

AGENDA
Regular Meeting of the Pierce County Library System Board of Trustees
April 12, 2017
3:30 pm

3:30 pm	01 min.	Call to Order: Rob Allen, Chair	
3:31 pm	05 min.	Public Comment: <i>This is time set aside for members of the public to speak to the Board of Trustees. Unless the item you wish to discuss is of an emergency nature, the Board ordinarily takes matters under advisement before taking action. Please sign up at the time of the meeting to speak during the Public Comment period, and limit your comments to three minutes.</i>	
3:36 pm	30 min.	Board Education and Service Reports 1. New Trustee Welcome, Georgia Lomax 2. Monthly Financial Reports for the Board – Overview, Clifford Jo	
4:06 pm	04 min.	Consent Agenda 1. Approval of Minutes of the March 8, 2017, Regular Meeting 2. Approval of Minutes of the March 17, 2017, Special Meeting 3. Approval of March 2017 Payroll, Benefits and Vouchers 4. <i>Resolution 2017-02: To Declare Furnishings and Equipment Surplus to Public Service Needs</i>	Action
4:10 pm	05 min.	Board Member Reports	
4:15 pm	15 min.	Routine Reports 1. Dashboard, Georgia Lomax 2. March 2017 Financial Report, Clifford Jo 3. Executive Director Report, Georgia Lomax	
4:30 pm	10 min.	Unfinished Business 1. Facilities Master Plan Update Project, Georgia Lomax 2. Trustee Appointments, Georgia Lomax	
4:40 pm	30 min.	New Business 1. Funding Strategies, Clifford Jo 2. Workers Compensation Coverage for Trustees, Clifford Jo	
5:10 pm	05 min.	Officers Reports 1. Wellness Program Update (AWC WellCity Award) 2. Work Plan Progress Report 3. University Place Remodel Project 4. WLA Alki Article by Anna Shelton	
5:15 pm	20 min.	Executive Session: <i>At this time on the agenda, the Board of Trustees will recess to Executive Session, per RCW 42.30.110, to discuss personnel and property issues.</i>	
5:35 pm	01 min.	Announcements 1. The May Board of Trustees meeting will be held at the Sumner Library	
5:36 pm		Adjournment	

Board Education and Service Reports

MEMO



Date: April 3, 2017

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

From: Georgia Lomax, Executive Director

Subject: New Trustee Welcome

During our meeting we will be welcoming new trustees Pat Jenkins and Daren Jones. One of our operating “traditions” is to start meetings with a quick check-in question. It’s a simple tool in our Leadership Competency toolbox that supports “Building Trustworthy Relationships” and “Communicates Effectively”.

Check-in questions get everyone participating (especially important in an industry heavy on introverts), bring our focus to the meeting and our teammates so we are productive, and we usually learn something (and definitely laugh).

With two new trustees, we thought a check-in could start to build the new team, provide useful information and an opportunity to learn about each other, and give you a chance to use one of the tools that we regularly use as we do the work of the library.

Here are three questions to think about for the Board meeting:

- What inspired you to apply to serve on Pierce County Library’s Board of Trustees?
- What do you bring to the Board?
- For our experienced trustees – Share something you wish you’d known when you started that might help our new members.

MEMO



Date: April 4, 2017

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

From: Clifford Jo, Finance & Business Director

Subject: Monthly Financial Reports for Board—Overview

Every month we provide a set of standard financial reports for Board members to review. With two Trustees beginning this month, we thought it good to provide an inventory of these reports and a brief overview for each.

Following is an inventory of the standard reports included in every month's board packet:

- Monthly Payroll, Benefits and Vouchers (Board approval required via consent agenda).
- Monthly Interim Financial Reports (no action necessary)
 - Notes for the Month
 - Statement of Financial Position (all funds)
 - Statement of Revenue and Expenditures (all funds)
 - Comparative Statement of Financial Position (General Fund)
 - Resource Flow (General Fund)
 - Cumulative Revenue and Expenditure & Cash Flow Projection (General Fund)
- Budget to Actual, Line Item Report (all funds) (no action necessary)

During the Board meeting (Routine Reports), we will provide guidance on these reports and answer any questions you may have.

Consent Agenda

CALL TO ORDER

Chair Robert Allen called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:36 pm. Board members present were Donna Albers, Linda Ishem, J.J. McCament and Monica Butler.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

1. Approval of Minutes of the February 8, 2017, Regular Meeting
2. February 2017 Payroll, Benefits and Vouchers
 - Payroll Warrants 3737-3742 dated 2/1/17-2/28/17 in the amount of \$11,289.85
 - Payroll Disbursement Voucher dated 2/6/17 in the amount of \$1,006,110.87
 - Payroll Disbursement Voucher dated 2/21/17 in the amount of \$765,548.38
 - Accounts Payable Warrants 627112-627222 dated 1/1/17-2/28/17 in the amount of \$698,822.70

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

BOARD REPORTS

Ms. McCament thanked the Library and staff for entrusting her as a member of the Board of Trustees. She presented a generous donation to the Foundation and dedicated a poem to the Library.

Ms. Lomax thanked her for the impact she made on the library and its communities, noting she was honored to work with her. The Board thanked Ms. McCament for her service, support, thoughtfulness and inspiration.

ROUTINE REPORTS

Dashboard – Ms. Lomax noted the increase of library cards was due to the school program A Card in Every Hand. Deputy Director Chesbro noted the snow closure day.

February 2017 Financial Report – Finance Manager Dale Hough reported the Library received County property tax revenue of \$338,932. E-Rate reimbursement receipts totaled \$56,000 from activities in 2016.

Executive Director Report – Ms. Lomax reported Pierce County Executive Bruce Dammeier has recommended the two trustee candidates for approval by the County Council on the March 28, 2017, agenda.

Ms. Lomax reminded the Board of the upcoming Pierce County READS kickoff event March 11, 2017. She noted the reading of the Pierce County READS proclamation by the County Council was broadcast on Facebook Live.

Ms. Lomax and the Board thanked Ms. Ishem for her years of service, guidance, leadership and commitment to the Library.

Ms. Ishem said it was an honor to represent the voices in the county and to build relationships with the library.

UNFINISHED BUSINESS

2017 Board Calendar of Work – Chair Allen recommended moving the Strategic Framework Priorities discussion to May. Updates on the Facilities Master Plan update project will continue regularly throughout the year. The Executive Director evaluation process will occur earlier in year to align with planning and goal setting for the following year. Ms. Lomax said once the Board sets its annual goals for her, she will cascade them to her staff.

Discussion ensued about the Board's preference for scheduling topics that require more in-depth discussion and study.

The Board provided input on possible topics for a Board retreat later in the year, as well as their thoughts on orientation for the two in coming trustees.

NEW BUSINESS

Facilities Master Plan (FMP) Update and Sustainable Funding Project – Ms. Lomax provided a history of the work done in the past two years to prepare the Library to understand and plan for the future.

She gave an overview of the work to update the FMP and details of the previous plan. First work is to review the original data and update it with current information. With current information in place, criteria, policies and recommendations can be reviewed.

Ms. Lomax said the library is putting in place the resources it needs for the future, including an architect and real estate services.

Ms. Lomax noted she and Finance and Business Director Clifford Jo are studying various revenue sources and compiling possible funding models to help understand how the Library might fund capital needs and evaluate long-term operational strategies.

BOARD EDUCATION AND SERVICE REPORTS

2016 Technology Plan Closeout – IT Manager Stephanie Ratko provided an overview of the history of the plan and shared methods implemented to improve business processes and the culture. She highlighted major work that was completed in 2016, along with study projects. She noted the library has over 200 systems in production.

Ms. Ratko said all technology plan goals (and more) were completed in 2016. She noted her team and department structure is aligned with the goal of being a strategic partner with their customers.

Ms. Ratko said she has formed a Pacific NW Library IT Manager consortium to learn from, and share knowledge with, others in the library industry. She notes PCLS is setting the stage for many systems and is doing many innovative things from a programmatic and technology perspective.

Ms. Lomax said Ratko and her team have made a big impact on the organization.

OFFICER REPORTS

Regional Trustees Meeting – Save the Date – Ms. Lomax said planning is underway and will provide education on elections.

Ms. Lomax noted the Urban Libraries Council Annual Forum will be held in October. The theme will be announced later.

EXECUTIVE SESSION

At 5:20 pm, Ms. Butler moved to recess to Executive Session, per RCW 42.30.110, to discuss property matters for approximately 15 minutes. Ms. Ishem seconded the motion and it was passed. At 5:35 pm, the Session was extended an additional 10 minutes. The Session ended at 5:45 pm.

ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

The meeting was adjourned at 5:48 pm on motion by Ms. Albers, seconded by Ms. Ishem.

Georgia Lomax, Secretary

Rob Allen, Chair

CALL TO ORDER

Chair Robert Allen called to order the special meeting of the Pierce County Rural Library District Board of Trustees at 3:00 pm. Board members present were Linda Ishem and J.J. McCament.

PUBLIC COMMENT

There was no public comment.

NEW BUSINESS

Resolution 2017-01: To Amend the 2017 Schedule of Recurring Meetings

Ms. McCament moved to approve Resolution 2017-01: To Amend the 2017 Schedule of Recurring Meetings. Ms. Ishem seconded the motion and it was passed.

ADJOURNMENT

The meeting was adjourned at 3:05 pm on motion by Ms. McCament, seconded by Ms. Ishem.

Georgia Lomax, Secretary

Rob Allen, Chair

March 2017 Payroll, Benefits and Vouchers

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	3743-3754	3/1/17-3/31/17	\$5,077.33
Electronic Payments - Payroll & Acct Payable		03/06/17	\$885,308.95
Electronic Payments - Payroll & Acct Payable		03/21/17	\$797,534.03
Accounts Payable Warrants	627223-627341	3/1/17-3/31/17	\$729,171.82
Total:			<u><u>\$2,417,092.13</u></u>

Check History Listing
Pierce County Library System

Check #	Bank	Date	Paid to	Status	Can/Vd Date	Pay Period Dates	Dir Dep	Amount
3743	key	03/06/2017	KeyBank N.A. HAWKES, JANIS			02/16/17 - 02/28/17	0.00	724.95
3744	key	03/06/2017	KeyBank N.A. LANTZ, LINDSEY			02/16/17 - 02/28/17	0.00	303.21
3745	key	03/06/2017	KeyBank N.A. STEINBERG, KARI			02/16/17 - 02/28/17	0.00	334.43
3746	key	03/06/2017	KeyBank N.A. RAYMENT, PATRICK			02/16/17 - 02/28/17	0.00	259.51
3747	key	03/06/2017	KeyBank N.A. BROOKS, MICHAEL			02/16/17 - 02/28/17	0.00	1,014.70
3748	key	03/21/2017	KeyBank N.A. ANDREWS, MARY			03/01/17 - 03/15/17	0.00	494.87
3749	key	03/21/2017	KeyBank N.A. ADAMSON, DIANA			03/01/17 - 03/15/17	0.00	232.60
3750	key	03/21/2017	KeyBank N.A. BUTTS, JASON			03/01/17 - 03/15/17	0.00	135.68
3751	key	03/21/2017	KeyBank N.A. GENNA, STEPHANIE			03/01/17 - 03/15/17	0.00	132.91
3752	key	03/21/2017	KeyBank N.A. MEDINA, JESSICA			03/01/17 - 03/15/17	0.00	132.91
3753	key	03/21/2017	KeyBank N.A. DARNELL, MELINDA			03/01/17 - 03/15/17	0.00	623.61
3754	key	03/24/2017	KeyBank N.A. KURFURST, SHERI			03/20/17 - 03/23/17	0.00	687.95
Total:							0.00	5,077.33

Checks in report: 12

Grand Total: 0.00 5,077.33

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: 3/06/2017 Payroll

Withdrawal Date: 03/06/17

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	57,170.85
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	43,108.05
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	43,108.05
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	406,229.71
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	11,463.06
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	36,614.68
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	62,834.94
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	4,772.56
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	1,462.61
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	-
PCL_Company	AWC (only on 6th paycheck)	237100	CC_Library_District	697-00	5100000	218,544.44
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						\$ 885,308.95

Certification: _____

Stacy Karabotsos
 Signature (Department Designee)

03/03/17
 Date

Comments:

Ad-hoc bank transaction (Withdrawal)

PCL_Company

Wire Template Number in Cash-Pro :WAPC014

Description: Pierce County Rural Library

Contact Name:

Stacy Karabotsos

Contact Phone:

253-548-3451

Contact e-mail:

skarabotsos@piercecountylibrary.org

Comments:

3/21/2017 Payroll

Withdrawal Date: 03/21/17

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	77,511.55
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	51,473.81
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	51,473.81
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	479,724.94
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	11,689.50
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	42,105.16
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	72,361.51
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	5,349.00
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	1,462.61
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	1,000.00
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	227.16
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	3,154.98
PCL_Company	Payroll Adjustment(s)	237100	CC_Library_District	697-00	5100000	-
Total Deposit						\$ 797,534.03

Certification:

Stacy Karabotsos

Signature (Department Designee)

03/17/17

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>
627223	03/03/2017	000830 BAKER & TAYLOR		12,523.04
627224	03/03/2017	000242 BUCKLEY CITY OF		229.53
627225	03/03/2017	000161 CENGAGE LEARNING		400.23
627226	03/03/2017	000093 EBSCO		48.01
627227	03/03/2017	000195 FIRGROVE MUTUAL WATER CO		285.40
627228	03/03/2017	006745 JAMES HIGUERA		27.00
627229	03/03/2017	001643 IMPACT		34.42
627230	03/03/2017	000243 INGRAM LIBRARY SERVICES		17,115.63
627231	03/03/2017	005349 LYNN LAURENCE		32.94
627232	03/03/2017	006743 CHESTER MATHIS		14.99
627233	03/03/2017	006742 ANTHONY MATTHEWS		29.99
627234	03/03/2017	006740 DALE MCKEE		27.95
627235	03/03/2017	005444 MERGENT INC		22,050.00
627236	03/03/2017	000352 MIDWEST TAPE		15,350.16
627237	03/03/2017	000377 PUGET SOUND ENERGY		4,694.38
627238	03/03/2017	000403 RAINIER VIEW WATER CO INC		255.00
627239	03/03/2017	000406 RECORDED BOOKS LLC		39.38
627240	03/03/2017	000460 STEILACOOM TOWN OF		703.88
627241	03/03/2017	006741 LEONA TAYLOR		32.99
627242	03/03/2017	006744 HALLE WILKENING		16.99
627243	03/06/2017	000828 AFSCME AFL-CIO		5,827.54
627244	03/06/2017	000041 EMPLOYMENT SECURITY DEPARTMENT		209.86
627245	03/06/2017	006414 GC SERVICES, LP		154.17
627246	03/06/2017	006690 ENFORCEMENT KENTUCKY CHILD SUPP		151.68
627247	03/06/2017	003985 PACIFICSOURCE ADMINISTRATORS		1,849.79
627248	03/06/2017	000821 PIERCE COUNTY SUPERIOR COURT		198.49
627249	03/06/2017	000821 PIERCE COUNTY SUPERIOR COURT		50.99
627250	03/06/2017	001181 PIERCE CTY LIBRARY FOUNDATION		485.25
627251	03/06/2017	006555 SOCIAL SECURITY ADMINISTRATION		50.99
627252	03/06/2017	000823 UNITED WAY		61.50
627253	03/06/2017	004782 US DEPARTMENT OF EDUCATION		152.97
627254	03/06/2017	001355 VOLUNTARY EMPLOYEES' BENEFICIA		1,934.58
627255	03/08/2017	000100 ANDERSON ISLAND COMMUNITY CENT		1,500.00
627256	03/08/2017	000363 OVERALL LAUNDRY SERV. DBA ARAMARI		21.88
627257	03/08/2017	006577 CATALYST WORKPLACE ACTIVATION		3,199.58
627258	03/08/2017	001249 DUPONT CITY OF		60.00
627259	03/08/2017	005283 E-RATE EXPERTISE INC		825.00
627260	03/08/2017	006478 EVERGREEN MAINT LANDSCAPING		2,887.95

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>
627261	03/08/2017	005330 GHA TECHNOLOGIES INC		6,234.72
627262	03/08/2017	006725 GLOBAL DATA PRODUCTS		643.20
627263	03/08/2017	006736 ILL WATERLOO PUBLIC LIBRARY		18.99
627264	03/08/2017	006492 LOGIC INTEGRITY INC		4,437.50
627265	03/08/2017	006421 MARKHAM INVESTIGATION - (MIP)		5,161.50
627266	03/08/2017	006737 MOUNT PLEASANT PUBLIC LIBRARY		13.41
627267	03/08/2017	006713 NATHALIE OP DE BEECK		875.00
627268	03/08/2017	006734 KRISTY RICKEY		500.00
627269	03/08/2017	006620 SCOTT L ROGERS		875.00
627270	03/08/2017	002282 SEATTLE PUBLIC LIBRARY		20.99
627271	03/08/2017	006303 SOUNDS FUN MOM		900.00
627272	03/08/2017	000497 TILlicum COMMUNITY SERVICE CEN		2,227.05
627273	03/08/2017	003719 UNIQUE MANAGEMENT SERVICES		1,557.30
627274	03/08/2017	000895 COLUMBIA BANK		139.05
627275	03/08/2017	004022 US BANK		84,149.79
627276	03/08/2017	004022 US BANK		223,684.75
627277	03/17/2017	000363 OVERALL LAUNDRY SERV. DBA ARAMARI		43.76
627278	03/17/2017	006577 CATALYST WORKPLACE ACTIVATION		796.43
627279	03/17/2017	003311 DEPARTMENT OF LABOR & INDUSTRI		22.40
627280	03/17/2017	005862 ELITE PROPERTY INVESTMENTS LLC		357.75
627281	03/17/2017	003985 PACIFICSOURCE ADMINISTRATORS		199.00
627282	03/17/2017	000370 PIERCE COUNTY		322.00
627283	03/17/2017	004397 SHKS ARCHITECTS PS INC		8,183.60
627284	03/17/2017	006746 THRIFTY NORTHWEST LLC		350.00
627285	03/17/2017	000534 WCP SOLUTIONS		2,261.04
627286	03/17/2017	000830 BAKER & TAYLOR		15,296.97
627287	03/17/2017	000161 CENGAGE LEARNING		6,282.61
627288	03/17/2017	001780 CITY OF UNIVERSITY PLACE		20.78
627289	03/17/2017	000093 EBSCO		123.30
627290	03/17/2017	006749 MARIA GALARZA		38.95
627291	03/17/2017	000243 INGRAM LIBRARY SERVICES		16,611.33
627292	03/17/2017	006738 DAVID KRYMPEL		29.67
627293	03/17/2017	000352 MIDWEST TAPE	V	0.00
627294	03/17/2017	000352 MIDWEST TAPE		39,997.27
627295	03/17/2017	000323 NEWS TRIBUNE		488.80
627296	03/17/2017	001892 KATHERINE PEREZ		301.56
627297	03/17/2017	000377 PUGET SOUND ENERGY		930.30
627298	03/17/2017	006739 CORINE ROBERTS		15.00
627299	03/17/2017	000463 SUMMIT WATER & SUPPLY CO		303.60

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Bank code: key

Check #	Date	Vendor	Status	Check Total
627300	03/17/2017	000541 STATE OF WASHINGTON		361.02
627301	03/21/2017	003778 AFLAC		6,721.00
627302	03/21/2017	000828 AFSCME AFL-CIO		6,351.50
627303	03/21/2017	001578 COLONIAL SUPPLEMENTAL INSURANC		651.29
627304	03/21/2017	000041 EMPLOYMENT SECURITY DEPARTMENT		254.07
627305	03/21/2017	006414 GC SERVICES, LP		176.09
627306	03/21/2017	006690 ENFORCEMENT KENTUCKY CHILD SUPP		151.68
627307	03/21/2017	003985 PACIFICSOURCE ADMINISTRATORS		1,712.29
627308	03/21/2017	000821 PIERCE COUNTY SUPERIOR COURT		231.34
627309	03/21/2017	001181 PIERCE CTY LIBRARY FOUNDATION		485.25
627310	03/21/2017	006555 SOCIAL SECURITY ADMINISTRATION		128.80
627311	03/21/2017	000823 UNITED WAY		61.50
627312	03/21/2017	004782 US DEPARTMENT OF EDUCATION		193.19
627313	03/21/2017	004022 US BANK		106,811.81
627314	03/24/2017	000828 AFSCME AFL-CIO		57.29
627315	03/28/2017	006577 CATALYST WORKPLACE ACTIVATION		285.67
627316	03/28/2017	004829 CLOVER PARK SCHOOL DISTRICT		315.00
627317	03/28/2017	006235 CONTOUR		2,758.81
627318	03/28/2017	001512 DAILY JOURNAL OF COMMERCE		71.30
627319	03/28/2017	001126 DELL MARKETING LP	V	0.00
627320	03/28/2017	001126 DELL MARKETING LP		4,463.45
627321	03/28/2017	005862 ELITE PROPERTY INVESTMENTS LLC		9,649.69
627322	03/28/2017	000254 KING COUNTY LIBRARY		87.94
627323	03/28/2017	006492 LOGIC INTEGRITY INC		837.50
627324	03/28/2017	006754 MCGOVERN LIBRARY, DWU		39.95
627325	03/28/2017	006646 METCALF ELECTRIC INC		2,216.94
627326	03/28/2017	001345 MICHAEL'S CUSTOM UPHOLSTERY		478.63
627327	03/28/2017	004395 SEATTLE PACIFIC UNIVERSITY		55.00
627328	03/28/2017	006561 SUNDOWNER CO		92.48
627329	03/28/2017	006331 SURPRISE LAKE SQUARE UNIT 257		8,747.11
627330	03/28/2017	006753 PORTLAND COMMUNITY COLLEGE SYLVIA		113.00
627331	03/28/2017	000635 WAYNES ROOFING INC		519.95
627332	03/28/2017	000534 WCP SOLUTIONS		241.75
627333	03/28/2017	001655 WESTERN WASHINGTON FAIR ASSOC		3,000.00
627334	03/28/2017	000830 BAKER & TAYLOR		9,073.18
627335	03/28/2017	000093 EBSCO		14.44
627336	03/28/2017	006752 SHELI FUNDERBURK		10.00
627337	03/28/2017	000243 INGRAM LIBRARY SERVICES		12,173.50
627338	03/28/2017	000352 MIDWEST TAPE	V	0.00

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627339	03/28/2017	000352 MIDWEST TAPE		27,532.42
627340	03/28/2017	000907 NEW YORK TIMES		910.00
627341	03/28/2017	000377 PUGET SOUND ENERGY		3,187.49

key Total: 729,171.82

119 checks in this report

Total Checks: 729,171.82

RESOLUTION NO. 2017-02

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

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

WHEREAS, unless otherwise noted, each item has an estimated value of less than \$500, now, therefore,

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

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

PASSED AND APPROVED THIS 12TH DAY OF APRIL, 2017.

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

QTY	ITEM	DESCRIPTION	LOCATION
20	Office Equipment	Wheeled Book Carts (Wood & Metal)	Covered Parking
33	Office Equipment	Wooden Folding Tables	Covered Parking
1	Furnishings	Blue Padded Office Chair - No Arms	Covered Parking
1	Furnishings	Office Desk Metal - Beige	Covered Parking
1	Office Equipment	Outdoor Trash Can - Metal, Covered, Beige	Covered Parking
1	Furnishings	Padded Office Chair - w/ arms (blue)	System Storage
1	Office Equipment	4 drawer verticle filing cabinet - beige	System Storage
10	Furnishings	Padded lounge chair - green	Bluebird Bay
3	Furnishings	Padded Loveseat - Blue Patterned	Bluebird Bay
1	Furnishings	Wooden Coffee Table - 4'	Bluebird Bay
1	Furnishings	Large Curved Stand-up Counter/Desk	Bluebird Bay
1	Furnishings	Padded Office Chair - w/o arms (blue)	Shop
4	Furnishings	Padded Office Chair - w/ arms (blue)	Shop
1	Furnishings	Lounge Chair - Patterned Purple	Shop
1	Furnishings	Wooden Table Chair w/o Arms	Shop
1	Office Equipment	AV stand - 3 tier black	Unit 17
1	Office Equipment	Book Drop Cart - Gray	Unit 17
3	Furnishings	Wood Chairs w/ Blue padded seats	D-3 Storage
3	Furnishings	Wood Chairs w/ Patterned Green Seat	D-3 Storage
3	Furnishings	Padded Reading Chairs w/Wood Frame (Purple)	D-3 Storage
3	Furnishings	Padded Reading Chairs w/Wood Frame (patterned Fabric)	D-3 Storage
4	Furnishings	Wood Chairs w/ Patterned Seat (Purple)	D-3 Storage
1	Furnishings	Green Loveseat	D-3 Storage
2	Furnishings	Wood Chair w/ Pink Padding	PAC West
1	Furnishings	Wooden Childrens Chair - patterned red fabric	PAC West
2	Furnishings	Wooden Childrens Chair - patterned Blue back and seat	PAC West
1	Furnishings	Padded Office Chair w/arms - Blue	PAC West
2	Furnishings	Lounge Chair - Purple	PAC West
1	Furnishings	Wooden Stool	PAC West
4	Furnishings	Wood & Metal chair w/arms (Pink/Purple)	PAC West
4	Furnishings	Padded Office Chair w/o arms (blue)	PAC West
6	Furnishings	Brown padded conference table chairs - w/arms	PAC West
6	Furnishings	Padded Office Chair w/o arms (green)	PAC West
8	Furnishings	Wooden Chairs w/o arms - padded green seats	PAC West
8	Furnishings	Wooden Childrens Chair (Stripped pattern seat)	PAC West
1	Furnishings	Loveseat - Stripped pattern	PAC West
1	Furnishings	Padded Chair w/o arms (purple)	PAC West
1	Furnishings	wooden childrens rocker w/o arms - blue padded seat and back	PAC West

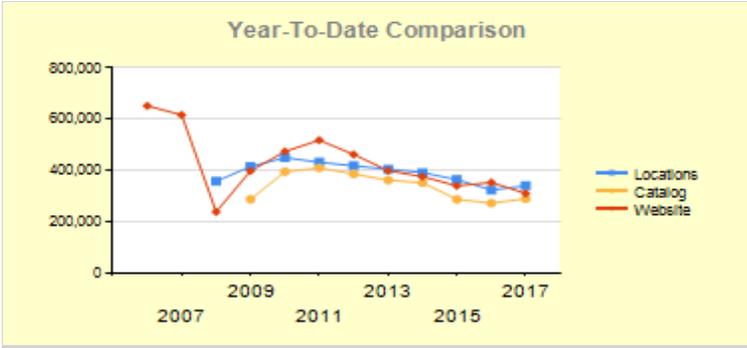
Name	Serial Number	Item Cost
PRINTER DELL B2360DN LASERJET	48XZ342	159.99
PRINTER DELL B2360DN LASERJET	2B30442	159.99
PRINTER DELL B2360DN LASERJET	7B30442	159.99
PRINTER DELL B2360DN LASERJET	8C39442	159.99
PRINTER DELL B2360DN LASERJET	2C30442	159.99
PRINTER DELL B2360DN LASERJET	G930442	159.99
PRINTER DELL B2360DN LASERJET	JC30442	159.99
PRINTER DELL B2360DN LASERJET	1H30442	159.99
PRINTER DELL B2360DN LASERJET	FQXZ342	159.99
PRINTER DELL B2360DN LASERJET	9RXZ342	159.99
PRINTER DELL B2360DN LASERJET	5PXZ342	159.99
PRINTER DELL B2360DN LASERJET	FRXZ342	159.99
PRINTER DELL B2360DN LASERJET	BNXZ342	159.99
PRINTER DELL B2360DN LASERJET	RD30442	159.99
PRINTER DELL B2360DN LASERJET	5C30442	159.99
PRINTER DELL C3760DN COLOR LASER	FNPYF42	390
PRINTER DELL C3760DN COLOR LASER	DNPYF42	390
PRINTER DELL C3760DN COLOR LASER	4DWYF42	390
PRINTER DELL C3760DN COLOR LASER	FYSYF42	390
PRINTER DELL C3760DN COLOR LASER	1ZSYF42	390
PRINTER DELL C3760DN COLOR LASER	2ZSYF42	390
PRINTER DELL C3760DN COLOR LASER	HXSYF42	390
PRINTER DELL C3760DN COLOR LASER	DYCYF42	390
PRINTER DELL C3760DN COLOR LASER	FYCYF42	390
PRINTER DELL C3760DN COLOR LASER	52DYF42	390
PRINTER DELL C3760DN COLOR LASER	90DYF42	390
PRINTER DELL C3760DN COLOR LASER	8ZCYF42	390
PRINTER DELL C3760DN COLOR LASER	62DYF42	390
PRINTER DELL C3760DN COLOR LASER	43DYF42	390
PRINTER DELL C3760DN COLOR LASER	5DWYF42	390
PRINTER DELL C3760DN COLOR LASER	6YSYF42	390
PRINTER DELL C3760DN COLOR LASER	3YSYF42	390
PRINTER DELL C3760DN COLOR LASER	GVSYF42	390
PRINTER DELL C3760DN COLOR LASER	6XSYF42	390
PRINTER DELL C3760DN COLOR LASER	BXSYF42	390
PRINTER DELL C3760DN COLOR LASER	BMSYF42	390
PRINTER DELL C3760DN COLOR LASER	FWSYF42	390
PRINTER DELL C3760DN COLOR LASER	7WSYF42	390
PRINTER DELL C3760DN COLOR LASER	CWSYF42	390
PRINTER DELL C3760DN COLOR LASER	71DYF42	390
PRINTER DELL C3760DN COLOR LASER	31DYF42	390
PRINTER DELL C3760DN COLOR LASER	DWCYF42	390
PRINTER DELL C3760DN COLOR LASER	BWCYF42	390
PRINTER DELL C3760DN COLOR LASER	CWCYF42	390
PRINTER DELL C3760DN COLOR LASER	9WCYF42	390
PRINTER DELL C3760DN COLOR LASER	70DYF42	390

PRINTER DELL C3760DN COLOR LASER	4CVYF42	390
PRINTER DELL C3760DN COLOR LASER	1XCYF42	390
PRINTER DELL C3760DN COLOR LASER	1VCYF42	390
PRINTER DELL C3760DN COLOR LASER	4VCYF42	390
PRINTER DELL C3760DN COLOR LASER	PYCYF42	390
PRINTER DELL C3760DN COLOR LASER	FXCYF42	390
PRINTER DELL C3760DN COLOR LASER	3XCYF42	390
PRINTER DELL C3760DN COLOR LASER	BYCYF42	390
PRINTER DELL C3760DN COLOR LASER	9YCYF42	390
PRINTER DELL C3760DN COLOR LASER	HXCYF42	390
PRINTER DELL C3760DN COLOR LASER	6SSYF42	390
PRINTER DELL C3760DN COLOR LASER	1TCYF42	390

Routine Reports

CUSTOMER SERVICE/PHILANTHROPY DASHBOARD - FEBRUARY

VISITS



	February		
	2016	2017	% Change
Door Count	119,546	107,288	-10.25%
Catalog	125,432	142,209	13.38%
Website	168,861	147,466	-12.67%
Job & Business Portal	2,460	3,478	41.38%
Military Portal	60	308	413.33%
Total	416,359	400,749	-3.75%

CHECKOUTS



	February		
	2016	2017	% Change
Checkouts	556,869	400,718	-28.04%
Downloadables	75,523	85,018	12.57%
Total	632,392	485,736	-23.19%

CUSTOMERS



	February		
	2016	2017	% Change
Active Cardholders	332,549	344,976	3.74%
New Cards	2,826	2,705	-4.28%
Checkout Transactions	76,520	67,741	-11.47%
Unique Users	38,619	32,061	-16.98%

PHILANTHROPY



	February		
	2016	2017	% Change
FoundationDonors	126	102	-19.05%
NewFoundationDonors	10	14	40.00%
\$ Raised by Foundation	\$48,190.00	\$13,774.00	-71.42%
\$ Provided by Friends	\$0.00	\$0.00	0.00%

BRANCH CLOSURES

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

Monthly Interim Financial Reports

March 31, 2017

All bolded notes refer to current month activity

General Fund

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

Debt Service Fund

- No activity

Special Purpose Fund

- No activity

Capital Improvement Projects Fund

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

**Pierce County Library System
Statement of Financial Position - Interim
March 31, 2017
All Funds**

	General Fund	Special Purpose Fund	Debt Service Fund	Capital Improvement Projects Fund
Assets				
Current Assets - Cash				
Cash	\$ 903,703	\$ 728,860	\$ 70	\$ 81,964
Investments	\$ -	\$ -	\$ 84,049	\$ 1,600,000
Total Cash	\$ 903,703	\$ 728,860	\$ 84,119	\$ 1,681,964
Total Current Assets	\$ 903,703	\$ 728,860	\$ 84,119	\$ 1,681,964
Liabilities and Fund Balance				
Current Liabilities				
Warrants Payable	\$ 55,092	\$ -	\$ -	\$ -
Sales Tax Payable	\$ 4,216	\$ -	\$ -	\$ -
Payroll Taxes and Benefits Payable	\$ 53,093	\$ -	\$ -	\$ -
Total Current Liabilities	\$ 112,400	\$ -	\$ -	\$ -
Fund Balance				
Reserve for Encumbrances	\$ 1,034,913	\$ -	\$ -	\$ 327,529
Net Excess (Deficit)	\$ (7,186,869)	\$ 597	\$ 70	\$ (318,958)
Major Contingency Set-aside	\$ -	\$ -	\$ -	\$ 150,000
Election Set-aside	\$ -	\$ 360,000	\$ -	\$ -
Land, Property and Facility Set-aside	\$ -	\$ 368,263	\$ -	\$ -
Unreserved Fund Balance	\$ 6,943,258	\$ -	\$ 84,050	\$ 1,523,392
Total Fund Balance	\$ 791,302	\$ 728,860	\$ 84,119	\$ 1,681,964
Total Liabilities and Fund Balance	\$ 903,703	\$ 728,860	\$ 84,119	\$ 1,681,964
Anticipated Property Tax Revenue	\$ 29,396,979	N/A	\$ 12	N/A

PIERCE COUNTY LIBRARY SYSTEM
Statement of Revenue and Expenditures
Year to Date March 31, 2017
no pre-encumbrances

General Fund - 01

	<u>2017 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Property Tax/Investment Income & Other PC Revenue	\$ 29,352,348	\$ 420,826	\$ -	\$ 28,931,522	1%
Other Revenue	\$ 1,427,500	\$ 333,669	\$ -	\$ 1,093,831	23%
Total Revenue	\$ 30,779,848	\$ 754,495	\$ -	\$ 30,025,353	2%
Expenditures					
Personnel/Taxes and Benefits	\$ 21,461,824	\$ 5,363,003	\$ -	\$ 16,098,821	25%
Materials	\$ 3,789,300	\$ 860,272	\$ 29,250	\$ 2,899,778	23%
Maintenance and Operations	\$ 4,297,530	\$ 683,177	\$ 1,005,663	\$ 2,608,690	39%
Transfers Out - CIP	\$ 1,231,194	\$ -	\$ -	\$ 1,231,194	0%
Total Expenditures	\$ 30,779,848	\$ 6,906,451	\$ 1,034,913	\$ 22,838,484	26%
Excess/(Deficit)		\$ (6,151,956)			
(less encumbrances)		(1,034,913)			
Net Excess (Deficit)		\$ (7,186,869)			

Special Purpose Fund - 15

	<u>2017 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Investment Income	\$ -	\$ 597	\$ -	\$ (597)	0%
Total Revenue	\$ -	\$ 597	\$ -	\$ (597)	0%
Expenditures					
Total Expenditures	\$ -	\$ -	\$ -	\$ -	0%
Excess/(Deficit)		\$ 597			
(less encumbrances)		-			
Net Excess (Deficit)		\$ 597			

Debt Service Fund - 20

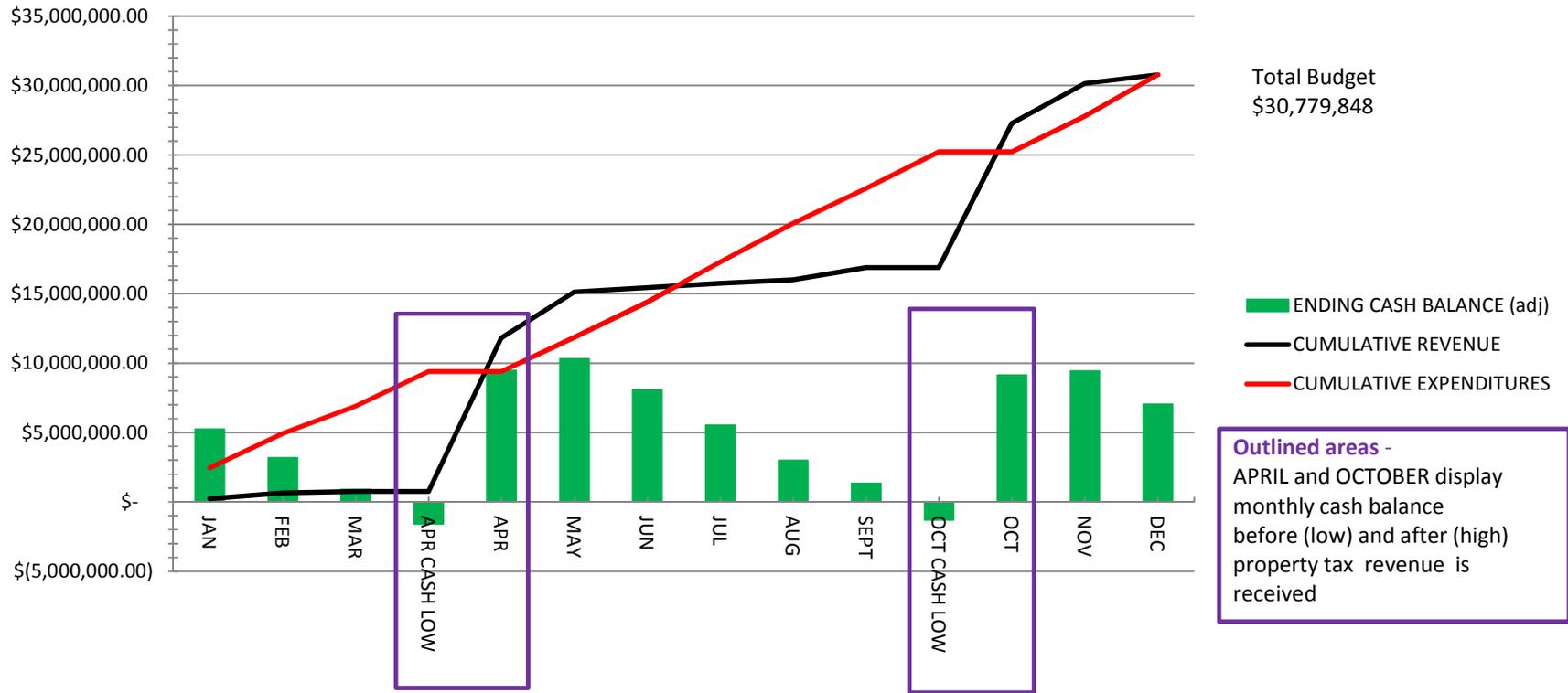
	<u>2017 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Property Tax/Investment Income & Other PC Revenue	\$ -	\$ 70	\$ -	\$ (70)	0%
Other Revenue	\$ -	\$ -	\$ -	\$ -	0%
Total Revenue	\$ -	\$ 70	\$ -	\$ (70)	0%
Total Expenditures	\$ -	\$ -	\$ -	\$ -	0%
Net Excess (Deficit)		\$ 70			

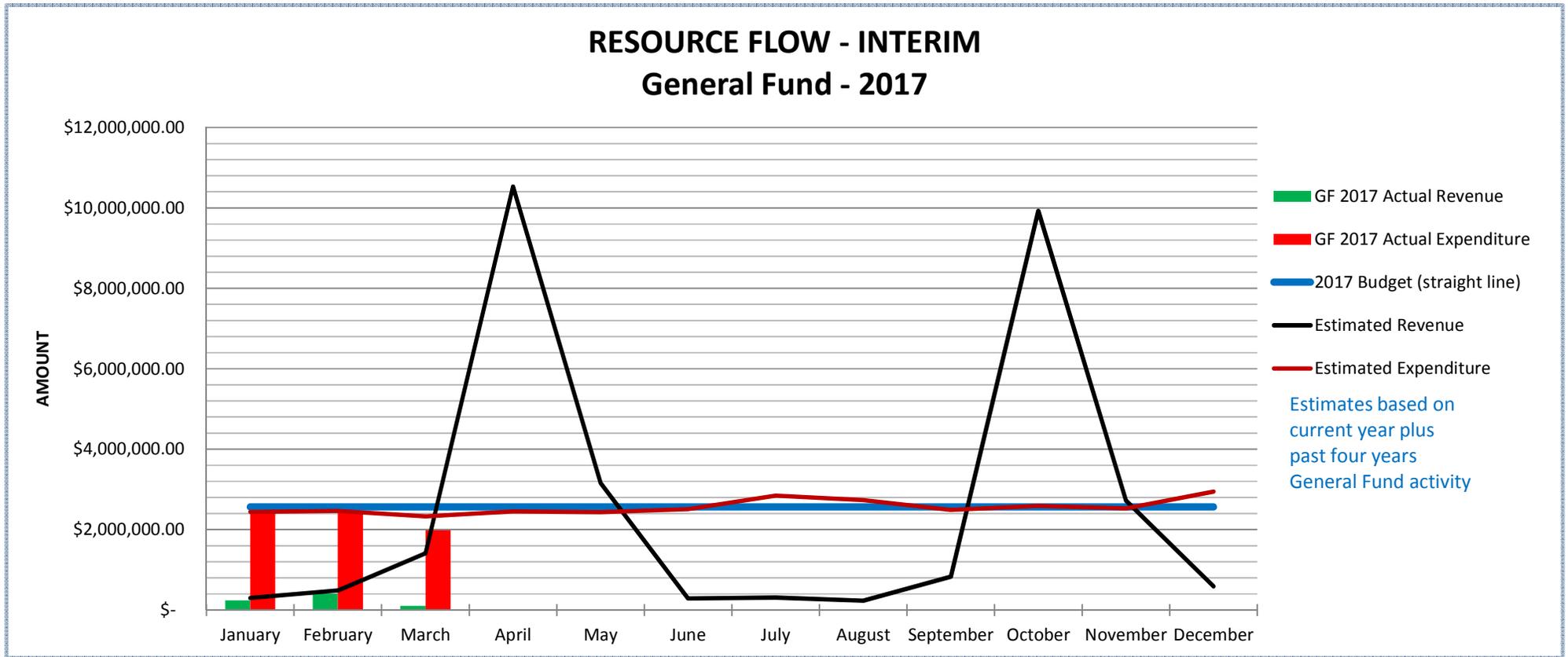
Capital Improvement Projects**Fund - 30**

	<u>2017 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Other Revenue	\$ 685,806	\$ 71,447	\$ -	\$ 614,359	10%
Transfers In	\$ 1,231,194	\$ -	\$ -	\$ 1,231,194	0%
Total Revenue	\$ 1,917,000	\$ 71,447	\$ -	\$ 1,845,553	4%
Expenditures					
Maintenance and Operations	\$ 1,917,000	\$ 62,875	\$ 327,529	\$ 1,526,596	20%
Total Expenditures	\$ 1,917,000	\$ 62,875	\$ 327,529	\$ 1,526,596	20%
Excess/(Deficit)		\$ 8,571			
(less encumbrances)		(327,529)			
Net Excess (Deficit)		\$ (318,958)			

Pierce County Library System													
Comparative Statement of Financial Position - Interim													
General Fund - Rolling Comparison													
<i>(as of the listed date of the reported month)</i>													
	HISTORICAL	HISTORICAL	HISTORICAL	HISTORICAL	HISTORICAL	CURRENT	CURRENT						
	3/31/2016	4/30/2016	5/31/2016	6/30/2016	7/31/2016	8/31/2016	9/30/2016	10/31/2016	11/30/2016	12/31/2016	1/31/2017	2/28/2017	3/31/2017
Assets													
Current Assets - Cash													
Cash	\$ 3,439,431	\$ 11,759,390	\$ 4,586,856	\$ 1,984,811	\$ 1,493,684	\$ 1,702,472	\$ 2,658,110	\$ 2,143,228	\$ 4,335,008	\$ 7,729,869	\$ 2,149,302	\$ 1,884,238	\$ 903,703
Investments	\$ -	\$ -	\$ 7,823,000	\$ 8,288,382	\$ 4,685,900	\$ 2,530,000	\$ -	\$ 7,850,000	\$ 6,000,000	\$ -	\$ 3,090,000	\$ 1,300,000	\$ -
Total Cash	\$ 3,439,431	\$ 11,759,390	\$ 12,409,856	\$ 10,273,193	\$ 6,179,584	\$ 4,232,472	\$ 2,658,110	\$ 9,993,228	\$ 10,335,008	\$ 7,281,818	\$ 5,239,302	\$ 3,184,238	\$ 903,703
Total Current Assets	\$ 3,439,431	\$ 11,759,390	\$ 12,409,856	\$ 10,273,193	\$ 6,179,584	\$ 4,232,472	\$ 2,658,110	\$ 9,993,228	\$ 10,335,008	\$ 7,281,818	\$ 5,239,302	\$ 3,184,238	\$ 903,703
Liabilities and Fund Balance													
Current Liabilities													
Warrants Payable	\$ 428,198	\$ 295,440	\$ 339,657	\$ 376,587	\$ 289,850	\$ 269,457	\$ 313,810	\$ 447,609	\$ 235,821	\$ 727,573	\$ 478,143	\$ 464,924	\$ 55,092
Sales Tax Payable	\$ 4,804	\$ 3,899	\$ 4,361	\$ 4,262	\$ 3,871	\$ 5,000	\$ 6,228	\$ 4,281	\$ 5,672	\$ 2,082	\$ 4,908	\$ 5,175	\$ 4,216
Payroll Taxes and Benefits Payable	\$ 44,222	\$ 14,631	\$ 32,097	\$ 49,896	\$ 17,211	\$ 33,961	\$ 49,926	\$ 18,099	\$ 35,122	\$ 56,955	\$ 24,125	\$ 40,674	\$ 53,093
Total Current Liabilities	\$ 477,224	\$ 313,970	\$ 376,115	\$ 430,745	\$ 310,932	\$ 308,417	\$ 369,965	\$ 469,990	\$ 276,615	\$ 786,514	\$ 507,175	\$ 510,773	\$ 112,400
Fund Balance													
Reserve for Encumbrances	\$ 786,954	\$ 735,482	\$ 718,214	\$ 673,622	\$ 533,500	\$ 478,820	\$ 370,104	\$ 331,430	\$ 258,402	\$ -	\$ 1,630,348	\$ 925,974	\$ 1,034,913
Net Excess (Deficit)	\$ (5,586,365)	\$ 2,948,320	\$ 3,553,910	\$ 1,407,209	\$ (1,543,242)	\$ (3,433,158)	\$ (4,960,352)	\$ 2,313,415	\$ 2,921,598	\$ -	\$ (3,841,479)	\$ (5,195,768)	\$ (7,186,869)
Unreserved Fund Balance	\$ 7,761,618	\$ 7,761,618	\$ 7,761,618	\$ 7,761,618	\$ 6,878,394	\$ 6,878,394	\$ 6,878,394	\$ 6,878,394	\$ 6,878,394	\$ 6,943,258	\$ 6,943,258	\$ 6,943,258	\$ 6,943,258
Total Fund Balance	\$ 2,962,207	\$ 11,445,420	\$ 12,033,741	\$ 9,842,448	\$ 5,868,652	\$ 3,924,055	\$ 2,288,146	\$ 9,523,239	\$ 10,058,393	\$ 6,495,304	\$ 4,732,127	\$ 2,673,465	\$ 791,302
Total Liabilities and Fund Balance	\$ 3,439,431	\$ 11,759,390	\$ 12,409,856	\$ 10,273,193	\$ 6,179,584	\$ 4,232,472	\$ 2,658,110	\$ 9,993,228	\$ 10,335,008	\$ 7,281,818	\$ 5,239,302	\$ 3,184,238	\$ 903,703
Anticipated Property Tax Revenue	\$ 27,380,677	\$ 16,615,179	\$ 13,922,327	\$ 13,765,971	\$ 13,686,423	\$ 13,553,661	\$ 12,986,896	\$ 3,571,874	\$ 839,981	\$ -	\$ 29,731,845	\$ 29,396,979	\$ 29,396,980

CUMULATIVE GENERAL FUND REVENUE AND EXPENDITURE Including Cash Flow Projection 2017





Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 3/31/2017

FUND: GENERAL FUND (01)

Object	2017 Budget	March Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
31111 PROPERTY TAXES CURRENT	28,677,357.00	0.00	295,852.07	0.00	28,381,504.93	1.03
31112 PROPERTY TAXES DELINQUENT	558,991.00	0.00	112,498.27	0.00	446,492.73	20.13
31130 SALE OF TAX TITLE PROPERTY	3,000.00	0.00	63.45	0.00	2,936.55	2.12
31720 LEASEHOLD EXCISE TAX	20,000.00	0.00	7,130.92	0.00	12,869.08	35.65
31740 TIMBER EXCISE TAX	63,000.00	0.00	0.00	0.00	63,000.00	0.00
TAXES:	29,322,348.00	0.00	415,544.71	0.00	28,906,803.29	1.42
33300 INDIRECT FEDERAL GRANTS	0.00	18,432.27	18,432.27	0.00	(18,432.27)	0.00
33345 PLAY TO LEARN - FED INDIRECT	0.00	0.00	289.48	0.00	(289.48)	0.00
33403 STATE LSTA DIRECT	0.00	0.00	23,295.83	0.00	(23,295.83)	0.00
33490 STATE DIRECT GRANT - STAY AT WORK	0.00	0.00	5,616.14	0.00	(5,616.14)	0.00
33533 STATE FOREST FUNDS/DNR TIMBER TRUS	0.00	0.00	42.22	0.00	(42.22)	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	2,832.22	7,033.08	0.00	22,966.92	23.44
34161 GRAPHICS SERVICES CHARGES	7,500.00	76.00	7,030.58	0.00	469.42	93.74
34162 PRINTER FEES	125,000.00	10,714.14	29,528.11	0.00	95,471.89	23.62
34163 FAX FEES	21,000.00	1,613.94	5,269.77	0.00	15,730.23	25.09
34193 ORTING - SERVICE FEES	3,000.00	0.00	810.00	0.00	2,190.00	27.00
35970 LIBRARY FINES	500,000.00	37,867.18	109,714.67	0.00	390,285.33	21.94
36110 INVESTMENT INCOME	15,000.00	0.00	2,931.80	0.00	12,068.20	19.55
36140 OTHER INTEREST EARNED - COUNTY	0.00	0.00	0.82	0.00	(0.82)	0.00
36200 KEY PEN HLTH DEPT FACILITY REV	1,000.00	0.00	288.06	0.00	711.94	28.81
36290 BOOK SALES	7,000.00	16.00	26.00	0.00	6,974.00	0.37
36700 FOUNDATION DONATIONS	189,000.00	0.00	93,600.00	0.00	95,400.00	49.52
36710 FRIENDS' DONATIONS	0.00	147.27	147.27	0.00	(147.27)	0.00
36720 FRIENDS' REIMBURSEMENTS	38,000.00	1,024.40	1,024.40	0.00	36,975.60	2.70
36725 DONATIONS - OTHER	1,000.00	34.85	239.25	0.00	760.75	23.93
36910 SALE OF SURPLUS	5,000.00	0.00	0.00	0.00	5,000.00	0.00
36920 UNCLAIMED PROPERTY/FOUND MONEY	3,000.00	530.19	577.79	0.00	2,422.21	19.26
36990 MISCELLANEOUS REVENUE	0.00	26.02	86.26	0.00	(86.26)	0.00
36991 PAYMENT FOR LOST MATERIALS	12,000.00	705.27	1,995.18	0.00	10,004.82	16.63
36996 JURY DUTY REIMBURSEMENT	0.00	80.00	90.00	0.00	(90.00)	0.00
36998 E RATE REIMBURSEMENT	415,000.00	0.00	0.00	0.00	415,000.00	0.00
36999 REBATES - PROCUREMENT CARD	70,000.00	28,574.78	28,574.78	0.00	41,425.22	40.82
CHARGES OTHER:	1,457,500.00	102,674.53	336,643.76	0.00	1,120,856.24	23.10
39510 SALE OF FIXED ASSETS (GOV)	0.00	0.00	2,306.85	0.00	(2,306.85)	0.00
TOTAL FOR REVENUE ACCOUNTS	30,779,848.00	102,674.53	754,495.32	0.00	30,025,352.68	2.45
EXPENSE ACCOUNTS						
51100 SALARIES AND WAGES	15,661,261.00	1,209,379.23	3,704,589.50	0.00	11,956,671.50	23.65
51105 ADDITIONAL HOURS	238,300.00	22,027.93	103,038.95	0.00	135,261.05	43.24
51106 SHIFT DIFFERENTIAL	167,525.00	13,508.37	36,463.07	0.00	131,061.93	21.77
51107 SUBSTITUTE HOURS	275,400.00	22,370.70	66,505.61	0.00	208,894.39	24.15
51109 TUITION ASSISTANCE PROGRAM	10,500.00	0.00	4,023.55	0.00	6,476.45	38.32
51200 OVERTIME WAGES	12,400.00	2,869.17	11,354.51	0.00	1,045.49	91.57
51999 ADJ WAGE/SALARY TO MATCH PLAN	(654,616.00)	0.00	0.00	0.00	(654,616.00)	0.00
52001 INDUSTRIAL INSURANCE	178,682.00	9,378.74	28,914.51	0.00	149,767.49	16.18
52002 MEDICAL INSURANCE	2,457,067.00	188,252.86	614,548.17	0.00	1,842,518.83	25.01

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 3/31/2017

FUND: GENERAL FUND (01)

Object	2017 Budget	March Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
52003 F.I.C.A.	1,251,962.00	94,585.49	292,554.27	0.00	959,407.73	23.37
52004 RETIREMENT	1,800,779.00	135,201.68	419,612.46	0.00	1,381,166.54	23.30
52005 DENTAL INSURANCE	231,182.00	18,703.34	55,539.66	0.00	175,642.34	24.02
52006 OTHER BENEFIT	10,540.00	1,020.00	2,900.00	0.00	7,640.00	27.51
52010 LIFE AND DISABILITY INSURANCE	28,669.00	5,400.52	15,522.74	0.00	13,146.26	54.14
52020 UNEMPLOYMENT COMPENSATION	30,500.00	0.00	7,436.01	0.00	23,063.99	24.38
52200 UNIFORMS	1,300.00	0.00	0.00	0.00	1,300.00	0.00
52999 ADJ BENEFITS TO MATCH PLAN	(239,627.00)	0.00	0.00	0.00	(239,627.00)	0.00
PERSONNEL	21,461,824.00	1,722,698.03	5,363,003.01	0.00	16,098,820.99	24.99
53100 OFFICE/OPERATING SUPPLIES	257,500.00	15,315.07	44,685.10	27,174.71	185,640.19	27.91
53101 CUSTODIAL SUPPLIES	60,000.00	2,173.12	11,715.04	3,916.52	44,368.44	26.05
53102 MAINTENANCE SUPPLIES	60,200.00	3,503.70	10,125.06	0.00	50,074.94	16.82
53103 AUDIOVISUAL PROCESSING SUP	25,000.00	523.90	4,138.28	0.00	20,861.72	16.55
53104 BOOK PROCESSING SUPPLIES	20,000.00	184.70	654.31	1,491.67	17,854.02	10.73
53105 TRAINING SUPPLIES	10,500.00	0.00	0.00	0.00	10,500.00	0.00
53200 FUEL	47,500.00	0.00	0.00	0.00	47,500.00	0.00
53401 ADULT MATERIALS	732,500.00	36,905.28	143,282.88	0.00	589,217.12	19.56
53403 PERIODICALS	86,000.00	1,369.53	3,394.91	0.00	82,605.09	3.95
53405 JUVENILE BOOKS	535,650.00	19,956.82	90,606.40	0.00	445,043.60	16.92
53406 PROFESSIONAL COLLECTION	1,500.00	265.59	403.75	0.00	1,096.25	26.92
53407 INTERNATIONAL COLLECTION	43,000.00	163.14	5,214.26	0.00	37,785.74	12.13
53408 AUDIOVISUAL MATERIALS - ADULT	845,000.00	38,653.74	105,635.22	0.00	739,364.78	12.50
53409 AUDIOVISUAL MATERIALS - JUV	93,500.00	474.54	7,113.89	0.00	86,386.11	7.61
53411 ELECTRONIC INFO SOURCES	641,700.00	3,996.00	307,602.24	0.00	334,097.76	47.94
53412 REFERENCE SERIALS	12,000.00	0.00	752.36	0.00	11,247.64	6.27
53413 ELECTRONIC SERVICES	248,950.00	13,394.09	79,710.64	29,250.00	139,989.36	43.77
53414 ELECTRONIC COLLECTION	395,000.00	0.00	91,082.25	0.00	303,917.75	23.06
53464 VENDOR PROCESSING SERVICES	154,500.00	8,654.36	25,009.97	0.00	129,490.03	16.19
53499 GIFTS - MATERIALS	0.00	462.76	462.76	0.00	(462.76)	0.00
53500 MINOR EQUIPMENT	17,400.00	16,881.92	17,538.31	0.00	(138.31)	100.79
53501 FURNISHINGS	127,500.00	3,963.88	6,733.66	38,110.86	82,655.48	35.17
53502 TECHNOLOGY HARDWARE	143,300.00	22,947.91	33,372.18	0.00	109,927.82	23.29
53505 SOFTWARE/LICENSES/HOSTING	292,500.00	0.00	115.38	0.00	292,384.62	0.04
54100 PROFESSIONAL SERVICES	401,840.00	12,773.67	62,237.70	101,382.47	238,219.83	40.72
54101 LEGAL SERVICES	45,000.00	0.00	3,228.50	0.00	41,771.50	7.17
54102 COLLECTION AGENCY	14,000.00	1,557.30	4,304.95	0.00	9,695.05	30.75
54161 RESOURCE SHARING SERVICES	15,000.00	0.00	1,192.74	0.00	13,807.26	7.95
54162 BIBLIOGRAPHICS SERVICES	35,000.00	0.00	4,385.45	0.00	30,614.55	12.53
54163 PRINTING AND BINDING	500.00	0.00	0.00	0.00	500.00	0.00
54165 ILL LOST ITEM CHARGE	2,500.00	287.90	341.29	0.00	2,158.71	13.65
54200 POSTAGE AND SHIPPING	33,800.00	0.00	98.30	0.00	33,701.70	0.29
54201 TELECOM SERVICES	518,300.00	361.02	107,717.46	428,596.06	(18,013.52)	103.48
54300 TRAVEL	55,000.00	812.46	4,644.80	0.00	50,355.20	8.45
54301 MILEAGE REIMBURSEMENTS	35,250.00	2,156.24	7,601.80	0.00	27,648.20	21.57
54400 ADVERTISING	47,400.00	914.02	2,610.65	0.00	44,789.35	5.51
54501 RENTALS/LEASES - BUILDINGS	404,500.00	25,117.97	128,325.49	129,211.56	146,962.95	63.67
54502 RENTALS/LEASES - EQUIPMENT	34,600.00	0.00	3,788.62	26,183.90	4,627.48	86.63

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 3/31/2017

FUND: GENERAL FUND (01)

Object	2017 Budget	March Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
54600 INSURANCE	233,000.00	0.00	838.40	0.00	232,161.60	0.36
54700 ELECTRICITY	235,000.00	10,798.73	62,927.89	0.00	172,072.11	26.78
54701 NATURAL GAS	15,000.00	117.78	4,406.84	0.00	10,593.16	29.38
54702 WATER	29,700.00	1,470.66	4,127.71	0.00	25,572.29	13.90
54703 SEWER	16,200.00	274.34	2,481.21	0.00	13,718.79	15.32
54704 REFUSE	31,500.00	140.52	2,797.75	0.00	28,702.25	8.88
54800 GENERAL REPAIRS/MAINTENANCE	236,400.00	4,662.98	46,200.77	34,843.05	155,356.18	34.28
54801 CONTRACTED MAINTENANCE	591,400.00	5,282.37	63,005.10	213,722.59	314,672.31	46.79
54803 MAINT. TELECOM EQUIPMENT	10,000.00	201.30	201.30	0.00	9,798.70	2.01
54805 VEHICLE REPAIR - MAJOR	0.00	0.00	3,087.41	0.00	(3,087.41)	0.00
54900 REGISTRATIONS	50,650.00	1,628.10	4,667.22	0.00	45,982.78	9.21
54901 DUES AND MEMBERSHIPS	41,650.00	95.00	2,460.00	1,030.00	38,160.00	8.38
54902 TAXES AND ASSESSMENTS	29,500.00	61.90	153.38	0.00	29,346.62	0.52
54903 LICENSES AND FEES	52,650.00	3,634.38	26,266.48	0.00	26,383.52	49.89
54904 MISCELLANEOUS	790.00	0.00	0.00	0.00	790.00	0.00
54905 EVENT REGISTRATION	2,000.00	0.00	0.00	0.00	2,000.00	0.00
55100 INTERGOVERNMENTAL	18,000.00	0.00	0.00	0.00	18,000.00	0.00
59700 TRANSFERS OUT	1,231,194.00	0.00	0.00	0.00	1,231,194.00	0.00
ALL OTHER EXPENSES	9,318,024.00	262,138.69	1,543,448.06	1,034,913.39	6,739,662.55	27.67
TOTAL FOR EXPENSE ACCOUNTS	30,779,848.00	1,984,836.72	6,906,451.07	1,034,913.39	22,838,483.54	25.80
NET SURPLUS / DEFICIT	0.00	(1,882,162.19)	(6,151,955.75)	(1,034,913.39)	7,186,869.14	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 3/31/2017

FUND: SPECIAL PURPOSE FUND (15)

Object	2017 Budget	March Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
TAXES:	0.00	0.00	0.00	0.00	0.00	0.00
36110 INVESTMENT INCOME	0.00	0.00	596.96	0.00	(596.96)	0.00
CHARGES OTHER:	0.00	0.00	596.96	0.00	(596.96)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	0.00	596.96	0.00	(596.96)	0.00
EXPENSE ACCOUNTS						
PERSONNEL	0.00	0.00	0.00	0.00	0.00	0.00
ALL OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR EXPENSE ACCOUNTS	0.00	0.00	0.00	0.00	0.00	0.00
NET SURPLUS / DEFICIT	0.00	0.00	596.96	0.00	(596.96)	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 3/31/2017

FUND: DEBT SERVICE FUND (20)

Object	2017 Budget	March Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
TAXES:	0.00	0.00	0.00	0.00	0.00	0.00
36110 INVESTMENT INCOME	0.00	0.00	69.60	0.00	(69.60)	0.00
CHARGES OTHER:	0.00	0.00	69.60	0.00	(69.60)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	0.00	69.60	0.00	(69.60)	0.00
NET SURPLUS / DEFICIT	0.00	0.00	69.60	0.00	(69.60)	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 3/31/2017

FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)

Object	2017 Budget	March Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
29150 USE OF FUND BALANCE-BUDGET	633,806.00	0.00	0.00	0.00	633,806.00	0.00
36110 INVESTMENT INCOME	0.00	0.00	1,588.17	0.00	(1,588.17)	0.00
36700 FOUNDATION DONATIONS	0.00	0.00	14,000.00	0.00	(14,000.00)	0.00
36720 FRIENDS' REIMBURSEMENTS	22,000.00	0.00	0.00	0.00	22,000.00	0.00
36998 E-RATE REIMBURSEMENT	30,000.00	0.00	55,858.60	0.00	(25,858.60)	186.20
CHARGES OTHER:	685,806.00	0.00	71,446.77	0.00	614,359.23	10.42
39700 TRANSFERS IN	1,231,194.00	0.00	0.00	0.00	1,231,194.00	0.00
TOTAL FOR REVENUE ACCOUNTS	1,917,000.00	0.00	71,446.77	0.00	1,845,553.23	3.73
EXPENSE ACCOUNTS						
53408 AUDIOVISUAL MATERIALS - ADULT	50,000.00	6,786.96	10,021.43	0.00	39,978.57	20.04
53501 FURNISHINGS	26,000.00	6,060.64	30,557.57	103,730.87	(108,288.44)	516.49
53502 TECHNOLOGY HARDWARE	204,000.00	0.00	0.00	0.00	204,000.00	0.00
54100 PROFESSIONAL SERVICES	250,000.00	8,183.60	13,515.80	42,549.40	193,934.80	22.43
54400 ADVERTISING	0.00	71.30	71.30	0.00	(71.30)	0.00
54912 CONTINGENCY/RESERVE	25,000.00	0.00	0.00	0.00	25,000.00	0.00
56200 BUILDINGS & BLDG IMPROVEMENTS	785,000.00	1,817.18	1,817.18	146,787.66	636,395.16	18.93
56201 CONSTRUCTION	295,000.00	0.00	0.00	34,461.00	260,539.00	11.68
56202 ELECTRICAL	30,000.00	0.00	0.00	0.00	30,000.00	0.00
56205 ROOFING	100,000.00	0.00	0.00	0.00	100,000.00	0.00
56300 IMPROVEMENTS OTHER THAN BLDGS	22,000.00	0.00	0.00	0.00	22,000.00	0.00
56401 VEHICLES	130,000.00	0.00	0.00	0.00	130,000.00	0.00
56402 HVAC	0.00	0.00	6,892.20	0.00	(6,892.20)	0.00
TOTAL FOR EXPENSE ACCOUNTS	1,917,000.00	22,919.68	62,875.48	327,528.93	1,526,595.59	20.37
NET SURPLUS / DEFICIT	0.00	(22,919.68)	8,571.29	(327,528.93)	318,957.64	0.00

MEMO



Date: March 31, 2017

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

From: Georgia Lomax, Executive Director

Subject: Executive Director Report – March

Dale Hough, our Finance Manager, has accepted a new position as Finance Director of Lacey Fire District #3. His last day at PCLS is April 6, 2017.

External Community Activities

- I attended the Economic Development Board Annual Meeting
- Clifford Jo, Melinda Chesbro, Mary Getchell and I met with Lakewood City Manager John Caulfield and his staff to discuss the city's central business district sub area plan.
- I attended the March 7 County Council meeting to share this year's Pierce County READS book and program and to receive the Council's PC READS Proclamation. The meeting was broadcast on Facebook Live.
- I scored a seat in the standing room only crowd for Pierce County Executive Bruce Dammeier's first State of the County Address. He spoke to community mental health and homeless issues as well as economic development and jobs and effective government, all issues of interest to PCLS.
- I accompanied Foundation Director Dean Carrell to meet and learn from some of the Library's close friends and donors.

Internal Community Activities

- South Hill Site Visit and Gig Harbor Site Visit
- Orientation with new trustees, Pat Jenkins and Daren Jones. We spent an afternoon talking about the work of the Board and how the Library operates in preparation for joining the Board in April.

Library Community Activities

- MLIS Board Meeting
- Pierce County Library Foundation Board Meeting
- Library Legislative Day in Olympia. In a whirlwind visit, I shared information about PCLS, its Strategic Framework, and our work to update our facilities plan with the Library's many representatives and senators. Response was positive to our focus areas of learning, enjoyment and community, and a number of legislators offered to help us pursue capital funding when we are ready.
- Weekly Legislative Committee meetings

Branch Snapshot

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

Buckley

A Camp Code program was held at the Buckley Youth Activity Center led by staff. While the number of attendees was small, it was a successful program and helped to further the relationship between the library and the youth center.

Eatonville

The ongoing weeding schedule works very well allowing non-circulating, and items in poor condition or outdated to be removed.

Continuing partnerships and ideas for future programming were discussed with the Director of the Eatonville Family Agency.

Fife

More people are coming in to connect with the Wi-Fi with their own devices. Seating with a table has become a precious commodity. The study and teen rooms are constantly busy in the afternoons.

We are working on the design and options for new tables in the public area. In the afternoons the library is frequently quite full and customers are struggling to find a way to use their laptops and sit comfortably with our current furniture. Lorie is helping to design a movable and expandable table that will fill this need.

Valentines books check out heavily this month and staff added the extra surprise “Blind Date with a Book”.

Several items were placed in bags or wrapped in brown paper. Each item had a very minimal description on the bag. The idea was for folks to find a new read without looking at the cover or reading a description inside the book. This proved most popular with our Easy book collection where the description was simply ‘dog’ or ‘car’ or ‘superhero’. Kids returning the books couldn’t wait to tell us what they found inside.

Staff hosted the final meeting of the North Pierce County Community Coalition study group and local University of Washington at Tacoma community nursing students on February 22. The students had compiled the data from the NPCCC surveys distributed last year in the community and made them into a very nice presentation indicating the strengths, demographics, weaknesses and areas of opportunities for the Fife, Milton, Edgewood communities

Graham

Raising Chickens in Your Backyard was well received. The speaker, Donald Weeks, was excellent. He spoke for an hour and happily answered questions from the audience for another hour.

Lego Mindstorms had many kids and parents attend. Children under the age limit were allowed to participate if a parent was assisting them. They built their own bots from scratch for 45 min. and programmed them for 45 min. All successfully programmed their bots more than once.

Gig Harbor

Developed “Team Goals” as part of our Employee Engagement Plan, including goals to improve reader’s advisory, increase card holders and improve backroom snag efficiency.

Basic tech classes, which had waned in popularity, are being better attended. This may be due to changing the time to evenings or simply because we have not offered them in a while.

Key Center

Friends sponsored Programs for Families and Adult Learners: Mason Bees with Missy Anderson—37 people attended.

Parking lot drain was plugged up with sand and debris and created a small lake on the back parking lot. Flowhawk Plumbing and Septic had to be called to vacuum out the system.

Lakewood

One of February’s prominent displays focused on the national movement of the “African American Read-In” (hosted by the Black Caucus of NCTE). Although we did not have an actual program this year, we did utilize one full section of shelving in a passive display inspiring library patrons to read a variety of African-American-authored books.

Another feature display was “Blind Date with a Book” created by a staff member. We did receive customer feedback from a reader who let us know that he and his wife thoroughly enjoyed the enticing blurbs and took great pleasure in discovering the books inside the wrapping. He added that they’d like to see it again next year

Orting

A staff member attended the Orting Community Network and the Orting City Council meetings. At both meetings, she talked about the up and coming PC Reads and the program at Lewis Museum.

Outreach

Attended grand opening event of new SeaMar Homeless Clinic on February 25 in Tacoma's Hilltop neighborhood. Adult Services Librarian teamed up with Diverse Communities Assistant from Lakewood, and issued library cards, provided an adult coloring activity, and talked about library services with individuals and families experiencing homelessness.

Coordinated attendance at [JBLM Newcomers' Orientation](#) on February 21 to welcome service members who have recently relocated to JBLM.

On February 28, Youth Services Librarian attended a meeting of service providers and community organizers planning for another summer of vibrant programming to be held at Springbrook Park in Lakewood. Programming will again include a weekly visit by the Explorer bookmobile as part of the Foundation-funded nine-week program, *On the Road with Summer Reading*. During the planning meeting, community participants discussed the vital role reading plays in preventing summer learning loss, and on their own initiative, meeting participants brainstormed ways to ensure all kids involved in the summer program can make the most of their dedicated weekly "library time" during summer 2017.

Planning has begun in earnest for *On the Road with Summer Reading*, a nine-week program funded by the Pierce County Library Foundation to bring Summer Reading to children who are not able to get to a library branch due to transportation, geographic barriers, or participation in child care.

Parkland/Spanaway

Staff helped a young mother who was going to do a computer class, but suddenly had to submit an online resume before their appointment. Staff helped her get a basic resume template filled out, and then helped her save and upload it to the application site.

Youth Service Librarian, hosted Lego Building Madness event in the children area inside the library. Several kids and families who initially did not plan on attending the event joined. One teen commented, "I have been in this library all my life, and this is the first time I have ever seen something like this inside the library." Many teens who normally only played on the computer enjoyed the event, and hope library could continue to host fun events inside the library.

Staff hosted Lego Mindstorms event. The families were delighted to see STEM related events at library for school age kids. One mom commented, "Thank you for hosting this. I learned so much with the kids." Several families expressed they would love to see more of this types of program, especially for school age kids, in the library.

South Hill

Storytime continues to be popular across all groups. Bilingual Storytime is drawing multiple teens who observe in support of school credit in Spanish classes. This program offers benefits to youth of all ages.

Our first Virtual Travels program, on Japan, drew a large number of attendees, many of whom said they will return for the April offering on Italy.

Steilacoom

A new customer came in to check out Talking Books. He is losing his eye sight and his friend had told him about talking books. He thought he would like mysteries and he only wanted to check out one. A staff member helped him and talked him into checking out two so he would have something else if he didn't like it. He really enjoyed them and now checks out two to four a week.

Sumner

Assistant Branch Supervisor met with a representative from Sumner Family Support Center who works with the Hispanic community, and both came away from the meeting re-committed to a partnership. In particular,

immigration and citizenship are topics of current interest, and Sumner Library is exploring ways we can use our non-partisan, welcoming status to disseminate factual information to people who need it.

A Librarian attended the “Serve Big” community summit, which included representatives from the Sumner and Bonney Lake administration as well as representatives from many area churches and social service providers. A common concern at the summit was how individual agencies and providers can work together to maximize their efforts. Sparing the effort to set up and maintain partnerships can be difficult when many of these groups are strapped for both time and funds. This may represent an opportunity for the Library to act as “convener,” doing the legwork required to get people working together. We have reached out to the City of Sumner and the Sumner Family Support Center to offer the library as a venue for this.

Tillicum

Community Branch Supervisor attended the Tillicum Woodbrook Neighborhood Association meeting on February 2. She shared Get Hired, Get Smart, and the Microsoft Certification Program. She also described upcoming programs in the TIL branch.

She also attended the Family and Youth Center dinner on February 9. She shared a meal with the community and engaged several attendees in conversations about library programs and opportunities. She also had the opportunity to address the room and share information about Our Own Expressions for the youth as well as the upcoming Valentine pop-up card craft and movie.

University Place

Youth Services Librarian reports that the first meeting of Prime Time Family reading, partnering with UP Primary, took place. 3 families attend with 5 kids in the program.

Youth Services Librarian met with UP Community Connections to discuss partner opportunities. Initially they were very glad to know about book club kits, as they are starting a Senior book club and we will discuss other youth program opportunities moving forward.

Unfinished Business

MEMO



Date: April 4, 2017

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

From: Georgia Lomax, Executive Director

Subject: Facilities Master Plan, 2017 Update

To be relevant, Pierce County Library 2030, the Library's Facilities Master Plan, must be evaluated and updated on a regular basis to ensure it reflects changing conditions and needs of the Library and of the community.

In April, a small team is gathering current data and information that will be used to review and update the plan and its recommendations, and identify next steps in its implementation. The team will review demographics and population, use and service patterns, service areas, condition of facilities, library service trends, best practices for library buildings, etc. The team will use community input gathered during the 2016 strategic planning process to inform the work, and will also document progress to date on implementing the plan.

We will complete the research phase in May. Using the updated information, we will review the plan's assumptions on system design, level of service standards and supporting policies and principles with the Board. This work will allow us to review or confirm priorities and recommendations and provide a roadmap for continued progress towards ensuring Library facilities support achieving the Library's services and vision, and meet community needs.

Our goal is to complete the 2017 update by the end of June.

MEMO



Date: April 3, 2017

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

From: Georgia Lomax, Executive Director

Subject: New Trustee Appointments – Daren Jones and Pat Jenkins

On March 28, 2017, the Pierce County Council voted unanimously to confirm the appointment of Daren Jones of Orting, and Pat Jenkins of Puyallup, to the Pierce County Library District, effective April 1, 2017.

Daren will fill the unexpired term vacated by Linda Ishem through February 2019. Pat will serve a full term, to expire in March 2022.

Council resolution R2017-24, sponsored by Connie Ladenburg and Dan Roach, is attached.

1 Sponsored by: Councilmembers Connie Ladenburg and Dan Roach
2 Requested by: Executive

3
4
5
6 RESOLUTION NO. R2017-24
7
8

9 **A Resolution of the Pierce County Council Confirming the Appointment of**
10 **Two New Members (Daren Jones and Pat Jenkins) to the**
11 **Pierce County Library District Board of Trustees.**
12

13 **Whereas**, the Library District Board of Trustees was established pursuant to the
14 Revised Code of Washington 27.12.190 and Pierce County Resolution No. 1872; and
15

16 **Whereas**, Linda Ishem has moved out of the Library District and resigned from
17 the Pierce County Library Board of Trustees; and
18

19 **Whereas**, Daren Jones is an active community member, resides in Pierce
20 County, and is qualified to fill the vacancy; and
21

22 **Whereas**, the Executive has appointed Daren Jones to fill the unexpired term of
23 Linda Ishem on the Pierce County Library District Board of Trustees; and
24

25 **Whereas**, on March 31, 2017, a vacancy will exist due to the term expiration of
26 J.J. McCament; and
27

28 **Whereas**, Pat Jenkins is an active community member, resides in Pierce County,
29 and is qualified to fill the vacancy; and
30

31 **Whereas**, the Executive has appointed Pat Jenkins to a first term on the Pierce
32 County Library District Board of Trustees; and
33

34 **Whereas**, the Pierce County Charter, Section 3.30, provides that the
35 appointment of members to boards and commissions shall be made by the Executive,
36 subject to the confirmation by a majority of the Council; and
37

38 **Whereas**, the Council has completed its confirmation review; **Now Therefore**,

39
40 **BE IT RESOLVED by the Council of Pierce County:**
41



1 Section 1. The Council hereby confirms the appointment of Daren Jones to fill
2 the unexpired term of Linda Ishem on the Pierce County Library Board of Trustee. The
3 term will expire on February 14, 2019.

4
5 Section 2. The Council hereby confirms the appointment of Pat Jenkins to his
6 first term on the Pierce County Library District Board of Trustees. The term will expire
7 on March 31, 2022.

8
9 Section 3. The Clerk of the Council shall provide a copy of this Resolution to the
10 members confirmed, the Executive Director of the Pierce County Library, and the
11 County Executive.

12 ADOPTED this 28th day of March, 2017.

13
14
15 ATTEST:

PIERCE COUNTY COUNCIL
Pierce County, Washington

16
17
18 Patricia L. Face for
19
20 **Denise D. Johnson**
21 Clerk of the Council

Douglas G. Richardson
Douglas G. Richardson
Council Chair



New Business

MEMO



Date: April 5, 2017

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

From: Clifford Jo, Finance & Business Director

Subject: Capital Project Funding Strategy Development

As Georgia mentioned during the March Board meeting, we have begun updating the Facilities Master Plan and simultaneous to that process we are conducting a project to develop funding strategies for major capital projects, such as land, buildings, and other major upgrades to facilities.

We have been conducting an environmental scan what's out there, and provided below is a growing inventory of funding strategies that we are researching and developing, not all of which we would consider. During the Board meeting we will provide you more details regarding each of these strategies and the work to build a toolbox of possible methods of funding major capital projects.

- Library cash
- Friends donations/giving
- Foundation donations/giving (with or without a capital campaign)
- Gifts from cities, non-profits, private organizations/donors, etc.
- Councilmanic bond (either Library-issued or by other jurisdictions)
- Levy Lid-Lift
- Districtwide General Obligation Bond
- Library Capital Facilities Area and subsequent bond
- Annexation
- Partnering for colocation
- Washington State budget
- New Market Tax Credits (NMTC)
- Federal Tax-Exempt Bond Funding
- Community Development Block Grant/Housing & Urban Development (CDBG/HUC) grant
- Foreign Domestic Investment (FDI) & EB-5
- Department of Agriculture Rural Development program
- Blended approach of two or more of the above

MEMO



Date: April 4, 2017

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

From: Clifford Jo, Finance & Business Director

Subject: Workers Compensation Coverage for Trustees

Rules related to L&I/Workers Compensation recently changed and we have been looking into the impacts for our volunteers. During this review, we contacted L&I and were informed that Board of Trustees are considered volunteers, and therefore are required to be covered by L&I. The cost for all Trustees is \$33.35 per year.

During the Board meeting we will answer any questions you may have.

Officers Reports

MEMO



Date: April 4, 2017

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 three years since Pierce County Library System began our partnership with the Association of Washington Cities to provide an engaging Wellness Program for our employees. 2016 was a successful year with our Wellness Program, offering multiple campaigns and other activities to promote health and wellness in our workplace. Our work in 2016 included:

- Created an operating plan to organize the work for 2016
- Attended AWC Wellness Networking Forums and several webinars to educate committee members about wellness best practices and program implementation.
- Implemented two successful wellness campaigns: “Unplugged” (focus on getting better sleep by developing good sleep habits and reduce stress) and “Walktober” (focused on helping staff get fit with a 31-day walking program).
- Used \$1,000 mini-grant from 2015 to fund the purchase of healthy snacks for the honor bars at each of our 19 locations. This replaced candy bars and chips with healthier choices and was a big hit with staff. We also purchased water bottles with our Wellness logo for all participants in the Walktober campaign.
- Installed a healthy snack/drink vending machine, replacing the candy box, at our largest location (ACL) serving 100 employees.
- Promoted Wellness awareness activities including “Go Red for Women” (heart health), and “Relay for Life” (cancer research). In addition, we formed a team for the Sound to Narrows 12k & 5k run/walk. We also held our largest group walk to date (180 walkers!) at our Staff In-Service Day.
- Educated employees about AWC’s Healthy Decisions program to help them become informed consumers of our healthcare benefits.
- Promoted the Health Questionnaire with 63% participation, earning us a \$500 mini-grant to supplement wellness activities in 2017.
- Increased participation and engagement in our Wellness Program by 3% over last year.
- Successful submission of AWC’s Well City application (making us eligible to receive 2% rebate on our 2018 insurance premiums).

We are very excited to have completed a successful application for 2017 and to be a recipient of the Association of Washington Cities’ WellCity Award for the third year in a row! We will receive a 2% rebate (approximately \$49,000) on next year’s health care premiums.

The Wellness Committee is already at work on our 2017 campaigns and operating plan. This work supports our core service area of *staff*. Our work in 2017 will include:

- Creating an operating plan to organize the work for 2017—formulate priorities for this year based upon our interest survey from 2016 and our high risk areas (Weight, Exercise, Stress and Prevention activities).
- Develop leadership skills in staff by outlining expectations for Wellness Committee members to promote and engage co-workers in wellness activities in their branch/department.
- Use \$500 mini-grant from 2016 to fund efforts to incentivize staff participation in wellness activities.
- Launch wellness campaigns: Colorful Choices and Fit for the Feast
- Promote a new on-line program with more choices and new ways for employees to earn their annual Wellness Award. (50% participation earns the Library a 2% discount on 2018 medical premiums).
- Focus on increasing numbers participation in prevention activities 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 well city application for 2018.

The benefits of the PCLS Wellness Committee and the opportunities it provides for staff has shown a significant improvement in the overall health and well-being of our staff. Health Questionnaire results for 2016 compared to 2015 show that in general our staff has reduced risks in the following areas: lifestyle (nutrition and sleep), blood sugar, blood pressure, and emotional health. There are still opportunities to reduce risks with alcohol and cigarette use. However, our wellness, morale and engagement has improved and we're pleased to see the numbers reflect this.

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

MEMO



Date: April 5, 2017

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

From: Melinda Chesbro, Deputy Director

Subject: Work Plan Progress Report

Eatonville and Summit Restroom Remodels

As part of our ongoing investment in maintaining our facilities, the restrooms at the Eatonville and Summit branches will be closed this spring. Eatonville library will be closed April 10 to 30 and Summit is scheduled for May 8 to 31. In both cases staff will be offering limited service from the meeting room during this time.

A Fest

This year we will be merging our popular community MakerFest and DIYFest events into one exciting crafting and maker fest to be November 4th at the Washington State Fair Agriplex. Now that we have secured the location we can begin identifying exhibitors and presenters. Expect to hear more as our planning progresses.

Lakewood Furnishing Update

The Friends of the Lakewood Library are contributing to updated furnishings to help refresh the front garden seating area as well as the upstairs computing area. Customers have expressed a desire for more seating at the front of the library, while computer users, especially Job & Business Center users have expressed a desire for quieter areas for computer use. The Job & Business Center computers will be moved upstairs near WorkSource Drop-in help. The garden area will become a place for customers to sit, read and browse the adjacent magazine and newspaper area. This work is still in the planning stages.

MEMO



Date: March 24, 2017

To: Pierce County Library Board of Trustees

From: Steve Carmody, Branch Manager, University Place Library

Subject: University Place Remodel

The University Place Pierce County Library closed for a full day on March 1 and opened later than usual on March 2. The time was well spent though, as we had a new Help Desk and Sequestered DVD area installed. This was a coordinated effort involving the UP team, Facilities, Communications, IT, and Customer Experience Team. This work supports our core services of providing welcoming *spaces* and the *materials* our customers want.

Customer feedback has been overwhelmingly positive. Customers appreciate seeing the Help Desk near the front doors, and the way it has opened up the overall floor plan. This location gives staff a better line-of-sight throughout the library and atrium, which increases safety for all.

The new Sequestered DVD area replaces the movie tower machines. This is a big plus for customers, who now have a much larger collection of movies to choose from. They are no longer limited to just 7 DVDs at a time either, which has made plenty of patrons happy.

Both the Help Desk and Sequestered DVD Desk are height-adjustable and ADA compliant to best serve the public. Please stop by University Place for an all-access tour!

New Help Desk:



Sequestered DVD Area:



Help Desk:



MEMO



Date: April 5, 2017

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

From: Melinda Chesbro, Deputy Director

Subject: Alki Article by Anna Shelton

I am pleased to share with you a recent article, “Confessions of a Rookie Supervisor” published in the March 2017 issue of *Alki* magazine (the journal of The Washington Library Association) written by Anna Shelton, Senior Librarian, Outreach. The theme of this issue is learning from mistakes and in her article Anna recounts the lessons she has learned as a new supervisor here at PCLS.

A copy of the article is attached.

Confessions of a Rookie Supervisor

by Anna Shelton

About ten months ago, my whole life changed. I became a supervisor. I showed up to the first day of my new job with a heaping measure of humility. Going in, I knew there would be buckets to learn. What I couldn't have guessed was how many mistakes I would repeat from earlier in my life that I thought I only needed to learn once.

Riding a bike three miles with a 25-lb bag of carrots is a bad idea.

While grocery shopping by bicycle as a new college student, I once bought a giant bag of juicing carrots, confident that I could pedal them home if I just took my time. Carrots balanced on the handlebars, it took me a half-hour to wobble a half-mile. I realized how ridiculous it was and called a friend with a truck to rescue me. As a new supervisor, I

sometimes fall into a trap of thinking that I should deal with an issue on my own for expediency, rather than enlisting help from my busy staff. Attempting on my own tasks that by their nature require a team wastes precious time. Perhaps more importantly, it deprives my colleagues a meaningful opportunity to contribute, and unintentionally sends a message that my employees have only themselves to rely on. It's better to just ask for help.

Is it a cougar or is it a squirrel?

Sleeping out under the stars on a bluff near Cle Elum with no tent, my partner and I simultaneously felt the sudden, unmistakable presence of an animal we could not see, leaping high into a tree above us. Heart pounding, I whispered, "do you think it's a squirrel?" and tried to ignore a visceral sensation that we were prey. My partner convinced me otherwise, and we packed quickly and hiked back to the car. Upon reaching the road, our flashlight beam reflected off the eyes of a cougar that had tracked us silently and

invisibly for three-quarters of a mile. As a supervisor, I find that I must constantly determine, based on incomplete information, whether an issue is a top priority that needs to be addressed immediately (cougar); or just seems urgent but is more of a distraction (squirrel). It's dangerous to minimize a cougar, and it's exhausting to move camp for every squirrel. As a new supervisor,

everything can feel like an emergency. I'm working to pause and ask myself: is this something that must be dealt with now, or can I continue with what I was doing and deal with this later?

Spilled milk will only smell worse tomorrow.

When I worked for the Girl Scouts, I brought mobile programs to apartment complexes and community centers. One sweltering summer day, while driving

around the county making ice cream, a half-gallon of milk exploded inside the trunk of my car. Discovering this sad fact when hot and tired at the end of the day, I did the basics to clean it up and assumed the rest would just evaporate. Two days later, the stench was so bad that strangers walking within 50 feet of my car wondered aloud "what's that terrible smell?" When Jim Michalko retired from OCLC, his departing gift was a lifetime of professional advice distilled down to fit on the card from a library card catalogue. Among Jim's invaluable tips is "Do hard things first." I think about this every day as a supervisor. No matter how hard something may seem today, left unaddressed it will probably be just as hard or harder tomorrow.

Don't say no to live music.

Every time I see live music, I tell myself that I will go to more concerts, because live music makes me feel alive. I ask myself: why don't I do this more often? As a supervisor, I feel energized when I have opportunities to engage directly with the public we serve. Much of my work involves planning, schedules, and emails; I value these tasks and recognize their importance. But I am better at my

“ Seeing a child’s face when she programs her first bit of code; hearing an elder say books give him access to the world he can no longer get out of bed to visit — these moments provide inspiration that fuels me for months.”

Anna Shelton is a senior librarian at the Pierce County Library System.

continued on next page

job when I am deeply inspired by the impact of libraries and our staff teams in action. Seeing a child's face when she programs her first bit of code; hearing an elder say books give him access to the world he can no longer get out of bed to visit – these moments provide inspiration that fuels me for months. Though it's hard to step away from deadlines, it's a mistake to go too long without interacting with the public my organization serves.

Stay in touch with your friends.

In college, I lived in rural Nicaragua for a year. I developed strong relationships with my host families and community members. Two years later, I went back to the same town. I was startled by how much had changed in my Nicaraguan friends' lives years: cell phones had arrived, friends had their first children, and community politics had shifted. I resolved to do a better job in the future at maintaining long-distance relationships. Starting out as a first-time supervisor is all-consuming. When I get home at the end of the day, it can be challenging to prioritize another hour on the computer to connect with former library colleagues now scattered around the world.

But when I look up after my first 10 months on the job, I realize that I must do more to deliberately nurture my broader professional network. Not tending to one's network is a mistake I should be particularly sensitive to making, since my focus for several years was building and strengthening peer networks for library learning. No matter how strong or creative one's own organization is, I have seen firsthand that taking time to cross-pollinate and connect with others in different organizations and geographic locations can lead to transformational breakthroughs and shared solutions.

Building a fire on the beach during a winter storm is hard enough; don't also plan to cook on it.

I once had a birthday party where I invited all my friends to a park on the ocean for a nighttime bonfire in February. It was raining sideways and it took forever to get the fire going. Shrimp and vegetable kabobs, roasted on the fire, were gritty in our teeth from sand flying in the wind. I sometimes ask my staff to do things that are as challenging as starting a fire in a windstorm. I am beginning

to learn that how well I scope a project at the beginning can make a huge difference in how pleasant or frustrating their experience is. It's tempting to try and tackle everything at once, but I'm finding that it's pretty much always better to keep things simple, even if that means arriving initially at only partial solutions.

Bring the right map.

On a backpacking trip to Mt. Rainier, my family brought three different maps with us. Each map showed part of our route, which we elected instead of buying a new map that showed the

whole route all on one page.

Throughout the trip, we were constantly interpreting distance across three different map scales. Because of these difficulties, our last day ended up being 16 miles instead of the 6 miles we had calculated. As a supervisor, I recently realized I need to develop a better map for my team – a clear set of team goals to achieve in the year ahead. My organization already has a strong strategic framework. But it's my job to help my team understand where we need to get this year, and what that journey will require from each of us.

“ There will be mistakes. Lots of them. Failure is how we find our way to success. If we as supervisors aren't gentle with ourselves when we make mistakes, if we as supervisors don't assume we will fail – and then learn and grow – how can we ask our staff to do the same? ”

In talking with friends inside and outside of libraries, I've come to find that self-doubt is normal among supervisors, even for people who have been managers for a long time. Fellow newbies, don't allow your mistakes to pull you into thinking that you are not experienced enough or smart enough, a mindset referred to as imposter syndrome. Use your support network. Three things have been particularly helpful to me: 1) Making the most of dedicated one-on-one time with my supervisor each week to ensure I'm focusing on the right priorities; 2) Participating in my organization's innovative onboarding process for supervisors and managers, which helped me understand supervisor expectations and develop a shared vocabulary; and 3) Trusting my staff and myself.

There will be mistakes. Lots of them. Failure is how we find our way to success. If we as supervisors aren't gentle with ourselves when we make mistakes, if we as supervisors don't assume we will fail – and then learn and grow – how can we ask our staff to do the same? 📖

Executive Session

Motion to recess to Executive Session,
per RCW 42.30.110, to discuss personnel and
property issues for 20 minutes.

Pierce County Library FYI Packet
Link List
April 12, 2017

Pierce County Library in the News

- [Daffodil Festival princesses inspire children through reading program](#) – The News Tribune/Puyallup Herald
- [Free concert in Graham](#) – The Eatonville Dispatch
- [Pierce County Reads goes for the ‘Grunt’ in military science](#) – The News Tribune
- [2017 Pierce County Reads kicks off: Event to be held on JBLM](#) – Northwest Military
- [Our view: Pierce County READS does more than promote reading](#) – Tacoma Weekly
- [In search of new revenue stream, Friends of the Sumner Library to add purses to used book sale](#) –The News Tribune/Puyallup Herald
- [Meaningful Movies group pairs documentary with community activism presentation, workshop](#) – Gateway
- [Man sentenced for attempted luring of girl outside Lakewood library](#) – The News Tribune

Other Library News

- Bridging the Gap for Vets – American Libraries Magazine, March/April 2017, see attached .PDF



A volunteer (left) helps a veteran at San Francisco Public Library's Veterans Resource Center. The center is part of the Veterans Connect @ the Library program.

Bridging the Gap for Vets

California program trains librarians and volunteers to assist veterans with services

BY Timothy Inklebarger

Novato Public Library, located in a small town in the North Bay region of the San Francisco Bay Area, has become a meeting place for military veterans. That's thanks to a four-year-old California public library program called Veterans Connect @ the Library, which helps put veterans in touch with benefits and services.

At Novato, for example, one retired Air Force officer who volunteers at the library has become someone whom vets can not only get information from but can also communicate with, according to Kevin Graves, a Bay Area coordinator with the California Department of Veterans Affairs.

"Vets come in every week just to speak to him, sometimes just to

talk," Graves says. "He gets something out of it, they get something out of it; it's a win-win."

In some areas of the state, Veterans Connect is essential for former service members who do not have easy access to a veterans services office.

The US Census Bureau estimates that nearly 1.8 million military veterans called California home between 2011 and 2015, giving the state the distinction of having the largest veteran population in the country. More than 10,000 of them live in Merced County, population 268,455, in northern San Joaquin Valley, about three hours southeast of San Francisco.

Amy Taylor, Merced County librarian, says it can take veterans in the city of Los Banos two and

a half hours by bus to get to the nearest veteran's services office in the city of Merced.

"A single appointment can take six hours out of a person's day," Taylor says.

It's a problem not just in Merced County but across California and the nation, according to Karen Bosch Cobb and Jacquie Brinkley, project advisors with Pacific Library Partnership, which is collaborating with the state on the groundbreaking program that is providing veterans with access to services at California public libraries.

Spearheaded in 2012 by the California Department of Veterans Affairs in partnership with the California State Librarian and the Institute of Museum and Library Services, the Veterans Connect @ the Library program has grown to 51 locations, and organizers already are providing information on how to set them up elsewhere in the US, according to Brinkley.

Los Banos Library is one of the recent additions to the Veterans Connect program that Cobb and Brinkley are overseeing. Launched in November, the program in Los Banos not only provides veterans with dedicated computers, books, forms, and other information, but also with librarians trained to connect them to a myriad of resources available to them, Taylor says.

The Veterans Connect website offers webinars and other online tutorials, as well as information for library staffers and volunteers to learn more about assisting veterans with health, housing, employment, education, and other benefits. In Los Banos, three staff members and

two volunteers have completed the training, Taylor says.

Cobb says the training is an introduction to key concepts of searching for resources for veterans through the California Veterans Resource Book and other materials.

"We started advertising it before the opening in November, and we're getting a good reaction from the community; veterans are coming in and asking questions and using the resources," Taylor says.

It's the story you'll hear from other libraries that have implemented the program, according to Cobb, who noted that since its inception Veteran's Connect has served some 16,000 veterans and their families.

The veteran resource centers cost about \$10,000 to set up—primarily staff costs, computers, library materials, speakers, and other expenses—but half of the 51 centers in California have become self-sustaining after about two years, Brinkley says.

"It doesn't take much after they get the initial start-up going," she says. "It's designed to be a volunteer-driven program with a library contact person."

And the program goes further than just helping veterans find access to information, according to Cobb. She says the program aims to build bridges between veterans groups and the library to further grow their resources and opportunities for helping the veteran population.

"Staff have to be passionate and want to serve vets," she says.

Different programs aimed at helping vets exist at libraries around the country, but the success of the Veterans Connect program is attracting attention from other states with large veteran populations. Other programs that have launched outside of California include:

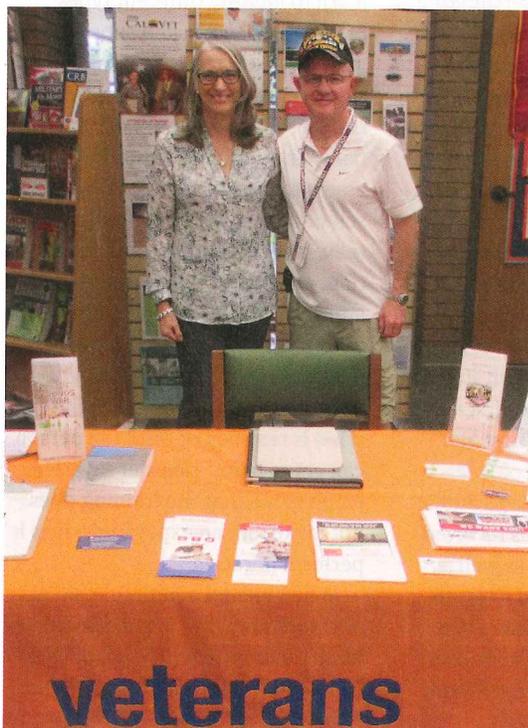
- Pierce County (Wash.) Library System's program that trains veterans in Microsoft certification
- West Virginia University Libraries' program to create library tools to put veteran students in touch with resources

It's still in the planning stages, but Cobb says the California state program is considering a multistate rollout of the Veterans Connect program. "We have a really solid framework that we can ... share with [other states]," she says.

Graves says the California Department of Veterans Affairs is always looking for new ways to reach out to former service members, and Veterans Connect is providing inroads its founders couldn't have imagined. "It does fill a gap," he says. "The more venues and organizations we get involved, the more veterans we're going to reach." **AL**

TIMOTHY INKLEBARGER is a writer living in Chicago.

Evelyn Figeroid, library assistant and coordinator for the Rancho Cordova (Calif.) Library Veterans Connect, with veteran and volunteer Bill Mattingly at the Library Veterans Resource Station.



◀ Continued from page 19

Librarians at Indiana University East in Richmond have developed a LibGuide about how to identify fake news, complete with detailed images of what questions to ask while perusing a site. The News Literacy Project, founded by former *Los Angeles Times* reporter Alan Miller, offers a comprehensive curriculum of classroom, after-school, and e-learning programs for middle and high school students; the Center for News Literacy at Stony Brook (N.Y.) University offers similar resources for teaching college students.

Despite the clear need for increased media literacy, one risk is that this topic will always be perceived as optional—nice to know but not essential. Wineburg argues that this is misguided. "Online civic literacy is a core skill that should be insinuated into the warp and woof of education as much as possible," he says. In a paper for *College and Research Libraries News*, Brian T. Sullivan, information literacy librarian, and Karen L. Porter, sociology professor, of Alfred (N.Y.) University map out how to convert those one-shot information literacy training sessions into full programs with embedded librarians.

Librarians can play a vital role in helping everyone, of any age, become critical and reflective news consumers. One positive outcome of the current furor about fake news may be that information literacy, for media and other types of content, will finally be recognized as a central skill of the digital age.

This article first appeared on americanlibrariesmagazine.org on December 27, 2016. **AL**

MARCUS BANKS is a journalist with prior experience as an academic library administrator.