

AGENDA
Regular Meeting of the Pierce County Library System Board of Trustees
February 14, 2018 | 3:30 pm

3:30 pm	02 min.	Call to Order: Rob Allen, Chair	
3:32 pm	05 min.	Public Comment: <i>This is time set aside for members of the public to speak to the Board of Trustees. Unless the item you wish to discuss is of an emergency nature, the Board ordinarily takes matters under advisement before taking action. Please sign up at the time of the meeting to speak during the public Comment period, and limit your comments to three minutes.</i>	
3:37 pm	03 min.	Consent Agenda 1. Approval of Minutes of the January 10, 2018, Regular Meeting 2. Approval of January 2018 Payroll, Benefits and Vouchers 3. <i>Resolution 2018-02:</i> To Declare Furnishings and Equipment Surplus to Public Service Needs	Action
3:40 pm	10 min.	Board Members Report	
3:50 pm	10 min.	Routine Reports 1. Dashboards, Georgia Lomax 2. December 2018 Financial Report, Donna Morey 3. Executive Director Report, Georgia Lomax 4. Branch Services Report, Jaime Prothro	
4:00 pm	10 min.	Unfinished Business 1. Library Priorities, Mary Getchell	
4:10 pm	10 min.	New Business 1. 2017 Fiscal Year Report, Clifford Jo	
	30 min.	a. <i>Resolution 2018-03: To Close the 2017 Fiscal Year</i>	Action
	10 min.	2. Board Metrics, Melinda Chesbro 3. PC Reads Preview, Jaime Prothro	
5:00 pm	10 min.	Officers Reports 1. 2018 Work Plan 2. Annexation of County Parcels by Fircrest 3. Strategic Plan Communications Results 4. Leadership Academy – Cohort 2 5. Economic Development Board (EDB) 2017 Top Major Employers List 6. General Architectural Services 7. 2018 Traveling Trustee Meetings	
5:10 pm	15 min.	Executive Session <i>At this time on the agenda, the Board of Trustees will recess to Executive Session per RCW 42.30.110, to discuss property matters.</i>	
5:25 pm	02 min.	Announcements	
5:27 pm		Adjournment	

Consent Agenda

CALL TO ORDER

Vice Chair Daren Jones called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:30 pm. Board members present were Donna Albers, Monica Butler and Pat Jenkins. Chair Rob Allen was excused.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

1. Approval of Minutes of the December 13, 2017, Regular Meeting
2. December 2017 Payroll, Benefits and Vouchers
 - a. Payroll Warrants 3791-3792 dated 12/1/17-12/31/17 in the amount of \$1,692.93
 - b. Payroll Disbursement Voucher dated 12/6/17 in the amount of \$1,006,505.10
 - c. Payroll Disbursement Voucher dated 12/21/17 in the amount of \$787,940.12
 - d. Accounts Payable Warrants 628345-628472 dated 12/1/17-12/31/17 in the amount of \$1,073,022.16
3. *Resolution 2018-01: Cancellation of Unredeemed Warrants*

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

BOARD REPORTS

There were no Board Reports.

ROUTINE REPORTS

Dashboards – Ms. Lomax noted the work on metrics continues. Deputy Director Melinda Chesbro indicated branch door counters will be updated this quarter.

Foundation Director Dean Carrell reported the Foundation Board of Directors recently held their first retreat to work on fundraising plans for 2018.

November 2017 Financial Report – Finance Manager Donna Morey noted the closeout of 2017 expenditures will take place on January 22, 2018.

Executive Director Report – The Board received copies of the budget document and summary document. Ms. Lomax noted feedback and response during her community meetings has been supportive. She also shared the Certificate of Recognition presented by the City of to the University Place recognizing the University Place Library for its partnership.

Ms. Lomax reported the Library would be rescinding their offer to purchase the Key Center property due to wetlands restrictions on the property.

NEW BUSINESS

2018 Foundation Agreement – Finance and Business Operations Director Clifford Jo and Mr. Carrell brought the 2018 agreement and addendum to the Board for approval.

Mr. Carrell said the Foundation Board will be concentrating its efforts on major fundraising this year. There are currently five open positions on the Board.

Ms. Albers moved to authorize Ms. Lomax to sign the Foundation Agreement as presented. Mr. Jenkins seconded the motion and it was passed.

Ms. Albers moved to authorize Ms. Lomax to sign the Addendum as presented. Mr. Jenkins seconded the motion and it was passed.

UNFINISHED BUSINESS

Revenue/Expenditures Gap Follow Up – Mr. Jo shared a chart showing an estimate of the gap between projected revenue and expenditures for the years 2019-2023. Ms. Lomax noted that while the Library always has a balanced budget, this chart depicts how much the Library has to cut to balance the budget in future years if no changes are made to current operations.

Library Priorities Public Involvement – Marketing and Communications Director Mary Getchell reported the Library will be seeking public input from January 19 through March 10 at open houses, at community meetings from civic organizations, and through surveys during the public engagement process. The intent of these activities is to learn what the public values most for library services. The input will help inform a community advisory committee that will further review the public's comments and ideas. She encouraged the trustees to share information about the Library's funding with civic groups and to attend an open house in the branches.

Discussion ensued about the survey questions. Ms. Lomax said the Library is working with consultants and other library districts and will get additional recommendations.

Ms. Lomax encouraged the trustees to share the information within their networks.

BOARD EDUCATION AND SERVICE

Public Information Overview – Ms. Getchell introduced J.Marie Riche, the Library's public affairs consultant. Ms. Riche provided an overview of the Public Disclosure Commission (PDC) regulations outlining what the Board of Trustees can and cannot do during elections.

Ms. Lomax noted she and Ms. Getchell would be taking in-depth PDC training in February. Ms. Getchell noted the information would also be shared with staff, as well as the Foundation Board and Friends of the Library.

OFFICERS REPORTS

2015-16 Audit Report – Mr. Jo noted the cost of future audits will be slightly higher since they will be conducted annually.

After Hours Meeting Room Use Follow Up – Ms. Prothro reported feedback she received from customers was generally positive. While some had questions, they also understood the need for this change.

Administrative Center Training Room – The trustees were invited to tour the new training room.

EXECUTIVE SESSION

There was no Executive Session.

ADJOURNMENT

The meeting was adjourned at 5:05 pm on motion by Ms. Butler, seconded by Ms. Albers.

Georgia Lomax, Secretary

Rob Allen, Chair

January 2018 Payroll, Benefits and Vouchers

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	3793-3797	1/1/18-1/31/18	\$6,505.06
Electronic Payments - Payroll & Acct Payable		01/06/18	\$1,045,206.08
Electronic Payments - Payroll & Acct Payable		01/21/18	\$815,810.06
Accounts Payable Warrants	628473-628640	1/1/18-1/31/18	\$1,464,472.67
Total:			\$3,331,993.87

Check History Listing
Pierce County Library System

Check #	Bank	Date	Paid to	Status	Can/Vd Date	Pay Period Dates	Dir Dep	Amount
3793	key	01/05/2018	KeyBank N.A. NINO, SHARON	C	01/31/2018	12/16/17 - 12/31/17	0.00	459.62
3794	key	01/05/2018	KeyBank N.A. GAINES, STEPHEN	C	01/31/2018	12/16/17 - 12/31/17	0.00	1,386.88
3795	key	01/05/2018	KeyBank N.A. TRANER, CHARLES	C	01/31/2018	12/16/17 - 12/31/17	0.00	1,316.90
3796	key	01/22/2018	KeyBank N.A. GAINES, STEPHEN			01/01/18 - 01/15/18	0.00	1,171.31
3797	key	01/22/2018	KeyBank N.A. BECKMAN, ROBYN			01/01/18 - 01/15/18	0.00	2,170.35
Total:							0.00	6,505.06

Checks in report: 5

Grand Total: 0.00 6,505.06

Ad-hoc bank transaction (Withdrawal)

PCL_Company

Wire Template Number in Cash-Pro :WAPC014

Description: Pierce County Rural Library

Contact Name: Stacy Karabotsos
 Contact Phone: 253-548-3451
 Contact e-mail: skarabotsos@piercecountylibrary.org
 Comments: 1/05/18 Payroll

Withdrawal Date: 01/05/18

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	68,322.91
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	49,539.37
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	49,539.37
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	455,617.14
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	11,704.50
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	48,224.11
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	82,191.53
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	5,860.34
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	1,480.18
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	57,000.00
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	-
PCL_Company	AWC (only on 6th paycheck)	237100	CC_Library_District	697-00	5100000	215,726.63
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	-
PCL_Company	Payroll Adjustment(s)	237100	CC_Library_District	697-00	5100000	-
Total Deposit						\$ 1,045,206.08

Certification:

Stacy Karabotsos
 Signature (Department Designee)

01/04/18
 Date

Comments:

Ad-hoc bank transaction (Withdrawal)

PCL_Company

Wire Template Number in Cash-Pro :WAPC014

Description: Pierce County Rural Library

Contact Name: Stacy Karabotsos

Contact Phone: 253-548-3451

Contact e-mail: skarabotsos@piercecountylibrary.org

Comments: 1/22/18 Payroll

Withdrawal Date: 01/22/18

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	61,323.87
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	51,984.55
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	51,984.55
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	489,269.55
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	11,754.50
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	50,258.30
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	85,800.33
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	5,914.69
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	1,597.18
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	-
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	218.60
PCL_Company	AWC (only on 6th paycheck)	237100	CC_Library_District	697-00	5100000	-
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	5,703.94
PCL_Company	Payroll Adjustment(s)	237100	CC_Library_District	697-00	5100000	-
Total Deposit						\$ 815,810.06

Certification: _____

Stacy Karabotsos
Signature (Department Designee)

01/18/18
Date

Comments:

Check History Listing
Pierce County Library System

Bank code: key

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
628473	01/05/2018	006775 KAYCE AUSTIN		428.60
628474	01/05/2018	000242 BUCKLEY CITY OF		238.32
628475	01/05/2018	006951 MAHAMUD DUALE		12.99
628476	01/05/2018	000195 FIRGROVE MUTUAL WATER CO		284.20
628477	01/05/2018	006953 CECILIA GALLEGOS-SHIBYA		22.70
628478	01/05/2018	001643 IMPACT		147.43
628479	01/05/2018	000243 INGRAM LIBRARY SERVICES		2,316.09
628480	01/05/2018	000352 MIDWEST TAPE		3,578.12
628481	01/05/2018	000377 PUGET SOUND ENERGY		6,345.80
628482	01/05/2018	006957 MALEAH QUINTERO		17.99
628483	01/05/2018	006952 PAULINE SAXMAN		14.99
628484	01/05/2018	000460 STEILACOOM TOWN OF		1,047.87
628485	01/05/2018	000572 WORLD BOOK INC		6,587.41
628486	01/05/2018	001155 AMERICAN TROPHY		442.90
628487	01/05/2018	000363 OVERALL LAUNDRY SERV. DBA ARAMARI		43.96
628488	01/05/2018	000176 ATS AUTOMATION INC		3,066.21
628489	01/05/2018	000830 BAKER & TAYLOR		23,811.09
628490	01/05/2018	000189 BAKER & TAYLOR ENTERTAINMENT		24.73
628491	01/05/2018	000087 BLACKSTONE PUBLISHING		1,120.21
628492	01/05/2018	006577 CATALYST WORKPLACE ACTIVATION		3,188.09
628493	01/05/2018	000161 CENGAGE LEARNING		1,847.54
628494	01/05/2018	006235 CONTOUR		54,388.05
628495	01/05/2018	000093 EBSCO		66.18
628496	01/05/2018	005428 GRITTON BUILDING CO INC		13,737.50
628497	01/05/2018	006904 IDEAL COMMUNICATIONS		400.00
628498	01/05/2018	000243 INGRAM LIBRARY SERVICES		20,593.93
628499	01/05/2018	006310 INTRACOMMUNICATION NETWORK SYS		2,241.96
628500	01/05/2018	006545 IRON MOUNTAIN INC		204.44
628501	01/05/2018	006958 DONALD KEAL		9.20
628502	01/05/2018	006492 LOGIC INTEGRITY INC		4,627.50
628503	01/05/2018	006421 MARKHAM INVESTIGATION - (MIP)		1,008.00
628504	01/05/2018	006646 METCALF ELECTRIC INC	V	27,249.57
628505	01/05/2018	000352 MIDWEST TAPE	V	0.00
628506	01/05/2018	000352 MIDWEST TAPE	V	0.00
628507	01/05/2018	000352 MIDWEST TAPE	V	0.00
628508	01/05/2018	000352 MIDWEST TAPE	V	0.00
628509	01/05/2018	000352 MIDWEST TAPE		82,190.17
628510	01/05/2018	003398 MULTICULTURAL BOOKS & VIDEOS		2,822.00

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Pierce County Library System**

Bank code: key

Check #	Date	Vendor	Status	Check Total
628511	01/05/2018	006841 NEW VENTURES GROUP INC		3,838.75
628512	01/05/2018	000327 PENINSULA GATEWAY INC		50.00
628513	01/05/2018	003933 QUALITY BUSINESS SYSTEMS INC		1,894.07
628514	01/05/2018	005417 RICOH USA INC		69.58
628515	01/05/2018	006309 RWC INTERNATIONAL LTD		69,981.94
628516	01/05/2018	006135 SEDGWICK CLAIMS MANAGEMENT SVC		1,985.38
628517	01/05/2018	001124 SUMMIT LAW GROUP PLLC		147.50
628518	01/05/2018	006331 SURPRISE LAKE SQUARE UNIT 257		207.25
628519	01/05/2018	006872 TRAILER BOSS		3,722.12
628520	01/05/2018	001767 WALTER E NELSON OF WESTERN WAS		3,194.86
628521	01/05/2018	006931 WATERSHED COMPANY		3,865.12
628522	01/05/2018	000176 ATS AUTOMATION INC		5,261.46
628523	01/05/2018	005862 ELITE PROPERTY INVESTMENTS LLC		9,869.79
628524	01/05/2018	001560 GRAHAM BUSINESS ASSOCIATION		250.00
628525	01/05/2018	005235 KEY PENINSULA BUSINESS ASSOC		75.00
628526	01/05/2018	004295 SHOUTBOMB LLC		4,020.00
628527	01/05/2018	001130 SNO-ISLE REGIONAL LIBRARY		200.00
628528	01/05/2018	006331 SURPRISE LAKE SQUARE UNIT 257		8,474.34
628529	01/05/2018	004759 TRI-TEC COMMUNICATIONS INC		51,653.00
628530	01/05/2018	000828 AFSCME AFL-CIO	C	6,492.88
628531	01/05/2018	003311 DEPARTMENT OF LABOR & INDUSTRI		41,681.41
628532	01/05/2018	000041 EMPLOYMENT SECURITY DEPARTMENT	C	276.27
628533	01/05/2018	006414 GC SERVICES, LP	C	215.26
628534	01/05/2018	006690 ENFORCEMENT KENTUCKY CHILD SUPP	C	151.68
628535	01/05/2018	003985 PACIFICSOURCE ADMINISTRATORS	C	1,725.50
628536	01/05/2018	000821 PIERCE COUNTY SUPERIOR COURT		62.35
628537	01/05/2018	001181 PIERCE CTY LIBRARY FOUNDATION	C	694.99
628538	01/05/2018	006555 SOCIAL SECURITY ADMINISTRATION		62.35
628539	01/05/2018	004782 US DEPARTMENT OF EDUCATION	C	187.04
628540	01/05/2018	000881 WASHINGTON STATE SUPPORT REGIS	C	1,912.38
628541	01/05/2018	006557 HUB INTERNATIONAL NORTHWEST		73,354.82
628542	01/11/2018	005002 ASCAP		264.00
628543	01/11/2018	000211 BONNEY LAKE CITY OF		250.37
628544	01/11/2018	000180 CENTURYLINK		4,307.95
628545	01/11/2018	000184 CITY TREASURER		11,745.89
628546	01/11/2018	000092 EATONVILLE TOWN OF		649.34
628547	01/11/2018	000094 ELMHURST MUTUAL POWER & LIGHT		1,732.36
628548	01/11/2018	004883 FIFE CITY OF		607.82
628549	01/11/2018	000207 GIG HARBOR CITY OF		1,367.16

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Check #	Date	Vendor	Status	Check Total
628550	01/11/2018	000353 MILTON CITY OF		421.65
628551	01/11/2018	000369 PENINSULA LIGHT CO		1,022.72
628552	01/11/2018	000370 PIERCE COUNTY		879.80
628553	01/11/2018	000377 PUGET SOUND ENERGY		964.19
628554	01/11/2018	000403 RAINIER VIEW WATER CO INC		214.92
628555	01/11/2018	000463 SUMMIT WATER & SUPPLY CO		298.24
628556	01/11/2018	000464 SUMNER CITY OF		562.96
628557	01/11/2018	000541 STATE OF WASHINGTON		360.74
628558	01/22/2018	000895 COLUMBIA BANK		923.99
628559	01/22/2018	000895 COLUMBIA BANK		139.05
628560	01/22/2018	006873 DATA QUEST LLC		77.25
628561	01/22/2018	005081 EHS-INTERNATIONAL INC		21,980.84
628562	01/22/2018	006478 EVERGREEN MAINT LANDSCAPING		2,895.60
628563	01/22/2018	000796 FLOHAWKS		845.57
628564	01/22/2018	006469 HERMANSON COMPANY LLP		1,075.89
628565	01/22/2018	006545 IRON MOUNTAIN INC		165.02
628566	01/22/2018	006646 METCALF ELECTRIC INC		49,456.53
628567	01/22/2018	006465 MICROSOFT CORPORATION		49,930.00
628568	01/22/2018	000360 OCLC INC		3,838.25
628569	01/22/2018	000361 OFFICE DEPOT		27.02
628570	01/22/2018	000361 OFFICE DEPOT		29.71
628571	01/22/2018	005129 PHILADELPHIA INSURANCE COMPANY		32,349.00
628572	01/22/2018	005417 RICOH USA INC		9,366.71
628573	01/22/2018	005417 RICOH USA INC		166.58
628574	01/22/2018	006195 SINGER GROUP INC		500.00
628575	01/22/2018	005008 SME SOLUTIONS LLC		950.00
628576	01/22/2018	000730 SMITH FIRE SYSTEMS MGT LLC		203.98
628577	01/22/2018	006331 SURPRISE LAKE SQUARE UNIT 257		124.44
628578	01/22/2018	000497 TILlicum COMMUNITY SERVICE CEN		2,014.27
628579	01/22/2018	003719 UNIQUE MANAGEMENT SERVICES		1,351.45
628580	01/22/2018	000503 UNITED PARCEL SERVICE		283.03
628581	01/22/2018	006964 UNIVERSITY OF NC AT PEMBROKE		60.00
628582	01/22/2018	005679 CIVIC BUILDING UNIVERSITY PLACE		44,565.50
628583	01/22/2018	004022 US BANK		121,411.93
628584	01/22/2018	004022 US BANK		112,780.94
628585	01/22/2018	004022 US BANK		82,215.15
628586	01/22/2018	000541 STATE OF WASHINGTON		1,915.71
628587	01/22/2018	000363 OVERALL LAUNDRY SERV. DBA ARAMARI		21.98
628588	01/22/2018	000175 ASSOCIATION OF WASHINGTON CITI		17,538.34

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Check #	Date	Vendor	Status	Check Total
628589	01/22/2018	000175 ASSOCIATION OF WASHINGTON CITI		420.00
628590	01/22/2018	006333 CERTIF A GIFT CO		284.00
628591	01/22/2018	001512 DAILY JOURNAL OF COMMERCE		66.70
628592	01/22/2018	001793 EATONVILLE CHAMBER OF COMMERCE		50.00
628593	01/22/2018	005798 EDU BUSINESS SOLUTIONS INC		2,499.30
628594	01/22/2018	006815 IDEA HATCH STEAM FOR KIDS		350.00
628595	01/22/2018	006421 MARKHAM INVESTIGATION - (MIP)		5,244.75
628596	01/22/2018	001487 PACIFIC LUTHERAN UNIVERSITY		473.50
628597	01/22/2018	003985 PACIFICSOURCE ADMINISTRATORS		693.25
628598	01/22/2018	003765 BEVERLY POGUE		180.00
628599	01/22/2018	000079 SUPERIOR SAW		17.73
628600	01/22/2018	004022 US BANK		7,996.03
628601	01/22/2018	004022 US BANK		290.00
628602	01/22/2018	000534 WCP SOLUTIONS		1,074.15
628603	01/22/2018	001655 WESTERN WASHINGTON FAIR ASSOC		3,000.00
628604	01/22/2018	000171 AMERICAN DISPOSAL CO		245.24
628605	01/22/2018	000830 BAKER & TAYLOR		13,907.00
628606	01/22/2018	000189 BAKER & TAYLOR ENTERTAINMENT		64.30
628607	01/22/2018	000161 CENGAGE LEARNING		885.83
628608	01/22/2018	000847 CENTER POINT PUBLISHING		609.39
628609	01/22/2018	000184 CITY TREASURER		1,358.17
628610	01/22/2018	004169 COMCAST		9,048.94
628611	01/22/2018	005300 DANGER ROOM COMICS LLC		727.11
628612	01/22/2018	000076 DM DISPOSAL CO INC		246.89
628613	01/22/2018	000864 DM RECYCLING CO		460.22
628614	01/22/2018	000275 HAROLD LEMAY ENTERPRISES INC		528.88
628615	01/22/2018	000243 INGRAM LIBRARY SERVICES		6,703.88
628616	01/22/2018	000300 LAKEWOOD REFUSE SERVICES INC		194.24
628617	01/22/2018	000352 MIDWEST TAPE	V	0.00
628618	01/22/2018	000352 MIDWEST TAPE		34,332.27
628619	01/22/2018	001755 MOTION PICTURE LICENSING CORP		650.59
628620	01/22/2018	000354 MURREYS DISPOSAL CO INC		546.05
628621	01/22/2018	003824 OVERDRIVE INC	V	0.00
628622	01/22/2018	003824 OVERDRIVE INC		95,980.12
628623	01/22/2018	000372 PIERCE COUNTY REFUSE		1,057.06
628624	01/22/2018	000406 RECORDED BOOKS LLC		167.03
628625	01/22/2018	000525 VERIZON WIRELESS		2,496.93
628626	01/22/2018	000535 WESTON WOODS STUDIOS		475.16
628627	01/22/2018	006974 THE HANOVER INSURANCE GROUP		107,345.00

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Pierce County Library System

Bank code: key

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
628628	01/22/2018	003778 AFLAC		6,671.98
628629	01/22/2018	000828 AFSCME AFL-CIO		6,586.98
628630	01/22/2018	001578 COLONIAL SUPPLEMENTAL INSURANC		624.66
628631	01/22/2018	000041 EMPLOYMENT SECURITY DEPARTMENT		67.56
628632	01/22/2018	006414 GC SERVICES, LP		220.10
628633	01/22/2018	006690 ENFORCEMENT KENTUCKY CHILD SUPP		151.68
628634	01/22/2018	003985 PACIFICSOURCE ADMINISTRATORS		1,745.50
628635	01/22/2018	000821 PIERCE COUNTY SUPERIOR COURT		67.30
628636	01/22/2018	001181 PIERCE CTY LIBRARY FOUNDATION	C	698.32
628637	01/22/2018	006555 SOCIAL SECURITY ADMINISTRATION		67.30
628638	01/22/2018	004782 US DEPARTMENT OF EDUCATION		201.89
628639	01/22/2018	000881 WASHINGTON STATE SUPPORT REGIS		1,977.90
628640	01/26/2018	003311 DEPARTMENT OF LABOR & INDUSTRI		165.12

key Total: 1,464,472.67

168 checks in this report

Total Checks: 1,464,472.67

RESOLUTION NO. 2018-02

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

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

WHEREAS, unless otherwise noted, 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 item(s) on the attached list be declared surplus and disposed, including but not limited to being sold at public auction and as trade-in value toward replacement.

PASSED AND APPROVED THIS 14TH DAY OF FEBRUARY, 2018.

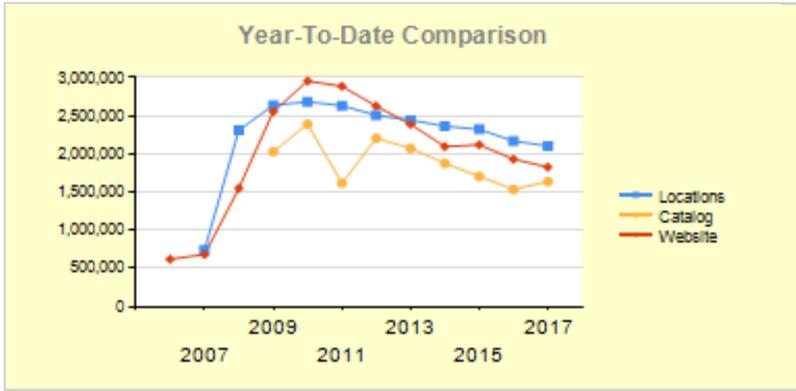
BOARD OF TRUSTEES, PIERCE COUNTY RURAL LIBRARY DISTRICT	
Robert Allen, Chair	_____
Daren Jones, Vice-Chair	_____
Monica Butler, Member	_____
Pat Jenkins, Member	_____
Donna Albers, Member	_____

QTY	ITEM	DESCRIPTION	LOCATION
2	Office Equipment	AV Stand with TV	Covered Parking
7	Furnishings	Blue office chairs	Covered Parking
9	Office Equipment	Bookcarts	Covered Parking
26	Office Equipment	Recessed computer stations	Covered Parking
52	Office Equipment	Steel case panels (64" x 48")	Covered Parking
2	Office Equipment	Steel case panels (64" x 42")	Covered Parking
11	Office Equipment	Steel case panels (64" x 30")	Covered Parking
17	Furnishings	Steelcase Panels (64" x 24")	Covered Parking
15	Furnishings	Steelcase shelves	Covered Parking
12	Furnishings	Steelcase shelves	Covered Parking
5	Furnishings	Work station tops 24" x 24"	Covered Parking
12	Furnishings	Steelcase cabinets	Covered Parking
15	Furnishings	Work station tops 48" x 24"	Covered Parking
19	Furnishings	Work station tops 48" x 24"	Covered Parking
12	Furnishings	Steelcase 2 drawer cabinet 27" x 15"	Covered Parking
4	Furnishings	Work station tops 72" x 24"	Covered Parking
4	Office Equipment	Desks (dissembled)	Covered Parking
2	Office Equipment	Desks	Covered Parking
16	Office Equipment	Recessed computer stations	D-9
1	Furnishings	Table 4' x 8'	D-9
57	Office Equipment	Boxes of empty dvd cases	D-9
1	Furnishings	2nd half of Meghans desk	D-9
1	Furnishings	Old directors desk	System Storage
1	Equipment	Maytag washer	System Storage
1	Equipment	GE dryer	System Storage
1	Furnishings	Small computer table	17
1	Furnishings	Table 3' x 4'	17
1	Furnishings	60" bullet desk	Pac-West
1	Furnishings	Card catalog	Pac-West
1	Office Equipment	2 drawer file cabinet	Pac-West
7	Furnishings	Assorted end caps	Pac-West
1	Office Equipment	Adjustable monitor stand	Pac-West
2	Furnishings	Small book cases	Pac-West
1	Furnishings	Yellow wire display	Pac-West
2	Furnishings	4 drawer file cabinet	Pac-West
1	Furnishings	Steelcase lighted shelf	D-3
5	Furnishings	Old wooden tables	D-3
2	Furnishings	Table with attached lamp	D-3
1	Furnishings	Computer table	D-3

Routine Reports

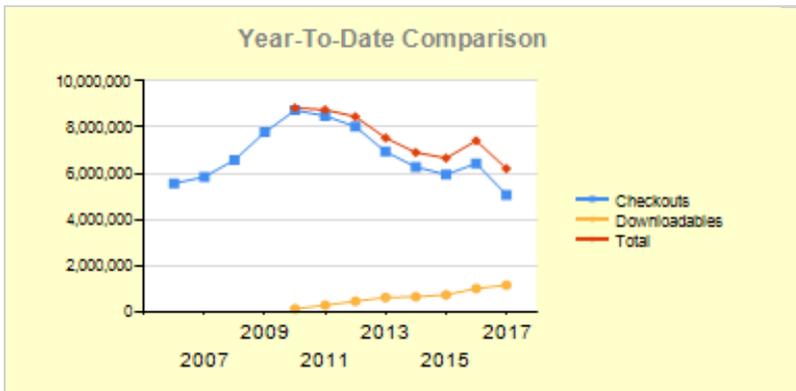
CUSTOMER SERVICE/PHILANTHROPY DASHBOARD - DECEMBER

VISITS



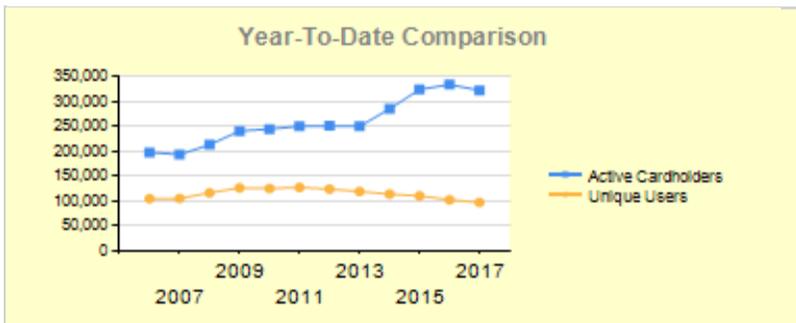
	December		
	2016	2017	% Change
Door Count	111,509	101,754	-8.75%
Catalog	123,598	132,350	7.08%
Website	145,971	131,872	-9.66%
Job & Business Portal	3,080	2,571	-16.53%
Military Portal	152	601	295.39%
Total	384,310	369,148	-3.95%

CHECKOUTS



	December		
	2016	2017	% Change
Checkouts	418,762	378,078	-9.72%
Downloadables	84,381	94,664	12.19%
Total	503,143	472,742	-6.04%

CUSTOMERS



	December		
	2016	2017	% Change
Active Cardholders	334,362	322,744	-3.47%
New Cards	2,510	2,203	-12.23%
Checkout Transactions	68,084	61,071	-10.30%
Unique Users	30,410	28,403	-6.60%

BRANCH CLOSURES

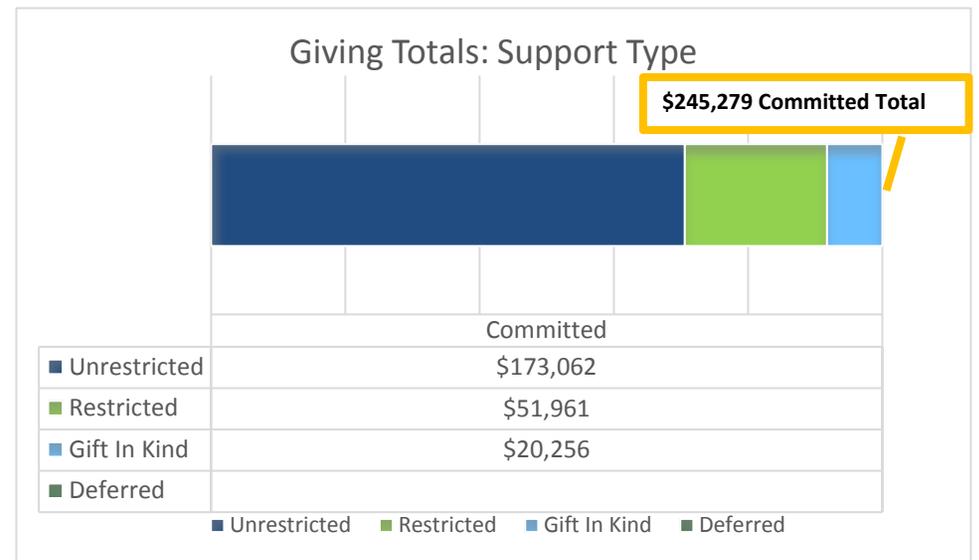
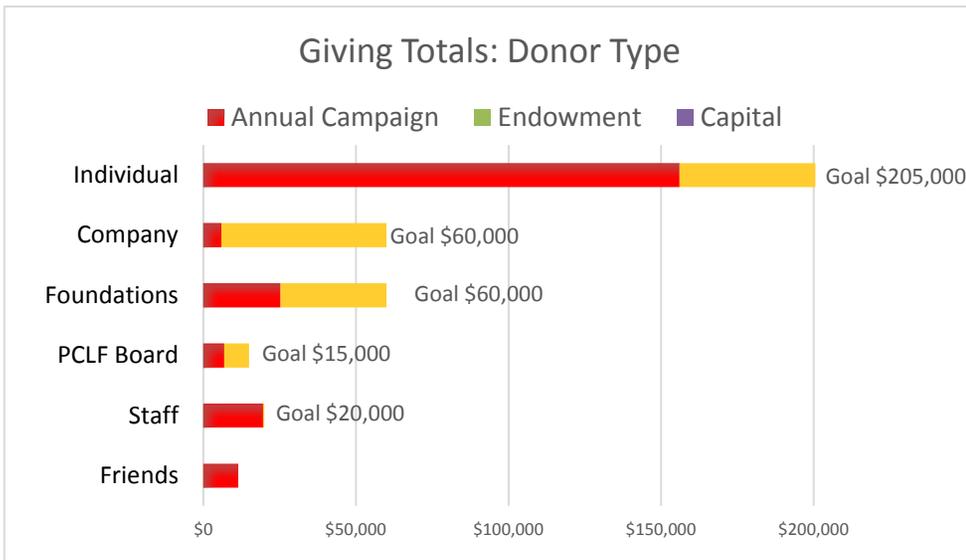
Year	Location	Dates	Duration
2014	Gig Harbor	5/19-6/1	13
	Lakewood	9/2-9/21	19
	Parkland	10/3-10/26	13
	South Hill	11/1-11/30	30
2015	Gig Harbor	11/9-11/22	13
2016	Buckley	11/14-12/4	20
	Tillicum	12/5-12/25	20
2017	System Snow Closure	2/6	1
	University Place	3/1-3/2	2
	Eatonville	4/10-4/30	20
	Summit	5/8 -5/31	21
	Parkland	5/31	1

2017 - 2018

Fundraising Performance Report

Reporting Period: July 1, 2017 to December 31, 2017

Prepared: January 4, 2018



Monthly Financial Reports

December 31, 2017

All bold notes refer to current month activity or updates to prior months

General Fund

December

- **Tax collections for the year totaled \$29,268,265. This represents 99.82% of the total budgeted amount. In 2016, we collected approximately \$85,000 more than in 2017 in delinquent taxes.**
- **33403. Grant payment reclassifications/corrections, specifically related to Workforce.**
- **36110. At the end of the year, interest rates were up to 1.156%.**
- **36710.36730. Donations which should have been receipted through the Foundation.**
- **Statement of Financial Position. Warrants payable amounts in the General Fund (and Capital Improvement Project Fund) represent 2017 accruals (items paid in 2018 but attributable to 2017).**

November

- Tax collections for November totaled \$2,468,363, bringing total collections for the year to \$29.1M. This represents 99.4% of the total budgeted amount. We expect to collect approximately \$150,000 more by year end.
- 36998. We received our last E-rate payment for 2017.
- 53403. Refund from EBSCO.
- 53501.54800.54801. We continue to review furnishings, general repairs and maintenance, and contracted maintenance expenditures to determine if costs should be moved to the Capital Improvement Projects Fund (moves will occur in December).
- 59700. Transfer to CIP per Board Resolution 2017-08.

October

- Tax collections for October totaled \$10,124,107, bringing total collections for the year to \$26.2M. This represents approximately 91.5% of the total budgeted amount. Last year at this time we had collected 91.6% of the total budgeted amount; this indicates a level trend of collections.
- 53401 – 53499. The Collection Materials budget does not reflect encumbered amounts in our fiscal system (planned and obligated, usually via purchase order). However, these amounts are reflected in Polaris. According to Polaris, we have expended and encumbered 95% of the annual budget.

- 53501.54800.54801. These expenditures are currently under review; many will be moved to the Capital Improvement Fund prior to year-end.

July – September (Q3)

- Tax collections (current) for September were just over \$518,000 bringing total collections for the year to \$16.1M. This represents approximately 56% of the annual budgeted amount.
- 36110. Interest rates continue to rise in the State Local Government Investment Pool in which our funds are held. Interest rates at the end of September were 1.11%.
- 36998. In September, we received two E-Rate distributions, each over \$90,000.
- Salary and benefit costs have been 76% expended. Since September represents 75% of the entire year, this indicates a trend of level spending.
- 54100. During September we transferred some General Fund project costs to the Capital Improvement Projects Fund which resulted in a net credit to Professional Services.
- Tax collections for August, not yet reflected in the draft report, are just over \$132,000 bringing total collections for the year to \$15.6M. This represents approximately 54% of the annual budgeted amount.
- 36110. Interest rates were .98% in August in the State Local Government Investment Pool in which our funds are held. This is evidenced by the amount of interest income we have received which already exceeds the annual budgeted amount. September's interest rates are 1.07%.
- 39520. Insurance recovery payment for fire damage from fireworks at the Gig Harbor location.
- While some expenditure line items related to collection management seem to exceed budgeted amounts (53403, 53413, 53414) the collection management operations budget as a whole is only 62% spent.
- In July and in August, we are reviewing year to date charges and making corrections to any miscodings; most are line item to line item corrections, and major ones are noted herein.
- 53500. Corrected miscoding of software purchase from Minor Equipment to Software/Licenses/Hosting (53505).
- 56400. Corrected miscoding of fire suppression training system costs from General Fund to Capital Improvement Fund.

April – June (Q2)

- County Property Tax data received in April was \$10.49m, about \$200,000 less than April 2016– we will watch for more to be posted through the month of April, as the County system has not yet closed out April.
- 36998. Erate reimbursement received in April for remainder of 2016.
- 51105. Additional Hours returned to average monthly use.
- 54800. Corrected miscoding of landscaping costs from gen repairs & maintenance to contracted maint (54801)
- 54903. Corrected miscoding of AWC fees from licenses & fees to professional services (54100)
- 53500. Corrected miscoding of Fire Ext. training system from minor equipment to machinery & equipment (56400). This was supposed to have been paid in 2016 but the invoice came too late.

- County Property Tax data reported in May was \$3.4m, which offset the less taxes reported in April. At this time the Library is on schedule to receive its full property tax levy.
- 35970. Library Fines for overdue materials are coming in less than budgeted. We will make a correction for 2018.
- 54704. Garbage company refunded PCLS \$3,728 for Lakewood Library for over charges for several months.
- County Property Tax was approximately \$162,000.
- 33403. Workforce payment received.
- 36110. Investment return rate is now 0.83%, which is double what it was in June 2016 (.42%) and more than quintuple in June 2015 (0.14%).
- 54900. Includes "TRAIN" registrations.

January – March (Q1)

- 51105/51200. Additional hours and Overtime use as a result of unfilled vacancies and unusually high absences due to the influenza outbreak.
- Many annual service agreements, leases and insurance are paid and/or encumbered in January for the entire year. These are usually one time per year events or a large encumbrance for a multi-month project. They impact "percent expended" of budget significantly. Examples include but are not limited to general fund accounts 54100 Professional Services, 54201 telecom services, 54501 and 54502 Leases, 54801 Contracted Maintenance and 54903 Licenses and Fees.
- 53500. Minor Equipment miscode. Should be 56400 machinery and Equipment.
- County Property Tax data not received for March – we are estimating revenue of \$1,000,000 plus (Actual posted in March was \$1.27m)
- 33300. WorkSource grant – Federal funds via Pierce County WorkSource.

Capital Improvement Projects Fund

November

- **53501. Furniture for PAC training room and other various library locations.**
- **53505. Communico subscription.**
- **54800. Elevator upgrades, door counter project, ACL security gate, electrical upgrades (various locations).**
- **56401. Delivery van and transit van.**

November

- 39700. Transfer from GF per Board Resolution 2017-08.
- 53501. Carpet and furniture for PAC training room.
- 53505. Libraryaware system.
- 54100. Logic Integrity – IT modernization system.
- 56200. Replace automatic entry doors @ Graham.

October

- 53502. Sonicwall Firewall
- 54100. Logic Integrity – IT modernization project
- 56201. Gritton Building Co. Inc. – PAC training room remodel

July – September (Q3)

- 53501. Pedestals for sequestered areas @ Parkland/Spanaway
- 54100. IT consulting services and modernization (Gartner Inc. & Logic Integrity Inc.).
- 56200. Library expansion unit @ University Place
- 53501. Furnishings for the Collection Management relocation project.
- 54100. IT consulting services (Gartner Inc.).
- 56201. Power and data installation for ACL work stations.
- 56400. Moved costs associated with fire suppression training system from General Fund to Capital Improvement Fund.

April – June (Q2)

- 53501. Furnishings for Parkland Movie Tower Decommissioning project & ergonomic project to replace chairs. (Budgets for the certain line items will be reallocated accordingly.)
- 56201. Eatonville Restroom Remodel project costs paid.
- 56200. Upgrades to the Key Center Library outdoor sign.
- 56201. Summit Library Restroom Remodel project costs paid.

January – March (Q1)

- 36998. Erate Reimbursement - Received balance of 2016 billed amount
- 53501. Furnishings for University Place Library Help Desk Upgrade
- 56200. Building/Building Improvements reflects an annual one-time payment for our UP library expansion. (Please refer to comment above regarding annual service agreements and one time payments.)
- 56402. HVAC work at Fife Library

Debt Service Fund

- No significant activity

Special Purpose Fund

- No significant activity

**Pierce County Library System
Statement of Financial Position
December 31, 2017
All Funds**

	General Fund	Special Purpose Fund	Debt Service Fund	Capital Improvement Projects Fund
Assets				
Current Assets - Cash				
Cash	\$ 330,760	\$ 1,617	\$ 226	\$ 20,172
Investments	\$ 7,300,000	\$ 988,500	\$ 84,500	\$ 1,575,000
Total Cash	\$ 7,630,760	\$ 990,117	\$ 84,726	\$ 1,595,172
Total Current Assets	\$ 7,630,760	\$ 990,117	\$ 84,726	\$ 1,595,172
Liabilities and Fund Balance				
Current Liabilities				
Warrants Payable	\$ 1,045,213	\$ -	\$ -	\$ 205,002
Sales Tax Payable	\$ 2	\$ -	\$ -	\$ -
Payroll Taxes and Benefits Payable	\$ 141,553	\$ -	\$ -	\$ -
Total Current Liabilities	\$ 1,186,769	\$ -	\$ -	\$ 205,002
Fund Balance				
Reserve for Encumbrances	\$ -	\$ -	\$ -	\$ -
Net Excess (Deficit)	\$ -	\$ -	\$ -	\$ -
Major Contingency Set-aside	\$ -	\$ -	\$ -	\$ -
Election Set-aside	\$ -	\$ 360,000	\$ -	\$ -
Land, Property and Facility Set-aside	\$ -	\$ 630,117	\$ -	\$ -
Unreserved Fund Balance	\$ 6,443,991	\$ -	\$ 84,726	\$ 1,390,170
Total Fund Balance	\$ 6,443,991	\$ 990,117	\$ 84,726	\$ 1,390,170
Total Liabilities and Fund Balance	\$ 7,630,760	\$ 990,117	\$ 84,726	\$ 1,595,172
Taxes Receivable	\$ 786,632	N/A	\$ 7	N/A

Pierce County Library System													
Comparative Statement of Financial Position													
General Fund - Rolling Comparison													
<i>(as of the listed date of the reported month)</i>													
	HISTORICAL 12/31/2016	HISTORICAL 1/31/2017	HISTORICAL 2/28/2017	HISTORICAL 3/31/2017	HISTORICAL 4/30/2017	HISTORICAL 5/31/2017	HISTORICAL 6/30/2017	HISTORICAL 7/31/2017	HISTORICAL 8/31/2017	HISTORICAL 9/30/2017	HISTORICAL 10/31/2017	HISTORICAL 11/30/2017	CURRENT 12/31/2017
Assets													
Current Assets - Cash													
Cash	\$ 7,729,869	\$ 5,239,302	\$ 1,884,238	\$ 2,175,102	\$ 10,422,576	\$ 1,887,994	\$ 1,904,275	\$ 2,028,042	\$ 2,125,174	\$ 2,494,583	\$ 10,266,107	\$ 2,668,110	\$ 330,760
Investments	\$ -	\$ -	\$ 1,300,000	\$ -	\$ -	\$ 9,500,000	\$ 7,400,000	\$ 4,750,000	\$ 2,750,000	\$ 750,000	\$ 750,000	\$ 7,155,000	\$ 7,300,000
Total Cash	\$ 7,729,869	\$ 5,239,302	\$ 3,184,238	\$ 2,175,102	\$ 10,422,576	\$ 11,387,994	\$ 9,304,275	\$ 6,778,042	\$ 4,875,174	\$ 3,244,583	\$ 11,016,107	\$ 9,823,110	\$ 7,630,760
Total Current Assets	\$ 7,729,869	\$ 5,239,302	\$ 3,184,238	\$ 2,175,102	\$ 10,422,576	\$ 11,387,994	\$ 9,304,275	\$ 6,778,042	\$ 4,875,174	\$ 3,244,583	\$ 11,016,107	\$ 9,823,110	\$ 7,630,760
Liabilities and Fund Balance													
Current Liabilities													
Warrants Payable	\$ 727,573	\$ 478,143	\$ 464,924	\$ 55,092	\$ 87,181	\$ 262,037	\$ 67,764	\$ 48,704	\$ 294,348	\$ (34,432)	\$ 66	\$ (144)	\$ 1,045,213
Sales Tax Payable	\$ 2,082	\$ 4,908	\$ 5,175	\$ 4,624	\$ 6,663	\$ 4,966	\$ 4,037	\$ 3,810	\$ 5,130	\$ 3,786	\$ 2,789	\$ 2,553	\$ 2
Payroll Taxes and Benefits Payable	\$ 56,955	\$ 24,125	\$ 40,674	\$ 53,093	\$ 24,785	\$ 39,987	\$ 52,941	\$ 24,781	\$ 38,194	\$ 52,781	\$ 110,819	\$ 127,875	\$ 141,553
Total Current Liabilities	\$ 786,611	\$ 507,175	\$ 510,773	\$ 112,809	\$ 118,628	\$ 306,990	\$ 124,742	\$ 77,294	\$ 337,671	\$ 22,135	\$ 113,674	\$ 130,284	\$ 1,186,769
Fund Balance													
Reserve for Encumbrances	\$ -	\$ 1,630,348	\$ 925,974	\$ 1,034,180	\$ 998,755	\$ 958,175	\$ 906,200	\$ 793,080	\$ 626,005	\$ 653,420	\$ 620,137	\$ 615,538	\$ -
Net Excess (Deficit)	\$ 501,242	\$ (3,841,479)	\$ (5,195,768)	\$ (5,915,145)	\$ 2,361,935	\$ 3,179,570	\$ 1,330,075	\$ (1,035,590)	\$ (3,031,760)	\$ (4,374,230)	\$ 3,339,038	\$ 2,635,030	\$ -
Unreserved Fund Balance	\$ 6,442,016	\$ 6,943,258	\$ 6,943,258	\$ 6,943,258	\$ 6,943,258	\$ 6,943,258	\$ 6,943,258	\$ 6,943,258	\$ 6,943,258	\$ 6,943,258	\$ 6,943,258	\$ 6,442,258	\$ 6,443,991
Total Fund Balance	\$ 6,943,258	\$ 4,732,127	\$ 2,673,465	\$ 2,062,294	\$ 10,303,947	\$ 11,081,004	\$ 9,179,533	\$ 6,700,748	\$ 4,537,503	\$ 3,222,448	\$ 10,902,433	\$ 9,692,826	\$ 6,443,991
Total Liabilities and Fund Balance	\$ 7,729,869	\$ 5,239,302	\$ 3,184,238	\$ 2,175,102	\$ 10,422,576	\$ 11,387,994	\$ 9,304,275	\$ 6,778,042	\$ 4,875,174	\$ 3,244,583	\$ 11,016,107	\$ 9,823,110	\$ 7,630,760
Property Tax Receivable	\$ -	\$ 29,731,845	\$ 29,396,979	\$ 28,137,050	\$ 17,664,082	\$ 14,295,113	\$ 14,131,566	\$ 14,000,000	\$ 13,867,876	\$ 13,347,965	\$ 3,196,537	\$ 786,632	\$ 663,874

PIERCE COUNTY LIBRARY SYSTEM
Statement of Revenue and Expenditures
Year to Date December 31, 2017
No Pre-Encumbrances

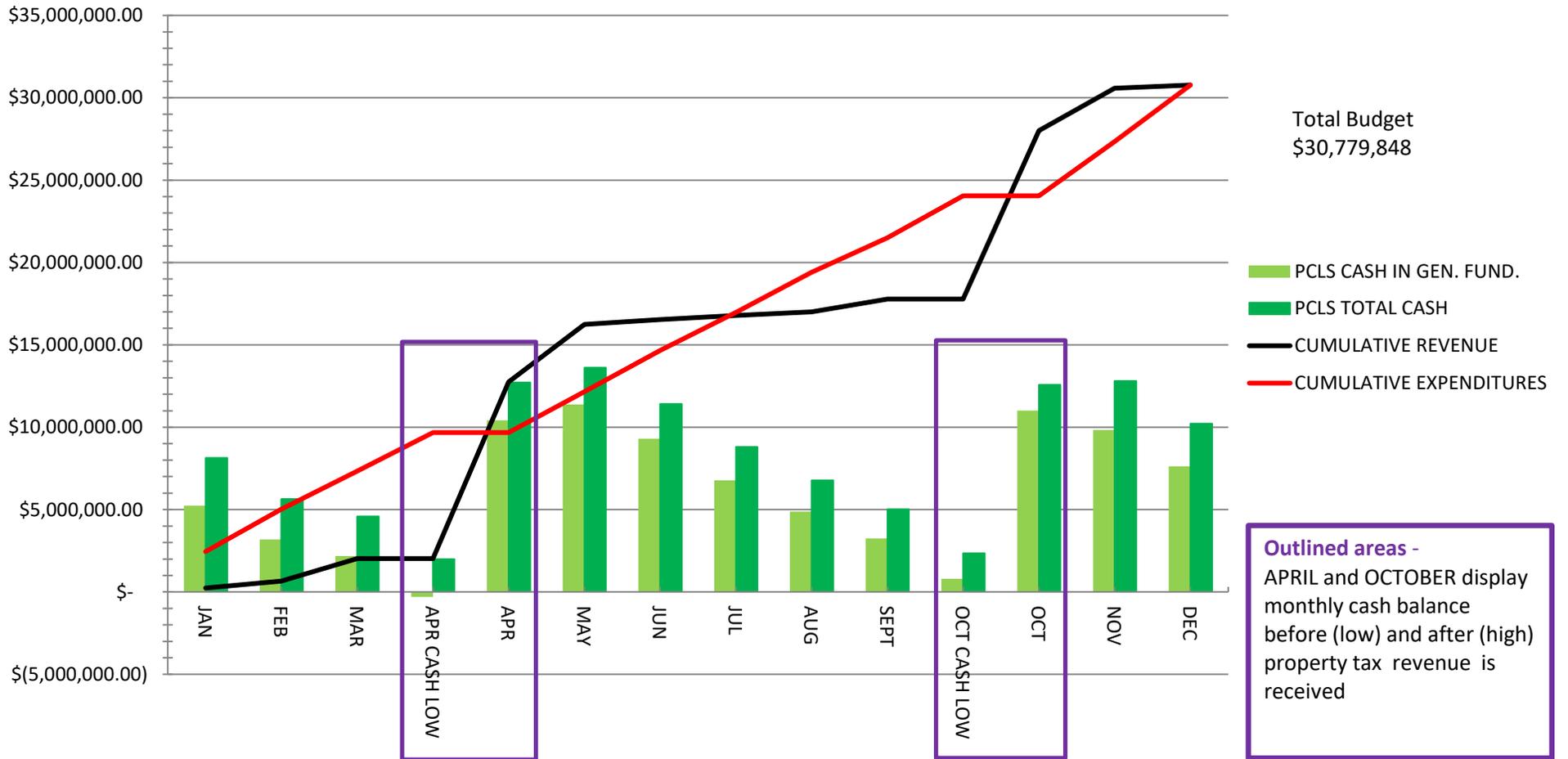
GENERAL FUND - 01	2017 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
Revenue					
Property Tax/Investment Income & Other PC Revenue	\$ 29,352,348	\$ 29,323,117	\$ -	\$ 29,231	99.90%
Other Revenue	\$ 1,427,500	\$ 1,448,104	\$ -	\$ (20,604)	101.44%
Total Revenue	\$ 30,779,848	\$ 30,771,221	\$ -	\$ 8,627	99.97%
Expenditures					
Personnel/Taxes and Benefits	\$ 21,461,824	\$ 21,845,018	\$ -	\$ (383,194)	101.79%
Materials	\$ 3,794,800	\$ 3,792,922	\$ -	\$ 1,878	99.95%
Maintenance and Operations	\$ 4,292,030	\$ 4,145,354	\$ -	\$ 146,676	96.58%
Transfers Out - CIP	\$ 1,231,194	\$ 986,194	\$ -	\$ 245,000	80.10%
Total Expenditures	\$ 30,779,848	\$ 30,769,488	\$ -	\$ 10,360	99.97%
Excess/(Deficit)		\$ 1,732			
(Less Encumbrances)		-			
Net Excess (Deficit)		\$ 1,732			

SPECIAL PURPOSE FUND - 15	2017 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
Revenue					
Investment Income	\$ -	\$ 5,854	\$ -	\$ (5,854)	\$ -
Total Revenue	\$ -	\$ 5,854	\$ -	\$ (5,854)	\$ -
Expenditures					
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
Excess/(Deficit)		\$ 5,854			
(Less Encumbrances)		\$ -			
Net Excess (Deficit)		\$ 5,854			

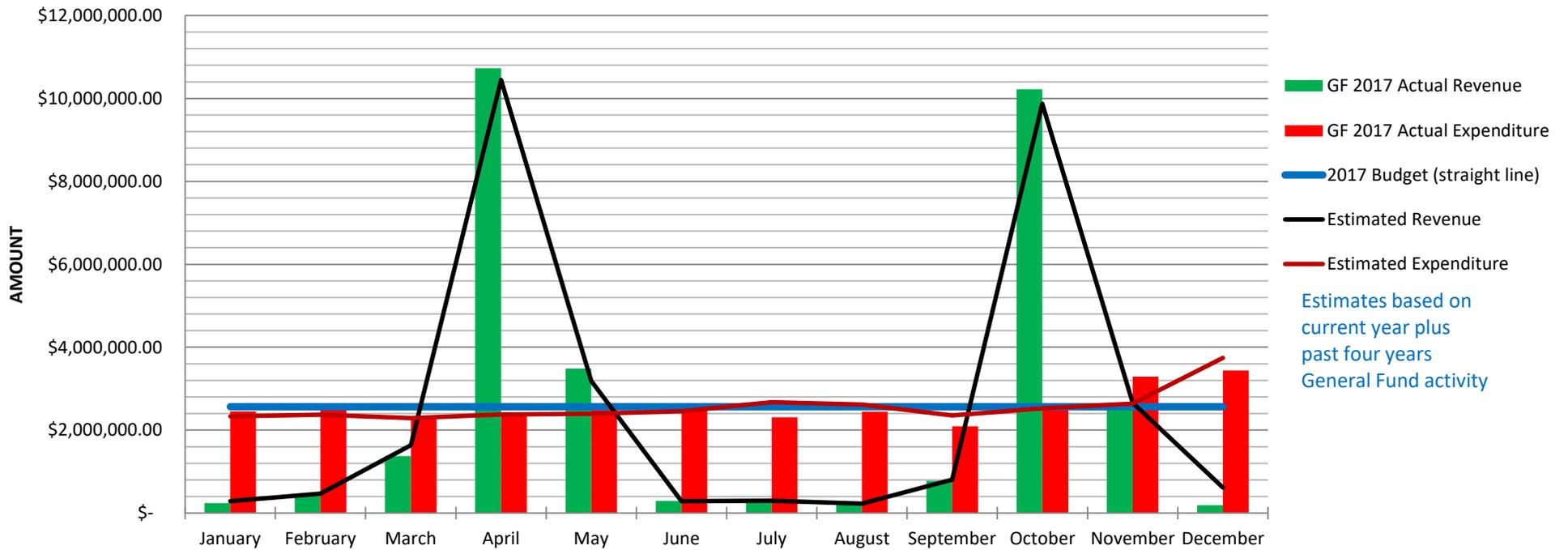
DEBT SERVICE FUND - 20	2017 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
Revenue					
Property Tax/Investment Income & Other PC Revenue	\$ -	\$ 676	\$ -	\$ (676)	0%
Other Revenue	\$ -	\$ -	\$ -	\$ -	0%
Total Revenue	\$ -	\$ 676	\$ -	\$ (676)	0%
Total Expenditures	\$ -	\$ -	\$ -	\$ -	0%
Net Excess (Deficit)		\$ 676			

CAPITAL IMPROVEMENT PROJECTS FUND - 30	2017 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
Revenue					
Other Revenue	\$ 685,806	\$ 99,529	\$ -	\$ 586,277	14.51%
Transfers In	\$ 1,231,194	\$ 986,194	\$ -	\$ 245,000	80.10%
Total Revenue	\$ 1,917,000	\$ 1,085,723	\$ -	\$ 831,277	56.64%
Expenditures					
Maintenance and Operations	\$ 1,917,000	\$ 1,613,946	\$ -	\$ 303,054	84.19%
Total Expenditures	\$ 1,917,000	\$ 1,613,946	\$ -	\$ 303,054	84.19%
Excess/(Deficit)		\$ (528,223)			
(Less Encumbrances)		-			
Net Excess (Deficit)		\$ (528,223)			

CUMULATIVE GENERAL FUND REVENUE AND EXPENDITURE Including Cash Flow 2017



RESOURCE FLOW General Fund - 2017



MEMO



Date: February 2, 2018

To: Chair Rob Allen and Members of the Board of Trustees

From: Georgia Lomax, Executive Director

Subject: Executive Director Report – January

Strategic Plan Implementation/Library Priorities & Funding Project

This month we continued community presentations to thank partners and key leaders for their ideas and input that helped shape our Strategic Framework, to share what we learned from communities during the process and to build excitement and support for the work the Library will be doing as a result. I am also sharing that while the public desired more services, our funding is not keeping up with the costs of offering our current services.

City/Town Councils:

- DuPont (joined by Community Branch Supervisor Susan McBride)
- Wilkeson ((joined by Community Branch Supervisor Kathy Norbeck)

School Districts:

- Eatonville
- University Place
- Bethel

In addition, presentations were given in December to the following:

- Korean Women's Association
- Tacoma Community House
- Tacoma/Pierce County Chamber
- Tacoma/Pierce County Chamber Board of Directors, Steve Carmody
- Tehaleh Homeowner's Association, Lauren Murphy
- Prairie Ridge Community Coalition, Lauren Murphy
- Graham-Kapowsin Community Council, David Seckman
- Orting Community Network, Susan Rigley

Community

Jamie Prothro, Cheree Green and I met with Dan Fey, Sr. VP for Workforce Development at Goodwill, to discuss opportunities for partnership and collaboration. Goodwill CEO Lori Harnick and I had begun this conversation during a get-to-know-you meeting we had after she began her position. Jamie, Cheree and Dan will continue exploring ideas around remote training and placement for warehouse and logistics jobs, offering a math center in a library, increasing our ability to refer and connect customers to Goodwill services.

I joined Steve Carmody at the UP City Council meeting where the Mayor recognized the Library for its outstanding service to the community.

Jaime Prothro and I met with Tim Strege, Executive Director of the William Factory Small Business Incubator, to discuss supporting the success of entrepreneurs.

Library Community

I was invited to OCLC headquarters in Dublin, OH to join library directors from around the country in providing input about OCLC's vision and services. We're a member of OCLC, an organization that focuses on helping libraries around the world share costs, be efficient and collaborate. They run WebJunction, which offers free training to libraries, and also research on library issues.

I met with leadership staff from King County Library who wanted to learn about our Strategic plan and process.

I attended the Public Library Directors meeting in Federal Way. The newly formed Public Libraries of Washington held its first meeting.

Public Library Legislative Committee is meeting weekly and monitoring bills that may have impact on public library governance, finances, or policy. February 2 at 5PM is the deadline for bills to pass out of committee for the session. Key bills we are watching relate to net neutrality and rural internet access/broadband. There are no bills specifically focused on libraries at this time.

Library Legislative Day is Thursday, March 1. We will provide Pierce County legislators with information about the Library and its services, strategic plan and the Library Priorities & Funding project that day.

MEMO



Date: January 29, 2018

To: Chair Rob Allen and Members of the Board of Trustees

From: Jaime Prothro, Interim Customer Experience Manager

Subject: Branch Monthly Report

Bonney Lake:

Senior Librarian Lauren Murphy shared the Strategic Plan with the Chamber Collective at the branch on Dec 12. The Chamber came to the library for the monthly Networking event and so she took advantage of them being there. The presentation was favorably received and the Chamber members enjoyed having the library to themselves.

Buckley:

The Friends of Buckley Library had their annual Giving Tree Wrapping party. The Friends receive names and genre favorites from teachers in the White River School District. These youth are given two books and they are delivered wrapped to the schools by a district employee.

Eatonville:

Cindy Dargan (Community Branch Supervisor) and Corrine Weatherly (Youth Services Librarian at Graham and Eatonville) visited each grade at Columbia Crest Elementary STEM School to talk about and demonstrate databases, homework help and downloading books and magazines.

Fife:

One of our Wednesday night families gave staff a Christmas card to thank us for our friendly kindness that helps her to teach her children how to engage in a library. Her youngest son "Batman" especially enjoys his interactions with the staff and the fact that they remember he introduced himself as "Batman" when they began coming into the branch over a year ago.

Graham:

Graham was proud to have the largest circulation rate of any library in the system for the first three months for a new type of item called Baby Books to Go: Graham has 21 bags, which have circulated 97 (a 4.62 turnover rate so far). The success is attributed to Children's Librarian Corrine Weatherly's enthusiastic promotion during programs.

Gig Harbor:

December began with our Gingerbread House program, sponsored by the Friends of the Library. 357 children, teens, parents and grandparents made festive gingerbread houses, though a few kids elected to eat the supplies instead of build with them.

Adult Services librarians proctored eight exams for local students.

Key Center:

Community Branch Supervisor Rosina Vertz presented Strategic Plan to the Community Council on Dec. 13. President and other members remarked on the importance of the Library as a community resource.

Lakewood:

Branch Manager Kim Archer received a thank you from two customers who came to the door at 8 a.m. on 12/27 in desperate need of assistance. The first person had tossed a receipt for a Western Union transaction in the trash at the end of the night and needed it back for the tracking numbers. Luckily it was on the top of the trash. The second person's husband had put a large amount of cash in his wife's library book then returned it forgetting he had put the money in the book. His wife was very grateful we were able to find it for her.

Orting:

Branch displays were extra creative in December.

Outreach/Anderson Island:

Major construction work is ongoing at Anderson Island Community Center (AICC), a building leased by Pierce County Library System to provide library services once per week for Anderson Island residents. Following the remodel, library service will be relocated to a different part of the building (multi-purpose room). Due to the construction schedule, we worked with the Anderson Island Community Club Board, the Customer Experience Team, and Communications to establish a reduced-service schedule during the construction.

Parkland/Spanaway:

This year, Parkland/Spanaway Youth Service Librarians coordinated with Outreach and the Friends of Parkland/Spanaway library to participate in the Winterfest. Winterfest was hosted by PLU at Mt. Rainier Lutheran High School on Saturday, December 9th this year. Parkland/Spanaway Friends donated approximately one thousand books. Lauren Lindskog, Science Librarian with Outreach, helped approximately 950 families to pick books while introducing library services and resources at the same time.

South Hill:

A customer dropped off an envelope at the South Hill Help Desk without a word and walked away. The envelope contained a check in the amount of \$1,000 for the Library Foundation!

Steilacoom:

We have had a successful year with our Speaker Series and a nice partnership with the Steilacoom Historical Museum. We have started to outgrow the Museums meeting room so have made the decision to move our presentations to the Steilacoom Community Center.

Summit:

Kim Mose led efforts to market and request support for the 2nd annual African-American Read-In event next February at several local businesses, which have been very successful in raising awareness and funds to build upon the success of 2017's program.

Sumner:

The branch hosted its first Community Craft Night, facilitated by a local community member and artist. Participants ranged from school-age to seniors, which was not entirely expected! The evening was a success, however, in that it brought strangers together to share their skills and interests.

Tillicum:

The TIL Branch has a great opportunity to engage with both the Tacoma Children's Museum (Play to Learn) and the UW Nurses training – both of which are programs that are planned in 2018.

University Place:

The branch stayed open late on Friday, December 1, in conjunction with the City of University Place Tree Lighting Ceremony, directly in front of the Atrium in Town Center. Over 1,400 people were in the library throughout the day, and the Friends of the Library brought cookies for the community.

Unfinished Business

MEMO



Date: February 2, 2018

To: Chair Rob Allen and Members of the Board of Trustees

From: Mary Getchell, Marketing and Communications Director

Subject: Library Priorities and Funding Public Involvement Launched

Pierce County Library System launched substantial public information and involvement activities for its Library Priorities and Funding Project on January 19, 2018. Staff is participating in many ways to learn the public's priorities for library services while talking with them about the Library's funding situation that stems from costs to operate the Library System are higher than revenues from property taxes.

The Library is talking with the public at open houses at 18 Pierce County Libraries to learn about the services the residents want, need, and value. Library leaders will talk about options to manage funding, which might include increasing taxes to maintain services or reducing services.

- Saturday, Feb. 3, 2018, 12-2 p.m.
- Monday, Feb. 12, 2018, 5-7 p.m.
- Wednesday, Feb. 21, 2018, 3-5 p.m.
- Tuesday, Feb. 27, 2018, 11 a.m.-1 p.m. at 17 locations; Tillicum Pierce County Library at 1-3 p.m.

The Library is also gathering input via in-library, online, and in-community surveys. As of Feb. 2, 1,170 people had responded to the online survey.

Multiple media sources have run news stories. Paid advertisements are running in newspaper and digital media. Social media messages and boosting (paid posts) are receiving engagement. School and city/towns are also sharing information via their communications channels including websites, e-newsletters, and social media. Library leaders are continuing to give presentations about the Library's Strategic Plan and funding with local governments and community organizations.

The focal time for these communications is January 19-March 10. Then the Library will continue communications activities, although it will conclude the active survey and interactive displays for public input.

Staff involvement includes ongoing communication via the Library's internal e-newsletter, supervisors talking with and engaging staff in meetings, and encouraging staff to give their input in the online survey. To date, 110 staff have completed the survey.

Executive Director Georgia Lomax and I are forming a Community Advisory Committee with community leaders from throughout the library district from business, government, and non-profit organizations to review the Library's funding and public input.

Information the Library is sharing with the public gives an overview of growth in the Library's service area that includes an increase of 82,000 people in the past 12 years, which is a 16% rise. Also, the Library System has also outlived a re-authorized levy to sustain and increase funding for library services. The Library has met or exceeded promises from the 2006 levy, which was projected to sustain services for six years. In addition, significant use of library services including checkouts of materials, participation in classes and events, use of computers, and Wi-Fi connections have all significantly increased in the past 12 years.

New Business

MEMO



Date: February 2, 2018

To: Chair Rob Allen and Members of the Board of Trustees

From: Clifford Jo, Finance & Business Director

Subject: 2017 Yearend Financial Review

Attached are the following 2017 year-end statements:

- Yearend Actuals—General Fund
- Yearend Actuals—Capital Improvement Fund
- Yearend Actuals—Special Purpose Fund

Below are major aspects of the yearend statements for each fund. Attached is a resolution to close the 2017 fiscal year.

- GENERAL FUND NOTES -

Revenues

Actual new revenues came in at \$8,627.31 (-0.03%) less than the original budget, most of which was due to less property taxes (lower delinquent payments) and fines received. We have already made adjustments to the 2018 fines revenue by reducing it \$100,000. The net of all other non-tax revenue was \$1,502,955, which was \$45,455.93 more than budgeted.

Expenditures

Total expenditures came in under budget by \$10,359.76 (-0.03%). Personnel costs exceeded the budget by \$383,194.46 due mostly to the higher bottom line adjustment we set in 2017 (4%). This too was adjusted for 2018 (3.5%). Collection expenditures were just shy of the budget by -\$1,877.96 (-0.05%). The total expended on materials calculated to 13.00% of new revenue, and calculates to \$6.32 per capita. For maintenance and operations, the Library was under budget by \$10,425.26 (-0.25%). You may recall that we had changed the way we handled unanticipated needs by adding a contingency line item, which was funded by reducing the capital transfer. The contingency line item ended without use in 2017, however we anticipate use in 2018. The capital transfer was reduced due to fewer projects to fund in 2017, which helped fund the contingency. The attached table in the following pages show the line item results, with significant items of interest noted.

Taken in total, the net of revenues and expenditures was a positive balance of \$1,732.45.

2017 Yearend Cash Balance (General Fund)

The net effect for the cash balance is recorded as follows:

Beginning Cash & Investments Balance (Jan 1).....	\$7,712,141.33
Add: Net of revenues less expenditures	1,732.45
Less: Additional general fund transfer to Capital fund (9/2017)	245,000.00
Additional transfer to SPF for Future Land, Prop, Fac (9/2017)	256,000.00
Adjustment for warrants & taxes payable, benefit accruals, and other adj..	<u>387,604.03</u>
Ending Cash & Investments Balance (Dec 31).....	<u>\$7,600,477.81</u>

In years past we had significantly higher monies at the end of the fiscal year which were reallocated to either the capital fund or special purpose fund. Because our revenue is not keeping up with the costs to provide current services and operations, we did not anticipate having funds to reallocate unless we received unanticipated revenue. As a result, we were right on budget and are not recommending a transfer of the \$1,732.45 one time savings, but instead leave it in the general fund balance.

- CAPITAL IMPROVEMENT FUND NOTES -

Revenues and Transfers

Total new revenues were recorded at \$99,529.14, the majority of which were eRate reimbursements. Transfers to the Capital Improvement Fund to pay for capital projects included the reduced transfer of 3% of revenues (\$986,194) and additional fund balance uses (\$332,000, \$245,000, and \$301,806) to pay for current projects. The net use of cash balance was \$528,222, which was \$350,583 less than planned.

Expenditures

The original budget for capital improvement projects was \$1,917,000.00. Total actual expenditures was \$1,613,945.85. Please see the corresponding table for specific results for projects. Four large unanticipated project changes occurred in 2017:

- Postponed further work on the Eden Replacement Project
- Postponed the Bonney Lake Library Roof Replacement Project
- Added funding for the Buckley Library Site Condition Assessment, which carried into 2018
- Elevators at Administrative Center & Library did not need major repairs

2017 Yearend Cash Balance (Capital Improvement Fund)

The Capital Improvement Fund balance is therefore recorded as follows:

Beginning Cash & Investments Balance (Jan 1).....	\$1,848,144.23
Add: Additional general fund transfer to Capital fund (9/2017).....	245,000.00
Less: Use of unallocated 2016 funds to pay for 2017 projects	245,000.00
Use of unallocated 2015 eRate reimbursements	283,222.71
Adjustment for warrants & taxes payable, benefit accruals, and other adj....	<u>30,250.00</u>
Ending Cash & Investments Balance (Dec 31).....	<u>\$1,595,171.52</u>

- SPECIAL PURPOSE FUND NOTES -

The Special Purpose Fund is used to pay for projects and programs, and also holds reserved set asides. The Library decided to limit use of the Special Purpose Fund to only hold reserved set asides until the new financial system is implemented, at which time the SPF will begin accounting for projects and programs. For 2017, the only activity was interest revenue and additional transfers from 2016 operations. The Special Purpose Fund balance is recorded as follows:

Beginning Cash Balance (Jan 1)	\$728,263.00
Add: Net of revenue less expenditures, due to interest revenue	5,853.55
Additional transfer to SPF for Future Land, Prop, Fac (9/2017)	<u>256,000.00</u>
Ending Cash Balance (Dec 31)	<u>\$990,116.55</u>

- DEBT SERVICE FUND NOTES -

The Debt Service Fund is used to pay debt owed, for example bond payments. The Library has been debt-free since 2002. Any financial activity since then in this fund is due to unanticipated revenues and fees. The Debt Service Fund balance is recorded as follows:

Beginning Cash & Investments Balance (Jan 1).....	\$84,049.71
Add: Net of revenue less expenditures.....	<u>676.09</u>
Ending Cash & Investments Balance (Dec 31).....	<u>\$84,725.80</u>

- TOTAL CASH & INVESTMENTS BALANCES IN ALL FUNDS -

DECEMBER 31, 2017

The Library's total cash & investments balance in all funds is as follows:

General Fund.....	\$7,600,477.81
Capital Improvement Fund	1,595,171.52
Special Purpose Fund.....	990,116.55
Debt Services	<u>84,725.80</u>
Total Combined Cash & Investments Balance	<u>\$10,270,491.68*</u>
Change since 1/1/2017	-\$102,106.59

* Cash balance is different from fund balance. Due to the Library being a cash basis entity (versus modified accrual), these numbers show how much cash was recorded in our bank as of 12/31/2017. Warrants payables and other factors can reduce cash reported in the fund balances.

RESOLUTION NO. 2018-03

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PIERCE COUNTY RURAL LIBRARY DISTRICT
TO CLOSE THE 2017 FISCAL YEAR**

WHEREAS, on December 14, 2016 the Board of Trustees approved Pierce County Rural Library District's (the Library) 2017 fiscal year General Fund budget at \$30,779,848, Capital Improvement Fund budget at \$1,917,000, and Special Purpose Fund at \$0, and

WHEREAS, the Library reviewed fiscal year results for 2017 and determined that compared to the originally approved budget, the net of revenues and expenditures for the General Fund resulted in a positive balance of \$1,732.45, and

WHEREAS, capital improvement expenditures were less than originally planned and therefore used less of the available fund balance to pay for capital projects, and

WHEREAS, the Library's Fiscal Management Policy allows the Board of Trustees to transfer unanticipated revenues and savings from one fund to another fund, and

WHEREAS, the Library affirms the work plan for the original 2018 budgets approved on December 13, 2017, and therefore total budgeted expenditures for each fund will not need amending, and

WHEREAS, from the 2017 fiscal year results the Library proposes no redistribution of any funds to other funds, and,

WHEREAS, the remaining balances from 2017 results will reside within their respective funds to be allocated according to need in 2018, and

WHEREAS, at this time no further 2018 budget amendments from 2017 fiscal year results are proposed, now therefore,

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

The 2017 fiscal year is hereby closed.

PASSED AND APPROVED THIS 14TH DAY OF FEBRUARY, 2018.

BOARD OF TRUSTEES, PIERCE COUNTY RURAL LIBRARY DISTRICT	
Robert Allen, Chair	_____
Daren Jones, Vice-Chair	_____
Donna Albers, Member	_____
Monica Butler, Member	_____
Pat Jenkins, Member	_____

**PIERCE COUNTY LIBRARY SYSTEM
2017 GENERAL FUND YEAR END RESULTS**

AS OF DECEMBER 31, 2017	2017 Adjusted	2017 Year End	\$ Difference 2017 Adj. to 2017 Year End	% Difference 2017 Adj. to 2017 Year End	Notes
REVENUES					
Property Taxes	\$ 29,239,348	\$ 29,182,308.55	\$ (57,039.45)	-0.20%	Received slightly less in delinquent payments
Excise Taxes	83,000	85,956.21	2,956.21	3.56%	
Federal Grants	-	44,674.67	44,674.67	new	
State Grants	-	50,049.94	50,049.94	new	
State Forest Funds	-	1,525.49	1,525.49	new	
Timber Taxes	15,000	-	(15,000.00)	-100.00%	Category moved to Sales of Fixed Assets
Fees (Printer, Fax, Copier)	186,500	195,473.22	8,973.22	4.81%	
Interlibrary Loan Fees	-	37.45	37.45	new	
Fines	500,000	436,105.03	(63,894.97)	-12.78%	Adjusted downwards for 2018
Investment Income	15,000	37,656.35	22,656.35	151.04%	Interest rates continue to increase
Sales of Goods/Services	8,000	6,075.65	(1,924.35)	-24.05%	Book sales continue to be low
Donations & Reimbursements	228,000	199,480.89	(28,519.11)	-12.51%	Another \$34,000 recorded in capital fund
Other (Erate, Pcard Rebates, Unclaimed Property)	505,000	508,642.57	3,642.57	0.72%	
Insurance Recoveries & Sales of Fixed Assets	-	23,234.67	23,234.67	new	
TOTAL REVENUES	\$ 30,779,848	\$ 30,771,220.69	\$ (8,627.31)	-0.03%	
EXPENDITURES					
PERSONNEL					
Salaries & Wages	\$ 16,352,986	\$ 15,979,359.75	\$ (373,626.25)	-2.28%	
Overtime Wages	12,400	28,623.81	16,223.81	130.84%	Due to after hours meeting room calls
Employee Benefits	5,990,681	5,837,034.90	(153,646.10)	-2.56%	
Subtotal Personnel	\$ 22,356,067	\$ 21,845,018.46	\$ (511,048.54)	-2.29%	
Reduction in personnel budget to match projections	(894,243)	-	894,243.00	-100.00%	Due to low turnover rate--reduced for 2018
Total Personnel	\$ 21,461,824	\$ 21,845,018.46	\$ 383,194.46	1.79%	
MAINTENANCE & OPERATIONS					
Supplies and Consumables	\$ 427,539	\$ 382,802.72	\$ (44,736.28)	-10.46%	
Fuel	30,000	23,743.14	(6,256.86)	-20.86%	Changed the way we estimate fuel needs
Equipment (Computers, Software, Furnishings)	376,000	410,647.32	34,647.32	9.21%	
Professional & Legal Services	529,400	434,368.11	(95,031.89)	-17.95%	Conducted FMP Update in house
Networking, Phones, Postage	668,800	714,059.65	45,259.65	6.77%	Includes WAVE/offset by Erate
Travel & Mileage	69,700	61,724.06	(7,975.94)	-11.44%	
Advertising	43,800	29,298.23	(14,501.77)	-33.11%	Considerable less was used
Rentals & Leases	451,650	463,720.68	12,070.68	2.67%	
Insurance	233,000	214,143.22	(18,856.78)	-8.09%	Lower renewal due to chg of carriers
Utilities	327,400	409,376.20	81,976.20	25.04%	Electricity, water, and sewer were higher
Repairs & Maintenance, Maintenance Contracts	812,150	825,094.38	12,944.38	1.59%	
Registrations	56,300	51,928.90	(4,371.10)	-7.76%	
Dues, Taxes, Licenses, Fees, Misc Expenses	112,040	107,599.36	(4,440.64)	-3.96%	
Intergovernmental	18,000	10,492.72	(7,507.28)	-41.71%	Less time was spent to conduct audit
Minor Construction	-	6,355.05	6,355.05	new	
Total Maintenance & Operations	\$ 4,155,779	\$ 4,145,353.74	\$ (10,425.26)	-0.25%	
MATERIALS					
Books, DVDs, Music, eBooks, Databases	\$ 3,794,800	\$ 3,792,922.04	\$ (1,877.96)	-0.05%	= 12.3% of revenues
SET-ASIDES					
Operating Contingency	\$ 136,251	\$ -	\$ (136,251.00)	-100.00%	Did not use in 2017
Capital Fund Transfer	1,231,194	986,194.00	(245,000.00)	-19.90%	Reduced due to fewer capital projects
TOTAL EXPENDITURES	\$ 30,779,848	\$ 30,769,488.24	\$ (10,359.76)	-0.03%	
NET OF REVENUE AND EXPENDITURES	\$ -	\$ 1,732.45	\$ 1,732.45	new	

**PIERCE COUNTY LIBRARY SYSTEM
2017 CAPITAL IMPROVEMENT YEAR END RESULTS**

AS OF DECEMBER 31, 2017	2017 Original	2017 Midterm Adj	Year End Actuals	Diff. between Act. & Midterm		Notes
				\$ Change	% Change	
-- FUNDING SOURCES --						
USE OF FUND BALANCE						
Unallocated 2015 eRate reimbursements	\$ 332,000	\$ 332,000	\$ 283,222.71	\$ (48,777.29)	-14.69%	
Unallocated 2016 funds		245,000	245,000.00	-	0.00%	
Available cash in General Fund transferred to CIP	301,806	301,806	-	(301,806.00)	-100.00%	
SUBTOTAL	633,806	878,806	528,222.71	(350,583.29)	-39.89%	
NEW REVENUE						
4% Transfer from General Fund	1,231,194	986,194	986,194.00	-	0.00%	Reduction offset by 2016 funds
Foundation Donations			34,069.32	34,069.32	-	
Investment Income			9,601.22	9,601.22	-	
Lakewood Friends reimb. for refreshing the space near garden	22,000	22,000	-	(22,000.00)	-100.00%	Conducted in general fund
Erate Reimbursement from prior year purchases	30,000	30,000	55,858.60	25,858.60	86.20%	From WiFi update
SUBTOTAL	1,283,194	1,038,194	1,085,723.14	47,529.14	4.58%	
TOTAL FUNDS AVAILABLE	1,917,000	1,917,000	1,613,945.85	(303,054.15)	-15.81%	
-- EXPENDITURES --						
COMMITMENTS						
UP 5,000 sq ft Expansion (10 years--2012-21)	120,000	120,000	120,000.00	-	0.00%	Year 6 out of 10 year agreement
SUBTOTAL	120,000	120,000	120,000.00	-	0.00%	
SERVICE IMPROVEMENT PROJECTS						
Interior Updates						
Space Improvements	210,000	240,900	251,693.36	10,793.36	4.48%	Conducted additional improvements to spaces
Admin Center/Library Interior Remodels		322,300	306,161.43	(16,138.57)	-5.01%	Includes a new Training Space
Ergonomic plan		25,500	25,598.34	98.34	0.39%	
Public Computer reconfigurations (Graham)	15,000	22,000	24,919.94	2,919.94	13.27%	Included privacy screen purchases
Public Computer Software		40,000	76,995.00	36,995.00	92.49%	Purchased 2 years for significant discount
Restroom and other public area remodels	180,000	132,800	112,022.89	(20,777.11)	-15.65%	Savings used to conduct additional Space Improvements
Wayfinding (signage) updates at two locations	25,000	25,000	24,151.63	(848.37)	-3.39%	
Front and staff doors at several locations	50,000	50,000	50,726.79	726.79	1.45%	
Carpeting (Lakewood, Parkland, Admin Center/Library)	110,000	4,000	3,973.71	(26.29)	-0.66%	
Exterior Updates						
Roof Replacements (Bonney Lake)	100,000	-	-	-	0.00%	Postponed
Lighting upgrades for exterior building and parking lots	25,000	25,000	25,134.61	134.61	0.54%	
Interior space refresh near the garden area (Lakewood)	22,000	-	-	-	0.00%	Conducted in general fund
Bookdrop at Gig Harbor	5,000	-	-	-	0.00%	Canceled
SUBTOTAL	742,000	887,500	901,377.70	13,877.70	1.56%	

-- continued --

**PIERCE COUNTY LIBRARY SYSTEM
2017 CAPITAL IMPROVEMENT YEAR END RESULTS**

AS OF DECEMBER 31, 2017	2017 Original	2017 Midterm Adj	Year End Actuals	Diff. between Act. & Midterm \$ Change	% Change	Notes
			-- continued --			
MAJOR MAINTENANCE						
Elevator Upgrades at ACL	135,000	135,000	11,001.00	(123,999.00)	-91.85%	Did not need significant repairs
HVAC and related Upgrades	85,000	85,000	80,783.55	(4,216.45)	-4.96%	
Bioswale Cleanup (Admin Center/Library)		6,500	4,461.94	(2,038.06)	-31.35%	Conditions required cleanup work
Fire Extinguisher Training Equipment		12,500	12,445.15	(54.85)	-0.44%	2016 invoice paid in 2017
Modernize Building Alarm System Controls	30,000	-	-	-	0.00%	Canceled
SUBTOTAL	250,000	239,000	108,691.64	(130,308.36)	-54.52%	
VEHICLES						
Delivery Van	80,000	68,550	69,981.94	1,431.94	2.09%	
Maintenance Van	50,000	35,350	34,812.66	(537.34)	-1.52%	
SUBTOTAL	130,000	103,900	104,794.60	894.60	0.86%	
TECHNOLOGY UPDATES						
PC Replacement plan	200,000	47,000	36,335.24	(10,664.76)	-22.69%	Used existing inventory
Copier replacements		30,000	-	(30,000.00)	-100.00%	Leases paid out of general fund
Network Security		140,000	126,452.20	(13,547.80)	-9.68%	
SUBTOTAL	200,000	217,000	162,787.44	(54,212.56)	-24.98%	
OTHER CAPITAL PROJECTS						
Finance/HR System Replacement	150,000	70,000	70,104.31	104.31	0.15%	Postponed
Movie Tower Decommissioning	200,000	50,000	43,243.81	(6,756.19)	-13.51%	Reduced
Facilities Master Plan Update	50,000	-	-	-	0.00%	Work conducted entirely inhouse
Buckley Site Work	50,000	204,600	75,414.82	(129,185.18)	-63.14%	Moved funds to 2018
SUBTOTAL	450,000	324,600	188,762.94	(135,837.06)	-41.85%	
TOTAL EXPENDITURES	1,892,000	1,892,000	1,586,414.32	(305,585.68)	-16.15%	
OTHER						
Contingency (Minor)	25,000	25,000	27,531.53	2,531.53	10.13%	
Security Gate - Admin Center & Library			7,445.68	7,445.68	-	
Exterior Sign - Key Center			13,304.15	13,304.15	-	
Fencework - Summit			4,281.70	4,281.70	-	
Property - Key Center Earnest Money			2,500.00	2,500.00	-	Cancelled project - earnest will be returned in 2018
GRAND TOTAL EXPENDITURES	1,917,000	1,917,000	1,613,945.85	(303,054.15)	-15.81%	
NET OF REVENUE AND EXPENDITURES	\$ -	\$ -	\$ -	-	0.00%	

**PIERCE COUNTY LIBRARY SYSTEM
2017 SPECIAL PURPOSE FUND YEAREND RESULTS**

AS OF DECEMBER 31, 2017	Original Budget	Yearend Actuals	Diff. between Act. & Original		Notes
			\$ Change	% Change	
BEGINNING SPF FUND BALANCE (1/1 EST)	\$ -	\$ 728,263.00	\$ 728,263.00	-	
REVENUES & INFLOWS					
Budgeted Transfer from General Fund	-	-	-	0.00%	SPF was not used for expenditures in 2017, only set-asides
Investment Income	-	5,853.55	5,853.55	-	
TOTAL FUNDS AVAILABLE	-	5,853.55	5,853.55	-	
EXPENDITURES					
PROGRAMS					
None	-	-	-	0.00%	
SUBTOTAL	-	-	-	0.00%	
PROJECTS					
None	-	-	-	0.00%	
SUBTOTAL	-	-	-	0.00%	
GRAND TOTAL SPF	-	-	-	0.00%	
OTHER TRANSFERS IN/OUT					
Transfer of Additional Funds from GF for Future Land, Prop, Fac		256,000.00	256,000.00	-	Approved September 2017
SUBTOTAL	-	256,000.00	256,000.00	-	
ENDING CAPITAL FUND BALANCE (12/31 EST)	\$ -	\$ 990,116.55	\$ 990,116.55	-	
RESTRICTED SETASIDES IN FUND BALANCE					
Future Election Cost	-	360,000.00	360,000.00	-	
Future Land, Property, and Facilities	-	624,263.00	624,263.00	-	
TOTAL RESTRICTED SETASIDES IN FUND BALANCE	-	984,263.00	984,263.00	-	

FUND: GENERAL FUND (01)

Object	2017 Budget	December Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
31111 PROPERTY TAXES CURRENT	28,677,357.00	0.00	28,758,425.38	0.00	(81,068.38)	100.28
31112 PROPERTY TAXES DELINQUENT	558,991.00	0.00	416,496.16	0.00	142,494.84	74.51
31130 SALE OF TAX TITLE PROPERTY	3,000.00	0.00	7,387.01	0.00	(4,387.01)	246.23
31720 LEASEHOLD EXCISE TAX	20,000.00	0.00	18,098.37	0.00	1,901.63	90.49
31740 TIMBER EXCISE TAX	63,000.00	0.00	67,857.84	0.00	(4,857.84)	107.71
TAXES:	29,322,348.00	0.00	29,268,264.76	0.00	54,083.24	99.82
33300 INDIRECT FEDERAL GRANTS	0.00	0.00	41,728.10	0.00	(41,728.10)	0.00
33345 PLAY TO LEARN - FED INDIRECT	0.00	0.00	2,946.57	0.00	(2,946.57)	0.00
33403 STATE LSTA DIRECT	0.00	0.00	42,465.40	0.00	(42,465.40)	0.00
33490 STATE DIRECT GRANT - STAY AT WORK	0.00	0.00	7,584.54	0.00	(7,584.54)	0.00
33533 STATE FOREST FUNDS/DNR TIMBER TRUS	0.00	0.00	1,525.49	0.00	(1,525.49)	0.00
33710 SHARED FIXED ASSETS - TIMBER	15,000.00	0.00	0.00	0.00	15,000.00	0.00
34160 COPIER FEES	30,000.00	0.00	31,991.95	0.00	(1,991.95)	106.64
34161 GRAPHICS SERVICES CHARGES	7,500.00	0.00	8,000.52	0.00	(500.52)	106.67
34162 PRINTER FEES	125,000.00	0.00	127,730.23	0.00	(2,730.23)	102.18
34163 FAX FEES	21,000.00	0.00	24,510.52	0.00	(3,510.52)	116.72
34193 ORTING - SERVICE FEES	3,000.00	0.00	3,240.00	0.00	(240.00)	108.00
34730 INTERLIBRARY LOAN FEES	0.00	0.00	37.45	0.00	(37.45)	0.00
35970 LIBRARY FINES	500,000.00	0.00	436,105.03	0.00	63,894.97	87.22
36110 INVESTMENT INCOME	15,000.00	0.00	37,646.10	0.00	(22,646.10)	250.97
36140 OTHER INTEREST EARNED - COUNTY	0.00	0.00	10.25	0.00	(10.25)	0.00
36200 KEY PEN HLTH DEPT FACILITY REV	1,000.00	0.00	1,247.57	0.00	(247.57)	124.76
36290 BOOK SALES	7,000.00	0.00	4,828.08	0.00	2,171.92	68.97
36700 FOUNDATION DONATIONS	189,000.00	0.00	177,053.21	0.00	11,946.79	93.68
36710 FRIENDS' DONATIONS	0.00	0.00	147.27	0.00	(147.27)	0.00
36720 FRIENDS' REIMBURSEMENTS	38,000.00	0.00	19,582.90	0.00	18,417.10	51.53
36725 DONATIONS - OTHER	1,000.00	0.00	2,697.51	0.00	(1,697.51)	269.75
36910 SALE OF SURPLUS	5,000.00	0.00	1,874.05	0.00	3,125.95	37.48
36920 FOUND MONEY	3,000.00	0.00	1,095.95	0.00	1,904.05	36.53
36990 MISCELLANEOUS REVENUE	0.00	0.00	4,037.59	0.00	(4,037.59)	0.00
36991 PAYMENT FOR LOST MATERIALS	12,000.00	0.00	7,627.78	0.00	4,372.22	63.56
36996 JURY DUTY REIMBURSEMENT	0.00	0.00	328.78	0.00	(328.78)	0.00
36998 E RATE REIMBURSEMENT	415,000.00	0.00	424,406.36	0.00	(9,406.36)	102.27
36999 REBATES - PROCUREMENT CARD	70,000.00	0.00	69,272.06	0.00	727.94	98.96
CHARGES OTHER:	1,457,500.00	0.00	1,479,721.26	0.00	(22,221.26)	101.52
39510 SALE OF FIXED ASSETS (GOV)	0.00	0.00	15,670.24	0.00	(15,670.24)	0.00
39520 INSURANCE RECOVERIES - ASSETS	0.00	0.00	7,564.43	0.00	(7,564.43)	0.00
TOTAL FOR REVENUE ACCOUNTS	30,779,848.00	0.00	30,771,220.69	0.00	8,627.31	99.97
EXPENSE ACCOUNTS						
51100 SALARIES AND WAGES	15,661,261.00	0.00	15,188,356.41	0.00	472,904.59	96.98
51105 ADDITIONAL HOURS	238,300.00	0.00	287,314.56	0.00	(49,014.56)	120.57
51106 SHIFT DIFFERENTIAL	167,525.00	0.00	163,709.05	0.00	3,815.95	97.72
51107 SUBSTITUTE HOURS	275,400.00	0.00	327,789.51	0.00	(52,389.51)	119.02
51109 TUITION ASSISTANCE PROGRAM	10,500.00	0.00	12,190.22	0.00	(1,690.22)	116.10
51200 OVERTIME WAGES	12,400.00	0.00	28,623.81	0.00	(16,223.81)	230.84
51999 ADJ WAGE/SALARY TO MATCH PLAN	(654,616.00)	0.00	0.00	0.00	(654,616.00)	0.00

FUND: GENERAL FUND (01)

Object	2017 Budget	December Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
52001 INDUSTRIAL INSURANCE	178,682.00	0.00	121,874.32	0.00	56,807.68	68.21
52002 MEDICAL INSURANCE	2,457,067.00	0.00	2,374,362.73	0.00	82,704.27	96.63
52003 F.I.C.A.	1,251,962.00	0.00	1,192,134.82	0.00	59,827.18	95.22
52004 RETIREMENT	1,800,779.00	0.00	1,830,221.17	0.00	(29,442.17)	101.63
52005 DENTAL INSURANCE	231,182.00	0.00	225,792.71	0.00	5,389.29	97.67
52006 OTHER BENEFIT	10,540.00	0.00	12,140.00	0.00	(1,600.00)	115.18
52010 LIFE AND DISABILITY INSURANCE	28,669.00	0.00	63,995.12	0.00	(35,326.12)	223.22
52020 UNEMPLOYMENT COMPENSATION	30,500.00	0.00	16,514.03	0.00	13,985.97	54.14
52200 UNIFORMS	1,300.00	0.00	0.00	0.00	1,300.00	0.00
52999 ADJ BENEFITS TO MATCH PLAN	(239,627.00)	0.00	0.00	0.00	(239,627.00)	0.00
PERSONNEL	21,461,824.00	0.00	21,845,018.46	0.00	(383,194.46)	101.79
53100 OFFICE/OPERATING SUPPLIES	265,139.00	0.00	251,620.63	0.00	13,518.37	94.90
53101 CUSTODIAL SUPPLIES	60,000.00	0.00	69,249.91	0.00	(9,249.91)	115.42
53102 MAINTENANCE SUPPLIES	60,200.00	0.00	33,821.33	0.00	26,378.67	56.18
53103 AUDIOVISUAL PROCESSING SUP	20,000.00	0.00	14,705.46	0.00	5,294.54	73.53
53104 BOOK PROCESSING SUPPLIES	15,000.00	0.00	13,405.39	0.00	1,594.61	89.37
53105 TRAINING SUPPLIES	7,200.00	0.00	0.00	0.00	7,200.00	0.00
53200 FUEL	30,000.00	0.00	23,743.14	0.00	6,256.86	79.14
53401 ADULT MATERIALS	726,500.00	0.00	729,300.07	0.00	(2,800.07)	100.39
53403 PERIODICALS	96,000.00	0.00	83,214.97	0.00	12,785.03	86.68
53405 JUVENILE BOOKS	518,600.00	0.00	518,484.41	0.00	115.59	99.98
53406 PROFESSIONAL COLLECTION	1,500.00	0.00	1,406.77	0.00	93.23	93.78
53407 INTERNATIONAL COLLECTION	43,000.00	0.00	33,214.51	0.00	9,785.49	77.24
53408 AUDIOVISUAL MATERIALS - ADULT	845,000.00	0.00	796,472.80	0.00	48,527.20	94.26
53409 AUDIOVISUAL MATERIALS - JUV	91,000.00	0.00	78,747.03	0.00	12,252.97	86.54
53411 ELECTRONIC INFO SOURCES	424,428.00	0.00	375,143.21	0.00	49,284.79	88.39
53412 REFERENCE SERIALS	10,000.00	0.00	12,144.67	0.00	(2,144.67)	121.45
53413 ELECTRONIC SERVICES	267,950.00	0.00	309,985.42	0.00	(42,035.42)	115.69
53414 ELECTRONIC COLLECTION	616,322.00	0.00	679,312.99	0.00	(62,990.99)	110.22
53464 VENDOR PROCESSING SERVICES	154,500.00	0.00	170,949.03	0.00	(16,449.03)	110.65
53499 GIFTS - MATERIALS	0.00	0.00	4,546.16	0.00	(4,546.16)	0.00
53500 MINOR EQUIPMENT	16,100.00	0.00	12,661.76	0.00	3,438.24	78.64
53501 FURNISHINGS	7,500.00	0.00	31,532.38	0.00	(24,032.38)	420.43
53502 PC HARDWARE	129,000.00	0.00	167,205.89	0.00	(38,205.89)	129.62
53505 SOFTWARE/LICENSES/HOSTING	223,400.00	0.00	199,247.29	0.00	24,152.71	89.19
54100 PROFESSIONAL SERVICES	418,900.00	0.00	343,189.36	0.00	75,710.64	81.93
54101 LEGAL SERVICES	35,000.00	0.00	19,186.00	0.00	15,814.00	54.82
54102 COLLECTION AGENCY	14,000.00	0.00	16,843.90	0.00	(2,843.90)	120.31
54161 RESOURCE SHARING SERVICES	15,000.00	0.00	16,496.92	0.00	(1,496.92)	109.98
54162 BIBLIOGRAPHICS SERVICES	35,000.00	0.00	37,150.63	0.00	(2,150.63)	106.14
54163 PRINTING AND BINDING	9,000.00	0.00	0.00	0.00	9,000.00	0.00
54165 ILL LOST ITEM CHARGE	2,500.00	0.00	1,501.30	0.00	998.70	60.05
54200 POSTAGE AND SHIPPING	47,800.00	0.00	46,654.04	0.00	1,145.96	97.60
54201 TELECOM SERVICES	621,000.00	0.00	667,405.61	0.00	(46,405.61)	107.47
54300 TRAVEL	35,900.00	0.00	29,425.11	0.00	6,474.89	81.96
54301 MILEAGE REIMBURSEMENTS	33,800.00	0.00	32,298.95	0.00	1,501.05	95.56
54400 ADVERTISING	43,800.00	0.00	29,298.23	0.00	14,501.77	66.89

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 12/31/2017

FUND: GENERAL FUND (01)

Object	2017 Budget	December Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
54501 RENTALS/LEASES - BUILDINGS	416,450.00	0.00	403,058.19	0.00	13,391.81	96.78
54502 RENTALS/LEASES - EQUIPMENT	35,200.00	0.00	60,662.49	0.00	(25,462.49)	172.34
54600 INSURANCE	233,000.00	0.00	214,143.22	0.00	18,856.78	91.91
54700 ELECTRICITY	235,000.00	0.00	287,085.70	0.00	(52,085.70)	122.16
54701 NATURAL GAS	15,000.00	0.00	11,800.79	0.00	3,199.21	78.67
54702 WATER	29,700.00	0.00	39,480.98	0.00	(9,780.98)	132.93
54703 SEWER	16,200.00	0.00	35,540.46	0.00	(19,340.46)	219.39
54704 REFUSE	31,500.00	0.00	35,468.27	0.00	(3,968.27)	112.60
54800 GENERAL REPAIRS/MAINTENANCE	236,400.00	0.00	261,316.16	0.00	(24,916.16)	110.54
54801 CONTRACTED MAINTENANCE	565,750.00	0.00	563,482.84	0.00	2,267.16	99.60
54803 MAINT. TELECOM EQUIPMENT	10,000.00	0.00	295.38	0.00	9,704.62	2.95
54900 REGISTRATIONS	54,300.00	0.00	51,350.90	0.00	2,949.10	94.57
54901 DUES AND MEMBERSHIPS	29,350.00	0.00	25,442.00	0.00	3,908.00	86.68
54902 TAXES AND ASSESSMENTS	29,500.00	0.00	33,922.02	0.00	(4,422.02)	114.99
54903 LICENSES AND FEES	52,650.00	0.00	48,235.34	0.00	4,414.66	91.62
54904 MISCELLANEOUS	540.00	0.00	0.00	0.00	540.00	0.00
54905 WELLNESS EVENTS	2,000.00	0.00	578.00	0.00	1,422.00	28.90
54912 CONTINGENCY	136,251.00	0.00	0.00	0.00	136,251.00	0.00
55100 INTERGOVERNMENTAL	18,000.00	0.00	10,492.72	0.00	7,507.28	58.29
56201 CONSTRUCTION	0.00	0.00	6,355.05	0.00	(6,355.05)	0.00
59700 TRANSFERS OUT	1,231,194.00	0.00	986,194.00	0.00	245,000.00	80.10
ALL OTHER EXPENSES	9,318,024.00	0.00	8,924,469.78	0.00	393,554.22	95.78
TOTAL FOR EXPENSE ACCOUNTS	30,779,848.00	0.00	30,769,488.24	0.00	10,359.76	99.97
NET SURPLUS / DEFICIT	0.00	0.00	1,732.45	0.00	(1,732.45)	0.00

FUND: SPECIAL PURPOSE FUND (15)

Object	2017 Budget	December Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
TAXES:	0.00	0.00	0.00	0.00	0.00	0.00
36110 INVESTMENT INCOME	0.00	0.00	5,853.55	0.00	(5,853.55)	0.00
CHARGES OTHER:	0.00	0.00	5,853.55	0.00	(5,853.55)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	0.00	5,853.55	0.00	(5,853.55)	0.00
EXPENSE ACCOUNTS						
PERSONNEL	0.00	0.00	0.00	0.00	0.00	0.00
ALL OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR EXPENSE ACCOUNTS	0.00	0.00	0.00	0.00	0.00	0.00
NET SURPLUS / DEFICIT	0.00	0.00	5,853.55	0.00	(5,853.55)	0.00

FUND: DEBT SERVICE FUND (20)

Object	2017 Budget	December Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
31112 PROPERTY TAXES DELINQUENT	0.00	0.00	0.54	0.00	(0.54)	0.00
TAXES:	0.00	0.00	0.54	0.00	(0.54)	0.00
36110 INVESTMENT INCOME	0.00	0.00	674.54	0.00	(674.54)	0.00
36990 MISCELLANEOUS REVENUE	0.00	0.00	1.01	0.00	(1.01)	0.00
CHARGES OTHER:	0.00	0.00	675.55	0.00	(675.55)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	0.00	676.09	0.00	(676.09)	0.00
NET SURPLUS / DEFICIT	0.00	0.00	676.09	0.00	(676.09)	0.00

FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)

Object	2017 Budget	December Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
29150 USE OF FUND BALANCE-BUDGET	633,806.00	0.00	0.00	0.00	633,806.00	0.00
36110 INVESTMENT INCOME	0.00	0.00	9,601.22	0.00	(9,601.22)	0.00
36700 FOUNDATION DONATIONS	0.00	0.00	34,069.32	0.00	(34,069.32)	0.00
36720 FRIENDS' REIMBURSEMENTS	22,000.00	0.00	0.00	0.00	22,000.00	0.00
36998 E-RATE REIMBURSEMENT	30,000.00	0.00	55,858.60	0.00	(25,858.60)	186.20
CHARGES OTHER:	685,806.00	0.00	99,529.14	0.00	586,276.86	14.51
39700 TRANSFERS IN	1,231,194.00	0.00	986,194.00	0.00	245,000.00	80.10
TOTAL FOR REVENUE ACCOUNTS	1,917,000.00	0.00	1,085,723.14	0.00	831,276.86	56.64
EXPENSE ACCOUNTS						
53100 OFFICE/OPERATING SUPPLIES	0.00	0.00	3,024.65	0.00	(3,024.65)	0.00
53102 MAINTENANCE SUPPLIES	0.00	0.00	248.72	0.00	(248.72)	0.00
53408 AUDIOVISUAL MATERIALS - ADULT	50,000.00	0.00	43,243.81	0.00	6,756.19	86.49
53500 MINOR EQUIPMENT	0.00	0.00	7,688.60	0.00	(7,688.60)	0.00
53501 FURNISHINGS	26,000.00	0.00	384,169.67	0.00	(358,169.67)	1,477.58
53502 TECHNOLOGY HARDWARE	204,000.00	0.00	69,583.03	0.00	134,416.97	34.11
53505 SOFTWARE/LICENSES/HOSTING	0.00	0.00	77,011.47	0.00	(77,011.47)	0.00
54100 PROFESSIONAL SERVICES	250,000.00	0.00	286,847.80	0.00	(36,847.80)	114.74
54101 LEGAL SERVICES	0.00	0.00	2,528.00	0.00	(2,528.00)	0.00
54300 TRAVEL	0.00	0.00	1,787.99	0.00	(1,787.99)	0.00
54400 ADVERTISING	0.00	0.00	225.40	0.00	(225.40)	0.00
54800 GENERAL REPAIRS/MAINTENANCE	0.00	0.00	102,560.70	0.00	(102,560.70)	0.00
54801 CONTRACTED MAINTENANCE	0.00	0.00	2,950.67	0.00	(2,950.67)	0.00
54900 REGISTRATIONS	0.00	0.00	2,320.00	0.00	(2,320.00)	0.00
54912 CONTINGENCY/RESERVE	25,000.00	0.00	0.00	0.00	25,000.00	0.00
56100 LAND	0.00	0.00	2,500.00	0.00	(2,500.00)	0.00
56200 BUILDINGS & BLDG IMPROVEMENTS	785,000.00	0.00	193,773.75	0.00	591,226.25	24.68
56201 CONSTRUCTION	295,000.00	0.00	231,391.99	0.00	63,608.01	78.44
56202 ELECTRICAL	30,000.00	0.00	4,066.30	0.00	25,933.70	13.55
56205 ROOFING	100,000.00	0.00	0.00	0.00	100,000.00	0.00
56300 IMPROVEMENTS OTHER THAN BLDGS	22,000.00	0.00	0.00	0.00	22,000.00	0.00
56400 MACHINERY & EQUIPMENT	0.00	0.00	12,445.15	0.00	(12,445.15)	0.00
56401 VEHICLES	130,000.00	0.00	104,794.60	0.00	25,205.40	80.61
56402 HVAC	0.00	0.00	80,783.55	0.00	(80,783.55)	0.00
TOTAL FOR EXPENSE ACCOUNTS	1,917,000.00	0.00	1,613,945.85	0.00	303,054.15	84.19
NET SURPLUS / DEFICIT	0.00	0.00	(528,222.71)	0.00	528,222.71	0.00

MEMO



Date: February 6, 2018

To: Chair Rob Allen and Members of the Board of Trustees

From: Melinda Chesbro

Subject: Board Metrics discussion

At the February Board meeting we will have a discussion about the measures that we routinely share with the Board. We are interested in hearing the discussion of the Board, and will use what we learn to develop our draft recommendations.

During the meeting, we'd like to hear what your goals are for the metrics we share with you and how you would use them. Here are some of our goals for Board metrics:

- Metrics align with and support the Strategic Plan
- Metrics are actionable and that set achievable and stretch goals
- Metrics help the Board of Trustees understand how the Library is performing
- Metrics are presented in a useful and clear way

Also during the meeting, we'll give you a chance to get active, and participate in one of our regular techniques that we use when launching a project, exploring ideas, and narrowing our priorities – "brain walking".

We'll use this technique to get your input on the following areas:

- things we could measure (such as circulation, visitors, cardholders, public pc or Wi-Fi use)
- types of measurements we could use (such as counts, percent change, ratios or per capita)
- possible presentation of measurement (such as tables of numbers, charts, graphs or infographics)
- frequency to report on individual measures (such as monthly, quarterly, annually)

MEMO



Date: January 29, 2018

To: Chair Rob Allen and Members of the Board of Trustees

From: Jaime Prothro, Interim Customer Experience Manager

Subject: Pierce County READS 2018

Pierce County Library System's largest event for adults—Pierce County READS—launches on March 11, 2018. This is the 11th annual one-community one-book program that encourages everyone in the county to read the same book at the same time and then come together to talk about it.

Pierce County READS titles are best-selling works by a living author that appeal to wide audiences, present relevant themes and provoke meaningful discussion. The library's co-presenter, The News Tribune, will announce the selection with a feature story on March 11.

Pierce County READS events

- **Author event.** The 2018 Pierce County READS authors will speak and sign books at 7 p.m. on Friday, May 11, 2018 Pacific Lutheran University's Olson Auditorium.
- **Other cool events.** The library is hosting programs of impact this year. There will be a kickoff program at the Washington State History Museum, four regional programs, four hands-on workshops, 16 book discussions and three film discussions. Visit piercecountyreads.org for the full list of programs after the launch on March 11.

Read & Release Books

The Friends of Buckley, Dupont, Eatonville, Graham, Gig Harbor, Key Center, Lakewood/Tillicum, Milton, Orting, South Hill, Summit, Steilacoom, and University Place have funded this year's Read & Release of 492 books that will be shared throughout the county to engage readers in unique and unexpected places.

Pierce County READS Team

The library's Pierce County READS team is Lisa Oldoski, Jason Anderson, Nicole Milbradt and Lauren Murphy, and chaired by Jaime Prothro.

Officers Reports

MEMO



Date: February 6, 2018

To: Chair Rob Allen and Members of the Board of Trustees

From: Melinda Chesbro, Deputy Director

Subject: 2018 Work Plan Summary

In 2018 I will be providing a monthly report to the Board with updates on some of the larger system projects. If desired, I can periodically provide the Board with more in-depth information. The projects listed below don't represent the day-to-day work and ongoing service delivery that staff engage in.

2018 Work Plan Projects

Library Priorities

The Library will conduct an extensive public information and involvement process in 2018 to gather input to identify the public's top library priorities. Ultimately, the Library's Board of Trustees will make decisions based upon the public input to sustain or reduce services. This is a top priority project for the Library System in its commitment to deliver high-value services to its communities and invest taxpayers' contributions effectively.

Reader's Advisory Training

This project will establish regular, consistent Reader's Advisory training for PCLS staff using an interactive learning platform. Providing reading recommendations is called Reader's Advisory in the library industry.

Books 4 You

This project will provide readers with the opportunity to get personalized reading suggestions from PCLS staff. This project has \$2,000 in support from the Foundation.

Emphasize E-books

This project will emphasize e-book reading by increasing the collection's content to appeal to more readers. We will work to connect with customers who prefer large print as a format, offering in-branch hands on experiences for seniors and individuals who are not actively reading e-books. This project has \$104,900 in support from the Foundation.

Our Own Expressions

The Our Own Expressions contest is a countywide chance for teens to share their work and be judged by professionals. Each year teens compete in three age categories, and four artistic categories for a chance to be published and win cash prizes. This program has \$5,400 in support from the Foundation.

Summer Reading Program

Summer Reading is designed to garner excitement about reading for enjoyment, showcasing the connections that can be made through personalized recommendations from PCLS staff, bringing together our communities around books and literature while supporting experiential learning

opportunities for youth to lessen/prevent summer slide. This program has \$86,700 in support from the Foundation.

Teen Summer Volunteers

This project will plan and implement a coordinated teen summer volunteer program in line with community service requirements, college and career readiness, and leadership development models.

GIG Law Library Pilot

This project is a partnership with the Pierce County Law Library to provide Gig Harbor, Key Center and Kitsap Peninsula residents with authoritative legal resources without having to shoulder the economic burden of traveling to downtown Tacoma.

Public Software Implementation

This project will implement the public software components selected in 2017: meeting room booking, web calendar of events, and mobile app. These efforts will result in improved access and awareness of library services, modernization of PCLS' virtual services and functionality, and improved efficiencies and oversight of the services.

ITG Conversion

This project will convert the seven branches that still have ITG Movie Towers to open DVD collections. The ITG Movie Tower equipment is no longer supported by the vendor, and PCLS is the last Polaris customer using this product. As a result, we are unable to quickly make repairs to the Movie Towers and ensure we are consistently providing the service our customers expect and rely on.

Outreach Connectivity Pilot

This project will work to strengthen mi-fi connectivity at Outreach locations that offer a strong persistent connection. Outreach staff continue to face significant challenges when attempting to access library resources at community sites and Anderson Island, negatively impacting both the quality and efficiency of service delivery. This project has \$5,000 in support from the Foundation.

Summer Reading Website

This project will create a one-stop shopping center for anyone in the community to access all the various offerings around Summer Reading, the largest single initiative offered to the Pierce County community. Currently Summer Reading information regarding materials, events and services are scattered in silos across the public webpages.

Fife BISAC decommission

This project will move the Fife library to the Dewey Decimal classification system used at all other PCLS locations. When Fife Library opened, it was decided to pilot using the BISAC classification system. BISAC isn't a system that could be utilized at the medium and large branches, and having it at just one branch creates extra workflows, increases risk for errors, and hobbles Fife's ability to participate as a system collection.

Floating Implementation

Floating brings the things that our patrons want to their branches. If an item is checked out elsewhere and returned to a branch, it can be an indication of interest for that item in that area. Floating also reduces overall time that items are in an unavailable status (returned non-held items being immediately available at receiving branch) and the volume of items in delivery.

International Collection Study

This project will determine which branches should have which international language collections, the minimum amount of materials needed to make a collection for a branch, and a method of deciding when a language should be added to or removed from the collection.

Patron Request ILL Project

This project will implement an improved system for customers to request purchase or interlibrary loan of materials.

Envisionware System Configuration Audit

This project will engage with the vendor to review and audit our current configuration for Envisionware, which manages Public Internet sessions and Print release, and develop recommendations on potential configuration improvements.

Polaris Optimization Project

This project will implement recommendations from the Polaris system configuration audit done in 2017. The three main components to be done in 2018 are to move to a virtual server environment, establish an upgrade process and schedule, and prepare recommendations for collection codes. Polaris is the Library's integrated library system – the Library Catalog and related components.

Copier/Printers

In 2017 we were able to stabilize public printing issues, however we did not have capacity to address longer term issues of the age or allocation of copiers. This project will identify the options available within current resources to provide stable, functional copiers.

PCLS Technology Plan

This project will develop a 5 year Technology Plan that aligns with the Strategic Framework and works for PCLS Departments, the Board of Trustees's and e-rate.

Sophos/CIPA Server Study

This project will review existing internet filtering needs and systems. Currently PCLS uses multiple filters and it is possible that we could consolidate to a single system.

Training Plan

This project will implement training to close technical skills and abilities gaps for staff and supervisors.

Leadership Development Training

This project will provide a focused and intentional approach to developing the leadership competencies in our supervisory group and emerging leaders.

Customer Experience Staff Training

This project will develop relevant and timely training classes that will support the growth of our Customer Experience staff in delivering customer service.

Community Engagement 101

This project will develop the individual skills of Customer Experience site supervisors and librarians and the capacity of branch teams for community engagement through system training and follow-up individual and branch activities.

Staff Engagement Survey

This project will measure ongoing efforts to build staff engagement and create an action plan based on the results of a staff survey.

IT Space Design & Furnishings

This project will provide updated space design and furnishings for IT staff to allow for open shared collaborative space for work planning or incident management.

Staff Ergonomics, Phase 2

This is the second year of a three-year project to provide staff with current ergonomic equipment and processes.

Crisis Communication

This project will create a comprehensive communications plan that provides library staff with the tools and strategies to handle internal and external communications during times of crisis.

Metrics

This project will establish benchmark data points that can be used as overall measures of success while building a shared understanding of data that can be used to measure individual projects.

Collaborative Tools

PCLS has been moving to more collaborative project management, but does not have tools that will allow for the level of collaborative document management that would support our process. This project will assess the extent to which SharePoint, a currently owned, but little used product, can support our needs for collaborative work tools.

Cash Handling & Patron Accounts Study

This project will identify any areas of weakness in internal controls over cash receipting, and examine the process by which fines and fees are waived to determine if additional training is necessary and if current processes need to be improved.

Central Files

This project will create a system to ensure that official PCLS documents are well-managed, up-to-date, and secure.

ERP/HCM Study Project

This project is a continuation of the 2017 project to identify alternatives to our current Tyler EDEN financial system. Automating HR processes is also within the scope of the project. In 2018 the Finance and Staff Experience departments will work on process improvement and efficiencies to allow for a seamless transition into a new solution.

Policy Review

This project will establish priorities and process for review and updating of Board and Administrative policies and carry out review of individual policies.

MEMO



Date: February 2, 2018

To: Chair Rob Allen and Members of the Board of Trustees

From: Clifford Jo, Finance & Business Director

Subject: City of Fircrest annexed a small portion of unincorporated Pierce County

Pierce County has as part of its long range plans to address “islands” of property located in unincorporated Pierce County that should be annexed to a bordering city. In the case of one small neighborhood at the south border of Fircrest city boundary (60th Ave Ct W and 44th St W—see attached maps), there are 15 parcels amounting to 5.8 acres and 33 residents that were affected by Fircrest annexation, which is effective February 4, 2018.

The total assessed valuation of the annexation is \$3,314,000, which calculates to a loss of \$1,423 in property taxes to PCLS’s library district. However, the County Assessor-Treasurer Office would adjust our mill rate upwards by a negligible amount (somewhere around 0.000001) and we would not lose any property taxes.

Note that residents of Fircrest do not pay property taxes for either county or city library services, therefore affected residents would lose library card access to PCLS. The City of Fircrest does, however, offer to pay for library cards with Tacoma Public Library, but this arrangement does not extend reciprocal borrowing privileges with PCLS. We therefore sent letters to the residents in the affected neighborhood that their library cards have been cancelled; there were 11 cardholders.

Exhibit B

Potential Annexation Area

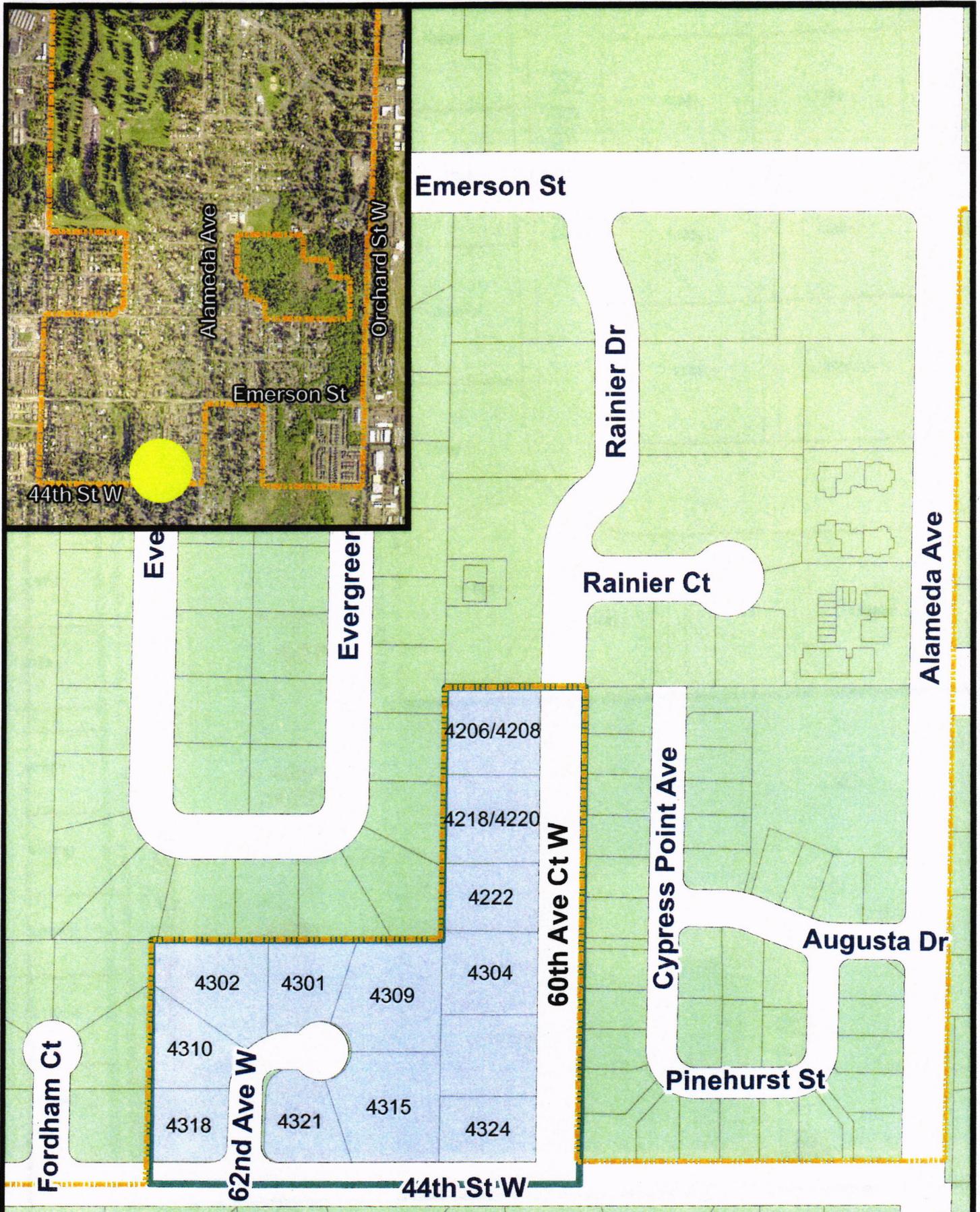
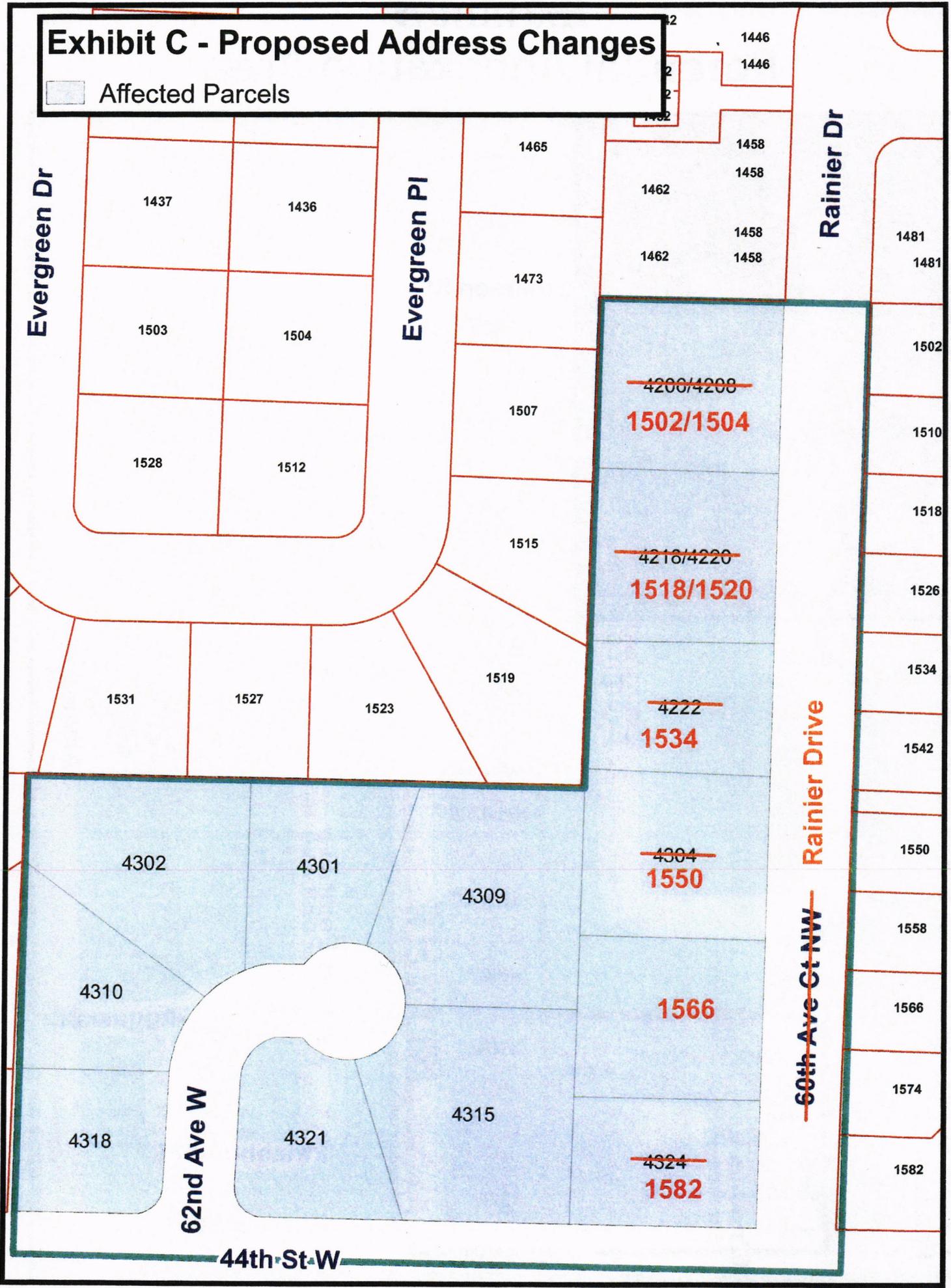


Exhibit C - Proposed Address Changes

 Affected Parcels



MEMO



Date: February 2, 2018

To: Chair Rob Allen and Members of the Board of Trustees

From: Mary Getchell, Marketing and Communications Director

Subject: Strategic Plan Fall Focus Communications Results

In fall 2017, Pierce County Library System launched communications for its Strategic Plan, with a focus on Learning. The activities were part of the overall communications plan for the Library's Strategic Plan, and centered on a concerted effort to sustain communications as the Library implements initiatives specific to Learning.

With members from the Administrative Team and Customer Experience Team, the Communications Department crafted a variety of communications to inform and engage target audiences. The Library engaged with Pierce County residents to share information about the Library's services that support growth and curiosity for people of all ages:

- Preparing preschoolers, babies, and toddlers to learn, so children enter kindergarten ready to learn. The Library is a leader in early learning.
- Supporting school and career success for people of all ages.
- Strengthening the practical skills and knowledge of Pierce County residents, so people can navigate the real world and meet their goals.

The Library highlighted learning initiatives for 2017 that included Baby Books to Go, block play with KaBOOM! Imagination Playground™, STEM—Science, Technology, Engineering and Mathematics, 3-D printing classes, computer skills for getting jobs, and Microsoft Certification to increase career marketability. The communications plan entailed activities to sustain communications and conversations as the Library implemented initiatives in the Strategic Plan. As applicable, messaging included a call(s) to action.

Marketing tactics to engage target audiences featuring individual(s) benefiting from the learning services included public web with photos and video; social media with photos and video; news media; in-library and guerrilla marketing collateral; direct mail; paid advertising in print newspaper, digital, and radio (English and Spanish); and email marketing. The Library also communicated internally with staff via "Cover to Cover," to involve all team members to the highlighted attention on the Learning focus area.

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- Web page views: 4 promoted pages for a total of 11,626 combined views (Strategic Plan: 765; Tools for Students-1,367; Kids/Teens-9,362; Job & Business-132)
 - Videos: 5 videos, combined views: 29,539 (average views 5,900/video)
 - News stories: 124 (27 articles, 97 calendar clips)
 - Paid print advertising reach: 12 ads; daily subscription-54,000; Sunday subscription-79,000
 - Digital advertising engagement: 767,290 impressions; 1,402 page views; 1,066 clicks for a .14% Click Through Rate (CTR-clicking on the message to the more content, e.g. to web page). Industry standard CTR: .08-.22%. PCLS ads averaged industry standards.
 - Digital advertising, The News Tribune: 200,000 impressions; 344 page views
 - Radio (English): 8 spots plus billboards (e.g. “This traffic and weather update brought to you by Pierce County Library’s MakerFest. Check out this free do-it-yourself/maker event at the Washington State Fairgrounds this Saturday!”) web and social media
 - Radio (Spanish): 12 spots + social media
 - Email marketing engagement: 7 messages; distribution average of each message: 150,000 email recipients; average opens of email message: 21,000 for a 16% open rate; CTR: 800 for a rate of .7%. Industry standard open rate: 21%; Industry standard CTR: 2.63%. PCLS emails had lower than industry standards for opens and CTR, and in 2019 PCLS expects to clean its email recipient list for improved quality communications.
 - Facebook: 20 posts including organic (unpaid) and boosted (paid); combined reach of 183,194 Facebook accounts (average of 9,159/post); 5,134 total CTR (average CTR of 256/post) with a CTR rate of 2.8%; 2,275 total engagement (likes, shares averaged 113.75/post) for an engagement rate of 1.24%. Industry standard engagement: .27%; CTR: .73%. Primarily with boosted posts PCLS surpassed industry standards.

Also as part of our communications portfolio for the Strategic Plan, Executive Director Georgia Lomax along with several other library leaders are continuing to give a combined Strategic Plan and Library Priorities-Funding presentation. As of January 22, 2018, library leaders had given 23 presentations to city/town/county councils and civic/community organizations, sharing information with more than 500 people throughout the county. As of that date, another dozen presentations were scheduled.

MEMO



Date: February 6, 2018

To: Chair Rob Allen and Members of the Board of Trustees

From: Chereé Green, SHRM-SCP, Staff Experience Director

Subject: Leadership Academy- Cohort 2

Developing our leaders is a goal of the Library’s and it aligns with our core service area of *Staff*. On January 31st, we officially launched the library’s second Leadership Academy. Twelve leaders from across the system were chosen to participate by Administrative Team through a formal succession planning process. In this process we looked for leaders with promotional potential, aptitude towards the leadership competencies and willingness to develop. This nine-month, custom-designed program will continue to build the strong leadership skills the library needs to grow its future. Participants will engage in one, eight-hour cohort learning session per month, along with homework and application of the content. The modules include learning about the leadership competencies, emotional intelligence, self-management/awareness, crucial conversations, social intelligence, project management, building successful teams, facilitating effective meetings, project management and change management. The group will also be assigned a capstone project to accomplish for the organization. The same external facilitator (Catherine McHugh) will conduct all sessions in order to provide continuity and integration of learning over time.

Leadership Academy is designed to:

- Develop the library’s Leadership Competencies in current supervisors and managers
- Provide a ready pool of talent to facilitate succession planning
- Provide an opportunity for personal and professional development in our leaders

The members of our second Leadership Academy cohort are:

Anna Shelton, Sr. Librarian, Outreach	Dean Carrell, Foundation Director, Foundation
Heather Kaufman, Sr. Collection Management Librarian, Collection Management	Petra McBride, Executive Assistant, Executive Office
Amanda Moore, Sr. Administrative Specialist, Customer Experience	Tracey Thompson, Collection Manager, Collection Management
Stephanie Ratko, IT Manager, IT	Annabel Guimont, Assistant Branch Supervisor, Parkland

Steve Carmody, Branch Manager, University Place	Sharon Nichols, Assistant Branch Supervisor, South Hill
Jill Henriksen, Service Desk and System Support Administrator, IT	Neil Derksen, Sr. Librarian, Summit

In order to determine its success, we will be looking at multiple metrics to help determine the progress we have made through the Leadership Academy. These include:

- Staff engagement survey results and improvement over time
- Retention, promotion and turnover rates
- Program evaluation by participants and their supervisors: Was the learning applicable? Has the participant improved within the leadership competencies?
- Graduation rates

This leadership academy is a continuation of our work within leadership development. We believe that one critical factor in sustaining our future involves getting there through exceptional leadership. With purposeful attention to key leadership actions we will be able to respond rapidly and fully to changes in our community and industry. The Administrative Team and the participant's direct supervisors are sponsoring this cohort with frequent check in's and support. We will graduate this second class in August 2018.

MEMO



Date: January 10, 2018

To: Chair Rob Allen and Members of the Board of Trustees

From: Georgia Lomax, Executive Director

Subject: Economic Board for Tacoma-Pierce County 2017 Top Major Employers List

The Economic Board for Tacoma-Pierce County has released its *2017 Top Major Employers List*.

This year, PCLS is 74th on the list with 278 full-time equivalent employees.

RANKING	EMPLOYER	FTE
70	HEALTH CARE DIGESTIVE HEALTH SPECIALISTS	296
71	SENIOR SERVICES TACOMA LUTHERAN HOME & RETIREMENT COMMUNITY	290
72	GOVERNMENT CITY OF PUYALLUP	284
73	EDUCATION STEILACOOM SCHOOL DISTRICT	282
74	GOVERNMENT PIERCE COUNTY LIBRARY SYSTEM	278
75	INSURANCE COORDINATED CARE (tie)	275
76	BANKING SOUND CREDIT UNION (tie)	275
77	RETAIL BARGREEN ELLINGSON	270
78	GOVERNMENT PORT OF TACOMA	267
79	PROCESSING FOOD MISSION FOODS	265
80	HEALTH CARE AVAMERE HEALTH SERVICES	264

This year's list identifies 244 Major Employers (an employer with 100 or more FTE). The employers included on this year's list represent 165,741 jobs.

The full list is available [online](#).

MEMO



Date: February 2, 2018

To: Chair Rob Allen and Members of the Board of Trustees

From: Clifford Jo, Finance & Business Director

Subject: General Architectural Services – BuildingWork Architects

Late last year we conducted an RFQ for general architectural services. In January, we had five submissions and we interviewed three architecture firms and selected BuildingWork Architects out of Seattle. They have broad and deep experience in library design and presented the most qualified fit for our general needs over the next few years. We signed an agreement on January 16, 2018, and have already commenced them into work to fulfill our Memorandum of Understanding tasks for the Lakewood/Tillicum Library project.

MEMO



Date: February 6, 2018

To: Chair Rob Allen and Members of the Board of Trustees

From: Georgia Lomax, Executive Director

Subject: 2018 Traveling Trustee Meetings

This year the Board will meet at the following branches:

DATE	LOCATION
April 11	Buckley – 123 S River Avenue
June 13	South Hill – 15420 Meridian E
September 12	Gig Harbor – 4424 Point Fosdick Dr. NW

At these meetings, in addition to conducting the Board’s regular business, you will hear from the branch manager and staff about the community and how the Library serves it.

Executive Session

*Motion to recess to Executive Session per RCW 42.30.110
for 15 minutes to discuss property issues.*

Pierce County Library FYI Packet
Link List
February 14, 2018

Pierce County Library in the News

- [Seen a Sasquatch? Come talk about it at Key Center Library?](#) – Gateway
- [Pierce Libraries Offers Workshops For High School Grads](#) – Bonney Lake Patch
- [Searching for Sasquatch](#) – KING 5 News
- [Here's what you need to do to get a copy of hot Trump book](#) – News Tribune
- [Need work or a new career? Hiring event at JBLM and free job retraining at area libraries](#) – News Tribune
- [Library's art and writing contest returns to Pierce County](#) | Pierce County Library System – Courier Herald
- [Attention Tacoma job seekers: Don't make these common mistakes](#) – News Tribune
- [How should Pierce County Library System spend its money? Let them know at an open house](#) – Puyallup Herald
- [Bigfoot writer visits key center](#) – Key Peninsula News