\$ 11,454,746	\$ 11,803,300	\$ 9,032,928	\$ 7,341,181	\$ 5,755,244	\$ 5,265,597	\$ 12,007,485	\$ 12,007,485	\$ 10,104,159
Total Liabilities and Fund Balance	\$ 13,441,211	\$ 11,497,396	\$ 9,609,564	\$ 7,641,018	\$ 6,727,531	\$ 11,789,939	\$ 12,238,073	\$ 10,033,175	\$ 7,644,605	\$ 6,055,126	\$ 5,524,141	\$ 12,177,373	\$ 12,177,373	\$ 10,194,757
Anticipated Property Tax Revenue	\$ 15,377,335	\$ 12,250,392	\$ 14,993,995	\$ 11,930,745	\$ 10,921,417	\$ 3,627,815	\$ 1,229,998	\$ -	\$ 25,516,351	\$ 25,112,244	\$ 25,112,244	\$ 14,993,995	\$ 14,993,995	\$ 14,993,995

PIERCE COUNTY LIBRARY SYSTEM
Statement of Revenue and Expenditures
Year to Date through May 31, 2014
no pre-encumbrances

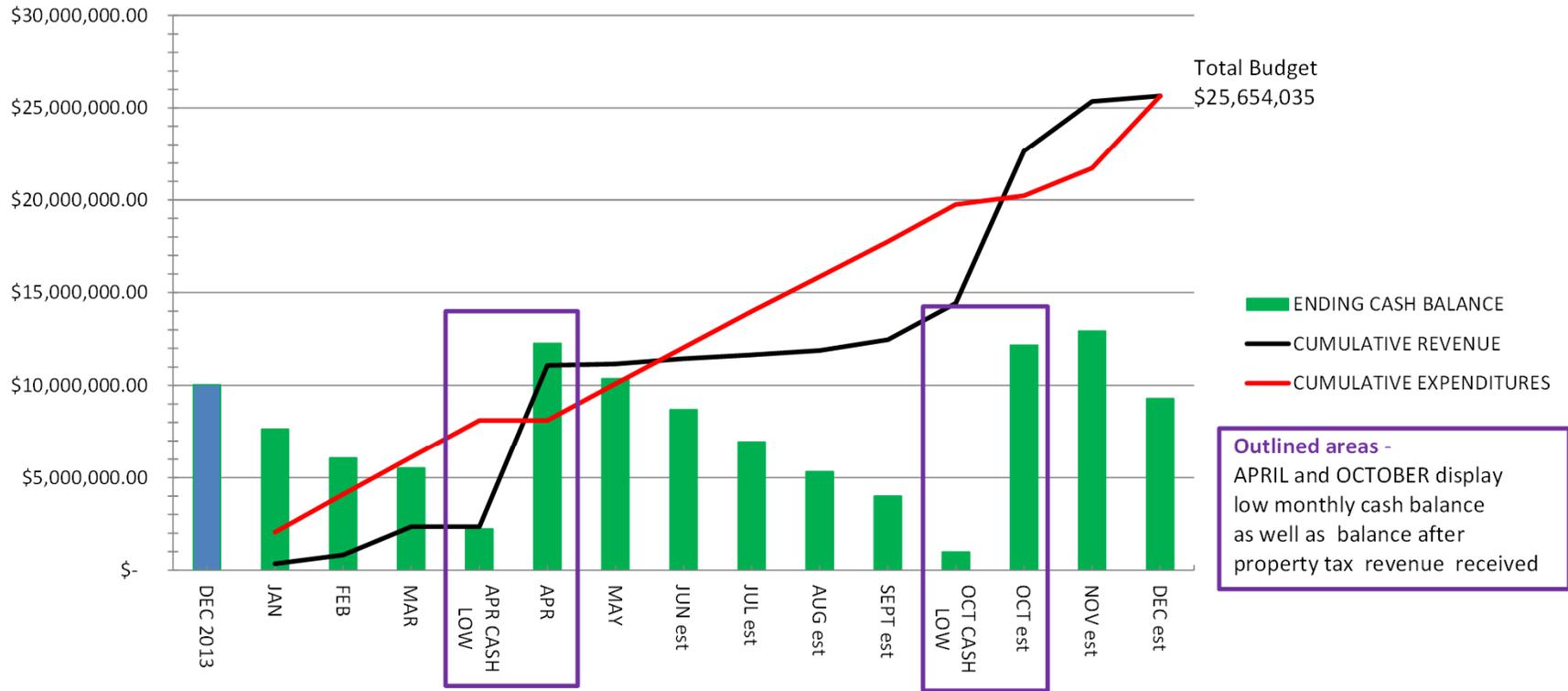
<u>General Fund</u>	<u>2014 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Use of Fund Balance	\$ 127,663	\$ -	\$ -	\$ 127,663	0%
Property Tax/Investment Income & Other PC Revenue	\$ 24,540,872	\$ 10,611,255	\$ -	\$ 13,929,617	43%
Other Revenue	\$ 985,500	\$ 552,307	\$ -	\$ 433,193	56%
Total Revenue	\$ 25,654,035	\$ 11,163,562	\$ -	\$ 14,490,473	44%
Expenditures					
Personnel/Taxes and Benefits	\$ 18,837,686.00	\$ 7,698,596	\$ -	\$ 11,139,090	41%
Materials	\$ 3,277,075	\$ 913,599	\$ -	\$ 2,363,476	28%
Maintenance and Operations	\$ 3,284,010	\$ 1,480,136	\$ 463,963	\$ 1,339,912	59%
Transfers Out	\$ 255,264	\$ -	\$ -	\$ 255,264	0%
Total Expenditures	\$ 25,654,035	\$ 10,092,330	\$ 463,963	\$ 15,097,742	41%
Excess/(Deficit)		\$ 1,071,232			
(less encumbrances)		(463,963)			
Net Excess (Deficit)		\$ 607,269			

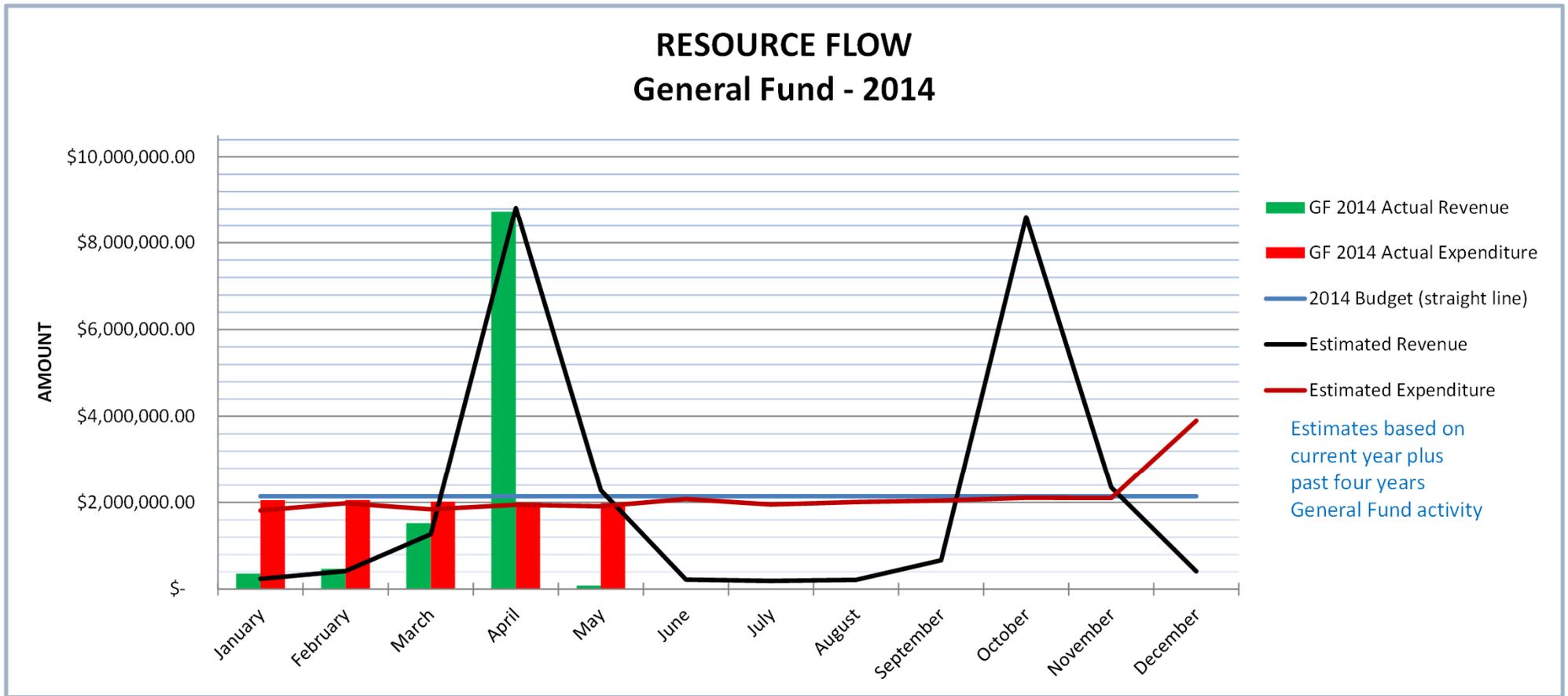
<u>Debt Service Fund</u>	<u>2014 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Property Tax/Investment Income & Other PC Revenue	\$ -	\$ 30	\$ -	\$ (30)	0%
Other Revenue	\$ -	\$ -	\$ -	\$ -	0%
Total Revenue	\$ -	\$ 30	\$ -	\$ (30)	0%
Total Expenditures	\$ -	\$ -	\$ -	\$ -	0%
Net Excess (Deficit)		\$ 30			

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	\$ 24,378	\$ -	\$ 135,622	0%
Transfers In	\$ 255,114	\$ -	\$ -	\$ 255,114	0%
Total Revenue	\$ 1,224,000	\$ 24,378	\$ -	\$ 1,199,622	2%
Expenditures					
Maintenance and Operations	\$ 1,224,000	\$ 271,979	\$ 322,955	\$ 629,066	49%
Total Expenditures	\$ 1,224,000	\$ 271,979	\$ 322,955	\$ 629,066	49%
Excess/(Deficit)		\$ (247,601)			
(less encumbrances)		(322,955)			
Net Excess (Deficit)		\$ (570,556)			

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: 5/31/2014

FUND: GENERAL FUND (01)

Object	2014 Budget	May 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	10,243,245.20	0.00	13,259,516.80	43.58
31112 PROPERTY TAXES DELINQUENT	940,110.00	0.00	345,600.99	0.00	594,509.01	36.76
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	10,522.51	0.00	39,477.49	21.05
31720 LEASEHOLD EXCISE TAX	20,000.00	0.00	9,445.59	0.00	10,554.41	47.23
TAXES:	24,643,535.00	0.00	10,609,493.38	0.00	14,034,041.62	43.05
33872 CONTRACTS FEES - CITIES	0.00	810.00	1,620.00	0.00	(1,620.00)	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	3,040.81	13,572.70	0.00	11,427.30	54.29
34161 GRAPHICS SERVICES CHARGES	0.00	0.00	3,758.05	0.00	(3,758.05)	0.00
34162 PRINTER FEES	60,000.00	11,068.09	44,674.30	0.00	15,325.70	74.46
34163 FAX FEES	0.00	1,968.60	8,707.04	0.00	(8,707.04)	0.00
34730 INTERLIBRARY LOAN FEES	0.00	0.00	65.00	0.00	(65.00)	0.00
35970 LIBRARY FINES	615,000.00	49,608.81	248,994.84	0.00	366,005.16	40.49
36110 INVESTMENT INCOME	10,000.00	0.00	1,761.39	0.00	8,238.61	17.61
36111 INTEREST - STATE FOREST FUND	0.00	0.00	0.10	0.00	(0.10)	0.00
36190 OTHER INTEREST EARNINGS	0.00	0.14	1.46	0.00	(1.46)	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	7.26	46.23	0.00	(46.23)	0.00
36910 SALE OF SCRAP AND SALVAGE	0.00	22.50	347.50	0.00	(347.50)	0.00
36920 BOOK SALE REVENUE	20,000.00	3,701.16	3,735.21	0.00	16,264.79	18.68
36990 MISCELLANEOUS REVENUE	0.00	213.76	3,924.37	0.00	(3,924.37)	0.00
36991 PAYMENT FOR LOST MATERIALS	25,000.00	918.28	4,694.75	0.00	20,305.25	18.78
36994 UNCLAIMED PROPERTY	0.00	65.16	254.06	0.00	(254.06)	0.00
36996 JURY DUTY REIMBURSEMENT	0.00	70.00	182.96	0.00	(182.96)	0.00
36997 PRIOR YEAR'S REFUNDS	0.00	0.00	627.02	0.00	(627.02)	0.00
36998 E RATE REIMBURSEMENT	0.00	0.00	2,419.77	0.00	(2,419.77)	0.00
36999 REBATES - PROCUREMENT CARD	15,000.00	7,130.27	16,595.93	0.00	(1,595.93)	110.64
CHARGES OTHER:	995,500.00	78,624.84	546,672.42	0.00	448,827.58	54.91
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	0.00	7,396.28	0.00	(7,396.28)	0.00
TOTAL FOR REVENUE ACCOUNTS	25,654,035.00	78,624.84	11,163,562.08	0.00	14,490,472.92	43.52
EXPENSE ACCOUNTS						
51100 SALARIES AND WAGES	13,709,535.00	1,104,897.22	5,454,753.88	0.00	8,254,781.12	39.79
51105 ADDITIONAL HOURS	247,100.00	20,330.84	110,891.75	0.00	136,208.25	44.88
51106 SHIFT DIFFERENTIAL	161,206.00	8,555.69	53,927.27	0.00	107,278.73	33.45
51107 SUBSTITUTE HOURS	284,500.00	22,347.42	110,263.88	0.00	174,236.12	38.76
51109 TUITION ASSISTANCE PROGRAM	300.00	0.00	0.00	0.00	300.00	0.00
51200 OVERTIME WAGES	5,800.00	105.27	2,134.79	0.00	3,665.21	36.81
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	16,146.19	76,775.37	0.00	88,931.63	46.33
52002 MEDICAL INSURANCE	2,268,400.00	150,725.91	864,114.92	0.00	1,404,285.08	38.09
52003 F.I.C.A.	1,102,241.00	87,625.58	434,098.08	0.00	668,142.92	39.38

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 5/31/2014

FUND: GENERAL FUND (01)

Object	2014 Budget	May Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
EXPENSE ACCOUNTS						
52004 RETIREMENT	1,167,555.00	100,665.51	498,889.73	0.00	668,665.27	42.73
52005 DENTAL INSURANCE	241,326.00	15,351.83	76,326.56	0.00	164,999.44	31.63
52006 OTHER BENEFIT	9,580.00	880.00	4,340.00	0.00	5,240.00	45.30
52010 LIFE AND DISABILITY INSURANCE	25,245.00	2,189.45	10,944.38	0.00	14,300.62	43.35
52020 UNEMPLOYMENT COMPENSATION	30,500.00	0.00	0.00	0.00	30,500.00	0.00
52200 UNIFORMS	1,300.00	1,135.03	1,135.03	0.00	164.97	87.31
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	1,530,955.94	7,698,595.64	0.00	11,139,090.36	40.87
53100 OFFICE/OPERATING SUPPLIES	155,400.00	7,600.82	49,336.29	38,271.06	67,792.65	56.38
53101 CUSTODIAL SUPPLIES	52,100.00	4,404.60	19,327.08	0.00	32,772.92	37.10
53102 MAINTENANCE SUPPLIES	60,200.00	4,148.70	18,102.86	2,672.64	39,424.50	34.51
53103 AUDIOVISUAL PROCESSING SUP	20,000.00	0.00	5,516.88	0.00	14,483.12	27.58
53104 BOOK PROCESSING SUPPLIES	20,000.00	0.00	8,174.60	0.00	11,825.40	40.87
53200 FUEL	40,750.00	13,383.76	23,931.77	16,896.78	(78.55)	100.19
53401 ADULT MATERIALS	827,684.00	59,988.62	253,463.97	0.00	574,220.03	30.62
53403 PERIODICALS	80,000.00	1,359.37	6,727.98	0.00	73,272.02	8.41
53405 JUVENILE BOOKS	496,458.00	37,775.70	160,063.43	0.00	336,394.57	32.24
53406 PROFESSIONAL COLLECTION	20,000.00	186.90	1,605.32	0.00	18,394.68	8.03
53407 INTERNATIONAL COLLECTION	76,000.00	581.90	6,047.49	0.00	69,952.51	7.96
53408 AUDIOVISUAL MATERIALS - ADULT	816,000.00	37,467.98	260,345.29	0.00	555,654.71	31.91
53409 AUDIOVISUAL MATERIALS - JUV	102,040.00	9,581.84	20,584.68	0.00	81,455.32	20.17
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	163.94	487.01	0.00	35,926.99	1.34
53413 ELECTRONIC SERVICES	244,124.00	0.00	84,762.55	0.00	159,361.45	34.72
53414 ELECTRONIC COLLECTION	255,000.00	665.05	67,713.37	0.00	187,286.63	26.55
53464 VENDOR PROCESSING SERVICES	153,000.00	9,191.92	45,232.12	0.00	107,767.88	29.56
53499 GIFTS - MATERIALS	0.00	591.39	2,161.29	0.00	(2,161.29)	0.00
53500 MINOR EQUIPMENT	6,500.00	0.00	0.00	0.00	6,500.00	0.00
53501 FURNISHINGS	35,000.00	0.00	4,615.94	2,919.50	27,464.56	21.53
53502 IT HARDWARE	216,300.00	11,022.72	92,336.10	0.00	123,963.90	42.69
53503 PRINTERS	20,000.00	0.00	1,263.95	0.00	18,736.05	6.32
53505 SOFTWARE	17,000.00	2,088.51	14,612.22	0.00	2,387.78	85.95
54100 PROFESSIONAL SERVICES	256,200.00	34,039.65	204,793.22	38,155.25	13,251.53	94.83
54101 LEGAL SERVICES	30,000.00	0.00	13,700.00	0.00	16,300.00	45.67
54102 COLLECTION AGENCY	24,000.00	1,262.14	7,392.89	0.00	16,607.11	30.80
54161 RESOURCE SHARING SERVICES	22,000.00	0.00	3,042.55	0.00	18,957.45	13.83
54162 BIBLIOGRAPHICS SERVICES	38,000.00	0.00	12,186.74	0.00	25,813.26	32.07
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	195.81	842.35	0.00	2,157.65	28.08
54200 POSTAGE	38,000.00	0.00	713.14	0.00	37,286.86	1.88
54201 TELECOM SERVICES	161,300.00	4,314.81	126,771.97	0.00	34,528.03	78.59
54300 TRAVEL	29,200.00	3,867.84	18,149.29	0.00	11,050.71	62.16
54301 MILEAGE REIMBURSEMENTS	30,250.00	2,748.92	12,364.75	0.00	17,885.25	40.88
54400 ADVERTISING	29,000.00	5,139.25	7,467.20	0.00	21,532.80	25.75
54501 RENTALS/LEASES - BUILDINGS	377,700.00	16,239.33	152,298.79	92,086.84	133,314.37	64.70
54502 RENTAL/LEASE - EQUIPMENT	23,600.00	660.97	23,656.71	14,539.78	(14,596.49)	161.85
54600 INSURANCE	189,500.00	0.00	22,183.25	0.00	167,316.75	11.71

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 5/31/2014

FUND: GENERAL FUND (01)

Object	2014 Budget	May Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
EXPENSE ACCOUNTS						
54700 ELECTRICITY	220,000.00	16,074.39	98,706.75	0.00	121,293.25	44.87
54701 NATURAL GAS	15,000.00	431.74	5,900.23	0.00	9,099.77	39.33
54702 WATER	26,000.00	1,348.03	6,769.26	0.00	19,230.74	26.04
54703 SEWER	21,700.00	1,567.24	13,200.53	0.00	8,499.47	60.83
54704 REFUSE	22,500.00	197.79	8,601.81	748.87	13,149.32	41.56
54800 GENERAL REPAIRS/MAINTENANCE	198,300.00	139,856.72	204,517.87	42,429.11	(48,646.98)	124.53
54801 CONTRACTED MAINTENANCE	709,200.00	12,009.43	212,960.95	215,237.74	281,001.31	60.38
54803 MAINT. TELECOM EQUIPMENT	31,000.00	0.00	21,012.46	0.00	9,987.54	67.78
54900 REGISTRATIONS	23,250.00	3,149.66	11,189.16	0.00	12,060.84	48.13
54901 DUES AND MEMBERSHIPS	34,620.00	0.00	21,678.95	5.00	12,936.05	62.63
54902 TAXES AND ASSESSMENTS	30,500.00	0.00	14,688.04	0.00	15,811.96	48.16
54903 LICENSES AND FEES	53,150.00	3,982.70	14,245.05	0.00	38,904.95	26.80
54904 MISCELLANEOUS	790.00	2,153.64	2,153.64	0.00	(1,363.64)	272.61
54905 WELLNESS EVENTS	0.00	1,550.31	1,730.50	0.00	(1,730.50)	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	450,994.09	2,393,734.73	463,962.57	3,958,651.70	41.92
TOTAL FOR EXPENSE ACCOUNTS	25,654,035.00	1,981,950.03	10,092,330.37	463,962.57	15,097,742.06	41.15
NET SURPLUS / DEFICIT	0.00	(1,903,325.19)	1,071,231.71	(463,962.57)	(607,269.14)	0.00

FUND: DEBT SERVICE FUND (20)

Object	2014 Budget	May Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
REVENUE ACCOUNTS						
31112 PROPERTY TAXES DELINQUENT	0.00	0.00	0.05	0.00	(0.05)	0.00
TAXES:	0.00	0.00	0.05	0.00	(0.05)	0.00
36110 INVESTMENT INCOME	0.00	0.00	30.18	0.00	(30.18)	0.00
CHARGES OTHER:	0.00	0.00	30.18	0.00	(30.18)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	0.00	30.23	0.00	(30.23)	0.00
NET SURPLUS / DEFICIT	0.00	0.00	30.23	0.00	(30.23)	0.00

FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)

Object	2014 Budget	May 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	327.75	0.00	(327.75)	0.00
36899 ENERGY REBATES	0.00	0.00	24,050.00	0.00	(24,050.00)	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	24,377.75	0.00	944,508.25	2.52
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	24,377.75	0.00	1,199,622.25	1.99
EXPENSE ACCOUNTS						
53100 OFFICE/OPERATING SUPPLIES	0.00	239.97	239.97	0.00	(239.97)	0.00
53501 FURNISHINGS	50,000.00	0.00	0.00	8,033.24	41,966.76	16.07
54100 PROFESSIONAL SERVICES	250,000.00	1,245.81	16,746.23	3,636.58	229,617.19	8.15
54400 ADVERTISING	0.00	0.00	60.90	0.00	(60.90)	0.00
54800 GENERAL REPAIRS/MAINTENANCE	55,000.00	0.00	0.00	0.00	55,000.00	0.00
54805 VEHICLE REPAIR - MAJOR	10,000.00	0.00	10,110.03	0.00	(110.03)	101.10
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	74,634.98	257,939.09	38,425.93	89.64
56201 CONSTRUCTION	0.00	0.00	19,252.32	43,688.89	(62,941.21)	0.00
56202 ELECTRICAL	78,000.00	1,448.07	5,546.74	1,886.11	70,567.15	9.53
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	0.00	60,318.64	1,844.48	(62,163.12)	0.00
56402 HVAC	45,000.00	0.00	85,069.24	5,926.70	(45,995.94)	202.21
TOTAL FOR EXPENSE ACCOUNTS	1,224,000.00	2,933.85	271,979.05	322,955.09	629,065.86	48.61
NET SURPLUS / DEFICIT	0.00	(2,933.85)	(247,601.30)	(322,955.09)	570,556.39	0.00

M E M O



Date:
Date: June 2, 2014
To: Chair Linda Ishem and members of the Board of Trustees
From: Linda Farmer, Marketing & Community Relations Director
Subject: Pierce County READS 2014 Results

New York Times best-selling author Cheryl Strayed wowed a crowd of 1,100 at this year's culminating author event for 2014 Pierce County READS. It was the second largest attendance in the seven years of the community one-book program. This year's Pierce County READS book, "Wild," resonated with readers from all different walks of life. The book generated an organic buzz that went well beyond the library's paid advertising efforts.

Final results:

- **337, 083** Mass media earned impressions (online and mobile advertising); 852 clicks
- **13,277** Webpage views (Unique webpage views: 11,434)
- **4,969** Times people checked out copies of "Wild"
- **1,100** People attended the author event (more than double last year's attendance)
- **714** People entered drawing to win copies of "Wild"
- **704** People attended other events at library and community partner locations
- **181** Communications points by Pierce County Library READS' liaisons
- **102** Books sold at author event; Mostly Books also offered 10% off "Wild" at their store.
- **45** Entries into the library's "Flash Fiction" writing contest (new)
- **28** Community partner organizations
- **19** KeyBank banking centers displaying Pierce County READS materials (major sponsor)
- **19** Tweets on Twitter by the library; 41 interactions (15 favorites, 26 retweets)
- **18** Cities, towns and Pierce County issued proclamations
- **18** Facebook posts by the library; 95 reader likes; 18 reader comments, 11 reader shares
- **16** City/town/county councils that received copies of "Wild" in a public presentation
- **14** Print ads, online ads, ad for The News Tribune mobile app
- **13** Communications points by community partners
- **6** Mass media articles

Photos

Please enjoy [photos](#) from a sampling of program events and the author event on Facebook.

Video

This year we added short edited video clips from the author event, which will be posted on YouTube this week. A link will be included on the Library's homepage.

Pierce County READS Team and Major Event Sponsors

The Pierce County READS team—co-leads Lisa Bitney and Linda Farmer, and members Lourie Kelly, Tami Masenhimer, Terri May and Jaime Prothro thank the Pierce County Library Foundation and the Library's Board of Trustees for their commitment and enthusiastic support of Pierce County READS. The team also extends its gratitude to The News Tribune, KeyBank Foundation and the McGavick Conference Center @ Clover Park Technical College for their generous support as major sponsors.

Memorandum

To: Pierce County Library System Board of Trustees
Linda Ishem, Chair

From: Lynne Hoffman, Foundation Director

Date: June 2, 2014

Re: 18th Annual Our Own Expressions Awards Ceremony

Pierce County Library Foundation hosted the awards ceremony for the 18th Annual Our Own Expressions Teen Writing and Art Contest, Wednesday, May 28 at Lagerquist Hall on the campus of Pacific Lutheran University.

On Wednesday morning, we all heard that noted American poet Maya Angelou passed away. Emcee Lucas Smiraldo, Tacoma's poet laureate, did what we suspect people around the country were doing that day. He paid our respects by reading aloud a Maya Angelou poem. Here is the last stanza of *A Brave and Startling Truth*:

When we come to it
We must confess that we are the possible
We are the miraculous, the true wonder of this world
That is when, and only when
We come to it.

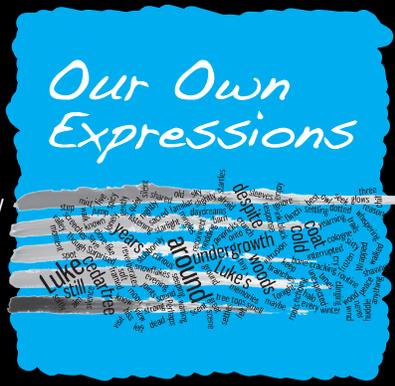
Our 36 award-winning teen poets, authors, artists and photographers (names attached) were chosen from 940 entries from students representing 80 Pierce County schools. The double-blind judging process included 66 readers and four final judges: Drawing & Art - Judge: Mary E. Smith; Photography- Judge: Dane Gregory Meyer; Poetry- Judge: Patrick Flores-Scott; Short Story - Judge: Randall Platt.

David Durante, Customer Experience Manager welcomed the students, teachers and parents to the ceremony on behalf of Pierce County Library. Children's author Dia Calhoun addressed the young artists with words of encouragement to nurture their creativity and make it their life's work. Foundation Board President Michael Gordon handed out the cash awards.

Parents and students made a point of thanking us – the Library and the Foundation - for recognizing creativity in teens and orchestrating this event.



18th Annual Pierce County *Teen* Writing and Art Awards Ceremony



Welcome

Judy Nelson, Customer Experience Manager–Youth, Pierce County Library

A Word from the Foundation

Michael Gordon, President, Pierce County Library Foundation

Words of Encouragement

Dia Calhoun, Author & Blogger

Tonight's Emcee

Lucas Smiraldo, Tacoma's Poet Laureate

7th & 8th Grade

3rd Drawing	Trevor Kvinsland
3rd Photography	Caileigh Gainey
3rd Poetry	Michelle Smith
3rd Short Story	Gabby Trevino
2nd Drawing	Celine Conkle
2nd Photography	Taija Perrycook
2nd Poetry	Taija Perrycook
2nd Short Story	Keir Adamson
1st Drawing	Rosalie Roscoe
1st Photography	Maddie Anderson
1st Poetry	Emily Saletan
1st Short Story	Emma Beha

Baby Bobcat
100 Cobblestone Way
Grandfather's Institution
Any Given Monday
Together from the Start
Pure Prayer
Winter
The Mentor
Legolas Greenleaf
City Lights
Cry Me An Ocean
The Wings

Kopachuck Middle School
Key Peninsula Middle School
St. Charles Borromeo
Hudtloff Middle School
Sumner Middle School
Home School
Home School
Kopachuck Middle School
Home School
Harbor Ridge Middle School
Charles Wright Academy
Keithley Middle School

9th & 10th Grade

3rd Drawing	Nani Woodard
3rd Photography	Savannah Bohl
3rd Poetry	Claudia Speakes
3rd Short Story	Karli Stevenson
2nd Drawing	Abbie Welch
2nd Photography	Collin Walker
2nd Poetry	Myles Moulton
2nd Short Story	Noah Peever
1st Drawing	Bao Nguyen
1st Photography	Meg Low
1st Poetry	Fiona Macdonald
1st Short Story	Abbie Welch

Reflection
Abandon
Unbroken
A Mother's Love
Pug
A Baker's Inspiration
Discrepancy
Leaving the Clouds Behind
Hmong Girl, Sapa, Vietnam
Struck
Bliss
Hearing the Silent

Covenant High School
Peninsula High School
Kalles Junior High School
Covenant High School
Covenant High School
Rogers High School
Bellarmino Preparatory
Home School
Covenant High School
Washington Virtual Academy
Gig Harbor High School
Covenant High School

11th & 12th Grade

3rd Drawing	Cole Maurmann
3rd Photography	Lara Riekema
3rd Poetry	Christina Lyro
3rd Short Story	Casey Morrison
2nd Drawing	Hanbi Hyon
2nd Photography	Tiana Neuerburg
2nd Poetry	Matthew Pfefferle
2nd Short Story	Jessi Pitts
1st Drawing	Chelsie Conroy
1st Photography	Kirsten Kennedy
1st Poetry	Claire Summa
1st Short Story	Hana Jang

The Mockingjay
Leading Leaves
Mumbling Mouse
Bound for Love
Noah's Art
From the Darkness
Eulogy for a Starship
The Red String of Fate
Fles
Stuck Inside
I am the Song
My Usual Life

Home School
Home School
Covenant High School
Covenant High School
Lakes High School
Rogers High School
Covenant High School
Emerald Ridge High School
Bonney Lake High School
Bonney Lake High School
Gig Harbor High School
Covenant High School

Closing Remarks

Wednesday, May 28

7 – 9 p.m.

Lagerquist Concert Hall
in the
Mary Baker Russell Music Center
at Pacific Lutheran University

With support from:

Pierce County Library System
Pierce County Library Foundation
The News Tribune
Pacific Lutheran University
Print NW

Thanks also to:

Lakewood's Computer Clubhouse
Starbucks

Bring additional copies of the winning entries home!

"Our Own Expressions"
books available for purchase
after the ceremony.



piercescountylibrary.org/donate

M E M O



Date: June 3, 2014
To: Chair Linda Ishem and Members of the Board
From: Jaime Prothro, Customer Experience Manager
Subject: Lakewood Library Meeting Room Use

In follow up to a customer's concern raised regarding the use of the Lakewood public meeting room by a Financial Services firm, I attended the meeting to determine if they complied with our policy and procedures.

Overall, the content of the meeting was educational and within meeting room guidelines. I did identify elements that will require some modification before the presenter conducts a second meeting scheduled for June 25th. In some instances, our written procedures do not provide adequate guidance or clarity for staff and the public. The Customer Experience Team is working through these procedures to build supporting processes that clarify and strengthen policy and procedures. In addition to these revisions, our recommendation will include staff training.

We will update you regarding our recommendations with regards to the policy and updated procedures before the end of summer.

Petra McBride

From: Matt D'Angelo
Sent: Saturday, May 17, 2014 5:07 PM
To: Pierce County Library Dir; Jaime Prothro; Petra McBride; Sally Porter Smith; Jennifer Patterson
Subject: Commercial Solicitation at Lakewood Library

<http://cdn.travidia.com/rop-ad/16142107> is the web address if the link doesn't work.

Hi-

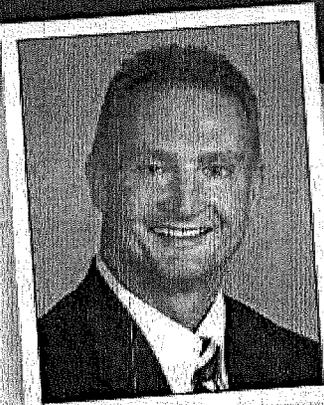
I am glad to have had the chance to speak about the commercial use of the Lakewood Library meeting rooms. That same day-Wednesday May 14th, this ad appeared in the News-Tribune. I think this sums it up. Sorry that our library is allowing this type of activity. It's plainly commercial solicitation.

[Driving Customers To Lakewood Library](#)

ADVERTISING SUCCESS STORY

When it comes to marketing, results
are the name of the game.

For close to 20 years
The News Tribune has
delivered my message,
driving customers
to our door.”



– Robert L. Michaels
Smith Alling, P.S.

For advertising results,
call Diane Stojakovich at 253.597.8779 or your
News Tribune account executive.

THE NEWS TRIBUNE

M E M O

Date: May 30, 2014
To: Chair Linda Ishem and Members of the Board
From: Lisa Bitney, Reading & Materials Director
Linda Farmer, Marketing/Com. Rel. Director
Subject: Comment on Library Materials; Caligula DVD

Earlier this month, a customer contacted the Gig Harbor Branch Manager with concerns about the movie "Caligula." His concern was that the movie is not labeled in any way to indicate that it is not suitable for children. The movie carries an NR (not-rated) designation as it was never rated by the Motion Picture Association of America (MPAA).

As you know, the library does not label materials for content, place parental advisory warnings on materials or segregate materials due to content. Neither does the library change ratings that have been assigned by the MPAA. MPAA ratings are trademarked and cannot be applied, changed or tampered with by any organization that is not the MPAA.

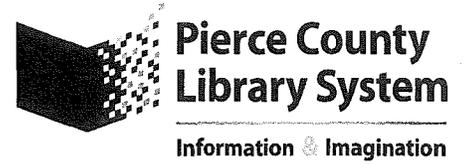
The customer contacted The News Tribune with his complaint and ended up in The Nose. We would like to update the Board about "Caligula" since the last meeting.

We started our formal review process even though the customer has not wanted to complete the Comment on Library Materials form. Audio-Visual Collection Development Librarian Kati Irons discussed the situation with Gig Harbor Branch Manager, Joy Kim, and Customer Experience Manager, Jennifer Patterson, researched background material on the movie and viewed the movie itself again. In addition, she reviewed the DVD case and discovered that the barcode covered some of the information on the cover. We have since replaced the barcode so the description "contains explicit content" is readable. Kati then wrote a letter to the customer responding to his concerns and reviewed her original decision making process to add "Caligula" to our collection in 2007. A copy of that letter is included in this packet.

The customer received the letter but is still not satisfied with the Library's response. He understands Freedom of Speech and that parents should be responsible for what their children watch. However, he thinks the movie is pornographic and that the library should label it as such.

The movie has gone through our formal review process. We have informed the customer that the Library Director will be contacting him as a final step in the review process.

PK 5/21/14



May 20, 2014

John Oldham
PO Box 2541
Gig Harbor, WA 98335

Dear Mr. Oldham,

Thank you for your recent communications with the Pierce County Library about the film *Caligula*. Your concerns have been referred to me, the Audio-Visual Collection Development Librarian. I have discussed your questions with Joy Kim and Jennifer Patterson and I understand that you are concerned that the Library carries this film, and you request that if the Library retains this film that we label the DVD more clearly as to its content. You would like a staff member to watch the film and re-evaluate whether we should continue to carry it, or place more information on the title to warn patrons of the content.

I am the staff person who originally added *Caligula* to the collection. I was aware that it is a movie with challenging content, and I watched it at the time. I also re-watched it as part of the formal review process initiated in response to your concerns. As part of my role in deciding what titles to add to our collection, I thought carefully about adding *Caligula*, and I discussed my decision with my supervisor at the time as well.

There are films that are famous as much for the controversy surrounding them as the content of the film itself. Movies such as *Cleopatra*, *Heaven's Gate* and *Waterworld* are movies that were notorious before they were even released and despite being critically panned are of interest to movie watchers who enjoy learning more about the ins and outs of Hollywood. *Caligula* is one of those films.

The movie *Caligula* began as a legitimate attempt to tell the unvarnished life story of one of the most scandalous figures in world history. The screenplay was written by Pulitzer Prize winner Gore Vidal. The cast was comprised of very well-known acting heavy hitters, including Peter O'Toole, Malcom McDowell, Sir John Gielgud and Helen Mirren, a group of actors with 11 Academy Award nominations amongst them.

The story of how it became the film that exists now is actually taught as a cautionary tale in film schools around the country. When the production encountered money problems, it was purchased by the owner of Penthouse magazine, who proceeded to graft more explicit sex and violence onto the arty historical biopic already in production.

While it is genuinely difficult to argue that this is a "good" film, the film's artistic pedigree and history make it undoubtedly an important film. It has been reviewed, discussed and commented upon by our nation's top film critics. People including film students and movie buffs are interested in seeing this film for many reasons.

When a "20th Anniversary" re-mastered version was released, we received many requests from patrons to purchase the title. The release coincided with both the popular HBO TV series *Rome*, and Helen Mirren winning an Academy Award, which made people all the more interested in the title. The edition of *Caligula* that we currently carry is a 3 disc edition which includes not only the film but documentaries interviewing the original director and cast members including Malcolm McDowell and Helen Mirren about the experience of working on a film that has become so infamous.

I weighed all these factors into the decision to add *Caligula* to the collection. In addition, since this title was added to our collection, it has checked out over 400 times and has rarely sat on the library shelf for longer than a day.

The Pierce County Library System serves a population of over 558,000 people. The materials within our collection are intended to appeal to a wide range of ages, tastes, opinions and interests. Not every item in our collection will appeal to every person, and not every item in our collection is suitable for every patron. Many items in the Library collection deal with controversial issues and Library Board Policy makes clear that controversy is not grounds for an item to be excluded from the collection. There are many materials in the Library collection that are not suitable for children.

You are also concerned about the lack of adequate labeling to warn patrons of the content. I am including a document the Library has created to help explain the MPAA rating system, Not-Rated materials and labeling. *Caligula* came to us as a Not Rated film and the Library cannot apply a different rating to an item other than the one with which it is released. Pierce County Library Board Policy prohibits labeling materials for any other reason than to help people locate them and provide them with neutral content information. We do not place "warning labels" on any item.

On the back of *Caligula*, there is a boxed warning provided by the producers that says Contains Explicit Content. However, upon reviewing the film, it is clear that the barcode is placed such that some of the description on the back is obscured, including the opening sentence which says "The most controversial film of all time as you've never experienced it before". We will be calling in the remaining copies of *Caligula* and placing the barcode in a different location in order that all of the description is clearly visible.

I am sorry that you and your wife had such an upsetting experience watching this film. I understand what it's like to start to watch something expecting one thing and getting something completely, unpleasantly different. I hope my letter has helped clarify how films are selected and processed. I also hope that you continue to find materials from the Library that are more to your interests. Please do not hesitate to contact me if you have any questions or requests for titles that you would like to see.

Sincerely,



Kati Irons
Audio-Visual Collection Development Librarian
Pierce County Library
3005 112th St E
Tacoma, WA 98446
(253) 548-3367
www.piercecountylibrary.org

MPAA Ratings & the Library

- As a public institution funded by taxpayer dollars, anyone with a Library card is entitled to check out any item in our collection regardless of age.
- Many, though not all, films come with MPAA Ratings which are designated by the familiar G, PG, PG-13 & R. The Motion Picture Association of America (MPAA) is a private organization made up of film makers, studios and movie theaters.
- The MPAA Ratings is a completely voluntary system. Studios and film makers voluntarily submit films to the MPAA for review. **MPAA Ratings have no legal weight or authority.**
- When movie theaters or DVD rental stores “enforce” ratings, they are acting as private businesses voluntarily enforcing the guidelines of a private organization. **As a public institution funded by taxpayer dollars, it is against the law for the Library to enforce the rating system of a private organization.**
- MPAA ratings are trademarked and cannot be applied, changed or tampered with by any organization that is not the MPAA. The MPAA has sued library systems, towns and other public entities which have attempted to enforce ratings, or that have attempted to apply their own MPAA-like ratings systems.
- Many of the DVDs in our system do not have an MPAA rating. These titles often come to us with an “NR” label on the spine where we are accustomed to seeing a rating. NR or “Not Rated” means that the title was never submitted to the MPAA for review. **NR is not the equivalent of a G, nor is it the equivalent of an R. NR provides no information about the content of the film.**
- There are many reasons why a film was not submitted to the MPAA for review. Classic films, children’s programming, television shows, documentaries, independent and foreign films often have no MPAA rating. DVD releases of new films which contain “special features” or “added content” are often released with the “Not Rated” designation.
- The Library does not label materials for content, place parental advisory warnings on materials or segregate materials due to content. The Library does not change ratings that have been assigned by the MPAA.

The Nose: Library defends life, liberty and pursuit of naughty toga parties

By The Nose

Tacoma News Tribune | May 16, 2014

Hey, boys and girls, with summer almost here, don't forget your Pierce County library card is a passport to adventure! Use it to explore the Lonely Mountain with Bilbo Baggins, or float the Mississippi River with Huck Finn!

Or why not visit the bacchanalia of the Roman Empire in the time of one of its most depraved rulers? You can wallow in the sleaze of "Caligula," co-produced by Penthouse magazine in the late '70s and panned by critics as one of the worst movies ever made.

A film so badly overacted, they could've just as well cast Tacoma's Roman Meal centurion in a lead role. A film banned by some countries for graphic violence and pornographic toga parties.

But don't worry, the NR (not rated) edition is available through all 18 branches of the Pierce County Library System, from Fife to Steilacoom.

So carpe diem, kids! Seize the day! Or at least seize a copy of the re-mastered and re-released anniversary edition of "Caligula" the library acquired in 2007.

Get 'em while you can. All but two of the six copies have either worn out or been stolen.

Who needs Elmo's Books anymore? We live in a time when anyone of any age can check out any book or DVD at the local library, no questions asked.

When we were young, a lad needed a stick-on moustache and a fake ID to buy a ticket for a racy movie. Or so we're told by, um, a friend.

Libertas supra omnia: The Pierce County library board reaffirmed freedom for all this week by modifying its minor access policy.

It reads, in part: "Library staff cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. The Library cannot determine which resources will best fulfill the needs and interests of any individual based on chronological age or level of education."

Or, as Roman librarians might've said, they decline to act in loco parentis.

Of course, we Americans have a little something extra that never dawned on the Caesars - the First Amendment. And you'll never catch us calling for censorship. At least not out loud, in a newsroom.

The reality is, we've raised a desensitized generation, and we can no more resensitize our young than stop the Antarctica ice sheet from collapsing.

They can probably handle "Caligula." Heck, they saw behavior nearly as naughty at the Miley Cyrus concert at the Tacoma Dome.

No, it's the grown-ups who need protection - like John, from Gig Harbor.

Cinema ad nauseum: John checked out "Caligula" from the Gig Harbor branch, not knowing much about it. Looked like a standard swords-and-sandals epic.

He and his wife sat down to watch it last Friday. She bailed out well before the screening ended.

John complained to library honchos and called the TNT to speak his mind. The fact that the movie wasn't labeled X-rated left him aghast.

"I'm taking it back today, " he said Monday. "I've got to get it out of our house. Bad stuff."

Sure is. Critic Rex Reed once called it a "trough of rotten swill."

A local library spokeswoman tells us they considered "very carefully" whether to add "Caligula" to their collection and decided "there are certain works of art that gain fame as much for the story of their creation as the end result."

Right. And certain works of art should be wrapped in brown paper, like how your dad's secret magazines always arrived in the mail.

Vox populi: The people have spoken, and it's not pretty. Some numbers:

*449. Number of times "Caligula" has been checked out in Pierce County.

*133. Number of library patrons currently on the waiting list for "The Hangover Part III."

*83. Number of copies of the "Fifty Shades of Grey" trilogy books in the library collection - not including ebooks, audiobooks, large print and Spanish. Most are checked out.

We leave you with one last Latin phrase. It's a cry for help - maybe to the public library system, maybe to God.

Serva nos a nobis ipsis.

Save us from ourselves.

Check out this Top 20 list

These were the top local library DVD checkouts of 2013. “Caligula” doesn’t make the list, so maybe there’s hope for us yet.

1. “The Hunger Games” 2,758
2. “Looper” 2,722
3. “Skyfall ”2,639
4. “Ice Age: Continental Drift” 2,554
5. “The Dark Knight Rises” 2,545
6. “The Amazing Spider-Man” 2,531
7. “Men in Black 3” 2,524
8. “Snow White and the Huntsman” 2,456
9. “Total Recall” 2,442
10. “The Bourne Legacy” 2,441
11. “Hotel Transylvania” 2,438
12. “Puss in Boots” 2,406
13. “Abraham Lincoln, Vampire Hunter” 2,384
14. “The Expendables 2” 2,349
15. “Diary of a Wimpy Kid, Dog Days” 2,338
16. “Madagascar 3, Europe’s Most Wanted” 2,247
17. “Brave” 2,244
18. “Prometheus” 2,220
19. “Dark Shadows” 2,192
20. “Alex Cross” 2,184

Source: Pierce County Library System

Got news for The Nose? Write to TheNose@thenewstribune.com. Twitter: @thenosetribune

Read more here: <http://www.thenewstribune.com/2014/05/16/3197808/the-nose-library-defends-life.html?sp=/99/296/331/306/309/#storylink=cpy>

M E M O



Date: June 3, 2014
To: Chair Linda Ishem and Members of the Board
From: Jennifer Patterson, Customer Experience Manager
Subject: Free Access Policy - Final Version

Attached for your information is the final version of the Free Access Policy, which was approved by the Board during the May meeting.

Board Policy



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, as well as 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. With the exception of Internet use (see [Public Internet Use Policy](#)), the Library does not place restrictions on the use of library resources based on age.

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. In compliance with the Children's Internet Protection Act (CIPA), youth under age 17 are limited to filtered Internet access on Library computers and electronic devices.

Board Policy



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. Pierce County Library System maintains 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.

Library staff cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. The Library cannot determine which resources will best fulfill the needs and interests of any individual based on chronological age or level of education.

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 and retitled: May 29, 2014.

MEMO

Date: May 30, 2014

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

From: Georgia Lomax, Deputy Director

Subject: Staff Presentations at Northwest Regional Polaris User Group Conference

The Northwest Regional Polaris User Group (NWPUG) held a conference on May 15, 2014. Polaris provided information and updates during the morning session on Innovative Interfaces, Inc. and the future of Polaris, and gave demonstrations on recent improvements.

PCLS was one of four libraries to give presentations during the afternoon breakout sessions. Senior Library Technician Melanie Kenney, Software Engineer Mike McKenney and Library Systems Administrator Jill Henriksen provided information on using *Quipu* software to manage and provide Book Club Kits.

Ms. Kenney provided valuable information on benefits of the software for both the customer and PCLS staff. From the Book Club Kit site, customers can check on Book Club Kit availability, reserve a kit, and learn about new additions. In the past, the Library was not able to obtain many decision management reports to help determine how Book Club Kit service was performing. Many reports are now available to evaluate performance and are accessible on screen or as a download into an excel report that can be sorted. Printing of shipping labels is now automated, which was previously performed manually. The new ability to adjust checkout periods has enabled better circulation and customer access to the Kits. Before the new software was implemented, Book Club Kits did not require or verify the user's library card. Now checkouts are connected to a customer account or patron, providing better control of the kits and reducing loss. These improvements have also created a significant reduction in administrative hours managing Book Club Kits.

To see the site firsthand, visit <http://bookkits.piercecountylibrary.org/> .



**Pierce County
Library Foundation**

**Pierce County Library Foundation
Board of Directors
April 22, 2014**

President Michael Gordon called to order the regular meeting of the Pierce County Library Foundation Board of Directors on Tuesday, April 22, 2014 at 7:42 a.m. at the Processing and Administration Center.

Attendance 65% Present: Jack Conway, Joan Cooley, Kathryn O. Galbraith, Caireen Gordon, Michael Gordon, Keri Kennard, Janice Ludwig, Travis Mahugh, Kathryn McCarthy, Tim Sherry, Molly Stuen, Stacy Topping, Karen Triplett, Mary Ann Woodruff. **Absent:** Cyndi Chaney, Kim Heggerness, Doug Whitton, Shelia Winston. **Excused:** Larry Faulk, Craig Richmond, Adam Small.

Staff Members: Lynne Hoffman, Foundation Director; Julie Kramer, Development Associate; Neel Parikh, Executive Director; Georgia Lomax, Deputy Director, Sally Porter Smith, Customer Experience Director.

Approval of Minutes: Mary Ann Woodruff moved and Janice Ludwig seconded the motion to approve the minutes of the March 25, 2014 meeting. The motion passed unanimously.

Finance Report: Kari Kennard informed the board that the total net assets at the end of March are \$635,520.22. The combined total net revenue over expenses year-to-date and distributions already made have exceeded the projected distribution budget target of \$485,000 which positions the Foundation favorably for meeting its year-end goals. Janice Ludwig moved and Kathryn O. Galbraith seconded the motion to approve the March 2014 financial reports. The motion passed unanimously.

Development Report: Lynne Hoffman reviewed current activities for Annual Giving, Leadership Giving, Corporate Giving and Grants that make up the Foundation's diversified fundraising strategy. A preliminary development plan for 2014-15 will be presented to the board at the May meeting. Board members suggested sending out happy anniversary cards to donors, donor parties at board member homes (Stacy Topping is conducting one in June), and a picture of board member(s) holding a sign saying "I give.." The development plan also includes communication activities for cultivation and stewardship.

Julie Kramer announced that the Ben. B. Cheney Foundation awarded \$15,000 for collection materials for the Senior Outreach program.

Nomination to the Board: Board Development Chair Tim Sherry nominated Linda Tieman to the board of directors. Linda is Executive Director for the Washington Center of Nursing and a resident of University Place. The motion was seconded by Mary Ann Woodruff. The motion passed unanimously.

Tim reminded board members that one of their responsibilities is to recruit new members to the board of directors. If board members are interested in serving on the Executive Committee, they should contact him or the Foundation Director to be considered.

2014-15 Development Planning: Board members were asked to complete a worksheet which reflects their opinions on the workings of the board. Board input will be considered for the 2014-15 Development Plan.

Community Connect: Sally Porter-Smith, Customer Experience Director, presented information about Community Connect, a new demographic segment tool for libraries. By developing the Annual Branch Services Plan, lifestyle segments help determine the materials and resources customers use most at each branch library as well as segments that are not using their local library.

The Foundation is testing the results of a fundraising appeal to patrons from selected lifestyle segments that have philanthropic interests and the capacity to give. The mailing will drop in approximately 6,000 homes by

the end of the month.

Pierce County READS: Caireen Gordon who has taken the lead role in orchestrating the Pierce County READS donor event reported that Pacific Grill will be the caterer, MaryAnn Woodruff secured the wine from 208 Garfield at cost, packets of muesli are being donated by former board member Jill Purdy husband's business and candles on tables round out the reception. Volunteer assignments were emailed earlier this week.

Leadership Giving Chair Janice Ludwig reported that at the suggestion of the committee, the Senior Outreach van and the Book Buggy will be on display for attendees at the Pierce County READS author appearance. Janice encouraged board members to accompany a donor to see the vehicles and learn more about the programs. Kathryn McCarthy described the board's role as that of a host of the party. Make sure every guest at the reception and the public presentation feels welcomed.

Library Director Report: Neel Parikh reported that the Trustees have chosen the firm of Bradbury Associates to lead the search for the new Executive Director. A staff committee may be asked to work with the search firm and may include a representative of the board.

Pierce County Library System was recently honored with two community service awards: 1) the Community Partner Award from Tacoma Community House and 2) the Silver Spoon Award from the Emergency Food Network.

The meeting adjourned at 9:07 a.m.

The next regular board meeting is scheduled for Tuesday May 27, at 7:30 a.m.

Neel Parikh

From: Deborah Jacobs <Deborah.Jacobs@gatesfoundation.org>
Sent: Wednesday, May 07, 2014 3:21 PM
To: Deborah Jacobs
Subject: Changes to Global Libraries at the Bill & Melinda Gates Foundation

To: GL grantees/partners
From: Deborah Jacobs
Date: May 7, 2014
Subject: Changes to Global Libraries

Dear Friends:

I want to share with you the decision the foundation has made to conclude our work in Global Libraries over the next three to five years. Global Libraries, the foundation's longest-running program strategy, will transition slowly in order to leave the field strong. There will be no programmatic changes to the 2014 and 2015 budget. We will honor all current funding commitments as well as in-process grants and contracts and remain committed to providing quality grants management for all our grantees and partners.

As the foundation continues to evolve and grow, it must make tough decisions related to priorities and focus and it has decided the Global Libraries strategy will conclude following a successful 20-year, \$1 billion investment. The foundation is proud of the quality of the projects within our portfolio, the work of our grantees and staff, and firmly believes in the value of public libraries. There is certainly more work to do in the libraries field, and we are confident that the legacy of our investments – combined with the ongoing work of our many partners worldwide – will help ensure that the global libraries field continues to provide opportunities for access for library users around the world.

The foundation's investments in public libraries both domestically and globally have ensured that millions of people around the world have better access to digital tools that can help improve their lives. And while this is a difficult decision, the program has a strong history and will leave a powerful legacy.

In 1997, Bill and Melinda created the Gates Library Foundation to bring computers and digital information to public libraries in the United States. When the foundation began this work, less than a quarter of U.S. libraries were connected to the Internet and fewer provided Internet access. Today, thanks to these investments, nearly all U.S. libraries are not just connected, they've been transformed to critical community assets for today's digital world.

Recognizing the potential of the world's public libraries, in 2000 the foundation expanded the program to include developing and transitioning countries. To date, Global Libraries has reached more than 13,000 public libraries in nearly twenty countries and has seen the same impact that has been achieved in the U.S.

Over the next 18 months the Global Libraries team will identify key activities to cement the impact of our investments in libraries and leave the library field strong. Through this we will work to determine the best way to codify the resources, tools, and learnings from our decades of work to inform and advance the field as public libraries continue to adapt to modern technologies and adjust to meet evolving community needs.

Recognizing what Bill and Melinda's support has meant to the library field and to your organization, Global Libraries staff and I will be reaching out to you to answer any questions and to hear from you what ideas you have for this next phase of the foundation's work with libraries. I plan on meeting with many of you at conferences and trips during the upcoming months to discuss how to most effectively make this transition.

If you have any questions, or if you are hearing any questions, please do not hesitate to reach out to me. Additionally, I encourage you to share this email with other people in your organization. I am deeply committed to supporting you and your work as we move forward.

I believe Bill and Melinda have made a truly remarkable investment in the world's public libraries, the impact of which is seen in the ways public libraries improve the lives of their users every day.

Thank you,

Deborah

Deborah Jacobs

Director Global Libraries

Global Development

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Bill & Melinda Gates Foundation

www.gatesfoundation.org



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URBAN
LIBRARIES
COUNCIL

INSPIRING LIBRARIES.
TRANSFORMING COMMUNITIES.

May 16, 2014

Federal Communications Commission
445 12th Street, SW
Washington, DC 20554

Dear Chairman Wheeler, Commissioner Clyburn, Commissioner O'Rielly, Commissioner Rosenworcel, and Commissioner Pai:

This letter is sent on behalf of public libraries that are members of the Urban Libraries Council serving over ninety million individuals across the country. While the letter follows a submission recently submitted by a cross section of school-focused organizations, now referenced as the Companion Letter, the signatories below hereby provide the Commission with a series of E-rate program reform recommendations specific to public libraries.

The E-rate legislation and implementing regulations established public libraries as a separate and distinct set of civic institutions to which the FCC has the authority and duty to provide advanced telecommunications services. While there is nothing in the statute or regulations that suggest that the status of public libraries are inferior to schools, and no one commenting in the pending E-rate proceeding has supported this idea, public libraries and the citizens they serve are not being equally considered. The facts are that in at least three major respects the E-rate program as administered has not addressed public library buildings and users as effectively as school buildings and their users. The Companion Letter eloquently makes the case for reform of the E-rate program for schools. The case for public libraries is just as strong but also quite different.

The three E-rate problems to fix for public libraries are:

1. Proportionality. Public libraries have not received a proportion of E-rate funding that parallels the proportion of public library buildings compared to school buildings. Public libraries operate in 17,000 buildings, whereas schools receiving E-rate funding appear to operate in about 100,000. Roughly speaking, after school buildings receive all the funding necessary to meet their goals -- and we agree with all the goals stated in the E-Rate Companion Letter for schools -- then public libraries should have received one-sixth of allocated funds for the 17 year history of the E-rate. If, for example the E-rate had been indexed for inflation, as it should have been from inception, then schools would be drawing about \$3.4 billion a year, and libraries would be receiving about \$560 million, for a total of about \$3.96 billion a year. Instead, public libraries have been receiving only about \$60-70 million a year. The cumulative shortfall since the beginning of the E-rate now totals about \$4 billion. It is predictable and regrettable that the results of this shortfall are visible in every public library in the country: (1) very few have 1 Gbps bandwidth to the building; (2) perhaps none have the minimally adequate 5 Mbps downlink Wi-Fi per user at critical times; (3) few have adequate desktop computers for their user base; and, (4) only a very few can afford the high cost of digital information.

The 1996 Telecommunications Act was signed in the Library of Congress in order to showcase its promise of connecting everyone to all information through the E-rate. Given this original goal, it is tragic that the E-rate has left public libraries offering Internet access inferior to what is available in most single family households today. Yet public libraries are the most important and often only free, public Internet access point for after-school children or the 90 million adult Americans who are not in the workforce and hence not able to access the Internet at work. Urban, suburban and rural public libraries are also critically important Internet access points for the one-third to 40% of Americans in those geographic areas who do not have broadband access at home.

2. Needs. Public libraries receive less financial support from the federal government than any other institution in the civic landscape. If the E-rate had provided the requisite proportional funding to public libraries (the rule of One-Sixth), then at \$560 million a year, the E-rate would be more than three times the budget of the Institute of Museum and Library Services, the largest and most important federal agency with a library mission, other than the FCC. At that level of funding, the FCC could transform public libraries into fertile grounds for innovating digital learning as well as providing adequate access to the Internet for the more than 100 million Americans who annually use libraries for such access. (That is much larger than the number of students and teachers in all K-12 schools.) However, because any E-rate spending must be allocated equitably -- that is, serving buildings in descending order of need, with the most needy coming first -- part of E-rate reform should be the creation of a formula for prioritizing library funding. The undersigned believe in a two-part formula: (1) income of the user group (weighted by cost of living), plus (2) number of daily users of the building (because the number leads to assessing the necessary Wi-Fi and desktop connectivity).

Because a large urban or suburban library will have at least as many users per day as there are students in a large high school (many will have three to four times as many users), the cost-of-living-adjusted income levels in cities will push urban libraries to the top of any equitable assessment of need. At the other end of the demographic analysis, rural libraries have fewer users, but often very low income levels in their user base. Eventually all public libraries should receive E-rate funding necessary to produce the 1 Gbps outside-5 Mbps inside bandwidth. In order to maximize results per E-rate dollar, however, an equitable formula is necessary.

In no way should such prioritizations pit urban against rural or library against school. Instead, this is an opportunity to ensure that the playing field is leveled for all simultaneously.

3. Administration. The analysis of contracting processes for schools as set forth in the Companion Letter does not apply to public libraries. The signatories of that letter did not study the situation of public libraries. That was not an error as much as a practical acknowledgment of the near irrelevance of public libraries to the administration of the E-rate program. Buildings that receive as little as three percent of the E-rate funding understandably do not attract the study of those who focus on deficiencies in the existing contracting process.

The undersigned do not take exception to the suggestions for administrative reform of E-rate as outlined in the Companion Letter. In fact, we agree with a number of the recommendations in the letter. However, these suggestions do not address the primary issues for public libraries. Public

libraries do not obtain much E-rate funding from school-led consortiums, and their governing authorities do not necessarily choose to supply broadband to and inside public libraries as part of the same processes that apply to schools. Giving due deference to the actual governance of public libraries as the FCC must, the E-rate program as to libraries will need to be administered under at least three different rubrics. First, all libraries should have access to the contracting prices obtained by other libraries and by schools in similar geographic areas. Next, all public libraries should be able to opt into contracts that the FCC itself puts out for bids. Finally, all public libraries should be able to know that they can contract for "whole networks." This means access to the Internet at a wide area network point of presence, a 1 Gbps fiber connection to every library building (two thirds of libraries have no fiber and those that do cannot afford the electronics upgrade to Gbps), a 5 Mbps Wi-Fi downlink inside all buildings, as well as caching, firewall, and maintenance. Comprehensive funding for whole networks is especially critical because a network is only ever as good as its weakest link.

These three rubrics should be transparent and predictable for at least five-year contracting periods.

The FCC's current process of modernizing the E-rate has served as a stimulus to the community of public libraries' thinking about the digital future of all communities. No other institutions rival the significance of public libraries in the civic landscape for adults, and for children during the many days and hours when school is not in session. Public libraries across the country now are asking themselves how it has come to pass that they have suffered such a shocking shortfall in obtaining E-rate funds.

Thanks to the FCC and its supporters in Congress, including especially the chairman of the Senate Commerce Committee and the originator of the E-rate legislation along with now retired Senator Snowe, public libraries are recognizing what should have happened and what needs certainly to occur in the future in order to provide a digital future for all Americans everywhere.

Thank you for your consideration.

Respectfully yours,



University Place Civic Building

BOARD OF DIRECTORS' MEETING MINUTES JANUARY 23, 2013

Meeting **was called to order** at 10:06 AM. In attendance were President Steve Sugg, Vice President Gary Cooper, Secretary-Treasurer Neel Parikh, Lori Erickson, Clifford Jo, Leslie Blaisdell, Lianna Collinge and Katie Bohocky.

The October 2013 **Minutes** were accepted as written.

Installation of a 2nd security camera in the Atrium discussed. Need to confirm if this would be a UPCB or City of UP cost. Lianna will speak with Jack. If UPCB responsibility Lianna will find out cost. Camera footage is recoded on a DVR and reviewed if vandalism occurs. Question on if City is notified remotely if DVR is not working? Steve will look into.

New Business - Contracts and contracts:

Elevator – ThyssenKrupp will remain as our service provider for the inside and outside elevators. We are on a one year contract, and will review level of service once 1 year contract is completed. They are able to provide better coverage on a 5 year contract.

Janitorial – Staff obtaining bid from ABM to take over janitorial services from P&N Janitorial. Staff has requested break down of janitorial services from P&N for months. Nothing has yet to be received.

Security – Staff requested Pierce County Security transfer contact and management from City of UP to AMI several times without the transfer happening. Communication issues. Staff to go out to bid on security services.

Fire Systems Monitoring, Inspection & Maintenance – Now using Smith Fire Systems for all monitoring, inspections, extinguisher service, and maintenance. Smith Fire found many maintenance issues that needed correction. Smith Fire will properly tag all systems with their contact information, and the Fire Department knows Smith Fire is our contact. Panel in mechanical room is still flashing. Smith Fire to research correction needed.

Electrical – Now using McMullen Electric for all electrical and lighting needs. McMullen is very responsive and gives quality service. Switched from Air Systems Engineering.

Staff will send all new contractor contracts to Board for review.

New Business – Professional Reserve study request:

Discussion of need for a comprehensive study for repair and replacement for building to properly allocate cash reserves. Lianna estimates the cost for a comprehensive study around \$8,000. The engineering firm will create a plan using their Professional Reserve study recommendations. The Board will then either adopt the proposed plan or adjust the plan to the Board's wishes. Board considered and approved an engineering firm to complete a professional study. Lianna will contact Apex to bid the Professional Reserve study.

New Business – New Board Portal:

Staff created a Board Portal to hold all Governing documents, financial information, insurance declaration pages, Policies, etc. The Board Portal will hold all of the necessary documents Board members will need. The Board Portal requires a log in and password, however, the password is only a gate, not SSL encryption. Staff cautioned the Board on sharing any direct links from within the Portal.

New Business – Insurance:

Commercial liability, earthquake and D&O insurance all complete. All 3 declaration pages are on the Board Portal. WCIA cannot cover UPCB insurance since we are a Condominium Association and not Government.

5727 Baker Way NW, Suite 200
Gig Harbor, WA 98332

P: 877.460.5880 | F: 253.265.3043 | E: lianna@aminc.org

New Business – Building Holiday Closure Schedule:

Staff to create a building holiday closure schedule. City of UP and Library to send Staff list of their closure dates for 2014. Atrium, elevator and stairs to be closed if Frog-n-Kiwi remains open with City and Library are closed.

Old Business – ADA Buttons:

Both Atrium ADA buttons have been fixed multiple times. Board & staff to look into replacing the ADA buttons in the future.

Old Business – Gas Schedule:

Discussion of gas usage. President Sugg reminded Board the building's HVAC also runs on gas along with the fireplace. \$8,000 budgeted for entire building's gas use. Staff informed the Board the 2nd floor fireplace was being turned on daily at 8:00am. The battery has been removed from the 2nd floor fireplace so it can no longer be lit.

Old Business – Fireplace Timer:

McMullen Electric has researched replacing the timer. Unfortunately, there is not a replacement that can be done economically. If the Board decides to replace the timer it would be very costly. The Board does not want to pursue replacing the timer at this time. Cover cannot be placed over the timer to prevent public from turning on the fireplace. The rock around the timer is uneven and will not allow a box to be placed over.

Old Business – Garage Door:

The large main garage door has been fixed multiple times by Davis Door Repair. They have been very responsive and efficient. Staff to look into replacing Pierce County Security to close the garage door each evening.

Financial reports:

2013 year end financial reports reviewed by Board. Lianna discussed the financial reports came in significantly lower than budgeted for 2013. Reports also included prepaid insurance policies for 2014.

Draft Operating 2014 Budget:

2014 invoices sent based on 50%. Owners would like this billed quarterly instead. Neel motioned for unexpected net income for 2013 be transferred into reserves. Gary 2nd, Board unanimously approved.

Neel motioned to approve the 2014 budget as presented. Gary 2nd, Board unanimously approved.

The Board will hold quarterly meetings, on the fourth Thursday of the first month of each quarter, 10:00 to 11:00 AM in the Library conference room. Neel will reserve space. (April 24, July 24, October 23, 2014). Staff will send updated calendar meeting notices for all 2014 Board meeting dates.

With no further business, meeting was adjourned at 10:57 am.

5727 Baker Way NW, Suite 200
Gig Harbor, WA 98332

P: 877.460.5880 | F: 253.265.3043 | E: lianna@aminc.org

9:19 AM
 04/09/14
 Accrual Basis

University Place Civic Building Profit & Loss Budget vs. Actual January through March 2014

	Jan - Mar 14	Budget	% of Budget
Income			
Interest on Reserves	7.32		
Contributions	215,541.00	431,082.00	50.0%
Total Income	215,548.32	431,082.00	50.0%
Expense			
ATRIUM			
Administraton			
Staff 30%	1,605.00	23,400.00	6.9%
Total Administraton	1,605.00	23,400.00	6.9%
Building Maintenance			
Cleaning Labor	9,400.00	51,014.00	18.4%
Cleaning Supplies	0.00	800.00	0.0%
Interior Window Cleaning	0.00	2,750.00	0.0%
Repairs & Maint. - Supplies	0.00	3,000.00	0.0%
Repairs & Maint. labor	375.20	6,000.00	6.3%
Reserves for Replacement	0.00	10,000.00	0.0%
Security 75%	4,617.36	29,877.00	15.5%
Total Building Maintenance	14,392.56	103,441.00	13.9%
Utilities			
Fireplace Gas - 25%	1,301.66	6,500.00	20.0%
HVAC Electricity House 2 -21.1%	1,727.89	7,500.00	23.0%
Lighting House 1 - 21.1%	1,550.64	4,600.00	33.7%
Waste Disposal	0.00	1,778.00	0.0%
Water	0.00	400.00	0.0%
Total Utilities	4,580.19	20,778.00	22.0%
Total ATRIUM	20,577.75	147,619.00	13.9%
COMMON			
Administration			
Bank Fees	60.00	96.00	62.5%
CPA - Tax Return Prep & Review	0.00	1,800.00	0.0%
Insurance - D & O	0.00	2,150.00	0.0%
Insurance - Earthquake	17,089.39	21,502.00	79.5%
Insurance General Liability/Umb	19,071.46	19,966.00	95.5%
Legal Fees	0.00	500.00	0.0%
Licenses	0.00	60.00	0.0%
Management 60%	5,885.00	11,700.00	50.3%
Printing, Postage, Supplies	372.87	600.00	62.1%
Telephone	794.88	60.00	1,324.8%
Administration - Other	0.00	350.00	0.0%
Total Administration	43,273.60	58,784.00	73.6%
Building Maintenance			
Agricultural Supplies	0.00	350.00	0.0%
CO2 Units Maintenance	0.00	4,200.00	0.0%
Elevator Maintenance "C"	4,790.53	2,200.00	217.8%
Entry Canopy Cleaning & Mainten	0.00	300.00	0.0%
Equipment Purchase - Pressure W	0.00	0.00	0.0%
Exterior Window Cleaning	0.00	5,400.00	0.0%
Fire Alarm Monitoring	622.24	420.00	148.2%
Fire System inspections	260.06	1,187.00	21.9%
HVAC Maintenance	0.00	14,850.00	0.0%
Repair & Maintenance labor	3,041.86	3,942.00	77.2%
Repair & Maintenance Supplies	0.00	6,000.00	0.0%
Scissor Lift rental	0.00	1,050.00	0.0%
Sprinkler Inspection	0.00	750.00	0.0%
Stair vestibule cleaning	0.00	400.00	0.0%
Total Building Maintenance	8,714.69	41,049.00	21.2%
Reserves			
Insurance Deductibles	0.00	3,335.00	0.0%
Legal Reserve	0.00	1,000.00	0.0%

9:19 AM
 04/09/14
 Accrual Basis

University Place Civic Building
Profit & Loss Budget vs. Actual
 January through March 2014

	Jan - Mar 14	Budget	% of Budget
Repair & Replacement	0.00	30,000.00	0.0%
Total Reserves	0.00	34,335.00	0.0%
Utilities			
Lighting Electric House 1 78.9%	5,798.39	16,500.00	35.1%
Mech Electricity House 2 -78.9%	6,461.25	26,850.00	24.1%
Natural Gas/HVAC - 75%	3,904.99	17,025.00	22.9%
Pest Control	82.05	985.00	8.3%
Sewer	101.47	1,020.00	9.9%
Surface Water Management	0.00	3,292.00	0.0%
Telephone	59.82	204.00	29.3%
Unused House 3	537.71	875.00	61.5%
Water	622.41	2,191.00	28.4%
Total Utilities	17,568.09	68,942.00	25.5%
Total COMMON	69,556.38	203,110.00	34.2%
PARKING			
Sewer	69.04		
Fire Supression Water	317.60	3,400.00	9.3%
Glass Elevator Cleaning	0.00	3,200.00	0.0%
HVAC & Lighting Electricity	0.00	27,500.00	0.0%
Insurance	0.00	2,219.00	0.0%
Repairs & Maint	4,695.06	10,000.00	47.0%
Rescue Station Monitoring	0.00	3,075.00	0.0%
Reserves for Repair & Replace.	0.00	15,000.00	0.0%
Security 25%	1,372.46	7,959.00	17.2%
Staff Time 10%	535.00	3,900.00	13.7%
Sweeping	0.00	900.00	0.0%
Telephone Alarm Monitoring	0.00	3,200.00	0.0%
Total PARKING	6,989.16	80,353.00	8.7%
Total Expense	97,123.29	431,082.00	22.5%
Net Income	118,425.03	0.00	100.0%

UNFINISHED BUSINESS

M E M O

Date: June 3, 2014

To: Chair Linda Ishem and Members of the Board

From: Chereé Green, Staff Experience Director

Subject: Executive Director Search Update - Timeline

As you know, on May 21 & 22nd, Bradbury and Associates made their first site visit to our Library. They met with the Screening Committee, Administrative Team, Staff, Leadership Team and Friends/Foundation members. They also toured some of our libraries. During their visit, we established a firm timeline and plan for the Executive Director Search as outlined below:

Activity	Target Date:
Board of Trustees meets in Special Session to set the salary range	May 30, 2014
Recruitment Advertisement is approved by Screening Committee and Board of Trustees Chair	May 31, 2014
Post ads, actively recruit candidate pool	June 1 - 20, 2014
Applications Close	July 20, 2014
All candidate documents sent to Screening Committee	July 21, 2014
All pre-screening interviews (by Bradbury) completed	July 23, 2014
Meet with Screening Committee and present the pool of candidates; select 6-8 semifinalists	July 31, 2014
Semi-final Interviews via Skype with Screening Committee	August 4-5, 2014
Reference Reports to Screening Committee	August 19, 2014
Final Interviews on Site with Board of Trustees (details on the schedule to be determined)	August 21-22, 2014
Negotiations Completed	August 29, 2014
New Executive Director Start Date	TBD

M E M O



Date: June 2, 2014

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

From: Georgia Lomax, Deputy Director

Subject: Metrics in 2014 Budget

Good stewardship and accountability to the tax payer is a long-held core value of the Pierce County Library. Measuring, evaluating and reporting what we do and how well we do it is one way we can share and assess our efforts, demonstrate our success, identify when new strategies or changes are needed, and recognize opportunities to improve operations and service.

Metrics were at the core of the Balanced Scorecard. Data helped tell the story of our success in fulfilling the promises of the Levy Reauthorization. We have continued to use data and evidence to help guide our choices and decisions, to spot changing needs and to test ideas. Last year, the Strategic Framework brought together past work and is helping focus our next steps. New metrics are needed as we move forward.

Attached are the metrics included in the 2014 Budget, and that will be monitored, evaluated and reported. The System Measures continue to reflect the Balanced Scorecard's emphasis on attending to the overall health and performance of the Library, not narrowly focusing on one or two aspects. Each Library department identified key metrics to use to assess department operations and service excellence. I've also attached a summary of the Library's recent performance management history.

During the meeting I would appreciate your thoughts on the measures, and how you would like to use them or have them reported to you.

System Measures: Operations, Staff, Service, Finance

How well are we operating? (run the business)	How well are we being used? (serve the customer)	How well are we meeting the public's expectations of us? (serve the customer)	How well are we managing our financial resources for sustainability? (manage resources)	How well are we prepared to grow and innovate? (skilled staff)
% of budgeted to actual expenditures	Total checkout per capita	Rating overall customer satisfaction	Personnel (wages and benefits) as percent of total operating budget	Staff turnover rate
Cost per checkout	Total visits per capita	Overall customer satisfaction with staff	Number of active donors	% of training dollars to payroll (wages & benefits) dollars
# of consecutive years without an audit finding	Active cardholders as a percent of population	% of customers who would recommend using the Library to others	Money contributed from gifts, grants and giving	
Total open hours per week	Total annual unique users	Total checkout of downloadable materials	# of months of operational expenses in fund balance	% of staff participating in a learning activity related to their position
Actual operating expenditure per capita	Questions answered per capita	# of minutes downtime of critical technology	# of years of capital improvement funding available	% of staff on payroll for 2+ years
Square foot per capita	Total hours of public Internet computer use	Materials expenditure per capita	Mill levy rate	
	Total hours of public Wi-Fi use	# of active community partnerships and sponsorships		

Key Metrics CUSTOMER EXPERIENCE (CE)

Measure	Strategic Focus				Year					Report Period*	Operating Principles							
	Youth	Digital Customers	Adult Learners	Readers	2012	2013	2014				2014 Actual	2014 Target	A	S	Q			
							Q1	Q2	Q3							Q4		
Number of participants in Early Learning programs	✓				21,790	26,384						+9%	Q		✓			
Number of participants in STEM Block Play programs	✓				NA	906						+30%	Q		✓			
Number of reading hours logged by school-age children in summer programs to reduce "summer backslide"	✓				75,450	93,400						+5%	A		✓			
% of children ages 5-9 participating in summer reading				✓	26.50%	40%						+10%	A		✓			
Number of adults attending programs to build computer skills			✓		1,808	2,036						+5%	Q		✓			

* A: annual S: semi-annually Q: quarterly

Key Metrics CUSTOMER EXPERIENCE (CE)

Measure	Strategic Focus				Year							Report	Operating				
	Youth	Digital Customers	Adult Learners	Readers	2012	2013	2014				2014 Actual		2014 Target	Skilled Staff	Serve Customer	Manage Resources	Run the Business
							Q1	Q2	Q3	Q4							
Number of individuals attending Workforce workshops to build job skills			✓		NA	760						+5%		✓			
Number of hours of public internet use		✓			460,753	473,237						+6%		✓			
Total number of website visits		✓			2,628,497	2,329,016						+8%		✓			

* A: annual S: semi-annually Q: quarterly

Key Metrics EXECUTIVE DIRECTOR'S OFFICE (EDO)

Measure	Strategic Focus				Year								Report Period*	Operating Principles			
	Youth	Digital Customers	Adult Learners	Readers	2012	2013	2014				2014 Actual	2014 Target		Skilled Staff	Serve Customer	Manage Resources	Run the Business
							Q1	Q2	Q3	Q4							
% actual to budgeted expenditures					99.09%	100.30%									✓		
Average # of months operating expenses in fund balance					4.45	4.7						4.65			✓		
% customers rating overall satisfaction with Library as good or excellent					NA	NA						TBD			✓		

* A: annual S: semi-annually Q: quarterly

Key Metrics FACILITIES MANAGEMENT (FM)

Measure	Strategic Focus				Year					Report Period*	Operating Principles						
	Youth	Digital Customers	Adult Learners	Readers	2012	2013	2014				2014 Actual	2014 Target	Skilled Staff	Serve Customer	Manage Resources	Run the Business	
							Q1	Q2	Q3								Q4
% of work orders completed within required response time (routine, priority, urgent)					NA	NA						TBD		✓			
% of internal customers rating service as satisfied or out performs					NA	84.52%						90%		✓			
% of safety indicator checklist completed					NA	100%						100%				✓	
Maintenance cost per square foot					\$11.72	\$12.07						≤\$12.60				✓	

* A: annual S: semi-annually Q: quarterly

Key Metrics FINANCE (FD)

Measure	Strategic Focus				Year					Report Period*	Operating Principles						
	Youth	Digital Customers	Adult Learners	Readers	2012	2013	2014				2014 Actual	2014 Target	Skilled Staff	Serve Customer	Manage Resources	Run the Business	
							Q1	Q2	Q3								Q4
% of bills paid on time					99.66%	99.46%							100%	Q			✓
Dun & Bradstreet PAYDEX score					72	77							80	Q			✓
% of internal customers rating service as satisfied or outperforms					NA	98.88%							99%	A		✓	

* A: annual S: semi-annually Q: quarterly

Key Metrics FUND DEVELOPMENT (FUND)

Measure	Strategic Focus				Year					Report Period*	Operating Principles						
	Youth	Digital Customers	Adult Learners	Readers	2012	2013	2014				2014 Actual	2014 Target	Skilled Staff	Serve Customer	Manage Resources	Run the Business	
							Q1	Q2	Q3								Q4
Number of active donors					1,437	1,362						1,500					✓
Dollars received from gifts, grants and giving					\$211,065	\$353,329						\$550,000				✓	
Number of new donors					753	554						550					✓
% of donors who renewed					48%	59%						64%					✓

* A: annual S: semi-annually Q: quarterly

Key Metrics INFORMATION TECHNOLOGY (IT)

Measure	Strategic Focus				Year					Report Period*	Operating Principles					
	Youth	Digital Customers	Adult Learners	Readers	2012	2013	2014				Skilled Staff	Serve Customer	Manage Resources	Run the Business		
							Q1	Q2	Q3						Q4	2014 Actual
% of work orders completed within required response time					NA	NA							✓			
% of internal customers rating service as satisfied or out performs					NA	84.78%							✓			
# minutes downtime of critical technology		✓			NA	NA										✓

* A: annual S: semi-annually Q: quarterly

Key Metrics MARKETING COMMUNICATIONS (MCR)

Measure	Strategic Focus				Year								Report Period*	Operating Principles			
	Youth	Digital Customers	Adult Learners	Readers	2012	2013	2014				2014 Actual	2014 Target		Skilled Staff	Serve Customer	Manage Resources	Run the Business
							Q1	Q2	Q3	Q4							
% of graphics work orders completed on or before due date					NA	NA											✓
# of customers receiving direct digital communication		✓			NA	23,000											✓
Social media reach		✓			NA	NA											✓

* A: annual S: semi-annually Q: quarterly

Key Metrics READING MATERIALS (R)

Measure	Strategic Focus				Year							Report Period*	Operating Principles				
	Youth	Digital Customers	Adult Learners	Readers	2012	2013	2014				2014 Actual		2014 Target	Skilled Staff	Serve Customer	Manage Resources	Run the Business
							Q1	Q2	Q3	Q4							
Collection turnover rate					6.7	6.5						6.5			✓		
Average turnaround time on all materials (receipt to delivery to branches)					NA	35 Days						21 Days					✓
% of customers rating satisfaction with collection as good or excellent					NA	NA						TBD			✓		
Department expenditures per item processed					\$5.69	\$12.38						≤\$12.75					✓

* A: annual S: semi-annually Q: quarterly

Key Metrics READING MATERIALS (R)

Measure	Strategic Focus				Year					Report Period*	Operating Principles					
	Youth	Digital Customers	Adult Learners	Readers	2012	2013	2014				2014 Actual	2014 Target	Skilled Staff	Serve Customer	Manage Resources	Run the Business
Department FTE per \$1M materials expenditure					6.51	7.84	Q1	Q2	Q3	Q4		≤8.00			✓	

*A: annual S: semi-annually Q: quarterly

System Performance Management: Operations, Staff, Service, Finance

It's all about results. Metrics allow us to report activities, such as what we do and how much we do. They allow us to capture satisfaction -- how well you, our customers, think we're doing. And they allow us to report service quality and results, such as how well we do things, and how what we do impacts our communities.

We report these things because you need to know what we achieve with the tax money you entrust to the Library, and what you and your family receive for your investment, which in 2014 will be fifty cents per \$1,000 assessed value or \$110.50 in property taxes for the average home (assessed at \$221,000).

The Library has measures that help us understand over all how it's performing. Each department has key measures it monitors that reflect the core of its business. You'll see these measures in XXX the department section XXXX on pages XXX-XXX

The 2006 Levy Reauthorization Promises

The Library's current approach to measurements and incorporating data and evidence into its decisions and processes began with the development of its Balanced Scorecard, and with the implementation of projects funded as a result of voters reauthorizing the Library's mill rate. The Library made four "levy promises":

- to increase open hours in order to expand access to staff, books and resources, and the facilities,
- to add books and other materials to support reading and life-long learning,
- to increase services for youth to support reading and build skills to succeed in school and prepare for their future, and,
- to ensure customer service and technology is convenient, fast, up-to-date and future focused.

During the levy implementation, Pierce County Library's budget grew from \$18 million to \$26 million with its resources, staff and attention clearly focused on helping the community achieve and thrive, and on delivering the experiences and services that customers told us they valued, needed and wanted. As a result, the Library looked at how to evaluate its performance and the work that was being done and delivered. It was clear that we needed to go beyond relying on just counting the number of books checked out or the number of open hours and focus on results.

Table XXXXX (levy stats tables) show statistics monitored during this time to evaluate how well we were delivering on the levy promises. They include 2006, the year before we began our implementation, 2007 – 2012, when we implemented the levy promises, and 2013, our most recent service year. During 2014, the Library will transition to new measurements as it looks forward and focuses on initiatives for its next few years.

Balanced Scorecard

In 2005, prior to the levy election, the library developed a strategic performance management system to build a solid foundation that would ensure its finances, operational processes, staff and resources were prepared to support its ability to successfully reach future goals. To do this, the Library adopted the use of the Balanced Scorecard, a tool developed at Harvard University in the 1990's that requires an organization to examine all

critical areas of operation in a balanced manner when making decisions and allocating resources. The Library used it to focus its efforts and resources on serving the customer, running the business well, developing skilled employees and managing its financial resources.

The Library's work in its Balanced Scorecard is captured and summarized in XXXXdiagramXXX on page XXXX Or insert it here.

Strategic Framework

The Library actively engages community members to learn what they value for themselves, their families and for the community. This valuable information guides the Library as it plans for the future. As the levy work progressed, in 2009 the Library focused its community engagement process on understanding what community members wanted from and for the library in the future. Five thousand individuals and community leaders helped build a vision, described in *Pierce County Library 2030: Facilities Master Plan*, of the activities and role of Library facilities in the coming years.

As we achieved goals set with the Balanced Scorecard, and listened to regular, evolving input from the public, we realized we needed a flexible, nimble tool to focus and guide the Library's decisions, choices, priorities and services. In 2012, with continuing loss of revenue and growing budget cuts, the Library undertook an extensive effort to understand the community's priorities for library services. Combining this valuable information about services and priorities with the Balanced Scorecard, *Pierce County Library 2030*, and experience from achieving the Levy Promises, the Library developed what is now its Strategic Framework, which identifies priorities articulated by the community and will help focus the services we offer, the work we do, and how we measure success. XXXXSee diagram XXXor insert hereX

The Strategic Framework is being used to guide staff as they prioritize and provide services, determine results and outcomes for our customers, and then identify measurements that will demonstrate success by the Library System, and library departments, and that will ensure the community is well-served.

System Measures: Operations, Staff, Service, Resources

In 2014, system metrics will be updated to monitor, evaluate and report how well the Library is doing as it seeks to be the community's choice for the discovery and exchange of information and ideas. The Library will finalize the system metrics that support elements and initiatives of the Strategic Framework in early 2014, and will establish baselines in 2014. Results will be reported in the in the 2015 budget along with targets.

XXXinsert the metric table

NEW BUSINESS

M E M O



Date: June 2, 2014

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

From: Clifford Jo, Finance & Business Director

Subject: 2013 Capital Improvement Projects

Attached is a chart that shows the 2013 capital improvement projects conducted. Note that the total paid for capital projects came in less than the 2013 the mid-year budget. Specific project results are mixed compared to their budgets.

Several large projects' costs budgeted in 2013—PAC HVAC in particular—have or will have incurred in 2014. We will present an updated capital improvement plan and budget next month, as part of the mid-year process.

**2013 CAPITAL PROJECTS
- ACTUALS -**

As of 12/31/2013

	<u>2013</u>			
	Final	Mid-Year	Actuals	
Beginning Fund Balance (estimated)	2,200,000	3,258,147	2,727,680.56	
REVENUES				
General Fund Transfer	492,335	495,689	495,689.00	Slight increase due to change in general fund revenues (2% GF revs)
Sale of Bookmobiles	TBD		15,000.00	From sale of Bluebird
Foundation Donations			105,235.77	
Investment Income			2,237.39	
Total Inflows	492,335	495,689	618,162.16	
Total Funding Available	2,692,335	3,753,836	3,345,842.72	
PROJECTS				
Commitments				
UP 5,000 sq feet expansion (10-year contractual)	120,000	120,000	120,000.00	Year 2 payment (Payments began 2012)
Fife Branch		128,100	146,662.35	2012 MBS costs paid in 2013 + additional work on HVACs
Fife follow up work	120,000	120,000	107,417.36	Fife Turnaround came in under budget
Service Improvement Projects				
Branch workflow and efficiencies		2,500	2,426.53	Carry forward of 2012 costs paid in 2013; on budget
Media Security		20,400	20,303.68	Carry forward of 2012 costs paid in 2013; on budget
Customer Print Enhancements		32,000	90,394.50	Costs shifted from Copier Replacements
Key Center project		155,000	155,901.65	Carry forward of 2012 costs paid in 2013; on budget
Major Maintenance				
HVAC Replacements				
PAC (Offset by potential energy grants)	840,000	1,126,000	969,534.18	Under budget; \$70,000 paid in 2014. Anticipating \$70,000+ in rebates
BLK	90,000	0	0.00	Project pushed out to a future year
Roof Replacements				
SMT	180,000	180,000	153,704.85	Under budget
IT Closet Cooling	64,000	67,000	55,071.96	Was \$192k over 3 years; reduced to \$67k; completed under budget
Vehicles				
Contingency for major repairs	10,000	10,000	8,406.65	Under budget
Transit Cargo Van (offset by bookmobile sales)	80,000	80,000	0.00	Shifted to 2014
Replace Passenger van #1 with Hybrid Car	35,000	35,000	27,293.25	Under budget
Replace Passenger van #2 with Hybrid SUV	45,000	45,000	44,826.51	On budget
Equipment and Technology				
Graphics Work Order System Replacement		14,000	13,995.00	On budget
ITG Power Upgrades		17,100	14,692.64	Under budget
Copier Replacements		66,000	14,715.65	2012 costs paid in 2013 (\$41k); costs shifted to Cust. Print. Enh.
Total Capital Project Budget	1,584,000	2,218,100	1,945,346.76	
Contingency Needs (3% CIP budget, min \$25,000)	48,000	67,000	11,915.89	Contingency budgeted at 3% of mid-year budget, minimum \$25,000
LWD Floor Reconfigure for Children & Teens		4,000	3,913.60	Foundation funded
LWD Early Learning (Albers)			3,952.57	Foundation funded
UP Literacy Project			4,049.72	From "Whirlygig" refund
Ending Fund Balance (estimated)	1,060,335	1,468,736	1,388,580.07	

M E M O



Date: June 2, 2014

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

From: Clifford Jo, Finance & Business Director

Subject: 2014 Mid-Year Budget Process

The Library has begun its 2014 mid-year budget session. The mid-year budget will be presented for approval during the July Board meeting. Public service managers along with support managers will provide input into the mid-year budget process to craft the service needs for the remainder of the year.

We're also reviewing all revenues which will lead to planning for the remainder of the year, as well as an indication for what next year may hold. The preliminary property values will be announced by the County Assessor-Treasurer by mid- to late June. CPI-U will be available mid-August.

The mid-year calendar is as follows:

Date	2014 Mid-Year Budget Activities
June 2	Mid-year budget packets distributed to department heads
June 23	Mid-year budgets due to Cliff
June 25	Managers receive approval or denial for mid-year changes and requests
June 27	2014 second half revenue projections established
July 9	<i>Board of Trustees</i> meeting: <ul style="list-style-type: none">▸ Review and approve 2014 mid-year budget▸ Review and approve adjustments to 2014 mid-year Capital Improvement Plan
July 31	Finance Department finishes applying approved changes in Eden and distributes revised department budgets to department heads



Date: June 22, 2014

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

From: David Durante, Customer Experience Manager

Subject: Scout Introduction

This year marked a new strategy for engaging customers and the community around the library. Using game mechanics, the Virtual Services Team has created an online experience to motivate and engage our adult customers and their families to get involved with the library.

Scout is an exciting new way to explore Pierce County Library by completing activities, earning badges, qualifying for prizes and sharing experiences. The platform launched on June 2nd, 2014 with four fun and interesting categories of badges to explore: Books, Do-It-Yourself, Food, and Local. Each badge has been crafted to uncover novel and entertaining experiences within your library, your community, and your world.

Scout was made possible by a \$150,000 grant from the Paul G. Allen Family Foundation. The groundwork was laid for the program back in 2011 when the Virtual Services Team started work on a pilot for the Teen Summer Challenge, a small project that allowed us to increase interaction and engagement in the Teen Summer Reading Program by 300%.

Using grant funds, we engaged Learning Times to develop the complex functionality of the platform. In addition, we contracted with Progress to conduct user experience testing of the beta site and received positive feedback and some suggestions for improving the usability of the site.

The Scout team has had many players this year – Jennifer Patterson was the Project Manager, Jaime Prothro headed up the content development. Alice Knox and Patrick McVicker tirelessly worked on every aspect of this project from coding and design to content and activities. Additionally, we've had help in managing the day-to-day operations of the platform from our Scout Experience Team – Alex Byrne, Greg Dyer, Laura Farrow, Tija Isles, and Tami Masenhimer. We also partnered with Marketing & Community Relations in the development of the design and marketing of the platform. Not to mention the incredible work of the Library Foundation. As you can see this was truly a partnership between many different departments and a great example of the amazing things that can be accomplished together.

Thank you.

M E M O

Date: June 3, 2014

To: Chair Linda Ishem and Members of the Board

From: Chereé Green, Staff Experience Director

Subject: Wellness Program Policy and Resolution

Pierce County Library System is partnering with the Association of Washington Cities to implement an updated Wellness Program for our employees. We have already kicked off our Wellness Program for 2014 with our first campaign, Tasty Twist. With Tasty Twist, employees are learning about and experimenting eating fruits and vegetables from all colors of the rainbow. We will be giving out prizes for participation in this fun campaign. We will be applying to win a Well City Award through AWC in 2015, which will give us an opportunity to earn a 2% rebate (approximately \$30,000) on our current benefits premium. Requirements for this award include promotions like Tasty Twist and other wellness related resources and program offerings. A Board approved policy and resolution will formalize our Wellness Program and satisfy one of the Well City Award requirements. We are excited to revamp our Wellness Program and partner with AWC to encourage and create employee health and wellness at PCLS.

Enclosed for the Board's review and requested approval are:

1. The PCLS Wellness Program Policy
2. The PCLS Wellness Program Resolution

Board Policy



Pierce County Library Wellness Program Policy

Policy Statement

Pierce County Library offers, encourages and supports participation in its Wellness Program.

PURPOSE

The purpose of the Wellness Program is to encourage and support employee wellness by providing resources, information and opportunities for Pierce County Library System employees to make choices that lead to active, healthy lifestyles. The health of its employees directly affects their ability to perform their job duties and provide services to its customers. Program components will include regular communication, wellness related resources and campaigns, health and risk assessments and questionnaires. The Wellness Program will be available to all PCLS employees, including full time, part time and substitutes. Participation will be voluntary. The Program will be overseen by the Staff Experience department and guided by the Wellness Committee. The Wellness Committee will be comprised of a cross-section of staff and management in the Library. They are responsible to uphold the mission of the wellness program and act as liaisons to bring ideas forward and champion wellness activities.

Adopted by the Pierce County Rural Library District Board of Trustees, June 11, 2014.

RESOLUTION NO. 2014-03

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PIERCE COUNTY RURAL LIBRARY DISTRICT
ESTABLISHING AN EMPLOYEE WELLNESS PROGRAM**

WHEREAS, Pierce County Library System recognizes that employee health is related to lifestyle decisions and many illnesses and injuries can be prevented by positive individual health practices, and

WHEREAS, the Pierce County Library System further recognizes that improvements to employee health, achievable through active workplace health promotion programs and activities, can result in better morale, reduced absenteeism, and enhanced productivity and performance, and

WHEREAS, Pierce County Library System wishes to implement an Employee Wellness Program aimed at preventing illnesses and injuries and promoting better morale, reduced absenteeism, and enhanced productivity and performance among its employees.

NOW, THEREFORE, BE IT RESOLVED by The Board of Trustees hereby expresses its support of the Pierce County Library System Wellness Program.

PASSED AND APPROVED THIS 11TH DAY OF JUNE, 2014.

BOARD OF TRUSTEES, PIERCE COUNTY RURAL LIBRARY DISTRICT

Linda Ishem, Chair _____

Robert Allen, Vice-Chair _____

Donna Albers, Member _____

Allen Rose, Member _____

J.J. McCament, Member _____