

**AGENDA**  
**Regular Meeting of the Pierce County Library System Board of Trustees**  
**August 13, 2014**  
**3:30 – 6:00 pm**

3:30 pm	2 min.	<b>Call to Order:</b> <i>Linda Ishem, Chair</i>	
3:32 pm	5 min.	<b>Public Comment:</b> <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.	<b>Consent Agenda</b>	<b>Action</b>
		<ol style="list-style-type: none"> <li>1. Approval of Minutes of the July 9, 2014 Regular Meeting</li> <li>2. Approval of July 2014 Payroll, Benefits and Vouchers</li> <li>3. <i>Resolution 2014-05: To Declare Equipment Surplus To Public Service Needs</i></li> </ol>	
3:40 pm	10 min.	<b>Board Members Report</b>	
3:50 pm	15 min.	<b>Officers Reports</b>	
		<ol style="list-style-type: none"> <li>1. June Dashboard, <i>Georgia Lomax</i></li> <li>2. July 2014 Financial Report, <i>Dale Hough</i></li> <li>3. Summer Learning Day, <i>Neel Parikh</i></li> <li>4. 2015 CPIU, <i>Clifford Jo</i></li> <li>5. Fife Update - Surrounding Development, <i>Clifford Jo</i></li> </ol>	
4:05 pm		<b>Unfinished Business</b>	
	20 min.	1. Executive Director Search Update, <i>Chair Ishem</i>	
	5 min.	2. 2015 Budget: Budget Process and Calendar, <i>Neel Parikh</i>	
	20 min.	3. Meeting Room, <i>Sally Porter Smith and Jennifer Patterson</i>	<b>Action</b>
		<ol style="list-style-type: none"> <li>a. Use Analysis</li> <li>b. Policy Review</li> <li>c. Procedure Review</li> </ol>	
	35 min.	4. Election Templates, <i>Neel Parikh</i>	
		<ol style="list-style-type: none"> <li>a. Template and Possible Timeline for Lid Lift Election and Facilities Bond</li> <li>b. Current and Projected Bonds and Levies in Pierce County</li> <li>c. Elections Analysis from October 2012</li> </ol>	
5:20 pm		<b>New Business</b>	
	20 min.	1. Board Bylaws Revision, <i>Neel Parikh</i>	<b>Action</b>
	10 min.	2. Open Public Meetings Act (OPMA) Training for Trustees, <i>Neel Parikh</i>	
5:55 pm	5 min.	<b>Executive Session:</b> <i>At this time on the agenda, the Board of Trustees will recess to Executive Session, per RCW 42.30.110, to discuss personnel issues.</i>	
6:00 pm	2 min.	<b>Announcements</b>	
6:02 pm		<b>Adjournment</b>	

# Consent Agenda

**BOARD OF TRUSTEES  
PIERCE COUNTY LIBRARY SYSTEM  
REGULAR MEETING, JULY 9, 2014**

**CALL TO ORDER**

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

**PUBLIC COMMENT**

There was no public comment.

**CONSENT AGENDA**

1. Approval of Minutes of the May 30, 2014 Special Meeting
2. Approval of Minutes of the June 9, 2014 Study Session Meeting
3. Approval of Minutes of the June 11, 2014 Regular Meeting
4. Approval of June 2014 Payroll, Benefits and Vouchers
  - a) Payroll Warrants 3555-3563, dated 06/01/14-06/30/14 in the amount of \$6,481.22
  - b) Disbursement Voucher - Payroll and Accounts Payable, dated 06/05/14 in the amount of \$581,181.80
  - c) Disbursement Voucher - Payroll and Accounts Payable, dated 06/20/14 in the amount of \$549,480.38
  - d) Accounts Payable Warrants 622773-622908, dated 06/01/14-06/30/14 in the amount of \$867,688.74

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

**BOARD MEMBERS REPORT**

Ms. Albers said the ALA conference was amazing and the range of topics and caliber of speakers were very impressive. A presentation on *The Future of Libraries* was provided by the Executive Director of the Chattanooga Library, who noted that just because there is a need in the community, the library does not have to be the one that fills the need. She said attendees were encouraged to embrace technology, pursue creative collaboration, engage in faster decision making, be committed to what the libraries are doing, and stop trying to bring the organization back to what it was before the economic downturn. The speaker noted libraries have to focus on today and the future. She stated the days before the downturn are gone, and will not likely return anytime soon, if ever, and today's libraries need to adjust. Ms. Albers commented on a session she attended on building and planning.

Chair Ishem also attended the conference. She noted she reached out to potential candidates in minority caucuses and told them about the strengths of the organization and the beauty of Pierce County in general. People she spoke to said the Board should encourage Bradbury Associates to reach out to potential candidates that would not typically be seen because there are up and coming talented people in the field. She also said the best responses she received were from people who had previously been in the Pacific Northwest and Pierce County area.

Ms. McCament shared a conversation she observed at Virginia Mason. In the waiting room a man commented that his leg was injured on a hike. A woman immediately asked him if he had read *Wild*. She excitedly told him about PC READS and went on to tell him about the book. Ms. McCament stated this is just one example that shows the impact PC READS has in the community.

## **OFFICERS REPORT**

### **May Dashboard**

There were no questions about the Dashboard.

### **June 2014 Financial Report**

Clifford Jo, Director of Finance and Business Operations, provided an overview of the financial report. He informed the Board that the Polaris contract renewal was charged to the wrong line item, and it will be moved to the correct line item (Contracted Maintenance). This can sometimes happen during the course of a year and it is standard practice to make adjustments to where expenses are charged.

### **IRS Tax Form 990 for 2013**

Mr. Jo reminded the Board completing the 990 form is an IRS requirement for all 501(c)(3) non-profit organizations and asked if there were any questions or concerns, of which there were none.

### **Scout Report**

David Durante, Customer Experience Manager – Virtual Services and Technology, informed the Board as of today's date 1142 have registered for the Scout program and 433 have registered to participate in the Teen Summer Challenge. He noted the Teen Summer Challenge has been up and running for three weeks and Scout has only been active for a little over a month. The target goal of 1000 participants has already been surpassed. He will continue to provide updates to the Board as the programs continue.

### **2014 Property Values for 2015 Tax Levy**

Mr. Jo informed the Board that on June 21, 2014, the Pierce County Assessor-Treasurer's Office released their annual report on property valuations in Pierce County. County-wide, residential properties increased by 9.6% and commercial property values have increased by 0.5%. He is calculating what this impact will be on 2015 revenues, and will be developing a budget strategy during July and August.

He stated the preliminary estimate for the Library's taxing district will have increased in value between 8.8% and 9.2%. Mr. Jo anticipates considerable work will be done on the budget and much of the increase will be applied to restore the set-asides, which were greatly reduced to offset further impacts to services and staffing. He told members of the Board as the Library exits the economic downturn it is faced with the need to address the capital improvement fund and planning for cash reserves.

### **PAC Self-Service Lobby**

Linda Farmer, Communications Director, and Lisa Bitney, Reading and Materials Director, provided an update on the self-service lobby at PAC. Ms. Farmer said she appreciates that decisions to make the changes in the way the lobby is staffed are data driven and staff took the time to do a pilot run to make sure it was the right thing to do. Neel Parikh, Executive Director, said the change had to serve the public's needs. It was also noted when public meetings are being held at PAC, the reception desk will be staffed.

The implementation date of the full-time self-service lobby is undetermined since the Union's recent filing of a formal notice demanding to bargain the impacts of this change on working conditions.

Ms. Parikh announced the reappointment of Ms. Albers by the Pierce County Council, which occurred on July 1, 2014.

Ms. Parikh informed the Board the new HVAC system received praise for improvements that took place in bringing the building's duct system up to current code and functionality.

### **Digital Experience Director Report**

Mr. Jo informed the Board that Karim Adib has accepted the position of Digital Experience Director. Mr. Adib will arrive in mid-August. He said the hiring process was a nine-month journey that allowed the Library to get the right person for the job. Mr. Adib formerly held an IT Director position in Chicago. Mr. Joe added that Mr. Adib is looking forward to the opportunity to strategically lead the IT department.

## **UNFINISHED BUSINESS**

### **Executive Director Search Update**

Chereé Green, Staff Experience Director, informed the Board six candidates have formally applied. Bradbury Associates is actively seeking 25 prospects on their own, and sees promise for an additional 15 to 20 candidates to apply before the position closes July 24, 2014. She noted she is pleased with Bradbury Associates' service. Screening to narrow the finalist selection will take place on July 31, 2014. Interviews will take place on August 4 and 5, 2014, followed by background and reference checks. Ms. Green said the hope is to have negotiations completed by August 29, 2014.

### **Facilities Master Plan (FMP) Study Session Follow Up**

Ms. Parikh reviewed items discussed in the June 9, 2014 Study Session and asked for guidance and a "To Do" list. The needs are outlined in the Board memo.

Ms. Parikh discussed ongoing activities and asked the Board for direction on the Executive Director transition plan and the importance of updating the Facilities Master Plan.

Ms. Parikh shared a recent meeting with the Bonney Lake Friends who indicated they were interested in placing a measure on the ballot for a new library that suggested interim funding.

Ms. McCament said it would be important to track the lid lift and bond elections and how the elections align. She asked what the options are, how elections are run and what the pros, cons and pitfalls are. She said there is an art to choosing when to go to an election and when to run ballot measures side by side. She noted the difference between school districts and the Library is that school districts renew funding measures and go out for bonds all the time and the public expects it.

Mr. Rose noted there are significant parts of the County that will not vote for any new taxes. The County was considering proposing the addition of a parks district and performed an analysis that showed people would not approve any additional tax dollars to run it.

Referring to the "To Do" list, Mr. Allen said he is in favor of staff providing a transition plan in general and not just for the Facilities Master Plan. He would also like to see what the Library

cannot do, what is important and what would simply be nice to have, and asked for these to be ranked in order of priority.

### **Election Options Available to Library Districts**

Ms. Parikh gave the Board a list of election options available to the Library District. She said elections are expensive due to the cost of communications and putting it on the ballot. Although the Library cannot lobby for anything placed on the ballot, they can, and should, provide fact-based information to the public. Friends and Foundations can pay to advertise.

### **Levy Lid Lifts**

Ms. Parikh said lid lifts can be for one time only or for six years. For a six year levy, the inflator must be determined. She said the common wisdom is not to place a lid lift on the ballot until the district levy rate is at 46 cents or lower.

### **Capital Facilities Area**

Ms. Parikh stated Sno-Isle utilizes this funding mechanism. Using this practice would allow the Library to draw a district, around Fredrickson for example, then take it to those voters in that district to build a library. The Library could draw a district that includes a city, and its surrounding area or could group multiple areas together.

Ms. McCament said it is not legal for the Library to do design/build, but a city could use that method. If a city placed a bond measure on the ballot to build a library, they would own it and do the design/build themselves. Ms. Parikh mentioned the Library learned a great deal from its experience working with University Place regarding occupancy of their civic building and will be in a far better position if this opportunity arises in another location.

### **District-Wide Bonds**

Ms. Parikh discussed general obligation bonds noting they must include the whole district, which encompasses all unincorporated Pierce County and any annexed cities. After a bond is passed, if a municipality pulls out of the Library District, those taxpayers are still obligated to pay on the bond. She noted excess levies are not used very often. It was attempted by the Library once and failed, but has never been done since.

### **Annexation**

Ms. Parikh moved on to a discussion regarding annexation, which is a method by which a city legally becomes a part of the Library's taxing district. She noted that cities annex to the library, not the other way around. When a city annexes into the Library District it is saying it wants to be a part of the District; therefore the city, not the Library, places the measure on the ballot. The city does not have the only say in the matter, as the Library has to agree to the addition. When an unincorporated area becomes a city, it is no longer part of unincorporated Pierce County. At that time the city has to decide if they want to be part of the District and have one year to make that decision.

Members of the Board complimented Ms. Parikh on her work and noted it was very informative.

## **NEW BUSINESS**

### **Maker Movement**

Jaime Prothro, Customer Experience Manager, shared two poems: "*Lament to Makers*" and "*Advice to the Players*" from the book "*Star Dust*" by Frank Bidart.

She explained that the Maker Movement has been developing quite rapidly and the lifelong learning aspect of the movement connects well with libraries.

Ms. Prothro added that the Maker Movement will help the Library in its future endeavors in serving people of all ages, backgrounds, abilities and interest levels. She recommended an informative book titled *"Makers: The New Industrial Revolution"* authored by Chris Anderson.

### **3D Printing in Gig Harbor Pierce County Library**

Terri May, Gig Harbor Librarian, provided a presentation on 3D printing. She brought several projects designed and created by customers who attended workshops conducted at the Branch.

She explained 3D printing and how the printers work using a digital file that prints a 3D object layer by layer. Mr. Allen explained 3D printing reverses the current process and techniques used in manufacturing. Instead of starting with a big piece of material and whittling it down (subtractive manufacturing), 3D printers start with something small and build it up.

Some popular industries using 3D printing applications include architecture, medical, culinary arts, automotive, aerospace, art and fashion. 3D printing allows the design of objects, with a complete internal structure strictly for function, which could not be accomplished using traditional manufacturing processes.

Ms. May shared a video showing the 3D printer in use at the branch. She noted the enclosures around the 3D printers were provided by Friends and stressed that no taxpayer dollars have been used on the 3D printers. She invited members of the Board to visit the Gig Harbor branch and see the printers in person.

Ms. May said the Library currently offers two classes on 3D printing: *Introduction to 3D Printing* and *Printing for Beginners*

Mr. Allen asked about the costs involved in running the printers. Ms. May said all equipment and materials have been donated.

### **2014 Mid-Year Budget Adjustment**

Mr. Jo referenced the memo in the Board packet and its attachments, identifying the mid-year budget chart that summarizes the budget for the remainder of the year. The primary goal of the mid-year budget is to ensure that spending is on track for the remainder of the year, make corrections and adjustments as needed, and begin planning for the 2015 budget.

Mr. Jo said they are predicting a balanced budget without the need to use cash reserves for the remainder of the year.

Ms. McCament moved for approval of the Operating Budget. Mr. Rose seconded the motion and it was passed.

### **Capital Improvement Budget**

Mr. Allen asked about beginning fund balance estimates, where they came from and what the mid-year projection is. Mr. Jo explained the original \$2M was estimated in November last year. He said because the Library operates on a cash basis, not an accrual basis, it makes it difficult to know how much cash the Library has on hand at any point in time. He explained that billing spans the fiscal year and warrants payable clear out over a period of time. Mr. Jo said he will

work with Dale Hough, Finance Manager, to find a way to provide the Board with a more definite projection.

Mr. Allen moved for approval of the Capital Improvement Budget. Ms. McCament seconded the motion and it was passed.

### **Circulation Report**

Sally Porter Smith, Customer Experience Director, provided an overview of the circulation report, a review of how circulation has changed over the past 3 years. In 2013, the Library reported a 6.1% loss in circulation while implementing a 23.34% reduction in materials budget. A review of prior three year's data provides a broader perspective in understanding the 2013 circulation loss. This report identified specific areas of circulation loss, the administrative decisions impacting circulation, as well as other contributing factors to declining circulation for specific types of materials.

Ms. Porter Smith went on to say how and what the Library now circulates, for example downloadable books and music as well as online access to articles and databases is different than what it was 10 years ago. She said the purpose of the report is to look at and understand circulation historically noting the levy lid lift brought additional dollars for collection as shown in the chart tracking circulation and materials budget. Reviewing circulation in comparison to other libraries on a national and regional basis is informative. This year, a national report shows libraries of comparable population are showing a 1% average increase in circulation ; King County, Sno-Isle, Kitsap and Timberland have all reported increases in circulation ranging from 1% to 6%. The Library's overall circulation has decreased , however, downloadable circulation increased 39%. Database use is not included in circulation statistics.

Ms. Porter Smith discussed decreases in DVD circulation, which is the highest contributor to circulation loss. Many factors contribute to the decrease, including administrative and operational changes made to manage theft (dispensing units and change in holds pickup), budget reductions and holds caps on DVD items, as well as marketplace changes (i.e., Netflix, Redbox, streaming movies). Ms. Porter Smith said budget cuts have been made due to DVD loss reduction and having 30% of the collection in machines has contributed to fewer unreturned DVDs. She also noted early Hoopla (online streaming video) use is strong, giving evidence that customer preferences and needs are changing, making it clear the Library needs to evaluate how much it spends on DVDs because it represents a large part of the circulation budget.

Lisa Bitney, Reading and Materials Director, discussed changes in circulation of CDs, reporting a 27% decrease in circulation since 2011. She said changes in the CD industry which has been in decline since 2007. The way people read today (e-Books, downloadable audio, etc.) has also changed. While print reading circulation has declined, e-Book circulation has increased 13% from last year and audio book circulation increased 20%.

Ms. Bitney noted when the levy lid lift was passed, the materials budget increased, peaking at \$4.7M in 2011 the same year circulation started to decline. This happened regionally as well. In 2012, a decision was made to cut the materials budget by 23%, influenced not only by declining Library budgets but the lack of e-Books available for purchase by libraries, space limitations for collections in libraries, and other marketplace considerations. Ms. Porter Smith added the Library remained mindful of what the community wanted and needed during this budget reduction process.

Ms. Bitney reviewed a list from the packet that demonstrated how the Library's circulation numbers compare to other libraries both regionally and state-wide. 2013 information was not available at the time the report was prepared. Ms. Parikh pointed out that even when you look at circulation per capita, the Library is ranked in the top two. She noted the per capita percentage is the best way to compare what the Library is spending. She informed the Board that the Library's per capita is ranked lower because of its space constraints, which mandates that the collection stays the same size. Electronic use is reported separately, and because it does not require space in the buildings, this gives the Library the ability to provide more materials to its customers.

Ms. McCament thanked Ms. Porter Smith and Ms. Bitney and said it was an interesting report and analysis. Mr. Allen mirrored Ms. McCament's comments.

**EXECUTIVE SESSION**

There was no Executive Session.

**ANNOUNCEMENTS**

There were no announcements.

**ADJOURNMENT**

Ms. McCament moved to adjourn the meeting at 6:12 p.m. Mr. Allen seconded the motion and it was passed.

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Neel Parikh, Secretary

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Linda Ishem, Chair

## July 2014 Payroll, Benefits and Vouchers

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	3564-3571	07/01/14-07/31/14	\$4,272.50
Disbursement Voucher - Payroll & Acct Payable		07/07/14	\$586,829.17
Disbursement Voucher - Payroll & Acct Payable		07/21/14	\$590,362.59
Accounts Payable Warrants	622921-623073	07/01/14-07/31/14	\$1,061,851.23
<b>Total:</b>			<u><u>\$2,243,315.49</u></u>

**Check History Listing**  
Pierce County Library System

Check #	Bank	Date	Paid to	Status	Can/Vd Date	Pay Period Dates	Dir Dep	Amount
3564	pr	07/07/2014	GRACE, TRICIA			06/16/14 - 06/30/14	0.00	273.01
3565	pr	07/07/2014	HILL, EMILY			06/16/14 - 06/30/14	0.00	100.80
3566	pr	07/07/2014	MARSHALL, SARAH			06/16/14 - 06/30/14	0.00	100.80
3567	pr	07/07/2014	WYATT, KAYLA			06/16/14 - 06/30/14	0.00	230.40
3568	pr	07/07/2014	DEVITA, JOHN			06/16/14 - 06/30/14	0.00	1,320.55
3569	pr	07/07/2014	ROCK, SHELLIE			06/16/14 - 06/30/14	0.00	890.29
3570	pr	07/20/2014	YOUNG, JOHN			07/01/14 - 07/15/14	0.00	398.45
3571	pr	07/20/2014	ROCK, SHELLIE			07/01/14 - 07/15/14	0.00	958.20
<b>Total:</b>							<b>0.00</b>	<b>4,272.50</b>

Checks in report: 8

**Grand Total:** 0.00 4,272.50

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 7/3/2014	

	Account Code							Acct. Action	DESCRIPTION	AMOUNT
	Fund	Dept	Prog	BASUB	Elem	OB	M/OB			
1	697	001	0000	237	00				FIT EE and EIC- Wire to IRS	\$64,234.89
2	697	001	0000	237	00				Fica EE and Medicare - Wire to IRS	\$44,877.68
3	697	001	0000	237	00				Fica ER and Medicare - Wire to IRS	\$44,877.68
4	697	001	0000	237	00				DIR DEP-file to Columbia Bank	\$420,572.66
5	697	001	0000	237	00					
6	697	001	0000	237	00					
7	697	001	0000	237	00				dept of rev	\$0.00
8	697	001	0000	237	00					
9	697	001	0000	237	00					
10	697	001	0000	237	00					
11	697	001	0000	237	00					
12	697	001	0000	237	00				Deferred Comp. Program	\$8,448.00
13	697	001	0000	237	00				ING	\$2,297.00
14	697	001	0000	237	00				H.S.A. Employee deductions	\$1,521.26
15	697	001	0000	237	00				H.S.A. Employer Contribution	
16	697	001	0000	237	00				H.S.A. fee	\$0.00
									please put the total amt below into PCLS payroll account	
									<b>TOTAL</b>	<b>\$586,829.17</b>

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

Prepared By:	Date:	Approved By:	
Christy Telling	7/3/2014	Christy Telling	7/3/2014

COUNTY OF PIERCE  
BUDGET AND FINANCE DEPARTMENT

Disbursement Journal Voucher (T/C) 74	Agency No.	D.J.V. Date	D.J.V. No.
	001-116	revised 7/18/2014	

	Account Code							Acct. Action	DESCRIPTION	AMOUNT
	Fund	Dept	Prog	BASUB	Elem	OB	M/OB			
1	697	001	0000	237	00				FIT EE and EIC- Wire to IRS	\$62,008.49
2	697	001	0000	237	00				Fica EE and Medicare - Wire to IRS	\$44,641.38
3	697	001	0000	237	00				Fica ER and Medicare - Wire to IRS	\$44,641.38
4	697	001	0000	237	00				DIR DEP-file to Columbia Bank	\$423,749.27
5	697	001	0000	237	00					
6	697	001	0000	237	00					
7	697	001	0000	237	00				dept of rev	\$4,037.91
8	697	001	0000	237	00					
9	697	001	0000	237	00				Jane Miller Overpayment	(\$1,232.10)
10	697	001	0000	237	00					
11	697	001	0000	237	00					
12	697	001	0000	237	00				Deferred Comp. Program	\$8,448.00
13	697	001	0000	237	00				ING	\$2,347.00
14	697	001	0000	237	00				H.S.A. Employee deductions	\$1,521.26
15	697	001	0000	237	00				H.S.A. Employer Contribution	
16	697	001	0000	237	00				H.S.A. fee	\$200.00
									please put the total amt below into PCLS payroll account	
									<b>TOTAL</b>	<b>\$590,362.59</b>

Bank No.	Check No.	Issued To	Bank No.	Check No.	Issued To
		U.S. Treasury			
Prepared By:			Date:		Approved By:
Christy Telling			7/18/2014		Christy Telling
					7/18/2014

**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>
622921	07/03/2014	000184 CITY TREASURER		668.08
622922	07/03/2014	000020 ELISE DEGUISEPP		1,079.53
622923	07/03/2014	000094 ELMHURST MUTUAL POWER & LIGHT		984.42
622924	07/03/2014	000195 FIRGROVE MUTUAL WATER CO		311.20
622925	07/03/2014	000377 PUGET SOUND ENERGY		1,742.68
622926	07/03/2014	000830 BAKER & TAYLOR		21,341.65
622927	07/03/2014	000189 BAKER & TAYLOR ENTERTAINMENT		11.64
622928	07/03/2014	000087 BLACKSTONE AUDIO BOOKS INC		1,949.74
622929	07/03/2014	000161 CENGAGE LEARNING		554.17
622930	07/03/2014	005974 YESSICA GONZALEZ SANTIAGO		18.98
622931	07/03/2014	005975 BARRY GREEN		44.69
622932	07/03/2014	000243 INGRAM LIBRARY SERVICES		10,784.38
622933	07/03/2014	000352 MIDWEST TAPE	V	0.00
622934	07/03/2014	000352 MIDWEST TAPE		25,690.62
622935	07/03/2014	000323 NEWS TRIBUNE		270.40
622936	07/03/2014	000406 RECORDED BOOKS LLC		1,401.61
622937	07/07/2014	000828 AFSCME AFL-CIO		5,543.80
622938	07/07/2014	000175 ASSOCIATION OF WASHINGTON CITI		168,752.73
622939	07/07/2014	003311 DEPARTMENT OF LABOR & INDUSTRI		11,443.51
622940	07/07/2014	003985 PACIFICSOURCE ADMINISTRATORS		1,713.07
622941	07/07/2014	001181 PIERCE CTY LIBRARY FOUNDATION		459.45
622942	07/07/2014	004276 STATE CENTRAL COLLECTION UNIT		151.67
622943	07/07/2014	000823 UNITED WAY		67.00
622944	07/07/2014	004782 US DEPARTMENT OF EDUCATION		178.68
622945	07/07/2014	000827 WA STATE- DEPT OF RETIREMENT S		82,302.86
622946	07/07/2014	000881 WASHINGTON STATE SUPPORT REGIS		446.38
622947	07/07/2014	000895 COLUMBIA BANK		50.00
622948	07/07/2014	005973 SARAH DURHAM		23.91
622949	07/07/2014	005272 GREEN EFFECTS INC		80.93
622950	07/07/2014	001290 REGIONAL BUILDING SVCS CORP		507.25
622951	07/07/2014	003497 TAMARA SAARINEN		76.94
622952	07/07/2014	005613 SUNWEST PROPERTY MAINTENANCE		1,969.20
622953	07/07/2014	000635 WAYNES ROOFING INC		127,983.45
622954	07/10/2014	000242 BUCKLEY CITY OF		218.37
622955	07/10/2014	000184 CITY TREASURER		961.20
622956	07/10/2014	000184 CITY TREASURER		494.24
622957	07/10/2014	000184 CITY TREASURER		31.78
622958	07/10/2014	000207 GIG HARBOR CITY OF		1,238.78

**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>
622959	07/10/2014	000243 INGRAM LIBRARY SERVICES		272.93
622960	07/10/2014	000377 PUGET SOUND ENERGY		725.84
622961	07/10/2014	000541 STATE OF WASHINGTON		363.45
622962	07/11/2014	003311 DEPARTMENT OF LABOR & INDUSTRI		22,371.64
622963	07/11/2014	003311 DEPARTMENT OF LABOR & INDUSTRI		21,084.13
622964	07/11/2014	000821 PIERCE COUNTY SUPERIOR COURT		274.53
622965	07/11/2014	000821 PIERCE COUNTY SUPERIOR COURT		236.70
622966	07/11/2014	005982 BELLINGHAM TECH COLLEGE LIBRAR		59.39
622967	07/11/2014	005977 BRISTOL COMMUNITY COLLEGE		130.00
622968	07/11/2014	000895 COLUMBIA BANK		301.18
622969	07/11/2014	001512 DAILY JOURNAL OF COMMERCE		71.40
622970	07/11/2014	001467 DATA SECURITY CORP		132.50
622971	07/11/2014	003311 DEPARTMENT OF LABOR & INDUSTRI		490.19
622972	07/11/2014	005283 E-RATE EXPERTISE INC		90.00
622973	07/11/2014	005272 GREEN EFFECTS INC		6,253.70
622974	07/11/2014	005983 COLLEGE LIBRARY OREGON COAST COM		22.00
622975	07/11/2014	001822 PENINSULA SCHOOL DISTRICT		1,134.60
622976	07/11/2014	000857 PIERCE COUNTY RECYCLING		56.32
622977	07/11/2014	000374 POSTMASTER		146.00
622978	07/11/2014	004397 SHKS ARCHITECTS PS INC		2,929.50
622979	07/11/2014	000496 THYSSEN SOUND ELEVATOR		2,190.71
622980	07/11/2014	003719 UNIQUE MANAGEMENT SERVICES		1,485.70
622981	07/11/2014	000534 WCP SOLUTIONS		1,065.83
622982	07/11/2014	001583 ALIBRIS		89.70
622983	07/11/2014	000172 AMERICAN LIBRARY ASSOC		111.80
622984	07/11/2014	000830 BAKER & TAYLOR		12,335.71
622985	07/11/2014	000189 BAKER & TAYLOR ENTERTAINMENT		23.84
622986	07/11/2014	000161 CENGAGE LEARNING		2,608.37
622987	07/11/2014	003939 CREATIVE COMPANY		89.75
622988	07/11/2014	001285 DIVERSE MEDIA INC		80.70
622989	07/11/2014	005946 GAYLA GOLLER		68.00
622990	07/11/2014	000325 HF GROUP LLC		736.32
622991	07/11/2014	000243 INGRAM LIBRARY SERVICES		6,177.40
622992	07/11/2014	002062 GEORGIA LOMAX		412.32
622993	07/11/2014	000352 MIDWEST TAPE	V	0.00
622994	07/11/2014	000352 MIDWEST TAPE		35,808.99
622995	07/11/2014	001941 JUDY T NELSON		166.32
622996	07/11/2014	000323 NEWS TRIBUNE		270.40
622997	07/11/2014	005956 JENNIFER PATTERSON		1,132.88

**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>
622998	07/11/2014	000897 PROQUEST INFORMATION & LEARNIN		8,882.39
622999	07/15/2014	004022 US BANK		25,220.20
623000	07/15/2014	004022 US BANK		46,255.69
623001	07/18/2014	000895 COLUMBIA BANK		225.81
623002	07/18/2014	001512 DAILY JOURNAL OF COMMERCE		69.30
623003	07/18/2014	005272 GREEN EFFECTS INC		338.37
623004	07/18/2014	002065 TRISHA MUSCHETT		147.46
623005	07/18/2014	000979 ORBIS CASCADE ALLIANCE		5,926.00
623006	07/18/2014	000370 PIERCE COUNTY		92.00
623007	07/18/2014	000344 PROGRESSIVE BUSINESS PUBLICATI		94.56
623008	07/18/2014	004018 STAPLES INC		581.56
623009	07/18/2014	000742 TACOMA DIESEL & EQUIPMENT INC		1,827.41
623010	07/18/2014	000497 TILlicum COMMUNITY SERVICE CEN		1,780.52
623011	07/18/2014	000541 STATE OF WASHINGTON	V	4,037.91
623012	07/18/2014	003778 AFLAC		5,530.82
623013	07/18/2014	000828 AFSCME AFL-CIO		5,608.25
623014	07/18/2014	000175 ASSOCIATION OF WASHINGTON CITI		2,353.91
623015	07/18/2014	001578 COLONIAL SUPPLEMENTAL INSURANC		831.26
623016	07/18/2014	003985 PACIFICSOURCE ADMINISTRATORS		1,713.07
623017	07/18/2014	001181 PIERCE CTY LIBRARY FOUNDATION		384.45
623018	07/18/2014	004276 STATE CENTRAL COLLECTION UNIT		151.67
623019	07/18/2014	000823 UNITED WAY		67.00
623020	07/18/2014	004782 US DEPARTMENT OF EDUCATION		179.05
623021	07/18/2014	000827 WA STATE- DEPT OF RETIREMENT S		80,792.31
623022	07/18/2014	000881 WASHINGTON STATE SUPPORT REGIS		446.38
623023	07/22/2014	004779 CABLING TECHNOLOGY SVCS CONVERG		703.44
623024	07/22/2014	005978 ETH-NOH-TEC		2,450.00
623025	07/22/2014	001681 PITNEY BOWES		20,000.00
623026	07/22/2014	000534 WCP SOLUTIONS		990.01
623027	07/24/2014	000830 BAKER & TAYLOR		22,723.51
623028	07/24/2014	000161 CENGAGE LEARNING		2,497.72
623029	07/24/2014	000847 CENTER POINT PUBLISHING		195.93
623030	07/24/2014	000184 CITY TREASURER		4,008.36
623031	07/24/2014	000020 ELISE DEGUISEPPI		25.00
623032	07/24/2014	000243 INGRAM LIBRARY SERVICES		11,343.14
623033	07/24/2014	000352 MIDWEST TAPE		14,492.13
623034	07/24/2014	000907 NEW YORK TIMES		858.00
623035	07/24/2014	000323 NEWS TRIBUNE		540.80
623036	07/24/2014	000362 ORTING CITY OF		1,499.97

**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>
623037	07/24/2014	001886 NEEL PARIKH		351.22
623038	07/24/2014	000463 SUMMIT WATER & SUPPLY CO		339.72
623039	07/24/2014	004022 US BANK		63,440.52
623040	07/25/2014	000363 DBA OVERALL LAUNDRY SERV. ARAMARI		17.39
623041	07/25/2014	000895 COLUMBIA BANK		193.00
623042	07/25/2014	004779 CABLING TECHNOLOGY SVCS CONVERG		393.84
623043	07/25/2014	000072 DEMCO INC		40.79
623044	07/25/2014	005862 ELITE PROPERTY INVESTMENTS LLC		9,033.40
623045	07/25/2014	003985 PACIFICSOURCE ADMINISTRATORS		185.50
623046	07/28/2014	000830 BAKER & TAYLOR		19,205.66
623047	07/28/2014	000161 CENGAGE LEARNING		4,850.07
623048	07/28/2014	000184 CITY TREASURER		860.25
623049	07/28/2014	000243 INGRAM LIBRARY SERVICES		9,711.45
623050	07/28/2014	000352 MIDWEST TAPE	V	0.00
623051	07/28/2014	000352 MIDWEST TAPE		42,379.97
623052	07/28/2014	000323 NEWS TRIBUNE		497.80
623053	07/28/2014	001445 OPES INC		2,327.35
623054	07/28/2014	005986 ALBA ORTIZ		10.00
623055	07/28/2014	000377 PUGET SOUND ENERGY		3,010.15
623056	07/28/2014	000451 SEATTLE TIMES SEATTLE PI		706.86
623057	07/30/2014	001554 ANDREW'S FIXTURE CO INC		1,314.00
623058	07/30/2014	000363 DBA OVERALL LAUNDRY SERV. ARAMARI		16.41
623059	07/30/2014	000176 ATS AUTOMATION INC		5,237.53
623060	07/30/2014	005369 BIRCH ELECTRIC LLC		4,471.33
623061	07/30/2014	000895 COLUMBIA BANK		108.92
623062	07/30/2014	003311 DEPARTMENT OF LABOR & INDUSTRI		615.00
623063	07/30/2014	000041 EMPLOYMENT SECURITY DEPARTMENT		7,490.00
623064	07/30/2014	000546 GRAINGER INC		55.62
623065	07/30/2014	004674 MCHUGH MANAGEMENT CONSULTING		400.00
623066	07/30/2014	000452 SIGN TECH ELECTRIC		1,237.31
623067	07/30/2014	004391 WRP SURPRISE LAKE LLC		7,837.05
623068	07/30/2014	000184 CITY TREASURER		2,404.56
623069	07/30/2014	000184 CITY TREASURER		860.25
623070	07/30/2014	001643 IMPACT		47.55
623071	07/30/2014	000377 PUGET SOUND ENERGY		1,901.71
623072	07/30/2014	000460 STEILACOOM TOWN OF		714.34
623073	07/30/2014	000506 UNIVERSITY PLACE REFUSE SERVIC		169.62

**Check History Listing**  
Pierce County Library System

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Bank code: boa

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
			<b>boa Total:</b>	<b>1,061,851.23</b>
153 checks in this report			<b>Total Checks:</b>	<b>1,061,851.23</b>

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**RESOLUTION Number 2014-05**

**A RESOLUTION OF THE BOARD OF TRUSTEES  
OF THE PIERCE COUNTY RURAL LIBRARY DISTRICT  
TO DECLARE FURNISHINGS AND EQUIPMENT SURPLUS  
TO PUBLIC SERVICE NEEDS**

**WHEREAS**, the Pierce County Library District has identified items of furnishings and equipment surplus to public service needs of the Library District, and

**WHEREAS**, each item has an estimated value of less than \$500, now, therefore,

**BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE PIERCE COUNTY RURAL LIBRARY DISTRICT that:**

The items on the attached list be declared surplus and sold at public auction.

**PASSED AND APPROVED THIS 13th DAY OF August, 2014.**

**BOARD OF TRUSTEES, PIERCE COUNTY RURAL LIBRARY DISTRICT**

Linda Ishem, Chair

\_\_\_\_\_

Robert Allen, Vice-Chair

\_\_\_\_\_

J.J. McCament, Member

\_\_\_\_\_

Allen Rose, Member

\_\_\_\_\_

Donna Albers, Member

\_\_\_\_\_

Group equal to: IT

Inactive? equal to: N

Location containing: SURPLUS

<u>Name</u>	<u>Asset Number</u>	
MONITOR DELL E198FP 19	07-0118	CN0CN084742617BD573A
MONITOR DELL E198FP 19	07-0130	CN0CN084742617BD55PA
MONITOR DELL E198FP 19	07-0136	CN0CN084742617BD560A
MONITOR DELL E198FP 19	07-0178	CN0CN084742617BD57MA
MONITOR DELL E198FP 19	07-0184	CN0CN084742617BD57NA
MONITOR DELL E198FP 19	07-0202	CN0CN084742617BD572A
MONITOR DELL E198FP 19	07-0208	CN0CN084742617BD55TA
MONITOR DELL E198FP 19	07-0220	CN0CN084742617BD570A
MONITOR DELL E198FP 19	07-0286	CN0CN084742617BD563A
MONITOR DELL E198FP 19	07-0292	CN0CN084742617BD55NA
MONITOR DELL E198FP 19	07-0334	CN0CN084742617BD57PA
MONITOR DELL E198FP 19	07-0340	CN0CN084742617BD57AA
MONITOR DELL E198FP 19	07-0358	CN0CN084742617BD577A
MONITOR DELL E198FP 19	07-0496	CN0CN078728727BF25JL
MONITOR DELL E198FP 19	07-0514	CN0CN078728727BF24UL
PC DELL OPTIPLEX 755	07-0643	CGJQ9F1
MONITOR DELL E198FP 19	07-0682	CN0CN084742617B169UA
MONITOR DELL E198FP 19	07-0718	CN0CN084742617AV05TA
MONITOR DELL E198FP 19	07-0724	CN0CN084742617AV052A
MONITOR DELL E198FP 19	07-0742	CN0CN084742617B169GA
MONITOR DELL E198FP 19	07-0754	CN0CN084742617AV07EA
MONITOR DELL E198FP 19	07-0766	CN0CN084742617AV055A

## IT SURPLUS LIST

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<u>Name</u>	<u>Asset Number</u>	
MONITOR DELL E198FP 19	07-0778	CN0CN084742617AV053A
MONITOR DELL E198FP 19	07-0808	CN0CN084742617AV058A
MONITOR DELL E198FP 19	07-0844	CN0CN084742617AV05LA
MONITOR DELL E198FP 19	07-0850	CN0CN084742617AV03NA
MONITOR DELL E198FP 19	07-0868	CN0CN084742617AV05HA
MONITOR DELL E198FP 19	07-0874	CN0CN084742617AV077A
MONITOR DELL E198FP 19	07-0886	CN0CN084742617B169WA
MONITOR DELL E198FP 19	07-0892	CN0CN084742617AV05PA
MONITOR DELL E198FP 19	07-0898	CN0CN084742617AV04WA
MONITOR DELL E198FP 19	07-0916	CN0CN084742617AV04CA
MONITOR DELL E198FP 19	07-0922	CN0CN084742617BE9L3L
MONITOR DELL E198FP 19	07-0934	CN0CN084742617BE9L8L
MONITOR DELL E198FP 19	07-0940	CN0CN084742617AV044A
MONITOR DELL E198FP 19	07-0970	CN0CN084742617AU31YU
MONITOR DELL E198FP 19	07-0982	CN0CN084742617AU322U
MONITOR DELL E198FP 19	07-1009	CN0CN084742612HPU
MONITOR DELL E198FP 19	07-1012	CN0CN084742617BE9LAL
MONITOR DELL E198FP 19	07-1021	CN0CN0847426132JU
MONITOR DELL E198FP 19	07-1024	CN0CN084742617BE9KVL
MONITOR DELL E198FP 19	07-1033	CN0CN0847426131RU
MONITOR DELL E198FP 19	07-1036	CN0CN084742617BE9KOL
MONITOR DELL E198FP 19	07-1060	CN0CN084742617BE9JYL
MONITOR DELL E198FP 19	07-1078	CN0CN084742617BE9JBL
MONITOR DELL E198FP 19	07-1082	

<u>Name</u>	<u>Asset Number</u>	
MONITOR DELL E198FP 19	07-1090	CN0CN084742617BE9HUL
MONITOR DELL E198FP 19	07-1092	CN0CN084742617AU326U
MONITOR DELL E198FP 19	07-1104	CN0CN084742617BE9J3L
MONITOR DELL E198FP 19	07-1106	CN0CN084742617AU32MU
MONITOR DELL E198FP 19	07-1108	CN0CN084742617AU32DU
MONITOR DELL E198FP 19	07-1122	CN0CN084742617AU31UU
MONITOR DELL E198FP 19	07-1126	CN0CN084742617AU32KU
MONITOR DELL E198FP 19	07-1130	CN0CN084742617AU2V6U
MONITOR DELL E198FP 19	07-1138	CN0CN084742617AU21EU
MONITOR DELL E198FP 19	07-1140	CN0CN084742617A46L9S
MONITOR DELL E198FP 19	07-1150	CN0CN084742617A46K6S
MONITOR DELL E198FP 19	07-1152	CN0CN084742617A46JPS
MONITOR DELL E198FP 19	07-1170	CN0CN084742617A46J6S
MONITOR DELL E198FP 19	07-1172	CN0CN084742617AU32LU
MONITOR DELL E198FP 19	07-1176	CN0CN084742617BE9KYL
MONITOR DELL E198FP 19	07-1178	CN0CN084742617BE9JLL
MONITOR DELL E198FP 19	07-1180	CN0CN084742617BE9KKL
MONITOR DELL E198FP 19	07-1182	CN0CN084742617BE9J0L
MONITOR DELL E198FP 19	07-1190	CN0CN084742617BE9KPL
MONITOR DELL E198FP 19	07-1202	CN0CN084742617BE9KJL
MONITOR DELL E198FP 19	07-1206	CN0CN084742617AU22WU
MONITOR DELL E198FP 19	07-1208	CN0CN084742617BE9KCL
MONITOR DELL E198FP 19	07-1214	CN0CN084742617AU324U
MONITOR DELL E198FP 19		CN0CN084742617AU32PU

## IT SURPLUS LIST

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<u>Name</u>	<u>Asset Number</u>	
PC LAPTOP R SERIES LENOVO	07-1222	L3A2091
FIREWALL SIDEWINDER V7 MN 1100E	07-1236	SWEVWU9J4WGWX30
PC SERVER DELL 2950	07-1245	HXV2XG1
PC SERVER DELL 2950	07-1246	7YV2XG1
PC DELL OPTIPLEX 755	08-0131	JKHZMH1
PC DELL OPTIPLEX 755	08-0133	DKHZMH1
PC DELL OPTIPLEX 755	08-0135	3LHZMH1
PC DELL OPTIPLEX 755	08-0136	GKHZMH1
PC DELL OPTIPLEX 755	08-0139	6LHZMH1
PC DELL OPTIPLEX 755	08-0140	1LHZMH1
PC DELL OPTIPLEX 755	08-0142	FKHZMH1
MONITOR DELL 1908FP BLK	08-0157	CN0G313H7426187F3MEL
PC DELL OPTIPLEX 755	08-0183	2XFXMH1
PC DELL OPTIPLEX 755	08-0185	DWFXMH1
PC DELL OPTIPLEX 755	08-0190	8LZWMH1
PC DELL OPTIPLEX 755	08-0192	CWFXMH1
MONITOR DELL 1908FP BLK	08-0196	CN0G313H7426187F44CL
PC DELL OPTIPLEX 755	08-0323	J0SXMH1
PC DELL OPTIPLEX 755	08-0324	GZ1WMH1
PC DELL OPTIPLEX 755	08-0335	3XFXMH1
MONITOR DELL 1908FP BLK	09-0012	CN0G313H7426187F44GLA00
PC DELL OPTIPLEX 755	09-0024	39YWMH1
PC DELL OPTIPLEX 755	09-0031	HZ1WMH1
PC DELL OPTIPLEX 755	09-0061	

<u>Name</u>	<u>Asset Number</u>	
PC DELL OPTIPLEX 755	09-0064	GPZWMH1
PC DELL OPTIPLEX 755	09-0065	JPZWMH1
PC AWE DELL OPTIPLEX 760 SFF	09-0067	31SXMH1
PC AWE DELL OPTIPLEX 760 SFF	09-0068	2K9LXH1
PC AWE DELL OPTIPLEX 760 SFF	09-0073	7K7RXH1
PC AWE DELL OPTIPLEX 760 SFF	09-0074	JH7RXH1
PC AWE DELL OPTIPLEX 760 SFF	09-0075	5K9LXH1
PC AWE DELL OPTIPLEX 760 SFF	09-0078	8J7RXH1
MONITOR AWE VIEWSONIC VG930M	09-0080	5J7RXH1
MONITOR AWE VIEWSONIC VG930M	09-0082	QC2082982872
MONITOR AWE VIEWSONIC VG930M	09-0083	QC2083620098
MONITOR AWE VIEWSONIC VG930M	09-0084	QC2082982890
MONITOR AWE VIEWSONIC VG930M	09-0085	QC2082982867
MONITOR AWE VIEWSONIC VG930M	09-0086	QC2082982870
PC DELL OPTIPLEX 760 SFF	09-0292	QC2083620531
PC DELL OPTIPLEX 760 SFF	09-0299	1S7NZK1
PC DELL OPTIPLEX 760 SFF	09-0309	JR7NZK1
MONITOR DELL P190S BLK	09-0385	F08NZK1
MONITOR DELL P190S BLK	09-0460	MX0D325J74262992246L
MONITOR DELL P190S BLK	09-0475	MX0D325J742629921V2L
PC DELL OPTIPLEX 760 SFF	09-0514	MX0D325J742629921PEL
PC DELL OPTIPLEX 760 SFF	09-0517	FPMLYK1
PC DELL OPTIPLEX 760 SFF	09-0518	51NLYK1
		BDNLYK1

<u>Name</u>	<u>Asset Number</u>	
PC DELL OPTIPLEX 760 SFF	09-0521	3BNLYK1
PC DELL OPTIPLEX 760 SFF	09-0525	CRDG0L1
PC DELL OPTIPLEX 760 SFF	09-0527	B01J0L1
PC DELL OPTIPLEX 760 SFF	09-0530	FVNLYK1
PC DELL OPTIPLEX 760 SFF	09-0531	501J0L1
PC DELL OPTIPLEX 760 SFF	09-0534	1Z0J0L1
PC DELL OPTIPLEX 760 SFF	09-0583	CBNLYK1
PC DELL OPTIPLEX 760 SFF	09-0592	27NLYK1
PC DELL OPTIPLEX 760 SFF	09-0595	31NLYK1
PC DELL OPTIPLEX 760 SFF	09-0610	8W0J0L1
PC DELL OPTIPLEX 760 SFF	09-0614	9W0J0L1
PC DELL OPTIPLEX 760 SFF	09-0619	J01J0L1
PC DELL OPTIPLEX 760 SFF	09-0621	GRDG0L1
PC DELL OPTIPLEX 760 SFF	09-0622	DRDG0L1
PC DELL OPTIPLEX 760 SFF	09-0625	9RDG0L1
PC DELL OPTIPLEX 760 SFF	09-0627	FRDG0L1
PC DELL OPTIPLEX 760 SFF	09-0628	1SDG0L1
PC DELL OPTIPLEX 760 SFF	09-0629	6SDG0L1
PC DELL OPTIPLEX 760 SFF	09-0631	7SDG0L1
PC DELL OPTIPLEX 760 SFF	09-0633	JRDG0L1
PC DELL OPTIPLEX 760 SFF	09-0636	2SDG0L1
PC DELL OPTIPLEX 760 SFF	09-0653	DQHB3L1
PC DELL OPTIPLEX 760 SFF	09-0667	FK0J0L1
PC DELL OPTIPLEX 760 SFF	09-0673	

<u>Name</u>	<u>Asset Number</u>	
		DTYH0L1
PC DELL OPTIPLEX 760 SFF	09-0683	BK0J0L1
PC DELL OPTIPLEX 760 SFF	09-0701	B70H0L1
PC DELL OPTIPLEX 760 SFF	09-0708	F9HB3L1
PC DELL OPTIPLEX 760 SFF	09-0718	2L0J0L1
PC DELL OPTIPLEX 760 SFF	09-0722	1BHB3L1
PC DELL OPTIPLEX 760 SFF	09-0730	6L0J0L1
PC DELL OPTIPLEX 760 SFF	09-0738	1CHB3L1
PC DELL OPTIPLEX 760 SFF	09-0746	4BHB3L1
PC DELL OPTIPLEX 760 SFF	09-0758	BQHB3L1
MONITOR DELL P190S BLK	09-0794	CN0D319J742619880CFS
MONITOR DELL P190S BLK	09-0865	CN0F028J7287297U4Y5L
MONITOR DELL P190S BLK	09-0875	CN0F028J7287297U4Y1L
PC AWE DELL OPTIPLEX 760 SFF	10-0110	GG69GK1
PC AWE DELL OPTIPLEX 760 SFF	10-0111	GG67GK1
PC AWE DELL OPTIPLEX 760 SFF	10-0116	7QSQFN1
PC LAPTOP ASUS G73JW SERIES	10-0269	A8N0AS81836036G
PC LAPTOP ASUS G73JW SERIES	10-0270	A8N0AS818427364
MONITOR DELL E190S 19"	10-0358	CN0F779N7426107S193H
MONITOR DELL E190S 19"	10-0360	CN0F779N7426107S1AKH
MONITOR DELL E190S 19"	10-0365	CN0F779N7426107S1AFH
MONITOR DELL E190S 19"	10-0370	CN0F779N7426107S1AWH
MONITOR DELL E190S 19"	10-0385	CN0F779N7426107S1C4H
MONITOR DELL E190S 19"	10-0386	CN0F779N7426107S1C3H

## IT SURPLUS LIST

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<u>Name</u>	<u>Asset Number</u>	
MONITOR DELL E190S 19"	10-0387	CN0F779N7426107S1AEH
MONITOR DELL E190S 19"	10-0388	CN0F779N7426107R2LJH
MONITOR DELL E190S 19"	10-0400	CN0F779N7426107R2LUH
MONITOR DELL E190S 19"	10-0405	CN0F779N7426107T181H
MONITOR DELL E190S 19"	10-0406	CN0F779N7426107R2MHH
MONITOR DELL E190S 19"	10-0416	CN0F779N7426107T17YH
MONITOR DELL E190S 19"	10-0418	CN0F779N7426107R2MCH
MONITOR DELL E190S 19"	10-0421	CN0F779N7426107T183H
MONITOR DELL E190S 19"	10-0424	CN0F779N7426107T189H
MONITOR DELL E190S 19"	10-0440	CN0F779N7426107R2M7H
PRINTER HP LASERJET P4014N	10-0506	SCNDX174348
PRINTER HP LASERJET P4014N	10-0516	SCNDX174340
PRINTER HP LASERJET P4014N	10-0543	SCNDX173059
PRINTER HP LASERJET P4014N	10-0547	SCNDX174112
PC NCR DXII DISPENSING SELF CHECK	10-0603	5443314427
MONITOR SAMSUNG 520DX 52" LCD	10-0608	Z1Y0HCKZA00229M
PC NCR DXII DISPENSING SELF CHECK	10-0660	5441821092
PC AWE DELL OPTIPLEX 760 SFF	09-0079	GJ7RXH1
PC LAPTOP HP PROBOOK 4420	11-0047	CNF1091LHP
TABLET APPLE IPAD2 3G	11-0103	DLXG5999DJHF
PC NCR DXII DISPENSING SELF CHECK	11-0220	5443316592
PC DELL OPTIPLEX 760 SFF	11-0230	2Y0J0L1
PC NCR DXII DISPENSING SELF CHECK	11-0231	543313631
APPLIANCE GOOGLE MINI SEARCH APPL	11-0278	

<u>Name</u>	<u>Asset Number</u>	
MONITOR DELL P1913SF 19"	13-0079	M2-EAVTRSJLNJSJB
PC DELL OPTIPLEX 760 SFF	09-0585	CN0NWXT67287228PA9AM
PC DELL OPTIPLEX 760 SFF	09-0782	2VMLYK1
PC SERVER DELL 2950	9496	HK0J0L1
MONITOR LG 17" LCD	9474	58SHPB1
MONITOR LG 17" LCD	9458	604NTUW34886
MONITOR LG 17" LCD	9493	604NTQD34852
MONITOR ENVISION 20" LCD	9448	604NTBK34893
MONITOR GATEWAY LCD 15" FPD 15	8791	35558JA003455
PC SERVER DELL 2850	9212	407015961
PC SERVER DELL 2850	9213	7T4BZ81
PC SERVER DELL 2850	9215	CT4BZ81
CISCO CATALYST EXPRESS 500G SWITC	9897	6T4BZ81
FIREWALL SIDEWINDER G2	9905	FOC1127U5HX
MONITOR FLATRON LCD 19" L1933	9933	SWG TJ788C3V8Q287
		701NDEZEG620

202 records processed of 3789

# OFFICERS REPORT

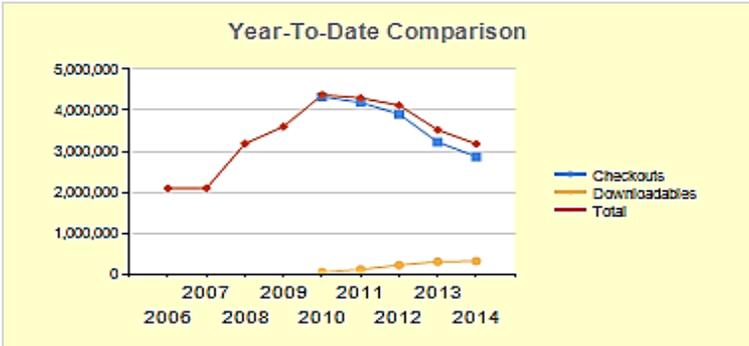
CUSTOMER SERVICE/PHILANTHROPY DASHBOARD - JUNE

**VISITS**



	June		
	2013	2014	% Change
Door Count	206,455	191,734	-7.13%
Catalog	169,966	160,340	-5.66%
Website	195,823	172,212	-12.06%
Job & Business Portal	2,882	1,994	-30.81%
Military Portal	181	69	-61.88%
<b>Total</b>	<b>575,307</b>	<b>526,349</b>	<b>-8.51%</b>

**CHECKOUTS**



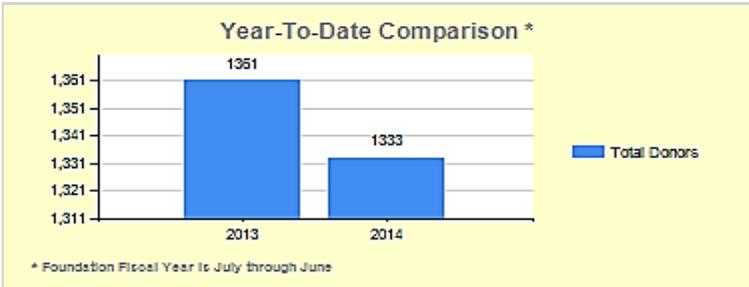
	June		
	2013	2014	% Change
Checkouts	530,270	492,261	-7.17%
Downloadables	50,219	52,153	3.85%
<b>Total</b>	<b>580,489</b>	<b>544,414</b>	<b>-6.21%</b>

**CUSTOMERS**



	June		
	2013	2014	% Change
Active Cardholders	245,901	254,471	3.49%
New Cards	5,003	4,960	-0.86%
Checkout Transactions	98,421	92,623	-5.89%
Unique Users	43,504	41,707	-4.13%

**PHILANTHROPY**



	June		
	2013	2014	% Change
FoundationDonors	145	108	-25.52%
NewFoundationDonors	35	13	-62.86%
\$ Raised by Foundation	\$15,584.18	\$101,328.83	550.20%
\$ Provided by Friends	\$0.00	\$8.00	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)  
 Bkmbi Ended 11/11  
 Key Center 11/14-12/31 (47 Days)

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

**2014**  
 Gig Harbor 5/19-6/1 (13 days)

Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 7/31/2014

**FUND: GENERAL FUND (01)**

Object	2014 Budget	July Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
31111 PROPERTY TAXES CURRENT	23,744,495.00	73,485.44	12,824,196.46	0.00	10,920,298.54	54.01
31112 PROPERTY TAXES DELINQUENT	807,313.00	22,463.28	485,733.05	0.00	321,579.95	60.17
31130 SALE OF TAX TITLE PROPERTY	3,000.00	54.64	1,036.79	0.00	1,963.21	34.56
31210 PRIVATE HARVEST/ FOREST EXCISE TAX	70,000.00	0.00	60,245.44	0.00	9,754.56	86.06
31720 LEASEHOLD EXCISE TAX	20,000.00	0.00	1,111.24	0.00	18,888.76	5.56
<b>TAXES:</b>	<b>24,644,808.00</b>	<b>96,003.36</b>	<b>13,372,322.98</b>	<b>0.00</b>	<b>11,272,485.02</b>	<b>54.26</b>
33872 CONTRACTS FEES - CITIES	3,900.00	0.00	1,620.00	0.00	2,280.00	41.54
33890 GOVERNMENTAL GRANTS	5,400.00	0.00	2,265.61	0.00	3,134.39	41.96
34160 COPIER FEES	30,000.00	2,489.74	18,185.47	0.00	11,814.53	60.62
34161 GRAPHICS SERVICES CHARGES	4,000.00	15.00	4,077.65	0.00	(77.65)	101.94
34162 PRINTER FEES	105,000.00	8,176.38	61,970.65	0.00	43,029.35	59.02
34163 FAX FEES	21,000.00	1,741.08	12,166.71	0.00	8,833.29	57.94
34730 INTERLIBRARY LOAN FEES	0.00	0.00	65.00	0.00	(65.00)	0.00
35970 LIBRARY FINES	600,000.00	43,246.58	333,777.05	0.00	266,222.95	55.63
36110 INVESTMENT INCOME	10,000.00	644.11	3,917.22	0.00	6,082.78	39.17
36111 INTEREST - STATE FOREST FUND	0.00	0.00	0.10	0.00	(0.10)	0.00
36190 OTHER INTEREST EARNINGS	0.00	0.13	1.73	0.00	(1.73)	0.00
36200 KEY PEN HLTH DEPT FACILITY REV	0.00	331.12	643.80	0.00	(643.80)	0.00
36700 FOUNDATION DONATIONS	400,000.00	0.00	185,298.48	0.00	214,701.52	46.32
36720 FRIENDS' REIMBURSEMENTS	3,000.00	3,310.19	6,131.26	0.00	(3,131.26)	204.38
36725 DONATIONS - OTHER	0.00	23.59	82.01	0.00	(82.01)	0.00
36910 SALE OF SCRAP AND SALVAGE	0.00	0.00	347.50	0.00	(347.50)	0.00
36920 BOOK SALE REVENUE	10,000.00	1,410.00	7,515.17	0.00	2,484.83	75.15
36990 MISCELLANEOUS REVENUE	9,000.00	245.56	4,507.02	0.00	4,492.98	50.08
36991 PAYMENT FOR LOST MATERIALS	12,000.00	540.92	5,866.90	0.00	6,133.10	48.89
36994 UNCLAIMED PROPERTY	0.00	2,504.61	2,766.03	0.00	(2,766.03)	0.00
36996 JURY DUTY REIMBURSEMENT	0.00	10.00	272.96	0.00	(272.96)	0.00
36997 PRIOR YEAR'S REFUNDS	0.00	2,000.00	2,627.02	0.00	(2,627.02)	0.00
36998 E RATE REIMBURSEMENT	114,000.00	22,219.24	26,637.26	0.00	87,362.74	23.37
36999 REBATES - PROCUREMENT CARD	30,000.00	0.00	16,595.93	0.00	13,404.07	55.32
<b>CHARGES OTHER:</b>	<b>1,357,300.00</b>	<b>88,908.25</b>	<b>697,338.53</b>	<b>0.00</b>	<b>659,961.47</b>	<b>51.38</b>
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	7,400.00	0.00	7,396.28	0.00	3.72	99.95
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>26,024,508.00</b>	<b>184,911.61</b>	<b>14,077,057.79</b>	<b>0.00</b>	<b>11,947,450.21</b>	<b>54.09</b>
<b>EXPENSE ACCOUNTS</b>						
51100 SALARIES AND WAGES	13,429,017.00	1,117,982.22	7,649,796.52	0.00	5,779,220.48	56.96
51105 ADDITIONAL HOURS	248,850.00	22,024.32	158,080.91	0.00	90,769.09	63.52
51106 SHIFT DIFFERENTIAL	148,518.00	10,948.63	78,064.38	0.00	70,453.62	52.56
51107 SUBSTITUTE HOURS	303,500.00	26,487.97	157,470.67	0.00	146,029.33	51.88
51109 TUITION ASSISTANCE PROGRAM	300.00	0.00	0.00	0.00	300.00	0.00
51200 OVERTIME WAGES	6,750.00	388.29	3,060.69	0.00	3,689.31	45.34
51999 ADJ WAGE/SALARY TO MATCH PLAN	(404,134.00)	0.00	0.00	0.00	(404,134.00)	0.00
52001 INDUSTRIAL INSURANCE	173,130.00	16,877.90	108,881.43	0.00	64,248.57	62.89
52002 MEDICAL INSURANCE	2,198,331.00	149,770.55	1,162,833.53	0.00	1,035,497.47	52.90
52003 F.I.C.A.	1,098,014.00	89,348.71	609,611.78	0.00	488,402.22	55.52
52004 RETIREMENT	1,192,330.00	102,324.61	700,327.78	0.00	492,002.22	58.74

Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 7/31/2014

**FUND: GENERAL FUND (01)**

Object	2014 Budget	July Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
<b>EXPENSE ACCOUNTS</b>						
52005 DENTAL INSURANCE	218,189.00	15,328.99	106,932.60	0.00	111,256.40	49.01
52006 OTHER BENEFIT	11,020.00	960.00	6,220.00	0.00	4,800.00	56.44
52010 LIFE AND DISABILITY INSURANCE	25,674.00	2,188.71	15,329.65	0.00	10,344.35	59.71
52020 UNEMPLOYMENT COMPENSATION	30,500.00	7,490.00	24,951.46	0.00	5,548.54	81.81
52200 UNIFORMS	1,300.00	0.00	1,135.03	0.00	164.97	87.31
52999 ADJ BENEFITS TO MATCH PLAN	(120,715.00)	0.00	0.00	0.00	(120,715.00)	0.00
<b>PERSONNEL</b>	<b>18,560,574.00</b>	<b>1,562,120.90</b>	<b>10,782,696.43</b>	<b>0.00</b>	<b>7,777,877.57</b>	<b>58.09</b>
53100 OFFICE/OPERATING SUPPLIES	169,450.00	4,703.21	97,368.96	22,189.44	49,891.60	70.56
53101 CUSTODIAL SUPPLIES	52,100.00	6,070.08	30,014.76	0.00	22,085.24	57.61
53102 MAINTENANCE SUPPLIES	60,200.00	4,051.64	30,434.62	0.00	29,765.38	50.56
53103 AUDIOVISUAL PROCESSING SUP	20,000.00	2,336.73	10,815.04	4,376.00	4,808.96	75.96
53104 BOOK PROCESSING SUPPLIES	20,000.00	201.60	11,294.70	0.00	8,705.30	56.47
53200 FUEL	40,750.00	0.00	23,976.77	16,896.78	(123.55)	100.30
53401 ADULT MATERIALS	841,184.00	51,900.42	404,250.10	0.00	436,933.90	48.06
53403 PERIODICALS	80,000.00	2,873.86	10,136.63	0.00	69,863.37	12.67
53405 JUVENILE BOOKS	535,258.00	33,956.17	246,673.54	0.00	288,584.46	46.08
53406 PROFESSIONAL COLLECTION	20,000.00	339.20	2,448.90	0.00	17,551.10	12.24
53407 INTERNATIONAL COLLECTION	76,000.00	4,347.13	21,261.36	0.00	54,738.64	27.98
53408 AUDIOVISUAL MATERIALS - ADULT	816,000.00	72,189.34	422,931.23	0.00	393,068.77	51.83
53409 AUDIOVISUAL MATERIALS - JUV	102,040.00	11,341.50	34,226.43	0.00	67,813.57	33.54
53411 ELECTRONIC INFO SOURCES	170,355.00	8,882.39	13,286.88	0.00	157,068.12	7.80
53412 REFERENCE SERIALS	36,414.00	895.73	1,862.35	0.00	34,551.65	5.11
53413 ELECTRONIC SERVICES	244,124.00	0.00	87,467.55	0.00	156,656.45	35.83
53414 ELECTRONIC COLLECTION	259,000.00	0.00	133,299.80	0.00	125,700.20	51.47
53464 VENDOR PROCESSING SERVICES	153,000.00	12,065.54	75,229.69	0.00	77,770.31	49.17
53499 GIFTS - MATERIALS	0.00	0.00	2,454.11	0.00	(2,454.11)	0.00
53500 MINOR EQUIPMENT	6,500.00	0.00	0.00	0.00	6,500.00	0.00
53501 FURNISHINGS	53,000.00	9,300.20	19,460.46	5,048.57	28,490.97	46.24
53502 IT HARDWARE	244,600.00	11,419.76	120,376.88	3,382.10	120,841.02	50.60
53503 PRINTERS	20,000.00	0.00	1,919.25	0.00	18,080.75	9.60
53505 SOFTWARE	53,400.00	5,284.77	24,354.35	0.00	29,045.65	45.61
54100 PROFESSIONAL SERVICES	434,454.00	11,486.44	248,334.45	35,287.64	150,831.91	65.28
54101 LEGAL SERVICES	30,000.00	0.00	16,363.50	0.00	13,636.50	54.55
54102 COLLECTION AGENCY	24,000.00	1,485.70	10,953.59	0.00	13,046.41	45.64
54161 RESOURCE SHARING SERVICES	19,000.00	0.00	5,097.25	0.00	13,902.75	26.83
54162 BIBLIOGRAPHICS SERVICES	33,000.00	0.00	17,436.04	0.00	15,563.96	52.84
54163 PRINTING AND BINDING	2,000.00	736.32	736.32	0.00	1,263.68	36.82
54165 ILL LOST ITEM CHARGE	3,000.00	192.44	1,021.83	0.00	1,978.17	34.06
54200 POSTAGE AND SHIPPING	33,000.00	26,072.00	28,094.42	0.00	4,905.58	85.13
54201 TELECOM SERVICES	305,000.00	4,651.48	165,187.97	0.00	139,812.03	54.16
54300 TRAVEL	129,200.00	5,890.61	29,407.37	0.00	99,792.63	22.76
54301 MILEAGE REIMBURSEMENTS	30,150.00	2,252.17	16,812.09	0.00	13,337.91	55.76
54400 ADVERTISING	68,000.00	505.70	8,873.80	1,962.00	57,164.20	15.94
54501 RENTALS/LEASES - BUILDINGS	377,700.00	14,997.15	182,293.09	62,841.72	132,565.19	64.90
54502 RENTAL/LEASE - EQUIPMENT	23,600.00	2,310.53	30,329.72	10,784.74	(17,514.46)	174.21
54600 INSURANCE	189,500.00	0.00	22,183.25	0.00	167,316.75	11.71
54700 ELECTRICITY	240,000.00	20,706.75	139,989.36	0.00	100,010.64	58.33

Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 7/31/2014

**FUND: GENERAL FUND (01)**

Object	2014 Budget	July Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
<b>EXPENSE ACCOUNTS</b>						
54701 NATURAL GAS	15,000.00	81.66	6,259.70	0.00	8,740.30	41.73
54702 WATER	26,000.00	1,592.57	10,639.24	0.00	15,360.76	40.92
54703 SEWER	32,000.00	1,601.10	20,181.26	0.00	11,818.74	63.07
54704 REFUSE	22,500.00	333.17	14,473.85	655.01	7,371.14	67.24
54800 GENERAL REPAIRS/MAINTENANCE	198,300.00	(118,149.33)	118,217.07	35,250.78	44,832.15	77.39
54801 CONTRACTED MAINTENANCE	729,200.00	156,213.23	410,902.24	175,571.09	142,726.67	80.43
54803 MAINT. TELECOM EQUIPMENT	31,000.00	0.00	21,012.46	0.00	9,987.54	67.78
54900 REGISTRATIONS	26,450.00	687.50	14,775.66	0.00	11,674.34	55.86
54901 DUES AND MEMBERSHIPS	42,120.00	0.00	22,438.95	5.00	19,676.05	53.29
54902 TAXES AND ASSESSMENTS	30,500.00	52.43	14,861.66	0.00	15,638.34	48.73
54903 LICENSES AND FEES	34,850.00	2,835.16	19,771.23	0.00	15,078.77	56.73
54904 MISCELLANEOUS	790.00	(99.00)	2,153.64	0.00	(1,363.64)	272.61
54905 WELLNESS EVENTS	0.00	0.00	1,941.27	0.00	(1,941.27)	0.00
56301 PARKING LOT REPAIR & IMPROVEMENT	0.00	0.00	389.14	0.00	(389.14)	0.00
59700 TRANSFERS OUT	260,245.00	0.00	0.00	0.00	260,245.00	0.00
<b>ALL OTHER EXPENSES</b>	<b>7,463,934.00</b>	<b>378,595.05</b>	<b>3,426,675.78</b>	<b>374,250.87</b>	<b>3,663,007.35</b>	<b>50.92</b>
<b>TOTAL FOR EXPENSE ACCOUNTS</b>	<b>26,024,508.00</b>	<b>1,940,715.95</b>	<b>14,209,372.21</b>	<b>374,250.87</b>	<b>11,440,884.92</b>	<b>56.04</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>(1,755,804.34)</b>	<b>(132,314.42)</b>	<b>(374,250.87)</b>	<b>506,565.29</b>	<b>0.00</b>

**FUND: DEBT SERVICE FUND (20)**

Object	2014 Budget	July Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
31112 PROPERTY TAXES DELINQUENT	0.00	0.02	0.08	0.00	(0.08)	0.00
<b>TAXES:</b>	<b>0.00</b>	<b>0.02</b>	<b>0.08</b>	<b>0.00</b>	<b>(0.08)</b>	<b>0.00</b>
36110 INVESTMENT INCOME	0.00	6.20	50.59	0.00	(50.59)	0.00
<b>CHARGES OTHER:</b>	<b>0.00</b>	<b>6.20</b>	<b>50.59</b>	<b>0.00</b>	<b>(50.59)</b>	<b>0.00</b>
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>0.00</b>	<b>6.22</b>	<b>50.67</b>	<b>0.00</b>	<b>(50.67)</b>	<b>0.00</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>6.22</b>	<b>50.67</b>	<b>0.00</b>	<b>(50.67)</b>	<b>0.00</b>

**FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)**

Object	2014 Budget	July Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
29150 USE OF FUND BALANCE-BUDGET	973,955.00	808,886.00	808,886.00	0.00	165,069.00	83.05
36110 INVESTMENT INCOME	0.00	56.00	510.90	0.00	(510.90)	0.00
36700 FOUNDATION DONATIONS	175,000.00	0.00	0.00	0.00	175,000.00	0.00
36899 ENERGY REBATES	0.00	0.00	103,329.00	0.00	(103,329.00)	0.00
36990 MISCELLANEOUS REVENUE	160,000.00	0.00	0.00	0.00	160,000.00	0.00
<b>CHARGES OTHER:</b>	<b>1,308,955.00</b>	<b>808,942.00</b>	<b>912,725.90</b>	<b>0.00</b>	<b>396,229.10</b>	<b>69.73</b>
39700 TRANSFERS IN	260,245.00	0.00	0.00	0.00	260,245.00	0.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>1,569,200.00</b>	<b>808,942.00</b>	<b>912,725.90</b>	<b>0.00</b>	<b>656,474.10</b>	<b>58.17</b>
<b>EXPENSE ACCOUNTS</b>						
53100 OFFICE/OPERATING SUPPLIES	0.00	0.00	239.97	0.00	(239.97)	0.00
53102 MAINTENANCE SUPPLIES	0.00	0.00	245.05	0.00	(245.05)	0.00
53501 FURNISHINGS	54,000.00	0.00	3,830.38	218.80	49,950.82	7.50
54100 PROFESSIONAL SERVICES	157,500.00	2,929.50	19,675.73	12,955.36	124,868.91	20.72
54400 ADVERTISING	0.00	0.00	60.90	0.00	(60.90)	0.00
54805 VEHICLE REPAIR - MAJOR	15,000.00	0.00	10,110.03	0.00	4,889.97	67.40
54912 CONTINGENCY/RESERVE	46,000.00	0.00	0.00	0.00	46,000.00	0.00
56200 BUILDINGS & BLDG IMPROVEMENTS	391,500.00	0.00	202,618.43	148,716.31	40,165.26	89.74
56201 CONSTRUCTION	0.00	0.00	20,265.60	43,688.89	(63,954.49)	0.00
56202 ELECTRICAL	78,000.00	703.44	7,396.94	29.59	70,573.47	9.52
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	6,806.87	40,193.13	14.48
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	4,065.30	45,934.70	8.13
56400 MACHINERY & EQUIPMENT	198,000.00	0.00	0.00	56,148.46	141,851.54	28.36
56401 VEHICLES	175,000.00	0.00	60,373.32	1,844.48	112,782.20	35.55
56402 HVAC	125,200.00	0.00	85,069.24	30,344.28	9,786.48	92.18
<b>TOTAL FOR EXPENSE ACCOUNTS</b>	<b>1,569,200.00</b>	<b>3,632.94</b>	<b>409,885.59</b>	<b>304,818.34</b>	<b>854,496.07</b>	<b>45.55</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>805,309.06</b>	<b>502,840.31</b>	<b>(304,818.34)</b>	<b>(198,021.97)</b>	<b>0.00</b>

# Monthly Financial Reports July 31, 2014

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

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

	General Fund	Debt Service Fund	Capital Improvement Projects Fund
<b>Assets</b>			
<b>Current Assets - Cash</b>			
Cash	\$ 1,475,909	\$ 6.88	\$ 230,160
Investments	\$ 7,500,000	\$ 83,611	\$ 700,000
<b>Total Cash</b>	<b>\$ 8,975,909</b>	<b>\$ 83,618</b>	<b>\$ 930,160</b>
<b>Total Current Assets</b>	<b>\$ 8,975,909</b>	<b>\$ 83,618</b>	<b>\$ 930,160</b>
<b>Liabilities and Fund Balance</b>			
<b>Current Liabilities</b>			
Warrants Payable	\$ 50,074	\$ -	\$ -
Sales Tax Payable	\$ 3,917	\$ -	\$ -
Payroll Taxes and Benefits Payable	\$ 21,305	\$ -	\$ -
<b>Total Current Liabilities</b>	<b>\$ 75,295</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Fund Balance</b>			
Reserve for Encumbrances	\$ 374,251	\$ -	\$ 304,818
Net Excess (Deficit)	\$ (506,565)	\$ 51	\$ 198,022
Unreserved Fund Balance	\$ 9,032,928	\$ 83,567	\$ 427,320
<b>Total Fund Balance</b>	<b>\$ 8,900,613</b>	<b>\$ 83,618</b>	<b>\$ 930,160</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$ 8,975,909</b>	<b>\$ 83,618</b>	<b>\$ 930,160</b>
Anticipated Property Tax Revenue	\$ 12,288,973	\$ 13	\$ -

<b>Pierce County Library System</b>														
<b>Comparative Statement of Financial Position</b>														
<b>General Fund - Rolling Comparison</b>														
<i>(as of the listed date of the reported month)</i>														
	HISTORICAL	CURRENT												
	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	5/31/2014	6/30/2014	7/31/2014	
<b>Assets</b>														
<b>Current Assets - Cash</b>														
Cash	\$ 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	\$ 12,760,371	\$ 1,400,630	\$ 1,475,909	
Investments	\$ 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	\$ -	\$ 9,492,593	\$ 7,500,000	
<b>Total Cash</b>	<b>\$ 9,609,564</b>	<b>\$ 7,641,018</b>	<b>\$ 6,727,531</b>	<b>\$ 11,789,939</b>	<b>\$ 12,238,073</b>	<b>\$ 10,033,175</b>	<b>\$ 7,644,605</b>	<b>\$ 6,055,126</b>	<b>\$ 5,524,141</b>	<b>\$ 12,177,373</b>	<b>\$ 12,760,371</b>	<b>\$ 10,893,223</b>	<b>\$ 8,975,909</b>	
<b>Total Current Assets</b>	<b>\$ 9,609,564</b>	<b>\$ 7,641,018</b>	<b>\$ 6,727,531</b>	<b>\$ 11,789,939</b>	<b>\$ 12,238,073</b>	<b>\$ 10,033,175</b>	<b>\$ 7,644,605</b>	<b>\$ 6,055,126</b>	<b>\$ 5,524,141</b>	<b>\$ 12,177,373</b>	<b>\$ 12,760,371</b>	<b>\$ 10,893,223</b>	<b>\$ 8,975,909</b>	
<b>Liabilities and Fund Balance</b>														
<b>Current Liabilities</b>														
Warrants Payable	\$ 61,424	\$ 255,774	\$ 214,897	\$ 246,940	\$ 335,358	\$ 940,783	\$ 289,787	\$ 283,545	\$ 242,692	\$ 156,047	\$ 203,544	\$ 219,431	\$ 50,074	
Sales Tax Payable	\$ 1,861	\$ 2,076	\$ 2,024	\$ 2,299	\$ 1,791	\$ 1,686	\$ 2,976	\$ 4,285	\$ 3,438	\$ 3,657	\$ 4,896	\$ 5,974	\$ 3,917	
Payroll Taxes and Benefits Payable	\$ 118,009	\$ 95,641	\$ 115,866	\$ 85,954	\$ 97,624	\$ 57,777	\$ 10,661	\$ 12,052	\$ 12,414	\$ 12,450	\$ 23,564	\$ 11,400	\$ 21,305	
<b>Total Current Liabilities</b>	<b>\$ 181,293</b>	<b>\$ 353,490</b>	<b>\$ 332,788</b>	<b>\$ 335,193</b>	<b>\$ 434,773</b>	<b>\$ 1,000,247</b>	<b>\$ 303,424</b>	<b>\$ 299,882</b>	<b>\$ 258,544</b>	<b>\$ 172,154</b>	<b>\$ 232,004</b>	<b>\$ 236,805</b>	<b>\$ 75,295</b>	
<b>Fund Balance</b>														
Reserve for Encumbrances	\$ 470,718	\$ 461,818	\$ 441,712	\$ 378,475	\$ 315,594	\$ -	\$ 479,177	\$ 428,516	\$ 382,314	\$ 515,366	\$ 415,768	\$ 374,062	\$ 374,251	
Net Excess (Deficit)	\$ (443,701)	\$ (2,575,544)	\$ (3,448,222)	\$ 1,675,017	\$ 2,086,453	\$ -	\$ (2,170,924)	\$ (3,706,199)	\$ (4,149,644)	\$ 2,456,925	\$ 3,079,671	\$ 1,249,428	\$ (506,565)	
Unreserved Fund Balance	\$ 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	\$ 9,032,928	
<b>Total Fund Balance</b>	<b>\$ 9,428,271</b>	<b>\$ 7,287,528</b>	<b>\$ 6,394,744</b>	<b>\$ 11,454,746</b>	<b>\$ 11,803,300</b>	<b>\$ 9,032,928</b>	<b>\$ 7,341,181</b>	<b>\$ 5,755,244</b>	<b>\$ 5,265,597</b>	<b>\$ 12,005,219</b>	<b>\$ 12,528,367</b>	<b>\$ 10,656,418</b>	<b>\$ 8,900,613</b>	
<b>Total Liabilities and Fund Balance</b>	<b>\$ 9,609,564</b>	<b>\$ 7,641,018</b>	<b>\$ 6,727,531</b>	<b>\$ 11,789,939</b>	<b>\$ 12,238,073</b>	<b>\$ 10,033,175</b>	<b>\$ 7,644,605</b>	<b>\$ 6,055,126</b>	<b>\$ 5,524,141</b>	<b>\$ 12,177,373</b>	<b>\$ 12,760,371</b>	<b>\$ 10,893,223</b>	<b>\$ 8,975,909</b>	
<b>Anticipated Property Tax Revenue</b>	<b>\$ 12,288,973</b>	<b>\$ 11,930,745</b>	<b>\$ 10,921,417</b>	<b>\$ 3,627,815</b>	<b>\$ 1,229,998</b>	<b>\$ -</b>	<b>\$ 25,516,351</b>	<b>\$ 25,112,244</b>	<b>\$ 23,682,603</b>	<b>14993.95.22</b>	<b>\$ 12,484,118</b>	<b>\$ 12,375,381</b>	<b>\$ 12,288,973</b>	

**PIERCE COUNTY LIBRARY SYSTEM**  
Statement of Revenue and Expenditures  
Year to Date through July 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					
Property Tax/Investment Income & Other PC Revenue	\$ 24,669,808	\$ 13,376,240	\$ -	\$ 11,293,568	54%
Other Revenue	\$ 1,354,700	\$ 700,817	\$ -	\$ 653,883	52%
<b>Total Revenue</b>	<b>\$ 26,024,508</b>	<b>\$ 14,077,058</b>	<b>\$ -</b>	<b>\$ 11,947,450</b>	<b>54%</b>
Expenditures					
Personnel/Taxes and Benefits	\$ 18,560,574.00	\$ 10,782,696	\$ -	\$ 7,777,878	58%
Materials	\$ 3,333,375	\$ 1,455,529	\$ -	\$ 1,877,846	44%
Maintenance and Operations	\$ 3,870,314	\$ 1,971,147	\$ 374,251	\$ 1,524,916	61%
Transfers Out	\$ 260,245	\$ -	\$ -	\$ 260,245	0%
<b>Total Expenditures</b>	<b>\$ 26,024,508</b>	<b>\$ 14,209,372</b>	<b>\$ 374,251</b>	<b>\$ 11,440,885</b>	<b>56%</b>
Excess/(Deficit)		\$ (132,314)			
(less encumbrances)		(374,251)			
<b>Net Excess (Deficit)</b>		<b>\$ (506,565)</b>			

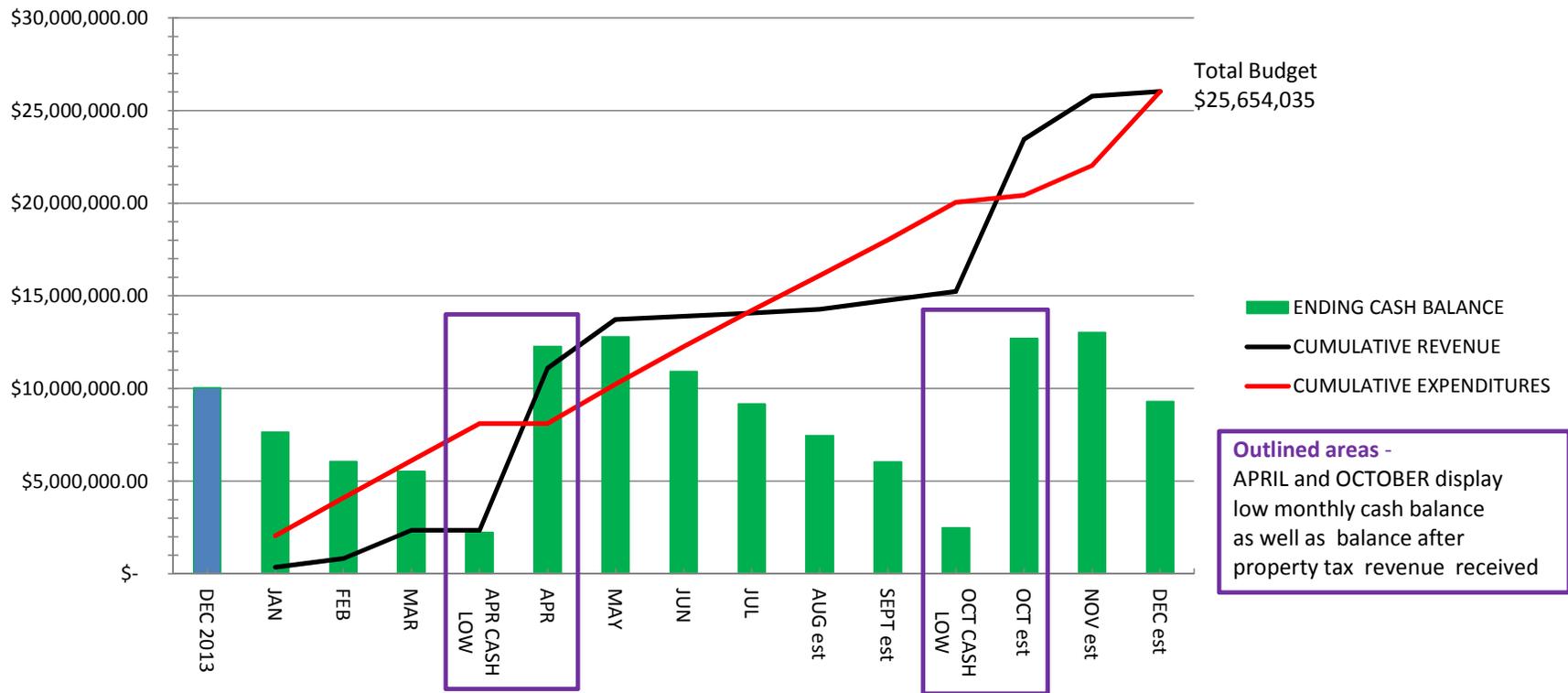
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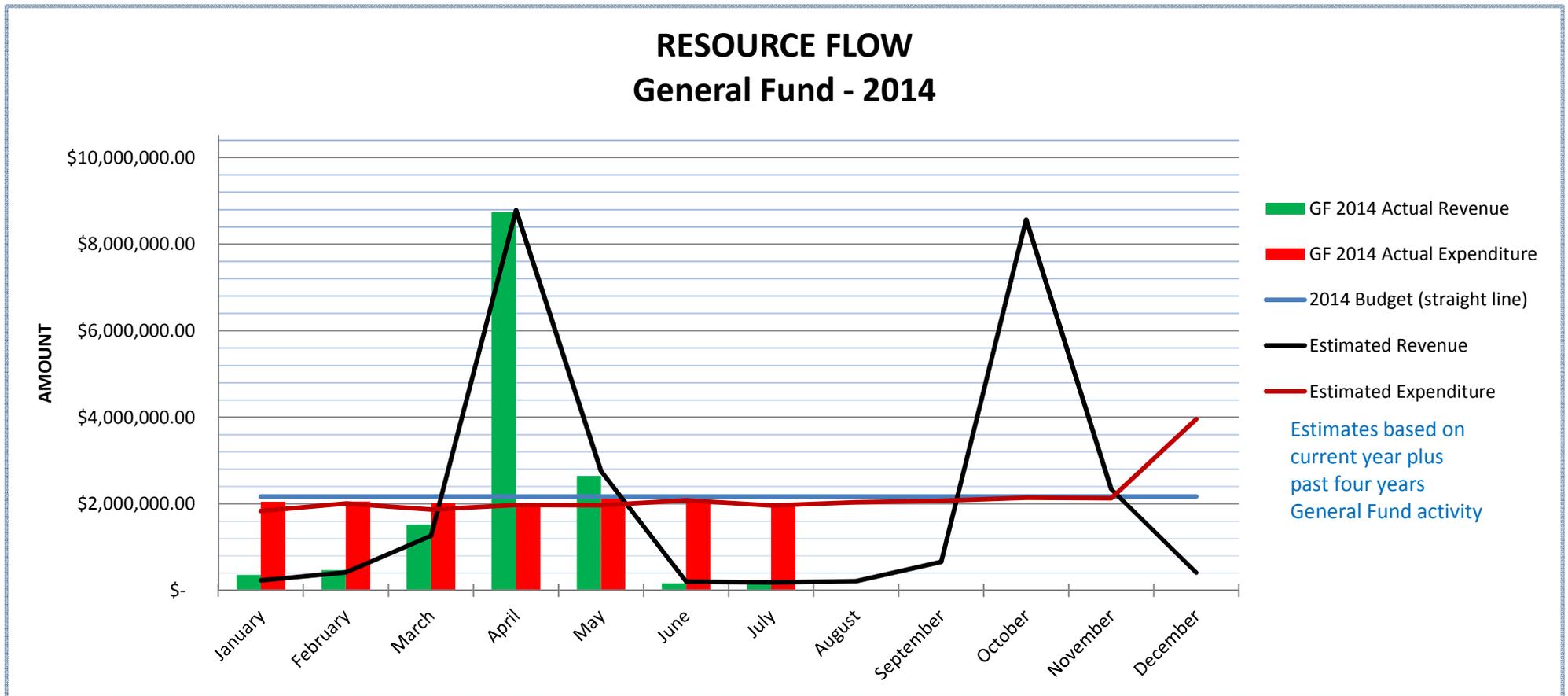
<u>Debt Service Fund</u>	<u>2014 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Property Tax/Investment Income & Other PC Revenue	\$ -	\$ 51	\$ -	\$ (51)	0%
Other Revenue	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Revenue</b>	<b>\$ -</b>	<b>\$ 51</b>	<b>\$ -</b>	<b>\$ (51)</b>	<b>0%</b>
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b>Net Excess (Deficit)</b>		<b>\$ 51</b>			

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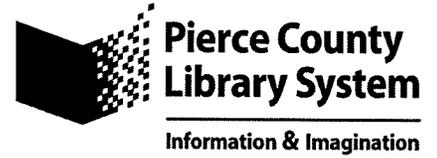
<u>Capital Improvement Projects</u>	<u>2014 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Use of Fund Balance	\$ 973,955	\$ 808,886	\$ -	\$ 165,069	83%
Other Revenue	\$ 335,000	\$ 103,840	\$ -	\$ 231,160	0%
Transfers In	\$ 260,245	\$ -	\$ -	\$ 260,245	0%
<b>Total Revenue</b>	<b>\$ 1,569,200</b>	<b>\$ 912,726</b>	<b>\$ -</b>	<b>\$ 656,474</b>	<b>58%</b>
Expenditures					
Maintenance and Operations	\$ 1,569,200	\$ 409,886	\$ 304,818	\$ 854,496	46%
<b>Total Expenditures</b>	<b>\$ 1,569,200</b>	<b>\$ 409,886</b>	<b>\$ 304,818</b>	<b>\$ 854,496</b>	<b>46%</b>
Excess/(Deficit)		\$ 502,840			
(less encumbrances)		(304,818)			
<b>Net Excess (Deficit)</b>		<b>\$ 198,022</b>			

## CUMULATIVE GENERAL FUND REVENUE AND EXPENDITURE Including Cash Flow Projection 2014





M E M O



Date: July 29, 2014

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

From: Neel Parikh, Executive Director

Subject: Summer Learning Day

Pierce County Library System recently participated in the 2014 Summer Learning Day. The vision of the National Summer Learning Association is for every child to be safe, healthy, and engaged in learning during the summer. Summer Learning Day is a national advocacy day recognized to spread awareness about the importance of summer learning for our nation's youth in helping close the achievement gap and support healthy development in communities all across the country. This year, our summer reading program, "*Fizz, Boom, Read!*" was featured as one of 28 Summer Learning Day events in Washington.

News & Notices - National Su... x Summer Learning Day Map x +

www.summerlearningdaymap.org

# Summer Learning Day

## Event Map

View The Map Events Near Me Add An Event Learn About Us

Search SEARCH

Google

Map data ©2014 Google, INEGI Terms of Use

1:52 PM

National Summer Learning Ass... x Summer Reading Fizz Boo... x +

www.summerlearningdaymap.org/detail.php?id=10145&referer=map

# Summer Learning Day

## Event Map

View The Map Events Near Me Add An Event Learn About Us

Search SEARCH

## SUMMER READING FIZZ BOOM READ

0 0

Tweet Share

Return to the Map

Get Driving Directions

### DETAILS

#### EVENT DETAILS

- **Affiliation:** Urban Libraries Council
- **Event Date:** 2014-06-21
- **Location:** Pierce County Library, 3005 112th St E, Tacoma, Washington 98446
- **Description:** Pierce County Library's summer reading program provides the only free summer learning opportunities available to every student. The 2014 program offers a wide selection of reading materials and more than 300 free events from June 21 through Aug. 31. Kids and Tweens Fizz Boom Read Events, books and other materials at all libraries feature the theme Fizz Boom Read, which focuses on learning in STEM Science, Technology, Engineering and Math. Ages 3-11 perform experiments, learn with experts from Museum of Flight and Pacific Science Center, explore science through juggling and magic, and more. Teens Spark a Reaction With Teen Summer Challenge Spark a Reaction, the library offers an online gamification program for teens. All activities are related to STEM. Teens complete activities to unlock badges organized around four types of engagement Play, Discover, Learn and Read.
- **Start time:** 1000 AM
- **End time:** 500 PM
- **Grades served:** All Ages

#### CONTACT DETAILS

- Pierce County Library System, 3005 112th St E, Tacoma, Washington 98446
- **Contact email:** [kthompson@piercecountylibrary.org](mailto:kthompson@piercecountylibrary.org)
- **Contact phone:** 253-548-3330
- **Website:** <http://www.piercecountylibrary.org/kids-teens/summer-reading/Default.htm>

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# M E M O



Date: July 28, 2014  
To: Chair Linda Ishem and Members of the Board of Trustees  
From: Clifford Jo, Finance & Business Director  
Subject: 2015 CPI-U

The current labor contract uses the Bureau of Labor and Standard's (BLS) June to June Seattle-Tacoma-Bremerton Consumer Price Index (Urban) to calculate the following fiscal year's Cost of Living Adjustment (COLA).

Per attached, the June-June CPI-U for our area was reported as 2.0%. Under the current labor contract, the COLA formula is set at 90% of the CPI-U, which would be 1.8%. This will be factored into the 2015 fiscal year budget.

# CONSUMER PRICE INDEXES PACIFIC CITIES AND U. S. CITY AVERAGE

June 2014

## ALL ITEMS INDEXES

(1982-84=100 unless otherwise noted)

MONTHLY DATA	All Urban Consumers (CPI-U)						Urban Wage Earners and Clerical Workers (CPI-W)					
	Indexes			Percent Change			Indexes			Percent Change		
				Year ending	1 Month ending					Year ending	1 Month ending	
	Jun 2013	May 2014	Jun 2014	May 2014	Jun 2014	Jun 2014	Jun 2013	May 2014	Jun 2014	May 2014	Jun 2014	Jun 2014
U. S. City Average.....	233.504	237.900	238.343	2.1	2.1	0.2	230.002	234.216	234.702	2.1	2.0	0.2
(1967=100).....	699.473	712.642	713.970	-	-	-	685.104	697.657	699.107	-	-	-
Los Angeles-Riverside-Orange Co.....	239.223	243.362	243.528	1.7	1.8	0.1	232.378	236.647	236.880	1.8	1.9	0.1
(1967=100).....	706.772	718.998	719.489	-	-	-	686.748	699.363	700.052	-	-	-
West .....	236.227	241.350	241.616	2.3	2.3	0.1	230.723	235.579	235.845	2.2	2.2	0.1
(Dec. 1977 = 100) .....	381.847	390.129	390.559	-	-	-	371.221	379.033	379.461	-	-	-
West - A*.....	241.033	246.510	246.700	2.4	2.4	0.1	234.117	239.179	239.414	2.3	2.3	0.1
(Dec. 1977 = 100) .....	393.037	401.969	402.279	-	-	-	378.990	387.184	387.564	-	-	-
West - B/C**(Dec. 1996=100).....	141.805	144.253	144.522	1.7	1.9	0.2	141.763	144.413	144.661	1.8	2.0	0.2

BI-MONTHLY DATA	All Urban Consumers (CPI-U)						Urban Wage Earners and Clerical Workers (CPI-W)					
	Indexes			Percent Change			Indexes			Percent Change		
				Year ending	2 Months ending					Year ending	2 Months ending	
	Jun 2013	Apr 2014	Jun 2014	Apr 2014	Jun 2014	Jun 2014	Jun 2013	Apr 2014	Jun 2014	Apr 2014	Jun 2014	Jun 2014
San Francisco-Oakland-San Jose.....	245.935	251.495	253.317	2.8	3.0	0.7	243.052	247.932	250.085	2.6	2.9	0.9
(1967=100).....	756.074	773.166	778.767	-	-	-	740.114	754.975	761.531	-	-	-
Seattle-Tacoma-Bremerton.....	242.820	246.616	247.642	2.4	2.0	0.4	238.963	243.690	244.293	2.6	2.2	0.2
(1967=100).....	740.211	751.781	754.908	-	-	-	708.763	722.784	724.573	-	-	-

\* A = 1,500,000 population and over

\*\* B/C = less than 1,500,000 population

Dash (-) = Not Available.

Release date Jul. 22, 2014. The next monthly releases are scheduled for Aug. 19, 2014. The next bi-monthly releases are scheduled for Sep. 17, 2014.

Please note: Customers can receive hotline information by calling the BLS West Region Information Office: (415) 625-2270.

This card is available on the day of release by electronic distribution. Just go to [www.bls.gov/bls/list.htm](http://www.bls.gov/bls/list.htm) and sign up for the free on-line delivery service. For questions, please contact us at [BLInfoSF@BLS.GOV](mailto:BLInfoSF@BLS.GOV) or (415) 625-2270.

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# M E M O



Date: August 4, 2014

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

From: Clifford Jo, Finance & Business Director

Subject: Fife Update—Surrounding Development

Last month we were contacted by a developer who wanted to talk to us about the construction of the surrounding areas of our Fife Library. Portside Business had contracted with Jeffrey Davis to develop the lots next to us and south of us. The French property was sold and the city has approved the creation of 66th, which will be adjacent to the west of our property and connected to 20th. The new layout (see attached) has the water pond on the opposite side of 66th and along 20th (it was originally going to be at the very south of the Portside Business property).

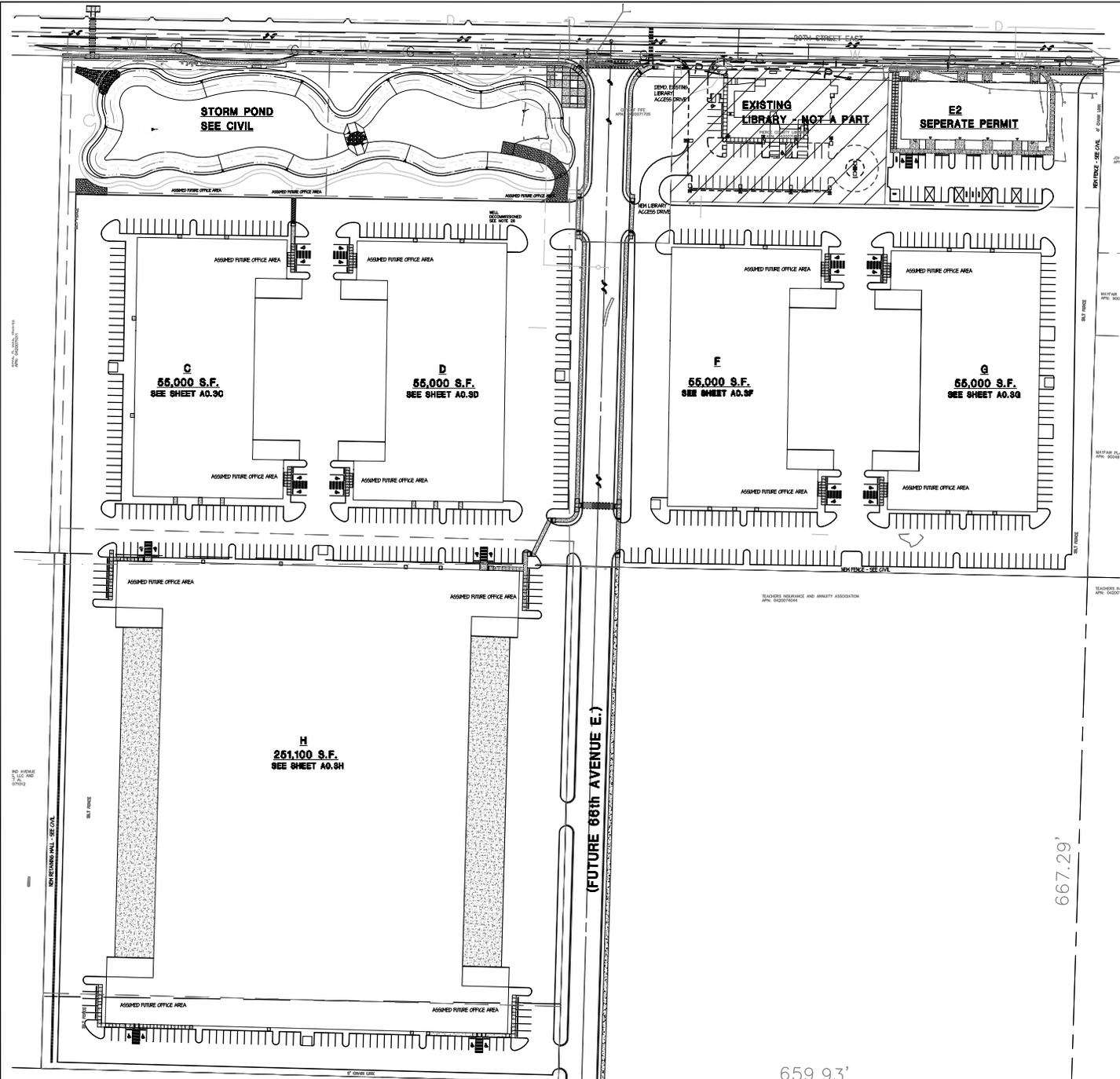
Per our agreement with the City, we will need to close access to 20th and create an entryway off of 66th. We have met with both Jeff Davis, his principal contractor Adolfsen & Peterson Construction, and the City of Fife, and have reviewed proposed drawings. We are concerned about the proposed design that has access to our Library not through 66th, but the adjacent driveway to the large facilities south of us, so we have contacted our attorney, Jemima, for advice (Jemima helped us purchase the Fife property and write an agreement with the City). We are working out how we will pay for the changes to 20th and 66th. The simplest option is to contract with Jeff Davis, but we are checking whether this is feasible.

The City is willing to help us expand parking on the west side of our property, adding perhaps 6-8 parking stalls. This will be a great help to our parking concerns at the Fife Library. The issue is that we would need to use or acquire a small amount of City-owned property to expand parking on that side. There are several options and we are in discussions with the City.

The City and Developer have mentioned that 20th will be expanded sometime in the future. The current thought is a two-way road with more space for parking and sidewalks. It is unclear if an active traffic stop will be added to the intersection of 20th and 66th.

Development of the land began July 28 and is anticipated to finish later this year. 66th is not anticipated to be opened until sometime next year so we have some time to prepare—and influence the design—for this change. It is our understanding that the property next to us on the eastside (commonly known as E2) must be occupied first before City issues certificates of occupancy to any other property in the area, so we anticipate Jeff Davis focusing on E2 quickly (the City's agreement with the developer requires it to be a mixed use building between 17,000 and 18,000 square foot single story office building, but we are to understand that the developer is asking for it to be smaller).

We are also engaging with the developer and the City in helping inform Fife Library users and the community as to what is happening and when. We will keep the Board apprised as the project proceeds.



**OVERALL SITE PLAN**  
SCALE: 1" = 30'-0"

**PROJECT NOTES:**

- ZONING: T - INDUSTRIAL DISTRICT  
 PARCEL MAP: CAC007160  
 PROJECT DESCRIPTION: CONVERSION OF REINFORCED TILT-UP WAREHOUSE BUILDINGS  
 CONSTRUCTION TYPE: 3/8 FULLY SPRINKLED

**PARKING REQUIREMENTS:**

- ASSIGNED OFFICE AREAS:  
UP TO 10% OF BUILDING AREA**
- C = 15000 SQ. FT.
  - D = 15000 SQ. FT.
  - F = 15000 SQ. FT.
  - G = 55000 SQ. FT.
  - H = 261100 SQ. FT.
  - TOTAL = 468000 SQ. FT. / 300 = 1560 STALLS REQUIRED
- ASSIGNED WAREHOUSE AREAS:**
- C = 45000 SQ. FT.
  - F PER 10000 SQ. FT. FOR THE FIRST 20000 SQ. FT. = 20 STALLS
  - F PER 20000 SQ. FT. FOR THE SECOND 20000 SQ. FT. = 10 STALLS
  - F PER 40000 SQ. FT. FOR REMAINDER 45000 SQ. FT. / 4500 = 10 STALLS
  - G TOTAL = 35 STALLS
  - D SAME AS G = 35 STALLS
  - F SAME AS G = 35 STALLS
  - G SAME AS G = 35 STALLS
  - H = 25000 SQ. FT.
  - F PER 10000 SQ. FT. FOR THE FIRST 20000 SQ. FT. = 20 STALLS
  - F PER 20000 SQ. FT. FOR THE SECOND 20000 SQ. FT. = 10 STALLS
  - F PER 40000 SQ. FT. FOR REMAINDER 25000 SQ. FT. / 4500 = 5 STALLS
  - H TOTAL = 25 STALLS
- TOTAL REQUIRED FOR OFFICES: 85 STALLS**  
**TOTAL REQUIRED FOR WAREHOUSE: 208 STALLS**  
**SITE TOTAL REQUIRED: 293 STALLS**
- PARKING SHOW:  
ADA STALLS:**
- 401 STALLS
  - 24 SHOW
  - 1 REQUIRED PER TABLE 106.1

**T H E  
RONHOVDE  
ARCHITECTS  
L L C**

14100 INTERURBAN AVE SOUTH  
SUITE 138  
TUKWILA, WASHINGTON 98168  
(206) 858-2500 • FAX (206) 858-2501  
ronhovdearchitects.com

**PORTSIDE BUSINESS CENTER  
FIFE, WASHINGTON**

PROJECT:

10	
4	
6	
1	
6	
5	
4	
3	
2	6-21-11 OWNER REVISIONS
1	5-21-11 OWNER REVISIONS
NO.	DATE DESCRIPTION

REVISIONS

SHEET CONTENTS:  
**OVERALL  
SITE PLAN**

JOB NO.:	2013R	SHEET NO.:
DRAWN BY:	LHS	
CHECKED BY:	J.R.	<b>A0.1</b>
DATE:	6-20-13	

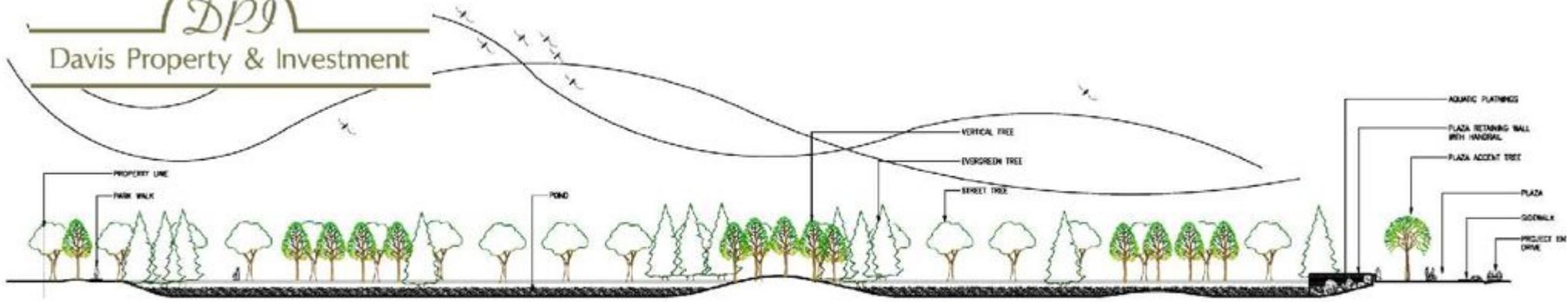
N 88°26'37" W 13



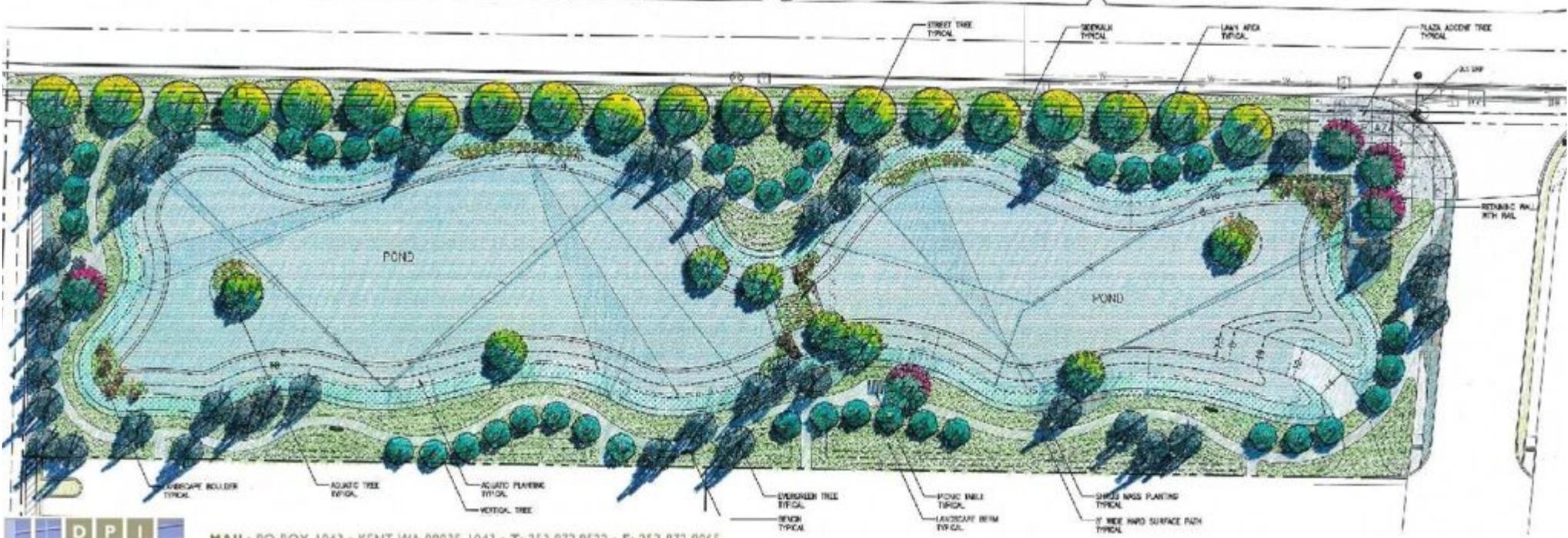
# PARK / POND LANDSCAPE CONCEPT PLAN

DP9

Davis Property & Investment



PARK / POND SECTION



MAIL: PO BOX 1043 • KENT WA 98035-1043 • T: 253.872.9522 • F: 253.872.9065

# M E M O

Date: July 23, 2014

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

From: Neel Parikh, Executive Director

Subject: Facilities Master Plan Construction Options

Attached is a chart that describes the major construction strategies recommended in the Facilities Master Plan. Budgeting for the plan was based on these strategies.

## **New Site/New Construction**

These represent facilities where we currently do not own the land and/or the building. It would require the Library to purchase property and construct a new building either as a standalone building or as a joint-use facility shared with another entity. We had conversations about joint use facilities for four specific libraries. These are noted in the chart.

## **Additions to Existing Buildings**

These libraries and their properties have been examined for their suitability for expansion. This means the property is large enough to hold a larger building and the extended parking needed by a larger facility. Cost estimates were developed based on the construction project required. Note some of the buildings will require a second story and special parking arrangements.

## **Options/Special Circumstances**

Options and special circumstances were identified for four facilities. Two facilities can be expanded on the site with totally new construction. Two facilities need additional adjacent property.

## Library Improvement Options

NEW SITE/ NEW CONSTRUCTION	ADDITION TO EXISTING BUILDING	ADDITION TO EXISTING BUILDING & LAND FOR PARKING	OPTIONS/SPECIAL CIRCUMSTANCES
Bonney Lake <sup>* †</sup>	Fife	Buckley	Key Center (land) <sup>2</sup>
DuPont	Graham	Eatonville	Lakewood (options) <sup>3 †</sup>
Fredrickson <sup>*</sup>	Parkland/Spanaway <sup>†</sup>	Gig Harbor <sup>1 †</sup>	Steilacoom <sup>4</sup>
Milton/Edgewood	South Hill <sup>†</sup>		University Place (space) <sup>5</sup>
Orting	Summit		
Sumner <sup>*</sup>			
Tillicum <sup>*</sup>			

*\* Potential co-location was discussed during the FMP planning process*

*† Two story addition*

- 
- 1 Joint parking agreement possible with the church
  - 2 Key Center has two options:
    - a. New construction on new site.
    - b. New construction on current site if adjacent property to the south is suitable and can be acquired.
  - 3 Lakewood has two options:
    - a. New construction on current site. This requires underground parking.
    - b. New construction on new site. Towne Center has been discussed.
  - 4 Steilacoom has two options:
    - a. New 2 story building with parking on the 1st level and the library on the 2nd
    - b. New construction on new site.
  - 5 The 5000 square feet available for expansion at UP is not adequate. Creating an expansion strategy on the existing site is desirable but may be quite challenging.

# MEMO

**Date:** July 28, 2014

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

**From:** Neel Parikh, Executive Director

**Subject:** Tacoma and Puyallup Urban Growth Area Boundaries

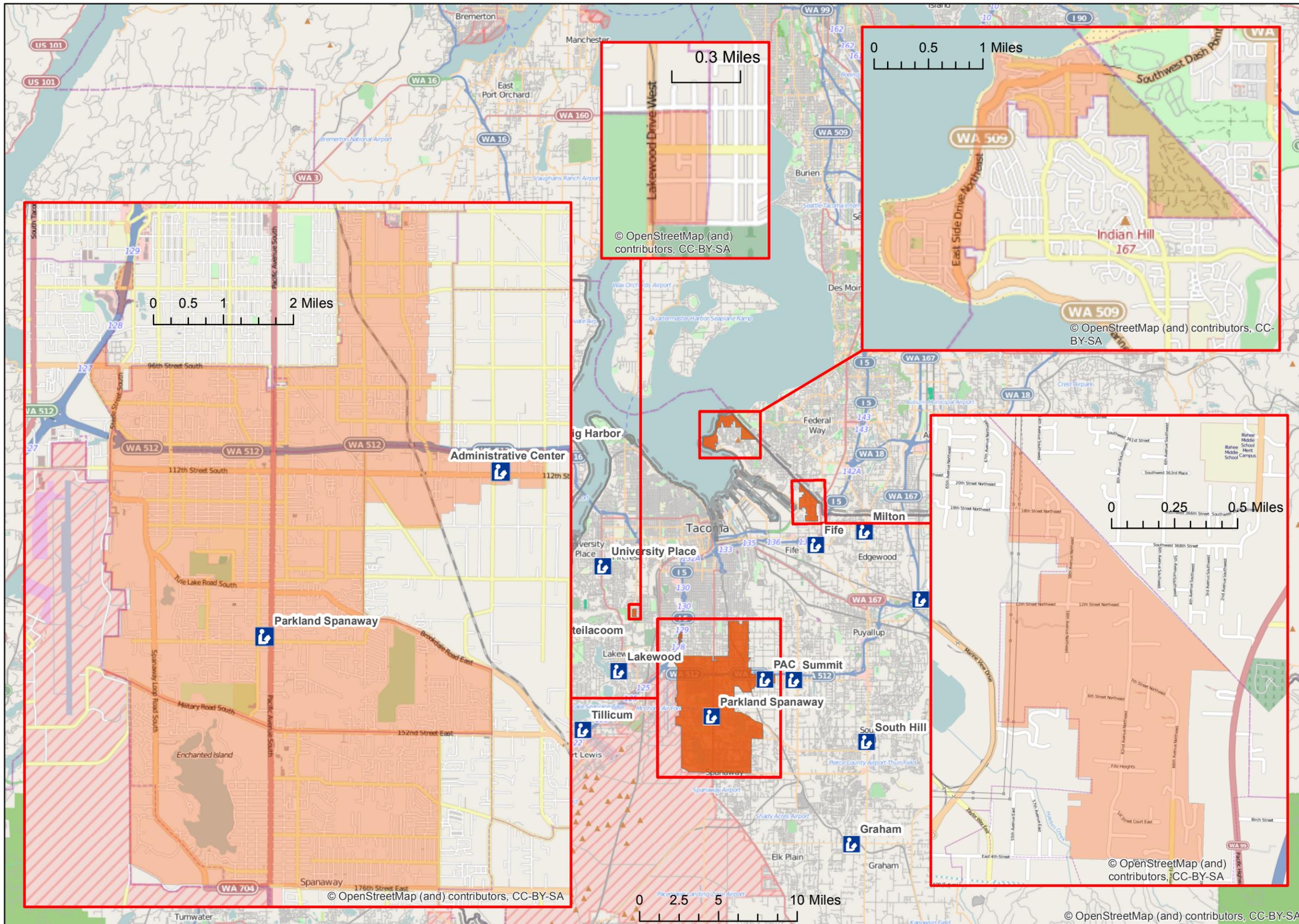
J.J. McCament expressed interest in seeing the urban growth boundaries for the cities of Tacoma and Puyallup. Each city in Pierce County is given the option to designate “growth areas” outside of their city limits for which they have interest in annexing. Those areas are shown on the attached maps. For Tacoma the areas are salmon colored. For Puyallup the areas are shown within the solid line (the dotted lines depict the city limits.) These growth areas represent areas that these cities “have interest” in annexing in the future.

It is interesting to note the urban growth boundaries for Puyallup have actually shrunk over the years. They seem to have consolidated the number of annexations they expect. Puyallup has been actively annexing for the last 20 years, especially recently.

The Tacoma urban growth area includes the Parkland/Spanaway Library. Tacoma has not been actively annexing in the last 20 years. They maintain this interest but have not appeared to be planning on expanding into the area around the Parkland/Spanaway Library, however, this growth boundary was probably the stimulus for citizens in that region attempting incorporation (the measure failed).

# Tacoma Urban Growth Area Boundaries

Areas That Could Potentially be Annexed by the City of Tacoma



## Map Legend

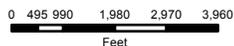
-  Annexation Areas
-  PCLS Branches



Sources: Pierce County, Pierce County Library System, ESRI 2013

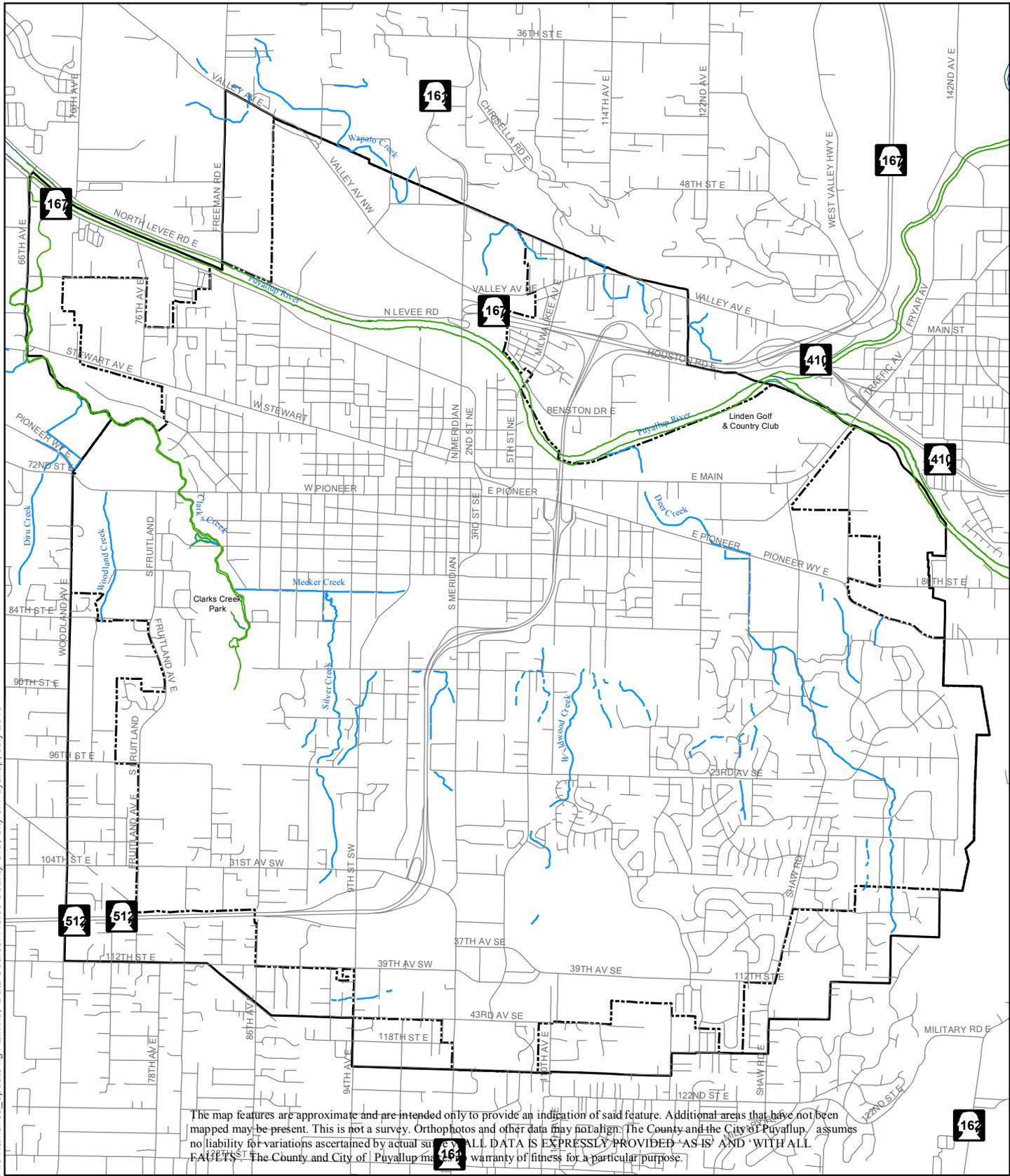
File Name: ca\_update\fig1-2.mxd, Data Source: Pierce County GIS, City of Puyallup, July 2013

The map features are approximate and are intended only to provide an indication of said feature. Additional areas that have not been mapped may be present. This is not a survey. Orthophotos and other data may not align. The County and the City of Puyallup assumes no liability for variations ascertained by actual survey. ALL DATA IS EXPRESSLY PROVIDED 'AS-IS' AND 'WITH ALL FAULTS'. The County and City of Puyallup makes no warranty of fitness for a particular purpose.



- Shorelines of the State
- Streams
- - - - Puyallup City Limits
- Urban Growth Boundary
- Roads

Figure 1-2  
 Incorporated &  
 Urban Growth Areas  
 City of Puyallup





# University Place Civic Building

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## BOARD OF DIRECTORS' MEETING MINUTES April 24, 2014

Meeting **was called to order** at 10:11 AM. In attendance were President Steve Sugg, Vice President Gary Cooper, Secretary-Treasurer Neel Parikh, Lori Erickson, Clifford Jo, Eric Faison, Lianna Collinge and Katie Bohocky.

**Consent Agenda:** The January 2014 minutes and financial reports through March 31st reflecting total assets of \$209,699.26 were accepted as written.

### **Maintenance Report:**

**Fire Extinguishers** - Lianna reported 22 fire extinguishers and cases were installed in all 3 garage levels. 1 fire extinguisher installed in Atrium.

**Key & Elevator Passes** – AMI has one elevator pass. Library will create an inventory of who has elevator passes. ABM Janitorial has requested an elevator pass to clean when shut off. Board approved an additional elevator pass to be issued to AMI for ABM Janitorial. Discussion of replacing hard keys with Sonitrol electronic key fob. Staff will research Sonitrol cost.

**Custodial Clarification** – Staff shared current ABM janitorial schedule with Board. Eric will follow up with ABM bid for City portion of janitorial. Library continuing with their own cleaning, as well as weekend evening cleaning, for which they receive financial credit.

### **New Business:**

**\$ Threshold for Staff** – Discussion of creating a dollar amount threshold authorizing staff to make decisions regarding matters not included in the budget. Board would like a proposal at July Board meeting for the dollar threshold, as well as a contingency line item break down by percentages for atrium, parking garage and common expenses. If approved, new contingency line items to be added to 2015 draft budget.

**Baby Grand Piano for Atrium** – UP for Arts would like to donate a baby grand piano to the City of UP and place it in the Atrium. Discussion of aesthetics and responsibility. Steve will set up a meeting with UP for Arts, Gary, Lianna & Dan Skully to discuss details. City of UP will own and will be responsible for all damages. Eric will contact Leslie regarding adding the piano to the City's insurance policy.

**Building Computer Systems** – Lianna advised Board of Directors the building's computer systems have not been finished commissioning and prompt action is required. The individual computer systems (security, HVAC, Andover, etc.) are in need of maintenance and review. Staff would like to hire a knowledgeable outside contractor to analyze, monitor, and maintain the building's computer systems. Lianna will set up a meeting with the City engineer to discuss all parts, pieces and for access to all system manuals. Glen, Linda C., Jack Ecklund, Nuri Avcular, Deb Sage & Wayne Wenzel to be invited to discuss systems and integration.

### **Old Business – Professional Reserve study:**

Comprehensive Level 1 Reserve Study fee \$4,600 (includes: initial study, 2 annual desk updates and a meeting with the Board to review for study). Motion to approve, Seconded, Board unanimously approved reserve study bid.

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. (July 24, October 23, 2014).

With no further business, meeting was adjourned at 10:45 am.

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# UNFINISHED BUSINESS

# M E M O



Date: August 6, 2014

To: Chair Linda Ishem and Members of the Board

From: Chereé Green, SPHR, Staff Experience Director

Subject: Executive Director Search Update

As of July 24<sup>th</sup>, 2014, the posting for our Executive Director position has closed. We closed the position with 19 active candidates. One person withdrew their application, leaving 18 candidates for the screening committee to consider.

As of July 31<sup>st</sup>, the screening committee has selected 8 semi-finalists to be interviewed via skype on August 4<sup>th</sup> and 5<sup>th</sup>. Seven of those candidates elected to move forward. This will narrow down our search to the finalists who will be interviewed in person on August 21-22.

As a reminder, the upcoming key activities are outlined below:

Activity	Target Date:
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: August 6, 2014  
To: Members of the Board  
From: Linda Ishem, Board Chair  
Subject: Executive Director Search/Transition Update

## **Search Process**

Following the August 4-5<sup>th</sup> Skype interviews with six semi-finalists, the screening committee identified and authorized Bradbury Associates to invite three candidates to participate in the final phase of the selection process on August 21-22. This concludes the screening committee's work and turns the process over to the Board of Trustees.

Names of and application materials from the finalists will be distributed to the Board during our August 13<sup>th</sup> meeting. This week-long delay is to enable candidates to notify their employers and references.

As you may recall Bradbury's Executive Director Search Firm proposal included two days of open community activities and forums to introduce the finalists and solicit feedback from library stakeholders. We scheduled these activities on Thursday, August 21 and Friday, August 22. Please continue to hold these dates open as the full schedule is a work in progress.

## **ED Evaluation**

In response to issues briefly discussed during the June meeting, I have been researching various systems and methods of evaluating the performance of the successor Executive Director. Because hiring and evaluating the ED is the Board's paramount responsibility, the goal is to create an open and accessible feedback mechanism so that we have broad, early and ongoing knowledge of what's going well and where challenges may exist. Early notification, intervention and resolution will ensure productive transition. I will continue sorting through materials and will share an article or two prior to our September meeting.

Many thanks to screening committee members: John Caulfield, Lakewood City Manager; Pierce County Library Foundation Board Chair, Michael Gordon, and member, Craig Richmond; PCLS staff members Cheree Green and Jennifer Patterson; and Board Vice Chair, Rob Allen.

# M E M O



Date: July 31, 2014

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

From: Clifford Jo, Finance & Business Director

Subject: 2015 Budget Process & Calendar

Following is the process and key calendar dates for the 2015 budget.

Date	2015 Budget Activities
<b>Early August</b>	<i>Budget Process Begins:</i> <ul style="list-style-type: none"> <li>▸ Neel creates budget instructions</li> <li>▸ Administrative Team reviews each department's priorities for 2015</li> <li>▸ Budget packets sent to managers</li> <li>▸ Managers begin creating 2015 budget proposals</li> </ul>
<b>August 13</b>	<i>Board of Trustees meeting:</i> <ul style="list-style-type: none"> <li>▸ Review 2015 budget calendar/process</li> </ul>
<b>August – Sept</b>	Library management reviews managers' proposals
<b>September 10</b>	<i>Board of Trustees meeting:</i> <ul style="list-style-type: none"> <li>▸ Follow up discussion from previous Board Meeting</li> <li>▸ Review of 2015 projected revenues and expenditures</li> </ul>
<b>Mid-September</b>	Preliminary certification of property tax received from the County
<b>Mid-October</b>	IPD furnished by Department of Revenue and County Assessor/Treasurer (Because we are not at the highest statutory limit, IPD will not be a factor.)
<b>October 15</b>	<i>Board of Trustees meeting:</i> <ul style="list-style-type: none"> <li>▸ Review of 2015 draft revenue and expenditure (balanced budget)</li> <li>▸ Review of 2015-2019 Capital Improvement Plan projects and budget</li> </ul>
<b>November 12</b>	<i>Board of Trustees meeting:</i> <ul style="list-style-type: none"> <li>▸ First public hearing regarding the 2015 budget</li> <li>▸ Review of draft 2015 budget &amp; Capital Improvement Plan</li> <li>▸ Review and approve motion to certify property taxes to be levied for collection in 2015</li> <li>▸ Decision for IPD/tax increase considerations (likely not necessary)</li> </ul>
<b>November 14</b>	<ul style="list-style-type: none"> <li>▸ Deadline to file tax levy resolutions/budget certification with County Assessor/Treasurer</li> <li>▸ Deadline for IPD override resolution filing (likely not necessary)</li> </ul>
<b>December 10</b>	<i>Board of Trustees meeting:</i> <ul style="list-style-type: none"> <li>▸ Second public hearing regarding the 2015 budget</li> <li>▸ Resolution to transfer funds to the Capital Improvement Fund</li> <li>▸ Resolution to adopt 2015 budget</li> <li>▸ Resolution to adopt 2015 Capital Improvement Fund budget</li> </ul>
<b>December 12</b>	Submit updated budget resolution to the County
<b>December 31</b>	Submit updated property tax certificate(s), if needed

# MEMO

Date: July 30, 2014

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

From: Linda Farmer, Communications Director

Subject: Meeting Room Use

During the discussion regarding Lakewood Library meeting room use at the June 11, 2014, Board meeting, staff was asked about usage information for all library public meeting rooms. Per Board policy, "Pierce County Library System Meeting rooms are provided free of charge as a public service for use by community groups when not in use for library affiliated or sponsored activities."

Analysis shows public meeting rooms at the Processing and Administrative Center (PAC) have a significantly different public vs. staff use ratio when compared to use in the branches. Between Jan. 1, 2013, and June 5, 2014, more than 80% of reservations at PAC were made by the public vs. 53% made by the public at the branches. One of the reasons for this difference is that PAC staff has access to non-public meeting rooms to conduct regular business. Branch staff typically does not. Another reason is that the majority of community programming happens in the branches. Community programs are reserved by and put on by our staff and partners.

## **Meeting room use at branches**

Meeting rooms in branches are typically available when the building is open, including evenings and weekends. Note: Tillicum, Orting and DuPont do not have public meeting rooms.

- **2013:** In 2013, there were 7,928 meeting room reservations at branches. Of those, 4,171 (53%) were made by the public, and 3,757 were made by staff.
- **2014 year-to-date:** Between Jan. 1 and June 5, 2014, there were 3,959 to meeting room reservations at branches. Of those, 1,855 (53%) were made by the public and 2,104 were made by staff.

## **Meeting room use at PAC**

Meeting rooms at PAC are available on weekdays and weekday evenings; not on weekends.

- **2013:** In 2013, there were 693 meeting room reservations at PAC. Of those, 552 (80%) were made by the public, and 141 were made by staff.
- **2014 year-to-date:** Between Jan. 1 and June 5, 2014, there were 315 meeting room reservations at PAC. Of those, 226 (84%) were made by the public, and 49 were made by staff.

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## **Activities in meeting rooms**

**Public use:** A wide variety of public groups use the PCLS meeting rooms. These groups range from small neighborhood associations and quilting clubs to government agencies and non-profits, such as the Boy Scouts of America.

**Staff use:** The majority of the public meeting room reservations made by staff can be attributed to community programming, including classes and workshops provided by staff or our partners (Work Source, Affordable Care Navigator, etc.).

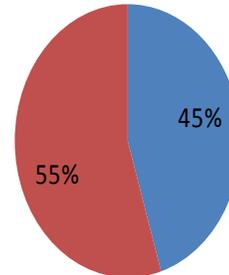
### **Program statistics:**

- **2013:** In 2013, there were 4,688 programs (1,561 Adult, 169 Young Adult, 2,958 Children's) with a total of 121,607 attendees.
- **2014 year-to-date:** Between January 1 and May 31 2014, there were 2,421 programs (795 Adult, 100 Young Adult and 1,526 children's) with a total of 48,260 attendees.

### 2013 All PCLS Public Meeting Room Reservations

Location	Staff	Public	Total
Bonney Lake Room 1	281	220	501
Buckley Room 1	266	104	370
Eatonville Room 1	111	87	198
Fife Meeting Room	154	256	410
Gig Harbor Room 1	369	418	787
Graham Room 1	195	311	506
Key Center Room 1	361	289	650
Lakewood Room 1	395	374	769
Milton/Edgewood Room 1	121	292	413
PAC Room A	16	178	194
PAC Room A & B	8	61	69
PAC Room A, B & C	40	36	76
PAC Room B	3	78	81
PAC Room B & C	25	65	90
PAC Room C	49	134	183
Parkland/Spanaway Room 1	356	382	738
South Hill Room 1	269	288	557
Steilacoom Room	93	231	324
Summit Room 1	225	345	570
Sumner Room 1	312	231	543
University Place Room 1	249	343	592
<b>Total:</b>	<b>3898</b>	<b>4723</b>	<b>8621</b>

### 2013 PCLS Public Meeting Room Reservations

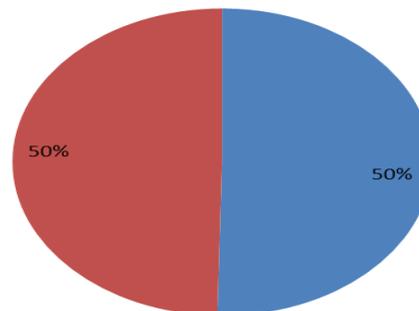


■ 2013 Staff Reservations  
 ■ 2013 Public Reservations

### 2014 (01/01 - 06/05) All PCLS Public Meeting Room Reservations

Location	Staff	Public	Total
Bonney Lake Room 1	168	105	273
Buckley Room 1	100	61	161
Eatonville Room 1	63	53	116
Fife Meeting Room	93	154	247
Gig Harbor Room 1	231	182	413
Graham Room 1	129	136	265
Key Center Room 1	193	159	352
Lakewood Room 1	239	134	373
Milton/Edgewood Room 1	57	106	163
PAC Room A	4	86	90
PAC Room A & B	0	31	31
PAC Room A, B & C	14	17	31
PAC Room B	0	37	37
PAC Room B & C	11	28	39
PAC Room C	20	67	87
Parkland/Spanaway Room 1	176	145	321
South Hill Room 1	144	122	266
Steilacoom Room	75	91	166
Summit Room 1	104	168	272
Sumner Room 1	174	106	280
University Place Room 1	158	133	291
<b>Total:</b>	<b>2153</b>	<b>2121</b>	<b>4274</b>

### 2014 (01/01-06/05) Public Meeting Room Reservations

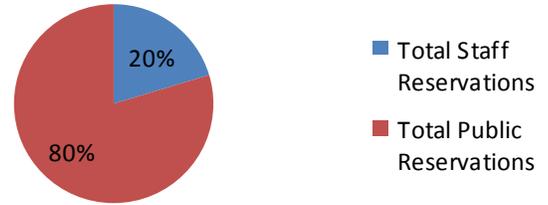


■ 2014 Staff Reservations  
 ■ 2014 Public Reservations

### 2013 PAC Only Public Meeting Room Reservations

Location	Staff	Public	Total
PAC Room A	16	178	194
PAC Room A & B	8	61	69
PAC Room A, B & C	40	36	76
PAC Room B	3	78	81
PAC Room B & C	25	65	90
PAC Room C	49	134	183
<b>Total:</b>	<b>141</b>	<b>552</b>	<b>693</b>

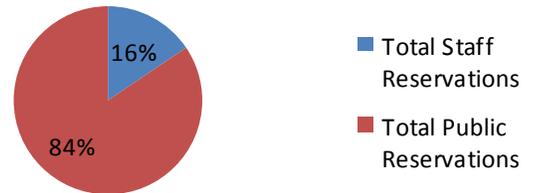
### 2013 PAC Public Meeting Room Reservations



### 2014 (01/01 - 05/06) PAC Only Public Meeting Room Reservations

Location	Staff	Public	Total
PAC Room A	4	86	90
PAC Room A & B	0	31	31
PAC Room A, B & C	14	17	31
PAC Room B	0	37	37
PAC Room B & C	11	28	39
PAC Room C	20	67	87
<b>Total</b>	<b>49</b>	<b>266</b>	<b>315</b>

### 2014 (01/01-06/05) PAC Public Meeting Room Reservations

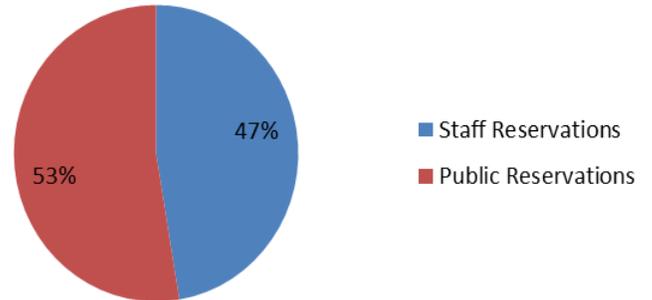


\* **NOTE:** PAC meeting rooms can accommodate smaller groups or be configured for very large groups by combining rooms A, B, and/or C.

### 2013 Branch Only Public Meeting Room Reservations

Location	Staff	Public	Total
Bonney Lake Room 1	281	220	501
Buckley Room 1	266	104	370
Eatonville Room 1	111	87	198
Fife Meeting Room	154	256	410
Gig Harbor Room 1	369	418	787
Graham Room 1	195	311	506
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Steilacoom Room	93	231	324
Summit Room 1	225	345	570
Sumner Room 1	312	231	543
University Place Room 1	249	343	592
<b>Total:</b>	<b>3757</b>	<b>4171</b>	<b>7928</b>

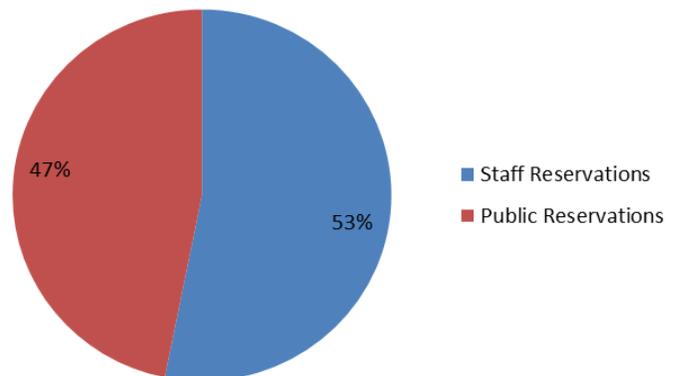
### 2013 Branch Public Meeting Room Reservations



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Milton/Edgewood Room 1	57	106	163
Parkland/Spanaway Room 1	176	145	321
South Hill Room 1	144	122	266
Steilacoom Room	75	91	166
Summit Room 1	104	168	272
Sumner Room 1	174	106	280
University Place Room 1	158	133	291
<b>Total:</b>	<b>2104</b>	<b>1855</b>	<b>3959</b>

### 2014 (01/01-06/05) Branch Public Meeting Room Reservations



## PCLS Meeting Room Capacity

Facility	Posted capacity	Comfortable capacity
Bonney Lake	23	20 is a comfortable upper limit. Note: Due to nearby city construction, parking capacity will be significantly reduced for the remainder of 2009 through summer 2010.
Buckley	35	For programs: 30 w/chairs (adults) and possibly 50 if sitting on the floor (usually kids)
DuPont	<i>No meeting room</i>	
Eatonville	35	40-45 adults or 50-55 children (depending on age)
Fife	60	60
Gig Harbor	146	
Graham	50	If tables are not needed we are comfortable with 60 adults. With tables, about half that. We have had 100 kids on the floor but its a sea of heads.
Key Center	50	About 50 works.
Lakewood	217	adults (no more than the number of chairs), children (probably under 200)
Milton	63	Comfortable capacity is about the same number that is posted (63) but it would depend on if tables and chairs are up and if kids are able to sit on the ground.
Orting	<i>No meeting room</i>	
PAC	340 for the combined rooms w/o dividers Rm A- 100 Rm B- 100 Rm C- 140	Somewhat less than the posted capacities.
Parkland/ Spanaway	75	
South Hill	137	A kids program where they just sit and listen 137 is doable. For a craft type program where tables are needed 60 is better. Adult programs would be 90-100.
Steilacoom	None posted	Adult - 35 to 40 (if using only the chairs, not with the tables). Children - 40 to 50 (again, not using the chairs, just sitting on the floor). ((We have been known to squeeze in lots more little bodies than 50, however!!))
Summit	50	Max capacity I think is about 70. We can do more for a children's program with them sitting on the floor.
Sumner	51	50
Tillicum	<i>No meeting room</i>	
University Place	85	Comfortable capacity: 100 mixed adults and kids



Date: July 29, 2014

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

From: Jennifer Patterson, Customer Experience Manager

Subject: Public Meeting and Conference Room Policy and Procedures

Library leadership has undertaken a review of the Meeting and Conference Room Board Policy and Administrative Procedures and we have drafted revised documents to provide clarification and better align with Library policies and procedures.

We are proposing one minor edit to the *Meeting and Conference Room Board Policy* for your consideration and approval, adding the word “public” to the policy name so that it would become the *Public Meeting and Conference Room Board Policy*.

In addition, we conducted a thorough review of the Public Meeting and Conference Rooms Administrative Procedures and have included the proposed revisions for your review and feedback. Highlights of the proposed changes include:

- Incorporated information regarding the purpose of public meeting room usage and the requirement that meetings be open to the general public to better align with the board policy.
- Provided expanded clarification and guidelines regarding the use of meeting rooms for commercial activities.
- Changed the advanced registration time period from three months following the current month, to two months following the current month.
- Included a maximum reservation length of four hours.

We are currently researching the feasibility of expanding the public use of the meetings rooms at the Processing and Administrative Center to include weekend availability, with the desire to provide equivalent access to all locations that provide after-hours meeting room access. The sections of the Administrative Procedures that are related to this potential change have been highlighted in yellow and are noted that they are under consideration.

As part of the review of the Public Meeting and Conference Room Administrative Procedures, it was acknowledged that our current meeting room reservation software is lacking in several areas, particularly in the ability to better monitor the group approval and meeting room reservation processes. We are currently undertaking a project to identify and implement new meeting room reservation software that will better meet the Library’s needs. We plan on finalizing and implementing the revised Public Meeting and Conference Room Administrative Procedures to be timed with the launch of new meeting room reservation software to minimize the impact of changes to customers.

Included in this board packet are the current Meeting and Conference Room Board Policy and the proposed revised Public Meeting and Conference Room Board Policy for your consideration and approval; and the current Public Meeting and Conference Room Administrative Procedures with a revised draft for your review and feedback.

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# Board Policy



## **Public Meeting and Conference Room Board Policy**

### **Policy Statement**

Library meeting and conference rooms provide space to conduct Library activities for the community that offer the opportunity to learn, connect, and collaborate.

### **Policy**

Pierce County Library System maintains meeting and conference rooms to provide Library-sponsored programs, classes, workshops, events, and other services that support educational, civic, cultural and other activities; engages the community in discovering and exchanging information and ideas; and provides opportunities to learn, gather, connect, and collaborate.

The primary purpose and use of meeting and conference rooms are for Library-sponsored activities.

The Library may make meeting and conference rooms available to the public when they are not being used by the Library or Library-affiliated organizations. At those times, the space will be available to the public on equal terms, regardless of the beliefs or affiliations of individuals or groups requesting their use, and abiding by the terms for public use of the Library meeting and conference rooms.

The Library reserves the right to approve, restrict, or deny usage, and may impose a fee for usage. All public usage of meeting rooms will be open to the public and no fee will be charged to those attending.

Use of Library facilities by an individual, group, or organization does not constitute Library endorsement of the activities, tenets, or purposes.

### **Related Policies/Procedures**

[Public Meeting and Conference Room Policies and Procedures](#)

Adopted by the Pierce County Rural Library District Board of Trustees: December 11, 1991

Revised: August 20, 1998

Revised: April 13, 2011

[Revised: XXX](#)



## Public Meeting Room Policies and Procedures (98-02)

### Policy Statement

Pierce County Library System meeting rooms are provided free of charge as a public service for use by community groups when not in use for Library affiliated or sponsored activities.

### Purpose

To establish the policies and procedures for the use of Library meeting rooms by the public.

### Policy

Designated Library staff members shall have the authority to approve, renew, or reject requests for use of the meeting rooms and facilities. Permission to use Pierce County Library meeting facilities **will be denied** to any organization and/or meeting

- whose purpose is illegal
- who charge a fee to attend the meeting or training
- who engage in commercial activities (buying or selling) as part of the meeting for commercial monetary gain
- whose activity does not have adult sponsorship
- whose conduct would interfere with the proper functioning of the Library. Examples of such conduct would include activities which produce excessive noise or which would require the use of a significant portion of available public parking.
- who fail to notify the Library of cancellations of meetings on two (2) or more occasions
- who fail to follow these policies and procedures

Permission will also be denied to individuals or groups wishing to book meeting facilities for **parties, receptions, or other social events.**

The Library reserves the right to cancel when unforeseen circumstance such as power outages, weather conditions, or conflicts with Library affiliated or sponsored events occur.

### Reservations

Individuals and groups wishing to use a meeting room may make advance booking for a **maximum of two (2) uses per month per facility.** The meeting room may be booked **three (3) months in advance following the current month.** (For example, beginning on May 1st, a group could book the meeting room for anytime in

June, July, or August.) Exceptions may be made for meetings offered for the public by government agencies.

Processing and Administrative Center meeting rooms must be booked at least 24 hours in advance of the scheduled meeting and branches 12 hours.

Persons wishing to reserve a meeting room should go to [www.piercecountylibrary.org](http://www.piercecountylibrary.org) to register their group and make an online reservation or contact the specific library or Processing and Administrative Center by phone or in person where the room they wish to use is located. Each group must be approved before reservations can be made and the room occupied. Reservations for meeting rooms must include time for the group or individual to set up and take down tables, chairs, and other furniture.

**A key must be picked up at least one-half hour before the Library closes for those using the meeting room after hours. No key is required for use of the Processing and Administrative Center meeting rooms. Some branch meeting rooms are not available for after-hours use and Processing and Administrative Center meeting rooms are not available for use on weekends. Meeting rooms are not available for use on Pierce County Library System closed holidays.**

### **Cancellations**

If a scheduled meeting is canceled, the applicant must cancel the reservation online or call the Library at least one week before the meeting or event. Failure to notify the Library within the requested time on two (2) or more occasions may result in loss of future meeting room privileges. Notifying the Library of cancellations ensures that other groups or organizations have access to the meeting room.

### **Courtesy**

- Pierce County Library Branch meeting rooms may be used no later than 11:00 pm. The Processing and Administrative Center must be vacated by 10 pm.
- Costs for restoring condition of room may be billed; for example, putting away chairs or cleaning coffee or food spills.
- Telephone messages for individuals or groups using the meeting room will not be taken by staff.
- The capacity for the room(s), as determined by the Fire Marshall, will be observed at all times.
- No alcoholic beverages may be served or consumed on Library property.
- Smoking is not permitted in any Pierce County Library System facility.
- No open flames such as candles are permitted.
- Wi-Fi access may be available in the meeting rooms, but the Library does not provide computer equipment or access to telephone lines.
- Permission to use the room includes the ordinary use of furniture and fixtures, including chairs, tables, and sink area. Cooking and/or food preparation will not be allowed. The Library does not provide coffee pots.
- Arrangement of furniture and setting-up of furniture is to be done by the group or persons using the room. Each organization and persons using the room shall be responsible for cleaning up and placing all tables, chairs, and other furniture in storage room(s) before leaving.
- Groups or individuals must provide their own supplies such as paper, pencils, and markers.
- Nothing may be affixed or mounted in any way to the walls of the meeting room, except where tackable surfaces are provided.

- Distribution of pamphlets, leaflets, etc., and solicitation for the purchase of goods or services by persons or organizations using the meeting room will not be permitted outside of the room.
- Meeting rooms in the Processing and Administrative Center have room dividers that permit the use of the rooms by more than one group. Dividers are to be moved by Library staff only. Groups sharing a meeting room in these facilities must not interfere with the other groups' use by making excessive noise, blocking entrances, etc.
- The lobby area of the Library branch libraries and the Processing and Administrative Center building are not to be considered a part of the meeting room. At the beginning of meetings, please announce that there is no cell phone usage in the lobby.

### **Endorsement**

Use of Library meeting rooms does not constitute an endorsement by the Library of a program or point of view expressed.

No advertisement or announcement implying such endorsement is permitted. In order to establish the fact that the Library is not sponsoring the meeting, all publicity that uses the name of the Library **must include the following statement:**

*"Sponsored by XYZ Neighborhood Guild" (name of the organization booking the room).*

An organization may not use the name and address of the Library as its headquarters or as the official address of the organization. The organization may not use the Library's address or telephone number for registration or for information regarding the meeting or the organization.

Publicity for events conducted in Pierce County Library System meeting rooms that are by organizations not connected with the Pierce County Library System should in no way imply or suggest Library sponsorship of the event.

***Effective July 23, 1998. Revised December, 2008. Revised December 17, 2013.***

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See also:

- [Meeting and Conference Room Board Policy](#)

## DRAFT REVISED Public Meeting and Conference Room ~~Policies and~~ Procedures (98-02)

### Policy Statement

Pierce County Library System maintains meeting and conference rooms to provide Library-sponsored programs. When not in use for Library affiliated or sponsored activities, Pierce County Library System meeting rooms are provided free of charge as a public service for use by community groups and individuals for educational, cultural, civic and recreational purposes, subject to the rules outlined below when not in use for Library affiliated or sponsored activities. Except for meetings held by state and local agencies that are exempt from open meeting law, meetings will be non-exclusive and will be open to the general public and may not be restricted to any particular group. Pierce County Library supports and endorses the American Library Association's Library Bill of Rights, which states:

"Libraries which maintain meeting spaces, exhibit space or other facilities open to the public should make them available on equal terms to all persons, regardless of their beliefs or affiliations."

### Purpose

To establish the ~~policies and~~ procedures for the use of Library meeting rooms by the public.

### ~~Policy~~ Use and Procedures

Designated Library staff members shall have the authority to approve, renew, or reject requests for use of the meeting rooms and facilities. Permission to use Pierce County Library meeting facilities **will be denied** to any organization and/or meeting

- whose purpose is illegal.
- ~~who that~~ charges a fee to attend the meeting or training. Fees to cover the cost of materials used in classes, workshops, conferences may be collected with prior permission by local library management.
- ~~who that~~ engages in commercial activities ~~(buying or selling)~~ as part of the meeting ~~for commercial monetary gain or promotes~~ attendance at the meeting through the use of incentives. No promotions, incentives or sales of services, products, merchandise, materials or other items are allowed except for library-sponsored events, such as the Friends of the Library book sales.
- that fundraises or solicits funds in meeting room. No donations of money or other property may be solicited or collected from attendees except for library-sponsored activities by Friends of the Library or PCLS Foundation.
- whose activity ~~does not have adult sponsorship~~ is not sponsored and supervised by an adult.
- whose conduct would interfere with the proper functioning of the Library. Examples of such conduct would include activities which produce excessive noise or which would require the use of a significant portion of available public parking.
- ~~who that~~ fails to notify the Library of cancellations of meetings on two (2) or more occasions.
- ~~who that~~ fails to follow these policies and procedures.

July 8, 2014

Commercial use of library meeting rooms is not permitted. However, a commercial entity or professional practitioner may use a library meeting room to provide an educational program open to the general public related to his or her field of expertise. During such a program or in promotion of the program, no attempt may be made to sell a product or service offered by the entity or practitioner or any other commercial interest. Therefore, the individual or entity offering the program may not hand out business cards or brochures promoting any business, product or service and may not solicit personal information (names, addresses, phone numbers, etc.) from the program participants, either as part of a pre-registration process or during the program itself.

Permission will also be denied to individuals or groups wishing to book meeting facilities for **parties, receptions, or other social events.**

The Library reserves the right to cancel when unforeseen circumstance such as power outages, weather conditions, or conflicts with Library affiliated or sponsored events occur.

### Reservations

Individuals and groups wishing to use a meeting room may make advance booking for a **maximum of two (2) uses per month per facility.** ~~The meeting rooms~~ may be reserved ~~three-two (32)~~ months in advance following the current month. (For example, beginning on May 1st, a group could book the meeting room for anytime in June or July, ~~or August.~~) The maximum meeting room reservation length is four hours. Use is granted on a first-come, first-served basis and the library cannot guarantee that a meeting room will be available for any particular day and time, or on a regular basis. Exceptions may be made for meetings offered ~~for the public~~ by government agencies.

Processing and Administrative Center meeting rooms must be booked at least 24 hours in advance of the scheduled meeting and branches 12 hours.

Persons wishing to reserve a meeting room should go to [www.piercecountylibrary.org](http://www.piercecountylibrary.org) to first register their group. The group registration allows the group to reserve meeting rooms at any Pierce County Library location and groups are limited to one registration per group. Once the group registration has been approved, reservations can be through the online registration system or by ~~and make an online reservation or~~ contacting the specific library or Processing and Administrative Center by phone or in person where the room they wish to use-reserve is located. Each group must be approved before reservations can be made and the room occupied. Reservations for meeting rooms must include time for the group or individual to set up and take down tables, chairs, and other furniture.

**A key must be picked up at least one-half hour before the Library closes and no more than one day in advance** for those using the meeting room after hours. Keys must be returned in the library's book drop immediately after the meeting has ended and the building has been secured. No key is required for use of the Processing and Administrative Center meeting rooms. Some branch meeting rooms are not available for after-hours use and **Processing and Administrative Center meeting rooms are not available for use on weekends.** Meeting rooms are not available for use on Pierce County Library System closed holidays.

### Cancellations

July 8, 2014

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If a scheduled meeting is canceled, the applicant must cancel the reservation online or call the Library at least one week before the meeting or event. Failure to notify the Library within the requested time on two (2) or more occasions may result in loss of future meeting room privileges. Notifying the Library of cancellations ensures that other groups or organizations have access to the meeting room.

### Courtesy

- **Pierce County Library Branch meeting rooms may be used no earlier than 7:00 am and no later than 11:00 pm. The Processing and Administrative Center must be vacated by 10 pm.**
- Costs for restoring condition of room or equipment may be billed; for example, putting away chairs or cleaning coffee or food spills.
- Telephone messages for individuals or groups using the meeting room will not be taken by staff.
- The capacity for the room(s), as determined by the Fire Marshall, will be observed at all times.
- No alcoholic beverages may be served or consumed on Library property.
- All Pierce County Library System buildings, grounds, and vehicles are smoke and tobacco free. Tobacco use and smoking in all forms, including the use of electronic cigarettes and smoke-free oral tobacco products, is not permitted in any facility, vehicle, or on property owned by the Pierce County Library System. Smoking is not permitted in any Pierce County Library System facility.
- No open flames such as candles are permitted.
- Wi-Fi access may be available in the meeting rooms, but the Library does not provide computer equipment or access to telephone lines. During open hours, library staff may provide basic technical support of library owned equipment. Technical support is not available during closed hours.
- Permission to use the room includes the ordinary use of furniture and fixtures, including chairs, tables, and sink area. Cooking and/or food preparation will not be allowed. The Library does not provide coffee pots.
- Arrangement of furniture and setting-up of furniture is to be done by the group or persons using the room. Each organization and persons using the room shall be responsible for cleaning up and placing all tables, chairs, and other furniture in storage room(s) before leaving.
- Groups or individuals must provide their own supplies such as paper, pencils, and markers.
- Nothing may be affixed or mounted in any way to the walls of the meeting room, except where tackable surfaces are provided.
- Distribution of pamphlets, leaflets, etc., and solicitation for the purchase of goods or services by persons or organizations using the meeting room will not be permitted outside of the room.
- **Meeting rooms in the Processing and Administrative Center have room dividers that permit the use of the rooms by more than one group.** Dividers are to be moved by Library staff only. Groups sharing a meeting room in these facilities must not interfere with the other groups' use by making excessive noise, blocking entrances, etc.
- The lobby area of the Library branch libraries and the Processing and Administrative Center building are not to be considered a part of the meeting room. At the beginning of meetings, please announce that there is no cell phone usage in the lobby.

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### Endorsement

Use of Library meeting rooms does not constitute an endorsement by the Library of a program or point of view expressed.

July 8, 2014

No advertisement or announcement implying such endorsement is permitted. In order to establish the fact that the Library is not sponsoring the meeting, all publicity that uses the name of the Library **must include the following statements:**

"Sponsored by XYZ Neighborhood Guild" (name of the organization booking the room). ["This program is not sponsored or endorsed by the Pierce County Library System."](#)

An organization may not use the name and address of the Library as its headquarters or as the official address of the organization. The organization may not use the Library's address or telephone number for registration or for information regarding the meeting or the organization.

~~Publicity for events conducted in Pierce County Library System meeting rooms that are by organizations not connected with the Pierce County Library System should in no way imply or suggest Library sponsorship of the event.~~

[Failure to comply with these policies in procedures could result in the loss of meeting room use privileges.](#)

*Effective July 23, 1998. Revised December, 2008. Revised December, 2013. [Revised XXX, 2014.](#)*

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See also:

- [Meeting and Conference Room Use Policy \(Board Policy 3.2\)](#)
- [Programming Policy](#)

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[July 8, 2014](#)

# MEMO

**Date:** July 25, 2014

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

**From:** Neel Parikh, Executive Director

**Subject:** Template and Possible Timeline for Lid Lift Election and Facilities Bond

Attached is a template for developing a levy lid lift strategy. As you can see from the template, the determining factor is when the levy rate is estimated at 46¢ or below. As of now, Cliff is estimating this will happen in 2020. In June of 2019 the assessor's report are issued. However, by November or December of 2018 we can probably estimate the levy rate and there will be some indication that the levy rate is going to decline. I listed June 2019 as the start date for this process because there is certainty for the range of the levy rate. This is a tight, but doable, timeline intended to follow the exact same process we used for the lid lift in 2006. The only difference is that in 2006, after the first Community Advisory Committee meeting. Our revenues increased more than expected and we did not have a "solid" case for a lid lift. It was determined not to pursue a levy lid lift and instead to increase the public involvement and communication with the public in order to decide about a lid lift in the following year.

I have also attached two versions of a possible timeline showing a lid lift and a facilities bond. Doing this timeline has made it clear to me that this is only speculative. There are too many factors that go into the final decisions. However, it is very clear the timing of the lid lift is a driver. You probably would not want to do a facilities bond at the same time as a lid lift. Another driver is the arrival of a new Director and the beginning of a strategic plan. This assumes a strategic plan should take place immediately prior to the Facilities Master Plan update.

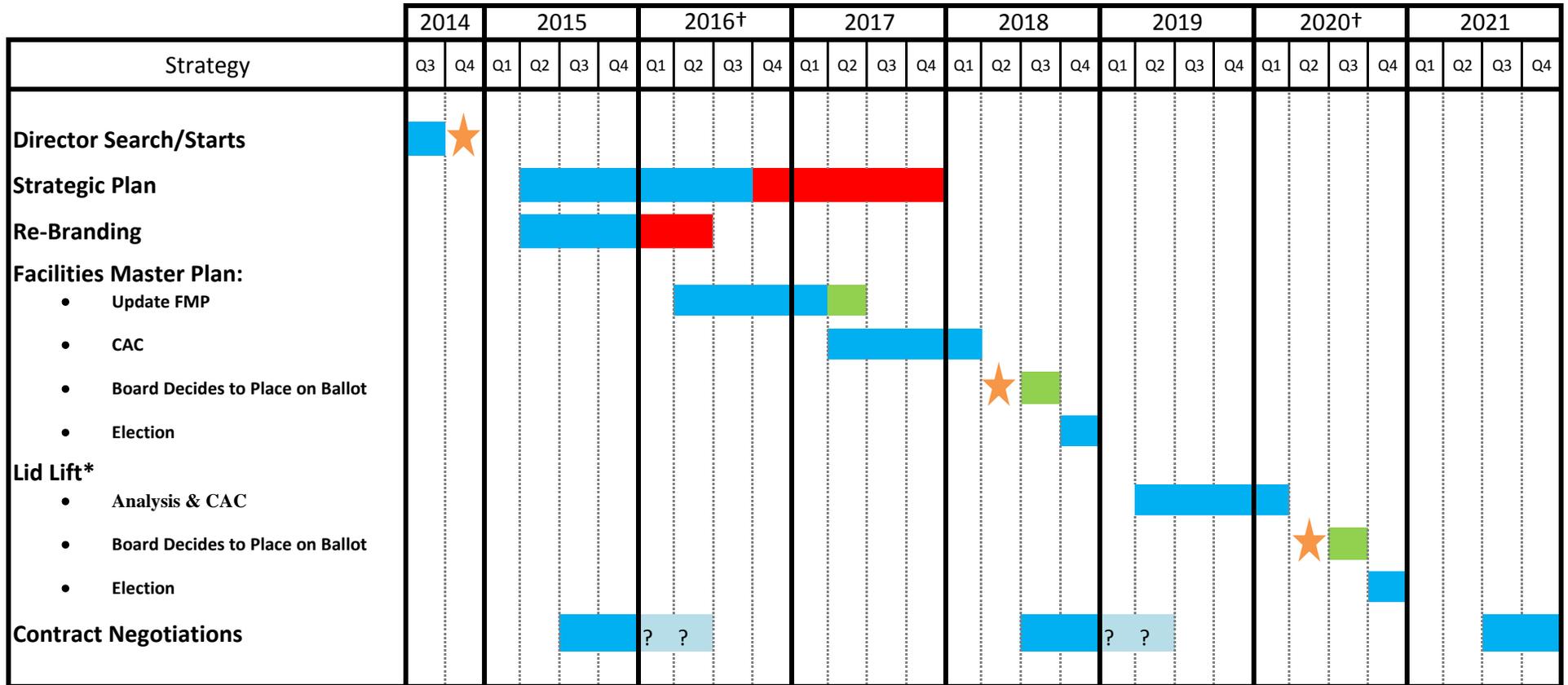
Version 1 assumes the strategic planning begins early on in 2015, followed by a facilities bond and then followed by a lid lift. Version 2 gives more time for a strategic plan and, due to the timing of the lid lift, puts off a facilities bond until 2024. That is a long time to wait.

**TEMPLATE TIMELINE FOR LID LIFT ELECTION**

<b>YEAR</b>	<b>MONTH</b>	<b>ACTIVITY</b>	<b>RESPONSIBLE</b>
1 (est. 2019)	June	Levy rate estimated at 46¢ or below - staff evaluate funding situation	Staff
	September	Levy certification shows levy rate at 46¢ or below	Cliff Jo
	November	Board discuss <ul style="list-style-type: none"> <li>• Funding projections and need for a “lid lift”</li> <li>• Decide to pursue further study (survey &amp; research)</li> <li>• Authorize formation of a community advisory group</li> </ul>	Board
	December-January	Appoint a Community Advisory Committee (CAC)	Director
2 (est. 2020)	January	Public Opinion Survey	Staff
	March	CAC begins work 1 <sup>st</sup> CAC meeting <ul style="list-style-type: none"> <li>• Overview of issue</li> <li>• Review survey results</li> <li>• Review content for public meeting</li> </ul>	CAC
	March-April	Conduct public meetings	Staff
	April	2 <sup>nd</sup> CAC meeting <ul style="list-style-type: none"> <li>• Review information gathered from additional surveys &amp; public meetings</li> <li>• Discuss funding options connected to specific library services</li> </ul>	
	May	3 <sup>rd</sup> CAC meeting <ul style="list-style-type: none"> <li>• Preliminary levy rate</li> <li>• Update budget status</li> <li>• Review any additional public comments</li> <li>• Develop recommendation for Board</li> <li>• Decide to pursue election</li> <li>• Recommend Actions to Board</li> </ul>	Board CAC
	June or July (90 days)	Resolution Requesting an Election	Board
		Ballot Measure Prepared Library Communication to the public provides information about the measure	Staff
	July - October	PAC’s Formed	Community
		Campaign	Community
November	Election	Community	

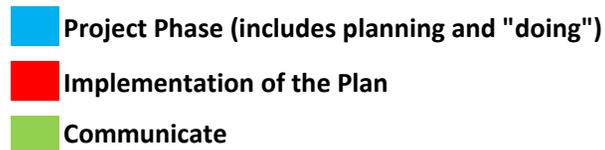
## Possible Elections Timeline

### Version 1 - Facilities Levy First



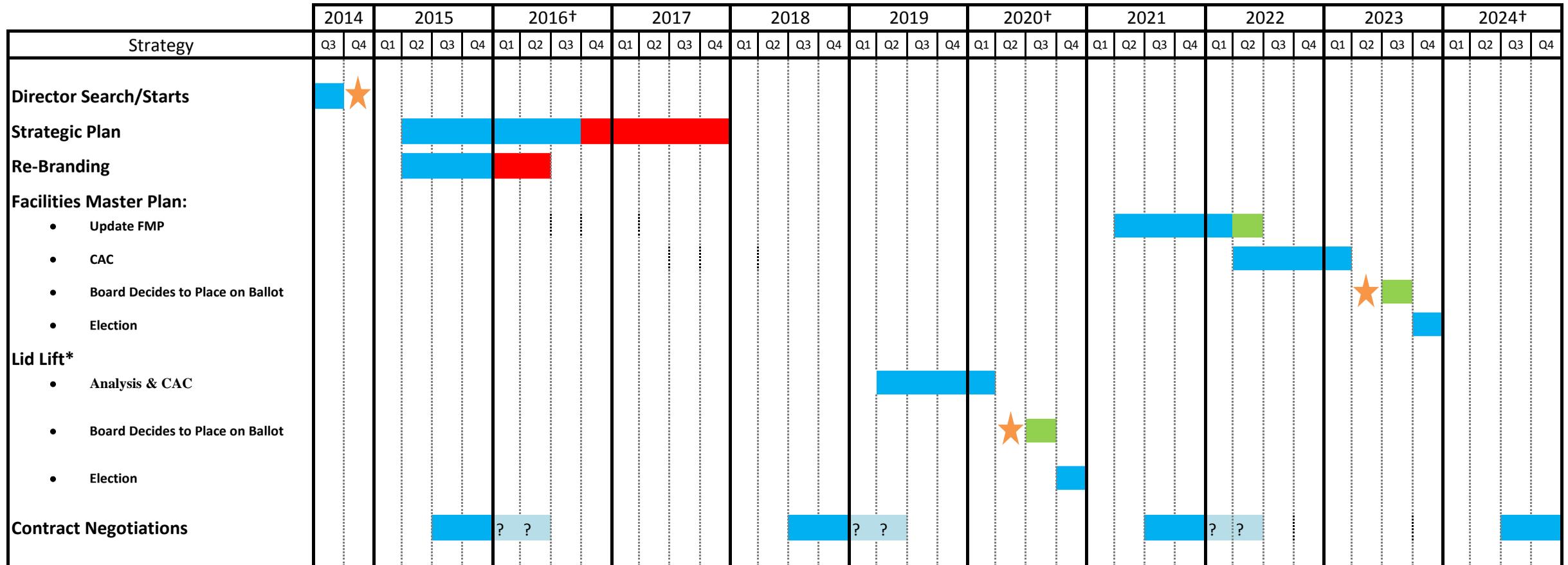
\*2019 is the earliest we could consider a lid lift

†Presidential Election



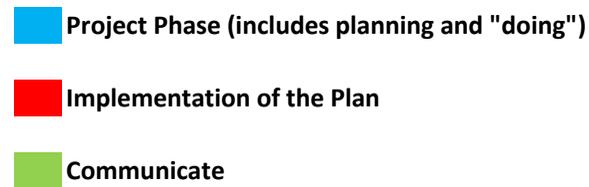
## Possible Elections Timeline

### Version 2 - Lid Lift First



\*2019 is the earliest we could consider a lid lift

†Presidential Election



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# M E M O



Date: July 23, 2014

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

From: Neel Parikh, Executive Director

Subject: Current and Projected Bonds and Levies in Pierce County

Attached is a list of 2014 and future projected levies for taxing districts in Pierce County. Many of these levies are school district maintenance and operational levies - "Educational Programs and Operations". Those levies tend to happen on a regular basis and are more routine. Levies that connect to special projects, such as capital levies, are the ones we would want to pay attention to when contemplating a capital facilities measure.

A list like this is only speculative. As we looked more closely at elections, we would know more about what was projected in order to help choose an election.

## Bonds and Levies Expirations

Organization	Period	Type	Fund/Replace	Expires
Fire Dist. 22	2-year	M&O	Fund	2014
Dieringer SD Prop 1	2-year	Educational Programs & Operations	Replace	2014
Orting SD Prop 1	2-year	Educational Programs & Operations	Replace	2014
Steilacoom SD Prop 1	4-year	Educational/M&O	Replace	2014
Puyallup SD Prop 1	4-year	School Programs/Operations	Replace	2014
UP SD Prop 1	4-year	Educational/M&O	Replace	2014
Sumner SD Prop 1	4-year	Educational/M&O	Replace	2014
White River SD Prop 1	4-year	School Programs/Staff/Operations	Replace	2014
Fife SD Prop 1	4-year	Capital Projects Tech	Fund	2014
Dieringer SD Prop 1	2-year	Education/M&O	Replace	2016
Orting SD Prop 1	2-year	Educational/M&O	Replace	2016
White River SD Prop 2	2-year	School Tech	Fund	2016
Fire Dist. 18 (Orting Valley)	4-year	M&O	Fund	2016
Peninsula SD Prop 1	4-year	Capital Projects	Fund	2016
Carbonado SD Prop 1	4-year	Educational Programs & M&O	Replace	2016
Clover Park SD Prop 1	4-year	Educational Programs & Operations	Replace	2016
Peninsula SD Prop 1	4-year	Educational Programs & Operations	Replace	2016
Fire Dist. 14	4-year	M&O	Replace	2016
Fire Dist. 16	4-year	M&O	Fund	2016
Fire District 10	6-year	EMS	Fund	2016
Fire District 17	6-year	EMS	Fund	2016
<b>Presidential Election</b>				<b>2016</b>
Franklin Pierce SD Prop 1	5-year	Capital School Improvements	Fund	2017
Fire Dist. 6	6-year	EMS	Replace	2017
Fire Dist. 21	6-year	EMS	Replace	2017
Dupont	6-yr	EMS	Replace	2017
Steilacoom SD Prop 1	4-year	Educational M&O	Replace	2018
Puyallup SD Prop 1	4-year	Educational Programs M&O	Replace	2018
UP SD Prop 1	4-year	Educational Programs & Operations	Replace	2018
Sumner SD Prop 1	4-year	Education/M&O	Fund	2018
Sumner SD Prop 2	4-year	Tech Improvements	Fund	2018
Dieringer SD Prop 2	4-year	Instructional Tech	Fund	2018
Franklin Pierce SD Prop 1	4-year	Educational Programs/Operations	Replace	2018
Franklin Pierce SD Prop 2	4-year	Instructional Tech Improvements	Replace	2018
Bethel SD Prop 1	4-year	School Programs/Operations	Replace	2018
Bethel SD Prop 2	4-year	School Tech	Replace	2018
Eatonville SD Prop 1	4-year	Educational Programs/Operations	Replace	2018
White River SD Prop 1	4-year	Educational/M&O	Replace	2018
Fife SD Prop 1	4-year	Educational Programs/Operations	Replace	2018
UP SD Prop 2	4-year	Tech & Safety Capital Improvements	Fund	2018
Valley Regional Fire Authority	6-year	Fire Benefit Charge/M&O	Fund	2018
Puyallup SD Prop 2	6-year	Capital Imp/Tech Upgrades	Fund	2020
Fire District 6	10-year	EMS	Fund	2020
<b>Presidential Election</b>				<b>2020</b>
Fire Dist. 22	10-year	EMS	Replace	2021

# M E M O

**Date:** July 23, 2014

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

**From:** Neel Parikh, Executive Director

**Subject:** Election Analysis from October 2012

As I have stated previously, we have been monitoring elections and the possibility of a capital facilities bond since the completion of the Facilities Master Plan. In 2012, Bill Stauffacher helped us identify an election strategist who would be able to evaluate elections and estimate the possible success of a general obligation bond in Pierce County based on performance in our service area. She was also able to recommend different strategies. Attached, for your information, is this report.

Based on this report, we decided not to continue to pursue about a capital improvement bond until the economic climate improved and there was some sign that bond measures were beginning to pass. As you know, the economic climate began improving in 2013 and 2014 and some successful bond elections took place last year.

Also attached is a summary of bond and levy election results from 2005. Mary Getchell, former Marketing and Communications Director, prepared a report of successful bond measures for the lid lift community advisory council at their request. After 2009, she provided regular reports on bond and levy election results to the Board. These are also attached and summarized.

**To: Pierce County Library System**  
**From: Kelly Evans, Sound View Strategies**  
**Date: October 15, 2012**  
**Re: Election analysis**

### **Overall look at levies and bonds in Pierce County**

To begin this analysis, I reviewed the tax measures in Pierce County since the recession hit. I looked at 61 measures from 2009 to 2012 in various jurisdictions in Pierce County not including the City of Tacoma.

- 15% of the total tax measures failed, 85% passed
- 1/3 of those that failed were bonds
- There have been six bond measures put on the ballot since 2008 and three failed (Auburn Schools, Peninsula Schools and Puyallup Schools) – a 50% passage rate. In 2012 Auburn passed a bond in the Pierce County portion of the district but the bond failed overall because of the King County vote. The second bond was by the City of Buckley for a fire station and the third was for Clover Park Schools.

The levy passage rate is much better than bonds. However, just 44% of the levies garnered more than 60% of the vote. And among those, nearly all are school district M&O levies or EMS levies for fire districts.

Of the districts that put Capital Levies on the ballot (there have been six Capital or Technology Levies) just two received more than 60% of the vote.

From this analysis I see a mixed bag in terms of possible success in various areas of the County.

### **Geographic analysis**

I also looked to some of the recent measures and the intensity of support as a guide to how some areas of the Library District would tolerate the request for a tax increase. There are pockets in areas such as University Place, Fife, Peninsula, Steilacoom and Dupont where support for tax measures has been higher than in other areas of the county.

In addition, I looked at support for the last Pierce County Library measure. The easiest way to look at it is by legislative district:

2<sup>nd</sup> LD (Eatonville, Orting, Roy)

51%

25 <sup>th</sup> LD (Puyallup)	56%		
26 <sup>th</sup> LD (Gig Harbor/Peninsula)		56%	
27 <sup>th</sup> LD (about five precincts)	54%		
28 <sup>th</sup> LD (Lakewood, Dupont, Steilacoom, UP)		60%	
29 <sup>th</sup> LD (East Lakewood/Parkland/Spanaway)			60%
31 <sup>st</sup> LD (Milton, Bonney Lake, Carbonado)	52%		

This confirms that University Place, Fife, Peninsula, Steilacoom and Dupont are communities where support is likely to be highest.

### **Choices of elections**

There are a lot of factors to take into account if you decide to proceed. My analysis showed:

- Most school measures are placed on the February ballot and most of them pass.
- The August ballot is where most fire districts have been placing their measures, to good success (likely older electorate who worry about safety and response time)
- There have been few local tax measures on the November ballot even though turnout is higher. This is likely due to the competition for attention with candidate races and statewide measures.

There are also some assumptions you can make moving forward:

- Turnout will be higher in August and November of 2014 than in August and November of 2013. This could change depending on what may appear on the ballot in 2013 (statewide ballot measures can drive turnout dramatically in off years, depending on the issue).
- There will be competition for attention with other local priorities (see below about what we learned about upcoming measures).

My recommendation is to let polling guide a decision about ballot timing. I worry about February and April as those are the months that most school districts put their measures on the ballot. While I would assume that the type of voters who support schools may also support libraries, given that Pierce County is still in economic recovery, I'm not sure we can afford to be in a position where voters are making choices between priorities.

### **What will be on the ballot in 2013 and 2014**

Here is what we learned about measures for 2013

Pierce County: The only resolution they have received so far for 2013 was from the Puyallup School district for February.

Puyallup School District just released a bond for next year for February 2013, a \$279.6 million proposal. The proposition to be set before voters would authorize the district to replace two elementary schools; construct a southwest area elementary school; expand/remodel other elementary schools and Rogers, Emerald Ridge and Puyallup High Schools; construct a new track and field at Edgemont Junior High School; acquire new student computers and other capital improvements, including district wide technology. - **Passed**

University Place School District—Not until 2014 - **Bonds Passed**

Sumner School District—Renewal of levy in 2013, haven't announced date yet (most likely beginning of year) - **M&O Passed**

Fife School District—No levies or bonds in 2013

Franklin Pierce Schools—Recent levy was a capital levy for remodel. Won't have anything on ballots in 2013, but will have a renewal in 2014/2015, and possibly 2017. - **M&O Passed**

White River Schools | Next levy will be in Feb 2014 for collection 2015 | 2019. - **M&O Passed**

Eatonville, Auburn Schools, Clover Park, Yelm, Orting, & Peninsula School District, Bethel Schools: Nothing in 2013

### **Recommendation**

As I understand it, you have two choices:

- 1) Run a district wide election for a capital construction bond.
- 2) Break up the district into smaller communities, running smaller measures to fund facilities in just those communities.

The data is clear that a bond proposal across the district is a tough sell in this environment. However, before making a decision I strongly recommend conducting a poll in the district to gauge public support for a measure. I would also recommend doing an oversample of certain areas of the district – including University Place, Lakewood, Steilacoom, Dupont and Gig Harbor/Peninsula. This will give you a statistically valid sample to gauge support in specific communities if you decide to pursue running smaller measures to serve certain areas.

By doing this thorough analysis of past measures, analyzing voting history in the district and conducting up to date polling in the area we can identify the path to likely electoral success.



# **NEW BUSINESS**

# M E M O

Date: July 25, 2014

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

From: Neel Parikh, Executive Director

Subject: Bylaws of the Board of Trustees

It came to my attention that the Bylaws of the Board of Trustees have not been revised since 1997. Upon close examination, I realized there were some inaccuracies. I shared the bylaws with our specialist in library district law, Dan Gottlieb, asking him if he thought we should have bylaws and, if so, to suggest revisions.

The RCW 27.12.210 specifically states that "Trustees shall "(1) adopt such bylaws, rules and regulations for their own guidance and for the government of the library as they deem expedient." Dan thought it was a good idea for a Board to have bylaws. Bylaws play the function of filling in gaps in the law such as the establishment of officers or ongoing operations at the Board meeting. Based on my conversations with Dan and sample bylaws from the Kitsap Regional Library, where he serves as Chair of the Board, I have made significant revisions to our 1997 bylaws.

I believe these bylaws revisions give the Board the opportunity to review and standardize your ongoing functions. Some of the issues that are raised here are important. I do not think it is necessary to pass these bylaws during the August meeting but I suggest we pass them by the October meeting.

Much of the bylaws is basic operational guidance. Some of the changes I made were simply revisions in the terminology, clarifications or updating. I have also added language and/or concepts used in the Kitsap bylaws. Below I will summarize my thinking regarding each of those changes. I have checked (✓) the specific changes I think will need more thought and discussion on the part of the Board.

Dan Gottlieb has reviewed the draft. I am attaching the current bylaws, a revision with changes redlined, and a clear copy of the revision. Dan has reviewed the revised version.

## **Article I. Name**

A simple rewording and expansion

## **Article II. Object**

Our bylaws stated that Pierce County Library System is a municipal corporation. That is actually not true. (The library is a "public corporation with such powers as are necessary to carry out its functions and for taxation purposes shall have the power vested in municipal corporations for such purposes.") This section was revised to incorporate some statements from the Kitsap bylaws.

## **Article III. Membership**

### **Vacancies (Section 3)**

I have added the process for unexpired terms.

## **Article IV. Officers**

### **Election and Terms (Sections 1 and 2)**

These were edited based on current practice.

## **Article V. Meetings**

### **Regular Meetings (Section 1)**

Regular meetings are defined specifically in the RCW in connection with the Open Meetings Act. This section is revised to reflect our current practice for scheduling regular meetings.

### **Open Public Meeting Act (Section 3)**

A simple language revision

#### **✓ Absences (Article V, Section 5)**

When the bylaws were written in 1997, the Board intentionally included information regarding absences. There was a very strong feeling that Board members should be in attendance at all meeting and therefore the language was specific to that matter. On examining the Kitsap bylaws, I noted they took another approach by stating a Trustee “shall” attend all meetings. I have included in the bylaws draft both versions for you to choose from.

#### **✓ Teleconference or Videoconference Participation (Article V, Section 6)**

It is legal for Trustees to participate by teleconference or videoconference if it is provided for in the bylaws. This has been requested in the past. This would formalize the action and allow it to legally take place. Also from Kitsap bylaws.

#### **✓ Form of Action (Article V, Section 7)**

This is essentially a procedural matter that describes how actions and decisions will be made. It seems good to include. Also from Kitsap bylaws.

#### **✓ Board Acting as a Body (Article V, Section 8)**

This also came from the Kitsap bylaws and appears in by laws of a number of other libraries. It appears to be somewhat a behavioral concern. I am not sure it should be incorporated in our bylaws but I thought I would provide it as an option.

#### **✓ Records of Board Meetings (Article V, Section 9)**

This did not appear in our original bylaws but appeared in Kitsap’s bylaws and seemed like a good matter to include.

### **Article VI. Responsibilities of the Director**

#### **✓ Appointment (Article VI, Section 1)**

Our bylaws do not include the phrase “shall serve at the Board’s pleasure”. I think this is an important concept to include.

#### **Performance Evaluation (Section 3)**

Added as current practice and as it exists in the Kitsap bylaws.

#### **Acting Director (Section 4)**

Also added from the Kitsap policy.

### **Article VII. Committees**

#### **✓ Policy Committee (Article VII, Section 2)**

This section is in the Kitsap bylaws. It seemed like a good addition.

### **Article VIII. Policies**

#### **✓ Policy Committee (Article VIII, Sections 1-3)**

This entire section is from the Kitsap bylaws and was not incorporated ours. This outlines the concept of a policy being discussed at one meeting and passed at a second meeting. Over the years the Board has had various practices regarding this matter. I think it would be a good idea to formalize this procedure in the bylaws.

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# Board Policy



## Bylaws of the Pierce County Library System Board of Trustees

### ARTICLE I. Name

The name of this Board shall be the "Pierce County Library System Board of Trustees."

### ARTICLE II. Object

The Pierce County Library System is a municipal corporation which is a Library District. The Board of Trustees of Pierce County Library System shall be responsible for the provision of public library services to the residents of unincorporated Pierce County and the residents of cities that annex to or contract with Pierce County Library System for library services. The Board shall exercise the authority and assume the responsibilities delegated to it in accordance with Title 27 Chapter 12 of the laws of the State of Washington or as those laws may be hereafter amended and applied to municipal corporations of like character.

### ARTICLE III. Membership

**Section 1. Appointment:** In accordance with RCW 27.12.190, a Board of five (5) trustees will be appointed by the Pierce County Council. Any resident of the Pierce County Library System shall be eligible for membership.

**Section 2. Term:** Trustees may be appointed for five (5) year terms. No person shall be appointed for more than two (2) consecutive terms.

**Section 3. Vacancies:** The Board of Trustees will adopt a process for recommending candidates to fill Board vacancies.

**Section 4. Compensation:** In accordance with RCW 27.12.190, library trustees "shall not receive a salary or other compensation as a trustee, but necessary expenses actually incurred shall be paid from the library funds."

**Section 5. Removal:** A library trustee may only be removed for just cause by the Pierce County Council, as outlined in RCW 27.12.190.

### ARTICLE IV. Officers

**Section 1. Election:** The Board shall elect from its membership a Chair and Vice-Chair at the January meeting.

**Section 2. Term:** Officers elected shall serve until the following January meeting or until their successors are elected if later.

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# Board Policy



**Section 3. Chair:** The Chair of the Board shall preside at all meetings of the Board of Trustees, appoint all committees, act and perform all other duties necessary for the fulfillment of the objectives and decisions of the Board of Trustees.

**Section 4. Vice-Chair:** The Vice Chair shall preside in the absence of the Chair and fulfill the duties of the Chair in the Chair's absence, inability to serve or removal from office.

**Section 5. Secretary:** The Director or her/his designate shall serve as Secretary of the Board. The Secretary shall ensure that a true and accurate record is maintained of all meetings of the Board.

## ARTICLE V. Meetings

**Section 1. Schedule:** Meetings shall be held approximately monthly. The date, hour and location shall be set by the Board, according to the laws of the State of Washington. A tentative schedule for the year will be set at the January meeting.

**Section 2. Special Meetings, Emergency Meetings and Study Sessions:** Special meetings, Emergency meetings, and Study Sessions shall be scheduled and notice given according to the laws of the State of Washington.

**Section 3. Open Public Meetings:** Meetings shall be scheduled, held and conducted in accordance with the provisions of the Open Public Meetings Act, RCW Title 42, Chapter 30 (RCW 42.30).

**Section 4. Quorum:** A majority of all members of the Board shall constitute a quorum for voting on the transaction of business. A majority of those present is necessary to take action on any item coming before the Board.

**Section 5. Absences:** It is the intention of the Board to maintain full representation of the members in all policy-making decisions. Therefore, regular attendance of Trustees is encouraged and monitored by the Board.

## ARTICLE VI. Responsibilities of the Director

**Section 1. Appointment:** The Board of Trustees shall select and appoint a competent and qualified library director who shall manage library operations on behalf of the Board and under its review and direction.

**Section 2. Responsibilities:** The Director develops, implements and administers a comprehensive library program to meet the cultural, informational and educational needs of the community. The Director shall be responsible for the administration of and planning for the delivery of all library services. This shall include, but not be limited to, staff and organization structure, appropriate collections, operational systems, budget, facilities and equipment, and procedures to assure integrity and

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# Board Policy



competence in public service, community relations, and optimum circulation of library materials within the budget appropriation. The Director shall also represent the library to the community.

## **ARTICLE VII. Committees**

Standing or special committees shall be appointed by the Chair from time to time as deemed necessary should a need be identified.

## **ARTICLE VIII. Indemnification**

The Pierce County Rural Library District will be responsible for all acts and omissions of the individual trustees in the performance of their duties as a Rural Library District Trustee.

## **ARTICLE IX. Amendments**

These Bylaws may be revised or amended at any regular or special meeting of the Board, with the provision that the Trustees receive copies of the proposed changes at least one (1) week prior to the meeting.

**Revised and Adopted by the Board of Trustees of the Pierce County Library System, May 10, 1997.**



[HCMP comments 7/29/14](#)

## Bylaws of the Pierce County Library System Board of Trustees

### ARTICLE I. Name

The name of the rural county library district duly established pursuant to chapter 27.12 RCW is the "Pierce County Rural Library District," but it shall do business as "Pierce County Library System" (the "Library"). The name of the governing body shall be the "Pierce County Library System Board of Trustees" (the "Board"). Individual members are referred to herein as "Trustees."

### ARTICLE II. Object

The object of the Board shall be: to perform all functions and duties of the library board of trustees as authorized by chapter 27.12 RCW, as amended and all other laws as may be applicable, or may hereafter become law. The Board of Trustees of Pierce County Library System shall be responsible for the provision of public library services to the residents of unincorporated Pierce County and the residents of cities that annex to or contract with Pierce County Library System for library services. The management and control of the Library is vested in the Board.

### ARTICLE III. Membership

**Section 1. Appointment:** In accordance with RCW 27.12.190, a Board of five (5) trustees will be appointed by the Pierce County Council. Any resident of the Pierce County Library System shall be eligible for membership.

**Section 2. Term:** Trustees may be appointed for five (5) year terms. No person shall be appointed for more than two (2) consecutive terms.

**Section 3. Vacancies:** Vacancies shall be filled for unexpired terms as soon as possible in the manner in which Trustees are regularly chosen. A Trustee appointed to fill a vacancy shall serve the remainder of the term of the Trustee replaced. The Board shall adopt a process for recommending candidates to fill vacancies.

**Section 4. No Compensation; Reimbursement:** Trustees shall not receive a salary or other compensation as a trustee, but necessary expenses actually incurred shall be paid from the ~~library~~Library funds.

**Section 5. Removal:** A Trustee may only be removed for just cause by the Pierce County Council.

**ARTICLE IV. Officers**

**Section 1. Election:** The Board shall elect from its membership a Chair and Vice-Chair at the December meeting.

~~Vacancies in either such office shall be filled by vote of the Board at the next regular meeting of the Board after the vacancy occurs.~~

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**Section 2. Term:** Officers elected shall serve January -through December of the following year or until their successors are elected if later: ~~provided, that any officer may succeed himself/herself.~~

**Section 3. Chair:** The Chair of the Board shall preside at all meetings of the Board of Trustees, appoint all committees, act and perform all other duties necessary for the fulfillment of the objectives and decisions of the Board of Trustees.

**Section 4. Vice-Chair:** The Vice Chair shall preside in the absence of the Chair and fulfill the duties of the Chair in the Chair's absence, inability to serve or removal from office.

**Section 5. Secretary:** The Director or her/his designate shall serve as Secretary of the Board. The Secretary shall ensure that a true and accurate record is maintained of all meetings of the Board.

**ARTICLE V. Meetings**

**Section 1. Regular Meetings:** Regular meetings shall be held monthly. The date, hour and location shall be set by the Board. A resolution scheduling recurring meetings for the year will be approved at the November meeting.

**Section 2. Special Meetings, Emergency Meetings and Study Sessions:** Special meetings, Emergency meetings, and Study Sessions may be scheduled and notice given according to the laws of the State of Washington.

**Section 3. Open Public Meetings:** Notwithstanding anything to the contrary herein, all meetings of the Board, and notices thereof, shall comply with the Open Public Meetings Act, chapter 42.30 RCW.

**Section 4. Quorum:** A majority of all members of the Board shall constitute a quorum for ~~voting on~~ the transaction of business. ~~A majority of those present is necessary to take action on any item coming before the Board.~~

**Section 5. Absences (current):** It is the intention of the Board to maintain full representation of the members in all policy-making decisions. Therefore, regular attendance of Trustees is encouraged and monitored by the Board.

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**Section 5. Absences (optional):** A Trustee shall attend all meetings and perform all duties obligatory to fulfilling his/her responsibilities as designated in the Trustee Job Description, ~~attached as Exhibit A hereto.~~

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**Section 6. Teleconference or Videoconference Participation:** Trustees may participate by teleconference or videoconference in any meeting of the Board subject to reasonable technical availability at the meeting location. Such participation shall be permitted for all purposes provided by law, including for the purpose of constituting a quorum and for the purpose of voting on any motion or resolution at said meeting.

**Section 7. Form of Action:** The Board, by motion or resolution, determines all actions and decisions. Motions and seconds to motions shall be made orally and decided by voice vote. The President may move, second, or vote upon actions that are before the Board. A simple majority is needed to pass a motion or adopt a resolution unless otherwise specified or required by the laws of the State of Washington or these Bylaws. The President may call the roll on any vote when considered necessary for clarification.

**Section 8. Board Acting as a Body (optional):** The Board shall act as a body in making its decisions and announcing them. No Trustee shall speak or act for the Board without prior authorization of the Board, except as otherwise provided for in these Bylaws.

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**Section 9. Records of Board Meetings:** The proceedings of Board meetings shall be recorded in minutes, maintained in the Administrative Offices of the Library and posted on the Library's website. The minutes shall consist primarily of a record of the action taken, including members' votes. Minutes of each meeting shall be provided to all Trustees prior to the next regular meeting for their reference and correction. At the next regular meeting, the Board shall consider the minutes for approval or necessary corrections.

#### ARTICLE VI. Responsibilities of the Director

**Section 1. Appointment:** The Board of Trustees shall select and appoint a competent and qualified library director who shall ~~manage library operations on behalf of the Board and under its review and direction and shall~~ serve at the Board's pleasure.

**Section 2. Responsibilities:** The Director ~~shall manage Library operations on behalf of the Board and under its review and direction.~~ The Director shall develops, implements and administers a comprehensive library program to meet the cultural, informational, ~~and~~ educational and recreational needs of the community. The Director shall be responsible for the administration of and planning for the delivery of all library services. This shall include, but not be limited to, staff and organization structure, appropriate collections, operational systems, budget, facilities and equipment, and procedures to assure integrity and competence in public service, community relations, and optimum circulation of library materials within the budget appropriation. The Director shall also represent the ~~library~~ Library to the community.

**Section 3. Performance Evaluation:** The Board shall evaluate the Director's job performance annually.

**Section 4. Acting Director:** During a short-term absence, the Director may appoint a qualified staff member to carry out the duties of that position. During a period when the position is vacant or during a long-term absence, the Board shall appoint an Acting Director.

#### ARTICLE VII. Committees

**Section 1. ~~Standing or Special~~ Committees:** Committees shall be appointed by the Chair from time to time as deemed necessary should a need be identified.

**Section 2. Policy Committee:** The Board as a whole shall serve as the Policy Committee. The purpose of the Policy Committee shall be to investigate specific areas in which policy changes or development of policy may be needed or otherwise deemed appropriate, make necessary modifications of policy and review approved policies at stated intervals.

#### ARTICLE VIII. BOARD POLICIES

**Section 1. Definition:** Library Board policies are those statements duly adopted by the Board to direct the activities of the Library. Additional administrative policies will be established under the authority of the executive director or designee and shall be consistent with Board policies.

**Section 2. Adoption of Board Policies:** Each Library Board policy shall be adopted by the Board by a majority vote of the Trustees in office or by a unanimous vote of a quorum, provided the proposed policy has been presented at a previous meeting. Notwithstanding the foregoing, a policy may be presented, discussed and adopted at a single meeting of the Board if those Trustees in attendance waive such prior meeting requirement. All Library Board policies shall be posted on the Library's website.

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**Revised and Adopted by the Board of Trustees of the Pierce County Library System, ~~May 10,~~ 1997, 2014.**

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January 13, 1947; March 13, 1967; June 8, 1977; July 23, 1980; June 17, 1981; September 19, 1984; November 9, 1984; July 17, 1985; October 9, 1986; May 19, 1993; March 9, 1995

HCMP comments 7/29/14

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## **ARTICLE IX. Indemnification**

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## **ARTICLE X. Amendments**

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**Revised and Adopted by the Board of Trustees of the Pierce County Library System, \_\_\_\_\_, 2014.**

Amendments to Bylaws Adopted by the Board of Trustees of the Pierce County Library System:

January 13, 1947; March 13, 1967; June 8, 1977; July 23, 1980; June 17, 1981; September 19, 1984; November 9, 1984; July 17, 1985; October 9, 1986; May 19, 1993; March 9, 1995

# M E M O



Date:  
Date: August 4, 2014  
To: Chair Linda Ishem and Members of the Board of Trustees  
From: Clifford Jo, Finance & Business Director  
Subject: Open Public Meetings Act (OPMA) Training for Trustees

This year's Legislature created a new law effective July 1, 2014 that requires members of governing bodies to receive Open Public Meetings Act training. Training should be conducted by year-end, and every four years thereafter. As Trustees of the Library, this affects each of you. While the law also stipulates requirements for Public Records Act (PRA) training, but this applies only to elected officials and PRA officers/staff (Petra, Bonnie, and me).

Training can be conducted "online, in person, or by other means." The simplest method for you appears to be online training ("in person" or "other" training of 3 or more Trustees together may constitute a public meeting).

We recommend that you use the instructions for training, as provided in the attachment. (Also available at: <http://1.usa.gov/lugimL6>)

To enter training, go to <http://1.usa.gov/UOnk5d> and scroll down to "Lesson 3" and click on "Office of the Attorney General Video - Open Public Meetings Act". This will take you to YouTube. If it hasn't started already when YouTube comes up, click on the play button.

Lesson 3's video is 16:41 minutes long. To document that you have taken the training, at the bottom of the page (the link above for Lesson 3) is a sample certificate (also attached). Petra will create versions for each of you to sign and then we will keep them on record. We anticipate the auditor will require proof of training during the next audit, scheduled for late 2015.

If you have any questions or need help, please contact Petra or me and we will help you through the process.

## HOW TO TAKE ONLINE OPEN GOVERNMENT TRAINING THROUGH THE WASHINGTON STATE ATTORNEY GENERAL'S OFFICE WEB PAGE



### STEPS

1. Click [here](#) to access the “Washington State Attorney General’s Office Open Government Training Web Page.”
2. Scroll down to the “Open Government Training Curriculum.”
3. Select the training lesson(s) you need to take. In sum, effective July 1, 2014, within 90 days of appointment/taking office and at intervals of no more than 4 years thereafter:

- Members of multimember **governing bodies** need to take open public meetings training. (Lesson 3). The members who are **elected** local or statewide officials must also take records training. (Lessons 2 and 4).
- Other **elected local and elected statewide officials** must take records training. (Lessons 2 and 4).
- **Records officers** must take records training. (Lessons 2 and 4).
- Although not required, **other public officials and public employees** can take the trainings as well. For example, incumbents in their office/position as of July 1, 2014 are strongly recommended to take the training in 2014 relevant to their position, as described above.

See [RCW 42.30.205](#), [RCW 42.56.150](#), and [RCW 42.56.152](#); and [Q & A](#).

4. View the online training lesson(s).
5. When you are done, it is recommended you document the training you received.

*More details are below.*



- If you need **open meetings training** (see RCW 42.30.205):

Watch the **Open Public Meetings Act** (RCW 42.30) **video\*** (16 minutes) **or** review the **PowerPoint**. They are in **Lesson 3**. Lesson 3 is for state and local agencies.



- If you need **records training** (see RCW 42.56.150 and RCW 42.56.152):

Watch the **Public Records Act** (RCW 42.56) **video\*** (22 minutes) **or** review the **PowerPoint**. They are in **Lesson 2**. Lesson 2 is for state and local agencies.

**+ and**

Review the **Records Retention and Management** (RCW 40.14) online tutorial for your position linked in **Lesson 4**. Those tutorials are provided by the [State Archives](#). You can also go directly to those tutorials here:

#### Local Agencies

- If you are a **local official**, click [here](#) to review the online tutorial.
- If you are a **local employee**, click [here](#) to review the online tutorial.

#### State Agencies

- If you are a **state official**, click [here](#) to review the online tutorial.
- If you are a **state employee**, click [here](#) to review the online tutorial.



- Last step: If you want to **document the training** (recommended):

- You can use the sample certificate under “**Last Step**” at the bottom of the AGO Open Government Training Web Page.
- **Or**, your agency may have other methods to document training.

If you want more information on the topics covered in these lessons, see the “Other Resources” and other materials linked on the Open Government Training Web Page.

\* Note: The videos are accessible through YouTube. State employees are also able to view the videos through the Washington State Department of Enterprise Services online [Learning Management System](#).

# CERTIFICATE OF TRAINING

[Name]

*Completed the following training:*

- Open Public Records Act Training** (RCW 42.56)
- Open Public Meetings Act Training** (RCW 42.30)
- Records Retention/Management Act Training** (RCW 40.14)

**Date Training Received:** [Date]

**Sponsor** (Organization/agency providing training): [Sponsor Name]

**Format:**

- In-person training by: [Name of trainer(s)]
- Online Training (including webinars): [List website address, online materials viewed, name(s) of webinar presenter, other relevant information]
- Other format: [Describe]

*I hereby certify that I received this training:* \_\_\_\_\_  
*Signature & Position or Title*