

AGENDA
Regular Meeting of the Pierce County Library System Board of Trustees
April 11, 2018 | 3:30 pm
Buckley Library | 123 S River Avenue | Buckley WA 98321

3:30 pm	02 min.	Call to Order: Rob Allen, Chair	
		Public Comment: <i>This is time set aside for members of the public to speak to the Board of Trustees. Unless the item you wish to discuss is of an emergency nature, the Board ordinarily takes matters under advisement before taking action. Please sign up at the time of the meeting to speak during the public Comment period, and limit your comments to three minutes.</i>	
3:32 pm	05 min.		
3:37 pm	03 min.	Consent Agenda	Action
		<ol style="list-style-type: none"> 1. Approval of Minutes of the March 14, 2018, Regular Meeting 2. Approval of March 2018 Payroll, Benefits and Vouchers 	
3:40 pm	05 min.	Board Members Report	
3:45 pm	10 min.	Routine Reports	
		<ol style="list-style-type: none"> 1. Dashboards, Georgia Lomax 2. February 2018 Financial Report, Donna Morey 3. Executive Director Report, Georgia Lomax 4. Branch Services Report, Jaime Prothro 	
3:55 pm	30 min.	Unfinished Business	
		<ol style="list-style-type: none"> 1. Library Priorities Project Update, Mary Getchell 2. Public Opinion Research Results, Georgia Lomax 	
4:25 pm		Board Service and Education	
	40 min.	1. Understanding Levies, J. Marie Riche	
	20 min.	2. Buckley Library & Community Presentation, Kathy Norbeck (Library tour will take place after adjournment)	
5:25 pm	05 min.	Officers Reports	
		<ol style="list-style-type: none"> 1. Wellness Program Update (WellCity Award) 2. 2018 Work Plan Update 	
5:30 pm	02 min.	Announcements	
5:32 pm		Adjournment	

Consent Agenda

CALL TO ORDER

Vice-Chair Daren Jones called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:32 pm. Board members present were Donna Albers, Monica Butler and Pat Jenkins. Rob Allen was excused.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

1. Approval of Minutes of the February 14, 2018, Regular Meeting
2. February 2018 Payroll, Benefits and Vouchers
 - a. Payroll Disbursement Voucher dated 2/6/18 in the amount of \$1,068,821.04
 - b. Payroll Disbursement Voucher dated 2/21/18 in the amount of \$796,534.37
 - c. Accounts Payable Warrants 6284641-628757 dated 2/1/18-2/28/18 in the amount of \$693,268.52
3. Buckley Underground Storage Tank Study

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

EXECUTIVE SESSION

At 3:34 pm, Ms. Butler moved to recess to Executive Session, per RCW 42.30.110, to discuss property matters for approximately 05 minutes. Mr. Jenkins seconded the motion and it was passed. The Session ended at 3:42 pm.

ROUTINE REPORTS

January 2018 Financial Report – Ms. Morey noted she recently made changes to the report and will provide an overview at the next meeting.

OFFICERS REPORTS

Library Priorities – Ms. Albers was pleased to see the volume of customers who provided feedback during the survey period and at the open houses. Deputy Director Melinda Chesbro noted the number of customers who participated at each branch are still being tallied.

Ms. Albers was also pleased to see the variety of representation from business, government and non-profit sectors within the members of the Community Advisory Committee.

Overdrive Circulation – Ms. Albers asked if the Library receives a price break based on the volume checkouts. Collection Manager Tracey Thompson said it does not and that the rate of circulation may mean we are purchasing the same title multiple times which, in some cases, means an increase in costs.

ANNOUNCEMENTS

Ms. Albers will not be attending the April 11, 2018, meeting.

The April Board meeting will be held at the Buckley Library – 123 S River Avenue, Buckley WA 98321.

ADJOURNMENT

The meeting was adjourned at 3:50 pm on motion by Ms. Albers, seconded by Mr. Jenkins.

March 2018 Payroll, Benefits and Vouchers

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	3798-3805	3/1/18-3/31/18	\$4,874.21
Electronic Payments - Payroll & Acct Payable		03/06/18	\$909,565.19
Electronic Payments - Payroll & Acct Payable		03/21/18	\$856,537.23
Accounts Payable Warrants	628758-628886	3/1/18-3/31/18	\$758,635.39
Total:			<u><u>\$2,529,612.02</u></u>

Check History Listing
Pierce County Library System

Check #	Bank	Date	Paid to	Status	Can/Vd Date	Pay Period Dates	Dir Dep	Amount
3798	key	03/06/2018	SLACK, HOLLY			02/16/18 - 02/28/18	0.00	545.83
3799	key	03/06/2018	NAZZAL, KIM			02/16/18 - 02/28/18	0.00	130.79
3800	key	03/06/2018	NEAL, KELLIE			02/16/18 - 02/28/18	0.00	153.53
3801	key	03/06/2018	SWARTHOUT, MARIA			02/16/18 - 02/28/18	0.00	130.79
3802	key	03/06/2018	KUEHNE, CHRISTOPHER			02/16/18 - 02/28/18	0.00	671.05
3803	key	03/21/2018	BRYANT, SANDRA ROSA			03/01/18 - 03/15/18	0.00	1,818.62
3804	key	03/21/2018	HARRIS, KRISTIN			03/01/18 - 03/15/18	0.00	992.73
3805	key	03/21/2018	OWEN, BRIANNA			03/01/18 - 03/15/18	0.00	430.87
Total:							0.00	4,874.21

Checks in report: 8

Grand Total: 0.00 4,874.21

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: 3/06/18 Payroll

Withdrawal Date: 03/06/18

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	48,439.48
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	44,296.90
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	44,296.90
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	418,990.45
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	11,785.91
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	43,642.43
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	74,356.82
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	-
PCL_Company	AWC (only on 6th paycheck)	237100	CC_Library_District	697-00	5100000	215,969.43
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						\$ 909,565.19

Certification:

Stacy Karabotsos
 Signature (Department Designee)

03/05/18
 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: 3/21/18 Payroll

Withdrawal Date: 03/21/18

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	77,374.07
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	55,299.20
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	55,299.20
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	513,528.69
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	11,825.00
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	49,220.69
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	84,206.80
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	6,089.69
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	1,722.18
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	212.95
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	1,758.76
PCL_Company	Payroll Adjustment(s)	237100	CC_Library_District	697-00	5100000	-
Total Deposit						\$ 856,537.23

Certification:

Stacy Karabotsos
 Signature (Department Designee)

03/20/18
 Date

Comments:

Check History Listing
Pierce County Library System

04/02/2018 10:39AM

Bank code: key

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
628758	03/06/2018	000363 OVERALL LAUNDRY SERV. DBA ARAMARI		43.96
628759	03/06/2018	006897 BRIAN DALBALCON PHOTOGRAPHY		300.00
628760	03/06/2018	001792 BUCKLEY CHAMBER OF COMMERCE		75.00
628761	03/06/2018	007010 BUILDINGWORK LLC		3,206.76
628762	03/06/2018	006999 CIS		940.00
628763	03/06/2018	004829 CLOVER PARK SCHOOL DISTRICT		315.00
628764	03/06/2018	006235 CONTOUR		791.31
628765	03/06/2018	000731 CUMMINS NORTHWEST LLC		892.70
628766	03/06/2018	006873 DATA QUEST LLC		230.00
628767	03/06/2018	001126 DELL MARKETING LP	V	0.00
628768	03/06/2018	001126 DELL MARKETING LP	V	0.00
628769	03/06/2018	001126 DELL MARKETING LP	V	0.00
628770	03/06/2018	001126 DELL MARKETING LP		9,797.06
628771	03/06/2018	005081 EHS-INTERNATIONAL INC		7,076.44
628772	03/06/2018	005862 ELITE PROPERTY INVESTMENTS LLC		9,869.79
628773	03/06/2018	005330 GHA TECHNOLOGIES INC		904.30
628774	03/06/2018	005428 GRITTON BUILDING CO INC		4,242.14
628775	03/06/2018	006310 INTRACOMMUNICATION NETWORK SYS		11,852.72
628776	03/06/2018	006421 MARKHAM INVESTIGATION - (MIP)		5,161.50
628777	03/06/2018	001941 JUDY NELSON		113.40
628778	03/06/2018	006841 NEW VENTURES GROUP INC		3,452.10
628779	03/06/2018	000323 NEWS TRIBUNE		3,138.14
628780	03/06/2018	002023 KATHERINE NORBECK		49.93
628781	03/06/2018	001487 PACIFIC LUTHERAN UNIVERSITY		2,217.00
628782	03/06/2018	000370 PIERCE COUNTY		1,450.00
628783	03/06/2018	000370 PIERCE COUNTY		120.00
628784	03/06/2018	006773 REBECCA RYAN		47.22
628785	03/06/2018	005008 SME SOLUTIONS LLC		290.92
628786	03/06/2018	006331 SURPRISE LAKE SQUARE UNIT 257		8,838.61
628787	03/06/2018	005603 TEGCO FENCE		1,475.56
628788	03/06/2018	000497 TILLICUM COMMUNITY SERVICE CEN		1,725.22
628789	03/06/2018	005679 CIVIC BUILDING UNIVERSITY PLACE		45,822.00
628790	03/06/2018	007002 WALTER SPROWLS	V	200.00
628791	03/06/2018	006931 WATERSHED COMPANY		292.50
628792	03/06/2018	000534 WCP SOLUTIONS		840.55
628793	03/06/2018	005231 WEST PIERCE FIRE & RESCUE		110.00
628794	03/06/2018	000830 BAKER & TAYLOR		23,738.30
628795	03/06/2018	000189 BAKER & TAYLOR ENTERTAINMENT		222.24

Check History Listing
Pierce County Library System

04/02/2018 10:39AM

Bank code: key

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
628796	03/06/2018	000242 BUCKLEY CITY OF		240.45
628797	03/06/2018	000161 CENGAGE LEARNING		2,305.72
628798	03/06/2018	000895 COLUMBIA BANK		139.05
628799	03/06/2018	000093 EBSCO		380.35
628800	03/06/2018	006478 EVERGREEN MAINT LANDSCAPING		2,895.60
628801	03/06/2018	000195 FIRGROVE MUTUAL WATER CO		282.30
628802	03/06/2018	000207 GIG HARBOR CITY OF		1,388.11
628803	03/06/2018	001643 IMPACT		139.29
628804	03/06/2018	000243 INGRAM LIBRARY SERVICES		10,073.03
628805	03/06/2018	000352 MIDWEST TAPE		22,431.81
628806	03/06/2018	001941 JUDY NELSON		495.95
628807	03/06/2018	000323 NEWS TRIBUNE		1,409.20
628808	03/06/2018	000362 ORTING CITY OF		1,923.59
628809	03/06/2018	000377 PUGET SOUND ENERGY		8,502.46
628810	03/06/2018	000406 RECORDED BOOKS LLC		73,200.00
628811	03/06/2018	000406 RECORDED BOOKS LLC		146.57
628812	03/06/2018	001060 SCHOLASTIC LIBRARY PUBLISHING		687.04
628813	03/06/2018	000460 STEILACOOM TOWN OF		904.75
628814	03/06/2018	006917 KAYDINSE TILLOTSON		8.55
628815	03/06/2018	004710 TROY TURNLEY		255.00
628816	03/06/2018	000828 AFSCME AFL-CIO		5,999.60
628817	03/06/2018	006414 GC SERVICES, LP		182.30
628818	03/06/2018	003985 PACIFICSOURCE ADMINISTRATORS		1,735.50
628819	03/06/2018	001181 PIERCE CTY LIBRARY FOUNDATION		694.17
628820	03/06/2018	006555 SOCIAL SECURITY ADMINISTRATION		112.54
628821	03/06/2018	004782 US DEPARTMENT OF EDUCATION		168.81
628822	03/06/2018	001355 VOLUNTARY EMPLOYEES' BENEFICIA		1,071.73
628823	03/06/2018	000881 WASHINGTON STATE SUPPORT REGIS		1,980.64
628824	03/08/2018	006133 NATIONAL BUSINESS RESEARCH INS		7,800.50
628825	03/08/2018	006989 SAMDHANA KARANA YOGA		150.00
628826	03/08/2018	007002 WALTER SPROWLS		200.00
628827	03/16/2018	001780 CITY OF UNIVERSITY PLACE		90.01
628828	03/16/2018	000370 PIERCE COUNTY		1,364.73
628829	03/16/2018	000377 PUGET SOUND ENERGY		906.54
628830	03/16/2018	000463 SUMMIT WATER & SUPPLY CO		336.74
628831	03/20/2018	006626 AGAINST THE GRAIN		55.00
628832	03/20/2018	000830 BAKER & TAYLOR		45,608.00
628833	03/20/2018	000189 BAKER & TAYLOR ENTERTAINMENT		62.35
628834	03/20/2018	004921 BUILDER'S BOOK INC		720.77

**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>
628835	03/20/2018	000161 CENGAGE LEARNING		1,570.22
628836	03/20/2018	000847 CENTER POINT PUBLISHING		976.68
628837	03/20/2018	000093 EBSCO		26.08
628838	03/20/2018	006427 GARFINKEL PUBLICATIONS INC		746.51
628839	03/20/2018	000243 INGRAM LIBRARY SERVICES		23,279.08
628840	03/20/2018	000352 MIDWEST TAPE	V	0.00
628841	03/20/2018	000352 MIDWEST TAPE		44,956.26
628842	03/20/2018	003398 MULTICULTURAL BOOKS & VIDEOS		1,202.75
628843	03/20/2018	000907 NEW YORK TIMES		910.00
628844	03/20/2018	000406 RECORDED BOOKS LLC		189.58
628845	03/20/2018	000541 STATE OF WASHINGTON		587.96
628846	03/21/2018	007007 EVA M ABRAM		600.00
628847	03/21/2018	000363 OVERALL LAUNDRY SERV. DBA ARAMARI		21.98
628848	03/21/2018	006873 DATA QUEST LLC		280.00
628849	03/21/2018	005081 EHS-INTERNATIONAL INC		3,430.75
628850	03/21/2018	006478 EVERGREEN MAINT LANDSCAPING		3,020.17
628851	03/21/2018	006164 INDIANA STATE UNIVERSITY		85.00
628852	03/21/2018	006310 INTRACOMMUNICATION NETWORK SYS		82.43
628853	03/21/2018	004613 DBA KNIGHTS OF VERITAS KRON INC	V	625.00
628854	03/21/2018	006646 METCALF ELECTRIC INC		7,330.90
628855	03/21/2018	006646 METCALF ELECTRIC INC		1,436.83
628856	03/21/2018	000323 NEWS TRIBUNE		4,361.86
628857	03/21/2018	000361 OFFICE DEPOT	V	0.42
628858	03/21/2018	000741 PACIFIC ENVIRONMENTAL SERVICES		4,056.41
628859	03/21/2018	003985 PACIFICSOURCE ADMINISTRATORS		193.25
628860	03/21/2018	007013 AMY R PELOFF		351.23
628861	03/21/2018	007032 PENINSULA CENTER LIBRARY		75.00
628862	03/21/2018	000857 PIERCE COUNTY RECYCLING		311.65
628863	03/21/2018	007017 HELENA REYNOLDS		100.00
628864	03/21/2018	005835 SEASIDE PUBLIC LIBRARY		21.95
628865	03/21/2018	006331 SURPRISE LAKE SQUARE UNIT 257		8,474.34
628866	03/21/2018	003719 UNIQUE MANAGEMENT SERVICES		1,154.55
628867	03/21/2018	004022 US BANK		187,671.00
628868	03/21/2018	004022 US BANK		44,334.03
628869	03/21/2018	004022 US BANK		47,253.57
628870	03/21/2018	006438 WA STATE-DEPT OF ENTERPRISE SV		515.00
628871	03/21/2018	000541 STATE OF WASHINGTON		23.30
628872	03/21/2018	000635 WAYNES ROOFING INC		2,218.81
628873	03/21/2018	000534 WCP SOLUTIONS		89.12

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>
628874	03/21/2018	000254 KING COUNTY LIBRARY		34.95
628875	03/21/2018	001369 WHATCOM COUNTY LIBRARY SYSTEM		13.99
628876	03/21/2018	003778 AFLAC		6,403.34
628877	03/21/2018	000828 AFSCME AFL-CIO		6,498.44
628878	03/21/2018	000828 AFSCME AFL-CIO		0.98
628879	03/21/2018	001578 COLONIAL SUPPLEMENTAL INSURANC		624.62
628880	03/21/2018	003985 PACIFICSOURCE ADMINISTRATORS		1,735.50
628881	03/21/2018	001181 PIERCE CTY LIBRARY FOUNDATION		702.47
628882	03/21/2018	007020 PIONEER CREDIT RECOVERY, INC.		224.39
628883	03/21/2018	006555 SOCIAL SECURITY ADMINISTRATION		135.30
628884	03/21/2018	004782 US DEPARTMENT OF EDUCATION		202.94
628885	03/21/2018	000881 WASHINGTON STATE SUPPORT REGIS		1,978.68
628886	03/29/2018	004613 DBA KNIGHTS OF VERITAS KRON INC		625.00

key Total: 758,635.39

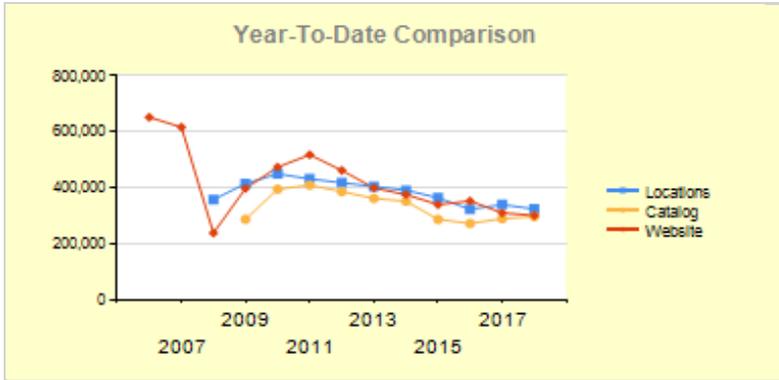
129 checks in this report

Total Checks: 758,635.39

Routine Reports

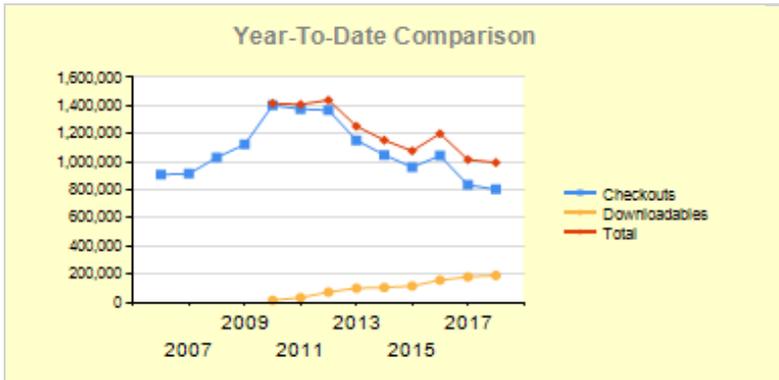
CUSTOMER SERVICE/PHILANTHROPY DASHBOARD - FEBRUARY

VISITS



	February		% Change
	2017	2018	
Door Count	107,288	73,084	-31.88%
Catalog	142,209	139,333	-2.02%
Website	147,466	140,730	-4.57%
Job & Business Portal	3,478	3,012	-13.40%
Military Portal	308	436	41.56%
Total	400,749	356,595	-11.02%

CHECKOUTS



	February		% Change
	2017	2018	
Checkouts	400,718	384,035	-4.16%
Downloadables	85,018	90,855	6.87%
Total	485,736	474,890	-2.23%

CUSTOMERS



	February		% Change
	2017	2018	
Active Cardholders	344,976	329,701	-4.43%
New Cards	2,705	2,646	-2.18%
Checkout Transactions	67,741	63,477	-6.29%
Unique Users	32,061	30,150	-5.96%

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 February 28, 2018

Prepared: March 2018



Memor Society

5 Commitments

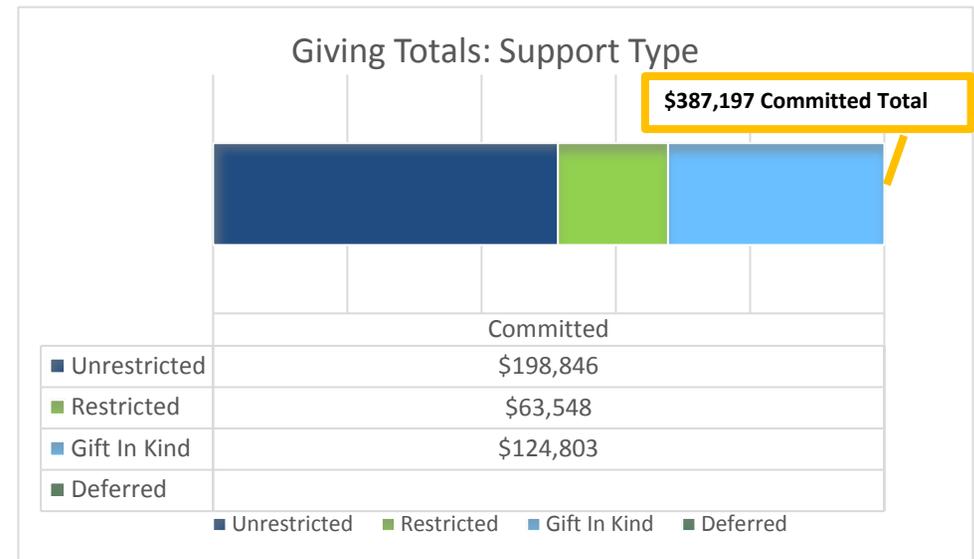
Goal 12 Members

Endowment

Gifts reflected when received.

Capital

Gifts reflected when received.



Monthly Financial Reports

February 28, 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 – Semi-Monthly** – 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. 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

February

- **36110.** Interest rates have increased to 1.428%.
- **January Foundation distribution (unanticipated) – Baby Books To Go, various branches, Tuition Assistance**
- **53411.** Several subscription renewals (Cengage, Value Line Publishing, Proquest, Recorded Books, etc.)
- **31111 & 31112.** Tax collections through March 21st (as reported by the Pierce County Treasurer) were just over \$700,000. These collections are not posted to our account until the last day of the month. We should receive approximately \$1,000,000 through the 31st.

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

February

- **54100. (Encumbrance) New Ventures Group – broker services**
- **54103. (Encumbrance) EHS International Inc. – environmental assessment @ Buckley**

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
February 28, 2018**

	GENERAL FUND	SPECIAL PURPOSE FUND	DEBT SERVICE FUND	CAPITAL IMPROVEMENT PROJECTS FUND
ASSETS				
Current Assets				
Cash	\$ 601,524	\$ 1,675	\$ 398	\$ 74,642
Investments	\$ 2,270,000	\$ 990,500	\$ 84,500	\$ 1,325,000
Total Current Assets	\$ 2,871,524	\$ 992,175	\$ 84,898	\$ 1,399,642
TOTAL ASSETS	\$ 2,871,524	\$ 992,175	\$ 84,898	\$ 1,399,642
LIABILITIES				
Current Liabilities				
Warrants Payable	\$ 6,730	\$ -	\$ -	\$ -
Sales Tax Payable	\$ 1,694	\$ -	\$ -	\$ -
Payroll Payable	\$ 122,423	\$ -	\$ -	\$ -
Total Current Liabilities	\$ 130,847	\$ -	\$ -	\$ -
TOTAL LIABILITIES	\$ 130,847	\$ -	\$ -	\$ -
FUND BALANCE				
Reserve for Encumbrances	\$ 1,294,634	\$ -	\$ -	\$ 181,068
Election Set-Aside	\$ -	\$ 360,000	\$ -	\$ -
Land/Property/Facility Set-Aside	\$ -	\$ 632,175	\$ -	\$ -
Unreserved Fund Balance	\$ 1,446,043	\$ -	\$ 84,898	\$ 1,218,574
TOTAL FUND BALANCE	\$ 2,740,677	\$ 992,175	\$ 84,898	\$ 1,399,642
TOTAL LIABILITIES & FUND BALANCE	\$ 2,871,524	\$ 992,175	\$ 84,898	\$ 1,399,642
<hr/>				
BEGINNING FUND BALANCE, 01/01/18	\$ 6,443,991	\$ 990,117	\$ 84,726	\$ 1,390,170
YTD Revenue	\$ 892,287	\$ 2,058	\$ 172	\$ 12,420
Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -
YTD Expenditures	\$ (4,595,600)	\$ -	\$ -	\$ (2,947)
ENDING FUND BALANCE, 01/31/18	\$ 2,740,677	\$ 992,175	\$ 84,898	\$ 1,399,642
TAXES RECEIVABLE	\$ 30,199,556	N/A	\$ 0	N/A

**PIERCE COUNTY LIBRARY SYSTEM
COMPARATIVE STATEMENT OF FINANCIAL POSITION
General Fund as of February 28, 2018**

	<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	<i>CURRENT</i> 2/28/2018
ASSETS													
Current Assets													
Cash	\$ 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	\$ 601,524
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	\$ 2,270,000
Total Current Assets	\$ 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	\$ 2,871,524
TOTAL ASSETS	\$ 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	\$ 2,871,524
LIABILITIES													
Current Liabilities													
Warrants Payable	\$ 464,924	\$ 55,092	\$ 87,181	\$ 262,037	\$ 67,764	\$ 48,704	\$ 294,348	\$ (34,432)	\$ 66	\$ (144)	\$ 1,045,213	\$ 6,765	\$ 6,730
Sales Tax Payable	\$ 5,175	\$ 4,624	\$ 6,663	\$ 4,966	\$ 4,037	\$ 3,810	\$ 5,130	\$ 3,786	\$ 2,789	\$ 2,553	\$ 2	\$ 1,718	\$ 1,694
Payroll Payable	\$ 40,674	\$ 53,093	\$ 24,785	\$ 39,987	\$ 52,941	\$ 24,781	\$ 38,194	\$ 52,781	\$ 110,819	\$ 127,875	\$ 141,553	\$ 105,963	\$ 122,423
Total Current Liabilities	\$ 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	\$ 130,847
TOTAL LIABILITIES	\$ 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	\$ 130,847
FUND BALANCE													
Reserve for Encumbrance	\$ 925,974	\$ 1,034,180	\$ 998,755	\$ 958,175	\$ 906,200	\$ 793,080	\$ 626,005	\$ 653,420	\$ 620,137	\$ 615,538	\$ -	\$ 1,297,073	\$ 1,294,634
Net Excess (Deficit)	\$ (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	\$ 6,442,258	\$ 6,443,991	\$ 3,447,278	\$ 1,446,043
TOTAL FUND BALANCE	\$ 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	\$ 2,740,677
TOTAL LIABILITIES & FUND BALANCE	\$ 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	\$ 2,871,524
PROPERTY TAXES RECEIVABLE	\$ 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	\$ 30,199,556

**PIERCE COUNTY LIBRARY SYSTEM
STATEMENT OF REVENUE & EXPENDITURES
For the Period Ending February 28, 2018**

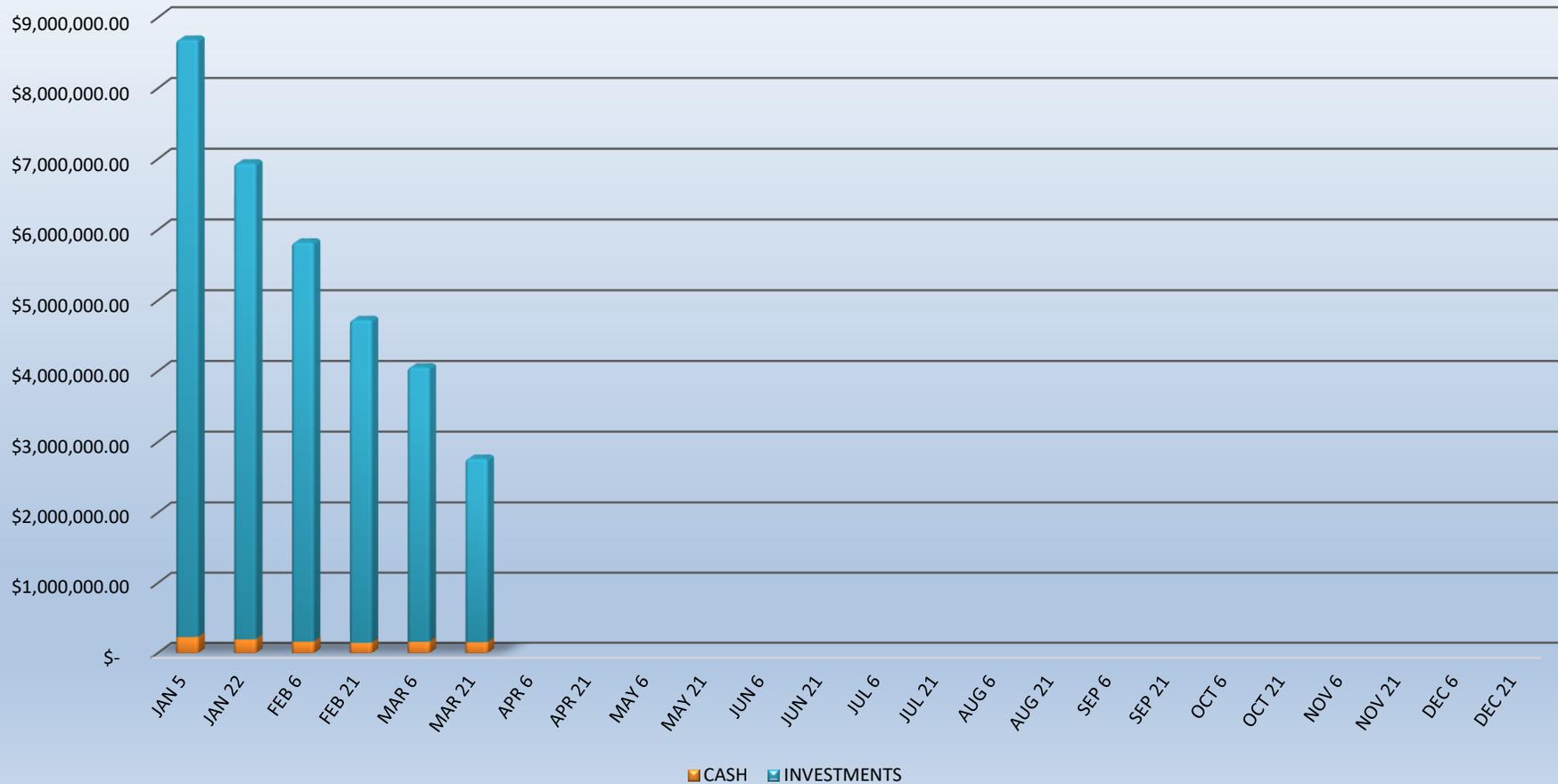
GENERAL FUND - 01	2018 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ 30,229,200	\$ 567,081	\$ -	\$ 29,662,119	2%
Other Revenue	\$ 1,744,500	\$ 325,206	\$ -	\$ 1,419,294	19%
TOTAL REVENUE	\$ 31,973,700	\$ 892,287	\$ -	\$ 31,081,413	3%
EXPENDITURES					
Personnel/Taxes and Benefits	\$ 22,711,758	\$ 3,829,917	\$ -	\$ 18,881,841	17%
Materials	\$ 3,557,900	\$ 456,602	\$ -	\$ 3,101,298	13%
Maintenance and Operations	\$ 5,292,542	\$ 309,080	\$ 1,294,634	\$ 3,688,827	30%
Transfers Out	\$ 411,500	\$ -	\$ -	\$ 411,500	0%
TOTAL EXPENDITURES	\$ 31,973,700	\$ 4,595,600	\$ 1,294,634	\$ 26,083,465	18%
Excess/(Deficit)		\$ (3,703,313)			
Additional Transfers Out		-			
NET EXCESS (DEFICIT)		\$ (3,703,313)			

SPECIAL PURPOSE FUND - 15	2018 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Investment Income	\$ -	\$ 2,058	\$ -	\$ (2,058)	0%
TOTAL REVENUE	\$ -	\$ 2,058	\$ -	\$ (2,058)	0%
EXPENDITURES					
	\$ -	\$ -	\$ -	\$ -	0%
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	0%
Excess/(Deficit)		\$ 2,058			
Additional Transfers In		\$ -			
NET EXCESS (DEFICIT)		\$ 2,058			

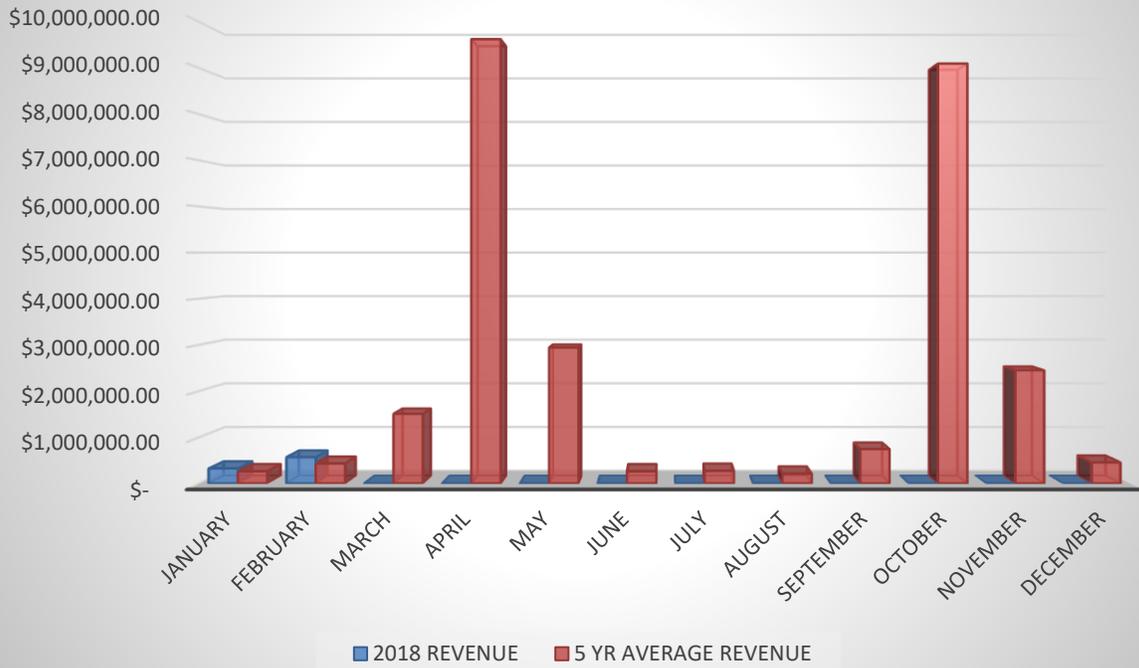
DEBT SERVICE FUND - 20	2018 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ -	\$ 172	\$ -	\$ (172)	0%
Other Revenue	\$ -	\$ -	\$ -	\$ -	0%
TOTAL REVENUE	\$ -	\$ 172	\$ -	\$ (172)	0%
EXPENDITURES					
	\$ -	\$ -	\$ -	\$ -	0%
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	0%
NET EXCESS (DEFICIT)		\$ 172			

CAPITAL IMPROVEMENT PROJECTS FUND - 30	2018 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Other Revenue	\$ 100,000	\$ 12,420	\$ -	\$ 87,581	12%
Transfers In	\$ 411,500	\$ -	\$ -	\$ 411,500	0%
TOTAL REVENUE	\$ 511,500	\$ 12,420	\$ -	\$ 499,081	2%
EXPENDITURES					
Maintenance and Operations	\$ 511,500	\$ 2,947	\$ 181,068	\$ 327,485	36%
TOTAL EXPENDITURES	\$ 511,500	\$ 2,947	\$ 181,068	\$ 327,485	36%
Excess/(Deficit)		\$ 9,472			
Additional Transfers In		-			
NET EXCESS (DEFICIT)		\$ 9,472			

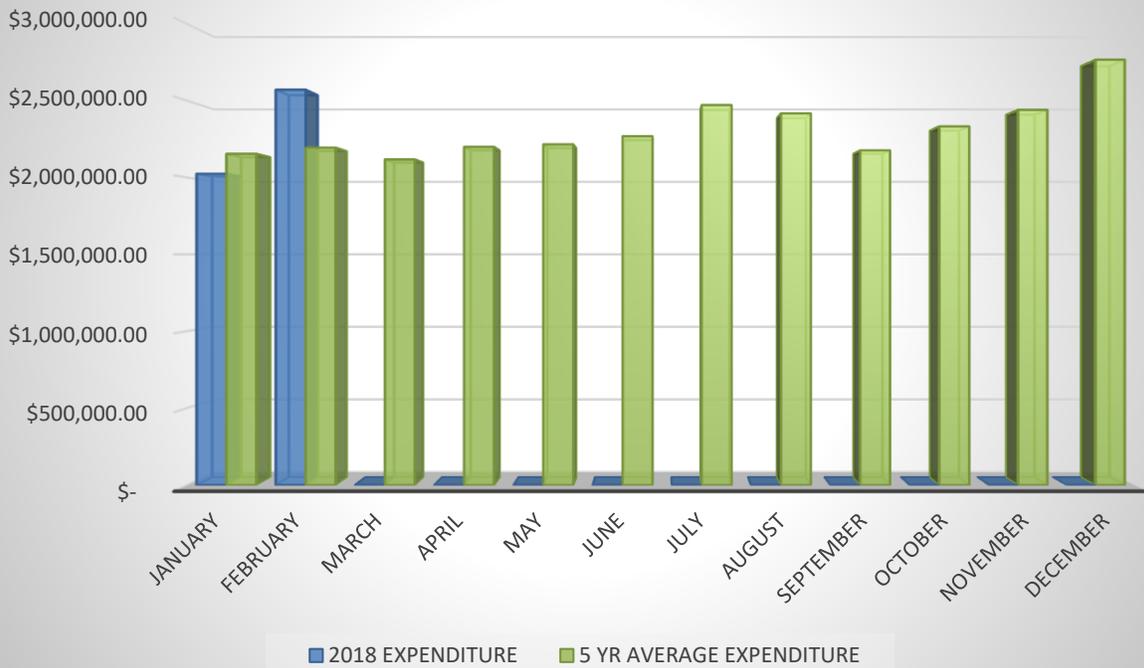
CASH & INVESTMENTS - SEMI-MONTHLY 2018 - ALL FUNDS COMBINED (EXCLUDES DEBT SERVICE FUND)



GENERAL FUND - REVENUE TREND 2018



GENERAL FUND - EXPENDITURE TREND 2018



Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 2/28/2018

FUND: GENERAL FUND (01)

Object	2018 Budget	February Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
31111 PROPERTY TAXES CURRENT	29,502,700.00	419,586.90	422,793.95	0.00	29,079,906.05	1.43
31112 PROPERTY TAXES DELINQUENT	575,500.00	55,199.44	121,701.06	0.00	453,798.94	21.15
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	8,557.23	8,557.23	0.00	11,442.77	42.79
31740 TIMBER EXCISE TAX	63,000.00	0.00	0.00	0.00	63,000.00	0.00
TAXES:	30,164,200.00	483,343.57	553,052.24	0.00	29,611,147.76	1.83
33345 PLAY TO LEARN - FED INDIRECT	0.00	0.00	456.34	0.00	(456.34)	0.00
33533 STATE FOREST FUNDS/DNR TIMBER TRU	0.00	3.93	11.05	0.00	(11.05)	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	2,652.61	5,595.91	0.00	24,404.09	18.65
34161 GRAPHICS SERVICES CHARGES	7,500.00	0.00	0.00	0.00	7,500.00	0.00
34162 PRINTER FEES	125,000.00	10,298.86	21,781.84	0.00	103,218.16	17.43
34163 FAX FEES	21,000.00	1,874.24	3,565.13	0.00	17,434.87	16.98
34193 ORTING - SERVICE FEES	3,000.00	0.00	0.00	0.00	3,000.00	0.00
34730 INTERLIBRARY LOAN FEES	0.00	0.00	123.37	0.00	(123.37)	0.00
35970 LIBRARY FINES	400,000.00	34,670.64	76,898.78	0.00	323,101.22	19.22
36110 INVESTMENT INCOME	50,000.00	3,369.41	9,360.91	0.00	40,639.09	18.72
36140 OTHER INTEREST EARNED - COUNTY	0.00	0.70	1.57	0.00	(1.57)	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	685.53	703.53	0.00	6,296.47	10.05
36700 FOUNDATION DONATIONS	384,870.00	27,370.00	27,370.00	0.00	357,500.00	7.11
36705 AWC GRANT	0.00	0.00	500.00	0.00	(500.00)	0.00
36720 FRIENDS' REIMBURSEMENTS	0.00	0.00	927.86	0.00	(927.86)	0.00
36725 DONATIONS - OTHER	123,130.00	15.95	38.85	0.00	123,091.15	0.03
36910 SALE OF SURPLUS	5,000.00	350.00	1,050.00	0.00	3,950.00	21.00
36920 FOUND MONEY	3,000.00	147.50	202.41	0.00	2,797.59	6.75
36990 MISCELLANEOUS REVENUE	0.00	(1.77)	(144.17)	0.00	144.17	0.00
36991 PAYMENT FOR LOST MATERIALS	12,000.00	473.57	1,210.73	0.00	10,789.27	10.09
36996 JURY DUTY REIMBURSEMENT	0.00	0.00	40.00	0.00	(40.00)	0.00
36998 E RATE REIMBURSEMENT	552,000.00	0.00	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	81,911.17	334,579.81	0.00	1,474,920.19	18.49
39510 SALE OF FIXED ASSETS (GOV)	0.00	2,559.12	4,654.93	0.00	(4,654.93)	0.00
TOTAL FOR REVENUE ACCOUNTS	31,973,700.00	567,813.86	892,286.98	0.00	31,081,413.02	2.79
EXPENSE ACCOUNTS						
51100 SALARIES AND WAGES	16,387,700.00	1,343,581.63	2,624,211.04	0.00	13,763,488.96	16.01
51105 ADDITIONAL HOURS	230,500.00	21,731.12	54,784.83	0.00	175,715.17	23.77
51106 SHIFT DIFFERENTIAL	165,600.00	13,407.11	26,649.94	0.00	138,950.06	16.09
51107 SUBSTITUTE HOURS	273,900.00	23,923.60	53,350.78	0.00	220,549.22	19.48
51109 TUITION ASSISTANCE PROGRAM	15,850.00	2,798.91	2,798.91	0.00	13,051.09	17.66
51200 OVERTIME WAGES	12,400.00	1,510.56	3,997.78	0.00	8,402.22	32.24
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	11,644.69	20,639.34	0.00	157,790.66	11.57
52002 MEDICAL INSURANCE	2,482,604.00	183,330.30	423,516.38	0.00	2,059,087.62	17.06
52003 F.I.C.A.	1,305,772.00	104,918.69	206,442.61	0.00	1,099,329.39	15.81
52004 RETIREMENT	2,135,279.00	174,799.71	342,791.57	0.00	1,792,487.43	16.05

FUND: GENERAL FUND (01)

Object	2018 Budget	February Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
52005 DENTAL INSURANCE	230,396.00	18,109.55	36,333.61	0.00	194,062.39	15.77
52006 OTHER BENEFIT	10,800.00	1,380.00	2,660.00	0.00	8,140.00	24.63
52010 LIFE AND DISABILITY INSURANCE	74,327.00	6,353.76	12,372.79	0.00	61,954.21	16.65
52020 UNEMPLOYMENT COMPENSATION	30,500.00	19,367.88	19,367.88	0.00	11,132.12	63.50
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	1,926,857.51	3,829,917.46	0.00	18,881,840.54	16.86
53100 OFFICE/OPERATING SUPPLIES	311,692.00	7,438.60	10,116.11	18,380.38	283,195.51	9.14
53101 CUSTODIAL SUPPLIES	69,000.00	4,384.95	5,107.73	25,000.00	38,892.27	43.63
53102 MAINTENANCE SUPPLIES	60,400.00	1,327.95	1,612.11	2,000.00	56,787.89	5.98
53103 AUDIOVISUAL PROCESSING SUP	25,000.00	397.51	397.51	0.00	24,602.49	1.59
53104 BOOK PROCESSING SUPPLIES	20,000.00	1,686.04	1,700.32	0.00	18,299.68	8.50
53200 FUEL	35,000.00	7,132.64	7,132.64	24,867.36	3,000.00	91.43
53401 ADULT MATERIALS	726,500.00	67,766.53	67,766.53	0.00	658,733.47	9.33
53403 PERIODICALS	90,000.00	2,396.36	2,396.36	0.00	87,603.64	2.66
53405 JUVENILE BOOKS	521,100.00	47,275.10	47,275.10	0.00	473,824.90	9.07
53406 PROFESSIONAL COLLECTION	1,500.00	0.00	0.00	0.00	1,500.00	0.00
53407 INTERNATIONAL COLLECTION	43,000.00	5,259.24	5,259.24	0.00	37,740.76	12.23
53408 AUDIOVISUAL MATERIALS - ADULT	805,000.00	66,072.61	66,072.61	0.00	738,927.39	8.21
53409 AUDIOVISUAL MATERIALS - JUV	85,000.00	7,230.98	7,230.98	0.00	77,769.02	8.51
53411 ELECTRONIC INFO SOURCES	496,600.00	200,208.07	200,208.07	0.00	296,391.93	40.32
53412 REFERENCE SERIALS	10,000.00	15.95	15.95	0.00	9,984.05	0.16
53414 ELECTRONIC COLLECTION	600,000.00	45,543.43	45,543.43	0.00	554,456.57	7.59
53464 VENDOR PROCESSING SERVICES	135,000.00	14,635.13	14,635.13	0.00	120,364.87	10.84
53490 COLLECTION PROJECTS	44,200.00	0.00	0.00	0.00	44,200.00	0.00
53499 GIFTS - MATERIALS	0.00	198.89	198.89	0.00	(198.89)	0.00
53500 MINOR EQUIPMENT	68,400.00	2,553.88	2,553.88	0.00	65,846.12	3.73
53501 FURNISHINGS	66,500.00	1,110.87	1,110.87	2,727.64	62,661.49	5.77
53502 PC HARDWARE	142,000.00	2,923.30	2,923.30	904.30	138,172.40	2.70
53505 SOFTWARE/LICENSES/HOSTING	574,800.00	5,187.00	15,850.10	521.53	558,428.37	2.85
54100 PERSONAL SERVICES	396,150.00	9,310.20	10,300.04	35,949.20	349,900.76	11.67
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	124,342.00	9,262.44	15,200.44	60,175.02	48,966.54	60.62
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	380.99	380.99	0.00	2,119.01	15.24
54200 POSTAGE AND SHIPPING	70,900.00	14,902.46	14,804.92	0.00	56,095.08	20.88
54201 TELECOM SERVICES	654,800.00	38,758.81	36,073.13	490,517.68	128,209.19	80.42
54300 TRAVEL	51,400.00	1,836.08	1,836.08	0.00	49,563.92	3.57
54301 MILEAGE REIMBURSEMENTS	35,800.00	3,144.66	5,566.84	0.00	30,233.16	15.55
54400 ADVERTISING	70,500.00	729.91	1,191.61	46,464.47	22,843.92	67.60
54501 RENTALS/LEASES - BUILDINGS	547,350.00	25,522.55	47,986.18	172,432.83	326,930.99	40.27
54502 RENTALS/LEASES - EQUIPMENT	91,100.00	3,297.08	3,297.08	94,647.60	(6,844.68)	107.51
54600 INSURANCE	222,000.00	79.00	79.00	0.00	221,921.00	0.04
54700 ELECTRICITY	235,000.00	14,533.48	14,533.48	0.00	220,466.52	6.18
54701 NATURAL GAS	15,000.00	1,585.89	1,585.89	0.00	13,414.11	10.57

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 2/28/2018

FUND: GENERAL FUND (01)

Object	2018 Budget	February Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
54702 WATER	29,700.00	1,025.23	1,025.23	0.00	28,674.77	3.45
54703 SEWER	25,500.00	2,009.18	2,009.18	0.00	23,490.82	7.88
54704 REFUSE	31,500.00	830.43	830.43	1,000.00	29,669.57	5.81
54800 GENERAL REPAIRS/MAINTENANCE	236,400.00	7,540.52	7,558.25	95,979.66	132,862.09	43.80
54801 CONTRACTED MAINTENANCE	306,700.00	13,060.31	18,321.77	170,150.39	118,227.84	61.45
54810 IT SYSTEMS MAINTENANCE	147,100.00	611.38	52,264.38	17,731.30	77,104.32	47.58
54900 INDIVIDUAL REGISTRATIONS	70,200.00	1,594.00	1,794.00	0.00	68,406.00	2.56
54901 DUES AND MEMBERSHIPS	50,758.00	697.20	2,251.00	75.00	48,432.00	4.58
54902 TAXES AND ASSESSMENTS	29,500.00	80.39	80.39	0.00	29,419.61	0.27
54903 LICENSES AND FEES	58,400.00	3,092.54	21,605.57	110.00	36,684.43	37.18
54905 ORGANIZATIONAL REGISTRATIONS	3,000.00	0.00	0.00	0.00	3,000.00	0.00
54912 CONTINGENCY	237,250.00	0.00	0.00	0.00	237,250.00	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	644,629.76	765,682.74	1,294,634.36	7,201,624.90	22.24
NEED A CATEGORY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR EXPENSE ACCOUNTS	31,973,700.00	2,571,487.27	4,595,600.20	1,294,634.36	26,083,465.44	18.42
NET SURPLUS / DEFICIT	0.00	(2,003,673.41)	(3,703,313.22)	(1,294,634.36)	4,997,947.58	0.00

FUND: SPECIAL PURPOSE FUND (15)

Object	2018 Budget	February 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	1,033.40	2,058.31	0.00	(2,058.31)	0.00
CHARGES OTHER:	0.00	1,033.40	2,058.31	0.00	(2,058.31)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	1,033.40	2,058.31	0.00	(2,058.31)	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	1,033.40	2,058.31	0.00	(2,058.31)	0.00

FUND: DEBT SERVICE FUND (20)

Object	2018 Budget	February 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	86.32	171.98	0.00	(171.98)	0.00
CHARGES OTHER:	0.00	86.32	171.98	0.00	(171.98)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	86.32	171.98	0.00	(171.98)	0.00
NET SURPLUS / DEFICIT	0.00	86.32	171.98	0.00	(171.98)	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 2/28/2018

FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)

Object	2018 Budget	February 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	1,389.17	2,860.13	0.00	(2,860.13)	0.00
36200 KEY PENINSULA SHARED COSTS	0.00	0.00	9,559.37	0.00	(9,559.37)	0.00
CHARGES OTHER:	100,000.00	1,389.17	12,419.50	0.00	87,580.50	12.42
39700 TRANSFERS IN	411,500.00	0.00	0.00	0.00	411,500.00	0.00
TOTAL FOR REVENUE ACCOUNTS	511,500.00	1,389.17	12,419.50	0.00	499,080.50	2.43
EXPENSE ACCOUNTS						
53501 FURNISHINGS	50,000.00	2,947.21	2,947.21	0.00	47,052.79	5.89
54100 PERSONAL SERVICES	200,000.00	0.00	0.00	45,000.00	155,000.00	22.50
54103 CONTRACTUAL SERVICES	0.00	0.00	0.00	16,066.90	(16,066.90)	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	2,947.21	2,947.21	181,067.90	327,484.89	35.98
NET SURPLUS / DEFICIT	0.00	(1,558.04)	9,472.29	(181,067.90)	171,595.61	0.00

MEMO



Date: April 2, 2018

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

From: Georgia Lomax, Executive Director

Subject: Executive Director Report – March

Pierce County READS

The Pierce County READS kickoff event at the Washington State History Museum was well attended. It featured a special screening of the documentary *Transforming Tacoma – A Struggle for Civil Rights*, with a panel discussion featuring local civic rights leader Lyle Quasim, Tacoma Mayor Victoria Woodards and documentary filmmaker Sid Lee. The event drew people from across the county to learn about the civil rights experience in Tacoma/Pierce County.

Library Priorities and Funding Project

The month was focused primarily on the Library Priorities and Funding project, as we prepared for the Community Advisory Committee's first meeting. I also presented on the Library's Strategic Plan and funding issues to the Clover Park Rotary.

Institute of Museum and Library Services National Forum

I was invited to participate as a public library representative in a national forum on design thinking in libraries, a project led by University of Syracuse and funded by a grant from IMLS. The two-day event brought together 20 library leaders to explore the wide range of approaches used, the potential value to libraries, and how to build more expertise in this area in order to benefit library services and communities.

Public Library Association Conference

I also attended the Public Library Association conference, held every two years, along with a number of other PCLS staff. Despite a snowstorm that shut the city down (including restaurants!), the team spent time not only exploring ideas and activities from other libraries, but also strengthening relationships with, and learning from, each other.

Partnerships

We continued work on our partnership project with the City of Lakewood regarding facilities in Lakewood and the Tillicum neighborhood of Lakewood. Clifford Jo and Lakewood's Economic Development Director Becky Newton shared the work they have been leading at a City Council study session on March 26.

MEMO



Date: April 2, 2018

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

From: Jaime Prothro, Customer Experience Director

Subject: Branch Services Report

Bonney Lake: We had our 4th Annual “Blind Date with a Book” event – all staff participates in decorating the books and the Friends give a prize, drawn from “rate the date” bookmarks that are returned. We always have people looking forward to it and participating. We had a hard time keeping the shelves full this year!

Buckley: Staff attended community meetings at the Families First Coalition, Buckley City Council, and White River School District.

DuPont: On 2/8/2018, Susan McBride, Community Branch Supervisor, Hannah Taylor, AS Librarian, and Anna Shelton, Outreach Senior Librarian, met with the activities coordinator at Patriot’s Landing, Patti Cooper, to talk about expanding some of the services we offer to Patriot’s Landing.

Eatonville: We are seeing the “Card in Every Hand” cards being activated and used from students at all the schools. One parent came in and signed up for a card telling us she “just never stopped in, but my daughter has a card and I want one too.”

Fife: Staff met with the Puyallup Tribal council meeting to present the Library Priorities. It was a wonderful time to engage with the leaders of the tribe and hear programs they are interested in providing their members in which PCLS may have a part. We were also reminded that the Canoe Journeys this year will be hosted by the Puyallup Tribe and would be a great time for PCLS to have a presence.

Gig Harbor: Holly attended the February 8 Voyager STEAM Night, bringing the Lego Mindstorm Kits. Kids and adults were actively engaged in programming their robots to draw a circle and make a sound.

Graham: This month David Seckman and Margaret Bliss visited several local businesses as part of our branch SMART goal for community engagement which is to create a Graham Library Outreach Team to visit different local businesses in the Graham community once a month. Staff will introduce themselves as working for the library with the goal of promoting library services to people who might not normally use the library.

Key Center: From a customer: “Our Key Center Library is a vital part of our small, tight community. From facility to awesome, helpful staff. The Outreach, home-bound resources saved my sanity post 3 surgeries! The use of local art displays and DVDs, books and kid’s corner, plus computers, internet and printers is great.”

Lakewood: Book a Librarian is going well at Lakewood. We had 7 sessions in February and customers are just now really discovering we are offering the service. Staff are directing customers to this option frequently.

Milton/Edgewood: This was our third annual Blind Date With a Book event. Increased participation by 30%. We checked out 160 beautifully wrapped books compared to last February. About half of the readers completed a

survey. We learned that about half were participating for the first time. And more than half would be interested in attending a book discussion group if one was formed.

Orting: Orting coordinated an outstanding community event called “Discover Pierce County’s Heritage.” Ten Historical Societies from throughout the county came in costume, shared stories, and provided an enriched learning experience to over 300 attendees.

Outreach: Outreach and Diverse Community Customers took seriously the opportunity to respond to the Library Priorities survey. Students in the Tillicum adult ESL class completed the survey as part of this quarter’s curriculum, and learned about surveys, the library, and making their voice heard in the process. Diverse Communities Coordinator received 47 paper surveys from Clover Park Technical College; 15 paper surveys from the Pierce College Tillicum ESL class; and full survey boards from 2 citizenship classes and 2 ESL classes.

Parkland: The Library Priorities Open Houses have been successful at Parkland/Spanaway. We set up our table near the entrance next to the tax forms. A number of people said that they “never” use the library or only use it to pick up tax forms. After explaining that providing tax forms was a form of service that we provide, we were able to convince a number of them to fill out the survey. One customer in particular seemed intrigued that he was representing “thousands of people” that didn’t enter the library on a regular basis.

South Hill: This month we hosted the Small Business Administration in two programs. The first was “Your Business Workshops: Start Smart” and the second was, “Law & Tax Essentials.” Both had around 25 patrons and we received good feedback.

Steilacoom: The Friends of the Steilacoom Library and library staff are prepared to support the Steilacoom Historical Museum’s celebration of the arrival of the schooner Damariscove as stated in our community SMART goal. We are waiting to hear when the ship will be complete so we can plan the arrival.

Summit: The African-American Read-In on 2/7 was a smashing success, with attendance estimated at 50 readers, crafters, artists, and learners of all ages. Everyone went home with a brand-new book provided by local sponsors.

Tillicum: In partnership with the Library, UW Nurses group taught wellness classes at the community center each Wednesday in February, in addition to doing a point of time count to assess homelessness in the community. They summed up their results in a presentation on Wednesday, Feb. 28. These were some areas of concern they noted: Resiliency among youth in highly stressful home situations; depression and drug use occurring in these homes; high incidents of diabetes due to the food desert and lack of fresh produce; recognition of the community garden addressing these concerns; need for continued community engagement and collaboration among local organizations; a need for community discussions which include local citizens on wellness issues.

Unfinished Business

MEMO



Date: March 20, 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 Results and Opinion Research Updates

Pierce County Library System completed concerted public information and involvement activities for the Library Priorities and Funding Project this winter. The Library System used a variety of communications channels to talk with people and get their input about its funding situation that stems from costs to operate the Library System being higher than revenues from property taxes. With those discussions, thousands of people shared what they wanted, needed, and valued most in library services. Following is a rundown of the results of those activities:

Public Involvement Activities Results

- Open house attendance: 2,751
- Web page views: 2,294
- News stories: 94 (8 print; 1 TV), including supporting editorial from The News Tribune
- Paid print advertising reach: eight ads; daily subscription-54,000; Sunday subscription-79,000. (tear sheet/copy of ad attached)
- Digital advertising engagement: 873,197 impressions; 1,755 clicks for a .20% Click Through Rate (CTR-clicking on the message to more content, e.g. to web page). Industry standard CTR: .08-.22%. PCLS ads exceeded industry standards.
- Digital advertising, The News Tribune: 100,001 impressions; 128 clicks for a .13% CTR, which met industry standards. (screen shot of ad attached)
- Email marketing engagement: 2 messages; distribution average of each message: 150,000 email recipients; 18,760 average opens of email message: for a 13% open rate; CTR: 1,211 for a rate of .85%. Industry standard open rate: 21%; Industry standard CTR: 2.63%. PCLS emails had lower than industry standards for opens and CTR, and in 2019 PCLS expects to clean its email recipient list for improved quality communications.
- Facebook: 24 posts including organic (unpaid) and boosted (paid); combined reach of 38,957 Facebook accounts (average of 1,623/post); 1,044 total CTR (average CTR of 44/post) with a CTR rate of 2.7%; 1,003 total engagement (likes, shares averaged 41.8/post) for an engagement rate of 2.57%. Industry standard engagement: .27%; CTR: .73%. Primarily with boosted posts PCLS surpassed industry standards.
- Community presentations about Strategic Plan and funding: 48 groups; 1,129 number of attendees.

For the next several months, the Library will continue communications activities with in-branch and online materials. The communications have more of an informative tone versus a call to action to provide input messaging.

Public Opinion Research Update

As part of the Library's public involvement activities this winter, it also gather public input through an in-library, in-community, and online survey focused on learning the public's top priorities for library services. In all, 3,965 members of the public and 194 staff completed the survey. Responses from both the public and staff were quite similar. Following is an overall summary of the public's responses:

In selecting from a list of 10 library services, the public selected the following as their top four most important services:

- Convenient library hours: 2,868; 72%
- Printed and downloadable books, magazines, movies, audiobooks, and music: 2,678; 68%
- Library staff to help you: 2,522; 64%
- Access to computers, Wi-Fi, printers, and other technology: 1,994; 50%

The November 2017 public opinion poll the Library conducted had similar responses to a similar question, however in the November poll respondents reversed convenient hours and help from library staff, i.e. the majority of respondents noted help from staff as the most valuable service and convenient hours as the third most valuable service. Note the November poll asked respondents to rate services for value and the February survey asked for more detailed input and asked respondents to select their top four most important services.

The survey also asked respondents to rank the importance of open hours, types of materials, options for help from library staff, and kinds of classes and activities.

- Overall, weekday hours and Saturday mornings rated the highest, which differs from the outcome of the open hours' survey the Library System conducted in the spring/summer of 2017. Last year's survey noted weekend hours being of the most importance.
- Printed books, e-books, movies on DVD, and downloadable audiobooks topped the list for the types of materials. This ranking mostly aligns with checkout statistics.
- Respondents said they wanted staff to answer information and research questions, assistance with using technology, and responding to questions about library accounts. The latter two forms of help match the type of help staff frequently provides, with answering information and research questions not as high of a staff use today.
- Respondents were pretty evenly split in ranking the kinds of classes and activities of highest importance noting classes that prepare children for kindergarten and STEM classes as the most important. Activities that support reading for pleasure such as Summer Reading, book clubs, and author events and activities that support leisure interests such as crafts, photography, movies, and writing were noted as the least important.

I am working with Nelson Report researchers, the Library's Executive Director Georgia Lomax, and the Library's Customer Experience Director Jaime Prothro, to create another public opinion poll based upon the November poll and the winter public opinion survey to gather further input about awareness of library services and the public's value of library services.

Community Advisory Committee Business

Library leaders met with 12 of the 14-members of its Community Advisory Committee in March. Members were engaged and posed a number of questions and ideas. Georgia and I gave a PCLS 101 which highlighted an overall picture and purpose of PCLS, the Library's current funding and use, and an overview of the Library's public involvement activities.

At the April meeting, library leaders will talk further with the committee about its funding. In addition, the committee will hear about potential reductions in services and support associated with them, based upon input from the public. At the same time, library leaders will note services that the Library could sustain with a slight increase, if a ballot measure for a reauthorized levy/levy lid lift was presented to and approved by voters.

The committee is expected to make a recommendation to the Board of Trustees in June, which is looking at two primary options—further reductions in services or a ballot measure to increase funding.

In the past 12 years, the Library's service area has grown significantly, with approximately 82,000 more people (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.

Attached is a whitepaper the Library System has shared with the advisory committee and other audiences. The whitepaper gives an overview of the Library's funding issue.

House budget delays teacher salary fix, adds capital gains tax

BY WALKER ORENSTEIN
worenstein@thenewtribune.com

Democrats in the state House released a 2018 supplemental budget proposal Tuesday that would ignore a court order to speed up reform of how K-12 teachers are paid and would cut property taxes in 2019 and 2020 using a surge of unexpected cash reserves.

The budget plan would reduce property taxes even further starting in 2021 but would replace the lost revenue with a tax on capital gains — money made on the sale of stocks, bonds and other financial assets. The proposal reveals big differences between how House and Senate leaders hope to tweak the two-year budget approved in 2017 before the 60-day session ends on March 8.

The House tax swap is a departure from short-term property-tax cuts proposed recently by Senate Democrats and Republicans in the Legislature.

Unlike the House, the

Senate's budget plan booked the roughly \$1 billion necessary to expedite the state's fix for teacher salaries by the 2018 school year. The Washington Supreme Court had ordered the state to take on the full cost of teacher salaries paid for in part by local levies.

The Legislature in 2017 approved a plan to do so, but it won't be completely phased in until 2019 — one year late.

House Majority Leader Pat Sullivan, D-Covington, told reporters Tuesday that speeding up the salary overhaul could strain school districts already implementing large changes. Sullivan said the phase-in was set up to prepare schools for complex reform.

He said the state would be better off paying for other education priorities. The House budget plan spends an extra \$36.8 million on special education, among other investments. "Our focus has really been on the school kids,"

SEE BUDGET, 4A

Tacoma's students tell adults: We want to feel safe in school

BY CRAIG SAILOR
csailor@thenewtribune.com

The high-school students gathered across from the University of Washington Tacoma campus Tuesday afternoon were determined in their message. "Safer education for our nation," they chanted from the sidewalk along Pacific Avenue.

The 35 or so students were largely from Tacoma School of the Arts and the Science and Math Institute. Some of them ditched classes to protest.

One of the organizers, Rita Tumbusch, 15, is a ninth-grader at the institute. She held a sign that read, "We have the right to feel safe."



PETER HALEY phaley@thenewtribune.com

Students from Tacoma Public Schools' Science and Math Institute demonstrate Tuesday in downtown Tacoma in favor of more gun control.

Tumbusch said last week's mass shooting at a Florida high school that left 17 students and administrators dead has made her feel unsafe. And that, she said, affects her education.

"I want to feel safe in my school and I don't want to worry about if my school is next," she said. "I don't want any more people to die from this."

Behind her, the students

chanted, "No more silence, end gun violence." Several held signs that read, "Am I Next?"

Others held signs that read, "Honk for safe schools." A steady stream of drivers honked in reply. Tumbusch said she thinks adults are only partially succeeding in keeping students safe.

"They're trying to keep us safe, but there's only so much that they can do with the laws around guns," she said.

She has a message for the legislators who make those laws.

"I want them to know who serious we are about this," she said. "We need to change something because this is not OK."

Nearby, a student thrust his sign in the air. "Fear has no place in our schools," it read.

Craig Sailor: 253-597-8541, @crsailor

Democrats using new Legislature majority to erode Public Records Act

BY JIM BRUNNER AND JOSEPH O'SULLIVAN
Seattle Times

Washington's Democrats didn't campaign last year on rolling back the state's Public Disclosure Act.

But with their new one-seat state Senate majority, Democratic lawmakers have swiftly and quietly

pushed two bills to curb parts of Washington's open-records laws.

Lawmakers call the measures necessary to protect state employees from harassment and identify theft and to limit federal use of state voter data. Unions are supporting at least one of the measures.

In recent years, unions

and the conservative Freedom Foundation have fought over the foundation's campaign to reduce public-sector union membership. The organization has sought date-of-birth information in public records to help it locate and contact state employees.

Senate Bill 6079 would exempt the birth dates of

state employees from the public-records law. The second bill, Senate Bill 6353, would expand automatic voter registration, but language added to the legislation would remove birth dates and months in Washington's voter-registration files from public disclosure.

Both measures have passed the Senate and are now in the House.

SB 6079 was scheduled

SEE DEMS, 5A

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SYMPHONY TACOMA
SARAH IOANNIDES MUSIC DIRECTOR
Elgar and Sibelius
Conducted by Sarah Ioannides
Featuring Efe Baltacigil, cello

Feb. 24 • 7:30 p.m. • Chapel Hill, Gig Harbor
Feb. 25 • 7:30 p.m. • Rialto Theater, Tacoma
Tickets: \$30 / \$48

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Elgar: Cello Concerto
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How to meet the needs of your growing community?

Attend an open house at any Pierce County Library

Saturday, Feb. 3, noon-2 p.m.
Monday, Feb. 12, 5-7 p.m.
Wednesday, Feb. 21, 3-5 p.m.
Tuesday, Feb. 27, 11 a.m.-1 p.m. except Tillicum Pierce County Library, 1-3 p.m.

Take a brief survey and select your top priority services.

- Costs to operate and maintain Pierce County Library System's services and libraries are higher than revenues.
- The Library System has out-lived the re-authorized levy voters passed in 2006.
- In the past 12 years, the population in the Library's service area grew by 82,000 people.

Share your ideas about the services you want, value and need.
More information and take a survey: librarypriorities.pcls.us

Pierce County Library System
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Information & Imagination



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Attend an open house at
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Pierce County
Library System

Information & Imagination



Situation Summary

Costs to operate and maintain Pierce County Library System's services and libraries are increasing at a faster and higher rate than revenues to run them. In recent years, costs have increased by an average of 4.1 percent a year (4-7 percent), while property tax revenues have increased at an average rate of 1.8 percent (1-3 percent). Property taxes make up approximately 94 percent of Pierce County Library's revenue.

Population surges and significant use have outgrown and worn out many library buildings and the public's request and expectation for services is growing. The public is calling for more books, hours, spaces and technology services. Since 2006 the population in the Library's service area has grown by 16 percent, growing from 518,000 to 600,000—82,000 more people.

The Library System has out-lived the re-authorized levy voters passed in 2006 and met or surpassed all four levy promises:

- Offered a wider variety of books, music, e-sources and other materials and reduced the time people wait for popular books by 97 days (2006 wait time: 132 days; 2017 wait time: 35 days). During this time the public has increased check outs of online e-books and audiobooks.
- Increased open hours by 39 percent at library locations. All 18 full service libraries are now open six days a week and nine libraries are open seven days a week (2006-737 open hours; 2016-1,024.5 open hours.)
- Added services for kids and teenagers, including helping prepare children to read, assisting kids with homework research and providing online help with homework.
- Upgraded services and technology for customers, by offering more computers with internet access and computer classes to help adults get jobs and improve their career marketability. In recent years, completed major equipment and infrastructure stabilization and upgrades to the system network, applications, equipment, bandwidth and Wi-Fi access.

The Library projected the 2006 levy would meet service needs for up to six years. The Library has stretched that funding for twice that timeframe; 12 years as of 2018.

Since 2009 the gap between service needs and available funding averaged about \$2 million a year, for a total of \$20 million. The Library has eliminated or reduced services including the following:

- Eliminated bookmobile service.
- Reduced the materials (books, movies, music) budget from \$4.6 million in 2010 to \$3.78 million in 2017.
- Deferred major facility investments and software system and technology upgrades.
- Delayed implementing a Facility Master Plan.
- Through the recession, staffing levels were flat with some reduction.
- Eliminated SCOUT, an online reading and activity program.
- In 2018 eliminated hoopla, a service that provides downloadable and streaming movies, TV and audiobooks.
- In 2018 eliminated online Encyclopedia Britannica.
- In 2018 eliminated the public's use of meeting rooms when the libraries are closed.

During this time, the Library also implemented lean and continuous improvement practices to save or reallocate time, money and other resources and improve service delivery.

More about Unmet Needs

Mill rate decreasing—the mill rate is the assessment of funding from property taxes authorized by law. Washington State Law allows library districts, such as Pierce County Library, to collect up to 50 cents per every \$1,000 of assessed property value. Property taxes fund 97 percent of Pierce County Library's operations.

2006 mill rate: 40.02 cents/\$1,000 of assessed property value.

2007 mill rate: 48 cents/\$1,000 of assessed property value, following voters passage of re-authorized levy in 2006.

2017 mill rate: 46.7 cents/\$1,000 of assessed property value.

2018 mill rate: 42.94 cents/\$1,000 of assessed property value.

2019 projected mill rate: 41.5 cents/\$1,000 of assessed property value.

Funding for books, movies, music and other materials decreasing: 18%

- 2007: \$4,320,675.
- 2017: \$3,789,300.
- 2018: \$3,538,900.

Books and materials per capita lowest in region

In 2017 Pierce County Library spent less money per capita on books and materials than any other like-size library in the region: spending \$6.42/person (\$3,789,300 materials budget for 590,000 population served; average cost of books and other materials is \$25.00).

Seattle Public Library: \$12.19/capita
King County Library System budgeted \$10.03/capita
Multnomah County Library: \$9.79/capita
Sno-Isle Libraries: \$8.07/capita
Pierce County Library System: \$6.42/capita.

In 2018 Pierce County Library expects to spend \$5.91/capita (\$3,546,900 for 600,000 population served).

The public wants the libraries open for more hours

In 2016 when getting public input to build the Library's Strategic Plan, people asked for more hours. In 2017 the Library conducted a survey in-libraries, online and in communities to determine if shifting hours could meet community needs. A total of 7,658 people responded to the survey. Overall, respondents wanted more hours, in particular on Friday evening and weekends. With the Library's limited budget, additional hours are not possible at this time.

Buildings are aging

The majority of the library buildings are 25 years old, and receive more than 2 million visits every year.

To manage its budget, the Library has curtailed necessary maintenance. Bonney Lake and Orting Pierce County Libraries are past due for roof replacements. Orting Pierce County Library's heating, ventilation and air conditioning (HVAC) is past due for replacement. DuPont Pierce County Library is in need of new carpet.

In the next five years, 15 of 20 library buildings will need major maintenance, including three needing roof replacements, seven needing new HVAC systems and 10 needing carpet replacements.

During the Library's significant public involvement process in 2016, space in the libraries was a top request. Many of the communities in Pierce County Library's service area have been experiencing substantial population increases. The majority of Pierce County Libraries are significantly undersized and outdated for people to sit and study, interact together with some noise levels, spaces for more books, adequate meeting rooms, and technology.

Staffing levels do not align with growing use of services

While cardholders, checkouts, and class and event attendance has soared, staffing levels have remained mostly flat, with a 4.2 percent gain in Full Time Equivalent (FTEs), this includes reductions in staffing between 2007 and 2017.

2007 FTEs: 264; Headcount: 350*
2017 FTEs: 275; Headcount: 343**

*Bi-Tech System Data

**Crystal Data Reports

More about the Public's High Use of Library Services

Number of library card holders has surged: 63 percent increase

- 322,744 cardholders (55 percent of 2017 population-590,000).
- Since 2006 the number of cardholders has surged; from 198,364 in 2006 to 322,744 in 2017.
- Service area population increased by 16 percent, while the number of people with Pierce County Library cards grew by 63 percent.

Checkout of books, movies, and other items has soared: 33 percent increase

- Since 2006 the number of checkouts has soared by nearly 2 million.
- In 2006 people checked out books, movies and music 5,556,527 times.
- In 2016 people checked out books and other items 7,404,239 times.

Interest in books and materials off the charts

- Pierce County residents reserve books at a high rate, which is a sign of high interest in the books and materials the Library offers.
- People placed holds on 1,646,473 items in 2016, with a per capita of 2.83 holds.
- Pierce County Library has the second highest hold rate in the state, compared with like-size libraries.
- The Library's turnover (number of times an item is checked out) of books and items is high, which means people like what the Library has to offer. Pierce County Library has the second highest turnover rate of items in the state, compared with like-size libraries.
- The Library averages 6.42 turnovers, which means out of the 1,000,091 items on the shelves in all of its libraries, people checked out each item six times.

Participation in classes and events has swelled: 700 percent increase

- In 2006 66,138 children and adults attended Pierce County Library classes and events.
- In 2016 499,638 attendance in classes/events.

Computer usage has skyrocketed: 600 percent increase

- Since 2007 (statistics not available for 2006) the public's use of library computers has skyrocketed. With a 600 percent increase for the number of computer sessions. A session is someone using a computer.
- In 2007 people recorded 347,984 sessions.
- In 2016 people recorded 2,331,740 sessions.

Wi-Fi usage has grown: 96 percent increase

- Since 2014 (statistics not recorded in previous years) Wi-Fi usage has flown.
- In 2014 people connected to the Library's Wi-Fi 1,187,043 times.
- In 2016 people connected 2,331,740 times.

Public Involvement

Pierce County Library is conducting extensive community engagement activities, including surveys, polls, open houses, presentations with civic groups and other means to engage and get input from the public. Staff is talking with the public about the Library's funding situation and getting the public's input about the library services people value most.

Next steps could include a further reduction of services or a ballot measure to re-authorize the Library's levy.

Contact

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mgetchell@piercecountylibrary.org

MEMO



Date: April 2, 2018

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

From: Georgia Lomax, Executive Director

Subject: Public Opinion Research Results

This winter, Pierce County Library conducted significant public involvement activities, gathering input from the public about their priorities for the library through surveys (3965 responses) and open houses (2751 attendees).

A brief summary of results is in the Library Priorities Project Update memo.

During the meeting we would like to hear your discussion on the results. Some questions to consider as you review the information:

- What do you think is most important?
- What surprises you?
- What questions does this raise related to our funding issue?

Board Education and Service Reports

MEMO



Date: March 20, 2018

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

From: Mary Getchell, Marketing and Communications Director

Subject: Library Priorities and Funding: Levy 101

At the April Board of Trustees meeting, Ideal Communications Public Affairs Consultant J. Marie Riche will give an overview of levies. The presentation will give a description of the differences among levies, which are for funding operations, and bonds, which are for funding buildings. The presentation will touch on the four primary types of levy lid lifts: single year temporary, single year permanent, multiple year temporary, and multiple year permanent.

The presentation will focus primarily on a single year permanent levy, which is the type of levy for providing a comparatively moderate tax amount and for sustaining operations. Library Systems typically present single year permanent levies to voters, known as levy lid lifts. The only reauthorized or levy lid lift known in the now 72-year history of the Library System was a single year permanent levy, which voters passed in 2006.

The presentation will also give an overview of steps the Library System would need to take if it were to place a measure on a ballot.

MEMO



Date: March 30, 2018

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

From: Kathy Norbeck, Community Branch Supervisor

Subject: Board Meeting at Buckley Library

It is my pleasure to welcome you to the Pierce County Library Board of Trustees Meeting at the Buckley Library. Our town motto is “Above the Fog, Below the Snow.” When the skies are clear there is always a wonderful view of Mount Rainier.

A bit of history...The Library was first started as part of the Woman’s Musical and Literary Club which opened in 1903. The group is still going strong today. In September of 1964 the City of Buckley contracted with the Pierce County Library System for service. The Library first opened in 1965 in the same building as the Woman’s Musical and Literary Club building which, to this day, is the Buckley City Hall. In 1991 Buckley Library opened its doors with funds from the Library System bond.

The City of Buckley is very supportive of its residents. They have an active Senior Center and Youth Center. Our Library is working in collaboration with both to provide programs for all ages.

In June, the annual Buckley Log Show brings in many visitors from near and far. The Buckley staff join in the Log Show parade, passing out candy and proudly displaying our PCLS banner. It is always great fun when you hear “there are the library people” or they call us by name.

The White River Families First Coalition is very much looking out for the youth and families in our community. The Buckley Chamber of Commerce holds many events in town and also offers scholarships to graduating high school seniors. I regularly attend meetings held by these fine organizations and enjoy seeing how much they give back to the community.

We work hard in our community to provide Library service in many shapes and forms. The Friends of Buckley Library have a Facebook page which is very effective in promoting our programs as well as their book sales. The love of the Library by the residents of Buckley is strong, as evidenced by the comments on social media as well as the increased attendance at our programs.

During the meeting, I look forward to sharing more and answering any questions you might have.

Officers Reports

MEMO



Date: March 29, 2018

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

From: Trisha Muschett, PHR, HR Analyst and Kim Archer, Lakewood Branch Manager

Subject: Wellness Program Update

It has been four years since Pierce County Library System began our partnership with the Association of Washington Cities to provide an engaging Wellness Program for our employees. In 2017, we continued to expand the focus of our Wellness Program, offering multiple campaigns and other activities to promote health and wellness in our workplace. Our work in 2017 included:

- Revised our charter to encourage Wellness Committee members to manage and participate in managing campaigns.
- Increased participation and engagement in our Wellness Program by 126% over 2016 by doubling the number of programs we hosted, and increase program/campaign work (communications, customized materials, etc.) by committee members.
- Created an operating plan to organize the work for 2017.
- Attended AWC Wellness Networking Forums and several webinars to educate committee members about wellness best practices and program implementation.
- Sponsored a team of 40 employees for the Sound to Narrows 12K & 5K run/walk, a local event.
- Implemented three successful wellness campaigns: “Colorful Choices” (focus on eating a variety of fruits and vegetables), Fit for the Feast (walking program), and “Build a Better You Walking Challenge” which was developed by library staff.
- Developed 7 Bulletin Board Messages, including physical materials sent to each branch to display and discuss in team meetings. This is an example of the different media Wellness Committee utilized to communicate to staff this year.
- Promoted Wellness awareness activities such as a Biometric Health Screening hosted at ACL, “No Shave November” (men’s health), Breast Cancer Awareness, and articles submitted by Wellness Committee members for our weekly Cover-To-Cover newsletter which covered topics from summer safety tips to mindfulness and positivity at work.
- Educated employees about AWC’s Healthy Decisions program to help them become informed consumers of our healthcare benefits.
- Promoted the new Jiff app with 52% participation, earning a \$1,000 mini-grant to supplement wellness activities in 2017.
- Successfully completed all 40 required WellCity Standards and 97 additional points to earn the WellCity Award.

We are very excited to have completed a successful application for 2018 and to be a recipient of the Association of Washington Cities’ WellCity Award for the fourth year in a row! We will receive a 2% rebate (approximately \$50,000) on next year’s health care premiums.

The Wellness Committee is already at work on our 2018 campaigns and operating plan. Our work in 2018 will include:

- Created an operating plan to organize the work for 2018. Our priorities for this year is based upon the Statewide Health Risk Assessment from 2017, which indicates a focus on high risk areas (Physical Activity, Nutrition, Weight, Emotional Wellbeing, and Prevention activities).
- Continue developing leadership skills in staff by outlining expectations for Wellness Committee members to promote and engage co-workers in wellness activities in their branch/department, and manage/participate in the management of system-wide programs.
- Use \$500 mini-grant for 2018, to fund efforts to incentivize staff participation in wellness activities.
- Launch wellness walking campaigns: Wander the Wonders and Race to Wellness.
- Promote the Jiff app (mobile & on-line program) with a variety of choices for employees to engage in healthy activities to earn their annual Wellness Award. (50% participation earns the Library a 2% discount on 2020 medical premiums).
- Focus on increasing employee participation in prevention activities by promoting preventative screenings available through our health care plans that are covered at 100%, but are not being utilized by our employees. These include well child visits, mammograms, colonoscopy, and annual men's & women's physical exams.
- Attend Health Worksite Summit conference and wellness networking forums
- Offer First Aid and CPR training classes for staff.
- Submit AWC's WellCity application for 2019.

The ongoing work of the PCLS Wellness Committee and the opportunities it provides for staff shows our continued dedication to building a workplace culture where employee health is valued and supported. Studies have shown that healthy employees are more productive, have higher morale, and a better quality of life enabling them to serve our customers to their full potential. As the Health Assessment Report shows we will continue to focus our efforts on the importance of physical activity, nutrition, weight management, and physical wellbeing. The Wellness Committee looks forward to helping employees continue to improve their health by providing information on a variety of health topics and engaging activities.

The work and partnership on our Wellness Program has been a team effort and our Staff Experience and Customer Experience team is appreciative of the work of our Wellness Committee and support of the Library.

MEMO



Date: March 29, 2018

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

From: Melinda Chesbro, Deputy Director

Subject: 2018 Work Plan Update for April

Fife BISAC Decommission – Core Service: Spaces, Materials

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

We will also be working with an architect to evaluate how the overall space might better meet customer needs. While the changes to the branch won't be done until later this year, we will be working this spring and summer to assess how to best use limited resources to align the collection with the rest of the system and to improve the utility of the spaces.

Teen Summer Volunteers – Focus Area: Community

This project will plan and implement a coordinated teen summer volunteer program that aligns with community service requirements, college and career readiness and leadership development models. Currently the work group is developing mini-lessons for use with the teen volunteers, the first one is "Being on Time" (attached).

Central Files – Core Service: Business Processes

This project will create a system to ensure that official PCLS documents are well-managed, up-to-date, and secure. The work group recently submitted a grant application to the State Archives for support with physical file organizing and related consulting and training.

Mini Lesson Week 1: Being on time to Commitments

Step 1: Starting Up

Once a week we will be having a mini lesson when you volunteer. The lessons will be short and practical. You will also have the opportunity to try something you learned from the lesson during the week.

Step 2: Intro

Today we are going to cover being on time to commitments. Work, school, volunteering and even meeting up with friends requires being on time. It is important. It shows people that you value them and that you are dependable.

Step 3: Teaching Point

There are different tools that you can use to be on time.

Enter your appointments into the calendar on your phone. Be sure to add time to get ready and travel time to your destination.

Use a paper calendar. You do need to remember to look at your calendar at the start of your day and even at night --to be sure that you wake up on time.

Another trick to being on time, is planning out how long it will take you to travel to where you are going, adding on an extra cushion for traffic, road construction or making a wrong turn.

Set a timer for when you need to start getting ready to leave so that if you get involved in doing something else you do not lose track of time. This can be a timer on your phone, tablet, or microwave.

Step 4: Active Engagement

Ask the teens: What are some things that you already do to be on time?

Step 5: Closing

Hand out 'I Can Work On' activity sheets to each volunteer. Ask students to circle one that they will try this week.

This Week I can work on being on time by trying one of the below activities.

1. I will enter commitments into my phone's calendar and set a reminder.
2. I will enter my commitments onto a paper calendar and check it each morning and evening.
4. I will plan to arrive on time by deciding how long it will take to travel to my destination and add in a cushion for unforeseen problems.
5. Other:

This Week I can work on being on time by trying one of the below activities.

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4. I will plan to arrive on time by deciding how long it will take to travel to my destination and add in a cushion for unforeseen problems.
5. Other:

Pierce County Library FYI Packet
Link List
April 11, 2018

Pierce County Library in the News

- [Pierce County READS explores the Civil Rights Movement](#) – South Sound Talk
- [‘Dogs are happy to listen.’ Library program helps kids learn to read](#) – News Tribune
- [‘Read to a Dog’ program helping kids in Pierce County](#) – Q13 Fox
- [Pierce County Library System seeks designs for library cards](#) – Tacoma Weekly
- [Pierce County Library-Goers Downloaded 1 Million E-Books in 2017](#) – South Sound Magazine
- [‘March’ with civil rights movement and Pierce County Reads in these graphic novels](#) – News Tribune
- [“March” forward with Pierce County Library](#) – News Tribune

Miscellaneous

- [Ijeoma Oluo wants to talk with you about race. But it's not going to be easy](#) – News Tribune