

AGENDA
Regular Meeting of the Pierce County Library System Board of Trustees
February 12, 2014
3:30 – 6:00 pm

3:30 pm	02 min.	Call to Order: <i>Linda Ishem, Chair</i>	
3:32 pm	05 min.	Public Comment: <i>This is time set aside for members of the public to speak to the Board of Trustees. Unless the item you wish to discuss is of an emergency nature, the Board ordinarily takes matters under advisement before taking action. Please sign up at the time of the meeting to speak during the public Comment period, and limit your comments to three minutes.</i>	
3:37 pm	03 min.	Consent Agenda	Action
		<ol style="list-style-type: none"> 1. Approval of Minutes of the January 8, 2014 Regular Meeting 2. Approval of January 2014 Payroll, Benefits and Vouchers 3. <i>Resolution2014-02: To Declare Equipment Surplus To Public Service Needs</i> 	
3:40 pm	10 min.	Board Members Report	
3:50 pm	10 min.	Officers Reports	
		<ol style="list-style-type: none"> 1. December Dashboard, <i>Georgia Lomax</i> 2. January 2014 Financial Report, <i>Dale Hough</i> 3. 2014 Legislative Day, <i>Linda Farmer</i> 4. Re-Appointment of Chair Ishem, <i>Neel Parikh</i> 	
4:00 pm		Unfinished Business	
	10 min.	<ol style="list-style-type: none"> 1. 2014 Pierce County Library Foundation Agreement, <i>Clifford Jo</i> 	
4:10 pm		New Business	
	15 min.	<ol style="list-style-type: none"> 1. Technology Plan Update, <i>Clifford Jo and Sally Porter Smith</i> 	
	20 min.	<ol style="list-style-type: none"> 2. Public Internet Use Policy, <i>Jennifer Patterson and Judy Nelson</i> 	Action
	15 min.	<ol style="list-style-type: none"> 3. Collection Budget, <i>Lisa Bitney</i> 	
	10 min.	<ol style="list-style-type: none"> 4. Self-Service Lobby Pilot Project at PAC, <i>Lisa Bitney and Linda Farmer</i> 	
	10 min.	<ol style="list-style-type: none"> 5. Hoopla & Zinio, <i>David Durante and Jaime Prothro</i> 	
	10 min.	<ol style="list-style-type: none"> 6. Counting Opinions Customer Surveys, <i>Jennifer Patterson</i> 	
5:30 pm	30 min.	Executive Session: <i>At this time on the agenda, the Board of Trustees will recess to Executive Session, per RCW 42.30.110, to discuss personnel issues.</i>	
6:00 pm	02 min.	Announcements	
6:02 pm		Adjournment	

Consent Agenda

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
REGULAR MEETING, JANUARY 8, 2014**

CALL TO ORDER

Chair Linda Ishem called to order the regular meeting of the Pierce County Rural Library District Board of Trustees January 8, 2014, 3:35 pm. Board members present were J.J. McCament, Allen Rose, Donna Albers and Robert Allen.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

1. Minutes of the December 11, 2013 Regular Meeting of the Board of Trustees
2. December 2013 Payroll, Benefits and Vouchers in the total amount of \$1,805,450.29
 - a. Payroll Warrants 3503-3511, dated 12/01/13 – 12/30/13 in the amount of \$7,617.43
 - b. Payroll Disbursement Voucher dated 12/06/13 in the amount of \$531,023.02
 - c. Payroll Disbursement Voucher dated 12/21/13 in the amount of \$495,172.91
 - d. Accounts Payable Warrants 621761 - 621931 dated 12/01/13 – 12/30/13 in the amount of \$771,636.93
3. Approval of Revised Learning Times Purchase Order
4. Resolution 2014-01: To Declare Equipment Surplus to Public Service Needs

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

BOARD MEMBER REPORT

There were no Board Member Reports.

OFFICER REPORT

Ms. Parikh introduced Chereé Green, Staff Experience Director, who comes from Franciscan Health System. Ms. Green brings a wealth of experience and background in Human Resources and will make a great contribution to the Library.

Ms. Parikh and Georgia Lomax, Deputy Director, attended a luncheon to accept the Creative Leadership award from the Paul G. Allen Family Foundation. Ms. Parikh thanked all staff involved in the project.

November Dashboard

Ms. Lomax noted year-to-date circulation numbers are still being compiled and finalized. Ms. Ishem questioned if the goal of the ongoing work on market segmentation is to boost circulation. Ms. Lomax added as branch staff determines what users need, the Library would look at how to increase those

services. Ms. Parikh added the goal is to increase the Library's reach to ensure it is serving all of the community.

2013 Library Journal STAR Libraries Statistics

Ms. Lomax shared the annual Library Journal article announcing the 2013 "Star Libraries". She expressed her pleasure in seeing that *Library Journal* is looking at services that are more current. Discussion ensued about how the data is used in the report. Ms. Lomax asked if the Board was interested in continuing to see this report when it comes out. The Board responded affirmatively. Ms. Ishem said it gives them an opportunity to reflect on whether or not they think these measures are important.

Library Card Drive

Linda Farmer, Marketing and Community Relations Director, reported she is still working with Bethel School District to roll out the cards district-wide. An internal computer glitch caused a delay. She will have an updated report to the Board in the spring.

2014 Legislative Day

Ms. Parikh noted that although she and Ms. Lomax will be at the PLA conference on the Legislative Day, six managers would be attending. Packets containing information on the Library system and the services it provides to the community will be distributed to each legislator. She added there is nothing on the legislative horizon relating to libraries as of this meeting, but will keep Board informed.

Re-Appointment of Chair Ishem

Ms. Parikh reported the re-appointment of Chair Ishem is in progress and she will keep the Board updated on the status.

Anarchist Cookbook

Discussion ensued about a recent news article regarding the book. The book is no longer in the System.

UNFINISHED BUSINESS

Philosophy Policy

Ms. Lomax brought the updated policy to the Board for feedback, noting the language was now consistent with other policy documents. Mr. Allen said she had done a great job of reflecting the discussion from the previous meetings. Discussion ensued about how the Library pursues the goals of the policy and about actively addressing First Amendment rights. The Board recognized how important the policy is and thanked Ms. Lomax for her work on the document. Ms. Lomax thanked the Board for working with her on the policy and understanding the importance of its intent.

Mr. Allen moved for approval of the Philosophy Policy as presented. Ms. McCament seconded the motion and it was passed.

Selection of Library Materials Policy

Lisa Bitney, Reading and Materials Director, presented an updated draft for the policy. Ms. McCament was pleased with the rewrite and that all issues raised had been addressed.

Ms. McCament moved for approval of the Selection of Library Materials Policy. Ms. Albers seconded the motion and it was passed.

Succession Planning: Executive Director Priorities and Competencies

Catherine McHugh, Ph.D., shared her final document outlining the essential priorities and competencies required of a new Executive Director. She stated participants felt the priorities were a comprehensive list which captured input from external stakeholders, the Board and staff.

Discussion ensued regarding topics in the competencies document. Ms. McCament would like to see managing the budget included in Business Acumen. Ms. Ishem expressed interest in seeing a broader priority relating to remaining engaged or relevant as a leader in the library industry and felt this priority should be brought to the forefront. Mr. Allen added he would like to see a statement included which says it is important to maintain and enhance a culture of excellence.

Ms. McHugh shared the aggregate results showing individual respondents' top priorities and competencies to show how the Board was aligned in their thinking.

Discussion ensued regarding competencies. Mr. Allen found it curious that Business Acumen did not score higher. Ms. Albers stated business acumen implies expertise in certain areas such as financial or technological and that a good executive leader will surround him/herself with the people who can do well in these areas and build a strong team. Ms. McHugh suggested using the top four to six competencies as the foundational core for identifying strong candidates once the search process begins.

Ms. Ishem appreciated seeing the document showing Ms. McHugh's process in arriving at the top priorities and competencies. The Board thanked Ms. McHugh for her work.

Ms. Parikh thanked the Board for their continued hard work on identifying the competencies needed in the next Executive Director. She then made the announcement of her plan to retire from Pierce County Library effective November 1, 2014. She said she made the decision to announce her retirement now in order to give the Board an adequate amount of time to recruit for the position more effectively.

Mr. Parikh said she phoned David Zeeck, Publisher of the Tacoma News Tribune, and Pat McCarthy, Pierce County Executive, who both thanked her for her work with the Library. The News Tribune will be releasing a story online this evening and in print the following morning. Staff is being informed at the time of this announcement.

Ms. Parikh thanked all the members of her Administrative Team for helping with the details as they worked out a transition plan. She reported she and Clifford Jo, Finance and Business Director, have prepared the Request for Qualification (RFQ) to identify the best recruitment firm. She asked the Board to review and provide input on information requested by the RFQ, indicating she would like to begin the process right away.

Ms. Parikh asked the Board for their guidance in adding an intermediary, or facilitator, to act as manager of the process so the responsibility would not fall on staff, who should not be involved, or a Board member. She indicated the Library's attorney, Bill Holt, was willing to act in this role. The Board agreed to have Mr. Holt assume the role and gave Ms. Parikh permission to issue the RFQ.

Ms. Albers suggested adding verbiage in the opening statement of the RFQ indicating the Board will be using the list of competencies developed by Ms. McHugh during the search, noting the importance of combining her work with the RFQ.

NEW BUSINESS

2014 Board Calendar of Work

Ms. Parikh reviewed several items scheduled for 2014. Ms. Albers asked how the Digital Experience Director candidates would implement the Technology Plan and how the two will tie together. Mr. Jo stated candidates will have access to the plan as part of the interviewing process and will be able to speak to it. The hiring panel will determine how well the candidates are aligned with the plan. He added the plan is a living document, which was formulated by input from staff and management. The foundational priorities of the plan are established but there will be opportunities for the new Director to provide leadership and new approaches.

Ms. Parikh indicated she would like to bring Board members up to date with the process of the Facilities Master Plan. Ms. McCament noted the timing is in accord with Pierce County's 2015 Comprehensive Plan update. Ms. Lomax informed the new Board members the Library has already done a lot of work in 2012 related to the Comprehensive Plan in order to ensure updated information is included and considered well in advance of the County's next major upgrade. Ms. Parikh asked the Board if they wanted any additional items added to the calendar. The Board agreed the list was comprehensive.

2013 Operational Changes for Efficiencies and Savings

Ms. Lomax reported on the Library's efficiencies over the past year, highlighting the implementation of Advanced Shipping Notice (ASN). She introduced Sue Hubbard, Acquisitions Specialist, and Colleen McGaughey, Library Technician, who shared their experiences using ASN to receive books into the system. ASN uses barcode scanning to receive the books before they are unpacked. Staff can now also 'see' what is in a box, for tracking purposes, before it arrives in the building. With this new capability the Library expects to save over 100 hours of staff time in 2014.

Community Outreach Services

Ms. Nelson introduced Sarah Durham, Community Outreach Librarian, to the Board. Ms. Durham was instrumental in setting up the new outreach service to schools. The response has been positive. Summer Reading program materials have also been incorporated into the service. Judy Nelson, Customer Experience Manager, stated the goal is to provide as close a level of service as a child can get in the branches. Ms. Parikh praised Ms. Durham's creativity and energy and was pleased with the results. Ms. Nelson said because of Foundation funding, the Library would get a new senior service van that will be available full time and will allow the Library to reach more service areas. Ms. Durham is interested in reaching the children at JBLM and is working on incorporating the service into several Pierce County schools. Ms. Parikh said the focus is to get back to the places the Library served with the Explorer bookmobile.

Story Corps

Ms. Farmer demonstrated how the public could access information on the project on the Library's website. The Library will record 18 interviews with people who have stories about how they or their communities have been impacted by the Library. Ms. Parikh briefly shared the story of former Executive Assistant, Storm Reyes, who was a migrant farm worker whose life was positively impacted when the Bookmobile came to her community.

Digital Kids Webpage with Apps Information

Ms. Nelson demonstrated how the public could access the new services on the Library's website. She noted a team of three Librarians expressed an interest in learning about apps for kids and subsequently making this information available on the website. The apps listed are either low cost or free. Ms. Nelson stated the Library is committed to upholding the principles of Every Child Ready to Read, and its five practices - reading, writing, singing, talking, playing. The goal is to help parents understand the importance of interaction and staying engaged while their children are using the apps. Youth Services Librarians have discovered various ways to use the apps during their story times. The selections posted on the website will be reviewed on a monthly basis.

Mr. Allen said it is a great service and was especially pleased the Library is culling the apps from the thousands on the market.

College Bound Culture

Ms. Nelson noted she is working with her counterpart at University of Washington Tacoma and will be integrating a program into summer reading, targeting K-3. A pilot project will be ready this summer.

Ms. Parikh said she is confident about the future of the Library and is incredibly proud of the organization and its dedicated staff of innovative leaders.

EXECUTIVE SESSION

At 5:55 pm, Mr. Allen moved to enter into Executive Session as per RCW 42.30.110 for 5 minutes for discussion of personnel matters. Ms. McCament seconded the motion and it passed. The session reopened to the public at 6:00 pm.

ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

The meeting was adjourned at 6:00 pm on motion by Ms. McCament seconded by Mr. Allen.

Neel Parikh, Secretary

Linda Ishem, Chair

January 2014 Payroll, Benefits and Vouchers

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	3512-3527	01/01/14-01/31/14	\$13,964.35
Disbursement Voucher - Payroll & Acct Payable		01/06/14	\$584,544.14
Disbursement Voucher - Payroll & Acct Payable		01/21/14	\$622,211.00
Accounts Payable Warrants	621932-622155	01/01/14-01/31/14	<u>\$1,742,770.61</u>
Total:			<u><u>\$2,963,490.10</u></u>

Check History Listing
Pierce County Library System

Check #	Bank	Date	Paid to	Status	Can/Vd Date	Pay Period Dates	Dir Dep	Amount
3512	pr	01/06/2014	GREGORY, ASHLEY			12/16/13 - 12/31/13	0.00	459.11
3513	pr	01/06/2014	DIKE, CAROL			12/16/13 - 12/31/13	0.00	1,070.05
3514	pr	01/06/2014	BOWDEN, ELIZABETH			12/16/13 - 12/31/13	0.00	122.70
3515	pr	01/06/2014	LENOX, MARGRET			12/16/13 - 12/31/13	0.00	122.70
3516	pr	01/06/2014	MAHLUM, JENNIFER			12/16/13 - 12/31/13	0.00	107.36
3517	pr	01/06/2014	THORNTON, NIKKI			12/16/13 - 12/31/13	0.00	107.36
3518	pr	01/06/2014	DEVITA, JOHN			12/16/13 - 12/31/13	0.00	1,477.45
3519	pr	01/06/2014	CIPOLLA, LISA			12/16/13 - 12/31/13	0.00	1,621.95
3520	pr	01/06/2014	FINKE, LAUREN			12/16/13 - 12/31/13	0.00	128.94
3521	pr	01/06/2014	LINDSKOG, LAUREN			12/16/13 - 12/31/13	0.00	1,990.60
3522	pr	01/06/2014	SMITH, REBEKAH			12/16/13 - 12/31/13	0.00	995.96
3523	pr	01/21/2014	DIKE, CAROL			01/01/14 - 01/15/14	0.00	1,134.57
3524	pr	01/21/2014	FOUTCH, CHARLOTTE			01/01/14 - 01/15/14	0.00	231.86
3525	pr	01/21/2014	THAI, SON			01/01/14 - 01/15/14	0.00	295.44
3526	pr	01/21/2014	MCVICKER, PATRICK			01/01/14 - 01/15/14	0.00	2,023.57
3527	pr	01/21/2014	GREEN, CHEREE			01/01/14 - 01/15/14	0.00	2,074.73
Total:							0.00	13,964.35

Checks in report: 16

Grand Total: 0.00 13,964.35

COUNTY OF PIERCE
BUDGET AND FINANCE DEPARTMENT

Disbursement Journal Voucher (T/C) 74	Agency No.	D.J.V. Date	D.J.V. No.
	001-116	revised 1/4/2014	

	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	\$64,326.44
2	697	001	0000	237	00				Fica EE and Medicare - Wire to IRS	\$45,518.75
3	697	001	0000	237	00				Fica ER and Medicare - Wire to IRS	\$45,518.75
4	697	001	0000	237	00				DIR DEP-file to Columbia Bank	\$424,976.70
5	697	001	0000	237	00					
6	697	001	0000	237	00					
7	697	001	0000	237	00				dept of rev	
8	697	001	0000	237	00					
9	697	001	0000	237	00					
10	697	001	0000	237	00					
11	697	001	0000	237	00					
12	697	001	0000	237	00					
13	697	001	0000	237	00				ING	\$2,115.00
14	697	001	0000	237	00				H.S.A. Employee deductions	\$1,413.78
15	697	001	0000	237	00				H.S.A. Employees Contributions	
16	697	001	0000	237	00				H.S.A. Adjustment	(\$15.02)
									H.S.A. fee	\$0.00
									L. Knutsen retro BCC	\$689.74
									please put the total amt below into PCLS payroll account	
									TOTAL	\$584,544.14

Bank No.	Check No.	Issued To	Bank No.	Check No.	Issued To
		U.S. Treasury			
Prepared By:			Date:	Approved By:	
Christy Telling			1/4/2013	Christy Telling	
				1/4/2013	

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 1/17/2014	

	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	\$61,106.57
2	697	001	0000	237	00				Fica EE and Medicare - Wire to IRS	\$43,785.96
3	697	001	0000	237	00				Fica ER and Medicare - Wire to IRS	\$43,785.96
4	697	001	0000	237	00				DIR DEP-file to Columbia Bank	\$410,654.72
5	697	001	0000	237	00					
6	697	001	0000	237	00					
7	697	001	0000	237	00				dept of rev	\$6,460.79
8	697	001	0000	237	00					
9	697	001	0000	237	00				Supp chk for Beckie Smith FIT	\$87.99
10	697	001	0000	237	00				EE FICA/MEDI	\$95.81
11	697	001	0000	237	00				ER FICA/MEDI	\$95.81
12	697	001	0000	237	00					
13	697	001	0000	237	00				ING	\$2,115.00
14	697	001	0000	237	00				H.S.A. Employee deductions	\$1,383.74
15	697	001	0000	237	00				H.S.A. Employees Contributions	\$52,500.00
16	697	001	0000	237	00				H.S.A. Adjustment	\$0.00
									H.S.A. fee	\$138.65
									0	\$0.00
									please put the total amt below into PCLS payroll account	
									TOTAL	\$622,211.00

Bank No.	Check No.	Issued To	Bank No.	Check No.	Issued To
		U.S. Treasury			
Prepared By:			Date:	Approved By:	
Christy Telling			1/17/2014	Christy Telling	
				1/17/2014	

Check History Listing
Pierce County Library System

Bank code: boa

Check #	Date	Vendor	Status	Check Total
621932	01/02/2014	003938 BINW		2,226.57
621933	01/02/2014	005369 BIRCH ELECTRIC LLC		2,213.40
621934	01/02/2014	001792 BUCKLEY CHAMBER OF COMMERCE		55.00
621935	01/02/2014	004779 CONVERGENT TECHNOLOGY SYS		523.33
621936	01/02/2014	001213 GIS INFORMATION SYSTEMS INC		2,570.90
621937	01/02/2014	004674 MCHUGH MANAGEMENT CONSULTING		2,880.00
621938	01/02/2014	005338 PHOENIX MECHANICAL INC		91,723.87
621939	01/02/2014	000370 PIERCE COUNTY		147.20
621940	01/02/2014	001681 PITNEY BOWES		6,000.00
621941	01/02/2014	001821 TYLER TECHNOLOGIES INC		1,000.00
621942	01/02/2014	000635 WAYNES ROOFING INC		828.16
621943	01/02/2014	001419 RANDOM HOUSE INC		6,250.00
621944	01/02/2014	004391 WRP SURPRISE LAKE LLC		7,704.07
621945	01/02/2014	005234 ROBERT ALLEN		102.37
621946	01/02/2014	005453 DANA BROWNFIELD		40.57
621947	01/02/2014	002073 LINDA CASE		59.33
621948	01/02/2014	000161 CENGAGE LEARNING		78,674.65
621949	01/02/2014	000094 ELMHURST MUTUAL POWER & LIGHT		1,589.30
621950	01/02/2014	003817 STEPHEN GAINES		33.34
621951	01/02/2014	004128 LISA HEYERDAHL		20.34
621952	01/02/2014	002082 DALE HOUGH		14.50
621953	01/02/2014	004772 LINDA ISHEM		158.20
621954	01/02/2014	001983 LOURIE KELLY		6.22
621955	01/02/2014	000230 KOREAN BOOK CENTER		3,019.92
621956	01/02/2014	003761 TERRI MAY		73.43
621957	01/02/2014	003418 KAREN MCGHEE		35.60
621958	01/02/2014	001941 JUDY T NELSON		401.60
621959	01/02/2014	005681 REBECCA PAUL		160.46
621960	01/02/2014	005508 CHRISTINA PEDERSON		102.83
621961	01/02/2014	000377 PUGET SOUND ENERGY		8,017.50
621962	01/02/2014	003497 TAMARA SAARINEN		50.31
621963	01/02/2014	000506 UNIVERSITY PLACE REFUSE SERVIC		166.87
621964	01/02/2014	005816 BONNIE VALENS		13.56
621965	01/03/2014	000172 AMERICAN LIBRARY ASSOC		85.50
621966	01/03/2014	000830 BAKER & TAYLOR		12,338.93
621967	01/03/2014	000161 CENGAGE LEARNING		3,574.38
621968	01/03/2014	000847 CENTER POINT PUBLISHING		603.36
621969	01/03/2014	005300 DANGER ROOM COMICS LLC		1,499.10

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Pierce County Library System

Bank code: boa

Check #	Date	Vendor	Status	Check Total
621970	01/03/2014	000093 EBSCO		226.66
621971	01/03/2014	005817 CUSTOMER SERVICE FRENCH TOAST		22.00
621972	01/03/2014	000243 INGRAM LIBRARY SERVICES		10,636.12
621973	01/03/2014	000939 LERNER PUBLISHING GROUP		76.11
621974	01/03/2014	001116 JJ MCCAMENT		202.19
621975	01/03/2014	000352 MIDWEST TAPE	V	0.00
621976	01/03/2014	000352 MIDWEST TAPE		16,776.68
621977	01/03/2014	003398 MULTICULTURAL BOOKS & VIDEOS		1,600.00
621978	01/03/2014	000377 PUGET SOUND ENERGY		1,487.00
621979	01/03/2014	000406 RECORDED BOOKS LLC		18,480.00
621980	01/07/2014	000828 AFSCME AFL-CIO		5,591.46
621981	01/07/2014	000175 ASSOCIATION OF WASHINGTON CITI		165,710.68
621982	01/07/2014	003311 DEPARTMENT OF LABOR & INDUSTRI		55,235.56
621983	01/07/2014	000898 DEPARTMENT OF RETIREMENT SYSTE		7,336.00
621984	01/07/2014	005519 DYNAMIC COLLECTORS INC		287.13
621985	01/07/2014	003985 PACIFCSOURCE ADMINISTRATORS		1,685.79
621986	01/07/2014	001181 PIERCE CTY LIBRARY FOUNDATION		339.10
621987	01/07/2014	004276 STATE CENTRAL COLLECTION UNIT		151.67
621988	01/07/2014	000823 UNITED WAY		60.00
621989	01/07/2014	004782 US DEPARTMENT OF EDUCATION		188.00
621990	01/07/2014	000827 WA STATE- DEPT OF RETIREMENT S		83,091.49
621991	01/07/2014	000881 WASHINGTON STATE SUPPORT REGIS		446.38
621992	01/07/2014	000167 AIR SYSTEMS ENGINEERING INC		1,483.35
621993	01/07/2014	001554 ANDREWS FIXTURE CO INC		2,899.10
621994	01/07/2014	005369 BIRCH ELECTRIC LLC		4,370.72
621995	01/07/2014	001764 CASCADIA INTERNATIONAL LLC		445.61
621996	01/07/2014	000895 COLUMBIA BANK		50.00
621997	01/07/2014	005798 EDU BUSINESS SOLUTIONS, INC		13,995.00
621998	01/07/2014	000143 FEDERAL EXPRESS		40.75
621999	01/07/2014	000796 FLOHAWKS		874.34
622000	01/07/2014	005645 GLASS DOCTOR OF KING & PIERCE		1,230.10
622001	01/07/2014	004709 HAAKENSEN GROUP INC		2,095.58
622002	01/07/2014	000254 KING COUNTY LIBRARY		37.92
622003	01/07/2014	004674 MCHUGH MANAGEMENT CONSULTING		3,105.00
622004	01/07/2014	005551 MECHANICAL & CONTROL SVCS INC		1,187.01
622005	01/07/2014	005818 MESA PUBLIC LIBRARY		34.95
622006	01/07/2014	001371 MOUNTAIN MIST		27.28
622007	01/07/2014	005606 INTERLIBRARY LOAN OFFICE MULTNOM/		45.00
622008	01/07/2014	005819 OKLAHOMA DEPART OF LIBRARIES		60.00

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<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
622009	01/07/2014	003985 PACIFCSOURCE ADMINISTRATORS		188.75
622010	01/07/2014	005417 RICOH USA INC		221.56
622011	01/07/2014	003835 TACOMA NARROWS ROTARY		288.00
622012	01/07/2014	005692 BRENDA TANKSLEY		25.85
622013	01/07/2014	004156 WHATCOM COMMUNITY COLLEGE		40.00
622014	01/07/2014	001637 WORKPLACE RESOLUTIONS LLC		5,150.00
622015	01/07/2014	000895 COLUMBIA BANK		262.06
622016	01/07/2014	001249 DUPONT CITY OF		60.00
622017	01/07/2014	001213 GIS INFORMATION SYSTEMS INC		4,404.49
622018	01/07/2014	001290 REGIONAL BUILDING SVCS CORP		507.25
622019	01/07/2014	005416 WILMINGTON DRIVE HOLDINGS LLC		8,781.83
622020	01/08/2014	004022 US BANK		159,209.08
622021	01/08/2014	005485 S P IN SRL		16,286.00
622022	01/08/2014	004022 US BANK		21,347.46
622023	01/09/2014	003938 BINW		3,410.87
622024	01/09/2014	005369 BIRCH ELECTRIC LLC		254.19
622025	01/09/2014	000273 CARRILLO & ASSOCIATES		2,035.25
622026	01/09/2014	001467 DATA SECURITY CORP		132.50
622027	01/09/2014	005283 E-RATE EXPERTISE INC		226.20
622028	01/09/2014	005272 GREEN EFFECTS INC		6,416.61
622029	01/09/2014	005551 MECHANICAL & CONTROL SVCS INC		423.38
622030	01/09/2014	000857 PIERCE COUNTY RECYCLING		98.00
622031	01/09/2014	001379 SENTINEL PEST CONTROL INC		708.00
622032	01/09/2014	000730 SMITH FIRE SYSTEMS MGT LLC		762.35
622033	01/09/2014	003719 UNIQUE MANAGEMENT SERVICES		1,951.10
622034	01/09/2014	005416 WILMINGTON DRIVE HOLDINGS LLC		239.41
622035	01/10/2014	000242 BUCKLEY CITY OF		216.50
622036	01/10/2014	000184 CITY TREASURER		1,741.98
622037	01/10/2014	000184 CITY TREASURER		1,204.81
622038	01/10/2014	000184 CITY TREASURER		996.56
622039	01/10/2014	000184 CITY TREASURER		490.12
622040	01/10/2014	000184 CITY TREASURER		59.02
622041	01/10/2014	000195 FIRGROVE MUTUAL WATER CO		347.25
622042	01/10/2014	000207 GIG HARBOR CITY OF		1,301.71
622043	01/10/2014	001643 IMPACT		59.40
622044	01/10/2014	000352 MIDWEST TAPE		75,000.00
622045	01/10/2014	000377 PUGET SOUND ENERGY		1,019.77
622046	01/10/2014	000460 STEILACOOM TOWN OF		847.64
622047	01/10/2014	000541 STATE OF WASHINGTON		390.72

Check History Listing
Pierce County Library System

Bank code: boa

Check #	Date	Vendor	Status	Check Total
622048	01/10/2014	004779 CONVERGENT TECHNOLOGY SYS		1,180.56
622049	01/10/2014	000731 CUMMINS NORTHWEST LLC		392.56
622050	01/10/2014	005157 LOVSTED WORTHINGTON LLC		101,650.19
622051	01/10/2014	001586 NORTHWEST DOOR INC		328.20
622052	01/10/2014	005417 RICOH USA INC		7,671.06
622053	01/10/2014	004022 US BANK		86,086.88
622054	01/13/2014	004933 NORTHWEST HEALTH & SAFETY INC		109.43
622055	01/13/2014	001130 SNO-ISLE REGIONAL LIBRARY		22.00
622056	01/13/2014	004018 STAPLES INC		376.30
622057	01/13/2014	000496 THYSSEN SOUND ELEVATOR		2,190.71
622058	01/13/2014	000534 WCP SOLUTIONS		644.78
622059	01/14/2014	000172 AMERICAN LIBRARY ASSOC		65.00
622060	01/14/2014	000830 BAKER & TAYLOR		3,164.83
622061	01/14/2014	000161 CENGAGE LEARNING		2,626.84
622062	01/14/2014	000847 CENTER POINT PUBLISHING		40.74
622063	01/14/2014	000243 INGRAM LIBRARY SERVICES		2,425.76
622064	01/14/2014	000352 MIDWEST TAPE		5,228.89
622065	01/14/2014	003398 MULTICULTURAL BOOKS & VIDEOS		4,836.50
622066	01/14/2014	000406 RECORDED BOOKS LLC		1,084.54
622067	01/16/2014	000167 AIR SYSTEMS ENGINEERING INC		232.92
622068	01/16/2014	005369 BIRCH ELECTRIC LLC		3,715.58
622069	01/16/2014	000895 COLUMBIA BANK		275.76
622070	01/16/2014	004779 CONVERGENT TECHNOLOGY SYS		1,279.98
622071	01/16/2014	000819 RECALL SECURE DESTRUCTION SERV		63.74
622072	01/16/2014	001379 SENTINEL PEST CONTROL INC		202.39
622073	01/16/2014	001518 TUMBUSCH PHOTOGRAPHY		227.38
622074	01/16/2014	000541 STATE OF WASHINGTON		28.20
622075	01/16/2014	000363 DBA OVERALL LAUNDRY SERV. ARAMARI		16.41
622076	01/16/2014	000176 ATS AUTOMATION INC		4,507.28
622077	01/16/2014	000895 COLUMBIA BANK		7.75
622078	01/16/2014	005277 COMPLETE OFFICE LLC		1,742.91
622079	01/16/2014	001512 DAILY JOURNAL OF COMMERCE		50.40
622080	01/16/2014	001586 NORTHWEST DOOR INC		196.92
622081	01/16/2014	004967 QUAKE KARE INC		50.24
622082	01/16/2014	005080 QUIPU GROUP LLC		1,500.00
622083	01/16/2014	000534 WCP SOLUTIONS		168.24
622084	01/17/2014	000830 BAKER & TAYLOR		1,473.87
622085	01/17/2014	000830 BAKER & TAYLOR		663.08
622086	01/17/2014	005652 CAVENDISH SQUARE		1,423.44

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>
622087	01/17/2014	005823 ANDY CHRISTENSEN		19.99
622088	01/17/2014	000184 CITY TREASURER		5,511.02
622089	01/17/2014	000184 CITY TREASURER		1,260.19
622090	01/17/2014	005822 ROSE CONLEY		19.99
622091	01/17/2014	000093 EBSCO		52,855.00
622092	01/17/2014	000243 INGRAM LIBRARY SERVICES		657.27
622093	01/17/2014	000352 MIDWEST TAPE		287.88
622094	01/17/2014	005820 CHRISTY NILES		5.84
622095	01/17/2014	001060 SCHOLASTIC LIBRARY PUBLISHING		5,435.52
622096	01/17/2014	005828 SEW-IT TODAY		12.95
622097	01/21/2014	003311 DEPARTMENT OF LABOR & INDUSTRI		467.56
622098	01/21/2014	000041 EMPLOYMENT SECURITY DEPARTMENT		9,039.66
622099	01/21/2014	005814 JAY RAY ADS & PR, INC		1,500.00
622100	01/21/2014	000360 OCLC INC		3,375.43
622101	01/21/2014	004397 SHKS ARCHITECTS PS INC		634.00
622102	01/21/2014	000541 STATE OF WASHINGTON		334.40
622103	01/21/2014	003727 CHILI FRESH ENTERPRISES INC		4,875.00
622104	01/21/2014	004798 LEARNING TIMES LLC		30,000.00
622105	01/21/2014	000774 PCAEYC		35.00
622106	01/22/2014	003778 AFLAC		5,410.41
622107	01/22/2014	000828 AFSCME AFL-CIO		5,444.50
622108	01/22/2014	000175 ASSOCIATION OF WASHINGTON CITI		2,343.66
622109	01/22/2014	001578 COLONIAL SUPPLEMENTAL INSURANC		949.24
622110	01/22/2014	003311 DEPARTMENT OF LABOR & INDUSTRI		10,416.15
622111	01/22/2014	000898 DEPARTMENT OF RETIREMENT SYSTE		7,521.00
622112	01/22/2014	003985 PACIFICSOURCE ADMINISTRATORS		1,685.79
622113	01/22/2014	001181 PIERCE CTY LIBRARY FOUNDATION		407.09
622114	01/22/2014	004276 STATE CENTRAL COLLECTION UNIT		151.67
622115	01/22/2014	000823 UNITED WAY		60.00
622116	01/22/2014	004782 US DEPARTMENT OF EDUCATION		173.90
622117	01/22/2014	000827 WA STATE- DEPT OF RETIREMENT S		80,127.79
622118	01/22/2014	000881 WASHINGTON STATE SUPPORT REGIS		446.38
622119	01/22/2014	004022 US BANK		453.18
622120	01/22/2014	004022 US BANK		40,035.90
622121	01/23/2014	005518 JULIE KRAMER		23.16
622122	01/23/2014	000377 PUGET SOUND ENERGY		4,232.79
622123	01/23/2014	000463 SUMMIT WATER & SUPPLY CO		317.00
622124	01/24/2014	005551 MECHANICAL & CONTROL SVCS INC		784.45
622125	01/24/2014	000497 TILlicum COMMUNITY SERVICE CEN		5,793.87

Check History Listing
Pierce County Library System

Bank code: boa

Check #	Date	Vendor	Status	Check Total
622126	01/27/2014	004022 US BANK		1,547.01
622127	01/27/2014	004022 US BANK		101,149.86
622128	01/27/2014	001583 ALIBRIS		120.52
622129	01/27/2014	000830 BAKER & TAYLOR		14,605.51
622130	01/27/2014	005300 DANGER ROOM COMICS LLC		756.23
622131	01/27/2014	000093 EBSCO		276.98
622132	01/27/2014	000243 INGRAM LIBRARY SERVICES		13,520.15
622133	01/27/2014	000352 MIDWEST TAPE		6,136.41
622134	01/27/2014	000377 PUGET SOUND ENERGY		1,155.64
622135	01/27/2014	000406 RECORDED BOOKS LLC		665.05
622136	01/29/2014	000176 ATS AUTOMATION INC		30,451.49
622137	01/29/2014	003938 BINW		1,304.90
622138	01/29/2014	000895 COLUMBIA BANK		269.81
622139	01/29/2014	001586 NORTHWEST DOOR INC		1,377.95
622140	01/29/2014	001780 UNIVERSITY PLACE CITY OF	V	66,701.50
622141	01/30/2014	000363 DBA OVERALL LAUNDRY SERV. ARAMARI		16.41
622142	01/30/2014	005428 GRITTON BUILDING CO INC		3,063.20
622143	01/30/2014	001586 NORTHWEST DOOR INC		195.84
622144	01/30/2014	003985 PACIFICSOURCE ADMINISTRATORS		175.25
622145	01/30/2014	004391 WRP SURPRISE LAKE LLC		7,704.07
622146	01/31/2014	005838 GAYLA AL-ARAB		12.80
622147	01/31/2014	005841 CHARLENE AVAMALEFONO		14.95
622148	01/31/2014	000184 CITY TREASURER		1,683.82
622149	01/31/2014	005839 JOO KIRKWOOD		23.21
622150	01/31/2014	005840 LEAH MCFARLAND		59.99
622151	01/31/2014	000352 MIDWEST TAPE		12,084.32
622152	01/31/2014	000377 PUGET SOUND ENERGY		1,887.99
622153	01/31/2014	005833 SALIH SHAKIR		14.95
622154	01/31/2014	000460 STEILACOOM TOWN OF		888.97
622155	01/31/2014	000506 UNIVERSITY PLACE REFUSE SERVIC		166.87
boa Total:				1,742,770.61
Total Checks:				1,742,770.61

224 checks in this report

RESOLUTION Number 2014-02

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

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

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

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

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

PASSED AND APPROVED THIS 12th DAY OF February, 2014.

BOARD OF TRUSTEES, PIERCE COUNTY RURAL LIBRARY DISTRICT

Linda Ishem, Chair

Robert Allen, Member

J.J. McCament, Member

Allen Rose, Member

Donna Albers, Member

Quantity	Item	Description	Location
4	Furnishings	3'x3' Wooden Tables	Admin Center
1	Furnishings	2'x3' table	Admin Center
1	Furnishings	3 Sectional Desk	Admin Center
1	Electric Equipment	Transformer	Admin Center
1	Multimedia Equipment	Graphics Light Table	Admin Center
1	Multimedia Equipment	Graphics Plate Burner	Admin Center
44	Furnishings	Task chairs	Admin Center
2	Furnishings	Metal framed chairs	Admin Center
1	Multimedia Equipment	Graphics Printer	Admin Center
2	Furnishings	Tall task chairs	Admin Center
1	Multimedia Equipment	TV, Slide Projector, & Cart	Admin Center
2	Furnishings	Fabric covered rocking chairs	Admin Center
2	Furnishings	fabric covered wood chairs	Admin Center

Property Disposal Request System Washington State Department of Enterprise Services

Dennis Gould logged in | [Logout](#) | [Main Menu](#)

Review Standard Request

Organization: 39415-PIERCE CO LIBRARY

Agency Authority #: 9110980071

Request #: 64035

Submit Date:

Status: Active Request

Contact Name: Dennis Gould

Physical Address: 3005 112th St E

Contact Phone: 253-548-3468

City: Tacoma

Contact Email: dgould@piercecountylibrary.org

Zip: 98321

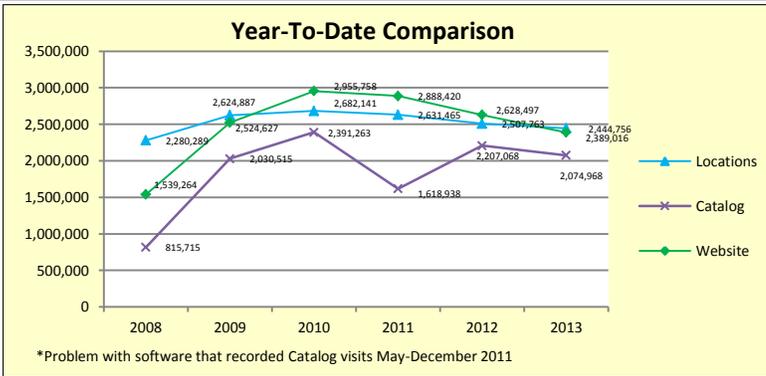
Line	Description	Category	Sub Category	Qty	Rcv Tag #	Serial #	Est. Value	Fund
1	3'x3' Wooden tables	Furniture	Table	4			600	
2	2'x3' table	Furniture	Table	1			50	
3	3 Sectional Desk	Furniture	Desk	1			400	
4	Electric Transformer	Equipment	Generator	1			900	
5	Graphics Light Table	Electronics	Misc. Electronics	1			800	
6	Graphics Plate Burner	Electronics	Misc. Electronics	1			2000	
7	Task Chairs	Furniture	Chair	44			200	
8	Metal rail chairs	Furniture	Chair	2			25	
9	Graphics Printer	Computer Equipment	Network Hardware	1			800	
10	Tall task chairs	Furniture	Chair	2			100	
11	TV/Cart and slide projector	Electronics	TV	1			100	
12	Chairs	Furniture	Chair	2			25	
13	Wooden chairs	Furniture	Chair	2			20	



OFFICERS REPORT

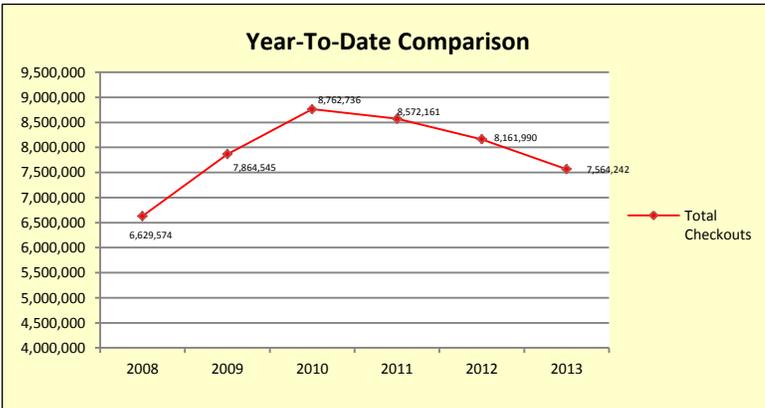
CUSTOMER SERVICE/PHILANTHROPY DASHBOARD - DECEMBER

VISITS



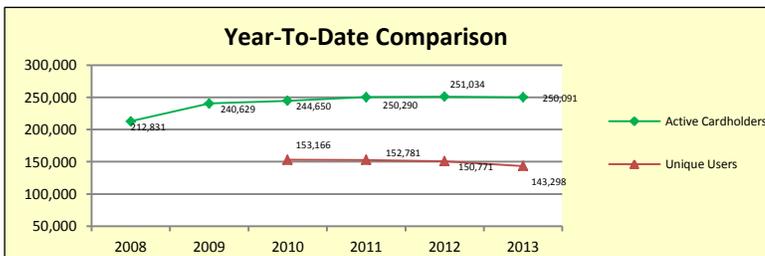
	December		
	2012	2013	% Change
Door Count	174,510	172,837	-0.96%
Catalog	168,411	163,890	-2.68%
Website	191,759	170,769	-10.95%
Job & Business Portal	1,971	2,357	19.58%
Military Portal (launched 3/12)	169	45	-73.37%
Total	536,820	509,898	-5.02%

CHECKOUTS



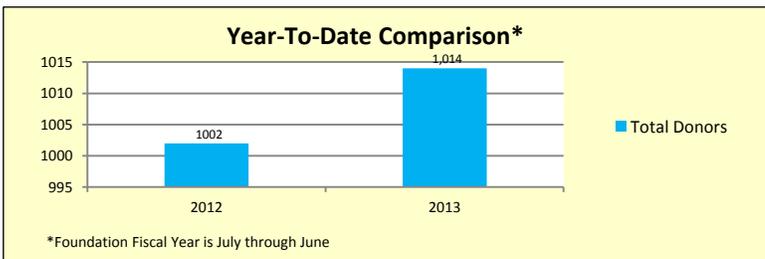
	December		
	2012	2013	% Change
Checkouts	556,070	527,412	-5.15%
eBook Downloads	39,539	52,096	31.76%
Total	595,609	579,508	-2.70%

CUSTOMERS



	December		
	2012	2013	% Change
Active Cardholders	251,034	250,091	-0.38%
New Cards	2,756	2,934	6.46%
Checkout Transactions	89,557	85,948	-4.03%
Unique Users	41,974	40,551	-3.39%

PHILANTHROPY



	December		
	2012	2013	% Change
Foundation Donors	394	355	-9.90%
New Foundation Donors	224	136	-39.29%
\$ Raised by Foundation	\$ 84,199	\$ 159,058	88.91%
\$ Provided by Friends	\$ -	\$ 9,959	NA

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)
- Bkmb Ended 11/11
- Key Center 11/14-12/31 (47 Days)

2013

- Key Center 1/1-2/3 (34 Days)
- Fife 9/24-25 (2 Days)

Monthly Financial Reports Interim December 2013

Please note that these are interim financial reports. The final closing transactions are in process. State regulations require us to have this process completed and final reports submitted to the Office of the State Auditor no later than May 30, 2014

February 3, 2014
Dale E. Hough, CFO, CPFIM
Finance Manager

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



	General Fund	Debt Service Fund	Capital Improvement Projects Fund
Assets			
Current Assets - Cash			
Cash	\$ 10,055,992	\$ 83,567	\$ 1,364,887
Investments	\$ -	\$ -	\$ -
Total Cash	\$ 10,055,992	\$ 83,567	\$ 1,364,887
Total Current Assets	\$ 10,055,992	\$ 83,567	\$ 1,364,887
Liabilities and Fund Balance			
Current Liabilities			
Warrants Payable	\$ 940,784	\$ -	\$ 120,274
Sales Tax Payable	\$ 1,686	\$ -	\$ -
Payroll Taxes and Benefits Payable	\$ 110,537	\$ -	\$ -
Total Current Liabilities	\$ 1,053,008	\$ -	\$ 120,274
Fund Balance			
Reserve for Encumbrances	\$ (746)	\$ -	\$ -
Net Excess (Deficit)	\$ 174,072	\$ 123	\$ 462,717
Unreserved Fund Balance	\$ 8,829,659	\$ 83,444	\$ 781,896
Total Fund Balance	\$ 9,002,985	\$ 83,567	\$ 1,244,613
Total Liabilities and Fund Balance	\$ 10,055,992	\$ 83,567	\$ 1,364,887
Anticipated Property Tax Revenue	\$ 1,061,884	\$ 39	\$ -

Pierce County Library System Comparative Statement of Financial Position General Fund - Rolling Comparison (as of the listed date of the reported month)													
	HISTORICAL	HISTORICAL	HISTORICAL	HISTORICAL	HISTORICAL	HISTORICAL	CURRENT						
	12/31/2012	1/31/2013	2/28/2013	3/31/2013	4/30/2013	5/31/2013	6/30/2013	7/31/2013	8/31/2013	9/30/2013	10/31/2013	11/30/2013	12/31/2013
Assets													
Current Assets - Cash													
Cash	\$ 10,858,588	\$ 959,998	\$ 1,261,690	\$ 2,797,368	\$ 8,648,366	\$ 4,759,718	\$ 1,697,396	\$ 1,759,564	\$ 1,741,018	\$ 2,327,531	\$ 8,989,939	\$ 4,778,073	\$ 10,055,992
Investments	\$ -	\$ 7,110,000	\$ 5,300,000	\$ 3,860,000	\$ 3,323,000	\$ 8,681,493	\$ 9,800,000	\$ 7,850,000	\$ 5,900,000	\$ 4,400,000	\$ 2,800,000	\$ 7,460,000	\$ -
Total Cash	\$ 10,858,588	\$ 8,069,998	\$ 6,561,690	\$ 6,657,368	\$ 11,971,366	\$ 13,441,211	\$ 11,497,396	\$ 9,609,564	\$ 7,641,018	\$ 6,727,531	\$ 11,789,939	\$ 12,238,073	\$ 10,055,992
Total Current Assets	\$ 10,858,588	\$ 8,069,998	\$ 6,561,690	\$ 6,657,368	\$ 11,971,366	\$ 13,441,211	\$ 11,497,396	\$ 9,609,564	\$ 7,641,018	\$ 6,727,531	\$ 11,789,939	\$ 12,238,073	\$ 10,055,992
Liabilities and Fund Balance													
Current Liabilities													
Warrants Payable	\$ 1,190,010	\$ 290,600	\$ 309,158	\$ 384,525	\$ 182,186	\$ 307,368	\$ 201,001	\$ 61,424	\$ 255,774	\$ 214,897	\$ 246,940	\$ 335,358	\$ 940,784
Sales Tax Payable	\$ 2,986	\$ 3,869	\$ 1,519	\$ 2,496	\$ 2,527	\$ 2,361	\$ 1,500	\$ 1,861	\$ 2,076	\$ 2,024	\$ 2,299	\$ 1,791	\$ 1,686
Payroll Taxes and Benefits Payable	\$ 79,154	\$ 59,580	\$ 98,196	\$ 114,830	\$ 91,874	\$ 99,447	\$ 117,325	\$ 118,009	\$ 95,641	\$ 115,866	\$ 85,954	\$ 97,624	\$ 110,537
Total Current Liabilities	\$ 1,272,150	\$ 354,048	\$ 408,872	\$ 501,851	\$ 276,587	\$ 409,176	\$ 319,826	\$ 181,293	\$ 353,490	\$ 332,788	\$ 335,193	\$ 434,773	\$ 1,053,008
Fund Balance													
Reserve for Encumbrances	\$ -	\$ 463,130	\$ 465,957	\$ 452,172	\$ 474,946	\$ 399,459	\$ 483,361	\$ 470,718	\$ 461,818	\$ 441,712	\$ 378,475	\$ 315,594	\$ (746)
Net Excess (Deficit)	\$ 786,965	\$ (1,991,920)	\$ (3,492,470)	\$ (3,461,979)	\$ 2,054,493	\$ 3,231,322	\$ 1,292,956	\$ (443,701)	\$ (2,575,544)	\$ (3,448,222)	\$ 1,675,017	\$ 2,086,453	\$ 174,072
Unreserved Fund Balance	\$ 8,799,473	\$ 9,244,740	\$ 9,179,330	\$ 9,165,324	\$ 9,165,341	\$ 9,401,254	\$ 9,401,254	\$ 9,401,254	\$ 9,401,254	\$ 9,401,254	\$ 9,401,254	\$ 9,401,254	\$ 8,829,659
Total Fund Balance	\$ 9,586,438	\$ 7,715,950	\$ 6,152,818	\$ 6,155,517	\$ 11,694,779	\$ 13,032,035	\$ 11,177,570	\$ 9,428,271	\$ 7,287,528	\$ 6,394,744	\$ 11,454,746	\$ 11,803,300	\$ 9,002,985
Total Liabilities and Fund Balance	\$ 10,858,588	\$ 8,069,998	\$ 6,561,690	\$ 6,657,368	\$ 11,971,366	\$ 13,441,211	\$ 11,497,396	\$ 9,609,564	\$ 7,641,018	\$ 6,727,531	\$ 11,789,939	\$ 12,238,073	\$ 10,055,992
Anticipated Property Tax Revenue	\$ 1,349,456	\$ 24,973,702	\$ 24,554,434	\$ 22,817,140	\$ 15,377,335	\$ 15,377,335	\$ 12,250,392	\$ 1,061,884	\$ 11,930,745	\$ 10,921,417	\$ 3,627,815	\$ 1,229,998	\$ 1,061,884

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

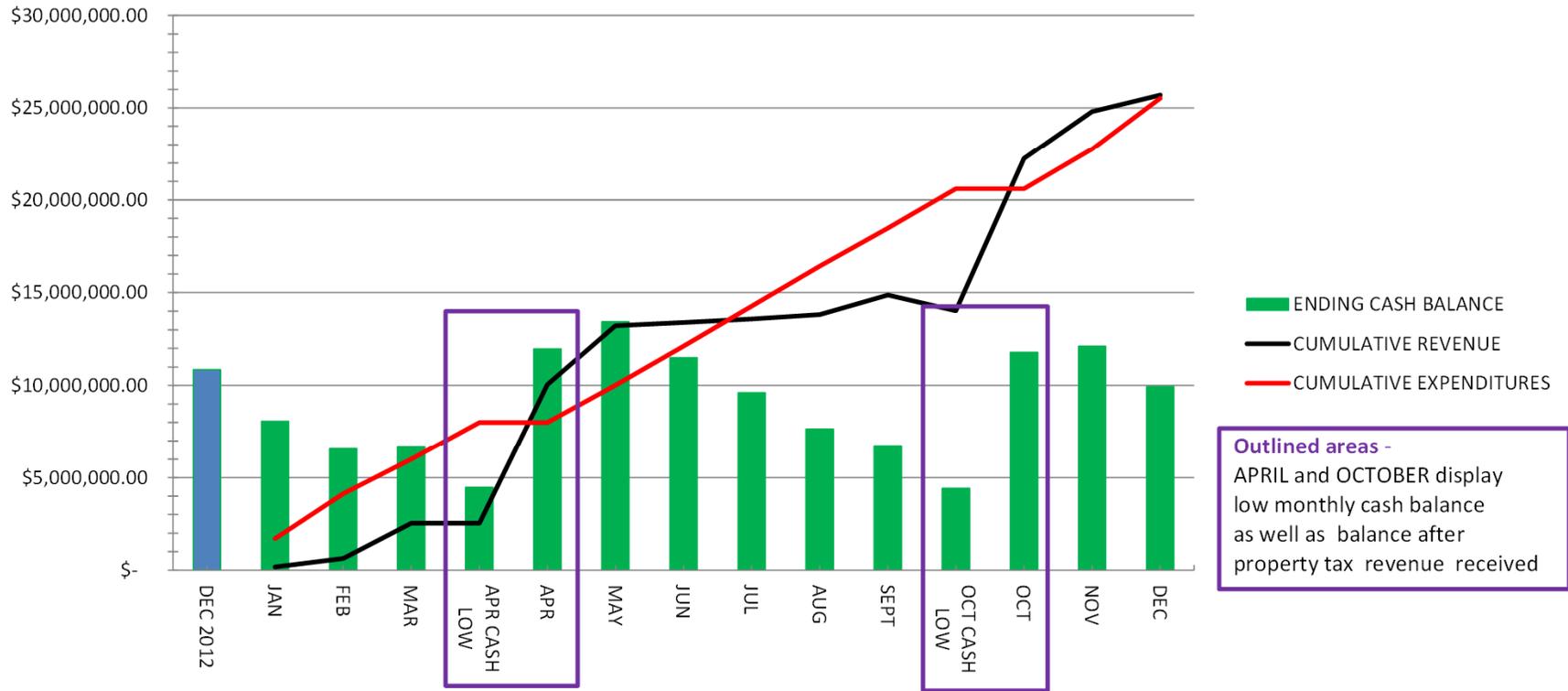
<u>General Fund</u>	<u>2013 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Use of Fund Balance	\$ 762,126	\$ 571,595	\$ -	\$ 190,531	75%
Property Tax/Investment Income & Other PC Revenue	\$ 23,852,044	\$ 24,082,515	\$ -	\$ (230,471)	101%
Other Revenue	\$ 932,400	\$ 1,039,820	\$ -	\$ (107,420)	112%
Total Revenue	\$ 25,546,570	\$ 25,693,929	\$ -	\$ (147,359)	101%
Expenditures					
Personnel/Taxes and Benefits	\$ 18,285,836.00	\$ 18,123,441	\$ -	\$ 162,395	99%
Materials	\$ 3,304,075	\$ 3,330,711	\$ -	\$ (26,636)	101%
Maintenance and Operations	\$ 3,460,970	\$ 3,570,763	\$ (746)	\$ (109,047)	103%
Transfers Out	\$ 495,689	\$ 495,689	\$ -	\$ -	100%
Total Expenditures	\$ 25,546,570	\$ 25,520,604	\$ (746)	\$ 26,712	100%
Excess/(Deficit)		\$ 173,326			
(less encumbrances)		746			
Net Excess (Deficit)		\$ 174,071.82			

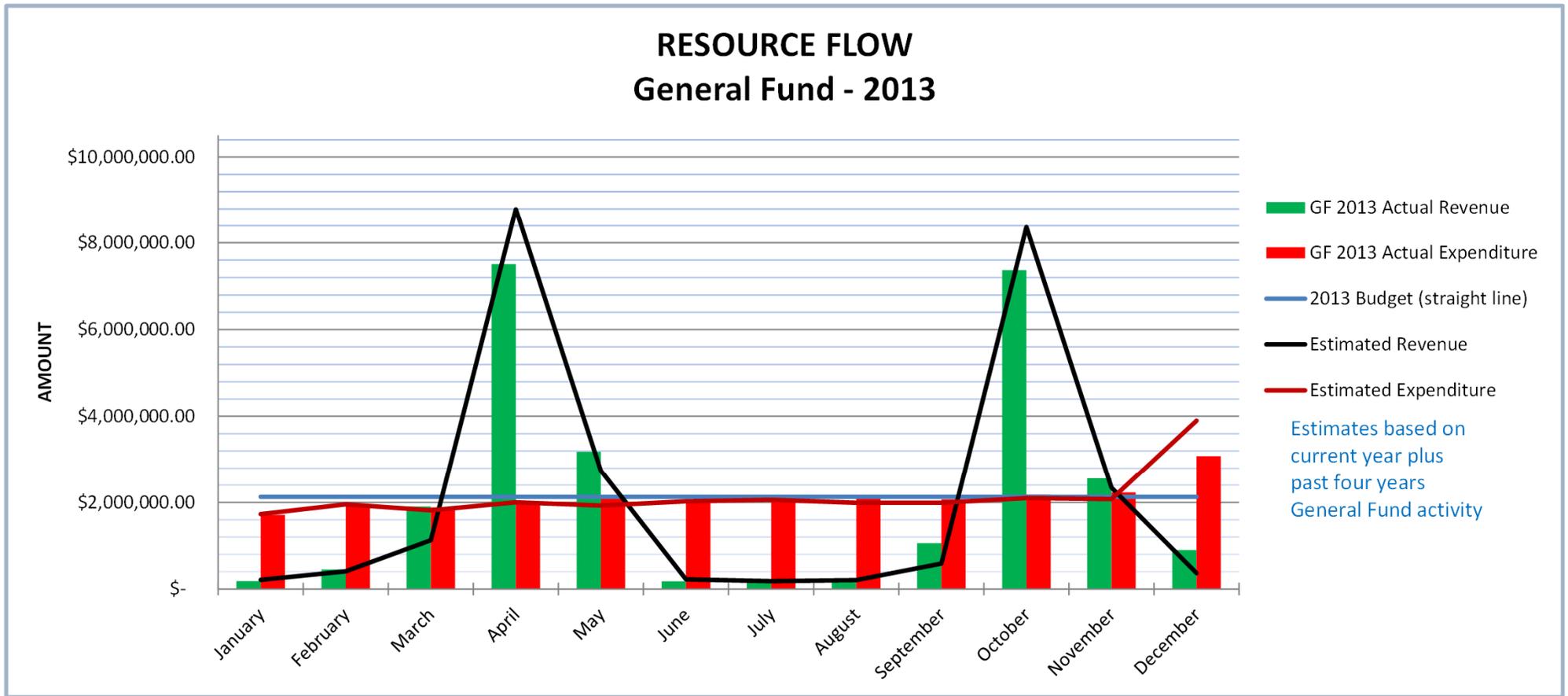
<u>Debt Service Fund</u>	<u>2013 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Property Tax/Investment Income & Other PC Revenue	\$ -	\$ 123	\$ -	\$ (123)	0%
Other Revenue	\$ -	\$ -	\$ -	\$ -	0%
Total Revenue	\$ -	\$ 123	\$ -	\$ (123)	0%
Total Expenditures	\$ -	\$ -	\$ -	\$ -	0%
Net Excess (Deficit)		\$ 123			

Capital Improvement Projects

<u>Fund</u>	<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	\$ -	\$ 122,473	\$ -	\$ (122,473)	0%
Transfers In	\$ 495,689	\$ 495,689	\$ -	\$ -	100%
Total Revenue	\$ 2,289,100	\$ 2,411,573	\$ -	\$ (122,473)	105%
Expenditures					
Maintenance and Operations	\$ 2,289,100	\$ 1,948,856	\$ -	\$ 340,244	85%
Total Expenditures	\$ 2,289,100	\$ 1,948,856	\$ -	\$ 340,244	85%
Excess/(Deficit)		\$ 462,717			
(less encumbrances)		-			
Net Excess (Deficit)		\$ 462,717			

CUMULATIVE GENERAL FUND REVENUE AND EXPENDITURE Including Cash Flow Projection 2013





Monthly Financial Reports January 31, 2014

Pierce County revenue data was not available at the time this report as prepared.

Pierce County Library System
Statement of Financial Position
January 31, 2014
All Funds



	General Fund	Debt Service Fund	Capital Improvement Projects Fund
Assets			
Current Assets - Cash			
Cash	\$ 1,370,790	\$ 0.21	\$ 114,161
Investments	\$ 6,200,000	\$ 83,567	\$ 1,100,000
Total Cash	\$ 7,570,790	\$ 83,567	\$ 1,214,161
Total Current Assets	\$ 7,570,790	\$ 83,567	\$ 1,214,161
Liabilities and Fund Balance			
Current Liabilities			
Warrants Payable	\$ 48,756	\$ -	\$ 66,702
Sales Tax Payable	\$ 2,848	\$ -	\$ -
Payroll Taxes and Benefits Payable	\$ 63,134	\$ -	\$ -
Total Current Liabilities	\$ 114,738	\$ -	\$ 66,702
Fund Balance			
Reserve for Encumbrances	\$ 499,816	\$ -	\$ 194,755
Net Excess (Deficit)	\$ (1,873,423)	\$ -	\$ 170,809
Unreserved Fund Balance	\$ 8,829,659	\$ 83,567	\$ 781,896
Total Fund Balance	\$ 7,456,053	\$ 83,567	\$ 1,147,460
Total Liabilities and Fund Balance	\$ 7,570,790	\$ 83,567	\$ 1,214,161
Anticipated Property Tax Revenue	\$ 1,061,884	\$ 39	\$ -

Pierce County Library System Comparative Statement of Financial Position General Fund - Rolling Comparison (as of the listed date of the reported month)													
	HISTORICAL 1/31/2013	HISTORICAL 2/28/2013	HISTORICAL 3/31/2013	HISTORICAL 4/30/2013	HISTORICAL 5/31/2013	HISTORICAL 6/30/2013	HISTORICAL 7/31/2013	HISTORICAL 8/31/2013	HISTORICAL 9/30/2013	HISTORICAL 10/31/2013	HISTORICAL 11/30/2013	CURRENT 12/31/2013	CURRENT 1/31/2014
Assets													
Current Assets - Cash													
Cash	\$ 959,998	\$ 1,261,690	\$ 2,797,368	\$ 8,648,366	\$ 4,759,718	\$ 1,697,396	\$ 1,759,564	\$ 1,741,018	\$ 2,327,531	\$ 8,989,939	\$ 4,778,073	\$ 10,055,992	\$ 1,370,790
Investments	\$ 7,110,000	\$ 5,300,000	\$ 3,860,000	\$ 3,323,000	\$ 8,681,493	\$ 9,800,000	\$ 7,850,000	\$ 5,900,000	\$ 4,400,000	\$ 2,800,000	\$ 7,460,000	\$ -	\$ 6,200,000
Total Cash	\$ 8,069,998	\$ 6,561,690	\$ 6,657,368	\$ 11,971,366	\$ 13,441,211	\$ 11,497,396	\$ 9,609,564	\$ 7,641,018	\$ 6,727,531	\$ 11,789,939	\$ 12,238,073	\$ 10,055,992	\$ 7,570,790
Total Current Assets	\$ 8,069,998	\$ 6,561,690	\$ 6,657,368	\$ 11,971,366	\$ 13,441,211	\$ 11,497,396	\$ 9,609,564	\$ 7,641,018	\$ 6,727,531	\$ 11,789,939	\$ 12,238,073	\$ 10,055,992	\$ 7,570,790
Liabilities and Fund Balance													
Current Liabilities													
Warrants Payable	\$ 290,600	\$ 309,158	\$ 384,525	\$ 182,186	\$ 307,368	\$ 201,001	\$ 61,424	\$ 255,774	\$ 214,897	\$ 246,940	\$ 335,358	\$ 940,784	\$ 48,756
Sales Tax Payable	\$ 3,869	\$ 1,519	\$ 2,496	\$ 2,527	\$ 2,361	\$ 1,500	\$ 1,861	\$ 2,076	\$ 2,024	\$ 2,299	\$ 1,791	\$ 1,686	\$ 2,848
Payroll Taxes and Benefits Payable	\$ 59,580	\$ 98,196	\$ 114,830	\$ 91,874	\$ 99,447	\$ 117,325	\$ 118,009	\$ 95,641	\$ 115,866	\$ 85,954	\$ 97,624	\$ 110,537	\$ 63,134
Total Current Liabilities	\$ 354,048	\$ 408,872	\$ 501,851	\$ 276,587	\$ 409,176	\$ 319,826	\$ 181,293	\$ 353,490	\$ 332,788	\$ 335,193	\$ 434,773	\$ 1,053,008	\$ 114,738
Fund Balance													
Reserve for Encumbrances	\$ 463,130	\$ 465,957	\$ 452,172	\$ 474,946	\$ 399,459	\$ 483,361	\$ 470,718	\$ 461,818	\$ 441,712	\$ 378,475	\$ 315,594	\$ (745,93)	\$ 499,816
Net Excess (Deficit)	\$ (1,991,920)	\$ (3,492,470)	\$ (3,461,979)	\$ 2,054,493	\$ 3,231,322	\$ 1,292,956	\$ (443,701)	\$ (2,575,544)	\$ (3,448,222)	\$ 1,675,017	\$ 2,086,453	\$ 174,071.82	\$ (1,873,423)
Unreserved Fund Balance	\$ 9,244,740	\$ 9,179,330	\$ 9,165,324	\$ 9,165,341	\$ 9,401,254	\$ 9,401,254	\$ 9,401,254	\$ 9,401,254	\$ 9,401,254	\$ 9,401,254	\$ 9,401,254	\$ 8,829,659	\$ 8,829,659
Total Fund Balance	\$ 7,715,950	\$ 6,152,818	\$ 6,155,517	\$ 11,694,779	\$ 13,032,035	\$ 11,177,570	\$ 9,428,271	\$ 7,287,528	\$ 6,394,744	\$ 11,454,746	\$ 11,803,300	\$ 9,002,985	\$ 7,456,053
Total Liabilities and Fund Balance	\$ 8,069,998	\$ 6,561,690	\$ 6,657,368	\$ 11,971,366	\$ 13,441,211	\$ 11,497,396	\$ 9,609,564	\$ 7,641,018	\$ 6,727,531	\$ 11,789,939	\$ 12,238,073	\$ 10,055,992	\$ 7,570,790
Anticipated Property Tax Revenue	\$ 24,973,702	\$ 24,554,434	\$ 22,817,140	\$ 15,377,335	\$ 15,377,335	\$ 12,250,392	\$ 1,061,884	\$ 11,930,745	\$ 10,921,417	\$ 3,627,815	\$ 1,229,998	\$ 1,061,884	\$ 1,061,884

PIERCE COUNTY LIBRARY SYSTEM
Statement of Revenue and Expenditures
Year to Date through January 31, 2014
no pre-encumbrances

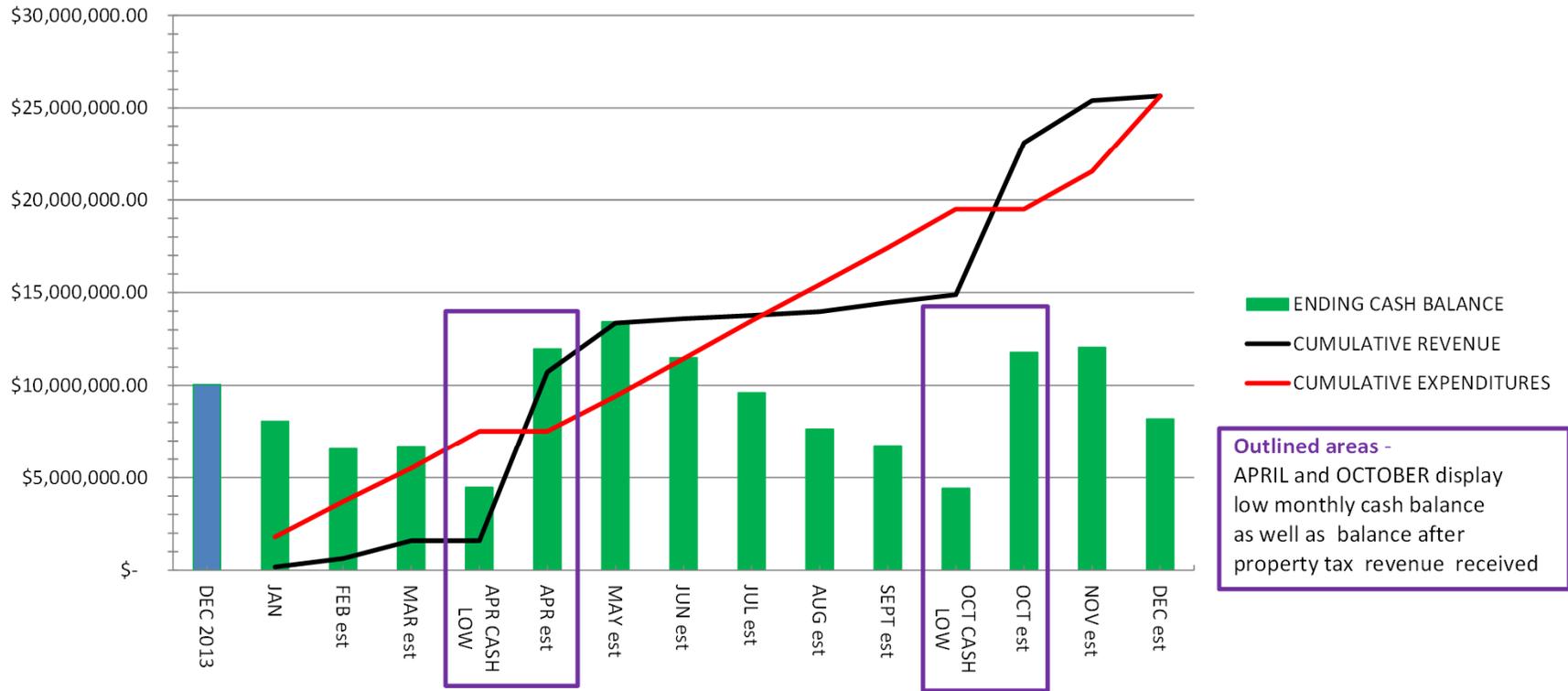
<u>General Fund</u>	<u>2014 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Use of Fund Balance	\$ 127,663	\$ -	\$ -	\$ 127,663	0%
Property Tax/Investment Income & Other PC Revenue	\$ 24,540,872	\$ -	\$ -	\$ 24,540,872	0%
Other Revenue	\$ 985,500	\$ 260,835	\$ -	\$ 724,665	26%
Total Revenue	\$ 25,654,035	\$ 260,835	\$ -	\$ 25,393,200	1%
Expenditures					
Personnel/Taxes and Benefits	\$ 18,837,686.00	\$ 1,601,323	\$ -	\$ 17,236,363	9%
Materials	\$ 3,277,075	\$ 52,614	\$ -	\$ 3,224,461	2%
Maintenance and Operations	\$ 3,284,010	\$ 153,830	\$ 499,816	\$ 2,630,363	20%
Transfers Out	\$ 255,264	\$ -	\$ -	\$ 255,264	0%
Total Expenditures	\$ 25,654,035	\$ 1,807,767	\$ 499,816	\$ 23,346,452	9%
Excess/(Deficit)		\$ (1,546,932)			
(less encumbrances)		(499,816)			
Net Excess (Deficit)		\$ (2,046,748.44)			

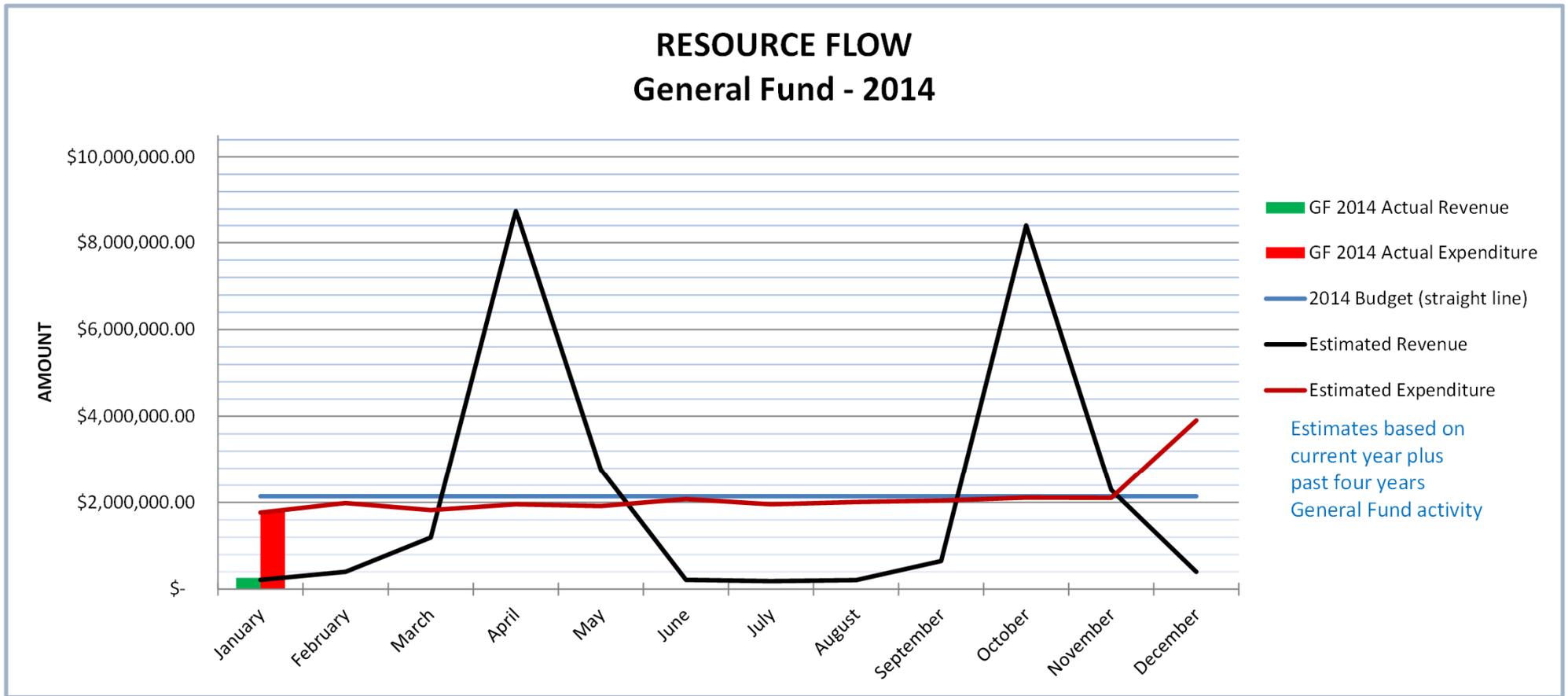
<u>Debt Service Fund</u>	<u>2014 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Property Tax/Investment Income & Other PC Revenue	\$ -	\$ -	\$ -	\$ -	0%
Other Revenue	\$ -	\$ -	\$ -	\$ -	0%
Total Revenue	\$ -	\$ -	\$ -	\$ -	0%
Total Expenditures	\$ -	\$ -	\$ -	\$ -	0%
Net Excess (Deficit)		\$ -			

Capital Improvement Projects

<u>Fund</u>	<u>2014 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Use of Fund Balance	\$ 808,886	\$ -	\$ -	\$ 808,886	0%
Other Revenue	\$ 160,000	\$ -	\$ -	\$ 160,000	0%
Transfers In	\$ 255,114	\$ -	\$ -	\$ 255,114	0%
Total Revenue	\$ 1,224,000	\$ -	\$ -	\$ 1,224,000	0%
Expenditures					
Maintenance and Operations	\$ 1,224,000	\$ 97,153	\$ 194,755	\$ 932,092	24%
Total Expenditures	\$ 1,224,000	\$ 97,153	\$ 194,755	\$ 932,092	24%
Excess/(Deficit)		\$ (97,153)			
(less encumbrances)		(194,755)			
Net Excess (Deficit)		\$ (291,908)			

CUMULATIVE GENERAL FUND REVENUE AND EXPENDITURE Including Cash Flow Projection 2014





Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 1/31/2014

FUND: GENERAL FUND (01)

Object	2014 Budget	January Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
REVENUE ACCOUNTS						
29150 USE OF FUND BALANCE-BUDGET	127,663.00	0.00	0.00	0.00	127,663.00	0.00
31111 PROPERTY TAXES CURRENT	23,502,762.00	0.00	0.00	0.00	23,502,762.00	0.00
31112 PROPERTY TAXES DELINQUENT	940,110.00	0.00	0.00	0.00	940,110.00	0.00
31130 SALE OF TAX TITLE PROPERTY	3,000.00	0.00	0.00	0.00	3,000.00	0.00
31210 PRIVATE HARVEST/ FOREST EXCISE TAX	50,000.00	0.00	0.00	0.00	50,000.00	0.00
31720 LEASEHOLD EXCISE TAX	20,000.00	0.00	0.00	0.00	20,000.00	0.00
TAXES:	24,643,535.00	0.00	0.00	0.00	24,643,535.00	0.00
34160 COPIER FEES	25,000.00	2,632.52	2,632.52	0.00	22,367.48	10.53
34162 PRINTER FEES	60,000.00	8,549.24	8,549.24	0.00	51,450.76	14.25
34730 INTERLIBRARY LOAN FEES	0.00	10.00	10.00	0.00	(10.00)	0.00
35970 LIBRARY FINES	615,000.00	57,641.00	57,641.00	0.00	557,359.00	9.37
36110 INVESTMENT INCOME	10,000.00	0.00	0.00	0.00	10,000.00	0.00
36190 OTHER INTEREST EARNINGS	0.00	0.62	0.62	0.00	(0.62)	0.00
36200 KEY PEN HLTH DEPT FACILITY REV	0.00	312.68	312.68	0.00	(312.68)	0.00
36700 FOUNDATION DONATIONS	225,500.00	185,298.48	185,298.48	0.00	40,201.52	82.17
36720 FRIENDS' REIMBURSEMENTS	0.00	2,426.98	2,426.98	0.00	(2,426.98)	0.00
36725 DONATIONS - OTHER	0.00	8.90	8.90	0.00	(8.90)	0.00
36910 SALE OF SCRAP AND SALVAGE	0.00	325.00	325.00	0.00	(325.00)	0.00
36920 BOOK SALE REVENUE	20,000.00	8.00	8.00	0.00	19,992.00	0.04
36990 MISCELLANEOUS REVENUE	0.00	1,912.65	1,912.65	0.00	(1,912.65)	0.00
36991 PAYMENT FOR LOST MATERIALS	25,000.00	1,081.18	1,081.18	0.00	23,918.82	4.32
36994 UNCLAIMED PROPERTY	0.00	0.55	0.55	0.00	(0.55)	0.00
36997 PRIOR YEAR'S REFUNDS	0.00	627.02	627.02	0.00	(627.02)	0.00
36999 REBATES - PROCUREMENT CARD	15,000.00	0.00	0.00	0.00	15,000.00	0.00
CHARGES OTHER:	995,500.00	260,834.82	260,834.82	0.00	734,665.18	26.20
39510 SALE OF FIXED ASSETS/TIMBER (GOV)	15,000.00	0.00	0.00	0.00	15,000.00	0.00
TOTAL FOR REVENUE ACCOUNTS	25,654,035.00	260,834.82	260,834.82	0.00	25,393,200.18	1.02
EXPENSE ACCOUNTS						
51100 SALARIES AND WAGES	13,709,535.00	1,114,776.67	1,114,776.67	0.00	12,594,758.33	8.13
51105 ADDITIONAL HOURS	247,100.00	25,834.48	25,834.48	0.00	221,265.52	10.46
51106 SHIFT DIFFERENTIAL	161,206.00	10,877.05	10,877.05	0.00	150,328.95	6.75
51107 SUBSTITUTE HOURS	284,500.00	26,237.12	26,237.12	0.00	258,262.88	9.22
51109 TUITION ASSISTANCE PROGRAM	300.00	0.00	0.00	0.00	300.00	0.00
51200 OVERTIME WAGES	5,800.00	1,028.40	1,028.40	0.00	4,771.60	17.73
51999 ADJ WAGE/SALARY TO MATCH PLAN	(448,609.00)	0.00	0.00	0.00	(448,609.00)	0.00
52001 INDUSTRIAL INSURANCE	165,707.00	13,574.55	13,574.55	0.00	152,132.45	8.19
52002 MEDICAL INSURANCE	2,268,400.00	198,923.12	198,923.12	0.00	2,069,476.88	8.77
52003 F.I.C.A.	1,102,241.00	89,348.15	89,348.15	0.00	1,012,892.85	8.11
52004 RETIREMENT	1,167,555.00	102,656.92	102,656.92	0.00	1,064,898.08	8.79
52005 DENTAL INSURANCE	241,326.00	15,111.84	15,111.84	0.00	226,214.16	6.26
52006 OTHER BENEFIT	9,580.00	820.00	820.00	0.00	8,760.00	8.56
52010 LIFE AND DISABILITY INSURANCE	25,245.00	2,134.92	2,134.92	0.00	23,110.08	8.46
52020 UNEMPLOYMENT COMPENSATION	30,500.00	0.00	0.00	0.00	30,500.00	0.00
52200 UNIFORMS	1,300.00	0.00	0.00	0.00	1,300.00	0.00
52999 ADJ BENEFITS TO MATCH PLAN	(134,000.00)	0.00	0.00	0.00	(134,000.00)	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 1/31/2014

FUND: GENERAL FUND (01)

Object	2014 Budget	January Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
EXPENSE ACCOUNTS						
PERSONNEL	18,837,686.00	1,601,323.22	1,601,323.22	0.00	17,236,362.78	8.50
53100 OFFICE/OPERATING SUPPLIES	155,400.00	2,331.90	2,331.90	31,471.08	121,597.02	21.75
53101 CUSTODIAL SUPPLIES	52,100.00	0.00	0.00	0.00	52,100.00	0.00
53102 MAINTENANCE SUPPLIES	60,200.00	0.00	0.00	0.00	60,200.00	0.00
53103 AUDIOVISUAL PROCESSING SUP	20,000.00	0.00	0.00	0.00	20,000.00	0.00
53104 BOOK PROCESSING SUPPLIES	20,000.00	0.00	0.00	0.00	20,000.00	0.00
53200 FUEL	40,750.00	0.00	0.00	45,000.00	(4,250.00)	110.43
53401 ADULT MATERIALS	827,684.00	18,888.95	18,888.95	0.00	808,795.05	2.28
53403 PERIODICALS	80,000.00	122.12	122.12	0.00	79,877.88	0.15
53405 JUVENILE BOOKS	496,458.00	8,515.84	8,515.84	0.00	487,942.16	1.72
53406 PROFESSIONAL COLLECTION	20,000.00	182.24	182.24	0.00	19,817.76	0.91
53407 INTERNATIONAL COLLECTION	76,000.00	263.47	263.47	0.00	75,736.53	0.35
53408 AUDIOVISUAL MATERIALS - ADULT	816,000.00	15,739.83	15,739.83	0.00	800,260.17	1.93
53409 AUDIOVISUAL MATERIALS - JUV	102,040.00	612.24	612.24	0.00	101,427.76	0.60
53411 ELECTRONIC INFO SOURCES	170,355.00	4,404.49	4,404.49	0.00	165,950.51	2.59
53412 REFERENCE SERIALS	36,414.00	0.00	0.00	0.00	36,414.00	0.00
53413 ELECTRONIC SERVICES	244,124.00	0.00	0.00	0.00	244,124.00	0.00
53414 ELECTRONIC COLLECTION	255,000.00	665.05	665.05	0.00	254,334.95	0.26
53464 VENDOR PROCESSING SERVICES	153,000.00	3,219.29	3,219.29	0.00	149,780.71	2.10
53500 MINOR EQUIPMENT	6,500.00	0.00	0.00	0.00	6,500.00	0.00
53501 FURNISHINGS	35,000.00	1,304.90	1,304.90	2,101.68	31,593.42	9.73
53502 IT HARDWARE	216,300.00	164.09	164.09	0.00	216,135.91	0.08
53503 PRINTERS	20,000.00	0.00	0.00	0.00	20,000.00	0.00
53505 SOFTWARE	17,000.00	0.00	0.00	7,125.00	9,875.00	41.91
54100 PROFESSIONAL SERVICES	256,200.00	36,458.07	36,458.07	42,882.72	176,859.21	30.97
54101 LEGAL SERVICES	30,000.00	0.00	0.00	0.00	30,000.00	0.00
54102 COLLECTION AGENCY	24,000.00	0.00	0.00	0.00	24,000.00	0.00
54161 RESOURCE SHARING SERVICES	22,000.00	0.00	0.00	0.00	22,000.00	0.00
54162 BIBLIOGRAPHICS SERVICES	38,000.00	0.00	0.00	0.00	38,000.00	0.00
54163 PRINTING AND BINDING	2,000.00	0.00	0.00	0.00	2,000.00	0.00
54165 ILL LOST ITEM CHARGE	3,000.00	0.00	0.00	0.00	3,000.00	0.00
54200 POSTAGE	38,000.00	0.00	0.00	0.00	38,000.00	0.00
54201 TELEPHONE/DATA LINES	161,300.00	19,910.42	19,910.42	0.00	141,389.58	12.34
54300 TRAVEL	29,200.00	(180.00)	(180.00)	0.00	29,380.00	(0.62)
54301 MILEAGE REIMBURSEMENTS	30,250.00	620.18	620.18	0.00	29,629.82	2.05
54400 ADVERTISING	29,000.00	249.40	249.40	0.00	28,750.60	0.86
54501 RENTALS/LEASES - BUILDINGS	377,700.00	20,027.22	20,027.22	86,893.78	270,779.00	28.31
54502 RENTAL/LEASE - EQUIPMENT	23,600.00	0.00	0.00	21,205.54	2,394.46	89.85
54600 INSURANCE	189,500.00	0.00	0.00	0.00	189,500.00	0.00
54700 ELECTRICITY	220,000.00	8,355.73	8,355.73	0.00	211,644.27	3.80
54701 NATURAL GAS	15,000.00	1,155.64	1,155.64	0.00	13,844.36	7.70
54702 WATER	26,000.00	401.67	401.67	0.00	25,598.33	1.54
54703 SEWER	21,700.00	253.17	253.17	0.00	21,446.83	1.17
54704 REFUSE	22,500.00	166.87	166.87	1,000.00	21,333.13	5.19
54800 GENERAL REPAIRS/MAINTENANCE	198,300.00	4,833.91	4,833.91	32,596.37	160,869.72	18.88
54801 CONTRACTED MAINTENANCE	709,200.00	34,763.61	34,763.61	230,155.93	444,280.46	37.35
54803 MAINT. TELECOM EQUIPMENT	31,000.00	21,012.46	21,012.46	0.00	9,987.54	67.78

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 1/31/2014

FUND: GENERAL FUND (01)

Object	2014 Budget	January Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
EXPENSE ACCOUNTS						
54900 REGISTRATIONS	23,250.00	57.00	57.00	0.00	23,193.00	0.25
54901 DUES AND MEMBERSHIPS	34,620.00	50.00	50.00	130.00	34,440.00	0.52
54902 TAXES AND ASSESSMENTS	30,500.00	0.00	0.00	0.00	30,500.00	0.00
54903 LICENSES AND FEES	53,150.00	1,894.11	1,894.11	0.00	51,255.89	3.56
54904 MISCELLANEOUS	790.00	0.00	0.00	0.00	790.00	0.00
55100 INTERGOVERNMENTAL	1,000.00	0.00	0.00	0.00	1,000.00	0.00
59700 TRANSFERS OUT	255,264.00	0.00	0.00	0.00	255,264.00	0.00
ALL OTHER EXPENSES	6,816,349.00	206,443.87	206,443.87	500,562.10	6,109,343.03	10.37
TOTAL FOR EXPENSE ACCOUNTS	25,654,035.00	1,807,767.09	1,807,767.09	500,562.10	23,345,705.81	9.00
NET SURPLUS / DEFICIT	0.00	(1,546,932.27)	(1,546,932.27)	(500,562.10)	2,047,494.37	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 1/31/2014

FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)

Object	2014 Budget	January Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
REVENUE ACCOUNTS						
29150 USE OF FUND BALANCE-BUDGET	808,886.00	0.00	0.00	0.00	808,886.00	0.00
36990 MISCELLANEOUS REVENUE	160,000.00	0.00	0.00	0.00	160,000.00	0.00
CHARGES OTHER:	968,886.00	0.00	0.00	0.00	968,886.00	0.00
39700 TRANSFERS IN	255,114.00	0.00	0.00	0.00	255,114.00	0.00
TOTAL FOR REVENUE ACCOUNTS	1,224,000.00	0.00	0.00	0.00	1,224,000.00	0.00
EXPENSE ACCOUNTS						
53501 FURNISHINGS	50,000.00	0.00	0.00	0.00	50,000.00	0.00
54100 PROFESSIONAL SERVICES	250,000.00	0.00	0.00	19,137.00	230,863.00	7.65
54800 GENERAL REPAIRS/MAINTENANCE	65,000.00	0.00	0.00	0.00	65,000.00	0.00
54912 CONTINGENCY/RESERVE	36,000.00	0.00	0.00	0.00	36,000.00	0.00
56200 BUILDINGS & BLDG IMPROVEMENTS	371,000.00	66,701.50	66,701.50	53,299.50	250,999.00	32.35
56201 CONSTRUCTION	0.00	0.00	0.00	19,281.00	(19,281.00)	0.00
56202 ELECTRICAL	78,000.00	0.00	0.00	0.00	78,000.00	0.00
56203 FLOORING	81,000.00	0.00	0.00	0.00	81,000.00	0.00
56204 PAINTING AND WALL TREATMENTS	47,000.00	0.00	0.00	0.00	47,000.00	0.00
56205 ROOFING	151,000.00	0.00	0.00	0.00	151,000.00	0.00
56301 PARKING LOT REPAIR & IMPROVEMENT	50,000.00	0.00	0.00	0.00	50,000.00	0.00
56401 VEHICLES	0.00	0.00	0.00	62,134.22	(62,134.22)	0.00
56402 HVAC	45,000.00	30,451.49	30,451.49	40,903.44	(26,354.93)	158.57
TOTAL FOR EXPENSE ACCOUNTS	1,224,000.00	97,152.99	97,152.99	194,755.16	932,091.85	23.85
NET SURPLUS / DEFICIT	0.00	(97,152.99)	(97,152.99)	(194,755.16)	291,908.15	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 12/31/2013

FUND: GENERAL FUND (01)

Object	2013 Budget	December Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
REVENUE ACCOUNTS						
29150 USE OF FUND BALANCE-BUDGET	762,126.00	571,595.00	571,595.00	0.00	190,531.00	75.00
31111 PROPERTY TAXES CURRENT	22,831,773.00	118,261.63	23,164,986.22	0.00	(333,213.22)	101.46
31112 PROPERTY TAXES DELINQUENT	913,271.00	29,402.35	800,883.09	0.00	112,387.91	87.69
31130 SALE OF TAX TITLE PROPERTY	3,000.00	146.17	4,060.51	0.00	(1,060.51)	135.35
31210 PRIVATE HARVEST TAX	70,000.00	0.00	70,213.92	0.00	(213.92)	100.31
31720 LEASEHOLD EXCISE TAX	20,000.00	2,343.05	25,700.91	0.00	(5,700.91)	128.50
TAXES:	24,600,170.00	721,748.20	24,637,439.65	0.00	(37,269.65)	100.15
33533 STATE FOREST FUNDS	4,000.00	1,452.66	3,347.09	0.00	652.91	83.68
33872 CONTRACTS FEES - CITIES	3,400.00	0.00	3,240.00	0.00	160.00	95.29
33890 GOVERNMENTAL GRANTS	0.00	0.00	5,200.20	0.00	(5,200.20)	0.00
34160 COPIER FEES	28,000.00	2,082.93	29,161.37	0.00	(1,161.37)	104.15
34161 GRAPHICS SERVICES CHARGES	4,400.00	3,427.79	9,445.45	0.00	(5,045.45)	214.67
34162 PRINTER FEES	70,000.00	6,043.82	76,910.98	0.00	(6,910.98)	109.87
34730 INTERLIBRARY LOAN FEES	0.00	0.00	157.36	0.00	(157.36)	0.00
35970 LIBRARY FINES	580,000.00	43,125.60	583,771.73	0.00	(3,771.73)	100.65
36110 INVESTMENT INCOME	10,000.00	660.08	10,232.84	0.00	(232.84)	102.33
36111 INTEREST - STATE FOREST FUND	0.00	0.12	0.70	0.00	(0.70)	0.00
36190 OTHER INTEREST EARNINGS	0.00	0.59	7.14	0.00	(7.14)	0.00
36200 KEY PEN HLTH DEPT FACILITY REV	0.00	0.00	419.12	0.00	(419.12)	0.00
36700 FOUNDATION DONATIONS	150,000.00	110,614.00	161,746.00	0.00	(11,746.00)	107.83
36710 FRIENDS' DONATIONS	0.00	0.00	2,762.11	0.00	(2,762.11)	0.00
36720 FRIENDS' REIMBURSEMENTS	12,000.00	9,958.93	30,457.09	0.00	(18,457.09)	253.81
36725 DONATIONS - OTHER	1,000.00	6.73	4,005.26	0.00	(3,005.26)	400.53
36910 SALE OF SCRAP AND SALVAGE	0.00	0.00	151.00	0.00	(151.00)	0.00
36920 BOOK SALE REVENUE	6,000.00	2,015.20	5,220.81	0.00	779.19	87.01
36990 MISCELLANEOUS REVENUE	30,000.00	4,286.62	55,714.09	0.00	(25,714.09)	185.71
36991 PAYMENT FOR LOST MATERIALS	17,000.00	1,053.53	15,306.17	0.00	1,693.83	90.04
36994 UNCLAIMED PROPERTY	0.00	7.44	191.82	0.00	(191.82)	0.00
36995 COLLECTION AGENCY REVENUE	0.00	60.00	793.33	0.00	(793.33)	0.00
36996 JURY DUTY REIMBURSEMENT	0.00	0.00	360.00	0.00	(360.00)	0.00
36997 PRIOR YEAR'S REFUNDS	1,600.00	0.00	3,838.99	0.00	(2,238.99)	239.94
36998 E RATE REIMBURSEMENT	6,000.00	3,404.08	16,340.37	0.00	(10,340.37)	272.34
36999 REBATES - PROCUREMENT CARD	19,500.00	0.00	28,665.31	0.00	(9,165.31)	147.00
CHARGES OTHER:	942,900.00	188,200.12	1,047,446.33	0.00	(104,546.33)	111.09
39510 SALE OF FIXED ASSETS	0.00	0.00	3,089.41	0.00	(3,089.41)	0.00
39511 SALE OF FIXED ASSETS - NON GOV	0.00	(15,000.00)	0.00	0.00	0.00	0.00
39520 INSURANCE RECOVERIES - CAPITAL ASSE	3,500.00	2,527.72	5,954.04	0.00	(2,454.04)	170.12
TOTAL FOR REVENUE ACCOUNTS	25,546,570.00	897,476.04	25,693,929.43	0.00	(147,359.43)	100.58
EXPENSE ACCOUNTS						
51100 SALARIES AND WAGES	13,310,332.00	1,018,293.42	12,937,301.67	0.00	373,030.33	97.20
51105 ADDITIONAL HOURS	240,200.00	25,934.79	287,116.10	0.00	(46,916.10)	119.53
51106 SHIFT DIFFERENTIAL	147,872.00	14,034.79	136,974.18	0.00	10,897.82	92.63
51107 SUBSTITUTE HOURS	316,350.00	21,429.94	296,122.59	0.00	20,227.41	93.61
51109 TUITION ASSISTANCE PROGRAM	3,000.00	0.00	1,410.35	0.00	1,589.65	47.01
51200 OVERTIME WAGES	7,100.00	2,697.70	6,988.90	0.00	111.10	98.44
51999 ADJ WAGE/SALARY TO MATCH PLAN	(259,227.00)	0.00	0.00	0.00	(259,227.00)	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 12/31/2013

FUND: GENERAL FUND (01)

Object	2013 Budget	December Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
EXPENSE ACCOUNTS						
52001 INDUSTRIAL INSURANCE	165,787.00	12,821.30	164,268.58	0.00	1,518.42	99.08
52002 MEDICAL INSURANCE	2,077,991.00	203,226.88	1,983,878.82	0.00	94,112.18	95.47
52003 F.I.C.A.	1,085,861.00	79,897.17	1,024,893.44	0.00	60,967.56	94.39
52004 RETIREMENT	994,557.00	94,218.59	1,029,790.40	0.00	(35,233.40)	103.54
52005 DENTAL INSURANCE	217,822.00	15,815.43	201,668.10	0.00	16,153.90	92.58
52006 OTHER BENEFIT	10,620.00	760.00	8,800.00	0.00	1,820.00	82.86
52010 LIFE AND DISABILITY INSURANCE	24,185.00	1,717.71	23,010.67	0.00	1,174.33	95.14
52020 UNEMPLOYMENT COMPENSATION	20,000.00	9,039.66	20,858.96	0.00	(858.96)	104.29
52200 UNIFORMS	1,300.00	0.00	357.83	0.00	942.17	27.53
52999 ADJ BENEFITS TO MATCH PLAN	(77,914.00)	0.00	0.00	0.00	(77,914.00)	0.00
PERSONNEL	18,285,836.00	1,499,887.38	18,123,440.59	0.00	162,395.41	99.11
53100 OFFICE/OPERATING SUPPLIES	168,300.00	23,261.84	202,401.33	0.00	(34,101.33)	120.26
53101 CUSTODIAL SUPPLIES	56,100.00	7,635.90	60,698.23	0.00	(4,598.23)	108.20
53102 MAINTENANCE SUPPLIES	60,200.00	992.40	55,824.42	0.00	4,375.58	92.73
53103 AUDIOVISUAL PROCESSING SUP	30,000.00	(4,639.45)	33,273.84	0.00	(3,273.84)	110.91
53104 BOOK PROCESSING SUPPLIES	25,000.00	3,429.85	16,589.46	0.00	8,410.54	66.36
53200 FUEL	58,000.00	0.00	44,768.44	0.00	13,231.56	77.19
53401 ADULT MATERIALS	847,684.00	50,616.54	827,054.87	0.00	20,629.13	97.57
53402 SERIALS	0.00	0.00	1,369.18	0.00	(1,369.18)	0.00
53403 PERIODICALS	80,000.00	2,825.58	66,306.83	0.00	13,693.17	82.88
53405 JUVENILE BOOKS	496,458.00	36,332.78	472,223.71	0.00	24,234.29	95.12
53406 PROFESSIONAL COLLECTION	20,000.00	530.50	18,228.41	0.00	1,771.59	91.14
53407 INTERNATIONAL COLLECTION	76,000.00	14,122.07	83,013.19	0.00	(7,013.19)	109.23
53408 AUDIOVISUAL MATERIALS - ADULT	816,000.00	39,987.60	831,552.50	0.00	(15,552.50)	101.91
53409 AUDIOVISUAL MATERIALS - JUV	102,040.00	13,892.27	97,981.55	0.00	4,058.45	96.02
53411 ELECTRONIC INFO SOURCES	170,355.00	138,042.00	186,609.26	0.00	(16,254.26)	109.54
53412 REFERENCE SERIALS	36,414.00	579.21	19,277.00	0.00	17,137.00	52.94
53413 ELECTRONIC SERVICES	244,124.00	97,590.00	200,996.86	0.00	43,127.14	82.33
53414 ELECTRONIC COLLECTION	255,000.00	76,447.03	352,395.15	0.00	(97,395.15)	138.19
53464 VENDOR PROCESSING SERVICES	153,000.00	8,101.68	161,061.26	0.00	(8,061.26)	105.27
53490 COLLECTION PROJECTS	6,000.00	624.65	5,780.29	0.00	219.71	96.34
53499 GIFTS - MATERIALS	1,000.00	578.27	6,861.32	0.00	(5,861.32)	686.13
53500 MINOR EQUIPMENT	8,300.00	0.00	5,484.11	0.00	2,815.89	66.07
53501 FURNISHINGS	50,000.00	16,523.11	62,030.61	0.00	(12,030.61)	124.06
53502 IT HARDWARE	296,200.00	24,182.30	303,435.94	0.00	(7,235.94)	102.44
53503 PRINTERS	20,000.00	0.00	6,380.55	0.00	13,619.45	31.90
53505 SOFTWARE	33,500.00	4,643.71	31,667.05	0.00	1,832.95	94.53
54100 PROFESSIONAL SERVICES	362,450.00	38,486.78	339,821.43	0.00	22,628.57	93.76
54101 LEGAL SERVICES	105,000.00	1,200.78	77,850.68	0.00	27,149.32	74.14
54102 COLLECTION AGENCY	30,000.00	4,331.80	23,776.17	0.00	6,223.83	79.25
54161 RESOURCE SHARING SERVICES	25,000.00	2,254.32	18,507.42	0.00	6,492.58	74.03
54162 BIBLIOGRAPHICS SERVICES	40,000.00	4,488.54	28,347.52	0.00	11,652.48	70.87
54163 PRINTING AND BINDING	2,000.00	0.00	2,639.67	0.00	(639.67)	131.98
54165 ILL LOST ITEM CHARGE	3,000.00	217.87	1,876.02	0.00	1,123.98	62.53
54200 POSTAGE	42,000.00	6,316.10	42,008.53	0.00	(8.53)	100.02
54201 TELEPHONE/DATA LINES	161,300.00	34,660.97	202,749.30	0.00	(41,449.30)	125.70
54300 TRAVEL	29,140.00	5,920.63	23,007.30	0.00	6,132.70	78.95

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 12/31/2013

FUND: GENERAL FUND (01)

Object	2013 Budget	December Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
EXPENSE ACCOUNTS						
54301 MILEAGE REIMBURSEMENTS	31,050.00	4,250.05	35,818.28	0.00	(4,768.28)	115.36
54400 ADVERTISING	28,920.00	360.25	20,697.72	0.00	8,222.28	71.57
54501 RENTALS/LEASES - BUILDINGS	197,000.00	(2,513.00)	181,128.44	0.00	15,871.56	91.94
54502 RENTAL/LEASE - EQUIPMENT	32,000.00	8,844.65	37,213.20	321.16	(5,534.36)	117.29
54600 INSURANCE	189,500.00	223,750.73	228,651.73	0.00	(39,151.73)	120.66
54700 ELECTRICITY	220,000.00	41,310.55	256,119.89	0.00	(36,119.89)	116.42
54701 NATURAL GAS	17,000.00	3,172.81	10,817.81	0.00	6,182.19	63.63
54702 WATER	20,200.00	2,568.83	28,740.47	0.00	(8,540.47)	142.28
54703 SEWER	21,700.00	4,994.57	32,649.98	0.00	(10,949.98)	150.46
54704 REFUSE	22,500.00	5,089.27	29,955.93	0.00	(7,455.93)	133.14
54800 GENERAL REPAIRS/MAINTENANCE	204,300.00	40,123.28	242,461.56	270.65	(38,432.21)	118.81
54801 CONTRACTED MAINTENANCE	703,800.00	93,940.60	718,593.01	(1,016.58)	(13,776.43)	101.96
54803 MAINT. TELECOM EQUIPMENT	30,200.00	251.00	21,465.45	0.00	8,734.55	71.08
54805 VEHICLE REPAIR - MAJOR	0.00	0.00	8,406.65	0.00	(8,406.65)	0.00
54900 REGISTRATIONS	21,700.00	3,400.44	28,753.33	0.00	(7,053.33)	132.50
54901 DUES AND MEMBERSHIPS	31,320.00	593.00	20,680.06	0.00	10,639.94	66.03
54902 TAXES AND ASSESSMENTS	30,500.00	105.05	28,590.21	0.00	1,909.79	93.74
54903 LICENSES AND FEES	37,750.00	3,094.30	33,416.37	0.00	4,333.63	88.52
54904 MISCELLANEOUS	1,040.00	960.00	1,278.44	0.00	(238.44)	122.93
54905 EVENT REGISTRATION	0.00	0.00	1,192.15	0.00	(1,192.15)	0.00
54906 INTERNAL TRAINING	0.00	0.00	4,380.00	0.00	(4,380.00)	0.00
55100 INTERGOVERNMENTAL	15,000.00	5,673.52	16,613.87	0.00	(1,613.87)	110.76
56400 MACHINERY & EQUIPMENT	0.00	(14,715.65)	0.00	0.00	0.00	0.00
59700 TRANSFERS OUT	495,689.00	495,689.00	495,689.00	0.00	0.00	100.00
ALL OTHER EXPENSES	7,260,734.00	1,575,120.88	7,397,162.95	(424.77)	(136,004.18)	101.87
TOTAL FOR EXPENSE ACCOUNTS	25,546,570.00	3,075,008.26	25,520,603.54	(424.77)	26,391.23	99.90
NET SURPLUS / DEFICIT	0.00	(2,177,532.22)	173,325.89	424.77	(173,750.66)	0.00

FUND: DEBT SERVICE FUND (20)

Object	2013 Budget	December Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
REVENUE ACCOUNTS						
31112 PROPERTY TAXES DELINQUENT	0.00	0.00	0.17	0.00	(0.17)	0.00
TAXES:	0.00	0.00	0.17	0.00	(0.17)	0.00
36110 INVESTMENT INCOME	0.00	8.15	123.24	0.00	(123.24)	0.00
CHARGES OTHER:	0.00	8.15	123.24	0.00	(123.24)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	8.15	123.41	0.00	(123.41)	0.00
NET SURPLUS / DEFICIT	0.00	8.15	123.41	0.00	(123.41)	0.00

FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)

Object	2013 Budget	December Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
REVENUE ACCOUNTS						
29150 USE OF FUND BALANCE-BUDGET	1,793,411.00	0.00	1,793,411.00	0.00	0.00	100.00
36110 INVESTMENT INCOME	0.00	155.00	2,237.39	0.00	(2,237.39)	0.00
36700 FOUNDATION DONATIONS	0.00	8,335.51	105,235.77	0.00	(105,235.77)	0.00
CHARGES OTHER:	1,793,411.00	8,490.51	1,900,884.16	0.00	(107,473.16)	105.99
39511 SALE OF FIXED ASSETS - NON GOV	0.00	15,000.00	15,000.00	0.00	(15,000.00)	0.00
39700 TRANSFERS IN	495,689.00	495,689.00	495,689.00	0.00	0.00	100.00
TOTAL FOR REVENUE ACCOUNTS	2,289,100.00	519,179.51	2,411,573.16	0.00	(122,473.16)	105.35
EXPENSE ACCOUNTS						
53100 OFFICE/OPERATING SUPPLIES	0.00	0.00	679.75	0.00	(679.75)	0.00
53102 MAINTENANCE SUPPLIES	0.00	0.00	397.28	0.00	(397.28)	0.00
53500 MINOR EQUIPMENT	2,500.00	0.00	3,952.57	0.00	(1,452.57)	158.10
53501 FURNISHINGS	0.00	2,899.10	37,571.89	0.00	(37,571.89)	0.00
53502 PC HARDWARE	0.00	0.00	20,303.68	0.00	(20,303.68)	0.00
53505 SOFTWARE	14,000.00	13,995.00	13,995.00	0.00	5.00	99.96
54100 PROFESSIONAL SERVICES	161,900.00	634.00	117,065.70	0.00	44,834.30	72.31
54101 LEGAL SERVICES	0.00	0.00	1,110.00	0.00	(1,110.00)	0.00
54400 ADVERTISING	0.00	0.00	45.00	0.00	(45.00)	0.00
54502 RENTALS/LEASES - EQUIPMENT	0.00	634.40	634.40	0.00	(634.40)	0.00
54800 GENERAL REPAIRS/MAINTENANCE	10,000.00	0.00	745.01	0.00	9,254.99	7.45
54912 CONTINGENCY/RESERVE	67,000.00	0.00	0.00	0.00	67,000.00	0.00
56200 BUILDINGS & BLDG IMPROVEMENTS	510,000.00	7,356.62	365,131.70	0.00	144,868.30	71.59
56201 CONSTRUCTION	227,600.00	0.00	215,408.94	0.00	12,191.06	94.64
56202 ELECTRICAL	17,100.00	9,183.29	72,089.35	0.00	(54,989.35)	421.58
56203 FLOORING	0.00	0.00	24,350.15	0.00	(24,350.15)	0.00
56204 PAINTING AND WALL TREATMENTS	3,000.00	0.00	0.00	0.00	3,000.00	0.00
56400 MACHINERY & EQUIPMENT	66,000.00	14,715.65	63,708.80	0.00	2,291.20	96.53
56401 VEHICLES	160,000.00	0.00	72,119.76	0.00	87,880.24	45.07
56402 HVAC	1,050,000.00	109,306.08	939,547.02	0.00	110,452.98	89.48
TOTAL FOR EXPENSE ACCOUNTS	2,289,100.00	158,724.14	1,948,856.00	0.00	340,244.00	85.14
NET SURPLUS / DEFICIT	0.00	360,455.37	462,717.16	0.00	(462,717.16)	0.00



Date: February 3, 2014
To: Chair Ishem and Members of the Board of Trustees
From: Linda Farmer, APR, Marketing and Community Relations Director
Subject: 2014 Legislative Day

On Jan. 24, 2014, PCLS staff participated in Washington Library Association's annual Legislative Day on Capitol Hill in Olympia, Wash.

Customer Experience Director Sally Porter Smith, Marketing and Community Relations Director Linda Farmer, and Customer Experience Managers David Durante and Jaime Prothro traveled to Olympia to carry the library's message to legislators. We met with nine senators and representatives and six legislative assistants. We also dropped off packets and met informally with eight other congressional staff.

For these brief meetings, our opening line was disarming and effective: "We're not asking for anything today. We'd just like to tell you about the impact the library has had in your community." No sooner did we get the words out and the response was overwhelmingly positive and usually accompanied by a personal story or an account of a constituent whose life had been touched by the library.

In the meetings, we walked through packets with system information, customized branch information and with a letter personally signed by Executive Director Neel Parikh, which was well-received. Neel's letter focused on the critical role of libraries in maintaining access to information and resources even in an economic downturn:

"Since 2009, Pierce County Library System revenues dropped by \$3.1 million. In response, we reduced operating expenditures by \$7.5 million. I am extremely proud that we came through the worst of the recession with no change to open hours and very little reduction in services. We have focused on ensuring that library operations are organized to meet contemporary needs, respond to changes in technology and continue to serve the customer."

Rep. Tami Green praised Pierce County Library for being forward thinking. Sen. Bruce Dammeier complimented Neel and staff on their work with early literacy. Rep. Wilcox fondly remembered his childhood days spent at the Roy Library and thanked us for our work in rural areas. Several elected officials asked to be invited to events in the library.

We will be following up with elected officials once the session is over to invite them to events at their local library. We are also looking into other ways we can connect with them throughout the year, including sending system and branch information to legislative aides to be included in constituent newsletters.

M E M O

Date: January 31, 2014

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

From: Neel Parikh, Executive Director

Subject: Re-appointment of Chair Ishem

I have learned from Pierce County Executive Pat McCarthy's office, that the resolution to re-appoint Chair Ishem will be heard by the City Council on Tuesday, February 4. Attached is a copy of the Resolution. I will update you during the February 12 meeting.

1 Sponsored by: Councilmembers Dan Roach, Stan Flemming and Connie Ladenburg
2 Requested by: Executive

3
4
5
6
7
8 **RESOLUTION NO. R2014-8**

9
10
11 **A Resolution of the Pierce County Council Confirming the Reappointment**
12 **of One Existing Member (Linda Hurley Ishem) to the Pierce**
13 **County Library District Board of Trustees.**

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

17
18 **Whereas**, the term filled by Linda Hurley Ishem expires on February 14, 2014,
19 and she is eligible and wishes to be reappointed; and

20
21 **Whereas**, Linda Hurley Ishem is an active community member and resides in
22 Pierce County; and

23
24 **Whereas**, the Executive has reappointed Linda Hurley Ishem to a full first term
25 on the Pierce County Library District Board of Trustees; and

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

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

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

34
35 Section 1. The Council hereby confirms the reappointment of Linda Hurley
36 Ishem to her first full term on the Pierce County Library District Board of Trustees. The
37 term will expire on February 14, 2019.



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

4
5 **ADOPTED this _____ day of _____, 2014.**

6
7 ATTEST:

PIERCE COUNTY COUNCIL
Pierce County, Washington

8
9
10
11 _____
12 **Denise D. Johnson**
13 Clerk of the Council

Dan Roach
Council Chair



M E M O



Date: January 30, 2014

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

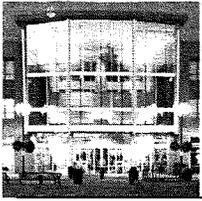
From: Lorie Erickson, Facilities Director

Subject: South Hill Carpet Replacement

Carpet tile is a standard material used throughout Pierce County Library System. The carpet tile, originally installed at South Hill Library in 1990, was beginning to show gaps between the tiles in numerous locations throughout the branch. This became a concern from an aesthetic perspective as well as a safety issue due to potential trip hazards.

I contacted the local vendor and the carpet manufacturer and requested an on-site meeting to assess the condition of the carpet. Measurements of the carpet gaps confirmed that the carpet shrunk. The manufacturer has agreed to replace the carpet throughout the entire South Hill Library at no cost to PCLS. The replacement cost is approximately \$80,000.

I will provide you with an update at a future Board meeting.



University Place Civic Building

BOARD OF DIRECTORS' MEETING MINUTES October 17, 2013

Meeting **was called to order** at 10:06 AM. In attendance were President Steve Sugg, Vice President Gary Cooper, Secretary-Treasurer Neel Parikh, Eric Faison, Clifford Jo, Lianna Collinge and Katie Bohocky.

The August 2013 **Minutes** was accepted as written.

Lianna confirmed receipt of master "A" key and master key charts. Staff is working on gaining keys to access Men's and Women's restrooms in Atrium.

Contractor process is on hold until Lianna receives attorney response regarding prevailing wage. The bid process will begin once response is received. Current contractors are receiving prevailing wage.

Draft 2014 budget reviewed by Board. Lianna will update 2014 draft budget after review of June – September expenses received from the City yesterday. Board would like 2014 budget to include a breakdown between City and Library, including a side by side comparison of 2013 approved budget. Board would like future budgets to be available for review by October 1.

Insurance currently covered by City, but coming off of City insurance policy as of November. New Commercial Umbrella & D & O insurance will begin November 15th. Eric will touch base with Lorie regarding AWC and if the UPCB can be covered under their insurance policy. Insurance budgeted at \$24,965 for 2014. Board approved to add Earthquake to our policy. This will raise our insurance policy by \$23,000. Bringing our total policy to \$47,965 for 2014. Lianna will ask for an insurance expense breakdown (atrium, traffic, parking, etc.), how volume contributes to costs & a \$5,000 vs \$10,000 deductible.

Financial reports reviewed by Board. Lianna will be invoicing entities for 2nd half of 2013. Financial statements did not include City paid vendor costs from June – September. Board approved quarterly financial statements. Reserves have not been funded, and the reserve account has not yet been set up. Lianna and Clifford will schedule to meet regarding reserve schedule.

Discussion of Atrium gas fireplace timing and costs. Fireplace is currently off. Current timer only allows for one on/off setting. Board approved to replace timer that will allow for multiple settings where we could potentially schedule the fireplace to go on/off at different times on different days. Gary & Lynne Zeiher, branch manager, will decide scheduling of on/off timing for fireplace based on activity levels. Board feels the fireplace acts as a community living room / fireplace, and invites the public in.

Discussion of adding a 2nd security camera in Atrium to be directed toward Atrium front doors and outside. Lianna will request costs from Jack for 2nd camera with installation. Lianna will include this in 2014 draft budget. Board will decide if they wish to purchase at that time.

Public safety officer/Community support officer has been hired. Officer works ½ shift in Atrium and ½ shift in office. Officer is 5 days a week and has some police officer authority. Lianna will cut back janitorial time since officer is now hired.

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

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

The Board will hold quarterly meetings, on the third Thursday of the first month of each quarter, 10:00 to 11:00 AM in the Library conference room. Neel will reserve space. (January 16, April 17, July 17, October 16, 2014). Lianna will send calendar notices for all 2014 Board meeting dates.

With no further business, meeting was adjourned at 10:58 am.

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

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University Place Civic Building
Profit & Loss Budget vs. Actual
January through December 2013

	<u>Jan - Dec 13</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>		
Income						
City of UP	261,834.45	269,830.41	-7,995.96	97.04%		
Pierce County LS	108,571.51	125,063.11	-16,491.60	86.81%		
Total Income	370,405.96	394,893.52				
Expense						
ATRIUM						
Administraton						
Staff 30%	5,722.50	23,408.00	-17,685.50	24.45%		
Total Administraton	5,722.50	23,408.00	-17,685.50	24.45%		
Building Maintenance						
Cleaning Labor	45,899.70	51,013.52	-5,113.82	89.98%		
Cleaning Supplies	311.13	800.00	-488.87	38.89%		
Interior Window Cleaning	0.00	2,750.00	-2,750.00	0.0%		
Repairs & Maint. - Supplies	759.98	3,000.00	-2,240.02	25.33%		
Repairs & Maint. labor	0.00	6,000.00	-6,000.00	0.0%		
Reserves for Replacement	10,000.00	10,000.00	0.00	100.0%		
Security 75%	27,397.13	29,877.00	-2,479.87	91.7%		
Total Building Maintenance	84,367.94	103,440.52	-19,072.58	81.56%		
Utilities						
Fireplace Gas - 25%	4,716.94	8,051.00	-3,334.06	58.59%		
HVAC Electricity House 2 -21.1%	6,441.43	7,500.00	-1,058.57	85.89%		
Lighting House 1 - 21.1%	4,749.38	4,600.00	149.38	103.25%		
Waste Disposal	1,778.00	1,778.00	0.00	100.0%		
Water	136.98	400.00	-263.02	34.25%		
Total Utilities	17,822.73	22,329.00	-4,506.27	79.82%	CITY	PCLS
Total ATRIUM	107,913.17	149,177.52	-41,264.35	72.34%	\$53,956.59	\$53,956.59
COMMON						
Administration						
Bank Fees	27.00	96.00	-69.00	28.13%		
CPA - Tax Return Prep & Review	0.00	1,800.00	-1,800.00	0.0%		
Insurance - D & O	2,150.00	2,150.00	0.00	100.0%		
Insurance - Earthquake	4,437.32	0.00	4,437.32	100.0%		
Insurance General Liability/Umb	17,437.54	1,937.00	15,500.54	900.23%		
Legal Fees	0.00	500.00	-500.00	0.0%		
Licenses	125.00	140.00	-15.00	89.29%		
Management 60%	6,472.50	11,704.00	-5,231.50	55.3%		
Printing, Postage, Supplies	1,013.08	0.00	1,013.08	100.0%		
Telephone	426.00	130.00	296.00	327.69%		
Total Administration	32,088.44	18,457.00	13,631.44	173.86%		
Building Maintenance						
Agricultural Supplies	0.00	350.00	-350.00	0.0%		
CO2 Units Maintenance	3,656.14	1,600.00	2,056.14	228.51%		
Elevator Maintenance "C"	2,413.40	2,200.00	213.40	109.7%		
Entry Canopy Cleaning & Mainten	0.00	300.00	-300.00	0.0%		
Equipment Purchase - Pressure W	4,856.04	4,856.00	0.04	100.0%		
Exterior Window Cleaning	0.00	5,400.00	-5,400.00	0.0%		

University Place Civic Building
Profit & Loss Budget vs. Actual
January through December 2013

	<u>Jan - Dec 13</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>		
Fire Alarm Monitoring	420.00	420.00	0.00	100.0%		
Fire System inspections	43.00	1,187.00	-1,144.00	3.62%		
HVAC Maintenance	13,161.93	14,850.00	-1,688.07	88.63%		
Repair & Maintenance labor	6,334.28	3,942.00	2,392.28	160.69%		
Repair & Maintenance Supplies	5,523.36	6,000.00	-476.64	92.06%		
Scissor Lift rental	525.12	500.00	25.12	105.02%		
Sprinkler Inspection	0.00	750.00	-750.00	0.0%		
Stair vestibule cleaning	0.00	400.00	-400.00	0.0%		
Total Building Maintenance	<u>36,933.27</u>	<u>42,755.00</u>	<u>-5,821.73</u>	<u>86.38%</u>		
Reserves						
Insurance Deductibles	3,335.00	3,335.00	0.00	100.0%		
Legal Reserve	1,000.00	1,000.00	0.00	100.0%		
Repair & Replacement	30,000.00	30,000.00	0.00	100.0%		
Total Reserves	<u>34,335.00</u>	<u>34,335.00</u>	<u>0.00</u>	<u>100.0%</u>		
Utilities						
Lighting Electric House 1 78.9%	16,440.08	14,350.00	2,090.08	114.57%		
Mech Electricity House 2 -78.9%	24,110.09	26,850.00	-2,739.91	89.8%		
Natural Gas/HVAC - 75%	14,399.70	21,769.00	-7,369.30	66.15%		
Pest Control	1,258.10	1,341.00	-82.90	93.82%		
Sewer	1,016.86	1,020.00	-3.14	99.69%		
Surface Water Management	0.00	3,292.00	-3,292.00	0.0%		
Telephone	63.94	204.00	-140.06	31.34%		
Unused House 3	1,291.07	875.00	416.07	147.55%		
Water	1,660.17	2,191.00	-530.83	75.77%		
Total Utilities	<u>60,240.01</u>	<u>71,892.00</u>	<u>-11,651.99</u>	<u>83.79%</u>	CITY	PCLS
Total COMMON	<u>163,596.72</u>	<u>167,439.00</u>	<u>-3,842.28</u>	<u>97.71%</u>	<u>\$122,910.22</u>	<u>\$40,686.50</u>
PARKING						
Fire Supression Water	2,274.70	3,400.00	-1,125.30	66.9%		
Glass Elevator Cleaning	0.00	1,500.00	-1,500.00	0.0%		
HVAC & Lighting Electricity	12,963.72	27,500.00	-14,536.28	47.14%		
Insurance	5,130.36	1,937.00	3,193.36	264.86%		
Repairs & Maint	5,749.60	10,000.00	-4,250.40	57.5%		
Rescue Station Monitoring	0.00	3,075.00	-3,075.00	0.0%		
Reserves for Repair & Replace.	15,000.00	15,000.00	0.00	100.0%		
Security 25%	8,132.43	7,959.00	173.43	102.18%		
Staff Time 10%	1,355.00	3,902.00	-2,547.00	34.73%		
Sweeping	0.00	900.00	-900.00	0.0%		
Telephone Alarm Monitoring	1,640.86	3,200.00	-1,559.14	51.28%	CITY	PCLS
Total PARKING	<u>52,246.67</u>	<u>78,373.00</u>	<u>-26,126.33</u>	<u>66.66%</u>	<u>\$46,342.80</u>	<u>\$5,903.87</u>
Total Expense	<u>323,756.56</u>	<u>394,989.52</u>	<u>-71,232.96</u>	<u>81.97%</u>	<u>\$223,209.61</u>	<u>\$100,546.96</u>
Net Income	<u>46,649.40</u>	<u>-96.00</u>	<u>46,745.40</u>	<u>-48,593.13%</u>		

University Place Civic Building
Balance Sheet

As of December 31, 2013

Dec 31, 13

ASSETS

Current Assets

Checking/Savings

Columbia Bank Operating 10,488.55

Columbia Reserves 59,335.00

Total Checking/Savings 69,823.55

Accounts Receivable

Accounts Receivable 0.00

Total Accounts Receivable 0.00

Other Current Assets

Prepaid Liabilities 36,160.85

Total Other Current Assets 36,160.85

Total Current Assets 105,984.40

TOTAL ASSETS 105,984.40

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Expenses Between Entities 0.00

Total Accounts Payable 0.00

Total Current Liabilities 0.00

Total Liabilities 0.00

Equity

Restricted Net Assets 59,335.00

Net Income 46,649.40

Total Equity 105,984.40

TOTAL LIABILITIES & EQUITY 105,984.40

UNIVERSITY PLACE CIVIC BUILDING
2014 Operating Budget

version 3
 12/3/2013

Income

To be invoiced/allocated	--
Contributions	\$431,082
Total Income	<u>\$431,082</u>

Expense

ATRIUM

Administraton	
Staff 60%	\$23,400
Total Administraton	<u>\$23,400</u>

Building Maintenance	
Cleaning Labor	\$51,014
Cleaning Supplies	\$800
Interior Window Cleaning	\$2,750
Repairs & Maint. - Supplies	\$3,000
Repairs & Maint. labor	\$6,000
Reserves for Replacement	\$10,000
Security 75%	\$29,877
Total Building Maintenance	<u>\$103,441</u>

Utilities	
Fireplace Gas	\$6,500
HVAC Electricity House 2	\$7,500
Lighting House 1	\$4,600
Waste Disposal	\$1,778
Water	\$400
Total Utilities	<u>\$20,778</u>

est 25% higher than 2013

Total ATRIUM	<u>\$147,619</u>
---------------------	------------------

CITY	PCLS
\$73,810	\$73,810

COMMON

Administration	
Bank Fees	\$96
CPA - Tax Return Prep & Review	\$1,800
Insurance - Earthquake	\$21,502
Insurance - D & O	\$2,150
Insurance General Liability/Umb	\$19,966
Legal Fees	\$500
Licenses	\$60
Management 30%	\$11,700
Telephone	\$60
Administration - Other	\$950
Total Administration	<u>\$58,784</u>

est 10% parking

Building Maintenance	
Agricultural Supplies	\$350
CO2 Units Maintenance	\$4,200
Elevator Maintenance "C"	\$2,200
Entry Canopy Cleaning & Mainten	\$300
Equipment Purchase - Pressure W	\$0
Exterior Window Cleaning	\$5,400
Fire Alarm Monitoring	\$420

**UNIVERSITY PLACE CIVIC BUILDING
2014 Operating Budget**

version 3
12/3/2013

Fire System inspections	\$1,187
HVAC Maintenance	\$14,850
Repair & Maintenance labor	\$3,942
Repair & Maintenance Supplies	\$6,000
Scissor Lift rental	\$1,050
Sprinkler Inspection	\$750
Stair vestibule cleaning	\$400
Total Building Maintenance	\$41,049

Reserves

Insurance Deductibles	\$3,335
Legal Reserve	\$1,000
Repair & Replacement	\$30,000
Total Reserves	\$34,335

Utilities

Lighting Electricity House 1	\$16,500
Mechanical Electricity House 2	\$26,850
Natural Gas/HVAC	\$17,025
Pest Control	\$985
Sewer	\$1,020
Surface Water Management	\$3,292
Telephone	\$204
Unused House 3	\$875
Water	\$2,191

Total Utilities	\$68,942
------------------------	-----------------

Total COMMON	\$203,110
---------------------	------------------

CITY	PCLS
\$152,597	\$50,513

PARKING

Fire Supression Water	\$3,400
Glass Elevator Cleaning	\$3,200
HVAC & Lighting Electricity	\$27,500
Insurance	\$2,219
Repairs & Maint	\$10,000
Rescue Station Monitoring	\$3,075
Reserves for Repair & Replace.	\$15,000
Security 25%	\$7,959
Staff Time 10%	\$3,900
Sweeping	\$900
Telephone Alarm Monitoring	\$3,200

Total PARKING	\$80,353
----------------------	-----------------

CITY	PCLS
\$71,273	\$9,080

Total Expense	\$431,082
----------------------	------------------

\$297,679	\$133,403
------------------	------------------

Net Income	\$0
-------------------	------------



Pierce County Library Foundation Board of Directors Annual Meeting December 3, 2013

President Michael Gordon called to order the regular meeting of the Pierce County Library Foundation Board of Directors on Tuesday, December 3, 2013 at 7:39 a.m. at the Processing and Administration Center.

Attendance 68% Present: Jack Conway, Kathryn O. Galbraith, Caireen Gordon, Michael Gordon, Kim Heggerness, Keri Kennard, Janice Ludwig, Craig Richmond, Tim Sherry, Stacy Topping, Molly Stuen, Shelia Winston, Mary Ann Woodruff. **Absent:** Cyndi Chaney, Larry Faulk, Doug Whitton. **Excused:** Joan Cooley, Adam Small, Karen Triplett.

Staff Members: Lynne Hoffman, Foundation Director; Julie Kramer, Development Associate; Neel Parikh, Executive Director; Georgia Lomax, Deputy Director, Lisa Bitney, Reading and Materials Director; Linda Farmer, Marketing and Communications Director.

Approval of Minutes: Mary Ann Woodruff moved and Kathryn O. Galbraith seconded the motion to approve the minutes of the October 22, 2013 meeting with the following amendment: the term “secession planning” needs to be changed to “succession planning” in the Library Director’s Report. The motion passed unanimously.

Finance Report: There is \$418,519 in the Key Bank checking account and approximately \$100,000 is designated for distribution to the Library. The foundation is ahead in unrestricted gifts compared to last year and is slightly ahead of spending in operational expenses but still well within the budget. We received a \$12,000 grant from the Norcliffe Foundation. Janice Ludwig moved and Kathryn O. Galbraith seconded the motion to approve the October 2013 financial reports. It passed unanimously.

Development Report: The Foundation has raised 49% toward its goal of \$235,000 for Early Learning and Senior Outreach programs.

Board Retreat Recap: The board shared their thoughts on the retreat and what they appreciated: getting to know other board members, the moderator/presentation was great, the reason why people give was interesting, practicing an “ask”, the board members enthusiasm, and liked having staff there and the information they provided.

The board member scorecard with “I Will...” statements from the retreat were passed around. The scorecard is a tool for self-evaluation. The “I Will...” statements outline each member’s commitment to support the work of the Foundation this year. Lynne shared a graph that will track the progress of the board’s involvement. Lynne asked that the board members email or call to let her know what they have been able to accomplish. Other suggestions included Lynne sending out new information on what is happening at the Library.

Julie passed around a sheet that outlines Early Learning and Senior Outreach programs. This could provide valuable information on key programs that board members can use when talking to potential donors.

New Board Member: Kathryn McCarthy was nominated as a new board member. She is the Director of Donor Relationships at United Way of Pierce County. Michael Gordan moved and Mary Ann Woodruff seconded the nomination. Kathryn was unanimously elected.

PCLS-PCLF Agreement: The Foundation pays for the services of the Pierce County Library System's marketing department which is formulated in a yearly agreement. Molly Stuen moved and Kari Kennard seconded the motion to accept the agreement. It passed unanimously.

Corporate Giving: At the retreat, board members were asked to bring in names of potential Summer Reading sponsors. A list was passed around for people to write down potential contacts. Lynne discussed how to approach people. Craig Richmond shared that every company has a different process and that everyone needs to make a connection between what libraries provide to what that means to a specific company. There are many ways in which companies benefit from an association with the Library.

Annual Giving: Kathryn Galbraith sent along the Giving Tuesday email to people she knew and received some emails back thanking her. She doesn't know if any of them donated. She asked who would be interested in another social media effort like that.

Leadership Giving: Janice Ludwig asked if anyone had any feedback on the phone calls they made to Leadership donors or were there any problems encountered. She thanked everyone for making the calls.

Library Director's Report: Pierce County Library System received the Paul G. Allen Foundation Creative Leadership Award. The awards are given to non-profit individuals or organizations that embrace innovative approaches and have measurable impact. They are creative, nimble and bold and have recently implemented successful strategies to insure their organization's long term sustainability. The award to the Pierce County Library System was given for the work of the Collection Budget Crew. This group was established in 2012 for the purpose of developing a process to rebuild the collection and reduce the collection budget, which they did in the amount of \$1 million. The award came with a gift of \$50,000.

Pierce County READs: Lisa Bitney, Reading and Materials Director presented the 2014 Pierce County READs program. Donors who made gifts of \$250 or more are invited to the Foundation reception immediately preceding the main author event.

The meeting adjourned at 9:12 a.m.

The next regular board meeting is scheduled for Tuesday January 28, at 7:30 a.m.

Memorandum

To: Cliff Jo, Director of Information Technology and Finance
Dale Hough, Finance Manager

CC: Neel Parikh, Executive Director; Georgia Lomax, Deputy Director
Also: Sally Porter-Smith, Judy Nelson, Lisa Bitney, Jennifer Patterson

From: Lynne Hoffman, Foundation Director

Date: January 22, 2014

Re: Final Foundation distributions from fiscal year 2012-13

Attached is check #2369 totaling \$110,298.48 final distributions from the Foundation's 2012-13 fiscal year (July 1, 2012 - June 30, 2013). Distributions represent awards made to the library for library programs as well as outright payments, gifts in kind and distributions payable.

Program/Department Head (s)	Department	Total Amount Transferred	Project Coordinator
Reading & Materials/Lisa Bitney <i>Purpose: General</i>	Reading & Materials	\$19,475	Lisa Bitney
Reading & Materials/Lisa Bitney <i>Purpose: Restricted Gifts for Book Discussion Kits</i>	Reading & Materials	\$ 525	Lisa Bitney
Early Learning/Sally Porter-Smith <i>Purpose: Block Play</i>	YS Customer Experience	\$ 5,000	Judy Nelson
Adult Learners/Sally Porter-Smith <i>Purpose: Senior Outreach</i>	OUT Customer Experience	\$35,550	Judy Nelson
Special Projects/Sally Porter-Smith <i>Purpose: Interactive Discovery Platform</i>	Customer Experience	\$29,266.48	Jennifer Patterson
Young Readers/Sally Porter-Smith <i>Purpose: General Children's Programs including Summer Reading</i>	YS Customer Experience	\$20,482	Judy Nelson

Please assign object codes and notify Department Heads that the additional revenue has been transferred to appropriate accounts. Thank you.

Memorandum

To: Cliff Jo, Director of Information Technology and Finance
Dale Hough, Finance Manager

CC: Neel Parikh, Executive Director; Georgia Lomax, Deputy Director
Also: Sally Porter-Smith, Judy Nelson, Lisa Bitney, Jennifer Patterson

From: Lynne Hoffman, Foundation Director

Date: January 22, 2014

Re: Foundation distribution for IDP from fiscal year 2013-14

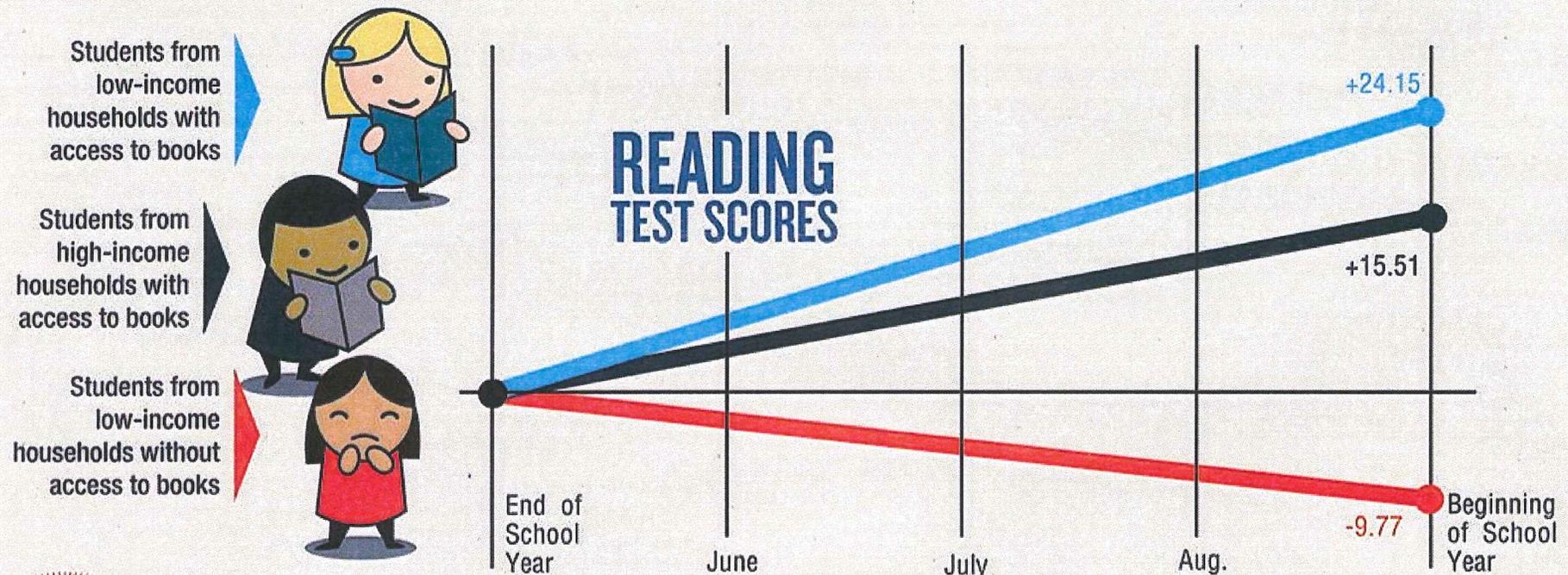
Attached is check #2370 totaling \$75,000 partial distribution from the Foundation's 2013-14 fiscal year (July 1, 2013 - June 30, 2014). Distributions represent awards made to the library for library programs as well as outright payments, gifts in kind and distributions payable.

Program/Department Head (s)	Department	Total Amount Transferred	Project Coordinator
Special Projects/Sally Porter-Smith <i>Purpose: Interactive Discovery Platform</i>	Customer Experience	\$75,000	Jennifer Patterson

Please assign object codes and notify Department Heads that the additional revenue has been transferred to appropriate accounts. Thank you.

KIDS WHO READ BEAT SUMMER SLIDE

Studies show that access to books during the summer prevents a drastic loss in reading skill – especially for kids in need.



SOURCES: 1. Change in scores between end-of-year and following year testing as shown by the California Aptitude Test. (Slates, S. L., Alexander, K. L., Entwisle, D. R., & Olson, L. S. (2012). Counteracting summer slide: Social capital resources within socioeconomically disadvantaged families. *Journal of Education for Students Placed at Risk*, 17(3), 165.)

UNFINISHED BUSINESS

M E M O



Date: January 31, 2014

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

From: Clifford Jo, Finance & Business Director

Subject: 2014 Foundation/Library Agreement and Addendum

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

2013 Results

In April 2013 the Library and the Foundation renewed the annual agreement. It stated that the Library would provide \$185,000 of support through the Fund Development Office, and that the Foundation would provide benefits to the Library through its fund-raising efforts and other promotional activities. For the Library's 2013 fiscal year, the Library benefited from Foundation distributions totaling \$266,982, which included \$45,833 from the Paul Allen Grant, \$48,233 for the Lakewood project, and \$14,860 for the UP Capital Campaign. The actual costs for the Foundation in 2013 are estimated to be no more than \$240,058.

The net difference is $\$266,982 - \$185,000 = \$81,982$, exceeding the expiring agreement.

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

2014 Agreement and Addendum

In 2013 we made minor revisions to the Agreement (a marked copy is attached) and added an Addendum. The purpose of the Addendum is to show that the Foundation contributes more than the money that it raises, which the Addendum captures. The Addendum also provides more transparency for the Board so that it can review the full range of activities the Foundation will undertake. The items in the addendum were taken from the Foundations 2013-14 Annual Plan, which Lynne Hoffman and the Foundation Chair presents to the Board of Trustees every year.

The value of services, space, and equipment which the Library provides for the Fund Development Office working on the Foundation's plan is estimated at \$216,000, which is a \$31,000 increase. The increase is due to filling the Development Associate position and adding 10 hours per week to it in the fall of 2013.

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

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

AGREEMENT

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

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

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

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

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

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

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

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

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

A. THE FOUNDATION AGREES TO:

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

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

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

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

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

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

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

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

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

B. THE LIBRARY AGREES TO:

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

2. Establish the value of the aforementioned services, space, and equipment which the Library provides to the Foundation, not to exceed the total amount of ~~\$185,000~~\$216,000 during the Library fiscal year ~~2013~~2014. The Library, pursuant to its budgeting and fiscal policies, shall review the costs to assure that the amount of services agreed upon is not exceeded. Such reports and information shall be made available to the Foundation.

C. ANNUAL EVALUATION AND REVIEW

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

D. TERM OF AGREEMENT

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

E. MODIFICATION

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

E. TERMINATION

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

F. ASSIGNMENT

Neither party may assign or transfer this Agreement.

G. GOVERNING LAW AND DISPUTES

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

Pierce County Library Foundation

Signature

Printed Name

Title

Date

Pierce County Rural Library District

Signature

Printed Name

Title

Date

**ADDENDUM NO. 1 (~~2013~~2014) TO FOUNDATION AGREEMENT
BETWEEN PIERCE COUNTY RURAL LIBRARY DISTRICT
AND PIERCE COUNTY LIBRARY FOUNDATION**

Purpose

The purpose of this Addendum is to identify the specific services that the Pierce County Library Foundation (the “Foundation”) will provide and the specific activities that the Foundation will undertake for the benefit of the Pierce County Rural Library District (the “Library”) during the Library’s fiscal year, ~~2013~~2014, including, but not limited to, the estimated distributions that the Foundation will forward to the Library. The effective date of this addendum is: _____

Estimated Distributions

The Foundation will make estimated distributions to the Library from gifts, grants, donations, endowments solicited by the Foundation for the benefit of the Library as described in the Foundation’s ~~2012-2013~~2013-2014 Development Plan and to be described in the Foundation’s 2013-2014 Development Plan.

Services and Activities

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

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

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

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

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

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

Communicating the Library to constituents

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

- Newsletters three times a year
- Mailings to prospective donors, ~~major annual~~ donors and patrons
- Fall, Winter, and Spring appeals
- Invitations for PC READS, A Literary Evening, ~~Key Center Library Donor Preview, Lakewood Library Donor Tour~~
- Planned Giving brochures, ~~-and~~ program letters, email communications and targeted mailings
- Stewardship calls to major donors

Bringing awareness of the Library to local businesses and foundations

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

- The Foundation will research, apply and report on Library programs and their benefits to the community
- Sponsorships will be offered to local businesses to support Pierce County READS and Summer Reading.
- Grant proposals will be submitted for children’s programs, senior outreach and Virtual Services.

Promoting the Library through events

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

- “A Literary Evening”: the Foundation will host an annual reception for high level donors to solidify ties to the Library, its purpose and programs
- PC READS: the Foundation will secure one or more sponsors for the event, and host a reception for an author event.
- ~~• Key Center Library Donor Preview will invite those who gave financial support to add enhancements to the Library.~~
- Our Own Expressions: the Foundation will host an awards ceremony for students to present their winning entries, reward the finalists with cash prizes, print a

commemorative chapbook and organize a reception for parents, teachers, students and Library staff.

Attracting a cadre of loyal library supporters

- Board of Directors: the Foundation recruits and involves 196 volunteer board members who are passionate ambassadors of the Pierce County Library System.
- ~~Key Center Library~~ South Hill Library Project: the Foundation recruits, educates and elevates support for the library among volunteers who are active in in the ~~Key Peninsula-Puyallup~~ community.
- Donors: the Foundation engages 1,438 donors who make gifts to support the library.

Pierce County Library Foundation

Pierce County Rural Library District

Signature

Signature

Printed Name

Printed Name

Title

Title

Date

Date

NEW BUSINESS

M E M O



Date: February 3, 2014

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

From: Clifford Jo, Finance & Business Director
Sally Porter Smith, Customer Experience Director

Subject: Technology Plan Update

Since fall of 2012 the Library has been working on its technology plan. The effort is coming to an end with a fantastic direction for the next two years. Sally and I would like to provide the Board a glimpse of the plan in two parts. The first part would be presented to you this month and includes an overview of the 10,000 to 20,000 foot view of the project. During a subsequent Board meeting we will present some details and specifics of the plan itself—the projects—that may become part of the 2014 mid-year budget process.

M E M O

Date: January 30, 2014

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

From: Jennifer Patterson, Customer Experience Manager

Subject: Public Internet Use Policy

As part of the continuing work started by the Library Board of Trustees in 2013 to review and update the Library's Intellectual Freedom policies, the Administrative Team and Customer Experience Team reviewed and prepared an updated draft of the Library's Public Internet Use Policy for your review. Included in the board packet is the current policy, the updated policy showing the track changes, as well as a clean draft of the revised policy. During the meeting we would like to discuss this draft and hear your feedback so that we can incorporate your thoughts and further revise the policy as needed.

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.

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.

Board Policy 2.11

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

Board Policy



Public Internet Use Policy

Policy Statement

~~Pierce County Library System~~ ~~Pierce County Library~~ operates under the fundamental belief that libraries play a vital role in a democracy by supporting an individual's access to the information they seek. ~~provides access to the~~ Free Internet access is a critical service in supporting this role and further supports the mission of Pierce County Library System to bring the world of information and imagination to all people of our community. The Library embraces the opportunity to expand the resources and information available to the community, and may act as a portal to materials selected and provided by others as an additional means of fulfilling its mission.

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Purpose

To establish the guidelines for the use of the Internet on library equipment supporting Pierce County Library System principles and within applicable state and federal laws and regulations.

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Definitions

- ~~Children's Internet Protection Act (CIPA): Congress has adopted the Children's Internet Protection Act (CIPA), which within specific parameters, among other things requires that libraries seeking to obtain federal funds through e-rate and/or Library Services and Technology Act (LSTA) funds filter material available on the Internet within established guidelines.~~
- ~~Internet Filtering Software: Software designed to restrict or block access to unwanted Internet content.~~

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Internet Policy

~~Free~~ Internet access connects the people of our communities to a world of information, resources and services. ~~helps fulfill~~ supports the mission of Pierce County Library System to "bring the world of information and imagination to all people of our community" 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~~ The Internet provides unprecedented opportunities for giving library users to access ~~to~~ information, resources and services beyond the library's physical books and other materials. However, because the Internet is a vast and diverse information network whose with content that 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~~

Board Policy



~~on the Internet.~~ Pierce County Library System has chosen to comply with [Children's Internet Protection Act \(CIPA\)](#) and ~~has adopted this the Public Internet Use Policy to implement the policies of reflects~~ [CIPA guidelines and requirements for public libraries.](#) ~~The Library complies with CIPA requirements for Internet filtering in order to be eligible for federal funds such as e-rate reimbursements and Library Services and Technology Act grants.~~

Access by Adults

~~Per CIPA, individuals 17 years of age or older may choose to use unfiltered access to the Internet. 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 provide~~ access to the Internet ~~will beare~~ filtered to the extent required by CIPA, ~~but and that~~ persons 17 years of age or older ~~will have the right to remove turn off the that~~ filter for their use.

[Tablets, Ereaders, and other mobile devices provided by the Library for customer use that may access the Internet may provide only filtered access if the ability to provide a choice to adults is not technically feasible. The Library provides Wi-Fi access that customers may access using their own devices. The Library does not filter Wi-Fi access on these devices and leaves the filtering choice to the customer.](#)

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. ~~Per CIPA, a~~ child is defined as a minor if he or she is under the age of 17. The Library ~~will offer~~ tools [including technological tools such as Internet filters, as well as skilled staff and resources](#) 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 will~~ 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.
- 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. [The Library will regularly evaluate the filtering software and use the most appropriate.](#)

Board Policy



~~technology or tools to provide Internet filtering.~~ Pierce County Library will ~~also continue to~~ monitor and evaluate ~~filters and technology and update to improve the performance of the tool in meeting the Library's objectives.~~

Rules Governing Use

~~The Library's Rules of Conduct govern behaviors and activities in the Library. In addition,~~ Pierce County Library staff will ~~develop establish such~~ guidelines and procedures ~~as are appropriate~~ to provide the fair, reasonable, and legal use ~~and access to of Pierce County Library~~ Internet resources ~~including time restrictions due to the limited resources. Internet users must use their own Library card to access the Internet to ensure appropriate Internet filtering settings are applied and any time restrictions are enforced.~~ 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.~~

Compliance

~~Disciplinary actions will can be taken for behavior which is illegal. Disciplinary actions can be taken for behavior or which either consciously or unconsciously violates or restricts the rights of others to use the library. 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 illegal), or otherwise misuse their Internet privileges.~~

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Public Users Security Privacy and Security

The Library ~~is not able to~~cannot 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.~~

Board Policy 2.11

Adopted by the Board of Trustees of the Pierce County Library System, January 14, 2004. Revised XXX, 2014

Board Policy



Public Internet Use Policy

Policy Statement

Pierce County Library System operates under the fundamental belief that libraries play a vital role in a democracy by supporting an individual's access to the information they seek. Free Internet access is a critical service in supporting this role and further supports the mission of Pierce County Library System to bring the world of information and imagination to all people of our community. The Library embraces the opportunity to expand the resources and information available to the community, and may act as a portal to materials selected and provided by others as an additional means of fulfilling its mission.

Purpose

To establish the guidelines for the use of the Internet on library equipment supporting Pierce County Library System principles and within applicable state and federal laws and regulations.

Definitions

- **Children's Internet Protection Act (CIPA):** Congress has adopted the Children's Internet Protection Act (CIPA), which within specific parameters, requires libraries seeking federal funds through e-rate and/or Library Services and Technology Act (LSTA) funds filter material available on the Internet within established guidelines.
- **Internet Filtering Software:** Software designed to restrict or block access to unwanted Internet content.

Policy

Free Internet access connects the people of our communities to a world of information, resources and services. The Internet provides unprecedented opportunities for library users to access information, resources and services beyond the library's physical books and other materials. However, because the Internet is a vast and diverse network with content that 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. 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.

Pierce County Library System has chosen to comply with the Children's Internet Protection Act (CIPA) and the Public Internet Use Policy reflects CIPA guidelines and requirements for public libraries. The Library complies with CIPA requirements for Internet filtering in order to be eligible for federal funds such as e-rate reimbursements and Library Services and Technology Act grants.

Access by Adults

Per CIPA, individuals 17 years of age or older may choose to use unfiltered access to the Internet. Consequently, the Pierce County Library System's computers that provide access to the Internet are filtered to the extent required by CIPA, and persons 17 years of age or older have the right to turn off the

Board Policy



filter for their use.

Tablets, Ereaders, and other mobile devices provided by the Library for customer use that may access the Internet may provide only filtered access if the ability to provide a choice to adults is not technically feasible. The Library provides Wi-Fi access that customers may access using their own devices. The Library does not filter Wi-Fi access on these devices and leaves the filtering choice to the customer.

Access by Minors

In compliance with the Children’s Internet Protection Act, Pierce County Library System provides a filter on all Library computers available to minors. Per CIPA, a child is defined as a minor if he or she is under the age of 17. The Library offers tools including technological tools such as Internet filters, as well as skilled staff and resources to assist parents, guardians and caregivers in their work with their minor children. 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 will select a filter which is intended to block access to the following:

- Visual depictions that are obscene, contain child pornography and are harmful to minors.
- 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. The Library will regularly evaluate the filtering software and use the most appropriate technology or tools to provide Internet filtering. Pierce County Library will monitor and evaluate filters and technology and update to improve the performance of the tool in meeting the Library’s objectives.

Rules Governing Use

The Library’s Rules of Conduct govern behaviors and activities in the Library. In addition, Pierce County Library staff will establish guidelines and procedures to provide the fair, reasonable, and legal use and access to Internet resources including time restrictions due to the limited resources. Internet users must use their own Library card to access the Internet to ensure appropriate Internet filtering settings are applied and any time restrictions are enforced. 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 using library computers to intentionally alter stored data, information, software or hardware in any computer system.

Board Policy



Compliance

Disciplinary actions will be taken for behavior that is illegal. Disciplinary actions can be taken for behavior that either consciously or unconsciously violates or restricts the rights of others to use the library. 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 illegal), or otherwise misuse their Internet privileges.

Privacy and Security

The Library cannot 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.

Board Policy 2.11

Adopted by the Board of Trustees of the Pierce County Library System, January 14, 2004. Revised XXX, 2014

M E M O

Date: January 28, 2014

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

From: Lisa Bitney, Reading & Materials Director

Subject: Collection Budget

We made a dramatic cut in the budget last year. We made that cut based on a lot of collection reports, usage reports and publisher information. We've been monitoring our decision for the past year. At the February 12 Board meeting, I'm going to update you about that decision including what we have learned about collection performance this year and our decision making process for the 2014 budget based on our knowledge. I've attached a spread sheet with the Collection Allocation data from 2012 – 2014 for you to look at.

2014 Materials Budget Allocation

<u>Collection</u>	<u>2012 Budget</u>	<u>2013 Budget</u>	<u>% Change 2012-2013</u>	<u>2014 Budget</u>	<u>% Change 2013-2014</u>
YA F/NF	\$ 105,834.00	\$ 89,958.90	-15.0%	\$89,958.90	0.00%
YA Audio	\$ 17,550.00	\$ 14,040.00	-20.0%	\$14,040.00	0.00%
YA Graphic Novels	\$ 34,000.00	\$ 30,600.00	-10.0%	\$30,600.00	0.00%
Comics	\$ 24,400.00	\$ 20,000.00	-18.0%	\$10,000.00	-50.00%
YA ebook	\$ 12,000.00	\$ 8,000.00	-33.3%	\$18,000.00	125.00%
YA downloadable audio	\$ 20,000.00	\$ 12,000.00	-40.0%	\$12,000.00	0.00%
Adult Nonfiction	\$ 379,076.00	\$ 303,260.80	-20.0%	\$303,260.80	0.00%
Adult NF ebook	\$ 35,000.00	\$ 25,000.00	-28.6%	\$40,000.00	60.00%
Adult F downloadable audio	\$ 90,000.00	\$ 70,000.00	-22.2%	\$62,000	-11.43%
Adult NF downloadable audio	\$ 39,000.00	\$ 28,000.00	-28.2%	\$20,000.00	-28.57%
Adult Graphic Novel	\$ 16,000.00	\$ 16,000.00	0.0%	\$16,000.00	0.00%
Reference Serials	\$ 49,000.00	\$ 36,414.00	-25.7%	\$26,414.00	-27.46%
Adult Fiction	\$ 238,000.00	\$ 202,300.00	-15.0%	\$202,300.00	0.00%
Adult Paperbacks	\$ 65,400.00	\$ 55,400.00	-15.3%	\$45,400.00	-18.05%
Large Print	\$ 106,000.00	\$ 90,100.00	-15.0%	\$90,100.00	0.00%
TKCD	\$ 190,000.00	\$ 152,000.00	-20.0%	\$152,000.00	0.00%
Lucky Day	\$ 203,780.00	\$ 163,024.00	-20.0%	\$123,000.00	-24.55%
Fiction ebooks	\$ 194,000.00	\$ 94,000.00	-51.5%	\$134,000.00	42.55%
Adult DVD	\$ 570,000.00	\$ 400,000.00	-29.8%	\$535,000.00	33.75%
DVD Non Fict	\$ 60,000.00	\$ 55,000.00	-8.3%	\$50,000.00	-9.09%
AV Purchase Alert	\$ 150,000.00	\$ 75,000.00	-50.0%		-100.00%
DVD Anime	\$ 20,000.00	\$ 15,000.00	-25.0%	\$12,000.00	-20.00%
AV Project	\$ 22,927.00	\$ -	-100.0%		
CDs	\$ 140,000.00	\$ 119,000.00	-15.0%	\$92,000.00	-22.69%
J downloadable audio	\$ 10,000.00	\$ 7,000.00	-30.0%	\$7,000.00	0.00%
J eBooks	\$ 15,000.00	\$ 11,000.00	-26.7%	\$11,000.00	0.00%
Baby Packets	\$ 500.00	\$ 500.00	0.0%	\$500.00	0.00%
Theme pkt replacment	\$ 500.00	\$ 500.00	0.0%	\$0.00	-100.00%
Jpbks	\$ 75,200.00	\$ 65,000.00	-13.6%	\$62,400.00	-4.00%
J Books	\$ 235,900.00	\$ 235,900.00	0.0%	\$235,120.00	-0.33%
J Replacements	\$ 44,000.00	\$ 20,000.00	-54.5%	\$20,000.00	0.00%
YS OUT	\$ 5,000.00	\$ 2,500.00	-50.0%	\$2,400.00	-4.00%
Daycare	\$ 7,500.00	\$ 7,500.00	0.0%	\$7,200.00	-4.00%
JST & babytime	\$ 5,000.00	\$ 5,000.00	0.0%	\$4,800.00	-4.00%
Books4Kids	\$ -	\$ -	0.0%	\$0.00	
JNF S&L	\$ 25,000.00	\$ 20,000.00	-20.0%	\$20,000.00	0.00%
J DVD	\$ 65,000.00	\$ 50,000.00	-23.1%	\$50,000.00	0.00%
J Audio	\$ 57,950.00	\$ 38,000.00	-34.4%	\$36,480.00	-4.00%
Electronic Services	\$ 210,000.00	\$ 152,354.00	-27.5%	\$152,000.00	-0.23%
Electronic Materials	\$ 90,000.00	\$ 90,000.00	0.0%	\$108,820.00	20.91%
Electronic Info Services	\$ 180,000.00	\$ 154,123.00	-14.4%	\$123,123.00	-20.11%
Other Categories					
Book Discussion	\$ 10,000.00	\$ 5,000.00	-50.0%	\$5,000.00	0.00%
Collection Projects	\$ 16,000.00	\$ -	-100.0%		
Branch Periodicals	\$ 100,000.00	\$ 80,000.00	-20.0%	\$74,850.00	-6.44%
International	\$ 141,643.00	\$ 77,000.00	-45.6%	\$56,250.00	-26.95%
PC Reads	\$ 22,000.00	\$ 17,600.00	-20.0%	\$17,600.00	0.00%
Professional	\$ 30,000.00	\$ 30,000.00	0.0%	\$10,000.00	-66.67%
Serials	\$ 15,000.00		-100.0%	\$15,000.00	#DIV/0!
Processing	\$ 190,000.00	\$ 152,000.00	-20.0%	\$162,000.00	6.58%
Gifts	\$ 2,093.20	\$ -	-100.0%		#DIV/0!
Bindery	\$ 2,000.00	\$ 2,000.00	0.0%	\$2,000.00	0.00%
TOTAL	\$ 4,337,253.20	\$ 3,297,074.70	-24.0%	\$3,261,616.70	-1.08%
Reduction		\$1,040,178.50		\$35,458.00	
Overview	2012	2013	2014		
Materials Budget *	\$ 4,301,161.00	\$ 3,297,074.70	\$3,261,616.70		
Expenditure Budget	\$ 26,869,885.00	\$ 23,869,885.00			
Materials as % of Total Budget	16.01%	13.81%			



Date: February 3, 2014
To: Chair Linda Ishem and members of the Board of Trustees
From: Lisa Bitney, Reading & Materials Director and Linda Farmer, Marketing & Community Relations Director
Subject: Self-Service Lobby Pilot Project at PAC

On Jan. 30, 2014, PAC launched a three-month pilot to gauge the effectiveness of a self-service lobby vs. a staffed reception desk. During the pilot, the lobby will be staffed Monday through Wednesday and will operate in self-service mode on Thursdays and Fridays.

Background

About three years ago, PCLS instituted a new phone system that featured individual phone lines for all staff. As a result, calls to the library's main number (the one located on the back of the library card) have dropped significantly. In 2012, the PAC receptionist position was partly eliminated due to budget cuts. Staff from four different departments was tasked to share reception desk coverage. This was designed as a temporary, budget-driven solution. Reception staff collected data on foot traffic, phone calls and lobby/building usage. With three years of data at our disposal, we have discovered that today the PAC lobby has consistently low levels of use, and that these low levels could be compatible with a self-service approach.

By the numbers

An average of 2.5 or fewer people a day have business in the lobby that directly pertains to PAC staff. And, staff spends less than an hour a day on the phone with customers who call the main number. For example, in September 2013, PAC saw 133 customers in total use the lobby. Of those, 92 people mistakenly thought PAC was a library branch, needed to use the bathroom, sat in the lobby, or had business with staff (volunteers, job interviews, in-building training or meetings). The remaining 41 customers had training or meetings in the lobby meeting rooms.* When it comes to phone calls, our logs show that the great majority of our calls are customers who want to be transferred to a branch.

Making the lobby more self-service friendly

The following tactics were developed:

Parking lot and front door:

- Additional signage on the outside of the building and on the front door that identifies the building as the Administrative Offices for the library.

**These numbers do not reflect groups that book our lobby meeting rooms after hours.*

Lobby area:

- Outdated awards, old program posters, un-used brochure racks and other extraneous items were removed from the walls and tables in an attempt to unclutter the lobby.
- Larger, clearer signs installed:
 - New “welcome to the Administrative Offices” free-standing sign placed just inside the front door
 - Larger, easier to navigate “Courtesy Phone” sign on the reception desk
 - New “for bid questions” sign added to reception desk. Will only be placed out on days that bids are due
 - Updated “for meeting room questions” sign added to reception desk
 - Additional and larger meeting room signs with better sightlines to the front door
 - Additional bathroom signs with better sightlines to the front door

Phones:

- The Library’s IT Department has graciously agreed to handle all phone calls during Thursday and Friday afternoons of the pilot. The department currently answers the phone on all weekday mornings.
- Revised ring groups were created for meeting room questions and general questions so that calls will be answered by the most knowledgeable staff.
- A phone line was identified for bid questions.
- Staff is testing a new voice-activated software feature on our current phone system that will allow callers to get directly to the branch they want to speak to. The feature will be debuted in February 2014.

Assessing self-service performance

During the pilot days, staff will periodically spot-check the lobby and record observations. Staff on the other end of the ring groups for meeting rooms, bids and general questions also will be recording the type of activity taking place and the callers’ general feelings of the self-service model. After the pilot, staff will analyze the data and make recommendations.



Date: February 5, 2014

To: Linda Ishem and members of the Board of Trustees

From: David Durante and Jaime Prothro, Customer Experience Managers

Subject: Hoopla & Zinio

Each year the Library evaluates the digital services it offers to its customers. The Adult Services Librarians and the Collection Budget Crew evaluate the performance and usability of our current electronic services as well as any new services that they find throughout the year in order to meet a growing demand for online content. This year we're excited to announce the introduction of two additional products to our offerings on February 3rd, 2014.

Hoopla is an innovative new product that partners with public libraries to offer customers thousands of movies, television shows, and songs for free. All a customer needs is a web browser, smartphone, or tablet and a library card. Hoopla houses 300,000 albums and 8,000 movies and TV shows and the range of titles available spans genres from blockbusters to educational and pop to children's music. The product is exceedingly easy to use and intuitive to customers, two critical elements for online customers. Hoopla provides an unlimited number of copies available to our customers meaning customers do not wait for someone to return an item! Because this is a pay per use service with an established budget threshold customers are able to download eight items per month. In comparison to our previous service, that offered only music, Hoopla customers can download entire albums versus just one song at a time. The only downside is that customers will not be able to keep the music that they download as they could with the previous product. All-in-all we are very excited to be able to offer this service to our customers and look forward to working with them to meet their streaming music and video needs.

Zinio is the world's largest newsstand and was voted one of USA Today's top apps for 2013. Customers are able to browse our catalog of magazines with no holds, no checkout periods, and no limit on the number of magazines they can select. Once they've chosen a magazine it can be simply downloaded to their computer, smartphone, or tablet and enjoyed. The product works on iOS, Android, and Windows 8 platforms. Both Zinio and Hoopla can be accessed from home or in the Library.

Both products will be available for you to preview at the Board meeting and I would be glad to assist members in setting up their own Hoopla and Zinio accounts. All you would need is your library card number.



Date: January 30, 2014

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

From: Jennifer Patterson, Customer Experience Manager

Subject: Counting Opinions Customer Survey

Pierce County Library System began using a product in 2013 called LibSAT through Counting Opinions. LibSAT is a survey tool specifically developed for libraries to collect customer satisfaction feedback from external customers. The survey asks for customers to give feedback on library services, staff and facilities. The survey was launched April 2, 2013 and was publicized with posters, social media and on our website. Since that time the survey has been available through a **Take a Survey** link placed on the bar at the bottom of our web pages providing customers a visible, easy option to participate in the survey regardless of where they are on our web site. A peel ad promoting the survey was placed on our website for one week in July 2013. The survey is available in Korean, Russian and Spanish as well as English and there are three different survey lengths to choose from.

Survey Highlights:

- The survey has had a low response rate. Only 570 surveys were completed from April 2, 2013, to date. Most customers completed the short survey (45%), with 28% completing the regular survey and 27% completing the in-depth survey.
- The majority of the responses were received during April 2013 (271) and July 2013 (144) when the survey was promoted on our website through features and peel ads. See graph on the next page.
- To date 938 comments have been received through the open-ended survey questions. The majority of the comments are general in nature and do not provide enough information to identify possible action items nor are we able to follow up with the respondent to receive clarification. A few specific comments regarding facilities and possible service issues have been addressed through work orders as well as work with individual managers. The very low response rate for specific libraries undermines the value of the information received.
- Respondents have rated the library positively with overall ratings (out of 10):
 - Satisfaction: 8.62
 - Staff: 8.95
 - Quality: 8.63
 - Importance: 9.16
 - Likelihood of reuse: 9.12
 - Likelihood of recommending: 8.99
- One of the survey reporting features is an Opportunity Index, which identifies areas that have a gap between the importance ranking and the satisfaction ranking. Despite the low response rate, using information from a varying number of respondents, the areas that potentially provide the Library with the best opportunity to make positive changes for our customers are:
 - Collection
 - Website

- Virtual services/resources
- Holds/renewals
- Open hours

Unfortunately, the Opportunity Index does not provide detailed information about what improvements are desired in these areas and would require additional probing to discover actions bringing value to customers.

In summary, the Library’s experience with this survey tool to date is that due to the low response rate and the specificity of information received, the survey has provided little meaningful feedback that the Library can use to improve customer satisfaction. The Library is seeking information regarding the abandon rate of customers taking the survey. Anecdotally, respondents have questioned the quality of the survey, both in terms of the design and questions. The majority of respondents took the short survey, which provides little information. The regular and in-depth surveys are longer but have not proven to elicit meaningful feedback. The interface for the administrative functions is poorly designed and the reporting features are unreliable, limited and require significant manual editing once data is exported.

The Library’s contract with Counting Opinions runs through 2014. The Customer Satisfaction team lost two key members last year - the IT Director and Marketing and Community Relations Director. With the re-hiring of these positions, we will reform the team, further evaluate the survey and its components and evaluate all options for gathering timely, outcomes-based customer satisfaction data that will yield actionable results. During this evaluation, the Library will remove this survey from the public web site.

Number of Survey Responses by Month 2013

April: 271

May: 15

June: 66

July: 144

August: 9

September: 17

October: 27

November: 7

December: 10

