Pierce County Library System
Information & Imagination

AGENDA
Regular Meeting of the Pierce County Library System Board of Trustees
July 10, 2013
3:30 – 6:00 pm

3:30 pm	02 min.	**Call to Order:** *Linda Ishem, Chair*	
3:32 pm	05 min.	**Public Comment**: *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.*	
3:37 pm	03 min.	**Consent Agenda**	***Action***
		1. Approval of Minutes of the June 12, 2013 Regular Meeting	
		2. Approval of June 2013 Payroll, Benefits and Vouchers	
		3. Resolution 2013-04: To Declare Equipment Surplus to Public Service Needs	
3:40 pm	10 min.	**Board Members Report**	
3:50 pm	20 min.	**Officers Reports**	
		1. May Dashboard, Georgia Lomax	
		2. June 2013 Financial Report, Dale Hough	
		3. Support of the Foundation by Library Trustees, Lynne Hoffman	
		4. Volunteer Improvement Program Update, Mary Getchell	
		5. Lakewood Library 50th Anniversary, Mary Getchell	
		6. Ashford Book Drop, Sally Porter Smith	
		Unfinished Business	
4:10 pm	15 min.	1. Ratification of Labor Agreement, Holly Gorski	***Action***
	15 min.	2. 2013 Mid-Year Budget Adjustment, Georgia Lomax	***Action***
		a. Operating Budget	
		b. Capital Improvement Plan (Resolution 2013-05)	
		New Business	
4:40 pm	5 min.	1. 2013 Assessed Property Values Report, Georgia Lomax	
	15 min.	2. Intellectual Freedom - Children's Internet Protection Act and Filtering, Sally Porter Smith	
	10 min.	3. Workforce Partnership Agreement, Jaime Prothro	
	15 min.	4. Staff Web and Board Page Introduction, David Durante	
	10 min.	5. Interactive Discovery Platform Development, Jennifer Patterson	***Action***
	5 min.	6. PAC HVAC Project, Georgia Lomax	***Action***
5:40 pm	15 min.	**Executive Session:** *At this time on the agenda, the Board of Trustees will recess to Executive Session, per RCW 42.30.110, to discuss personnel and contractual issues.*	
5:55 pm	05 min.	**Announcements**	
		Adjournment	

American Disability Act (ADA) Accommodations Provided Upon Request

Consent Agenda

Pierce County Library System
INFORMATION ▪ *IMAGINATION*

BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
REGULAR MEETING, JUNE 12, 2013

CALL TO ORDER

Chair Linda Ishem called to order the regular meeting of the Pierce County Rural Library District Board of Trustees June 12, 2013, 3:30 pm. Board members present were J.J. McCament, Allen Rose, Donna Albers and Robert Allen.

PUBLIC COMMENT

Mary Getchell, Marketing and Community Relations Director, reported that Cassie Creley, Communications Specialist, had received an email, dated June 11, 2013, from Stephen Neufeld, a Steilacoom resident. Mr. Neufeld requested that his concern regarding the decision to not irrigate the lawns at branches be shared with the Board of Trustees. Sally Porter Smith, Customer Experience Director, stated that the Library will water plants and shrubs, manage weeds and mow as needed. The Library will monitor the lawns and will make adjustments as needed; including the use of sprinklers if warranted. The Board of Trustees supported that direction. Ms. Getchell will follow up with Mr. Neufeld.

CONSENT AGENDA

1. Minutes of the May 15, 2013 Regular Meeting of the Board of Trustees
2. May 2013 Payroll, Benefits and Vouchers in the total amount of $1,941,265.15
    a. Payroll Warrants 3416-3431, dated 05/01/13-05/31/13 in the amount of $15,703.59
    b. Payroll Disbursement Voucher dated 05/06/13 in the amount of $538,702.27
    c. Payroll Disbursement Voucher dated 05/21/13 in the amount of $732,079.77
    d. Accounts Payable Warrants 620325-620557 dated 05/01/13-05/31/13 in the amount of $654,779.52

Chair Ishem recommended a revision of the May 15, 2013 Board minutes to reflect that the Board Self-evaluation form included 23 items, 15 of which the Board rated well.

Chair Ishem moved to revise the May 15, 2013 minutes to reflect the changes as outlined. Ms. McCament seconded the motion and it was passed.

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

BOARD MEMBER REPORT

Robert Allen: Mr. Allen visited the library on his recent trip to Nashville. He expressed appreciation for the beauty of the facility and enjoyed seeing the children's theater where puppet shows are held, noting they are well attended by the community. Mr. Allen also praised Ms. Parikh and the Pierce County Library staff for their efforts leading to the National Medal award from the Institute of Museum and Library Service.

J.J. McCament: Ms. McCament expressed regret that she was unable to attend the Pierce County Reads event. She recently received a call from a friend who attended the event and praised the Library and staff for a job well done.

Allen Rose: Mr. Rose reported that he thoroughly enjoyed the dedication ceremony of the new Steve Albers Early Learners area at the Lakewood Library.

Donna Albers: Ms. Albers noted the event was fun and well done. She praised the Library for creating and sharing the historical timeline of Mr. Albers' contributions to the community. The event was well attended by Mr. Albers' friends and family. Ms. Parikh added that people from all walks of Steve's life were in attendance and he was well honored.

Chair Ishem: Chair Ishem presented a donation to the Library Foundation on behalf of a friend of a friend who read a story about Pierce County Library winning the National Medal. A colleague at the University of Washington Business School who teaches a class on board governance recently shared the Library's board packet with her students. The students were impressed with the transparency of the Library and that the Board packet is posted online. Additional praise was directed at the amount and quality of the information, that the Board is inclusive by inviting comments from the public, and that timeframes for discussion are listed on the agenda. Students also expressed interest in the Board's self-evaluation process. Overall, the students were impressed and consider the Pierce County Library Board packet to be the standard to measure against other library packets.

Chair Ishem opened discussion on restructuring the digital Board packets by appending supplemental documents to allow for ease in sorting through the information. Mr. Rose recommended using the iBooks app to view the packet. The concern was the inability to make notes on the documents through iBooks.

OFFICER REPORT

Holly Gorski, Staff Experience Director: Ms. Parikh reported that Ms. Gorski has accepted a position as Vice-President of Human Resources at Pierce College.

National Medal Award: Ms. Parikh provided Board members with copies of the 2013 National Medal brochure published by the Institute of Museum and Library Service. She shared the Congressional Record written by Congressman Derek Kilmer in recognition of the Library's award.

Kati Irons, Selection Librarian: Ms. Parikh reported that Ms. Irons had written a book, "Programming for Films" that will be published by the American Library Association in January.

Innovation Initiatives: Pierce County Library received an Honorable Mention from the Urban Libraries Council's Innovation Initiatives for the work of the Collection Budget Crew, who analyzed and provided effective solutions to reduce the 2013 budget. Pierce County Library is applying for a Paul Allen grant for innovation and is highlighting the Collection Budget Crew model in its application.

Clifford Jo, Business Operations and Finance Director: Mr. Jo recently attended the Government Finance Officers Association annual conference in San Francisco. He attended workshops on efficiencies in government and process improvement. Much of what was shared was already being implemented by the Library. He noted there was a sense of guarded optimism about the economy.

April Dashboard: Ms. Porter Smith noted the Job & Business Center website figures have decreased again this month, perhaps due to a leveling off of use. The reduction in active cardholders was attributed to recent purges of inactive accounts which occurred in May.

May 2013 Financial Report: Dale Hough, Finance Manager, reported May revenue has been received and will be reflected in next month's report. At the request of Mr. Allen, the Comparative Statement of

Financial Position will be reformatted with an additional column to include a total of thirteen months. This will allow a comparison of the current month's activity with the same month last year.

IRS Form 990: The members submitted the completed questionnaires to the clerk.

Summer Irrigation Plan: The Library will not be watering lawns on its properties this summer to save money and water. Ms. Getchell informed the Board that the Library will monitor comments from the public and, if warranted, the Marketing & Community Relations Department will create signs for lawns. Ms. Porter Smith noted the landscaping will be watered during the summer. She will ask one of the local fire departments its opinion about the plan not to water lawns.

Explorer Bookmobile Seasonal Service: As part of a newly revised service, the Explorer Bookmobile will be deployed during the eight weeks of the 2013 summer reading program. Mr. Allen inquired if the Library will track usage in this system as compared to prior years. Judy Nelson, Customer Experience Manager, stated that usage is being tracked but the vehicle is not visiting the same sites as in previous years. She added this is an opportunity to include locations not visited before. Mr. Allen noted it would be great to tell the story that although the regular Bookmobile service was eliminated, the Library has implemented a way to serve more people.

PEW Research Center Executive Summary: Chair Ishem remarked that the results of the survey closely mirrored those of the Library and was a reaffirmation of the survey results from the Library's own public opinion survey in 2012.

Pierce County Reads Final Report: Ms. Parikh stated that the event was successful and author Paula McClain was a delightful speaker.

Our Own Expressions: Ms. Nelson reported that the 17th annual art and writing contest was a great success. The program has received national recognition and teens in the communities anticipate participating yearly.

University Place Condominium Association: Ms. Parikh and Mr. Jo recently had a meeting with Lianna Collinge, selected to manage the University Place Condominium Association. Ms. Collinge will meet with City representatives in June.

UNFINISHED BUSINESS

Conflict of Interest Policy: Mr. Jo clarified several changes in the new policy which now extends to the Administrative Team and also defines *de minimus* more clearly. Because they are readily available to anyone who attends conferences, books fall under the definition of *de minimus*.

Ms. McCament moved to approve the Conflict of Interest Policy. Mr. Allen seconded the motion and it passed.

Intellectual Freedom Series: Ms. Parikh announced that the Library will be presenting a series of informative sessions on the general concepts of Intellectual Freedom and how they are practiced across the country and within Pierce County Library. Lisa Bitney, Reading and Materials Director, presented background on Intellectual Freedom and its role in creating balance in library collections. Kati Irons, Selection Librarian, discussed the motivation to develop staff training to reduce the escalation of customer materials complaints and inform the public about the Library's selection policy. In 2005, the department noticed an uptick in written comments on Library materials forms. Ms. Irons designed a class to provide staff with practical tools to resolve the customer's concerns at the branch level. Since the 2009-2010 training was conducted, the number of written complaints has dramatically declined. Training will be repeated in 2014. Ms. Bitney noted that in a staff survey conducted after the training, 91% of staff

feels fewer complaints are coming to them and they feel empowered to handle complaints more effectively.

When questioned as to how requests for review of selected materials are handled. Ms. Irons responded that staff first attempt to resolve the complaint by conversation. If the complaint is not resolved, the Site Location Supervisor will discuss the concern with the issue. If the concern still remains, it is forwarded to Selection Librarians via the "Comments on Library Materials" form. Selection Librarians review the complaint and material and respond directly to the customer, providing information on why the material was selected for the library system and is being retained or removed.

NEW BUSINESS

Paul Allen Grant/Teen Summer Reading: David Durante, Customer Experience Manager, demonstrated the 2013 Teen Summer Challenge program. The Library conducted surveys from participants in order to improve the program from the previous year. Changes to the program include increasing the number of challenges and a greater focus on community involvement. Ms. Getchell reported that announcements about the program were made directly at schools, through various media coverage, on listservs, on bookmarks and through word of mouth from the participants themselves. Mr. Allen suggested a feature which would allow participants to earn points for re-tweeting about the program. Mr. Durante indicated that the final product with Paul Allen funding can provide this sort of functionality. Since the Library's goal is to make the program available to other libraries in the future, Ms. McCament inquired about the possibility of licensing the program. Mr. Durante noted that the Library does not have rights to the program since most of the components are provided free of charge from developers and artists. Ms. McCament suggested incorporating the artwork from the teens who participate in the Our Own Expressions contest.

Mr. Allen cited an NPR story stating that books assigned at schools are at the 6th grade level. This prompted him to think about ways in which the Library can impact its community. He questioned whether the points earned in the Teen Summer Challenge can be leveraged for reading more complex books in the same time period. Ms. Nelson indicated the Library does not have the capacity to do so at this time. Ms. Parikh noted that local community organizations are mobilizing to get children to the 3rd grade reading level by the time they are in 3rd grade.

Jennifer Patterson, Customer Experience Manager, reported on the development of an adult focused program which will offer customers a fun way to explore library services and allow them to customize their reading experience. The concept will be to guide users through various theme-based tasks and will provide them with opportunities to be rewarded by earning points and badges. Funds for this program were made available from a $150K grant from Paul Allen Foundation, $10K from the Library Foundation and $140K in kind from staff work. The focus of the program will be on 30-45 year olds. Focus group surveys were conducted which showed the selected themes were consistent with respondents' choices. The soft launch will take place in the fall, with public access in early 2014.The grant runs through 2014.

Interlibrary Loan Service: Ms. Bitney reported that, in an effort to improve customer access and reduce the Library's costs and staff time, the Library will be making changes to its Interlibrary Loan Service. Customers will have 24 hour access to the service online rather than being required to make their requests at a branch. In an effort to manage the flow of materials, customers will be limited to 3 active hold requests at a time with an unlimited amount of requests per year. In 2012, the Library paid $7K in fees for the service. In the new model, fees from loan requests will now be passed on to the customer. Staff training is currently underway. The program will soft launch on June 28, 2013 with the hard launch in July 2013.

2012 Capital Projects Year-End Report: Mr. Jo informed the Board that the capital expenditures had been less than in the past several years.

2013 Mid-year Budget Process: Mr. Jo informed the Board that the Mid-year budget process began in late May and the Library will present the budget proposal for the remainder of the year at the July Board meeting. He indicated the Library's goal is to ensure it is on target and to make any necessary adjustments. Preliminary property values will be released next week by the County Assessor-Treasurer which will inform decisions for the remainder of the year and 2014.

Leadership Succession Planning: Ms. Parikh presented an updated Succession Planning Initiatives chart which was originally created in 2009 at the request of the Board. Many projects in process at that time have been accomplished. Catherine McHugh, an executive coach and Library consultant, will work with staff and Board members to talk about the future of the Library as well as determine what the major community leaders see on the horizon. Once a clear understanding of the future of the Library has been gained, the Board must agree on the four non-negotiable competencies expected in an executive level position.

Chair Ishem stressed the goal is to examine closely what the Board foresees the future of the Library to be. It is imperative to obtain internal and outside components and see what the new leader might face and what competencies are needed in the position, as well as to conduct an internal appraisal to see what is already in place. She added that agreement on the four competencies will better guide the process when executive candidates are screened.

When asked if the Library has a timeline in place for the succession, Ms. Parikh indicated she will be deciding when to announce her retirement in the near future.

Mr. Allen appreciated the conversation, noting it is an important process that is not just focused on an individual or a position, but the entire organization.

Ms. McCament expressed favor with the concept of the four non-negotiable competencies for each of the positions in the leadership structure, adding that building the organization is important to the health of the Library.

EXECUTIVE SESSION

At 5:45 pm, Mr. Rose moved to enter into Executive Session as per RCW 42.30.110 for 15 minutes for discussion of personnel matters. Ms. McCament seconded the motion and it passed. The session was reopened to the public at 5:55 pm.

ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

The meeting was adjourned at 5:59 pm on motion by Mr. Allen seconded by Ms. McCament.

Neel Parikh, Secretary

Linda Ishem, Chair

June 2013 Payroll, Benefits and Vouchers

	Warrant Numbers	Date(s)	Amount
Payroll Warrants	3432-3435	06/01/13-06/30/13	$3,073.54
Disbursement Voucher - Payroll & Acct Payable		06/06/13	$563,809.94
Disbursement Voucher - Payroll & Acct Payable		06/21/13	$711,800.02
Accounts Payable Warrants	620558-620761	06/01/13-06/30/13	$874,607.99
Total:			**$2,153,291.49**

Pierce County Rural Library District: Org 04 ***Sch:*** ***Pay Date:*** ***6/6/2013***

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 **6/5/2013**	

	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	$62,456.41
2	697	001	0000	237	00				Fica EE and Medicare - Wire to IRS	$43,605.67
3	697	001	0000	237	00				Fica ER and Medicare - Wire to IRS	$43,605.67
4	697	001	0000	237	00				DIR DEP-file to Columbia Bank	$412,071.94
5	697	001	0000	237	00					
6	697	001	0000	237	00					
7	697	001	0000	237	00				dept of rev	$0.00
8	697	001	0000	237	00					
9	697	001	0000	237	00				FIT EE WIRE to IRS	$0.00
10	697	001	0000	237	00				Fica EE and Medicare - Wire to IRS	$0.00
11	697	001	0000	237	00				Fica ER and Medicare - Wire to IRS	$0.00
12	697	001	0000	237	00					
13	697	001	0000	237	00					
14	697	001	0000	237	00					
15	697	001	0000	237	00				H.S.A. Employees deductions	$2,070.25
16	697	001	0000	237	00				H.S.A. Employer Contributions	
									H.S.A Fee	$0.00
									BCC	
									please put the total amt below into PCLS payroll account	
									TOTAL	**$563,809.94**

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

Prepared By:	Date:	Approved By:	
Christy Telling	6/5/2013	Christy Telling	6/5/2013

Pierce County Rural Library District: Org 04 ***Sch:*** ***Pay Date:*** ***6/21/2013***

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 6/20/2013	

	Account Code							Acct. Action	DESCRIPTION	AMOUNT
	Fund	Dept	Prog	BASUB	Elem	OB	M/OB			
1	697	001	0000	237	00				FIT EE and EIC- Wire to IRS	$54,660.96
2	697	001	0000	237	00				Fica EE and Medicare - Wire to IRS	$40,370.67
3	697	001	0000	237	00				Fica ER and Medicare - Wire to IRS	$40,370.67
4	697	001	0000	237	00				DIR DEP-file to Columbia Bank	$383,236.02
5	697	001	0000	237	00					
6	697	001	0000	237	00					
7	697	001	0000	237	00				dept of rev	$2,309.55
8	697	001	0000	237	00					
9	697	001	0000	237	00				FIT EE WIRE to IRS	$0.00
10	697	001	0000	237	00				Fica EE and Medicare - Wire to IRS	$0.00
11	697	001	0000	237	00				Fica ER and Medicare - Wire to IRS	$0.00
12	697	001	0000	237	00					
13	697	001	0000	237	00					
14	697	001	0000	237	00					
15	697	001	0000	237	00				H.S.A. Employees deductions	$2,070.25
16	697	001	0000	237	00				H.S.A. Employer Contributions	
									H.S.A Fee	$212.40
									BCC	$188,569.50
									please put the total amt below into PCLS payroll account	
									TOTAL	**$711,800.02**

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

Prepared By:	Date:	Approved By:	
Christy Telling	6/20/2013	Christy Telling	6/20/2013

Check History Listing

Pierce County Library System

Bank code: boa

Check #	Date	Vendor	Status	Check Total
620558	06/03/2013	000363 ARAMARK UNIFORM SERVICES		16.41
620559	06/03/2013	005605 ILL LIBRARY MEDIA CENTER BELLEVUE C		23.00
620560	06/03/2013	001558 CREIGHTON UNIVERSITY		15.00
620561	06/03/2013	005481 GREAT FALLS PUBLIC LIBRARY		10.00
620562	06/03/2013	005606 INTERLIBRARY LOAN OFFICE MULTNOM/		14.95
620563	06/03/2013	001586 NORTHWEST DOOR INC		1,036.57
620564	06/03/2013	001534 PEDERSON PAINTING		2,667.17
620565	06/03/2013	004018 STAPLES INC		636.15
620566	06/03/2013	000487 TACOMA RUBBER STAMP		74.05
620567	06/03/2013	001369 WHATCOM CITY LIBRARY SYSTEM		7.99
620568	06/05/2013	001764 CASCADIA INTERNATIONAL LLC		574.94
620569	06/05/2013	000895 COLUMBIA BANK		50.00
620570	06/05/2013	005481 GREAT FALLS PUBLIC LIBRARY		5.00
620571	06/05/2013	005428 GRITTON BUILDING CO INC		1,312.80
620572	06/05/2013	001290 REGIONAL BUILDING SVCS CORP		507.25
620573	06/05/2013	004957 WETHERHOLT AND ASSOCIATES INC		1,957.50
620574	06/05/2013	005416 WILMINGTON DRIVE HOLDINGS LLC		8,781.83
620575	06/06/2013	000828 AFSCME AFL-CIO		5,467.87
620576	06/06/2013	000898 DEPARTMENT OF RETIREMENT SYSTE		7,799.00
620577	06/06/2013	005519 DYNAMIC COLLECTORS INC		170.48
620578	06/06/2013	000825 ING-VC3371		1,365.00
620579	06/06/2013	003985 PACIFICSOURCE ADMINISTRATORS		2,189.90
620580	06/06/2013	000821 PIERCE COUNTY SUPERIOR COURT		191.06
620581	06/06/2013	001181 PIERCE CTY LIBRARY FOUNDATION		360.83
620582	06/06/2013	004276 STATE CENTRAL COLLECTION UNIT		151.67
620583	06/06/2013	000823 UNITED WAY		97.51
620584	06/06/2013	004782 US DEPARTMENT OF EDUCATION		171.79
620585	06/06/2013	000827 WA STATE- DEPT OF RETIREMENT S		67,072.29
620586	06/06/2013	000881 WASHINGTON STATE SUPPORT REGIS		575.41
620587	06/06/2013	001583 ALIBRIS		101.55
620588	06/06/2013	000830 BAKER & TAYLOR		19,289.71
620589	06/06/2013	000189 BAKER & TAYLOR ENTERTAINMENT		97.72
620590	06/06/2013	000161 CENGAGE LEARNING		1,373.58
620591	06/06/2013	000184 CITY TREASURER		426.78
620592	06/06/2013	000184 CITY TREASURER		34.66
620593	06/06/2013	003745 ROBIN CLAUSEN		102.45
620594	06/06/2013	004157 MINDY EWING		39.55
620595	06/06/2013	004084 MEREDITH HALE		203.19

Bank code: boa

Check #	Date	Vendor	Status	Check Total
620596	06/06/2013	004128 LISA HEYERDAHL		91.53
620597	06/06/2013	005607 MAXINE HOWE		49.81
620598	06/06/2013	000243 INGRAM LIBRARY SERVICES		14,172.00
620599	06/06/2013	004916 TESA JOHNSON		99.62
620600	06/06/2013	002077 KAREN LINDSTROM		49.81
620601	06/06/2013	002067 GEORGE MEEKS		24.91
620602	06/06/2013	000352 MIDWEST TAPE	V	0.00
620603	06/06/2013	000352 MIDWEST TAPE		28,365.75
620604	06/06/2013	003737 TONIE MONTGOMERY		76.28
620605	06/06/2013	001941 JUDY T NELSON		123.82
620606	06/06/2013	000413 PARKLAND LIGHT & WATER		1,296.30
620607	06/06/2013	002100 ALISON PASCONE		88.63
620608	06/06/2013	000377 PUGET SOUND ENERGY		489.03
620609	06/06/2013	000406 RECORDED BOOKS LLC		1,584.69
620610	06/06/2013	003816 GRETCHEN RUSSELL		49.81
620611	06/06/2013	003497 TAMARA SAARINEN		124.53
620612	06/06/2013	005044 KATHERINE SAVAGE		53.11
620613	06/06/2013	005608 REBEKAH SMITH		14.45
620614	06/06/2013	003520 CHERI STAR		49.81
620615	06/06/2013	000460 STEILACOOM TOWN OF		895.83
620616	06/06/2013	002094 CHARLOTTE STRAIN		146.90
620617	06/06/2013	000506 UNIVERSITY PLACE REFUSE SERVIC		166.87
620618	06/06/2013	002003 BENNIE WEEKS		51.81
620619	06/06/2013	001933 LYNDA C WILSON		49.81
620620	06/06/2013	004867 JOSHUA WRIGHT		203.40
620621	06/07/2013	003522 CIVIC TECHNOLOGIES		4,500.00
620622	06/07/2013	001213 GIS INFORMATION SYSTEMS INC		116,970.49
620623	06/07/2013	000271 LES SCHWAB TIRE CENTER		301.08
620624	06/07/2013	003985 PACIFICSOURCE ADMINISTRATORS		194.25
620625	06/07/2013	005417 RICOH USA INC		221.56
620626	06/07/2013	005259 RIM PUBLICATIONS LLC		42.50
620627	06/07/2013	001970 CAROL SHEEHAN		24.79
620628	06/07/2013	000534 WCP SOLUTIONS		604.97
620629	06/11/2013	000363 ARAMARK UNIFORM SERVICES		16.41
620630	06/11/2013	000895 COLUMBIA BANK		302.80
620631	06/11/2013	001467 DATA SECURITY CORP		132.50
620632	06/11/2013	005283 E-RATE EXPERTISE INC		542.30
620633	06/11/2013	005272 GREEN EFFECTS INC		6,287.96
620634	06/11/2013	001941 JUDY T NELSON		14.22

Bank code: boa

Check #	Date	Vendor	Status	Check Total
620635	06/11/2013	000323 NEWS TRIBUNE		1,655.00
620636	06/11/2013	001586 NORTHWEST DOOR INC		878.28
620637	06/11/2013	000370 PIERCE COUNTY		322.00
620638	06/11/2013	001379 SENTINEL PEST CONTROL INC		545.05
620639	06/11/2013	000635 WAYNES ROOFING INC		459.48
620640	06/11/2013	000242 BUCKLEY CITY OF		255.07
620641	06/11/2013	000184 CITY TREASURER		963.78
620642	06/11/2013	000184 CITY TREASURER		610.38
620643	06/11/2013	005611 MELANNIE CUNNINGHAM		27.94
620644	06/11/2013	000094 ELMHURST MUTUAL POWER & LIGHT		1,011.29
620645	06/11/2013	005610 CHRISTOPHER LEMAGIE		9.95
620646	06/11/2013	005609 LEMAY TRANSPORTATION SERVICES		145.96
620647	06/11/2013	000377 PUGET SOUND ENERGY		795.84
620648	06/11/2013	001930 MARGARET VENEMON		66.67
620649	06/11/2013	000541 STATE OF WASHINGTON		390.83
620650	06/13/2013	002061 SUSAN ANDERSON-NEWHAM		130.62
620651	06/13/2013	000830 BAKER & TAYLOR		2,720.11
620652	06/13/2013	000161 CENGAGE LEARNING		1,444.90
620653	06/13/2013	000093 EBSCO		110,158.67
620654	06/13/2013	000243 INGRAM LIBRARY SERVICES		6,143.78
620655	06/13/2013	001983 LOURIE KELLY		29.95
620656	06/13/2013	000352 MIDWEST TAPE		5,806.26
620657	06/13/2013	000323 NEWS TRIBUNE		424.80
620658	06/13/2013	000406 RECORDED BOOKS LLC		2,431.58
620659	06/13/2013	003596 SENTIMENTAL PRODUCTIONS		165.00
620660	06/13/2013	004114 MEGHAN SULLIVAN		19.21
620661	06/13/2013	005393 SWARNER COMMUNICATIONS		104.00
620662	06/13/2013	005574 ASSOCIATION MANAGEMENT INC		2,187.50
620663	06/13/2013	001512 DAILY JOURNAL OF COMMERCE		98.70
620664	06/13/2013	000396 ROTARY CLUB OF TACOMA #8		450.00
620665	06/13/2013	005337 WELLSTEPS		1,151.15
620666	06/14/2013	004022 US BANK		47,068.00
620667	06/18/2013	000363 ARAMARK UNIFORM SERVICES		16.41
620668	06/18/2013	004038 ASSOCIATED BUSINESS SYSTEMS		159.82
620669	06/18/2013	000731 CUMMINS NORTHWEST LLC		1,021.93
620670	06/18/2013	001875 LINDA ESKESEN		95.00
620671	06/18/2013	005403 SARAH JENSEN		8.73
620672	06/18/2013	002100 ALISON PASCONE		27.38
620673	06/18/2013	005417 RICOH USA INC		1,006.24

Bank code: boa

Check #	Date	Vendor	Status	Check Total
620674	06/18/2013	004397 SHKS ARCHITECTS PS INC		1,050.00
620675	06/18/2013	003719 UNIQUE MANAGEMENT SERVICES		1,591.57
620676	06/18/2013	005416 WILMINGTON DRIVE HOLDINGS LLC		867.88
620677	06/19/2013	005417 RICOH USA INC		534.47
620678	06/19/2013	004022 US BANK		53,346.53
620679	06/20/2013	004022 US BANK		42,768.62
620680	06/21/2013	003778 AFLAC		3,646.04
620681	06/21/2013	000828 AFSCME AFL-CIO		5,235.43
620682	06/21/2013	005369 BIRCH ELECTRIC LLC		191.45
620683	06/21/2013	001578 COLONIAL SUPPLEMENTAL INSURANC		1,107.96
620684	06/21/2013	000898 DEPARTMENT OF RETIREMENT SYSTE		7,799.00
620685	06/21/2013	001305 FIRST CHOICE BUSINESS MACHINES		1,952.56
620686	06/21/2013	005272 GREEN EFFECTS INC		105.79
620687	06/21/2013	005602 HEMISPHERES		7,000.00
620688	06/21/2013	000825 ING-VC3371		1,715.00
620689	06/21/2013	003985 PACIFICSOURCE ADMINISTRATORS		2,155.17
620690	06/21/2013	001822 PENINSULA SCHOOL DISTRICT		448.76
620691	06/21/2013	001181 PIERCE CTY LIBRARY FOUNDATION		348.10
620692	06/21/2013	003933 QUALITY BUSINESS SYSTEMS INC		1,323.74
620693	06/21/2013	004397 SHKS ARCHITECTS PS INC		227.05
620694	06/21/2013	004018 STAPLES INC		307.88
620695	06/21/2013	004276 STATE CENTRAL COLLECTION UNIT		151.67
620696	06/21/2013	000823 UNITED WAY		97.51
620697	06/21/2013	004782 US DEPARTMENT OF EDUCATION		167.25
620698	06/21/2013	000827 WA STATE- DEPT OF RETIREMENT S		61,512.17
620699	06/21/2013	000881 WASHINGTON STATE SUPPORT REGIS		612.50
620700	06/21/2013	000534 WCP SOLUTIONS		444.84
620701	06/24/2013	005047 PATTY AMADOR		147.75
620702	06/24/2013	000846 AUDIOGO		454.75
620703	06/24/2013	000830 BAKER & TAYLOR		18,861.41
620704	06/24/2013	000830 BAKER & TAYLOR		911.50
620705	06/24/2013	003423 ALEXANDER BYRNE		59.36
620706	06/24/2013	000161 CENGAGE LEARNING		713.55
620707	06/24/2013	000184 CITY TREASURER		4,031.02
620708	06/24/2013	000184 CITY TREASURER		729.32
620709	06/24/2013	004159 LORIE ERICKSON		355.95
620710	06/24/2013	003817 STEPHEN GAINES		10.00
620711	06/24/2013	005226 DENNIS GOULD		42.94
620712	06/24/2013	005055 CHRISTOPHER HAMILTON		183.06

Bank code: boa

Check #	Date	Vendor	Status	Check Total
620713	06/24/2013	000243 INGRAM LIBRARY SERVICES		14,794.72
620714	06/24/2013	005550 RAYMOND JOHNSON		24.86
620715	06/24/2013	003418 KAREN MCGHEE		61.02
620716	06/24/2013	000352 MIDWEST TAPE		24,000.95
620717	06/24/2013	002023 KATHERINE NORBECK		41.02
620718	06/24/2013	001886 NEEL PARIKH		90.45
620719	06/24/2013	001419 RANDOM HOUSE INC		98.55
620720	06/24/2013	000406 RECORDED BOOKS LLC		427.32
620721	06/24/2013	003374 JAMI SCHWARZWALDER		69.04
620722	06/24/2013	000463 SUMMIT WATER & SUPPLY CO		427.48
620723	06/24/2013	001930 MARGARET VENEMON		11.30
620724	06/25/2013	004038 ASSOCIATED BUSINESS SYSTEMS		159.82
620725	06/25/2013	000273 CARRILLO & ASSOCIATES		593.75
620726	06/25/2013	000731 CUMMINS NORTHWEST LLC		689.03
620727	06/25/2013	005528 FRANKLIN PIERCE SCHOOLS		412.27
620728	06/25/2013	000106 GA JORGENSEN CO INC		1,351.09
620729	06/25/2013	005272 GREEN EFFECTS INC		557.94
620730	06/25/2013	001681 PITNEY BOWES		20,000.00
620731	06/27/2013	005369 BIRCH ELECTRIC LLC		1,538.80
620732	06/27/2013	000731 CUMMINS NORTHWEST LLC		542.57
620733	06/27/2013	005602 HEMISPHERES		7,000.00
620734	06/27/2013	000256 LAKEWOOD CHAMBER OF COMMERCE		340.00
620735	06/27/2013	004788 MESSENGER CORPORATION		3,952.57
620736	06/27/2013	001976 MARILYNN SMOAK		28.87
620737	06/27/2013	000487 TACOMA RUBBER STAMP		103.80
620738	06/27/2013	005603 TEGCO FENCE		2,787.47
620739	06/27/2013	004957 WETHERHOLT AND ASSOCIATES INC		2,046.16
620740	06/27/2013	004391 WRP SURPRISE LAKE LLC		5,280.91
620741	06/27/2013	000821 PIERCE COUNTY SUPERIOR COURT		141.00
620742	06/28/2013	005369 BIRCH ELECTRIC LLC		2,549.64
620743	06/28/2013	000895 COLUMBIA BANK		269.85
620744	06/28/2013	001586 NORTHWEST DOOR INC		257.10
620745	06/28/2013	005416 WILMINGTON DRIVE HOLDINGS LLC		8,342.63
620746	06/28/2013	000846 AUDIOGO		120.32
620747	06/28/2013	000830 BAKER & TAYLOR		15,948.30
620748	06/28/2013	000234 BOUND TO STAY BOUND BOOKS INC		7,385.60
620749	06/28/2013	005453 DANA BROWNFIELD		51.13
620750	06/28/2013	000161 CENGAGE LEARNING		309.65
620751	06/28/2013	005300 DANGER ROOM COMICS LLC		2,344.76

Bank code: boa

Check #	Date	Vendor	Status	Check Total
620752	06/28/2013	002082 DALE HOUGH		13.16
620753	06/28/2013	000243 INGRAM LIBRARY SERVICES		10,235.14
620754	06/28/2013	001532 KEY PENINSULA NEWS		30.00
620755	06/28/2013	003761 TERRI MAY		141.48
620756	06/28/2013	000352 MIDWEST TAPE		16,273.42
620757	06/28/2013	000377 PUGET SOUND ENERGY		2,946.85
620758	06/28/2013	001419 RANDOM HOUSE INC		164.25
620759	06/28/2013	000406 RECORDED BOOKS LLC		237.19
620760	06/28/2013	001060 SCHOLASTIC LIBRARY PUBLISHING		1,584.13
620761	06/28/2013	000506 UNIVERSITY PLACE REFUSE SERVIC		166.87
			boa Total:	**874,607.99**

204 checks in this report

Total Checks: **874,607.99**

Check History Listing

Pierce County Library System

Check #	Bank		Date	Paid to	Status	Can/Vd Date	Pay Period Dates	Dir Dep	Amount
3432	pr	Bank of America	06/06/2013	CIOTTI, SETH			05/16/13 - 05/31/13	0.00	486.41
3433	pr	Bank of America	06/06/2013	MARQUEZ-ORTIZ, AMANDA			05/16/13 - 05/31/13	0.00	810.41
3434	pr	Bank of America	06/21/2013	FORD, TERESA			06/01/13 - 06/15/13	0.00	1,135.35
3435	pr	Bank of America	06/21/2013	MARQUEZ-ORTIZ, AMANDA			06/01/13 - 06/15/13	0.00	641.37
							Total:	**0.00**	**3,073.54**

Checks in report: 4

Grand Total: **0.00** **3,073.54**

RESOLUTION Number 2013-04

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

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

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

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

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

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

BOARD OF TRUSTEES, PIERCE COUNTY RURAL LIBRARY DISTRICT

Linda Ishem, Chair _____

Robert Allen, Member _____

J.J. McCament, Member _____

Allen Rose, Member _____

Donna Albers, Member _____

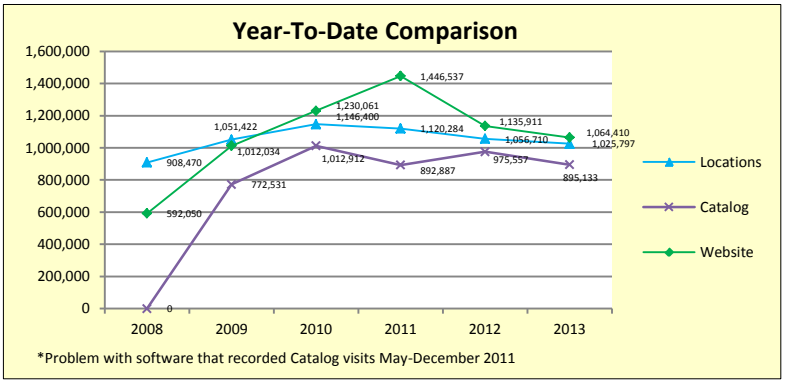
QTY	ITEM	DESCRIPTION	LOCATION
1	Multimedia equipment	TV	Admin Center
1	Multimedia equipment	VCR	Admin Center
1	Multimedia equipment	Slide Projector	Admin Center
1	Multimedia equipment	Screen	Admin Center
1	Multimedia equipment	Magnifier	Admin Center
1	Furnishings	Lounge chair	Admin Center
1	Furnishings	Wooden chair	Admin Center
1	Lightning	Table Lamp	Admin Center
1	Office Equipment	Computer Tray for Desk	Admin Center
2	Furnishings	Foot Stools	Admin Center
1	Office Equipment	Printer	Admin Center
1	Office Equipment	Type Writer	Admin Center
1	Office Equipment	Tape Cassette Player	Admin Center
1	Office Equipment	Cash Register	Admin Center
1	Furnishings	Green Office Chair	Admin Center
1	Filing Cabinets	Under Desk Filing Cabinet - 2 drawer	Admin Center
6	Furnishings	low backed blue upholstered oak chairs	Admin Center
2	Furnishings	Rocking Chairs with Arms, Upholstered	Admin Center
1	Furnishings	Grey Cradenza, maple top	Admin Center
1	Furnishings	Floral Blue and Pink chair	Admin Center
1	Furnishings	Upholstered Oak Chair	Admin Center
1	Furnishings	Wooden typewriter stand	Admin Center
1	Furnishings	Step Stool - Roll Around	Admin Center
1	Lightning	Lamp & Shade	Admin Center
6	Furnishings	Wooden Table Legs	Admin Center
1	Furnishings	Corian Countertop	Admin Center
3	Office Equipment	IBM Typewriter	Admin Center
2	Office Equipment	Fax Machines	Admin Center
6	Furnishings	Particle Board Folding Tables	Admin Center
1	Multimedia equipment	22" Television	Admin Center
3	Furnishings	wooden desks	Admin Center
1	Furnishings	Upholstered Chair with Arms	Admin Center
5	Furnishings	High Backed Wooden Chairs	Admin Center
1	Furnishings	Box of Rolling Chair Wheels	Admin Center
1	Multimedia equipment	VCR	Admin Center
1	Multimedia equipment	Television	Admin Center
4	Furnishings	Wood Chairs with Fabric Seats	Admin Center
1	Furnishings	Wood Display with Metal Trays	Admin Center
6	Furnishings	Rocking Chairs with Fabric Seating	Admin Center
6	Furnishings	Wooden Chairs	Admin Center
2	Furnishings	Tall Backed Office Chairs - Beige	Admin Center
3	Furnishings	Office Chairs - Blue/Green	Admin Center
1	Furnishings	Office Chairs - Floral Print	Admin Center
3	Furnishings	Wooden Arm Chairs with Tan/Green Fabric Seats	Admin Center

QTY	ITEM	DESCRIPTION	LOCATION
3	Furnishings	Metal Arm Chairs with Tan/Green Fabric Seats	Admin Center
1	Furnishings	Adjustable Shelf Unit	Admin Center
1	Furnishings	Office Chair - Blue, Fabric	Admin Center
1	Furnishings	Wooden Chair with Fabric	Admin Center
1	Furnishings	Office Desk Chair, Beige	Admin Center
1	Furnishings	Chair, Fabric	Admin Center
1	Furnishings	Wooden Foot Rest (Hand Made)	Admin Center
1	Office Equipment	10-Key Adding Machine	Admin Center
1	Furnishings	Metal and Plastic Chair - Purple	Admin Center

Officers Report

CUSTOMER SERVICE/PHILANTHROPY DASHBOARD - MAY

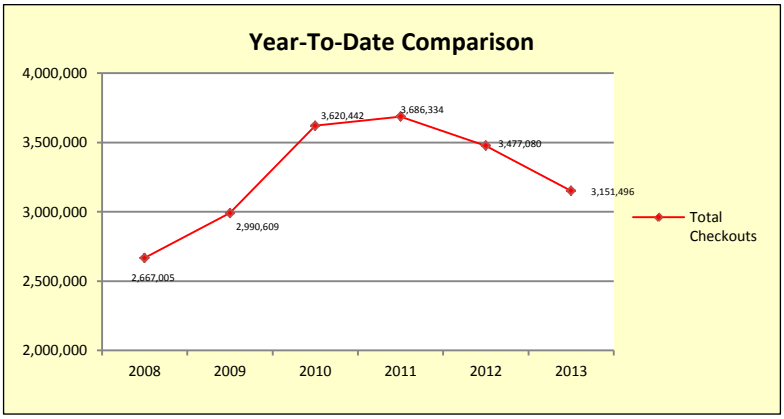
VISITS



*Problem with software that recorded Catalog visits May-December 2011

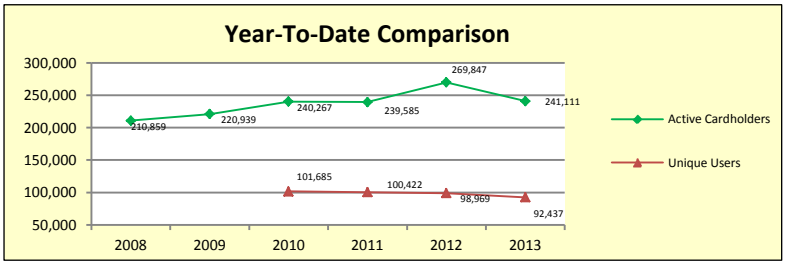
	May		
	2012	2013	% Change
Door Count	208,446	199,290	-4.39%
Catalog	194,924	176,016	-9.70%
Website	221,185	197,494	-10.71%
Job & Business Portal	1,245	3,275	163.05%
Military Portal (launched 3/12)	217	227	4.61%
Total	626,017	576,302	-7.94%

CHECKOUTS



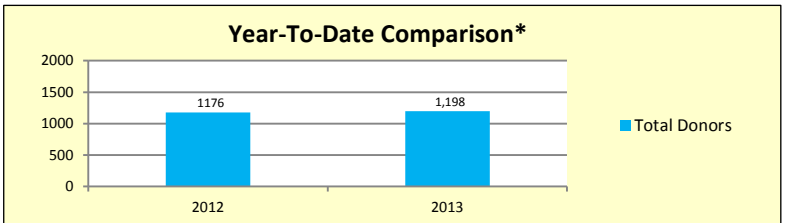
	May		
	2,012	2,013	% Change
Checkouts	639,911	560,813	-12.36%
eBook Downloads	44,777	50,172	12.05%
Total	684,688	610,985	-10.76%

CUSTOMERS



	May		
	2,012	2,013	% Change
Active Cardholders	269,847	241,111	-10.65%
New Cards	3,349	3,378	0.87%
Checkout Transactions	105,547	95,300	-9.71%
Unique Users	47,153	44,023	-6.64%

PHILANTHROPY



*Foundation Fiscal Year is July through June

	May		
	2012	2013	% Change
Foundation Donors	192	262	36.46%
New Foundation Donors	93	66	-29.03%
$ Raised by Foundation	$ 13,070	$ 37,180	184.47%
$ Provided by Friends	$0	$0	NA

BRANCH CLOSURES

2012

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

2013

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

Pierce County Library System
Information & Imagination

Monthly Financial Reports – June 2013

This report does not include June property tax and other revenues posted by Pierce County to Pierce County Library System. Data was not available as of the publication date of this report.

Pierce County Library System
Information & Imagination

Pierce County Library System
Statement of Financial Position
June 30, 2013
All Funds

	General Fund	Debt Service Fund	Capital Improvement Projects Fund
Assets			
Current Assets - Cash			
Cash	$ 1,578,843	$ 16	$ 98,788
Investments	$ 9,800,000	$ 83,494	$ 2,175,000
Total Cash	**$ 11,378,843**	**$ 83,510**	**$ 2,273,788**
Total Current Assets	**$ 11,378,843**	**$ 83,510**	**$ 2,273,788**
Liabilities and Fund Balance			
Current Liabilities			
Warrants Payable	$ 51,261	$ -	$ 10,842
Sales Tax Payable	$ 1,417	$ -	$ -
Payroll Taxes and Benefits Payable	$ 117,325	$ -	$ -
Total Current Liabilities	**$ 170,003**	**$ -**	**$ 10,842**
Fund Balance			
Reserve for Encumbrances	$ 519,563	$ -	$ 399,282
Net Excess (Deficit)	$ 1,288,024	$ 66	$ (700,800)
Unreserved Fund Balance	$ 9,401,254	$ 83,444	$ 2,564,465
Total Fund Balance	**$ 11,208,840**	**$ 83,510**	**$ 2,262,947**
Total Liabilities and Fund Balance	**$ 11,378,843**	**$ 83,510**	**$ 2,273,788**
Anticipated Property Tax Revenue	**$ 12,299,199**	**$ 39**	$ -

Pierce County Library System
Information & Imagination

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

	HISTORICAL 6/30/2012	HISTORICAL 7/31/2012	HISTORICAL 8/31/2012	HISTORICAL 9/30/2012	HISTORICAL 10/31/2012	HISTORICAL 11/30/2012	HISTORICAL 12/31/2012	HISTORICAL 1/31/2013	HISTORICAL 2/28/2013	HISTORICAL 3/31/2013	HISTORICAL 4/30/2013	HISTORICAL 5/31/2013	CURRENT 6/30/2013
Assets													
Current Assets - Cash													
Cash	$ 1,483,735	$ 9,476,776	$ 1,724,696	$ 2,027,981	$ 10,666,037	$ 2,577,504	$ 10,858,588	$ 959,998	$ 1,261,690	$ 2,797,368	$ 8,648,366	$ 4,759,718	$ 1,578,843
Investments	$ 9,750,000	$ -	$ 5,993,116	$ 4,200,000	$ 2,764,114	$ 11,123,000	$ -	$ 7,110,000	$ 5,300,000	$ 3,860,000	$ 3,323,000	$ 8,681,493	$ 9,800,000
Total Cash	**$ 11,233,735**	**$ 9,476,776**	**$ 7,717,812**	**$ 6,227,981**	**$ 13,430,151**	**$ 13,700,504**	**$ 10,858,588**	**$ 8,069,998**	**$ 6,561,690**	**$ 6,657,368**	**$ 11,971,366**	**$ 13,441,211**	**$ 11,378,843**
Total Current Assets	**$ 11,233,735**	**$ 9,476,776**	**$ 7,717,812**	**$ 6,227,981**	**$ 13,430,151**	**$ 13,700,504**	**$ 10,858,588**	**$ 8,069,998**	**$ 6,561,690**	**$ 6,657,368**	**$ 11,971,366**	**$ 13,441,211**	**$ 11,378,843**
Liabilities and Fund Balance													
Current Liabilities													
Warrants Payable	$ 185,332	$ 253,582	$ 372,015	$ 272,110	$ 306,737	$ 355,677	$ 1,190,010	$ 290,600	$ 309,158	$ 384,525	$ 182,186	$ 307,368	$ 51,261
Sales Tax Payable	$ 4,286	$ 4,034	$ 4,884	$ 4,927	$ 7,019	$ 4,142	$ 2,986	$ 3,869	$ 1,519	$ 2,496	$ 2,527	$ 2,361	$ 1,417
Payroll Taxes and Benefits Payable	$ 79,592	$ 78,309	$ 78,079	$ 76,507	$ 75,204	$ 76,155	$ 79,154	$ 59,580	$ 98,196	$ 114,830	$ 91,874	$ 99,447	$ 117,325
Total Current Liabilities	**$ 269,209**	**$ 335,925**	**$ 454,978**	**$ 353,544**	**$ 388,959**	**$ 435,974**	**$ 1,272,150**	**$ 354,048**	**$ 408,872**	**$ 501,851**	**$ 276,587**	**$ 409,176**	**$ 170,003**
Fund Balance													
Reserve for Encumbrances	$ 443,624	$ 368,216	$ 271,299	$ 248,074	$ 235,508	$ 223,152	$ -	$ 463,130	$ 465,957	$ 452,172	$ 474,946	$ 399,459	$ 519,563
Net Excess (Deficit)	$ 1,906,613	$ 158,346	$ (1,622,753)	$ (2,987,926)	$ 4,191,395	$ 4,427,089	$ 786,965	$ (1,991,920)	$ (3,492,470)	$ (3,461,979)	$ 2,054,493	$ 3,231,322	$ 1,288,024
Unreserved Fund Balance	$ 8,614,289	$ 8,614,289	$ 8,614,289	$ 8,614,289	$ 8,614,289	$ 8,614,289	$ 8,799,473	$ 9,244,740	$ 9,179,330	$ 9,165,324	$ 9,165,341	$ 9,401,254	$ 9,401,254
Total Fund Balance	**$ 10,964,526**	**$ 9,140,850**	**$ 7,262,834**	**$ 5,874,437**	**$ 13,041,192**	**$ 13,264,529**	**$ 9,586,438**	**$ 7,715,950**	**$ 6,152,818**	**$ 6,155,517**	**$ 11,694,779**	**$ 13,032,035**	**$ 11,208,840**
Total Liabilities and Fund Balance	**$ 11,233,735**	**$ 9,476,776**	**$ 7,717,812**	**$ 6,227,981**	**$ 13,430,151**	**$ 13,700,504**	**$ 10,858,588**	**$ 8,069,998**	**$ 6,561,690**	**$ 6,657,368**	**$ 11,971,366**	**$ 13,441,211**	**$ 11,378,843**
Anticipated Property Tax Revenue	**$ 13,538,899**	**$ 13,421,521**	**$ 13,278,800**	**$ 12,847,984**	**$ 3,712,600**	**$ 1,537,464**	**$ 1,349,456**	**$ 24,973,702**	**$ 24,554,434**	**$ 22,817,140**	**$ 15,377,335**	**$ 15,377,335**	**$ 12,299,199**

Pierce County Library System
Information & Imagination

PIERCE COUNTY LIBRARY SYSTEM
Interim Statement of Revenue and Expenditures
Year to Date through June 30, 2013
no pre-encumbrances

General Fund

	2013 Budget	Year To Date	Encumbrances	Budget Balance	% of Budget
Revenue					
Property Tax/Investment Income & Other PC Revenue	$ 24,518,927	$ 12,793,751	$ -	$ 11,725,176	52%
Other Revenue	$ 905,000	$ 488,517	$ -	$ 416,483	54%
Total Revenue	**$ 25,423,927**	**$ 13,282,267**	**$ -**	**$ 12,141,660**	**52%**
Expenditures					
Personnel/Taxes and Benefits	18,544,997.00	$ 8,841,027	$ -	$ 9,703,970	48%
Materials	$ 3,297,075	$ 1,344,136	$ -	$ 1,952,939	41%
Maintenance and Operations	$ 3,089,520	$ 1,289,518	$ 519,563	$ 1,280,440	59%
Transfers Out	$ 492,335	$ -	$ -	$ 492,335	0%
Total Expenditures	**$ 25,423,927**	**$ 11,474,681**	**$ 519,563**	**$ 13,429,684**	**47%**
Excess/(Deficit)		$ 1,807,587			
(less encumbrances)		(519,563)			
Net Excess (Deficit)		**$ 1,288,023.89**			

Debt Service Fund

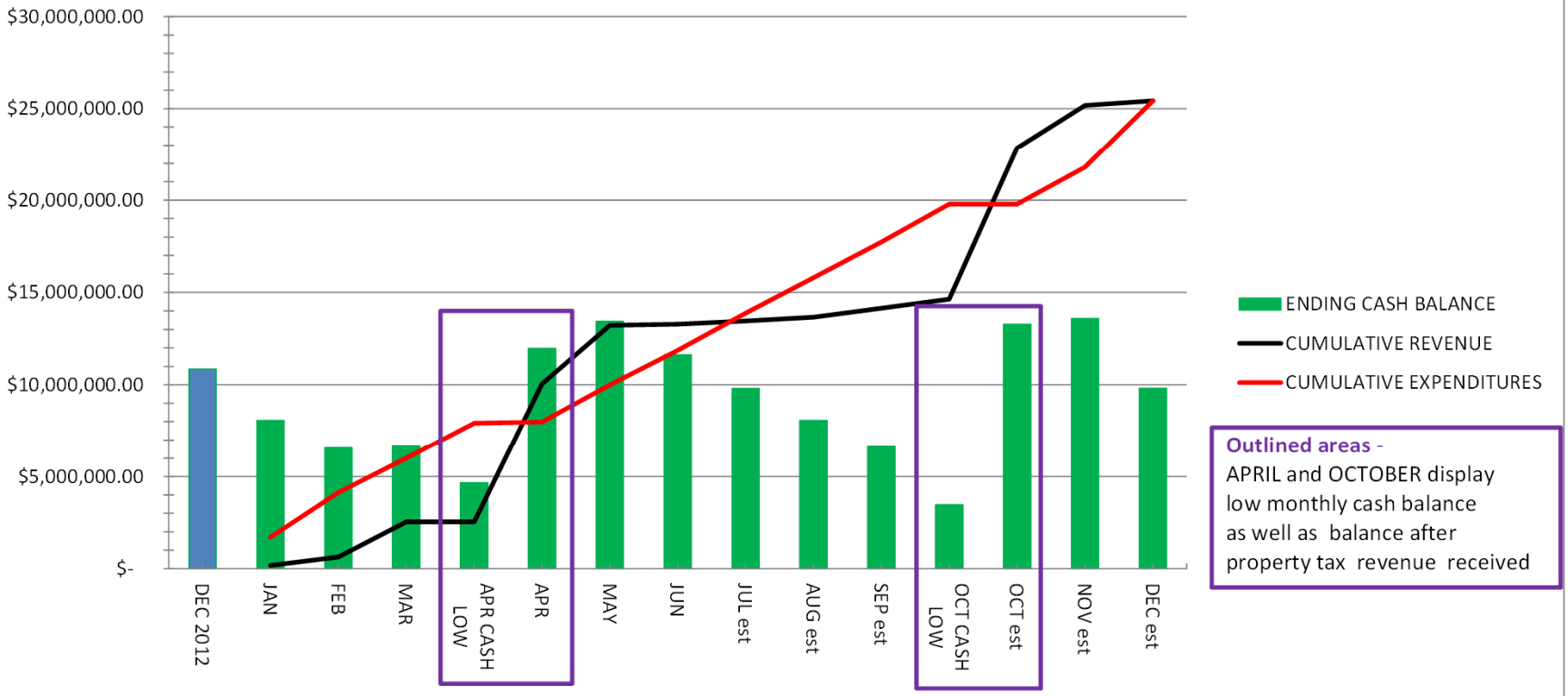
	2013 Budget	Year To Date	Encumbrances	Budget Balance	% of Budget
Revenue					
Property Tax/Investment Income & Other PC Revenue	$ -	$ 66	$ -	$ (66)	0%
Other Revenue	$ -	$ -	$ -	$ -	0%
Total Revenue	**$ -**	**$ 66**	**$ -**	**$ (66)**	**0%**
Expenditures	$ -	$ -	$ -	$ -	0%
Excess/(Deficit)		**$ 66**			

Capital Improvement Projects Fund

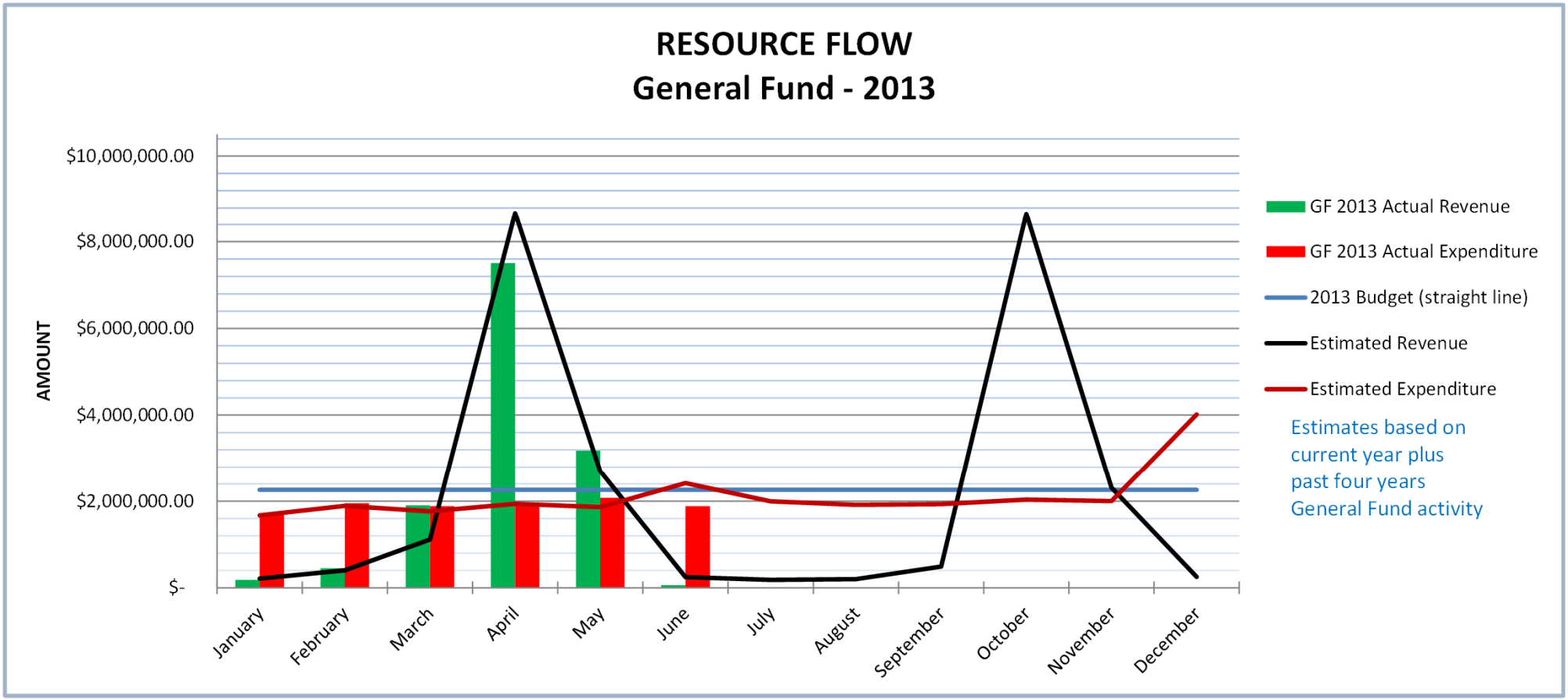
	2013 Budget	Year To Date	Encumbrances	Budget Balance	% of Budget
Revenue					
Use of Fund Balance	$ 1,139,665	$ -	$ -	$ 1,139,665	0%
Other Revenue	$ -	$ 97,729	$ -	$ (97,729)	0%
Transfers In	$ 492,335	$ -	$ -	$ 492,335	0%
Total Revenue	**$ 1,632,000**	**$ 97,729**	**$ -**	**$ 1,534,271**	**6%**
Expenditures					
Maintenance and Operations	$ 1,632,000	$ 399,247	$ 399,282	$ 833,471	49%
Total Expenditures	**$ 1,632,000**	**$ 399,247**	**$ 399,282**	**$ 833,471**	**49%**
Excess/(Deficit)		$ (301,518)			
(less encumbrances)		(399,282)			
Net Excess (Deficit)		**$ (700,800)**			

Pierce County Library System
Information & Imagination

CUMULATIVE GENERAL FUND REVENUE AND EXPENDITURE
Including Cash Flow Projection
2013



Pierce County Library System
Information & Imagination



FUND: GENERAL FUND (01)

Object	2013 Budget	June Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
REVENUE ACCOUNTS						
29150 USE OF FUND BALANCE-BUDGET	807,172.00	0.00	0.00	0.00	807,172.00	0.0
31111 PROPERTY TAXES CURRENT	22,724,764.00	0.00	12,173,710.29	0.00	10,551,053.71	53.6
31112 PROPERTY TAXES DELINQUENT	908,991.00	0.00	561,690.33	0.00	347,300.67	61.8
31130 SALE OF TAX TITLE PROPERTY	3,000.00	0.00	0.00	0.00	3,000.00	0.0
31210 PRIVATE HARVEST TAX	50,000.00	0.00	34,360.11	0.00	15,639.89	68.7
31720 LEASEHOLD EXCISE TAX	15,000.00	0.00	16,841.24	0.00	(1,841.24)	112.3
TAXES:	**24,508,927.00**	**0.00**	**12,786,601.97**	**0.00**	**11,722,325.03**	**52.2**
33533 STATE FOREST FUNDS	0.00	0.00	1,865.53	0.00	(1,865.53)	0.0
33872 CONTRACTS FEES - CITIES	0.00	0.00	1,620.00	0.00	(1,620.00)	0.0
33890 GOVERMENTAL GRANTS	0.00	175.33	175.33	0.00	(175.33)	0.0
34160 COPIER FEES	25,000.00	1,876.09	14,116.27	0.00	10,883.73	56.5
34161 GRAPHICS SERVICES CHARGES	0.00	10.00	4,400.95	0.00	(4,400.95)	0.0
34162 PRINTER FEES	60,000.00	5,584.26	37,105.53	0.00	22,894.47	61.8
34730 INTERLIBRARY LOAN FEES	0.00	0.00	127.92	0.00	(127.92)	0.0
35970 LIBRARY FINES	615,000.00	45,093.97	297,175.84	0.00	317,824.16	48.3
36110 INVESTMENT INCOME	10,000.00	0.00	5,281.08	0.00	4,718.92	52.8
36111 INTEREST - STATE FOREST FUND	0.00	0.00	0.40	0.00	(0.40)	0.0
36190 OTHER INTEREST EARNINGS	0.00	0.56	3.52	0.00	(3.52)	0.0
36200 KEY PEN HLTH DEPT FACILITY REV	0.00	0.00	419.12	0.00	(419.12)	0.0
36700 FOUNDATION DONATIONS	150,000.00	0.00	50,882.00	0.00	99,118.00	33.9
36710 FRIENDS' DONATIONS	0.00	0.00	362.11	0.00	(362.11)	0.0
36720 FRIENDS' REIMBURSEMENTS	0.00	0.00	11,510.58	0.00	(11,510.58)	0.0
36725 DONATIONS - OTHER	0.00	1,156.41	2,038.18	0.00	(2,038.18)	0.0
36920 BOOK SALE REVENUE	20,000.00	839.46	3,179.61	0.00	16,820.39	15.9
36990 MISCELLANEOUS REVENUE	0.00	4,348.12	28,260.75	0.00	(28,260.75)	0.0
36991 PAYMENT FOR LOST MATERIALS	25,000.00	1,430.40	8,858.54	0.00	16,141.46	35.4
36994 UNCLAIMED PROPERTY	0.00	38.40	95.62	0.00	(95.62)	0.0
36995 COLLECTION AGENCY REVENUE	0.00	40.00	381.98	0.00	(381.98)	0.0
36996 JURY DUTY REIMBURSEMENT	0.00	0.00	190.00	0.00	(190.00)	0.0
36997 PRIOR YEAR'S REFUNDS	0.00	0.00	1,582.50	0.00	(1,582.50)	0.0
36998 E RATE REIMBURSEMENT	0.00	0.00	6,020.37	0.00	(6,020.37)	0.0
36999 REBATES - PROCUREMENT CARD	10,000.00	0.00	16,583.60	0.00	(6,583.60)	165.8
CHARGES OTHER:	**915,000.00**	**60,593.00**	**492,237.33**	**0.00**	**422,762.67**	**53.8**
39510 SALE OF FIXED ASSETS	0.00	0.00	1.62	0.00	(1.62)	0.0
39520 INSURANCE RECOVERIES - CAPITAL ASSE	0.00	0.00	3,426.32	0.00	(3,426.32)	0.0
TOTAL FOR REVENUE ACCOUNTS	**25,423,927.00**	**60,593.00**	**13,282,267.24**	**0.00**	**12,141,659.76**	**52.2**
EXPENSE ACCOUNTS						
51100 SALARIES AND WAGES	13,681,285.00	1,058,724.85	6,380,033.71	0.00	7,301,251.29	46.6
51105 ADDITIONAL HOURS	230,600.00	24,459.17	120,749.53	0.00	109,850.47	52.4
51106 SHIFT DIFFERENTIAL	160,175.00	10,175.27	64,625.89	0.00	95,549.11	40.3
51107 SUBSTITUTE HOURS	299,600.00	19,837.94	139,103.31	0.00	160,496.69	46.4
51109 TUITION ASSISTANCE PROGRAM	3,000.00	0.00	1,410.35	0.00	1,589.65	47.0
51200 OVERTIME WAGES	7,500.00	224.68	2,431.26	0.00	5,068.74	32.4
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	13,764.52	81,167.94	0.00	86,693.06	48.4
52002 MEDICAL INSURANCE	2,139,809.00	150,102.76	979,579.02	0.00	1,160,229.98	45.8

FUND: GENERAL FUND (01)

Object	2013 Budget	June Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
EXPENSE ACCOUNTS						
52003 F.I.C.A.	1,094,384.00	83,976.34	504,154.94	0.00	590,229.06	46.1
52004 RETIREMENT	1,039,773.00	74,872.59	445,387.24	0.00	594,385.76	42.8
52005 DENTAL INSURANCE	227,556.00	17,023.13	101,410.74	0.00	126,145.26	44.6
52006 OTHER BENEFIT	9,580.00	720.00	4,640.00	0.00	4,940.00	48.4
52010 LIFE AND DISABILITY INSURANCE	25,631.00	1,964.42	11,937.58	0.00	13,693.42	46.6
52020 UNEMPLOYMENT COMPENSATION	30,500.00	0.00	4,395.52	0.00	26,104.48	14.4
52200 UNIFORMS	1,300.00	0.00	0.00	0.00	1,300.00	0.0
52999 ADJ BENEFITS TO MATCH PLAN	(137,654.00)	0.00	0.00	0.00	(137,654.00)	0.0
PERSONNEL	**18,544,997.00**	**1,455,845.67**	**8,841,027.03**	**0.00**	**9,703,969.97**	**47.7**
53100 OFFICE/OPERATING SUPPLIES	152,300.00	5,128.01	83,936.47	16,504.63	51,858.90	65.9
53101 CUSTODIAL SUPPLIES	41,000.00	5,595.49	28,960.53	0.00	12,039.47	70.6
53102 MAINTENANCE SUPPLIES	40,000.00	3,296.82	28,932.06	0.00	11,067.94	72.3
53103 AUDIOVISUAL PROCESSING SUP	25,000.00	8,916.91	19,438.09	6,065.31	(503.40)	102.0
53104 BOOK PROCESSING SUPPLIES	20,000.00	862.86	10,732.69	0.00	9,267.31	53.7
53200 FUEL	58,000.00	44.77	27,159.16	0.00	30,840.84	46.8
53401 ADULT MATERIALS	847,684.00	60,604.66	361,517.40	0.00	486,166.60	42.6
53403 PERIODICALS	80,000.00	61,747.89	66,556.86	0.00	13,443.14	83.2
53405 JUVENILE BOOKS	496,458.00	33,789.01	192,921.85	0.00	303,536.15	38.9
53406 PROFESSIONAL COLLECTION	20,000.00	13,489.82	14,635.68	0.00	5,364.32	73.2
53407 INTERNATIONAL COLLECTION	76,000.00	32,028.40	37,727.82	0.00	38,272.18	49.6
53408 AUDIOVISUAL MATERIALS - ADULT	816,000.00	60,943.62	414,609.11	0.00	401,390.89	50.8
53409 AUDIOVISUAL MATERIALS - JUV	102,040.00	2,761.01	38,498.93	0.00	63,541.07	37.7
53411 ELECTRONIC INFO SOURCES	170,355.00	0.00	0.00	0.00	170,355.00	0.0
53412 REFERENCE SERIALS	36,414.00	4,651.14	5,429.10	0.00	30,984.90	14.9
53413 ELECTRONIC SERVICES	244,124.00	409.12	25,578.43	0.00	218,545.57	10.5
53414 ELECTRONIC COLLECTION	255,000.00	0.00	106,175.33	0.00	148,824.67	41.6
53464 VENDOR PROCESSING SERVICES	153,000.00	9,614.08	74,990.29	0.00	78,009.71	49.0
53490 COLLECTION PROJECTS	0.00	0.00	5,155.64	0.00	(5,155.64)	0.0
53499 GIFTS - MATERIALS	0.00	0.00	339.68	0.00	(339.68)	0.0
53500 MINOR EQUIPMENT	15,300.00	0.00	2,000.00	0.00	13,300.00	13.1
53501 FURNISHINGS	50,000.00	-8,752.00	14,641.76	11,982.95	23,375.29	53.2
53502 IT HARDWARE	196,200.00	3,748.67	58,939.67	0.00	137,260.33	30.0
53503 PRINTERS	20,000.00	1,952.56	3,172.69	183.54	16,643.77	16.8
53505 SOFTWARE	33,500.00	411.93	8,763.17	3,282.00	21,454.83	36.0
54100 PROFESSIONAL SERVICES	251,500.00	21,691.53	133,067.60	59,274.46	59,157.94	76.5
54101 LEGAL SERVICES	30,000.00	0.00	39,536.95	0.00	(9,536.95)	131.8
54102 COLLECTION AGENCY	33,400.00	1,591.57	9,599.66	0.00	23,800.34	28.7
54161 RESOURCE SHARING SERVICES	25,000.00	5.00	6,171.19	0.00	18,828.81	24.7
54162 BIBLIOGRAPHICS SERVICES	40,000.00	0.00	8,922.70	0.00	31,077.30	22.3
54163 PRINTING AND BINDING	2,000.00	0.00	820.67	0.00	1,179.33	41.0
54165 ILL LOST ITEM CHARGE	3,000.00	-20.82	832.28	0.00	2,167.72	27.7
54200 POSTAGE	42,000.00	20,000.00	26,874.36	0.00	15,125.64	64.0
54201 TELEPHONE/DATA LINES	161,300.00	390.83	36,583.87	0.00	124,716.13	22.7
54300 TRAVEL	28,600.00	701.41	10,596.11	0.00	18,003.89	37.0
54301 MILEAGE REIMBURSEMENTS	31,050.00	3,915.04	16,194.16	0.00	14,855.84	52.2
54400 ADVERTISING	28,920.00	1,753.70	6,449.70	12,000.00	10,470.30	63.8
54501 RENTALS/LEASES - BUILDINGS	195,300.00	20,154.33	63,276.71	82,937.65	49,085.64	74.9

FUND: GENERAL FUND (01)

Object	2013 Budget	June Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
EXPENSE ACCOUNTS						
54502 RENTAL/LEASE - EQUIPMENT	27,800.00	1,587.21	14,422.75	14,531.40	(1,154.15)	104.2
54600 INSURANCE	189,500.00	0.00	720.00	0.00	188,780.00	0.4
54700 ELECTRICITY	229,000.00	11,101.09	111,110.68	0.00	117,889.32	48.5
54701 NATURAL GAS	17,500.00	448.83	6,069.69	0.00	11,430.31	34.7
54702 WATER	24,500.00	2,144.58	11,619.55	0.00	12,880.45	47.4
54703 SEWER	21,000.00	214.20	11,094.97	0.00	9,905.03	52.8
54704 REFUSE	22,500.00	361.58	10,321.36	0.00	12,178.64	45.9
54800 GENERAL REPAIRS/MAINTENANCE	204,300.00	15,786.55	74,296.69	43,448.13	86,555.18	57.6
54801 CONTRACTED MAINTENANCE	659,200.00	20,052.38	326,353.31	256,141.28	76,705.41	88.4
54803 MAINT. TELECOM EQUIPMENT	35,000.00	0.00	21,214.45	3,981.19	9,804.36	72.0
54805 VEHICLE REPAIR - MAJOR	0.00	0.00	5,203.71	0.00	(5,203.71)	0.0
54900 REGISTRATIONS	21,700.00	3,872.76	11,920.90	50.00	9,729.10	55.2
54901 DUES AND MEMBERSHIPS	31,200.00	790.00	4,370.00	543.00	26,287.00	15.7
54902 TAXES AND ASSESSMENTS	30,500.00	63.29	13,898.79	0.00	16,601.21	45.6
54903 LICENSES AND FEES	36,550.00	721.45	14,350.98	0.00	22,199.02	39.3
54904 MISCELLANEOUS	900.00	10.00	118.44	0.00	781.56	13.2
54905 EVENT REGISTRATION	0.00	1,151.15	1,151.15	0.00	(1,151.15)	0.0
55100 INTERGOVERMENTAL	15,000.00	0.00	0.00	0.00	15,000.00	0.0
56200 BUILDINGS & BLDG IMPROVEMENTS	0.00	-1,790.88	5,677.86	0.00	(5,677.86)	0.0
56400 MACHINERY & EQUIPMENT	0.00	0.00	0.00	8,637.13	(8,637.13)	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**	**427,941.55**	**2,633,653.65**	**519,562.67**	**3,725,713.68**	**45.8**
TOTAL FOR EXPENSE ACCOUNTS	**25,423,927.00**	**1,883,787.22**	**11,474,680.68**	**519,562.67**	**13,429,683.65**	**47.2**
NET SURPLUS / DEFICIT	**0.00**	**(1,823,194.22)**	**1,807,586.56**	**(519,562.67)**	**(1,288,023.89)**	**0.0**

FUND: DEBT SERVICE FUND (20)

Object	2013 Budget	June Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
REVENUE ACCOUNTS						
31112 PROPERTY TAXES DELINQUENT	0.00	0.00	0.09	0.00	(0.09)	0.0
TAXES:	**0.00**	**0.00**	**0.09**	**0.00**	**(0.09)**	**0.0**
36110 INVESTMENT INCOME	0.00	0.00	65.66	0.00	(65.66)	0.0
CHARGES OTHER:	**0.00**	**0.00**	**65.66**	**0.00**	**(65.66)**	**0.0**
TOTAL FOR REVENUE ACCOUNTS	**0.00**	**0.00**	**65.75**	**0.00**	**(65.75)**	**0.0**
NET SURPLUS / DEFICIT	**0.00**	**0.00**	**65.75**	**0.00**	**(65.75)**	**0.0**

Board Report - Budget to Actual by Object

Report as of: 6/30/2013

FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)

Object	2013 Budget	June Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
REVENUE ACCOUNTS						
29150 USE OF FUND BALANCE-BUDGET	1,139,665.00	0.00	0.00	0.00	1,139,665.00	0.0
36110 INVESTMENT INCOME	0.00	0.00	828.36	0.00	(828.36)	0.0
36700 FOUNDATION DONATIONS	0.00	0.00	96,900.26	0.00	(96,900.26)	0.0
CHARGES OTHER:	**1,139,665.00**	**0**	**97,728.62**	**0.00**	**1,041,936.38**	**8.6**
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**	**0.00**	**97,728.62**	**0.00**	**1,534,271.38**	**6.0**
EXPENSE ACCOUNTS						
53100 OFFICE/OPERATING SUPPLIES	0.00	0.00	679.75	0.00	(679.75)	0.0
53102 MAINTENANCE SUPPLIES	0.00	0.00	397.28	0.00	(397.28)	0.0
53500 MINOR EQUIPMENT	0.00	3,952.57	3,952.57	0.00	(3,952.57)	0.0
53501 FURNISHINGS	0.00	1,126.39	23,862.98	14.10	(23,877.08)	0.0
53502 PC HARDWARE	0.00	0.00	20,303.68	0.00	(20,303.68)	0.0
54100 PROFESSIONAL SERVICES	105,500.00	3,138.66	9,145.88	129,454.41	(33,100.29)	131.4
54101 LEGAL SERVICES	0.00	0.00	1,110.00	0.00	(1,110.00)	0.0
54800 GENERAL REPAIRS/MAINTENANCE	10,000.00	0.00	745.01	1,291.17	7,963.82	20.4
54912 CONTINGENCY/RESERVE	48,000.00	0.00	0.00	0.00	48,000.00	0.0
56200 BUILDINGS & BLDG IMPROVEMENTS	355,000.00	0.00	87,012.77	268,522.44	(535.21)	100.2
56201 CONSTRUCTION	99,500.00	0.00	112,227.18	0.00	(12,727.18)	112.8
56202 ELECTRICAL	0.00	2,549.64	38,350.60	0.00	(38,350.60)	0.0
56203 FLOORING	0.00	0.00	24,350.15	0.00	(24,350.15)	0.0
56400 MACHINERY & EQUIPMENT	0.00	8,752.00	48,993.15	0.00	(48,993.15)	0.0
56401 VEHICLES	160,000.00	0.00	0.00	0.00	160,000.00	0.0
56402 HVAC	854,000.00	0.00	28,115.80	0.00	825,884.20	3.3
TOTAL FOR EXPENSE ACCOUNTS	**1,632,000.00**	**19,519.26**	**399,246.80**	**399,282.12**	**833,471.08**	**48.9**
NET SURPLUS / DEFICIT	**0.00**	**(19,519.26)**	**(301,518.18)**	**(399,282.12)**	**700,800.30**	**0.0**

Pierce County Library Foundation

Memorandum

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

From: Lynne Hoffman, Foundation Director

Date: June 27, 2013

Re: Support of the Foundation by Library Trustees

As requested, Foundation board members were asked to suggest ways for Library Trustees to support the work of the Foundation. Georgia Lomax was on hand to lead the discussion at the June board meeting. She started with an overview of the role of the Trustees and their chart of work for the coming year.

The Foundation board is interested in nurturing the involvement of the Trustees. "Top of mind" ideas included finding ways for the two boards to connect, Trustees attending Foundation meetings to share their perspective and observe the work of the Foundation and, of course, Trustees making an annual donation to support the projects funded by the Foundation. They plan to thoughtfully consider suggestions and continue their discussion in September after the summer break.

Pierce County Library System
Information & Imagination

Date: June 17, 2013

To: Linda Ishem and members of the Board of Trustees

From: Mary Getchell, Marketing & Community Relations Director

Subject: Volunteer Program Improvement Update

For the past year and a half we have been improving and upgrading our volunteer program. In 2012, Volunteer Services Coordinator Karol Barkley and I developed a volunteer work plan to give focus and direction to our volunteer program. We created a volunteer committee to gain a systemwide approach. The team includes Branch Manager Robin Clausen, Community Branch Supervisor Patti Cox, Staff Experience Director Holly Gorski, Senior Branch Librarian Joy Kim (previously Senior Branch Librarian Lisa Heyerdahl), Karol, and me.

In the past year and a half we have completed the following:

- Karol updated the volunteer handbook, with review by me.
- The committee developed surveys of supervisors to learn their assessment and needs of the volunteer program. Based upon that survey we developed three primary tools: a FAQ, online application, and online timesheet. Overall, we provided tools to provide clear, consistent information and to make administrative paperwork more efficient and streamlined.
- The committee developed a FAQ to provide staff and supervisors with a uniform set of answers for the most frequently asked questions by staff and the public.
- With considerable help from Senior IT Technician Alice Knox, Karol and Alice selected, installed, and prepared a new, improved software program, Volgistics, to more efficiently manage volunteers.
- The committee and Alice, with review by Customer Experience Manager Jennifer Patterson and Branch Manager Rose Jetter, created an online application using Volgistics. Previously all applications were received on paper and Karol re-entered the information into an older volunteer software database. The new software program directly populates the information from the online application into the volunteer database.
- The same team created an online timesheet using Volgistics. Previously volunteers or their staff supervisors completed timesheets on paper. The online application and timesheet should streamline administrative work previously conducted by staff and the Volunteer Coordinator.

See the new online application at https://www.volgistics.com/ex/portal.dll/ap?AP=1190615281.

M E M O

Pierce County Library System
Information & Imagination

Date: June 18, 2013

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

From: Mary Getchell, Marketing & Community Relations Director

SUBJECT: Lakewood Pierce County Library 50th Anniversary Communications Strategy

Lakewood Pierce County Library turns 50 on August 1, 2013. It is the 50th anniversary of the Tenzler Library, which is now the Lakewood Library, which opened at 6300 Wildaire Road S.W. in 1963. To celebrate 50 years of serving the community from this location, Pierce County Library System and FRIENDS of Lakewood Library are hosting a free community celebration August 4th-17th. The culminating celebration is scheduled Saturday, August 17th, starting at 1 p.m.

To prepare for the event Kim Archer, Jaime Prothro, FRIENDS of Lakewood Library, and I have been gleaning information from files and boxes of historical papers. Carol Sheehan and the Marketing & Community Relations Department, as well as staff from Lakewood Library will be scouring boxes and books for photos and images, too. I also tapped Behrooz Madjdi, Randy Ferguson, and Harlan Zinck for some recollections regarding renovations to the library in 1974-75, adding an innovative and state of the art audio-visual department to the library.

Plans for the celebration include people sharing their Lakewood Library story in a book in the branch or on the Library System's Facebook page. People may view historical photos, news articles, brochures, a timeline of the library, and more in the gallery. On August 7th a local historian will share about the history of Lakewood and the Lakewood Library. August 11th-17th Lakewood Library will feature various festive events, culminating on Saturday, August 17th, with brief remarks from library and community leaders, music from a Beatles Tribute Band, and other events and refreshments free for the community.

The Marketing & Community Relations Department is preparing a variety of tools and tactics to promote and celebrate the anniversary including collaborating with the City of Lakewood; producing materials for the historical gallery; creating flyers, posters, programs, commemorative bookmarks, invitations, and a banner and proclamation; and conducting social and media relations.

The Tenzler Library, now Lakewood Library featured state-of-the art architecture and inventive services. The American Library Association, American Institute of Architects, and National Book Committee awarded the Flora B. Tenzler Memorial Library with a First Honor Award in 1964. The 1974-1975 renovations boasted a state-of-the-art audio-visual department with a very large audio-visual collection, egg chairs for listening to music, individual listening/viewing carrels, and a telephone access program which allowed people to call the library and hear recorded programs.

Happy 50th anniversary Lakewood Library!

Lakewood Pierce County Library 50th Anniversary Communications Strategy
June 18, 2013

Introduction

Lakewood Pierce County Library turns 50 on August 1, 2013. It is the 50th anniversary of the Tenzler Library, which is now the Lakewood Library, which opened at 6300 Wildaire Road S.W. in 1963. To celebrate 50 years of serving the community from this location, Pierce County Library System and FRIENDS of Lakewood Library are hosting a free community celebration August 4-17. The culminating celebration is scheduled Saturday, August 17, starting at 1 p.m.

Goals

1. Celebrate 50 years of service.

2. Invite and engage long-time original library customers, community leaders, and the public.

Key Audiences

Long-time, original library customers
Tenzler Family members
Tenzler Foundation (FRIENDS Verifying current)
City of Lakewood Council, Mayor
City of Lakewood Community Collaboration, community leaders
Lakewood Historical Society
Lakewood residents
Media

Planning Team

Kim Archer
Mary Getchell
Jaime Prothro
FRIENDS of Lakewood Library

Messages

Key Messages

1. Where were you in 1963?

2. You are invited to celebrate 50 years of service from the Lakewood Pierce County Library, originally the Tenzler Library, at 6300 Wildaire Road S.W. Please come!

3. Celebrate Aug. 4-17, with special events, entertainment, and refreshments on Saturday, Aug. 17, starting at 1 p.m. All for free, thanks to FRIENDS of Lakewood Library who is helping to sponsor the event.

4. Thank you for being a part of Lakewood Library for 50 years and especially welcome if you are a first-time customer.

Celebration Messages

1. Celebrate Lakewood Library's 50th anniversary: Aug. 4-17.

2. Share Your Library Story—through words or pictures in a book at Lakewood Library or post online to the Library System's Facebook page.

3. Aug. 4: visit the gallery in the upstairs of Lakewood Library and see displays of historical photos, news articles, brochures, a timeline of the library and more.

4. Aug. 7: learn about the history of Lakewood and the Lakewood Library from a local historian.

5. The week of Aug. 11-17—show your 60's pride and dress in 60's attire when you visit the library.

6. Lakewood Library 50th Anniversary Community Celebration

   Saturday, Aug. 17

   1 p.m. Hear and Share Lakewood Library Stories

   ALL TBD

   Pierce County Library Board of Trustee Chair Linda Ishem
   Tenzler Family Member
   Lakewood Mayor Bob Anderson
   FRIENDS President Bob Estrada
   Community stories
   Lakewood Library Manager Kim Archer
   Pierce County Library Executive Director Neel Parikh

   2 p.m., Beatles Tribute Band—rock out to the sounds of Beatles music.

   Children's Events and Fun for All

   Face painting · Caricature artist · Story telling

   Refreshments will be served

History at a Glance

1. The first Lakewood Library opened in February 15, 1947 in a hobby shop in the Clover Park Building, 6107 Steilacoom Boulevard, which is now home to Lakewood Appliance.

2. On August 1, 1963, the Flora B. Tenzler Memorial Library opened its doors to the south central residents of Pierce County, known as the Lakes District.

3. The Tenzler Foundation funded the 8,612 square foot library, with an 828 square foot fallout shelter basement. It paid $20,000 to Architect Russell N. Garrison and $5,000 to a consultant for landscape architecture and interior design. The site cost $28,500 and the construction ran $29/square foot, for a total of $250,000.

4. The state-of-the art library captured the community and instantly became the gathering place.

5. The American Library Association, American Institute of Architects, and National Book Committee awarded the Flora B. Tenzler Memorial Library with a First Honor Award in 1964.

6. In the first year (hoping to get number of people) had library cards. They made (hoping to get visits number) to Tenzler Library and checked out 74,763 copies books, albums, magazines and other items (August-December 1963). Then, in 1964 they checked items out 117,145 times—a 56.6 percent increase from the partial first year. In all, the library offered 20,000 books and other items.

7. In 1974-1975, the Tenzler Foundation funded an addition to the library, bringing the total square footage to 31,962.

8. The expansion included a state-of-the-art audio-visual department, which was intended to partner with local schools, colleges, and KTNT-TV (now KSTW-TV) to create and broadcast original productions. A basement television studio was envisioned, but never completed. The Library System purchased a large audio-visual collection featuring 16 millimeter sound films, 8 millimeter silent and sound films, slide/tape sets, audio cassettes, long-playing records, and other media. The selection was educational, informational, and recreational. The Library System introduced a small offering of VHS movies in 1983.

9. Kids and adults could chill to music and read in egg chairs–upholstered fiberglass pods with stereo speakers featuring records and tapes played on-demand by staff. Audio-visual carrels located throughout the building featured headphones and small-screen color Sony Trinitron televisions where customers could view films and videotapes. A viewing area near the glass-walled audio-visual department offered both a 27-inch console TV and a rear-projection set-up that allowed for small groups to view films and slides on demand. The meeting room featured a movie-theater type set up.

10. The renovation boasted an innovative Telephone Access Program Line, where people could call and speak with a live operator to request a children's story, a comedy routine, a master gardener or local history program, consumer information, or one of more than 50 other informational and entertainment choices. The service was offered 24/7; recorded reel-to-reel tapes ran Tapline One and live operators ran Tapline Two with individual play-on-demand tape cartridges.

11. In 1991-1992 the Friends of Lakes District Library donated the library building and $350,000 for renovation to Pierce County Library.

12. The Library is now 32,592 square feet, the largest in the Library System.

13. In 2012 Lakewood Library boasted the second highest number of card holders in the Library System, with 27,819 people having library cards. Last year, residents made 292,933 visits to Lakewood Library—the second highest in the system—and checked out 645,800 books, movies and CDs—the fifth highest in the Library System. In all, the library offered 130,000 books, albums, magazines, and other items.

Tactics and Activities

Activity	**Lead Staff**	**Target Date**
Historical info—data statistics	Petra/Kim to Mary	May 31
City involvement: Mayor Don Anderson remarks Banner permit Promotion—website, listserv, social media, etc. Proclamation	Mary contact and coordinate	May 29
Community stories and contacts	Kim to Mary	June 12
Photos and old articles	Kim and Carol gathering	June 28
Photos and articles select, scan, produce	Kim and Carol	July 3
Flyer promoting week celebration	Mary/Carol	July 18 to LWD
Poster promoting week celebration	Mary/Carol	July 18 to LWD
Program with then/now stats	Mary/Carol	Aug. 15 to LWD
Commemorative, embossed bookmark A Gift from FRIENDS	Mary/Carol	Aug. 15 to LWD

Invitation list Friends mailing list appx. 300 Community Collaboration City Council, committees School Board, superintendent Foundation list from Lynne H. Board of Trustees (Carol get from Petra)	Kim to Carol/Troy	by July 11
Postcard invitation Mailing to be paid by FRIENDS, 501(c) (3)	Mary/Carol	July 25 in mail
Banner across street Sponsored by FRIENDS	Mary/Carol	Up by July 18
Proclamation	Mary/Carol	To city by July 18
Post information to website	Kit	by July 18
Create Suburban Times ad to run Aug. 4-17 Sponsored by FRIENDS	Mary/Carol	by July 29
Secure ad space in Suburban Times Paid for by FRIENDS, nonprofit	Cassie	July 1
Autograph book	Kim/Carol	by Aug. 8
Pitch stories for news story	Mary	July 8
News release	Mary	issue July 22
Listserv	Mary/Kit	send July 22 and Aug. 12
Facebook announce and engage story sharing and monitor	Kit	Aug. 8, Aug. 15, Aug. 19
Tweet week and Aug. 17 celebration	Kit	Aug. 8, Aug. 16

Evaluation

Attendance: goal 200
News Coverage: goal 3 stories
Social Media Engagement: goal 10 likes, 5 comments

M E M O

Pierce County Library System
Information & Imagination

Date: July 1, 2013

TO: Linda Ishem and members of the Board of Trustees

From: Sally Porter Smith, Customer Experience Director

Subject: Ashford Elbe Book Drop

On July 11, 2013 a book drop will be installed at the Pierce 23 Fire and Rescue Station located at 29815 State Route 706 East in Ashford, Washington. Residents of Ashford and Elbe will receive a letter by July 8th announcing the option of returning materials at the Fire Station and will provide a convenient, local location to return library materials. The decision to place a book drop in Ashford was made based on feedback from customers stating they were reluctant to check out materials with shorter circulation periods and those not available for renewal for fear they could not get to the Eatonville Library in a timely manner.

The agreement with Pierce 23 Fire and Rescue provides Pierce County Library System with free access to space for installation of the book drop. Their enthusiasm and support in allowing the Library to install a book drop and provide residents a local repository for returned library materials is greatly appreciated. Materials will be collected every Monday by an Eatonville staff member. In six months, I will report back to the Board on the use of the book drop.

Pierce County Library System
Information & Imagination

Date: June 28, 2013

To: Linda Ishem and members of the Board of Trustees

Cc: Mary Getchell, Marketing & Community Relations Director

From: Kit Thompson, Content Writer

Subject: Library Card Design Contest Update

This spring, 1,000 children and teenagers submitted their creative and fun designs in the third biannual Pierce County Library System Card Design Contest. Any student living or attending school in Pierce County was eligible to enter the free contest.

The 2009 and 2011 contests included teenagers in grades 7-12. New for 2013, our Library Card Contest Team of Mary Getchell, Judy Nelson, Jami Schwarzwalder, and I agreed to add students in grades K-6 to the contest.

To encourage young people to participate in the contest, the Marketing & Community Relations Department communicated with the public via news releases, the Library's website, email/listserv news, e-newsletter, flyers and posters, Facebook, and Twitter. In addition, Mary provided information directly to communications directors at school districts throughout Pierce County and asked them to share information about the contest via their communications tools and networks, such as websites, listserves, and social media. The Information Technology Department also helped the Marketing Department with the online entry form.

The Library's graphic designers Lauren Adler and Carol Sheehan and I narrowed the field of 1,000 designs to 300. Then, professional artists reviewed the designs and selected 20 finalists: 10 from grades K-6, and 10 from grades 7-12.

Now through July 6, the public is voting online to select one card designed by a K-6 grade artist and one designed by a 7-12 grade artist. As of today, nearly 4,000 votes have been cast. The Library will announce the winners in mid-July.

The winning artwork will appear on new library cards, with the students' names appearing on the back of the cards. A Library graphic designer will fashion the two winning designs—one from each grade category—into library cards that will be replicated into 10,000 cards. The student-designed library cards will be available for free, in addition to other designs that the Library offers. Kids, teens, and people of all ages may get the new card, which will be available during the Library's seventh annual card drive in October 2013.

Pierce County Library System
Information & Imagination

Date: June 28, 2013

To: Linda Ishem and members of the Board of Trustees

From: Mary Getchell, Marketing & Community Relations Director

Subject: Partnership Continues to Match Library and Museum Customers

The solid partnership between museums and libraries continues to meet the interests and needs of Pierce County residents. People checked out the passes from all Pierce County Libraries, which shows a clear interest throughout the county in accessing the museum's exhibits and programs that are centered in Tacoma.

Use in 2012 of note focused on Washington State History Museum passes, which experienced a nearly doubling of checkouts compared with 2011. The Museum of Glass passes showed a first full year of usage. For 2012, the Library System no longer offered passes for the Children's Museum of Tacoma, because the organization became a Pay as You Will system.

Museum	**Checkouts 2012**	**Redemption 2012**
Museum of Glass – Glass Pass	1,323	Not reported
Tacoma Art Museum – Art Access Pass	1,613	2,308 **
Washington State History Museum – History Pass	1,566	1,528
Museum	**Checkouts 2011**	**Redemption 2011**
Children's Museum of Tacoma – Play Pass	876	Not reported
Museum of Glass – Glass Pass *	216	378 **
Tacoma Art Museum – Art Access Pass	1,529	3,564 adults and 417 youth **
Washington State History Museum – History Pass	857	Not reported

* Mid November-December 31, 2011

** Includes Pierce County Library System, Puyallup Public Library, and Tacoma Public Library

Library customers have access to these passes for free admission as part of a cooperative partnership project among the museums, Pierce County Library, Tacoma Public Library, and Puyallup Public Library. With a library card people may check out the free museum passes.

MEMO

Pierce County Library System
Information & Imagination

Date: June 3, 2013

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

From: Georgia Lomax, Deputy Director

Subject: Urban Library Council Innovations Award

On June 28, Sally Porter Smith and I attended the annual Urban Libraries Council Forum prior to the American Library Association meeting in Chicago. During the meeting, the *2013 Top Innovators* awards were announced. The awards recognize the leadership and impact of high-performing public libraries in 10 categories, and are selected by a panel of expert judges. More than 140 innovations were submitted this year. All submissions are added to the ULC's Innovation Resource Center, which provides libraries with access to best practices and replicable operations and service ideas.

In 2013, Pierce County Library System received the Honorable Mention in the "Operations" category for "How to cut a million: The Collection Budget Crew's materials budgeting process". The award went to New York and Brooklyn Public libraries for "BookOps: Share Library Technical Services".

Attached is the description from the *2013 Top Innovators* booklet. We will have copies of the booklet, with all of the recipients, at the next board meeting.

URBAN LIBRARIES COUNCIL

INSPIRING LIBRARIES. TRANSFORMING COMMUNITIES.

2013 TOP INNOVATORS

Inspiring Libraries. Transforming Communities.

New York Public Library | Bklyn Public Library

BookOps

Honorable Mention:
Pierce County Library System, WA

How to Cut a Million: The Collection Budget Crew's Material Budgeting Process

piercecountylibrary.org

The Pierce County Library System created a cross-departmental team to develop a customer-focused and fiscally sustainable materials budget while addressing a system-wide projected $3 million budget shortfall. To meet the challenge, the team started with a zero-based approach, involved staff in seeking solutions, and achieved a $1 million reduction in the materials budget.

URBAN
LIBRARIES
COUNCIL

INSPIRING LIBRARIES.
TRANSFORMING COMMUNITIES.

June 18, 2013

Dear ULC Member,

Lifelong learning has always been a core mission of public libraries. But what does lifelong learning mean for public libraries in 2013?

How do public libraries *lead* learning to best meet the needs of people in their community?

I am pleased to enclose ULC's latest Leadership Brief – *Libraries Igniting Learning* which describes new thinking on 21st century learning and the unique role that libraries hold for driving lifelong learning.

It is essential that libraries take a greater leadership role in learning. Every week, new studies describe the shortfall or learning gaps that exist for people of all ages. Being successful in the knowledge era means continuous learning and development of new skill sets - yet much of our education infrastructure remains firmly rooted in old ways.

As trusted institutions with a wealth of resources, libraries can heighten their role and contributions as learning leaders. By rethinking and realigning staff, resources, programs and space, along with partnering with key organizations, libraries can enable children, teens, and adults to gain the skills to be active in their own learning and development at all life stages.

Libraries Igniting Learning is intended for multiple audiences, including staff and library boards; local government, school, and civic officials; and business and non-profit leaders. I hope that it will be useful as you convene conversations about your library's role in leading lifelong learning.

If you would like additional copies or have questions about the Brief, please contact the ULC office at 312.676.0999. We always welcome your thoughts and feedback.

Best regards,

Susan Benton
President and CEO

URBAN LIBRARIES COUNCIL

INSPIRING LIBRARIES. TRANSFORMING COMMUNITIES.

SUMMER 2013

LEADERSHIP BRIEF: LIBRARIES IGNITING LEARNING

ABOUT THIS LEADERSHIP BRIEF

Libraries and learning have always been connected. The activities they offer and the resources they provide support as well as contribute to successful learning. Today, however, their support of and contributions to learning may not be enough. Libraries can serve a more central role in designing and delivering high-quality programs that lead to learning outcomes that are not only purposeful, but also intentional rather than assumed or implied.

It is essential for libraries to have a more powerful role in learning because:

- Traditional education cannot meet today's learning needs alone.
- Succeeding in today's rapidly changing world requires a higher order of skills and continuous learning.
- Libraries have a wealth of learning assets such as databases, technology tools, meeting rooms, business centers, and more.
- Libraries already are trusted, inclusive, welcoming places for learners of all ages, in addition to being places where people can get the personalized learning and support that they need.
- Libraries can connect the dots between what people learn at school, at home, and from their peers.

Becoming more powerful learning institutions require a recommitment to innovation along with a willingness to redefine how libraries think and operate. Essential action steps include:

1. Embracing a central educational role built around improved learning experiences and outcomes for people of all ages.
2. Focusing on solutions and outcomes rather than activities and events.
3. Rethinking how programs can be created and delivered to become more participatory.
4. Encouraging and supporting experimentation, creation, along with discovery, particularly among young learners.
5. Identifying and communicating new, relevant outcomes for interest-driven learning.
6. Developing strategic partnerships with informal and formal learning institutions to leverage resources and create new learning pathways.
7. Becoming an active member in community-wide learning coalitions and systems.

This Leadership Brief highlights how libraries can leverage their capacities, assets, connections, and stature to ignite learning within the communities they serve.

21ST CENTURY LEARNING

Research shows that a comprehensive and continuous approach to learning which begins early, draws on a variety of resources, extends beyond traditional classrooms, is participatory in addition to being interest driven, will all help children, teens, adults, and seniors succeed not only in schools and careers, but in life. The following sections highlight learning principles that can guide, shape, and influence a library's role in learning.

Learning may occur at any time, any place, any path, and any pace. While schools and homes are important places where learning occurs, libraries, museums, science centers, parks, afterschool programs, and technology centers (all known as "third learning places") are becoming equally as important. [i]

Young people respond more positively to learning that is personalized, interest-driven, informal, and supported by peers and mentors. Interest-driven learning asks, "what is the experience you want youth to have as a pathway to learning" versus "what do you want youth to learn."

Well-designed networks that connect diverse resources improve learning outcomes. Networks convert isolated events into continuous learning by linking school, home, community resources, mentors, and peers while providing multiple entry points into a learning experience based on interest. Hive learning, for example, encourages young people to move among learning experiences with a variety of environments which can be formal, informal, physical, or virtual.

Quality afterschool and summer learning programs improve learning outcomes, reduce out-of-school learning loss and support families and communities. With students spending only about 20 percent of their time in traditional classrooms, making the best use of the remaining 80 percent for sustained learning is essential for long-term success.

Technology is a catalyst for learning. Digital media facilitates a different kind of learning. It engages learners in new ways, provides connections for lifelong learning, and changes the way people gain, exchange, as well as create information and knowledge.

Well-designed, easily accessible, and welcoming spaces contribute to active participation and successful learning outcomes. Learners of all ages are attracted to places where they feel comfortable; can find and do what they need and want to do; and are able to take ownership of their learning activities with fewer boundaries, structures, rules, and people in charge.

CONNECTED LEARNING AND LEARNING LABS

Connected learning is a research-based approach that makes learning relevant to young people, to real life, to work, and to the realities of the digital age where rapid change is constant. It emphasizes the vital connection among three learning spheres; interests, peer interaction, and academic studies. It is based on four learning principles:

- Everyone can participate.
- Learning happens by doing.
- Challenge is constant.
- Everything is interconnected. [ii]

Inspired by YOUmedia, a digital initiative for teens developed at the Chicago Public Library, Learning Labs are programs and spaces within libraries and museums where connected learning happens by empowering and motivating young learners to identify and pursue their true passions. The John D. and Catherine T. MacArthur Foundation as well as the Institute of Museums and Library Services are funding the expansion of Learning Labs within 24 libraries and museums.

LIBRARIES IGNITING LEARNING

Libraries are already at the center of lifelong learning. They are places where people of all ages pursue knowledge, expertise, and rich learning experiences; places where people learn and create rather than consume and check out. [iii] Broadening library roles as community leaders and resources for 21st century learning require changes in how libraries think, operate, and engage in the community.

Six strategies for libraries to ignite learning are:

1. Understanding and embracing the library's role as a learning institution.
2. Offering high-quality learning experiences to diverse audiences based on research about what works.
3. Building strategic partnerships to form learning networks that will in turn broaden impact.
4. Increasing staff capacity to support learning strategies.
5. Designing spaces around the learner's priorities.
6. Raising the library's profile as a community learning leader.

Strategy #1: Understanding and embracing the library's role as a learning institution.

Schools are no longer solely responsible for educating the public. The "any time, any place, any path, any pace" model broadens learning opportunities and fits well within library capacity, resources, assets, audience, and community stature. Embracing the library's role as a learning institution involves:

- Understanding and communicating why learning is a key library priority.
- Maximizing staff capacity to make learning happen.
- Identifying and measuring relevant, realistic learning outcomes rather than just the materials used or program attendance.
- Creating internal connections among library learning programs as well as establishing links with programs offered by other community learning institutions.
- Placing the learner front and center when planning and designing learning experiences.
- Aligning library resources, tools, staff, and facilities to achieve learning outcomes. [iv]

Perhaps most important, defining the library as a learning institution requires library leaders to think more like educators and less like service providers.

Strategy #2: Offering high-quality learning programs to diverse audiences based on research about what works

Libraries are making great strides to ignite learning by developing programs that engage diverse learners as well as measure learning outcomes rather than just participation rates.

Examples of new library learning programs include:

- Learning Labs for teens that blend skilled adult mentors using digital tools and traditional media to make learning relevant, to develop lifelong learners, to empower and motivate learners, and to identify the pursuit of a learner's true passions.
- Year-round supplemental reading programs that engage readers of all ages and connect seamlessly to school reading programs as well as other community literacy efforts.
- New learning models like science cafes that support the development of STEM (science, technology, engineering, and math) skills for teens and adults, and maker space programs which encourage independent thinking, initiative, and do-it-yourself creativity.
- Gaming activities that teach critical thinking, problem solving, decision making, and design skills, in addition to improving reading and writing.

Strategy #3: Building strategic partnerships to form learning networks that will in turn broaden impact.

Libraries understand the value of partnerships to leverage and to deliver successful programs along with building powerful relationships. Drawing on that experience, libraries can become community learning network hubs by:

- Identifying community needs and embracing a shared purpose.
- Knowing the community landscape. This includes the organizations that are involved in learning, the programs organizations deliver, the audiences they serve, the capacities they have, and the opportunities for collaboration.
- Building stronger networks by looking for intersections between existing library learning programs and current capacities, with other programs offered by different learning institutions.
- Initiating and leading learning networks using the library's track record as a community anchor and institution.
- Coordinating online systems that support learning and the exchange of information or data.

Strong partnerships with schools are essential for continuous year-round learning, but are sometimes difficult to establish and maintain. Building sustained relationships involves not only connecting outcomes from library learning programs with the school system's curriculum and student records, but also becoming grounded in school priorities and assessment systems, all while sharing information regularly to ensure that the library and school learning is continuous. Maintaining regular contact with school leaders around learning priorities and needs is also essential.

With an understanding of the challenges schools are facing, libraries need to reach out to schools in a way that is solution oriented applying all the resources and the opportunities a library can provide.

Strategy #4 Increasing staff capacity to support shared learning strategies.

Long-term success as a community learning institution may require new or different staff skills. In a recent Urban Libraries Council member survey, 41 percent of library directors identified as one of their top three challenges having staff with the right skills to meet today's needs. Library directors say they need staff who are outwardly focused, able to build and sustain relationships, willing to push learners to pursue ideas and opportunities, and visible and active in the community. Communication, language, mentoring, and higher-level public technology abilities are particularly important skills needed for interaction using new techniques with library learners.

Libraries can begin to meet their new staffing needs by:

- Looking for staff with learner-focused skills when filling all vacancies.
- Creating new staffing structures that make carrying out the library's learning role an essential senior staff/ managerial responsibility.
- Providing professional development opportunities for current staff to help develop new skills, assume new roles, as well as increase understanding of new learning research and outcomes.
- Leveraging partnerships to draw on other organizations' staff capacity to support learners in new and diverse ways.
- Seeking public/private partnerships and grants that not only carry out new programs, but also provide funds to fill staff needs.
- Working to transform degree programs in both library and information sciences so that they understand and support the relevant skill-building necessary to meet new staffing needs.

Strategy #5: Designing space around the learner's priorities.

Libraries designed for learning are organized around people, technology, and connections in addition to books. Learning cafes, information commons, and maker spaces are hallmarks of libraries that are focused on participatory learning. Designing library spaces for learning initially requires rethinking more than rebuilding, and can be implemented incrementally beginning with the question "what do we want to happen in this space" rather than "what do we want to put in this space." [v]

Examples of how libraries are creating spaces to meet specific learning priorities include:

- Creating a small business incubator to meet both the learning and operating needs of a growing independent business sector that contains work stations, meeting rooms, as well as access to business resources and tools.
- Converting a traditional general service library branch into an e-skills and job learning center to address high unemployment needs.
- Designing learning labs for young people where they are supported by mentors and can build on their own interests, use diverse media, and interact with their peers.
- Integrating library branches into schools, where appropriate, that can provide high-quality learning resources which might not otherwise be available because of tight budgets.

Libraries have a unique edge when it comes to maximizing learning space because they are already trusted, welcoming places. When they take the next step toward

becoming trusted, welcoming, *learning* places, libraries can ignite participatory learning that will support users in a rapidly changing world.

Strategy #6: Raising the library's profile as a community learning leader.

Despite their broad learning credentials, libraries often aren't thought of as learning institutions or learning leaders. A recent research report on the roles of New York City's three public library systems as "branches of opportunity" found that library learning programs are often seen as add-ons rather than vital components of a learning system. Despite the dramatic changes in roles, many community leaders, [vi] citizens, users, and even library staff still think of libraries as book repositories.

Libraries can raise their profile as learning leaders by:

- Thinking like educators more than service providers.
- Reporting on learning experiences, priorities, and outcomes rather than attendance and circulation.
- Being at the table during key conversations that address community education needs and goals.
- Connecting regularly with other learning sources that serve the community.
- Identifying all library programs by their learning purpose (e.g., learning resources for immigrants rather than services for immigrants).
- Aligning library programs with school programs to not only build on learning that occurs in schools, but also to fill in the gaps where needed.
- Making learning part of all library messages.
- Engaging partners to help spread the word about the library's learning roles, programs, and outcomes.

BECOMING LEARNING LEADERS

Education is a key driver of individual success and economic growth. Education in America needs to be more powerful in order to prepare people of all ages to meet the challenges of today's global economy and to succeed throughout life.

Elected officials, educators, researchers, parents, and learners alike recognize that schools are no longer the exclusive learning place, and successful learning can and should occur outside the school.

The failure to achieve in school does not need to lead to a lifelong failure to learn. A wide range of cradle-through-career learning strategies is essential to ensure individual and community success.

Libraries have the unique opportunity to become more relevant and valued by providing effective learning opportunities in their communities in addition to building on both existing strengths and new learning tools. It is NOT hard to see libraries as learning hubs because of their experience, capacity, assets, and community stature; but, becoming respected learning institutions require library leaders to be more deliberate about how they define and communicate library priorities, as well as more systematic about how they design and deliver learning programs and measure outcomes.

Improving education is a vital national priority, and libraries can be at the center of achieving that goal. Libraries provide a bridge to the future, and that bridge to a brighter learning future is needed now more than ever.

LEARNING RESOURCES

PUBLICATIONS

Branches of Opportunity (New York: Center for an Urban Future, 2013).

Future Ready Columbus: Assuring Student Success for the Workforce of Tomorrow (Columbus, Ohio: Columbus Education Commission, April 30, 2013).

Ito, Mizuko, et. al. *Connected Learning: An Agenda for Research and Design.* (Chicago, IL: The MacArthur Foundation, 2013).

Museums, Libraries and 21st Century Skills (Washington, DC: Institute of Museum and Library Services, 2009).

Peterson, Terry K., PhD, editor. *Expanding Minds and Opportunities: Leveraging the Power of Afterschool and Summer Learning for Student Success* (Washington, DC: Collaborative Communications Group, Inc., 2013).

A Place to Grow and Learn: A Citywide Approach to Building and Sustaining Out-of-School Time Learning Opportunities (New York: The Wallace Foundation, 2008).

Picturing Success: The Transformative Power of Afterschool (Flint, Michigan: Charles Stewart Mott Foundation, 2011).

ONLINE RESOURCES

www.afterschoolalliance.org
www.chicagosummeroflearning.org
www.connectedlearning.tv
www.edutopia.org
www.hivelearningnetwork.org
www.remakelearning.org
www.youmedia.org

[i] Chen, Milton. *The Rise of Any time, Any Place, Any Path, Any Pace Learning: Afterschool and Summer as the New American Frontier for Innovative Learning* (Washington, D.C: Collaborative Communications Group, Inc., 2013)

[ii] Ito, Mizuko, et. al. *Connected Learning: An Agenda for Research and Design.* (Chicago, IL: The MacArthur Foundation, 2013). http:///clm.dmlhub.net/.

[iii] Breitkopf, Mia. *A Makerspace Takes Over a Local Library."* (Syracuse, NY: Syracuse University School of Information Studies, December, 2011).

[iv] Bennett, op. cit., page 11.
Bennett, Scott. *Libraries and Learning: A History of Paradigm Change (Urbana, IL, 2003).*

[vi] *Branches of Opportunity* (New York: Center for an Urban Future, 2013).

URBAN LIBRARIES COUNCIL | INSPIRING LIBRARIES. TRANSFORMING COMMUNITIES.

Founded in 1971, the Urban Libraries Council (ULC) is a membership organization made up of North America's premier public library systems and the corporations supporting them. While ULC's members primarily represent urban and suburban settings, the work done by ULC is widely used by all libraries including those in rural settings. ULC strategically addresses issues important to all communities including education, workforce and economic development, public safety, environmental sustainability, health, and wellness. ULC's members are thought leaders dedicated to the continuous evolution and strengthening of libraries to meet changing community needs. ULC's focus is on helping library leaders develop and utilize skills and strategies that match the challenges of the 21st century.

©2012 Urban Libraries Council

Printed on recycled paper

Pierce County
Library Foundation

Pierce County Library Foundation
Board of Directors Regular Meeting
May 28, 2013

President Michael Gordon called to order the regular meeting of the Pierce County Library Foundation Board of Directors on Tuesday, May 28, 2013 at 7:37a.m. at the Processing and Administration Center.

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

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

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

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

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

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

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

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

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

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

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

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

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

Unfinished Business

MEMO

Pierce County Library System
Information & Imagination

Date: June 3, 2013

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

From: Georgia Lomax, Deputy Director

Subject: Ratification of Labor Agreement

On June 28, 2013, the Executive Board of AFSCME Local 3787 announced that its membership had ratified the proposed *2013-2015 Collective Bargaining Agreement*. The vote was 97% in favor of ratification and 3% against.

The Union and Library negotiating teams reached tentative agreement on the contract on Tuesday, June 18, and the Union Team presented the full proposal to its membership on Friday, June 21, along with its recommendation that members vote "yes".

During the Board meeting Staff Experience Director Holly Gorski, and Labor Negotiator Joe Carrillo, will provide you with an overview of the 2013-2015 contract and ask you to ratify it.

M E M O

Pierce County Library System
Information & Imagination

Date: July 1, 2013

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

From: Clifford Jo, Finance & Business Director

Subject: 2013 Mid-Year Budget

OPERATING BUDGET

Attached is the mid-year budget chart that summarizes the budget for the remainder of the year. The primary goal of the mid-year budget is to ensure that spending is on track for the remainder of the year, make corrections and adjustments as needed, and begin planning for 2014.

New Revenues

The Library received about $111,300 in a revised property tax certificate in late December 2012, and is incorporated into the mid-year budget. Net of other revenue increases and decreases is $56,400.

Overall increase of new revenue is recorded at $167,689 for the remainder of 2013.

Expenditures

The net of all expenditures is a savings of $45,046, including a slight change to the capital improvement fund transfer. Savings due to unfilled positions were offset by increases to maintenance and operations. Those increases are not expected to carry forward into 2014.

The adjustment to personnel budget to match projected costs is on target at -3%. Note that because the first 5 months of the actuals already reflect personnel savings, this line item was adjusted for the remainder of the year.

Use of Cash Reserves and Total Sources of Funding

Due to additional revenue and lower expenditure, the Library is reducing its anticipated use of cash reserves from $807,172 to $762,126. Therefore, net total sources of funding increased by $122,643.

Bottom Line

The Library is proposing a balanced budget with reduced use of cash reserves.

During the Board meeting, Georgia and Sally will talk more about the budget process and answer any questions you have.

Attached is the revised budget of revenues and expenditures, needing a motion from the Board.

PIERCE COUNTY LIBRARY SYSTEM
- 2013 MID-YEAR PROPOSED -

	GENERAL FUND MID-YEAR BUDGET PROPOSED AS OF 7/1/2013	2013 Final (12/12/12)	2013 As of 5/29	2013 Mid-Year	% used as of 5/29	% Change 2013 Final to 2013 MY	. Notes
	Use of Fund Balance/Cash Reserves	807,172	0	**762,126**	0.00%	-5.58%	Maintained the same as originally approved
	---------- REVENUES ----------						
31110	Property Taxes Refunded						
31111	Property Taxes Current	22,724,764	9,198,879.05	**22,831,773**	40.48%	0.47%	Updated with the late December 2012 amended levy certificate
31112	Property Taxes Delinquent	908,991	447,247.38	**913,271**	49.20%	0.47%	Updated with the late December 2012 amended levy certificate
31130	Sale of Tax Title Property	3,000	-	**3,000**	0.00%		
31210	Private Harvest Tax	50,000	28,301.31	**70,000**	56.60%	40.00%	
31720	Leasehold Excise Tax	15,000	16,841.24	**20,000**	112.27%	33.33%	Increased based on current projection to year-end
33533	State Forest Funds		1,865.53	**4,000**			Match year-end projection
33872	Contract Fees-Cities		1,620.00	**3,400**	new	new	Match year-end projection
34160	Copier Fees	25,000	11,787.12	**28,000**	47.15%	12.00%	
34161	Graphics Services Charges		4,390.95	**4,400**	new	new	Match year-end projection
34162	Printer Fees	60,000	30,012.70	**70,000**	50.02%	16.67%	Increased based on current projection to year-end
34730	Interlibrary Loan Fees		127.92		new		
35970	Library Fines	615,000	240,197.09	**580,000**	39.06%	-5.69%	Reduced to match year-end projection
36110	Investment Income	10,000	4,069.38	**10,000**	40.69%		
36111	Interest - State Forest Fund		0.36		new		
36190	Other Interest Earnings		2.96		new		
36200	Key Pen Hlth Dept Facility Rev		419.12		new		
36700	Foundation Donations	150,000	50,882.00	**150,000**	33.92%		
36710	Friends' Donations		362.11		new		
36720	Friends' Reimbursements		11,510.58	**12,000**	new	new	Match year-end projection
36725	Donations-Other		877.42	**1,000**	new	new	Match year-end projection
36920	Book Sale Revenue	20,000	2,338.15	**6,000**	11.69%	-70.00%	Changed vendors meant sales had to begin from scratch
36990	Miscellaneous Revenue		20,633.41	**30,000**	new	new	Match year-end projection
36991	Payment for Lost Materials	25,000	7,217.02	**17,000**	28.87%	-32.00%	Reduced to match year-end projection
36994	Unclaimed Property		31.22		new		
36995	Collection Agency Revenue		301.98		new		
36996	Jury Duty Reimbursement		190.00		new		
36997	Prior Year's Refunds		1,582.50	**1,600**	new	new	Match year-end projection
36998	E Rate Reimbursement		6,020.37	**6,000**	new	new	Match year-end projection
36999	Rebates - Procurement Card	10,000	11,164.20	**19,500**	111.64%	95.00%	Increased based on current projection to year-end
39510	Sale of Fixed Assets		1.62		new		
39520	Insurance Recoveries - Capital Assets		3,426.32	**3,500**	new	new	Match year-end projection
	TOTAL REVENUES	**$24,616,755**	**10,102,301.01**	**$24,784,444**	**41.04%**	**0.68%**	
	Increase/decrease over previous			167,689 (.68%)			
	TOTAL FUNDING SOURCES	**$25,423,927**	**$10,102,301**	**$25,546,570**	**39.74%**	**0.48%**	
	Increase/decrease over previous			122,643 (.48%)			

PIERCE COUNTY LIBRARY SYSTEM
- 2013 MID-YEAR PROPOSED -

GENERAL FUND MID-YEAR BUDGET PROPOSED AS OF 7/1/2013	2013 Final (12/12/12)	2013 As of 5/29	2013 Mid-Year	% used as of 5/29	% Change 2013 Final to 2013 MY	. Notes
---------- EXPENDITURES ----------						
PERSONNEL						
51100 Salaries & Wages	13,681,285	5,321,308.86	**13,310,332**	38.89%	-2.71%	Reduced to reflect vacancies and includes retroactive COLA for
51105 Additional Hours	230,600	96,290.36	**237,200**	41.76%	2.86%	labor contract
51106 Shift Differential	160,175	54,450.62	**147,872**	33.99%	-7.68%	Reduced to match year-end projection
51107 Substitute Hours	299,600	119,265.37	**313,350**	39.81%	4.59%	Increased to match projected needs through end of year
51109 Tuition Assistance Program	3,000	1,410.35	**3,000**	47.01%		
51200 Overtime Wages	7,500	2,206.58	**7,100**	29.42%	-5.33%	Less needed for remainder of year
52001 Industrial Insurance	167,861	67,403.42	**165,787**	40.15%	-1.24%	Reduced to match year-end projection
52002 Medical Insurance	2,139,809	829,252.06	**2,083,991**	38.75%	-2.61%	Reduced to match year-end projection
52003 FICA	1,094,384	420,178.60	**1,085,861**	38.39%	-0.78%	Follows Salaries & Wages
52004 Retirement	1,039,773	370,514.65	**994,557**	35.63%	-4.35%	Reduced to match year-end projection
52005 Dental Insurance	227,556	84,387.61	**217,822**	37.08%	-4.28%	Reduced to match year-end projection 10.86%
52006 Other Benefit (Cell Phone Allowance)	9,580	3,920.00	**10,620**	40.92%		Increased to match year-end projection -5.64%
52010 Life and Disability Insurance	25,631	9,973.16	**24,185**	38.91%		Reduced to match year-end projection
52020 Unemployment Compensation	30,500	4,395.52	**20,000**	14.41%	-34.43%	Reduced due to significantly fewer claims being made
52200 Uniforms	1,300	-	**1,300**	0.00%		
Total Personnel	**19,118,554**	**7,384,957**	**18,622,977**	**38.63%**	**-2.59%**	
Reduction in salaries planning budget to match projections	(573,557)		**(337,141)**		41.22%	Adjusted for year end projections (approx 5 months incorporated
Net Personnel	**18,544,997**	**7,384,957**	**18,285,836**	**39.82%**	**-1.40%**	from personnel costs)
MAINTENANCE & OPERATIONS						
53100 Office/Operating Supplies	152,300	89,002.55	**158,300**	58.44%	3.94%	Increased due to needs
53101 Custodial Supplies	41,000	23,365.04	**56,100**	56.99%	36.83%	Facilities are needing more supplies than we had estimated
53102 Maintenance Supplies	40,000	25,060.30	**60,200**	62.65%	50.50%	Facilities are needing more supplies than we had estimated
53103 A/V Processing Supplies	25,000	16,586.49	**30,000**	66.35%	20.00%	Materials supplies are needing more supplies than we had estimated
53104 Book Processing Supplies	20,000	9,869.83	**25,000**	49.35%	25.00%	Materials supplies are needing more supplies than we had estimated
53200 Fuel	58,000	12,605.92	**58,000**	21.73%		
53500 Minor Equipment	15,300	2,000.00	**8,300**	13.07%	-45.75%	Moved funds to other line items, including office/operating supplies
53501 * Furnishings	50,000	30,146.53	**60,000**	60.29%	20.00%	Includes grant-related purchases
53502 * PC Hardware	196,200	58,323.23	**296,200**	29.73%	50.97%	Added funding to begin implementation of technology plan
53503 Printers	20,000	1,220.13	**20,000**	6.10%		
53505 Software	33,500	8,351.24	**33,500**	24.93%		
54100 * Professional Services	251,500	141,517.10	**362,450**	56.27%	44.12%	Includes additional training and Staffweb costs
54101 Legal Services	30,000	16,982.37	**105,000**	56.61%	250.00%	Reflects paid costs and anticipated legal needs for personnel
54102 Collection Agency	33,400	8,008.09	**30,000**	23.98%	-10.18%	Reduced due to not sending children to collections
54161 Resource Sharing Services	25,000	4,328.85	**25,000**	17.32%		
54162 Bibliographics Services	40,000	6,843.99	**40,000**	17.11%		
54163 Printing and Binding	2,000	820.67	**2,000**	41.03%		
54165 Inter Library Loan Lost Item Charges	3,000	-	**3,000**	0.00%		
54200 Postage	42,000	6,631.09	**42,000**	15.79%		
54201 Telephone/Data Lines	161,300	23,284.42	**161,300**	14.44%		
54300 * Travel	28,600	9,745.21	**29,140**	34.07%	1.89%	Slight increase projected for the remainder of the year
54301 Mileage Reimbursements	31,050	11,841.95	**31,050**	38.14%		
54400 * Advertising	28,920	6,351.00	**28,920**	21.96%		
54501 * Rentals/Leases - Buildings	195,300	145,554.76	**197,000**	74.53%	0.87%	Slight increase projected for the remainder of the year
54502 * Rentals/Leases - Equipment	27,800	29,249.62	**32,000**	105.21%	15.11%	Adjusted for copier needs through the end of the year
54600 Insurance	189,500	720.00	**189,500**	0.38%		
54700 Electricity	229,000	89,786.62	**220,000**	39.21%	-3.93%	Reduced due to warmer than anticipated winter

PIERCE COUNTY LIBRARY SYSTEM
- 2013 MID-YEAR PROPOSED -

GENERAL FUND MID-YEAR BUDGET PROPOSED AS OF 7/1/2013	2013 Final (12/12/12)	2013 As of 5/29	2013 Mid-Year	% used as of 5/29	% Change 2013 Final to 2013 MY	Notes
54701 Natural Gas	17,500	5,075.93	**17,000**	29.01%	-2.86%	Reduced due to warmer than anticipated winter
54702 Water	24,500	8,104.07	**20,200**	33.08%	-17.55%	Includes "brown lawn" decision this summer
54703 Sewer	21,000	9,002.24	**21,700**	42.87%	3.33%	Adjusted for anticipated year end costs
54704 Refuse	22,500	7,699.72	**22,500**	34.22%		
54800 * General Repairs/Maintenance	204,300	83,758.11	**204,300**	41.00%		
54801 * Contracted Maintenance	659,200	485,961.31	**703,800**	73.72%	6.77%	Added security monitoring of PAC HVACs and other needed
54803 Maint. Telecomm Equipment	35,000	25,195.64	**30,200**	71.99%	adjustments -13.71%	Reduced for projected year end actuals
54900 * Registrations	21,700	7,903.14	**21,700**	36.42%		
54901 * Dues and Memberships	31,200	4,123.00	**31,320**	13.21%	0.38%	Slight increase projected for the remainder of the year
54902 Taxes and Assessments	30,500	13,835.50	**30,500**	45.36%		
54903 Licenses and Fees	36,550	13,234.88	**37,750**	36.21%	3.28%	Slight increase projected for the remainder of the year
54904 Miscellaneous	900	108.44	**1,040**	12.05%	15.56%	Increased to account for other costs
55100 Intergovernmental	15,000	-	**15,000**	0.00%		2011-12 audit begins in October 2013
Total Maintenance & Operations	**3,089,520**	**1,442,199**	3,460,970	**46.68%**	**12.02%**	
* Items that are asterisked required department heads to list specific costs						
MATERIALS						
534xx Materials	3,297,075	957,264	**3,303,075**	29.03%	0.18%	Based on the Collection Budget Crew's recommendation
53401 Adult Materials	847,684	268,137.03	**847,684**	31.63%		"
53403 Periodicals	80,000	3,919.54	**80,000**	4.90%		"
53405 Juvenile Books	496,458	146,926.66	**496,458**	29.59%		"
53406 Professional Collection	20,000	1,003.94	**20,000**	5.02%		"
53407 International Collection	76,000	5,656.89	**76,000**	7.44%		"
53408 Audiovisual Materials - Adult	816,000	326,813.31	**816,000**	40.05%		"
53409 Audiovisual Materials - Juvenile	102,040	33,795.23	**102,040**	33.12%		"
53411 Electronic Info Sources	170,355	-	**170,355**	0.00%		"
53412 Reference Serials	36,414	614.01	**36,414**	1.69%		"
53413 Electronic Services	244,124	25,013.57	**244,124**	10.25%		"
53414 Electronic Collection	255,000	80,268.88	**255,000**	31.48%		"
53464 Vendor Processing Services	153,000	59,959.52	**153,000**	39.19%		"
53490 Collection Projects	0	5,155.64	**6,000**	new	new	Accounting for actuals
53499 Gifts - Materials	-	339.68	**1,000**	new	new	Accounting for actuals
Total Materials	**3,297,075**	**957,604**	3,304,075	**29.04%**	**0.21%**	= 13.33% of revenues (when incl. Found. distributions & gifts)
54912 CONTINGENCY	0	-	**0**			Unrestricted cash balance of 2% is met; no need to set aside
59700 TRANSFERS TO CIP	492,335	-	**495,689**	0.00%	0.68%	Set at 2% of revenues (adjusted for mid-year revenue changes)
Total Transfers	**492,335**	**-**	495,689	**0.00%**	**0.68%**	
TOTAL EXPENDITURES	**$25,423,927**	**9,784,760**	**$25,546,570**	**38.49%**	**0.48%**	
REVENUES LESS EXPENDITURES	**($807,172)**	**317,541**	**($762,126)**	**-39.34%**	**5.58%**	

PIERCE COUNTY LIBRARY SYSTEM
- 2013 MID-YEAR PROPOSED -

GENERAL FUND MID-YEAR BUDGET PROPOSED AS OF 7/1/2013	2013 Final (12/12/12)	2013 As of 5/29	2013 Mid-Year	% used as of 5/29	% Change 2013 Final to 2013 MY	. Notes
BUDGET SUMMARY						
Use of Fund Balance/Cash Reserves	807,172	0	**762,126.00**	0.00%	-5.58%	
REVENUES						
Taxes	23,701,755	9,691,269	**23,838,044**	40.89%	0.58%	96.18% of revenues
Intergovernmental	0	3,486	**7,400**	new	new	0.03% of revenues
Charges for Services	85,000	46,319	**102,400**	54.49%	20.47%	0.41% of revenues
Fines	615,000	240,197	**580,000**	39.06%	-5.69%	2.34% of revenues
Miscellaneous	215,000	121,031	**256,600**	56.29%	19.35%	1.04% of revenues
TOTAL REVENUES	**24,616,755**	**10,102,301**	**24,784,444**	**41.04%**	**0.68%**	100.00% of revenues
Increase/decrease over previous year			167,689 (.68%)			
TOTAL AVAILABLE FUNDING SOURCES	**25,423,927**	**10,102,301**	**25,546,570.00**	**39.74%**	**0.48%**	
Increase/decrease over previous year			122,643 (.48%)			
EXPENDITURES						
Personnel	18,544,997	7,384,957	**18,285,836**	39.82%	-1.40%	71.58% of expenditures
Maintenance & Operations	3,089,520	1,442,199	**3,460,970**	46.68%	12.02%	13.55% of expenditures
Materials	3,297,075	957,604	**3,304,075**	29.04%	0.21%	12.93% of expenditures
Subtotal	**24,931,592**	**9,784,760**	**25,050,881**	**39.25%**	**0.48%**	98.06% of expenditures
Increase/decrease over previous year			119,289 (.48%)			
CONTINGENCY	0	-	**0**			0.00% of expenditures
TRANSFERS TO CIP	492,335	-	**495,689**	0.00%	0.68%	1.94% of expenditures
Subtotal	**492,335**	**-**	**495,689**	**0.00%**	**0.68%**	1.94% of expenditures
TOTAL EXPENDITURES	**25,423,927**	**9,784,760**	**25,546,570**	**38.49%**	**0.48%**	100.00% of expenditures
Increase/decrease over previous year			122,643 (.48%)			
NET OF REVS & EXPS	**$0**	**317,541**	**$0**	**new**		

M E M O

Pierce County Library System
Information & Imagination

Date: July 1, 2013

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

From: Clifford Jo, Director of Finance & IT

Subject: 2013 Mid-Year Capital Improvement Plan

As part of the mid-year adjustment, the Capital Improvement Plan was reviewed and revised. Several changes are recommended on the attachment. Major changes are noted below.

- Accounted for payments made in 2013 towards 2012 projects that ended up having some activity in 2013, whether for work or payments (this is especially for the Fife and Key Center projects). Those are noted as "CARRY FORWARD".
    - The Fife project took longer to pay out due to negotiations with MBS on uncompleted work. After factoring in revisions to the parking lot, the complete Fife project budget is under budget by about $4,000.
- For the remainder of 2013, we are revising some of the projects, such as HVACs and IT Closet Cooling, to reflect recent anticipated bid results. The PAC HVAC project cost changes are provided on the next page.
    - The IT Closet Cooling project ended up being one third of the original budget due to finding another contractor who bid significantly less than the original estimate.
    - PAC HVAC (see attached)
- New proposals include:
    - Software for the Marketing and Community Relations department
    - Improving the power feeds to the ITG media dispensers.
    - Purchasing 3 copiers that are coming off-lease (extension to late 2012 project)
- Eliminated the Bonney Lake HVAC project, which is unnecessary

We are requesting the Board to increase the budget by $653,100, the majority of which accounts for carry forward payments for 2012 projects ($347,000) and the increase in cost to the PAC HVAC system ($286,000).

A resolution is required to approve the change to the capital improvement budget (attached).

2014 projects will be fully developed beginning in August and proposed in November as part of the fiscal year budgeting. Further refinements will be made to 2015-2017 projects.

As of July 1, 2013

2013 Capital Improvements

	2013 Final	2013 Mid-Year	
Beginning Fund Balance (estimated)	**2,200,000**	***3,258,147***	Mid-year reflects 2012 fiscal year results (original $2.2m was estimate)
REVENUES			
General Fund Transfer	492,335	*495,689*	Slight increase due to change in general fund revenues (2% GF revs)
Other Revenues			
Total Inflows	**492,335**	**495,689**	
Total Funding Available	**2,692,335**	**3,753,836**	
PROJECTS			
Commitments			
UP 5,000 sq feet expansion (10-year contractual)	120,000	120,000	
Fife Branch		*128,100*	Carry forward of 2012 MBS costs paid in 2013 + some additional work
Fife follow up work	120,000	120,000	No change; on budget
Service Improvement Projects			
Branch workflow and efficiencies		*2,500*	Carry forward of 2012 costs paid in 2013
Media Security		*20,400*	Carry forward of 2012 costs paid in 2013
Customer Print Enhancements		*32,000*	More equip. needed on vend-to-print project (2012 project)
Key Center project		*155,000*	Carry forward of 2012 costs paid in 2013
Major Maintenance			
HVAC Replacements			
PAC (Offset by potential energy grants)	840,000	*1,126,000*	Costs increased due to revised design
BLK	90,000	0	Reviewing needs; project pushed out to a future year
Roof Replacements			
SMT	180,000	180,000	No change; on budget
IT Closet Cooling	64,000	*67,000*	Was $192k over three years; reduced to $67k and complete in 1 year
Vehicles			
Contingency for major repairs	10,000	10,000	No change
Transit Cargo Van (offset by bookmobile sales)	80,000	80,000	(Current asking price is $35,000 for both bookmobiles)
Replace Passenger van #1 with Hybrid Car	35,000	35,000	No change; on budget
Replace Passenger van #2 with Hybrid SUV	45,000	45,000	No change; on budget
Equipment and Technology			
Graphics Work Order System Replacement		*14,000*	New project: purchase graphics work order system for Mark. & Com. Rel.
ITG Power Upgrades		*17,100*	New project: improve power feeds to media dispensers
Copier Replacements		*66,000*	Carry forward 2012 costs paid in 2013 ($41k) + 3 new copiers off lease
Total Capital Project Budget	**1,584,000**	**2,218,100**	
Contingency Needs (3% CIP budget, min $25,000)	48,000	67,000	Increased due to overall budget increased
LWD Floor Reconfigure for Children & Teens		*4,000*	
Ending Fund Balance (estimated)	**1,060,335**	**1,468,736**	

Changes highlight in italics

RESOLUTION NO. 2013-05

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PIERCE COUNTY RURAL LIBRARY DISTRICT TO REVISE THE CAPITAL IMPROVEMENTS FUND BUDGET OF ESTIMATED EXPENDITURES FOR 2013

WHEREAS, the Board of Trustees of the Pierce County Rural Library District on December 12, 2012 approved a Capital Improvements Budget of $1,632,000, and

WHEREAS, in June 2013, the Pierce County Rural Library District conducted a midyear budget analysis to determine if any adjustments were warranted, including to account for payments made in 2013 towards 2012 projects, and

WHEREAS, in the year 2013 several unscheduled capital improvement projects needed immediate attention and adjustments needed to be made to existing or new projects, now, therefore

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

The 2013 Capital Improvements Budget of Estimated Expenditures be revised this date to the total amount of $2,285,100 an increase of $653,100 from the December 12, 2012 budget, to reflect the additions to, deletions from, modifications to, and/or the rescheduling of projects outlined in the overall Capital Improvements Plan.

PASSED AND APPROVED THIS 10TH DAY OF JULY, 2013.

BOARD OF TRUSTEES, PIERCE COUNTY RURAL LIBRARY DISTRICT

Linda Ishem, Chair _____

Allen Rose, Vice-Chair _____

Donna Albers, Member _____

Robert Allen, Member _____

J. J. McCament, Member _____

New Business

M E M O

Pierce County Library System
Information & Imagination

Date: July 1, 2013

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

From: Clifford Jo, Finance & Business Director

Subject: 2013 Property Values for 2014 Tax Levy

Last week the Pierce County Assessor-Treasurers Office released their annual report on property valuations in Pierce County. County-wide, residential properties increased by 2% and commercial property values have increased by 4.7%. We are calculating what this impact will be on 2014 revenues, and will be developing a budget strategy during July and August. We will update the Board in August, as we head into the 2014 fiscal year budget process.

My preliminary estimate at this time is that the Library's taxing district increased in value between 2% and 3.5%. Recall that our original estimate was between 1% and -7%, so this is definitely good news for the Library.

We still are anticipating a need to cut the budget. To balance the budget without using cash in 2014, we will need to reduce expenditures between $700,000 and $1,000,000. We had originally predicted a $1.7m to $3.5m shortfall.

While this news is a relief compared to what was originally estimated as the shortfall, we do not know precisely what will happen on the Levy Certificate until September. We will keep the Board apprised of what happens.

Please see attached report from the News Tribune and the County breakdown of property value changes for residential and commercial.

2013 Residential Average Assessed Value Change by City

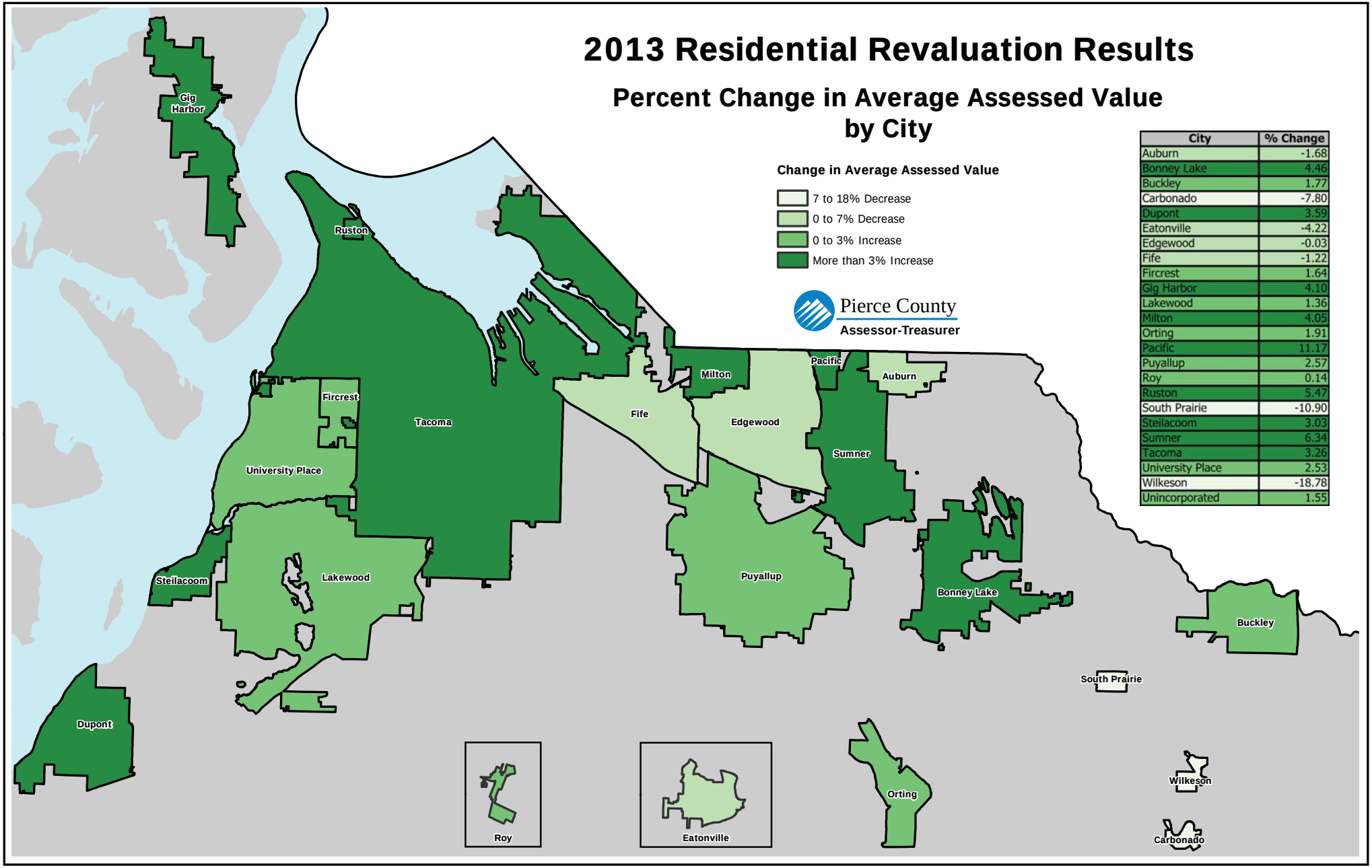
City	2012 Avg Assd Value	2013 Avg Assd Value	Dollar Change in Avg Assd Value	Percent Change
AUBURN	$217,126	$213,487	$-3,639	-1.676%
BONNEY LAKE	$198,314	$207,167	$8,853	4.464%
BUCKLEY	$163,808	$166,702	$2,893	1.766%
CARBONADO	$115,842	$106,810	$-9,032	-7.797%
DUPONT	$233,640	$242,019	$8,379	3.586%
EATONVILLE	$123,498	$118,289	$-5,209	-4.218%
EDGEWOOD	$227,901	$227,839	$-62	-.027%
FIFE	$164,839	$162,823	$-2,016	-1.223%
FIRCREST	$206,615	$209,995	$3,381	1.636%
GIG HARBOR	$268,328	$279,332	$11,004	4.101%
LAKEWOOD	$191,991	$194,610	$2,620	1.365%
MILTON	$168,401	$175,219	$6,818	4.048%
ORTING	$136,918	$139,531	$2,613	1.909%
PACIFIC	$136,550	$151,800	$15,250	11.168%
PUYALLUP	$186,060	$190,836	$4,776	2.567%
ROY	$134,402	$134,588	$186	.139%
RUSTON	$195,991	$206,711	$10,720	5.470%
SOUTH PRARIE	$106,142	$94,574	$-11,569	-10.899%
STEILACOOM	$238,306	$245,520	$7,214	3.027%
SUMNER	$169,775	$180,530	$10,756	6.335%
TACOMA	$160,613	$165,844	$5,231	3.257%
UNIVERSITY PLACE	$240,820	$246,905	$6,086	2.527%
WILKESON	$111,228	$90,335	$-20,893	-18.784%
UNINCORPORATED	$193,078	$196,066	$2,988	1.548%
Averages	$178,758	$181,147	$2,389	.595%

Assessed Value Change by City

City	Count	2012 Wtd Avg	2013 Wtd Avg	Difference	%-Change Wtd Avg
Auburn	26	$5,745,198	$6,031,561	$286,363	5.0%
Bonney Lake	232	$2,217,238	$2,237,252	$20,014	0.9%
Buckley	139	$959,329	$967,184	$7,855	0.8%
Carbonado	2	$74,800	$72,150	-$2,650	-3.5%
Dupont	149	$3,519,107	$3,835,947	$316,840	9.0%
Eatonville	146	$366,130	$376,771	$10,642	2.9%
Edgewood	141	$577,588	$582,156	$4,568	0.8%
Fife	662	$2,212,635	$2,371,117	$158,482	7.2%
Fircrest	74	$1,436,583	$1,581,585	$145,003	10.1%
Gig Harbor	647	$1,908,786	$1,939,723	$30,937	1.6%
Lakewood	1,538	$1,750,815	$1,816,011	$65,195	3.7%
Milton	143	$1,751,529	$1,818,798	$67,269	3.8%
Orting	73	$659,518	$656,079	-$3,440	-0.5%
Pacific	192	$816,585	$855,958	$39,373	4.8%
Puyallup	1,182	$2,937,877	$3,054,081	$116,205	4.0%
Roy	29	$273,102	$273,331	$229	0.1%
Ruston	62	$218,929	$217,980	-$948	-0.4%
South Prarie	38	$300,815	$300,469	-$346	-0.1%
Steilacoom	116	$1,413,981	$1,479,838	$65,856	4.7%
Sumner	762	$2,523,686	$2,642,647	$118,961	4.7%
Tacoma	5,847	$2,242,863	$2,377,966	$135,103	6.0%
University Place	541	$1,223,557	$1,320,442	$96,885	7.9%
Wilkeson	17	$117,090	$115,409	-$1,681	-1.4%
City Summary	12,758	$1,753,499	$1,836,462	$82,962	4.7%

2013 Residential Revaluation Results

Percent Change in Average Assessed Value by City



City	% Change
Auburn	-1.68
Bonney Lake	4.46
Buckley	1.77
Carbonado	-7.80
Dupont	3.59
Eatonville	-4.22
Edgewood	-0.03
Fife	-1.22
Fircrest	1.64
Gig Harbor	4.10
Lakewood	1.36
Milton	4.05
Orting	1.91
Pacific	11.17
Puyallup	2.57
Roy	0.14
Ruston	5.47
South Prairie	-10.90
Steilacoom	3.03
Sumner	6.34
Tacoma	3.26
University Place	2.53
Wilkeson	-18.78
Unincorporated	1.55

The News Tribune

Pierce County home values show uptick

STEVE MAYNARD

LAST UPDATED: JUNE 22ND, 2013 05:46 PM (PDT)

The long, steep slide in Pierce County home values has come to a halt and turned upward for most homeowners.

The assessed value of the average home in Pierce County increased 2 percent this year, according to the Pierce County Assessor-Treasurer's Office.

The number is small and doesn't nearly gain back what was lost during the economic recession, but it's the first uptick since 2007 when home values started to erode.

Credit the improvement to increased selling prices, said Assessor-Treasurer Mike Lonergan. "The market for houses began to turn up," he said.

Assessed values increased for about 65 percent of residential and commercial properties combined, Lonergan said. That's a sharp turnaround from a year ago, when 95 percent of those properties declined in value.

But the increase wasn't across the board. Values stayed flat or declined for 35 percent of property owners this year.

"We still see pockets of Pierce County that, unfortunately, are still heading down in value," Lonergan said.

Those declines are affecting outlying areas: Wilkeson, South Prairie, Carbonado, Eatonville and Key Peninsula.

Cities and towns with some of the biggest increases are Pacific, Sumner and Ruston.

Also showing gains: Bonney Lake, Gig Harbor and Tacoma.

Average commercial values fared even better. They increased by 3.3 percent compared with last year. From 2009 to 2012, the average value of a commercial property in Pierce County dropped by $224,213, a loss of 19 percent.

Notices for residential and commercial properties will go in the mail Monday. The notices contain the assessor's valuations as of Jan. 1, 2013. They're based on sales that occurred in 2012.

Those values will be used to calculate property taxes for 2014. You won't know your tax bill until the assessor's office sends it in February.

The average value of a residential property in Pierce County increased from $192,129 last year to $196,117 this year.

That 2 percent increase looks golden compared to the previous six years.

From 2007 to 2012, the average value of a residential property in Pierce County plummeted a total of 31 percent.

"Prices got low enough and interest rates low enough that people were able to come into the market," Lonergan said.

Realtor Mike Larson said he's not surprised that assessed values are turning around, but they remain only a general gauge of the market.

"These things move like ocean liners," said Larson, president of Allen Realtors in Lakewood. "The values are increasing at a much higher rate than 2 percent." The median sales price in Pierce County increased 9 percent in May from a year ago to $210,000, according to the Northwest Multiple Listing Service. Home sales prices in Pierce County have increased every month this year on a year-over-year basis.

Buyers and sellers rely on appraisals rather than assessed values to determine the value of a home. The appraised value is the more relevant figure because it's usually a more recent picture of the market at a specific time.

Lonergan said the goal is for assessed valuations to come as close as possible to hitting the market value that a home could sell for without going over.

"We don't want to overvalue anybody's property," he said.

Lonergan said property owners with assessed values that went up this year will likely see their taxes increase slightly or stay the same next year. Those whose assessments went down will likely see a decrease in taxes.

The exception will be owners in any taxing district where voters approved an added tax levy or new bond issue. Taxes on most properties in those districts will increase as a result, Lonergan said.

In general, tax rates for schools, cities and fire districts have increased in recent years as property values declined, he said.

As required by state law, Pierce County inspects all properties on a six-year cycle. One-sixth of the properties are physically inspected each year, he said. The remaining five-sixths are “statistically trended” based on sales, said Lonergan, in his first year in office.

Dale Washam, the assessor-treasurer who left office in December, focused on physical inspections because many hadn’t been carried out by his predecessor.

Lonergan said he’s striving to balance physical inspections with computer modeling of sales in the marketplace.

Lonergan said the halt in the erosion of property values is good news, especially for some taxing districts.

Some fire and parks districts have reached the limit for their tax rate. Increased assessed values will generate more tax revenue for them.

“They actually have had their budget squeezed by the tremendous decrease in the value of properties in their district,” Lonergan said. “They’re pleased to see that squeezing of their budget has stopped and that they’re starting to recover.”

County budget and finance director Gary Robinson said the upswing in assessed values is a sign of an improved economy. New construction and building improvements could add to the county’s tax revenue, he said.

While assessed values have improved overall, the chasm to make up from the recession remains enormous.

In 2008, the total value of all assessed properties in Pierce County was $92 billion, Lonergan said. That total for 2013 is $70.5 billion.

“It will take a long time to get back to $92 billion,” he said.

M E M O

Pierce County Library System
Information & Imagination

Date: July 1, 2013

TO: Linda Ishem and members of the Board of Trustees

From: Sally Porter Smith, Customer Experience Director

Subject: Children's Internet Protection Act and Public Libraries

For over a decade, the issue of children's and adult's access to the internet in public libraries has been debated by legislators, educators, librarians, advocates, and the courts. For public and school libraries, the critical law in reviewing public internet policy is the Children's Internet Protection Act (CIPA). It was signed into law on December 21, 2000 and after subsequent legal challenges was found by the Supreme Court to be facially constitutional and with some amendments upheld on June 23, 2003 (the full text of the law, http://ifea.net/cipa.pdf). The underlying purpose of the Children's Internet Protection Act enacted by Congress in 2000 was to address concerns about children's access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools or libraries that receive Erate discounts. Although some states have laws related to CIPA implementation, Washington state does not.

The Federal Communications Commission, responsible for overseeing Erate required public libraries not in compliance with CIPA to come into compliance by July 1, 2004 to be eligible for seeking discounts for Internet access or internal connections. The Institute of Museum and Library Services (IMLS), the government agency that oversees the Library Services and Technology Act issued guidelines related to the U.S. Supreme Court Decision as it relates to CIPA. Specifically, IMLS State Grants Program requires a public library to certify that it is compliance with CIPA's Internet safety requirements.

The FCC issued and has continued to update administrative rules for the implementation of CIPA for Erate, with the most recent update released in 2011 (see the FCC's Consumer Guide, Children's Internet Protection Act and overview of the Children's Internet Protection Act included in this packet). Specifically, the FCC requires schools and libraries subject to CIPA to adopt and implement an Internet safety policy addressing:

(a) access by minors to inappropriate matter on the Internet

(b) the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications;

(c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online;

(d) unauthorized disclosure, use, and dissemination of personal information regarding minors;

M E M O

(e) measures designed to restrict minors' access to material harmful to minors.

On January 14, 2004, the Board of Trustees of the Pierce County Library System adopted the Internet Use Policy (see the policy included in the packet). The policy includes PCLS Internet Policy including statement of philosophy, access by adults, access by minors, rules governing use, public users security, and compliance. Pierce County Library System is, and has been in compliance with the federal Children's Internet Protection Act, which protects children under age 17 from access on a library's public computer to visual depictions of obscenity, child pornography, and other content that is harmful to minors on the Internet.

CIPA compliance is a choice. An informal survey of Washington libraries conducted in early 2013 yielded eleven responses from neighboring libraries. Of those responses, seven libraries were CIPA compliant; three libraries provide filtered only access in their libraries and two are Non-CIPA compliant. Historically and currently, discussion regarding CIPA compliance includes the effectiveness of filtering technology.

Filters can be implemented in many different ways, by a software program, via network infrastructure such as proxy servers or firewall that provides Internet access. Current technology provides significantly improved options for implementing filtering than what was available when CIPA was first enacted, addressing the issues of overblocking, filtering out materials that should be acceptable and underblocking, missing materials that should be filtered, but because of the pace in which material is added to the Internet is missed by the filtering process.

Pierce County Library System currently uses a cloud-based filtering service which is widely used by other organizations, including libraries. Current categories the Library filters include pornography, illegal activities (criminal skills, drugs, hacking, phishing, etc.), message/bulletin boards, chat rooms, free pages and personal pages as well as technology categories that include the online ability to perform illegal functions or jeopardize security. All computers in children's and teen areas in Pierce County Library are filtered. In order to use all other computers in the library, customers aged 17 and older must select filtered or unfiltered access to the Internet, as provided by CIPA. (At the August Board meeting, we will discuss how intellectual freedom is applied on a day-to-day basis, and how filtering works on a day-to-day basis in the Pierce County Library System.)

Just as the technology of filtering has changed significantly since CIPA was enacted so has Americans access to technology and the Internet. The Pew Research Center's Internet and American Life Project that provides research into how Americans are interacting with information technology recently released statistics that dramatically demonstrate the change in access to the Internet (http://www.pewinternet.org/Presentations/2013/Jun/RUSA.aspx). According to Pew Research approximately 4% of Americans in 2000 had access to Broadband Internet service at home; in 2012, 68% of Americans have access to Broadband in their homes. Furthermore, mobile subscriber connections have grown significantly, with 91% of the U.S. population having mobile service; 56% having Smartphone subscriptions, and 34% having tablet subscriptions. Technology is ubiquitous. The impact of how technology is used impacts how library services are provided. (In September the Board will review our Intellectual Freedom policies in context of today's issues and opportunities as well as customer expectations.)

Children's Internet Protection Act (CIPA)

Background

The Children's Internet Protection Act (CIPA) was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-rate program – a program that makes certain communications services and products more affordable for eligible schools and libraries. In early 2001, the FCC issued rules implementing CIPA and provided updates to those rules in 2011.

What CIPA Requires

Schools and libraries subject to CIPA may not receive the discounts offered by the E-rate program unless they certify that they have an Internet safety policy that includes technology protection measures. The protection measures must block or filter Internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors. Before adopting this Internet safety policy, schools and libraries must provide reasonable notice and hold at least one public hearing or meeting to address the proposal.

Schools subject to CIPA have two additional certification requirements: 1) their Internet safety policies must include monitoring the online activities of minors; and 2) as required by the Protecting Children in the 21st Century Act, they must provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

Schools and libraries subject to CIPA are required to adopt and implement an Internet safety policy addressing:

(a) access by minors to inappropriate matter on the Internet;

(b) the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications;

(c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online;

(d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and

(e) measures designed to restrict minors' access to material harmful to minors.

Federal Communications Commission · Consumer and Governmental Affairs Bureau · 445 12th St. SW. Washington, DC 20554
1-888-CALL-FCC (1-888-225-5322) · TTY: 1-888-TELL-FCC (1-888-835-5322) · Fax: 1-866-418-0232 · www.fcc.gov/consumer-governmental-affairs-bureau

Schools and libraries must certify they are in compliance with CIPA before they can receive E-rate funding.

- CIPA does not apply to schools and libraries receiving discounts for telecommunications service only.
- An authorized person may disable the blocking or filtering measure during use by an adult to enable access for bona fide research or other lawful purposes.
- CIPA does not require the tracking of Internet use by minors or adults.

You can find out more about CIPA or apply for E-rate funding by contacting the Universal Service Administrative Company's (USAC) Schools and Libraries Division (SLD) at **www.sl.universalservice.org**. SLD also operates a client service bureau to answer questions at 1-888-203-8100 or via email through the SLD website.

For More Information

For more information about this and other communications issues, visit the FCC's Consumer website at **www.fcc.gov/consumers**, or contact the FCC's Consumer Center by calling 1-888-CALL-FCC (1-888-225-5322) voice or 1-888-TELL-FCC (1-888-835-5322) TTY; faxing 1-866-418-0232; or writing to:

Federal Communications Commission
Consumer and Governmental Affairs Bureau
Consumer Inquiries and Complaints Division
445 12th Street, S.W.
Washington, DC 20554

###

For this or any other consumer publication in an accessible format (electronic ASCII text, Braille, large print or audio), please write or call us at the address or phone number below, or send an email to FCC504@fcc.gov.

This document is for consumer education purposes only and is not intended to affect any proceedings or cases involving this subject matter or related issues.

Last Reviewed: 2/1/13

Published on *FCC.gov* (http://www.fcc.gov)

Children's Internet Protection Act

Background

The Children's Internet Protection Act (CIPA) was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-rate program – a program that makes certain communications services and products more affordable for eligible schools and libraries. In early 2001, the FCC issued rules implementing CIPA and provided updates to those rules in 2011.

What CIPA Requires

Schools and libraries subject to CIPA may not receive the discounts offered by the E-rate program unless they certify that they have an Internet safety policy that includes technology protection measures. The protection measures must block or filter Internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessed by minors). Before adopting this Internet safety policy, schools and libraries must provide reasonable notice and hold at least one public hearing or meeting to address the proposal.

Schools subject to CIPA have two additional certification requirements: 1) their Internet safety policies must include monitoring the online activities of minors; and 2) as required by the Protecting Children in the 21st Century Act, they must provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

Schools and libraries subject to CIPA are required to adopt and implement an Internet safety policy addressing:

(a) access by minors to inappropriate matter on the Internet;

(b) the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications;

(c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online;

(d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and

(e) measures restricting minors' access to materials harmful to them.

Schools and libraries must certify they are in compliance with CIPA before they can receive E-rate funding.

- CIPA does not apply to schools and libraries receiving discounts only for telecommunications service only;
- An authorized person may disable the blocking or filtering measure during use by an adult to enable access for bona fide research or other lawful purposes.
- CIPA does not require the tracking of Internet use by minors or adults.

You can find out more about CIPA or apply for E-rate funding by contacting the Universal Service Administrative Company's (USAC) Schools and Libraries Division (SLD) [1]. SLD also operates a client service bureau to answer questions at 1-888-203-8100 or via email through the SLD website.

For More Information

For information about other communications issues, visit the FCC's Consumer website [2], or contact the FCC's Consumer Center by calling 1-888-CALL-FCC (1-888-225-5322) voice or 1-888-TELL-FCC (1-888-835-5322) TTY; faxing 1-866-418-0232; or writing to:

Federal Communications Commission
Consumer and Governmental Affairs Bureau
Consumer Inquiries and Complaints Division
445 12th Street, SW
Washington, D.C. 20554.

Print Out

Children's Internet Protection Act Guide [3] (pdf)

Old Url:
http://www.fcc.gov/cgb/consumerfacts/cipa.html

Consumer & Governmental Affairs [4]

Consumer & Governmental Affairs

Source URL: http://www.fcc.gov/guides/childrens-internet-protection-act

Links:
[1] http://www.sl.universalservice.org
[2] http://www.fcc.gov/consumers
[3] http://www.fcc.gov/cgb/consumerfacts/cipa.pdf
[4] http://www.fcc.gov/category/bureau-office/consumer-governmental-affairs

Board Policy

Pierce County Library System
Information & Imagination

Internet Use Policy

Internet Policy

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

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

Access by Adults

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

Access by Minors

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

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

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

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

Rules Governing Use

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

Public Users Security

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

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

Compliance

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

Board Policy

Pierce County Library System
Information & Imagination

Board Policy 2.11
Adopted by the Board of Trustees of the Pierce County Library System, January 14, 2004.

M E M O

Pierce County Library System
Information & Imagination

Date: June 27, 2013

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

From: Jaime Prothro, Customer Experience Manager

Subject: WorkSource Pierce Leadership Team

Pierce County Library System seeks to join the WorkSource Pierce Leadership Team, a county wide initiative to integrate and maximize connections among job seekers, workers, business and employers. PCLS staff will serve as part of the WorkSource Leadership Team, comprised of Workforce Central staff and staff from other agencies that work to assist individuals with immediate employment needs, educational institutions that provide job training, as well as Employment Security representatives. This team focuses on both immediate issues and opportunities for job seekers, and provides input to the Workforce Development Council for future service development.

The team has worked to achieve several goals:

1. Create an accountable, flexible, and integrated system that is demand-side led, accessible to everyone, based on economic and workplace needs, which offers customized services that are continuously improved.
2. Create an accountable system that enables disadvantaged youth, persons with disabilities, new labor market entrants, recent immigrants, and dislocated and low wage workers to access education, training and jobs in response to ever-changing workforce needs and challenges.
3. Create an accountable system to close the gap between businesses need for skilled workers and Pierce County residents' ability to meet that need.

The work of this group is entering a new phase that will include prioritized strategies that will compliment many of the efforts at work in Pierce County.

As an example of the collaborative work that is currently underway, Pierce County Library has partnered with WorkSource to offer computer classes in all areas of the county. So far this year, 50 workshops have been offered to over 300 individuals and plans for 2014 workshops are underway. This MOU does not include anything beyond the scope of existing library services but it does enhance our existing partnership to engage with initiatives in support of job seekers. I would appreciate any feedback or questions for the Board of Trustees regarding this partnership.

PIERCE COUNTY LIBRARY SYSTEM (Memorandum of Understanding)

Each of the agencies party to this agreement agree to support the development and implementation of the Partnership's system integrators, which include building the technology infrastructure, building staff capacity, developing a common approach to business services and contacts, defining skill standards, developing a system of direct customer access, and developing common performance outcomes.

1. **Core Services**
   Pierce County Library System's (PCLS) mission is to bring the world of information and imagination to all people of our community. PCLS provides collections, services, and programs that appeal to all-ages and offer the following services to adults:
   - Many electronic resources to help build skills and occupational knowledge; many available 24/7
   - Books, test preparation and other print materials
   - Media, such as DVDs and CDs (spoken and music)
   - Free public computer access with printing
   - Free Wi-Fi access
   - Computer classes on a wide-variety of topics to build digital literacy skills
   - Dedicated resources at six Job & Business Center locations and a website that links customers to quality services
   - Professional librarian assistance
   - Programs and events that inform and entertain
   - Test proctoring service
   - Public meeting spaces and study rooms

2. **Common Referral System**
   PCLS will share information about the Career Development Center and help make connections between customers and the services available.

   Identify a Point of Contact for job seeker: individuals should be referred to any of the PCLS branches (Bonney Lake, Buckley, Dupont, Eatonville, Fife, Gig Harbor, Graham, Key Center, Lakewood, Milton, Orting, Parkland/Spanaway, South Hill, Steilacoom, Summit, Sumner, Tillicum, and University Place). Directions and hours are available on the library's website (www.piercecountylibrary.org).

   Agency intake, enrollment, and assessment processes: to obtain a library card, individuals must show their identification with proof of their current mailing address.

   Describe how the Agency supports seamless client flow between programs: PCLS representatives participate in the Tacoma/Pierce Leadership meetings to ensure WorkSource Pierce staff are aware of the process to obtain access to library services.

3. **Workforce Skill Standards**
   PCLS will use workforce industry standards in curriculum design, training and assessment of Workforce programs.

4. **Cross Agency Training**
   PCLS will participate in formal and informal training sessions or provide partnership information to assist in the development of training activities.

5. **Customers**
   PCLS serves all members of the community and has established reciprocal borrowing agreements with many neighboring communities to make accessing services as easy as possible. Customers may register for library cards online at www.piercecountylibrary.org, or visit a local branch. Target audiences for service include young learners, readers, adult learners, and online customers.

6. **Common Technology**

   Participate in the development and use of common technologies that assist in:
   6.1 Streamlining resources and programs
   6.2 Integrating services within and across agencies and systems
   6.3 Unifying measurements and accountability
   6.4 Developing common data-based systems to track progress

7. **Common Customer Satisfaction System**
   Pierce County Library System will participate in a common customer satisfaction data collection and analysis system. Distribute and use the common satisfaction collection methods and other processes developed to measure customer satisfaction as agreed upon by the network.

8. **System Contributions**
   Pierce County Library System (PCLS) will make the following contributions to the system. This list is not exclusive and may change depending on needs and resources available.
   - Provide meeting room space
   - Provide a schedule of computer classes at multiple library locations
   - Mobile laptop labs may be used for related workshops within library sites, or off-site if led by library staff
   - Distribute and post information in library spaces
   - Provide partnership agencies with PCLS information that includes upcoming programs, events, and opportunities of interest
   - Provide staff at events to share resources available at the library
   - Partner in presentations, workshops, and trainings as appropriate

9. **Initial Customer Complaints**
   PCLS agrees to follow the Initial Complaint Policy and all applicable modifications. The Initial Customer Complaint Policy is attached to this MOU in Appendix B.

10. **Integrated Service Functions at the Career Development Center**
    PCLS does not provide front-end staff at the Career Development and does not actively participate in these service functions.

11. **Employer and/or Business Services:**
    PCLS will discuss on an ongoing basis its approach to providing services and job development for its customers. These discussions will occur at the WorkSource Pierce Leadership team monthly meetings. PCLS agrees to follow the Coordinated Business Services Policy and all applicable modifications. The Coordinated Business Services Policy is attached to this MOU in Appendix B.

M E M O

Pierce County Library System
Information & Imagination

Date: July 10th, 2013

To: Linda Ishem and members of the Board of Trustees

From: David Durante, Customer Experience Manager

Subject: Staff Web

On May 15th Pierce County Library System launched its new Staff Web. This most recent edition allows staff to work collaboratively from multiple locations and shifts, locate staff with specific skills for customers, and 'follow' information that is of interest to them. These features are similar to those found on popular social media sites and allow staff to be more efficient and well informed. These collaborative features exist alongside a traditional staff web with improved functionality to help staff find information more quickly and to help keep it up to date.

Though we are in the early stages of staff adoption, we have already seen a great deal of engagement from different groups in our new collaborative spaces. We've seen different workgroups and teams come together to solve issues staff members are dealing with on a daily basis. Some discussions have already led to changes in work procedure which are bettering service to our customers and increasing efficiency.

A Staff Web page has been created to help you access Trustee-related resources. I will introduce you to it during the meeting.

Thank you.

M E M O

Pierce County Library System
Information & Imagination

Date: July 1, 2013

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

From: Jennifer Patterson, Customer Experience Manager

Subject: Approve purchase of Interactive Discovery Platform development

The Library Foundation has received a $150,000 grant from the Paul G. Allen Family Foundation to further develop the concept of gamification started with the Teen Summer Challenge. The Library will use these funds to create an online interactive discovery platform that highlights library resources and services to customers who will be engaged and rewarded for participating in a variety of activities.

The Library issued a RFP for game design, graphic design and BadgeOS platform development for this project on June 4, 2013 and results were due back June 25, 2013. We have selected the winning vendor, LearningTimes, and will issue a purchase order not to exceed $70,000.

We are asking the Board of Trustees to:

> Authorize, by motion, the Library to sign a contract and/or purchase order with LearningTimes, not to exceed $70,000.

M E M O

Pierce County Library System
Information & Imagination

Date: July 1, 2013

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

From: Clifford Jo, Director of Finance & IT

Subject: PAC HVAC Project—cost increase

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

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

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

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

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

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

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