

AGENDA

Regular Meeting of the Pierce County Library System Board of Trustees
South Hill Library | 15420 Meridian E | Puyallup WA 98375
June 13, 2018 | 3:30 pm

-
- | | | | |
|---------|---------|--|---------------|
| 3:30 pm | 02 min. | Call to Order: Rob Allen, Chair | |
| 3:32 pm | 05 min. | Public Comment: <i>This is time set aside for members of the public to speak to the Board of Trustees. Unless the item you wish to discuss is of an 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> | |
| 3:37 pm | 03 min. | Consent Agenda | Action |
| | | <ol style="list-style-type: none"> 1. Approval of Minutes of May 9, 2018, Regular Meeting 2. Approval of May 2018 Payroll, Benefits and Vouchers 3. <i>Resolution 2018-04: To Establish and Maintain Petty Cash and Change Funds</i> | |
| 3:40 pm | 05 min. | Board Member Reports | |
| 3:45 pm | 10 min. | Routine Reports | |
| | | <ol style="list-style-type: none"> 1. Dashboards, Georgia Lomax 2. April 2018 Financial Report, Donna Morey 3. Executive Director Report, Georgia Lomax 4. Branch Services Report, Jaime Prothro | |
| 3:55 pm | 60 min. | Unfinished Business | |
| | | <ol style="list-style-type: none"> 1. Library Priorities and Funding, Georgia Lomax <ol style="list-style-type: none"> a. Funding Approach Recommendation – Community Advisory Committee on Library Funding b. If Needed, Election Costs, Cliff Jo <ul style="list-style-type: none"> • <i>Resolution 2018-05: To Transfer a Portion in the General Fund to the Special Purpose Fund</i> Action • <i>Resolution 2018-06: To Amend the 2018 Special Purpose Fund Budget</i> Action | |
| 4:55 pm | 20 min. | Board Education and Service | |
| | | <ol style="list-style-type: none"> 1. South Hill Library & Community Presentation, Alice Darnton
(Library tour will take place after adjournment) | |
| 5:15 pm | 10 min. | Officers Reports: | |
| | | <ol style="list-style-type: none"> 1. Property Update 2. Pierce County Reads 2018 Results 3. Prisoner Reentry Program 4. 2017 Annual Report 5. IRS Form 990 for 2017 | |
| 5:25 pm | 02 min. | Announcements | |
| | | Pierce County Law Library Satellite launch celebration will be held Thursday, June 14, 2018, at noon at the Gig Harbor Library located at 4424 Point Fosdick Dr. NW, Gig Harbor WA 98335. | |
| 5:27 pm | | Adjournment | |

Consent Agenda

CALL TO ORDER

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

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

1. Approval of Minutes of the April 11, 2018, Regular Meeting
2. April 2018 Payroll, Benefits and Vouchers
 - a. Payroll Warrants 3806-3821 dated 4/1/18-4/30/18 in the amount of \$5740.171
 - b. Payroll Disbursement Voucher dated 4/6/18 in the amount of \$1,070,931.84
 - c. Payroll Disbursement Voucher dated 4/21/18 in the amount of \$741,118.33
 - d. Accounts Payable Warrants 628887-629024 dated 4/1/18-4/30/18 in the amount of \$586,208.80

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

BOARD REPORTS

Ms. Albers commented on the many libraries in the area on her recent trip to Israel.

ROUTINE REPORTS

Dashboard – New door counters were recently installed to track the number of Library visitors. Comparisons of statistics between the new and old counters will need to be evaluated.

March 2018 Financial Report –Ms. Lomax noted the payments over \$10,000 were likely book orders and personnel costs.

Executive Director Report – Ms. Lomax reported the Sumner City Council voted unanimously to purchase property for a potential future location for the Library.

UNFINISHED BUSINESS

Library Priorities Project Update – Marketing and Communications Director Mary Getchell introduced Melissa Martin, from the public opinion research firm Nelson Report, who provided an overview of the recent public opinion poll results. The survey was conducted in April. 383 respondents participated, providing statistically valid results with a +/- 5% margin of error at a 95% confidence rate.

Ms. Butler inquired about the method of surveying used for the public opinion poll. Ms. Getchell noted the respondents were randomly selected for this survey and contacted by phone.

Finance and Business Director Clifford Jo reviewed the fiscal realities that he shared with the Community Advisory Committee during their last meeting. He reviewed the revenue sources and budget expenditure percentages and the gaps between each.

Customer Experience Director Jaime Prothro outlined a 3-year approach toward making reductions should the Library not receive additional revenue, which included reducing open hours, further book budget reductions, and the eventual closures of some libraries.

Ms. Lomax shared an overview of a 5-year approach to maintaining services based on a 50 cent reauthorized levy. She also provided information on costs to a homeowner over 5 years and reviewed estimated costs of placing a measure on the ballot.

When asked about the morale of staff, Staff Experience Director Cheree Green said staff appreciate the transparency and have an interest in Ms. Lomax's philosophy relating to the budget situation.

Ms. Lomax noted members of the Community Advisory Committee will make their recommendation to the Board at the June meeting.

She noted the Library and staff is prepared to take either path and to provide excellent service whether maintaining current levels or in a reduced state.

OFFICERS REPORTS

Summer Reading Preview – Ms. Prothro shared this year's Summer Reading material with the trustees.

ANNOUNCEMENTS

The 2018 Pierce County Reads author event will be held at 7 PM on May 11, 2018, at Pacific Lutheran University's Olsen Auditorium, 124th Street S, Tacoma WA.

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

The June Board meeting will be held at the South Hill Library, 15420 Meridian E., Puyallup WA 98375.

ADJOURNMENT

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

Georgia Lomax, Secretary

Rob Allen, Chair

May 2018 Payroll, Benefits and Vouchers

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	3822-3823	5/1/18-5/31/18	\$1,348.37
Electronic Payments - Payroll & Acct Payable		05/06/18	\$1,004,139.07
Electronic Payments - Payroll & Acct Payable		05/21/18	\$785,295.80
Accounts Payable Warrants	629025-629169	5/1/18-5/31/18	\$792,525.48
Total:			<u><u>\$2,583,308.72</u></u>

Check History Listing
Pierce County Library System

Check #	Bank	Date	Paid to	Status	Can/Vd Date	Pay Period Dates	Dir Dep	Amount
3822	key	05/07/2018	STOEHR, KALI			04/16/18 - 04/30/18	0.00	0.26
3823	key	05/21/2018	CALLAHAN, JOHN			05/01/18 - 05/15/18	0.00	1,348.11
Total:							0.00	1,348.37

Checks in report: 2

Grand Total: 0.00 1,348.37

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: 5/07/18 Payroll

Withdrawal Date: 05/07/18

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	58,690.37
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	50,206.21
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	50,206.21
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	475,259.37
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	11,875.00
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	48,894.44
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	83,055.95
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	9,210.08
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	1,722.18
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	1,000.00
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	-
PCL_Company	AWC (only on 6th paycheck)	237100	CC_Library_District	697-00	5100000	214,019.26
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						\$ 1,004,139.07

Certification:

Stacy Karabotsos
Signature (Department Designee)

05/03/18
Date

Comments:

Ad-hoc bank transaction (Withdrawal)

PCL_Company

Wire Template Number in Cash-Pro :WAPC014
 Description: Pierce County Rural Library

Contact Name: Stacy Karabotsos
 Contact Phone: 253-548-3451
 Contact e-mail: skarabotsos@piercecountylibrary.org
 Comments: 5/21/18 Payroll

Withdrawal Date: 05/21/18

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	59,527.58
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	50,077.27
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	50,077.27
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	470,546.97
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	11,825.00
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	49,119.73
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	83,351.94
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	5,824.69
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	1,722.18
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	-
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	208.05
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	3,015.12
PCL_Company	Payroll Adjustment(s)	237100	CC_Library_District	697-00	5100000	-
Total Deposit						\$ 785,295.80

Certification:

Stacy Karabotsos
 Signature (Department Designee)

05/18/18
 Date

Comments:

Check History Listing
Pierce County Library System

Bank code: key

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
629025	05/07/2018	003414 JEANINE ADAMS		12.00
629026	05/07/2018	007065 JESSICA ALDRIDGE		13.95
629027	05/07/2018	000363 OVERALL LAUNDRY SERV. DBA ARAMARI		43.96
629028	05/07/2018	000153 ASSOCIATED PETROLEUM PRODUCTS		9,702.03
629029	05/07/2018	000830 BAKER & TAYLOR		72,363.98
629030	05/07/2018	006899 BOOKS IN COMMON INC		10,000.00
629031	05/07/2018	007060 CLAUDIA C BRELAND		150.00
629032	05/07/2018	007066 MATTHEW BROWN		29.99
629033	05/07/2018	007010 BUILDINGWORK LLC		4,842.50
629034	05/07/2018	007010 BUILDINGWORK LLC		4,150.03
629035	05/07/2018	002073 LINDA CASE		25.00
629036	05/07/2018	005652 CAVENDISH SQUARE		1,067.58
629037	05/07/2018	000847 CENTER POINT PUBLISHING		695.67
629038	05/07/2018	006999 CIS		940.00
629039	05/07/2018	004829 CLOVER PARK SCHOOL DISTRICT		168.75
629040	05/07/2018	000895 COLUMBIA BANK		250.60
629041	05/07/2018	006770 TERESA COVINGTON		9.29
629042	05/07/2018	006873 DATA QUEST LLC		196.00
629043	05/07/2018	007011 DEFINING BODY		70.00
629044	05/07/2018	001126 DELL MARKETING LP		1,811.54
629045	05/07/2018	000093 EBSCO		4.78
629046	05/07/2018	005081 EHS-INTERNATIONAL INC		3,136.31
629047	05/07/2018	006935 EMILY'S PAPER CRAFTS		200.00
629048	05/07/2018	000041 EMPLOYMENT SECURITY DEPARTMENT		12,189.41
629049	05/07/2018	001394 ENSLOW PUBLISHERS		184.19
629050	05/07/2018	006478 EVERGREEN MAINT LANDSCAPING		5,233.49
629051	05/07/2018	000195 FIRGROVE MUTUAL WATER CO		289.90
629052	05/07/2018	007051 ROSA FRANKLIN		100.00
629053	05/07/2018	000207 GIG HARBOR CITY OF		1,326.09
629054	05/07/2018	001947 JILL HENRIKSEN		26.98
629055	05/07/2018	000269 HW WILSON CO		228.50
629056	05/07/2018	001643 IMPACT		146.27
629057	05/07/2018	000243 INGRAM LIBRARY SERVICES		35,594.14
629058	05/07/2018	007052 CHRIS JORDAN		100.00
629059	05/07/2018	004625 JOY KIM		43.73
629060	05/07/2018	007035 MICHELLE KUCERA-JEWELL		400.00
629061	05/07/2018	002062 GEORGIA LOMAX		7.11
629062	05/07/2018	006421 MARKHAM INVESTIGATION - (MIP)		5,161.50

Check History Listing
Pierce County Library System

Bank code: key

Check #	Date	Vendor	Status	Check Total
629063	05/07/2018	003909 MCCALLS QUICK QUILTS		17.98
629064	05/07/2018	006646 METCALF ELECTRIC INC		1,208.90
629065	05/07/2018	006646 METCALF ELECTRIC INC		489.66
629066	05/07/2018	001345 MICHAEL'S CUSTOM UPHOLSTERY		1,258.36
629067	05/07/2018	000352 MIDWEST TAPE	V	0.00
629068	05/07/2018	000352 MIDWEST TAPE	V	0.00
629069	05/07/2018	000352 MIDWEST TAPE	V	0.00
629070	05/07/2018	000352 MIDWEST TAPE	V	0.00
629071	05/07/2018	000352 MIDWEST TAPE	V	0.00
629072	05/07/2018	000352 MIDWEST TAPE	V	0.00
629073	05/07/2018	000352 MIDWEST TAPE		95,269.54
629074	05/07/2018	006983 ADAM MILLER		300.00
629075	05/07/2018	007055 MAXINE, DR MIMMS		100.00
629076	05/07/2018	003398 MULTICULTURAL BOOKS & VIDEOS		1,321.60
629077	05/07/2018	006133 NATIONAL BUSINESS RESEARCH INS		7,800.50
629078	05/07/2018	000907 NEW YORK TIMES		910.00
629079	05/07/2018	000323 NEWS TRIBUNE		1,175.20
629080	05/07/2018	004933 NORTHWEST HEALTH & SAFETY INC		75.14
629081	05/07/2018	000370 PIERCE COUNTY		360.00
629082	05/07/2018	000857 PIERCE COUNTY RECYCLING		110.87
629083	05/07/2018	006905 PUBLIC AFFAIRS COUNSEL		9,795.00
629084	05/07/2018	000377 PUGET SOUND ENERGY		2,384.65
629085	05/07/2018	007050 LYLE QUASIM		100.00
629086	05/07/2018	006667 STEPHANIE RATKO		552.10
629087	05/07/2018	007062 PLUM JOANNA ROYAL		300.00
629088	05/07/2018	007063 TIMOTHY SAGE		58.73
629089	05/07/2018	006989 SAMDHANA KARANA YOGA		400.00
629090	05/07/2018	000451 SEATTLE TIMES SEATTLE PI		992.13
629091	05/07/2018	000460 STEILACOOM TOWN OF		1,065.29
629092	05/07/2018	007058 WILLIE C STEWART		100.00
629093	05/07/2018	006448 TRACEY THOMPSON		407.38
629094	05/07/2018	000497 TILlicum COMMUNITY SERVICE CEN		1,813.70
629095	05/07/2018	006438 WA STATE-DEPT OF ENTERPRISE SV		395.00
629096	05/07/2018	007053 JAMES WALTON		100.00
629097	05/07/2018	000534 WCP SOLUTIONS		168.19
629098	05/07/2018	004991 CORRINE WEATHERLY		21.41
629099	05/07/2018	000828 AFSCME AFL-CIO		6,418.08
629100	05/07/2018	003985 PACIFICSOURCE ADMINISTRATORS		1,675.50
629101	05/07/2018	001181 PIERCE CTY LIBRARY FOUNDATION		698.32

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>
629102	05/07/2018	007020 PIONEER CREDIT RECOVERY, INC.		228.01
629103	05/07/2018	006555 SOCIAL SECURITY ADMINISTRATION		140.54
629104	05/07/2018	004782 US DEPARTMENT OF EDUCATION		210.82
629105	05/07/2018	000881 WASHINGTON STATE SUPPORT REGIS		1,979.87
629106	05/21/2018	000363 OVERALL LAUNDRY SERV. DBA ARAMARI		21.98
629107	05/21/2018	005920 KIMBERELY ARCHER		72.00
629108	05/21/2018	000830 BAKER & TAYLOR		24,344.37
629109	05/21/2018	000866 BOOK IT REPERTORY THEATRE		646.87
629110	05/21/2018	006897 BRIAN DALBALCON PHOTOGRAPHY		1,318.80
629111	05/21/2018	005915 KAREN BROOKS		84.00
629112	05/21/2018	006577 CATALYST WORKPLACE ACTIVATION		18,152.01
629113	05/21/2018	000847 CENTER POINT PUBLISHING		1,315.23
629114	05/21/2018	001780 CITY OF UNIVERSITY PLACE		95.55
629115	05/21/2018	004779 CONVERGENT TECHNOLOGY SYS		1,072.62
629116	05/21/2018	007083 TRACY CORRALES-DIAZ		579.20
629117	05/21/2018	005300 DANGER ROOM COMICS LLC		857.29
629118	05/21/2018	000093 EBSCO		42.97
629119	05/21/2018	005081 EHS-INTERNATIONAL INC		3,415.19
629120	05/21/2018	006935 EMILY'S PAPERCRAFTS		200.00
629121	05/21/2018	005283 E-RATE EXPERTISE INC		1,087.50
629122	05/21/2018	006984 FALCONER, THE		200.00
629123	05/21/2018	005428 GRITTON BUILDING CO INC		225.13
629124	05/21/2018	000243 INGRAM LIBRARY SERVICES		12,599.88
629125	05/21/2018	006310 INTRACOMMUNICATION NETWORK SYS		239.41
629126	05/21/2018	006907 KING COUNTY LIBRARY SYSTEM		9.99
629127	05/21/2018	006399 LAKES TRUCK COLLISION INC		4,474.69
629128	05/21/2018	001011 LIVE OAK MEDIA		86.45
629129	05/21/2018	005940 SUSAN MCBRIDE		30.00
629130	05/21/2018	007048 CAMERON MCKINNON		152.05
629131	05/21/2018	006646 METCALF ELECTRIC INC		1,665.21
629132	05/21/2018	000352 MIDWEST TAPE	V	0.00
629133	05/21/2018	000352 MIDWEST TAPE	V	0.00
629134	05/21/2018	000352 MIDWEST TAPE		32,251.25
629135	05/21/2018	003398 MULTICULTURAL BOOKS & VIDEOS		199.40
629136	05/21/2018	000323 NEWS TRIBUNE		7,329.10
629137	05/21/2018	000323 NEWS TRIBUNE		2,163.20
629138	05/21/2018	003985 PACIFICSOURCE ADMINISTRATORS		187.50
629139	05/21/2018	007084 ALANNA PATRICK		8.24
629140	05/21/2018	000370 PIERCE COUNTY		1,364.73

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Pierce County Library System

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<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
629141	05/21/2018	000371 PIERCE COUNTY LIBRARY SYSTEM		17.00
629142	05/21/2018	004007 PUGET SOUND EDUCATIONAL		331.37
629143	05/21/2018	000377 PUGET SOUND ENERGY		825.21
629144	05/21/2018	000406 RECORDED BOOKS LLC		1,296.91
629145	05/21/2018	001060 SCHOLASTIC LIBRARY PUBLISHING		5,803.23
629146	05/21/2018	007071 SHORT LEG STUDIO LLC		200.00
629147	05/21/2018	006195 SINGER GROUP INC		250.00
629148	05/21/2018	000463 SUMMIT WATER & SUPPLY CO		377.90
629149	05/21/2018	006331 SURPRISE LAKE SQUARE UNIT 257		8,155.44
629150	05/21/2018	006079 LISA TAYLOR		500.00
629151	05/21/2018	003719 UNIQUE MANAGEMENT SERVICES		1,163.50
629152	05/21/2018	005679 CIVIC BUILDING UNIVERSITY PLACE		45,822.00
629153	05/21/2018	004022 US BANK		80,522.93
629154	05/21/2018	004022 US BANK		137,069.73
629155	05/21/2018	004022 US BANK		41,230.28
629156	05/21/2018	006776 VERTIV SERVICES INC		18,124.71
629157	05/21/2018	006438 WA STATE-DEPT OF ENTERPRISE SV		255.00
629158	05/21/2018	000541 STATE OF WASHINGTON		588.92
629159	05/21/2018	000635 WAYNES ROOFING INC		775.24
629160	05/21/2018	000534 WCP SOLUTIONS		3,484.86
629161	05/21/2018	003778 AFLAC		5,968.92
629162	05/21/2018	000828 AFSCME AFL-CIO		6,403.76
629163	05/21/2018	001578 COLONIAL SUPPLEMENTAL INSURANC		624.66
629164	05/21/2018	003985 PACIFICSOURCE ADMINISTRATORS		1,675.50
629165	05/21/2018	001181 PIERCE CTY LIBRARY FOUNDATION		698.32
629166	05/21/2018	007020 PIONEER CREDIT RECOVERY, INC.		230.68
629167	05/21/2018	006555 SOCIAL SECURITY ADMINISTRATION		137.09
629168	05/21/2018	004782 US DEPARTMENT OF EDUCATION		205.64
629169	05/21/2018	000881 WASHINGTON STATE SUPPORT REGIS		1,977.13

key Total: 792,525.48

145 checks in this report

Total Checks: 792,525.48

RESOLUTION NO. 2018-04

**A RESOLUTION OF THE BOARD OF TRUSTEES OF
THE PIERCE COUNTY RURAL LIBRARY DISTRICT
TO ESTABLISH AND MAINTAIN PETTY CASH AND CHANGE FUNDS**

WHEREAS, Pierce County Rural Library District has petty cash and change funds within the General Fund in the amount of \$2,773; and

WHEREAS, Pierce County Rural Library District reviews, adjusts and re-establishes these funds on a periodic basis;

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

The Pierce County Rural Library District's petty cash and change funds are approved and to be distributed as shown on the attachment of this resolution.

PASSED AND APPROVED THIS 13th DAY OF June, 2018

**BOARD OF TRUSTEES, PIERCE COUNTY RURAL LIBRARY
DISTRICT**

Robert Allen, Chair _____

Daren Jones, Vice-Chair _____

Donna Albers, Member _____

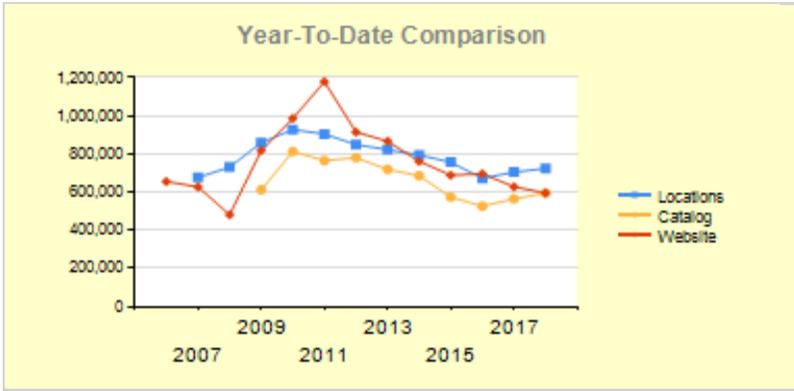
Monica Butler, Member _____

Pat Jenkins, Member _____

Routine Reports

CUSTOMER SERVICE/PHILANTHROPY DASHBOARD - APRIL

VISITS



	April		% Change
	2017	2018	
Door Count	171,275	190,272	11.09%
Catalog	133,182	146,405	9.93%
Website	151,685	144,233	-4.91%
Job & Business Portal	3,976	2,946	-25.91%
Military Portal	112	496	342.86%
Total	462,247	486,370	5.22%

CHECKOUTS



	April		% Change
	2017	2018	
Checkouts	414,550	401,683	-3.10%
Downloadables	91,741	100,154	9.17%
Total	506,291	501,837	-0.88%

CUSTOMERS



	April		% Change
	2017	2018	
Active Cardholders	350,218	341,533	-2.48%
New Cards	2,727	2,897	6.23%
Checkout Transactions	70,080	65,864	-6.02%
Unique Users	32,306	30,769	-4.76%

BRANCH CLOSURES

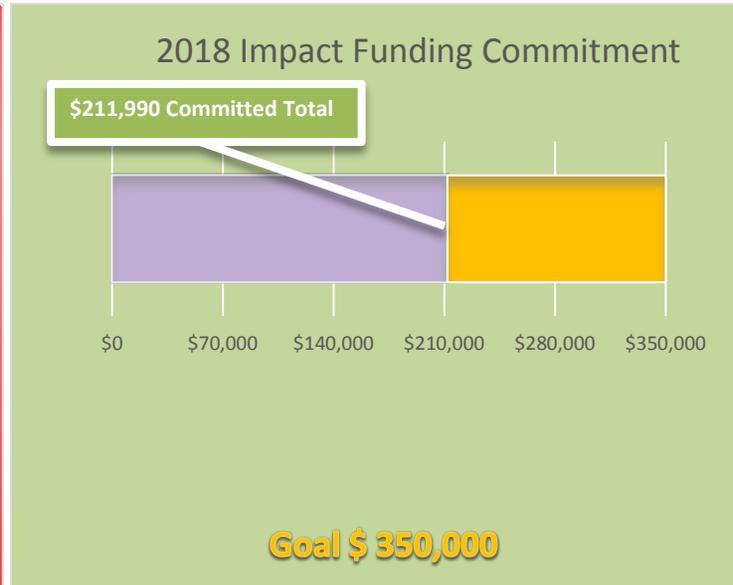
Year	Location	Dates	Duration
2015	Gig Harbor	11/9-11/22	13
2016	Buckley	11/14-12/4	20
	Tillicum	12/5-12/25	20
2017	System Snow Closure	2/6	1
	University Place	3/1-3/2	2
	Eatonville	4/10-4/30	20
	Summit	5/8 -5/31	21
	Parkland	5/31	1
2018	Graham	1/4-5	2
	DuPont	1/11	1
	Steilacoom	4/2	1
	Orting	4/23-25	3



2017 - 2018 Fundraising Performance Report

Reporting Period: July 1, 2017 to April 30, 2018

Prepared: May 2018



Memor Society

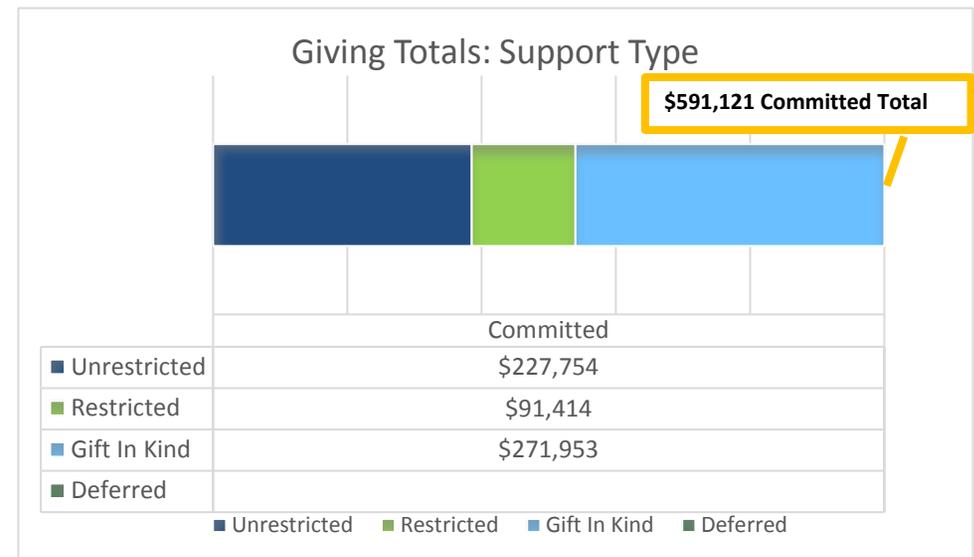
6 Commitments
Goal 12 Members

Endowment

Gifts reflected when received.

Capital

Gifts reflected when received.



Monthly Financial Reports April 30, 2018

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

General Fund

April

- **31111. We have collected just under 45% of our annual current property taxes. This is approximately 3% higher than last year at this time. This is consistent with delinquent tax collections as well which are just under 2% higher than last year.**
- **36110. Investment income thus far totals \$11,127 – up from \$3,353 in April 2017. This is due primarily to a steady increase in interest rates and a change to the timing of investments related to the new accounts payable schedule.**
- **53499. Reclassification of items incorrectly coded to Gifts.**
- **Warrants Payable (Balance Sheet Account). This account does not typically carry a negative balance which was caused by a batch of accounts payable invoices that were paid in April but posted in May. This will self-correct itself in May.**

January – March (Quarter 1)

- 31111. We have collected 5.07% of our property taxes through the month of March. This is consistent with last year at this time when taxes collected represented 5.21% of the total.
- 36700. Foundation funds for print services (classified incorrectly – will appear corrected in April as Graphics Service Charges).
- 54903. Reclassification of Association of Washington Cities annual assessment from Licenses & Fees (54903) to Dues & Memberships (54901).
- 36110. Interest rates have increased to 1.428%.
- January Foundation distribution (unanticipated) – Baby Books To Go, various branches, Tuition Assistance
- 53411. Several subscription renewals (Cengage, Value Line Publishing, Proquest, Recorded Books, etc.)
- 31111 & 31112. Tax collections through March 21st (as reported by the Pierce County Treasurer) were just over \$700,000. These collections are not posted to our account until the last day of the month. We should receive approximately \$1,000,000 through the 31st.
- 36110. Interest rates have increased to 1.275%.
- 36998. We received an E-Rate payment in the amount of \$184,886.

- 52002. Medical insurance is inflated in January. This is related to the first HSA payment made to employees (\$750 benefit for 76 employees). This will occur again in April.
- 54201. Comcast refund from a closed account.

Capital Improvement Projects Fund

April

- **54103. (Encumbrance) EHS International Inc. – environmental assessment and investigation @ Buckley**

January – March (Quarter 1)

- 54103. (Encumbrance) EHS International Inc. – environmental assessment @ Buckley
- 56200. (Encumbrance) City of University Place – library expansion unit
- 54100. (Encumbrance) New Ventures Group – broker services
- 54103. (Encumbrance) EHS International Inc. – environmental assessment @ Buckley
- 56200. UP Library Expansion Unit

Debt Service Fund

- No significant activity

Special Purpose Fund

- No significant activity

**PIERCE COUNTY LIBRARY SYSTEM
STATEMENT OF FINANCIAL POSITION
April 30, 2018**

	GENERAL FUND	SPECIAL PURPOSE FUND	DEBT SERVICE FUND	CAPITAL IMPROVEMENT PROJECTS FUND
ASSETS				
Current Assets				
Cash	\$ 11,172,984	\$ 751,245	\$ 351	\$ 73,634
Investments	\$ -	\$ 243,000	\$ 84,750	\$ 1,300,000
Total Current Assets	\$ 11,172,984	\$ 994,245	\$ 85,101	\$ 1,373,634
TOTAL ASSETS	\$ 11,172,984	\$ 994,245	\$ 85,101	\$ 1,373,634
LIABILITIES				
Current Liabilities				
Warrants Payable	\$ (15,003)	\$ -	\$ -	\$ -
Sales Tax Payable	\$ 2,905	\$ -	\$ -	\$ -
Payroll Payable	\$ 112,083	\$ -	\$ -	\$ -
Total Current Liabilities	\$ 99,985	\$ -	\$ -	\$ -
TOTAL LIABILITIES	\$ 99,985	\$ -	\$ -	\$ -
FUND BALANCE				
Reserve for Encumbrances	\$ 1,144,590	\$ -	\$ -	\$ 249,958
Election Set-Aside	\$ -	\$ 360,000	\$ -	\$ -
Land/Property/Facility Set-Aside	\$ -	\$ 634,245	\$ -	\$ -
Unreserved Fund Balance	\$ 9,928,409	\$ -	\$ 85,101	\$ 1,123,675
TOTAL FUND BALANCE	\$ 11,072,999	\$ 994,245	\$ 85,101	\$ 1,373,634
TOTAL LIABILITIES & FUND BALANCE	\$ 11,172,984	\$ 994,245	\$ 85,101	\$ 1,373,634
<hr/>				
BEGINNING FUND BALANCE, 01/01/18	\$ 6,443,991	\$ 990,117	\$ 84,726	\$ 1,390,170
YTD Revenue	\$ 14,031,615	\$ 4,128	\$ 375	\$ 15,578
Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -
YTD Expenditures	\$ (9,402,606)	\$ -	\$ -	\$ (32,114)
ENDING FUND BALANCE, 03/31/18	\$ 11,072,999	\$ 994,245	\$ 85,101	\$ 1,373,634
TAXES RECEIVABLE	\$ 28,418,336	N/A	\$ 0	N/A

**PIERCE COUNTY LIBRARY SYSTEM
COMPARATIVE STATEMENT OF FINANCIAL POSITION
General Fund as of April 30, 2018**

	<i>HISTORICAL</i> 4/30/2017	<i>HISTORICAL</i> 5/31/2017	<i>HISTORICAL</i> 6/30/2017	<i>HISTORICAL</i> 7/31/2017	<i>HISTORICAL</i> 8/31/2017	<i>HISTORICAL</i> 9/30/2017	<i>HISTORICAL</i> 10/31/2017	<i>HISTORICAL</i> 11/30/2017	<i>HISTORICAL</i> 12/31/2017	<i>HISTORICAL</i> 1/31/2018	<i>CURRENT</i> 2/28/2018	<i>CURRENT</i> 3/31/2018	<i>CURRENT</i> 3/31/2018
ASSETS													
Current Assets													
Cash	\$ 10,422,576	\$ 1,887,994	\$ 1,904,275	\$ 2,028,042	\$ 2,125,174	\$ 2,494,583	\$ 10,266,107	\$ 2,668,110	\$ 330,760	\$ 458,797	\$ 601,524	\$ 1,261,791	\$ 11,172,984
Investments	\$ -	\$ 9,500,000	\$ 7,400,000	\$ 4,750,000	\$ 2,750,000	\$ 750,000	\$ 750,000	\$ 7,155,000	\$ 7,300,000	\$ 4,400,000	\$ 2,270,000	\$ 325,000	\$ -
Total Current Assets	\$ 10,422,576	\$ 11,387,994	\$ 9,304,275	\$ 6,778,042	\$ 4,875,174	\$ 3,244,583	\$ 11,016,107	\$ 9,823,110	\$ 7,630,760	\$ 4,858,797	\$ 2,871,524	\$ 1,586,791	\$ 11,172,984
TOTAL ASSETS	\$ 10,422,576	\$ 11,387,994	\$ 9,304,275	\$ 6,778,042	\$ 4,875,174	\$ 3,244,583	\$ 11,016,107	\$ 9,823,110	\$ 7,630,760	\$ 4,858,797	\$ 2,871,524	\$ 1,586,791	\$ 11,172,984
LIABILITIES													
Current Liabilities													
Warrants Payable	\$ 87,181	\$ 262,037	\$ 67,764	\$ 48,704	\$ 294,348	\$ (34,432)	\$ 66	\$ (144)	\$ 1,045,213	\$ 6,765	\$ 6,730	\$ 61,835	\$ (15,003)
Sales Tax Payable	\$ 6,663	\$ 4,966	\$ 4,037	\$ 3,810	\$ 5,130	\$ 3,786	\$ 2,789	\$ 2,553	\$ 2	\$ 1,718	\$ 1,694	\$ 2,935	\$ 2,905
Payroll Payable	\$ 24,785	\$ 39,987	\$ 52,941	\$ 24,781	\$ 38,194	\$ 52,781	\$ 110,819	\$ 127,875	\$ 141,553	\$ 105,963	\$ 122,423	\$ 142,843	\$ 112,083
Total Current Liabilities	\$ 118,628	\$ 306,990	\$ 124,742	\$ 77,294	\$ 337,671	\$ 22,135	\$ 113,674	\$ 130,284	\$ 1,186,769	\$ 114,446	\$ 130,847	\$ 207,613	\$ 99,985
TOTAL LIABILITIES	\$ 118,628	\$ 306,990	\$ 124,742	\$ 77,294	\$ 337,671	\$ 22,135	\$ 113,674	\$ 130,284	\$ 1,186,769	\$ 114,446	\$ 130,847	\$ 207,613	\$ 99,985
FUND BALANCE													
Reserve for Encumbrance	\$ 998,755	\$ 958,175	\$ 906,200	\$ 793,080	\$ 626,005	\$ 653,420	\$ 620,137	\$ 615,538	\$ -	\$ 1,297,073	\$ 1,294,634	\$ 1,246,589	\$ 1,144,590
Net Excess (Deficit)	\$ 2,361,935	\$ 3,179,570	\$ 1,330,075	\$ (1,035,590)	\$ (3,031,760)	\$ (4,374,230)	\$ 3,339,038	\$ 2,635,030	\$ -	\$ -	\$ -	\$ -	\$ -
Unreserved Fund Balance	\$ 6,943,258	\$ 6,943,258	\$ 6,943,258	\$ 6,943,258	\$ 6,943,258	\$ 6,943,258	\$ 6,943,258	\$ 6,442,258	\$ 6,443,991	\$ 3,447,278	\$ 1,446,043	\$ 132,590	\$ 9,928,409
TOTAL FUND BALANCE	\$ 10,303,947	\$ 11,081,004	\$ 9,179,533	\$ 6,700,748	\$ 4,537,503	\$ 3,222,448	\$ 10,902,433	\$ 9,692,826	\$ 6,443,991	\$ 4,744,351	\$ 2,740,677	\$ 1,379,178	\$ 11,072,999
TOTAL LIABILITIES & FUND BALANCE	\$ 10,422,576	\$ 11,387,994	\$ 9,304,275	\$ 6,778,042	\$ 4,875,174	\$ 3,244,583	\$ 11,016,107	\$ 9,823,110	\$ 7,630,760	\$ 4,858,797	\$ 2,871,524	\$ 1,586,791	\$ 11,172,984
PROPERTY TAXES RECEIVABLE	\$ 17,664,082	\$ 14,295,113	\$ 14,131,566	\$ 14,000,000	\$ 13,867,876	\$ 13,347,965	\$ 3,196,537	\$ 786,632	\$ 663,874	\$ 30,880,445	\$ 30,199,556	\$ 30,650,910	\$ 28,418,336

PIERCE COUNTY LIBRARY SYSTEM
STATEMENT OF REVENUE & EXPENDITURES
For the Period Ending April 30, 2018

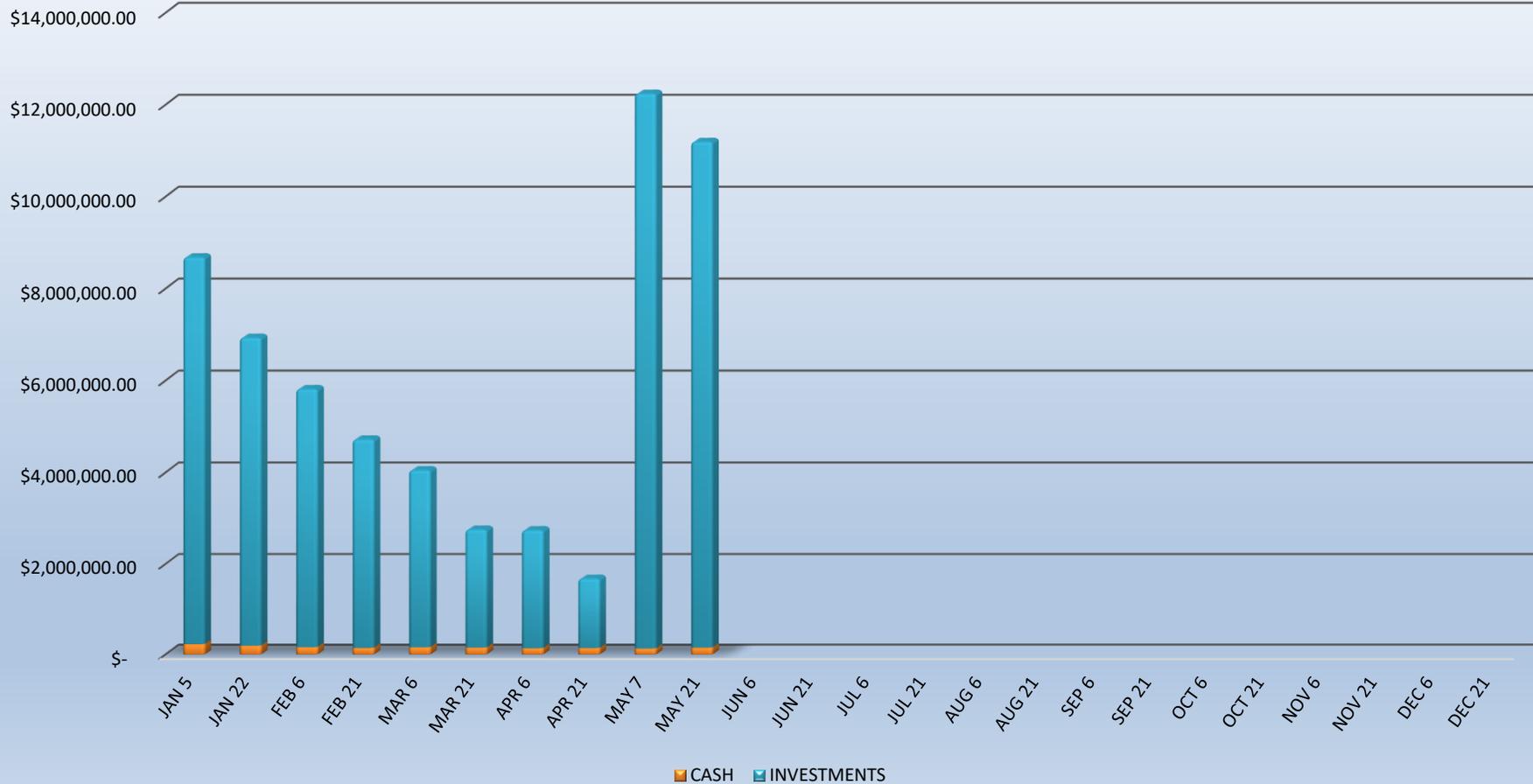
GENERAL FUND - 01	2018 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ 30,229,200	\$ 13,520,281	\$ -	\$ 16,708,919	45%
Other Revenue	\$ 1,744,500	\$ 511,334	\$ -	\$ 1,233,166	29%
TOTAL REVENUE	\$ 31,973,700	\$ 14,031,615	\$ -	\$ 17,942,085	44%
EXPENDITURES					
Personnel/Taxes and Benefits	\$ 22,713,883	\$ 7,495,253	\$ -	\$ 15,218,630	33%
Materials	\$ 3,557,900	\$ 952,838	\$ -	\$ 2,605,062	27%
Maintenance and Operations	\$ 5,290,417	\$ 954,515	\$ 1,144,590	\$ 3,191,312	40%
Transfers Out	\$ 411,500	\$ -	\$ -	\$ 411,500	0%
TOTAL EXPENDITURES	\$ 31,973,700	\$ 9,402,606	\$ 1,144,590	\$ 21,426,504	33%
Excess/(Deficit)		\$ 4,629,008			
Additional Transfers Out		-			
NET EXCESS (DEFICIT)		\$ 4,629,008			

SPECIAL PURPOSE FUND - 15	2018 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Investment Income	\$ -	\$ 4,128	\$ -	\$ (4,128)	0%
TOTAL REVENUE	\$ -	\$ 4,128	\$ -	\$ (4,128)	0%
EXPENDITURES					
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	0%
Excess/(Deficit)		\$ 4,128			
Additional Transfers In		\$ -			
NET EXCESS (DEFICIT)		\$ 4,128			

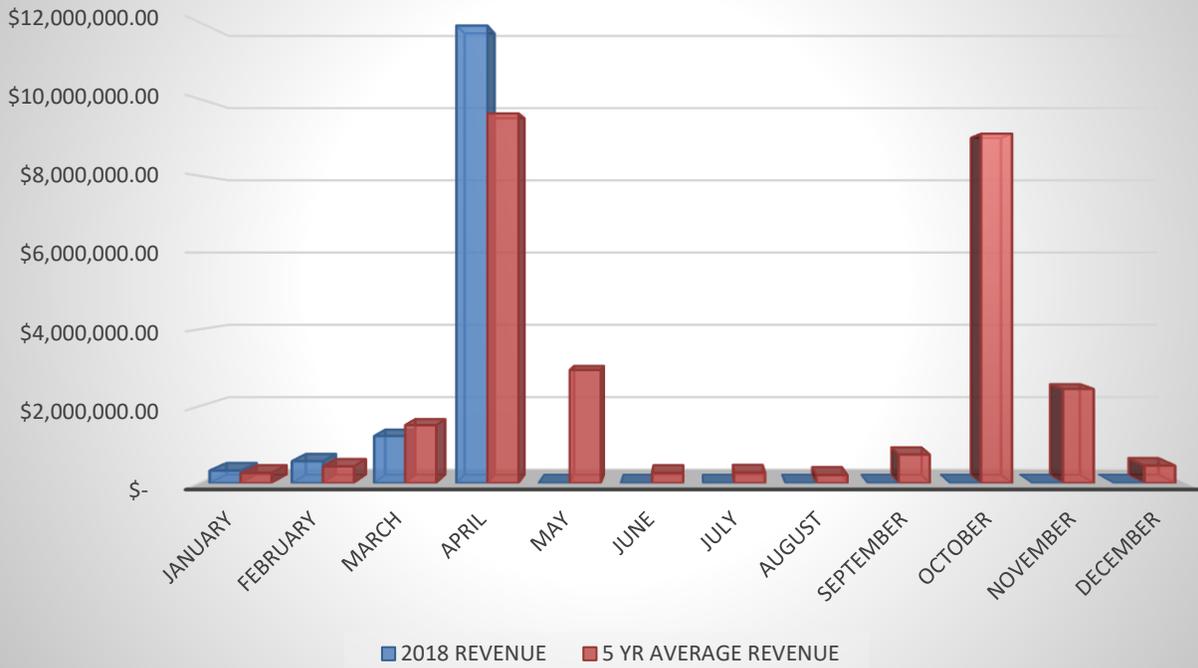
DEBT SERVICE FUND - 20	2018 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ -	\$ 375	\$ -	\$ (375)	0%
Other Revenue	\$ -	\$ -	\$ -	\$ -	0%
TOTAL REVENUE	\$ -	\$ 375	\$ -	\$ (375)	0%
EXPENDITURES					
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	0%
NET EXCESS (DEFICIT)		\$ 375			

CAPITAL IMPROVEMENT PROJECTS FUND - 30	2018 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Other Revenue	\$ 100,000	\$ 15,578	\$ -	\$ 84,422	16%
Transfers In	\$ 411,500	\$ -	\$ -	\$ 411,500	0%
TOTAL REVENUE	\$ 511,500	\$ 15,578	\$ -	\$ 495,922	3%
EXPENDITURES					
Maintenance and Operations	\$ 511,500	\$ 32,114	\$ 249,958	\$ 229,428	55%
TOTAL EXPENDITURES	\$ 511,500	\$ 32,114	\$ 249,958	\$ 229,428	55%
Excess/(Deficit)		\$ (16,536)			
Additional Transfers In		-			
NET EXCESS (DEFICIT)		\$ (16,536)			

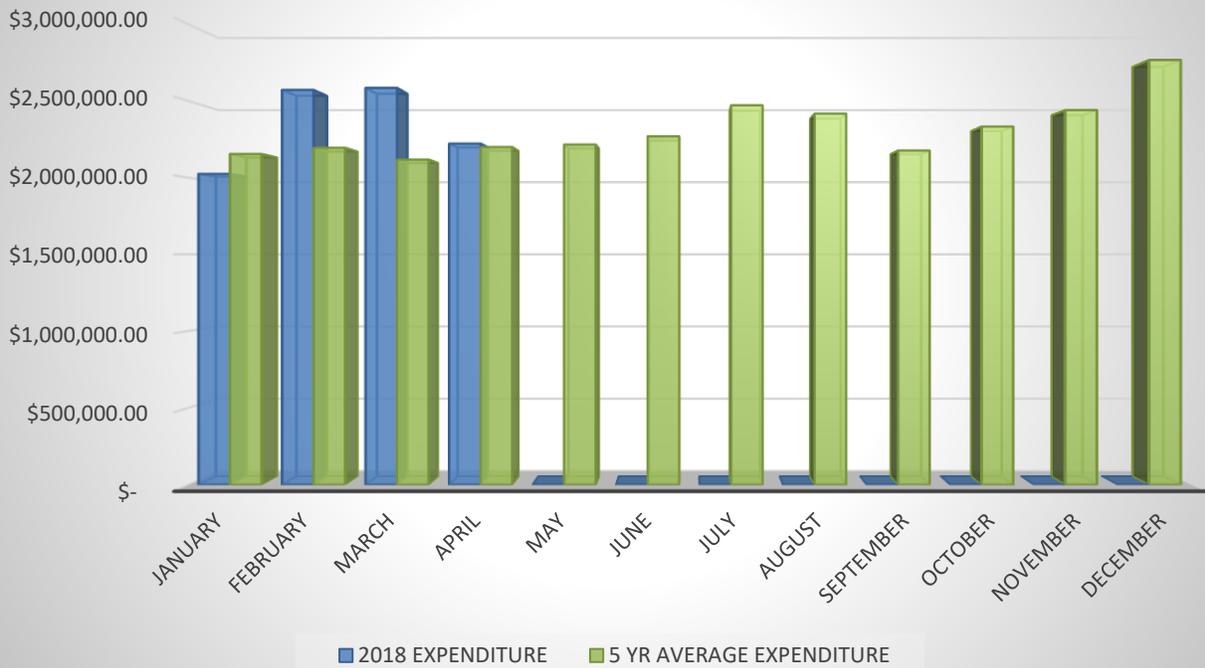
CASH & INVESTMENTS - SEMI-MONTHLY 2018 - ALL FUNDS COMBINED (EXCLUDES DEBT SERVICE FUND)



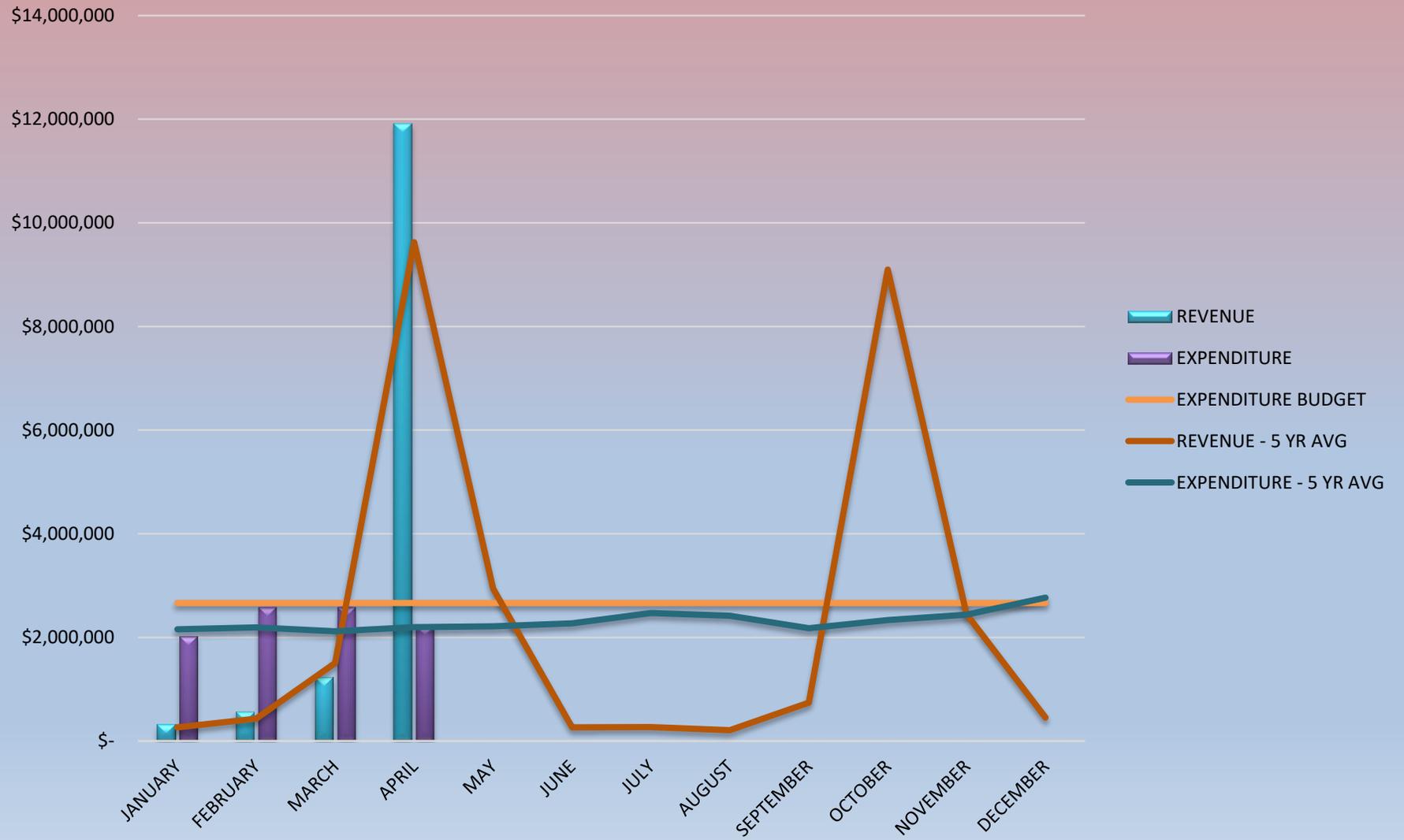
GENERAL FUND - REVENUE TREND 2018



GENERAL FUND - EXPENDITURE TREND 2018



2018 REVENUE TO EXPENDITURE COMPARISON W/5 YR AVERAGE



Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 4/30/2018

FUND: GENERAL FUND (01)

Object	2018 Budget	April Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
31111 PROPERTY TAXES CURRENT	29,502,700.00	11,735,839.06	13,231,909.02	0.00	16,270,790.98	44.85
31112 PROPERTY TAXES DELINQUENT	575,500.00	76,622.95	251,365.95	0.00	324,134.05	43.68
31130 SALE OF TAX TITLE PROPERTY	3,000.00	0.00	6,446.28	0.00	(3,446.28)	214.88
31720 LEASEHOLD EXCISE TAX	20,000.00	2,560.04	11,117.27	0.00	8,882.73	55.59
31740 TIMBER EXCISE TAX	63,000.00	0.00	0.00	0.00	63,000.00	0.00
TAXES:	30,164,200.00	11,815,022.05	13,500,838.52	0.00	16,663,361.48	44.76
33345 PLAY TO LEARN - FED INDIRECT	0.00	0.00	1,508.00	0.00	(1,508.00)	0.00
33533 STATE FOREST FUNDS/DNR TIMBER TRU	0.00	4.65	26.16	0.00	(26.16)	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	2,984.97	11,554.18	0.00	18,445.82	38.51
34161 GRAPHICS SERVICES CHARGES	7,500.00	6,876.39	6,913.39	0.00	586.61	92.18
34162 PRINTER FEES	125,000.00	11,419.35	44,671.12	0.00	80,328.88	35.74
34163 FAX FEES	21,000.00	2,161.98	8,135.05	0.00	12,864.95	38.74
34193 ORTING - SERVICE FEES	3,000.00	0.00	810.00	0.00	2,190.00	27.00
34730 INTERLIBRARY LOAN FEES	0.00	0.00	151.37	0.00	(151.37)	0.00
35970 LIBRARY FINES	400,000.00	37,743.13	155,770.48	0.00	244,229.52	38.94
36110 INVESTMENT INCOME	50,000.00	251.94	11,127.63	0.00	38,872.37	22.26
36140 OTHER INTEREST EARNED - COUNTY	0.00	0.70	2.79	0.00	(2.79)	0.00
36200 KEY PEN HLTH DEPT FACILITY REV	1,000.00	0.00	319.03	0.00	680.97	31.90
36290 BOOK SALES	7,000.00	753.42	1,457.50	0.00	5,542.50	20.82
36700 FOUNDATION DONATIONS	403,265.00	23,236.94	58,106.94	0.00	345,158.06	14.41
36705 AWC GRANT	0.00	0.00	500.00	0.00	(500.00)	0.00
36720 FRIENDS' REIMBURSEMENTS	0.00	0.00	1,607.86	0.00	(1,607.86)	0.00
36725 DONATIONS - OTHER	104,735.00	32.77	1,982.26	0.00	102,752.74	1.89
36910 SALE OF SURPLUS	5,000.00	2.00	1,799.64	0.00	3,200.36	35.99
36920 FOUND MONEY	3,000.00	10.31	283.71	0.00	2,716.29	9.46
36990 MISCELLANEOUS REVENUE	0.00	(20.40)	(146.79)	0.00	146.79	0.00
36991 PAYMENT FOR LOST MATERIALS	12,000.00	541.54	2,560.41	0.00	9,439.59	21.34
36996 JURY DUTY REIMBURSEMENT	0.00	0.00	120.00	0.00	(120.00)	0.00
36998 E RATE REIMBURSEMENT	552,000.00	0.00	185,966.70	0.00	366,033.30	33.69
36999 REBATES - PROCUREMENT CARD	70,000.00	14,600.47	27,263.10	0.00	42,736.90	38.95
CHARGES OTHER:	1,809,500.00	100,600.16	522,490.53	0.00	1,287,009.47	28.87
39510 SALE OF FIXED ASSETS (GOV)	0.00	235.21	8,285.62	0.00	(8,285.62)	0.00
TOTAL FOR REVENUE ACCOUNTS	31,973,700.00	11,915,857.42	14,031,614.67	0.00	17,942,085.33	43.88
EXPENSE ACCOUNTS						
51100 SALARIES AND WAGES	16,387,700.00	1,256,158.97	5,150,778.71	0.00	11,236,921.29	31.43
51105 ADDITIONAL HOURS	230,500.00	17,767.83	92,004.99	0.00	138,495.01	39.92
51106 SHIFT DIFFERENTIAL	165,600.00	13,438.03	54,209.13	0.00	111,390.87	32.73
51107 SUBSTITUTE HOURS	273,900.00	29,620.93	113,497.16	0.00	160,402.84	41.44
51109 TUITION ASSISTANCE PROGRAM	17,975.00	2,355.00	5,153.91	0.00	12,821.09	28.67
51200 OVERTIME WAGES	12,400.00	1,579.42	6,693.84	0.00	5,706.16	53.98
51999 ADJ WAGE/SALARY TO MATCH PLAN	(597,110.00)	0.00	0.00	0.00	(597,110.00)	0.00
52001 INDUSTRIAL INSURANCE	178,430.00	11,042.98	41,444.38	0.00	136,985.62	23.23
52002 MEDICAL INSURANCE	2,482,604.00	235,943.14	840,895.80	0.00	1,641,708.20	33.87
52003 F.I.C.A.	1,305,772.00	98,497.69	404,597.28	0.00	901,174.72	30.99
52004 RETIREMENT	2,135,279.00	162,785.97	664,242.22	0.00	1,471,036.78	31.11

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 4/30/2018

FUND: GENERAL FUND (01)

Object	2018 Budget	April Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
52005 DENTAL INSURANCE	230,396.00	17,831.44	72,160.05	0.00	158,235.95	31.32
52006 OTHER BENEFIT	10,800.00	1,340.00	5,360.00	0.00	5,440.00	49.63
52010 LIFE AND DISABILITY INSURANCE	74,327.00	6,205.64	24,847.27	0.00	49,479.73	33.43
52020 UNEMPLOYMENT COMPENSATION	30,500.00	0.00	19,367.88	0.00	11,132.12	63.50
52200 UNIFORMS	1,300.00	0.00	0.00	0.00	1,300.00	0.00
52999 ADJ BENEFITS TO MATCH PLAN	(226,490.00)	0.00	0.00	0.00	(226,490.00)	0.00
PERSONNEL	22,713,883.00	1,854,567.04	7,495,252.62	0.00	15,218,630.38	33.00
53100 OFFICE/OPERATING SUPPLIES	329,419.00	13,690.62	48,784.70	16,969.72	263,664.58	19.96
53101 CUSTODIAL SUPPLIES	69,000.00	6,523.71	15,728.77	21,674.20	31,597.03	54.21
53102 MAINTENANCE SUPPLIES	55,400.00	3,926.11	7,330.27	2,000.00	46,069.73	16.84
53103 AUDIOVISUAL PROCESSING SUP	25,000.00	0.00	1,540.60	0.00	23,459.40	6.16
53104 BOOK PROCESSING SUPPLIES	20,000.00	3,892.30	5,878.98	0.00	14,121.02	29.39
53200 FUEL	35,000.00	0.00	7,132.64	24,867.36	3,000.00	91.43
53401 ADULT MATERIALS	726,500.00	24,047.78	145,377.92	0.00	581,122.08	20.01
53403 PERIODICALS	90,000.00	1,796.73	7,003.71	0.00	82,996.29	7.78
53405 JUVENILE BOOKS	521,100.00	20,256.55	118,965.35	0.00	402,134.65	22.83
53406 PROFESSIONAL COLLECTION	1,500.00	73.87	213.43	0.00	1,286.57	14.23
53407 INTERNATIONAL COLLECTION	43,000.00	1,870.94	9,578.85	0.00	33,421.15	22.28
53408 AUDIOVISUAL MATERIALS - ADULT	805,000.00	17,491.18	142,914.91	0.00	662,085.09	17.75
53409 AUDIOVISUAL MATERIALS - JUV	85,000.00	3,133.92	12,452.19	0.00	72,547.81	14.65
53411 ELECTRONIC INFO SOURCES	496,600.00	0.00	380,851.30	0.00	115,748.70	76.69
53412 REFERENCE SERIALS	10,000.00	173.11	1,008.74	0.00	8,991.26	10.09
53414 ELECTRONIC COLLECTION	600,000.00	47,087.74	103,575.95	0.00	496,424.05	17.26
53464 VENDOR PROCESSING SERVICES	135,000.00	4,088.38	30,840.91	0.00	104,159.09	22.85
53490 COLLECTION PROJECTS	44,200.00	0.00	0.00	0.00	44,200.00	0.00
53499 GIFTS - MATERIALS	0.00	(143.83)	55.06	0.00	(55.06)	0.00
53500 MINOR EQUIPMENT	68,400.00	6,523.03	15,942.88	0.00	52,457.12	23.31
53501 FURNISHINGS	66,500.00	354.00	2,256.18	44,042.89	20,200.93	69.62
53502 PC HARDWARE	142,000.00	0.00	8,091.00	0.00	133,909.00	5.70
53505 SOFTWARE/LICENSES/HOSTING	582,800.00	10,352.67	32,321.08	521.53	549,957.39	5.64
54100 PERSONAL SERVICES	320,750.00	20,886.17	30,319.44	53,031.70	237,398.86	25.99
54101 LEGAL SERVICES	55,000.00	7,320.50	9,407.00	25,593.00	20,000.00	63.64
54103 CONTRACTUAL SERVICES	214,500.00	14,700.33	46,169.75	82,247.12	86,083.13	59.87
54162 BIBLIOGRAPHIC & RELATED SERVICES	51,900.00	3,835.25	7,688.75	0.00	44,211.25	14.81
54163 PRINTING AND BINDING	43,000.00	0.00	0.00	3,308.21	39,691.79	7.69
54165 ILL LOST ITEM CHARGE	2,500.00	57.70	669.58	0.00	1,830.42	26.78
54200 POSTAGE AND SHIPPING	70,900.00	(35.23)	15,095.21	32.97	55,771.82	21.34
54201 TELECOM SERVICES	654,800.00	6,113.69	147,114.32	397,932.94	109,752.74	83.24
54300 TRAVEL	51,400.00	9,319.19	12,246.79	2,984.52	36,168.69	29.63
54301 MILEAGE REIMBURSEMENTS	35,800.00	3,414.63	11,699.39	0.00	24,100.61	32.68
54400 ADVERTISING	70,500.00	4,451.78	13,905.40	35,221.39	21,373.21	69.68
54501 RENTALS/LEASES - BUILDINGS	547,350.00	21,718.11	146,834.44	124,909.17	275,606.39	49.65
54502 RENTALS/LEASES - EQUIPMENT	91,100.00	4,797.23	12,171.15	93,775.45	(14,846.60)	116.30
54600 INSURANCE	222,000.00	780.00	859.00	0.00	221,141.00	0.39
54700 ELECTRICITY	235,000.00	24,231.56	70,298.10	0.00	164,701.90	29.91
54701 NATURAL GAS	15,000.00	1,456.98	4,360.77	0.00	10,639.23	29.07
54702 WATER	29,700.00	3,909.86	8,336.21	0.00	21,363.79	28.07

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 4/30/2018

FUND: GENERAL FUND (01)

Object	2018 Budget	April Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
54703 SEWER	25,500.00	3,450.49	9,226.10	0.00	16,273.90	36.18
54704 REFUSE	31,500.00	4,078.24	8,017.26	688.35	22,794.39	27.64
54800 GENERAL REPAIRS/MAINTENANCE	235,200.00	17,103.07	76,083.17	57,798.04	101,318.79	56.92
54801 CONTRACTED MAINTENANCE	306,700.00	20,537.33	60,442.86	141,699.66	104,557.48	65.91
54810 IT SYSTEMS MAINTENANCE	147,100.00	940.00	55,594.38	14,401.30	77,104.32	47.58
54900 INDIVIDUAL REGISTRATIONS	70,200.00	195.00	5,965.22	395.00	63,839.78	9.06
54901 DUES AND MEMBERSHIPS	51,200.00	1,920.00	22,484.34	495.00	28,220.66	44.88
54902 TAXES AND ASSESSMENTS	29,500.00	18,804.36	18,949.57	0.00	10,550.43	64.24
54903 LICENSES AND FEES	58,400.00	4,899.50	12,124.80	0.00	46,275.20	20.76
54905 ORGANIZATIONAL REGISTRATIONS	3,000.00	3,445.20	3,445.20	0.00	(445.20)	114.84
54912 CONTINGENCY	214,398.00	0.00	0.00	0.00	214,398.00	0.00
55100 INTERGOVERNMENTAL	13,000.00	0.00	0.00	0.00	13,000.00	0.00
59700 TRANSFERS OUT	411,500.00	0.00	0.00	0.00	411,500.00	0.00
ALL OTHER EXPENSES	9,259,817.00	367,469.75	1,907,353.62	1,144,589.52	6,207,873.86	32.96
NEED A CATEGORY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR EXPENSE ACCOUNTS	31,973,700.00	2,222,036.79	9,402,606.24	1,144,589.52	21,426,504.24	32.99
NET SURPLUS / DEFICIT	0.00	9,693,820.63	4,629,008.43	(1,144,589.52)	(3,484,418.91)	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 4/30/2018

FUND: SPECIAL PURPOSE FUND (15)

Object	2018 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	878.38	4,128.03	0.00	(4,128.03)	0.00
CHARGES OTHER:	0.00	878.38	4,128.03	0.00	(4,128.03)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	878.38	4,128.03	0.00	(4,128.03)	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	878.38	4,128.03	0.00	(4,128.03)	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 4/30/2018

FUND: DEBT SERVICE FUND (20)

Object	2018 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	102.90	375.00	0.00	(375.00)	0.00
CHARGES OTHER:	0.00	102.90	375.00	0.00	(375.00)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	102.90	375.00	0.00	(375.00)	0.00
NET SURPLUS / DEFICIT	0.00	102.90	375.00	0.00	(375.00)	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 4/30/2018

FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)

Object	2018 Budget	April Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
29150 USE OF FUND BALANCE-BUDGET	100,000.00	0.00	0.00	0.00	100,000.00	0.00
36110 INVESTMENT INCOME	0.00	1,591.20	6,018.44	0.00	(6,018.44)	0.00
36200 KEY PENINSULA SHARED COSTS	0.00	0.00	9,559.37	0.00	(9,559.37)	0.00
CHARGES OTHER:	100,000.00	1,591.20	15,577.81	0.00	84,422.19	15.58
39700 TRANSFERS IN	411,500.00	0.00	0.00	0.00	411,500.00	0.00
TOTAL FOR REVENUE ACCOUNTS	511,500.00	1,591.20	15,577.81	0.00	495,922.19	3.05
EXPENSE ACCOUNTS						
53501 FURNISHINGS	50,000.00	0.00	2,947.21	0.00	47,052.79	5.89
54100 PERSONAL SERVICES	200,000.00	8,140.40	18,021.96	45,200.74	136,777.30	31.61
54101 LEGAL SERVICES	0.00	637.50	637.50	0.00	(637.50)	0.00
54103 CONTRACTUAL SERVICES	0.00	0.00	10,507.19	84,756.71	(95,263.90)	0.00
54912 CONTINGENCY/RESERVE	25,000.00	0.00	0.00	0.00	25,000.00	0.00
56200 BUILDINGS & BLDG IMPROVEMENTS	150,000.00	0.00	0.00	120,001.00	29,999.00	80.00
56202 ELECTRICAL	10,000.00	0.00	0.00	0.00	10,000.00	0.00
56300 IMPROVEMENTS OTHER THAN BLDGS	76,500.00	0.00	0.00	0.00	76,500.00	0.00
TOTAL FOR EXPENSE ACCOUNTS	511,500.00	8,777.90	32,113.86	249,958.45	229,427.69	55.15
NET SURPLUS / DEFICIT	0.00	(7,186.70)	(16,536.05)	(249,958.45)	266,494.50	0.00

MEMO



Date: June 1, 2018

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

From: Georgia Lomax, Executive Director

Subject: Executive Director Report – May

Pierce County READS and Our Own Expressions kept us busy with major events in May. I enjoyed attending the Foundation's donor reception prior to PC READS, and joining co-presenter David Zeeck, publisher of The News Tribune, to introduce our authors. I also welcomed the Our Own Expressions winners and their families and friends and enjoyed their presentations.

Library Priorities and Funding Project

- The Community Advisory Committee held its third and final meeting on May 23 and after a robust discussion unanimously approved a recommendation on how the Library should address its funding issue that costs to maintain services and operate its buildings are higher than its revenue. You will hear from the committee during your meeting.
- I presented information on our Strategic Plan and Library priorities to Frederickson Clover Creek Community Council.

Community

Cliff Jo and I, along with Sumner Sr. Librarian Ben Haines and Librarian Laura Farrow and Sumner Friends of the Library and supporters met with the Sumner City Council in a Study Session and regular meeting to provide information during their consideration of purchasing property on E. Main to hold for future relocation of the Sumner Library. The Council voted unanimously to purchase the land.

Pierce County Library System owns half of the current building and the city owns the other half, including the land it is on. Their plans include selling the property for other uses as they implement their Downtown Master Plan.

I met with Lori Strumpf of Workforce Central. They invited the Library to apply to become a certified connection site within the WorkSource Pierce system. We would provide a connection point into their system and our customers would have access to their resources through our technology and classes. We would be acknowledged officially as a partner in support of job seekers and employers. This is work and service we are already engaged in.

Jaime Prothro and I attended the Arivva Center for Arts & Tech Open House to learn about this nonprofit effort based on the Bidwell Manchester Center. The Center intends to locate in the Parkland area.

Judy Nelson and I continue to meet with Chief Leschi Schools Superintendent Amy McFarland and her staff to explore how PCLS can partner and support the Tribal School and community. The school has joined our Card in Every Hand program and we are discussing other services that may be of interest. This is work that was launched from our meeting with the Tribal Council.

I attended the South Sound Military and Communities Partnership Elected Officials Council meeting for an update on JBLM.

External Library Activities

I have been appointed to participate on a Public Library Association work group that is charged with evaluating current materials and training on Intellectual Freedom and recommends how to update, improve and make it more accessible to libraries and their staff.

MEMO



Date: May 31, 2018

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

From: Jaime Prothro, Customer Experience Director

Subject: Branch Monthly Report (April 2018)

Bonney Lake: Claudia comes into the branch every Friday with her 2 daughters. They homeschool and Fridays are their 'field trip' days, the library is their first stop of the day.

Claudia shared with staff that her best friend was moving to Mason County - they had met here at the Bonney Lake Library during a Story Time 12 years ago when their children were toddlers and that they have been the best of friends ever since.

Buckley: Catherine O'Brien and Bob Taylor attended the White River Community Summit. This Community Summit was the site for a Peanut Butter & Jelly drive to support the Mother 2 Many Care Group. The conference attendees also put together care packages for at-risk youth.

DuPont: DuPont hosted a tour of the Library for Chloe Clark Elementary kindergarteners in April. The kindergarteners were treated to a story time about books, were treated to a flannel story board about the right way to take care of books and then were given a tour of the library, including exclusive access to the staff room and first hand witness of what it looks and sounds like from the inside when books are dropped into the outside book drop.

Eatonville: For our community engagement goal, Cindy Dargan (Supervising Librarian EAT) and Corrine Weatherly (Youth Services Librarian GHM and EAT) have, between them, visited all the schools in the Eatonville District.

Fife: Fife had interaction with a homeless family parked in the parking lot. Staff was able to get some representatives from a homeless agency to come down and talk to the family.

Graham: David Seckman helped a customer fill out his application materials to work for Coca Cola. The gentleman came back in the library to let David know that he got the job.

Gig Harbor: The Adult Services Librarian visited the new Heron's Key retirement community in Gig Harbor and presented library mission and resources to a group of 25. By the end of the visit, 11 new cards were issued (all other attendees already had library cards) and attendees got started with OverDrive on their devices.

A Book a Librarian appointment resulted in helping a customer with a resume. After the appointment the customer worked at a JBC computer to apply for jobs. The customer later emailed the librarian to say thank you for the help and that he managed to submit five job applications that day. He stopped by the library the next day to say he was happy to report he had two job interviews. One week later he came back to tell us he has a new job!

Youth Services Librarians staffed Health Kids Day, brought Mindstorm robots to Discovery Elementary STEAM Night and provided a program for the YMCA's day camp during spring Break.

Key Center: Staff attended the monthly Key Peninsula Business Association lunch meeting, Congressman Kilmer was speaker. He put a lot of focus on providing help for small businesses and providing educational resources for high school students who were not planning on attending a four-year college.

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

Milton: On April 21, Cecily Hedman presented on Beginning with Backyard Chickens. Nine adults and 3 children attended. By mistake (Read with a Princess was cancelled) the Daffodil Princesses showed up during the chicken class.



Orting: The beautiful art on display in the Children's area was created during a Cooperative Art project by two moms and five kids all creating together to bring a field of flowers to the library.

Outreach/Anderson Island: PCLS provided an information table and library resources at Veterans' Resource Fair on Saturday, April 28 at Tacoma Dome. Partnered with Tacoma Public Library to share a table and cross-promote resources. In future years, Timberland Regional Library is also interested in sharing the table, but they were unable to send staff this year.

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

South Hill: We continued our Year of Music, our 2018 Branch Community Engagement Goal, with 9 displays featuring music, musicians, songs, and instruments, around the library.

Staff are determining how to utilize the data gathered during the first quarter of the year to progress the Branch Collections Goal.

Steilacoom: Staff has moved the Adult Graphic Novel collection adjacent to the Adult Fiction collection, proving to be a good location for customers to browse and there is now room in the stacks for face out displays. Biographies and Graphic Novels are now part of all displays we do in the library.

Summit: Mejin Turner and Donna Gallagher made contact with a local assisted living facility and began planning to facilitate 3 sessions of a book discussion group there with the aim of transitioning the facilitation to center staff this fall once they're trained and established.

Tillicum: Two Head Start classes brought the plant starts they made the last time they were here. Their Storytime was held outside in the community garden and they each planted their own pea start on April 24. After this activity, staff had a conversation with one homeless woman who was caring for her own raised bed in the community garden. She had witnessed the Head Start children planting their peas and was deeply touched because it brought back memories of gardening with her own son who has since passed away. She has been committed to protecting

and watering this garden. She delights every time the school children exhibit excitement while watching their garden grow.



University Place: Assistant Branch Supervisor Malia Tui reports a frequent visitor to our library and user of the JBC came up to me and Nancy Knott and said she got an interview at The Murano Hotel, and later that day she was hired. She thanked staff and was so very appreciative of our JBC and the resources that were available to her. I was very proud for her.”

A customer feedback form was submitted for Youth Services Librarian Alex Byrne, which read, in part:
“The man who did Tech Help today was extremely good. I am a Senior with limited computer knowledge or skill. I had become very upset with my computer problems & my lack of understanding of terminology. With my notebook & 2 pages of notes, he calmly listened to my problems, shaking his head up & down, like he understood what I was saying. Then at the end of my rant, he went over each one. He had been listening & had the answers I needed. I told him I felt like I had taken a tranquilizer (it was a dose of him).”

Unfinished Business

MEMO



Date: June 5, 2018

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

From: Georgia Lomax, Executive Director

Subject: Library Priorities and Funding

In 2006, voters approved a levy lid-lift to fund increased library services and operations for up to six years. It has been 12 years, and the Pierce County Library System has stretched that investment and met or exceeded all of the promises it made to the public, including expanding open hours, buying more books and other materials and reducing the wait time for popular materials, increasing services to students and children and providing more technology.

In recent years, costs to maintain services and operations have been growing by 4-7% each year, while property tax revenues have been increasing at 1-3% annually. To maintain a balanced budget, the Library has eliminated and reduced services, not offered needed services, deferred needed maintenance, and implemented efficiencies and cost savings.

As a result of this funding issue, last winter, the Library System formed a Community Advisory Committee to evaluate the Library's funding as well as public comments and input, with the goal to develop a recommendation to the Board of Trustees on how the Library should address the budget deficit.

The Library has received significant input from two years of engagement with its communities to help it understand the public's priorities and needs for library services.

Community Advisory Committee on Library Funding

On May 23, 2018, the Community Advisory Committee on Library Funding held its final meeting. Since March, the committee has been learning about the Library and the public's use of its services, its revenue sources and finances, and considering how the Library might best resolve its funding issue.

In meeting #1, the committee learned about the Library's mission, governance, and the current funding situation. In meeting #2, key topics were community engagement activities conducted by the Library and funding scenarios and their service impacts for sustainability without increased funding.

In the final meeting, the Library's Finance and Business Director Cliff Jo provided further information about the Library's budget deficit and a financial overview showing how a one-time permanent lid lift could be used to sustain services for up to five years. Marketing and Communications Director Mary Getchell presented information about levies and the results of the April public opinion poll.

The Committee then deliberated between two options to resolve the Library's funding issue:

- A) Asking voters to consider a re-authorized levy to maintain services or
- B) Further reducing library services.

Three members of the 13-member Advisory Committee will attend the June 13 Board meeting to deliver the Committee's recommendation to you. Those committee members are:

- Dona Ponepinto, President & CEO, United Way of Pierce County, a Gig Harbor resident
- Scott Winship, Attorney & Shareholder, Vandenberg Johnson & Gandara, LLP, a Steilacoom resident
- Tad Navle, Real Estate Broker, RSVP Real Estate, a Lake Tapps/Bonney Lake resident

Other committee members may also be attending the board meeting.

During the meeting, they will share the recommendation and any additional information and they will be available to answer your questions. After hearing the recommendation, the Trustees will consider the committee's recommendation, the Library's funding situation, and determine how you would like to proceed to address it.

Should you choose to continue operating on current funding, you will direct staff to prepare a 2019 budget that addresses the deficit and plans for sustainable operations with no new tax funding.

Should you choose to seek an increase in tax funding – you will direct staff to prepare a resolution for the July Board meeting that authorizes placing a levy reauthorization before the voters to restore its mill levy rate.

Election Preparation

Per your direction at the April 11 Board meeting to prepare for a potential November 2018 election, Mary Getchell has been working with Dan Gottlieb, an attorney with Hillis Clark Martin & Peterson P.S. who has experience with library elections. They have prepared a draft resolution for placing a library levy measure on the ballot.

Should the Board's direction regarding the Library's funding issue be to pursue a ballot measure, we will share the draft at the June Board meeting. The draft includes a proposed ballot title and ballot language. In addition, we will present an Explanatory Statement for your discussion as well.

In addition, Mary and our Public Affairs Consultant J. Marie Riche have been working with the Pierce County Office of the Auditor to determine District boundaries and a list of current registered voters for the Library's service area in Pierce County. As of May 2018, 337,824 active voters are registered in Pierce County Library's service area in Pierce County.

They are also working with the King County Elections Office, for the portion of voters in the Library's service area who reside in King County.

MEMO



Date: June 6, 2018

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

From: Clifford Jo, Finance & Business Director

Subject: Election cost funding

Should you direct Executive Director Georgia Lomax to take steps to prepare for a potential reauthorized levy ballot measure, we would need the reserve funds to be released from the Special Purpose Fund.

In preparation for a potential November 2018 ballot measure, in May we formally asked the Pierce County Elections Office to determine the number of active registered voters in the Library System's jurisdiction. The Elections Office identified 337,824 active registered voters in the Library System's service area. This is a higher number than the approximately 110,000 voters in the Library's service area in 2006. We have been basing our election costs on the 2006 number of registered voters, pending an updated number from Pierce County Elections Office.

The higher number of registered voters means our payment for ballot costs will be higher. Therefore, the budget needs to be revised to \$660,000. We have conducted a review of the operating and capital budgets, reprioritized projects, and made \$300,000 available to transfer to the Special Purpose Fund.

The County will invoice us between December and January 2019 and we will keep the Board informed on actual election costs.

Attached are:

1. A revised budget for the Special Purpose Fund.
2. A resolution to transfer \$300,000 from the General Fund to the Special Purpose Fund to supplement the existing set aside of \$360,000.
3. A resolution approving the release of the \$360,000 Election Set-Aside and amending the Special Purpose Fund budget to be \$660,000.

ACTION: Move to approve Resolution 2018-05 as presented: That \$300,000 in the General Fund balance be transferred to the Special Purpose Fund for purposes of paying election costs and to be budgeted accordingly.

ACTION: Move to approve Resolution 2018-06 as presented: That the \$360,000 election set aside fund be hereby released for purposes of paying for election costs, and \$300,000 be added from a General Fund Transfer approved as Resolution No. 2018-05 to the \$360,000 set aside, and the 2018 Special Purpose Fund budget be revised in the amount of \$660,000.

**SPECIAL PURPOSE FUND
- BUDGET -**

PROPOSED AS OF JUNE 13, 2017	<u>2018 Revised</u>
-- FUNDING SOURCES --	
USE OF FUND BALANCE	
Use of Special Purpose Election Set Aside	\$ 360,000
SUBTOTAL	360,000
NEW REVENUE	
Transfer from General Fund	300,000
SUBTOTAL	300,000
TOTAL FUNDS AVAILABLE	660,000
-- EXPENDITURES --	
PROGRAMS	
None planned for 2018	-
SUBTOTAL	-
PROJECTS	
*Election costs (county ballot costs, consultant, public information)	660,000
SUBTOTAL	660,000
TOTAL EXPENDITURES	660,000
NET OF REVENUE AND EXPENDITURES	\$ -

***Election costs are estimated to be:**

- \$ 510,000 for Pierce County ballot costs
- \$ 65,000 for Public Information costs
- \$ 25,000 for consulting costs
- \$ 60,000 contingency

RESOLUTION NO. 2018-05

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PIERCE COUNTY RURAL LIBRARY DISTRICT
TO TRANSFER A PORTION IN THE GENERAL FUND BUDGET
TO THE SPECIAL PURPOSE FUND**

WHEREAS, the Special Purpose Fund receives financial support from transfers from the General Fund budget, transfers from fund balances, Foundation funds, and other identified sources of revenue, and

WHEREAS, during a recent review for the costs associated with Pierce County’s ballot mailings, the Library was informed that the number of registered voters is higher than originally stated, and

WHEREAS, the Library conducted a review of operating and capital budget needs and made \$300,000 available to transfer to the Special Purpose Fund set-aside to pay for election costs, now therefore,

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

\$300,000 in the General Fund balance be transferred to the Special Purpose Fund for purposes of paying election costs and to be budgeted accordingly.

PASSED AND APPROVED THIS 13TH DAY OF JUNE, 2018.

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

RESOLUTION NO. 2018-06

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PIERCE COUNTY RURAL LIBRARY DISTRICT
TO AMEND THE 2018 SPECIAL PURPOSE FUND BUDGET**

WHEREAS, the Special Purpose Fund receives financial support from transfers from the General Fund budget, transfers from any fund balances, Foundation funds, and other identified sources of revenue, and

WHEREAS, during the December 13, 2017 regular Board meeting, the Pierce County Rural Library District Board of Trustees passed the budget for the 2018 Special Purpose Fund 2018 which had no funded entries, and

WHEREAS, during the June 13, 2018 regular Board meeting, the Trustees will determine whether the Pierce County Library System should prepare for a ballot measure during the November 2018 General Election to ask voters in the Pierce County Rural Library District to restore its authorized levy rate, and

WHEREAS, the Library reviewed the Special Purpose Fund for 2018 and has confirmed that one (1) set aside amounting to \$360,000 had been previously committed or restricted in its use through funding in the Special Purpose Fund for the express purpose of paying election costs, now therefore,

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

1. The \$360,000 election set aside fund be hereby released for purposes of paying for election costs, and
2. \$300,000 be added from a General Fund Transfer approved as Resolution No. 2018-05 to the \$360,000 set aside, and
3. The 2018 Special Purpose Fund budget be revised in the amount of \$660,000.

PASSED AND APPROVED THIS 13TH DAY OF JUNE, 2018.

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

Board Education and Service Reports

MEMO



Date: June 1, 2018

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

From: Alice Darnton, Branch Manager, South Hill Pierce County Library

Judy Nelson, Customer Experience Manager – Enjoyment

Subject: Welcome to South Hill Library

South Hill Library is a large family-oriented library centrally located in unincorporated Pierce County, south of the City of Puyallup and west of the City of Orting. South Hill’s first ever library was established November 17, 1983 - branch staff celebrated our “35th birthday” this year. Establishment of the library coincided with the dramatic growth of the South Hill community. South Hill was primarily rural farmland until the development of SR 512 in 1956 and its completion in 1972. The highway made travel to urban centers in every direction more convenient, transforming South Hill into a suburban and residential community. The current library building opened its doors in 1990. It has the second largest square footage of the libraries in the system at 20 thousand square feet, and boasts the second-highest materials circulation in the system (622,217 in 2017). The library also ranks in the top four of Pierce County Libraries for foot traffic into the branch.

Many young families live in the South Hill community, and the library serves their needs with exceptional programs. Our librarians work with both Puyallup and Bethel School Districts, leading school tours and visiting classrooms regularly to connect with the students. We also serve a growing Spanish-speaking population with Bilingual Storytimes on Monday nights and partner with ECEAP (Early Childhood Education and Assistance Program) for bilingual block play.

South Hill Library is one of two libraries in PCLS with a Teen Librarian. We have a dedicated Young Adult area in the library, and host weekly Gaming Nights for teens to play video games with their friends. The adults aren’t left out of the fun: we host monthly Family Board Game Nights, presentations about topics of interest, and a series of wellness programs specifically for seniors. We are very proud of all the programs we can provide with strong support from our robust and active Friends group.

Welcome to the South Hill Library family! We hope you enjoy your visit.

Officers Reports

MEMO



Date: June 4, 2018

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

From: Clifford Jo, Finance & Business Director

Subject: Property Projects Report

Lakewood/Tillicum

- Owners of the prospective Lakewood Library property issued a counteroffer and is being reviewed by the City and Library.
- A counteroffer for the Tillicum neighborhood property has been received and City is reviewing it; terms are not substantively different from the original Purchase & Sale Agreement.
- Interlocal Agreement continues to be worked on (second draft created).

Sumner

- City Council voted to purchase property for the Library during their regular meeting (May 7); they will hold the property for the Library.
- City had the Sumner Library building appraised.

Bonney Lake

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

Graham

- Pierce County Planning & Public Works has been working on a project to widen 224th, which will include a traffic signal at the entryway to the Graham Library. They needed to conduct some work on at least two parcels that we own adjacent to the Library, so we have granted them right of way access to our properties.

MEMO



Date: May 31, 2018
To: Chair Rob Allen and Members of the Board of Trustees
From: Jaime Prothro, Customer Experience Director
Subject: Pierce County READS *March*

Pierce County READS concluded its 11th year of the state’s largest community-wide reading program on May 11, 2018. Over the previous two months, residents were introduced to a different format of book than in previous years – the graphic novel. Countless adults shared with staff that this was their first time reading a novel that tells the story through both words and images and the selection compelled them to connect a critical time in our nation’s history - the Civil Rights Movement – with our current times.

While attendance at the author event did not meet annual expectations, this year’s program was full of enriched and quality experiences that provided context to the books. Programs included a kickoff event at the Washington State History Museum where Tacoma Mayor Victoria Woodards and former Black Panther Leader Lyle Quasim discussed racism in the Pacific Northwest after audiences viewed a local documentary called “Transforming Tacoma: The Struggle for Civil Rights.” A provocative display at South Hill showed attendees the brutality of slavery and Jim Crow era laws while highlighting the many contributions from African Americans to science and technology fields. Author Ijeoma Olou read from her book *So You Want to Talk about Race?* Four workshops gave opportunity for attendees to learn how to create their own graphic novel – one event drew 70 teens and adults. A really impactful evening at University Place allowed local leaders to engage with small groups of participants to talk about the way things were, how they are now, and where we, in the county, still need to go to prevent racism and discrimination from happening. And Congressman John Lewis provided a personal video to readers in Pierce County at the author event.

By the Numbers

4136 checkouts of *March* vol. 1-3 between March 11-May 11, 2018 (all formats)

1315 people attended 33 events

555 students spoke with co-author Andrew Aydin and illustrator Nate Powell at Washington High School

492 Read and Release books given away

200 people attended the author event on May 11, and **130** people streamed live from 5 sites and the website.

127 attendees at **15** book discussions

58 social media posts

40 college students spoke with co-author Andrew Aydin and illustrator Nate Powell

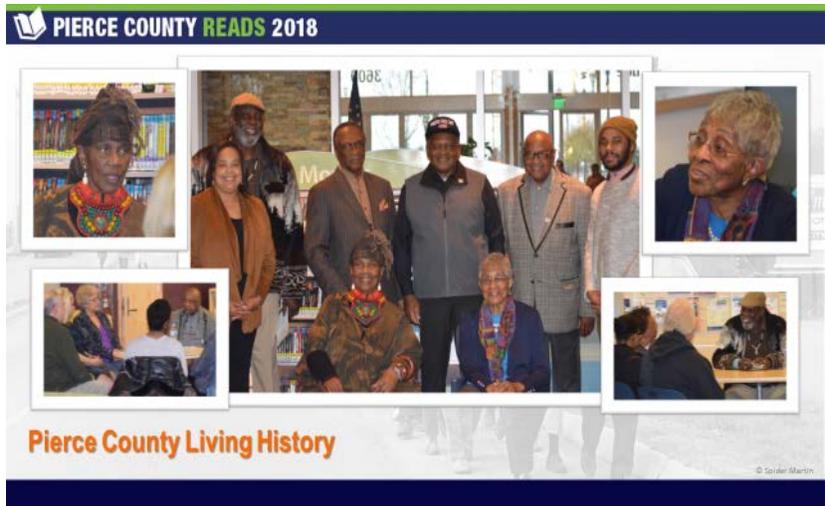
33 events with **1315** attendees

21 mass media articles and **21** calendar entries

15 city/town/county councils adopted Pierce County READS 2018 proclamations

Pierce County READS 2018 team

The Pierce County READS 2018 Team— Jaime Prothro, Mary Getchell, Nicole Milbradt, Joy Kim, Lisa Oldoski, Lauren Murphy and Jason Anderson—thank Pierce County Library Foundation and Pierce County Library Board of Trustees for their commitment and enthusiastic support of Pierce County READS.



MEMO



Date: May 30, 2018

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

From: Gabby Fuentes, Adult Services Librarian, Outreach Services

Joy Kim, Customer Experience Manager - Community

Subject: Prisoner Reentry

This summer Pierce County Library System will begin partnering with the Washington State Library to issue library cards to incarcerated individuals reentering in Pierce County. In Washington, individuals incarcerated in state prisons are released to the county where they committed their first felony. Pierce County annually receives the second highest number of people being released from state prisons.

To support successful reentry, the Washington State Library has been partnering with library systems across the state to ensure that formerly incarcerated persons have immediate access to public library services upon reentry. Public libraries who are already working with the Washington State Library include the Seattle Public Library and Spokane County Library District. State library staff and PCLS Outreach services staff will coordinate to register incarcerated persons for PCLS library cards shortly before their reentry. Reentering customers will receive Library information packets and assume possession of their library cards upon release.

Formerly incarcerated persons face significant barriers to successful reentry, including unstable housing, difficulty finding jobs, limited literacy, and a need for technology training. In light of these challenges, the Library will be reaching out to these individuals a month after they receive their library cards to connect them to Library job and technology resources, support them in successfully using their new library cards, and provide referrals to local resources. In the future, the Library may also explore offering job and technology classes catered towards the specific needs of this population.

Outreach Services will track card usage metrics—including the numbers of cards issued, active cardholders, and items checked out—to assess the success and impact of this project

The Library is excited to join this effort to connect formerly incarcerated persons with resources that can support successful reintegration into their communities.

MEMO



Date: May 29, 2018

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

From: Mary Getchell, Marketing and Communications Director

Subject: Annual Report 2017 – Report to the Community

Pierce County Library System's [2017 Annual Report](#) – Report to the Community thanks individuals, donors, and community leaders for supporting and choosing the Pierce County Library System as their choice for learning, enjoyment, and community. The 2017 Annual Report outlines the Library System's contributions and progress to serve communities. The Annual Report Communications Plan builds on the Library's Strategic Plan and 2018 Budget. Throughout the report, the Library System thanks taxpayers for investing in valued library services and acknowledges and thanks donors to the Pierce County Library Foundation and 17 Library friends groups. The Communications Department initiated a soft release of the report in May and will launch a proactive release of the report in mid-June.

The annual report highlights the Library's 2017 significant achievements and draws attention to marking the first year of delivering services under the Library's Strategic Framework, which it created based upon input from more than 12,000 responses from individuals and community leaders.

The goals of the annual report include:

1. Strategically positioning Pierce County Library's value, contributions, and achievements to spark success for Pierce County.
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:

- Pierce County Library System's staff
- Library customers
- Potential library customers/community members
- Library's Board of Trustees
- Library Foundation Board of Directors, donors, prospects
- Friends of the Library organizations
- Local government elected officials and administrators
- Community leaders
- Partners
- News media

The annual report includes a limited print run, eight-page document, with the major focus of the annual report promoted and distributed as an online document. The Communications Department is distributing 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 with a full page ad in “The News Tribune” on Sunday, June 17, as well as digital ads. Library leaders will share printed copies of the annual report with community leaders and community members at various meetings and events throughout the year.

M E M O

Date: June 4, 2018

To: Pierce County Library System Board of Trustees

From: Donna M. Morey, Finance Manager

Re: 2017 IRS Tax Form 990

Pierce County Library System is a nonprofit 501(c)3 organization. We file an IRS Form 990 (for nonprofits) each year. Our tax return is being compiled by PCLS staff and staff at the CPA firm, Dwyer, Pemberton and Coulson. When complete, we will ask you to review the 2017 Form 990. All Board members are asked to sign a statement certifying they have reviewed the tax return. The IRS began this requirement several years ago.

Our CPA firm asks several questions concerning potential Conflicts of Interest. These questions, and a copy of our Conflict of Interest policy, are attached. Please complete and return the questionnaire at the June 13 meeting.

All statements will become integral public documents in the final tax return.

If you have any questions concerning our nonprofit tax return, feel free to contact either myself or Cliff.

Donna Morey, Finance Manager
(253) 548-3452
dmorey@piercecountylibrary.org

Clifford Jo, Director of Business & Finance
(253) 548-3453
cjo@piercecountylibrary.org .

BOARD OF DIRECTORS QUESTIONNAIRE
TAX YEAR 2017

As a Board Member, did you:

1. Have a direct business relationship with the Pierce County Library System (other than as a Board Member)?
YES NO (If YES, please explain)

2. Have an indirect business relationship through ownership of more than 35% in another entity that does business with the Pierce County Library System?
YES NO (If YES, please explain)

3. Have a family member who had a direct or indirect business relationship with the Pierce County Library System?
YES NO (If YES, please explain)

4. Serve as a board member or employee of an entity doing business with the Pierce County Library System?
YES NO (If YES, please explain)

5. Have a family or business relationship with any other board members of the Pierce County Library System?
YES NO (If YES, please explain)

6. Have any outstanding loans to or from the Pierce County Library System with an outstanding balance as of December 31, 2017?
YES NO (If YES, please explain)

7. Have any business transactions between the Pierce County Library System and any other organization owned or controlled by you?
YES NO (If YES, please outline details of the transactions)

Print Name

Title

Signature

Date

Board Policy



Conflict of Interest -- Board of Trustee and Administrative-Level Director

Policy Statement

No Trustee or administrative-level Director may engage in activity which is incompatible with the proper discharge of official duties or which may impact independence of judgment or action of such official duties.

Purpose

It is in the best interest of the Library to avoid the reality or appearance of improper influence, favoritism, and conflicts of interest. The Library establishes this policy to ensure that matters arising from family or personal relationships do not impair an employee or member of the Board of Trustee's judgment in acting in the best interest of the Library, and in the management of employees, and in their fiduciary responsibilities.

Definitions

Conflict of Interest: Any action that, in the opinion of the Library, might interfere with, or appear to interfere with, the independent exercise of judgment or performance of work duties, employee judgment or present the potential of undue influence upon actions by the employee or Trustee. Situations that may appear to be a conflict of interest include, but are not limited to:

1. Where one employee would have direct or indirect authority or practical power to supervise, schedule, appoint, remove, promote or discipline the other;
2. Where one employee would be responsible for auditing or reviewing the work of another;
3. Where the employees would be scheduled to work together without a third employee present;
4. Where circumstances exist which would place the employees in a situation of actual or reasonable foreseeable conflict between the Library's interest and their own;
5. Where the absence by both parties at the same time would create a hardship for the Library;
6. Where, in order to avoid the reality or appearance of improper influence or favor, or to protect its confidentiality, the Library must limit the employment of close relatives of policy level officers of vendors, competitors, regulatory agencies, or others with whom the employer deals.
7. Where an employee's or trustee's actions or decisions would have a financial impact upon the employee or Trustee or their relative or significant other or a legal entity in which the Trustee, employee or their relative or significant other has a significant ownership interest..
8. Where an employee or trustee would be in a position to access confidential information regarding a relative or significant other.

De minimus gift or honorarium: Shall be items with a value of \$100.00 or less, provided that the recipient reports receipt of the gift or honorarium per this policy. De minimus items shall also include conference swag, pens, books, handouts, hosted receptions, samples and such items, provided that the items are equally available to all conference participants and are not exclusively for attendees from the Pierce County Library System. De minimus items shall also include any raffle prize awards or similar

rewards which are equally available to all conference participants electing to participate in the raffle or award program. These items are referred to as “conference swag” and need not be reported.

Administrative-level Director: Executive Director of the Library System, or Deputy Director, or member of the Library’s Administrative Team.

Legal Entities as Relative or Significant Other: If a Library employee, Trustee or a relative or significant other of such employee or Trustee has a significant ownership interest, as determined by the Library, in any company doing business with the Library or is employed by any company doing business with the Library in the capacity of an officer, director, account executive, sales representative or any other individual with authority to price, manage or influence business affairs related to such company’s dealings with the Library, the conflict of interest will be regarded as if such company were a natural person and the conflict were as Relative or significant other of the Library employee or Library Trustee.

Relative or significant other: Family member or close relative such as a spouse, domestic partner, parent, child, sibling, “step” or “in-law”, grandparent, grandchild, guardian; and like relative of an employee’s spouse and any persons in a romantic or sexual relationship; or any other person residing with or legally dependent upon a Pierce County Library System employee or member of the Library Board of Trustees.

Trustee: An individual appointed by the Pierce County Executive to serve as a member of the Pierce County Library System Board of Trustees.

Policy

No Trustee or administrative-level Director may use his or her position to obtain financial or other gain for their own benefit, or to benefit a relative or significant other, or any entity in which the Trustee, employee or their relative or significant other has a significant ownership interest.

No Trustee or administrative-level Director shall accept or receive, directly or indirectly, any money, anything of value, or any promise for future benefit, from any person or entity that does business with the Library. This policy does not apply to gifts or honorariums which are de minimus or have a value of \$100 or less, provided that the receipt of such gift or honorarium is promptly reported. The report of a de minimus gift or honorarium should be made to the Library’s Staff Experience Director in writing or by e-mail and should contain “de minimus gift or honorarium report” in the subject line.

Obligation to promptly report Conflict of Interest or Receipt of Gift or Honorarium that is not de minimus.

If any Trustee or administrative-level Director perceives a possible conflict of interest position for any other Trustee or executive-level Director, the possible conflict shall immediately be brought to the attention of the Board of Trustees.

A Trustee or administrative-level Director who recognizes an actual or potential conflict of interest or receives a non-de minimus gift or honorarium must promptly disclose any financial or personal beneficial interest, direct or indirect, and abstain voluntarily from discussion, voting, or decision-making on any issue that raises such conflict of interest. The report of a non-de minimus gift or honorarium or conflict of interest should be made to the Executive Director and the chair of the Board of Trustees in writing or by e-mail and should contain “Potential Conflict of Interest Report or Report of non-de minimus gift or honorarium” in the subject line.

Remedies

The Board as a whole shall determine whether the issue represents a conflict of interest, and issue a course of action mitigating such conflict of interest, including any action related to the failure to promptly report a potential conflict of interest.

Library Responsibilities

The Executive Director shall define, stipulate, make available, and enforce administrative policies that address conflict of interest for all its employees. Such policies shall be developed in accordance with Washington State law.

**Adopted by the Board of Trustees of the Pierce County Rural Library District October 17, 2007.
Revised June 12, 2013.**

Related Policies:

Conflict of Interest – Employment (Nepotism)

Outside employment

Pierce County Library FYI Packet
Link List
June 13, 2018

Pierce County Library in the News

- [Events for the Week Ahead](#) – News Tribune
- [Want to pick the next library card design? Two Gig Harbor students may have designed it](#) – Gateway
- [Local Teens Win Pierce County Library Art Awards](#) – Bonney Lake Patch
- [Local teens show off their talents for county library contest](#) – Fife Free Press & Tacoma Weekly
- [PC library offers classes on how to help people with mental health problems](#) – Tacoma Weekly
- [Check out Passes for 5 Local Museums at Pierce County Library System](#) – South Sound Talk
- Check out Free Museum Passes for Five Local Museums – Macaroni Kid (Gig Harbor, Fox Island, Key Peninsula & Tacoma, Fircrest, Fife, Ruston) – see attached PDF

Macaroni Kid

Gig Harbor-Fox Island-Key Peninsula

Check out FREE Museum Passes for Five Local Museums

By Mary Getchell
May 16, 2018

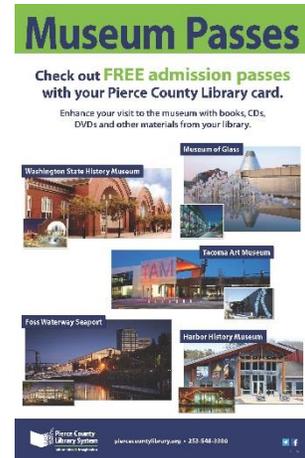


With a [Pierce County Library card](#), people may now check out free passes to visit the [Foss Waterway Seaport Museum](#) and the [Harbor History Museum](#). The Pierce County Library System offers these two new passes in addition to free passes to three other Pierce County museums.

- Foss Waterway Seaport Museum—Foss Waterway Seaport Pass. Explore the region’s maritime heritage. Learn how the people, boats and industries that built Tacoma have shaped its future. Pass holders get free admission for up to two adults and four children under the age of 18. Children ages five and under are always admitted for free.
- Harbor History Museum—Harbor History Pass. Learn about the Gig Harbor Peninsula’s unique heritage and see a 65-foot purse seiner, the Shenandoah, in

the process of restoration. Pass holders get free admission for four people. Children under age five are always admitted for free.

- Museum of Glass—Glass Pass. Watch artists create masterpieces from molten glass and explore contemporary glass art exhibitions. Pass holders get free admission for up to two adults and unlimited family members under age 18.
- Tacoma Art Museum—Art Access Pass. Visitors discover paintings, prints, sculptures and art-making activities. Pass holders get free admission for up to two adults and four children under age 18. Children ages five and under are always admitted for free.
- Washington State History Museum—History Pass. Participants learn about the state's unique people and places through interactive exhibits, theatrical storytelling, high-tech displays and dramatic artifacts. Pass holders get free admission for up to two adults and four children under age 18.



People may check out **museum passes**, on a first come first served basis, for one week at any **Pierce County Library**. The passes are another community offering from the Library System to help connect and strengthen communities.

Library customers have access to these passes for free admission as part of a cooperative partnership project among the museums, Pierce County Library, Puyallup Public Library and Tacoma Public Library.