

AGENDA
Regular Meeting of the Pierce County Library System Board of Trustees
April 10, 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 March 13, 2013 Regular Meeting 2. Approval of March 2013 Payroll, Benefits and Vouchers 3. Resolution 2013-02: To Declare Equipment Surplus to Public Service Needs 	
3:40 pm	10 min.	Board Members Report	
3:50 pm	15 min.	Officers Reports	
		<ol style="list-style-type: none"> 1. February Dashboard, Georgia Lomax 2. 2012 Branch Usage Data, Georgia Lomax 3. March 2013 Financial Report, Dale Hough 4. LJ Movers & Shakers, Neel Parikh 5. Customer Stories, Neel Parikh 6. Executive Assistant Hiring Update, Neel Parikh 	
4:05 pm	1 hr.	New Business	
		<ol style="list-style-type: none"> 1. Intellectual Freedom Training, Candace Morgan 	
		Unfinished Business	
5:05 pm	15 min.	<ol style="list-style-type: none"> 1. Reciprocal Borrowing, Georgia Lomax <ol style="list-style-type: none"> a. Revised Policy b. 2012 Reciprocal Use Data Summary 	Action
	5 min.	<ol style="list-style-type: none"> 2. Policy Review, Georgia Lomax <ol style="list-style-type: none"> a. Non-Resident Fees b. Borrowing Privileges c. Library Cards for Institutions 	Action Action Action
	20 min.	<ol style="list-style-type: none"> 3. Board Self-Evaluation, Linda Ishem 	
	10 min.	<ol style="list-style-type: none"> 4. University Place Condominium Update, Neel Parikh 	
		New Business	
5:55 pm	10 min.	<ol style="list-style-type: none"> 2. Steilacoom Branch: Friends Landscaping Proposal, Sally Porter Smith 	
6:05 pm	5 min.	Executive Session: <i>At this time on the agenda, the Board of Trustees will recess to Executive Session, per RCW 42.30.110, to discuss personnel issues.</i>	
6:10 pm	05 min.	Announcements	
		Adjournment	

CONSENT

AGENDA

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
REGULAR MEETING, MARCH 13, 2013**

CALL TO ORDER

Chair Linda Ishem called to order the regular meeting of the Pierce County Rural Library District Board of Trustees March 13, 2013, 3:33 pm. Board members present were J.J. McCament, Allen Rose, Donna Albers and Robert Allen.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

1. Minutes of the February 13, 2013 Regular Meeting of the Board of Trustees
2. February 2013 Payroll, Benefits and Vouchers in the total amount of \$2,071,656.00
 - a. Payroll Warrants 3395 - 3401, dated 02/01/13 – 02/28/13 in the amount of \$6,726.86
 - b. Payroll Disbursement Voucher dated 02/06/13 in the amount of \$489,584.80
 - c. Payroll Disbursement Voucher dated 02/20/13 in the amount of \$746,663.25
 - d. Accounts Payable Warrants 619718 - 619922 dated 02/01/13 – 02/28/13 in the amount of \$828,681.09

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

BOARD MEMBERS REPORT

Chair Ishem: Ms. Ishem visited the Key Center Library Opening Celebration, noting the event was delightful and that it provided her greater insight into the community of the Pierce County Library System. She also enjoyed interacting with PCLS employees during the recent retirement celebration for Storm Reyes, former Executive Assistant. Ms. Parikh remarked that the event was well attended by retirees and two past Board members.

OFFICERS REPORTS

Ms. Parikh reported that Susan Anderson-Newham, Early Learning Librarian, has been honored by Library Journal as a 2013 Mover & Shaker in the Innovator category. Ms. Parikh reported that two other PCLS employees received this recognition in the past; in 2010, Georgia Lomax, Deputy Director, and in 2005, Judy Nelson, Customer Experience Manager - Youth Services.

Ms. Parikh reported that the PCLS Foundation is a partner of the Daffodil Festival and was highlighted in the Coronation program.

Ms. Parikh shared a letter from a Bonney Lake Library customer praising Seung Kang, Librarian, for providing meaningful service to the community and for instilling a love of the library and reading in her daughter.

1. January Dashboard - Ms. McCament remarked that the Foundation's 2013 numbers looked favorable. Ms. Parikh noted that the increase in donations came from several successful campaigns. When asked why catalog visits had dropped, Ms. Lomax stated that more customers are using eBooks and also that customers are bookmarking the site which doesn't capture visits in the same manner.

2. February 2013 Financial Report - Ms. McCament asked for clarification on line item 54801 (Contracted Maintenance) and questioned if that figure was a reflection of an entire year. Mr. Hough indicated it was. She also inquired about the percentage of expended funds on line item 54803 (Maintenance of Telecom Equipment). Mr. Hough will obtain the details and email the explanation to Ms. McCament and Mr. Allen.

3. Key Center Opening Day - Sally Porter Smith, Customer Experience Director, reported that the Grand Opening celebration was a resounding success, with over 400 community members in attendance. Mr. Allen remarked that the community appreciates being invited to Library events.

4. IMLS Award Finalist - Mary Getchell, Marketing and Community Relations Director, updated the Board on the upcoming events scheduled for finalists of the National Medal for Museum and Library Service. PCLS will be featured on IMLS's Facebook page on March 20, 2013.

5. PC Reads - Ms. Getchell reported that in partnership with The News Tribune, PCLS will launch Pierce County READS 2013 on March 18, 2013. The program will run through May 17, 2013, culminating in an author event at the McGavick Conference Center at Clover Park Technical College.

UNFINISHED BUSINESS

1. Reciprocal Borrowing

- a. Policy** - Ms. Parikh provided historical background on the Library's reciprocal borrowing practices. She indicated that reciprocal borrowing is a valuable service the Library provides to the public. She recommended a policy that clearly states the Library's intention to enter into reciprocal borrowing agreements based on the value to the public.

Mr. Allen suggested the policy include language that states the Library provides benefits to other library users and a section on terminating an Agreement should the need arise. Ms. McCament agreed that it may be useful to consider adding such language to address any future potential imbalance to the Library System. Ms. Parikh stated she and Ms. Lomax would do more work on the policy and noted it would be good to review reciprocal use regularly.

- b. 2012 Report** - Ms. Lomax presented a review of reciprocal borrowing between Puyallup Public Library and Pierce County Library. Though PCL cardholders checkout a higher percent of Puyallup materials, when looking at reciprocal cardholders as a percent of service area population, the numbers for both libraries are similar. She also examined use of the three branches most used by Puyallup cardholders - Sumner, South Hill and Summit.

Mr. Rose pondered whether there is a seasonal spike when PCLS users are using PPL. He noted that bringing more customers to the downtown area is a good thing for Puyallup. There will also be more activity at the Summit branch with the new development coming in the area. Mr. Allen suggested that in a better budget environment it would be good to work with PPL in providing programs for both communities.

2. Customer Satisfaction Surveys - Jennifer Patterson, Customer Experience Manager, reported the Library is implementing a process to obtain ongoing regular feedback and use this feedback to make adjustments to meet the needs of its customers. Surveys for external customers will launch on the website on April 2, 2013. They will be available in Korean, Russian and Spanish.

Surveys for internal customers, intended to measure the level of service staff provides to one another, were launched on January 28, 2013. Overall the most consistent response is that staff is receiving good levels of service. Once the surveys are closed, the departments will review, analyze and develop action plans. Ms. Patterson noted that the Library will be able to evaluate its progress as it implements changes.

Donna Albers praised the Library for developing and launching an internal survey and for its transparency. She asked about plans for public announcement of the results of the external survey. Ms. Patterson indicated there will be measures in place to share the feedback. It will also be shared with the departments and managers. Ms. Albers noted the importance of letting the community know that their ideas were considered.

Mr. Allen commented on the potential lack of statistical validity in the report and was interested to learn to what degree the feedback will be used to inform programming and budget. He stated there will likely be surges in the level of response and, since it is ongoing, there could be concern of diminishing benefits and inquired about the cost of the service.

Ms. Patterson informed the Board that the service has an annual cost of \$11,400 with a one-time \$4,000 cost to develop the Korean language version. Ms. Lomax added that the survey is merely one module of the subscription, which includes a tool to gather, consolidate, manipulate and report data. It also has a component to create forms that can automate reports. Savings will be recognized in staff time, allowing consolidation of data from other sources.

3. Board Self-Evaluation - Chair Ishem provided the Board with a Self-Evaluation form she developed with input from Ms. Parikh and Ms. Lomax. She stressed that the purpose of performing an annual evaluation is to remind themselves of their roles and how they agree to work with one another. The form offers a rating system to gauge success and would prove to be a useful tool if members wanted more tools or further education. Chair Ishem demonstrated to the Board members how to locate the various chapters of the Trustee Manual on the Secretary of State's website. The Trustees will rate themselves and calculate the responses to see where the Board's strengths are as a whole. The results will be compiled for review and discussion at the next meeting.

4. UP Condominium Update - Ms. Parikh reported that permitting is expected to begin in the summer for a new apartment building on the site. Visits at the UP Library in 2012 were higher than in any of the other branches. Circulation is 3rd highest within the Library system. She was encouraged at the possibility of more retail being attracted to the space.

Ms. Parikh reported that she will be meeting with City Manager Steve Sugg to discuss bills received from the City of UP and to discuss issues not addressed in the Condominium Declaration. She is preparing a letter referring to the contract and suggesting that a management firm be retained to assist in upholding the Agreement. Ms. McCament complimented the Library's job of outlining the issues in detail. She was pleased that Ms. Parikh was going to meet personally with Mr. Sugg rather than just send a letter.

NEW BUSINESS

1. Libraries and the Legislature

- a. **Library Legislative Day** - Ms. Parikh reported that she and several managers attended the recent Library Legislative Day on February 15, 2013. Each Legislator received a package of recent Pierce County Library information. She plans on inviting Friends of the Library to attend in the future.
- b. **PCLS Project in Governor's Capital Budget** - Ms. Parikh shared that Lynne Hoffman, Foundation Director, has been working with the State's Office of Financial Management to include a PCLS project in the Governor's bi-annual Capital Budget. The Library's proposal to purchase and modify two mobile library vans was accepted and included in the Governor's

Capital Budget. Dawn Morrell from the 25th District and Dave Sawyer from the 29th District have expressed interest in championing the project.

- c. **2013 Legislation of Interest to Libraries** - Ms. Parikh reported that there is no current legislation that is of note to the Library.

2. **May Board Meeting Change** - Ms. Parikh requested to change the May Board meeting date to May 15, 2013. Mr. Allen moved to move the regularly scheduled May 8 meeting to May 15, 2013. Ms. McCament seconded the motion and it passed.

EXECUTIVE SESSION

At 5:28 PM, Mr. Allen moved to enter into Executive Session as per RCW 42.30.110 for 20 minutes for discussion of labor negotiations and personnel matters. Ms. McCament seconded the motion and it passed. The session was extended by 20 minutes and reopened to the public at 5:54 pm.

ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

The meeting was adjourned at 5:55 PM on motion by Mr. Allen seconded by Ms. McCament.

Neel Parikh, Secretary

Linda Ishem, Chair

March 2013 Payroll, Benefits and Vouchers

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	3402 - 3403	03/01/13 - 03/31/13	\$2,140.58
Disbursement Voucher - Payroll & Acct Payable		03/06/13	\$451,906.82
Disbursement Voucher - Payroll & Acct Payable		03/20/13	\$522,592.65
Accounts Payable Warrants	619923 - 620125	03/01/13 - 03/31/13	\$715,128.76
Total:			<u><u>\$1,691,768.81</u></u>

Check History Listing
Pierce County Library System

Check #	Bank	Date	Paid to	Status	Can/Vd Date	Pay Period Dates	Dir Dep	Amount
3402	pr Bank of America	03/06/2013	YARBROUGH, JENNIFER			02/16/13 - 02/28/13	0.00	1,058.93
3403	pr Bank of America	03/21/2013	YARBROUGH, JENNIFER			03/01/13 - 03/15/13	0.00	1,081.65
Total:							0.00	2,140.58

Checks in report: 2

Grand Total: 0.00 2,140.58

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 3/6/2013	

	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	\$54,177.73
2	697	001	0000	237	00				Fica EE and Medicare - Wire to IRS	\$38,212.35
3	697	001	0000	237	00				Fica ER and Medicare - Wire to IRS	\$38,212.35
4	697	001	0000	237	00				DIR DEP-file to Columbia Bank	\$349,354.14
5	697	001	0000	237	00				on ER fica/medi 2/6 was 167513.25/sb137513.25	(\$30,000.00)
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				FIT EE WIRE to IRS	\$0.00
10	697	001	0000	237	00				Fica EE and Medicare - Wire to IRS	\$0.00
11	697	001	0000	237	00				Fica ER and Medicare - Wire to IRS	\$0.00
12	697	001	0000	237	00					
13	697	001	0000	237	00					
14	697	001	0000	237	00					
15	697	001	0000	237	00				H.S.A. Employees deductions	\$1,950.25
16	697	001	0000	237	00				H.S.A. Employer Contributions	
									H.S.A Fee	\$0.00
									BCCestimate	\$0.00
									please put the total amt below into PCLS payroll account	
									TOTAL	\$451,906.82

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

Prepared By:	Date:	Approved By:	
Christy Telling	2/20/2012	Christy Telling	2/20/2012

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 3/20/2013	

	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	\$57,393.96
2	697	001	0000	237	00				Fica EE and Medicare - Wire to IRS	\$41,308.52
3	697	001	0000	237	00				Fica ER and Medicare - Wire to IRS	\$41,308.52
4	697	001	0000	237	00				DIR DEP-file to Columbia Bank	\$390,035.40
5	697	001	0000	237	00				pay to IRS on 2012 4th QTR	\$101.38
6	697	001	0000	237	00				Columbia bank reconcile	(\$14,006.08)
7	697	001	0000	237	00				dept of rev	\$4,212.40
8	697	001	0000	237	00					
9	697	001	0000	237	00				FIT EE WIRE to IRS	\$0.00
10	697	001	0000	237	00				Fica EE and Medicare - Wire to IRS	\$0.00
11	697	001	0000	237	00				Fica ER and Medicare - Wire to IRS	\$0.00
12	697	001	0000	237	00					
13	697	001	0000	237	00					
14	697	001	0000	237	00					
15	697	001	0000	237	00				H.S.A. Employees deductions	\$2,020.25
16	697	001	0000	237	00				H.S.A. Employer Contributions	
									H.S.A Fee	\$218.30
										\$0.00
									please put the total amt below into PCLS payroll account	
									TOTAL	\$522,592.65
Bank No.	Check No.	Issued To		Bank No.		Check No.		Issued To		
		U.S. Treasury								
Prepared By:				Date:		Approved By:				
Christy Telling				3/20/2013		Christy Telling				
						3/20/2013				

Check History Listing
Pierce County Library System

Bank code: boa

Check #	Date	Vendor	Status	Check Total
619923	03/04/2013	005526 CLAUDIA AIDE		12.00
619924	03/04/2013	000242 BUCKLEY CITY OF		215.31
619925	03/04/2013	000093 EBSCO		77.95
619926	03/04/2013	004157 MINDY EWING		33.05
619927	03/04/2013	005055 CHRISTOPHER HAMILTON		34.07
619928	03/04/2013	000362 ORTING CITY OF		1,930.70
619929	03/04/2013	000377 PUGET SOUND ENERGY		1,639.43
619930	03/04/2013	005044 KATHERINE SAVAGE		170.00
619931	03/04/2013	002064 HOLLY L SMITH		100.57
619932	03/04/2013	000506 UNIVERSITY PLACE REFUSE SERVIC		166.87
619933	03/04/2013	001930 MARGARET VENEMON		118.93
619934	03/04/2013	004022 US BANK		83,868.95
619935	03/04/2013	000352 MIDWEST TAPE		20,881.55
619936	03/07/2013	000184 CITY TREASURER		1,703.92
619937	03/07/2013	003745 ROBIN CLAUSEN		400.00
619938	03/07/2013	004779 CONVERGENT TECHNOLOGY SYS		431.04
619939	03/07/2013	004883 FIFE CITY OF		25.00
619940	03/07/2013	000195 FIRGROVE MUTUAL WATER CO		274.50
619941	03/07/2013	005020 MODERN BUILDING SYSTEMS INC		4,929.49
619942	03/07/2013	001586 NORTHWEST DOOR INC		254.98
619943	03/07/2013	004933 NORTHWEST HEALTH & SAFETY INC		83.66
619944	03/07/2013	000377 PUGET SOUND ENERGY		2,933.47
619945	03/07/2013	005417 RICOH USA INC		221.56
619946	03/07/2013	001343 SCHOLASTIC INC		49.28
619947	03/07/2013	000418 SEARS COMMERCIAL CREDIT		167.67
619948	03/07/2013	004397 SHKS ARCHITECTS PS INC		2,400.00
619949	03/07/2013	001529 SITECRAFTING INC		4,500.00
619950	03/07/2013	000460 STEILACOOM TOWN OF		931.93
619951	03/07/2013	005416 WILMINGTON DRIVE HOLDINGS LLC		9,165.12
619952	03/08/2013	000828 AFSCME AFL-CIO		4,917.76
619953	03/08/2013	000898 DEPARTMENT OF RETIREMENT SYSTE		9,218.36
619954	03/08/2013	005519 DYNAMIC COLLECTORS INC		215.26
619955	03/08/2013	000825 ING-VC3371		1,365.00
619956	03/08/2013	003985 PACIFICSOURCE ADMINISTRATORS		2,302.69
619957	03/08/2013	000821 PIERCE COUNTY SUPERIOR COURT		199.73
619958	03/08/2013	001181 PIERCE CTY LIBRARY FOUNDATION		369.56
619959	03/08/2013	004276 STATE CENTRAL COLLECTION UNIT		151.67
619960	03/08/2013	000823 UNITED WAY		97.51

Check History Listing
Pierce County Library System

Bank code: boa

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619961	03/08/2013	004782 US DEPARTMENT OF EDUCATION		136.99
619962	03/08/2013	000827 WA STATE- DEPT OF RETIREMENT S		57,206.42
619963	03/08/2013	000881 WASHINGTON STATE SUPPORT REGIS		612.50
619964	03/08/2013	001554 ANDREW'S FIXTURE CO INC		1,641.00
619965	03/08/2013	000180 CENTURYLINK		371.31
619966	03/08/2013	000184 CITY TREASURER		895.28
619967	03/08/2013	000184 CITY TREASURER		377.11
619968	03/08/2013	000184 CITY TREASURER		44.02
619969	03/08/2013	000895 COLUMBIA BANK		296.60
619970	03/08/2013	000895 COLUMBIA BANK		50.00
619971	03/08/2013	005277 COMPLETE OFFICE LLC		1,590.02
619972	03/08/2013	004088 DELAWARE TECHNICAL &		5.00
619973	03/08/2013	005284 DOUGLAS COUNTY LIBRARY SYS		44.95
619974	03/08/2013	000094 ELMHURST MUTUAL POWER & LIGHT		1,374.13
619975	03/08/2013	000207 GIG HARBOR CITY OF		1,316.86
619976	03/08/2013	005272 GREEN EFFECTS INC		6,163.63
619977	03/08/2013	004919 LOYOLA MARYMOUNT UNIVERSITY		60.00
619978	03/08/2013	005261 MODERN DATA PRODUCTS INC		275.67
619979	03/08/2013	005344 MT HOOD COMMUNITY COLLEGE		90.00
619980	03/08/2013	003833 NORTH CENTRAL REGIONAL LIBRARY		30.99
619981	03/08/2013	001487 PACIFIC LUTHERAN UNIVERSITY		60.00
619982	03/08/2013	000377 PUGET SOUND ENERGY		1,105.58
619983	03/08/2013	000403 RAINIER VIEW WATER CO INC		218.89
619984	03/08/2013	001290 REGIONAL BUILDING SVCS CORP		507.25
619985	03/08/2013	002282 SEATTLE PUBLIC LIBRARY		67.99
619986	03/08/2013	003994 SISKIYOU COUNTY LIBRARY		5.00
619987	03/08/2013	000487 TACOMA RUBBER STAMP		64.96
619988	03/08/2013	000541 STATE OF WASHINGTON		391.65
619989	03/11/2013	004022 US BANK		54,900.95
619990	03/14/2013	002061 SUSAN ANDERSON-NEWHAM		39.29
619991	03/14/2013	000363 ARAMARK UNIFORM SERVICES		16.41
619992	03/14/2013	000153 ASSOCIATED PETROLEUM PRODUCTS		12,605.92
619993	03/14/2013	000895 COLUMBIA BANK		2,111.95
619994	03/14/2013	001467 DATA SECURITY CORP		145.00
619995	03/14/2013	001383 DON SMALL & SON'S OIL DISTRIBUTU		528.89
619996	03/14/2013	001249 DUPONT CITY OF		25.00
619997	03/14/2013	001800 FIFE MILTON EDGEWOOD		210.00
619998	03/14/2013	005428 GRITTON BUILDING CO INC		40,127.15
619999	03/14/2013	004794 MARTIN SIGNS & FABRICATION INC		1,393.58

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Pierce County Library System

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Check #	Date	Vendor	Status	Check Total
620000	03/14/2013	000352 MIDWEST TAPE		1,579.66
620001	03/14/2013	003985 PACIFICSOURCE ADMINISTRATORS		1,027.50
620002	03/14/2013	002100 ALISON PASCONI		84.98
620003	03/14/2013	000857 PIERCE COUNTY RECYCLING		109.38
620004	03/14/2013	000759 RTI		1,029.95
620005	03/14/2013	001379 SENTINEL PEST CONTROL INC		708.70
620006	03/14/2013	005185 SOUND VIEW ELECTRIC		737.78
620007	03/14/2013	003719 UNIQUE MANAGEMENT SERVICES		2,156.95
620008	03/14/2013	000534 WCP SOLUTIONS		627.99
620009	03/18/2013	004038 ASSOCIATED BUSINESS SYSTEMS		319.64
620010	03/18/2013	000184 CITY TREASURER		6,005.36
620011	03/18/2013	001305 FIRST CHOICE BUSINESS MACHINES		301.73
620012	03/18/2013	005528 FRANKLIN PIERCE SCHOOLS		72.40
620013	03/18/2013	005529 KEY PENINSULA HEALTH CENTER		372.83
620014	03/18/2013	000254 KING COUNTY LIBRARY		2,000.00
620015	03/18/2013	005415 MAXIM HEALTH SYSTEMS LLC		3,360.00
620016	03/18/2013	004674 MCHUGH MANAGEMENT CONSULTING		6,390.00
620017	03/18/2013	003985 PACIFICSOURCE ADMINISTRATORS		194.25
620018	03/18/2013	003933 QUALITY BUSINESS SYSTEMS INC		1,323.74
620019	03/18/2013	004397 SHKS ARCHITECTS PS INC		800.00
620020	03/18/2013	000463 SUMMIT WATER & SUPPLY CO		308.96
620021	03/18/2013	000469 TACOMA-PIERCE COUNTY CHAMBER		440.00
620022	03/18/2013	000525 VERIZON WIRELESS		1,520.38
620023	03/18/2013	000534 WCP SOLUTIONS		853.46
620024	03/21/2013	003778 AFLAC		3,750.20
620025	03/21/2013	000828 AFSCME AFL-CIO		5,231.82
620026	03/21/2013	001578 COLONIAL SUPPLEMENTAL INSURANC		1,083.16
620027	03/21/2013	000898 DEPARTMENT OF RETIREMENT SYSTE		9,268.36
620028	03/21/2013	005519 DYNAMIC COLLECTORS INC		247.24
620029	03/21/2013	004019 GRIMM COLLECTIONS		527.70
620030	03/21/2013	000825 ING-VC3371		1,365.00
620031	03/21/2013	003985 PACIFICSOURCE ADMINISTRATORS		2,286.99
620032	03/21/2013	000821 PIERCE COUNTY SUPERIOR COURT		108.40
620033	03/21/2013	001181 PIERCE CTY LIBRARY FOUNDATION		369.56
620034	03/21/2013	004276 STATE CENTRAL COLLECTION UNIT		151.67
620035	03/21/2013	000823 UNITED WAY		97.51
620036	03/21/2013	004782 US DEPARTMENT OF EDUCATION		162.60
620037	03/21/2013	000827 WA STATE- DEPT OF RETIREMENT S		62,796.03
620038	03/21/2013	000881 WASHINGTON STATE SUPPORT REGIS		612.50

Check History Listing
Pierce County Library System

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Check #	Date	Vendor	Status	Check Total
620039	03/21/2013	003938 BINW		634.09
620040	03/21/2013	001512 DAILY JOURNAL OF COMMERCE		69.30
620041	03/21/2013	000546 GRAINGER INC		9.38
620042	03/21/2013	004019 GRIMM COLLECTIONS		64.21
620043	03/21/2013	005428 GRITTON BUILDING CO INC		1,149.79
620044	03/21/2013	004955 MEDCO SUPPLY COMPANY		80.92
620045	03/21/2013	004933 NORTHWEST HEALTH & SAFETY INC		79.66
620046	03/21/2013	005417 RICOH USA INC		1,544.08
620047	03/21/2013	004397 SHKS ARCHITECTS PS INC		1,882.50
620048	03/21/2013	004018 STAPLES INC		273.68
620049	03/22/2013	005533 LAUREN ADLER		35.49
620050	03/22/2013	004864 JASON ANDERSON		118.58
620051	03/22/2013	002061 SUSAN ANDERSON-NEWHAM		155.09
620052	03/22/2013	004129 MARIANNA BISSONNETTE		149.73
620053	03/22/2013	005453 DANA BROWNFIELD		32.37
620054	03/22/2013	003423 ALEXANDER BYRNE		30.51
620055	03/22/2013	000184 CITY TREASURER		933.62
620056	03/22/2013	005226 DENNIS GOULD		31.64
620057	03/22/2013	005536 KIMBERLY HINDS		28.95
620058	03/22/2013	005535 CRYSTAL HULTQUIST		12.49
620059	03/22/2013	000243 INGRAM LIBRARY SERVICES		500.00
620060	03/22/2013	004278 KAREN JARVIS		374.34
620061	03/22/2013	005403 SARAH JENSEN		121.40
620062	03/22/2013	001994 CLIFFORD JO		47.01
620063	03/22/2013	002062 GEORGIA LOMAX		758.70
620064	03/22/2013	005538 SANDI LOPER		19.99
620065	03/22/2013	003418 KAREN MCGHEE		71.08
620066	03/22/2013	004128 LISA MCNAMARA		50.85
620067	03/22/2013	003737 TONIE MONTGOMERY		80.51
620068	03/22/2013	001941 JUDY T NELSON		23.50
620069	03/22/2013	002100 ALISON PASCONE		62.19
620070	03/22/2013	005539 CHERENA ROLAND		54.34
620071	03/22/2013	003497 TAMARA SAARINEN		74.72
620072	03/22/2013	005044 KATHERINE SAVAGE		20.62
620073	03/22/2013	004972 LAURA SCHMINKEY		118.09
620074	03/22/2013	002064 HOLLY L SMITH		163.79
620075	03/22/2013	005537 SHARRON SPENCE		23.29
620076	03/22/2013	002094 CHARLOTTE STRAIN		129.39
620077	03/22/2013	004114 MEGHAN SULLIVAN		38.42

Check History Listing
Pierce County Library System

Bank code: boa

Check #	Date	Vendor	Status	Check Total
620078	03/22/2013	000525 VERIZON WIRELESS		359.16
620079	03/25/2013	001583 ALIBRIS		20.08
620080	03/25/2013	000172 AMERICAN LIBRARY ASSOC		49.50
620081	03/25/2013	000846 AUDIOGO		4,014.51
620082	03/25/2013	000830 BAKER & TAYLOR		33,308.27
620083	03/25/2013	000847 CENTER POINT PUBLISHING		1,153.95
620084	03/25/2013	005300 DANGER ROOM COMICS LLC		936.60
620085	03/25/2013	000093 EBSCO		5.90
620086	03/25/2013	000161 GALE CENGAGE LEARNING		6,164.11
620087	03/25/2013	000243 INGRAM LIBRARY SERVICES		34,972.01
620088	03/25/2013	000352 MIDWEST TAPE	V	0.00
620089	03/25/2013	000352 MIDWEST TAPE	V	0.00
620090	03/25/2013	000352 MIDWEST TAPE		45,434.64
620091	03/25/2013	000907 NEW YORK TIMES		858.00
620092	03/25/2013	000327 PENINSULA GATEWAY INC		65.00
620093	03/25/2013	000406 RECORDED BOOKS LLC		3,493.92
620094	03/25/2013	005542 SONG OF HIGHER LEARNING LLC		419.79
620095	03/26/2013	004904 ADVENTURES IN ADV/LOGOMOTIONS		1,789.87
620096	03/26/2013	000100 ANDERSON ISLAND COMMUNITY CENT		1,250.00
620097	03/26/2013	000363 ARAMARK UNIFORM SERVICES		16.41
620098	03/26/2013	001527 CRISIS PREVENTION INSTITUTE IN		500.00
620099	03/26/2013	005428 GRITTON BUILDING CO INC		33,636.78
620100	03/26/2013	000271 LES SCHWAB TIRE CENTER		495.60
620101	03/26/2013	001640 PRINT NW LLC		1,697.75
620102	03/26/2013	005509 PUGET SOUND GRANTWRITERS ASSOC		85.00
620103	03/26/2013	003835 TACOMA NARROWS ROTARY		125.00
620104	03/26/2013	001655 WESTERN WASHINGTON FAIR ASSOC		600.00
620105	03/26/2013	004391 WRP SURPRISE LAKE LLC		2,274.00
620106	03/28/2013	000830 BAKER & TAYLOR		14,964.23
620107	03/28/2013	002080 PATRICIA COX		22.60
620108	03/28/2013	005543 MANEET KAUR		16.95
620109	03/28/2013	000377 PUGET SOUND ENERGY		6,025.44
620110	03/28/2013	005544 CHANEL SOHL		6.99
620111	03/28/2013	000460 STEILACOOM TOWN OF		1,002.61
620112	03/28/2013	000506 UNIVERSITY PLACE REFUSE SERVIC		187.85
620113	03/29/2013	000846 AUDIOGO		107.15
620114	03/29/2013	000830 BAKER & TAYLOR		6,862.04
620115	03/29/2013	000184 CITY TREASURER		1,787.56
620116	03/29/2013	000184 CITY TREASURER		845.81

Check History Listing
Pierce County Library System

Bank code: boa

Check #	Date	Vendor	Status	Check Total
620117	03/29/2013	001285 DIVERSE MEDIA INC		92.81
620118	03/29/2013	000352 MIDWEST TAPE	V	0.00
620119	03/29/2013	000352 MIDWEST TAPE		16,360.18
620120	03/29/2013	000377 PUGET SOUND ENERGY		790.06
620121	03/29/2013	005283 E-RATE EXPERTISE INC		2,752.00
620122	03/29/2013	004709 HAAKENSEN GROUP INC		1,424.84
620123	03/29/2013	001419 RANDOM HOUSE INC		3,750.00
620124	03/29/2013	001529 SITECRAFTING INC		1,687.50
620125	03/29/2013	005416 WILMINGTON DRIVE HOLDINGS LLC		8,617.12
boa Total:				715,128.76
Total Checks:				715,128.76

203 checks in this report

RESOLUTION Number 2013-02

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

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

WHEREAS, each item has an estimated value of less than \$500, now, therefore,

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

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

PASSED AND APPROVED THIS 10th DAY OF April, 2013.

BOARD OF TRUSTEES, PIERCE COUNTY RURAL LIBRARY DISTRICT	
Linda Ishem, Chair	_____
Robert Allen, Member	_____
J.J. McCament, Member	_____
Allen Rose, Member	_____
Donna Albers, Member	_____

Group equal to: IT
Inactive? equal to: N
Location containing: SURPLUS

<u>Name</u>	<u>Asset Number</u>	
PC DELL OPTIPLEX 755	07-0007	7N9B7F1
PC DELL OPTIPLEX 755	07-0025	6P9B7F1
PC DELL OPTIPLEX 755	07-0043	8K9B7F1
PC DELL OPTIPLEX 755	07-0049	GD9B7F1
PC DELL OPTIPLEX 755	07-0073	9M9B7F1
MONITOR DELL E198FP 19	07-0088	CN0CN078728727BF26GL
PC DELL OPTIPLEX 755	07-0097	FN9B7F1
PC DELL OPTIPLEX 755	07-0103	GL9B7F1
PC DELL OPTIPLEX 755	07-0187	JM9B7F1
PC DELL OPTIPLEX 755	07-0235	GS9B7F1
PC DELL OPTIPLEX 755	07-0259	HK9B7F1
PC DELL OPTIPLEX 755	07-0337	DTFN8F1
PC DELL OPTIPLEX 755	07-0361	CZFN8F1
PC DELL OPTIPLEX 755	07-0379	JVFN8F1
PC DELL OPTIPLEX 755	07-0439	GSFN8F1
PC DELL OPTIPLEX 755	07-0523	GRFN8F1
PC DELL OPTIPLEX 755	07-0529	8SFN8F1
PC DELL OPTIPLEX 755	07-0541	H5KR9F1
PC DELL OPTIPLEX 755	07-0547	56KR9F1
PC DELL OPTIPLEX 755	07-0553	C5KR9F1
PC DELL OPTIPLEX 755	07-0583	3MJQ9F1
PC DELL OPTIPLEX 755	07-0637	2MJQ9F1

<u>Name</u>	<u>Asset Number</u>	
PC DELL OPTIPLEX 755	07-0676	4PJQ9F1
PC DELL OPTIPLEX 755	07-0715	8PJQ9F1
PC DELL OPTIPLEX 755	07-0727	5MJQ9F1
PC DELL OPTIPLEX 755	07-0733	CMJQ9F1
PC DELL OPTIPLEX 755	07-0751	89BXBF1
PC DELL OPTIPLEX 755	07-0811	96BXBF1
PC DELL OPTIPLEX 755	07-0817	9GJQ9F1
PC DELL OPTIPLEX 755	07-0847	87BXBF1
PC DELL OPTIPLEX 755	07-1077	D4BXBF1
PC DELL OPTIPLEX 755	07-1101	J9BXBF1
PC DELL OPTIPLEX 755	07-1121	8HBXBF1
PC DELL OPTIPLEX 755	07-1129	FGBXBF1
PC DELL OPTIPLEX 755	07-1133	JGBXBF1
PC DELL OPTIPLEX 755	07-1143	GFBXBF1
PC DELL OPTIPLEX 755	07-1167	16BXBF1
PC DELL OPTIPLEX 755	07-1173	24BXBF1
PC DELL OPTIPLEX 755	07-1175	48BXBF1
PC DELL OPTIPLEX 755	07-1179	49BXBF1
PC DELL OPTIPLEX 755	07-1181	45BXBF1
PC DELL OPTIPLEX 755	07-1187	5BBXBF1
PC LAPTOP HP 6720S 15.4" TFT	08-0109	CNU8291CHD
CISCO WIRELESS-N ACCESS POINT WIT	09-0569	ASK07J502175
NETGEAR GS724TP	09-0602	1WW1885M002E7
PRINTER HP LASERJET P2055DN	11-0450	

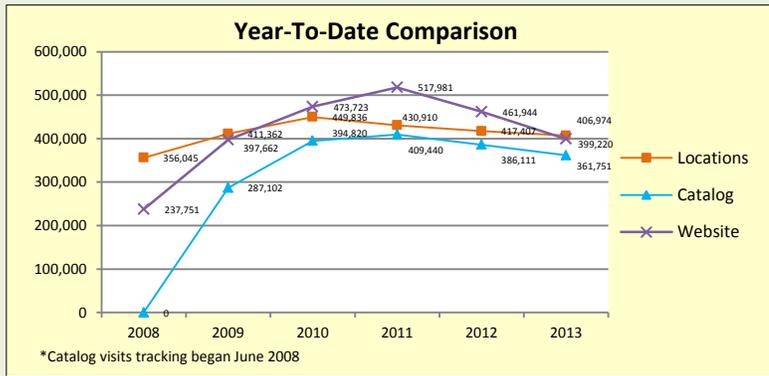
<u>Name</u>	<u>Asset Number</u>	
PC DELL OPTIPLEX 760 SFF	09-0295	VNB3T05617
PC MSI PC CLUB	8264	471PZK1
MONITOR LG 17" LCD	9523	022836294
PC DELL OPTIPLEX GX520 SFF	9101	604NTVS34895
MONITOR FLATRON LCD 19" L1933	9931	7YJZK81
		702NDPH0R504

51 records processed of 3566

OFFICERS REPORT

CUSTOMER SERVICE/PHILANTHROPY DASHBOARD - FEBRUARY

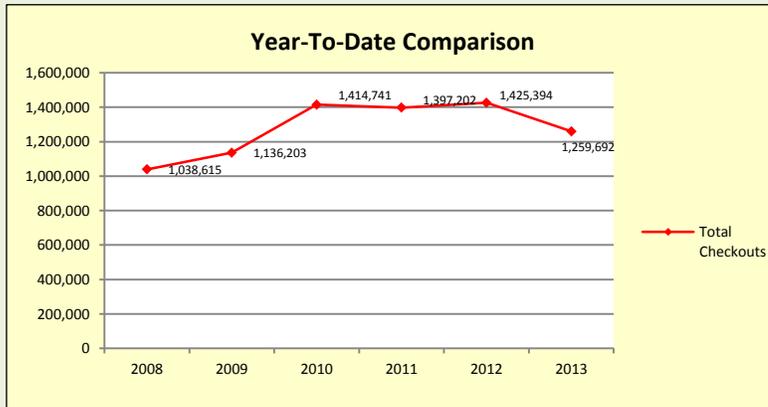
VISITS



	February		% Change
	2012	2013	
Door Count	213,346	201,421	-5.59%
Catalog	185,596	170,990	-7.87%
Website	224,112	177,772	-20.68%
Job & Business Portal	1,248	2,334	87.02%
Military Portal*	0	102	NA
Total	624,302	552,619	-11.48%

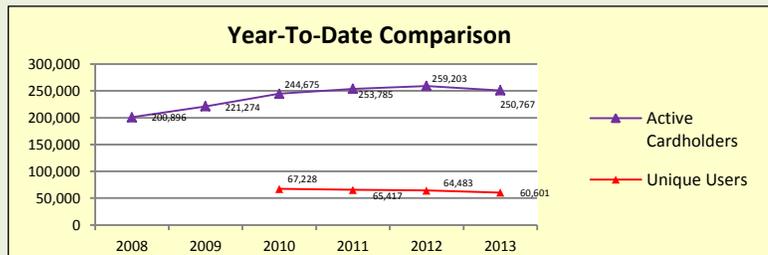
*Launched March 2012

CHECKOUTS



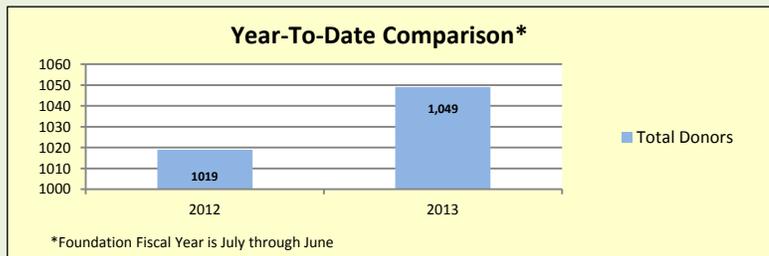
	February		% Change
	2012	2013	
Checkouts	636,317	555,502	-12.70%
eBook Downloads	43,489	46,763	7.53%
Total	679,806	602,265	-11.41%

CUSTOMERS



	February		% Change
	2012	2013	
Active Cardholders	259,203	250,767	-3.25%
New Cards	4,289	3,074	-28.33%
Checkout Transactions	104,758	93,500	-10.75%
Unique Users	47,293	44,736	-5.41%

PHILANTHROPY



	February		% Change
	2012	2013	
Foundation Donors	103	77	-25.24%
New Foundation Donors	12	15	25.00%
\$ Raised by Foundation	\$13,656	\$8,942	-34.52%
\$ Provided by Friends	\$710	\$11,384	1503.40%

BRANCH CLOSURES

2012		2013	
Snow Closures	1/17-1/23 (7 Days)	Key Center	1/1-2/3 (34 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	11/14-12/31 (47 Days)		

M E M O

Date: April 1, 2013
To: Chair Linda Ishem and members of the Board of Trustees
From: Georgia Lomax, Deputy Director
Subject: 2012 Branch Use statistics overview

This month we took a look back at branch use in 2012. It's always interesting to review the key statistics, see how each library is used and compare them to each other. No one statistic, nor even three statistics, tell the whole story of the use of any location, but they do provide food for thought and tell you a bit about the communities that use each library.

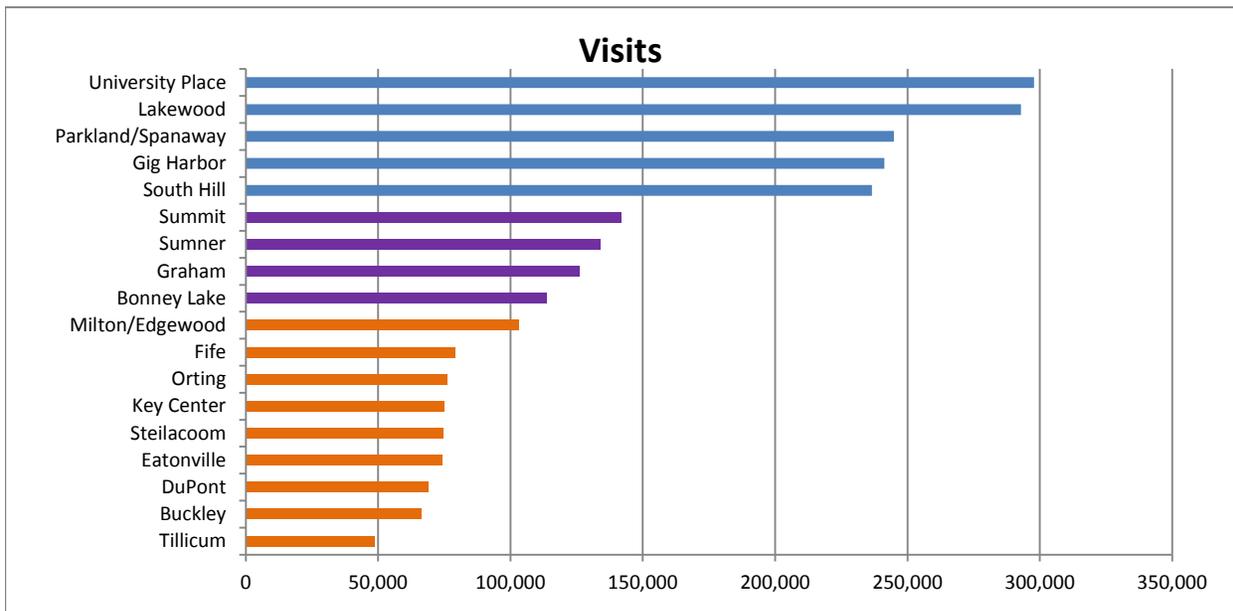
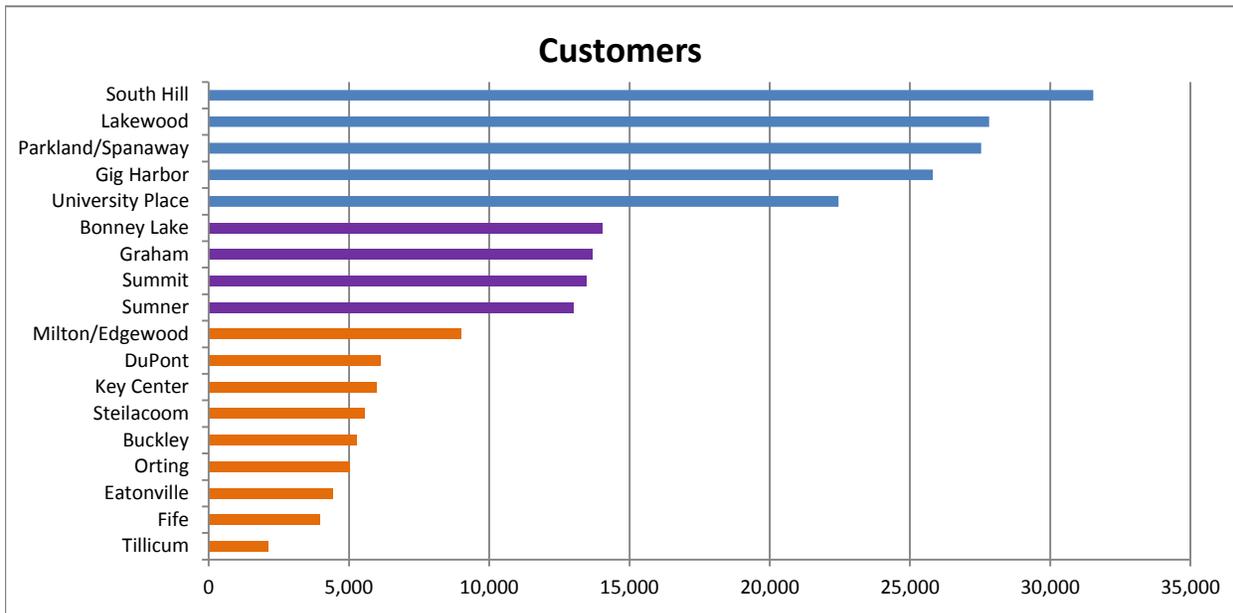
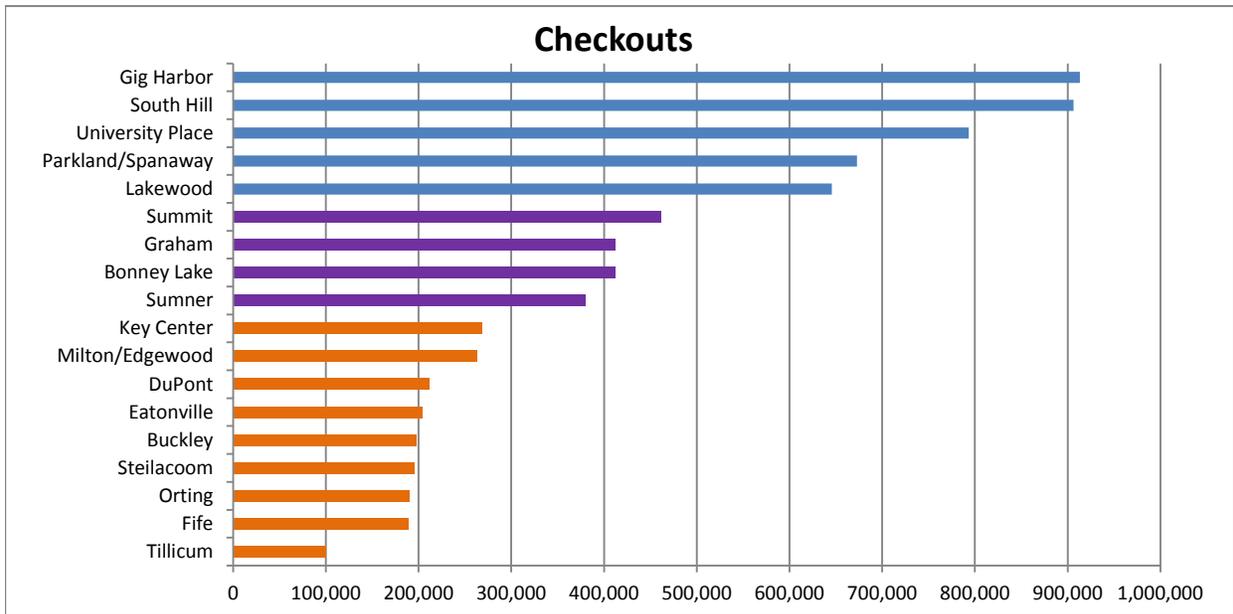
The first chart is a summary of total checkout, cardholder and visit data for each of the 18 branches last year. The colors represent groupings by similar sizes.

The following pages show the ranking for each location within its size grouping in each of those statistical categories. (The location on the line labeled "1" had the largest number, on line "2" the second largest and on down in rankings.)

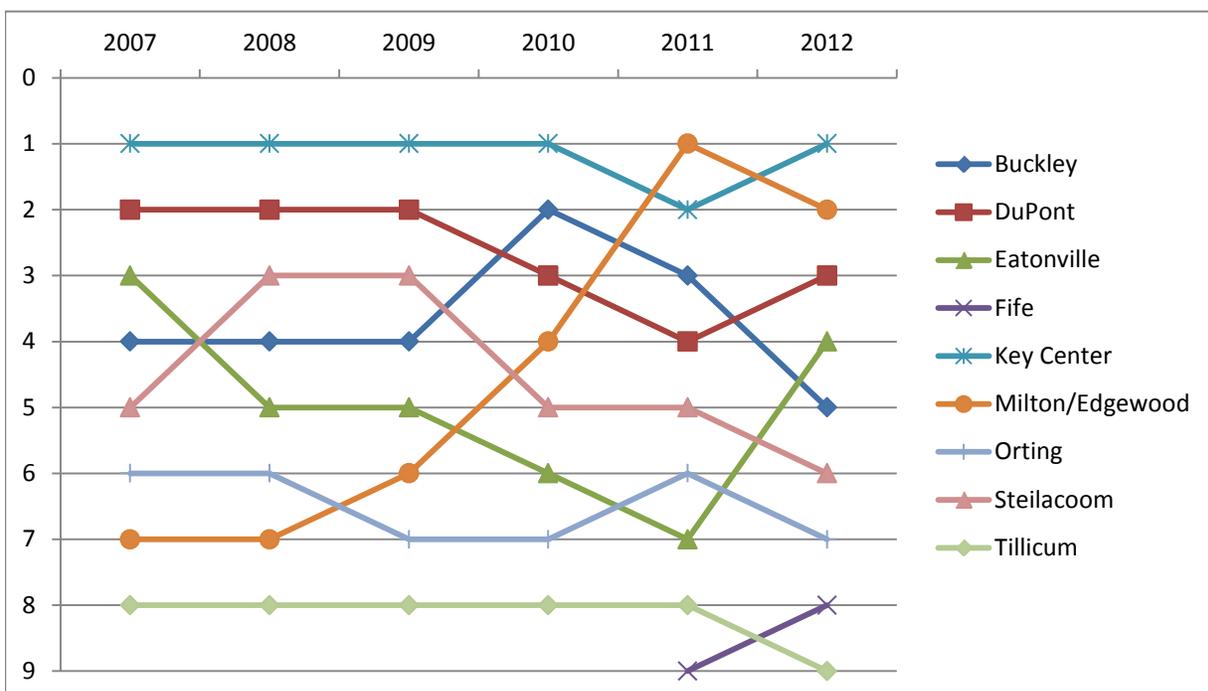
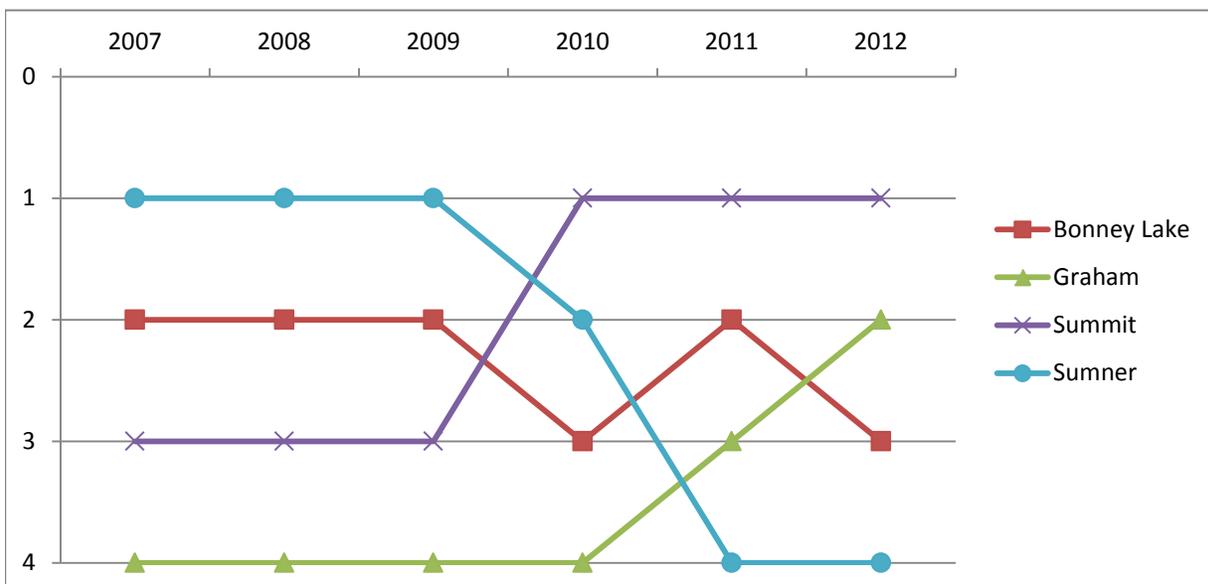
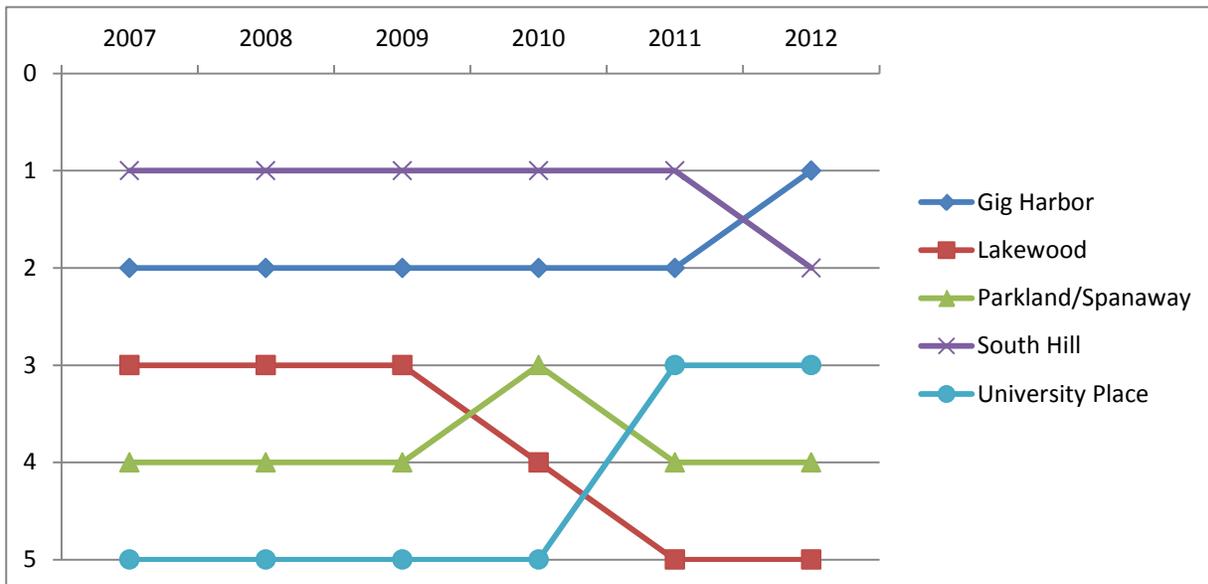
The most striking thing to note is the impact of relocating and expanding Milton/Edgewood. Not only did its statistics jump in ranking with that change, but, there was also a change in use of Sumner, which was also impacted by the opening of Fife. In addition, the expanded University Place Library saw a jump in its checkouts and visits, though not its cardholders. At the same time, Lakewood saw a change in those same statistics.

These changes are expected as our buildings grow or move and customers choose which option works best for them and best meets their needs.

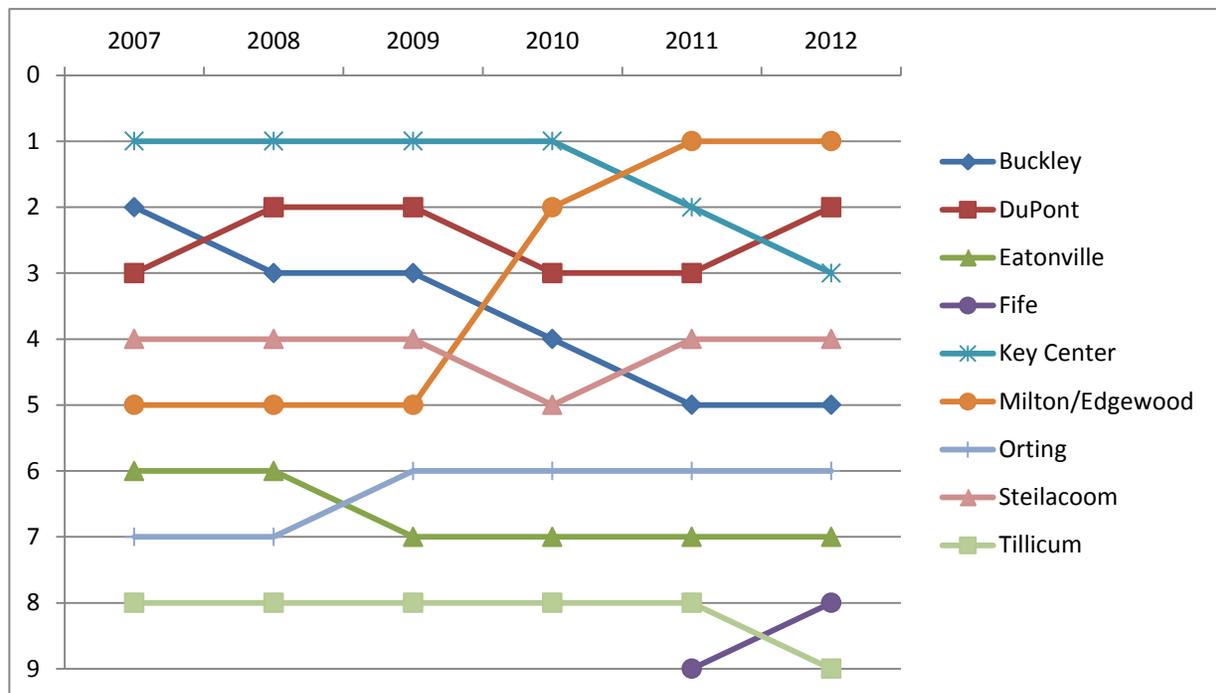
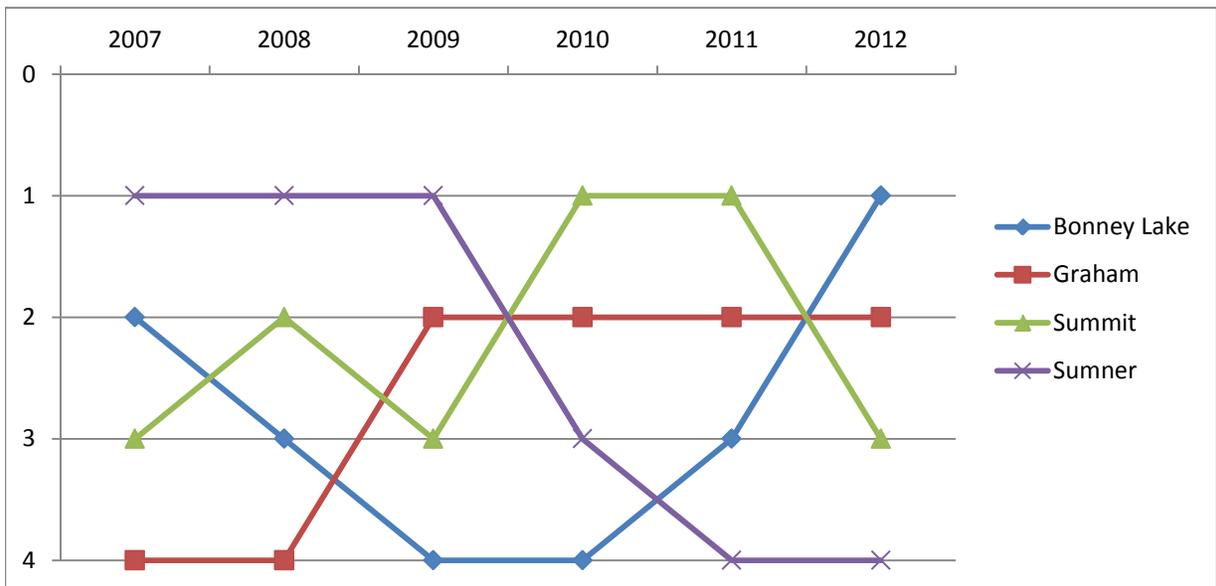
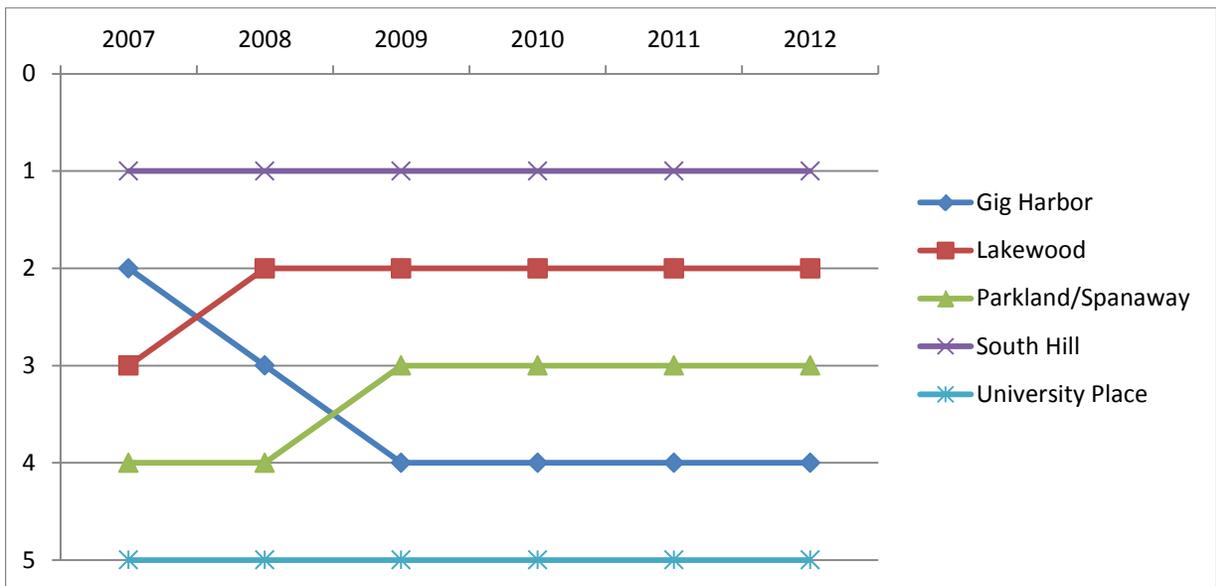
2012 Branch Use



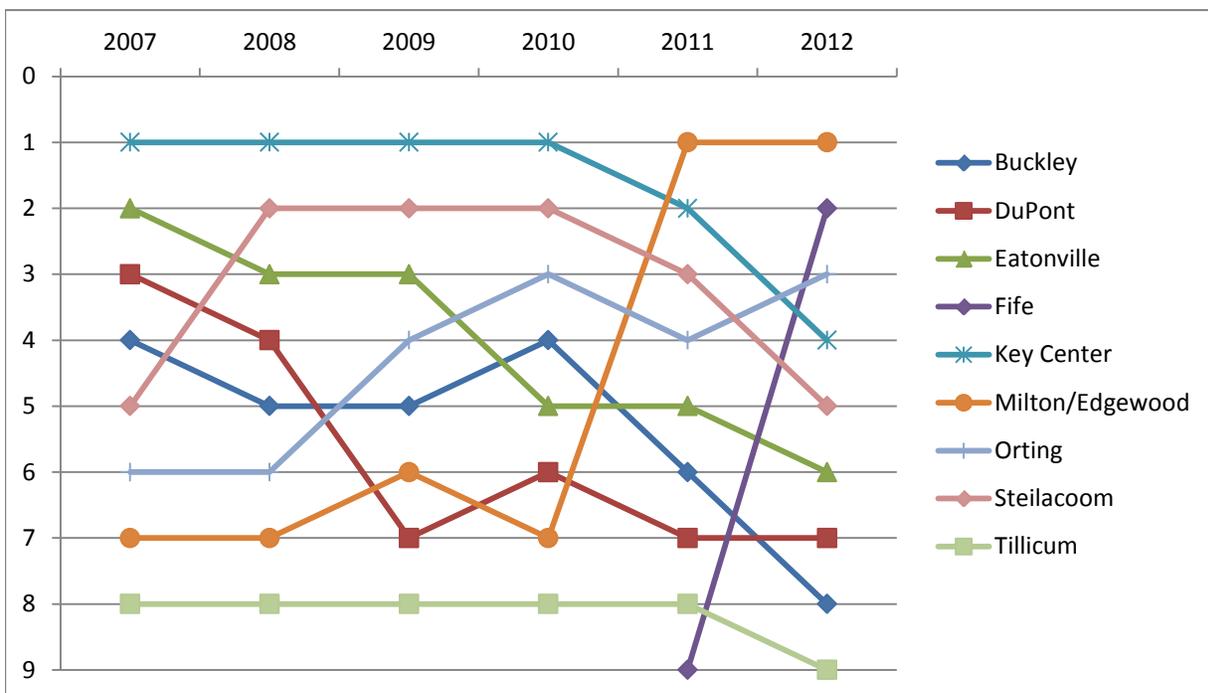
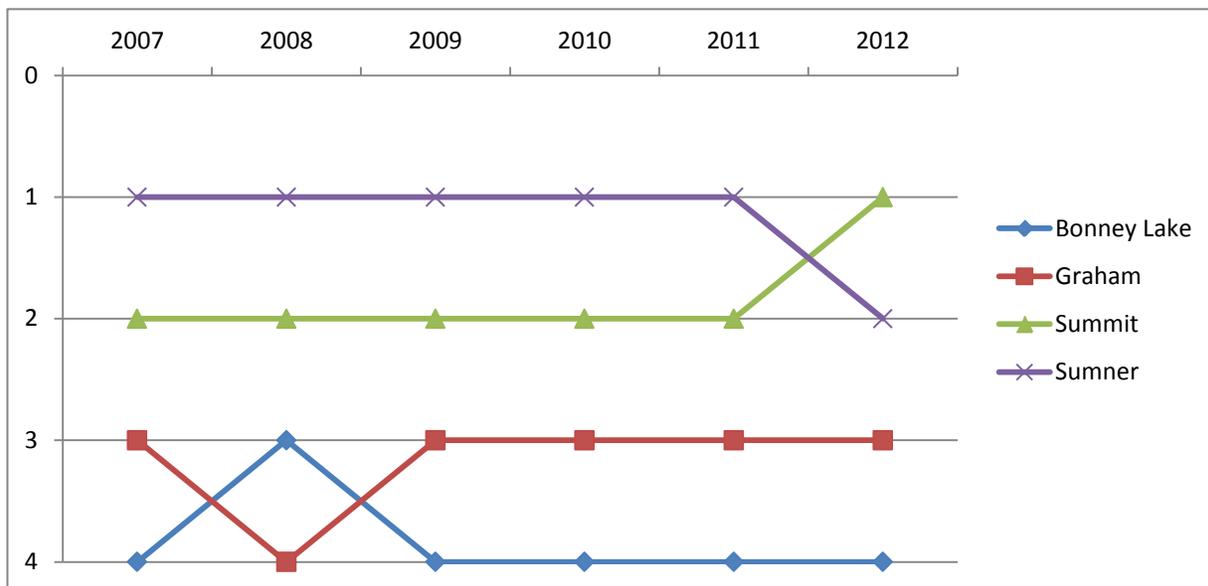
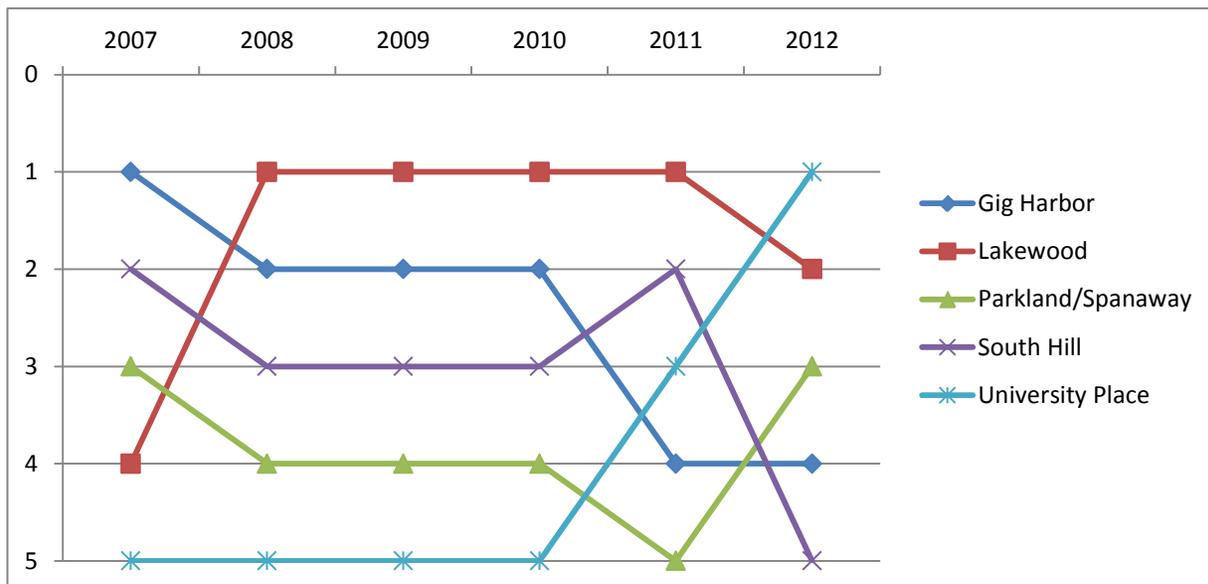
CHECKOUTS



CARDHOLDERS



VISITS



Monthly Financial Reports – March 2013

Pierce County Tax Revenue detail for March not available at time of report

Pierce County Library System
Statement of Financial Position
March 31, 2013
All Funds



	General Fund	Debt Service Fund	Capital Improvement Projects Fund
Assets			
Current Assets - Cash			
Cash	\$ 1,247,048	\$ 1	\$ 143,607
Investments	\$ 3,860,000	\$ 83,472	\$ 2,200,000
Total Cash	\$ 5,107,048	\$ 83,473	\$ 2,343,607
Total Current Assets	\$ 5,107,048	\$ 83,473	\$ 2,343,607
Liabilities and Fund Balance			
Current Liabilities			
Warrants Payable	\$ 98,331	\$ -	\$ 10,842
Sales Tax Payable	\$ 1,994	\$ -	\$ -
Payroll Taxes and Benefits Payable	\$ 114,410	\$ -	\$ -
Total Current Liabilities	\$ 214,735	\$ -	\$ 10,842
Fund Balance			
Reserve for Encumbrances	\$ 482,836	\$ -	\$ 384,907
Net Excess (Deficit)	\$ (4,955,038)	\$ 29	\$ (616,607)
Unreserved Fund Balance*	\$ 9,364,514	\$ 83,444	\$ 2,564,465
Total Fund Balance	\$ 4,892,313	\$ 83,473	\$ 2,332,765
Total Liabilities and Fund Balance	\$ 5,107,048	\$ 83,473	\$ 2,343,607
Anticipated Property Tax Revenue	\$ 24,554,434	\$ 39	\$ -
* projected fund balance			

Pierce County Library System
Comparative Statement of Financial Position
General Fund - Current Month to Same Month Last year
(as of the listed date of the reported month)

	03/31/13	03/31/12
Assets		
Current Assets - Cash		
Cash	\$ 1,247,048	\$ 3,429,525
Investments	\$ 3,860,000	\$ 1,200,000
Total Cash	\$ 5,107,048	\$ 4,629,525
Total Current Assets	\$ 5,107,048	\$ 4,629,525
Liabilities and Fund Balance		
Current Liabilities		
Warrants Payable	\$ 98,331	\$ 189,513
Sales Tax Payable	\$ 1,994	\$ 8,764
Payroll Taxes and Benefits Payable	\$ 114,410	\$ 127,906
Total Current Liabilities	\$ 214,735	\$ 326,183
Fund Balance		
Reserve for Encumbrances	\$ 482,836	\$ 425,698
Net Excess (Deficit)	\$ (4,955,038)	\$ (4,736,646)
Unreserved Fund Balance	\$ 9,364,514	\$ 8,614,289
Total Fund Balance	\$ 4,892,313	\$ 4,303,341
Total Liabilities and Fund Balance	\$ 5,107,048	\$ 4,629,525
Anticipated Property Tax Revenue	\$ 24,554,434	\$ 26,051,915

PIERCE COUNTY LIBRARY SYSTEM
Interim Statement of Revenue and Expenditures
Year to Date through March 31, 2013
no pre-encumbrances

General Fund

	<u>2013 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Property Tax/Investment Income & Other PC Revenue	\$ 24,518,927	\$ 504,461	\$ -	\$ 24,014,466	2%
Other Revenue	\$ 905,000	\$ 282,355	\$ -	\$ 622,645	31%
Total Revenue	\$ 25,423,927	\$ 786,816	\$ -	\$ 24,637,111	3%
Expenditures					
Personnel/Taxes and Benefits	18,544,997.00	\$ 4,374,749	\$ -	\$ 14,170,248	24%
Materials	\$ 3,297,075	\$ 440,485	\$ -	\$ 2,856,590	13%
Maintenance and Operations	\$ 3,089,520	\$ 443,784	\$ 482,836	\$ 2,162,900	30%
Transfers Out	\$ 492,335	\$ -	\$ -	\$ 492,335	0%
Total Expenditures	\$ 25,423,927	\$ 5,259,017	\$ 482,836	\$ 19,682,073	23%
Excess/(Deficit)		\$ (4,472,201)			
(less encumbrances)		(482,836)			
Net Excess (Deficit)		\$ (4,955,038)			

Debt Service Fund

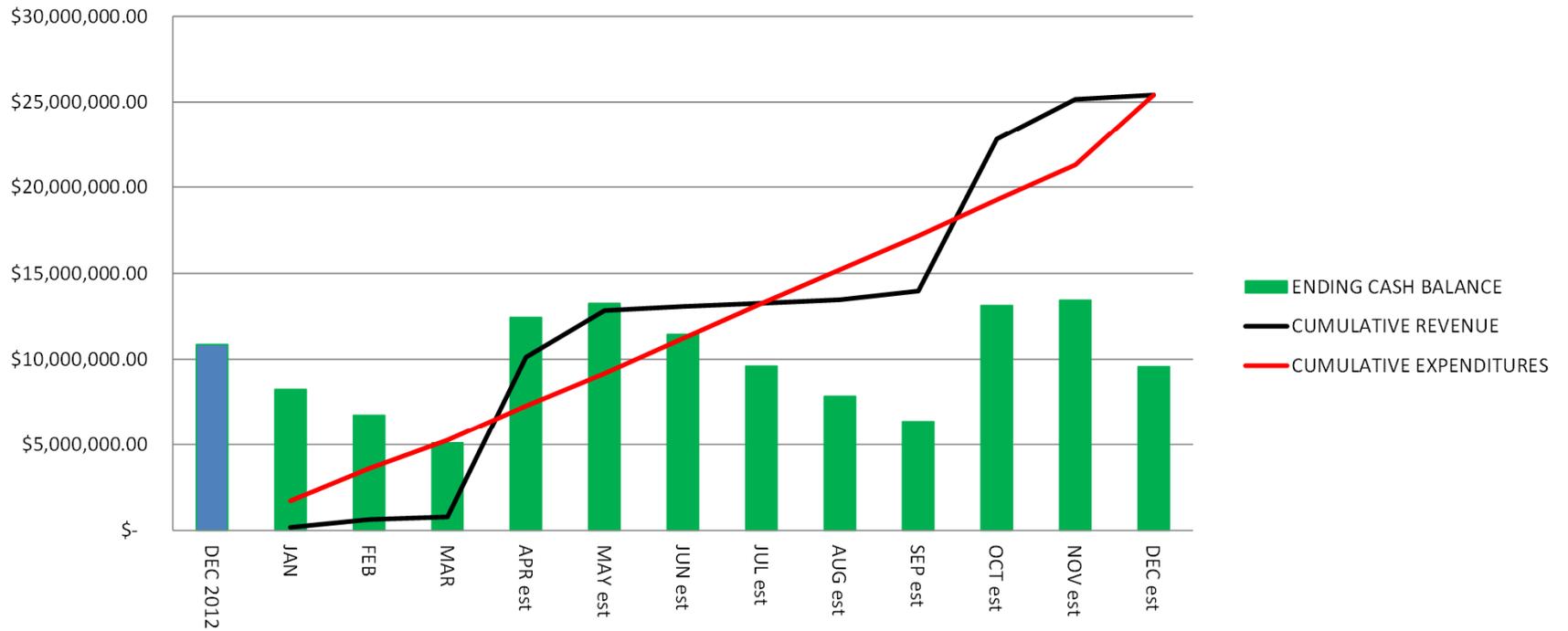
	<u>2013 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Property Tax/Investment Income & Other PC Revenue	\$ -	\$ 29	\$ -	\$ (29)	0%
Other Revenue	\$ -	\$ -	\$ -	\$ -	0%
Total Revenue	\$ -	\$ 29	\$ -	\$ (29)	0%
Expenditures					
	\$ -	\$ -	\$ -	\$ -	0%
Excess/(Deficit)		\$ 29			

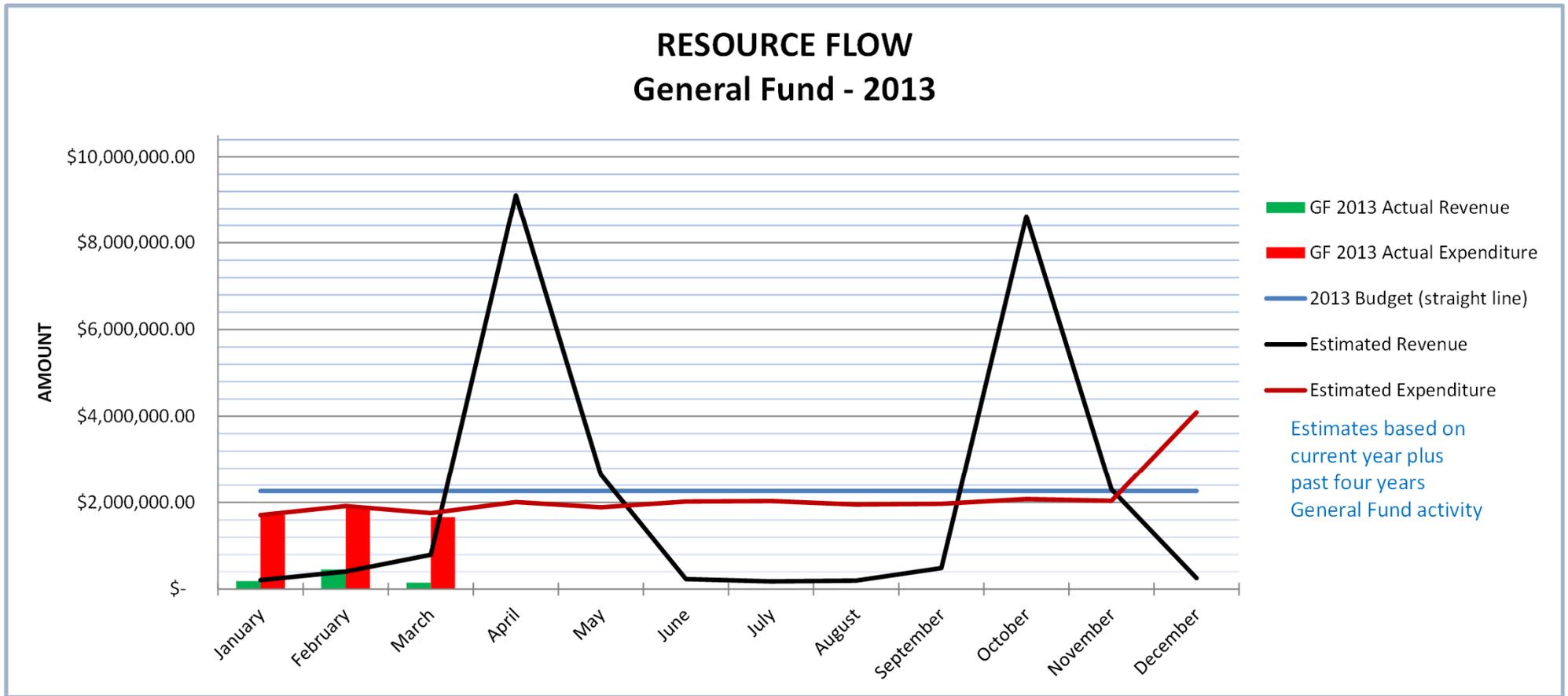
Capital Improvement Projects

Fund

	<u>2013 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Use of Fund Balance	\$ 1,139,665	\$ -	\$ -	\$ 1,139,665	0%
Other Revenue	\$ -	\$ 97,274	\$ -	\$ (97,274)	0%
Transfers In	\$ 492,335	\$ -	\$ -	\$ 492,335	0%
Total Revenue	\$ 1,632,000	\$ 97,274	\$ -	\$ 1,534,726	6%
Expenditures					
Maintenance and Operations	\$ 1,632,000	\$ 328,974	\$ 384,907	\$ 918,120	44%
Total Expenditures	\$ 1,632,000	\$ 328,974	\$ 384,907	\$ 918,120	44%
Excess/(Deficit)		\$ (231,700)			
(less encumbrances)		(384,907)			
Net Excess (Deficit)		\$ (616,607)			

CUMULATIVE GENERAL FUND REVENUE AND EXPENDITURE Including Cash Flow Projection 2013





M E M O

Date: April 2, 2013
To: Chair Linda Ishem and Members of the Board
From: Dale Hough, Finance Manager
Subject: March 2013 Property Tax Revenue

Today, we received our Pierce County property tax and other revenue figures for the month of March 2013. We were surprised to see that PCLS is being credited with a total of \$1,749,674 in combined tax revenues. This amount is larger than anticipated. I estimated revenues totaling \$992,396 based on the last four years of financial activity.

Historically, this represents the largest amount of combined tax revenues received for the month of March. The majority of this increase is in current property tax and could be as a result of citizens/businesses paying their current tax liability early, combined with others bringing their delinquent accounts more current.

We anticipate April tax revenue to be approximately \$10,000,000 but it could be offset by this “early” revenue.

This information was received after our March financial report package was prepared. The current Budget to Actual report that includes this data is available as a handout.

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 3/31/2013

FUND: GENERAL FUND (01)

Object	2013 Budget	March Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
REVENUE ACCOUNTS						
29150 USE OF FUND BALANCE-BUDGET	807,172.00	0.00	0.00	0.00	807,172.00	0.0
31111 PROPERTY TAXES CURRENT	22,724,764.00	0.00	301,326.77	0.00	22,423,437.23	1.3
31112 PROPERTY TAXES DELINQUENT	908,991.00	0.00	193,273.58	0.00	715,717.42	21.3
31130 SALE OF TAX TITLE PROPERTY	3,000.00	0.00	0.00	0.00	3,000.00	0.0
31210 PRIVATE HARVEST TAX	50,000.00	0.00	0.00	0.00	50,000.00	0.0
31720 LEASEHOLD EXCISE TAX	15,000.00	0.00	5,157.38	0.00	9,842.62	34.4
TAXES:	24,508,927.00	0.00	499,757.73	0.00	24,009,169.27	2.0
33533 STATE FOREST FUNDS	0.00	0.00	1,865.53	0.00	(1,865.53)	0.0
33872 CONTRACTS FEES - CITIES	0.00	0.00	810.00	0.00	(810.00)	0.0
34160 COPIER FEES	25,000.00	3,128.24	7,153.88	0.00	17,846.12	28.6
34161 GRAPHICS SERVICES CHARGES	0.00	3,457.79	4,157.44	0.00	(4,157.44)	0.0
34162 PRINTER FEES	60,000.00	7,426.60	18,039.39	0.00	41,960.61	30.1
34730 INTERLIBRARY LOAN FEES	0.00	80.98	127.92	0.00	(127.92)	0.0
35970 LIBRARY FINES	615,000.00	60,275.47	151,012.47	0.00	463,987.53	24.6
36110 INVESTMENT INCOME	10,000.00	0.00	2,836.41	0.00	7,163.59	28.4
36111 INTEREST - STATE FOREST FUND	0.00	0.00	0.13	0.00	(0.13)	0.0
36190 OTHER INTEREST EARNINGS	0.00	0.57	1.73	0.00	(1.73)	0.0
36200 KEY PEN HLTH DEPT FACILITY REV	0.00	0.00	419.12	0.00	(419.12)	0.0
36700 FOUNDATION DONATIONS	150,000.00	50,882.00	50,882.00	0.00	99,118.00	33.9
36710 FRIENDS' DONATIONS	0.00	0.00	362.11	0.00	(362.11)	0.0
36720 FRIENDS' REIMBURSEMENTS	0.00	0.00	11,022.05	0.00	(11,022.05)	0.0
36725 DONATIONS - OTHER	0.00	16.48	718.10	0.00	(718.10)	0.0
36920 BOOK SALE REVENUE	20,000.00	6.00	2,328.15	0.00	17,671.85	11.6
36990 MISCELLANEOUS REVENUE	0.00	4,860.15	7,849.97	0.00	(7,849.97)	0.0
36991 PAYMENT FOR LOST MATERIALS	25,000.00	1,460.93	4,371.05	0.00	20,628.95	17.5
36994 UNCLAIMED PROPERTY	0.00	2.10	24.01	0.00	(24.01)	0.0
36995 COLLECTION AGENCY REVENUE	0.00	40.00	203.48	0.00	(203.48)	0.0
36996 JURY DUTY REIMBURSEMENT	0.00	110.00	190.00	0.00	(190.00)	0.0
36997 PRIOR YEAR'S REFUNDS	0.00	1,582.50	1,582.50	0.00	(1,582.50)	0.0
36998 E RATE REIMBURSEMENT	0.00	6,020.37	6,020.37	0.00	(6,020.37)	0.0
36999 REBATES - PROCUREMENT CARD	10,000.00	11,652.73	11,652.73	0.00	(1,652.73)	116.5
CHARGES OTHER:	915,000.00	151,002.91	283,630.54	0.00	631,369.46	31.0
39510 SALE OF FIXED ASSETS	0.00	0.00	1.62	0.00	(1.62)	0.0
39520 INSURANCE RECOVERIES - CAPITAL ASSE	0.00	0.00	3,426.32	0.00	(3,426.32)	0.0
TOTAL FOR REVENUE ACCOUNTS	25,423,927.00	151,002.91	786,816.21	0.00	24,637,110.79	3.1
EXPENSE ACCOUNTS						
51100 SALARIES AND WAGES	13,681,285.00	992,907.00	3,179,717.20	0.00	10,501,567.80	23.2
51105 ADDITIONAL HOURS	230,600.00	19,251.57	58,358.85	0.00	172,241.15	25.3
51106 SHIFT DIFFERENTIAL	160,175.00	10,643.78	33,715.49	0.00	126,459.51	21.0
51107 SUBSTITUTE HOURS	299,600.00	16,402.37	73,671.08	0.00	225,928.92	24.6
51109 TUITION ASSISTANCE PROGRAM	3,000.00	0.00	1,410.35	0.00	1,589.65	47.0
51200 OVERTIME WAGES	7,500.00	170.15	946.04	0.00	6,553.96	12.6
51999 ADJ WAGE/SALARY TO MATCH PLAN	(435,903.00)	0.00	0.00	0.00	(435,903.00)	0.0
52001 INDUSTRIAL INSURANCE	167,861.00	12,495.91	38,961.55	0.00	128,899.45	23.2
52002 MEDICAL INSURANCE	2,139,809.00	146,074.57	454,723.79	0.00	1,685,085.21	21.3
52003 F.I.C.A.	1,094,384.00	78,202.35	251,780.99	0.00	842,603.01	23.0

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 3/31/2013

FUND: GENERAL FUND (01)

Object	2013 Budget	March Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
EXPENSE ACCOUNTS						
52004 RETIREMENT	1,039,773.00	69,938.68	222,562.13	0.00	817,210.87	21.4
52005 DENTAL INSURANCE	227,556.00	16,797.36	50,461.22	0.00	177,094.78	22.2
52006 OTHER BENEFIT	9,580.00	800.00	2,400.00	0.00	7,180.00	25.1
52010 LIFE AND DISABILITY INSURANCE	25,631.00	2,000.14	6,039.88	0.00	19,591.12	23.6
52020 UNEMPLOYMENT COMPENSATION	30,500.00	0.00	0.00	0.00	30,500.00	0.0
52200 UNIFORMS	1,300.00	0.00	0.00	0.00	1,300.00	0.0
52999 ADJ BENEFITS TO MATCH PLAN	(137,654.00)	0.00	0.00	0.00	(137,654.00)	0.0
PERSONNEL	18,544,997.00	1,365,683.88	4,374,748.57	0.00	14,170,248.43	23.6
53100 OFFICE/OPERATING SUPPLIES	152,300.00	10,533.24	33,613.40	13,687.08	104,999.52	31.1
53101 CUSTODIAL SUPPLIES	41,000.00	0.00	7,887.25	0.00	33,112.75	19.2
53102 MAINTENANCE SUPPLIES	40,000.00	1,757.83	7,607.16	197.45	32,195.39	19.5
53103 AUDIOVISUAL PROCESSING SUP	25,000.00	2,706.43	5,330.17	7,940.31	11,729.52	53.1
53104 BOOK PROCESSING SUPPLIES	20,000.00	0.00	288.90	0.00	19,711.10	1.4
53200 FUEL	58,000.00	12,605.92	12,605.92	0.00	45,394.08	21.7
53401 ADULT MATERIALS	847,684.00	67,581.31	135,976.00	0.00	711,708.00	16.0
53403 PERIODICALS	80,000.00	928.90	1,440.23	0.00	78,559.77	1.8
53405 JUVENILE BOOKS	496,458.00	20,637.95	62,875.50	0.00	433,582.50	12.7
53406 PROFESSIONAL COLLECTION	20,000.00	49.50	585.48	0.00	19,414.52	2.9
53407 INTERNATIONAL COLLECTION	76,000.00	702.10	2,712.28	0.00	73,287.72	3.6
53408 AUDIOVISUAL MATERIALS - ADULT	816,000.00	52,079.72	179,068.93	0.00	636,931.07	21.9
53409 AUDIOVISUAL MATERIALS - JUV	102,040.00	7,495.24	15,210.20	0.00	86,829.80	14.9
53411 ELECTRONIC INFO SOURCES	170,355.00	0.00	0.00	0.00	170,355.00	0.0
53412 REFERENCE SERIALS	36,414.00	0.00	181.07	0.00	36,232.93	0.5
53413 ELECTRONIC SERVICES	244,124.00	5,350.00	5,554.56	0.00	238,569.44	2.3
53414 ELECTRONIC COLLECTION	255,000.00	0.00	289.85	0.00	254,710.15	0.1
53464 VENDOR PROCESSING SERVICES	153,000.00	9,990.57	31,095.49	0.00	121,904.51	20.3
53490 COLLECTION PROJECTS	0.00	0.00	5,155.64	0.00	(5,155.64)	0.0
53499 GIFTS - MATERIALS	0.00	142.60	339.68	0.00	(339.68)	0.0
53500 MINOR EQUIPMENT	15,300.00	2,000.00	2,000.00	0.00	13,300.00	13.1
53501 FURNISHINGS	50,000.00	2,058.93	3,488.15	7,946.05	38,565.80	22.9
53502 IT HARDWARE	196,200.00	0.00	44,225.27	0.00	151,974.73	22.5
53503 PRINTERS	20,000.00	0.00	1,220.13	0.00	18,779.87	6.1
53505 SOFTWARE	33,500.00	134.00	1,719.00	0.00	31,781.00	5.1
54100 PROFESSIONAL SERVICES	251,500.00	29,136.59	57,037.63	51,337.73	143,124.64	43.1
54101 LEGAL SERVICES	30,000.00	0.00	8,936.40	0.00	21,063.60	29.8
54102 COLLECTION AGENCY	33,400.00	2,156.95	4,356.49	0.00	29,043.51	13.0
54161 RESOURCE SHARING SERVICES	25,000.00	10.00	35.00	0.00	24,965.00	0.1
54162 BIBLIOGRAPHICS SERVICES	40,000.00	0.00	0.00	0.00	40,000.00	0.0
54163 PRINTING AND BINDING	2,000.00	0.00	0.00	0.00	2,000.00	0.0
54165 ILL LOST ITEM CHARGE	3,000.00	353.93	443.36	0.00	2,556.64	14.8
54200 POSTAGE	42,000.00	0.00	148.66	0.00	41,851.34	0.4
54201 TELEPHONE/DATA LINES	161,300.00	2,271.19	4,570.65	0.00	156,729.35	2.8
54300 TRAVEL	28,600.00	758.70	3,345.03	0.00	25,254.97	11.7
54301 MILEAGE REIMBURSEMENTS	31,050.00	1,938.98	5,837.29	0.00	25,212.71	18.8
54400 ADVERTISING	28,920.00	774.80	1,231.55	0.00	27,688.45	4.3
54501 RENTALS/LEASES - BUILDINGS	195,300.00	14,964.24	28,996.48	113,170.52	53,133.00	72.8
54502 RENTAL/LEASE - EQUIPMENT	27,800.00	2,387.01	7,593.67	20,856.64	(650.31)	102.3

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 3/31/2013

FUND: GENERAL FUND (01)

Object	2013 Budget	March Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
EXPENSE ACCOUNTS						
54600 INSURANCE	189,500.00	0.00	720.00	0.00	188,780.00	0.4
54700 ELECTRICITY	229,000.00	19,615.73	43,052.82	0.00	185,947.18	18.8
54701 NATURAL GAS	17,500.00	1,598.04	3,765.58	0.00	13,734.42	21.5
54702 WATER	24,500.00	2,116.04	3,344.49	0.00	21,155.51	13.7
54703 SEWER	21,000.00	1,963.82	2,077.74	0.00	18,922.26	9.9
54704 REFUSE	22,500.00	329.64	862.60	0.00	21,637.40	3.8
54800 GENERAL REPAIRS/MAINTENANCE	204,300.00	-3,625.20	16,277.49	4,398.78	183,623.73	10.1
54801 CONTRACTED MAINTENANCE	659,200.00	14,163.18	98,364.15	255,290.11	305,545.74	53.6
54803 MAINT. TELECOM EQUIPMENT	35,000.00	0.00	21,031.67	0.00	13,968.33	60.1
54900 REGISTRATIONS	21,700.00	600.00	2,943.65	0.00	18,756.35	13.6
54901 DUES AND MEMBERSHIPS	31,200.00	860.00	2,755.00	543.00	27,902.00	10.6
54902 TAXES AND ASSESSMENTS	30,500.00	24.08	25.56	0.00	30,474.44	0.1
54903 LICENSES AND FEES	36,550.00	2,129.88	5,937.18	0.00	30,612.82	16.2
54904 MISCELLANEOUS	900.00	0.00	108.44	0.00	791.56	12.0
55100 INTERGOVERNMENTAL	15,000.00	0.00	0.00	0.00	15,000.00	0.0
56200 BUILDINGS & BLDG IMPROVEMENTS	0.00	0.00	0.00	7,468.74	(7,468.74)	0.0
59700 TRANSFERS OUT	492,335.00	0.00	0.00	0.00	492,335.00	0.0
ALL OTHER EXPENSES	6,878,930.00	291,281.84	884,268.84	482,836.41	5,511,824.75	19.9
TOTAL FOR EXPENSE ACCOUNTS	25,423,927.00	1,656,965.72	5,259,017.41	482,836.41	19,682,073.18	22.6
NET SURPLUS / DEFICIT	0.00	(1,505,962.81)	(4,472,201.20)	(482,836.41)	4,955,037.61	0.0

FUND: DEBT SERVICE FUND (20)

Object	2013 Budget	March Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
REVENUE ACCOUNTS						
31112 PROPERTY TAXES DELINQUENT	0.00	0.00	0.02	0.00	(0.02)	0.0
TAXES:	0.00	0.00	0.02	0.00	(0.02)	0.0
36110 INVESTMENT INCOME	0.00	0.00	29.09	0.00	(29.09)	0.0
CHARGES OTHER:	0.00	0.00	29.09	0.00	(29.09)	0.0
TOTAL FOR REVENUE ACCOUNTS	0.00	0.00	29.11	0.00	(29.11)	0.0
NET SURPLUS / DEFICIT	0.00	0.00	29.11	0.00	(29.11)	0.0

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 3/31/2013

FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)

Object	2013 Budget	March Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
REVENUE ACCOUNTS						
29150 USE OF FUND BALANCE-BUDGET	1,139,665.00	0.00	0.00	0.00	1,139,665.00	0.0
36110 INVESTMENT INCOME	0.00	0.00	373.42	0.00	(373.42)	0.0
36700 FOUNDATION DONATIONS	0.00	96,900.26	96,900.26	0.00	(96,900.26)	0.0
CHARGES OTHER:	1,139,665.00	96,900.26	97,273.68	0.00	1,042,391.32	8.5
39700 TRANSFERS IN	492,335.00	0.00	0.00	0.00	492,335.00	0.0
TOTAL FOR REVENUE ACCOUNTS	1,632,000.00	96,900.26	97,273.68	0.00	1,534,726.32	6.0
EXPENSE ACCOUNTS						
53100 OFFICE/OPERATING SUPPLIES	0.00	0.00	679.75	0.00	(679.75)	0.0
53102 MAINTENANCE SUPPLIES	0.00	0.00	99.71	0.00	(99.71)	0.0
53501 FURNISHINGS	0.00	2,337.80	19,261.13	2,683.96	(21,945.09)	0.0
53502 PC HARDWARE	0.00	0.00	20,303.68	0.00	(20,303.68)	0.0
54100 PROFESSIONAL SERVICES	0.00	3,200.00	3,200.00	31,962.07	(35,162.07)	0.0
54101 LEGAL SERVICES	0.00	0.00	1,110.00	0.00	(1,110.00)	0.0
54800 GENERAL REPAIRS/MAINTENANCE	10,000.00	0.00	0.00	0.00	10,000.00	0.0
54912 CONTINGENCY/RESERVE	48,000.00	0.00	0.00	0.00	48,000.00	0.0
56200 BUILDINGS & BLDG IMPROVEMENTS	304,000.00	0.00	115,228.04	278,835.48	(90,063.52)	129.6
56201 CONSTRUCTION	0.00	7,632.93	109,388.30	2,838.88	(112,227.18)	0.0
56202 ELECTRICAL	0.00	0.00	7,237.20	28,563.76	(35,800.96)	0.0
56203 FLOORING	0.00	0.00	24,350.15	0.00	(24,350.15)	0.0
56205 ROOFING	180,000.00	0.00	0.00	0.00	180,000.00	0.0
56400 MACHINERY & EQUIPMENT	0.00	0.00	0.00	40,022.35	(40,022.35)	0.0
56401 VEHICLES	160,000.00	0.00	0.00	0.00	160,000.00	0.0
56402 HVAC	930,000.00	28,115.80	28,115.80	0.00	901,884.20	3.0
TOTAL FOR EXPENSE ACCOUNTS	1,632,000.00	41,286.53	328,973.76	384,906.50	918,119.74	43.7
NET SURPLUS / DEFICIT	0.00	55,613.73	(231,700.08)	(384,906.50)	616,606.58	0.0

M E M O



Date: March 29, 2013

To: Chair Linda Ishem and Members of the Board

From: Neel Parikh, Executive Director

Subject: Library Journal Movers & Shakers

For the past 12 years, the editors of Library Journal have accepted nominations from the library community identifying the emerging leaders in the library world.

The 2013 Movers & Shakers were highlighted in the March 15 issue of Library Journal. This issue spotlights librarians and others in the library fields that are doing extraordinary work to serve their users and to move libraries of all types and library services forward.

At the last Board meeting I was pleased to report that Susan Anderson-Newham, Early Learning Librarian, was honored as a Mover & Shaker in the Innovator category. Her picture appeared on the cover of the magazine.

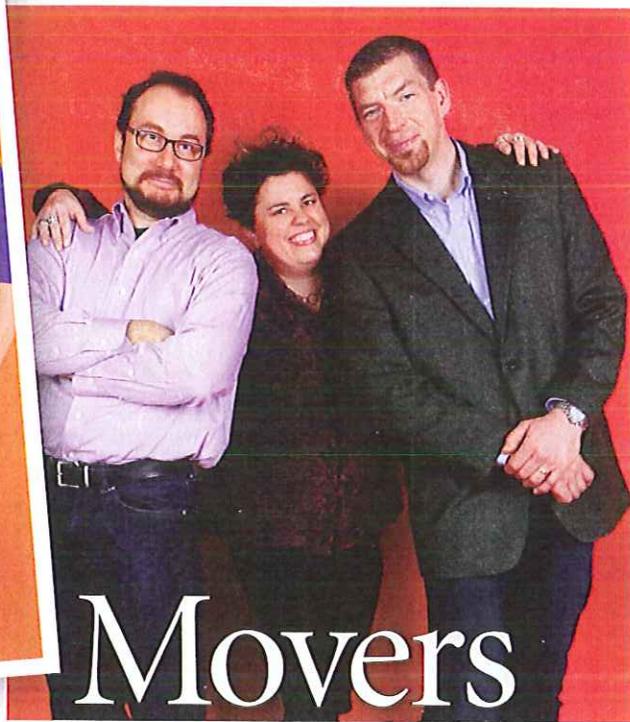
I have attached a tear sheet of the Library Journal article, as well as a segment from the Urban Libraries Council eNewsletter, highlighting Susan's achievements that have led to her receiving this much-deserved recognition.

How To Be a 21st-Century Librarian • Spring First Novels

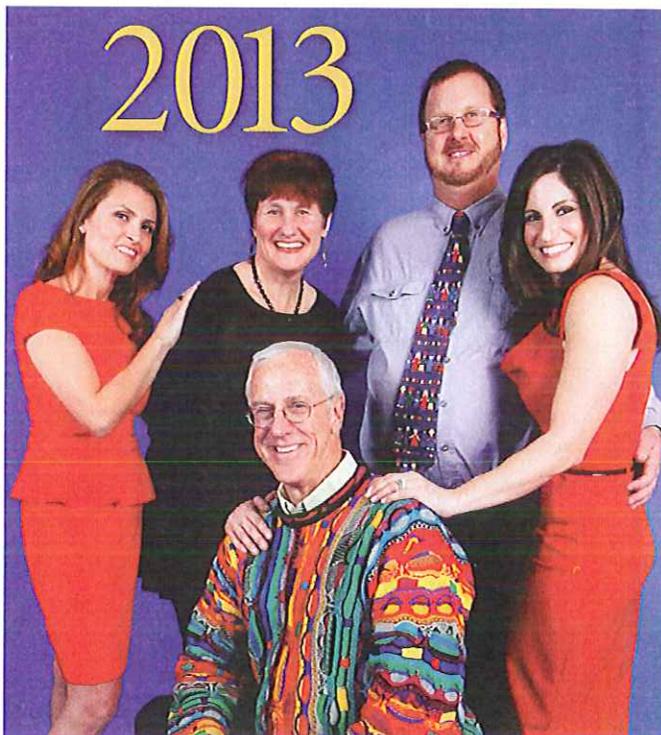
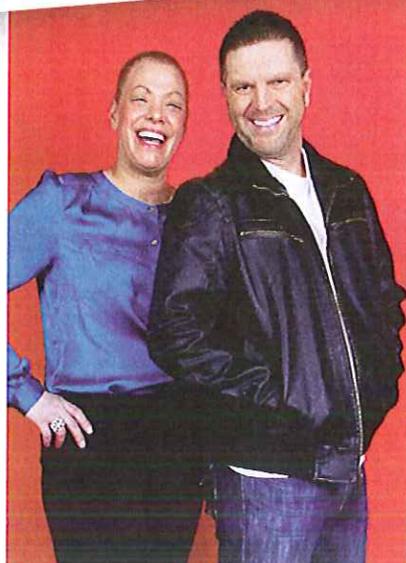
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Movers & Shakers



Neel, Georgia, Mary, Lorie E, Clare

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TECHNICAL SERVICES
3005 112TH ST E
TACOMA WA 98446-2215

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In the mid-1990s, Tacoma newcomer Susan Anderson-Newham spent a lot of time in Pierce County libraries. An actor and writer who had lived in New York City for a decade and had degrees in both developmental psychology and theater, Anderson-Newham is a voracious reader. So is her husband, and their then four-year-old daughter was a story time regular. "We practically lived at our local library branch," she recalls.

It was at a story time that the proverbial lightbulb went off. "I was watching the wonderful children's librarian put on this little show for the children and families and I thought, 'Oh! She's working with children, putting on a show, surrounded by books, information, and people—this could be the perfect job for me!' It was almost as though all my endeavors up to that point suddenly meshed into a possible career. After the story time, I quizzed the librarian, Lorianne Callison, who truly became my mentor into, and through, graduate school—and gave me my first job after I got my MLIS."

Fast forward to 2012, and Anderson-Newham's switch to librarianship—she started out as a storyteller in 1998 and has been an early learning supervising librarian since 2006—seems to have been particularly well timed. In recent years, Washington State installed new guidelines and curricula for early childhood education, and Anderson-Newham has spearheaded initiatives that make the Pierce County Library System (PCLS) a key player, says Neel Parikh, the library's executive director. Since her initial efforts, Anderson-Newham has been central to expanding the library system's three core early education programs into 30 different training sessions to support early education. In 2011, nearly 1,700 parents and caregivers attended. She's



Early Learning Leader

**SUSAN
ANDERSON-NEWHAM**
PIERCE COUNTY LIBRARY SYSTEM,
TACOMA

vitals

CURRENT POSITION Early Learning Supervising Librarian

DEGREE MLIS, University of Washington, Seattle, 1998

GRANT Ready for Reading www.piercecountylibrary.org/kids-teens/parents-caregivers/early-learning/ready-reading-grant.htm

also developed a peer-to-peer coaching program for librarians and storytellers, incorporating early learning practices, to improve their skills.

Anderson-Newham's library foundation-supported B.L.O.C.K.S. (Blocks Let Our Children Know Science) program, which teaches hands-on ways to help develop the literacy, math, and cognitive skills of infants, toddlers, and preschoolers, recently earned for PCLS an Urban Libraries Council Innovation Award.

"Our world can be so dark and serious, and I'm always looking for ways to bring more joy, silliness, and laughter to children and the people who care for them," Anderson-Newham says. ■



ULC Movers & Shakers

Library Journal is rolling out names of the 50 leaders who make up the 2013 *Movers & Shakers* roster.

Congratulations to these ULC members whose pioneering work is recognized!

- [Susan Anderson-Newham](#) is the Early Learning Supervising Librarian at the [Pierce County Library System](#), WA. In that role, she has expanded the library's three core early education programs into 30 different training sessions to support early education, reaching over 1,700 parents and caregivers to date. Susan has also created a program called *B.L.O.C.K.S (Blocks Let Our Children Know Science)*, a hands-on approach to building literacy, math and cognitive skills of infants, toddlers and pre-schoolers. ULC recognized Susan's work in 2011 with a [Top Innovators Award!](#)
- [Mikael Jacobson](#) is the Supervisor of Adult Computer Labs at [Skokie Public Library, IL](#). He oversees the library's [Digital Media Lab](#) and, according to his colleague, Toby Greenwalt, "Mick is working to show the library's ability as the creative heart of the village." Mick has created an online oral history project, *Skokie Stories*, and launched a film festival, *Skokie in Motion*, that features patron-made movies.

Customer Stories

Job & Business Resources

Gwendlynn had been unemployed for three years and truly did not know where to turn. She was looking in the newspaper for a job. She did not have access to a computer. She was having absolutely no luck finding work. Gwen's fiancé told her to go to Pierce County Library System for help. She met Glenn Storbeck, an Adult Services Librarian at Graham Pierce County Library.

Glenn taught her how to use the Internet and search on Google. At 47 years old, Gwen had done various types of nursing on and off since she was 16 years old. Glenn showed Gwen the Job and Career Accelerator website and it sparked her interest about nursing. He also showed her websites where she could apply for grants.

Gwen's world was coming together and she was beaming. She used Library Learning Express to prepare for her entrance exam to college. Gwen furthered her computer skills in PCLS's computer classes. She applied for nursing school and got accepted. She applied for grants and she got them. She credits PCLS as her stepping stone to college and she believes her job outlook is bright.

March 21, 2013, Gwen graduated from Tacoma Community College with a Certified Nursing Assistance certification. She earned all A's in the last quarter. She is very happy about her certification and said you are never too old to learn. For now, she plans to continue her education.

Customer Stories

Early Learning

Joelyn is Chamorro, a native Guamanian, who moved to the United States when she was five years old. Jo has raised her children in Pierce County Library System. Her 19 year old son will attend Pacific Lutheran University in fall 2013 and her 8 year old daughter old now visits Parkland/Spanaway Pierce County Library with Jo's God daughter. She took her son to the library when he was five and he learned to love the library and loves reading today. Library time is family time for the family.

Two years ago Jo stumbled into child care when she stepped up to help a friend, who had lost her day care provider. The taking care of her friend's children became a profession for Jo, with the help, guidance, and support of Susan Anderson-Newham, an Early Learning Supervising Librarian with PCLS. Jo was raising her children, but felt unqualified to care for other children 11 ½ hours a day and be responsible for their academic and social welfare. Having raised and still raising her children in PCLS, Jo turned to the library for help! She had no understanding of early literacy. She enrolled in PCLS's early learning classes and completed the free early learning workshops and achieved Early Literacy STARS (Washington State Training and Registry System) accreditation. The classes provide career development and training for individuals who work in child care and early education. The training gave Jo curriculum, guidance, and confidence. The curriculum provided her with the academic and social/emotional direction for her profession. Before the classes Jo was a mom; she is now a child care professional. She named her child care "Home on the Ranch," after her grandmother's ranch in Guam.

Jo's enthusiasm to provide professional child care service spread to her enrolling in the Library's Ready to Read program, which was born out of research based on a grant from the Boeing Corporation and the Muckleshoot Tribe, and in collaboration with the University of Washington iSchool to test and evaluate the importance of training child care providers to prepare children to read. The innovative study proved that providing caregivers with tools and training helps prepare children to read and makes a significant difference in their development. PCLS provides Jo with an array of early learning tools, training, and skill development. She loves the Ready to Read program.

Jo shares multi-cultural and diverse subjects with her preschoolers. Jo espoused: "The library is the window to places where children can't go yet, but they are inspired to go one day." In working with Chase, the four year old in her care, they will spend 30-40 minutes looking at and talking about books. From the library's early literacy treasure trunks the children find magnets and a white board to write their stories. Chase is writing his stories based upon the books from the trunks. He shows character and plot development, mimicking what he has read. In working with Christian, the two year old in Jo's care, they share pictures of characters and Christian recognizes animals and other features he sees in books. Jo shares books for looking and chewing with the eight month old in her care.

Working with PCLS has changed Jo's life; it has changed the life of the children in her care. It has been a true awakening of a true calling in Jo.

She is inspiring other child care providers. Jo started the Breakfast Club, which is now a group of a dozen child care professionals who meet monthly and discuss early learning tips, triumphs, and tribulations. She met most of the participants through the early literacy classes at PCLS. In-home child care providers are isolated. The success of the Breakfast Club has spread to other parts of the county and another club is expected to spring up soon.

Jo is also working to gain her Early Achievers accreditation, to prepare children academically and socially for school.

M E M O



Date: March 29, 2013

To: Chair Linda Ishem and Members of the Board

From: Neel Parikh, Executive Director

Subject: Executive Assistant Hiring Update

We received 70 applications for the Executive Assistant positions. Staff Experience reviewed the applications and forwarded 20 qualified applicants to me. Georgia and I both reviewed the applications and identified 7 strong candidates and 4 “maybes”.

The applicant pool is very strong but also comes from a wide variety of backgrounds. Some of them are Executive Assistants or Assistants to high level government posts but have no Board experience. Others have Board or city clerk experience. In order to give ourselves the opportunity to consider all the possible candidates, we scheduled 20-minute phone screening conversations on March 25 and 26.

Nine candidates participated in the phone screenings and we have selected 5 to interview. This is a very strong pool with a diversity of backgrounds. Each of the final candidates currently serves in government level Executive Assistant or City Clerk type positions.

Georgia Lomax, Holly Gorski, Linda Ishem and I will be interviewing those candidates on April 3 and 4. This is a very important position for the Library System and we feel that we need to take care in making the selection.

During the Board meeting I will bring you up to date regarding this matter.

M E M O



Date: March 29, 2013

To: Chair Linda Ishem and Members of the Board

From: Neel Parikh, Executive Director

Subject: Washington Association of School Administrators Community Award

Pierce County Library System was nominated by Franklin Pierce School District and subsequently selected to receive a community award through Region 111 of the Washington Association of School Administrators (WASA). WASA's Region 111 consists of all of Pierce County public school districts.

Frank Hewins, Superintendent of Schools at Franklin Pierce School District, nominated Pierce County Library System because of the growing partnership shared by our respective organizations, the "Card in Every Hand" effort to encourage and support literacy among their students and, for creating a hybrid librarian position in the school district that includes liaison responsibilities to keep the school district closely tied with PCLS.

WASA is holding a short awards ceremony on April 19, 2013. Judy Nelson and I will attend the ceremony to receive the award on behalf of PCLS. We are grateful for this partnership with Franklin Pierce and their appreciation of our work.



Pierce County Library Foundation Board of Directors Regular Meeting February 26, 2013

President Michael Gordon called to order the regular meeting of the Pierce County Library Foundation Board of Directors on Tuesday, February 26, 2013 at 7:39a.m. at the Processing and Administration Center.

Attendance 75% Present Caireen Gordon, Michael Gordon, Theo Graves, Kari Kennard, Janice Ludwig, Jane O'Neal, Jill Purdy, Adam Small, Molly Stuen, Curtis Thiel, Shelia Winston, Mary Ann Woodruff. **Excused:** Cyndi Chaney, Larry Faulk, Lisa Korsmo, Doug Whitton.

Staff Members: Lynne Hoffman, Foundation Director; Julie Kramer, Development Associate; Neel Parikh, Pierce County Library Executive Director; Cliff Jo, Director of Finance and IT; Sally Porter Smith, Customer Experience Director.

Approval of Minutes: Jill Purdy moved and Adam Small seconded the motion to approve the minutes from the meeting of January 22, 2013. The minutes were unanimously approved.

Financials: Kari Kennard informed the board that the funds previously held in a certificate of deposit at Umpqua Bank were moved to Union Bank as approved at the January meeting.. A check for \$50,882 covering the remainder of last year's distributions is being signed which will close out the Distributions Payable from 2011-12 fiscal year. Additionally, \$96,900 from this year's pledge payments for the UP library campaign, the Lakewood Project and the Key Center Project is being distributed this month. This will significantly reduce the current balance of \$265,281 in the KeyBank checking account..

\$85,702 in revenue received in January in special projects included \$75,000 of the total \$150,000 grant that the Foundation will receive from the Paul G. Allen Family Foundation for the Interactive Discovery Platform project..

Unrestricted revenues are over last year and are at 78% of the total goal. Total revenues are 75% of goal and there are no big expenses under Operational Expenses which is still at about half of its total budget.

Greater Tacoma Community Foundation (GTCF) has made another offer regarding Pierce County Library Foundation endowments funds. GTCF will consolidate our funds which will remove the disproportionate fees related to the smaller endowment funds. GTCF will report on each fund separately. Additionally, there was a suggestion to consolidate the PCLF endowment fund which is less than \$1,000 to the Carolyn Else Fund for books and the collection. Jill Purdy moved and Kari Kennard seconded a motion to consolidate funds as offered by the GTCF and approve the movement of PCLF endowment funds to the Carolyn Else Fund. The motions were unanimously approved.

Janet Ludwig moved and Mary Ann Woodruff seconded a motion to approve both the December 2012 and January 2013 financial statements. The motion was unanimously approved.

Development Report: The development report shows PCLF over last year in every annual giving category. Foundation Director Lynne Hoffman pointed out that we only need 3 more donors in the First Edition Society category and 10 more donors in the \$500 category. We need \$82,000 before the end of the year to make our goal. The upcoming appeals including a small acquisition mailing

important to that process. In order to be able to advocate and articulate the case for support, meeting attendance and engaging in committee work is necessary. Specific goals per fundraising objective are in the Development Plan. Board member Adam Small questioned the time that is needed for new board members to gain familiarity and competency. .

Theo Graves Retiring: The board recognized Theo Graves for serving two terms (six years) on the Foundation board. Theo shared that she learned so much more about the Library after joining the board and challenged current board members to visit every library location as she has done. . Mary Ann Woodruff thanked Theo for her years of service and shared the board's appreciation for her exceptional work on the board. Theo was presented with a book and bookplate thanking her for her terms of service.

The meeting adjourned at 9:23 a.m.

The next regular board meeting is scheduled for Tuesday March 26, at 7:30 a.m.

NEW BUSINESS

M E M O

Date: April 1, 2013
To: Chair Linda Ishem and Members of the Board
From: Neel Parikh, Executive Director
Subject: Intellectual Freedom Training

I am very pleased that Candace Morgan has agreed to give the Board an overview of Intellectual Freedom principles for public libraries.

Candace is the former Deputy Director at Fort Vancouver Regional Library. She has held numerous leadership roles in national and local Intellectual Freedom organizations including serving as Chair of the ALA Intellectual Freedom committee, the Freedom to Read Foundation and the Oregon ACLU Board. She has been a member of the Freedom to Read Foundation since 1992. Candy is a recognized expert in library Intellectual Freedom matters, writing articles for the ALA Intellectual Freedom manual and many journals. In addition, she is an adjunct instructor at Emporia State University School of Library and Information Management and teaches management, information ethics and copyright and licensing.

Intellectual Freedom is a core principle of libraries. Candace will give you an overview of the role of libraries in Intellectual Freedom and its basis in the US and Washington State Constitutions and judicial decisions. Libraries must apply the principles of Intellectual Freedom to activities undertaken daily including material selection; cataloguing and classification; circulation, reference, and reader's advisory services; programming; outreach; providing access to digital information, services and networks; reevaluation of library materials and services; and protection of confidential patron information.

As a Trustee you play a key role in assuring that the Library practices these principles. Candace is an excellent presenter and is extremely knowledgeable in this field. In preparation for the meeting, Candace has shared the attached overview of key issues. She will discuss these in greater detail and answer your questions during the meeting. I think you will find her presentation valuable.

UNITED STATES CONSTITUTION BILL OF RIGHTS

First Amendment (1791)

Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the government for a redress of grievances.

- Initially the First Amendment applied only to the federal government: (Congress shall make no law). The 14th extended its coverage to states and publicly funded libraries, which are creatures of the state.
- The courts have ruled that the First Amendment also applies to the distribution & receipt of literature and information (*Schneider v. State* (308 U.S. 147 (1939)) <http://supreme.justia.com/cases/federal/us/308/147/case.html>).
- Speech on the Internet is "entitled to the highest level of First Amendment protection, similar to the protection the Court gives to books and newspapers. *ALA v. Dept. of Justice and Reno v. ACLU* (U.S. 117 S.Ct. 2329 (1997)).

<http://caselaw.lp.findlaw.com/cgi-bin/getcase.pl?court=us&navby=case&vol=000&invol=96-511>

Fourth Amendment (1791)

The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated, and no warrants shall issue, but upon probable cause, supported by oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized.

Note:

Privacy is not mentioned in the U.S. Constitution. However, this amendment has been interpreted to protect privacy. Modern Fourth Amendment law relies heavily on *Katz v. United States*, 389 U.S. 347 (1967) http://www.law.cornell.edu/supct/html/historics/USSC_CR_0389_0347_ZS.html in which the Court held that the Fourth amendment "protects people, not places" and what a person "seeks to preserve as private, even in area accessible to the public, may be constitutionally protected". The two-part test most often used by the Court to determine whether a right to privacy exists was expressed by Justice Harlan in his concurrence to *Katz* is that: 1) a person has "exhibited an actual (subjective) expectation of privacy and 2) that the expectation is "one that society is prepared to recognize as 'reasonable.'" "

In the *Katz* decision the Court also reiterated that "the person's general right to privacy – his right to be let alone by other people – is like the protection of his property and of his very life, left largely to the law of the individual states".

CONSTITUTION OF THE STATE OF WASHINGTON
Article I
DECLARATION OF RIGHTS

Article I (Declaration of Rights)

&5. **FREEDOM OF SPEECH.** Every person may freely speak, write and publish on all subjects, being responsible for the abuse of that right.

&7. **INVASION OF PRIVATE AFFAIRS OR HOME PROHIBITED.** No person shall be disturbed in his private affairs, or his home invaded, without authority of law.

&11. **RELIGIOUS FREEDOM.** ... No public money or property shall be appropriated for or applied to any religious worship, exercise or instruction, or the support of any religious establishment ...

RCW 42.56.050

Invasion of privacy, when.

A person's "right to privacy," "right of privacy," "privacy," or "personal privacy," as these terms are used in this chapter, is invaded or violated only if disclosure of information about the person: (1) Would be highly offensive to a reasonable person, and (2) is not of legitimate concern to the public. The provisions of this chapter dealing with the right to privacy in certain public records do not create any right of privacy beyond those rights that are specified in this chapter as express exemptions from the public's right to inspect, examine, or copy public records.

NOTES: Intent -- 1987 c 403: The legislature intends to restore the law relating to the release of public records largely to that which existed prior to the Washington Supreme Court decision in *In Re Rosier*, 105 Wn.2d 606 (1986). The intent of this legislation is to make clear that: (1) Absent statutory provisions to the contrary, agencies possessing records should in responding to requests for disclosure not make any distinctions in releasing or not releasing records based upon the identity of the person or agency which requested the records, and (2) agencies having public records should rely only upon statutory exemptions or prohibitions for refusal to provide public records. Further, to avoid unnecessary confusion, "privacy" as used in RCW 42.17.255 is intended to have the same meaning as the definition given that word by the Supreme Court in *Hearst v. Hoppe*, 90 Wn.2d 123, 135 (1978). [1987 c 403 § 1.]

RCW 42.56.310

(1) The following are exempt from public inspection and copying:

(l) Any library record, the primary purpose of which is to maintain control of library materials, or to gain access to information, which discloses or could be used to disclose the identity of a library user.

What categories of speech are not protected by the U.S. Constitution?

Categories of speech that the U.S. Supreme Court has determined are not protected by the U.S. Constitution include defamation, causing panic, fighting words, sedition, obscenity, child pornography and speech that is "harmful to minors". The last three – obscenity, child pornography and "harmful to minors" are the categories most relevant to libraries since these are the basis for many challenges to library materials. It is important to understand the process by which individual printed or visual materials are determined to fall within these categories.

1. **Obscene Speech.** In 1973, the U.S. Supreme Court outlined basic guidelines for the **trier of fact** to use to determine if a specific work is legally obscene. The guidelines are:
 - (a) whether the average person, applying contemporary community standards would find that the work, taken as a whole, appeals to the prurient interest;
 - (b) whether the work depicts or describes, in a patently offensive way, sexual conduct specifically defined by the applicable state law; **and**
 - (c) whether the work, taken as a whole, lacks serious literary, artistic, political, or scientific value. (*Miller v. California* 413 U.S.15 (1973)).
http://www.law.cornell.edu/supct/html/historics/USSC_CR_0413_0015_ZS.html

Important Factors about the legal definition of obscene speech, based on the Miller

Decision:

- only sexually explicit speech can be found to be obscene. "We now confine the permissible scope of such regulation to **works which depict or describe sexual conduct**".
- (*Brockett v. Spokane Arcade* 472 U.S. 491, 1985)
<http://caselaw.lp.findlaw.com/scripts/getcase.pl?court=us&vol=472&invol=491>
clarified that the definition of "prurient" means a shameful or morbid interest in sex. Including "lust" in the definition was unconstitutionally overbroad in that it reached constitutionally protected material that merely stimulated normal sexual responses.
- only a trier of fact (jury or judge) has the legal authority to determine community standards and to establish if the other two prongs of the Miller test also apply to a particular work, thus making it unprotected by the Constitution.
- there is a presumption of innocence. "In resolving the inevitably sensitive questions of fact and law, we must continue to rely on the jury system, accompanied by the safeguards that judges, rules of evidence, presumption of innocence, and other protective features provide, as we do with rape, murder, and a host of other offenses against society and its individual members."
- while it is illegal to distribute a work that has been found obscene, it is not illegal to possess it.

2. Child Pornography. In 1982 the Court upheld a challenge to a New York law that prohibited the distribution of photographs and films depicting children engaged in sexual conduct. As a result of this decision, child pornography, regardless of whether it is obscene, is not protected by the First Amendment because the production of such materials would not be possible without the abuse of children. (*New York v. Ferber* 458 U.S. 747 1982).

<http://caselaw.lp.findlaw.com/scripts/getcase.pl?navby=case&court=us&vol=458&page=747>

For the same reason (involving abuse of children), the possession of child pornography is also illegal.

In 1996 Congress amended the federal child pornography act expanding the definition of child pornography to include materials that appear to be a depiction of a minor engaged in sexual conduct (*Child Pornography Protection Act*, P.L. 104-208). This included computer generated images and adults portrayed as minors. This expansion of the definition of child pornography was found to be unconstitutional by the U. S. Supreme Court (*Ashcroft v. Free Speech Coalition* 535 U.S. 234 (2002)). <http://supreme.justia.com/cases/federal/us/535/234/case.html>

Congress responded by enacting the “Prosecutorial Remedies and Other Tools to End Exploitation of Children Act (PROTECT). P.L. 108-21 2003, which prohibits any virtual depiction of minors engaged in sexual acts. Computer creation and the use of adults to depict minors are affirmative defenses.

3. Harmful to Minors. Much of the controversy surrounding access to library materials and to the Internet concerns the legal status of children. Many people believe that minors do not have rights independent of their parents. In fact, the Supreme Court has long recognized that minors do have rights under the First Amendment However, the Court has also ruled that state legislation **may** specify some materials that are protected for adults as "obscene" for minors. The Children’s Internet Protection Act (47 USC 254 (h) (6)) is the only federal law establishing a category of materials as “harmful to minors” See:

http://en.wikipedia.org/wiki/Children%27s_Internet_Protection_Act

Many states have enacted "harmful to minors" statutes. In many states these laws exclude libraries. Washington does not have such a law.

What about violent speech and minors?

Violent speech is protected speech unless it is 1) directed to inciting or producing imminent lawless action and 2) likely to incite or produce such action (*Brandenburg v. Ohio*, 365 U.S. 444 (1969)). http://www.law.cornell.edu/supct/html/historics/USSC_CR_0395_0444_ZO.html

A number of states and local entities including the Washington State adopted laws or ordinances restricting minors’ access to electronic games with violent content. The challenge to the Washington law was *Software Dealers Assn v. Maleng*, 325 F. Supp. 2d 1180 (W.D. Wash. 2004)

http://scholar.google.com/scholar_case?case=1453357822111586717&q=325+F.Supp.2d+1180&hl=en&as_sdt=2002

In June 2011 the United States Supreme Court found the California law to be unconstitutional. *Brown v. Entertainment Media Association*, No. 08–1448 U.S. Supreme Court (June 27, 2011) <http://www.supremecourt.gov/opinions/10pdf/08-1448.pdf>

What about inadvertent viewing?

Erznoznik v. City of Jacksonville (422 US 205 (1975))

http://www.law.cornell.edu/supct/search/display.html?terms=Lee%20Art%20Theatre&url=/supct/html/historics/USSC_CR_0422_0205_ZO.html

This case provides guidance for issues related to inadvertent viewing of potentially offensive materials by children and adults in a public place. This case involved a drive-in movie theater with a screen that was visible from the street.

“The plain, if at times disquieting, truth is that in our pluralistic society, constantly proliferating new and ingenious forms of expression, we are inescapably captive audiences for many purposes... Much that we encounter offends our esthetic, if not our political and moral, sensibilities. Nevertheless, the Constitution does not permit government to decide which types of otherwise protected speech are sufficiently offensive to require protection for the unwilling listener or viewer. Rather, absent ... narrow circumstances ... the burden normally falls upon the viewer to avoid further bombardment of [his] sensibilities simply by averting [his] eyes.”

Brief description of other categories of unprotected speech

Defamation:

Defamation consists of a publication of a statement of alleged fact which is false and which harms the reputation of another person.

"A communication is defamatory if it tends to so harm the reputation of another as to lower him in the estimation of the community or to deter third persons from associating or dealing with him." American Law Institute Restatement of the Law of Torts, Second, Sec. 550.

Note: this exception to freedom of speech requires an allegation of a fact which is in fact false. The expression of an opinion is not considered defamation.

Causing Panic:

Speech that a reasonable person would know that it was very likely that his or her speech would really cause harm to others. Example: yelling fire! in a crowded theater when you know it is not true.

Fighting Words

The U.S. Supreme Court has ruled that the First Amendment does not protect "fighting words -- those which by their very utterance inflict injury or tend to incite an immediate breach of the peace." *Chaplinsky v. New Hampshire*, 315 U.S. 568 (1942).

<http://caselaw.lp.findlaw.com/scripts/getcase.pl?court=US&vol=315&invol=568>

However, in *Brandenburg v. Ohio*, 395 U.S. 444 (1969), http://www.law.cornell.edu/supct/html/historics/USSC_CR_0395_0444_ZO.html the Supreme Court held that the First Amendment protects speech that encourages others to commit violence, unless the speech is capable of "producing imminent lawless action. Even advocating "illegal action at some indefinite future time" is protected. *Hess v. Indiana*, 414 U.S. 105 (1973) <http://supreme.justia.com/cases/federal/us/414/105/case.html>

Sedition

It is a crime to advocate, abet, advise, or teach the duty, necessity, desirability or propriety of overthrowing or destruction of the government by force or violence. This law (18 USC 2385) was upheld by the U.S. Supreme Court in *Dennis v. United States*, 341 U.S. 494 (1951). http://www.law.cornell.edu/supct/html/historics/USSC_CR_0341_0494_ZS.html

Prepared by Candace Morgan
2/15/2013; updated 4/01/2013

Privacy and Libraries

What is the basis for the fundamental right of privacy that is part of our American value system?

The value placed on privacy by the founders of this nation can be traced to their experience under British rule.

- Despite the fact that British legal theory recognized that a “man’s house is his castle”, British polices authorized general searches of homes.
- One of the strongest arguments for the concept that a legal writ authorizing a legitimate search must be specific as to persons and places was made by Sir Edward Coke (Institutes of the Laws of England). As he lay dying 1634 Privy Council agents searched his home and law chambers looking for seditious papers. They seized not only manuscripts of his legal writings, but also valuables, his will and a poem addressed to his children. (Origins of the Bill of Rights –Leonard W. Levy)
- Many colonial settlers were outraged concerning the Crown’s use of general warrants to gain evidence to maximize royal revenues and for political purposes both in Britain and in the American colonies.
- These writs of assistance were routinely authorized once a year in each colony by the crown and could be used by any officer on the basis of a mere suspicion. They did not need to be specific concerning the place to be searched or the person or things to be seized. They were in fact what we call today “fishing expeditions”.
- After hearing a speech by James Otis denouncing the writs as violating the natural rights of Englishmen John Adams declared that “Then and there was the first scene of the first act of opposition to the arbitrary claims of Great Britain. Then and there the child independence was born” (David McCullough, *John Adams*, NY: Simon & Shuster, 2001, p. 62).
- Result -- 4th Amendment
- Even after the Declaration of Independence, some of states violated the privacy of individuals for political purposes. For example in 1777 in Pennsylvania the homes of Quakers who had not taken an oath of allegiance to the United States were searched. Books and papers were seized; more than forty people were arrested and deported without trial to Virginia where they were held until the next year. (Leonard W. Levy, *Original Intent and the Framers's Constitution* (1988).

Amendment IV (1791)

The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated, and no Warrants shall issue, but upon probable cause, supported by Oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized.

What does the 4th amendment mean?

- Actual words: right of the people to be secure in their persons, houses, papers, and effects

What does it mean today?

Role of judicial branch is to preserve the constitution as a living document

- Colonial times – papers and effects kept in homes

As society became more complex that changed radically.

- Most particularly the growth of the administrative functions of government in the early twentieth century resulted in a significant increase in the government collection of personally identifiable information.
- Use of complex technology has extended to commercial sphere – In order to do conduct our lives – we must provide personally identifiable information to third parties in both the governmental and private spheres.
- Based on the historical context for the Constitution and the writings of the framers the Courts have ruled that freedom of speech is meaningless without the corresponding right to receive information free from fear of intrusion, intimidation, or reprisal.
- Modern Fourth Amendment law relies heavily on *Katz v. United States*, 389 U.S. 347 (1967) in which the Court held that the Fourth amendment “protects people, not places” and what a person “seeks to preserve as private, even in area accessible to the public, may be constitutionally protected”.
- The two-part test most often used by the Court to determine whether a right to privacy exists was expressed by Justice Harlan in his concurrence to *Katz*:

●● 1) a person has “exhibited an actual (subjective) expectation of privacy and 2) that the expectation is “one that society is prepared to recognize as ‘reasonable.’ “

●● In the Katz decision the Court also reiterated that “the person’s general right to privacy – his right to be let alone by other people – is like the protection of his property and of his very life, left largely to the law of the individual states”.

Long-term Danger

Right to receive information free from fear of intrusion, intimidation, or reprisal is being eroded.

- The prevailing opinion in the federal government today is a reasonable expectation of privacy does not exist when an individual gives information to any third party.
- This attitude blurs the line between intellectual activities and behavior and between public and confidential records even though legislation and judicial interpretations have created and upheld federal and state laws protecting the privacy of many personal records held by third parties including library, medical and financial records.
- If we agree to a lower standard for the protection of the confidentiality of library records we face the risk of no longer being able to rely on the subjective test the courts has defined for records that should be confidential -- “a reasonable expectation for privacy”
- If the public’s view of the appropriate balance between security concerns and the privacy of library records tilts too far towards security we face the risk that the courts will determine that society no longer believes that it is reasonable for state law to protect that confidentiality of library records.

UNFINISHED BUSINESS

M E M O

Date: March 28, 2013

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

From: Georgia Lomax, Deputy Director

Subject: Proposed Reciprocal Borrowing Policy

Last month the Board reviewed a draft *Reciprocal Borrowing Policy*. This policy was developed to replace a “Cooperative Use Agreement” approved by the Board and Pierce County Library’s four original reciprocal partners in November 1971. This was never adopted as an official policy.

Attached is a revised draft of the Reciprocal Borrowing Policy, reflecting your discussion and comments. I’ve include a copy with changes tracked as well as a clean copy for your review. We would like any further feedback and ask you to approve the policy.

Reciprocal Borrowing Policy (Draft 3/18/2013)

Policy Statement

Pierce County Library System establishes reciprocal borrowing services to allow residents of Pierce County Library's service area to borrow library books and materials in person from other libraries, when those residents are outside the geographic boundaries of the area served by Pierce County Library.

Purpose

Pierce County Library supports citizen expectations that governments cooperate and collaborate for the benefit of the public good. Reciprocal borrowing represents "libraries without borders". Pierce County Library actively seeks ways to provide convenient, easy access to library materials and services for its residents. ~~Participating in programs~~ A borrowing policy that offers residents free access to libraries and resources beyond its geographic boundaries adds value for the Library's customers and is responsible public policy.

Definitions

Reciprocal borrowing agreement: An agreement established between two libraries that allows residents of one library's service area to borrow library materials in person check-out books and other materials from the other library for free and vice versa.

Policy

Pierce County Library will enter into reciprocal borrowing agreements with other libraries to increase choices, offer greater convenience, and expand access to library resources for its residents.

Such agreements are primarily intended to facilitate checkout and use of the on-site resources of the reciprocal library when Pierce County residents are visiting in a reciprocal borrowing library's area.

~~Pierce County Library's policies and procedures are the same for all borrowers, including reciprocal cardholders.~~

~~The Library may limit use of some services or resources by reciprocal borrowers at its discretion.~~

Reciprocal cardholders are subject to the rules, policies and procedures set by Pierce County Library.

Non-resident customers of reciprocal libraries are not eligible to use Pierce County Library as part of the reciprocal borrowing program.:-

Establishing Reciprocal Borrowing Agreements

Pierce County Library will consider establishing reciprocal agreements with libraries in reasonable geographic proximity, and that have a regular, ongoing funding source.

Municipalities ~~without a tax-supported that do not support a~~ public library or ~~that does not~~ participate in ~~the supporting of~~ a system, either through annexation or contract, are not eligible for reciprocal borrowing with Pierce County Library.

Pierce County Library will review its reciprocal agreements and usage annually to ensure agreements are serving their established purpose and current residents' needs for which the Library enters into them. The Library may limit use of some services or resources by reciprocal borrowers or discontinue the agreement at its discretion.

Reciprocal Borrowing Agreements must be approved by the Board of Trustees.

Adopted by the Board of Trustees of the Pierce County Rural Library District, XXXX

[Related Policies Procedures](#)

[Borrowing Privileges](#)

[Non-Resident Card Fees](#)

Reciprocal Borrowing Policy (Draft 3/18/2013)

Policy Statement

Pierce County Library System establishes reciprocal borrowing services to allow residents of Pierce County Library's service area to borrow library books and materials in person from other libraries, when those residents are outside the geographic boundaries of the area served by Pierce County Library.

Purpose

Pierce County Library supports citizen expectations that governments cooperate and collaborate for the benefit of the public good. Reciprocal borrowing represents "libraries without borders". Pierce County Library actively seeks ways to provide convenient, easy access to library materials and services for residents. A borrowing policy that offers residents free access to libraries and resources beyond its geographic boundaries adds value for the Library's customers and is responsible public policy.

Definitions

Reciprocal borrowing agreement: An agreement established between two libraries that allows residents of one library's service area to borrow library materials in person for free from the other library and vice versa.

Policy

Pierce County Library will enter into reciprocal borrowing agreements with other libraries to increase choices, offer greater convenience, and expand access to library resources for residents.

Such agreements are primarily intended to facilitate checkout and use of the on-site resources of the reciprocal library when Pierce County residents are visiting in a reciprocal borrowing library's area.

Reciprocal cardholders are subject to the rules, policies and procedures set by Pierce County Library.

Non-resident customers of reciprocal libraries are not eligible to use Pierce County Library as part of the reciprocal borrowing program.

Establishing Reciprocal Borrowing Agreements

Pierce County Library will consider establishing reciprocal agreements with libraries in reasonable geographic proximity, and that have a regular, ongoing funding source.

Municipalities without a tax-supported public library or that do not participate in supporting a system, either through annexation or contract, are not eligible for reciprocal borrowing with Pierce County Library.

Pierce County Library will review its reciprocal agreements and usage annually to ensure agreements are serving their established purpose and current residents' needs. The Library may limit use of some services or resources by reciprocal borrowers, or discontinue the agreement at its discretion.

Reciprocal Borrowing Agreements must be approved by the Board of Trustees.

**Adopted by the Board of Trustees of the Pierce County Rural Library District,
XXXX**

Related Policies
Borrowing Privileges

DRAFT

M E M O

Date: March 26, 2013
To: Chair Linda Ishem and members of the Board of Trustees
From: Georgia Lomax, Deputy Director
Subject: 2012 Reciprocal Use of Pierce County Library

Last month you received statistics showing how Pierce County residents use the libraries and materials of reciprocal libraries. This month we have a breakdown of how reciprocal cardholders are using PCLS.

Since last month we have received information from Tacoma Public Library that our residents checked out 119,887 items from Tacoma libraries in 2012. The total was 121,775 in 2011. An updated chart and the breakdown of use by TPL branches is attached.

“2012 Circulation and Usage by Reciprocal Cardholders” shows the number of users and items borrowed by residents of our 11 reciprocal partners at each of our branches. Reciprocal borrowers checked out a total of 499,635 items in 2012, accounting for 6.58% of PCLS’s total circulation. (This does not reflect checkout of eBooks or use of databases.) The chart may be difficult to read online, so I will have a paper version of it available for you at the Board meeting.

Finally, you will find a “2012 Summary of Use of PCLS by Reciprocal Cardholders” that shows the primary branches where they have cards and where they primarily checkout materials. There is also a breakdown of “Reciprocal Cardholders and Checkout at PCLS Branches”, including the percent of each branch’s total checkout that is reciprocal.

**PCLS Customers' Use of Other Libraries
2011 - 2012**

Library	Circulation		% of Circulation		Cardholders	
	2011	2012	2011	2012	2011	2012
Puyallup	156,867	119,243	34.5%	27.61%	NA	19,769
Roy	NA	NA	NA	NA	NA	NA
Seattle	3708	4,467	0.05%	0.04%	NA	555
Tacoma	121,775	119,887	7.29%	6.37%	12,113	NA

Pierce County Library use of Tacoma Public Libraries for 2012

Fern Hill	34,348
Kobetich	5,359
Main	28,748
Moore	16,252
Mottet	2,348
South Tacoma	15,063
Swasey	12,468
Wheelock	5,301
TOTAL	119,887

2012 Circulation and Usage by Reciprocal Cardholders

Branch	Total Circ	# Users from PuyallupC			# Users from Tacoma			# Users from Roy			# Users from Seattle		
		Puyallup	irc	% Puyallup	Tacoma	Circ	% Tacoma	Roy	Roy Circ	% Roy	Seattle	Circ	% Seattle
Bonney Lake Library	412,219	45	804	0.20%	14	104	0.03%	0	0	0.00%	1	9	0.00%
Buckley Library	197,793	4	24	0.01%	7	57	0.03%	0	0	0.00%	1	3	0.00%
DuPont Library	212,276	2	39	0.02%	45	1,889	0.89%	0	0	0.00%	3	149	0.07%
Eatonville Library	204,412	3	38	0.02%	12	104	0.05%	0	0	0.00%	0	0	0.00%
Fife Library	189,670	28	824	0.43%	128	4,521	2.38%	0	0	0.00%	8	300	0.16%
Gig Harbor Library	913,234	7	107	0.01%	162	5,712	0.63%	0	0	0.00%	7	702	0.08%
Graham Library	412,856	34	456	0.11%	26	430	0.10%	3	42	0.01%	0	0	0.00%
Interlibrary Loan	7,329	3	4	0.05%	8	25	0.34%	0	0	0.00%	0	0	0.00%
Key Center Library	268,593	4	45	0.02%	9	401	0.15%	0	0	0.00%	1	9	0.00%
Lakewood Library	645,800	38	1,540	0.24%	698	30,748	4.76%	2	13	0.00%	10	272	0.04%
Milton/Edgewood Library	263,502	58	1,999	0.76%	63	2,563	0.97%	0	0	0.00%	2	8	0.00%
Orting Library	190,559	14	325	0.17%	15	183	0.10%	0	0	0.00%	0	0	0.00%
Outreach Services	142,626	2	6	0.00%	92	948	0.66%	1	2	0.00%	2	5	0.00%
Parkland/Spanaway Library	672,811	36	1,569	0.23%	447	18,118	2.69%	19	476	0.07%	5	78	0.01%
PAC	23,329	6	21	0.09%	16	1,201	5.15%	0	0	0.00%	1	4	0.02%
South Hill Library	906,165	459	24,487	2.70%	93	2,030	0.22%	4	20	0.00%	2	1,042	0.11%
Steilacoom Library	195,847	3	18	0.01%	66	1,636	0.84%	0	0	0.00%	1	31	0.02%
Summit Library	461,236	147	11,883	2.58%	214	11,630	2.52%	5	206	0.04%	2	127	0.03%
Sumner Library	380,609	373	24,245	6.37%	58	1,819	0.48%	1	150	0.04%	1	148	0.04%
Tillicum Library	100,653	1	14	0.01%	28	1,943	1.93%	0	0	0.00%	0	0	0.00%
University Place Library	793,357	26	564	0.07%	2,415	164,683	20.76%	1	2	0.00%	8	186	0.02%
System Totals:	7,594,876		69,012	0.91%		250,745	3.30%		911	0.01%		3,073	0.04%

2012 Circulation and Usage by Reciprocal Cardholders

Branch	Total Circ	# Users from Timberland			# Users from Kitsap			# Users from King County		
		Timberland	Circ	% Timberland	Kitsap	Circ	% Kitsap	King County	Circ	% King County
Bonney Lake Library	412,219	3	36	0.01%	3	123	0.03%	53	1,639	0.40%
Buckley Library	197,793	2	15	0.01%	5	7	0.00%	91	6,240	3.15%
DuPont Library	212,276	257	21,488	10.12%	2	4	0.00%	17	1,258	0.59%
Eatonville Library	204,412	50	5,664	2.77%	0	0	0.00%	6	66	0.03%
Fife Library	189,670	7	79	0.04%	11	265	0.14%	139	4,290	2.26%
Gig Harbor Library	913,234	22	653	0.07%	785	60,917	6.67%	20	1,159	0.13%
Graham Library	412,856	13	171	0.04%	5	38	0.01%	7	686	0.17%
Interlibrary Loan	7,329	2	9	0.12%	5	17	0.23%	2	3	0.04%
Key Center Library	268,593	8	765	0.28%	54	1,584	0.59%	8	144	0.05%
Lakewood Library	645,800	105	3,172	0.49%	18	658	0.10%	40	1,753	0.27%
Milton/Edgewood Library	263,502	3	20	0.01%	1	2	0.00%	725	41,144	15.61%
Orting Library	190,559	2	14	0.01%	2	7	0.00%	5	260	0.14%
Outreach Services	142,626	4	44	0.03%	1	1	0.00%	4	18	0.01%
Parkland/Spanaway Library	672,811	50	1,494	0.22%	14	97	0.01%	45	1,714	0.25%
PAC	23,329	3	18	0.08%	1	5	0.02%	4	8	0.03%
South Hill Library	906,165	31	681	0.08%	2	25	0.00%	40	780	0.09%
Steilacoom Library	195,847	22	834	0.43%	6	72	0.04%	10	171	0.09%
Summit Library	461,236	20	1,153	0.25%	4	45	0.01%	14	203	0.04%
Sumner Library	380,609	15	848	0.22%	9	108	0.03%	128	6,160	1.62%
Tillicum Library	100,653	15	358	0.36%	2	6	0.01%	3	32	0.03%
University Place Library	793,357	42	2,059	0.26%	59	1,897	0.24%	44	1,138	0.14%
System Totals:	7,594,876		39,575	0.52%		65,878	0.87%		68,866	0.91%

2012 Circulation and Usage by Reciprocal Cardholders

Branch	Total Circ	# Users from Ft. Vancouver	Ft. Vancouver Circ	% Ft. Vancouver	# Users from North Central	North Central Circ	% North Central	# Users from North Olympic	North Olympic Circ	% North Olympic	# Users from Snolsle	Snolsle Circ	% Snolsle
Bonney Lake Library	412,219	1	33	0.01%	0	0	0.00%	2	4	0.00%	3	49	0.01%
Buckley Library	197,793	0	0	0.00%	1	2	0.00%	0	0	0.00%	0	0	0.00%
DuPont Library	212,276	1	1	0.00%	0	0	0.00%	0	0	0.00%	3	43	0.02%
Eatonville Library	204,412	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%
Fife Library	189,670	0	0	0.00%	1	108	0.06%	0	0	0.00%	5	112	0.06%
Gig Harbor Library	913,234	1	12	0.00%	0	0	0.00%	0	0	0.00%	2	77	0.01%
Graham Library	412,856	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%
Interlibrary Loan	7,329	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%
Key Center Library	268,593	0	0	0.00%	0	0	0.00%	0	0	0.00%	2	24	0.01%
Lakewood Library	645,800	1	79	0.01%	1	13	0.00%	3	60	0.01%	4	82	0.01%
Milton/Edgewood Library	263,502	0	0	0.00%	0	0	0.00%	0	0	0.00%	4	33	0.01%
Orting Library	190,559	0	0	0.00%	0	0	0.00%	0	0	0.00%	1	94	0.05%
Outreach Services	142,626	0	0	0.00%	0	0	0.00%	0	0	0.00%	5	58	0.04%
Parkland/Spanaway Library	672,811	1	63	0.01%	1	13	0.00%	1	1	0.00%	8	91	0.01%
PAC	23,329	0	0	0.00%	0	0	0.00%	0	0	0.00%	1	11	0.05%
South Hill Library	906,165	0	0	0.00%	0	0	0.00%	0	0	0.00%	4	14	0.00%
Steilacoom Library	195,847	0	0	0.00%	0	0	0.00%	0	0	0.00%	1	2	0.00%
Summit Library	461,236	0	0	0.00%	0	0	0.00%	0	0	0.00%	2	4	0.00%
Sumner Library	380,609	1	17	0.00%	0	0	0.00%	1	37	0.01%	4	55	0.01%
Tillicum Library	100,653	0	0	0.00%	1	28	0.03%	1	11	0.01%	0	0	0.00%
University Place Library	793,357	1	10	0.00%	1	1	0.00%	1	36	0.00%	6	297	0.04%
System Totals:	7,594,876		215	0.00%		165	0.00%		149	0.00%		1,046	0.01%

2012 Summary of Use of PCLS by Reciprocal Cardholders

Library	# of branches used	Total reciprocal cardholders	Total reciprocal checkout	Top branches by reciprocal cardholders			Top branches by checkout by reciprocal cardholders		
Fort Vancouver	7	7	215	All had 1 cardholder			Lakewood	Parkland/Spanaway	Bonney Lake
King County	18	1,405	68,866	Milton/Edgewood	Fife	Sumner	Milton/Edgewood	Buckley	Sumner
Kitsap Regional	17	989	65,878	Gig Harbor	University Place	Lakewood	Gig Harbor	University Place	Lakewood
North Central	6	6	165	All had 1 cardholder			Fife	Tillicum	Lakewood Parkland/Spanaway
North Olympic	6	9	149	Lakewood	Bonney Lake	Remaining all had 1 cardholder	Lakewood	Sumner	University Place
Puyallup Public	18	1,873	69,012	South Hill	Sumner	Summit	South Hill	Sumner	Summit
Roy	7	65	911	Parkland/Spanaway	Summit	Sumner	Parkland/Spanaway	Summit	South Hill
The Seattle Public	14	144	3,073	South Hill	Gig Harbor	Fife	Lakewood	Fife University Place	Gig Harbor
Sno-Isle	14	55	1,046	Parkland/Spanaway	University Place	Fife	Univ. Place	Fife	Orting
Tacoma Public	18	7,564	250,745	University Place	Lakewood	Parkland/Spanaway	Univ. Place	Lakewood	Parkland/Spanaway
Timberland Regional	18	676	39,575	DuPont	Eatonville	Lakewood	DuPont	Lakewood	Eatonville Parkland/Spanaway

2012 Reciprocal Cardholder and CKO at PCLS Branches

Branch	2012 Total checkout	# Reciprocal cardholders	# items checked out by reciprocal cardholders	% Of branch checkout
Bonney Lake	412,219	125	2,801	0.68
Buckley	197,793	111	6,348	3.21
DuPont	212,279	330	24,871	11.72
Eatonville	204,412	71	5,872	2.87
Fife	189,670	327	10,499	5.54
Gig Harbor	913,234	1,006	69,339	7.59
Graham	412,856	88	1,823	0.44
Key Center	268,593	86	2,972	1.11
Lakewood	645,800	920	38,390	5.94
Milton/Edgewood	263,502	856	45,769	17.37
Orting	190,559	39	883	0.46
Parkland/Spanaway	672,811	627	23,714	3.52
South Hill	906,165	635	29,079	3.21
Steilacoom	195,847	109	2,764	1.41
Summit	461,236	412	25,356	5.50
Sumner	380,609	749	33,587	8.82
Tillicum	10,653	49	2,697	2.68
University Place	793,357	2,604	170,873	21.54

M E M O

Date: March 29, 2013
To: Chair Linda Ishem and members of the Board of Trustees
From: Georgia Lomax, Deputy Director
Subject: Recommendation to eliminate “*Non-Resident Card Fees Policy*”

With the Enumclaw Public Library’s annexation into the King County Library System last year, all eligible individuals in surrounding areas have access to a Pierce County Library card through a reciprocal borrowing agreement. As a result, the Administrative Team reviewed the Library’s “*Non-Resident Card Fees*” Policy and believes it is no longer necessary.

The team would like the Board to consider its recommendation to eliminate the “*Non-Resident Card Fee*” policy and issue all non-resident library cards based on the “*Library Card Eligibility – Individuals*” policy and the “*Reciprocal Borrowing*” policy.

The current policy is attached for your review.

Board Policy



Non-Resident Card Fees

In accordance with the [Policy on Borrowing Privileges](#), persons not resident in and not served by the Pierce County Library System, who reside or own property in incorporated towns and cities whose jurisdiction provides public library service, are eligible to obtain library borrowing privileges through payment of an annual non-resident fee. This non-resident borrowing privilege will cover the immediate family members residing in the cardholder's household.

The non-resident card fee shall be calculated from the total amount of revenue anticipated to be levied for property taxes plus fees for contracting incorporated towns and cities, divided by the population of the library system, multiplied by the number of individuals in an average family in Pierce County, from the most recent estimate by the Puget Sound Regional Council, and rounded to the nearest whole dollar.

The non-resident fee shall be set annually by the Executive Director, based on the above calculation. Any revisions will become effective each January 1st.

Adopted by the Board of Trustees of the Pierce County Rural Library District, February 12, 1998.

Board Policy 2.13

**Adopted by the Board of Trustees of the Pierce County Rural Library District, February 12, 1998.
Revised January 10, 2007.**

M E M O

Date: March 28, 2013
To: Chair Linda Ishem and members of the Board of Trustees
From: Georgia Lomax, Deputy Director
Subject: Proposed revisions to “*Borrowing Privileges Policy*”

During the April meeting we have asked you to approve a new “*Reciprocal Borrowing Policy*”, which provides access to a Pierce County Library card for eligible residents of surrounding areas through agreements between PCLS and other libraries. As a result, we also recommended elimination of the “*Non-Resident Card Fee Policy*”.

Those changes, if approved, require us to revise the existing “Borrowing Privileges Policy”. This policy, last revised in 2006, explains who is eligible for a Pierce County Library card. It also states who is ineligible. The proposal eliminates the section on non-resident card fees and adds statements on cardholder responsibilities and privacy. The policy also reflects the format we now use.

Attached is a copy of the original policy and a proposed revision re-titled “Library Card Eligibility – Individuals”.

During the meeting, we will ask for discussion and input on the proposal and that the Board consider approving the revisions.

Board Policy



Borrowing Privileges

Pierce County Library System is a special-purpose district funded primarily through a property tax set by state law and collected in the unincorporated county and annexed cities and towns or through interlocal service agreements with other cities and towns.

BORROWERS:

Individuals eligible for borrowing privileges are:

- Persons who live or own property in unincorporated Pierce County. This includes:
 - Active duty military personnel and their dependents who live on a military installation within unincorporated Pierce County
 - Persons who live on tribal lands located within unincorporated Pierce County
 - Persons residing in National Parks located within unincorporated Pierce County
- Persons who live or own property in a city/town annexed to the Library System

NON-RESIDENT BORROWERS:

In addition to those residing in the Library service area, the following shall be considered eligible for borrowing privileges without payment of a non-resident fee:

- Persons who live in or own property in the service area of the library systems with which Pierce County Library has a reciprocal use agreement (see [Borrowing Agreements](#)).

OTHER NON-RESIDENT BORROWERS:

The public library is based on the philosophical premise that the public interest is served by providing tax-supported library service for every one in the community. The Board of Trustees is responsible for ensuring the prudent use of the taxpayers' investment. Effective and continuous library service, like other public services, requires the ongoing funding made possible by taxation or other forms of broad based public support.

Persons who reside or own property in incorporated towns and cities whose jurisdictions provide free public library service, are eligible to obtain Library borrowing privileges through payment of an [annual non-resident fee](#). "Free public library" is defined in accordance with RCW 27.12.010 as a "free public library supported in whole or in part from money derived from taxation."

Persons residing in any municipality in the library's service area that does NOT choose to support a public library or to participate in the support of the System, either through annexation or contract, will not have borrowing privileges at any Pierce County Library System library.

Board Policy



Board Policy 2.12

Adopted by the Board of Trustees of the Pierce County Library System on August 14, 1997, to be effective August, 2000. Revised May 11, 2000. Revised September 13, 2006.

Library Card Eligibility – Individuals

(Draft 3/21/2013)

Policy Statement

Individuals who live or own property in unincorporated Pierce County, annexed cities or towns, or cities and towns served by Pierce County Library System through a contractual agreement are eligible for a free Pierce County Library card and borrowing privileges.

Purpose

This policy defines eligibility for a Pierce County Library card and borrowing privileges.

Definitions

“Reciprocal borrowing agreement”: An agreement established between two libraries that allows residents of one library’s service area to borrow library materials in person for free from the other library and vice versa.

“Free public library”: Defined by RCW 27.12.010 as a library “supported in whole or in part from money derived from taxation”.

Policy

Pierce County Library is a special purpose district funded primarily through property tax set by state law.

Individuals who live in or own property within the Library’s service area are eligible for a free Pierce County Library card and borrowing privileges. This includes:

- Active duty military personnel and dependents living on a military installation within unincorporated Pierce County.
- Persons living on tribal lands located within unincorporated Pierce County.
- Persons residing in National Parks located within unincorporated Pierce County.
- Persons who live or own property in a city/town annexed to the Library System.
- Persons who live or own property in a city/town served through a contractual agreement with the Library System.

Non-Resident Borrowers

Persons who live in or own property in the service area of libraries with which Pierce County Library has a “reciprocal borrowing agreement” are eligible for a library card.

Individuals residing temporarily in Pierce County, such as visiting family members or exchange students, are eligible for a free visitor’s card for up to one year.

Cardholder Responsibilities

Cardholders are responsible for:

- Use of their card, including any fines, fees, charges, or lost or damaged items, including those fines or fees resulting from use as a result of lending the card to another.
- Immediately reporting a lost or stolen card to Pierce County Library.
- Ensuring their contact information is current.

Ineligibility for Card

The public library is based on the philosophy that the public interest is served by providing tax-supported library service for everyone in the community. Pierce County Library's Board of Trustees is responsible for ensuring the prudent use of the taxpayers' investment. Effective and continuous library service, similar to other public services, depends upon the ongoing funding made possible by taxation or other forms of broad based public support.

Persons residing in any municipality in the Library's service area that does NOT support a public library or participate in the support of the Library System, either through annexation or contract, are not eligible for a Pierce County Library card and will not have borrowing privileges at Pierce County Library System.

Privacy

Library card records are confidential in accordance with State law and Library policy.

Board Policy 2.12

Adopted by the Board of Trustees of the Pierce County Library System on August 14, 1997, to be effective August, 2000. Revised May 11, 2000. Revised September 13, 2006. Revised XXXXX

Related Policies

Reciprocal Borrowing

Library cards for Institutions, Agencies, Businesses, and Organizations

Confidentiality of Library records and patron files

Retiree Library Cards

M E M O

Date: March 28, 2013

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

From: Georgia Lomax, Deputy Director

Subject: Review of “*Library Cards for Institutions ... Policy*”

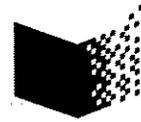
Policies are reviewed regularly to ensure they continue to reflect the intent and needs of the community and the Library. With the work on other library card-related policies, this seemed a good time to review the “Library Cards for Institutions, Agencies, Businesses, and Organizations Policy”.

This policy was developed in 1986 following receipt of a number of requests for such cards, and according to the Board minutes the Trustees decided that “with the capabilities of the computerized circulation system, it is now possible to issue such cards”. The policy was approved. There are currently 56 institutional cards.

The policy is simple and to the point, and our recommendation is to place the existing content into the format in current use. The proposed revision reflects this with an added Policy Statement and Purpose.

I’ve attached the current policy and the revision. During the meeting we would like to hear your input on this policy and ask that you consider approving the proposed revision.

Board Policy



**Pierce County
Library System**

Information & Imagination

Library Cards for Institutions, Agencies, Businesses and Organizations

Pierce County Library District will issue, on request, library cards for institutions, agencies, businesses and organizations which are housed in or own property in the library district's service area. Pierce County government agencies located in Tacoma are also eligible. It is understood that the use of such a card is in support of the purpose and operation of the organization; the card is not intended for personal use. It is further understood that cards will be issued only to those organizations which will assume financial responsibility for all use made of the card, in accordance with procedures established by the library district.

Board Policy 2.3

Adopted by the Pierce County Rural Library District Board of Trustees, April 9, 1986.

Library Cards for Institutions, Agencies, Businesses, and Organizations (Draft 3/28/2013)

Policy Statement

Institutions, agencies, businesses, and organizations which are housed in or own property in Pierce County Library System's service area are eligible for a free Pierce County Library card.

Purpose

This policy defines eligibility for institutional Library cards.

Policy

Institutions, agencies, businesses, and organizations are eligible for a Pierce County Library card if they are located in or own property in the Library System's service area or are a Pierce County government agency located in Tacoma.

Use of such a card must be in support of the purpose and operation of the organization. The card is not intended for an individual's personal use.

Organizations must assume financial responsibility for all use made of the card, in accordance with procedures established by the Library.

Board Policy 2.3 Adopted by the Pierce County Rural Library District Board of Trustees, April 9, 1986. Revised XXXXX

M E M O

Date: March 29, 2013

To: Members of the Board of Trustees

From: Linda Hurley Ishem, Chair

Subject: Board Self-Evaluation

During the last Board meeting we reviewed a Board Self-Evaluation form and agreed to complete the form prior to the next meeting.

The intention is to identify opportunities for Board development that will ensure our performance and knowledge supports our work for the Library's communities and staff.

Please return your completed evaluation to Petra McBride (pmcbride@piercecountylibrary.org) by April 5, 2013. We will compile the results and bring them to the Board meeting.

M E M O

Date: March 29, 2013

To: Chair Linda Ishem and Members of the Board

From: Neel Parikh, Executive Director

Subject: University Place Condominium Update

On March 14, 2013, I met with Steve Sugg, University Place City Manager to discuss outstanding issues and tasks that needed to be addressed regarding the Condominium. We had a very good, open conversation. I opened with reiterating the three areas in which the Library shares expenses with University Place.

Expenses	Library Share
Common Elements	24.87%
Atrium	50.00%
Parking	11.30%

I pointed out to him the areas of the various Agreements that referenced these expenses. Then we discussed issues related to the division of expenses that have arisen in current billing and in developing a budget. The City had applied an overall formula of 35% to all the expenses, and the expenses were not divided between Common Elements, Atrium and Parking.

Clifford Jo and Lorie Erickson met with the City and were able to identify the division in some of the expenses; however, we never received enough information to complete that division. Therefore, Cliff extensively analyzed the bills and created proposed formulas for dividing the expenses between the three areas.

During the meeting I gave Steve Sugg a copy of Cliff's spreadsheet and outlined the thinking behind these divisions. Afterwards, I discussed a number of items that were outstanding relating to implementing the Condominium Association. I also pointed out a problem with the Quit Claim Deed which was issued for the wrong piece of property. Finally, I suggested we hire a consultant to help us set up the Association.

Steve was incredibly grateful for clarification on the issues and the work we did to decipher the bills. He immediately agreed we should hire someone to help us get started and perhaps to manage the Association. Bill Holt and I had drafted (in consultation with J.J. McCament) a detailed letter outlining the issues that I addressed in our conversation. I gave Steve that letter after our discussion. A copy is attached for you information.

Following our discussion, Steve Victor called me and said they were in complete agreement with our division of expenses and that they were ready to meet with a consultant. We scheduled a meeting with Lianna Collinge for April 8, 2013. Prior to the meeting, she has received the Condominium Declaration, Atrium Agreement, CC&R's and my letter.

In a later conversation, Steve Victor indicated to Bill Holt that they found the letter extremely helpful. Steve and Bill Holt are discussing the division of parking expenses. The City of University Place has not finalized the CC&R's in anticipation of Developer Agreements on the front properties. Steve and Bill are now discussing the possibility of completing the CC&R's for our properties and changing the Capital Improvement aspects of the parking in order to finalize these Agreements. This will have no impact on our operating costs for the parking expenses and could actually reduce our potential capital costs related to parking.

During the Board meeting I will bring you up to date regarding the meeting with Lianna Collinge and discussions regarding the CC&R's. I feel we are on the right track in order to move this project forward.

March 29, 2013

Steve Sugg
City of University Place
3715 Bridgeport Way West
University Place, WA 98466

Re: Miscellaneous Issues

Dear Steve:

As I indicated during our meeting, there are a number of significant issues and tasks that need to be addressed. This letter will confirm a number of subjects we discussed and some we did not.

Our conversation on March 14, 2013 focused on two subject areas:

- Full implementation of the requirements of the Condominium Declaration and the Operating Agreement;
- Division of expenses in the Condominium. Agreeing on division of expenses may be hampering our implementation of our agreements, so I want to first confirm the basic concepts regarding those expenses.

Division of Expenses

The Condominium Declaration and the Operating Agreement outline division of expenses into three different categories:

Common Expenses

These are expenses that pertain to the Common Elements (excluding Limited Common Elements, i.e. elements “allocated for the exclusive use of one or more but fewer than all units”) that everyone that owns a Unit should pay. In general, they consist of expenses for everything except for those expenses pertaining to the Units themselves and the Limited Common Elements. Expenses pertaining to the roof, exterior walls, exterior portions of the property, and common utilities (the Condo Declaration uses the term “Common Systems and Facilities”, see Section 1.13.16) are examples of Common Expenses. Importantly, this definition includes the security systems for the building, the south elevator core, shaft, pit and all elevator-related equipment which serves all levels within the building and provides access from the parking garage. The Library’s share of these expenses is 24.87%.

Parking Expenses

Although the Condominium Declaration states that units will not pay for parking expenses until there is a Parking Agreement, the Library HAS agreed to pay parking expenses before that time, but the expenses must be allocated properly. Parking expenses are to be divided in accordance to 9.7.2. That section says the allocations will be based on the CC&Rs, but the CC&Rs have not been formally approved. If we use the formula contained in the CC&Rs that have been circulated, the Library’s share would be 11.3% of the parking costs. Note, the

parking costs are to include parking lot maintenance, electricity for the parking lot and the glass elevator (the glass elevator is not a Common Element expense).

Atrium Expenses

These are expenses related to the Atrium, which is defined in Article 1.13.5 as “a ground floor Atrium which is a limited common element assigned to the Library unit and the City unit.” The expenses for the Atrium are divided equally between the Library and the City. The Library pays 50% of the expenses related to the Atrium.

Steve, the Library has received bills dating back to January 2012. We paid the bills from January to September, 2012. Unfortunately, we did not closely examine the bills until recently. The Library notes that it was charged 35% for all costs covered in these bills, without regard to whether they were Common Expenses, Parking Expenses, Atrium Expenses and even expenses that did not pertain to the Condominium in any manner. More recent bills have continued this practice. This underscores that both entities must clearly understand the differences between these categories of expenses and that the Library should only be billed for that which it is required to pay per the agreements.

Having said this, we have identified the following issues regarding division of expenses:

1. Share of parking expenses. As indicated above, it appears the Library is being charged 35% of the costs pertaining to the parking. We do not think that is correct. We believe the percentage should be 11.3%.

Although the CC&Rs have not yet been formally adopted, the formula set forth in the draft CCRs explains how the parking charges are to be allocated. Section 2.1(b) indicates that the cost of operating the parking garage is to be shared among owners of lots 8, 9 and 10 based on the number of parking stalls located on their property relative to the total number of parking stalls on lots 8, 9 and 10 (different formula is used for capital costs). Steve Victor has told us that there are a total of 495 parking stalls on lots 8, 9 and 10 A, with 225 of these being on lot 9. Hence, lot 9's expenses relating to parking should be 45.45% of the total expenses. The Library should then pay its share of the cost attributable to parking on lot 9. The Library's share of condominium expenses is 24.87%. Hence, the Library would be responsible for paying 24.87% of 45.45% of the parking costs. This means that the Library's share of the parking costs would be 11.30%.

Please advise us whether you agree with these calculations. We have recalculated the amount owing pertaining to the parking garage using this number.

2. Atrium Expenses. As stated above the Atrium expenses currently have been charged at 35% however, they should be charged at 50%. Many of the expenses for the Atrium appear to involve the Parking garage and these expenses need to be separated and billed under the rules relating to parking expense.

Aside from the percentage issue, we do not agree with the charges for heat in the Atrium space.

Right now University Place is seeking to charge the Library for heating the entire Atrium space including the space on the second and third levels, along with walkways on those levels. We do not think that is proper.

Section 1.13.5 of the Condominium Declaration indicates that the Atrium consists of a “ground floor” Atrium. The Library does not think it is fair for it to have to pay 50% of the cost of heating the Atrium when the air moves up and actually benefits the upper two floors. On the other hand, it is impractical to allocate the cost between the different floors. Hence, we suggest that the heating cost of the Atrium be allocated based on the common area allocations rather than special allocations for the Atrium.

There are some other costs that are being billed to the Atrium that appear to be common expenses as well (e.g., janitorial and other utilities). We will need to discuss these in future meetings.

3. UP Personnel Time. We understand that University Place is charging the Library for the time its personnel works on issues pertaining to the building, the atrium or the parking area. Unfortunately the Library has not received any documentation on how much time was in fact spent on any particular activity or how the allocations between the building itself (common areas) or the parking or the Atrium were made. We also do not know how the charges are calculated (e.g. what is the hourly rate and how was it calculated). Please provide us with detailed information on these charges.

Further, if not already being done, we would expect that your personnel would keep regular time records with regard to the time they spend on any particular portion of the project so that these charges can be audited at a later date.

One example of this issue deals with janitorial services. We do not know how much of those services pertain to the condominium building itself, or the Atrium, or the area outside of the condominium, or the parking.

To the extent that the work is being done with respect to the Atrium, it is not in compliance with the Operating Agreement. Specifically, the Operating Agreement citation indicates that services to be provided by either party must be (i) by agreement and (ii) confirmed in writing. Right now neither of these requirements is being satisfied. Instead, the City has simply taken on the responsibility to provide the janitorial services and sought to charge the Library based upon undocumented activities. Aside from the “interim period” outlined in the Operating Agreement, there has never been a discussion or agreement on who would perform the services or what the costs of the services would be.

Full implementation of the requirements of the Condominium Declaration and Operating Agreement.

The Board has directed me to ensure that we fully implement all the requirements outlined in the Condominium Declaration. This is particularly important as I see that our current practices would not be acceptable in an audit. The Declaration allows us some flexibility but it is important for us to explore those in greater detail.

1. Budget. Budgets are required for both the Condominium Association and the Atrium. Neither has been developed to our knowledge. Specifically, the Library has not received a proposal budget for the Atrium that is separate from the Condominium Association’s budget. Further, the combined draft budget did not allocate costs between the Condominium and the Atrium

and included parking as a common area expense. As indicated above, the parking should be allocated separately and there should be separate budgets for the Condo Association and for the Atrium.

Moreover, there are a number of issues dealing with how to allocate various expenses. Included among these are utility bills. We need to discuss these overlapping expenses and how to allocate them to the proper category.

2. Administrative Matters. There are a number of significant administrative matters that have not yet been addressed.
 - a. Approval of Condominium Budget. This was to have been approved before the beginning of the fiscal year that began on January 11, 2013. It still has not been approved and we need to address the issues discussed above in order to complete the budget.
 - b. Approval of Atrium Budget. This too was to be approved before now. In fact, section 3(a)(iii) of the Operating Agreement indicates that no purchases or work is to be incurred or performed until a budget has been approved. Since this has not yet occurred, the parties need to make completion of a budget a priority.
 - c. Establishment of Working Capital for Atrium. Pursuant to section 3(h)(ii) of the Operating Agreement, the budget for the Atrium is to include a reserve for repairs, replacement and enhancement of improvements. Such a working capital reserve is important and needs to be established. Thus far, UP has not included the concept in any draft of the budget.
 - d. Working Capital Reserve for Condominium Association. Although the Condominium Declaration indicates that it is optional to establish a working capital reserve for repairs, replacements and enhancements, it is good practice to establish such a reserve and to begin to collect funds so that there is money available to make those repairs and replacements when they occur. The Library feels the Condominium Association budget should include some element for a working capital reserve.
 - e. Establishment of Bank Accounts. Section 3(h)(iii) of the Operating Agreement indicates that a joint bank account will be established with regard to Atrium expenses. Thus far, that has not occurred and the City has resisted doing this. Again, this is required by the Operating Agreement. The City has also resisted establishing a separate bank account for the Condominium Association. Establishing such a separate banking account is a matter of good financial management. Consequently, the Library believes that a joint bank account for the Condominium Association should be established.
 - f. Management Company. The Library Board has indicated that it would like to have a professional management company set up the processes outlined in the various condominium documents and manage the Condominium Association and its bank accounts. That would eliminate some of these delays and issues we are having on the administrative side. We would like to discuss the process for hiring such a management company.
3. Completion of CC&Rs. Although the CC&Rs have been substantially completed for a long time, for reasons we do not understand, they have not been completed. We would like to see the

issues addressed, so the CC&R's can be completed and recorded at their earliest convenience.

4. Quit Claim Deed. We understand that the quit claim deed from the Library to the City identified the wrong property. We will want to discuss that with you and resolve any issues pertaining to that deed.
5. Payment of Bills. Right now, UP has sent bills to the Library charging the Library for 35% of the various costs incurred. As indicated above, the costs have not been billed based on the proper percentages. Further, some of the costs included items that are clearly not an expense of the Library (for example, charging for the repair costs of the fountain in the plaza). The bills also include improper charges for parking and do not allocate expenses properly. This has gone on for some time, and warrants the attention of an experienced, unbiased association management firm to straighten things out and put the association on solid footing to ensure accurate and smooth operations as we go forward.

Although the Library paid the bills up until October 2012, we believe they were not accurate and that the Library is entitled to a credit for overpayments. We have stopped making payments since October because we wanted to get the proper calculations made and pay only the amounts that are in fact due. The Library has attempted to calculate what would be due and is including a copy of its calculations. Based on those calculations, it appears the Library owes the City \$10,411.55 for expenses clearly attributed to the Library in October - December bills while other expenses need clarification. The Library overpaid the City of UP by \$18,039.55 for bills from January - September 2012 that have already been paid. The Library is prepared to pay the amount owed after discussions with you regarding the issues set forth in this letter.

As you can see, we have a number of substantial issues that need to be addressed promptly. Please give me a call and set up a time so that we can have an additional meeting to discuss the resolution of these issues.

Very truly yours,

Neel Parikh

NEW BUSINESS

M E M O

Date: April 1, 2013

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

From: Sally Porter Smith

Subject: Friends of the Steilacoom Library Landscaping Project

The Friends of the Steilacoom Library, working with Facilities and the Customer Experience department, have proposed creating and funding a welcoming, small covered patio outside the entrance of the Steilacoom Library. Designed to support customers gathering materials, accessing Wi-Fi, eating a snack and enjoying a bit of conversation, the area will support ongoing activities that presently congest the entrance. Given the close proximity of a bus stop, outside Wi-Fi use is high at Steilacoom and during rainy weather, people gravitate under the entrance. Staff routinely monitors outside use of the building and recognizes that they will continue to need to do so and expect this side space will alleviate the current congestion and competition for limited covered outside space.

The proposal calls for moving the bike rack, demolishing the current concrete pad for bike rack, installing a 12'x28' paver patio and mounting a 6'x15' awning to the building (left of the meeting room window shown below). Three trees, two in poor condition will be removed and the bike rack relocated. Seating will be installed to facilitate use.

The current entrance and adjacent area to be developed is pictured below.



PCLS Facilities department will provide project management for all aspects of the project and conduct permitting process. Some labor by PCLS staff will be provided in implementing projects. Ongoing maintenance of the area has been considered and approved. Bids for outside work was facilitated by Facilities staff and evaluated by Facilities and the Customer Experience department. Seating will be purchased by the Customer Experience Department. The Friends of the Steilacoom Library will fund the awning, pavers and installation of both (\$9,000.00). Information about the awning and pavers is included.

I believe this will be an attractive enhancement to the Steilacoom Library and will help manage ongoing outdoor use at the entrance of a small, well used library. I would appreciate any questions or feedback from Board of Trustees members regarding the proposed project.



marche

wine bar

marche

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Use Eco-Priora for:

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4 x 8"
4" x 8" x 3 1/4"
100 mm x 200 mm x 80 mm



8 x 8"
8" x 8" x 3 1/4"
200 mm x 200 mm x 80 mm



MUTUAL MATERIALS TECH SHEET

Eco-Priora®



ENVIRONMENTAL



PRODUCT DATA*

Unit	Pieces / Pallet	Coverage / Pallet	Weight / Unit	Weight / Pallet
4 x 8 Unit	432	93.2 ft ² (8.65 m ²)	8 lbs (3.6 kg)	3,456 lbs (1,567 kg)
8 x 8 Unit	192	83.04 ft ² (7.71 m ²)	16 lbs (7.2 kg)	3,172 lbs (1,439 kg)

All *Weight per Pallet* noted above include a 50 lb pallet weight.

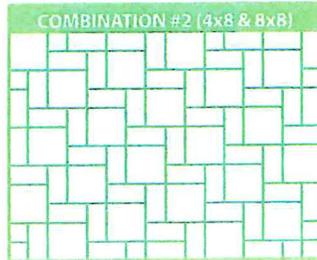
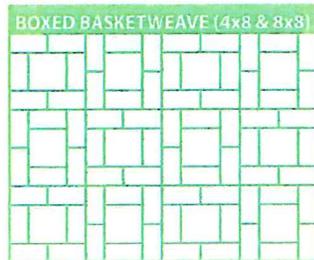
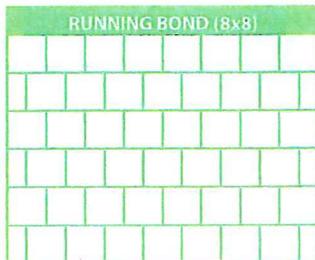
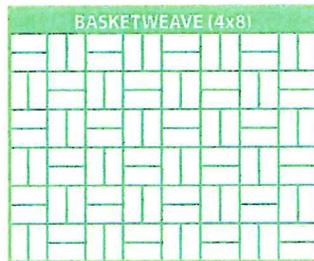
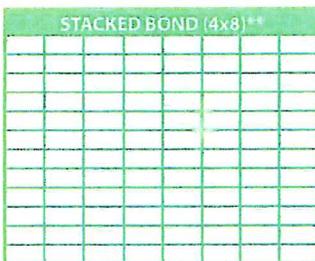
* All metric dimensions are soft converted to Imperial.

Unit	Height	Width	Length	Stones / sq ft	Net Void
4 x 8 Unit	3 1/8"	4" (100 mm)	8" (200 mm)	4.5	13%
8 x 8 Unit	(80 mm)	8" (200 mm)		2.25	9%

STANDARD SPECIFICATION

Eco-Priora is manufactured to the same high quality specifications as all other Mutual Materials interlocking concrete pavers and meet or exceed the requirements in ASTM C 936, "Standard Specification for Solid Concrete Interlocking Paving Units."

INSTALLATION PATTERNS



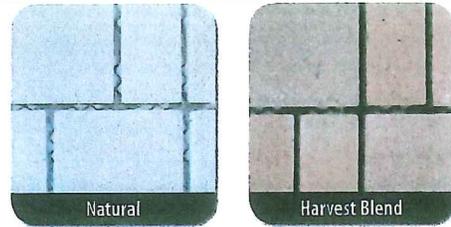
4 x 8: 75%, 8 x 8: 25%

4 x 8: 50%, 8 x 8: 50%

** Currently available for mechanical installation.

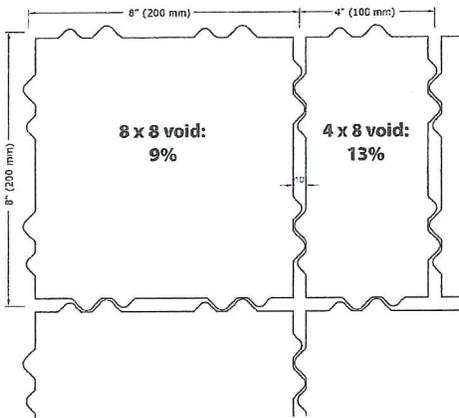
AVAILABLE COLORS

Custom colors are available. For more information please contact your Mutual Materials sales representative.



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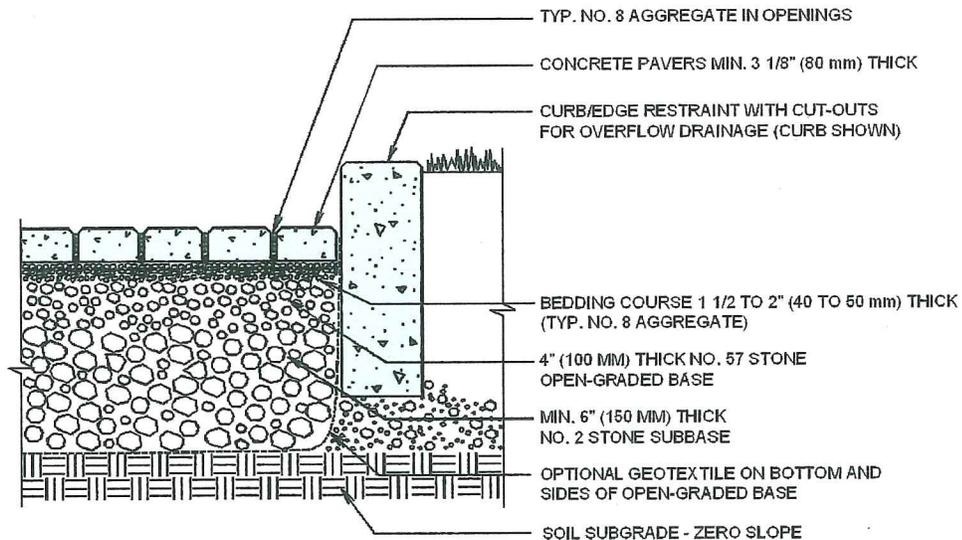
When building permeable pavement structures with Eco-Priora 4 x 8 or 8 x 8, follow design and construction recommendations found in "Permeable Interlocking Concrete Pavements- 4th Edition" as published by the Interlocking Concrete Pavement Institute (ICPI, 2011). Copies are available from ICPI (www.ICPI.org) or your Mutual Materials representative.

Also, LEED credits may be available for stormwater management, urban heat island reduction, and innovative design (according to the project certification process established by the USGBC).



Green Note: EcoPriora permeable pavers may contribute towards LEED credits as determined by the USGBC. Credits vary by project and by manufacturer. For more specific information on how EcoPriora might contribute towards LEED certification for your project, please contact your Mutual Materials sales representative.

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