

AGENDA
Regular Meeting of the Pierce County Library System Board of Trustees
May 10, 2017
3:30 pm
Sumner Library

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	04 min.	Consent Agenda	Action
		<ol style="list-style-type: none"> 1. Approval of Minutes of the April 12, 2017, Regular Meeting 2. Approval of April 2017 Payroll, Benefits and Vouchers 3. <i>Resolution 2017-03: To Designate Primary and Alternate Signatory, Investment and Auditing Officers</i> 	
3:40 pm	05 min.	Board Member Reports	
3:45 pm	15 min.	Routine Reports	
		<ol style="list-style-type: none"> 1. Dashboard, Georgia Lomax 2. April 2017 Financial Report, Clifford Jo 3. Executive Director Report, Georgia Lomax 	
4:00 pm	45 min.	Unfinished Business	
		<ol style="list-style-type: none"> 1. Facilities Master Plan <ol style="list-style-type: none"> a. Facility Condition, Clifford Jo b. Update, Georgia Lomax <ul style="list-style-type: none"> • Site Selection Criteria Review • Funding Approaches 	
4:45 pm	30 min.	Board Education and Service Reports	
		<ol style="list-style-type: none"> 1. Sumner Library & Community Presentation, Ben Haines 	
5:15 pm	10 min.	Officers Reports	
		<ol style="list-style-type: none"> 1. National Library Worker Day, Cheree 2. KaBoom's Imagination Playground Grant 3. Work Plan Progress Report 4. 2016 Annual Report 5. 2017 Our Own Expressions Contest 6. PC Reads 2017 Results 7. Buckley Underground Storage Tank 8. Strategic Plan Implementation 	
5:25 pm	01 min.	Announcements	
		Our Own Expressions – May 31, 2017, 7:00 PM, PLU's Lagerquist Hall	
5:26 pm		Adjournment	

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 3:33 pm. Board members present were Donna Albers, Monica Butler, Pat Jenkins and Daren Jones.

PUBLIC COMMENT

There was no public comment.

BOARD EDUCATION AND SERVICE REPORTS

New Trustee Welcome – The Trustees participated in a check-in session to share more about themselves, their passion for libraries and what expertise they could bring to the Board.

Monthly Financial Reports for the Board – Overview – Finance and Business Director Clifford Jo provided an overview of the various financial reports.

Ms. Lomax noted that Finance Manager Dale Hough has taken a position with the Olympia Fire Department. She noted he helped bring a professional financial health to the Library during his tenure.

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. March 2017 Payroll, Benefits and Vouchers
 - Payroll Warrants 3743-3754 dated 3/1/17-3/31/17 in the amount of \$5077.33
 - Payroll Disbursement Voucher dated 3/6/17 in the amount of \$885,308.95
 - Payroll Disbursement Voucher dated 3/21/17 in the amount of \$797,534.03
 - Accounts Payable Warrants 627223-627341 dated 3/1/17-3/31/17 in the amount of \$729171.82
4. Resolution 2017-02 – To Declare Furnishings and Equipment Surplus to Public Service Needs

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

BOARD REPORTS

Mr. Jones recently traveled to Revelstoke, British Columbia, Canada, where he visited a community center that had a pool, gym, living area and library in one space. He remarked it was nice to see how the town of 7000 was able to share this space so effectively.

ROUTINE REPORTS

Dashboard – Ms. Lomax reported the drop in checkouts from 2016 was related to discontinuing auto-renewal.

March 2017 Financial Report – Finance and Business Director Clifford Jo said the Library is working on changing the report to be more meaningful to the Board, with a goal to present more project based accounting in the future.

Ms. Lomax said the Library has launched a 2 year project to modernize the financial and human resources systems, which will improve the reporting ability of the library.

Executive Director Report – Ms. Lomax attended the Fife Milton Edgewood State of the City event and was pleased to see the Library referenced often as the civic focus in the community.

UNFINISHED BUSINESS

Facilities Master Plan (FMP) Update – Ms. Lomax reported there continues to be great interest in developing future library facilities. Work is being done to update the information in the report and examine what has been accomplished to date. In future meetings, she will bring selection processes and criteria to the Board for input. Lomax said the FMP serves as a foundational document, and its implementation was based on the Library going out for a district-wide bond that ultimately did not occur due to the recession. She and her team are now looking at developing an action plan for the remaining 13 years of the plan.

Trustee Appointments – Ms. Lomax noted the resolution to confirm the appointment of Mr. Jenkins and Mr. Jones was passed unanimously by the County Council.

NEW BUSINESS

Funding Strategies – Ms. Lomax said as the Library works on the FMP, they are compiling the funding methods and opportunities available.

Mr. Jo provided a matrix of possible funding methods for review and gave a brief overview of the options, asking the Board if they wished to consider additional options of interest not identified in his report. Jo said there may be a mix of funding methods employed.

Deputy Director Melinda Chesbro said the Library needs a good set of funding strategies along with a vision for each of its facilities. Some need just an interior refresh while others need a new building or an expansion.

Lomax said use of bonds to fund buildings would need to take into consideration what the taxpayers can reasonably fund. She said the team would continue working on the options.

Workers Compensation Coverage for Trustees – Trustees will now be covered by L&I per new requirements.

OFFICER REPORTS

Wellness Program Update – Ms. Albers asked if the Library can get meaningful information on employees to improve our premiums. Staff Experience Director Cheree Green said AWC provides a host of meaningful measures to inform the Library and use them to choose wellness activities that address areas for improved health and to impact the Library's costs.

WLA Alki Article by Anna Shelton – Trustees praised Ms. Shelton for her article on being a new supervisor.

EXECUTIVE SESSION

At 5:25 pm, Ms. Albers moved to recess to Executive Session, per RCW 42.30.110, to discuss personnel and property matters for approximately 20 minutes. Mr. Jenkins seconded the motion and it was passed. The Session ended at 5:52 pm.

ANNOUNCEMENTS

The May Board Meeting will be held at the Sumner Library.
The Pierce County READS author event will be held on April 28, 2017, at the McGavick Center.
The Eatonville Library will be closed for improvement April 10-30, with limited service during this time.

ADJOURNMENT

The meeting was adjourned at 5:56 pm on motion by Ms. Albers, seconded by Ms. Butler.

Georgia Lomax, Secretary

Rob Allen, Chair

April 2017 Payroll, Benefits and Vouchers

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	3755-3760	4/1/17-4/30/17	\$5,131.05
Electronic Payments - Payroll & Acct Payable		04/06/17	\$1,068,461.48
Electronic Payments - Payroll & Acct Payable		04/21/17	\$742,112.28
Accounts Payable Warrants	627342-627480	4/1/17-4/30/17	\$784,690.57
Total:			<u><u>\$2,600,395.38</u></u>

Check History Listing
Pierce County Library System

Check #	Bank	Date	Paid to	Status	Can/Vd Date	Pay Period Dates	Dir Dep	Amount
3755	key	04/06/2017	PEARSON, JESSICA			03/16/17 - 03/31/17	0.00	577.77
3756	key	04/06/2017	SENEAC, ALEXANDRIA			03/16/17 - 03/31/17	0.00	174.44
3757	key	04/06/2017	CRAFT, CHANTEAL			03/16/17 - 03/31/17	0.00	1,982.04
3758	key	04/21/2017	HUA, AMANDA			04/01/17 - 04/15/17	0.00	1,297.85
3759	key	04/21/2017	MOSLEY, NYHREE			04/01/17 - 04/15/17	0.00	495.78
3760	key	04/21/2017	HEWITT, DANNY			04/01/17 - 04/15/17	0.00	603.17
Total:							0.00	5,131.05

Checks in report: 6

Grand Total: 0.00 5,131.05

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: 4/06/2017 Payroll

Withdrawal Date: 04/06/17

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	73,848.03
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	51,404.78
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	51,404.78
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	479,425.99
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	11,564.50
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	43,332.30
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	74,764.69
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	6,360.23
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	2,912.61
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	57,000.00
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	(0.01)
PCL_Company	AWC (only on 6th paycheck)	237100	CC_Library_District	697-00	5100000	216,443.58
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	-
PCL_Company	Payroll Adjustment(s)	237100	CC_Library_District	697-00	5100000	-
Total Deposit						\$ 1,068,461.48

Certification: _____

Stacy Karabotsos
 Signature (Department Designee)

04/04/17
 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: 4/21/2017 Payroll

Withdrawal Date: 04/21/17

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	65,859.86
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	47,769.74
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	47,769.74
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	449,876.95
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	11,487.58
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	39,857.09
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	68,781.37
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	2,493.85
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	233.05
PCL_Company	AWC (only on 6th paycheck)	237100	CC_Library_District	697-00	5100000	-
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	2,634.05
PCL_Company	Payroll Adjustment(s)	237100	CC_Library_District	697-00	5100000	-
Total Deposit						\$ 742,112.28

Certification: _____

Stacy Karabotsos
Signature (Department Designee)

04/19/17
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>
627342	04/06/2017	000828 AFSCME AFL-CIO		6,497.86
627343	04/06/2017	003311 DEPARTMENT OF LABOR & INDUSTRI		42,558.62
627344	04/06/2017	000041 EMPLOYMENT SECURITY DEPARTMENT		276.40
627345	04/06/2017	006414 GC SERVICES, LP		189.03
627346	04/06/2017	006690 ENFORCEMENT KENTUCKY CHILD SUPP		151.68
627347	04/06/2017	003985 PACIFICSOURCE ADMINISTRATORS		1,712.29
627348	04/06/2017	000821 PIERCE COUNTY SUPERIOR COURT		240.92
627349	04/06/2017	001181 PIERCE CTY LIBRARY FOUNDATION		481.92
627350	04/06/2017	006555 SOCIAL SECURITY ADMINISTRATION		124.28
627351	04/06/2017	000823 UNITED WAY		61.50
627352	04/06/2017	004782 US DEPARTMENT OF EDUCATION		186.43
627353	04/06/2017	000830 BAKER & TAYLOR		16,818.22
627354	04/06/2017	000242 BUCKLEY CITY OF		234.06
627355	04/06/2017	000161 CENGAGE LEARNING		846.50
627356	04/06/2017	000847 CENTER POINT PUBLISHING		1,158.18
627357	04/06/2017	000093 EBSCO		14.53
627358	04/06/2017	006759 SHEPHEN FUNDERBURK		8.99
627359	04/06/2017	006756 JEFFREY HOUSTON		20.00
627360	04/06/2017	001643 IMPACT		33.12
627361	04/06/2017	000352 MIDWEST TAPE	V	0.00
627362	04/06/2017	000352 MIDWEST TAPE		24,008.71
627363	04/06/2017	001651 PARACLETE PRESS		65.08
627364	04/06/2017	000327 PENINSULA GATEWAY INC		50.00
627365	04/06/2017	000377 PUGET SOUND ENERGY		5,216.26
627366	04/06/2017	001833 SOUTH SOUND BIZ		60.00
627367	04/06/2017	000460 STEILACOOM TOWN OF		1,026.16
627368	04/06/2017	006758 ALLISON THEUBET		19.99
627369	04/12/2017	000176 ATS AUTOMATION INC		5,261.46
627370	04/12/2017	000895 COLUMBIA BANK		250.60
627371	04/12/2017	006235 CONTOUR		10,319.76
627372	04/12/2017	001126 DELL MARKETING LP		167.37
627373	04/12/2017	005283 E-RATE EXPERTISE INC		1,225.00
627374	04/12/2017	006478 EVERGREEN MAINT LANDSCAPING		5,205.53
627375	04/12/2017	006421 MARKHAM INVESTIGATION - (MIP)		5,494.50
627376	04/12/2017	001345 MICHAEL'S CUSTOM UPHOLSTERY		715.56
627377	04/12/2017	006755 SUSAN A NEYMAN		500.00
627378	04/12/2017	004933 NORTHWEST HEALTH & SAFETY INC		111.23
627379	04/12/2017	006713 NATHALIE OP DE BEECK		875.00

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>
627380	04/12/2017	000370 PIERCE COUNTY		55.00
627381	04/12/2017	000857 PIERCE COUNTY RECYCLING		159.00
627382	04/12/2017	006592 SECURITY GATE AND ACCESS LLC		1,340.15
627383	04/12/2017	000497 TILLICUM COMMUNITY SERVICE CEN		1,939.89
627384	04/12/2017	003719 UNIQUE MANAGEMENT SERVICES		1,145.60
627385	04/12/2017	004022 US BANK		110,125.12
627386	04/12/2017	000534 WCP SOLUTIONS		265.31
627387	04/12/2017	006051 WILLIAM MORRIS		7,500.00
627388	04/14/2017	000830 BAKER & TAYLOR		33,040.53
627389	04/14/2017	000087 BLACKSTONE AUDIO BOOKS INC		1,271.33
627390	04/14/2017	000161 CENGAGE LEARNING		5,348.21
627391	04/14/2017	000847 CENTER POINT PUBLISHING		1,259.46
627392	04/14/2017	006761 MATTHEW COOPER		20.00
627393	04/14/2017	006770 TERESA COVINGTON		78.14
627394	04/14/2017	005107 ART HOOVER		131.81
627395	04/14/2017	000243 INGRAM LIBRARY SERVICES		20,539.25
627396	04/14/2017	004625 JOY KIM		11.25
627397	04/14/2017	001011 LIVE OAK MEDIA		93.40
627398	04/14/2017	001116 JJ MCCAMENT		12.84
627399	04/14/2017	000352 MIDWEST TAPE	V	0.00
627400	04/14/2017	000352 MIDWEST TAPE	V	0.00
627401	04/14/2017	000352 MIDWEST TAPE		68,179.87
627402	04/14/2017	003398 MULTICULTURAL BOOKS & VIDEOS		428.94
627403	04/14/2017	002065 TRISHA MUSCHETT		284.68
627404	04/14/2017	001941 JUDY T NELSON		331.40
627405	04/14/2017	000323 NEWS TRIBUNE		426.40
627406	04/14/2017	006090 ROSALIND NGUESSAN		73.82
627407	04/14/2017	001651 PARACLETE PRESS		116.93
627408	04/14/2017	001419 PENGUIN RANDOM HOUSE LLC		19.15
627409	04/14/2017	000406 RECORDED BOOKS LLC		162.46
627410	04/14/2017	000451 SEATTLE TIMES SEATTLE PI		899.60
627411	04/14/2017	001234 SPOKEN ARTS		25.00
627412	04/18/2017	003414 JEANINE ADAMS		12.00
627413	04/18/2017	006769 ALBANY PUBLIC LIBRARY		9.99
627414	04/18/2017	000363 OVERALL LAUNDRY SERV. DBA ARAMARI		43.86
627415	04/18/2017	000153 ASSOCIATED PETROLEUM PRODUCTS		7,129.44
627416	04/18/2017	006768 BATAVIA PUBLIC LIBRARY		25.99
627417	04/18/2017	005915 KAREN BROOKS		75.74
627418	04/18/2017	006771 STEVE CARMODY		47.13

Check History Listing
Pierce County Library System

Bank code: key

Check #	Date	Vendor	Status	Check Total
627419	04/18/2017	002085 CINDY DARGAN		18.00
627420	04/18/2017	003311 DEPARTMENT OF LABOR & INDUSTRI		1,317.86
627421	04/18/2017	004193 NANCY KNOTT		12.87
627422	04/18/2017	001898 BARBARA LARSON		21.00
627423	04/18/2017	004056 MIKE'S DIGITAL PRODUCTIONS		743.92
627424	04/18/2017	006612 AMANDA MOORE		24.66
627425	04/18/2017	006376 KIM MOSE		45.00
627426	04/18/2017	002065 TRISHA MUSCHETT		30.27
627427	04/18/2017	001941 JUDY T NELSON		15.97
627428	04/18/2017	002023 KATHERINE NORBECK		21.00
627429	04/18/2017	003985 PACIFICSOURCE ADMINISTRATORS		199.00
627430	04/18/2017	002282 SEATTLE PUBLIC LIBRARY		14.99
627431	04/18/2017	004397 SHKS ARCHITECTS PS INC		6,401.53
627432	04/18/2017	000439 SPOKANE PUBLIC LIBRARY	V	6.50
627433	04/18/2017	006448 TRACEY THOMPSON		81.00
627434	04/18/2017	004022 US BANK		183,390.29
627435	04/18/2017	006767 VICTORIA PUBLIC LIBRARY		29.95
627436	04/18/2017	000534 WCP SOLUTIONS		841.58
627437	04/19/2017	000377 PUGET SOUND ENERGY		893.64
627438	04/19/2017	000463 SUMMIT WATER & SUPPLY CO		322.36
627439	04/19/2017	000541 STATE OF WASHINGTON		359.47
627440	04/21/2017	003778 AFLAC		6,875.50
627441	04/21/2017	000828 AFSCME AFL-CIO		6,268.79
627442	04/21/2017	001578 COLONIAL SUPPLEMENTAL INSURANC		651.28
627443	04/21/2017	000041 EMPLOYMENT SECURITY DEPARTMENT		233.95
627444	04/21/2017	006414 GC SERVICES, LP		197.63
627445	04/21/2017	006690 ENFORCEMENT KENTUCKY CHILD SUPP		151.68
627446	04/21/2017	003985 PACIFICSOURCE ADMINISTRATORS		1,712.29
627447	04/21/2017	000821 PIERCE COUNTY SUPERIOR COURT		241.01
627448	04/21/2017	001181 PIERCE CTY LIBRARY FOUNDATION		461.92
627449	04/21/2017	006555 SOCIAL SECURITY ADMINISTRATION		126.84
627450	04/21/2017	000823 UNITED WAY		61.50
627451	04/21/2017	004782 US DEPARTMENT OF EDUCATION		190.25
627452	04/21/2017	004022 US BANK		88,963.61
627453	04/25/2017	005920 KIMBERELY ARCHER		78.77
627454	04/25/2017	006577 CATALYST WORKPLACE ACTIVATION		4,318.56
627455	04/25/2017	000895 COLUMBIA BANK		934.25
627456	04/25/2017	006235 CONTOUR		24,009.98
627457	04/25/2017	006235 CONTOUR		623.46

Check History Listing
Pierce County Library System

Bank code: key

Check #	Date	Vendor	Status	Check Total
627458	04/25/2017	004159 LORIE ERICKSON	V	62.16
627459	04/25/2017	002050 MARY GETCHELL		18.00
627460	04/25/2017	005919 CHEREE GREEN		18.00
627461	04/25/2017	005428 GRITTON BUILDING CO INC		33,988.50
627462	04/25/2017	006310 INTRACOMMUNICATION NETWORK SYS		627.91
627463	04/25/2017	003499 JUDY IP		23.96
627464	04/25/2017	001994 CLIFFORD JO		15.00
627465	04/25/2017	006492 LOGIC INTEGRITY INC		2,735.00
627466	04/25/2017	006646 METCALF ELECTRIC INC		1,122.82
627467	04/25/2017	000370 PIERCE COUNTY		16,609.26
627468	04/25/2017	005498 JAIME PROTHRO		9.00
627469	04/25/2017	001887 SUSAN RIGLEY		17.39
627470	04/25/2017	006773 REBECCA RYAN		48.08
627471	04/25/2017	006231 DAVID SECKMAN		39.00
627472	04/25/2017	004397 SHKS ARCHITECTS PS INC		535.41
627473	04/25/2017	006438 WA STATE-DEPT OF ENTERPRISE SV		790.00
627474	04/25/2017	000534 WCP SOLUTIONS		91.90
627475	04/27/2017	004829 CLOVER PARK SCHOOL DISTRICT		371.25
627476	04/27/2017	003496 TAMARA MASENHIMER		24.00
627477	04/27/2017	004933 NORTHWEST HEALTH & SAFETY INC		304.04
627478	04/27/2017	000370 PIERCE COUNTY		240.00
627479	04/27/2017	006592 SECURITY GATE AND ACCESS LLC		1,285.83
627480	04/27/2017	001137 SPOKANE COUNTY LIBRARY DISTRIC		6.50
key Total:				784,690.57
Total Checks:				784,690.57

139 checks in this report

MEMO



Date: April 24, 2017

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

From: Clifford Jo, Finance & Business Director

Subject: Banking Authority Resolution

The Library Board of Trustees designates several Library officials as having banking authority in order to conduct day-to-day financial business. The primary signatory is the Finance & Business Director and the two alternate signatories are the Executive Director and Deputy Director. Attached is a resolution for the Board of Trustees to pass, authorizing banks to accept designated signers on our accounts.

RESOLUTION NO. 2017-03

**A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE PIERCE COUNTY RURAL LIBRARY DISTRICT
TO DESIGNATE PRIMARY AND ALTERNATE SIGNATORY, INVESTMENT, AND
AUDITING OFFICERS**

WHEREAS, Board of Trustees Resolution Number 2014-7, dated November 12, 2014, appointed Clifford Jo, Finance and Information Technology Director, primary signatory for the Deposit Accounts; primary investment officer; and primary auditing officer (in compliance with R.C.W. 42.24.080); Georgia Lomax, Executive Director, alternate signatory for the Deposit Accounts; alternate investment officer; and alternate auditing officer (in compliance with R.C.W. 42.24.080); Sally Porter Smith, Customer Experience Director, alternate signatory for the Deposit Accounts; alternate investment officer; and alternate auditing officer (in compliance with R.C.W. 42.24.080); and

WHEREAS, since the passage of resolution 2014-7, Sally Porter Smith has retired and Melinda Chesbro has been serving as Deputy Director, now, therefore,

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

Resolution Number 2014-7 is hereby rescinded, and

Clifford Jo, Finance & Business Director, be appointed primary signatory for the Deposit Accounts; be appointed primary investment officer; and primary auditing officer (in compliance with R.C.W. 42.24.080); and

Georgia Lomax, Executive Director, be appointed alternate signatory for the Deposit Accounts; alternate investment officer; and alternate auditing officer (in compliance with R.C.W. 42.24.080); and

Melinda Chesbro, Deputy Director, be appointed alternate signatory for the Deposit Accounts; alternate investment officer; and alternate auditing officer (in compliance with R.C.W. 42.24.080).

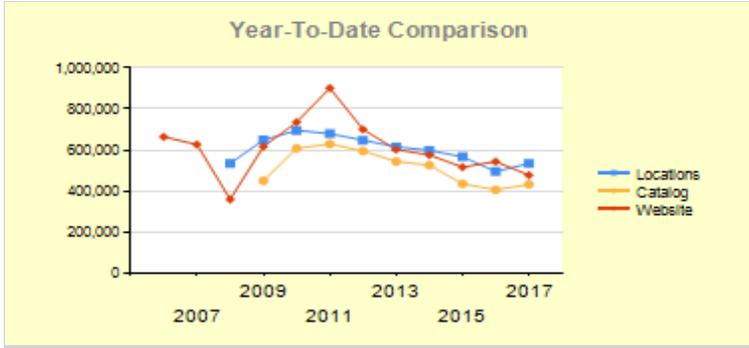
PASSED AND APPROVED THIS 10TH DAY OF MAY, 2017.

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

Routine Reports

CUSTOMER SERVICE/PHILANTHROPY DASHBOARD - MARCH

VISITS



	March		
	2016	2017	% Change
Door Count	129,017	127,863	-0.89%
Catalog	132,881	142,684	7.38%
Website	190,248	166,206	-12.64%
Job & Business Portal	3,103	4,954	59.65%
Military Portal	76	261	243.42%
Total	455,325	441,968	-2.93%

CHECKOUTS



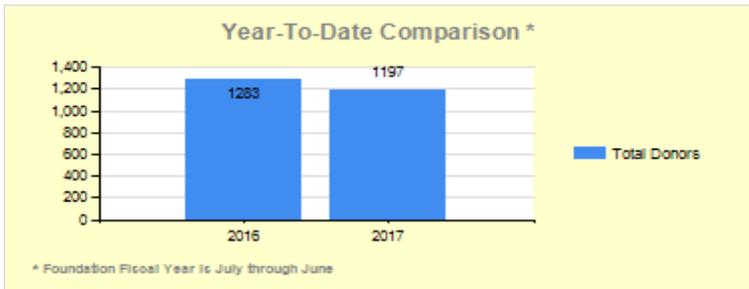
	March		
	2016	2017	% Change
Checkouts	589,528	459,492	-22.06%
Downloadables	80,051	95,716	19.57%
Total	669,579	555,208	-17.08%

CUSTOMERS



	March		
	2016	2017	% Change
Active Cardholders	335,411	347,864	3.71%
New Cards	3,099	3,143	1.42%
Checkout Transactions	80,437	79,185	-1.56%
Unique Users	40,277	34,224	-15.03%

PHILANTHROPY



	March		
	2016	2017	% Change
FoundationDonors	243	86	-64.61%
NewFoundationDonors	33	3	-90.91%
\$ Raised by Foundation	\$21,649.00	\$34,000.00	57.05%
\$ Provided by Friends	\$9,143.00	\$1,172.00	-87.18%

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 April 30, 2017

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

General Fund

April

- County Property Tax data received in April was \$10.49m, about \$200,000 less than April 2016— we will watch for more to be posted through the month of April, as the County system has not yet closed out April.
- **36998. Erate reimbursement received in April for remainder of 2016.**
- **51105. Additional Hours returned to average monthly use.**
- **54800. Corrected miscoding of landscaping costs from gen repairs & maintenance to contracted maint (54801)**
- **54903. Corrected miscoding of AWC fees from licenses & fees to professional services (54100)**
- **53500. Corrected miscoding of Fire Ext. training system from minor equipment to machinery & equipment (56400). This was supposed to have been paid in 2016 but the invoice came too late.**

March

- County Property Tax data not received for March – we are estimating revenue of \$1,000,000 plus **(Actual posted in March was \$1.27m)**
- 33300. WorkSource grant – Federal funds via Pierce County WorkSource.

January - February

- 51105/51200. Additional hours and Overtime use as a result of unfilled vacancies.
- 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

April

- **53501. Furnishings for Parkland Movie Tower Decommissioning project & ergonomic project to replace chairs. (Budgets for the certain line items will be reallocated accordingly.)**
- **56201. Eatonville Restroom Remodel project costs paid.**

March

- No major activity

January - February

- 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
April 30, 2017
All Funds**

	General Fund	Special Purpose Fund	Debt Service Fund	Capital Improvement Projects Fund
Assets				
Current Assets - Cash				
Cash	\$ 10,422,576	\$ 729,222	\$ 84,199	\$ 1,563,915
Investments	\$ -	\$ -	\$ -	\$ -
Total Cash	\$ 10,422,576	\$ 729,222	\$ 84,199	\$ 1,563,915
Total Current Assets	\$ 10,422,576	\$ 729,222	\$ 84,199	\$ 1,563,915
Liabilities and Fund Balance				
Current Liabilities				
Warrants Payable	\$ 87,181	\$ -	\$ -	\$ -
Sales Tax Payable	\$ 6,663	\$ -	\$ -	\$ -
Payroll Taxes and Benefits Payable	\$ 24,785	\$ -	\$ -	\$ -
Total Current Liabilities	\$ 118,628	\$ -	\$ -	\$ -
Fund Balance				
Reserve for Encumbrances	\$ 998,755	\$ -	\$ -	\$ 349,937
Net Excess (Deficit)	\$ 2,361,935	\$ 959	\$ 149	\$ (459,414)
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	\$ 10,303,947	\$ 729,222	\$ 84,199	\$ 1,563,915
Total Liabilities and Fund Balance	\$ 10,422,576	\$ 729,222	\$ 84,199	\$ 1,563,915
Balance of Prop Tax to Rcv (1st day of month)	\$ 28,137,050	N/A	\$ 12	N/A



PIERCE COUNTY LIBRARY SYSTEM
Statement of Revenue and Expenditures
Year to Date April 30, 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	\$ 12,163,341	\$ -	\$ 17,189,007	41%
Other Revenue	\$ 1,427,500	\$ 591,352	\$ -	\$ 836,148	41%
Total Revenue	\$ 30,779,848	\$ 12,754,693	\$ -	\$ 18,025,155	41%
Expenditures					
Personnel/Taxes and Benefits	\$ 21,461,824	\$ 7,214,484	\$ -	\$ 14,247,340	34%
Materials	\$ 3,789,300	\$ 1,190,685	\$ 29,926	\$ 2,568,688	32%
Maintenance and Operations	\$ 4,297,530	\$ 987,335	\$ 969,081	\$ 2,341,114	46%
Transfers Out - CIP	\$ 1,231,194	\$ -	\$ -	\$ 1,231,194	0%
Total Expenditures	\$ 30,779,848	\$ 9,392,504	\$ 999,008	\$ 20,388,336	34%
Excess/(Deficit)		\$ 3,362,189			
(less encumbrances)		(999,008)			
Net Excess (Deficit)		\$ 2,363,182			

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	\$ -	\$ 959	\$ -	\$ (959)	0%
Total Revenue	\$ -	\$ 959	\$ -	\$ (959)	0%
Expenditures					
Total Expenditures	\$ -	\$ -	\$ -	\$ -	0%
Excess/(Deficit)		\$ 959			
(less encumbrances)		-			
Net Excess (Deficit)		\$ 959			

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	\$ -	\$ 149	\$ -	\$ (149)	0%
Other Revenue	\$ -	\$ -	\$ -	\$ -	0%
Total Revenue	\$ -	\$ 149	\$ -	\$ (149)	0%
Total Expenditures	\$ -	\$ -	\$ -	\$ -	0%
Net Excess (Deficit)		\$ 149			

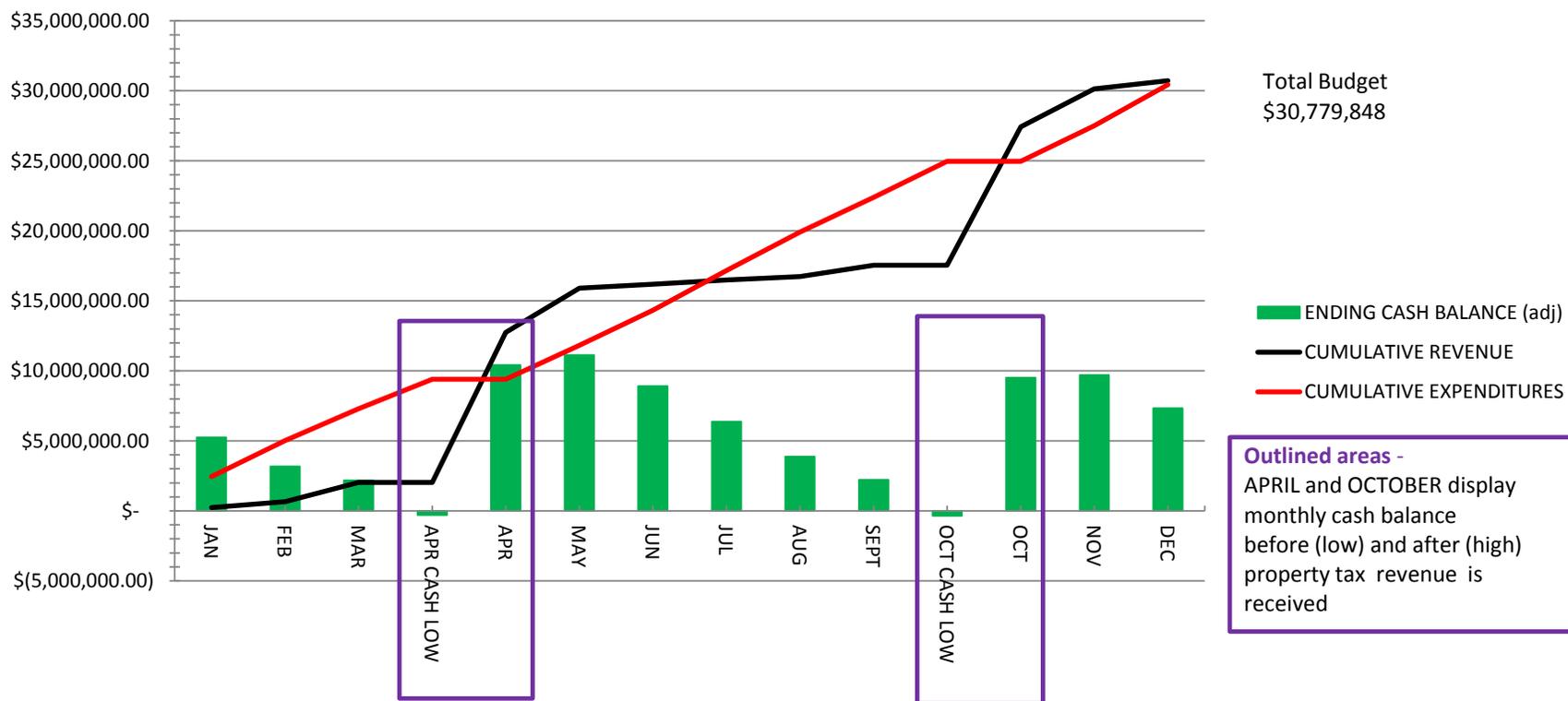
Capital Improvement Projects

Fund - 30

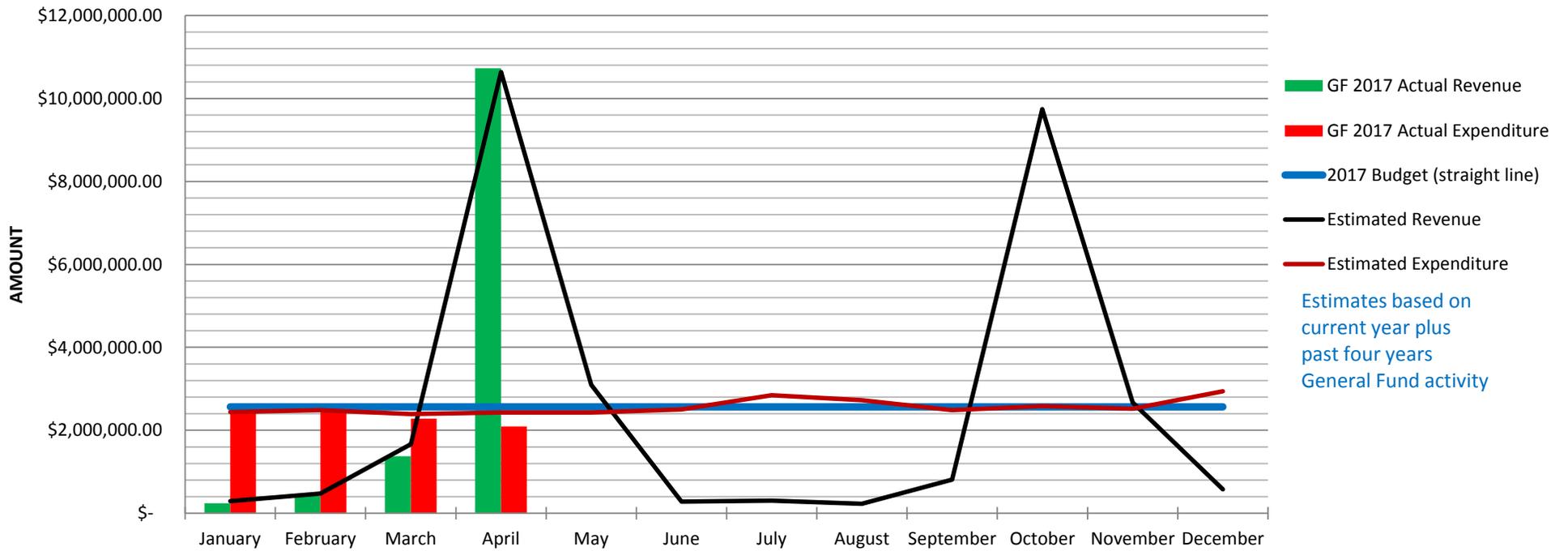
	<u>2017 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Other Revenue	\$ 685,806	\$ 72,950	\$ -	\$ 612,857	11%
Transfers In	\$ 1,231,194	\$ -	\$ -	\$ 1,231,194	0%
Total Revenue	\$ 1,917,000	\$ 72,950	\$ -	\$ 1,844,051	4%
Expenditures					
Maintenance and Operations	\$ 1,917,000	\$ 189,738	\$ 349,937	\$ 1,377,325	28%
Total Expenditures	\$ 1,917,000	\$ 189,738	\$ 349,937	\$ 1,377,325	28%
Excess/(Deficit)		\$ (116,789)			
(less encumbrances)		(349,937)			
Net Excess (Deficit)		\$ (466,726)			

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>													
	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>CURRENT</i>	<i>CURRENT</i>	<i>CURRENT</i>
	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	4/30/2017
Assets													
Current Assets - Cash													
Cash	\$ 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	\$ 2,175,102	\$ 10,422,576
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	\$ 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	\$ 2,175,102	\$ 10,422,576
Total Current Assets	\$ 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	\$ 2,175,102	\$ 10,422,576
Liabilities and Fund Balance													
Current Liabilities													
Warrants Payable	\$ 295,440	\$ 339,657	\$ 376,587	\$ 289,850	\$ 269,457	\$ 313,810	\$ 447,609	\$ 235,821	\$ 727,573	\$ 478,143	\$ 464,924	\$ 55,092	\$ 87,181
Sales Tax Payable	\$ 3,899	\$ 4,361	\$ 4,262	\$ 3,871	\$ 5,000	\$ 6,228	\$ 4,281	\$ 5,672	\$ 2,082	\$ 4,908	\$ 5,175	\$ 4,624	\$ 6,663
Payroll Taxes and Benefits Payable	\$ 14,631	\$ 32,097	\$ 49,896	\$ 17,211	\$ 33,961	\$ 49,926	\$ 18,099	\$ 35,122	\$ 56,955	\$ 24,125	\$ 40,674	\$ 53,093	\$ 24,785
Total Current Liabilities	\$ 313,970	\$ 376,115	\$ 430,745	\$ 310,932	\$ 308,417	\$ 369,965	\$ 469,990	\$ 276,615	\$ 786,514	\$ 507,175	\$ 510,773	\$ 112,809	\$ 118,628
Fund Balance													
Reserve for Encumbrances	\$ 735,482	\$ 718,214	\$ 673,622	\$ 533,500	\$ 478,820	\$ 370,104	\$ 331,430	\$ 258,402	\$ -	\$ 1,630,348	\$ 925,974	\$ 1,034,180	\$ 998,755
Net Excess (Deficit)	\$ 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)	\$ (5,915,145)	\$ 2,361,935
Unreserved Fund Balance	\$ 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	\$ 6,943,258
Total Fund Balance	\$ 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	\$ 2,062,294	\$ 10,303,947
Total Liabilities and Fund Balance	\$ 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	\$ 2,175,102	\$ 10,422,576
Balance of Prop Tax to Rcv (1st day of month)	\$ 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	\$ 28,137,050	Avail Late May

CUMULATIVE GENERAL FUND REVENUE AND EXPENDITURE Including Cash Flow Projection 2017



RESOURCE FLOW - INTERIM General Fund - 2017



Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 4/30/2017

FUND: GENERAL FUND (01)

Object	2017 Budget	April Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
31111 PROPERTY TAXES CURRENT	28,677,357.00	10,417,441.32	11,912,758.61	0.00	16,764,598.39	41.54
31112 PROPERTY TAXES DELINQUENT	558,991.00	65,006.08	234,256.22	0.00	324,734.78	41.91
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	2,047.06	9,177.98	0.00	10,822.02	45.89
31740 TIMBER EXCISE TAX	63,000.00	0.00	0.00	0.00	63,000.00	0.00
TAXES:	29,322,348.00	10,484,494.46	12,156,256.26	0.00	17,166,091.74	41.46
33300 INDIRECT FEDERAL GRANTS	0.00	0.00	18,432.27	0.00	(18,432.27)	0.00
33345 PLAY TO LEARN - FED INDIRECT	0.00	197.39	486.87	0.00	(486.87)	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 WOF	0.00	0.00	5,616.14	0.00	(5,616.14)	0.00
33533 STATE FOREST FUNDS/DNR TIMBER	0.00	17.16	67.03	0.00	(67.03)	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	2,764.27	10,473.13	0.00	19,526.87	34.91
34161 GRAPHICS SERVICES CHARGES	7,500.00	0.00	7,030.58	0.00	469.42	93.74
34162 PRINTER FEES	125,000.00	13,297.60	45,544.04	0.00	79,455.96	36.44
34163 FAX FEES	21,000.00	1,821.20	8,040.60	0.00	12,959.40	38.29
34193 ORTING - SERVICE FEES	3,000.00	0.00	810.00	0.00	2,190.00	27.00
35970 LIBRARY FINES	500,000.00	34,011.09	153,091.08	0.00	346,908.92	30.62
36110 INVESTMENT INCOME	15,000.00	0.00	3,353.50	0.00	11,646.50	22.36
36140 OTHER INTEREST EARNED - COUNT	0.00	0.94	2.46	0.00	(2.46)	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	387.30	413.30	0.00	6,586.70	5.90
36700 FOUNDATION DONATIONS	189,000.00	2,300.00	95,900.00	0.00	93,100.00	50.74
36710 FRIENDS' DONATIONS	0.00	0.00	147.27	0.00	(147.27)	0.00
36720 FRIENDS' REIMBURSEMENTS	38,000.00	0.00	1,024.40	0.00	36,975.60	2.70
36725 DONATIONS - OTHER	1,000.00	15.55	259.20	0.00	740.80	25.92
36910 SALE OF SURPLUS	5,000.00	0.00	0.00	0.00	5,000.00	0.00
36920 UNCLAIMED PROPERTY/FOUND MON	3,000.00	10.87	614.97	0.00	2,385.03	20.50
36990 MISCELLANEOUS REVENUE	0.00	(2,751.85)	(2,645.87)	0.00	2,645.87	0.00
36991 PAYMENT FOR LOST MATERIALS	12,000.00	657.47	2,770.18	0.00	9,229.82	23.08
36996 JURY DUTY REIMBURSEMENT	0.00	0.00	90.00	0.00	(90.00)	0.00
36998 E RATE REIMBURSEMENT	415,000.00	191,095.15	191,095.15	0.00	223,904.85	46.05
36999 REBATES - PROCUREMENT CARD	70,000.00	0.00	28,574.78	0.00	41,425.22	40.82
CHARGES OTHER:	1,457,500.00	243,824.14	594,774.97	0.00	862,725.03	40.81
39510 SALE OF FIXED ASSETS (GOV)	0.00	937.21	3,662.15	0.00	(3,662.15)	0.00
TOTAL FOR REVENUE ACCOUNTS	30,779,848.00	10,729,255.81	12,754,693.38	0.00	18,025,154.62	41.44
EXPENSE ACCOUNTS						
51100 SALARIES AND WAGES	15,661,261.00	1,267,680.93	4,972,270.43	0.00	10,688,990.57	31.75
51105 ADDITIONAL HOURS	238,300.00	18,233.26	121,272.21	0.00	117,027.79	50.89
51106 SHIFT DIFFERENTIAL	167,525.00	13,367.54	49,830.61	0.00	117,694.39	29.75
51107 SUBSTITUTE HOURS	275,400.00	28,347.23	94,852.84	0.00	180,547.16	34.44
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	1,929.46	13,283.97	0.00	(883.97)	107.13
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	11,985.91	40,900.42	0.00	137,781.58	22.89
52002 MEDICAL INSURANCE	2,457,067.00	242,128.92	856,677.09	0.00	1,600,389.91	34.87

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 4/30/2017

FUND: GENERAL FUND (01)

Object	2017 Budget	April Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
52003 F.I.C.A.	1,251,962.00	99,170.89	391,725.16	0.00	860,236.84	31.29
52004 RETIREMENT	1,800,779.00	143,540.83	563,153.29	0.00	1,237,625.71	31.27
52005 DENTAL INSURANCE	231,182.00	18,677.63	74,217.29	0.00	156,964.71	32.10
52006 OTHER BENEFIT	10,540.00	1,020.00	3,920.00	0.00	6,620.00	37.19
52010 LIFE AND DISABILITY INSURANCE	28,669.00	5,398.02	20,920.76	0.00	7,748.24	72.97
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	1,851,480.62	7,214,483.63	0.00	14,247,340.37	33.62
53100 OFFICE/OPERATING SUPPLIES	257,500.00	10,337.98	64,884.74	26,835.41	165,779.85	35.62
53101 CUSTODIAL SUPPLIES	60,000.00	4,920.38	20,431.09	173.71	39,395.20	34.34
53102 MAINTENANCE SUPPLIES	60,200.00	4,015.32	14,254.76	0.00	45,945.24	23.68
53103 AUDIOVISUAL PROCESSING SUP	25,000.00	4,385.65	8,523.93	0.00	16,476.07	34.10
53104 BOOK PROCESSING SUPPLIES	20,000.00	133.53	787.84	0.00	19,212.16	3.94
53105 TRAINING SUPPLIES	10,500.00	0.00	0.00	0.00	10,500.00	0.00
53200 FUEL	47,500.00	7,129.44	7,129.44	0.00	40,370.56	15.01
53401 ADULT MATERIALS	732,500.00	24,720.97	201,456.83	0.00	531,043.17	27.50
53403 PERIODICALS	86,000.00	1,326.00	4,785.44	0.00	81,214.56	5.56
53405 JUVENILE BOOKS	535,650.00	17,338.06	128,369.31	0.00	407,280.69	23.97
53406 PROFESSIONAL COLLECTION	1,500.00	110.55	574.30	0.00	925.70	38.29
53407 INTERNATIONAL COLLECTION	43,000.00	1,147.13	6,709.68	0.00	36,290.32	15.60
53408 AUDIOVISUAL MATERIALS - ADULT	845,000.00	18,557.10	172,631.95	0.00	672,368.05	20.43
53409 AUDIOVISUAL MATERIALS - JUV	93,500.00	2,548.99	13,695.47	0.00	79,804.53	14.65
53411 ELECTRONIC INFO SOURCES	641,700.00	0.00	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	13,999.65	136,910.29	29,926.46	82,113.25	67.02
53414 ELECTRONIC COLLECTION	395,000.00	0.00	173,148.49	0.00	221,851.51	43.84
53464 VENDOR PROCESSING SERVICES	154,500.00	8,642.00	43,586.01	0.00	110,913.99	28.21
53499 GIFTS - MATERIALS	0.00	0.00	462.76	0.00	(462.76)	0.00
53500 MINOR EQUIPMENT	17,400.00	(12,445.15)	5,093.16	0.00	12,306.84	29.27
53501 FURNISHINGS	127,500.00	17,780.93	24,514.59	37,480.24	65,505.17	48.62
53502 TECHNOLOGY HARDWARE	143,300.00	9,213.55	42,585.73	0.00	100,714.27	29.72
53505 SOFTWARE/LICENSES/HOSTING	292,500.00	1,554.70	1,670.08	26,750.54	264,079.38	9.72
54100 PROFESSIONAL SERVICES	401,840.00	38,208.26	104,707.63	108,533.85	188,598.52	53.07
54101 LEGAL SERVICES	45,000.00	0.00	3,228.50	0.00	41,771.50	7.17
54102 COLLECTION AGENCY	14,000.00	1,145.60	5,450.55	0.00	8,549.45	38.93
54161 RESOURCE SHARING SERVICES	15,000.00	0.00	2,476.98	0.00	12,523.02	16.51
54162 BIBLIOGRAPHICS SERVICES	35,000.00	0.00	6,894.40	0.00	28,105.60	19.70
54163 PRINTING AND BINDING	500.00	0.00	0.00	0.00	500.00	0.00
54165 ILL LOST ITEM CHARGE	2,500.00	87.42	428.71	0.00	2,071.29	17.15
54200 POSTAGE AND SHIPPING	33,800.00	0.00	401.25	0.00	33,398.75	1.19
54201 TELECOM SERVICES	518,300.00	392.59	171,840.08	373,037.33	(26,577.41)	105.13
54300 TRAVEL	55,000.00	2,655.80	7,300.60	0.00	47,699.40	13.27
54301 MILEAGE REIMBURSEMENTS	35,250.00	3,409.87	11,011.67	0.00	24,238.33	31.24
54400 ADVERTISING	47,400.00	1,562.50	4,173.15	3,699.00	39,527.85	16.61
54501 RENTALS/LEASES - BUILDINGS	404,500.00	2,596.89	130,922.38	129,211.56	144,366.06	64.31
54502 RENTALS/LEASES - EQUIPMENT	34,600.00	0.00	5,847.50	24,456.65	4,295.85	87.58

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 4/30/2017

FUND: GENERAL FUND (01)

Object	2017 Budget	April 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	6,561.16	83,267.88	0.00	151,732.12	35.43
54701 NATURAL GAS	15,000.00	373.19	5,906.71	0.00	9,093.29	39.38
54702 WATER	29,700.00	401.62	5,458.59	0.00	24,241.41	18.38
54703 SEWER	16,200.00	1,280.34	7,378.54	0.00	8,821.46	45.55
54704 REFUSE	31,500.00	276.03	6,753.30	0.00	24,746.70	21.44
54800 GENERAL REPAIRS/MAINTENANCE	236,400.00	(14,096.60)	55,449.12	19,292.80	161,658.08	31.62
54801 CONTRACTED MAINTENANCE	591,400.00	37,064.06	118,925.93	219,115.16	253,358.91	57.16
54803 MAINT. TELECOM EQUIPMENT	10,000.00	94.08	295.38	0.00	9,704.62	2.95
54805 VEHICLE REPAIR - MAJOR	0.00	(83.55)	3,003.86	0.00	(3,003.86)	0.00
54900 REGISTRATIONS	50,650.00	4,865.00	9,532.22	0.00	41,117.78	18.82
54901 DUES AND MEMBERSHIPS	41,650.00	0.00	2,995.00	495.00	38,160.00	8.38
54902 TAXES AND ASSESSMENTS	29,500.00	16,701.49	16,854.87	0.00	12,645.13	57.14
54903 LICENSES AND FEES	52,650.00	(12,595.04)	13,671.44	0.00	38,978.56	25.97
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
56400 MACHINERY & EQUIPMENT	0.00	12,445.15	12,445.15	0.00	(12,445.15)	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	238,762.64	2,178,020.28	999,007.71	6,140,996.01	34.10
TOTAL FOR EXPENSE ACCOUNTS	30,779,848.00	2,090,243.26	9,392,503.91	999,007.71	20,388,336.38	33.76
NET SURPLUS / DEFICIT	0.00	8,639,012.55	3,362,189.47	(999,007.71)	(2,363,181.76)	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 4/30/2017

FUND: SPECIAL PURPOSE FUND (15)

Object	2017 Budget	April 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	959.09	0.00	(959.09)	0.00
CHARGES OTHER:	0.00	0.00	959.09	0.00	(959.09)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	0.00	959.09	0.00	(959.09)	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	959.09	0.00	(959.09)	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 4/30/2017

FUND: DEBT SERVICE FUND (20)

Object	2017 Budget	April 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	37.17	149.47	0.00	(149.47)	0.00
CHARGES OTHER:	0.00	37.17	149.47	0.00	(149.47)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	37.17	149.47	0.00	(149.47)	0.00
NET SURPLUS / DEFICIT	0.00	37.17	149.47	0.00	(149.47)	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 4/30/2017

FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)

Object	2017 Budget	April 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	707.43	3,090.90	0.00	(3,090.90)	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	707.43	72,949.50	0.00	612,856.50	10.64
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	707.43	72,949.50	0.00	1,844,050.50	3.81
EXPENSE ACCOUNTS						
53100 OFFICE/OPERATING SUPPLIES	0.00	216.82	216.82	1,846.25	(2,063.07)	0.00
53408 AUDIOVISUAL MATERIALS - ADULT	50,000.00	19,602.99	33,879.93	0.00	16,120.07	67.76
53501 FURNISHINGS	26,000.00	48,932.03	79,489.60	56,492.03	(109,981.63)	523.01
53502 TECHNOLOGY HARDWARE	204,000.00	8,121.76	8,121.76	6,088.60	189,789.64	6.97
54100 PROFESSIONAL SERVICES	250,000.00	6,936.94	20,452.74	69,739.46	159,807.80	36.08
54300 TRAVEL	0.00	1,787.99	1,787.99	0.00	(1,787.99)	0.00
54400 ADVERTISING	0.00	0.00	71.30	0.00	(71.30)	0.00
54801 CONTRACTED MAINTENANCE	0.00	700.05	700.05	0.00	(700.05)	0.00
54900 REGISTRATIONS	0.00	2,320.00	2,320.00	0.00	(2,320.00)	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	0.00	1,817.18	150,761.37	632,421.45	19.44
56201 CONSTRUCTION	295,000.00	33,988.50	33,988.50	65,009.59	196,001.91	33.56
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 BLDG	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	122,607.08	189,738.07	349,937.30	1,377,324.63	28.15
NET SURPLUS / DEFICIT	0.00	(121,899.65)	(116,788.57)	(349,937.30)	466,725.87	0.00

Pierce County Library System
 1/ 1/2017 through 4/30/2017

01 GENERAL FUND

<u>Account Number</u>	<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>YTD Debits</u>	<u>YTD Credits</u>	<u>Balance</u>	
Assets							
01.00	SYSTEM						
01.00.0060	SYSTEM WIDE						
01.00.0060.11100	CASH	7,712,141.33	24,360,688.80	21,667,981.63	24,360,688.80	21,667,981.63	10,404,848.50
01.00.0060.11105	PETTY CASH	2,673.00	0.00	0.00	0.00	0.00	2,673.00
01.00.0060.11120	COMMUNITY BANKS CASH	15,054.26	0.00	0.00	0.00	0.00	15,054.26
01.00.0060.11810	INVESTMENTS - SHORT TERM	0.00	7,000,000.00	7,000,000.00	7,000,000.00	7,000,000.00	0.00
01.00.0060.11811	INVESTMENTS - LONG TERM	0.00	4,500,000.00	4,500,000.00	4,500,000.00	4,500,000.00	0.00
01.00.0060.12120	TAXES RECEIVABLE CURRENT Y	0.00	29,731,844.71	1,594,794.60	29,731,844.71	1,594,794.60	28,137,050.11
Total	SYSTEM WIDE	7,729,868.59	65,592,533.51	34,762,776.23	65,592,533.51	34,762,776.23	38,559,625.87
Total	SYSTEM	7,729,868.59	65,592,533.51	34,762,776.23	65,592,533.51	34,762,776.23	38,559,625.87
Total Assets		7,729,868.59	65,592,533.51	34,762,776.23	65,592,533.51	34,762,776.23	38,559,625.87
Liabilities							
01.00	SYSTEM						
01.00.0060	SYSTEM WIDE						
01.00.0060.21100	WARRANTS PAYABLE	727,573.26 CR	6,507,249.35	5,866,856.73	6,507,249.35	5,866,856.73	87,180.64 CR
01.00.0060.22950	SALES TAX PAYABLE	2,082.00 CR	8,461.06	13,042.09	8,461.06	13,042.09	6,663.03 CR
01.00.0060.23130	ACCRUED WAGES	0.00	3,709,397.03	3,709,397.03	3,709,397.03	3,709,397.03	0.00
01.00.0060.23151	ACCRUED BENEFITS-PR TAXES	0.00	1,342,165.50	1,342,165.50	1,342,165.50	1,342,165.50	0.00
01.00.0060.23152	ACCRUED BENEFITS-L&I	38,753.28 CR	88,428.66	56,761.88	88,428.66	56,761.88	7,086.50 CR
01.00.0060.23153	ACCRUED BENEFITS-RETIREME	0.00	890,553.04	890,553.04	890,553.04	890,553.04	0.00
01.00.0060.23154	ACCRUED BENEFITS-MEDICAL/I	16,290.38 CR	838,244.49	837,392.88	838,244.49	837,392.88	15,438.77 CR
01.00.0060.23157	ACCRUED BENEFITS-TSA	0.00	134,485.03	134,485.03	134,485.03	134,485.03	0.00
01.00.0060.23158	ACCRUED BENEFITS-OTHER	1,794.49 CR	62,703.68	62,177.53	62,703.68	62,177.53	1,268.34 CR

Pierce County Library System
 1/ 1/2017 through 4/30/2017

01 GENERAL FUND

<i>Account Number</i>	<i>Beginning Balance</i>	<i>Debits</i>	<i>Credits</i>	<i>YTD Debits</i>	<i>YTD Credits</i>	<i>Balance</i>
Liabilities (Continued)						
01.00.0060.23159 ACCRUED BENEFITS - HSA	0.00	129,057.12	128,307.12	129,057.12	128,307.12	750.00
01.00.0060.23160 ACCRUED BENEFITS - FSA/125	0.00	13,548.32	13,548.32	13,548.32	13,548.32	0.00
01.00.0060.23161 ACCRUED BENEFITS - DONATION	0.00	4,286.67	4,286.67	4,286.67	4,286.67	0.00
01.00.0060.23162 ACCRUED BENEFITS-GARN/CHIL	117.10 CR	8,086.32	8,210.15	8,086.32	8,210.15	240.93 CR
01.00.0060.23163 ACCRUED BENEFITS-UNION	0.00	50,670.54	50,670.54	50,670.54	50,670.54	0.00
01.00.0060.23331 DEFERRED TAXES CURRENT	0.00	1,594,794.60	29,731,844.71	1,594,794.60	29,731,844.71	28,137,050.11 CR
Total SYSTEM WIDE	786,610.51 CR	15,382,131.41	42,849,699.22	15,382,131.41	42,849,699.22	28,254,178.32 CR
Total SYSTEM	786,610.51 CR	15,382,131.41	42,849,699.22	15,382,131.41	42,849,699.22	28,254,178.32 CR
Total Liabilities	786,610.51 CR	15,382,131.41	42,849,699.22	15,382,131.41	42,849,699.22	28,254,178.32 CR
Equities						
01.00 SYSTEM						
01.00.0000 SYSTEM-WIDE						
01.00.0000.28805 RESERVE FOR ENCUMBRANCES	0.00	1,176,822.65	2,175,577.23	1,176,822.65	2,175,577.23	998,754.58 CR
Total SYSTEM-WIDE	0.00	1,176,822.65	2,175,577.23	1,176,822.65	2,175,577.23	998,754.58 CR
01.00.0060 SYSTEM WIDE						
01.00.0060.28700 UNRESERVED DESIGNATED FUN	6,943,258.08 CR	0.00	0.00	0.00	0.00	6,943,258.08 CR
Total SYSTEM WIDE	6,943,258.08 CR	0.00	0.00	0.00	0.00	6,943,258.08 CR
Total SYSTEM	6,943,258.08 CR	1,176,822.65	2,175,577.23	1,176,822.65	2,175,577.23	7,942,012.66 CR
Total Equities	6,943,258.08 CR	1,176,822.65	2,175,577.23	1,176,822.65	2,175,577.23	7,942,012.66 CR
Operating						
01.00 SYSTEM						

Pierce County Library System
 1/ 1/2017 through 4/30/2017

01 GENERAL FUND

<u>Account Number</u>	<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>YTD Debits</u>	<u>YTD Credits</u>	<u>Balance</u>
Operating (Continued)						
01.00.0000 SYSTEM-WIDE						
01.00.0000.28801 EXPENDITURE CONTROL	0.00	9,485,422.25	92,918.34	9,485,422.25	92,918.34	9,392,503.91
01.00.0000.28802 REVENUE CONTROL	0.00	20,693.12	12,775,386.50	20,693.12	12,775,386.50	12,754,693.38 CR
01.00.0000.28804 ENCUMBRANCE CONTROL	0.00	2,175,577.23	1,176,822.65	2,175,577.23	1,176,822.65	998,754.58
Total SYSTEM-WIDE	0.00	11,681,692.60	14,045,127.49	11,681,692.60	14,045,127.49	2,363,434.89 CR
Total SYSTEM	0.00	11,681,692.60	14,045,127.49	11,681,692.60	14,045,127.49	2,363,434.89 CR
Total Operating	0.00	11,681,692.60	14,045,127.49	11,681,692.60	14,045,127.49	2,363,434.89 CR
Budgetary						
01.00 SYSTEM						
01.00.0000 SYSTEM-WIDE						
01.00.0000.28806 APPROPRIATIONS CONTROL	0.00	0.00	61,559,696.00	0.00	61,559,696.00	61,559,696.00 CR
01.00.0000.28807 ESTIMATED REVENUE CONTROL	0.00	61,559,696.00	0.00	61,559,696.00	0.00	61,559,696.00
01.00.0000.28808 BUDGETARY FUND BALANCE	0.00	61,559,696.00	61,559,696.00	61,559,696.00	61,559,696.00	0.00
Total SYSTEM-WIDE	0.00	123,119,392.00	123,119,392.00	123,119,392.00	123,119,392.00	0.00
Total SYSTEM	0.00	123,119,392.00	123,119,392.00	123,119,392.00	123,119,392.00	0.00
Total Budgetary	0.00	123,119,392.00	123,119,392.00	123,119,392.00	123,119,392.00	0.00

Pierce County Library System
1/ 1/2017 through 4/30/2017

Assets	7,729,868.59	65,592,533.51	34,762,776.23	65,592,533.51	34,762,776.23	38,559,625.87
Liabilities	786,610.51 CR	15,382,131.41	42,849,699.22	15,382,131.41	42,849,699.22	28,254,178.32 CR
Equities	6,943,258.08 CR	1,176,822.65	2,175,577.23	1,176,822.65	2,175,577.23	7,942,012.66 CR
Operating	0.00	11,681,692.60	14,045,127.49	11,681,692.60	14,045,127.49	2,363,434.89 CR
Budgetary	0.00	123,119,392.00	123,119,392.00	123,119,392.00	123,119,392.00	0.00
Total GENERAL FUND	0.00	216,952,572.17	216,952,572.17	216,952,572.17	216,952,572.17	0.00

Pierce County Library System
 1/ 1/2017 through 4/30/2017

15 SPECIAL PURPOSE FUND

<i>Account Number</i>	<i>Beginning Balance</i>	<i>Debits</i>	<i>Credits</i>	<i>YTD Debits</i>	<i>YTD Credits</i>	<i>Balance</i>
Assets						
15.00 SYSTEM						
15.00.0060 SYSTEM WIDE						
15.00.0060.11100 CASH	728,263.00	2,186,017.09	2,185,058.00	2,186,017.09	2,185,058.00	729,222.09
15.00.0060.11811 INVESTMENTS - LONG TERM	0.00	2,185,058.00	2,185,058.00	2,185,058.00	2,185,058.00	0.00
Total SYSTEM WIDE	728,263.00	4,371,075.09	4,370,116.00	4,371,075.09	4,370,116.00	729,222.09
Total SYSTEM	728,263.00	4,371,075.09	4,370,116.00	4,371,075.09	4,370,116.00	729,222.09
Total Assets	728,263.00	4,371,075.09	4,370,116.00	4,371,075.09	4,370,116.00	729,222.09
Liabilities						
15.00 SYSTEM						
15.00.0060 SYSTEM WIDE						
Total SYSTEM WIDE	0.00	0.00	0.00	0.00	0.00	0.00
Total SYSTEM	0.00	0.00	0.00	0.00	0.00	0.00
Total Liabilities	0.00	0.00	0.00	0.00	0.00	0.00
Equities						
15.00 SYSTEM						
15.00.0000 SYSTEM-WIDE						
Total SYSTEM-WIDE	0.00	0.00	0.00	0.00	0.00	0.00
15.00.0060 SYSTEM WIDE						
15.00.0060.28710 RESERVED ELECTION SET-ASID	360,000.00 CR	0.00	0.00	0.00	0.00	360,000.00 CR
15.00.0060.28720 RESERVED LAND AND PROPER	368,263.00 CR	0.00	0.00	0.00	0.00	368,263.00 CR
Total SYSTEM WIDE	728,263.00 CR	0.00	0.00	0.00	0.00	728,263.00 CR
Total SYSTEM	728,263.00 CR	0.00	0.00	0.00	0.00	728,263.00 CR

Pierce County Library System
 1/ 1/2017 through 4/30/2017

15 SPECIAL PURPOSE FUND

<i>Account Number</i>	<i>Beginning Balance</i>	<i>Debits</i>	<i>Credits</i>	<i>YTD Debits</i>	<i>YTD Credits</i>	<i>Balance</i>
Equities (Continued)						
Total Equities	728,263.00 CR	0.00	0.00	0.00	0.00	728,263.00 CR
Operating						
15.00 SYSTEM						
15.00.0000 SYSTEM-WIDE						
15.00.0000.28802 REVENUE CONTROL	0.00	0.00	959.09	0.00	959.09	959.09 CR
Total SYSTEM-WIDE	0.00	0.00	959.09	0.00	959.09	959.09 CR
Total SYSTEM	0.00	0.00	959.09	0.00	959.09	959.09 CR
Total Operating	0.00	0.00	959.09	0.00	959.09	959.09 CR
Budgetary						
15.00 SYSTEM						
15.00.0000 SYSTEM-WIDE						
Total SYSTEM-WIDE	0.00	0.00	0.00	0.00	0.00	0.00
Total SYSTEM	0.00	0.00	0.00	0.00	0.00	0.00
Total Budgetary	0.00	0.00	0.00	0.00	0.00	0.00
Assets	728,263.00	4,371,075.09	4,370,116.00	4,371,075.09	4,370,116.00	729,222.09
Equities	728,263.00 CR	0.00	0.00	0.00	0.00	728,263.00 CR
Operating	0.00	0.00	959.09	0.00	959.09	959.09 CR
Total SPECIAL PURPOSE FUND	0.00	4,371,075.09	4,371,075.09	4,371,075.09	4,371,075.09	0.00

Pierce County Library System
 1/ 1/2017 through 4/30/2017

20 DEBT SERVICE FUND

<i>Account Number</i>	<i>Beginning Balance</i>	<i>Debits</i>	<i>Credits</i>	<i>YTD Debits</i>	<i>YTD Credits</i>	<i>Balance</i>
Assets						
20.00 SYSTEM						
20.00.0060 SYSTEM WIDE						
20.00.0060.11100 CASH	84,049.71	336,314.47	336,165.00	336,314.47	336,165.00	84,199.18
20.00.0060.11811 INVESTMENTS - LONG TERM	0.00	336,165.00	336,165.00	336,165.00	336,165.00	0.00
20.00.0060.12120 TAXES RECEIVABLE CURRENT Y	0.00	11.57	0.00	11.57	0.00	11.57
Total SYSTEM WIDE	84,049.71	672,491.04	672,330.00	672,491.04	672,330.00	84,210.75
Total SYSTEM	84,049.71	672,491.04	672,330.00	672,491.04	672,330.00	84,210.75
Total Assets	84,049.71	672,491.04	672,330.00	672,491.04	672,330.00	84,210.75
Liabilities						
20.00 SYSTEM						
20.00.0060 SYSTEM WIDE						
20.00.0060.23331 DEFERRED TAXES CURRENT	0.00	0.00	11.57	0.00	11.57	11.57 CR
Total SYSTEM WIDE	0.00	0.00	11.57	0.00	11.57	11.57 CR
Total SYSTEM	0.00	0.00	11.57	0.00	11.57	11.57 CR
Total Liabilities	0.00	0.00	11.57	0.00	11.57	11.57 CR
Equities						
20.00 SYSTEM						
20.00.0000 SYSTEM-WIDE						
Total SYSTEM-WIDE	0.00	0.00	0.00	0.00	0.00	0.00
20.00.0060 SYSTEM WIDE						
20.00.0060.28700 UNRESERVED DESIGNATED FUND	84,049.71 CR	0.00	0.00	0.00	0.00	84,049.71 CR
Total SYSTEM WIDE	84,049.71 CR	0.00	0.00	0.00	0.00	84,049.71 CR

Pierce County Library System
 1/ 1/2017 through 4/30/2017

20 DEBT SERVICE FUND

<i>Account Number</i>	<i>Beginning Balance</i>	<i>Debits</i>	<i>Credits</i>	<i>YTD Debits</i>	<i>YTD Credits</i>	<i>Balance</i>
Equities (Continued)						
Total SYSTEM	84,049.71 CR	0.00	0.00	0.00	0.00	84,049.71 CR
Total Equities	84,049.71 CR	0.00	0.00	0.00	0.00	84,049.71 CR
Operating						
20.00 SYSTEM						
20.00.0000 SYSTEM-WIDE						
20.00.0000.28802 REVENUE CONTROL	0.00	0.00	149.47	0.00	149.47	149.47 CR
Total SYSTEM-WIDE	0.00	0.00	149.47	0.00	149.47	149.47 CR
Total SYSTEM	0.00	0.00	149.47	0.00	149.47	149.47 CR
Total Operating	0.00	0.00	149.47	0.00	149.47	149.47 CR
Budgetary						
20.00 SYSTEM						
20.00.0000 SYSTEM-WIDE						
Total SYSTEM-WIDE	0.00	0.00	0.00	0.00	0.00	0.00
Total SYSTEM	0.00	0.00	0.00	0.00	0.00	0.00
Total Budgetary	0.00	0.00	0.00	0.00	0.00	0.00

Pierce County Library System
1/ 1/2017 through 4/30/2017

Assets	84,049.71	672,491.04	672,330.00	672,491.04	672,330.00	84,210.75
Liabilities	0.00	0.00	11.57	0.00	11.57	11.57 CR
Equities	84,049.71 CR	0.00	0.00	0.00	0.00	84,049.71 CR
Operating	0.00	0.00	149.47	0.00	149.47	149.47 CR
Total DEBT SERVICE FUND	0.00	672,491.04	672,491.04	672,491.04	672,491.04	0.00

Pierce County Library System
 1/ 1/2017 through 4/30/2017

30 CAPITAL IMPROVEMENT PROJECTS FUND

<i>Account Number</i>	<i>Beginning Balance</i>	<i>Debits</i>	<i>Credits</i>	<i>YTD Debits</i>	<i>YTD Credits</i>	<i>Balance</i>
Assets						
30.00 SYSTEM						
30.00.0060 SYSTEM WIDE						
30.00.0060.11100 CASH	1,848,144.23	7,126,132.33	7,410,361.14	7,126,132.33	7,410,361.14	1,563,915.42
30.00.0060.11811 INVESTMENTS - LONG TERM	0.00	7,040,000.00	7,040,000.00	7,040,000.00	7,040,000.00	0.00
Total SYSTEM WIDE	1,848,144.23	14,166,132.33	14,450,361.14	14,166,132.33	14,450,361.14	1,563,915.42
Total SYSTEM	1,848,144.23	14,166,132.33	14,450,361.14	14,166,132.33	14,450,361.14	1,563,915.42
Total Assets	1,848,144.23	14,166,132.33	14,450,361.14	14,166,132.33	14,450,361.14	1,563,915.42
Liabilities						
30.00 SYSTEM						
30.00.0060 SYSTEM WIDE						
30.00.0060.21100 WARRANTS PAYABLE	174,751.88 CR	365,953.10	198,512.86	365,953.10	198,512.86	7,311.64 CR
Total SYSTEM WIDE	174,751.88 CR	365,953.10	198,512.86	365,953.10	198,512.86	7,311.64 CR
Total SYSTEM	174,751.88 CR	365,953.10	198,512.86	365,953.10	198,512.86	7,311.64 CR
Total Liabilities	174,751.88 CR	365,953.10	198,512.86	365,953.10	198,512.86	7,311.64 CR
Equities						
30.00 SYSTEM						
30.00.0000 SYSTEM-WIDE						
30.00.0000.28805 RESERVE FOR ENCUMBRANCES	0.00	136,742.05	486,679.35	136,742.05	486,679.35	349,937.30 CR
Total SYSTEM-WIDE	0.00	136,742.05	486,679.35	136,742.05	486,679.35	349,937.30 CR
30.00.0060 SYSTEM WIDE						
30.00.0060.28700 UNRESERVED DESIGNATED FUN	1,673,392.35 CR	0.00	0.00	0.00	0.00	1,673,392.35 CR
Total SYSTEM WIDE	1,673,392.35 CR	0.00	0.00	0.00	0.00	1,673,392.35 CR

Pierce County Library System
 1/ 1/2017 through 4/30/2017

30 CAPITAL IMPROVEMENT PROJECTS FUND

<i>Account Number</i>	<i>Beginning Balance</i>	<i>Debits</i>	<i>Credits</i>	<i>YTD Debits</i>	<i>YTD Credits</i>	<i>Balance</i>
Equities (Continued)						
Total SYSTEM	1,673,392.35 CR	136,742.05	486,679.35	136,742.05	486,679.35	2,023,329.65 CR
Total Equities	1,673,392.35 CR	136,742.05	486,679.35	136,742.05	486,679.35	2,023,329.65 CR
Operating						
30.00 SYSTEM						
30.00.0000 SYSTEM-WIDE						
30.00.0000.28801 EXPENDITURE CONTROL	0.00	189,738.07	0.00	189,738.07	0.00	189,738.07
30.00.0000.28802 REVENUE CONTROL	0.00	0.00	72,949.50	0.00	72,949.50	72,949.50 CR
30.00.0000.28804 ENCUMBRANCE CONTROL	0.00	486,679.35	136,742.05	486,679.35	136,742.05	349,937.30
Total SYSTEM-WIDE	0.00	676,417.42	209,691.55	676,417.42	209,691.55	466,725.87
Total SYSTEM	0.00	676,417.42	209,691.55	676,417.42	209,691.55	466,725.87
Total Operating	0.00	676,417.42	209,691.55	676,417.42	209,691.55	466,725.87
Budgetary						
30.00 SYSTEM						
30.00.0000 SYSTEM-WIDE						
30.00.0000.28806 APPROPRIATIONS CONTROL	0.00	265,000.00	4,099,000.00	265,000.00	4,099,000.00	3,834,000.00 CR
30.00.0000.28807 ESTIMATED REVENUE CONTROL	0.00	3,834,000.00	0.00	3,834,000.00	0.00	3,834,000.00
30.00.0000.28808 BUDGETARY FUND BALANCE	0.00	4,099,000.00	4,099,000.00	4,099,000.00	4,099,000.00	0.00
Total SYSTEM	0.00	8,198,000.00	8,198,000.00	8,198,000.00	8,198,000.00	0.00
Total Budgetary	0.00	8,198,000.00	8,198,000.00	8,198,000.00	8,198,000.00	0.00

Pierce County Library System
 1/ 1/2017 through 4/30/2017

Assets	1,848,144.23	14,166,132.33	14,450,361.14	14,166,132.33	14,450,361.14	1,563,915.42
Liabilities	174,751.88 <i>CR</i>	365,953.10	198,512.86	365,953.10	198,512.86	7,311.64 <i>CR</i>
Equities	1,673,392.35 <i>CR</i>	136,742.05	486,679.35	136,742.05	486,679.35	2,023,329.65 <i>CR</i>
Operating	0.00	676,417.42	209,691.55	676,417.42	209,691.55	466,725.87
Budgetary	0.00	8,198,000.00	8,198,000.00	8,198,000.00	8,198,000.00	0.00
Total CAPITAL IMPROVEMENT PROJECTS	0.00	23,543,244.90	23,543,244.90	23,543,244.90	23,543,244.90	0.00

Pierce County Library System
 1/ 1/2017 through 4/30/2017

Grand Totals

	<i>Beginning Balance</i>	<i>Debits</i>	<i>Credits</i>	<i>YTD Debits</i>	<i>YTD Credits</i>	<i>Balance</i>
Total Assets	10,390,325.53	84,802,231.97	54,255,583.37	84,802,231.97	54,255,583.37	40,936,974.13
Total Liabilities	961,362.39 CR	15,748,084.51	43,048,223.65	15,748,084.51	43,048,223.65	28,261,501.53 CR
Total Equities	9,428,963.14 CR	1,313,564.70	2,662,256.58	1,313,564.70	2,662,256.58	10,777,655.02 CR
Total Operating	0.00	12,358,110.02	14,255,927.60	12,358,110.02	14,255,927.60	1,897,817.58 CR
Total Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues	0.00	0.00	0.00	0.00	0.00	0.00
Total Budgetary	0.00	131,317,392.00	131,317,392.00	131,317,392.00	131,317,392.00	0.00
Total All Funds	0.00	245,539,383.20	245,539,383.20	245,539,383.20	245,539,383.20	0.00

MEMO



Date: May 1, 2017

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

From: Georgia Lomax, Executive Director

Subject: Executive Director Report – April

External Community Activities

- Melinda Chesbro, Cliff Jo and I met with the Sumner School District to discuss partnership opportunities and the School District's capital plans and needs. Superintendent Laurie Dent was unable to attend following an emergency in one of their locations, so we spoke with Executive Director of Business Services Debbie Campbell, and Marilee Hill-Anderson, Director of the Family Center (which had formerly occupied the building next to the Sumner Library).
- Clifford Jo, Melinda Chesbro, Trustee Rob Allen and I met with Lakewood City Manager John Caulfield, his staff and several council members to continue discussions about the city's central business district sub area plan.
- At the Fife Milton Edgewood Chamber of Commerce's State of the Cities, I had a chance to hear the three mayor's share accomplishments and what is happening in their communities. It was nice to have their local libraries used as landmarks as they described their communities.
- Sumner Senior Librarian Ben Haines and I attended a study session of the Sumner City Council to hear discussion about possible development of the Red Apple Market site. This property, owned by the City, was one of the possible locations identified in Pierce County Library 2030 for relocation of the Sumner Library. The City will be exploring the possibilities and impacts of mixed use development.
- Foundation Director Dean Carrell and I were invited to speak at Lakewood United about the work of the Library Foundation and about Lakewood's two libraries. We answered a lot of questions and the group was very interested in what might be in the future for Lakewood and Tillicum and how they might help.
- I attended the Tacoma Community House Luncheon. Library staff, and Library friends and partners, filled two tables at the annual event hosted by our partner.
- I met with Shon Sylvia, Executive Director of Metro Parks Tacoma, one of the library's partners, as well as another district in Pierce County. We shared information about our operations and priorities, and areas of potential collaboration and support. Metro Parks provides "experience" rewards for summer reading participants.
- Pierce County READS – (report in Officers Reports)

-
- Along with other staff, I was a guest of Judy Nelson and Susan Anderson-Newham at Project Child Success's annual breakfast, joining many community members in support of early learning and community efforts to prepare children to learn and succeed.
 - Mary Getchell and I attended our partner Pierce College's 50th anniversary Gala.
 - I accompanied Foundation Director Dean Carrell to meet and learn from some of the Library's close friends and donors.
 - Judy Nelson and I (and Rob Allen!) attended the South Sound Alliance meeting to learn about their goals and whether it is something the Library should be involved in. UWT Urban Studies professor Ali Modarres facilitated a discussion among primarily elected officials about what actions would bring value to their communities. County Executive Bruce Dammeier gave a testimonial about Pierce County READS and provided an opportunity for me to share information about our goals and the event to the group. A great bonus!

Internal Community Activities

- PC READS Emcee
- Friends Connection spring meeting
- Pierce County Library Foundation Board Meeting

Library Community Activities

- UW iSchool Board Meeting
- Weekly Legislative Committee meetings – with the Legislature beginning a special session focused on the budget, our committee will only meet if needed. A number of bills with positive impact for libraries were successful this year including – increasing the number of trustees for library districts serving over 1 million population, appointment of a public library representative to the Early Learning Advisory Council, and updates to public records request law.
- Served on a panel that met and assessed candidates for the UW iSchool Dean
- Met with Sno-Isle Executive Director Jonalyn Woolf-Ivory
- Met with The Seattle Public Library Executive Director Marcellus Turner

Branch Snapshots - March

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

Buckley

The Daffodil Princesses visited on March 4. The group was small, but enjoyed reading books with the princesses and making crowns.

Eatonville

A young visitor at the circulation counter with her mother asked "Can I check out one of the boy Barbie Dolls? I need one!" referring to the G.I. Joe dolls on the "Grunt" Display.

Fife

Story Teller partnered with Tacoma Community College ESL class to help the students create accounts in Pronunciator at Fife HS. The computers at the Fife HS were not up to date on all programs so she showed the students how to download the Pronunciator app on their phones. Seventeen students and two instructors were in attendance and very much appreciated the Library being able to provide the extra service.

Story Teller met a new business neighbor from WA Academy of Gymnastics who is interested in working in partnership with PCLS to provide tumbling and/or yoga services to our community. She invited her to attend the 3/23/17 Story Time which will include tumbling.

Community Branch Supervisor attended the annual PCReads proclamation presentation at the Fife City Council meeting. The book was well received by the council and mayor.

Graham

Senior Librarian met a representative of Safe Streets who stopped by the library to pick up a copy of the PC reads book. He is a veteran who is interested in attending the book discussion at GHM.

A staff member attended and helped judge the Battle of the Books at Frontier Middle School.

Gig Harbor

A staff member attended a local ESL class and discussed library resources. The group was very excited about the classes offered at the library, downloadable books, online classes and homework resources.

Key Center

Community Branch Supervisor attended a lunch meeting where newly elected Pierce County Executive Bruce Dammeier was guest speaker and among other things enthusiastically promoted PC READS title Grunt. She also attended a meeting of KP Veterans and met their newly elected president and promoted PC READS.

Lakewood

Friends of Lakewood Library Book Sale: 4 days including 2 member's presales and 2 general public sales. Sale brought in \$11,243.95

Milton Edgewood

Hedden Elementary organized a Taste of Hedden and invited the library to participate. The purpose was to provide local families an opportunity to sample the foods and resources in their community. Storyteller attended and chatted with families and promoted programs and services.

Parkland

Staff hosted the "Science Explorer: Planet Science" on Wednesday, March 8th. This program allowed families to explore several planet science tables, such as building on an earthquake table and exploring augmented reality topography. Kids and families who participated the event all gave very positive feedback. One parent commented that the event was so wonderful. She told staff that her kids were home-schooled and this was exactly what she was looking for and wished library would continue to have more of this types of events.

On Tuesday, March 28th, staff hosted "Robots! Lego Mindstorms." A staff member did a quick survey during the session, and found out all the attendees were home-schooled. Later, she spoke with the parents, who told her that they had been looking for those STEM-related programs for their kids, and were glad library was offering this program to the public.

Summit

A staff member attended a ballot box open house and chatted with folks from the Pierce County Auditor's office about possible ballot box locations in our service area. A box will be installed at this location.

Steilacoom

A regular customer told us a story about her grandson. She gave him money to buy books at the school Book Fair. When she picked him up after school he only had a bag of fancy erasers. She asked him why he didn't have books and his response was, why buy books when you can get them free at the Library!

Sumner

Adult Services Librarian announced the PC Reads title and read the 2017 PC Reads Proclamation at the Sumner City Council meeting. Mayor Enslow and Councilmembers all made positive comments (several of them about *Boys in the Boat*).

Tillicum

Tillicum is beginning to form the reputation of having the most museum passes available. Customers from other branches called several times throughout March to request a “courtesy hold” in order to come to TIL to pick them up. More people are discovering this branch due to these visits.

The connections Tillicum has with Head Start and Communities in Schools (CISL) have been very successful. In March we had two H.S. classes with 27 children and 4 adults. We had 26 children and 4 adults in the combined CISL programs in March.

University Place

Librarian reports, “Lots of interest from teens in volunteering with the final push for hours to fulfill their service commitment. This helped the reading buddies program which started with fewer teens than younger buddies for the first time ever. This program has proved particularly beneficial to our young ESL patrons.”

Unfinished Business

MEMO



Date: May 1, 2017

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

From: Clifford Jo, Finance & Business Director

Subject: Facility Condition

As part of the updating of the Facilities Master Plan, we conducted a general assessment of facilities conditions. Attached are a series of charts and graphs showing the overall condition of our facilities and when we can anticipate major maintenance to occur.

- Facility information update. This chart shows all of our facilities, their ownership, square footage, and anticipated roof, HVAC, and carpet replacement. Also provided is an overall assessment of the condition of the facility, based on the key provided on page 2.
- 1 district map showing our libraries and color coded to the condition of the facility, provided on the chart.
- 3 graphs showing when roof, HVAC, and carpet replacement should occur
- 1 graph showing the expiration of leases.

During the Board meeting we will review this information and answer any questions you may have.

FACILITY INFORMATION UPDATE

Library/Facility	Facility Owner	Age of Facility	Floor Space (Square Feet)	Lease Expiration	HUD Provisions	Land/Prop. Ownership	Next/Last Roof Replacement	Next/Last HVAC Replacement	Next/Last Carpeting	Next/Last Interior Painting	Facility Condition
Anderson Island (AI)	Anderson Island Community Center	1931 Renovated 1971	422			Agreement (Unknown)	Unknown	Unknown	Not needed (hardwood)	Unknown	Poor
Bonney Lake (BLK)	City of Bonney Lake & PCLS	1982 Renovated 1996-97	6,480			Bldg Only	Due now (1997)	2030-33 (2015)	2025-27 (2010)	2024-25 (2010)	Poor
Buckley (BUC)	PCLS	1991	4,100			Own	2031-36 (2011)	2026-29 (2011)	2022-24 (2007)	2021-22 (2007)	Steady
DuPont (DPT)	Leased from DuPont Station Partners, LLC	2004	3,610	4/30/2021 w/one 3yr ext.		Lease	2024-29 (2004)	2019-22 (2004)	2019-24 (2004)	2018-19 (2004)	Steady
Eatonville (EAT)	PCLS	1990	4,000			Own	2032-37 (2012)	2022-25 (2007)	2021-23 (2006)	2020-21 (2006)	Steady
Fife (FIF)	PCLS	2011	6,000			Own	2031-36 (2011)	2026-29 (2011)	2026-28 (2011)	2025-26 (2011)	Like New
Gig Harbor (GIG)	PCLS	1990	15,214			Own	2030-35 (2010)	2023-26 (2008)	2030-32 (2015)	2025-26 (2011)	Steady
Graham (GHM)	PCLS	1992	7,152			Own	2031-36 (2011)	2025-28 (2010)	2022-24 (2007)	2027-28 (2013)	Steady
Key Center (KC)	PCLS	1976	4,066	Perpetual w/ KPHC since 7/5/2002	HUD expired June 30, 2010	Own	2034-39 (2014)	2031-34 (2016)	2028-30 (2013)	2027-28 (2013)	Poor
Lakewood (LWD)	PCLS	1963 Expanded 1974 Renovated 1993-94	32,592			Own	2029-34 (2009)	2026-29 (2011)	2020-22 (2005)	Due now (1992)	Poor
Milton/Edgewood (MIL)	Leased from WRP Surprise Lake, LLC	2011	6,649	5/31/2020 w/one 5yr ext.		Lease	2030-35 (2010)	2025-28 (2010)	2025-27 (2010)	2025-26 (2010)	Like New
Orting (ORT)	Town of Orting	1982	2,700	Perpetual Since 7/13/2005	HUD expired June 30, 2008	Contract	Due now (1990)	Due now (1990)	2022-24 (2007)	2021-22 (2007)	Poor
Administrative Center & Library (ACL)	PCLS	1992	50,000			Own	2027-33 (2007)	2033-38 (2013)	Due now (1992)	As needed (1992)	Steady
Parkland/Spanaway (PKS)	PCLS	1990	15,576			Own	2028-33 (2008)	2024-27 (2009)	2020-22 (2005)	2028-29 (2014)	Steady
South Hill (SH)	PCLS	1990	20,100			Own	2026-31 (2006)	2021-24 (2006)	2029-31 (2014)	2019-20 (2005)	Steady
Steilacoom (STL)	PCLS	1995	4,039			Own	2034-39 (2014)	2023-26 (2008)	2024-26 (2009)	2024-25 (2009)	Steady
Summit (SMT)	PCLS	1992	7,424			Own	2033-38 (2013)	2021-24 (2006)	2021-23 (2006)	2021-22 (2006)	Steady
Sumner (SUM)	City of Sumner (HUD) & PCLS	1979 Expanded and renovated 1995	10,600		HUD released prior to 1/1/1995	Joint ownership; bldg. only	2032-37 (2012)	2027-30 (2012)	2022-24 (2007)	2027-28 (2009)	Poor
Tillicum (TIL)	HUD	1985 Renovated after water damage 2004	2,100		HUD expires June 30, 2024	Contract	Due now (1990)	2029-32 (2014)	2031-33 (2016)	2030-31 (2016)	Poor
University Place (UP)	PCLS & City of UP share space in the new Civic Building	2011	15,000 +5,000 in the future			Own	2030-35 (2010) (Condo Assoc. is responsible to pay)	2025-28 (2010)	2025-27 (2010)	2025-26 (2010)	Like New
		Total:	217,824								
		Per Capita:	0.37								

Facility Condition Key

1 – **Significant Condition Concerns**, which include one or more of the following:

- Age is over 30 years
- Not ADA or not code compliant
- Septic system concerns
- Poor parking lot conditions
- Major infrastructure upgrades required and problematic to defer
- Constant maintenance required
- Power and data capacity are at limits

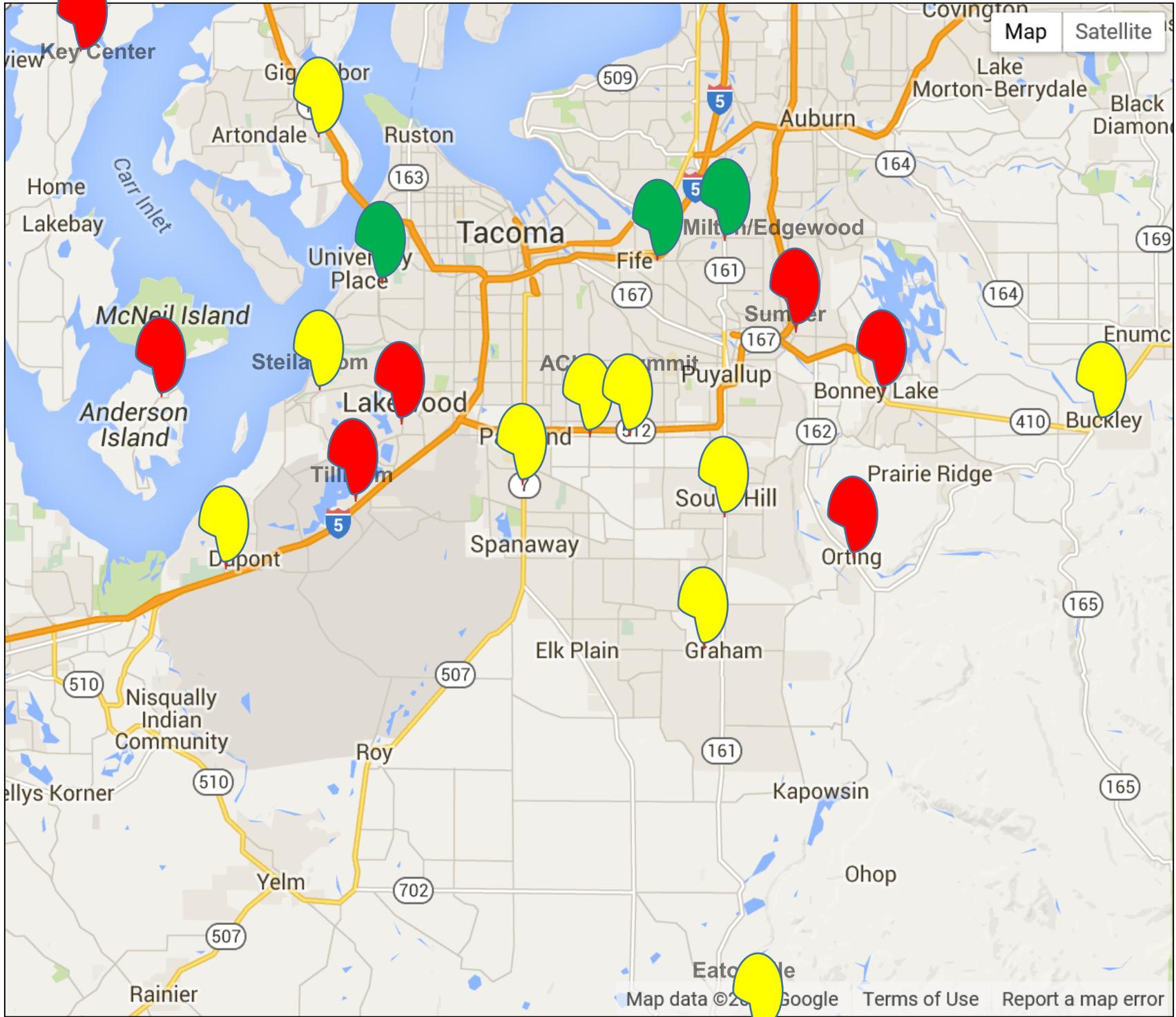
2 – **Steady Condition**, having one or more of the following:

- Age is 10 – 30 years
- Access is sufficient
- Parking lot condition is not a significant concern
- Safety issues exist but are manageable
- All major maintenance is okay and about halfway through life
- Building can function adequately for needs
- Landscaping concerns are not a major issue

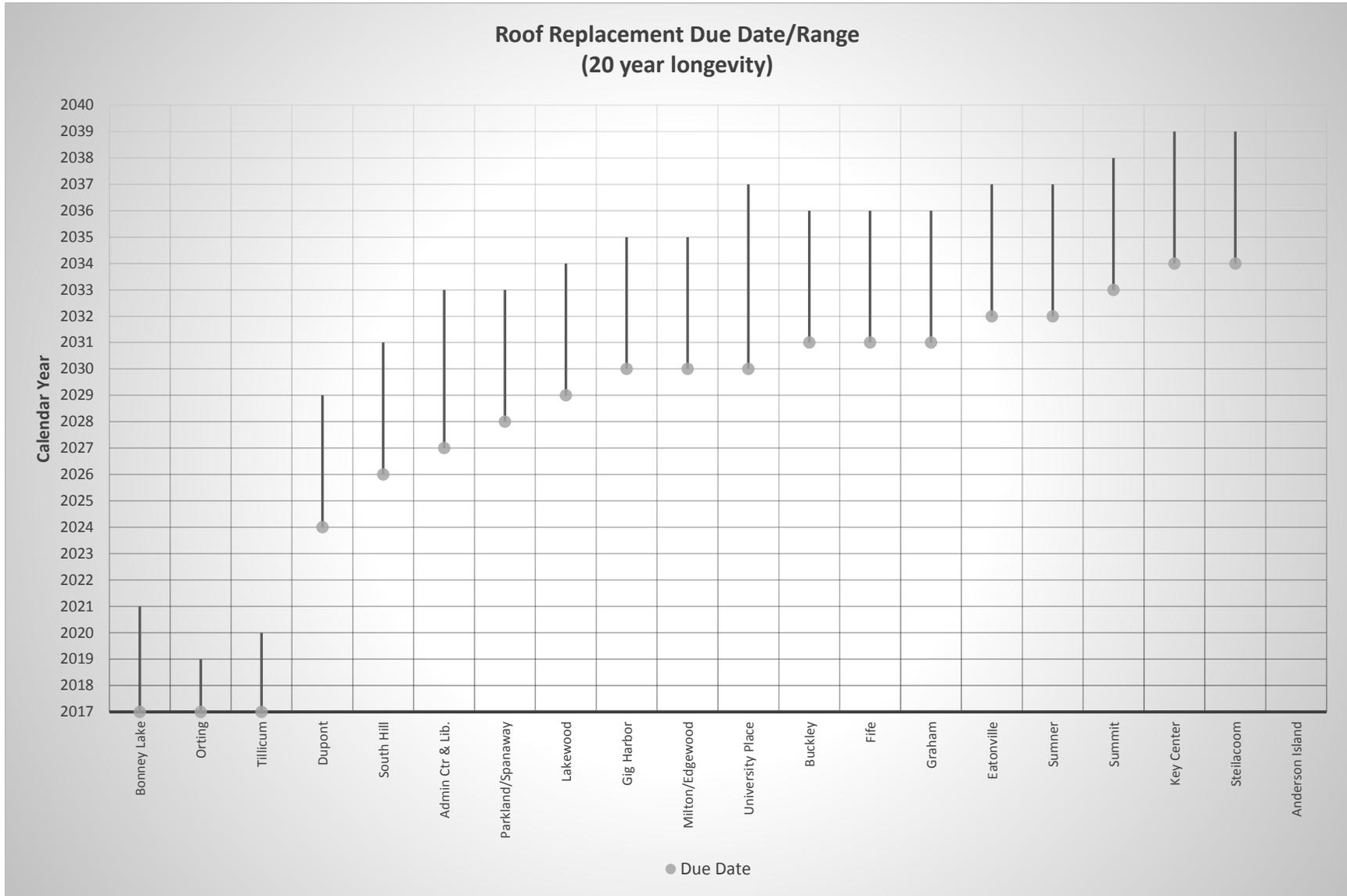
3 – **Like New Condition**, having one or more of the following:

- New building or under 10 years old
- Maintenance is low and no significant infrastructure replacements are scheduled for at least 10 years out
- Building is well designed for functionality
- No parking lot condition concerns

Condition of Facilities (as of April 12, 2017)

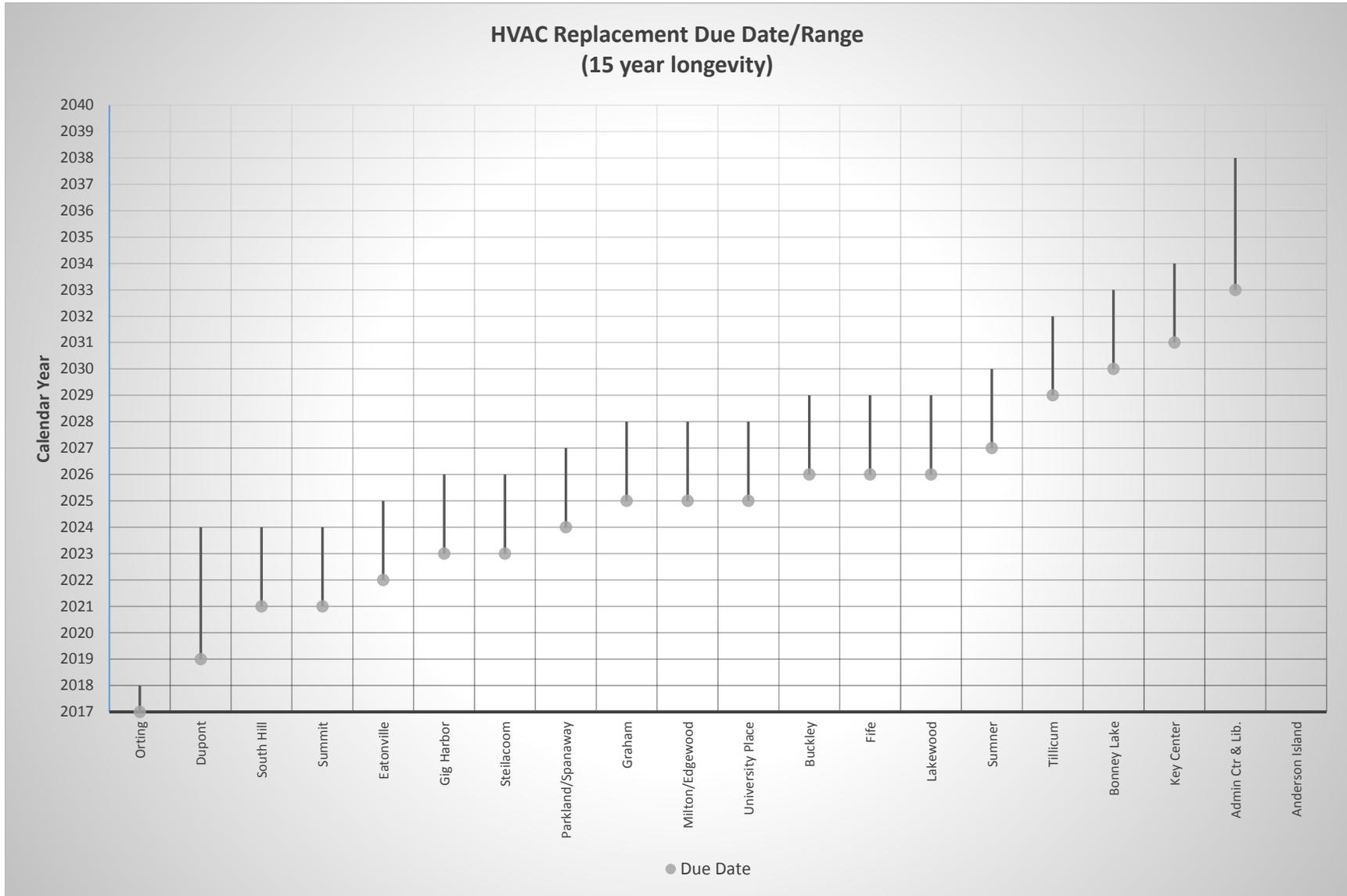


Due Date Charts for Major Upkeep and Leases - Roofs



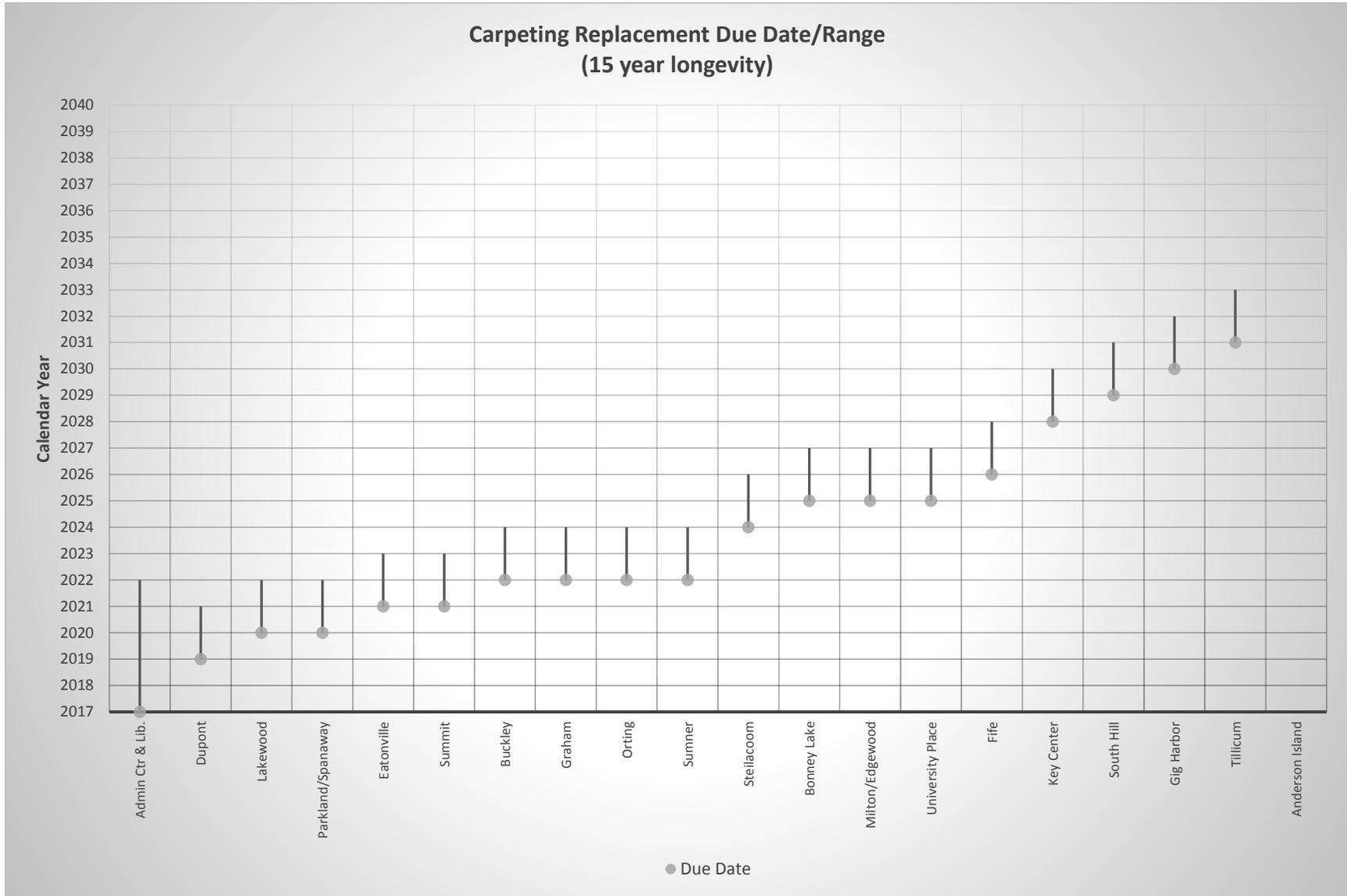
Due date ranges are represented as bars showing the timeframe in which the work should occur. The further from the original due date, the more expensive the replacement work would cost as well as the need to increase maintenance tasks in order to push out the replacement.

Due Date Charts for Major Upkeep and Leases - HVAC



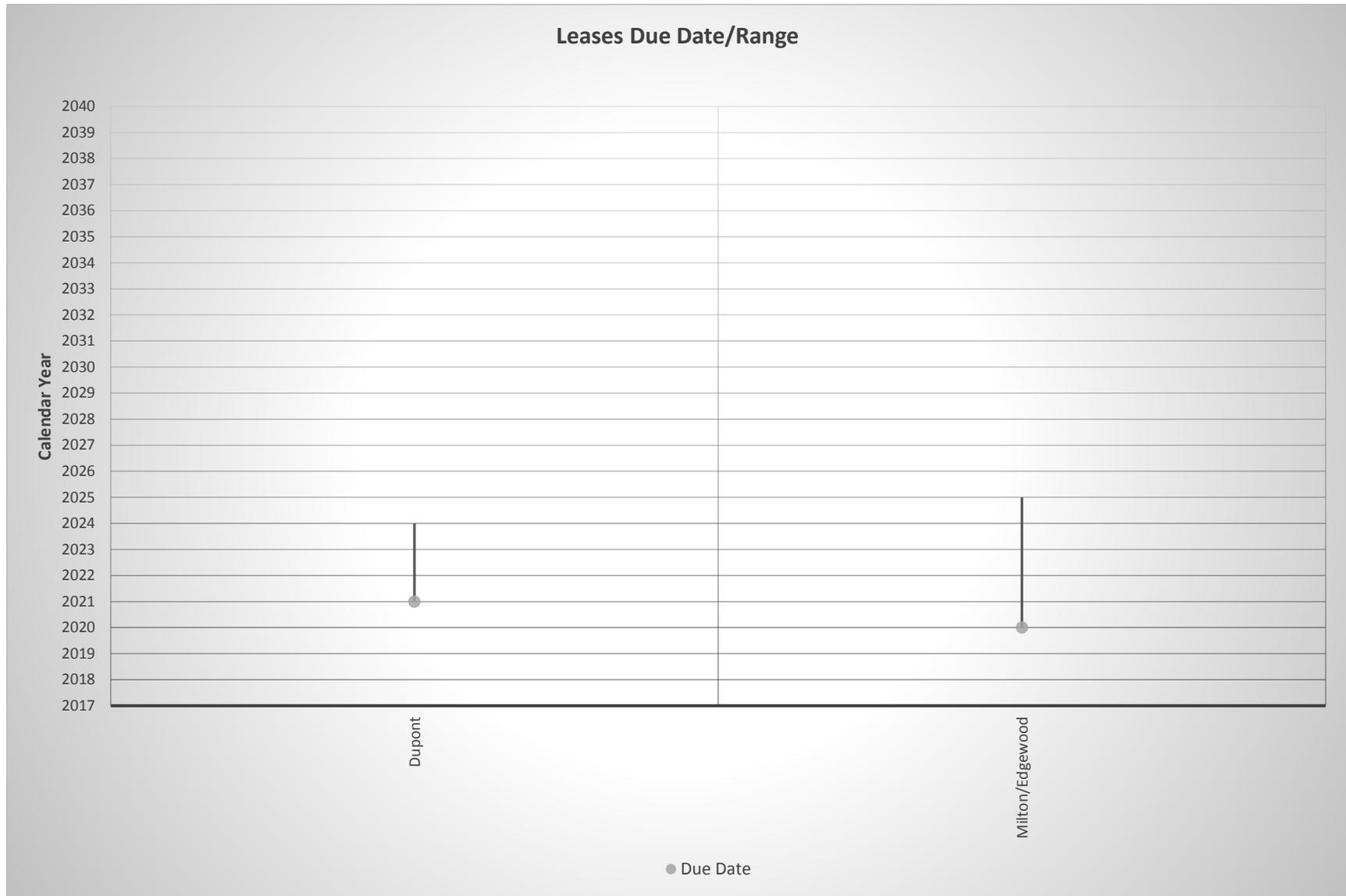
Due date ranges are represented as bars showing the timeframe in which the work should occur. The further from the original due date, the more expensive the replacement work would cost as well as the need to increase maintenance tasks in order to push out the replacement.

Due Date Charts for Major Upkeep and Leases - Carpet



Due date ranges are represented as bars showing the timeframe in which the work should occur. The further from the original due date, the more expensive the replacement work would cost as well as the need to increase maintenance tasks in order to push out the replacement.

Due Date Charts for Major Upkeep and Leases - Leased Facilities



Due date ranges for leases are represented as bars showing the timeframe in which the lease terminates with lease extensions.

MEMO



Date: May 1, 2017

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

From: Georgia Lomax, Executive Director

Subject: Facilities Master Plan Update

The Planning Team continues work to update data and review progress on *Pierce County Library 2030: A Facilities Master Plan* (PCL2030). The work will include updated recommendations and an action plan that ensures library facilities are responsive and able to meet the anticipated needs of communities and individuals throughout Pierce County Library System's service area from 2017 to 2030.

This month we will begin to bring policy-related items for review and discussion, beginning with the Site Selection Criteria, and funding approaches.

Site Selection Criteria

Attached is a copy of the Site Selection Criteria adopted by the Board of Trustees in 2009. The Criteria provides general direction for evaluating potential sites for new or relocated facilities. Its purpose is to ensure Library facilities are located in places that are convenient and accessible to customers, allow efficient operation of the Library System and have a strong presence in their communities. The Criteria reflect discussions of the PCL2030 Community Leader Advisory Group, as well as input from the project's consultant Group 4.

During the meeting we would like to hear your thoughts on the criteria as general guidance for determining where to locate a library in a community, if there are elements that may no longer be pertinent or if new elements should be considered for addition.

Funding Approaches

Last month, Cliff Jo shared a variety of methods that can be used to fund capital projects. He will provide you with a brief update as a result of your discussion during the April meeting.

Attached is:

- An overview of how other library districts in Washington have funded, or attempted to fund, capital projects, and,
- A chart showing how PCLS's existing facilities were funded.

During our meeting, I would like to begin discussion about the voter-approved bond options available to libraries. Libraries have two bond options. The Board of Trustees may approve placing a district-wide general obligation bond before the voters, or may ask voters to form a Library Capital Facility Area within the district and run a bond for that area only. Attached is a brief summary of bonds as a funding method.

In 2010, PCL2030 proposed funding its recommendations through an approximately \$310 million general obligation bond. One of the biggest decisions the Board must make as we develop an implementation plan for facilities, will be which bonding option we would use, if and when we were to go ahead with a funding strategy. This decision will direct the implementation strategies, phasing, local involvement and timelines for the facilities master plan.

During the meeting we would like to hear your questions, identify information you will need to help you make this decision, and any other thoughts on use of bonds as a funding strategy.

Facilities Master Plan

Site Selection Criteria: What Makes a Good Library Site

Adopted by the Board of Trustees on May 13, 2009

Public Convenience/Location

- Site has a high profile and is visible within the community and from major routes through the area.
- Site is convenient and centrally located near centers of activity within the service area of the community. Site is in close proximity to other community services (schools, shopping, cultural resources, civic/community centers, etc.).
- Site is located on major routes for travel to work.
- Use of site for a library is compatible with community plans (General Plan, economic development plans, etc.) and supports local development/revitalization efforts.
- Provide library services conveniently located to PCLS District customers.

Accessibility

- Site is easily and safely accessible by vehicles and pedestrians.
- Site is located convenient to public transportation.
- Site is accessible to the disabled community.
- Good site circulation and flow; sites with stoplights at nearby intersections are preferred.
- Frontage on major streets; corner locations are also preferred.
- Access to additional parking on street or other area is advantageous.

Land

- Developable area of site can accommodate library building, parking, and landscaping, as well as allow for further expansion..
- Parking capacity for parking at 1 spaces per 200-300 sf (1 space/250 of target).
- Site is functional and efficient shape (square, rectangular preferred)
- Site can accommodate a single-story library for libraries under 40,000 sf.
- Site characteristics are suitable for development (soil condition, relatively flat, appropriate drainage, not in wetlands or with water issues, etc.).
- Site does not have any economic or environmental liabilities or nuisance factors that will require mitigation or threaten the project's viability.
- Where possible, select sites for new facilities that include room for expansion in the future.

Availability and Affordability

- Site is available or will become available within the time frame desired for implementation.
- Site is affordable.

Additional Site Criteria for Alternative Service Delivery Points

- Does a proposed service point serve a high-foot traffic destination?
- Is the location of the service point accessible and safe for an extended time (18-24 hours/day)?
- Does the location serve a population that does not otherwise have good access to library services (outside of 12 miles from a library branch)?
- Is there related infrastructure that supports the proposed/needed alternative service point?
- Power, data, restrooms, depending on ASD type.

How Other Libraries Have Funded Capital Projects

Kitsap Regional Library	1994	Manchester	Expand Renovate	Friends of the Manchester Library	1994 - Friends expanded building. 2009 - Friends paid for building of new office for branch manager and meeting room expansion, KRL paid for office furniture.	Friends
	1997	Bainbridge Island	Expand Renovate		1997 - Building expansion and renovation cost of \$2,000,000 paid by private fundraising (Bainbridge Public Library Board and Bainbridge Community). KRL provided \$76,000 to funding.	Donations, Friends
	2006	Downtown Bremerton	Renovate	City of Bremerton	2005/2006 - Major renovation funded by City @ \$100K, Gates Foundation @ \$100K, County @ \$100K, CDBG @ \$100K, and \$125 in City's 2008 Capital Improvement budget. 2007 - City budgeted \$200K for Phase II renovations 2014 - City and KRL shared the cost of creating a meeting room	City, Gates Foudation, CDBG, Library
	2007	Little Boston	New construction	Port Gamble S'Klallam Tribe	2007 - New library building built from funds raised by Tribe as part of the House of Knowledge complex. KRL and KRL Foundation paid \$70K for interior furnishings.	Tribe
	2010	Systemwide	New construction, renovation or expansion of all branches	Owners varied - did not revert to the city	KRL developed a strategy to fund system projects with proceeds from a lid-lift (levy rate was around 35 cents). MOU's were negotiated with building owners(esp. Friends groups) to support the project. The measure failed	Lid lift failed
	2013	Port Orchard	Renovate	City of Port Orchard	2013 - Interior renovation of library funded by KRL, KRL Foundation, Port Orchard FOL and City for \$127K.	Library, Friends, City
	2014	Silverdale	New construction (in process)	KRL	2009 - Letter of Intent to relocate the library to the CK Community Campus based on a successful levy lid lift. 2014 - Board decision to build new library on corner of Bucklin Hill and Blaine. Land purchase and building to be paid for by private fundraising.	Lid lift failed Fundraising
	2000-2013	Poulsbo	Expand Renovate	City of Poulsbo	2000 - Construction began for building expansion paid by bond. 2008 -2012 renovations paid by KRL.	City Bond, Library
	2012-2015	Kingston	TI for new space	Kitsap County	2012 - Library receives over \$1 million in donations for tenant improvements in library portion of community center building. 2014 - Fundraising continuing. Ground breaking planned for Spring, 2015.	Donations
Timberland	1995	Tumwater	New construction	City	City election	City Bond
	1996-98	Olympia	New construction	City	Two bond measures, both failed. There was much controversy over the location	LCFA, Bond
	1997	Hoodsport	Renovation	TRL	Recycled building - building from N. Mason floated along Hood Canal	Library
	1998	Ilwaco	Renovation	City	Recycled building	City
	1998	North Mason	New construction	TRL	Excess timber proceeds	Library
	2002	Yelm	New TI's	City, TRL	Lease - TRL excess timber proceeds & city funds	City, Library

How Other Libraries Have Funded Capital Projects

Sno-Isle	1997	Granite Falls	New construction	LCFA		LCFA, Bond
	1994	Mukiltio	New construction	City		City
	2001	Monroe	New construction	LCFA		LCFA, Bond
	2003	Snohomishish	New construction	LCFA		LCFA, Bond
	2006	Arlington	New construction	LCFA	LCFA formed. Bond failed	LCFA
	2006	Freeland	New construction	Sno-Isle		Library/Friends
	2008	Arlington	New construction	LCFA	2nd Bond failed. LCFA dissolved.	LCFA, Bond
	2008	Coupeville	New construction	Sno-Isle		LCFA, Bond
	2009	Darrington	Expansion	City		City
	2013	Camano	New construction	LCFA	LCFA formed. Bond failed	LCFA, Bond
	2014	Camano	New construction	LCFA	2nd election. Bond approved	LCFA, Bond
	2017	Lake Stevens	New construction	LCFA	LCFA formed. Bond passed but failed validation	LCFA, Bond
Ft. Vancouver	1994	Ridgefield	New Facilities	Ridgefield Community Center Association		Friends, donations
	1996	Systemwide - All branches	New construction & Expansions	FVRL	General obligation bond. Two elections - failed both times	Bond
	1998	Three Creeks	New Facility	FVRL	LCFA Fred Meyer sold site at lower rate	LCFA, bond, donations
	2001	LaCenter	Renovated Hospital	Robert Colf	Hospital building moved and renovated for library with generous contributions from Colf Family Foundation, Friends of Library	Donations
	2004	Vancouver & Cascade Park	New construction	LCFA	LCFA formed. Bond failed	LCFA, Bond
	2005	Vancouver & Cascade Park	New construction	LCFA	2nd bond failed. LCFA dissolved.	LCFA, Bond
	2006	Vancouver & Cascade Park	New construction	LCFA	LCFA District was redrawn to "eliminate no votes" - donations\$43 million bond, \$5 million donations, LCFA formed, Bond	LCFA, Bond
	2009	Battleground	New construction	FVRL	Cash reserves & fundraising	Library, Donations
	2014+	Woodland Ridgefield Washougal	New construction	FVRL	Planning Phase	1/3 district support, 1/3 fundraising and bond if needed

How Other Libraries Have Funded Capital Projects

King County	1988	Systemwide	New construction Expansion	KCLS	\$68 million bond passed	Bond
	1996	Redmond	New construction	LCFA		Bond
	1999	Issaquah	New construction	LCFA		Bond
	2003	Systemwide	New construction	KCLS	\$158 million bond failed	Bond
	2004		New construction Expansion	KCLS	\$172 million - 52 projects -significant research and community work -capital replacement bond for rexxx 1998 bond -\$.25 per year cost per household	Bond
Spokane County	1996	Systemwide	Expand, renovate, add 2 branches			Bond
	2003	Moran Prairie	New construction	LCFA		LCFA, Bond
	2013	Spokane Valley 3 branches	New construction	LCFA	LCFA passed. Bond failed	LCFA, Bond
	2015	Spokane Valley 3 branches	New construction	LCFA	Bond failed, LCFA dissolved	Bond
Seattle	1998	Systemwide	4 new branches 22 replaced or expanded New central library	SPL	\$290.7 million bond passed	Bond

**PIERCE COUNTY LIBRARIES
FUNDING METHODS USED**

Location/ Year Opened	Land/ Property	Construction &/or FFE	Major Renovation	Major Maintenance	Other
Administrative Center & Library (1992)	DGOB (1986)	DGOB (1986)		OR	
Anderson Island (1971)	COLO (197x)	COLO (197x)			
Bonney Lake (1996)	CONTRACT (1982)	CONTRACT (1982)	ANNEX (1993)	OR	
Buckley (1991)	DGOB (1986)	DGOB (1986)		OR	
Dupont (2004)	OR & ANNEX (2001)	OR & ANNEX (2001)			
Eatonville (1990)	DGOB (1986)	DGOB (1986)		OR	
Fife (2011)	OR & ANNEX (2010)	OR & ANNEX (2010)			
Gig Harbor (1990)	DGOB (1986)	DGOB (1986)		OR	
Graham (1992)	DGOB (1986)	DGOB (1986)		OR	
Key Center (1976)	CDBG (1976)	CDBG (1976)	OR, FRIENDS & PCLF (2012)	OR	
Lakewood (1963)	FRIENDS (1974)	FRIENDS & OR (1974)	DGOB (1986)	OR	
Milton/ Edgewood (2011)	OR (2010)	OR (2010)			
Orting (1982)	CDBG & COLO (1982)	CDBG & COLO (1982)			
Parkland/ Spanaway (1990)	DGOB (1986)	DGOB (1986)		OR	

**PIERCE COUNTY LIBRARIES
FUNDING METHODS USED**

Location/ Year Opened	Land/ Property	Construction &/or FFE	Major Renovation	Major Maintenance	Other
South Hill (1990)	DGOB (1986)	DGOB (1986)		OR	
Steilacoom (1995)	DGOB (1986)	DGOB (1986)		OR	
Summit (1992)	DGOB (1986)	DGOB (1986)		OR	
Sumner (1979)	?	?	DGOB (1995)	OR	
Tillicum (1985)	CDBG (1985)	CDBG (1985)			
University Place (2011)	DGOB (1986) & COLO (2010)	OR, PCLF & COLO (2010)			

Funding codes

ANNEX	Annexation
CB	Library-issued Councilmanic bond
CDBG	Community Development Block Grant/Housing & Urban Development grant
COLO	Partnering for colocation
CONTRACT	Contract with non-annexed cities
DARD	Department of Agriculture Rural Development program
DGOB	Districtwide General Obligation Bond
FDI	Foreign Domestic Investment with EB-5
FRIENDS	Friends Donations/Giving
FTEB	Federal Tax-Exempt Bond funding
GIFTS	Gifts from cities, non-profits, private organizations/donors, etc
LCFA	Library Capital Facilities Area with Subsequent bond
LLL	Levy Lid-Lift
NMTC	New Market Tax Credits
OJCB	Other jurisdiction's bonding capacity
OR	Operating Revenue
PCLF	Pierce County Library Foundation
WAB	Washington State budget

FUNDING METHODS – Bonds

Funding Method	Approval	Amount	Time to Secure Funding	Notes
District-wide General Obligation Bond	<p>Library Board approval to ask voters to approve bond</p> <p>District-wide voter approval at 60% + 1 vote, requiring 40% of the number of voters who voted in the last general election</p>	<p>Up to 0.5% of the district assessed value.</p> <p>\$312,341,278 as of 2017</p>	18-24 months or longer	<ul style="list-style-type: none"> • Pierce County Library System ran a successful \$28.9 million bond in 1986 to fund 12 projects. • A district-wide bond provides the highest total amount of funding secured by district property values. • Impact is district-wide. • Election and ballot costs are based on total number of voters in the district. Final election and ballot costs depend on shared costs of all entities with measures on the ballot. The Library’s 2006 district-wide levy reauthorization measure cost was \$311,719.
Library Capital Facility Area Bond	<p>Library Board approval to create LCFA.</p> <p>Voters in the proposed LCFA must approve establishment of area by a vote of 50% + one vote.</p> <p>LCFA Board must approve to ask voters to approve bond.</p> <p>LCFA voter approval at 60% + one vote, requiring 40% turnout of the number of voters who voted in the last general election</p>	<p>Up to 1.25% of the LCFA area.</p> <p>Example:</p> <p>\$67,630,186 for City of Lakewood in 2017</p>	18-24 months or longer	<ul style="list-style-type: none"> • Pierce County Library has not run an LCFA and LCFA bond measure. State law allows a library to create a Library Capital Facilities Area (LCFA), which is a smaller taxing district within a library’s full taxing district. A separate board is created and a bond is run under its authority. LCFA funding is a two-step process: a simple majority of voters must first approve forming the LCFA, and then a bond must be approved by at least 60%+ one vote of the LCFA voters. If after two tries a bond is not passed, the LCFA is dissolved. • LCFA bonds can generate more funds per \$1,000 of assessed value than a district-wide bond authority allows. • Impact is focused on the designated LCFA area. • Election and ballot costs reflect costs only to the voters in the designated LCFA. Final costs depend on shared costs of all entities with measures on the ballot. • Facility is owned by the LCFA until the bond is repaid. At that time, ownership is transferred to the Library System and the LCFA is dissolved.

Board Education and Service Reports

MEMO



Date: April 28, 2017

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

From: Ben Haines, Senior Branch Manager, Sumner Pierce County Library

Subject: Board Meeting at the Sumner Library

Sumner prides itself on its small town charm and rich history, and the public library has been a part of civic life for a long time. The first city library was founded in 1926, located in the historic Ryan House. Many locals remember visiting as children, browsing the books under the watchful eye of the librarian. The Sumner Library became a branch of the Pierce County Library System in 1969, and moved to this building ten years later. After sharing the space with the city's senior center for many years, PCLS purchased and renovated the entire building and re-opened much as you see it now in November 1995. Sumner is the largest of the medium-sized branches, at just over 10 thousand square feet. We have about 8,500 active customers and 16,000 cardholders, putting us right in the middle of the medium-sized branches, and our annual circulation is around 325,000 items.

People often say that we're a "friendly" branch, and I'm proud that our staff consistently creates an open and welcoming atmosphere. Building positive relationships with our customers is key to communicating the value of the library; library services and technology may change, but it's the friendly smile and chat about what they're reading that people remember.

Welcome to the cheerful literary oasis that is the Sumner Library! We are pleased to host the Board of Trustees, and would welcome a return visit from any of you to see more of how we're supporting Learning, Enjoyment, and Community in the Sumner area.

Questions? Feel free to contact me at 253-548-3583,
or Customer Experience Manager – Judy T Nelson (253-548-3412)

Officers Reports

MEMO

Date: May 3, 2017

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 11th, 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 yellow paper stars to allow the staff to recognize each other and post them up for display. 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 also 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 appreciative and enjoyed the fun!



MEMO



Date: April 28, 2017

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

From: Judy T Nelson

Subject: KaBoom's Imagination Playground

The Pierce County Library System is one of ten sites (and the only public library) in the United States to have received an Imagination Playground from KaBoom for 2017. This project was the result of a grant applied for in the fall of 2016. The Imagination Playground was funded through the CarMax Foundation.

The Imagination Playground is a modular play space concept that includes uniquely shaped foam blocks and loose parts to empower children to design their own course of play. This addition dovetails nicely with our award winning block play program, available in every branch, as it adds gross motor skill development to the Library's play offerings. Play is one of the five skills that support the development of reading in young children (read, write, sing, talk, play). Block play rules apply!

On Thursday, April 27th, during the Week of the Young Child, and the Month of the Military Child, the Pierce County Library hosted the "unveiling" of the Imagination Playground with the support of staff from CarMax of Puyallup.

Two ECEAP classes from the Franklin Pierce Early Learning Center arrived for their usual block play program and had the joy of being the first to play with the new Imagination Playground. They were joined by seven staff members from CarMax. The children had their story time, signed a giant thank you card while they play, built and enjoyed the new building materials. The session ended as usual with the children receiving their free books funded through the Block Play project. Two additional classes arrived in the afternoon for block play and also had the opportunity to engage with this new "playground".

Please consider this an open invitation to join a block play event at the Administrative Center Library and observe this new addition.

Questions? Contact Judy T Nelson (253-548-3412)







MEMO



Date: May 2, 2017

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

From: Melinda Chesbro, Deputy Director

Subject: Work Plan Progress Report

Restroom Remodels

Last month the Eatonville library was closed for 3 weeks for restroom remodeling. This month the Summit library will be closed from May 10 to 31 for restroom remodeling and a change to the configuration of their workroom. They will be offering limited service from the meeting room.

DVD collection changes

Parkland/Spanaway library will be closed May 31 as they move from movie towers to a browsing DVD collection. During this closure we will also carpet and paint the meeting room and replace furnishings and rearrange computers in the front area of the library.

Open Hours Evaluation

You may have noticed the survey on our website asking customers about the library hours. The Open Hours workgroup will use the results of the survey to develop recommendations about possible shifts in our open hours. This project is only considering shifts in hours, not adding or decreasing hours.

3D printing expansion

This project aims to provide classes and demonstrations of 3D printing at most locations. We have purchased 3D printers that are suitable for being transported and staff have been trained in their operation. Classes for the public will begin in June.

Readers' Advisory Training

The Readers Advisory Training group is working to prepare staff to have successful conversations with customers about books, music, movies and more. Unlike the individual and sporadic training offered today, our new model will offer an easy to find, continuous and collaborative learning approach designed to build self-confidence, surface available resources, and promote a greater understanding of our collections. Currently they are gathering user stories from staff. A user story is a statement such as

As a new employee, I want/need to know what tools I have access to and how to use them, so that I can build my skills and better assist customers.

M E M O



Date: April 20, 2017
To: Chair Rob Allen and members of the Board of Trustees
From: Mary Getchell, Marketing and Communications Director
Subject: Annual Report 2017

To share Pierce County Library System’s contributions and progress to serve communities, we are preparing our 2016 Annual Report to the Community. In collaboration with the Library’s Administrative Team, I developed a communications plan and the annual report. The annual report shines a light on thanking individuals and communities for investing in valued library services. We plan to release the report at the end of May.

The annual report highlights Pierce County Library’s 2016 significant achievements, with attention to developing the Library’s Strategic Framework and Plan, based upon ideas and contributions from community leaders and residents throughout our service area. The annual report gives an overview of the Library’s funding horizon. The report will include infographics and photos to illustrate services and progress.

The goals of the annual report include:

1. Strategically positioning Pierce County Library’s value, contributions, and achievements.
2. Thanking individuals, taxpayers, and communities for choosing Pierce County Library as their choice for the discovery and exchange of information and ideas.

Target audiences include:

- Board of Trustees
- Staff
- Customers
- Potential customers/public
- Foundation Board/donors/prospects
- Friends of the Library organizations
- Local elected officials/administrators
- Community leaders
- Community partners
- News media

The annual report will result in a limited print run, four-page document, with the major focus of the annual report promoted and distributed as an online communique. The Communications Department will distribute the report using a variety of communication channels including the Library’s public website, email marketing, limited direct mail postcards, social media marketing, table tent promotions in libraries, and sponsored news media advertising. Library leaders will share printed copies of the annual report with community leaders and community members at various meetings and events throughout the year.

MEMO



Date: April 28, 2017

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

From: Judy T Nelson, CEM - Youth

Subject: 2017 Our Own Expressions Contest

For the 21st year students in Pierce County in grades 7 to 12 competed (or participated if you'd rather) in the county-wide creative contest around poetry, short stories, photography and drawing.

The judging is now complete, the winners have been notified and the award ceremony is set. Here are results by the numbers:

Total entries: 914

Drawing: 171

Photography: 201

Poetry: 281

Short Story: 261

Number of participating schools: 76

Final Judges:

Art: Saiyare Refaei

Photography: Dominique Thomas-McCullum

Poetry: Gloria Muhammed

Short Story: Travis Prothro

The Awards Ceremony is at 7 pm on May 31st at Lagerquist Hall on the campus of PLU, our longstanding partner.

Thanks go to the PCL Foundation for once again supporting this opportunity for teens to demonstrate their creative talents.

Questions? Feel free to contact Judy T Nelson 253-548-3412 or

Elise Doney (Teen Librarian) at 253-548-3525

MEMO



Date: May 1, 2017

To: Chair Rob Allen and the Board of Trustees

From: Jaime Prothro, Customer Experience Manager

Subject: Pierce County READS 2017 Results

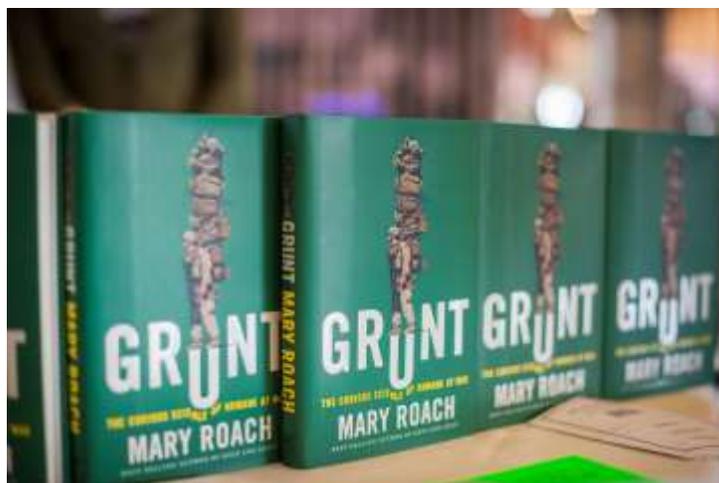
On April 28, bestselling author Mary Roach talked about her writing and experiences being a citizen scientist to an audience of over 700 people. She shared her process for researching *Grunt* as well as her other books, and had the crowd laughing with her misadventures and curious opportunities while establishing her career as a writer.



This year's Pierce County READS focused on selecting a book that will strengthen our county through conversation, no matter how challenging that may be. *Grunt* allowed readers and program participants to use science as a backdrop to talk about the experiences and immediate issues facing our community's military population during the centennial anniversary of Ft. Lewis. Joint Base Lewis McChord represents Pierce County's largest employer, with over 35,000 troops and civilian

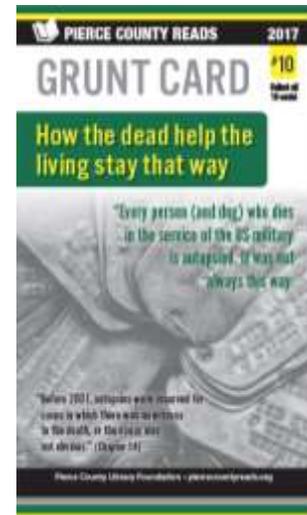
employees, 32,000 family members, and 125,000 military retirees around the South Sound. The civilian/military divide is quite real, and Pierce County Library System was a venue to begin and bridge conversations, differing opinions, and shared experiences. That's the great power in a one-book-one-community program.

The library saw approximately 4,000 check-outs of Roach's books, audio books, and e-books.



New in 2017

- A series of promotional trading cards were created – designed to both intrigue potential readers and advertise the April 28 author event. *Grunt* Cards replaced Read and Release as a cost-effective and curious way to connect the book to potential readers.
- An all-ages Kick-off event at the Lewis Army Museum launched this year's programming.
- Over fifty library staff and JBLM librarians participated in a book discussion training in preparation for the launch.
- PCLS connected with local radio station KNKX Morning Edition Producer, Ariel Van Cleave, who led an on-stage discussion at the April 28 event.
- Programming focused on the many lenses in which *Grunt* can be viewed: science, humanities, film, food, and our local military community.
- A school-aged program was offered to help connect students to engineering.
- Each branch hosted a book talk or a film discussion.
- Before serving as the guest of honor at a reception before the author event, Roach met with more than seventy Pacific Lutheran University Students to discuss writing and the path available to those with liberal arts degrees
- Live-streaming reached audiences in seven communities, four at library branch locations and two in the community, and one at JBLM's Warrior Zone.



By the Numbers

3897 checkouts of March Roach titles between March 5 and April 28 (all formats)

125 attendees at the Kick-off Event

17 city/town/county councils adopted Pierce County READS 2017 proclamations

10 mass media articles, including **2** editorials

5 social media posts

15 print and online ads in The News Tribune with over **900,000** impressions

188 attendees at **5** signature events (**10** programs offered in total)

180 attendees at **21** book discussions

771 attendees at author event and seven live stream locations



Pierce County READS 2017 Team

The Pierce County READS 2017 Team—co-leads Jaime Prothro and Mary Getchell, and members Jason Anderson, Tami Masenhimer, Amanda Moore and Lisa Oldoski—thank Pierce County Library Foundation and Pierce County Library Board of Trustees for their commitment and enthusiastic support of Pierce County READS.

MEMO



Date: April 24, 2017

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

From: Clifford Jo, Finance & Business Director

Subject: Buckley Underground Storage Tank update

In January we mentioned that we were beginning to review the situation of the underground storage tanks (UST) at the Buckley Library. The initial review has been completed and the EHSI consultant issued a comprehensive report, wholly based on existing documentation and interviews with key people who had worked on the project in the 1980s and 1990s.

The initial review did not do any testing of the soils at the site, but focused on getting a comprehensive understanding of what has been done to-date. The consultant recommends that we continue into the second phase by conducting onsite sampling and analysis, to see what further work may be needed. This work will be conducted in May and will take about two days to complete. We anticipate having the comprehensive report sometime in June, which will identify what site work—if any—needs to be done. We will bring to you an update during the July Board meeting.

MEMO



Date: May 2, 2017

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

From: Melinda Chesbro, Deputy Director

Subject: Strategic Plan Implementation

We are excited to be able to use the Strategic Plan as we begin planning for 2018. At our April meeting the Leadership Team worked to develop the Desired Outcomes and Measures of Success. We also reviewed the roles previously defined.

Desired Outcomes describe a long-term vision for what the Library is seeking to accomplish in each Focus Area and Strategy. These are aspirational statements that will cause the Library to stretch in its ambitions. Desired Outcomes answer the questions: *Why are we doing this? What is the difference we want to see in the world as a result of this effort?*

Measures of Success are indicators of progress that answer the question: *How will we know we're on track and doing the activities we said we would, having the impact we anticipated?* We've identified four types of measures: Input Measures, Output Measures, Benchmark Measures and Impact Measures.

Our 2018 planning will begin with an assessment of previous year activities, operational capacity and financial projections. With that information we'll identify and prioritize Focus Area initiatives and Core Service improvements. Finally we'll develop a work plan and budget to present to the Board in the fall.

Pierce County Library FYI Packet
Link List
May 10, 2017

Pierce County Library in the News

- [Eatonville library closing most of April](#) – The Eatonville Dispatch
- [Let's Go to the Library, What Daffodil Princesses Like to Read with Kids](#) – The Tacoma Weekly
- [The Changing Faces of the Library Through Technology](#) – Fife Free Press
- [Free speech clash avoided in Gig Harbor, and public loses](#) – The News Tribune
- [Protest against anti-Islam speaker draws more than 100 in Gig Harbor](#) –The News Tribune
- [Good News: The Mole Patrol is Ready for You](#) – Suburban Times
- [PC READS by Town of Steilacoom](#) – Suburban Times
- The What, When and How of Ethical Wills – The Eatonville Dispatch, see attached .PDF

March 22, 2017

LT

←← NND, FROM PAGE 1

THE WHAT, WHEN
AND HOW OF
ETHICAL WILLS

“Ethical Wills: Passing on Values, Lessons and Hopes,” a free workshop on the process of handing down values from generation to generation, will be offered April 18 at the Graham branch of the Pierce County Library System.

The presentation will provide information about the nature of an ethical will (distinct from a legal will), how to start creating the will, when to write one, tips on what to include and not include, a template for an Ethical Will, starter hints, and a bibliography.

“We all have a story to tell,” said Aaron Van Valkenburg, manager of Pierce County Aging and Disability Resources, the county government agency that’s sponsoring the workshop. “All we have to do is look at the stories and wisdom we wish we had from family and friends to hold onto what they treasured most.”

The session will begin at 6:30 p.m. The library is at 9202 224th St E.

More information about the presentation is available from the Aging and Disability Resource Center at 253-798-4600.

P
M
W

F
a
fo
to

m
4