

AGENDA
Regular Meeting of the Pierce County Library System Board of Trustees
September 10, 2014
3:30 – 6:00 pm

3:30 pm	2 min.	Call to Order: <i>Linda Ishem, Chair</i>	
3:32 pm	5 min.	Public Comment: <i>This is time set aside for members of the public to speak to the Board of Trustees. Unless the item you wish to discuss is of an emergency nature, the Board ordinarily takes matters under advisement before taking action. Please sign up at the time of the meeting to speak during the public Comment period, and limit your comments to three minutes.</i>	
3:37 pm	3 min.	Consent Agenda	Action
		<ol style="list-style-type: none"> 1. Approval of Minutes of the August 9, 2014 Regular Meeting 2. Approval of August 2014 Payroll, Benefits and Vouchers 3. Approval of Minutes of the August 22, 2014 Special Meeting 4. Approval of Minutes of the August 26, 2014 Special Meeting 	
3:40 pm	10 min.	Board Members Reports	
3:50 pm	15 min.	Officers Reports	
		<ol style="list-style-type: none"> 1. Introduction of Karim Adib, <i>Clifford Jo</i> 2. July Dashboard, <i>Georgia Lomax</i> 3. August 2014 Financial Report, <i>Dale Hough</i> 4. Scout Update, <i>Jennifer Patterson</i> 5. Microsoft IT Academy Open Lab, <i>Jaime Prothro</i> 6. Library Card Drive 2014, <i>Linda Farmer</i> 7. Pierce County Capital Facilities Plan, <i>Georgia Lomax</i> 8. Pierce County Library 2030 Standards, <i>Georgia Lomax</i> 9. State of the Library Presentations, <i>Neel Parikh</i> 10. 2005-2013 General Obligation Bonds, <i>Neel Parikh</i> 	
4:05 pm	10 min.	Unfinished Business	
	20 min.	<ol style="list-style-type: none"> 1. Board By Laws Revision, <i>Neel Parikh</i> 2. Facilities Master Plan: Funding Options, <i>Clifford Jo</i> 	Action
4:35 pm		New Business	
	10 min.	1. 2015 Budget: Estimated Revenue and Expenditures, <i>Clifford Jo</i>	
	15 min.	2. Long-Term Capital Project Projections, <i>Clifford Jo</i>	
	15 min.	3. Leadership Competencies, <i>Chereé Green</i>	
	25 min.	4. Science to Go Grant, <i>Judy Nelson and Lauren Lindskog</i>	
5:40 pm	15 min.	Executive Session: <i>At this time on the agenda, the Board of Trustees will recess to Executive Session, per RCW 42.30.110, to discuss personnel issues.</i>	
5:55 pm	2 min.	Announcements	
5:57 pm		Adjournment	

Consent Agenda

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
REGULAR MEETING, AUGUST 13, 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 PM. Board members present were J.J. McCament, Rob Allen and Donna Albers and Allen Rose.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

1. Approval of Minutes of the July 9, 2014 Regular Meeting
2. July 2014 Payroll, Benefits and Vouchers
 - a. Payroll Warrants 3564-3571, dated 07/01/14 – 07/31/14 in the amount of \$4,272.50
 - b. Payroll Disbursement Voucher dated 07/07/14 in the amount of \$586,829.17
 - c. Payroll Disbursement Voucher dated 07/21/14 in the amount of \$590,362.59
 - d. Accounts Payable Warrants 622921-623073 dated 07/01/14 – 07/31/14 in the amount of \$1,061,851.23
3. Resolution 2014-05: To Declare Equipment Surplus to Public Service Needs

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

BOARD MEMBERS REPORT

There were no Board members reports.

OFFICERS REPORT

June Dashboard - Ms. Albers said it was interesting to see the numbers continue to decline. Mr. Rose said he suspects customers are using the Library in different ways. Georgia Lomax, Deputy Director, said the decline in circulation is related to the economy and that coming out of the recession has had an impact.

There was discussion about the use of Wi-Fi and the difficulty in tracking it. Mr. Allen asked whether it costs the Library more to have wide area coverage available and if there is an impact to service available to the Library's true customers. David Durante, Customer Experience Manager, said although it could impact the speed and put a strain on the network, the number of non-library patrons use is minimal. He added the Library upgraded its system in 2012 and the load is not heavily impacted. Sally Porter Smith, Customer Experience Director, said the Library has received high marks in recent surveys about its Wi-Fi availability. Ms. Lomax noted the Information Technology department regularly monitors the speed of the system.

Ms. Parikh, Executive Director, noted visits and virtual access totaled 2.4 million in 2013. Mr. Rose said virtual library use makes the operation of libraries less expensive and puts less wear and tear on the

branches. When asked why cardholder use is not up year over year, Ms. Lomax stated the Library purges cards if they have not been used in last two years.

Ms. Parikh noted the Foundation raised over \$780,000 in the last year. \$138,000 was unrestricted donations through checks written by donors.

July 2014 Financial Report - Dale Hough, Finance Manager, reported the Library's revenue and expenditures are on target at 54%. Mr. Allen asked about the percentage of the capital improvement budget spent year to date. Lorie Erickson, Facilities Director, said it is based on how she spreads out the capital projects throughout the year.

Ms. Parikh shared information on workshops being held in September on elections. She invited the Trustees to attend.

Summer Learning Day - Ms. Parikh noted programs have increased by 35%. Ms. Ishem asked which age group is focused on. Judy Nelson, Customer Experience Manager, said K-3 is the primary target but there are programs available for kids from birth to teen.

2015 CPIU- Ms. Parikh noted the final 2014 budget is complete. She shared a copy with the Trustees.

Fife Update - Surrounding Development - Ms. Parikh reported the owner of the land adjacent to the Fife Library is now developing the property. The Library's agreement with the city of Fife states when 66th Street is put in, the Library will have to close the current 20th Street entrance. The street will not be installed until 2015. Ms. Parikh spoke with the former City Manager asking for an easement of adjacent city property in order to expand parking. The Library is in the preliminary stages of the process.

The city will give the Library an allowance toward the project. She said they expect no major impact on the Library during this preliminary process.

Facilities Master Plan Construction Options - Ms. McCament said the document was helpful. Mr. Allen asked about the UP expansion of 5000 square feet not being adequate. Ms. Parikh said when the plan was originally finished it was clear the 5000 square feet estimate was short. Ms. Lomax noted libraries are using square footage per customer and door count by hours as measurements to understand comfort level and personal space.

UP Condo Board Minutes - Chair Ishem inquired whether there were any liability issues surrounding the piano in the atrium at University Place. Jennifer Patterson, Customer Experience Manager, said she did not think so and stated it will be a good addition to the space. The proposal states there will be a locking cover on the piano. Ms. McCament asked if the Library is in better shape this year as compared to last year since forming the Condominium Association. Ms. Parikh said that it was and that all financial discrepancies were cleared up when the Association was created. Mr. Allen asked whether the cost of the building is leveling out at an expensive rate. Ms. Erickson said she will do a comparison of operation costs with a similar sized building and report to the Board.

Chair Ishem asked if a condo model makes sense going forward when looking at future buildings. Ms. Parikh felt the Library should be more involved in the design of the building. Mr. Rose noted the gas fireplace is also an unnecessary expense, costing over \$500 a month.

UNFINISHED BUSINESS

Executive Director Search Update - Chair Ishem announced the three finalists, Nate Hill, Georgia Lomax and Jeff Scott. There will be a two day interview process with the candidates on August 21 and 22, 2014. The schedules will be sent to the Board. A public forum will be held August 21, 2014, from 5:30 -7:30 PM. Candidates will select three public library trends or themes and briefly discuss them in the context of Pierce County's Strategic Framework. The Board will meet with the candidates on August 22,

2014. The finalists will meet with Administrative team, Leadership team, Director Parikh, and staff on August 21, 2014.

Ms. Parikh asked if Bradbury Associates will compile information from the first day's interviews and provide the feedback to the Board. Chair Ishem said she will check with them to verify this.

Chair Ishem said she had been doing follow up work on the Board's recent discussion on Director evaluations. She added the process will be more vigilant with a new director than it has been with a long standing director. She is considering various mechanisms to get feedback from staff. She is working with Catherine McHugh, Library consultant, on some processes and will share those with the Board as well as proposing a model or two in the near future. Ms. McCament asked about whether the new Director will have a year's probation. Ms. Parikh suggested this could be a contract issue. She recommended it be incorporated in the evaluation process and be stated up front in the hiring process. Ms. McCament thanked the Board for their efforts. Chair Ishem and Mr. Allen said they were pleased with the screening committee, adding that they all brought a different perspective to the process and were very enthusiastic. They also thanked the staff for the efforts in coordinating all of the events.

Chair Ishem said all three finalists were innovators. Two, Mr. Hill and Ms. Lomas have been recognized by Library Journal as Movers and Shakers. She added some have very specific backgrounds, such as capital facilities plans.

2015 Budget Process and Calendar - Ms. Parikh called the Board's attention to the departmental priorities for 2015. She said the Administrative team met with department heads in Spring to identify them. They will now come to share with the Administrative team to collaborate and align the process. The work will be completed by mid-September. Ms. Albers asked what is the impact on the new Digital Experience Director. Ms. Parikh said he will be involved in the process and will share his priorities as part of developing the budget. Ms. Porter Smith noted there has been good work with the technology plan. Mr. Jo said the Administrative team has compiled a list of his 100 day priorities and he will hit the ground running.

Mr. Allen asked how priorities will be documented when they are received, adding it would be good background for new Director to understand why the budget is the way it is. Ms. Parikh said in the current budgets, the goals and priorities are recorded in the back and these will be discussed with the Leadership team.

Meeting Room - Ms. Porter Smith and Ms. Patterson reported on the policy and procedures on meeting room use. Ms. Porter Smith said PAC meeting rooms use is very different than branch rooms, since the branch meeting rooms are used heavily for library programming as well as use by the public.

Ms. Patterson said staff reviewed the policy and procedures. The changes in policy only included minor edits since it was recently reviewed.

A thorough review was done on the administrative procedures document. Main changes were outlined. Commercial activities process was made more clear. Advanced registration will be two months rather than three months. This is to aid in Library staff being able to use the rooms for its programs. The maximum length of time to reserve a room has been revised to four hours.

A team has been formed to review meeting room reservation software. The current software limits staff and customers and makes it difficult to monitor usage.

PAC meeting room availability has also been reviewed. Currently PAC meeting rooms are not available on the weekends. Ideally, PAC and branch meeting rooms would have the same availability. This will require some facility changes at PAC such as installing Sonitrol access on the front doors. Ms. Porter Smith said the estimate to upgrade the Sonitrol system at PAC is \$3600. She is requesting implementing the changes to the meeting room procedures, available hours and meeting room software at the same time.

Ms. McCament asked if the degree of security was similar in PAC as in the branches. Ms. Porter Smith said PAC is zoned as one but cards are programmed to determine who has access to which area. She anticipated changes to be implemented by the first of the year. The team has been formed and products have been reviewed.

Chair Ishem asked if PAC would be staffed. Ms. Parikh said currently PAC is available after hours on weekdays. She noted University Place is not used after hours and some libraries have no meeting rooms.

Mr. Allen referred to the meeting room capacity table in the memo. Ms. Patterson said that she will be updating the meeting room capacity table. Ms. Porter Smith said there was an error in the memo and it will be updated in the minutes to reflect the correction.

Ms. Albers recommended contacting the member of the public who spoke on the meeting room policy at a prior meeting. Ms. Porter Smith will follow up with him and let him know about the update to the Library's procedures.

Election Templates - Ms. Parikh said the information she provided is useful to aid in understanding the process but there are many variables. A lid lift election is triggered by expectation that the levy rate will fall below 46 cents. This can be anticipated by the end of the year for the next year, but confirmed by June data. She added surveying the community in advance is critical and is a basis for a Community Advisory Committee discussion.

Mr. Allen questioned the significance of 46 cents as the trigger point. Ms. Parikh said many factors are important but because an election costs around \$350,000, the revenue gain must be worth pursuing the lid lift. She said the Library also needs to make a case for the increase by offering something to the taxpayers.

In reviewing the Timeline template, Mr. Rose asked how the timeline works if the election is branch by branch rather than system wide. Ms. Parikh said the timeline is based on a district-wide bond and it would change with branch by branch. These strategy decisions will be made by the Board based on surveying, studying past election results and talking with community.

Mr. Rose said going for the lid lift earlier is better than later since the Library is presently in a good position and in cases where there are unique opportunities due to cities trying to accomplish things with economic development, the Library should move forward.

Ms. Parikh recommended the new Executive Director develop a new strategic plan.

Ms. McCament thanked Ms. Parikh for the document which identifies taxing districts initiatives. The Board thanked Ms. Parikh for the information she provided on elections.

NEW BUSINESS

Board Bylaws Revision - Ms. Parikh and the Board reviewed the changes in the policy. Ms. McCament asked for additional language regarding the opportunity for a Trustee to fill two full terms if they previously served a partial term. The board recommended making a separate section for vacancies. Ms. McCament recommended clarifying the difference between a quorum and majority voting. Mr. Rose recommended including a statement that Trustees may be removed for missing three consecutive meetings. Further discussion ensued and there was question on whether the board hires or appoints the director. Ms. Parikh will confirm the correct language and will present a revised policy at the next meeting.

Chair Ishem said the BOT Resource page on the Secretary of State site has been updated. She referenced a list on that site which identified all bylaws that should be included.

Open Public Meetings Act (OPMA) Training for Trustees - The Trustees agreed to take the training online by the October meeting.

EXECUTIVE SESSION

At 6:04 PM, Mr. Allen moved to enter into Executive Session as per RCW 42.30.110 for 10 minutes to discuss personnel matters. Ms. McCament seconded the motion and it passed. The session was reopened to the public at 6:07 PM.

ANNOUNCEMENTS

There were no announcements

ADJOURNMENT

Moved by Ms. McCament, seconded by Mr. Allen to adjourn the meeting at 6:17 PM. Motion carried.

Neel Parikh, Secretary

Linda Ishem, Chair

August 2014 Payroll, Benefits and Vouchers

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	3572-3574	08/01/14-08/31/14	\$1,921.25
Disbursement Voucher - Payroll & Acct Payable		08/05/14	\$626,090.48
Disbursement Voucher - Payroll & Acct Payable		08/20/14	\$576,974.57
Accounts Payable Warrants	623074-623204	08/01/14-08/31/14	\$948,758.40
Total:			<u><u>\$2,153,744.70</u></u>

Check History Listing
Pierce County Library System

Check #	Bank	Date	Paid to	Status	Can/Vd Date	Pay Period Dates	Dir Dep	Amount
3572	pr	08/06/2014	CHESTNUTT, JOHANNA			07/16/14 - 07/31/14	0.00	1,540.50
3573	pr	08/21/2014	HOLKESVIG, REBEKAH			08/01/14 - 08/15/14	0.00	275.15
3574	pr	08/21/2014	GALICIA, GRACE			08/01/14 - 08/15/14	0.00	105.60
Total:							0.00	1,921.25

Checks in report: 3

Grand Total: 0.00 1,921.25

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 8/5/2014	

	Account Code							Acct. Action	DESCRIPTION	AMOUNT
	Fund	Dept	Prog	BASUB	Elem	OB	M/OB			
1	697	001	0000	237	00				FIT EE and EIC- Wire to IRS	\$69,753.14
2	697	001	0000	237	00				Fica EE and Medicare - Wire to IRS	\$47,671.40
3	697	001	0000	237	00				Fica ER and Medicare - Wire to IRS	\$47,671.40
4	697	001	0000	237	00				DIR DEP-file to Columbia Bank	\$448,477.68
5	697	001	0000	237	00					
6	697	001	0000	237	00					
7	697	001	0000	237	00				dept of rev	
8	697	001	0000	237	00					
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	\$8,598.00
13	697	001	0000	237	00				ING	\$2,347.00
14	697	001	0000	237	00				H.S.A. Employee deductions	\$1,571.26
15	697	001	0000	237	00				H.S.A. Employer Contribution	
16	697	001	0000	237	00				H.S.A. fee correction	\$0.60
									please put the total amt below into PCLS payroll account	
									TOTAL	\$626,090.48

Bank No.	Check No.	Issued To	Bank No.	Check No.	Issued To
		U.S. Treasury			
Prepared By:			Date:	Approved By:	
Christy Telling			8/5/2014	Christy Telling	
				8/5/2014	

COUNTY OF PIERCE
BUDGET AND FINANCE DEPARTMENT

Disbursement Journal Voucher (T/C) 74	Agency No.	D.J.V. Date	D.J.V. No.
	001-116	revised 8/20/2014	

	Account Code							Acct. Action	DESCRIPTION	AMOUNT
	Fund	Dept	Prog	BASUB	Elem	OB	M/OB			
1	697	001	0000	237	00				FIT EE and EIC- Wire to IRS	\$60,848.39
2	697	001	0000	237	00				Fica EE and Medicare - Wire to IRS	\$43,633.37
3	697	001	0000	237	00				Fica ER and Medicare - Wire to IRS	\$43,633.37
4	697	001	0000	237	00				DIR DEP-file to Columbia Bank	\$414,234.95
5	697	001	0000	237	00					
6	697	001	0000	237	00					
7	697	001	0000	237	00				dept of rev	\$1,971.40
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	\$8,598.00
13	697	001	0000	237	00				ING	\$2,347.00
14	697	001	0000	237	00				H.S.A. Employee deductions	\$1,504.54
15	697	001	0000	237	00				H.S.A. Employer Contribution	
16	697	001	0000	237	00				H.S.A. fee	\$203.55
									please put the total amt below into PCLS payroll account	
									TOTAL	\$576,974.57

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

Prepared By:	Date:	Approved By:	
Christy Telling	8/20/2014	Christy Telling	8/20/2014

Check History Listing
Pierce County Library System

Bank code: boa

Check #	Date	Vendor	Status	Check Total
623074	08/01/2014	005998 CENTRO LATINO		50.00
623075	08/05/2014	003522 CIVIC TECHNOLOGIES		15,000.00
623076	08/05/2014	000895 COLUMBIA BANK		50.00
623077	08/05/2014	001512 DAILY JOURNAL OF COMMERCE		69.30
623078	08/05/2014	005997 SAMUEL C DAY		1,750.00
623079	08/05/2014	004674 MCHUGH MANAGEMENT CONSULTING		25,245.00
623080	08/05/2014	001290 REGIONAL BUILDING SVCS CORP		507.25
623081	08/05/2014	000496 THYSSEN SOUND ELEVATOR		107.17
623082	08/05/2014	000635 WAYNES ROOFING INC		7,171.03
623083	08/06/2014	000242 BUCKLEY CITY OF		274.11
623084	08/06/2014	000184 CITY TREASURER		690.18
623085	08/06/2014	000184 CITY TREASURER		645.11
623086	08/06/2014	000184 CITY TREASURER		36.18
623087	08/06/2014	000094 ELMHURST MUTUAL POWER & LIGHT		1,077.31
623088	08/06/2014	000377 PUGET SOUND ENERGY		849.59
623089	08/06/2014	000828 AFSCME AFL-CIO		5,734.24
623090	08/06/2014	000175 ASSOCIATION OF WASHINGTON CITI		166,336.76
623091	08/06/2014	004571 INSCCU - ASFE		55.00
623092	08/06/2014	003985 PACIFICSOURCE ADMINISTRATORS		1,713.07
623093	08/06/2014	001181 PIERCE CTY LIBRARY FOUNDATION		434.45
623094	08/06/2014	004276 STATE CENTRAL COLLECTION UNIT		151.67
623095	08/06/2014	000823 UNITED WAY		67.00
623096	08/06/2014	004782 US DEPARTMENT OF EDUCATION		191.98
623097	08/06/2014	000827 WA STATE- DEPT OF RETIREMENT S		85,197.29
623098	08/06/2014	000881 WASHINGTON STATE SUPPORT REGIS		446.38
623099	08/08/2014	006003 JEFFERY ALDRIGDE		46.70
623100	08/08/2014	000830 BAKER & TAYLOR		13,624.54
623101	08/08/2014	000161 CENGAGE LEARNING		1,546.02
623102	08/08/2014	005300 DANGER ROOM COMICS LLC		846.25
623103	08/08/2014	001285 DIVERSE MEDIA INC		23.54
623104	08/08/2014	006001 STEPHANIE ETHEREDGE		2,500.00
623105	08/08/2014	000243 INGRAM LIBRARY SERVICES		18,335.36
623106	08/08/2014	003909 MCCALLS QUICK QUILTS		23.00
623107	08/08/2014	000352 MIDWEST TAPE	V	0.00
623108	08/08/2014	000352 MIDWEST TAPE		29,529.61
623109	08/08/2014	000406 RECORDED BOOKS LLC		731.74
623110	08/08/2014	005810 SOUND & VISION		23.97
623111	08/11/2014	000363 DBA OVERALL LAUNDRY SERV. ARAMARI		32.82

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>
623112	08/11/2014	000153 ASSOCIATED PETROLEUM PRODUCTS		2,626.02
623113	08/11/2014	001764 CASCADIA INTERNATIONAL LLC		44.94
623114	08/11/2014	000895 COLUMBIA BANK		574.26
623115	08/11/2014	004779 CABLING TECHNOLOGY SVCS CONVERG		135.63
623116	08/11/2014	001467 DATA SECURITY CORP		132.50
623117	08/11/2014	005283 E-RATE EXPERTISE INC		225.00
623118	08/11/2014	005272 GREEN EFFECTS INC		6,584.64
623119	08/11/2014	004123 METRO PARKS TACOMA		1,209.00
623120	08/11/2014	003811 PIERCE CO COMMUNITY NEWSPAPER		362.00
623121	08/11/2014	005709 DISTRICT LIBRARY SCHAUMBURG TOWN		3.00
623122	08/11/2014	002282 SEATTLE PUBLIC LIBRARY		14.95
623123	08/11/2014	005056 SILKROAD TECHNOLOGY INC		8,040.90
623124	08/11/2014	005999 THOMSON REUTERS (GRC) INC		4,380.00
623125	08/11/2014	003719 UNIQUE MANAGEMENT SERVICES		1,677.73
623126	08/11/2014	004022 US BANK		49,491.98
623127	08/11/2014	000534 WCP SOLUTIONS		719.03
623128	08/15/2014	000830 BAKER & TAYLOR		214.44
623129	08/15/2014	000184 CITY TREASURER		930.95
623130	08/15/2014	000184 CITY TREASURER		905.24
623131	08/15/2014	000184 CITY TREASURER		384.71
623132	08/15/2014	006006 SANDRA KUHR		79.99
623133	08/15/2014	000403 RAINIER VIEW WATER CO INC		223.29
623134	08/15/2014	006008 MARGARET SCHUCK		3.19
623135	08/15/2014	006009 JOCELYN STEWART		3.99
623136	08/15/2014	000463 SUMMIT WATER & SUPPLY CO		414.70
623137	08/15/2014	006007 TONYA THOMPSON		27.39
623138	08/15/2014	000541 STATE OF WASHINGTON		361.52
623139	08/18/2014	004732 ALEX ZERBE ENTERTAINMENT		3,500.00
623140	08/18/2014	001554 ANDREW'S FIXTURE CO INC		218.80
623141	08/18/2014	000153 ASSOCIATED PETROLEUM PRODUCTS		10,919.66
623142	08/18/2014	005854 ALLISON BADERTSCHER		77.59
623143	08/18/2014	003938 BINW		1,244.26
623144	08/18/2014	003311 DEPARTMENT OF LABOR & INDUSTRI		399.60
623145	08/18/2014	005979 METCO ELECTRIC		16,700.00
623146	08/18/2014	001139 METROPOLITAN PARK DIST OF TACO		1,055.50
623147	08/18/2014	004822 MUSEUM OF FLIGHT		570.00
623148	08/18/2014	005948 NORTHWEST TRAFFIC INC		48,066.83
623149	08/18/2014	005620 OREGON SHADOW THEATRE		2,400.00
623150	08/18/2014	001427 PACIFIC SCIENCE CENTER		7,088.00

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<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
623151	08/18/2014	003985 PACIFCSOURCE ADMINISTRATORS		169.00
623152	08/18/2014	004397 SHKS ARCHITECTS PS INC		7,366.80
623153	08/18/2014	000497 TILlicum COMMUNITY SERVICE CEN		6,592.92
623154	08/18/2014	004022 US BANK		92,674.56
623155	08/18/2014	000534 WCP SOLUTIONS		570.61
623156	08/20/2014	001583 ALIBRIS		82.14
623157	08/20/2014	000830 BAKER & TAYLOR		8,287.42
623158	08/20/2014	000161 CENGAGE LEARNING		348.11
623159	08/20/2014	000847 CENTER POINT PUBLISHING		214.50
623160	08/20/2014	000243 INGRAM LIBRARY SERVICES		9,149.26
623161	08/20/2014	000352 MIDWEST TAPE		36,396.48
623162	08/20/2014	000323 NEWS TRIBUNE		270.40
623163	08/20/2014	000406 RECORDED BOOKS LLC		5,230.28
623164	08/21/2014	003778 AFLAC		5,530.82
623165	08/21/2014	000828 AFSCME AFL-CIO		5,511.55
623166	08/21/2014	000175 ASSOCIATION OF WASHINGTON CITI		2,360.72
623167	08/21/2014	001578 COLONIAL SUPPLEMENTAL INSURANC		739.74
623168	08/21/2014	003985 PACIFCSOURCE ADMINISTRATORS		1,713.07
623169	08/21/2014	001181 PIERCE CTY LIBRARY FOUNDATION		434.45
623170	08/21/2014	004276 STATE CENTRAL COLLECTION UNIT		151.67
623171	08/21/2014	000823 UNITED WAY		67.00
623172	08/21/2014	004782 US DEPARTMENT OF EDUCATION		179.29
623173	08/21/2014	000827 WA STATE- DEPT OF RETIREMENT S		79,452.34
623174	08/21/2014	000881 WASHINGTON STATE SUPPORT REGIS		446.38
623175	08/22/2014	006022 KARIM ABID		2,000.00
623176	08/22/2014	006021 DAY ISLAND CLUB		75.00
623177	08/22/2014	005862 ELITE PROPERTY INVESTMENTS LLC		8,638.90
623178	08/22/2014	005996 ALKEN COMPANY, INC D/B/A FUEL CARE		4,557.87
623179	08/22/2014	005272 GREEN EFFECTS INC		238.27
623180	08/22/2014	005642 HILLIS CLARK MARTIN & PETERSON		200.14
623181	08/22/2014	003985 PACIFCSOURCE ADMINISTRATORS		185.50
623182	08/22/2014	003933 QUALITY BUSINESS SYSTEMS INC		1,474.95
623183	08/26/2014	000830 BAKER & TAYLOR		11,179.15
623184	08/26/2014	000189 BAKER & TAYLOR ENTERTAINMENT		25.49
623185	08/26/2014	000161 CENGAGE LEARNING		3,046.80
623186	08/26/2014	000243 INGRAM LIBRARY SERVICES		9,358.37
623187	08/26/2014	000352 MIDWEST TAPE		29,320.27
623188	08/26/2014	000323 NEWS TRIBUNE		759.20
623189	08/26/2014	005102 PERFORMER MAGAZINE		30.00

Check History Listing
Pierce County Library System

Bank code: boa

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
623190	08/26/2014	000377 PUGET SOUND ENERGY		2,393.37
623191	08/26/2014	000451 SEATTLE TIMES SEATTLE PI		338.00
623192	08/27/2014	000363 DBA OVERALL LAUNDRY SERV. ARAMARI		16.41
623193	08/27/2014	000895 COLUMBIA BANK		352.13
623194	08/27/2014	003311 DEPARTMENT OF LABOR & INDUSTRI		21.50
623195	08/27/2014	001213 GIS INFORMATION SYSTEMS INC		500.00
623196	08/27/2014	005979 METCO ELECTRIC		5,451.22
623197	08/27/2014	002065 TRISHA MUSCHETT		137.91
623198	08/27/2014	001586 NORTHWEST DOOR INC		196.92
623199	08/27/2014	004022 US BANK		36,888.50
623200	08/27/2014	000534 WCP SOLUTIONS		783.58
623201	08/27/2014	004391 WRP SURPRISE LAKE LLC		7,837.05
623202	08/29/2014	000184 CITY TREASURER		3,894.71
623203	08/29/2014	000184 CITY TREASURER	V	905.24
623204	08/29/2014	000377 PUGET SOUND ENERGY		887.59

boa Total: 948,758.40

Total Checks: 948,758.40

131 checks in this report

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
SPECIAL MEETING, AUGUST 22, 2014**

CALL TO ORDER

Chair Linda Ishem called to order the special meeting of the Pierce County Rural Library District Board of Trustees at 1:47 PM. Board members present were Allen Rose, J.J. McCament, Rob Allen and Donna Albers.

Chair Ishem announced the Board members would be recessing into Executive Session at 2:00 PM to discuss and evaluate the candidates for the Executive Director position. She stated the Board expected to return to the public session at 5:30 PM.

Mr. Rose expressed concern that there may be a possibility some members of the Board may have further questions and may not be comfortable extending an offer after Executive Session, adding he would not be certain until they begin the process.

Dan Bradbury, Consultant from the search firm Bradbury Associates, explained the process to the Board. He indicated they would decide on the order of the interview questions and who would ask them. He said there were thirteen questions and the candidates had been advised their responses should be no more than two to three minutes. The Board would then have 15 minutes for discussion after each candidate. He suggested Chair Ishem ask the first and last questions of each candidate.

Mr. Bradbury proposed that at the end of the process, each Board member was to anonymously rate the candidates as their first, second and third choice. He said this would give the first impression of consensus. He also added he would be sharing feedback from the Administrative and Leadership teams, as well as staff and members of the public who attended the public forum the prior day.

Mr. Rose expressed concern that the feedback may impact subsequent ratings and may incline the Board to want to revisit references or raise further questions of the candidates, thereby extending the final decision.

Ms. Albers expressed concern that the Board would only have 30 minutes to discuss the candidates after the initial assessments and having reviewed feedback.

Mr. Bradbury said the Board could proceed however it chooses and that the first impression rating exercise is merely done to gauge the Board's collective responses. He added this has proved helpful for other Boards his firm has worked with in making a hiring decision. He added that the ratings would be anonymous.

Mr. Rose said this is an important decision and care must be given to how they proceed.

Mr. Allen asked if the members would like to see the feedback prior to rating the candidates.

Mr. Rose said he would participate in the process how ever the majority of the members agreed to proceed.

Mr. Bradbury again stressed the rating system was only a first impression designed to simply begin the discussion.

Mr. Allen said the rating exercise would not last longer than a few minutes.

Mr. Rose said he is looking for candidate who is the best fit and who has the support of most of the people behind them.

EXECUTIVE SESSION

Ms. McCament moved to recess into Executive Session per RCW 42.30.110 to evaluate the qualifications of final applicants for the position of Executive Director at 2:03 PM until 5:30 PM. Ms. Albers seconded the motion and it was passed.

The Session was extended three times and was reopened to the public at 6:15 PM.

MOTION

Mr. Rose moved to set a Special Board meeting on August 26, 2014, at 5:00 PM for continued discussion of the qualifications of applicants for the position of Executive Director. Ms. McCament seconded the motion and it was passed.

ADJOURNMENT

Moved by Ms. McCament, seconded by Mr. Allen, to adjourn the meeting at 6:20 PM. The motion was passed.

Neel Parikh, Secretary

Linda Ishem, Chair

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
SPECIAL MEETING, AUGUST 26, 2014**

CALL TO ORDER

Chair Linda Ishem called to order the special meeting of the Pierce County Rural Library District Board of Trustees at 5:07 PM. Board members present were Allen Rose, J.J. McCament and Donna Albers. Rob Allen attended via conference call.

EXECUTIVE SESSION

Ms. McCament moved to recess into Executive Session per RCW 42.30.110 to evaluate the qualifications of final applicants for the position of Executive Director for 20 minutes. Mr. Rose seconded the motion and it was passed.

The Session reopened to the public at 5:40 PM.

MOTION

Mr. Rose moved to authorize Bradbury Associates executive search firm to extend an offer of employment for the position of Executive Director to Georgia Lomax and to recommend the compensation and others terms and conditions of employment subject to final approval of the Board. Ms. Albers seconded the motion and it was passed.

ADJOURNMENT

Moved by Ms. McCament, seconded by Ms. Albers, to adjourn the meeting until at 5:48 PM. The motion was passed.

Neel Parikh, Secretary

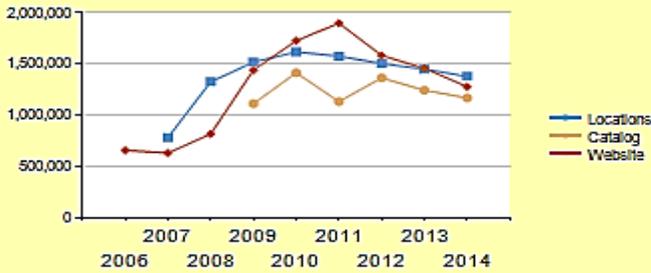
Linda Ishem, Chair

OFFICERS REPORT

CUSTOMER SERVICE/PHILANTHROPY DASHBOARD - JULY

VISITS

Year-To-Date Comparison



	July		
	2013	2014	% Change
Door Count	221,908	199,587	-10.06%
Catalog	178,742	162,728	-8.96%
Website	198,339	168,956	-14.81%
Job & Business Portal	2,925	1,964	-32.85%
Military Portal	124	63	-49.19%
Total	602,038	533,298	-11.42%

CHECKOUTS

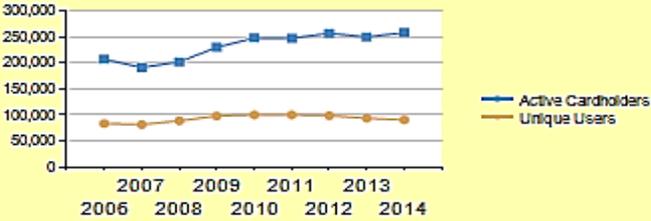
Year-To-Date Comparison



	July		
	2013	2014	% Change
Checkouts	589,009	522,378	-11.31%
Downloadables	51,307	54,621	6.46%
Total	640,316	576,999	-9.89%

CUSTOMERS

Year-To-Date Comparison



	July		
	2013	2014	% Change
Active Cardholders	250,501	258,886	3.35%
New Cards	4,702	4,361	-7.25%
Checkout Transactions	107,697	98,894	-8.17%
Unique Users	44,885	42,622	-5.04%

PHILANTHROPY

Year-To-Date Comparison *



* Foundation Fiscal Year is July through June

	July		
	2013	2014	% Change
FoundationDonors	59	71	20.34%
NewFoundationDonors	9	8	-11.11%
\$ Raised by Foundation	\$4,349.00	\$26,904.00	518.62%
\$ Provided by Friends	\$0.00	\$3,310.00	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)

Monthly Financial Reports

August 31, 2014

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

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

	General Fund	Debt Service Fund	Capital Improvement Projects Fund
Assets			
Current Assets - Cash			
Cash	\$ 1,449,191	\$ 0.88	\$ 335,518
Investments	\$ 5,580,000	\$ 83,617	\$ 480,000
Total Cash	\$ 7,029,191	\$ 83,618	\$ 815,518
Total Current Assets	\$ 7,029,191	\$ 83,618	\$ 815,518
Liabilities and Fund Balance			
Current Liabilities			
Warrants Payable	\$ 50,971	\$ -	\$ -
Sales Tax Payable	\$ 4,295	\$ -	\$ -
Payroll Taxes and Benefits Payable	\$ 45,279	\$ -	\$ -
Total Current Liabilities	\$ 100,545	\$ -	\$ -
Fund Balance			
Reserve for Encumbrances	\$ 306,180	\$ -	\$ 378,856
Net Excess (Deficit)	\$ (2,410,462)	\$ 51	\$ 9,342
Unreserved Fund Balance	\$ 9,032,928	\$ 83,567	\$ 427,320
Total Fund Balance	\$ 6,928,646	\$ 83,618	\$ 815,518
Total Liabilities and Fund Balance	\$ 7,029,191	\$ 83,618	\$ 815,518
Anticipated Property Tax Revenue	\$ 12,288,973	\$ 13	\$ -

Pierce County Library System														
Comparative Statement of Financial Position														
General Fund - Rolling Comparison														
<i>(as of the listed date of the reported month)</i>														
	HISTORICAL	CURRENT												
	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	8/31/2014	
Assets														
Current Assets - Cash														
Cash	\$ 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	\$ 1,449,191	
Investments	\$ 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	\$ 5,580,000	
Total Cash	\$ 7,641,018	\$ 6,727,531	\$ 11,789,939	\$ 12,238,073	\$ 10,033,175	\$ 7,644,605	\$ 6,055,126	\$ 5,524,141	\$ 12,177,373	\$ 12,760,371	\$ 10,893,223	\$ 8,975,909	\$ 7,029,191	
Total Current Assets	\$ 7,641,018	\$ 6,727,531	\$ 11,789,939	\$ 12,238,073	\$ 10,033,175	\$ 7,644,605	\$ 6,055,126	\$ 5,524,141	\$ 12,177,373	\$ 12,760,371	\$ 10,893,223	\$ 8,975,909	\$ 7,029,191	
Liabilities and Fund Balance														
Current Liabilities														
Warrants Payable	\$ 255,774	\$ 214,897	\$ 246,940	\$ 335,358	\$ 940,783	\$ 289,787	\$ 283,545	\$ 242,692	\$ 156,047	\$ 203,544	\$ 219,431	\$ 261,541	\$ 50,971	
Sales Tax Payable	\$ 2,076	\$ 2,024	\$ 2,299	\$ 1,791	\$ 1,686	\$ 2,976	\$ 4,285	\$ 3,438	\$ 3,657	\$ 4,896	\$ 5,974	\$ 4,000	\$ 4,295	
Payroll Taxes and Benefits Payable	\$ 95,641	\$ 115,866	\$ 85,954	\$ 97,624	\$ 57,777	\$ 10,661	\$ 12,052	\$ 12,414	\$ 12,450	\$ 23,564	\$ 11,400	\$ 21,305	\$ 45,279	
Total Current Liabilities	\$ 353,490	\$ 332,788	\$ 335,193	\$ 434,773	\$ 1,000,247	\$ 303,424	\$ 299,882	\$ 258,544	\$ 172,154	\$ 232,004	\$ 236,805	\$ 286,845	\$ 100,545	
Fund Balance														
Reserve for Encumbrances	\$ 461,818	\$ 441,712	\$ 378,475	\$ 315,594	\$ -	\$ 479,177	\$ 428,516	\$ 382,314	\$ 515,366	\$ 415,768	\$ 374,062	\$ 342,392	\$ 306,180	
Net Excess (Deficit)	\$ (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	\$ (686,256)	\$ (2,410,462)	
Unreserved Fund Balance	\$ 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	\$ 9,032,928	
Total Fund Balance	\$ 7,287,528	\$ 6,394,744	\$ 11,454,746	\$ 11,803,300	\$ 9,032,928	\$ 7,341,181	\$ 5,755,244	\$ 5,265,597	\$ 12,005,219	\$ 12,528,367	\$ 10,656,418	\$ 8,689,064	\$ 6,928,646	
Total Liabilities and Fund Balance	\$ 7,641,018	\$ 6,727,531	\$ 11,789,939	\$ 12,238,073	\$ 10,033,175	\$ 7,644,605	\$ 6,055,126	\$ 5,524,141	\$ 12,177,373	\$ 12,760,371	\$ 10,893,223	\$ 8,975,909	\$ 7,029,191	
Anticipated Property Tax Revenue	\$ 11,930,745	\$ 10,921,417	\$ 3,627,815	\$ 1,229,998	\$ -	\$ 25,516,351	\$ 25,112,244	\$ 23,682,603	14993.95.22	\$ 12,484,118	\$ 12,375,381	\$ 12,288,973	\$ 12,288,973	

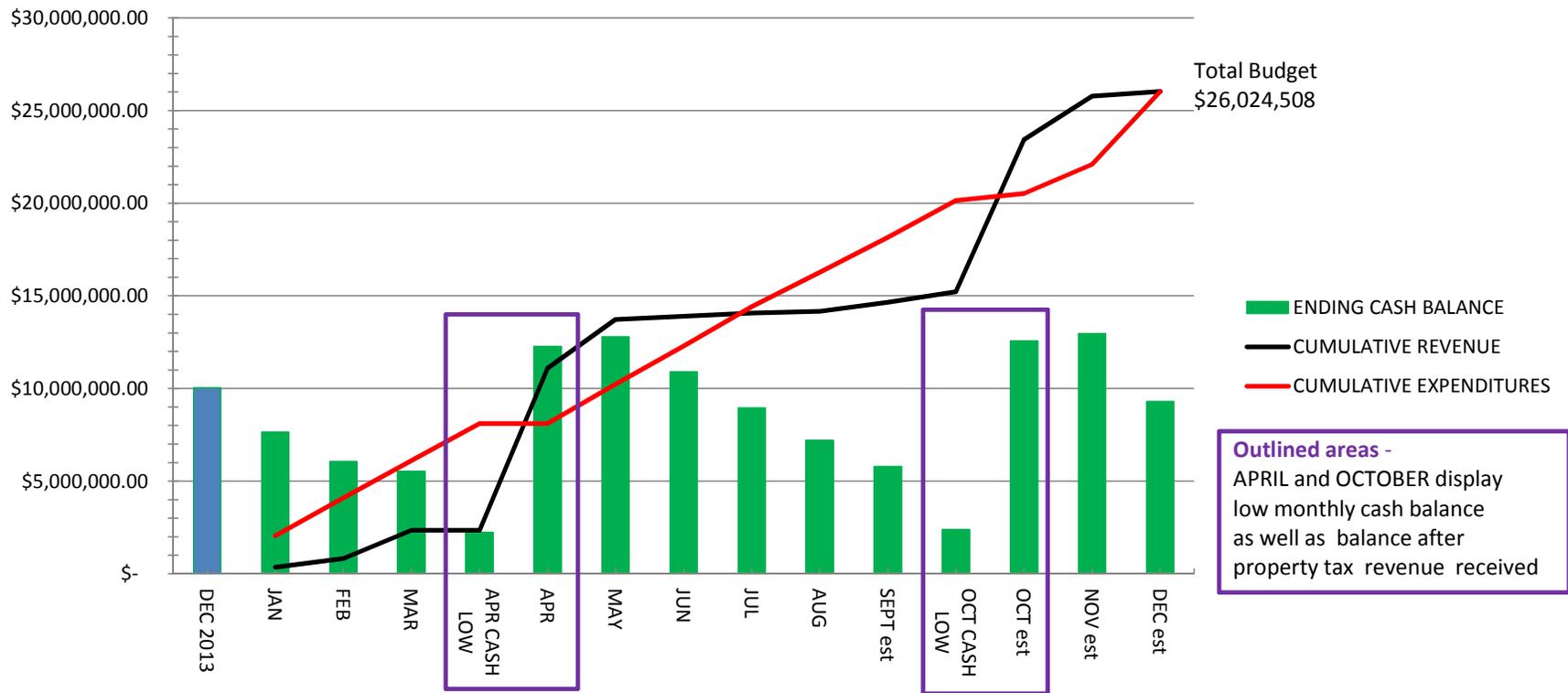
PIERCE COUNTY LIBRARY SYSTEM
Statement of Revenue and Expenditures
Year to Date through August 31, 2014
no pre-encumbrances

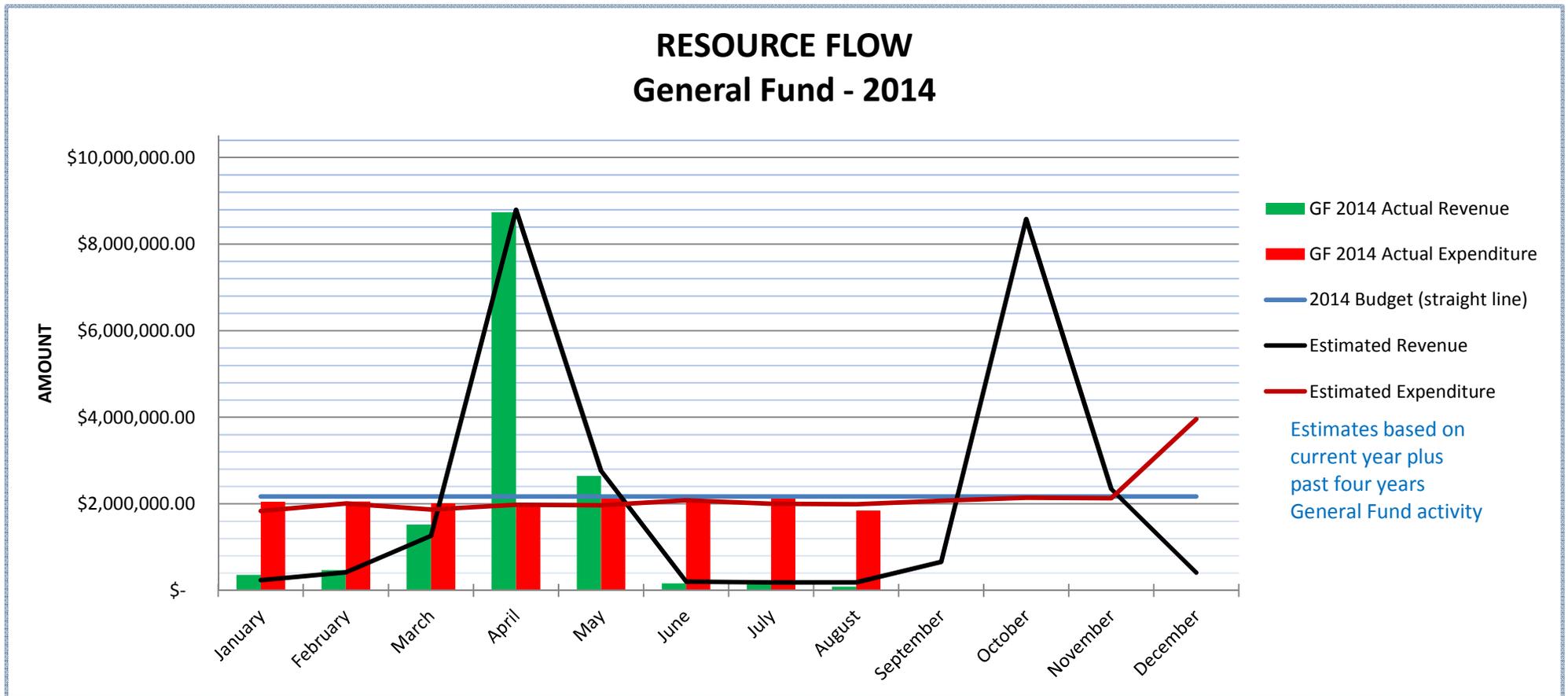
<u>General Fund</u>	<u>2014 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Property Tax/Investment Income & Other PC Revenue	\$ 24,669,808	\$ 13,376,240	\$ -	\$ 11,293,568	54%
Other Revenue	\$ 1,354,700	\$ 786,842	\$ -	\$ 567,858	58%
Total Revenue	\$ 26,024,508	\$ 14,163,082	\$ -	\$ 11,861,426	54%
Expenditures					
Personnel/Taxes and Benefits	\$ 18,560,574.00	\$ 12,364,400	\$ -	\$ 6,196,174	67%
Materials	\$ 3,333,375	\$ 1,677,707	\$ -	\$ 1,655,668	50%
Maintenance and Operations	\$ 3,870,314	\$ 2,225,257	\$ 306,180	\$ 1,338,878	65%
Transfers Out	\$ 260,245	\$ -	\$ -	\$ 260,245	0%
Total Expenditures	\$ 26,024,508	\$ 16,267,364	\$ 306,180	\$ 9,450,964	64%
Excess/(Deficit)		\$ (2,104,282)			
(less encumbrances)		(306,180)			
Net Excess (Deficit)		\$ (2,410,462)			

<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%
Total Revenue	\$ -	\$ 51	\$ -	\$ (51)	0%
Total Expenditures	\$ -	\$ -	\$ -	\$ -	0%
Net Excess (Deficit)		\$ 51			

<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	\$ 106,556	\$ -	\$ 228,444	0%
Transfers In	\$ 260,245	\$ -	\$ -	\$ 260,245	0%
Total Revenue	\$ 1,569,200	\$ 915,442	\$ -	\$ 653,758	58%
Expenditures					
Maintenance and Operations	\$ 1,569,200	\$ 527,244	\$ 378,856	\$ 663,101	58%
Total Expenditures	\$ 1,569,200	\$ 527,244	\$ 378,856	\$ 663,101	58%
Excess/(Deficit)		\$ 388,198			
(less encumbrances)		(378,856)			
Net Excess (Deficit)		\$ 9,342			

CUMULATIVE GENERAL FUND REVENUE AND EXPENDITURE Including Cash Flow Projection 2014





Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 8/31/2014

FUND: GENERAL FUND (01)

Object	2014 Budget	August Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
REVENUE ACCOUNTS						
31111 PROPERTY TAXES CURRENT	23,744,495.00	0.00	12,824,196.46	0.00	10,920,298.54	54.01
31112 PROPERTY TAXES DELINQUENT	807,313.00	0.00	485,733.05	0.00	321,579.95	60.17
31130 SALE OF TAX TITLE PROPERTY	3,000.00	0.00	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
TAXES:	24,644,808.00	0.00	13,372,322.98	0.00	11,272,485.02	54.26
33872 CONTRACTS FEES - CITIES	3,900.00	810.00	2,430.00	0.00	1,470.00	62.31
33890 GOVERNMENTAL GRANTS	5,400.00	0.00	2,265.61	0.00	3,134.39	41.96
34160 COPIER FEES	30,000.00	2,754.85	20,940.32	0.00	9,059.68	69.80
34161 GRAPHICS SERVICES CHARGES	4,000.00	97.00	4,174.65	0.00	(174.65)	104.37
34162 PRINTER FEES	105,000.00	11,818.35	73,789.00	0.00	31,211.00	70.28
34163 FAX FEES	21,000.00	2,282.64	14,449.35	0.00	6,550.65	68.81
34730 INTERLIBRARY LOAN FEES	0.00	0.00	65.00	0.00	(65.00)	0.00
35970 LIBRARY FINES	600,000.00	52,283.48	386,060.53	0.00	213,939.47	64.34
36110 INVESTMENT INCOME	10,000.00	0.00	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	0.14	1.87	0.00	(1.87)	0.00
36200 KEY PEN HLTH DEPT FACILITY REV	0.00	0.00	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
36710 FRIENDS' DONATIONS	0.00	760.14	760.14	0.00	(760.14)	0.00
36720 FRIENDS' REIMBURSEMENTS	3,000.00	525.10	6,656.36	0.00	(3,656.36)	221.88
36725 DONATIONS - OTHER	0.00	1,548.27	1,630.28	0.00	(1,630.28)	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	224.80	7,739.97	0.00	2,260.03	77.40
36990 MISCELLANEOUS REVENUE	9,000.00	2.40	4,509.42	0.00	4,490.58	50.10
36991 PAYMENT FOR LOST MATERIALS	12,000.00	894.78	6,761.68	0.00	5,238.32	56.35
36994 UNCLAIMED PROPERTY	0.00	(2,220.75)	545.28	0.00	(545.28)	0.00
36996 JURY DUTY REIMBURSEMENT	0.00	140.00	412.96	0.00	(412.96)	0.00
36997 PRIOR YEAR'S REFUNDS	0.00	2,534.08	5,161.10	0.00	(5,161.10)	0.00
36998 E RATE REIMBURSEMENT	114,000.00	11,569.26	38,206.52	0.00	75,793.48	33.51
36999 REBATES - PROCUREMENT CARD	30,000.00	0.00	16,595.93	0.00	13,404.07	55.32
CHARGES OTHER:	1,357,300.00	86,024.54	783,363.07	0.00	573,936.93	57.71
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
TOTAL FOR REVENUE ACCOUNTS	26,024,508.00	86,024.54	14,163,082.33	0.00	11,861,425.67	54.42
EXPENSE ACCOUNTS						
51100 SALARIES AND WAGES	13,429,017.00	1,140,399.09	8,790,195.61	0.00	4,638,821.39	65.46
51105 ADDITIONAL HOURS	248,850.00	22,558.15	180,639.06	0.00	68,210.94	72.59
51106 SHIFT DIFFERENTIAL	148,518.00	11,451.06	89,515.44	0.00	59,002.56	60.27
51107 SUBSTITUTE HOURS	303,500.00	26,825.77	184,296.44	0.00	119,203.56	60.72
51109 TUITION ASSISTANCE PROGRAM	300.00	0.00	0.00	0.00	300.00	0.00
51200 OVERTIME WAGES	6,750.00	1,083.14	4,143.83	0.00	2,606.17	61.39
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	16,931.68	125,813.11	0.00	47,316.89	72.67
52002 MEDICAL INSURANCE	2,198,331.00	149,277.98	1,312,111.51	0.00	886,219.49	59.69
52003 F.I.C.A.	1,098,014.00	91,304.77	700,916.55	0.00	397,097.45	63.83

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 8/31/2014

FUND: GENERAL FUND (01)

Object	2014 Budget	August Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
EXPENSE ACCOUNTS						
52004 RETIREMENT	1,192,330.00	103,374.47	803,702.25	0.00	388,627.75	67.41
52005 DENTAL INSURANCE	218,189.00	15,384.06	122,316.66	0.00	95,872.34	56.06
52006 OTHER BENEFIT	11,020.00	920.00	7,140.00	0.00	3,880.00	64.79
52010 LIFE AND DISABILITY INSURANCE	25,674.00	2,193.48	17,523.13	0.00	8,150.87	68.25
52020 UNEMPLOYMENT COMPENSATION	30,500.00	0.00	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
PERSONNEL	18,560,574.00	1,581,703.65	12,364,400.08	0.00	6,196,173.92	66.62
53100 OFFICE/OPERATING SUPPLIES	169,450.00	7,769.43	108,901.01	19,856.36	40,692.63	75.99
53101 CUSTODIAL SUPPLIES	52,100.00	4,181.68	34,196.44	0.00	17,903.56	65.64
53102 MAINTENANCE SUPPLIES	60,200.00	4,026.27	34,460.89	0.00	25,739.11	57.24
53103 AUDIOVISUAL PROCESSING SUP	20,000.00	805.40	11,620.44	4,376.00	4,003.56	79.98
53104 BOOK PROCESSING SUPPLIES	20,000.00	0.00	11,294.70	0.00	8,705.30	56.47
53200 FUEL	40,750.00	13,545.68	37,522.45	3,351.10	(123.55)	100.30
53401 ADULT MATERIALS	841,184.00	28,571.76	452,451.45	0.00	388,732.55	53.79
53403 PERIODICALS	80,000.00	1,397.60	11,581.20	0.00	68,418.80	14.48
53405 JUVENILE BOOKS	535,258.00	11,788.16	271,165.05	0.00	264,092.95	50.66
53406 PROFESSIONAL COLLECTION	20,000.00	502.69	3,055.69	0.00	16,944.31	15.28
53407 INTERNATIONAL COLLECTION	76,000.00	256.54	22,014.17	0.00	53,985.83	28.97
53408 AUDIOVISUAL MATERIALS - ADULT	816,000.00	61,370.70	506,535.29	0.00	309,464.71	62.08
53409 AUDIOVISUAL MATERIALS - JUV	102,040.00	2,987.85	42,091.39	0.00	59,948.61	41.25
53411 ELECTRONIC INFO SOURCES	170,355.00	0.00	13,286.88	0.00	157,068.12	7.80
53412 REFERENCE SERIALS	36,414.00	393.21	2,255.56	0.00	34,158.44	6.19
53413 ELECTRONIC SERVICES	244,124.00	0.00	88,169.55	0.00	155,954.45	36.12
53414 ELECTRONIC COLLECTION	259,000.00	5,799.09	173,408.59	0.00	85,591.41	66.95
53464 VENDOR PROCESSING SERVICES	153,000.00	9,075.55	88,898.52	0.00	64,101.48	58.10
53499 GIFTS - MATERIALS	0.00	340.04	2,794.15	0.00	(2,794.15)	0.00
53500 MINOR EQUIPMENT	6,500.00	0.00	0.00	0.00	6,500.00	0.00
53501 FURNISHINGS	53,000.00	1,244.26	20,704.72	11,045.14	21,250.14	59.91
53502 IT HARDWARE	244,600.00	5,064.78	125,441.66	3,382.10	115,776.24	52.67
53503 PRINTERS	20,000.00	0.00	1,919.25	0.00	18,080.75	9.60
53505 SOFTWARE	53,400.00	938.43	25,292.78	0.00	28,107.22	47.36
54100 PROFESSIONAL SERVICES	434,454.00	45,306.72	297,267.41	20,473.22	116,713.37	73.14
54101 LEGAL SERVICES	30,000.00	200.14	24,263.64	0.00	5,736.36	80.88
54102 COLLECTION AGENCY	24,000.00	1,677.73	12,631.32	0.00	11,368.68	52.63
54161 RESOURCE SHARING SERVICES	19,000.00	0.00	6,139.10	0.00	12,860.90	32.31
54162 BIBLIOGRAPHICS SERVICES	33,000.00	0.00	19,781.62	0.00	13,218.38	59.94
54163 PRINTING AND BINDING	2,000.00	0.00	736.32	0.00	1,263.68	36.82
54165 ILL LOST ITEM CHARGE	3,000.00	(10.00)	1,011.83	0.00	1,988.17	33.73
54200 POSTAGE AND SHIPPING	33,000.00	0.00	28,493.91	0.00	4,506.09	86.35
54201 TELECOM SERVICES	305,000.00	3,240.42	214,216.27	0.00	90,783.73	70.23
54300 TRAVEL	129,200.00	3,111.52	32,518.89	0.00	96,681.11	25.17
54301 MILEAGE REIMBURSEMENTS	30,150.00	2,199.41	19,011.50	0.00	11,138.50	63.06
54400 ADVERTISING	68,000.00	1,101.15	9,974.95	1,752.00	56,273.05	17.25
54501 RENTALS/LEASES - BUILDINGS	377,700.00	15,173.74	197,466.83	48,219.16	132,014.01	65.05
54502 RENTAL/LEASE - EQUIPMENT	23,600.00	(9,979.56)	22,357.85	9,018.00	(7,775.85)	132.95
54600 INSURANCE	189,500.00	0.00	22,183.25	0.00	167,316.75	11.71

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 8/31/2014

FUND: GENERAL FUND (01)

Object	2014 Budget	August Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
EXPENSE ACCOUNTS						
54700 ELECTRICITY	240,000.00	9,480.02	151,941.33	0.00	88,058.67	63.31
54701 NATURAL GAS	15,000.00	35.49	6,330.66	0.00	8,669.34	42.20
54702 WATER	26,000.00	779.38	13,170.00	0.00	12,830.00	50.65
54703 SEWER	32,000.00	358.69	23,051.11	0.00	8,948.89	72.03
54704 REFUSE	22,500.00	203.97	16,962.47	655.01	4,882.52	78.30
54800 GENERAL REPAIRS/MAINTENANCE	198,300.00	(870.94)	128,871.79	40,456.06	28,972.15	85.39
54801 CONTRACTED MAINTENANCE	729,200.00	26,225.36	461,729.79	143,590.79	123,879.42	83.01
54803 MAINT. TELECOM EQUIPMENT	31,000.00	0.00	21,012.46	0.00	9,987.54	67.78
54900 REGISTRATIONS	26,450.00	2,399.50	17,175.16	0.00	9,274.84	64.93
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	43.48	14,905.14	0.00	15,594.86	48.87
54903 LICENSES AND FEES	34,850.00	4,003.34	23,774.57	0.00	11,075.43	68.22
54904 MISCELLANEOUS	790.00	0.00	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
ALL OTHER EXPENSES	7,463,934.00	264,738.68	3,902,964.00	306,179.94	3,254,790.06	56.39
TOTAL FOR EXPENSE ACCOUNTS	26,024,508.00	1,846,442.33	16,267,364.08	306,179.94	9,450,963.98	63.68
NET SURPLUS / DEFICIT	0.00	(1,760,417.79)	(2,104,281.75)	(306,179.94)	2,410,461.69	0.00

FUND: DEBT SERVICE FUND (20)

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

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 8/31/2014

FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)

Object	2014 Budget	August Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
REVENUE ACCOUNTS						
29150 USE OF FUND BALANCE-BUDGET	973,955.00	0.00	808,886.00	0.00	165,069.00	83.05
36110 INVESTMENT INCOME	0.00	0.00	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
CHARGES OTHER:	1,308,955.00	0.00	912,725.90	0.00	396,229.10	69.73
39520 INSURANCE RECOVERIES - CAPITAL ASSE	0.00	2,716.00	2,716.00	0.00	(2,716.00)	0.00
39700 TRANSFERS IN	260,245.00	0.00	0.00	0.00	260,245.00	0.00
TOTAL FOR REVENUE ACCOUNTS	1,569,200.00	2,716.00	915,441.90	0.00	653,758.10	58.34
EXPENSE ACCOUNTS						
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	4,049.18	7,440.47	42,510.35	21.28
54100 PROFESSIONAL SERVICES	157,500.00	13,554.34	33,230.07	5,452.56	118,817.37	24.56
54400 ADVERTISING	0.00	289.80	420.00	0.00	(420.00)	0.00
54502 RENTALS/LEASES - EQUIPMENT	0.00	12,202.97	12,202.97	0.00	(12,202.97)	0.00
54800 GENERAL REPAIRS/MAINTENANCE	0.00	0.00	0.00	1,060.33	(1,060.33)	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	7,171.03	209,789.46	168,708.16	13,002.38	96.68
56201 CONSTRUCTION	0.00	0.00	20,265.60	102,894.45	(123,160.05)	0.00
56202 ELECTRICAL	78,000.00	35,785.20	43,182.14	0.00	34,817.86	55.36
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	4,065.30	48,066.83	0.00	1,933.17	96.13
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	0.00	114,626.68	34.50
56402 HVAC	125,200.00	0.00	85,069.24	30,344.28	9,786.48	92.18
TOTAL FOR EXPENSE ACCOUNTS	1,569,200.00	73,068.64	527,243.86	378,855.58	663,100.56	57.74
NET SURPLUS / DEFICIT	0.00	(70,352.64)	388,198.04	(378,855.58)	(9,342.46)	0.00



Date:September 2, 2014

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

From: Sally Porter Smith, Customer Experience Director

Subject: Scout Update

Since the launch of Scout on June 3, 2014: Google Analytics shows:

- 98,000 “users” visited Scout: compared to 245,000 public website “users” visited Scout (40% as many users)
- 110,000 sessions, compared to 503,000- public website sessions (22% as many sessions)

Within Scout, the 1,593 participating members have:

- completed 26,282 activities
- earned 175,459 points
- earned 3,728 badges

Marketing aimed at digital customers increase the first week of September with a sliding billboard ad anchored to the top of the TNT home page, content box in Entertainment/Living section and a TNT tablet app and phone app adds in September. New ads will be developed for October and November. Boosted Facebook ads began July 17 with mobile ads started August 29 and will run for three months. Linda Farmer will provide an evaluation of advertising and promotion for the project in December as part of the grant evaluation of the platform and program.

Facebook exchanges are showing Scout at its best. Examples included.

Scout posts seeing lots of interaction on PCLS Facebook page



[Pierce County Library](#)

Posted by [Kit Macpherson Thompson](#) · August 30

Thinking ahead! She brought her Scout tote bag when she visited Little Free Libraries around Pierce County. <https://scout.pcls.us/badge/little-free-library/>



29 Shares 574 likes 23,024 people reached

-  [Sharon Howard DeFevers](#) Love this idea
August 30 at 7:51pm · [Like](#)
-  [Anne Mitzlaff Gerken](#) Beautiful hydrangeas
August 30 at 8:14pm · [Like](#) · [1](#)
-  [Jaynee Williams](#) We have one of these in our neighborhood!
August 31 at 7:42am · [Like](#)
-  [Annette Bryan](#) Love this!!!!
August 31 at 9:24am · [Like](#)
-  [Madison Meadows](#) There is one in my neighborhood also Jaynee Williams
August 31 at 9:52am · [Like](#)
-  [Mary W. Hammond](#) I know of one in University Place. I love the creativity shown in architecture on such a small scale, as well as the landscaping surrounding each Little Free Library. Hydrangeas are my favorites!
August 31 at 1:47pm · [Like](#) · [1](#)
-  [Mary W. Hammond](#) So I'm looking again at this mini-library, and noticing the fine building materials, the hinges . . . and am reminded of the many hours I've spent this spring and summer out in our (now my) garage, sorting through

tools, lumber scraps, nuts & bolts, screws, nails, and hardware miscellaneous, including several beautiful unused hinges that I set aside as too good for Goodwill (my apologies to GW; I shop there regularly and love finding barely-used stuff there.)

Anyway, I'm wondering whether any of my FB friends know of any gated communities or condo developments who have established their own Little Free Libraries? I think it would be a great community-building idea for a development that is now 16+years old and has welcomed many new homeowners in the past year or two. People could collaborate to design and build the LFL, and could have a little committee or partnership be in charge of keeping it stocked and tidy and watertight. Uh-oh! I feel another project coming on!

[August 31 at 1:58pm](#) · [Like](#) · [1](#)



- [Grace Goss](#) I'm looking into putting one together for the Ensley area. Any suggestions where it could be located ?

[August 31 at 4:05pm](#) · [Like](#)



- [Beth Frick](#) My neighbors built a beautiful one for our hood!

[August 31 at 4:06pm](#) · [Like](#)



- [Stephanie Thiel Boeshaar](#) How do we start one through PCL?

[August 31 at 5:20pm](#) · [Like](#)



- [John Hrvatin](#) They should have more of those.

[August 31 at 5:24pm](#) · [Like](#)



- [Deshell Reed](#) I would love one of these in my neighborhood

[August 31 at 6:05pm](#) · [Like](#)



- [Anne Hawkins](#) We have one just a couple of blocks away, plus another at our favorite park. We cross-pollinate books!

[August 31 at 11:26pm](#) · [Like](#)



- [Katherine Koser](#) This is so cute

[Yesterday at 3:38am](#) · [Like](#)



- [Kathy Ifft](#) I want to build one

[16 hours ago](#) · [Like](#)



- [Mary Martin Montgomery](#) I need one on our street!!!! Love the idea!!!!!!

[14 hours ago](#) · [Like](#)



- [Dallas Gibson Anderson](#) There is one in Wilkeson. I want one in front of my house. I enjoy books and people watching so it would serve multiple purposes here.

[12 hours ago](#) · [Like](#)



- [Greg Dunham](#) likes

[2 hours ago](#) · [Like](#)



- [Patty Amador](#) <http://littlefreelibrary.org/>



[Welcome - Little Free Library](#)

littlefreelibrary.org

What is a Little Free Library? It's a "take a book, return a book" gathering pla... [See More](#)



Pierce County Library

Posted by [Kit Macpherson Thompson](#) · August 24 ·

We can't wait to see the jewelry this Scout participant will make out of the treasures she's collected. <https://scout.pcls.us/badge/budget-jeweler/>



1 Share 372 likes 27,872 people reached

-  [Darlene Joyner](#) Great treasure. Something beautiful will come from them.
August 25 at 11:35am · [Like](#)
-  [Julie Bierschied](#) Can't wait to see the finished product.
August 25 at 10:25pm · [Like](#)
-  [Sharonnia Larkins](#) I want some.
August 26 at 4:44am · [Like](#)
-  [Katherine Koser](#) The finished jewelry will be beautiful
August 26 at 5:20am · [Like](#)
-  [Susan Crowson Hudspeth](#) I hope we can see the finished jewelry! I love shells!
August 27 at 5:19pm · [Like](#)

M E M O

Date: September 2, 2014

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

From: Jaime Prothro, Customer Experience Manager

Subject: Microsoft IT Academy Open Lab

Pierce County Library is the recipient of a \$7500 grant from the Washington State Library to support digital literacy program in partnership with WorkForce Central and Rally Point 6. Central to this project is supporting the development of skills to enhance the employability of returning military personnel in a digital and evolving world. Through this funding, the Library will pilot Microsoft IT Academy Open Labs addressing a community need to strengthen transitioning service member's technology skills and, thereby, increase their competitiveness in the workplace. Statistics show that Office software product proficiency ranks as high as 3rd in most desired job skills on applications.

The target audience for this project will be transitioning service members. Approximately 6,000 military personnel are currently discharged from JBLM each year – increasing as the war is ending.

WorkForce Central puts job seekers on a path to employment by providing career guidance, pre-employment workshops, training and educational support through a comprehensive network of public and private partnerships. WorkForce Central is the single point of contact for Pierce County businesses, providing a customized approach to address their talent needs.

RallyPoint/6 is Washington State's largest one-stop Resource Center for transitioning service members, National Guard and Reservists, Veterans and military family support. RallyPoint/6 provides a physical location in the community where service members, veterans or family members can personally link up with community organizations that will assist in taking their next steps toward their new objective. This includes an assessment of each individual's situation providing guidance for their "next stage of the operation."

The Microsoft IT Academy Labs will be held in a classroom environment to increase accountability with a focus on completing certifications. Classrooms will be staffed by Library personnel with expertise to support participant success. WorkForce Central will fund certifications.

As part of this pilot, the Library together with WorkForce Central, will identify how this model can be utilized for the long-term unemployed moving forward. Microsoft IT Academy was launched state-wide in November 2013 and approximately 700 Washington residents are registered through Pierce County Library System.



Date: September 2, 2014

To: Chair Linda Ishem and Members of the Board

From: Linda Farmer, APR, Communications Director

Subject: Library Card Drive 2014

Pierce County Library is conducting its 8th annual library card drive Oct. 1-31, 2014, to increase public awareness of library services, promote use of the library's offerings with current card holders and bring in new card holders. Your 2014 Library Card Drive Team is Judy Nelson, Jami Schwarzwaldner, Elise Doney, Cheri Star and Linda Farmer. The theme is again GET THE CARD!

Students/School Campaign. As in the past two years, librarians will reach students directly in schools. Staff are working with White River School District to get a "card in every hand" of the students. Staff are also working with Bethel School District and Franklin Pierce Schools to issue cards to those students who did not get cards during the last two campaigns. This year, staff have been given permission to attend select schools to attend events such as PTA nights, assemblies and concerts. Specific presentations materials are being created to reach the parents at these events.

Target Audiences. Communications will work closely with Customer Experience to develop and send a direct mail postcard to a selected target demographic in the library's service area, based on the Community Connect profiles that show high population, high family involvement and low card holder numbers. The mailing will include a code people can redeem to enter into a variety of prize drawings. In addition, we ascertained leading common characteristics of people in our service area to further define and focus the direct mail messages, design and areas for the mailing.

Library Card Liaisons. Staff liaisons will rally staff and conduct guerrilla marketing in communities.

Grand Prize Drawing: iPad mini. The Pierce County Library Foundation has donated an iPad mini and custom case as a grand prize drawing. Everyone who gets a card or signs up a friend for a card during the campaign is eligible. Feedback from the library's technology sessions shows that people prefer to read e-books and access e-services on full tablet computers versus just e-readers.

Marketing Tools. The Communications Department will produce a variety of marketing tools: reader board messages; banners on the exteriors of library buildings; listserv messages; social media; Web pages; collateral products; thermometer displays in libraries and online; and paid and earned media.

Date: August 29, 2014
To: Chair Linda Ishem and members of the Board of Trustees
From: Georgia Lomax, Deputy Director
Subject: Pierce County Capital Facilities Plan 2015-2019

Attached is the Library District's information that will be included in Pierce County's 2015-2019 Capital Facilities Plan.

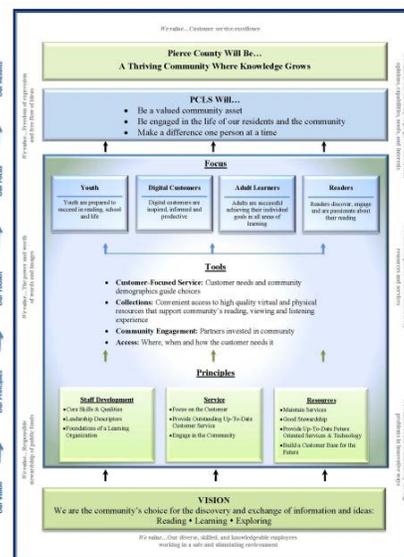
The Capital Facilities Plan is a 6-year plan for financing capital improvements that support the current and future population and economy. Its purpose is to ensure that adequate public facilities exist as the County grows. The CFP is one element of Pierce County's comprehensive plan and is required by Washington's Growth Management Act.

The Library and other taxing districts are included in the document, though they are separately funded.

PIERCE COUNTY LIBRARY SYSTEM

The Pierce County Rural Library District is a public corporation established under Revised Code of Washington 27.12, serving all unincorporated areas within Pierce County as well as annexed cities and towns. As a junior taxing district, all operations and capital improvements are funded by a dedicated property tax levy with a maximum mill rate of 50 cents per \$1000 of assessed property value. Property tax provides 96% of the Library's revenue.

Since 2009, Library revenues have decreased by \$3.1 million due to drops in assessed property value and the Library has reduced its operating expenditures by \$6.4 million. Budget reduction strategies were designed to minimize the impact of cuts on services and staff and this includes postponing non-critical projects. In 2015, projections indicate that the Library will see an increase in its revenue. One of the Library's funding priorities will be to begin to rebuild the Capital Improvement Fund.



Pierce County Library currently serves 563,650 people within its service area. Regional Planners project that by 2030 the Library will serve 718,000 residents. In 2014, Pierce County Library facilities provided 0.39 square feet per person Countywide. Library services include access to books, movies, music and audio-books, downloadable books and music; help and resources for finding answers and information or building skills; homework and reading support and other services to youth and teens; support and resources for job seekers and for soldiers and military families; access to computers and technology; individual and group study space; and community meeting rooms. The Library also provides services beyond the Library's physical facilities both in the community and online.

Strategic Documents:

The Strategic Framework guides the Library in making choices and prioritizing its activities and services. Created in January 2013 and reflecting on the community through surveys, key leader interviews and public process, it ensures the Library focuses on services valued and needed by the community.

Pierce County Library 2030, the Library's facilities master plan, was completed in January 2010 with the input and participation of over 5,000 community residents. Travel patterns, community activity centers, and anticipated population growth and use patterns were used to determine where facilities are needed for easy, convenient and cost effective access to library services.

Pierce County Library Technology Plan was developed by a multi-departmental staff team, with input from more than 3600 community residents, and will guide the library in transforming its technology to support the needs of 21st century library customers and employees. The plan will inform the development of upcoming Capital Improvement expenditures in technology.

Level of Service: *Pierce County Library 2030* establishes a service level target of 0.61 to 0.71 square feet per district resident. This service level target will increase the materials, service, seating, technology, and meeting space available within communities. The desired service level is based on best

planning practices in 2010 for library design and space both nationally and within the West Coast region.

The plan identifies the need to regularly evaluate and revise target service levels to reflect changing technology and service directions. Significant changes in customer use patterns, service expectations and technology signal the need for the Library to revisit *Pierce County Library 2030* in the near future to reassess service level targets in light of the changing landscape to ensure it accurately reflects the needs of the community.

In addition to building space, *Pierce County Library 2030* established the following service level targets:

- Seating: 3.77 seats per 1,000 population
- Parking: 4 stalls per 1,000 square feet of building space
- Computers: 1.93 computers per 1,000 population

Adequate Public Facilities: The Pierce County Library currently operates 19 facilities throughout the County and serves a district population of 563,650. With a current facility inventory of 217,319 square feet or 0.39 square feet per capita, the Library needs an additional 126,508 square feet to meet the 0.61 square feet per capita level of service.

To reach this level, the Library will need to increase the size of all its facilities and add one new facility to its system in Frederickson, as identified in *Pierce County Library 2030*. However, no development permit should be denied based on the Library's inability to maintain level of service standards for Library facilities.

Pierce County Library

CURRENT FACILITY INVENTORY

The Pierce County Library operates 19 facilities throughout unincorporated Pierce County and the 15 cities and towns that have annexed into the District. Residents may use any of the facilities in the District for access to Pierce County Library materials and services, as well as its online branch. In addition, cardholders are able to request material from any location through the library catalog and have it delivered to their preferred library location for pick up.

Facility	Current Capacity (square feet)	Location
Bonney Lake	6,480	18501 90 th Street E., Bonney Lake
Buckley	4,100	123 S. River Avenue, Buckley
DuPont	3,610	1540 Wilmington Drive, DuPont
Eatonville	4,100	205 Center Street W., Eatonville
Fife	6,000	6622 20 th Street E., Fife
Gig Harbor	15,214	4424 Point Fosdick Drive N.W., Gig Harbor
Graham	7,152	9202 224 th Street E., Graham
Key Center	3,949	8905 Key Peninsula Highway, Key Center
Lakewood	32,592	6300 Wildaire Road, S.W., Lakewood
Milton/Edgewood	6,583	900 Meridian Avenue E., Suite 29, Milton
Orting	2,700	202 Washington Avenue S., Orting
Parkland/Spanaway	15,576	13718 Pacific Avenue S., Parkland
South Hill	20,100	15420 Meridian Avenue E., South Hill
Steilacoom	4,039	2950 Steilacoom Boulevard, Steilacoom
Summit	7,424	5107 112 th Street E., Summit
Sumner	10,600	1116 Fryar Avenue, Sumner
Tillicum	2,100	14916 Washington Avenue S.W., Tillicum
University Place	15,000	3609 Market Place W., University Place
Processing and Administration Center	50,000	3005 112 th Street E., Summit
Online Branch	0	www.piercecountylibrary.org
TOTAL	217,319	

NON-CAPITAL ALTERNATIVES

The Pierce County Library District also provides services outside library facilities, including mobile services; service to daycares, home-based child care providers, care facility residents and homebound; 24/7 access to web-based services; and staff providing programs, classes and services at local community locations and in local schools.

Pierce County Library 2030 identified the need for non-facility based approaches to provide convenient access to meaningful library services for all residents, and as a method for serving residents in remote or isolated areas. Alternative approaches could include online, kiosks, vending machines, service in partner spaces, and other forms of making services and resources accessible outside of library buildings and in convenient community locations. Alternative service delivery strategies were considered during the facilities planning process and the recommended library service level guideline of 0.61 to 0.71 square feet per capita reflect use of this option.

The Board of Trustees adopted the following criteria for developing and providing alternative service delivery:

- local interests & issues
- geographical and physical isolation
- customer convenience
- relationship to an existing Library
- economic efficiency

Alternative 1: Digital Library Service

The Library provides a wide variety of online services that allow cardholders to access library resources remotely 24/7 or at library locations during open hours. Resources available electronically include:

- premium content, such as electronic reference resources, research databases and directories, and online reference books
 - portals for specific audiences such as military families, job seekers and small businesses
 - community information links
 - online homework help
 - support and resources for job seekers and entrepreneurs
 - downloadable audiobooks, e-books and music
 - electronic language learning programs
 - online book clubs, book reviews and readers' services
 - online library catalog access in both regular and children's form
 - online Pierce County Library account management and RSS feeds
 - social media presence (Facebook, Twitter, YouTube, Flickr, Foursquare and Pinterest)
 - online teen summer reading program
 - scout learning program
 - teen summer challenge program
 - BEES (Books to Engage Elementary students) program
-

Alternative 2: Mobile Delivery

Services provided through Outreach efforts include mobile service to kids and families, delivery services at adult care facilities and to the homebound, school visits, summer mobile service using Explorer bookmobile, and partnering with communities for special events and programs.

Alternative 3: Reciprocal Borrowing

Pierce County Library has reciprocal borrowing agreements with the Puyallup Public Library, Roy Public Library, Tacoma Public Library, Fort Vancouver Regional Library, King County Library System, Kitsap Regional Library, North Central Regional Library, North Olympic Library System, Seattle Public Library, Sno-Isle Regional Library, and Timberland Regional Library. These agreements provide customers with free, convenient access to libraries outside the Pierce County Library service area.

Alternative 4: Service in Partner Spaces

On July 11, 2013 a book drop was installed at the Pierce 23 Fire and Rescue Station located at 29815 State Route 706 East in Ashford. The drop provides Ashford and Elbe residents with a convenient, local location to return library materials. The Eatonville Library is the closest library facility for these residents. The agreement with Pierce 23 Fire and Rescue provides Pierce County Library System with free access to space for installation of the book drop.

CAPITAL PROJECTS – 2014-2019

Funding for capital projects, large projects or equipment purchases that may cross fiscal years, comes from three sources:

1. Fund balance of the Capital Improvement Fund
2. Funds transferred from the General Fund
3. New revenues (e.g., fund raising, investment)

Capital Project Categories	2014 BUDGET	2015 ESTIMATED	2016 ESTIMATED	2017 ESTIMATED	2018 ESTIMATED
Commitments	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000
Service improvement projects	275,000	50,000	50,000		
Major maintenance	533,000	198,000	52,000	226,000	
Vehicles	10,000	45,000	120,000	10,000	10,000
Equipment and technology	250,000	250,000			
SUBTOTAL	1,188,000	663,000	342,000	356,000	130,000
Contingency (by exec approval)	36,000	25,000	25,000	25,000	25,000
TOTAL CAPITAL PROJECT BUDGET	\$ 1,224,000	\$ 688,000	\$ 367,000	\$ 381,000	\$ 155,000

Notes:

A line item breakdown of the Capital Projects does not occur until the projects are planned. Each project's funding is a general estimate made for purposes of budgeting.

The Library's capital improvement strategies are used to determine projects and priorities. Current strategies are:

- Preserve our facilities as an asset (stewardship)
- Efficiency: Spend to save (efficient operations)
- Stay relevant and up-to-date (customer focus)

PRIOR YEAR MAJOR ACCOMPLISHMENTS -- 2014

- Lighting efficiencies upgrade at Gig Harbor
- HVAC replacement at Lakewood, Tillicum and Administrative Center.
- Roof replacement at Steilacoom and Key Center
- Interior painting at Parkland/Spanaway
- Acoustical upgrade in teen area at University Place
- Public restroom upgrades at South Hill, Gig Harbor, Lakewood and Parkland/Spanaway
- Carpet replacement at South Hill
- Improved system-wide customer printing experience and cost recovery
- Parking lot seal coating at South Hill, Buckley, Eatonville and Graham
- Added (through grants) two Sprinter vehicles and one Transit vehicle
- Replaced aging maintenance van and passenger car with hybrids
- Network equipment upgrades

2015 Commitments:

- Annual payment to City of University Place to purchase additional 5000 square feet for future library expansion

2015 Service Improvement:

- Replace Gig Harbor carpeting
- Public restroom upgrades at four locations (to be determined)
- Replace aging furnishings

2015 Major Maintenance:

- Re-keying facilities
- Parking lot seal coating at Key Center, Lakewood, Parkland/Spanaway, Steilacoom and Summit

2015 Technology:

- Implementation of projects identified in the Technology Plan will begin. Projects are being prioritized in a 2-year implementation plan.

2015 Vehicles:

- Replace aging vehicle with hybrid vehicle

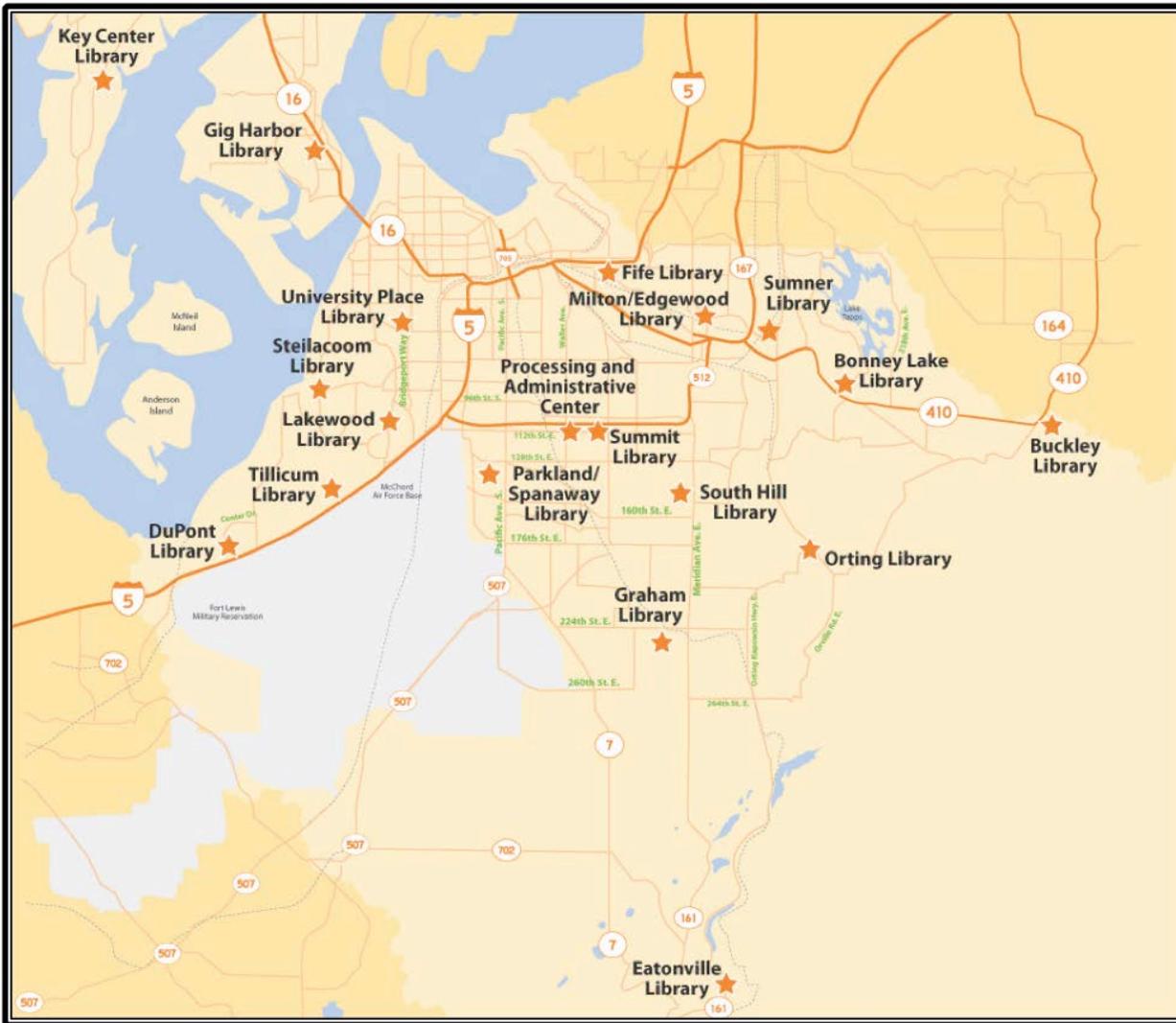
Future Anticipated Major Projects (2016-2019):

(As the Capital fund is rebuilt, additional projects will be identified)

- Completion of parking lot seal coating project
 - One roof replacement
 - Continued implementation of Technology Plan projects
-

MAP OF LOCATIONS

PIERCE COUNTY LIBRARY LOCATIONS



FUTURE NEEDS – NO FUNDING CURRENTLY AVAILABLE

Pierce County Library’s existing operating levy supports ongoing operations and capital maintenance, but is not adequate for new or expanded facilities. To implement the recommended service levels and facility improvements, the Library will need to approach voters for additional capital facilities funding or obtain additional revenue from other sources. The Library will continue to work with communities to determine when the timing is best to begin plans to seek funding for the improvements recommended in the *Pierce County Library 2030* facilities master plan.

RELATION TO GMA

The level of service target for Pierce County libraries is 0.61 to 0.71 square feet per capita by 2030, which was



Pierce County Library

the planning horizon for the *Pierce County Library 2030: Facilities Master Plan*. The desired service level is based on current best planning practices for library design and space in 2010, and will be regularly evaluated and revised to reflect changing technology and service directions.

The Pierce County Library plans to purchase 5,000 square feet for future use at the University Place branch. No added space is planned for 2015.

By 2015, the population of the Library District is projected to be approximately 578,000 people. To meet level of service recommendations, the Library should provide an additional 135,000 square feet. The Library's 2022 projection estimates a service population of 619,000. The 2030 population projection for the Library's service area is between 653,000 and 721,000 (representing a 10% range from the PSRC forecasts). By 2030, the Library anticipates needing to provide between 420,200 and 488,300 square feet.



Pierce County Library

Pierce County Library: Current Level of Service and Deficit by Library Service Areas Level of Service 0.61 Square Feet per Capita				
Library Service Area	2014 Square Ft	2014 Population	2014 SF/Capita	2014 Deficit (in SF)
Bonney Lake	6,480	44,740	0.15	(20,811)
Buckley	4,100	13,056	0.31	(3,864)
DuPont	3,610	8,566	0.42	(1,615)
Eatonville	4,100	10,412	0.39	(2,251)
Fife	6,000	13,154	0.46	(2,024)
Gig Harbor	15,214	46,020	0.33	(12,858)
Graham	7,152	37,235	0.19	(16,171)
Key Center	3,949	17,862	0.22	(6,947)
Lakewood	32,592	76,421	0.43	(14,025)
Milton/Edgewood	6,583	18,748	0.35	(4,853)
Orting	2,700	11,328	0.24	(4,210)
Parkland/Spanaway	15,576	82,143	0.19	(34,531)
South Hill	20,100	77,687	0.26	(27,289)
Steilacoom	4,039	11,800	0.34	(3,159)
Summit	7,424	37,571	0.20	(15,494)
Sumner	10,600	18,637	0.57	(769)
Tillicum	2,100	4,952	0.42	(921)
University Place	15,000	32,319	0.46	(4,715)
<i>Processing and Admin. Center</i>	50,000			
TOTALS	217,319	562,651	0.39	(76,507)

Pierce County Library

Pierce County Library Population Projections by Library Service Areas					
Library Service Area	2014	2015	2022	2030 Range	
				<i>10% range*</i>	
Bonney Lake	44,740	51,987	58,527	65,000	72,000
Buckley	13,056	16,309	17,702	19,000	21,000
DuPont	8,566	14,469	15,590	16,000	18,000
Eatonville	10,412	10,460	11,186	12,000	13,000
Fife	13,154	10,255	11,420	13,000	15,000
Gig Harbor	46,020	50,831	54,123	57,000	63,000
Graham	37,235	42,885	46,009	48,000	53,000
Key Center	17,862	17,299	18,103	19,000	21,000
Lakewood	76,421	72,829	73,936	73,000	81,000
Milton/Edgewood	18,748	19,489	22,140	26,000	28,000
Orting	11,328	10,506	11,933	14,000	15,000
Parkland/Spanaway	82,143	72,565	75,658	77,000	85,000
South Hill	77,687	66,060	72,959	78,000	86,000
Steilacoom	11,800	12,269	12,629	13,000	14,000
Summit	37,571	36,910	39,431	41,000	45,000
Sumner	18,637	32,030	36,134	41,000	45,000
Tillicum	4,952	4,772	4,893	5,000	6,000
University Place	32,319	35,654	36,464	36,000	40,000
TOTAL DISTRICT POPULATION	562,651	577,579	618,837	653,000	721,000

** Population projections based on Library Service Area geographies, U.S. Census 2010, and PSRC forecasts*

Pierce County Library

Pierce County Library: 2015 & 2030 Projections Facility Needs Based on 0.61 SF/Capita by Library Service Areas							
	2014	2015		2030			
Library Service Area	Current Square Feet	Projected Population	Recommended Square Feet	Projected Population (10% Range)		Recommended Square Feet	
Bonney Lake	6,480	51,987	31,712	65,000	72,000	38,200	44,400
Buckley	4,100	16,309	9,948	19,000	21,000	14,700	17,100
DuPont	3,610	14,469	8,826	16,000	18,000	11,800	13,700
Eatonville	4,100	10,460	6,381	12,000	13,000	9,300	10,800
Fife	6,000	10,255	6,256	13,000	15,000	10,200	11,800
Gig Harbor	15,214	50,831	31,007	57,000	63,000	35,800	41,600
Graham	7,152	42,885	26,160	48,000	53,000	30,700	35,700
Key Center	3,949	17,299	10,552	19,000	21,000	14,500	16,900
Lakewood	32,592	72,829	44,426	73,000	81,000	42,500	49,400
Milton/Edgewood	6,583	19,489	11,888	26,000	28,000	18,300	21,300
Orting	2,700	10,506	6,409	14,000	15,000	10,400	12,100
Parkland/Spanaway	15,576	72,565	44,265	77,000	85,000	44,300	51,500
South Hill	20,100	66,060	40,297	78,000	86,000	44,900	52,100
Steilacoom	4,039	12,269	7,484	13,000	14,000	10,100	11,700
Summit	7,424	36,910	22,515	41,000	45,000	26,100	30,300
Sumner	10,600	32,030	19,538	41,000	45,000	27,200	31,700
Tillicum	2,100	4,772	2,911	5,000	6,000	7,500	8,700
University Place	15,000	35,654	21,749	36,000	40,000	23,700	27,500
<i>Processing and Admin. Center</i>	50,000						
TOTALS	217,319	577,579	352,323	653,000	721,000	420,200	488,300

* Population projections based on Library Service Area geographies, U.S. Census 2010, and PSRC forecasts

M E M O

Date: August 29, 2014
To: Chair Linda Ishem and members of the Board of Trustees
From: Georgia Lomax, Deputy Director
Subject: *Pierce County Library 2030* Standards

Attached is a quick overview of how Library facilities currently compare with the vision set out in *Pierce County Library 2030*, the Library's facilities master plan.

Using *Pierce County Library 2030's* proposed target of .61 square feet per capita, Chart 1 shows how current facility square footages compare to that standard.

Of note, in 2014, eight communities exceed their 2015 service area population projections, five of those also exceed the plan's 2022 projection, and this year, two now exceed the 2030 population projection (chart 2).

As we get further from the facilities master planning process and the 2010 Census count, the population projections are becoming increasingly out of date. Estimates do not allow us to accurately reflect population movement between library service areas, which were determined at the Census block level. (This year the population growth was assigned based on its share of the total population in the past.) As a result, we will discontinue this report until we have more reliable data, though the Library will continue to monitor changes in community populations to inform our work.

Pierce County Library 2030

Chart 1: Comparison of Current Square Footage to PCL 2030 Target				
Location	Current Square footage	2014 SF/Capita	SF deficit (based on .61sf/cap)	% of SF increase needed to achieve target (0.61sf/cap)
Bonney Lake	6,480	0.15	(20,811)	321.2%
Graham	7,152	0.19	(16,171)	226.1%
Parkland/Spanaway	15,576	0.19	(34,531)	221.7%
Summit	7,424	0.20	(15,494)	208.7%
Key Center	3,949	0.22	(6,947)	175.9%
Orting	2,700	0.24	(4,210)	155.9%
South Hill	20,100	0.26	(27,289)	135.8%
Buckley	4,100	0.31	(3,864)	94.2%
Gig Harbor	15,214	0.33	(12,858)	84.5%
Steilacoom	4,039	0.34	(3,159)	78.2%
Milton/Edgewood	6,583	0.35	(4,853)	73.7%
Eatonville	4,100	0.39	(2,251)	54.9%
DuPont	3,610	0.42	(1,615)	44.7%
Tillicum	2,100	0.42	(921)	43.9%
Lakewood	32,592	0.43	(14,025)	43.0%
Fife	6,000	0.46	(2,024)	33.7%
University Place	15,000	0.46	(4,715)	31.4%
Sumner	10,600	0.57	(769)	7.3%

(Highlighted locations would have reduced service area populations if a facility was added in Frederickson.)

Chart 2: Comparison of current population against 2015, 2022 and 2030 projections			
Location	2014 population	Exceeds 2015 projection by:	% exceeds 2015 projection
Fife	13,154	2,899	28.3%
South Hill	77,687	11,627	17.6%
Parkland/Spanaway	82,143	9,578	13.2%
Orting	11,328	822	7.8%
Lakewood	76,421	3,592	4.9%
Tillicum	4,952	180	3.8%
Key Center	17,862	563	3.3%
Summit	37,571	661	1.8%
Location	2014 population	Exceeds 2022 projection by:	% exceeds 2022 projection
Fife	13,154	1,734	15.2%
Parkland/Spanaway	82,143	6,485	8.6%
South Hill	77,687	4,728	6.5%
Lakewood	76,421	2,485	3.4%
Tillicum	4,952	59	1.2%
Location	2014 population	Exceeds 2030 projection by:	% exceeds 2030 projection
Parkland/Spanaway	82,143	5,143	6.7%
Fife	13,154	154	1.2%

(Highlighted locations would have reduced service area populations if a facility was added in Frederickson.)

M E M O



Date: September 2, 2014

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

From: Neel Parikh, Executive Director

Subject: State of the Library Presentations

This year, June through October, I am presenting a “State of the Library” overview for every City Council of our annexed cities and the County Council. Attached is a copy of a presentation for the County Council and the customized section for the University Place City Council.

Last year I attended seven City Council meetings with the intention that I would visit the other eight this year. However, when Linda Farmer and I reviewed the plan, Linda suggested it would be good for me to go to all the cities and use this presentation as a time to say goodbye (announcing my retirement) and thank them for their partnership and work with us over the years. This actually has worked very well. The presentations have been well received, even in the cities I visited the second time around.

What is interesting is that two of the cities I am visiting do not have a branch in the city (for Milton and Edgewood, I treat the Milton/Edgewood branch as their branch). We developed a technique to share with the city information about how many of their residents have Library cards and which Library their residents use. Attached is that information for Wilkeson.

Rosina Vertz, at Key Center, requested that I make this presentation to the Key Center Business Association. I do so on August 15, 2014. This was a great group for the presentation. State Representative Larry Seaquist was in the audience and was impressed by the work of the Library. Afterward he asked me if I would make the presentation for the Gig Harbor Chamber of Commerce. Lora Butterfield, the new director of the Fife/Milton/Edgewood Chamber of Commerce happened to be introducing herself to City Councils when I made my presentations at these three cities. Afterward, she also asked me if I would do this at a Chamber meeting.

Since the development of the Facilities Master Plan, our connections with cities have increased significantly. I believe these presentations have provided excellent opportunities to remind the Councils of the work of their Library and of the District.

As in last year, some cities have mentioned again the need for a larger library. Of course, I was asked specifically about the status of the Facilities Master Plan in Bonney Lake and Lakewood. Citizens in the audience attending the DuPont meeting also expressed the need for a larger facility.



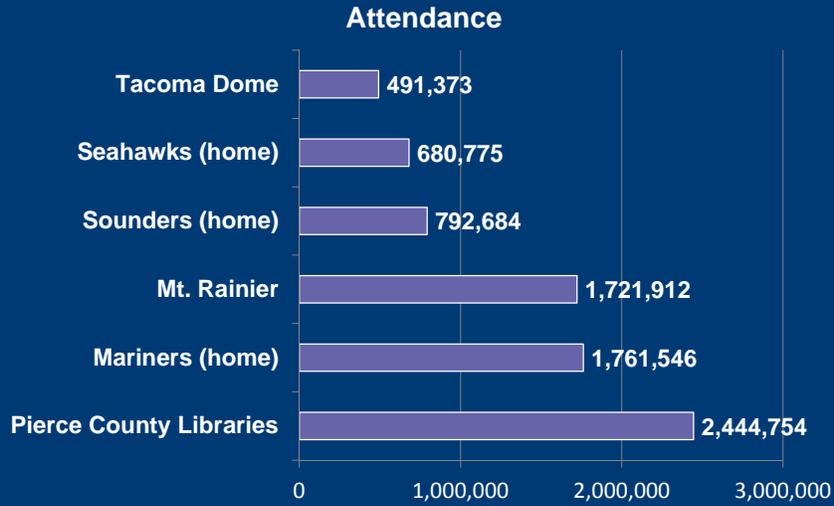
State of the Library
Presentation to Pierce County Council

Neel Parikh
Executive Director

August 12, 2014

Connecting Communities
Creating Learning Opportunities
Enriching Lives

2013 visits to Pierce County Libraries vs. other locations



2013

- Library visits: 2.4 m
- Online visits: 2.4 m
- Materials: 1.4 m
- Checkouts: 7.6 m

FAST FACTS 2014
PIERCE COUNTY LIBRARY SYSTEM

Library Locations

- Bonney Lake
- Buckley
- DuPont
- Eatonville
- Fife
- Gig Harbor
- Graham
- Key Center
- Lakewood
- Milton/Edgewood
- Orting
- Parkland/Spanaway
- South Hill

Services

Pierce County Library System's 18 libraries and online services bring people together and provide opportunities for learning, enrichment and fun.

- **Books & More**
 - Print and audio books
 - Magazines, music, movies
 - Book clubs
 - Museum passes
- **Kids & Family**
 - School readiness
 - STEM activities
 - Homework help
 - Events for all ages
- **Job + Business**
 - Job search workshops
 - Professional job coach
 - Business seminars

National Medal for Museum and Library Service



NPR airs library story

- Storm Reyes
- storycorps.org/listen



Other Awards

- Paul G. Allen Family Foundation Creative Leadership Award
- Urban Libraries Council Innovation Award
- Tacoma Community House Partnership Award
- Emergency Food Network Partnership Award



Kids and Families

- Kindergarten readiness
- Summer learning loss
- Grade-level reading
- STE(A)M



Summer Reading

- To slow summer reading loss:
 1. Consistently read
 2. Free, experiential learning opportunities
 3. Parent involvement



2013 Summer Reading

- 35,000+ kids
- 438 programs
- Attendance more than doubled since 2007
- Partnership with UWT



2013 Pierce County READS



New York Times best-selling author Paula McLain

- Author event attendance: 500
- Library & community partner event attendance: 676
- *The Paris Wife* checkouts: 4,684
- Entered drawing to win copies of the book: 895

Block Play

Develops:

- Science and math
- Social/emotional skills
- Language acquisition
- Communication



Digital Kids

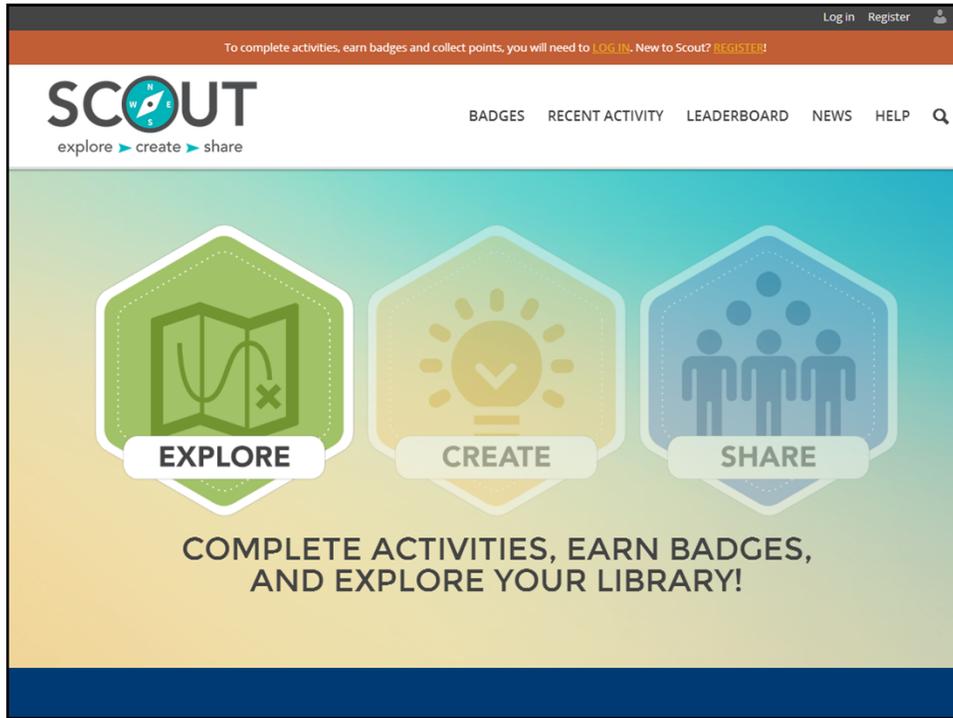
- Ages 2-6
- Share the experience
- Developmentally appropriate



Science to Go

- Science in a backpack
- Books/activities
- Grades K-3
- Paul Allen Foundation





Job + Business Centers

- Computers & work spaces
- Online resume help
- Job coaches
- Interview practice
- 6 branches



Microsoft IT Academy

- Got a library card? Get free training!
- Sharpen your skills
- Prepare for college
- Become more marketable



24/7 Library Services

piercecountylibrary.org
jbc.mypcls.org
military.mypcls.org



Online homework help

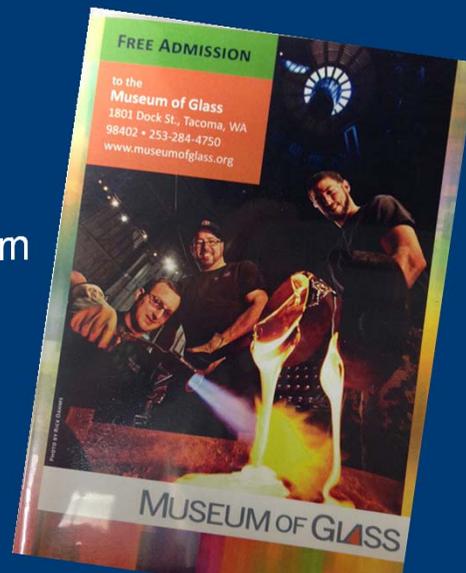
- Online tutors
- One-on-one homework help
- English/Spanish
- Students of all ages
- 75,648 homework help sessions



More than books

Museum passes

- History Museum
- Museum of Glass
- Tacoma Art Museum



Zinio

Downloadable Magazines

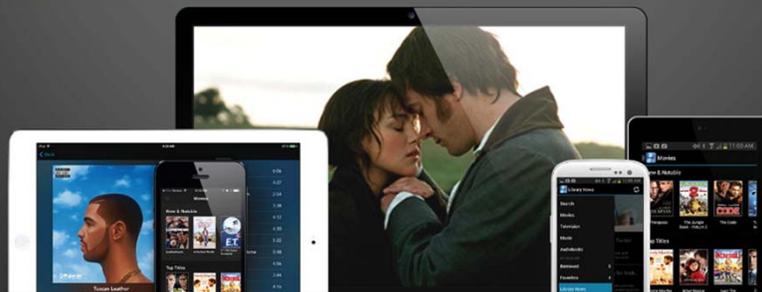
- No waiting/no download limit
- 84 titles
- Read 'em and keep

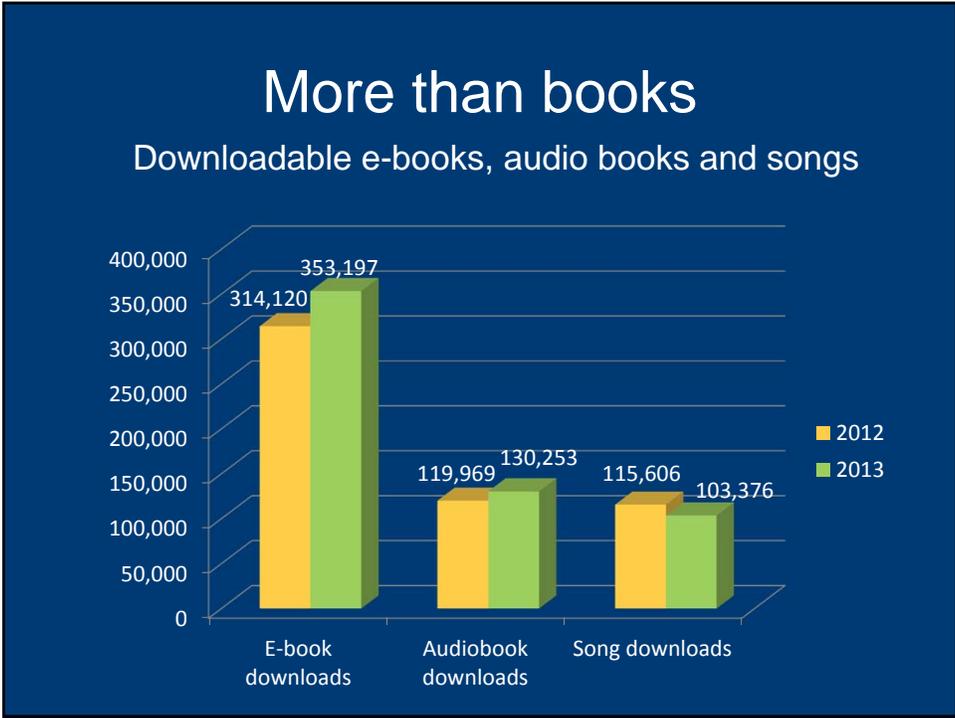


Hoopla

Downloadable Music, Movies, TV Shows

- Over 6,000 movies and TV shows
- Over 300,000 albums
- Automatic returns





In Your Community

- Spring Fair
- Schools
- Washington Homeschool Convention
- Business Fairs
- Community events

In Your Community

- 29 Adult care facilities
- 63 Child care centers
- 62 Home child care programs
- 591 Child care providers trained through STARS
- 85 Homebound



Partnerships

- First 5 FUNdamentals
- United Way
- Pierce Co. Aging & Disability Resource Ctr
- Tacoma Community House
- Tacoma-Pierce Co. Health Dept.
- WorkForce Central

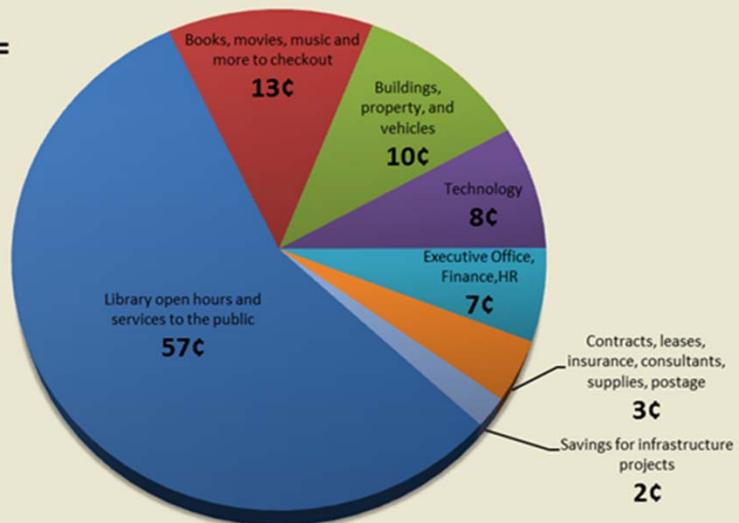


2013 Year Revenue



2013 Year Expenses

\$1 in taxes =



Operating Budget



2013 Community Support

- Volunteer Hours (2013)
17,989
- Friends Donations (2013)
\$33,219
- Foundation donations (fiscal year 13-14)
\$500,000+



2013 Library Card in Every Hand

Students who received library cards

- Bethel School District: 6,087
- Franklin Pierce School District : 2,200



2013 Event Attendance

Children's Events: 99,977

Young Adult Events: 6,721

Adult Events: 14,897

Total Event Attendance: 121,595



2013 Summer Reading

- Hours children and teens read: 100,525



Thank you!



Your University Place Library



2013 University Place Library Stats



- Visits: 301,336
- Materials: 95,709
- Cardholders: 23,778
- Checkouts: 729,183
- Volunteer hours: 1,074

2013 Summer Reading

- Hours read at University Place Library: 8,700



2013 University Place Library Events

Travel Turkey Photo Journal

An Evening with Author Dave Boling

Please join us for a conversation with internationally acclaimed author, columnist for *The News Tribune*, and local resident Dave Boling. His award-winning first novel, "Guernica," is being published in 13 languages, with an English language edition sold worldwide. "Guernica" won the 2009 Pacific Northwest Booksellers Association award for fiction.

Deborah Rodriguez

Talk and Book Signing!
University Place Pierce County Library
3609 Market Place W., Suite 100
University Place, WA 98466

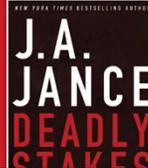


MEET J.A. JANCE

Free author event:
New York Times best-selling author
J.A. Jance will speak
and sign books.

Jance's newest book in the Ali Reynolds series—*"Deadly Stakes"*—is scheduled to be released Feb. 5. You may buy or check out books at the event. Books on sale starting at 6 p.m.

Friday, Feb. 15, 7 p.m.
University Place
Pierce County Library
3609 Market Place W., Suite 100
University Place 98466
253-548-3307



Visit University Place Library for a FREE ticket!

2013 University Place Library Events

- Library events: 254
- Adult attendance: 3,322
- Youth attendance: 9,721
- Total attendance: 13,043



2013 University Place Library Friends

- Used book sale donations: \$8,900
- Proceeds fund:
 - Events: \$2,000
 - Supplies: \$1,800
- Purchases for Library:
 - Sound system
 - Die cut machine for displays
 - Lanyards for library cards
 - Acrylic display unit
 - Baskets for customers

2013 University Place Library Improvements

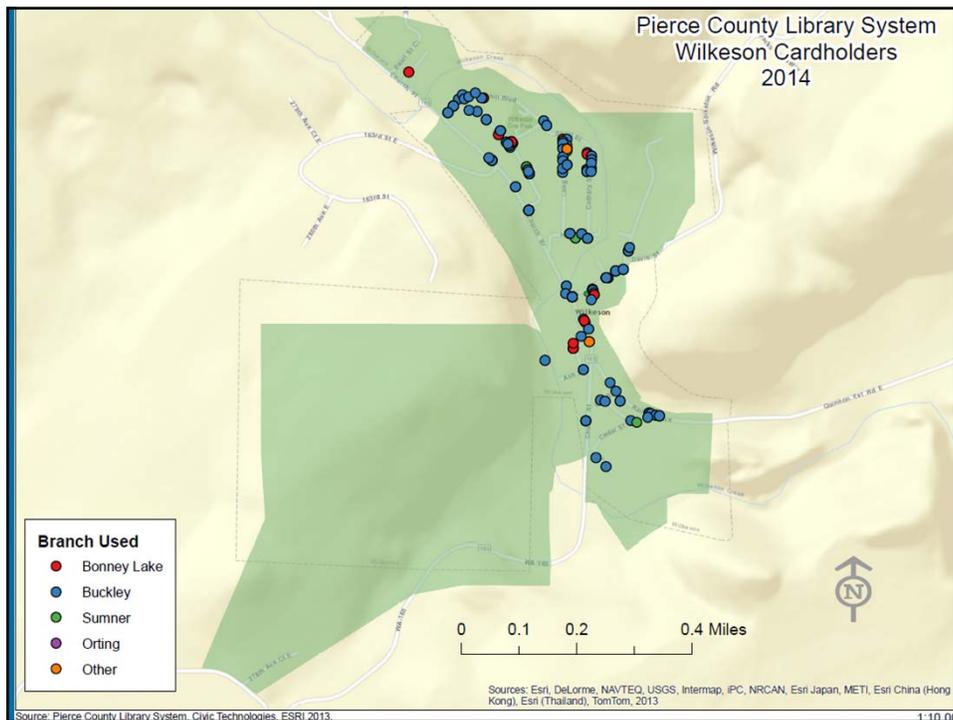
Story pole installed



Wilkeson Cardholders

Library	Cardholders	2013 Checkouts
Bonney Lake Library	22	117
Buckley Library	153	4,835
Graham Library	3	3
Orting Library	5	1,830
South Hill Library	2	727
Summit Library	1	0
Sumner Library	7	348

Total Cardholders: 193
Total 2013 Checkouts: 7,860



MEMO

Date: September 2, 2014

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

From: Neel Parikh, Executive Director

Subject: 2005-2013 General Obligation Bonds

Inadvertently, we omitted from the last Board packet information we had gathered about successful bonds and levies. The 2005 Community Advisory Committee, working on the recommendation on the levy lid lift, asked for an analysis of successful bond measures in Pierce County. In response, Mary Getchell, former Marketing and Communications Director, prepared a report of successful bond measures for the period of 2005-2009.

Attached is her summary of these bonds and the specifics regarding each measure. After 2009, Mary continued to monitor elections throughout Pierce County with an eye on a potential election for Pierce County Library System. The details of that analysis from 2010-2013 are also attached.

Pierce County Bond Election Results 2005-2009

2005-2009 Total number of bond elections: 29

Passage: 10; 34% passage rate
Failure: 19; 65% failure rate

Top Five Highest Bonded Amounts on Ballot

Passage:

Bethel School District: \$175 million (Passed after two elections)
Sumner School District: \$114.4 (Passed after three elections)
University Place School District: \$ 86 million
Clover Park School District: \$ 65 million
Steilacoom School District: \$ 55.9 million

Failure:

Tacoma School District: \$300 million (Failed in two elections)
Puyallup School District: \$259.5 million, \$259.5 million, \$257 million (Failed in three elections)
Auburn School District: \$239 million
Bethel School District: \$175 million
Sumner School District: \$114.4 million and \$86 million

2010-2013 Bonds & Levies

District	Date	Type	Approved	Rejected	Passed
Bethel School District	2010	Replacement Programs & Ops Levy	18.00%	40.82%	N
			603	115	
Dieringer School District	2010	Replacement Programs, M&O Levy	59.83%	40.17%	N
			1,196	803	
Clover Park School District	2010	Bond	62.44%	37.56%	Y
			5,804	3,492	
Fife School District	2010	Programs & Ops Levy	67.18%	32.82%	Y
			1,756	858	
Fife School District	2010	Tech Levy	67.25%	32.75%	Y
			1,754	854	
Franklin Pierce School District	2010	Tech Levy	59.36%	40.64%	N
			4,559	3,121	
Franklin Pierce School District	2010	Replacement Programs & Ops	59.55%	40.45%	N
			4,567	3,108	
Orting School District	2010	Replacement M&O	57.19%	42.81%	N
			1,484	1,111	
Puyallup School District	2010	Replacement Programs & Ops	70.05%	29.95%	Y
			20,532	8,780	
Steilacoom Historical School District	2010	Replacement M&O Levy	69.75%	30.25%	Y
			3,155	1,368	
Sumner School District	2010	Replacement Programs M&O Levy	69.75%	30.25%	Y
			3,155	1,368	
Tacoma School District	2010	Replacement Programs & Ops	59.69%	40.31%	N
			20,583	13,903	
Tacoma School District	2010	Facility Improvement & Tech Levy	59.69%	40.31%	Y
			20,583	13,903	
University Place School District	2010	M&O Levy	67.17%	32.83%	Y
			5,002	2,445	
White River School District	2010	Replacement Programs, Staff, Ops Levy	68.34%	31.66%	Y
			3,246	1,504	
Fire Protection District No. 10	2010	Emergency Medical Services Levy	74.15%	25.85%	Y
			1,024	357	
City of Buckley	2010	Fire Station Construction Bond	76.53%	23.47%	Y
			789	242	
City of Edgewood	2010	Gross Receipts Utility Tax	28.32%	71.68%	N
			838	2,121	
Metropolitan Park District of Tacoma Metro Parks	2010	Park & Rec Maintenance M&O Levy	68.16%	31.84%	Y
			21,384	9,989	
City of Milton	2010	Fire Protection Services Levy	57.76%	42.24%	N
			733	536	
Fire Protection District No. 2 (Lakewood)	2010	Replacement of Property Tax Levy for M&O	66.51%	33.49%	Y
			6,922	3,485	
Fire Protection District No. 16 (Key Peninsula)	2010	EMS	81.17%	18.83%	Y
			6,922	3,485	
Fire Protection District No. 17 (South Pierce County)	2010	EMS (req 60 + 1%)	60.12%	39.88%	N
			2,288	3,485	
City of Milton	2010	Levy for Fire Protection Services	57.51%	42.49%	Y
			733	536	
Fire Protection District No. 2 (Lakewood)	2010	Replacement of Property Tax Levy for M&O	66.51%	33.49%	Y
			6,922	3,485	

2010-2013 Bonds & Levies

District	Date	Type	Approved	Rejected	Passed
Fire Protection Dist. No. 16 (Key Peninsula)	2010	Property Tax Levies for EMS (req 60% +1)	81.17%	18.83%	Y
			4,187	971	
Fire Protection District No. 17 (South Pierce County)	2010	Property Tax Levies for EMS (req 60% +1)	NA	NA	Y
			NA	NA	
Yelm Community Schools District	2012	M&O Levy*	52.54%	47.46%	Y
			475	429	
Carbonado Historical School District	2012	Educational Programs & Ops Levy	65.73%	34.27%	Y
			140	73	
Dieringer School District	2012	Educational Programs & Ops Levy	57.52%	42.48%	N
			975	720	
Orting School District	2012	Educational Programs & Ops Levy	51.59%	48.41%	Y
			1,100	1,032	
Clover Park School District	2012	Educational Programs & Ops Levy	56.80%	42.48%	Y
			4,421	3,363	
Peninsula School District	2012	Educational Programs & Ops Levy	57.31%	42.69%	Y
			9,892	7,369	
Franklin Pierce School District	2012	Capital Levy for School Improvements	54.28%	45.72%	Y
			3,465	2,919	
Eatonville School District	2012	Educational Programs & Ops Levy*	43.01%	56.99%	N
Eatonville School District	2012	Dissolution of Director Districts and Reappointment District (multi-	53.64%	46.36%	Y
			1,245	1,076	
Fire Protection District No. 10	2012	Property Tax Levy for M&O	67.81%	32.19%	Y
			217	103	
East Pierce Fire & Rescue	2012	Excess Property Tax for M&O and EMS (Collect \$3 M in 2013, collect	63.40%	36.60%	Y
			9,366	5,408	
Fire Protection District No. 23	2012	Increase Property Tax Levy Rate	49.22%	50.78%	N
			158	163	
City of DuPont	2012	Public Safety and City Hall Levy	39.75%	60.25%	N
			1,345	2,039	
Puyallup School District	2013	Bond	55.49%	44.51%	Y
			14,679	11,774	

*multi-county race; these results only include Pierce County votes

UNFINISHED BUSINESS

MEMO

Date: September 2, 2014

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

From: Neel Parikh, Executive Director

Subject: Board By-Laws Revision

Attached is the revision of the by-laws based on our conversation during the last Board meeting. Our attorney, Dan Gottlieb, has reviewed them and my comments below are based on my conversation with him. Please note how I handled a couple of sections:

Article III. Membership

Section 4. Vacancies Due to Unexpired Terms: The last sentence “A Trustee who fills the unexpired term of another Trustee may serve an additional two full terms” is a direct quote from the legal opinion provided us by Dan Gottlieb in 2009. This opinion was based on an Attorney General informal letter and has allowed Al Rose and J.J. McCament to serve additional terms.

Section 6. Removal: There was discussion during the Board meeting about defining just cause, suggesting a statement it could “include, but is not limited to, malfeasance, absenteeism, violation of by-laws or policies, theft or falsification of records, ethical misconduct, etc.” I sent Dan that language added to this section. He said that just cause is determined by the County Council, as they are the appointing authority for the Board, not the Trustees. You could include a list such as this saying “the Board believes just cause to mean” but it would, at best, be a non-binding list. He recommended leaving the statement as it appears now. The statement is a repeat of the RCW language.

Article V. Meetings

Section 4. Quorum: Dan was fine with the additional sentences.

Section 5. Absences: During the meeting you recommended adding “Any Trustee missing three consecutive meetings can be removed for just cause.” The same reasoning above relating to just cause applied to this statement. The Trustees are not the deciding body for removal. I have offered an alternative statement. In 1995, prior to the total revision of the by-laws, the Board made an amendment to their by-laws that stated “When any Board member fails to attend three Board meetings in a consecutive twelve month period, the County Council may be requested by the Board of Trustees by a majority vote of the Board to replace the member by making a new appointment.” Dan liked that statement a lot. You may wish to change the number of meetings but the concept is sound.

Article VI. Responsibilities of the Director

Section 1. Appointment: It was suggested we replace “appoint” with “hire”. The word used in the RCW is “employ”. It makes sense to use that word.

Also during our discussion, Linda referenced the Washington Public Library manual, which included a list of topics that should be included in the Board by-laws. I have attached that list for your information.

Two areas suggested were left out of the by-laws on purpose:

Procedural Rules for Conducting Meetings Such as Robert’s Rules of Order - Robert’s Rules of Order is very detailed and somewhat convoluted. The Board has always felt that they would rather operate in the current fashion without forcing use of Robert’s Rules of Order.

Regular Meeting Patterns - This was purposely left out of the by-laws because any change in meeting pattern would have to be accomplished through revision of the by-laws. In point of fact, the audit suggests you pass an annual resolution regarding regular meetings. This is our current practice.



[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 full terms.

Section 3. Vacancies: The Board shall adopt a process for recommending candidates to fill 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. Vacancies Due to Unexpired Terms: 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. A Trustee who fills the unexpired term of another Trustee may serve an additional two full terms.

Section 4-5. 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 56. 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.

Section 2. Vacancies: ~~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 23. 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 34. 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 45. 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 56. 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. ~~A quorum is required for voting on the transaction of business or to take action on any item coming before the Board. 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. When any Board member fails to attend three (3) Board meetings in a consecutive twelve (12) month period, the County Council may be requested by the Board of Trustees, by a majority vote of the Board, to replace that member by making a new appointment.~~

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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-employ~~ 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~~ at a minimum of once a year.

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 or Amendment of Board Policies: Each Library Board policy shall be adopted or amended 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.

~~**Section 3. Amendment of Board Policies:** Each Library Board policy may be amended by the Board by a majority vote of the Trustees in office or by a unanimous vote of a quorum, provided the proposed policy amendment has been presented at a previous meeting. Notwithstanding the foregoing, an amendment to any policy may be presented, discussed and adopted at a single meeting of the Board if those Trustees in attendance waive such prior meeting requirement.~~

ARTICLE IX. Indemnification

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

ARTICLE X. 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~~, 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; ~~May 10, 1997; xxx 2014~~

"Adopt such bylaws, rules, and regulations for their own guidance and for the government of the library."
RCW 27.12.210(1)

- Bylaws should clearly describe the:
 - Purpose of the board of trustees;
 - Officers of the board, election method, their authority, duties, and term of office;
 - Role of the library director in support of the board;
 - Requirements for board members to remain in good standing, such as attendance at regular and special meetings;
 - Cause and process for removal from board membership;
 - Quorum required for a meeting;
 - Procedural rules for conducting meetings, such as Robert's Rules of Order;
 - Requirements of the state open public meetings laws in relation to study sessions, special meetings, executive sessions, notice to the public, etc.;
 - Requirements that implement state public records laws for access to board minutes, policies, planning documents, and other materials;
 - Standing committees, their duties, and membership;
 - Provisions for special committees or task forces that may include members in addition to the board;
 - Regular meeting pattern (e.g., the first Friday of each month);
 - Annual timetable for required activities, reports, reviewing bylaws, library policies, etc.;
 - Process for amending bylaws.

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ⁱ <http://wiki.sos.wa.gov/trustees/library-trustees-overview.ashx>

Bylaws of the Pierce County Library System Board of Trustees

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ARTICLE IX. Indemnification

The Library will be responsible for all acts and omissions of the individual Trustees in the performance of their duties as such.

ARTICLE X. 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, _____, 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, May 10, 1997; xxxx 2014

M E M O



Date: September 3, 2014

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

From: Clifford Jo, Finance & Business Director

Subject: Facilities Master Plan—Funding Options

Financing between \$300 million and \$400 million for major improvements of the Library's facilities identified in the recent facilities master plan is a major challenge, so we need to understand the options available to us, as well as perhaps those unavailable.

The most direct and straightforward way is to conduct a district-wide, Voted General Obligation Bond, which provides a level of predictability and fund consistency compared to others. In our voter climate, it may also be the most difficult to pass. On the following pages are funding options available to us.

AVAILABLE FUNDING METHODS FOR THE LIBRARY

Funding Method	Requirements	Funds Available	Considerations
General Obligation Bond (voted)	60% majority, with validation of 40% votes cast in prior general election.	0.5% of Taxing District Value ¹ ~\$267 million as of 2014	Cost of election must be factored, as well as obtaining bond ratings (for us it is not hard to obtain a low-end “A” rating—a mid-grade “A” rating may help lower bond rates). This is the only way to cover the entire cost of the facilities master plan; all other options below will only cover portions of the FMP.
Capital Facility Area (voted—2 votes)	Create a separate taxing unit, with its own governance; two votes required: one to form taxing unit and the other to levy. Requires 50% and 60% majority, respectively.	Depends on value of taxing unit. The vote on the bond can levy up to 0.5% of Taxing District Value ¹ . For example, if the District is set to exactly the City of Bonney Lake, the maximum bond is around \$10 million.	The separate taxing unit will need to transfer the facility to the Library once bond repayment is satisfied.
“Councilmanic” Bond (non-voted)	No voting requirements – in essence a bank loan secured by property tax receipts.	0.1% of Taxing District Value ~\$53.4 million as of 2014	Must be repaid within 6 years through existing operating budget—so at \$9 million per year payments we would need to significantly reduce operating expenses or increase revenue.
Levy Lid-Lift (voted)	50% majority.	Depends on the mill rate approved by voters. As of 2014, we cannot conduct a levy lid-lift because we are at the statutory maximum (50 cents per \$1,000 A/V).	The funds restored (likely between \$2 million and \$10 million, depending on how low our mill rate goes) by a levy lid-lift are not enough to fund most facilities in our plan. However, it could work to fund some facilities if the restored funds are used to pay back a Councilmanic Bond; we would need to be somewhere around 42-44 cents (lifting to 48 to 50 cents) to repay a \$53.4 million Councilmanic Bond over 6 years, at \$9 million per year.
Fund Raising and Grants	Federal funding, Foundation or other sources raise enough funds to build or remodel facilities.	Depends on funding; can include a mix of grants and other sources to make up the cost of facility.	HUD grants and other community-based development grants may be an effective way to fund a facility, assuming such grants are available to the Library in a specific area. In the 1980s the Library built KC, TIL, and Orting on HUD grants.

Note(s):

1. There are bond-issuing strategies that may increase the amount of funding available without having to go back to the voter.

UNAVAILABLE FUNDING METHODS FOR THE LIBRARY

Funding Method	Requirements	Funds Available	How it Might Work for the Library...
City-based "Councilmanic" Bond (non-voted)	No voting requirements.	Based on City's district value and the amount of available funds they can borrow (they may already have established loans). Cities can repay over 20 years compared to Library's 6 years.	The Library contracts with cities, which have available to them longer repayment schedule for Councilmanic Bonds. Would require city and Library attorneys to draft up agreements. (City of Fife was willing to help us this way.) Requires City Council interactions and approvals. The Library would have to either reduce operating expenses or increase revenues to repay the city. During an economic downturn this may become a major budget constraint.
Tax Increment Financing (non-voted)	No voting requirements.	Cities, counties, and port districts can create a "tax increment area" and use "community revitalizing financing" to pay for improvements. (UP recently attempted this.)	While this option is not statutorily available to the Library, like above the Library could enter into an agreement or arrangement with a city or county working on a TIF to include major facility improvements. The Library would have to either reduce operating expenses or increase revenues to repay the city. During an economic downturn this may become a major budget constraint.

NEW BUSINESS

M E M O



Date: September 2, 2014
To: Chair Linda Ishem and Members of the Board of Trustees
From: Clifford Jo, Finance & Business Director
Subject: 2015 Budget: Estimated Revenues and Expenditures

At this time we estimate revenues to exceed expenditures by \$640,000. However, we will not know the final revenues until the County provides us a preliminary certificate, around the middle to late September. Major assumptions that went into this estimated budget include:

Revenues

- Property tax values and revenues increase by about 8.7% based on the amended 2014 preliminary certificate recognized during the 2014 mid-year budget, and based on preliminary property value increases announced by Pierce County Assessor-Treasurer. We anticipate a percentage increase more than the statutory limit of 1% due to our current taxing authority being under our highest lawful limit last recorded in 2010.
- 50 cent statutory limit.
- No new construction.
- The IPD should not be a factor in the 2015 budget because we are under the 2010 highest lawful limit.

Expenditures

- 1.8% COLA, or 90% of the June-June CPI-U for Seattle-Tacoma-Bremerton area as provisioned in the 2013-15 labor agreement.
- Estimated increases for medical/health coverage.
- Statutory increases to retirement system contributions.
- 1% set aside for contingency, pending a review of cash flow needs for the next 10 years.
- Maintenance & Operations remain mostly flat from 2014, pending department head proposals.
- 3% Capital Improvement Fund transfer (restored from 1%), pending a review of capital project needs.
- Materials budget kept at 2014 levels, pending recommendations for changes.

Balanced Budget

At this time we are awaiting the preliminary certificate and Department Head proposals to balance the budget. Although at this time we are not anticipating a need to balance the budget through cash reserves, there are a number of challenges and pressure points the Library faces as we exit the recession, one of which is capital funding. We will bring discussions and proposals to you in October and November.

Usually at this time of year, we provide information for the staff regarding the status of the Budget preparations. Attached for your information is a 2015 Budget Preview that Linda Farmer created in concert with the Administrative Team. You should note particularly the three overall guiding principles for the development of the 2015 budget:

- Address critical functions affected by the recession
- Continue to make smart choices that support a sustainable future
- Provide up to date future-oriented services for our customers

Over the last four weeks, Department Heads have presented their 2015 priorities to the Administrative Team. These priorities will be the basis for their budget proposals. Department Head budget presentations begin soon and will continue through September.

**PIERCE COUNTY LIBRARY SYSTEM
- 2015 ESTIMATED -**

GENERAL FUND ANNUAL BUDGET ESTIMATED AS OF 8/28/2014	2014 Final (12/11/13)	2014 Mid-Year	2015 Preliminary	% Change 2014 Final to 2015 Final	2015 FISCAL YEAR Notes
Use of Fund Balance/Cash Reserves	127,663	0	0	-100.00%	
----- REVENUES -----					
31110 Property Taxes Refunded					
31111 Property Taxes Current	23,502,762	23,744,495	25,778,123	9.68%	9.68% AV change (2275k) compared to 12/20/13 levy certif.
31112 Property Taxes Delinquent	940,110	807,313	876,456	-6.77%	-6.77% AV change (-64k) compared to 12/20/13 levy certif.
31130 Sale of Tax Title Property	3,000	3,000	3,000		
31210 Private Harvest Tax	50,000	70,000	50,000		
31720 Leasehold Excise Tax	20,000	20,000	20,000		
34160 Copier Fees	25,000	30,000	30,000	20.00%	Increased to anticipated receipts (due to Envisionware)
34162 Printer Fees	60,000	105,000	105,000	75.00%	Increased to anticipated receipts (due to Envisionware)
34163 Fax Fees		21,000	21,000	new	Increased to anticipated receipts (due to Envisionware)
35970 Library Fines	615,000	600,000	600,000	-2.44%	Decreased to anticipated receipts
36110 Investment Income	10,000	10,000	10,000		
36700 Foundation Donations	225,500	400,000	300,000	33.04%	Will be finalized during the October budget
36920 Book Sale Revenue	20,000	10,000	10,000	-50.00%	Decreased to anticipated receipts
36991 Payment for Lost Materials	25,000	12,000	12,000	-52.00%	Decreased to anticipated receipts
36998 E Rate Reimbursement		114,000	114,000	new	Based on anticipated reimbursement
36999 Rebates - Procurement Card	15,000	30,000	30,000	100.00%	Increased to anticipated receipts
39510 Sale of Fixed Assets	15,000	15,000	15,000		
TOTAL REVENUES	\$25,526,372	\$26,024,508	\$27,974,579	9.59%	
Increase/decrease over previous		498,136 (1.95%)	2,448,207 (9.59%)		Compared to 2014 Original budget (passed 12/11/2013)
TOTAL FUNDING SOURCES	\$25,654,035	\$26,024,508	\$27,974,579	9.05%	
Increase/decrease over previous		370,473 (1.44%)	2,320,544 (9.05%)		Compared to 2014 Original budget (passed 12/11/2013)
			1,950,071 (7.49%)		Compared to 2014 Mid-Year budget (passed 7/9/2014)

**PIERCE COUNTY LIBRARY SYSTEM
- 2015 ESTIMATED -**

GENERAL FUND ANNUAL BUDGET ESTIMATED AS OF 8/28/2014	2014 Final (12/11/13)	2014 Mid-Year	2015 Preliminary	% Change 2014 Final to 2015 Final	2015 FISCAL YEAR Notes
----- EXPENDITURES -----					
PERSONNEL					
51100 Salaries & Wages	13,709,535	13,429,017	14,020,805	2.27%	Includes 1.8% COLA and Steps
51105 Additional Hours	247,100	248,850	247,100		
51106 Shift Differential	161,206	148,518	162,391	0.74%	
51107 Substitute Hours	284,500	303,500	284,500		
51109 Tuition Assistance Program	300	300	300		
51200 Overtime Wages	5,800	6,750	5,800		
52001 Industrial Insurance	165,707	173,130	189,280	14.23%	
52002 Medical Insurance	2,268,400	2,198,331	2,296,080	1.22%	
52003 FICA	1,102,241	1,098,014	1,126,153	2.17%	
52004 Retirement	1,167,555	1,192,330	1,474,666	26.30%	
52005 Dental Insurance	241,326	218,189	215,199	-10.83%	
52006 Other Benefit (Cell Phone Allowance)	9,580	11,020	11,020	15.03%	
52010 Life and Disability Insurance	25,245	25,674	27,005	6.97%	
52020 Unemployment Compensation	30,500	30,500	30,500		
52200 Uniforms	1,300	1,300	1,300		
Total Personnel	19,420,295	19,085,423	20,092,099	3.46%	
Reduction in salaries planning budget to match projections ((582,609)	(524,849)	(502,302)	13.78%	Adjusted for year end projections
Net Personnel	18,837,686	18,560,574	19,589,797	3.99%	
MAINTENANCE & OPERATIONS					
53100 Office/Operating Supplies	155,400	169,450	155,400		
53101 Custodial Supplies	52,100	52,100	52,100		
53102 Maintenance Supplies	60,200	60,200	60,200		
53103 A/V Processing Supplies	20,000	20,000	20,000		
53104 Book Processing Supplies	20,000	20,000	20,000		
53200 Fuel	40,750	40,750	40,750		
53500 Minor Equipment	6,500	6,500	6,500		
53501 * Furnishings	35,000	53,000	35,000		
53502 * PC Hardware	216,300	244,600	216,300		
53503 Printers	20,000	20,000	20,000		
53505 Software	17,000	53,400	17,000		
54100 * Professional Services	256,200	434,454	256,200		
54101 Legal Services	30,000	30,000	30,000		
54102 Collection Agency	24,000	24,000	24,000		
54161 Resource Sharing Services	22,000	19,000	22,000		
54162 Bibliographics Services	38,000	33,000	38,000		
54163 Printing and Binding	2,000	2,000	2,000		
54165 Inter Library Loan Lost Item Charges	3,000	3,000	3,000		
54200 Postage	38,000	33,000	38,000		
54201 Telephone/Data Lines	161,300	305,000	161,300		
54300 * Travel	29,200	129,200	29,200		
54301 Mileage Reimbursements	30,250	30,150	30,250		
54400 * Advertising	29,000	68,000	29,000		
54501 * Rentals/Leases - Buildings	377,700	377,700	377,700		

**PIERCE COUNTY LIBRARY SYSTEM
- 2015 ESTIMATED -**

GENERAL FUND ANNUAL BUDGET ESTIMATED AS OF 8/28/2014	2014 Final (12/11/13)	2014 Mid-Year	2015 Preliminary	% Change 2014 Final to 2015 Final	2015 FISCAL YEAR Notes
54502 * Rentals/Leases - Equipment	23,600	23,600	23,600		
54600 Insurance	189,500	189,500	189,500		
54700 Electricity	220,000	240,000	240,000	9.09%	Increase due to anticipated usage and costs
54701 Natural Gas	15,000	15,000	15,000		
54702 Water	26,000	26,000	26,000		
54703 Sewer	21,700	32,000	32,000	47.47%	Increase due to anticipated usage and costs
54704 Refuse	22,500	22,500	22,500		
54800 * General Repairs/Maintenance	198,300	198,300	198,300		
54801 * Contracted Maintenance	709,200	729,200	729,200	2.82%	Cost increases from groundskeeping & HVAC contracts
54803 Maint. Telecomm Equipment	31,000	31,000	31,000		
54900 * Registrations	23,250	26,450	23,250		
54901 * Dues and Memberships	34,620	42,120	34,620		
54902 Taxes and Assessments	30,500	30,500	30,500		
54903 Licenses and Fees	53,150	34,850	53,150		
54904 Miscellaneous	790	790	790		
55100 Intergovernmental	1,000	0	15,000	1400.00%	Fiscal audit ended in 2013; no carry over funding needed
Total Maintenance & Operations	3,284,010	3,870,314	3,348,310	1.96%	
* Items that are asterisked required department heads to list specific costs					
MATERIALS					
534xx Materials	3,277,075	3,333,375	3,277,075		
53401 Adult Materials	827,684	841,184	827,684		
53403 Periodicals	80,000	80,000	80,000		
53405 Juvenile Books	496,458	535,258	496,458		
53406 Professional Collection	20,000	20,000	20,000		
53407 International Collection	76,000	76,000	76,000		
53408 Audiovisual Materials - Adult	816,000	816,000	816,000		
53409 Audiovisual Materials - Juvenile	102,040	102,040	102,040		
53411 Electronic Info Sources	170,355	170,355	170,355		
53412 Reference Serials	36,414	36,414	36,414		
53413 Electronic Services	244,124	244,124	244,124		
53414 Electronic Collection	255,000	259,000	255,000		
53464 Vendor Processing Services	153,000	153,000	153,000		
Total Materials	3,277,075	3,333,375	3,277,075		= 11.71% of revenues
54912 CONTINGENCY	0	0	279,746	new	Set at 1% of revenues
59700 TRANSFERS TO CIP	255,264	260,245	839,237	228.77%	Set at 3% of revenues
Total Transfers	255,264	260,245	1,118,983	338.36%	
TOTAL EXPENDITURES	\$25,654,035	\$26,024,508	\$27,334,165	6.55%	
REVENUES LESS EXPENDITURES	(\$127,663)	\$0	\$640,414	-401.64%	

**PIERCE COUNTY LIBRARY SYSTEM
- 2015 ESTIMATED -**

GENERAL FUND ANNUAL BUDGET ESTIMATED AS OF 8/28/2014	2014 Final (12/11/13)	2014 Mid-Year	2015 Preliminary	% Change 2014 Final to 2015 Final	2015 FISCAL YEAR Notes
----- BUDGET SUMMARY -----					
Use of Fund Balance/Cash Reserves	127,663	0	0	-100.00%	
REVENUES					
Taxes	24,515,872	24,644,808	26,727,579	9.02%	95.54% of revenues
Intergovernmental	0	9,300	0		0.00% of revenues
Charges for Services	85,000	160,000	156,000	83.53%	0.56% of revenues
Fines	615,000	600,000	600,000	-2.44%	2.14% of revenues
Miscellaneous	310,500	610,400	491,000	58.13%	1.76% of revenues
TOTAL REVENUES	25,526,372	26,024,508	27,974,579	9.59%	100.00% of revenues
Increase/decrease over previous year		498,136 (1.95%)	2,448,207 (9.59%)		
TOTAL AVAILABLE FUNDING SOURCES	25,654,035	26,024,508	27,974,579.00	9.05%	
Increase/decrease over previous year		370,473 (1.44%)	2,320,544 (9.05%)		
EXPENDITURES					
Personnel	18,837,686	18,560,574	19,589,797	3.99%	71.67% of expenditures
Maintenance & Operations	3,284,010	3,870,314	3,348,310	1.96%	12.25% of expenditures
Materials	3,277,075	3,333,375	3,277,075		11.99% of expenditures
Subtotal	25,398,771	25,764,263	26,215,182	3.21%	95.91% of expenditures
Increase/decrease over previous year		365,492 (1.44%)	816,411 (3.21%)		
CONTINGENCY	0	0	279,746	new	1.02% of expenditures
TRANSFERS TO CIP	255,264	260,245	839,237	228.77%	3.07% of expenditures
Subtotal	255,264	260,245	1,118,983	338.36%	4.09% of expenditures
TOTAL EXPENDITURES	25,654,035	26,024,508	27,334,165	6.55%	100.00% of expenditures
Increase/decrease over previous year		370,473 (1.44%)	1,680,130 (6.55%)		
NET OF REVS & EXPS	\$0	\$0	\$640,414	new	

2015 Budget Preview

August 26, 2014

Pierce County finally appears to be exiting—albeit slowly—the recession. As you may have read in The News Tribune a few months ago, Pierce County residential property values unofficially rose 9.6% this year.

Based on that unofficial estimate, Finance & Business Director Cliff Jo is calculating a projected revenue increase for 2015 of between 8.8% and 9.2% (commercial property has become stagnant). Official property tax values come out in September and will be revised if necessary.

Based on these calculations, the COLA for 2015 will be 1.8%. (The current labor contract COLA formula is 90% of the CPI-U, which was reported at 2% for our area for June 2013-June 2014.) We will stay with AWC for our benefits package in 2015.

Despite cuts, we are a stronger organization

As the library leaves the recession, we are a stronger organization. We have:

- Implemented efficiencies across all areas
- Built a stronger staffing model
- Streamlined and added new processes and procedures
- Became more thoughtful and purposeful about our every-day operations

Branches remained open and operating hours stayed the same despite \$7.5 million in cuts to the operating budget during the recession. Staff in particular are to be commended. They worked hard to focus on internal processes and find ways to minimize the public impact of the recession. In addition, we managed to implement media bank and movie towers, launched Envisionware, and opened three new buildings (Fife, Milton, University Place).

Positioning ourselves for the future

Even though the revenue picture is hopeful, we will not blindly dismantle the changes put into place during the recession. Nor will we automatically restore the budget to previous levels. As we plan for the 2015 budget, we are poised to build on our strengths. We will continue to spend money strategically so we are better prepared to weather periods of flat or declining revenues—a very real possibility in the not too distant future according to economic projections.

Building the 2015 budget

While an actual revenue increase after years of declines is cause for relief, significant issues remain for the library. Budget reduction strategies, particularly in the last two years, were designed to minimize impact on staff and services. Therefore areas such as buildings, cash reserves and technology did not receive the attention they needed.

The library's priorities for the 2015 budget include:

1. Address critical functions affected by the recession

- a. **Wages/benefits.** Staff is the library's most important asset. We appreciate your perseverance, your commitment and your engagement through these difficult times. The library is invested in increasing wages appropriately as revenues recover. We will take a closer look at revenues in 2015 and assess timing. In the meantime, the 2015 COLA will be 1.8%, and we will stay with AWC for our benefits packages.
- b. **Capital improvements.** For the past several years we had cut the yearly capital improvement transfer from 3% to 1% and the contingency set-aside was not budgeted. Combined, these savings amounted to more than \$1.5 million since 2012. We did this to prevent further reductions in services and staff. We are now critically low on the capital improvement fund and are strategizing how best to restore the transfer as upcoming capital improvement needs are necessary.
- c. **Cash flow.** The Library must retain cash reserves to sustain four months of operations without any revenue. During the first four months of the year, before tax collections in April, the library relies on cash reserves in order to pay the bills. It is Board policy to maintain this level of cash reserves plus an additional 2% contingency. Prior to 2009 we traditionally set aside 2% of the budget for cash reserves. This was intended to increase the cash reserves to match the increase in the amount needed to operate during the first four months of the year. In 2012 we used money from cash reserves to balance the budget. It will be a high priority to restore this contingency amount and continue to fund the cash reserve.

2. Continue to make smart choices that support a sustainable future

- a. **Materials budget.** In 2012, we needed to close a budget gap. We reduced the materials budget by 25%. During this time, staff developed a new approach to understanding the community and their materials choices. Staff's work evaluating the collection and coming up with the best use of collection dollars was outstanding. We will continue to use this new approach on targeted areas of collection development and growth.

3. Provide up-to-date, future-oriented services for our customers

- a. **Develop digital services.** We welcomed Karim Adib this month as the library's first Digital Experience Director. Digital services of all shapes and sizes are a priority for the library system as we look to provide up-to-date, future-oriented services for our customers (and staff!). The merging of IT and Virtual Services also take priority as does implementing the Technology Plan.

As always:

- The library is committed to providing valuable services that people want and need today and tomorrow.
- We will make sound decisions in the best long-term interest of taxpayers, customers, and employees.
- All ideas for providing services and reducing expenses are welcome.

Budget Timeline/Processes

Early August

- Neel creates budget instructions
- Administrative Team reviews each department's priorities for 2015
- Budget packets sent to managers
- Managers begin creating 2015 budget proposals
- *Board of Trustees* Reviews 2015 budget calendar/process

August – Sept

- Library management reviews managers' proposals

September

- *Board of Trustees*:
 - Follow up discussion from previous Board Meeting
 - Review of 2015 projected revenues and expenditures
- Preliminary certification of property tax received from the County

October

- 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.)
- *Board of Trustees* meeting:
 - Review of 2015 draft revenue and expenditure (balanced budget)
 - Review of 2015-2019 Capital Improvement Plan projects and budget

November

Board of Trustees meeting:

- First public hearing regarding the 2015 budget
 - Review of draft 2015 budget & Capital Improvement Plan
 - Review and approve motion to certify property taxes to be levied for collection in 2015
- Decision for IPD/tax increase considerations (likely not necessary)
- Deadline to file tax levy resolutions/budget certification with County Assessor/Treasurer
- Deadline for IPD override resolution filing (likely not necessary)

December

- *Board of Trustees meeting:*
 - Second public hearing regarding the 2015 budget
 - Resolution to transfer funds to the Capital Improvement Fund
 - Resolution to adopt 2015 budget
 - Resolution to adopt 2015 Capital Improvement Fund budget
- Submit updated budget resolution to the County
- Submit updated property tax certificate(s), if needed

M E M O



Date: September 3, 2014

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

From: Clifford Jo, Finance & Business Director

Subject: Long-term Capital Project Projections

Attached is an updated draft comprehensive assessment of major capital improvement needs for facilities, vehicles, and technology projects.

Except for technology, all other data in this chart is a summary of a much larger set of data, driven by actual costs per location per project, anticipated lifespans of specific capital projects, and projected future needs.

Charts were created into the following categories:

- Roof and Roof-related
- HVAC & Boilers and related mechanical systems
- Carpeting and related
- Painting (Interior and Exterior) and related
- Parking lots / major repairs / maintenance / upgrades
- Vehicles and related
- Technology and related
- Contingency

These categories comprise the major categories of capital projects in which we must replace at some time due to wear and tear. We have other categories of projects, but those tend to be elective; I have captured the effects of those by increasing the contingency.

In the technology category, I have plugged in DRAFT numbers so that we see impact to the bottom line. With our new Digital Experience Director, we are re-evaluating how we fund technologies for the Library. We anticipate changes to both funding and expensing technology projects through the CIP, which we will bring to you next month.

Ongoing work is needed to identify and document assumptions for which future projects are necessary. For example, carpet life is driven more by a specific library, usage of that facility, and foot traffic, and not to a generic manufacturer statement. Also, we need a better sense of inflation.

Being a true comprehensive capital plan for date and cost projections, we will analyze it and make it more accurate in coming months. This remains a living document, updated during the fiscal year and the mid-year budget processes, and also during the annual report. The data is a driver for setting the capital budget.

CAPITAL IMPROVEMENT PLAN

SUMMARY	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
ROOFS	-	-	-	-	-	-	-	-	-	-
HVACS	-	-	-	51,000	-	-	263,000	83,000	277,000	185,000
CARPETING	-	-	14,000	-	-	245,000	79,000	186,000	-	33,000
MAJOR REPAIRS	63,600	64,800	66,100	67,500	68,900	70,300	71,700	73,200	74,700	76,200
VEHICLES	56,000	81,000	-	64,000	144,000	140,000	-	181,000	-	64,000
TECHNOLOGY	1,000,000	250,000	250,000	250,000	1,000,000	250,000	250,000	250,000	1,000,000	250,000
TOTAL	1,119,600	395,800	330,100	432,500	1,212,900	705,300	663,700	773,200	1,351,700	608,200
CONTINGENCY	224,000	79,000	66,000	87,000	243,000	141,000	133,000	155,000	270,000	122,000
GRAND TOTAL CIP	1,343,600	474,800	396,100	519,500	1,455,900	846,300	796,700	928,200	1,621,700	730,200
BEGINNING FUND BALANCE	<u>418,625</u>	<u>(92,888)</u>	<u>303,064</u>	<u>798,344</u>	<u>1,191,683</u>	<u>342,875</u>	<u>115,143</u>	<u>(51,201)</u>	<u>(336,922)</u>	<u>(1,303,600)</u>
REVENUES										
3% GENERAL FUND TRANSFER	832,087	870,752	891,380	912,839	607,092	618,568	630,356	642,479	655,022	668,047
EXPENDITURES										
CAPITAL IMPROVEMENTS PLAN	1,343,600	474,800	396,100	519,500	1,455,900	846,300	796,700	928,200	1,621,700	730,200
ENDING FUND BALANCE	(92,888)	303,064	798,344	1,191,683	342,875	115,143	(51,201)	(336,922)	(1,303,600)	(1,365,753)

M E M O



Date: September 3, 2014
 To: Chair Linda Ishem and Members of the Board
 From: Chereé Green, SPHR, Staff Experience Director
 Subject: Leadership Competencies

When the Executive Leadership Competencies were developed with the Board, we found the process insightful and helpful in creating the vision and expectations for our top leadership position within PCLS. Our Administrative Team took this opportunity with Catherine McHugh's help to begin creating similar competencies for all of our leaders. Enclosed as a part of this memo are the final PCLS Leadership Competencies. We wanted these competencies to be innovative and to reflect the way our leadership and organization has grown. They are building upon our leadership descriptors and core skills and qualities. We know through research that developing and investing in leaders is a best business practice in many successful organizations and we wanted to evolve in this way. Currently, completing performance evaluations for our leaders can be difficult because responsibilities for them are broader and deeper than what is stated in the core skills and qualities. We thought this would be the right time to develop the competencies to be cascaded throughout leadership and begin utilizing them for evaluation purposes.

We believe that in order to get service done well and provide staff satisfaction, it takes strong individual leadership. We need to develop and support our leadership at all levels as our succession plan indicates. These competencies will position us with strong, competent leaders who embody these qualities. With these qualities, we are able to succeed at a high level and respond rapidly to changes in our environment and industry. These competencies will help leaders be clear on the differences in their role and their staff's roles. They will understand more clearly what is expected of them and all that it entails. They also give us the opportunity to start growth and development conversations with our leaders.

The Administrative Team started the process by reviewing the executive competencies. The final leadership competencies evolved from there and align well with the executive competencies. Currently, the Executive Director is using these leadership competencies in the performance evaluations of her direct reports. To date, here is the work we've completed and plan to continue working on in order to integrate these competencies into our culture over time:

Action	Who	Timeline
Finalize leadership competencies	A-Team/Catherine	Completed in April
Finalize talking points	A-team/Cheree	Completed in May
Develop workshop to roll out competencies at Leadership Team	Cheree/Catherine	Completed early May
Roll out at Leadership Team Meeting with workshop	A-team	Completed in May
Sunset Leadership Descriptors	Cheree	Completed in June
Incorporate competencies into hiring any leadership positions-behavioral interview questions and selection process	Cheree	Completed in June
Roll out follow up workshop at 2 nd Leadership Team meeting	A-team	Completed in June

Finalize performance evaluations for Directors with Leadership Competencies	Cheree	Completed in July
Select leadership competency “champions” from leadership team to assist in design for roll out with Supervisors	A-team	Completed in July
Begin design for roll out with Supervisors	Cheree/Catherine and “champion” team	August/September
Communicate to the Board	Neel/Cheree	September
Notify the Staff	Neel/Cheree	September
Roll out to Supervisors	Cheree/Catherine and “champion” team	September-December and 2015
Create leadership competency laminated visual “piece” for each leader	Cheree/Linda F.	October
Begin revision of new performance evaluations with leadership competencies integrated	Cheree	2015
Begin revision of job descriptions with leadership competencies integrated	Cheree	2015

PCLS LEADERSHIP COMPETENCIES

INTERPERSONAL	PEOPLE MANAGEMENT	BUSINESS MANAGEMENT	PERSONAL ATTRIBUTES
<p><i>Builds Trustworthy Relationships</i></p> <p><i>Communicates Effectively</i></p>	<p><i>Builds Successful Teams</i></p> <p><i>Manages and Develops People</i></p>	<p><i>Achieves Results</i></p> <p><i>Facilitates Innovation and Change</i></p>	<p><i>Demonstrates Leadership</i></p>

PCLS Leadership Competencies

Achieves Results

Identifies critical issues and improves business results with the customers' and community's needs in mind; commits to a course of action to accomplish long-range goals and objectives after developing alternatives; sets challenging goals for personal and group accomplishment; uses measurement methods to monitor progress toward goals; tenaciously works to meet or exceed goals; tirelessly focuses on continuously improving processes that affect customers and business results.

Builds Successful Teams

Uses appropriate methods and a flexible interpersonal style to proactively build cohesive teams; actively fosters the development of productive internal customer-supplier partnerships within and between work units, teams, departments, and organizations / community partners; focuses teams on meeting external customer needs, serving the community, and achieving business objectives and goals.

Builds Trustworthy Relationships

Interacts with others in a way that gives them confidence in one's intentions and those of the department and organization; brings a customer-supplier partnership mindset to all interactions; demonstrates initiative in understanding how to best meet internal and external customer needs; takes personal responsibility for resolving internal and external customer issues; willingly follows up on commitments.

Communicates Effectively

Clearly conveys information and ideas through a variety of media to individuals or groups in a manner that engages the audience, promotes comprehension and retention, and creates alignment around goals and organizational vision / purpose; articulates the customer / community / partnership perspective in ways that foster understanding and inspire implementation of customer-driven systems, processes, and procedures.

Demonstrates Leadership

Demonstrates the traits, inclinations, and dispositions that characterize successful managerial leadership; exhibits behavior styles that meet the demands of the manager / supervisor role; inspires and guides individuals toward higher levels of performance and organizational excellence; builds commitment to PCLS's mission, vision, and objectives; tirelessly promotes customer / community service and strategic partnerships as a value; takes responsibility for customer satisfaction and loyalty.

Facilitates Innovation and Change

Encourages others to seek opportunities for different and innovative approaches to addressing problems and opportunities that support the organization's strategies; actively facilitates the implementation and acceptance of change within the workplace; generates innovative solutions that better meet customer and community needs; tries different and novel ways to deal with work problems and opportunities.

Manages and Develops People

Sets clear performance expectations; provides timely guidance and feedback to help others strengthen specific knowledge / skill areas needed to accomplish their work; fosters, plans, and supports the development of individuals' skills and abilities so that they can fulfill current and future job / role responsibilities more effectively and deliver results that align with the Library's mission, vision, values, and strategic goals.

Achieves Results

Identifies critical issues and improves business results with the customers' and community's needs in mind; commits to a course of action to accomplish long-range goals and objectives after developing alternatives; sets challenging goals for personal and group accomplishment; uses measurement methods to monitor progress toward goals; tenaciously works to meet or exceed goals; tirelessly focuses on continuously improving processes that affect customers and business results.

Key Actions

- **Applies business acumen**—Uses economic, financial, market, and industry data to assess current business strategies and tactics or to evaluate specific business opportunities; identifies trends and anticipates their impact on the customer, community, strategic partners, and the business; systematically evaluates business opportunities and targets those with the greatest potential for producing positive business and customer / community results; articulates the implications of business trends for own department or team as well as the broader organization.
- **Understands business functions**—Demonstrates real business know-how; understands the nature and interdependencies of business functions and supporting processes (marketing, finance, operations, human resources, etc.); understands the Library industry including technology trends, changing customer preferences and community needs, potential community partnership opportunities, etc.
- **Takes initiative to effectively solve problems**—Sees problems in a larger context; breaks complex problems and processes into component parts; compares and combines information (customer needs, organizational values and priorities, logical assumptions, available facts, resources, constraints, etc.) to thoughtfully identify relevant underlying issues; methodically applies analytical problem solving approaches to identify root causes of problems and customer issues.
- **Makes sound, customer-focused decisions**— Ensures that the customer perspective is a driving force behind business decisions and activities; crafts and implements effective service practices that meet customers', potential customers', and own organization's needs; makes decisions based on logic, fact, and assessment of consequences even under pressure and stress; considers the far-reaching implications of decisions; selects strategies most likely to succeed; applies sound judgment; exercises common sense.
- **Establishes and achieves stretch goals**—Establishes challenging goals for self and others that are designed to achieve exceptional business results and meet customer / community needs; works tenaciously to overcome obstacles and to meet or exceed goals; derives satisfaction from achieving “stretch” goals.
- **Establishes & executes implementation plans**—Identifies the key tasks and resources needed to achieve objectives; makes sure strategies are carried out; monitors results and makes adjustments as needed.
- **Delivers results**—Originates and executes actions, with others, to seize opportunities for improvement without being overtaken by events; remains focused and self-disciplined; measures progress and evaluates results; reprioritizes and renegotiates deadlines when appropriate; prevents irrelevant issues or distractions from interfering with timely completion of important tasks; delivers results as promised by “doing what he/she said they would do when they said they would do it.”
- **Shows willingness to act**—Sets an example of determination and effort by promptly addressing problems or issues; does not allow problems or issues to become worse through neglect.

- **Drives toward success**— Makes sure that processes, practices, and procedures are carried out to achieve internal and external customer needs and expectations; possesses an energetic and tenacious achievement orientation; proactively seeks business and improvement opportunities; takes action for a recognized benefit despite uncertain outcomes; effectively delegates and monitors progress.

Builds Successful Teams

Uses appropriate methods and a flexible interpersonal style to proactively build cohesive teams; actively fosters the development of productive internal customer-supplier partnerships within and between work units, teams, departments, and organizations / community partners; focuses teams on meeting external customer needs, serving the community, and achieving business objectives and goals.

Key Actions

- **Articulates customer service as the organization's primary value**—Communicates clear priorities about what is important to the Library, its customers and communities, community partners—and why; translates customer, community, and potential customer perspectives, preferences, circumstances, expectations, and needs to teams and team members in ways that increase understanding and motivate service-driven behavior.
- **Develops direction**—Ensures that the purpose and importance of the team are clarified (e.g., team has a clear charter or mission statement); guides the setting of team objectives, specific and measurable goals, and team success measures.
- **Develops structure**—Helps to clarify roles and responsibilities of team members; helps ensure that necessary steering, review, or support functions are in place; creates a culture of collaboration.
- **Inspires alignment and effort**—Uses appropriate words and actions to help team members envision and move toward higher levels of performance; communicates a clear, compelling vision that generates excitement and commitment to the organization's goals and willingness to invest extra effort; stimulates enthusiasm for potential accomplishments; encourages and facilitates celebration of team successes.
- **Facilitates goal accomplishment**—Makes procedural or process suggestions for achieving team goals or performing team functions; provides necessary resources or helps to remove obstacles to team accomplishments; provides necessary individual performance feedback and positive reinforcement to team members; monitors and maintains the health and effectiveness of the team.
- **Involves others**—Recognizes others' capacity to contribute to a project and knows how to involve them collaboratively in a team effort; listens to and fully involves others in team decisions and actions; values and uses individual differences and talents; publicly recognizes others' contributions; creates a learning environment.
- **Informs others on team**—Proactively shares important or relevant information with the team; shares relevant team information with other teams, the larger organization, and strategic partners, as appropriate.
- **Models commitment**—Adheres to the team's expectations and guidelines; fulfills team responsibilities; demonstrates personal commitment to the team.
- **Subordinates own area's goals**—Places higher priority on organization's and partnership's goals than on own area's goals; anticipates effects of own area's actions and decisions on internal and external customers; influences others to support internal customer-supplier efforts that are external customer and community driven.

Builds Trustworthy Relationships

Interacts with others in a way that gives them confidence in one's intentions and those of the department and organization; brings a customer-supplier partnership mindset to all interactions; demonstrates initiative in understanding how to best meet internal and external customer and community partners' needs; takes personal responsibility for resolving internal and external customer issues; willingly follows up on commitments.

Key Actions

- **Establishes positive and constructive working relationships**—Engages team members, internal and external customers and suppliers, and community partners in a manner that helps them feel valued, appreciated, understood, and included in discussions (enhances self-esteem, empathizes, involves, discloses, supports); meets others “where they are at.”
- **Engages people**—Attends to the needs and feelings of others to develop effective working relationships with direct reports and others; relates easily to people; inspires and works well with others.
- **Operates with integrity**—Honors and follows through on personal commitments (“do what you said you will do when you said you would do it”); proactively renegotiates commitments when unable to meet them.
- **Demonstrates honesty**—Behaves in a consistent manner; demonstrates alignment between one's intent and behaviors; willingly provides timely, clear, direct, and specific constructive feedback to others.
- **Openly shares relevant information**—Recognizes the need to proactively communicate with others; demonstrates the desire to openly share knowledge and information with others; Proactively shares relevant information, expectations, plans, and ideas to those who are affected; communicates clearly, frequently, and effectively, using appropriate media and communication approaches that ensure mutual understanding.
- **Discloses own position**—Openly shares thoughts, feelings, and rationale so that others understand personal positions.
- **Remains open to ideas**—Listens attentively to others and objectively considers others' ideas and opinions, even when they conflict with one's own.
- **Supports others**—Treats people with dignity, respect, and fairness; gives proper credit to others; stands up for deserving others and their ideas even in the face of resistance or challenge; advises and collaborates with others to develop strong working relationships; provides positive reinforcement for efforts and progress.

Communicates Effectively

Clearly conveys information and ideas through a variety of media to individuals or groups in a manner that engages the audience, promotes comprehension and retention, and creates alignment around goals and organizational vision / purpose; articulates the customer / community /partnership perspective in ways that foster understanding and inspire implementation of customer-driven systems, processes, and procedures.

Key Actions

- **Deliberately plans communication**—Engages is a deliberate thought process before communicating with others; considers when, where, how, and with whom to communicate; designs appropriate communication strategies.
- **Clearly organizes and articulates messages**—Clarifies purpose and importance of messages (including connections to customer, community, and partners’ needs); stresses major points to ensure understanding; follows a logical sequence when communicating; uses a variety of appropriate media to articulate messages.
- **Maintains audience attention**—Keeps the audience engaged through use of techniques such as analogies, illustrations, humor, an appealing style, body language, and voice inflection; balances clarity and concision.
- **Adjusts to the audience**—Frames message in line with audience experience, background, and expectations (“meets them where they are at”); uses terms, examples, and analogies that are meaningful and appropriate to the audience.
- **Ensures understanding**—Uses judgment in choosing media that area appropriate for the audience and situation; presents messages in different ways to enhance understanding; seeks input from the audience; checks for understanding; communicates as often as necessary to achieve buy-in, understanding, and alignment.
- **Adheres to accepted conventions**—Uses syntax, pace, volume, diction, and mechanics appropriate to the media being used.
- **Listens to understand**—Listens carefully and intently, providing others with one’s full attention; is aware of and attends to verbal and non-verbal messages from others; is attuned to others’ interests, perspectives, and positions; empathizes with others’ experiences; correctly interprets verbal and non-verbal messages and responds appropriately.

Demonstrates Leadership

Demonstrates the traits, inclinations, and dispositions that characterize successful managerial leadership; exhibits behavior styles that meet the demands of the manager / supervisor role; inspires and guides individuals toward higher levels of performance and organizational excellence; builds commitment to PCLS's mission and vision, tirelessly promoting customer and community service and community partnerships as a value; takes responsibility for customer satisfaction and loyalty.

Key Actions

- **Supports and enacts the organization's direction**—Identifies with the organization's mission and values; demonstrates and communicates passion for the organization's decisions, direction, and strategies; helps others understand the organization's vision and values and their importance; translates the vision and values into day-to-day activities and behaviors; guides and motivates others to take actions that support the vision and values; recognizes and rewards employees whose actions support the organization's vision and values.
- **Demonstrates effective self-management**—Remains consistently aware of one's emotional state and reactivity; takes responsibility for one's own behavior and well-being; demonstrates emotional maturity; consistently models behaviors that one desires others to display; "walks the talk."
- **Sustains positive outlook**—Approaches challenges with visible assuredness; inspires confidence; remains realistically optimistic when pursuing work objectives.
- **Shows willingness to act**—Sets an example of determination and effort by promptly addressing problems and customer service issues; does not allow problems or issues to become worse through neglect; holds self and others accountable for achieving results that support the vision and values.
- **Shows discipline**—Takes a structured approach to managing self and others; makes well-informed decisions related to strategy and tactics; maintains high work and ethical standards; keeps commitments.
- **Inspires confidence**—Values others' expertise and uses their input to make decisions; publicly recognizes others' contributions; exhibits leadership qualities that elicit the trust of subordinates.
- **Learning agility**—Rapidly learns and applies new job-related information; demonstrates a continuous learning orientation; demonstrates the willingness to ask for, internalize, acknowledge, and act on others' feedback.
- **Productively manages conflict**—Proactively and effectively addresses personal conflict; takes action to get others to address conflict openly and resolve differences productively; de-escalates conflict situations.
- **Makes the tough calls**—Shows the willingness to make difficult or potentially unpopular decisions or advocate for special interests when there is disagreement on important issues.

Facilitates Innovation and Change

Encourages others to seek opportunities for different and innovative approaches to addressing problems and opportunities that support the organization's strategies; actively facilitates the implementation and acceptance of change within the workplace; generates innovative solutions that better meet customer and community needs; tries different and novel ways to deal with work problems and opportunities.

Key Actions

- **Encourages customer-focused innovation**—Supports a “customer-oriented, rapid prototyping” mentality and environment, in which innovative solutions are developed, prototyped quickly and cheaply, experimented with, refined, and implemented in order to better meet changing customer needs.
- **Encourages boundary breaking**—Encourages team members to question established work processes or assumptions; challenges team members to ask “why” until underlying causes are discovered; involves stakeholders and internal customers-suppliers in continuous improvement actions and alternatives; draws upon multiple and diverse sources (customers, team members, partners, disciplines, bodies of knowledge) for ideas and inspiration.
- **Ensures relevance**—Targets important and relevant areas for innovation and, with appropriate stakeholders, develops solutions that address meaningful customer, partner, and work issues.
- **Challenges paradigms**—Identifies implicit assumptions in the way problems or situations are defined or presented; sees alternative ways to view or define problems; is not constrained by the thoughts or approaches of others; identifies breakdowns in internal processes and systems that directly impact customer service and retention and communicates with appropriate team members and partners; constructively expresses concerns and ideas to others.
- **Values sound and creative approaches**—Consistently remains open to ideas offered by others; supports and uses creative and relevant ideas to solve problems or address issues.
- **Rewards change**—Embraces continuous improvement efforts as an endless series of experiments, understanding that some will fail; encourages a creative, blame-free environment; creates a “let’s try it” mentality; allows people to make mistakes in order to learn from them; recognizes and rewards employees who make useful changes to improve customer service and internal systems, processes, and procedures; embraces.
- **Addresses change resistance**—Helps individuals overcome resistance to change; shows empathy with people who feel loss as a result of change; actively and thoughtfully manages the transition process with affected teams and team members.
- **Manages complexity and contradictions**—Tries to minimize complexities, contradictions, and paradoxes or reduce their impact; clarifies direction and smoothes the process of change.
- **Thinks expansively**—Combines ideas in unique ways or makes connections between disparate ideas; explores different lines of thought; views situations from multiple perspectives; brainstorms multiple approaches/solutions.

Manages and Develops People

Sets clear performance expectations; provides timely guidance and feedback to help others strengthen specific knowledge / skill areas needed to accomplish their work; fosters, plans, and supports the development of individuals' skills and abilities so that they can fulfill current and future job / role responsibilities more effectively and deliver results that align with the Library's mission, vision, values, and strategic goals.

Key Actions

- **Establishes constructive working relationships**—Engages others in a manner that helps them feel valued, appreciated, and included in discussions (enhances self-esteem, empathizes, involves, discloses, supports); meet individuals “where they are at.”
- **Provides appropriate and clear direction**—Focuses team members on meeting external customer needs, serving the community, and achieving business objectives and goals; articulates and translates the customer / community / partnership perspective in ways that foster understanding and inspire customer service-driven behavior; clearly articulates performance requirements and expectations, sharing departmental and organizational contexts and priorities; clarifies expected behaviors, knowledge, and level of proficiency by seeking and giving information and checking for understanding; provides timely re-direction and focus as needed.
- **Provides feedback and reinforcement**—Gives individuals timely, clear, direct, and specific feedback on their performance; reinforces efforts, progress, results, and achievements; takes timely, appropriate action to address negative performance concerns; holds people accountable for meeting agreed-to performance standards (“closes the loop”).
- **Builds confidence in success**—Communicates high expectations for others' performance and confidence in their ability to excel.
- **Collaboratively establishes development goals and plans**—Works with individuals to identify areas for development, understand needs for improvement, and set specific development goals; works with individuals to identify options for meeting development goals; explores environmental supports and barriers to development; jointly determines appropriate developmental activities.
- **Explains and demonstrates**—Provides instruction, positive models, and opportunities for observation in order to help others develop skills; encourages questions to ensure understanding.
- **Creates a learning environment**—Provides and encourages formal and informal learning opportunities, including challenging assignments; secures resources required to support development efforts; ensures that opportunities for development are available; offers assistance to help individuals overcome obstacles to learning; allows people to make mistakes in order to learn from them.
- **Monitors developmental progress**—Gives individuals specific feedback on their performance related to established development goals; highlights key positive and negative performance issues; adjusts plans to ensure continued development.



Date: September 2, 2014

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

From: Judy T Nelson

Subject: Science to Go grant

Science to Go (STG), a 2-year grant from the Paul G. Allen Family and PCLS Foundations, is wrapping up its first year. The project supports early elementary-age children's interest in science by providing convenient access to great books and hands-on activities. All grant objectives are being met, and public response to the project has been overwhelmingly positive.

Grant objectives are threefold: create circulating science-themed children's backpacks; increase library card users in grades K-3 in three school districts (Franklin Pierce, Bethel and White River); and create sustainable kits for science-based programming.

Science to Go backpacks launched at all PCLS branches on July 31st. All backpacks are currently checked out or on hold for pick-up (as of 8/29/14). From 7/31-8/29 the 360 STG backpacks circulated 482 times, a rate of 1.34 per backpack in less than one month. Each backpack holds five books (as well as an activity sheet, a field notebook and a feedback card), so actual book circulation is 2410 (a rate of 6.69). Funding for more STG backpacks to meet current customer demand, and to develop backpacks appropriate for preschool children (ages 4-5), is currently being sought.

To begin the second year of Science to Go, activity kits will be launched. YS Librarians will use kits to provide hands-on science programming to elementary age children, and to encourage kids to explore the next level of great science nonfiction.

The library card campaign is ongoing. Library card usage has increased 46% in the Franklin Pierce School District since children received cards in 2013-14. White River's card campaign will launch and Bethel's will be completed during the 2014-15 school year, coinciding with the end of the Science to Go grant.

The STG website provides more information about the project and access to PDFs of all backpack activity sheets:

<http://sciencetogo.pcls.us>

Attached are:

- Sample activity sheet (Sound)
- STG theme list bookmark
- Backpack circulation report (8/27/14)



Explore Your World with Science-to-Go Backpacks

Bring the wonderful world of science into your home with five themed books and a hands-on activity the whole family will enjoy.



Pierce County
Library System

Information & Imagination

sciencetogo.pcls.us
253-548-3300

Photos by Wes Burk



Backpack Themes

Ages 5 - 7

**Animal Homes
Bedtime Math
Birds
Bubbles
Dinosaurs**

**Floating
Insects
Light
Motion
Plants
Seasons
Sound**

Ages 7 - 9

**Adaptation
Bedtime Math
Electricity
Forests
Life Cycles**

**Moon
Ocean
Outdoors
Rocks
Volcanoes
Water
Weather**

SCIENCE

2

GO

Pierce County Library System

Science-to-Go Circulation by Theme and Date Range

STG Circulation between 7/31/2014 and 8/29/2014

Theme	Theme Circ	Individual Items Circ
Science-to-go. Dinosaurs, ages 5-7.	23	115
Science-to-go. Bedtime math, ages 7-9.	14	70
Science-to-go. Ocean, ages 7-9.	25	125
Science-to-go. Birds, ages 5-7.	25	125
Science-to-go. Moon, ages 7-9.	19	95
Science-to-go. Rocks, ages 7-9.	19	95
Science-to-go. Plants, ages 5-7.	22	110
Science-to-go. Bedtime math, ages 5-7.	14	70
Science-to-go. Seasons, ages 5-7.	23	115
Science-to-go. Weather, ages 7-9.	17	85
Science-to-go. Electricity, ages 7-9.	20	100
Science-to-go. Animal homes, ages 5-7.	19	95
Science-to-go. Water, ages 7-9.	19	95
Science-to-go. Outdoors, ages 7-9.	25	125
Science-to-go. Insects, ages 5-7.	19	95
Science-to-go. Volcanoes, ages 7-9.	19	95
Science-to-go. Adaptation, ages 7-9.	22	110
Science-to-go. Floating, ages 5-7.	22	110
Science-to-go. Forest, ages 7-9.	20	100
Science-to-go. Life cycles, ages 7-9.	20	100
Science-to-go. Light, ages 5-7.	16	80
Science-to-go. Motion, ages 5-7.	19	95
Science-to-go. Bubbles, ages 5-7.	19	95
Science-to-go. Sound, ages 5-7.	22	110
Totals:	482	2,410

SCIENCE

2

GO

Explore your world with this
Science-to-Go backpack

SOUND

**Books
in this
backpack**

- **Frog Song**
by Brenda Guiberson
- **Loud or Soft? High or Low?**
by Jennifer Boothroyd (family book)
- **The Noisy Paint Box**
by Barb Rosenstock
- **Oscar and the Bat**
by Geoff Waring
- **Sounds All Around**
by Wendy Pfeffer (family book)

**More books
at your
library**

Inside the Ears. Karin Halvorson. J612.85
Listen! Learn About Sound. Pamela Hall. E534
Sound. Kay Manolis. E534
Sound: Loud, Soft, High, and Low. Natalie Rosinsky. E534
Zin! Zin! Zin! A Violin. Lloyd Moss. E MOSS

Local Connection

Take
a listening
walk around the
neighborhood with
your child. What new
sounds do you hear?



Vibration is a rapid back and forth motion that can create sound. In this activity, your child will be able to see the effects of vibration from a simple homemade drum.

What you need:

- Large bowl (not clear)
- Plastic wrap
- Large rubber band
- 1 tablespoon uncooked rice
- Metal pie pan
- Wooden spoon

Try this:

1. Have your child put their hand to their voice box and talk or sing. Can they feel the vibration in their throat?
2. Now that they've felt vibration, it's time to see it!
3. Pull a sheet of plastic wrap taut over the top of the bowl. Wrap the rubber band around the edge to secure.
4. Place the rice on the plastic wrap.
5. Hold the pie pan a few inches from the bowl. Have your child hit the pan with the spoon. What happens?
6. Move the pan further away from the bowl. How far away are they when the rice stops jumping?

Going Further

Sounds can be high or low in pitch.
Can your child think of different drums
that would make different sounds?