

**AGENDA**  
**Regular Meeting of the Pierce County Library System Board of Trustees**  
**August 14, 2013**  
**3:30 – 6:00 pm**

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3:30 pm	02 min.	<b>Call to Order:</b> <i>Linda Ishem, Chair</i>	
3:32 pm	05 min.	<b>Public Comment:</b> <i>This is time set aside for members of the public to speak to the Board of Trustees. Unless the item you wish to discuss is of an emergency nature, the Board ordinarily takes matters under advisement before taking action. Please sign up at the time of the meeting to speak during the public Comment period, and limit your comments to three minutes.</i>	
3:37 pm	03 min.	<b>Consent Agenda</b>	<b>Action</b>
		<ol style="list-style-type: none"> <li>1. Approval of Minutes of the July 10, 2013 Regular Meeting</li> <li>2. Approval of July 2013 Payroll, Benefits and Vouchers</li> <li>3. Resolution 2013-06: To Declare Equipment Surplus to Public Service Needs</li> </ol>	
3:40 pm	10 min.	<b>Board Members Report</b>	
3:50 pm	15 min.	<b>Officers Reports</b>	
		<ol style="list-style-type: none"> <li>1. June Dashboard, <i>Georgia Lomax</i></li> <li>2. July 2013 Financial Report, <i>Dale Hough</i></li> <li>3. STEM Grants: Paul Allen &amp; Lucky 7, <i>Judy Nelson</i></li> <li>4. Gig Harbor Landscaping, <i>Robin Clausen</i></li> <li>5. Fife Turnaround Project, <i>Lorie Erickson</i></li> <li>6. University Place Condominium Association, <i>Neel Parikh</i></li> <li>7. Department Head Searches, <i>Neel Parikh</i></li> <li>8. ULC Partners Conference, <i>Neel Parikh</i></li> </ol>	
		<b>Unfinished Business</b>	
4:05 pm	10 min. 5 min. 5 min.	<ol style="list-style-type: none"> <li>1. PAC HVAC, <i>Clifford Jo and Lorie Erickson</i></li> <li>2. 2014 Budget: Calendar &amp; Process, <i>Clifford Jo</i></li> <li>3. 2014 CPIU, <i>Clifford Jo</i></li> </ol>	
		<b>New Business</b>	
4:25 pm	45 min. 45 min.	<ol style="list-style-type: none"> <li>1. Intellectual Freedom and Pierce County Library System Practices, <i>Sally Porter Smith, Judy Nelson, Jennifer Patterson</i></li> <li>2. Board Visioning of the Library's Future, <i>Neel Parikh</i></li> </ol>	
5:55 pm	05 min.	<b>Executive Session:</b> <i>At this time on the agenda, the Board of Trustees will recess to Executive Session, per RCW 42.30.110, to discuss personnel issues.</i>	
6:00 pm	05 min.	<b>Announcements</b>	
6:05 pm		<b>Adjournment</b>	

**CONSENT**

**AGENDA**

**BOARD OF TRUSTEES  
PIERCE COUNTY LIBRARY SYSTEM  
REGULAR MEETING, JULY 10, 2013**

**CALL TO ORDER**

Chair Linda Ishem called to order the regular meeting of the Pierce County Rural Library District Board of Trustees July 10, 2013, 3:33 pm. Board members present were J.J. McCament, Allen Rose, Donna Albers and Robert Allen. Ms. Parikh was absent.

**PUBLIC COMMENT**

There was no public comment.

**CONSENT AGENDA**

1. Minutes of the June 12, 2013 Regular Meeting of the Board of Trustees
2. June 2013 Payroll, Benefits and Vouchers in the total amount of \$2,153,291.49
  - a. Payroll Warrants 3432 - 3435, dated 06/01/13 – 06/30/13 in the amount of \$3073.54
  - b. Payroll Disbursement Voucher dated 06/06/13 in the amount of \$563,809.94
  - c. Payroll Disbursement Voucher dated 06/21/13 in the amount of \$711,800.02
  - d. Accounts Payable Warrants 620558 - 620761 dated 06/01/13 – 06/30/13 in the amount of \$874,607.99
3. Resolution 2013-04: To Declare Equipment Surplus to Public Service Needs

Chair Ishem requested the Board report of the June minutes be corrected to include the name of her colleague, and Foundation Board Member, Jill Purdy.

Mr. Allen moved for approval of the consent agenda with correction to the minutes as noted. Mr. Rose seconded the motion and it was passed.

**BOARD MEMBER REPORT**

There were no Board member reports.

**OFFICER REPORT**

**Georgia Lomax:** Ms. Lomax welcomed Debbie Johnson, a member of the DuPont Friends of the Library, to the meeting.

Ms. Lomax informed the Board that she has offered the position of Senior Administrative Assistant to Bonnie Valens, who comes from the City of Edgewood. Petra McBride, Executive Assistant, introduced Brenda Tanksley, who has accepted a position as Temporary Administrative Specialist.

The Foundation received \$175,000 grant from Paul Allen for Science-to-Go, a STEM-related early learning proposal. The Library also received \$5,000 from the Lucky Seven Foundation which will allow it to purchase block play sets for all the remaining libraries.

Ms. Lomax shared the Honorable Mention award the Library received from the Urban Libraries Council for the work of its Collection Budget Crew in analyzing and developing the 2013 collection budget. Ms. McCament was pleased to see the announcement and the article recognizing the team. Copies of the booklet highlighting all the projects will be provided to the Board at the next meeting.

**Volunteer Improvement Program Update:** Mary Getchell, Marketing and Community Relations Director, reported that the volunteer program team is in place and making continuous improvements and upgrades to the program. Chair Ishem asked how many people inquired on the number of people who accounted for the 5,900 hours of voluntary service in 2012. Ms. Getchell indicated the Library had 210 active volunteers in 2012. She noted the Library has far more requests to volunteer than positions available. When asked which segment of the population is most interested in volunteering, Ms. Getchell indicated that although youth are the largest segment of applicants due to high school requirements for community service, placement into positions is more frequently made to older members of the community. Ms. McCament asked if there was any emphasis by the Library to look at opportunities to volunteer for tutoring programs or events such as Our Own Expressions. Ms. Getchell noted the Library has a very strong desire to place more volunteers.

**National Medal Photos:** The Library received a set of professional photos taken at the White House during the National Medal award ceremony. The photos will on display at the Processing and Administration Center.

**University Place Atrium Artwork:** The artwork has been approved for installation into the University Place atrium. Ms. Lomax shared photos of the work. More information will be provided in the future as the project progresses.

**Ashford Book Drop:** Sally Porter Smith, Customer Experience Director reported that a book drop will be installed in Ashford in the Fire station parking lot on July 11, 2013. Ms. Porter Smith will monitor use and report back to the Board in six months. Staff will participate in an all-day community event on July 27, 2013, to inform the public. Letters have been mailed to all Ashford residents informing them of the new book drop. The Board was pleased to see this small, yet effective, action was implemented to further meet the community's needs.

## UNFINISHED BUSINESS

**Ratification of Labor Agreement:** Holly Gorski, Staff Experience Director, and Joe Carrillo, the Library's Labor Negotiator, reported that the negotiations for the Collective Bargaining Agreement have ended and 97% of Bargaining Unit members voted to approve it. The COLA for 2013 will be 2.43%. For 2014, it will be set at 50% of the Consumer Price Index with a 1% floor and a 2% ceiling. For 2015, the 90% CPI formula will again be used.

Mr. Allen asked whether, aside from pay and benefits, there are any issues that will affect the budget. Mr. Carrillo stated that part time employees who do not receive benefits will receive an increased amount of vacation after seven years. The Board praised both the management and the union negotiating teams for their commitment to resolving the issues timely. Mr. Carrillo praised the Union Team for their problem solving efforts. When asked about the 3% who voted against the contract, Elise DeGuseppi, Union President, stated they are not interested in surveying the staff considering the significant percentage of votes in favor of the contract.

Ms. DeGuseppi introduced the members of the bargaining team to the Board. Members present were Dylan Carlson, Staff Representative; Michelle Angel, Treasurer and Lakewood Youth Services Librarian; Yuri Button, Vice President and Senior Branch Assistant (Lakewood); Aisha Womack, Secretary and

Senior Branch Assistant and Page (Lakewood); Steven Holmes, Trustee and IT Specialist. Patti Cox, Chief Shop Steward and Community Branch Supervisor (Steilacoom), was not in attendance.

Mr. Allen moved to ratify the 2013 Labor Agreement. Ms. McCament seconded the motion and it passed.

The contract was signed by the bargaining team and the Board.

**2013 Mid-Year Budget Adjustment - Operating Budget:** Ms. Lomax reported that the mid-year adjustment process has been completed. The Director's team met with department heads in June, asking them to present any necessary adjustments and assess progress on projects and if there are any reallocation opportunities or changes in expenses.

Chair Ishem asked if the Library underestimated the figure in the maintenance and operations line item. Ms. Lomax indicated it did, however it has been reset to a more realistic amount. She indicated that the difference in the legal costs was related to establishing shared operations of the University Place building and personnel costs which were higher than expected.

The Library plans to make one time technology purchases at the end of 2013, based on the technology plan recommendations. The Library also plans to purchase an additional three media towers to continue efforts to reduce theft.

**2013 Mid-Year Budget Adjustment - Capital Improvement Plan:** Ms. Lomax requested the approval of a revised Capital Improvements Plan that reduces costs for IT closet cooling and adds money for improving power feeds to media dispensers and purchasing three copiers coming off lease. The adjustment also increases the budget for the PAC HVAC project. These changes increased the capital fund by \$653,100.

In her response to the Board's concern with the HVAC costs, Ms. Lomax reported that early bids did not include the full scope of work and subsequent proposals indicated the facility's system is out of compliance with building codes. The final bid will ensure energy efficiency, provide an expanded lifespan and solve internal climate problems. The Library will also receive energy grants of \$150,000 - 200,000 to help offset costs.

The Bonney Lake projects will be eliminated at this time. Ms. Porter Smith indicated the roof was recently inspected and will not need replacement for another three years. Ms. Lomax added that Clifford Jo's report on the lifespan of major items and their replacement projections allows for sound budgeting of capital requirements. Given the current economic climate, the Library will not replace items if they are still in reasonably good condition.

Mr. Allen has requested an update of the Capital Improvement process as the Library progresses. Ms. Lomax confirmed that more information will be provided as the Library moves into the 2014 budgeting process.

Ms. McCament made a motion to approve Resolution 2013-05 to revise the Capital Improvement Plan budget. Mr. Allen seconded the motion and it was passed.

## **NEW BUSINESS**

**Workforce Partnership Agreement:** Jaime Prothro, Customer Experience Manager, reported that the Library will be participating on the WorkSource Leadership Team which provides an important opportunity to stay connected with job seekers, workers and employers. She provided the Board with the Memorandum of Understanding and clarified that, although it does not include anything beyond the

scope of existing library services, it does enhance the Library's existing partnership to engage with initiatives in support of job seekers. The Library currently has offered 50 workshops to over 300 individuals. Plans for 2014 workshops are underway. Ms. Prothro will attend a 2 hour meeting every month, which will have a minimal impact on the budget. When asked if the agreement is impacting funds received for the Job and Business Center, Ms. Prothro stated it is not and that a plan will be re-crafted for 2014.

Chair Ishem noted the importance of monitoring this partnership to see the impacts for the Library. Ms. McCament was interested in whether there was any attempt to streamline or combine partnerships. Ms. Lomax added that WorkSource spearheaded efforts to bring several organizations together in one place that are helping people with employment issues.

**2013 Assessed Property Values Report:** The Library has received the unofficial tax certification report from Pierce County Assessor's office. Ms. Lomax reported the revenue projection from 2014 property values is more favorable than earlier predictions. The Library will identify strategies to close the gap in the budget. Early indications point to no staff layoffs. She cautioned that until the official preliminary certification is received in September, these are merely projections. The Library's budgeting and expenditure philosophy strategy will be revisited. She expressed appreciation of the Board's counsel and support through the past four years during which the Library has had to make difficult decisions.

**Intellectual Freedom - Children's Internet Protection Act and Filtering:** - Ms. Porter Smith presented information on the Children's Internet Protection Act (CIPA). To provide historical perspective, she reported that in 1995 the Library introduced 4 public internet computer workstations. In 2001, that number increased to 150. In 2006, it increased to 312 and, in 2011, there were 483 public access computers. In looking at the law it is important to remember what it was like in the 1990's. CIPA was the result of the transition in society in which suddenly there was nearly unlimited and unrestricted access to an online world of ideas, information and resources, all available for viewing in the public library.

To be CIPA compliant is a choice each library makes. In order to receive e-Rate discounts, libraries must be compliant. Some libraries who are not CIPA compliant still utilize filtering, which indicates there are a variety of approaches. Many neighboring library systems operate similarly by automatically filtering access to youth 17 and younger to help reduce inadvertent viewing and predatory practices. Filtering also includes staff access to PC's.

When asked about the financial impact of the e-Rate on the budget. Kerry Nielan, IT Director indicated it was close to \$200,000, equating to approximately 60% of Telco costs.

Ms. Porter Smith indicated one concern is inadvertent viewing - library customers seeing what other customers are viewing at their computer. The different approaches libraries have taken in dealing with inadvertent viewing was discussed, including PCLS's approach to deal with behavior issues related to inadvertent viewing or moving the customer to a recessed workstation. With the increase in mobile technology libraries are facing issues with Wi-Fi not being filtered. There has been some work on legal opinions but the Library approaches inadvertent viewing as more of a behavior problem than a filter problem. Wi-Fi will need to be addressed in policies as it is not covered by CIPA. Ms. Porter Smith shared statistics that 91% of the US population has mobile technology, 56% have smart phones and 34% have tablets. According to PEW, mobile technology subscription rates are double the population in many countries. Ms. Albers asked if there are recommendations or standards currently being evaluated, noting that a balance must be struck between public relations and legal aspects. Ms. Porter Smith indicated that most customers using their own technology are very private and responses vary from different library systems, but there are no industry standards. Ms. Lomax noted the American Library Association and Public Library Association technology sectors monitor and follow decisions being made so that libraries are informed. She indicated this is an opportunity for boards and libraries to make a decision as to what they believe are their community standards.

Al Rose stressed that libraries exist due to the support of their taxpayers. He is in favor of Wi-Fi use on personal devices, adding that many low income customers have no broadband and need the access provided by the Library. Ms. Porter Smith agreed, noting that 20% of those using public Internet have no other access and are using the library 3-5 times per week for job searches, homework and government forums.

Ms. Porter Smith asked if there are specific issues the Board would like to see addressed. The Board expressed a desire to understand training of staff and how they are kept up to date. It was asked at what point the behavior responses are escalated from gentle nudging to law enforcement involvement and whether these occurrences are tracked. Ms. Lomax indicated that the instances raised to a level out of the ordinary and involving extreme measures are being tracked. The Library is proactive and has installed recessed monitors and PCs in certain areas where those customers with a history of use are seated. Mr. Allen requested tracking information on the number of wireless devices used in the system. Andrew Schultz, Network Administrator, stated there are roughly 400 concurrent connections throughout the day, adding that more data is traveling through Wi-Fi than through PC's. Total Wi-Fi users are over 60,000 per month. Mr. Allen expressed interest in whether this amount of access will impact the budget by eliminating the need to purchase as many PC's. The IT department has been forward-thinking in looking at this aspect and has ensured the Library can provide adequate bandwidth.

**Staff Web and Board Page Introduction:** David Durante, Customer Experience Manager - Virtual Services, introduced the Board to the new Board of Trustees page on the internal Staff Web. The page has been created to provide links to information on board related interests and resources. Mr. Durante will email the members a direct link to the page.

Mr. Durante also provided a demonstration of the new Staff Web which was deployed in April, noting that it offers a more user-friendly platform allowing for staff to easily input information. The new platform has been well received by staff and is evolving daily. Chair Ishem was pleased with the efficiency of the new system. Ms. Lomax also provided information on a new app called Note Suite, which may improve the Board members' experience with the digital Board packet on their iPads.

**Interactive Discovery Platform:** Mr. Durante asked the Board to authorize the Library to sign a contract with Library Times, the vendor who was awarded the bid for the interactive platform development and will further develop the concept of gamification.

Ms. McCament moved to authorize the Library to sign a contract or purchase order not to exceed \$70,000. Mr. Allen seconded the motion and it passed.

**PAC HVAC Project:** Ms. Lomax requested approval of the PAC HVAC project as part of the mid-year budget. She will discuss the project in greater detail with Clifford Jo, Finance and Business Director, and Lorie Erickson, Facilities Director, who will provide additional information at the next meeting.

Ms. McCament moved to approve the project not to exceed \$1,126,000. Mr. Allen seconded the motion and it passed.

## EXECUTIVE SESSION

At 5:45 pm, Mr. Allen moved to enter into Executive Session as per RCW 42.30.110 for 15 minutes for discussion of personnel matters. Ms. McCament seconded the motion and it passed. The session was reopened to the public at 6:02 pm.

## ANNOUNCEMENTS

Ms. Lomax announced that Holly Gorski, Staff Experience Director, will be leaving the Library on July 12, 2013. Ms. Ishem thanked Holly Gorski for her service to the Library. Ms. McCament thanked Ms. Gorski for her phenomenal work on the contract and noted that she was pleased and appreciative of her leadership in taking the Staff Experience department to a new level.

**ADJOURNMENT**

The meeting was adjourned at 6:05 pm on motion by Mr. Allen, seconded by Ms. Albers.

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Neel Parikh, Secretary

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Linda Ishem, Chair

## July 2013 Payroll, Benefits and Vouchers

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	3436-3452	07/01/13-07/31/13	\$4,456.09
Disbursement Voucher - Payroll & Acct Payable		07/05/13	\$523,085.20
Disbursement Voucher - Payroll & Acct Payable		07/22/13	\$918,054.72
Accounts Payable Warrants	620762-620919	07/01/13-07/31/13	\$727,717.18
<b>Total:</b>			<u><u>\$2,173,313.19</u></u>

COUNTY OF PIERCE  
BUDGET AND FINANCE DEPARTMENT

Disbursement Journal Voucher (T/C) 74	Agency No.	D.J.V. Date	D.J.V. No.
	001-116	revised 7/3/2013	

	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	\$55,197.54
2	697	001	0000	237	00				Fica EE and Medicare - Wire to IRS	\$40,610.65
3	697	001	0000	237	00				Fica ER and Medicare - Wire to IRS	\$40,610.65
4	697	001	0000	237	00				DIR DEP-file to Columbia Bank	\$384,596.11
5	697	001	0000	237	00					
6	697	001	0000	237	00					
7	697	001	0000	237	00				dept of rev	\$0.00
8	697	001	0000	237	00					
9	697	001	0000	237	00				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	\$2,070.25
16	697	001	0000	237	00				H.S.A. Employer Contributions	
									H.S.A Fee	\$0.00
									BCC	\$0.00
									please put the total amt below into PCLS payroll account	
									<b>TOTAL</b>	<b>\$523,085.20</b>

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

Prepared By:	Date:	Approved By:	
Christy Telling	7/3/2013	Christy Telling	7/3/2013

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 7/22/2013	
Line	Account Code							Acct. Action	DESCRIPTION	AMOUNT
	Fund	Dept	Prog	BASUB	Elem	OB	M/OB			
1	697	001	0000	237	00				FIT EE and EIC- Wire to IRS	\$59,558.12
2	697	001	0000	237	00				Fica EE and Medicare - Wire to IRS	\$43,123.95
3	697	001	0000	237	00				Fica ER and Medicare - Wire to IRS	\$43,123.95
4	697	001	0000	237	00				DIR DEP-file to Columbia Bank	\$410,581.63
5	697	001	0000	237	00					
6	697	001	0000	237	00					
7	697	001	0000	237	00				dept of rev	\$1,399.01
8	697	001	0000	237	00				<b>COLA Retro</b>	
9	697	001	0000	237	00				Wages	\$152,000.00
10	697	001	0000	237	00				Taxes	\$11,628.00
11	697	001	0000	237	00				PERS	\$11,000.00
12	697	001	0000	237	00					
13	697	001	0000	237	00				H.S.A. correction for 1/6/2013	\$83.34
14	697	001	0000	237	00					
15	697	001	0000	237	00				H.S.A. Employees deductions	\$2,070.25
16	697	001	0000	237	00				H.S.A. Employer Contributions	
									H.S.A Fee	\$212.40
									BCC AUG	\$183,274.07
									please put the total amt below into PCLS payroll account	
									<b>TOTAL</b>	<b>\$918,054.72</b>
Bank No.	Check No.	Issued To		Bank No.	Check No.	Issued To				
		U.S. Treasury								
Prepared By:				Date:		Approved By:				
Christy Telling				7/19/2013		Christy Telling				
						7/19/2013				

**Check History Listing**  
Pierce County Library System

Check #	Bank	Date	Paid to	Status	Can/Vd Date	Pay Period Dates	Dir Dep	Amount
3436	pr	07/05/2013	BANK OF AMERICA			06/16/13 - 06/30/13	0.00	308.22
3437	pr	07/05/2013	HAYWOOD, DEBORAH			06/16/13 - 06/30/13	0.00	441.40
3438	pr	07/05/2013	TANKSLEY, BRENDA			06/16/13 - 06/30/13	0.00	1,016.21
3439	pr	07/05/2013	KENNEY, MELANIE			06/16/13 - 06/30/13	0.00	862.29
3440	pr	07/23/2013	RUNYAN, SUSAN			07/23/13 - 07/23/13	0.00	152.78
3441	pr	07/23/2013	ABRAHAM, ETHAN			07/23/13 - 07/23/13	0.00	37.87
3442	pr	07/23/2013	BLACK, KAYLA			07/23/13 - 07/23/13	0.00	33.81
3443	pr	07/23/2013	GOUGH, ANDREA			07/23/13 - 07/23/13	0.00	60.76
3444	pr	07/23/2013	HALE, MEREDITH			07/23/13 - 07/23/13	0.00	534.19
3445	pr	07/23/2013	LAYBOURN, DONNA			07/23/13 - 07/23/13	0.00	44.78
3446	pr	07/23/2013	WENDOVER, MARTHA			07/23/13 - 07/23/13	0.00	204.93
3447	pr	07/23/2013	JARVIS, KAREN			07/23/13 - 07/23/13	0.00	77.25
3448	pr	07/23/2013	SCHOPPERT, JOHN			07/23/13 - 07/23/13	0.00	27.97
3449	pr	07/23/2013	JEX, JAY			07/23/13 - 07/23/13	0.00	42.92
3450	pr	07/23/2013	CALHOUN, AMANDA			07/23/13 - 07/23/13	0.00	221.06
3451	pr	07/23/2013	SMITH, DARLENE			07/23/13 - 07/23/13	0.00	373.75
3452	pr	07/23/2013	JACOBSON, LINDA			07/23/13 - 07/23/13	0.00	15.90
<b>Total:</b>							<b>0.00</b>	<b>4,456.09</b>

Checks in report: 17

**Grand Total: 0.00 4,456.09**

**Check History Listing**  
Pierce County Library System

Bank code: boa

Check #	Date	Vendor	Status	Check Total
620762	07/03/2013	000363 ARAMARK UNIFORM SERVICES		16.41
620763	07/03/2013	000176 ATS AUTOMATION INC		4,507.28
620764	07/03/2013	005623 ROBERT BEATTY		21.88
620765	07/03/2013	000895 COLUMBIA BANK		50.00
620766	07/03/2013	005272 GREEN EFFECTS INC		1,145.42
620767	07/03/2013	003985 PACIFCSOURCE ADMINISTRATORS		194.25
620768	07/03/2013	000370 PIERCE COUNTY		184.80
620769	07/03/2013	000374 POSTMASTER		920.00
620770	07/03/2013	000534 WCP SOLUTIONS		201.80
620771	07/05/2013	005369 BIRCH ELECTRIC LLC		5,014.24
620772	07/05/2013	001467 DATA SECURITY CORP		132.50
620773	07/05/2013	005428 GRITTON BUILDING CO INC		743.92
620774	07/05/2013	004674 MCHUGH MANAGEMENT CONSULTING		4,725.00
620775	07/05/2013	000979 ORBIS CASCADE ALLIANCE		5,926.00
620776	07/05/2013	001290 REGIONAL BUILDING SVCS CORP		507.25
620777	07/05/2013	005417 RICOH USA INC		221.56
620778	07/05/2013	005259 RIM PUBLICATIONS LLC		46.25
620779	07/05/2013	000184 CITY TREASURER		2,213.68
620780	07/05/2013	000195 FIRGROVE MUTUAL WATER CO		345.50
620781	07/05/2013	000377 PUGET SOUND ENERGY		1,654.12
620782	07/05/2013	000460 STEILACOOM TOWN OF		891.19
620783	07/08/2013	000828 AFSCME AFL-CIO		5,243.08
620784	07/08/2013	003311 DEPARTMENT OF LABOR & INDUSTRI		57,633.06
620785	07/08/2013	000898 DEPARTMENT OF RETIREMENT SYSTE		7,824.00
620786	07/08/2013	000825 ING-VC3371		1,825.00
620787	07/08/2013	003985 PACIFCSOURCE ADMINISTRATORS		2,091.00
620788	07/08/2013	001181 PIERCE CTY LIBRARY FOUNDATION		348.10
620789	07/08/2013	004276 STATE CENTRAL COLLECTION UNIT		151.67
620790	07/08/2013	000823 UNITED WAY		97.51
620791	07/08/2013	004782 US DEPARTMENT OF EDUCATION		153.95
620792	07/08/2013	000827 WA STATE- DEPT OF RETIREMENT S		60,955.81
620793	07/08/2013	000881 WASHINGTON STATE SUPPORT REGIS		612.50
620794	07/08/2013	005047 PATTY AMADOR		110.74
620795	07/08/2013	002061 SUSAN ANDERSON-NEWHAM		40.23
620796	07/08/2013	000242 BUCKLEY CITY OF		267.25
620797	07/08/2013	000184 CITY TREASURER		628.48
620798	07/08/2013	000184 CITY TREASURER		442.38
620799	07/08/2013	000184 CITY TREASURER		31.53

## Check History Listing

### Pierce County Library System

Bank code: boa

Check #	Date	Vendor	Status	Check Total
620800	07/08/2013	001342 KRISTINE COUNTRYMAN		81.36
620801	07/08/2013	000094 ELMHURST MUTUAL POWER & LIGHT		876.10
620802	07/08/2013	004157 MINDY EWING		46.04
620803	07/08/2013	000207 GIG HARBOR CITY OF		1,301.71
620804	07/08/2013	004128 LISA HEYERDAHL		10.17
620805	07/08/2013	000377 PUGET SOUND ENERGY		874.90
620806	07/08/2013	000380 QUALITY BOOKS		137.16
620807	07/08/2013	005044 KATHERINE SAVAGE		91.81
620808	07/08/2013	004828 SOUTH PUGET SD CHAPTER/SHRM		200.00
620809	07/09/2013	000830 BAKER & TAYLOR		25,668.35
620810	07/09/2013	000189 BAKER & TAYLOR ENTERTAINMENT		36.07
620811	07/09/2013	000161 CENGAGE LEARNING		6,532.01
620812	07/09/2013	000847 CENTER POINT PUBLISHING		62.91
620813	07/09/2013	000243 INGRAM LIBRARY SERVICES		28,148.18
620814	07/09/2013	000352 MIDWEST TAPE	V	0.00
620815	07/09/2013	000352 MIDWEST TAPE		12,001.02
620816	07/09/2013	000323 NEWS TRIBUNE		454.80
620817	07/09/2013	001419 RANDOM HOUSE INC		147.83
620818	07/09/2013	000406 RECORDED BOOKS LLC		243.91
620819	07/09/2013	000895 COLUMBIA BANK		309.00
620820	07/09/2013	001035 GOTTLIEB FISHER & ANDREWS PLLC		798.00
620821	07/09/2013	005272 GREEN EFFECTS INC		6,416.61
620822	07/09/2013	004955 MEDCO SUPPLY COMPANY		77.36
620823	07/09/2013	000857 PIERCE COUNTY RECYCLING		115.03
620824	07/09/2013	001379 SENTINEL PEST CONTROL INC		708.70
620825	07/09/2013	000496 THYSSEN SOUND ELEVATOR		2,121.76
620826	07/10/2013	004022 US BANK		139,722.70
620827	07/12/2013	005453 DANA BROWNFIELD		76.56
620828	07/12/2013	000273 CARRILLO & ASSOCIATES		2,656.25
620829	07/12/2013	000895 COLUMBIA BANK		229.99
620830	07/12/2013	003311 DEPARTMENT OF LABOR & INDUSTRI		21.50
620831	07/12/2013	000374 POSTMASTER		140.00
620832	07/12/2013	001970 CAROL SHEEHAN		201.55
620833	07/12/2013	004397 SHKS ARCHITECTS PS INC		412.50
620834	07/12/2013	000497 TILlicum COMMUNITY SERVICE CEN		3,854.79
620835	07/12/2013	003719 UNIQUE MANAGEMENT SERVICES		2,282.25
620836	07/12/2013	000830 BAKER & TAYLOR		500.00
620837	07/12/2013	004445 DOROTHY BARELLI		30.78
620838	07/12/2013	003423 ALEXANDER BYRNE		50.29

Check History Listing  
Pierce County Library System

Bank code: boa

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
620839	07/12/2013	000184 CITY TREASURER		869.84
620840	07/12/2013	005107 ART HOOVER		18.08
620841	07/12/2013	000541 STATE OF WASHINGTON		394.06
620842	07/16/2013	004022 US BANK		37,216.75
620843	07/18/2013	004022 US BANK		75,865.66
620844	07/18/2013	000363 ARAMARK UNIFORM SERVICES		16.41
620845	07/18/2013	001586 NORTHWEST DOOR INC		1,424.93
620846	07/18/2013	005620 OREGON SHADOW THEATRE		2,000.00
620847	07/18/2013	005417 RICOH USA INC		1,540.71
620848	07/18/2013	000497 TILlicum COMMUNITY SERVICE CEN		3,785.45
620849	07/23/2013	002086 MICHELLE ANGELL		99.31
620850	07/23/2013	001764 CASCADIA INTERNATIONAL LLC		2,077.06
620851	07/23/2013	004392 CENTRAL WASHINGTON UNIVERSITY		62.00
620852	07/23/2013	003311 DEPARTMENT OF LABOR & INDUSTRI		600.00
620853	07/23/2013	000041 EMPLOYMENT SECURITY DEPARTMENT		2,481.78
620854	07/23/2013	005481 GREAT FALLS PUBLIC LIBRARY		15.00
620855	07/23/2013	005642 HILLIS CLARK MARTIN & PETERSON		126.00
620856	07/23/2013	005649 JACKSON COUNTY LIBRARY SERVICE		30.00
620857	07/23/2013	001941 JUDY T NELSON		20.37
620858	07/23/2013	003933 QUALITY BUSINESS SYSTEMS INC		1,323.74
620859	07/23/2013	001419 RANDOM HOUSE INC		1,772.07
620860	07/23/2013	001137 SPOKANE COUNTY LIBRARY DISTRIC		16.00
620861	07/23/2013	000487 TACOMA RUBBER STAMP		47.30
620862	07/23/2013	005650 UNIVERSITY OF SAN FRANCISCO		90.00
620863	07/23/2013	005646 BRYAN ADSIT		10.00
620864	07/23/2013	005632 CAPITOL CELEBRATIONS LLC		653.82
620865	07/23/2013	000184 CITY TREASURER		4,374.84
620866	07/23/2013	000184 CITY TREASURER		747.61
620867	07/23/2013	005055 CHRISTOPHER HAMILTON		62.94
620868	07/23/2013	005647 RICK HAVERKAMP		12.99
620869	07/23/2013	005403 SARAH JENSEN		312.47
620870	07/23/2013	003737 TONIE MONTGOMERY		84.75
620871	07/23/2013	002100 ALISON PASCONE		84.42
620872	07/23/2013	005648 LINDA PERRY		89.64
620873	07/23/2013	004972 LAURA SCHMINKEY		116.20
620874	07/23/2013	002094 CHARLOTTE STRAIN		139.55
620875	07/23/2013	000463 SUMMIT WATER & SUPPLY CO		391.72
620876	07/23/2013	003778 AFLAC		3,646.04
620877	07/23/2013	000828 AFSCME AFL-CIO		5,454.44

## Check History Listing

Pierce County Library System

Bank code: boa

Check #	Date	Vendor	Status	Check Total
620878	07/23/2013	001578 COLONIAL SUPPLEMENTAL INSURANC		1,107.96
620879	07/23/2013	000898 DEPARTMENT OF RETIREMENT SYSTE		7,824.00
620880	07/23/2013	000825 ING-VC3371		1,850.00
620881	07/23/2013	003985 PACIFICSOURCE ADMINISTRATORS		2,091.00
620882	07/23/2013	001181 PIERCE CTY LIBRARY FOUNDATION		348.10
620883	07/23/2013	004276 STATE CENTRAL COLLECTION UNIT		151.67
620884	07/23/2013	000823 UNITED WAY		97.51
620885	07/23/2013	004782 US DEPARTMENT OF EDUCATION		173.79
620886	07/23/2013	000827 WA STATE- DEPT OF RETIREMENT S		78,242.34
620887	07/23/2013	000881 WASHINGTON STATE SUPPORT REGIS		612.50
620888	07/26/2013	003311 DEPARTMENT OF LABOR & INDUSTRI		457.06
620889	07/26/2013	004143 IMAGE SOURCE INC		954.04
620890	07/26/2013	005551 MECHANICAL & CONTROL SVCS INC		976.63
620891	07/26/2013	001586 NORTHWEST DOOR INC		128.67
620892	07/26/2013	003985 PACIFICSOURCE ADMINISTRATORS		194.25
620893	07/26/2013	000487 TACOMA RUBBER STAMP		18.96
620894	07/26/2013	000534 WCP SOLUTIONS		764.51
620895	07/26/2013	004957 WETHERHOLT AND ASSOCIATES INC		1,179.75
620896	07/26/2013	001583 ALIBRIS		159.69
620897	07/26/2013	000830 BAKER & TAYLOR		11,455.65
620898	07/26/2013	000189 BAKER & TAYLOR ENTERTAINMENT		34.13
620899	07/26/2013	004129 MARIANNA BISSONNETTE		230.80
620900	07/26/2013	000161 CENGAGE LEARNING		3,345.46
620901	07/26/2013	000847 CENTER POINT PUBLISHING		2,340.93
620902	07/26/2013	003379 GENEVIEVE DETTMER		36.33
620903	07/26/2013	000093 EBSCO		23.91
620904	07/26/2013	001958 SHARRON GRAHAM		27.12
620905	07/26/2013	000243 INGRAM LIBRARY SERVICES		6,733.96
620906	07/26/2013	000352 MIDWEST TAPE		14,475.35
620907	07/26/2013	001941 JUDY T NELSON		50.06
620908	07/26/2013	000323 NEWS TRIBUNE		682.20
620909	07/26/2013	000377 PUGET SOUND ENERGY		2,909.89
620910	07/26/2013	000380 QUALITY BOOKS		137.16
620911	07/26/2013	001419 RANDOM HOUSE INC		131.40
620912	07/26/2013	000506 UNIVERSITY PLACE REFUSE SERVIC		166.87
620913	07/26/2013	001930 MARGARET VENEMON		15.05
620914	07/30/2013	005261 MODERN DATA PRODUCTS INC		275.67
620915	07/30/2013	005417 RICOH USA INC		7,826.56
620916	07/30/2013	005056 SILKROAD TECHNOLOGY INC		6,025.17

**Check History Listing**  
Pierce County Library System

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Bank code: boa

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
620917	07/30/2013	000742 TACOMA DIESEL & EQUIPMENT INC		3,202.94
620918	07/30/2013	005416 WILMINGTON DRIVE HOLDINGS LLC		8,781.83
620919	07/30/2013	004391 WRP SURPRISE LAKE LLC		7,643.07
<b>boa Total:</b>				<b>727,717.18</b>
<b>Total Checks:</b>				<b>727,717.18</b>

158 checks in this report

**RESOLUTION Number 2013-06**

**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 14th DAY OF August, 2013.**

<b>BOARD OF TRUSTEES, PIERCE COUNTY RURAL LIBRARY DISTRICT</b>	
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>	
MONITOR DELL E198FP 19	07-0004	CN0CN078728727BF283L
MONITOR DELL E198FP 19	07-0010	CN0CN078728727BF28AL
MONITOR DELL E198FP 19	07-0022	CN0CN078728727BF28ML
MONITOR DELL E198FP 19	07-0046	CN0CN078728727BF28UL
MONITOR DELL E198FP 19	07-0052	CN0CN078728727BF28KL
MONITOR DELL E198FP 19	07-0064	CN0CN078728727BF263L
MONITOR DELL E198FP 19	07-0142	CN0CN084742617BD574A
MONITOR DELL E198FP 19	07-0256	CN0CN084742617BD56MA
MONITOR DELL E198FP 19	07-0268	CN0CN084742617BD56PA
MONITOR DELL E198FP 19	07-0298	CN0CN084742617BD571A
MONITOR DELL E198FP 19	07-0352	CN0CN084742617BD56RA
MONITOR DELL E198FP 19	07-0364	CN0CN084742617BD56VA
MONITOR DELL E198FP 19	07-0370	CN0CN084742617BD56NA
MONITOR DELL E198FP 19	07-0388	CN0CN078728727BF26YL
MONITOR DELL E198FP 19	07-0400	CN0CN078728727BF298L
MONITOR DELL E198FP 19	07-0406	CN0CN078728727BF28DL
MONITOR DELL E198FP 19	07-0418	CN0CN078728727BF28RL
MONITOR DELL E198FP 19	07-0436	CN0CN078728727BF1KNL
MONITOR DELL E198FP 19	07-0448	CN0CN078728727BF265L
MONITOR DELL E198FP 19	07-0460	CN0CN078728727BF25HL
MONITOR DELL E198FP 19	07-0484	CN0CN078728727BF271L
MONITOR DELL E198FP 19	07-0490	CN0CN078728727BF264L

<u>Name</u>	<u>Asset Number</u>	
MONITOR DELL E198FP 19	07-0520	CN0CN078728727BF26EL
MONITOR DELL E198FP 19	07-0538	CN0CN078728727BF25GL
MONITOR DELL E198FP 19	07-0586	CN0CN0847BK02JL
MONITOR DELL E198FP 19	07-0598	CN0CN0847BK04OL
MONITOR DELL E198FP 19	07-0610	CN0CN0847BK02PL
MONITOR DELL E198FP 19	07-0658	CN0CN084742617AV05RA
MONITOR DELL E198FP 19	07-0694	CN0CN084742617B169VA
MONITOR DELL E198FP 19	07-0706	CN0CN084742617AV059A
MONITOR DELL E198FP 19	07-0736	CN0CN084742617B169TA
MONITOR DELL E198FP 19	07-0832	CN0CN084742617AV05MA
MONITOR DELL E198FP 19	07-0946	CN0CN084742617BE9KAL
MONITOR DELL E198FP 19	07-1120	CN0CN084742617AU2H5U
MONITOR DELL E198FP 19	07-1128	CN0CN084742617AU2HYU
MONITOR DELL E198FP 19	07-1148	CN0CN084742617A46L2S
MONITOR DELL E198FP 19	07-1184	CN0CN084742617AU31TU
MONITOR DELL E198FP 19	07-1196	CN0CN084742617AU328U
PC GATEWAY E-4610S	07-1215	0039083221
MONITOR DELL 1908FP BLK	08-0156	CN0G313H7426187I7ANL
PC LAPTOP MINI DELL INSPIRON 910	08-0212	36VCWF1
PC DELL OPTIPLEX 755	09-0163	3QZWMH1
APPLIANCE BARRACUDA WEB WASHER	09-0544	BAR-YF-193964
PRINTER HP LASERJET P4014N	10-0528	SCNDX157428
PRINTER HP LASERJET P4014N	10-0534	SCNDX158411
PRINTER HP LASERJET P4014N	10-0535	

<u>Name</u>	<u>Asset Number</u>	
		SCNDX160388
PC GATEWAY 4610	9537	0037159449
PC GATEWAY 4610	9553	0037159451
PC GATEWAY 4610	9593	0037159480
PC DELL OPTIPLEX GX520 SFF	9172	FSJZK81
PC DELL OPTIPLEX GX520 SFF	9099	4XJZK81
PC DELL OPTIPLEX GX520 SFF	9102	6WJZK81
PC DELL OPTIPLEX GX520 SFF	9094	1YJZK81
PC DELL OPTIPLEX GX520 SFF	9263	FRY4J91
PC DELL OPTIPLEX GX520 SFF	9262	1SY4J91
PC DELL OPTIPLEX GX520 SFF	9265	6SY4J91
PC DELL OPTIPLEX GX520 SFF	9270	9TY4J91
PC DELL OPTIPLEX GX520 SFF	9290	DVY4J91
PC DELL OPTIPLEX GX520 SFF	9285	JSY4J91
PC DELL OPTIPLEX GX520 SFF	9286	DTY4J91
PC DELL OPTIPLEX GX520 SFF	9284	9RY4J91
PC DELL OPTIPLEX GX520 SFF	9280	7RY4J91
PC DELL OPTIPLEX GX520 SFF	9271	3RY4J91
PC DELL OPTIPLEX GX520 SFF	9278	CPY4J91
PC DELL OPTIPLEX GX520 SFF	9279	4QY4J91
PC DELL OPTIPLEX GX620	9209	2H4S191
CISCO 3700	9492	JMX0722L35E
PC GATEWAY E-4610S	9730	0039083205
MONITOR FLATRON LCD 19" L1933	9930	701NDAYEG576

<u>Name</u>	<u>Asset Number</u>
MONITOR FLATRON LCD 19" L1933	9936
	702NDUN0R494

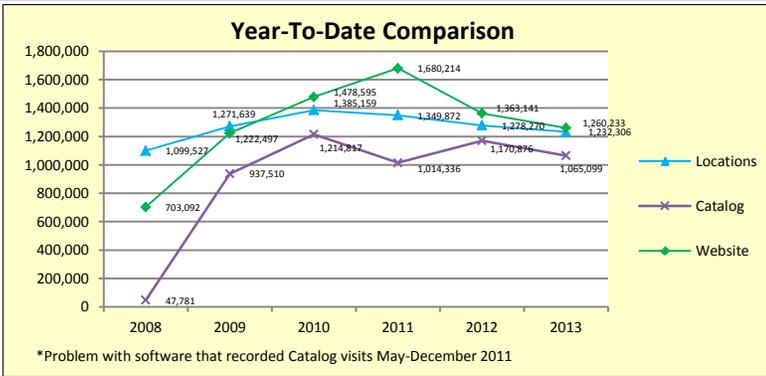
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70 records processed of 3576

# OFFICERS REPORT

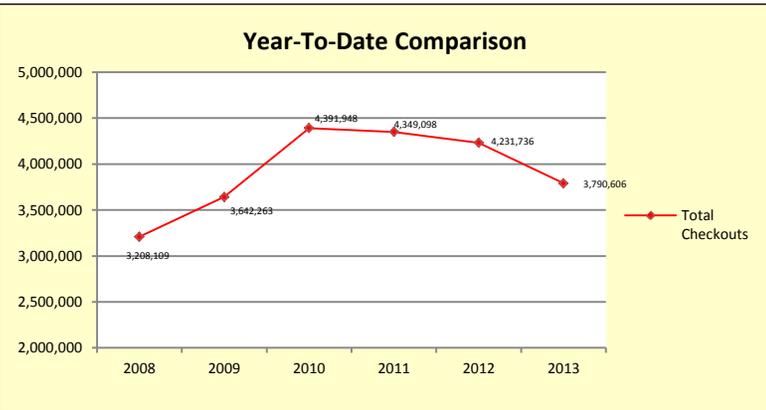
# CUSTOMER SERVICE/PHILANTHROPY DASHBOARD - JUNE

## VISITS



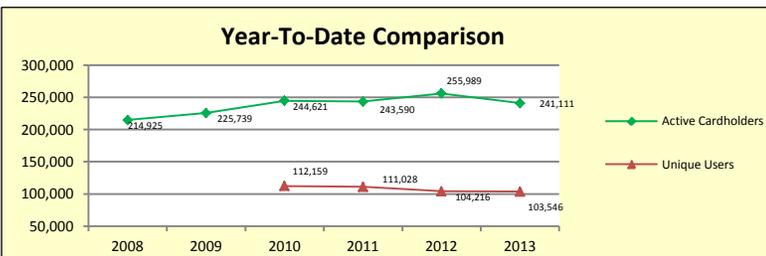
	June		
	2012	2013	% Change
Door Count	221,560	206,509	-6.79%
Catalog	195,319	169,966	-12.98%
Website	227,230	195,823	-13.82%
Job & Business Portal	1,213	2,882	137.59%
Military Portal (launched 3/12)	191	181	-5.24%
<b>Total</b>	<b>645,513</b>	<b>575,361</b>	<b>-10.87%</b>

## CHECKOUTS



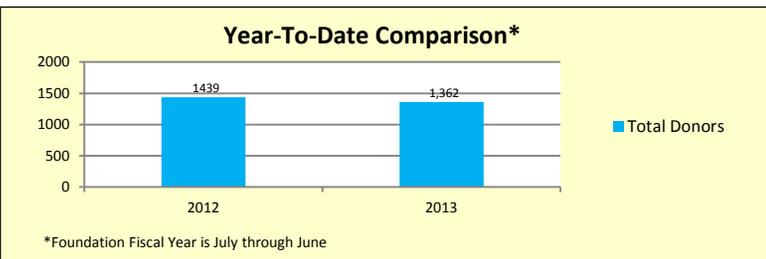
	June		
	2,012	2,013	% Change
Checkouts	670,415	580,489	-13.41%
eBook Downloads	46,210	50,219	8.68%
<b>Total</b>	<b>716,625</b>	<b>630,708</b>	<b>-11.99%</b>

## CUSTOMERS



	June		
	2,012	2,013	% Change
Active Cardholders	255,989	245,901	-3.94%
New Cards	5,045	5,003	-0.83%
Checkout Transactions	111,820	98,421	-11.98%
Unique Users	50,329	47,369	-5.88%

## PHILANTHROPY



	June		
	2012	2013	% Change
Foundation Donors	367	146	-60.22%
New Foundation Donors	93	35	-62.37%
\$ Raised by Foundation	\$ 24,097	\$ 15,584	-35.33%
\$ Provided by Friends	\$5,252	\$0	-100.00%

## BRANCH CLOSURES

**2012**

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

**2013**

- Key Center 1/1-2/3 (34 Days)

# Monthly Financial Reports – July 2013

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



	General Fund	Debt Service Fund	Capital Improvement Projects Fund
<b>Assets</b>			
<b>Current Assets - Cash</b>			
Cash	\$ 1,759,564	\$ 9	\$ 167,789
Investments	\$ 7,850,000	\$ 83,518	\$ 2,025,000
<b>Total Cash</b>	<b>\$ 9,609,564</b>	<b>\$ 83,527</b>	<b>\$ 2,192,789</b>
<b>Total Current Assets</b>	<b>\$ 9,609,564</b>	<b>\$ 83,527</b>	<b>\$ 2,192,789</b>
 <b>Liabilities and Fund Balance</b>			
<b>Current Liabilities</b>			
Warrants Payable	\$ 61,424	\$ -	\$ 17,406
Sales Tax Payable	\$ 1,861	\$ -	\$ -
Payroll Taxes and Benefits Payable	\$ 118,009	\$ -	\$ -
<b>Total Current Liabilities</b>	<b>\$ 181,293</b>	<b>\$ -</b>	<b>\$ 17,406</b>
 <b>Fund Balance</b>			
Reserve for Encumbrances	\$ 470,718	\$ -	\$ 365,551
Net Excess (Deficit)	\$ (443,701)	\$ 83	\$ 1,038,778
Unreserved Fund Balance	\$ 9,401,254	\$ 83,444	\$ 771,054
<b>Total Fund Balance</b>	<b>\$ 9,428,271</b>	<b>\$ 83,527</b>	<b>\$ 2,175,383</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$ 9,609,564</b>	<b>\$ 83,527</b>	<b>\$ 2,192,789</b>
Anticipated Property Tax Revenue	\$ 12,069,099	\$ 39	\$ -

**Pierce County Library System  
Comparative Statement of Financial Position  
General Fund - Rolling Comparison  
(as of the listed date of the reported month)**

	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>CURRENT</i>
	<b>7/31/2012</b>	<b>8/31/2012</b>	<b>9/30/2012</b>	<b>10/31/2012</b>	<b>11/30/2012</b>	<b>12/31/2012</b>	<b>1/31/2013</b>	<b>2/28/2013</b>	<b>3/31/2013</b>	<b>4/30/2013</b>	<b>5/31/2013</b>	<b>6/30/2013</b>	<b>7/31/2013</b>
<b>Assets</b>													
<b>Current Assets - Cash</b>													
Cash	\$ 9,476,776	\$ 1,724,696	\$ 2,027,981	\$ 10,666,037	\$ 2,577,504	\$ 10,858,588	\$ 959,998	\$ 1,261,690	\$ 2,797,368	\$ 8,648,366	\$ 4,759,718	\$ 1,697,396	\$ 1,759,564
Investments	\$ -	\$ 5,993,116	\$ 4,200,000	\$ 2,764,114	\$ 11,123,000	\$ -	\$ 7,110,000	\$ 5,300,000	\$ 3,860,000	\$ 3,323,000	\$ 8,681,493	\$ 9,800,000	\$ 7,850,000
<b>Total Cash</b>	<b>\$ 9,476,776</b>	<b>\$ 7,717,812</b>	<b>\$ 6,227,981</b>	<b>\$ 13,430,151</b>	<b>\$ 13,700,504</b>	<b>\$ 10,858,588</b>	<b>\$ 8,069,998</b>	<b>\$ 6,561,690</b>	<b>\$ 6,657,368</b>	<b>\$ 11,971,366</b>	<b>\$ 13,441,211</b>	<b>\$ 11,497,396</b>	<b>\$ 9,609,564</b>
<b>Total Current Assets</b>	<b>\$ 9,476,776</b>	<b>\$ 7,717,812</b>	<b>\$ 6,227,981</b>	<b>\$ 13,430,151</b>	<b>\$ 13,700,504</b>	<b>\$ 10,858,588</b>	<b>\$ 8,069,998</b>	<b>\$ 6,561,690</b>	<b>\$ 6,657,368</b>	<b>\$ 11,971,366</b>	<b>\$ 13,441,211</b>	<b>\$ 11,497,396</b>	<b>\$ 9,609,564</b>
<b>Liabilities and Fund Balance</b>													
<b>Current Liabilities</b>													
Warrants Payable	\$ 253,582	\$ 372,015	\$ 272,110	\$ 306,737	\$ 355,677	\$ 1,190,010	\$ 290,600	\$ 309,158	\$ 384,525	\$ 182,186	\$ 307,368	\$ 201,001	\$ 61,424
Sales Tax Payable	\$ 4,034	\$ 4,884	\$ 4,927	\$ 7,019	\$ 4,142	\$ 2,986	\$ 3,869	\$ 1,519	\$ 2,496	\$ 2,527	\$ 2,361	\$ 1,500	\$ 1,861
Payroll Taxes and Benefits Payable	\$ 78,309	\$ 78,079	\$ 76,507	\$ 75,204	\$ 76,155	\$ 79,154	\$ 59,580	\$ 98,196	\$ 114,830	\$ 91,874	\$ 99,447	\$ 117,325	\$ 118,009
<b>Total Current Liabilities</b>	<b>\$ 335,925</b>	<b>\$ 454,978</b>	<b>\$ 353,544</b>	<b>\$ 388,959</b>	<b>\$ 435,974</b>	<b>\$ 1,272,150</b>	<b>\$ 354,048</b>	<b>\$ 408,872</b>	<b>\$ 501,851</b>	<b>\$ 276,587</b>	<b>\$ 409,176</b>	<b>\$ 319,826</b>	<b>\$ 181,293</b>
<b>Fund Balance</b>													
Reserve for Encumbrances	\$ 368,216	\$ 271,299	\$ 248,074	\$ 235,508	\$ 223,152	\$ -	\$ 463,130	\$ 465,957	\$ 452,172	\$ 474,946	\$ 399,459	\$ 483,361	\$ 470,718
Net Excess (Deficit)	\$ 158,346	\$ (1,622,753)	\$ (2,987,926)	\$ 4,191,395	\$ 4,427,089	\$ 786,965	\$ (1,991,920)	\$ (3,492,470)	\$ (3,461,979)	\$ 2,054,493	\$ 3,231,322	\$ 1,292,956	\$ (443,701)
Unreserved Fund Balance	\$ 8,614,289	\$ 8,614,289	\$ 8,614,289	\$ 8,614,289	\$ 8,614,289	\$ 8,799,473	\$ 9,244,740	\$ 9,179,330	\$ 9,165,324	\$ 9,165,341	\$ 9,401,254	\$ 9,401,254	\$ 9,401,254
<b>Total Fund Balance</b>	<b>\$ 9,140,850</b>	<b>\$ 7,262,834</b>	<b>\$ 5,874,437</b>	<b>\$ 13,041,192</b>	<b>\$ 13,264,529</b>	<b>\$ 9,586,438</b>	<b>\$ 7,715,950</b>	<b>\$ 6,152,818</b>	<b>\$ 6,155,517</b>	<b>\$ 11,694,779</b>	<b>\$ 13,032,035</b>	<b>\$ 11,177,570</b>	<b>\$ 9,428,271</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$ 9,476,776</b>	<b>\$ 7,717,812</b>	<b>\$ 6,227,981</b>	<b>\$ 13,430,151</b>	<b>\$ 13,700,504</b>	<b>\$ 10,858,588</b>	<b>\$ 8,069,998</b>	<b>\$ 6,561,690</b>	<b>\$ 6,657,368</b>	<b>\$ 11,971,366</b>	<b>\$ 13,441,211</b>	<b>\$ 11,497,396</b>	<b>\$ 9,609,564</b>
Anticipated Property Tax Revenue	\$ 13,421,521	\$ 13,278,800	\$ 12,847,984	\$ 3,712,600	\$ 1,537,464	\$ 1,349,456	\$ 24,973,702	\$ 24,554,434	\$ 22,817,140	\$ 15,377,335	\$ 15,377,335	\$ 12,250,392	\$ 12,069,099

**PIERCE COUNTY LIBRARY SYSTEM**  
**Statement of Revenue and Expenditures**  
**Year to Date through July 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	\$ 24,614,170	\$ 13,027,492	\$ -	\$ 11,586,678	53%
Other Revenue	\$ 932,400	\$ 557,132	\$ -	\$ 375,268	60%
<b>Total Revenue</b>	<b>\$ 25,546,570</b>	<b>\$ 13,584,624</b>	<b>\$ -</b>	<b>\$ 11,961,946</b>	<b>53%</b>
Expenditures					
Personnel/Taxes and Benefits	\$ 18,285,836.00	\$ 10,507,444	\$ -	\$ 7,778,392	57%
Materials	\$ 3,304,075	\$ 1,483,182	\$ -	\$ 1,820,893	45%
Maintenance and Operations	\$ 3,460,970	\$ 1,566,981	\$ 470,718	\$ 1,423,271	59%
Transfers Out	\$ 495,689	\$ -	\$ -	\$ 495,689	0%
<b>Total Expenditures</b>	<b>\$ 25,546,570</b>	<b>\$ 13,557,607</b>	<b>\$ 470,718</b>	<b>\$ 11,518,245</b>	<b>55%</b>
Excess/(Deficit)		\$ 27,017			
(less encumbrances)		(470,718)			
<b>Net Excess (Deficit)</b>		<b>\$ (443,701.36)</b>			

**Debt Service Fund**

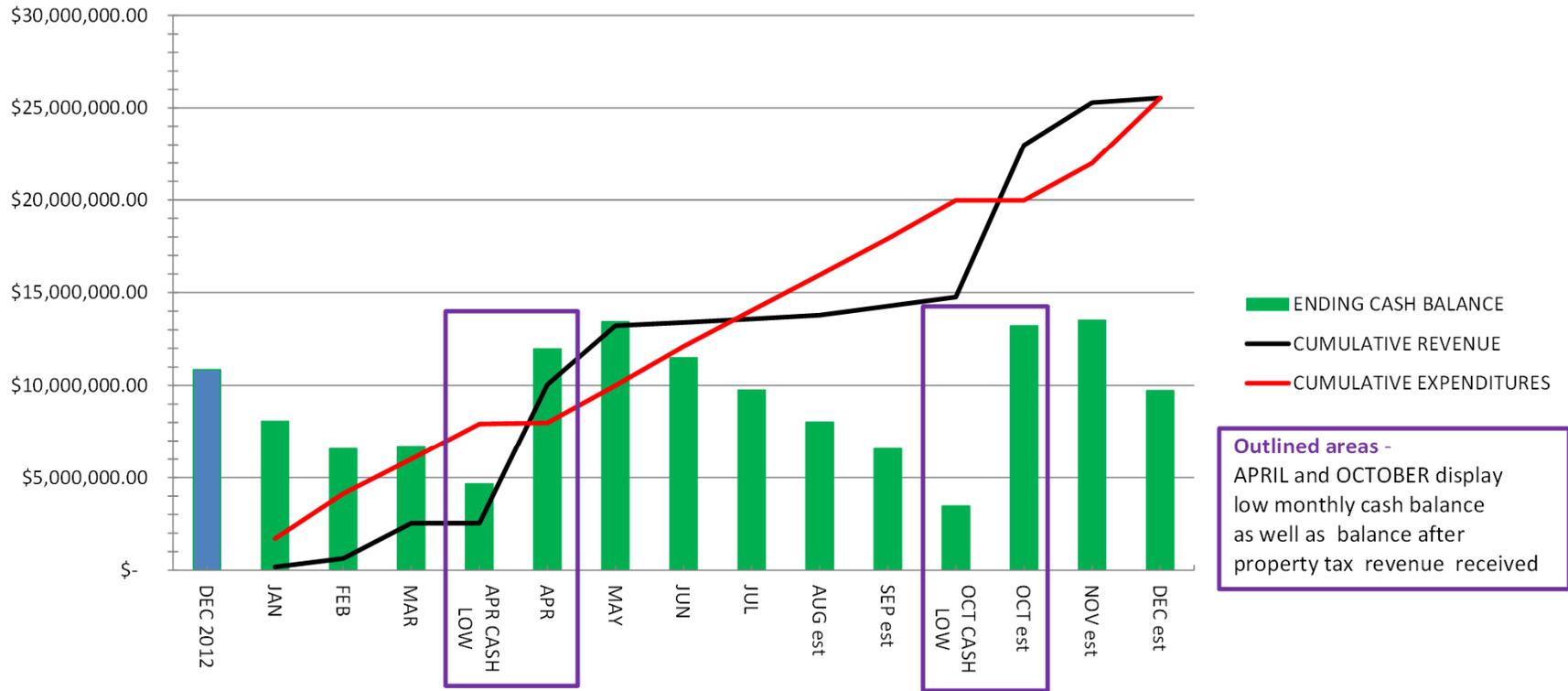
	<u>2013 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Property Tax/Investment Income & Other PC Revenue	\$ -	\$ 83	\$ -	\$ (83)	0%
Other Revenue	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Revenue</b>	<b>\$ -</b>	<b>\$ 83</b>	<b>\$ -</b>	<b>\$ (83)</b>	<b>0%</b>
Expenditures					
	\$ -	\$ -	\$ -	\$ -	0%
<b>Excess/(Deficit)</b>		<b>\$ 83</b>			

**Capital Improvement Projects**

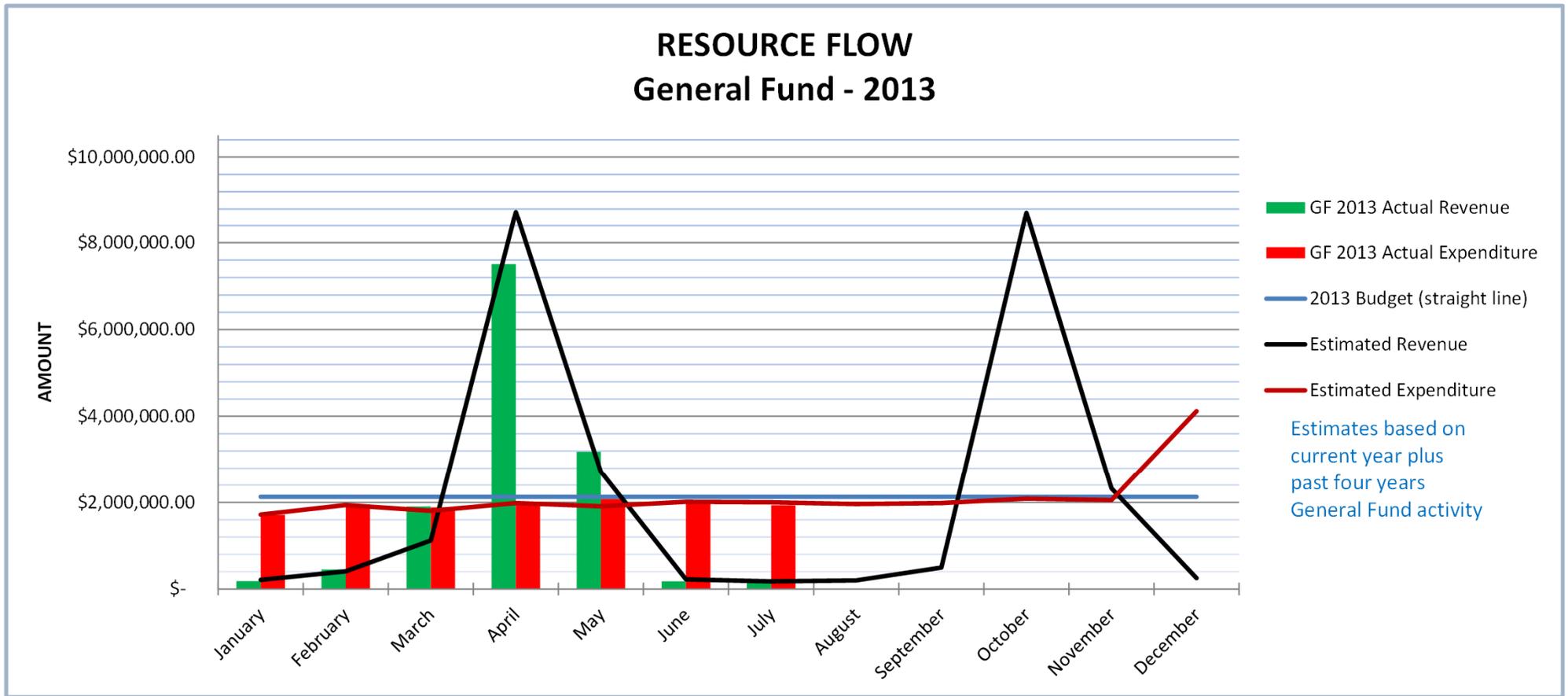
**Fund**

	<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	\$ 1,793,411	\$ 1,793,411	\$ -	\$ -	100%
Other Revenue	\$ -	\$ 98,274	\$ -	\$ (98,274)	0%
Transfers In	\$ 495,689	\$ -	\$ -	\$ 495,689	0%
<b>Total Revenue</b>	<b>\$ 2,289,100</b>	<b>\$ 1,891,685</b>	<b>\$ -</b>	<b>\$ 397,415</b>	<b>83%</b>
Expenditures					
Maintenance and Operations	\$ 2,289,100	\$ 487,356	\$ 365,551	\$ 1,436,193	37%
<b>Total Expenditures</b>	<b>\$ 2,289,100</b>	<b>\$ 487,356</b>	<b>\$ 365,551</b>	<b>\$ 1,436,193</b>	<b>37%</b>
Excess/(Deficit)		\$ 1,404,329			
(less encumbrances)		(365,551)			
<b>Net Excess (Deficit)</b>		<b>\$ 1,038,778</b>			

## CUMULATIVE GENERAL FUND REVENUE AND EXPENDITURE Including Cash Flow Projection 2013



**Outlined areas -**  
 APRIL and OCTOBER display low monthly cash balance as well as balance after property tax revenue received



Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 7/31/2013

**FUND: GENERAL FUND (01)**

Object	2013 Budget	July Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
29150 USE OF FUND BALANCE-BUDGET	762,126.00	0.00	0.00	0.00	762,126.00	0.0
31111 PROPERTY TAXES CURRENT	22,831,773.00	77,421.56	12,335,904.10	0.00	10,495,868.90	54.0
31112 PROPERTY TAXES DELINQUENT	913,271.00	36,818.95	628,590.44	0.00	284,680.56	68.8
31130 SALE OF TAX TITLE PROPERTY	3,000.00	0.00	0.00	0.00	3,000.00	0.0
31210 PRIVATE HARVEST TAX	70,000.00	0.00	34,360.11	0.00	35,639.89	49.1
31720 LEASEHOLD EXCISE TAX	20,000.00	0.00	19,266.31	0.00	733.69	96.3
<b>TAXES:</b>	<b>24,600,170.00</b>	<b>114,240.51</b>	<b>13,018,120.96</b>	<b>0.00</b>	<b>11,582,049.04</b>	<b>52.9</b>
33533 STATE FOREST FUNDS	4,000.00	0.00	1,865.53	0.00	2,134.47	46.6
33872 CONTRACTS FEES - CITIES	3,400.00	0.00	1,620.00	0.00	1,780.00	47.6
33890 GOVERNMENTAL GRANTS	0.00	5,200.00	5,375.33	0.00	(5,375.33)	0.0
34160 COPIER FEES	28,000.00	2,308.82	16,425.09	0.00	11,574.91	58.7
34161 GRAPHICS SERVICES CHARGES	4,400.00	256.60	4,657.55	0.00	(257.55)	105.9
34162 PRINTER FEES	70,000.00	5,136.84	42,242.37	0.00	27,757.63	60.3
34730 INTERLIBRARY LOAN FEES	0.00	15.95	143.87	0.00	(143.87)	0.0
35970 LIBRARY FINES	580,000.00	44,951.25	342,127.09	0.00	237,872.91	59.0
36110 INVESTMENT INCOME	10,000.00	947.71	7,386.42	0.00	2,613.58	73.9
36111 INTEREST - STATE FOREST FUND	0.00	0.03	0.47	0.00	(0.47)	0.0
36190 OTHER INTEREST EARNINGS	0.00	0.57	4.09	0.00	(4.09)	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	0.00	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	12,000.00	0.00	11,510.58	0.00	489.42	95.9
36725 DONATIONS - OTHER	1,000.00	545.51	2,583.69	0.00	(1,583.69)	258.4
36910 SALE OF SCRAP AND SALVAGE	0.00	1.00	1.00	0.00	(1.00)	0.0
36920 BOOK SALE REVENUE	6,000.00	4.00	3,183.61	0.00	2,816.39	53.1
36990 MISCELLANEOUS REVENUE	30,000.00	2,043.04	30,303.79	0.00	(303.79)	101.0
36991 PAYMENT FOR LOST MATERIALS	17,000.00	1,155.77	10,014.31	0.00	6,985.69	58.9
36994 UNCLAIMED PROPERTY	0.00	0.00	95.62	0.00	(95.62)	0.0
36995 COLLECTION AGENCY REVENUE	0.00	80.00	461.98	0.00	(461.98)	0.0
36996 JURY DUTY REIMBURSEMENT	0.00	0.00	190.00	0.00	(190.00)	0.0
36997 PRIOR YEAR'S REFUNDS	1,600.00	0.00	1,582.50	0.00	17.50	98.9
36998 E RATE REIMBURSEMENT	6,000.00	6,915.92	12,936.29	0.00	(6,936.29)	215.6
36999 REBATES - PROCUREMENT CARD	19,500.00	0.00	16,583.60	0.00	2,916.40	85.0
<b>CHARGES OTHER:</b>	<b>942,900.00</b>	<b>69,563.01</b>	<b>562,958.01</b>	<b>0.00</b>	<b>379,941.99</b>	<b>59.7</b>
39510 SALE OF FIXED ASSETS	0.00	0.00	118.35	0.00	(118.35)	0.0
39520 INSURANCE RECOVERIES - CAPITAL ASSE	3,500.00	0.00	3,426.32	0.00	73.68	97.9
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>25,546,570.00</b>	<b>183,803.52</b>	<b>13,584,623.64</b>	<b>0.00</b>	<b>11,961,946.36</b>	<b>53.2</b>
<b>EXPENSE ACCOUNTS</b>						
51100 SALARIES AND WAGES	13,310,332.00	1,173,014.21	7,553,047.92	0.00	5,757,284.08	56.7
51105 ADDITIONAL HOURS	240,200.00	26,384.25	147,133.78	0.00	93,066.22	61.3
51106 SHIFT DIFFERENTIAL	147,872.00	13,350.88	77,976.77	0.00	69,895.23	52.7
51107 SUBSTITUTE HOURS	316,350.00	24,849.28	163,952.59	0.00	152,397.41	51.8
51109 TUITION ASSISTANCE PROGRAM	3,000.00	0.00	1,410.35	0.00	1,589.65	47.0
51200 OVERTIME WAGES	7,100.00	209.56	2,640.82	0.00	4,459.18	37.2
51999 ADJ WAGE/SALARY TO MATCH PLAN	(259,227.00)	0.00	0.00	0.00	(259,227.00)	0.0
52001 INDUSTRIAL INSURANCE	165,787.00	14,125.46	95,293.40	0.00	70,493.60	57.5

Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 7/31/2013

**FUND: GENERAL FUND (01)**

Object	2013 Budget	July Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
<b>EXPENSE ACCOUNTS</b>						
52002 MEDICAL INSURANCE	2,077,991.00	204,949.89	1,184,528.91	0.00	893,462.09	57.0
52003 F.I.C.A.	1,085,861.00	93,609.32	597,764.26	0.00	488,096.74	55.0
52004 RETIREMENT	994,557.00	93,749.05	539,136.29	0.00	455,420.71	54.2
52005 DENTAL INSURANCE	217,822.00	17,079.27	118,490.01	0.00	99,331.99	54.4
52006 OTHER BENEFIT	10,620.00	680.00	5,320.00	0.00	5,300.00	50.1
52010 LIFE AND DISABILITY INSURANCE	24,185.00	1,933.87	13,871.45	0.00	10,313.55	57.4
52020 UNEMPLOYMENT COMPENSATION	20,000.00	2,481.78	6,877.30	0.00	13,122.70	34.4
52200 UNIFORMS	1,300.00	0.00	0.00	0.00	1,300.00	0.0
52999 ADJ BENEFITS TO MATCH PLAN	(77,914.00)	0.00	0.00	0.00	(77,914.00)	0.0
<b>PERSONNEL</b>	<b>18,285,836.00</b>	<b>1,666,416.82</b>	<b>10,507,443.85</b>	<b>0.00</b>	<b>7,778,392.15</b>	<b>57.5</b>
53100 OFFICE/OPERATING SUPPLIES	158,300.00	8,734.12	98,811.24	25,857.05	33,631.71	78.8
53101 CUSTODIAL SUPPLIES	56,100.00	5,563.60	34,524.13	0.00	21,575.87	61.5
53102 MAINTENANCE SUPPLIES	60,200.00	6,058.89	34,990.95	0.00	25,209.05	58.1
53103 AUDIOVISUAL PROCESSING SUP	30,000.00	0.00	19,438.09	5,889.06	4,672.85	84.4
53104 BOOK PROCESSING SUPPLIES	25,000.00	2,426.92	13,159.61	0.00	11,840.39	52.6
53200 FUEL	58,000.00	0.00	27,159.16	0.00	30,840.84	46.8
53401 ADULT MATERIALS	847,684.00	29,768.58	420,347.97	0.00	427,336.03	49.6
53403 PERIODICALS	80,000.00	706.11	67,275.01	0.00	12,724.99	84.1
53405 JUVENILE BOOKS	496,458.00	10,285.90	213,730.76	0.00	282,727.24	43.1
53406 PROFESSIONAL COLLECTION	20,000.00	106.41	15,356.75	0.00	4,643.25	76.8
53407 INTERNATIONAL COLLECTION	76,000.00	568.50	38,296.32	0.00	37,703.68	50.4
53408 AUDIOVISUAL MATERIALS - ADULT	816,000.00	16,141.08	437,059.79	0.00	378,940.21	53.6
53409 AUDIOVISUAL MATERIALS - JUV	102,040.00	1,317.70	40,722.15	0.00	61,317.85	39.9
53411 ELECTRONIC INFO SOURCES	170,355.00	0.00	0.00	0.00	170,355.00	0.0
53412 REFERENCE SERIALS	36,414.00	354.58	6,276.21	0.00	30,137.79	17.2
53413 ELECTRONIC SERVICES	244,124.00	1,086.91	26,665.34	0.00	217,458.66	10.9
53414 ELECTRONIC COLLECTION	255,000.00	0.00	130,616.16	0.00	124,383.84	51.2
53464 VENDOR PROCESSING SERVICES	153,000.00	3,928.13	81,339.97	0.00	71,660.03	53.2
53490 COLLECTION PROJECTS	6,000.00	0.00	5,155.64	0.00	844.36	85.9
53499 GIFTS - MATERIALS	1,000.00	0.00	339.68	0.00	660.32	34.0
53500 MINOR EQUIPMENT	8,300.00	27.07	2,027.07	12.93	6,260.00	24.6
53501 FURNISHINGS	60,000.00	785.35	15,427.11	11,904.23	32,668.66	45.6
53502 IT HARDWARE	296,200.00	31,342.45	90,282.12	0.00	205,917.88	30.5
53503 PRINTERS	20,000.00	3,207.86	6,380.55	183.54	13,435.91	32.8
53505 SOFTWARE	33,500.00	6,561.89	16,324.06	3,282.00	13,893.94	58.5
54100 PROFESSIONAL SERVICES	362,450.00	17,612.86	152,741.77	60,303.93	149,404.30	58.8
54101 LEGAL SERVICES	105,000.00	798.00	51,044.60	0.00	53,955.40	48.6
54102 COLLECTION AGENCY	30,000.00	2,282.25	11,881.91	0.00	18,118.09	39.6
54161 RESOURCE SHARING SERVICES	25,000.00	15.00	7,875.91	0.00	17,124.09	31.5
54162 BIBLIOGRAPHICS SERVICES	40,000.00	0.00	11,204.03	0.00	28,795.97	28.0
54163 PRINTING AND BINDING	2,000.00	0.00	820.67	0.00	1,179.33	41.0
54165 ILL LOST ITEM CHARGE	3,000.00	198.00	1,030.28	0.00	1,969.72	34.3
54200 POSTAGE	42,000.00	5,989.17	33,916.59	0.00	8,083.41	80.8
54201 TELEPHONE/DATA LINES	161,300.00	680.17	43,009.38	0.00	118,290.62	26.7
54300 TRAVEL	29,140.00	1,420.26	12,016.37	0.00	17,123.63	41.2
54301 MILEAGE REIMBURSEMENTS	31,050.00	2,813.65	19,007.81	0.00	12,042.19	61.2
54400 ADVERTISING	28,920.00	46.25	6,495.95	12,000.00	10,424.05	64.0

Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 7/31/2013

**FUND: GENERAL FUND (01)**

Object	2013 Budget	July Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
<b>EXPENSE ACCOUNTS</b>						
54501 RENTALS/LEASES - BUILDINGS	197,000.00	12,973.90	76,250.61	77,568.58	43,180.81	78.1
54502 RENTAL/LEASE - EQUIPMENT	32,000.00	2,728.07	17,356.28	10,608.04	4,035.68	87.4
54600 INSURANCE	189,500.00	0.00	720.00	0.00	188,780.00	0.4
54700 ELECTRICITY	220,000.00	15,779.33	133,466.44	0.00	86,533.56	60.7
54701 NATURAL GAS	17,000.00	310.87	6,380.56	0.00	10,619.44	37.5
54702 WATER	20,200.00	1,350.96	13,908.79	0.00	6,291.21	68.9
54703 SEWER	21,700.00	1,682.15	14,744.08	0.00	6,955.92	67.9
54704 REFUSE	22,500.00	315.50	12,789.18	0.00	9,710.82	56.8
54800 GENERAL REPAIRS/MAINTENANCE	204,300.00	15,686.14	101,549.94	41,244.03	61,506.03	69.9
54801 CONTRACTED MAINTENANCE	703,800.00	37,248.88	383,979.54	217,340.40	102,480.06	85.4
54803 MAINT. TELECOM EQUIPMENT	30,200.00	0.00	21,214.45	3,981.19	5,004.36	83.4
54805 VEHICLE REPAIR - MAJOR	0.00	3,202.94	8,406.65	0.00	(8,406.65)	0.0
54900 REGISTRATIONS	21,700.00	2,845.50	14,766.40	0.00	6,933.60	68.0
54901 DUES AND MEMBERSHIPS	31,320.00	0.00	4,370.00	543.00	26,407.00	15.7
54902 TAXES AND ASSESSMENTS	30,500.00	12.35	13,911.14	0.00	16,588.86	45.6
54903 LICENSES AND FEES	37,750.00	3,076.93	18,005.51	0.00	19,744.49	47.7
54904 MISCELLANEOUS	1,040.00	0.00	118.44	0.00	921.56	11.4
54905 EVENT REGISTRATION	0.00	0.00	1,151.15	0.00	(1,151.15)	0.0
55100 INTERGOVERNMENTAL	15,000.00	0.00	0.00	0.00	15,000.00	0.0
56200 BUILDINGS & BLDG IMPROVEMENTS	0.00	0.00	5,677.86	0.00	(5,677.86)	0.0
56400 MACHINERY & EQUIPMENT	0.00	8,645.04	8,645.04	0.00	(8,645.04)	0.0
59700 TRANSFERS OUT	495,689.00	0.00	0.00	0.00	495,689.00	0.0
<b>ALL OTHER EXPENSES</b>	<b>7,260,734.00</b>	<b>266,686.22</b>	<b>3,050,163.17</b>	<b>470,717.98</b>	<b>3,739,852.85</b>	<b>48.5</b>
<b>TOTAL FOR EXPENSE ACCOUNTS</b>	<b>25,546,570.00</b>	<b>1,933,103.04</b>	<b>13,557,607.02</b>	<b>470,717.98</b>	<b>11,518,245.00</b>	<b>54.9</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>(1,749,299.52)</b>	<b>27,016.62</b>	<b>(470,717.98)</b>	<b>443,701.36</b>	<b>0.0</b>

**FUND: DEBT SERVICE FUND (20)**

Object	2013 Budget	July Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
31112 PROPERTY TAXES DELINQUENT	0.00	-0.02	0.13	0.00	(0.13)	0.0
<b>TAXES:</b>	<b>0.00</b>	<b>-0.02</b>	<b>0.13</b>	<b>0.00</b>	<b>(0.13)</b>	<b>0.0</b>
36110 INVESTMENT INCOME	0.00	9.00	82.62	0.00	(82.62)	0.0
<b>CHARGES OTHER:</b>	<b>0.00</b>	<b>9.00</b>	<b>82.62</b>	<b>0.00</b>	<b>(82.62)</b>	<b>0.0</b>
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>0.00</b>	<b>8.98</b>	<b>82.75</b>	<b>0.00</b>	<b>(82.75)</b>	<b>0.0</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>8.98</b>	<b>82.75</b>	<b>0.00</b>	<b>(82.75)</b>	<b>0.0</b>

Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 7/31/2013

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

Object	2013 Budget	July Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
29150 USE OF FUND BALANCE-BUDGET	1,793,411.00	1,793,411.00	1,793,411.00	0.00	0.00	100.0
36110 INVESTMENT INCOME	0.00	248.27	1,373.94	0.00	(1,373.94)	0.0
36700 FOUNDATION DONATIONS	0.00	0.00	96,900.26	0.00	(96,900.26)	0.0
<b>CHARGES OTHER:</b>	<b>1,793,411.00</b>	<b>1,793,659.27</b>	<b>1,891,685.20</b>	<b>0.00</b>	<b>(98,274.20)</b>	<b>105.5</b>
39700 TRANSFERS IN	495,689.00	0.00	0.00	0.00	495,689.00	0.0
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>2,289,100.00</b>	<b>1,793,659.27</b>	<b>1,891,685.20</b>	<b>0.00</b>	<b>397,414.80</b>	<b>82.6</b>
<b>EXPENSE ACCOUNTS</b>						
53100 OFFICE/OPERATING SUPPLIES	0.00	0.00	679.75	0.00	(679.75)	0.0
53102 MAINTENANCE SUPPLIES	0.00	0.00	397.28	0.00	(397.28)	0.0
53500 MINOR EQUIPMENT	2,500.00	0.00	3,952.57	0.00	(1,452.57)	158.1
53501 FURNISHINGS	0.00	6,564.00	30,426.98	1,859.80	(32,286.78)	0.0
53502 PC HARDWARE	0.00	0.00	20,303.68	0.00	(20,303.68)	0.0
53505 SOFTWARE	14,000.00	0.00	0.00	0.00	14,000.00	0.0
54100 PROFESSIONAL SERVICES	161,900.00	1,592.25	85,677.15	52,923.14	23,299.71	85.6
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	745.01	1,291.17	7,963.82	20.4
54912 CONTINGENCY/RESERVE	67,000.00	0.00	0.00	0.00	67,000.00	0.0
56200 BUILDINGS & BLDG IMPROVEMENTS	510,000.00	0.00	87,012.77	282,520.76	140,466.47	72.5
56201 CONSTRUCTION	227,600.00	0.00	112,227.18	0.00	115,372.82	49.3
56202 ELECTRICAL	17,100.00	0.00	43,364.84	0.00	(26,264.84)	253.6
56203 FLOORING	0.00	0.00	24,350.15	0.00	(24,350.15)	0.0
56204 PAINTING AND WALL TREATMENTS	3,000.00	0.00	0.00	0.00	3,000.00	0.0
56400 MACHINERY & EQUIPMENT	66,000.00	0.00	48,993.15	0.00	17,006.85	74.2
56401 VEHICLES	160,000.00	0.00	0.00	0.00	160,000.00	0.0
56402 HVAC	1,050,000.00	0.00	28,115.80	26,956.16	994,928.04	5.2
<b>TOTAL FOR EXPENSE ACCOUNTS</b>	<b>2,289,100.00</b>	<b>8,156.25</b>	<b>487,356.31</b>	<b>365,551.03</b>	<b>1,436,192.66</b>	<b>37.3</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>1,785,503.02</b>	<b>1,404,328.89</b>	<b>(365,551.03)</b>	<b>(1,038,777.86)</b>	<b>0.0</b>



Date: August 2, 2013

To: Linda Ishem, Chair Board of Trustees, fellow Board members, Neel Parikh – Executive Director

From: Judy T Nelson

Subject: New Grants for Youth Services

The Pierce County Library System's Youth Services program is very excited to be able to announce that, because of the success of the Pierce County Library Foundation who have secured several grants, the Library will be able to offer block STEM programs and events across the entire county and will be creating Science to Go kits and theme bags along with parent oriented science curriculum and programs beginning in three school districts.

July was a very successful month for securing grant funding for several Youth Services projects. With the completion of the PCL Foundation funded Project Blocks at seven designated locations, the Library wanted to expand the availability of blocks and block centers to as many physical branches as possible. By placing block centers across the county, PCLS will have positioned itself to provide ongoing free STEM opportunities for all families and child cares across the entire county. Earlier this spring an \$8000 grant was secured from the Greater Tacoma Community Foundation to add blocks and cabinets to five sites, leaving three, (possibly five) more sites to be funded. (University Place secured their own funding for a block center through a UP Friends project honoring their retired Branch Manager, Cindy Bonaro). In July, the Pierce County Library Foundation was notified that we were selected to receive \$5000 from the Lucky Seven Foundation to complete the set-up of our county-wide effort. Blocks and cabinets have been ordered for the eight identified locations and it is possible that the final ninth and tenth sites will also get some kind of block materials for use in their facility. The remaining two facilities do not lend themselves to having an actual block cabinet in the building, so we are exploring alternatives. It is our intention to have the block centers in place before the beginning of the fall storytimes sessions begin in late September.

The Library was also notified that we were successful in securing a Paul Allen Grant in the amount of \$175,000 to fund the "Science to Go" project for children and families with children in grades kindergarten to 3. The grant will fund the hiring of a staff person to execute the project which will include building an advisory committee, helping purchase new science related books and theme bags to put them in, working with three school districts who are also part of the all school library card campaigns, creating common core related curriculum, putting all the materials online and integrating it into the adult Paul Allen grant work that is already in progress. This project started August 1<sup>st</sup>, 2013. Additional details will be reported as we begin to execute the initiatives outlines in the grant proposal.

All this work is expected to be integrated into the ongoing work of the youth services librarians, storytellers, early learning librarians and teen librarians as PCLS continues to look for opportunities to work with school districts, child cares, families and organizations who serve children and families.

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M E M O



Date: August 5, 2013

To: Linda Ishem and members of the Board of Trustees

From: Robin Clausen, Gig Harbor Branch Manager

Subject: Gig Harbor Library Landscaping Improvements

Last month the Gig Harbor Pierce County Library experienced two most-welcomed landscaping improvement projects. First, the facility was chosen by the Windermere Real Estate as its 2013 Community Service Project. Since 1984, the local office here in Gig Harbor has dedicated a day of work to improving areas in their neighborhood. After receiving project approval from Facilities Director Lorie Erickson, the local real estate agents went to work trimming shrubbery, cutting brush, pulling weeds and raking leaves and pine needles. Their community service efforts immediately improved the appearance of the grounds and landscaping. A letter of thanks and appreciation was sent to their office.

Second, the Friends of the Gig Harbor Library funded a five thousand dollar landscaping improvement project which added three new river rock features to the property. On the corner of Point Fosdick Drive NW and 45<sup>th</sup> Street NW where the library's blue and white sign is located, river rock was used to simulate a dry creek bed leading up to the Gig Harbor Pierce County Library sign. Different sizes and colors of rock along with variegated grasses and cedar bark around the edges add interest and definition to the area. These colors are even more enhanced when it rains. This new landscaping feature immediately draws our customers' attention to the library's sign and adds a fresh new look to the property which was simply barren ground prior to its installation.

In addition, there are two other river rock features, one on each side of the entrance to the parking lot on 45<sup>th</sup> Street NW and one on both sides of the sidewalk. Utilizing the same types of rocks and plants, these features are similar in appearance and design as the first one. The landscaper used landscaping weed barrier fabric underneath the river rock features which should control the weeds for many years to come. In addition, the Friends of the Gig Harbor Library have developed a watering schedule to give these new plants a good start as there are no automatic sprinklers in any of these three areas. The Friends have also agreed to maintain the areas in order that no additional costs will be incurred by the library for grounds maintenance.

The entire staff of the Gig Harbor Library and many, many customers are so proud and appreciative of these improvements. Comments from customers made directly to me include: "This landscaping is absolutely beautiful." "Wow, this library is looking good." "What a beautiful library you now have." "This is the best this library has ever looked." "I wish I could afford this landscaping at my house."

Customer Experience Director Sally Porter Smith has provided the before and after photographs which will provide a better visual of the overall landscaping improvements.

As Above  
So Below  
Don't Lash Out  
This Week!

  
Peace County  
Library System  
Information & Programs

# Gig Harbor Library

Hocanna  
Christian  
School

Boys and  
Girls  
Club  
of America



EMERSON COLLEGE STUDENT FELLOWSHIP

# CONNECT ALIGN LIVE





# M E M O

Date: August 2, 2013

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

From: Lorie Erickson, Facilities Director

Subject: Fife Turnaround Project

The City of Fife has approved drawing for parking lot improvements at the Fife Library to include 6 additional parking spaces and a turnaround to improve egress from the current parking lot of the Fife Library. While the current number of parking spaces does meet code, the additional spaces will help address customer concerns regarding lack of parking during times of peak usage. In addition, the turnaround will help ease congestion experience during times peak usage. The work includes temporary erosion control, horizontal control, surfacing, grading, and drainage. The existing stormwater systems are adequate to serve the improvements. Plants will be added to the east side of the walkway to mimic the other walks. Drought tolerant shrubs will be installed in the traffic circle. In addition, site lighting will be added in the traffic circle.

The project will go out to bid in mid-August. The project is expected to take approximately 2 months with work commencing in early September.



M E M O



Date: August 6, 2013

To: Chair Linda Ishem and Members of the Board

From: Neel Parikh, Executive Director

Subject: University Place Library Civic Building Condominium Association Update

Lianna Collinge has completed her work establishing the Condominium Association and allocating costs for the last two years. She is ready for the first official meeting of the Condominium Board. Lianna is hoping to schedule that meeting sometime in August.

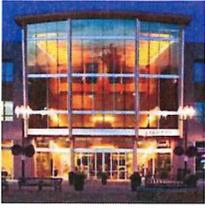
Lianna outlines that there are three usage levels of percentages we are subject to:

1. By element, whether parking, atrium or commons.
2. By service, based upon the actual vendor time in a particular area or element. This includes security and specific other tasks.
3. By space, specifically for the common area, employing the BOMA standards for measuring office space. This means that she applied a square footage measurement to the entire building and then attributed a percentage based on usable square footage (water, lighting, mechanical) that provide services to the entire building allowing them to correctly allocate the cost by owner (or in the future by occupant).

Based on those calculations the Library System owes the city approximately \$28,000.

During the Board meeting, the Association will open two bank accounts for operating and reserve. In addition, Lianna has drafted a contract for managing the Association.

Attached for your information is the draft Condominium Association Board Agenda. I will bring you up to date regarding this matter during the Board meeting if we meet prior to the meeting.



## **University Place Civic Building**

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### **DRAFT AGENDA Board Of Directors Meeting August 2013 (Date TBD)**

- **Call To Order**
- **Introductions**
- **Review and Signing of Management Contract**
- **Signing of Signature Cards for Bank Accounts**
- **Management Report**
  - **Vendors**
  - **Process**
  - **EIN & Corporate Status**
- **Confirmation of Percentage Values by Element  
and by Sq. Footage**
- **Financial Report**
  - **Decision for Capital Funding Amount and Reserve  
percentage policy**
- **Review and Approval of DRAFT Budget**
- **Schedule of Upcoming Board meetings**
- **Adjournment**

5727 Baker Way NW, Suite 200  
Gig Harbor, WA 98332

P: 877.460.5880 | F: 253.265.3043 | E: lianna@aminc.org

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M E M O



Date: August 6, 2013  
To: Chair Linda Ishem and Members of the Board  
From: Neel Parikh, Executive Director  
Subject: Department Head Searches

I am very sorry to lose two extremely talented members of the Library's Administrative Team. However, we are moving quickly in order to fill these vacancies.

**Staff Experience Director:** We have advertised the vacancy and the application deadline was July 19, 2013. We have narrowed down the list to 9 qualified applicants and are currently in the process of reviewing final applications and scheduling interviews. We are working with Joe Carrillo to review the candidates and develop the process.

**Marketing & Community Relations Director:** The position was announced Monday, August 5, 2013 and the deadline for applications is August 30, 2013.

We will bring you up to date regarding both of these positions during the Board meeting.

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M E M O



Date: August 6, 2013

To: Chair Linda Ishem and Members of the Board

From: Neel Parikh, Executive Director

Subject: Urban Libraries Council Partners Conference

Attached is information regarding an Urban Libraries Council Partners Conference in Seattle on November 12-14. Urban Libraries Council events are usually excellent and very informative. I highly recommend you consider attending this event. This should be an excellent opportunity for Board members to explore the role of libraries in learning. However, the second day of the conference is scheduled the same day as the Board meeting. During the Board meeting I hope to have more information regarding the second day and how we should handle this event.

## *2013 ULC Partners for Success Conference*

ULC's Partners Conference brings together library, local government and civic leaders to explore the importance of lifelong learning in our communities and the strategic value of key partnerships for providing high-quality opportunities and achieving stronger education outcomes.



The *ULC Partners Conference* is jointly presented with NLC's *2013 National Summit on Your City's Families* – a special gathering of municipal leaders who are working to improve the lives of children, youth and families in their communities – and marks the launch of a strategic partnership between ULC and NLC's Institute for Youth, Education, and Families (YEF).

The *2013 ULC Partners for Success Conference* also takes place immediately preceding the National League of Cities' (NLC) annual *Congress of Cities and Exposition*, which attracts thousands of local government leaders.

ULC Early Bird\* Library Attendees \$395  
Corporate/Associate Attendees \$495

*\*Early Bird Discount through Friday, September 13*

# Schedule: 2013 ULC Partners Conference

## Tuesday, November 12

1:00 pm	Opening Session
4:00 pm	Afternoon Session with NLC/YEF
5:30 pm	Reception
7:00 pm	Adjourn

## Wednesday, November 13

8:00 am	Continental Breakfast
8:30 am	Keynote Presentation: Sir Ken Robinson
10:30 am	Morning Sessions
12:00 pm	Lunch
1:00 pm	Afternoon Sessions
7:00 pm	Dinner

## Thursday, November 14

9:00 am	Library Tours ( <i>optional</i> )
11:00 am	Adjourn

# Keynote Speaker

## Sir Ken Robinson



Sir Ken Robinson is an internationally recognized leader in the development of creativity, innovation and human resources in education and in business. The videos of his famous 2006 and 2010 talks to the prestigious TED Conference have been viewed more than 25 million times and seen by an estimated 250 million people in over 150 countries. Sir Ken works with governments and education systems in Europe, Asia and the USA, with international agencies, Fortune 500 companies and some of the world's leading cultural organizations. His most recent book is *Finding Your Element: How to Discover Your Talents and Passions and Transform Your Life*.

# Conference Hotel



## The Fairmont Olympic Hotel

♥ 411 University Street | Seattle, Washington 98101

The Fairmont Olympic Hotel, listed on the National Register of Historic Places, is conveniently located in downtown Seattle, walking distance to the [Washington State Convention Center](#), close to Pike Place Market and 20 minutes from Seattle-Tacoma Airport (SEA).

ULC has secured a special conference rate of **\$199/night** for our members who book by October 11.

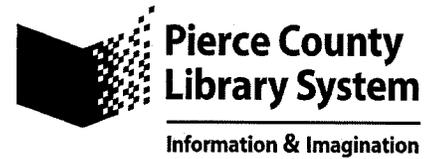
To reserve your room, call 1-800-257-7544 and mention reference code "ULC Partners Conference"

*Airport transportation is available through Shuttle Express Airporter Service \$18 one way/per adult -- \$31 round trip/per adult*

*Or, to arrange for a limo, please [contact the hotel concierge](#): 206-621-1700.*

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# M E M O



Date: August 2, 2013  
To: Chair Linda Ishem and members of the Board of Trustees  
From: Lorie Erickson, Facilities Director  
Subject: Summit Roof replacement

The Summit roof replacement is scheduled to begin the week of August 12th, 2013. Wayne's roofing is scheduled to begin mobilizing on site at the Summit Library on August 12<sup>th</sup> and 13<sup>th</sup>. Roof replacement work will begin on August 14<sup>th</sup> or 15<sup>th</sup> once mobilization has been completed. Work is scheduled to be completed by August 28<sup>th</sup>, weather dependent. The library will remain open during this project.

Date: July 23, 2013  
To: Linda Ishem and members of the Board of Trustees  
Cc: Mary Getchell, Marketing & Community Relations Director  
From: Kit Thompson, Content Writer  
Subject: Library Card Design Contest Results

Between June 17 and July 6, enthusiastic Pierce County residents cast nearly 7,000 online votes to choose the top designs from Pierce County Library System's Card Design Contest. From 20 artist-selected finalists—out of nearly 1,000 entries by students in grades K-6 and grades 7-12—the public chose designs by Megan Cannon, 11, Puyallup, Fruitland Elementary, and Katie Howard, 17, Lakewood, Steilacoom High School.

Cannon's watercolor design includes a background script with quotes from books she's read and highlights two giant flowers growing above the word "READ." Howard's digital design is whimsical with a "Guardians of Ga'Hoole" fantasy book series appeal, featuring an owl reading a book.

Among the 1,000 entries, 7th-12th graders submitted approximately 100 designs, with the remaining entries from students in grades K-6. Submissions came in the form of 86 online, nearly 900 on paper, and one on canvas. This year some students entered as a team, including one brother and sister pair.

The winning artwork will appear on new library cards, with the students' names appearing on the cards. Kids, teens, and people of all ages may get the new cards, which will be available during the Library's seventh annual card drive in October 2013.

The Steilacoom Historical School District and Puyallup School District are communicating through their channels about their contest-winning students. The Library will provide posters of the winning designs to the Districts. Franklin Pierce School District also posted contest information on its website.

News coverage included local print and online media. We reached 4,197 people with our five Facebook posts, gaining 41 likes, 5 comments, and 3 shares.

Students participated eagerly, and parents and teachers demonstrated interest. The contest generated support from the public for the Library, and provided an opportunity for staff throughout the Library System to work together to serve our communities. The Library plans to continue holding the contest every other year, with the next contest scheduled for 2015.





Pierce  
County Library

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# M E M O



Date: July 2, 2013

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

From: Mary Getchell, Marketing & Community Relations Director

Subject: E-book Blockade Update

In response to recent progress and news articles regarding some thawing in the e-book blockade, I updated our e-book communications, with review by Reading & Materials Director Lisa Bitney and Collections Librarian Matt Lemanski. The good news is that all six major publishers are now selling e-books to libraries—or say they will do so soon. Unfortunately, the publishers are imposing heavy restrictions or inflated prices to libraries.

E-book formats are complicated and still considered a new format. We still need a fair market price and business plan to bring libraries and the public more equitably into the e-book market.

As of summer 2013:

- Hachette Book Group—selling all e-books to libraries. The price tag to libraries is approximately three times higher than the cost to retailers.
- Penguin—selling its entire e-book offerings to libraries. Each book we purchase expires after one year. E-books check out just like paper books, one at a time. So, if an e-book checked out all year for three weeks each, it would expire after approximately 17 checkouts. Paper books are almost always checked out many more times; hardcover books check out on average 30-50 times and paperbacks check out about 15-20 times.
- Macmillan Publishing—conducting a small pilot project with libraries. It sells a portion of its offerings to libraries. Libraries may purchase each e-book for two years or 52 checkouts.
- Simon & Schuster--launched a pilot project with New York libraries, which has each e-book expire after one year of purchase with inflated pricing anticipated. Simon & Schuster has stated it will make e-books available to other libraries in 2014.

As of summer 2012 and 2013 HarperCollins Publisher and Random House, Inc. continue to sell to libraries at exorbitant prices and restrictions:

- HarperCollins Publisher—selling e-books to libraries with each book expiring after 26 checkouts.
- Random House, Inc.—selling e-books to libraries at prices nearly three times higher than e-book prices from retailers.

We updated talking points for staff to respond to the public, information on our website, and included a message in our weekly “Happenings” listserv.

## **E-book Results Staff Talking Points**

### **July 2, 2013**

*Please use the following talking points in response to customers' inquiries regarding the e-book blockade.*

#### **Key Messages:**

- Thank you for participating in the e-book blockade, aka Scrooge campaign.
- We have good news—all six major publishers are now selling e-books to libraries—or say they will do so soon.
- The publishers are imposing heavy restrictions or inflated prices to libraries.
- E-book formats are complicated and still considered a new format. Pierce County Library System is happy that we are making some progress.
- We still need a fair market price and business plan to bring libraries and the public more equitably into the e-book market.

#### **Additional Publishers E-book Selling Messages:**

- As of summer 2013:
  - Hachette Book Group—selling all e-books to libraries. The cost to libraries is approximately three times higher than the price tag retailers charge consumers. The price tag to libraries is approximately three times than the cost to retailers. On average Pierce County Library will pay \$44 for each e-book from Hachette, while Amazon.com, Inc. and Barnes & Noble, Inc. will actually sell the same e-books to consumers at approximately \$11 each.
  - Penguin—selling its entire e-book offerings to libraries. Each book we purchase expires after one year. E-books check out just like paper books, one at a time. So, if an e-book checked out all year for three weeks each, it would expire after approximately 17 checkouts. Paper books are almost always checked out many more times; hardcover books check out on average 30-50 times and paperbacks check out about 15-20 times.
  - Macmillan Publishing—conducting a small pilot project with libraries. It sells a portion of its offerings to libraries. Libraries may purchase each e-book for two years or 52 checkouts, whichever comes first.
  - Simon & Schuster--launched a pilot project with New York libraries, which has each e-book expire after one year of purchase. We anticipate an inflated pricing model once Simon & Schuster sells to other libraries, including Pierce County Library. Simon & Schuster has stated it will make e-books available to other libraries in 2014.

## **E-book Results Staff Talking Points**

### **July 2, 2013**

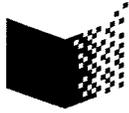
- As of summer 2012 and 2013 HarperCollins Publisher and Random House, Inc. continue to sell to libraries at exorbitant prices and restrictions:
  - HarperCollins Publisher—selling e-books to libraries with each book expiring after 26 checkouts.
  - Random House, Inc.—selling e-books to libraries at very high prices. On average Pierce County Library pays nearly three times more for an e-book than retailers.

### **Additional Public Involvement/Campaign Messages:**

- As of summer 2012, four major book publishers were not selling e-books to libraries' primary vendor for e-books, Overdrive.
  - Hachette Book Group
  - Penguin
  - Macmillan Publishing
  - Simon & Schuster
- As of summer 2012, two major publishers were selling to Overdrive at exorbitant prices and restrictions:
  - HarperCollins Publisher (e-books expire after 26 checkouts)
  - Random House, Inc. (very high prices)
- In November 2012, Pierce County Library System launched a campaign to inform and involve the public with the e-book blockade. We encouraged customers to contact publishers to tell them they want e-books from their Library.
- We asked people to take grassroots action and participate in a letter-writing campaign to publishers, via email and postcards we provided. The purpose of the letter-writing campaign was to gain publishers' attention.
- As a result, people picked up 10,400 postcards from our libraries, for approximately 1,700 postcards sent to each of the six publishers.
- In all we verified that people sent 724 emails from 258 unique email addresses.
- Throughout the campaign, American Library Association, Public Library Association, and Urban Library Council continued to work with publishers to break the blockade.

**E-book Results Staff Talking Points**  
**July 2, 2013**

- We do not know directly whether our Scrooge campaign played a role in the break.
- We do know our campaign gained national attention from libraries and library associations. In fact, our staff gave a webinar to more than 300 libraries that were interested in replicating and learning from the campaign.



**Pierce County  
Library Foundation**

## **Pierce County Library Foundation Board of Directors Regular Meeting May 27, 2013**

President Michael Gordon called to order the regular meeting of the Pierce County Library Foundation Board of Directors on Tuesday, May 27, 2013 at 7:37a.m. at the Processing and Administration Center.

**Attendance 59% Present:** Caireen Gordon, Michael Gordon, Joan Cooley, Larry Faulk, Janice Ludwig, Kari Kennard, Adam Small, Molly Stuen, Curtis Thiel, Stacy Topping, Mary Ann Woodruff. **Excused:** Cyndi Chaney, Jack Conway, Lisa Korsmo, Jane O'Neal, Jill Purdy, Doug Whitton, Shelia Winston.

**Staff Members:** Julie Kramer, Development Associate; Neel Parikh, Pierce County Library Executive Director; Judy Nelson, Youth Services Director; Marilyn Smoak, Outreach Supervisor.

**Approval of Minutes:** Mary Ann Woodruff moved and Molly Stuen seconded the motion to approve the minutes from the meeting of April 23, 2013. The minutes were unanimously approved.

**Financials:** Kari Kennard informed the board that the funds in the KeyBank account are a little over \$150,000. Year to date, the Foundation is only \$9,000 away from meeting its unrestricted budget goal. \$5,500 was received last month from Summer Reading sponsors. Lynne Hoffman mentioned that there will be a meeting at Panera's in Lakewood next Tuesday, June 4, for anyone who would like to learn more about the financials.

Kari Kennard moved and Joan Cooley seconded a motion to approve the April 2013 financial statements. The motion was unanimously approved.

**Development Report:** Julie Kramer informed the board that an \$8,000 grant was received from the Greater Tacoma Community Foundation for Block Play in Graham, Summit, Bonney Lake, Milton/Edgewood and Buckley. Julie passed around a Grant Status Report listing grants that have been awarded, pending and declined. The Grant Status Report will be included in future board packets. Any leads on potential grants opportunities is greatly appreciated.

**Pierce County READs Reception:** Michael Gordon thanked everyone who helped at this year's successful donor event on May 17. Mary Ann Woodruff recognized Michael and Caireen Gordon who did a wonderful job of chairing the reception.

**Our Own Expressions:** The 2013 teen writing and art contest received around 1,000 entries this year. The Our Own Expression book of winning entries was available for board members at the meeting. The teens will be honored at a ceremony Thursday, May 30 at Pacific Lutheran University. Winners receive a cash award from the Foundation of \$100 for first place, \$75 for second place and \$50 for third place. All Board members are encouraged to attend. A copy of the commemorative book is available at school libraries and at Pierce County Libraries.

**Board Development Survey:** Thanks to board members who took the time to complete the board development survey online. Mary Ann Woodruff encourage the board to fill out this survey before the next meeting.

Other housekeeping items: Mary Ann Woodruff reminded board members to submit names of potential board members as well as people we know who would support Pierce County Library as donors.

Michael Gordon asked that all board members fulfill their annual board pledges by June 30, 2013, the end of the Foundation's fiscal year.

**Budget Recommendations 2013-14:** Lynne discussed the community needs, the library's needs and the donor's wishes in relation to what we want to fund. Supporting Early Learning was identified as a key area. Second was Senior Outreach program. There was a question as to whether we should try to support a number of programs or limit it to key programs. The response was to limit support to attain impact. The recommend budget is constructed to accomplish that goal.

The budget worksheet is divided into three sections: Revenues, Operational Expenses and Distributions. The revenue budget

consists of our fundraising targets. Operational expenses were increased for next year due to an opportunity to use Community Connect which will define marketing areas and the people living there based on how we should be approaching them for donations. The budget includes using Carl Bloom again for new donors. Among the donors added two years ago, 36% renewed, giving around \$20,000 which pays for the expenses incurred by Carl Bloom.

In terms of distributions, one main area is the Early Learning under Program for Young Readers at \$100,000, of which \$90,000 is projected to be awarded by grant-making foundations. Other funding is from restricted gifts. The general Programs for Young Readers budget item includes Summer Reading sponsorships and requests that have already been made.

The Program for Adult Learners focuses on Senior Outreach programs and community events like Pierce County READS. Some funding is expected from restricted revenues and grants but the majority should come from unrestricted gifts.

The South Hill project budget of \$100,000 is still to be determined. This will cover enhancements, especially an updated reading area for adults.

The goals and objectives as outlined in the 2013-14 the Development Plan reflect how the Foundation expects to accomplish this effort in each fundraising area: Leadership Giving, Annual Giving, Corporate Giving and Special Projects. Board members' involvement in identifying and opening the door for renewals and prospective donors will help the Foundation reach its funding targets.

**2013-14 Funding Priorities:** Judy Nelson, Youth Services Director, talked about the Early Learning and Senior Outreach programs. Special effort is needed for the library to reach these two populations.

About 50% of children coming into kindergarten are not ready to learn. Early Learning focuses on book delivery and training child care providers. About half of all children in Pierce County are enrolled in licensed care facilities, either in-home or a child care centers. The other half are in family, friend or neighbor environments. The book delivery program services 76 child care centers and 87 in-home licensed child care facilities. 20,000 books are delivered every year. If this effort is not tied to training, the child care providers do not incorporate early learning into their daily routines. Twelve to fifteen child care site staff members are trained by the Pierce County Library yearly. Pierce County Library early learning workshops for child care providers is state certified (STARS).

Early Learning takes place in branch libraries as well. Annually, 731 story times are offered across the county. Storytimes attract an average of 20 people at each session for a total of 16,000 attendees.

Senior Outreach is very different. It is very much a one-to-one service. Outreach staff must spend time to get to know individuals at each facility. Currently, 250 seniors are served every month at 30 adult care facilities with approximate circulation of 2,000 books, movies and music. An ereader program was started with a grant received from Quadrant Homes/Weyerhaeuser. The seniors are provided with an ereader downloaded with specially selected titles. Marilyn Smoak, Outreach Supervisor, described how one senior with severe arthritis thrived on the ease of using an ereader rather than a heavy large print book.

**Library Director's Report:** Neel Parikh, Executive Director, talked about the visit to the White House to receive the IMLS National Medal award. Pierce County Library received newspaper coverage and many accolades from library colleagues around the country. Neel received many letters including one from Pierce County Executive Pat McCarthy who wrote, "...this is an accomplishment that rings loud not only throughout our county but across Washington State. It's not just about the award. The award reflects the great service you provide to residents young and old. Pierce County Library has made a very positive difference in our community".

Neel thanked the Foundation for making it possible by funding innovative programs and services.

The meeting adjourned at 9:19 a.m.

*The next regular board meeting is scheduled for Tuesday, June 25, at 7:30 a.m.*

# The Seattle Times

Winner of Nine Pulitzer Prizes

## Opinion

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Originally published July 30, 2013 at 5:32 PM | Page modified July 30, 2013 at 5:42 PM

### Guest: Protecting kids from summer-learning loss

Gains made during the school year are lost during summer break if young people are not engaged in some kind of learning activity, guest columnists Mari Offenbecher and Robert B. Gilbertson Jr. argue.

By Mari Offenbecher and Robert B. Gilbertson Jr.

Special to The Times



MANY children in our communities equate summer with vacation, adventure and new experiences that create lasting memories. However, for more than 472,000 of Washington's children living in poverty, summer means boredom and hunger. These kids have limited access to fun summer programs that keep them learning, nourished and ready to return to school on track and at grade level in the fall.

While research from as early as the 1900s indicates that crucial knowledge is lost over the summer, we have only begun to address this issue in policy and funding arenas.

What we do know is that summer learning matters. Gains made during the school year are lost during those three months if young people are not engaged in some kind of learning activity.

Research also tells us that the cumulative impact of summer-learning loss is the single greatest contributor to the achievement gap for ninth-graders — which is when school drop-out rates go up.

The good news is that summer-learning programs can make a difference. According to a report released in June 2011 by the RAND Corp., students who regularly attend quality summer-learning programs have positive outcomes, and the effects of these programs can endure for at least two years after the program.

Washington student data tells a story of inequity and a system that is not meeting the needs of all students. It's creating a widening achievement gap with low-income students and students of color experiencing a disproportionate impact. In fact, Washington is in the bottom five states nationwide when it comes to closing the achievement gap.

All children deserve an education that allows them to achieve and graduate career and college ready. In a state with rapidly changing demographics and a growing number of young people of color in our future, we cannot allow such disparity to continue.

Summer needs to be brought to the forefront and included in conversations about supporting students, especially low-income students and students of color. The best way to combat summer-learning loss is to increase access to learning opportunities for all children.

The National Summer Learning Association has released several publications, including a New Vision for Summer School, reiterating time and time again that summer is an opportunity to expose young people to opportunities they may not otherwise experience through field trips, outdoor education and other experiential and hands-on activities that support learning and keep kids engaged.

School's Out Washington and our state's after-school and youth-development programs support and provide quality summer-learning programs.

In Seattle, the YMCA of Greater Seattle launched its first elementary-summer program in 2011 at High Point's West Seattle Elementary School, then expanded in 2012 to help more than 100 students.

Results from the 2012 program show that students made improvements both in math and reading skills. It also gave them a chance to connect with peers and experience some fun summer activities.

With no public money specifically designated to support summer-learning programs, elevating summer learning in funding conversations is critical.

Let's create a state legislative work group to examine resources to fund summer programs and other expanded learning opportunities that support students' learning during nonschool hours.

For example, the Legislature could develop policies to use summer-learning programs as an essential component of school reform and school-turnaround plans through the use of federal Title I and School Turnaround funds.

We could also make a big difference by improving partnerships and coordination between schools, community organizations and businesses to leverage resources at the local level to support summer programs.

We have research and knowledge telling us quality summer programs make a difference and the time is ripe to expand access for children and youth who need them most.

*Mari Offenbecher is CEO of School's Out Washington and Robert B. Gilbertson Jr. is president and CEO for the YMCA of Greater Seattle.*

# UNFINISHED BUSINESS

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# M E M O



Date: August 6, 2013  
To: Chair Linda Ishem and Members of the Board of Trustees  
From: Clifford Jo, Director of Finance & IT  
Subject: PAC HVAC Project

In the July Board meeting, we proposed that the Board approve a mid-year capital improvement plan that included a revised cost for the PAC HVAC. The Board had questions regarding the increases to the project cost to which I was not present to answer.

The PAC HVAC is an expensive project and we have determined its accurate cost to be \$1,126,000 before any energy rebates are received. During the August Board meeting, I would like to spend a few minutes going over the project and discuss what happened, and answer any questions you have.

I've attached last month's Board memo summarizing the HVAC project details.

# M E M O



Date: July 1, 2013

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

From: Clifford Jo, Director of Finance & IT

Subject: PAC HVAC Project—cost increase

The PAC HVAC replacement project began in 2012 with an original budget of \$367,600. During the 2012 mid-year budget process, we discovered that the cost would greatly exceed the budget, so we hired a firm (FSi) to conduct a realistic study of the costs and postponed the project until 2013. As a result, FSi recommended a design that would cost the Library \$840,000, and anticipated some savings from energy equipment rebates but we didn't know how much.

Several months ago we revisited the costs and discovered that the FSi study underestimated the design and the cost. An RFP was issued for an engineer and MCS was awarded. They conducted a comprehensive engineering design and thoroughly studied the configurations needed and the associated costs. Their design includes a better overall system and equipment that:

1. Improves the energy efficiencies
2. Increases the potential rebate value available from PSE
3. Extends the lifespan by several years by purchasing better HVAC equipment.

The cost for this system, including engineering (\$83,144) is now estimated at \$1,126,000. The anticipated Tacoma Power rebate is around \$123,000, so the project's net cost is \$1,003,000.

MCS suggested several design options. A value-based option was a gas pack system. It would have saved us procurement costs but would have only lasted 15-18 years instead of 20+, was less efficient in energy use, and provided no option for energy equipment rebates. As a point of reference, the current PAC HVACs have been in place 21 years but have needed extensive servicing over the years.

The new system is a heat-pump based system and heating runs on natural gas, thereby reducing electrical costs. Included in the cost is an overhaul of the interior variable air volume (VAV) systems and ducting, and replacing the automated controlling systems to the version we are using in all other buildings. The VAV system in PAC is antiquated, out of code, and ineffective in balancing the conditioning throughout the building. Some offices are much hotter/cooler than others, requiring local heating solutions.

We recommend the Board approve this project as part of the 2013 mid-year budget. Once approved, we will soon issue an RFP for the contractor. So the PAC remains open during its normal business hours, the project will be conducted in a manner that is minimally disruptive to staff, customers, and services.

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# M E M O

Date: August 5, 2013

To: Linda Ishem and Members of the Board of Trustees

From: Clifford Jo, Finance & Business Director

Subject: 2014 Budget Process and Calendar

Following is the process and key calendar dates for the 2014 budget:

<b>Date</b>	<b>2014 Budget Activities</b>
<b>Early August</b>	<i>Budget Process Budget:</i> <ul style="list-style-type: none"><li>• Neel and Georgia create budget instructions</li><li>• Budget packets sent to managers</li><li>• Managers create 2014 budget proposal</li></ul>
<b>August 14</b>	<i>Budget Trustees meeting:</i> <ul style="list-style-type: none"><li>• Review 2014 budget calendar/process</li></ul>
<b>August – Sept.</b>	Library management reviews managers' proposals
<b>September 11</b>	<i>Budget Trustees meeting:</i> <ul style="list-style-type: none"><li>• Follow up discussion from previous Board Meeting</li><li>• Review of 2014 projected revenues and expenditures</li></ul>
<b>Mid-September</b>	Preliminary certification of property tax received from the County
<b>Mid-October</b>	IPD furnished by Department of Revenue and County Assessor/Treasurer. Note: due to project values' having declined significantly, and any new growth having not restored the decline in revenue, the mill rate will continue to be at 50 cents; therefore the IPD has no bearing on revenues.
<b>October 16</b>	<i>Budget Trustees meeting:</i> <ul style="list-style-type: none"><li>• Review of 2014 draft revenue and expenditure (balanced budget)</li><li>• Review of 2014-18 Capital Improvement Plan projects and budget</li></ul>
<b>November 13</b>	<i>Budget Trustees meeting:</i> <ul style="list-style-type: none"><li>• First public hearing regarding the 2014 budget</li><li>• Review of draft 2014 budget &amp; Capital Improvement Plan</li><li>• Review and approve motion to certify property taxes to be levied for collection in 2014</li><li>• Decision for IPD/tax increase considerations (likely not necessary)</li></ul>
<b>December 11</b>	<i>Budget Trustees meeting:</i> <ul style="list-style-type: none"><li>• Second public hearing regarding the 2014 budget</li><li>• Resolution to adopt 2014 budget</li><li>• Resolution to adopt 2014 Capital Improvement Fund budget</li><li>• Motion to certify property tax levied for collection in 2014 (if needed)</li></ul>
<b>December 13</b>	File updated budget resolution with the County
<b>December 31</b>	File revised property tax levy certifications with the County (if necessary)

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# M E M O

Date: August 5, 2013

To: Linda Ishem and Members of the Board of Trustees

From: Clifford Jo, Finance & Business Director

Subject: 2013 CPI-U

The recently agreed upon contract uses the Bureau of Labor and Standard's (BLS) June to June Seattle-Tacoma-Bremerton Consumer Price Index (Urban) to calculate the following fiscal year's Cost of Living Adjustment (COLA).

Per attached, the June-June CPI-U for our area was reported as 1.4%. Under the new labor contract, a COLA formula is set at 50% of the CPI-U with a floor of 1%. Therefore, the formula calculates as  $1.4\% \times 50\% = 0.7\%$ , which means the 1% floor would become the COLA.

This formula was set only for 2014 wages. For 2015, it will restore to the traditional 90% of CPI-U.

# CONSUMER PRICE INDEXES PACIFIC CITIES AND U. S. CITY AVERAGE

June 2013

## ALL ITEMS INDEXES

(1982-84=100 unless otherwise noted)

MONTHLY DATA	All Urban Consumers (CPI-U)						Urban Wage Earners and Clerical Workers (CPI-W)					
	Indexes			Percent Change			Indexes			Percent Change		
				Year ending	1 Month ending					Year ending	1 Month ending	
Jun 2012	May 2013	Jun 2013	May 2013	Jun 2013	Jun 2013	Jun 2012	May 2013	Jun 2013	May 2013	Jun 2013	Jun 2013	
U. S. City Average.....	229.478	232.945	233.504	1.4	1.8	0.2	226.036	229.399	230.002	1.2	1.8	0.3
(1967=100).....	687.415	697.798	699.473	-	-	-	673.291	683.309	685.104	-	-	-
Los Angeles-Riverside-Orange Co	236.025	239.346	239.223	1.0	1.4	-0.1	228.917	232.387	232.378	1.0	1.5	0.0
(1967=100).....	697.323	707.135	706.772	-	-	-	676.518	686.773	686.748	-	-	-
West .....	232.701	235.979	236.227	1.3	1.5	0.1	227.543	230.555	230.723	1.0	1.4	0.1
(Dec. 1977 = 100) .....	376.149	381.447	381.847	-	-	-	366.104	370.950	371.221	-	-	-
West – A*.....	236.926	240.640	241.033	1.4	1.7	0.2	230.189	233.804	234.117	1.3	1.7	0.1
(Dec. 1977 = 100) .....	386.342	392.397	393.037	-	-	-	372.631	378.483	378.990	-	-	-
West – B/C**(Dec. 1996=100).....	140.375	141.838	141.805	0.7	1.0	0.0	140.598	141.836	141.763	0.5	0.8	-0.1

BI-MONTHLY DATA	All Urban Consumers (CPI-U)						Urban Wage Earners and Clerical Workers (CPI-W)					
	Indexes			Percent Change			Indexes			Percent Change		
				Year ending	2 Months ending					Year ending	2 Months ending	
Jun 2012	Apr 2013	Jun 2013	Apr 2013	Jun 2013	Jun 2013	Jun 2012	Apr 2013	Jun 2013	Apr 2013	Jun 2013	Jun 2013	
San Francisco-Oakland-San Jose.....	239.806	244.675	245.935	2.4	2.6	0.5	236.890	241.764	243.052	2.2	2.6	0.5
(1967=100).....	737.231	752.199	756.074	-	-	-	721.349	736.190	740.114	-	-	-
Seattle-Tacoma-Bremerton.....	239.540	240.823	242.820	1.2	1.4	0.8	236.222	237.405	238.963	1.1	1.2	0.7
(1967=100).....	730.211	734.122	740.211	-	-	-	700.634	704.143	708.763	-	-	-

\* A = 1,500,000 population and over

\*\* B/C = less than 1,500,000 population

Dash (-) = Not Available.

Release date Jul. 16, 2013. The next monthly releases are scheduled for Aug. 15, 2013. The next bi-monthly releases are scheduled for Sep. 17, 2013.

**Please note: As of October 1, 2009 all hotline numbers were discontinued with the exception of San Francisco's. Customers can continue to receive information by calling the BLS West Region Information Office: (415) 625-2270.**

**This card is available on the day of release by electronic distribution. Just go to [www.bls.gov/bls/list.htm](http://www.bls.gov/bls/list.htm) and sign up for the free on-line delivery service. For questions, please contact us at [BLInfoSF@BLS.GOV](mailto:BLInfoSF@BLS.GOV) or (415) 625-2270.**

# **NEW BUSINESS**

# M E M O

Date: August 5, 2013  
To: Linda Ishem and members of the Board of Trustees  
From: Sally Porter Smith, Customer Experience Director  
Subject: Intellectual Freedom and Pierce County Library System Practices

Intellectual freedom policies, procedures and practices are reflected in a myriad of choices made by staff on a daily basis by both branch and administrative staff. A review of Board and Administrative policies underscores how intellectual freedom permeates our culture and impacts our daily approach to the work we do including:

## **Board Policies:**

- Mission, Vision and Values
- Library Bill of Rights
- Free Access to Libraries for Minors
- Library Materials Selection
- Internet Use Policy
- Confidentiality of Library Records and Patron Files
- Meeting Room Use Policy
- Accepting Unsolicited Materials
- Campaign Literature and Political Forums

## **Administrative Policies:**

- Criteria for Library Materials Selection
- Release of Library Records and Patron Files & Process for Law Enforcement
- Freedom of Access
- Wi-Fi Policy

*Please note that Board policies are included at the end of the documents included with this memo.*

## *Staff training and orientation*

Staff orientation regarding intellectual freedom begins with the hiring interview. Two mandatory questions are asked every candidate for a library position, one regarding the Library's policy to provide access to our collections and the other regarding the Children's Internet Protection Act. Each candidate is asked if he or she can support the Library's policy. Upon hiring, as part of the on boarding and site orientation process, intellectual freedom policies and procedures are reviewed. Staff is provided information regarding CIPA and

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filtered internet access for staff and the procedure to request unfiltered access. As part of Polaris training, while new staff is learning how to use the ILS to circulate materials, the application of intellectual freedom policies and procedures are reinforced.

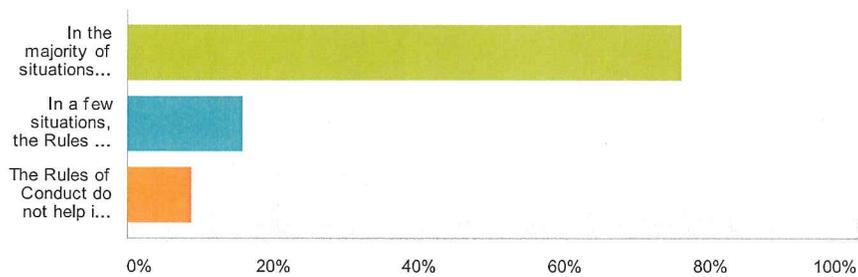
Staff training and orientation seeks to assist new employees in understanding and applying these policies and procedures in the work place, led by the site supervisor and supported by the library team, including librarians, who are well grounded through their graduate school work in intellectual freedom. Staff receives training on materials selection and how to respond to customers' concerns through multiple sources – branch staff and Reading and Materials staff. Staff is also instructed on how to handle specific situations such as inadvertent viewing through options including moving a customer to a recessed monitor, locating the customer at a location out of the main traffic areas to more serious actions such as trespassing, or calling the police in situations involving illegal activity. Incident reports involving police intervention are mandatory. This level of intervention is not often needed.

System training on intellectual freedom topics is scheduled periodically. Examples include the training Kati Irons described at the June Board meeting as well as the intellectual freedom workshop conducted by Candace Morgan this spring. Intellectual freedom issues are discussed at system meetings of site managers, youth services and adult services librarians. In addition, opportunities for all staff to participate in trainings are offered through webinars as well as regional and national conferences such as are conducted at the Washington Library Association and American Library Association annual conferences. Staff Web is another convenient resource for staff wanting more information about different aspects of intellectual freedom, policies, and procedures.

Staff is trained to respond to internet behavior issues in context of the policies, procedures and the Library's Rules of Conduct (copy included with policies). A recent survey of branch staff regarding public internet and Wi-Fi use provides insight in how well the Rules of Conduct work for staff in responding to behavior issues related to Internet use. In addition, the survey addressed several other questions the Board asked regarding staff's knowledge of CIPA and application of policies and procedures. Those survey results with staff comments are included starting on the next page. Please note that fifty-five branch staff, including site supervisors, librarians, senior branch assistants, reference associates, and several staff in other classifications participated in the survey.

## Q8 How well do the Library's Rules of Conduct assist staff in responding to behavior issues related to internet use in the library?

Answered: 58 Skipped: 0



Answer Choices	Responses
In the majority of situations, the Rules of Conduct provide support in addressing behavior issues	75.86% 44
In a few situations, the Rules of Conduct do not address issues related to behavior issues associated with internet use (please explain in comment field)	15.52% 9
The Rules of Conduct do not help in addressing most computer related behavior issues	8.62% 5
<b>Total</b>	<b>58</b>

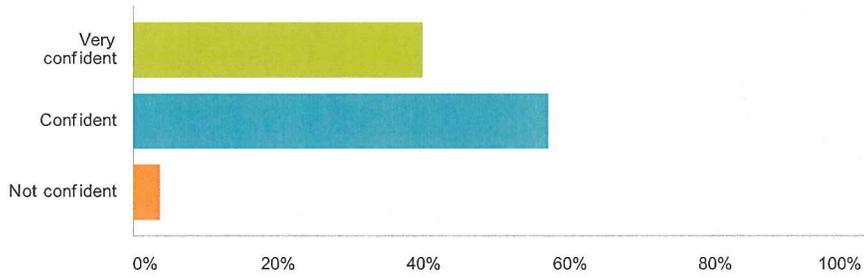
#	Comment (please specify)	Date
1	It's based on common sense. It's a good document.	7/31/2013 7:53 PM
2	eating at the computers, cell phone use	7/31/2013 3:36 PM
3	Sometimes it is bit difficult to find the policies in writing to show the patron. The situation that comes to mind a patron wanting to know why they get 2 hours a day per branch.	7/30/2013 1:32 PM
4	See Rules of Conduct: the first two are the only ones that have some application. "Behavior that is prohibited by Law". Most of us aren't quite sure what is and is not prohibited. Seems like a lot of gray area. "Activity that interferes...with enjoyment..." It's sometimes difficult to balance the right to view with another persons right to enjoy the library w/o viewing.	7/30/2013 12:13 PM
5	In regards to people using other people's cards to get double time on the internet it is not clearly or specifically stated. That becomes a problem when the computers are full or when a patron is spending hours in the building and starts to become too comfortable, they start to get possessive of space of demanding of resources. People are also starting to use the JBC to do persoanl stuff and we are unsure where to draw the line. A patron could argue that Facebook is part of a job search or school assignment but when people are waiting for those computers that can be a tense situation.	7/30/2013 10:43 AM
6	The Rules of Conduct are vague and therefore occasionally make things tough to enforce, but I don't believe they should be more specific. We should have freedom to handle these types of situations according to our buildings and demographics.	7/30/2013 10:23 AM
7	Once mentioned to patron, they seem to understand.	7/29/2013 6:09 PM
8	Customers often use other family member's cards to get more time. Sometimes it slips past staff. They have been told before so the rules don't appear to have much affect on them. There are signs up asking people to turn down their cell phones. That never happens either.	7/29/2013 3:03 PM
9	The trickiest area is understanding when a customer viewing lawful material can, at the same time, be "unreasonably interfer(ing) with others' use and enjoyment of the library or with the functioning of library staff".	7/29/2013 1:44 PM
10	The Library Rules of Conduct (board policy 2.14) does not address behavior issues associated with internet use.	7/29/2013 12:39 PM
11	Most of our customers are gonna do what they wanna do.	7/29/2013 12:34 PM

12 I would say most of the time, the rules of conduct can be helpful in dealing with behavioral issues as related to the internet. It does have a number of gray areas. Most problems tend to have to do with behavior that is disruptive to others in the library (noise, talking loud, etc.). It's more inadvertent viewing of violent or pornographic material that staff finds more difficult to explain to customers who are complaining. Staff knows how to explain it, but people have strong feelings on the subject, and they can often be very upset.

7/29/2013 12:06 PM

## Q4 How confident are you in responding to customers' complaints about inadvertent viewing regarding confidential information?

Answered: 58 Skipped: 0

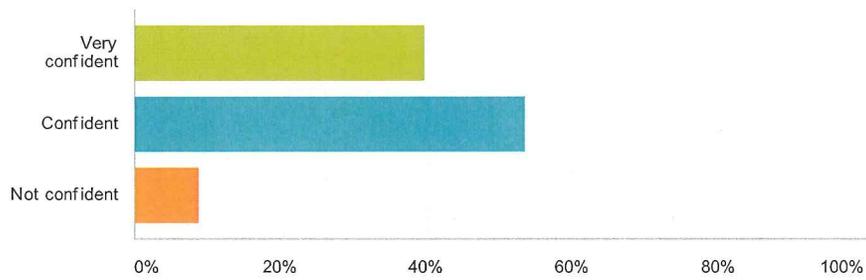


Answer Choices	Responses
Very confident	39.66% 23
Confident	56.90% 33
Not confident	3.45% 2
Total	58

#	Please comment (please specify)	Date
1	Don't have much experience with those types of issues here so haven't had much practice dealing with them.	7/29/2013 6:09 PM
2	If a person complains we usually try to move them or remind the person peeking to respect the persons privacy	7/29/2013 1:27 PM
3	this doesn't happen too often, it is usually us telling them to be careful. For example making sure they pick up the prints straight away.	7/29/2013 12:34 PM

## Q5 How confident are you in responding to customers' questions about inadvertent viewing of violent content?

Answered: 58 Skipped: 0

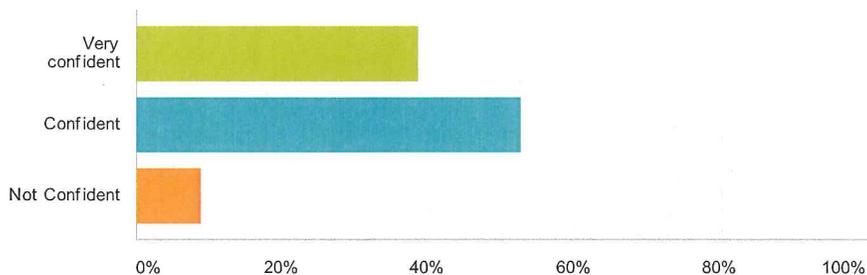


Answer Choices	Responses
<b>Very confident</b>	39.66% 23
<b>Confident</b>	53.45% 31
<b>Not confident</b>	8.62% 5
Total Respondents: 58	

#	Please comment (please specify)	Date
1	I've never received a comment of this nature in over 6 years on the desk.	7/30/2013 10:23 AM
2	I am confident in my response, but we often do not know how the person who complains will respond, so it can be an unpredictable situation.	7/30/2013 9:52 AM
3	Don't have much experience with those types of issues here so haven't had much practice dealing with them.	7/29/2013 6:09 PM
4	Many video games the teens play have violent content so we deal with this often.	7/29/2013 1:27 PM

## Q6 How confident are you responding to customers' concerns regarding inadvertent viewing of sexual content?

Answered: 57 Skipped: 1

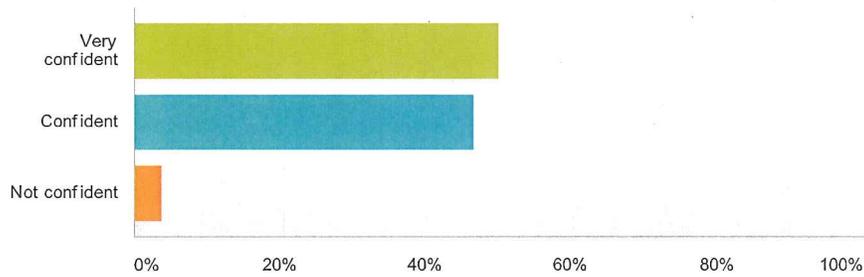


Answer Choices	Responses	Count
Very confident	38.60%	22
Confident	52.63%	30
Not Confident	8.77%	5
Total Respondents: 57		

#	Please comment (please specify)	Date
1	Regarding questions 4 - 6, I am very confident in my ability to clearly and diplomatically explain PCL policy. Unhappy customers may come to understand and even appreciate, our reasoning, but when their child/ren have unexpectedly glimpsed something explicit, they are not usually going to be made happy by policy. I would support a more aggressive filtering policy by PCL, which might look like more recessed computers, and/or unfiltered access only on computers that are recessed or do not aim at a main walkway. (And yes, I would support that even understanding that, for a variety of legitimate reasons, some of our patrons prefer and even need upright monitors.) Maybe there is another much better answer, but there should be something the library can do to prevent the inadvertent viewing, instead of being able to explain why we allowed it, after the fact.	7/30/2013 3:19 PM
2	As mentioned, I am confident in my response, but we often do not know how the person who complains will respond, so it can be an unpredictable situation.	7/30/2013 9:52 AM
3	Don't have much experience with those types of issues here so haven't had much practice dealing with them.	7/29/2013 6:09 PM
4	Would like a little more clarity on supervisory staff's role in responding to issues of this type. I feel that too often, especially in the media, libraries' positions on intellectual freedom are presented as, "we can't/won't do anything about people watching porn in the library." It is my opinion that, while respecting our position on intellectual freedom, staff should be encouraged to address issues of inappropriate behavior (which very frequently accompany issues of viewing inappropriate materials) in a proactive manner.	7/29/2013 1:44 PM
5	You learn to be sympathetic with the inadvertent viewer, rather than delve in with "the policy is...." we then ask the viewer to be discreet.	7/29/2013 12:34 PM

**Q9 How confident are you in responding to customers' questions regarding the Children's Internet Protection Act and the public's access to computers in the library?**

Answered: 58 Skipped: 0

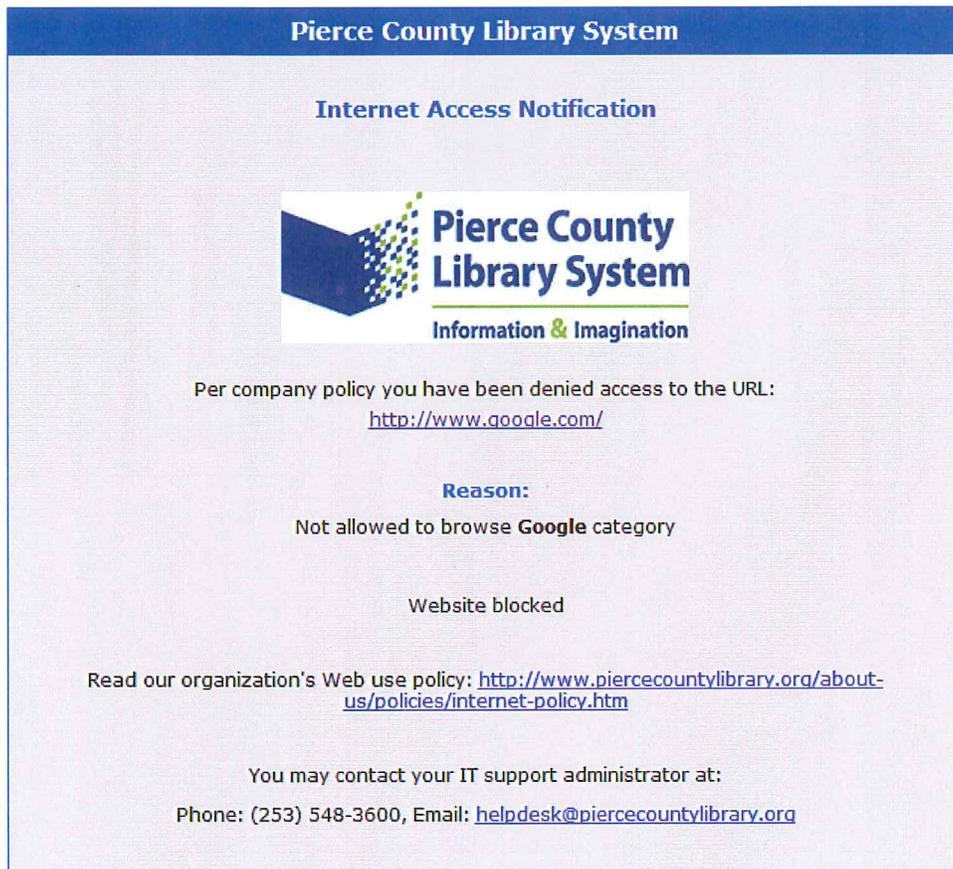


Answer Choices	Responses
<b>Very confident</b>	50% 29
<b>Confident</b>	46.55% 27
<b>Not confident</b>	3.45% 2
<b>Total</b>	58

#	Please comment (please specify)	Date
1	We have a lot of kids using cards that belong to adults. We stop that when we see it but it can be hard to discover.	7/30/2013 10:43 AM
2	Haven't experienced this, but if it occurs I know how to answer.	7/29/2013 6:09 PM
3	As long as the customer is asking in good faith and is not on a 'fishing' expedition. A guideline for when such inquiries should be referred to administrative staff would be appreciated.	7/29/2013 1:44 PM
4	then again most people are fine if you deal with thier concerns with a sympathetic ear. They at least want to know we are doing all we can do.	7/29/2013 12:34 PM

*Filtering*

The Library utilizes Zscaler, a cloud-based filtering service and has selected 13 categories to filter. When a site is blocked, the person attempting to access the site receives the following screen message:



Staff estimates that customers approach them with questions regarding blocked sites in the following manner:

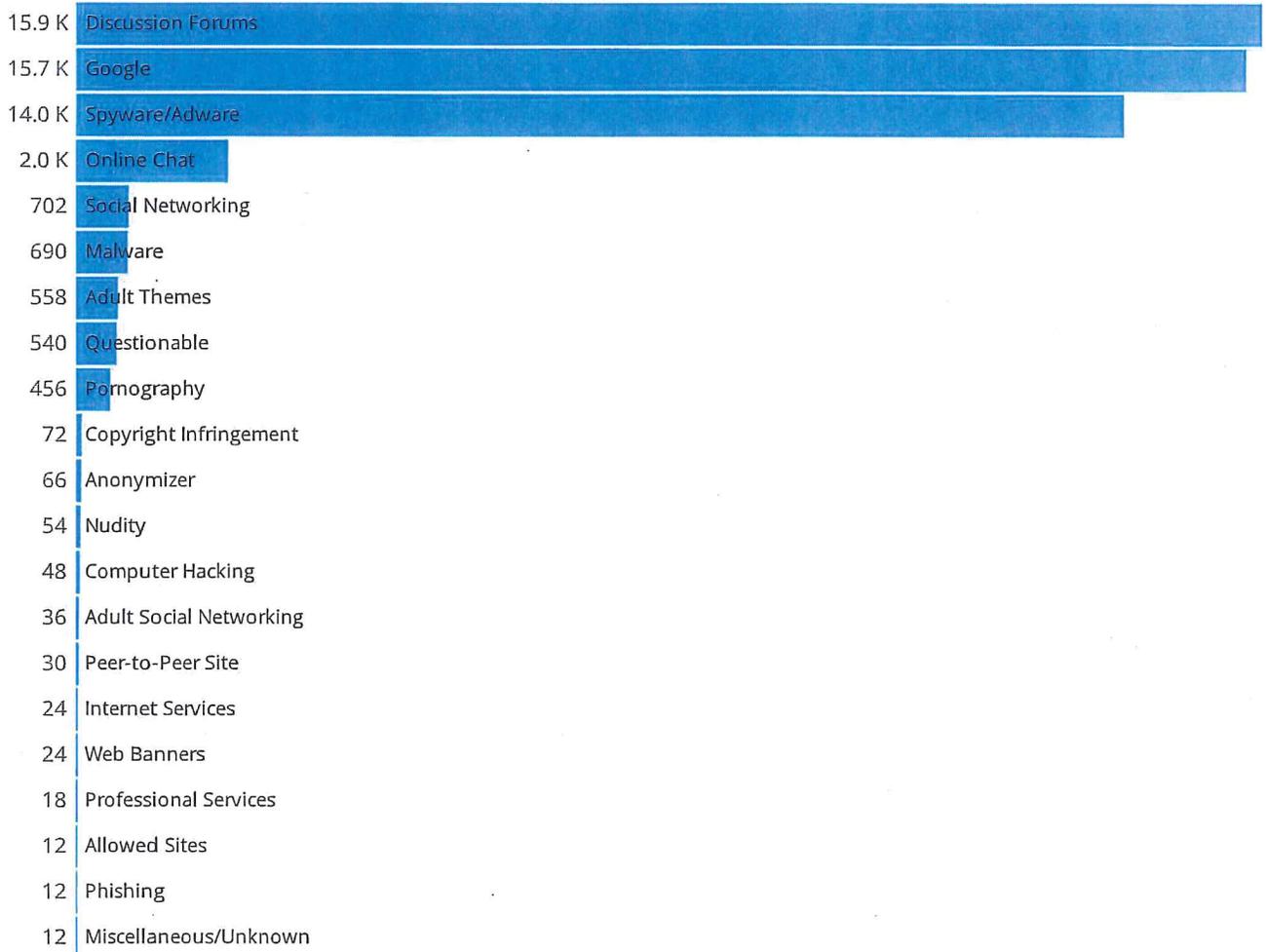
	Daily	Weekly	Monthly	Intermittently, may not happen for months and then happens frequently	Rarely	Total
Customers cannot access the website they are trying to access	15.52% 9	37.93% 22	24.14% 14	5.17% 3	17.24% 10	58

In the past month, blocked web traffic is categorized in the following chart. Discussion forums are the most heavily blocked URL category. Google is filtered on the OPACs to prevent customers from using catalog access computers as public internet stations.



### Top Blocked URL Categories

Units: Transactions



---

If an adult is attempting to access sites using computers in the children's or teen areas (these computers offer filtered access only), staff refer them to the general internet area and recommend choosing unfiltered access. Often, these customers will report they are trying to fill out forms and filtered access does not allow the entry of any personal information. In other instances, customers are referred to contact the IT Help Desk as referred to in the notification included above. Many of these requests for reconsideration are received from teens desiring access to gaming forums.

If the Library is contacted, a process is initiated in which a team of staff review the site and decide whether to allow it to be accessed through filtered internet access. In just over a year, we have processed 20 requests to unblock 24 URLs. Judy Nelson will be available at the Board meeting to describe in more detail this process as well as answer other questions regarding filtering and CIPA compliance.

### *Customers' use of the Library's public internet and Wi-Fi*

In winter 2013 the Technology Planning Team conducted snapshot surveys of in-house public internet users and Wi-Fi users in the library. The Wi-Fi survey lasted one week; the other, almost three weeks. How customers use the library's Wi-Fi and public internet stations is mostly observation based or based on specific incidents. We can count logins, but we don't monitor what people do once they are on the internet. These surveys provide information from customers about their use of the library's internet resources. A fuller examination of the work of the Technology Team and surveys will be presented later, for the purpose of this memo, only specific sections have been included. I have attached the surveys at the end of this memo for your perusal.

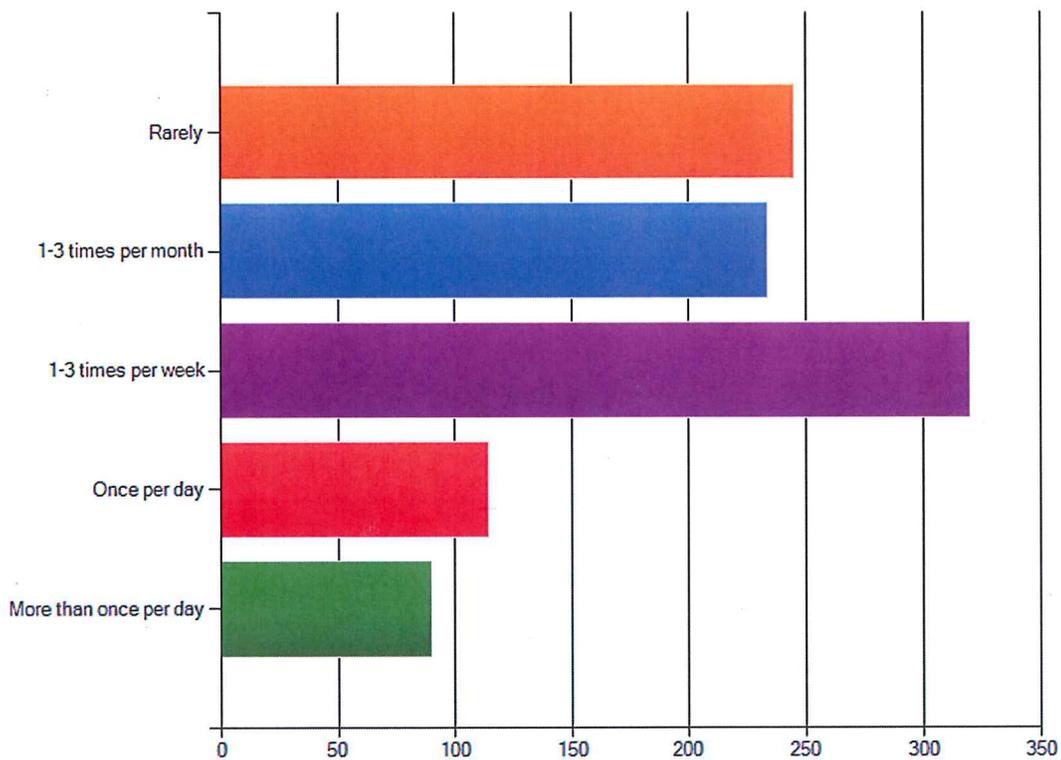
In May, as we began this series of discussions on intellectual freedom, Georgia Lomax summarized intellectual freedom as the freedom of an individual to have access to access the information they seek, to hold and express an opinion or an idea, and the privacy to explore ideas without fear and called it a core responsibility of libraries. Over the course of several months, the Board has had the opportunity to examine intellectual freedom and what it means in the day-to-day work of libraries in general, and how it is applied at the Pierce County Library. In September the Board will have the opportunity to discuss Pierce County Library System's Intellectual Freedom policies and reflect upon whether these policies are responsive to today's issues and customer expectations.

# Wireless Survey Results

The following report contains raw counts and percentages of responses to each question, and where applicable, a graphic and/or listing of responded comments. Comments have been randomized to ensure confidentiality. No data as been interpreted or optimized at this time.

1. How often do you use the Library's free wireless Internet (Wi-Fi) connection?		
Answer Options	Response Percent	Response Count
Rarely	24.4%	245
1-3 times per month	23.3%	234
1-3 times per week	31.9%	320
Once per day	11.4%	114
More than once per day	9.0%	90
<i>answered question</i>		1003
<i>skipped question</i>		27

How often do you use the Library's free wireless Internet (Wi-Fi) connection?



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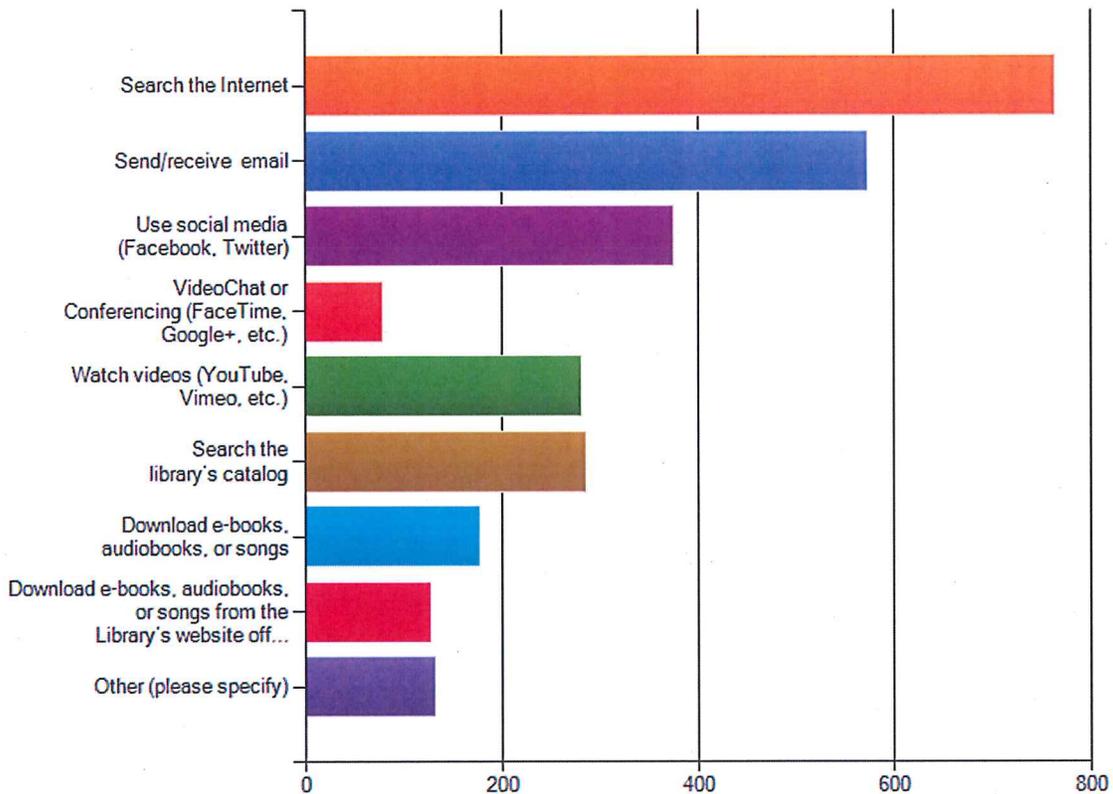


<http://www.carsonblock.com>

3. What activities do you perform using the library's Wi-Fi? (Check all that apply)

Answer Options	Response Percent	Response Count
Search the Internet	76.5%	764
Send/receive email	57.4%	573
Use social media (Facebook, Twitter)	37.4%	374
VideoChat or Conferencing (FaceTime, Google+, etc.)	7.8%	78
Watch videos (YouTube, Vimeo, etc.)	28.0%	280
Search the library's catalog	28.4%	284
Download e-books, audiobooks, or songs	17.8%	178
Download e-books, audiobooks, or songs from the Library's website offerings	12.8%	128
Other (please specify)	13.2%	132

What activities do you perform using the library's Wi-Fi? (Check all that apply)



Comments:

- homework

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- Online college classes
- School work which includes streaming videos, research, periodical services and abstracts.
- i use it to complete my online assignments
- Will do more as I learn how. I need a few 13 yo instructors (I'm about 5 times that old). I know about the lessons available but I'm an Apple user.
- Study
- use it for work purposes
- internet college classes
- access to specific websites for work
- school work
- School website
- Gaming
- School work
- Homework
- online job
- log into work portal
- Study for certification exam
- looking for a job
- online testing
- did not know that media was available thru library.
- school work
- look for jobs
- Online classes and homework
- Educational games
- Homework
- Jobs
- work on my online class work
- Conduct research for college classes such as microbiology, anatomy and physiology and sociology are some of the few I have needed to research.
- Check account and due dates
- Access files
- I am currently attending Green River Community College so I am using it for school work.
- Use the school homework helper and use it to do online highschool
- Research
- homework
- Connect to work.
- Job hunting
- play games

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- Study.
- Work from online book.
- Job search
- everything
- Homework use
- Job search and homework
- download movies & music
- connection to Tacoma community college for homework.
- College Home Work
- I come in for a quiet place to do my lesson planning
- Connect to office.
- Homework
- I come almost every friday and update my blog about being homeless in Tacoma. Tacoma Public Library is very unfriendly to the homeless.
- Job search.
- Research for homework
- Phone updates or downloads
- meetup site contact.
- school homework
- Homework!
- Look for work.
- College homework
- Work
- Jobs
- Job/career related work--LinkedIn, employer websites, etc.
- Telecommute
- Work VPN Access
- school
- homework I am a student at Tacoma community college
- look for jobs
- School work
- Porn
- I do my school work when needed.
- research at University of Washington
- Research and job hunting.
- Job search
- school
- work

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- The majority of my Wi-Fi usage pretains to job hunting and researching jobs.
- School
- hi
- hi
- homework
- Work related
- Games or for the app store.
- Online banking, bill paying.
- School website
- to do homework
- school
- School Home work -
- access canvas for school work
- Search for employment
- Studying and course work
- access school website to do homework & turn in homework
- Research
- look for jobs
- homeschool
- We use the library's meeting room for a Web Design Meetup, so we use it to illustrate things on the web.
- School
- teach a student
- Use wifi so I can download apps w/out using my data plan.
- play games
- play online games
- order appliance parts
- Online College Activities
- Download media for phone
- work
- play games i have no money so i cant afford to have internet
- Teach computer classes [staff member].
- Program updates, e-commerce.
- personal
- Job hunt
- editing purposes
- Collage
- Craigs list

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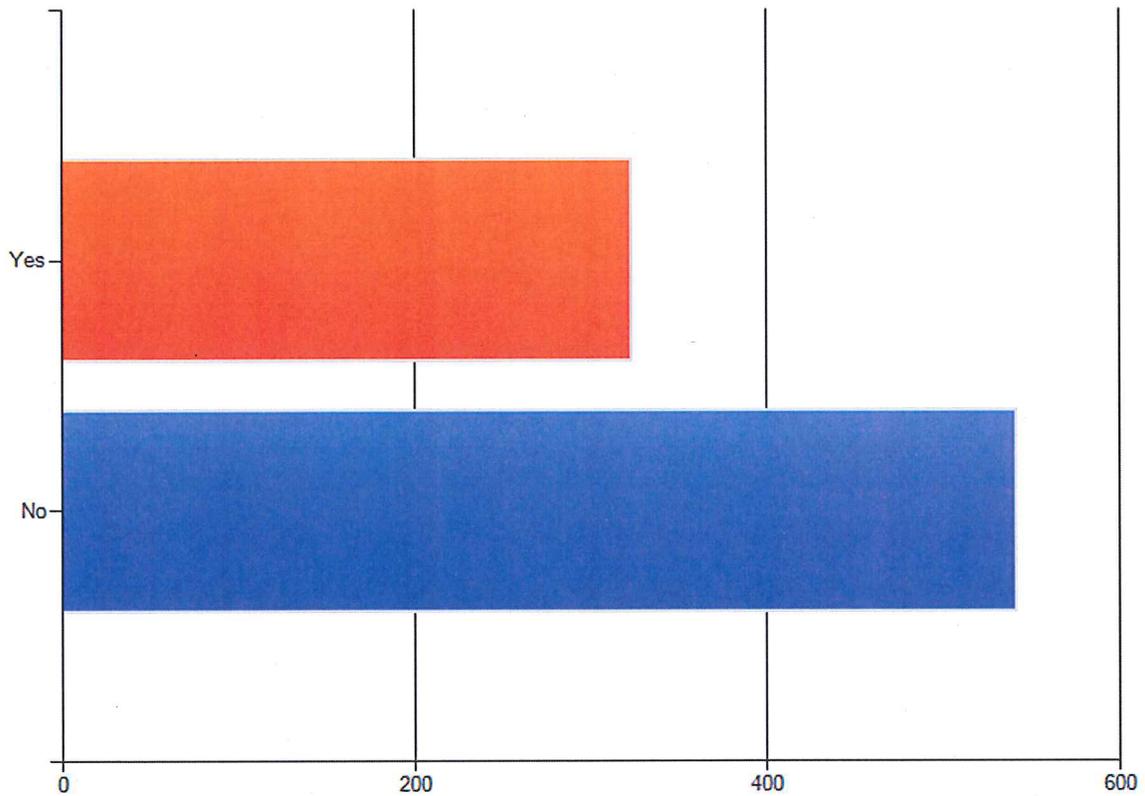


<http://www.carsonblock.com>

- connect to school to do homework,
- Texting
- !
- complete online schooling through University of Phoenix
- to look for jobs on various sites
- Play games
- game
- homework schooling
- search for public info on former boss
- Trade currencies
- school work
- school work
- propagate truth
- look for work
- Online Games
- Job Search
- Business
- Playing online games
- ssi account logs
- I require Higher than normal "high-speed internet" for my job so I use the WiFi to download/upload large amounts of data, usually online video (I am a video editor and multi-media manager).
- Lake Minterwood Board Mtg.

6. Is Wi-Fi your primary purpose for visiting Pierce County Library?		
Answer Options	Response Percent	Response Count
Yes	37.4%	323
No	62.6%	540
<i>answered question</i>		<b>863</b>
<i>skipped question</i>		<b>167</b>

Is Wi-Fi your primary purpose for visiting Pierce County Library?



# In-House Technology Survey Results

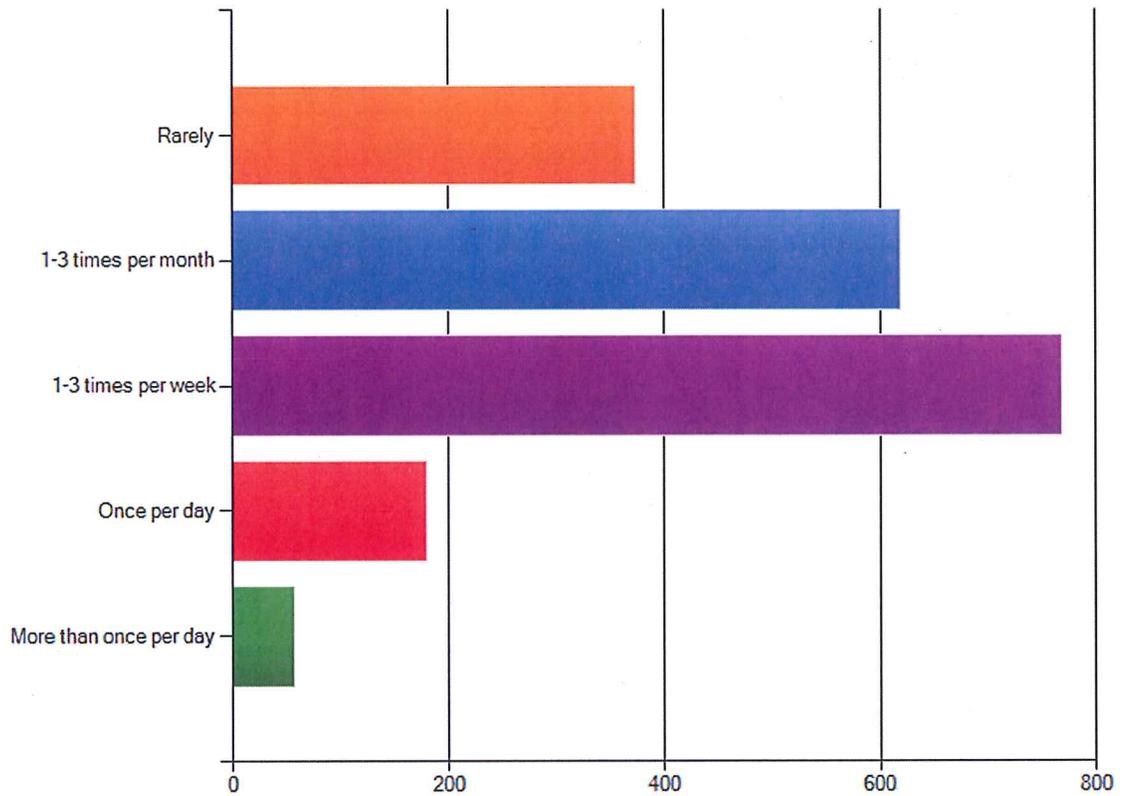
---

The following report contains raw counts and percentages of responses to each question, and where applicable, a graphic and/or listing of responded comments. Comments have been randomized to ensure confidentiality. No data has been interpreted or optimized at this time.

**4. How often do you use library computers?**

Answer Options	Response Percent	Response Count
Rarely	18.7%	374
1-3 times per month	31.0%	619
1-3 times per week	38.4%	768
Once per day	9.0%	180
More than once per day	2.9%	58
<i>answered question</i>		<b>1999</b>
<i>skipped question</i>		<b>272</b>

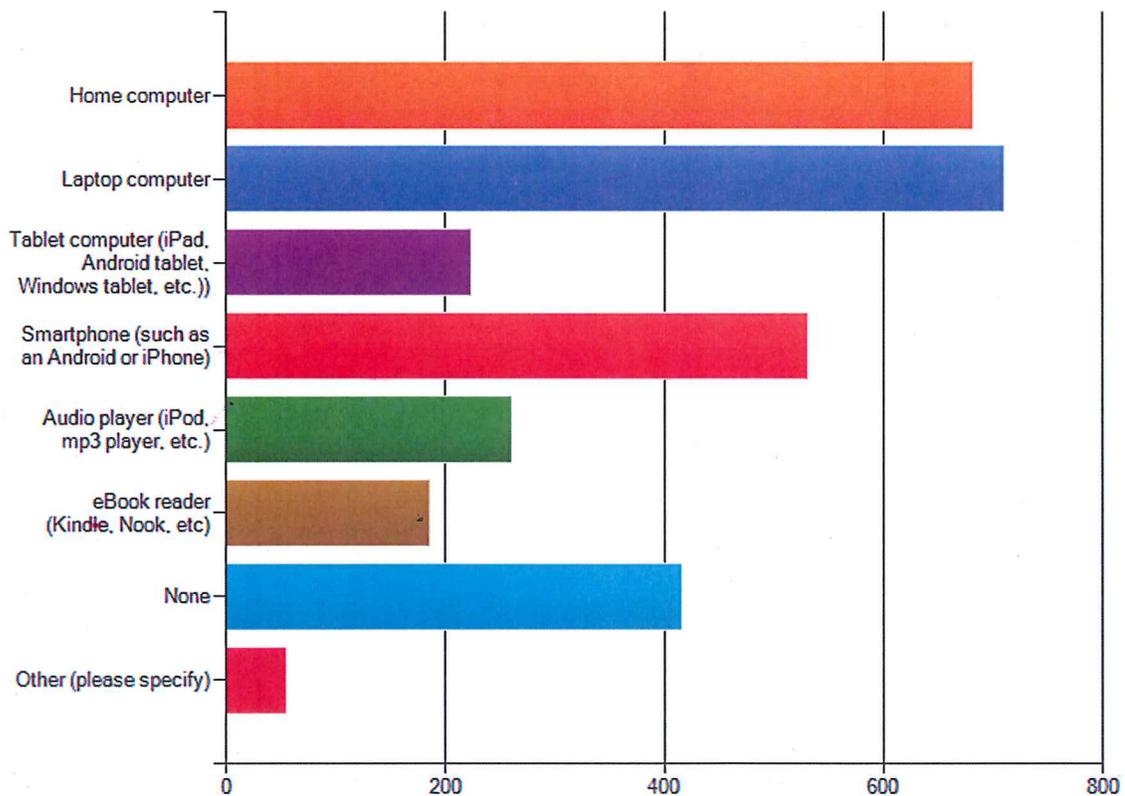
**How often do you use library computers?**



**9. What computing devices do you own/have access to use? (Please check all that apply)**

Answer Options	Response Percent	Response Count
Home computer	36.5%	683
Laptop computer	38.0%	711
Tablet computer (iPad, Android tablet, Windows tablet, etc.)	12.0%	224
Smartphone (such as an Android or iPhone)	28.4%	531
Audio player (iPod, mp3 player, etc.)	13.9%	261
eBook reader (Kindle, Nook, etc)	9.9%	186
None	22.2%	416
Other (please specify)	2.9%	55
<i>answered question</i>		<b>1873</b>
<i>skipped question</i>		<b>398</b>

**What computing devices do you own/have access to use? (Please check all that apply)**

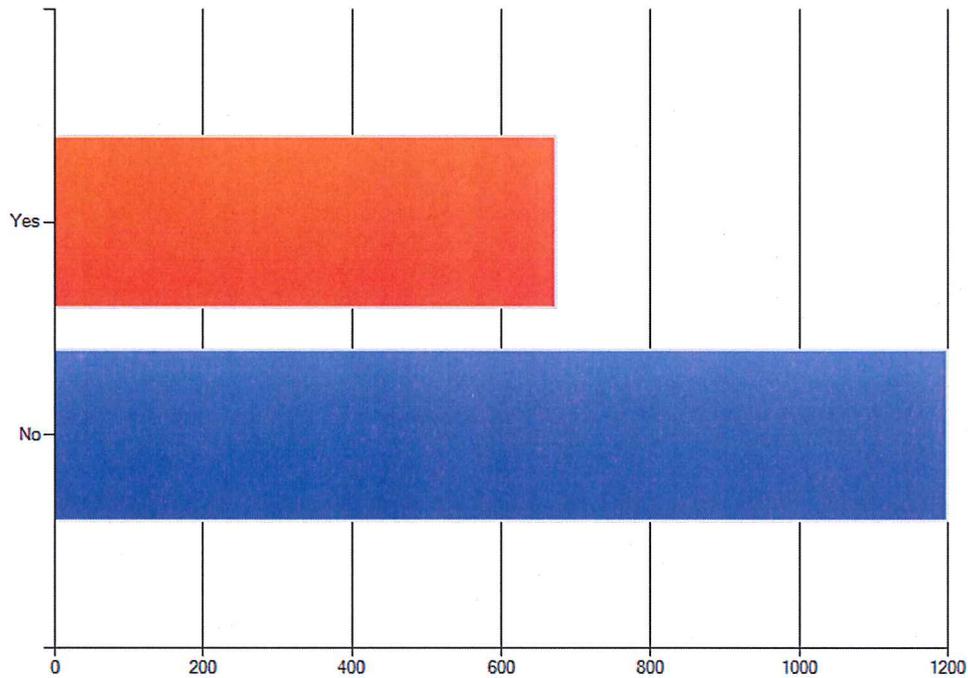


Comments:

- why do you want to know

10. Do you use the library's free Wi-Fi?		
Answer Options	Response Percent	Response Count
Yes	36.0%	673
No	64.0%	1199
If yes, how often?		266
<i>answered question</i>		<b>1872</b>
<i>skipped question</i>		<b>399</b>

Do you use the library's free Wi-Fi?



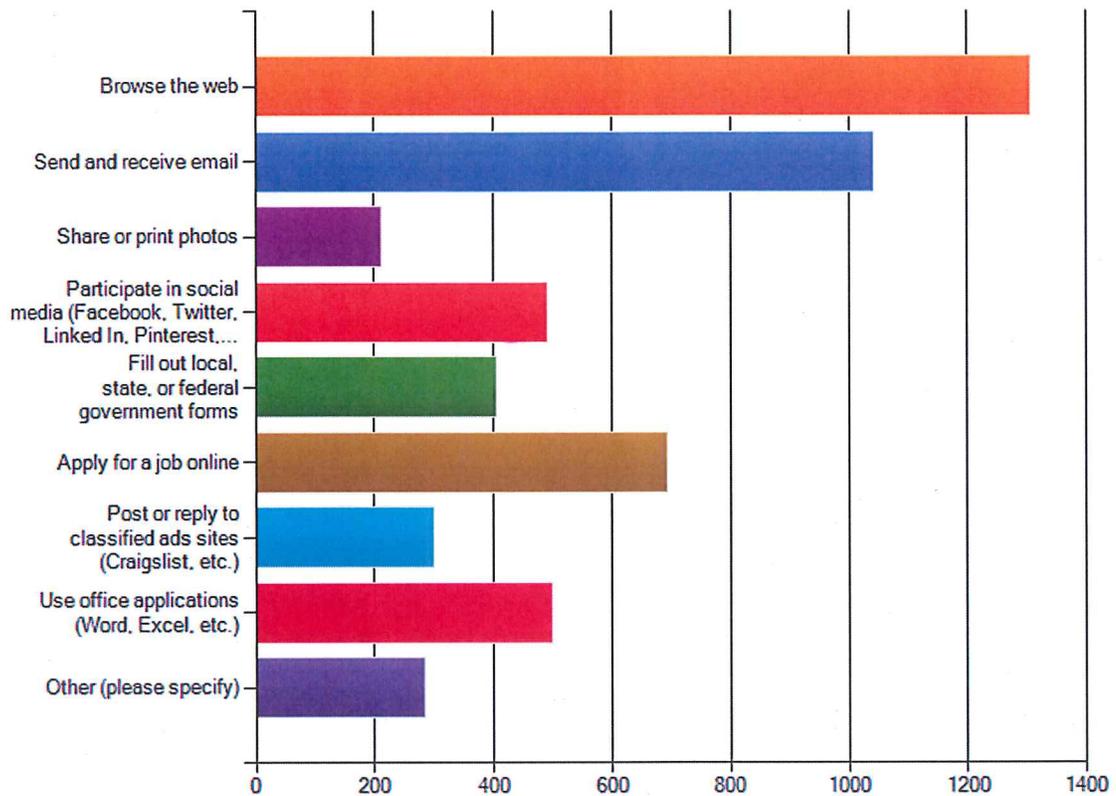
Comments:

- from time to time
- 1-2 week
- everytime i go to the library, like 3 times a week.
- 10 times a month
- 1-3 times a month
- once in a while
- there isn't wifi yet
- atleast twice a week

5. What do you use library computers to do? (Please check all that apply)

Answer Options	Response Percent	Response Count
Browse the web	68.0%	1307
Send and receive email	54.3%	1044
Share or print photos	11.0%	212
Participate in social media (Facebook, Twitter, Linked In, Pinterest, etc)	25.5%	490
Fill out local, state, or federal government forms	21.1%	406
Apply for a job online	36.1%	694
Post or reply to classified ads sites (Craigslist, etc.)	15.7%	301
Use office applications (Word, Excel, etc.)	26.0%	499
Other (please specify)	14.9%	286
<i>answered question</i>		<b>1921</b>
<i>skipped question</i>		<b>350</b>

What do you use library computers to do? (Please check all that apply)



Comments:

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- fill out stupid surveys
- prepare professional reports on professional websites
- printing out documents
- print
- Manage library account
- school
- email
- i like computer
- email
- I messed up my printer so I come to the library to print stuff out
- movie bank
- reserve books
- Look for jobs online
- homework mostly
- I'm quite recently retired, but I did use libe computers for job searches before I got that job, and even afterward (the job was perm. but part-time). If I return to work, I'll be using them again. I appreciated that there were areas/computers just for job search. I most often used the Employment Security computers, but of course they close at 5, so the Libe's were so valuable! I have no computer at home; though I have a smart phone, it's not that easy to send detailed emails. Also, on my iphone, I don't think you can send Spam to the Spam graveyard, only delete it (unless I'm just more tech-inept than I thought). So I definitely use libe computers as frequently as I can get in.
- look up books
- print resume
- Printing
- Audio books
- Research related to my work
- school work
- play games
- research, genealogy
- do research on technology
- homework
- games
- teach my daughter how to use compture in childrens section
- pay bills
- kids games
- research
- school
- print

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- research; genealogy
- print from web
- work I need to do for my college classes, and travel deals
- Check my library account
- Surf the web
- computer games
- search for a book
- for the printer
- print docs
- Look for houses to buy.
- Even tho I rarely use them, our daughter uses them for homework & other things. I think computers at the libraries are a great tool.
- "Pay bills
- Check Accounts
- Find information through searches
- Write letters
- etc."
- look for books
- search my questions
- print things
- research, genealogy
- thanks
- kids play children games
- "1. Organizing my music collection
- 2. Download new music from Freegal"
- print something off the web
- Look up artist for reports
- school
- use my paycheck side
- school projects
- play games
- research
- print out forms to fill out & mail for medical, irs, personal business etc
- I belong to a Credit Union and the "nearest" office is still quite a distance from my home. I use the library computers to do my banking
- homework
- look for books
- use computers for printing many documents

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- Transfer downloaded music files to my Android/iPod device
- manage my own business and sell items and services.
- Mostly I just use the computer to print things, but while I'm on it I tend to check my e-mail and facebook.
- shopping
- search for childrens activities ages 3-10
- I have a personal computer, but not a printer, so I have used the computers to print out craft patterns and job search documents.
- everything but be human...l.o.l.:}
- print stuff from email
- Everything
- go online
- Games
- Locate specific book title/number
- Hunters education
- use for accounts
- banking
- all above
- research / info
- games
- for homework that i get from school
- Print documents since I don't own a printer
- Watch movies and videos
- my online class work for Green River Community College
- Print lesson plans for student I'm tutoring
- Print bank statements/financial docs
- reserve books
- games
- General knowledge and research
- open flash drive files to print
- bible studies
- look up book lists on library website
- library catalog
- library account
- Print or edit documents created elsewhere and stored on a portable device; attend online training classes.
- i do not care
- school home work

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- research
- small business development
- Print documents from email
- print papers
- Print documents
- Business and check bank account
- goggles
- Otake class for work
- search catalog
- i sometimes Photoshop using word documents.
- I use the in library scanner to send images of documents to my e-mail, save to the computer and attach to whatever correspondence I need them for.
- print forms
- Check out books
- dvd
- print business forms or or important data
- Print out applications and resumes.
- school
- ok
- I didn't want to do this survey
- print homework or documents I need from my flash drive.
- print documents
- check email account, play games
- print items
- academic work
- HW
- School work and online education
- kids games
- online games
- Just write a letter or so once in while. The staff is very helpful in the use of computers. Each staff does try hard to help me out and others when a problem does happen.
- I'm a kid, so I like to go to my favorite websites.
- School work
- My printer is dead so I come to print stuff.
- print docs
- family health and financial issues
- games too
- look at art work and make art work and submit it

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- play games
- class work
- games
- research
- games
- enjoy
- Print Plane eTickets
- do homework
- For the kids
- catalog
- To find books.
- games
- access my library account
- hybrid college courses
- look for books
- hulu.com .... watch TV shows
- research
- print miscellaneous documents
- computer games
- watch DVDs
- just to look up books in the library
- print school docs and study mat
- Print materials because our printer is broken at home.
- Use library system, such as searching the catalogue and making holds, checking holds.
- search for materials in the library. hold materials.
- genealogy
- "print something out
- Kids use kid computer to play educational games"
- i like to play games online at pogo.com and miniclip-it's fun! :-)
- my grammar in the school o user facebook sometime
- school work
- knolege and understandind to the points and cogecteries, lees personal comperhesion.
- Printing
- dowload music
- Whatever my internet needs might involve ...
- look op books to put on hold
- find books
- homework

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- jobs
- print emails, assignments
- Look up information
- print snail mail letters
- chek my face book and twitter and mail
- go on face book, twitter to chek my stuff
- go on greages list
- all !
- and my work
- Do online coursework
- research, genealogy
- "College in the high school Spanish homework online
- More resouses available to help with homework"
- I NEED to USE computer for longer length of time up to 8 hours should be allowed when no one else wants the computer. Limit is important when some one else wants computer, however, if another person doesn't want the computer I should be able to use it for a longer length of time.
- search library catalog....search intralibrary materials to order
- surveys
- Homework
- School
- do school work
- Also to print as I don't have a printer at home
- homework
- kids games
- Researching for colleges/universities in the area
- game and puzzle answers
- school
- ebay
- If wifi is down and I can not use my laptop.
- "Children's games
- on websites such as Nick Jr."
- Check club website for weekly updates. Print discount coupons.
- needed inernet access
- library stuff
- To work on my university studies. Online classes and homework. Occasionally to search & print.
- do my eligibility reviews.
- games

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- Use for work
- To learn about legal documents, ect.
- play viedo games
- transferring data from phone to flashdrive for later e mails and sharing
- "Do research, reading.
- Download large files e.g. Linux distros, software,."
- printing
- browse Art work online
- us it for school work
- print documents
- windows paint
- printing purposes
- Do charting for my job
- play games that i like.
- listen to music videos
- First source for information on anything I use. Map directions, medical information, shopping information, food recipes, just about everything.
- klgklfdijgodofkgjhotkkhjigh
- home work
- Doing school work online.
- school work
- On-line class
- Reseach legal information that is valuable for my rights. This is a vital part of the internet and I value it highly, because without it I would be lost.
- for my child to play on
- research family history
- genealogy
- printing from the internet
- print
- transfer photos and print web info
- use the internet for school and print off material needed for classes
- on line banking
- search for imformation for my homework
- login to my homebased business website. I use the library computers as my home office away from home.
- Find internet-based tutorials and audio-visual training material for education
- print materias

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- I can't even download picture from my camera anymore like i used to with the older more stable system. change it back for GOD"s sake that is JESUS you know or do you worship the DEVIL? yOU KNOW YOU WILL GO TO HELL FOR THAT!
- Print
- Search for needed info.
- print documents
- Turn in my schoolwork for an online class
- girl genius.net
- print items ive sent from home computer
- print docs.
- search for books
- roleplays, games, etc.
- "Research
- Genealogy"
- Look for employment data/opportunities
- print items for 10 cents
- I also use it to print out forms, emails for reference or filling out.
- follow up on links or business home pages
- Check out DVD
- School Work
- pay bills
- print
- Search for needed information
- mitchell on demand
- Bill paying and online shopping.
- print files not available on mac
- browse library catalogues
- Resume writing
- When I have no money or time to buy ink, I go to the library to print multiple online readings and essays.
- "seek online tutorials and videos to help supplement
- classroom teaching"
- look at art work
- work related web use
- order books from this library
- access accounts
- kids games
- My computer has a virus and I'm currently using the library's until I decide what to do with mine.

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- (See previous Other answer.)
- when personal breaks down
- You need to re-install privacy settings on all computers
- printer
- Do library searches
- library search
- N/A
- Check book availability
- There REAL SLOW
- school work, court order follow thru from dv order against spouse
- look for books
- print materials
- check e-mail
- play games
- printout stuff
- order dvd's online

---

# Board Policy



## **Mission, Vision and Values**

### **Mission Statement**

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

### **Vision Statement**

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

### **We Value:**

- Customer service excellence.
- The diversity of people we serve, their opinions, capabilities, needs and interests.
- Equitable access to all library resources and services.
- Creative solutions by solving problems in innovative ways.
- Our diverse, skilled, and knowledgeable employees working in a safe and stimulating environment.
- Responsible stewardship of public funds.
- The power and worth of words and images.
- Freedom of expression and free flow of ideas.

### **Board Policy 1.2**

**Adopted by the Pierce County Rural Library District Board of Trustees, April 11, 1996.**

**Revised policy adopted on November 14, 2001, September 14, 2005.**

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# Board Policy



## Library Bill of Rights

The [American Library Association](#) affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

### Board Policy 1.6

Adopted January, 1980, by the Council of the American Library Association. Endorsed by the Pierce County Rural Library District Board of Trustees, April 9, 1980.

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# Board Policy



## Free Access to Libraries for Minors

Library policies and procedures which effectively deny minors equal access to all library resources available to other users violate the [Library Bill of Rights](#) ☐. The [American Library Association](#) ☐ opposes all attempts to restrict access to library services, materials and facilities based on the age of library users.

Article 5 of the Library Bill of Rights states that, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views". The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources based solely on the chronological age, educational level, or legal emancipation of users violates article 5.

Libraries are charged with the mission of developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials, and facilities which fulfill the needs and interests of library users at different stages in their personal development are a necessary part of library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis. Librarians cannot predict which resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, level of education, or legal emancipation.

The selection and development of library resources should not be diluted because of minors having the same access to library resources as adult users. Institutional self-censorship diminishes the credibility of the library in the community, and restricts access for all library users.

Librarians and governing bodies should not resort to age restrictions on access to library resources in an effort to avoid actual or anticipated objections from parents or anyone else. The mission, goals, and objectives of libraries do not authorize librarians or governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents or legal guardians. Librarians and governing bodies should maintain that parents--and only parents--have the right and the responsibility to restrict the access of their children--and only their children--to library resources. Parents or legal guardians who do not want their children to have access to certain library services, materials or facilities, should so advise their children. Librarians and governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Librarians and governing bodies have a public and professional obligation to provide access to all library resources for all library users.

Librarians have a professional commitment to ensure that all members of the community they serve have free and equal access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and governing bodies must uphold this principle in order to provide adequate and effective service to minors.

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# Board Policy



## **Board Policy 1.4**

**Adopted June 30, 1972; amended July 1, 1981, by the ALA Council. Adopted by the Pierce County Rural Library District Board of Trustees, August 15, 1984. Revised December 14, 1995.**

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# Board Policy



## Library Materials Selection

### Purpose

To serve all of the people within the Pierce County Library District's service area, materials in the library collection will be selected in accordance with the Library District's [Mission Statement](#):

To bring the world of information and imagination to all people of the county.

The Board of Trustees of the Pierce County Library District recognizes that the highest potential of American Democracy can only be realized when a full range of ideas is accessible to the people as embodied in the [First Amendment](#) of the United States Constitution which protects the free expression of ideas.

The Pierce County Library System's collection, protected by the First Amendment and Article I of the Washington State Constitution, is a marketplace of ideas which are contained in varied and divergent materials.

Forms of expression that are unprotected by the First Amendment will not knowingly be included in the collection.

### A. Selection Policy

1. The library collection will be selected and maintained to provide material which will enable each individual to acquire or to adapt the skills and knowledge necessary to participate in self-government, be productive, elevate his or her humanity and contribute to his or her enjoyment of life according to the full exercise of free choice.

In pursuit of this goal, the Library's collection will include as wide a selection as possible, and subjects will be covered in sufficient depth to meet anticipated and expressed needs.

The collection will be impartial and will seek the greatest possible balance by including, as available, diverse and opposing points of view on issues of public interest.

Factors to be considered in adding specific materials to the Library's collection shall include: present collection composition, collection development objectives, interest, demand, timeliness, audience, significance of subject, diversity of viewpoint, and effective expression. No materials shall be excluded because of the race, nationality, religion, political or social view of the author.

The Library welcomes public suggestion of items and subjects not included in the Library's collection.

# Board Policy



2. The Board of Trustees recognizes that full information about issues of public concern requires access to information sources which embody, represent and illustrate these concerns.

The Board believes that library use is an individual, private matter. While individuals are free to select or reject materials for themselves, they cannot restrict the freedom of others to read, view or inquire. Parents have the primary responsibility to guide and direct the library use of their own minor child. The Library does not serve *in loco parentis* (in the place of parents).

Individual items which in and of themselves may be controversial or offensive to some may appropriately be selected if their inclusion in the collection will contribute to the balance and effectiveness of the Library's collection as a whole.

3. Selection is and shall be vested in the Director of the Pierce County Library District and, under her direction, in such members of the staff who are qualified by reason of education and training.

4. The Board of Trustees recognizes the right of individuals to question suitability of materials in the library collection. The Library will give serious consideration to each patron's opinion.

5. The library collection will be organized and maintained to facilitate access. Any additional labeling, sequestering or alteration of materials because of controversy related to them will not be sanctioned.

## B. Withdrawal

The Board of Trustees recognizes that withdrawing materials from the collection is as important part of the maintenance of the Library's collection as the initial selection.

Therefore, the withdrawal policy of the Library shall include the same factors as the selection policy.

The paragraph is not intended to sanction removal of library materials based upon any controversy surrounding the material.

## Board Policy 2.6

Adopted by the Pierce County Rural Library District Board of Trustees on November 11, 1992.  
Mission Statement revised April 11, 1996 with the adoption of the Long Range Plan. Revised February 13, 2008.

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# Board Policy



## Internet Use Policy

### Internet Policy

Internet access helps fulfill the mission of Pierce County Library System to “connect the people of our communities to a world of information and imagination through...diverse resources.” The Library System provides access to the Internet because the Internet provides unprecedented opportunities for giving library users access to information beyond the library’s physical books and other materials. However, because the Internet is a vast and diverse information network whose content may be inaccurate, incomplete or offensive to some individuals, some of the ideas, information, images and commentary on the Internet are beyond the scope of the Library’s mission and selection criteria. But the Pierce County Library System Board of Trustees considers that all materials selected or accessed by adults are protected under the First Amendment to the U.S. Constitution until such time as they are determined unprotected by judicial action. Consequently, except as set forth in this Policy, the Library System does not monitor, filter or endorse materials on the Internet.

Congress has adopted the Children’s Internet Protection Act (CIPA), which among other things requires that libraries seeking to obtain federal funds through e-rate and/or LSTA funds filter material available on the Internet. Pierce County Library System has chosen to comply with CIPA and has adopted this Internet Policy to implement the policies of CIPA.

### Access by Adults

CIPA, as interpreted by the United States Supreme Court, calls for library computers to be filtered but that adults be given the right to remove the filtering device. Under CIPA, an adult is an individual 17 years of age and older. Consequently, the Pierce County Library System’s computers that have access to the Internet will be filtered to the extent required by CIPA, but that persons 17 years of age or older will have the right to remove that filter for their use.

### Access by Minors

In compliance with the Children’s Internet Protection Act, Pierce County Library System will provide a filter on all Library computers available to minors. A child is defined as a minor if he or she is under the age of 17. The Library will offer tools to assist parents, guardians and caregivers in their work with their own minor children. The tools include but are not limited to filters or technological means to structure access to the Internet, skilled staff, handouts and recommended Web sites and search engines. Internet filtering or blocking software is an imperfect technology and can filter material that is not harmful to children and can fail to filter other material that may be harmful. Even with these limitations, it is a tool to assist library users in limiting access to the full spectrum of Internet interactions. Pierce County Library has selected a filter which is intended to block access to the following:

- Visual depictions that are obscene, contain child pornography and are harmful to minors.

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# Board Policy



- Sites that have the potential to pose safety and security issues for minors, such as chat rooms, message/bulletin boards, free pages and other forms of electronic communications. This does not include electronic mail.
- Sites that instruct and encourage minors in performing unlawful activities, such as “how to hack.” Use of Pierce County Library computers for hacking or other unlawful activity is prohibited.
- Sites that encourage and/or allow unauthorized disclosure, use of, and dissemination of personal identification information with regard to minors.

The Library will maintain a description of filter criteria used and will provide the description upon request. Pierce County Library will also continue to monitor and evaluate technological changes related to Internet blocking tools.

## Rules Governing Use

Pierce County Library staff will develop such guidelines and procedures as are appropriate to provide the fair, reasonable, and legal use of Pierce County Library Internet resources. Internet users may not view, printout or download any material considered illegal or obscene by federal, state, or local statutes, such as child pornography or visual depictions of the sexual exploitation of children. Internet users must abide by copyright laws protecting material on the Internet, and by software license laws. Internet users will refrain from altering or damaging library computer equipment or software. Internet users will refrain from using library computers to intentionally alter stored data, information, software or hardware in any computer system. Disciplinary actions can be taken for behavior, which is illegal or which either consciously or unconsciously violates or restricts the rights of others to use the library.

## Public Users Security

The Library is not able to guarantee privacy for individuals using electronic or other library resources, as inadvertent viewing of library materials can occur in a public facility and because the Internet and World Wide Web are not secure.

Although the Library has adopted these policies, it disclaims any warranties on the effectiveness of any filter and disclaims any liabilities if the filter is inadvertently not implemented upon request. The Library further assumes no responsibility for damages, direct or indirect, arising from any use of the Library’s connections to the Internet.

## Compliance

Pierce County Library System reserves the right to suspend or restrict Internet access privileges for those persons who access, use, or disseminate constitutionally unprotected speech (legally obscene), or otherwise misuse their Internet privileges.

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# Board Policy



## **Board Policy 2.11**

**Adopted by the Board of Trustees of the Pierce County Library System, January 14, 2004.**

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# Board Policy



## Meeting Room Use Policy

The meeting rooms of Pierce County Library System's (Library) libraries and the Library's Processing and Administrative Center (PAC) are provided free of charge as a public service for use by community groups when not in use for Library affiliated or sponsored activities. The Library reserves the right to restrict or deny usage. (See below under, Statement of Authority.)

## Statement of Authority

Designated Library staff members have the authority to approve, renew, or reject requests for use of the meeting rooms and facilities.

Permission to use Pierce County Library meeting room facilities **will be denied** to any organization and/or meeting with one or more of the following issues:

- Whose purpose is illegal.
- Who charge a fee to attend the meeting or training.
- Who engage in commercial activities (buying or selling) as part of the meeting for commercial monetary gain.
- Whose activity does not have adult sponsorship.
- Whose conduct would interfere with the proper functioning of the Library. Examples of such conduct would include activities that produce excessive noise or that would require the use of a significant portion of available public parking.
- Who fail to notify the Library of cancellations of meetings on two (2) or more occasions.
- Who fail to follow these policies and procedures.

Permission will also be denied to individuals or groups wishing to book meeting facilities for **parties and receptions**.

The Library reserves the right to cancel meeting reservations when unforeseen circumstances such as power outages, weather conditions, elections, or conflicts with Library affiliated or sponsored events occur. The Pierce County Library System Board of Trustees holds ultimate authority.

## Reservations

Individuals and groups wishing to use a meeting room may make advance booking for a **maximum of two (2) uses per month per facility**. The meeting room may be **booked three (3) months in advance following the current month**. (For example, beginning on May 1st, a group could book the meeting room for any time in June, July, or August.) Exceptions may be made for classes offered for the public by government agencies.

PAC meeting rooms must be booked at least 24 hours in advance of the scheduled meeting and libraries 12 hours.

Persons wishing to reserve a meeting room should go to [piercecountylibrary.org](http://piercecountylibrary.org) to register their group and make an online reservation or contact the specific branch or PAC by phone or in person where the

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# Board Policy



room they wish to use is located. Each group must be approved before reservations can be made and the room occupied. Reservations for meeting rooms must include time for the group or individual to set up and take down tables, chairs, and other furniture, e.g, if your meeting is to occur from 7 - 9 p.m., allow time to set up and clean up, thus reserve the space for 6:30 - 9:30 p.m.

**A key must be picked up at least one-half hour before the library branch closes for those using the meeting room after hours. No key is required for use of the PAC meeting rooms.**

## Cancellations

If a scheduled meeting is canceled, the applicant must cancel the reservation online or call the Library at **least one week** before the meeting or event. The Library will need to be called if the cancellation is less than a week. **Failure to notify the Library within the requested time on two (2) or more occasions may result in loss of future meeting room privileges.** Notifying the Library of cancellations ensures that other groups or organizations have access to the meeting room.

## Courtesy

- Pierce County Library meeting rooms may be used no later than 11 p.m. The Processing and Administrative Center must be vacated by 10 p.m.
- Costs for restoring condition of the room may be billed; for example, putting away chairs or cleaning coffee or food spills.
- Telephone messages for individuals or groups using the meeting room will not be taken by library staff.
- The capacity for the room(s), as determined by the Fire Marshall, will be observed at all times.
- No alcoholic beverages may be served or consumed on Library property.
- Smoking is not permitted in any Pierce County Library System facility.
- No open flames such as candles are permitted.
- The Library does not provide computer equipment or access to telephone lines. Wi-Fi access may be available in the meeting rooms
- Permission to use the room includes the ordinary use of furniture and fixtures, including chairs, tables, and sink area. Cooking and/or food preparation will not be allowed. The Library does not provide coffee pots.
- Arrangement of furniture and setting-up of furniture is to be done by the group or persons using the room. Each organization and persons using the room shall be responsible for cleaning up and placing all tables, chairs, and other furniture in storage room(s) before leaving.
- Groups or individuals must provide their own supplies such as paper, pencils, and markers.
- Nothing may be affixed or mounted in any way to the walls of the meeting room, except where tackable surfaces are provided. If you are planning to post materials, please do so with blue tape/painters tape.
- Distribution of pamphlets, leaflets, etc., and solicitation for the purchase of goods or services by persons or organizations using the meeting room will not be permitted outside of the room.
- Meeting rooms in the Processing and Administrative Center (PAC) have room dividers that permit the use of the rooms by more than one group at the same time. Dividers are to be moved

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# Board Policy



by Library staff only. Groups sharing a meeting room in these facilities must not interfere with the other groups' use by making excessive noise, blocking entrances, etc.

- The lobby area of the libraries and the PAC building are not a part of the meeting room. At the beginning of meetings; please announce that there is no cell phone usage in the lobby.

## Endorsement

Use of Library meeting rooms does not constitute an endorsement by the Library of a program or point of view expressed.

No advertisement or announcement implying such endorsement is permitted. In order to establish the fact that the Library is not sponsoring the meeting, all publicity that uses the name of the Library **must include the following statement:**

“Sponsored by XYZ Neighborhood Guild” (name of the organization booking the room).

An organization may not use the name and address of the Library as its headquarters or as the official address of the organization. The organization may not use the Library's address or telephone number for registration or for information regarding the meeting or the organization.

Publicity for events conducted in Pierce County Library System meeting rooms that are by organizations not connected with Pierce County Library System should in no way imply or suggest Library sponsorship of the event.

## Board Policy 3.2

**Adopted by the Pierce County Rural Library District Board of Trustees, December 11, 1991.  
Revised August 20, 1998.**

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# Board Policy



## Accepting Unsolicited Materials

Pierce County Library, in the role of community information center, accepts and displays various free and unsolicited materials.

Therefore, the library system shall:

1. Make community information of local origin readily available to patrons by displaying this material and by providing a display area within the limitations imposed by available space.
2. Allow space for free periodicals (magazines, newsletters, annual reports, etc.).
3. Allow space, when possible, for multiple copies of pamphlets, flyers, newsletters, etc., to be picked up by patrons.
4. Make materials available expressing varying points of view on controversial subjects.

Certain materials will not be accepted. Examples are:

1. Advertising by commercial, profit-making agencies.
2. Material promoting a certain organization/agency beyond basic information about such organization/agency.
3. Materials known to be illegal.

Procedures:

1. Items posted on our bulletin boards should be timely announcements of community activities, events and services. The nature of the organization sponsoring the event should not be a factor in determining suitability for posting.
2. Multiple copies of flyers and newsletters may be made available to our public in the area of the branch designated for such ephemera.
3. The size, appearance, and quantity of materials donated will be taken into account in determining whether they can be posted or otherwise made available without limiting our ability to meet the needs of other community interest groups and concerned individuals.
4. Materials will be displayed for 30 days or until the date of a specific event.
5. When space is a limiting factor, library-related materials shall be given priority.
6. Unsolicited materials, left in a branch library without staff acknowledgment, will be discarded.
7. Items left for approval will be kept by the library for five (5) days if not approved, during which time they may be picked up. Approved items will be displayed or made available for distribution as appropriate. Items will remain on display at the discretion of the library and subject to limits of space. Approved posters will be stamped with the date posted.

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# Board Policy



Posting of notices and distribution of material does not imply endorsement by the library. The library assumes no responsibility for the preservation or protection of any item posted or distributed.

## **Board Policy 3.13**

**Adopted by the Board of Trustees of the Pierce County Rural Library District, June 20, 1991.**

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# Board Policy



## Campaign Literature and Political Forums

Prior to general elections, the Pierce County Library District will act in its information capacity to provide space for campaign literature from all candidates for all local, state and appropriate national offices and for all issues. Initiative petitions will be accepted at any time for information only and must be marked "For Display Only". Yard signs and posters cannot be accepted. All candidates will be notified of the library's policy, and literature available will depend on that supplied by the candidate. Libraries will accept legislative candidate brochures only for those candidates for the legislative district in which the library branch is located.

Legislative forums can be held in library buildings provided that:

1. Opposing candidates or both sides of an issue are invited to make presentations.
2. In a building owned or leased by the library district, adequate space is available without disruption of library service and a library staff member is available and willing to be present. The event may be sponsored or cosponsored by the library and/or other appropriate groups.
3. In a building not owned or leased by the library district, the conditions in number 1 and 2 above are applied and permission to use the building for such purpose is obtained from the building owner.

The literature and forums are provided for the information of the public. Display of literature or sponsorship of forums does not indicate endorsement of any of the candidates or the issues by the library district.

Supporters of petitions may solicit signatures on library property, but not within the library building because of space limitations. Signature gatherers must not interfere with pedestrian or vehicular traffic into and out of the library building. Signs may not be posted on the building. Petition supporters wishing to set up a small table (no more than 36"x36") may do so only when there is sufficient space and after receiving approval from the building supervisor.

### Board Policy 3.8

Adopted by the Pierce County Rural Library District Board of Trustees, August 9, 1978. Revised by the Board of Trustees on September 19, 1984, November 14, 1985, and August 22, 1991.

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# Administrative Policy



## Freedom of Access

### Freedom of Access

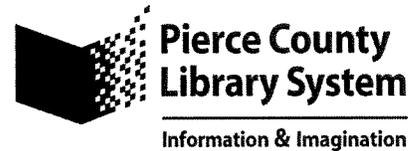
The broad range of print, and audiovisual material offered by Pierce County Library System reflects the great diversity of interests and opinions in our communities.

All items cannot, of course, be suitable for everyone, and the library upholds the right of every cardholder to select or reject items based on his or her individual needs and preference. We also encourage parents and legal guardians to guide and participate in their children's use of the library.

An [Internet use policy](#) addressing Internet and electronic resources, based on CIPA regulations, has been developed, which includes special access restrictions for minors.

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# Administrative Policy



## Wi-Fi Policy

By accessing the Pierce County Library System Wireless Internet Service, you agree to the following policy. The Pierce County Library System provides public access to the Internet in keeping with its role of providing equal access to information to meet the reference and research needs of the community. The Library has no control over the information on the Internet and is not responsible for its content. As is the case with other materials in the Library's collections, any restrictions of a child's access to the Internet is the responsibility of the parent or guardian.

**AUTHORIZED USERS:** All users of the Library may have access to electronic information, services, and networks provided directly or indirectly by the Library, in accordance with the Library's licensing or contractual agreements regarding data and services. However, users who have repeatedly violated any parts of this policy may be denied access.

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# Board Policy



## Facility Use

### Rules and Regulations for Use of Library Facility

It is the policy of the Pierce County Library System Board of Trustees to maintain an environment which is conducive to the public use and the effective operation of the library system's public facilities and services. The Board recognizes the need to support staff members who carry out appropriate actions necessary for the maintenance of a pleasant, harmonious, efficient and safe environment for the public and staff, as well as for the protection of the staff, facilities, materials and equipment.

Therefore, the Board of Trustees authorizes the Executive Director to develop and implement procedures, practices, and rules, consonant with applicable statutes and good human relations, which will aid and ensure such an environment.

When necessary, library staff are authorized to require anyone who violates such rules of conduct to leave the library premises. If that person continues to violate these rules or if that person is engaged in criminal or hazardous behavior on library premises, the Board authorizes library staff to deny permission for that person to enter its facilities for a specified period of time, as authorized under RCW 27.12.290.

### **Board Policy 2.4**

**Adopted by the Pierce County Rural Library District Board of Trustees, August 14, 1985. Revised January 14, 1999.**

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# Board Policy



## Library Rules of Conduct

The Pierce County Library System's mission is to bring the world of information and imagination to all people of our community.

These Rules of Conduct guide staff in creating and enforcing an environment that encourages all customers to use Pierce County Libraries in an appropriate and respectful manner. This policy supports staff members' actions when a person's behavior or activities are unreasonably interfering with others' enjoyment of the Library.

### The following behaviors and activities are not allowed:

- Behavior that is prohibited by law.
- Activity that unreasonably interferes with others' use and enjoyment of the library or with the functioning of library staff.
- Behavior that is unsafe.
- Activity that can reasonably be expected to damage library property or the property of others.
- Carrying weapons in violation of state or federal law or leaving a lawfully possessed weapon unattended.
- Displaying weapons in a manner, under circumstances, and at a time and place that either manifests an intent to intimidate another or that warrants alarm for the safety of other persons.
- Sexual misconduct.
- Bodily hygiene so offensive as to unreasonably interfere with others' use and enjoyment of the Library.
- Using library facilities for purposes other than those normally associated with a library (e.g., sleeping, bathing, washing clothes).
- Soliciting (e.g., sales, canvassing).
- Animals other than service animals.
- Trespassing in non-public areas of the Library.

Each person using the Library is responsible for his/her safety, the safety of children in his or her care, and the security of personal belongings. Pierce County Library System is not responsible for the safety of the users against their own acts or the acts of other Library users.

*It is the intent of Pierce County Library System that enforcement of these rules will be conducted in a fair and reasonable manner. Library staff and/or local law enforcement officers have the right to intervene to stop prohibited activities and behaviors. Failure to comply with the Library's established rules and policies could result in removal from the premises and expulsion from the Library for a period of one day to one year, or in arrest or prosecution. Violations could also result in the restriction or termination of Library privileges, including the use of Library computers and other equipment. (RCW 27.12.290)*

### Board Policy 2.14

Adopted by the Board of Trustees of the Pierce County Library System on April 11, 2007. Revised November 10, 2010.

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M E M O



Date: August 6, 2013  
To: Chair Linda Ishem and Members of the Board  
From: Neel Parikh, Executive Director  
Subject: Board Visioning of the Library Future

Over the past two weeks Catherine McHugh has talked with each of you regarding your vision for the Pierce County Library System's future. This is the first step towards articulating predictions about the future and identifying critical issues and key priorities that are on PCLS's horizon.

Catherine is now compiling your responses and will send you a report by August 9<sup>th</sup>. During the Board meeting you will discuss the report and refine the vision of the library future. By now you should have received an email from Catherine clarifying what to be prepared to discuss.

We have already had a similar discussion at the Management staff level. These conversations have been very interesting and helpful. Later this month Catherine will be talking with eight community leaders with similar questions.