

**AGENDA**  
**Regular Meeting of the Pierce County Library System Board of Trustees**  
**March 8, 2017**  
**3:30 pm**

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3:30 pm	01 min.	<b>Call to Order:</b> Rob Allen, Chair	
3:31 pm	05 min.	<b>Public Comment:</b> <i>This is time set aside for members of the public to speak to the Board of Trustees. Unless the item you wish to discuss is of an emergency nature, the Board ordinarily takes matters under advisement before taking action. Please sign up at the time of the meeting to speak during the Public Comment period, and limit your comments to three minutes.</i>	
3:36 pm	04 min.	<b>Consent Agenda</b>	<b>Action</b>
		<ol style="list-style-type: none"> <li>1. Approval of Minutes of the February 8, 2017, Regular Meeting</li> <li>2. Approval of February 2017 Payroll, Benefits and Vouchers</li> </ol>	
3:40 pm	05 min.	<b>Board Member Reports</b>	
3:45 pm	15 min.	<b>Routine Reports</b>	
		<ol style="list-style-type: none"> <li>1. Dashboard, Georgia Lomax</li> <li>2. February 2017 Financial Report, Dale Hough</li> <li>3. Executive Director Report, Georgia Lomax <ul style="list-style-type: none"> <li>• Farewell/Thanks to J.J. McCament and Linda Ishem</li> </ul> </li> </ol>	
4:00 pm	10 min.	<b>Unfinished Business</b>	
		<ol style="list-style-type: none"> <li>1. 2017 Board Calendar of Work, Georgia Lomax</li> </ol>	
4:10 pm	30 min.	<b>New Business</b>	
		<ol style="list-style-type: none"> <li>1. Facilities Master Plan Update and Sustainable Funding Project, Georgia Lomax</li> </ol>	
4:40 pm	20 min.	<b>Board Education and Service Reports</b>	
		<ol style="list-style-type: none"> <li>1. 2016 Technology Plan Closeout, Stephanie Ratko</li> </ol>	
5:00 pm	10 min.	<b>Officers Reports</b>	
		<ol style="list-style-type: none"> <li>1. ALA Midwinter Activity</li> <li>2. ALA Annual Conference</li> <li>3. Courage 360 Reverse Job Fair Participation</li> <li>4. 2017 Work Plan Progress Report</li> <li>5. Regional Trustees Meeting – Save the Date</li> </ol>	
5:10 pm	15 min.	<b>Executive Session:</b> <i>At this time on the agenda, the Board of Trustees will recess to Executive Session, per RCW 42.30.110, to discuss property issues.</i>	
5:25 pm	01 min.	<b>Announcements</b>	
5:26 pm		<b>Adjournment</b>	

# Consent Agenda

**CALL TO ORDER**

Chair Robert Allen called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:38 pm. Board members present were Donna Albers, Linda Ishem, J.J. McCament and Monica Butler.

**PUBLIC COMMENT**

There was no public comment.

**CONSENT AGENDA**

1. Approval of Minutes of the December 14, 2016, Regular Meeting
2. December 2016 Payroll, Benefits and Vouchers
  - Payroll Warrants 37331-3736 dated 12/1/16-12/31/16 in the amount of \$7661.91
  - Payroll Disbursement Voucher dated 12/6/16 in the amount of \$941,394.07
  - Payroll Disbursement Voucher dated 12/21/16 in the amount of \$741,555.61
  - Accounts Payable Warrants 626826-626954 dated 12/1/16-12/31/16 in the amount of \$1,058,292.59
3. January 2017 Payroll, Benefits and Vouchers
  - Payroll Disbursement Voucher dated 1/6/17 in the amount of \$1,040,945.75
  - Payroll Disbursement Voucher dated 1/21/17 in the amount of \$736,919.35
  - Accounts Payable Warrants 626955-627111 dated 1/1/1617-1/31/17 in the amount of \$1,152,134.31

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

**BOARD REPORTS**

Ms. Albers noted she was pleased to watch a staff member in the lobby of the Administrative Center welcoming a young child who received his first library card.

**ROUTINE REPORTS**

**December 2016 Financial Report** – Finance Manager Dale Hough reported expenditures remain the same and revenues were a bit lower than anticipated.

**Executive Director Report** – Ms. Lomax introduced Doug Hoffer, who was recently hired as the Network Systems Administrator. She also introduced Mary Getchell, who was recently hired as the Marketing and Communications Director. Ms. Getchell most recently worked at CHI Franciscan Health.

Ms. Lomax said interest in the Library's facilities continues to be high. She said Mayor Eidinger, of Edgewood, has informed her the city is beginning work on development of their town center.

Ms. Lomax also shared that Tehaleh has begun laying ground work in case the area wants to incorporate in the future. If that should happen, residents would need to consider an annexation into the district.

Ms. Lomax said discussions continue with the City of Lakewood. She said the City is interested in exploring a new location for the Library and how they might help the Library in relocation efforts.

Ms. Lomax reported that the cutoff for bills to come out of committee is February 17, 2017. Libraries are monitoring a number of bills and are pleased that, if approved, HB 1719 would add a public library seat on the Early Learning Advisory Council. Ms. Lomax noted that citizens' Initiative 1550: Property Tax Fairness has been filed and, if approved, will set regular property tax levies at 25% below the amount otherwise allowed beginning in 2018.

## UNFINISHED BUSINESS

**2016 Year-end Financial Review** – Finance and Business Director Clifford Jo reported the 2016 books were closed on January 24, 2017. The process was accelerated by nearly four months. He thanked Mr. Hough and his staff, along with the budget managers, for their diligent work.

**Trustee Vacancy Process** – Interviews were conducted on January 30, 2017. Chair Allen reported four candidates were interviewed, each bringing their own strengths. He said the interview panel was well represented and offered different perspectives in the review process. Ms. Albers was pleased to see a variety of expertise among the candidates.

Due to Ms. Ishem's recently submitted letter of resignation, the interview panel was able to select two strong candidates. Pat Jenkins was selected to replace Ms. McCament. Daren Jones has been selected to serve the remainder of Ms. Ishem's term.

The new Trustees will begin in April, pending appointment by the County Executive and approval by the County Council.

## NEW BUSINESS

**2017 Board Calendar of Work** – Ms. Lomax asked the Board for input on the calendar. Topics of note will be related to future finances, facilities and policy review. She said the Library will begin 2018 planning in the spring and the Board will have a discussion to guide the Library's priorities.

Ms. Lomax suggested holding an informal retreat for the Trustees as two new Trustees join the Board. Discussion ensued about possible content for the retreat.

**2017 Foundation/Library Agreement** – Foundation Director Dean Carrell and Mr. Jo presented the agreement and reviewed a document showing how the agreement costs were determined to ensure the Auditor's requirements are met.

Mr. Carrell reported that in his first three months he has been to 19 branches and has met with Foundation board members to learn what keeps them involved and what they want to see done differently. He said he has gained valuable insight into the Library's process of setting its priorities.

Mr. Carrell said the Foundation exists to benefit the Library. He said the focus should be on the donors, not the Foundation.

Slight corrections to the documents were recommended.

*Ms. McCament moved to authorize the Library to sign the agreement as corrected. Ms. Ishem seconded the motion and it was passed.*

*Ms. McCament moved to authorize the Library to sign the addendum as corrected. Ms. Ishem seconded the motion and it was passed.*

**Pierce County Library Foundation Fiscal Year Change** – Mr. Carrell said that the Foundation will be changing to a calendar fiscal year to align better with the Library's planning and work.

## BOARD EDUCATION AND SERVICE REPORTS

**2017 Pierce County READS** – Customer Experience Manager Jaime Prothro shared plans for the 10<sup>th</sup> annual Pierce County READS events. The kickoff event will be held March 11, 2017. A feature story in the News Tribune March 5, 2017, will announce this year's book. The author event will take place April 28, 2017 at the McGavick Conference Center.

Ms. Prothro said this year's book selection is relevant, allows the reader to laugh and learn and connects with a large part of the Library's community. She said it also supports the Library's efforts relating to STEM.

Community programs include film events at local theaters, book discussions, dramatic readings, writing workshops and children's programs targeted at 4<sup>th</sup>-8<sup>th</sup> graders. Puyallup Public Library will also be hosting events.

Ms. Prothro provided the Trustees with trading cards, which will be distributed throughout the county as a means to promote the book.

**OFFICER REPORTS**

**Staff Engagement Survey** – The Board was pleased with the outcome and the progress the Library has made. Ms. Lomax said it takes everyone's work and willingness to create the culture the Library needs to best serve its customers.

Ms. Albers commended Ms. Lomax for the tone, energy, depth and honesty portrayed in her Monday Messages to staff. She said shifting a culture starts at the top and congratulated her for a job well done.

**Bill of Rights Display** – Chair Allen visited the Gig Harbor Library and said it was an excellent display.

**City of Orting Facilities Process** – Ms. Lomax said the Council is looking at proposed recommendations for city facilities, which includes the building the Library is located in. She will remain in touch with City Administrator Mark Bethune to stay apprised of developments.

**Tillicum Library Renovation** – Ms. Lomax said she is working with the City of Lakewood to discuss long-range plans for the Library and understand the growth and changes in the community

**Buckley Underground Storage Tank** – Mr. Jo said the Library will be working with a consultant.

**City of Sumner Multi-Use Building Demolition** – The City plans to seed the vacant site with grass once the demolition is complete.

**Endorsements** – Ms. Lomax reported on requests to the Library to endorse or support other organizations in their work. The Board expressed interest in developing a policy that addresses the issue.

**EXECUTIVE SESSION**

There was no Executive Session.

**ANNOUNCEMENTS**

There were no announcements.

**ADJOURNMENT**

The meeting was adjourned at 5:40 pm on motion by Ms. McCament, seconded by Ms. Ishem.

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Georgia Lomax, Secretary

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Rob Allen, Chair

## February 2017 Payroll, Benefits and Vouchers

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	3737-3742	2/1/17-2/28/17	\$11,289.85
Electronic Payments - Payroll & Acct Payable		02/06/17	\$1,006,110.87
Electronic Payments - Payroll & Acct Payable*		02/10/17	\$2,891.43
Electronic Payments - Payroll & Acct Payable		02/21/17	\$765,548.38
Accounts Payable Warrants	627112-627222	2/1/17-2/28/17	\$698,822.70
<b>Total:</b>			<b><u><u>\$2,484,663.23</u></u></b>

*\*supplemental/retro pay for custodians*

**Check History Listing**  
Pierce County Library System

Check #	Bank	Date	Paid to	Status	Can/Vd Date	Pay Period Dates	Dir Dep	Amount
3737	key	02/06/2017	MORIARTY, SHAWN			01/16/17 - 01/31/17	0.00	946.60
3738	key	02/06/2017	ROMERO, ELYSIA			01/16/17 - 01/31/17	0.00	797.21
3739	key	02/21/2017	GETCHELL, MARY			02/01/17 - 02/15/17	0.00	3,556.29
3740	key	02/21/2017	JOHNSON, MONNIE			02/01/17 - 02/15/17	0.00	1,080.43
3741	key	02/21/2017	HOFFER, DOUG			02/01/17 - 02/15/17	0.00	2,346.85
3742	key	02/21/2017	ERICKSON, MISTEL			02/01/17 - 02/15/17	0.00	2,562.47
<b>Total:</b>							<b>0.00</b>	<b>11,289.85</b>

Checks in report: 6

**Grand Total: 0.00 11,289.85**

## Ad-hoc bank transaction (Withdrawal)

### PCL\_Company

Wire Template Number in Cash-Pro :WAPC014  
 Description: Pierce County Rural Library

Contact Name: Rosalind Nguessan  
 Contact Phone: 253-548-3449  
 Contact e-mail: [rnguessan@piercecountylibrary.org](mailto:rnguessan@piercecountylibrary.org)  
 Comments: 02/06/2017 Payroll

Withdrawal Date: 02/06/17

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	74,440.71
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	51,086.46
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	51,086.46
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	479,461.61
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	11,189.50
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	43,074.60
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	74,289.56
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	5,049.00
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	1,462.61
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	625.00
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	214,345.36
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	\$ 1,006,110.87

Certification:

Rosalind Nguessan  
 Signature ( Department Designee)

02/03/17  
 Date

Comments:

# Ad-hoc bank transaction (Withdrawal)

## PCL\_Company

Wire Template Number in Cash-Pro :WAPC014

Description: Pierce County Rural Library

Contact Name: Rosalind Nguessan  
 Contact Phone: 253-548-3449  
 Contact e-mail: skarabotsos@gmail.com  
 Comments: 02/10/2017 Supplemental / Retro Payroll

Withdrawal Date: 02/10/17

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	91.34
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	192.91
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	192.91
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	2,108.34
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	-
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	105.81
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	200.12
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	-
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	-
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	-
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	-
PCL_Company	Payroll Adjustment(s)	237100	CC_Library_District	697-00	5100000	-
Total Deposit						\$ 2,891.43

Certification:

Stacy Karabotsos  
 Signature ( Department Designee)

02/08/17  
 Date

Comments:

# Ad-hoc bank transaction (Withdrawal)

## PCL\_Company

Wire Template Number in Cash-Pro :WAPC014

Description: Pierce County Rural Library

Contact Name: Rosalind Nguessan  
 Contact Phone: 253-548-3449  
 Contact e-mail: rnguessan@piercecountylibrary.org  
 Comments: 02/21/2017 Payroll

Withdrawal Date: 02/21/17

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	70,489.78
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	49,670.77
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	49,670.77
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	459,844.80
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	13,189.50
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	41,528.47
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	71,512.64
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	5,049.00
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	1,462.61
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	212.40
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	2,917.64
PCL_Company	Payroll Adjustment(s)	237100	CC_Library_District	697-00	5100000	-
<b>Total Deposit</b>						<b>\$ 765,548.38</b>

Certification: \_\_\_\_\_

Rosalind Nguessan  
 Signature ( Department Designee)

02/17/17  
 Date

Comments:

## Check History Listing

### Pierce County Library System

Bank code: key

Check #	Date	Vendor	Status	Check Total
627189	02/21/2017	000821 PIERCE COUNTY SUPERIOR COURT		62.65
627190	02/21/2017	001181 PIERCE CTY LIBRARY FOUNDATION		490.25
627191	02/21/2017	006555 SOCIAL SECURITY ADMINISTRATION		62.65
627192	02/21/2017	000823 UNITED WAY		61.50
627193	02/21/2017	004782 US DEPARTMENT OF EDUCATION		187.95
627194	02/22/2017	005862 ELITE PROPERTY INVESTMENTS LLC		9,649.69
627195	02/22/2017	006478 EVERGREEN MAINT LANDSCAPING		18,505.61
627196	02/22/2017	005330 GHA TECHNOLOGIES INC		1,836.44
627197	02/22/2017	002060 SHERI KURFURST		15.84
627198	02/22/2017	006492 LOGIC INTEGRITY INC		4,553.75
627199	02/22/2017	000370 PIERCE COUNTY		78.00
627200	02/22/2017	004022 US BANK		61,904.21
627201	02/22/2017	004022 US BANK		172,787.09
627202	02/24/2017	006735 TIMBERLY ANGLE		25.99
627203	02/24/2017	000830 BAKER & TAYLOR		29,093.12
627204	02/24/2017	005652 CAVENDISH SQUARE		1,167.93
627205	02/24/2017	000161 CENGAGE LEARNING		5,456.97
627206	02/24/2017	000847 CENTER POINT PUBLISHING		2,592.60
627207	02/24/2017	005300 DANGER ROOM COMICS LLC		770.41
627208	02/24/2017	000243 INGRAM LIBRARY SERVICES		33,408.38
627209	02/24/2017	000352 MIDWEST TAPE	V	0.00
627210	02/24/2017	000352 MIDWEST TAPE		37,840.31
627211	02/24/2017	000323 NEWS TRIBUNE		743.60
627212	02/24/2017	000377 PUGET SOUND ENERGY		5,212.75
627213	02/24/2017	001060 SCHOLASTIC LIBRARY PUBLISHING		1,018.37
627214	02/24/2017	000451 SEATTLE TIMES SEATTLE PI		488.80
627215	02/24/2017	004724 TUMBLEWEED PRESS INC		18,000.00
627216	02/27/2017	000363 OVERALL LAUNDRY SERV. DBA ARAMARI		21.88
627217	02/27/2017	004829 CLOVER PARK SCHOOL DISTRICT		247.50
627218	02/27/2017	003311 DEPARTMENT OF LABOR & INDUSTRI		246.40
627219	02/27/2017	005862 ELITE PROPERTY INVESTMENTS LLC		9,649.69
627220	02/27/2017	003384 MERIT EMERGENCY EDUCATION		2,100.00
627221	02/27/2017	003985 PACIFICSOURCE ADMINISTRATORS		693.25
627222	02/27/2017	006331 SURPRISE LAKE SQUARE UNIT 257		8,782.28
<b>key Total:</b>				<b>698,822.70</b>
<b>Total Checks:</b>				<b>698,822.70</b>

111 checks in this report

**Check History Listing**  
Pierce County Library System

Bank code: key

Check #	Date	Vendor	Status	Check Total
627112	02/03/2017	000830 BAKER & TAYLOR		4,364.06
627113	02/03/2017	000242 BUCKLEY CITY OF		225.42
627114	02/03/2017	000161 CENGAGE LEARNING		50.95
627115	02/03/2017	000093 EBSCO		56,447.03
627116	02/03/2017	000243 INGRAM LIBRARY SERVICES		8,506.34
627117	02/03/2017	000352 MIDWEST TAPE		17,608.87
627118	02/03/2017	005813 MY HERITAGE USA INC		8,240.00
627119	02/03/2017	000323 NEWS TRIBUNE		400.40
627120	02/03/2017	000377 PUGET SOUND ENERGY		8,089.81
627121	02/03/2017	004114 MEGHAN SULLIVAN		50.00
627122	02/06/2017	000828 AFSCME AFL-CIO		6,299.65
627123	02/06/2017	000041 EMPLOYMENT SECURITY DEPARTMENT		276.84
627124	02/06/2017	006414 GC SERVICES, LP		204.11
627125	02/06/2017	006690 ENFORCEMENT KENTUCKY CHILD SUPP		151.68
627126	02/06/2017	003985 PACIFCSOURCE ADMINISTRATORS		1,624.79
627127	02/06/2017	000821 PIERCE COUNTY SUPERIOR COURT		67.89
627128	02/06/2017	001181 PIERCE CTY LIBRARY FOUNDATION		490.25
627129	02/06/2017	006555 SOCIAL SECURITY ADMINISTRATION		67.89
627130	02/06/2017	000823 UNITED WAY		61.50
627131	02/06/2017	004782 US DEPARTMENT OF EDUCATION		203.67
627132	02/09/2017	001554 ANDREW'S FIXTURE CO INC		875.20
627133	02/09/2017	000363 OVERALL LAUNDRY SERV. DBA ARAMARI		21.88
627134	02/09/2017	006577 CATALYST WORKPLACE ACTIVATION		512.12
627135	02/09/2017	000895 COLUMBIA BANK		278.10
627136	02/09/2017	001126 DELL MARKETING LP	V	0.00
627137	02/09/2017	001126 DELL MARKETING LP		4,460.67
627138	02/09/2017	003311 DEPARTMENT OF LABOR & INDUSTRI		22.40
627139	02/09/2017	005798 EDU BUSINESS SOLUTIONS INC		1,870.20
627140	02/09/2017	005862 ELITE PROPERTY INVESTMENTS LLC		329.80
627141	02/09/2017	000041 EMPLOYMENT SECURITY DEPARTMENT		7,436.01
627142	02/09/2017	005283 E-RATE EXPERTISE INC		1,775.00
627143	02/09/2017	006478 EVERGREEN MAINT LANDSCAPING		11,378.18
627144	02/09/2017	005330 GHA TECHNOLOGIES INC		735.66
627145	02/09/2017	005428 GRITTON BUILDING CO INC		10,421.44
627146	02/09/2017	006557 HUB INTERNATIONAL NORTHWEST		725.00
627147	02/09/2017	006492 LOGIC INTEGRITY INC		14,107.50
627148	02/09/2017	006421 MARKHAM INVESTIGATION - (MIP)		9,828.00
627149	02/09/2017	001345 MICHAEL'S CUSTOM UPHOLSTERY		1,145.80

**Check History Listing**  
Pierce County Library System

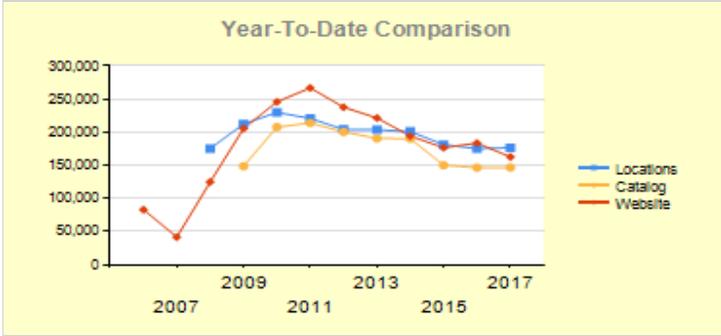
Bank code: key

Check #	Date	Vendor	Status	Check Total
627150	02/09/2017	001941 JUDY T NELSON		102.60
627151	02/09/2017	000857 PIERCE COUNTY RECYCLING		37.77
627152	02/09/2017	006706 RAINBOW CENTER		200.00
627153	02/09/2017	004295 SHOUTBOMB LLC		4,020.00
627154	02/09/2017	000079 SUPERIOR SAW		16.77
627155	02/09/2017	006331 SURPRISE LAKE SQUARE UNIT 257		8,445.14
627156	02/09/2017	000497 TILlicum COMMUNITY SERVICE CEN		2,660.81
627157	02/09/2017	005824 TYLER BUSINESS FORMS		304.43
627158	02/09/2017	003719 UNIQUE MANAGEMENT SERVICES		2,747.65
627159	02/09/2017	004022 US BANK		17,170.36
627160	02/09/2017	000534 WCP SOLUTIONS		730.03
627161	02/10/2017	000828 AFSCME AFL-CIO		5.41
627162	02/10/2017	000041 EMPLOYMENT SECURITY DEPARTMENT		2.55
627163	02/13/2017	006719 WAYNE BERG		6.50
627164	02/13/2017	005915 KAREN BROOKS		452.08
627165	02/13/2017	000020 ELISE DEGUISEPPI		868.28
627166	02/13/2017	001643 IMPACT		31.04
627167	02/13/2017	004772 LINDA ISHEM		64.80
627168	02/13/2017	004625 JOY KIM		91.50
627169	02/13/2017	001116 JJ MCCAMENT		65.88
627170	02/13/2017	006720 ROBERT NAPIER		11.95
627171	02/13/2017	001941 JUDY T NELSON		471.88
627172	02/13/2017	000377 PUGET SOUND ENERGY		1,030.50
627173	02/13/2017	000541 STATE OF WASHINGTON		360.88
627174	02/16/2017	000830 BAKER & TAYLOR		10,218.29
627175	02/16/2017	000087 BLACKSTONE AUDIO BOOKS INC		80.00
627176	02/16/2017	001780 CITY OF UNIVERSITY PLACE		181.21
627177	02/16/2017	000243 INGRAM LIBRARY SERVICES		10,992.91
627178	02/16/2017	001011 LIVE OAK MEDIA		170.70
627179	02/16/2017	000352 MIDWEST TAPE		13,942.01
627180	02/16/2017	000460 STEILACOOM TOWN OF		156.80
627181	02/16/2017	000463 SUMMIT WATER & SUPPLY CO		304.94
627182	02/21/2017	003778 AFLAC		6,561.48
627183	02/21/2017	000828 AFSCME AFL-CIO		6,356.27
627184	02/21/2017	001578 COLONIAL SUPPLEMENTAL INSURANC		651.29
627185	02/21/2017	000041 EMPLOYMENT SECURITY DEPARTMENT		255.39
627186	02/21/2017	006414 GC SERVICES, LP		166.16
627187	02/21/2017	006690 ENFORCEMENT KENTUCKY CHILD SUPP		151.68
627188	02/21/2017	003985 PACIFICSOURCE ADMINISTRATORS		1,624.79

# Routine Reports

## CUSTOMER SERVICE/PHILANTHROPY DASHBOARD - JANUARY

### VISITS



	January		
	2016	2017	% Change
Door Count	122,379	119,001	-2.76%
Catalog	146,527	146,724	0.13%
Website	183,524	162,647	-11.38%
Job & Business Portal	2,962	3,759	26.91%
Military Portal	134	355	164.93%
<b>Total</b>	<b>455,526</b>	<b>432,486</b>	<b>-5.06%</b>

### CHECKOUTS



	January		
	2016	2017	% Change
Checkouts	409,493	342,517	-16.36%
Downloadables	81,707	95,679	17.10%
<b>Total</b>	<b>491,200</b>	<b>438,196</b>	<b>-10.79%</b>

### CUSTOMERS



	January		
	2016	2017	% Change
Active Cardholders	329,878	342,406	3.80%
New Cards	3,160	8,336	163.80%
Checkout Transactions	78,824	73,435	-6.84%
Unique Users	34,949	32,243	-7.74%

### PHILANTHROPY



	January		
	2016	2017	% Change
FoundationDonors	133	103	-22.56%
NewFoundationDonors	14	11	-21.43%
\$ Raised by Foundation	\$23,333.00	\$13,151.00	-43.64%
\$ Provided by Friends	\$2,229.00	\$0.00	-100.00%

### BRANCH CLOSURES

2014		
Location	Dates	Duration (days)
Gig Harbor	5/19-6/1	13
Lakewood	9/2-21	19
Pkld/Span	10/3-26	13
South Hill	11/1-30	30

2015		
Location	Dates	Duration (days)
Gig Harbor	11/9-11/22	13

2016		
Location	Dates	Duration (days)
Buckley	1/14-12/4	20
Tillicum	12/5-12/25	20

2017		
Location	Dates	Duration (days)
Systemwide Snow Closure	2/6/17	1

## Monthly Interim Financial Reports

### February 24, 2017

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#### **General Fund**

- County Property Tax data not received for February – we are estimating revenue of \$460,000.
- 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.

#### **Debt Service Fund**

- No activity

#### **Special Purpose Fund**

- No activity

#### **Capital Improvement Projects Fund**

- 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

**Pierce County Library System  
Statement of Financial Position - Interim  
February 24, 2017  
All Funds**

	General Fund	Special Purpose Fund	Debt Service Fund	Capital Improvement Projects Fund
<b>Assets</b>				
<b>Current Assets - Cash</b>				
Cash	\$ 3,003,201	\$ 728,532	\$ 84,081	\$ 1,718,691
Investments	\$ -	\$ -	\$ -	\$ -
<b>Total Cash</b>	<b>\$ 3,003,201</b>	<b>\$ 728,532</b>	<b>\$ 84,081</b>	<b>\$ 1,718,691</b>
<b>Total Current Assets</b>	<b>\$ 3,003,201</b>	<b>\$ 728,532</b>	<b>\$ 84,081</b>	<b>\$ 1,718,691</b>
<b>Liabilities and Fund Balance</b>				
<b>Current Liabilities</b>				
Warrants Payable	\$ 181,942	\$ -	\$ -	\$ 3,116
Sales Tax Payable	\$ 7,010	\$ -	\$ -	\$ -
Payroll Taxes and Benefits Payable	\$ 40,674	\$ -	\$ -	\$ -
<b>Total Current Liabilities</b>	<b>\$ 229,627</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,116</b>
<b>Fund Balance</b>				
Reserve for Encumbrances	\$ 983,601	\$ -	\$ -	\$ 199,565
Net Excess (Deficit)	\$ (5,153,284)	\$ 269	\$ 31	\$ (157,382)
Major Contingency Set-aside	\$ -	\$ -	\$ -	\$ 150,000
Election Set-aside	\$ -	\$ 360,000	\$ -	\$ -
Land, Property and Facility Set-aside	\$ -	\$ 368,263	\$ -	\$ -
Unreserved Fund Balance	\$ 6,943,258	\$ -	\$ 84,050	\$ 1,523,392
<b>Total Fund Balance</b>	<b>\$ 2,773,575</b>	<b>\$ 728,532</b>	<b>\$ 84,081</b>	<b>\$ 1,715,576</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$ 3,003,201</b>	<b>\$ 728,532</b>	<b>\$ 84,081</b>	<b>\$ 1,718,691</b>
Anticipated Property Tax Revenue	\$ 29,961,472	N/A	\$ 12	N/A

**PIERCE COUNTY LIBRARY SYSTEM**  
**Statement of Revenue and Expenditures**  
**Year to Date February 24, 2017**  
**no pre-encumbrances**

**General Fund - 01**

	<u>2017 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Property Tax/Investment Income & Other PC Revenue	\$ 29,352,348	\$ 83,205	\$ -	\$ 29,269,143	0%
Other Revenue	\$ 1,427,500	\$ 230,994	\$ -	\$ 1,196,506	16%
<b>Total Revenue</b>	<b>\$ 30,779,848</b>	<b>\$ 314,200</b>	<b>\$ -</b>	<b>\$ 30,465,648</b>	<b>1%</b>
Expenditures					
Personnel/Taxes and Benefits	\$ 21,461,824	\$ 3,640,093	\$ -	\$ 17,821,731	17%
Materials	\$ 3,789,300	\$ 447,405	\$ -	\$ 3,341,895	12%
Maintenance and Operations	\$ 4,297,530	\$ 396,385	\$ 983,601	\$ 2,917,544	32%
Transfers Out - CIP	\$ 1,231,194	\$ -	\$ -	\$ 1,231,194	0%
<b>Total Expenditures</b>	<b>\$ 30,779,848</b>	<b>\$ 4,483,883</b>	<b>\$ 983,601</b>	<b>\$ 25,312,364</b>	<b>18%</b>
Excess/(Deficit)		\$ (4,169,684)			
(less encumbrances)		(983,601)			
<b>Net Excess (Deficit)</b>		<b>\$ (5,153,284)</b>			

**Special Purpose Fund - 15**

	<u>2017 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Investment Income	\$ -	\$ 269	\$ -	\$ (269)	0%
<b>Total Revenue</b>	<b>\$ -</b>	<b>\$ 269</b>	<b>\$ -</b>	<b>\$ (269)</b>	<b>0%</b>
Expenditures					
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
Excess/(Deficit)		\$ 269			
(less encumbrances)		-			
<b>Net Excess (Deficit)</b>		<b>\$ 269</b>			

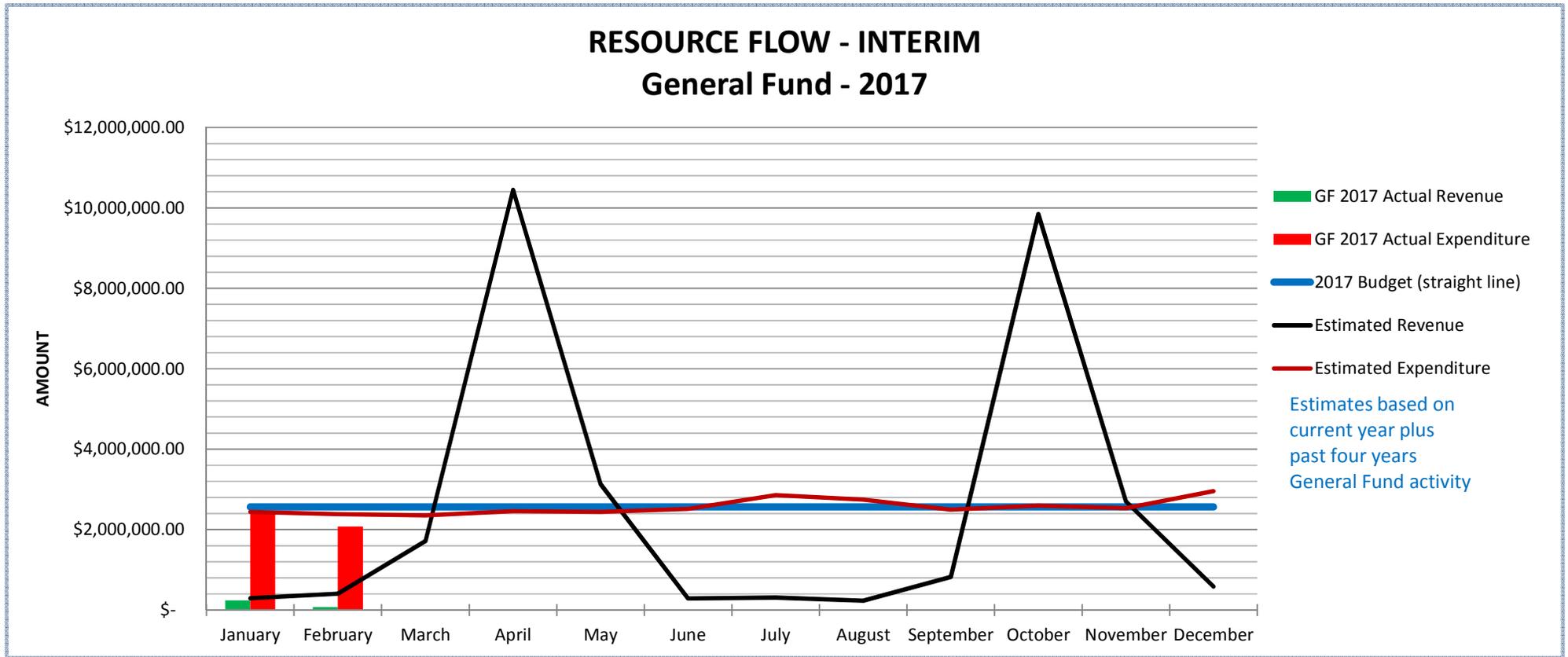
**Debt Service Fund - 20**

	<u>2017 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Property Tax/Investment Income & Other PC Revenue	\$ -	\$ 31	\$ -	\$ (31)	0%
Other Revenue	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Revenue</b>	<b>\$ -</b>	<b>\$ 31</b>	<b>\$ -</b>	<b>\$ (31)</b>	<b>0%</b>
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b>Net Excess (Deficit)</b>		<b>\$ 31</b>			

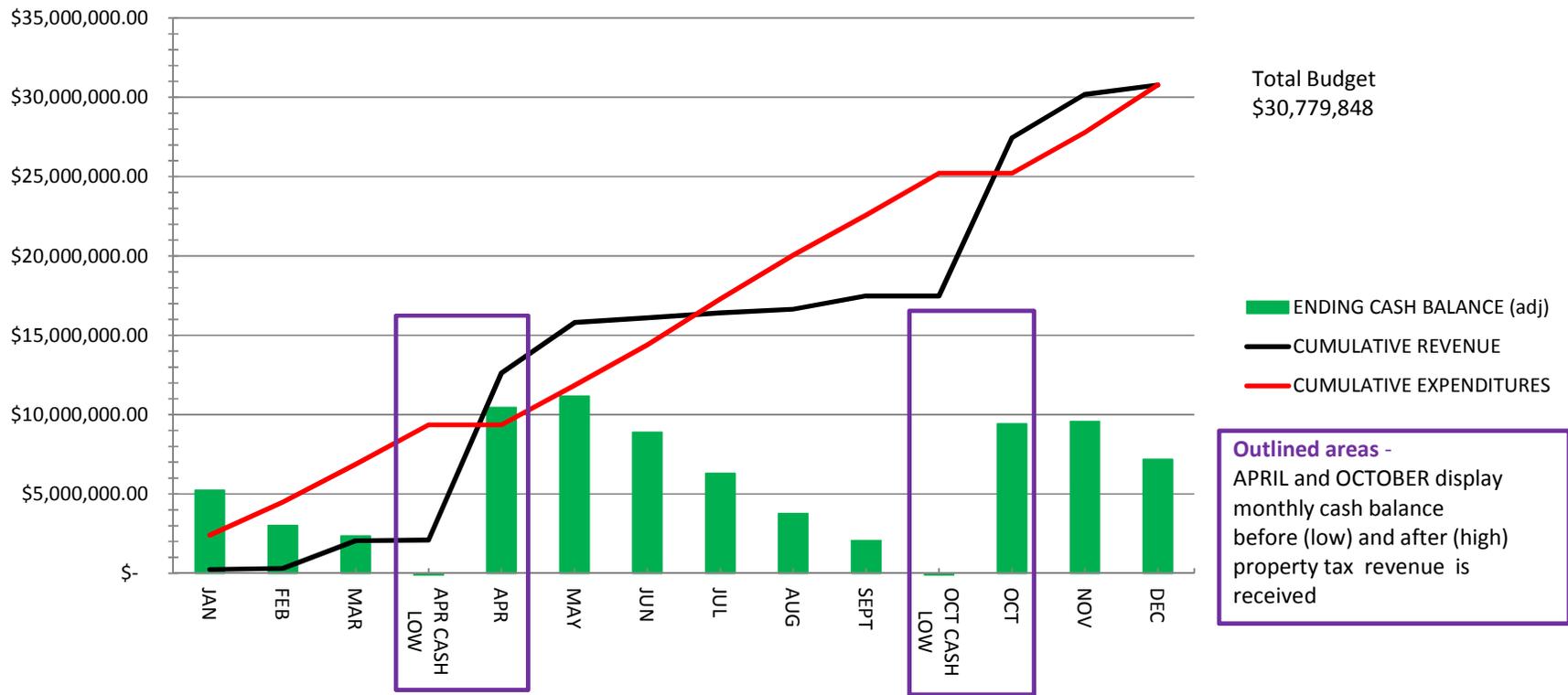
**Capital Improvement Projects****Fund - 30**

	<u>2017 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Other Revenue	\$ 685,806	\$ 70,502	\$ -	\$ 615,304	10%
Transfers In	\$ 1,231,194	\$ -	\$ -	\$ 1,231,194	0%
<b>Total Revenue</b>	<b>\$ 1,917,000</b>	<b>\$ 70,502</b>	<b>\$ -</b>	<b>\$ 1,846,498</b>	<b>4%</b>
Expenditures					
Maintenance and Operations	\$ 1,917,000	\$ 28,319	\$ 199,565	\$ 1,689,116	12%
<b>Total Expenditures</b>	<b>\$ 1,917,000</b>	<b>\$ 28,319</b>	<b>\$ 199,565</b>	<b>\$ 1,689,116</b>	<b>12%</b>
Excess/(Deficit)		\$ 42,183			
(less encumbrances)		(199,565)			
<b>Net Excess (Deficit)</b>		<b>\$ (157,382)</b>			

<b>Pierce County Library System</b>														
<b>Comparative Statement of Financial Position - Interim</b>														
<b>General Fund - Rolling Comparison</b>														
<i>(as of the listed date of the reported month)</i>														
	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>CURRENT</i>
	<i>2/29/2016</i>	<i>3/31/2016</i>	<i>4/30/2016</i>	<i>5/31/2016</i>	<i>6/30/2016</i>	<i>7/31/2016</i>	<i>8/31/2016</i>	<i>9/30/2016</i>	<i>10/31/2016</i>	<i>11/30/2016</i>	<i>12/31/2016</i>	<i>1/30/2017</i>	<i>2/24/2017</i>	
<b>Assets</b>														
<b>Current Assets - Cash</b>														
Cash	\$ 4,260,027	\$ 3,439,431	\$ 11,759,390	\$ 4,586,856	\$ 1,984,811	\$ 1,493,684	\$ 1,702,472	\$ 2,658,110	\$ 2,143,228	\$ 4,335,008	\$ 7,729,869	\$ 2,149,302	\$ 3,003,201	
Investments	\$ -	\$ -	\$ -	\$ 7,823,000	\$ 8,288,382	\$ 4,685,900	\$ 2,530,000	\$ -	\$ 7,850,000	\$ 6,000,000	\$ -	\$ 3,090,000	\$ -	
<b>Total Cash</b>	<b>\$ 4,260,027</b>	<b>\$ 3,439,431</b>	<b>\$ 11,759,390</b>	<b>\$ 12,409,856</b>	<b>\$ 10,273,193</b>	<b>\$ 6,179,584</b>	<b>\$ 4,232,472</b>	<b>\$ 2,658,110</b>	<b>\$ 9,993,228</b>	<b>\$ 10,335,008</b>	<b>\$ 7,281,818</b>	<b>\$ 5,239,302</b>	<b>\$ 3,003,201</b>	
<b>Total Current Assets</b>	<b>\$ 4,260,027</b>	<b>\$ 3,439,431</b>	<b>\$ 11,759,390</b>	<b>\$ 12,409,856</b>	<b>\$ 10,273,193</b>	<b>\$ 6,179,584</b>	<b>\$ 4,232,472</b>	<b>\$ 2,658,110</b>	<b>\$ 9,993,228</b>	<b>\$ 10,335,008</b>	<b>\$ 7,281,818</b>	<b>\$ 5,239,302</b>	<b>\$ 3,003,201</b>	
<b>Liabilities and Fund Balance</b>														
<b>Current Liabilities</b>														
Warrants Payable	\$ 396,377	\$ 428,198	\$ 295,440	\$ 339,657	\$ 376,587	\$ 289,850	\$ 269,457	\$ 313,810	\$ 447,609	\$ 235,821	\$ 727,573	\$ 434,675	\$ 181,942	
Sales Tax Payable	\$ 4,880	\$ 4,804	\$ 3,899	\$ 4,361	\$ 4,262	\$ 3,871	\$ 5,000	\$ 6,228	\$ 4,281	\$ 5,672	\$ 2,082	\$ 4,908	\$ 7,010	
Payroll Taxes and Benefits Payable	\$ 29,363	\$ 44,222	\$ 14,631	\$ 32,097	\$ 49,896	\$ 17,211	\$ 33,961	\$ 49,926	\$ 18,099	\$ 35,122	\$ 56,955	\$ 24,125	\$ 40,674	
<b>Total Current Liabilities</b>	<b>\$ 430,620</b>	<b>\$ 477,224</b>	<b>\$ 313,970</b>	<b>\$ 376,115</b>	<b>\$ 430,745</b>	<b>\$ 310,932</b>	<b>\$ 308,417</b>	<b>\$ 369,965</b>	<b>\$ 469,990</b>	<b>\$ 276,615</b>	<b>\$ 786,514</b>	<b>\$ 463,708</b>	<b>\$ 229,627</b>	
<b>Fund Balance</b>														
Reserve for Encumbrances	\$ 835,433	\$ 786,954	\$ 735,482	\$ 718,214	\$ 673,622	\$ 533,500	\$ 478,820	\$ 370,104	\$ 331,430	\$ 258,402	\$ -	\$ 1,643,458	\$ 983,601	
Net Excess (Deficit)	\$ (4,767,644)	\$ (5,586,365)	\$ 2,948,320	\$ 3,553,910	\$ 1,407,209	\$ (1,543,242)	\$ (3,433,158)	\$ (4,960,352)	\$ 2,313,415	\$ 2,921,598	\$ -	\$ (3,811,121)	\$ (5,153,284)	
Unreserved Fund Balance	\$ 7,761,618	\$ 7,761,618	\$ 7,761,618	\$ 7,761,618	\$ 7,761,618	\$ 6,878,394	\$ 6,878,394	\$ 6,878,394	\$ 6,878,394	\$ 6,878,394	\$ 6,943,258	\$ 6,943,258	\$ 6,943,258	
<b>Total Fund Balance</b>	<b>\$ 3,829,407</b>	<b>\$ 2,962,207</b>	<b>\$ 11,445,420</b>	<b>\$ 12,033,741</b>	<b>\$ 9,842,448</b>	<b>\$ 5,868,652</b>	<b>\$ 3,924,055</b>	<b>\$ 2,288,146</b>	<b>\$ 9,523,239</b>	<b>\$ 10,058,393</b>	<b>\$ 6,495,304</b>	<b>\$ 4,775,594</b>	<b>\$ 2,773,575</b>	
<b>Total Liabilities and Fund Balance</b>	<b>\$ 4,260,027</b>	<b>\$ 3,439,431</b>	<b>\$ 11,759,390</b>	<b>\$ 12,409,856</b>	<b>\$ 10,273,193</b>	<b>\$ 6,179,584</b>	<b>\$ 4,232,472</b>	<b>\$ 2,658,110</b>	<b>\$ 9,993,228</b>	<b>\$ 10,335,008</b>	<b>\$ 7,281,818</b>	<b>\$ 5,239,302</b>	<b>\$ 3,003,201</b>	
Anticipated Property Tax Revenue	\$ 28,704,238	\$ 27,380,677	\$ 16,615,179	\$ 13,922,327	\$ 13,765,971	\$ 13,686,423	\$ 13,553,661	\$ 12,986,896	\$ 3,571,874	\$ 839,981	\$ -	\$ 29,731,845	\$ 29,731,845	



## CUMULATIVE GENERAL FUND REVENUE AND EXPENDITURE Including Cash Flow Projection 2017



Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 2/28/2017

**FUND: GENERAL FUND (01)**

Object	2017 Budget	February Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
31111 PROPERTY TAXES CURRENT	28,677,357.00	0.00	16,499.35	0.00	28,660,857.65	0.06
31112 PROPERTY TAXES DELINQUENT	558,991.00	0.00	64,984.21	0.00	494,006.79	11.63
31130 SALE OF TAX TITLE PROPERTY	3,000.00	0.00	2.27	0.00	2,997.73	0.08
31720 LEASEHOLD EXCISE TAX	20,000.00	0.00	0.00	0.00	20,000.00	0.00
31740 TIMBER EXCISE TAX	63,000.00	0.00	0.00	0.00	63,000.00	0.00
<b>TAXES:</b>	<b>29,322,348.00</b>	<b>0.00</b>	<b>81,485.83</b>	<b>0.00</b>	<b>29,240,862.17</b>	<b>0.28</b>
33345 PLAY TO LEARN - FED INDIRECT	0.00	289.48	289.48	0.00	(289.48)	0.00
33403 STATE LSTA DIRECT	0.00	23,295.83	23,295.83	0.00	(23,295.83)	0.00
33490 STATE DIRECT GRANT - STAY AT WORK	0.00	0.00	5,616.14	0.00	(5,616.14)	0.00
33533 STATE FOREST FUNDS/DNR TIMBER TRUS	0.00	0.00	0.01	0.00	(0.01)	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	2,205.12	4,200.86	0.00	25,799.14	14.00
34161 GRAPHICS SERVICES CHARGES	7,500.00	89.00	6,954.58	0.00	545.42	92.73
34162 PRINTER FEES	125,000.00	10,189.87	18,813.97	0.00	106,186.03	15.05
34163 FAX FEES	21,000.00	1,719.20	3,655.83	0.00	17,344.17	17.41
34193 ORTING - SERVICE FEES	3,000.00	810.00	810.00	0.00	2,190.00	27.00
35970 LIBRARY FINES	500,000.00	35,699.01	71,847.49	0.00	428,152.51	14.37
36110 INVESTMENT INCOME	15,000.00	0.00	1,718.86	0.00	13,281.14	11.46
36140 OTHER INTEREST EARNED - COUNTY	0.00	0.00	0.11	0.00	(0.11)	0.00
36200 KEY PEN HLTH DEPT FACILITY REV	1,000.00	288.06	288.06	0.00	711.94	28.81
36290 BOOK SALES	7,000.00	2.00	10.00	0.00	6,990.00	0.14
36700 FOUNDATION DONATIONS	189,000.00	0.00	93,600.00	0.00	95,400.00	49.52
36720 FRIENDS' REIMBURSEMENTS	38,000.00	0.00	0.00	0.00	38,000.00	0.00
36725 DONATIONS - OTHER	1,000.00	181.01	204.40	0.00	795.60	20.44
36910 SALE OF SURPLUS	5,000.00	0.00	0.00	0.00	5,000.00	0.00
36920 UNCLAIMED PROPERTY/FOUND MONEY	3,000.00	4.83	47.60	0.00	2,952.40	1.59
36990 MISCELLANEOUS REVENUE	0.00	15.45	60.24	0.00	(60.24)	0.00
36991 PAYMENT FOR LOST MATERIALS	12,000.00	497.10	1,289.91	0.00	10,710.09	10.75
36996 JURY DUTY REIMBURSEMENT	0.00	10.00	10.00	0.00	(10.00)	0.00
36998 E RATE REIMBURSEMENT	415,000.00	0.00	0.00	0.00	415,000.00	0.00
36999 REBATES - PROCUREMENT CARD	70,000.00	0.00	0.00	0.00	70,000.00	0.00
<b>CHARGES OTHER:</b>	<b>1,457,500.00</b>	<b>75,295.96</b>	<b>232,713.37</b>	<b>0.00</b>	<b>1,224,786.63</b>	<b>15.97</b>
39510 SALE OF FIXED ASSETS (GOV)	0.00	0.00	0.33	0.00	(0.33)	0.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>30,779,848.00</b>	<b>75,295.96</b>	<b>314,199.53</b>	<b>0.00</b>	<b>30,465,648.47</b>	<b>1.02</b>
<b>EXPENSE ACCOUNTS</b>						
51100 SALARIES AND WAGES	15,661,261.00	1,286,166.12	2,495,210.27	0.00	13,166,050.73	15.93
51105 ADDITIONAL HOURS	238,300.00	25,184.43	81,011.02	0.00	157,288.98	34.00
51106 SHIFT DIFFERENTIAL	167,525.00	13,289.66	22,954.70	0.00	144,570.30	13.70
51107 SUBSTITUTE HOURS	275,400.00	21,139.80	44,134.91	0.00	231,265.09	16.03
51109 TUITION ASSISTANCE PROGRAM	10,500.00	2,900.98	4,023.55	0.00	6,476.45	38.32
51200 OVERTIME WAGES	12,400.00	5,369.56	8,485.34	0.00	3,914.66	68.43
51999 ADJ WAGE/SALARY TO MATCH PLAN	(654,616.00)	0.00	0.00	0.00	(654,616.00)	0.00
52001 INDUSTRIAL INSURANCE	178,682.00	10,018.91	19,535.77	0.00	159,146.23	10.93
52002 MEDICAL INSURANCE	2,457,067.00	186,288.61	426,082.91	0.00	2,030,984.09	17.34
52003 F.I.C.A.	1,251,962.00	100,950.14	197,968.78	0.00	1,053,993.22	15.81
52004 RETIREMENT	1,800,779.00	146,002.32	284,410.78	0.00	1,516,368.22	15.79

Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 2/28/2017

**FUND: GENERAL FUND (01)**

Object	2017 Budget	February Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>EXPENSE ACCOUNTS</b>						
52005 DENTAL INSURANCE	231,182.00	18,581.71	36,836.32	0.00	194,345.68	15.93
52006 OTHER BENEFIT	10,540.00	940.00	1,880.00	0.00	8,660.00	17.84
52010 LIFE AND DISABILITY INSURANCE	28,669.00	4,910.50	10,122.22	0.00	18,546.78	35.31
52020 UNEMPLOYMENT COMPENSATION	30,500.00	0.00	7,436.01	0.00	23,063.99	24.38
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
<b>PERSONNEL</b>	<b>21,461,824.00</b>	<b>1,821,742.74</b>	<b>3,640,092.58</b>	<b>0.00</b>	<b>17,821,731.42</b>	<b>16.96</b>
53100 OFFICE/OPERATING SUPPLIES	257,500.00	11,713.77	17,918.25	19,013.37	220,568.38	14.34
53101 CUSTODIAL SUPPLIES	60,000.00	6,856.95	9,541.92	2,021.71	48,436.37	19.27
53102 MAINTENANCE SUPPLIES	60,200.00	6,110.54	6,621.36	796.43	52,782.21	12.32
53103 AUDIOVISUAL PROCESSING SUP	25,000.00	3,209.82	3,614.38	0.00	21,385.62	14.46
53104 BOOK PROCESSING SUPPLIES	20,000.00	258.59	469.61	1,491.67	18,038.72	9.81
53105 TRAINING SUPPLIES	10,500.00	0.00	0.00	0.00	10,500.00	0.00
53200 FUEL	47,500.00	0.00	0.00	0.00	47,500.00	0.00
53401 ADULT MATERIALS	732,500.00	42,386.00	89,721.66	0.00	642,778.34	12.25
53403 PERIODICALS	86,000.00	1,505.74	2,025.38	0.00	83,974.62	2.36
53405 JUVENILE BOOKS	535,650.00	24,243.84	58,653.99	0.00	476,996.01	10.95
53406 PROFESSIONAL COLLECTION	1,500.00	0.00	138.16	0.00	1,361.84	9.21
53407 INTERNATIONAL COLLECTION	43,000.00	790.72	4,867.53	0.00	38,132.47	11.32
53408 AUDIOVISUAL MATERIALS - ADULT	845,000.00	10,987.86	52,286.13	0.00	792,713.87	6.19
53409 AUDIOVISUAL MATERIALS - JUV	93,500.00	3,054.51	6,286.77	0.00	87,213.23	6.72
53411 ELECTRONIC INFO SOURCES	641,700.00	1,559.88	101,299.68	0.00	540,400.32	15.79
53412 REFERENCE SERIALS	12,000.00	0.00	752.36	0.00	11,247.64	6.27
53413 ELECTRONIC SERVICES	248,950.00	14,537.77	49,183.11	0.00	199,766.89	19.76
53414 ELECTRONIC COLLECTION	395,000.00	0.00	69,024.82	0.00	325,975.18	17.47
53464 VENDOR PROCESSING SERVICES	154,500.00	4,540.09	13,165.57	0.00	141,334.43	8.52
53500 MINOR EQUIPMENT	17,400.00	656.39	656.39	0.00	16,743.61	3.77
53501 FURNISHINGS	127,500.00	2,257.66	2,769.78	14,902.93	109,827.29	13.86
53502 TECHNOLOGY HARDWARE	143,300.00	10,424.27	10,424.27	19.73	132,856.00	7.29
53505 SOFTWARE/LICENSES/HOSTING	292,500.00	115.38	115.38	0.00	292,384.62	0.04
54100 PROFESSIONAL SERVICES	401,840.00	25,976.15	42,854.17	74,902.00	284,083.83	29.30
54101 LEGAL SERVICES	45,000.00	0.00	0.00	0.00	45,000.00	0.00
54102 COLLECTION AGENCY	14,000.00	2,747.65	2,747.65	0.00	11,252.35	19.63
54161 RESOURCE SHARING SERVICES	15,000.00	0.00	0.00	0.00	15,000.00	0.00
54162 BIBLIOGRAPHICS SERVICES	35,000.00	0.00	0.00	0.00	35,000.00	0.00
54163 PRINTING AND BINDING	500.00	0.00	0.00	0.00	500.00	0.00
54165 ILL LOST ITEM CHARGE	2,500.00	0.00	0.00	0.00	2,500.00	0.00
54200 POSTAGE AND SHIPPING	33,800.00	(85.40)	(132.40)	0.00	33,932.40	(0.39)
54201 TELECOM SERVICES	518,300.00	391.92	59,267.99	472,478.79	(13,446.78)	102.59
54300 TRAVEL	55,000.00	3,832.34	3,832.34	0.00	51,167.66	6.97
54301 MILEAGE REIMBURSEMENTS	35,250.00	3,736.53	5,445.56	0.00	29,804.44	15.45
54400 ADVERTISING	47,400.00	796.63	796.63	0.00	46,603.37	1.68
54501 RENTALS/LEASES - BUILDINGS	404,500.00	13,551.22	85,112.69	165,401.22	153,986.09	61.93
54502 RENTALS/LEASES - EQUIPMENT	34,600.00	0.00	1,672.75	19,807.36	13,119.89	62.08
54600 INSURANCE	233,000.00	0.00	838.40	0.00	232,161.60	0.36
54700 ELECTRICITY	235,000.00	8,514.62	34,012.82	0.00	200,987.18	14.47
54701 NATURAL GAS	15,000.00	668.73	2,695.45	0.00	12,304.55	17.97

Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 2/28/2017

**FUND: GENERAL FUND (01)**

Object	2017 Budget	February Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>EXPENSE ACCOUNTS</b>						
54702 WATER	29,700.00	388.71	1,751.11	0.00	27,948.89	5.90
54703 SEWER	16,200.00	120.67	417.04	0.00	15,782.96	2.57
54704 REFUSE	31,500.00	333.60	353.80	0.00	31,146.20	1.12
54800 GENERAL REPAIRS/MAINTENANCE	236,400.00	32,478.89	35,662.57	18,526.94	182,210.49	22.92
54801 CONTRACTED MAINTENANCE	591,400.00	8,491.86	36,233.21	194,238.59	360,928.20	38.97
54803 MAINT. TELECOM EQUIPMENT	10,000.00	0.00	0.00	0.00	10,000.00	0.00
54805 VEHICLE REPAIR - MAJOR	0.00	3,087.41	3,087.41	0.00	(3,087.41)	0.00
54900 REGISTRATIONS	50,650.00	1,805.12	2,914.12	0.00	47,735.88	5.75
54901 DUES AND MEMBERSHIPS	41,650.00	210.00	2,365.00	0.00	39,285.00	5.68
54902 TAXES AND ASSESSMENTS	29,500.00	0.00	0.00	0.00	29,500.00	0.00
54903 LICENSES AND FEES	52,650.00	3,316.73	22,325.70	0.00	30,324.30	42.40
54904 MISCELLANEOUS	790.00	0.00	0.00	0.00	790.00	0.00
54905 EVENT REGISTRATION	2,000.00	0.00	0.00	0.00	2,000.00	0.00
55100 INTERGOVERNMENTAL	18,000.00	0.00	0.00	0.00	18,000.00	0.00
59700 TRANSFERS OUT	1,231,194.00	0.00	0.00	0.00	1,231,194.00	0.00
<b>ALL OTHER EXPENSES</b>	<b>9,318,024.00</b>	<b>255,573.16</b>	<b>843,790.51</b>	<b>983,600.74</b>	<b>7,490,632.75</b>	<b>19.61</b>
<b>TOTAL FOR EXPENSE ACCOUNTS</b>	<b>30,779,848.00</b>	<b>2,077,315.90</b>	<b>4,483,883.09</b>	<b>983,600.74</b>	<b>25,312,364.17</b>	<b>17.76</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>(2,002,019.94)</b>	<b>(4,169,683.56)</b>	<b>(983,600.74)</b>	<b>5,153,284.30</b>	<b>0.00</b>

Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 2/28/2017

FUND: SPECIAL PURPOSE FUND (15)

Object	2017 Budget	February Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
TAXES:	0.00	0.00	0.00	0.00	0.00	0.00
36110 INVESTMENT INCOME	0.00	0.00	269.45	0.00	(269.45)	0.00
CHARGES OTHER:	0.00	0.00	269.45	0.00	(269.45)	0.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>0.00</b>	<b>0.00</b>	<b>269.45</b>	<b>0.00</b>	<b>(269.45)</b>	<b>0.00</b>
<b>EXPENSE ACCOUNTS</b>						
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
<b>TOTAL FOR EXPENSE ACCOUNTS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>0.00</b>	<b>269.45</b>	<b>0.00</b>	<b>(269.45)</b>	<b>0.00</b>

Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 2/28/2017

FUND: DEBT SERVICE FUND (20)

Object	2017 Budget	February Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
TAXES:	0.00	0.00	0.00	0.00	0.00	0.00
36110 INVESTMENT INCOME	0.00	0.00	30.96	0.00	(30.96)	0.00
CHARGES OTHER:	0.00	0.00	30.96	0.00	(30.96)	0.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>0.00</b>	<b>0.00</b>	<b>30.96</b>	<b>0.00</b>	<b>(30.96)</b>	<b>0.00</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>0.00</b>	<b>30.96</b>	<b>0.00</b>	<b>(30.96)</b>	<b>0.00</b>

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

Object	2017 Budget	February Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
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	643.78	0.00	(643.78)	0.00
36700 FOUNDATION DONATIONS	0.00	0.00	14,000.00	0.00	(14,000.00)	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
<b>CHARGES OTHER:</b>	<b>685,806.00</b>	<b>0.00</b>	<b>70,502.38</b>	<b>0.00</b>	<b>615,303.62</b>	<b>10.28</b>
39700 TRANSFERS IN	1,231,194.00	0.00	0.00	0.00	1,231,194.00	0.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>1,917,000.00</b>	<b>0.00</b>	<b>70,502.38</b>	<b>0.00</b>	<b>1,846,497.62</b>	<b>3.68</b>
<b>EXPENSE ACCOUNTS</b>						
53408 AUDIOVISUAL MATERIALS - ADULT	50,000.00	3,002.35	3,115.53	0.00	46,884.47	6.23
53501 FURNISHINGS	26,000.00	1,461.11	12,979.02	14,276.69	(1,255.71)	104.83
53502 TECHNOLOGY HARDWARE	200,000.00	0.00	0.00	0.00	200,000.00	0.00
54100 PROFESSIONAL SERVICES	250,000.00	5,085.66	5,332.20	50,733.00	193,934.80	22.43
54912 CONTINGENCY/RESERVE	25,000.00	0.00	0.00	0.00	25,000.00	0.00
56200 BUILDINGS & BLDG IMPROVEMENTS	785,000.00	0.00	0.00	134,555.56	650,444.44	17.14
56201 CONSTRUCTION	299,000.00	0.00	0.00	0.00	299,000.00	0.00
56202 ELECTRICAL	30,000.00	0.00	0.00	0.00	30,000.00	0.00
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
56401 VEHICLES	130,000.00	0.00	0.00	0.00	130,000.00	0.00
56402 HVAC	0.00	6,892.20	6,892.20	0.00	(6,892.20)	0.00
<b>TOTAL FOR EXPENSE ACCOUNTS</b>	<b>1,917,000.00</b>	<b>16,441.32</b>	<b>28,318.95</b>	<b>199,565.25</b>	<b>1,689,115.80</b>	<b>11.89</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>(16,441.32)</b>	<b>42,183.43</b>	<b>(199,565.25)</b>	<b>157,381.82</b>	<b>0.00</b>

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# MEMO



Date: February 27, 2017

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

From: Georgia Lomax, Executive Director

Subject: Executive Director Report – February

Below are my activities of note for the month of February:

## **External Community Activities**

- Dave Parent, Pacific NW Community Relations Manager of Key Bank – Foundation Director Dean Carrell and I met with Dave and Tim Rhee, Vice President and Relationship Manager of Key Bank (and a Foundation Board member) to discuss our partnership. Key Bank has been the primary sponsor of PC READS since it began 10 years ago.
- Brian Marlow, President, South Puget Sound Market and Market Manager of Key Bank –Dean and I met with Brian and Tim Rhee to further discuss our partnership.
- Greater Tacoma Community Foundation Annual Investment Performance Breakfast – Dean and I attended to learn more about GTCF, which manages a number of endowments for the Foundation.
- Pierce County Regional Council General Assembly – In addition to seeing many of our mayors, councilpersons and city managers, I had the chance to get to know councilmembers of our neighbor cities of Roy and Fircrest.
- Laurie Dent, Sumner School District Superintendent, and I met to discuss shared service interest in the Sumner/Bonney Lake area and how we might partner.
- Holly Wyrwich, Program Manager of THRIVE Washington, to discuss early learning services.
- South Sound Military & Communities Partnership presentation at DuPont City Hall– We are a member of SSMCP.
- American Association of University Women – I was guest speaker at their meeting and shared information about PCLS and our plans. I also gave them a quick tour of the Administrative Center and Library.

## **Library Community Activities**

- MLIS Board Meeting
- Pierce County Library Foundation Board Meeting
- Guest Lecturer for University of WA iSchool class on Management of Information Organizations
- Weekly Legislative Committee meetings

## **Branch Snapshot**

Here's what's been happening in our branches:

### **Buckley**

A staff member led the Third Tuesday Book discussion group. This month the group read “Stiff” by Mary Roach. Five people attended and enjoyed the humorous and informative look at cadavers.

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## **DuPont**

The Friends of the DuPont Library met on Thursday January 26 at 7pm. The group was greatly surprised to have 4 new members show up to the meeting. New officers were elected including some of the new members that volunteered at the meeting!

## **Eatonville**

Heat at Eatonville Branch quit working January 13<sup>th</sup> staff worked the normal day but the branch was closed Saturday January 14<sup>th</sup>.

Eatonville had a woman re-entering the job market we helped with getting her resume together. She came in thank us for our help, and to let us know she had not one but two job offers.

Staff member attended the January 19<sup>th</sup> Chamber of Commerce Meeting. There was a video and discussion of the Eatonville School Districts "Teaching Farm". The land was purchased from the Nisqually Land Trust and features gardening opportunities and experiment space in the renovated barn.

## **Fife**

Staff member attending the PC Reads Bootcamp. This was for library staff who had an interest in learning more about the upcoming PC Reads program. A presentation by the Lewis Military Museum and library staff generated lots of anticipation and excitement.

The program 'Discovering Our Story' was scheduled for Saturday January 14<sup>th</sup>. Unfortunately the presenter did not show up, however, a staff member saved the day by presenting a story time in addition to bringing the pizza and drinks.

Staff member attended the monthly meeting of the North Pierce County Community Coalition. At the conclusion she was asked to become a member of the board. At the board meeting following the meeting she was elected co-president.

## **Graham**

Our Adult Services Librarian frequently helps customers with their resumes and job searching skills. He was happy when a customer he had helped stopped in to thank him for his assistance and report that he got the job that he had helped him apply for.

## **Gig Harbor**

Gig Harbor staff continues to be frustrated by the "waterfall" that regularly appears outside the front doors. Facilities has worked diligently to find a solution, although they have not yet been successful.

The Small Business Association program was primarily attended by people with a business idea, not existing businesses. Librarians are considering how to reach small business owners.

## **Outreach**

IT replaced a broken LCD screen in one of the ACL public meeting rooms. A customer walked out of the room and came up to the desk and beamed "Can I just say I LOVE THE LIBRARY!?! You guys bought a brand new screen for that meeting room, and it is wireless enabled, and I can connect my Surface to it directly without using any cables. Thank you!!!"

Attended [Project Homeless Connect](#) event on January 27 at the Tacoma Armory. This coincided with the Pierce County Point in Time Count. Assistant Branch Supervisor and Youth Services Librarian issued library cards and talked about library services with individuals and families experiencing homelessness.

Promoted Our Own Expressions youth art and writing contest for teens residing at the Child Study and Treatment Center (CSTC) on the campus of Western State Hospital.

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On January 19, Diverse Communities Coordinator teamed up with Summit/Fife Youth Services Librarian to present a special library family night for parents of ESL students at Collins Elementary in the Summit area. Participants – whose first language is Arabic, Korean, Russian, or Spanish – saw first-hand how to use free online Homework Help, how to search for materials in the catalog and place holds, and registered for library cards. It was a community outreach activity that reached diverse families who were unfamiliar with our library services.

On January 25, Senior Librarian attended the quarterly meeting of the [Aging and Disabilities Resource Council](#) (ADRC), shared library service information with other service providers, and learned about food distribution systems from the [Emergency Food Network](#), which provides food to 68 food banks, hot meal sites, and shelters in Pierce County. This was helpful in thinking about partnership and service options for *On the Road with Summer Reading*, which often brings library service to summer meal sites.

### **Parkland/Spanaway**

PKS offered Grant writing workshops. People responded very positively to the info, planning to use it for starting their own businesses to using it for the Chamber of Commerce. Several people followed up with other services we offer, such as scheduling appointments with Book a Librarian and attending other programs we have.

Friends sponsored program: Detox Bath Salts - people were very excited to make something to take home and felt they learned very useful things to apply to their own health.

The Library participated as a community partner in the Point in Time count. Numbers not yet released (Spring 2017). As a partner, the Library provided a meeting or conference room for the use of volunteers canvassing the surrounding areas. The Library also granted volunteers permission to set up tables with PIT materials so that library visitors experiencing homelessness could be reflected in the count.

A staff member was able to help a young man with a class assignment finding children's books that fit into new themes. We browsed the collection and she started grabbing titles and chatting about them. In the process he gained confidence in his own ability to scan a book and determine if it fit with his assignment.

A parent came in wanting to better their parenting skills and looking for a specific title that she thought might help. A staff member was able to open a new library account for her and while the book she was looking for was not readily available, she was able to take her to the right section of the library where she found 3 or 4 books to check out. The staff member could tell she was struggling but it was also a great feeling for her to be able to help a community member find the information that could help them out.

A staff member attended English Language Arts Night at Christensen Elementary School on Thursday, January 26<sup>th</sup>. He talked to approximately 35 students and parents in 4 different sessions. The majority of the families claimed they hadn't been to public library before, and had no idea about what library could offer. He promoted Parkland/Spanaway Library February events and demonstrated library resources, such as STG backpacks. He talked to the school librarian after the event, and hoped she can invite the library to other school events and promote public library to the families in the future.

### **South Hill**

Bilingual Storytime returned this month and continues to be a hit with both native English and Spanish speakers. In addition, we have seen four or more teens present at each session seeking school credit for Spanish classes. We have seen a number of new customers requesting help with resume and cover letter skills and have set up Book-A-Librarian appointments to assist on request.

### **Steilacoom**

Speaker Series Sponsored by the Friends of Steilacoom and in partnership with the Historical Museum. Speaker was Dennis Larsen an expert on the Oregon Trail and pioneer Ezra Meeker. He told the story of the rise and fall of Meeker's hop empire in the Puyallup Valley. We had 29 people in attendance.

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## **Sumner**

Demolition continues on the building next door to the library. Thankfully, it has had no impact on customer service thus far.

After being featured in the local newspaper, the branch has seen a sharp increase in Book-A-Librarian requests. Sumner has partnered with local artist Jan Ward on a participatory installation titled “The Democracy Project”. Customers are asked to write a positive wish for democracy in the United States on an index card, then attach the card to a wireframe tree in the library lobby. At the conclusion of the project, Ms. Ward will use the collected cards to create an original artist’s book documenting the positive thoughts of our community at this historical moment. Customer reaction has been overwhelmingly positive, with many expressing surprise and admiration for the library’s participation in this kind of project.

## **Tillicum**

A staff member continues to maintain the appearance and marketing aspects of our collection with some positive results. She has noticed more material leaving the shelves due to the face-outs and attractive displays. During the Tillicum/Woodbrook Neighborhood Association meeting on 1/5/17, Pierce County Auditor, Julie Anderson, visited the neighborhood meeting and assured the residents there will be a voting box installed by the August election.

## **University Place**

Custodian reports that the Teen Area inside the library has been cleaner of late, thanks to scheduled, roaming library staff that have been interacting with Teens more frequently and promoting library services and programs. She also reports that the outside trash compactor area has been cleaner, as Facilities staff have been working in cooperation with the businesses and apartment complex management.

Staff from the Collections Management department have been working with UP Staff to expand the DVD collection, in preparation of the new sequestered DVD area that will be installed in March.

Youth Services Librarians worked with Adult Services Librarians to plan a scrapbooking/journaling series for intergenerational programming.

Youth Services Librarian organized an inaugural Teen Council. A large, enthusiastic group attended, and they have lots of great ideas for programs they would like at the library.

The Library Atrium was packed full of volunteers for the 1<sup>st</sup> ever UP Volunteer Fair, where organizations share information and recruit volunteers. The UP Friends had a table and helped promote library services and programs. A Senior Branch Assistant went on an Anderson Island run with our Outreach Department, and reports back that it was fun and informative, and a wonderful service to the island community.

A staff member noticed a colleague “recognized a customer from when he was in daycare next to our old library facility – now he has just finished his associate’s degree. SHE KNEW HIM BY NAME! My jaw dropped as she went on to ask about how his mother was doing – BY NAME!”

# Unfinished Business

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# MEMO



Date: February 28, 2017

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

From: Georgia Lomax, Executive Director

Subject: 2017 Board Calendar of Work

Attached is the projected 2017 Calendar of Work for the Board of Trustees, updated based on discussion at the February meeting. The fall traveling trustee meeting has been moved to October to allow all trustees to attend. The date of the regional trustee meeting has been set for September 16, 2017.

Last month we also discussed holding a short retreat prior to one of our Board meetings as we bring on two new trustees. During the meeting I'd like your thoughts on which month would be best for this session in order to be most effective for them.

Also, during the meeting I would like to briefly review our agenda design and hear your input on the amount of time we should allocate to each section. This will help me balance what we bring to you, and how we present it (written report, presentation, discussion, work or study session, etc.) Attached is the agenda template framework.

I am also interested in your preferences if, on occasion, the Facilities Master Plan update and Sustainable Funding Strategies projects require more time for study and discussion than normal.

Among the options:

1. Hold a separate study session.
2. Hold a study session before or after the regular board meeting.
3. Remove non-critical items from the agenda to allow adequate time during regular meetings.
4. Extend the regular board meeting time (earlier or later).

**Pierce County Library Board of Trustees**  
**2017 Summary of Major Work**

**2017 Major Work**

2018 Work Plan and Budget (Q3, 4)  
2018 Strategic Focus Priorities Discussion (Q2)  
2016 Fiscal Year-end Review (Q1)  
Sustainable Funding Strategies (Q2, 3)  
Facilities Master Plan Update (Q1, 2, 3)  
Facilities Maintenance and Modernization Strategies (Follows FMP update)  
Mission Review/Update to Align with Strategic Plan (TBD)  
2016 Executive Director Evaluation (Q3)  
2015-16 Fiscal Audit (Q4)  
New Trustee Onboarding (Q1, 2) and Mini Retreat (TBD)

**Anticipated Policy Review, Updates, Revisions**

Fiscal Management (annual review Qtr. 3)  
Purchasing and Contracting (Q2 or Q3)  
Mission, Vision and Values (TBD)  
Participation in Community Organizations (TBD)  
Endorsements (Q2)

*Additional policies will be added as identified through projects, studies and needs that arise during the year.*

**Education Topics/Service Updates**

Bonney Lake Libraries and Communities (April)  
University Place Libraries and Communities (October)

Throughout the year, we will report to the Board on “the state of” our **Core Services**:

- Materials
- Spaces
- Partnerships
- Business Processes
- Staff
- Technology
- Classes & Events

and our **Strategic Focus** areas:

- Learning
- Enjoyment
- Community

**Added Dates of Note**

Regional Trustee Meeting (September 16)  
Pierce County READS Kickoff (March 11)  
Pierce County READS Author Event (April 28)  
Our Own Expressions (May 24)  
A Literary Evening (tbd)  
Maker/DIYfest (November)

## 2017 Board Calendar of Work

### January - Meeting Canceled

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### February

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2016 Fiscal Year Report  
2017 Budget Document (usually January)  
2017 Foundation Agreement  
Bill of Rights Display  
BoT Calendar of Work (usually January)  
Buckley UST  
City of Orting Facilities Planning  
Cliff Jo appointed to L GAC  
Foundation Fiscal Year change to Calendar Year Discussion  
Intro New Marketing & Communications Director  
PC Reads Preview – Book Talk  
Point in Time Count  
Revised Levy Certificate  
SES Survey Results & Culture Teams  
Trustee Vacancy

### March

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2016 Technology Plan Closeout  
Courage 360 Reverse Job Fair Participation Report  
Farewell/Thanks to J.J. and Linda  
FMP Update Project - Preliminary Plan/Timeline  
Sustainable Funding Project - Preliminary Plan/Timeline  
Work Plan Progress Report

### April (Bonney Lake)

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Bonney Lake Library & Community Presentation  
FMP Update Project  
PC Reads Report  
Staff Engagement Survey Staff Team Results  
Strategic Focus Priorities 2018 Discussion (or Q2)  
Training Plan  
Welcome New Trustees  
Wellness Program Update (WellCity Award) Report  
Work Plan Progress Report

### May

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Ergonomics Plan  
Facilities Report (Core Service)  
FMP Update Project  
National Library Worker Day  
Our Own Expressions Preview  
PCReads Results  
Summer Reading Preview  
Sustainable Funding Project  
Work Plan Progress Report

## June

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2017 Mid-Term Fiscal Review  
FMP Update Project  
IRS Tax Form 990 Review  
Our Own Expressions Report  
Sustainable Funding Project  
Technology Report (Core Service)  
Work Plan Progress Report

## July

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2017 Property Values for 2018 Tax Levy  
Erate Reports: ( 2016-17 Year end/ 2017-18 Fiscal Year)  
Finance Department Report (Core Service)  
IRS Tax Form 990 Review (if available – NLT August)  
Work Plan Progress Report

## August

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2018 Fiscal Year Calendar  
ALA Conference Report  
Collection Management Report (Core Service)  
Fiscal Policy – Annual Review  
Work Plan Progress Report

## September (Donna Excused)

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2017 CPI-U  
2018 Budget - Planning & Background  
2018 Work Plan & Projects  
Executive Director Evaluation Process  
L&I Update Report  
Work Plan Progress Report

## October (University Place)

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2018 Board Meeting Dates Review  
2018 Budget Projected Budget & Work Plan  
Authorization to Negotiate 2018 Executive Director Salary  
Fiscal Audit  
Friends of Libraries/Foundation Week Proclamation  
Summer Reading Report  
UP Library & Community Presentation  
Work Plan Progress Report

## November

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2018 Budget - Draft Budget & Work Plan  
2018 Foundation Agreement  
Executive Director Evaluation Process  
First Public Hearing Regarding 2018 Budget  
IPD Override (If necessary)  
Foundation Annual Report  
Resolution to set 2018 Wages for Non-Represented Staff

Resolution: Schedule of 2018 Recurring Board Meetings  
Review and Approval to Certify Property Taxes to be Levied for Collection in 2018  
Work Plan Progress Report

**December**

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2015-16 Audit Preview  
2017 Insurance Renewal  
2018 Budget - Final Budget & Work Plan  
2018 Election of Officers  
Leadership Academy Cohort 2  
Local 3787 Election Results Report  
Resolution: Cancellation of Unredeemed Warrants (if needed)  
Second Public Hearing Regarding 2018 Budget  
Work Plan Progress Report

**AGENDA**  
**Regular Meeting of the Pierce County Library System Board of Trustees**  
**##TEMPLATE##**  
**3:30 pm**

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01 min.	<b>Call to Order</b>	
05 min.	<b>Public Comment</b>	
<5min.	<b>Consent Agenda*</b>	<b>Action</b>
	<ul style="list-style-type: none"> <li>• <i>Routine procedural decisions unlikely to be controversial or need discussion. (If it is determined discussion is needed, items can be removed and added later in the agenda.)</i></li> <li>• <i>Written reports.</i></li> <li>• <i>Streamlines approval of routine action items</i></li> </ul>	
<10min	<b>Board Member Reports</b>	
	<ul style="list-style-type: none"> <li>• <i>Opportunity for Trustees to share information, observations</i></li> </ul>	
<10min	<b>Routine Reports</b>	
	<ul style="list-style-type: none"> <li>• <i>Written reports such as dashboard and monthly financial reports</i></li> <li>• <i>Questions or discussion as needed</i></li> </ul>	
Varies	<b>Unfinished Business*</b>	
	<ul style="list-style-type: none"> <li>• <i>Primary work and decisions of the Trustees, for items that continue over multiple meetings</i></li> <li>• <i>Fiscal, strategy and policy-level topics</i></li> <li>• <i>Discussion and action items</i></li> </ul>	
Varies	<b>New Business*</b>	
	<ul style="list-style-type: none"> <li>• <i>Primary work and decisions of the Trustees</i></li> <li>• <i>Fiscal, strategy and policy-level topics</i></li> <li>• <i>Discussion and action items</i></li> </ul>	
<20min	<b>Board Education and Service Reports</b>	
	<ul style="list-style-type: none"> <li>• <i>Short presentations intended to provide awareness, background or education to Trustees about operations, services or issues</i></li> <li>• <i>May involve some discussion</i></li> <li>• <i>No actions</i></li> </ul>	
<15min	<b>Officers Reports</b>	
	<ul style="list-style-type: none"> <li>• <i>Written informational reports about the Library, its staff and activities.</i></li> <li>• <i>Information is contained in the reports and meant to be complete as presented, unless Trustees have questions or comments, or want more detail.</i></li> <li>• <i>Time is allotted to this section in case of Board discussion. It can be reduced or eliminated to provide time for other agenda items.</i></li> </ul>	
Varies	<b>Executive Session*</b>	
	<ul style="list-style-type: none"> <li>• <i>A closed session for the discussion of a limited number of topics as allowed by law. No action can be taken.</i></li> </ul>	
01 min.	<b>Announcements</b>	
	<b>Adjournment</b>	

*\*These sections are the required work of the Board.*

# New Business

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# MEMO



Date: February 27, 2017

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

From: Georgia Lomax, Executive Director

Subject: Facilities Master Plan Update and Sustainable Funding Projects

The new Strategic Framework provides the background and direction needed to begin to evaluate the Library's facilities and services and to consider what is next as we provide valued service to our communities. While staff begins work to implement the Strategic Framework, our next steps are to review Pierce County Library: 2030, the facilities master plan adopted by the Board of Trustees in 2010, and consider the Library's long-term funding strategies.

During the March meeting I will share an overview of

- 1) The plan to update Pierce County Library 2030, and,
- 2) A project to assess possible funding strategies to support the recommendations of the facilities master plan update and the strategic framework, as well as sustainable operations of the Library.

I will have copies of Pierce County Library 2030 for you at the meeting.

## **Pierce County Library 2030 Update**

The 2030 implementation plan instructs the Library to periodically assess economic conditions, area growth, public interest and support for improved buildings, and individual project opportunities and to update the plan accordingly.

2030 was adopted in 2010, following a major public process. It is intended to guide the Library to ensure physical spaces will meet community needs in the year 2030. It was also expected to provide the framework for a district-wide, multi-year plan to expand, build and add buildings to meet the needs of a growing community and provide space for up-to-date and changing services.

Though the full project was set aside during the recession, the Library has used the plan to relocate and expand the Milton/Edgewood and University Place libraries, and add a library in Fife. It has also guided work to refresh and remodel a number of branches since 2010.

## **Strategic Framework**

During a 2016 public input process, nearly 11,500 library customers and partners, community members, stakeholders and community leaders weighed in on their personal and community challenges and their hopes for the Pierce County Library and the communities it serves. PCLS used this direction to draft its Strategic Framework for library services.

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Melinda Chesbro and the Customer Experience Managers Jaime Prothro, Judy Nelson, Joy Kim, Meghan Sullivan and Kayce Austin will lead work to identify service initiatives to meet the needs outlined by the public during development of the Strategic Framework.

With this direction from the community, it is time to review progress on PCL2030, evaluate the plan's original recommendations and update it. The revised facilities plan and the strategic framework service initiatives will determine the next steps in our work to meet the needs of growing and changing communities by providing up-to-date library services and spaces.

**Sustainable Funding Strategies**

Our work in the next two to three months is to evaluate a variety of revenue and funding options that might support providing the services and facilities identified as valuable and needed by the community.

During the Board meeting we will review the project plans and timeline and discuss information that will be helpful to Board as it begins to consider these issues.

# **Board Education and Service Reports**

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# MEMO



Date: February 27, 2017

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

From: Stephanie Ratko, IT Manager

Subject: 2016 Technology Plan Closeout

2016 was a challenging year for the IT department, during which we encountered several critical issues and sought out the most effective ways to address and resolve them. We faced areas of immediate need and realized the importance of prioritizing our focus on those areas that would allow us to stabilize our infrastructure and put new processes in place to prevent future setbacks.

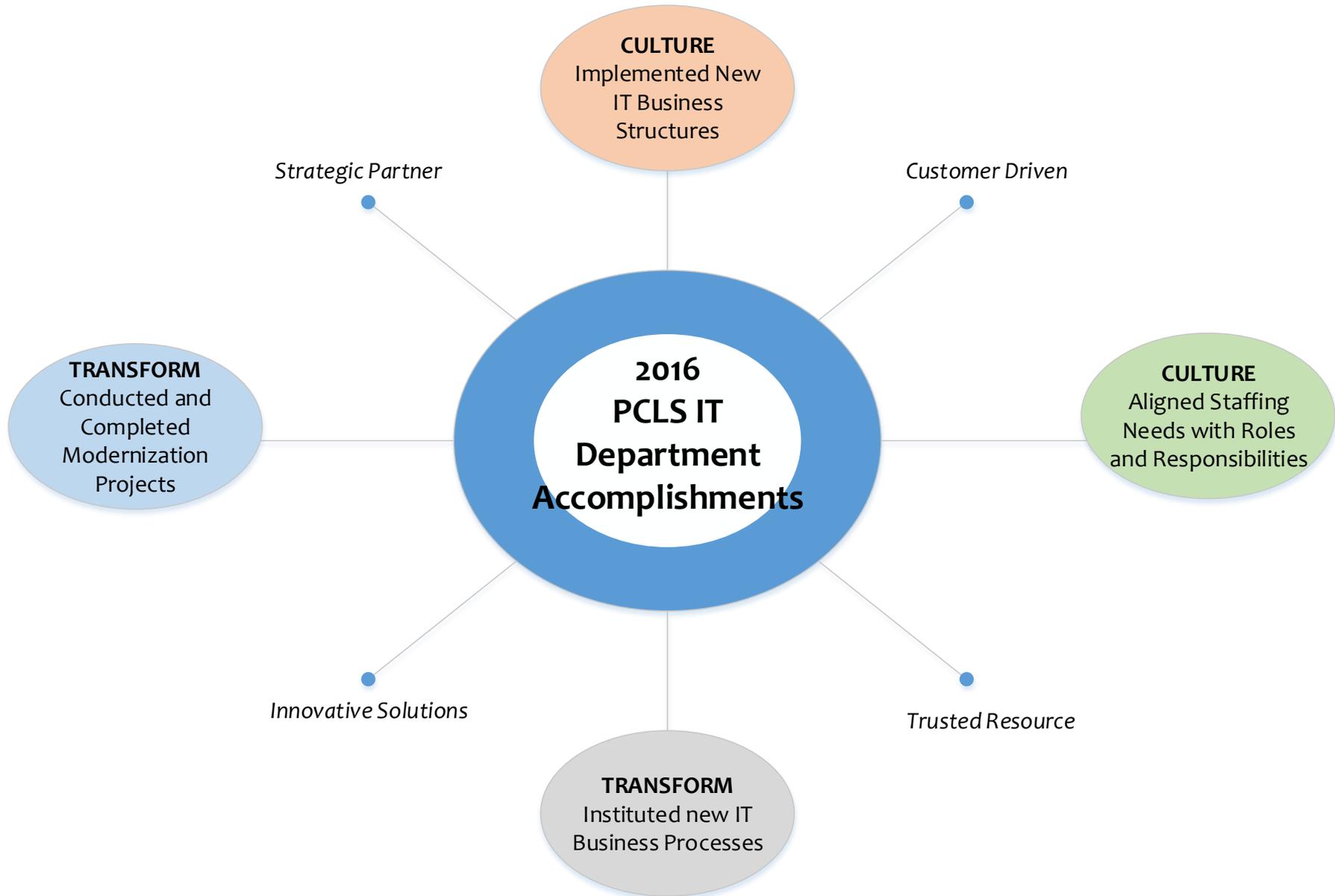
During the Board meeting, I will provide a brief overview of the IT department's priorities and the work we implemented and completed in 2016. Following this, I welcome the opportunity to answer any questions you may have about the department, our 2017 work plan and our prognosis for the future. I have attached an infographic for your review in preparation for the meeting.

# Technology Plan

## Two Transformational Arcs

**Goal 1:** Create a library culture in which the Library's technology program focuses intently on customers to understand clearly and deliver what they want.

**Goal 2:** Transform library technology to support the needs of the 21<sup>st</sup> century library employee and our customers.



# Officers Reports

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# MEMO



Date: February 27, 2017

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

From: Melinda Chesbro, Deputy Director

Subject: PCLS Staff Participation at ALA Midwinter Conference

American Library Association (ALA) held this year's midwinter conference in Atlanta, Georgia January 20 to 24. This year seven Pierce County Library staff members attended the conference and participated as members of ALA committees. The midwinter conference largely consists of committee meetings that forward the work of ALA committees, divisions, and round tables.

Karen Brooks, Branch Manager attended as a member of the Alex Award Committee. The Alex Awards are given to books written for adults that have special appeal to young adults.

Elise DeGuisseppi, Collection Management Librarian attended as a member of the Robert F. Sibert Committee, which annually recognizes the most distinguished nonfiction children's book published in the previous year.

Joy Kim attended as a member of 2 Public Library Association groups: the PLA Annual Conference Program subcommittee and the PLA Membership Advisory group. She also had an informal meeting regarding a proposed PLA task force on Equity, Diversity and Inclusion.

Judy Nelson, Customer Experience Manager attended as a member two committees: Every Child Ready to Read, a joint committee of the Public Library Association (PAL) and the Association for Library Services to Children and the Public Library Association Harvard Research task force on Family Engagement.

Kati Perez, Collection Management Librarian attended as a member of the Video Round Table Notable Films Committee which annually selects the best educational, performance or how-to titles released during the previous and current calendar year.

Meghan Sullivan, Customer Experience Manager attended as a member of the ALA Conference Committee, which plans upcoming conferences.

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# MEMO



Date: February 27, 2017

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

From: Georgia Lomax, Executive Director

Subject: ALA Annual Conference

The American Library Association's annual conference will take place June 22-27 in Chicago, IL.

Attached is a schedule of events and a hotel map. You can also find more at <http://2017.alaannual.org/>.

If you are interested in attending the conference, please let Petra know by March 14, 2017, so we can take advantage of early bird registration.

## 2017 Annual Conference Schedule-at-a-glance

### **Thursday, June 22**

8:30 am – 5:30 pm Annual Preconferences

### **Friday, June 23**

8:30 am – 4:00 pm Annual Preconferences

8:30 am – 4:00 pm Educational Sessions, Meetings, and Discussion Groups

9:00 am- 12:00pm Unconference

4:00 pm – 5:15 pm Opening General Session

5:15 pm – 5:30 pm Ribbon-Cutting Ceremony

5:30 pm – 7:00 pm Opening Reception in the Exhibit Hall

### **Saturday, June 24**

8:30 am – 4:30 pm Auditorium Speaker Series

8:30 am – 5:30 pm Educational Sessions, Meetings, and Discussion Groups

8:30 am – 5:30 pm Now Showing @ ALA Film Program

9:00 am – 5:00 pm Exhibit Hall Open

9:00 am – 5:00 pm ALA JobLIST Placement Center

3:30 pm – 4:30 pm ALA President's Program

## **Sunday, June 25**

- 8:30 am – 5:30 pm Educational Sessions, Meetings, and Discussion Groups
- 8:30 am – 5:30 pm Now Showing @ ALA Film Program
- 8:30 am – 5:30 pm Auditorium Speaker Series
- 9:00 am – 5:00 pm Exhibit Hall Open
- 9:00 am – 5:00 pm ALA JobLIST Placement Center
- 3:30 pm – 5:30 pm ALA Awards Presentation and Keynote hosted by the ALA President

## **Monday, June 26**

- 8:30 am – 5:30 pm Educational Sessions, Meetings, and Discussion Groups
- 8:30 am – 5:30 pm Now Showing @ ALA Film Program
- 8:30 am – 2:30 pm Auditorium Speaker Series
- 9:00 am – 2:00 pm Exhibit Hall Open
- 2:00 pm – 3:00 pm Closing Session
- 3:30 pm – 5:00 pm Library Camp

## **Tuesday, June 28**

- 8:00 am – 5:30 pm Meetings
- 9:30 am – 11:00 am Closing General Session
- 11:30 am – 1:30 pm Inaugural Brunch

# AMERICAN LIBRARY ASSOCIATION

June 22-27, 2017  
McCormick Place West Building



- ★ McCormick Place West Building  
2301 S. Indiana St.
- 1 Hyatt Regency Chicago (Headquarter)  
151 E. Wacker Dr.
- 2 Hilton Chicago (Co-Headquarter)  
720 S. Michigan Avenue
- 3 Aloft Chicago City Center  
515 N. Clark St.
- 4 Courtyard Chicago River North  
30 E. Hubbard Street
- 5 Courtyard by Marriott Magnificent Mile Chicago Downtown  
165 E. Ontario St.
- 6 DoubleTree by Hilton Hotel Chicago - Magnificent Mile  
300 E. Ohio St.
- 7 Fairfield Inn & Suites River North  
60 W. Illinois St.
- 8 Fairmont Chicago, Millennium Park  
200 N. Columbus Dr.
- 9 Hard Rock Hotel Chicago  
230 N. Michigan Ave.
- 10 Hilton Garden Inn North Loop  
66 E. Wacker Pl.
- 11 Hotel Cass, A Holiday Inn Express at Magnificent Mile  
640 N. Wabash Ave.
- 12 Hotel Chicago Downtown, Autograph Collection by Marriott  
333 N. Dearborn St.
- 13 Hyatt Centric The Loop  
100 W. Monroe St.
- 14 Hyatt Chicago Magnificent Mile  
633 N. Saint Clair St.
- 15 Hyatt Place Chicago Downtown/River North  
66 W. Illinois St.
- 16 Hyatt Regency McCormick Place  
2233 S. Martin Luther King Dr.
- 17 Inn of Chicago Magnificent Mile  
162 E. Ohio St.
- 18 InterContinental Chicago Magnificent Mile  
505 N. Michigan Ave.
- 19 JW Marriott Chicago  
151 W. Adams St.
- 20 Kinzie Hotel  
20 W. Kinzie St.
- 21 Loews Chicago Hotel  
455 N. Park Dr.
- 22 Chicago Marriott Downtown Magnificent Mile  
540 N. Michigan Ave.
- 23 Palmer House Hilton  
17 E. Monroe St.
- 24 Radisson Blu Aqua Hotel, Chicago  
221 N. Columbus Dr.
- 25 Renaissance Blackstone Chicago Hotel  
636 S. Michigan Ave.
- 26 Renaissance Chicago Downtown Hotel  
1 W. Upper Wacker Dr.
- 27 Residence Inn Chicago Downtown/Loop  
11 S. LaSalle St.
- 28 Swissotel Chicago  
323 E. Wacker Dr.
- 29 W Chicago City Center  
172 W. Adams St.
- 30 Wyndham Grand Chicago Riverfront  
71 E. Wacker Dr.

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# MEMO



Date: February 23, 2017

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

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

Subject: Courage 360 Reverse Job Fair Participation

On January 20th, Pierce County Library System participated in Courage 360's "reverse job fair." This effort aligns with our strategic framework focus area of **Staff**. Courage 360 is a local non-profit organization and one of our community partners. We represent the Library on their Employer Advisory Board to help guide them in workplace readiness for their participants. The mission of Courage 360 is to assist low-income individuals to gain the skills, knowledge and courage to be self-supporting.

The reverse job fair allowed the participants in their program to interview employers and be interviewed for potential jobs. It allowed us as employers to share our experience and knowledge to help their participants in their job searches and workplace readiness. Other major employers like Columbia Bank, Multicare and Comcast also participated.

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# MEMO



Date: February 27, 2017

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

From: Melinda Chesbro, Deputy Director

Subject: Work plan Progress Report

For 2017, Leadership Team has an active role in managing and communicating about system projects. I will be providing a monthly report to the Board with updates on some of the larger system projects. If needed I can periodically provide the Board with more in-depth information.

### **DVD collection changes at University Place**

The library is scheduled to be closed on February 28 and open late on March 1 to facilitate the several changes planned. A new height-adjustable help desk will be positioned closer to the entry, and the DVD Movie Towers will be replaced with an enclosed browsing collection similar to those at Gig Harbor, Lakewood and South Hill.

### **Public Technology Service Model**

This group has a mix of responsibilities, both for the big picture (map the landscape of public technology at PCLS) and for near term operations (prioritize 2017 public PC replacements). They are developing an evaluation rubric that included relevance, usability, cost and infrastructure.

### **EDEN/HRIS Replacement**

The first phase of this project had a kick off meeting on February 24 with a goal of defining business requirements necessary to initiate the purchase process by July 31.

### **Open Hours Evaluation**

This group will work within existing resources (not adding to or cutting overall open hours at any location) to provide recommendations on open hours that meet our customers' expectations.

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# MEMO



Date: February 27, 2017

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

From: Georgia Lomax, Executive Director

Subject: Regional Trustee Meeting – Save the Date

The date for the Regional Trustee meeting has been set for Saturday, September 16, 2017, from 9:00 AM to 1:30 PM. The meeting will be held at the Lynnwood Sno-Isle Library. The topic of the meeting will be Elections.

# Executive Session

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

**Pierce County Library FYI Packet**  
**Link List**  
**March 8, 2017**

**Pierce County Library in the News**

- [South Sound Business People](#) (announces Dean Carrell and Mary Getchell joining PCLS) - The News Tribune
- [Discover your Irish and Scots-Irish Ancestry](#) (genealogy workshop at ACL) - The Suburban Times
- [Daffodil Festival princesses bring positive reading experience to Pierce County Libraries](#) - The Suburban Times

**Pierce County Library FYI Packet**  
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