

AGENDA
Regular Meeting of the Pierce County Library System Board of Trustees
May 9, 2018 | 3:30 pm

- | | | | |
|---------|---------|--|---------------|
| 3:30 pm | 02 min. | Call to Order: Rob Allen, Chair | |
| 3:32 pm | 05 min. | Public Comment: <i>This is time set aside for members of the public to speak to the Board of Trustees. Unless the item you wish to discuss is of an emergent nature, the Board ordinarily takes matters under advisement before taking action. Please sign up at the time of the meeting to speak during the public Comment period, and limit your comments to three minutes.</i> | |
| 3:37 pm | 03 min. | Consent Agenda
1. Approval of Minutes of the April 11, 2018, Regular Meeting
2. Approval of April 2018 Payroll, Benefits and Vouchers | Action |
| 3:40 pm | 05 min. | Board Members Report | |
| 3:45 pm | 10 min. | Routine Reports
1. Dashboards, Georgia Lomax
2. March 2018 Financial Report, Donna Morey
3. Executive Director Report, Georgia Lomax
4. Branch Services Report, Jaime Prothro | |
| 3:55 pm | 60 min. | Unfinished Business
1. Library Priorities and Funding
a. Public Opinion Poll Results, Mary Getchell
b. Funding Realities, Clifford Jo
c. Impacts, Jaime Prothro | |
| 4:55 pm | 10 min. | Officers Reports
1. Summer Reading Preview
2. 2018 Work Plan
3. Door Counters
4. Our Own Expressions
5. National Library Worker Day
6. Buckley Site Update
7. Property Update
8. Strategic Plan 2018 Focus Communications Plan | |
| 5:05 pm | 02 min. | Announcements
The 2018 Pierce County Reads author event will be held at 7 PM on May 11, 2018, at Pacific Lutheran University's Olsen Auditorium, 124 th Street S, Tacoma WA.

Our Own Expressions Award Ceremony will be held at 7 PM on May 30, 2018, at Pacific Lutheran University's Lagerquist Concert Hall, 868 Wheeler Street S, Tacoma WA. | |
| 5:07 pm | | Adjournment | |

Consent Agenda

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
REGULAR MEETING, APRIL 11, 2018**

CALL TO ORDER

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

PUBLIC COMMENT

Buckley Friends president Jean Contreras welcomed the Board of Trustees to the Buckley Library. The Board thanked the Friends for the work they do for the Buckley Library and for their ambassadorship for literacy.

Mayor Pat Johnson also welcomed the Board members. She shared information on Bonney Lake's population growth and noted the importance of the Library in the community.

CONSENT AGENDA

1. Approval of Minutes of the March 14, 2018, Regular Meeting
2. March 2018 Payroll, Benefits and Vouchers
 - a. Payroll Warrants 3798-3805 dated 3/1/18-3/31/18 in the amount of \$4,874.21
 - b. Payroll Disbursement Voucher dated 3/6/18 in the amount of \$909,565.19
 - c. Payroll Disbursement Voucher dated 3/21/18 in the amount of \$856,537.23
 - d. Accounts Payable Warrants 628758-628886 dated 3/1/18-3/31/18 in the amount of \$758,635.39

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

BOARD REPORTS

Chair Allen shared his experience visiting a bookstore during his recent travels to Cali, Columbia.

ROUTINE REPORTS

February 2018 Financial Report – Ms. Morey noted she recently made changes to the fund balance section of the report to bring it in line with typical accounting standards for a balance sheet. Charts now include a cash and investment semi-monthly graph that will depict balances two times during a month.

UNFINISHED BUSINESS

Library Priorities Project Update – Marketing and Communications Director Mary Getchell said the top library services the community values most are convenient library hours, printed and downloadable material, the assistance of staff and technology services.

Ms. Lomax provided an overview of the work of the Community Advisory Committee as they prepare to bring a recommendation to the Board. The Board expressed their appreciation for the committee's work.

Community Engagement Results – Ms. Lomax asked for discussion on the results of this winter's public surveys and open houses. Chair Allen said there were no surprises and this puts a magnifying glass on the library's inability to keep up with rising costs.

Ms. Lomax said the messages from the public indicate the services they want are the core services the Library is providing. Recent national research shows similar responses in other communities.

Understanding Levies – Public affairs consultant J.Marie Riche provided training on levies to help trustees understand options and details should they consider putting a measure on an upcoming ballot. Discussion ensued on the difference between levies and bonds, the various types of levies, and the difference between temporary and permanent levies.

The Board expressed concern that operational costs increase at a rate much higher than the legally allowed 1% growth of property tax revenue.

Ms. Riche explained timelines related to ballot measures. A new mill rate takes effect the year following an election. The deadline for the November 2018 ballot is August 7, 2018.

The Board instructed Ms. Lomax and staff to continue due diligence on the possible option of a ballot measure by working with an attorney regarding possible language for a ballot title and statement.

Buckley Library & Community Presentation – Buckley Community Branch Supervisor Kathy Norbeck introduced Youth Services Librarian Catherine O'Brien, Storyteller Bob Taylor, Adult Services Librarian Greg Dyer and Customer Experience Manager Kayce Austin and praised her staff for the work they do for their customers.

She shared information on the history of the Buckley Library and highlighted some of the programs that are held in the branch. Ms. Norbeck noted many local organizations, including the Rainier School, White River STEM services and the Buckley Youth Center are strong supporters of the work of the library. She also praised the local Friends for their support.

Ms. Austin also recognized Ms. Norbeck and her staff for building and maintaining strong connections in the community.

The trustees toured the Library.

ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

The meeting was adjourned at 5:16 pm on motion by Ms. Butler, seconded by Mr. Jones.

Georgia Lomax, Secretary

Rob Allen, Chair

April 2018 Payroll, Benefits and Vouchers

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	3806-3821	4/1/18-4/30/18	\$5,740.17
Electronic Payments - Payroll & Acct Payable		04/06/18	\$1,070,931.84
Electronic Payments - Payroll & Acct Payable		04/21/18	\$741,118.33
Accounts Payable Warrants	628887-629024	4/1/18-4/30/18	\$586,208.80
Total:			<u><u>\$2,403,999.14</u></u>

Check History Listing
Pierce County Library System

Check #	Bank	Date	Paid to	Status	Can/Vd Date	Pay Period Dates	Dir Dep	Amount
3806	key	04/06/2018	KEYBANK N.A.			03/16/18 - 03/31/18	0.00	359.03
3807	key	04/06/2018	KEYBANK N.A.			03/16/18 - 03/31/18	0.00	1,005.84
3808	key	04/06/2018	KEYBANK N.A.			03/16/18 - 03/31/18	0.00	878.07
3809	key	04/11/2018	KEYBANK N.A.			04/11/18 - 04/11/18	0.00	167.68
3810	key	04/11/2018	KEYBANK N.A.			04/11/18 - 04/11/18	0.00	124.05
3811	key	04/11/2018	KEYBANK N.A.			04/11/18 - 04/11/18	0.00	16.82
3812	key	04/11/2018	KEYBANK N.A.			04/11/18 - 04/11/18	0.00	5.32
3813	key	04/11/2018	KEYBANK N.A.			04/11/18 - 04/11/18	0.00	3.99
3814	key	04/11/2018	KEYBANK N.A.			04/11/18 - 04/11/18	0.00	147.57
3815	key	04/11/2018	KEYBANK N.A.			04/11/18 - 04/11/18	0.00	469.90
3816	key	04/11/2018	KEYBANK N.A.			04/11/18 - 04/11/18	0.00	233.97
3817	key	04/11/2018	KEYBANK N.A.			04/11/18 - 04/11/18	0.00	24.44
3818	key	04/11/2018	KEYBANK N.A.			04/11/18 - 04/11/18	0.00	12.17
3819	key	04/11/2018	KEYBANK N.A.			04/11/18 - 04/11/18	0.00	25.33
3820	key	04/11/2018	KEYBANK N.A.			04/11/18 - 04/11/18	0.00	315.96
3821	key	04/20/2018	KEYBANK N.A.			04/01/18 - 04/15/18	0.00	1,950.03
Total:							0.00	5,740.17

Checks in report: 16

Grand Total: 0.00 5,740.17

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: 4/06/18 Payroll

Withdrawal Date: 04/06/18

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	60,590.64
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	51,196.56
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	51,196.56
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	485,301.93
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	11,925.00
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	49,369.64
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	84,266.88
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	6,004.69
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	1,722.18
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	54,750.00
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	-
PCL_Company	AWC (only on 6th paycheck)	237100	CC_Library_District	697-00	5100000	214,607.76
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	-
PCL_Company	Payroll Adjustment(s)	237100	CC_Library_District	697-00	5100000	-
Total Deposit						\$ 1,070,931.84

Certification:

Stacy Karabotsos
 Signature (Department Designee)

04/04/18
 Date

Comments:

Ad-hoc bank transaction (Withdrawal)

PCL_Company

Wire Template Number in Cash-Pro :WAPC014

Description: Pierce County Rural Library

Contact Name: Stacy Karabotsos

Contact Phone: 253-548-3451

Contact e-mail: skarabotsos@piercecountylibrary.org

Comments: 4/20/18 Payroll

Withdrawal Date: 04/20/18

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	53,812.51
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	47,362.01
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	47,362.01
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	444,522.20
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	11,800.00
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	46,390.17
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	78,620.15
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	6,004.69
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	1,722.18
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	-
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	212.95
PCL_Company	AWC (only on 6th paycheck)	237100	CC_Library_District	697-00	5100000	292.18
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	3,017.28
PCL_Company	Payroll Adjustment(s)	237100	CC_Library_District	697-00	5100000	-
Total Deposit						\$ 741,118.33

Certification:

Stacy Karabotsos
Signature (Department Designee)

04/18/18
Date

Comments:

Check History Listing
Pierce County Library System

Bank code: key

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
628887	04/06/2018	006932 NICK K ADAMS		100.00
628888	04/06/2018	000176 ATS AUTOMATION INC		5,261.46
628889	04/06/2018	007005 TOM BANKS		250.00
628890	04/06/2018	006897 BRIAN DALBALCON PHOTOGRAPHY		600.00
628891	04/06/2018	007010 BUILDINGWORK LLC		5,857.50
628892	04/06/2018	007010 BUILDINGWORK LLC		679.67
628893	04/06/2018	006999 CIS		940.00
628894	04/06/2018	004829 CLOVER PARK SCHOOL DISTRICT		123.75
628895	04/06/2018	000895 COLUMBIA BANK		250.60
628896	04/06/2018	001126 DELL MARKETING LP		401.12
628897	04/06/2018	001126 DELL MARKETING LP		335.36
628898	04/06/2018	001249 DUPONT CITY OF		60.00
628899	04/06/2018	005862 ELITE PROPERTY INVESTMENTS LLC		9,869.79
628900	04/06/2018	005283 E-RATE EXPERTISE INC		1,612.50
628901	04/06/2018	006478 EVERGREEN MAINT LANDSCAPING		5,205.53
628902	04/06/2018	006984 FALCONER, THE		350.00
628903	04/06/2018	007008 IMMACULATE FERRERIA		100.00
628904	04/06/2018	007027 GLOBAL UNSPOKEN TRUTHS LLC		800.00
628905	04/06/2018	006557 HUB INTERNATIONAL NORTHWEST		780.00
628906	04/06/2018	006973 AMANDA LAWSON		300.00
628907	04/06/2018	006421 MARKHAM INVESTIGATION - (MIP)		4,884.00
628908	04/06/2018	006913 CATHERINE MCHUGH		1,123.95
628909	04/06/2018	006983 ADAM MILLER		300.00
628910	04/06/2018	006841 NEW VENTURES GROUP INC		2,282.90
628911	04/06/2018	001586 NORTHWEST DOOR INC		159.65
628912	04/06/2018	004933 NORTHWEST HEALTH & SAFETY INC		250.70
628913	04/06/2018	001681 PITNEY BOWES		15,000.00
628914	04/06/2018	003765 BEVERLY POGUE		100.00
628915	04/06/2018	006905 PUBLIC AFFAIRS COUNSEL		3,000.00
628916	04/06/2018	004007 PUGET SOUND EDUCATIONAL		624.84
628917	04/06/2018	004007 PUGET SOUND EDUCATIONAL		300.10
628918	04/06/2018	004098 PUPPETS PLEASE		300.00
628919	04/06/2018	006773 REBECCA RYAN		44.29
628920	04/06/2018	006331 SURPRISE LAKE SQUARE UNIT 257		349.35
628921	04/06/2018	000497 TILlicum COMMUNITY SERVICE CEN		1,776.37
628922	04/06/2018	000534 WCP SOLUTIONS		1,535.74
628923	04/06/2018	000830 BAKER & TAYLOR		14,924.10
628924	04/06/2018	000087 BLACKSTONE PUBLISHING		80.00

Check History Listing
Pierce County Library System

Bank code: key

Check #	Date	Vendor	Status	Check Total
628925	04/06/2018	000242 BUCKLEY CITY OF		245.61
628926	04/06/2018	003423 ALEXANDER BYRNE		489.88
628927	04/06/2018	000847 CENTER POINT PUBLISHING		163.59
628928	04/06/2018	005300 DANGER ROOM COMICS LLC		1,538.85
628929	04/06/2018	000093 EBSCO		80.77
628930	04/06/2018	004609 HANBOOKS.COM		2,351.40
628931	04/06/2018	001643 IMPACT		121.30
628932	04/06/2018	000243 INGRAM LIBRARY SERVICES		6,657.82
628933	04/06/2018	000352 MIDWEST TAPE	V	0.00
628934	04/06/2018	000352 MIDWEST TAPE		15,550.21
628935	04/06/2018	003398 MULTICULTURAL BOOKS & VIDEOS		1,340.63
628936	04/06/2018	002065 TRISHA MUSCHETT	V	253.78
628937	04/06/2018	001941 JUDY NELSON	V	562.00
628938	04/06/2018	000327 PENINSULA GATEWAY INC		50.00
628939	04/06/2018	001892 KATHERINE PEREZ		288.22
628940	04/06/2018	000370 PIERCE COUNTY		1,364.73
628941	04/06/2018	000377 PUGET SOUND ENERGY		6,801.31
628942	04/06/2018	000460 STEILACOOM TOWN OF		1,128.42
628943	04/06/2018	004114 MEGHAN SULLIVAN		50.00
628944	04/06/2018	000828 AFSCME AFL-CIO		6,501.32
628945	04/06/2018	003311 DEPARTMENT OF LABOR & INDUSTRI		45,436.27
628946	04/06/2018	003985 PACIFICSOURCE ADMINISTRATORS		1,675.50
628947	04/06/2018	001181 PIERCE CTY LIBRARY FOUNDATION		698.32
628948	04/06/2018	007020 PIONEER CREDIT RECOVERY, INC.		228.13
628949	04/06/2018	006555 SOCIAL SECURITY ADMINISTRATION		133.45
628950	04/06/2018	004782 US DEPARTMENT OF EDUCATION		200.18
628951	04/06/2018	000881 WASHINGTON STATE SUPPORT REGIS		1,979.48
628952	04/10/2018	000377 PUGET SOUND ENERGY		2,189.46
628953	04/20/2018	006932 NICK K ADAMS		50.00
628954	04/20/2018	000363 OVERALL LAUNDRY SERV. DBA ARAMARI		21.98
628955	04/20/2018	006771 STEVE CARMODY		60.00
628956	04/20/2018	006260 MELINDA CHESBRO		18.00
628957	04/20/2018	001780 CITY OF UNIVERSITY PLACE		93.51
628958	04/20/2018	000895 COLUMBIA BANK		916.03
628959	04/20/2018	002085 CINDY DARGAN		21.00
628960	04/20/2018	007046 ALICE DARNTON		46.66
628961	04/20/2018	006873 DATA QUEST LLC		45.00
628962	04/20/2018	005510 NEIL DERKSEN		16.54
628963	04/20/2018	005283 E-RATE EXPERTISE INC		2,325.00

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>
628964	04/20/2018	006986 COLLEEN FRAKES		200.00
628965	04/20/2018	005996 FUELCARE		8,422.74
628966	04/20/2018	002050 MARY GETCHELL		18.00
628967	04/20/2018	005919 CHEREE GREEN		18.00
628968	04/20/2018	007054 BRUCE HIX		93.95
628969	04/20/2018	002062 GEORGIA LOMAX		67.50
628970	04/20/2018	007056 TERRY MCCARTHY		43.05
628971	04/20/2018	006913 CATHERINE MCHUGH		10,691.53
628972	04/20/2018	007059 MODESTO JUNIOR COLLEGE		17.75
628973	04/20/2018	000323 NEWS TRIBUNE		3,743.08
628974	04/20/2018	002023 KATHERINE NORBECK		18.00
628975	04/20/2018	000370 PIERCE COUNTY		18,721.61
628976	04/20/2018	000370 PIERCE COUNTY		500.00
628977	04/20/2018	003765 BEVERLY POGUE		100.00
628978	04/20/2018	005498 JAIME PROTHRO		45.00
628979	04/20/2018	001887 SUSAN RIGLEY		24.00
628980	04/20/2018	006231 DAVID SECKMAN		36.00
628981	04/20/2018	000439 SPOKANE PUBLIC LIBRARY		20.00
628982	04/20/2018	006331 SURPRISE LAKE SQUARE UNIT 257		8,618.40
628983	04/20/2018	006079 LISA TAYLOR		250.00
628984	04/20/2018	006448 TRACEY THOMPSON		72.00
628985	04/20/2018	004710 TROY TURNLEY		16.75
628986	04/20/2018	003719 UNIQUE MANAGEMENT SERVICES		787.60
628987	04/20/2018	004022 US BANK		137,920.12
628988	04/20/2018	004022 US BANK	V	47,231.40
628989	04/20/2018	004022 US BANK		48,291.28
628990	04/20/2018	000635 WAYNES ROOFING INC		1,672.57
628991	04/20/2018	000534 WCP SOLUTIONS		423.44
628992	04/20/2018	006244 YOLO COUNTY LIBRARY		19.95
628993	04/20/2018	000830 BAKER & TAYLOR		16,851.20
628994	04/20/2018	005915 KAREN BROOKS		489.88
628995	04/20/2018	000161 CENGAGE LEARNING		1,915.28
628996	04/20/2018	000847 CENTER POINT PUBLISHING		805.32
628997	04/20/2018	000243 INGRAM LIBRARY SERVICES		3,608.69
628998	04/20/2018	007047 JACQUELYN MATTONI		25.46
628999	04/20/2018	007048 CAMERON MCKINNON		41.15
629000	04/20/2018	000352 MIDWEST TAPE		6,869.35
629001	04/20/2018	006983 ADAM MILLER		400.00
629002	04/20/2018	003985 PACIFICSOURCE ADMINISTRATORS		187.50

Check History Listing
Pierce County Library System

Bank code: key

Check #	Date	Vendor	Status	Check Total
629003	04/20/2018	000377 PUGET SOUND ENERGY		858.72
629004	04/20/2018	000406 RECORDED BOOKS LLC		102.54
629005	04/20/2018	000424 SIMPLY MAGIC LLC		1,230.00
629006	04/20/2018	000463 SUMMIT WATER & SUPPLY CO		345.56
629007	04/20/2018	006079 LISA TAYLOR		250.00
629008	04/20/2018	004022 US BANK		47,063.90
629009	04/20/2018	000541 STATE OF WASHINGTON		587.00
629010	04/20/2018	003778 AFLAC		5,992.98
629011	04/20/2018	000828 AFSCME AFL-CIO		6,210.39
629012	04/20/2018	001578 COLONIAL SUPPLEMENTAL INSURANC		624.66
629013	04/20/2018	003985 PACIFICSOURCE ADMINISTRATORS		1,675.50
629014	04/20/2018	001181 PIERCE CTY LIBRARY FOUNDATION		698.32
629015	04/20/2018	007020 PIONEER CREDIT RECOVERY, INC.		213.66
629016	04/20/2018	006555 SOCIAL SECURITY ADMINISTRATION		126.30
629017	04/20/2018	004782 US DEPARTMENT OF EDUCATION		189.46
629018	04/20/2018	000881 WASHINGTON STATE SUPPORT REGIS		1,977.19
629019	04/23/2018	002065 TRISHA MUSCHETT		253.78
629020	04/23/2018	001941 JUDY NELSON		562.00
629021	04/27/2018	003311 DEPARTMENT OF LABOR & INDUSTRI		358.88
629022	04/27/2018	005862 ELITE PROPERTY INVESTMENTS LLC		10,096.48
629023	04/27/2018	000377 PUGET SOUND ENERGY		4,411.31
629024	04/27/2018	000040 PUYALLUP/SUMNER CHAMBER		495.00
key Total:				586,208.80

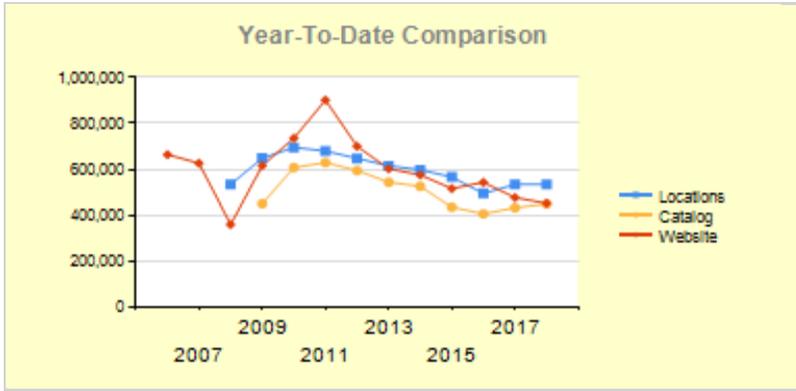
138 checks in this report

Total Checks: 586,208.80

Routine Reports

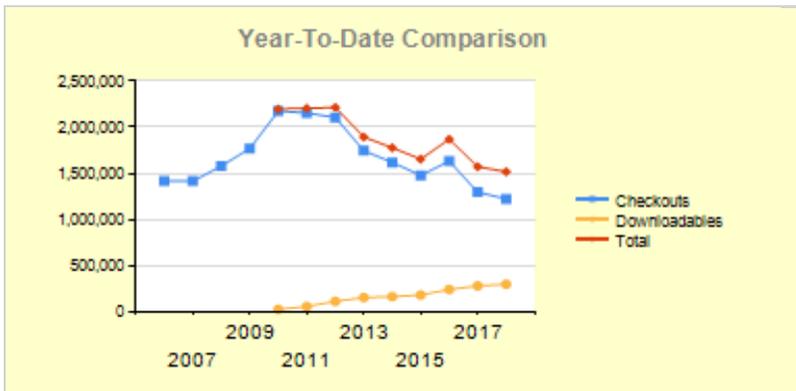
CUSTOMER SERVICE/PHILANTHROPY DASHBOARD - MARCH

VISITS



	March		% Change
	2017	2018	
Door Count	127,863	76,483	-40.18%
Catalog	142,684	151,015	5.84%
Website	166,206	150,735	-9.31%
Job & Business Portal	4,954	3,228	-34.84%
Military Portal	261	623	138.70%
Total	441,968	382,084	-13.55%

CHECKOUTS



	March		% Change
	2017	2018	
Checkouts	459,492	419,252	-8.76%
Downloadables	95,716	101,808	6.36%
Total	555,208	521,060	-6.15%

CUSTOMERS



	March		% Change
	2017	2018	
Active Cardholders	347,864	338,758	-2.62%
New Cards	3,143	9,186	192.27%
Checkout Transactions	79,185	69,167	-12.65%
Unique Users	34,224	31,019	-9.36%

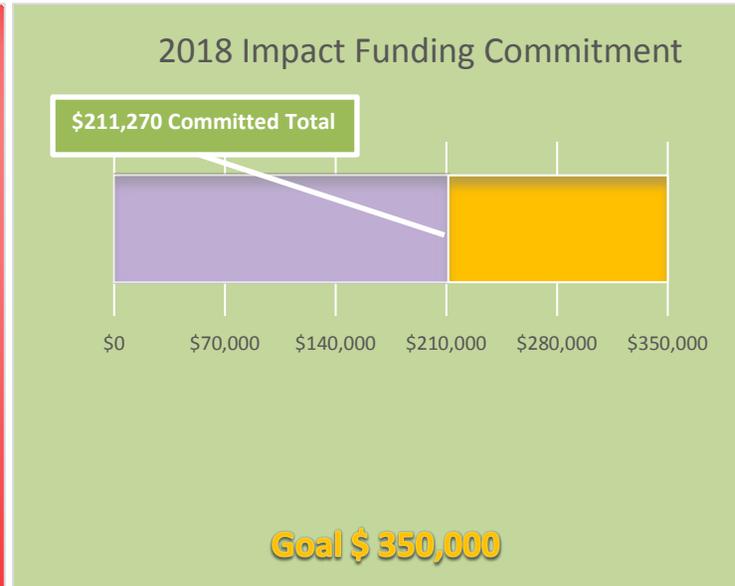
BRANCH CLOSURES

Year	Location	Dates	Duration
2015	Gig Harbor	11/9-11/22	13
2016	Buckley	11/14-12/4	20
	Tillicum	12/5-12/25	20
2017	System Snow Closure	2/6	1
	University Place	3/1-3/2	2
	Eatonville	4/10-4/30	20
	Summit	5/8 -5/31	21
	Parkland	5/31	1
2018	Graham	1/4-5	2
	DuPont	1/11	1

2017 - 2018 Fundraising Performance Report

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

Prepared: April 2018



Memor Society

5 Commitments

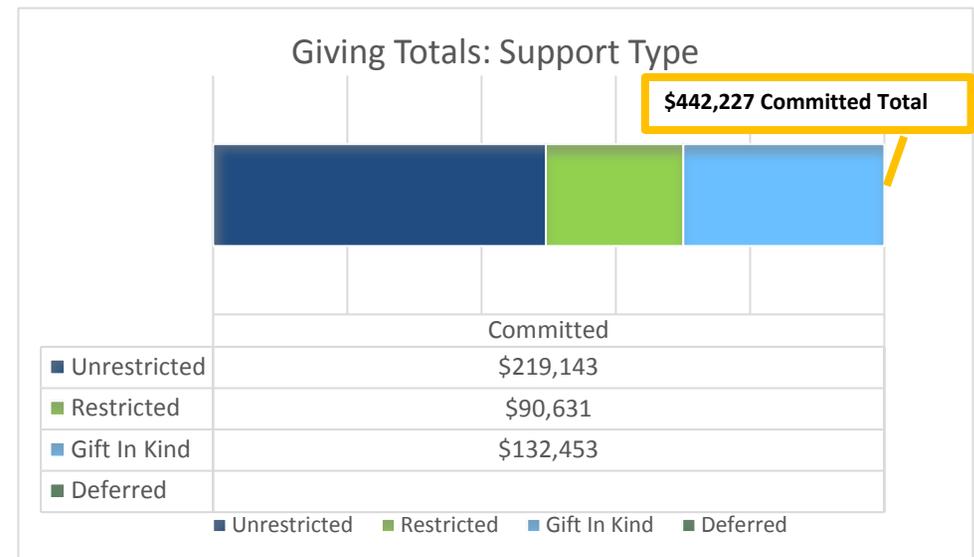
Goal 12 Members

Endowment

Gifts reflected when received.

Capital

Gifts reflected when received.



Monthly Financial Reports

March 31, 2018

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

General Fund

March

- **31111. We have collected 5.07% of our property taxes through the month of March. This is consistent with last year at this time when taxes collected represented 5.21% of the total.**
- **36700. Foundation funds for print services (classified incorrectly – will appear corrected in April as Graphics Service Charges).**
- **54903. Reclassification of Association of Washington Cities annual assessment from Licenses & Fees (54903) to Dues & Memberships (54901).**

February

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

January

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

Capital Improvement Projects Fund

March

- 54103. (Encumbrance) EHS International Inc. – environmental assessment @ Buckley
- 56200. (Encumbrance) City of University Place – library expansion unit

February

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

January

- 56200. UP Library Expansion Unit

Debt Service Fund

- No significant activity

Special Purpose Fund

- No significant activity

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

	GENERAL FUND	SPECIAL PURPOSE FUND	DEBT SERVICE FUND	CAPITAL IMPROVEMENT PROJECTS FUND
ASSETS				
Current Assets				
Cash	\$ 1,261,791	\$ 1,866	\$ 498	\$ 80,820
Investments	\$ 325,000	\$ 991,500	\$ 84,500	\$ 1,300,000
Total Current Assets	\$ 1,586,791	\$ 993,366	\$ 84,998	\$ 1,380,820
TOTAL ASSETS	\$ 1,586,791	\$ 993,366	\$ 84,998	\$ 1,380,820
LIABILITIES				
Current Liabilities				
Warrants Payable	\$ 61,835	\$ -	\$ -	\$ -
Sales Tax Payable	\$ 2,935	\$ -	\$ -	\$ -
Payroll Payable	\$ 142,843	\$ -	\$ -	\$ -
Total Current Liabilities	\$ 207,613	\$ -	\$ -	\$ -
TOTAL LIABILITIES	\$ 207,613	\$ -	\$ -	\$ -
FUND BALANCE				
Reserve for Encumbrances	\$ 1,246,589	\$ -	\$ -	\$ 178,902
Election Set-Aside	\$ -	\$ 360,000	\$ -	\$ -
Land/Property/Facility Set-Aside	\$ -	\$ 633,366	\$ -	\$ -
Unreserved Fund Balance	\$ 132,590	\$ -	\$ 84,998	\$ 1,201,918
TOTAL FUND BALANCE	\$ 1,379,178	\$ 993,366	\$ 84,998	\$ 1,380,820
TOTAL LIABILITIES & FUND BALANCE	\$ 1,586,791	\$ 993,366	\$ 84,998	\$ 1,380,820
<hr/>				
BEGINNING FUND BALANCE, 01/01/18	\$ 6,443,991	\$ 990,117	\$ 84,726	\$ 1,390,170
YTD Revenue	\$ 2,115,757	\$ 3,250	\$ 272	\$ 13,987
Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -
YTD Expenditures	\$ (7,180,569)	\$ -	\$ -	\$ (23,336)
ENDING FUND BALANCE, 03/31/18	\$ 1,379,178	\$ 993,366	\$ 84,998	\$ 1,380,820
TAXES RECEIVABLE	\$ 30,650,910	N/A	\$ 0	N/A

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

	<i>HISTORICAL</i> 3/31/2017	<i>HISTORICAL</i> 4/30/2017	<i>HISTORICAL</i> 5/31/2017	<i>HISTORICAL</i> 6/30/2017	<i>HISTORICAL</i> 7/31/2017	<i>HISTORICAL</i> 8/31/2017	<i>HISTORICAL</i> 9/30/2017	<i>HISTORICAL</i> 10/31/2017	<i>HISTORICAL</i> 11/30/2017	<i>HISTORICAL</i> 12/31/2017	<i>CURRENT</i> 1/31/2018	<i>CURRENT</i> 2/28/2018	<i>CURRENT</i> 3/31/2018
ASSETS													
Current Assets													
Cash	\$ 2,175,102	\$ 10,422,576	\$ 1,887,994	\$ 1,904,275	\$ 2,028,042	\$ 2,125,174	\$ 2,494,583	\$ 10,266,107	\$ 2,668,110	\$ 330,760	\$ 458,797	\$ 601,524	\$ 1,261,791
Investments	\$ -	\$ -	\$ 9,500,000	\$ 7,400,000	\$ 4,750,000	\$ 2,750,000	\$ 750,000	\$ 750,000	\$ 7,155,000	\$ 7,300,000	\$ 4,400,000	\$ 2,270,000	\$ 325,000
Total Current Assets	\$ 2,175,102	\$ 10,422,576	\$ 11,387,994	\$ 9,304,275	\$ 6,778,042	\$ 4,875,174	\$ 3,244,583	\$ 11,016,107	\$ 9,823,110	\$ 7,630,760	\$ 4,858,797	\$ 2,871,524	\$ 1,586,791
TOTAL ASSETS	\$ 2,175,102	\$ 10,422,576	\$ 11,387,994	\$ 9,304,275	\$ 6,778,042	\$ 4,875,174	\$ 3,244,583	\$ 11,016,107	\$ 9,823,110	\$ 7,630,760	\$ 4,858,797	\$ 2,871,524	\$ 1,586,791
LIABILITIES													
Current Liabilities													
Warrants Payable	\$ 55,092	\$ 87,181	\$ 262,037	\$ 67,764	\$ 48,704	\$ 294,348	\$ (34,432)	\$ 66	\$ (144)	\$ 1,045,213	\$ 6,765	\$ 6,730	\$ 61,835
Sales Tax Payable	\$ 4,624	\$ 6,663	\$ 4,966	\$ 4,037	\$ 3,810	\$ 5,130	\$ 3,786	\$ 2,789	\$ 2,553	\$ 2	\$ 1,718	\$ 1,694	\$ 2,935
Payroll Payable	\$ 53,093	\$ 24,785	\$ 39,987	\$ 52,941	\$ 24,781	\$ 38,194	\$ 52,781	\$ 110,819	\$ 127,875	\$ 141,553	\$ 105,963	\$ 122,423	\$ 142,843
Total Current Liabilities	\$ 112,809	\$ 118,628	\$ 306,990	\$ 124,742	\$ 77,294	\$ 337,671	\$ 22,135	\$ 113,674	\$ 130,284	\$ 1,186,769	\$ 114,446	\$ 130,847	\$ 207,613
TOTAL LIABILITIES	\$ 112,809	\$ 118,628	\$ 306,990	\$ 124,742	\$ 77,294	\$ 337,671	\$ 22,135	\$ 113,674	\$ 130,284	\$ 1,186,769	\$ 114,446	\$ 130,847	\$ 207,613
FUND BALANCE													
Reserve for Encumbrance	\$ 1,034,180	\$ 998,755	\$ 958,175	\$ 906,200	\$ 793,080	\$ 626,005	\$ 653,420	\$ 620,137	\$ 615,538	\$ -	\$ 1,297,073	\$ 1,294,634	\$ 1,246,589
Net Excess (Deficit)	\$ (5,915,145)	\$ 2,361,935	\$ 3,179,570	\$ 1,330,075	\$ (1,035,590)	\$ (3,031,760)	\$ (4,374,230)	\$ 3,339,038	\$ 2,635,030	\$ -	\$ -	\$ -	\$ -
Unreserved Fund Balance	\$ 6,943,258	\$ 6,943,258	\$ 6,943,258	\$ 6,943,258	\$ 6,943,258	\$ 6,943,258	\$ 6,943,258	\$ 6,943,258	\$ 6,442,258	\$ 6,443,991	\$ 3,447,278	\$ 1,446,043	\$ 132,590
TOTAL FUND BALANCE	\$ 2,062,294	\$ 10,303,947	\$ 11,081,004	\$ 9,179,533	\$ 6,700,748	\$ 4,537,503	\$ 3,222,448	\$ 10,902,433	\$ 9,692,826	\$ 6,443,991	\$ 4,744,351	\$ 2,740,677	\$ 1,379,178
TOTAL LIABILITIES & FUND BALANCE	\$ 2,175,102	\$ 10,422,576	\$ 11,387,994	\$ 9,304,275	\$ 6,778,042	\$ 4,875,174	\$ 3,244,583	\$ 11,016,107	\$ 9,823,110	\$ 7,630,760	\$ 4,858,797	\$ 2,871,524	\$ 1,586,791
PROPERTY TAXES RECEIVABLE	\$ 28,137,050	\$ 17,664,082	\$ 14,295,113	\$ 14,131,566	\$ 14,000,000	\$ 13,867,876	\$ 13,347,965	\$ 3,196,537	\$ 786,632	\$ 663,874	\$ 30,880,445	\$ 30,199,556	\$ 30,650,910

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

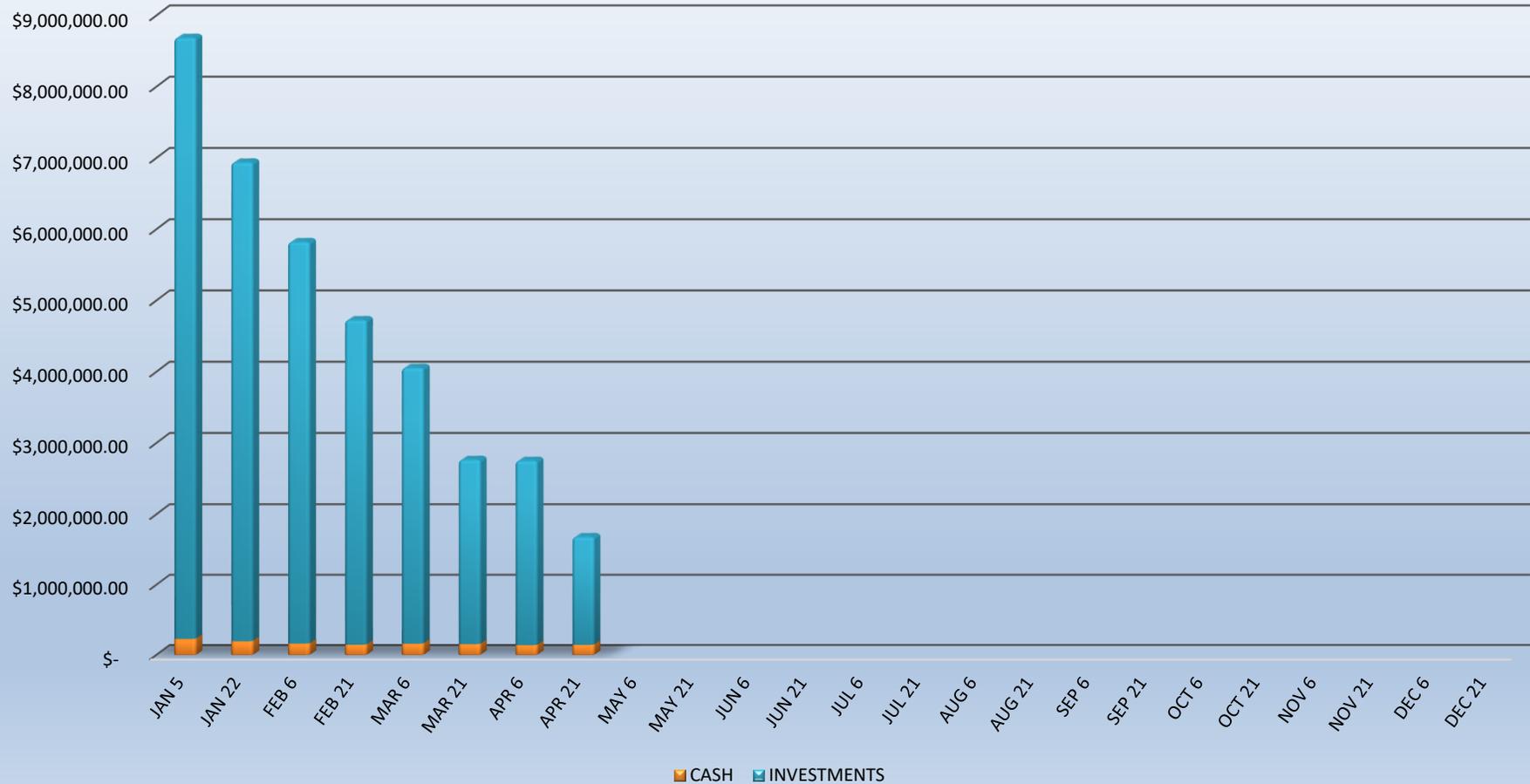
GENERAL FUND - 01	2018 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ 30,229,200	\$ 1,704,766	\$ -	\$ 28,524,434	6%
Other Revenue	\$ 1,744,500	\$ 410,991	\$ -	\$ 1,333,509	24%
TOTAL REVENUE	\$ 31,973,700	\$ 2,115,757	\$ -	\$ 29,857,943	7%
EXPENDITURES					
Personnel/Taxes and Benefits	\$ 22,713,883	\$ 5,640,686	\$ -	\$ 17,073,197	25%
Materials	\$ 3,557,900	\$ 832,962	\$ -	\$ 2,724,938	23%
Maintenance and Operations	\$ 5,290,417	\$ 706,922	\$ 1,246,589	\$ 3,336,906	37%
Transfers Out	\$ 411,500	\$ -	\$ -	\$ 411,500	0%
TOTAL EXPENDITURES	\$ 31,973,700	\$ 7,180,569	\$ 1,246,589	\$ 23,546,542	26%
Excess/(Deficit)		\$ (5,064,812)			
Additional Transfers Out		-			
NET EXCESS (DEFICIT)		\$ (5,064,812)			

SPECIAL PURPOSE FUND - 15	2018 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Investment Income	\$ -	\$ 3,250	\$ -	\$ (3,250)	0%
TOTAL REVENUE	\$ -	\$ 3,250	\$ -	\$ (3,250)	0%
EXPENDITURES					
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	0%
Excess/(Deficit)		\$ 3,250			
Additional Transfers In		\$ -			
NET EXCESS (DEFICIT)		\$ 3,250			

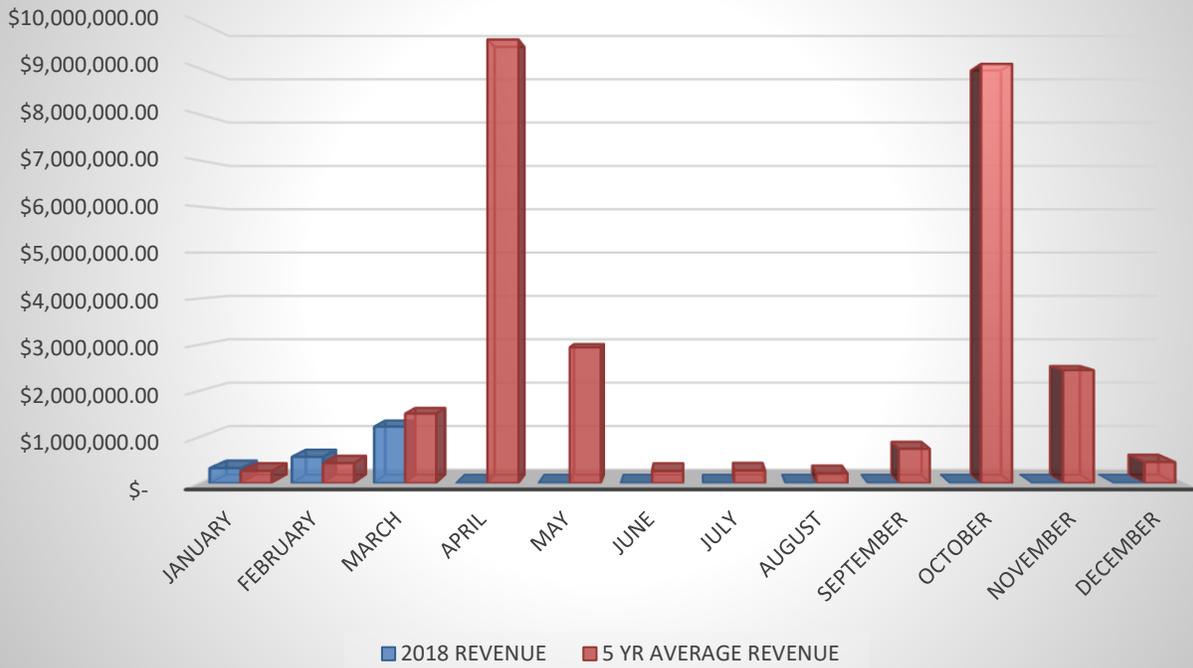
DEBT SERVICE FUND - 20	2018 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ -	\$ 272	\$ -	\$ (272)	0%
Other Revenue	\$ -	\$ -	\$ -	\$ -	0%
TOTAL REVENUE	\$ -	\$ 272	\$ -	\$ (272)	0%
EXPENDITURES					
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	0%
NET EXCESS (DEFICIT)		\$ 272			

CAPITAL IMPROVEMENT PROJECTS FUND - 30	2018 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Other Revenue	\$ 100,000	\$ 13,987	\$ -	\$ 86,013	14%
Transfers In	\$ 411,500	\$ -	\$ -	\$ 411,500	0%
TOTAL REVENUE	\$ 511,500	\$ 13,987	\$ -	\$ 497,513	3%
EXPENDITURES					
Maintenance and Operations	\$ 511,500	\$ 23,336	\$ 178,902	\$ 309,262	40%
TOTAL EXPENDITURES	\$ 511,500	\$ 23,336	\$ 178,902	\$ 309,262	40%
Excess/(Deficit)		\$ (9,349)			
Additional Transfers In		-			
NET EXCESS (DEFICIT)		\$ (9,349)			

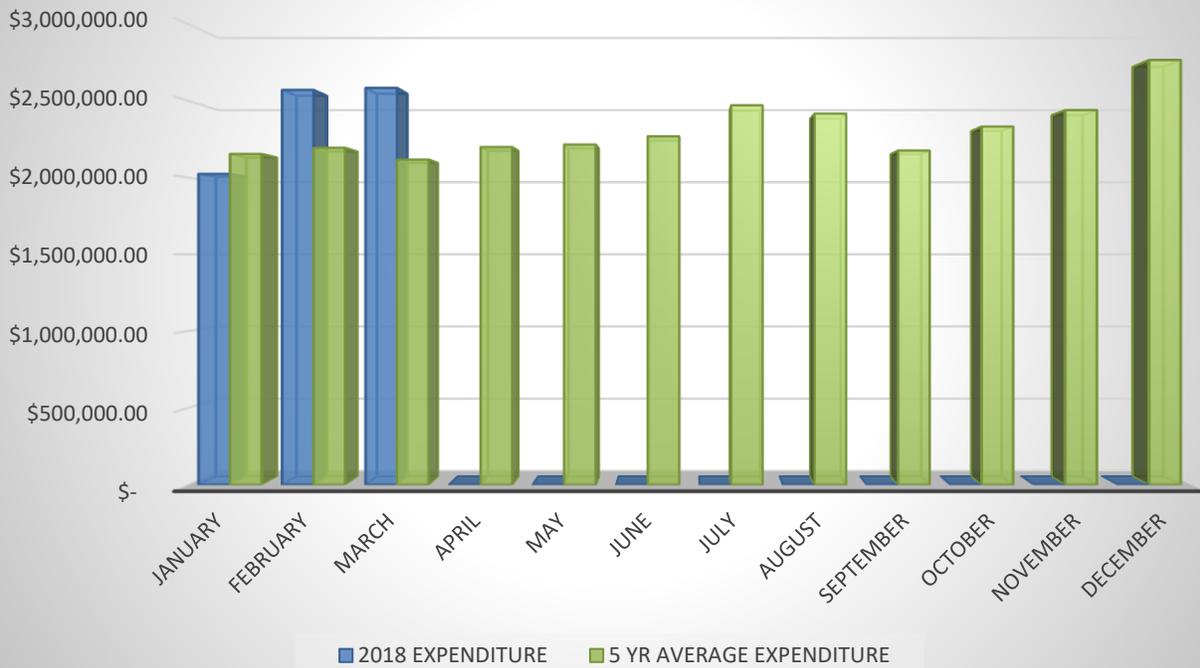
CASH & INVESTMENTS - SEMI-MONTHLY 2018 - ALL FUNDS COMBINED (EXCLUDES DEBT SERVICE FUND)



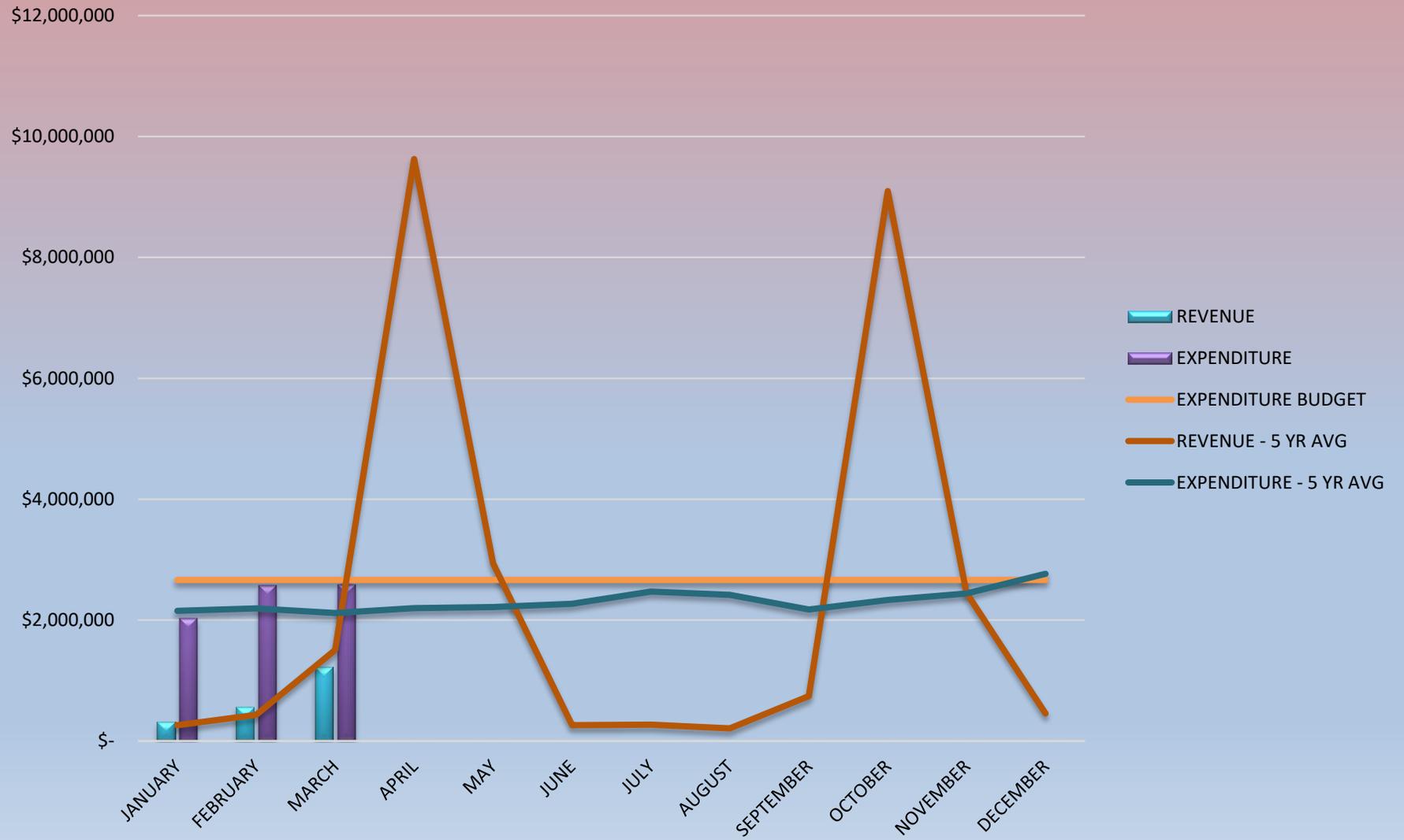
GENERAL FUND - REVENUE TREND 2018



GENERAL FUND - EXPENDITURE TREND 2018



2018 REVENUE TO EXPENDITURE COMPARISON W/5 YR AVERAGE



Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 3/31/2018

FUND: GENERAL FUND (01)

Object	2018 Budget	March Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
31111 PROPERTY TAXES CURRENT	29,502,700.00	1,073,276.01	1,496,069.96	0.00	28,006,630.04	5.07
31112 PROPERTY TAXES DELINQUENT	575,500.00	53,041.94	174,743.00	0.00	400,757.00	30.36
31130 SALE OF TAX TITLE PROPERTY	3,000.00	6,446.28	6,446.28	0.00	(3,446.28)	214.88
31720 LEASEHOLD EXCISE TAX	20,000.00	0.00	8,557.23	0.00	11,442.77	42.79
31740 TIMBER EXCISE TAX	63,000.00	0.00	0.00	0.00	63,000.00	0.00
TAXES:	30,164,200.00	1,132,764.23	1,685,816.47	0.00	28,478,383.53	5.59
33345 PLAY TO LEARN - FED INDIRECT	0.00	1,051.66	1,508.00	0.00	(1,508.00)	0.00
33533 STATE FOREST FUNDS/DNR TIMBER TRU	0.00	10.46	21.51	0.00	(21.51)	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	2,973.30	8,569.21	0.00	21,430.79	28.56
34161 GRAPHICS SERVICES CHARGES	7,500.00	37.00	37.00	0.00	7,463.00	0.49
34162 PRINTER FEES	125,000.00	11,469.93	33,251.77	0.00	91,748.23	26.60
34163 FAX FEES	21,000.00	2,407.94	5,973.07	0.00	15,026.93	28.44
34193 ORTING - SERVICE FEES	3,000.00	810.00	810.00	0.00	2,190.00	27.00
34730 INTERLIBRARY LOAN FEES	0.00	28.00	151.37	0.00	(151.37)	0.00
35970 LIBRARY FINES	400,000.00	41,128.57	118,027.35	0.00	281,972.65	29.51
36110 INVESTMENT INCOME	50,000.00	1,514.78	10,875.69	0.00	39,124.31	21.75
36140 OTHER INTEREST EARNED - COUNTY	0.00	0.52	2.09	0.00	(2.09)	0.00
36200 KEY PEN HLTH DEPT FACILITY REV	1,000.00	319.03	319.03	0.00	680.97	31.90
36290 BOOK SALES	7,000.00	0.55	704.08	0.00	6,295.92	10.06
36700 FOUNDATION DONATIONS	391,140.00	7,500.00	34,870.00	0.00	356,270.00	8.91
36705 AWC GRANT	0.00	0.00	500.00	0.00	(500.00)	0.00
36720 FRIENDS' REIMBURSEMENTS	0.00	680.00	1,607.86	0.00	(1,607.86)	0.00
36725 DONATIONS - OTHER	116,860.00	1,910.64	1,949.49	0.00	114,910.51	1.67
36910 SALE OF SURPLUS	5,000.00	747.64	1,797.64	0.00	3,202.36	35.95
36920 FOUND MONEY	3,000.00	70.99	273.40	0.00	2,726.60	9.11
36990 MISCELLANEOUS REVENUE	0.00	17.78	(126.39)	0.00	126.39	0.00
36991 PAYMENT FOR LOST MATERIALS	12,000.00	808.14	2,018.87	0.00	9,981.13	16.82
36996 JURY DUTY REIMBURSEMENT	0.00	80.00	120.00	0.00	(120.00)	0.00
36998 E RATE REIMBURSEMENT	552,000.00	1,081.00	185,966.70	0.00	366,033.30	33.69
36999 REBATES - PROCUREMENT CARD	70,000.00	12,662.63	12,662.63	0.00	57,337.37	18.09
CHARGES OTHER:	1,809,500.00	87,310.56	421,890.37	0.00	1,387,609.63	23.32
39510 SALE OF FIXED ASSETS (GOV)	0.00	3,395.48	8,050.41	0.00	(8,050.41)	0.00
TOTAL FOR REVENUE ACCOUNTS	31,973,700.00	1,223,470.27	2,115,757.25	0.00	29,857,942.75	6.62
EXPENSE ACCOUNTS						
51100 SALARIES AND WAGES	16,387,700.00	1,270,408.70	3,894,619.74	0.00	12,493,080.26	23.77
51105 ADDITIONAL HOURS	230,500.00	19,452.33	74,237.16	0.00	156,262.84	32.21
51106 SHIFT DIFFERENTIAL	165,600.00	14,121.16	40,771.10	0.00	124,828.90	24.62
51107 SUBSTITUTE HOURS	273,900.00	30,525.45	83,876.23	0.00	190,023.77	30.62
51109 TUITION ASSISTANCE PROGRAM	17,975.00	0.00	2,798.91	0.00	15,176.09	15.57
51200 OVERTIME WAGES	12,400.00	1,116.64	5,114.42	0.00	7,285.58	41.25
51999 ADJ WAGE/SALARY TO MATCH PLAN	(597,110.00)	0.00	0.00	0.00	(597,110.00)	0.00
52001 INDUSTRIAL INSURANCE	178,430.00	9,762.06	30,401.40	0.00	148,028.60	17.04
52002 MEDICAL INSURANCE	2,482,604.00	181,436.28	604,952.66	0.00	1,877,651.34	24.37
52003 F.I.C.A.	1,305,772.00	99,656.98	306,099.59	0.00	999,672.41	23.44
52004 RETIREMENT	2,135,279.00	158,664.68	501,456.25	0.00	1,633,822.75	23.48

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 3/31/2018

FUND: GENERAL FUND (01)

Object	2018 Budget	March Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
52005 DENTAL INSURANCE	230,396.00	17,995.00	54,328.61	0.00	176,067.39	23.58
52006 OTHER BENEFIT	10,800.00	1,360.00	4,020.00	0.00	6,780.00	37.22
52010 LIFE AND DISABILITY INSURANCE	74,327.00	6,268.84	18,641.63	0.00	55,685.37	25.08
52020 UNEMPLOYMENT COMPENSATION	30,500.00	0.00	19,367.88	0.00	11,132.12	63.50
52200 UNIFORMS	1,300.00	0.00	0.00	0.00	1,300.00	0.00
52999 ADJ BENEFITS TO MATCH PLAN	(226,490.00)	0.00	0.00	0.00	(226,490.00)	0.00
PERSONNEL	22,713,883.00	1,810,768.12	5,640,685.58	0.00	17,073,197.42	24.83
53100 OFFICE/OPERATING SUPPLIES	320,094.00	24,977.97	35,094.08	18,335.98	266,663.94	16.69
53101 CUSTODIAL SUPPLIES	69,000.00	4,097.33	9,205.06	25,000.00	34,794.94	49.57
53102 MAINTENANCE SUPPLIES	60,400.00	1,792.05	3,404.16	2,000.00	54,995.84	8.95
53103 AUDIOVISUAL PROCESSING SUP	25,000.00	1,143.09	1,540.60	0.00	23,459.40	6.16
53104 BOOK PROCESSING SUPPLIES	20,000.00	286.36	1,986.68	0.00	18,013.32	9.93
53200 FUEL	35,000.00	0.00	7,132.64	24,867.36	3,000.00	91.43
53401 ADULT MATERIALS	726,500.00	53,563.61	121,330.14	0.00	605,169.86	16.70
53403 PERIODICALS	90,000.00	2,810.62	5,206.98	0.00	84,793.02	5.79
53405 JUVENILE BOOKS	521,100.00	51,433.70	98,708.80	0.00	422,391.20	18.94
53406 PROFESSIONAL COLLECTION	1,500.00	139.56	139.56	0.00	1,360.44	9.30
53407 INTERNATIONAL COLLECTION	43,000.00	2,448.67	7,707.91	0.00	35,292.09	17.93
53408 AUDIOVISUAL MATERIALS - ADULT	805,000.00	59,351.12	125,423.73	0.00	679,576.27	15.58
53409 AUDIOVISUAL MATERIALS - JUV	85,000.00	2,087.29	9,318.27	0.00	75,681.73	10.96
53411 ELECTRONIC INFO SOURCES	496,600.00	180,643.23	380,851.30	0.00	115,748.70	76.69
53412 REFERENCE SERIALS	10,000.00	819.68	835.63	0.00	9,164.37	8.36
53414 ELECTRONIC COLLECTION	600,000.00	10,944.78	56,488.21	0.00	543,511.79	9.41
53464 VENDOR PROCESSING SERVICES	135,000.00	12,117.40	26,752.53	0.00	108,247.47	19.82
53490 COLLECTION PROJECTS	44,200.00	0.00	0.00	0.00	44,200.00	0.00
53499 GIFTS - MATERIALS	0.00	0.00	198.89	0.00	(198.89)	0.00
53500 MINOR EQUIPMENT	68,400.00	6,865.97	9,419.85	3,050.00	55,930.15	18.23
53501 FURNISHINGS	66,500.00	791.31	1,902.18	25,388.44	39,209.38	41.04
53502 PC HARDWARE	142,000.00	5,167.70	8,091.00	0.00	133,909.00	5.70
53505 SOFTWARE/LICENSES/HOSTING	574,800.00	6,118.31	21,968.41	8,284.92	544,546.67	5.26
54100 PERSONAL SERVICES	328,750.00	(866.77)	9,433.27	64,099.20	255,217.53	22.37
54101 LEGAL SERVICES	55,000.00	2,086.50	2,086.50	32,913.50	20,000.00	63.64
54103 CONTRACTUAL SERVICES	206,500.00	16,268.98	31,469.42	90,775.85	84,254.73	59.20
54162 BIBLIOGRAPHIC & RELATED SERVICES	51,900.00	3,853.50	3,853.50	0.00	48,046.50	7.42
54163 PRINTING AND BINDING	43,000.00	0.00	0.00	0.00	43,000.00	0.00
54165 ILL LOST ITEM CHARGE	2,500.00	230.89	611.88	0.00	1,888.12	24.48
54200 POSTAGE AND SHIPPING	70,900.00	325.52	15,130.44	32.97	55,736.59	21.39
54201 TELECOM SERVICES	654,800.00	104,927.50	141,000.63	397,932.94	115,866.43	82.31
54300 TRAVEL	51,400.00	1,091.52	2,927.60	4,800.00	43,672.40	15.03
54301 MILEAGE REIMBURSEMENTS	35,800.00	2,717.92	8,284.76	0.00	27,515.24	23.14
54400 ADVERTISING	70,500.00	8,262.01	9,453.62	38,964.47	22,081.91	68.68
54501 RENTALS/LEASES - BUILDINGS	547,350.00	77,130.15	125,116.33	143,397.36	278,836.31	49.06
54502 RENTALS/LEASES - EQUIPMENT	91,100.00	4,076.84	7,373.92	141,354.57	(57,628.49)	163.26
54600 INSURANCE	222,000.00	0.00	79.00	0.00	221,921.00	0.04
54700 ELECTRICITY	235,000.00	31,533.06	46,066.54	0.00	188,933.46	19.60
54701 NATURAL GAS	15,000.00	1,317.90	2,903.79	0.00	12,096.21	19.36
54702 WATER	29,700.00	3,401.12	4,426.35	0.00	25,273.65	14.90

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 3/31/2018

FUND: GENERAL FUND (01)

Object	2018 Budget	March Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
54703 SEWER	25,500.00	3,766.43	5,775.61	0.00	19,724.39	22.65
54704 REFUSE	31,500.00	3,108.59	3,939.02	688.35	26,872.63	14.69
54800 GENERAL REPAIRS/MAINTENANCE	236,400.00	51,421.85	58,980.10	63,744.55	113,675.35	51.91
54801 CONTRACTED MAINTENANCE	306,700.00	21,583.76	39,905.53	144,136.84	122,657.63	60.01
54810 IT SYSTEMS MAINTENANCE	147,100.00	2,390.00	54,654.38	15,341.30	77,104.32	47.58
54900 INDIVIDUAL REGISTRATIONS	70,200.00	3,976.22	5,770.22	0.00	64,429.78	8.22
54901 DUES AND MEMBERSHIPS	50,000.00	18,313.34	20,564.34	1,420.00	28,015.66	43.97
54902 TAXES AND ASSESSMENTS	29,500.00	64.82	145.21	0.00	29,354.79	0.49
54903 LICENSES AND FEES	58,400.00	(14,380.27)	7,225.30	60.00	51,114.70	12.47
54905 ORGANIZATIONAL REGISTRATIONS	3,000.00	0.00	0.00	0.00	3,000.00	0.00
54912 CONTINGENCY	226,723.00	0.00	0.00	0.00	226,723.00	0.00
55100 INTERGOVERNMENTAL	13,000.00	0.00	0.00	0.00	13,000.00	0.00
59700 TRANSFERS OUT	411,500.00	0.00	0.00	0.00	411,500.00	0.00
ALL OTHER EXPENSES	9,259,817.00	774,201.13	1,539,883.87	1,246,588.60	6,473,344.53	30.09
NEED A CATEGORY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR EXPENSE ACCOUNTS	31,973,700.00	2,584,969.25	7,180,569.45	1,246,588.60	23,546,541.95	26.36
NET SURPLUS / DEFICIT	0.00	(1,361,498.98)	(5,064,812.20)	(1,246,588.60)	6,311,400.80	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 3/31/2018

FUND: SPECIAL PURPOSE FUND (15)

Object	2018 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	1,191.34	3,249.65	0.00	(3,249.65)	0.00
CHARGES OTHER:	0.00	1,191.34	3,249.65	0.00	(3,249.65)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	1,191.34	3,249.65	0.00	(3,249.65)	0.00
EXPENSE ACCOUNTS						
PERSONNEL	0.00	0.00	0.00	0.00	0.00	0.00
ALL OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR EXPENSE ACCOUNTS	0.00	0.00	0.00	0.00	0.00	0.00
NET SURPLUS / DEFICIT	0.00	1,191.34	3,249.65	0.00	(3,249.65)	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 3/31/2018

FUND: DEBT SERVICE FUND (20)

Object	2018 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	100.12	272.10	0.00	(272.10)	0.00
CHARGES OTHER:	0.00	100.12	272.10	0.00	(272.10)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	100.12	272.10	0.00	(272.10)	0.00
NET SURPLUS / DEFICIT	0.00	100.12	272.10	0.00	(272.10)	0.00

FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)

Object	2018 Budget	March Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
29150 USE OF FUND BALANCE-BUDGET	100,000.00	0.00	0.00	0.00	100,000.00	0.00
36110 INVESTMENT INCOME	0.00	1,567.11	4,427.24	0.00	(4,427.24)	0.00
36200 KEY PENINSULA SHARED COSTS	0.00	0.00	9,559.37	0.00	(9,559.37)	0.00
CHARGES OTHER:	100,000.00	1,567.11	13,986.61	0.00	86,013.39	13.99
39700 TRANSFERS IN	411,500.00	0.00	0.00	0.00	411,500.00	0.00
TOTAL FOR REVENUE ACCOUNTS	511,500.00	1,567.11	13,986.61	0.00	497,513.39	2.73
EXPENSE ACCOUNTS						
53501 FURNISHINGS	50,000.00	0.00	2,947.21	0.00	47,052.79	5.89
54100 PERSONAL SERVICES	200,000.00	9,881.56	9,881.56	53,341.14	136,777.30	31.61
54103 CONTRACTUAL SERVICES	0.00	10,507.19	10,507.19	5,559.71	(16,066.90)	0.00
54912 CONTINGENCY/RESERVE	25,000.00	0.00	0.00	0.00	25,000.00	0.00
56200 BUILDINGS & BLDG IMPROVEMENTS	150,000.00	0.00	0.00	120,001.00	29,999.00	80.00
56202 ELECTRICAL	10,000.00	0.00	0.00	0.00	10,000.00	0.00
56300 IMPROVEMENTS OTHER THAN BLDGS	76,500.00	0.00	0.00	0.00	76,500.00	0.00
TOTAL FOR EXPENSE ACCOUNTS	511,500.00	20,388.75	23,335.96	178,901.85	309,262.19	39.54
NET SURPLUS / DEFICIT	0.00	(18,821.64)	(9,349.35)	(178,901.85)	188,251.20	0.00

MEMO



Date: May 1, 2018

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

From: Georgia Lomax, Executive Director

Subject: Executive Director Report – April

Pierce County READS

I attended the Pierce County READS Living History event in the UP Library and Atrium where 300 attendees had conversations with 7 community members who are part of our local history, and to learn about their experiences, observations and lives. Tacoma mayor Victoria Woodards, elected officials and community leaders were in attendance.

Customer Experience Director Jaime Prothro and I talked about Pierce County READS at the Pierce County Council meeting where the Council proclaimed March 11 – May 11, 2018, as the Annual Pierce County READS Celebration in Pierce County, Washington, and encouraged all citizens to participate in this community-building event.

Library Priorities and Funding Project

The Community Advisory Committee held its second meeting on April 12 and reviewed the winter public engagement results, and the public's priorities for library services, costs to meet their expectations, constraints and challenges of our funding and impacts of choices to deal with rising costs.

I gave a presentation to the Mid-County Leadership Team on our funding issue and the public's priorities for the Library, and we also discussed the information at the Spring Friends Connection meeting with our Friends of the Library groups.

Staff

New Facilities Manager Kristina Cintron will join us May 16, 2018. She will be introduced at the June Board meeting.

Community

I've been asked to serve a 2-year term on the United Way's Impact Cabinet. The group meets quarterly and is intended to provide strategic input as United Way works to lead collaborative efforts to end poverty in Pierce County. I also attended the YWCA Annual Celebration Luncheon.

Customer Experience Manager Judy Nelson and I met with Chief Leschi School District's Superintendent Amy McFarland, Director of Technology and Finance Wade Frogley and Kimberly Ward, Secondary Office Coordinator to discuss partnership opportunities. They would like to join the "Library Card in Every Hand" program and we have another meeting planned in May for further discussion on partner opportunities.

Clifford Jo, Judy Nelson, Sumner Community Branch Supervisor Ben Haines, Adult Services Librarian Laura Farrow and I attended the Sumner City Council Study Session to hear their discussion on possibly purchasing property on E Main for a relocated library. We shared an overview of how their community uses the Library and the valuable services provided, as well as possible approaches to a capital building project, should they purchase the property. The Council reviewed funding options for such a purpose and asked City Manager John Galle to place it on the May 7 agenda. We will attend the meeting and inform you of the results during the Board meeting.

MEMO



Date: April 30, 2018

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

From: Jaime Prothro, Interim Customer Experience Manager

Subject: Branch Monthly Report

Bonney Lake: Staff participated with students at Christianson Elementary, Liberty Ridge Elementary, Emerald Hill Elementary, and a homeschool group at Rainier Hills Christian Fellowship for reading nights, career nights, and PCLS research resources.

Buckley: March 2nd was Dr. Seuss Day at White River’s Glacier Middle School. Bob helped to create an event at the school library with crafts, buttons, and a special storytime. Over 150 middle school students were in attendance.

Dupont: The Patriots’ Landing van brought 5 residents over on Saturday March 10 at 10:30am for the first of Special library visits for the residents to allow them to have some quiet time in the library before we open. They visited again on Saturday March 24 and 3 residents came that day. This is in support of our Community Engagement Branch SMART Goal for 2018.

Eatonville: Talking book customers at Eatonville have commented on the many new titles on the shelf since the weeding and refreshment of that collection. One customer brought twelve titles to the counter and said he had not heard any of them and that the selection was from “only” the first 4 shelves.

Fife: Fife’s Read to a Dog program was highlighted in local news: <http://q13fox.com/2018/03/13/read-to-a-dog-program-helping-kids-in-pierce-county/>

Graham: Staff visited several local businesses as part of our branch SMART goal for Community Engagement which is to create a Graham Library Outreach Team to visit different local businesses in the Graham community once a month. Staff will introduce themselves as working for the library with the goal of promoting library services to people who might not normally use the library. This month staff visited Graham Fitness, Furry Friends Beauty Shop, Two Dragons Karate, and Goodwill.

Gig Harbor: A reading program at area elementary school increased circulation of the easy reader collection at the branch.

Key Center: “The library helped me refrain from killing my husband.” – Patron who got her first library card so she could use our printers, after her husband broke theirs.

Lakewood: In addition to proctoring 7 tests for customers, and hosting weekly Tech Help sessions at the branch, staff assisted an individual in the process for renewing a Kenyan Passport through the Book a Librarian program.

Milton: The removal of the ITG movie towers took place over a period of 3 days, March 7, 8, 9; mostly during closed hours with no disruption in service. Comments from customers have been positive. People comment that the process is much simpler without the extra step

Orting: Pierce County Reads got full attention at Orting in March. Friends members' picked up Read and Release books to give out in the community while staff went out on their regular marketing the library in the community. They left books at Dr.'s office, the bench out front at Nunnally Realty, Orting Station, and the Gazebo in the park.

Outreach/Anderson Island: We coordinated with Anderson Island Community Center and consulted with Facilities on the location of library shelving in the newly remodeled space, which is anticipated to open in April 2018. Soon we will begin selecting materials to include in the first rotation of items to be assigned to the new Polaris location of Anderson Island.

Parkland/Spanaway: Prime Time Families partnership with Clover Creek Elementary ended on Wednesday, March 14th. Families were very satisfied with the program and would love to participate in other similar events in the future.

South Hill: Staff continued to host a variety of game days. We had a family game night on March 5th and then gaming afternoons on March 14th and 28th. We now have a retirement home bring their van to our afternoon gaming. They really enjoy the coloring and card games.

Steilacoom: Steilacoom's movie towers were removed in March, which led to several additional movements of existing collections to integrate the change.

Summit: Our PATH partners registered 5 more individuals into coordinated entry through their homelessness outreach visits this month. We are in the process of scheduling a check-in meeting to assess the impact of the sessions so far and make any needed adjustments.

Sumner: The second Solidari-Tea program was a success and included some prominent community members, including the Superintendent and Assistant Superintendent of the Sumner School District and a Sumner City Councilwoman. Theme was "What Does a Multicultural City Look Like?" Four more topics on tap. Lots of community buzz and youth volunteers as conversation leaders.

We have had excellent turn out at the homeschool meet-ups of around 20 kids and their parents for each day. The March program focused on creating art with paints and nature items like leaves, pinecones, and fruit. Each child was given a small canvas to take home. Staff has received really positive feedback and there was an obvious need in the community that we are helping to meet. One parent from King County commutes to us because she says there is nothing like it in her area.

Tillicum: On March 6, a customer approached staff to share her gratitude for the material we provide. She mentioned the opportunity to "Book a Librarian," free computer classes, free e-sources, and plenty of educational resources to homeschool her 6 year old daughter. She expressed deep appreciation for all of our services and couldn't imagine what it would be like without this library since she has no easy transportation.

University Place: Several Wisdom Café participants enjoyed another meeting, this time discussing the if/how/why we use routines, rituals or daily practices. Training will be held in the future at PCLS to make these programs available at other branches.

The branch's PC Reads displays are getting lots of attention.



Unfinished Business

MEMO



Date: May 1, 2018

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

From: Georgia Lomax, Executive Director

Subject: Library Priorities and Funding

Since 2016, we have focused on understanding our communities' vision for the Library through the *strategic planning process* to develop a clear plan and direction for the Library based on the input of our residents and communities, and through the *library priorities project* to understand people's top priorities for the library.

Both projects were built around significant public engagement and people shared what they value most and also that they want more from Pierce County Library. The costs to continue to provide the desired services and to maintain and operate our facilities are higher than our revenues, so in 2018 we are considering how to address the Library's long-term financial sustainability in light of a funding model where costs to provide services and operate buildings are regularly higher than the legally allowed 1% growth in property tax revenue, which provides most of the Library's funding. To address this funding issue, the Library has been reducing costs by eliminating or reducing services, deferring needed investments in buildings and technology, and implementing efficiencies to reduce costs.

At the Board meeting, you will:

- A. Receive and discuss results of the April public opinion poll measuring public awareness of the Library and its services and people's perception of the value of library services.
- B. Receive an update on the work of the Community Advisory Committee, which holds its final meeting May 23, and will bring to the June Board of Trustees meeting its recommendation on how the library should move forward to resolve its funding issue.
- C. Review and discuss information on the impacts of options to address the funding issue, which are: 1) further reducing library services and continue operating on current revenue, or, 2) asking voters to consider raising property taxes through a re-authorized levy to maintain services for growing communities.

MEMO



Date: April 16, 2018

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

From: Mary Getchell, Marketing and Communications Director

Subject: Library Priorities and Funding Project Update: Spring Public Opinion Poll Results

The Pierce County Library System continues to make steady progress on its Library Priorities and Funding Project. Following is an update on the project.

Public Opinion Poll

The Nelson Report, a public opinion research firm, conducted a public opinion poll in April to gather further input about the public's awareness of the Library System and library services as well as the public's value of library services. The public opinion poll provided information about residents' perception of Pierce County Library and knowledge and value of library services. Through a land line and cell phone survey with 383 completed responses, the survey produced a +/- 4.5% error rate, resulting in a 95% confidence level. This is a statistically significant sampling to show a solid representation for opinions of adults throughout the Library's service area. The survey built on the public opinion poll the Library System conducted with The Nelson Report in November 2017 and the public opinion surveys the Library led in February-March 2018.

At the May Board of Trustees meeting, Melissa Martin, Survey Research Director with The Nelson Report, is expected to give a remote presentation with an overview of the survey results.

Community Advisory Committee Business

Library leaders met with 10 of the 14-members of its Community Advisory Committee in April. Participants were highly engaged in discussions with each other and library leaders. At the meeting, Library leaders gave an overview of the Library's public involvement activities and November 2017 and February-March 2018 survey results and analysis. In addition, library leaders talked further about the Library's budget deficit and options to manage the shortfall. They shared information about potential reductions in services and support associated with them, based upon input from the public. At the same time, library leaders noted services that the Library could sustain with a slight increase, if a ballot measure for a reauthorized levy/levy lid lift was presented to and approved by voters.

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

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

Officers Reports

MEMO



Date: April 24, 2018

To: Rob Allen, Chair and members of the Board of Trustees

From: Judy T Nelson, Customer Experience Manager - Enjoyment

Subject: Summer Reading 2018 preview

Summer Reading continues to be one of Pierce County Library System's signature initiative events. In reaching thousands of eager readers, the Library is the leader in the county in reading for enjoyment with its attendant research-proven outcomes. These outcomes include strengthening community engagement, preventing summer slide and providing equitable access to experiential learning opportunities for every age.

The 2018 theme—Libraries Rock—is a fitting message this year. The theme applies to all ages, and the Library continues to offer exciting activities for everyone.

Planning has been underway since fall of 2017, beginning with a review of the previous year's performance to determine Summer Reading's effectiveness and reach. In response to this evaluation, the Library is adding several new components to strengthen the overall initiative and tie it the back to the PCLS Strategic Focus of enjoyment, learning and community.

The most significant addition is the new Summer Reading website (readthissummer.pcls.us), which will combine all elements of summer reading into one area for ease of access. New reader's advisory projects will also be launched including "My Next Read," a staff generated online book suggestion tool available to all customers. PCLS will also launch the new teen volunteer program called the Teen Library Corps.

For 2018, we will repeat the popular kick-off to Summer Reading, again focusing on community engagement. Each library location will offer a Read-a-Thon on Saturday, June 23rd, from 1-3 p.m., connecting our communities with the overarching goals for summer reading—to maintain children's reading skills, to enhance everyone's reading pleasure and to demonstrate how reading supports all learning opportunities. Participants will read and partake in engaging reading activities, and locations will earn bookplates for new Lily's Quick Picks books for every hour read. Customers will be able to see the results on the new website.

Youth Services staff are starting to build excitement for the program by sharing stories and offering glimpses into upcoming programs in every kindergarten through third grade class across the 13 school districts we serve. This approach has proven to be key to connecting students with their local library to help mitigate summer slide. Librarians emphasize the joy of reading and free experiential learning opportunities that students and families are able to participate in.

Teens are also being targeted with both reading opportunities and the seventh Teen Summer Challenge, which will focus on music and video challenges, while adults will enjoy a variety of programs including the launch of the new quarterly author series, kicked off this year with two visits by Librarian Rock Star, Nancy Pearl.

Our deliberate community engagement continues through partnerships that support our families .The Pierce County Library System now has a Memorandum of Understanding with the Emergency Food Network and PCLS will collect food at every library location. Working with the Franklin Pierce and Bethel school Districts, we will expand the free five-day a week summer lunch sites for youth under 18 years to two locations, Parkland/Spanaway and Summit Libraries for the 8 weeks of summer reading. The Seattle Storm has joined our team to promote summer reading by providing two free tickets to select Storm home games for every youth registrant. And once again, we are partnering with the Tacoma Rainiers for a PCLS Summer Reading night at Cheney Stadium for every youth who completes 15 hours of reading. Each recipient will get a reserved seat, free kids meal box and a chance to run the bases with Rhubarb. This will occur on Thursday, August 16th. The PCL Foundation will have additional activities during that event.

A folder containing promotional items will be provided to the Board, and a final statistical report with the outcomes will be presented in the fall. Please reach out to Judy Nelson (jnelson@piercecountylibrary.org) with any questions. (253-548-3412).

MEMO



Date: April 27, 2018

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

From: Melinda Chesbro, Deputy Director

Subject: 2018 Work Plan Update for May

Online Event Calendar & Meeting Room Software – Core Service: Classes & Events

This project will provide improved customer access to the online event calendar and meeting room booking. We are happy to report a successful launch for both components in April. Staff are finding the new systems easy to use and have had positive customer feedback.

Orting HVAC Update – Core Service: Spaces

This is a City of Orting project to update the HVAC system at the Orting Library. Following is an outline of the work plan:

Date	Phase	Description of Work
April 23	Preparation	Moving and protections of library furnishings, equipment and materials
April 24-25	One	Reinforcement of ceiling
May 8	Two	Installation of HVAC unit and duct work

Training Plan – Core Service: Staff

This project will close the gaps in staff skills in areas such as interviewing, conflict resolution, safety compliance, technology skills and working with difficult customers.

	Training Room		Elsewhere **		Total	
	events	attendees	events	attendees	events	attendees
JAN 2018	3	28	8	89	11	112
FEB 2018	6	51	7	23	13	74
MAR 2018	10	84	11	54	21	138
APR 2018*	10	88	6	21	16	109
TOTAL	29	246	32	187	61	433

* through 4/17/18

** “Elsewhere” trainings include online trainings, certifications, and PCLS staff attending county classes. No conference attendance is included yet.

Movie Tower Decommission – Core Service: Materials

The project to remove outdated, unreliable and unsupported Movie Towers from the 7 locations that still use them was completed on schedule and under budget. PCLS now has two service models for DVD collections – a staffed service point within an enclosed DVD collection area at larger locations and an open browsing collection at other locations.

MEMO



Date: April 30, 2018

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

From: Meghan Sullivan, Customer Experience Manager – Branch Operations

Subject: New Infrared Door Counter

All PCLS locations are fitted with infrared-beam-interrupt devices to track the number of people entering each of our locations. The technology allows PCLS to collect door count numbers automatically to provide a data point for customers using our locations. In February 2018, PCLS moved from the TrafficFlow counter system which was at end of life and failing to the new VisiCount system.

The TrafficFlow counter system consisted of infrared beam devices that increment a count when their beam is interrupted. These devices communicated via radio frequency with a receiver/controller at each location. The receiver/controller devices were connected to PCLS' network. These counters were mounted at people height and over time sustained damage, vandalism, and battery theft. In addition to the physical damage, the software technology was no longer supported by our vendors.

In 2015, new overhead infrared ceiling mounter door counters were piloted at 4 branches (GIG, SH, SMT, and SUM). The VisiCount system consists of overhead-mounted infrared photo sensors that detect the heat signature of a human as they pass through the sensor's field of view. Each of these sensors is connected directly to PCLS' network. The new door counters are ceiling mounted and provide a more accurate count of people coming into the building. The software is robust and well-supported by vendors.

In February 2018, PCLS' updated the remaining 15 branches with the new infrared ceiling mounted door counters. Physical installation of the door counters was led by the Facilities Department and took place over a 4 day period during closed hours. The IT Department configured the counters and connected them to our network. CE and IT staff review the daily reports and look for anomalies. Adjustments, testing, and consultation with branch staff are made to ensure accurate counts are being captured.

Branch	March 2016	March 2017	March 2018
Administrative Center Library	2,840	3,576	4,078
Bonney Lake	7,874	7,632	9,855
Buckley	4,122	4,015	4,227
DuPont	4,926	4,671	4,492
Eatonville	5,059	4,806	*10,017
Fife	5,158	4,572	3,947
Gig Harbor	21,283	23,838	21,875
Graham	9,492	8,650	9,298
Key Center	5,461	5,260	6,706
Lakewood	25,285	24,542	28,649

Milton	7,311	7,097	7,282
Orting	5,099	4,699	4,800
Outreach Services	1,994	1,929	1,471
Parkland	11,496	15,928	23,210
South Hill	18,750	18,372	17,032
Steilacoom	6,283	5,886	9,008
Summit	10,663	9,477	8,663
Sumner	9,908	12,532	12,260
Tillicum	2,921	3,169	4,381
University Place	24,712	22,648	17,463
Total	190,637	193,299	208,714

* Eatonville Door Counter installed incorrectly. Resolved on 4/17/18.

MEMO



Date: April 24, 2018

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

From: Judy T Nelson, Customer Experience Manager - Enjoyment

Subject: Our Own Expressions 2018

For the 22nd year Pierce County students (homeschooled and in traditional schools) in grades 7 to 12 competed in the county-wide creative contest around poetry, short stories, drawing/art and photography.

The judging is now complete, the winners have been notified and the award ceremony will be held May 30th at 7pm. at Lagerquist Hall on the campus of PLU, our longstanding partner. Winners will share their work. The ceremony is open to the public.

Here are results by the numbers:

Total valid entries:	1122
Poetry:	335
Short Stories:	284
Drawing/Art:	172
Photography:	331

Number of participating schools: 82 reported, including homeschool

Final Judges:

Poetry:	Gloria Muhammad
Short Stories:	Kathryn Galbraith
Drawing/Art:	Saiyare Refaei
Photography:	Dominique Thomas-McCullum

Copies of the winning entries will be available for purchase at the ceremony, available for checkout at the branches and online through Overdrive's Libby app after the ceremony.

Thanks go to the PCL Foundation for their ongoing support for this opportunity for our teens to demonstrate their creative talents.

Questions? Feel free to contact Judy T Nelson 253-548-3412 or Elise Bodell (Teen Librarian) at 253-548-3525

MEMO

Date: May 9, 2018

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

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

Subject: National Library Worker's Day

On April 10th, the Library recognized our staff in celebration of National Library Workers' Day. We worked with our supervisors and managers to coordinate and provide local celebrations during the week within each department and branch for their staff.

We provided new paper "sparks" to allow the staff to recognize how each of us spark success at the library. We also provided these to the public, and advertised through social media and our website, so that the public could show their appreciation as well. We provided some funding for treats or snacks for the staff to enjoy.

It was fun to see the creativity in the displays and the response we received from staff was extremely positive. They were excited for opportunity to show their appreciation for each other!



MEMO



Date: April 23, 2018

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

From: Clifford Jo, Finance & Business Director

Subject: Buckley Library Site Evaluation Update

On Thursday, April 19, I met Nicholas Acklam, Unit Supervisor of the Toxics Cleanup Program in Department of Ecology. Also attending was our EHS-I consultant. The purpose of the meeting was to achieve an understanding of the long-term process and our options. EHS-I was present to provide the technical overview of what's been done to date and what's upcoming.

Nick was very informative and helpful and gave us an overview of DOE's Voluntary Cleanup Program (VCP) and the Pollution Liability Insurance Agency (PLIA), a Washington State agency funded through petroleum taxes. During the next several months, we will be evaluating the two programs. After EHS-I provides the final Remedial Investigation/Feasibility Study (RIFS) report later this fall, we will choose either DOE/VCP or PLIA as our oversight agency (rules prohibit both being chosen). It's important to note that both programs offer financial relief, but their terms are different and once we start with one program, we are contractually bound and cannot go to the other program.

After we submit the RIFS, we don't anticipate any word from DOE/VCP or PLIA until winter 2019. Afterwards we will develop a plan for active cleanup, which is anticipated to begin sometime in 2020. Until then, we will continue to monitor for vapor intrusion, which continues to show acceptable levels.

PROGRESS CHART (BASED ON DEPT. OF ECOLOGY)

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

MEMO



Date: May 1, 2018

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

From: Clifford Jo, Finance & Business Director

Subject: Property Projects Report

Lakewood/Tillicum

- City of Lakewood and New Ventures Group finalized a Letter of Interest for the prospective Lakewood Library property and City and Library have signed; awaiting owners' signatures.
- Purchase & Sale Agreement for Tillicum neighborhood property has been issued.
- Interlocal Agreement is being worked on (first draft created).

Sumner

- Participated in April 30 City Council study session to review preliminary project elements.
- City will be voting on purchasing property during their next regular meeting (May 7).
- Site fit diagrams are attached.

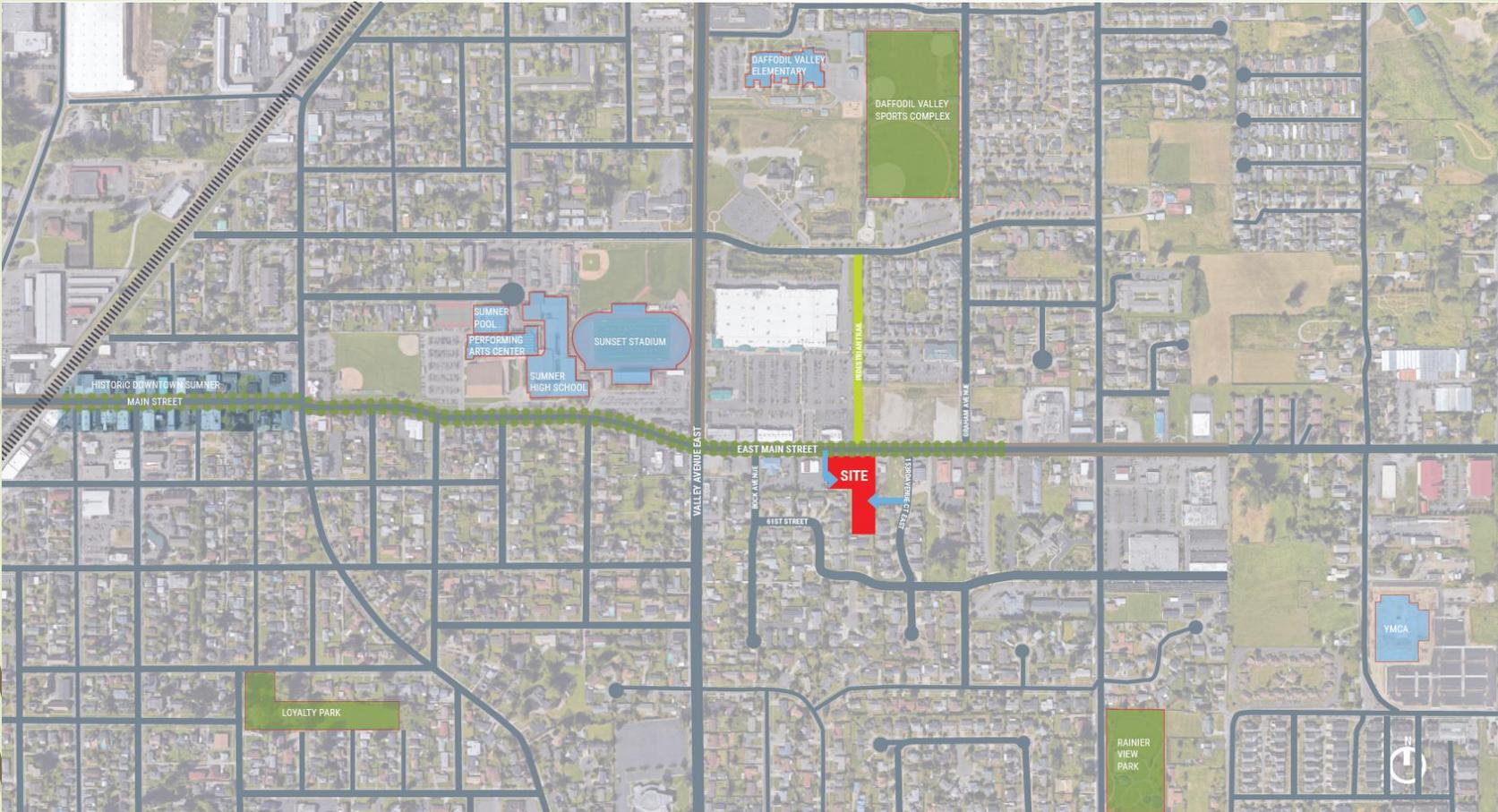
Bonney Lake

- City purchased properties across the street and will be adding more parking space during coming months.

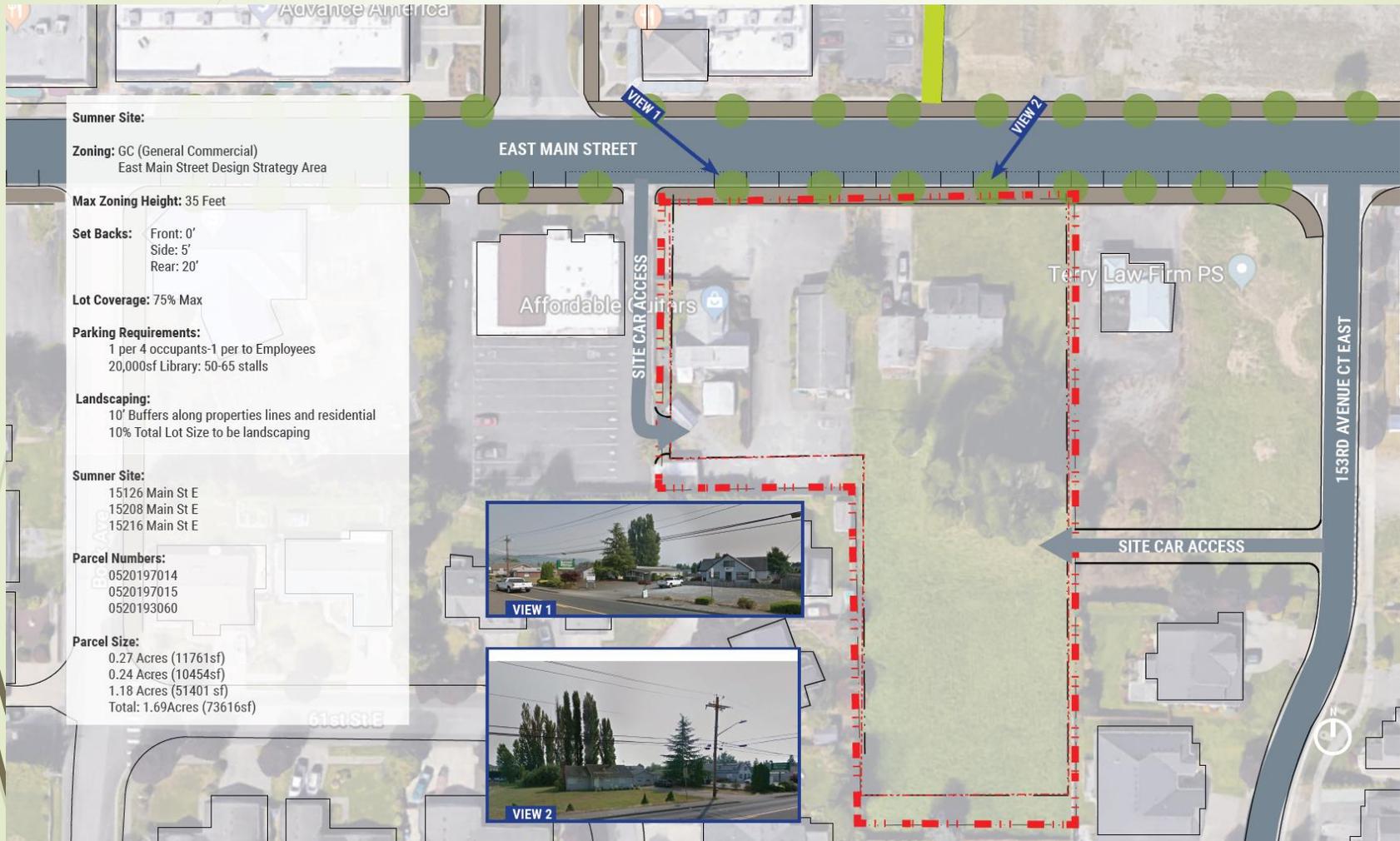
Key Center

- Closed out project due to wetland.
- Received \$2,500 earnest money.

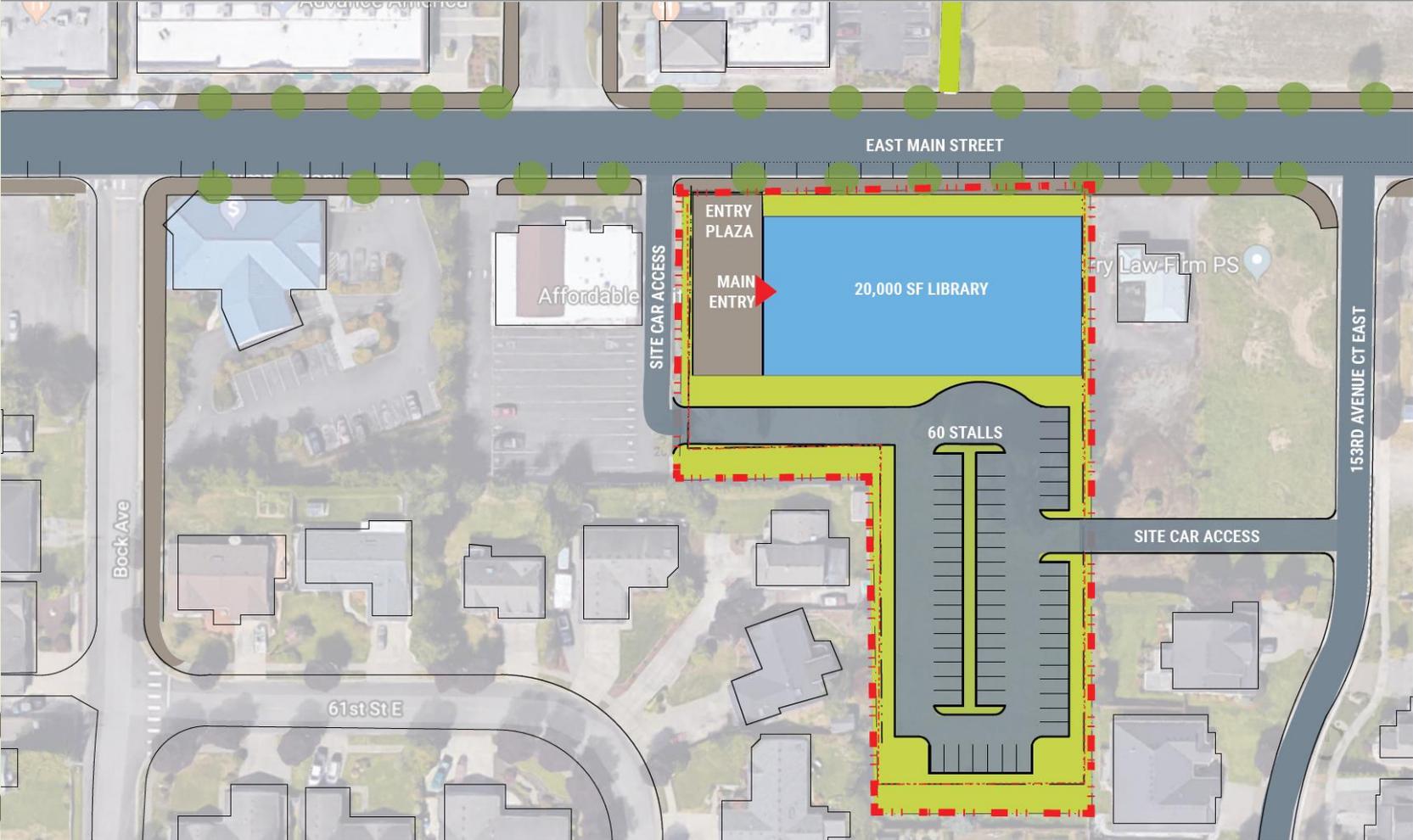
Bird's Eye View with Main Street



Parcel View with Entryways on East Main Street and 153rd Ave Ct East



Parcel View with Building & Parking Space



MEMO



Date: April 16, 2018

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

From: Mary Getchell, Marketing and Communications Director

Subject: Strategic Plan Spring-Summer 2018 Focus Highlight Communications Plan

In spring-summer 2018, the Pierce County Library System will highlight an area of the Library's Strategic Plan for concentrated communications: Enjoyment with a spotlight on e-books and audiobooks. The Communications Department will work with Customer Experience and Collections Management managers to emphasize the initiative to build a reading community with the Library's e-book and audiobook offerings. In the second and third quarter of 2018, the communications efforts will focus on highlighting the easy, convenient, free offering of e-books and audiobooks. During July through December 2018, communications support will transition to a focus on free opportunities to help people learn how to download or stream e-books and audiobooks.

With the Library's limited funding, to respond to a growing demand for e-books and audiobooks, the Pierce County Library Foundation provided a generous \$104,000 donation to support the offering of online books. The Foundation contributed another \$10,000 to purchase kits that library staff will use to help people learn and discover the ease and fun of e-book and audiobook reading.

Communications will emphasize the following about the focus area of Enjoyment:

- Pierce County Library is a leader in inspiring imagination through an extensive and diverse collection, so people can discover outlets to offset the pressures of daily life and relax.
- The Library is a leader in fostering the love of reading.
- The Library partners with others to create opportunities to discover new interests and pursue passions, so people live balanced lives and find joy.

The Library will employ a variety of communications channels to inform and engage audiences: public web, social media, video, news media, in-library and guerrilla marketing collateral, direct mail, paid advertising in print newspaper and digital, and email marketing. The Library will also communicate internally with staff via Cover to Cover, to alert all team members to the highlighted attention on the Enjoyment focus area.

Communications Goals

1. Engage audiences with the knowledge of the Library's e-book and audiobook offerings.
2. Support brand awareness and preference.
3. Strategically position Pierce County Library as a leader in inspiring imagination through an extensive and diverse collection of e-books and audiobooks.

Pierce County Library FYI Packet
Link List
May 9, 2018

Pierce County Library in the News

- [Teens in Tacoma: JobFest and other opportunities geared to help you](#) – News Tribune
- [Local Authors Appearing At Pierce County Libraries](#) – University Place Patch
- [Book Review: “March, Books One-Three” By John Lewis, Andrew Aydin And Nate Powell](#) – Key Peninsula News
- [Civil Rights Leaders To Speak At UP Library Friday](#) – University Place Patch
- [Workshops explore alternative vacations for older adults](#) – Tacoma Daily Index
- [Pierce County Reads explored civil rights movement](#) – University Place Press