

AGENDA
Regular Meeting of the Pierce County Library System Board of Trustees
February 13, 2013
3:30 – 6:00 pm

3:30 pm	02 min.	Call to Order: <i>Linda Ishem, Chair</i>	
3:32 pm	05 min.	Public Comment: <i>This is time set aside for members of the public to speak to the Board of Trustees. Unless the item you wish to discuss is of an emergency nature, the Board ordinarily takes matters under advisement before taking action. Please sign up at the time of the meeting to speak during the public Comment period, and limit your comments to three minutes.</i>	
3:37 pm	03 min.	Consent Agenda	Action
		<ol style="list-style-type: none"> 1. Approval of Minutes of the January 9, 2013 Regular Meeting 2. Approval of January 2013 Payroll, Benefits and Vouchers 3. Resolution 2013-01: To Declare Equipment Surplus to Public Service Needs 	
3:40 pm	10 min.	Board Members Report	
3:50 pm	15 min.	Officers Reports	
		<ol style="list-style-type: none"> 1. December Dashboard, <i>Georgia Lomax</i> 2. January 2013 Financial Report, <i>Dale Hough</i> 3. 2013 Legislation of Interest to Libraries, <i>Neel Parikh</i> 4. University Place Condominium Declaration Amendment, <i>Neel Parikh</i> 	
		Unfinished Business	
4:05 pm	20 min.	<ol style="list-style-type: none"> 1. Key Center Branch Opening <ol style="list-style-type: none"> a. Opening Event, <i>Sally Porter Smith</i> b. Fundraising Campaign, <i>Lynne Hoffman</i> 	
4:25 pm	10 min.	<ol style="list-style-type: none"> 2. Ebook Blockage Campaign, <i>Mary Getchell</i> 	
4:35 pm	10 min.	<ol style="list-style-type: none"> 3. Technology Plan, <i>Clifford Jo</i> <ol style="list-style-type: none"> a. Update b. Customer Survey 	
		New Business	
4:45 pm	15 min.	<ol style="list-style-type: none"> 1. 2013 Pierce County Library Foundation Agreement, <i>Clifford Jo</i> 	Action
5:00 pm	15 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>	
5:15 pm	05 min.	Announcements	
5:20 pm		Adjournment	

CONSENT

AGENDA

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
REGULAR MEETING, JANUARY 9, 2013**

CALL TO ORDER

Chair Linda Ishem called to order the regular meeting of the Pierce County Rural Library District Board of Trustees on January 9, 2013, 3:34 pm. Board members present were Donna Albers, Robert Allen, J.J. McCament and Allen Rose.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

1. Minutes of the December 12, 2012 Regular Meeting of the Board of Trustees
2. December 2012 Payroll, Benefits and Vouchers in the total amount of \$2,613,334.20
 - a. Payroll Warrants 3375 - 3382, dated 12/01/12 – 12/31/12 in the amount of \$5,997.38
 - b. Payroll Disbursement Voucher dated 12/06/12 in the amount of \$525,102.79
 - c. Payroll Disbursement Voucher dated 12/21/12 in the amount of \$744,337.07
 - d. Accounts Payable Warrants 619267 - 619493 dated 12/01/12 – 12/31/12 in the amount of \$1,337,896.96

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

OFFICER REPORT

Jamie Prothro: Neel Parikh, Director, introduced Jamie Prothro, new Customer Experience Manager. Ms. Prothro noted that she was previously with the Wichita Public Library. She said that the library's values really drew her to the library system. Chair Ishem welcomed her to Pierce County Library System.

November Dashboard: Ms. McCament said she noticed that the check-out and transitions figures did not include eBook usage. Georgia Lomax noted that the library is unable to separate out the numbers at this time.

2013 Legislation of Interest to Libraries: Ms. Parikh reported that in an audit of a neighboring library system, the Washington State Auditor defined libraries primary purpose as a repository for books and materials and believes that Washington State libraries are operating outside of their authority by engaging in community activities. Partnership relationships with the community organizations were declared not appropriate. Ms. Parikh said that there is no solid library definition in the Revised Code of Washington. Libraries will be discussing this issue and consider the most effective method to address it.

University Place Condominium: Ms. Parikh reported on an effort to determine the specific expense percentage of common areas. Initially it appeared that the Library owned a controlling share of the building, but during the review, it was determined that the Library has less ownership. Bill Holt discovered that the condominium declaration had been updated by the City after signature by all parties, and the updates changed the ownership percentages. The City has agreed to file an amended

declaration to correct the percentages of ownership. The Atrium is a common area and the library pays 50% of its costs. Fee for the common areas are based the percentage of ownership between the library and the city. Parking is figured by dividing the number of stalls per lot. The library pays for the share of stalls on the library's lot, approximately 15%.

Paul Allen Grant: Lynne Hoffman that the Foundation had received a grant from the Paul Allen Foundation to deliver services to customers virtually. It was noted that the \$150,00 was the highest grant award the library has ever received. The Gamification platform fit perfectly into the goals of the Paul Allen Foundation to support innovative measures by libraries. The gaming format allows participants to learn about new books of interest, join a community of readers, and explore databases all without making a trip to the library. Ms. Hoffman noted that the project relates to readers' advisory, connecting with other readers, and connecting to resources available at the library. Ms. Lomax noted that the word "gaming" is very broad and not really descriptive of the efforts.

Key Center Branch: Ms. Hoffman reported donations for the Key Center project have reached \$43,000. A donor reception will be held on February 2nd, the building will open February 4th and a public reception on February 16th. This was a very successful community fundraising effort!

Public Services Video: Mary Getchell reported that Emerald City Pictures produced two videos of customers sharing their library stories and experience. Emerald City Pictures has a personal commitment to quarterly produce an in-kind project for a community agency, and specifically chose PCLS. Mr. Allen asked if PCLS held the rights to the videos, and the answer is yes.

UNFINISHED BUSINESS

1. **Paper Management System:** Sally Porter Smith reported on the "Vend to Print" system that will soon be available in library branches. This automated system will replace the current honor box method whereby customers pay cash for printed pages. The customer will need to pay for the copies before the computerized system will release them for printing. This will avoid inadvertent printing. Customers will be able to choose from black and white, color, Wi-Fi or mobile devices printing, and various paper sizes. The new system allows for paying fines and print costs through debit or credit cards. Pilot testing will take place in February and go live in March and April. The Library has estimated that 50% of pages being printed are not being paid for through the honor system. There will be a learning curve for customers and staff. The estimated cost is \$150,000, but the project is currently under-budget by \$10,000.

NEW BUSINESS

1. **2012 Operational Changes for Efficiencies and Savings:** Ms. Lomax reported that the Library has made a continual effort to find operational efficiencies and savings. An effort was made to capture specifics and put solid numbers to the savings.

In looking at operational savings, the first focus was "do more at less cost." The Library took the approach of examining what we are doing and what has the least value, which might be service or a step in the process. Questions asked included: do we need to stop something, automate, work differently, empower our customers and can we generate some revenue. In 2012, using those approaches, there was a \$230,000 cost savings. The time savings equaled 7 FTE, although some of that saved time is applied in areas.

Ms. Lomax presented a slideshow of different processes that delineated between staff doing the task and customer self-service. It showed that there had been a significant decrease in time spent by staff doing the manual task of checking out items. The number of customers paying their fines online has also increased significantly. Ms. Lomax pointed out other efficiencies that have seen a significant return,

including using a van instead of the bookmobile to support ESL classes, the digital Board packet and rebates received for using cred cards for purchasing.

Ms. Lomax introduced Justin Moser, the Supervisor of the Delivery Team. She wished to highlight one department's efforts to increase efficiency and reduce costs. Delivery is essential in moving materials through the system to meet hold requests and distribution of new materials. In interviewing for the Supervisor position, the Library was looking for someone with high customer service skills and creative ideas for production and delivery. Justin has demonstrated that he was about organizing for efficiency, setting realistic targets and expectations and meeting customer needs. In addition, he built on the strengths of his staff members.

Mr. Moser noted that he came to PCLS with 13 years of experience. Initially, he rode with drivers on the delivery routes, watched actual processes and learned what worked and what didn't. He changed the start time for drivers to 5:00 am to avoid the heavy traffic and congested parking lots in the branches. Both conditions impeded smooth and timely delivery. He also had an ergonomic specialist ride along on deliveries to observe the delivery processes. The specialist noted the drivers were handling individual crates approximately 70 times during the day due to the initial loading, unloading crates, picking up new crates and continuing organizing of materials in the crates. The process was changed so that crates are now organized at every location and the materials are consolidated into fewer crates, which reduced the number of crates being handled and carried into branches. Routes were reorganized into a west and east route. The longest being 90 miles and the shortest is 70. Materials are delivered to branches six days a week. The results of the changes include a dramatic decrease in overtime and additional work hours, and the absorption of responsibilities and tasks previously handled by other personnel, such as management of the loading dock and outside deliveries, special trips to branches to deliver furniture or pick up discard items. In addition, the delivery team has been able to absorb the addition of one new branch without adding additional staff hours. Ms. Lomax ended the presentation by noting that this was an example of the creative thinking and collaboration the library is encouraging.

2. 2013 Board Calendar of Work: At the beginning of each year, the Board develops a Calendar of Work, planning discussions on topics of interest or relevant issues. As there are three relatively new Board members, Ms. Parikh suggested that a discussion on the Facilities Master Plan (completed in 2010) be held. There have been a number of changes to the library system and the community since first developed and the FMP was intended to be a living document updated as needed. She also suggested a presentation related to Intellectual Freedom as the Board and Library System have responsibilities in this area and it would be a good foundation for understanding the related issues, such as the Internet Policy. Other topics include the Technology Plan currently being developed by staff, and a plan to develop Virtual Services in 2013. When asked for clarification of "Virtual Services", Ms. Parikh said that it would be services that aren't limited to a physical building and how to help people make a connection with the library, such as the Teen summer program using gamification and the Military webpage on the Library's website.

Mr. Allen stated in looking at the Library's Jobs and Business Center, they are heavy in the jobs section but not so much in the business. He would be interested in exploring if that is a direction the library should move in and what it should look like. Ms. Parikh suggested an assessment of what we do, would we like it to grow and in what direction.

Ms. McCament stated that she was interested in professional development, particularly as relates to how much PCLS librarians there are per-capita, with an overview of staff development activities. She was also interested in knowing how many current staff members are studying to become librarians and activities to support that study. She also is interested in self-publishing of eBooks. She finds that direction very interesting and would like to know more. She asked if the Library purchases self-published books and Lisa Bitney responded yes.

Chair Ishem said she would like to add Board self-evaluation on the Calendar of Work to enable the work to look at its performance and contributions. She also noted that at some point, the Board will need to discuss qualities the Board would like to see in the Executive Director's position.

3. Core Skills and Qualities: Holly Gorski, Staff Experience Director, reviewed the 9 Core Skills and Qualities and reviewed how they were developed and incorporated into practice. In 2008, a committee developed behavioral competencies to describe qualities needed in all Pierce County Library System staff. The effort was intended to help employees reach their potential and assist in being successful. As part of that work, interview questions were rewritten to help supervisors hire staff who exhibited those competencies and to incorporate them into training, and coaching staff. A performance evaluation form based on the competencies was created. All staff members have been evaluated using the new form and an evaluation of the results is being undertaken to see what worked and what didn't. An excerpt of a draft video as played to show examples of how information about the Core Skills and Qualities is being shared with staff. The video will be used in training of all new employees. At the end of the presentation, Chair Ishem commented that she liked how it was incorporated into the evaluation process.

EXECUTIVE SESSION

At 5:23 pm, Ms. McCament moved to enter into executive session as per RCW 42.30.110 for 15 minutes for discussion of personnel matters and negotiations. Mr. Rose seconded the motion and it passed. The session was reopened to the public at 5:45 pm

ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

The meeting was adjourned at 5:46 pm on motion by Mr. Allen seconded by Mr. Rose.

Neel Parikh, Secretary

Linda Ishem, Chair

January 2013 Payroll, Benefits and Vouchers

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	3383 - 3394	01/01/13 - 01/31/13	\$19,692.36
Disbursement Voucher - Payroll & Acct Payable		01/07/13	\$542,553.89
Disbursement Voucher - Payroll & Acct Payable		01/22/13	\$836,647.74
Accounts Payable Warrants	619494 - 619717	01/01/13 - 01/31/13	\$1,455,929.74
Total:			<u><u>\$2,854,823.73</u></u>

Check History Listing
Pierce County Library System

Check #	Bank	Date	Paid to	Status	Can/Vd Date	Pay Period Dates	Dir Dep	Amount
3383	pr	01/22/2013	BARBON, PAMELA			01/01/13 - 01/15/13	0.00	1.78
3384	pr	01/22/2013	SMITH, DONNA			01/01/13 - 01/15/13	0.00	9,117.05
3385	pr	01/22/2013	HOFFART, GARY			01/01/13 - 01/15/13	0.00	53.44
3386	pr	01/22/2013	WINTER, CANDACE	V	01/29/2013	01/01/13 - 01/15/13	0.00	327.91
3387	pr	01/22/2013	DERKSEN, NEIL			01/01/13 - 01/15/13	0.00	1,349.16
3388	pr	01/22/2013	MARQUEZ-ORTIZ, AMANDA			01/01/13 - 01/15/13	0.00	930.85
3389	pr	01/22/2013	PROTHRO, JAIME			01/01/13 - 01/15/13	0.00	2,686.48
3390	pr	01/22/2013	CULVER, MILDRED			01/01/13 - 01/15/13	0.00	335.09
3391	pr	01/22/2013	BERGSTROM, PHYLLIS			01/01/13 - 01/15/13	0.00	4,070.78
3392	pr	01/22/2013	MCKENNA, PATRICIA			01/01/13 - 01/15/13	0.00	71.78
3393	pr	01/22/2013	ODONNELL, CATHY			01/01/13 - 01/15/13	0.00	420.13
3394	pr	01/29/2013	WINTER, CANDACE			01/01/13 - 01/15/13	0.00	327.91
Total:							0.00	19,692.36

Checks in report: 12

Grand Total: 0.00 19,692.36

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 1/4/2013	

	Account Code							Acct. Action	DESCRIPTION	AMOUNT
	Fund	Dept	Prog	BASUB	Elem	OB	M/OB			
1	697	001	0000	237	00				FIT EE and EIC- Wire to IRS	\$58,348.41
2	697	001	0000	237	00				Fica EE and Medicare - Wire to IRS	\$42,045.03
3	697	001	0000	237	00				Fica ER and Medicare - Wire to IRS	\$42,045.03
4	697	001	0000	237	00				DIR DEP-file to Columbia Bank	\$398,508.17
5	697	001	0000	237	00					
6	697	001	0000	237	00					
7	697	001	0000	237	00				dept of rev	\$0.00
8	697	001	0000	237	00					
9	697	001	0000	237	00				Tax refund	\$0.00
10	697	001	0000	237	00					
11	697	001	0000	237	00				FIT EE WIRE to IRS	\$0.00
12	697	001	0000	237	00				Fica EE and Medicare - Wire to IRS	\$0.00
13	697	001	0000	237	00				Fica ER and Medicare - Wire to IRS	\$0.00
14	697	001	0000	237	00					\$0.00
15	697	001	0000	237	00				H.S.A. Employees deductions/per Trisha	\$1,607.25
16	697	001	0000	237	00				BCC	\$0.00
									HSA monthly fee	\$0.00
									BCC overpayment	\$0.00
									please put the total amt below into PCLS payroll account	
									TOTAL	\$542,553.89

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 1/18/2012	

	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	\$66,299.60
2	697	001	0000	237	00				Fica EE and Medicare - Wire to IRS	\$45,277.83
3	697	001	0000	237	00				Fica ER and Medicare - Wire to IRS	\$45,277.83
4	697	001	0000	237	00				DIR DEP-file to Columbia Bank	\$401,013.39
5	697	001	0000	237	00					
6	697	001	0000	237	00					
7	697	001	0000	237	00				dept of rev	\$5,359.74
8	697	001	0000	237	00					
9	697	001	0000	237	00				FIT EE WIRE to IRS	\$0.00
10	697	001	0000	237	00				Fica EE and Medicare - Wire to IRS	\$0.00
11	697	001	0000	237	00				Fica ER and Medicare - Wire to IRS	\$0.00
12	697	001	0000	237	00					
13	697	001	0000	237	00				Typo on 12/06/2012 FIT was 56907.98,s/b56097.98	(\$810.00)
14	697	001	0000	237	00				DJV correction 1030.9 - 828.00	(\$220.90)
15	697	001	0000	237	00				H.S.A. Employees deductions	\$1,950.25
16	697	001	0000	237	00				H.S.A. Employer Contributions	\$47,500.00
									H.S,A Fee	
									BCC	\$225,000.00
									please put the total amt below into PCLS payroll account	
									TOTAL	\$836,647.74

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

Prepared By:	Date:	Approved By:	
Christy Telling	1/18/2013	Christy Telling	1/18/2013

Check History Listing
Pierce County Library System

Bank code: boa

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619496	01/03/2013	000161 GALE CENGAGE LEARNING		1,200.00
619497	01/03/2013	000243 INGRAM LIBRARY SERVICES		5,724.15
619498	01/03/2013	005123 LIBRARY IDEAS		77,800.00
619499	01/03/2013	000352 MIDWEST TAPE	V	0.00
619500	01/03/2013	000352 MIDWEST TAPE	V	0.00
619501	01/03/2013	000352 MIDWEST TAPE		69,130.00
619502	01/04/2013	001554 ANDREW'S FIXTURE CO INC		929.90
619503	01/04/2013	000363 ARAMARK UNIFORM SERVICES		32.82
619504	01/04/2013	000153 ASSOCIATED PETROLEUM PRODUCTS		9,830.90
619505	01/04/2013	003938 BINW		4,589.02
619506	01/04/2013	000895 COLUMBIA BANK		50.00
619507	01/04/2013	005277 COMPLETE OFFICE LLC		1,590.02
619508	01/04/2013	004779 CONVERGENT TECHNOLOGY SYS		1,996.60
619509	01/04/2013	000731 CUMMINS NORTHWEST LLC		714.55
619510	01/04/2013	001213 GIS INFORMATION SYSTEMS INC		4,584.86
619511	01/04/2013	004709 HAAKENSEN GROUP INC		3,492.94
619512	01/04/2013	004758 HELP DESK TECHNOLOGY INTL CORP		6,201.20
619513	01/04/2013	004756 LAKEWOOD CITY OF		100.00
619514	01/04/2013	001684 MICROWEST SOFTWARE SYSTEMS INC		6,424.63
619515	01/04/2013	000857 PIERCE COUNTY RECYCLING		58.07
619516	01/04/2013	001379 SENTINEL PEST CONTROL INC		708.70
619517	01/04/2013	005008 SME SOLUTIONS LLC		485.00
619518	01/04/2013	001821 TYLER TECHNOLOGIES INC		43,498.67
619519	01/04/2013	001838 UNITED LIBRARY		20.00
619520	01/04/2013	000635 WAYNES ROOFING INC		704.53
619521	01/07/2013	000828 AFSCME AFL-CIO		5,417.38
619522	01/07/2013	003311 DEPARTMENT OF LABOR & INDUSTRI		7,971.33
619523	01/07/2013	000898 DEPARTMENT OF RETIREMENT SYSTE		9,545.86
619524	01/07/2013	004019 GRIMM COLLECTIONS		529.13
619525	01/07/2013	000825 ING-VC3371		1,440.00
619526	01/07/2013	003985 PACIFICSOURCE ADMINISTRATORS		1,784.74
619527	01/07/2013	001181 PIERCE CTY LIBRARY FOUNDATION		277.11
619528	01/07/2013	004276 STATE CENTRAL COLLECTION UNIT		151.67
619529	01/07/2013	000823 UNITED WAY		95.42
619530	01/07/2013	004782 US DEPARTMENT OF EDUCATION		160.92
619531	01/07/2013	000827 WA STATE- DEPT OF RETIREMENT S		65,264.71

Check History Listing
Pierce County Library System

Bank code: boa

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
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619533	01/07/2013	004129 MARIANNA BISSONNETTE		193.70
619534	01/07/2013	000242 BUCKLEY CITY OF		217.09
619535	01/07/2013	000184 CITY TREASURER		1,740.35
619536	01/07/2013	000184 CITY TREASURER		366.68
619537	01/07/2013	005467 MARLENE DRUKER		34.99
619538	01/07/2013	000093 EBSCO		41,773.78
619539	01/07/2013	000094 ELMHURST MUTUAL POWER & LIGHT		1,442.62
619540	01/07/2013	004157 MINDY EWING		29.42
619541	01/07/2013	000195 FIRGROVE MUTUAL WATER CO		481.00
619542	01/07/2013	005055 CHRISTOPHER HAMILTON		32.97
619543	01/07/2013	000325 HF GROUP LLC		2,029.00
619544	01/07/2013	005107 ART HOOVER		31.08
619545	01/07/2013	005468 CHERYL LIETHA		5.99
619546	01/07/2013	003761 TERRI MAY		31.91
619547	01/07/2013	002100 ALISON PASCONI		39.24
619548	01/07/2013	005466 ENZO PIAZZA		34.99
619549	01/07/2013	000377 PUGET SOUND ENERGY		8,396.80
619550	01/07/2013	000837 ROSEN PUBLISHING GROUP		373.00
619551	01/07/2013	004972 LAURA SCHMINKEY		116.00
619552	01/07/2013	001970 CAROL SHEEHAN		44.52
619553	01/07/2013	000460 STEILACOOM TOWN OF		375.50
619554	01/10/2013	001554 ANDREW'S FIXTURE CO INC		7,439.20
619555	01/10/2013	003938 BINW		5,033.17
619556	01/10/2013	001764 CASCADIA INTERNATIONAL LLC		365.32
619557	01/10/2013	000895 COLUMBIA BANK		296.60
619558	01/10/2013	001467 DATA SECURITY CORP		132.50
619559	01/10/2013	005423 GK INDUSTRIAL REFUSE SYSTEMS I		2,139.01
619560	01/10/2013	005272 GREEN EFFECTS INC		6,161.42
619561	01/10/2013	004709 HAAKENSEN GROUP INC		8,985.99
619562	01/10/2013	005066 INTERIOR DEVELOPMENT EAST LTD		2,157.37
619563	01/10/2013	001586 NORTHWEST DOOR INC		131.40
619564	01/10/2013	003985 PACIFICSOURCE ADMINISTRATORS		227.25
619565	01/10/2013	001123 RICOH BUSINESS SYSTEMS INC		221.56
619566	01/10/2013	004022 US BANK		245,933.78
619567	01/10/2013	000176 ATS AUTOMATION INC		4,507.28
619568	01/10/2013	005277 COMPLETE OFFICE LLC		1,590.02
619569	01/10/2013	001290 REGIONAL BUILDING SVCS CORP		507.25
619570	01/10/2013	000487 TACOMA RUBBER STAMP		37.95

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<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
619571	01/10/2013	000496 THYSSEN SOUND ELEVATOR		2,121.76
619572	01/10/2013	005416 WILMINGTON DRIVE HOLDINGS LLC		8,535.12
619573	01/10/2013	004391 WRP SURPRISE LAKE LLC		2,274.00
619574	01/11/2013	001936 MARCELLA ADAMS		14.79
619575	01/11/2013	002061 SUSAN ANDERSON-NEWHAM		10.56
619576	01/11/2013	000846 AUDIOGO		183.66
619577	01/11/2013	000830 BAKER & TAYLOR		16,670.58
619578	01/11/2013	000189 BAKER & TAYLOR ENTERTAINMENT		447.81
619579	01/11/2013	002073 LINDA CASE		36.91
619580	01/11/2013	000847 CENTER POINT PUBLISHING		61.11
619581	01/11/2013	000093 EBSCO		108.71
619582	01/11/2013	000161 GALE CENGAGE LEARNING		2,556.96
619583	01/11/2013	005226 DENNIS GOULD		73.52
619584	01/11/2013	000243 INGRAM LIBRARY SERVICES		23,682.05
619585	01/11/2013	005403 SARAH JENSEN		144.58
619586	01/11/2013	000939 LERNER PUBLISHING GROUP		9,296.28
619587	01/11/2013	001011 LIVE OAK MEDIA		101.75
619588	01/11/2013	000352 MIDWEST TAPE		47,156.15
619589	01/11/2013	001941 JUDY T NELSON		22.07
619590	01/11/2013	000323 NEWS TRIBUNE		227.40
619591	01/11/2013	005469 PEGASUS PRESS INC		298.35
619592	01/11/2013	000327 PENINSULA GATEWAY INC		65.00
619593	01/11/2013	000380 QUALITY BOOKS		48.91
619594	01/11/2013	002094 CHARLOTTE STRAIN		114.44
619595	01/11/2013	004114 MEGHAN SULLIVAN		41.07
619596	01/11/2013	001930 MARGARET VENEMON		21.09
619597	01/15/2013	005442 COLBECK & COMPANY INC	V	2,023.90
619598	01/15/2013	004779 CONVERGENT TECHNOLOGY SYS		495.26
619599	01/15/2013	005283 E-RATE EXPERTISE INC		315.00
619600	01/15/2013	005259 RIM PUBLICATIONS LLC		42.50
619601	01/15/2013	001130 SNO-ISLE REGIONAL LIBRARY		81.00
619602	01/15/2013	001136 SPACESAVER NORTHWEST		393.85
619603	01/15/2013	000497 TILlicum COMMUNITY SERVICE CEN		5,609.28
619604	01/15/2013	001284 TRUGREEN LANDCARE		1,048.52
619605	01/15/2013	003719 UNIQUE MANAGEMENT SERVICES		2,334.14
619606	01/15/2013	000635 WAYNES ROOFING INC		304.35
619607	01/17/2013	005047 PATTY AMADOR		70.49
619608	01/17/2013	000184 CITY TREASURER		5,744.73
619609	01/17/2013	000184 CITY TREASURER		2,080.40

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>
619610	01/17/2013	003883 SUSAN FORDHAM		52.17
619611	01/17/2013	003499 JUDY IP		43.29
619612	01/17/2013	003737 TONIE MONTGOMERY		83.25
619613	01/17/2013	002023 KATHERINE NORBECK		18.32
619614	01/17/2013	000377 PUGET SOUND ENERGY		1,454.78
619615	01/17/2013	003498 CHERILE SCHORSCH		15.54
619616	01/17/2013	000463 SUMMIT WATER & SUPPLY CO		307.62
619617	01/17/2013	000525 VERIZON WIRELESS		357.04
619618	01/17/2013	002038 ROSINA VERTZ		873.55
619619	01/17/2013	000541 STATE OF WASHINGTON		391.14
619620	01/18/2013	005479 STEVE BANNEROT		50.00
619621	01/18/2013	000273 CARRILLO & ASSOCIATES		1,675.00
619622	01/18/2013	000895 COLUMBIA BANK		209.62
619623	01/18/2013	003311 DEPARTMENT OF LABOR & INDUSTRI		243.89
619624	01/18/2013	000041 EMPLOYMENT SECURITY DEPARTMENT		2,680.61
619625	01/18/2013	005283 E-RATE EXPERTISE INC		361.20
619626	01/18/2013	000363 ARAMARK UNIFORM SERVICES		16.41
619627	01/18/2013	004038 ASSOCIATED BUSINESS SYSTEMS		319.64
619628	01/18/2013	001773 BONNEY LAKE CHAMBER OF COMMERC		325.00
619629	01/18/2013	005480 EASTERN SHORE PUBLIC LIBRARY		30.00
619630	01/18/2013	005481 GREAT FALLS PUBLIC LIBRARY		5.00
619631	01/18/2013	004084 MEREDITH HALE		44.26
619632	01/18/2013	000370 PIERCE COUNTY		1,365.00
619633	01/18/2013	005417 RICOH USA INC		1,544.08
619634	01/18/2013	000534 WCP SOLUTIONS		641.08
619635	01/18/2013	001369 WHATCOM CTY LIBRARY SYSTEM		38.95
619636	01/18/2013	000172 AMERICAN LIBRARY ASSOC		58.50
619637	01/18/2013	000830 BAKER & TAYLOR		28,717.62
619638	01/18/2013	000189 BAKER & TAYLOR ENTERTAINMENT		302.64
619639	01/18/2013	003423 ALEXANDER BYRNE		20.81
619640	01/18/2013	000847 CENTER POINT PUBLISHING		2,297.10
619641	01/18/2013	000184 CITY TREASURER		1,116.30
619642	01/18/2013	005148 CRABTREE PUBLISHING CO		179.55
619643	01/18/2013	000093 EBSCO		242.90
619644	01/18/2013	000161 GALE CENGAGE LEARNING		61,291.20
619645	01/18/2013	000325 HF GROUP LLC		618.26
619646	01/18/2013	000243 INGRAM LIBRARY SERVICES		21,286.98
619647	01/18/2013	000939 LERNER PUBLISHING GROUP		77.45
619648	01/18/2013	001011 LIVE OAK MEDIA		94.75

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>
619649	01/18/2013	001476 MASON CREST PUBLISHERS		143.24
619650	01/18/2013	000352 MIDWEST TAPE	V	0.00
619651	01/18/2013	000352 MIDWEST TAPE		32,306.40
619652	01/18/2013	000323 NEWS TRIBUNE		227.40
619653	01/18/2013	000380 QUALITY BOOKS		321.67
619654	01/23/2013	003328 LAURA PARK		5,000.00
619655	01/24/2013	003778 AFLAC		3,844.28
619656	01/24/2013	000828 AFSCME AFL-CIO		5,270.83
619657	01/24/2013	001578 COLONIAL SUPPLEMENTAL INSURANC		1,132.76
619658	01/24/2013	000898 DEPARTMENT OF RETIREMENT SYSTE		18,543.36
619659	01/24/2013	004019 GRIMM COLLECTIONS		62.78
619660	01/24/2013	000825 ING-VC3371		1,440.00
619661	01/24/2013	003985 PACIFICSOURCE ADMINISTRATORS		2,127.81
619662	01/24/2013	001181 PIERCE CTY LIBRARY FOUNDATION		371.04
619663	01/24/2013	004276 STATE CENTRAL COLLECTION UNIT		151.67
619664	01/24/2013	000823 UNITED WAY		97.51
619665	01/24/2013	004782 US DEPARTMENT OF EDUCATION		168.64
619666	01/24/2013	001355 VOLUNTARY EMPLOYEES' BENEFICIA		3,468.43
619667	01/24/2013	000827 WA STATE- DEPT OF RETIREMENT S		65,104.66
619668	01/24/2013	000881 WASHINGTON STATE SUPPORT REGIS		422.50
619669	01/25/2013	000846 AUDIOGO		907.15
619670	01/25/2013	000830 BAKER & TAYLOR		8,088.63
619671	01/25/2013	000189 BAKER & TAYLOR ENTERTAINMENT		124.17
619672	01/25/2013	000184 CITY TREASURER		5,744.73
619673	01/25/2013	000207 GIG HARBOR CITY OF		1,278.98
619674	01/25/2013	000243 INGRAM LIBRARY SERVICES		4,938.06
619675	01/25/2013	000352 MIDWEST TAPE		21,053.26
619676	01/25/2013	005043 OCTAMERON ASSOCIATES		146.64
619677	01/25/2013	005487 PEMMICAN PUBLICATIONS INC		544.44
619678	01/25/2013	000525 VERIZON WIRELESS		863.56
619679	01/25/2013	005442 COLBECK & COMPANY INC		2,023.90
619680	01/25/2013	001213 GIS INFORMATION SYSTEMS INC		86,870.00
619681	01/25/2013	001005 PETTY CASH CUSTODIAN		32.04
619682	01/25/2013	003835 TACOMA NARROWS ROTARY		125.00
619683	01/25/2013	000541 STATE OF WASHINGTON		3,000.00
619684	01/25/2013	000895 COLUMBIA BANK		2,406.80
619685	01/25/2013	005428 GRITTON BUILDING CO INC		45,729.20
619686	01/25/2013	003933 QUALITY BUSINESS SYSTEMS INC		1,203.40
619687	01/29/2013	000363 ARAMARK UNIFORM SERVICES		16.41

Check History Listing
Pierce County Library System

Bank code: boa

Check #	Date	Vendor	Status	Check Total
619688	01/29/2013	003938 BINW		296.17
619689	01/29/2013	005210 CARSON BLOCK LLC		265.55
619690	01/29/2013	001764 CASCADIA INTERNATIONAL LLC		223.29
619691	01/29/2013	005284 DOUGLAS COUNTY LIBRARY SYS		12.99
619692	01/29/2013	005428 GRITTON BUILDING CO INC		3,610.20
619693	01/29/2013	005182 HIGHLAND PARK PUBLIC LIBRARY		20.00
619694	01/29/2013	005157 LOVSTED WORTHINGTON LLC		720.00
619695	01/29/2013	001239 OPTO INTERNATIONAL INC		1,651.80
619696	01/29/2013	001265 POLARIS USERS GROUP INC		100.00
619697	01/29/2013	005080 QUIPU GROUP LLC		4,625.00
619698	01/29/2013	005485 S P IN SRL		16,937.00
619699	01/29/2013	001529 SITECRAFTING INC		3,250.00
619700	01/29/2013	004018 STAPLES INC		944.03
619701	01/29/2013	001447 STAUFFACHER COMMUNICATIONS		2,500.00
619702	01/29/2013	000079 SUPERIOR SAW		16.75
619703	01/29/2013	000487 TACOMA RUBBER STAMP		116.12
619704	01/29/2013	001369 WHATCOM CTY LIBRARY SYSTEM		14.99
619705	01/29/2013	005416 WILMINGTON DRIVE HOLDINGS LLC		8,535.12
619706	01/29/2013	004391 WRP SURPRISE LAKE LLC		2,274.00
619707	01/31/2013	005486 MITCHELL LANE PUBLISHERS INC		122.55
619708	01/31/2013	000377 PUGET SOUND ENERGY		6,847.01
619709	01/31/2013	005362 INDEPENDENT PUBLISHERS GROUP		138.39
619710	01/31/2013	000367 PARTNERS WEST DISTRIBUTING		2,868.82
619711	01/31/2013	000406 RECORDED BOOKS LLC		160.07
619712	01/31/2013	003497 TAMARA SAARINEN		33.17
619713	01/31/2013	000983 USBORNE BOOKS		307.80
619714	01/31/2013	005482 BETH WILSON		25.01
619715	01/31/2013	004022 US BANK		80,461.08
619716	01/31/2013	004022 US BANK		660.03
619717	01/31/2013	004022 US BANK		39,159.92

boa Total: 1,455,929.74

224 checks in this report

Total Checks: 1,455,929.74

RESOLUTION Number 2013-01

**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 13th DAY OF February, 2013.

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

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

<u>Name</u>	<u>Asset Number</u>	
PC DELL OPTIPLEX 755	07-0001	CL9B7F1
PC DELL OPTIPLEX 755	07-0013	9P9B7F1
PC DELL OPTIPLEX 755	07-0019	DH9B7F1
PC DELL OPTIPLEX 755	07-0031	BD9B7F1
PC DELL OPTIPLEX 755	07-0037	DJ9B7F1
PC DELL OPTIPLEX 755	07-0055	9Q9B7F1
PC DELL OPTIPLEX 755	07-0067	DF9B7F1
PC DELL OPTIPLEX 755	07-0079	7F9B7F1
PC DELL OPTIPLEX 755	07-0085	FP9B7F1
PC DELL OPTIPLEX 755	07-0091	CG9B7F1
PC DELL OPTIPLEX 755	07-0109	4J9B7F1
PC DELL OPTIPLEX 755	07-0115	6G9B7F1
PC DELL OPTIPLEX 755	07-0121	5N9B7F1
PC DELL OPTIPLEX 755	07-0127	HQ9B7F1
PC DELL OPTIPLEX 755	07-0133	4Q9B7F1
PC DELL OPTIPLEX 755	07-0139	JG9B7F1
PC DELL OPTIPLEX 755	07-0145	5R9B7F1
PC DELL OPTIPLEX 755	07-0157	3R9B7F1
PC DELL OPTIPLEX 755	07-0163	3K9B7F1
PC DELL OPTIPLEX 755	07-0169	6H9B7F1
PC DELL OPTIPLEX 755	07-0175	6J9B7F1
PC DELL OPTIPLEX 755	07-0181	

IT SURPLUS LIST

19:08 01/31/13 Page 2

<u>Name</u>	<u>Asset Number</u>	
		3F9B7F1
PC DELL OPTIPLEX 755	07-0193	6K9B7F1
PC DELL OPTIPLEX 755	07-0199	1J9B7F1
PC DELL OPTIPLEX 755	07-0217	6D9B7F1
PC DELL OPTIPLEX 755	07-0223	3G9B7F1
PC DELL OPTIPLEX 755	07-0229	6M9B7F1
PC DELL OPTIPLEX 755	07-0241	1M9B7F1
PC DELL OPTIPLEX 755	07-0247	HN9B7F1
PC DELL OPTIPLEX 755	07-0253	HM9B7F1
PC DELL OPTIPLEX 755	07-0265	1F9B7F1
PC DELL OPTIPLEX 755	07-0271	6SFN8F1
PC DELL OPTIPLEX 755	07-0283	3SFN8F1
PC DELL OPTIPLEX 755	07-0289	6WFN8F1
PC DELL OPTIPLEX 755	07-0301	4RFN8F1
PC DELL OPTIPLEX 755	07-0307	CRFN8F1
PC DELL OPTIPLEX 755	07-0313	7XFN8F1
PC DELL OPTIPLEX 755	07-0319	BVFN8F1
PC DELL OPTIPLEX 755	07-0325	CSFN8F1
PC DELL OPTIPLEX 755	07-0331	CTFN8F1
PC DELL OPTIPLEX 755	07-0343	9ZFN8F1
PC DELL OPTIPLEX 755	07-0349	9TFN8F1
PC DELL OPTIPLEX 755	07-0355	DVFN8F1
PC DELL OPTIPLEX 755	07-0367	8VFN8F1
PC DELL OPTIPLEX 755	07-0373	BXFN8F1

IT SURPLUS LIST

19:08 01/31/13 Page 3

<u>Name</u>	<u>Asset Number</u>	
PC DELL OPTIPLEX 755	07-0385	CVFN8F1
PC DELL OPTIPLEX 755	07-0391	5TFN8F1
PC DELL OPTIPLEX 755	07-0397	2ZFN8F1
PC DELL OPTIPLEX 755	07-0403	GTFN8F1
PC DELL OPTIPLEX 755	07-0409	8ZFN8F1
PC DELL OPTIPLEX 755	07-0415	8MFN8F1
PC DELL OPTIPLEX 755	07-0421	GZFN8F1
PC DELL OPTIPLEX 755	07-0427	4VFN8F1
PC DELL OPTIPLEX 755	07-0433	7VFN8F1
PC DELL OPTIPLEX 755	07-0445	GVFN8F1
PC DELL OPTIPLEX 755	07-0451	3RFN8F1
PC DELL OPTIPLEX 755	07-0457	4ZFN8F1
PC DELL OPTIPLEX 755	07-0463	2VFN8F1
PC DELL OPTIPLEX 755	07-0469	7TFN8F1
PC DELL OPTIPLEX 755	07-0475	JZFN8F1
PC DELL OPTIPLEX 755	07-0481	HTFN8F1
PC DELL OPTIPLEX 755	07-0487	1WFN8F1
PC DELL OPTIPLEX 755	07-0493	2TFN8F1
PC DELL OPTIPLEX 755	07-0499	1SFN8F1
PC DELL OPTIPLEX 755	07-0505	DZFN8F1
PC DELL OPTIPLEX 755	07-0511	7RFN8F1
PC DELL OPTIPLEX 755	07-0517	JSFN8F1
PC DELL OPTIPLEX 755	07-0535	6VFN8F1
PC DELL OPTIPLEX 755	07-0565	

IT SURPLUS LIST

19:08 01/31/13 Page 4

<u>Name</u>	<u>Asset Number</u>	
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PC DELL OPTIPLEX 755	07-0571	J5KR9F1
PC DELL OPTIPLEX 755	07-0577	3DYD4F1
PC DELL OPTIPLEX 755	07-0589	7JJQ9F1
PC DELL OPTIPLEX 755	07-0595	4LJQ9F1
PC DELL OPTIPLEX 755	07-0601	4FJQ9F1
PC DELL OPTIPLEX 755	07-0604	2F1TBF1
PC DELL OPTIPLEX 755	07-0607	2KJQ9F1
PC DELL OPTIPLEX 755	07-0613	JD1TBF1
PC DELL OPTIPLEX 755	07-0616	2PJQ9F1
PC DELL OPTIPLEX 755	07-0619	7KJQ9F1
PC DELL OPTIPLEX 755	07-0625	DKJQ9F1
PC DELL OPTIPLEX 755	07-0628	CJJQ9F1
PC DELL OPTIPLEX 755	07-0631	BFJQ9F1
PC DELL OPTIPLEX 755	07-0640	GGJQ9F1
PC DELL OPTIPLEX 755	07-0649	GMJQ9F1
PC DELL OPTIPLEX 755	07-0655	3NJQ9F1
PC DELL OPTIPLEX 755	07-0661	GDJQ9F1
PC DELL OPTIPLEX 755	07-0664	HCJQ9F1
PC DELL OPTIPLEX 755	07-0667	1JJQ9F1
PC DELL OPTIPLEX 755	07-0673	JNJQ9F1
PC DELL OPTIPLEX 755	07-0679	2LJQ9F1
PC DELL OPTIPLEX 755	07-0685	6LJQ9F1
PC DELL OPTIPLEX 755	07-0688	JLJQ9F1

IT SURPLUS LIST

19:08 01/31/13 Page 5

<u>Name</u>	<u>Asset Number</u>	
PC DELL OPTIPLEX 755	07-0691	9MJQ9F1
PC DELL OPTIPLEX 755	07-0697	9KJQ9F1
PC DELL OPTIPLEX 755	07-0700	2HJQ9F1
PC DELL OPTIPLEX 755	07-0703	HFJQ9F1
PC DELL OPTIPLEX 755	07-0709	6KJQ9F1
PC DELL OPTIPLEX 755	07-0721	3KJQ9F1
PC DELL OPTIPLEX 755	07-0739	9LJQ9F1
PC DELL OPTIPLEX 755	07-0745	1NJQ9F1
PC DELL OPTIPLEX 755	07-0757	DNJQ9F1
PC DELL OPTIPLEX 755	07-0763	8CBXBF1
PC DELL OPTIPLEX 755	07-0769	CHJQ9F1
PC DELL OPTIPLEX 755	07-0775	BCBXBF1
PC DELL OPTIPLEX 755	07-0781	GJJQ9F1
PC DELL OPTIPLEX 755	07-0793	DMJQ9F1
PC DELL OPTIPLEX 755	07-0799	B8BXBF1
PC DELL OPTIPLEX 755	07-0805	1MJQ9F1
PC DELL OPTIPLEX 755	07-0823	9BBXBF1
PC DELL OPTIPLEX 755	07-0829	GNJQ9F1
PC DELL OPTIPLEX 755	07-0835	5CBXBF1
PC DELL OPTIPLEX 755	07-0841	HHJQ9F1
PC DELL OPTIPLEX 755	07-0853	CLJQ9F1
PC DELL OPTIPLEX 755	07-0859	7BBXBF1
PC DELL OPTIPLEX 755	07-0865	5DJQ9F1
PC DELL OPTIPLEX 755	07-0871	

IT SURPLUS LIST

19:08 01/31/13 Page 6

<u>Name</u>	<u>Asset Number</u>	
PC DELL OPTIPLEX 755	07-0877	64BXBF1
PC DELL OPTIPLEX 755	07-0883	CNJQ9F1
PC DELL OPTIPLEX 755	07-0889	7CBXBF1
PC DELL OPTIPLEX 755	07-0895	6NJQ9F1
PC DELL OPTIPLEX 755	07-0901	C9BXBF1
PC DELL OPTIPLEX 755	07-0907	84BXBF1
PC DELL OPTIPLEX 755	07-0913	4LBXBF1
PC DELL OPTIPLEX 755	07-0919	76BXBF1
PC DELL OPTIPLEX 755	07-0925	3FBXBF1
PC DELL OPTIPLEX 755	07-0931	78BXBF1
PC DELL OPTIPLEX 755	07-0937	1JBXBF1
PC DELL OPTIPLEX 755	07-0943	4JBXBF1
PC DELL OPTIPLEX 755	07-0943	3KBXBF1
PC DELL OPTIPLEX 755	07-0955	2HBXBF1
PC DELL OPTIPLEX 755	07-0961	3JBXBF1
PC DELL OPTIPLEX 755	07-0967	2DBXBF1
PC DELL OPTIPLEX 755	07-0973	4DBXBF1
PC DELL OPTIPLEX 755	07-0979	1DBXBF1
PC DELL OPTIPLEX 755	07-0991	2KBXBF1
PC DELL OPTIPLEX 755	07-0997	4HBXBF1
PC DELL OPTIPLEX 755	07-1003	BDBXBF1
PC DELL OPTIPLEX 755	07-1015	9HBXBF1
PC DELL OPTIPLEX 755	07-1027	CFBXBF1
PC DELL OPTIPLEX 755	07-1039	BJBXBF1

IT SURPLUS LIST

19:08 01/31/13 Page 7

<u>Name</u>	<u>Asset Number</u>	
PC DELL OPTIPLEX 755	07-1045	4FBXBF1
PC DELL OPTIPLEX 755	07-1051	8JBXBF1
PC DELL OPTIPLEX 755	07-1075	8KBXBF1
PC DELL OPTIPLEX 755	07-1079	G6BXBF1
PC DELL OPTIPLEX 755	07-1081	F5BXBF1
PC DELL OPTIPLEX 755	07-1083	F9BXBF1
PC DELL OPTIPLEX 755	07-1085	H4BXBF1
PC DELL OPTIPLEX 755	07-1087	FBBXBF1
PC DELL OPTIPLEX 755	07-1089	J3BXBF1
PC DELL OPTIPLEX 755	07-1091	HBBXBF1
PC DELL OPTIPLEX 755	07-1093	G7BXBF1
PC DELL OPTIPLEX 755	07-1095	DCBXBF1
PC DELL OPTIPLEX 755	07-1097	G8BXBF1
PC DELL OPTIPLEX 755	07-1099	D6BXBF1
PC DELL OPTIPLEX 755	07-1103	D7BXBF1
PC DELL OPTIPLEX 755	07-1105	F3BXBF1
PC DELL OPTIPLEX 755	07-1107	DBBXBF1
PC DELL OPTIPLEX 755	07-1109	8FBXBF1
PC DELL OPTIPLEX 755	07-1111	5FBXBF1
PC DELL OPTIPLEX 755	07-1113	5KBXBF1
PC DELL OPTIPLEX 755	07-1115	7FBXBF1
PC DELL OPTIPLEX 755	07-1117	8DBXBF1
PC DELL OPTIPLEX 755	07-1119	7GBXBF1
PC DELL OPTIPLEX 755	07-1123	

IT SURPLUS LIST

19:08 01/31/13 Page 8

<u>Name</u>	<u>Asset Number</u>	
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PC DELL OPTIPLEX 755	07-1127	DKBXBF1
PC DELL OPTIPLEX 755	07-1131	DDBXBF1
PC DELL OPTIPLEX 755	07-1135	FCBXBF1
PC DELL OPTIPLEX 755	07-1137	CGBXBF1
PC DELL OPTIPLEX 755	07-1139	FHBXBF1
PC DELL OPTIPLEX 755	07-1141	CKBXBF1
PC DELL OPTIPLEX 755	07-1145	CHBXBF1
PC DELL OPTIPLEX 755	07-1149	FJBXBF1
PC DELL OPTIPLEX 755	07-1151	JJBXBF1
PC DELL OPTIPLEX 755	07-1153	JKBXBF1
PC DELL OPTIPLEX 755	07-1157	25BXBF1
PC DELL OPTIPLEX 755	07-1159	19BXBF1
PC DELL OPTIPLEX 755	07-1161	2BBXBF1
PC DELL OPTIPLEX 755	07-1163	18BXBF1
PC DELL OPTIPLEX 755	07-1169	3CBXBF1
PC DELL OPTIPLEX 755	07-1171	37BXBF1
PC DELL OPTIPLEX 755	07-1177	4BBXBF1
PC DELL OPTIPLEX 755	07-1183	1CBXBF1
PC DELL OPTIPLEX 755	07-1185	46BXBF1
MONITOR VIEWSONIC VP2250WB 22" LC	07-1211	QQM080301479
PC SERVER DELL 2850	07-1250	CLS9K71
PC SERVER DELL 2850	07-1251	6LS9K71

IT SURPLUS LIST

19:08 01/31/13 Page 9

<u>Name</u>	<u>Asset Number</u>	
PC SERVER DELL 2850	07-1254	HLS9K71
PC DELL OPTIPLEX 755	08-0101	1S7WMH1
PC DELL OPTIPLEX 755	08-0128	9LHZMH1
PC DELL OPTIPLEX 755	09-0019	102WMH1
PC DELL OPTIPLEX 755	09-0034	DFYWMH1
PC DELL OPTIPLEX 755	09-0041	4S7WMH1
PC DELL OPTIPLEX 755	09-0092	9WFXMH1
PC DELL OPTIPLEX 755	09-0158	1QZWMH1
FIREWALL SNAPGEAR SG580	09-0213	0601450553130810
FIREWALL SNAPGEAR SG580	09-0214	0601450275520787
FIREWALL SNAPGEAR SG580	09-0215	0601450432520719
FIREWALL SNAPGEAR SG580	09-0216	0601450440520794
FIREWALL SNAPGEAR SG580	09-0217	0601450533130865
FIREWALL SNAPGEAR SG580	09-0218	0601450567130820
FIREWALL SNAPGEAR SG580	09-0231	0601450649290790
FIREWALL SNAPGEAR SG580	09-0232	0601450566130847
FIREWALL SNAPGEAR SG580	09-0234	0601450570130836
FIREWALL SNAPGEAR SG580	09-0235	0601450435520735
FIREWALL SNAPGEAR SG580	09-0236	0601450501130856
FIREWALL SNAPGEAR SG580	09-0237	0601450559130842
FIREWALL SNAPGEAR SG580	09-0238	0601450532130892
FIREWALL SNAPGEAR SG580	09-0239	0601450538130827
FIREWALL SNAPGEAR SG580	09-0240	0601450648290720
FIREWALL SNAPGEAR SG580	09-0241	

IT SURPLUS LIST

19:08 01/31/13 Page 10

<u>Name</u>	<u>Asset Number</u>	
		0601450556130826
SWITCH NETGEAR GIGABIT 24	09-0243	1LK16C5X00053
SWITCH NETGEAR GIGABIT 24	09-0245	1LK183570161D
SWITCH NETGEAR GIGABIT 24	09-0246	1LK1795G0191B
SWITCH NETGEAR GIGABIT 24	09-0253	1LK1745W0032F
SWITCH NETGEAR GIGABIT 24	09-0254	1LK1745L00E17
NETGEAR GS724TP	09-0601	1N11774X00052
NETGEAR GS724TP	09-0604	1N117B44000B0
NETGEAR GS724TP	09-0638	1N11764N00116
NETGEAR GS724TP	09-0641	1N11774U00017
NETGEAR GS724TP	09-0642	1N12854V00023
NETGEAR GS724TP	09-0643	1N11834K000A1
NETGEAR GS724TP	09-0644	1N11794J00163
NETGEAR GS724TP	09-0646	1N1285490004C
SWITCH SMC GS8P SMART SWITCH - WI	09-0732	T1100600339
SWITCH SMC GS8P SMART SWITCH - WI	09-0735	T1100600337
SWITCH SMC GS8P SMART SWITCH - WI	09-0736	T194901018
SWITCH SMC GS8P SMART SWITCH - WI	09-0756	T1100600340
SWITCH SMC GS8P SMART SWITCH - WI	09-0759	T1100600336
SWITCH SMC GS8P SMART SWITCH - WI	09-0760	T1100600338
SWITCH SMC GS8P SMART SWITCH - WI	09-0763	T1100600388
NETGEAR GS748TP	10-0100	1WX29C520017E
NETGEAR GS748TP	10-0101	1WX29C5H00135
FIREWALL SNAPGEAR SG580	11-0105	0601450350390916

IT SURPLUS LIST

19:08 01/31/13 Page 11

<u>Name</u>	<u>Asset Number</u>	
FIREWALL SNAPGEAR SG580	11-0106	0601450348390970
TABLET APPLE IPAD2 16GB	11-0366	DMVGQ92FDFHW
CISCO 2801	10-0119	FHK0946F14K
PC GATEWAY E-4300	8958	0034964383
PC SERVER DELL 2650	8858	F8X4D61
PC GATEWAY E-4300	9075	0035513868
PC GATEWAY E-4300	9058	0035513872
CISCO 2801	9316	FHK1020F2M6
CISCO 2801	9317	FHK1020F2MY
CISCO 2801	9218	FHK0952F29D
CISCO 2801	9370	FHK1029F17J
CISCO 2801	9371	FHK1029F17F
MONITOR WIDE LCD 19" L19625Q	9713	703KGGE1P063
MONITOR FLATRON LCD 19" L1933	9934	703NDGL46423
MONITOR GATEWAY LCD 17"	9976	MW67A B0N 04410

248 records processed of 3692

OFFICERS REPORT

M E M O



Date: February 1, 2013

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

From: Georgia Lomax, Deputy Director

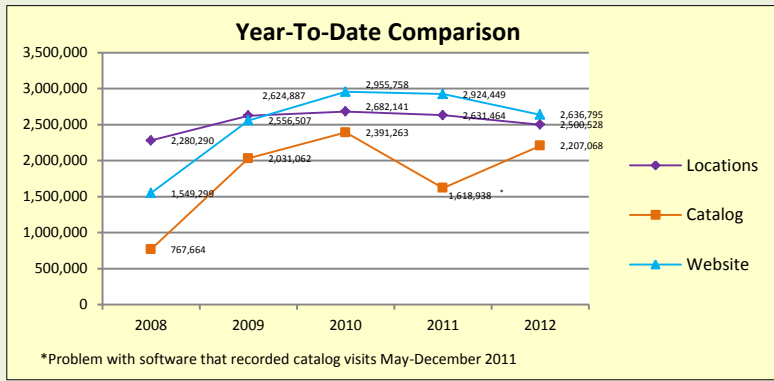
Subject: December Dashboard

Attached is the December dashboard for your review.

I have also attached the list of definitions for the measurements on the year-to-date comparison charts and on the monthly table for each category for your reference.

CUSTOMER SERVICE/PHILANTHROPY DASHBOARD - DECEMBER

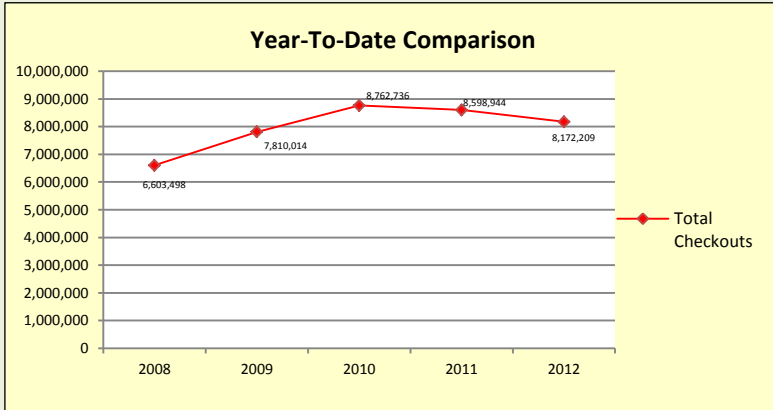
VISITS



	December		
	2011	2012	% Change
Door Count	200,700	174,510	-13.05%
Catalog	141,372	168,411	19.13%
Website	210,935	191,759	-9.09%
Job & Business Portal	1,144	1,971	72.29%
Military Portal*	0	169	NA
Total	554,151	536,820	-3.13%

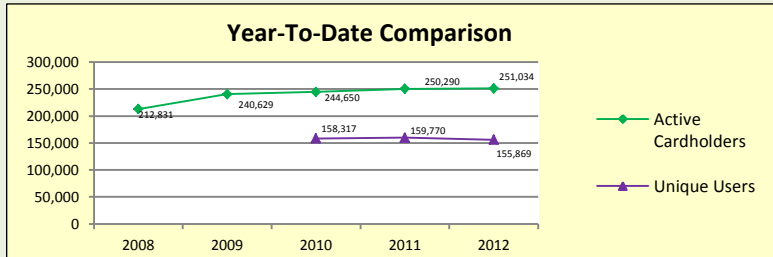
*Launched March 2012

CHECKOUTS



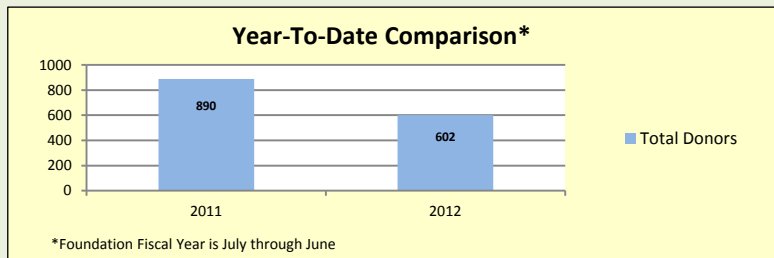
	December		
	2011	2012	% Change
Checkouts	672,279	595,609	-11.40%
eBook Downloads	41,212	49,694	20.58%
Total	713,491	645,303	-9.56%

CUSTOMERS



	December		
	2011	2012	% Change
Active Cardholders	250,290	251,034	0.30%
New Cards	4,316	2,756	-36.14%
Checkout Transactions	102,594	89,557	-12.71%
Unique Users	47,151	41,974	-10.98%

PHILANTHROPY



	December		
	2011	2012	% Change
Foundation Donors	432	482	11.57%
New Foundation Donors	175	225	28.57%
\$ Raised by Foundation	\$43,205	\$84,199	94.88%
\$ Provided by Friends	\$1,014	\$0	-100.00%

BRANCH CLOSURES

2011		2012	
Sumner*	1/1-7/31 (212 Days)	Snow Closures	1/17-1/23 (7 Days)
Milton	1/1-1/12 (12 Days)	Bonney Lk	2/13-2/26 (13 Days)
UP	1/1-2/6 (37 Days)	Graham	3/21-4/5 (15 Days)
Lakewood	8/22-9/5 (14 Days)	South Hill	4/9-5/6 (27 Days)
Gig Harbor	10/12-10/31 (19 Days)	Tillicum	7/3-8/5 (33 Days)
Parkland	12/5-12/8 (4 Days)	Sumner	7/30-9/3 (35 Days)
		Summit	9/17-9/30 (13 Days)
		Steilacoom	10/17-11/14 (28 Days)
		Bookmobile Svc. Ended	11/11
		Key Center	11/14-2/3/13 (81 Days)

*Impacted by major road construction August 2010-July 2011

Dashboard Definitions (12/2012)

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

Year-to-date comparison

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

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

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

Monthly

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

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

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

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

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

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

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

Year-to-date comparison

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

Monthly

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

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

Total – Total of: checkouts + eBook downloads

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

Year-to-date comparison

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

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

Monthly

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

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

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

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

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

Year-to-date comparison

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

Monthly

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

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

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

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

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 1/31/2013

FUND: GENERAL FUND (01)

Object	2013 Budget	January Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
REVENUE ACCOUNTS						
29150 USE OF FUND BALANCE-BUDGET	807,172.00	0.00	0.00	0.00	807,172.00	0.0
31111 PROPERTY TAXES CURRENT	22,724,764.00	537.29	537.29	0.00	22,724,226.71	0.0
31112 PROPERTY TAXES DELINQUENT	908,991.00	122,190.14	122,190.14	0.00	786,800.86	13.4
31130 SALE OF TAX TITLE PROPERTY	3,000.00	0.00	0.00	0.00	3,000.00	0.0
31210 PRIVATE HARVEST TAX	50,000.00	0.00	0.00	0.00	50,000.00	0.0
31720 LEASEHOLD EXCISE TAX	15,000.00	0.00	0.00	0.00	15,000.00	0.0
TAXES:	24,508,927.00	122,727.43	122,727.43	0.00	24,386,199.57	0.5
33533 STATE FOREST FUNDS	0.00	1,161.50	1,161.50	0.00	(1,161.50)	0.0
34160 COPIER FEES	25,000.00	1,703.78	1,703.78	0.00	23,296.22	6.8
34162 PRINTER FEES	60,000.00	4,685.36	4,685.36	0.00	55,314.64	7.8
34730 INTERLIBRARY LOAN FEES	0.00	16.00	16.00	0.00	(16.00)	0.0
35970 LIBRARY FINES	615,000.00	43,448.93	43,448.93	0.00	571,551.07	7.1
36110 INVESTMENT INCOME	10,000.00	1,642.71	1,642.71	0.00	8,357.29	16.4
36190 OTHER INTEREST EARNINGS	0.00	0.57	0.57	0.00	(0.57)	0.0
36700 FOUNDATION DONATIONS	150,000.00	0.00	0.00	0.00	150,000.00	0.0
36725 DONATIONS - OTHER	0.00	212.34	212.34	0.00	(212.34)	0.0
36920 BOOK SALE REVENUE	20,000.00	2,316.15	2,316.15	0.00	17,683.85	11.6
36990 MISCELLANEOUS REVENUE	0.00	1,534.49	1,534.49	0.00	(1,534.49)	0.0
36991 PAYMENT FOR LOST MATERIALS	25,000.00	1,649.74	1,649.74	0.00	23,350.26	6.6
36994 UNCLAIMED PROPERTY	0.00	0.10	0.10	0.00	(0.10)	0.0
36995 COLLECTION AGENCY REVENUE	0.00	53.73	53.73	0.00	(53.73)	0.0
36996 JURY DUTY REIMBURSEMENT	0.00	40.00	40.00	0.00	(40.00)	0.0
36999 REBATES - PROCUREMENT CARD	10,000.00	0.00	0.00	0.00	10,000.00	0.0
CHARGES OTHER:	915,000.00	58,465.40	58,465.40	0.00	856,534.60	6.4
39510 SALE OF FIXED ASSETS	0.00	1.62	1.62	0.00	(1.62)	0.0
39520 INSURANCE RECOVERIES - CAPITAL ASSE	0.00	3,426.32	3,426.32	0.00	(3,426.32)	0.0
TOTAL FOR REVENUE ACCOUNTS	25,423,927.00	184,620.77	184,620.77	0.00	25,239,306.23	0.7
EXPENSE ACCOUNTS						
51100 SALARIES AND WAGES	13,681,285.00	1,099,055.16	1,099,055.16	0.00	12,582,229.84	8.0
51105 ADDITIONAL HOURS	230,600.00	17,768.71	17,768.71	0.00	212,831.29	7.7
51106 SHIFT DIFFERENTIAL	160,175.00	12,549.62	12,549.62	0.00	147,625.38	7.8
51107 SUBSTITUTE HOURS	299,600.00	30,859.50	30,859.50	0.00	268,740.50	10.3
51109 TUITION ASSISTANCE PROGRAM	3,000.00	0.00	0.00	0.00	3,000.00	0.0
51200 OVERTIME WAGES	7,500.00	684.75	684.75	0.00	6,815.25	9.1
51999 ADJ WAGE/SALARY TO MATCH PLAN	(435,903.00)	0.00	0.00	0.00	(435,903.00)	0.0
52001 INDUSTRIAL INSURANCE	167,861.00	12,310.08	12,310.08	0.00	155,550.92	7.3
52002 MEDICAL INSURANCE	2,139,809.00	188,270.47	188,270.47	0.00	1,951,538.53	8.8
52003 F.I.C.A.	1,094,384.00	87,322.86	87,322.86	0.00	1,007,061.14	8.0
52004 RETIREMENT	1,039,773.00	75,985.84	75,985.84	0.00	963,787.16	7.3
52005 DENTAL INSURANCE	227,556.00	16,916.18	16,916.18	0.00	210,639.82	7.4
52006 OTHER BENEFIT	9,580.00	800.00	800.00	0.00	8,780.00	8.4
52010 LIFE AND DISABILITY INSURANCE	25,631.00	2,035.12	2,035.12	0.00	23,595.88	7.9
52020 UNEMPLOYMENT COMPENSATION	30,500.00	0.00	0.00	0.00	30,500.00	0.0
52200 UNIFORMS	1,300.00	0.00	0.00	0.00	1,300.00	0.0
52999 ADJ BENEFITS TO MATCH PLAN	(137,654.00)	0.00	0.00	0.00	(137,654.00)	0.0

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 1/31/2013

FUND: GENERAL FUND (01)

Object	2013 Budget	January Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
EXPENSE ACCOUNTS						
PERSONNEL	18,544,997.00	1,544,558.29	1,544,558.29	0.00	17,000,438.71	8.3
53100 OFFICE/OPERATING SUPPLIES	152,300.00	3,759.14	3,759.14	16,992.68	131,548.18	13.6
53101 CUSTODIAL SUPPLIES	41,000.00	0.00	0.00	0.00	41,000.00	0.0
53102 MAINTENANCE SUPPLIES	40,000.00	223.29	223.29	0.00	39,776.71	0.6
53103 AUDIOVISUAL PROCESSING SUP	25,000.00	0.00	0.00	0.00	25,000.00	0.0
53104 BOOK PROCESSING SUPPLIES	20,000.00	0.00	0.00	0.00	20,000.00	0.0
53200 FUEL	58,000.00	0.00	0.00	0.00	58,000.00	0.0
53401 ADULT MATERIALS	847,684.00	0.00	0.00	0.00	847,684.00	0.0
53403 PERIODICALS	80,000.00	0.00	0.00	0.00	80,000.00	0.0
53405 JUVENILE BOOKS	496,458.00	0.00	0.00	0.00	496,458.00	0.0
53406 PROFESSIONAL COLLECTION	20,000.00	0.00	0.00	0.00	20,000.00	0.0
53407 INTERNATIONAL COLLECTION	76,000.00	0.00	0.00	0.00	76,000.00	0.0
53408 AUDIOVISUAL MATERIALS - ADULT	816,000.00	0.00	0.00	0.00	816,000.00	0.0
53409 AUDIOVISUAL MATERIALS - JUV	102,040.00	0.00	0.00	0.00	102,040.00	0.0
53411 ELECTRONIC INFO SOURCES	170,355.00	0.00	0.00	0.00	170,355.00	0.0
53412 REFERENCE SERIALS	36,414.00	0.00	0.00	0.00	36,414.00	0.0
53413 ELECTRONIC SERVICES	244,124.00	0.00	0.00	0.00	244,124.00	0.0
53414 ELECTRONIC COLLECTION	255,000.00	0.00	0.00	0.00	255,000.00	0.0
53464 VENDOR PROCESSING SERVICES	153,000.00	0.00	0.00	0.00	153,000.00	0.0
53500 MINOR EQUIPMENT	15,300.00	0.00	0.00	0.00	15,300.00	0.0
53501 FURNISHINGS	50,000.00	0.00	0.00	12,472.24	37,527.76	24.9
53502 IT HARDWARE	196,200.00	0.00	0.00	0.00	196,200.00	0.0
53503 PRINTERS	20,000.00	0.00	0.00	0.00	20,000.00	0.0
53505 SOFTWARE	33,500.00	0.00	0.00	0.00	33,500.00	0.0
54100 PROFESSIONAL SERVICES	251,500.00	8,907.82	8,907.82	36,536.23	206,055.95	18.1
54101 LEGAL SERVICES	30,000.00	5,000.00	5,000.00	0.00	25,000.00	16.7
54102 COLLECTION AGENCY	33,400.00	0.00	0.00	0.00	33,400.00	0.0
54161 RESOURCE SHARING SERVICES	25,000.00	25.00	25.00	0.00	24,975.00	0.1
54162 BIBLIOGRAPHICS SERVICES	40,000.00	0.00	0.00	0.00	40,000.00	0.0
54163 PRINTING AND BINDING	2,000.00	0.00	0.00	0.00	2,000.00	0.0
54165 ILL LOST ITEM CHARGE	3,000.00	96.93	96.93	0.00	2,903.07	3.2
54200 POSTAGE	42,000.00	0.00	0.00	0.00	42,000.00	0.0
54201 TELEPHONE/DATA LINES	161,300.00	0.00	0.00	0.00	161,300.00	0.0
54300 TRAVEL	28,600.00	265.55	265.55	0.00	28,334.45	0.9
54301 MILEAGE REIMBURSEMENTS	31,050.00	0.00	0.00	0.00	31,050.00	0.0
54400 ADVERTISING	28,920.00	0.00	0.00	456.75	28,463.25	1.6
54501 RENTALS/LEASES - BUILDINGS	195,300.00	13,714.24	13,714.24	123,653.78	57,931.98	70.3
54502 RENTAL/LEASE - EQUIPMENT	27,800.00	1,863.72	1,863.72	28,051.39	(2,115.11)	107.6
54600 INSURANCE	189,500.00	720.00	720.00	0.00	188,780.00	0.4
54700 ELECTRICITY	229,000.00	0.00	0.00	0.00	229,000.00	0.0
54701 NATURAL GAS	17,500.00	0.00	0.00	0.00	17,500.00	0.0
54702 WATER	24,500.00	0.00	0.00	0.00	24,500.00	0.0
54703 SEWER	21,000.00	0.00	0.00	0.00	21,000.00	0.0
54704 REFUSE	22,500.00	0.00	0.00	0.00	22,500.00	0.0
54800 GENERAL REPAIRS/MAINTENANCE	204,300.00	5,126.52	5,126.52	2,786.53	196,386.95	3.9
54801 CONTRACTED MAINTENANCE	659,200.00	34,842.29	34,842.29	251,885.64	372,472.07	43.5
54803 MAINT. TELECOM EQUIPMENT	35,000.00	0.00	0.00	21,031.67	13,968.33	60.1

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 1/31/2013

FUND: GENERAL FUND (01)

Object	2013 Budget	January Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
EXPENSE ACCOUNTS						
54900 REGISTRATIONS	21,700.00	0.00	0.00	0.00	21,700.00	0.0
54901 DUES AND MEMBERSHIPS	31,200.00	425.00	425.00	668.00	30,107.00	3.5
54902 TAXES AND ASSESSMENTS	30,500.00	0.00	0.00	0.00	30,500.00	0.0
54903 LICENSES AND FEES	36,550.00	1,498.36	1,498.36	0.00	35,051.64	4.1
54904 MISCELLANEOUS	900.00	18.50	18.50	0.00	881.50	2.1
55100 INTERGOVERNMENTAL	15,000.00	0.00	0.00	0.00	15,000.00	0.0
56200 BUILDINGS & BLDG IMPROVEMENTS	0.00	0.00	0.00	1,790.88	(1,790.88)	0.0
59700 TRANSFERS OUT	492,335.00	0.00	0.00	0.00	492,335.00	0.0
ALL OTHER EXPENSES	6,878,930.00	76,486.36	76,486.36	496,325.79	6,306,117.85	8.3
TOTAL FOR EXPENSE ACCOUNTS	25,423,927.00	1,621,044.65	1,621,044.65	496,325.79	23,306,556.56	8.3
NET SURPLUS / DEFICIT	0.00	(1,436,423.88)	(1,436,423.88)	(496,325.79)	1,932,749.67	0.0

FUND: DEBT SERVICE FUND (20)

Object	2013 Budget	January Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
REVENUE ACCOUNTS						
31112 PROPERTY TAXES DELINQUENT	0.00	0.01	0.01	0.00	(0.01)	0.0
TAXES:	0.00	0.01	0.01	0.00	(0.01)	0.0
36110 INVESTMENT INCOME	0.00	15.34	15.34	0.00	(15.34)	0.0
CHARGES OTHER:	0.00	15.34	15.34	0.00	(15.34)	0.0
TOTAL FOR REVENUE ACCOUNTS	0.00	15.35	15.35	0.00	(15.35)	0.0
NET SURPLUS / DEFICIT	0.00	15.35	15.35	0.00	(15.35)	0.0

FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)

Object	2013 Budget	January Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
REVENUE ACCOUNTS						
29150 USE OF FUND BALANCE-BUDGET	1,139,665.00	0.00	0.00	0.00	1,139,665.00	0.0
36110 INVESTMENT INCOME	0.00	193.15	193.15	0.00	(193.15)	0.0
CHARGES OTHER:	1,139,665.00	193.15	193.15	0.00	1,139,471.85	0.0
39700 TRANSFERS IN	492,335.00	0.00	0.00	0.00	492,335.00	0.0
TOTAL FOR REVENUE ACCOUNTS	1,632,000.00	193.15	193.15	0.00	1,631,806.85	0.0
EXPENSE ACCOUNTS						
53501 FURNISHINGS	0.00	1,807.07	1,807.07	7,356.51	(9,163.58)	0.0
54100 PROFESSIONAL SERVICES	0.00	0.00	0.00	31,162.07	(31,162.07)	0.0
54800 GENERAL REPAIRS/MAINTENANCE	10,000.00	0.00	0.00	0.00	10,000.00	0.0
54912 CONTINGENCY/RESERVE	48,000.00	0.00	0.00	0.00	48,000.00	0.0
56200 BUILDINGS & BLDG IMPROVEMENTS	304,000.00	0.00	0.00	188,653.15	115,346.85	62.1
56201 CONSTRUCTION	0.00	48,136.00	48,136.00	44,058.62	(92,194.62)	0.0
56202 ELECTRICAL	0.00	0.00	0.00	34,463.70	(34,463.70)	0.0
56203 FLOORING	0.00	0.00	0.00	24,350.15	(24,350.15)	0.0
56205 ROOFING	180,000.00	0.00	0.00	0.00	180,000.00	0.0
56400 MACHINERY & EQUIPMENT	0.00	0.00	0.00	33,592.91	(33,592.91)	0.0
56401 VEHICLES	160,000.00	0.00	0.00	0.00	160,000.00	0.0
56402 HVAC	930,000.00	0.00	0.00	0.00	930,000.00	0.0
TOTAL FOR EXPENSE ACCOUNTS	1,632,000.00	49,943.07	49,943.07	363,637.11	1,218,419.82	25.3
NET SURPLUS / DEFICIT	0.00	(49,749.92)	(49,749.92)	(363,637.11)	413,387.03	0.0

Monthly Financial Reports

January 2013

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



	General Fund	Debt Service Fund	Capital Improvement Projects Fund
Assets			
Current Assets - Cash			
Cash	\$ 1,239,169	\$ 16	\$ 429,650
Investments	\$ 7,110,000	\$ 83,443	\$ 2,100,000
Total Cash	\$ 8,349,169	\$ 83,459	\$ 2,529,650
Total Current Assets	\$ 8,349,169	\$ 83,459	\$ 2,529,650
Liabilities and Fund Balance			
Current Liabilities			
Warrants Payable	\$ 100,841	\$ -	\$ 10,842
Sales Tax Payable	\$ 6,569	\$ -	\$ -
Payroll Taxes and Benefits Payable	\$ 59,774	\$ -	\$ -
Total Current Liabilities	\$ 167,184	\$ -	\$ 10,842
Fund Balance			
Reserve for Encumbrances	\$ 496,326	\$ -	\$ 363,637
Net Excess (Deficit)	\$ (928,629)	\$ 126	\$ 535,435
Unreserved Fund Balance	\$ 8,614,289	\$ 83,333	\$ 1,619,736
Total Fund Balance	\$ 8,181,986	\$ 83,459	\$ 2,518,808
Total Liabilities and Fund Balance	\$ 8,349,169	\$ 83,459	\$ 2,529,650
2012 Anticipated Property Tax Revenue	\$ 24,973,702	\$ 39	\$ -

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

	01/31/13	01/31/12
Assets		
Current Assets - Cash		
Cash	\$ 1,239,169	\$ 7,389,364
Investments	\$ 7,110,000	\$ -
Total Cash	\$ 8,349,169	\$ 7,389,364
Total Current Assets	\$ 8,349,169	\$ 7,389,364
 Liabilities and Fund Balance		
Current Liabilities		
Warrants Payable	\$ 100,841	\$ 7,334
Sales Tax Payable	\$ 6,569	\$ 30
Payroll Taxes and Benefits Payable	\$ 59,774	\$ 393,749
Total Current Liabilities	\$ 167,184	\$ 401,113
 Fund Balance		
Reserve for Encumbrances	\$ 496,326	\$ 387,082
Net Excess (Deficit)	\$ (928,629)	\$ (2,013,119)
Unreserved Fund Balance	\$ 8,614,289	\$ 8,614,289
Total Fund Balance	\$ 8,181,986	\$ 6,988,252
Total Liabilities and Fund Balance	\$ 8,349,169	\$ 7,389,364
2012 Anticipated Property Tax Revenue	\$ 24,973,702	\$ 26,986,729

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

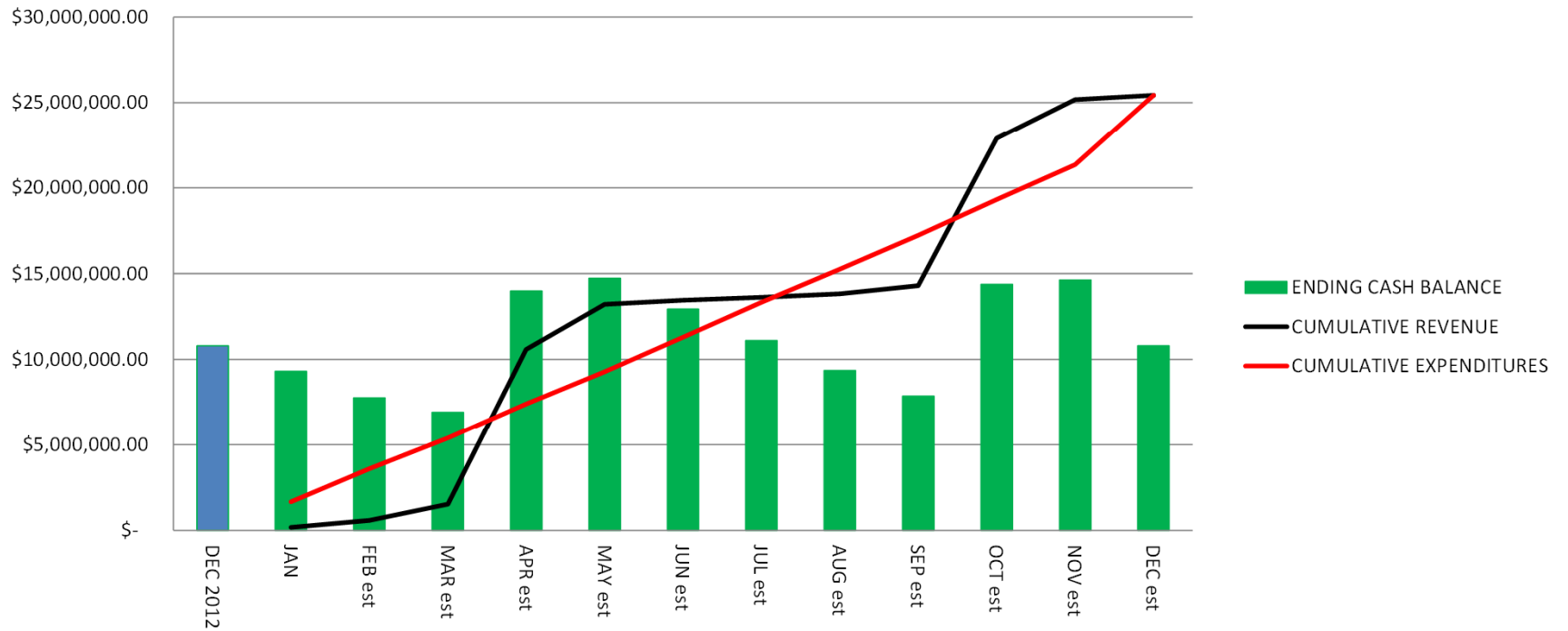
<u>General Fund</u>	<u>2012 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Property Tax/Investment Income & Other PC Revenue	\$ 24,518,927	\$ 125,533	\$ -	\$ 24,393,394	1%
Other Revenue	\$ 905,000	\$ 59,088	\$ -	\$ 845,912	7%
Total Revenue	\$ 25,423,927	\$ 184,621	\$ -	\$ 25,239,306	1%
Expenditures					
Personnel/Taxes and Benefits	18,544,997.00	\$ 1,544,558	\$ -	\$ 17,000,439	8%
Materials	\$ 3,297,075	\$ -	\$ -	\$ 3,297,075	0%
Maintenance and Operations	\$ 3,089,520	\$ 76,486	\$ 496,326	\$ 2,516,708	19%
Transfers Out	\$ 492,335	\$ -	\$ -	\$ 492,335	0%
Total Expenditures	\$ 25,423,927	\$ 1,621,045	\$ 496,326	\$ 23,306,557	8%
Excess/(Deficit)		\$ (1,436,424)			
(less encumbrances)		(496,326)			
Net Excess (Deficit)		\$ (1,932,750)			

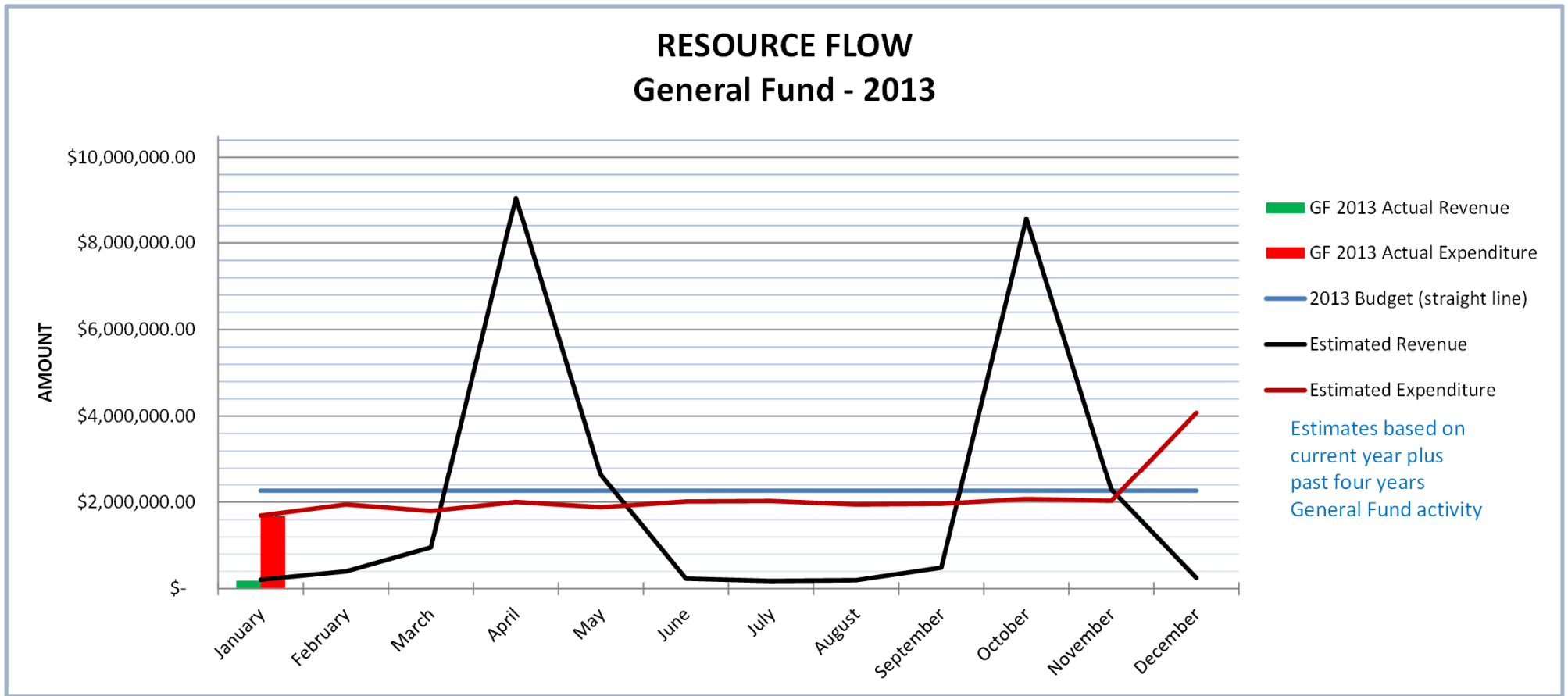
<u>Debt Service Fund</u>	<u>2012 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Property Tax/Investment Income & Other PC Revenue	\$ -	\$ 15	\$ -	\$ (15)	0%
Other Revenue	\$ -	\$ -	\$ -	\$ -	0%
Total Revenue	\$ -	\$ 15	\$ -	\$ (15)	0%
Expenditures					
	\$ -	\$ -	\$ -	\$ -	0%
Excess/(Deficit)		\$ 15			

Capital Improvement Projects

<u>Fund</u>	<u>2012 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Use of Fund Balance	\$ 1,139,665	\$ -	\$ -	\$ 1,139,665	0%
Other Revenue	\$ -	\$ 193	\$ -	\$ (193)	0%
Transfers In	\$ 492,335	\$ -	\$ -	\$ 492,335	0%
Total Revenue	\$ 1,632,000	\$ 193	\$ -	\$ 1,631,807	0%
Expenditures					
Maintenance and Operations	\$ 1,632,000	\$ 49,943	\$ 363,637	\$ 1,218,420	25%
Total Expenditures	\$ 1,632,000	\$ 49,943	\$ 363,637	\$ 1,218,420	25%
Excess/(Deficit)		\$ (49,750)			
(less encumbrances)		(363,637)			
Net Excess (Deficit)		\$ (413,387)			

CUMULATIVE GENERAL FUND REVENUE AND EXPENDITURE Including Cash Flow Projection 2013





Monthly Financial Reports December 2012 Interim - updated

Fiscal Year 2012 will not officially be closed until May 2013, when we file the State Auditor's Annual Report. This is our latest December interim report noting all 2012 PC Tax revenue and most 2012 expenditures to date.

Pierce County Library System
Statement of Financial Position
December 31, 2012
All Funds



	General Fund	Debt Service Fund	Capital Improvement Projects Fund
Assets			
Current Assets - Cash			
Cash	\$ 10,796,061	\$ 83,444	\$ 2,727,681
Investments	\$ -	\$ -	\$ -
Total Cash	\$ 10,796,061	\$ 83,444	\$ 2,727,681
Total Current Assets	<u>\$ 10,796,061</u>	<u>\$ 83,444</u>	<u>\$ 2,727,681</u>
 Liabilities and Fund Balance			
Current Liabilities			
Warrants Payable	\$ 1,044,417	\$ -	\$ 159,122
Sales Tax Payable	\$ 5,686	\$ -	\$ -
Payroll Taxes and Benefits Payable	\$ 79,814	\$ -	\$ -
Total Current Liabilities	\$ 1,129,917	\$ -	\$ 159,122
 Fund Balance			
Reserve for Encumbrances	\$ 49,690	\$ -	\$ 118,921
Net Excess (Deficit)	\$ 1,002,166	\$ 111	\$ 829,901
Unreserved Fund Balance	\$ 8,614,289	\$ 83,333	\$ 1,619,736
Total Fund Balance	<u>\$ 9,666,145</u>	<u>\$ 83,444</u>	<u>\$ 2,568,558</u>
Total Liabilities and Fund Balance	<u>\$ 10,796,061</u>	<u>\$ 83,444</u>	<u>\$ 2,727,681</u>
2012 Anticipated Property Tax Revenue	\$ 1,349,456	\$ 39	\$ -



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

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

	07/31/12	08/31/12	09/30/12	10/31/12	11/30/12	12/31/12 INTERIM
Assets						
Current Assets - Cash						
Cash	\$ 9,476,776	\$ 1,724,696	\$ 2,028,205	\$ 10,666,037	\$ 2,577,734	\$ 10,796,061
Investments	\$ -	\$ 5,993,116	\$ 4,200,000	\$ 2,764,114	\$ 11,123,000	\$ -
Total Cash	\$ 9,476,776	\$ 7,717,812	\$ 6,228,205	\$ 13,430,151	\$ 13,700,734	\$ 10,796,061
Total Current Assets	\$ 9,476,776	\$ 7,717,812	\$ 6,228,205	\$ 13,430,151	\$ 13,700,734	\$ 10,796,061
Liabilities and Fund Balance						
Current Liabilities:						
Warrants Payable	\$ 228,697	\$ 363,835	\$ 53,258	\$ 297,219	\$ 304,100	\$ 1,044,417
Sales Tax Payable	\$ 4,034	\$ 4,884	\$ 4,927	\$ 7,019	\$ 4,142	\$ 5,686
Payroll Taxes and Benefits Payable	\$ 78,309	\$ 77,878	\$ 76,307	\$ 75,004	\$ 75,955	\$ 79,814
Total Current Liabilities	\$ 311,040	\$ 446,597	\$ 134,492	\$ 379,241	\$ 384,197	\$ 1,129,917
Fund Balance:						
Reserve for Encumbrances	\$ 418,817	\$ 320,503	\$ 320,034	\$ 278,192	\$ 267,586	\$ 49,690
Net Excess (Deficit)	\$ 132,629	\$ (1,663,577)	\$ (2,840,610)	\$ 4,158,429	\$ 4,434,662	\$ 1,002,166
Unreserved Fund Balance	\$ 8,614,289	\$ 8,614,289	\$ 8,614,289	\$ 8,614,289	\$ 8,614,289	\$ 8,614,289
Total Fund Balance	\$ 9,165,735	\$ 7,271,215	\$ 6,093,713	\$ 13,050,910	\$ 13,316,537	\$ 9,666,145
Total Liabilities and Fund Balance	\$ 9,476,776	\$ 7,717,812	\$ 6,228,205	\$ 13,430,151	\$ 13,700,734	\$ 10,796,061
Available Prop Tax Revenue per Pierce Co.	\$ 13,421,521	\$ 13,278,800	\$ 12,847,984	\$ 3,712,600	\$ 1,537,464	\$ 1,349,456

PIERCE COUNTY LIBRARY SYSTEM
Interim Statement of Revenue and Expenditures
Year to Date through December 31, 2012
no pre-encumbrances

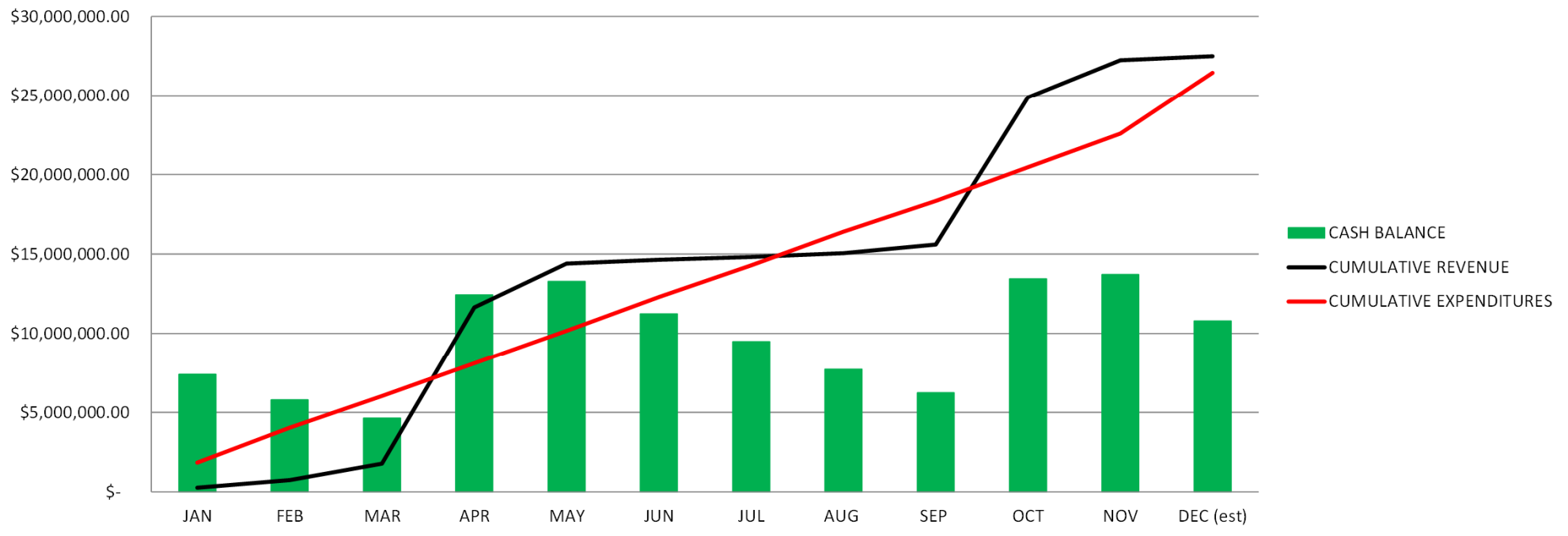
<u>General Fund</u>	<u>2012 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Property Tax/Investment Income & Other PC Revenue	\$ 26,119,495	\$ 26,306,120	\$ -	\$ (186,625)	101%
Other Revenue	\$ 1,032,600	\$ 1,179,916	\$ -	\$ (147,316)	114%
Total Revenue	\$ 27,152,095	\$ 27,486,035	\$ -	\$ (333,940)	101%
Expenditures					
Personnel/Taxes and Benefits	\$ 18,248,749	\$ 17,700,931	\$ -	\$ 547,818	97%
Materials	\$ 4,345,144	\$ 4,146,795	\$ -	\$ 198,349	95%
Maintenance and Operations	\$ 3,743,639	\$ 3,771,890	\$ 51,281	\$ (79,531)	102%
Transfers Out	\$ 814,563	\$ 814,563	\$ -	\$ -	100%
Total Expenditures	\$ 27,152,095	\$ 26,434,179	\$ 51,281	\$ 666,635	98%
Excess/(Deficit)		\$ 1,051,856			
(less encumbrances)		51,281			
Net Excess (Deficit)		\$ 1,000,575			

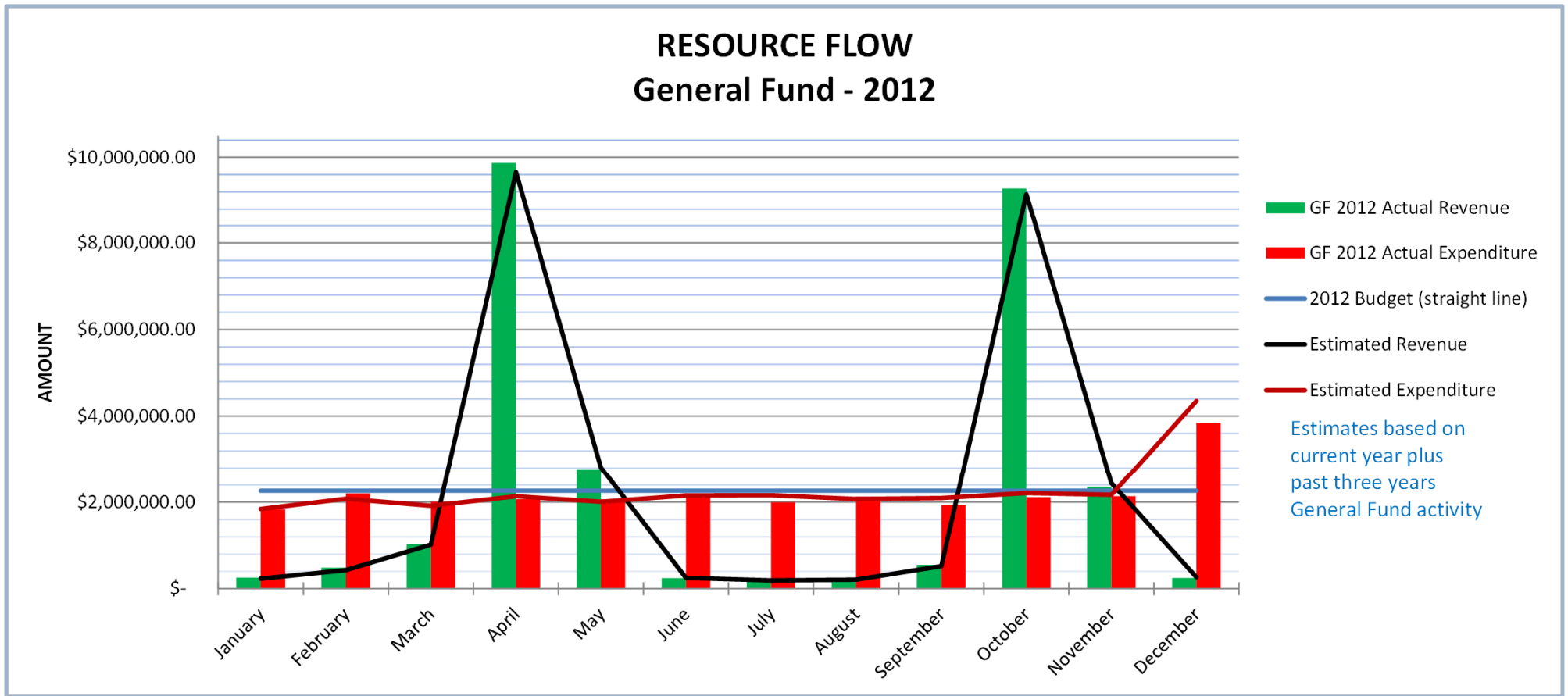
<u>Debt Service Fund</u>	<u>2012 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Property Tax/Investment Income & Other PC Revenue	\$ -	\$ 111	\$ -	\$ (111)	0%
Other Revenue	\$ -	\$ -	\$ -	\$ -	0%
Total Revenue	\$ -	\$ 111	\$ -	\$ (111)	0%
Expenditures					
	\$ -	\$ -	\$ -	\$ -	0%
Excess/(Deficit)		\$ 111			

Capital Improvement Projects

<u>Fund</u>	<u>2012 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Use of Fund Balance	\$ 1,630,997	\$ 1,630,997	\$ -	\$ -	100%
Other Revenue	\$ -	\$ 498,548	\$ -	\$ (498,548)	0%
Transfers In	\$ 814,563	\$ 814,563	\$ -	\$ -	100%
Total Revenue	\$ 2,445,560	\$ 2,944,108	\$ -	\$ (498,548)	120%
Expenditures					
Maintenance and Operations	\$ 2,445,560	\$ 1,995,286	\$ 118,921	\$ 331,353	86%
Total Expenditures	\$ 2,445,560	\$ 1,995,286	\$ 118,921	\$ 331,353	86%
Excess/(Deficit)		\$ 948,822			
(less encumbrances)		118,921			
Net Excess (Deficit)		\$ 829,901			

CUMULATIVE GENERAL FUND REVENUE AND EXPENDITURE Including Cash Flow Projection 2012





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

FUND: GENERAL FUND (01)

Object	2012 Budget	December Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
REVENUE ACCOUNTS						
31111 PROPERTY TAXES CURRENT	25,039,899.00	133,954.18	25,308,387.32	0.00	(268,488.32)	101.1
31112 PROPERTY TAXES DELINQUENT	1,001,596.00	52,781.99	878,791.41	0.00	122,804.59	87.7
31130 SALE OF TAX TITLE PROPERTY	3,000.00	0.00	50.63	0.00	2,949.37	1.7
31210 PRIVATE HARVEST TAX	50,000.00	0.00	70,351.79	0.00	(20,351.79)	140.7
31720 LEASEHOLD EXCISE TAX	15,000.00	2,250.66	17,544.16	0.00	(2,544.16)	117.0
TAXES:	26,109,495.00	188,986.83	26,275,125.31	0.00	(165,630.31)	100.6
33533 STATE FOREST FUNDS	0.00	1,844.09	5,315.22	0.00	(5,315.22)	0.0
33872 CONTRACTS FEES - CITIES	3,900.00	0.00	3,240.00	0.00	660.00	83.1
33890 GOVERNMENTAL GRANTS	0.00	0.00	7,500.00	0.00	(7,500.00)	0.0
34160 COPIER FEES	23,000.00	1,878.69	25,594.64	0.00	(2,594.64)	111.3
34161 GRAPHICS SERVICES CHARGES	5,000.00	3,447.79	9,244.22	0.00	(4,244.22)	184.9
34162 PRINTER FEES	60,000.00	4,880.66	66,774.31	0.00	(6,774.31)	111.3
34730 INTERLIBRARY LOAN FEES	0.00	0.00	209.62	0.00	(209.62)	0.0
35970 LIBRARY FINES	615,000.00	43,341.54	591,199.49	0.00	23,800.51	96.1
36110 INVESTMENT INCOME	5,000.00	1,465.62	10,393.16	0.00	(5,393.16)	207.9
36111 INTEREST - STATE FOREST FUND	0.00	0.05	1.92	0.00	(1.92)	0.0
36190 OTHER INTEREST EARNINGS	0.00	0.48	7.16	0.00	(7.16)	0.0
36200 KEY PEN HLTH DEPT FACILITY REV	2,000.00	0.00	1,774.59	0.00	225.41	88.7
36700 FOUNDATION DONATIONS	150,000.00	0.00	126,237.10	0.00	23,762.90	84.2
36720 FRIENDS' REIMBURSEMENTS	17,000.00	0.00	31,881.02	0.00	(14,881.02)	187.5
36725 DONATIONS - OTHER	2,000.00	300.55	6,362.13	0.00	(4,362.13)	318.1
36910 SALE OF SCRAP AND SALVAGE	0.00	0.00	1,504.08	0.00	(1,504.08)	0.0
36920 BOOK SALE REVENUE	15,000.00	7.50	14,069.54	0.00	930.46	93.8
36990 MISCELLANEOUS REVENUE	21,000.00	1,771.90	36,134.25	0.00	(15,134.25)	172.1
36991 PAYMENT FOR LOST MATERIALS	15,000.00	1,067.61	14,800.12	0.00	199.88	98.7
36994 UNCLAIMED PROPERTY	0.00	39.78	172.99	0.00	(172.99)	0.0
36995 COLLECTION AGENCY REVENUE	1,000.00	120.00	1,384.72	0.00	(384.72)	138.5
36996 JURY DUTY REIMBURSEMENT	0.00	0.00	191.00	0.00	(191.00)	0.0
36997 PRIOR YEAR'S REFUNDS	9,700.00	0.00	44,855.73	0.00	(35,155.73)	462.4
36998 E RATE REIMBURSEMENT	71,000.00	0.00	160,451.03	0.00	(89,451.03)	226.0
36999 REBATES - PROCUREMENT CARD	22,000.00	0.00	26,098.88	0.00	(4,098.88)	118.6
CHARGES OTHER:	1,037,600.00	60,166.26	1,185,396.92	0.00	(147,796.92)	114.2
39510 SALE OF FIXED ASSETS	5,000.00	390.92	15,283.90	0.00	(10,283.90)	305.7
39520 INSURANCE RECOVERIES - CAPITAL ASSE	0.00	0.00	10,229.00	0.00	(10,229.00)	0.0
TOTAL FOR REVENUE ACCOUNTS	27,152,095.00	249,544.01	27,486,035.13	0.00	(333,940.13)	101.2
EXPENSE ACCOUNTS						
51100 SALARIES AND WAGES	13,120,731.00	1,029,226.44	12,739,804.70	0.00	380,926.30	97.1
51105 ADDITIONAL HOURS	219,732.00	18,468.89	234,073.57	0.00	(14,341.57)	106.5
51106 SHIFT DIFFERENTIAL	155,888.00	10,257.88	134,392.53	0.00	21,495.47	86.2
51107 SUBSTITUTE HOURS	279,550.00	27,683.10	299,156.68	0.00	(19,606.68)	107.0
51109 TUITION ASSISTANCE PROGRAM	5,300.00	0.00	5,260.49	0.00	39.51	99.3
51200 OVERTIME WAGES	12,500.00	245.39	9,099.32	0.00	3,400.68	72.8
51999 ADJ WAGE/SALARY TO MATCH PLAN	(281,613.00)	0.00	0.00	0.00	(281,613.00)	0.0
52001 INDUSTRIAL INSURANCE	167,508.00	13,562.49	168,845.31	0.00	(1,337.31)	100.8
52002 MEDICAL INSURANCE	2,223,925.00	148,634.53	1,912,736.24	0.00	311,188.76	86.0
52003 F.I.C.A.	1,057,572.00	79,425.92	990,180.20	0.00	67,391.80	93.6

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

FUND: GENERAL FUND (01)

Object	2012 Budget	December Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
EXPENSE ACCOUNTS						
52004 RETIREMENT	1,075,842.00	73,563.71	907,639.63	0.00	168,202.37	84.4
52005 DENTAL INSURANCE	231,700.00	17,105.17	214,822.02	0.00	16,877.98	92.7
52006 OTHER BENEFIT	9,580.00	800.00	15,738.02	0.00	(6,158.02)	164.3
52010 LIFE AND DISABILITY INSURANCE	19,544.00	1,983.96	14,374.54	0.00	5,169.46	73.5
52020 UNEMPLOYMENT COMPENSATION	41,500.00	2,680.61	54,807.72	0.00	(13,307.72)	132.1
52200 UNIFORMS	300.00	0.00	0.00	0.00	300.00	0.0
52999 ADJ BENEFITS TO MATCH PLAN	(90,810.00)	0.00	0.00	0.00	(90,810.00)	0.0
PERSONNEL	18,248,749.00	1,423,638.09	17,700,930.97	0.00	547,818.03	97.0
53100 OFFICE/OPERATING SUPPLIES	172,960.00	39,204.55	226,239.79	2,843.55	(56,123.34)	132.4
53101 CUSTODIAL SUPPLIES	41,000.00	8,594.09	56,400.01	0.00	(15,400.01)	137.6
53102 MAINTENANCE SUPPLIES	40,000.00	6,578.24	51,305.50	0.00	(11,305.50)	128.3
53103 AUDIOVISUAL PROCESSING SUP	25,000.00	3,692.20	31,882.75	0.00	(6,882.75)	127.5
53104 BOOK PROCESSING SUPPLIES	22,000.00	1,202.31	14,728.91	0.00	7,271.09	66.9
53200 FUEL	55,000.00	9,830.90	56,300.81	0.00	(1,300.81)	102.4
53401 ADULT MATERIALS	1,043,174.00	129,293.84	891,743.06	0.00	151,430.94	85.5
53402 SERIALS	20,000.00	1,125.30	16,266.22	0.00	3,733.78	81.3
53403 PERIODICALS	120,000.00	-14,528.87	47,149.39	0.00	72,850.61	39.3
53405 JUVENILE BOOKS	540,000.00	98,143.51	590,541.07	0.00	(50,541.07)	109.4
53406 PROFESSIONAL COLLECTION	25,000.00	751.88	22,664.95	0.00	2,335.05	90.7
53407 INTERNATIONAL COLLECTION	110,000.00	13,928.80	89,050.65	0.00	20,949.35	81.0
53408 AUDIOVISUAL MATERIALS - ADULT	1,189,507.00	214,706.51	1,166,040.16	0.00	23,466.84	98.0
53409 AUDIOVISUAL MATERIALS - JUV	130,000.00	27,411.04	99,940.19	0.00	30,059.81	76.9
53410 REFERENCE MATERIALS	0.00	0.00	345.00	0.00	(345.00)	0.0
53411 ELECTRONIC INFO SOURCES	200,000.00	178,823.00	394,002.24	0.00	(194,002.24)	197.0
53412 REFERENCE SERIALS	45,000.00	8,318.10	27,655.39	0.00	17,344.61	61.5
53413 ELECTRONIC SERVICES	255,000.00	120,083.69	215,847.32	0.00	39,152.68	84.6
53414 ELECTRONIC COLLECTION	446,654.00	12,113.89	317,124.00	0.00	129,530.00	71.0
53464 VENDOR PROCESSING SERVICES	190,000.00	39,237.85	231,854.93	0.00	(41,854.93)	122.0
53490 COLLECTION PROJECTS	30,809.00	0.00	33,863.84	0.00	(3,054.84)	109.9
53499 GIFTS - MATERIALS	0.00	401.04	2,707.04	0.00	(2,707.04)	0.0
53500 MINOR EQUIPMENT	13,500.00	2,242.66	11,272.63	0.00	2,227.37	83.5
53501 FURNISHINGS	50,000.00	29,220.53	88,207.73	0.00	(38,207.73)	176.4
53502 IT HARDWARE	196,200.00	133,132.21	352,758.85	0.00	(156,558.85)	179.8
53503 PRINTERS	20,000.00	1,091.66	2,719.62	0.00	17,280.38	13.6
53505 SOFTWARE	65,736.00	1,222.26	73,979.52	0.00	(8,243.52)	112.5
54100 PROFESSIONAL SERVICES	412,613.00	52,366.41	330,186.40	(61.96)	82,488.56	80.0
54101 LEGAL SERVICES	50,000.00	9,795.65	138,365.60	0.00	(88,365.60)	276.7
54102 COLLECTION AGENCY	28,200.00	4,304.54	31,170.50	0.00	(2,970.50)	110.5
54161 RESOURCE SHARING SERVICES	25,000.00	1,611.72	17,775.19	0.00	7,224.81	71.1
54162 BIBLIOGRAPHICS SERVICES	40,000.00	2,676.33	27,473.19	0.00	12,526.81	68.7
54163 PRINTING AND BINDING	2,000.00	2,647.26	4,670.39	0.00	(2,670.39)	233.5
54165 ILL LOST ITEM CHARGE	3,000.00	147.43	2,198.50	0.00	801.50	73.3
54200 POSTAGE	45,000.00	9,450.00	44,778.63	0.00	221.37	99.5
54201 TELEPHONE/DATA LINES	128,800.00	14,591.77	328,604.37	0.00	(199,804.37)	255.1
54300 TRAVEL	29,950.00	1,149.33	28,536.23	0.00	1,413.77	95.3
54301 MILEAGE REIMBURSEMENTS	28,850.00	4,568.54	31,338.65	0.00	(2,488.65)	108.6
54400 ADVERTISING	31,256.00	1.14	23,906.52	0.00	7,349.48	76.5

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

FUND: GENERAL FUND (01)

Object	2012 Budget	December Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
EXPENSE ACCOUNTS						
54501 RENTALS/LEASES - BUILDINGS	201,400.00	482.90	89,406.02	0.00	111,993.98	44.4
54502 RENTAL/LEASE - EQUIPMENT	69,300.00	2,586.31	39,236.31	386.73	29,676.96	57.2
54600 INSURANCE	156,000.00	215,031.86	186,440.27	0.00	(30,440.27)	119.5
54700 ELECTRICITY	220,000.00	50,282.11	272,616.58	0.00	(52,616.58)	123.9
54701 NATURAL GAS	18,000.00	4,307.89	18,762.78	0.00	(762.78)	104.2
54702 WATER	25,500.00	2,734.87	33,073.35	0.00	(7,573.35)	129.7
54703 SEWER	23,500.00	4,485.06	29,753.21	0.00	(6,253.21)	126.6
54704 REFUSE	22,500.00	2,405.02	27,978.63	0.00	(5,478.63)	124.3
54800 GENERAL REPAIRS/MAINTENANCE	194,140.00	37,639.63	303,872.01	9,026.58	(118,758.59)	161.2
54801 CONTRACTED MAINTENANCE	686,900.00	60,772.06	625,505.76	39,085.84	22,308.40	96.8
54803 MAINT. TELECOM EQUIPMENT	32,000.00	33,116.00	33,260.41	0.00	(1,260.41)	103.9
54900 REGISTRATIONS	35,675.00	7,504.33	25,980.48	0.00	9,694.52	72.8
54901 DUES AND MEMBERSHIPS	30,740.00	3,654.00	36,375.00	0.00	(5,635.00)	118.3
54902 TAXES AND ASSESSMENTS	29,000.00	58.86	27,951.49	0.00	1,048.51	96.4
54903 LICENSES AND FEES	30,480.00	3,112.85	26,528.89	0.00	3,951.11	87.0
54904 MISCELLANEOUS	900.00	86.35	2,468.11	0.00	(1,568.11)	274.2
54905 EVENT REGISTRATION	288.00	0.00	1,122.00	0.00	(834.00)	389.6
54906 INTERNAL TRAINING	0.00	0.00	4,975.00	0.00	(4,975.00)	0.0
54914 UNALLOCATED MID YR SAVINGS	440,401.00	0.00	0.00	0.00	440,401.00	0.0
55100 INTERGOVERNMENTAL	850.00	0.00	843.14	0.00	6.86	99.2
56400 MACHINERY & EQUIPMENT	0.00	10,940.00	10,940.00	0.00	(10,940.00)	0.0
59700 TRANSFERS OUT	814,563.00	814,563.00	814,563.00	0.00	0.00	100.0
ALL OTHER EXPENSES	8,903,346.00	2,422,894.41	8,733,248.18	51,280.74	118,817.08	98.7
TOTAL FOR EXPENSE ACCOUNTS	27,152,095.00	3,846,532.50	26,434,179.15	51,280.74	666,635.11	97.5
NET SURPLUS / DEFICIT	0.00	(3,596,988.49)	1,051,855.98	(51,280.74)	(1,000,575.24)	0.0

FUND: SPECIAL PURPOSE FUND (10)

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

FUND: DEBT SERVICE FUND (20)

Object	2012 Budget	December Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
REVENUE ACCOUNTS						
31112 PROPERTY TAXES DELINQUENT	0.00	0.01	0.65	0.00	(0.65)	0.0
TAXES:	0.00	0.01	0.65	0.00	(0.65)	0.0
36110 INVESTMENT INCOME	0.00	11.55	110.14	0.00	(110.14)	0.0
CHARGES OTHER:	0.00	11.55	110.14	0.00	(110.14)	0.0
TOTAL FOR REVENUE ACCOUNTS	0.00	11.56	110.79	0.00	(110.79)	0.0
NET SURPLUS / DEFICIT	0.00	11.56	110.79	0.00	(110.79)	0.0

FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)

Object	2012 Budget	December Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
REVENUE ACCOUNTS						
29150 USE OF FUND BALANCE-BUDGET	1,630,997.00	0.00	1,630,997.00	0.00	0.00	100.0
33891 SHARED COSTS	0.00	0.00	205,919.94	0.00	(205,919.94)	0.0
36110 INVESTMENT INCOME	0.00	165.53	1,463.04	0.00	(1,463.04)	0.0
36700 FOUNDATION DONATIONS	0.00	0.00	126,020.00	0.00	(126,020.00)	0.0
36997 PRIOR YEAR'S REFUNDS	0.00	0.00	49,145.10	0.00	(49,145.10)	0.0
36998 E-RATE REIMBURSEMENT	0.00	0.00	116,000.00	0.00	(116,000.00)	0.0
CHARGES OTHER:	1,630,997.00	165.53	2,129,545.08	0.00	(498,548.08)	130.6
39700 TRANSFERS IN	814,563.00	814,563.00	814,563.00	0.00	0.00	100.0
TOTAL FOR REVENUE ACCOUNTS	2,445,560.00	814,728.53	2,944,108.08	0.00	(498,548.08)	120.4
EXPENSE ACCOUNTS						
53100 OFFICE/OPERATING SUPPLIES	1,200.00	0.00	7,858.31	0.00	(6,658.31)	654.9
53500 MINOR EQUIPMENT	6,100.00	0.00	11,227.91	0.00	(5,127.91)	184.1
53501 FURNISHINGS	49,500.00	26,304.06	200,096.11	0.00	(150,596.11)	404.2
53502 PC HARDWARE	0.00	18,681.91	91,323.38	0.00	(91,323.38)	0.0
53505 SOFTWARE	0.00	86,870.00	86,870.00	0.00	(86,870.00)	0.0
54100 PROFESSIONAL SERVICES	227,000.00	8,014.72	210,971.78	0.00	16,028.22	92.9
54101 LEGAL SERVICES	700.00	0.00	16,041.23	0.00	(15,341.23)	2,291.6
54400 ADVERTISING	1,500.00	130.65	1,435.05	0.00	64.95	95.7
54600 INSURANCE	2,000.00	0.00	0.00	0.00	2,000.00	0.0
54800 GENERAL REPAIRS/MAINTENANCE	7,000.00	3,560.97	46,744.80	(11.63)	(39,733.17)	667.6
54801 CONTRACTED MAINTENANCE	0.00	0.00	17,539.25	0.00	(17,539.25)	0.0
54903 LICENSES AND FEES	3,200.00	0.00	1,764.66	0.00	1,435.34	55.1
54912 CONTINGENCY/RESERVE	65,000.00	0.00	0.00	0.00	65,000.00	0.0
56200 BUILDINGS & BLDG IMPROVEMENTS	820,400.00	9,863.83	424,294.53	118,932.76	277,172.71	66.2
56201 CONSTRUCTION	179,100.00	33,749.90	121,063.08	0.00	58,036.92	67.6
56202 ELECTRICAL	40,900.00	2,491.86	62,653.05	0.00	(21,753.05)	153.2
56203 FLOORING	26,700.00	19,610.77	30,669.89	0.00	(3,969.89)	114.9
56204 PAINTING AND WALL TREATMENTS	38,000.00	0.00	10,904.99	0.00	27,095.01	28.7
56205 ROOFING	161,660.00	0.00	261,957.89	0.00	(100,297.89)	162.0
56300 IMPROVEMENTS OTHER THAN BLDGS	17,500.00	0.00	0.00	0.00	17,500.00	0.0
56400 MACHINERY & EQUIPMENT	442,200.00	0.00	122,047.16	0.00	320,152.84	27.6
56401 VEHICLES	61,900.00	0.00	60,197.59	0.00	1,702.41	97.2
56402 HVAC	214,000.00	0.00	209,625.57	0.00	4,374.43	98.0
56403 TELECOM EQUIPMENT	80,000.00	0.00	0.00	0.00	80,000.00	0.0
TOTAL FOR EXPENSE ACCOUNTS	2,445,560.00	209,278.67	1,995,286.23	118,921.13	331,352.64	86.5
NET SURPLUS / DEFICIT	0.00	605,449.86	948,821.85	(118,921.13)	(829,900.72)	0.0

M E M O

Date: February 4, 2013

To: Chair Linda Ishem and Members of the Board

From: Neel Parikh, Executive Director

Subject: 2013 Legislation of Interest to Libraries

The following legislative activities of interest to libraries have so far appeared in the legislature:

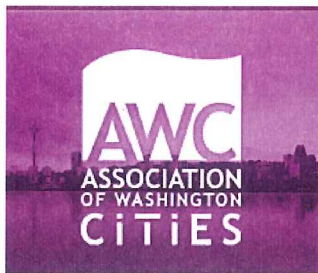
Municipal Library Districts: Legislation authorizing the formation of municipal library districts was prepared by the City of Spokane. Association of Washington Cities (AWC) expressed support for the legislation but did not include it in their agenda. There had been some difficulty finding co-sponsors for the bill. The Washington Library Association (WLA) lobbyist spoke with Rep. Larry Springer, Chair of the Junior Taxing Districts Study Group. Rep. Springer stated emphatically that the point of the study group was to reduce the number of taxing districts, not add a new district such as this one. WLA and Spokane have decided not to pursue this legislation this year.

Microsoft IT Academy: The Microsoft Corporation has created a proposal to fund online Microsoft Certification Training for all public libraries in the State of Washington. This would be an addition of \$30,000 to the State Library budget. The new Secretary of State is supportive of the legislation and Microsoft is lobbying for it in the legislature.

State Library Budget: There is still concern that the State Library budget should not be reduced. This is particularly important because reduction of the budget would risk the loss of federal funds due to the requirement of "maintenance of effort". Reduction of state library funding would result in a loss of about \$3.4 million in federal IMLS funds.

Note: Attached is legislation that was introduced regarding public record abuses. Apparently legislation similar to this has been introduced before. However, this legislation has not tended to be successful.

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PUBLISHED ON MONDAY, JANUARY 28, 2013

Protecting essential services from public record abuses

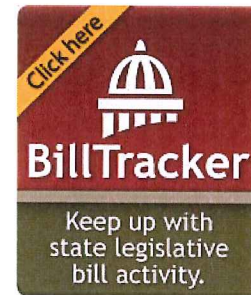


On Friday, January 25, officials representing a variety of local governments testified in favor of **HB 1128**, which protects essential government services from public record abuses. Cities, counties, schools, ports, and others reiterated their support for open government while sharing their stories of extreme public record requests that have substantially interfered with their other responsibilities.

Opponents testified that local governments already have tools to address public records requests, including filling large requests in installments; that the bill's language is too broad and could bar legitimate requests; and that requestors have a civil right to public records. Concerns were also expressed about whether newspaper requests could be denied under the bill. The local government representatives did an excellent job in addressing these concerns, and responses to these issues can be read [here](#).

AWC would like to thank all of the local government officials who testified in support of the bill, including AWC's President and Sammamish City Councilmember Don Gerend and Pasco Mayor Pro-Tem Rebecca Francik.

Categories: [General government](#), [Public records](#)



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HOUSE BILL 1128

State of Washington

63rd Legislature

2013 Regular Session

By Representatives Takko, Rodne, Appleton, Johnson, Klippert, Fitzgibbon, Sullivan, Green, Clibborn, Nealey, Ryu, Walsh, Jenkins, Wylie, Moscoso, Sells, Angel, Seaquist, Hunt, Springer, Maxwell, Riccelli, Morrell, Hudgins, Bergquist, and Fey

Read first time 01/16/13. Referred to Committee on Local Government.

1 AN ACT Relating to public record request response actions by
2 counties, cities, towns, special purpose districts, and other local
3 agency entities; and adding new sections to chapter 42.56 RCW.

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

5 NEW SECTION. **Sec. 1.** A new section is added to chapter 42.56 RCW
6 to read as follows:

7 (1) In addition to other provisions in this chapter for enjoining
8 the inspection or copying of public records, the inspection or copying
9 of any public record may be enjoined pursuant to this section. The
10 injunction may be requested by: A local agency or its representative;
11 a person named in the record or the person's representative; or a
12 person to whom the request specifically pertains to or the person's
13 representative.

14 (2) In order to issue the injunction, the court must find that:

15 (a) The request was made to harass or intimidate the local agency
16 or its employees;

17 (b) The request was made in retaliation or to punish the local
18 agency for an action or actions the local agency took or proposed to
19 take;

1 (c) The public record request creates an undue burden on the local
2 agency;

3 (d) Fulfilling the public record request would likely threaten the
4 safety or security of staff, family members of staff, or the security
5 of the local agency's facilities; or

6 (e) Fulfilling the public record request would likely assist
7 criminal activity.

8 (3) In deciding whether to enjoin a public record request under
9 this section, the court may consider all relevant factors including,
10 but not limited to:

11 (a) Other public record requests by the requestor;

12 (b) The type of public record or records sought;

13 (c) Statements offered by the requestor concerning the purpose for
14 the public record request;

15 (d) Whether disclosure of the requested public records would likely
16 harm any person or vital government interest;

17 (e) Whether the public record request seeks a significant and
18 burdensome number of documents, however an injunction may not be issued
19 under this section based solely on the number of records requested;

20 (f) The local agency's effort to accommodate the requestor;

21 (g) The resources necessary to fulfill the request, taking into
22 account the resources of the local agency as a whole and the local
23 agency's other essential functions;

24 (h) The impact of disclosure on the safety or security of the local
25 agency staff, facilities, or others; and

26 (i) The deterrence of criminal activity.

27 (4) The motion proceeding described in this section shall be a
28 summary proceeding based on affidavits or declarations, unless the
29 court orders otherwise. Upon a showing by a preponderance of the
30 evidence, the court may enjoin all or any part of a request or
31 requests. The court may also approve a plan submitted by the local
32 agency for fulfilling all or part of the request or requests. Based on
33 the evidence, the court may also enjoin, for a period of time the court
34 deems reasonable, future requests by the same requestor, or an entity
35 owned or controlled, in whole or in part, by the same requestor.

36 (5) Before filing a request for an injunction, a local agency must
37 notify the public record requestor that it intends to seek an
38 injunction. The requestor has fifteen days to revise its public record

1 request. If the requestor submits a revised public record request, the
2 local agency may still seek judicial review without allowing the
3 requestor to subsequently revise the request.

4 (6) Unless the court orders a temporary restraining order enjoining
5 its responsibility to fulfill the request, the local agency must
6 continue to fulfill the request in a manner consistent with this
7 chapter until the court issues a decision on the injunction request.

8 (7) A local agency is not liable for penalties under RCW
9 42.56.550(4) for any period during which an order under this section is
10 in effect, including during an appeal of an order under this section,
11 regardless of the outcome of the appeal.

12 (8) The party seeking an injunction under this section may file the
13 injunction action in rem naming the request itself as the subject of
14 the lawsuit, and notice must be provided to the requestor at whatever
15 contact information was provided to the local agency at the time of the
16 request.

17 NEW SECTION. **Sec. 2.** A new section is added to chapter 42.56 RCW
18 to read as follows:

19 (1)(a) In order to prevent excessive interference with other
20 essential functions, a local agency may adopt a policy limiting the
21 number of hours it devotes to responding to public records requests.
22 This policy may only be adopted if the local agency makes the following
23 documents publicly available:

24 (i) Budgets for the ongoing and three previous fiscal years;

25 (ii) Agendas and minutes for all public meetings of the local
26 agency's governing body for the three previous fiscal years;

27 (iii) The salary schedule for all current positions and the names
28 of all employees;

29 (iv) Resolutions and ordinances; and

30 (v) Contracts exceeding thirty-five thousand dollars that are
31 ongoing or have been terminated in the three previous fiscal years.

32 (b) The policy may include rules for establishing priorities as to
33 the order in which requests will be fulfilled. Prioritizations may be
34 based on the size of the request and the number of requests the
35 requestor has made in the preceding twelve months.

36 (c) Local agencies choosing to adopt the policy authorized by this
37 subsection (1) must do so in the form of adopted legislation.

1 (2) Tasks subject to the limit authorized by this section include
2 the time it takes to search for responsive records and review and
3 redact responsive records. Tasks subject to the limit authorized by
4 this section do not include time spent in litigation or time spent by
5 an attorney providing legal advice regarding records.

6 (3)(a) If a local agency adopts rules authorized by this section,
7 the local agency must inform the requestor of the factors that will
8 determine a response time estimate, including a list of all other
9 pending requests, if the local agency anticipates that it will take
10 more than sixty calendar days to fulfill a request.

11 (b) The local agency's time estimate is subject to court challenge
12 pursuant to RCW 42.56.550(2).

13 (4) For any legislation or rule adopted under this section, the
14 value of the time allotted is presumed reasonable if it equals one
15 percent of the local agency's annual operations and maintenance budget,
16 or a lesser amount provided that it is reasonable in light of the local
17 agency's resources and other essential functions. The allocated amount
18 must be based on the average salary of the person or persons primarily
19 assigned to process requests. In no case may a local agency adopt a
20 rule that allows it to spend fewer than five hours per month responding
21 to requests.

22 (5) For local agencies with a general fund budget equaling or
23 exceeding one million dollars, documents are publicly available if they
24 are accessible through a central web site. For local agencies with
25 budgets that are less than one million dollars, documents are publicly
26 available if they are produced for inspection within five business days
27 of being requested or accessible through the local agency's web site.

28 (6) A local agency is deemed to have complied with the disclosure
29 requirement under this chapter if the requested information is
30 available on the agency's web site and the local agency informs the
31 requestor, who is entitled to notice, of its web site availability. If
32 the requestor expressly requests the information in paper, the local
33 agency must provide it in that format.

--- END ---

Argument/Response to Public Records Reform: Injunction Authority

Argument Against	Response
Local agencies consider every request a “significant burden” and will abuse this authority	The bill establishes a very high bar for agencies to prove abuse or harassment so only the most egregious cases will go to court. In addition, agencies must pay for their court costs providing further disincentive to going to court. Because a Judge will make the final decision, it is impossible for the agency to abuse the authority; they simply bring a case to the court and the Judge makes the determination.
Litigation will be expensive for requestors and will prevent them from making requests	The vast majority of requests are straightforward and local agencies respond within the necessary time frame. This is only a tool when requests become abusive or harassing.
Requestors will find themselves in court without any notice	Before seeking an injunction, the agency must notify the requestor and give them 15 days to revise the request.
While the injunction is being heard, access to public records is significantly limited	The bill requires an agency to continue fulfilling the request while they await court action.
The language is too subjective and the court will have unfettered authority to grant injunctions	While courts have discretion, they may only grant an injunction if they find that the request was made to harass or intimidate the agency or its employees. Courts have historically been very liberal in protecting access to records, and we anticipate that Judges will continue to do so. The court can consider the following factors: other requests made by a requestor, the type of record sought, statements offered by the requestor, whether the disclosure of record harms a person or government interest, and whether request seeks a significant number of documents (however, that can’t be the sole reason).
Legitimate requests could be viewed as “burdensome”	It will be up to a Judge to determine what constitutes burdensome. The bill specifies that just because a request is for a large number of documents, that isn’t sufficient to be burdensome.
A local agency would be able to block all future requests from an individual if it deems the person is making requests intended to harass the agency	The agency does not make a final decision; it simply brings an action to court, and a Judge makes that decision based on factors in the case.

Argument/Response to Public Records Reform: Injunction Authority

Argument Against	Response
Denying access to records is a violation of civil rights	The proposal will not deny requestors their legal right to records, but it will provide a tool to prevent individuals from misusing the PRA to harass and waste taxpayer resources. Those who use the PRA in this manner are typically not interested in the actual records, but only seeking to harass and intimidate agencies and local officials. The judicial process will be used as a check and balance to ensure that only the most egregious cases will be subject to injunctions.
Newspapers will not be able to information in a timely manner	This will protect local agencies' ability to respond more quickly to purposeful, legitimate public records requests instead of being bogged down by abusive, wasteful requests. Proponents have been willing to exempt newspapers from the legislation.

Argument/Response to Public Records Reform: Protecting Essential Services

Argument Against	Response
There should be a better definition of "reasonable" amount that a local agency devotes to records requests	An agency will have to go through a public process and adopt an ordinance that defines what is "reasonable." An agency that does not sufficiently justify how they determined a reasonable amount of resources will likely be subject to a legal challenge.
Local agencies could set a reasonable limit on resources, inefficiently use those resources, and refuse to fill requests	The bill has a safe guard against an agency using all of its allotted resources. The bill would require agencies to dedicate at least 5 hours per month to records requests, and proponents have been willing to explore if 5 hours is the best number to use.
The law already contains provisions to enable local agencies to manage their costs	Agencies have seen exponential growth in the number of records that they must manage and the number of requests that they respond to. There has been corresponding growth in the abuse of the PRA. The PRA was adopted 40 years ago and needs to be able to keep pace with changes in practices. We are asking for clarifications that will help agencies be able to better respond to records requests.

William E. Holt
Direct: (253) 620-6412
E-mail: bholt@gth-law.com

January 10, 2013

Neel Parikh
Executive Director
Pierce County Rural Library District
3005 112th Street East
Tacoma, WA 98446-2215

Re: Amendment to Condominium Declaration

Dear Neel:

Enclosed is a letter from Sue Grover along with the original of Amendment to Condominium Declaration. This is the same form that I prepared, however there were a couple of minor revisions. For example, in paragraph 2 there is language adding a reference to votes as opposed to simply percentages. The concept was that sometimes the condominium declaration referred to votes instead of percentages. This change makes the amendment consistent with the condominium declaration.

In light of the foregoing, if you have the authority to do so, please sign this amendment and return it to me for recording. If you need to get Board approval, then, of course, you should first do that.

If you have any questions, please do not hesitate to contact me.

Very truly yours,



William E. Holt

WEH:kal
Enclosure

Reply to:
Tacoma Office
1201 Pacific Ave., Suite 2100 (253) 620-6500
Tacoma, WA 98402 (253) 620-6565 (fax)

Seattle Office
600 University, Suite 2100 (206) 676-7500
Seattle, WA 98101 (206) 676-7575 (fax)

RECEIVED

JAN 04 2013

GORDON, THOMAS, HONEYWELL
MALANCA, PETERSON & DAHEIM

January 3, 2013

William E. Holt, Esq.
Gordon Thomas Honeywell LLP
1201 Pacific Avenue, Ste. 2100
Tacoma, WA 98402

Re: Amendment to Condominium Declaration

Dear Bill:

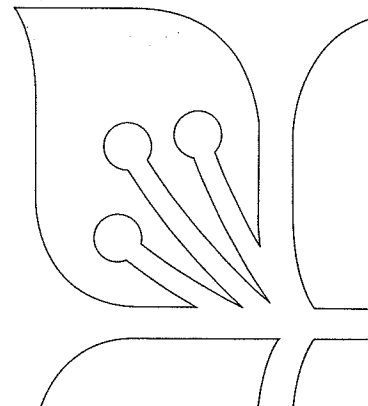
It was good talking with you today. I made the changes to the Amendment that we discussed, Steve Sugg has signed and Steve Victor approved, and I have enclosed it. Please send us a fully executed copy when you have obtained the Library's signature.

I will email you the Amendment today, as well as the latest Word version of the Condo Declaration that we have (with revisions as of April 30, 2012).

Very truly yours,



SUZANNE M. GROVER
Paralegal to City Attorney Steve Victor



Recorded at the Request of
and after Recording Return to:

William E. Holt, Esq.
Gordon Thomas Honeywell LLP
1201 Pacific Avenue, Suite 2100
Tacoma WA 98402

Grantor: City of University Place
Grantee: Pierce County rural Library District
Abbreviated Legal Description: Lot 9 as shown on University Place Town Center Amended
Binding Site Plan, Recorded September 18, 2009 under Recording No. 200909185003,
Records of Pierce county Auditor, Pierce County, Washington
Additional legal description(s) are on page ___ of this document.
Assessor's Tax Parcel ID #: 4002560090
Reference Nos. of Documents Released or Assigned: 201205020380

AMENDMENT TO CONDOMINIUM DECLARATION

This is the First Amendment to the Declaration and Covenants, Conditions, and Restrictions for University Place Civic Building, a condominium, which Declaration was filed under Pierce County Auditor's File No. 2010205020380 (herein the "Condominium Declaration").

BACKGROUND

The City of University Place (the "City") and the Pierce County Rural Library District (the "Library") own all of the units in the Condominium created by the Condominium Declaration.

The City and the Library negotiated the Condominium Declaration with the understanding that the Library Unit would have votes and allocated interest above thirty percent (30%). Consequently, many of the provisions were based upon approvals of at least seventy percent (70%), thus ensuring that the Library would have an effective voice in those decisions.

Just prior to recording, final calculations for determining the votes and allocated interests resulted in the Library Unit's percentage of votes and allocated interest to be 29.88%, changing a fundamental understanding between the City and the Library.

The City and the Library now wish to amend the Condominium Declaration so that the Library will have an effective voice in the decisions that need to be made with respect to the Condominium.

NOW, THEREFORE, the parties agree as follows:

1. Definitions. Unless otherwise indicated herein, all capitalized terms contained herein will have the meaning given them in the Condominium Declaration.

2. Change in Minimum Voting Requirements. Whenever the Condominium Declaration requires seventy percent (70%) votes or approval in order to approve any particular action, the percentage shall be changed to seventy-five percent (75%) and the required votes shall be changed to 75 votes. Consequently, all references to "70%" in the following sections will be changed to "75%" and all references to voting rights as "70 votes" shall be changed to "75 votes":

4.2.3 Incorporation of Common Element or Limited Common Element Into Unit.

6.11 Quorum.

6.12 Votes by the Association.

8.1 Authority of the Board of Directors.

8.2 Representation by Association.

8.6 Exclusive Right to Contract.

8.10 Failure to Comply with Declaration.

8.11 Right to grant Easements or Encumber Common Elements.

8.12 Financial Statements and Records.

9.1 Fiscal Year.

9.3 Ratification of Budget.

9.4 Supplemental Budget.

9.5 Assessments.

9.9 Special Assessments.

9.10 Creation of Reserves.

19.1 Declaration Amendment.

§ XX. Termination of Condominium Status

3. Except as modified herein, the Condominium Declaration is hereby ratified and affirmed.

DATED as of the first date above written.

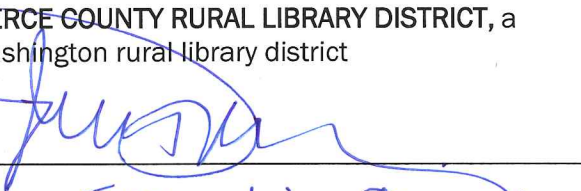
CITY OF UNIVERSITY PLACE, a Washington
municipal corporation

By: 

Its: _____

SV-3-2013

PIERCE COUNTY RURAL LIBRARY DISTRICT, a
Washington rural library district

By: 

Its: Executive Director

STATE OF WASHINGTON)
) ss.
COUNTY OF PIERCE)

I certify that I know or have satisfactory evidence that **Stephen P. Sugg** is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as the **City Manager** of **CITY OF UNIVERSITY PLACE**, a Washington municipal corporation to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated: January 3, 2013.



Suzanne M. Grover
Suzanne M. Grover
(Type/Print Name)
Notary Public in and for the State of Washington,
residing at Olympia
My Appointment Expires: 3-14-14

STATE OF WASHINGTON)
) ss.
COUNTY OF PIERCE)

I certify that I know or have satisfactory evidence that Deel Parikh is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he/she was authorized to execute the instrument and acknowledged it as the Executive Director of **PIERCE COUNTY RURAL LIBRARY DISTRICT**, a Washington rural library district to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated: January 14, 2013.



DD Storm Reyes
DD Storm Reyes
(Type/Print Name)
Notary Public in and for the State of Washington,
residing at Pierce County
My Appointment Expires: 8-18-15

1/3/2013

Pierce County Library System Budget Shortfalls 2010-2013
November 13, 2012

2010: \$28.6 million operating budget; \$1.5 million shortfall. Managed shortfall:

- Eliminated 24 positions—mostly supervisory
- Converted 31 positions to lower pay and responsibility

2011: \$28.6 million operating budget, added City of Fife with \$1 million tax revenues, avoided shortfall

2012: \$27,193,335 (per final tax certification received January 2012 and approved by Board at mid-year budget in July 2012); \$1.9 million shortfall. Managed shortfall:

- Froze managers' salaries
- Reduced bookmobile service—first direct service reduction in 10 years (last service reduction was closure of Wilkeson Library)
- Decreased purchase of books
- Decreased salary planning (money budgeted for personnel) to more closely match filled positions
- Eliminated 5 unfilled positions and decreased hours in 1

2013: \$25,423,927, \$3 million shortfall. Proposed steps to manage shortfall:

- | | |
|--|-------------|
| • Reduced books and materials budget: | \$1 million |
| • Eliminated bookmobile service: | \$180,000 |
| • Eliminated Outreach Manager position: | \$110,000 |
| • Transferred less money from operating budget to capital budget: (difference between 2012 and 2013 transfers) | \$309,000 |
| • Adjusted payments for health care and retirement costs: | \$301,000 |
| • Included salary planning to more closely match filled vacancies: | \$192,000 |
| • Moved money from cash reserves/savings: | \$807,000 |
| • Net of all other changes: | \$101,000 |

2010-2013 budget shortfalls: \$6.4 million

2014 Projected shortfall: comparable to 2013 shortfall of \$3 million

ALA Editions purchases fund advocacy, awareness, and accreditation programs for library professionals worldwide.

REFLECTING ON THE FUTURE

OF ACADEMIC AND PUBLIC LIBRARIES

PETER HERNON AND JOSEPH R. MATTHEWS



An imprint of the American Library Association
Chicago | 2013

The report identifies several themes that help inform the dimensions and associated strategic choices a library may make. These themes include collaboration and consolidation, which means that collections will change in the face of increasing demand for digital materials; digitization of local materials, which will become an increasingly important activity; and personalization of the experiences and the ability to connect using social networks, which means that libraries must reach out to where people are. Preserving and making local resources available are ways for libraries to shift from ownership to providing access via the licensing of materials; however, there are serious budgetary implications that libraries should acknowledge. Librarian competencies will continue to morph and change in the face of the shifting demand for services.

Michael Baldwin looks at how libraries (and society in general) may be affected by futures depicted in the literature of science fiction, which he uses as a forecasting lens since it attempts to provide a valid though imaginative picture of the future. He advances four scenarios:¹²

The Singularity imagines a future in which artificial intelligence is perfected and becomes a conscious, independent entity that may affect society benevolently or malevolently or may ignore people altogether. This scenario spells the demise of the library as we know it.

The Super Future foresees a robust artificial development capability that is used, along with other technologies, for the improvement of the human condition. Not surprisingly, human-maintained libraries are not needed.

Dystopia imagines a future with continuously improving technologies, but this advancing technology is controlled by few. Libraries, though needed, are likely to be outlawed.

Muddling Thru predicts a future in which technology continues to advance to the general benefit of most people, with the wealthy benefiting disproportionately. Libraries likely continue to evolve in this scenario.

Clearly, Baldwin's use of a science fiction lens leads to a fairly pessimistic view of the future.

One public library that has used scenarios as part of its planning process is the Pierce County (Wash.) Library System. With the aid of consultants, the library developed five scenarios that were shared with the community's significant stakeholders during a one-day strategic vision workshop.¹³ The participants at the scenario development exercise were more concerned about the library being a connection/connector for people than about warehousing books and other materials. They hoped for a library that was fun, deeply engaged in the community, and a valued partner with other organizations. The participants used the metaphor "community's living room," a vibrant, beautiful, comfortable gathering place, for the library (for more on the Pierce County Library System, see appendix A.)

The Free Library of Philadelphia embarked on the development of a new strategic plan in late 2011 that used four scenarios as part of the process:¹⁴

Brand-New. Corporate buyouts save libraries in a recessionary economy.

- Social assistance services deal with a 15 percent unemployment, low literacy, and a sizable immigrant population in Philadelphia.
- Public school system is in despair with deteriorating infrastructure, teacher walkouts, and 50 percent high school dropout rate.
- Technology is considered a luxury good, with refurbished/used devices dominating the market and Internet access at home infrequent.

Community Refuge. Libraries harbor communities from watchful eye of "Big Brother."

- Jobs are readily available in Philadelphia, especially in education and health care industries.
- Education is government's top priority, and public schools are significantly improved: 70 percent functional literacy rate and 80 percent high school graduation rate.
- Community ties and pride are strong; residents have taken an active role in revitalizing their neighborhood.

APPENDIX A



The Use of Scenarios in the Pierce County Library System

NEEL PARIKH

Pierce County Library System (PCLS), the fourth largest library system in the state of Washington, serves 555,000 people over 1,800 square miles through eighteen library branches. The library system is an independent taxing district serving suburban communities with pockets of rural and remote populations. The library recently used scenarios in two different situations, both in conjunction with facilities planning.

LIBRARY ENVISIONING THE FUTURE

In fall 2008, prior to beginning a facilities master-planning process, the library's Executive Team used scenarios to help envision alternative futures for the library. Consultants Joan Frye Williams and George Needham, after evaluating the overall library system, challenged the team to examine eight strategic questions. The questions described a trend and asked what county residents would expect from the library and how the library would respond. The point of the exercise was to begin to lay the groundwork for the future of the PCLS.

In the beginning, the exercise was challenging. The Executive Team grappled with differentiating between answering the question from the perspective of the resident and answering how the library would respond. We were challenged to look at each trend from the customers' perspective and imagine their expectations. To jump-start the conversation, we took the following example for mobile computing:

More and more, Pierce County residents are using cell phones, iPhones, Blackberries and other personal devices for communicating with service providers and each other. In the future, what results do you think residents will expect from their library in light of this trend?

We envisioned a variety of possibilities, such as that residents would

- Have the same experience they have now—no change.
- Have the same experience with PCLS that they would have with any good library—so PCLS will identify and follow the prevailing professional library practice.
- Have the same experience with PCLS that they have with other local service providers—so PCLS will identify and follow the prevailing local practice.
- Communicate with PCLS using the highest possible quality mobile technology, that is, customers will choose and use the best one to communicate with PCLS using whatever mainstream technology is most convenient for them—so PCLS will offer multiple communication options and residents will opt in based on individual preference.

Even these options, it was easier to develop an answer applicable to our situation. We chose the last option. That answer formed the final proposal. The next question was tied to growth in eastern Pierce County:

The Eastern portion of Pierce County is the fastest growing part of the PCLS service area so demand for services is likely to increase. In the future, what results do you think residents will expect from their library in the light of this trend?

Our first attempt at a response was inadequate, and so we were challenged to look at the question more deeply—to think of ourselves as residents living in a suburban area, distant from services, and commuting over an hour every day. We were also challenged to explain when we would build a library and what services would we offer. Our resulting scenario was

Growth in Pierce County: In the future, what results will residents expect from their library in light of eastern Pierce County being the fastest growing part of the Library's service area?

Residents expect to have a library near them and convenient, and that provides services equal to what they think others receive. So, Pierce County Library System will pay attention to the development and growth of eastern Pierce County, and it will offer and provide multiple options—to deliver services as communities grow.

The Library will regularly/annually review population changes and growth in regions throughout the Library's service area and determine how to serve growing communities.

As growth occurs, the Library will offer and provide various options to serve growing communities, such as book drops, kiosks, mailing materials, and bookmobile service. In 2009, the Library's Community Outreach Services Department will examine services in areas including regions previously identified as rural and remote. That examination will include establishing criteria for offering outreach services such as book drops and kiosks.

The Library will build larger buildings and fewer smaller buildings, with 10,000 to 15,000 square feet being a minimum size. The library will develop "community spaces" in addition to book and learning spaces. The Library will use the following criteria to determine building a branch in a new area. It will review the area to determine if it has a majority of the following elements:

- Isolated geographically
- Existing and projected population of 20,000 or more and population density

- Expenditure equity across the district
- Transportation corridors
- Identified community
- The presence of some commercial infrastructure, such as shopping, post office, and banking.

Because of the thought involved in creating this document, the Executive Team really understood and acknowledged what the conditions would be for the customer and what the possible ramifications were for the library system.

A later question examined “Front Line Customer Engagement”:

PCLS emphasizes customer focused service throughout its mission, vision and values statements and has identified specific behaviors for how front line staff should engage library customers. These behaviors emphasize greeting customers and empathizing with them. At the same time, self-directed self options such as self checkout and customer placed holds are increasing, and Pierce County residents are generally free to choose how and when they will engage with the library staff. In future, what results do you think customers will expect from their library in light of this trend?

At this point our responses to these questions were more in-depth and examined in great detail the range of customer needs. Besides examining levels of service and expectations, one comment in the library’s response stated, “Staff’s primary job is to be available and approachable for all residents and to recognize those who need assistance and be pro-active about offering it.”

We also explored topics such as “the changing nature of reading,” “collections—mass market or long tail,” “demographic changes,” “scarcity versus abundance,” “teen services,” and “energy costs.” It is interesting that, although these trends were presented to us in 2008, with some adjustment they still hold true today.

Results

The growth scenario became the standard for the work of the Facilities Master Plan. The plan followed the recommendation of having large

buildings and fewer small buildings, making 10,000 square feet the minimum size. It also included the recommendation for alternative service delivery units located in areas easily accessible to a highly mobile population. This concept became embedded in our practice such that, when communities (such as a new housing development) came to us to discuss library service, we were ready to offer kiosks as an interim measure to provide convenient service before building a full-size branch. In 2010 the library began extensive reevaluation of its bookmobile service within the context of this scenario. Bookmobile stops to rural communities were eliminated; one two-hour visit every two weeks to a small community was not seen as effective. This was the first step in a change in the direction of service, seeking to serve these isolated communities more effectively through online service or alternative service delivery units in the future.

The “Front Line Customer Engagement” scenario became the basis for a serious discussion about how to deliver customer service in the future. The Facilities Master Plan envisioned a single desk in branches. As we grappled with how service would be delivered from a single desk, we worked again with consultants Williams and Needham and developed a service model called “The Experience Model.” Many elements of the customer engagement scenario were incorporated in 2009 budget cuts when staffing was restructured to match this different pattern of service.

We also used the scenario technique with the top-level library managers. The intent was to help them look at the future from the customers’ perspective. It was a valuable exercise. New ideas came to the surface. We did discover that the librarians on the team tended to describe how the library would respond and the nonlibrarians on the team were more effective at envisioning the future from the customers’ perspective.

COMMUNITY ENVISIONING THE FUTURE

In February 2009 the library system hosted a community strategic visioning workshop, “Building Value in Our Communities.” Fifty-seven community leaders gathered for a full-day workshop to speculate on how PCLS would align its services and facilities with the community’s vision of life in 2030. The workshop was part of an ongoing collaboration with community leaders to develop a vision for PCLS rooted firmly

in community needs and priorities. It was one of several public involvement opportunities in the facilities master planning process.

The master plan consultants, Group 4 Architecture, Research + Planning, facilitated the all-day workshop, which led the group through a series of focused activities to develop ideas about the future, using visioning techniques to encourage visionary thinking and discussions. Participants compared the library to other community symbols and images and used the attribute of other destinations, brands, and services to identify what residents wanted from their library. From this exercise emerged a series of vision statements that the library explored as a part of its planning process.

Participants were given symbols, such as farmers' market, iPhone, Mt. Rainier, and asked to record the most distinguishing characteristics and qualities of the symbol. They were then asked to consider how the qualities and characteristics of this symbol could be used as a metaphor for defining a hypothetical library. Finally, small groups joined together to create their hypothetical library. The imagination and creativity of the community members were amazing. The community had a huge vision for the library, drawing a picture with words of a library central to community life. Their pictures were woven into stories for the workshop report. Here are two examples:

The Bridge Library combines the best attributes of a place such as Facebook, a service such as a farmers' market, and the values of the public schools. This library has the ability to connect everyone. It embraces technology, but at the same time it recognizes the value of people as individuals with a need to stay connected both in person and online. This library supports the community. It is a comprehensive, affordable, and happening place. It emphasizes retaining history while offering something for everyone at every stage of life.

Home with a View Library combines the best attributes of a place such as Mt. Rainier, services such as Google, and the values of the Forza Coffee Company (a local coffee company with living room-type amenities). In this perspective, the library is beautiful and strong. It is a destination structure and an icon, a

treasure of the community. This library is both historically significant and sustainable to last the test of generations. Services include leading technology, with customized databases. The library is a gathering place where people enjoy their coffee in a comfortable, welcoming atmosphere.

These stories were not just powerful and uplifting; they also expanded our imagination for what the future library could be. The most interesting result was that this story-like quality resonated well with staff—much better than the language of a strategic plan. The staff grabbed onto the stories as our future strategic plan for the library. Throughout the next few years, people would quote the stories or use them as an image for future services.

Results

The immediate result was that the community members who participated were very excited about the process and were glad to have been engaged and involved. An architect who had participated in the workshop commented to me that he was experienced in providing this kind of visioning, but this was the best one he had ever seen. It seemed that the conversation helped participants not only see a bigger role for the library but also think about their relationship with the library in a very different manner. Over the past few years, participants in that workshop have contacted us and suggested many different ways the library might collaborate with their organization or in the community. It definitely helped expand their vision of the role for the library.

Another result was staff interest in exploring new approaches. Not only have we engaged in new partnerships, but library staff are creating innovative ways to reach into and support the community. This includes everything from partnering with a food bank to collect food for military families, to partnering with local unemployment services to deliver job search training, to creating online (via the website) a teen summer reading program as a game with badges. A local literacy program approached us recently seeking the library as a grant partner to assist people to meet the requirements for U.S. citizenship. This was recognition of the role of the library as a community site and a place to draw people who would not travel into an urban setting.

CONCLUSION

It is clear that scenarios engage management and staff in speculation and lead to an exploration of new ideas. Because a scenario is not a plan that needs to be implemented, it allows one to dream. The dreaming can be scary because it could suggest expensive, new, or unusual options. But allowing us to dream big was the first step toward actually changing and doing new, big, different things.

ACKNOWLEDGMENTS

Joan Frye Williams, consultant; George Needham, consultant; David Schnee, Dawn Merkes, and Kari Svanstrom, Group 4 Architecture, Research + Planning, Inc. (South San Francisco).

APPENDIX

The Anythink Revolution

PAM SANDLIAN-SMIT

Starting a revolution requires courage, tenacity, passion, and a whole lot of creativity. It requires strong leadership, an environment that welcomes ideas, and a team of people with the drive and determination to reach for the stars. This was the formula for success at Anythink Libraries in Adams County, Colorado. Once the worst-funded library district in the state as it entered a new century, the suburban library district just north of Denver made a radical transformation to one of the most innovative library systems in the country.

SHOOT FOR THE MOON

In November 2006, residents of Adams County approved a mill levy increase that essentially tripled Rangeview Library District's operating budget. With this new funding in hand, the district board of trustees knew they had to be strategic about how they invested taxpayers' funds. They wanted to build libraries for the future—not just for the present.



Pierce County Library Foundation Board of Directors Regular Meeting December 4, 2012

President Michael Gordon called to order the regular meeting of the Pierce County Library Foundation Board of Directors on Tuesday, December 4, 2012 at 7:43 a.m. at the Processing and Administration Center.

Attendance 60% Present Cyndi Chaney, Caireen Gordon, Michael Gordon, Kari Kennard, Janice Ludwig, Jane O'Neal, Adam Small, Molly Stuen, Curtis Thiel, Mary Ann Woodruff.
Excused: Larry Faulk, Theo Graves, Lisa Korsmo, Jill Purdy, Doug Whitton, Shelia Winston.

Staff Members: Lynne Hoffman, Foundation Director; Neel Parikh, Pierce County Library Executive Director; Georgia Lomax, Pierce County Library Deputy Director; Judy Nelson, Youth Services Director; Sally Porter Smith, Branch Experience Director; Lisa Bitney, Reading & Materials Director; Mary Getchell, Marketing and Communications Director.

Introducing Julie Kramer: Michael Gordon welcomed Julie Kramer, Development Associate for the Foundation. Julie worked most recently at Tacoma Community College Foundation and in the TCC marketing department. Prior to that, she spent several years at MultiCare, writing grants for Mary Bridge Children Foundation. She also worked at the Tacoma News Tribune as a research manager and at St. Martins College doing grant writing and institutional research.

Consent Agenda: Janice Ludwig moved and Kari Kennard seconded the motion to approve the minutes from the meeting of October 23, 2012, the Development Report through November 16, 2012 and the Statement of Financial Position and Statement of Revenue and Expenses ending October 31, 2012 passed unanimously. Board members agreed to move away from the consent agenda in order to more fully discuss the financials and development progress as stand-alone agenda items.

Approval of 2011-12 IRS 990: Discussion of the 990 filing included mention of an internal audit and the great expense that entails. Curtis Thiel moved and Kari Kennard seconded the motion to approve the 2011-12 IRS 990 filing. The motion carried unanimously.

Review of Development Plan: Lynne provided an update on what has been done so far. The annual giving campaign was kicked off in September with an initial mailing and follow-up to donors. A separate mailing was directed to major donors and the staff appeal is underway. A holiday mailing was sent as a thank you to those who have already donated and an appeal to those who have not yet donated. Carl Bloom acquisition appeal was recently mailed to prospective new donors. Julie Kramer will be working on grants. Pierce County READs and Our Own Expressions (OOX) are coming up in May of next year. The Key Center fundraising effort is near completion and is very close to the \$35,000 goal. Next up is an effort for the South Hill branch.

Lynne sent around donor profiles of people who have given and asked that board members select three to five donors and call them before the end of the year to thank them for supporting and believing in the Library.

Results of 2012 Summer Reading Program: Judy Nelson, Youth Services Director, provided details about the 2012 program. The highlights include a focus on teens and efforts to increase their involvement. This included a "gamification" program that was built in house. Teens were asked to engage with their community, each other and read, a lot. Over ten thousand hours were logged in. This direction will be continued in 2013. Judy shared the artwork for 2013. The Point

Defiance Zoo is excited about the “Dig Into Reading” theme for next year and has already sent in their program proposals to support the effort. Michael mentioned that this is great information to take to potential sponsors.

Board Candidates: Mary Ann Woodruff encouraged board members to provide two to three names of prospects to sit on the board that Lynne or Mary Ann can contact. It’s good to have a conversation with the person to determine their interest before passing on their name.

Library Director’s Report: Neel Parikh mentioned that three former foundation board members have become Library Trustees. Donna Albers will be the newest former Foundation board member joining the trustees.

Franklin Pierce School District has issued a library card to every student. Approximately 7,600 registered. They mentioned how important this was to them and are making sure that the kids come to the library and use the card. So far 5,200 Franklin Pierce students have activated their card. Bethel School District is now showing an interest in the library card drive.

Political Action!: Mary Getchell, Communications Director and Lisa Bitney, Reading & Materials Director discussed the situation concerning ebooks for libraries. Lisa explained that ebook demand is great and is increasing dramatically. There are six major publishers in the U.S. and only two sell ebooks to the libraries and they have severe restrictions including extreme cost compared to retail pricing. The publishers have not figured out an economic model for ebooks and treat libraries as a threat. Most recently, Penquin is now considering selling to libraries.

The information campaign was launched mid-November with the Scrooge image. Mary handed out postcards that can be mailed in to the publishers. These are passed out to patrons in the library. On the website there are email messages for people to copy and paste and email addresses for people to mail out.

Pierce County READs: Lisa Bitney introduced *The Paris Wife* as the Pierce County READs book. This book gives great insight into Hemingway and other literary figures in the 1920s. The public appearance of author Paula McLain is scheduled for May 27, 2013. The News Tribune will announce the book on March 18. (Don’t tell anyone until then)

The meeting adjourned at 9:15 a.m.

The next regular board meeting is scheduled for Tuesday January 22, at 7:30 a.m.

UNFINISHED BUSINESS

M E M O

Date: February 5, 2013

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

From: Sally Porter Smith

Subject: Key Center Library

Key Center Library reopened on Monday, February 4, 2013 to the delight of 368 returning customers and 5 new customers. Key Center on average serves 292 customers on Mondays. Customers expressed excitement and pleasure with the redesigned Key Center that included the new Movie Tower; multi-purpose meeting room with new furnishings, cyber bar, and Block set; Afterschool Learning Computer, Teen Area, new public internet stations, reading area, laptop tables and self-service holds. The branch circulated 1,091 items, including 244 movies from the Movie Towers machine. It was a day of celebration and appreciation for customers and staff.

The project was completed a month early and on budget. Attached are photos taken prior to the donor event on Saturday, February 2nd.



KEY CENTER LIBRARY



ENTRY WAY, MOVIE TOWERS ND LARGE PRINT COLLECTION



ENTRY INTO MEETING ROOM



MEETING ROOM



MEETING ROOM CYBER BAR



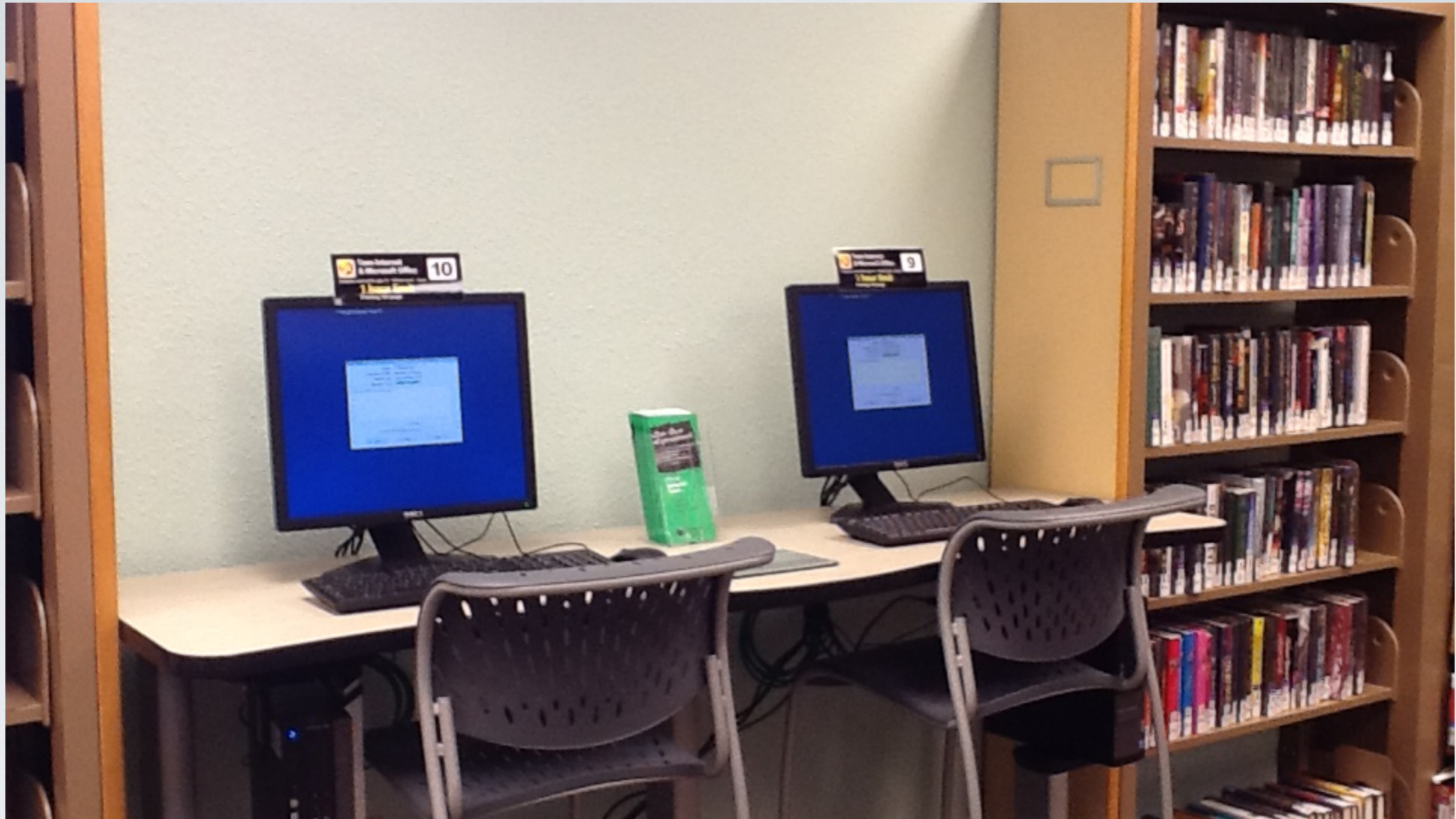
PUBLIC INTERNET STATIONS



CHILDREN'S AREA



ADULT READING AND LAPTOP USE



TEEN COMPUTERS



Memorandum

TO: Pierce County Library System Board of Trustees
Linda Ishem, Chair

FROM: Lynne Hoffman, Foundation Director

DATE: February 5, 2013

SUBJECT: Key Center Library Donor Preview

To celebrate the completion of the fundraising portion of the Key Center Library Project, the Pierce County Library Foundation invited donors for a sneak peak of the renovated library and the first look at the new meeting room.

Donors were thrilled with the new look and configuration of their library.

About twenty-five guests attended the reception. Pierce County Library Foundation president Michael Gordon congratulated the Key Peninsula community for coming together to exceed the fundraising target. The goal was to raise \$30,000 in two months. The end result was \$44,988.

An additional \$250 was committed from a cookbook sale held at The Blend wine shop for the library project, topping the total raised to over \$45,000.

Neel Parikh thanked donors and emphasized that the changes in the meeting room would not have been possible without their generosity. Sally Porter-Smith pointed out the specific items that were purchased and the features that were added with the funds.

Because the fundraising campaign exceeded its goal, the library was also able to add end panels and end cap displays in the main section of the library.

The reception ended on a toast and the unveiling of a donor plaque to commemorate the occasion. Friends of Key Center Library president, Maureen Riley, and board member, Carolyn Wiley, were especially proud of the fundraising effort and happy to partner with the Pierce County Library Foundation.

M E M O



Date: January 31, 2013
To: Chair Linda Ishem and members of the Board of Trustees
From: Mary Getchell, Marketing & Community Relations Director
Subject: E-book Blockade Communications Plan: Scrooge Campaign Results

In November-December 2012 Pierce County Library System launched a successful communications campaign to inform and engage the public with the book publishers' e-book blockade. As we've discussed the six major book publishers are not selling e-books to libraries, including Pierce County Library System. E-book publishers have drawn what appears to be an arbitrary line, and they are either not selling e-books to libraries or doing so only at costs 100-300% higher than list prices or with heavy checkout restrictions.

In September we developed a communications plan focused on serving customers. The marketing strategy was to advance attention and be provocative, using a timely icon, Scrooge, played by publishers. We encouraged grassroots action and a letter-writing campaign via email and postcards. The goal was to inform and engage the public, and gain the attention of publishers to work toward an equitable e-book business model.

Results:

- Number of postcards picked up from libraries: 10,400, for approximately 1,700 postcards sent to each of the six publishers.
- Number of email messages verified sent to publishers (five publishers had direct email addresses; one had a fill-in comment page, thus five publishers reflected in this count): 535 emails sent from 213 unique email addresses. Interestingly people continued to send emails after December 31, 2012, for a total of 595 emails sent from 227 unique email addresses, as of January 24, 2013.
- Guest editorial: 2; successfully ran in "The News Tribune," which garnered 81 Facebook likes, 17 Twitter tweets, and 6 online comments. Subsequently guest editorial ran in "The Dispatch."
- Editorials: 1; "Tacoma Weekly."
- Number of news stories: 15.
- Social media: Facebook: PCLS made two posts (messages) which 919 people saw, out of PCLS's 2,305 friends; 141 people engaged in (clicked through the message to more information on the Library's website); 73 people talked about the posts (wrote about the issue on their Facebook page); and 19 people shared the posts. Twitter: PCLS posted two tweets (messages), which 4 people/organizations retweeted and 7 people/organizations mentioned.

M E M O



- Public became informed and engaged. Online and in-person PCLS participated in conversations that showed many people did not know about the issue and wanted to learn about it and take action, such as sending e-mails or postcards to publishers. Moreover people expressed concern about the access to this format of books and hoped a business model for publishers, libraries, and the public could be achieved.
- Publishers sell to libraries at fair-market and trade prices: Since the launch of the campaign Penguin announced it plans to sell to libraries in spring 2013 with limited checkouts per e-book and a six-month delay on buying some new books. Since campaign began Macmillan announced it will offer libraries more than 1,200 backlist (not new) e-books, for use of up to two years or 52 checkouts, whichever comes first, at the price of \$25 each e-book.

E-Book Blockade Communications Plan: Scrooge Campaign
Mass Media Results
January 31, 2013

1. The News Tribune, November 28, 2012, Guest Editorial, “Publishers being Scrooges when it comes to e-books”
2. The News Tribune, November 29, 2012, Letter to the Editor” LIBRARY: Details needed in case for e-book sales”
3. ULC e-News Weekly, November 30, 2012 “The e-Book Front”
- 4-8. Bonney Lake-Sumner Patch, Gig Harbor Patch, Lakewood Patch, Puyallup Patch, and University Place Patch, December 3, 2012, “Pierce County Libraries Want Publishers to Respect E-Book Users,”
9. South Puget Sound News, December 3, 2012, “Pierce County Library faces higher costs associated with e-books”
10. Suburban Times, December 4, 2012, “Publishers stop being scrooges and untie the strings on e-books”
11. Pierce County TV, December 5-11, 2012, E-Book Blockade
<https://www.youtube.com/watch?v=AVZoWmLaj7A>
12. The Peninsula Gateway, December 6, 2012, “Local libraries protest publishers limiting access to e-books”
13. Tacoma Weekly, December 12, 2012, Editorial, “Our View: Publishers should rethink business model”
14. The Eatonville Dispatch, December 12, 2012, “Book publishers hurt Pierce County Library users with e-book blockade”
15. Fife Free Press, December 13, 2012, “County libraries issue call to action on e-book blockade”
16. Milton-Edgewood Signal, December 13, 2012, “County libraries issue call to action on e-book blockade”
17. The Puyallup Herald, December 19, 2012, “Local libraries protest lack of access to e-books”
18. Weekly Volcano, December 20, 2012, “E-book publishers say humbug”

E-Book Blockade Communications Plan: Scrooge Campaign Social Media Results January 31, 2013

Facebook

Totals:

- 2 Posts (messages)
- 919 People Saw These Posts, of Pierce County Library System's 2,305 Friends
- 141 Engaged Users (clicked through the message to more information on the Library's website)
- 73 Talking About This (wrote about the issue on their Facebook page);
- 17.17% Virality (Percentage of people who saw posts and wrote about it)
- 19 Shares
- 16 Likes
- 6 Comments
- 5 Interactions via The News Tribune
- 1 Message

Pierce County Library System's First of Two Facebook Posts:

December 3

Publishers are being Scrooges. You can help. Publishers aren't selling e-books to libraries and that means you are not getting what is available on the open market. Please send an email or postcard to publishers and tell them to sell e-books to libraries. We've crafted a template for you. Learn more at <http://tinyurl.com/8x4gyur>



Results from First Facebook Post:

- 532 People Saw This Post
- 50 Engaged Users
- 24 Talking About This
- 4.51% Virality
- 1 Share



[Joan Marie Blanchard](#) shared your [photo](#).
Really...?

December 3, 2012 at 4:10pm ·

- 10 Likes
- 5 Comments



○ [Tracy Marander](#) From my father-in-law who is a librarian in California:
"Okay, these letters are okay, but the library has to have a more aggressive attitude. My suggestion is to add an email/letter from the library: "To the best of our abilities our librarians will not select any of your print books if we can find alternatives unless you make available and sell at book-store-discounts the digital versions of your books. If we absolutely need to add your hard-copy books to serve our patrons, then we will buy them used if possible. If that is not possible, we will buy the smallest quantity we can. We have limited budgets as it is, and inflating the prices on ebooks is not compatible with our goal of providing our patrons with the widest range of materials sufficient to their needs and wants."
[December 3 at 1:04pm](#) · [Like](#)



○ [Beverly Pogue](#) First, I would want to know what kind of financial impact making ebooks available to libraries would have on publishers. Would you only purchase, say, five copies of an ebook so people would have to get on a waiting list which could cause them to buy a copy of their own instead? Or does the library purchase one copy which anyone can have access to it at any time? If that's the case, it's not just the publisher that loses money, it's the author that worked so hard to create the book. And, as I well know, we often get only pennies per copy sold.

December 3 at 4:52pm · [Like](#)



○ [Sandra Salzer](#) The ebooks that are available now at the library are circulated like the analog books. Limited copies and if it is checked out you have to wait. But instead of returning it or getting a fine, your access expires at the end of the checkout period. My mother relies on ebooks because she is visually impaired and needs to enlarge the print. Large print book selection is limited. Go ebooks!

December 3 at 5:53pm · [Like](#)



○ [Pierce County Library](#) Beverly, as Sandra described, Pierce County Library System treats e-books just like printed books. E-books checkout one copy at a time, just like printed books. As an example, we bought 88 printed copies of “Wild From Lost to Found on the Pacific Crest...[See More](#)

Wednesday at 8:06pm · [Like](#) · [1](#)



○ [Beverly Pogue](#) Good to know. Thanks for the information.

Wednesday at 10:40pm · [Like](#)

Pierce County Library System's Second of Two Facebook Posts:

[Pierce County Library](#)

December 17, 2012

Publishers are being Scrooges. You can help. Publishers aren't selling e-books to libraries and that means you are not getting what is available on the open market. Please send an email or postcard to publishers and tell them to sell e-books to libraries. We've crafted a template for you. Learn more at <http://tinyurl.com/8x4gyur>

PUBLISHERS: STOP BEING SCROOGE!



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

You – yes you...

please mail or send a postcard to publishers and tell them to sell e-books to libraries .

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



Scan to learn how to email publishers!

Results from Second Facebook Post:

- 387 People Saw This Post
- 91 Engaged Users
- 49 Talking About This
- 12.66% Virality
- 18 Shares. Some posts may not appear because of individual privacy settings.



•

[RRussell Author](#) shared your [photo](#).

January 6, 2013 at 5:22pm ·



•

[Margaret Rodriguez](#) shared your [photo](#).

December 18, 2012 at 7:25pm ·



•

[Rachel Fewell](#) shared your [photo](#).
I love this campaign!

December 18, 2012 at 11:27am ·

[Logan Macdonald](#), [Chris Evjy](#) and [Seana O'Grady](#) like this.



[Nicky Zohner Quinby](#) I was just talking to someone whose library doesn't have ebooks, probably because of the high cost of OverDrive, buying the ebooks, etc. Are they flat-out not selling ebooks to libraries or are they just making it cost prohibitive? Do tell!

December 18, 2012 at 11:33am



[Rachel Fewell](#) It depends on the publisher. Here's a great breakdown:
<http://www.thedigitalshift.com/2012/02/ebooks/a-guide-to-publishers-in-the-library-ebook-market/>



[A Guide to Publishers in the Library Ebook Market - The Digital Shift](#)

www.thedigitalshift.com

The ebook library lending policies of the Big Six publishers garner most of the ...See More

[December 18, 2012 at 11:37am](#) · [1](#)



[Nicky Zohner Quinby](#) I have an additional question, oh wise one! eBooks are sold for, you know, about \$10 apiece. Are the publishers making a bigger percentage of profit off of eBooks (compared to print) because they're charging so much for something that essentially costs...[See More](#)

[December 18, 2012 at 11:41am](#)



[Rachel Fewell](#) That's also a bit complex. No printing, but there are other costs that we don't see. The overhead of editing, author advances, marketing, etc. doesn't go away just because the copy is digital rather than print. Here's a good article about it:

http://www.nytimes.com/2010/03/01/business/media/01ebooks.html?page_wanted=all&_r=0



[Making the Case for iPad E-Book Prices - NYTimes.com](#)

www.nytimes.com

E-books are cheaper to produce than print volumes, but consumers may not realize...See More

December 18, 2012 at 11:46am · [1](#)



[Reference Services - Albany NY Public Library](#) shared your photo.
Here's how the Pierce County Public Library is taking action against publishers' refusal to sell content to libraries!



[Rich Reyes](#) shared your photo.

- 6 Likes
- 1 Comment



[Laura Hulscher](#) Once again, Pierce County leads the way...
December 22, 2012 at 10:23am ·
[Pierce County Library](#)

December 17, 2012 at 12:11pm ·

Facebook Message

- [Kip Taylor](#)

- Hello,

I am writing to essentially complain that the search parameters for the online Overdrive system are useless. Not somewhat useless, completely useless. Ever since the library has deemed it unnecessary to sort fiction by genre, it is nearly impossible to find new reading material because you have taken any new authors of these genres out of the loop. Looking for new mystery writers now becomes impossible due to your wise choice to eliminate his readership by denying him the necessary exposure. This is obviously true for all genres. It almost seems that your intention is to make it as hard as possible to find new books to read.

I strongly urge you to restore your fiction library, both through Overdrive and on site, to a genre-based system. No one has time to spend researching through all other avenues in an effort to discover if possibly, someone else on Planet Earth has written a new mystery, western or thriller they might like. They sort of expect the place where they keep the books to put them out there so they can be found.

Quit re-inventing the wheel.

November 21, 2012

[Pierce County Library](#)

- Kip, bummer to hear your frustration. Searching for printed books and e-books can both be done by genre. For e-books, select e-book fiction for a dropdown menu of genre choices. Then in the dropdown for sort by, choose added to site or release date for the most recent titles.

You are right, unfortunately Pierce County Library and the other 122,000 libraries in the nation have limited offerings of e-books, especially best-sellers, because the six major publishers either do not sell to libraries or do so at an inflated price or with heavy restrictions. More info about this at <http://tinyurl.com/8x4gyur>

November 21, 2012

Kip Taylor

- Thanks for your response... I will gladly use it. I understand publishers are the e-book issue. My main point is that I've stopped going to the library because I know I won't find what I want to read. I used to frequent the place, checking out multiple books about every week or two, but now won't even go in the door because when fiction is just placed by author, it might as well be two-ply and serrated for all the use it will get. Surely your statistics hold this evidence as true. It used to be great fun to find new authors or even new 'old' authors, but now frustration exceeds the benefits of visiting. Thanks again for responding,
Kip

Twitter

Totals:

- 2 Pierce County Library Tweets
- 4 Retweets
- 7 Mentions
- 1 Favorite

17 Dec: [Linh Vang](#) retweeted you

Publishers are being Scrooges. You can help! Send email or postcard telling them to sell e-books to libraries. <http://tinyurl.com/8x4gyur>

17 Dec [PierceCountyLibrary@PierceCoLibrary](#)

Publishers are being Scrooges. You can help! Send email or postcard telling them to sell e-books to libraries. <http://tinyurl.com/8x4gyur>

11 Dec [Carina Pierce@carinapierce](#)

[@PierceCoLibrary](#) campaign to get publishers to change their eBook policies.

Please participate: <http://www.piercecountylibrary.org/books-materials/audiobooks-ebooks/Default.htm> ... [#freedomtoread](#) [#ebooks](#)

- 3 Retweets



[6 Dec Polaris Library@PolarisLibrary](#)

Check out [@PierceCoLibrary](#) in last week's [@UrbanLibCouncil](#) newsletter

<http://ow.ly/fQO5h> [#libraries](#)

[3 Dec U Place Patch@UPlacePatch](#)

Library discrimination? [@PierceCoLibrary](#) says publishers aren't selling e-books to libraries: <http://patch.com/A-zZyw> [#fiftyshadesofgray](#)

[3 Dec Puyallup Patch@PuyallupWAPatch](#)

Library discrimination? [@PierceCoLibrary](#) says publishers aren't selling e-books to libraries: <http://patch.com/A-zZyw> [#fiftyshadesofgray](#)

[3 Dec Brent Champaco@lakewood_patch](#)

Library discrimination? [@PierceCoLibrary](#) says publishers aren't selling e-books to libraries: <http://patch.com/A-zZyw> [#fiftyshadesofgray](#)

[3 Dec Gig Harbor Patch@GHarborPatch](#)

Library discrimination? [@PierceCoLibrary](#) says publishers aren't selling e-books to libraries: <http://patch.com/A-zZyw> [#fiftyshadesofgray](#)

[3 Dec B. Lake-Sumner Patch@BLakeSumnrPatch](#)

Library discrimination? [@PierceCoLibrary](#) says publishers aren't selling e-books to libraries: <http://patch.com/A-zZyw> [#fiftyshadesofgray](#)

[3 Dec PierceCountyLibrary@PierceCoLibrary](#)

Publishers are being Scrooges. You can help. Send email or postcard telling them to sell e-books to libraries. <http://tinyurl.com/8x4gyur>



M E M O



Date: February 1, 2013

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

From: Clifford Jo, Finance & Business Director

Subject: Technology Plan Update

We reported to the Board late last summer that the Library would begin a technology planning process. This report provides a brief update.

In October, the Technology Planning Team was formed, having fifteen staff from various departments and locations, with me leading the team and having Sally's considerable help. Two consultants are assisting in this process: one for providing guidance to the activities of conducting a technology planning process, and the other for team building and developing effective customer-supplier partnering.

The team spent the first two months developing team-building and effective communications skills for the project, which were crucial to the process. The effect of this effort has had positive influence on the team and to the Library. Beginning last December, the team began work on the content of the technology and has created a solid definition of technology stakeholders, created draft processes for technology project planning and implementation, and identified some of the critical factors required out of the plan.

The technology planning process is provided as attached.

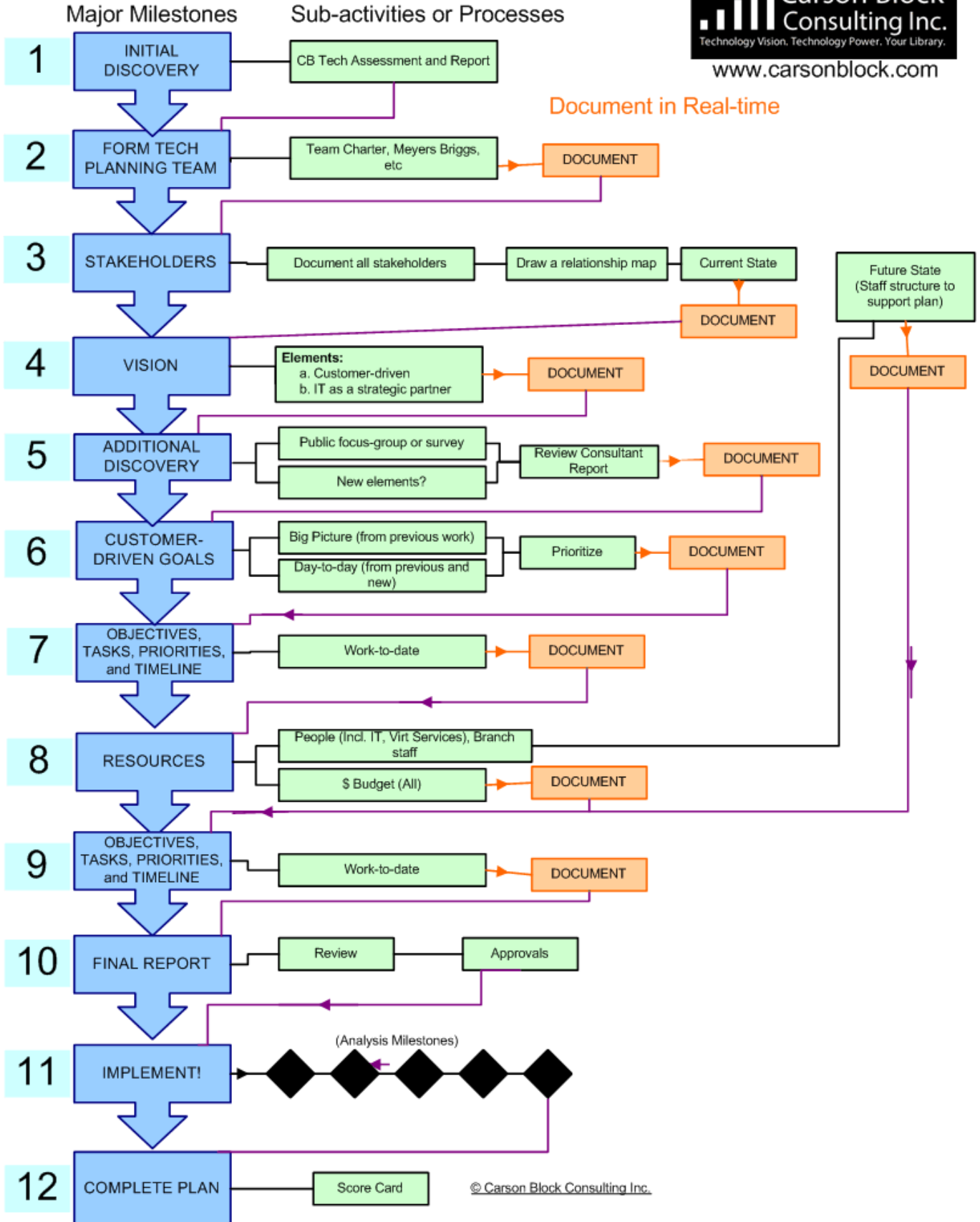
I've also attached a model of the "customer-supplier partnership" that we are using to learn and develop in the team and throughout the Library.

Next up are technology surveys (provided in a separate Board memo this month) to be conducted in a few weeks.

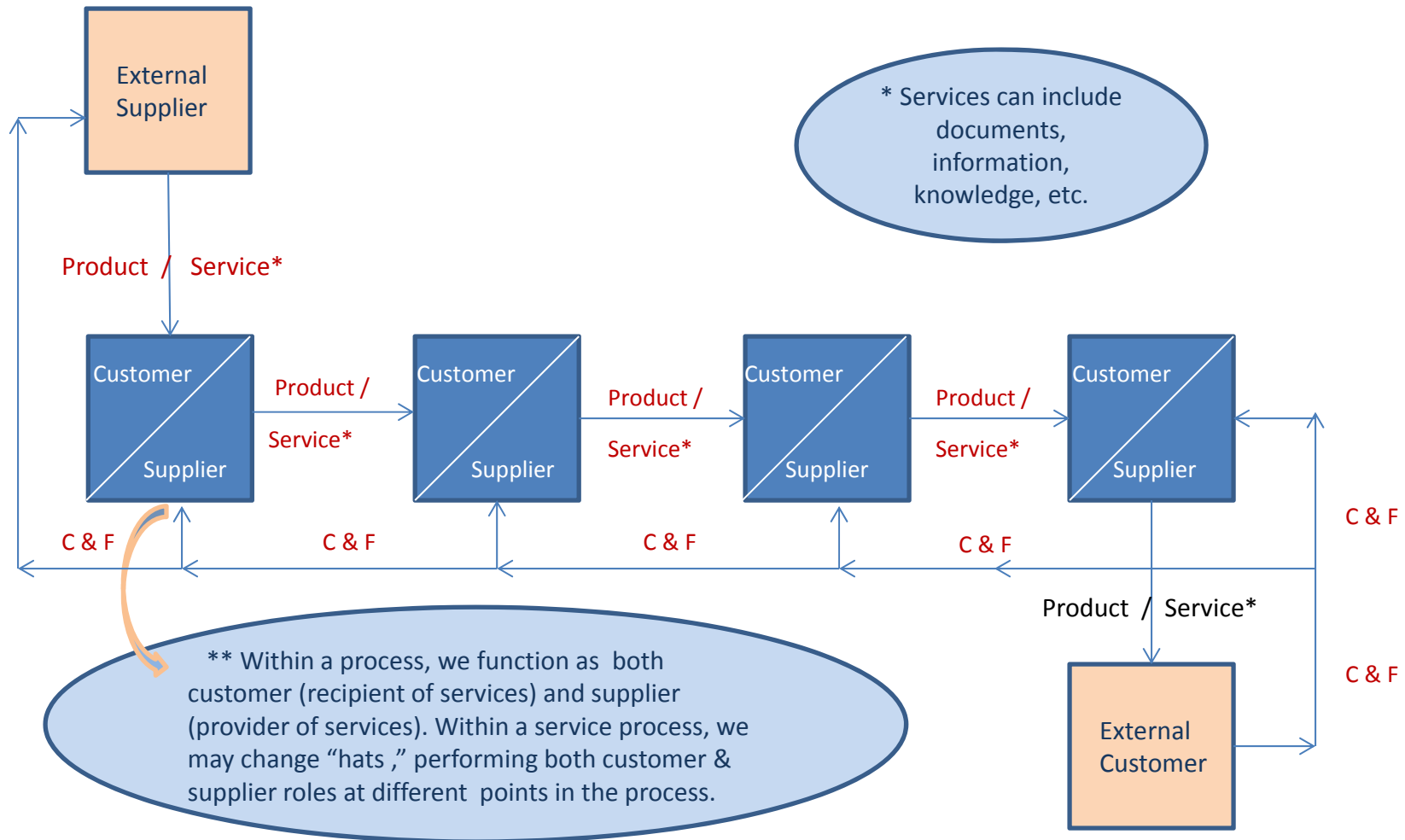
We estimate that the project will continue through March with draft reports issued.

We will keep you apprised of progress.

Pierce County Technology Planning Process



The Communication & Feedback Chain



M E M O



Date: February 1, 2013
To: Chair Linda Ishem and Members of the Board of Trustees
From: Clifford Jo, Finance & Business Director
Subject: Technology Plan Survey

As part of the Technology Planning project, a critical component is understanding customer—the public’s—technology needs. Our technology planning consultant is developing the survey and the Technology Planning Team will review it. The survey will have 10 to 12 questions that will be provided in three different ways to the public:

1. Through a webpage that users arrive at when connecting to our free WiFi services in all locations.
2. Through the public computers at the libraries.
3. Through the Library’s public website.

The survey will be let out around the middle of February with a two-week open period. Survey results will be analyzed and then used to inform aspects that the Technology Plan needs to include.

**NEW
BUSINESS**

M E M O



Date: February 1, 2013
To: Chair Linda Ishem and Members of the Board of Trustees
From: Clifford Jo, Finance & Business Director
Subject: 2013 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.

2012 Results

In April 2012 the Library and the Foundation renewed the annual agreement. It stated that the Library would provide \$208,000 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 2012 fiscal year, the Library benefited from Foundation distributions totaling \$252,257, which included \$126,020 from the UP Capital Campaign. The actual costs for the Foundation in 2012 are estimated to be no more than \$202,796.

The net difference is $\$252,257 - \$208,000 = \$44,257$, 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.

2013 Agreement and Addendum

In 2012 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 2012-13 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 \$185,000, which is a \$13,000 reduction. The reduction is due to using 2012 financial results to estimate the agreement and savings due to an unfilled position. Next year's agreement will restore to around \$208,000.

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 ~~\$208,000~~\$185,000 during the Library fiscal year ~~2012~~2013. 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 (~~2012~~2013) TO FOUNDATION AGREEMENT
BETWEEN PIERCE COUNTY RURAL LIBRARY DISTRICT
AND PIERCE COUNTY LIBRARY FOUNDATION**

Purpose

The purpose of this Addendum ~~No. 1~~ 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, ~~2012~~2013, 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 ~~2011-2012~~2012-2013 Development Plan and to be described in the Foundation’s ~~2012-2013~~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 ~~twice~~ three times a year
- Mailings to major donors and patrons
- Fall, Winter, and Spring appeals
- Invitations for PC READS, Literary Evening, ~~UP Anniversary~~ Key Center Library Donor Preview, Lakewood Library Donor Tour
- Planned Giving brochures and program letters
- Stewardship calls to major donors

Bringing awareness of the Library to local businesses and foundations

The Foundation will contact businesses to secure sponsorships for the Library’s Summer Reading program, Pierce County READS and other program 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 and Virtual Services.

Promoting the Library through events

The Foundation will organize and holds donor reception 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.
- ~~UP Library Anniversary: the Foundation will bring together donors on the 1 year anniversary of the new University Place library to discuss the library and its services.~~
- Key Center Library Donor Preview will invite those who gave financial support to add enhancements to the Library.

- ~~Summer Reading: the Foundation will host a lunch to create awareness of the Library's programs for children and to cultivate potential sponsors.~~
- 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 ~~will recruit and build involvement among recruits and involves~~ 16 volunteer board members who are passionate ~~about the library ambassadors of the Pierce County Library System.~~
- ~~University Place Library Campaign Committee~~ Key Center Library Project: the Foundation recruits, educates and elevates support for the ~~new~~ library among volunteers who are active in ~~their community through December 2012~~ in the Key Peninsula community.
- Donors: the Foundation ~~will engage 1,000~~ engaged 1,438 donors who ~~have~~ made ~~previous~~ gifts to support the library.

Pierce County Library Foundation

Pierce County Rural Library District

Signature

Signature

Printed Name

Printed Name

Title

Title

Date

Date