

AGENDA
Regular Meeting of the Pierce County Library System Board of Trustees
October 15, 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 September 10, 2014 Regular Meeting 2. Approval of September 2014 Payroll, Benefits and Vouchers 	
3:40 pm	10 min.	Board Members Reports	
3:50 pm	15 min.	Officers Reports	
		<ol style="list-style-type: none"> 1. August Dashboard, <i>Georgia Lomax</i> 2. September 2014 Financial Report, <i>Dale Hough</i> 3. Knowledge Transfer, <i>Neel Parikh</i> 4. Current Community Engagement, <i>Neel Parikh</i> 5. University Place Cost Comparison, <i>Clifford Jo</i> 	
4:05 pm	20 min.	Unfinished Business	Action
		<ol style="list-style-type: none"> 1. Board By Laws Revision, <i>Neel Parikh</i> <ol style="list-style-type: none"> a. Code of Ethics/Code of Conduct 	
4:25 pm	15 min. 40 min.	New Business	
		<ol style="list-style-type: none"> 1. Pierce County Library Foundation Annual Report, <i>Lynne Hoffman</i> 2. 2015 Budget, <i>Neel Parikh</i> <ol style="list-style-type: none"> a. 2015 Revenue and Expenditures Draft, <i>Clifford Jo</i> b. 2015 Materials Budget Summary, <i>Georgia Lomax</i> c. 2015 Preliminary Levy Certification, <i>Clifford Jo</i> d. 2014 Implicit Price Deflator (IPD) for 2015 Property Tax Levy, <i>Clifford Jo</i> e. 2015 – 2019 Cash Flow, <i>Clifford Jo</i> 3. Facilities Master Plan: How Other Libraries Have Funded Capital Projects, <i>Neel Parikh</i> 4. National Friends and Foundation of Libraries Week, <i>Linda Farmer</i> 5. 2015 Board Meeting Schedule, <i>Neel Parikh</i> 	
5:45 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>	
6:00 pm	2 min.	Announcements	
6:02 pm		Adjournment	

Consent Agenda

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
REGULAR MEETING, SEPTEMBER 10, 2014**

CALL TO ORDER

Chair Linda Ishem called to order the regular meeting of the Pierce County Rural Library District Board of Trustees September 10, 2014, 3:32 pm. Board members present were J.J. McCament, Allen Rose, Donna Albers and Robert Allen.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

1. Approval of Minutes of the August 13, 2014 Regular Meeting
2. August 2014 Payroll, Benefits and Vouchers
 - a. Payroll Warrants 3572-3574, dated 08/01/14 – 08/31/14 in the amount of \$1,921.25
 - b. Payroll Disbursement Voucher dated 08/05/14 in the amount of \$626,090.48
 - c. Payroll Disbursement Voucher dated 08/20/14 in the amount of \$576,974.57
 - d. Accounts Payable Warrants 623074-623204 dated 08/01/14 – 08/31/14 in the amount of \$948,758.40

Ms. McCament requested a correction in the August 26, 2014 Special Meeting minutes. Mr. Allen moved for approval of the consent agenda as corrected. Ms. McCament seconded the motion and it was passed.

BOARD MEMBER REPORTS

Chair Ishem congratulated Georgia Lomax, Deputy Director, on her appointment as the Executive Director position. Ms. Lomax said she is very honored and excited to be given the opportunity to move into the position.

Mr. Allen said he has plans to visit branches over the course of the winter. Prior to doing so, he would like to get from staff a sense of the branch; what are problems and opportunities, as well as the direction of the branches and how staff envisions serving the public well. Sally Porter Smith, Customer Experience Director, said she would use the Annual Branch Services Plans and provide the Board with a brief summary of each branch.

OFFICER REPORTS

Neel Parikh, Executive Director, said Ms. Lomax is preparing to wrap up her duties as the Deputy Director. Together they are creating a list of priorities and are discussing the appropriate levels of involvement when a decision is to be made in the interim. They recently attended an open house at Rally Point/6 and will be out in the community together in the future giving her an opportunity to introduce Ms. Lomax as the new Executive Director.

Introduction of Karim Adib - Clifford Jo, Finance and Business Operations Director, introduced Karim Adib, the new Digital Experience Director. Mr. Adib said he was honored and pleased to have joined Pierce County Library System, adding that he is happy to be part of an Administrative team that works so well together. He said he has enjoyed recently attending the Gig Harbor Council meeting with Ms. Parikh, adding it was evident that Pierce County Library is integral to the lives of the community.

July Dashboard - Ms. Lomax said she and Mr. Adib are honing in on how data is analyzed and how the Library conveys the information. Ms. McCament complimented the Foundation for their good work and asked if the increase in donations was due to special emphasis on branch campaigns such as South Hill or Key Center. Ms. Parikh said it was due, in part, to Key Center donations and that while South Hill has a large number of donors, the Foundation has not received much to date.

August 2014 Financial Report - Ms. McCament was curious about the fuel expenditures. Dale Hough, Finance Manager, explained the Library has recently filled its fuel tank. Discussion ensued regarding the Library's hybrid vehicles. Mr. Jo said the return on investment is seven years and the Library plans to keep the vehicles approximately fifteen 15 years.

Scout Update - Ms. Parikh reported that library vendors who recently visited were very impressed with a demonstration of the program by Pat McVicker, Virtual Services Librarian. Ms. Porter Smith reviewed the statistics on library users, noting 40% of users visited the Scout site. She added the Communications department is experimenting with various social advertising methods and the program will be fully evaluated in December.

Microsoft IT Academy Open Lab - Ms. Parikh said this is a great partnership with Rally Point /6, an organization providing services to discharged soldiers and their families. She recently attended an open house which was well attended. Ms. Parikh said founder, Anne Sprute, has worked hard to build this organization.

Library Card Drive 2014 - Ms. Parikh said the Drive will begin soon.

Pierce County Capital Facilities Plan - Ms. Lomax indicated the document has been revised to show a correction stating the Library is a public corporation rather than municipal corporation. She noted the document would be found on the County's website.

Pierce County Library 2030 Standards - Ms. Lomax reviewed the information and reported the Library is too far out to get reliable allocation of growth in the communities. Chair Ishem asked if the Library merely adopts an industry standard for square footage. Ms. Parikh said the standard was created in the Facilities Master Plan. Ms. Lomax said a lot has changed since Facilities Master Plan was written and the many of the assumptions will need to be adjusted.

State of the Library Presentations - Ms. Parikh said she will be presenting her State of the Library PowerPoint at the Gig Harbor Chamber meeting on September 25, 2014. She recently made the presentation at Wilkeson and South Prairie. She learned today that she will be unable to present the report to the University Place Council. Ms. Lomax will do so in November. She added that Ms. Lomax will be joining her when she gives the presentation to the Sumner Council.

UNFINISHED BUSINESS

Board By Laws Revision - Ms. Parikh said she made revisions and sent them to Dan Gottlieb, the Library's attorney. Chair Ishem discussed the information on the Secretary of State wiki relating to Trustees remaining in good standing, just cause and the process for removal.

Ms. Parikh said Mr. Gottlieb indicated that just cause is determined by the County Council. Chair Ishem said the Council may have standards for their Boards and Commissions. Mr. Rose said they do and they basically decide what just cause is. Mr. Allen said as a matter of constitutional construction, if a member is removed there must be just cause. Discussion continued.

Mr. Allen suggested creating a Board policy on Board conduct rather than including it in the bylaws. Ms. McCament suggested using language which states that at any time the Board may make a recommendation to the governing body. Mr. Rose recommended including the language under Article 5, Section 5: Absences in Article 4: Removal. Ms. McCament said she would prefer the Council make the determination of just cause since they would be unbiased and would bear the financial burden as well.

Discussion ensued on whether the Board should establish a code of conduct. Ms. Parikh said she would research this and noted Fort. Vancouver Library has a code of conduct.

Ms. Lomax asked the Board what would be on their list of ethics violations. Responses included conflict of interest, malfeasance, theft, ethical misconduct and falsification of records. Chair Ishem said she would provide additional items for the list.

Mr. Allen suggested the application a Trustee completes should include the statement, "I agree to abide by the Pierce County Library System's Board of Trustees Code of Conduct."

Ms. McCament asked if background checks are performed on Trustee applicants. Ms. Parikh said during her tenure there was only one reference check conducted.

Upon further discussion, several changes to the Bylaws were suggested, including:

- ♦ Use of the term Executive Director throughout.
- ♦ Use of the term per diem should include necessary expenses and food allowance.
- ♦ Use of the term President should be changed to the term Chair.
- ♦ References to Administrative policies should be removed since the Board does not set or review those policies.
- ♦ Appointment to committees should be by the Board and not only the Chair.
- ♦ The Board should review the bylaws periodically.

Mr. Allen requested to see the revisions prior to when the agenda packet is published.

Facilities Master Plan: Funding Options - Mr. Jo reviewed the various funding options available to the Library. Ms. McCament asked whether the General obligations bond "considerations" should include that this can be used to build all new libraries all at once. Ms. Parikh explained that the HUD contract specifies that the Library is to use the building at no cost as long as it is used as intended. For joint-owned properties, capital improvement costs are shared between both owners equally.

Ms. McCament asked whether council manic bonds reduces the cities' bonding capacity? Mr. Jo affirmed this.

Ms. Parikh said she would share histories of larger libraries who have had successful funding bonds at the next Board meeting.

NEW BUSINESS

2015 Budget: Estimated Revenue and Expenditures - Mr. Jo reported the preliminary certificate was expected within a week. He estimated property values have increased 8-10% which would increase revenues by approximately \$640,000. He has restored the capital fund to 3% and allocated 1% for the contingency in order to increase the cash fund. He also lowered the balancing factor for salaries and wages from 3% to 2.5%. Retirement system contributions will increase to 11%.

Budget Preview - Ms. Parikh said they are in the beginning stage of budget talks with directors. She said the framing of the document was developed by the Administrative Team. The budget is intended to position the Library as revenue increases over the next two years and insuring sustainable operations for many years.

Mr. Allen said, concerning the discussion on the materials budget, he hopes as the Library moves forward the analysis and thought process that led to the cut continues and that the discussion is balanced and not too technology focused at the expense of other material and services.

Long-Term Capital Project Projections - Mr. Jo reviewed the document summarizing capital project projections. He stated the cash side is very low and needs to be funded. Mr. Allen asked about the drop in the general fund transfer from 2018 to 2019. Mr. Jo said the figure was an error and would be corrected. Mr. Allen asked if it is possible to compare the estimates to what the actual costs were in order to see how well the estimates match. Mr. Jo said he used actual costs and averaged them out when making the projections.

Leadership Competencies - Cheree Green, Staff Experience Director, discussed the new leadership competencies. They are being used now to evaluate the Executive Director's staff. The competencies are an evolution of the leadership descriptors. She outline the process used to develop the competencies. Once they were finalized, they were rolled out to the Leadership Team in a series of workshops. They are now in the process of designing competencies for the supervisors. The goal is to use the competencies as a measurement in performance evaluations as well as in the hiring process. Future workshops are planned to continue the process. In 2015, she and the Administrative Team will review coaching labs and executive development training to ensure they are in line with the competencies.

Ms. Parikh said the Administrative Team realized the Library's core skills and qualities have been woven into the culture and wanted to do the same with the Leadership Competencies. Ms. Albers said it is a good framework and that being coachable is a critical trait, adding that culturally the Library is in a good place to introduce this concept. Mr. Allen said integrating the coaching workshops into every development opportunity makes sense.

Science to Go Grant - Ms. Parikh introduced Lauren Lindskog, Librarian, who came to Pierce County Library System from the Exploratorium in the San Francisco Library. The Science to Go project is part of a major effort created by Judy Nelson, Customer Experience Manager - Youth Services, to introduce STEM to youth.

Ms. Nelson reported this is the end of the first year of the three-year grant. The program is highly successful in the branches and she is working with the Foundation to take the program to the next level.

Ms. Lindskog provided an overview of the project. The first year, the focus was on filling backpacks of 24 themes directed at the 5-9 year old age group. The backpacks hold five books, a hands-on activity sheet showing local connections, composition books for the kids to write in and feedback cards. 360 backpacks were deployed to the branches. The backpacks were created with Washington State 2013 Science Common Core Learning Standards in mind. The second phase includes programming. Science kits will be developed for use in the branches and school outreach events tied to science fairs will be conducted.

Ms. Nelson noted that all details of the program have been vetted through an advisory committee who meticulously reviewed the material and processes and provided valuable feedback, ensuring great community buy in before the backpacks got deployed to the branches.

Ms. Lindskog shared several stories of how the program has impacted customers, noting the response has been very positive and encouraging.

Ms. McCament asked how the idea was elevated to consideration for writing a grant. Ms. Nelson said the Library had already had a similar concept with its preschool bags, which were outdated. After attending conferences, she and her staff recognized the value of STEM and saw it was becoming very popular. They recognized the value of incorporating STEM with their original preschool bags and the concept of the Science to Go backpacks was born.

EXECUTIVE SESSION

At 5:37 pm, Mr. Allen moved to enter into Executive Session as per RCW 42.30.110 for 15 minutes for discussion of personnel matters. Ms. Rose seconded the motion and it passed. The session was reopened to the public at 5:58 pm.

ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

The meeting was adjourned at 6:00 pm on motion by Mr. Allen seconded by Ms. McCament.

Neel Parikh, Secretary

Linda Ishem, Chair

September 2014 Payroll, Benefits and Vouchers

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	3575-3581	09/01/14-09/30/14	\$7,315.76
Disbursement Voucher - Payroll & Acct Payable		09/05/14	\$566,763.93
Disbursement Voucher - Payroll & Acct Payable		09/22/14	\$566,930.00
Accounts Payable Warrants	623205-623346	09/01/14-09/30/14	<u>\$1,156,848.29</u>
Total:			<u><u>\$2,297,857.98</u></u>

Check History Listing
Pierce County Library System

Check #	Bank	Date	Paid to	Status	Can/Vd Date	Pay Period Dates	Dir Dep	Amount
3575	pr	09/05/2014	MURPHY, MARGARET			08/16/14 - 08/31/14	0.00	1,198.44
3576	pr	09/05/2014	ADIB, KARIM			08/16/14 - 08/31/14	0.00	3,014.84
3577	pr	09/22/2014	TROTT, EMILIE			09/01/14 - 09/15/14	0.00	1,467.30
3578	pr	09/22/2014	MAURINS, ANALISE			09/01/14 - 09/15/14	0.00	313.63
3579	pr	09/22/2014	MICLETTE, VICTORIA			09/01/14 - 09/15/14	0.00	508.44
3580	pr	09/22/2014	FIORINO, WILLIAM			09/01/14 - 09/15/14	0.00	470.22
3581	pr	09/22/2014	TAYLOR, GEORGE			09/01/14 - 09/15/14	0.00	342.89
Total:							0.00	7,315.76

Checks in report: 7

Grand Total: 0.00 7,315.76

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 9/4/2014	
	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	\$60,499.70
2	697	001	0000	237	00				Fica EE and Medicare - Wire to IRS	\$43,454.33
3	697	001	0000	237	00				Fica ER and Medicare - Wire to IRS	\$43,454.33
4	697	001	0000	237	00				DIR DEP-file to Columbia Bank	\$406,722.59
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	\$8,648.00
13	697	001	0000	237	00				ING	\$2,347.00
14	697	001	0000	237	00				H.S.A. Employee deductions	\$1,637.98
15	697	001	0000	237	00				H.S.A. Employer Contribution	
16	697	001	0000	237	00				H.S.A. fee	\$0.00
									please put the total amt below into PCLS payroll account	
									TOTAL	\$566,763.93
Bank No.	Check No.	Issued To			Bank No.	Check No.	Issued To			
		U.S. Treasury								
Prepared By:				Date:		Approved By:				
Christy Telling				9/4/2014		Christy Telling				
						9/4/2014				

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 9/18/2014	

	Account Code							Acct. Action	DESCRIPTION	AMOUNT
	Fund	Dept	Prog	BASUB	Elem	OB	M/OB			
1	697	001	0000	237	00				FIT EE and EIC- Wire to IRS	\$62,269.17
2	697	001	0000	237	00				Fica EE and Medicare - Wire to IRS	\$44,128.04
3	697	001	0000	237	00				Fica ER and Medicare - Wire to IRS	\$44,128.04
4	697	001	0000	237	00				DIR DEP-file to Columbia Bank	\$417,004.86
5	697	001	0000	237	00					
6	697	001	0000	237	00					
7	697	001	0000	237	00				dept of rev	\$2,303.37
8	697	001	0000	237	00					
9	697	001	0000	237	00				941 refund for 2nd quarter	(\$16,167.39)
10	697	001	0000	237	00					
11	697	001	0000	237	00					
12	697	001	0000	237	00				Deferred Comp. Program	\$8,648.00
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	\$500.00
16	697	001	0000	237	00				H.S.A. fee	\$197.65
									please put the total amt below into PCLS payroll account	
									TOTAL	\$566,930.00

Bank No.	Check No.	Issued To	Bank No.	Check No.	Issued To
		U.S. Treasury			
Prepared By:			Date:	Approved By:	
Christy Telling			9/18/2014	Christy Telling	
				9/18/2014	

Check History Listing
Pierce County Library System

Bank code: boa

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
623205	09/02/2014	000184 CITY TREASURER		713.86
623206	09/02/2014	000184 CITY TREASURER		626.55
623207	09/02/2014	000184 CITY TREASURER		36.49
623208	09/02/2014	001342 KRISTINE COUNTRYMAN		593.97
623209	09/02/2014	000195 FIRGROVE MUTUAL WATER CO		372.40
623210	09/02/2014	006027 NATHANIEL HILL		2,024.82
623211	09/02/2014	001643 IMPACT		46.17
623212	09/02/2014	004625 JOY KIM		277.75
623213	09/02/2014	001911 LAUREN MURPHY		177.90
623214	09/02/2014	000377 PUGET SOUND ENERGY		2,051.97
623215	09/02/2014	000460 STEILACOOM TOWN OF		626.90
623216	09/04/2014	000363 OVERALL LAUNDRY SERV. DBA ARAMARI		16.41
623217	09/04/2014	003938 BINW		677.13
623218	09/04/2014	005369 BIRCH ELECTRIC LLC		184.45
623219	09/04/2014	005913 BRADBURY ASSOCIATES DBA GOSSAGE		20,000.00
623220	09/04/2014	000895 COLUMBIA BANK		50.00
623221	09/04/2014	001512 DAILY JOURNAL OF COMMERCE		73.50
623222	09/04/2014	005272 GREEN EFFECTS INC		965.71
623223	09/04/2014	001534 PEDERSON PAINTING		1,164.02
623224	09/04/2014	001290 REGIONAL BUILDING SVCS CORP		507.25
623225	09/04/2014	001698 TOUCHTECH SYSTEMS INC		3,382.10
623226	09/04/2014	001780 UNIVERSITY PLACE CITY OF		120,000.00
623227	09/04/2014	000502 URBAN LIBRARIES COUNCIL		10,500.00
623228	09/04/2014	000534 WCP SOLUTIONS		1,770.35
623229	09/05/2014	000830 BAKER & TAYLOR		8,729.62
623230	09/05/2014	000099 BRILLIANCE CORPORATION		29.35
623231	09/05/2014	005652 CAVENDISH SQUARE		1,423.44
623232	09/05/2014	000161 CENGAGE LEARNING		2,800.46
623233	09/05/2014	000093 PAYMENT PROCESSING CENTER EBSCO		3,486.51
623234	09/05/2014	006033 HARVARD BUSINESS REVIEW		89.00
623235	09/05/2014	000243 INGRAM LIBRARY SERVICES		19,765.24
623236	09/05/2014	000352 MIDWEST TAPE		29,585.76
623237	09/05/2014	000406 RECORDED BOOKS LLC		95.60
623238	09/05/2014	001060 SCHOLASTIC LIBRARY PUBLISHING		475.24
623239	09/05/2014	000830 BAKER & TAYLOR		64.99
623240	09/05/2014	006013 BILL BEBBER		25.00
623241	09/05/2014	000242 BUCKLEY CITY OF		283.33
623242	09/05/2014	000184 CITY TREASURER		2,304.00

Check History Listing
Pierce County Library System

Bank code: boa

Check #	Date	Vendor	Status	Check Total
623243	09/05/2014	006031 SUSAN EADIE		12.95
623244	09/05/2014	006029 ISIDRO GARCIA		6.24
623245	09/05/2014	006023 WHEELER GREEN		14.09
623246	09/05/2014	000243 INGRAM LIBRARY SERVICES		10,402.26
623247	09/05/2014	006030 SHARON LEVANDER		29.99
623248	09/05/2014	006032 ALAN SORENSEN		20.20
623249	09/05/2014	000506 UNIVERSITY PLACE REFUSE SERVIC		169.62
623250	09/08/2014	000828 AFSCME AFL-CIO		5,489.25
623251	09/08/2014	000175 ASSOCIATION OF WASHINGTON CITI		167,765.31
623252	09/08/2014	003985 PACIFICSOURCE ADMINISTRATORS		1,723.07
623253	09/08/2014	001181 PIERCE CTY LIBRARY FOUNDATION		434.45
623254	09/08/2014	004276 STATE CENTRAL COLLECTION UNIT		151.67
623255	09/08/2014	000823 UNITED WAY		67.00
623256	09/08/2014	004782 US DEPARTMENT OF EDUCATION		172.13
623257	09/08/2014	000827 WA STATE- DEPT OF RETIREMENT S		79,233.66
623258	09/08/2014	000881 WASHINGTON STATE SUPPORT REGIS		446.38
623259	09/11/2014	003938 BINW		2,325.68
623260	09/11/2014	001650 CALIFORNIA STATE UNIVERSITY		115.00
623261	09/11/2014	001467 DATA SECURITY CORP		132.50
623262	09/11/2014	006037 DIXIE STATE UNIVERSITY LIBRARY		92.00
623263	09/11/2014	000254 KING COUNTY LIBRARY		22.94
623264	09/11/2014	006035 LAUREL COUNTY PUBLIC LIBRARY		12.95
623265	09/11/2014	000323 NEWS TRIBUNE		594.00
623266	09/11/2014	003811 PIERCE CO COMMUNITY NEWSPAPER		158.00
623267	09/11/2014	000857 PIERCE COUNTY RECYCLING		131.40
623268	09/11/2014	004397 SHKS ARCHITECTS PS INC		751.80
623269	09/11/2014	001137 SPOKANE COUNTY LIBRARY DISTRIC		10.00
623270	09/11/2014	004636 SUBURBAN TIMES		500.00
623271	09/11/2014	003719 UNIQUE MANAGEMENT SERVICES		1,915.30
623272	09/11/2014	004022 US BANK		48,998.26
623273	09/11/2014	000534 WCP SOLUTIONS		568.60
623275	09/15/2014	004022 US BANK		149,766.54
623276	09/15/2014	006036 SALINE COUNTY LIBRARY		43.94
623277	09/16/2014	000184 CITY TREASURER		1,020.56
623278	09/16/2014	000093 PAYMENT PROCESSING CENTER EBSCO		27,000.61
623279	09/16/2014	006028 CHEREE GREEN		268.00
623280	09/16/2014	004772 LINDA ISHEM		322.32
623281	09/16/2014	002062 GEORGIA LOMAX		30.00
623282	09/16/2014	000377 PUGET SOUND ENERGY		1,044.80

Check History Listing
Pierce County Library System

Bank code: boa

Check #	Date	Vendor	Status	Check Total
623283	09/16/2014	006038 JEFF SCOTT		1,594.23
623284	09/16/2014	003685 NAOMI SMITH		195.08
623285	09/16/2014	005484 FERDINAND WAGNER		10.84
623286	09/16/2014	000541 STATE OF WASHINGTON		361.52
623287	09/16/2014	000895 COLUMBIA BANK		301.18
623288	09/16/2014	004883 FIFE CITY OF		15.00
623289	09/16/2014	005272 GREEN EFFECTS INC		6,253.70
623290	09/16/2014	000534 WCP SOLUTIONS		1,113.60
623291	09/22/2014	003778 AFLAC		5,530.82
623292	09/22/2014	000828 AFSCME AFL-CIO		5,598.99
623293	09/22/2014	000175 ASSOCIATION OF WASHINGTON CITI		2,490.65
623294	09/22/2014	001578 COLONIAL SUPPLEMENTAL INSURANC		739.74
623295	09/22/2014	003985 PACIFICSOURCE ADMINISTRATORS		1,723.07
623296	09/22/2014	001181 PIERCE CTY LIBRARY FOUNDATION		434.45
623297	09/22/2014	004276 STATE CENTRAL COLLECTION UNIT		151.67
623298	09/22/2014	000823 UNITED WAY		67.00
623299	09/22/2014	004782 US DEPARTMENT OF EDUCATION		178.93
623300	09/22/2014	000827 WA STATE- DEPT OF RETIREMENT S		81,250.04
623301	09/22/2014	000881 WASHINGTON STATE SUPPORT REGIS		446.38
623302	09/22/2014	000167 AIR SYSTEMS ENGINEERING INC		426.38
623303	09/22/2014	000363 OVERALL LAUNDRY SERV. DBA ARAMARI		16.41
623304	09/22/2014	000184 CITY TREASURER		4,135.23
623305	09/22/2014	000106 GA JORGENSEN CO INC		3,511.74
623306	09/22/2014	005272 GREEN EFFECTS INC		99.81
623307	09/22/2014	004143 IMAGE SOURCE INC		272.98
623308	09/22/2014	005979 METCO ELECTRIC		6,077.78
623309	09/22/2014	001586 NORTHWEST DOOR INC		613.20
623310	09/22/2014	004933 NORTHWEST HEALTH & SAFETY INC		118.94
623311	09/22/2014	003985 PACIFICSOURCE ADMINISTRATORS		191.00
623312	09/22/2014	001534 PEDERSON PAINTING		2,861.90
623313	09/22/2014	003933 QUALITY BUSINESS SYSTEMS INC		1,456.12
623314	09/22/2014	000463 SUMMIT WATER & SUPPLY CO		393.24
623315	09/22/2014	000497 TILlicum COMMUNITY SERVICE CEN		2,072.15
623316	09/24/2014	000830 BAKER & TAYLOR		10,786.79
623317	09/24/2014	000161 CENGAGE LEARNING		61.57
623318	09/24/2014	006040 CREATIVE LIBRARY SALES		2,087.11
623319	09/24/2014	000243 INGRAM LIBRARY SERVICES		4,257.58
623320	09/24/2014	000352 MIDWEST TAPE		37,743.63
623321	09/24/2014	000406 RECORDED BOOKS LLC		3,368.28

**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>
623322	09/26/2014	000895 COLUMBIA BANK		334.88
623323	09/26/2014	005862 ELITE PROPERTY INVESTMENTS LLC		8,931.40
623324	09/26/2014	006056 FRUITLAND GRANGE		400.00
623325	09/26/2014	004128 LISA HEYERDAHL		122.64
623326	09/26/2014	004674 MCHUGH MANAGEMENT CONSULTING		14,490.00
623327	09/26/2014	005338 PHOENIX MECHANICAL INC		31,230.43
623328	09/26/2014	005883 SYSTEMS SOURCE INC		805.39
623329	09/26/2014	005692 BRENDA TANKSLEY		51.73
623330	09/26/2014	000496 THYSSEN SOUND ELEVATOR		211.90
623331	09/26/2014	005679 CIVIC BUILDING UNIVERSITY PLACE		66,701.50
623332	09/26/2014	004022 US BANK		80,983.89
623333	09/26/2014	000534 WCP SOLUTIONS		229.23
623334	09/26/2014	004391 WRP SURPRISE LAKE LLC		7,837.05
623335	09/26/2014	006022 KARIM ADIB		378.53
623336	09/26/2014	004823 AVIAN TREASURES		55.16
623337	09/26/2014	004814 COMPENDIUM LIBRARY SERVICE LLC		2,094.75
623338	09/26/2014	002082 DALE HOUGH		193.76
623339	09/26/2014	000377 PUGET SOUND ENERGY		2,084.32
623340	09/30/2014	006060 JENNIE GRANT		100.00
623341	09/30/2014	004084 MEREDITH HALE		500.00
623342	09/30/2014	001534 PEDERSON PAINTING		7,342.59
623343	09/30/2014	006041 PERMACARD		3,443.93
623344	09/30/2014	006061 BLAIR STOCKER		100.00
623345	09/30/2014	000534 WCP SOLUTIONS		1,155.77
623346	09/30/2014	006062 DEE WILLIAMS		100.00

boa Total: 1,156,848.29

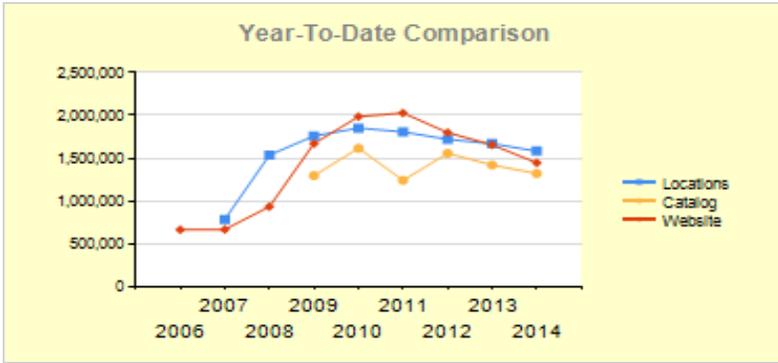
141 checks in this report

Total Checks: 1,156,848.29

OFFICERS REPORT

CUSTOMER SERVICE/PHILANTHROPY DASHBOARD - AUGUST

VISITS



	August		
	2013	2014	% Change
Door Count	219,019	203,251	-7.20%
Catalog	175,012	151,396	-13.49%
Website	196,606	166,281	-15.42%
Job & Business Portal	3,007	1,921	-36.12%
Military Portal	144	69	-52.08%
Total	593,788	522,918	-11.94%

CHECKOUTS



	August		
	2013	2014	% Change
Checkouts	556,596	492,481	-11.52%
Downloadables	51,860	55,059	6.17%
Total	608,456	547,540	-10.01%

CUSTOMERS



	August		
	2013	2014	% Change
Active Cardholders	254,407	262,632	3.23%
New Cards	4,349	4,063	-6.58%
Checkout Transactions	104,545	93,516	-10.55%
Unique Users	43,733	41,228	-5.73%

PHILANTHROPY



	August		
	2013	2014	% Change
FoundationDonors	56	53	-5.36%
NewFoundationDonors	5	8	60.00%
\$ Raised by Foundation	\$100,633.00	\$9,416.00	-90.64%
\$ Provided by Friends	\$2,400.00	\$1,285.00	-46.46%

BRANCH CLOSURES

2012

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

2013

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

2014

Gig Harbor 5/19-6/1 (13 days)
 Lakewood 9/2-21 (19 days)

Monthly Financial Reports September 30, 2014

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

**Pierce County Library System
Statement of Financial Position
September 30, 2014
All Funds**

	General Fund	Debt Service Fund	Capital Improvement Projects Fund
Assets			
Current Assets - Cash			
Cash	\$ 1,783,229	\$ 7.39	\$ 347,934
Investments	\$ 3,768,000	\$ 83,623	\$ 300,000
Total Cash	\$ 5,551,229	\$ 83,630	\$ 647,934
Total Current Assets	\$ 5,551,229	\$ 83,630	\$ 647,934
Liabilities and Fund Balance			
Current Liabilities			
Warrants Payable	\$ 190,559	\$ -	\$ 19,517
Sales Tax Payable	\$ 3,683	\$ -	\$ -
Payroll Taxes and Benefits Payable	\$ 56,788	\$ -	\$ -
Total Current Liabilities	\$ 251,029	\$ -	\$ 19,517
Fund Balance			
Reserve for Encumbrances	\$ 249,433	\$ -	\$ 327,285
Net Excess (Deficit)	\$ (3,982,161)	\$ 63	\$ (126,188)
Unreserved Fund Balance	\$ 9,032,928	\$ 83,567	\$ 427,320
Total Fund Balance	\$ 5,300,200	\$ 83,630	\$ 628,417
Total Liabilities and Fund Balance	\$ 5,551,229	\$ 83,630	\$ 647,934
Anticipated Property Tax Revenue	\$ 11,762,780	\$ 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	HISTORICAL	HISTORICAL	HISTORICAL	HISTORICAL	CURRENT							
	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	9/30/2014
Assets													
Current Assets - Cash													
Cash	\$ 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	\$ 1,566,485	\$ 1,783,229
Investments	\$ 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	\$ 3,768,000
Total Cash	\$ 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	\$ 7,146,485	\$ 5,551,229
Total Current Assets	\$ 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	\$ 7,146,485	\$ 5,551,229
Liabilities and Fund Balance													
Current Liabilities													
Warrants Payable	\$ 214,897	\$ 246,940	\$ 335,358	\$ 940,783	\$ 289,787	\$ 283,545	\$ 242,692	\$ 156,047	\$ 203,544	\$ 219,431	\$ 261,541	\$ 316,142	\$ 190,559
Sales Tax Payable	\$ 2,024	\$ 2,299	\$ 1,791	\$ 1,686	\$ 2,976	\$ 4,285	\$ 3,438	\$ 3,657	\$ 4,896	\$ 5,974	\$ 4,000	\$ 4,295	\$ 3,683
Payroll Taxes and Benefits Payable	\$ 115,866	\$ 85,954	\$ 97,624	\$ 57,777	\$ 10,661	\$ 12,052	\$ 12,414	\$ 12,450	\$ 23,564	\$ 11,400	\$ 21,305	\$ 45,279	\$ 56,788
Total Current Liabilities	\$ 332,788	\$ 335,193	\$ 434,773	\$ 1,000,247	\$ 303,424	\$ 299,882	\$ 258,544	\$ 172,154	\$ 232,004	\$ 236,805	\$ 286,845	\$ 365,716	\$ 251,029
Fund Balance													
Reserve for Encumbrances	\$ 441,712	\$ 378,475	\$ 315,594	\$ -	\$ 479,177	\$ 428,516	\$ 382,314	\$ 515,366	\$ 415,768	\$ 374,062	\$ 342,392	\$ 276,173	\$ 249,433
Net Excess (Deficit)	\$ (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)	\$ (2,528,332)	\$ (3,982,161)
Unreserved Fund Balance	\$ 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	\$ 9,032,928
Total Fund Balance	\$ 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	\$ 6,780,769	\$ 5,300,200
Total Liabilities and Fund Balance	\$ 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	\$ 7,146,485	\$ 5,551,229
Anticipated Property Tax Revenue	\$ 10,921,417	\$ 3,627,815	\$ 1,229,998	\$ -	\$ 25,516,351	\$ 25,112,244	\$ 23,682,603	\$ 14,993,995.22	\$ 12,484,118	\$ 12,375,381	\$ 12,288,973	\$ 12,166,212	\$ 11,762,780

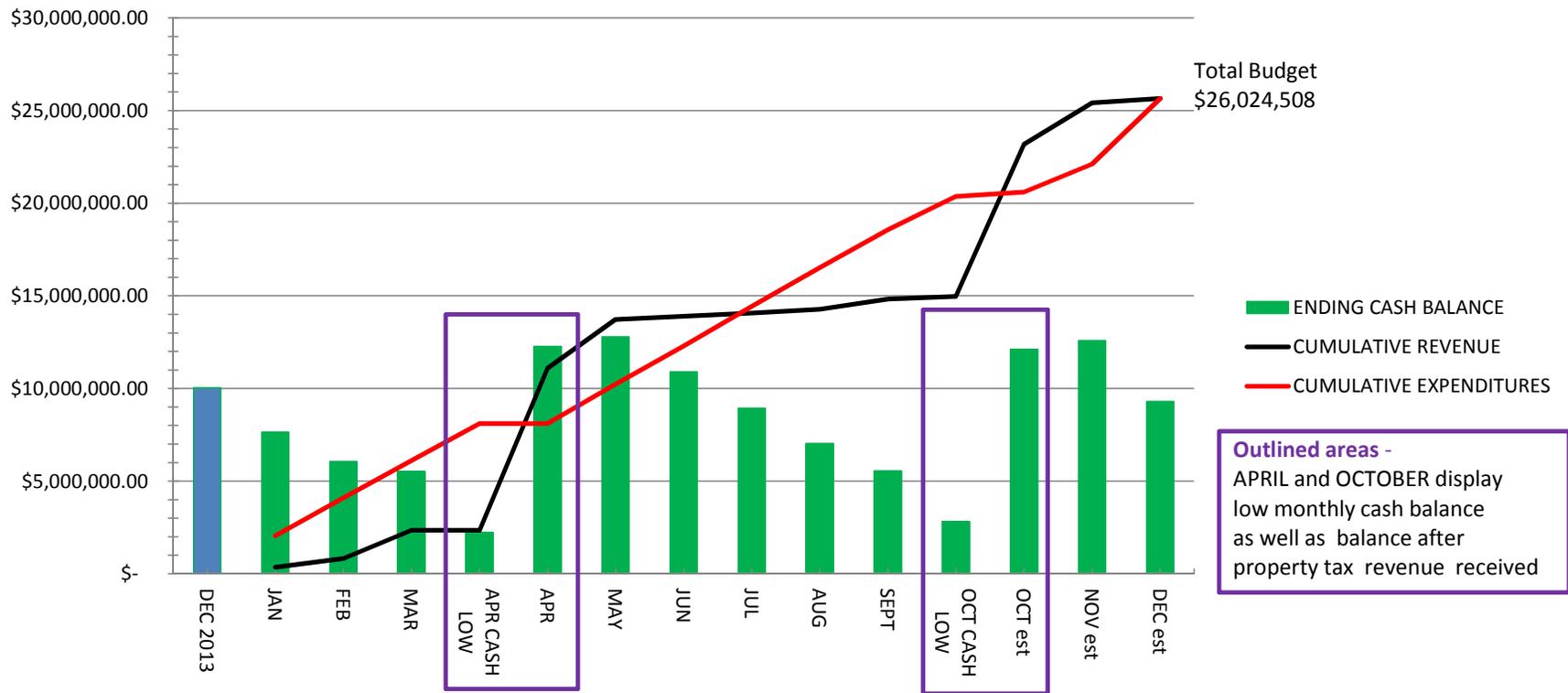
PIERCE COUNTY LIBRARY SYSTEM
Statement of Revenue and Expenditures
Year to Date through September 30, 2014
no pre-encumbrances

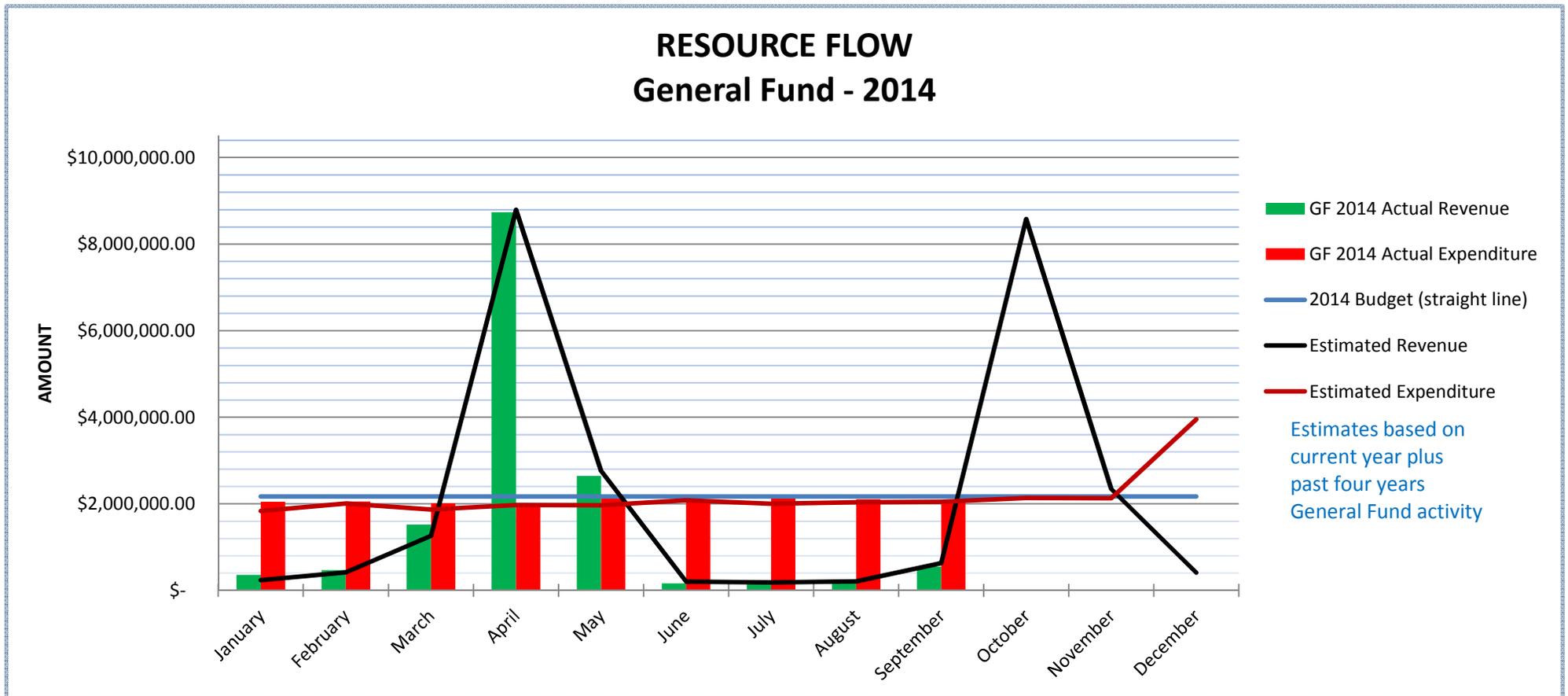
<u>General Fund</u>	<u>2014 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Property Tax/Investment Income & Other PC Revenue	\$ 24,669,808	\$ 13,903,112	\$ -	\$ 10,766,696	56%
Other Revenue	\$ 1,354,700	\$ 928,479	\$ -	\$ 426,221	69%
Total Revenue	\$ 26,024,508	\$ 14,831,591	\$ -	\$ 11,192,917	57%
Expenditures					
Personnel/Taxes and Benefits	\$ 18,560,574.00	\$ 13,894,357.69	\$ -	\$ 4,666,216	75%
Materials	\$ 3,333,375	\$ 2,083,582.46	\$ -	\$ 1,249,793	63%
Maintenance and Operations	\$ 3,870,314	\$ 2,586,378	\$ 249,433	\$ 1,034,503	73%
Transfers Out	\$ 260,245	\$ -	\$ -	\$ 260,245	0%
Total Expenditures	\$ 26,024,508	\$ 18,564,318	\$ 249,433	\$ 7,210,757	72%
Excess/(Deficit)		\$ (3,732,728)			
(less encumbrances)		(249,433)			
Net Excess (Deficit)		\$ (3,982,161)			

<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	\$ -	\$ 63	\$ -	\$ (63)	0%
Other Revenue	\$ -	\$ -	\$ -	\$ -	0%
Total Revenue	\$ -	\$ 63	\$ -	\$ (63)	0%
Total Expenditures	\$ -	\$ -	\$ -	\$ -	0%
Net Excess (Deficit)		\$ 63			

<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	\$ 106,641	\$ -	\$ 228,359	0%
Transfers In	\$ 260,245	\$ -	\$ -	\$ 260,245	0%
Total Revenue	\$ 1,569,200	\$ 915,527	\$ -	\$ 653,673	58%
Expenditures					
Maintenance and Operations	\$ 1,569,200	\$ 714,430	\$ 327,285	\$ 527,485	66%
Total Expenditures	\$ 1,569,200	\$ 714,430	\$ 327,285	\$ 527,485	66%
Excess/(Deficit)		\$ 201,097			
(less encumbrances)		(327,285)			
Net Excess (Deficit)		\$ (126,188)			

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: 9/30/2014

FUND: GENERAL FUND (01)

Object	2014 Budget	September Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
REVENUE ACCOUNTS						
31111 PROPERTY TAXES CURRENT	23,744,495.00	384,990.92	13,299,361.72	0.00	10,445,133.28	56.01
31112 PROPERTY TAXES DELINQUENT	807,313.00	23,868.20	534,214.58	0.00	273,098.42	66.17
31130 SALE OF TAX TITLE PROPERTY	3,000.00	353.33	1,390.12	0.00	1,609.88	46.34
31210 PRIVATE HARVEST/ FOREST EXCISE	70,000.00	0.00	60,720.91	0.00	9,279.09	86.74
31720 LEASEHOLD EXCISE TAX	20,000.00	0.00	2,666.13	0.00	17,333.87	13.33
TAXES:	24,644,808.00	409,212.45	13,898,353.46	0.00	10,746,454.54	56.39
33872 CONTRACTS FEES - CITIES	3,900.00	0.00	2,430.00	0.00	1,470.00	62.31
33890 GOVERMENTAL GRANTS	5,400.00	0.00	2,265.61	0.00	3,134.39	41.96
34160 COPIER FEES	30,000.00	2,232.11	23,172.43	0.00	6,827.57	77.24
34161 GRAPHICS SERVICES CHARGES	4,000.00	64.20	4,238.85	0.00	(238.85)	105.97
34162 PRINTER FEES	105,000.00	8,647.93	82,436.93	0.00	22,563.07	78.51
34163 FAX FEES	21,000.00	1,773.65	16,223.00	0.00	4,777.00	77.25
34730 INTERLIBRARY LOAN FEES	0.00	15.99	80.99	0.00	(80.99)	0.00
35970 LIBRARY FINES	600,000.00	38,848.62	424,909.15	0.00	175,090.85	70.82
36110 INVESTMENT INCOME	10,000.00	364.60	4,758.15	0.00	5,241.85	47.58
36111 INTEREST - STATE FOREST FUND	0.00	0.00	0.10	0.00	(0.10)	0.00
36190 OTHER INTEREST EARNINGS	0.00	0.13	2.00	0.00	(2.00)	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	0.00	760.14	0.00	(760.14)	0.00
36720 FRIENDS' REIMBURSEMENTS	3,000.00	0.00	6,656.36	0.00	(3,656.36)	221.88
36725 DONATIONS - OTHER	0.00	2.70	1,632.98	0.00	(1,632.98)	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	2,540.80	10,280.77	0.00	(280.77)	102.81
36990 MISCELLANEOUS REVENUE	9,000.00	1,026.65	5,536.07	0.00	3,463.93	61.51
36991 PAYMENT FOR LOST MATERIALS	12,000.00	922.13	7,669.72	0.00	4,330.28	63.91
36994 UNCLAIMED PROPERTY	0.00	28.96	574.24	0.00	(574.24)	0.00
36996 JURY DUTY REIMBURSEMENT	0.00	80.00	492.96	0.00	(492.96)	0.00
36997 PRIOR YEAR'S REFUNDS	0.00	0.00	5,161.10	0.00	(5,161.10)	0.00
36998 E RATE REIMBURSEMENT	114,000.00	77,067.41	115,273.93	0.00	(1,273.93)	101.12
36999 REBATES - PROCUREMENT CARD	30,000.00	8,399.60	24,995.53	0.00	5,004.47	83.32
CHARGES OTHER:	1,357,300.00	142,015.48	925,840.79	0.00	431,459.21	68.21
39510 SALE OF FIXED ASSETS/TIMBER (GC	15,000.00	0.00	0.00	0.00	15,000.00	0.00
39520 INSURANCE RECOVERIES - ASSETS	7,400.00	0.00	7,396.28	0.00	3.72	99.95
TOTAL FOR REVENUE ACCOUNTS	26,024,508.00	551,227.93	14,831,590.53	0.00	11,192,917.47	56.99
EXPENSE ACCOUNTS						
51100 SALARIES AND WAGES	13,429,017.00	1,093,696.65	9,883,892.26	0.00	3,545,124.74	73.60
51105 ADDITIONAL HOURS	248,850.00	25,136.58	205,775.64	0.00	43,074.36	82.69
51106 SHIFT DIFFERENTIAL	148,518.00	13,829.11	103,344.55	0.00	45,173.45	69.58
51107 SUBSTITUTE HOURS	303,500.00	23,708.50	208,004.94	0.00	95,495.06	68.54
51109 TUITION ASSISTANCE PROGRAM	300.00	0.00	0.00	0.00	300.00	0.00
51200 OVERTIME WAGES	6,750.00	20.04	4,163.87	0.00	2,586.13	61.69
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	15,464.93	141,278.04	0.00	31,851.96	81.60
52002 MEDICAL INSURANCE	2,198,331.00	151,006.17	1,463,117.68	0.00	735,213.32	66.56
52003 F.I.C.A.	1,098,014.00	87,582.37	788,498.92	0.00	309,515.08	71.81

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 9/30/2014

FUND: GENERAL FUND (01)

Object	2014 Budget	September Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
EXPENSE ACCOUNTS						
52004 RETIREMENT	1,192,330.00	100,756.54	904,458.79	0.00	287,871.21	75.86
52005 DENTAL INSURANCE	218,189.00	15,471.36	137,788.02	0.00	80,400.98	63.15
52006 OTHER BENEFIT	11,020.00	960.00	8,100.00	0.00	2,920.00	73.50
52010 LIFE AND DISABILITY INSURANCE	25,674.00	2,325.36	19,848.49	0.00	5,825.51	77.31
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	1,529,957.61	13,894,357.69	0.00	4,666,216.31	74.86
53100 OFFICE/OPERATING SUPPLIES	169,450.00	11,593.19	130,071.28	15,980.60	23,398.12	86.19
53101 CUSTODIAL SUPPLIES	52,100.00	4,588.93	38,785.37	0.00	13,314.63	74.44
53102 MAINTENANCE SUPPLIES	60,200.00	3,366.05	37,826.94	0.00	22,373.06	62.84
53103 AUDIOVISUAL PROCESSING SUP	20,000.00	20.00	11,640.44	4,376.00	3,983.56	80.08
53104 BOOK PROCESSING SUPPLIES	20,000.00	5,626.78	16,921.48	0.00	3,078.52	84.61
53200 FUEL	40,750.00	0.00	37,522.45	3,351.10	(123.55)	100.30
53401 ADULT MATERIALS	841,184.00	75,843.30	546,114.15	0.00	295,069.85	64.92
53403 PERIODICALS	80,000.00	824.43	12,405.63	0.00	67,594.37	15.51
53405 JUVENILE BOOKS	535,258.00	28,257.84	309,383.03	0.00	225,874.97	57.80
53406 PROFESSIONAL COLLECTION	20,000.00	13,158.99	16,266.14	0.00	3,733.86	81.33
53407 INTERNATIONAL COLLECTION	76,000.00	1,313.18	23,439.17	0.00	52,560.83	30.84
53408 AUDIOVISUAL MATERIALS - ADULT	816,000.00	85,714.31	613,730.29	0.00	202,269.71	75.21
53409 AUDIOVISUAL MATERIALS - JUV	102,040.00	5,771.53	50,873.00	0.00	51,167.00	49.86
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	1,507.86	7,249.93	0.00	29,164.07	19.91
53413 ELECTRONIC SERVICES	244,124.00	0.00	145,669.55	0.00	98,454.45	59.67
53414 ELECTRONIC COLLECTION	259,000.00	3,863.98	231,793.01	0.00	27,206.99	89.50
53464 VENDOR PROCESSING SERVICES	153,000.00	15,772.25	110,049.19	0.00	42,950.81	71.93
53499 GIFTS - MATERIALS	0.00	146.30	3,322.49	0.00	(3,322.49)	0.00
53500 MINOR EQUIPMENT	6,500.00	0.00	0.00	0.00	6,500.00	0.00
53501 FURNISHINGS	53,000.00	3,131.07	24,512.92	7,622.59	20,864.49	60.63
53502 IT HARDWARE	244,600.00	31,608.65	157,050.31	0.00	87,549.69	64.21
53503 PRINTERS	20,000.00	0.00	1,919.25	0.00	18,080.75	9.60
53505 SOFTWARE	53,400.00	5,474.56	30,767.34	0.00	22,632.66	57.62
54100 PROFESSIONAL SERVICES	434,454.00	41,972.76	342,313.81	17,366.76	74,773.43	82.79
54101 LEGAL SERVICES	30,000.00	1,932.00	26,267.64	0.00	3,732.36	87.56
54102 COLLECTION AGENCY	24,000.00	1,915.30	14,546.62	0.00	9,453.38	60.61
54161 RESOURCE SHARING SERVICES	19,000.00	0.00	7,184.96	0.00	11,815.04	37.82
54162 BIBLIOGRAPHICS SERVICES	33,000.00	0.00	22,814.73	0.00	10,185.27	69.14
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	296.83	1,308.66	0.00	1,691.34	43.62
54200 POSTAGE AND SHIPPING	33,000.00	0.00	28,782.34	0.00	4,217.66	87.22
54201 TELECOM SERVICES	305,000.00	4,808.96	245,597.02	0.00	59,402.98	80.52
54300 TRAVEL	129,200.00	2,225.84	37,819.17	0.00	91,380.83	29.27
54301 MILEAGE REIMBURSEMENTS	30,150.00	2,269.76	21,281.26	0.00	8,868.74	70.58
54400 ADVERTISING	68,000.00	5,233.18	15,708.13	0.00	52,291.87	23.10
54501 RENTALS/LEASES - BUILDINGS	377,700.00	85,808.70	283,275.53	40,601.60	53,822.87	85.75
54502 RENTAL/LEASE - EQUIPMENT	23,600.00	5,021.56	29,125.40	7,251.26	(12,776.66)	154.14
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: 9/30/2014

FUND: GENERAL FUND (01)

Object	2014 Budget	September Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
EXPENSE ACCOUNTS						
54700 ELECTRICITY	240,000.00	17,819.88	172,255.50	0.00	67,744.50	71.77
54701 NATURAL GAS	15,000.00	72.01	6,537.54	0.00	8,462.46	43.58
54702 WATER	26,000.00	1,909.39	16,081.79	0.00	9,918.21	61.85
54703 SEWER	32,000.00	803.05	26,268.95	0.00	5,731.05	82.09
54704 REFUSE	22,500.00	404.35	19,548.41	523.61	2,427.98	89.21
54800 GENERAL REPAIRS/MAINTENANCE	198,300.00	11,085.79	142,906.66	40,652.66	14,740.68	92.57
54801 CONTRACTED MAINTENANCE	729,200.00	16,535.74	498,384.95	111,702.22	119,112.83	83.67
54803 MAINT. TELECOM EQUIPMENT	31,000.00	0.00	21,012.46	0.00	9,987.54	67.78
54900 REGISTRATIONS	26,450.00	1,591.00	18,766.16	0.00	7,683.84	70.95
54901 DUES AND MEMBERSHIPS	42,120.00	0.00	32,938.95	5.00	9,176.05	78.21
54902 TAXES AND ASSESSMENTS	30,500.00	79.86	14,985.00	0.00	15,515.00	49.13
54903 LICENSES AND FEES	34,850.00	2,470.33	26,244.90	0.00	8,605.10	75.31
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 & IMPROVEME	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	501,839.49	4,669,960.40	249,433.40	2,544,540.20	65.91
TOTAL FOR EXPENSE ACCOUNTS	26,024,508.00	2,031,797.10	18,564,318.09	249,433.40	7,210,756.51	72.29
NET SURPLUS / DEFICIT	0.00	(1,480,569.17)	(3,732,727.56)	(249,433.40)	3,982,160.96	0.00

FUND: DEBT SERVICE FUND (20)

Object	2014 Budget	September Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
REVENUE ACCOUNTS						
31112 PROPERTY TAXES DELINQUENT	0.00	0.02	0.12	0.00	(0.12)	0.00
TAXES:	0.00	0.02	0.12	0.00	(0.12)	0.00
36110 INVESTMENT INCOME	0.00	6.49	63.06	0.00	(63.06)	0.00
CHARGES OTHER:	0.00	6.49	63.06	0.00	(63.06)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	6.51	63.18	0.00	(63.18)	0.00
NET SURPLUS / DEFICIT	0.00	6.51	63.18	0.00	(63.18)	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 9/30/2014

FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)

Object	2014 Budget	September 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	38.36	596.37	0.00	(596.37)	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	38.36	912,811.37	0.00	396,143.63	69.74
39520 INSURANCE RECOVERIES - CAPITAL	0.00	0.00	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	38.36	915,527.37	0.00	653,672.63	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	12,503.50	37,447.32	30.65
54100 PROFESSIONAL SERVICES	157,500.00	2,822.51	36,052.58	4,700.76	116,746.66	25.88
54400 ADVERTISING	0.00	0.00	493.50	0.00	(493.50)	0.00
54502 RENTALS/LEASES - EQUIPMENT	0.00	0.00	12,202.97	0.00	(12,202.97)	0.00
54800 GENERAL REPAIRS/MAINTENANCE	0.00	1,053.64	1,053.64	0.00	(1,053.64)	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	144,663.74	354,453.20	39,168.97	(2,122.17)	100.54
56201 CONSTRUCTION	0.00	0.00	20,265.60	156,766.87	(177,032.47)	0.00
56202 ELECTRICAL	78,000.00	0.00	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	7,342.59	7,342.59	28,669.55	10,987.86	76.62
56205 ROOFING	151,000.00	0.00	0.00	0.00	151,000.00	0.00
56301 PARKING LOT REPAIR & IMPROVEME	50,000.00	0.00	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	26,061.31	88,565.37	49.39
56402 HVAC	125,200.00	31,230.43	116,299.67	3,265.59	5,634.74	95.50
TOTAL FOR EXPENSE ACCOUNTS	1,569,200.00	187,112.91	714,430.27	327,285.01	527,484.72	66.39
NET SURPLUS / DEFICIT	0.00	(187,074.55)	201,097.10	(327,285.01)	126,187.91	0.00

MEMO

Date: October 6, 2014

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

From: Neel Parikh, Executive Director

Subject: Knowledge Transfer

One of my goals this year was to transfer, as much as possible, knowledge about issues facing the organization and past practices. In other words, tap into my knowledge and memory while I am here. Petra and I arranged “Learning Sessions with Neel” about a variety of topics. The Administrative Team and Customer Experience Team members were invited to attend. These sessions included:

Annexation: History and process for annexation election.

Elections: A discussion of election strategy.

Property Matters: Overview of specific issues related to Library property owned or desired.

Board of Trustee Appointment Process: Review of the calendar and steps in the process.

Taxes: Property tax overview.

Lid Lift: The process for the lid lift and the activities of the Community Advisory Council.

University Place Condo: An overview of the Declaration and management of the Condo Association.

South Sound Military Connection: Pierce County Library System involvement and potential strategies for the future.

Strategic Planning: An overview of the planning process that Pierce County Library System has engaged in since 1995: three strategic plans and a Facilities Master Plan.

M E M O

Date: October 6, 2014

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

From: Neel Parikh, Executive Director

Subject: Current Community Engagement

Since the 1995 Strategic Plan, the Library has identified partnerships and community engagement as a key strategy for success in our communities. Over the years we have worked to increase our engagement in the lives of our communities. The recent Annual Branch Services Plans helped branch staff create targeted strategies to engage with the community. To that end, we have also developed metrics to measure the level of our engagement with our communities. Linda Farmer, Sally Porter Smith and I have developed definitions of five different measures to help us identify the level of involvement in the community and also measure change and growth. Sally is developing a branch monthly report form that will allow us to capture this data. Attached for your information is the definition of the five categories of community engagement data we will be collecting.

In past years I prepared for the Board a list of organizations in the community where there was Pierce County Library System staff participation or representation. I have not compiled that list since 2012. As we worked on the community engagement metrics, we compiled a list of the engagement of our staff in community organizations in 2013. Attached is that list. You can see our reach in the community is quite broad. This list is nearly twice as long as the list we shared with you in the past and is a tribute to the many ways the Library contributes to our communities.

Community Engagement Definitions

Events

Library participation in one-off special events in the community

Examples:

- Staff a booth at a school fair
- Staff a table at a community event (TNT Business Expo or Military Appreciation Night)

Involvement in Community Organizations

Membership or regular attendance (more than half the meetings) at meetings of an established community organization or high-level participation.

Examples:

- Attend a community meeting (such as Rotary or Chamber of Commerce) on behalf of the library
- Serve on a community committee (such as First Five FUNdamentals) on behalf of the library
- Sit on a board (such as Tacoma Community House) on behalf of the library

Promotional Partnerships

A collaboration that results in an exchange of services, use of facilities, or other non-project transactions between the Library and another entity. Each partner contributes to the enterprise.

Examples:

- Exchange of links and/or information on both websites (Comcast Internet Essentials program)
- Hand out or display materials in both places of business (For PC Reads: REI)
- Logos displayed on items or websites from both businesses (Sounds Fun Mom Blog)

Project Partnerships

A collaboration that results in tangible service to Library customers (projects, programs, resources).

Examples:

- RallyPoint/6 cooperative project on Microsoft IT Academy Open Lab
- Museum Passes for check out at the Library
- First5 Fundamentals programming at Bates Technical College
- “A Card in Every Hand” - Bethel, Franklin Pierce & White River Library Card Projects
- Play to Learn program with Children’s Museums
- Partnerships involving MOU; i.e. Workforce Central, First5 Fundamentals, etc.

Sponsorships

An agreement between the Library and/or the Library Foundation and another entity in which the entity makes a monetary gift or donation of in-kind services of a specific dollar value, in exchange for defined promotional consideration per a written agreement.

Examples:

- Paid sponsorship for library program in exchange for logo or business listing (Summer Reading)
- Donation of in-kind goods and services for library program (PC Reads, Summer Reading)

PIERCE COUNTY LIBRARY SYSTEM COMMUNITY PARTICIPATION

Note: Organizations are only listed when there is regular attendance (more than half the meetings) or high-level participation by a PCLS staff member or significant collaboration.

COUNTY-WIDE

Aging

- Pierce County Aging and Disability Resource Center Task Force (Kristine Countryman)

Civic

- Tacoma Rotary 8 (Neel Parikh)
- American Leadership Forum (Neel Parikh)
- KPLU Advisory Board (Linda Farmer)

Human Services

- Pierce County Human Services Collaboration (Jennifer Patterson)
- Asset Building Coalition (Jaime Prothro)
- Connexion Latina (Barbara Menne, Secretary)
- Affordable Care Leadership Team/PC-Tacoma Health Department (Jaime Prothro)
- Latino Business Seminar Project (Jeffri Walters)
- Tacoma Community House (Georgia Lomax, Board member and Treasurer)

Jobs

- WorkForce Central, Jaime Prothro
- WorkForce Pierce Leadership Team (Jaime Prothro)
- Washington Women's Employment & Education (Chereé Green)
- Tacoma/Pierce County Growth Partnership (Neel Parikh)

Military

- WA State Military Kids & Family Partnership (Meghan Sullivan)
- WA Air & Army National Guard Youth (Corrine Weatherly)

Youth

- Alliance for Youth of Pierce County (Judy Nelson, Treasurer)
- Early Learning Advisory Council (Susan Anderson-Newham (attends, not a member))
- First Five Fundamentals (Judy Nelson, Co-Chair; Susan Anderson-Newham)
- First Five Community Awareness Team (Judy Nelson, Co-Chair; Susan Anderson-Newham)
- United Way Impact Team: Early Learning (Judy Nelson)
- Family Support Partnership (Susan Anderson-Newham)
- Infant/Toddler Task Force (Susan Anderson-Newham)
- Linkages Advisory Group (Judy Nelson, Susan Anderson-Newham)
- Mid-County Leadership - Summer Learning Loss Team (Judy Nelson)
- Thrive by Five Early Learning Coalition (Susan Anderson-Newham)
- Early Learning Alliance Conference Calls (Susan Anderson-Newham)

Regional Consortiums

- Mid-County Leadership Team (David Durante, Keith Knutsen, Neel Parikh)
- North PC Community Coalition (Dana Brownfield)
- Sumner/Bonney Lake Coalition for Families (Rebecca Ryan)
- White River Families First Coalition (Catherine O'Brien, Gretchen Nelson, Greg Dyer)
- Prairie Ridge Community Coalition (Lauren Murphy)
- Bethel Community Coalition Parkland/Spanaway (Barbara Menne, Corrine Weatherly, Laura Farrow)

PIERCE COUNTY LIBRARY SYSTEM COMMUNITY PARTICIPATION

Professional

- WA Finance Officers Association (Dale Hough, Board member and Conference Chair 2015)
- ALA/YALSA Board (Joy Kim)
- ALA/PLA Board - 2014 (Georgia Lomax)
- ALSC/PLA Every Child Ready to Read (Judy Nelson)
- WA Public Libraries Cooperate WPLC (Clare Murphy)

CITIES

BONNEY LAKE

- Chamber of Commerce (Lauren Murphy)

BUCKLEY

- Chamber of Commerce (Kathy Norbeck)

DUPONT

- Business Association (Susan McBride)

EATONVILLE

- Chamber of Commerce (Cindy Dargan)
- Career Technology Education Advisory Committee (Cindy Dargan)
- Columbia Crest Elementary STEM Program Advisory Board (Cindy Dargan)

FIFE

- Fife/Milton/Edgewood Chamber of Commerce (Linda Case)

FREDERICKSON

- Linkages (Alison Pascone)

GIG HARBOR

- Gig Harbor/Peninsula Chamber of Commerce (Joy Kim)
- Peninsula School District Parent Council (Tamara Saarinen, Holly Smith)
- Linkages (Susan Anderson-Newham)

GRAHAM

- Graham Business Association (David Seckman)

KEY CENTER

- KPN Business Association (Rosina Vertz)
- KP Health and Professional Center (Rosina Vertz)
- KP Toastmasters (Rosina Vertz, Vice-Chair)

LAKESWOOD

- Chamber of Commerce (Kim Archer)
- Safe Spaces TF- Lakewood's Promise (Elise Doney)
- Lakewood Rotary (Sally Porter Smith)

MILTON/EDGEWOOD

- Chamber of Commerce Coffee Connection (Linda Case)

ORTING

- Orting Chamber of Commerce (Susan Rigley)
- Orting Network (Susan Rigley)

PIERCE COUNTY LIBRARY SYSTEM COMMUNITY PARTICIPATION

PARKLAND/SPANAWAY

- South Sound Chamber Division (Keith Knutsen)
- Franklin Pierce Youth First (Naomi Smith)
- Linkages (Susan Anderson-Newham)

SOUTH PRAIRIE

SOUTH HILL

- South Hill Community Council (Meghan Sullivan)
- Linkages (Susan Anderson-Newham)

STEILACOOM

SUMNER

- Coalition for Families (Kate Savage, Rebecca Ryan, Catherine O'Brien)
- Sumner School District Early Learning Advisory Team (Rebecca Ryan)
- Linkages (Susan Anderson-Newham)

SUMMIT

- Youth First

TILLICUM

- Tillicum/Woodbrook Neighborhood Association (Jeanine Adams)
- TREE (Jeanine Adams)

UNIVERSITY PLACE

- Narrows Rotary (Lynne Hoffman)
- United for UP (Lynne Zeiher)
- UP Joint Agencies (Neel Parikh, Lynne Zeiher)
- UP for Arts (Lynne Zeiher)

WILKESON

M E M O



Date: October 8, 2014

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

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

Subject: UP Cost Comparison

Earlier this year the Board asked for what it costs to run the University Place Library, compared to another similar Pierce County Library. We chose the Gig Harbor Library as a comparable Library, as the square footage is similar. Attached is our assessment. As can be seen, the cost is 450% higher, substantially due to the condominium operating charges (note that this is just the Library's portion; the City's is substantially higher).

Jan - Aug, 2014

Branch	YTD
GIG	\$0.00
UP Condo Operating Charges	\$133,403.00
GIG - Electricity	\$12,902.36
UP - Electricity	\$8,352.53
GIG - Water	\$1,048.93
UP - Water	\$0.00
- Not Metered Separately.	
GIG - Sewer	\$5,086.23
UP - Sewer	\$520.84
- Not Metered Separately.	
GIG - Refuse	\$1,749.62
UP - Refuse	\$1,184.59
GIG - General Repairs	\$3,290.04
UP - General Repairs	\$1,981.88
GIG - Contracted Maint.	\$10,018.23
UP - Contracted Maint	\$9,057.09
UP - (AMI: Atrium)	\$17,100.00
Gig Harbor Totals - 2014	\$30,805.37
University Place Totals - 2014	\$169,618.05

Contracted Maintenance Includes: HVAC Controls, HVAC Service
 Pest Control Service, Access Control, Fire & Life Safety Service/Testing,
 Landscaping Service (Gig Harbor Only).

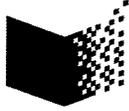
FLORENCE DAVIS



Florence Belk Davis Was born On October 1, 1921 in Pittsburgh, Pennsylvania, and passed away September 20, 2014 in Puyallup, Washington. Florence was preceded in death by her husband Warren (Gene) Davis. She was the beloved mother of eight children, Susan (John) Curran, Woodrow (Mary) Sweeney, James (Julie) Sweeney, Pamela (Robert) Grote, Mary (Thomas) Reichman, April (Mario) Marsillo, Amanda (Gary) Tucci, and David Stanley. She was blessed enough to have thirteen

grandchildren and thirteen great-grandchildren: Kevin, Sean, Timothy, Jennifer, Jeffrey, David, Paul, Mario, Cameron, Kathryn, Alex, Mary, Shawnte', Meghan, Matthew, Neil, Fiona, Jonathan, Michael, Gage, Skylar, Manny, Ella, Olivia, Shanell, and Maci. She was preceded in death by her brothers Jack and James Belk, and is survived by her sisters Mary Wittmer and Eileen Ankeney, both of Pittsburgh, and many nieces and nephews. Besides her love of family, so much of her happiness came from giving back to her community. Her passion for reading and books led her to be a longtime volunteer at the South Hill Pierce County Library. Because of her caring heart for animals, she also gave her time to Wolf Haven. Florence was an early pioneer in conservation, always doing her part to protect the environment. She also enjoyed painting, listening to music, dancing, playing Scrabble with her family, solving crossword puzzles, and being a member of the YMCA. In her earlier years, she cherished traveling across the country with her Moto Guzzi motorcycle friends. Florence touched the lives of many, and was rewarded with their friendship in return. A special thank you to her caregivers at Life Care Center of Puyallup. In lieu of flowers, a donation may be made to the "Florence Davis Reading Lounge" at the South Hill Library, Pierce County Library Foundation, 3005 112th St. E. Tacoma, WA 98446. A celebration of Florence's life will be held at the home of Gary and Amanda Tucci with an open house from 1:00-4:00pm Saturday, October 11th, 11503 134th Ave Ct East, Puyallup, WA 98374-5034

Published in News Tribune (Tacoma) on Oct. 5, 2014



**Pierce County
Library Foundation**

**Pierce County Library Foundation
Board of Directors
June 24, 2014**

President Michael Gordon called to order the **annual meeting** of the Pierce County Library Foundation Board of Directors on Tuesday, June 24, 2014 at 7:38 a.m. at the Processing and Administration Center.

Attendance 71% Present: Jack Conway, Joan Cooley, Larry Faulk, Kathryn O. Galbraith, Caireen Gordon, Michael Gordon, Kim Heggerness, Travis Mahugh, Craig Richmond, Molly Stuen, Linda Tieman, Stacy Topping, Karen Triplett, Doug Whitton, Shelia Winston, Mary Ann Woodruff. Absent: Cyndi Chaney. Excused: Kari Kennard, Janice Ludwig, Kathryn McCarthy, Tim Sherry, Adam Small. Guests: Reji Kumar and Barbara Nelson.

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

Annual Summary: 2013-14 President Michael Gordon presented a review of the past year. Accomplishments in the Fall included the kick-off of the Annual Giving campaign and A Literary Evening which offered the board the opportunity to connect with donors; in the Winter 17 board members participated in the board retreat, the Leadership Giving Committee members made personal phone calls at the end of 2013, and board members developed targeted donor lists which resulted in more than \$2,500 in contributions; in the Spring another Annual Giving campaign mailing was conducted to donors and included Community Connect patrons, Summer Reading sponsors gave over \$37,000 to support the children's program, Pierce County READs was incredible with 103 donors attending the reception and a huge crowd for the main event, and the teen ceremony, Our Own Expressions, was impressive as always. The South Hill project is still on-going. Michael thanked the board for all their efforts.

Nomination of 2014-15 Officers: Michael Gordon, presented the following slate of officers to the 2014-15 Executive Committee: Michael Gordon, President; Mary Ann Woodruff, Vice President; Molly Stuen, Secretary; Kari Kennard, Treasurer; Janice Ludwig, Member-at-Large; Craig Richmond, Member-at-Large. Jack Conway moved and Kathryn O. Galbraith seconded the motion to approve the slate of officers. The slate of officers passed unanimously.

Nomination of New and Returning Term Board Members: The new and returning board members are Kari Kennard, Reji Kumar and Barbara Nelson, Janice Ludwig, Travis Mahugh and Linda Tieman. Joan Cooley moved and Mary Ann Woodruff seconded the motion to approve the new and returning board members for 2014-15. The motion passed unanimously.

Retiring Board Members: The Board recognized the service of Doug Whitton who served a full three terms on the board. Doug participated in the growth of the Foundation over the years including building the Summer Reading sponsorship programs and personal leadership giving. Adam and Dani Small also retired from the board due to professional and personal commitments. The board thanked the retiring board members for their service.

Annual Meeting adjourned.

President, Michael Gordon called to order the **regular meeting** of the Pierce County Library Foundation Board of Directors.

Mary Ann Woodruff announced that the New York Times ran an article about the American Academy of Pediatrics' new policy that recommends pediatricians promote reading aloud to children daily, beginning in infancy.

Scout program: David Durante introduced the Board to Scout. This program is a project that began three years ago as a pilot for the Teen Summer Challenge. The Paul Allen Foundation provided a risk capital grant of \$150,000 to allow the Library to pursue building the program. Scout is an online interactive platform for adults and their family to build a relationship around the library. Incentives are offered and a range of activities with the purpose of encouraging adults to interact with the library in a fun, new way. Currently, there are close to 800 participating and the program hasn't been formally introduced yet. Marketing includes bags, t-shirts, compasses and coasters that can be used at local trivia nights in the community.

Approval of Minutes: Kim Heggerness moved and Molly Stuen seconded the motion to approve the minutes of the May 27 meeting. The motion passed unanimously.

Finance Report: Doug Whitton moved and Linda Tieman seconded the motion to approve the May 2014 financial reports. The motion passed unanimously.

Audit recommendation: Doug Whitton stated that audits are often done to facilitate receipt of grants or for federal funding. If it is not a barrier to funding then the cost of going through the process is not necessary. One of the benefits of an audit is to review systems and controls. Doug will do a system analysis including cash disbursements and receipts. Linda Tieman moved and Kathryn O. Galbraith seconded the motion to not conduct an independent audit at this time. The motion passed unanimously.

Development Report: Lynne Hoffman thanked the board for their engagement in the fundraising process, including talking with donors and asking potential donors for their support.

Lynne will ask the fundraising committees to meet in the summer to look at the development plan and consider changes before September. Board members were asked to complete the committee preferences form provided for 2014-15 fiscal year.

To date, unrestricted giving is \$20,000 over last year. According to Giving USA, giving is back to pre-recession levels. They report that giving is up by 12.3% and is primarily coming from individuals.

Budget Recommendations for 2014-15: Larry Faulk moved to approve the 2014-15 budget recommendations and Karen Triplett seconded the motion. The motion passed unanimously.

Preliminary Distributions for 2013-14: Lynne Hoffman stated that the distribution will not be finalized until the fiscal year end. The foundation should have \$50,000 in unrestricted funds to place in the targeted program areas. Larry Faulk moved and Linda Tieman seconded the motion to approve the distributions. The motion passed unanimously.

Library Director Report: Neel Parikh was invited to attend an IMLS focus session discussing STEM. It is an honor to be invited as a representative from Pierce County Library, one of the cutting edge STEM libraries. Neel is also visiting city councils to discuss the state of the Library.

The meeting adjourned at 8:58 a.m.

The next regular board meeting is scheduled for Tuesday September 23, at 7:30 a.m.

LOCAL 3787

LOCAL3787.COM



Special
Convention
Edition

Upcoming
Membership
Meeting Dates:

September 26—
7pm at PAC

November 21—
7pm at PAC

The Organizer

SUMMER 2014

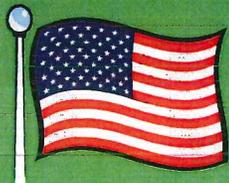
Bold, Brave, Determined

The focus of AFSCME's 41st International Convention was on increasing Union membership in so-called "right-to-work" states and galvanizing AFSCME members against ongoing, direct attacks on public employee Unions. AFSCME's strategic responses to these attacks will be critical in the next two years and beyond.

Alternate and Steward Tamara Saarinen said, "The opening of the convention was a combination pep-rally, rock show, and tent revival." President Lee Saunders fired everyone one up with a powerful speech deploring the attacks against Labor by wealthy individuals and corporations bent on keeping power consolidated into the hands of a few.

Several of President Saunders remarks resonated with Tamara. Saunders declared that people tend to turn to their Union only during bad times, when they are in trouble and need help. They forget that the good times are the result of the Union's work on their behalf, protecting their rights and negotiating for better pay and working conditions. Just because we've fought for and achieved successes, doesn't mean we're guaranteed to keep them without continued diligence. Our rights to bargain and unionize are now under attack, and we must fight back and stand firm to keep and improve our workplace gains.

Other Convention speakers included Secretary of Labor Thomas Perez and Reverend William Barber. Barber, president of North Carolina's state chapter of the NAACP and founder of the powerful, state-wide coalition, Moral Mondays, electrified attendees. Carrying forward the message of Martin Luther King, Jr. (who died supporting AFSCME workers striking in Memphis in 1968), he called for Unions and civil rights organizations to unite, opposing those forces focused on dismantling employee Unions and eliminating the social safety net for low-income people. He effectively demonstrated that social and economic justice transcends party lines and ideologies.



LABOR Day
is:
Monday,
September
1st.

Citizens United and other recent Supreme Court decisions allow private individuals and corporations to funnel unlimited money into election campaigns without having to disclose the source of the funds. Conservative groups, such as ALEC and the Heritage Foundation are using state legislatures to limit voting rights and push through anti-worker laws. As Reverend Barber and other presenters asserted, we need to vigilantly defend both workers' rights *and* voting rights—which are being undermined in many states through redistricting and voter identification laws.

Volunteer Member Organizers were mightily celebrated at the Convention for their crucial part in AFSCME's "50,000 Stronger" campaign. A total of 92,000 workers were added to AFSCME's membership as a result of this work, much of which was concentrated in some of the 24 states that have adopted "right to work" laws. These laws permit workers to benefit from Union-won workplace rights without paying Union dues.

In our Wednesday morning sector caucus for Libraries and Other Cultural Organizations, we brainstormed and voted on round table discussion topics. We then participated in our topic of choice. Delegate Elise DeGuseppi's group—which included library workers from Brooklyn PL, LAPL, Chicago PL and others—discussed strategies for connecting with local members who are geographically or otherwise spread out. Elise shared some of the ways we communicate, and got some great ideas for improving our connections with our Bargaining Unit members. Delegate Michelle Angell participated in the discussion on security issues in public libraries. Her group acknowledged that most libraries that have hired paid security personnel, have done so after assaults against library workers. (To sign up for AFSCME's Library Employees Online Network, go to <http://www.afscme.org/union/jobs-we-do/library-workers>.)

Several of our delegates participate in AFSCME's Next Wave, a constituent group of new and younger AFSCME members that's crucial to the continued longevity and growth of our Union. Younger and new Union workers must learn that men and women died fighting for the right to organize Unions and collectively bargain for workers' rights. Union gains trickle into private industry jobs, in the form of pay and benefits—an important consideration, given the current battle against the forces seeking nothing less than the break-up of public employee unions.

The only
effective
answer to
organized
greed is
organized
labor.

Thomas
Donahue

Our delegation attended workshops that focused on overcoming member apathy and organizing for social change. Michelle sharpened her already-awesome skills as our Treasurer, attending a session on AFSCME's Financial Standards Code. (Resources from the workshops can be found at this writing here:

<http://2014.afscme.org/convention-resources/workshop-resources>)

Delegate and Chief Steward Patti Cox, whose more-than 20 years of service to Local 3787 and Council 2 have encompassed many Conventions, remarked on the noticeably-smaller number of AFSCME delegates from such beleaguered states as Wisconsin, Michigan and Iowa, which have lost members as a result of their state legislatures' revamped laws targeting public employee Unions.

Tough times for unions notwithstanding, Convention attendees celebrated our successes and enjoyed the architectural and cultural treasures of Chicago. Our delegation—on vacation from PCLS—took in museums, a Cubs game at the Wrigley Field Rooftops, tall buildings and delicious food. We returned to work both exhausted and invigorated—ready to continue our advocacy for your rights and benefits as Union members.

For further reading about attacks on public employee Unions:

<http://www.dissentmagazine.org/article/convenient-scapegoat-public-workers-under-assault>

<http://www.aflcio.org/Blog/Organizing-Bargaining/Private-Sector-Union-Membership-Grows-in-2013-but-Attacks-on-Public-Employees-Take-Toll>

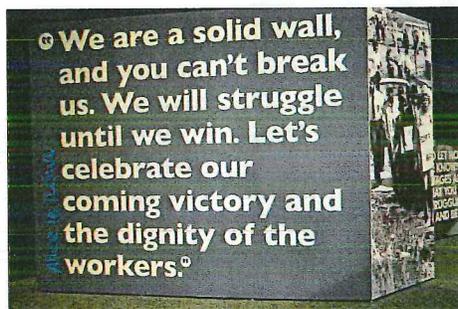
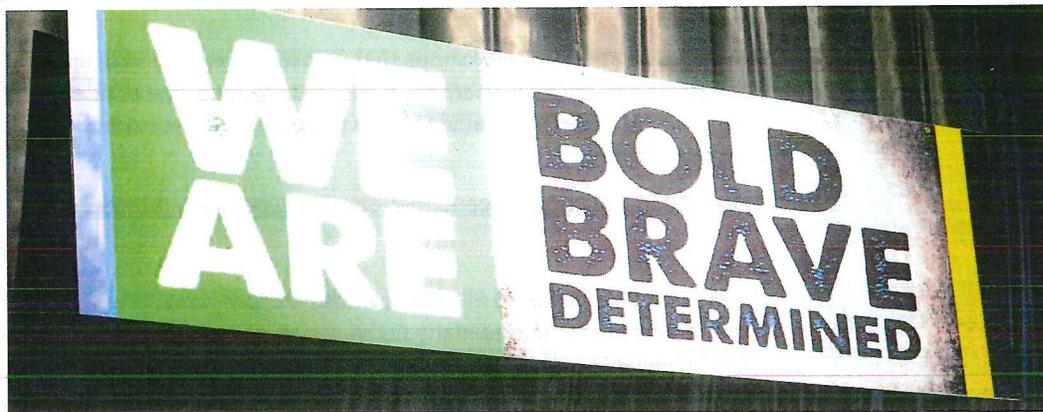
-Compiled from reports submitted by Local 3787's Convention Delegates and Alternates



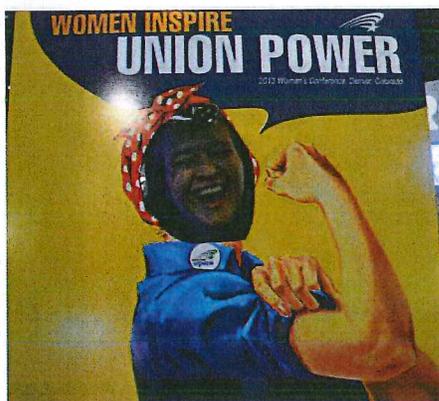
Checking in at McCormick Place for a week of solidarity! From left: Aisha Womack, Mark Siltala, Michelle Angell, Elise DeGuisseppi, and Patti Cox



Delegates are seated by state — somewhere around Day 3, a couple of curious objects became attached to Washington's marker...



A major point impressed upon me is how we are still at risk. We cannot take any progress for granted. I'm re-inspired to stand strong and to pay better attention to events around me, regarding my rights and workers' rights in general. -Barbie

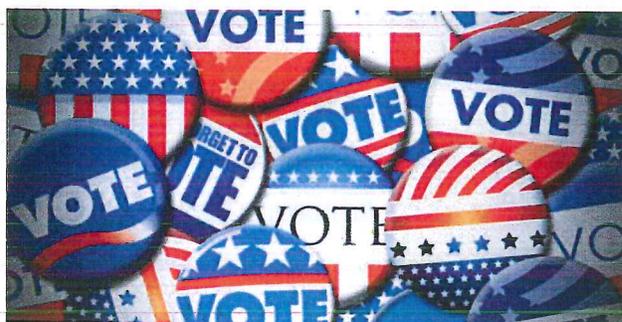


This was my second International Convention, and it is always a fantastic chance to meet new people and see old friends again. But we can't let the fun and spectacle of convention distract us from the reality that workers are under attack, especially us in the public sector. I have left these last two conventions reinvigorated and inspired to continue the fight for our members and the public we serve. -Aisha

**VOTE!!! Primary Elections
are Tuesday, August 5th**

Pierce County

Central Labor Council Endorsements:



CONGRESSIONAL OFFICES

- | | |
|----------------------------|--------------------------|
| 1. 6th CD —— Derek Kilmer | 3. 9th CD —— Adam Smith |
| 2. 8th CD —— Jason Ritchie | 4. 10th CD —— Denny Heck |

STATE SUPREME COURT:

- | | |
|-----------------------------|------------------------------|
| 1. Pos. 1 —— Mary Yu | 3. Pos. 4 —— Charles Johnson |
| 2. Pos. 3 —— Mary Fairhurst | 4. Pos. 7 —— Debra Stephens |

LEGISLATURE:

- | | |
|---------------------------------------|---|
| 1. 2nd LD, Pos. 1 —— Greg Hartman | 10. 28th LD, Pos. 2 —— John Connelly
and Christine Kilduff (<i>Dual Endorsement</i>) |
| 2. 25th LD, Pos. 1 —— Dawn Morrell | 11. 29th LD, Senate —— Steve Conway |
| 3. 26th, LD, Senate —— Judy Arbogast | 12. 29th LD, Pos. 1 —— David Sawyer |
| 4. 26th LD, Pos. 1 —— Nathan Schicher | 13. 29th LD, Pos. 2 —— Steve Kirby |
| 5. 26th LD, Pos. 2 —— Larry Seaquist | 14. 30th LD, Senate —— Shari Song |
| 6. 27th LD, Pos. 1 —— Laurie Jinkins | 15. 30th LD, Pos. 1 —— Gregory Baruso |
| 8. 28th LD, Senate —— Tami Green | 16. 30th LD, Pos. 2 —— Roger Freeman |
| 9. 28th LD, Pos. 1 —— Mary Moss | |

PIERCE COUNTY:

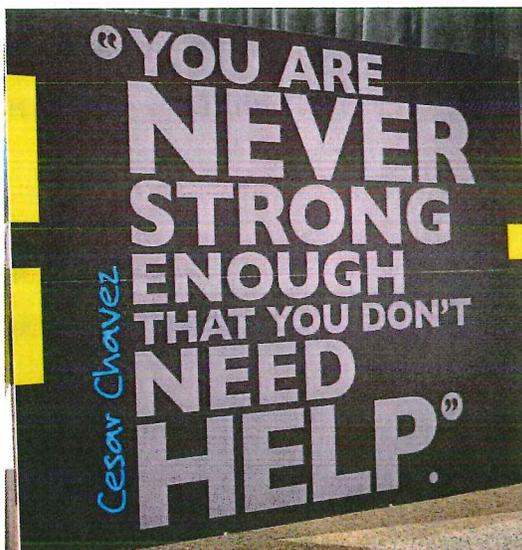
1. Pierce County Council, Position 7 Derek Young
2. Pierce County District Court Judge, Position 1 Kevin McCann

Weingarten Rights

Know your rights

Employee's Right to Union Representation

I have reason to believe that this investigatory interview may lead to disciplinary action against me; therefore, in accordance with my rights under Federal and State Statutes, I respectfully request that this interview not begin until (1) my Union Representative is present, (2) I am advised of the subject and purpose of the interview, and (3) I have had opportunity to consult with my Union Representative.



Barbie Swayze on top of the world at Willis Tower

LOCAL 3787 OFFICERS AND TRUSTEES

- President – Elise DeGuseppi, PAC
- Vice-President – Yuri Button, LWD
- Secretary – Aisha Womack, UP
- Treasurer – Michelle Angell, LWD
- Chief Shop Steward – Patti Cox, STL
- Council 2 Staff Representative – Dylan Carlson

Trustees –

- Steve Holmes, PAC
- Shellie Rock, SH/TIL
- Irene Poshtkouhi, DPT/TIL

Shop Stewards

- DPT/TIL - Irene Poshtkouhi
- GIG - Tamara Saarinen & Terri May
- LWD - Yuri Button & Michelle Angell
- ORT - Susan Rigley
- OUT - Cat Taylor
- PAC - Cathy O'Donnell & Mark Sitala
- PKS - Annabel Guimont
- SH - Dianne Ellis & Cynthia Parido
- STL - Patti Cox
- UP - Malia Tui & Aisha Womack

UNFINISHED BUSINESS

MEMO

Date: September 30, 2014

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

From: Neel Parikh, Executive Director

Subject: Board Bylaws Revision

I have attached a revision of the bylaws based on our conversation during our last Board meeting. Once again our attorney, Dan Gottlieb, has reviewed them. My comments below are based on my conversation with him. He also provides some clarifying information regarding the ‘for cause’ definition. We have ensured the terms Board, Trustees and Chair are used consistently throughout the document. Also, note below the revisions made based on our conversation:

ARTICLE III. Membership

Section 5. No Compensation; Reimbursement: You had expressed concern regarding the fact that we reimburse all actual expenses as those actually occurred except in the case of food expenses, which are reimbursed on a per diem rate. Dan Gottlieb recommended adding “*in accordance with Library policies.*” The per diem rate is based on Library policies. Dan said the original language in this section is the exact language from the RCW. He reviewed our Library travel policy and felt that this language addresses the per diem statement sufficiently.

Section 6. Removal: We’ve added the phrase “*The Board may, by a majority vote of the Board, recommend to the Pierce County Council removal of a Trustee for violation of the Board Code of Ethics.*” Dan agreed to this language. He also commented on the State Library wiki recommendation that causes for removal should be included in bylaws. I have attached his comment for your information. I will include in your Board packet a sample of Board of Trustees Codes of Ethics, or in one case a Code of Conduct, for your review and discussion.

ARTICLE VI. The Library Director

During the Board meeting it was pointed out that the original title “Responsibilities of the Library Director” applied to only one aspect of this article. The other three statements in this article relate to the appointment of the Library Director, evaluation of the Library Director and appointment of an acting Library Director. In order to clarify the items under this section, I have changed the section title to simply “The Library Director.” We also corrected the job title to Executive Director. I hope this terminology covers all the articles in that section.

ARTICLE X. Amendments

We have added a section which states the Board will periodically review the bylaws.

Neel Parikh

From: Daniel S. Gottlieb <dan.gottlieb@hcmp.com>
Sent: Friday, September 19, 2014 11:27 AM
To: Neel Parikh
Subject: RE: Bylaws

Neel:

Just to confirm, as you and I have discussed:

1. With respect to Article III, Section 6, State law provides that a trustee of a rural county library district, such as PCLS, "may be removed for just cause by the county commissioners after a public hearing upon a written complaint stating the ground for removal..." RCW 27.12.190. There is no fixed legal definition of "just cause," and it will vary in different contexts, but the clear legislative intent is that the Pierce County Council is entitled to make that determination, not the Library Board. The Library Board may attempt to influence that choice, and that is how I view the proposal to adopt a Code of Ethics and to articulate in the Bylaws that a trustee's violation of the Code would be a basis for a Board request to the Pierce County Council to remove that trustee. But everyone should be clear that the County Council would not be bound to agree with the Board's conclusion or, even if it did, to act to remove the trustee.
2. As a clarification, I would suggest revising Article III, Section 5 to read as follows (new language highlighted):

Section 5. No Compensation; Reimbursement: Trustees shall not receive a salary or other compensation as a trustee, but necessary expenses actually incurred shall be paid in accordance with Library policies from the Library funds.

I hope this information is helpful. Please call me if you have any questions.

Daniel S. Gottlieb

Hillis Clark Martin & Peterson P.S.
1221 Second Avenue | Suite 500 | Seattle, WA 98101
d: 206.470.7627 | 206.623.1745 | f: 206.623.7789
dan.gottlieb@hcmp.com | www.hcmp.com | vCard

*NOTE: HCMP email addresses have changed.
Please update your contact lists and spam filters.

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To ensure compliance with requirements imposed by the Treasury Department and the IRS, we inform you that any U.S. federal tax advice contained in this communication (including any attachments) was not intended or written to be used, and cannot be used, for the purpose of (i) avoiding tax-related penalties under the Internal Revenue Code or (ii) promoting, marketing or recommending to another person any tax-related matter.

From: Neel Parikh [<mailto:NParikh@piercecountylibrary.org>]
Sent: Wednesday, September 17, 2014 10:59 AM
To: Daniel S. Gottlieb
Subject: FW: Bylaws

Dan –

Neel Parikh

From: Daniel S. Gottlieb <dan.gottlieb@hcmp.com>
Sent: Friday, September 19, 2014 11:46 AM
To: Neel Parikh
Subject: RE: Washington Public Library Trustee Wiki

Neel:

This is my separate email regarding the Washington Public Library Trustee Wiki. As I observed when we spoke the other day, the Wiki is intended to cover a broad range of topics for a broad range of libraries, including municipal libraries and library districts of various sorts. While the authors have done a good job of attempting to be specific in a number of areas, perhaps the bullet-point list of items to be included in library board bylaws is more on the generic side, at least where it mentions "cause and process for removal from board membership>" Those are matters clearly delegated to relevant legislative bodies by statute (RCW 27.12.190) and not within the authority of library boards to articulate or determine:

A library trustee in the case of a city or town may be removed only by vote of the legislative body. A trustee of a county library, a rural county library district library, or an island library district library may be removed for just cause by the county commissioners after a public hearing upon a written complaint stating the ground for removal, which complaint, with a notice of the time and place of hearing, shall have been served upon the trustee at least fifteen days before the hearing. A trustee of an intercounty rural library district may be removed by the joint action of the board of county commissioners of the counties involved in the same manner as provided herein for the removal of a trustee of a county library.

Note that a library district trustee may be removed for "just cause," while no such requirement exists for municipal library trustees. Thus, there is room to suggest that a **municipal** library board might articulate in its bylaws what it believes might serve as a basis for removal. Any such attempt by a **district** library board would be legally non-binding on both the board and the county legislative body.

I hope this is helpful. Please call if you have any questions.

Daniel S. Gottlieb

Hillis Clark Martin & Peterson P.S.
1221 Second Avenue | Suite 500 | Seattle, WA 98101
d: 206.470.7627 | 206.623.1745 | f: 206.623.7789
dan.gottlieb@hcmp.com | www.hcmp.com | vCard

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From: Neel Parikh [<mailto:NParikh@piercecountylibrary.org>]
Sent: Wednesday, September 17, 2014 10:59 AM



[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.

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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 in accordance with Library policies from the Library Library funds.

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Section 56. Removal: A Trustee may only be removed for just cause by the Pierce County Council. The Board may, by a majority vote of the Board, recommend to the Pierce County Council removal of a Trustee for violation of the Board Code of Ethics.

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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~~.

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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 Library 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.

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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.

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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 Trustee fails to attend three (3) Board meetings in a consecutive twelve (12) month period, the County Council may be requested by the Board, 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 Chair 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 Chair may call the roll on any vote when considered necessary for clarification.

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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 Library Director**

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Section 1. Appointment: The Board of Trustees shall select and appoint-employ a competent and qualified library director (the Executive 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.

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Section 2. Responsibilities of the Executive Director: The Executive Director shall manage Library operations on behalf of the Board and under its review and direction. The Executive Director shall develop, implement and administer a comprehensive library program to meet the cultural, informational, and educational and recreational needs of the community. The Executive Director shall be responsible for the administration 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 Executive Director shall also represent the Library to the community.

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Section 3. Performance Evaluation: The Board shall evaluate the Executive Director's job performance annually at a minimum of once a year.

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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.

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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,~~

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~~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

Section 1. Process: The Board will periodically review these Bylaws.

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Section 2. Review: 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; xxxx 2014

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 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.

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. A Trustee who fills the unexpired term of another Trustee may serve an additional two full terms.

Section 5. No Compensation; Reimbursement: Trustees shall not receive a salary or other compensation as a trustee, but necessary expenses actually incurred shall be paid **in accordance with Library policies** from the Library funds.

Section 6. Removal: A Trustee may only be removed for just cause by the Pierce County Council. **The Board may, by a majority vote of the Board, recommend to the Pierce County Council removal of a Trustee for violation of the Board Code of Ethics.**

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.

Section 3. 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 4. Chair: The Chair of the Board shall preside at all meetings of the Board, appoint all committees, act and perform all other duties necessary for the fulfillment of the objectives and decisions of the Board.

Section 5. 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 6. Secretary: The **Library** 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 the transaction of business or to take action on any item coming before the Board..

Section 5. Absences When any Trustee fails to attend three (3) Board meetings in a consecutive twelve (12) month period, the County Council may be requested by the Board, by a majority vote of the Board, to replace that member by making a new appointment.

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 **Chair** 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 **Chair** may call the roll on any vote when considered necessary for clarification.

Section 8. Board Acting as a Body: 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

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. **The Library Director**

Section 1. Appointment: The Board shall select and employ a competent and qualified library director (**the Executive Director**) who shall serve at the Board's pleasure.

Section 2. Responsibilities of the Executive Director: The **Executive** Director shall manage Library operations on behalf of the Board and under its review and direction. The **Executive** Director shall develop, implement and administer a comprehensive library program to meet the cultural, informational, educational and recreational needs of the community. The **Executive** 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 **Executive** Director shall also represent the Library to the community.

Section 3. Performance Evaluation: The Board shall evaluate the **Executive** Director's job performance 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. Committees: Committees shall be appointed by the Chair from time to time as deemed necessary should a need be identified.

ARTICLE VIII. BOARD POLICIES

Section 1. Definition: 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 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. All Board policies shall be posted on the Library's website.

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

Section 1. Process: The Board will periodically review these Bylaws.

Section 2. Review: 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.

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; xxxx 2014

MEMO

Date: October 6, 2014

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

From: Neel Parikh, Executive Director

Subject: Code of Ethics/Code of Conduct

During the Board discussion regarding the bylaws and a definition of Just Cause, the Board agreed that you wanted to develop a Code of Ethics or Code of Conduct for the Board of Trustees and reference a violation of the code of ethics as a reason for removal from the Board. I have attached for your information some examples of the ethics and conduct statements for Trustees. These statements are specifically directed at Boards. Many of the ethics statements that I could find, such as the those in the state and county code, are directed toward staff and elected officials. I thought these statements were a good place to start. I have also attached your existing Conflict of Interest statement.

During the Board meeting I would like to discuss the philosophy of a Code of Ethics or Code of Conduct statement and the general overview of the concepts that you wish to have incorporated in such a statement. Based on this conversation, Library staff will develop a draft for your review at the next Board meeting.

Note: The United for Libraries statement was created by a professional association and may be an excellent place to begin. You will notice that some of the statements will include the conflict of interest concept. The document called Potential Conflicts and Ethical Guidelines is provided by the Washington Municipal Research and Services Center (MRSC). This document was given to me by Spokane Library District and is the document they share with their Trustees. The ICMA Code of Ethics was recommended to me by the head of the Urban Library Council. I specifically asked Directors of the large Washington libraries if there was a Code of Ethics. Sno-Isle's Code of Conduct and Ft. Vancouver's Code of Ethics are both attached.

I look forward to our discussion.

United for Libraries



Association of Library Trustees,
Advocates, Friends and Foundations
A division of the American Library Association

PUBLIC LIBRARY TRUSTEE **ETHICS STATEMENT**

Official Statement from United for Libraries

Public library Trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community.

Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor and integrity.

- Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
- Trustees shall comply with all the laws, rules and regulations that apply to them and to their library.
- Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism.
- Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.
- Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information laws
- Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.
- A Trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.
- Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.
- Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.

- Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.

Signature _____ Date _____

Approved by the United for Libraries Board in January 2012

From the Chestatee Regional Library System – Board of Trustees Policies

2.5 Ethical Obligations

Confidentiality of Information

It is expected that board members, even after they complete board service, will not use patron lists or other confidential information acquired by virtue of being a member of the board.

Gifts

Members of the Chestatee Regional Library Board must never offer, give, solicit or receive any form of bribe or kickback through their connection to the library system. This restriction applies to both actual and proposed business transactions involving the Chestatee Regional Library System.

Conflicts of Interests

Board members have a duty to subordinate personal interests to the welfare of Chestatee Regional Library and those we serve. Conflicting interests can be financial, personal relationships, status or power.

Board members are prohibited from receiving gifts, fees, loans, or favors from suppliers, contractors, consultants, or financial agencies, which obligate or induce the board member to compromise responsibilities to negotiate, inspect or audit, purchase or award contracts, with the best interest of Chestatee Regional Library in mind.

Board members are prohibited from knowingly disclosing information about Chestatee Regional Library to those who do not have a need to know or whose interest may be adverse to the library system, either inside or outside the organization. Nor may board members in any way use such information to the detriment of Chestatee Regional Library.

Board members may not have a significant financial interest in any property which Chestatee Regional Library purchases, or a direct or indirect interest in a supplier, contractor, consultant or other entity with which Chestatee Regional Library does business.

Since it is not possible to write a policy that covers all potential conflicts, board members are expected to be alert for and avoid situations which might be construed as conflicts of interests.

Any possible conflict of interests on the part of any board member should be disclosed to the other board members and made a matter of record, either through an annual procedure or when the interest becomes a matter of board action.

Any board member having a conflict of interest or possible conflict of interests should not vote or use his/her personal influence on the matter, and he/she should not be counted as part of a quorum for the meeting. The minutes of the meeting should reflect that a disclosure was made, the abstention from voting, and the quorum situation.

These restrictions should not be construed as preventing the board member from briefly stating his/her position in the matter, nor from answering pertinent questions of other board members, since his or her knowledge could be of assistance to the deliberations.

Political Activity

Members of the Chestatee Regional Library Board must never make any political contributions, direct or indirect, on behalf of the library system. If a board member takes an active part in the political process, it must be done at the board member's personal expense. Chestatee Regional Library will not reimburse anyone for a political contribution.

3

Potential Conflicts and Ethical Guidelines

Holding the public trust requires maintaining high ethical standards. To help assure the public's trust, court decisions, state laws and local codes have placed limits on the personal interests and relationships officeholders can have with subjects and actions under their control. Violations can have serious consequences, both to the officeholders and their local jurisdictions.

Prohibited Uses of Public Office

Our state supreme court, citing principles "as old as the law itself," has held that a councilmember may not vote on a matter where he or she would be especially benefitted. *Smith v. Centralia*, 55 Wash. 573, 577, 104 Pac. 797 (1909) (vacation of an abutting street). With some limited exceptions statutory law strictly forbids municipal officials from having personal financial interests in municipal employment or other contracts under their jurisdiction, regardless of whether or not they vote on the matter.

Code of Ethics

State law, codified at RCW 42.23.070, provides a code of ethics for county, city, and special purpose district officials. The code of ethics has four provisions, as follows:

1. No municipal officer may use his or her position to secure special privileges or exemptions for himself, herself or others;
2. No municipal officer may, directly or indirectly, give or receive any compensation, gift, gratuity, or reward from any source, except the employing municipality, for a matter connected with or related to the officer's services unless otherwise provided by law;
3. No municipal officer may accept employment or engage in business that the officer might reasonably expect would require him or her to disclose confidential information acquired by reason of his or her official position;

4. No municipal officer may disclose confidential information gained by reason of the officer's position, nor may the officer use such information for his or her personal gain.

This last provision is particularly significant because it potentially applies to disclosure of information learned by reason of attendance at an executive session. Clearly, executive sessions are meant to be confidential, but the Open Public Meetings Act does not address this issue. Arguably, RCW 42.23.070(4) is applicable to information received in an executive session. See the section of this booklet on Open Public Meetings for more information on executive sessions.

Statutory Prohibition Against Private Interests in Public Contracts

Basics

The principal statutes directly governing the private interests of municipal officers in public contracts are contained in ch. 42.23 RCW, which is entitled "Code of Ethics for Municipal Officers – Contract Interests." RCW 42.23.030 sets out the general prohibition that:

No municipal officer shall be beneficially interested, directly or indirectly, in any contract which may be made by, through, or under the supervision of such officer, in whole or in part, or which may be made for the benefit of his office, or accept, directly or indirectly, any compensation, gratuity or reward in connection with such contract from any other person beneficially interested therein

General Application

1. Chapter 42.23 RCW applies to all municipal and quasi-municipal corporations, including cities, towns, counties, special purpose districts, and others. As to a charter city or county, however, charter provisions are permitted to control in case of conflict, if the charter provisions are more stringent. The standards contained in the chapter are considered to be minimum ones. RCW 42.23.060.

2. Although the chapter refers to "officers," rather than employees, the word "officers" is broadly defined to include deputies and assistants of such an officer, such as a deputy or assistant clerk, and any others who undertake to perform the duties of an officer. RCW 42.23.020(2).

Question: Does the statute prohibit a local official from accepting gifts of minimal intrinsic value from someone who does or may seek to do business with his or her office?

Answer: Many officials, either because of the broad language of that statute or on principle, refuse to accept even a business lunch under those circumstances. Others regard items of only token or trivial value to be de minimis; i.e., of insufficient amount to cause legal concern.

3. The word "contract" includes employment, sales, purchases, leases, and other financial transactions of a contractual nature. (There are some monetary and other exceptions and qualified exceptions, which will be described in later paragraphs.)
4. The phrase "contracting party" includes any person or firm employed by or doing business with a municipality. RCW 42.23.020(4).

Interpretation

1. The beneficial interests in contracts prohibited by RCW 42.23.030 are financial interests only. *Barry v. Johns*, 82 Wn. App. 865, 868, 920 P.2d 222 (1996).
2. The statutory language of RCW 42.23.030, unlike earlier laws, does not prohibit an officer from being interested in *any and all* contracts with the municipality. However, it does apply to the control or supervision over the making of those contracts (whether actually exercised or not) and to contracts made for the benefit of his or her particular office. In other words, assuming that the clerk or treasurer of a particular city has been given no power of supervision or control over that city's contracts, he or she would be prohibited from having an interest only in contracts affecting his or her own office, such as the purchasing of supplies or services for that office's operation. Members of a council, commission, or other governing body are more broadly and directly affected, because the

municipality's contracts are made, as a general rule, by or under the supervision of that body, in whole or in part. It does not matter whether or not the member of the governing body voted on the contract in which he or she had a financial interest; the prohibition still applies. *City of Raymond v. Runyon*, 93 Wn. App. 127, 137, 967 P.2d 19 (1998). The employment and other contracting powers of executive officials, such as city managers, mayors, and county or other elected officials, also are generally covered by the broad provisions of the act.

3. Subject to certain "remote interest" exceptions, explained later in this section, a member of a governing body who has a forbidden interest may not escape liability simply by abstaining or taking no part in the governing body's action in making or approving the contract. See AGO 53-55 No. 317.

Question: May a city, county or special purpose district official accept a valuable gift from a foreign dignitary in connection with a visit?

Answer: A common policy is to allow the acceptance of such a gift on behalf of the jurisdiction, but not for personal use. Arguably, under the wording of RCW 42.23.070(2), a jurisdiction may adopt a formal policy by local "law" governing such occasions, allowing exceptions in appropriate cases involving essentially personal items, subject to disclosure and other procedures to guard against abuse.

4. Both direct and indirect financial interests are prohibited, and the law also prohibits an officer from receiving financial benefits from anyone else having a contract with the municipality, if the benefits are in any way connected with the contract. In an early case involving a similar statute, where a mayor had subcontracted with a prospective prime contractor to provide certain materials, the state supreme court struck down the entire contract with the following eloquent expression of its disapproval:

Long experience has taught lawmakers and courts the innumerable and insidious evasions of this salutary principle that can be made, and therefore the statute denounces such a contract if a city officer shall be interested not only directly, but indirectly. However devious and winding the chain may be which connects the officer with the

forbidden contract, if it can be followed and the connection made, the contract is void.

Northport v. Northport Townsite Co., 27 Wash. 543, 549, 68 Pac. 204 (1902).

Question: May a local official permit an individual or company to pay his or her expenses for travel to view a site or plant in connection with business related to the official's office?

Answer: The statute can be construed to prevent an official from being "compensated" in that manner. On the other hand, payment of expenses for a business trip arguably does not constitute compensation. Prudence suggests that if the trip is determined to be meritorious (and assuming that there is no potential violation of the appearance of fairness doctrine, described in a later chapter), the city, county, or district itself should pay the expenses and any payment or reimbursement from a private source should be made to the jurisdiction.

5. The statute ordinarily prohibits a public officer from hiring his or her spouse as an employee because of the financial interest each spouse possesses in the other's earnings under Washington community property law. However, a bona fide separate property agreement between the spouses may eliminate such a prohibited conflict if the proper legal requirements for maintaining a separate property agreement are followed. *State v. Miller*, 32 Wn.2d 149, 157-58, 201 P.2d 136 (1948). Because of a similar financial relationship, a contract with a minor child or other dependent of the officer may be prohibited. However, chapter 42.23 RCW is not an anti-nepotism law and, absent such a direct or indirect *financial* interest, does not prohibit employing or contracting with an official's relatives. A mere emotional or sentimental interest is not the type of interest prohibited by that chapter. *Mumma v. Brewster*, 174 Wash. 112, 116, 24 P.2d 438 (1933).

As indicated in earlier paragraphs, individual local jurisdictions commonly adopt supplementary codes of ethics.

A question often arises when the spouse of a local government employee or contractor is elected or appointed to an office of that local government that has authority over the spouse's employment or other contract:

Question: Must the existing employment or contract be terminated immediately?

Answer: The answer to the question is, ordinarily, "no"; however, any subsequent renewal or modification of the employment or other contract probably would be prohibited. For example, in a letter opinion by the attorney general to the state auditor, the question involved the marriage of a county commissioner to the secretary of another official of the same county. If the employment had occurred after the marriage, the statute would have applied because of the community property interest of each spouse in the other's earnings. The author concluded that the statute was not violated in that instance because the contract (employment) pre-existed and could not have been made "by, through, or under the supervision of" the county commissioner or for the benefit of his office. However, the letter warned, the problem would arise when the contract first came up for renewal or amendment. That might be deemed to occur, for instance, when the municipality adopts its next budget. Or, in a case where the spouse is an employee who serves "at the pleasure of" the official in question, the employment might be regarded as renewable at the beginning of the next monthly or other pay period after the official takes office. Attorney General's letter to the State Auditor, dated June 8, 1970.

Exceptions

RCW 42.23.030 exempts certain types of contracts, such as:

1. The furnishing of electrical, water, or other utility services by a municipality to its officials, at the same rate and on the same terms as are available to the public generally.
2. The designation of public depositaries for municipal funds. Conversely, this does not permit an official to be a director or officer of a financial institution which contracts with the city or county for more than mere "depository" services.
3. The publication of legal notices required by law to be published by a municipality, upon competitive bidding or at rates not higher than prescribed by law for members of the general public.
4. Except in cities with a population of over 1,500, counties with a population of 125,000 or more, irrigation district encompassing more than 50,000 acres, or in a first-class school district; the employment of any person for unskilled

day labor at wages not exceeding \$200 in any calendar month.

5. Other contracts in cities with a population of less than 10,000 and in counties with a population of less than 125,000, except for contracts for legal services, other than for the reimbursement of expenditures, and *except sales or leases by the municipality as seller or lessor*,⁵ provided:

That the total amount received under the contract or contracts by the municipal officer or the municipal officer's business does not exceed \$1,500 in any calendar month.

However, in a second class city, town, noncharter code city, or for a member of any county fair board in a county which has not established a county purchasing department, the amount received by the officer or the officer's business may exceed \$1,500 in any calendar month but must not exceed \$18,000 in any calendar year. The exception does *not* apply to contracts with cities having a population of 10,000 or more or with counties having a population of 125,000 or more. This exemption, if available, is allowed with the following condition:

A municipal officer may not vote in the authorization, approval, or ratification of a contract in which he or she is beneficially interested even though one of the exemptions allowing the awarding of such a contract applies. The interest of the municipal officer must be disclosed to the governing body of the municipality and noted in the official minutes or similar records of the municipality before the formation of the contract.

It is important to note that the language of this section is so structured that the statute cannot be evaded by making a contract or contracts for larger amounts than permitted in a particular period and then spreading the payments over future periods.

6. In a rural public hospital district (see RCW 70.44.460) the total amount of a contract or contracts authorized may exceed \$1,500

⁵From the legal phrase *de minimis non curat lex* (the law does not concern itself with trifles).

in any calendar month, but shall not exceed \$24,000 in any calendar year, with the maximum calendar year limit subject to additional increases determined according to annual changes in the consumer price index (CPI).⁶

7. The leasing by a port district as lessor of port district property to a municipal officer or to a contracting party in which a municipal officer may be beneficially interested, if in addition to all other legal requirements, a board of three disinterested appraisers and the superior court in the county where the property is situated finds that all terms and conditions of such lease are fair to the port district and are in the public interest.
8. Other exceptions apply to the letting of contracts for: school bus drivers in a second class school district; substitute teachers or substitute educational aid in a second-class school district; substitute teachers, if the contracting party is the spouse of an officer in a school district; certificated or classified employees of a school district, if the contract is with the spouse of a school district officer and the employee is already under contract (except, in second class districts, the spouse need not already be under contract).⁷
9. Under certain defined circumstances, any employment contract with the spouse of a public hospital district commissioner.⁸

If an exception applies to a particular contract, the municipal officer may not vote for its authorization, approval, or ratification and the interest of the municipal officer must be disclosed to the governing body and noted in the official minutes or other similar records before the contract is formed.

Qualified Exceptions

RCW 42.23.040 permits a municipal officer to have certain limited interests in municipal contracts, under certain circumstances. Those types of interest are as follows:

⁶The statute allows no exception, based on value or otherwise, for a sale or lease by the city or county to an official under whom the contract would be made or supervised.

⁷See RCW 42.23.030(6)(c)(ii).

⁸RCW 42.23.030(8)-(11).

1. The interest of a nonsalaried officer of a non-profit corporation.
2. The interest of an employee or agent of a contracting party where the compensation of such employee or agent consists entirely of fixed wages or salaries (i.e., without commissions or bonuses). For example, a councilmember may be employed by a contractor with whom the city does business for more than the amounts allowed under RCW 42.23.030(6) (if they apply), but not if any part of his or her compensation includes a commission or year-end bonus.
3. That of a landlord or tenant of a contracting party; e.g., a county commissioner who rents an apartment from a contractor who bids on a county contract.
4. That of a holder of less than one percent of the shares of a corporation or cooperative which is a contracting party.

The conditions for the exemption in those cases of “remote interest” are as follows:

1. The officer must fully disclose the nature and extent of the interest, and it must be noted in the official minutes or similar records before the contract is made.
2. The contract must be authorized, approved, or ratified after that disclosure and recording.
3. The authorization, approval, or ratification must be made in good faith.
4. Where the votes of a certain number of officers are required to transact business, that number must be met without counting the vote of the member who has a remote interest.
5. The officer having the remote interest must not influence or attempt to influence any other officer to enter into the contract.

It is accordingly recommended that the officer with a remote interest should not participate, or even appear to participate, in any manner in the governing body’s action on the contract.

Penalties

1. A public officer who violates chapter 42.23 RCW may be held liable for a \$500 civil penalty “in addition to such other civil or criminal

liability or penalty as may otherwise be imposed.”

2. The contract is void, and the jurisdiction may avoid payment under the contract, even though it may have been fully performed by another party.
3. The officer may have to forfeit his or her office.

Dual Office-Holding Basics

The election or appointment of a person to public office, unlike “public employment,” is not considered to be a “contract” within the meaning of chapter 42.23 RCW and similar statutes. McQuillin, *Municipal Corporations*, § 12.59; see also *Powerhouse Engineers v. State*, 89 Wn.2d 177, 184, 570 P.2d 1042 (1977). Under case law, however, it is unlawful for a public officer to appoint himself or herself to another public office unless clearly authorized by statute to do so. See McQuillin, *Municipal Corporations*, § 12.123.⁹ There are also statutory provisions and case law governing the holding of multiple offices by the same person. To apply those general principles, it is necessary to know the distinction between a public “office” and “employment.” See, for a detailed analysis, McQuillin, *Municipal Corporations*, § 12.59. In *State ex rel. Brown v. Blew*, 20 Wn.2d 47, 51, 145 P.2d 554 (1944), the Washington State Supreme Court, quoting from another source, held the following five elements to be indispensable in order to make a public employment a “public office”:

1. It must be created by the constitution or by the legislature or created by a municipality or other body through authority conferred by the legislature;
2. It must possess a delegation of a portion of the sovereign power of government to be exercised for the benefit of the public;
3. The powers conferred and the duties to be discharged must be defined, directly or impliedly, by the legislature or through legislative authority;

⁹As an exception to this general rule, however, a councilmember may vote for himself or herself for appointment to a position, such as mayor pro tem, which must be filled from the membership of the council. See *Gayder v. Spiotta*, 206 N. J. Super. 556, 503 A.2d 348, 351-52 (1985).

4. The duties must be performed independently and without control of a superior power, other than the law, unless they be those of an inferior or subordinate office created or authorized by the legislature and by it placed under the general control of a superior officer or body; and
5. It must have some permanency and continuity and not be only temporary or occasional.

As the cases also point out, usually a public officer is required to execute and file an official oath and bond.

Statutory Provisions

There is no single statutory provision governing dual office-holding. In fact, statutory law is usually silent on that question except where the legislature has deemed it best either to prohibit or permit particular offices to be held by the same person regardless of whether they may or may not be compatible under common law principles. For example, see RCW 35.23.142, 35A.12.020, and 35.27.180, which expressly permit the offices of clerk and treasurer to be combined in certain cases. On the other hand, RCW 35A.12.030 and 35A.13.020 prohibit a mayor or councilmember in a code city from holding any other public office or employment within the city’s government “except as permitted under the provisions of chapter 42.23 RCW.”

A statute expressly permits city councilmembers to hold the position of volunteer fire fighter (but not chief), volunteer ambulance personnel, or reserve law enforcement officer, or two or more of such positions, but only if authorized by a resolution adopted by a two-thirds vote of the full city council. RCW 35.21.770 and RCW 35A.11.110; see also RCW 35.21.772 which allows volunteer members of a fire department, except a fire chief, to be candidates for elective office and be elected or appointed to office while remaining a fire department volunteer.

In addition, RCW 35A.13.060 expressly authorizes a city manager to serve two or more cities in that capacity at the same time, but it also provides that a city council may require the city manager to devote his or her full time to the affairs of that code city.

Incompatible Offices

In the absence of a statute on the subject, the same person may hold two or more public offices unless those offices are incompatible. A particular body of judicial decisions (case law “doctrine”) prohibits an individual from simultaneously holding two offices that are “incompatible.”

Although the Washington State Supreme Court has never had the occasion to apply the doctrine in a situation actually involving two “offices,” the court in *Kennett v. Levine*, 50 Wn.2d 212, 310 P.2d 244 (1957) cited the doctrine approvingly and applied it in a different context. The court explained in its opinion:

Offices are incompatible when the nature and duties of the offices are such as to render it improper, from considerations of public policy, for one person to retain both.

The question is whether the functions of the two are inherently inconsistent or repugnant, or whether the occupancy of both offices is detrimental to the public interest.

(Citations omitted.) *Kennett v. Levine*, supra, at 216-217.

Other authorities point out that the question is not simply whether there is a physical impossibility of discharging the duties of both offices at the same time, but whether or not the functions of the two offices are inconsistent, as where one is subordinate to the other, or where a contrariety and antagonism would result in the attempt by one person to faithfully and impartially discharge the duties of both. Incompatibility may arise where the holder cannot in every instance discharge the duties of both offices. McQuillin, *Municipal Corporations*, § 12.112.

Applying those tests, the Washington State Attorney General’s Office has found various offices to be incompatible with each other, such as mayor and county commissioner (AGO 57-58 No. 90), county engineer and city engineer (letter to the Prosecuting Attorney of Douglas County, July 16, 1938), mayor and port commissioner (AGO 1978 No. 12), commissioner of a fire protection district and the district’s civil service commission (AGO 1968 No. 16), and others. Courts in other jurisdictions have held incompatible the positions of mayor and councilmember, mayor and city manager, city marshal and

councilmember, to mention only a few. McQuillin, *Municipal Corporations*, § 12.114.

Prohibition Against Pay Increases

As a means of preventing the use of public office for self-enrichment, the state constitution (article 11, section 8) initially prohibited any changes in the pay applicable to an office having a fixed term, either after the election of that official or during his or her term. However, by Amendment 54 (article 30), adopted in 1967, and an amendment to article 11, section 8 (Amendment 57) in 1972, the rule was modified to permit pay increases for officials *who do not fix their own compensation*. More recently, the ability to receive mid-term compensation increases was expanded to include councilmembers and commissioners, provided a local salary commission is established and the commission sets compensation at a higher level. See RCW 35.21.015 and 36.22.024. Otherwise, members of governing bodies who set their own compensation still cannot, during the terms for which they are elected, receive any pay increase enacted by that body *either* after their election *or* during that term. The prohibition is not considered to apply, however, to a mayor’s compensation, unless the mayor actually casts the tie-breaking vote on the question. Mid-term or post-election *decreases* in compensation for elective officers are entirely forbidden by article 11, section 8 of the constitution.

The term “compensation,” as used in that constitutional prohibition, includes salaries and other forms of “pay,” but does not include rates of reimbursement for travel and subsistence expenses incurred on behalf of the municipality. *State ex rel. Jaspers v. West*, 13 Wn.2d 514, 519, 125 P.2d 694 (1942); see also *State ex rel. Todd v. Yelle*, 7 Wn.2d 443, 461, 110 P.2d 162 (1941). The cost of hospitalization and medical aid policies or plans is not considered additional compensation to elected officials. RCW 41.04.190.

Appearance of Fairness Doctrine in Hearings

Until 1969, Washington law dealing with conflicts of interest generally applied only to financial interests, as opposed to emotional, sentimental, or other biases. The “appearance of fairness doctrine,”

however, which governs the conduct of certain hearings, covers broader ground. That doctrine was first applied in this state in 1969. In two cases decided in that year, the Washington State Supreme Court concluded that, when boards of county commissioners, city councils, planning commissions, civil service commissions, and similar bodies are required to hold hearings that affect individual or property rights (“quasi-judicial” proceedings), they should be governed by the same strict fairness rules that apply to cases in court. See *Smith v. Skagit County*, 75 Wn.2d 715, 453 P.2d 832 (1969); *State ex rel. Beam v. Fulwiler*, 76 Wn.2d 313, 456 P.2d 322 (1969). Basically, the rule requires that for justice to be done in such cases, the hearings must not only be fair, they must also be free from even the appearance of unfairness. The cases usually involve zoning matters, but the doctrine has been applied to civil service and other hearings as well.

For additional information on this doctrine, see the MRSC publication entitled *The Appearance of Fairness Doctrine in Washington State*, Report No. 32 Revised, April 2011. Also, there is a listing of appellate court decisions showing the history of the appearance of fairness doctrine in the Appendix to this publication.

As the listing also indicates, the appearance of fairness doctrine has been used to invalidate proceedings for a variety of reasons; for example, if a member of the hearing tribunal has a personal interest of any kind in the matter or takes evidence improperly outside the hearing (*ex parte*). In those cases, that member is required to completely disassociate him or herself from the case, or the entire proceeding can be overturned in court.

In 1982, the legislature reacted to the proliferation of appearance of fairness cases involving land use hearings by enacting what is now chapter 42.36 RCW. This RCW chapter defines and codifies the appearance of fairness doctrine, insofar as it applies to local land use decisions.¹⁰ In substance, those statutes now provide that in land use hearings:

1. The appearance of fairness doctrine applies only to “quasi-judicial” actions of local decision-making bodies. “Quasi-judicial” actions are defined as:

actions of the legislative body, planning commission, hearing examiner, zoning adjuster, board of adjustment, or boards which determine the legal rights, duties, or privileges of specific parties in a hearing or other contested case proceeding.

RCW 42.36.010.

2. The doctrine does not apply to local “legislative actions”

adopting, amending, or revising comprehensive, community, or neighborhood plans or other land use planning documents or the adoption of area-wide zoning ordinances or the adoption of a zoning amendment that is of area-wide significance.

RCW 42.36.010.

3. Candidates for public office may express their opinions about pending or proposed quasi-judicial actions while campaigning (but see paragraph 9 below), without being disqualified from participating in deciding those matters if they are later elected;
4. Acceptance of campaign contributions by candidates who comply with the public disclosure and ethics laws will not later be a violation of the appearance of fairness doctrine. *Snohomish County Improvement Alliance v. Snohomish County*, 61 Wn. App. 64, 73-74, 808 P.2d 781 (1991) (but see paragraph 9 below);
5. During the pendency of any quasi-judicial proceeding, no member of a decision-making body may engage in *ex parte* (outside the hearing) communications with proponents or opponents about a proposal involved in the pending proceeding, unless that member:
 - a. Places on the record the substance of such oral or written communications; and
 - b. Provides that a public announcement of the content of the communication and of the parties’ rights to rebut the substance of the communication shall be made at each hearing where action is taken or considered on that subject. This does not prohibit correspondence

¹⁰However, in *Bunko v. Puyallup Civil Service Commission*, 95 Wn. App. 495, 975 P.2d 1055 (1999), the state court of appeals applied the statutory doctrine to the proceedings of a civil service commission.

between a citizen and his or her elected official if the correspondence is made a part of the record (when it pertains to the subject matter of a quasi-judicial proceeding).

6. Participation by a member of a decision-making body in earlier proceedings that result in an advisory recommendation to a decision-making body does not disqualify that person from participating in any subsequent quasi-judicial proceedings (but see paragraph 9 below);
 7. Anyone seeking to disqualify a member of a decision-making body from participating in a decision on the basis of a violation of the appearance of fairness doctrine must raise the challenge as soon as the basis for disqualification is made known or reasonably should have been known prior to the issuance of the decision; upon failing to do so, the doctrine may not be relied on to invalidate the decision;
 8. A challenged official may participate and vote in proceedings if his or her absence would
 9. cause a lack of a quorum, or would result in failure to obtain a majority vote as required by law, provided a challenged official publicly discloses the basis for disqualification prior to rendering a decision; and
9. The appearance of fairness doctrine can be used to challenge land use decisions where a violation of an individual's right to a fair hearing is demonstrated. For instance, certain conduct otherwise permitted by these statutes may nevertheless be challenged if it would actually result in an unfair hearing (e.g., where campaign statements reflect an attitude or bias that continues after a candidate's election and into the hearing process). RCW 42.36.110. Unfair hearings may also violate the constitutional "due process of law" rights of individuals. State ex rel. *Beam v. Fulwiler*, 76 Wn.2d 313, 321-22, 456 P.2d 322 (1969) (cited in Appendix). Questions of this nature may still have to be resolved on a case-by-case basis.

ICMA / Ethics / Code

ICMA Code of Ethics

The principles outlined in the ICMA Code of Ethics and enforced by the Rules of Procedure govern the conduct of every member of ICMA.



Promoting an
ethical culture
IN LOCAL GOVERNMENT

Adopted in 1924, the ICMA Code of Ethics defined the principles that today serve as the foundation for the local government management profession and set the standard for excellence. Leadership in a management structure committed to equity, transparency, integrity, stewardship of public resources, political neutrality, and respect for the rights and responsibility of elected officials and residents strengthens democratic local governance. ICMA members pledge to uphold these principles in their conduct and decisions in order to merit the trust of the public, elected officials, and staff they serve. As a condition of membership, ICMA members agree to submit to a peer-to-peer review under established enforcement procedures should there be an allegation of unethical conduct.

ICMA's Code of Ethics, most recently amended by the membership in 1998 to reflect changes in the profession, includes Guidelines to assist members in applying the principles outlined in the Code. The Guidelines were adopted by the ICMA Executive Board in 1972 and most recently revised in September 2013. Individuals seeking advice on ethics issues or enforcement are encouraged to contact Martha Perego, ICMA's director of ethics at 202/962-3668 or email mperego@icma.org.

Here is the full version of the [ICMA Code of Ethics \(with Guidelines\)](#).

The mission of ICMA is to create excellence in local governance by developing and fostering professional local government management worldwide. To further this mission, certain principles, as enforced by the Rules of Procedure, shall govern the conduct of every member of ICMA, who shall:

Tenet 1

Be dedicated to the concepts of effective and democratic local government by responsible elected officials and believe that professional general management is essential to the achievement of this objective.

Tenet 2

Affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant

Tenet 3

Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the elected officials, of other officials and employees, and of the public.

Tenet 4

Recognize that the chief function of local government at all times is to serve the best interests of all people.

Tenet 5

Submit policy proposals to elected officials; provide them with facts and advice on matters of policy as a basis for making decisions and setting community goals; and uphold and implement local government policies adopted by elected officials.

Tenet 6

Recognize that elected representatives of the people are entitled to the credit for the establishment of local government policies; responsibility for policy execution rests with the members.

Tenet 7

Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the members of the employing legislative body.

Tenet 8

Make it a duty continually to improve the member's professional ability and to develop the competence of associates in the use of management techniques.

Tenet 9

Keep the community informed on local government affairs; encourage communication between the citizens and all local government officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.

Tenet 10

Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.

Tenet 11

Handle all matters of personnel on the basis of merit so that fairness and impartiality govern a member's decisions, pertaining to appointments, pay adjustments, promotions, and discipline.

Tenet 12

Seek no favor; believe that personal aggrandizement or profit secured by confidential information or by misuse of public time is dishonest.

International City/County Management Association

777 North Capitol Street NE, Suite 500

Washington, DC 20002-4201

800-745-8780/202-962-3680 | fax 202-962-3500





ICMA Code of Ethics with Guidelines

The ICMA Code of Ethics was adopted by the ICMA membership in 1924, and most recently amended by the membership in May 1998. The Guidelines for the Code were adopted by the ICMA Executive Board in 1972, and most recently revised in September 2013.

The mission of ICMA is to create excellence in local governance by developing and fostering professional local government management worldwide. To further this mission, certain principles, as enforced by the Rules of Procedure, shall govern the conduct of every member of ICMA, who shall:

Tenet 1. Be dedicated to the concepts of effective and democratic local government by responsible elected officials and believe that professional general management is essential to the achievement of this objective.

Tenet 2. Affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant.

GUIDELINE

Advice to Officials of Other Local Governments. When members advise and respond to inquiries from elected or appointed officials of other local governments, they should inform the administrators of those communities.

Tenet 3. Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the elected officials, of other officials and employees, and of the public.

GUIDELINES

Public Confidence. Members should conduct themselves so as to maintain public confidence in their profession, their local government, and in their performance of the public trust.

Impression of Influence. Members should conduct their official and personal affairs in such a manner as to give the clear impression that they cannot be improperly influenced in the performance of their official duties.

Appointment Commitment. Members who accept an appointment to a position should not fail to report for that position. This does not preclude the possibility of a member considering several offers or seeking several positions at the same time, but once a bona fide offer of a position has been accepted, that commitment should be honored. Oral acceptance of an employment offer is considered binding unless the employer makes fundamental changes in terms of employment.

Credentials. An application for employment or for ICMA's Voluntary Credentialing Program should be complete and accurate as to all pertinent details of education, experience, and personal history. Members should recognize that both omissions and inaccuracies must be avoided.

Professional Respect. Members seeking a management position should show professional respect for persons formerly holding the position or for others who might be applying for the same position. Professional respect does not preclude honest differences of opinion; it does preclude attacking a person's motives or integrity in order to be appointed to a position.

Reporting Ethics Violations. When becoming aware of a possible violation of the ICMA Code of Ethics, members are encouraged to report the matter to ICMA. In reporting the matter, members may choose to go on record as the complainant or report the matter on a confidential basis.

Confidentiality. Members should not discuss or divulge information with anyone about pending or completed ethics cases, except as specifically authorized by the Rules of Procedure for Enforcement of the Code of Ethics.

Seeking Employment. Members should not seek employment for a position having an incumbent administrator who has not resigned or been officially informed that his or her services are to be terminated.

Tenet 4. Recognize that the chief function of local government at all times is to serve the best interests of all of the people.

GUIDELINE

Length of Service. A minimum of two years generally is considered necessary in order to render a professional service to the local government. A short tenure should be the exception rather than a recurring experience. However, under special circumstances, it may be in the best interests of the local government and the member to separate in a shorter time. Examples of such circumstances would include refusal of the appointing authority to honor commitments concerning conditions of employment, a vote of no confidence in the member, or severe personal problems. It is the responsibility of an applicant for a position to ascertain conditions of employment. Inadequately determining terms of employment prior to arrival does not justify premature termination.

Tenet 5. Submit policy proposals to elected officials; provide them with facts and advice on matters of policy as a basis for making decisions and setting community goals; and uphold and implement local government policies adopted by elected officials.

GUIDELINE

Conflicting Roles. Members who serve multiple roles – working as both city attorney and city manager for the same community, for example – should avoid participating in matters that create the appearance of a conflict of interest. They should disclose the potential conflict to the governing body so that other opinions may be solicited.

Tenet 6. Recognize that elected representatives of the people are entitled to the credit for the establishment of local government policies; responsibility for policy execution rests with the members.

Tenet 7. Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the members of the employing legislative body.

GUIDELINES

Elections of the Governing Body. Members should maintain a reputation for serving equally and impartially all members of the governing body of the local government they serve, regardless of party. To this end, they should not participate in an election campaign on behalf of or in opposition to candidates for the governing body.

Elections of Elected Executives. Members shall not participate in the election campaign of any candidate for mayor or elected county executive.

Running for Office. Members shall not run for elected office or become involved in political activities related to running for elected office, or accept appointment to an elected office. They shall not seek political endorsements, financial contributions or engage in other campaign activities.

Elections. Members share with their fellow citizens the right and responsibility to vote. However, in order not to impair their effectiveness on behalf of the local governments they serve, they shall not participate in political activities to support the candidacy of individuals running for any city, county, special district, school, state or federal offices. Specifically, they shall not endorse candidates, make financial contributions, sign or circulate petitions, or participate in fund-raising activities for individuals seeking or holding elected office

Elections relating to the Form of Government. Members may assist in preparing and presenting materials that explain the form of government to the public prior to a form of government election. If assistance is required by another community, members may respond.

Presentation of Issues. Members may assist their governing body in the presentation of issues involved in referenda such as bond issues, annexations, and other matters that affect the government entity's operations and/or fiscal capacity.

Personal Advocacy of Issues. Members share with their fellow citizens the right and responsibility to voice their opinion on public issues. Members may advocate for issues of personal interest only when doing so does not conflict with the performance of their official duties.

Tenet 8. Make it a duty continually to improve the member's professional ability and to develop the competence of associates in the use of management techniques.

GUIDELINES

Self-Assessment. Each member should assess his or her professional skills and abilities on a periodic basis.

Professional Development. Each member should commit at least 40 hours per year to professional development activities that are based on the practices identified by the members of ICMA.

Tenet 9. Keep the community informed on local government affairs; encourage communication between the citizens and all local government officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.

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Personal Relationships. Member should disclose any personal relationship to the governing body in any instance where there could be the appearance of a conflict of interest. For example, if the manager's spouse works for a developer doing business with the local government, that fact should be disclosed.

Confidential Information. Members should not disclose to others, or use to further their personal interest, confidential information acquired by them in the course of their official duties.

Private Employment. Members should not engage in, solicit, negotiate for, or promise to accept private employment, nor should they render services for private interests or conduct a private business when such employment, service, or business creates a conflict with or impairs the proper discharge of their official duties.

Teaching, lecturing, writing, or consulting are typical activities that may not involve conflict of interest, or impair the proper discharge of their official duties. Prior notification of the appointing authority is appropriate in all cases of outside employment.

Representation. Members should not represent any outside interest before any agency, whether public or private, except with the authorization of or at the direction of the appointing authority they serve.

Endorsements. Members should not endorse commercial products or services by agreeing to use their photograph, endorsement, or quotation in paid or other commercial advertisements, whether or not for compensation. Members may, however, agree to endorse the following, provided they do not receive any compensation: (1) books or other publications; (2) professional development or educational services provided by nonprofit membership organizations or recognized educational institutions; (3) products and/or services in which the local government has a direct economic interest.

Members' observations, opinions, and analyses of commercial products used or tested by their local governments are appropriate and useful to the profession when included as part of professional articles and reports.

Tenet 10. Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.

GUIDELINE

Information Sharing. The member should openly share information with the governing body while diligently carrying out the member's responsibilities as set forth in the charter or enabling legislation.

Tenet 11. Handle all matters of personnel on the basis of merit so that fairness and impartiality govern a member's decisions, pertaining to appointments, pay adjustments, promotions, and discipline.

GUIDELINE

Equal Opportunity. All decisions pertaining to appointments, pay adjustments, promotions, and discipline should prohibit discrimination because of race, color, religion, sex, national origin, sexual orientation, political affiliation, disability, age, or marital status.

It should be the members' personal and professional responsibility to actively recruit and hire a diverse staff throughout their organizations.

Tenet 12. Seek no favor; believe that personal aggrandizement or profit secured by confidential information or by misuse of public time is dishonest.

GUIDELINES

Gifts. Members should not directly or indirectly solicit any gift or accept or receive any gift—whether it be money, services, loan, travel, entertainment, hospitality, promise, or any other form—under the following circumstances: (1) it could be reasonably inferred or expected that the gift was intended to influence them in the performance of their official duties; or (2) the gift was intended to serve as a reward for any official action on their part.

It is important that the prohibition of unsolicited gifts be limited to circumstances related to improper influence. In de minimus situations, such as meal checks, some modest maximum dollar value should be determined by the member as a guideline. The guideline is not intended to isolate members from normal social practices where gifts among friends, associates, and relatives are appropriate for certain occasions.

Investments in Conflict with Official Duties. Member should not invest or hold any investment, directly or indirectly, in any financial business, commercial, or other private transaction that creates a conflict with their official duties.

In the case of real estate, the potential use of confidential information and knowledge to further a member's personal interest requires special consideration. This guideline recognizes that members' official actions and decisions can be influenced if there is a conflict with personal investments. Purchases and sales which might be interpreted as speculation for quick profit ought to be avoided (see the guideline on "Confidential Information").

Because personal investments may prejudice or may appear to influence official actions and decisions, members may, in concert with their governing body, provide for disclosure of such investments prior to accepting their position as local government administrator or prior to any official action by the governing body that may affect such investments.

Fort Vancouver Regional Library District
Gateway to Ideas, Information & Interaction

Trustee Ethics and Responsibilities

Ethics

As a member of the Fort Vancouver Regional Library District Board of Trustees, I will support the mission of a public library in a free society. More specifically, I will:

- Work to ensure that the public has equal access to information, both as a Constitutional right and as the best way to sustain a democratic way of life.
- Resist efforts by groups or individuals to censor library materials.
- Support the acquisition and maintenance of a complete and balanced library collection.
- Support District efforts to meet the library and information needs of all patrons.
- Maintain independent judgment without regard to personal benefit, special interests, or influence of partisan political groups.
- Protect the privacy of library users.
- Keep all library policies free of racism, sexism, and other bigotries.
- Conduct work at the policy and planning level, understanding that implementation of District policies and plans is the responsibility of the Library Executive Director.
- Follow legal and ethical practices in making decisions.
- Recognize that authority rests with the whole Board assembled in public meetings and make no personal statements or promises, nor take any private action, which may compromise the Board or the District.
- Support the actions taken by a majority of the Board and clearly differentiate personal opinions from Board decisions.
- Keep confidential any matters discussed in executive session.

Responsibilities

The Board of Trustees of the Fort Vancouver Regional Library District is responsible for providing and maintaining quality public library services for the citizens of the regional library district as set forth in RCW 27.12 and any other applicable laws. To set direction, monitor and review library performance, and to fulfill the obligations of the public trust, the Board:

Selects, hires and evaluates the Library Executive Director who is responsible for library operations on behalf of the Board.

Focuses on policy and planning level work.

Adopts mission and goals statements that form the framework for all library operations and long range planning. The adopted mission and goals statements are administered by the Library Executive Director.

Works with the Library Executive Director and other appropriate officials for the library to receive adequate funding.

Adopts and monitors an annual budget as required by state law.

Reviews and adopts policies necessary for the efficient and effective operation of the library and provision of quality library service; does not transfer or delegate its authority to set or enforce such policies to any other agency.

Executes responsibilities as defined in adopted policies.

Monitors and reviews district-wide library planning to ensure that such planning considers, but is not limited to:

- significant changes in the service area
- technological advances within the field
- significant developments in library service within the state, region, and nation
- development of other services within the regional library district
- planning efforts of other organizations within the district
- legislative issues
- financial conditions
- growth projections
- facilities development
- principles of efficient and effective provision of quality library service

Listens to concerns of the public, refers complaints to the Library Executive Director, and acts on such complaints at a public meeting only after they have been reviewed by the Library Executive Director.

Maintains up-to-date bylaws.

Individual members of the Board agree to:

- Attend Board meetings regularly and, when attendance is impossible, notify the Library Executive Director or Board Chair.
- Read the distributed materials before each meeting.
- Participate constructively in the decision-making process.
- Speak on behalf of the Board when appropriate.
- Keep abreast of important developments in library trends and practices.
- Participate in Board development activities.
- Become familiar with national, state, and local laws and with rules and regulations regarding libraries.
- Support and promote the Fort Vancouver Regional Library District as an indispensable part of a livable community.

Adopted: June 11, 1992 as Code of Ethics for Library Trustees

Policy name revised to "Ethics, Code for Library Trustees" for easier indexing, 2/10/03

Policy revised and combined with Role of the Board Policy: April 9, 2007

**SNO-ISLE LIBRARIES
BOARD OF TRUSTEES
CODE OF CONDUCT**

As a member of the Sno-Isle Libraries Board of Trustees, I accept the following guidelines with respect to my conduct as a member of the Board of Trustees.

I will support and promote the benefits of the public library system.

I will comply with all national, state and local laws, rules and regulations regarding public libraries and follow only legal, professional and ethical procedures to bring about desired changes.

I will join with my fellow members on the board, the staff and the community in the continuing study of the nature, value, and direction of public libraries in our society in order to facilitate needed changes and growth patterns. I will support the maintenance of a comprehensive and balanced collection.

I will work to keep all library policies and Trustee conduct free of racism, sexism, bigotry and intolerance. I specifically support and will uphold Sno-Isle's Personnel Practices Policy 2-7 regarding Harassment Awareness as to my own conduct and interactions with my fellow Trustees and employees of Sno-Isle Libraries.

In my interactions with my colleagues, I will recognize the need for trust as the basis for team building and shared leadership. During meetings I will conduct myself in accordance with the Sno-Isle norms:

- Focus on the situation and consider the broader implications,
- Respect others and promote positive relationships,
- Express ideas and opinions constructively,
- Share responsibility for effective and positive communication,
- Take initiative to develop solutions,
- Lead by example.

I will make decisions on issues before the Board and reach conclusions only after deliberation and full public debate with my fellow board members.

I will attend required regular and committee meetings, read distributed materials/information, and participate in discussions/votes.

I will accept the responsibility to work with the Executive Director and respect the professional expertise of the Sno-Isle Libraries Staff and acknowledge that the internal operation of the library system is the responsibility of the Director. I will refer questions about the system's operations to the Executive Director.

I will refer all complaints to the Executive Director and will act on such complaints in a public forum only after the Director has reviewed them and only if a policy revision is necessary or legal ramifications are involved.

I will recognize that my responsibilities are limited to policy-making decisions, planning, budgeting, evaluations, and the overseeing of the director.

I recognize the need to excuse myself immediately whenever the appearance of a conflict of interest exists or an actual conflict exists.

I will participate in official board discussions and decisions, and recognize that authority rests with the whole board assembled in public meetings and will make no personal promises nor take any private action, which may compromise the board. Nor will I, when representing the board, promote the special interests of individuals, myself, organizations or political views which may be in conflict with the role of the library to serve our entire public.

I will uphold all policies adopted by the board. I acknowledge that it is appropriate for trustees to state their opposition during board discussion of an issue, and register their dissent at any meeting. I acknowledge that a dissenting board member may publicly state that he or she dissented on an issue and why he or she voted against it but that he or she should not undermine or interfere with implementation of the final decisions of the board. I agree that if a board member is so strongly opposed to the actions of the Board that he or she cannot support the decision, he or she should consider resignation from the Board.

I support the mission statement of the Sno-Isle Libraries and embrace the First Amendment, relevant principles of WLA and ALA and the right of our patrons to pursue knowledge for their enrichment and continued education.



POLICY AND PROCEDURE

CITY OF VANCOUVER WASHINGTON	INDEX			
	Administrative/Council/City Manager			
Subject	Number 100-36	Rev. B	Effective Date 7/18/11	Page 1 of 9
<u>City Council Code of Ethics and Conduct</u>	Supersedes 12/20/99	Prepared by: Signature on File	Approved by: Signature on File	

1.0 Purpose

The purpose of this policy is to establish a formal code of ethics by which Councilmembers will conduct themselves while serving on the Vancouver City Council.

2.0 Organizations Affected

City Council/City Manager

3.0 References

City Council Resolution M-3268, December 20, 1999
 City Council Resolution M- 3741 , July 18, 2011

4.0 Declaration of Policy

It is essential to the proper administration and operation of the City of Vancouver that the City Council be and give the appearance of being independent and impartial; that elective office with the City of Vancouver not be used for personal benefit; and that the public have confidence in the integrity of the City. In recognition of these goals, the City has adopted this Code of Ethics, which is applicable to all members of the City Council.

The purpose of this Code is to establish standards of ethical conduct applicable to the City Councilmembers, including the Mayor, in the discharge of their duties by prescribing essential restrictions against conflict of interest and other conduct not consistent with good ethical practices while not creating unnecessary barriers to public service. To that end, Councilmembers should not be denied the opportunity available to all other citizens

to acquire and maintain private economic interests, except in circumstances in which a conflict of interest would reasonably result.

It is required that all Councilmembers comply with the law and all other applicable rules and regulations governing the conduct of public officials. The standards in this Code shall not preclude other standards required by law including but not limited to, Ch.42.23 RCW- Code of Ethics for Municipal Officers-Contract Interests, Ch. 42.20 RCW- Misconduct of Public Officers and Ch. 42.36- Appearance of Fairness. Nothing in this Code of Ethics shall be construed to limit full compliance with applicable federal and state laws and applicable rules and regulations governing the conduct of public officials now existing or hereinafter enacted.

5.0 Avoidance of the Appearance of Impropriety

All members of the City Council should conduct their official duties with integrity and impartiality and in a manner that avoids even the appearance of impropriety or a conflict of interest between public duties and private interests.

No Councilmember shall, by their conduct or participation in activities, give reasonable basis for the impression that any person can improperly influence the Councilmember or unduly enjoy the Councilmember's favor in the performance of official City actions, or that the Councilmembers is affected in the performance of the official act or actions by the kinship, rank, or association with any person.

Example:

A Councilmember actively pursues the award of a city contract to a company owned by a close friend. Such activity gives the appearance of impropriety and should be avoided.

6.0 Standards of Ethical Conduct

A. Personal Interests in Contracts Prohibited

No Councilmember shall participate in their capacity as a councilmember in the making of a contract in which the Councilmember has a personal interest, direct or indirect, or performs in regard to such a contract some function requiring the exercise of discretion on behalf of the City. Except, that this prohibition shall not apply where the councilmember has only a remote interest in the contract as defined in RCW 42.23.040 and summarized below and where the fact and the extent of such interest is disclosed and noted in the official minutes or similar records of the City prior to formation of the contract and thereafter the City Council authorizes, approves, or ratifies the contract in good faith by a vote of its membership without counting the vote or votes of the Councilmember(s) having the remote interest

For purposes of this section, a "remote interest" means:

1. that of a non-salaried officer of a non-profit corporation;
2. that of an employee or agent of a contracting party where the compensation of such employee or agent consists entirely of fixed wages or salary;
3. that of a landlord or tenant of a contracting party;
4. that of a holder of less than one percent of the shares of a corporation, limited liability company or other entity which is a contracting party.

B. Personal Influence in Contract Selection Prohibited.

No Councilmember shall influence the City's selection of, or its conduct of business with, a corporation, person, or firm having or proposing to do business with the City if the Councilmember has a personal financial interest, direct or indirect in or with the corporation, person, or firm, unless such interest is a remote interest as defined in RCW 42.23.040 and summarized herein and where the fact and extent of such interest is disclosed and noted in the official minutes or similar records of the City prior to formation of the contract and thereafter the City Council authorizes, approves, or ratifies the contract in good faith by a vote of its membership sufficient for the purpose without counting the vote or votes of the Councilmember(s) having the remote interest.

Example:

A Councilmember is requested to vote to award a contract to a company that employs the Councilmember. If the Councilmember has a beneficial interest in the contract either direct or indirect such as through a business profit sharing plan, the contract cannot be approved. If the Councilmember has no such interest and/or is subject to the remote interest rule, the Councilmember must disclose his/her interest and abstain from voting. Further, the Councilmember may not attempt to influence the votes of other Councilmembers. Questions regarding these kinds of situations should be directed to the City Attorney for review.

C. Disclosure of Confidential Information

A Councilmember shall not disclose or use any confidential, privileged, or proprietary information gained by reason of his or her position for a purpose other than a City purpose; provided, that nothing shall prohibit the disclosure or use of information which is a matter of public knowledge, or which is available to the public on request. Information obtained during Executive Sessions is deemed confidential.

Examples:

A Councilmember purchases land with advanced, undisclosed knowledge of the route of a new transit line that, when completed, will substantially increase the value of the land.

The Councilmember's purchase of the land based on "inside" information violates this section off the Code of Ethics.

While having a conversation with Union leadership, a Councilmember discloses information discussed during Executive Session about labor negotiation strategy. The Councilmember's conduct violates this section's prohibition against disclosing information discussed in Executive Session.

D. Acceptance of Compensation, Gifts, Favors, Rewards, or Gratuity Prohibited.

1. City Councilmembers may not, directly or indirectly, give or receive, or agree to give or receive, any compensation, gift, favor, reward, or gratuity for a matter connected with or related to the officer's performance of official duties for the city. Prohibited conduct includes, but is not limited to, the following:

- a. Accepting cash or other cash equivalents such as gift cards or gift certificates regardless of value except as part of an internal, recognized, and sanctioned city incentive program.
- b. Accepting gifts, gratuities, loans, entertainment or other items of value from anyone with whom the city regularly transacts business, who has or seeks a contract with the city, or who desires other official action from the city.
- c. Giving, offering or promising anything of value to a customer, a potential customer, or a financial institution in connection with any transaction or business that the city may have with that customer, potential customer, or financial institution.
- d. Misusing confidential city information or disclosing such information to any individual who does not have a need to know the information.
- e. Using the city's name, account or credit to purchase merchandise for personal use

2. Exceptions. The prohibition regarding accepting compensation, gifts, or rewards shall not apply to:

- a. Receiving items from family members or friends where it is clear beyond a reasonable doubt that the gift was not made to gain or maintain influence;
- b. Receiving items exchanged equally among Councilmembers at a social event hosted or sponsored by an officer of the city for other officers or employees of the city.
- c. Receiving items of nominal value provided for advertising purposes such as pens, calendars, or items received at a conference;
- d. Payment by a governmental or non-governmental entity of reasonable expenses incurred in connection with a speech, presentation, appearance or trade mission made in an official capacity. Reasonable expenses are limited to travel, lodging and subsistence expenses incurred the day before through the day after the event;
- e. Payment of fees and reasonable travel expenses for attending seminars or educational programs sponsored by a government or *bona fide* non-profit professional, educational, trade or charitable association or institution. Reasonable

- expenses are limited to travel, lodging and subsistence expenses incurred the day before through the day after the event;
- f. Discounts available to the individual as a member of a group, occupation or similar broad-based group;
 - g. Awards, prizes, scholarships or other items provided in recognition of academic, sport, or scientific achievement;
 - h. Attendance of the Councilmember at a hosted meal where official attendance by the Councilmember as a city representative is appropriate;
 - i. Campaign contributions that are in compliance with Chapter 42.17 RCW.

Example:

The Anyname Company has submitted a bid on a City project. The President of Anyname approaches a City Councilmember and promises that if his firm is the successful contract bidder, he will buy supplies from a firm owned by the Councilmember. The Councilmember promises to use his/her position to secure the contract for Anyname. Such actions are a violation of this section of the Ethics Code.

E. Certain Employment Prohibited.

No City Councilmember shall engage in or accept employment or render services for any employer when such employment or service creates a conflict of interest with a duty owed to the city or conflicts with the proper discharge of official city duties.

Example:

A Councilmember, who is also a real estate agent, represents a client who is in competition with the City for a parcel of land. The Councilmember is in violation of this section of the Code of Ethics.

F. Personal Interest in Legislation Prohibited.

No City Councilmember shall benefit either directly or indirectly from any legislation or have a financial interest in any legislation coming before the City Council nor participate in discussion with or give an opinion on such legislation, unless such interest is a remote interest as defined in this section and where the fact and extent of such interest is disclosed and noted on the record of the Council, or similar records of the City prior to consideration of the legislation by the City Council. City Councilmembers' participation in the enactment of legislation shall be governed by Ch. 42.23 RCW- the Code of Ethics for Municipal Officers and Ch. 42.36 RCW- The Appearance of Fairness Doctrine. City Councilmembers shall not be prohibited from participating in the adoption of legislation when the Councilmember has only a remote interest in the legislation as defined in this section, which has been disclosed, and the legislation is applicable to the general public and not of specific or unique benefit to the Councilmember. Questions regarding these kinds of situations should be directed to the City Attorney for review.

G. Improper Use of Position Prohibited.

A Councilmember shall not knowingly use his or her office or position to secure personal benefit, gain or profit, or use his or her position to secure special privileges or exceptions for himself or herself, or for the benefit, gain, or profits of any other persons.

H. Improper Use of City Personnel Prohibited.

A Councilmember shall not employ or use any person under his or her official control or direction for personal benefit, gain, or profit.

I. Improper Use of City Property Prohibited.

A City Councilmember shall not use city-owned vehicles, equipment, materials, money, or property for personal or private convenience or profit. Such use is restricted to those city services that are available to the public generally, for the authorized conduct of official business or for such purposes and under such conditions as are approved by the city council, city manager or designee.

A Councilmember shall not utilize the City's name, letterhead or logo for the purpose of endorsing any political candidate, business, commercial product, or service.

7.0 Impermissible Conduct After Leaving City Office

A. Disclosure of Privileged, Confidential, or Proprietary Information Prohibited.

No former City Councilmember shall disclose or use for his or her personal gain or that of any other person any privileged, confidential, or proprietary information gained because of his or her city office .

B. Participation in City Matters Prohibited.

No former City Councilmember shall, during the period of one year after leaving office:

1. Assist any person in matters involving the city if, while in the course of duty with the city, the former Councilmember was officially involved in the matter, or personally and substantially participated in the matter, or acted on the matter; or.
2. Represent any person as an advocate in any matter in which the former Councilmember was involved while a Councilmember; or
3. Participate as or with a bidder, vendor, or consultant in any competitive selection process for a city contract in which he or she assisted the city in determining the project, or work to be done or the process to be used.

8.0 Violation of the Code of Ethics

Any person who has information that a Councilmember may have violated the Code of Ethics shall provide that information in writing to the City Council and the City Manager.

The written complaint must be based substantially upon the personal knowledge of the complainant and signed by the person filing the complaint. No action will be taken on any complaint which is filed later than three (3) years after a violation of the Code of Ethics is alleged to have occurred.

Upon receipt of the complaint, the City Council, and/or the City Manager shall provide it to the City Attorney who shall promptly review the information and determine whether the complaint, on its face, alleges facts that, if true, would substantiate a violation of the Code of Ethics and shall report back to the Council in writing. The City Council at its next regular meeting, shall review the City Attorney's report and make a determination as to whether or not the Council shall refer the allegation(s) to a Hearings Examiner designated by the Council to conduct an investigation.

If so referred, the Hearings Examiner shall conduct an investigation of the complaint and prepare written findings and conclusions within sixty 60 days of the date the complaint was received by the City unless an extension is granted by the Council. The Councilmember accused of the ethics violation shall have the right to review any and all information obtained as a result of the investigation and shall have the right to respond in writing to the complaint which information shall be reviewed and taken into consideration by the Hearings Examiner.

Upon completion of the investigation, the Hearings Examiner shall issue an advisory report to the Council for its consideration as well as to the City Manager and City Attorney. The report shall set forth findings and conclusions demonstrating whether or not, based on a preponderance of the evidence, the councilmember has violated the Code of Ethics.

Within 5 (five) business days of the receipt of the report, the City Manager shall provide copies of the report via certified mail to the complaining party and to the Councilmember against whom the complaint was filed at their last known addresses.

Within fifteen (15) business days of the receipt of the report, the Council (excluding the accused Councilmember) shall convene to review the alleged violation and the report and take action. Action may include the following: 1.) dismissal of the complaint on the basis that no violation of the Code of Ethics has occurred; or 2.) remand to the Hearings Examiner to obtain additional information in order for the Council to decide whether a violation has occurred; or 3.) a determination that by a preponderance of the evidence, a violation of the Code of Ethics has occurred in which case the Council shall adopt written findings, conclusions and appropriate sanctions as forth herein.

Adoption of the findings, conclusions and sanction(s) by the City Council shall be by majority vote; provided that the Councilmember accused of the violation shall not vote on any matter involving that member; and provided further that in the event the Mayor is accused of the violation, the Mayor Pro Tempore shall act in the Mayor's stead.

Within 5 (five) business days thereafter, the City Manager shall provide copies of the Council's findings, conclusions and sanction(s) via certified mail to the complaining party and to the Councilmember against whom the complaint was filed at their last known addresses. No final disposition of the matter will be implemented for a period of 10 (ten) days to allow the Councilmember against whom the complaint was filed to request a review of the Council's decision. Such a request shall be submitted to the City Manager in writing and shall state the reasons for his or her objections and request a review of the action taken. The Council shall review the action taken in light of the findings and conclusions and request for review and may take whatever further action, if any, appears appropriate under the circumstances. The action of the Council shall be final and not subject to further review or appeal except as may otherwise be provided by law.

Action by Council may take any of the following sanctions:

1. Admonition. An admonition shall be verbal non-public statement made by the Mayor to the member.
2. Reprimand. A reprimand shall be administered to the Councilmember by letter. The letter shall be prepared by the City Council and shall be signed by the Mayor.
3. Censure. A censure shall be a written statement administered personally to the member. The individual shall appear at a time and place directed by the City Council to receive the censure. It shall be given publicly, and the member shall not make any statement in support of or in opposition thereto or in mitigation thereof. A censure shall be deemed administered at the time it is scheduled whether or not the member appears as required.
4. Other sanctions. Any sanction imposed under this Code of Ethics is in addition to and not in lieu of any other penalty, sanction or remedy which may be imposed or sought according to law or equity, including, but not limited to:
 - (a) Declaration of vacancy by City Council pursuant to Charter Sections 2.02 or 2.06.
 - (b) Voiding of a contract entered into in violation of Charter Section 11.07 (Personal Interest)
 - (c) Forfeiture of office for violation of Charter Section 11.07 (Personal Interest)
 - (d) Civil penalties of \$500 and possible forfeiture of office pursuant to RCW 42.23.050.
 - (e) Removal or recall from office pursuant to state law.

- (f) Removal from leadership positions, boards and commissions and other official positions or duties that do not conflict with Washington statutes.
- (g) Initiation of appropriate civil actions against any person member who violates this Code.
- (h) Injunctive relief to ensure that violation of this Code or of other provisions of law cease and desist.

C:\C\Procedure 100-36 Ethics Policy

Draft 20130503

Board Policy

Conflict of Interest (Board of Trustee and Executive-Level Director)

Policy Statement

No Trustee or executive-level Director may engage in activity which is incompatible with the proper discharge of official duties or which may impact independence of judgment or action of such official duties.

Purpose

Pierce County Library strives to maintain the highest ethical standards in its policies and operations and to avoid conflicts of interest and the appearance of conflicts of interest.

Definitions

Conflict of Interest: Any action that, in the opinion of the Library, might interfere with, or appear to interfere with, the independent exercise of judgment or performance of work duties, employee judgment or present the potential of undue influence upon actions by the employee or Trustee. Situations that may appear to be a conflict of interest include, but are not limited to:

1. Where one employee would have direct or indirect authority or practical power to supervise, schedule, appoint, remove, promote or discipline the other;
2. Where one employee would be responsible for auditing or reviewing the work of another;
3. Where the employees would be scheduled to work together without a third employee present;
4. Where circumstances exist which would place the employees in a situation of actual or reasonable foreseeable conflict between the Library's interest and their own;
5. Where the absence by both parties at the same time would create a hardship for the Library;
6. Where, in order to avoid the reality or appearance of improper influence or favor, or to protect its confidentiality, the Library must limit the employment of close relatives of policy level officers of vendors, competitors, regulatory agencies, or others with whom the employer deals.
7. Where an employee's or trustee's actions or decisions would have a financial impact upon the employee or Trustee or their relative or significant other or a legal entity in which the Trustee, employee or their relative or significant other has a significant ownership interest..

8. Where an employee or trustee would be in a position to access confidential information regarding a relative or significant other.

De minimus gift or honorarium: Shall be items with a value of \$100.00 or less, provided that the recipient reports receipt per this policy.

Executive-level Director: Executive Director of the Library System, or Deputy Director

Legal Entities as Relative or Significant Other: If a Library employee, Trustee or a relative or significant other of such employee or Trustee has a significant ownership interest, as determined by the Library, in any company doing business with the Library or is employed by any company doing business with the Library in the capacity of an officer, director, account executive, sales representative or any other individual with authority to price, manage or influence business affairs related to such company's dealings with the Library, the conflict of interest will be regarded as if such company were a natural person and the conflict were as Relative or significant other of the Library employee or Library Trustee.

Relative or significant other: Family member or close relative such as a spouse, domestic partner, parent, child, sibling, "step" or "in-law", grandparent, grandchild, guardian; and like relative of an employee's spouse and any persons in a romantic or sexual relationship; or any other person residing with or legally dependent upon a Pierce County Library System employee or member of the Library Board of Trustees.

Trustee: An individual appointed by the Pierce County Executive to serve as a member of the Pierce County Library System Board of Trustees.

Policy

No Trustee or executive-level Director may use his or her position to obtain financial or other gain for their own benefit, or to benefit a relative or significant other, or any entity in which the Trustee, employee or their relative or significant other has a significant ownership interest.

No Trustee or executive-level Director shall accept or receive, directly or indirectly, any money, anything of value, or any promise for future benefit, from any person or entity that does business with the Library. This policy does not apply to gifts or honorariums which are de minimus or have a value of \$100 or less, provided that the receipt of such gift or honorarium is promptly reported.

Obligation to promptly report Conflict of Interest or Receipt of Gift or Honorarium

A Trustee or executive-level Director who recognizes an actual or potential conflict of interest or receives a de minimus gift or honorarium must promptly disclose to the Board of Trustees and the Executive Director any financial or personal beneficial interest, direct or indirect, and abstain voluntarily from discussion, voting, or decision-making on any issue that raises such conflict of interest.

If any Trustee or executive-level Director perceives a possible conflict of interest position for any other Trustee or executive-level Director, the possible conflict shall immediately be brought to the attention of the Board of Trustees.

Remedies

The Board as a whole shall determine whether the issue represents a conflict of interest, and issue a course of action mitigating such conflict of interest, including any action related to the failure to promptly report a potential conflict of interest.

Library Responsibilities

The Executive Director shall define, stipulate, make available, and enforce administrative policies that address conflict of interest for all its employees. Such policies shall be developed in accordance with Washington State law.

Adopted by the Board of Trustees of the Pierce County Rural Library District October 17, 2007. Revised XXXXXX

Related Policies: Conflict of Interest – Employment (Nepotism)

**NEW
BUSINESS**



Memorandum

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

From: Lynne Hoffman, Foundation Director

Date: October 6, 2014

Re: Pierce County Library Foundation Annual Report - for fiscal year ending June 30, 2014

What is “the Foundation?” The Library Foundation is the sum of its parts – the board, individual donors, business sponsors and grantors. By being the philanthropic arm of the Pierce County Library, the Foundation exists as a community of donors. By giving, our donors are a part of our family.

Over the past five years, the Foundation’s donor base has increased by 438 donors (67%). During that time period, the Foundation raised more than \$2 million and distributed \$1.8 million for library programs from this generous community.

In fiscal year 2013-14, the Pierce County Library Foundation gratefully received \$709,736 in gifts and made total distributions to the Library of \$ 535,181 (75%) in program support. The award represents distributions and distributions payable, gifts in kind, pledge payments and outright payment of program materials.

The board chose to make Early Learning and Senior Outreach its funding priorities over two years (2013-14 and 2014-15). More than \$233,000 is directed to these two programs (99% of goal) with gifts toward Block Play, Senior Collections, a new senior van and funds that are not project specific. Other funded projects included Science to Go; Summer Reading, Scout and the purchase of two additional vans for BEES (outreach to schools).

While the number of donors remained essentially the same at 1,333, unrestricted giving increased by 9% and Annual Giving (made primarily by individuals) increased by 16%. The Foundation is doing more email communications and solicitation as well as reviving the time-honored practice of board members mailing personal letters to friends and associates. Branch Librarian Tami Masenhimer was the spokesperson for the 2013-14 staff campaign, which collectively raised \$16,197. I would also like to gratefully recognize generosity of the Library’s Leadership Team who gave overwhelmingly (89%) to the Annual Giving Campaign this year.

In 2013-14, the Foundation's big gains were in grants. This was the first full year the Development Associate's position was focused primarily on seeking grant funding. Grant revenue increased \$350% over last year. More than half of the Foundation's revenue was attributed to grants. Since the grant process is almost entirely project based, successful grants are a product of teamwork between Library and Foundation. It involves creating or enhancing thoughtfully-designed projects, matching the grantors interests with the library's needs and delivering promised results.

Leadership giving is also gaining strength in sustaining a loyal donor base. 71 donors made gifts of \$500+ to total \$66,883 in 2013-14, a 22% increase of \$14,000 over the previous year.

In October 2013, Leadership donors were invited to A Literary Evening recognition reception in the home of Terry and Jack Stewart on Horsehead Bay, Gig Harbor, featuring Dave Boling from the Tacoma News Tribune. This year's A Literary Evening will be held October 15 in the home of board member Stacy Topping with author Jim Lynch.

In 2014, the Foundation welcomed three new board members: Linda Tieman, University Place; and Travis Mahugh, University Place; and shared membership for Barbara Nelson and Reji Kumar, University Place. Last September, 10 of the 20-member board of directors had served less than one year. Board members, along with library staff and Trustee Linda Ishem, participated in a board retreat with facilitator Joe Lawless. Board members created personal "I will..." statements with their commitments to participate in the fundraising chain and the success of the Foundation.

The Foundation board and staff also thanked Doug Whitton for serving the maximum three three-year terms on the Foundation board. Doug has been an influential board member who initially built the Summer Reading sponsorship program, along with board member Steve Albers. Doug has also prepared the Foundation's 990 pro bono during his entire tenure on the board. This past year, the Foundation amended its by-laws to include a provision that former board members may return to the board after one-year, if nominated and elected by the current board.

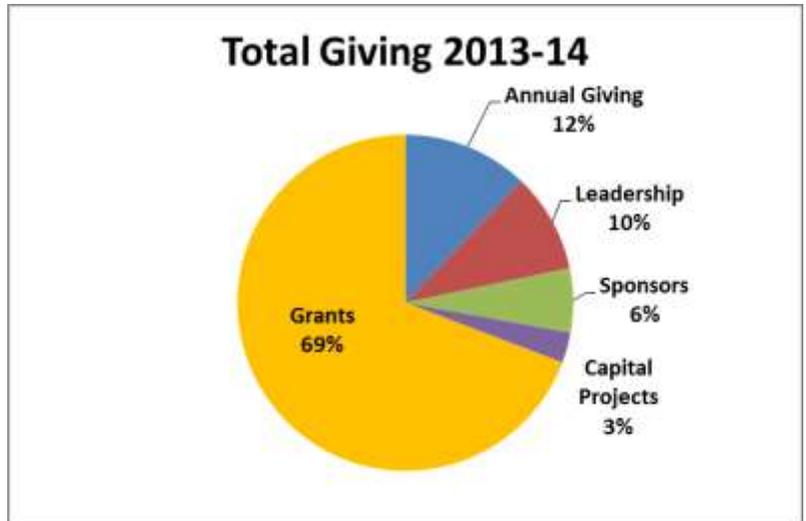
The Foundation's board of directors, took advantage of a wide range of opportunities to fulfill their role as ambassadors and the voice of our philanthropic community. They thanked donors, signed letters to friends and associates, spoke with donors on the library's behalf, shared their stories along with the community's concerns, hopes and aspirations for the future. We are grateful for their engagement in the Foundation's growth and continued success in achieving the library's vision.

As outlined in the Library-Foundation Agreement, attached is the statement of financial position and statement of expenses and revenue for the year ending June 30, 2014 and accomplishments.

Pierce County Library Foundation
2013-14 Accomplishments

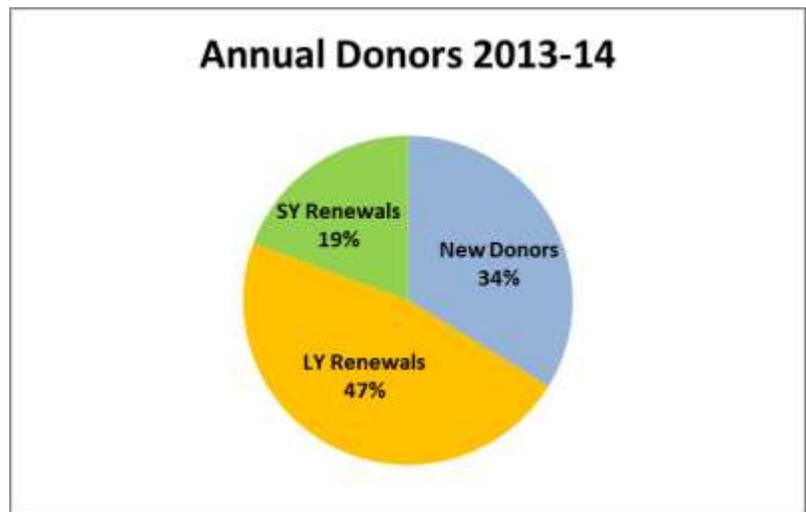
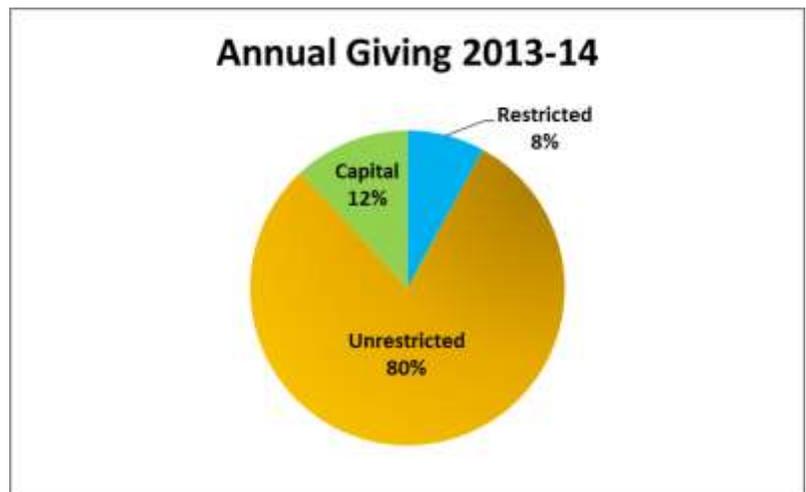
Metrics

- The Foundation ended the year with 1,333 donors – 99% of last year’s total and 89% of goal.
- The Foundation raised \$709,736 in gifts, grants and sponsorships – 52% over last year and 30% over goal.



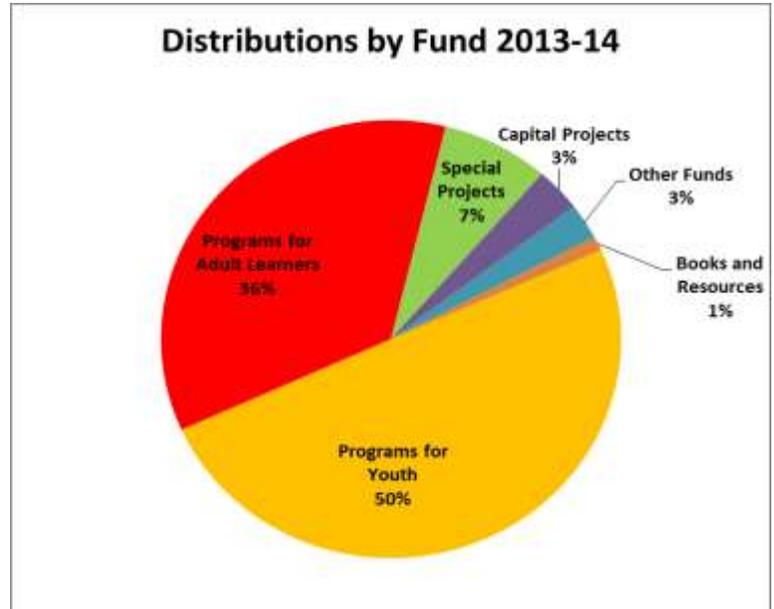
Goals and Objectives

- The Foundation raised \$141,806 in unrestricted funds compared to \$128,165 last year – 9% increase.
- The Foundation raised \$150,268 in Annual Giving (Gifts not including sponsorships, grants, capital projects, endowments) compared to \$129,135 last year – 16% increase.
- The Foundation was awarded \$443,271 in grants – 350% increase over last year and 100% over goal.
- The Foundation received \$45,750 in sponsorships compared to \$40,250 last year – 14% increase and reached our goal of \$45,000.
- 445 new donors compared to 554 last year (81% of goal).
- 855 (60%) of last year’s donors renewed compared to 808 last year – 6% increase.
- 59 Leadership Gift donors (gifts over \$500) renewed – 71%, compared to 50 donors last year.



Program Impact

- Total distributions increased by \$166,903 over last year and 7% over goal.
- The Foundation reached 99% of its \$235,000 goal for **Early Learning** and **Senior Outreach** distributions.
- \$67,000 in restricted gifts was received for **Early Learning**. Additionally, \$30,000 in unrestricted giving* has been board designated for **Early Learning**.
- \$105,716 was received for **Senior Outreach**. Additionally, \$30,000 in unrestricted giving has been board designated* for **Senior Outreach**.



- Funding for specific **Programs for Youth** included Block Play, Board book give-aways, Science to Go, Summer Reading, Our Own Expressions and two vans for the BEES Outreach to Schools program.
- Funding for specific Programs for **Adult Learners** included books in various formats for the Senior Collection, a van for the Senior Outreach Program and Pierce County READS.
- In October 2013, the Foundation received a \$50,000 unrestricted Creative Leadership Award from the Paul G. Allen Family Foundation. At the request of the Library, the Foundation will hold funds to be made available to managers for innovative programs that need additional funding.
- The Foundation received its first installment of \$75,000 of a \$150,000 grant from the Paul G. Allen Family Foundation for the Scout project. (Special Projects)
- \$23,799 was received in gifts and pledge payments for capital projects compared to \$93,306 in the previous year.
- Additionally, the Foundation Board has designated unrestricted funds generated in 2013-14 for Pierce County READS, Our Own Expressions, Science to Go and Scout.

* Board designated funds will be transferred to the library as requested and reflected in the 2014-15 financials as board designated net assets.

Pierce County Library Foundation
Statement of Financial Position
June 30, 2014

ASSETS

Current Assets

Petty Cash	\$	147.55
Checking - Key Bank		545,720.86
Checking - Union Bank		100.00
Money Market -Union Bank		126,803.02
Savings -America Credit Union		<u>30.04</u>

672,801.47

Sarah Dickson Endowment		8,166.23
GTCF Rideout /Steilacoom Endmt		31,891.27
GTCF Ethel McIntyre Outreach		15,950.07
GTCF Carolyn Else Collection		14,753.66
GTCF Ellis Endmt.- Key Center		10,620.28
GTCF Margaret Ellis Endowment		<u>29,429.06</u>

110,810.57

Total Assets		<u>\$ 783,612.04</u>
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LIABILITIES AND NET ASSETS

Current Liabilities

PCLF Distributions Payable	\$	<u>434,915.95</u>
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Total Current Liabilities		<u>434,915.95</u>
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Total Liabilities		434,915.95
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Net Assets

Unrestricted Net Assets		96,015.13
Temp. Restricted Net Assets		15,225.40
Perm. Restricted Net Assets		100,576.70
Net Income		<u>136,878.86</u>

Total Net Assets		<u>348,696.09</u>
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Total Liabilities & Net Assets	\$	<u><u>783,612.04</u></u>
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Pierce County Library Foundation
Statement of Revenue and Expenses
For Twelve Months Ending June 2014

	Current Month	Year to Date	2013-14 Budget	Last Year to Date
<i>Unrestricted Revenues</i>	9,231.93	191,914.51	171,000.00	128,165.40
<i>Temporarily Restricted Revenues</i>				
Books and Resources	167.60	7,015.50	20,000.00	5,525.00
Programs for Young Readers	73,795.00	282,110.00	190,000.00	35,503.90
Programs for Adult Learners	12,500.00	120,646.00	60,000.00	15,000.00
Special Projects	3,000.49	105,716.57	100,000.00	174,207.79
Funds Managed by Foundation	-	1,620.00	2,000.00	1,600.00
<i>Permanently Restricted Revenues</i>	10,183.09	10,183.09		6,368.13
<i>In-Kind</i>	1,940.00	1,940.00		12,913.13
Total Revenues	110,818.11	721,145.67	543,000.00	379,283.35
<i>Operating Expenses</i>				
Fundraising Expenses	98.00	33,368.82	40,000.00	29,098.23
Administrative Expenses	1,064.57	12,160.44	15,000.00	10,866.87
Marketing Expenses	-	3,555.91	5,000.00	5,164.02
Total Operating Expenses	1,162.57	49,085.17	60,000.00	45,129.12
<i>Program Distributions **</i>				
Gen'l Books and Resources	6,837.31	6,837.31	10,000.00	-
Resticted Collections	600.00	600.00	10,000.00	4,500.00
Book Discussion Kits	250.00	250.00	-	20,000.00
Books and Resources	7,687.31	7,687.31	20,000.00	24,500.00
Gen'l Programs for Young Readers	182,800.00	184,000.00	103,000.00	15,232.00
Summer Reading	33,880.33	33,880.33	-	25,250.00
Our Own Expressions	1,425.99	5,038.49	5,000.00	5,287.00
Early Learning Program	51,050.00	67,050.00	100,000.00	10,000.00
Kid's Bookmobile	-	-	-	-
Programs for Young Readers	269,156.32	289,968.82	208,000.00	55,769.00
Gen'l Programs for Adult Learners	-	-		35,550.00
Senior Outreach	105,716.00	105,716.00	137,000.00	-
Pierce County Reads	15,083.82	16,459.84	15,000.00	15,000.00
Programs for Adult Learners	120,799.82	122,175.84	152,000.00	50,550.00
Buckley Restricted	-	-		-
Eatonville Restricted	100.00	100.00		-

Pierce County Library Foundation
Statement of Revenue and Expenses
For Twelve Months Ending June 2014

Graham Restricted	50.00	50.00		-
Gig Harbor Restricted	8,033.64	8,033.64		1,206.24
Interactive Gaming Platform	-	75,000.00		75,000.00
Key Center Library	9,700.24	9,700.24		39,015.25
Lakewood Library Project	5,610.00	5,610.00		51,567.00
Milton/Edgewood Restricted	75.00	75.00		-
South Hill Restricted	8,418.46	8,489.44	100,000.00	100.00
Summit Restricted	-	-		2,500.00
Sumner Restricted	100.00	100.00		-
University Place Campaign	3,066.35	3,066.35		2,624.24
University Place Restricted	1,300.00	1,300.00		14,860.04
Special Projects	36,453.69	111,524.67	100,000.00	186,872.77
Rideout	-	1,485.00		1,502.00
Staff Recognition	-	-		-
Tuition Assistance	-	-	1,500.00	300.00
Friends Group	-	400.00	500.00	561.00
Miscellaneous	-	-	3,000.00	-
In-Kind Gifts	1,940.00	1,940.00		12,913.13
Funds Managed by Foundation	1,940.00	3,825.00	5,000.00	15,276.13
Total Distributions	436,037.14	535,181.64	485,000.00	332,967.90
Total Expenses & Distributions	437,199.71	584,266.81	545,000.00	378,097.02
Net Revenues Over Expenditures	(326,381.60)	136,878.86	(2,000.00)	1,186.33

** Combines temporarily restricted and unrestricted distributions approved by the board.

MEMO

Date: October 6, 2014

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

From: Neel Parikh, Executive Director

Subject: 2015 Budget

The proposed 2015 budget introduces the first increase in expenditures since 2008.

In 2014, after four years of declining property tax revenue, we experienced an increase of 2.94%. In 2015, we expect revenues to increase by 8.5%. That increase equates to \$2.1 million and reflects property tax revenue increases due to laws that allow districts to collect up to the “highest lawful levy,” which for us was \$28.3 million in 2009. The 2009 levy is significantly more than the 2013 levy which means tax revenues will rise at a higher percentage over the next two years.

However, when we reach our “highest lawful levy” we will return to property tax law limits and will be constrained to revenues rising by 1% plus new construction. In the coming years, we do not expect higher growth in new construction and we expect slower growth of property values.

As the library leaves the recession, we are a stronger organization. We are especially proud of implementing efficiencies across all areas by becoming thoughtful and purposeful about our everyday operations. Our new and stronger staffing model, coupled with our streamlined processes and procedures, have allowed us to maintain our service levels and accomplish our goals despite reductions.

Branches remained open and operating hours stayed the same despite more than \$7.5 million in reductions to the operating budget during the recession. We continued to not only maintain but develop customer services in branches, for example Block Play, Teen Summer Challenge, and the Library Card in Every Hand program (school cards). Staff worked hard to focus on internal processes, improve operations and find ways to minimize the impact of the recession on the public. We implemented media banks and movie towers, launched public computers (PC’s) reservation and print management, and opened three new buildings (Fife, Milton and University Place). In addition, we leveraged private funding to create new and innovative services such as Scout and Science to Go.

Even though the revenue projections are positive in the short-term, we are not dismantling the changes put in place during the recession. The 2015 budget builds on our strengths. We will continue to manage our funds strategically so we are better prepared to weather periods of flat or declining revenues.

Over the past five years, the library has managed to balance its budget despite increased operating costs and simultaneous reductions in the operating budget of more than \$7.5 million. In 2009, we experienced a major reduction in staffing and, over the next three years, we changed services and reduced the materials budgets. Budget reduction strategies in the last two years were designed to minimize the impact on staff and maintain core services.

Over the next two years, in order to make the best use of the increases in revenue, we will attend to various areas in the budget that were reduced. In particular, critical functions such as buildings, cash reserves and technology that did not receive needed funding.

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. The 2015 budget includes:
 - COLA of 1.8%
 - Compensation study to examine changes since the recession
 - Employee communications survey, staff engagement survey and new strategies for effective communication
 - Investment in leadership development.
- b. **Capital improvements.** For the past several years, capital improvement has been funded by an allocation from the General Fund to the Capital Improvement Fund. In 2013, the yearly capital transfer was cut 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 recommending to restore the transfer to 3%.
- c. **Cash flow.** The Library must retain cash reserves to sustain four months of operations without any revenue. It is Board policy to maintain this level of cash reserves plus an additional 2% contingency. We traditionally set aside 1% 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 eliminated the set-aside and in 2013 we used \$571,595 from the cash reserves to close the revenue gap. We recommend restoring the cash set-aside in 2017.
- d. **Information Technology.** While we continue to grow direct services in the branches, we made specific decisions not to expand the Information Technology department or develop and improve its capability. As a result, we are behind on much needed updating to provide customers with improved service. This budget includes an overhaul of the library's network in order to

provide more stability to all sites and enhance the bandwidth to meet customer needs today and into the future. The budget also includes a new strategy for replacing PCs that is intended to reduce the workload for PC maintenance in the branches. This work not only addresses a function affected by the recession, but also supports a sustainable future for the IT Department.

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% to help us meet the goal. 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 and, as you know, won a Creative Leadership Award from the Paul G. Allen Family Foundation. This budget uses this new approach on targeted areas of collection development and growth, adding \$240,000 to the budget (see Georgia's memo).

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

- a. **Information Technology.** Develop IT infrastructure that insures sustainable operations and efficient use of resources. During 2014, the library created an ambitious technology plan. This plan will help the library provide customers up-to-date technology and digital services in the future. A key goal in the plan was to evaluate the staffing needed to support the service and the merging of the IT and Virtual Services departments. With the arrival of a new Digital Experience Director, this budget begins the implementation of the plan and its key goals.

The 2015 and 2016 budgets are extremely important to Pierce County Library System. With a brief window of increased revenue, we need to use this funding to position the library for years of lean times. The Administrative Team has strategically positioned the dollars to best support our future, create sustainable services and bring the library up-to-date.

As always, the library is committed to providing valuable services that people want and need, and to anticipate those needs well into the future. We will make sound decisions in the best long-term interest of taxpayers, customers and employees. This budget supports those goals.

M E M O



Date: October 8, 2014
To: Chair Linda Ishem and Members of the Board of Trustees
From: Clifford Jo, Finance & Business Director
Subject: 2015 Revenues and Expenditures

REVENUES

See the first page of the attached 2015 budget. 2015 revenues are set overall at +9.94% from the final levy certificate as provided by the County on December 20, 2013 (after Board approval of the final budget on December 11, 2013). Property values increased by 8.56% when compared to what the County is reporting to us (but by +8.61% when compared to the original budget). We increased several other line items, including the Foundation.

Note that per our practice, we don't budget for revenues that we generally cannot predict, such as Friends reimbursements. These revenues are recognized during the mid-year budget process.

EXPENDITURES

Beginning page 2 of the first attachment is the table of expenditures. It is presented as balanced without need to use cash reserves.

Personnel Costs

Total net increase is 5.62% or +\$1,059,593. This is after including Labor Agreement COLA of 1% to staff, estimated 2015 health care contributions, retirement increases, and other adjustments. Also included is a -2.5% subtotal reduction in salaries planning budget to match projections, at -\$510,187. This was begun in 2012 and is now in its fourth year. This year it was set at -3% which helped balance the budget, but did not give breathing room.

Maintenance & Operations

Total net increase is +14.78% or +\$485,474. The majority of the increase is due to:

- Adding in leadership training, coaching training, and surveys; and
- Increasing the security, stability, and speed of the computer network (offset by erate reimbursements).

Note that computer equipment was reduced; those purchases will be part of implementing the technology plan via the Capital Improvement Plan. We will bring those costs/projects to the Board next month.

Materials

The materials budget is set at 2014's budget plus \$277,998. This calculates to 12.67% of new

M E M O



revenues. In 2012 the Library conducted an extensive study of the materials budget that eliminated the historically used 16% budget and proposed a zero-based process and budget for materials. The Library reviewed the materials budget and made thoughtful recommendations for changes, in particular, the databases and ebooks.

Set-Asides

Because we are anticipating approximately 9% of unrestricted cash reserves by year end (the minimum is 2%), we are not adding to that balance. We are also proposing to restore the CIP transfer to 3% to fund Capital Improvement fund balance.

**PIERCE COUNTY LIBRARY SYSTEM
- 2015 BALANCED -**

GENERAL FUND ANNUAL BUDGET BALANCED AS OF 10/8/2014	2014 Final (12/11/13)	2015 Balanced	% Change 2014 Final to 2015 Bal	2015 FISCAL YEAR Notes
Use of Fund Balance/Cash Reserves	127,663	0	-100.00%	No cash reserves used
----- REVENUES -----				
31110 Property Taxes Refunded				
31111 Property Taxes Current	23,502,762	25,674,805	9.24%	9.24% AV change (2172k) compared to 12/20/13 levy certif.
31112 Property Taxes Delinquent	940,110	872,943	-7.14%	-7.14% AV change (-67k) compared to 12/20/13 levy certif.
31130 Sale of Tax Title Property	3,000	3,000		
31210 Private Harvest Tax	50,000	50,000		
31720 Leasehold Excise Tax	20,000	20,000		
34160 Copier Fees	25,000	30,000	20.00%	Increased to anticipated receipts (due to Envisionware)
34162 Printer Fees	60,000	105,000	75.00%	Increased to anticipated receipts (due to Envisionware)
34163 Fax Fees		21,000	new	Added for anticipated receipts (due to Envisionware)
35970 Library Fines	615,000	600,000	-2.44%	Decreased to anticipated receipts
36110 Investment Income	10,000	10,000		
36700 Foundation Donations	225,500	350,000	55.21%	Will be finalized during final December budget
36920 Book Sale Revenue	20,000	20,000		
36991 Payment for Lost Materials	25,000	12,000	-52.00%	Decreased to anticipated receipts
36998 E Rate Reimbursement		250,000	new	Based on anticipated reimbursement
36999 Rebates - Procurement Card	15,000	30,000	100.00%	Increased to anticipated receipts
39510 Sale of Fixed Assets	15,000	15,000		
TOTAL REVENUES	\$25,526,372	\$28,063,748	9.94%	
Increase/decrease over previous		2,537,376 (9.94%)		Compared to 2014 Original budget (passed 12/11/2013)
		2,039,240 (7.84%)		Compared to 2014 Mid-Year budget (passed 7/9/2014)
TOTAL FUNDING SOURCES	\$25,654,035	\$28,063,748	9.39%	
Increase/decrease over previous		2,409,713 (9.39%)		Compared to 2014 Original budget (passed 12/11/2013)
		2,039,240 (7.84%)		Compared to 2014 Mid-Year budget (passed 7/9/2014)

**PIERCE COUNTY LIBRARY SYSTEM
- 2015 BALANCED -**

GENERAL FUND ANNUAL BUDGET BALANCED AS OF 10/8/2014	2014 Final (12/11/13)	2015 Balanced	% Change 2014 Final to 2015 Bal	2015 FISCAL YEAR Notes
----- EXPENDITURES -----				
PERSONNEL				
51100 Salaries & Wages	13,709,535	14,345,866	4.64%	Includes 1.8% COLA and Steps
51105 Additional Hours	247,100	259,045	4.83%	Increased to anticipated needs
51106 Shift Differential	161,206	151,607	-5.95%	Adjusted for year end projections
51107 Substitute Hours	284,500	315,515	10.90%	Increased to anticipated needs
51109 Tuition Assistance Program	300	300		
51200 Overtime Wages	5,800	5,400	-6.90%	Reduced
52001 Industrial Insurance	165,707	193,617	16.84%	Increased due to higher coverage costs
52002 Medical Insurance	2,268,400	2,191,477	-3.39%	Incorporates 2015 rates (more people waiving coverage)
52003 FICA	1,102,241	1,153,581	4.66%	Follows Salaries & Wages
52004 Retirement	1,167,555	1,508,392	29.19%	Incorporates 2015 rates
52005 Dental Insurance	241,326	212,859	-11.80%	Incorporates 2015 rates
52006 Other Benefit (Cell Phone Allowance)	9,580	11,020	15.03%	Adjusted for year end projections
52010 Life and Disability Insurance	25,245	26,987	6.90%	Incorporates 2015 rates
52020 Unemployment Compensation	30,500	30,500		
52200 Uniforms	1,300	1,300		
Total Personnel	19,420,295	20,407,466	5.08%	
Reduction in salaries planning budget to match projections ((582,609)	(510,187)	12.43%	Adjusted for year end projections
Net Personnel	18,837,686	19,897,279	5.62%	
MAINTENANCE & OPERATIONS				
53100 Office/Operating Supplies	155,400	164,400	5.79%	Increase due to anticipated usage and costs
53101 Custodial Supplies	52,100	52,500	0.77%	Increase due to anticipated usage and costs
53102 Maintenance Supplies	60,200	60,200		
53103 A/V Processing Supplies	20,000	25,000	25.00%	Increase due to anticipated usage and costs
53104 Book Processing Supplies	20,000	20,000		
53200 Fuel	40,750	47,000	15.34%	Adjusted for rate increases (fuel usage has dropped)
53500 Minor Equipment	6,500	3,500	-46.15%	Decreased to anticipated costs
53501 * Furnishings	35,000	35,000		
53502 * PC Hardware	216,300	20,000	-90.75%	Tech plan implements equipment as Capital Project
53503 Printers	20,000	10,000	-50.00%	Tech plan implements equipment as Capital Project
53505 Software	17,000	13,500	-20.59%	Tech plan implements equipment as Capital Project
54100 * Professional Services	256,200	437,884	70.91%	Includes leadership training, coaching, and surveys
54101 Legal Services	30,000	30,000		
54102 Collection Agency	24,000	22,000	-8.33%	Decreased to anticipated costs
54161 Resource Sharing Services	22,000	19,000	-13.64%	Decreased to anticipated costs
54162 Bibliographics Services	38,000	33,000	-13.16%	Decreased to anticipated costs
54163 Printing and Binding	2,000	1,500	-25.00%	Decreased to anticipated costs

**PIERCE COUNTY LIBRARY SYSTEM
- 2015 BALANCED -**

GENERAL FUND ANNUAL BUDGET BALANCED AS OF 10/8/2014	2014 Final (12/11/13)	2015 Balanced	% Change 2014 Final to 2015 Bal	2015 FISCAL YEAR Notes
54165 Inter Library Loan Lost Item Charges	3,000	2,800	-6.67%	Decreased to anticipated costs
54200 Postage	38,000	35,000	-7.89%	Decreased to anticipated costs
54201 Telephone/Data Lines	161,300	461,300	185.99%	Increased to support greater stability, security, and bandwidth
54300 * Travel	29,200	42,100	44.18%	Includes various conference attendances (pending further review)
54301 Mileage Reimbursements	30,250	31,150	2.98%	Increased for anticipated needs
54400 * Advertising	29,000	43,000	48.28%	Increased for anticipated advertising needs (including social media)
54501 * Rentals/Leases - Buildings	377,700	389,950	3.24%	Incorporates anticipated lease/CAM charge costs
54502 * Rentals/Leases - Equipment	23,600	32,300	36.86%	Adjusted for copier lease costs
54600 Insurance	189,500	189,500		
54700 Electricity	220,000	235,000	6.82%	Increase due to anticipated usage and costs
54701 Natural Gas	15,000	15,000		
54702 Water	26,000	20,000	-23.08%	Decreased to anticipated costs
54703 Sewer	21,700	36,000	65.90%	Increase due to anticipated usage and costs
54704 Refuse	22,500	27,500	22.22%	Increase due to anticipated usage and costs
54800 * General Repairs/Maintenance	198,300	229,300	15.63%	Increased to include fencing replacements at 2 locations
54801 * Contracted Maintenance	709,200	788,000	11.11%	Cost increases from groundskeeping & HVAC contracts
54803 Maint. Telecomm Equipment	31,000	31,000		
54900 * Registrations	23,250	42,750	83.87%	Includes various conference attendances (pending further review)
54901 * Dues and Memberships	34,620	35,170	1.59%	Increase due to anticipated usage and costs
54902 Taxes and Assessments	30,500	29,500	-3.28%	Decreased to anticipated costs
54903 Licenses and Fees	53,150	38,890	-26.83%	Decreased to anticipated costs
54904 Miscellaneous	790	790		
55100 Intergovernmental	1,000	17,000	1600.00%	Fiscal audit ended in 2013; no carry over funding needed
Total Maintenance & Operations	3,284,010	3,769,484	14.78%	
* Items that are asterisked required department heads to list specific costs				
MATERIALS				
534xx Materials	3,277,075	3,555,073	8.48%	Increased to improve ebook and database offerings to customers
Total Materials	3,277,075	3,555,073	8.48%	= 12.67% of revenues
54912 CONTINGENCY	0	0		No cash reserve set aside needed for 2015
59700 TRANSFERS TO CIP	255,264	841,912	229.82%	Restored to 3% of revenues
Total Transfers	255,264	841,912	229.82%	
TOTAL EXPENDITURES	\$25,654,035	\$28,063,748	9.39%	
REVENUES LESS EXPENDITURES	(\$127,663)	\$0	100.00%	

**PIERCE COUNTY LIBRARY SYSTEM
- 2015 BALANCED -**

GENERAL FUND ANNUAL BUDGET BALANCED AS OF 10/8/2014	2014 Final (12/11/13)	2015 Balanced	% Change 2014 Final to 2015 Bal	2015 FISCAL YEAR Notes
----- BUDGET SUMMARY -----				
Use of Fund Balance/Cash Reserves	127,663	0	-100.00%	
REVENUES				
Taxes	24,515,872	26,620,748	8.59%	94.86% of revenues
Intergovernmental	0	0		0.00% of revenues
Charges for Services	85,000	156,000	83.53%	0.56% of revenues
Fines	615,000	600,000	-2.44%	2.14% of revenues
Miscellaneous	310,500	687,000	121.26%	2.45% of revenues
TOTAL REVENUES	25,526,372	28,063,748	9.94%	100.00% of revenues
Increase/decrease over previous year		2,537,376 (9.94%)		
TOTAL AVAILABLE FUNDING SOURCES	25,654,035	28,063,748.00	9.39%	
Increase/decrease over previous year		2,409,713 (9.39%)		
EXPENDITURES				
Personnel	18,837,686	19,897,279	5.62%	70.90% of expenditures
Maintenance & Operations	3,284,010	3,769,484	14.78%	13.43% of expenditures
Materials	3,277,075	3,555,073	8.48%	12.67% of expenditures
Subtotal	25,398,771	27,221,836	7.18%	97.00% of expenditures
Increase/decrease over previous year		1,823,065 (7.18%)		
CONTINGENCY	0	0		0.00% of expenditures
TRANSFERS TO CIP	255,264	841,912	229.82%	3.00% of expenditures
Subtotal	255,264	841,912	229.82%	3.00% of expenditures
TOTAL EXPENDITURES	25,654,035	28,063,748	9.39%	100.00% of expenditures
Increase/decrease over previous year		2,409,713 (9.39%)		
NET OF REVS & EXPS	\$0	\$0		

MEMO

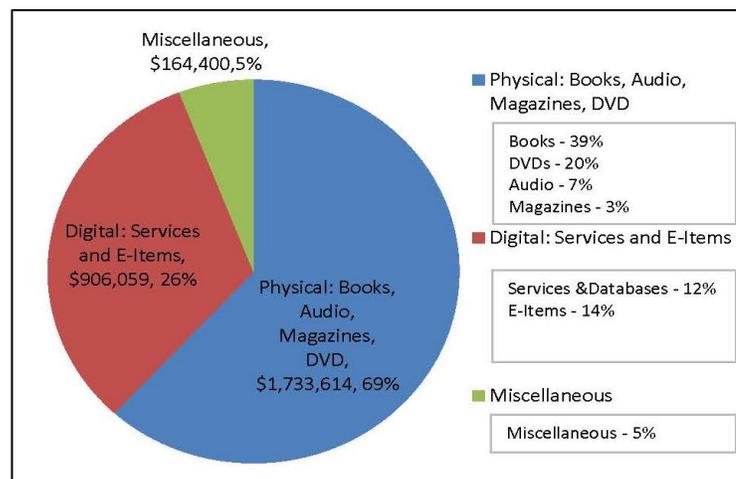
Date: October 7, 2014

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

From: Georgia Lomax, Deputy Director

Subject: 2015 Materials Budget Summary

The 2015 Materials Budget recommendation is \$3,511,073, an increase of \$239,056. The Library's Selection Librarians developed the recommendation. They collaborated with Customer Experience Managers and the Diverse Community Coordinator, and with Site Supervisors during the annual branch visits, to evaluate needs and priorities for 2015. The group evaluated checkout and use data, and assessed publishing trends and public expectations of formats and availability. They also reviewed annual Branch Service Plans and market segmentation as part of the process of determining the overall collection budget, and then allocating the breakdowns within that budget.



About 85% percent of the increase is accounted for in the electronic resources and e-book budgets. The remainder supports building and expanding the Science To Go program.

Databases: The Adult Services Librarians evaluated the Library's electronic resources (databases, platforms, online services) on use, community interest/market segmentation and trialed new products to assess their potential to fill a need, or to replace underperforming or inadequate existing resources. Two major additions will strengthen the Library's focus on digital literacy by providing resources to assist residents in building technology skills that help them be prepared to fill local jobs.

E-Books: The number of e-book titles available for purchase by libraries has increased, and checkout continues to climb. This summer publishers Macmillan and Simon & Schuster became the final of the "big five" publishers to allow libraries to license and loan their e-book titles and bring with them a catalog of many popular authors and titles.

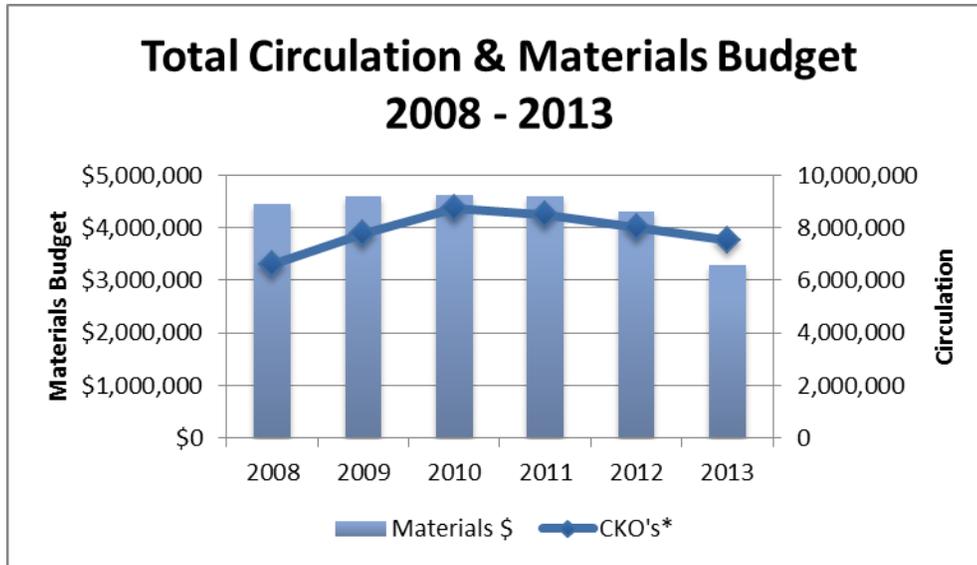
Science to Go: Initially funded by the Paul G Allen Family Foundation, this program is off to a great start, and the budget will increase to add more backpacks for the original age group, and expand the project with materials for preschool aged children.

In addition to the major changes, the budget includes increases for DVDs and for replacing and refreshing core children's book titles and series. These increases are offset by reductions in purchasing

items in CD format and in print materials, and in reference items as those resources move to digital formats or cease publication.

Staff continue to monitor the decline in use of CDs, particularly music CDs, as free and paid music streaming services build as the preferred listening choice, and as fewer titles are available as books on CD.

The following charts show Pierce County Library's checkout, materials budget, per capita materials spending and checkout per capita against those of other key libraries in the state.



WSL 2011 - 2013 Public Libraries			
250,000 - 499,999 except as noted	2011 Materials Expenditures Per Capita	2012 Materials Expenditures Per Capita	2013 Materials Expenditures Per Capita
Fort Vancouver	\$5.95	\$7.38	\$7.50
King County Library (over 500,000)	\$9.02	\$9.06	\$9.85
Kitsap Regional Library	\$4.51	\$4.60	\$3.92
North Central Regional	\$8.48	\$8.86	\$8.84
Pierce County Library	\$8.95	\$7.64	\$5.96
Seattle Public Library (over 500,000)	\$7.41	\$7.35	\$10.16
Sno-Isle Libraries (over 500,000)	\$5.67	\$7.11	\$6.97
Timberland Regional	\$5.60	\$6.45	\$6.99
WA Average	\$6.95	\$7.31	\$7.52

WSL 2011 - 2013 Public Libraries			
250,000 - 499,999 except as noted	2011 Circulation Per Capita	2012 Circulation Per Capita	2013 Circulation Per Capita
Fort Vancouver	8.80	9.44	8.75
King County Library (over 500,000)	16.25	14.90	15.96
Kitsap Regional Library	9.98	6.96	9.96
North Central Regional	15.43	7.55	7.79
Pierce County Library	18.91	15.37	13.48
Seattle Public Library (over 500,000)	14.19	15.65	18.60
Sno-Isle Libraries (over 500,000)	9.93	13.90	13.14
Timberland Regional	9.37	12.78	9.02
WA Average	12.86	12.07	12.09

M E M O



Date: October 7, 2014
To: Chair Linda Ishem and Members of the Board of Trustees
From: Clifford Jo, Finance & Business Director
Subject: 2015 Preliminary Levy Certification

Attached is the property tax levy preliminary levy certification. Compared to the final levy certificate received on December 20, 2013, property values in the library's taxing district increased by 8.56%. We continue to be at our statutory limit of 50 cents per \$1,000 of assessed values in the taxing district. Gross property tax revenues will increase from the December 20, 2013 revised 2013 certification of \$24,482,044.07 to \$26,578,473.25, an increase of \$2,096,429.18.

Note that the starting calculation for the Levy Certificate reflects 2010 original revenues; it's not going to show the property levy issued for 2014. 2010 is the first year we were at 50 cents, so the County does not calculate subsequent years' original revenues until we drop below the statutory limit.

Revenues for 2015 can increase over the statutory limit of 1% because we are under our maximum levy capacity, last recorded in 2010. In 2011 and 2012, the Library experienced substantial reductions in property taxes. Property values in 2014 increased appreciably such that we are continuing to restore revenues lost since 2010.

The Board will need to approve the Levy Certification during the November Board meeting. Usually, we receive an updated Certification in mid- to late December, which includes final adjustments to property tax revenues for the following fiscal year.



Pierce County

Office of the Assessor-Treasurer

Mike Lonergan
Assessor-Treasurer

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MEMORANDUM

DATE: September 12, 2014
TO: Pierce County Taxing Districts
FROM: Mike Lonergan, Assessor-Treasurer
RE: **Preliminary Certification of Assessed Values/Levy Limit Factor**

Enclosed is the Preliminary Certification of Assessed Values for your taxing district. These values include last year's State Assessed Property Values.

For budget preparation assistance to applicable districts, Levy limit factor worksheets, court ordered refund information, and sample ordinance/resolutions are included.

Submit original ad valorem Budget / Levy Certifications & an approved Ordinance or Resolution no later than November 30th:

Pierce County Council
Attention: Clerk, Rm. 1046
County City Building
930 Tacoma Ave. S
Tacoma, WA 98402

And a copy to:
Pierce County Assessor-Treasurer
Attention: Levy Dept.
2401 S. 35th St. Rm. 142
Tacoma, WA 98409

(Failure to submit a budget request & the district's Resolution/Ordinance may adversely affect next year's Levy collection)

Preliminary Values Are Subject to Change.

Districts will receive **Final** values in December.

Amended Levy Certifications may be submitted to the Pierce County Assessor-Treasurer after final values have been calculated.

The district's Ordinance/Resolution **must** identify these three components.

- The **dollar amount of the previous year's levy**. The actual levy received, including refunds.
- The **dollar amount of increase** reflects the difference between the previous year's actual levy and the 1% growth of the highest lawful levy, or a lesser amount if banking levy capacity.
- The **percent of increase** equals the change over the prior year's actual levy plus the dollar amount of increase equal to the district's highest lawful levy for this year, or a lesser amount if banking levy capacity.

See reverse for answers to frequently asked questions.

Levy FAQs

Q. How should the Ordinance/Resolution read if the district is limited at a lesser amount due to the statutory maximum rate limit?

A. Prepare the document as though there is no limit due to the statutory maximum rate. Add language to inform the district's taxpayers of the rate limit and the projected allowable levy to the Ordinance/Resolution.

The Ordinance/Resolution must contain three amounts; last year's actual levy, the dollar amount & percent of increase needed for the following year. The intent of the district must be clear in the Ordinance/Resolution.

Q. Why does the sample Ordinance/Resolution show more/less than 1%?

A. The 1% limit refers to the limitation of increase to a district's highest lawful levy known as the Levy Limit Factor. The percent of increase approved in a district's Ordinance/Resolution equals the change over the prior year's actual amount levied plus the dollar amount of increase for the next year's budget needs.

- The simple act of passing an Ordinance/Resolution allows a district to increase the Highest Lawful levy by the lesser of 1% or the IPD, depending on the size of the district.
- The increase authorized in the document identifies how much of that increase is required for the next year's budget needs.

Q. Why does the sample show \$0 increase and an increase of 0%?

A. The total amount levied in the prior year is more than this year's increase from the limit factor, the district should ask for a \$0 and 0% increase. This does not affect any increase allowed by the limit factor increase of the highest lawful levy. Once a district passes the Ordinance/Resolution the Highest Lawful levy is allowed to increase by the limit factor.

A district's Ordinance or Resolution controls two levy limitations;

- 1. The act of passing a resolution/ordinance allows the Limit Factor increase (lesser of 1% or the IPD) to the highest lawful levy.*
- 2. The authorized percent and dollar amount stated increase over the prior year's actual, Certified levy request.*

Q. What documents need to be submitted by November 30?

A. No later than November 30, provide a copy of the approved Ordinance/Resolution & the Levy Certification (Budget Request).

Fire districts must also provide a Full Time Paid Employee letter.

FAILURE TO PROVIDE THESE DOCUMENTS BY THE DUE DATE COULD ADVERSLEY AFFECT YOUR LEVY.



Pierce County

Mike Lonergan, Assessor-Treasurer

2401 South 35th Street
Tacoma, WA 98409-7498
(253) 798-6111 FAX (253) 798-3142
ATLAS (253) 798-3333
www.piercecountywa.org/atr

PRELIMINARY TAX LEVY LIMIT 2014 FOR 2015

**RURAL LIBRARY
> 10,000**

REGULAR TAX LEVY LIMIT:

	2010
A. <u>Highest regular tax which could have been lawfully levied beginning with the 1985 levy</u> [refund levy not included] times limit factor (as defined in RCW 84.55.005).	28,026,013.05 1.01 28,306,273.18
B. Current year's assessed value of new construction, improvements and wind turbines in original districts before annexation occurred times last year's levy rate (if an error occurred or an error correction was made in the previous year, use the rate that would have been levied had no error occurred).	751,513,170 0.500000000000 375,756.59
C. Current year's state assessed property value in original district if annexed less last year's state assessed property value. The remainder to be multiplied by last year's regular levy rate (or the rate that should have been levied).	777,679,533 777,679,533 0.00 0.500000000000 0.00
D. REGULAR PROPERTY TAX LIMIT (A + B + C)	28,682,029.77

ADDITIONAL LEVY LIMIT DUE TO ANNEXATIONS:

E. To find rate to be used in F, take the levy limit as shown in Line D above and divide it by the current assessed value of the district, excluding the annexed area.	28,682,029.77 53,156,946,492 0.539572561223
F. Annexed area's current assessed value including new construction and improvements times rate found in E above.	0.00 0.539572561223 0.00
G. NEW LEVY LIMIT FOR ANNEXATION (D + F)	28,682,029.77

LEVY FOR REFUNDS:

H. RCW 84.55.070 provides that the levy limit will not apply to the levy for taxes refunded or to be refunded pursuant to Chapters 84.68 or 84.69 RCW. (D or G + refund if any)	28,682,029.77 118,118.09 28,800,147.86
I. TOTAL ALLOWABLE LEVY AS CONTROLLED BY THE LEVY LIMIT (D,G,or H)	28,800,147.86
J. Amount of levy under statutory rate limitation.	53,156,946,492 0.500000000000 26,578,473.25
K. LESSER OF I OR J	26,578,473.25



Pierce County

Mike Lonergan, Assessor-Treasurer

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September 12, 2014

OFFICIAL NOTIFICATION TO: **PIERCE COUNTY RURAL LIBRARY-PIERCE**

RE: 2014 PRELIMINARY ASSESSED VALUES ASSESSED VALUES

FOR REGULAR LEVY

Total Taxable Regular Value	53,156,946,492
Highest lawful regular levy amount since 1985	28,026,013.05
Last year's actual levy amount	24,580,222.47
Additional revenue from current year's NC&I	375,756.59
Additional revenue from annexations (RCW 84.55)	0
Additional revenue from administrative refunds (RCW 84.69)	118,118.09
<i>No additional revenue from administrative refunds will be allowed if you are limited by your statutory rate limit.</i>	
Last year's additional revenue from increase in state-assessed property	17,388.06

FOR EXCESS LEVY

Taxable Value	52,651,316,549
Timber Assessed Value	not available
Total Taxable Excess Value	52,651,316,549

2014 New Construction and Improvement Value	751,513,170
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*If you need assistance or have any questions regarding this information, please contact Kim Fleshman
253.798.7114 kfleshm@co.pierce.wa.us.*

M E M O



Date: October 7, 2014
To: Chair Linda Ishem and Members of the Board of Trustees
From: Clifford Jo, Finance & Business Director
Subject: 2014 Implicit Price Deflator (IPD) for 2015 property tax levy

The IPD is used for calculating tax levies under Initiative 747. Anything less than 1% means the Board of Trustees must approve property taxes to be levied at the statutory limit of 1%. Anything 1% and higher means the library may tax the full levy rate of 1%.

As of today, MRSC has not reported the IPD for June 2013 to June 2014, but is projecting it to be around 1.5%. We should have the IPD available during the October Board meeting.

Because this year's IPD is anticipated to be higher than 1%, and because we are significantly under our maximum statutory authority established in 2010, no Board action is required. In any case, because the Library has hit its statutory limit of 50 cents per \$1,000 assessed value in the taxing district, neither the 1% increase nor the IPD is an issue.

M E M O



Date: October 8, 2014
To: Chair Linda Ishem and Members of the Board of Trustees
From: Clifford Jo, Finance & Business Director
Subject: 2015-19 Cash Flow Chart

Attached is the cash flow chart for 2015-19.

As presented in the operating budget, it remains balanced without using cash reserves. We don't anticipate much savings for 2014, but any that do occur will automatically flow to cash reserves. We will have an estimate in December but the final number will be determined in April when we report to the State Auditor.

At current projections, we anticipate not needing to budget the set-aside to build up unrestricted cash reserves in 2015 and 2016. The goal is to maintain 2% in the unrestricted cash reserves. Given our projected year-end balance of \$2.6 million, available funds are sufficient to postpone budgeting a set-aside to build up the unrestricted cash reserves.

However, the Capital Improvement Fund is in need of funding. We are analyzing capital projects and needs for facilities and technology. During the November Board meeting, we will bring a recommendation for transferring funds from the General Fund to the Capital Fund.

2015 CASH PLANNING CHART

REVENUES & EXPENDITURES					CASH											
Year	Budgeted Revenues	%/ \$ Rev Change	Budgeted Expenditures	Budget Shortfall	Total CIP Transfer	1/1 Beginning Cash Reserves (est)	Operating Reserves (approx 4mos)	=	1/1 Beginning Unrestricted Cash Rsrvs (est)	-	Cash Use	=	12/31 Ending Unrestricted Cash Rsrvs (est)	% of Next FY Revenues	Strategy	
2014	25,526,372	3.70% 909,617	25,654,035	127,663	255,264	10,033,175	-	7,327,636	=	2,705,539	-	127,663	=	2,577,876	9.19%	3% personnel cost projection adjustment; decrease CIP to 1% transfer; other reductions
2014 Mid-Year	26,024,508	5.72% 1,407,753	26,024,508	0	0	10,033,175	-	7,428,256	=	2,604,919	-	0	=	2,604,919	8.63%	Did not use cash reserves to balance budget
2015	28,063,748	9.94% 2,537,376	28,063,748	0	841,912	10,033,175	-	7,375,937	=	2,657,238	-	0	=	2,657,238	8.80%	Restored 3% CIP transfer; Set personnel cost projection adjustment to 2.5%; No cash set-aside
2016	30,182,569	PROJECTED 7.55% 2,118,821	29,373,863	808,706	905,477	10,033,175	-	7,905,642	=	2,127,533	-	0	=	2,127,533	6.89%	TBD
2017	30,890,790	2.35% 708,221	31,120,349	(229,559)	926,724	10,033,175	-	8,082,698	=	1,950,477	-	NONE EXPECTED	=	1,950,477	6.17%	TBD
2018	31,628,119	2.39% 737,329	31,855,734	(227,615)	948,844	10,233,175	-	8,267,030	=	1,966,145	-	NONE EXPECTED	=	1,966,145	6.07%	TBD
2019	32,401,838	2.45% 773,719	32,867,419	(465,581)	972,055	10,233,175	-	8,460,460	=	1,772,715	-	NONE EXPECTED	=	1,772,715	5.34%	TBD

MEMO

Date: October 7, 2014

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

From: Neel Parikh, Executive Director

Subject: Facilities Master Plan: How Other Libraries Have Funded Capital Projects

Attached is information I've collected from large libraries in the Puget Sound and Spokane about how they have funded their construction projects since the mid-90's. These conversations have been fascinating and the chart represents a patchwork approach to funding.

One variable is library ownership. Pierce County Library System owns or leases all of its buildings. Only two other library systems own all their buildings (KCLS and Seattle). For the rest of the systems, the libraries are owned by cities, Friends of the Library groups and other entities. This drives the funding.

Only two library systems (KCLS and Seattle) recently passed general obligation bonds to build new libraries district wide. Spokane did a small one in the 90's. All of these general obligation bonds are under \$250 million. Without a district wide approach, each library systems' construction funding was different for every building.

It is clear that library systems without a district wide bond developed creative approaches to funding branches. However, each of them also demonstrate a situation where a much needed facility failed an election and has not been built. Stunning examples are the Silverdale library in Kitsap and the Arlington library for Sno-Isle. The downtown Vancouver library in Ft. Vancouver only succeeded after multiple attempts and careful engineering of the capital facility area while their more rural branches had not been touched.

I think this is interesting information when considering future strategy for improving library facilities.

How Other Libraries Have Funded Capital Projects

System	Date	Branch	Project	Owner	Notes	Type of Funding
Kitsap Regional Library	1994	Manchester	Expand Renovate	Friends of the Manchester Library	1994 - Friends expanded building. 2009 - Friends paid for building of new office for branch manager and meeting room expansion, KRL paid for office furniture.	Friends
	1997	Bainbridge Island	Expand Renovate		1997 - Building expansion and renovation cost of \$2,000,000 paid by private fundraising (Bainbridge Public Library Board and Bainbridge Community). KRL provided \$76,000 to funding.	Donations, Friends
	2006	Downtown Bremerton	Renovate	City of Bremerton	2005/2006 - Major renovation funded by City @ \$100K, Gates Foundation @ \$100K, County @ \$100K, CDBG @ \$100K, and \$125 in City's 2008 Capital Improvement budget. 2007 - City budgeted \$200K for Phase II renovations 2014 - City and KRL shared the cost of creating a meeting room	City, Gates Foudation, CDBG, Library
	2007	Little Boston	New construction	Port Gamble S'Klallam Tribe	2007 - New library building built from funds raised by Tribe as part of the House of Knowledge complex. KRL and KRL Foundation paid \$70K for interior furnishings.	Tribe
	2010	Systemwide	New construction, renovation or expansion of all branches	Owners varied - did not revert to the city	KRL developed a strategy to fund system projects with proceeds from a lid-lift (levy rate was around 35 cents). MOU's were negotiated with building owners(esp. Friends groups) to support the project. The measure failed	Lid lift failed
	2013	Port Orchard	Renovate	City of Port Orchard	2013 - Interior renovation of library funded by KRL, KRL Foundation, Port Orchard FOL and City for \$127K.	Library, Friends, City
	2014	Silverdale	New construction (in process)	KRL	2009 - Letter of Intent to relocate the library to the CK Community Campus based on a successful levy lid lift. 2014 - Board decision to build new library on corner of Bucklin Hill and Blaine. Land purchase and building to be paid for by private fundraising.	Lid lift failed Fundraising
	2000-2013	Poulsbo	Expand Renovate	City of Poulsbo	2000 - Construction began for building expansion paid by bond. 2008 -2012 renovations paid by KRL.	City Bond, Library
	2012-2015	Kingston	TI for new space	Kitsap County	2012 - Library receives over \$1 million in donations for tenant improvements in library portion of community center building. 2014 - Fundraising continuing. Ground breaking planned for Spring, 2015.	Donations
Timberland	1995	Tumwater	New construction	City	City election	City Bond
	1996-98	Olympia	New construction	City	Two bond measures, both failed . There was much controversy over the location	LCFA, Bond
	1997	Hoodsport	Renovation	TRL	Recycled building - building from N. Mason floated along Hood Canal	Library
	1998	Ilwaco	Renovation	City	Recycled building	City
	1998	North Mason	New construction	TRL	Excess timber proceeds	Library
	2002	Yelm	New TI's	City, TRL	Lease - TRL excess timber proceeds & city funds	City, Library

Note: When a library is built with a LCFA, the library is owned by Library Capita Facility area. Ownership will be transferred to the library when bond retired

How Other Libraries Have Funded Capital Projects

System	Date	Branch	Project	Owner	Notes	Type of Funding
Sno-Isle	1997	Granite Falls	New construction	LCFA		LCFA, Bond
	1994	Mukiltio	New construction	City		City
	2001	Monroe	New construction	LCFA		LCFA, Bond
	2003	Snohomishish	New construction	LCFA		LCFA, Bond
	2006	Arlington	New construction	LCFA	LCFA formed. Bond failed	LCFA
	2006	Freeland	New construction	Sno-Isle		Library/Friends
	2008	Arlington	New construction	LCFA	2nd Bond failed . LCFA dissolved.	LCFA, Bond
	2008	Coupeville	New construction	Sno-Isle		LCFA, Bond
	2009	Darrington	Expansion	City		City
	2013	Camano	New construction	LCFA	LCFA formed. Bond failed	LCFA
	2014	Camano	New construction		2nd election. Bond won	LCFA, Bond
	Ft. Vancouver	1996	Systemwide - All branches	New construction & Expansions	FVRL	General obligation bond. Two elections - failed both times
1998		Three Creeks	New Facility	FVRL	LCFA Fred Meyer sold site at lower rate	LCFA, bond, donations
2001		LaCenter	Renovated Hospital	Robert Colf	Hospital building moved and renovated for library with generous contributions from Colf Family Foundation, Friends of Library	Donations
2004		Vancouver & Cascade Park	New construction	LCFA	LCFA formed. Bond failed	LCFA, Bond
2005		Vancouver & Cascade Park	New construction	LCFA	2nd bond failed . LCFA dissolved.	LCFA, Bond
2006		Vancouver & Cascade Park	New construction	LCFA	LCFA District was redrawn to "eliminate no votes" - donations\$43 million bond, \$5 million donations, LCFA formed, Bond	LCFA, Bond
2009		Battleground	New construction	FVRL	Cash reserves & fundraising	Library, Donations
2014+		Woodland Ridgefiled Washougal	New construction	FVRL	Planning Phase	1/3 district support, 1/3 fundraising and bond if needed
1994		Ridgefield	New Facilities	Ridgefield Community Center Association		Friends, donations

Note: When a library is built with a LCFA, the library is owned by Library Capita Facility area. Ownership will be transferred to the library when bond retired

How Other Libraries Have Funded Capital Projects

System	Date	Branch	Project	Owner	Notes	Type of Funding
King County	1988	Systemwide	New construction Expansion	KCLS	\$68 million bond	Bond
	1996	Redmond	New construction	LCFA		Bond
	1999	Issaquah	New construction	LCFA		Bond
	2003	Systemwide	New construction	KCLS	\$158 million bond failed	Bond
	2004		New construction Expansion		\$172 million - 52 projects -significant research and community work -capital replacement bond for rexxx 1998 bond -\$.25 per year cost per household	Bond
Spokane County	1996	Systemwide	Expand, renovate, add 2 branches	SCRLD		Bond
	2003	Moran Prairie	New construction	LCFA		LCFA, Bond
	2013	Spokane Valley 3 branches	New construction	LCFA	LCFA passed. Bond failed	LCFA
	2014	Spokane Valley 3 branches	New construction	LCFA	In planning phase for 2nd elections, changing strategy	LCFA, Bond
Seattle	1998	Systemwide	4 new branches 22 replaced or expanded New central library	SPL	\$290.7 million bond measure	Bond

Note: When a library is built with a LCFA, the library is owned by Library Capita Facility area. Ownership will be transferred to the library when bond retired

M E M O

Date: October 7, 2014

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

From: Linda Farmer, Communications Director; Lisa Bitney, Reading and Materials

Director Subject: National Friends and Foundation of Libraries Week

Thank you to Pierce County Library System's Friends and Pierce County Library Foundation for their commitment, enthusiasm, and contributions to bolster reading, learning, and library services throughout Pierce County. October 19-25 marks National Friends of Library Week to recognize and celebrate friends and foundation groups for volunteering time and resources to help support libraries.

Pierce County Library is indebted to the amazing support Friends and the Foundation give every day to keep our libraries running and allowing staff to give better and more service.

Friends groups support their community library in many areas:

- Raising funds through book sales and other activities.
- Advocating and raising awareness about library services, needs, and goals in the community

In 2013, Friends of the Libraries contributed \$36,668 for library needs. As examples:

- Supplies for 3D printing event, including 3D printer enclosure—Gig Harbor Library
- Funds toward remodel and grand re-opening—Key Center Library
- Sound system and die cut machine—University Place Library

During the Foundation's 2013-2014 fiscal year, the Foundation will award \$500,000+ to bring books to children in day care centers and help give people resources and skills to compete in the job market.

The Foundation:

- Connects vital literacy and information resources beyond the scope of tax-based funding.
- Seeks funding from charitable foundations, businesses, and individuals.

Along with other recognition to celebrate National Friends of Libraries week, we are asking Pierce County Library's Board of Trustees to issue the following proclamation to proclaim October 19-25, 2014, as "Friends and Foundation of Libraries Week" in Pierce County, Washington.

Friends and Foundation of Libraries Week

Proclamation of the Pierce County Board of Trustees in recognition of Pierce County Library Friends and Pierce County Library Foundation.

Whereas, Friends of Pierce County Library raise funds through book sales and other activities to purchase materials, equipment and furnishings to enhance customer experiences, and

Whereas, Friends advocate and raise awareness about Pierce County Library System's services, needs and goals in the community; and

Whereas, Pierce County Library Foundation connects vital literacy and information resources beyond the scope of tax-based funding; and

Whereas, the Foundation seeks funding from charitable foundations, businesses and individuals; and

Whereas, the Friends' and Foundation's gift of time and enthusiastic commitment to Pierce County Library exemplifies strong volunteerism and leads to positive civic engagement and the betterment of our community;

NOW, THEREFORE, be it resolved that Pierce County Library Board of Trustees proclaim October 19, 2014 through October 25, 2014 as

Friends and Foundation of Libraries Week

in Pierce County, Washington,

and urges everyone to join a Pierce County Library Friends' organization and be a part of Pierce County Library Foundation, and thank the Friends and the Foundation for the time and resources provided to make our Library and community great.

PROCLAIMED this day, Wednesday, October 15, 2014.



M E M O

Date: October 6, 2014

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

From: Neel Parikh, Executive Director

Subject: 2015 Schedule of Meetings

Attached for your consideration is a draft schedule of 2015 Board of Trustee meetings. As is past practice, the meetings would be held on the second Wednesday of the month, from 3:30 - 6:00 pm. However, due to budget development, the October meeting would be held on the third Wednesday of the month.

If you approve the 2015 schedule of meetings, it must be accepted by motion and formally approved by Resolution during the November meeting.

**PIERCE COUNTY LIBRARY SYSTEM
BOARD OF TRUSTEES**

2015 Meeting Schedule

Meetings are regularly scheduled from 3:30 – 6:00 on the second Wednesday of the month, with the exception of the October meeting, to be held on the third Wednesday of the month. The dates of the 2015 Board of Trustee meetings are as follows:

January 14
February 8
March 11
April 8
May 13
June 10
July 8
August 12
September 9
October 21¹
November 11
December 9

2015 Conferences	
January 30 - February 3	American Library Association Midwinter, Chicago IL
April 15 - 17	Oregon Library Association/Washington Library Association, Tulalip WA
June 25 - 30	American Library Association Annual, San Francisco CA

¹ 3rd week of the month due to budget development