

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

- 3:30 pm 02 min. **Call to Order:** Daren Jones, Vice- Chair
- 3:32 pm 05 min. **Public Comment:** *This is time set aside for members of the public to speak to the Board of Trustees. Unless the item you wish to discuss is of an emergency nature, the Board ordinarily takes matters under advisement before taking action. Please sign up at the time of the meeting to speak during the public Comment period, and limit your comments to three minutes.*
- 3:37 pm 05 min. **Consent Agenda** **Action**
 1. Approval of Minutes of the February 14, 2018, Regular Meeting
 2. Approval of February 2018 Payroll, Benefits and Vouchers
 3. Buckley Underground Storage Tank Study
- 3:42 pm 05 min. **Executive Session**
At this time on the agenda, the Board of Trustees will recess to Executive Session per RCW 42.30.110, to discuss property issues.
- 3:47 pm 05 min. **Routine Reports**
 1. Dashboards, Georgia Lomax
 2. January 2018 Financial Report, Donna Morey
 3. Executive Director Report, Georgia Lomax
 4. Branch Services Report, Jaime Prothro
- 3:52 pm 01 min. **Officers Reports**
 1. Library Priorities
 2. 2018 Work Plan
 3. IC 3 Staff Certification
 4. Overdrive Circulation
 5. Meeting Room Booking and Event Calendar Software
- 3:53 pm 02 min. **Announcements**
 The April 11, 2018, meeting will be held at the Buckley Library – 123 S River Avenue, Buckley WA 98321
- 3:55 pm **Adjournment**

Consent Agenda

CALL TO ORDER

Chair Rob Allen called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:33 pm. Board members present were Daren Jones, Donna Albers, Monica Butler and Pat Jenkins.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

1. Approval of Minutes of the January 10, 2018, Regular Meeting
2. January 2018 Payroll, Benefits and Vouchers
 - a. Payroll Warrants 3793-3797 dated 1/1/18-1/31/18 in the amount of \$6,505.06
 - b. Payroll Disbursement Voucher dated 1/6/18 in the amount of \$1,045,206.08
 - c. Payroll Disbursement Voucher dated 1/21/18 in the amount of \$815,810.06
 - d. Accounts Payable Warrants 6284735-628640 dated 1/1/18-1/31/18 in the amount of \$1,464,472.67
3. *Resolution 2018-02: To Declare Furnishings and Equipment Surplus to Public Service*

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

BOARD REPORTS

There were no Board Reports.

ROUTINE REPORTS

Executive Director Report - Ms. Lomax reported the Library received the latest update on the Buckley underground storage tank. Deputy Director Melinda Chesbro noted the conclusions indicate some of the contamination has moved off of the property. The next step is to test to identify the extent of the issues. Mitigation efforts will be addressed thereafter.

Ms. Lomax said feedback from community leaders during her strategic plan presentations has been positive and included the sharing of many stories of how the Library is used and its impact.

UNFINISHED BUSINESS

Library Priorities – Ms. Lomax reported the public engagement process is well underway. Media coverage has been strong and supportive.

The Community Advisory Committee is being formed. Participants have diverse backgrounds in the business, government and non-profit sectors. The committee will meet for three months and will bring a recommendation to the Board in June.

Ms. Lomax said the Library will provide training on levies to the trustees in an upcoming board meeting. This will include an overview of types of levies, implications of each and examples of successes and failures.

NEW BUSINESS

2017 Fiscal Year Report – Ms. Lomax reported the 2017 fiscal year closed in January. She commended the finance department for their work to accomplish this earlier than in past years. Ms. Chesbro noted no contingency funds were used.

Ms. Butler moved to approve Resolution 2018-03: To Close the 2017 Fiscal Year. Ms. Albers seconded the motion and it was passed.

Board Metrics – Ms. Chesbro asked the Board to share their feedback about which metrics they would like the Library to track, how they should be measured and how frequently they should be presented. She said she would take the feedback and provide some options at an upcoming meeting.

Pierce County Reads Preview – Customer Experience Director Jaime Prothro provided an overview of the events scheduled during the 2018 PC Reads program that begins March 11, 2018, at PLU's Olsen Auditorium.

OFFICERS REPORTS

Leadership Academy – Staff Experience Director Cheree Green said the new cohort will benefit from the increased efforts on sponsorship, including mentorship by the first cohort.

Traveling Trustee Meeting – Ms. Lomax confirmed the April Board meeting will be held at the Buckley Library.

EXECUTIVE SESSION

At 4:59 pm, Ms. Butler moved to recess to Executive Session, per RCW 42.30.110, to discuss property matters for approximately 15 minutes. Mr. Jenkins seconded the motion and it was passed. The Session ended at 5:17 pm.

ANNOUNCEMENTS

Chair Allen and Ms. Butler will be excused from the March 14, 2018, meeting. Ms. Albers will be excused from the April 11, 2018, and September 12, 2018 meetings.

ADJOURNMENT

The meeting was adjourned at 5:20 pm on motion by Ms. Butler, seconded by Mr. Jones.

Georgia Lomax, Secretary

Rob Allen, Chair

February 2018 Payroll, Benefits and Vouchers

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	0		\$0.00
Electronic Payments - Payroll & Acct Payable		02/06/18	\$1,068,821.04
Electronic Payments - Payroll & Acct Payable		02/21/18	\$796,534.37
Accounts Payable Warrants	628641-628757	2/1/18-2/28/18	\$693,268.52
Total:			<u><u>\$2,558,623.93</u></u>

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: 2/06/18 Payroll

Withdrawal Date: 02/06/18

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	65,924.29
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	87,816.36
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	20,538.08
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	515,134.42
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	11,775.00
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	52,780.58
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	90,288.75
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	6,014.69
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	1,622.18
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	-
PCL_Company	AWC (only on 6th paycheck)	237100	CC_Library_District	697-00	5100000	216,926.69
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						\$ 1,068,821.04

Certification:

 Stacy Karabotsos
 Signature (Department Designee)

 02/05/18
 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: 2/21/18 Payroll

Withdrawal Date: 02/21/18

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	59,632.89
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	50,741.47
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	50,741.47
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	479,896.90
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	11,775.00
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	49,440.01
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	84,510.96
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	6,014.69
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	1,772.18
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	210.25
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	1,798.55
PCL_Company	Payroll Adjustment(s)	237100	CC_Library_District	697-00	5100000	-
Total Deposit						\$ 796,534.37

Certification:

 Stacy Karabotsos
 Signature (Department Designee)

 02/16/18
 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>
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628643	02/05/2018	000161 CENGAGE LEARNING		3,558.16
628644	02/05/2018	000847 CENTER POINT PUBLISHING		114.45
628645	02/05/2018	001780 CITY OF UNIVERSITY PLACE		186.31
628646	02/05/2018	005300 DANGER ROOM COMICS LLC		683.75
628647	02/05/2018	000093 EBSCO		66,584.49
628648	02/05/2018	001643 IMPACT		108.94
628649	02/05/2018	004109 INFOBASE PUBLISHING		7,274.80
628650	02/05/2018	000243 INGRAM LIBRARY SERVICES		15,476.13
628651	02/05/2018	006291 INNOVATIVE INTERFACES INC		5,689.18
628652	02/05/2018	006979 LUKE JARVIS		22.75
628653	02/05/2018	006976 SHANNON KING		18.99
628654	02/05/2018	006708 LINKEDIN CORP		27,500.00
628655	02/05/2018	005444 MERGENT INC		22,998.00
628656	02/05/2018	000352 MIDWEST TAPE	V	0.00
628657	02/05/2018	000352 MIDWEST TAPE		27,150.95
628658	02/05/2018	001041 MITCHELL 1		3,996.00
628659	02/05/2018	001563 MORNINGSTAR INC		7,934.00
628660	02/05/2018	003398 MULTICULTURAL BOOKS & VIDEOS		2,771.10
628661	02/05/2018	000907 NEW YORK TIMES		910.00
628662	02/05/2018	000323 NEWS TRIBUNE		1,008.80
628663	02/05/2018	001651 PARACLETE PRESS		179.93
628664	02/05/2018	006150 PRONUNCIATOR		4,995.00
628665	02/05/2018	000377 PUGET SOUND ENERGY		8,818.59
628666	02/05/2018	006980 JENNIFER QUIGLEY		16.99
628667	02/05/2018	001761 READ THE BOOKS		2,774.00
628668	02/05/2018	000460 STEILACOOM TOWN OF		1,221.16
628669	02/05/2018	004724 C/O T8054U TUMBLEWEED PRESS INC		17,200.00
628670	02/05/2018	006978 DEBORA YOUNT		19.95
628671	02/05/2018	006577 CATALYST WORKPLACE ACTIVATION		2,947.21
628672	02/05/2018	004585 COOS BAY PUBLIC LIBRARY		10.99
628673	02/05/2018	005798 EDU BUSINESS SOLUTIONS INC		375.00
628674	02/05/2018	005862 ELITE PROPERTY INVESTMENTS LLC		9,869.79
628675	02/05/2018	006935 EMILY'S PAPERCRAFTS		350.00
628676	02/05/2018	000041 EMPLOYMENT SECURITY DEPARTMENT		19,367.88
628677	02/05/2018	006310 INTRACOMMUNICATION NETWORK SYS		386.58
628678	02/05/2018	004756 LAKEWOOD CITY OF		500.00

Check History Listing
Pierce County Library System

Bank code: key

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628680	02/05/2018	003384 MERIT EMERGENCY EDUCATION		2,100.00
628681	02/05/2018	006841 NEW VENTURES GROUP INC		3,222.70
628682	02/05/2018	006645 OETC		1,248.00
628683	02/05/2018	006977 PARK COUNTY LIBRARY		14.00
628684	02/05/2018	000370 PIERCE COUNTY		360.00
628685	02/05/2018	006331 SURPRISE LAKE SQUARE UNIT 257		8,811.00
628686	02/05/2018	006974 THE HANOVER INSURANCE GROUP		79.00
628687	02/05/2018	000635 WAYNES ROOFING INC		678.64
628688	02/05/2018	000534 WCP SOLUTIONS		103.23
628689	02/06/2018	000828 AFSCME AFL-CIO		6,745.91
628690	02/06/2018	006414 GC SERVICES, LP		216.25
628691	02/06/2018	003985 PACIFICSOURCE ADMINISTRATORS		1,735.50
628692	02/06/2018	001181 PIERCE CTY LIBRARY FOUNDATION		698.32
628693	02/06/2018	006555 SOCIAL SECURITY ADMINISTRATION		147.70
628694	02/06/2018	004782 US DEPARTMENT OF EDUCATION		221.54
628695	02/06/2018	000881 WASHINGTON STATE SUPPORT REGIS		1,980.64
628696	02/14/2018	000830 BAKER & TAYLOR		9,446.35
628697	02/14/2018	000242 BUCKLEY CITY OF		240.45
628698	02/14/2018	006981 EARL GARNETT		24.95
628699	02/14/2018	000243 INGRAM LIBRARY SERVICES		3,752.50
628700	02/14/2018	000352 MIDWEST TAPE		2,723.39
628701	02/14/2018	000370 PIERCE COUNTY		1,364.73
628702	02/14/2018	000377 PUGET SOUND ENERGY		902.86
628703	02/14/2018	000463 SUMMIT WATER & SUPPLY CO		345.56
628704	02/21/2018	006932 NICK K ADAMS		100.00
628705	02/21/2018	000100 ANDERSON ISLAND COMMUNITY CENT		4,700.00
628706	02/21/2018	000363 OVERALL LAUNDRY SERV. DBA ARAMARI		43.96
628707	02/21/2018	000153 ASSOCIATED PETROLEUM PRODUCTS		7,132.64
628708	02/21/2018	000895 COLUMBIA BANK		139.05
628709	02/21/2018	005283 E-RATE EXPERTISE INC		3,237.50
628710	02/21/2018	006478 EVERGREEN MAINT LANDSCAPING		2,895.60
628711	02/21/2018	006992 GLASGOW CITY-COUNTY LIBRARY		250.00
628712	02/21/2018	006950 LMB COMMUNICATIONS		208.23
628713	02/21/2018	003985 PACIFICSOURCE ADMINISTRATORS		193.25
628714	02/21/2018	001967 CYNTHIA PARIDO		7.68
628715	02/21/2018	001681 PITNEY BOWES		15,000.00
628716	02/21/2018	003765 BEVERLY POGUE		100.00
628717	02/21/2018	006991 ROUNDUP COMMUNITY LIBRARY		50.00

Check History Listing
Pierce County Library System

03/02/2018 1:42PM

Bank code: key

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
628718	02/21/2018	006993 SKOKIE PUBLIC LIBRARY		40.00
628719	02/21/2018	006774 SPOKANE COUNTY LIBRARY		16.00
628720	02/21/2018	000497 TILLICUM COMMUNITY SERVICE CEN		2,484.07
628721	02/21/2018	003719 UNIQUE MANAGEMENT SERVICES		1,548.35
628722	02/21/2018	004022 US BANK		89,749.16
628723	02/21/2018	004022 US BANK		17,118.66
628724	02/21/2018	004022 US BANK		35,269.20
628725	02/21/2018	000635 WAYNES ROOFING INC		894.59
628726	02/21/2018	000534 WCP SOLUTIONS		625.81
628727	02/21/2018	000830 BAKER & TAYLOR		16,484.84
628728	02/21/2018	000847 CENTER POINT PUBLISHING		1,086.93
628729	02/21/2018	001780 CITY OF UNIVERSITY PLACE		50.65
628730	02/21/2018	000093 EBSCO		108.53
628731	02/21/2018	000243 INGRAM LIBRARY SERVICES		25,380.24
628732	02/21/2018	006125 JOY CENTER OF LEARNING		94.88
628733	02/21/2018	004625 JOY KIM		308.70
628734	02/21/2018	006975 CHRISTINA KUCH		8.80
628735	02/21/2018	000352 MIDWEST TAPE	V	0.00
628736	02/21/2018	000352 MIDWEST TAPE		52,314.36
628737	02/21/2018	007003 VIRGINIA MONTROYA		6.00
628738	02/21/2018	003398 MULTICULTURAL BOOKS & VIDEOS		1,070.53
628739	02/21/2018	000323 NEWS TRIBUNE		540.80
628740	02/21/2018	006982 JOEL NORTON		10.65
628741	02/21/2018	001651 PARACLETE PRESS		146.89
628742	02/21/2018	000897 PROQUEST INFORMATION & LEARNIN		16,717.05
628743	02/21/2018	000406 RECORDED BOOKS LLC		16,587.04
628744	02/21/2018	001060 SCHOLASTIC LIBRARY PUBLISHING		1,030.56
628745	02/21/2018	000451 SEATTLE TIMES SEATTLE PI		546.00
628746	02/21/2018	003596 SENTIMENTAL PRODUCTIONS		210.00
628747	02/21/2018	004114 MEGHAN SULLIVAN		481.18
628748	02/21/2018	000541 STATE OF WASHINGTON		587.26
628749	02/21/2018	003778 AFLAC		6,502.84
628750	02/21/2018	000828 AFSCME AFL-CIO		6,547.74
628751	02/21/2018	001578 COLONIAL SUPPLEMENTAL INSURANC		624.62
628752	02/21/2018	006414 GC SERVICES, LP		224.08
628753	02/21/2018	003985 PACIFICSOURCE ADMINISTRATORS		1,735.50
628754	02/21/2018	001181 PIERCE CTY LIBRARY FOUNDATION		698.32
628755	02/21/2018	006555 SOCIAL SECURITY ADMINISTRATION		133.42
628756	02/21/2018	004782 US DEPARTMENT OF EDUCATION		200.13

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>
628757	02/21/2018	000881 WASHINGTON STATE SUPPORT REGIS		1,978.29
key Total:				693,268.52
Total Checks:				693,268.52

117 checks in this report

MEMO



Date: March 5, 2018

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

From: Clifford Jo, Finance & Business Director

Subject: Buckley Library Offsite Evaluation—Purchase Order Approval

EHS-I has submitted the final study proposal. The attached document provides an effective summary of the work conducted to date, and the proposed final assessment to determine the nature and extent of the contamination on adjacent property, in particular, to the southwest and southeast of the Library.

Provided below is an update to the work that Department of Ecology requires.

PROGRESS CHART (BASED ON DEPT. OF ECOLOGY)

Progress	Phase	Task
✓	Pre-Remedial	Site Discovery
✓		Initial Investigation
✓		Reporting
IP	Active Cleanup	Site Hazard Assessment
✓		i. Nature of issue
✓		ii. Extent of issue
Up Next		iii. Offsite testing and evaluation (if needed)
		Hazard Ranking
✓		Listing on Hazardous Sites List
IP		Remedial Investigation/Feasibility Study
	Health Plan	
	Cleanup Action Plan	
	Remediation Work	
	Post-Cleanup	Monitoring

The proposed cost for the work is \$79,200. This cost was previously authorized as part of the overall project, but exceeds the \$50,000 Purchasing Policy limit, thus requiring Board approval.

BOARD ACTION

Action: Move to approve a Purchase Order for the offsite testing and evaluation for \$79,200.

February 13, 2018

Mr. Clifford Jo
Pierce County Library System
Administrative Center and Library
3005 112th Street East
Tacoma, WA 98446

Re: Recommendations for a Remedial Investigation / Feasibility Study
Buckley Library Property
123 South River Avenue
Buckley, WA 98321
Submittal of Proposal (18-057)

Dear Mr. Jo:

We are pleased to present these recommendations and a proposal for further work to the Pierce County Library System (client) for the Buckley Library (subject property) located at 123 South River Avenue in Buckley, Washington. This letter contains our recommendations and a proposal for a Remedial Investigation / Feasibility Study (RI/FS). This letter contains our scope of work, assumptions, cost estimate, and schedule.

PROJECT UNDERSTANDING

EHS-International, Inc. (EHSI) performed a Phase I ESA for the client in April 2017 identifying several recognized environmental conditions (RECs) related to the historical use of the site. Following completion of the Phase I ESA, EHSI completed a Phase II ESA of the property in June 2017 and an indoor air quality assessment (IAQ) in September 2017. EHSI then completed additional characterization of the site in late 2017 and early 2018. Based on the results of the investigations at the property:

- EHSI recommends the site is entered into Ecology's Voluntary Cleanup Program (VCP) to facilitate formal oversight of the characterization and cleanup of the property.
- EHSI recommends completion of a RI/FS to determine the best course of remedial actions at the site. The subsurface data to date suggest excavation and subsurface injections may be feasible to remove the majority of subsurface contaminants; however, a RI/FS would further characterize the nature and extent of the groundwater plumes as well as determine the appropriate cleanup actions. As part of the RI/FS, the main goals that need to be characterized include 1) off-site migration of contaminated groundwater from the northern margin to below River Avenue, 2) potential off-site migration of contaminated groundwater from the southern parking lot below the neighboring property, and 3) potential vapor intrusion into neighboring buildings from contaminated groundwater. The RI/FS would be reviewed by Ecology through the VCP program, and the RI/FS would

be utilized to select a cleanup action plan for the site to achieve formal “No Further Action” (NFA) status through the VCP.

- EHSI recommends the site apply for a TPCHD (annual) closure permit to ensure county permit and closure requirements are fulfilled with the county as the site progresses through the VCP.

Based on these recommendations, EHSI has developed the following scope of work to achieve characterization of the site through an RI/FS investigation necessary to determine the appropriate cleanup action plan (CAP) through the Ecology VCP.

SCOPE OF WORK

Task 1 – VCP Assistance and Develop a Work Plan

- EHSI will meet with Ecology to discuss entrance to the VCP.
- EHSI will assist the client in applying to Ecology’s VCP, submittal of background documentation, participate in Ecology VCP planning meetings, and develop and refine a work plan that can be approved by Ecology as a Quality Assurance Project Plan / Sampling and Analysis Plan (QAPP/SAP) for the RI/FS investigation.
- A technical QAPP/SAP report will be prepared and submitted to Ecology as the RI/FS work plan. The QAPP/SAP report will then be revised following Ecology’s comment period. This report will describe the procedures of the investigation, sample analysis, and quality assurance/quality control procedures required for characterization through the VCP.

Task 2 – RI/FS Investigation

- EHSI will implement an RI/FS investigation of the property to characterize contamination below the site and risks to neighboring properties.
- The RI/FS, as scoped, will include drilling/construction of three monitoring wells, thirteen boreholes, and two vapor probes on the site and adjoining properties.
- Soil and groundwater samples from the RI/FS will be analyzed for gasoline-, diesel-, and oil-range total petroleum hydrocarbons (TPH), volatile organic compounds (VOCs), some semi-volatile organic compounds (SVOCs), and metals of lead, arsenic, and cadmium. Results will be compared to the Model Toxics Control Act (MTCA) Method A and Method B cleanup levels for unrestricted land use criteria.
- Sub-slab vapor samples from the RI/FS will be analyzed for TPH, Benzene, Toluene, Ethylbenzene, Total Xylenes (BTEX), naphthalene, 1-methylnaphthalene, 2-methylnaphthalene, and other toxic organic compounds. Results will be compared to the MTCA Method B cleanup levels for sub-slab vapor intrusion.
- Indoor and outdoor air samples from the RI/FS will be analyzed for TPH, BTEX, naphthalene, and other toxic organic compounds. Results will be compared to the MTCA Method B cleanup levels for indoor air.
- EHSI will retain a licensed driller, professional land surveyor, and private utility locators for the work.
- EHSI will retain permits through the City of Buckley for investigation of contaminants within the right-of-way.

- Following receipt of the laboratory analysis, EHSI will prepared a technical RI report suitable for submittal to Ecology for comment through the VCP. The RI report will be finalized after receiving Ecology comments and edits.
- Following completion of the RI report, EHSI will prepare a technical FS report suitable for submittal to Ecology for comment through the VCP. The FS report will be finalized following Ecology comments and edits to ensure the selected cleanup action plan is appropriate.

Task 3 – Cleanup Action Cost Estimating

- EHSI will assist the client in cost estimating the selected cleanup action plan through the VCP RI/FS process.
- EHSI will contact vendors and sub-contractors to detail the total estimated cost of achieving final cleanup action and No Further Action status through Ecology.
- EHSI will explore remedial approaches to achieving the cleanup goals.
- EHSI will submit a technical cost estimate to the client describing the cleanup action plan.

ASSUMPTIONS

Our scope of work and associated cost estimate is based on the following assumptions:

- Access is provided to the subject property by the client.
- Underground utilities can be located using standard geophysical equipment.
- Right-of-way permits can be obtained.
- Potential off-site investigation (if needed) of neighboring private properties can be negotiated by the client or their representative.
- The soil, groundwater, vapor, and IAQ samples will be tested on a normal 10-day turnaround basis.
- Investigation derived waste (drill cuttings, rinse water, purge water, and garbage) will be temporarily stored on-site in either 20- or 55-gallon drums until lab testing is completed. After that, the drums will be removed from the site and properly disposed of.
- The borings will be approximately 2 inches in diameter and will be backfilled with bentonite and capped with either asphalt, cement, or sod.
- The groundwater wells and vapor probes will be completed with flush mount monuments encased in cement.
- Technical reports will be submitted in PDF form. EHSI will provided Ecology with one hard copy per their requirements.
- The three additional monitoring wells, 13 boreholes, and two vapor probes will be sufficient to satisfy Ecology VCP requirements. Additional investigative locations from Ecology VCP revisions will require cost adjustments.
- Sample and analysis over the scoped amount (attached) requested by Ecology revisions will require cost adjustments.

PROJECT COST

EHSI proposes to execute the RI/FS investigation on a time and material basis and at a cost of \$79,200.

PROJECT SCHEDULE

EHSI is prepared to proceed with this project within 10 days or less of receiving notice to proceed.

EHSI appreciates the opportunity to provide this proposal to Pierce County Library District. If you have any questions or comments regarding this proposal, please feel free to contact us at any time.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Kurt A. Easthouse', with a long horizontal flourish extending to the right.

Kurt A. Easthouse, LG, LHg, RG

Enclosure

AUTHORIZATION SHEET

The presented proposal for a Supplemental Phase II Environmental Site Assessment for the property located at 123 South River Avenue, Buckley, WA and on a **time and materials basis for a fee price of \$79,200** is acceptable. By signing this document, I authorize EHSI to proceed with the project. I acknowledge that I have read the EHSI General Terms and Conditions (copy enclosed) and I agree to the said General Terms and Conditions. Furthermore, I understand that invoices will be prepared monthly and payment in full is due within 30 days of invoice date. I authorize EHSI to collect a 5% per month fee on all past due invoice balances. I also understand that EHSI has included a handling fee of 10% to all Subcontractor charges in their fee for services.

Authorized Signature

Date

Title

General Agreement Terms and Conditions

EHS International, Inc. (EHSI) strives to meet the need of each client, and to develop and maintain long-term relationships based upon open communications, mutual trust, and respect. We believe that the achievement of an appropriate level of partnering and risk sharing on each assignment is necessary toward that end. Ultimately, this provides a significant level of protection for each client. The following General Conditions have been developed with this in mind.

INTEGRATION - The Proposal letter together with these General Conditions comprise the entire Agreement between the parties. This Agreement may not be changed without the prior written consent of all parties to the Agreement. There are no terms or conditions which are not expressed in this Agreement.

STANDARD OF CARE - EHSI will perform its professional services in accordance with that degree of care and skill ordinarily exercised by similarly qualified geosciences professional currently practicing in this area of under similar conditions. No warranties or representations are expressed or implied.

CLIENT FURNISHED INFORMATION - Client is responsible to provide EHSI the property's location, and the locations of any underground utilities, facilities, or structures which could impact EHSI's work. Client must advise EHSI of the location and nature of any known or suspected hazardous materials and contamination that may exist on the property.

PROPERTY ACCESS AND DAMAGE - Client must advise EHSI prior to commencement of work of special entry requirements and obtain any permission and access for EHSI's entry to perform services. EHSI will take reasonable precautions to minimize damage to the property. However, in the normal course of inspection work some surface damage will occur or be necessary to take samples, the restoration of which is not part of this Agreement. The Client agrees to hold EHSI, its owners, employees, subcontractors, and agents harmless from any sampling and property damage caused by EHSI or contractors hired by Client.

DISCOVERY OF UNANTICIPATED HAZARDOUS MATERIALS - The discovery of unanticipated hazardous materials constitutes a changed condition mandating renegotiations of the scope of work or termination of services. EHSI will notify Client as soon as possible should a hazardous situation be encountered. The Client is solely responsible for taking whatever steps and costs are necessary to protect the public's and any employee's health and safety.

INDEMNIFICATION FOR HAZARDOUS MATERIAL RELEASES - Client agrees that any hazardous materials present at the work site were not generated, stored, or disposed of by EHSI. EHSI's environmental assessment is on the Client's behalf. To the fullest extent permitted by law, Client will defend, indemnify, and hold harmless EHSI, its owners, employees, subcontractors, and agents from any present or future pollution-related claims or damage at the site, including potential claims from third parties that may name EHSI as a defendant and to contemporaneously reimburse to EHSI all attorneys' fees, costs and expenses incurred by EHSI in defense of any such action.

THIRD-PARTY INDEMNIFICATION - Except as expressly provided above, Client agrees to defend, indemnify, and hold harmless EHSI from any third-party claims for injury or losses allegedly arising out of or related to EHSI's services under this Agreement, including claims for professional negligence, and to contemporaneously reimburse to EHSI all attorney's fees and costs incurred by EHSI in defense of any such action. Should a court find EHSI liable for professional negligence, EHSI agrees to reimburse Client for all reasonable defense costs expended on EHSI's behalf. This

indemnification will not apply to claims, damages, losses, or expenses which are a result of willful or reckless disregard by EHSI of its agreement obligations.

REPORTING OF HAZARDOUS SUBSTANCE RELEASES - It is the Client's sole responsibility to report releases of hazardous substances that may be required to the appropriate government agencies. Client agrees to not hold EHSI liable for or make any claims against EHSI for government action taken against Client for failure to report hazardous substance releases to government agencies.

JOB SITE CONDUCT AND SAFETY - EHSI will be responsible for its own job site professional activities. This will not relieve Client, owner, or construction contractors of their obligation to maintain a safe job site. EHSI will not control operations of others, or accept responsibility for job site safety or health of others, including contractors hired by Client who perform excavating or drilling for purposes of EHSI's collection of subsurface soil samples. Both parties agree that Client shall be responsible for safety and health and for compliance with all regulations. Any expenses incurred in payment of fines or costs related to the enforcement of regulations shall be paid by Client and not included within EHSI's fee estimate.

EHSI's actions shall not be construed as altering any Agreement between the Client and others. Only the Client has the right to reject or stop work of any of the Client's agents. EHSI's presence on site does not in any way guarantee the completion, quality, or performance of the work of any party retained by the Client to provide field or construction/remediation related services. EHSI will not be responsible for, and will not have control or charge of, specific means, methods, techniques, sequences, or procedures of construction or remediation selected by any agent or agreement of the Client, or safety precautions and programs incident thereto.

SAMPLE RETENTION AND DISPOSAL - Non-hazardous samples will be discarded according to EHSI's and the selected Analytical Laboratory's policies after they are obtained, unless prior arrangements are made to store or deliver the samples. Client may request in writing that EHSI have contaminated soils, groundwater, or other material samples transported to a lawful disposal site; in such case, EHSI would not assume title to the contaminated samples, and such disposal will be at the Client's expense. Client is solely responsible for disposal of contaminated samples, including arranging disposal of these samples.

OWNERSHIP OF DOCUMENTS - Reports, field data, laboratory data, analyses, calculations, estimates, and other documents EHSI prepares as instruments of service will remain EHSI property. EHSI will retain pertinent records related to the service performed for time periods required by law following submission of the report, during which period the records will be made available to Client at reasonable times. Reuse of any instruments of services by Client, without EHSI's written permission, is prohibited and is at Client's risk. Client agrees to defend, indemnify, and hold harmless EHSI from claims, damages, and expenses arising out of non-approved reuse.

FEES, BILLING AND PAYMENT - Client shall be billed at EHSI's prevailing rates for services and costs included in the Scope of Services. Billing for services will be submitted at the completion of the project. Payment in full is due 30 days from invoice date. Interest at five percent (5%) per month will be added to unpaid accounts due over thirty (30) days. If payment in full is not received by EHSI within (30) days of the invoice date, Client may be determined to be in breach of contract and EHSI, at its sole discretion, may terminate its services under this Agreement and withhold sampling results and the written report until payment is received. The failure of EHSI to enforce this provision shall not be construed as a waiver of this condition. Client shall be obligated to pay all

expenses incurred in liening or collecting delinquent amounts including attorneys' fees, costs, and related fees in addition to the delinquent amount.

REPORTS - Two copies of the report are available to the client. Additional report copies will cost \$25.00 each above the fee charged to the Client.

LIEN - EHSI shall have the right to file and/or record an engineering lien against the Property and any of the Clients' other real property which is in any way affected by any of the services performed by EHSI. This lien shall serve to secure payment of EHSI's services and shall, as between the parties to this Agreement, be treated, both for procedural and for substantive purposes, as a mechanic's and material man's lien under RCW 60.04.010, except that EHSI need not be licensed as a general contractor to foreclose this lien.

DETECTION AND ERROR LIMITS - While EHSI uses approved subsurface soil monitoring and analytical techniques, and approved State of Washington laboratories for analysis of samples, Client acknowledges that qualification of subsurface soil contamination by sampling is an estimation process at best, and does not meet typical error standards that apply to other more established scientific measurements. The Client further acknowledges that chemical and analytical results can vary between analysts, despite the diligent use of approved techniques and due professional care.

INSURANCE – EHSI maintains Workers' Compensation and Employer's Liability Insurance as required by state laws. EHSI also maintains comprehensive general, auto, professional, and environmental impairment liability insurance, certificates of which are available upon request.

LIMIT OF LIABILITY - NOTE: THE DATA, INTERPRETATIONS, AND REPRESENTATIONS OF EHSI ARE BASED SOLELY ON THE INSPECTION AND LIMITED SURVEY SAMPLING INFORMATION OBTAINED IN THE PREPARATION OF THE ASSESSMENT. THERE CAN BE HIDDEN CONTAMINATION AT THE SITE BEYOND THAT FOUND IN THE SITE SAMPLING AND INSPECTION WHICH COULD ONLY BE FOUND BY ADDITIONAL SAMPLING, AND/OR ADDITIONAL TECHNIQUES WHICH ARE BEYOND THE SCOPE OF THIS SURVEY. THIS SITE'S SUBSURFACE CONDITIONS MAY VARY FROM LOCATION TO LOCATION WHEN THE SURVEY AND SAMPLING ARE PERFORMED. THERE IS A LEVEL OF UNCERTAINTY AND THEREFORE RISK, WITH RESPECT TO OTHER POSSIBLE CONTAMINATION THAT COULD BE HIDDEN FROM OUR INSPECTORS, AND AFFECT THE INTERPRETATION AND FINDINGS IN THE REPORT DESPITE THE USE OF DUE PROFESSIONAL CARE. THE CLIENT HEREBY SPECIFICALLY AGREES AND UNDERSTANDS THAT THERE COULD BE HIDDEN CONTAMINATION BEYOND THAT FOUND IN THE SURVEY WHICH COULD ONLY BE FOUND BY TECHNIQUES BEYOND THE SCOPE OF THIS SURVEY WHICH THE CLIENT CANNOT HOLD EHSI LIABLE FOR, AND WHICH EHSI CANNOT INSURE OWNER AGAINST.

THE MAXIMUM AMOUNT OF YOUR RECOVERY FROM EHSI, ITS OWNERS, AGENTS, AND EMPLOYEES DUE TO PROFESSIONAL NEGLIGENCE WILL BE LIMITED TO OUR FEE AMOUNT FOR THE SERVICES PROVIDED UNDER THIS AGREEMENT, OR \$45,000, WHICHEVER IS GREATER.

CONSEQUENTIAL DAMAGES - Notwithstanding any other provisions, EHSI will not be liable to Client or any third party for consequential damages, including loss of property use or lost profits, or indirect damages, regardless of whether such claim is based upon alleged breach of contract, willful misconduct, strict liability, breach of warranty or negligent act, error, or omission, whether professional or non-professional, resulting from EHSI's services.

DISPUTES - The law of the State of Washington will govern the validity and execution of this Agreement, and the disposition of any claims related to this Agreement. The prevailing party in any dispute or litigation concerning this Agreement will be entitled to recover reasonable costs incurred

on the claim, including court costs, attorneys' fees, and other claim-related expenses. Exclusive jurisdiction and venue for any court action, except a lien foreclosure action brought in the county in which the real property is situated, shall be in the courts of King County in Seattle, Washington.

TIME BAR TO LEGAL ACTION – Legal action by either party against the other for breach of this Agreement, or for failure to perform in accordance with the applicable standard of care, shall be barred three years after the time Claimant knew or should have known of any damage, or six years after substantial completion of EHSI's services, whichever is earlier.

SEVERABILITY - Client and EHSI have entered into this Agreement of their own free will. Any element of this Agreement later held to violate a law or regulation will be deemed void and remaining provisions will continue in force. However, Client and EHSI will in good faith attempt to replace any invalid or unenforceable provision with one that is valid and enforceable and as close as possible to expressing the original's intent, but failure to reach agreement on such replacement provision shall not affect the enforceability of the rest of this Agreement.

SURVIVAL - These terms and conditions will survive the completion of EHSI's services under this Agreement, and the termination of the Agreement for any cause.

ASSIGNS - Client may not delegate, assign, sublet, or transfer the duties, interests, or responsibilities set forth in this Agreement without the written consent of EHSI.

Additional terms and conditions mutually agreed upon between Pierce County Library System and EHS-International, Inc.

Confidentiality: Consultant acknowledges and agrees that the services performed hereunder, and all services, materials, products, documentation, and deliverables provided to Library by Consultant are confidential information. Consultant shall keep confidence and not disclose confidential information without express written permission by Library.

Public Records Act/Confidentiality: Notwithstanding any other provision herein, Consultant recognizes that Library is a public agency subject the state Public Records Act, RCW 42.56. Upon receipt of a public record request for any material which is the subject of this Contract, Library will promptly notify Consultant of the request and Consultant will promptly elect whether it will at its own expense commence court action to protect the material from disclosure. If Consultant does elect to seek such protection, Consultant will fully defend and indemnify Library from any liability, including attorney fees and statutory penalties, which may arise under the Public Records Act in connection with the request.

Indemnification and Hold Harmless: Consultant shall protect, defend, indemnify, and hold the Library, its officers, directors, trustees, employees, agents and representatives (collectively, the "Library Indemnitees") harmless from, and shall protect and defend, at its own expense, the Library Indemnitees from any and all claims, demands, suits, penalties, losses, damages, or costs of any kind whatsoever (hereinafter "claims") brought against the Library Indemnitees arising out of or related to the Consultant's execution of, performance of, or failure to perform this Contract; provided, however, that if such claims are caused by or the result from the concurrent negligence of Consultant, its agents, employees, and/or officers and the Library Indemnitees, this paragraph shall be valid and enforceable only to the extent of negligence of Consultant, its agents, employees, and/or officers; and provided further, that nothing in this paragraph shall require Consultant to indemnify, hold harmless, or defend the Library Indemnitees from any claims caused by or resulting from the negligence of the Library Indemnitees.

Insurance: Consultant shall provide proof of insurance to include the following, generally to include the following unless agreed to in writing between Consultant and Library:

Coverage	Limits of Liability
General Liability Insurance \$2,000,000 aggregate	\$1,000,000 each occurrence
Automotive Liability Insurance	\$1,000,000
Umbrella/Excess Liability Insurance	\$1,000,000

All insurance policies shall be endorsed with the following declaration: "Pierce County Library System, its officials and employees are covered as additional insured."

FILENAME: PCLS - Buckley Library	REVISED DATE: 13-Feb-18							
PROPOSAL: 18-057	ORIGINAL DATE: 12-Feb-18							
PROJECT: RI/FS	CONTACT: Clifford Jo							
AUTHOR: Mike Brady	ASSIGNMENT: RI/FS Study							
SUMMARY OF FEES AND COSTS								
Task 01: Ecology VCP & Work Plan	\$4,491							
Task 02: RI/FS Study	\$71,243							
Task 03: Cleanup Action Cost Estimating	\$3,463							
FEE:	\$79,197							
Task 01: Ecology VCP & Work Plan								
TASK	Principal	Sr. PM	Sr. Geologist	Staff Env. Scientist	Contract Admin	CAD	Project Assistant	
VCP Assistance	0.0	4.0	4.0	0.0	0.0	1.0	0.0	
Ecology/ Client / Client Rep Meetings	0.0	2.0	2.0	0.0	0.0	0.0	2.0	
Workplan QAPP/SAP	0.0	2.0	8.0	8.0	0.0	4.0	4.0	
Project Management	1.0	4.0	0.0	0.0	1.0	0.0	0.0	
Hour Totals:	1.0	12.0	14.0	8.0	1.0	5.0	6.0	
Billing Rate:	\$145.00	\$125.00	\$100.00	\$78.00	\$80.00	\$80.00	\$57.00	
Wage Subtotals:	\$145	\$1,500	\$1,400	\$624	\$80	\$400	\$342	
LABOR COSTS:							TOTAL DIRECT LABOR:	\$4,491
							TASK 01 TOTAL:	\$4,491

FILENAME: PCLS - Buckley Library						REVISED DATE:	13-Feb-18	
PROPOSAL: 18-057						ORIGINAL DATE:	12-Feb-18	
PROJECT: RI/FS	CONTACT: Clifford Jo							
AUTHOR: Mike Brady	ASSIGNMENT: RI/FS Study							
Task 02: RI/FS Study								
TASK	Principal	Sr. PM	Sr. Geologist / Sr. IH / Sr. PE	Staff Env. Scientist	Contract Admin	CAD	Project Assistant	
Permitting / ECY Coordination	0.0	0.0	4.0	4.0	0.0	0.0	0.0	
Locates	0.0	0.0	1.0	6.0	0.0	0.0	0.0	
Drilling Investigation / Sampling	0.0	2.0	24.0	0.0	0.0	0.0	0.0	
Groundwater Sampling	0.0	1.0	4.0	12.0	0.0	0.0	0.0	
IAQ Sub Slab Vapor / Indoor Air Sampling	0.0	0.0	8.0	0.0	0.0	0.0	0.0	
Lab Coordination	0.0	0.0	2.0	2.0	0.0	0.0	1.0	
QA/QC	0.0	1.0	4.0	0.0	0.0	0.0	0.0	
IAQ Reporting	0.0	1.0	4.0	0.0	0.0	0.0	1.0	
RI Reporting	0.0	4.0	20.0	12.0	0.0	8.0	8.0	
FS Cleanup Action Plan	0.0	4.0	28.0	12.0	0.0	8.0	8.0	
Project Management	1.0	16.0	4.0	0.0	2.0	0.0	0.0	
Hour Totals:	1.0	29.0	103.0	48.0	2.0	16.0	18.0	
Billing Rate:	\$145.00	\$125.00	\$100.00	\$78.00	\$80.00	\$80.00	\$57.00	
Wage Subtotals:	\$145	\$3,625	\$10,300	\$3,744	\$160	\$1,280	\$1,026	
LABOR COSTS:								
DIRECT COST							TOTAL DIRECT LABOR:	\$20,280
Field Expendables	\$50	Per Day	3	Days	\$150			
Photoionization Detector	\$75	Per Day	2	Days	\$150			
Water Level Meter	\$66	Per Week	1	Week	\$66			
Bladder Pump	\$225	Per Day	1	Day	\$225			
Water Quality Meter	\$150	Per Day	1	Day	\$150			
Helium Gas	\$50	Per Day	1	Day	\$50			
Helium detector	\$95	Per Day	1	Day	\$95			
Permit Fee	\$500	Per Job	1	Job	\$500			
					ODC Subtotal:	\$1,386		
					ODC Markup	10.00%	\$139	
							TOTAL DIRECT COSTS:	\$1,525
SUBCONTRACTORS								
Holt Services	\$10,585	Per Job	1	Job	\$10,585			
AGS Traffic Control	\$900	Per Job	1	Job	\$900			
Utility Locates	\$80	Per hour	8	Hrs.	\$640			
Professional Land Survey	\$1,800	Per Job	1	Job	\$1,800			
Waste Disposal	\$250	/ Drum	3	Drums	\$750			
					Subcontractor Subtotal:	\$14,675		
					SC Markup	10.00%	\$1,468	
							TOTAL SUBCONTRACTOR:	\$16,143
LABORATORY (5 Day Reporting Basis)								
NWTPH Dx	\$60	Per Sample	45	Samples	\$2,700			
NWTPH-Gx	\$60	Per Sample	45	Samples	\$2,700			
VOCs (EPA 8260)	\$135	Per Sample	45	Samples	\$6,075			
SVOC/PAH (EPA 8270)	\$145	Per Sample	45	Samples	\$6,525			
As, Pb, Cd Metals (Total)	\$75	Per Sample	17	Samples	\$1,275			
As, Pb, Cd Metals (Dissolve)	\$75	Per Sample	28	Samples	\$2,100			
Field Filters for Dis. Metals	\$15	Per Filter	28	Filters	\$420			
TO-15 + APH (sub slab)	\$285	Per Sample	6	Samples	\$1,710			
TO-17 (sub slab)	\$125	Per Sample	6	Samples	\$750			
TO-15 SIM + APH (Air)	\$325	Per Sample	3	Samples	\$975			
Purge Canisters	\$30	Per Canister	6	Canisters	\$180			
Manifolds	\$40	Per Sample	6	Samples	\$240			
Field Duplicates	\$575	Per Sample	2	Samples	\$1,150			
Trip Blanks	\$195	Per Sample	3	Samples	\$585			
8260 Sampling Kit	\$10	Per soil sample	20	Samples	\$200			
					Laboratory Subtotal:	\$27,385		
					Lab Markup	20.00%	\$5,517	
							TOTAL LABORATORY:	\$33,102
TRAVEL								
Mileage	\$0.545	Per Mile	355	Miles	\$193			
							TOTAL TRAVEL:	\$193
							TOTAL REIMBURSABLES:	\$50,963
							TASK 02 TOTAL:	\$71,243

FILENAME: PCLS - Buckley Library					REVISED DATE:	13-Feb-18		
PROPOSAL: 18-057					ORIGINAL DATE:	12-Feb-18		
PROJECT: RI/FS					CONTACT:	Clifford Jo		
AUTHOR: Mike Brady					ASSIGNMENT:	RI/FS Study		
Task 03: Cleanup Action Cost Estimating								
TASK	Principal	Sr. PM	Sr. Geologist / PE	Staff Env. Scientist	Contract Admin	CAD	Project Assistant	
CA Cost Estimating	0.0	8.0	16.0	0.0	0.0	2.0	4.0	
Project Management	1.0	2.0	0.0	0.0	1.0	0.0	0.0	
Hour Totals:	1.0	10.0	16.0	0.0	1.0	2.0	4.0	
Billing Rate:	\$145.00	\$125.00	\$100.00	\$78.00	\$80.00	\$80.00	\$57.00	
Wage Subtotals:	\$145	\$1,250	\$1,600	\$0	\$80	\$160	\$228	
LABOR COSTS:					TOTAL DIRECT LABOR:		\$3,463	
							TASK 03 TOTAL:	\$3,463

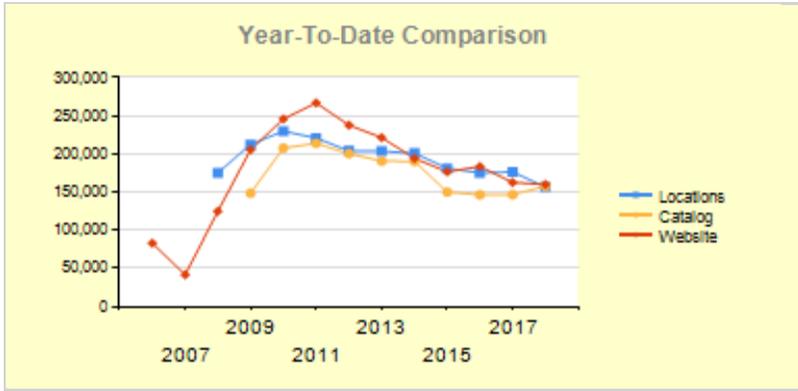
Executive Session

Motion to recess to Executive Session per RCW 42.30.110, for 5 minutes to discuss property issues.

Routine Reports

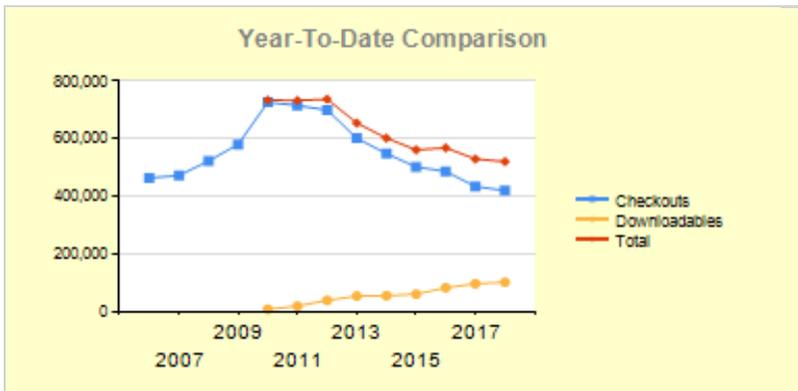
CUSTOMER SERVICE/PHILANTHROPY DASHBOARD - JANUARY

VISITS



	January		% Change
	2017	2018	
Door Count	119,001	97,781	-17.83%
Catalog	146,724	157,774	7.53%
Website	162,647	160,038	-1.60%
Job & Business Portal	3,759	4,061	8.03%
Military Portal	355	458	29.01%
Total	432,486	420,112	-2.86%

CHECKOUTS



	January		% Change
	2017	2018	
Checkouts	434,298	419,693	-3.36%
Downloadables	95,679	100,826	5.38%
Total	529,977	520,519	-1.78%

CUSTOMERS



	January		% Change
	2017	2018	
Active Cardholders	342,406	327,175	-4.45%
New Cards	8,336	3,423	-58.94%
Checkout Transactions	73,435	70,443	-4.07%
Unique Users	32,243	30,923	-4.09%

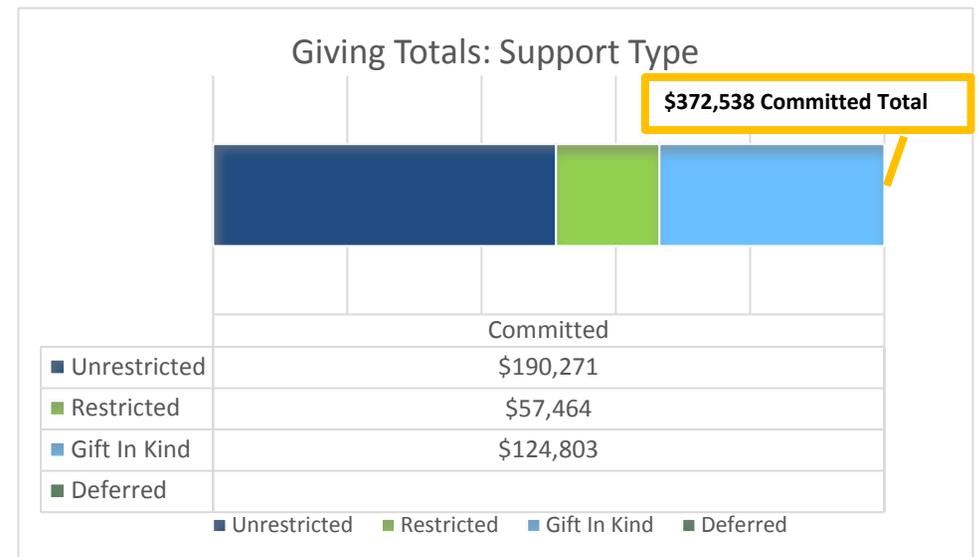
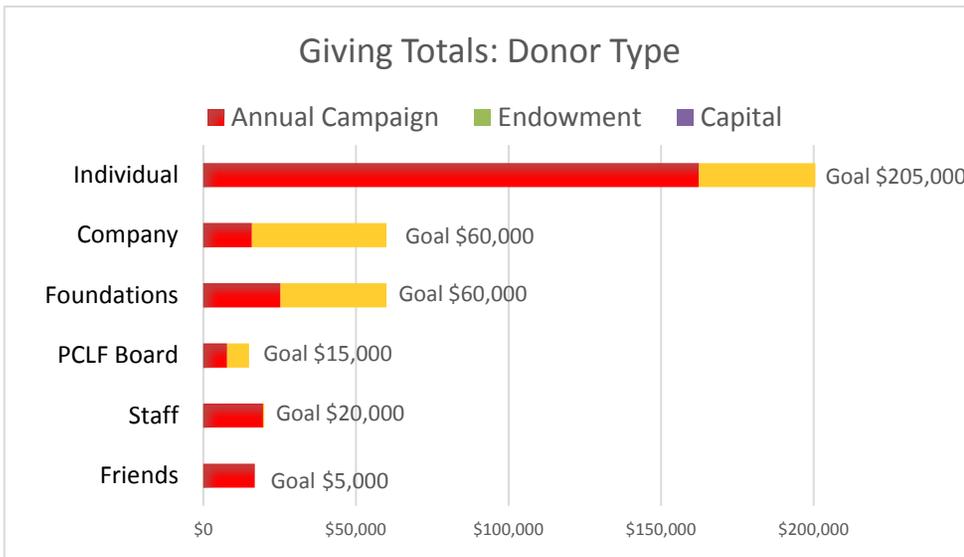
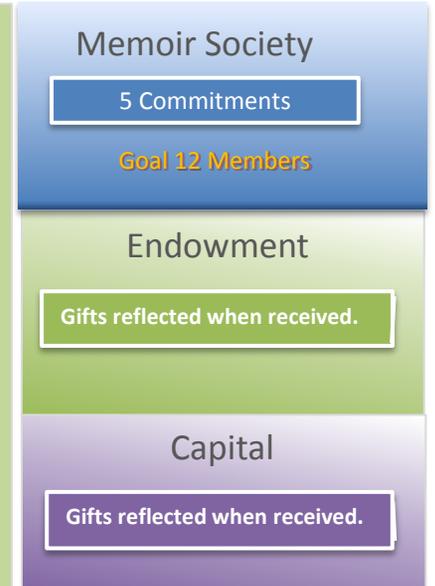
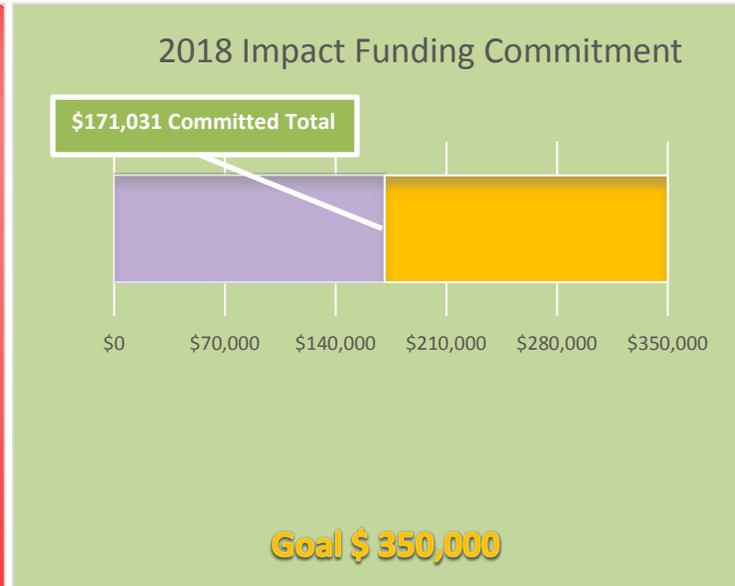
BRANCH CLOSURES

Year	Location	Dates	Duration
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
2018	Graham	1/4-5	2
	DuPont	1/11	1

2017 - 2018 Fundraising Performance Report

Reporting Period: July 1, 2017 to January 31, 2018

Prepared: February 2018



Monthly Financial Reports

January 31, 2018

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

Our goal for 2018 was to “refresh” the board documents. You will note the following changes:

- **Statement of Financial Position** – we have made a slight change to the presentation of the Fund Balance section to bring this statement in line with typical accounting standards for a balance sheet. In the past, the Unreserved Fund Balance remained fixed throughout the year and reflected the balance at the end of the prior year. This year, the number will be more “true” – it will fluctuate from month to month based on encumbrances, revenues and expenditures. The statement also includes a new section which presents the total Beginning and Ending Fund Balance on a monthly basis.
- **Comparative Statement of Financial Position** – the change to the Fund Balance section as noted above is also reflected on this statement. The Net Excess (Deficit) can be found on the Statement of Revenue & Expenditures (this is not a change from past practice).
- **Cash & Investments – Bimonthly** – this chart replaces the Cumulative Revenue & Expenditures/Cash Flow chart. Since the implementation of the new Accounts Payable schedule, we are now able to measure cash and investments at two distinct points in time each month. This will show a trend of current assets over a period of one year (or multiple years, going forward).
- **General Fund – Revenue & Expenditure Trends** – these charts replace the Resource Flow chart. These charts will better depict the revenue and expenditure trend from month to month as compared to a five year average.

General Fund

January

- **36110.** Interest rates have increased to 1.275%.
- **36998.** We received an E-Rate payment in the amount of \$184,886.
- **52002.** Medical insurance is inflated in January. This is related to the first HSA payment made to employees (\$750 benefit for 76 employees). This will occur again in April.
- **54201.** Comcast refund from a closed account.

Capital Improvement Projects Fund

January

- **56200.** UP Library Expansion Unit

Debt Service Fund

- No significant activity

Special Purpose Fund

- No significant activity

**PIERCE COUNTY LIBRARY SYSTEM
STATEMENT OF FINANCIAL POSITION
January 31, 2018**

	GENERAL FUND	SPECIAL PURPOSE FUND	DEBT SERVICE FUND	CAPITAL IMPROVEMENT PROJECTS FUND
ASSETS				
Current Assets				
Cash	\$ 458,797	\$ 1,641	\$ 311	\$ 41,200
Investments	\$ 4,400,000	\$ 989,500	\$ 84,500	\$ 1,360,000
Total Current Assets	\$ 4,858,797	\$ 991,141	\$ 84,811	\$ 1,401,200
TOTAL ASSETS	\$ 4,858,797	\$ 991,141	\$ 84,811	\$ 1,401,200
LIABILITIES				
Current Liabilities				
Warrants Payable	\$ 6,765	\$ -	\$ -	\$ -
Sales Tax Payable	\$ 1,718	\$ -	\$ -	\$ -
Payroll Payable	\$ 105,963	\$ -	\$ -	\$ -
Total Current Liabilities	\$ 114,446	\$ -	\$ -	\$ -
TOTAL LIABILITIES	\$ 114,446	\$ -	\$ -	\$ -
FUND BALANCE				
Reserve for Encumbrances	\$ 1,297,073	\$ -	\$ -	\$ 122,948
Election Set-Aside	\$ -	\$ 360,000	\$ -	\$ -
Land/Property/Facility Set-Aside	\$ -	\$ 631,141	\$ -	\$ -
Unreserved Fund Balance	\$ 3,447,278	\$ -	\$ 84,811	\$ 1,278,252
TOTAL FUND BALANCE	\$ 4,744,351	\$ 991,141	\$ 84,811	\$ 1,401,200
TOTAL LIABILITIES & FUND BALANCE	\$ 4,858,797	\$ 991,141	\$ 84,811	\$ 1,401,200
<hr/>				
BEGINNING FUND BALANCE, 01/01/18	\$ 6,443,991	\$ 990,117	\$ 84,726	\$ 1,390,170
YTD Revenue	\$ 324,473	\$ 1,025	\$ 86	\$ 11,030
Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -
YTD Expenditures	\$ (2,024,113)	\$ -	\$ -	\$ -
ENDING FUND BALANCE, 01/31/18	\$ 4,744,351	\$ 991,141	\$ 84,811	\$ 1,401,200
TAXES RECEIVABLE	\$ 30,800,445	N/A	\$ 7	N/A

**PIERCE COUNTY LIBRARY SYSTEM
COMPARATIVE STATEMENT OF FINANCIAL POSITION
General Fund as of January 31, 2018**

	<i>HISTORICAL</i> 1/31/2017	<i>HISTORICAL</i> 2/28/2017	<i>HISTORICAL</i> 3/31/2017	<i>HISTORICAL</i> 4/30/2017	<i>HISTORICAL</i> 5/31/2017	<i>HISTORICAL</i> 6/30/2017	<i>HISTORICAL</i> 7/31/2017	<i>HISTORICAL</i> 8/31/2017	<i>HISTORICAL</i> 9/30/2017	<i>HISTORICAL</i> 10/31/2017	<i>HISTORICAL</i> 11/30/2017	<i>HISTORICAL</i> 12/31/2017	<i>CURRENT</i> 1/31/2018
ASSETS													
Current Assets													
Cash	\$ 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	\$ 458,797
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	\$ 4,400,000
Total Current Assets	\$ 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	\$ 4,858,797
TOTAL ASSETS	\$ 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	\$ 4,858,797
LIABILITIES													
Current Liabilities													
Warrants Payable	\$ 478,143	\$ 464,924	\$ 55,092	\$ 87,181	\$ 262,037	\$ 67,764	\$ 48,704	\$ 294,348	\$ (34,432)	\$ 66	\$ (144)	\$ 1,045,213	\$ 6,765
Sales Tax Payable	\$ 4,908	\$ 5,175	\$ 4,624	\$ 6,663	\$ 4,966	\$ 4,037	\$ 3,810	\$ 5,130	\$ 3,786	\$ 2,789	\$ 2,553	\$ 2	\$ 1,718
Payroll Payable	\$ 24,125	\$ 40,674	\$ 53,093	\$ 24,785	\$ 39,987	\$ 52,941	\$ 24,781	\$ 38,194	\$ 52,781	\$ 110,819	\$ 127,875	\$ 141,553	\$ 105,963
Total Current Liabilities	\$ 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	\$ 114,446
TOTAL LIABILITIES	\$ 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	\$ 114,446
FUND BALANCE													
Reserve for Encumbrance	\$ 1,630,348	\$ 925,974	\$ 1,034,180	\$ 998,755	\$ 958,175	\$ 906,200	\$ 793,080	\$ 626,005	\$ 653,420	\$ 620,137	\$ 615,538	\$ -	\$ 1,297,073
Net Excess (Deficit)	\$ (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	\$ 6,943,258	\$ 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	\$ 3,447,278
TOTAL FUND BALANCE	\$ 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	\$ 4,744,351
TOTAL LIABILITIES & FUND BALANCE	\$ 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	\$ 4,858,797
PROPERTY TAXES 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	\$ 30,880,445

PIERCE COUNTY LIBRARY SYSTEM
STATEMENT OF REVENUE & EXPENDITURES
For the Period Ending January 31, 2018

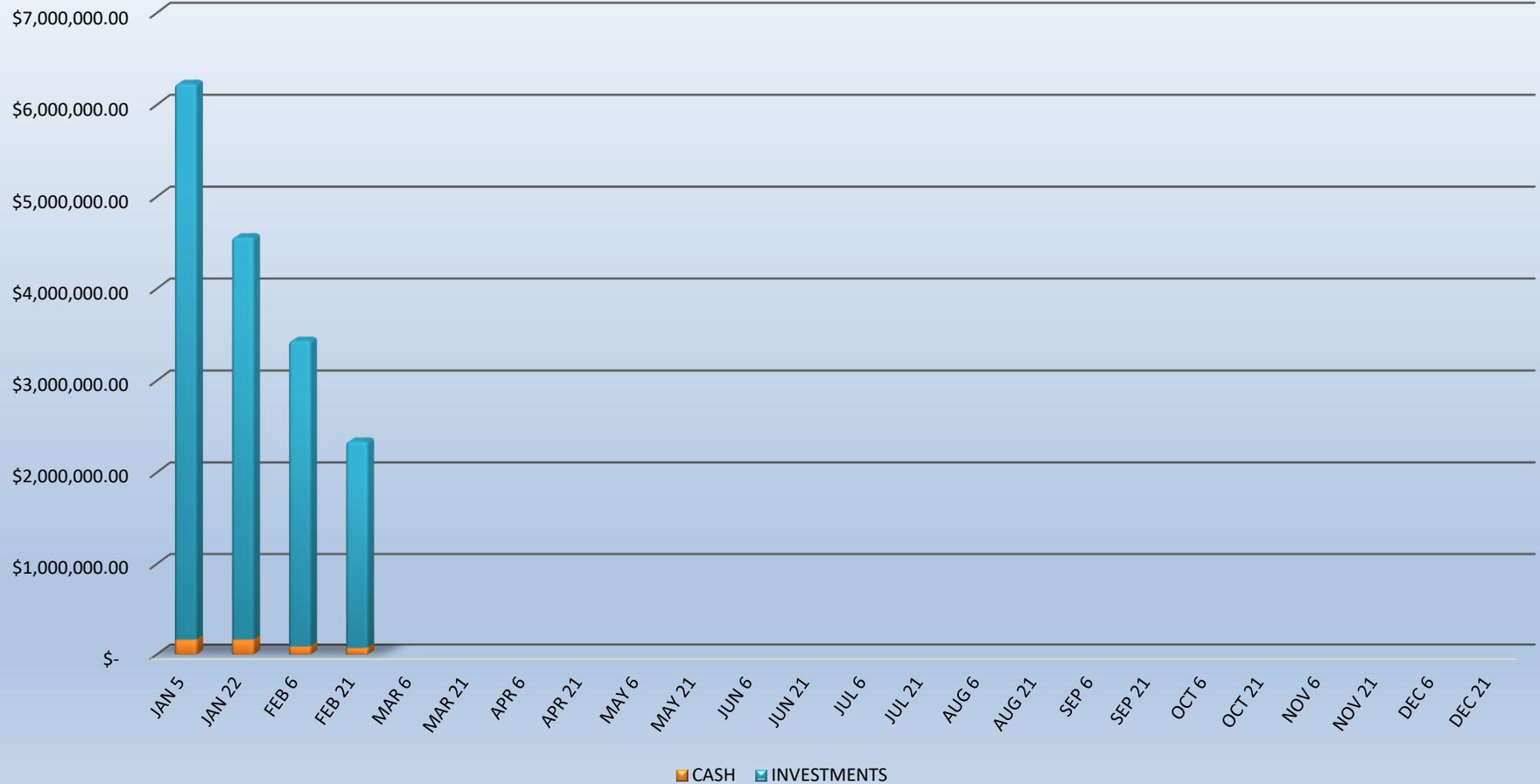
GENERAL FUND - 01	2018 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ 30,229,200	\$ 77,804	\$ -	\$ 30,151,396	0%
Other Revenue	\$ 1,744,500	\$ 246,669	\$ -	\$ 1,497,831	14%
TOTAL REVENUE	\$ 31,973,700	\$ 324,473	\$ -	\$ 31,649,227	1%
EXPENDITURES					
Personnel/Taxes and Benefits	\$ 22,711,758	\$ 1,903,060	\$ -	\$ 20,808,698	8%
Materials	\$ 3,637,900	\$ 14	\$ 32,000	\$ 3,605,886	1%
Maintenance and Operations	\$ 5,212,542	\$ 121,039	\$ 1,265,073	\$ 3,826,431	27%
Transfers Out	\$ 411,500	\$ -	\$ -	\$ 411,500	0%
TOTAL EXPENDITURES	\$ 31,973,700	\$ 2,024,113	\$ 1,297,073	\$ 28,652,515	10%
Excess/(Deficit)		\$ (1,699,640)			
Additional Transfers Out		-			
NET EXCESS (DEFICIT)		\$ (1,699,640)			

SPECIAL PURPOSE FUND - 15	2018 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Investment Income	\$ -	\$ 1,025	\$ -	\$ (1,025)	0%
TOTAL REVENUE	\$ -	\$ 1,025	\$ -	\$ (1,025)	0%
EXPENDITURES					
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	0%
Excess/(Deficit)		\$ 1,025			
Additional Transfers In		\$ -			
NET EXCESS (DEFICIT)		\$ 1,025			

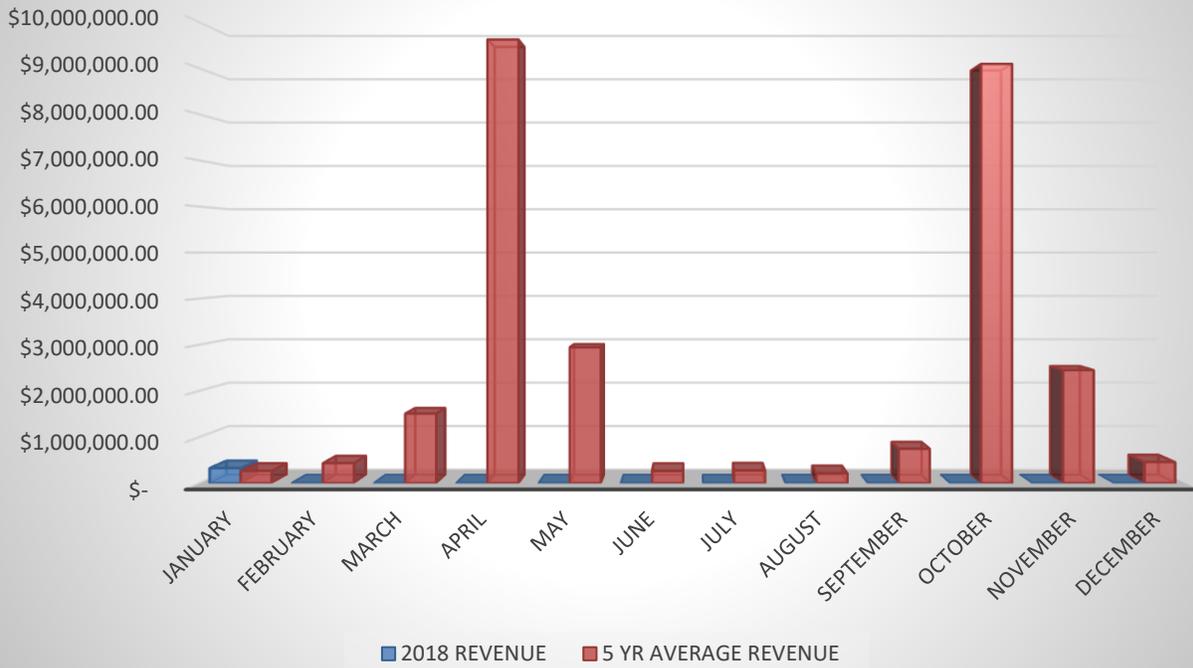
DEBT SERVICE FUND - 20	2018 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ -	\$ 86	\$ -	\$ (86)	0%
Other Revenue	\$ -	\$ -	\$ -	\$ -	0%
TOTAL REVENUE	\$ -	\$ 86	\$ -	\$ (86)	0%
EXPENDITURES					
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	0%
NET EXCESS (DEFICIT)		\$ 86			

CAPITAL IMPROVEMENT PROJECTS FUND - 30	2018 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Other Revenue	\$ 100,000	\$ 11,030	\$ -	\$ 88,970	11%
Transfers In	\$ 411,500	\$ -	\$ -	\$ 411,500	0%
TOTAL REVENUE	\$ 511,500	\$ 11,030	\$ -	\$ 500,470	2%
EXPENDITURES					
Maintenance and Operations	\$ 511,500	\$ -	\$ 122,948	\$ 388,552	24%
TOTAL EXPENDITURES	\$ 511,500	\$ -	\$ 122,948	\$ 388,552	24%
Excess/(Deficit)		\$ 11,030			
Additional Transfers In		-			
NET EXCESS (DEFICIT)		\$ 11,030			

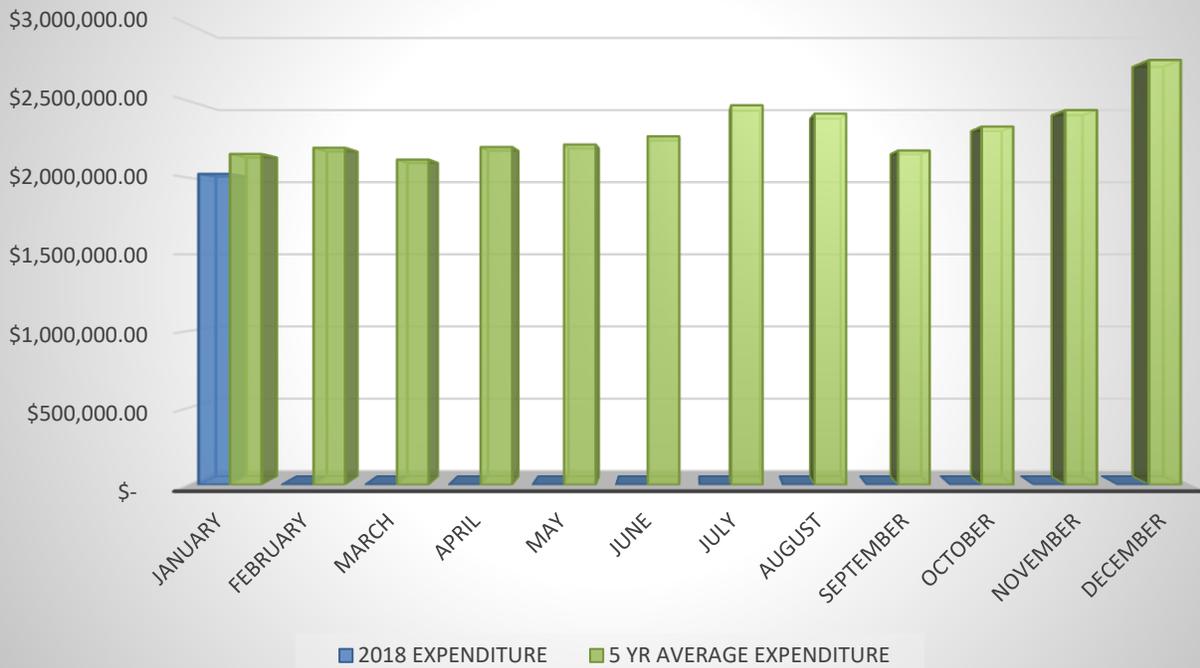
CASH & INVESTMENTS - BIMONTHLY 2018 - GENERAL FUND ONLY



GENERAL FUND - REVENUE TREND 2018



GENERAL FUND - EXPENDITURE TREND 2018



Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 1/31/2018

FUND: GENERAL FUND (01)

Object	2018 Budget	January Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
31111 PROPERTY TAXES CURRENT	29,502,700.00	3,207.05	3,207.05	0.00	29,499,492.95	0.01
31112 PROPERTY TAXES DELINQUENT	575,500.00	66,501.62	66,501.62	0.00	508,998.38	11.56
31130 SALE OF TAX TITLE PROPERTY	3,000.00	0.00	0.00	0.00	3,000.00	0.00
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
TAXES:	30,164,200.00	69,708.67	69,708.67	0.00	30,094,491.33	0.23
33345 PLAY TO LEARN - FED INDIRECT	0.00	456.34	456.34	0.00	(456.34)	0.00
33533 STATE FOREST FUNDS/DNR TIMBER TRU	0.00	7.12	7.12	0.00	(7.12)	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	2,943.30	2,943.30	0.00	27,056.70	9.81
34161 GRAPHICS SERVICES CHARGES	7,500.00	0.00	0.00	0.00	7,500.00	0.00
34162 PRINTER FEES	125,000.00	11,482.98	11,482.98	0.00	113,517.02	9.19
34163 FAX FEES	21,000.00	1,690.89	1,690.89	0.00	19,309.11	8.05
34193 ORTING - SERVICE FEES	3,000.00	0.00	0.00	0.00	3,000.00	0.00
34730 INTERLIBRARY LOAN FEES	0.00	123.37	123.37	0.00	(123.37)	0.00
35970 LIBRARY FINES	400,000.00	42,228.14	42,228.14	0.00	357,771.86	10.56
36110 INVESTMENT INCOME	50,000.00	5,991.50	5,991.50	0.00	44,008.50	11.98
36140 OTHER INTEREST EARNED - COUNTY	0.00	0.87	0.87	0.00	(0.87)	0.00
36200 KEY PEN HLTH DEPT FACILITY REV	1,000.00	0.00	0.00	0.00	1,000.00	0.00
36290 BOOK SALES	7,000.00	18.00	18.00	0.00	6,982.00	0.26
36700 FOUNDATION DONATIONS	377,370.00	0.00	0.00	0.00	377,370.00	0.00
36705 AWC GRANT	0.00	500.00	500.00	0.00	(500.00)	0.00
36720 FRIENDS' REIMBURSEMENTS	0.00	927.86	927.86	0.00	(927.86)	0.00
36725 DONATIONS - OTHER	130,630.00	22.90	22.90	0.00	130,607.10	0.02
36910 SALE OF SURPLUS	5,000.00	700.00	700.00	0.00	4,300.00	14.00
36920 FOUND MONEY	3,000.00	54.91	54.91	0.00	2,945.09	1.83
36990 MISCELLANEOUS REVENUE	0.00	(142.40)	(142.40)	0.00	142.40	0.00
36991 PAYMENT FOR LOST MATERIALS	12,000.00	737.16	737.16	0.00	11,262.84	6.14
36996 JURY DUTY REIMBURSEMENT	0.00	40.00	40.00	0.00	(40.00)	0.00
36998 E RATE REIMBURSEMENT	552,000.00	184,885.70	184,885.70	0.00	367,114.30	33.49
36999 REBATES - PROCUREMENT CARD	70,000.00	0.00	0.00	0.00	70,000.00	0.00
CHARGES OTHER:	1,809,500.00	252,668.64	252,668.64	0.00	1,556,831.36	13.96
39510 SALE OF FIXED ASSETS (GOV)	0.00	2,095.81	2,095.81	0.00	(2,095.81)	0.00
TOTAL FOR REVENUE ACCOUNTS	31,973,700.00	324,473.12	324,473.12	0.00	31,649,226.88	1.01
EXPENSE ACCOUNTS						
51100 SALARIES AND WAGES	16,387,700.00	1,280,629.41	1,280,629.41	0.00	15,107,070.59	7.81
51105 ADDITIONAL HOURS	230,500.00	33,053.71	33,053.71	0.00	197,446.29	14.34
51106 SHIFT DIFFERENTIAL	165,600.00	13,242.83	13,242.83	0.00	152,357.17	8.00
51107 SUBSTITUTE HOURS	273,900.00	29,427.18	29,427.18	0.00	244,472.82	10.74
51109 TUITION ASSISTANCE PROGRAM	15,850.00	0.00	0.00	0.00	15,850.00	0.00
51200 OVERTIME WAGES	12,400.00	2,487.22	2,487.22	0.00	9,912.78	20.06
51999 ADJ WAGE/SALARY TO MATCH PLAN	(597,110.00)	0.00	0.00	0.00	(597,110.00)	0.00
52001 INDUSTRIAL INSURANCE	178,430.00	8,994.65	8,994.65	0.00	169,435.35	5.04
52002 MEDICAL INSURANCE	2,482,604.00	240,186.08	240,186.08	0.00	2,242,417.92	9.67
52003 F.I.C.A.	1,305,772.00	101,523.92	101,523.92	0.00	1,204,248.08	7.78
52004 RETIREMENT	2,135,279.00	167,991.86	167,991.86	0.00	1,967,287.14	7.87

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 1/31/2018

FUND: GENERAL FUND (01)

Object	2018 Budget	January Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
EXPENSE ACCOUNTS						
52005 DENTAL INSURANCE	230,396.00	18,224.06	18,224.06	0.00	212,171.94	7.91
52006 OTHER BENEFIT	10,800.00	1,280.00	1,280.00	0.00	9,520.00	11.85
52010 LIFE AND DISABILITY INSURANCE	74,327.00	6,019.03	6,019.03	0.00	68,307.97	8.10
52020 UNEMPLOYMENT COMPENSATION	30,500.00	0.00	0.00	0.00	30,500.00	0.00
52200 UNIFORMS	1,300.00	0.00	0.00	0.00	1,300.00	0.00
52999 ADJ BENEFITS TO MATCH PLAN	(226,490.00)	0.00	0.00	0.00	(226,490.00)	0.00
PERSONNEL	22,711,758.00	1,903,059.95	1,903,059.95	0.00	20,808,698.05	8.38
53100 OFFICE/OPERATING SUPPLIES	304,292.00	2,677.51	2,677.51	14,801.07	286,813.42	5.74
53101 CUSTODIAL SUPPLIES	69,000.00	722.78	722.78	0.00	68,277.22	1.05
53102 MAINTENANCE SUPPLIES	60,400.00	284.16	284.16	2,000.00	58,115.84	3.78
53103 AUDIOVISUAL PROCESSING SUP	25,000.00	0.00	0.00	0.00	25,000.00	0.00
53104 BOOK PROCESSING SUPPLIES	20,000.00	14.28	14.28	0.00	19,985.72	0.07
53200 FUEL	35,000.00	0.00	0.00	32,000.00	3,000.00	91.43
53401 ADULT MATERIALS	726,500.00	0.00	0.00	0.00	726,500.00	0.00
53403 PERIODICALS	90,000.00	0.00	0.00	0.00	90,000.00	0.00
53405 JUVENILE BOOKS	521,100.00	0.00	0.00	0.00	521,100.00	0.00
53406 PROFESSIONAL COLLECTION	1,500.00	0.00	0.00	0.00	1,500.00	0.00
53407 INTERNATIONAL COLLECTION	43,000.00	0.00	0.00	0.00	43,000.00	0.00
53408 AUDIOVISUAL MATERIALS - ADULT	805,000.00	0.00	0.00	0.00	805,000.00	0.00
53409 AUDIOVISUAL MATERIALS - JUV	85,000.00	0.00	0.00	0.00	85,000.00	0.00
53411 ELECTRONIC INFO SOURCES	496,600.00	0.00	0.00	0.00	496,600.00	0.00
53412 REFERENCE SERIALS	10,000.00	0.00	0.00	0.00	10,000.00	0.00
53414 ELECTRONIC COLLECTION	600,000.00	0.00	0.00	0.00	600,000.00	0.00
53464 VENDOR PROCESSING SERVICES	135,000.00	0.00	0.00	0.00	135,000.00	0.00
53490 COLLECTION PROJECTS	44,200.00	0.00	0.00	0.00	44,200.00	0.00
53500 MINOR EQUIPMENT	68,400.00	0.00	0.00	0.00	68,400.00	0.00
53501 FURNISHINGS	66,500.00	0.00	0.00	2,727.64	63,772.36	4.10
53502 PC HARDWARE	142,000.00	0.00	0.00	0.00	142,000.00	0.00
53505 SOFTWARE/LICENSES/HOSTING	574,800.00	10,663.10	10,663.10	1,769.53	562,367.37	2.16
54100 PERSONAL SERVICES	544,950.00	989.84	989.84	36,963.45	506,996.71	6.96
54101 LEGAL SERVICES	55,000.00	0.00	0.00	35,000.00	20,000.00	63.64
54102 COLLECTION AGENCY	14,000.00	0.00	0.00	0.00	14,000.00	0.00
54103 CONTRACTUAL SERVICES	0.00	5,938.00	5,938.00	56,110.28	(62,048.28)	0.00
54162 BIBLIOGRAPHIC & RELATED SERVICES	51,900.00	0.00	0.00	0.00	51,900.00	0.00
54163 PRINTING AND BINDING	43,000.00	0.00	0.00	0.00	43,000.00	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	70,800.00	(97.54)	(97.54)	0.00	70,897.54	(0.14)
54201 TELECOM SERVICES	654,800.00	(2,685.68)	(2,685.68)	523,688.92	133,796.76	79.57
54300 TRAVEL	51,400.00	0.00	0.00	0.00	51,400.00	0.00
54301 MILEAGE REIMBURSEMENTS	35,800.00	2,422.18	2,422.18	0.00	33,377.82	6.77
54400 ADVERTISING	70,500.00	461.70	461.70	46,464.47	23,573.83	66.56
54501 RENTALS/LEASES - BUILDINGS	547,350.00	22,463.63	22,463.63	186,246.75	338,639.62	38.13
54502 RENTALS/LEASES - EQUIPMENT	91,100.00	0.00	0.00	92,154.41	(1,054.41)	101.16
54600 INSURANCE	222,000.00	0.00	0.00	0.00	222,000.00	0.00
54700 ELECTRICITY	235,000.00	0.00	0.00	0.00	235,000.00	0.00
54701 NATURAL GAS	15,000.00	0.00	0.00	0.00	15,000.00	0.00
54702 WATER	29,700.00	0.00	0.00	0.00	29,700.00	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 1/31/2018

FUND: GENERAL FUND (01)

Object	2018 Budget	January Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
54703 SEWER	25,500.00	0.00	0.00	0.00	25,500.00	0.00
54704 REFUSE	31,500.00	0.00	0.00	1,000.00	30,500.00	3.17
54800 GENERAL REPAIRS/MAINTENANCE	236,400.00	17.73	17.73	69,498.21	166,884.06	29.41
54801 CONTRACTED MAINTENANCE	306,700.00	5,261.46	5,261.46	194,322.79	107,115.75	65.07
54810 IT SYSTEMS MAINTENANCE	147,100.00	51,653.00	51,653.00	1,450.00	93,997.00	36.10
54900 INDIVIDUAL REGISTRATIONS	70,200.00	200.00	200.00	375.00	69,625.00	0.82
54901 DUES AND MEMBERSHIPS	32,800.00	1,553.80	1,553.80	500.00	30,746.20	6.26
54902 TAXES AND ASSESSMENTS	29,500.00	0.00	0.00	0.00	29,500.00	0.00
54903 LICENSES AND FEES	51,900.00	18,513.03	18,513.03	0.00	33,386.97	35.67
54905 ORGANIZATIONAL REGISTRATIONS	3,000.00	0.00	0.00	0.00	3,000.00	0.00
54912 CONTINGENCY	244,750.00	0.00	0.00	0.00	244,750.00	0.00
55100 INTERGOVERNMENTAL	13,000.00	0.00	0.00	0.00	13,000.00	0.00
59700 TRANSFERS OUT	411,500.00	0.00	0.00	0.00	411,500.00	0.00
ALL OTHER EXPENSES	9,261,942.00	121,052.98	121,052.98	1,297,072.52	7,843,816.50	15.31
NEED A CATEGORY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR EXPENSE ACCOUNTS	31,973,700.00	2,024,112.93	2,024,112.93	1,297,072.52	28,652,514.55	10.39
NET SURPLUS / DEFICIT	0.00	(1,699,639.81)	(1,699,639.81)	(1,297,072.52)	2,996,712.33	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 1/31/2018

FUND: SPECIAL PURPOSE FUND (15)

Object	2018 Budget	January 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	1,024.91	1,024.91	0.00	(1,024.91)	0.00
CHARGES OTHER:	0.00	1,024.91	1,024.91	0.00	(1,024.91)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	1,024.91	1,024.91	0.00	(1,024.91)	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	1,024.91	1,024.91	0.00	(1,024.91)	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 1/31/2018

FUND: DEBT SERVICE FUND (20)

Object	2018 Budget	January 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	85.66	85.66	0.00	(85.66)	0.00
CHARGES OTHER:	0.00	85.66	85.66	0.00	(85.66)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	85.66	85.66	0.00	(85.66)	0.00
NET SURPLUS / DEFICIT	0.00	85.66	85.66	0.00	(85.66)	0.00

FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)

Object	2018 Budget	January Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
29150 USE OF FUND BALANCE-BUDGET	100,000.00	0.00	0.00	0.00	100,000.00	0.00
36110 INVESTMENT INCOME	0.00	1,470.96	1,470.96	0.00	(1,470.96)	0.00
36200 KEY PENINSULA SHARED COSTS	0.00	9,559.37	9,559.37	0.00	(9,559.37)	0.00
CHARGES OTHER:	100,000.00	11,030.33	11,030.33	0.00	88,969.67	11.03
39700 TRANSFERS IN	411,500.00	0.00	0.00	0.00	411,500.00	0.00
TOTAL FOR REVENUE ACCOUNTS	511,500.00	11,030.33	11,030.33	0.00	500,469.67	2.16
EXPENSE ACCOUNTS						
53501 FURNISHINGS	50,000.00	0.00	0.00	2,947.21	47,052.79	5.89
54100 PERSONAL SERVICES	200,000.00	0.00	0.00	0.00	200,000.00	0.00
54912 CONTINGENCY/RESERVE	25,000.00	0.00	0.00	0.00	25,000.00	0.00
56200 BUILDINGS & BLDG IMPROVEMENTS	150,000.00	0.00	0.00	120,001.00	29,999.00	80.00
56202 ELECTRICAL	10,000.00	0.00	0.00	0.00	10,000.00	0.00
56300 IMPROVEMENTS OTHER THAN BLDGS	76,500.00	0.00	0.00	0.00	76,500.00	0.00
TOTAL FOR EXPENSE ACCOUNTS	511,500.00	0.00	0.00	122,948.21	388,551.79	24.04
NET SURPLUS / DEFICIT	0.00	11,030.33	11,030.33	(122,948.21)	111,917.88	0.00

MEMO



Date: March 1, 2018

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

From: Georgia Lomax, Executive Director

Subject: Executive Director Report – February

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

- South Prairie (joined by Community Branch Supervisor Kathy Norbeck)
- Puyallup Tribal Council (joined by Community Branch Supervisor Tami Masenhimer and Mary Getchell)

School Districts

- White River

Open House Events

Four events were held during February in each location. I attended the ones in:

- Sumner Library
- South Hill
- Bonney Lake
- Buckley

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

- Lakewood Rotary, Georgia Lomax
- Graham-Kapowsin Community Council, David Seckman
- Steilacoom Historical Museum Board, Patti Cox
- West Tacoma Optimist Club, Steve Carmody
- Wake Up West Tacoma Pierce County Chamber, Steve Carmody
- DuPont Historical Society, Susan McBride

Community

During February's South Sound Alliance meeting, I participated on a team considering potential regional community goals related to quality of life and healthier South Sound communities.

I also joined other members of the Pierce County Regional Council at its annual General Assembly. Having seen most members recently through council presentations, it felt like a chance to catch up with old friends. I sat with Transit District staff, including Tina Lee, the Community Development Administrator at Pierce Transit, and we took advantage of the chance to compare notes and brainstormed some possible collaborations.

I also shared information about our public process and funding issue in a Pierce County TV interview with Matt Sampsell. PCTV is interested in a follow up when we have the results of the community input.

I attended Library Day in Olympia, to share an update of PCLS activities and use, as well as our Library Priorities work. Library day was scheduled just a week before the end of the session, so Legislators were busy on the floor with votes, necessitating quick conversations. I got to meet with a number of them “behind the curtain” off the floor of the Senate and House, which was a great look at the behind the scenes activity. All were appreciative of the role the Library plays in their communities. Many shared about their own use, and asked us to let them know any time they can be of help to the Library.

Other

Mary Getchell and I attended a training session on elections.

MEMO



Date: March 6, 2018

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

From: Jaime Prothro, Customer Experience Director

Subject: Branch Monthly Report

Bonney Lake:

Bonney Lake staff were busy presenting information about the Library's priorities at two community events, and prepped PCLS staff for upcoming Pierce County READS launch.

Buckley:

100% of Buckley's staff participated in the Library's IC3 Insanity contest, winning the title for staff participation.

Dupont:

DuPont closed on Thursday January 11 to remove our Movie Towers and make some furniture replacements. Many customers have commented about how much they like the new computer desks and the new chairs with the laptop tray attached. One set of the chairs has plugins for customer devices and many customers have commented about what a nice feature that is and on how comfortable those chairs are. Many have also commented about how nice it is to not have to remember to get their discs out of the dispensers anymore.

Eatonville:

Eatonville Police Chief Brian Witt and Officer Jason McGuire attended the Eatonville Staff meeting to help staff and the Police Department plan for an Active Shooter event. They discussed the do's and don'ts of an active shooter and lock down situations, toured the building discussing exits and places to hide if necessary.

Fife:

Staff meet with Patti Spauling-Klewin, MPA, from Catholic Community Services. She came into the branch Thursday 1/25/2018 for the Point-in-Time Count and dropped off hygiene packs and goodies that we could hand out to customers in need. On Friday 01/26/2018 we connected her with a family of seven that had been utilizing the branch on a daily basis for the past two weeks and appeared to be homeless. Per Patti the family is homeless and has now been connected to services to get their needs addressed. Patti provided the branch with an updates resources guide from Associated Ministries.

Graham: On January 4th and 5th the library was closed due to the ITG removal movie tower removal and computer reconfiguration project. This was a collaborative effort between IT, facilities, GHM staff, and

collection management. The goal of the computer reconfiguration was to offer more space to our customers using computers and make it easier for our customers to browse for materials in our International, Holiday, and J talking book collection. Everyone worked as a team and the work was completed ahead of schedule.

Gig Harbor:

The Elephant and Piggie party with actors from Tacoma Musical Playhouse was a huge hit, with over 130 attendees. The Gig Harbor Friends of the Library provided \$50 for stickers and decorations.

Key Center:

As part of the branch's goal to build community, staff began to have conversation with Danna Webster, one of the Directors of the KP Community Council and manager of their office in Key Center. She expressed strong interest in coming to a staff meeting to explain what their mission is in upcoming months.

Lakewood:

Mother at Babytime told staff that she drives one hour every week to bring her baby to the bilingual baby storytime program on Tuesdays at LWD. The first time she planned on coming she didn't think she would be able to do this weekly, but after participating in the program she loved it and has become a regular.

Orting:

Susan Rigley attended the Orting Network meeting and talked about the Strategic Framework. This was a small group but they had many questions. Susan felt they all came away with a good understanding of the results from the last survey.

Outreach/Anderson Island:

Customers at Anderson Island are very appreciative that the library and AICC are finding ways to continue library service during construction. One customer at Anderson Island commented: "If I had money to bequest, the first place I would give it would be Pierce County Library. You guys are our lifeline here on the island."

Parkland/Spanaway:

We asked a long time customer to fill out a Library Priorities survey. She filled out the form and after depositing it in the box, came back to tell us 'Keep doing what you are doing. You are all so great I don't know what I would do without the library'. We have been receiving a lot of positive feedback from the survey and people are happy to fill it out.

South Hill:

On Monday the 29th we hosted the Mcleary Panel, the first of the winter 2018 Pierce County Conversations program. Georgia, Mary G., Judy, Joy, and Jaime were all here as well. The panelists were State Senator Hans Zeiger, Pierce County Assessor-Treasurer Mike Lonergan and Bethel School District Superintendent Dr. Tom Seigel. Conversation moderated by Matt Misterek of The News Tribune. We had good attendance and many patrons stayed to ask questions after the program!

Steilacoom:



Dear library, thank you for letting me read your wonderful books. But I have one book that's really overdue! So, I'm sending it back from Germany to Washington. I hope that you will tell the person that is waiting for this book that I apologize.

- your reading machine Olivia [redacted]



Summit:

Neil Derksen, Dana Brownfield, and Mejin Turner brainstormed an afternoon drop-in program that will hopefully appeal to a wide variety of users. The 'Learning Lounge' will offer PCLS laptops, individual and group seating, and an on-site librarian for research and technical support in a relaxed, quiet atmosphere for work and study. A supply of healthy snacks provided by the FOL will address the higher rate of food instability encountered by Franklin Pierce School District students. We hope this event will appeal to study groups who already use the library after school, homeschoolers, people seeking quiet spaces to work, and former users of drop-in tech help sessions. The pilot will begin in March and run Thursday afternoons through the end of the school year.

Tillicum:

On 1/9 (one day after she attended Mental Health Training), Jeanine was talking to a customer who seemed unusually down. She followed the steps taught at the training (ALGEE) and discovered he was considering suicide. She followed up with local resources and positive encouragement. He was able to contact a family member who assisted.

University Place:

Senior Branch Assistant Rayisa Petrovska attended a Talk Time English Conversation group and shared with participants' library resources about language learning, homework help and learning new culture. This group has outgrown the conference room and meets in the larger meeting room when it's available.

Our Knit Together group has really built up a nice core group. We had 14 in January with a nearly even split between adults and youth. They knitted 5 babies hats to be donated to a local children's hospital for newborns.

Officers Reports

MEMO



Date: March 1, 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 Progress

Pierce County Library System is making tremendous progress in its significant public information and involvement activities for the Library Priorities and Funding Project. In February thousands of people talked with library staff and learned about the Library's funding situation that stems from costs to operate the Library System being higher than revenues from property taxes. Library leaders informed people that options to manage funding may include increasing taxes to maintain services or reducing services. With those discussions, thousands of people shared what they wanted, needed, and valued most in library services.

Following is an update on the public involvement activities and a preview of the Library's next public information step, which focuses on working with a Community Advisory Committee.

Public Involvement Activities Update

- With 80% of the libraries reporting attendance at open houses, 2,378 people attended open houses.
- As of February 28, 5,032 people completed surveys and 181 staff completed surveys.
- Library leaders are continuing to give presentations about the Library's Strategic Plan and funding with local governments and community organizations.
- Multiple media sources have run news stories, including the Library's Executive Director Georgia Lomax participating in an on-set interview on PCTV.
- Paid advertisements ran in newspaper and digital media.
- Social media messages and boosting (paid posts) received engagement.

Communications on this portion of the public involvement runs through March 10. Then the Library will continue communications activities, with more of an informative tone versus a call to action.

Community Advisory Committee Preview

The Library established 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. Members include:

Barbara Bitetto, Councilmember, Sumner City Council, Sumner

Jeff Brown, President, Jeff Brown Architecture, Lakewood

John Caulfield, City Manager, City of Lakewood, Lakewood

Jeff Chamberlin, Superintendent, University Place School District, University Place

Donald Eismann, PhD, Independent Education Management Professional, City University of Seattle/University of Washington, Edgewood

Dee-Dee Gethers, Vice President, Saddle Creek Homeowners Association, Fife

Terry Hurd, President, Frederickson/Clover Creek Community Council, Frederickson

Sylvia Miller, Council Member, Puyallup Tribal Council, Tacoma

Tad Navle, Realtor, RSVP Real Estate, Lake Tapps/Bonney Lake

Dona Ponepinto, President and CEO, United Way of Pierce County, Gig Harbor

Stephanie Roberts, Regional Executive Director-East Region, YMCA of Pierce and Kitsap Counties, South Hill

Danna Webster, Key Peninsula Business Council Founder, Key Peninsula

Scott Winship, Attorney, Vandeberg Johnson & Gandara, Steilacoom

The committee's activities will be closely linked with the Library's public involvement activities to assess community opinions about library operations, services, and funding issues. Key functions of the committee include:

- Reviewing the Library's funding status and issues related to how costs to provide current services and building operations exceeds revenues.
- Providing an assessment of data gathered from public opinion polls, public opinion surveys, feedback from community open houses, and other information.
- Offering a recommendation to the Library's Board of Trustees regarding a funding direction, which may include further reductions in library services or whether the Library System should or should not ask voters to consider a re-authorized levy.

The committee is scheduled to meet once a month in March, April, and May. At the first meeting, the committee will review the Library's funding situation, results from the Library's November 2017 public opinion poll, and key information about the Library and its operations and funding living.

In the past 12 years, the Library's service area has grown significantly, with 82,000 more people living in the district (16% increase). The Library System has outlived a 2006 re-authorized levy that was premised on sustaining and increasing funding for library services. The Library has met or exceeded promises from the levy, which was projected to sustain services for six years.

MEMO



Date: March 6, 2018

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

From: Melinda Chesbro, Deputy Director

Subject: 2018 Workplan update

DVD Tower Conversions – Core Service: Materials

This project will remove outdated, unreliable and unsupported Movie Towers from the 7 locations that still use them by the end of March. The team has established a schedule and procedure that minimizes the impact to customer service. So far the Movie Towers have been removed from Bonney Lake, Fife, Buckley and Eatonville. At the end of the project, PCLS will have two service models for DVD collections – a staffed service point within an enclosed, browsing DVD collection area at larger locations and an open browsing collection at other locations.

ERP/HCM Study – Core Service: Business Processes

In 2017 a team closely examined our current Finance and Staff Experience processes and business requirements with the end goal being to replace the EDEN system with something that better meets our needs. For 2018 the team is working on implementing some business process improvements and continuing to explore options. So far this year they have worked on process improvements for many Finance Department functions including bill payment, investments, and project budgeting. They are also reviewing the features and capabilities of an upgrade system available from our current vendor.

Door Counters: Core Service: Technology

The installation of improved people counters at all locations has been completed. The final step of the project is to review the data from the new counters for any adjustments to coverage that may be needed. We'll have a report for the Board in April on any significant difference in visitor counts that may result from this updated and more accurate equipment.

MEMO



Date: March 7, 2018

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

From: Chereé Green, SHRM-SCP, Staff Experience Director and Steve Campion, Trainer

Subject: IC3 Certification for Staff

Offering training to staff that improves their skills, is a goal of the Library's and it aligns with our core service area of *Staff*. The IC3 certification is earned by passing tests for basic computer literacy, including operating systems, hardware, software, and networks. IC3 hosts 3 different proctored technology exams. Passing all three earns a full certification. "IC3 Insanity" was a workplace contest we offered to encourage participation and competition around the system. This is also a program we offered to the public last year.

Overall participation:

- The contest ran from September, 2017 through January 31, 2018. During that time 135 staff members requested IC3 access codes and began using the online learning and practice tests. That number included at least one person from each of our 20 locations.
- 59 people from 13 locations passed a total of 118 exams, including 11 exams in the final 2 days of the contest.

Contest results:

1. Buckley Library won! An incredible 100% of the Buckley staff passed exams to win the contest – 16 exams total. They won a staff pizza party.
2. Runner-up was DuPont with 86% of staff passing 8 exams.
3. Third place goes to last year's MOS Madness winner Summit, with 79% of staff passing 18 exams.

Individual achievements:

27 people throughout PCLS who earned full certifications by passing all three IC3 exams include:

Liz Athey, Carrie Barrett, Tris Bazzar, Kendall Brookhart, Karen Brooks, Yuri Button, Alex Byrne, Toni Cameron, Karen Dale, Neil Derksen, Joy Eden, Stephanie Genna, Xenia Gonzales, Brianne Hausam, Tija Iles, Adam Jackman, Steven Knight, Terri Larson, Marveta Levy, Georgia Lomax, Susan McBride, Jennifer Miller, Aleks Orabey, Mellisa Sisley, Bob Taylor, Mejin Turner, Peggie Venemon

This contest was a successful way to launch our technology training plan in our new Point Success Training Room in 2018!

MEMO



Date: February 27, 2018

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

From: Tracey Thompson, Collection Manager

Subject: Overdrive Circulation

Overdrive, Inc. is a digital reading platform that offers digital content such as eBooks and downloadable audio to over 38,000 libraries and schools in 70 countries. In February, we received notification that we earned admission to their Million Checkout Club. We are one of 58 library systems in the world that are members, and we join the illustrious ranks with other systems such as King County Library System (Ranked #2), New York Public Library, and the Nation Board Library of Singapore.

In 2017, Pierce County Library System customers checked out 1,023,610 eBooks and downloadable audio books or over 2,800 a day. Since joining Overdrive in 2007, our customers have checked out of over 4,652,000 items, and that number continues grows by several items per minute. We are on pace to exceed 2017 checkouts with a current average of 3,105 checkouts a day for 2018. Our 2018 Reader's Advisory Initiatives such as Emphasize eBooks will only help those numbers grow.

MEMO



Date: March 6, 2018

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

From: Kayce Austin, Customer Experience Manager and Jaime Prothro, Customer Experience Director

Subject: Improved Public-Facing Technology – Meeting Room Booking and Event Calendar Software

On April 11, Pierce County residents will experience a new interface for booking meeting rooms, conference rooms, and registering for classes and events.

In 2017, a Public-Facing Technology team consisting of staff from Customer Experience, Collection Management, IT, and the Communications Department identified core needs for updated technology. The team selected Communico as a third party product, which will provide a robust and convenient platform for these online services as well as a mobile app. Implementation of these products is staggered to align with organizational priorities.

Significant changes to public processes will include using a PCLS Library card to book a meeting room or conference room (active through API technology), meeting room bookings made on a rolling 8-week calendar with a maximum of 4 reservations per branch during the time period, and better searching capabilities for classes and events.

Communications to all PCLS customers regarding these changes will occur in March and April.

In fall 2018, PCLS will launch a new mobile app with Communico.

Pierce County Library FYI Packet
Link List
March 14, 2018

Pierce County Library in the News

- [Help Library System Meet Needs of Growing Community](#) – Tacoma Weekly
- [Retired local teacher instills love of history through books](#) – News Tribune
- [Public can shape libraries' plans for services, funding](#) – Dispatch
- [What can patrons expect at the South Hill Library this year? New branch manager shares her goals](#) – Puyallup Herald
- [Local museums to participate in Pierce County history event](#) – Courier Herald
- [Microsoft training free at base libraries](#) – Northwest Guardian
- [Life after high school: Free workshops at Pierce County Library](#) – KING 5 News

Miscellaneous

- The Organizer, Winter 2018 – AFSCME (see attached .PDF)

Local 3787 - AFSCME

The Organizer

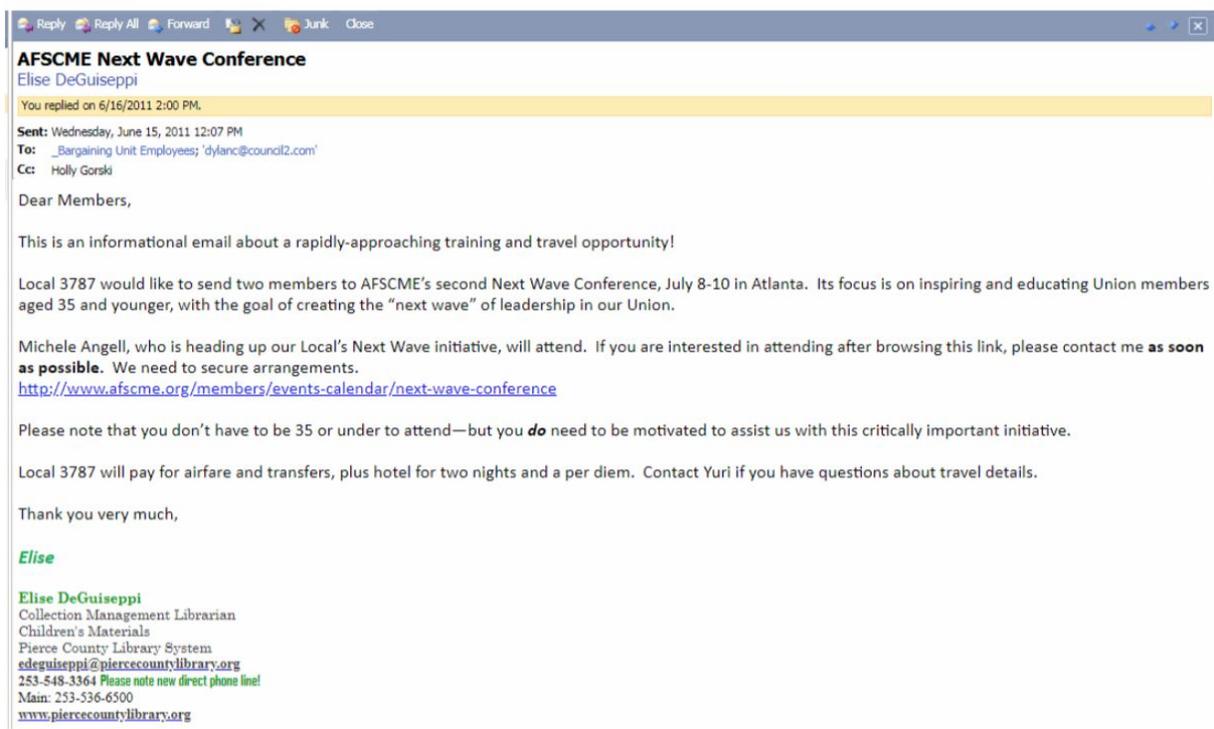
Winter 2018

President's Message

by Aisha Womack

Hello Friends, Colleagues, and Membership of Local 3787,

In the middle of June 2011, this email from Elise DeGuiseppe appeared in my inbox.



I responded 26 hours later. I had been looking for a way to get involved in my Union, so I emailed Elise and a few weeks later I was in Atlanta. It was a crash course in what it means to be a Union member and Steward. I also got my first AFSCME green t-shirt and met Michelle Angell. (Bonus trivia! We were born exactly 51 weeks apart.) We learned so much at the conference it is hard to remember everything -- but I do remember: Atlanta is insanely hot in July, Coke is sold everywhere, and the Martin Luther King Jr. National Historical Park was inspiring and haunting. We went to workshops and attended a protest against the State of Georgia's then-recently enacted anti-immigration law, HB 87. But at the end of each sweltering day, Michelle and I would retire to our room and talk about what we had learned over the last 24 hours. There were 600 other young Union members at that conference, and it was only a taste of what solidarity truly means.

Not long after returning from Atlanta, I went to Steward training in Olympia, and in 2012 I was asked to be the sixth member of the negotiations team. The conference was a crash course in being an active Union member and nine years later, I continue to learn about what it means to be an active Union member. Negotiations (also known as collective bargaining) put this learning into the perspective of an educated Union member within Local 3787.

Since then, I've been through two rounds of contract negotiations -- our chance to get together with management to both improve the contract for our members and address any issues which have come up over the past three years. Negotiations aren't fun. They're stressful, exhausting, and *someone will cry*. Yet negotiations are worth every minute to improve our lives as working people. Without negotiations, we wouldn't have paid holidays for **all** members, a transfer process, clear disciplinary procedures, and so many more.

This year is a negotiations year, but it looks like we'll be working towards a one-year contract, instead of the usual three due to the possible levy. We won't ask the library to spend money we don't know they have; and likewise, they won't ask us for concessions when our futures are so uncertain.

I would love to see you come to a Steward or Membership meeting and learn what's going on behind the scenes. This is our time to shine as a Library, as a group of working people, as a Union.

<p>Save the Date</p> <p>2018 General Membership Meetings</p>	<p>Executive Board Members</p>
<p>March 24th May 19th July 28th September 22nd November 17th</p>	<p>President: Aisha Womack aishawombat@gmail.com Vice-President: Margaret Bliss Chief Shop Steward: Michelle Angell michelleangell.509@gmail.com Secretary: Katie Baker katiejanebaker@gmail.com Treasurer: Genevieve Dettmer</p>
<p>Trustees</p>	<p>Council 2 Staff Representative</p>
<p>Tamara Saarinen Yuri Button Colin Cushman</p>	<p>Dylan Carlson Office: (360) 438-7449 ext. 127 Fax: (360) 438-7453 Email: dylanc@council2.com</p>

New Local 3787 Service Project in the Works

by Liz Athey and Elise DeGuseppi

At our January membership meeting, we discussed and approved researching a new service project for our Local. As project coordinators, we are currently gathering information about Mother Earth Farm's "Adopt-a-Row" volunteer opportunity, which we'll present to the membership soon.

The Emergency Food Network (EFN) serves Pierce County as a clearinghouse and distributor of healthy, nutritious food for those in need, with 82% of its food supplied by community food drives and donations. EFN's mission is "to provide Pierce County with a consistent, diverse and nutritious food supply so that no person goes hungry." From its 20,000 square foot center in Lakewood, EFN supplies 68 food pantries, meal sites and shelters with 14.8 million pounds of food annually. EFN operates with a paid staff of 21 and a legion of more than 2,800 volunteers.

An integral cog in EFN's food distribution wheel, Mother Earth Farm is an eight-acre organic farm in the fertile Puyallup Valley. Mother Earth Farm supplies EFN with over 120,000 pounds of fresh, healthy produce annually. Through Mother Earth's Adopt-a-Row program, organizations providing volunteers grow approximately 2,000 pounds of food from seed to harvest, spring to fall, working in three-hour sessions on Fridays or Saturdays.

What would participation in the Adopt-a-Row project look like for our members? Mother Earth Farm asks volunteer groups to:

- Ensure that each volunteer completes a volunteer liability release form.
- Attend a three-hour orientation program as a group, in March or April.
- Commit 10-15 workers for one three-hour work session every two weeks throughout the growing season—to keep those robust valley weeds from out-competing the crops!
- Enjoy a fall harvest picnic with the Mother Earth Farm staff and other volunteer groups.

Look for more information about this Local 3787 service project soon—on both the Staff Web and in Outlook email. We'll include a survey so that members can indicate interest and availability. By the way, children and friends of our members are welcome—what's important is a commitment to growing that row in solidarity!

What if the work party dates, or the Puyallup Valley location, are out of range for you? Consider EFN's many other volunteer opportunities for repacking food, organizing food drives, and more.

For more information, please check out the links. Contact Liz and Elise with questions and comments at lizrandall1983@gmail.com and elised56@gmail.com

About Emergency Food Network: <http://www.efoodnet.org/>

About Mother Earth Farm: <http://www.efoodnet.org/get-involved/farm/>

Resume Resources

by Kendall Brookhart

The library has several e-sources for resume and tech assistance available to all staff (and anyone with a PCLS library card).

They can all be found on the library website, on the E-Sources page under the Career & Education category (piercecounitylibrary.org > [E-Sources](#) > [Career & Education](#)).

JobNow

Offers live chat help for resumes, interviews, and general career advice Mon – Sun, from 1-10 p.m. You can also upload your resume/cover letter to have a professional review it and send you feedback.

TERC (Testing & Education Reference Center)

Has a [Resume Builder](#) that will hold your hand all the way through the process of creating a resume. You type your information into their online form, and they take care of all the formatting. You can download your finished resume as a PDF or Word document.

WOIS

Provides information on careers & wages in Washington State, by region. Check out the pages for [Librarians](#), [Library Assistants](#), and [Library Technical Assistants](#).

Lynda.com

Lynda has some great courses that can help with revamping a resume or advancing your career. Some good ones are:

- [Learning Typing](#)
- [Mastering Common Interview Questions](#)
- [Negotiating Your Salary](#)
- [Writing a Resume](#)

Certifications

And if you're just looking to boost your resume, we offer Microsoft Certifications. [Check out StaffWeb for more info.](#)

If you have any questions or just want to chat about any of these resources, please feel free to email me at home: ckbrookhart@gmail.com

Reports From the Council 2 Golf Tournament

On August 4th over a hundred AFSCME members from around the state participated in a charity golf event at Chambers Bay to raise money for scholarship recipients. At our lunch reception, a photo and short biography was on display for each scholarship winner, and there were many. It was a joy to be one of two PCLS employees participating and to see first-hand how much our union dollars are doing to help young people pay for college and pursue their dreams.

After hosting the U.S. Open Golf Championship in 2015, Chambers Bay gained worldwide recognition for its beauty, its challenging layout, and unique design. And judging how quickly the Chambers Bay library card “sold out,” it’s fair to say that folks in our area admire the course as well. It truly was a special day and a wonderful experience – and no! I will not tell you my golf score.

Art Hoover SBA DuPont Library



Local 3787’s team; Ben Ross, Art Hoover, Patrick O’Neal, Michael O’Neal.



Patrick O’Neal teeing off. There’s that one tree.

As the months of rain begin and I look back on my summer, one of the highpoints was getting to play at Pierce County’s most famous golf course; Chambers Bay, the home of the 2015 U.S. Open. Supporting Washington State County and City Employees Council 2’s scholarship fund, this year’s annual tournament raised over \$31,000 and will support 16 scholarships for dependents of union members.

Art Hoover (SBA Dupont) and I, along with my father and my friend Ben Ross, were not terribly competitive in the final scoring. I think the day of the tourney was the hottest of the year at that point and the single tree on the course didn’t provide much shade, but getting to support the scholarship fund and represent PCLS’s employees, as well as the chance to play this incredible course, made the sunburn worthwhile. Thanks so much to Local 3787 for providing the opportunity to get out on the course for such a good cause!

Patrick O’Neal, Librarian, South Hill

What do your dues do?

by Tamara Saarinen

Our union dues are divided between our Local Union, our Statewide Councils, and our international union, American Federation of State, County, and Municipal Employees (AFSCME).

At the national level AFSCME follows federal issues, such as workplace safety, changes to overtime rules, social security, or other national legislation that would impact workers. AFSCME coordinates lobbying on the national and local level, by encouraging members to contact their representatives about legislation that would impact them. AFSCME is also proud to offer a free two-year college program for members, and their dependents. Visit freecollege.afscme.org for more information.

Council 2 provides legal assistance, research help, as staff support in the form of our Representative Dylan Carlson, who assists our executive board with Labor-Management issues, contract negotiations, and grievances. Dylan also attends our local meetings, and helps with the Shop Steward meetings. Council 2 works with several of the local unions providing staff representatives and support on larger issues such as contracts and arbitration. They also use the dues to provide various trainings throughout the year for stewards, and other local union positions. Each year Council 2 sponsors many scholarships for union members, and their dependents. Visit www.council2.org for more information on scholarships.

Our Local 3787, which represents Pierce County Library System, receives a portion of the dues. These funds are used for paying a small stipend to the e-board members, printing of the union contract, and for sending union members to various local and national trainings and conventions. A small portion is used for the new \$10,000 life insurance benefit through Colonial Life insurance.

So if you take the Beginning Shop Steward Training, Council 2 provides the training, part of which was paid for by our dues. Our Local 3787 will reimburse you for the mileage you drove to and from the training.

The most important impact of our dues is what they DO for you. The dues pay for legal representation if a grievance goes to arbitration. Most employees could not afford a lawyer on their in these situations. The dues help train our stewards and e-board, so we can better serve you and address your needs with management. On a national level, AFSCME tracks any changes to labor law, and lobbies for continued workers rights, such as increasing the minimum wage, protecting Social Security, and improving workplace safety standards.

Union lauds more PCLS jobs with benefits

by Dylan Carlson, Staff Representative

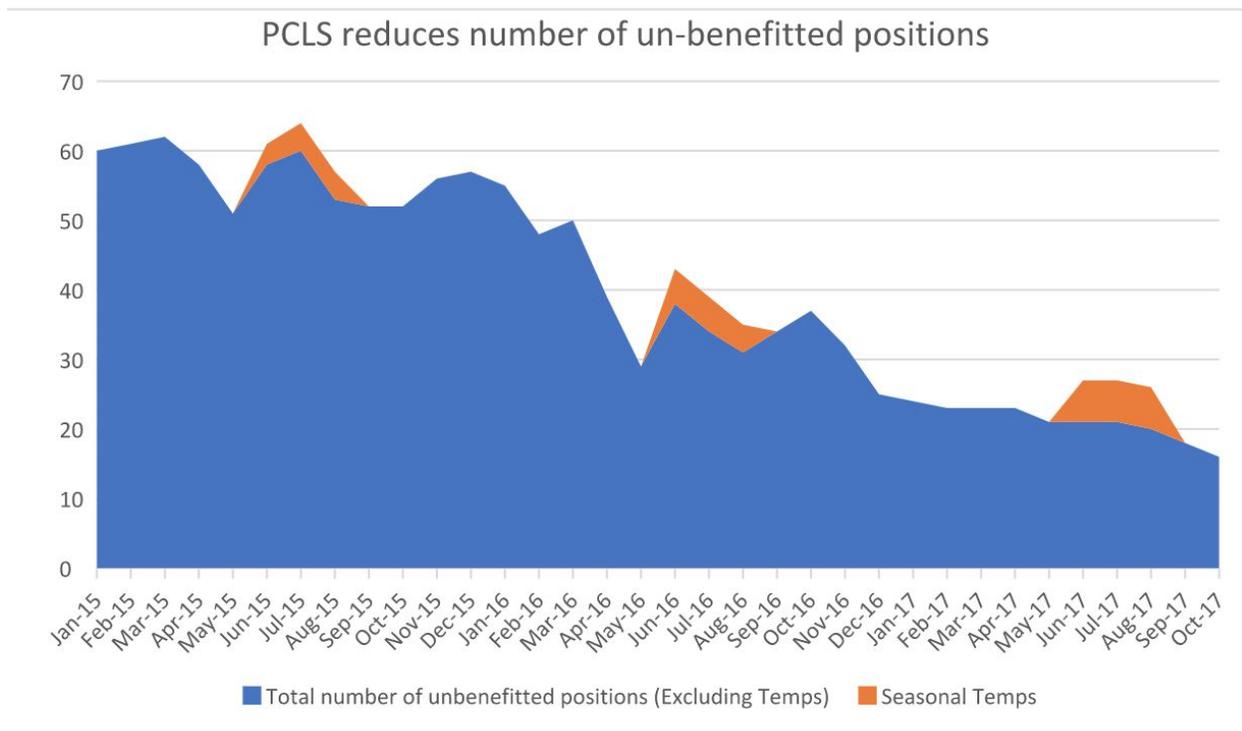
Local 3787 members are seeing the positive results of more hours and better access to benefits since 2015.

Pierce County Library System has long provided medical insurance benefits to employees working 20+ hours per week. As a cost-cutting measure during the past recession, PCLS began “splitting” vacant positions as workers retired. For example, 30-hour benefitted Page position would become two 15-hour unbenefitted positions (and the Library avoided paying for medical insurance or pension.)

During our last contract negotiations in the fall of 2015, Local 3787 pushed back against this trend and won a commitment from the Library to, where appropriate, offer additional hours to existing staff when positions become vacant.

The numbers show that PCLS has followed through with this commitment. Fewer and fewer positions at PCLS are less than 20 hours. More and more union members have access to the security of medical insurance and pension participation.

More hours for existing employees means more take-home income, more paid vacation time, and less staff turnover! The Local union is pleased with this trend, and we hope you are too.





Outgoing President's Message

by Dianne Ellis

Thank you, Dianne, for your years of service!

Fellow Bargaining Unit Members,

2017 was a good year for Bargaining Unit Members here at Pierce County Library System.

We have enjoyed some stability, with members benefiting from additional hours in their positions; retroactive pay being awarded due to the timesheet audits of our custodial staff; increased wages for some due to the New Hire Compensation tool; and the introduction of Inclusive and Respectful Workplace training, which although not comprehensive is a step in the right direction.

How have you benefited from being a member of Local 3787? Do you have concerns or questions? Do you know who to ask?

General Membership meetings are held January, March, May, July, September, and November each year.

Attendance is beneficial in many ways

- Meet and get to know fellow members from locations and departments you may not have an opportunity to see often
- Share and hear successes and concerns
- Participate more fully in committees, training, or take on a role as a steward or officer
- Receive updates on Labor/Management process on an ongoing basis
- Share your thoughts and interests in an advisory capacity leading up to contract negotiations

Attendance and participation is even more critical in our current political state.

On September 28, 2017 the U.S. Supreme Court announced that it will hear [Janus v. AFSCME](#), a case that could profoundly affect the ability of public-sector workers to improve their wages and working conditions. According to the Economic Policy Institute, the case threatens the right of the majority of workers, through their democratically elected union, to bargain a contract with their public employer that requires every employee covered by the contract to pay their fair share of the costs of negotiating it, administering it, and enforcing it. The Court decided this issue forty years ago in [Abood v. Detroit Board of Education](#) and it has been the law of the land since.

Janus is nothing more than the latest attack on workers' rights to organize and bargain collectively. The Court considered this issue last term in [Friedrichs v. California Teachers Association](#), which resulted in a 4-4 split decision upholding a lower court decision that permits public employee unions to assess fees on non-members who benefit from collective bargaining and union representation and who unions are required to represent. In any other circumstance, it would be outrageous to demand the benefits of a common enterprise without paying one's fair share. Union representation is no different. Eliminating fair share fees protects people who want to get something for nothing and as a result, starves unions.

It is profoundly undemocratic to elevate the objections of a minority over the democratically determined choices of the majority of workers. This principle is what is at stake in *Janus*. The decision in this case will determine the future of effective unions, democratic decision making in the workplace, and the preservation of good, middle-class jobs in public employment.

Research shows where workers are not unionized compensation tends to be less.

What happens if Abood would be overturned by Janus?

- All state laws authorizing agency fee payments would be invalid, immediately.
- Contract provisions providing for agency fee payments would be void, immediately.
- All agency fee payments would stop.
- Entire public sector would be “Right to Work”.
- All public sector employees would have the right to contractual benefits without paying anything.

“Right to Work” - - what does it mean?

- At will employment.
- Movement to weaken the voice of working people.
- Working people make less, billionaires make more.

“Right to Work” effect

- Employees are paid 10-15% lower than Bargaining Unit employees.
- Health benefits are inferior.
- Push to remove Defined Benefit Pension to implement 401K.
- Will not wipe out our current Collective Bargaining Agreement, but will tie our hands with improving agreements

Janus case is nothing more than an attack on working people.

The consequences of the undermining of labor unions will go far beyond paychecks and policies. Unions embody the values of solidarity, fairness and mutual self-help that undergird a decent society, and which are being elbowed aside in a culture that idolizes the egocentric, hyper-greedy worship of self. Let unionism’s ethos of solidarity disappear and Americans will find themselves tossed back to a time when the workplace was a war of all against all — and life on the job was brutal, feral and merciless. Older workers, fearful of losing their jobs, will be less likely to share knowledge and experience with younger people. As retirement sails out of reach, more older people will remain in the labor force, further increasing job competition among age groups. Without unions there will be little counterweight to the campaign financing from corporations and rich conservatives. As a result, Wall Street will dominate national and state economic policy even more.

Is this the future we want?

Do want a voice on the job?

How do you feel about the Bargaining Unit and the job it does representing you and your fellow members?

If “Right to Work” became law, would you maintain your membership and continue paying your dues?

Shop Stewards

Please feel free to contact any steward with questions or concerns.

<p>ACL: Katie Baker, Heather Kaufman, Lisa Oldoski & Barbie Swayze</p> <p>BLK: Catherine O'Brien</p> <p>BUC: Vacant</p> <p>DPT: Irene Poshtkouhi</p> <p>EAT: Vacant</p> <p>FIF: Dana Brownfield</p> <p>GHM: Margaret Bliss</p> <p>GIG: Terri May & Tamara Saarinen</p> <p>KC: Terri May & Tamara Saarinen</p>	<p>LWD:- Michelle Angell, Yuri Button, & Mellisa Sisley</p> <p>MIL: Vacant</p> <p>ORT: Aisha Womack</p> <p>PKS: Annabel Guimont</p> <p>SH: Vacant</p> <p>STL: Patti Cox</p> <p>SMT: Dana Brownfield</p> <p>SUM: Aisha Womack</p> <p>TIL: Irene Poshtkouhi</p> <p>UP: Genevieve Dettmer & Malia Tui</p>
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