

AGENDA
Regular Meeting of the Pierce County Library System Board of Trustees
January 9, 2013
3:30 – 6:00 pm

3:30 pm	02 min.	Call to Order: <i>Linda Ishem, Chair</i>	
3:32 pm	05 min.	Public Comment: <i>This is time set aside for members of the public to speak to the Board of Trustees. Unless the item you wish to discuss is of an emergency nature, the Board ordinarily takes matters under advisement before taking action. Please sign up at the time of the meeting to speak during the public Comment period, and limit your comments to three minutes.</i>	
3:37 pm	03 min.	Consent Agenda	Action
		<ol style="list-style-type: none"> 1. Approval of Minutes of the December 12, 2012 Regular Meeting 2. Approval of December 2012 Payroll, Benefits and Vouchers 	
3:40 pm	10 min.	Board Members Report	
3:50 pm	15 min.	Officers Reports	
		<ol style="list-style-type: none"> 1. November Dashboard, <i>Georgia Lomax</i> 2. December 2012 Financial Report, <i>Dale Hough</i> 3. 2013 Legislation of Interest to Libraries, <i>Neel Parikh</i> 4. University Place Condominium Fees, <i>Neel Parikh</i> 5. PLA Webinar, <i>Mary Getchell</i> 6. Paul Allen Grant, <i>David Durante</i> 	
		Unfinished Business	
4:05 pm	20 min.	<ol style="list-style-type: none"> 1. Paper Management System, <i>Sally Porter Smith</i> 	
		New Business	
4:25 pm	30 min.	<ol style="list-style-type: none"> 1. 2012 Operational Changes for Efficiencies and Savings, <i>Georgia Lomax</i> 	
4:55 pm	30 min.	<ol style="list-style-type: none"> 2. 2013 Board Calendar of Work, <i>Neel Parikh</i> 	
5:25 pm	30 min.	<ol style="list-style-type: none"> 3. Core Skills and Qualities, <i>Holly Gorski</i> 	
5:55 pm	00 min.	Executive Session: <i>At this time on the agenda, the Board of Trustees will recess to Executive Session, per RCW 42.30.110, to discuss</i>	
5:55 pm	05 min.	Announcements	
6:00 pm		Adjournment	

CONSENT

AGENDA

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
REGULAR MEETING, DECEMBER 12, 2012**

CALL TO ORDER

Chair Linda Ishem called to order the regular meeting of the Pierce County Rural Library District Board of Trustees December 12, 2012, 3:32 pm. Board members present were Robert Allen, J.J. McCament, Allen Rose and Donna Albers. Chair Ishem welcomed Ms. Albers to the Board of Trustees.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

1. Minutes of the November 14, 2012 Regular Meeting of the Board of Trustees
2. November 2012 Payroll, Benefits and Vouchers in the total amount of \$2,249,604.51
 - a. Payroll Warrants 3367 - 3374, dated 11/01/12 – 11/30/12 in the amount of \$3476.96
 - b. Payroll Disbursement Voucher dated 11/06/12 in the amount of \$572,629.05
 - c. Payroll Disbursement Voucher dated 11/21/12 in the amount of \$746,661.82
 - d. Accounts Payable Warrants 619065 - 619266 dated 11/01/12 – 11/30/12 in the amount of \$926,836.68
3. Resolution 2012-12: Cancellation of Unredeemed Warrants
4. Approval of Purchase of Print Management Software

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

BOARD MEMBER REPORT

J. J. McCament: Ms. McCament reported that she recently attended an event and spoke with Judge Patrick O'Malley who showed her that he still has his Library card from 1985. It reminded her of the campaign "What's in YOUR Wallet" and suggested it may be a good slogan for our next Card Drive.

Linda Ishem: Chair Ishem attended the 16th Combat Air Brigade reception hosted by the City of University Place. It was a well-attended event held in the atrium of the Civic/Library building. The space was beautifully decorated with holiday lights and many people enjoyed the outdoor fireplace. Also in attendance were Executive Assistant Storm Reyes, Customer Experience Manager Jennifer Patterson and UP Branch Manager Lynne Zeiher. Ms. Reyes noted it was interesting that folks kept trying to use the Library during the event.

OFFICER REPORT

1. October 2012 Dashboard: Ms. McCament commented that it was nicely done and was happy to see the Foundation figures included since they are a revenue source. Chair Ishem asked what matrix was used for the philanthropy report. Ms. Lomax stated that it was the year-to-date donors and monthly donors. On the next Dashboard, the scale will be changed to begin with zero to match the scale of the other statistics. Mr. Allen also asked that instead of listing the dates that branches are closed, to show

the number of actual days it is closed. Ms. Parikh noted that the Foundation is trying to build up the number of regular donors. Ms. Lomax offered to provide a definition list of the items listed in the report and to show the actual number of days each branch was closed rather than a range of dates.

2. November Financial Reports: Ms. Parikh noted that the property tax revenue for 2012 has been received. Finance Manager Dale Hough informed the Board that the November Financial Report sent to the Board did not include \$775,000 in revenue as the figures arrived from Pierce County after the report was generated. Ms. Parikh reminded the Board that the budget is based on the tax certificate received from the county. She stated that the Library does not budget all of the revenue noted on the certification because it is assumed there will be delinquencies.

3. Library Card Drive: Mary Getchell reported that the Library welcomed a record 10,555 new card holders during the Library's sixth annual Library Card Drive in October. In a typical month approximately 4,000 people get cards. Following the card drive a record 273,789 people have Pierce County Library cards. A total of 5278 cards have gone out to the Franklin Pierce school district students as part of a pilot program aimed at getting a card into the hands of every student who did not already have one. Ms. Parikh mentioned that the Superintendent said this is the 2nd most important event taking place in his district. PCLS is in talks with another school district for possible implementation next year.

4. ALA Conference: Ms. Parikh shared information on the American Library Association Midwinter Conference which will be held in Seattle in January 2013 and encouraged the members to attend. She added that there are a lot of authors in attendance and she highly recommends that the Board visit the exhibits. Packets were provided to the Board that highlighted tour offerings, programs, lectures and receptions.

5. Star Libraries: Ms. Lomax shared the annual *Library Journal* article announcing the 2012 "Star Libraries". The report is one of a number of reports PCLS follows to assess trends in services and use. For the past five years the publication has scored public libraries on four measurements that are gathered annually by the Institute of Museum and Library Services. Libraries are divided into categories based on the size of their budget. The top libraries in each category earn three, four or five stars. The 2012 report is based on 2010 data.

There were a total of 9,225 public libraries in 2010. 7570 of them provided data, and only those libraries that provide all four measurements are rated. Forty-four of Washington's 62 public libraries were included in the rankings this year.

Ms. Lomax noted this report is meant to be real, hard data that can actually be counted. She also noted that a trend in all libraries is the customers move to use of handheld devices and Wi-Fi.

Ms. Parikh was pleased to report that the Fife Library was included in a separate *Library Journal* architectural article.

6. eBook Publisher Update: Ms. Getchell stated some publishers are responding back to the emails and postcards sent to them from PCLS patrons and staff as a result of the Scrooge campaign. McMillan has responded stating they are trying to work on the problem. Penguin will open availability in April 2013 but with severe restrictions. The Library is continuing the media coverage. Ms. McCament commented that she felt the campaign is having some impact across the nation.

The Urban Library Council included an example of 'stellar local leadership' and noted the efforts of PCLS. Mary Getchell and Lisa Bitney will participate in a Public Library Association webinar discussing the campaign.

7. Busiest Public Library Branches: Four Pierce County Library System locations (South Hill, Gig Harbor, University Place and Parkland/Spanaway) were included in a recently published list of the busiest public library branches in the state.

8. Collection HQ Article: PCLS was highlighted in a recent article by Collection HQ, the software company that is providing a new system for the Library that helps it manage its collection.

PUBLIC HEARING - 2013 BUDGET

Mr. Rose moved that in accordance with RCW 85.44.120, the public hearing be opened for consideration of increases in property tax revenues, regarding 2012 property tax levies for collection in 2013. The motion was seconded by Ms. McCament and passed.

Chair Ishem asked if there was anyone in the audience who would like to comment on the budget. There was no response.

There being no comments, Ms. McCament moved to close the public hearing on the 2013 budget of estimated revenue and expenditures. The motion was seconded by Mr. Allen and passed.

UNFINISHED BUSINESS

1. 2013 Budget: Clifford Jo shared the draft 2013 budget narrative document with the Board. He noted that this version incorporates all budget decisions made thus far, including the revisions to cash flow management. The final narrative, published in January, will include final revisions to the strategic framework section, 2012 "Our Own Expression" submissions (poetry, drawings and art, and photography). He also noted that numbers may change slightly should Pierce County forward revenue changes. In January, Ms. Lomax will bring to the Board a report on efficiencies to show what management and staff have done by using better tools and processes.

Ms. McCament praised Mr. Jo for a job well done and the comprehensiveness of the budget document. She appreciated the work that was done and stated it is sobering to know that the Library has cut the budget nearly \$10M in the past 4-5 years and is still keeping the same level of service. Mr. Rose added that showing the pattern of cuts and maintenance of service will add to the public's understanding of the revenue reductions. Mr. Allen stated that he would like the narrative to include the discussions on how the decisions were reached, adding that it is a great deliberate and analytical process.

Resolution 2012-13, To Transfer a Portion of the Fund Balance of the General Fund to the Capital Improvements Fund: Ms. McCament moved for approval of Resolution 2012-13, to transfer a portion of the fund balance of the general fund to the capital improvement fund. Mr. Rose seconded the motion and it passed.

Resolution 2012-14, To Adopt the 2013 Budget of Estimated Revenue and Expenditures: Mr. Rose moved for approval of Resolution 2012-14, to adopt the 2013 budget of estimated revenue and expenditures. Mr. Allen seconded the motion and it passed.

Resolution 2012-15, To Adopt the 2013 Capital Improvement Budget: Mr. Allen moved for approval of Resolution 2012-15, to adopt the 2013 capital improvement budget. Ms. McCament seconded them motion and it passed.

2. Naming: Ms. Lomax reported that the Administrative Team and Development Director have recently reviewed the current Naming policy to ensure it reflected the intent of the Board as discussed in November, and will bring revisions to the Board for approval. In particular, procedures will be included to

clarify naming related to capital campaign donor opportunities. She also provided the Board with a list of areas which are currently named within the Library system.

Development Director Lynne Hoffman announced that the Early Learning area in the Lakewood branch will be named in honor of Steve Albers.

The Library Foundation has received all pledged gifts in support of the University Place Library Campaign. In accordance with the PCLS Board Policy 3.16, Ms. Hoffman requested approval by the Board of the named areas at the branch.

Ms. McCament moved to approve the named areas in the University Place Library. Mr. Rose seconded the motion and it was passed.

NEW BUSINESS

1. Pierce County Library Foundation Annual Report: Ms. Parikh introduced Foundation President Michael Gordon who has been the chair for the past 2 years. Mr. Gordon stated he was pleased to report to the Board some of the ways in which the Foundation supported the Library in 2012. They include book club kits, annual commitments for summer reading and online resume coaching through Jobs Now. He informed the Board that they gained three times as many new donors than in the previous year, that there are over 1000 active donors and that 86% of the donors renewed in 2012. Mr. Gordon also invited the Board members to consider attending a Foundation Board meeting as well as attending the PC Reads reception which will be held in May 2013.

Ms. Hoffman highlighted the importance of the Foundation Board of Trustees. She commented that they regularly hand write thank you notes to donors and make phone calls inviting the public to attend events.

Ms. Hoffman introduced the recently hired Development Associate, Julie Kramer. Ms. Kramer shared her background and stressed her eagerness to work on grant writing and various fund raising opportunities for the Library. She also encouraged the Board members to pass along funding opportunities to her.

Ms. Hoffman shared the Annual Report with the Board and noted that unrestricted giving continues to grow. She stated that 5-year giving totals \$1.5M.

Chair Ishem and the Board members thanked the Foundation and shared their appreciation for the extra work they do on behalf of the Library. Mr. Allen asked about the current state of the grant climate. Ms. Hoffman stated that it was more difficult in years past and that Ms. Kramer will be forging new ground. She also noted that she is awaiting a response from two major grants totaling over \$200K.

2. Block Play: Customer Experience Manager Judy Nelson provided an overview of the new Block Play project. Block play is a research based learning method in early childhood education. Children use blocks to recreate experiences that they have had. They also use blocks to control and manage their environment. Ms. Nelson demonstrated that block play itself has developmental stages that children must move through. It begins with the tote and carry stage, followed by beginning to build, bridging with blocks, creating enclosures and finally representational building. Each of these stages is enhanced by the child to child (peer to peer) communication that occurs and the child/adult interaction. These connections lead to both enhanced social emotional development and language acquisition. Block play is a developmental tool that allows children and families to not only increase their language and literacy skills but also to begin to develop early math and science concepts. It has been shown to be effective in increasing early childhood language skills. Block play is also instrumental in STEM development in early

learning. STEM stands for science, technology, engineering and math and has been identified as a significant focus area for children of all ages.

This project positions the Pierce County Library as a relevant community partner in early education. Starting in January, each library site will host a monthly block program for their ECEAP/Head Start partner. Along with these events, there will be two trainings for library staff and ECEAP/Head Start teachers. The first training will include how to observe and record children's behavior using observation techniques that are part of Teaching Strategies GOLD (the required assessment tool for WA Kids). The training will also include how to scaffold children's play to help them move through the stages when it is appropriate. Each ECEAP/Head Start program involved will be provided with suggested block play activities for use in their sites, as well as 18 sets of blocks to be distributed to each family to use at home. Each month families will be asked about their block play at home. ECEAP/Head Start sites evaluate their children three times during the year. Using the existing tools we will observe and assess the changes to the children's play during the monthly library event.

To begin engaging the greater community, each library will also host an open block play event for the community once a month and participants will sign in and share whether or not this was their first time attending or not. Librarians will observe the overall room for block play skills.

Ms. Nelson praised the Foundation for funding the program. She added that all centers have been set up and the first training session has taken place for Librarians and ECEAP trainers. The Library will also be applying to Public Library Association (PLA) to do a program at an upcoming conference.

In response to a question concerning what outcomes are being tracked, Ms. Nelson stated that the children will be assessed 3 times per year. This project will conclude in June 2013 and final results will be released in the fall.

3. Strategic Framework: Ms. Parikh introduced the strategic framework used to identify priorities for decision making. The framework is based on the Library's core documents, standards developed by the Library over the past few years, and information from the 2012 community survey. She stressed that the framework is to be used as a template for making service and operational decisions. It will assist the Library in setting goals and further develops the balanced scorecard.

Mr. Allen asked how the framework would be applied in a decision making setting. Ms. Parikh noted that there are only so many things libraries can do and PCLS needs to explore what it will do from the frame of this document. It will aid librarians in deciding what they should implement. It will also allow the Library to re-evaluate. The document can be used to provide a metric. Ms. Lomax added that the Library is in a place where it needs to make choices and be purposeful. This framework will aid in that process.

Chair Ishem commented that it brings all the disparate pieces into conversation with each other. Mr. Allen added that he would like the elements to be mutually exclusive and that the principles and tools should not have the same verbiage.

Ms. Parikh thanked the members for their feedback and would take the suggestions into consideration as she continued to develop the document.

4. Insurance Renewal: Clifford Jo notified the Board that the Library is in the process of renewing its insurance policy for 2013. The premium has increased considerably due to earthquake/flood insurance. Rather than drop the coverage completely, he has reduced the limit from \$15M to \$10 M, resulting in a reduction to the premium of \$6506. He also recommended adding Cyber coverage to the policy since the Library has over 425 PCs offered to the public and the potential exposure is great.

When questioned on how he decided what the appropriate level of coverage would be, Mr. Jo stated that he relies on the insurance carriers and looks at the Library's claims history and record. Mr. Rose suggested that the Library conduct a risk assessment by a specialist.

Ms. McCament moved to approve the renewal of the 2013 insurance policy. Mr. Rose seconded the motion and it was approved.

5. Resolution to set non-represented employee wages and benefits for 2013: Holly Gorski, Staff Experience Director, asked the Board for approval of a resolution to set the non-represented staff wages and benefits for 2013. The proposal is to set the wages at 2.43% above those of 2012 and the Library pay for employee-only health insurance premiums at a maximum of \$689.74 for medical, dental, vision and basic life insurance.

Ms. Albers commented that the health plan is very rich and to peg the contributions to the prior year's is rare. Ms. Gorski shared the background of the Library's health plans with the Board.

Ms. McCament moved to approve the Resolution 2013-16, to set 2013 wages for non-represented employees. Mr. Allen seconded the motion and it passed.

6. Election of Officers: Ms. McCament moved to vote to maintain the current leadership with Linda Ishem serving as Chair and Allen Rose as Vice-Chair. Mr. Allen seconded the motion and it passed.

EXECUTIVE SESSION

At 5:50 pm, Mr. Allen moved to enter into executive session as per RCW 42.30.110 for 25 minutes for discussion of personnel matters. Ms. McCament seconded the motion and it passed. The session was extended by 20 minutes and reopened to the public at 6:45 pm.

OLD BUSINESS CONTINUED

7. 2013 Executive Director Agreement: Mr. Allen moved to authorize Chair Ishem to implement a 2013 salary agreement with the Executive Director. Mr. Rose seconded the motion and it passed.

ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

The meeting was adjourned at 6:47 pm on motion by Ms. McCament seconded by Mr. Allen.

Neel Parikh, Secretary

Linda Ishem, Chair

December 2012 Payroll, Benefits and Vouchers

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	3375 - 3382	12/01/12 - 12/31/12	\$5,997.38
Disbursement Voucher - Payroll & Acct Payable		12/06/12	\$525,102.79
Disbursement Voucher - Payroll & Acct Payable		12/21/12	\$744,337.07
Accounts Payable Warrants	619267 - 619493	12/01/12 - 12/31/12	<u>\$1,337,896.96</u>
Total:			<u><u>\$2,613,334.20</u></u>

COUNTY OF PIERCE
BUDGET AND FINANCE DEPARTMENT

Disbursement Journal Voucher (T/C) 74								Agency No.	D.J.V. Date	D.J.V. No.
								001-116	revised 12/5/2012	
Line	Account Code							Acct. Action	DESCRIPTION	AMOUNT
	Fund	Dept	Prog	BASUB	Elem	OB	M/OB			
1	697	001	0000	237	00				FIT EE and EIC- Wire to IRS	\$56,907.98
2	697	001	0000	237	00				Fica EE and Medicare - Wire to IRS	\$29,752.14
3	697	001	0000	237	00				Fica ER and Medicare - Wire to IRS	\$40,228.97
4	697	001	0000	237	00				DIR DEP-file to Columbia Bank	\$396,133.24
5	697	001	0000	237	00					
6	697	001	0000	237	00					
7	697	001	0000	237	00				dept of rev	\$0.00
8	697	001	0000	237	00					
9	697	001	0000	237	00					\$0.00
10	697	001	0000	237	00					
11	697	001	0000	237	00				FIT EE WIRE to IRS	\$0.00
12	697	001	0000	237	00				Fica EE and Medicare - Wire to IRS	\$0.00
13	697	001	0000	237	00				Fica ER and Medicare - Wire to IRS	\$0.00
14	697	001	0000	237	00				HsA data entry error	\$2.00
15	697	001	0000	237	00				H.S.A. Employees deductions	\$2,078.46
16	697	001	0000	237	00				BCC	\$0.00
									BCC overpayment	\$0.00
									please put the total amt below into PCLS payroll account	
									TOTAL	\$525,102.79
Bank No.	Check No.	Issued To			Bank No.	Check No.	Issued To			
		U.S. Treasury								
Prepared By:					Date:		Approved By:			
Christy Telling					12/5/2012		Christy Telling			12/5/2012

COUNTY OF PIERCE
BUDGET AND FINANCE DEPARTMENT

								Disbursement Journal Voucher (T/C) 74	Agency No. 001-116	D.J.V. Date revised 12/20/2012	D.J.V. No.
	Account Code							Acct. Action	DESCRIPTION	AMOUNT	
	Fund	Dept	Prog	BASUB	Elem	OB	M/OB				
1	697	001	0000	237	00				FIT EE and EIC- Wire to IRS	\$54,103.06	
2	697	001	0000	237	00				Fica EE and Medicare - Wire to IRS	\$28,991.35	
3	697	001	0000	237	00				Fica ER and Medicare - Wire to IRS	\$39,196.95	
4	697	001	0000	237	00				DIR DEP-file to Columbia Bank	\$383,736.50	
5	697	001	0000	237	00						
6	697	001	0000	237	00						
7	697	001	0000	237	00				dept of rev	\$1,362.04	
8	697	001	0000	237	00						
9	697	001	0000	237	00				Tax refund	(\$611.39)	
10	697	001	0000	237	00						
11	697	001	0000	237	00				FIT EE WIRE to IRS	\$0.00	
12	697	001	0000	237	00				Fica EE and Medicare - Wire to IRS	\$0.00	
13	697	001	0000	237	00				Fica ER and Medicare - Wire to IRS	\$0.00	
14	697	001	0000	237	00					\$0.00	
15	697	001	0000	237	00				H.S.A. Employees deductions	\$2,328.46	
16	697	001	0000	237	00				BCC	\$235,000.00	
									HSA monthly fee	\$230.10	
									BCC overpayment	\$0.00	
									please put the total amt below into PCLS payroll account		
									TOTAL	\$744,337.07	
Bank No.	Check No.	Issued To			Bank No.	Check No.	Issued To				
		U.S. Treasury									
Prepared By:					Date:		Approved By:				
Christy Telling					12/20/2012		Christy Telling			12/20/2012	

Check History Listing
Pierce County Library System

Check #	Bank	Date	Paid to	Status	Can/Vd Date	Pay Period Dates	Dir Dep	Amount
3375	pr	12/06/2012	LANTZ, JUDY			11/16/12 - 11/30/12	391.58	261.05
3376	pr	12/06/2012	BALLER, DONNA			11/16/12 - 11/30/12	0.00	33.21
3377	pr	12/06/2012	GRECO, JEANINE			11/16/12 - 11/30/12	0.00	80.66
3378	pr	12/06/2012	HERNANDEZ, BRITTANY			11/16/12 - 11/30/12	0.00	251.37
3379	pr	12/06/2012	ROCK, SHELLIE			11/16/12 - 11/30/12	0.00	988.17
3380	pr	12/21/2012	ROCK, SHELLIE			12/01/12 - 12/15/12	0.00	804.68
3381	pr	12/21/2012	PATTERSON, JENNIFER			12/01/12 - 12/15/12	0.00	2,847.20
3382	pr	12/21/2012	BARTON, LINDA			12/01/12 - 12/15/12	0.00	731.04
Total:							391.58	5,997.38

Checks in report: 8

Grand Total: 391.58 5,997.38

Check History Listing
Pierce County Library System

Bank code: boa

Check #	Date	Vendor	Status	Check Total
619267	12/06/2012	000828 AFSCME AFL-CIO		5,371.77
619268	12/06/2012	003311 DEPARTMENT OF LABOR & INDUSTRI		8,536.94
619269	12/06/2012	000898 DEPARTMENT OF RETIREMENT SYSTE		10,970.76
619270	12/06/2012	000825 ING-VC3371		1,415.00
619271	12/06/2012	003985 PACIFICSOURCE ADMINISTRATORS		2,043.06
619272	12/06/2012	001181 PIERCE CTY LIBRARY FOUNDATION		266.29
619273	12/06/2012	004276 STATE CENTRAL COLLECTION UNIT		151.67
619274	12/06/2012	000823 UNITED WAY		123.50
619275	12/06/2012	004782 US DEPARTMENT OF EDUCATION		153.49
619276	12/06/2012	000827 WA STATE- DEPT OF RETIREMENT S		64,103.09
619277	12/06/2012	000881 WASHINGTON STATE SUPPORT REGIS		422.50
619278	12/06/2012	000830 BAKER & TAYLOR		17,760.55
619279	12/06/2012	000220 BOOK WHOLESALERS INC		3,751.54
619280	12/06/2012	004329 BOOKLETTERS		6,300.00
619281	12/06/2012	000242 BUCKLEY CITY OF		273.93
619282	12/06/2012	000184 CITY TREASURER		1,667.14
619283	12/06/2012	000184 CITY TREASURER		856.91
619284	12/06/2012	000184 CITY TREASURER		393.51
619285	12/06/2012	000184 CITY TREASURER		55.40
619286	12/06/2012	005300 DANGER ROOM COMICS LLC		1,471.41
619287	12/06/2012	000093 EBSCO		32.30
619288	12/06/2012	000094 ELMHURST MUTUAL POWER & LIGHT		1,435.45
619289	12/06/2012	004157 MINDY EWING		35.52
619290	12/06/2012	000161 GALE CENGAGE LEARNING		1,333.32
619291	12/06/2012	005226 DENNIS GOULD		56.62
619292	12/06/2012	005055 CHRISTOPHER HAMILTON		38.68
619293	12/06/2012	000243 INGRAM LIBRARY SERVICES		41,238.66
619294	12/06/2012	005158 LECTORUM PUBLICATIONS INC		34.79
619295	12/06/2012	004128 LISA MCNAMARA		29.97
619296	12/06/2012	004920 PATRICK MCVICKER		348.09
619297	12/06/2012	000352 MIDWEST TAPE	V	0.00
619298	12/06/2012	000352 MIDWEST TAPE		39,587.49
619299	12/06/2012	001941 JUDY T NELSON		104.24
619300	12/06/2012	000323 NEWS TRIBUNE		197.40
619301	12/06/2012	000367 PARTNERS WEST DISTRIBUTING		2,682.85
619302	12/06/2012	002100 ALISON PASCONE		75.80
619303	12/06/2012	000370 PIERCE COUNTY		0.74
619304	12/06/2012	000344 PROGRESSIVE BUSINESS PUBLICATI		195.50

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>
619305	12/06/2012	000377 PUGET SOUND ENERGY		6,554.39
619306	12/06/2012	001419 RANDOM HOUSE INC		357.25
619307	12/06/2012	000406 RECORDED BOOKS LLC		426.72
619308	12/06/2012	000451 SEATTLE TIMES SEATTLE PI		613.60
619309	12/06/2012	000460 STEILACOOM TOWN OF		2,725.83
619310	12/06/2012	002094 CHARLOTTE STRAIN		144.00
619311	12/06/2012	000561 THOMSON WEST GROUP		405.15
619312	12/06/2012	005373 REBECCA WEAVER		38.15
619313	12/06/2012	005443 LISA WHITEHEAD		14.80
619314	12/06/2012	004867 JOSHUA WRIGHT		332.35
619315	12/07/2012	001554 ANDREW'S FIXTURE CO INC		957.25
619316	12/07/2012	000363 ARAMARK UNIFORM SERVICES		55.03
619317	12/07/2012	004606 BEISLEY INC		16,738.20
619318	12/07/2012	005326 BIBLIOTHECA ITG LLC		4,930.80
619319	12/07/2012	005369 BIRCH ELECTRIC LLC		5,051.59
619320	12/07/2012	005077 BOOK INDUSTRY STUDY GROUP BISG		395.00
619321	12/07/2012	000895 COLUMBIA BANK		50.00
619322	12/07/2012	001467 DATA SECURITY CORP		132.50
619323	12/07/2012	001464 GREAT FLOORS COMMERCIAL SALES		841.29
619324	12/07/2012	005272 GREEN EFFECTS INC		6,159.21
619325	12/07/2012	004709 HAAKENSON GROUP INC		12,529.35
619326	12/07/2012	004726 LIBRAMATION INC		2,430.00
619327	12/07/2012	005441 LOOKER & ASSOCIATES INC		7,986.20
619328	12/07/2012	005261 MODERN DATA PRODUCTS INC		413.50
619329	12/07/2012	003985 PACIFICSOURCE ADMINISTRATORS		227.25
619330	12/07/2012	001290 REGIONAL BUILDING SVCS CORP		507.25
619331	12/07/2012	001123 RICOH BUSINESS SYSTEMS INC		221.56
619332	12/07/2012	001123 RICOH BUSINESS SYSTEMS INC		53.09
619333	12/07/2012	000534 WCP SOLUTIONS		457.19
619334	12/13/2012	002082 DALE HOUGH		15.00
619335	12/13/2012	005444 MERGENT INC		10,488.00
619336	12/13/2012	000413 PARKLAND LIGHT & WATER		796.12
619337	12/13/2012	000406 RECORDED BOOKS LLC		33,480.00
619338	12/13/2012	000541 STATE OF WASHINGTON		389.94
619339	12/14/2012	001097 ACCURATE INSTALLATION & DESIGN		1,235.07
619340	12/14/2012	005445 CALDWELL PUBLIC LIBRARY		28.00
619341	12/14/2012	000895 COLUMBIA BANK		296.60
619342	12/14/2012	001558 CREIGHTON UNIVERSITY		15.00
619343	12/14/2012	005446 DREW UNIVERSITY		75.00

Check History Listing
Pierce County Library System

Bank code: boa

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
619344	12/14/2012	001305 FIRST CHOICE BUSINESS MACHINES		287.36
619345	12/14/2012	000948 GLENDALE PUBLIC LIBRARY		7.50
619346	12/14/2012	000145 GRAPHIC SERVICES INC		77.85
619347	12/14/2012	001464 GREAT FLOORS COMMERCIAL SALES		940.84
619348	12/14/2012	001586 NORTHWEST DOOR INC		1,953.00
619349	12/14/2012	004438 RICHLAND PUBLIC LIBRARY		19.99
619350	12/14/2012	001123 RICOH BUSINESS SYSTEMS INC		10.83
619351	12/14/2012	002282 SEATTLE PUBLIC LIBRARY		38.99
619352	12/14/2012	003994 SISKIYOU COUNTY LIBRARY		5.00
619353	12/14/2012	005008 SME SOLUTIONS LLC		642.77
619354	12/14/2012	001130 SNO-ISLE REGIONAL LIBRARY		9.95
619355	12/14/2012	004018 STAPLES INC		307.88
619356	12/14/2012	000487 TACOMA RUBBER STAMP		16.96
619357	12/14/2012	003719 UNIQUE MANAGEMENT SERVICES		1,970.40
619358	12/14/2012	004022 US BANK	V	28.36
619359	12/14/2012	000635 WAYNES ROOFING INC		1,016.49
619360	12/14/2012	004022 US BANK		249,409.87
619361	12/17/2012	000830 BAKER & TAYLOR		22,632.05
619362	12/17/2012	005124 BLACK RABBIT BOOKS		219.45
619363	12/17/2012	004292 CENTER FOR THE STUDY SERVICES		1,800.00
619364	12/17/2012	003939 CREATIVE COMPANY		119.70
619365	12/17/2012	005300 DANGER ROOM COMICS LLC		1,551.02
619366	12/17/2012	000161 GALE CENGAGE LEARNING		1,847.45
619367	12/17/2012	000243 INGRAM LIBRARY SERVICES		28,213.11
619368	12/17/2012	000352 MIDWEST TAPE		20,540.88
619369	12/17/2012	000323 NEWS TRIBUNE		197.40
619370	12/17/2012	001419 RANDOM HOUSE INC		435.26
619371	12/17/2012	000406 RECORDED BOOKS LLC		1,268.52
619372	12/17/2012	000451 SEATTLE TIMES SEATTLE PI		306.80
619373	12/17/2012	001515 STANFORD SOCIAL INNOVATION		49.95
619374	12/17/2012	000572 WORLD BOOK INC		6,032.32
619375	12/18/2012	001554 ANDREW'S FIXTURE CO INC		3,914.33
619376	12/18/2012	000363 ARAMARK UNIFORM SERVICES		16.41
619377	12/18/2012	004038 ASSOCIATED BUSINESS SYSTEMS		319.64
619378	12/18/2012	000273 CARRILLO & ASSOCIATES		2,675.00
619379	12/18/2012	005447 DANCING CROWS		525.00
619380	12/18/2012	005283 E-RATE EXPERTISE INC		180.00
619381	12/18/2012	001875 LINDA ESKESEN		67.52
619382	12/18/2012	005423 GK INDUSTRIAL REFUSE SYSTEMS I		247.25

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>
619383	12/18/2012	005428 GRITTON BUILDING CO INC		32,062.40
619384	12/18/2012	001586 NORTHWEST DOOR INC		260.40
619385	12/18/2012	001681 PITNEY BOWES		9,000.00
619386	12/18/2012	001640 PRINT NW LLC		2,881.14
619387	12/18/2012	003933 QUALITY BUSINESS SYSTEMS INC		166.18
619388	12/18/2012	001419 RANDOM HOUSE INC		394.20
619389	12/18/2012	001123 RICOH BUSINESS SYSTEMS INC		1,552.29
619390	12/18/2012	001379 SENTINEL PEST CONTROL		654.30
619391	12/18/2012	001136 SPACESAVER NORTHWEST		134.14
619392	12/18/2012	000079 SUPERIOR SAW		16.75
619393	12/25/2012	001936 MARCELLA ADAMS		22.18
619394	12/25/2012	005047 PATTY AMADOR		92.13
619395	12/25/2012	005454 NATHAN BAKER		18.09
619396	12/25/2012	004129 MARIANNA BISSONNETTE		240.04
619397	12/25/2012	005453 DANA BROWNFIELD		22.37
619398	12/25/2012	003423 ALEXANDER BYRNE		10.82
619399	12/25/2012	000184 CITY TREASURER		6,006.10
619400	12/25/2012	000184 CITY TREASURER		951.96
619401	12/25/2012	004159 LORIE ERICKSON	V	167.06
619402	12/25/2012	004772 LINDA ISHEM		133.20
619403	12/25/2012	004278 KAREN JARVIS		280.29
619404	12/25/2012	001994 CLIFFORD JO		115.65
619405	12/25/2012	003761 TERRI MAY		20.54
619406	12/25/2012	001116 JJ MCCAMENT		121.54
619407	12/25/2012	001886 NEEL PARIKH		495.04
619408	12/25/2012	000377 PUGET SOUND ENERGY		1,461.12
619409	12/25/2012	003816 GRETCHEN RUSSELL		49.07
619410	12/25/2012	003497 TAMARA SAARINEN		50.18
619411	12/25/2012	005044 KATHERINE SAVAGE		26.92
619412	12/25/2012	004972 LAURA SCHMINKEY		122.10
619413	12/25/2012	004114 MEGHAN SULLIVAN		18.87
619414	12/25/2012	000463 SUMMIT WATER & SUPPLY CO		303.60
619415	12/25/2012	001930 MARGARET VENEMON		32.75
619416	12/25/2012	000525 VERIZON WIRELESS		4,984.18
619417	12/25/2012	003549 AISHA WOMACK		9.88
619418	12/20/2012	004159 LORIE ERICKSON		167.06
619419	12/20/2012	000525 VERIZON WIRELESS		357.12
619420	12/20/2012	005038 ABDO		1,053.80
619421	12/20/2012	000846 AUDIOGO		539.59

Check History Listing
Pierce County Library System

Bank code: boa

Check #	Date	Vendor	Status	Check Total
619422	12/20/2012	000830 BAKER & TAYLOR		15,788.68
619423	12/20/2012	000189 BAKER & TAYLOR ENTERTAINMENT		27.88
619424	12/20/2012	001634 BEARPORT PUBLISHING CO		1,172.62
619425	12/20/2012	000087 BLACKSTONE AUDIO BOOKS INC		607.80
619426	12/20/2012	000220 BOOK WHOLESALERS INC		66.61
619427	12/20/2012	000868 CAPSTONE PRESS INC		443.18
619428	12/20/2012	000847 CENTER POINT PUBLISHING		665.10
619429	12/20/2012	005125 CHERRY LANE PUBLISHING		831.75
619430	12/20/2012	000080 CHILD'S WORLD		1,314.80
619431	12/20/2012	005300 DANGER ROOM COMICS LLC		1,425.50
619432	12/20/2012	001210 DEARREADER.COM		900.00
619433	12/20/2012	001394 ENSLOW PUBLISHERS		167.50
619434	12/20/2012	004159 LORIE ERICKSON		163.17
619435	12/20/2012	000161 GALE CENGAGE LEARNING		2,945.33
619436	12/20/2012	004109 INFOBASE PUBLISHING		210.00
619437	12/20/2012	000243 INGRAM LIBRARY SERVICES		7,948.41
619438	12/20/2012	000352 MIDWEST TAPE	V	0.00
619439	12/20/2012	000352 MIDWEST TAPE	V	0.00
619440	12/20/2012	000352 MIDWEST TAPE		60,651.50
619441	12/20/2012	000323 NEWS TRIBUNE		394.80
619442	12/20/2012	001761 READ THE BOOKS		2,570.00
619443	12/20/2012	000406 RECORDED BOOKS LLC		304.68
619444	12/20/2012	004359 TRI-CITY HERALD		137.28
619445	12/20/2012	001932 LYNNE ZEIHNER		34.53
619446	12/21/2012	003778 AFLAC		3,140.41
619447	12/21/2012	000828 AFSCME AFL-CIO		5,254.40
619448	12/21/2012	001578 COLONIAL SUPPLEMENTAL INSURANC		1,215.52
619449	12/21/2012	003311 DEPARTMENT OF LABOR & INDUSTRI		9,898.64
619450	12/21/2012	000898 DEPARTMENT OF RETIREMENT SYSTE		10,454.16
619451	12/21/2012	004019 GRIMM COLLECTIONS		539.22
619452	12/21/2012	000825 ING-VC3371		1,415.00
619453	12/21/2012	003985 PACIFICSOURCE ADMINISTRATORS		2,042.34
619454	12/21/2012	001181 PIERCE CTY LIBRARY FOUNDATION		256.11
619455	12/21/2012	004276 STATE CENTRAL COLLECTION UNIT		151.67
619456	12/21/2012	000823 UNITED WAY		123.50
619457	12/21/2012	004782 US DEPARTMENT OF EDUCATION		166.17
619458	12/21/2012	000827 WA STATE- DEPT OF RETIREMENT S		62,043.37
619459	12/21/2012	000881 WASHINGTON STATE SUPPORT REGIS		422.50
619460	12/21/2012	001792 BUCKLEY CHAMBER OF COMMERCE		55.00

Check History Listing
Pierce County Library System

Bank code: boa

Check #	Date	Vendor	Status	Check Total
619461	12/21/2012	003745 ROBIN CLAUSEN		43.80
619462	12/21/2012	000895 COLUMBIA BANK		1,687.50
619463	12/21/2012	001512 DAILY JOURNAL OF COMMERCE		88.15
619464	12/21/2012	001875 LINDA ESKESEN		60.03
619465	12/21/2012	004709 HAAKENSON GROUP INC		626.82
619466	12/21/2012	005157 LOVSTED WORTHINGTON LLC		80,770.86
619467	12/21/2012	001239 OPTO INTERNATIONAL INC		291.00
619468	12/21/2012	000857 PIERCE COUNTY RECYCLING		28.36
619469	12/21/2012	005451 ROBERT ROSE		656.40
619470	12/21/2012	001379 SENTINEL PEST CONTROL		54.70
619471	12/21/2012	004397 SHKS ARCHITECTS PS INC		8,014.72
619472	12/21/2012	005008 SME SOLUTIONS LLC		593.83
619473	12/21/2012	000534 WCP SOLUTIONS		309.76
619474	12/28/2012	000830 BAKER & TAYLOR		9,940.00
619475	12/28/2012	004445 DOROTHY BARELLI		33.42
619476	12/28/2012	000184 CITY TREASURER		1,154.49
619477	12/28/2012	003684 JANIS HAWKES		79.92
619478	12/28/2012	005362 INDEPENDENT PUBLISHERS GROUP		220.97
619479	12/28/2012	000243 INGRAM LIBRARY SERVICES		13,496.28
619480	12/28/2012	000352 MIDWEST TAPE		13,607.26
619481	12/28/2012	000367 PARTNERS WEST DISTRIBUTING		3,605.37
619482	12/28/2012	000897 PROQUEST INFORMATION & LEARNIN		14,980.00
619483	12/28/2012	005463 ROURKE EDUCATIONAL MEDIA		470.47
619484	12/28/2012	000506 UNIVERSITY PLACE REFUSE SERVIC		160.53
619485	12/28/2012	003938 BINW		1,368.54
619486	12/28/2012	005210 CARSON BLOCK LLC		11,400.00
619487	12/28/2012	003727 CHILI FRESH ENTERPRISES INC		4,875.00
619488	12/28/2012	004674 MCHUGH MANAGEMENT CONSULTING		27,530.00
619489	12/28/2012	000374 POSTMASTER		450.00
619490	12/28/2012	005464 RAMERMAN LAW OFFICE PLLC		1,000.00
619491	12/28/2012	000827 WA STATE- DEPT OF RETIREMENT S		34.21
619492	12/31/2012	004022 US BANK		154,998.46
619493	12/31/2012	004022 US BANK		42,335.72

boa Total: 1,337,896.96

227 checks in this report

Total Checks: 1,337,896.96

OFFICERS REPORT

M E M O

Date: December 28, 2012

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

From: Georgia Lomax, Deputy Director

Subject: November Dashboard

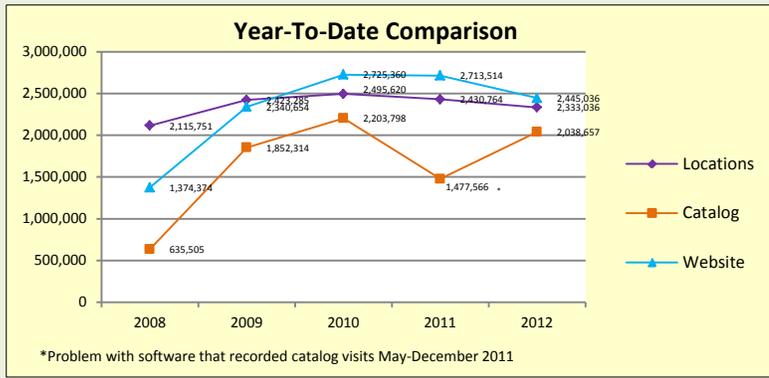
Attached is the November dashboard, which reflects some fine tuning based on discussion at last month's Board meeting.

I am also attaching definitions for the measurements on the year-to-date comparison charts and on the monthly table for each category.

During the next meeting I'll answer any questions or hear further adjustments you'd like me to make to the dashboard. Once the tool is finalized it will be included in your monthly packet in the Officer's Report section.

CUSTOMER SERVICE/PHILANTHROPY DASHBOARD - NOVEMBER

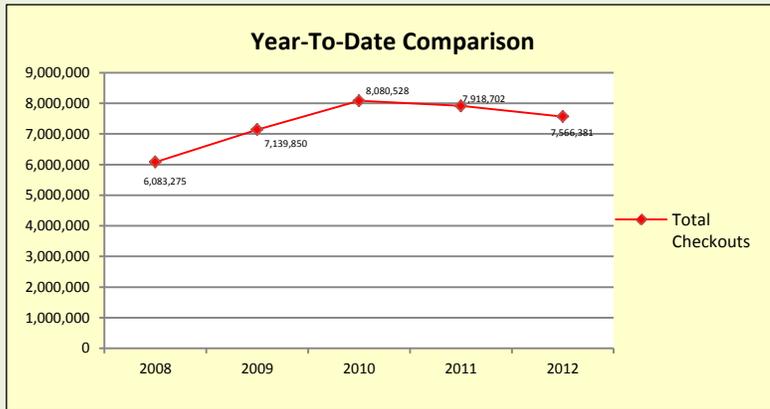
VISITS



	November		% Change
	2011	2012	
Door Count	204,318	192,784	-5.65%
Catalog	78,541	176,995	125.35%
Website	216,960	206,800	-4.68%
Job & Business Portal	1,605	914	-43.05%
Military Portal*	0	142	NA
Total	501,424	577,635	15.20%

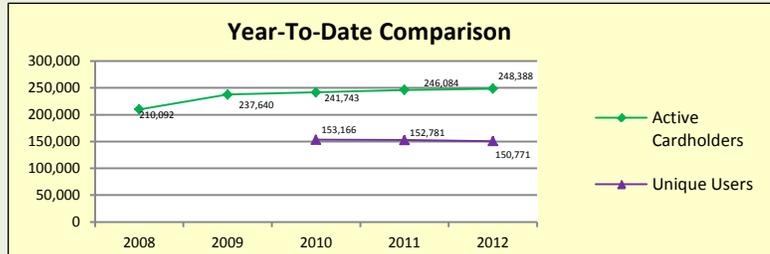
*Launched March 2012

CHECKOUTS



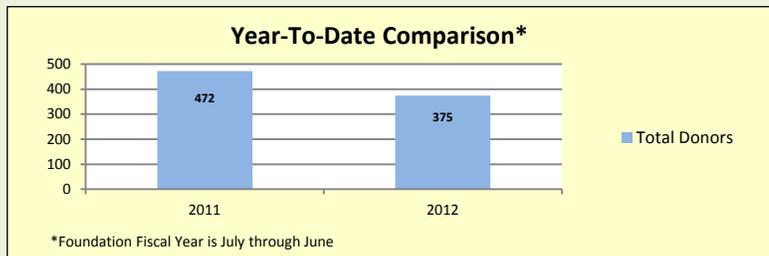
	November		% Change
	2011	2012	
Checkouts	693,655	625,010	-9.90%
eBook Downloads	36,585	45,806	25.20%
Total	730,240	670,816	-8.14%

CUSTOMERS



	November		% Change
	2011	2012	
Active Cardholders	246,084	248,388	0.94%
New Cards	4,209	3,570	-15.18%
Checkout Transactions	107,037	96,405	-9.93%
Unique Users	49,348	45,300	-8.20%

PHILANTHROPY



	November		% Change
	2011	2012	
Foundation Donors	344	223	-35.17%
New Foundation Donors	232	88	-62.07%
\$ Raised by Foundation	\$29,382	\$21,544	-26.68%
\$ Provided by Friends	\$0	\$2,255	#DIV/0!

BRANCH CLOSURES

2011	
Sumner*	1/1-7/31 (212 Days)
Milton	1/1-1/12 (12 Days)
UP	1/1-2/6 (37 Days)
Lakewood	8/22-9/5 (14 Days)
Gig Harbor	10/12-10/31 (19 Days)
Parkland	12/5-12/8 (4 Days)

*Impacted by major road construction
August 2010-July 2011

2012	
Snow Closures	1/17-1/23 (7 Days)
Bonney Lk	2/13-2/26 (13 Days)
Graham	3/21-4/5 (15 Days)
South Hill	4/9-5/6 (27 Days)
Tillicum	7/3-8/5 (33 Days)
Sumner	7/30-9/3 (35 Days)
Summit	9/17-9/30 (13 Days)
Steilacoom	10/17-11/14 (28 Days)
Bookmobile Svc. Ended	11/11
Key Center	11/14-2/3/13 (81 Days)

Dashboard – definitions (12/2012)

- **Visit = A customer entering a building or the catalog or the website**

Year-to-date comparison

Door Count – # of individuals entering all branches + estimate of bookmobile visits based on checkout sessions (no door counters)

Catalog -- # of visits directly to the Polaris catalog from both external and internal IP addresses

Website – Total of: website + Job and Business portal + Military portal (as defined below)

Monthly

Door Count – # of individuals entering all branches + estimate of bookmobile visits based on checkout sessions (no door counters)

Catalog -- # of visits directly to the Polaris catalog from both external and internal IP addresses

Website -- # of visits to the Library's webpage from both internal and external IP addresses. Does not include job & business portal, military portal or catalog visits

Job & Business Portal -- # of visits to the job & business portal from any address

Military Portal -- # of visits to the military portal from any address

Total – Total of: door count + catalog + website + job & business portal + military portal

- **Checkout = An item in any format that is borrowed from the Library**

Year-to-date comparison

Total Checkouts – Total of: checkouts + eBook downloads as defined below

Monthly

Checkouts – # of all items in any physical format that are checked out or renewed

EBook Downloads – # of items in any electronic format, including books, audio books and music, that are checked out or renewed. Does not include database use

Total – Total of: checkouts + eBook downloads

- **Customer = An individual that uses the services or resources of the Library**

Year-to-date comparison

Active Cardholders – # of individuals that have used their library cards within the last 2 years. (Inactive cards are purged twice a year.)

Unique Users – # of customers that have used their library card at least once in a designated time period to borrow or renew materials, regardless of the number of items borrowed. (A customer borrowing 2 books on 4 separate occasions is counted as “1”.)

Monthly

Active Cardholders – # of individuals that have used their library cards within the last 2 years. (Inactive cards are purged twice a year.) Includes new cards

New Cards -- # of library cards issued to new customers

Checkout Transactions – # of sessions in which any number of items are borrowed or renewed. A session begins when a library card number is entered and ends when the transaction is closed with an exit, or a new library card number is entered. (A customer borrowing 2 books on 4 separate occasions is counted as “4” checkout transactions.) Does not include eBook transactions

Unique Users – # of customers that have used their library card at least once in a designated time period to borrow or renew materials, regardless of the number of items borrowed. (A customer borrowing 2 books on 4 separate occasions is counted as “1” unique user.) Does not include eBook transactions

- **Philanthropy = A voluntary, financial gift given to support and benefit the Library and its service to the community**

Year-to-date comparison

Total Donors – total # of individuals, organizations or businesses that have donated to the Pierce County Library Foundation. Includes both new and returning donors

Monthly

Foundation Donors – # of individuals, organizations or businesses that have donated to the Pierce County Library Foundation. Includes both new and returning donors

New Foundation Donors – # of individuals, organizations or businesses that are donating to the Pierce County Library Foundation for the first time

\$ Raised by Foundation – Amount of money received from donors to the Pierce County Library Foundation

\$ Raised by Friends – Amount of money given or spent by branch Friends of the Library groups to support or provide library activities, including programs, events, equipment, furniture, etc.

Monthly Financial Report December 2012 – Interim

Due to time constraints, this report was prepared on December 27, 2012, prior to the close of the month and the year. FY 2012 will not officially be closed until May 2013, when we file the State Auditor's Annual Report. We will provide interim reports noting any significant changes until we are closed.

Further, December property tax revenue data was not available from Pierce County when this report was created.

Pierce County Library System
Statement of Financial Position
December 27, 2012
All Funds



	General Fund	Debt Service Fund	Capital Improvement Projects Fund
Assets			
Current Assets - Cash			
Cash	\$ 10,890,208	\$ 83,432	\$ 2,728,980
Investments	\$ -	\$ -	\$ -
Total Cash	\$ 10,890,208	\$ 83,432	\$ 2,728,980
Total Current Assets	<u>\$ 10,890,208</u>	<u>\$ 83,432</u>	<u>\$ 2,728,980</u>
 Liabilities and Fund Balance			
Current Liabilities			
Warrants Payable	\$ 88,488	\$ -	\$ 20,706
Sales Tax Payable	\$ 5,461	\$ -	\$ -
Payroll Taxes and Benefits Payable	\$ 79,613	\$ -	\$ -
Total Current Liabilities	\$ 173,562	\$ -	\$ 20,706
 Fund Balance			
Reserve for Encumbrances	\$ 310,282	\$ -	\$ 626,345
Net Excess (Deficit)	\$ 1,792,075	\$ 99	\$ 462,194
Unreserved Fund Balance	\$ 8,614,289	\$ 83,333	\$ 1,619,736
Total Fund Balance	<u>\$ 10,716,646</u>	<u>\$ 83,432</u>	<u>\$ 2,708,275</u>
Total Liabilities and Fund Balance	<u>\$ 10,890,208</u>	<u>\$ 83,432</u>	<u>\$ 2,728,980</u>
2012 Anticipated Property Tax Revenue	\$ 1,537,464	\$ 39	\$ -

Pierce County Library System
Comparative Statement of Financial Position
General Fund - by Month updated
(as of the listed date of the reported month)

	01/31/12	02/29/12	03/31/12	04/30/12	05/31/12	06/30/12
Assets						
Current Assets - Cash						
Cash	\$ 7,389,364	\$ 1,677,404	\$ 3,429,525	\$ 11,555,768	\$ 2,743,367	\$ 1,483,735
Investments	\$ -	\$ 4,100,000	\$ 1,200,000	\$ 880,000	\$ 10,532,500	\$ 9,750,000
Total Cash	\$ 7,389,364	\$ 5,777,404	\$ 4,629,525	\$ 12,435,768	\$ 13,275,867	\$ 11,233,735
Total Current Assets	\$ 7,389,364	\$ 5,777,404	\$ 4,629,525	\$ 12,435,768	\$ 13,275,867	\$ 11,233,735
Liabilities and Fund Balance						
Current Liabilities						
Warrants Payable	\$ 7,334	\$ 358,212	\$ 189,308	\$ 190,309	\$ 340,963	\$ 179,046
Sales Tax Payable	\$ 30	\$ 2,689	\$ 8,764	\$ 5,862	\$ 4,448	\$ 4,286
Payroll Taxes and Benefits Payable	\$ 393,749	\$ 141,976	\$ 127,906	\$ 128,669	\$ 78,529	\$ 79,592
Total Current Liabilities	\$ 401,113	\$ 502,876	\$ 325,978	\$ 324,840	\$ 423,940	\$ 262,924
Fund Balance						
Reserve for Encumbrances	\$ 427,015	\$ 453,758	\$ 465,779	\$ 426,323	\$ 600,483	\$ 491,649
Net Excess (Deficit)	\$ (2,053,052)	\$ (3,793,519)	\$ (4,776,522)	\$ 3,070,316	\$ 3,637,155	\$ 1,864,874
Unreserved Fund Balance	\$ 8,614,289	\$ 8,614,289	\$ 8,614,289	\$ 8,614,289	\$ 8,614,289	\$ 8,614,289
Total Fund Balance	\$ 6,988,252	\$ 5,274,528	\$ 4,303,547	\$ 12,110,928	\$ 12,851,927	\$ 10,970,811
Total Liabilities and Fund Balance	\$ 7,389,364	\$ 5,777,404	\$ 4,629,525	\$ 12,435,768	\$ 13,275,867	\$ 11,233,735
2012 Anticipated Property Tax Revenue	\$ 27,406,898	\$ 26,986,729	\$ 26,051,915	\$ 16,326,222	\$ 13,681,240	\$ 13,538,899

	07/31/12	08/31/12	09/30/12	10/31/12	11/30/12	12/27/12 INTERIM
Assets						
Current Assets - Cash						
Cash	\$ 9,476,776	\$ 1,724,696	\$ 2,028,205	\$ 10,666,037	\$ 2,577,734	\$ 10,890,208
Investments	\$ -	\$ 5,993,116	\$ 4,200,000	\$ 2,764,114	\$ 11,123,000	\$ -
Total Cash	\$ 9,476,776	\$ 7,717,812	\$ 6,228,205	\$ 13,430,151	\$ 13,700,734	\$ 10,890,208
Total Current Assets	\$ 9,476,776	\$ 7,717,812	\$ 6,228,205	\$ 13,430,151	\$ 13,700,734	\$ 10,890,208
Liabilities and Fund Balance						
Current Liabilities						
Warrants Payable	\$ 228,697	\$ 363,835	\$ 53,258	\$ 297,219	\$ 304,100	\$ 88,488
Sales Tax Payable	\$ 4,034	\$ 4,884	\$ 4,927	\$ 7,019	\$ 4,142	\$ 5,461
Payroll Taxes and Benefits Payable	\$ 78,309	\$ 77,878	\$ 76,307	\$ 75,004	\$ 75,955	\$ 79,613
Total Current Liabilities	\$ 311,040	\$ 446,597	\$ 134,492	\$ 379,241	\$ 384,197	\$ 173,562
Fund Balance						
Reserve for Encumbrances	\$ 418,817	\$ 320,503	\$ 320,034	\$ 278,192	\$ 267,586	\$ 310,282
Net Excess (Deficit)	\$ 132,629	\$ (1,663,577)	\$ (2,840,610)	\$ 4,158,429	\$ 4,434,662	\$ 1,792,075
Unreserved Fund Balance	\$ 8,614,289	\$ 8,614,289	\$ 8,614,289	\$ 8,614,289	\$ 8,614,289	\$ 8,614,289
Total Fund Balance	\$ 9,165,735	\$ 7,271,215	\$ 6,093,713	\$ 13,050,910	\$ 13,316,537	\$ 10,716,646
Total Liabilities and Fund Balance	\$ 9,476,776	\$ 7,717,812	\$ 6,228,205	\$ 13,430,151	\$ 13,700,734	\$ 10,890,208
Total Liabilities and Fund Balance	\$ 13,421,521	\$ 13,278,800	\$ 12,847,984	\$ 3,712,600	\$ 1,537,464	\$ 1,537,464

PIERCE COUNTY LIBRARY SYSTEM
Interim Statement of Revenue and Expenditures
Year to Date through December 27, 2012
no pre-encumbrances

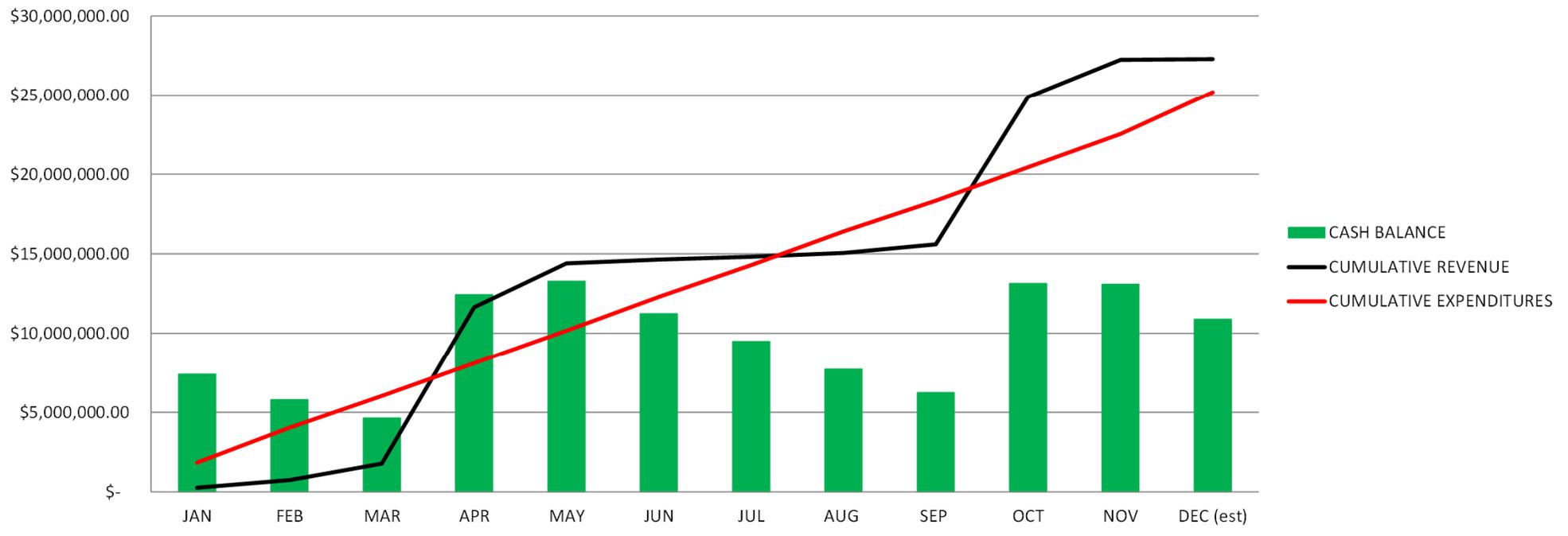


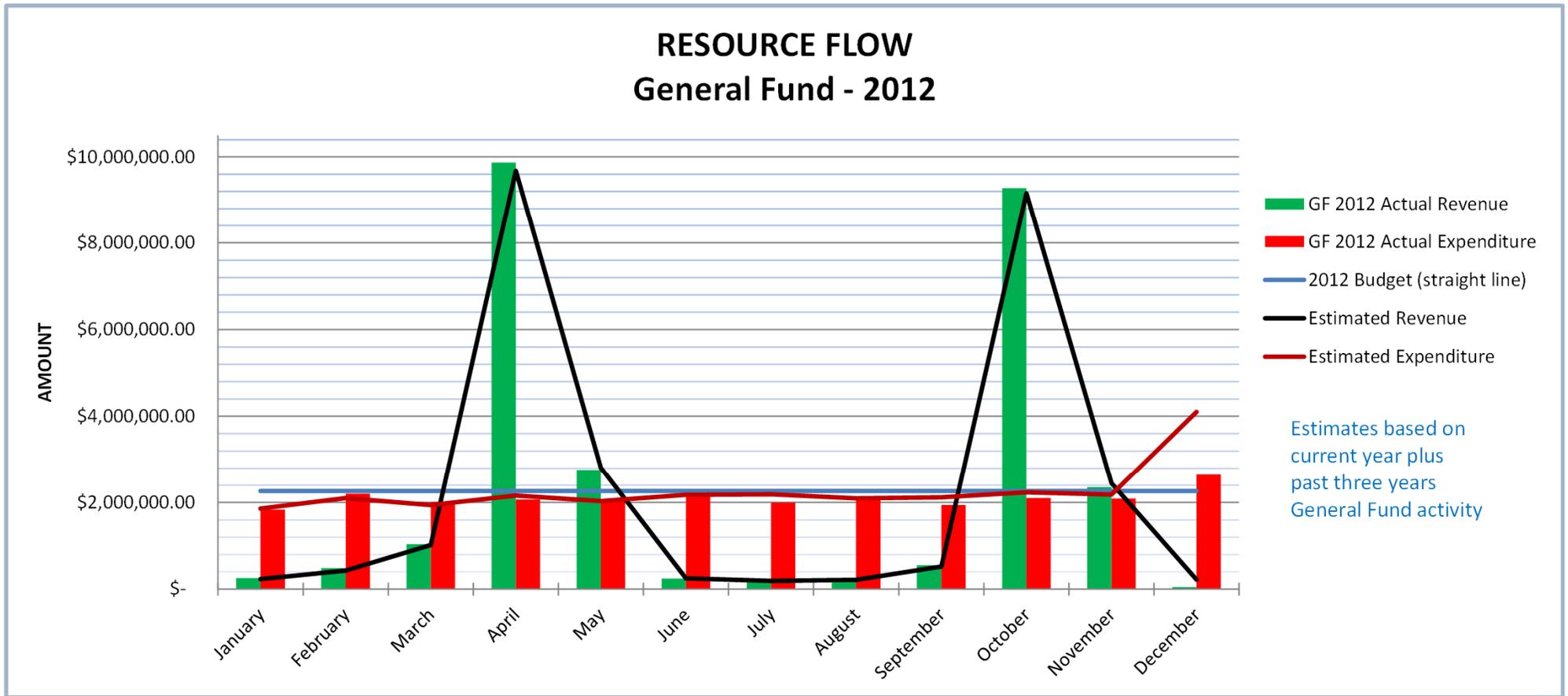
<u>General Fund</u>	<u>2012 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% Expended</u>
Revenue					
Property Tax/Investment Income & Other PC Revenue	\$ 26,119,495	\$ 26,113,432	\$ -	\$ 6,063	100%
Other Revenue	\$ 1,032,600	\$ 1,168,268	\$ -	\$ (135,668)	113%
Total Revenue	\$ 27,152,095	\$ 27,281,700	\$ -	\$ (129,605)	100%
Expenditures					
Personnel/Taxes and Benefits	\$ 18,248,749	\$ 17,700,406	\$ -	\$ 548,343	97%
Materials	\$ 4,345,144	\$ 3,500,776	\$ -	\$ 844,368	81%
Maintenance and Operations	\$ 3,743,639	\$ 3,163,598	\$ 310,282	\$ 269,759	93%
Transfers Out	\$ 814,563	\$ 814,563	\$ -	\$ -	100%
Total Expenditures	\$ 27,152,095	\$ 25,179,343	\$ 310,282	\$ 1,662,470	94%
Excess/(Deficit)		\$ 2,102,357			
(less encumbrances)		310,282			
Net Excess (Deficit)		\$ 1,792,075			

<u>Debt Service Fund</u>	<u>2012 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% Expended</u>
Revenue					
Property Tax/Investment Income & Other PC Revenue	\$ -	\$ 99	\$ -	\$ (99)	0%
Other Revenue	\$ -	\$ -	\$ -	\$ -	0%
Total Revenue	\$ -	\$ 99	\$ -	\$ (99)	0%
Expenditures					
	\$ -	\$ -	\$ -	\$ -	0%
Excess/(Deficit)		\$ 99			

<u>Capital Improvement Projects</u>	<u>2012 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% Expended</u>
<u>Fund</u>					
Revenue					
Use of Fund Balance	\$ 1,630,997	\$ 1,630,997	\$ -	\$ -	100%
Other Revenue	\$ -	\$ 498,383	\$ -	\$ (498,383)	0%
Transfers In	\$ 814,563	\$ 814,563	\$ -	\$ -	100%
Total Revenue	\$ 2,445,560	\$ 2,943,943	\$ -	\$ (498,383)	120%
Expenditures					
Maintenance and Operations	\$ 2,445,560	\$ 1,855,404	\$ 626,345	\$ (36,189)	101%
Total Expenditures	\$ 2,445,560	\$ 1,855,404	\$ 626,345	\$ (36,189)	101%
Excess/(Deficit)		\$ 1,088,539			
(less encumbrances)		626,345			
Net Excess (Deficit)		\$ 462,194			

CUMULATIVE GENERAL FUND REVENUE AND EXPENDITURE Including Cash Flow Projection 2012





Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 12/31/2012

FUND: GENERAL FUND (01)

Object	2012 Budget	December Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
REVENUE ACCOUNTS						
31111 PROPERTY TAXES CURRENT	25,039,899.00	0.00	25,174,433.14	0.00	(134,534.14)	100.5
31112 PROPERTY TAXES DELINQUENT	1,001,596.00	0.00	826,009.42	0.00	175,586.58	82.5
31130 SALE OF TAX TITLE PROPERTY	3,000.00	0.00	50.63	0.00	2,949.37	1.7
31210 PRIVATE HARVEST TAX	50,000.00	0.00	70,351.79	0.00	(20,351.79)	140.7
31720 LEASEHOLD EXCISE TAX	15,000.00	0.00	15,293.50	0.00	(293.50)	102.0
TAXES:	26,109,495.00	0.00	26,086,138.48	0.00	23,356.52	99.9
33533 STATE FOREST FUNDS	0.00	0.00	3,471.13	0.00	(3,471.13)	0.0
33872 CONTRACTS FEES - CITIES	3,900.00	0.00	3,240.00	0.00	660.00	83.1
33890 GOVERNMENTAL GRANTS	0.00	0.00	7,500.00	0.00	(7,500.00)	0.0
34160 COPIER FEES	23,000.00	1,471.30	25,187.25	0.00	(2,187.25)	109.5
34161 GRAPHICS SERVICES CHARGES	5,000.00	3,447.79	9,244.22	0.00	(4,244.22)	184.9
34162 PRINTER FEES	60,000.00	3,864.99	65,758.64	0.00	(5,758.64)	109.6
34730 INTERLIBRARY LOAN FEES	0.00	0.00	209.62	0.00	(209.62)	0.0
35970 LIBRARY FINES	615,000.00	33,652.71	581,510.66	0.00	33,489.34	94.6
36110 INVESTMENT INCOME	5,000.00	0.00	8,927.54	0.00	(3,927.54)	178.6
36111 INTEREST - STATE FOREST FUND	0.00	0.00	1.87	0.00	(1.87)	0.0
36190 OTHER INTEREST EARNINGS	0.00	0.48	7.16	0.00	(7.16)	0.0
36200 KEY PEN HLTH DEPT FACILITY REV	2,000.00	0.00	1,774.59	0.00	225.41	88.7
36700 FOUNDATION DONATIONS	150,000.00	0.00	126,237.10	0.00	23,762.90	84.2
36720 FRIENDS' REIMBURSEMENTS	17,000.00	0.00	31,881.02	0.00	(14,881.02)	187.5
36725 DONATIONS - OTHER	2,000.00	300.55	6,362.13	0.00	(4,362.13)	318.1
36910 SALE OF SCRAP AND SALVAGE	0.00	0.00	1,504.08	0.00	(1,504.08)	0.0
36920 BOOK SALE REVENUE	15,000.00	6.50	14,068.54	0.00	931.46	93.8
36990 MISCELLANEOUS REVENUE	21,000.00	1,400.42	35,762.77	0.00	(14,762.77)	170.3
36991 PAYMENT FOR LOST MATERIALS	15,000.00	953.97	14,686.48	0.00	313.52	97.9
36994 UNCLAIMED PROPERTY	0.00	19.78	152.99	0.00	(152.99)	0.0
36995 COLLECTION AGENCY REVENUE	1,000.00	90.00	1,354.72	0.00	(354.72)	135.5
36996 JURY DUTY REIMBURSEMENT	0.00	0.00	191.00	0.00	(191.00)	0.0
36997 PRIOR YEAR'S REFUNDS	9,700.00	0.00	44,855.73	0.00	(35,155.73)	462.4
36998 E RATE REIMBURSEMENT	71,000.00	0.00	160,451.03	0.00	(89,451.03)	226.0
36999 REBATES - PROCUREMENT CARD	22,000.00	0.00	26,098.88	0.00	(4,098.88)	118.6
CHARGES OTHER:	1,037,600.00	45,208.49	1,170,439.15	0.00	(132,839.15)	112.8
39510 SALE OF FIXED ASSETS	5,000.00	0.00	14,892.98	0.00	(9,892.98)	297.9
39520 INSURANCE RECOVERIES - CAPITAL ASSE	0.00	0.00	10,229.00	0.00	(10,229.00)	0.0
TOTAL FOR REVENUE ACCOUNTS	27,152,095.00	45,208.49	27,281,699.61	0.00	(129,604.61)	100.5
EXPENSE ACCOUNTS						
51100 SALARIES AND WAGES	13,120,731.00	1,029,226.44	12,739,804.70	0.00	380,926.30	97.1
51105 ADDITIONAL HOURS	219,732.00	18,468.89	234,073.57	0.00	(14,341.57)	106.5
51106 SHIFT DIFFERENTIAL	155,888.00	10,257.88	134,392.53	0.00	21,495.47	86.2
51107 SUBSTITUTE HOURS	279,550.00	27,683.10	299,156.68	0.00	(19,606.68)	107.0
51109 TUITION ASSISTANCE PROGRAM	5,300.00	0.00	5,260.49	0.00	39.51	99.3
51200 OVERTIME WAGES	12,500.00	245.39	9,099.32	0.00	3,400.68	72.8
51999 ADJ WAGE/SALARY TO MATCH PLAN	(281,613.00)	0.00	0.00	0.00	(281,613.00)	0.0
52001 INDUSTRIAL INSURANCE	167,508.00	13,318.60	168,601.42	0.00	(1,093.42)	100.7
52002 MEDICAL INSURANCE	2,223,925.00	151,034.33	1,915,136.04	0.00	308,788.96	86.1
52003 F.I.C.A.	1,057,572.00	79,425.92	990,180.20	0.00	67,391.80	93.6

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 12/31/2012

FUND: GENERAL FUND (01)

Object	2012 Budget	December Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
EXPENSE ACCOUNTS						
52004 RETIREMENT	1,075,842.00	73,563.71	907,639.63	0.00	168,202.37	84.4
52005 DENTAL INSURANCE	231,700.00	17,105.17	214,822.02	0.00	16,877.98	92.7
52006 OTHER BENEFIT	9,580.00	800.00	15,738.02	0.00	(6,158.02)	164.3
52010 LIFE AND DISABILITY INSURANCE	19,544.00	1,983.96	14,374.54	0.00	5,169.46	73.5
52020 UNEMPLOYMENT COMPENSATION	41,500.00	0.00	52,127.11	0.00	(10,627.11)	125.6
52200 UNIFORMS	300.00	0.00	0.00	0.00	300.00	0.0
52999 ADJ BENEFITS TO MATCH PLAN	(90,810.00)	0.00	0.00	0.00	(90,810.00)	0.0
PERSONNEL	18,248,749.00	1,423,113.39	17,700,406.27	0.00	548,342.73	97.0
53100 OFFICE/OPERATING SUPPLIES	172,960.00	2,787.37	188,317.70	9,164.28	(24,521.98)	114.2
53101 CUSTODIAL SUPPLIES	41,000.00	0.00	47,805.92	0.00	(6,805.92)	116.6
53102 MAINTENANCE SUPPLIES	40,000.00	0.00	44,727.26	0.00	(4,727.26)	111.8
53103 AUDIOVISUAL PROCESSING SUP	25,000.00	2,658.42	30,848.97	0.00	(5,848.97)	123.4
53104 BOOK PROCESSING SUPPLIES	22,000.00	0.00	13,526.60	0.00	8,473.40	61.5
53200 FUEL	55,000.00	0.00	46,469.91	0.00	8,530.09	84.5
53401 ADULT MATERIALS	1,043,174.00	38,713.00	801,162.22	0.00	242,011.78	76.8
53402 SERIALS	20,000.00	657.48	15,798.40	0.00	4,201.60	79.0
53403 PERIODICALS	120,000.00	1,036.28	62,714.54	0.00	57,285.46	52.3
53405 JUVENILE BOOKS	540,000.00	35,518.28	527,915.84	0.00	12,084.16	97.8
53406 PROFESSIONAL COLLECTION	25,000.00	181.25	22,094.32	0.00	2,905.68	88.4
53407 INTERNATIONAL COLLECTION	110,000.00	76.15	75,198.00	0.00	34,802.00	68.4
53408 AUDIOVISUAL MATERIALS - ADULT	1,189,507.00	67,975.19	1,019,308.84	0.00	170,198.16	85.7
53409 AUDIOVISUAL MATERIALS - JUV	130,000.00	8,159.41	80,688.56	0.00	49,311.44	62.1
53410 REFERENCE MATERIALS	0.00	0.00	345.00	0.00	(345.00)	0.0
53411 ELECTRONIC INFO SOURCES	200,000.00	12,288.00	227,467.24	0.00	(27,467.24)	113.7
53412 REFERENCE SERIALS	45,000.00	6,337.29	25,674.58	0.00	19,325.42	57.1
53413 ELECTRONIC SERVICES	255,000.00	37,303.58	131,025.71	0.00	123,974.29	51.4
53414 ELECTRONIC COLLECTION	446,654.00	0.00	270,256.44	0.00	176,397.56	60.5
53464 VENDOR PROCESSING SERVICES	190,000.00	12,291.26	204,908.34	0.00	(14,908.34)	107.8
53490 COLLECTION PROJECTS	30,809.00	0.00	33,863.84	0.00	(3,054.84)	109.9
53499 GIFTS - MATERIALS	0.00	47.85	2,353.85	0.00	(2,353.85)	0.0
53500 MINOR EQUIPMENT	13,500.00	318.35	9,348.32	368.31	3,783.37	72.0
53501 FURNISHINGS	50,000.00	3,365.10	62,352.30	27,297.87	(39,650.17)	179.3
53502 IT HARDWARE	196,200.00	0.00	219,626.64	0.00	(23,426.64)	111.9
53503 PRINTERS	20,000.00	0.00	1,627.96	0.00	18,372.04	8.1
53505 SOFTWARE	65,736.00	0.00	72,757.26	0.00	(7,021.26)	110.7
54100 PROFESSIONAL SERVICES	412,613.00	6,471.74	284,291.73	41,876.52	86,444.75	79.0
54101 LEGAL SERVICES	50,000.00	0.00	128,569.95	0.00	(78,569.95)	257.1
54102 COLLECTION AGENCY	28,200.00	1,970.40	28,836.36	0.00	(636.36)	102.3
54161 RESOURCE SHARING SERVICES	25,000.00	20.00	16,183.47	0.00	8,816.53	64.7
54162 BIBLIOGRAPHICS SERVICES	40,000.00	395.00	25,191.86	0.00	14,808.14	63.0
54163 PRINTING AND BINDING	2,000.00	0.00	2,023.13	0.00	(23.13)	101.2
54165 ILL LOST ITEM CHARGE	3,000.00	147.43	2,198.50	0.00	801.50	73.3
54200 POSTAGE	45,000.00	9,000.00	44,328.63	0.00	671.37	98.5
54201 TELEPHONE/DATA LINES	128,800.00	5,731.24	312,414.66	0.00	(183,614.66)	242.6
54300 TRAVEL	29,950.00	387.54	27,774.44	0.00	2,175.56	92.7
54301 MILEAGE REIMBURSEMENTS	28,850.00	2,237.74	29,007.85	0.00	(157.85)	100.5
54400 ADVERTISING	31,256.00	0.00	23,905.38	0.00	7,350.62	76.5

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 12/31/2012

FUND: GENERAL FUND (01)

Object	2012 Budget	December Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
EXPENSE ACCOUNTS						
54501 RENTALS/LEASES - BUILDINGS	201,400.00	0.00	88,923.12	20,573.36	91,903.52	54.4
54502 RENTAL/LEASE - EQUIPMENT	69,300.00	2,159.29	38,809.29	3,443.85	27,046.86	61.0
54600 INSURANCE	156,000.00	80,770.86	52,179.27	0.00	103,820.73	33.4
54700 ELECTRICITY	220,000.00	15,468.07	235,195.88	0.00	(15,195.88)	106.9
54701 NATURAL GAS	18,000.00	284.75	14,739.64	0.00	3,260.36	81.9
54702 WATER	25,500.00	1,293.90	30,265.01	0.00	(4,765.01)	118.7
54703 SEWER	23,500.00	379.32	24,118.90	0.00	(618.90)	102.6
54704 REFUSE	22,500.00	75.92	23,378.07	0.00	(878.07)	103.9
54800 GENERAL REPAIRS/MAINTENANCE	194,140.00	20,958.55	287,190.93	13,507.70	(106,558.63)	154.9
54801 CONTRACTED MAINTENANCE	686,900.00	-16,334.38	548,399.32	165,291.27	(26,790.59)	103.9
54803 MAINT. TELECOM EQUIPMENT	32,000.00	32,867.00	33,011.41	21,031.67	(22,043.08)	168.9
54900 REGISTRATIONS	35,675.00	0.00	18,476.15	7,602.25	9,596.60	73.1
54901 DUES AND MEMBERSHIPS	30,740.00	55.00	32,776.00	125.00	(2,161.00)	107.0
54902 TAXES AND ASSESSMENTS	29,000.00	0.00	27,892.63	0.00	1,107.37	96.2
54903 LICENSES AND FEES	30,480.00	2,397.63	25,813.67	0.00	4,666.33	84.7
54904 MISCELLANEOUS	900.00	31.65	2,413.41	0.00	(1,513.41)	268.2
54905 EVENT REGISTRATION	288.00	0.00	1,122.00	0.00	(834.00)	389.6
54906 INTERNAL TRAINING	0.00	0.00	4,975.00	0.00	(4,975.00)	0.0
54914 UNALLOCATED MID YR SAVINGS	440,401.00	0.00	0.00	0.00	440,401.00	0.0
55100 INTERGOVERNMENTAL	850.00	0.00	843.14	0.00	6.86	99.2
56400 MACHINERY & EQUIPMENT	0.00	10,940.00	10,940.00	0.00	(10,940.00)	0.0
59700 TRANSFERS OUT	814,563.00	814,563.00	814,563.00	0.00	0.00	100.0
ALL OTHER EXPENSES	8,903,346.00	1,221,985.91	7,478,936.36	310,282.08	1,114,127.56	87.5
TOTAL FOR EXPENSE ACCOUNTS	27,152,095.00	2,645,099.30	25,179,342.63	310,282.08	1,662,470.29	93.9
NET SURPLUS / DEFICIT	0.00	(2,599,890.81)	2,102,356.98	(310,282.08)	(1,792,074.90)	0.0

FUND: SPECIAL PURPOSE FUND (10)

Object	2012 Budget	December Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
EXPENSE ACCOUNTS						
ALL OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.0
TOTAL FOR EXPENSE ACCOUNTS	0.00	0.00	0.00	0.00	0.00	0.0
NET SURPLUS / DEFICIT	0.00	0.00	0.00	0.00	0.00	0.0

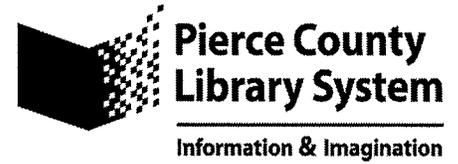
FUND: DEBT SERVICE FUND (20)

Object	2012 Budget	December Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
REVENUE ACCOUNTS						
31112 PROPERTY TAXES DELINQUENT	0.00	0.00	0.64	0.00	(0.64)	0.0
TAXES:	0.00	0.00	0.64	0.00	(0.64)	0.0
36110 INVESTMENT INCOME	0.00	0.00	98.59	0.00	(98.59)	0.0
CHARGES OTHER:	0.00	0.00	98.59	0.00	(98.59)	0.0
TOTAL FOR REVENUE ACCOUNTS	0.00	0.00	99.23	0.00	(99.23)	0.0
NET SURPLUS / DEFICIT	0.00	0.00	99.23	0.00	(99.23)	0.0

FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)

Object	2012 Budget	December Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
REVENUE ACCOUNTS						
29150 USE OF FUND BALANCE-BUDGET	1,630,997.00	0.00	1,630,997.00	0.00	0.00	100.0
33891 SHARED COSTS	0.00	0.00	205,919.94	0.00	(205,919.94)	0.0
36110 INVESTMENT INCOME	0.00	0.00	1,297.51	0.00	(1,297.51)	0.0
36700 FOUNDATION DONATIONS	0.00	0.00	126,020.00	0.00	(126,020.00)	0.0
36997 PRIOR YEAR'S REFUNDS	0.00	0.00	49,145.10	0.00	(49,145.10)	0.0
36998 E-RATE REIMBURSEMENT	0.00	0.00	116,000.00	0.00	(116,000.00)	0.0
CHARGES OTHER:	1,630,997.00	0	2,129,379.55	0.00	(498,382.55)	130.6
39700 TRANSFERS IN	814,563.00	814,563.00	814,563.00	0.00	0.00	100.0
TOTAL FOR REVENUE ACCOUNTS	2,445,560.00	814,563.00	2,943,942.55	0.00	(498,382.55)	120.4
EXPENSE ACCOUNTS						
53100 OFFICE/OPERATING SUPPLIES	1,200.00	0.00	7,858.31	0.00	(6,658.31)	654.9
53500 MINOR EQUIPMENT	6,100.00	0.00	11,227.91	0.00	(5,127.91)	184.1
53501 FURNISHINGS	49,500.00	15,897.72	189,689.77	8,936.88	(149,126.65)	401.3
53502 PC HARDWARE	0.00	0.00	72,641.47	0.00	(72,641.47)	0.0
54100 PROFESSIONAL SERVICES	227,000.00	8,014.72	210,971.78	80,687.02	(64,658.80)	128.5
54101 LEGAL SERVICES	700.00	0.00	16,041.23	0.00	(15,341.23)	2,291.6
54400 ADVERTISING	1,500.00	88.15	1,392.55	0.00	107.45	92.8
54600 INSURANCE	2,000.00	0.00	0.00	0.00	2,000.00	0.0
54800 GENERAL REPAIRS/MAINTENANCE	7,000.00	1,537.07	44,720.90	2,012.27	(39,733.17)	667.6
54801 CONTRACTED MAINTENANCE	0.00	0.00	17,539.25	38.45	(17,577.70)	0.0
54903 LICENSES AND FEES	3,200.00	0.00	1,764.66	0.00	1,435.34	55.1
54912 CONTINGENCY/RESERVE	65,000.00	0.00	0.00	0.00	65,000.00	0.0
56200 BUILDINGS & BLDG IMPROVEMENTS	820,400.00	9,863.83	424,294.53	302,928.75	93,176.72	88.6
56201 CONSTRUCTION	179,100.00	33,749.90	121,063.08	96,677.92	(38,641.00)	121.6
56202 ELECTRICAL	40,900.00	0.00	60,161.19	36,469.00	(55,730.19)	236.3
56203 FLOORING	26,700.00	245.06	11,304.18	43,715.87	(28,320.05)	206.1
56204 PAINTING AND WALL TREATMENTS	38,000.00	0.00	10,904.99	0.00	27,095.01	28.7
56205 ROOFING	161,660.00	0.00	261,957.89	0.00	(100,297.89)	162.0
56300 IMPROVEMENTS OTHER THAN BLDGS	17,500.00	0.00	0.00	0.00	17,500.00	0.0
56400 MACHINERY & EQUIPMENT	442,200.00	0.00	122,047.16	33,592.91	286,559.93	35.2
56401 VEHICLES	61,900.00	0.00	60,197.59	0.00	1,702.41	97.2
56402 HVAC	214,000.00	0.00	209,625.57	21,285.76	(16,911.33)	107.9
56403 TELECOM EQUIPMENT	80,000.00	0.00	0.00	0.00	80,000.00	0.0
TOTAL FOR EXPENSE ACCOUNTS	2,445,560.00	69,396.45	1,855,404.01	626,344.83	(36,188.84)	101.5
NET SURPLUS / DEFICIT	0.00	745,166.55	1,088,538.54	(626,344.83)	(462,193.71)	0.0

M E M O



Date: December 20, 2012

To: Chair Linda Ishem and Members of the Board

From: Neel Parikh, Executive Director

Subject: 2013 Legislation of Interest to Libraries

Although the legislative session has not begun there is one bill that we know will be introduced. The City of Spokane has drafted legislation that would allow cities to form Municipal Library Districts by a vote of the citizens. The City of Spokane has included it on their legislative agenda. Greater Spokane Incorporated, Spokane's regional Chamber of Commerce, has also included it on their legislative agenda. The Association of Washington Cities has endorsed it in concept, but still needs to examine the full bill. The bill is in the process of being shared with city library managers and city councils.

The bill is only enabling legislation and doesn't require any city to make any changes to their library system. It will, however, give cities another tool to use if needed to maintain or improve library services in their city.

As written it would have no direct impact on a district library, such as Pierce County Library System. It could impact the three city libraries existing in our service area, Tacoma, Puyallup and Roy. The fact sheet and bill is attached.

City of Spokane
2012 Legislative Agenda
Municipal Library District

Current WA state law provides various ways that public library districts can be formed but none of them apply to individual cities. City libraries are general fund departments that are in direct competition with police, fire and streets for shrinking revenue. Cities are not mandated to provide library service so funding has been unstable. The City of Spokane is seeking a change to RCW 27.12 that would give cities the same ability to form library districts that counties already have. A new municipal library district would be entitled to collect 50 cents per thousand of assessed valuation plus an additional voted amount up to 25 cents per thousand.

Citizens continue to indicate in surveys that they greatly value library services and they expect government to continue to provide high quality libraries. Yet when asked to prioritize city services, public safety and streets are their highest priorities. That leaves cities in the difficult position of needing to cut funding to libraries in order to provide adequate police, fire and streets.

Library districts in Washington have seen more stable funding over many years and they have the authority to go directly to the voters to determine the level of funding citizens are willing to provide for library services. Washington citizens have shown a willingness to support library districts and in August 2010, at the height of the recession, 7 library districts in Washington asked the voters for levy lid lifts and all 7 of them passed.

This legislation would have no immediate budget implication since the proposal simply changes the state law to allow cities the flexibility to form a district and it would be up to each city and its citizens whether they wish to do so. When a city is part of a library district it loses 50 cents per thousand of its property tax capacity. A city's capacity is currently \$3.60 and it drops to \$3.10 if the city is in a library district. This legislation would allow cities to ask voters to indicate what level of library service they want the city to provide. Many city residents want a higher level of service than the 50 cents per thousand that is currently available to library districts and this would give them the tool to determine whether they want to support their library at a higher rate up to an additional 25 cents per thousand. The additional 25 cents would have a lower priority on the prorationing list.

An independent library district has a direct relationship with the tax payer to determine the appropriate level of funding for library services. This legislation would give cities the same opportunity that counties already have to form an independent library district.

Contact: Pat Partovi, Spokane Public Library Director, at ppartovi@spokanelibrary.org or by phone at 509-444-5305 or Mike Piccolo, Assistant City Attorney, at mpiccolo@spokanecity.org or by phone at 509-625-6237

1 AN ACT Relating to municipal library districts; amending RCW
2 27.12.190, 27.12.222, 84.52.044, and 84.52.052; reenacting and amending
3 RCW 27.12.010; and adding new sections to chapter 27.12 RCW.

4 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:

5 NEW SECTION. **Sec. 1.** (1) A municipal library district may be
6 established for the management and control of library services and
7 facilities within the entirety of a city or town. The boundaries of
8 the district must be coterminous with those of the city or town.

9 (2) A municipal library district may not be established within a
10 city or town that:

11 (a) Is within a library district established under this chapter; or

12 (b) Was annexed to a library district established under this
13 chapter for any duration during the three years preceding the
14 establishment of the municipal library district.

15 NEW SECTION. **Sec. 2.** The procedure for establishing a municipal
16 library district is as provided in this section.

17 (1) Petitions signed by at least ten percent of the registered
18 voters of the city or town who voted in the last general election,

1 asking that the question, "Shall a municipal library district be
2 established?" be submitted to a vote of the people, must be filed with
3 the city or town legislative authority. The petition may include a
4 proposed initial maximum levy rate that may not exceed the rate limit
5 established in section 4(1) of this act.

6 (2) The city or town legislative authority, after having determined
7 that the petitions were signed by the requisite number of registered
8 voters, must place the proposition for the establishment of a municipal
9 library district on the ballot for the vote of the people of the city
10 or town. If the petition to establish the district included a proposed
11 initial maximum levy rate, the ballot proposition must include the
12 initial maximum levy rate specified in the petition. The ballot must
13 be submitted in a form that enables the voters favoring the proposition
14 to vote "Yes" and those opposing to vote "No."

15 (3) As an alternative to the petition process, the legislative
16 authority of a city or town may, by majority vote of its membership,
17 place a proposition for the establishment of a municipal library
18 district on the ballot for the vote of the people of the city or town.
19 The ballot must be submitted in a form prescribed in subsection (2) of
20 this section.

21 (4) If a majority of those voting on the proposition vote in favor
22 of the establishment of the municipal library district, the city or
23 town legislative authority must declare it established.

24 (5) The mayor, in accordance with RCW 27.12.190, must appoint a
25 board of trustees within ninety days of the declaration of
26 establishment.

27 NEW SECTION. **Sec. 3.** A municipal library district is a municipal
28 corporation with the powers necessary to carry out its functions. A
29 municipal library district has the power vested in municipal
30 corporations for taxation purposes. A municipal library district is an
31 independent taxing authority within the meaning of Article VII, section
32 1 of the state Constitution and a taxing district within the meaning of
33 Article VII, section 2 of the state Constitution.

34 NEW SECTION. **Sec. 4.** (1)(a) To carry out the purposes for which
35 it is established, and as authorized in the proposition approved by
36 voters under section 2 of this act, a municipal library district may

1 annually levy a property tax on all taxable property located within the
2 district, not to exceed fifty cents per thousand dollars of assessed
3 valuation.

4 (b) In addition, a municipal library district may, if approved by
5 voters, annually levy a property tax on all taxable property located
6 within the district, not to exceed twenty-five cents per thousand
7 dollars of assessed valuation. A ballot proposition to authorize the
8 imposition of a levy under this subsection (1)(b) must be approved by
9 a majority of the voters voting on the proposition.

10 (c) If the petition to establish the district did not include a
11 proposed initial maximum levy rate, the initial levy rate for the
12 district must be established by the board of trustees within ninety
13 days of their appointment.

14 (d) Chapter 84.55 RCW does not apply to the initial levy under this
15 subsection (1).

16 (2) Any city or town included within a municipal library district
17 may levy up to three dollars and sixty cents per thousand dollars of
18 assessed valuation, less any imposed by the district under subsection
19 (1)(a) of this section, notwithstanding any other provision of law.

20 (3) A municipal library district may impose a property tax levy in
21 excess of the amounts authorized in subsection (1) of this section as
22 provided in RCW 84.52.052.

23 (4) A "municipal library district" is a "library district" for
24 purposes of RCW 84.52.010.

25 NEW SECTION. **Sec. 5.** The treasurer of the city or town in which
26 a municipal library district is established must receive and disburse
27 all district revenues and collect all taxes levied under this chapter.

28 NEW SECTION. **Sec. 6.** All assets held or used by a library
29 operated by a city or town become the assets of a municipal library
30 district upon the establishment of the district. Assets include land,
31 buildings, vehicles, equipment, and all material contained within the
32 library's collection. Debts and obligations of the city or town that
33 are associated with the operation of the library at the time the
34 municipal library district is established must become the debts and
35 obligations of the district.

1 NEW SECTION. **Sec. 7.** The legislative body of a city or town
2 served by a municipal library district may, by majority vote of its
3 membership, dissolve the district and transfer to the city or town all
4 assets of the district. Upon dissolution, all debts and obligations of
5 the municipal library district become the debts and obligations of the
6 city or town.

7 **Sec. 8.** RCW 27.12.010 and 2009 c 40 s 2 are each reenacted and
8 amended to read as follows:

9 As used in this chapter, unless the context requires a different
10 meaning:

11 (1) "Governmental unit" means any county, city, town, rural county
12 library district, intercounty rural library district, rural partial-
13 county library district, (~~(or)~~) island library district, or municipal
14 library district;

15 (2) "Intercounty rural library district" means a municipal
16 corporation organized to provide library service for all areas outside
17 of incorporated cities and towns within two or more counties:
18 PROVIDED, That any city or town meeting the population requirements of
19 RCW 27.12.360 may be included therein as provided in RCW 27.12.360
20 through 27.12.390;

21 (3) "Island library district" means a municipal corporation
22 organized to provide library service for all areas outside of
23 incorporated cities and towns on a single island only, and not all of
24 the area of the county, in counties composed entirely of islands and
25 having a population of less than twenty-five thousand at the time the
26 island library district was created: PROVIDED, That any city or town
27 meeting the population requirements of RCW 27.12.360 may be included
28 therein as provided in RCW 27.12.360 through 27.12.390;

29 (4) "Legislative body" means the body authorized to determine the
30 amount of taxes to be levied in a governmental unit; in rural county
31 library districts, in intercounty rural library districts, (~~and~~) in
32 island library districts, and in municipal library districts, the
33 legislative body shall be the board of library trustees of the
34 district;

35 (5) "Library" means a free public library supported in whole or in
36 part with money derived from taxation;

1 (6) "Municipal library district" means a municipal corporation with
2 boundaries coterminous to an incorporated city or town that is
3 organized to provide library service to the entirety of the city or
4 town;

5 (7) "Regional library" means a free public library maintained by
6 two or more counties or other governmental units as provided in RCW
7 27.12.080;

8 (~~((7))~~) (8) "Rural county library district" means a library serving
9 all the area of a county not included within the area of incorporated
10 cities and towns: PROVIDED, That any city or town meeting the
11 population requirements of RCW 27.12.360 may be included therein as
12 provided in RCW 27.12.360 through 27.12.390; and

13 (~~((8))~~) (9) "Rural partial-county library district" means a
14 municipal corporation organized to provide library service for a
15 portion of the unincorporated area of a county. Any city or town
16 located in the same county as a rural partial-county library district
17 may annex to the district if the city or town has a population of one
18 hundred thousand or less at the time of annexation.

19 **Sec. 9.** RCW 27.12.190 and 1982 c 123 s 8 are each amended to read
20 as follows:

21 The management and control of a library shall be vested in a board
22 of either five or seven trustees as hereinafter in this section
23 provided. In cities (~~and~~), towns, and municipal library districts
24 five trustees shall be appointed by the mayor with the consent of the
25 legislative body. In counties, rural county library districts, and
26 island library districts, five trustees shall be appointed by the board
27 of county commissioners. In a regional library district a board of
28 either five or seven trustees shall be appointed by the joint action of
29 the legislative bodies concerned. In intercounty rural library
30 districts a board of either five or seven trustees shall be appointed
31 by the joint action of the boards of county commissioners of each of
32 the counties included in a district. The first appointments for boards
33 comprised of but five trustees shall be for terms of one, two, three,
34 four, and five years respectively, and thereafter a trustee shall be
35 appointed annually to serve for five years. The first appointments for
36 boards comprised of seven trustees shall be for terms of one, two,
37 three, four, five, six, and seven years respectively, and thereafter a

1 trustee shall be appointed annually to serve for seven years. No
2 person shall be appointed to any board of trustees for more than two
3 consecutive terms. Vacancies shall be filled for unexpired terms as
4 soon as possible in the manner in which members of the board are
5 regularly chosen.

6 A library trustee shall not receive a salary or other compensation
7 for services as trustee, but necessary expenses actually incurred shall
8 be paid from the library funds.

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

21 **Sec. 10.** RCW 27.12.222 and 1984 c 186 s 8 are each amended to read
22 as follows:

23 A rural county library district, intercounty rural library
24 district, (~~(or)~~) island library district, or municipal library district
25 may contract indebtedness and issue general obligation bonds not to
26 exceed an amount, together with any outstanding nonvoter approved
27 general obligation indebtedness, equal to one-tenth of one percent of
28 the value of the taxable property within the district, as the term
29 "value of the taxable property" is defined in RCW 39.36.015. The
30 maximum term of nonvoter approved general obligation bonds shall not
31 exceed six years. A rural county library district, island library
32 district, (~~(or)~~) intercounty rural library district, or municipal
33 library district may additionally contract indebtedness and issue
34 general obligation bonds for capital purposes only, together with any
35 outstanding general indebtedness, not to exceed an amount equal to one-
36 half of one percent of the value of the taxable property within the
37 district, as the term "value of the taxable property" is defined in RCW

1 39.36.015 whenever a proposition authorizing the issuance of such bonds
2 has been approved by the voters of the district pursuant to RCW
3 39.36.050, by three-fifths of the persons voting on the proposition at
4 which election the number of persons voting on the proposition shall
5 constitute not less than forty percent of the total number of votes
6 cast in such taxing district at the last preceding general election.
7 If the voters shall so authorize at an election held pursuant to RCW
8 39.36.050, the district may levy annual taxes in excess of normal legal
9 limitations to pay the principal and interest upon such bonds as they
10 shall become due. The excess levies mentioned in this section or in
11 RCW 84.52.052 or 84.52.056 may be made notwithstanding anything
12 contained in RCW 27.12.050 (~~(e)~~), 27.12.150, section 4 of this act, or
13 any other statute pertaining to such library districts.

14 **Sec. 11.** RCW 84.52.044 and 2011 c 271 s 3 are each amended to read
15 as follows:

16 (1) If a fire protection district is a participating fire
17 protection jurisdiction in a regional fire protection service
18 authority, the regular property tax levies of the fire protection
19 district are limited as follows:

20 (a) The regular levy of the district under RCW 52.16.130 shall not
21 exceed fifty cents per thousand dollars of assessed value of taxable
22 property in the district less the amount of any levy imposed by the
23 authority under RCW 52.26.140(1)(a);

24 (b) The levy of the district under RCW 52.16.140 shall not exceed
25 fifty cents per thousand dollars of assessed value of taxable property
26 in the district less the amount of any levy imposed by the authority
27 under RCW 52.26.140(1)(b); and

28 (c) The levy of the district under RCW 52.16.160 shall not exceed
29 fifty cents per thousand dollars of assessed value of taxable property
30 in the district less the amount of any levy imposed by the authority
31 under RCW 52.26.140(1)(c).

32 (2) If a city or town is a participating fire protection
33 jurisdiction in a regional fire protection service authority, the
34 regular levies of the city or town shall not exceed the applicable
35 rates provided in RCW 27.12.390, section 4 of this act, 52.04.081, and
36 84.52.043(1) less the aggregate rates of any regular levies made by the
37 authority under RCW 52.26.140(1).

1 (3) If a port district is a participating fire protection
2 jurisdiction in a regional fire protection service authority, the
3 regular levy of the port district under RCW 53.36.020 shall not exceed
4 forty-five cents per thousand dollars of assessed value of taxable
5 property in the district less the aggregate rates of any regular levies
6 imposed by the authority under RCW 52.26.140(1).

7 (4) For purposes of this section, the following definitions apply:

8 (a) "Fire protection jurisdiction" means a fire protection
9 district, city, town, Indian tribe, or port district; and

10 (b) "Participating fire protection jurisdiction" means a fire
11 protection district, city, town, Indian tribe, or port district that is
12 represented on the governing board of a regional fire protection
13 service authority or annexed into a regional fire protection service
14 authority.

15 **Sec. 12.** RCW 84.52.052 and 2004 c 129 s 22 are each amended to
16 read as follows:

17 The limitations imposed by RCW 84.52.050 through 84.52.056, and RCW
18 84.52.043 shall not prevent the levy of additional taxes by any taxing
19 district, except school districts and fire protection districts, in
20 which a larger levy is necessary in order to prevent the impairment of
21 the obligation of contracts. As used in this section, the term "taxing
22 district" means any county, metropolitan park district, park and
23 recreation service area, park and recreation district, water-sewer
24 district, solid waste disposal district, public facilities district,
25 flood control zone district, county rail district, service district,
26 public hospital district, road district, rural county library district,
27 island library district, rural partial-county library district,
28 intercounty rural library district, municipal library district,
29 cemetery district, city, town, transportation benefit district,
30 emergency medical service district with a population density of less
31 than one thousand per square mile, cultural arts, stadium, and
32 convention district, ferry district, city transportation authority, or
33 regional fire protection service authority.

34 Any such taxing district may levy taxes at a rate in excess of the
35 rate specified in RCW 84.52.050 through 84.52.056 and 84.52.043, or
36 84.55.010 through 84.55.050, when authorized so to do by the voters of

1 such taxing district in the manner set forth in Article VII, section
2 2(a) of the Constitution of this state at a special or general election
3 to be held in the year in which the levy is made.

4 A special election may be called and the time therefor fixed by the
5 county legislative authority, or council, board of commissioners, or
6 other governing body of any such taxing district, by giving notice
7 thereof by publication in the manner provided by law for giving notices
8 of general elections, at which special election the proposition
9 authorizing such excess levy shall be submitted in such form as to
10 enable the voters favoring the proposition to vote "yes" and those
11 opposed thereto to vote "no."

12 NEW SECTION. **Sec. 13.** Sections 1 through 7 of this act are each
13 added to chapter 27.12 RCW.

--- END ---

The Spokesman-Review

December 5, 2012 in Opinion

Editorial: Put all ideas on table for libraries' survival

Libraries are a tremendous asset for the city of Spokane and those outside the city who use its Northwest Room and other unique resources. Circulation has climbed to more than 2 million per year since the recession hit in 2008, and daily visits have also reached record highs.

We have little doubt Spokane voters would authorize a tax increase for maintaining and expanding services and hours if the City Council decides to put one on a February ballot. Romance novelists could take a lesson from the affection residents have for their libraries.

A proposed closure of the East Side branch in 2010 had the heartening effect of uniting conservatives and liberals behind an effort to keep the doors open. With the closure of two branches a possibility in 2014 because of budget pressures, the ante will be that much higher.

A majority of council members seems likely to endorse a vote on the \$1.3 million library levy increase. Approval would boost the tax on a home assessed at \$100,000 by \$10 per year. Try buying a book, book-on-CD or DVD for that. Or put a price on any of the library system's other services.

This is great value for taxpayer dollars, but we withhold judgment pending the vote, if there is one. Asking voters to provide more money for libraries, desirable as that may be, does not attack the real problem.

Public safety expenditures are leaving an ever smaller portion of city funds for other purposes. Until the city gets those costs under control, other services will suffer.

The libraries have managed the record demand for services without getting more general fund money. The appropriation has remained steady at \$7.9 million the last three years, during which employees have received annual pay increases of 1 percent. But the system has nearly exhausted its financial reserves and cannot go forward without additional tax support by 2014.

Other solutions are problematic, at least in the near term.

Annexation into the Spokane County Library District would be complicated. The county levy for libraries is capped at 50 cents per \$1,000 assessed value. The city, with its greater variety of services, spends 58 cents. The board of the county library district would have to entertain a request for annexation that, if accepted, only city of Spokane residents could vote to approve.

And current Washington law prohibits cities from forming their own library districts, with independent taxing and administrative authority. Rep. Timm Ormsby, D-Spokane, will sponsor a bill to change that. Seattle officials might be interested in supporting such legislation.

Those alternatives would take time to implement, provided either can find enough legislator and voter support. A major effort to educate residents on their options would be necessary. Libraries are worth it.

And that galvanizing of left and right behind the East Side branch in 2010? Maybe the Obama administration should propose closing the Library of Congress to see whether Democrats and Republicans can agree on anything.

The Spokesman-Review

December 2, 2012 in City

Library tax could be on ballot

City Council president proposes idea to keep branches running

Jonathan BruntThe Spokesman-Review

By the numbers

10 cents: Of every \$1,000 of taxable property value is proposed in a tax boost for Spokane Public Libraries

\$10: Amount more in taxes an owner of a \$100,000 property would pay each year

\$1.3 million: Amount the proposed library tax would raise

52: Number of hours the downtown Spokane, Shadle and South Hill libraries are open per week

22 1/2 : Number of hours the East Side, Hillyard and Indian Trail branches are open per week

Spokane voters in February may get a chance to save the city's small library branches and substantially increase branch hours.

Spokane City Council President Ben Stuckart is proposing that voters be asked for a property tax boost for libraries on the Feb. 12 ballot.

The city's library budget for 2013 maintains its current services, but library officials warn that they likely will face branch closure in 2014.

The last time the Spokane Public Library Board of Trustees seriously considered closing one of the city's six branches was in 2010, when they proposed shuttering the East Side branch. The plan sparked outrage among conservatives and liberals alike and a rally outside a City Council meeting.

In the end, the city's main library union agreed to less-than-expected compensation and the branch stayed open. Trustees warned of branch closure after that, but a hiring freeze and other savings have kept all the branches open.

But Library Director Pat Partovi warns that there are only so many cuts the system can take until branch closure is unavoidable, and City Council members have been impressed with the management of the libraries.

"Libraries have been a very solid steward of their dollars," said Councilman Mike Allen, who supports putting the tax on the ballot.

The proposal would raise taxes by 10 cents per \$1,000 of taxable property value. The owner of a \$100,000 property would pay \$10 more a year. All the money would have to go for library

spending. The tax would raise more than the \$1.3 million needed to preserve the branches and increase hours to 1999 levels.

Currently the downtown, Shadle and South Hill branches are open 52 hours a week, and the East Side, Hillyard and Indian Trail branches are open 22 1/2 hours a week. If the tax were approved, Partovi said, Hillyard would be added to the branches open 52 hours a week, and the East Side and Indian Trail branches would increase hours to 48.

Partovi said more materials would be purchased and the equivalent of about nine employees would be hired, mostly to handle the extra hours. Branches would remain closed on Sundays.

City leaders for years have suggested separating the libraries from city government, perhaps by combining with county libraries or creating a separate district. But state law has made those solutions difficult. The tax, Stuckart said, would sustain library services long enough for the city to work with the Legislature to help find a long-term solution.

In Spokane, the City Council and mayor control how much money libraries are allocated. Library trustees decide how that money is spent and also control all library policy. The council has the power to put a library tax on the ballot.

"I'm fine with taking it to a vote of the people," said City Councilwoman Nancy McLaughlin, adding: "I would strongly consider voting for it."

While taking the tax to voters appears to have support on the City Council, Mayor David Condon opposes the effort, said city spokeswoman Marlene Feist.

He argues that the library system needs to be more innovative.

"When we decide to go out for additional money, we want to make sure we ask for investments that support innovative system changes rather than just continue our current ways of doing business," Feist said.

But library officials say the system has worked hard to find savings and to be innovative.

Partovi said that besides holding down compensation of employees and relying on more part-time workers, the library has introduced more self-service and online programs.

"We have made many changes over many years," Partovi said. "We are not the same library that we used to be 15 years ago."

In 2011, then-Councilman Richard Rush also proposed a library tax, but he was successfully fought by then-Mayor Mary Verner, who argued that if more taxes were needed, public safety should take priority. Ultimately, no new taxes went to the voters, though the council did approve a license tab tax for street improvements.

Library supporters say they are locked in a nearly unwinnable battle for a share of the city's budget against police and fire departments, which are almost always labeled the highest priority by elected leaders and have stronger employee unions that usually get higher raises.

In recent years, the portion of the city budget going to libraries has fallen below 5 percent. And unlike the parks department, which the City Charter protects from budget raids for other city services, the library system is not guaranteed a share of the city budget.

Councilman Jon Snyder said he would have preferred the administration to have presented a plan for public safety to take to the voters before dealing with libraries. City voters in 2009 narrowly rejected a tax for fire equipment, and in recent budget discussions with the council, Fire Chief Bobby Williams said many of the department's vehicles are in great need of replacement.

Snyder said that with no plan in sight for dealing with capital needs for public safety, he's supportive of dealing with the library shortfalls on the February ballot.

Library trustees unanimously support Stuckart's proposal.

"I'm hoping that we get a chance to make our case to the voters, because ultimately I think we have a great case," said library trustee Anne Walter, who is a school counselor at Franklin Elementary School.

M E M O

Date: December 20, 2012

To: Chair Linda Ishem and Members of the Board

From: Neel Parikh, Executive Director

Subject: University Place Condominium Fees Update

We are still in the process of determining the condominium fees related to the library at University Place. This is taking quite a lot of time to divide up the costs in the building. It is additionally complicated by the fact that there are three separate elements where condominium fees are connected:

- The common areas (we are responsible for 24.87% of expenses)
- The atrium (we are responsible for 50% of expenses)
- The parking (percentage still to be determined)

We will bring you up to date on this matter when we have further information.

M E M O



Date: December 20, 2012
To: Chair Linda Ishem and members of the Board of Trustees
From: Mary Getchell, Marketing & Community Relations Director
Subject: Public Library Association E-books Webinar

This week Lisa Bitney and I participated in a Public Library Association (PLA) webinar: “E-Book Action: Inform and Inspire Your Community.” The webinar focused on communications efforts regarding the e-book blockade by the six major publishers’ unwillingness to allow libraries to participate in the e-book marketplace. Four of the major publishers are currently not selling e-books to libraries and two are selling at inflated prices or with strict restrictions.

Lisa talked about our customers’ strong interest in checking out e-books, based upon our huge growth in circulation of e-books. She balanced that with the frustration and surprise from our customers about our slim offerings. Lisa echoed that frustration in her description of staff concerns.

I discussed our communications contemplation regarding whether, what, and when to communicate regarding the e-book blockade, and our planning and implementation of our e-book communications plan, a.k.a. the Scrooge Communications Plan. I discussed the strategy to focus on the public and inform, educate, and engage them with a grassroots campaign. Our strategy also includes pointing to the equity and access issues posed with the blockade coupled with the role of libraries in bridging the digital divide for the public. Using a variety of tactics our strategy pivoted on gaining attention and being provocative. Our presentation is attached.

Jo Budler, State Librarian, Kansas State Library, spoke about the statewide consortium they created to help lessen the effects of the blockade. She also discussed a Facebook page they launched to inform residents.

Larra Clark, Director, Program on Networks, American Library Association, and Vailey Oelke, Library Director, Multnomah County Libraries, gave an overview of the e-book issue. They also discussed an E-book Media & Communications Toolkit PLA produced for libraries to use.

Nearly 300 participants attended the webinar; with some of those having several additional people listening to the presentations. Participants included front line staff, communications professionals, and library directors/administrators. Many of the questions and interest focused on media relations and administration and public response to Pierce County Library’s Scrooge Communications Plan. Participants were very appreciative of the information from the webinar and complimentary of the communications approaches. You may view the [full presentation](http://www.ala.org/pla/onlinelearning/webinars/archive/ebookaction) at <http://www.ala.org/pla/onlinelearning/webinars/archive/ebookaction>.

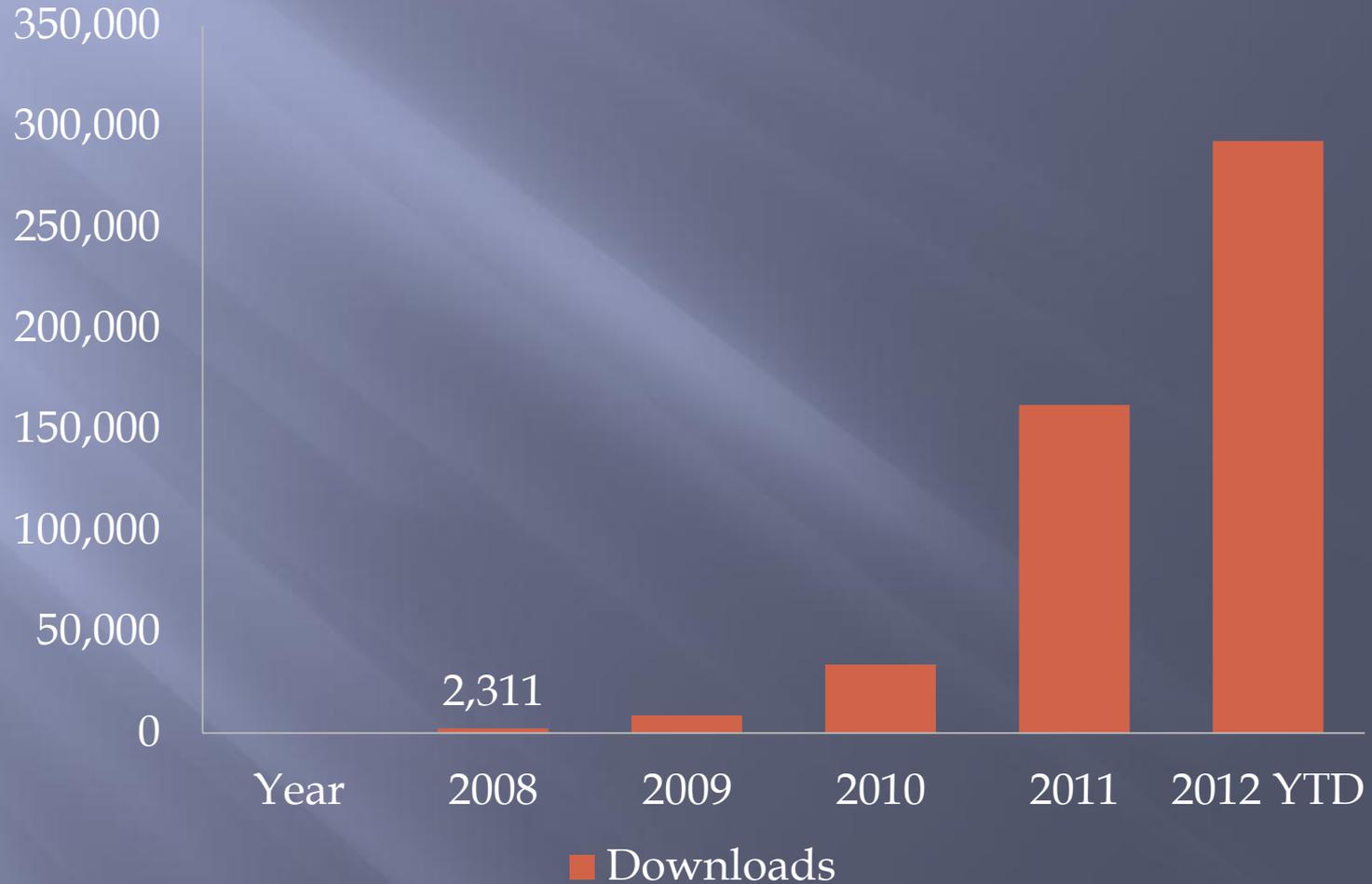
PIERCE COUNTY LIBRARY SYSTEM: E-BOOK PRESENTATION

Lisa Bitney, Reading & Materials Director

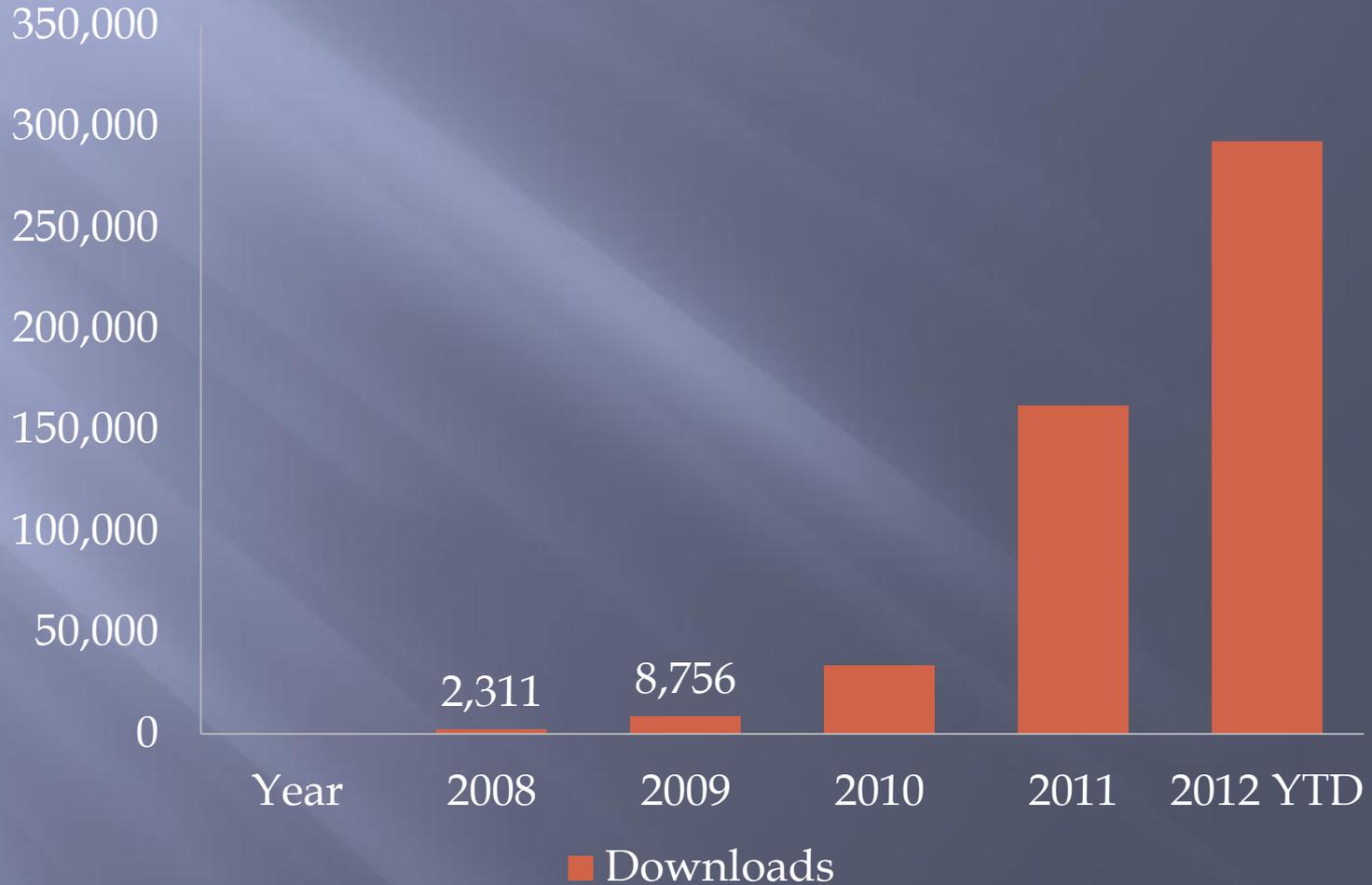
Mary Getchell, Marketing &
Community Relations Director



Demand for E-Books Checkouts



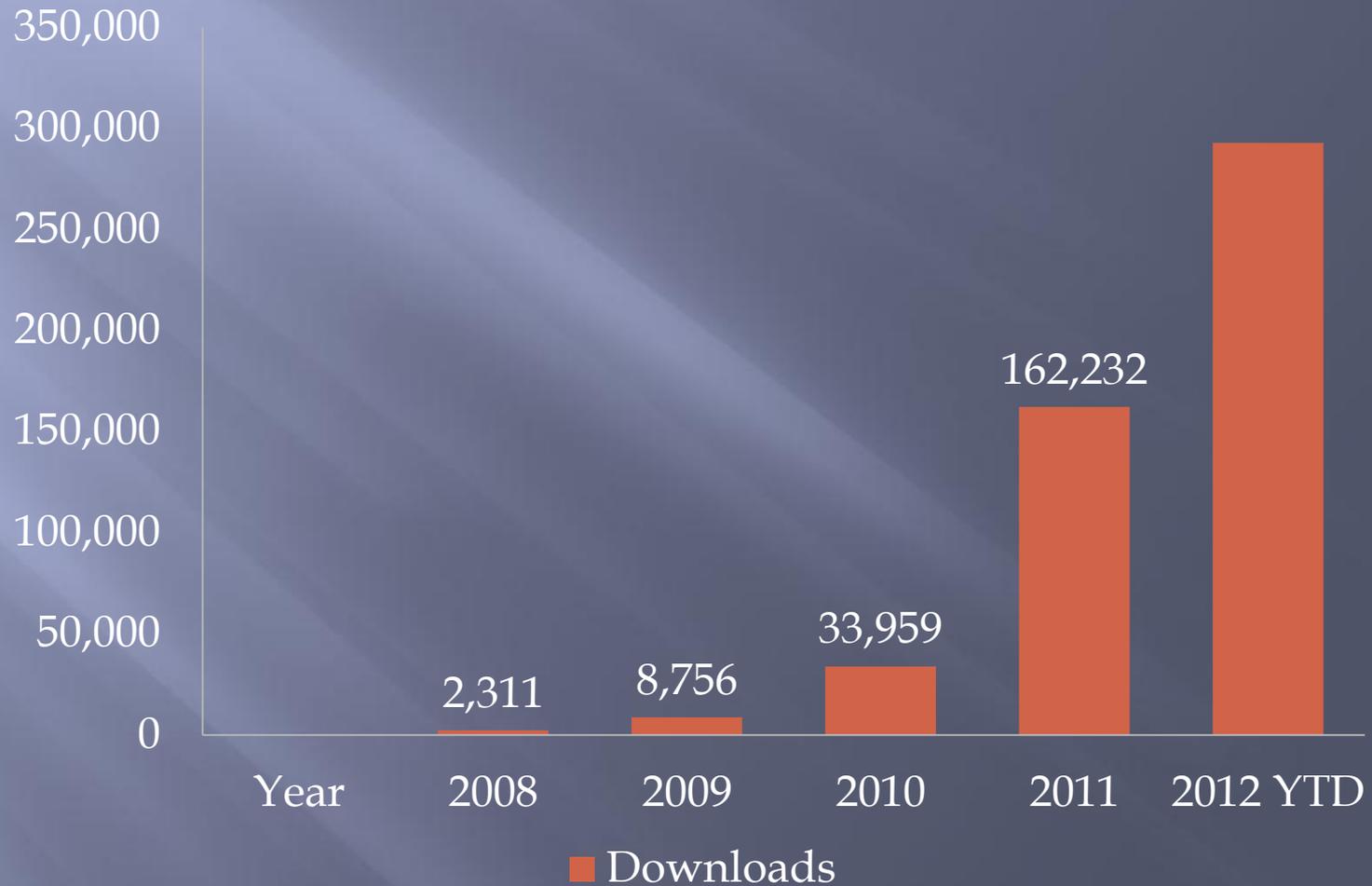
Demand for E-Books



Demand for E-Books



Demand for E-Books



Demand for E-Books



Staff Support









Communications Contemplation

- ▣ Research
 - Seek · Read · Listen

- ▣ Evaluate
 - Change · Constant · Credibility

- ▣ Plan
 - Goals · Strategy

Communications Goals

1. Inform customers/potential customers.
2. Encourage contact with publishers: we want e-books.
3. Improve e-book selection with marketplace prices.



Audiences

- Publishers
- Customers
- Board of Trustees
- Staff
- Friends
- Foundation Board of Directors
- General public/potential customers
- Media



Strategy



- Focus on the public
- Inform, educate, engage
- Focus on equity, access, libraries critical to bridging digital divide
- Use variety of tactics
- Gain attention, be provocative

Key Messages

1. Publishers not selling e-books to libraries, including Pierce County Library System, that's giving residents a raw deal.
2. Customers demanding e-books and publishers are locking them out.
3. Major book publishers blackballing libraries completely or holding them hostage with inflated prices and strict restrictions.

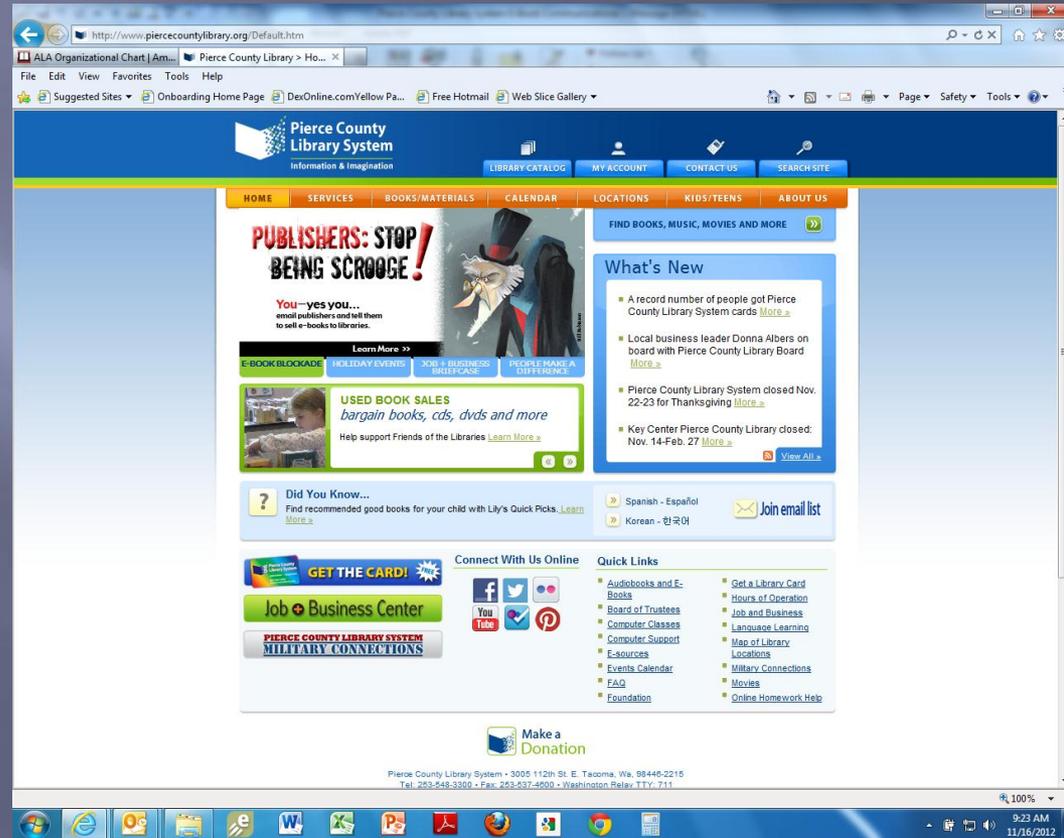


Tactics and Activities

Talking points for staff with encouragement to engage customers

Online:

- Web ad
- Web page with email message for public to publishers
- Listserv message



Tactics and Activities

In libraries:

- Huge poster
- Postcards for customers to publishers
- Whiteboards

Mass media:

- Guest editorial
- News release, interviews

Social media:

- Facebook
- Twitter



PUBLISHERS: STOP BEING SCROOGE !

- Most major publishers will not sell e-books to libraries.
**Hachette • Macmillan • Penguin
Simon & Schuster**
- Publishers that do sell to libraries charge them 100-300% more than online bookstores or impose major restrictions.
HarperCollins • Random House

You – yes you...
please email or send a postcard to publishers and tell them to sell e-books to libraries.

Please talk with your library staff about how you can help us better serve you.



Scan for email to publishers.

**Pierce County
Library System**
Information & Imagination

GET THE CARD!
piercecountylibrary.org
253-548-3300

Facebook Twitter Pinterest

Illustration by Bill Robinson 11/12 (20)

Evaluation

- ✓ Number of postcards picked up.
- ✓ Number of email cc's.
- ✓ Running of guest editorial.
- ✓ Number of news stories.
- ✓ Public informed.

Publishers sell to libraries at fair-market and trade prices.

M E M O

Date: January 2nd, 2013

To: Linda Ishem and members of the Board of Trustees

From: David Durante, Customer Experience Manager

Subject: Paul G. Allen Foundation Grant

In 2011 the Foundation Office and the Virtual Services Department collaborated on the application of a grant from the Paul G. Allen Foundation. In this grant we sought funding to help deliver services to our customers virtually. This particular grant focuses on reader's advisory but will allow us to create a platform that will be able to deliver many different types of services to our customers through our website.

The idea is that as people's daily lives become busier and more complex, it becomes increasingly important for public libraries to find imaginative, intuitive and effective ways to guide library users to the resources that best fit their needs. The platform will target specific audiences and direct them through a series of activities, tasks and progressive incentives leading to their eventual mastery in each track. Visitors will be able to earn virtual badges for bragging rights and/or progressive prize incentives, like bookmarks, tote bags, or books. The gaming format allows participants to learn about new books of interest, join a community of readers, and explore databases all without making a trip to the library.

In December we were notified that Pierce County Library System was awarded \$150,000 to fund this project. While this project was part of our future goals these funds will allow us to take something that would have taken 5 years and have it done in 2 years.

A great deal of thanks goes out to not only the Paul G. Allen Foundation but also to Lynne Hoffman, Foundation Director, Alice Knox, Sr. IT Specialist, Patrick McVicker, Virtual Experience Librarian, and Jami Schwarzwald, Teen Librarian for putting the application together.

We look forward to talking to you in the future about the progress of our work.

Thank you.

Date: December 28, 2012
To: Chair Linda Ishem and members of the Board of Trustees
From: Georgia Lomax, Deputy Director
Subject: 2013 Revised Final Property Tax Levy Certification

It is common to have an amended certification from the preliminary version provided us in September. Attached is the revised final property tax levy certification we received on December 26. It was filed with the Assessor-Treasurer's office on December 28, 2012 in time for 2013.

The revision accounts for increased valuation of the taxing district to include final numbers for commercial property values. Administrative refunds remained the same as in the preliminary certificate.

The overall change adds \$111,467 to revenue for a total of \$23,783,096 in 2013. No Board action is needed as the County will automatically adjust the tax levy. We will apply the correction in the July mid-year budget.

We have also received the final tax certification from King County.



Levy Certification

Submit this document to the county legislative authority on or before November 30 of the year preceding the year in which the levy amounts are to be collected and forward a copy to the assessor.

In accordance with RCW 84.52.020, I, Georgia Lomax,
(Name)

Deputy Director, for Pierce County Rural Library, do hereby certify to
(Title) (District Name) District

the Pierce County legislative authority that the Board of Trustees
(Name of County) (Commissioners, Council, Board, etc.)

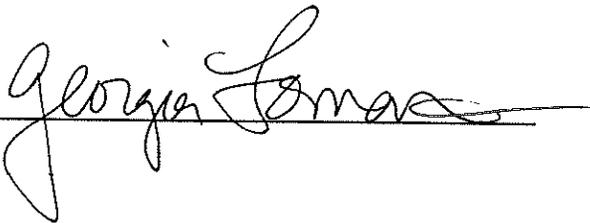
of said district requests that the following levy amounts be collected in 2013 as provided in the district's
(Year of Collection)

budget, which was adopted following a public hearing held on December 12, 2012
(Date of Public Hearing)

Regular Levy: 23,783,096.90
(State the total dollar amount to be levied)

Excess Levy: _____
(State the total dollar amount to be levied)

Refund Levy: _____
(State the total dollar amount to be levied)

Signature: 

Date: 12/28/2012

For tax assistance or to request this document in an alternate format, visit <http://dor.wa.gov/content/taxes/property/default.aspx> or call (360) 534-1400. Teletype (TTY) users may call (360) 705-6718.



Pierce County

Office of the Assessor-Treasurer

2401 South 35th Street, Room 142
Tacoma, Washington 98409-7498
(253) 798-6111 • FAX (253) 798-3142
ATLAS (253) 798-3333
www.piercecountywa.org/atr

DALE WASHAM
Assessor-Treasurer

M E M O R A N D U M

DATE: December 21, 2012
TO: Pierce County Taxing Districts
FROM: Dale Washam, Assessor-Treasurer
RE: **2012 Certification of Assessed Values/Levy Limit Factor**

Enclosed are the final 2012 assessed values for your taxing district. Limit factor worksheets are provided to applicable districts.

Certification of levies and tax rates will be mailed later in January.

The Certified Assessed Value notice also states the amount of levy authorized by the district and the allowable levy of the district, where applicable. Districts with an increase to their allowable levy may amend their Levy Certification. Amended levy certifications must be received in the Assessor-Treasurer's office by **Thursday, January 3, 2013.** Electronically submit amended levy certifications to the email address listed below, to expedite delivery.

Please note Pierce County will be closed on Tuesday, December 25th & Tuesday, January 1st in observance of the holidays.

If you need assistance, or have any questions regarding this information, please contact Kim Fleshman at 253-798-7114, kfleshm@co.pierce.wa.us.

WE WORK FOR YOU, THE TAXPAYER.



Pierce County

Dale Washam, Assessor-Treasurer

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

December 21, 2012

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

RE: 2012 CERTIFIED ASSESSED VALUES

FOR REGULAR LEVY

Total Taxable Regular Value	47,566,193,799
Highest lawful regular levy amount since 1985	28,026,013.05
Last year's actual levy amount	26,083,228.27
Additional revenue from current year's NC&I	195,369.61
Additional revenue from annexations (RCW 84.55)	0
Additional revenue from administrative refunds (RCW 84.69)	263,014.80
<i>No additional revenue from administrative refunds will be allowed if you are limited by your statutory rate limit.</i>	
Additional revenue from increase in state-assessed property	26,836.97
Total Levy authorized by district (including Administrative Refunds)	23,671,629.41
<i>(the lesser of the amount authorized by the increase in the Ordinance/Resolution or the Levy Cert)</i>	
Allowable levy of the district (including Administrative Refunds)	23,783,096.90
<i>(the lesser of amounts controlled by the levy limit, rate limit, or if banking, the increase in the Resolution plus add ons.)</i>	

FOR EXCESS LEVY

Taxable Value	47,067,557,697
Timber Assessed Value	153,156,322
Total Taxable Excess Value	47,220,714,019
2012 New Construction and Improvement Value	390,739,226

*If you need assistance or have any questions regarding this information, please contact Kim Fleshman
253.798.7114 kfleshm@co.pierce.wa.us.*



Pierce County

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www.piercecountywa.org/atr

TAX LEVY LIMIT 2012 FOR 2013

RURAL LIBRARY
> 10,000
JOINT

REGULAR TAX LEVY LIMIT:

	2010
A. <u>Highest regular tax which could have been lawfully levied beginning with the 1985 levy</u> [refund levy not included] times limit factor (as defined in RCW 84.55.005).	28,026,013.05 1.01 28,306,273.18
B. Current year's assessed value of new construction, improvements and wind turbines in original districts before annexation occurred times last year's levy rate (if an error occurred or an error correction was made in the previous year, use the rate that would have been levied had no error occurred).	390,739,226 0.500000000000 195,369.61
C. Current year's state assessed property value in original district if annexed less last year's state assessed property value. The remainder to be multiplied by last year's regular levy rate (or the rate that should have been levied).	742,903,418 689,229,470 53,673,948.00 0.500000000000 26,836.97
D. REGULAR PROPERTY TAX LIMIT (A + B + C)	28,528,479.77

ADDITIONAL LEVY LIMIT DUE TO ANNEXATIONS:

E. To find rate to be used in F, take the levy limit as shown in Line D above and divide it by the current assessed value of the district, excluding the annexed area.	28,528,479.77 47,566,193,799 0.599763771052
F. Annexed area's current assessed value including new construction and improvements times rate found in E above.	0.00 0.599763771052 0.00
G. NEW LEVY LIMIT FOR ANNEXATION (D + F)	28,528,479.77

LEVY FOR REFUNDS:

H. RCW 84.55.070 provides that the levy limit will not apply to the levy for taxes refunded or to be refunded pursuant to Chapters 84.68 or 84.69 RCW. (D or G + refund if any)	28,528,479.77 263,014.80 28,791,494.57
I. TOTAL ALLOWABLE LEVY AS CONTROLLED BY THE LEVY LIMIT (D,G,or H)	28,791,494.57
J. Amount of levy under statutory rate limitation.	47,566,193,799 0.500000000000 23,783,096.90
K. LESSER OF I OR J	23,783,096.90

M E M O

Date: December 31, 2012

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

From: Sally Porter Smith

Subject: Key Center Library Reopens February 4, 2012

A month ahead of schedule and on budget, Key Center Library will reopen on Monday February 4, 2012. On Saturday, February 2nd, the Pierce County Library System Foundation will host a sneak preview for donors who, as of Monday, December 31, 2012, raised \$33,888. These funds will add computers, an AWE learning computer for school age children) station as well as tables, task chairs, reading chair, displays and cyber bar in the flexible use meeting room. Additional items are being considered based on funding received. On Saturday, February 16th, the Library, Pierce County Library Foundation and Key Center Friends will host an open house to welcome people in the community to visit and learn about their expanded Key Center Library.

DVD Circ Holding • LJ's Teaching Award • Academic Patron Profiles

LIBRARY JOURNAL[®]

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a media source publication

The Year in Architecture

Fountaindale Public Library, Bolingbrook, IL

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B0015

TECHNICAL SERVS
3005 112TH ST E
LACOMA WA 98446-2215

#LTI0010576080/G#

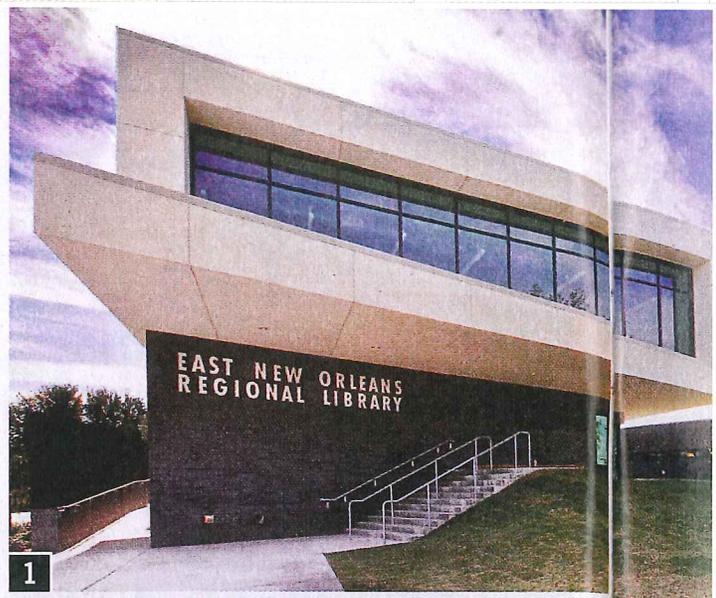
IN MEDIA/BOOK REVIEW

Graphic Novels, SF/Fantasy, Christian Fiction, Parenting, plus *LJ* Talks to Blackstone Audio

PUBLIC NEW BUILDINGS

COMMUNITY	POP IN K	CODE	PROJECT COST	CONSTR. COST	GROSS SQ. FT.	SQ. FT. COST	FURNITURE/EQUIP. COST	ARCHITECT
CALIFORNIA								
Los Gatos	29	MS	\$17,999,921	\$12,733,321	29,240	\$435.48	\$2,100,000	Noll & Tam
San Francisco	18	B	13,462,489	7,870,450	9,945	791.38	500,000	Dept. of Public Works
Topanga	9	B	n/a	n/a	11,293	n/a	n/a	Gkk Works
West Hollywood	36	M	60,000,000	42,200,000	45,000	937.78	3,100,000	Johnson/Favaro
DISTRICT OF COLUMBIA								
Washington	25	B	18,085,281	13,760,358	22,500	611.57	1,105,656	Wiencek Assocs.; Adjaye Assocs.
Washington	25	B	16,238,553	12,565,260	22,500	558.46	968,556	Wiencek Assocs.; Adjaye Assocs.
FLORIDA								
Loxahatchee	43	B	13,760,049	10,915,733	30,000	363.86	1,004,054	Slattery & Associates
GEORGIA								
Senoia	10	B	1,725,000	950,000	7,000	135.71	160,000	KA Oldham Design
HAWAII								
Honolulu	21	B	12,090,553	9,500,000	32,437	292.88	240,617	Architecture Plus Inc.
ILLINOIS								
Bolingbrook	68	M	39,500,000	24,209,289	110,900	218.30	4,707,039	Nagle Hartray Architecture
Chicago	61	B	9,871,401	8,461,361	16,300	519.10	172,510	Harley Ellis Devereaux
KENTUCKY								
Louisville	8	B	2,188,493	1,964,719	7,840	250.60	61,274	MS&R Ltd.
LOUISIANA								
New Orleans	70	B	9,085,040	7,690,500	28,158	273.12	1,205,870	Gould Evans
New Orleans	70	B	8,839,088	7,182,500	27,235	263.72	1,061,500	Gould Evans
New Orleans	70	B	6,723,302	5,399,200	18,081	298.61	937,354	Lee Ledbetter & Assocs.
New Orleans	70	B	5,522,094	4,125,600	12,746	323.68	1,145,548	Lee Ledbetter & Assocs.
MASSACHUSETTS								
Osterville	50-125	M	5,500,000	4,480,000	20,100	222.89	250,000	Ford3 Architects
Walpole	24	M	9,553,689	7,431,667	31,506	235.88	606,382	Lerner Ladds Bartels
MISSOURI								
Saint Peters	217	B	7,623,646	6,334,294	56,232	112.65	855,997	Cornerstone Architecture
NEBRASKA								
North Bend	2	M	1,200,000	900,000	7,150	125.87	150,000	Carlson, West, Povandra
Pawnee City	3	M	870,500	686,150	7,200	95.30	83,000	Larry Chilese

Symbol Code: B—Branch Library; BS—Branch & System Headquarters; M—Main Library; MS—Main & System Headquarters; S—System Headquarters; O—combined use space; n/a—not available; lf—linear feet



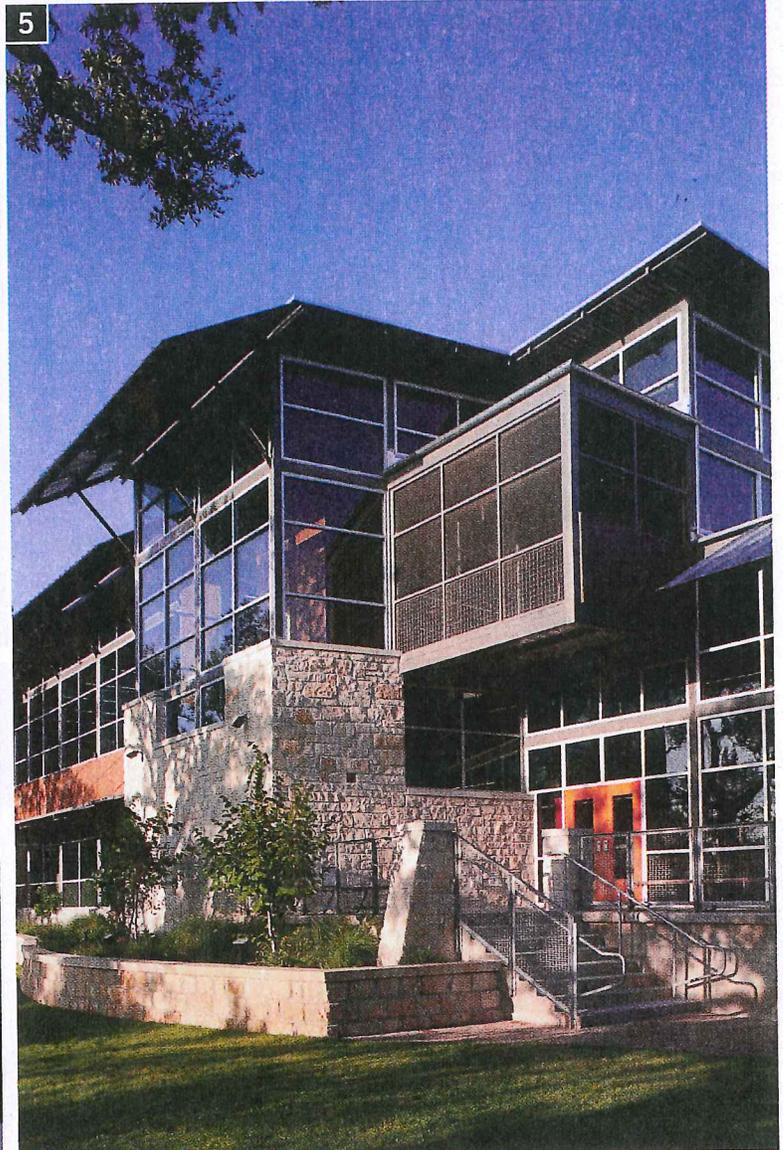
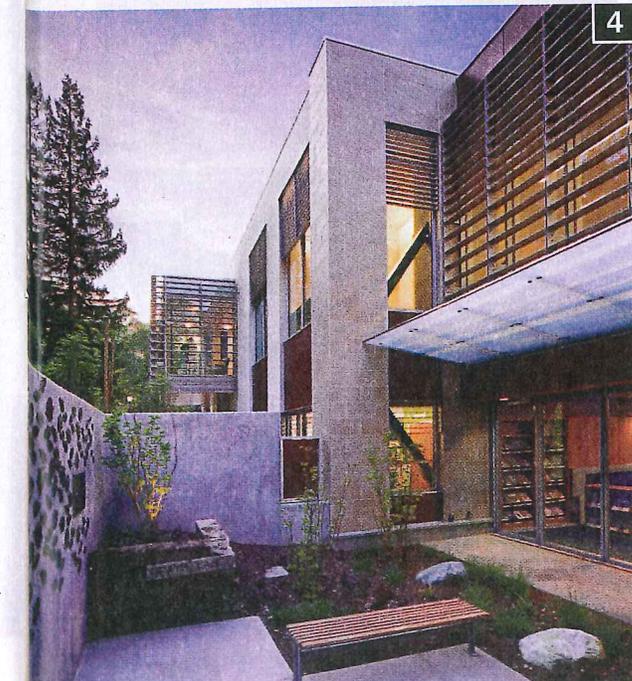
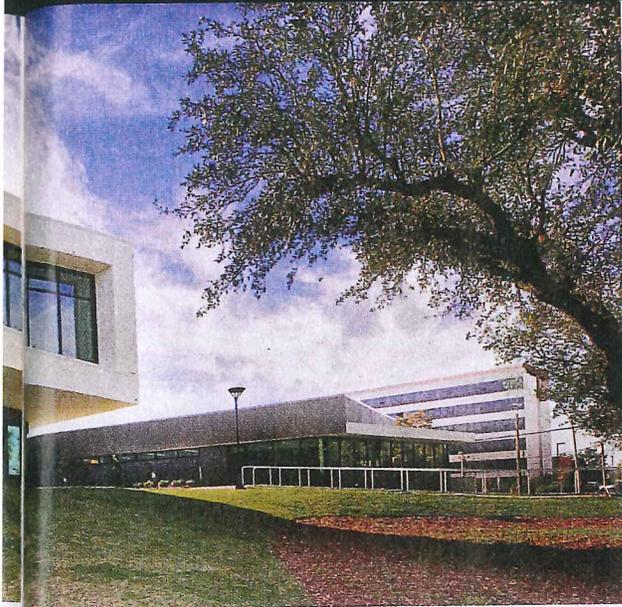
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Exquisite Exteriors

1. The East New Orleans Regional Library is one of four new branches replacing those lost to Hurricane Katrina. Going for sustainability, it features fixed exterior sun screens, reflective white surface roofing, dark-sky exterior lights, and low-E tinted windows. **2.** The trifecta of library spaces is provided by the William O. Lockridge/Bellevue Neighborhood Library branch of the District of Columbia Public Library (DCPL). The tri-level library, with floor-to-ceiling windows and a bold color palette, incorporates three raised pavilions that extend off a central core, creating a covered outdoor patio. **3.** Where for art thou, Romeoville? Illinois's Romeoville Branch Library, part of the White Oak Library District, did its renovation to the nines, with a "soaring" south-facing entry pavilion, a new exterior children's terrace, new perimeter fascia, and updated lighting. **4.** At nearly 30,000 square feet, the new Los Gatos Library, CA, imagined as "a lantern in the forest," features light-colored materials on the roof and plaza, a large children's wing and a pop-out teen space that cantilevers over the front plaza, and a bioswale. **5.** Having achieved Leadership in Energy & Environmental Design (LEED) Gold certification, the Patrick Heath Public Library, Boerne, TX, moved outdoors with its screened-in porch and large lawn used for programming and quiet reading. It also incorporated native plantings and a high-performance irrigation stormwater detention basin.

CREDITS 1: Gould Evans Affiliates, P.A., architect; photo, Michael Palumbo. **2:** Wienczek & Associates in Partnership with Adjaye Associates, architects; photo, ©Eric Taylor, EricTaylorPhoto.com. **3:** Dewberry, architect and photo. **4:** Noll & Tam Architects, architect; photo, ©David Wakely Photography. **5:** OCO Architects, architect; photo ©Dror Baldinger.

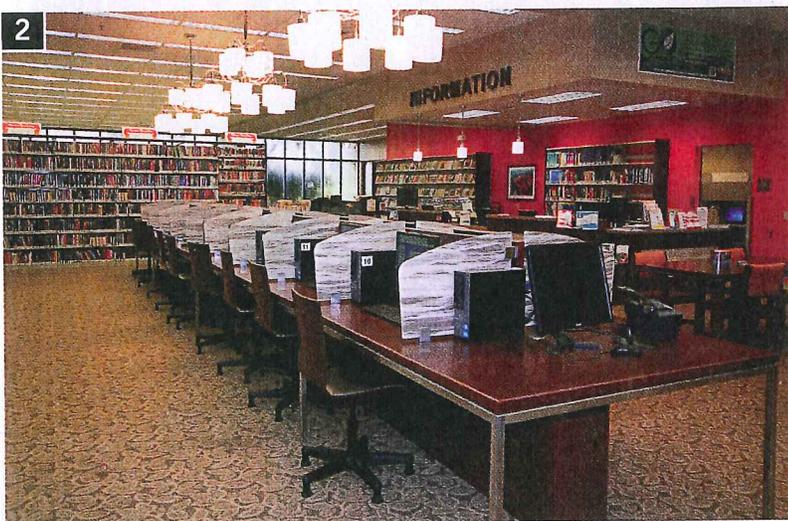
PUBLIC NEW BUILDINGS

COMMUNITY	POP IN K	CODE	PROJECT COST	CONSTR. COST	GROSS SQ. FT.	SQ. FT. COST	FURNITURE/ EQUIP. COST	ARCHITECT
OHIO								
Cortland	7	B	2,242,000	1,700,000	10,636	159.83	396,000	Baker, Bednar, Snyder
Warrensville Heights	16	B	9,503,098	7,958,883	27,500	289.41	84,985	HBM Architects
OKLAHOMA								
Oklahoma City	54	B	11,808,270	8,396,180	35,000	239.89	1,386,476	richard+bauer, LWPB Architecture
Oklahoma City	392	B	5,800,000	3,710,150	19,348	191.75	585,000	Crafton Tull
SOUTH CAROLINA								
New Ellenton	2	B	421,548	283,500	2,400	118.13	103,900	Craig Gaulden Davis
TEXAS								
Alpine	9	M	2,158,733	1,208,127	9,216	131.09	297,424	hatch ulland + owen
Boerne	33	M	6,742,960	5,642,474	30,000	188.08	628,026	OCO Architects
UTAH								
Salt Lake City	40	B	6,520,900	4,383,300	19,981	219.37	1,104,500	Architectural Nexus, Inc.
Springville	30	M	9,859,582	8,054,484	49,756	161.88	1,125,673	JRCA Architects, Inc.
West Jordan	105	BS	19,750,800	16,133,300	71,665	225.12	1,720,500	MHTN Architects, Inc.
VIRGINIA								
Roanoke	93	MS	15,150,000	11,000,000	54,000	203.70	1,636,000	HBM Architects
WASHINGTON								
Fife	9	B	4,123,682	1,301,288	6,000	216.88	480,244	SHKS Architects
Kenmore	21	B	7,255,000	4,181,000	10,000	418.10	569,000	Weinstein AU Architects

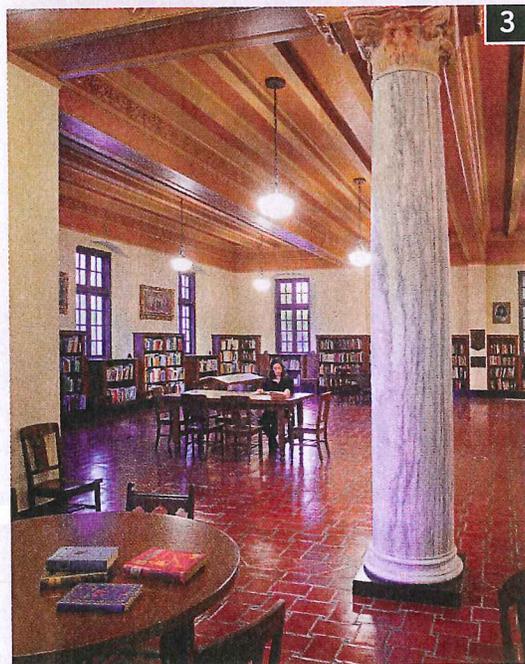
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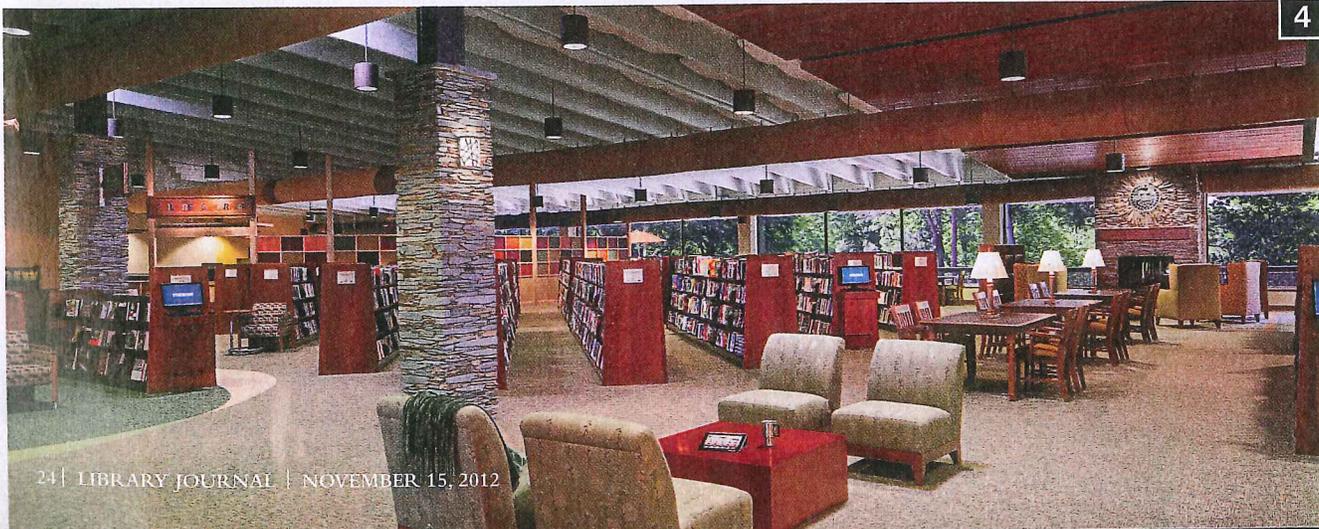
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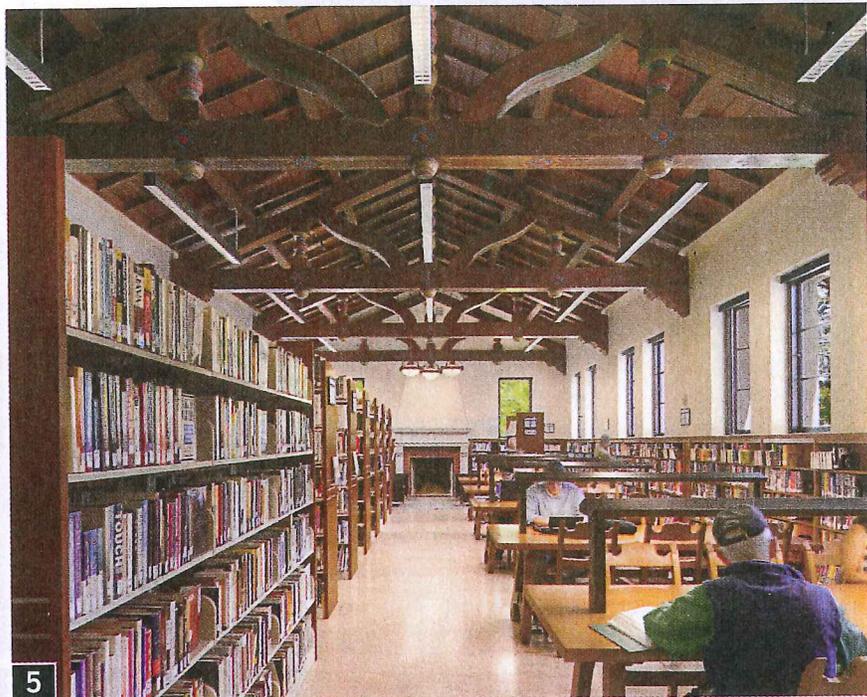
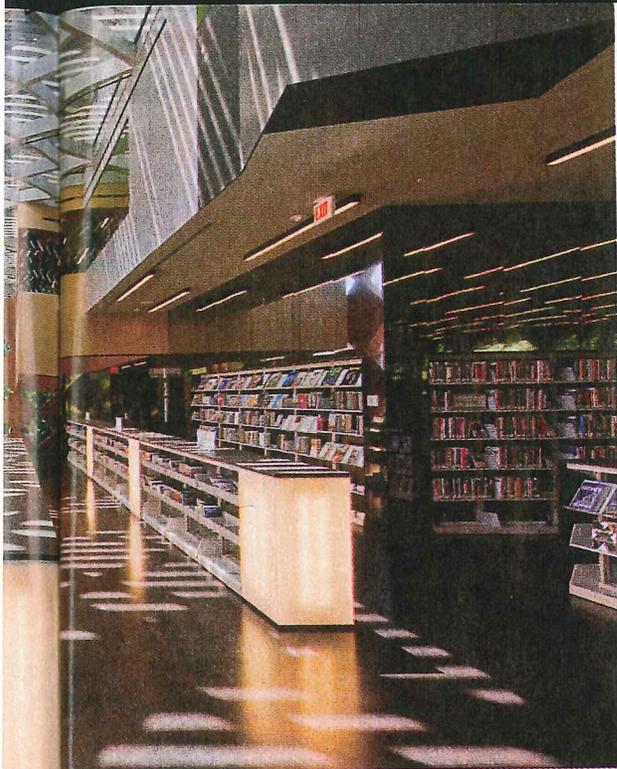
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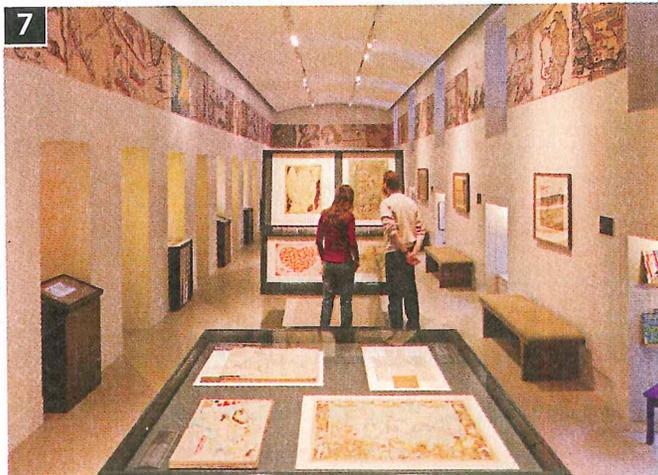
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Multifaceted Gems

1. The new Francis A. Gregory Neighborhood Library of DCPL features a reflective mosaic of diamond-shaped windows that inside alternates transparent windows with wood panels for expansive views. 2. The remodeled West Boynton Beach Branch, Palm Beach County Library System, FL, offers computers galore for patron use. 3. A natural alliance between historic preservation and sustainability, Julia Ideson Building, Houston Public Library, TX, is an ambitious public/private restoration and expansion project that remains true to its traditional style. 4. A focus of the Rockmart Library, GA, is a fireplace composed of local and unique Rockmart stone that also wraps the interior columns. Ceiling baffles and wooden slats diffuse sound for a relaxed reading experience. 5. New fixtures light up the original trusses as well as the refurbished furniture in the historic reading room of the North Branch, Berkeley Public Library, CA. 6. Surf's up at the Malibu Library, County of Los Angeles Public Library, where the teen space light well is filled with boards and photos of surfers adorn the walls. 7. You won't need a GPS to navigate the beautifully remodeled Norman B. Leventhal Map Center at the Boston Public Library, with its collection of 200,000 original historic maps and 5,000 atlases.

CREDITS 1: Wienczek & Associates in Partnership with Adjaye Associates, architect; photo, ©Eric Taylor, EricTaylorPhoto.com. **2:** Colome & Associates, Inc., architect and photo. **3:** Gensler, architect; photo, Rick Gardner. **4:** CAS Architecture, architect; photo, Robins Photography, Inc. **5:** Architectural Resources Group with Tom Eliot Fisch, architect; photo, ©David Wakely. **6:** LPA Architecture, architect; photo, Costea Photography. **7:** Gensler, architect; photo, ©Robert Benson

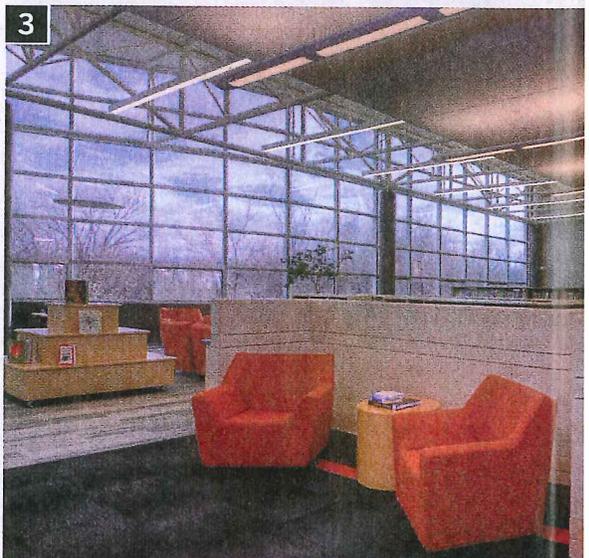
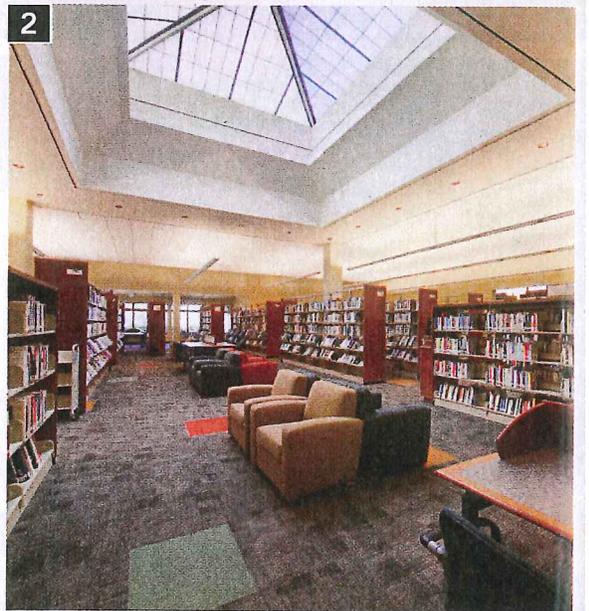


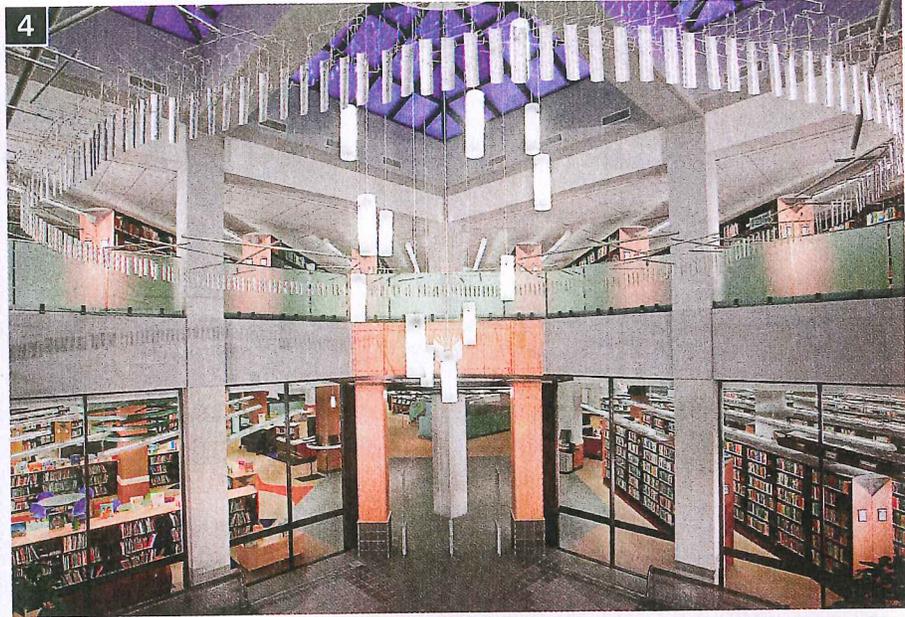
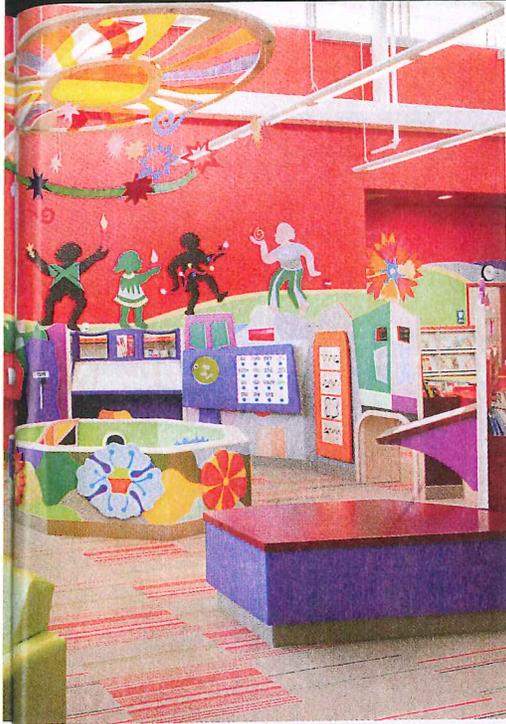
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PUBLIC ADDITIONS AND RENOVATIONS

COMMUNITY	POP IN K	CODE	PROJECT COST	CONSTR. COST	GROSS SQ. FT.	SQ. FT. COST	FURNITURE/EQUIP. COST	ARCHITECT
ARIZONA								
Phoenix	89	B	1,755,562	1,234,119	7,200	171.41	141,897	durkin + durkin Architects
ARKANSAS								
Little Rock	346	MS	6,435,307	5,142,080	64,345	79.91	913,721	Stocks Mann
CALIFORNIA								
Berkeley	113	B	4,814,240	2,994,393	8,110	369.22	420,000	Gould Evans
Berkeley	113	B	5,955,989	4,498,765	9,555	470.83	410,000	Architectural Resources Group; Tom Eliot Fisch
Chula Vista	n/a	B	530,000	260,000	3,412	76.20	170,000	Group 4 Architecture
Keyes	5	O	11,350	11,350	1,000	11.35	0	Carpet One
Malibu	n/a	BS	7,100,000	5,100,000	16,530	308.53	550,000	LPA Architecture
Menlo Park	32	M	249,384	81,814	2,077	39.39	126,570	Noll & Tam
Oakland	10	B	483,227	263,418	650	405.26	106,400	Noll & Tam
Salida	14	B	2,542,000	1,786,000	65,165	27.40	560,000	Pacific Design Associates
San Francisco	19	B	7,779,809	4,513,450	7,432	607.30	500,000	Paulett Taggart; Tom Eliot Fisch
San Francisco	30	B	10,520,492	7,066,454	9,300	759.83	500,000	Dept. of Public Works
COLORADO								
Elizabeth	24	BS	176,000	91,314	5,000	18.26	21,000	Humphries Poli
Fort Collins	170	B	4,746,408	2,972,113	40,387	73.59	1,120,866	OZ Architecture
Loveland	85	M	8,200,000	5,300,000	57,300	92.50	750,000	Belford Watkins Group
New Castle	5	B	2,979,000	2,160,000	11,000	196.36	456,000	A4 Architecture
Palisade	3	B	503,136	472,884	5,000	94.58	12,081	none reported
FLORIDA								
Boynton Beach	98	B	2,722,065	1,885,999	17,538	107.54	337,083	Colome & Associates, Inc.
West Palm Beach	27	M	4,650,717	3,342,365	46,480	71.91	370,688	Colome & Associates, Inc.
GEORGIA								
Rockmart	30	B	1,899,000	1,437,750	17,000	84.57	300,000	CAS Architecture
Thomasville	43	MS	2,617,575	2,093,968	31,200	67.11	347,269	Ellis, Ricket & Associates
ILLINOIS								
Peoria	115	B	850,608	722,858	12,500	57.82	35,000	Farnsworth Group
Peoria	115	B	6,098,554	5,140,453	16,300	315.37	380,260	Farnsworth Group; Dewberry/BCA
Peoria	115	B	667,407	482,394	4,270	112.97	80,250	Farnsworth Group; Dewberry/BCA
Quincy	52	M	5,750,000	5,033,000	52,096	96.61	410,000	Poepping Stone Bach
Romeoville	35	M	12,000,000	6,000,000	46,000	130.43	850,000	Dewberry
IOWA								
Des Moines	50	B	7,662,011	5,455,504	28,590	190.82	895,300	Benjamin Design Collaborative
Sioux City	83	M	1,845,949	1,273,285	35,620	35.75	214,137	FEH Associates
KENTUCKY								
Warsaw	9	M	929,229	729,481	9,984	73.07	112,302	Robert Ehmet Hayes
LOUISIANA								
New Orleans	70	B	6,372,553	4,821,200	9,707	496.67	882,205	Eskew+Dumez +Ripple
MARYLAND								
District Heights	52	B	997,000	867,000	23,600	36.74	36,000	Gant Brunnett Architects
MASSACHUSETTS								
Boston*	625	MS	1,800,000	1,500,000	5,760	286.46	150,000	Gensler
MICHIGAN								
Traverse City	77	MS	208,500	83,500	1,368	61.03	113,500	Riemenschneider/Quinn Evans
MINNESOTA								
New Brighton**	31	O	989,510	751,510	6,600	113.87	142,000	HGA Architects
MISSOURI								
Crane	6	B	522,537	383,471	3,295	116.38	47,316	Paragon Architecture
Trenton	10	MS	16,390	15,653	870	17.99	0	Joe DeVorss Construction
Washington	14	M	3,405,396	2,638,776	22,460	117.49	422,232	Horn Architects

Symbol Code: B—Branch Library; BS—Branch & System Headquarters; M—Main Library; MS—Main & System Headquarters; S—System Headquarters; O—combined use space; n/a—not available; lf—linear feet

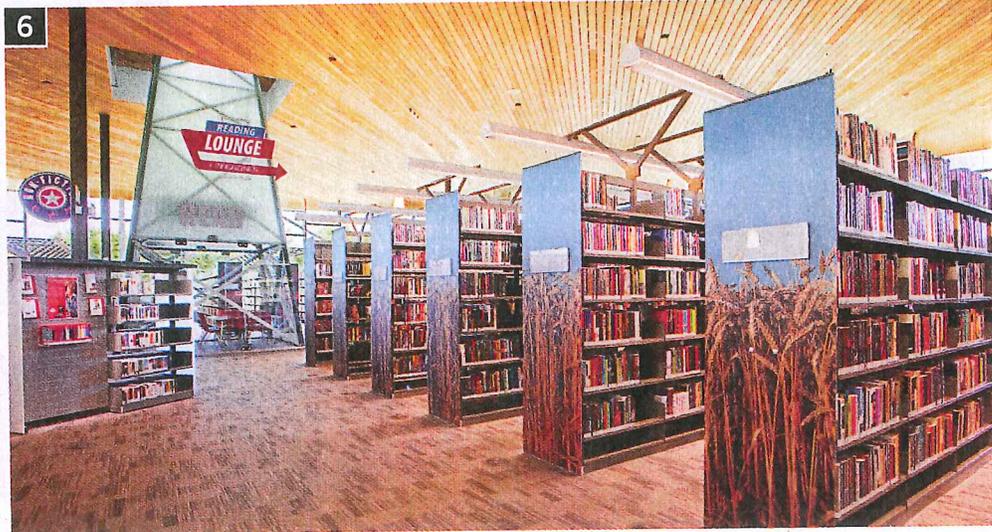
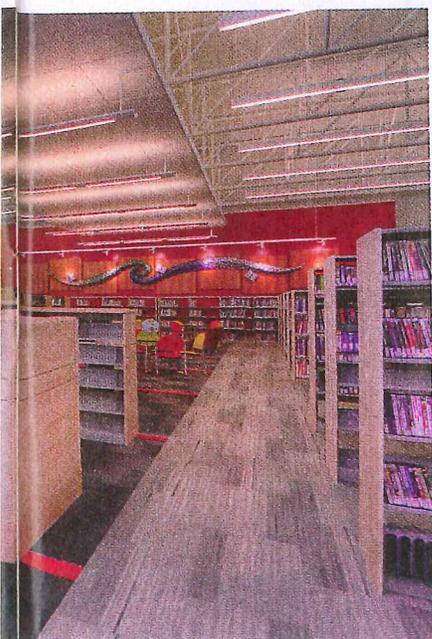
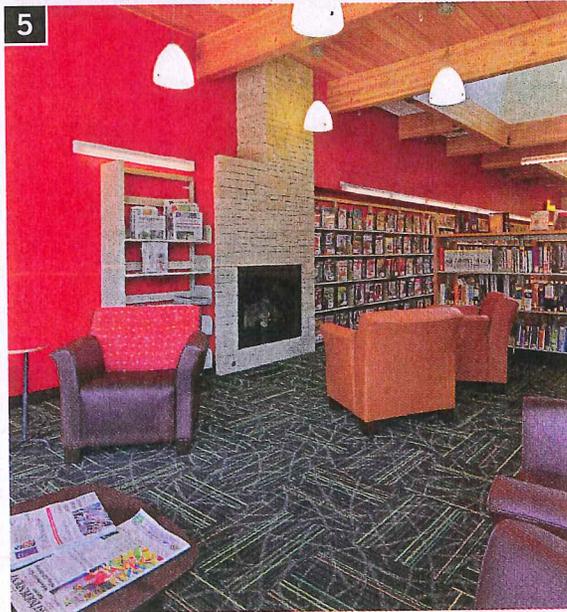




Spaces To Grow

1. Artwork from Ashley Bryan's book *Let It Shine* brightens the Play, Learn and Grow children's area at the new **Warrensville Heights Branch**, Cuyahoga County Public Library, OH. Activity stations help to foster early literacy skills. 2. The remodeled and expanded **Loveland Public Library**, CO, has already achieved LEED Gold certification for sustainably cohabitating with its Civic Center neighbors and blending with the built environment. 3. The **Milton R. Abrahams Branch**, Omaha Public Library, remodeled more than 20,000 square feet of space and opened up space for flexibility and visual interest. 4. The two-story renovation of the **Wilbur Aalfs (Main) Library**, Sioux City Public Library, IA, has been referred to as a "dramatic transformation" of space, with an active ground-floor level and multipurpose study nooks and a new computer lab upstairs. 5. What do you get when you remodel a 1968 library in a declining downtown area? The renovated and expanded **New Castle Branch Library**, Garfield County Public Library District, CO, with an additional 6,000 square feet, a raised roof over half the structure, and stained glue-lam beams that match the interior wood finishes. 6. Oh, what a beautiful building, is the **Patience Latting Northwest Library**, Oklahoma City, emphasizing its cornstalk and oil well heritage in stunning stack end panels and a majestic separation between the stacks and the quiet reading area.

CREDITS 1: HBM Architects, architect; photo, Kevin G. Reeves Photography. **2:** Belford Waktins Group, architect; photo, Tim O'Hara. **3:** Alley Poyner Macchietto Architecture, architect; photo, Anne Hillen & Erin Giannangelo. **4:** FEH Associates, Inc., architects; photo, Jacob Sharp. **5:** A4 Architecture, architect; photo, Greg Watts. **6:** richard + bauer, architect; photo, ©Joseph Mills, Joseph Mills Photography.



PUBLIC ADDITIONS AND RENOVATIONS

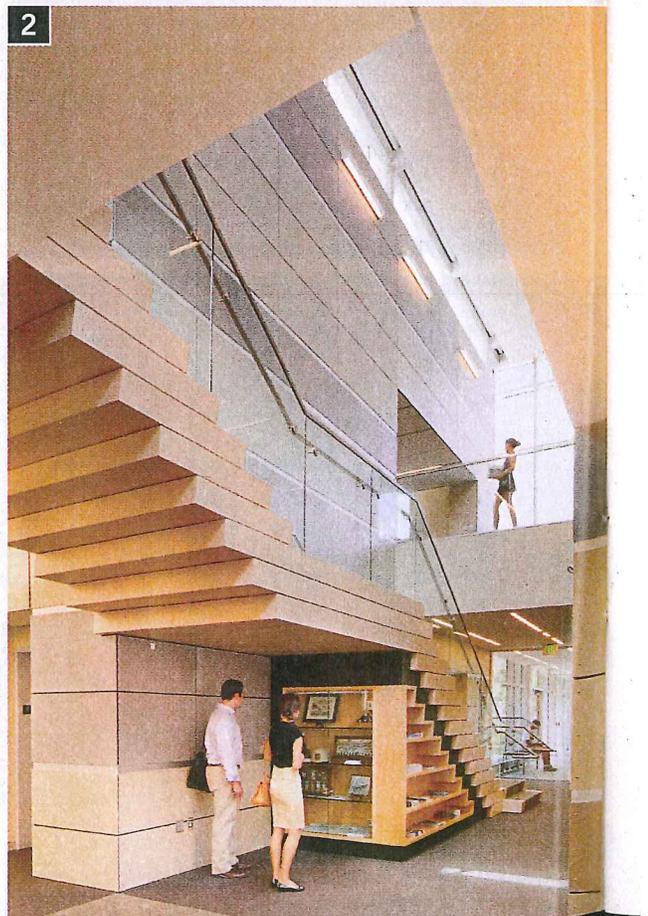
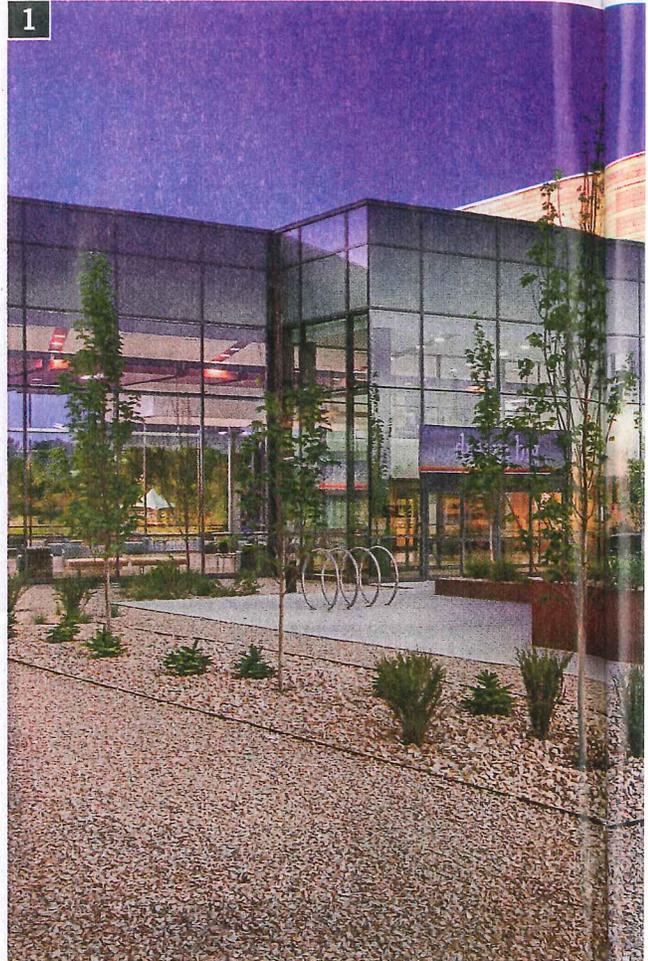
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NEBRASKA								
Kearney	31	M	5,628,376	4,754,274	49,052	96.92	343,458	Wilkins Hinrichs Stober
Minden	3	M	230,340	127,510	4,350	29.31	102,830	Knispel Construction; Tri-County Glass
Omaha***	53	O	1,650,876	1,340,000	20,450	65.53	208,316	Alley Poyner Macchietto
Valley	4	O	522,184	326,402	3,600	90.67	13,970	Calvin L. Hinz Architects
NEW JERSEY								
Cliffside Park	24	M	1,682,000	1,400,000	8,800	159.09	200,000	arcari & iovino
Franklin Lakes	11	M	31,000	21,000	40	525.00	0	Janice Davis Design
Franklin Park	13	B	309,000	240,000	3,650	65.75	50,000	arcari & iovino
Upper Saddle River	8	M	42,000	31,000	1,200	25.83	0	Janice Davis Design
Wyckoff	17	M	4,404,615	3,400,000	28,000	121.43	669,134	Beatty, Harvey, Coco
NEW YORK								
Albertson	27	M	6,969,736	5,156,827	23,787	216.79	595,000	Beatty, Harvey, Coco
Cortland	28	M	884,000	750,000	12,000	62.50	0	Crawford & Stearns
Dansville	10	M	2,900,000	2,400,000	8,100	296.30	200,000	LaBella Associates
Farmingdale	8	M	3,008,178	2,061,527	41,722	49.41	309,034	Beatty, Harvey, Coco
Holbrook	83	M	315,845	231,023	4,328	53.38	58,822	Beatty, Harvey, Coco
Islip	20	M	1,231,925	838,318	8,278	101.27	197,790	Beatty, Harvey, Coco
Sherburne	4	O	296,807	236,147	5,900	40.02	0	Klepper, Hahn & Hyatt
OHIO								
Beachwood	12	B	1,187,034	993,848	18,626	53.36	4,233	CBLH Design
Cincinnati	42	B	5,300,000	2,672,165	20,709	129.03	1,030,609	KBA, Inc.
Cleveland	401	M	1,267,967	551,213	7,403	74.46	277,994	Bostwick Design Partnership
Fairview Park	17	B	935,569	785,111	44,225	17.75	3,201	Van Dyke Architects
Solon	24	B	1,100,244	883,926	22,000	40.18	6,157	CBLH Design
Toledo	17	B	2,280,398	1,732,015	17,766	97.49	371,000	Buehrer Group Architecture
OREGON								
Clackamas	5	M	2,903,281	2,121,626	18,300	115.94	315,670	Scott Edwards Architecture
RHODE ISLAND								
North Scituate	11	M	1,641,000	1,177,000	7,925	148.52	180,000	Lerner Ladds Bartels
SOUTH CAROLINA								
Allendale	10	BS	3,142,288	2,738,618	12,000	228.22	200,000	jsms, inc.
Wagener	2	B	421,598	304,750	2,700	112.87	82,700	Craig Gauden Davis
TEXAS								
Honey Grove	2	M	77,405	25,413	1,886	13.47	41,000	Vance Hunt
Houston	2,099	M	28,083,000	25,909,000	90,300	286.92	1,760,000	Gensler
Huntsville	25	M	4,005,403	3,168,914	22,000	144.04	366,789	Aguirre Roden, Inc.
McAllen	212	M	23,807,890	14,105,491	124,500	113.30	2,781,420	MS&R Ltd.
Magnolia	138	B	37,277	13,250	1,624	8.16	24,027	none reported
VIRGINIA								
Henrico	n/a	B	4,765,990	2,344,038	12,672	184.98	1,307,377	BCWH
Honaker	7	B	176,704	126,125	1,950	64.68	38,359	Colley Architects
Waynesboro	20	M	1,867,319	1,333,605	11,600	114.97	230,000	BCWH
WASHINGTON								
Lake Forest Park	13	B	1,446,000	806,000	5,841	137.99	431,000	Hutteball & Oremus
Tukwila	19	B	303,000	240,000	3,322	72.25	63,000	SHKS Architects

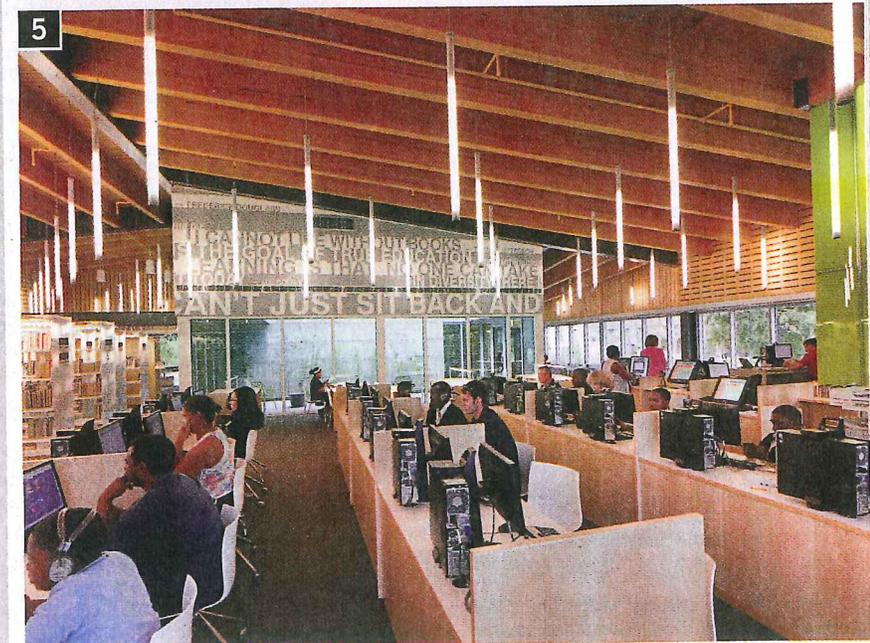
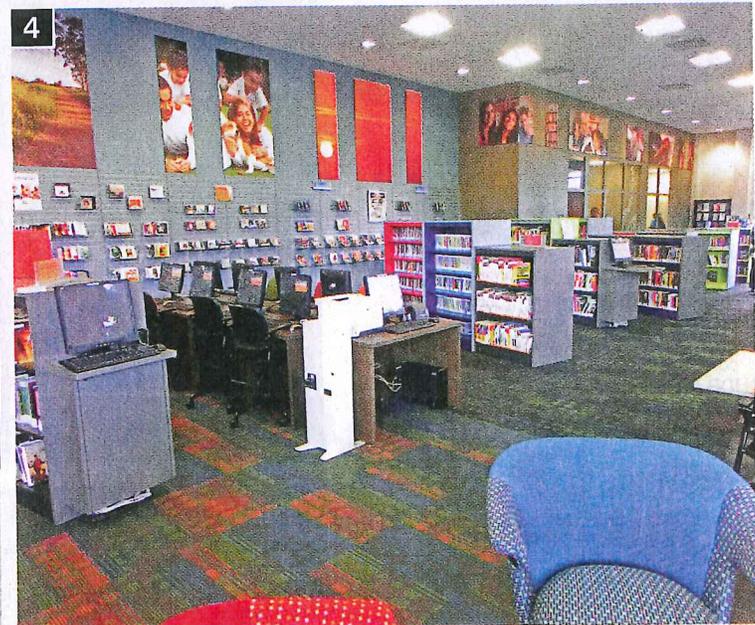
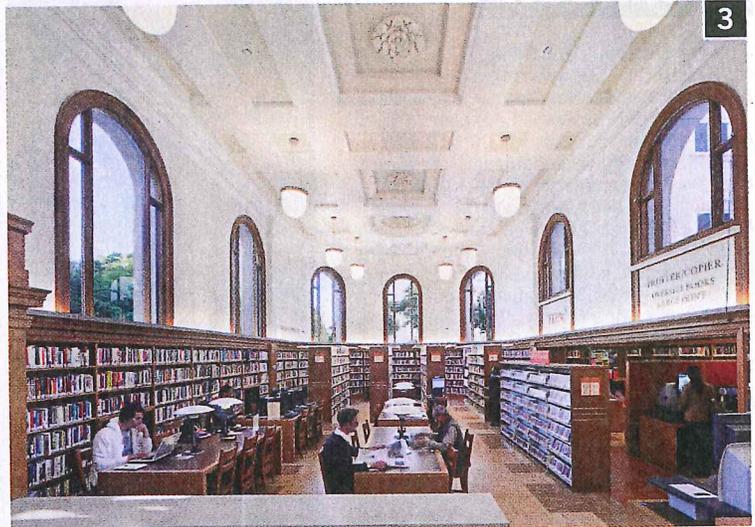
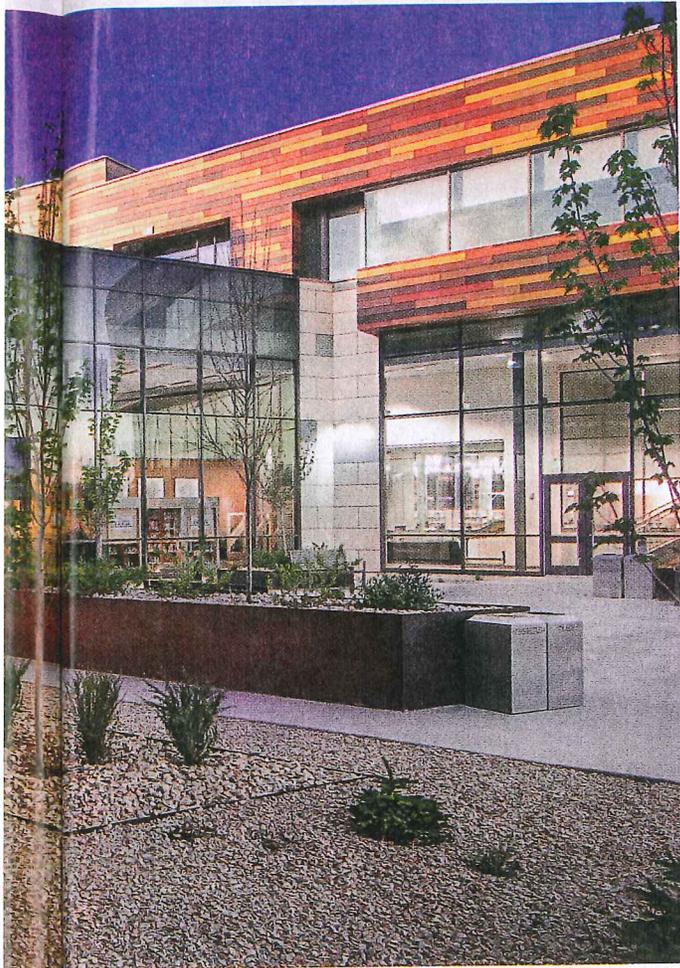
*200,000 original historic maps, 5,000 atlases; 195 linear feet for regular-sized books; 180 folio shelves for 600 folio atlases and references books; 36 extra-large shelves for 75 extra-large atlases; 240 five-drawer flat files, with capacity for 12,000-15,000 single sheet maps; two cabinets wit five shelves each for 3-D artifacts, e.g., globes and geographic games

** Colocated with an existing community center

*** Joint facility with Omaha Parks and Recreation Department

Symbol Code: B—Branch Library; BS—Branch & System Headquarters; M—Main Library; MS—Main & System Headquarters; S—System Headquarters; O—combined use space; n/a—not available; lf—linear feet





The Best of Past and Present

1. The **West Jordan Library & Viridian Event Center**, Salt Lake County Library, is the perfect convergence of civic and recreational needs. The design captures the outdoors as flexible event space, with no need to add enclosed program areas. **2.** The new **Walpole Public Library**, MA, more than 20 years in the making, encompasses four vertical volumes that anchor the building's entries and highlight generous circulation paths, a grand sculptural stairway, and skylights for that open, airy feeling. **3.** The winner of several design awards, including one for historic preservation, the remodeled and enlarged **Golden Gate Valley Branch Library**, San Francisco Public Library, made seismic upgrades while "creating a wonderful mix of old and new elements" within what was a 1917 Beaux-Arts structure. **4.** A former pizza restaurant in a destination shopping center, the **Otay Ranch Branch Library**, Chula Vista, CA, is now a "vibrant" space of bright patterns and bold colors attuned to the culture of Southern California. **5.** A historically significant one-story bungalow built in 1917 meets a resurrected 1993 library in the **Rosa F. Keller Library & Community Center**, New Orleans. The addition houses shelving, computer stations, and the core elements of library service.

CREDITS 1: MHTN Architects, Inc., architect; photo, Trevor Muhler Photography. **2:** Lerner Ladds Bartels (LLB) Architects, architect; photo, Bruce T. Martin Photography. **3:** Paulett Taggart Architects and Tom Eliot Fisch, architects; photo, Bruce Damonte. **4:** Group 4 Architecture, Research + Planning, Inc., architect and photo. **5:** Eskew + Dumez + Ripple, architects; photo, ©Timothy Hursley.

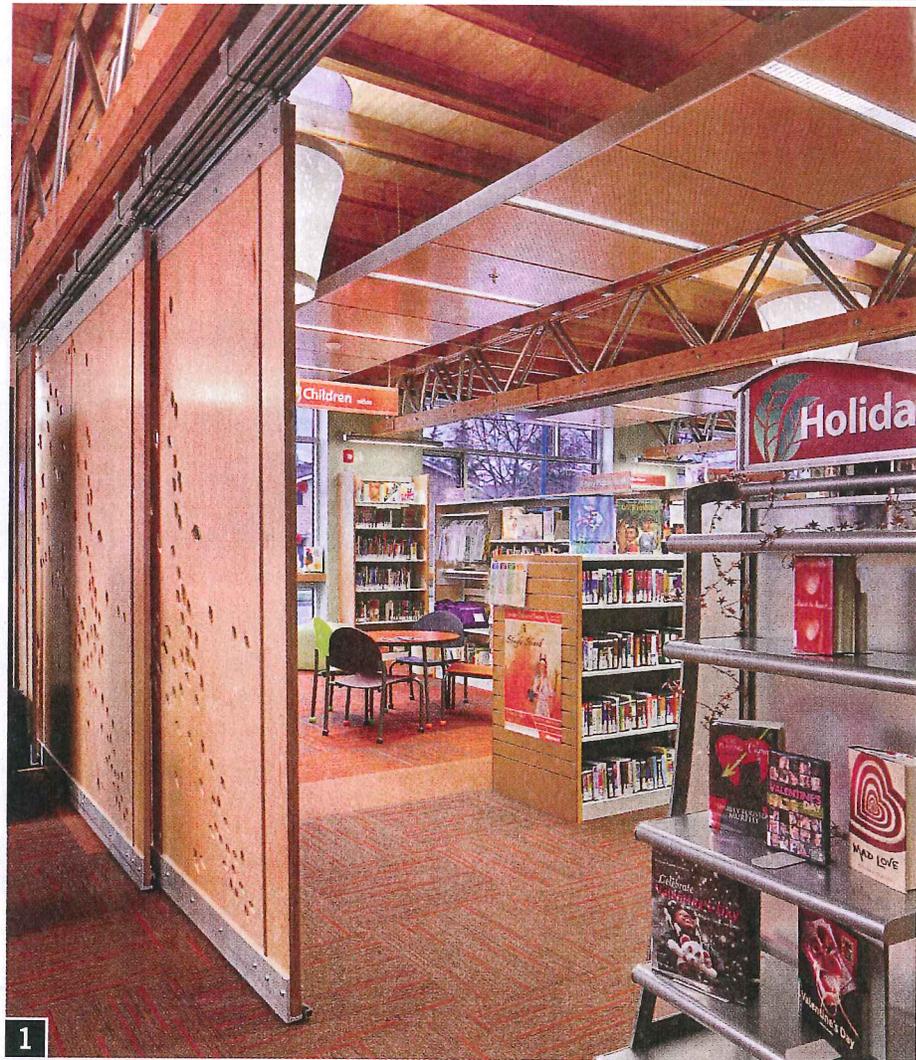
Architects

A4 Architects, Carbondale, CO; 970-963-6760; www.a4arc.com
Adjaye Associates, New York; 212-965-8420; www.adjaye.com
Aguirre Roden, Inc., Austin, TX; 512-478-3020; www.aguirreroden.com
Alley Poyner Macchietto, Omaha; 402-341-1544; www.alleypoyner.com
Apicella + Bunton LLC, New Haven, CT; 203-777-2121; www.apicellabunton.com
arcari + iovino architects, Little Ferry, NJ; 201-641-0600; www.aiarchs.com
Architecnics, Inc., Quincy, IL; 217-222-0554; www.architecnicsinc.com
Architectural Nexus, Inc., Salt Lake City; 801-924-5000; www.archnexus.com
Architectural Resource Group, Fort Collins, CO; 970-484-0124
Architectural Resources Group, Inc., San Francisco; 415-421-1680; www.argsf.com
Architecture Plus Inc., Honolulu; 808-945-2311

Baker, Bednar, Snyder & Associates, Warren, OH; 330-856-7222; bakerbednarsnyder.com
BCWH, Richmond; 804-788-4774; www.bcwh.com
Beatty, Harvey, Coco Architects, LLP, Hauppauge, NY; 631-300-1010; www.bhc-architects.com
Beatty, Harvey, Coco Architects, LLP, New York; 212-213-1339; www.bhc-architects.com
Belford Watkins Group, Fort Collins, CO; 970-212-1242; bwgarch.com
Benjamin Design Collaborative, PC, Ames, IA; 515-232-0888; www.benjamin-design.com
BHDP Architecture, Cincinnati; 513-271-45202; www.bhdp.com
Bleigh Construction, Hannibal, MO; 573-221-2247; www.bleighconstruction.com
Bostwick Design Partnership, Cleveland; 216-621-7900; www.bostwickdesign.com
Buehrer Group Architecture & Engineering, Inc., Maumee, OH; 419-893-9021; buehrergroup.com

Carpet One, Modesto, CA; 209-523-5664
Carlson, West, Povandra, Omaha; 402-551-1500; www.cwparchitects.com
CAS Architecture (Chad Alexander Smith), Grayson, GA; 678-646-7736; www.casarc.com
CBLH Design, Cleveland; 440-243-2000; cblhdesign.com
Larry Chilese, Lincoln, NE; 402-474-6885
Clark Nexsen, Norfolk, VA; 757-455-5800; www.clarknexsen.com
Colley Architects, Blacksburg, VA; 540-953-2724; www.colleyarch.com
Collins Cooper Carusi, Atlanta; 404-873-0001; collinscoopercarusi.com
Colome & Associates, Inc., West Palm Beach, FL; 561-833-9147; www.colome-architect.com
Cornerstone Architecture, Saint Peters, MO; 636-244-4045; www.cornerstonearchitecture.com
Crafton Tull, Oklahoma City; 405-787-6270; www.craftontull.com
Craig Gauden Davis, Greenville, SC; 864-242-0761; www.cgdarch.com
Crawford & Stearns, Syracuse, NY; 315-471-2162; www.crawfordstearns.com

Janice Davis Design LLC, Brooklyn; 917-520-7354; www.janicedavisdesign.com



Modern & Modular

1. A factory-constructed modular system forms the new **Fife Library**, Pierce County Library System, WA. Digitally fabricated, track-based divider panels bearing a custom pattern separate the library spaces from community areas available for public functions. **2.** The remodeled **Main Library, Central Arkansas Library System**, in Little Rock, includes new adult browsing space, a Prose Garden sandwich and snack area, and an exciting, 9,800 square foot teen area called simply Level 4.

CREDIT 1. SHKS Architects, architect; photo, ©2011 Benjamin Benschneider. **2.** Mark Mann, Stocks Mann Architects, PLC, architect; photo, Steve Grisham.

Joe DeVorss Construction, Spickard, MO 64679; 660-635-0585

Dewberry Architects Inc., Elgin, IL; 847-695-5840; www.dewberry.com

durkin + durkin, llc, Phoenix; 602-254-8644; durkin-durkin.com

Ellis, Ricket & Associates, Valdosta, GA; 229-242-3556; www.eraarchitects.com

Eskew+Dumez+Ripple, New Orleans; 504-561-8686; eskewdumezripple.com

Farnsworth Group, Peoria, IL; 309-689-9888; www.f-w.com

FEH Associates, Inc., Sioux City, IA; 712-252-3889; www.fehassociates.com

Ford3 Architects, LLC, Princeton, NJ; 609-924-0043; www.ford3.com

Gant Brunnett Architects, Baltimore; 410-234-8444; www.gba-architects.com

Gensler, Boston; 617-619-5744; www.gensler.com/boston

Gensler, Houston, TX; 713-844-0000; www.gensler.com

Gkk Works, Pasadena, CA; 626-666-6906; gkkworks.com

Gould Evans, San Francisco; 415-503-1411; www.goulddevans.com

Gould Evans Affiliates, P.A., Kansas City, MO; 816-931-6655; www.goulddevans.com

Group 4 Architecture, Research + Planning, Inc., South San Francisco; 650-871-0709; www.g4arch.com

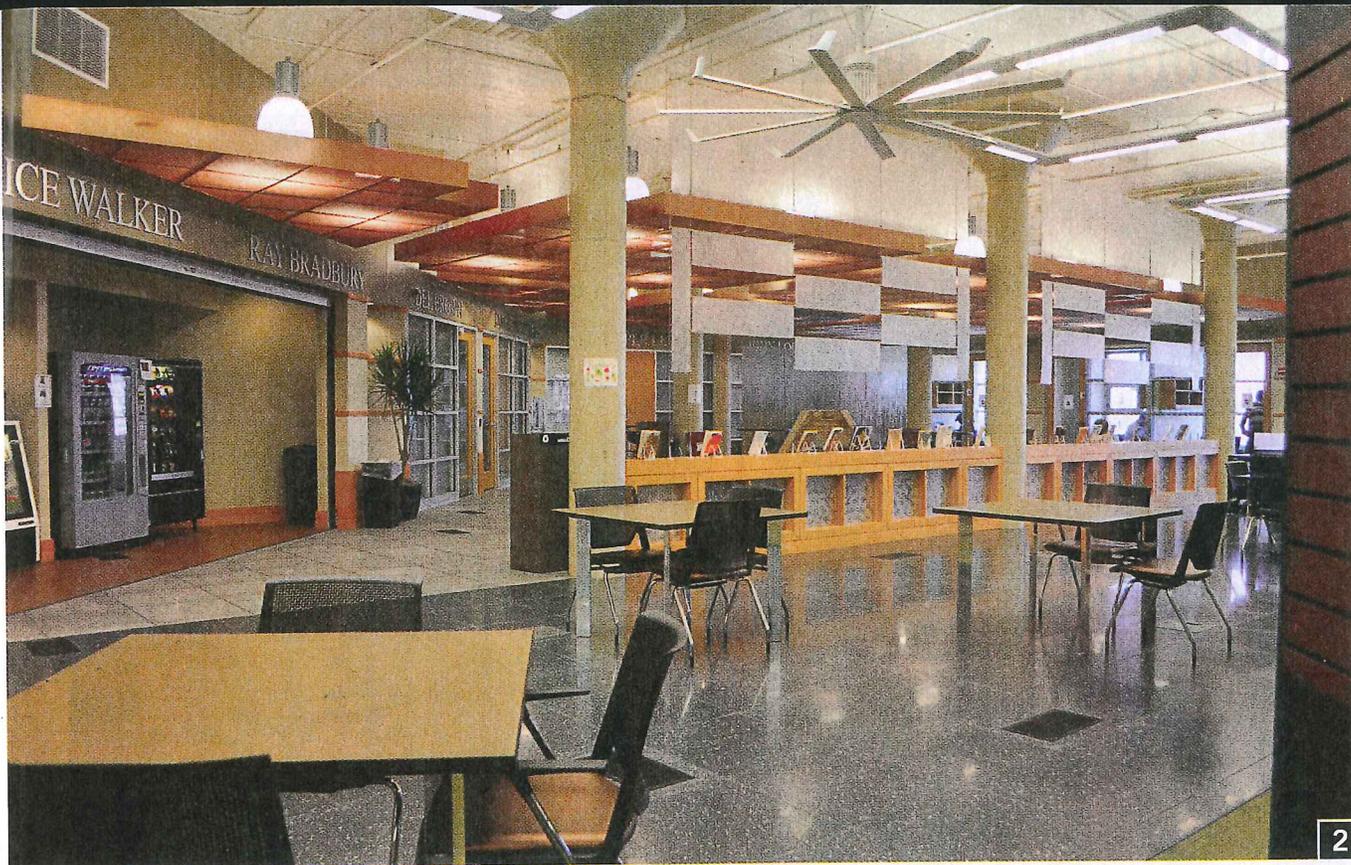
H3 Hardy Collaboration Architecture, New York; 212-677-6030; www.h3hc.com

Harley Ellis Devereaux, Chicago; 312-951-8863; harleyellisdevereaux.com

Harvard Jolly Architecture, St. Petersburg, FL; 727-896-4611; www.harvardjolly.com

hatch ulland + owen, Austin, TX; 512-474-8548; huoarchitects.com

HBM Architects, Cleveland; 216-241-1100; hbmarchitects.com



2

HGA Architects & Engineers, Minneapolis; 612-758-4000; www.hga.com
Calvin L. Hinz, Architects, PC, Elkhorn, NE; 402-291-6941; www.clarchitects.com
HMC, Ontario, CA; 909-989-9979; hmcarchitects.com
Horn Architects, Washington, MO; 636-239-0309; www.hornarchitects.com
Humphries Poli Architects, Denver; 303-607-0040; www.hparch.com
Hutteball & Oremus, Kirkland, WA; 425-828-8948; www.hoarch.com

Jdms, inc., Sumter, SC; 803-773-3318; jdms@sc.rr.com
Johnson Favaro, Culver City, CA; 310-559-5720; johnsonfavaro.com
JRCA Architects, Inc., Salt Lake City; 801-533-2100; www.jrcadesign.com

KA Oldham Design Inc., Newnan, GA; 770-683-9170; www.kaod.com
KBA, Inc., Cincinnati; 513-752-7800; www.kbainc.com
Klepper, Hahn & Hyatt, Syracuse, NY; 305-446-9205; www.khhpc.com
Klingner Associates, Quincy, IL; 217-223-3670; www.klingner.com

LaBella Associates, PC, Rochester, NY; 585-454-6110; labellapc.com
Lee Ledbetter & Associates, New Orleans; 504-566-9669; www.leeledbetter.com
Lerner Ladds Bartels, Pawtucket, RI; 401-421-7715; lbarch.com
LPA Architecture, Irvine, CA; 949-261-1001; www.lpainc.com
LWPB Architecture, Oklahoma City; 405-722-7270; www.lwpb.com

McGEE DESIGNHOUSE, Inc. (Melinda McGee), Carmel, IN; 317-502-6763; www.mcgeedesignhouse.com
MHTN Architects, Inc., Salt Lake City; 701-595-6700; www.mhtn.com

Moody Nolan (Mark R. Beebe), Indianapolis; 317-916-4082; www.moodynolan.com
Moseley Architects, Virginia Beach; 757-368-2800; www.moseleyarchitects.com
MS&R Ltd. (Meyer, Scherer & Rockcastle, Ltd.), Minneapolis; 612-375-0336; msrltd.com

Nagle Hartray Architecture, Chicago; 312-425-1000; www.naglehartray.com
NHB Group, LLC, Birmingham, AL; 205-264-9988; www.nhbgroup.net
Noll & Tam Architects, Berkeley, CA; 510-542-2200; www.nollandtam.com

OCO Architects, San Antonio; 210-829-1737; www.ocoarchitects.com
Office Interiors & Design, Lincoln, NE; 402-484-7500; www.oidinc.com
OZ Architecture, Denver; 303-861-5704; www.ozarch.com

Pacific Design Associates, Inc., Modesto, CA; 209-557-2288; www.pacdesign-aia.com
Paragon Architecture Inc., Springfield, MO; 417-885-0002; www.paragon-architecture.com
Paulett Taggart Architects, San Francisco; 415-956-1116; ptarc.com
Perry Dean Rogers | Partners Architects, Boston; 617-423-0100; www.perrydean.com
Poepping Stone Bach & Associates, Quincy, IL; 217-223-4605; www.psba.com
John Portman & Associates, Atlanta; 404-614-5555; www.portmanusa.com

Richard+bauer architecture, llc, Phoenix; 602-264-1955; www.richard-bauer.com
Riemenschneider Design/Quinn Evans Architects, Ann Arbor, MI; 734-663-5888; www.quinnevans.com
Robert Ehmet Hayes & Associates, Fort Mitchell, KY; 859-331-3121;

reharchitects@fuse.net
RQAW Corporation (Mark R. Beebe), Indianapolis; 317-815-7200; www.rqaw.com

San Francisco Department of Public Works Building Design and Construction, San Francisco; 415-554-4829; sfdpw.org
Scott I Edwards Architecture LLP, Portland, OR; 503-226-3617; www.seallp.com
SHKS Architects, Seattle; 206-675-9151; www.shksarchitects.com
Slattery & Associates Architects Planners, Boca Raton, FL; 561-392-3848; www.slatteryarchitects.com
Daniel Sloan, Des Moines; 515-255-3939; www.designdsm.com
Stocks Mann Architects, PLC, Little Rock, AR; 501-370-9207; www.allisonarchitects.com
Studiotope Design Collective, Denver; 303-308-1144; www.studiotope.com

Tappe Associates, Inc., Boston; 617-451-0200; www.tappe.com
Tom Eliot Fisch, San Francisco; 415-391-7918; www.tomeliotfisch.com

Van Dyke Architects, Cleveland; 216-566-5455; www.vandykearchitects.com
Vance Hunt Libraries, Grand Prairie, TX; 972-641-9598; www.vancehuntlibraries.com

Weinstein AU Architects, Seattle; 206-443-8606; www.weinsteinau.com
Wienczek & Associates, Washington, DC; 202-349-0742; www.wienczek-associates.com
Wilkins Hinrichs Stober Architects, LLC, Kearney, NE; 308-237-5787; www.whsarchitects.biz/index.html
David Woodhouse Architects, Chicago; 312-943-3120; www.davidwoodhouse.com
WTW Architects, Pittsburgh; 412-321-0550; www.wtwarchitects.com

M E M O

Date: December 20, 2012
To: Linda Ishem and members of the Board of Trustees
From: Mary Getchell, Marketing & Community Relations Director
Subject: Video Project of Customer Stories

As a pro bono gift to Pierce County Library System, Emerald City Pictures produced two videos for our library system and residents. The videos gave a significant depiction of the real people who have very real and valuable experiences every day in our libraries. Their smiling faces and voices share the story of how we are helping to make a difference in people's lives.

The videos capture the smiles, actions, and feelings of customers' experiences and rewards from Pierce County Library. The video highlighted success stories with people discussing how the Library has made a difference in their lives. It helped express people's love for the Library and their stories will foster raising public awareness and knowledge about how the Library helps individuals and the community.

We have posted the videos to our YouTube channel and website. In addition, I shared them with Urban Libraries Council's public relations directors for libraries throughout the U.S. In coming weeks we will share further via our listserv with 25,000 subscribers, Facebook page, and Twitter account.

View the videos on [YouTube](#), We Love Pierce County Library Video 1 and 2:
<http://www.youtube.com/user/piercecountylibrary1#p/u>

UNFINISHED BUSINESS



Date: December 31, 2012

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

From: Sally Porter Smith

Subject: PC and Print Management System

Polaris Library Systems in partnership with Envisionware, Inc. was selected for the PC Time and Print Management System for PCLS public computers. The integrated system will replace the honor system for customers paying for their computer printing and a 10 year old computer reservation management system.

The new system features a user friendly interface, multiple options for self-service and efficient management of public printing which will eliminate runaway print jobs and people printing without paying. Customers will have the ability to print choosing from multiple paper sizes, black and white or color printing, and duplex printing. Self-service pay options include cash, debit or credit card. Wi-Fi printing will also be available to customers. Furthermore, the integrated system allows PCLS to utilize existing self-check-out stations as print release stations and provide customers a new self-service option of paying library fines with cash utilizing existing cash vending units. In libraries with limited space and lower volume printing, this allows a self-check-out station to be used for four functions and is an efficient use of work stations and space.

The implementation team will be led by Keith Knutsen, Parkland Branch Manager who served as a team leader on the successful Telephone Implementation Team. During January and early February, the team will work with the vendors and Information Technology staff to establish the core infrastructure and customization of the product. The system will be tested in pilot libraries during late February and early March with deployment to the remaining libraries planned for late March and April. The system is currently being used by other libraries throughout the United States.

NEW BUSINESS

M E M O

Date: December 31, 2012

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

FROM: Georgia Lomax, Deputy Director

RE: 2012 Operational changes for efficiency, savings and improvement

Pierce County Library values being a careful steward of tax payer money and regularly looks for ways to be efficient and save money. It also reflects our understanding that the public expects tax-funded agencies to make internal changes and operate as efficiently as possible now more than ever.

PCLS regularly makes changes that allow money and staff time to be reallocated to different priorities, so last year we began documenting this work to show the careful choices and creative thinking occurring as we determine what the Library provides, how it does things and where limited resources are used. This work helps the Library address the challenges of today's economic environment which require it to continually evaluate and change, and to demonstrate the good management and operational practices expected of a tax-supported institution that must adapt to changing funding realities, and public expectations and lifestyles.

Attached is a selection of operational changes implemented in 2012.

This chart is not intended to provide a cost/benefit analysis of the activities. In some cases there were purchase costs or contracts, in others staff time was saved in one department but added to another. Projected costs and workload impacts are assessed in advance during planning and decision-making phases so that changes and choices can be made in context of the whole to ensure there are overall benefits from savings, reductions in recurring costs, increased capacity or customer service improvements that meet library priorities. While a change may add to staff time needed in one area, a different change will have increased capacity by saving time in another.

For major projects, such as the new phone system, the media security project or the PAC HVAC replacement, in-depth analysis of resource impacts and costs is done.

During the board meeting I will briefly highlight a number of operational changes and their results. Justin Moser, Reading & Materials Driver Supervisor, will join me to share the work of the delivery team during the past year.

2013 Budget Document
Operating Lean
Operational Changes for Efficiency, Savings and Improvement

Pierce County Library is building an organizational cultural and staff that learns, adapts, looks forward, and continually improves processes, services and themselves. An organization and staff with these skills are better prepared and able to adapt and evolve, and have the resiliency and judgment to work well in a fast paced and changing environment. The Library recruits, hires, trains and coaches to ensure it has staff with qualities that will help the organization grow and reach its goals, and offer services its community and customers value.

These skills, combined with constant attention to finding and implementing efficiencies, changes and improvements, allow the Library to save and reallocate resources (especially staff time and money), and build capacity. Finding ways to do work faster, or to do less work to achieve the desired result, frees time and resources to be used on the activities, tasks and services that best support the Library's service to the community.

To provide the best service with the existing level of staffing, it is critical that each individual spends as much of their time working at the highest value level in their job. Reducing routine tasks and focusing efforts on activities that require skill, knowledge and especially interaction with customers or community, is a priority as the Library works to spend its finite allotment of time, money and resources on the right work and the right services.

A number of approaches are used to make operational changes for efficiency, savings and improvement:

- Stop what is no longer important, necessary or valued by the customer
- Automate or use technology and time saving tools
- Work differently to improve on how things are done
- Empower customers to help themselves
- Renegotiate to find the best deals
- Generate revenue to supplement tax-provided funding

Attached is a selection of operational changes implemented in 2012.

2012 OPERATIONAL CHANGES FOR EFFICIENCY, SAVINGS AND IMPROVEMENT

STOP

EFFECTIVE DATE	ACTION/CHANGE	RESULTS/BENEFITS	DEPARTMENT(S)	SAVINGS	
				2012	2013
5/2012	Stopped printing the day of week on holiday closure signs and posters	<ul style="list-style-type: none"> • Reduces design staff time by 30 minutes/holiday • Posters/signs can be used more than once • Saves materials and waste 	Marketing & Community Relations	2.5 hr/yr	4.5 hr/yr
3/2012	Stopped advertising in Dex phone books (print & online)	<ul style="list-style-type: none"> • Eliminates advertising fee 	Marketing & Community Relations	\$1622	\$2117
7/1/12	Stopped repairing old, outdated computers with no value or resale value	<ul style="list-style-type: none"> • Reduces IT Tech time spent updating and fixing old equipment (3 hrs/month) 	Information Technology	18 hrs/yr	36 hrs/yr
2012	Eliminated use of holds and transfer slips	<ul style="list-style-type: none"> • Eliminated 2 steps in holds processing process • Eliminated storage and handling of paper in branches • Reduced paper waste in branches 	Customer Experience	2100 hrs/yr	2100 hrs/yr
2012	Reduced duplication of print and electronic reference materials	<ul style="list-style-type: none"> • Reduced budget while maintaining access to reference materials 	Customer Experience	\$22,000	

2012 OPERATIONAL CHANGES FOR EFFICIENCY, SAVINGS AND IMPROVEMENT

AUTOMATE

EFFECTIVE DATE	ACTION/CHANGE	RESULTS/BENEFITS	DEPARTMENT(S)	SAVINGS	
				2012	2013
5/1/2012	Replaced postcard printer with more reliable, standard model	<ul style="list-style-type: none"> Decreased staff time redoing post cards (1 hr/mo) Improved readability for customers 	Information Technology	8 hrs/yr	36 hrs/yr
1/1/2012	Upgraded Wi-Fi system	<ul style="list-style-type: none"> Enhanced reliability reduced maintenance needed (3 hrs/mo) More reliable experience for customers Enhance reporting capability More access points for customer use Broader reach to areas in buildings 	Information Technology	36 hrs/yr	36 hrs/yr
8/1/2012	Implemented Internet filtering with a software service	<ul style="list-style-type: none"> Reduced the number of servers by 18 (Servers will not be replaced in 2013 as scheduled. Saves \$3000/server) 	Information Technology	\$0	\$54,000
6/1/2012	Implemented Basecamp Collaborative Software	<ul style="list-style-type: none"> Increased coordination, collaboration, communication and improved project management for IT Projects Saves staff time by consolidating work in one place (1 hr/wk) 	Information Technology	30 hrs.	52 hrs.
5/1/2012	Implemented "virtual machine" (VM) servers	<ul style="list-style-type: none"> Eliminated 20 physical servers and need to maintain and replace equipment (\$3000 per server) Saves staff time by providing quick and easy ability to configure virtual servers from any location Saves electricity Lowers cooling load 	Information Technology	\$60,000	\$15,000
6/1/2012	Installed temperature alert/power monitoring	<ul style="list-style-type: none"> Saved staff time (1 hr/mo) Enhance the ability to monitor power status and temperature at branch locations Quicker response to temperature/power issues in branches 	Information Technology Facilities	7 hrs.	12 hrs.

6/20/12	Implemented Raiser's Edge, fund raising software	<ul style="list-style-type: none"> • Eliminated some banking fees for donations made by credit cards • More robust fundraising capability 	Fund Development	\$250	\$ 1,000
6/20/2012	Relocated Foundation webpage and fundraising software to "the cloud"	<ul style="list-style-type: none"> • Eliminated one physical server and need to maintain and replace equipment (\$3000 per server) • Saves IT Support time • Saves electricity • Lowers cooling load 	Information Technology	\$3000	\$0
9/2012	Installed security monitors on exterior HVAC units at 7 libraries	<ul style="list-style-type: none"> • Stop damage due to copper theft for a total of 27 HVAC units (repair costs are \$8000/unit) 	Facilities	\$8000	\$8000
1/2012	Implemented online recruiting, applicant tracking, scheduling hiring software (OpenHire)	<ul style="list-style-type: none"> • Reduced time from job posting to hire • Saves staff time through applicant self-service, templates & auto-notification (5 hrs/posting) • 24/7 access for applicants • Time savings allows SE staff to "add value" in support of hiring supervisors 	Staff Experience	330 hrs/yr	250 hrs/yr
2011	Offered Teen Summer Reading as an online program	<ul style="list-style-type: none"> • Doubled participation by teens • Eliminated most printing costs 	Marketing and Community Relations	\$3,000	\$3000
2012	Increased and continued transitioning <i>Our Own Expressions</i> teen contest from a paper to online submission process and automating administrative processes	<ul style="list-style-type: none"> • 80% of entries submitted online • Reduced staff time in tracking submissions, facilitating judging process (distributing and summarizing judges' results), reporting results and preparing documents for publication 	Customer Experience	30 hrs/yr	30 hrs/yr

2012 OPERATIONAL CHANGES FOR EFFICIENCY, SAVINGS AND IMPROVEMENT

WORK DIFFERENTLY

EFFECTIVE DATE	ACTION/CHANGE	RESULTS/BENEFITS	DEPARTMENT(S)	SAVINGS	
				2012	2013
6/1/2012	Stocked IT vans with equipment needed to complete most work orders on first visit to branch	<ul style="list-style-type: none"> Reduces staff time by eliminating extra trips between PAC and branches Saves gas. Reduces time IT equipment in branches is unavailable for use 	Information Technology	28 hrs/yr	52 hrs/yr
4/1/2012	Laptop labs updated by Branch Staff	<ul style="list-style-type: none"> Saved Senior IT Tech travel time (5 hrs/visit/location) Saved gas and mileage costs More frequent updates provide improved customer experience 	Information Technology	80 hrs.	120 hrs.
8/1/2012	Produced Library and Foundation Annual Report as an online document	<ul style="list-style-type: none"> Eliminates printing cost and materials Saves staff printing time Wider distribution by email and listserv 24/7 access 	Marketing & Community Relations	\$2,180	\$2,500
12/2012	Produce and access Board of Trustees meeting packets digitally instead of as printed documents, and archive electronically	<ul style="list-style-type: none"> Reduced staff time to create, copy, mail meeting packet (7 hrs/packet, 14 packets/yr) Eliminated materials, postage and binding costs Improved convenience and accessibility – full content on website and available 24/7 	Executive Office	98 hrs/yr \$426.27	98 hrs/yr \$430

1/2012	Cross trained existing staff to substitute as delivery driver	<ul style="list-style-type: none"> • Saved 156 hours in substitute staff time by reassigning staff to delivery when needed 	Reading & Materials	\$2,332	\$2500
1/2012	Changed scheduled start times for delivery drivers	<ul style="list-style-type: none"> • Routes completed in the assigned number of work hours • Eliminated most substitute hours and overtime hours needed to complete daily work • More department productivity as drivers are able to help with other departmental work upon return • Branches receive deliveries in morning at a planned time, which allows proper staff scheduling • Freed staff time to manage loading dock and "in PAC" deliveries 	Reading & Materials	\$9500 300 hrs/yr	\$9750 600 hrs/yr
1/2012	Streamlined delivery crate sorting process during driver routes	<ul style="list-style-type: none"> • Reduced # of "crate lifts" • Improved ergonomics • Reduced # of crates needed to system deliveries • Reduced staff time for sorting 	Reading & Materials	100 hrs/yr	208 hrs/yr
8/2012	Replaced 17-year-old Sumner Library roof with one that meets energy star and LEED standards	<ul style="list-style-type: none"> • Reduced energy costs through improved solar reflectance and insulation • Reduced repairs and maintenance costs 	Facilities	\$6,380	\$10,000
8/2012	Replaced 17-year-old HVAC at Sumner Library (7 units)	<ul style="list-style-type: none"> • Improved energy efficiency on all HVAC units, from 10.5 to 13 SEER (Seasonal Energy Efficiency Rating) 	Facilities	SEER rating improved 2.5 on all units(Cost savings realized at end of year)	
8/2012	Streamlined delivery of cleaning and custodial supplies to branches using delivery and weekend lead	<ul style="list-style-type: none"> • Supplies transported more efficiently as part of daily delivery on weekdays and by 	Facilities	300 hrs/yr	780 hrs/yr

		<p>department lead on weekends</p> <ul style="list-style-type: none"> • Saved gas and travel time on weekdays • Floor crew has more time to clean branch carpets and floor 			
2012	Increased the number of vendors paid on Purchase Cards (P-Card) by 10%. Each vendor paid by P-Card provider.	<ul style="list-style-type: none"> • Reduced cost of issuing individual warrants to each vendor (110 vendors/mo @ \$15/ vendor warrant -- Industry Standard based on dollar savings rather than time savings. Includes staff time, machine costs, postage, etc.) • Eliminated producing IRS form 1099 to each vendor paid by P-card • Reduced staff time processing bills in departments (2 hr/mo x 7 departments) 	Finance All Departments	\$19,800 168 hr/yr	\$21,780 168 hr/yr
2012	Implemented single, centralized Help desk in 9 libraries with more than one public service desk	<ul style="list-style-type: none"> • Reduced number of staff required to staff public Help Desk while maintaining public services • Increased librarian time available to conduct outreach, teach classes, provide programs, develop services 	Customer Experience	3,016 hrs/yr	3,016 hrs/yr
2012	Used color-coded holds slips to identify unclaimed holds to be pulled (pilot project, South Hill)	<ul style="list-style-type: none"> • Staff visually identifies by color items needing pulled without viewing each item for pull date. • Reduced time needed to pull unclaimed holds 	Customer Experience – South Hill	119 staff hrs/yr	119 hrs/yr
2012	Powder-coated and reused 18 feet of surplus shelving for Key Center Library	<ul style="list-style-type: none"> • Eliminated need to buy new shelving • Repurposed surplus shelving • Eliminated materials from waste stream 	Customer Experience – Key Center	\$1,400	\$0

2012	Reused 12 feet of surplus shelving for Summit Library	<ul style="list-style-type: none"> • Eliminated need to buy new shelving • Repurposed surplus shelving • Eliminated materials from waste stream 	Customer Experience -- Summit	\$1,000	\$0
2012	Reused 2 surplus recessed computer workstations at Milton Library to respond to customer requests	<ul style="list-style-type: none"> • Eliminated need to buy new computer workstations • Repurposed surplus furniture • Increased privacy for computer users • Provided 2 larger workstations for customers • Eliminated materials from waste stream 	Customer Experience – Milton/Edgewood	\$3,000	\$0
2012	Reused office furniture to create Virtual Services Team room	<ul style="list-style-type: none"> • Eliminated need to buy new computer workstations • Repurposed surplus furniture • Eliminated materials from waste stream 	Customer Experience	\$3,000	\$0
2012	Reused office furniture for staff work areas at Lakewood Library	<ul style="list-style-type: none"> • Created efficient workspace for SBA staff • Repurposed surplus furniture and shelving • Created Adult Services librarian work area • Improved backroom workflow and materials handling for Pages • Eliminated materials from waste stream 	Customer Experience	\$3,000	\$0
2012	Swapped acrylic display units among the branches	<ul style="list-style-type: none"> • Branches refreshed their display units from items • Reused over 100 display units • Eliminated materials from waste stream 	Customer Experience	\$1200	\$0

2012 OPERATIONAL CHANGES FOR EFFICIENCY, SAVINGS AND IMPROVEMENT

EMPOWER

EFFECTIVE DATE	ACTION/CHANGE	RESULTS/BENEFITS	DEPARTMENT(S)	SAVINGS	
				2012	2013
1/2012	Added American Express to E-Pay accepted credit card list	<ul style="list-style-type: none"> Reduced staff time as customers able to self-serve (673+ AE transactions x 5 min/transaction) Increased number of customers able to pay online 	Customer Experience	56 Hrs/yr	65 Hrs/yr
1/2012	Added Discover Card to E-Pay accepted credit card list	<ul style="list-style-type: none"> Reduced staff time as customers able to self-serve (231+ Discover transactions x 5 min/transaction) Increased number of customers able to pay online 	Customer Experience	20 Hrs/yr	25 Hrs/yr
1/2012	Provide staff with direct access/self-service to payroll and job-related information through Online timesheets and Employee Services Online accounts	<ul style="list-style-type: none"> Saves 20 hrs/wk PY Specialist FTE, benefits Saves at minimum 8 hrs/mo responding to employee requests for Payroll and Human Resources information 	Finance	1040 hrs/yr 96 hrs/yr	1040 hrs/yr 96 hrs/yr
1/2012	Provide staff with direct access/self-service through Employee Services Online account (job-related information)	<ul style="list-style-type: none"> Saves time by allowing individuals to easily access needed information rather than requiring Staff Experience staff to provide it (Minimum 10 calls/wk, 15 min/call) 	Staff Experience	130 hrs/yr	130 hrs/yr
2012	Customers check out and check in DVDs from Movie Machine at Lakewood (101,008 items)	<ul style="list-style-type: none"> Eliminates need for staff to check out and check in materials Eliminates staff involvement in loading and retrieving materials from machines 	Customer Experience -- Lakewood	1683 hrs/yr	1683 hrs/yr

		<ul style="list-style-type: none"> • Provides self-serve option for customers 			
2012	Customers check out and check in DVDs from Movie Machine Bonney Lake (48,466 items)	<ul style="list-style-type: none"> • Eliminates need for staff to check out and check in materials • Eliminates staff involvement in loading and retrieving materials from machines • Provides self-serve option for customers 	Customer Experience – Bonney Lake	807 hrs/yr	807 hrs/yr
2012	Customers check out and check in DVDs from Movie Machine at Fife (33,929 items, partial year)	<ul style="list-style-type: none"> • Eliminates need for staff to check out and check in materials • Eliminates staff involvement in loading and retrieving materials from machines • Provides self-serve option for customers 	Customer Experience -- Fife	565 hrs/yr	600 hrs/yr
2012	Customers check out and check in DVDs from Movie Machine at Graham (30,181 items, partial year)	<ul style="list-style-type: none"> • Eliminates need for staff to check out and check in materials • Eliminates staff involvement in loading and retrieving materials from machines • Provides self-serve option for customers 	Customer Experience -- Graham	503 hrs/yr	600 hrs/yr
2012	Customers check out and check in DVDs from Movie Machines at Gig Harbor (48,240 items)	<ul style="list-style-type: none"> • Eliminates need for staff to check out and check in materials • Eliminates staff involvement in loading and retrieving materials from machines • Provides self-serve option for customers 	Customer Experience – Gig Harbor	804 hrs/yr	804 hrs/yr
2012	Customers check out and check in DVDs from Movie Machines at South Hill (72,939 items items)	<ul style="list-style-type: none"> • Eliminates need for staff to check out and check in materials • Eliminates staff involvement in loading and retrieving materials from machines • Provides self-serve option for customers 	Customer Experience – South Hill	1216 hrs/yr	1216 hrs/yr

2012 OPERATIONAL CHANGES FOR EFFICIENCY, SAVINGS AND IMPROVEMENT

RENEGOTIATE

EFFECTIVE DATE	ACTION/CHANGE	RESULTS/BENEFITS	DEPARTMENT(S)	SAVINGS	
				2012	2013
6/2012	Changed Office Supplies Cooperative Agreement from State of Washington to NIPA	<ul style="list-style-type: none"> • Eliminated delivery fees • Greater selection of items • Reduces need for storage space by allowing "Just in Time" (JIT) purchasing at all branches and PAC 	All	\$824	\$1,414
3/2012	Renegotiated waiving of bank service fees for Bank of America account	<ul style="list-style-type: none"> • Eliminates fee on BoA banking account 	Finance	\$2,250	\$2,700
5/2012	Bid Landscaping and changed vendors	<ul style="list-style-type: none"> • Reduced contract fee by \$25,000 annually without reducing service level provided. 	Facilities	\$16,667	\$25,000
8/2012	Bid Custodial Supplies and changed vendors	<ul style="list-style-type: none"> • Reduced cost for supplies by 12-15% annually (\$500/month) • Switched to environmentally friendly, fragrance free products • Reduced waste and usage through programmable automatic hand soap dispensers provided • Reduced use of paper towels 3:1, using pre-programmed automatic dispenser • Free training on products provided to staff 	Facilities	\$2,500	\$6,000

2012 OPERATIONAL CHANGES FOR EFFICIENCY, SAVINGS AND IMPROVEMENT

GENERATE REVENUE

EFFECTIVE DATE	ACTION/CHANGE	RESULTS/BENEFITS	DEPARTMENT(S)	SAVINGS	
				2012	2013
2011	Added American Express to E-Pay accepted credit card list	<ul style="list-style-type: none"> Increased number of customers able to pay online (673+) Reduced staff time as more customers able to self-serve 	All	\$5,295	\$5,295
2011	Added Discover to E-Pay accepted credit card list	<ul style="list-style-type: none"> Increased number of customers able to pay online (231+) Reduced staff time as more customers able to self-serve 	All	\$1,962	\$1,962
2012	Increased use of P-Cards (Purchasing cards) to make purchases.	<ul style="list-style-type: none"> Increase revenue by generating approximately 1% rebate of total dollars spend on card Better cash management Increased investment income 	All	\$23,411	\$15,000
1/2012	Contracted with direct mail library consortium for donor acquisition mailing	<ul style="list-style-type: none"> Added 692 of the 753 new donors for 2012 Total active donors tops 1000 for the first time Increased financial donations by \$27,672 Saved staff time (20 hrs/wk) 	Fund Development	\$27,672	TBD
				1040 hrs/yr	1040 hrs/yr



Date: December 14, 2012

To: Chair Linda Ishem and Members of the Board

From: Neel Parikh, Executive Director

Subject: 2013 Board Calendar of Work

Each year the Board has developed a Calendar of Work, planning discussions for the next year. This is your opportunity to take a look at some of the upcoming issues for the year. These issues can be scheduled for discussion on a regular Board agenda. Issues that require longer discussions have generally been introduced during a Study Session and then actions formulated for discussion at a regular Board meeting.

Attached is a draft 2013 Calendar of Work, based on our regular and routine Board activities and decisions. Also attached is the agenda log for 2012, showing you the range of issues that we dealt with in the past year.

Additional Issues Will Come Up During the Year: There are some topics that we know will be on the agenda over the next year. These are:

- **Facilities Master Plan:** The Facilities Master Plan was completed in January 2010 and most of the information was gathered in 2009. The original plan was to go to the voter for a district-wide bond to construct libraries based on the master plan. However, the economic downturn had just begun and it was clearly not a good time to go to the voter asking for money. Although we have been monitoring it, the voter climate has not changed since then. In addition, since that time, there have been changes in the service area and in how the library does its business.

At some point during the year we would like to discuss either at a Board meeting or Special Study Session, next steps in conjunction with the Facilities Master Plan. When the plan was written we agreed that we would re-evaluate it on a regular basis. Since it has been 3 years since its publication, now is the time.

- **Intellectual Freedom:** Libraries have significant responsibilities both legally and culturally in conjunction with intellectual freedom. Since we have three newer Board members, we would like to present a brief training regarding the role of the public library and the Board of Trustees in connection with the First Amendment and other library related intellectual freedom issues.
- **Internet Policy:** One of the areas heavily impacted by intellectual freedom is our Internet Policy. Recently three libraries have revisited their policy and revised it. In light of these changes and since three new Board members are not familiar with issues connected with the Internet, we would like to present an overview of the Internet Policy and the intellectual freedom and customer service issues in connection with Internet access.
- **Technology Plan:** Currently a staff committee is working on a comprehensive technology plan. We will share the results with the Board.
- **Virtual Services:** A key priority for 2013 will be to create a plan for Virtual Services. We would like the Board's input as we work on the plan and upon completion, we would share the plan with the Board.

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- **2014 Budget:** Since we are still projecting at least a \$1.6 million reduction in the budget, we expect the prior to the budget preparation we will bring to the Board strategies to approach cost reductions for 2014.
 - **Reciprocal Use Agreements:** Staff will be looking at our extensive Reciprocal Use Agreements in light of the online environment and possibly suggesting revisions. Since the only documents that exist in connection with reciprocal use are the specific agreements with libraries, we will prepare a Reciprocal Use Policy for the Board's review and discussion.
 - **Community Demographics and Market Information:** The library has recently purchased a tool to help us more clearly identify key demographic elements of our community and at the same time, look at market segments. When the initial analysis is complete, we will share this information with the Board. We expect to create priorities informed by this information.

POSSIBLE TOPICS: Please come to the Board meeting prepared with topics or issues that you would like to learn more about or discuss over the next year.

2013 BOARD CALENDAR OF WORK
December 14, 2012

Date	Strategic/Policy	Routine
January 9	<ul style="list-style-type: none"> • 2013 Board Calendar of Work • Conflict of Interest Policy 	<ul style="list-style-type: none"> • Monthly Dashboard • Monthly Financial Statement • 2013 legislation related to libraries
January 25 - 30	<i>American Library Association (ALA) Mid-Winter Conference, Seattle, WA</i>	
February 13	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Monthly Dashboard • Monthly Financial Statement • 2013 legislation related to libraries • 2012 Reciprocal Borrowing Report • 2013 Pierce County Library Foundation Agreement
March 13	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Monthly Dashboard • Monthly Financial Statement • 2013 Legislation related to libraries
April 1	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Monthly Dashboard • Monthly Financial Report
April 24 - 26	<i>Oregon Library Association/Washington Library Association Conference, Vancouver WA</i>	
May 8	<ul style="list-style-type: none"> • 2012 Year-End Financial Review 	<ul style="list-style-type: none"> • Monthly Dashboard • Monthly Financial Report • IRS Tax Form 990 • PC Reads Final Report
June 12	<ul style="list-style-type: none"> • 2012 Capital Projects – Year End Report • 2013 Mid-Year Budget Process 	<ul style="list-style-type: none"> • Monthly Dashboard • Monthly Financial Report
June 20 - 26	<i>American Library Association (ALA) Annual Conference, Washington DC</i>	
July 10	<ul style="list-style-type: none"> • 2013 Mid-Year Budget Adjustment: a) Operating Budget, b) Capital Improvement Program • Capital Projects Overview • 2013 Assessed Values Report 	<ul style="list-style-type: none"> • Monthly Dashboard • Monthly Financial Report
August 14	<ul style="list-style-type: none"> • 2014 Budget: budget calendar and process • 2014 Capital Improvement budget: 10-year projection and proposal to reduce set aside • 2014 CPIU 	<ul style="list-style-type: none"> • Monthly Dashboard • Monthly Financial Report
September 11	<ul style="list-style-type: none"> • 2014 Budget: Estimated revenue and expenditures • 	<ul style="list-style-type: none"> • Monthly Dashboard • Monthly Financial Report • Legislative Update • Library Card Campaign

Date	Strategic/Policy	Routine
October 16	<ul style="list-style-type: none"> • Review of Regular 2014 Draft Revenue and Expenditure <ul style="list-style-type: none"> *2014 pre certification of property tax levy *IPD for 2013 Property Tax Levy *Review of 2014 draft revenue and expenditures • 2014 – 2018 Cash Flow 	<ul style="list-style-type: none"> • Monthly Dashboard • Monthly Financial Statement • Set 2014 Board Meeting Schedule • Director Evaluation: Review Procedures
November 13	<ul style="list-style-type: none"> • First Public Hearing Regarding 2014 Budget • Review of Draft 2014 Budget and Capital Improvement Plan • Review and approval to certify property taxes to be levied for collection in 2014 • Review of Regular 2014 Capital Improvement Budget and 2014 Capital Improvement Plan 	<ul style="list-style-type: none"> • Monthly Dashboard • Monthly Financial Report • Resolution: Schedule of Recurring Meetings •
December 11	<ul style="list-style-type: none"> • Second Public Hearing Regarding 2014 Budget • Resolution to transfer a portion of the fund balance of the general fund to the capital improvement fund • Resolution to Adopt 2014 Budget • Resolution to Adopt 2014 Capital Improvement Fund Budget • Motion to certify property taxes to be levied for collection in 2014 (if needed) • Resolution to set 2014 wages for non-represented staff • 2014 Election of Officers • Negotiate 2014 Executive Director Agreement 	<ul style="list-style-type: none"> • Monthly Dashboard • Monthly Financial Report • Resolution: Cancellation of unredeemed warrants • Pierce County Library Foundation Annual Report • 2014 Insurance Renewal

2012 BOARD CALENDAR OF WORK
December 4, 2012

Date	Strategic/Policy	Routine
January 11	<ul style="list-style-type: none"> • University Place Project: 1) Project Update; 2) Architect Fees; 3) Property Closing Process • 2012 Board Calendar of Work • Tobacco-Free Campus Policy • New Circulation Training • Re-Appointment of J.J. McCament to Board of Trustees 	<ul style="list-style-type: none"> • Star Libraries
January 20 - 24	<i>American Library Association (ALA) Mid-Winter Conference, Dallas, TX</i>	
February 8	<ul style="list-style-type: none"> • Reappointment of J.J. McCament to the Board of Trustees • 2011 Balanced Scorecard and Statistics • University Place Library Status: Project Update; Architect fees; Property closing procedures • Circulation Report • 	<ul style="list-style-type: none"> • 2012 legislation related to libraries • Snow Storm Report • 2011 Reciprocal Borrowing Report • New Circulation Training Presentation • Lakewood Towne Center Report
March 7	<ul style="list-style-type: none"> • University Place Library Status: Project Update; Architect fees; Property closing procedures • Fife Library: budget report • Art: University Place and Fife libraries • Policy: alcohol consumption on library premises • Leadership Roles for Library Trustees: Discussion • 2012 Pierce County Library Foundation Agreement 	<ul style="list-style-type: none"> • 2012 Legislation related to libraries • Smoke-Free Campus Communications Strategy • Media coverage 2011
March 13 – 17	<i>Public Library Association Conference, Philadelphia, PA</i>	
April 11	<ul style="list-style-type: none"> • University Place Project Update • University Place Property Closing • Pierce County Library Foundation Agreement • Resolution: Claims for Damages • “One Desk” • Report on Community Public Survey 	<ul style="list-style-type: none"> • Parking Space Data • February 2012 Statistical Snapshot • Staff Longevity Awards • Staff participation in community organizations • Digital Board of Trustee Packets • Resolution: Surplus Equipment • New website for military families
April 18 - 20	<i>Washington Library Association Conference, Tulalip</i>	
May 9	<ul style="list-style-type: none"> • 2011 Year-End Financial Review • University Place Library: Update and Closing Documents • Resolution: Appoint Agent to receive claims for damages • Public Records Policy 	<ul style="list-style-type: none"> • March 2012 Statistical Snapshot • 2012 ULC Innovation Award Submissions • IRS Tax Form 990 • PC Reads Final Report • Teens: Summer Reading Program: Gamification
June 13	<ul style="list-style-type: none"> • University Place Library: Closing; Atrium art; LEED • Policy Review: Non-Discrimination Policy; Inclusions/Diversity Policy; Equal Employment Opportunity Policy 	<ul style="list-style-type: none"> • April 2012 Statistical Snapshot • PCLS Partnerships Report • Loss Control Review • Monthly Financial Reports

Date	Strategic/Policy	Routine
	<ul style="list-style-type: none"> • Board Packet: Officers Report Discussion • 2011 Capital Projects – Year End Report • 2012 Mid-Year Budget Process 	
June 21 - 26	<i>American Library Association (ALA) Annual Conference, Anaheim, CA</i>	
July 11	<ul style="list-style-type: none"> • 2012 Mid-Year Budget Adjustment: a) Operating Budget, b) Capital Improvement Program • Capital Projects Overview • 2012 Assessed Values Report • South Hill Efficiency Project 	<ul style="list-style-type: none"> • May 2012 Statistical Snapshot • Financial Report • WorkSource Partnership • Young Adult Summer Reading Program • Joint Base Lewis McChord Partnership
August 8	<ul style="list-style-type: none"> • In Remembrance of Steve Albers • 2013 Budget: Bookmobile services study; staff budget survey; 2013 budget calendar and process • 2013 Capital Improvement budget: 10-year projection and proposal to reduce set aside • 2012 Capital Improvement Budget: Revision to capital improvement plan; copier • 2013 CPIU • Distinguished Budget Presentation Award • Election of Officers 	<ul style="list-style-type: none"> • Skype at Parkland/Spanaway • Approval of IRS Form 990 for 2010 • June 2012 Statistical Snapshot • June Financial Report
September 12	<ul style="list-style-type: none"> • 2013 Budget: Estimated revenue and expenditures and Use of Cash Reserves • Selecting the Collection: Why We Buy What We Buy: How the Library Chooses the Titles it Buys; 2013 Materials Budget Recommendation • Board Self-Evaluation • Board Vacancy • Technology Plan 	<ul style="list-style-type: none"> • July 2012 Statistical Report • August 2012 Financial Report • Legislative Update • Library Card Campaign
October 17	<ul style="list-style-type: none"> • Review of Regular 2013 Draft Revenue and Expenditure <ul style="list-style-type: none"> *2013 pre certification of property tax levy *IPD for 2012 Property Tax Levy *Review of 2013 draft revenue and expenditures • 2013 – 2017 Cash Flow • GFOA Award: Presentation of Plaque • University Place Library: Update • Board Appointment: Update • Digital Board Packets • Friends and Foundation Thanks and Recognition • Conflict of Interest Policy • Director: Job Description 	<ul style="list-style-type: none"> • Set 2013 Board Meeting Schedule • Director Evaluation: Review Procedures • August 2012 Statistical Snapshot • September 2012 Financial Report
November 14	<ul style="list-style-type: none"> • First Public Hearing Regarding 2013 Budget • Review of Draft 2013 Budget and Capital Improvement Plan • Review and approval to certify property taxes to be levied for collection in 2013 • Review of Regular 2013 Capital Improvement Budget and 2013 Capital Improvement Plan 	<ul style="list-style-type: none"> • September Statistical Snapshot • October Financial Report • Summer Reading Program Report • Lakewood Update • Resolution: Schedule of Recurring Meetings • Branch Projects: Update

Date	Strategic/Policy	Routine
	<ul style="list-style-type: none"> • Dashboard • E-Book: Issues for Libraries • Naming 	
December 12	<ul style="list-style-type: none"> • Second Public Hearing Regarding 2013 Budget • Resolution to transfer a portion of the fund balance of the general fund to the capital improvement fund • Resolution to Adopt 2013 Budget • Resolution to Adopt 2013 Capital Improvement Fund Budget • Motion to certify property taxes to be levied for collection in 2013 (if needed) • Resolution to set 2013 wages for non-represented staff • 2013 Election of Officers • Negotiate 2013 Executive Director Agreement • Block Play Project • Naming • Strategic Framework 	<ul style="list-style-type: none"> • Resolution: Cancellation of unredeemed warrants • Pierce County Library Foundation Annual Report • 2013 Insurance Renewal • October Dashboard • November Financial Report • Library Card Drive Results • ALA Midwinter Conference • Star Libraries

Date: January 2, 2013
To: Chair Linda Ishem and members of the Board of Trustees
From: Holly Gorski, Staff Experience Director
Subject: Core Skills and Qualities for PCLS Employees

The Core Skills and Qualities (often referred to as the “9 Skills and Qualities”) are behavioral competencies that describe the qualities needed by all Pierce County Library System staff, regardless of position, in order to be successful in their work.

Since their inception in 2008, the Core Skills and Qualities have been incorporated into our work lives in a variety of ways. The Library’s interview questions were rewritten to focus on them in order to help us select employees who already exhibit these traits; the Skills & Qualities are frequently discussed in staff meetings and incorporated into training; supervisors use this language when coaching their employees on performance issues; and last year, the Library introduced an interim performance evaluation based on the Core Skills & Qualities (a final version of this evaluation will be produced in 2013).

Included with this memo is a list of the Core Skills and Qualities that includes “do” and “don’t” examples for staff. This is one of the original documents produced by the committee that created the Skills & Qualities in 2008. During the January Board of Trustees meeting, we will have an opportunity to discuss the Core Skills and Qualities further. Thank you.

SKILLS/QUALITIES AND DEFINITIONS	WHAT THIS LOOKS LIKE AT WORK (GENERAL “DOS” AND “DON’TS”)	
	Do . . .	Don’t . . .
<p>1. Customer Focus We (PCLS staff) strive to understand and exceed our customers’ expectations. We treat all people with courtesy and respect and are welcoming and approachable. We are aware of cultural differences that may impact how people prefer to experience the Library and take our cues from the customer to adapt our styles accordingly.</p> <p><i>Note: “customer” always means both coworkers and the public, including both current and potential library users.</i></p>	<p>Consistently acknowledge all customers as soon as they enter the building/our work area. Let them know we are available (by greeting, smiling, offering to help – take the cue from the customer).</p> <p>Remember and show that the customer is more important than the rule or the task. Express empathy for customers and offer alternative solutions whenever possible.</p> <p>Save the time of the customer whenever possible. Look for ways to streamline our policies and procedures, to present materials effectively, to encourage customers to use the Library successfully on their own.</p> <p>Recognize that, and behave as if, our goal is a successful customer experience, not just the completion of our specific task.</p> <p>Express empathy for the customer and if difficulties arise offer alternative solutions. Follow up by exploring ways to prevent similar difficulties in the future.</p> <p>Anticipate customer needs and provide the right level of service for that customer (customize service).</p> <p>Demonstrate good listening skills.</p> <p>Promote Library services and programs by matching them to the customer’s interests.</p> <p>Seek ways to help non-English-speaking people and people with reading or learning challenges use our Libraries and access our services.</p>	<p>Ignore customers by focusing too intently on the task in front of us. Look up! Be aware!</p> <p>Forget to wear our name tag or other staff identification.</p> <p>Adhere rigidly to rules regardless of situation.</p> <p>Assume we know what is best for customers.</p> <p>Treat customers’ inability to use the Library as their problem, instead of ours.</p> <p>Say “that’s not my job” or otherwise refuse to help customers.</p> <p>Act or speak in a condescending manner towards customers.</p> <p>Allow personal distractions to compromise our willingness or ability to address customer needs and expectations when we’re on the job.</p>

	Do . . .	Don't . . .
<p>2. Teamwork We work effectively with our team, work group, and across organizational lines to accomplish the Library System's goals. We build respectful relationships within and between units and among individuals. We encourage and support other staff.</p>	<p>Offer to help co-workers in all positions as needed.</p> <p>Share information that others might find helpful in performing their own tasks.</p> <p>Contribute to achieving the organization's goals.</p> <p>Build rapport among co-workers and other departments.</p> <p>Respect others' ideas and abilities.</p> <p>Accept and consider suggestions from customers and colleagues for improvements in our work.</p> <p>Be dependable.</p>	<p>Say "that's not my job" or avoid offering assistance to others.</p> <p>Neglect our share of the work.</p> <p>Treat coworkers disrespectfully or dismiss differing opinions.</p> <p>Insist on our own point of view and/or refuse to compromise.</p> <p>Dismiss suggestions from customers or colleagues because "they just don't get it."</p>
<p>3. Professional Integrity We project a professional attitude and image and adhere to a high standard of professional conduct. We value and respect customer confidentiality.</p>	<p>Project a positive image of the Library to the community.</p> <p>Effectively explain and uphold the Library's policies on customer confidentiality.</p> <p>Show pride in our work, conduct and appearance.</p>	<p>Complain about the job and/or the workplace.</p> <p>Disseminate information that should be confidential according to Library policies.</p> <p>Act or dress in a manner that demonstrates a lack of respect for customers or is not conducive to accomplishing our work.</p> <p>Withhold or ignore information that affects the smooth operation of the library.</p>
<p>4. Leadership We accept responsibility and make decisions appropriate to our position and the situation. We contribute, support and encourage new ideas. We demonstrate grace under pressure.</p>	<p>Demonstrate a willingness to seek, explore and accept new ideas.</p> <p>Focus on the future instead of the past.</p> <p>Accept new decisions once they have been made.</p> <p>Stay calm in difficult situations such as handling angry customers and emergencies.</p> <p>Tell the truth and offer hope.</p>	<p>Meet new ideas with disdain or be unwilling to explore new ways of thinking and doing things.</p> <p>Replay or dwell upon past disappointments or difficulties.</p> <p>Defer all decisions to other staff.</p> <p>Lose control in difficult situations.</p> <p>Blame others or refuse to accept responsibility.</p>

	Do . . .	Don't . . .
<p>5. Communication We effectively communicate, both verbally and in writing. We listen to understand and use constructive approaches to resolving workplace issues. We freely share new ideas.</p>	<p>Actively listen to others and paraphrase what they say to check for understanding.</p> <p>Tailor our message and its delivery to the audience and situation.</p> <p>Write and speak in a professional manner; convey our expectations clearly so that others are not left to guess.</p> <p>Provide and willingly receive effective feedback: address the situation, behavior, and its impact.</p> <p>Use a pleasant tone of voice appropriate for the situation.</p>	<p>Assume that we understand without listening or asking for clarification.</p> <p>Forget to check our e-mail and the Staff Web Bulletin Board every shift.</p>
<p>6. Problem Solving We develop effective approaches to address customer needs and solve problems. We use good judgment to resolve conflicts. We address customer behavior and issues when necessary. We are solution oriented.</p>	<p>Rely on judgment over rules to help customers with special situations; use common sense.</p> <p>Always offer other service options to customers if we are unable to meet their specific need. Seek ways to be able to meet their needs in the future.</p> <p>Use actual data/evidence to support our recommendations and decisions.</p> <p>Look to non-library models as well as other libraries for possible solutions to library challenges.</p>	<p>Rigidly enforce 'the rules' even when exceptions are appropriate.</p> <p>Ignore or contribute to problems.</p> <p>Contribute to or ignore a disruptive or dysfunctional workplace.</p>
<p>7. Change and Learning We positively respond to organizational change and show a willingness to learn new ways to accomplish work. We are flexible. We take the initiative to look for ways to develop as individuals and to improve the Library System. We are strategic thinkers.</p>	<p>Actively seek opportunities to improve Library operations and customer success.</p> <p>Stay current with new Library and technology trends and developments that may affect our positions.</p> <p>Readily adopt new policies and procedures.</p> <p>Be open to new ideas from all sources.</p> <p>Take responsibility for pursuing learning opportunities within the organization.</p> <p>Share what we've learned with others.</p>	<p>Assume that things are "good enough" because "no one has complained."</p> <p>Fail to stay current with new Library and technology trends and developments that may affect our position.</p> <p>Insist on doing things the old way after being informed of new policies and procedures.</p> <p>Reject new ideas without due consideration.</p> <p>Ignore available learning opportunities.</p>

	Do . . .	Don't . . .
<p>8. Positive Attitude We are enthusiastic about our work and like to have fun. We are positive role models for one another and remember that we represent the Library and its mission in the community.</p>	<p>Greet customers (including coworkers) every day.</p> <p>Actively support the Library's programs and initiatives.</p> <p>Look for ways to make something work, not reasons why it can't work.</p> <p>Bring concerns to the person who can do something about them in a respectful manner and in the proper setting.</p> <p>Demonstrate enjoyment of our jobs; smile!</p> <p>Strive to make using the library a pleasant and productive experience.</p> <p>Respect the workplace as a "no gossip zone."</p>	<p>Ignore customers or fail to greet them.</p> <p>Refuse to try something just because we might not be good at it.</p> <p>Allow unhappy moods to affect our working environment.</p> <p>Complain about coworkers or job in presence of public or in otherwise inappropriate settings and ways.</p> <p>Act as though customers are bothering or interrupting us.</p> <p>Gossip!</p>
<p>9. Diversity We understand and are committed to the principles of diversity. We strive to understand the needs of all people in our community. We treat all people with courtesy and respect and are welcoming and approachable. We uphold the principles of intellectual freedom.</p>	<p>Know that EVERYONE is our customer and treat ALL people with courtesy and respect. Enable all customers to easily access and enjoy our services.</p> <p>Understand and effectively explain the Library's policies and procedures concerning intellectual freedom.</p> <p>Seek ways to help non-English-speaking people and people with reading or learning challenges use our Libraries and access our services.</p>	<p>Be discourteous, make disparaging remarks or otherwise treat anyone with disrespect. Don't pick and choose who we feel comfortable helping.</p> <p>Contradict Library's policies and procedures on intellectual freedom.</p>