

AGENDA
Regular Meeting of the Pierce County Library System Board of Trustees
July 8, 2015
3:30 pm

- | | | | |
|---------|-------------------------------|---|---------------|
| 3:30 pm | 01 min. | Call to Order: <i>Rob Allen, Chair</i> | |
| 3:31 pm | 05 min. | Public Comment: <i>This time is 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> | |
| 3:36 pm | 04 min. | Consent Agenda | Action |
| | | <ol style="list-style-type: none"> 1. Approval of Minutes of the June 10, 2015, Regular Meeting 2. Approval of June 2015 Payroll, Benefits and Vouchers 3. Resolution 2015-02: To Declare Vehicles Surplus to Public Service Needs 4. 2015 Parking Lot Seal Coat Project | |
| 3:40 pm | 05 min. | Board Members Reports: <i>This time is set aside for members of the Board to share items of interest with those present.</i> | |
| 3:45 pm | 05 min. | Routine Reports | |
| | | <ol style="list-style-type: none"> 1. Board Meeting Agenda Changes, Georgia Lomax 2. Dashboard, Georgia Lomax 3. June 2015 Financial Report, Dale Hough 4. Executive Director Activities, Georgia Lomax | |
| 3:50 pm | 15 min. 10 min. | Unfinished Business | Action |
| | | <ol style="list-style-type: none"> 1. Fife Library Frontage, Access and Connection Project - Lorie Erickson 2. 2015 Mid-Year Accountability Budget Process (revised), Clifford Jo | |
| 4:15 pm | 00 min. | New Business: <i>There will be no New Business.</i> | |
| 4:15 pm | 20 min. 10 min. 10 min. | Board Education and Service Reports | |
| | | <ol style="list-style-type: none"> 1. ACL Evaluation of Pilot with Next Steps, Sally Porter Smith 2. L&I Update, Chereé Green 3. 2015 Work Plan - Planning Process Update, Georgia Lomax | |
| 4:55 pm | 20 min. | Officers Reports | |
| | | <ol style="list-style-type: none"> 1. 2015 Property Values for 2016 Tax Levy, Clifford Jo 2. Deputy Director Recruitment and Hiring, Georgia Lomax 3. Voice of Youth Advocates Article by Alex Byrne, Judy Nelson 4. 2015 Revised Foundation Distributions, Clifford Jo & Lynne Hoffman 5. Summer Partnership with KBTC, Judy Nelson 6. Celebrate Golf in Pierce County, Judy Nelson 7. New Trustee Appointment, Georgia Lomax | |
| 5:15 pm | 00 min. | Executive Session: <i>There will be no Executive Session.</i> | |
| 5:16 pm | 01 min. | Announcements | |
| 5:16 pm | | Adjournment | |

Consent Agenda

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
REGULAR MEETING, JUNE 10, 2015**

CALL TO ORDER

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

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

1. Approval of Minutes of the May 13, 2015, Regular Meeting
2. Approval of Minutes of the May 29, 2015, Special Meeting
3. May 2015 Payroll, Benefits and Vouchers
 - a. Payroll Warrants 3608-3612, dated 05/01/15 - 05/31/15 in the amount of \$3481.47
 - b. Payroll Disbursement Voucher dated 05/06/15 in the amount of \$590,828.33
 - c. Payroll Disbursement Voucher dated 05/21/15 in the amount of \$597,512.90
 - d. Accounts Payable Warrants 624293-624333 dated 04/23/15 – 04/30/15 in the amount of \$172,016.55
 - e. Accounts Payable Warrants 624334-624494 dated 05/01/15 – 05/31/15 in the amount of \$1,483,701.65

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

BOARD REPORTS

Mr. Rose provided an update on the upcoming US Open golf tournament.

OFFICER REPORTS

May 2015 Financial Report - Dale Hough, Finance Manager, reported the Library received \$2.5M in May property tax revenue after the report was published. Our total revenue received to date is now at nearly 53% of budget. The Library has expended 40% of budget in the general fund. Ms. McCament asked about delinquent taxes being lower than in past years. Clifford Jo, Finance and Business Director, noted it is a result of fewer delinquencies.

Executive Director Activities - Ms. Lomax shared what she learned at the Bill and Melinda Gates Global Libraries Summit. She said she learned a great deal about process methods and was excited to be a part of the Summit.

Ms. McCament asked how she was selected. Ms. Lomax said it was through her work at the University of Washington iSchool and PLA, noting that both organizations nominated her to be a part of the advisory board. She noted the closing process will take five years. She is among a group of four whose role is assigning the final \$30 million. Ms. Lomax said it is a great opportunity and responsibility.

Ms. Lomax said staff voted and ranked responses from the SWOT exercises. Supervisors worked with staff to draw conclusions. She noted the responses were thoughtful and cohesive and will be used to focus and set direction through the end of 2016 and will allow the Library to use its budget wisely as it begins a full comprehensive planning process. Ms. Lomax added the Library will use a consultant for the planning process.

Our Own Expressions - Lynne Hoffman, Foundation Director, shared anecdotes from the event. Ms. Ishem asked why there were fewer submissions than in previous years. Ms. Hoffman said there were fewer schools involved this year. Ms. Lomax said it was nice to see the family interactions and the pride amongst the winners and their families.

FYI Packets - Linda Farmer, Communications Director, asked the Board for feedback on the electronic packets. The Board agreed this method was working well for them.

Robert F. Sibert Medal Committee - Ms. Lomax said the Library is very excited that Elise DeGuseppi will be on the committee. She noted Ms. DeGuseppi will serve a two year term and the Library will be supporting her attendance at conferences.

Legal Counsel - Ms. Lomax reported the Library has entered into an agreement with Summit Law Group for labor counsel, a step that reflects the Library's growth as an organization. Chereé Green, Staff Experience Director, said the goal was to create a strategic long-term partnership with the group, which is experienced in working with public entities. Mr. Rose said it would be helpful to have a firm devoted to labor law.

Regional Trustees' Gathering - Ms. Lomax noted the event will be held Saturday, October 24, 2015. The time has yet to be determined. Ms. McBride, Clerk to the Board, will send a meeting notice to the Trustees.

Deputy Director Hiring - Ms. Lomax reported the position will be posted shortly and close early July. Interviews will be held in August.

UNFINISHED BUSINESS

Board Vacancy - Trustee Appointment - Ms. Lomax said an offer has been extended to Monica Butler, who is looking forward to being on the Board. Mr. Rose noted the appointment request was logged today and will move through the Council within the next several weeks.

NEW BUSINESS

2014 Capital Projects - Year-End Report - Mr. Jo reviewed projects from 2014, noting they were much smaller and most were on budget. He said the Library plans to keep \$1 million in the capital fund over the next five years as it works on technology projects in lieu of building projects. McCament asked about elevated restroom upgrade costs. Mr. Jo said this was a result of additional costs to meet new code standards. Ms. Ishem asked if the Library needed larger contingencies on older buildings. Mr. Jo said a contingency is usually budgeted at 10% but as buildings age that may be increased to accommodate code related upgrades.

2015 Mid-Year Budget Process - Ms. Lomax said the Library has had a long-standing process focused primarily on the using the dollars and cents. This year department heads are looking at the budget as one element of the operating plan so they will be asking themselves how they are doing in achieving the work set in motion by approving the budget.

Ms. Lomax said she will be confirming work plans and priorities for the 3rd and 4th quarters for both departments and the system as a whole to ensure budgeted work and services are accomplished.

Ms. Ishem praised Ms. Lomax's decision, noting it is good practice to monitor recovery and strategically redeploy resources.

Mr. Jo reported county property values will be released next week.

Ms. Lomax noted she and Ms. Ishem will be attending the Urban Libraries Council (ULC) Annual Forum June 24-25, 2015. Also in June, several staff members are attending the American Library Association (ALA) Annual Conference. Several staff members will join her in the ALA career center to network and encourage potential job-seekers to consider Pierce County Library System.

Ms. McCament said she enjoyed the article in the Puyallup Herald featuring Ms. Lomax.

EXECUTIVE SESSION

There was no Executive Session.

ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

The meeting was adjourned at 4:35 pm on motion by Ms. McCament, seconded by Ms. Ishem.

GEORGIA LOMAX, SECRETARY

DONNA ALBERS, VICE- CHAIR

June 2015 Payroll, Benefits and Vouchers

| | <u>Warrant Numbers</u> | <u>Date(s)</u> | <u>Amount</u> |
|--|------------------------|----------------|------------------------------|
| Payroll Warrants | 3613-3620 | 6/1/15-6/22/15 | \$3,007.92 |
| Electronic Payments - Payroll & Acct Payable | | 06/06/15 | \$592,707.42 |
| Electronic Payments - Payroll & Acct Payable | | 06/21/15 | \$616,334.30 |
| Accounts Payable Warrants | 624495-624610 | 6/1/15-6/29/15 | \$1,415,760.74 |
| Total: | | | <u><u>\$2,627,810.38</u></u> |

Check History Listing
Pierce County Library System

| Check # | Bank | Date | Paid to | Status | Can/Vd Date | Pay Period Dates | Dir Dep | Amount |
|---------------|------|------------|-------------------|--------|-------------|---------------------|-------------|-----------------|
| 3613 | pr | 06/05/2015 | CARLEN, MAKENNA | | | 05/16/15 - 05/31/15 | 0.00 | 284.74 |
| 3614 | pr | 06/05/2015 | HILL, MADELYNN | | | 05/16/15 - 05/31/15 | 0.00 | 321.72 |
| 3615 | pr | 06/05/2015 | PRESSEY, BRITTANY | | | 05/16/15 - 05/31/15 | 0.00 | 431.31 |
| 3616 | pr | 06/05/2015 | CASTRO, NATHALIE | | | 05/16/15 - 05/31/15 | 0.00 | 205.81 |
| 3617 | pr | 06/05/2015 | ONEAL, PATRICK | | | 05/16/15 - 05/31/15 | 0.00 | 140.50 |
| 3618 | pr | 06/05/2015 | BILLIAU, ROBERT | | | 05/16/15 - 05/31/15 | 0.00 | 177.79 |
| 3619 | pr | 06/22/2015 | CARLEN, MAKENNA | | | 06/01/15 - 06/15/15 | 0.00 | 431.18 |
| 3620 | pr | 06/22/2015 | PETERS, MARNIE | | | 06/01/15 - 06/15/15 | 0.00 | 1,014.87 |
| Total: | | | | | | | 0.00 | 3,007.92 |

Checks in report: 8

Grand Total: 0.00 3,007.92

Ad-hoc bank transaction (Withdrawal)

PCL_Company

Wire Template Number in Cash-Pro :WAPC014

Description: Pierce County Rural Library

Contact Name: Christy Telling
 Contact Phone: 253-548-3451
 Contact e-mail: ctelling@piercecountylibrary.org
 Comments: payday 06/05/2015

Withdrawal Date: 06/04/15

| Company | Description | Revenue/Spend Category | Cost Center | Fund | Business Unit | Total |
|-------------|-----------------------------|------------------------|---------------------|--------|---------------|---------------|
| PCL_Company | FIT EE and EIC | 237400 | CC_Library_District | 697-00 | 5100000 | 62,837.49 |
| PCL_Company | FICA EE and Medicare | 237400 | CC_Library_District | 697-00 | 5100000 | 44,941.03 |
| PCL_Company | FICA ER and Medicare | 237400 | CC_Library_District | 697-00 | 5100000 | 44,941.03 |
| PCL_Company | DIR DEP | 237400 | CC_Library_District | 697-00 | 5100000 | 421,781.99 |
| PCL_Company | Deferred Comp. Plan | 237400 | CC_Library_District | 697-00 | 5100000 | 12,969.50 |
| PCL_Company | VOYA | 237400 | CC_Library_District | 697-00 | 5100000 | 2,712.00 |
| PCL_Company | H.S.A Employee Deductions | 237400 | CC_Library_District | 697-00 | 5100000 | 1,649.38 |
| PCL_Company | H.S.A Employer Contribution | 237400 | CC_Library_District | 697-00 | 5100000 | 875.00 |
| PCL_Company | H.S.A Employee Fee | 237400 | CC_Library_District | 697-00 | 5100000 | - |
| | | | | | | - |
| | | | | | | - |
| | | | | | Total Deposit | \$ 592,707.42 |

Certification: _____

Christy Telling
 Signature (Department Designee)

6/4/15
 Date

Comments:

Ad-hoc bank transaction (Withdrawal)

PCL_Company

Wire Template Number in Cash-Pro :WAPC014
 Description: Pierce County Rural Library

Contact Name: Christy Telling
 Contact Phone: 253-548-3451
 Contact e-mail: ctelling@piercecountylibrary.org
 Comments: payday 06/22/2015

Withdrawal Date: 06/19/15

| Company | Description | Revenue/Spend Category | Cost Center | Fund | Business Unit | Total |
|-------------|-----------------------------|------------------------|---------------------|--------|---------------|---------------|
| PCL_Company | FIT EE and EIC | 237100 | CC_Library_District | 697-00 | 5100000 | 68,023.68 |
| PCL_Company | FICA EE and Medicare | 237100 | CC_Library_District | 697-00 | 5100000 | 46,635.06 |
| PCL_Company | FICA ER and Medicare | 237100 | CC_Library_District | 697-00 | 5100000 | 46,635.06 |
| PCL_Company | DIR DEP | 237100 | CC_Library_District | 697-00 | 5100000 | 434,303.92 |
| PCL_Company | Deferred Comp. Plan | 237100 | CC_Library_District | 697-00 | 5100000 | 13,069.50 |
| PCL_Company | VOYA | 237100 | CC_Library_District | 697-00 | 5100000 | 2,712.00 |
| PCL_Company | H.S.A Employee Deductions | 237100 | CC_Library_District | 697-00 | 5100000 | 1,649.38 |
| PCL_Company | H.S.A Employer Contribution | 237100 | CC_Library_District | 697-00 | 5100000 | 750.00 |
| PCL_Company | H.S.A Employee Fee | 237100 | CC_Library_District | 697-00 | 5100000 | 200.60 |
| PCL_Company | Department of Revenue | 237100 | CC_Library_District | 697-00 | 5100000 | 2,355.10 |
| | | | | | | - |
| | | | | | Total Deposit | \$ 616,334.30 |

Certification:

Christy Telling
 Signature (Department Designee)

6/19/15
 Date

Comments:

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> |
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| 624495 | 06/04/2015 | 001554 ANDREW'S FIXTURE CO INC | | 765.80 |
| 624496 | 06/04/2015 | 000363 OVERALL LAUNDRY SERV. DBA ARAMARI | | 16.41 |
| 624497 | 06/04/2015 | 006258 LAUREL BENNETT | | 228.00 |
| 624498 | 06/04/2015 | 001512 DAILY JOURNAL OF COMMERCE | | 77.00 |
| 624499 | 06/04/2015 | 005862 ELITE PROPERTY INVESTMENTS LLC | | 132.20 |
| 624500 | 06/04/2015 | 005428 GRITTON BUILDING CO INC | | 310.42 |
| 624501 | 06/04/2015 | 001005 PETTY CASH CUSTODIAN | | 118.66 |
| 624502 | 06/04/2015 | 000452 SIGN TECH ELECTRIC | | 1,418.92 |
| 624503 | 06/04/2015 | 005883 SYSTEMS SOURCE INC | | 2,832.34 |
| 624504 | 06/05/2015 | 000830 BAKER & TAYLOR | | 22,781.91 |
| 624505 | 06/05/2015 | 000189 BAKER & TAYLOR ENTERTAINMENT | | 93.10 |
| 624506 | 06/05/2015 | 000242 BUCKLEY CITY OF | | 388.34 |
| 624507 | 06/05/2015 | 000184 CITY TREASURER | | 1,942.04 |
| 624508 | 06/05/2015 | 000184 CITY TREASURER | | 677.72 |
| 624509 | 06/05/2015 | 005300 DANGER ROOM COMICS LLC | | 870.26 |
| 624510 | 06/05/2015 | 000243 INGRAM LIBRARY SERVICES | | 16,369.50 |
| 624511 | 06/05/2015 | 000352 MIDWEST TAPE | | 13,238.03 |
| 624512 | 06/05/2015 | 000323 NEWS TRIBUNE | | 930.80 |
| 624513 | 06/05/2015 | 006259 JUAN PONCE | | 15.95 |
| 624514 | 06/05/2015 | 000377 PUGET SOUND ENERGY | | 1,163.46 |
| 624515 | 06/05/2015 | 000460 STEILACOOM TOWN OF | | 568.13 |
| 624516 | 06/08/2015 | 000828 AFSCME AFL-CIO | | 5,658.05 |
| 624517 | 06/08/2015 | 000175 ASSOCIATION OF WASHINGTON CITI | | 176,975.90 |
| 624518 | 06/08/2015 | 003985 PACIFICSOURCE ADMINISTRATORS | | 1,735.21 |
| 624519 | 06/08/2015 | 001181 PIERCE CTY LIBRARY FOUNDATION | | 371.53 |
| 624520 | 06/08/2015 | 004276 STATE CENTRAL COLLECTION UNIT | | 151.67 |
| 624521 | 06/08/2015 | 000823 UNITED WAY | | 82.58 |
| 624522 | 06/08/2015 | 004782 US DEPARTMENT OF EDUCATION | | 184.96 |
| 624523 | 06/08/2015 | 000827 WA STATE- DEPT OF RETIREMENT S | | 82,837.22 |
| 624524 | 06/10/2015 | 000363 OVERALL LAUNDRY SERV. DBA ARAMARI | | 16.41 |
| 624525 | 06/10/2015 | 003938 BINW | | 4,653.62 |
| 624526 | 06/10/2015 | 006260 MELINDA CHESBRO | | 184.79 |
| 624527 | 06/10/2015 | 000895 COLUMBIA BANK | | 50.00 |
| 624528 | 06/10/2015 | 005283 E-RATE EXPERTISE INC | | 800.00 |
| 624529 | 06/10/2015 | 005428 GRITTON BUILDING CO INC | | 1,903.56 |
| 624530 | 06/10/2015 | 001586 NORTHWEST DOOR INC | | 473.95 |
| 624531 | 06/10/2015 | 000857 PIERCE COUNTY RECYCLING | | 115.65 |
| 624532 | 06/10/2015 | 001290 REGIONAL BUILDING SVCS CORP | | 507.25 |

Check History Listing
Pierce County Library System

Bank code: boa

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| 624533 | 06/10/2015 | 004397 SHKS ARCHITECTS PS INC | | 4,729.50 |
| 624534 | 06/10/2015 | 005883 SYSTEMS SOURCE INC | | 27,756.59 |
| 624535 | 06/10/2015 | 000497 TILlicum COMMUNITY SERVICE CEN | | 2,132.67 |
| 624536 | 06/10/2015 | 003719 UNIQUE MANAGEMENT SERVICES | | 1,728.43 |
| 624537 | 06/10/2015 | 004022 US BANK | | 41,310.12 |
| 624538 | 06/10/2015 | 002038 ROSINA VERTZ | | 48.00 |
| 624539 | 06/10/2015 | 000635 WAYNES ROOFING INC | | 27,700.21 |
| 624540 | 06/10/2015 | 000534 WCP SOLUTIONS | | 2,829.15 |
| 624541 | 06/11/2015 | 000830 BAKER & TAYLOR | | 10,466.87 |
| 624542 | 06/11/2015 | 000830 BAKER & TAYLOR | | 500.00 |
| 624543 | 06/11/2015 | 000184 CITY TREASURER | | 740.12 |
| 624544 | 06/11/2015 | 000184 CITY TREASURER | | 599.42 |
| 624545 | 06/11/2015 | 000184 CITY TREASURER | | 47.68 |
| 624546 | 06/11/2015 | 000243 INGRAM LIBRARY SERVICES | | 1,521.07 |
| 624547 | 06/11/2015 | 000352 MIDWEST TAPE | | 13,978.54 |
| 624548 | 06/11/2015 | 002065 TRISHA MUSCHETT | | 219.72 |
| 624549 | 06/11/2015 | 000377 PUGET SOUND ENERGY | | 829.36 |
| 624550 | 06/11/2015 | 000406 RECORDED BOOKS LLC | | 595.74 |
| 624551 | 06/11/2015 | 000541 STATE OF WASHINGTON | | 359.93 |
| 624552 | 06/12/2015 | 003311 DEPARTMENT OF LABOR & INDUSTRI | | 49.70 |
| 624553 | 06/12/2015 | 000353 MILTON CITY OF | | 50.00 |
| 624554 | 06/12/2015 | 004397 SHKS ARCHITECTS PS INC | | 3,003.75 |
| 624555 | 06/12/2015 | 004022 US BANK | | 127,187.89 |
| 624556 | 06/19/2015 | 002061 SUSAN ANDERSON-NEWHAM | | 1,090.90 |
| 624557 | 06/19/2015 | 000184 CITY TREASURER | | 4,270.72 |
| 624558 | 06/19/2015 | 000184 CITY TREASURER | | 978.28 |
| 624559 | 06/19/2015 | 006243 BEN HAINES | | 220.00 |
| 624560 | 06/19/2015 | 001892 KATHERINE IRONS | | 92.33 |
| 624561 | 06/19/2015 | 000463 SUMMIT WATER & SUPPLY CO | | 311.64 |
| 624562 | 06/19/2015 | 001213 GIS INFORMATION SYSTEMS INC | | 137,793.95 |
| 624563 | 06/19/2015 | 005272 GREEN EFFECTS INC | | 194.22 |
| 624564 | 06/19/2015 | 004674 MCHUGH MANAGEMENT CONSULTING | | 1,235.00 |
| 624565 | 06/19/2015 | 005979 METCO ELECTRIC | | 1,965.77 |
| 624566 | 06/19/2015 | 001345 MICHAEL'S CUSTOM UPHOLSTERY | | 637.85 |
| 624567 | 06/19/2015 | 003985 PACIFICSOURCE ADMINISTRATORS | | 213.00 |
| 624568 | 06/19/2015 | 001518 TUMBUSCH PHOTOGRAPHY | | 307.70 |
| 624569 | 06/19/2015 | 006213 UNIVERSITY OF WASHINGTON TACOM | | 750.00 |
| 624570 | 06/19/2015 | 005576 WORKPOINTE | | 722.69 |
| 624571 | 06/22/2015 | 006258 LAUREL BENNETT | | 1,609.48 |

Check History Listing
Pierce County Library System

Bank code: boa

| Check # | Date | Vendor | Status | Check Total |
|---------|------------|--|--------|-------------|
| 624572 | 06/22/2015 | 004779 CONVERGENT TECHNOLOGY SYS | | 547.00 |
| 624573 | 06/22/2015 | 001512 DAILY JOURNAL OF COMMERCE | | 74.80 |
| 624574 | 06/22/2015 | 006133 NATIONAL BUSINESS RESEARCH INS | | 795.00 |
| 624575 | 06/22/2015 | 001124 SUMMIT LAW GROUP PLLC | | 924.00 |
| 624576 | 06/22/2015 | 004022 US BANK | | 397,913.84 |
| 624577 | 06/22/2015 | 003778 AFLAC | | 5,935.66 |
| 624578 | 06/22/2015 | 000828 AFSCME AFL-CIO | | 5,655.97 |
| 624579 | 06/22/2015 | 000175 ASSOCIATION OF WASHINGTON CITI | | 1,647.76 |
| 624580 | 06/22/2015 | 001578 COLONIAL SUPPLEMENTAL INSURANC | | 562.24 |
| 624581 | 06/22/2015 | 003985 PACIFICSOURCE ADMINISTRATORS | | 1,735.21 |
| 624582 | 06/22/2015 | 001181 PIERCE CTY LIBRARY FOUNDATION | | 371.53 |
| 624583 | 06/22/2015 | 004276 STATE CENTRAL COLLECTION UNIT | | 151.67 |
| 624584 | 06/22/2015 | 000823 UNITED WAY | | 82.58 |
| 624585 | 06/22/2015 | 004782 US DEPARTMENT OF EDUCATION | | 187.05 |
| 624586 | 06/22/2015 | 000827 WA STATE- DEPT OF RETIREMENT S | | 86,942.23 |
| 624587 | 06/22/2015 | 000830 BAKER & TAYLOR | | 9,162.30 |
| 624588 | 06/22/2015 | 000189 BAKER & TAYLOR ENTERTAINMENT | | 93.12 |
| 624589 | 06/22/2015 | 005428 GRITTON BUILDING CO INC | | 0.60 |
| 624590 | 06/22/2015 | 000243 INGRAM LIBRARY SERVICES | | 21,690.53 |
| 624591 | 06/22/2015 | 000352 MIDWEST TAPE | V | 0.00 |
| 624592 | 06/22/2015 | 000352 MIDWEST TAPE | | 27,369.73 |
| 624593 | 06/22/2015 | 000323 NEWS TRIBUNE | | 327.60 |
| 624594 | 06/22/2015 | 006273 CASSIE PEARSON | | 16.99 |
| 624595 | 06/22/2015 | 006274 IVONA REMER | | 7.99 |
| 624596 | 06/26/2015 | 000830 BAKER & TAYLOR | | 14,701.39 |
| 624597 | 06/26/2015 | 000243 INGRAM LIBRARY SERVICES | | 8,241.45 |
| 624598 | 06/26/2015 | 001011 LIVE OAK MEDIA | | 291.11 |
| 624599 | 06/26/2015 | 000352 MIDWEST TAPE | V | 0.00 |
| 624600 | 06/26/2015 | 000352 MIDWEST TAPE | | 40,154.11 |
| 624601 | 06/26/2015 | 000377 PUGET SOUND ENERGY | | 3,285.69 |
| 624602 | 06/26/2015 | 000406 RECORDED BOOKS LLC | | 131.36 |
| 624603 | 06/29/2015 | 000830 BAKER & TAYLOR | | 3,908.58 |
| 624604 | 06/29/2015 | 000184 CITY TREASURER | | 2,162.60 |
| 624605 | 06/29/2015 | 004169 COMCAST | | 437.74 |
| 624606 | 06/29/2015 | 001144 ELECTRONIC HANDBOOK PUBLISHERS | | 252.29 |
| 624607 | 06/29/2015 | 000363 OVERALL LAUNDRY SERV. DBA ARAMARI | | 16.41 |
| 624608 | 06/29/2015 | 005862 ELITE PROPERTY INVESTMENTS LLC | | 9,338.78 |
| 624609 | 06/29/2015 | 001887 SUSAN RIGLEY | | 35.93 |
| 624610 | 06/29/2015 | 004391 WRP SURPRISE LAKE LLC | | 8,188.57 |

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> |
|----------------|-------------|---------------|----------------------|---------------------|
| | | | boa Total: | 1,415,760.74 |
| | | | Total Checks: | 1,415,760.74 |

116 checks in this report

RESOLUTION Number 2015-02

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

WHEREAS, the Pierce County Library District has identified vehicles surplus to public service needs of the Library District, and

WHEREAS, each item has an estimated value of less than \$2500, now, therefore,

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

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

PASSED AND APPROVED THIS 8th DAY OF July, 2015.

BOARD OF TRUSTEES, PIERCE COUNTY RURAL LIBRARY DISTRICT

Robert Allen, Chair _____

Donna Albers, Vice-Chair _____

J.J. McCament, Member _____

Allen Rose, Member _____

Linda Ishem, Member _____

Vehicle – Delivery Truck

Chassis

- **Make:** GMC
- **Model:** 1 ton Step Van (TP31442)
- **Year:** 1994
- **VIN:** 1GDKP32Y4R3502252
- **Color:** Blue
- **Engine Size:** 6.5 L V8 Diesel
- **GVW:** 14,000#
- **Transmission:** Automatic
- **Body:** 14' – 6"
- **Mileage:** 190,683

Features

- HD Alternator, 124 amp
- Rear Step Bumper w/ recessed lighting
- Cooler, auxiliary transmission
- 86" rear roll-up door w/ glass
- Loading ramp.
- Back-up alarm.



Vehicle - Staff Vehicle #4

Chassis

- **Make:** Dodge / Chrysler
- **Model:** Caravan
- **Year:** 1989
- **VIN:** 2B4FK25J2KR332710
- **Color:** Light Blue
- **Engine Size:** 2.5 L 4-Cylinder Turbo
- **Transmission:** Automatic
- **Tires:** P195 / 75R14
- **Mileage:** 142,432

Features

- A/C
- Reclining bucket seats
- Radio – AM&FM cassette.
- Turbo package



M E M O

Date: June 26, 2015

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

From: Lorie Erickson, Facilities Director

Subject: 2015 Parking Lot Seal Coat Project

PCLS went out to bid on June 9th, 2015, for the 2015 Parking Lot Seal Coat Project. One bid was received on June 26th, 2015, for this project in the amount of \$59,677.92. The project budget is \$60,000.00. We are asking for the Board to approve, via consent agenda, a Purchase Order not to exceed \$60,000.00.

Routine Reports

MEMO

Date: June 29, 2015

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

From: Georgia Lomax, Executive Director

Subject: Board Meeting Agenda Changes

The monthly Board of Trustees meeting agenda is organized differently this month. To ensure that we focus on the work of the Board, support Trustee awareness and education and remain attentive to the duration of the meetings, you will find some new topic headings as well as a different order of presentation.

After the **Board Member Reports** you'll find a new section called **Routine Reports**. This will be where you'll find regular, ongoing reports that you see on a month to month basis such as the *Dashboard*, *Financial Reports* and the *Executive Director Activities*.

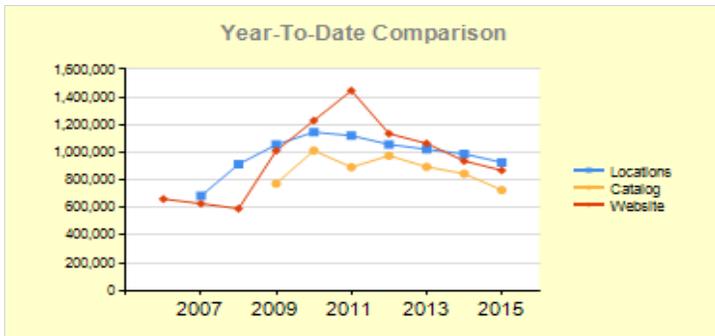
Next we will focus on the business of the Board, both **Unfinished** and **New**. Items under these two areas will be specifically related to the fiscal and policy level decisions the Board makes or must be aware of. Board action items will always fall in these sections.

Following Business is a new section called **Board Education and Service Reports**. These are more in-depth items intended to provide awareness, background or education to Trustees. These will tend to be about operations and services and may include a presentation with some discussion.

Finally, the **Officers Reports** are moved to the end of the agenda. These will continue to be brief informational updates or reports about the Library, its staff and activities.

CUSTOMER SERVICE/PHILANTHROPY DASHBOARD - MAY

VISITS



| | May | | |
|-----------------------|----------------|----------------|---------------|
| | 2014 | 2015 | % Change |
| Door Count | 189,362 | 171,777 | -9.29% |
| Catalog | 159,599 | 152,904 | -4.19% |
| Website | 176,308 | 180,611 | 2.44% |
| Job & Business Portal | 2,001 | 2,657 | 32.78% |
| Military Portal | 77 | 296 | 284.42% |
| Total | 527,347 | 508,245 | -3.62% |

CHECKOUTS



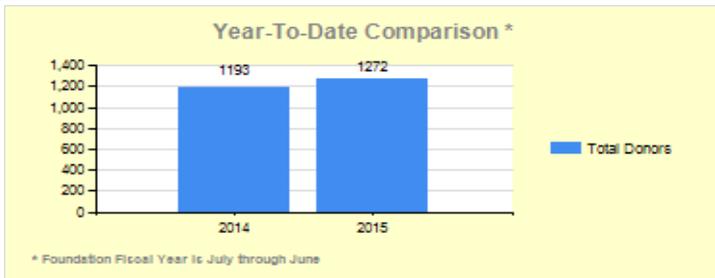
| | May | | |
|---------------|----------------|----------------|---------------|
| | 2014 | 2015 | % Change |
| Checkouts | 442,934 | 410,255 | -7.38% |
| Downloadables | 50,993 | 60,189 | 18.03% |
| Total | 493,927 | 470,444 | -4.75% |

CUSTOMERS



| | May | | |
|-----------------------|---------|---------|----------|
| | 2014 | 2015 | % Change |
| Active Cardholders | 250,755 | 300,447 | 19.82% |
| New Cards | 3,069 | 2,707 | -11.80% |
| Checkout Transactions | 84,527 | 79,702 | -5.71% |
| Unique Users | 37,702 | 35,922 | -4.72% |

PHILANTHROPY



| | May | | |
|-------------------------|--------------|--------------|----------|
| | 2014 | 2015 | % Change |
| FoundationDonors | 220 | 194 | -11.82% |
| NewFoundationDonors | 20 | 4 | -80.00% |
| \$ Raised by Foundation | \$612,208.00 | \$358,246.00 | -41.48% |
| \$ Provided by Friends | \$0.00 | \$0.00 | 0.00% |

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

June 29, 2015

- Pierce County Tax 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
June 29, 2015
All Funds**

| | General Fund | Debt Service Fund | Capital Improvement Projects Fund |
|---|----------------------|-------------------|--------------------------------------|
| Assets | | | |
| Current Assets - Cash | | | |
| Cash | \$ 1,806,314 | \$ 4 | \$ 329,604 |
| Investments | \$ 8,250,000 | \$ 83,676 | \$ 600,000 |
| Total Cash | \$ 10,056,314 | \$ 83,680 | \$ 929,604 |
| Total Current Assets | \$ 10,056,314 | \$ 83,680 | \$ 929,604 |
| Liabilities and Fund Balance | | | |
| Current Liabilities | | | |
| Warrants Payable | \$ 57,403 | \$ - | \$ - |
| Sales Tax Payable | \$ 6,326 | \$ - | \$ - |
| Payroll Taxes and Benefits Payable | \$ 45,617 | \$ - | \$ - |
| Total Current Liabilities | \$ 109,346 | \$ - | \$ - |
| Fund Balance | | | |
| Reserve for Encumbrances | \$ 456,845 | \$ - | \$ 341,533 |
| Net Excess (Deficit) | \$ 1,685,607 | \$ 32 | \$ (418,956) |
| Unreserved Fund Balance | \$ 7,804,517 | \$ 83,649 | \$ 1,007,027 |
| Total Fund Balance | \$ 9,946,968 | \$ 83,680 | \$ 929,604 |
| Total Liabilities and Fund Balance | \$ 10,056,314 | \$ 83,680 | \$ 929,604 |
| Anticipated Property Tax Revenue | \$ 13,299,906 | \$ 12 | \$ - |

| Pierce County Library System Comparative Statement of Financial Position - Interim General Fund - Rolling Comparison <i>(as of the listed date of the reported month)</i> | | | | | | | | | | | | | |
|--|-------------------------|-------------------------|-------------------------|-------------------------|--------------------------|--------------------------|--------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|----------------------|
| | HISTORICAL 6/30/2014 | HISTORICAL 7/31/2014 | HISTORICAL 8/31/2014 | HISTORICAL 9/30/2014 | HISTORICAL 10/31/2014 | HISTORICAL 11/30/2014 | HISTORICAL 12/31/2014 | HISTORICAL 1/31/2015 | HISTORICAL 2/28/2015 | HISTORICAL 3/30/2015 | HISTORICAL 4/30/2015 | HISTORICAL 5/31/2015 | CURRENT 6/29/2015 |
| Assets | | | | | | | | | | | | | |
| Current Assets - Cash | | | | | | | | | | | | | |
| Cash | \$ 1,400,630 | \$ 1,475,909 | \$ 1,566,485 | \$ 1,783,229 | \$ 10,585,428 | \$ 3,821,250 | \$ 8,537,811 | \$ 1,229,471 | \$ 2,036,210 | \$ 3,707,222 | \$ 11,678,461 | \$ 3,966,177 | \$ 1,806,314 |
| Investments | \$ 9,492,593 | \$ 7,500,000 | \$ 5,580,000 | \$ 3,768,000 | \$ 1,800,000 | \$ 8,255,000 | \$ - | \$ 5,100,000 | \$ 2,500,000 | \$ - | \$ - | \$ 8,126,000 | \$ 8,250,000 |
| Total Cash | \$ 10,893,223 | \$ 8,975,909 | \$ 7,146,485 | \$ 5,551,229 | \$ 12,385,428 | \$ 12,076,250 | \$ 8,537,811 | \$ 6,329,471 | \$ 4,536,210 | \$ 3,707,222 | \$ 11,678,461 | \$ 12,092,177 | \$ 10,056,314 |
| Total Current Assets | \$ 10,893,223 | \$ 8,975,909 | \$ 7,146,485 | \$ 5,551,229 | \$ 12,385,428 | \$ 12,076,250 | \$ 8,537,811 | \$ 6,329,471 | \$ 4,536,210 | \$ 3,707,222 | \$ 11,678,461 | \$ 12,092,177 | \$ 10,056,314 |
| Liabilities and Fund Balance | | | | | | | | | | | | | |
| Current Liabilities | | | | | | | | | | | | | |
| Warrants Payable | \$ 237,131 | \$ 279,472 | \$ 352,429 | \$ 416,700 | \$ 450,616 | \$ 454,093 | \$ 729,888 | \$ 549,239 | \$ 368,284 | \$ 345,727 | \$ 302,297 | \$ 244,734 | \$ 57,403 |
| Sales Tax Payable | \$ 6,057 | \$ 4,000 | \$ 4,295 | \$ 3,683 | \$ 4,930 | \$ 5,293 | \$ 2,082 | \$ 3,879 | \$ 4,383 | \$ 11,936 | \$ 4,523 | \$ 4,337 | \$ 6,326 |
| Payroll Taxes and Benefits Payable | \$ 11,400 | \$ 10,937 | \$ 11,507 | \$ 12,671 | \$ 14,507 | \$ 24,239 | \$ 17,190 | \$ 25,256 | \$ 41,786 | \$ 43,400 | \$ 10,667 | \$ 28,571 | \$ 45,617 |
| Total Current Liabilities | \$ 254,588 | \$ 294,408 | \$ 368,230 | \$ 433,053 | \$ 470,053 | \$ 483,624 | \$ 749,161 | \$ 578,374 | \$ 414,453 | \$ 401,064 | \$ 317,487 | \$ 277,642 | \$ 109,346 |
| Fund Balance | | | | | | | | | | | | | |
| Reserve for Encumbrances | \$ 372,048 | \$ 339,182 | \$ 275,413 | \$ 227,145 | \$ 208,720 | \$ 155,364 | \$ - | \$ 480,435 | \$ 438,268 | \$ 397,093 | \$ 454,484 | \$ 402,584 | \$ 456,845 |
| Net Excess (Deficit) | \$ 1,233,659 | \$ (690,609) | \$ (2,530,086) | \$ (4,141,897) | \$ 2,673,728 | \$ 2,404,334 | \$ - | \$ (2,517,988) | \$ (4,105,162) | \$ (4,895,451) | \$ 3,101,973 | \$ 3,607,435 | \$ 1,685,607 |
| Unreserved Fund Balance | \$ 9,032,928 | \$ 9,032,928 | \$ 9,032,928 | \$ 9,032,928 | \$ 9,032,928 | \$ 9,032,928 | \$ 7,788,650 | \$ 7,788,650 | \$ 7,788,650 | \$ 7,804,517 | \$ 7,804,517 | \$ 7,804,517 | \$ 7,804,517 |
| Total Fund Balance | \$ 10,638,635 | \$ 8,681,501 | \$ 6,778,254 | \$ 5,118,176 | \$ 11,915,375 | \$ 11,592,625 | \$ 7,788,650 | \$ 5,751,097 | \$ 4,121,757 | \$ 3,306,158 | \$ 11,360,974 | \$ 11,814,536 | \$ 9,946,968 |
| Total Liabilities and Fund Balance | \$ 10,893,223 | \$ 8,975,909 | \$ 7,146,485 | \$ 5,551,229 | \$ 12,385,428 | \$ 12,076,250 | \$ 8,537,811 | \$ 6,329,471 | \$ 4,536,210 | \$ 3,707,222 | \$ 11,678,461 | \$ 12,092,177 | \$ 10,056,314 |
| Anticipated Property Tax Revenue | \$ 12,375,381 | \$ 12,288,973 | \$ 12,166,212 | \$ 11,762,780 | \$ 11,762,780 | \$ 1,098,207 | \$ - | \$ 27,468,688 | \$ 27,079,256 | \$ 25,938,795 | \$ 15,656,184 | \$ 13,299,906 | \$ 13,299,906 |

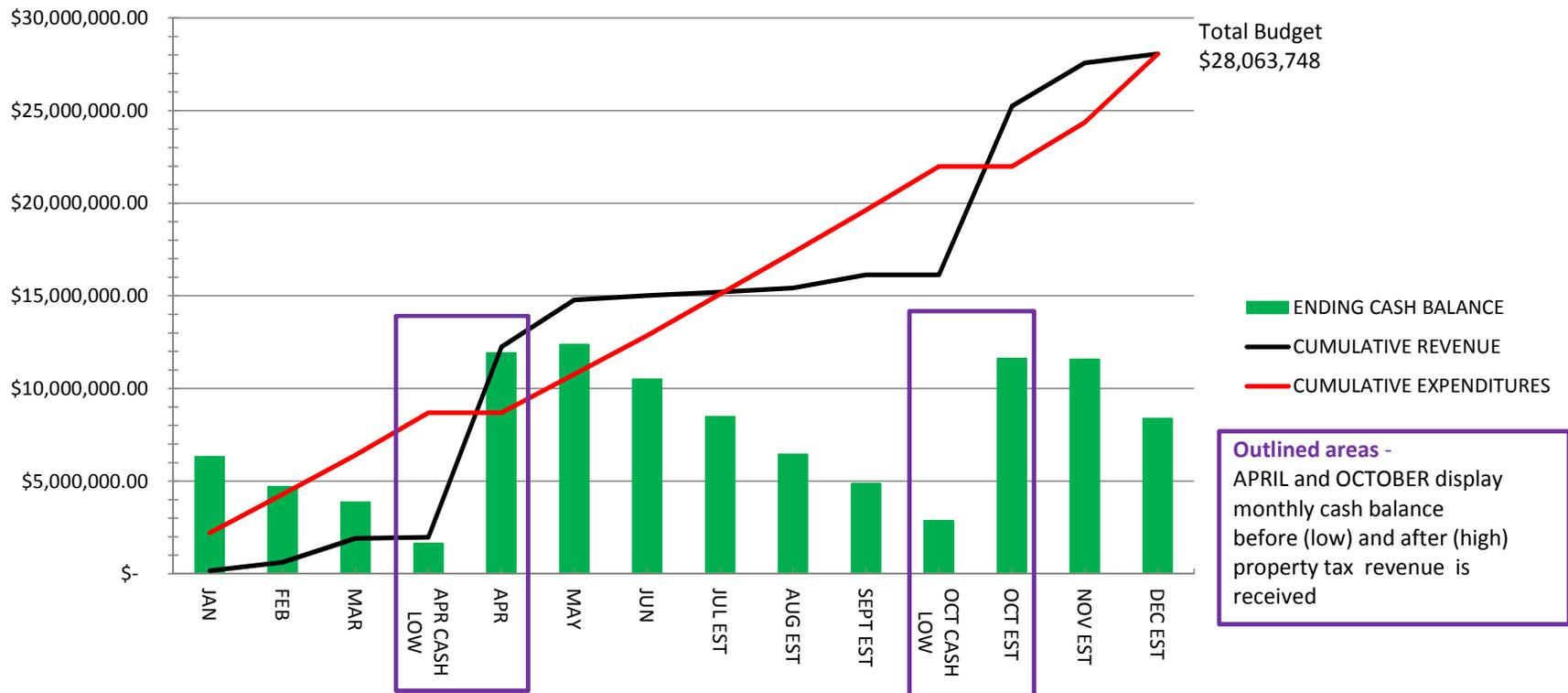
PIERCE COUNTY LIBRARY SYSTEM
Statement of Revenue and Expenditures - INTERIM
Year to Date June 29, 2015
no pre-encumbrances

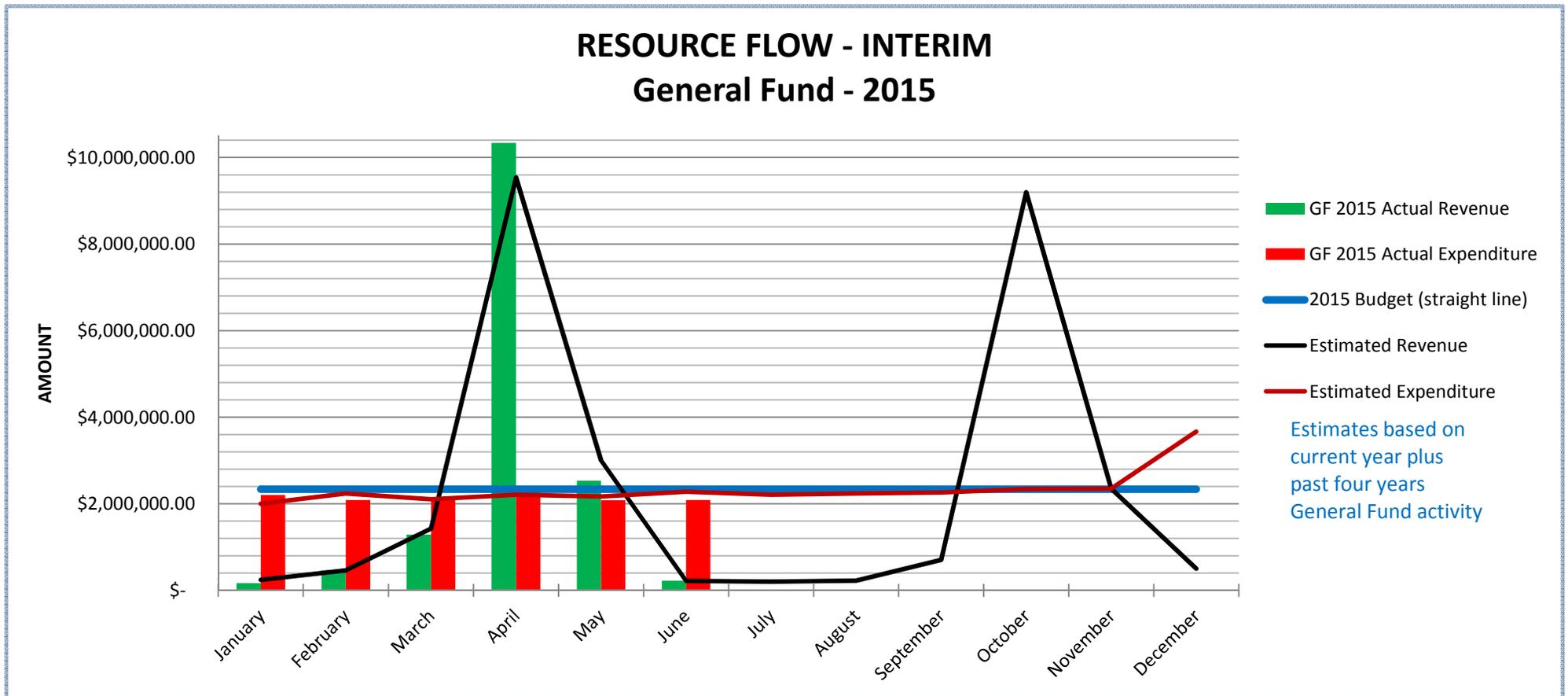
| <u>General Fund</u> | <u>2015 Budget</u> | <u>Year To Date</u> | <u>Encumbrances</u> | <u>Budget Balance</u> | <u>% of Budget</u> |
|---|----------------------|----------------------|---------------------|-----------------------|--------------------|
| Revenue | | | | | |
| Property Tax/Investment Income & Other PC Revenue | \$ 26,645,748 | \$ 14,315,810 | \$ - | \$ 12,329,938 | 54% |
| Other Revenue | \$ 1,418,000 | \$ 694,154 | \$ - | \$ 723,847 | 49% |
| Total Revenue | \$ 28,063,748 | \$ 15,009,964 | \$ - | \$ 13,053,784 | 53% |
| Expenditures | | | | | |
| Personnel/Taxes and Benefits | \$ 19,897,279.00 | \$ 9,492,517 | \$ - | \$ 10,404,762 | 48% |
| Materials | \$ 3,555,073 | \$ 1,703,018 | \$ - | \$ 1,852,055 | 48% |
| Maintenance and Operations | \$ 3,769,484 | \$ 1,671,978 | \$ 452,797 | \$ 1,644,709 | 56% |
| Transfers Out | \$ 841,912 | \$ - | \$ - | \$ 841,912 | 0% |
| Total Expenditures | \$ 28,063,748 | \$ 12,867,513 | \$ 452,797 | \$ 14,743,438 | 47% |
| Excess/(Deficit) | | \$ 2,142,451 | | | |
| (less encumbrances) | | (452,797) | | | |
| Net Excess (Deficit) | | \$ 1,689,654 | | | |

| <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 | \$ - | \$ 32 | \$ - | \$ (32) | 0% |
| Other Revenue | \$ - | \$ - | \$ - | \$ - | 0% |
| Total Revenue | \$ - | \$ 32 | \$ - | \$ (32) | 0% |
| Total Expenditures | \$ - | \$ - | \$ - | \$ - | 0% |
| Net Excess (Deficit) | | \$ 32 | | | |

| <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 | \$ - | \$ - | 100% |
| Other Revenue | \$ - | \$ 200,259 | \$ - | \$ (200,259) | 0% |
| Transfers In | \$ 841,912 | \$ - | \$ - | \$ 841,912 | 0% |
| Total Revenue | \$ 1,869,500 | \$ 1,227,847 | \$ - | \$ 641,653 | 66% |
| Expenditures | | | | | |
| Maintenance and Operations | \$ 1,869,500 | \$ 1,305,269 | \$ 341,533 | \$ 222,697 | 88% |
| Total Expenditures | \$ 1,869,500 | \$ 1,305,269 | \$ 341,533 | \$ 222,697 | 88% |
| Excess/(Deficit) | | \$ (77,423) | | | |
| (less encumbrances) | | (341,533) | | | |
| Net Excess (Deficit) | | \$ (418,956) | | | |

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: 6/30/2015

FUND: GENERAL FUND (01)

| Object | 2015 Budget | June Actual | Year-To-Date Actual | Encumbrances + Pre Encum | Balance | Expend % |
|---|----------------------|-------------------|------------------------|-----------------------------|----------------------|--------------|
| REVENUE ACCOUNTS | | | | | | |
| 31111 PROPERTY TAXES CURRENT | 25,674,805.00 | 0.00 | 13,791,339.43 | 0.00 | 11,883,465.57 | 53.72 |
| 31112 PROPERTY TAXES DELINQUENT | 872,943.00 | 0.00 | 438,855.60 | 0.00 | 434,087.40 | 50.27 |
| 31130 SALE OF TAX TITLE PROPERTY | 3,000.00 | 0.00 | 3,650.67 | 0.00 | (650.67) | 121.69 |
| 31210 PRIVATE HARVEST TAX | 50,000.00 | 0.00 | 0.00 | 0.00 | 50,000.00 | 0.00 |
| 31720 LEASEHOLD EXCISE TAX | 20,000.00 | 0.00 | 10,183.84 | 0.00 | 9,816.16 | 50.92 |
| 31740 TIMBER EXCISE TAX | 0.00 | 0.00 | 69,865.28 | 0.00 | (69,865.28) | 0.00 |
| TAXES: | 26,620,748.00 | 0.00 | 14,313,894.82 | 0.00 | 12,306,853.18 | 53.77 |
| 33533 STATE FOREST FUNDS/DNR TIMBER TRU | 0.00 | 0.00 | 728.98 | 0.00 | (728.98) | 0.00 |
| 33872 CONTRACTS FEES - CITIES | 0.00 | 0.00 | 1,620.00 | 0.00 | (1,620.00) | 0.00 |
| 33890 GOVERNMENTAL GRANTS | 0.00 | 0.00 | 23,000.00 | 0.00 | (23,000.00) | 0.00 |
| 34160 COPIER FEES | 30,000.00 | 2,337.92 | 15,854.09 | 0.00 | 14,145.91 | 52.85 |
| 34161 GRAPHICS SERVICES CHARGES | 0.00 | 574.90 | 4,100.19 | 0.00 | (4,100.19) | 0.00 |
| 34162 PRINTER FEES | 105,000.00 | 9,593.96 | 65,495.95 | 0.00 | 39,504.05 | 62.38 |
| 34163 FAX FEES | 21,000.00 | 1,784.53 | 11,451.03 | 0.00 | 9,548.97 | 54.53 |
| 34730 INTERLIBRARY LOAN FEES | 0.00 | 0.00 | 46.93 | 0.00 | (46.93) | 0.00 |
| 35970 LIBRARY FINES | 600,000.00 | 37,768.76 | 266,121.14 | 0.00 | 333,878.86 | 44.35 |
| 36110 INVESTMENT INCOME | 10,000.00 | 0.00 | 1,184.70 | 0.00 | 8,815.30 | 11.85 |
| 36111 INTEREST - STATE FOREST FUND | 0.00 | 0.00 | 1.97 | 0.00 | (1.97) | 0.00 |
| 36190 OTHER INTEREST EARNINGS | 0.00 | 0.00 | 0.28 | 0.00 | (0.28) | 0.00 |
| 36200 KEY PEN HLTH DEPT FACILITY REV | 0.00 | 0.00 | 676.14 | 0.00 | (676.14) | 0.00 |
| 36700 FOUNDATION DONATIONS | 350,000.00 | 152,928.28 | 246,558.28 | 0.00 | 103,441.72 | 70.45 |
| 36710 FRIENDS' DONATIONS | 0.00 | 0.00 | 257.01 | 0.00 | (257.01) | 0.00 |
| 36720 FRIENDS' REIMBURSEMENTS | 0.00 | 1,138.68 | 4,945.33 | 0.00 | (4,945.33) | 0.00 |
| 36725 DONATIONS - OTHER | 0.00 | 86.35 | 926.78 | 0.00 | (926.78) | 0.00 |
| 36920 BOOK SALE REVENUE | 20,000.00 | 210.00 | 2,745.40 | 0.00 | 17,254.60 | 13.73 |
| 36990 MISCELLANEOUS REVENUE | 0.00 | 15.71 | 76.35 | 0.00 | (76.35) | 0.00 |
| 36991 PAYMENT FOR LOST MATERIALS | 12,000.00 | 984.92 | 5,681.19 | 0.00 | 6,318.81 | 47.34 |
| 36994 UNCLAIMED PROPERTY | 0.00 | 8.94 | 85.82 | 0.00 | (85.82) | 0.00 |
| 36996 JURY DUTY REIMBURSEMENT | 0.00 | 80.00 | 430.00 | 0.00 | (430.00) | 0.00 |
| 36997 PRIOR YEAR'S REFUNDS | 0.00 | 1,155.18 | 4,207.36 | 0.00 | (4,207.36) | 0.00 |
| 36998 E RATE REIMBURSEMENT | 250,000.00 | 0.00 | 2,254.18 | 0.00 | 247,745.82 | 0.90 |
| 36999 REBATES - PROCUREMENT CARD | 30,000.00 | 15,795.41 | 37,620.05 | 0.00 | (7,620.05) | 125.40 |
| CHARGES OTHER: | 1,428,000.00 | 224,463.54 | 696,069.15 | 0.00 | 731,930.85 | 48.74 |
| 39510 SALE OF FIXED ASSETS/TIMBER (GOV) | 15,000.00 | 0.00 | 0.00 | 0.00 | 15,000.00 | 0.00 |
| TOTAL FOR REVENUE ACCOUNTS | 28,063,748.00 | 224,463.54 | 15,009,963.97 | 0.00 | 13,053,784.03 | 53.49 |
| EXPENSE ACCOUNTS | | | | | | |
| 51100 SALARIES AND WAGES | 14,345,866.00 | 1,144,947.44 | 6,756,823.63 | 0.00 | 7,589,042.37 | 47.10 |
| 51105 ADDITIONAL HOURS | 259,045.00 | 27,527.14 | 150,779.42 | 0.00 | 108,265.58 | 58.21 |
| 51106 SHIFT DIFFERENTIAL | 151,607.00 | 13,500.19 | 70,216.94 | 0.00 | 81,390.06 | 46.32 |
| 51107 SUBSTITUTE HOURS | 315,515.00 | 19,660.59 | 119,501.35 | 0.00 | 196,013.65 | 37.88 |
| 51109 TUITION ASSISTANCE PROGRAM | 300.00 | 0.00 | 0.00 | 0.00 | 300.00 | 0.00 |
| 51200 OVERTIME WAGES | 5,400.00 | 3,488.91 | 6,039.33 | 0.00 | (639.33) | 111.84 |
| 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 | 12,207.04 | 76,380.28 | 0.00 | 117,236.72 | 39.45 |
| 52002 MEDICAL INSURANCE | 2,191,477.00 | 157,486.89 | 1,038,568.04 | 0.00 | 1,152,908.96 | 47.39 |
| 52003 F.I.C.A. | 1,153,581.00 | 91,576.09 | 537,975.25 | 0.00 | 615,605.75 | 46.64 |

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 6/30/2015

FUND: GENERAL FUND (01)

| Object | 2015 Budget | June Actual | Year-To-Date Actual | Encumbrances + Pre Encum | Balance | Expend % |
|-------------------------------------|----------------------|---------------------|------------------------|-----------------------------|----------------------|--------------|
| EXPENSE ACCOUNTS | | | | | | |
| 52004 RETIREMENT | 1,508,392.00 | 106,265.75 | 624,815.22 | 0.00 | 883,576.78 | 41.42 |
| 52005 DENTAL INSURANCE | 212,859.00 | 16,409.16 | 98,498.72 | 0.00 | 114,360.28 | 46.27 |
| 52006 OTHER BENEFIT | 11,020.00 | 840.00 | 5,320.00 | 0.00 | 5,700.00 | 48.28 |
| 52010 LIFE AND DISABILITY INSURANCE | 26,987.00 | 1,208.22 | 7,557.25 | 0.00 | 19,429.75 | 28.00 |
| 52020 UNEMPLOYMENT COMPENSATION | 30,500.00 | 0.00 | 0.00 | 0.00 | 30,500.00 | 0.00 |
| 52200 UNIFORMS | 1,300.00 | 0.00 | 41.63 | 0.00 | 1,258.37 | 3.20 |
| 52999 ADJ BENEFITS TO MATCH PLAN | (132,648.00) | 0.00 | 0.00 | 0.00 | (132,648.00) | 0.00 |
| PERSONNEL | 19,897,279.00 | 1,595,117.42 | 9,492,517.06 | 0.00 | 10,404,761.94 | 47.71 |
| 53100 OFFICE/OPERATING SUPPLIES | 164,400.00 | 17,437.95 | 110,880.92 | 20,229.01 | 33,290.07 | 79.75 |
| 53101 CUSTODIAL SUPPLIES | 52,500.00 | 4,792.90 | 24,428.96 | 0.00 | 28,071.04 | 46.53 |
| 53102 MAINTENANCE SUPPLIES | 60,200.00 | 3,625.96 | 15,570.35 | 0.00 | 44,629.65 | 25.86 |
| 53103 AUDIOVISUAL PROCESSING SUP | 25,000.00 | 2,855.34 | 12,147.93 | 822.64 | 12,029.43 | 51.88 |
| 53104 BOOK PROCESSING SUPPLIES | 20,000.00 | 0.00 | 5,890.94 | 0.00 | 14,109.06 | 29.45 |
| 53200 FUEL | 47,000.00 | 0.00 | 17,823.40 | 22,926.60 | 6,250.00 | 86.70 |
| 53401 ADULT MATERIALS | 806,000.00 | 49,633.81 | 329,938.29 | 0.00 | 476,061.71 | 40.94 |
| 53403 PERIODICALS | 88,135.00 | 993.69 | 7,433.95 | 0.00 | 80,701.05 | 8.43 |
| 53405 JUVENILE BOOKS | 544,279.00 | 29,370.85 | 233,665.47 | 0.00 | 310,613.53 | 42.93 |
| 53406 PROFESSIONAL COLLECTION | 4,200.00 | 157.00 | 1,073.84 | 0.00 | 3,126.16 | 25.57 |
| 53407 INTERNATIONAL COLLECTION | 60,000.00 | 1,074.80 | 7,296.38 | 0.00 | 52,703.62 | 12.16 |
| 53408 AUDIOVISUAL MATERIALS - ADULT | 842,000.00 | 70,815.35 | 528,301.83 | 0.00 | 313,698.17 | 62.74 |
| 53409 AUDIOVISUAL MATERIALS - JUV | 94,000.00 | 12,067.71 | 44,324.77 | 0.00 | 49,675.23 | 47.15 |
| 53411 ELECTRONIC INFO SOURCES | 379,068.00 | 0.00 | 133,625.47 | 0.00 | 245,442.53 | 35.25 |
| 53412 REFERENCE SERIALS | 18,000.00 | 210.24 | 1,423.66 | 0.00 | 16,576.34 | 7.91 |
| 53413 ELECTRONIC SERVICES | 149,391.00 | 0.00 | 144,232.78 | 0.00 | 5,158.22 | 96.55 |
| 53414 ELECTRONIC COLLECTION | 417,000.00 | 0.00 | 176,956.50 | 0.00 | 240,043.50 | 42.44 |
| 53464 VENDOR PROCESSING SERVICES | 153,000.00 | 14,509.59 | 98,659.42 | 0.00 | 54,340.58 | 64.48 |
| 53499 GIFTS - MATERIALS | 0.00 | 0.00 | 246.60 | 0.00 | (246.60) | 0.00 |
| 53500 MINOR EQUIPMENT | 3,500.00 | 0.00 | 731.23 | 0.00 | 2,768.77 | 20.89 |
| 53501 FURNISHINGS | 35,000.00 | 5,376.31 | 14,466.48 | 23,106.89 | (2,573.37) | 107.35 |
| 53502 IT HARDWARE | 20,000.00 | 0.00 | 46,668.30 | 0.00 | (26,668.30) | 233.34 |
| 53503 PRINTERS | 10,000.00 | 0.00 | 0.00 | 0.00 | 10,000.00 | 0.00 |
| 53505 SOFTWARE | 13,500.00 | 730.06 | 7,766.02 | 0.00 | 5,733.98 | 57.53 |
| 54100 PROFESSIONAL SERVICES | 437,884.00 | 16,895.93 | 196,351.61 | 29,081.92 | 212,450.47 | 51.48 |
| 54101 LEGAL SERVICES | 30,000.00 | 0.00 | 9,219.86 | 0.00 | 20,780.14 | 30.73 |
| 54102 COLLECTION AGENCY | 22,000.00 | 1,728.43 | 7,907.18 | 0.00 | 14,092.82 | 35.94 |
| 54161 RESOURCE SHARING SERVICES | 19,000.00 | 0.00 | 4,289.94 | 0.00 | 14,710.06 | 22.58 |
| 54162 BIBLIOGRAPHICS SERVICES | 33,000.00 | 0.00 | 14,520.44 | 0.00 | 18,479.56 | 44.00 |
| 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 | 17.93 | 791.44 | 0.00 | 2,008.56 | 28.27 |
| 54200 POSTAGE AND SHIPPING | 35,000.00 | 0.00 | 1,595.89 | 0.00 | 33,404.11 | 4.56 |
| 54201 TELECOM SERVICES | 461,300.00 | 5,319.82 | 173,960.80 | 188.94 | 287,150.26 | 37.75 |
| 54300 TRAVEL | 42,100.00 | 1,824.82 | 9,485.91 | 0.00 | 32,614.09 | 22.53 |
| 54301 MILEAGE REIMBURSEMENTS | 31,150.00 | 2,973.34 | 15,214.42 | 0.00 | 15,935.58 | 48.84 |
| 54400 ADVERTISING | 43,000.00 | 2,074.13 | 20,054.57 | 1,560.29 | 21,385.14 | 50.27 |
| 54501 RENTALS/LEASES - BUILDINGS | 389,950.00 | 8,973.22 | 160,045.58 | 102,563.37 | 127,341.05 | 67.34 |
| 54502 RENTALS/LEASES - EQUIPMENT | 32,300.00 | 0.00 | 10,061.01 | 13,747.62 | 8,491.37 | 73.71 |
| 54600 INSURANCE | 189,500.00 | 0.00 | 75,655.73 | 0.00 | 113,844.27 | 39.92 |

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 6/30/2015

FUND: GENERAL FUND (01)

| Object | 2015 Budget | June Actual | Year-To-Date Actual | Encumbrances + Pre Encum | Balance | Expend % |
|------------------------------------|----------------------|-----------------------|------------------------|-----------------------------|-----------------------|--------------|
| EXPENSE ACCOUNTS | | | | | | |
| 54700 ELECTRICITY | 235,000.00 | 17,714.70 | 112,597.25 | 0.00 | 122,402.75 | 47.91 |
| 54701 NATURAL GAS | 15,000.00 | 570.83 | 5,483.82 | 0.00 | 9,516.18 | 36.56 |
| 54702 WATER | 20,000.00 | 1,311.26 | 8,817.08 | 0.00 | 11,182.92 | 44.09 |
| 54703 SEWER | 36,000.00 | 900.28 | 11,242.74 | 0.00 | 24,757.26 | 31.23 |
| 54704 REFUSE | 27,500.00 | 297.61 | 11,108.14 | 590.53 | 15,801.33 | 42.54 |
| 54800 GENERAL REPAIRS/MAINTENANCE | 229,300.00 | 1,098.39 | 69,780.62 | 47,693.90 | 111,825.48 | 51.23 |
| 54801 CONTRACTED MAINTENANCE | 788,000.00 | 211,807.27 | 411,364.16 | 190,285.77 | 186,350.07 | 76.35 |
| 54803 MAINT. TELECOM EQUIPMENT | 31,000.00 | 0.00 | 0.00 | 0.00 | 31,000.00 | 0.00 |
| 54900 REGISTRATIONS | 42,750.00 | 6,946.83 | 26,530.03 | 0.00 | 16,219.97 | 62.06 |
| 54901 DUES AND MEMBERSHIPS | 35,170.00 | 0.00 | 19,889.00 | 0.00 | 15,281.00 | 56.55 |
| 54902 TAXES AND ASSESSMENTS | 29,500.00 | 0.00 | 15,228.14 | 0.00 | 14,271.86 | 51.62 |
| 54903 LICENSES AND FEES | 38,890.00 | 2,457.53 | 18,282.14 | 0.00 | 20,607.86 | 47.01 |
| 54904 MISCELLANEOUS | 790.00 | 0.00 | 0.00 | 0.00 | 790.00 | 0.00 |
| 54905 WELLNESS EVENTS/REGISTRATION | 2,000.00 | 350.11 | 1,964.72 | 0.00 | 35.28 | 98.24 |
| 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 |
| ALL OTHER EXPENSES | 8,166,469.00 | 496,913.99 | 3,374,995.71 | 452,797.48 | 4,338,675.81 | 46.87 |
| TOTAL FOR EXPENSE ACCOUNTS | 28,063,748.00 | 2,092,031.41 | 12,867,512.77 | 452,797.48 | 14,743,437.75 | 47.46 |
| NET SURPLUS / DEFICIT | 0.00 | (1,867,567.87) | 2,142,451.20 | (452,797.48) | (1,689,653.72) | 0.00 |

FUND: DEBT SERVICE FUND (20)

| Object | 2015 Budget | June Actual | Year-To-Date Actual | Encumbrances + Pre Encum | Balance | Expend % |
|-----------------------------------|----------------|----------------|------------------------|-----------------------------|----------------|-------------|
| REVENUE ACCOUNTS | | | | | | |
| 31112 PROPERTY TAXES DELINQUENT | 0.00 | 0.00 | 0.14 | 0.00 | (0.14) | 0.00 |
| TAXES: | 0.00 | 0.00 | 0.14 | 0.00 | (0.14) | 0.00 |
| 36110 INVESTMENT INCOME | 0.00 | 0.00 | 31.74 | 0.00 | (31.74) | 0.00 |
| CHARGES OTHER: | 0.00 | 0.00 | 31.74 | 0.00 | (31.74) | 0.00 |
| TOTAL FOR REVENUE ACCOUNTS | 0.00 | 0.00 | 31.88 | 0.00 | (31.88) | 0.00 |
| NET SURPLUS / DEFICIT | 0.00 | 0.00 | 31.88 | 0.00 | (31.88) | 0.00 |

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 6/30/2015

FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)

| Object | 2015 Budget | June Actual | Year-To-Date Actual | Encumbrances + Pre Encum | Balance | Expend % |
|--|---------------------|---------------------|------------------------|-----------------------------|---------------------|---------------|
| REVENUE ACCOUNTS | | | | | | |
| 29150 USE OF FUND BALANCE-BUDGET | 1,027,588.00 | 1,027,588.00 | 1,027,588.00 | 0.00 | 0.00 | 100.00 |
| 36110 INVESTMENT INCOME | 0.00 | 0.00 | 418.30 | 0.00 | (418.30) | 0.00 |
| 36200 KEY PENINSULA SHARED COSTS | 0.00 | 1,500.00 | 16,000.00 | 0.00 | (16,000.00) | 0.00 |
| 36700 FOUNDATION DONATIONS | 0.00 | 31,229.20 | 183,790.60 | 0.00 | (183,790.60) | 0.00 |
| 36725 DONATIONS - OTHER | 0.00 | 0.00 | 50.00 | 0.00 | (50.00) | 0.00 |
| CHARGES OTHER: | 1,027,588.00 | 1,060,317.20 | 1,227,846.90 | 0.00 | (200,258.90) | 119.49 |
| 39700 TRANSFERS IN | 841,912.00 | 0.00 | 0.00 | 0.00 | 841,912.00 | 0.00 |
| TOTAL FOR REVENUE ACCOUNTS | 1,869,500.00 | 1,060,317.20 | 1,227,846.90 | 0.00 | 641,653.10 | 65.68 |
| EXPENSE ACCOUNTS | | | | | | |
| 53100 OFFICE/OPERATING SUPPLIES | 0.00 | 0.00 | 13,003.03 | 0.00 | (13,003.03) | 0.00 |
| 53102 MAINTENANCE SUPPLIES | 0.00 | 0.00 | 5,620.83 | 0.00 | (5,620.83) | 0.00 |
| 53501 FURNISHINGS | 50,000.00 | 0.00 | 86,795.17 | 18,098.02 | (54,893.19) | 209.79 |
| 53502 IT HARDWARE | 1,119,000.00 | 0.00 | 447,181.64 | 0.00 | 671,818.36 | 39.96 |
| 53505 SOFTWARE | 0.00 | 0.00 | 18,360.06 | 0.00 | (18,360.06) | 0.00 |
| 54100 PROFESSIONAL SERVICES | 0.00 | 18,876.13 | 90,868.12 | 14,858.47 | (105,726.59) | 0.00 |
| 54400 ADVERTISING | 0.00 | 0.00 | 77.00 | 0.00 | (77.00) | 0.00 |
| 54502 RENTALS/LEASES - EQUIPMENT | 0.00 | 0.00 | 284.09 | 0.00 | (284.09) | 0.00 |
| 54800 GENERAL REPAIRS/MAINTENANCE | 10,000.00 | 0.00 | 966.80 | 401.31 | 8,631.89 | 13.68 |
| 54903 LICENSES AND FEES | 0.00 | 0.00 | 49.75 | 0.00 | (49.75) | 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 | 26,912.83 | 93,430.40 | 142,799.30 | 34,770.30 | 87.17 |
| 56201 CONSTRUCTION | 0.00 | 0.60 | 103,700.98 | 0.00 | (103,700.98) | 0.00 |
| 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 | 265,759.31 | 359,266.97 | 0.00 | (343,266.97) | 2,245.42 |
| 56401 VEHICLES | 0.00 | 0.00 | 85,664.64 | 0.00 | (85,664.64) | 0.00 |
| 56402 HVAC | 155,000.00 | 0.00 | 0.00 | 165,376.00 | (10,376.00) | 106.69 |
| TOTAL FOR EXPENSE ACCOUNTS | 1,869,500.00 | 311,548.87 | 1,305,269.48 | 341,533.10 | 222,697.42 | 88.09 |
| NET SURPLUS / DEFICIT | 0.00 | 748,768.33 | (77,422.58) | (341,533.10) | 418,955.68 | 0.00 |

MEMO

Date: June 30, 2015

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

From: Georgia Lomax, Executive Director

Subject: Executive Director Activities - June

In June, I attended Tacoma Community House Board, Executive Committee and Finance meetings. I also attended the June Foundation Board meeting.

Events this month included the Play to Learn Celebration held at the Children's Museum and a round table breakfast meeting with CHI Franciscan's new CEO, Ketul Patel, during which local business leaders explored how to work together to create healthier communities.

External meetings included Bob Eklund, Executive Director of the YMCA; a meeting with Dona Ponepinto, President and CEO and Lindsay Tracy, Vice President of Community Impact & Engagement, of United Way; and Milgard Family Foundation President and CEO, Christine Zemanek, Executive Director Jim Sheehan, and Program Director Kasey Milgard.

I spent time visiting our neighbors at Timberland Regional Library, sharing information and ideas on everything from leadership development to strategic planning to restroom maintenance.

I also spent time at the Milton Library working the desk with staff and getting to know some customers.

Finally, this month I attended the ULC Annual Forum and Membership meeting in San Jose and the ALA Annual Conference in San Francisco.

Unfinished Business

M E M O

Date: June 26, 2015

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

From: Lorie Erickson, Facilities Director

Subject: Fife Library Frontage, Access, and Connection Project

Bid documents for the Fife Library Frontage Improvements, Internal Access Plans, and the Connection from the Library to Building E were given to the City of Fife for review on May 28th, 2015. The City of Fife has scheduled a meeting with PCLS and PCLS Architects and Engineers on July 1st, 2015, to review the bid documents for approval. I am waiting for final estimated construction costs from the Engineer, which will include the Frontage Improvements, Internal Access, and the Connection from the Library to Building E. We anticipate having these updated costs shortly after this meeting. We won't know the final actual cost until the bids have been received.

In March, the Board approved a preliminary budget of \$300,000. Estimates at this time indicate that project costs are higher due to additional work required by the City. Until we have the engineering costs estimate, we are estimating this part of the project at around \$250,000 dollars.

This budget will be brought to the July Board meeting for Board approval of a purchase order to be issued upon successful selection of a contractor. The work will add an additional 11 parking stalls, pending review of ownership of the land. To date, we have spent \$131,231.48. The \$250,000 is an addition to what has been spent to date.

The project is scheduled to go out to bid in mid-July. The work is projected to take approximately 4 weeks to complete.

A motion is needed to approve a purchase order upon successful selection of a contractor in the amount up to \$250,000. (If this number changes, we will bring an amendment to the Board in August.)

MEMO

Date: June 26, 2015

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

From: Clifford Jo, Finance & Business Director

Subject: 2015 Mid-Year Accountability/Budget Process—revised

Last month we brought to the Board a calendar for the 2015 Mid-Year accountability/budget process. We have revised the process to extend the work into July, with Board review and approval in August. The tasks and activities remain the same as reported last month.

The revised calendar of milestones is as follows:

| Date | 2015 Mid-Year Budget Activities |
|-------------------|--|
| June 12 | Mid-year budget packets distributed to department heads |
| July 10 | Mid-year budgets due to Cliff |
| July 13-17 | Manager presentations of mid-year accountability/budgets |
| July 24 | Managers receive approval or denial for mid-year changes and requests |
| July 27 | 2015 second half revenue projections established |
| August 12 | <i>Board of Trustees</i> meeting: ▸ Review and approve 2015 mid-year budget ▸ Review and approve adjustments to 2015 mid-year Capital Improvement Plan |
| August 31 | Finance Department finishes applying approved changes in Eden and distributes revised department budgets to department heads |

Board Education and Service Reports

MEMO

Date: June 29, 2015

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

From: Sally Porter Smith, Customer Experience Director

Subject: Administrative Center Library Pilot Evaluation

The pilot phase for the Administrative Center Library is complete with the Executive Director receiving the recommendation to continue staffing the Administrative Center Library as detailed below. The attached document summarizes the ACL pilot and future service.

Purpose of the Pilot

The purpose of the pilot was to *enhance public service options for people using the Administrative Center while providing reception for Administrative Center functions, extend meeting room booking options, and establish public library account and circulation services.*

1. SUMMARY

Services

- Reception for facility visitors and answer telephone calls, coordinate repair and vendors
- Meeting room support and coordination
- Public internet access
- Library card registration and basic card services, no cash register
- Self-checkout and self-service payment of fines
- Small circulating collection targeting interests of meeting room groups, commuters and small Lucky Day.
- Holds pickup during open hours
- Item pickup for AC materials during facility's open hours
- Wi-Fi access
- Extend meeting room bookings during daytime and evening hours to mirror branch experience
- Outdoor book drop

Staffed Hours of Service: 7:30 am – 5:00 pm Monday – Friday (47.5 open hours/week)

The ACL opens at 7:30 am to correspond to when the meeting room is available for public use. This allows groups to come in and set-up for their early morning meetings without needing an after-hours key. The ACL closes at 5:00 pm. There are no evening or weekend open hours during the pilot, although the meeting rooms are available for after-hours use until 10:00 pm on weekdays.

During the pilot, the ACL has been staffed by two 25 hour temporary SBA positions.

The level of business experienced during the pilot indicates that staffing with one person at the desk is more than adequate. Staffing with the SBA classification or above is the appropriate classification given the types of questions answered, the assistance provided and the tasks and responsibilities assigned. Security measures were instituted including panic button and paging procedures. No security incidents have occurred during the pilot period to date.

Meeting Rooms

The changes to the meeting room reservation options have worked well overall. Even though the number of room options have been reduced, the number of reservations have remained level or slightly increased now that groups are reserving just the amount of time needed for their meetings rather than the entire day or evening.

Customer Suggestions/Feedback

The most common requests have been to add a copy machine and a printer.

The most common positive feedback has been about having museum passes available for check-out and meeting room customers are pleased to find that the desk is staffed again so that they can easily get assistance.

2. RECOMMENDATION

Given the number of customers (over 15,000 in the first five months) coming in the doors of the Administrative Center & Library, the popularity of meeting room use, increased public service access and improved reception for Administrative Center visitors, ACL service should be continued as outlined below.

Services : Continue the services offered during the pilot

Evaluate possible enhancements: add copier/printer, add DVD collection, collection to serve surrounding neighborhood, improve workspace for PC users. (Note: Foundation funding will address these needs.)

Explore possible addition: Centralized meeting room telephone/online assistance for the System

Open Hours: Continue 47.5 open hours per week, 7:30 am to 5:00 pm Monday through Friday. (Re-evaluate in a year.)

Meeting Rooms: Continue the existing scheduling options

Enhancements: leverage the meeting rooms to serve not only public driven meeting room use but also to facilitate more public programs and trainings provided by the Library.

Staffing & Managerial Oversight: Integrate the ACL service point and Outreach Services into a unified branch called Administrative Center Library which will provide flexibility, support and efficiencies in operation.

Hire two positions: one 24 hour/week SBA and one 24 hour/week Assistant Branch Supervisor. (Align ACL with CE staffing model for this size library doing the level of work and supports increased outreach services to schools and communities.)

Staffing Costs:

- The annualized staffing cost of pilot project: \$79,752.
- The annualized staffing cost of recommended implementation: \$80,800.

Marketing: Publicize the Administrative Center Library.

Target surrounding apartment complexes and residential areas to build customer base.

M E M O

Date: June 25, 2015

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

From: Chereé Green, SPHR, Staff Experience Director

Subject: L&I Update

As you know, Pierce County Library System began partnering with a third party administrator, Sedgwick, to manage our L&I claims last year. Sedgwick provides multiple services and resources to us including: safety programs (Risk Control Services); Safety Academy online and in person; online claims, reports and document access; and potential premium refund management and distribution. In addition, Certified Safety Professionals are available to assist with safety program management, program compliance audits, safety education and training, safety inspections, accident investigations, trouble shooting, ergonomics and industrial hygiene. After one year of implementation, I wanted to report to you the results and summary of our work with them thus far.

Some of the goals for using Sedgwick include:

- Provide overall analysis of our L&I claims in order to maintain a safe workplace, allowing us to respond systemically to our incidents.
- Shift the complex and administrative work of managing claims from the HR Generalist to the subject matter experts at Sedgwick.
- Manage claims more timely, efficiently and proactively, allowing front end solutions to our employees and claims.
- Save money for PCLS and our employees.

After one year of being contracted with Sedgwick, the summary and results of our work is listed below:

- PCLS' annual premium is \$255,809*. Our current locked-in rate for 2016 is \$218,756. This is a savings of \$37,053 in premiums.
- We had high cost claims in both 09/10 and 10/11 fiscal years. These high cost claims have dropped off this year. Our experience modification impact for 2015 was 1.63. While the industry average is 1.0, the objective is to be at a .75. We have lowered our experience modification impact to 1.22 for 2016.
- With our contract with Sedgwick, we pay 4.5% of our premiums in a service fee. We will pay approximately \$10,340 this year to Sedgwick.
- **Our total savings for L&I claims as a result of using Sedgwick is \$28,613.** This includes a savings of approximately \$1900 in PCLS staff time.

**Premiums are determined by the state's formula which includes the following factors: class of workers, total hours and L & I claims history (using the past three fiscal rolling years of time loss and claims activity data). Our premium and reserves are charged to us by the state using this data.*

In 2015, we plan to continue our work with the following action items:

- Utilize the "stay at work" program for WA state to optimize saving for providing light duty opportunities (where appropriate).
- Communicate to PCLS supervisors regarding L&I and their role/expectations to assist in handling claims carefully and timely.

- Get certified through the Sedgwick Safety Academy in order to save an additional 5% off of our service fees.
- Monitor claims and check in regularly to partner with Sedgwick and our staff to move through the processes more intentionally.

We look forward to continuing our partnership with Sedgwick.

MEMO

Date: June 30, 2015
To: Chair Rob Allen and Members of the Board of Trustees
From: Georgia Lomax, Executive Director
Subject: 2015 Work Plan and Planning Process Update

The first half of 2015 has been busy with listening to and learning from staff and key community leaders/partners, and conducting a quick planning process to provide clarity and direction to our work for the coming year.

Meetings with community leaders, along with an environmental scan of research, public surveys and focus groups conducted by local agencies such as United Way and the Health Department, offered a quick way to confirm which community issues are currently important to citizens. Education, poverty, health disparities, job skills, unemployment, student success and transportation were common themes.

Internally, staff provided their view of the Library's strengths and weaknesses, and community opportunities and threats through two rounds of staff meetings and work sessions.

THE 18-MONTH VIEW

This summer, informed by the work earlier this year, we'll complete the mid-year accountability/budget process and develop a work plan to guide us through the end of 2016. This 18-month plan will bridge the 2015 and 2016 budgets.

During the 18 months, key goals will be to ensure we have a stable, strong operational infrastructure in place that is ready to support delivering services in the future and to develop our long-term plan for the future.

We will focus our services on work we know is core to our business, that we are doing well and that is bringing value to our communities: helping people learn and succeed. These will be primarily services that support youth and families (early learning, STEM, student success) and workforce and economic development (job seekers, job skills, career development, small business).

Key system initiatives, especially those centered around learning and reading, such as Pierce County READS, Our Own Expressions, Summer Reading/Stopping Summer Slide and school library card campaign will continue.

During this time we will use the metrics that are in place and continue to monitor our performance. The planning process will include a performance monitoring and reporting plan, as well as outcome metrics.

New work will entail conducting a comprehensive planning effort, with significant public input, to develop the direction for the Library for the decade ahead. We will not begin any new services or activities until we have completed the planning process.

NEXT

During the next 18 months, we will continue to provide excellent, customer focused services and to welcome and introduce new cardholders to the Pierce County Library, while we ensure we have a solid infrastructure that

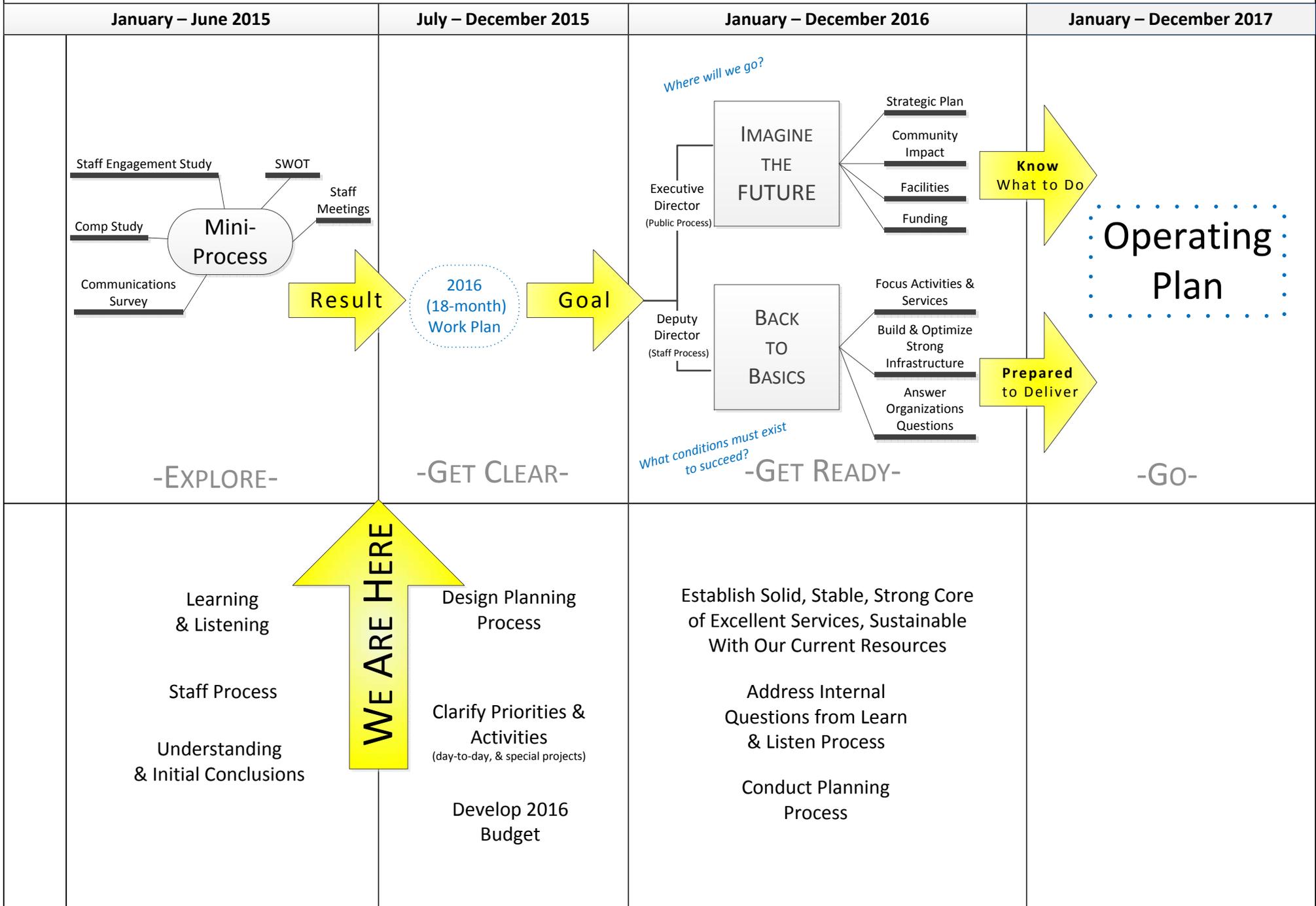
will prepare us to successfully deliver the services our customers desire, deserve and expect. In 2017, we will be ready to begin to implement the comprehensive plan.

Attached is an update of progress on the 2015 work plan. The 2016 work plan is being developed and will align resources to support the 18-month work plan. Detailed 2016 activities will be added to the work plan. Attached is a high level summary for the next 18 months.

2015 Work Plan (Updated 7/2015)

| 2015 | Strategic Plan | Employee Communication Plan | Staff Engagement Study | Board Recruiting | Compensation Study | Budget | Collective Bargaining Agreement | Leadership/ Succession | Foundation Growth Plan | NEW Comprehensive Planning Process |
|------|-----------------|---------------------------------------|-----------------------------|----------------------|---------------------------------------|--|---------------------------------|--|---|--|
| Jan | Qtr 1 | Survey & Analysis | | | Planning - Deliver Docs to Consultant | | | | | |
| Feb | | | Planning & Prep | | | Foundation Executive Committee Retreat | | R&M Director Hired Leadership Competencies Rollout to Supv. | Executive Committee Retreat | |
| Mar | | First 5 Projects | Planning & Prep | Launch & Recruit | Conduct Study Q2 | Close out 2014 Budget (Annual Report Issued) | ID Library Team | Leadership Academy Participants Appointed | Deputy Director Position Posted | Q2 Plan Development |
| Apr | Recommendations | Survey | | | | | | | ••• Launch Leadership Academy (Postponed to 2016) | |
| May | Qtr 2 | Planning Process | First 5 Actions Implemented | Analysis | Interviews | | Q2 Planning/ Prep | | -- Interview [ALA] | |
| Jun | Results | | Trustee Appointed | 2015 Mid-Year Review | | | | | | |
| Jul | Qtr 3 | Establish & Launch 18-month Work Plan | Evaluate First 5 | Action Plan | Celebrate AI Rose | Results | | | Interviews Q3 | Revised: Budget, Allocation & Tracking Processes Improvement Project |
| Aug | | | | | New Trustee Begins | | | Early Q3 Begin Negotiations | | |
| Sept | | | Adjust & Continue | Take Action Q3 & Q4 | | | | | | |
| Oct | Qtr 4 | | | | | 2016 Budget Development | | | | Q3 Draft Project Plan & RFQ |
| Nov | | | | | | Q4 Fiscal Audit | | | Deputy Director Hired Q4 | |
| Dec | | | | | | | | GOAL: 2016 - xx CBA Approved Prior to 12/31/15 | | |

2015/2016 – 18-MONTH SUMMARY



Officers Reports

M E M O



Date: June 29, 2015

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

From: Clifford Jo, Finance & Business Director

Subject: 2015 Property Values for 2016 Tax Levy

The Pierce County Assessor-Treasurer Office typically releases their annual report on property valuations in Pierce County by the middle to end of June (last year it was June 21). However, they are still working on the revaluations and will not post the information publicly until later this week or by Monday, July 6. As soon as we receive the information we will calculate its impact and will provide an update during the July Board meeting.

As a point of reference, the March 2015 Case-Shiller data for Pierce County had forecast single family home prices to increase between 5% and 7% over 2014 data.

MEMO

Date: June 23, 2015

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

From: Georgia Lomax, Executive Director

Subject: Deputy Director Recruitment and Hiring

The Deputy Director vacancy is advertised and in the first week we have received 12 applications. In addition to postings on library and business-related job sites, we are actively recruiting through networking and at the ALA Annual Conference.

After two weeks we will review the initial applicants to determine how well our requirements are being met and to assess whether we need to make adjustments to our recruitment strategy. The posting will close on July 10, 2015. I have attached the working timeline for hiring this position as well as the new position description.

The Deputy Director will act as the Library's Chief Operating Officer tasked with coordinating the overall management of operations, service activities and service support, and achieving results.

Key responsibilities include:

- "Portfolio management" of services and resources to coordinate and balance the right activities
- Operational planning and goal setting
- Monitoring operational performance and metrics
- Overseeing policies and processes
- Setting public service and work environment standards including oversight of system safety and security efforts

The Deputy will primarily focus on staff, internal processes and customer/supplier partnerships. The Deputy's role will continue to move the Library away from functional silos and towards a collaborative and cohesive operating approach. As an executive manager, the Deputy will have authority over all senior management, regardless of direct reporting relationships, to ensure the ability to successfully manage overall operations.

Deputy Recruitment/Hiring Process 2015

| Activity | Target Date | Comments |
|---|------------------------------|--|
| Position description completed and approved by Director | June 5 | Georgia |
| Position description point factored and market priced. | June 8 – 10 | Georgia/Trisha |
| Position Posted and Advertised | June 15 | Sue |
| Board memo | June 22 | Georgia |
| Interview process developed | June 26 | Georgia/Sue |
| Interview teams appointed | June 26 | Georgia/Sue |
| Interview questions and assessment exercise determined | June 26 | Georgia/Sue |
| Mid-Posting Review | June 26 | Sue |
| ALA Conference - recruitment | June 26-28 | Informational meetings scheduled by Sue |
| ALA Conference recruitment | June 28, 2015 | Recruitment table reserved in placement center 10am-noon |
| Posting Closes | July 10 | |
| Complete Review of Candidates | July 13 | Georgia |
| Phone Screens (if held) | July 16, 17? Week of July 27 | Screening Team |
| Board memo | July 29 | Georgia |
| In-Person Interviews | Week of August 3 or 10 | Interview Panels |
| Reference checks/follow up | Week of August 10 or 17 | Georgia & SE |
| Offer | August 14 or 21 | Georgia |
| Acceptance | Week of August 17 or 24 | Candidate |
| Board memo | August 26 | Georgia |
| Hire Date | TBD, Sept/Oct | Georgia/Candidate |



DEPUTY DIRECTOR

| | | | |
|--------------------------|-----------------|----------------------|---------------|
| Classification #: | 2380 | Date Created: | November 2007 |
| FLSA Status: | Exempt | Date Revised: | June 2015 |
| Union Status: | Non-Represented | Revised By: | Cheree Green |

Position Summary:

The Deputy Director serves as Chief Operating Officer, in partnership with the Executive Director, and is responsible for overall management of operations and service activities of the Pierce County Library System; supports the Executive Director in strategic planning, budget development and achieving system-wide goals; develops operational plans and monitors the Library’s operational performance; ensures proper conditions, controls, policies and procedures are in place for provision of high quality service, fiscally responsible operations and responsiveness to the needs of the citizens of Pierce County; reviews and administers Library policies and procedures; represents the Library to staff, outside agencies and the community; and acts on behalf of the Executive Director as required.

Supervisory Relationships:

Reports to the Executive Director. Supervises/manages senior management employees, office support personnel, and other staff as assigned.

Essential Functions:

Class specifications are intended to provide a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

- Ensures the delivery of high-quality, customer-focused services; assists in ensuring the Library’s services appropriately meet the needs of the community.
- Develops and implements system-wide long-term strategies, structure and processes to achieve vision of library as established by the Board of Trustees, and to successfully accomplish library goals and objectives.
- Directs, develops, and supports multiple managers in achieving departmental and personal goals to ensure success of Library goals, including Customer Experience, Reading & Materials, and other assigned departments.
- Facilitates planning and collaboration across departments and functions; coordinates customer/supplier partnerships.
- Initiates, develops, and maintains cooperative relationships with key constituencies.
- Establishes a collaborative and professional work environment that concentrates on safety, security and provides a best in class experience for customers and staff.

- Serves as a member of the senior management team and contributes to strategic and long-range planning, program development and evaluation, resource development, budget formulation, staff planning and development, and allocation of resources in support of the Library's mission and goals.
- Assures program quality and organizational stability through development and implementation of standards and controls, systems and procedures, and regular evaluation.
- Assures a work environment that attracts, retains, and supports quality staff. Assures effective processes for selecting, development, motivating, and evaluating staff.
- Manages critical and higher level customer concerns.
- Collaborates in creating system-wide revenue and expenditure strategies, and development of the Library's budgets; monitors and authorizes expenditures; evaluates System's resource needs, priorities, and allocations.
- Participates in collective bargaining processes and liaises with Union leaders.
- Facilitates effective communication within all levels of the organization.
- Builds a culture and workplace environment where employees engage and share a passion for the organization's mission, vision and goals.
- Coordinates and prioritizes system-wide efforts, projects and maintains an overview of initiatives across Library system.
- Reports to the Executive Director and Board of Trustees regarding Library operations, issues, and opportunities.
- Develops key communications and represents the Library to outside agencies, the media, community organizations, and members of the general public; participates in community activities, and events.
- Serves as Acting Executive Director in the absence of the Executive Director in performing related duties.
- Performs other duties as assigned or required.

Required Knowledge of:

- Strategic and operational planning and execution
- Process improvement and effective processes and operations
- Processes for preparing and administering budgets
- Cross-functional operating practices
- Customer service standards and protocols
- Principles and practices of supervision, organizational development, and leadership management
- Talent management
- Requires an individual with knowledge of and experience in management and administration. The position requires demonstrated experience in integrating and coordinating diverse areas of management

Required Skill in:

- Executive leadership and organizational development
- Strategic planning, including community analysis, public process, goal setting, and resource allocation
- Overseeing, directing, and executing business operations

Pierce County Library System
Deputy Director (continued)

- Achieving results through others
- Developing and implementing plans, policies, and procedures
- Developing and monitoring current and future budgets of the division, with appropriate input and collaboration with department directors
- Personnel management and analysis and monitoring of organizational performance
- Accountability of self and others
- Communicating effectively orally and in writing
- Effectively communicate with fellow team members and explore ideas and suggestions put forward by the team
- Ability to maintain confidentiality
- Ability to work with minimal supervision
- Demonstrating critical competencies in four broad categories: commitment to achieving results, business savvy, leading change, and motivation

The Successful Candidate Will:

- Possess the skills and implements the functions of a leader; shares values, mission, and vision.
- Consistently display integrity, model behavior, develop people, and build teams. Deals effectively with demanding situations and designs and implements interventions.
- Demonstrate commitment to continued professional growth and development.
- Model Pierce County Library System's leadership competencies

Qualifications:

- Master's Degree is required with a minimum of seven (7) years in a senior management position within a medium to large library, business or organization. Degree in one of the following disciplines: Public Administration, Masters of Business Administration, Library and Information Sciences
- OR
- Any combination of education and experience which would provide the required knowledge and skills and allows successful performance of the job.

Licenses, Certifications, and Special Requirements:

- A valid Washington State Driver's License is required. Must pass local police and Washington State Adult/Child Abuse records check prior to hire.
- The ability to work evenings and weekends as needed and to adapt to schedule changes on short notice is required.

Working Environment and Physical Requirements:

- Work is performed in a standard office environment.
- Subject to sitting for extended periods of time, standing, walking, bending, reaching, and occasional lifting of objects weighing up to 10 - 15 pounds.

M E M O



Date: June 24, 2015

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

From: Judy T Nelson, Customer Experience Manager, Youth

Subject: *Voice of Youth Advocates* (VOYA) Article by Alex Byrne

I am pleased to share with you a recent article, "It's Not Just Information, What iSchool Didn't Teach Me About Librarianship," published in the June issue of *Voice of Youth Advocates* (VOYA) by Alex Byrne, Youth Services Librarian at the University Place Library.

A copy of the article is attached.

It's Not Just Information

▶ ALEX BYRNE

What I-school Didn't Teach Me about Librarianship

I went to an information school for my graduate degree. The orientation of the school was such that, as information professionals, the graduates would be the vanguard of the new digital age, creating programs, answering complex questions with relevant resources, collaborating and developing methods to vet and tame the wilds of cyberspace, and transforming that most venerable of institutions, the public library, fully into an organization that was equally comfortable and skilled with print and digital media.

Or perhaps that's what I thought when I got ready to start my practical experience interning at two excellent libraries in separate towns. Those internships, and my subsequent work, removed some of that optimism about the future, but they also taught me several things school did not, and quite possibly could not.

THE CARE AND FEEDING OF PEOPLE

One of the first things about getting out of school and into the practical world is the immediate realization that there's an entire power structure of people in your organization with whom you have to interact. Sometimes that power structure isn't always interested in the ideas that come from the newly hired. That can be disenchanting for a freshly minted librarian with the idea that he or she can affect change in his or her organization and the world. It takes time to figure out how communication works in an organization, and whose ears you have to bend to get ideas put into play. A great deal of frustration (and worse) can be avoided with some knowledge about how to discern and interact with an organizational structure—it's about gathering and manipulating information, but not the kind that resides on a server. Learning those interpersonal skills makes it easier to interact with outside organizations as well—they usually have similar structures that have to be interpreted to achieve results.

The other immediate difference is that instead of abstract concepts, there are now actual people in front of you who you must help, manage, and/or work alongside. In public service, this often means having to get information "good enough" in the amount of time that the person you are helping has, instead of being able to take the time to get to the perfect resource. People frequently take the first available possibility and run off with it, even when you know there's better stuff to unearth if you could get more details. It also means dealing with people who have incomplete information—not just in the legendary, "It's a book. It's blue. What is it?" conundrum, but people often don't know the machine-friendly terms for searches, or are dealing with constraints on their abilities, self-imposed or otherwise.

As the cherry on top, most of the time, the people you help will thank you, and then you will hear nothing about what the impact of your help was on their lives. I quickly learned to cherish when something was said, or even better, written, because those elements are few and far between. Knowing how little feedback would appear would have helped create more realistic expectations for the working environment, and it definitely would have helped with the confidence issues that came hot on the heels of the lack of feedback.

ALL THE THINGS THEY DON'T KNOW

Being a librarian means knowing enough about a few things to help people get pointed in the right direction for their information needs. It's a very extensible, flexible skill, and deployed correctly, it makes a librarian look like a subject expert despite having only learned a little about the topic from the person asking the question.

For example, technology has been a place where I've had to make the most adjustments from school to public service. This is not just in the considerably smaller budget for purchasing print and digital materials, but also in the general technology saturation and expertise in the community. I was ready to meet a population that was engaged with their technology and looking for ways to do interesting things on the Internet from home, or use tools at the library to create their own productions. That still hasn't really materialized—instead, the grand majority of technology work that I do is helping people get logged into our computers, helping with formatting for projects or resumes, getting signed on to social media platforms, and printing—lots of printing. When it comes to digital devices, most people are looking to get the library's electronic collections on their devices through apps. School had

suggested quite heavily that the great leap forward into the new technological era was upon us, but reality says that the public library is not always at the vanguard of such things.

For as natural a partnership as public school libraries and public libraries could be, another shock to the system is finding out just how difficult it can be to cooperate on *anything*. The school ecosystem can be a very tough nut to crack, whether it's dealing with overworked staff, a school system hostile to their media specialists, or a school system that simply believes you're not useful to them and that they don't need anything from the public library. The lack of information exchange can manifest in bad ways: Enterprising students enter the library looking for resources on their school assignment and proceed to check out and clear out the library of any print information available; when the next batch of students (looking for the same information) arrive, then the public library staff has an idea that there's an assignment afoot, but the books are already gone. If the instructor has insisted on a minimum amount of print resources, sometimes a workable situation can be finagled by pointing out that much of the electronic materials were originally published as books and could be cited as such, but sometimes there's nothing for those students to do but hope that the print materials return on time. If yearly assignments are made known well in advance of when they deploy with a check-in or heads-up coming from the school, or if the public librarian receives a response when asking about them, easy fixes are possible, but the communication isn't always as robust as it could be on either end.

ALL THE THINGS WE DON'T KNOW

And then there are the intensely private teens and tweens themselves. Straddling the line as both "person who is genuinely interested in your life and goals so that we can help make them real" and "person who has to come over and enforce the rules when things get out of hand" is difficult, and the perception of what staffers are like skews interactions for good or ill. Sometimes, despite my best efforts, I'm just not interesting enough to get people to pay attention to what I'm offering. Plus, there's all the other ways that teens and tweens can interact with each other that don't involve a library at all—it's a crowded world out there, and the public library can seem like the lowest on the list when it comes to making decisions about where to spend time.

Attempts to gather input from teens have mixed results. Sometimes the things that teens want are going to be uphill battles based on policy, cost, and/or noise. More computer time has to be balanced with getting everyone a shot at using the computers. A great program for getting teens to hang out together and follow their interests runs into the problem that the room you are in did not get a lot of sound-dampening insulation installed. Deploying a computer that's excellent at processing raw video into finished, polished products hits the snag of "people might use this more if there were creation tools available as well" . . . and the part where the high school has a fleet of computers and an entire class devoted to video production and editing.

The community where the library is situated can have a large

impact on what's doable as well. Even if the community is upper-income and well-to-do, teens aren't always going to take part in those riches. One of the things I learned quickly about my internship communities and the community where I work is that teens and tweens often have limited mobility options—being close enough to a school to be reachable by foot impacts whether or not the library is an after-school destination. In a community where both parents work, visiting the library may not be possible because of a need to get home and look after family members or watch the house until the parents get home.

In a community with a plethora of after-school and weekend activities, the library has to fight to gather teens for programming because the school system provides busing back to their houses and the library doesn't.

In the library school setting, it can seem like a given that people will be willing to work with the library and that the public library is a destination on most people's minds. The difficulties involved in getting to that point are abstract or buried in favor of talking about the good things that happen. A reality check about the amount of work collaboration entails can help avoid crushing youthful optimism.

THE BOTTOM LINE

My internships, actually doing librarianship, were some of the most valuable experiences I had. I put into practice the things that

the school taught me about organization, reader advisory, and interview technique, and things relating to gathering, sorting, and presenting information helped cement the importance of those things. But information does not exist in a vacuum, and the rest of being a librarian, including programming, soliciting opinions, collaboration, and adapting what was taught to the community of your practice, is something that the information school didn't teach me, and is something that is equally important to my success as a librarian. I think programs that require practical experience as a condition of graduation, like mine did, acknowledge the existence of this other sphere. What would be a useful next step would be for information schools to start trying to integrate this part of practice into the disciplines and tracks they have in which the likelihood of interacting with people is high. That way, new graduates can begin to leverage their ideas and knowledge as soon as possible, instead of possibly spending a period of time getting situated in their context and feeling like they are floundering while they do so. Their optimism and enthusiasm will thank you later. ■

For as natural a partnership as public school libraries and public libraries could be, another shock to the system is finding out just how difficult it can be to cooperate on anything.

Alex Byrne is a youth services librarian with the Pierce County Library System, stationed at University Place, Washington. Byrne has authored recent articles for VOYA, including "Easy as Pi" (VOYA February 2014) and "Maximizing Your Luck Score in Programming" (VOYA October 2014). He was a contributor to *Teen Games Rule! A Librarian's Guide to Platforms and Programs*, (ABC-CLIO, November 2013). When not helping people with their technology issues or telling stories to young children and their parents in fleece pajamas, he is extolling the virtues of library cards, promoting off-the-beaten-path books to readers, and bracing for the arrival of a major golf tournament. Contact him by email at abyrne@piercecountylibrary.org or @HeofHlshirts on Twitter.



PHOTO CREDIT:
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MEMO

Date: June 26, 2015

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

From: Clifford Jo, Finance & Business Director

Subject: 2015 Revised Foundation Distributions

In the past, the Library has generally received distributions from the Foundation at the beginning and end of the Library's fiscal year (calendar). Beginning this year, we are working with Fund Development staff and the Foundation Board to close out its 2014-15 fiscal year with a final distribution to the Library in June (which was received this week). The purpose of shifting the distributions to mid-year is to help the Foundation close out its year without keeping funds in a temporary account, and for the Library to have funds readily available.

The Foundation has already provided two distributions on February 25 and March 13 this year, totaling \$243,890.92. With this latest distribution of \$182,701.76, the total is \$426,592.68 for the year, and the mid-year budget will reflect this.

The latest distribution includes funding for Young Readers, Senior Outreach, and small restricted gifts for several libraries.

We anticipate a small distribution for around \$10,000 later this year, for small gifts and tuition assistance.

Lastly, the Library and Foundation are reviewing their processes and are working on significant improvements that will take us to the next level of both fundraising and fiscal management of programs and projects funded by the Foundation. We will share those with you during the August Board meeting.

M E M O



Date: June 23, 2015

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

From: Judy T Nelson, Customer Experience Manager, Youth

Subject: Summer Partnership with KBTC

The Pierce County Library is partnering with KBTC and their Ready to Learn Initiative this summer to strengthen the math and reading skills of the children in the Salishan community of South Tacoma.

Because the Tacoma Public Library was unable to support the KBTC effort this year, KBTC requested our participation so that children in this community may have library access during the critical summer months when summer slide impacts at risk children at higher levels.

KBTC is partnering with the Pierce County Library System to provide one, up to two hour, program each week between June 22nd and August 24th, 2015 at Salishan's Family Investment Center. KBTC will provide PCLS with a stipend to cover all staff costs. Each program will include stories, crafts and activities around math and science. KBTC will set up their mobile technology lab to enhance the Library's activities.

KBTC and PCLS will review this partnership at the end of the 2015 summer program.



Date: June 24, 2015

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

From: Judy T Nelson

Subject: Celebrate Golf in Pierce County, 2015

The 115th U.S. Open took place the week of June 15th, 2015 at Chambers Bay Golf Course in University Place. For the first time the US Open was held in the Pacific Northwest. It occurred in Pierce County, just three miles from the University Place Library.

The Library offered programs, services and materials to support this international event. There were two signature activities for this initiative:

1. A mini-golf tournament held in three rounds culminating in the Finals at the University Place Library on May 30th, 2015.
2. The offering of a limited edition 2015 US Open library card, sanctioned by the U.S. Golf Association. Cards have been available since March and will continue to be available until the end of August or until cards run out, whichever comes first.

Most of the public aspects of this initiative took place between March and June of 2015.

The three objectives for this initiative were:

- Take advantage of a unique sporting event in Pierce County to promote library services within the County to potential local customers who may not currently be library users.
- Engage Pierce County communities through library activities and services around golf, including the library catalog and SCOUT.
- Position the Library as a participant and support for the U.S. Open Golf Tournament, taking place at Chambers Bay Golf Course, June 2015 in University Place.

The stated objectives were met. PCLS was able to offer a range of programs and services connected to the golfing world prior to the US Open. This included using the Library catalog and SCOUT, as well as the system-wide tournament. PCLS was able to identify with the upcoming sporting event. Unique library cards were created and issued prior to the US Open. A complete review is available along with photos of the winner and samples of the mini-golf holes created. Successes include:

1. The system-wide mini-golf tournament engaged all staff and every branch. Competitors participated from all locations and the event was actively promoted throughout the county.
2. The issuance of a limited edition library card has been popular with 2130 cards issued between March 1 and June 24, 2015.
3. The author program, with Blaine Newman, at the University Place Library was well received.
4. Several new community relationships were forged and one relationship was strengthened.
(new = Meadow Park Golf Course, Lakewood Playhouse and Tacoma Little Theater,
strengthened = University Place Economic Development Dept.)

MEMO



Date: June 24, 2015

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

From: Georgia Lomax, Executive Director

Subject: New Trustee Appointment

On June 23, 2015, the Pierce County Council unanimously appointed Monica Butler, a resident of Gig Harbor, as the next member of the Pierce County Library System's Board of Trustees. Ms. Butler begins her term at the August 12, 2015, meeting. Her five-year term will run through August 11, 2020. Ms. Butler replaces Al Rose, who has been a valued Trustee since 2003.

Ms. Butler's training and orientation is scheduled in July.

1 Sponsored by: Councilmember Derek Young
2 Requested by: Executive

3
4
5
6
7
8 **RESOLUTION NO. R2015-84**

9
10
11 **A Resolution of the Pierce County Council Confirming the Appointment of**
12 **One New Member (Monica Butler) to the Pierce County Library**
13 **District Board of Trustees.**

14
15 **Whereas**, the Library District Board of Trustees was established pursuant to the
16 Revised Code of Washington 27.12.190 and Pierce County Resolution No. 1872; and

17
18 **Whereas**, on July 20, 2015, a vacancy will exist due to the term expiration of
19 Allen P. Rose; and

20
21 **Whereas**, Monica Butler is an active community member and resides in Pierce
22 County; and

23
24 **Whereas**, the Executive has appointed Monica Butler to serve a first term on the
25 Pierce County Library District Board of Trustees; and

26
27 **Whereas**, the Pierce County Charter, Section 3.30, provides that the
28 appointment of members to boards and commissions shall be made by the Executive,
29 subject to the confirmation by a majority of the Council; and

30
31 **Whereas**, the Council has completed its confirmation review; **Now Therefore**,

32
33 **BE IT RESOLVED by the Council of Pierce County:**

34
35 Section 1. The Council hereby confirms the appointment of Monica Butler to
36 serve her first term on the Pierce County Library District Board of Trustees. The term
37 will expire on August 11, 2020.

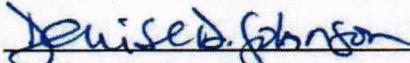


1 Section 2. The Clerk of the Council shall provide a copy of this Resolution to the
2 member confirmed, the Executive Director of the Pierce County Library, and the County
3 Executive.

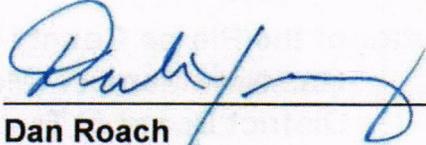
4
5 ADOPTED this 23rd day of June, 2015.

6
7 ATTEST:

PIERCE COUNTY COUNCIL
Pierce County, Washington

8
9
10
11 

12 **Denise D. Johnson**
13 Clerk of the Council


14
for **Dan Roach**
Council Chair



Pierce County Library FYI Packet
Link List
July 8, 2015

Pierce County Library in the News

- [Library card contest comes full circle for Puyallup teen](#) (The Puyallup Herald)
- [Pierce County Library Summer Reading](#) (Sounds Fun Mom) (Sponsored post)
- [Our Own Expressions](#) (Courier-Herald - See attached PDFs)
- [What Does Communications Do For The Library?](#) (Internal communications document - See attached PDF)

Other Libraries

- [Tacoma Public Library exhibits gives imperfect image of city](#) (The News Tribune)

What's Happening

- [New standards to be set for high school computer science training](#) (The News Tribune)
- [West Pierce Fire & Rescue to put levy request on Aug. 4 ballot](#) (The Suburban Times)
- [RallyPoint/6 connects veterans with education, opportunity](#) (The Suburban Times)

Our own expressions from the Pierce County Library art and writing contest

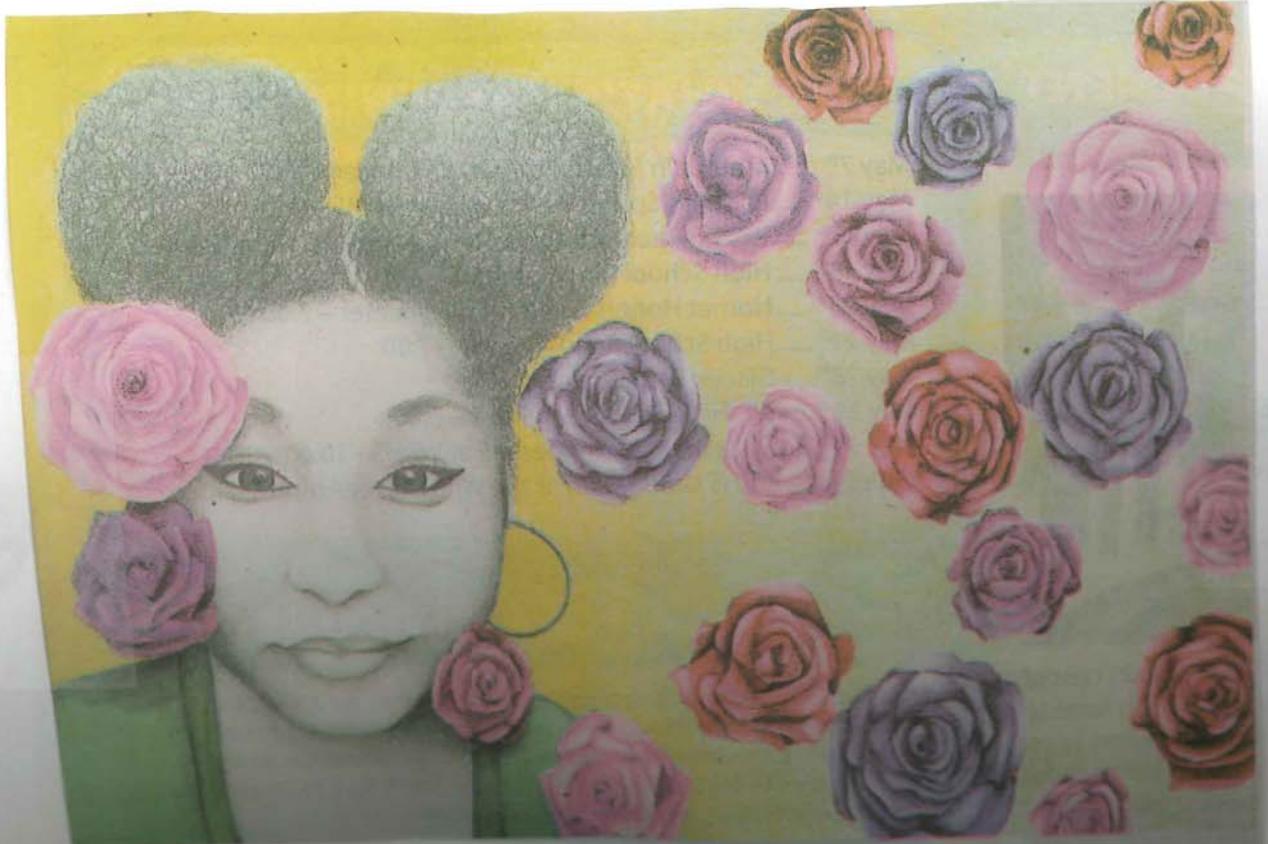
Katlyn Daniels, Bonney Lake High School sophomore, placed second in the 9th and 10th grade art category with her colored pencil drawing, "Savannah Rose."

Katherine Hunter, A Glacier Middle School eighth grader, placed first in the 7th and 8th grade art category with her piece, "Your Bones."

Katie Lasko, Bonney Lake High School senior, placed first in the 11th and 12th grade art category for her colored pencil drawing, "Oh Honey."

If you placed in the Our Own Expressions competition and would like to submit your work to the Courier Herald, contact Ray Still at rstill@courierherald.com

The Courier-Herald
May 6th, 2015



The Courier-Herald
May 6, 2015



Our Own Expressions

Claire DeFrancesco placed first in the 9th and 10th grade art category for her pastel painting, "Landscape of my Soul." Claire is a sophomore at Bonney Lake High School. More than 672 pieces of art and writing were submitted for the contest, and will be available to see at 7 p.m. on May 27 at Pacific Lutheran University's Lagerquist Concert Hall. More artwork from area students who placed in the Pierce County Library Our Own Expressions writing and art contest on page 20.

