

**AGENDA**  
**Regular Meeting of the Pierce County Library System Board of Trustees**  
**February 11, 2015**  
**3:30 - 5:47 pm**

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- |         |         |   |               |
|---------|---------|---|---------------|
| 3:30 pm | 02 min. | <b>Call to Order:</b> <i>Rob Allen, Chair</i>   |               |
| 3:32 pm | 05 min. | <b>Public Comment:</b> <i>This is time set aside for members of the public to speak to the Board of Trustees. Unless the item you wish to discuss is of an emergency nature, the Board ordinarily takes matters under advisement before taking action. Please sign up at the time of the meeting to speak during the public Comment period, and limit your comments to three minutes.</i> |               |
| 3:37 pm | 03 min. | <b>Consent Agenda</b>   | <b>Action</b> |
|         |         | <ol style="list-style-type: none"> <li>1. Approval of Minutes of the January 14, 2015 Regular Meeting</li> <li>2. Approval of January 2015 Payroll, Benefits and Vouchers</li> </ol>  |               |
| 3:40 pm | 05 min. | <b>Board Members Report</b>   |               |
| 3:45 pm | 35 min. | <b>Officers Reports</b>   |               |
|         |         | <ol style="list-style-type: none"> <li>1. January 2015 Financial Report, Dale Hough</li> <li>2. US Open Library Preview, Judy Nelson and Linda Farmer</li> <li>3. 2015 Legislative Day, Linda Farmer</li> <li>4. Executive Director Activities, Georgia Lomax</li> <li>5. PC Reads Preview, Linda Farmer</li> <li>6. Financial Executive of the Year Award, Linda Farmer</li> </ol>       |               |
| 4:20 pm | 10 min. | <b>Unfinished Business</b>  |               |
|         |         | <ol style="list-style-type: none"> <li>1. Board of Trustees Policy on Ethics, Conduct and Responsibilities, Georgia Lomax</li> </ol>  | <b>Action</b> |
| 4:30 pm |         | <b>New Business</b>   |               |
|         | 20 min. | <ol style="list-style-type: none"> <li>1. Strategic Action Planning Process, Georgia Lomax</li> </ol>   |               |
|         | 05 min. | <ol style="list-style-type: none"> <li>2. 2015 Pierce County Library Foundation Agreement, Georgia Lomax</li> </ol>   | <b>Action</b> |
|         | 30 min. | <ol style="list-style-type: none"> <li>3. 2014 Annual Branch Services Plan Evaluation, Sally Porter Smith</li> </ol>  |               |
| 5:25 pm | 20 min. | <b>Executive Session:</b> <i>At this time on the agenda, the Board of Trustees will recess to Executive Session, per RCW 42.30.110, to discuss legal and personnel issues.</i>  |               |
| 5:45 pm | 02 min. | <b>Announcements</b>  |               |
| 5:47 pm |         | <b>Adjournment</b>  |               |

# Consent Agenda

**BOARD OF TRUSTEES  
PIERCE COUNTY LIBRARY SYSTEM  
REGULAR MEETING, JANUARY 14, 2015**

**CALL TO ORDER**

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

**PUBLIC COMMENT**

There was no public comment.

**CONSENT AGENDA**

1. Approval of Minutes of the December 10, 2014, Regular Meeting
2. December 2014 Payroll, Benefits and Vouchers
  - a. Payroll Warrants 3587-3590, dated 12/01/14 – 12/31/14 in the amount of \$2033.19
  - b. Payroll Disbursement Voucher dated 12/04/14 in the amount of \$553,835.19
  - c. Payroll Disbursement Voucher dated 12/19/14 in the amount of \$578,430.45
  - d. Accounts Payable Warrants 623640-623797 dated 12/01/14 – 12/31/14 in the amount of \$1,387,959.46
3. Media Tower Purchase

Ms. McCament moved for approval of the consent agenda as corrected. Ms. Albers seconded the motion and it was passed.

**BOARD MEMBER REPORTS**

Ms. McCament reported a Library customer shared with her that she and her son read 457 books as part of the Summer Reading program last year. The customer recommended publishing the names of top readers to recognize and inspire readers and to elicit competition amongst the participants.

Mr. Allen recently attended the Mid-County Leadership meeting, noting when Library staff introduced themselves the reaction from the audience was very positive.

**OFFICER REPORTS**

**2015 Library Legislative Day** - Ms. Lomax, Executive Director, reported the Library will be sending a delegation to the event on January 30, 2015, and invited the Board to join them. Linda Farmer, Communications Director, said this year's strategy is to deliver a fact sheet with the Library's key messages. Ms. Lomax said the message will include an emphasis on early learning, partnerships and the Library's support of economic development and job seekers.

Mr. Rose said it is important to tell the story of how many of Pierce County Library successes have already been implemented. He said the Library should also share how it earned the Institute for Museum and Library Services (IMLS) National Medal. He also noted it would be important to tell legislators how the Library is meeting the needs of the community.

Ms. Albers said statistics do not have the same emotional impact as compelling stories and although the Library must look at how it quantifies its impact on the community, metrics do not tell the full story. Mr. Allen agreed that being able to mix the narrative with quantitative will be important.

**2014 Star Libraries** - Ms. Lomax provided an overview of statistics on public libraries and their peers. Mr. Allen said he was pleased to see that outcome measures were qualitative rather than quantitative. Ms. Lomax also noted the Library participated in the Impact Survey project sponsored by the University of Washington iSchool, the Gates Foundation and IMLS as noted in the article.

**Reading & Materials Director Selection** - Ms. Lomax said the new Director will be joining the Library on February 2, 2015, and will be in attendance at the next meeting. She added she was pleased with the hiring process which allowed for staff involvement. She thanked Jennifer Patterson, Customer Experience Manager, for her work leading the department in the interim.

**IT Leadership Positions** - Mr. Allen asked if the two positions are the same level in terms of authority and responsibility. Karim Adib, Digital Experience Director said they are, but that one position is customer service oriented and the other technology oriented.

**Employee Communication Survey** - Ms. Lomax said the administrative team received useful feedback and is in the process of identifying the appropriate response to the survey. The Board was pleased with the number of responses. Ms. Lomax noted staff response to her weekly Monday messages has been good and addresses an identified concern found in the survey responses.

**Executive Director Monthly Activities** - Ms. Lomax said she is seeing strong themes in the staff meetings. She said staff is thoughtful about service, remaining innovative and relevant, and working well internally. She has begun her meetings with key community leaders this month and recently met with Tacoma Public Library Director, Susan Odencrantz.

**Workforce Central Grant** - When asked whether the funding is at the same level as in the past years, Jaime Prothro, Customer Experience Manager, said funding has increased based on the Library's track record of success. Chair Allen expressed concern about whether the focus of the grant leaned too heavily on technology. Ms. Prothro said the Library is trying to reach the long-term unemployed who do not have up-to-date computer skills and the grant enables the Library to fill a county-wide gap to help them enter the workforce and give them access to technological literacy.

#### **UNFINISHED BUSINESS**

**Ethics Policy** - The Board was pleased with the policy drafted by Chair Allen. Discussion ensued about including language pertaining to the Board's obligation as members to be aligned following a full and open discussion, even if a dissenting vote had been cast. Ms. Lomax will bring an updated draft to the next meeting.

**Fife** - Clifford Jo, Finance and Business Operations Director, reported the Library is working out an arrangement with the developer to make the agreed upon changes to the entryway of the Fife Library. The Library has set aside approximately \$200,000 for the project which is coming in under budget and will allow for the possibility of extra parking. The Library's attorney is finalizing the terms of the contract.

#### **NEW BUSINESS**

**2015 Board Calendar of Work** - Ms. Lomax asked the Board for any additional items they would like to see on the 2015 Calendar. Ms. McCament expressed interest in seeing a presentation on the Leadership Academy. Ms. Ishem would like to have the communication plan strategy outlined. Ms. Lomax said items such as future election preparation and facilities master planning will come from work on the strategic plan. She anticipates the mill levy rate will not be low enough to consider going out for a bond until 2019. Ms. Albers said she would like to see incorporated into the strategic plan any opportunities or next steps on a regional basis that stem from the Regional Trustee meeting held in October 2014.

**Compensation Study** - Cheree Green, Staff Experience Director, provided an overview of the plan. She said the goal of the study is to develop and manage a base compensation plan. The Singer Group was selected to conduct the study. The project is expected to be completed by June 2015. Ms. Green asked for Board approval since the cost of the contract is near \$55,000. Ms. Green said the job descriptions will be reviewed and shared with the Singer Group, who will survey like organizations in the region and compare and analyze pay structures, job descriptions and roles.

Ms. Green said the benchmarking will focus mainly on public organizations, noting the Library will need to be competitive when hiring for IT positions. She added the Library is not doing a total compensation survey but will ask the vendor what types of medical and retirement benefits other libraries are offering to support this analysis. Staff has been informed of the upcoming study. A communication strategy is being developed.

Ms. McCament said staff is the Library's number one asset and it is important to know how to remain competitive in the marketplace.

Ms. McCament authorized staff to employ the Singer Group to conduct the compensation study, not to exceed \$60,000. Ms. Ishem seconded the motion and it was passed.

**Leadership Academy-** Ms. Green reported the nine month training program will launch in Spring 2015. Catherine McHugh, the Library's consultant, will facilitate the training. The time commitment will be approximately eight hours per month. Ms. Lomax said work on leadership development has been done for several years and the Library is seeing a payoff in their investment. Supervisors appreciate the investment made in them to develop the necessary skills to lead. Ms. Green said the administrative team will be monitoring outcomes and modifying the curriculum before each new launch, if necessary. Participant feedback will also inform the decisions.

Ms. Lomax said the Leadership Academy training was developed around the premise of determining what the Library needs to do to be successful and identifying what skills and support staff need to help the Library get there.

**Chromebooks Pilot** - David Durante, Customer Experience Manager and Andrew Schulz, Network Systems Administrator, provided a demonstration on the devices, which are deployed at the South Hill and Sumner Libraries. The new service allows customers in good standing to check out a device for the entire day, rather than the two hour limit for PC use. All devices are filtered.

Mr. Schulz noted the devices are highly secure and will only work on the Library's network. They are managed through Google cloud service, allowing staff to track the devices should they leave the premises. The IT department is piloting Google cloud printing to help promote the service and will also offer a computer mouse for those not comfortable with the touchpad.

To date, IT reports approximately five uses per day since the launch of the pilot service. There has been no advertisement of the service. The communications department will be creating a marketing campaign to promote the service.

**E-Rate Program** - Karim Adib, Digital Experience Director, provided background on the updated E-Rate program. He reported that Library could receive a larger refund than in past years under the newly revised program.

Chair Allen said once the final refund amounts are determined he would like to see a budget document that tracks the additional e-Rate funding as it is offset by upcoming technology costs.

**PAC Self-Service Lobby Pilot** - Sally Porter Smith, Customer Experience Director reported on the project, noting after a four month evaluation, results were mixed. She said a committee has been formed to consider possible lobby services and will be reporting their findings to the administrative team next month.

Chair Allen said he appreciates the continued analytical approach to decision making.

#### **EXECUTIVE SESSION**

There was no Executive Session.

#### **ANNOUNCEMENTS**

There were no announcements.

#### **ADJOURNMENT**

The meeting was adjourned at 5:35 pm on motion by Ms. McCament, seconded by Ms. Ishem.

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**GEORGIA LOMAX, SECRETARY**

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**ROB ALLEN, CHAIR**

## January 2015 Payroll, Benefits and Vouchers

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	3591-3594	1/01/15-1/31/15	\$2,747.76
Disbursement Voucher - Payroll & Acct Payable		01/05/15	\$620,646.66
Disbursement Voucher - Payroll & Acct Payable		01/19/15	\$1,077,914.46
Accounts Payable Warrants	623798-623937	1/1/15-1/31/15	\$1,147,923.44
<b>Total:</b>			<u><u>\$2,849,232.32</u></u>

**Check History Listing**  
Pierce County Library System

Check #	Bank	Date	Paid to	Status	Can/Vd Date	Pay Period Dates	Dir Dep	Amount
3591	pr	01/06/2015	SMITH, MONICA			12/16/14 - 12/31/14	0.00	20.72
3592	pr	01/06/2015	HUTCHINSON, JAMIE			12/16/14 - 12/31/14	0.00	885.56
3593	pr	01/21/2015	ODONNELL, CATHY			01/01/15 - 01/15/15	0.00	1,392.24
3594	pr	01/21/2015	WHITE, VICTORIA			01/01/15 - 01/15/15	0.00	449.24
<b>Total:</b>							<b>0.00</b>	<b>2,747.76</b>

Checks in report: 4

**Grand Total: 0.00 2,747.76**

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 1/5/2015	

	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	\$67,336.27
2	697	001	0000	237	00				Fica EE and Medicare - Wire to IRS	\$47,205.65
3	697	001	0000	237	00				Fica ER and Medicare - Wire to IRS	\$47,205.65
4	697	001	0000	237	00				DIR DEP-file to Columbia Bank	\$444,976.64
5	697	001	0000	237	00					
6	697	001	0000	237	00					
7	697	001	0000	237	00				dept of rev	\$0.00
8	697	001	0000	237	00					
9	697	001	0000	237	00				supplemental FIT	\$110.92
10	697	001	0000	237	00				FICA/Med EE	\$90.13
11	697	001	0000	237	00				FICA/Med ER	\$90.13
12	697	001	0000	237	00				Deferred Comp. Program	\$9,425.00
13	697	001	0000	237	00				ING	\$2,902.00
14	697	001	0000	237	00				H.S.A. Employee deductions	\$1,304.27
15	697	001	0000	237	00				H.S.A. Employer Contribution	\$0.00
16	697	001	0000	237	00				H.S.A. fee	\$0.00
									please put the total amt below into PCLS payroll account	
									<b>TOTAL</b>	<b>\$620,646.66</b>

Bank No.	Check No.	Issued To	Bank No.	Check No.	Issued To
		U.S. Treasury			
Prepared By:			Date:		Approved By:
Christy Telling			1/5/2015		Christy Telling
					1/5/2015

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 1/19/2015	

	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	\$62,523.06
2	697	001	0000	237	00				Fica EE and Medicare - Wire to IRS	\$44,468.22
3	697	001	0000	237	00				Fica ER and Medicare - Wire to IRS	\$44,468.12
4	697	001	0000	237	00				DIR DEP-file to Columbia Bank	\$420,048.02
5	697	001	0000	237	00					
6	697	001	0000	237	00					
7	697	001	0000	237	00				dept of rev	\$4,938.02
8	697	001	0000	237	00					
9	697	001	0000	237	00					\$0.00
10	697	001	0000	237	00				supp fica ee correction	\$0.30
11	697	001	0000	237	00				supp fica er correction	\$0.30
12	697	001	0000	237	00				Deferred Comp. Program	\$9,554.50
13	697	001	0000	237	00				ING	\$2,712.00
14	697	001	0000	237	00				H.S.A. Employee deductions	\$1,504.27
15	697	001	0000	237	00				H.S.A. Employer Contribution	\$487,500.00
16	697	001	0000	237	00				H.S.A. fee Jan	\$197.65
									please put the total amt below into PCLS payroll account	
									<b>TOTAL</b>	<b>\$1,077,914.46</b>

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

Prepared By:	Date:	Approved By:	
Christy Telling	1/19/2015	Christy Telling	1/19/2015

**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>
623798	01/05/2015	001583 ALIBRIS		12.94
623799	01/05/2015	000830 BAKER & TAYLOR		15,999.31
623800	01/05/2015	000189 BAKER & TAYLOR ENTERTAINMENT		43.39
623801	01/05/2015	000161 CENGAGE LEARNING		1,154.99
623802	01/05/2015	000243 INGRAM LIBRARY SERVICES		12,220.02
623803	01/05/2015	000352 MIDWEST TAPE		40,072.69
623804	01/05/2015	000327 PENINSULA GATEWAY INC		65.00
623805	01/05/2015	006150 PRONUNCIATOR		4,995.00
623806	01/05/2015	001761 READ THE BOOKS		2,910.00
623807	01/05/2015	000406 RECORDED BOOKS LLC		60.86
623808	01/05/2015	000506 UNIVERSITY PLACE REFUSE SERVIC		169.62
623809	01/06/2015	000828 AFSCME AFL-CIO		5,829.56
623810	01/06/2015	000175 ASSOCIATION OF WASHINGTON CITI		177,410.00
623811	01/06/2015	003311 DEPARTMENT OF LABOR & INDUSTRI		9,713.79
623812	01/06/2015	004571 INSCCU - ASFE		55.00
623813	01/06/2015	003985 PACIFICSOURCE ADMINISTRATORS		1,800.21
623814	01/06/2015	001181 PIERCE CTY LIBRARY FOUNDATION		369.45
623815	01/06/2015	004276 STATE CENTRAL COLLECTION UNIT		151.67
623816	01/06/2015	000823 UNITED WAY		15.00
623817	01/06/2015	004782 US DEPARTMENT OF EDUCATION		195.04
623818	01/06/2015	000827 WA STATE- DEPT OF RETIREMENT S		86,586.03
623819	01/06/2015	001554 ANDREW'S FIXTURE CO INC		5,828.58
623820	01/06/2015	000153 ASSOCIATED PETROLEUM PRODUCTS		1,767.35
623821	01/06/2015	003938 BINW		754.86
623822	01/06/2015	000895 COLUMBIA BANK		50.00
623823	01/06/2015	001249 DUPONT CITY OF		60.00
623824	01/06/2015	005862 ELITE PROPERTY INVESTMENTS LLC		25.64
623825	01/06/2015	005979 METCO ELECTRIC		645.46
623826	01/06/2015	001518 TUMBUSCH PHOTOGRAPHY		313.33
623827	01/06/2015	000534 WCP SOLUTIONS		154.46
623828	01/07/2015	000176 ATS AUTOMATION INC		5,237.53
623829	01/07/2015	000895 COLUMBIA BANK		334.88
623830	01/07/2015	005157 LOVSTED WORTHINGTON LLC		720.00
623831	01/07/2015	004391 WRP SURPRISE LAKE LLC		8,050.05
623832	01/09/2015	003938 BINW		14,856.69
623833	01/09/2015	001467 DATA SECURITY CORP		132.50
623834	01/09/2015	005261 MODERN DATA PRODUCTS INC		413.50
623835	01/09/2015	005338 PHOENIX MECHANICAL INC		522.13

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Pierce County Library System

Bank code: boa

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
623836	01/09/2015	006016 SUNSET PACIFIC GEN.CONTRACTORS		248.19
623837	01/09/2015	000496 THYSSEN SOUND ELEVATOR		2,439.90
623838	01/09/2015	004022 US BANK		52,813.80
623839	01/09/2015	001527 CRISIS PREVENTION INSTITUTE IN		100.00
623840	01/09/2015	003384 MERIT EMERGENCY EDUCATION		1,200.00
623841	01/09/2015	001586 NORTHWEST DOOR INC		205.13
623842	01/09/2015	005080 QUIPU GROUP LLC		1,500.00
623843	01/09/2015	001290 REGIONAL BUILDING SVCS CORP		507.25
623844	01/09/2015	004022 US BANK		930.00
623845	01/12/2015	003311 DEPARTMENT OF LABOR & INDUSTRI		53,230.30
623846	01/13/2015	000087 BLACKSTONE AUDIO BOOKS INC		91.00
623847	01/13/2015	000184 CITY TREASURER		1,233.50
623848	01/13/2015	000184 CITY TREASURER		955.15
623849	01/13/2015	000184 CITY TREASURER		495.45
623850	01/13/2015	000184 CITY TREASURER		55.04
623851	01/13/2015	000195 FIRGROVE MUTUAL WATER CO		289.60
623852	01/13/2015	001643 IMPACT		53.23
623853	01/13/2015	000377 PUGET SOUND ENERGY		3,648.95
623854	01/13/2015	000541 STATE OF WASHINGTON		361.49
623855	01/13/2015	000176 ATS AUTOMATION INC		7,091.75
623856	01/13/2015	000273 CARRILLO & ASSOCIATES		781.25
623857	01/13/2015	000895 COLUMBIA BANK		1,015.58
623858	01/13/2015	000895 COLUMBIA BANK		289.23
623859	01/13/2015	003311 DEPARTMENT OF LABOR & INDUSTRI		28.20
623860	01/13/2015	005272 GREEN EFFECTS INC		6,005.62
623861	01/13/2015	001463 EMERSON NETWORK POWER, LIEBERT SI		689.22
623862	01/13/2015	005417 RICOH USA INC		8,522.62
623863	01/13/2015	000497 TILlicum COMMUNITY SERVICE CEN		2,317.07
623864	01/13/2015	003719 UNIQUE MANAGEMENT SERVICES		1,709.45
623865	01/12/2015	004022 US BANK		19,055.91
623866	01/13/2015	004625 JOY KIM		726.20
623867	01/15/2015	003311 DEPARTMENT OF LABOR & INDUSTRI		577.59
623868	01/15/2015	005814 JAYRAY ADS & PR INC		6,411.25
623869	01/15/2015	000360 OCLC INC		3,466.28
623870	01/15/2015	001970 CAROL SHEEHAN		135.66
623871	01/15/2015	000452 SIGN TECH ELECTRIC		1,121.08
623872	01/15/2015	001506 SOUND SECURITY INC		201.29
623874	01/15/2015	004022 US BANK		7,085.34
623875	01/15/2015	006051 WILLIAM MORRIS		2,500.00

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**Pierce County Library System**

Bank code: boa

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
623876	01/15/2015	004022 US BANK		252,946.45
623877	01/16/2015	005338 PHOENIX MECHANICAL INC		842.77
623878	01/16/2015	004022 US BANK		3,855.77
623879	01/16/2015	001583 ALIBRIS		203.60
623880	01/16/2015	000172 AMERICAN LIBRARY ASSOC		88.40
623881	01/16/2015	000830 BAKER & TAYLOR		23,084.65
623882	01/16/2015	000189 BAKER & TAYLOR ENTERTAINMENT		131.77
623883	01/16/2015	005652 CAVENDISH SQUARE		1,423.44
623884	01/16/2015	000161 CENGAGE LEARNING		352.72
623885	01/16/2015	005125 CHERRY LANE PUBLISHING		99.75
623886	01/16/2015	000080 CHILD'S WORLD		1,991.65
623887	01/16/2015	000184 CITY TREASURER		6,424.28
623888	01/16/2015	005300 DANGER ROOM COMICS LLC		926.00
623889	01/16/2015	000243 INGRAM LIBRARY SERVICES		14,247.13
623890	01/16/2015	001011 LIVE OAK MEDIA		170.70
623891	01/16/2015	005444 MERGENT INC		17,247.00
623892	01/16/2015	000352 MIDWEST TAPE		21,334.11
623893	01/16/2015	000572 WORLD BOOK INC		6,229.24
623894	01/21/2015	005551 MECHANICAL & CONTROL SVCS INC		595.14
623895	01/22/2015	003778 AFLAC		6,218.60
623896	01/22/2015	000828 AFSCME AFL-CIO		5,653.97
623897	01/22/2015	000175 ASSOCIATION OF WASHINGTON CITI		1,645.88
623898	01/22/2015	001578 COLONIAL SUPPLEMENTAL INSURANC		562.24
623899	01/22/2015	003985 PACIFICSOURCE ADMINISTRATORS		1,670.21
623900	01/22/2015	001181 PIERCE CTY LIBRARY FOUNDATION		371.53
623901	01/22/2015	004276 STATE CENTRAL COLLECTION UNIT		151.67
623902	01/22/2015	000823 UNITED WAY		15.00
623903	01/22/2015	004782 US DEPARTMENT OF EDUCATION		179.96
623904	01/22/2015	000827 WA STATE- DEPT OF RETIREMENT S		81,856.80
623905	01/22/2015	000184 CITY TREASURER		1,341.66
623906	01/22/2015	000837 ROSEN PUBLISHING GROUP		8,965.05
623907	01/22/2015	000463 SUMMIT WATER & SUPPLY CO		299.58
623908	01/22/2015	002061 SUSAN ANDERSON-NEWHAM		71.77
623909	01/22/2015	001554 ANDREW'S FIXTURE CO INC		7,876.80
623910	01/22/2015	001168 ANIMAL CRACKERS		275.00
623911	01/22/2015	001793 EATONVILLE CHAMBER OF COMMERCE		50.00
623912	01/22/2015	001875 LINDA ESKESEN		14.10
623913	01/22/2015	003985 PACIFICSOURCE ADMINISTRATORS		702.00
623914	01/22/2015	004295 SHOUTBOMB LLC		3,600.00

**Check History Listing**  
Pierce County Library System

Bank code: boa

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
623915	01/22/2015	000079 SUPERIOR SAW		16.75
623916	01/22/2015	000534 WCP SOLUTIONS		550.65
623917	01/23/2015	006158 LEON ADDISON		48.96
623918	01/23/2015	000830 BAKER & TAYLOR		11,719.80
623919	01/23/2015	000189 BAKER & TAYLOR ENTERTAINMENT		62.32
623920	01/23/2015	000087 BLACKSTONE AUDIO BOOKS INC		992.50
623921	01/23/2015	006160 SANDRA COWAN		18.60
623922	01/23/2015	006159 CHRISTINA HOLLAND		18.60
623923	01/23/2015	000243 INGRAM LIBRARY SERVICES		6,043.66
623924	01/23/2015	004772 LINDA ISHEM		72.80
623925	01/23/2015	001116 JJ MCCAMENT		94.08
623926	01/23/2015	000352 MIDWEST TAPE		13,063.08
623927	01/23/2015	000323 NEWS TRIBUNE		540.80
623928	01/23/2015	000367 PARTNERS WEST DISTRIBUTING		715.29
623929	01/23/2015	006161 JENNIFER SOBALVARRO		15.40
623930	01/26/2015	000352 MIDWEST TAPE		10,478.40
623931	01/28/2015	000153 ASSOCIATED PETROLEUM PRODUCTS		7,131.01
623932	01/28/2015	003938 BINW		14,776.31
623933	01/28/2015	005862 ELITE PROPERTY INVESTMENTS LLC		9,033.40
623934	01/28/2015	005882 LAUREN LINDSKOG		190.48
623935	01/28/2015	001586 NORTHWEST DOOR INC		272.00
623936	01/28/2015	000635 WAYNES ROOFING INC		517.01
623937	01/28/2015	004391 WRP SURPRISE LAKE LLC		8,050.05

**boa Total: 1,147,923.44**

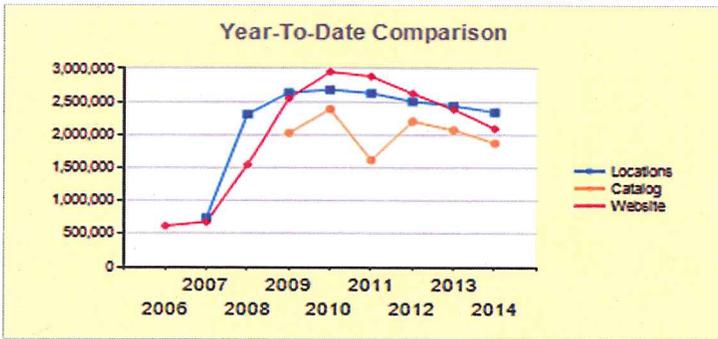
139 checks in this report

**Total Checks: 1,147,923.44**

# OFFICERS REPORT

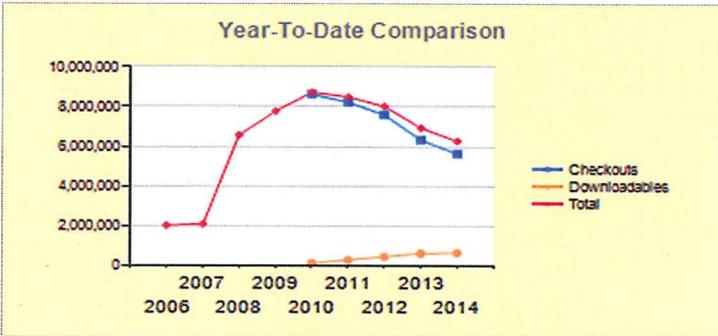
CUSTOMER SERVICE/PHILANTHROPY DASHBOARD - DECEMBER

VISITS



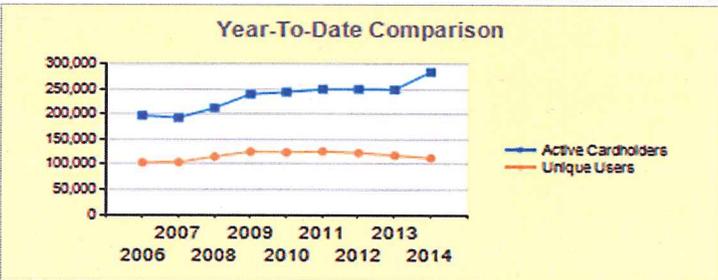
	December		
	2013	2014	% Change
Door Count	175,208	167,696	-4.29%
Catalog	163,890	134,548	-17.90%
Website	170,769	154,215	-9.69%
Job & Business Portal	2,357	1,853	-21.38%
Military Portal	45	64	42.22%
<b>Total</b>	<b>512,269</b>	<b>458,376</b>	<b>-10.52%</b>

CHECKOUTS



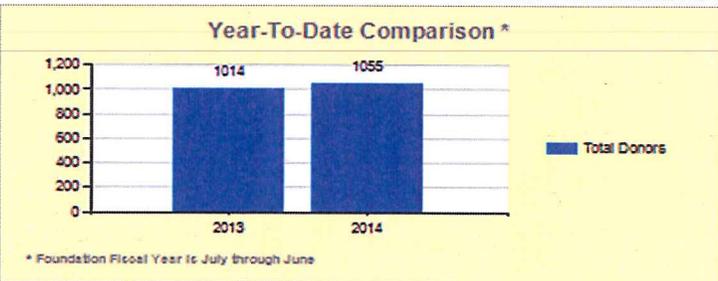
	December		
	2013	2014	% Change
Checkouts	475,316	443,152	-6.77%
Downloadables	52,096	53,080	1.89%
<b>Total</b>	<b>527,412</b>	<b>496,232</b>	<b>-5.91%</b>

CUSTOMERS



	December		
	2013	2014	% Change
Active Cardholders	250,091	285,292	14.08%
New Cards	2,934	8,860	201.98%
Checkout Transactions	85,949	81,696	-4.95%
Unique Users	37,787	35,814	-5.22%

PHILANTHROPY



	December		
	2013	2014	% Change
FoundationDonors	344	453	31.69%
NewFoundationDonors	184	111	-39.67%
\$ Raised by Foundation	\$159,058.00	\$56,189.00	-64.67%
\$ Provided by Friends	\$9,959.00	\$6,952.00	-30.19%

BRANCH CLOSURES

2012		
Location	Dates	Duration (days)
Various (Snow Closures)	1/17-23	7
Bonney Lake	2/13-26	13
Graham	3/21-4/5	15
South Hill	4/9-5/6	27
Tillicum	7/3-8/5	33
Sumner	7/30-9/3	35
Summit	9/17-30	13
Steilacoom	10/17-11/14	28
Bookmobile Ends	11/11	
Key Center	11/14-12/31	47

2013		
Location	Dates	Duration (days)
Key Center	1/1-2/3	34
Fife	9/24-25	2

2014		
Location	Dates	Duration (days)
Gig Harbor	5/19-6/1	13
Lakewood	9/2-21	19
Pkld/Span	10/3-26	13
South Hill	11/1-30	30

# Monthly Financial Reports January 31, 2015

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Please consider these as interim January financial reports for 2015.

Revenue Data was not available at time of publication

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

**Pierce County Library System  
Statement of Financial Position - Interim  
January 31, 2015  
All Funds**

	General Fund	Debt Service Fund	Capital Improvement Projects Fund
<b>Assets</b>			
<b>Current Assets - Cash</b>			
Cash	\$ 1,137,104	\$ 0.57	\$ 183,777
Investments	\$ 5,100,000	\$ 83,648	\$ 1,850,000
<b>Total Cash</b>	<b>\$ 6,237,104</b>	<b>\$ 83,649</b>	<b>\$ 2,033,777</b>
<b>Total Current Assets</b>	<b>\$ 6,237,104</b>	<b>\$ 83,649</b>	<b>\$ 2,033,777</b>
<b>Liabilities and Fund Balance</b>			
<b>Current Liabilities</b>			
Warrants Payable	\$ 51,794	\$ -	\$ -
Sales Tax Payable	\$ 8,751	\$ -	\$ -
Payroll Taxes and Benefits Payable	\$ 26,697	\$ -	\$ -
<b>Total Current Liabilities</b>	<b>\$ 87,242</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Fund Balance</b>			
Reserve for Encumbrances	\$ 492,121	\$ -	\$ 270,359
Net Excess (Deficit)	\$ (1,673,223)	\$ -	\$ (22,653)
Unreserved Fund Balance	\$ 7,330,964	\$ 83,649	\$ 1,786,070
<b>Total Fund Balance</b>	<b>\$ 6,149,861</b>	<b>\$ 83,649</b>	<b>\$ 2,033,777</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$ 6,237,104</b>	<b>\$ 83,649</b>	<b>\$ 2,033,777</b>
Anticipated Property Tax Revenue	\$ -	\$ -	\$ -

<b>Pierce County Library System</b>														
<b>Comparative Statement of Financial Position - Interim</b>														
<b>General Fund - Rolling Comparison</b>														
<i>(as of the listed date of the reported month)</i>														
	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>CURRENT</i>
	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	10/31/2014	11/30/2014	12/31/2014	12/31/2014	1/31/2015
<b>Assets</b>														
<b>Current Assets - Cash</b>														
Cash	\$ 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	\$ 10,585,428	\$ 3,821,250	\$ 8,535,073	\$ 8,535,073	\$ 1,137,104
Investments	\$ 6,200,000	\$ 4,410,000	\$ 2,650,000	\$ 1,975,000	\$ -	\$ 9,492,593	\$ 7,500,000	\$ 5,580,000	\$ 3,768,000	\$ 1,800,000	\$ 8,255,000	\$ -	\$ -	\$ 5,100,000
<b>Total Cash</b>	<b>\$ 7,644,605</b>	<b>\$ 6,055,126</b>	<b>\$ 5,524,141</b>	<b>\$ 12,177,373</b>	<b>\$ 12,760,371</b>	<b>\$ 10,893,223</b>	<b>\$ 8,975,909</b>	<b>\$ 7,146,485</b>	<b>\$ 5,551,229</b>	<b>\$ 12,385,428</b>	<b>\$ 12,076,250</b>	<b>\$ 8,535,073</b>	<b>\$ 8,535,073</b>	<b>\$ 6,237,104</b>
<b>Total Current Assets</b>	<b>\$ 7,644,605</b>	<b>\$ 6,055,126</b>	<b>\$ 5,524,141</b>	<b>\$ 12,177,373</b>	<b>\$ 12,760,371</b>	<b>\$ 10,893,223</b>	<b>\$ 8,975,909</b>	<b>\$ 7,146,485</b>	<b>\$ 5,551,229</b>	<b>\$ 12,385,428</b>	<b>\$ 12,076,250</b>	<b>\$ 8,535,073</b>	<b>\$ 8,535,073</b>	<b>\$ 6,237,104</b>
<b>Liabilities and Fund Balance</b>														
<b>Current Liabilities</b>														
Warrants Payable	\$ 289,787	\$ 283,545	\$ 242,745	\$ 156,099	\$ 219,223	\$ 237,131	\$ 279,472	\$ 352,429	\$ 416,700	\$ 450,616	\$ 454,093	\$ 686,402	\$ 686,402	\$ 51,794
Sales Tax Payable	\$ 2,976	\$ 4,285	\$ 3,438	\$ 3,657	\$ 4,896	\$ 6,057	\$ 4,000	\$ 4,295	\$ 3,683	\$ 4,930	\$ 5,293	\$ 6,955	\$ 6,955	\$ 8,751
Payroll Taxes and Benefits Payable	\$ 10,661	\$ 12,052	\$ 12,414	\$ 12,450	\$ 12,183	\$ 11,400	\$ 10,937	\$ 11,507	\$ 12,671	\$ 14,507	\$ 24,239	\$ 18,631	\$ 18,631	\$ 26,697
<b>Total Current Liabilities</b>	<b>\$ 303,424</b>	<b>\$ 299,882</b>	<b>\$ 258,596</b>	<b>\$ 172,206</b>	<b>\$ 236,303</b>	<b>\$ 254,588</b>	<b>\$ 294,408</b>	<b>\$ 368,230</b>	<b>\$ 433,053</b>	<b>\$ 470,053</b>	<b>\$ 483,624</b>	<b>\$ 711,988</b>	<b>\$ 711,988</b>	<b>\$ 87,242</b>
<b>Fund Balance</b>														
Reserve for Encumbrances	\$ 479,177	\$ 428,516	\$ 382,261	\$ 515,313	\$ 415,441	\$ 372,048	\$ 339,182	\$ 275,413	\$ 227,145	\$ 208,720	\$ 155,364	\$ -	\$ -	\$ 486,170
Net Excess (Deficit)	\$ (2,170,924)	\$ (3,706,199)	\$ (4,149,643)	\$ 2,456,926	\$ 3,075,700	\$ 1,233,659	\$ (690,609)	\$ (2,530,086)	\$ (4,141,897)	\$ 2,673,728	\$ 2,404,334	\$ 296,107	\$ 296,107	\$ (1,673,223)
Unreserved Fund Balance	\$ 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	\$ 9,032,928	\$ 7,526,977	\$ 7,526,977	\$ 7,336,914
<b>Total Fund Balance</b>	<b>\$ 7,341,181</b>	<b>\$ 5,755,244</b>	<b>\$ 5,265,545</b>	<b>\$ 12,005,167</b>	<b>\$ 12,524,068</b>	<b>\$ 10,638,635</b>	<b>\$ 8,681,501</b>	<b>\$ 6,778,254</b>	<b>\$ 5,118,176</b>	<b>\$ 11,915,375</b>	<b>\$ 11,592,625</b>	<b>\$ 7,823,084</b>	<b>\$ 7,823,084</b>	<b>\$ 6,149,861</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$ 7,644,605</b>	<b>\$ 6,055,126</b>	<b>\$ 5,524,141</b>	<b>\$ 12,177,373</b>	<b>\$ 12,760,371</b>	<b>\$ 10,893,223</b>	<b>\$ 8,975,909</b>	<b>\$ 7,146,485</b>	<b>\$ 5,551,229</b>	<b>\$ 12,385,428</b>	<b>\$ 12,076,250</b>	<b>\$ 8,535,073</b>	<b>\$ 8,535,073</b>	<b>\$ 6,237,104</b>
<b>Anticipated Property Tax Revenue</b>	<b>\$ 25,516,351</b>	<b>\$ 25,112,244</b>	<b>\$ 23,682,603</b>	<b>\$ 14,993,995.22</b>	<b>\$ 12,484,118</b>	<b>\$ 12,375,381</b>	<b>\$ 12,288,973</b>	<b>\$ 12,166,212</b>	<b>\$ 11,762,780</b>	<b>\$ 11,762,780</b>	<b>\$ 1,098,207</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 26,620,748</b>

**PIERCE COUNTY LIBRARY SYSTEM**  
Statement of Revenue and Expenditures - INTERIM  
Year to Date January 31, 2015  
no pre-encumbrances

<u>General Fund</u>	<u>2015 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	\$ 26,645,748	\$ -	\$ -	\$ 26,645,748	0%
Other Revenue	\$ 1,418,000	\$ 69,987	\$ -	\$ 1,348,013	5%
<b>Total Revenue</b>	<b>\$ 28,063,748</b>	<b>\$ 69,987</b>	<b>\$ -</b>	<b>\$ 27,993,761</b>	<b>0%</b>
Expenditures					
Personnel/Taxes and Benefits	\$ 19,897,279.00	\$ 1,644,224	\$ -	\$ 18,253,055	8%
Materials	\$ 3,555,073	\$ 33,137	\$ -	\$ 3,521,936	1%
Maintenance and Operations	\$ 3,769,484	\$ 65,848	\$ 492,121	\$ 3,211,515	15%
Transfers Out	\$ 841,912	\$ -	\$ -	\$ 841,912	0%
<b>Total Expenditures</b>	<b>\$ 28,063,748</b>	<b>\$ 1,743,210</b>	<b>\$ 492,121</b>	<b>\$ 25,828,417</b>	<b>8%</b>
Excess/(Deficit)		\$ (1,673,223)			
(less encumbrances)		(492,121)			
<b>Net Excess (Deficit)</b>		<b>\$ (2,165,344)</b>			

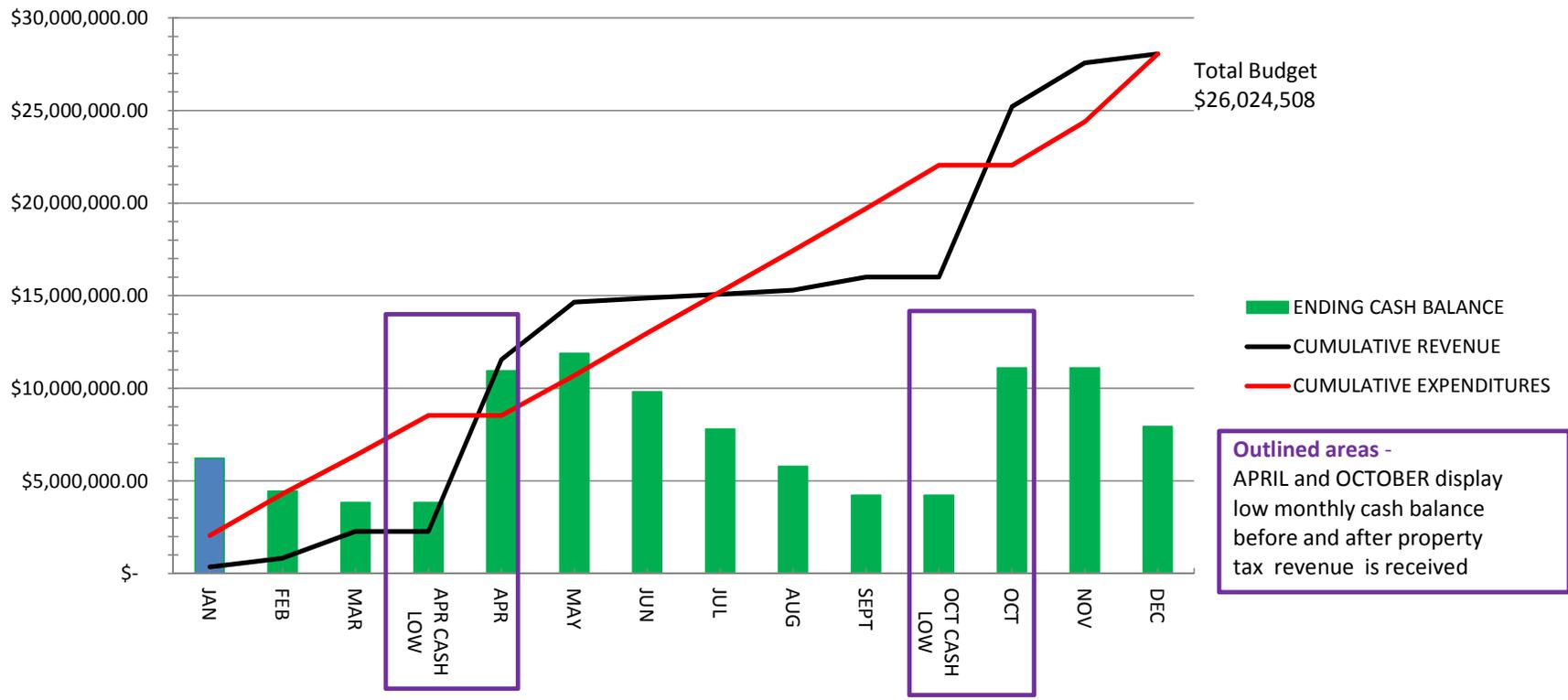
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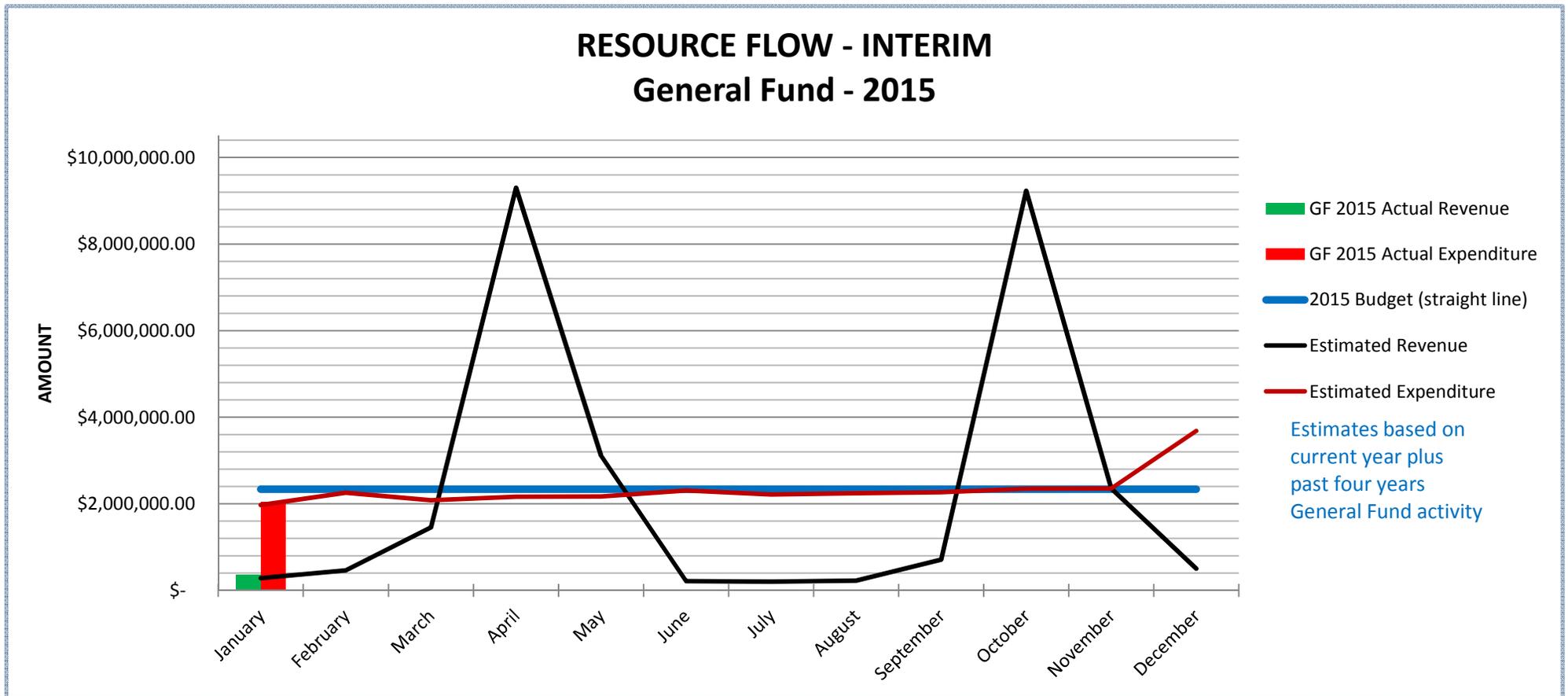
<u>Debt Service Fund</u>	<u>2015 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Property Tax/Investment Income & Other PC Revenue	\$ -	\$ -	\$ -	\$ -	0%
Other Revenue	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Revenue</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b>Net Excess (Deficit)</b>		<b>\$ -</b>			

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<u>Capital Improvement Projects</u>	<u>2015 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Use of Fund Balance	\$ 1,027,588	\$ -	\$ -	\$ 1,027,588	0%
Other Revenue	\$ -	\$ -	\$ -	\$ -	0%
Transfers In	\$ 841,912	\$ -	\$ -	\$ 841,912	0%
<b>Total Revenue</b>	<b>\$ 1,869,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,869,500</b>	<b>0%</b>
Expenditures					
Maintenance and Operations	\$ 1,869,500	\$ 22,653	\$ 270,359	\$ 1,576,487	16%
<b>Total Expenditures</b>	<b>\$ 1,869,500</b>	<b>\$ 22,653</b>	<b>\$ 270,359</b>	<b>\$ 1,576,487</b>	<b>16%</b>
Excess/(Deficit)		\$ (22,653)			
(less encumbrances)		(270,359)			
<b>Net Excess (Deficit)</b>		<b>\$ (293,013)</b>			

## CUMULATIVE GENERAL FUND REVENUE AND EXPENDITURE Including Cash Flow Projection 2015





Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 1/31/2015

**FUND: GENERAL FUND (01)**

Object	2015 Budget	January Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
31111 PROPERTY TAXES CURRENT	25,674,805.00	0.00	0.00	0.00	25,674,805.00	0.00
31112 PROPERTY TAXES DELINQUENT	872,943.00	0.00	0.00	0.00	872,943.00	0.00
31130 SALE OF TAX TITLE PROPERTY	3,000.00	0.00	0.00	0.00	3,000.00	0.00
31210 PRIVATE HARVEST/ FOREST EXCISE TAX	50,000.00	0.00	0.00	0.00	50,000.00	0.00
31720 LEASEHOLD EXCISE TAX	20,000.00	0.00	0.00	0.00	20,000.00	0.00
<b>TAXES:</b>	<b>26,620,748.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>26,620,748.00</b>	<b>0.00</b>
34160 COPIER FEES	30,000.00	2,638.59	2,638.59	0.00	27,361.41	8.80
34161 GRAPHICS SERVICES CHARGES	0.00	31.50	31.50	0.00	(31.50)	0.00
34162 PRINTER FEES	105,000.00	10,919.35	10,919.35	0.00	94,080.65	10.40
34163 FAX FEES	21,000.00	1,907.83	1,907.83	0.00	19,092.17	9.08
34730 INTERLIBRARY LOAN FEES	0.00	18.95	18.95	0.00	(18.95)	0.00
35970 LIBRARY FINES	600,000.00	50,641.38	50,641.38	0.00	549,358.62	8.44
36110 INVESTMENT INCOME	10,000.00	0.00	0.00	0.00	10,000.00	0.00
36190 OTHER INTEREST EARNINGS	0.00	0.11	0.11	0.00	(0.11)	0.00
36200 KEY PEN HLTH DEPT FACILITY REV	0.00	339.68	339.68	0.00	(339.68)	0.00
36700 FOUNDATION DONATIONS	350,000.00	0.00	0.00	0.00	350,000.00	0.00
36710 FRIENDS' DONATIONS	0.00	257.01	257.01	0.00	(257.01)	0.00
36725 DONATIONS - OTHER	250,000.00	408.10	408.10	0.00	249,591.90	0.16
36920 BOOK SALE REVENUE	20,000.00	487.32	487.32	0.00	19,512.68	2.44
36990 MISCELLANEOUS REVENUE	0.00	36.27	36.27	0.00	(36.27)	0.00
36991 PAYMENT FOR LOST MATERIALS	12,000.00	979.92	979.92	0.00	11,020.08	8.17
36994 UNCLAIMED PROPERTY	0.00	5.44	5.44	0.00	(5.44)	0.00
36996 JURY DUTY REIMBURSEMENT	0.00	260.00	260.00	0.00	(260.00)	0.00
36997 PRIOR YEAR'S REFUNDS	0.00	1,055.79	1,055.79	0.00	(1,055.79)	0.00
36999 REBATES - PROCUREMENT CARD	30,000.00	0.00	0.00	0.00	30,000.00	0.00
<b>CHARGES OTHER:</b>	<b>1,428,000.00</b>	<b>69,987.24</b>	<b>69,987.24</b>	<b>0.00</b>	<b>1,358,012.76</b>	<b>4.90</b>
39510 SALE OF FIXED ASSETS/TIMBER (GOV)	15,000.00	0.00	0.00	0.00	15,000.00	0.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>28,063,748.00</b>	<b>69,987.24</b>	<b>69,987.24</b>	<b>0.00</b>	<b>27,993,760.76</b>	<b>0.25</b>
<b>EXPENSE ACCOUNTS</b>						
51100 SALARIES AND WAGES	14,345,866.00	1,152,736.34	1,152,736.34	0.00	13,193,129.66	8.04
51105 ADDITIONAL HOURS	259,045.00	24,041.19	24,041.19	0.00	235,003.81	9.28
51106 SHIFT DIFFERENTIAL	151,607.00	11,444.77	11,444.77	0.00	140,162.23	7.55
51107 SUBSTITUTE HOURS	315,515.00	21,165.31	21,165.31	0.00	294,349.69	6.71
51109 TUITION ASSISTANCE PROGRAM	300.00	0.00	0.00	0.00	300.00	0.00
51200 OVERTIME WAGES	5,400.00	623.91	623.91	0.00	4,776.09	11.55
51999 ADJ WAGE/SALARY TO MATCH PLAN	(377,539.00)	0.00	0.00	0.00	(377,539.00)	0.00
52001 INDUSTRIAL INSURANCE	193,617.00	13,017.69	13,017.69	0.00	180,599.31	6.72
52002 MEDICAL INSURANCE	2,191,477.00	205,212.78	205,212.78	0.00	1,986,264.22	9.36
52003 F.I.C.A.	1,153,581.00	91,719.82	91,719.82	0.00	1,061,861.18	7.95
52004 RETIREMENT	1,508,392.00	105,455.11	105,455.11	0.00	1,402,936.89	6.99
52005 DENTAL INSURANCE	212,859.00	16,441.40	16,441.40	0.00	196,417.60	7.72
52006 OTHER BENEFIT	11,020.00	960.00	960.00	0.00	10,060.00	8.71
52010 LIFE AND DISABILITY INSURANCE	26,987.00	1,406.17	1,406.17	0.00	25,580.83	5.21
52020 UNEMPLOYMENT COMPENSATION	30,500.00	0.00	0.00	0.00	30,500.00	0.00
52200 UNIFORMS	1,300.00	0.00	0.00	0.00	1,300.00	0.00
52999 ADJ BENEFITS TO MATCH PLAN	(132,648.00)	0.00	0.00	0.00	(132,648.00)	0.00

Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 1/31/2015

**FUND: GENERAL FUND (01)**

Object	2015 Budget	January Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
<b>EXPENSE ACCOUNTS</b>						
<b>PERSONNEL</b>	<b>19,897,279.00</b>	<b>1,644,224.49</b>	<b>1,644,224.49</b>	<b>0.00</b>	<b>18,253,054.51</b>	<b>8.26</b>
53100 OFFICE/OPERATING SUPPLIES	164,400.00	4,344.43	4,344.43	44,766.69	115,288.88	29.87
53101 CUSTODIAL SUPPLIES	52,500.00	0.00	0.00	0.00	52,500.00	0.00
53102 MAINTENANCE SUPPLIES	60,200.00	160.22	160.22	0.00	60,039.78	0.27
53103 AUDIOVISUAL PROCESSING SUP	25,000.00	0.00	0.00	0.00	25,000.00	0.00
53104 BOOK PROCESSING SUPPLIES	20,000.00	0.00	0.00	0.00	20,000.00	0.00
53200 FUEL	47,000.00	7,131.01	7,131.01	33,618.99	6,250.00	86.70
53401 ADULT MATERIALS	806,000.00	11,682.95	11,682.95	0.00	794,317.05	1.45
53403 PERIODICALS	88,135.00	540.80	540.80	0.00	87,594.20	0.61
53405 JUVENILE BOOKS	544,279.00	5,917.55	5,917.55	0.00	538,361.45	1.09
53406 PROFESSIONAL COLLECTION	4,200.00	49.32	49.32	0.00	4,150.68	1.17
53407 INTERNATIONAL COLLECTION	60,000.00	33.24	33.24	0.00	59,966.76	0.06
53408 AUDIOVISUAL MATERIALS - ADULT	842,000.00	11,968.39	11,968.39	0.00	830,031.61	1.42
53409 AUDIOVISUAL MATERIALS - JUV	94,000.00	939.95	939.95	0.00	93,060.05	1.00
53411 ELECTRONIC INFO SOURCES	379,068.00	0.00	0.00	0.00	379,068.00	0.00
53412 REFERENCE SERIALS	18,000.00	0.00	0.00	0.00	18,000.00	0.00
53413 ELECTRONIC SERVICES	149,391.00	0.00	0.00	0.00	149,391.00	0.00
53414 ELECTRONIC COLLECTION	417,000.00	0.00	0.00	0.00	417,000.00	0.00
53464 VENDOR PROCESSING SERVICES	153,000.00	2,005.25	2,005.25	0.00	150,994.75	1.31
53500 MINOR EQUIPMENT	3,500.00	17.82	17.82	0.00	3,482.18	0.51
53501 FURNISHINGS	35,000.00	0.00	0.00	8,586.98	26,413.02	24.53
53502 IT HARDWARE	20,000.00	0.00	0.00	0.00	20,000.00	0.00
53503 PRINTERS	10,000.00	0.00	0.00	0.00	10,000.00	0.00
53505 SOFTWARE	13,500.00	0.00	0.00	0.00	13,500.00	0.00
54100 PROFESSIONAL SERVICES	437,884.00	1,955.13	1,955.13	32,722.89	403,205.98	7.92
54101 LEGAL SERVICES	30,000.00	0.00	0.00	0.00	30,000.00	0.00
54102 COLLECTION AGENCY	22,000.00	0.00	0.00	0.00	22,000.00	0.00
54161 RESOURCE SHARING SERVICES	19,000.00	0.00	0.00	0.00	19,000.00	0.00
54162 BIBLIOGRAPHICS SERVICES	33,000.00	0.00	0.00	0.00	33,000.00	0.00
54163 PRINTING AND BINDING	1,500.00	0.00	0.00	0.00	1,500.00	0.00
54165 ILL LOST ITEM CHARGE	2,800.00	(22.95)	(22.95)	0.00	2,822.95	(0.82)
54200 POSTAGE AND SHIPPING	35,000.00	0.00	0.00	0.00	35,000.00	0.00
54201 TELECOM SERVICES	461,300.00	0.00	0.00	0.00	461,300.00	0.00
54300 TRAVEL	42,100.00	493.08	493.08	0.00	41,606.92	1.17
54301 MILEAGE REIMBURSEMENTS	31,150.00	2,126.20	2,126.20	0.00	29,023.80	6.83
54400 ADVERTISING	43,000.00	0.00	0.00	0.00	43,000.00	0.00
54501 RENTALS/LEASES - BUILDINGS	389,950.00	33,326.62	33,326.62	98,837.22	257,786.16	33.89
54502 RENTALS/LEASES - EQUIPMENT	32,300.00	0.00	0.00	21,205.54	11,094.46	65.65
54600 INSURANCE	189,500.00	720.00	720.00	0.00	188,780.00	0.38
54700 ELECTRICITY	235,000.00	0.00	0.00	0.00	235,000.00	0.00
54701 NATURAL GAS	15,000.00	0.00	0.00	0.00	15,000.00	0.00
54702 WATER	20,000.00	292.50	292.50	0.00	19,707.50	1.46
54703 SEWER	36,000.00	25.64	25.64	0.00	35,974.36	0.07
54704 REFUSE	27,500.00	0.00	0.00	1,000.00	26,500.00	3.64
54800 GENERAL REPAIRS/MAINTENANCE	229,300.00	1,955.66	1,955.66	45,400.55	181,943.79	20.65
54801 CONTRACTED MAINTENANCE	788,000.00	10,279.89	10,279.89	205,981.84	571,738.27	27.44
54803 MAINT. TELECOM EQUIPMENT	31,000.00	0.00	0.00	0.00	31,000.00	0.00

Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 1/31/2015

**FUND: GENERAL FUND (01)**

Object	2015 Budget	January Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
<b>EXPENSE ACCOUNTS</b>						
54900 REGISTRATIONS	42,750.00	495.00	495.00	0.00	42,255.00	1.16
54901 DUES AND MEMBERSHIPS	35,170.00	645.00	645.00	0.00	34,525.00	1.83
54902 TAXES AND ASSESSMENTS	29,500.00	0.00	0.00	0.00	29,500.00	0.00
54903 LICENSES AND FEES	38,890.00	1,902.97	1,902.97	0.00	36,987.03	4.89
54904 MISCELLANEOUS	790.00	0.00	0.00	0.00	790.00	0.00
54905 WELLNESS EVENTS/REGISTRATION	2,000.00	0.00	0.00	0.00	2,000.00	0.00
55100 INTERGOVERNMENTAL	17,000.00	0.00	0.00	0.00	17,000.00	0.00
59700 TRANSFERS OUT	841,912.00	0.00	0.00	0.00	841,912.00	0.00
<b>ALL OTHER EXPENSES</b>	<b>8,166,469.00</b>	<b>98,985.67</b>	<b>98,985.67</b>	<b>492,120.70</b>	<b>7,575,362.63</b>	<b>7.24</b>
<b>TOTAL FOR EXPENSE ACCOUNTS</b>	<b>28,063,748.00</b>	<b>1,743,210.16</b>	<b>1,743,210.16</b>	<b>492,120.70</b>	<b>25,828,417.14</b>	<b>7.97</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>(1,673,222.92)</b>	<b>(1,673,222.92)</b>	<b>(492,120.70)</b>	<b>2,165,343.62</b>	<b>0.00</b>

FUND: DEBT SERVICE FUND (20)

Object	2015 Budget	January Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
TAXES:	0.00	0.00	0.00	0.00	0.00	0.00
CHARGES OTHER:	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	0.00	0.00	0.00	0.00	0.00
NET SURPLUS / DEFICIT	0.00	0.00	0.00	0.00	0.00	0.00

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

Object	2015 Budget	January Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
29150 USE OF FUND BALANCE-BUDGET	1,027,588.00	0.00	0.00	0.00	1,027,588.00	0.00
<b>CHARGES OTHER:</b>	<b>1,027,588.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,027,588.00</b>	<b>0.00</b>
39700 TRANSFERS IN	841,912.00	0.00	0.00	0.00	841,912.00	0.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>1,869,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,869,500.00</b>	<b>0.00</b>
<b>EXPENSE ACCOUNTS</b>						
53501 FURNISHINGS	50,000.00	22,653.11	22,653.11	64,608.12	(37,261.23)	174.52
53502 IT HARDWARE	1,119,000.00	0.00	0.00	0.00	1,119,000.00	0.00
54100 PROFESSIONAL SERVICES	0.00	0.00	0.00	3,251.00	(3,251.00)	0.00
54800 GENERAL REPAIRS/MAINTENANCE	10,000.00	0.00	0.00	0.00	10,000.00	0.00
54912 CONTINGENCY/RESERVE	37,000.00	0.00	0.00	0.00	37,000.00	0.00
56200 BUILDINGS & BLDG IMPROVEMENTS	271,000.00	0.00	0.00	120,001.00	150,999.00	44.28
56203 FLOORING	114,500.00	0.00	0.00	0.00	114,500.00	0.00
56301 PARKING LOT REPAIR & IMPROVEMENT	97,000.00	0.00	0.00	0.00	97,000.00	0.00
56400 MACHINERY & EQUIPMENT	16,000.00	0.00	0.00	0.00	16,000.00	0.00
56401 VEHICLES	0.00	0.00	0.00	82,499.28	(82,499.28)	0.00
56402 HVAC	155,000.00	0.00	0.00	0.00	155,000.00	0.00
<b>TOTAL FOR EXPENSE ACCOUNTS</b>	<b>1,869,500.00</b>	<b>22,653.11</b>	<b>22,653.11</b>	<b>270,359.40</b>	<b>1,576,487.49</b>	<b>15.67</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>(22,653.11)</b>	<b>(22,653.11)</b>	<b>(270,359.40)</b>	<b>293,012.51</b>	<b>0.00</b>

# MEMO

Date: February 2, 2015

To: Members of the Board of Trustees

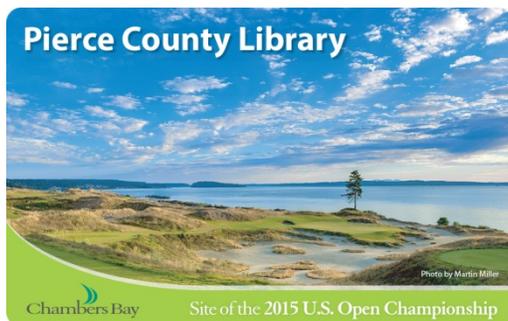
From: Judy Nelson, Customer Experience Manager—Youth Services & Linda Farmer, APR,  
Communications Director

Subject: The Library celebrates the U.S. Open with programs, a library card and more

The Pierce County Library System is planning a series of events and activities to highlight the 2015 U.S. Open Championship Golf Tournament that is being held at Chambers Bay Golf Course in University Place. The U.S. Open dates back to 1895, but this the first time it has taken place in the Pacific Northwest, and is one of the few times it is being held on a public course.

Beginning in March, the Library will host programs, offer booklists, movie tie-ins and even a special limited edition library card to celebrate this event. There will be a library web page with links to the events activities and materials, as well as to the two outside organizations we are working with. The library is working with both the City of University Place and Meadow Park Golf Course, Metro Parks.

**Limited edition library card: 5,000 available starting April 1, while supplies last**



## **Programs and activities include:**

At every branch

- Pierce County Library Open miniature Golf Tournament
- Golf term puzzle

Build Your own Putting Green with Master Gardener team Lauri & Joshua Lackey

- Sumner Library, March 5, 6:00 pm
- South Hill Library, March 12, 6:00 pm
- Lakewood Library, March 19, 6:00 pm

Blaine Newman, author of “America’s St. Andrews – Chambers Bay”

- University Place Library, May 27, 7pm.

To be hosted at select branches (schedule TBD)

- On-line Travel Planning for Golfers and every other sport
- Movie nights (titles still TBD)
- Golf bug craft
- Meditation for Athletes and Everyone Else

Additional activities

- Scout badge
- Booklists
- Partnership with Lakewood Playhouse and Tacoma Little Theater for discounts to shows

We will continue to update the Board when the marketing materials are produced and the web pages go live.

# MEMO

Date: February 2, 2015

To: Chair Rob Allen and Members of the Board of Trustees

From: Farmer, APR, Communications Director

Subject: Library Legislative Day 2015

On Jan. 30, 16 Pierce County Library System librarians and department staff converged on Olympia for Washington State Library Legislative Day. During a packed day, teams met with eight elected officials, seven aides and two interns. The groups shared key goals for 2015 (attached) and also brought materials that covered programs, events and services system-wide and by branch.

All team members had an equal chance to talk and to ask questions of the elected officials and their staff. It was a good dialogue all the way around. Many elected officials asked to be invited to events at their local libraries throughout the year.

## **Highlights of the conversations include:**

- Rep. J.T. Wilcox enthusiastically requested that information from Parkland/Spanaway be sent to him monthly so he could include it on the District 2 Legislative web page and have it read on his radio show
- Rep. Graham Hunt was excited about the Science-to-Go backpacks because he homeschools his children and thought it would be a great resource
- Rep. Christine Kilduff was interested in the library's partnership with RallyPoint/6
- Sen. Bruce Dammeier brought up his love for the Pierce County Reads program
- Rep. Laurie Jenkins' aide requested more information on the library's two web development/coding resources: CoderDojo and Treehouse

## **Library staff participating:**

### TEAM 1

Jennifer Patterson (lead)  
Meghan Sullivan  
Tami Masenheimer  
Linda Case

### TEAM 2

David Durante (lead)  
Lauren Murphy  
David Seckman  
Keith Knutsen

### TEAM 3

Sally Porter Smith (lead)  
Kathy Norbeck  
Patti Cox  
Behrooz Madjdi

### TEAM 4

Jaime Prothro (lead)  
Ben Haines  
Rosina Vertz  
Linda Farmer

## Message from Executive Director Georgia Lomax



Last year, there were 2.3 million in-person visits to Pierce County Library's 19 branches and 2.1 million visits to our online catalog with check outs of 6.9 million items. Maintaining access to information and resources is a critical role of libraries. Despite a consistent drop in revenues and cuts of more than \$7.5 million to operating expenditures, I am proud that we came through the recession with no change to open hours and very little reduction in services. We have ensured the library is meeting **contemporary needs**, responding to **changes in technology** and continues to **serve the customer**. With this vision—and with a multitude of partnerships in every community—we have been able to maintain core services and add new ones. Thank you for your support of Pierce County Library! We'd love to give you a personal tour of your library branch. Contact my office, 253.548.3420, to arrange a time.

## Key Goals for 2015

### (Be) Ready

Pierce County Library is a key player in Washington State when it comes to **early learning programs**. Research shows a strong foundation in language awareness and literacy skills leads to later success in school.

- Block Play
- Science to Go (STEM skills)
- Summer Reading
- Service in child care centers, schools, and with after-school programs

### Connect

Pierce County Libraries are some of the few remaining **free gathering places** in our communities. The library connects people in many ways—from helping people get the information they need to lead better lives, to improving their skills for work or personal betterment. And, the library also provides a safe, fun place to just hang out (in-person and online).

- Help finding health insurance
- Citizenship classes (52 new citizens in 2014)
- MakerFest and DIYfest
- Scout (creating a digital gathering space)
- Free in-person and online classes to improve dozens of skills

### Thrive

Libraries connect people with ideas, information and each other. Libraries support **lifelong learning**. Libraries help people thrive no matter where they are in their journey. Whether it's critical assistance landing a new job for the unemployed, or the basic pointers needed to master an iPad or tablet, the library offers a ton of resources on a dizzying array of topics.

- Coding: Providing resources for the young and the young at heart to excel in this high-paying industry
- Help for job seekers (resume review, mock interviews, LinkedIn profiles, job search planning)
- Help for small businesses (write a plan, build a website, do market research, scope the competition)
- Transitioning service members and their families on a path to a new career (WorkSource, RallyPoint/6)

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# MEMO



Date: February 2, 2015

To: Chair Rob Allen and members of the Board of Trustees

From: Georgia Lomax, Executive Director

Subject: Executive Director Monthly Activities

In January, I attended a Mid-County Leadership Team meeting and a Tacoma Community House Board meeting. I also attended *A New Year in Tacoma*, an annual gathering of Tacoma/Pierce County's civic leaders, hosted by UPS President Ron Thomas and his wife, Mary.

Also this month, I met individually with Board members Donna Albers and J.J. McCament.

Meetings with my internal community members have continued through the month of January and will be wrapping up by the end of February. I attended nine branch and department staff meetings (Sumner, Fife, Summit, Milton, Orting, Buckley, DuPont, Staff Experience and Outreach,) and had individual meetings with five site supervisors (Sumner, Milton, Parkland, Orting and DuPont).

Meetings with the "Community First 30" have begun. I recently met with University Place elected officials and staff at a coffee hosted by long-time Library supporter and donor Ruthann Reim McCaffree. As of the date of this memo, seven additional meetings have been scheduled with key community leaders during the month of February.

# MEMO

Date: February 2, 2015

To: Members of the Board of Trustees

From: Farmer, APR, Communications Director

Subject: Pierce County READS 2015

On March 1, Pierce County Library System and The News Tribune will launch Pierce County READS 2015. This is the 8<sup>th</sup> annual one-community, one-book program which will run March 1-April 24, 2015. The eight-week program is premised on everyone in the county reading copies of the same book at the same time, then coming together to share and discuss the book—both in person and online.

The selected 2015 Pierce County READS book will be a New York Times best seller by a nationally known, prize-winning author.

Pierce County Library and The News Tribune present Pierce County READS. We welcome KeyBank Foundation as the major corporate sponsor for the 8<sup>th</sup> year. In addition, the library is joined by the McGavick Conference Center @ Clover Park Technical College as a main sponsor, and is working with more than 40 community partner organizations, neighboring library systems and local Friends of the Library groups to engage the community.

There will be more than 60 events to choose from including author readings, book discussions, hands-on programs, musical performances, movie nights and more. We will continue last year's successful Flash Fiction (or Not) Writing Contest. As always, people may enter drawings to win signed copies of the book in all 19 libraries plus our online library. The free author event is at 7 p.m. on April 24 at event sponsor McGavick Conference Center @ Clover Park Technical College.

The library and its community partners will conduct a suite of marketing tactics to promote the book including: seeking earned news media coverage, using [www.piercecountyreads.org](http://www.piercecountyreads.org), social media, displays in libraries and at community partner locations, advertisements, printed products, proclamations by local governments, food drive with community partner Emergency Food Network, and more. The library is trying a new promotional tactic to engage audiences this year: Read & Release books. More than 270 copies of the selected title (purchased with library foundation funds) will be released in the community using a variety of methods. People will be asked to read the book then give it to a friend or stranger. They will also be asked to comment on the book on the library's Facebook page.

The library's Pierce County READS team is Kit Thompson, Jason Anderson, Lourie Kelly and Tami Masenhimer, Jaime Prothro and Linda Farmer.

# MEMO

Date: February 2, 2015

To: Members of the Board of Trustees

From: Linda Farmer, APR, Communications Director

Subject: Cliff Jo Named Finalist for Financial Executive of the Year

Pierce County Library System Director of Finance and Business Operations Cliff Jo is a finalist for the 2015 Financial Executives of the Year program produced by the Business Examiner Media Group. He was nominated by Pierce County Library Vice Chair Donna Albers. Fourteen finalists will be honored at a Feb. 10, 2015, recognition luncheon at the Museum of Glass, where the top financial executive in each of three categories will be announced. Jo, a University Place resident, is competing in the Government category. The award program is sponsored by Heritage Bank and Moss Adams LLP.

Finalists include:

## **Government:**

- Brett Freshwaters, CFO, Metropolitan Park District Tacoma
- **Clifford Jo, Director of Finance, Pierce County Library System**

## **Mid-size or Large Private Companies:**

- Steve Gray, Secretary/Treasurer, Gray Lumber Company
- Lisa Miles, CFO, Lucky Eagle Casino & Hotel
- Jennifer Nino, CFO, Commencement Bank
- Natalya Washburn, Controller, Wilcox Farms
- Fred Westerfield, CFO, Aerospace Distributors Inc.
- Ned Witting, CFO, Print NW
- Steve Zaitz, CFO, Associated Petroleum Products

## **Non-Profit Organizations:**

- Stephanie Cisakowski, CFO, Bellarmine Preparatory School
- Nita Earsley, Accounting Manager, FISH Food Banks of Pierce Co.
- Alan Erola, CFO, Greater Lakes Mental Health Care
- David Hoffman, CFO, Tacoma Lutheran Retirement Community
- Kerry Prosser, CFO, Life Center Ministries

The nomination form is attached.

## **Clifford Jo's Nomination for Financial Executive of the Year**

Despite \$7.5 million in cuts to Pierce County Library System's operating budget during the recession, all 18 library locations remained open and operating hours stayed the same. That feat would not have been possible without the strategic vision and business acumen of Cliff Jo helping drive the library's long-term financial future.

As Director of Finance and Business Operations for the library, Cliff Jo has fiscal responsibility for an annual budget of \$28 million, with more than 96% of revenue generated through property taxes. In addition, Cliff oversees the library's Finance, Facilities and Information Technology departments. He contributes to a long-range facilities master plan for a library system housing more than 1.4 million pieces of material serving more than 555,000 customers in 18 public libraries and a central administration center as well as 24/7 digital services at [www.piercecountylibrary.org](http://www.piercecountylibrary.org).

Cliff didn't take a traditional path to the CFO's office. In 2001, the library hired him to manage its Information Technology operations within the Support Services Department. Cliff had earned his bachelor's degree in computer science and physics, and a master's degree in computer science. Prior to coming to the library, he worked in various IT positions at his alma mater, Pacific Lutheran University, and at the Washington State Legislative Service Center in Olympia.

It wasn't long into his tenure at the library that the executive director discovered Cliff's ability to translate complex financial information into something understandable for the lay person. Cliff also showed a natural affinity for long-range forecasting, financial planning, project planning and asset management. Within two years, Cliff was pioneering a brand new role at the library, that of directing finance and business operations.

Cliff is a pioneer in many ways. He helped found the library's first administrative team, took part in the library's first executive level leadership development, and played a large role in developing the library's seminal 2030 Facilities Master Plan that, due to the recession, was not able to be implemented.

Cliff was the main architect of the library's technology plan which covers 19 physical locations, a host of equipment and more than 400 staff. He built customer-supplier partnerships into the process and created a model process that other departments are now implementing.

On the financial end, Cliff developed an effective technique to incorporate external data to help the library predict revenue. This allows the library to plan budget strategy further in advance and make more strategic decisions. He understands the complicated ins and outs of government financing, mill rates, public bonds and levy elections. He is well-spoken and is known for his easy to understand yet comprehensive financial reports to staff and to the library's board of trustees.

An excellent writer, Cliff has transformed the library's budget over the past several years from humdrum financial instrument into a literal work of art. The sometimes 150-page document serves as budget, reference guide, annual report, guide-to-services, and showcases the winners of the library's annual Our Own Expressions Teen Writing and Art contest. It's an all-in-one guide to the library and it's earned the respect of the Government Finance Officers Association "Distinguished Budget Presentation Award" two years running. The financials are solid as well. The library's state audits typically score 100 percent, and no findings for more than 30 years.

Cliff brings a unique perspective to the library's administrative team. He understands and excels in the worlds of information technology, finance and facilities management. He is extremely well-rounded in the arts as well as sciences. He grew up in Japan and is familiar with foreign cultures. He is earning his doctorate in psychology from Pacifica Graduate Institute and often challenges the rest of the administrative team to think differently about the library and the services it offers. He holds a black belt in each of the Japanese swordmanship disciplines of Ryu Sei Ken and Iaido.

Previously involved with the Government Finance Officers Association, Cliff is now president of the University Place Civic Center Condo Board Association. He is past president of the Chambers Ridge Homeowner's Association, and he is a member of the International Association of Jungian Studies and the C.G. Jung Society of Seattle.

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# MEMO



Date: February 2, 2014

To: Chair Allen and members of the Board of Trustees

From: Georgia Lomax, Executive Director

Subject: American Leadership Forum Class XXII

I am pleased to announce Clifford Jo, Finance and Business Operations Director, has been accepted into Class XXII of the American Leadership Forum of Tacoma/Pierce County, to commence in June 2015.

The American Leadership Forum (ALF) is a national, non-profit, non-partisan organization whose mission is to join and strengthen a diverse community of leaders to serve the common good. Cliff will bring a unique perspective to Class XXII and I invite you to join me in congratulating him on his selection.

# UNFINISHED BUSINESS

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# MEMO



Date: February 2, 2015

To: Chair Rob Allen and members of the Board of Trustees

From: Georgia Lomax, Executive Director

Subject: Policy on Trustee Ethics, Conduct and Responsibilities

During the January meeting, you reviewed the draft policy and asked that words be added to reflect that a full and open discussion was expected prior to voting, and that the vote could include dissenting votes. Item #7 in the attached draft policy now addresses this.

*Trustees shall acknowledge and support the formal position of the Board after engaging in a full and open discussion, which may include casting of dissenting votes.*

After review, I would ask the Board to consider approving the new policy.

## Board Policy on Trustee Ethics, Conduct and Responsibility

### Policy Statement

Libraries are foundational to democratic self governance and a free society. Oversight of the Pierce County Library System (PCLS) is a privilege and a public trust which carries with it certain responsibilities. Board members must demonstrate individually and collectively the highest standards of honor and integrity to maintain citizens' trust in the Library as an institution of self governance. Conduct which contravenes that public trust is grounds for recommending to the Pierce County Council removal from the Board of Trustees.

### Purpose

The purpose of this policy is to set forth minimum standards of ethical conduct and responsibilities not enumerated in the PCLS By-laws or in other Board policies.

### Policy

1. Trustees shall uphold the mission of the Library to provide access to everyone to information, ideas, programs, facilities and resources without bias or discrimination.
2. Trustees shall uphold patrons' rights guaranteed in the United States Constitution, including rights to privacy and free speech.
3. Trustees shall give fair hearing to comments and concerns expressed by members of the public, and shall allow Library staff ample opportunity to address such comments and concerns before acting on them at a meeting of the Board.
4. Trustees shall attend Board meetings regularly, prepared to participate constructively, and shall engage in the Board's decision-making process.
5. Trustees have a responsibility to express their unique viewpoint and draw from their personal expertise when deliberating business before the Board.
6. Trustees shall respect the opinions of their fellow trustees and conduct themselves with respect and decorum when they disagree or oppose a viewpoint different from their own.
7. Trustees shall acknowledge and support the formal position of the Board after engaging in a full and open discussion, which may include casting of dissenting votes.
8. Trustees must distinguish clearly between their personal philosophies, opinions and positions and those of the Library, acknowledging and supporting the formal position of the Board, even if they disagree.
9. Trustees shall recognize the authority delegated to the Executive Director and shall not interfere in the management and day-to-day operations of the Library.
10. Trustees must abide by the Board policy on Conflict of Interest.
11. Trustees shall not disclose confidential information gained while serving as a Trustee, nor use such information for personal gain.
12. Trustees shall pursue opportunities to improve their knowledge and understanding of PCLS, libraries in general, and changing conditions which may impact the way the Library provides service to citizens.

# **NEW BUSINESS**

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# MEMO



Date: February 2, 2015

To: Chair Rob Allen and members of the Board of Trustees

From: Georgia Lomax, Executive Director

Subject: Strategic Action Planning Process

At Pierce County Library System, our focus is on meeting the needs of, and providing value to, our customers and our communities. To do this we must be focused and thoughtful in the choices we make about our work and services. A strategic action plan provides the structure and alignment to make those decisions and to set priorities, and then lays out the tactics to achieve the desired results.

Pierce County Library System undertook major planning processes to create the 2001-2006 Strategic Plan, and the 2007-2012 Levy Promises Plan, which continues to guide the work of the Library today.

This month we will begin work on the Library's next strategic action plan, developing the process and timeline that will allow us to create a useful, actionable road map that provides both clear direction and allows the flexibility to adjust as needed in a fast-moving world.

Today we would like the Board to participate in a brief SWOT analysis as well as to share any thoughts or guidance that would inform the planning process. A SWOT analysis is a tool used to evaluate strengths, weaknesses, opportunities and threats related to an organization. In this case we would like you to identify internal (strengths and weaknesses) and external (opportunities and threats) factors that are favorable and unfavorable to achieving the Library's mission and vision:

*Mission: To bring the world of information and imagination to all people of our community.*

*Vision: We are the community's choice for the discovery and exchange of information and ideas.*

Attached is a SWOT worksheet and questions/prompts.

In March, we will be bringing you a detailed approach to creating PCLS's next strategic plan.

# SWOT Analysis Template

**Strengths and Weaknesses:** *These are the internal factors and characteristics within an organization that give it advantage over others or put it at a disadvantage relative to others.*

- Human resources
- Finances
- Internal advantages/disadvantages of the organization
- Physical resources
- Experiences including what has worked or has not worked in the past

		Favorable	Unfavorable
		Strengths	Weaknesses
Internal			
	External	Opportunities	Threats

1. What are your strengths?
2. What do you do better than others?
3. What unique capabilities and resources do you possess?
4. What do others perceive as your strengths?

1. What are your weaknesses?
2. What do your competitors do better than you?
3. What can you improve given the current situation?
4. What do others perceive as your weaknesses?

1. What trends or conditions may positively impact you?
2. What opportunities are available to you?

1. What trends or conditions may negatively impact you?
2. What are your competitors doing that may impact you?
3. Do you have solid financial support?
4. What impact do you weaknesses have on the threats to you?

**Opportunities and Threats:** *These are external factors and environmental elements that could be exploited to the Library's advantage or could cause it trouble.*

- Trends (new research)
- Society's cultural, political and economic ideology
- Funding sources
- Current events
- Societal oppression

# MEMO

Date: February 2, 2015

To: Chair Rob Allen and Members of the Board of Trustees

From: Clifford Jo, Finance & Business Director

Subject: 2015 Foundation/Library Agreement and Addendum

Please find attached the proposed agreement and addendum between the Foundation and Library Boards. The Library and Foundation sign an annual agreement in the February/March timeframe every year.

## 2014 Results

In March 2014 the Library and the Foundation renewed the annual agreement. It stated that the Library would provide \$216,000 of support through the Fund Development Office, and that the Foundation would provide benefits to the Library through its fund-raising efforts and other promotional activities. For the Library's 2014 fiscal year, the Library benefited from Foundation distributions totaling \$537,093. The actual costs for the Foundation in 2014 are estimated to be no more than \$242,093.

The net difference is  $\$537,093 - \$242,093 = \$295,000$ , exceeding the expiring agreement.

During the Board meeting, Lynne and I will present the results of the expiring agreement for your review, and answer questions you may have.

Last year, the Board asked the question as to how numbers compare since implementing the Addendum. Please see the chart below. The 2010 distributions were high because of the UP Capital Campaign. We anticipate 2015 distributions to be higher than \$350,000. The reason why actual costs are higher than the agreement is because we do not calculate 100% of expenditures for purposes of the agreement; some staff time is conducted for non-Foundation purposes, which is an acceptable calculation to our auditor. For purposes of the Library Board of Trustees, I use the Cost Difference From Distributions to report, because that is what the auditor looks at.

Library Fiscal Year	Agreement	Actual Distributions	Distrib. Difference From Agreement	Actual Costs	Cost Difference From Distrib.
2015	\$ 219,000	(est) \$ 350,000	(est) +\$ 131,000	(est) \$ 254,000	(est) +\$ 100,000
2014	216,000	537,093	+321,093	242,093	+295,000
2013	185,000	266,982	+81,982	240,058	+26,924
2012*	208,000	252,257	+44,257	202,796	+49,461
2011	163,000	229,300	+66,300	228,373	+927
2010	163,000	587,333	**+424,333	226,385	+360,948
2009	163,000	187,721	+24,721	238,102	***-50,381

\* First year of Addendum

\*\* UP Capital Campaign distribution was \$382,017. Excluding this, the difference was \$42,316.

\*\*\* Our biennial audit was conducted in 2011 for the 2009-10 years, and the auditor was fine so long as it nets positive over several years.

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### 2015 Agreement and Addendum

For 2015 we made minor revisions to the Agreement (a marked copy is attached) and included the Addendum. The purpose of the Addendum is to show that the Foundation contributes more than the money that it raises, which the Addendum captures. The Addendum also provides more transparency for the Board so that it can review the full range of activities the Foundation will undertake. The items in the addendum were taken from the Foundations 2014-15 Annual Plan, which Lynne Hoffman and the Foundation Chair presents to the Board of Trustees every year.

The value of services, space, and equipment which the Library provides for the Fund Development Office working on the Foundation's plan is estimated at \$219,000, which reflects a \$3,000 increase, mostly due to personnel cost increases.

Attached are the Agreement and Addendum. The Agreement and Addendum may have different amendment needs and are considered separate documents. Therefore each needs to be approved by the Board. We recommend that the Board pass two motions:

1. A motion to authorize Georgia to sign the Foundation Agreement as presented.
2. A motion to authorize Georgia to sign the Addendum as presented.

## AGREEMENT

THIS AGREEMENT is made and entered into this \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_ by and between the Pierce County Rural Library District, a municipal corporation herein after referred to as “Library”, and the Pierce County Library Foundation, a non-profit corporation designed to provided assistance and aid in the development, maintenance and promotion of growth and preservation of the Library and its staff, herein after referred to as “Foundation”.

WHEREAS, pursuant to RCW 27.12.210(5), the Library Board of Trustees is authorized to control the finances of the Library; and

WHEREAS, pursuant to RCW 27.12.210(6), the Library Board of Trustees is authorized to accept gifts of money or property for Library purposes; and

WHEREAS, pursuant to RCW 27.12.210(10), the Library Board of Trustees is authorized to all acts necessary for the orderly and efficient management and control of the Library; and

WHEREAS, the Library Board of Trustees desires to have a Foundation as a tax-exempt non-profit corporation organized and operated exclusively to receive and administer property for the benefit of the Library and to make contributions, grants, gifts, bequests, trusts, and property to the Library; and

WHEREAS, the Foundation is empowered to provide services to the Library related to the solicitation of contributions, grants, gifts, bequests, trusts, and property for the benefit of the Library and other fundraising activities; and

WHEREAS, the purpose of the Foundation is to support the mission of the Library; and

WHEREAS, the Foundation desires to provide certain financial services for the Library as described in this Agreement in furtherance of its corporate purpose;

NOW, THEREFORE, in consideration of the mutual exchange of services and the other covenants and agreements hereinafter mentioned, the parties hereto covenant and agree as follows:

A. THE FOUNDATION AGREES TO:

1. Encourage continuous and special philanthropic support, benefactions and relationships for the benefit of the Library.
2. Establish rules, regulations and procedures for the necessary management of all affairs of the Foundation in consonance with the laws and regulations described in section 501(c)(3) of the Internal Revenue Code as now enacted or hereafter amended or supplemented.

3. Accept, hold, administer, invest and disperse such funds and properties in accordance with its purpose as established within the Foundation Articles of Incorporation and Bylaws.

4. Use all assets and earnings of the Foundation exclusively for Library purposes.

5. Engage in and disperse all parts of its funds for any and all lawful activities permitted by the laws and regulations governing tax exempt charitable corporations at the time of dispersal, and which may be necessary or incidental to the furtherance of the purposes of the Foundation.

6. Use reasonable portions of its funds and income to pay the administrative expenses of the Foundation.

7. Pursuant to RCW 27.12.300, tender immediately to the Library all donations and instruments deemed gifts it may receive for which the donor names the Library as the recipient.

8. Be responsible for and account for, in its own records, all donations and instruments deemed gifts where the donor names the Foundation as the recipient.

9. Maintain its stated purposes of existence as set forth herein and in its Articles and Bylaws during the lifetime of this Agreement.

10. Provide such other services and undertake such other activities for the benefit of the Library as the Foundation and the Library shall identify from time to time by written addenda to this Agreement.

**B. THE LIBRARY AGREES TO:**

1. Provide professional staff and services to Foundation, consistent with the Library Board-approved Library budget, including without limiting the generality of the foregoing a Fund Development Director, including necessary office space, clerical support, utilities, equipment and furniture, consumable office supplies, telephone service, office equipment including but not limited to photocopiers and facsimile machines, computer hardware, software, productivity tools, network connectivity, printers, and other computer peripherals, all in partial payment for Library services as described herein. The Library further agrees to maintain proper accounting records of the costs of such services.

2. Establish the value of the aforementioned services, space, and equipment which the Library provides to the Foundation, not to exceed the total amount of ~~\$216,000~~ \$219,000 during the Library fiscal year 2014 2015. The Library, pursuant to its budgeting and fiscal policies, shall review the costs to assure that the amount of services agreed upon is not exceeded. Such reports and information shall be made available to the Foundation.

C. ANNUAL EVALUATION AND REVIEW

The Foundation and the Library shall annually identify the specific services that the Foundation will provide and the specific activities that the Foundation will undertake for the benefit of the Library, which shall be described in addenda to this Agreement signed by the parties. The Foundation shall provide the Library with a written report annually, which shall confirm that it has fully complied with its obligation to expend its best efforts to seek to accrue gifts, grants, donations, endowments for the benefit of the Library, and set forth its progress in furtherance of the identified activities and services, and list its other accomplishments for the preceding year. For this purpose, the Foundation will share with the Library its revenue and expense statements for the preceding year and its end-of-year balance sheet.

D. TERM OF AGREEMENT

The initial term of this Agreement shall be one year, but such term shall be automatically extended on each anniversary date hereof for an additional one year period unless either party shall have given written notice to the other, at least 30 days prior to the next anniversary date hereof, of its desire not to extend this Agreement.

E. MODIFICATION

No alteration or modification of any terms of this Agreement shall be valid unless made in writing and signed by the parties.

E. TERMINATION

Notwithstanding the provisions of Term of Agreement, either party may terminate this Agreement effective at the end of any Library fiscal year, with or without cause, upon 30 days written notice to the other party.

F. ASSIGNMENT

Neither party may assign or transfer this Agreement.

G. GOVERNING LAW AND DISPUTES

This agreement shall be construed and enforced in accordance with, and the validity and performance hereof shall be governed by the laws of the State of Washington. Venue for all litigation arising out of this Agreement shall be Pierce County, Washington.

Pierce County Library Foundation

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Pierce County Rural Library District

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**ADDENDUM NO. 1 (~~2014~~2015) TO FOUNDATION AGREEMENT  
BETWEEN PIERCE COUNTY RURAL LIBRARY DISTRICT  
AND PIERCE COUNTY LIBRARY FOUNDATION**

**Purpose**

The purpose of this Addendum is to identify the specific services that the Pierce County Library Foundation (the “Foundation”) will provide and the specific activities that the Foundation will undertake for the benefit of the Pierce County Rural Library District (the “Library”) during the Library’s fiscal year, ~~2014~~2015, including, but not limited to, the estimated distributions that the Foundation will forward to the Library. The effective date of this addendum is: \_\_\_\_\_

**Estimated Distributions**

The Foundation will make estimated distributions to the Library from gifts, grants, donations, endowments solicited by the Foundation for the benefit of the Library as described in the Foundation’s ~~2013-2014~~2014-2015 Development Plan ~~and to be described in the Foundation’s 2013-2014 Development Plan.~~

**Services and Activities**

The Library’s Mission is “*to bring the world of information and imagination to all people of our community*”, and its Vision is “*We are the community’s choice for the discovery and exchange of information and ideas.*”

The Foundation’s Case for Support is that “*The Foundation can impact a diverse and growing population by extending essential library programs to targeted underserved sectors of our community.*”

The Library’s Mission and Vision benefit from the Foundation’s Case for Support. In addition to its fundraising purpose, the Foundation

- Attracts people and resources to build upon and leverage taxpayer support to strengthen and supplement, not supplant, public funding for the Library.
- Engages and stewards a community of Library supporters who understand and effectively advocate for the Library’s purpose, goals and services to be the community’s choice.
- Communicates community awareness of the Library’s value as the largest provider of free books and information in Pierce County. Educates and informs the community of Library services in 18 locations and online.
- Encourages and promotes opportunities for children and adults to learn and enrich their library through library programs and services.

- Builds community by connecting people from diverse communities to resources that are relevant to their lives.

To those ends, the Foundation will undertake the following additional services and activities for the benefit of the Library:

***Communicating the Library to constituents***

The Foundation will communicate with people and constituents in the community and updating them about what’s happening in the Library. Includes:

- Newsletters three times a year
- Mailings to major donors and patrons
- Fall, Winter, and Spring appeals
- Email communications, survey and solicitations
- Invitations for PC READS donor reception, A Literary Evening donor reception, Florence Davis Reading Lounge unveiling at the South Hill Library, Key Center Library Donor Preview, Lakewood Library Donor Tour, Neel Parikh Retirement Open House
- Planned Giving brochures and program letters
- Stewardship calls to ~~major~~ donors

***Bringing awareness of the Library to local businesses and foundations***

The Foundation will contact businesses to secure sponsorships for the Library’s Summer Reading program, Pierce County READS and other programs upon approval by the Library’s Executive Director.

- The Foundation will research, apply and report on Library programs and their benefits to the community
- Sponsorships will be offered to local businesses to support Pierce County READS and Summer Reading.
- Grant proposals will be submitted for programs for Young Readers and Adult Learners, particularly focused on Early Learning, Senior and Youth Outreach, children’s programs and Virtual Services.

***Promoting the Library through events***

The Foundation will organize and holds donor reception s for a number of events, including:

- “A Literary Evening”: the Foundation will host an annual reception for high level donors to solidify ties to the Library, its purpose and programs
- PC READS: the Foundation will secure one or more sponsors for the event, and host a donor reception prior to the public for an author event.

- ~~Key Center Library Donor Preview~~ Florence Davis Reading Lounge unveiling will invite those who gave financial support to add enhancements to the South Hill Library.
- Our Own Expressions: the Foundation will host an awards ceremony for students to present their winning entries, reward the finalists with cash prizes, print a commemorative chapbook and organize a reception for parents, teachers, students and Library staff.

***Attracting a cadre of loyal library supporters***

- Board of Directors: the Foundation recruits and involves 20 active ~~16~~ volunteer board members who are passionate ambassadors of the Pierce County Library System.
- ~~Key Center Library Project: the Foundation recruits, educates and elevates support for the library among volunteers who are active in in the Key Peninsula community.~~
- Donors: the Foundation engages 1,291 ~~438~~ donors who make gifts to support the library.
- Grantors and Sponsors: the Foundation researches, submits proposals and is awarded gifts from 41 charitable foundations, local businesses and corporations.

**Pierce County Library Foundation**

**Pierce County Rural Library District**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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# MEMO

Date: February 2, 2015

To: Chair Rob Allen and Members of the Board of Trustees

From: Sally Porter Smith, Customer Experience Director

Subject: 2014 Annual Branch Services Plan Evaluation

In 2013, the Library undertook an annual planning process that sought to understand the priorities and needs of each community and examine how the library could support communities in achieving their goals. Staff used a community asset mapping process that incorporated government and school information, results from previous community engagement initiatives, “windshield tours” of service areas and market segmentation information.

A primary goal of the process was to engage staff in the study of their communities, to recognize the range of needs and interests of the people living in their service areas and identify opportunities to develop customers beyond those they routinely serve in their libraries and established outreach activities. A second goal was for staff to use evidence-based evaluation to analyze established services and outreach strategies and consider the effectiveness of their current array of offerings in serving their residents both within the Library’s strategic framework and while responding to the marketing segments in their community.

Engaging all staff in the process, the result yielded specific, targeted plans for each community as well as system-wide programs and services within a formalized process integrating evidence based planning.

In 2014, the Library executed these plans through local efforts as well as collaborations between branch and PAC departments to deliver services. Highlights include:

- The Library leveraged partnerships to extend early learning opportunities to children throughout the county while broadening access to engaging, hands-on experiences in the fields of Science, Technology, Engineering and Math (STEM).
- Job seekers and entrepreneurs discovered learning opportunities and resources to build skills while those seeking to increase financial acumen, gain citizenship, assistance in choosing health coverage, and tax assistance had only to visit their libraries to find library partners to assist them.
- Digital learners gained access to Microsoft IT Academy lessons and certification while Do-it-yourselfers and Makers found both online and in-library learning opportunities to meet their varied interests. The Library partnered with other community-based organizations to convene two regional events, one focusing on technology (MakerFest) and the other on do-it-yourself (DIYfest), to bring together more than 800 people who wanted to learn and share their expertise.

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- Through collaborative coordination by PAC and branch staff collaboration implemented a summer of reading for children, teens and adults.
    - Forty-two percent of children age 5 to 9 participated in the Library's extensive Summer Reading program that provided families' engaging activities designed to reduce summer reading loss. Readers of all ages had options to explore and celebrate their own reading:
    - Through a Paul G. Allen Grant, the Library launched Scout, an online reading and community engagement program with adults logging over 9,000 books in the course of the summer and participating in over 29,000 online activities.
    - Children and teens logged more than 6.5 million minutes of reading with the following increase in participation:
      - ♦ 11% in children registered
      - ♦ 7% increase in number of completion of program
      - ♦ 11% increase in program attendance
      - ♦ 14.9% increase in hours read by children
      - ♦ Teens completed more than 12,700, a 27.5% increase in online activities completed as part of the Teen Summer Reading Challenge.
  - Increased participation by staff in educational and academic institutions, community, civic, cultural, social service and community organizations as demonstrated by ongoing work with 71 organizations throughout Pierce County.
  - 5.9% increased use of meeting rooms by community based groups and library partners such as United Way in holding community meetings to better understand the needs of residents in preparing their Pierce County community needs assessment.
  - Revised Reading & Materials annual branch collection visits and assessment performed in coordination with the annual branch services planning process.

Through the site supervisors' review of their plans and evaluation of the process the following benefits, needs and issues were identified:

- Increased knowledge of their community by staff across classifications;
- Increased ownership by staff of service goals and achieving outcomes,
- Shared vocabulary and methodology for planning and evaluating services,
- Aided communication with Friends of the Library about the Library's service goals and preparing budget requests to assist in funding specific projects and programs,
- Increased use of evidence based evaluation, the willingness and ability to identify what didn't work and elimination of services and programs not performing,
- Increased knowledge and evaluation of system library performance measures such as circulation, door counts, program attendance, etc.
- Increased understanding of the staffing costs of providing programs, services and outreach,
- Identified skill gaps in developing meaningful targets and measurements for evaluating services and programs,
- Identified skill gaps in estimating time to accomplish work resulting in overambitious goals or too many projects,

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- Needed process improvements related to cross departmental evaluation and support of plans as well as process improvements in tools and forms used in the process,
  - Clarification of system priorities and focus and how those priorities shape branch plans,
  - Need for a system strategy around programming and identification of funding sources to implement,
  - Need for better communication and vetting of ideas with PAC departments in the development of annual branch plans,
  - Need for new metrics to tell the Library's story, and
  - Shared desire for focusing and coordinating work, eliminating those activities and projects that detract from accomplishing priorities.

The Leadership Team working with the Customer Experience Team and Administrative Team are reviewing and addressing the needs identified through the ABSP evaluation process. Process improvements and clarification of system priorities and focus are in process.

In 2015, Pierce County Library System will continue its commitment to youth, families and adults. The following highlights planned services and priorities:

- The Library will leverage relationships with other youth-oriented organizations to provide children, teens, parents and adults working with youth the resources, services and programs that assist young people in successfully navigating the emotional, academic and social tasks of childhood and adolescence to emerge prepared to assume adult responsibilities.
- Through the "Every Child A Card," campaign the Library will continue to partner with school districts to ensure every child has access to their public library. In 2014, 17,000 children and teens were issued cards through the partnership.
- The Library will expand the reach and impact of its 2015 Summer Reading program with the goal of increasing minutes read from 6.5 million to 10 million; participation from 42 percent to 50 percent; and the age range from 5-9 to 6-10. Through a partnership with UW Tacoma, children will continue to have opportunities to explore career choices through hands-on experiences during the summer.
- Transitioning servicemen and women will have opportunities on base and in the Lakewood community to develop marketable job skills. Through a Washington State Library grant and in partnership with RallyPoint/6 and Workforce Central, Pierce County Library System will provide Open Labs for transitioning veterans to prepare for and test for Microsoft certification through Microsoft IT Academy.
- Adults will *Get Smart with Online Classes* with access to certified online learning with *Lynda.com* that includes video courses in business, education, photography, web development and media. The online learning program *Treehouse* will provide courses in website and mobile app development, coding and computer languages. Adults and middle school students who prefer in-person training will have opportunities to participate in four coding classes and camps.
- Through a Workforce Central grant, job seekers will receive specialized training to increase job skills. The program allows job seekers to check out Chromebook laptops and learn on their own time in addition to providing regular, staffed meet-ups. Job seeker workshops and individual

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assistance will be scheduled throughout the county, including rural areas with limited local services.

- A county-wide collaboration of government, colleges and community-based organizations will provide workshops and networking opportunities to serve the growing number of small business entrepreneurs serving Spanish speaking communities. Entrepreneurs and small business owners will continue to have access to library meeting room space for training augmented by library resources and classes for small business owners.
- In celebration of the U.S. Open, Pierce County Library will host golf programs and mini golf tournaments in libraries throughout Pierce County ending with a final tournament in University Place. Additional programming will include booklists, movie tie-ins and a commemorative Chambers Bay Home of Championship Golf library card.