

## AGENDA

### Regular Meeting of the Pierce County Library System Board of Trustees July 11, 2018 | 3:30 pm

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3:30 pm	02 min.	<b>Call to Order:</b> Rob Allen, Chair	
3:32 pm	05 min.	<b>Public Comment:</b> <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.	<b>Consent Agenda</b>	<b>Action</b>
		<ol style="list-style-type: none"> <li>1. Approval of Minutes of June 13, 2018, Regular Meeting</li> <li>2. Approval of June 2018 Payroll, Benefits and Vouchers</li> </ol>	
3:40 pm	05 min.	<b>Board Member Reports</b>	
3:45 pm	10 min.	<b>Routine Reports</b>	
		<ol style="list-style-type: none"> <li>1. Dashboards, Georgia Lomax</li> <li>2. May 2018 Financial Report, Cliff Jo</li> <li>3. Executive Director Report, Georgia Lomax</li> <li>4. Branch Services Report, Jaime Prothro</li> </ol>	
3:55 pm		<b>Unfinished Business</b>	
	10 min.	<ol style="list-style-type: none"> <li>1. Library Priorities and Funding, Georgia Lomax               <ol style="list-style-type: none"> <li>a. <i>Resolution 2018-07: To Place Restored Levy Vote on Ballot</i></li> </ol> </li> </ol>	<b>Action</b>
	10 min.	<ol style="list-style-type: none"> <li>2. Amending Budget for 2018, Cliff Jo</li> </ol>	<b>Action</b>
	20 min.	<ol style="list-style-type: none"> <li>3. Dashboard and Statistics Update, Melinda Chesbro</li> </ol>	
4:35 pm	30 min.	<b>Board Education and Service</b>	
		<ol style="list-style-type: none"> <li>1. Open Public Meetings Act Refresher Training, Georgia Lomax</li> </ol>	
5:05 pm	10 min.	<b>Officers Reports:</b>	
		<ol style="list-style-type: none"> <li>1. 2018 Work Plan Update</li> <li>2. Property Update</li> <li>3. 2018 Property Values for 2019 Tax Levy</li> <li>4. Summer Reading Read-a-thon</li> <li>5. Library Card Design Contest</li> <li>6. E-Reader Kits</li> </ol>	
5:15 pm	10 min.	<b>Executive Session</b>	
		<ol style="list-style-type: none"> <li>1. At this time on the agenda, the Board of Trustees will recess to Executive Session per RCW 42.30.110, to discuss personnel issues.</li> </ol>	
5:25 pm	02 min.	<b>Announcements</b>	
5:27 pm		<b>Adjournment</b>	

# Consent Agenda

**BOARD OF TRUSTEES  
PIERCE COUNTY LIBRARY SYSTEM  
REGULAR MEETING, JUNE 13, 2018**

**CALL TO ORDER**

Chair Rob Allen called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:36 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 May 9, 2018, Regular Meeting
2. May 2018 Payroll, Benefits and Vouchers
  - a. Payroll Warrants 3822-383 dated 5/1/18-5/31/18 in the amount of \$1,348.37
  - b. Payroll Disbursement Voucher dated 5/6/18 in the amount of \$1,004,139.07
  - c. Payroll Disbursement Voucher dated 5/21/18 in the amount of \$785,295.80
  - d. Accounts Payable Warrants 629025-629169 dated 5/1/18-5/31/18 in the amount of \$792,525.48

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

**BOARD REPORTS**

The Board appreciated receiving copies of the Our Own Expressions publications.

**ROUTINE REPORTS**

**Executive Director Report** – Ms. Lomax introduced new Facilities Manager Kristina Cintron.

Ms. Lomax reported Customer Experience Manager Judy Nelson is retiring after 17 years. The Board expressed their appreciation for her service to the Library.

Cliff Jo announced Finance Manager Donna Morey is leaving the Library and returning to her former workplace. The Board thanked her for the work she's done improving the financial reports.

**UNFINISHED BUSINESS**

**Library Priorities and Funding** – Ms. Lomax provided a summary of the public engagement and activities the Library has conducted over the last several years which led to the recent work by the Community Advisory Committee.

Dona Ponepinto, President and CEO of United Way of Pierce County, and Gig Harbor resident; Scott Winship, Attorney & Shareholder, Vandenberg Johnson & Gandara, LLP, and Steilacoom resident; and Tad Navle, Real Estate Broker, RSVP Real Estate, and Lake Tapps/Bonney Lake resident, presented the committee's unanimous recommendation that Pierce County Library System should place a levy lid lift on the 2018 ballot.

The advisory committee was impacted by the public input and poll results that reflected strong desire for more library services and how valued it is. They said the committee had considerable discussion about how the Library is funded and the impact of the 1% cap on tax revenue increases, agreeing that it places the Library in a situation that will require it to return to the voters for stable funding. The group felt strongly that a cap that more aligned with real costs and inflation should be addressed by the state legislature.

The Board thanked the committee members for their thoughtful, important work and for looking at the situation objectively.

Ms. Lomax thanked the committee and noted staff was appreciative of the time commitment they made and was honored to provide information and support through the process.

Ms. Getchell asked the trustees to review the language on a draft resolution and explanatory statement. The resolution would be presented to the Board for approval at its July Board meeting. The resolution and explanatory statement would be part of a ballot submittal package to Pierce and King Counties Election Offices.

The Board directed the Library to finalize a resolution for vote at the July meeting.

*Ms. Albers moved to approve Resolution 2018-05: To Transfer a Portion in the General Fund to the Special Purpose Fund. Mr. Jenkins seconded the motion and it was passed.*

*Ms. Butler moved to approve Resolution 2018-06: To Amend the 2018 Special Purpose Fund Budget. Ms. Albers seconded the motion and it was passed.*

Ms. Lomax said they will continue the work and will be prepared to bring a resolution for a ballot measure to the board in July. She noted the Library's attorney, Dan Gottlieb, would be available at the July meeting.

## BOARD EDUCATION AND SERVICE

**South Hill Library & Community Presentation** – Branch Manager Alice Darnton welcomed the Board and shared information about the South Hill Library and community. She introduced Janet Arfman from the South Hill Friends of the Library group. Sharon Nichols, Assistant Branch Supervisor; Lisa Heyerdahl and Max Craft, Adult Services Librarians; Sandra Rosa Bryant, Teen Services Librarian and Cindy Parido, Sr. Branch Assistant were also introduced.

The South Hill Library serves two major school districts, and provides families with story times, afterschool, and summer reading programs. Staff attend school events and maintain a close connection with South Hill Historical Society, who hold meetings at the branch. Ms. Darnton expressed her goal to increase the Library's connection to the local business community and shared her vision for the branch to be seen as a central place for businesses in the neighborhood. She acknowledged the current challenges with homelessness and the opioid crisis, noting staff was well equipped with training on how to connect those struggling with mental health problems to local resources while treating them with compassion and respect.

Ms. Darnton shared the branch goals, which are centered on the Strategic Plan. She also shared some of the activities led by her staff and praised them for their dedication.

The Board thanked Ms. Darnton and her staff for the service they provide to their community.

## OFFICERS REPORTS

**Prisoner Reentry Program** – This is a pilot program with the Washington State Library and Spokane Library. Incarcerated persons will learn about resources and assistance available from the Library, such as support for job seeking, and will be issued a card prior to their release.

## 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.

## ADJOURNMENT

The meeting was adjourned at 5:27 pm on motion by Ms. Albers, seconded by Mr. Jones.

## June 2018 Payroll, Benefits and Vouchers

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	3824-3827	6/1/18-6/30/18	\$6,131.64
Electronic Payments - Payroll & Acct Payable		06/06/18	\$1,056,347.10
Electronic Payments - Payroll & Acct Payable		06/21/18	\$791,514.11
Accounts Payable Warrants	629170-629273	6/1/18-6/30/18	\$739,509.15
<b>Total:</b>			<u><u>\$2,593,502.00</u></u>

**Check History Listing**  
Pierce County Library System

Check #	Bank	Date	Paid to	Status	Can/Vd Date	Pay Period Dates	Dir Dep	Amount
3824	key	06/06/2018	GREENLAW, CORTNEY			05/16/18 - 05/31/18	0.00	821.07
3825	key	06/06/2018	CINTRON, KRISTINA			05/16/18 - 05/31/18	0.00	2,876.97
3826	key	06/06/2018	MARSH, JACOB			05/16/18 - 05/31/18	0.00	1,470.14
3827	key	06/06/2018	VOGAN, KELSEY			05/16/18 - 05/31/18	0.00	963.46
<b>Total:</b>							<b>0.00</b>	<b>6,131.64</b>

Checks in report: 4

**Grand Total: 0.00 6,131.64**

## Ad-hoc bank transaction (Withdrawal)

### PCL\_Company

ACH Template Name in KTT : RLIBRARY  
 Description: Pierce County Rural Library

Contact Name: Stacy Karabotsos  
 Contact Phone: 253-548-3451  
 Contact e-mail: [skarabotsos@piercecountylibrary.org](mailto:skarabotsos@piercecountylibrary.org)  
 Comments: 6/06/18 Payroll

Withdrawal Date: 06/06/18

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	65,890.05
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	53,914.00
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	53,914.00
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	503,643.95
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	12,265.50
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	52,661.83
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	89,455.94
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	5,924.69
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	-
PCL_Company	AWC (only on 6th paycheck)	237100	CC_Library_District	697-00	5100000	216,954.96
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	-
PCL_Company	Payroll Adjustment(s)	237100	CC_Library_District	697-00	5100000	-
<b>Total Deposit</b>						<b>\$ 1,056,347.10</b>

Certification:

Stacy Karabotsos  
 Signature ( Department Designee)

06/04/18  
 Date

Comments:

# Ad-hoc bank transaction (Withdrawal)

## PCL\_Company

ACH Template Name in KTT : RLIBRARY  
 Description: Pierce County Rural Library

Contact Name: Stacy Karabotsos  
 Contact Phone: 253-548-3451  
 Contact e-mail: [skarabotsos@piercecountylibrary.org](mailto:skarabotsos@piercecountylibrary.org)  
 Comments: 6/21/18

Withdrawal Date: 06/21/18

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	59,822.14
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	50,531.27
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	50,531.27
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	475,678.98
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	12,293.43
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	49,226.28
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	83,429.20
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	5,799.69
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	210.50
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	-
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	2,269.17
PCL_Company	Payroll Adjustment(s)	237100	CC_Library_District	697-00	5100000	-
<b>Total Deposit</b>						<b>\$ 791,514.11</b>

Certification:

Stacy Karabotsos  
 Signature ( Department Designee)

06/19/18  
 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>
629170	06/06/2018	000363 OVERALL LAUNDRY SERV. DBA ARAMARI		21.98
629171	06/06/2018	001089 ASIA PACIFIC CULTURAL CENTER		250.00
629172	06/06/2018	006897 BRIAN DALBALCON PHOTOGRAPHY		494.55
629173	06/06/2018	007010 BUILDINGWORK LLC		910.00
629174	06/06/2018	006999 CIS		940.00
629175	06/06/2018	004829 CLOVER PARK SCHOOL DISTRICT		146.25
629176	06/06/2018	001126 DELL MARKETING LP	V	0.00
629177	06/06/2018	001126 DELL MARKETING LP		3,022.44
629178	06/06/2018	005862 ELITE PROPERTY INVESTMENTS LLC		10,096.48
629179	06/06/2018	007008 IMMACULATE FERRERIA		100.00
629180	06/06/2018	007064 DELIA GABLE		200.00
629181	06/06/2018	007091 NICOLE J GEORGES		600.00
629182	06/06/2018	007037 GG DESIGN GROUP		400.00
629183	06/06/2018	006180 GRAND CINEMA, THE		332.00
629184	06/06/2018	006291 INNOVATIVE INTERFACES INC		172,026.54
629185	06/06/2018	007073 JAMES E JOHNSON		300.00
629186	06/06/2018	006421 MARKHAM INVESTIGATION - (MIP)		4,995.00
629187	06/06/2018	001640 PRINT NW LLC		20,009.66
629188	06/06/2018	005498 JAIME PROTHRO		65.92
629189	06/06/2018	007093 RIGHT SYSTEMS INC		29,477.38
629190	06/06/2018	007034 CRAIG ROMANO		125.00
629191	06/06/2018	000079 SUPERIOR SAW		17.69
629192	06/06/2018	000497 TILlicum COMMUNITY SERVICE CEN		1,610.28
629193	06/06/2018	002000 MARY TUI		26.18
629194	06/06/2018	000534 WCP SOLUTIONS		607.21
629195	06/05/2018	006775 KAYCE AUSTIN		315.68
629196	06/05/2018	000830 BAKER & TAYLOR		52,294.93
629197	06/05/2018	007099 LILA BALMER		29.14
629198	06/05/2018	007066 MATTHEW BROWN		30.99
629199	06/05/2018	000242 BUCKLEY CITY OF		236.97
629200	06/05/2018	000161 CENGAGE LEARNING		4,076.36
629201	06/05/2018	000847 CENTER POINT PUBLISHING		420.66
629202	06/05/2018	001780 CITY OF UNIVERSITY PLACE		86.87
629203	06/05/2018	000184 CITY TREASURER		2,077.55
629204	06/05/2018	001643 IMPACT		145.93
629205	06/05/2018	000243 INGRAM LIBRARY SERVICES		11,590.73
629206	06/05/2018	002059 MICHAEL MCKENNEY		815.10
629207	06/05/2018	000352 MIDWEST TAPE	V	0.00

**Check History Listing**  
Pierce County Library System

Bank code: key

Check #	Date	Vendor	Status	Check Total
629208	06/05/2018	000352 MIDWEST TAPE	V	0.00
629209	06/05/2018	000352 MIDWEST TAPE		31,027.94
629210	06/05/2018	003824 OVERDRIVE INC		5,970.38
629211	06/05/2018	000377 PUGET SOUND ENERGY		4,715.13
629212	06/05/2018	000460 STEILACOOM TOWN OF		1,003.40
629213	06/05/2018	000535 WESTON WOODS STUDIOS		0.17
629214	06/05/2018	007098 RACHEL ZACARIAS		15.55
629215	06/06/2018	000828 AFSCME AFL-CIO		6,684.21
629216	06/06/2018	003985 PACIFICSOURCE ADMINISTRATORS		1,600.50
629217	06/06/2018	001181 PIERCE CTY LIBRARY FOUNDATION		698.32
629218	06/06/2018	007020 PIONEER CREDIT RECOVERY, INC.		229.71
629219	06/06/2018	006555 SOCIAL SECURITY ADMINISTRATION		149.29
629220	06/06/2018	004782 US DEPARTMENT OF EDUCATION		223.93
629221	06/06/2018	000881 WASHINGTON STATE SUPPORT REGIS		1,979.48
629222	06/21/2018	005704 ERIN ANTES		544.60
629223	06/21/2018	000830 BAKER & TAYLOR		23,659.85
629224	06/21/2018	000161 CENGAGE LEARNING		276.17
629225	06/21/2018	000093 EBSCO		9,165.00
629226	06/21/2018	000243 INGRAM LIBRARY SERVICES		5,941.30
629227	06/21/2018	007100 MARY MALTMAN		30.99
629228	06/21/2018	000352 MIDWEST TAPE	V	0.00
629229	06/21/2018	000352 MIDWEST TAPE	V	0.00
629230	06/21/2018	000352 MIDWEST TAPE		32,585.72
629231	06/21/2018	003398 MULTICULTURAL BOOKS & VIDEOS		1,936.55
629232	06/21/2018	000362 ORTING CITY OF		2,145.05
629233	06/21/2018	000370 PIERCE COUNTY		1,364.73
629234	06/21/2018	000377 PUGET SOUND ENERGY		2,602.07
629235	06/21/2018	000463 SUMMIT WATER & SUPPLY CO		344.09
629236	06/21/2018	000541 STATE OF WASHINGTON		586.86
629237	06/21/2018	000363 OVERALL LAUNDRY SERV. DBA ARAMARI		21.98
629238	06/21/2018	005915 KAREN BROOKS		50.00
629239	06/21/2018	000895 COLUMBIA BANK		250.60
629240	06/21/2018	005283 E-RATE EXPERTISE INC		825.00
629241	06/21/2018	006478 EVERGREEN MAINT LANDSCAPING		5,219.51
629242	06/21/2018	005642 HILLIS CLARK MARTIN & PETERSON		770.00
629243	06/21/2018	006913 CATHERINE MCHUGH		11,224.05
629244	06/21/2018	001345 MICHAEL'S CUSTOM UPHOLSTERY		614.34
629245	06/21/2018	001911 LAUREN MURPHY		19.00
629246	06/21/2018	000323 NEWS TRIBUNE		2,911.66

**Check History Listing**  
Pierce County Library System

Bank code: key

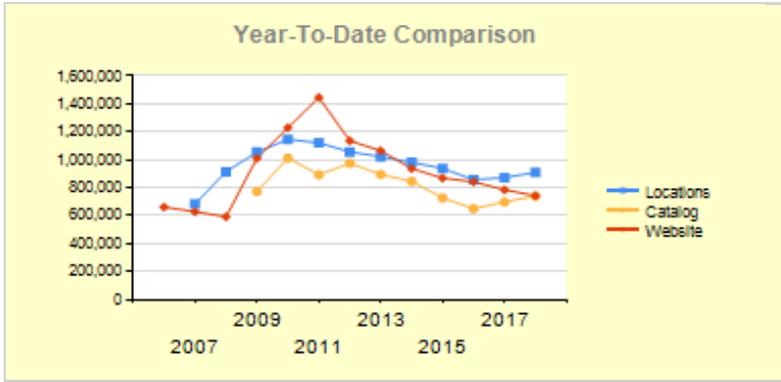
Check #	Date	Vendor	Status	Check Total
629247	06/21/2018	001586 NORTHWEST DOOR INC		239.04
629248	06/21/2018	003985 PACIFICSOURCE ADMINISTRATORS		187.50
629249	06/21/2018	000857 PIERCE COUNTY RECYCLING		132.07
629250	06/21/2018	001640 PRINT NW LLC		10,984.32
629251	06/21/2018	007107 PUBLIC LIBRARIES OF WASHINGTON		4,739.54
629252	06/21/2018	004007 PUGET SOUND EDUCATIONAL		299.16
629253	06/21/2018	007063 TIMOTHY SAGE		50.00
629254	06/21/2018	004544 SANTA CLARA CITY OF		43.00
629255	06/21/2018	001343 SCHOLASTIC INC		10,941.73
629256	06/21/2018	005056 SILKROAD TECHNOLOGY INC		13,737.50
629257	06/21/2018	006331 SURPRISE LAKE SQUARE UNIT 257		8,618.40
629258	06/21/2018	003719 UNIQUE MANAGEMENT SERVICES		895.00
629259	06/21/2018	004022 US BANK		118,278.29
629260	06/21/2018	004022 US BANK		37,510.22
629261	06/21/2018	004022 US BANK		37,237.87
629262	06/21/2018	007002 WALTER SPROWLS		200.00
629263	06/21/2018	000534 WCP SOLUTIONS		1,233.02
629264	06/21/2018	003778 AFLAC		5,994.73
629265	06/21/2018	000828 AFSCME AFL-CIO		6,415.58
629266	06/21/2018	001578 COLONIAL SUPPLEMENTAL INSURANC		624.66
629267	06/21/2018	003985 PACIFICSOURCE ADMINISTRATORS		1,600.50
629268	06/21/2018	001181 PIERCE CTY LIBRARY FOUNDATION		698.32
629269	06/21/2018	007020 PIONEER CREDIT RECOVERY, INC.		189.45
629270	06/21/2018	006555 SOCIAL SECURITY ADMINISTRATION		137.43
629271	06/21/2018	004782 US DEPARTMENT OF EDUCATION		206.14
629272	06/21/2018	000881 WASHINGTON STATE SUPPORT REGIS		1,883.08
629273	06/21/2018	003985 PACIFICSOURCE ADMINISTRATORS		150.00
		<b>key Total:</b>		<b>739,509.15</b>
		<b>Total Checks:</b>		<b>739,509.15</b>

104 checks in this report

# Routine Reports

## CUSTOMER SERVICE/PHILANTHROPY DASHBOARD - MAY

### VISITS



	May		% Change
	2017	2018	
Door Count	166,903	185,320	11.03%
Catalog	133,351	145,427	9.06%
Website	156,727	147,028	-6.19%
Job & Business Portal	3,572	3,169	-11.28%
Military Portal	672	483	-28.13%
<b>Total</b>	<b>461,225</b>	<b>481,427</b>	<b>4.38%</b>

### CHECKOUTS



	May		% Change
	2017	2018	
Checkouts	407,830	388,107	-4.84%
Downloadables	95,324	99,379	4.25%
<b>Total</b>	<b>503,154</b>	<b>487,486</b>	<b>-3.11%</b>

### CUSTOMERS



	May		% Change
	2017	2018	
Active Cardholders	361,588	346,349	-4.21%
New Cards	11,488	4,934	-57.05%
Checkout Transactions	68,300	64,214	-5.98%
Unique Users	30,509	29,044	-4.80%

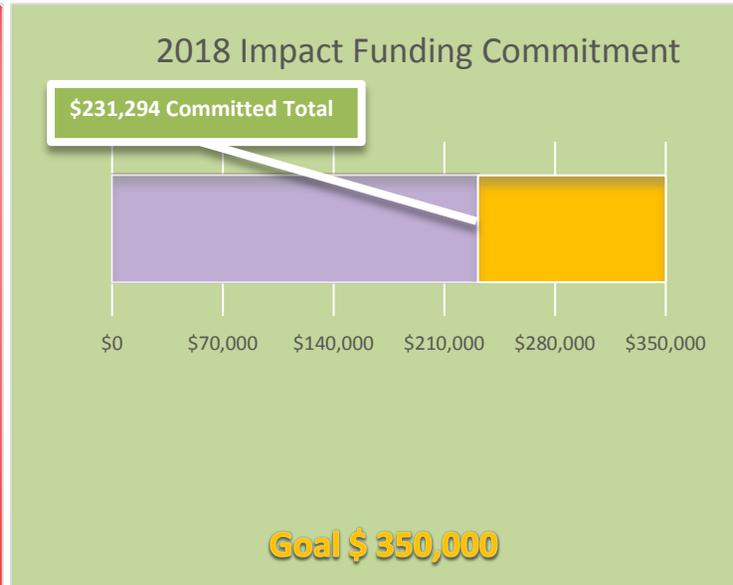
### BRANCH CLOSURES

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
	Orting	5/8	1

# 2017 - 2018 Fundraising Performance Report

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

Prepared: June 2018



### Memor Society

6 Commitments

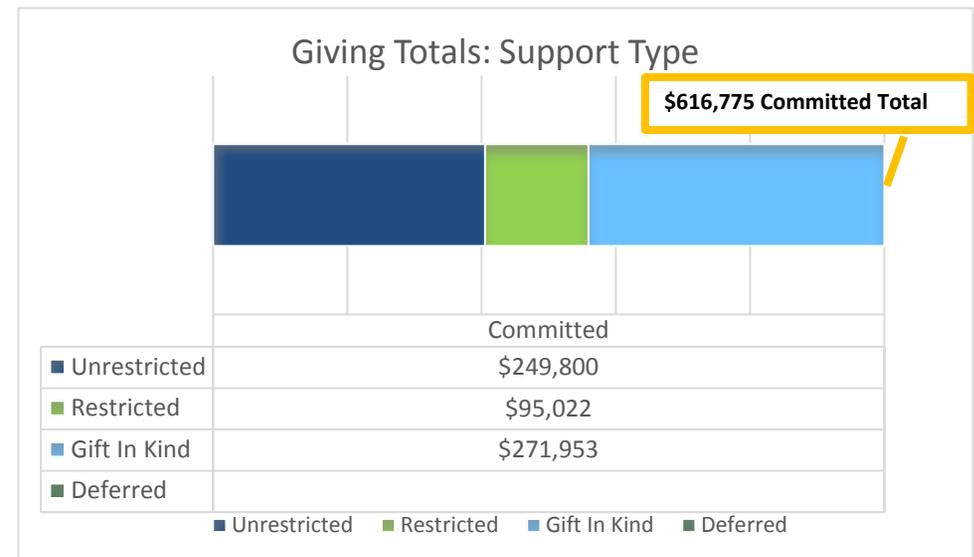
Goal 12 Members

### Endowment

\$40,000

### Capital

Gifts reflected when received.



# Monthly Financial Reports

## May 31, 2018

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

### General Fund

#### May

- **31111. We have collected just over 53% of our annual current property taxes. This is almost exactly the same percentage as last year at this time. Delinquent taxes are being collected at a rate 1% higher than last year.**
- **36700. Foundation donations for Pierce County Conversations and Summer Reading.**
- **53501. Stacking chairs and carts @ Fife.**
- **54100. PC Reads (approximately \$12,000).**
- **54103. Employee survey and public opinion polls (approximately \$20,000).**
- **54905. Payment from outside organizations for the Pacific Northwest Consortium event.**

#### 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 21<sup>st</sup> (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 31<sup>st</sup>.
- 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

#### May

- **36700. Foundation payment for the South Hill capital project. This was a prior commitment to be paid over a three year term.**

#### 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  
May 31, 2018**

	GENERAL FUND	SPECIAL PURPOSE FUND	DEBT SERVICE FUND	CAPITAL IMPROVEMENT PROJECTS FUND
<b>ASSETS</b>				
<b>Current Assets</b>				
Cash	\$ 2,712,123	\$ 1,472	\$ 216	\$ 75,289
Investments	\$ 8,750,000	\$ 994,000	\$ 85,000	\$ 1,310,000
<b>Total Current Assets</b>	<b>\$ 11,462,123</b>	<b>\$ 995,472</b>	<b>\$ 85,216</b>	<b>\$ 1,385,289</b>
<b>TOTAL ASSETS</b>	<b>\$ 11,462,123</b>	<b>\$ 995,472</b>	<b>\$ 85,216</b>	<b>\$ 1,385,289</b>
<b>LIABILITIES</b>				
<b>Current Liabilities</b>				
Warrants Payable	\$ -	\$ -	\$ -	\$ -
Sales Tax Payable	\$ 2,206	\$ -	\$ -	\$ -
Payroll Payable	\$ 128,499	\$ -	\$ -	\$ -
<b>Total Current Liabilities</b>	<b>\$ 130,705</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL LIABILITIES</b>	<b>\$ 130,705</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FUND BALANCE</b>				
Reserve for Encumbrances	\$ 1,222,274	\$ -	\$ -	\$ 239,257
Election Set-Aside	\$ -	\$ 360,000	\$ -	\$ -
Land/Property/Facility Set-Aside	\$ -	\$ 635,472	\$ -	\$ -
Unreserved Fund Balance	\$ 10,109,145	\$ -	\$ 85,216	\$ 1,146,032
<b>TOTAL FUND BALANCE</b>	<b>\$ 11,331,419</b>	<b>\$ 995,472</b>	<b>\$ 85,216</b>	<b>\$ 1,385,289</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 11,462,123</b>	<b>\$ 995,472</b>	<b>\$ 85,216</b>	<b>\$ 1,385,289</b>
<hr/>				
<b>BEGINNING FUND BALANCE, 01/01/18</b>	<b>\$ 6,443,991</b>	<b>\$ 990,117</b>	<b>\$ 84,726</b>	<b>\$ 1,390,170</b>
YTD Revenue	\$ 16,888,779	\$ 5,355	\$ 491	\$ 37,535
Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -
YTD Expenditures	\$ (12,001,351)	\$ -	\$ -	\$ (42,415)
<b>ENDING FUND BALANCE, 03/31/18</b>	<b>\$ 11,331,419</b>	<b>\$ 995,472</b>	<b>\$ 85,216</b>	<b>\$ 1,385,289</b>
<b>TAXES RECEIVABLE</b>	<b>\$ 14,708,135</b>	<b>N/A</b>	<b>\$ 0</b>	<b>N/A</b>

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

	<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>HISTORICAL</i> 2/28/2018	<i>HISTORICAL</i> 3/31/2018	<i>HISTORICAL</i> 4/30/2018	<i>CURRENT</i> 5/31/2018
<b>ASSETS</b>													
<b>Current Assets</b>													
Cash	\$ 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	\$ 2,712,123
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	\$ -	\$ 8,750,000
<b>Total Current Assets</b>	<b>\$ 11,387,994</b>	<b>\$ 9,304,275</b>	<b>\$ 6,778,042</b>	<b>\$ 4,875,174</b>	<b>\$ 3,244,583</b>	<b>\$ 11,016,107</b>	<b>\$ 9,823,110</b>	<b>\$ 7,630,760</b>	<b>\$ 4,858,797</b>	<b>\$ 2,871,524</b>	<b>\$ 1,586,791</b>	<b>\$ 11,172,984</b>	<b>\$ 11,462,123</b>
<b>TOTAL ASSETS</b>	<b>\$ 11,387,994</b>	<b>\$ 9,304,275</b>	<b>\$ 6,778,042</b>	<b>\$ 4,875,174</b>	<b>\$ 3,244,583</b>	<b>\$ 11,016,107</b>	<b>\$ 9,823,110</b>	<b>\$ 7,630,760</b>	<b>\$ 4,858,797</b>	<b>\$ 2,871,524</b>	<b>\$ 1,586,791</b>	<b>\$ 11,172,984</b>	<b>\$ 11,462,123</b>
<b>LIABILITIES</b>													
<b>Current Liabilities</b>													
Warrants Payable	\$ 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	\$ 4,966	\$ 4,037	\$ 3,810	\$ 5,130	\$ 3,786	\$ 2,789	\$ 2,553	\$ 2	\$ 1,718	\$ 1,694	\$ 2,935	\$ 2,905	\$ 2,206
Payroll Payable	\$ 39,987	\$ 52,941	\$ 24,781	\$ 38,194	\$ 52,781	\$ 110,819	\$ 127,875	\$ 141,553	\$ 105,963	\$ 122,423	\$ 142,843	\$ 112,083	\$ 128,499
<b>Total Current Liabilities</b>	<b>\$ 306,990</b>	<b>\$ 124,742</b>	<b>\$ 77,294</b>	<b>\$ 337,671</b>	<b>\$ 22,135</b>	<b>\$ 113,674</b>	<b>\$ 130,284</b>	<b>\$ 1,186,769</b>	<b>\$ 114,446</b>	<b>\$ 130,847</b>	<b>\$ 207,613</b>	<b>\$ 99,985</b>	<b>\$ 130,705</b>
<b>TOTAL LIABILITIES</b>	<b>\$ 306,990</b>	<b>\$ 124,742</b>	<b>\$ 77,294</b>	<b>\$ 337,671</b>	<b>\$ 22,135</b>	<b>\$ 113,674</b>	<b>\$ 130,284</b>	<b>\$ 1,186,769</b>	<b>\$ 114,446</b>	<b>\$ 130,847</b>	<b>\$ 207,613</b>	<b>\$ 99,985</b>	<b>\$ 130,705</b>
<b>FUND BALANCE</b>													
Reserve for Encumbrance	\$ 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	\$ 1,222,274
Net Excess (Deficit)	\$ 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	\$ 6,442,258	\$ 6,443,991	\$ 3,447,278	\$ 1,446,043	\$ 132,590	\$ 9,928,409	\$ 10,109,145
<b>TOTAL FUND BALANCE</b>	<b>\$ 11,081,004</b>	<b>\$ 9,179,533</b>	<b>\$ 6,700,748</b>	<b>\$ 4,537,503</b>	<b>\$ 3,222,448</b>	<b>\$ 10,902,433</b>	<b>\$ 9,692,826</b>	<b>\$ 6,443,991</b>	<b>\$ 4,744,351</b>	<b>\$ 2,740,677</b>	<b>\$ 1,379,178</b>	<b>\$ 11,072,999</b>	<b>\$ 11,331,419</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 11,387,994</b>	<b>\$ 9,304,275</b>	<b>\$ 6,778,042</b>	<b>\$ 4,875,174</b>	<b>\$ 3,244,583</b>	<b>\$ 11,016,107</b>	<b>\$ 9,823,110</b>	<b>\$ 7,630,760</b>	<b>\$ 4,858,797</b>	<b>\$ 2,871,524</b>	<b>\$ 1,586,791</b>	<b>\$ 11,172,984</b>	<b>\$ 11,462,123</b>
<b>PROPERTY TAXES RECEIVABLE</b>	<b>\$ 14,295,113</b>	<b>\$ 14,131,566</b>	<b>\$ 14,000,000</b>	<b>\$ 13,867,876</b>	<b>\$ 13,347,965</b>	<b>\$ 3,196,537</b>	<b>\$ 786,632</b>	<b>\$ 663,874</b>	<b>\$ 30,880,445</b>	<b>\$ 30,199,556</b>	<b>\$ 30,650,910</b>	<b>\$ 28,418,336</b>	<b>\$ 14,708,135</b>

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

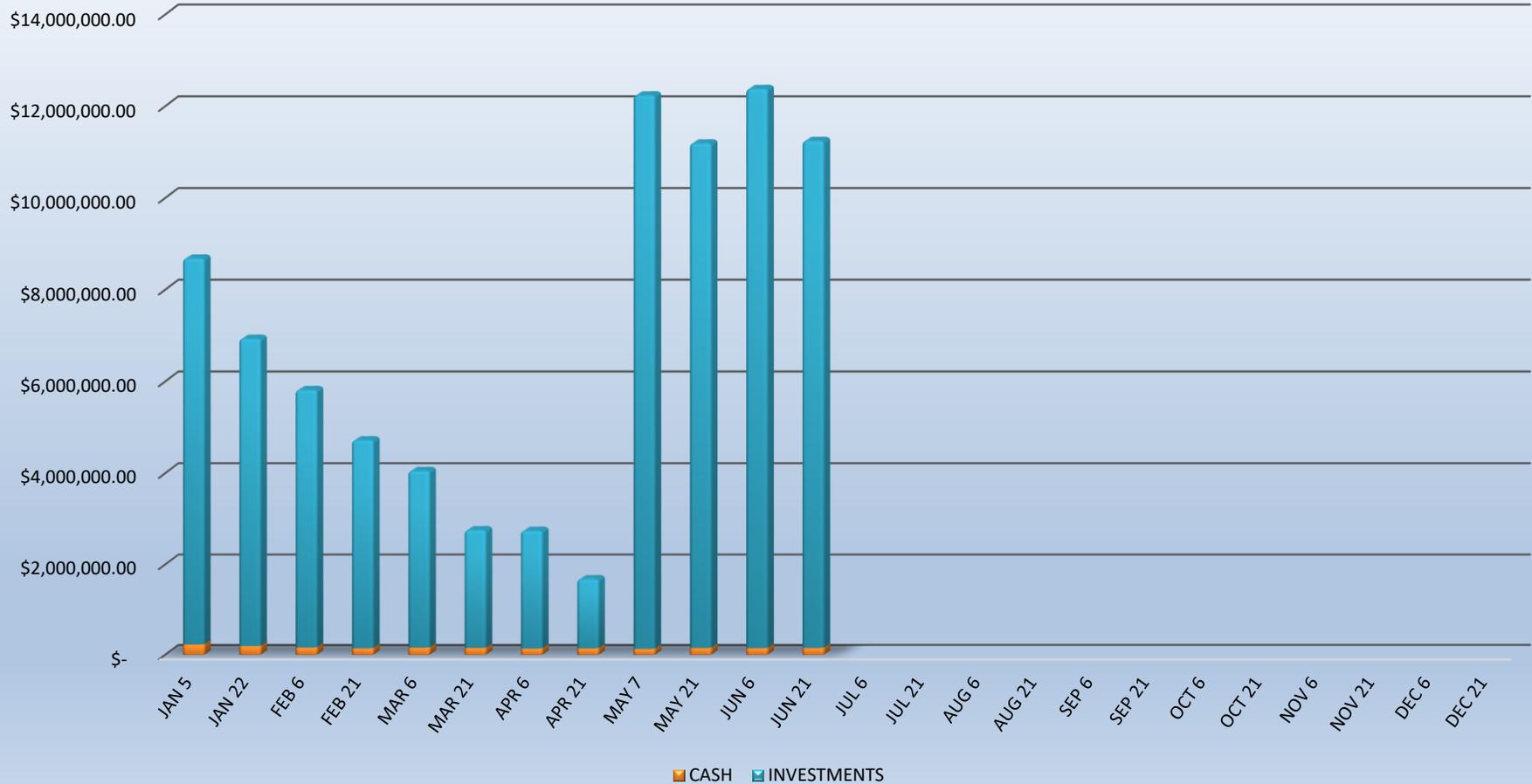
<b>GENERAL FUND - 01</b>	<b>2018 BUDGET</b>	<b>YEAR TO DATE</b>	<b>ENCUMBRANCES</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>					
Property Tax & Related Income	\$ 30,229,200	\$ 16,103,753	\$ -	\$ 14,125,447	53%
Other Revenue	\$ 1,744,500	\$ 785,026	\$ -	\$ 959,474	45%
<b>TOTAL REVENUE</b>	<b>\$ 31,973,700</b>	<b>\$ 16,888,779</b>	<b>\$ -</b>	<b>\$ 15,084,921</b>	<b>53%</b>
<b>EXPENDITURES</b>					
Personnel/Taxes and Benefits	\$ 22,713,883	\$ 9,338,096	\$ -	\$ 13,375,787	41%
Materials	\$ 3,557,900	\$ 1,311,028	\$ -	\$ 2,246,872	37%
Maintenance and Operations	\$ 5,290,417	\$ 1,352,226	\$ 1,222,274	\$ 2,715,917	49%
Transfers Out	\$ 411,500	\$ -	\$ -	\$ 411,500	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 31,973,700</b>	<b>\$ 12,001,351</b>	<b>\$ 1,222,274</b>	<b>\$ 18,750,075</b>	<b>41%</b>
Excess/(Deficit)		\$ 4,887,428			
Additional Transfers Out		-			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 4,887,428</b>			

<b>SPECIAL PURPOSE FUND - 15</b>	<b>2018 BUDGET</b>	<b>YEAR TO DATE</b>	<b>ENCUMBRANCES</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>					
Investment Income	\$ -	\$ 5,355	\$ -	\$ (5,355)	0%
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 5,355</b>	<b>\$ -</b>	<b>\$ (5,355)</b>	<b>0%</b>
<b>EXPENDITURES</b>					
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
Excess/(Deficit)		\$ 5,355			
Additional Transfers In		\$ -			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 5,355</b>			

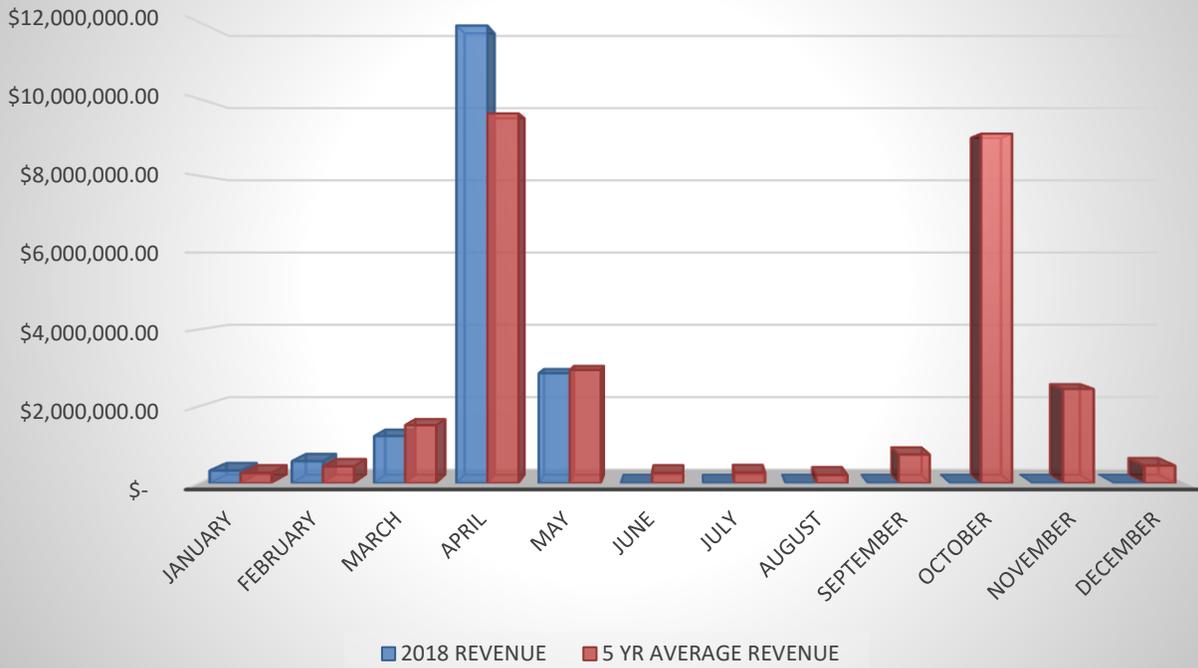
<b>DEBT SERVICE FUND - 20</b>	<b>2018 BUDGET</b>	<b>YEAR TO DATE</b>	<b>ENCUMBRANCES</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>					
Property Tax & Related Income	\$ -	\$ 491	\$ -	\$ (491)	0%
Other Revenue	\$ -	\$ -	\$ -	\$ -	0%
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 491</b>	<b>\$ -</b>	<b>\$ (491)</b>	<b>0%</b>
<b>EXPENDITURES</b>					
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 491</b>			

<b>CAPITAL IMPROVEMENT PROJECTS FUND - 30</b>	<b>2018 BUDGET</b>	<b>YEAR TO DATE</b>	<b>ENCUMBRANCES</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>					
Other Revenue	\$ 100,000	\$ 37,535	\$ -	\$ 62,465	38%
Transfers In	\$ 411,500	\$ -	\$ -	\$ 411,500	0%
<b>TOTAL REVENUE</b>	<b>\$ 511,500</b>	<b>\$ 37,535</b>	<b>\$ -</b>	<b>\$ 473,965</b>	<b>7%</b>
<b>EXPENDITURES</b>					
Maintenance and Operations	\$ 511,500	\$ 42,415	\$ 239,257	\$ 229,828	55%
<b>TOTAL EXPENDITURES</b>	<b>\$ 511,500</b>	<b>\$ 42,415</b>	<b>\$ 239,257</b>	<b>\$ 229,828</b>	<b>55%</b>
Excess/(Deficit)		\$ (4,880)			
Additional Transfers In		-			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ (4,880)</b>			

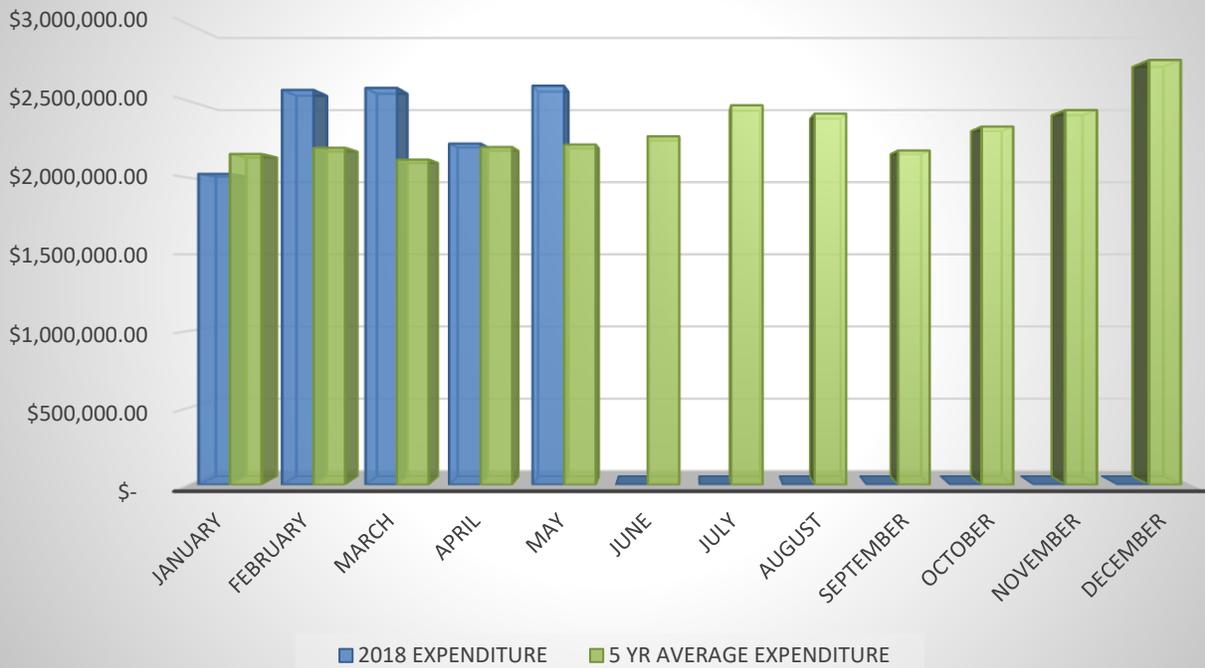
### CASH & INVESTMENTS - SEMI-MONTHLY 2018 - ALL FUNDS COMBINED (EXCLUDES DEBT SERVICE FUND)



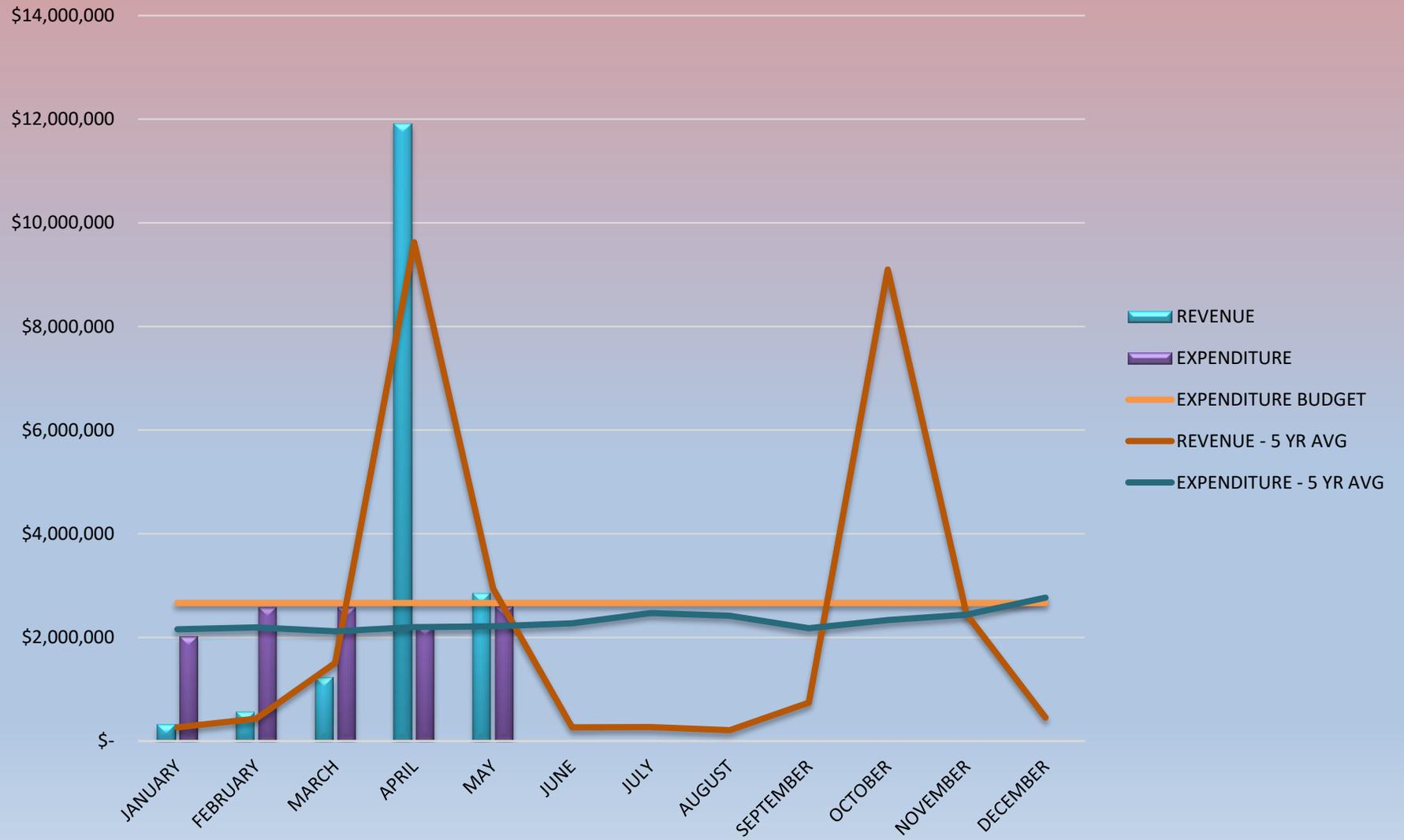
### GENERAL FUND - REVENUE TREND 2018



### 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: 5/31/2018

**FUND: GENERAL FUND (01)**

Object	2018 Budget	May Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
31111 PROPERTY TAXES CURRENT	29,502,700.00	2,481,147.80	15,713,056.82	0.00	13,789,643.18	53.26
31112 PROPERTY TAXES DELINQUENT	575,500.00	52,055.56	303,421.51	0.00	272,078.49	52.72
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	0.00	11,117.27	0.00	8,882.73	55.59
31740 TIMBER EXCISE TAX	63,000.00	36,453.98	36,453.98	0.00	26,546.02	57.86
<b>TAXES:</b>	<b>30,164,200.00</b>	<b>2,569,657.34</b>	<b>16,070,495.86</b>	<b>0.00</b>	<b>14,093,704.14</b>	<b>53.28</b>
33345 PLAY TO LEARN - FED INDIRECT	0.00	417.10	1,925.10	0.00	(1,925.10)	0.00
33533 STATE FOREST FUNDS/DNR TIMBER TRU	0.00	4.39	30.55	0.00	(30.55)	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	2,539.01	14,093.19	0.00	15,906.81	46.98
34161 GRAPHICS SERVICES CHARGES	7,500.00	0.00	6,913.39	0.00	586.61	92.18
34162 PRINTER FEES	125,000.00	9,975.74	54,646.86	0.00	70,353.14	43.72
34163 FAX FEES	21,000.00	2,053.56	10,188.61	0.00	10,811.39	48.52
34193 ORTING - SERVICE FEES	3,000.00	0.00	810.00	0.00	2,190.00	27.00
34730 INTERLIBRARY LOAN FEES	0.00	159.76	311.13	0.00	(311.13)	0.00
35970 LIBRARY FINES	400,000.00	35,863.34	191,633.82	0.00	208,366.18	47.91
36110 INVESTMENT INCOME	50,000.00	10,791.97	21,919.60	0.00	28,080.40	43.84
36140 OTHER INTEREST EARNED - COUNTY	0.00	7.12	9.91	0.00	(9.91)	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	2.00	1,459.50	0.00	5,540.50	20.85
36700 FOUNDATION DONATIONS	403,265.00	12,125.00	70,231.94	0.00	333,033.06	17.42
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	285.92	2,268.18	0.00	102,466.82	2.17
36910 SALE OF SURPLUS	5,000.00	0.00	1,799.64	0.00	3,200.36	35.99
36920 FOUND MONEY	3,000.00	27.00	310.71	0.00	2,689.29	10.36
36990 MISCELLANEOUS REVENUE	0.00	(11.15)	(157.94)	0.00	157.94	0.00
36991 PAYMENT FOR LOST MATERIALS	12,000.00	269.07	2,829.48	0.00	9,170.52	23.58
36996 JURY DUTY REIMBURSEMENT	0.00	30.00	150.00	0.00	(150.00)	0.00
36998 E RATE REIMBURSEMENT	552,000.00	195,908.44	381,875.14	0.00	170,124.86	69.18
36999 REBATES - PROCUREMENT CARD	70,000.00	9,707.00	36,970.10	0.00	33,029.90	52.81
<b>CHARGES OTHER:</b>	<b>1,809,500.00</b>	<b>280,155.27</b>	<b>802,645.80</b>	<b>0.00</b>	<b>1,006,854.20</b>	<b>44.36</b>
39510 SALE OF FIXED ASSETS (GOV)	0.00	3,011.64	11,297.26	0.00	(11,297.26)	0.00
39520 INSURANCE RECOVERIES - ASSETS	0.00	4,339.97	4,339.97	0.00	(4,339.97)	0.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>31,973,700.00</b>	<b>2,857,164.22</b>	<b>16,888,778.89</b>	<b>0.00</b>	<b>15,084,921.11</b>	<b>52.82</b>
<b>EXPENSE ACCOUNTS</b>						
51100 SALARIES AND WAGES	16,387,700.00	1,284,196.70	6,434,975.41	0.00	9,952,724.59	39.27
51105 ADDITIONAL HOURS	230,500.00	15,323.38	107,328.37	0.00	123,171.63	46.56
51106 SHIFT DIFFERENTIAL	165,600.00	13,987.92	68,197.05	0.00	97,402.95	41.18
51107 SUBSTITUTE HOURS	273,900.00	25,764.66	139,261.82	0.00	134,638.18	50.84
51109 TUITION ASSISTANCE PROGRAM	17,975.00	2,787.96	7,941.87	0.00	10,033.13	44.18
51200 OVERTIME WAGES	12,400.00	1,506.07	8,199.91	0.00	4,200.09	66.13
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	11,187.24	52,631.62	0.00	125,798.38	29.50
52002 MEDICAL INSURANCE	2,482,604.00	183,593.69	1,024,489.49	0.00	1,458,114.51	41.27
52003 F.I.C.A.	1,305,772.00	100,283.48	504,880.76	0.00	800,891.24	38.67

Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 5/31/2018

**FUND: GENERAL FUND (01)**

Object	2018 Budget	May Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>EXPENSE ACCOUNTS</b>						
52004 RETIREMENT	2,135,279.00	166,407.89	830,650.11	0.00	1,304,628.89	38.90
52005 DENTAL INSURANCE	230,396.00	18,011.44	90,171.49	0.00	140,224.51	39.14
52006 OTHER BENEFIT	10,800.00	1,380.00	6,740.00	0.00	4,060.00	62.41
52010 LIFE AND DISABILITY INSURANCE	74,327.00	6,223.81	31,071.08	0.00	43,255.92	41.80
52020 UNEMPLOYMENT COMPENSATION	30,500.00	12,189.41	31,557.29	0.00	(1,057.29)	103.47
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
<b>PERSONNEL</b>	<b>22,713,883.00</b>	<b>1,842,843.65</b>	<b>9,338,096.27</b>	<b>0.00</b>	<b>13,375,786.73</b>	<b>41.11</b>
53100 OFFICE/OPERATING SUPPLIES	329,419.00	16,266.86	65,051.56	13,213.46	251,153.98	23.76
53101 CUSTODIAL SUPPLIES	69,000.00	5,261.11	20,989.88	17,657.49	30,352.63	56.01
53102 MAINTENANCE SUPPLIES	55,400.00	5,343.34	12,673.61	2,000.00	40,726.39	26.49
53103 AUDIOVISUAL PROCESSING SUP	25,000.00	606.88	2,147.48	0.00	22,852.52	8.59
53104 BOOK PROCESSING SUPPLIES	20,000.00	14.64	5,893.62	0.00	14,106.38	29.47
53200 FUEL	35,000.00	9,886.78	17,019.42	15,165.33	2,815.25	91.96
53401 ADULT MATERIALS	726,500.00	73,500.53	218,878.45	0.00	507,621.55	30.13
53403 PERIODICALS	90,000.00	3,616.54	10,620.25	0.00	79,379.75	11.80
53405 JUVENILE BOOKS	521,100.00	79,724.18	198,689.53	0.00	322,410.47	38.13
53406 PROFESSIONAL COLLECTION	1,500.00	228.50	441.93	0.00	1,058.07	29.46
53407 INTERNATIONAL COLLECTION	43,000.00	3,042.55	12,621.40	0.00	30,378.60	29.35
53408 AUDIOVISUAL MATERIALS - ADULT	805,000.00	100,154.25	243,069.16	0.00	561,930.84	30.19
53409 AUDIOVISUAL MATERIALS - JUV	85,000.00	13,255.73	25,707.92	0.00	59,292.08	30.24
53411 ELECTRONIC INFO SOURCES	496,600.00	1,064.62	381,915.92	0.00	114,684.08	76.91
53412 REFERENCE SERIALS	10,000.00	177.84	1,186.58	0.00	8,813.42	11.87
53414 ELECTRONIC COLLECTION	600,000.00	61,667.85	165,243.80	0.00	434,756.20	27.54
53464 VENDOR PROCESSING SERVICES	135,000.00	21,757.29	52,598.20	0.00	82,401.80	38.96
53490 COLLECTION PROJECTS	44,200.00	0.00	0.00	0.00	44,200.00	0.00
53499 GIFTS - MATERIALS	0.00	0.00	55.06	0.00	(55.06)	0.00
53500 MINOR EQUIPMENT	68,400.00	0.00	15,942.88	0.00	52,457.12	23.31
53501 FURNISHINGS	66,500.00	22,577.88	24,834.06	33,857.29	7,808.65	88.26
53502 PC HARDWARE	191,000.00	3,974.89	12,065.89	0.00	178,934.11	6.32
53505 SOFTWARE/LICENSES/HOSTING	553,800.00	2,845.16	35,166.24	202,025.46	316,608.30	42.83
54100 PERSONAL SERVICES	308,050.00	22,662.27	52,981.71	42,093.75	212,974.54	30.86
54101 LEGAL SERVICES	55,000.00	3,114.50	12,521.50	24,978.50	17,500.00	68.18
54103 CONTRACTUAL SERVICES	214,500.00	31,753.63	77,923.38	57,043.93	79,532.69	62.92
54162 BIBLIOGRAPHIC & RELATED SERVICES	51,900.00	3,868.75	11,557.50	0.00	40,342.50	22.27
54163 PRINTING AND BINDING	43,000.00	5,447.24	5,447.24	10,984.32	26,568.44	38.21
54165 ILL LOST ITEM CHARGE	2,500.00	9.99	679.57	0.00	1,820.43	27.18
54200 POSTAGE AND SHIPPING	70,900.00	265.12	15,360.33	0.00	55,539.67	21.66
54201 TELECOM SERVICES	654,800.00	72,779.07	219,893.39	337,480.18	97,426.43	85.12
54300 TRAVEL	51,400.00	2,817.69	15,064.48	2,984.52	33,351.00	35.11
54301 MILEAGE REIMBURSEMENTS	35,800.00	2,594.80	14,294.19	0.00	21,505.81	39.93
54400 ADVERTISING	70,500.00	7,799.97	21,705.37	27,892.29	20,902.34	70.35
54501 RENTALS/LEASES - BUILDINGS	547,350.00	66,732.27	213,566.71	124,699.97	209,083.32	61.80
54502 RENTALS/LEASES - EQUIPMENT	91,100.00	12,032.83	24,203.98	81,796.47	(14,900.45)	116.36
54600 INSURANCE	222,000.00	0.00	859.00	0.00	221,141.00	0.39
54700 ELECTRICITY	235,000.00	24,292.47	94,590.57	0.00	140,409.43	40.25
54701 NATURAL GAS	15,000.00	891.76	5,252.53	0.00	9,747.47	35.02

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**FUND: GENERAL FUND (01)**

Object	2018 Budget	May Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>EXPENSE ACCOUNTS</b>						
54702 WATER	29,700.00	1,112.60	9,448.81	0.00	20,251.19	31.81
54703 SEWER	25,500.00	3,292.04	12,518.14	0.00	12,981.86	49.09
54704 REFUSE	31,500.00	2,659.16	10,676.42	577.48	20,246.10	35.73
54800 GENERAL REPAIRS/MAINTENANCE	235,200.00	17,100.67	93,183.84	53,290.23	88,725.93	62.28
54801 CONTRACTED MAINTENANCE	306,700.00	44,300.81	104,743.67	160,772.07	41,184.26	86.57
54810 IT SYSTEMS MAINTENANCE	147,100.00	940.00	56,534.38	13,461.30	77,104.32	47.58
54900 INDIVIDUAL REGISTRATIONS	60,200.00	1,335.83	7,301.05	0.00	52,898.95	12.13
54901 DUES AND MEMBERSHIPS	51,200.00	630.00	23,114.34	0.00	28,085.66	45.15
54902 TAXES AND ASSESSMENTS	29,500.00	110.39	19,059.96	0.00	10,440.04	64.61
54903 LICENSES AND FEES	58,400.00	3,088.28	15,213.08	300.00	42,886.92	26.56
54905 ORGANIZATIONAL REGISTRATIONS	3,000.00	(698.80)	2,746.40	0.00	253.60	91.55
54912 CONTINGENCY	217,098.00	0.00	0.00	0.00	217,098.00	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
<b>ALL OTHER EXPENSES</b>	<b>9,259,817.00</b>	<b>755,900.76</b>	<b>2,663,254.38</b>	<b>1,222,274.04</b>	<b>5,374,288.58</b>	<b>41.96</b>
<b>NEED A CATEGORY</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL FOR EXPENSE ACCOUNTS</b>	<b>31,973,700.00</b>	<b>2,598,744.41</b>	<b>12,001,350.65</b>	<b>1,222,274.04</b>	<b>18,750,075.31</b>	<b>41.36</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>258,419.81</b>	<b>4,887,428.24</b>	<b>(1,222,274.04)</b>	<b>(3,665,154.20)</b>	<b>0.00</b>

Pierce County Library System  
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**FUND: SPECIAL PURPOSE FUND (15)**

Object	2018 Budget	May Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
TAXES:	0.00	0.00	0.00	0.00	0.00	0.00
36110 INVESTMENT INCOME	0.00	1,227.46	5,355.49	0.00	(5,355.49)	0.00
CHARGES OTHER:	0.00	1,227.46	5,355.49	0.00	(5,355.49)	0.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>0.00</b>	<b>1,227.46</b>	<b>5,355.49</b>	<b>0.00</b>	<b>(5,355.49)</b>	<b>0.00</b>
<b>EXPENSE ACCOUNTS</b>						
PERSONNEL	0.00	0.00	0.00	0.00	0.00	0.00
55200 ELECTION COSTS	660,000.00	0.00	0.00	0.00	660,000.00	0.00
ALL OTHER EXPENSES	660,000.00	0.00	0.00	0.00	660,000.00	0.00
<b>TOTAL FOR EXPENSE ACCOUNTS</b>	<b>660,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>660,000.00</b>	<b>0.00</b>
<b>NET SURPLUS / DEFICIT</b>	<b>(660,000.00)</b>	<b>1,227.46</b>	<b>5,355.49</b>	<b>0.00</b>	<b>(665,355.49)</b>	<b>(0.81)</b>

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**FUND: DEBT SERVICE FUND (20)**

Object	2018 Budget	May Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
TAXES:	0.00	0.00	0.00	0.00	0.00	0.00
36110 INVESTMENT INCOME	0.00	115.66	490.66	0.00	(490.66)	0.00
CHARGES OTHER:	0.00	115.66	490.66	0.00	(490.66)	0.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>0.00</b>	<b>115.66</b>	<b>490.66</b>	<b>0.00</b>	<b>(490.66)</b>	<b>0.00</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>115.66</b>	<b>490.66</b>	<b>0.00</b>	<b>(490.66)</b>	<b>0.00</b>

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**FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)**

Object	2018 Budget	May Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
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	1,957.15	7,975.59	0.00	(7,975.59)	0.00
36200 KEY PENINSULA SHARED COSTS	0.00	0.00	9,559.37	0.00	(9,559.37)	0.00
36700 FOUNDATION DONATIONS	0.00	20,000.00	20,000.00	0.00	(20,000.00)	0.00
<b>CHARGES OTHER:</b>	<b>100,000.00</b>	<b>21,957.15</b>	<b>37,534.96</b>	<b>0.00</b>	<b>62,465.04</b>	<b>37.53</b>
39700 TRANSFERS IN	411,500.00	0.00	0.00	0.00	411,500.00	0.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>511,500.00</b>	<b>21,957.15</b>	<b>37,534.96</b>	<b>0.00</b>	<b>473,965.04</b>	<b>7.34</b>
<b>EXPENSE ACCOUNTS</b>						
53501 FURNISHINGS	50,000.00	0.00	2,947.21	0.00	47,052.79	5.89
54100 PERSONAL SERVICES	200,000.00	4,150.03	22,171.99	41,050.71	136,777.30	31.61
54101 LEGAL SERVICES	0.00	2,100.00	2,737.50	0.00	(2,737.50)	0.00
54103 CONTRACTUAL SERVICES	0.00	6,551.50	17,058.69	78,205.21	(95,263.90)	0.00
54912 CONTINGENCY/RESERVE	25,000.00	0.00	0.00	0.00	25,000.00	0.00
56100 LAND	0.00	(2,500.00)	(2,500.00)	0.00	2,500.00	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
<b>TOTAL FOR EXPENSE ACCOUNTS</b>	<b>511,500.00</b>	<b>10,301.53</b>	<b>42,415.39</b>	<b>239,256.92</b>	<b>229,827.69</b>	<b>55.07</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>11,655.62</b>	<b>(4,880.43)</b>	<b>(239,256.92)</b>	<b>244,137.35</b>	<b>0.00</b>

# MEMO



Date: July 2, 2018

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

From: Georgia Lomax, Executive Director

Subject: Executive Director Report – June

- Library Priorities and Funding Project - focus has been on the Leadership Team's work to finalize their proposed key actions under a reduce or sustained budget, and preparing documents to be submitted to the Elections Office upon approval of a resolution at the July Board meeting.
- I spoke to the Rotary Club of Sumner about the Library and the public's priorities for services.
- Foundation Director Dean Carrell and I met with Jerry Vandenberg and Barb Bitetto of the Sumner Rotary to discuss possible collaboration in support of the Library and City's desire to relocate the existing library, and the club's goal to catalyze community efforts to support services to ensure strong, successful families in Sumner and Bonney Lake. Sumner Rotary played a critical role as champions and fundraisers in the Sumner YMCA project and the Sumner Daffodil Sports Complex.
- I was invited to attend United Way's Success Planning gathering of community stakeholders to discuss their priorities for the next 3 years as they seek to reduce poverty in Pierce County.
- Meetings with Superintendent and staff of Chief Leschi Schools continue. In June they joined us at the Administrative Center and Library for a tour of our behind-the-scenes work and to continue identifying how we can partner in serving the Tribal community.
- The Pierce County Law Library outpost at Gig Harbor opened on June 14. This pilot project provides legal resources (including WestLaw and Lexis Nexis) to the public in convenient community locations. Attending the ribbon cutting were Pierce County Library staff, Law Library staff, Pierce County Councilmember Derek Young and local attorneys excited about local access to legal resources.
- I had a great 2-week vacation in June, but had to make sure I joined readers to kick off Summer Reading from afar. I logged 60 minutes for the kick-off Read-a-thon from the back of a canoe on the Flathead River.

# MEMO



Date: June 29, 2018

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

From: Jaime Prothro, Customer Experience Director

Subject: Branch Monthly Report for May 2018

**Bonney Lake:** In preparation for a busy summer reading season, staff worked in May on collection maintenance for better browsing, and Youth Services staff spent much of the month doing book talks at area schools.

**Dupont:** Dupont hosted its first annual Haiku contest and the winning poet received a prize for the following entry:

Black Cat  
Black cat dark as night  
tip toes by on quiet paws  
silent graceful cat

**Eatonville:** Eatonville staff received the following letter from a customer:

Dear Eatonville Librarians,

Thank you for making our library a safe space for people of all ages and backgrounds to read. We just had a class discussion about the history of reading and how most people weren't allowed to read in the dark ages, nor were slaves. We take for granted our ability to read and learn about anything we desire. Thank you for helping make this resource available, for free, to everyone.

**Fife:** Based on youth feedback about their concerns regarding police and safety in a March 2018 story time, Fife staff invited local police to one of the May programs. Staff interviewed Officer Gilbert by introducing books about Police Officers and their duties and asking Officer Gilbert to elaborate. They discussed situations where 911 is called and what happens after you call 911. The question and answer session got the children comfortable with having a Policeman in their presence. The children were in awe, and everyone raised their hands in affirmation that Police Officers are heroes.

**Graham:** At the last Coding for Kids we did a lesson plan from Common Sense Media about internet safety, passed out internet safety handouts to the adults, and finished up with free time coding in the program of their choice. The kids had fun and the adults seemed to appreciate the lesson.

**Gig Harbor:** The branch had a booth at Purdy Elementary STEAM Night, sharing the library's Lego Mindstorms. We have had a series of STEAM night's this year with Peninsula School District that have been well received.

**Key Center:** The library had a booth and the bookmobile at the Key Peninsula Community Livable Fair. The booth was outdoors and had the imagination playground blocks.

**Lakewood:** Staff participated in the Clover Park Technical College Transitional Studies Department 2nd Annual Family and Friend Literacy Night; May 7th at 5:30 to 07:30. This was an opportunity to share valuable resources and partake in a night of fun to support child and student literacy.

**Orting:** Tech Help at the Orting Senior Center was very popular this month and had a full roster! Patrons enjoy learning about features on their phones, laptops, and tablets.

**Outreach/Anderson Island:** Outreach staff at Anderson Island have been regularly appreciated by island customers for their flexibility, cheerfulness, and creativity during the time period (November – May) while the Anderson Island Community Club remodel was in progress.

**Parkland/Spanaway:** Tim Sage, Parkland Branch Manager, was a guest at a Parkland/Spanaway Kiwanis meeting held at the Country Rose. He was able to meet many members of the community including the superintendents of Bethel and Franklin Pierce school districts. He will be scheduled to attend another meeting at the end of June as their featured speaker.

**South Hill:** The last Family Read Aloud book club took place the first week of May, and, in honor of the Garden Club Competition in the book, “The Penderwicks” kids at the May Family Read Aloud Book Club gathering worked on designing and planting the front of the South Hill Library with a colorful combo of mints and geraniums!

**Steilacoom:** The Historical Museum had a speaker talking about their new exhibit, a ship model of the Damariscove and the Maritime history of the town. To tie in, the branch held a family program where participants could paint with water color, ships and sea landscapes. Maggie Lenox our Storyteller also gave a science project on what sinks and what floats.

**Summit:** A staff member at the Mid-County Community Center, one of our longtime partner organizations, has begun prepping for free Microsoft Excel certification testing through the library under the guidance of the Adult Services Librarian.

**Sumner:** Every May and December we get inundated with requests to proctor exams for local students, as semesters wrap up for summer and winter breaks. This May, we proctored almost triple what we normally proctor in a regular month. One student who was earning her real estate license just couldn't believe we did this service for “free” and was very grateful to us.

**Tillicum:** On May 5<sup>th</sup>, a customer asked about library services and when she found out that Amanda spoke Spanish she became very excited and began asking several questions about the library. She was looking forward to coming back with her children so they could be introduced to what the library offered.

**University Place:** Branch Manager Steve Carmody met with Steve Watts-Oelrich, a Business Consultant with the U.S. Small Business Administration Veterans Business Outreach Center/Business Impact NW to discuss a drop-in “Start and Grow Your Business” series at University Place. The first event has been scheduled for July.

# Unfinished Business

# MEMO



Date: July 2, 2018

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

From: Georgia Lomax, Executive Director

Subject: Library Priorities and Funding

At the June Board meeting, you directed me to finalize a resolution for the July Board meeting that would authorize placing a measure on the November 6, 2018, election ballot asking voters to restore the Library's mill levy rate to its maximum 50 cents per \$1,000 assessed value. In addition, during the June meeting we discussed language for a ballot title and explanatory statement. You also asked us to continue to prepare two budget options for 2019, one based on additional funding from an approved levy, and one based on continuing at the current funding level.

Over the past months, we have discussed a variety of service changes based on the funding scenario. Since the June Board meeting, members of Leadership Team have completed assessing public input on priorities, and costs and impacts of key actions and will develop draft budgets for 2019 based on:

Sustain budget (voters approve restoring levy to maintain services)

1. Maintain convenient open hours at current level (1,037 open hours per week)
2. Increase budget for books, movies and other materials (In 2017 PCLS spent \$6.42 per capita)
3. Provide helpful staff to deliver services to spark success for people in Learning, Enjoyment and Community
4. Offer up-to-date computer, Wi-Fi and technology
5. Connect and strengthen communities through services, events, community space and partnerships
6. Maintain services for up to 5 years by placing a portion of 2019 and 2020 revenue into a stabilization fund to be drawn from in 2022 and 2023

Reduce budget (voters reject restored levy)

1. Reduce open hours by approximately 10%, including closing:
  - a. Low-use hours (the last evening hour for all branches)
  - b. Hours the public values least per public poll responses (Sundays)
  - c. Six libraries Thursday evenings (the other 12 full service libraries are already closed Thursday nights)
2. Reduce spending on books, movies and other materials by \$500,000 to \$750,000 (2018 materials budget is \$3.547 million.)
3. Offer fewer classes, training and events to the public
4. Close 2 to 3 libraries
5. Maintain reduced level of services for up to 5 years through eliminating or reducing services

Under either scenario, the Library would deliver a portfolio of services driven by the Library's strategic plan and the public's priorities within the resources (staff, space, funding, etc.) available.

During the Board meeting, we would like to hear your guidance as we begin the 2019 budget and work planning process.

You will also review the required materials to submit a ballot to the Pierce and King County Election Offices and vote on the ballot resolution. Attorney Dan Gottlieb, Hillis Clark Martin & Peterson P.S., will attend the meeting as a resource for you during the discussion.

**Motion: To approve resolution No. 2018-07: A resolution of the Board of Trustees of the Pierce County Rural Library District calling for an election authorizing the restoration of the District's regular property tax levy to \$0.50 per \$1,000 of assessed value.**

# MEMO



Date: June 29, 2018

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

From: Mary Getchell, Marketing and Communications Director

Subject: Library Priorities and Funding Project Update: Election Preparation and Information Activities

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

## **Election Preparation**

We have prepared a ballot submittal package for Pierce and King County Elections Offices. The package includes a resolution cover letter, resolution, explanatory statement, and For and Against Committee form. At the July Board meeting we will ask the Board to approve Resolution No. 2018-07: A Resolution of The Board of Trustees of the Pierce County Rural Library District Calling for an Election Authorizing the Restoration of the District's Regular Property Tax Levy to \$0.50 per \$1,000 of Assessed Value. Dan Gottlieb, an attorney with Hillis Clark Martin & Peterson P.S. who has elections experience, in particular elections involving libraries, helped to prepare the materials. Dan will be at the July Board meeting to discuss and answer any questions you may have about the resolution or ballot submittal package.

On July 13, we plan to issue a news release asking for committee members to participate in a For or Against Committee for the Library System's restoration levy.

Upon the Board's approval of the resolution, we plan to submit the ballot submittal package to Pierce and King County Elections Offices by August 7, 2018 for the November 6, 2018 general election.

## **Public Information about Ballot Measure**

In planning toward the fall election, we are also continuing to implement our library funding project plan with communications for internal and external audiences. In June we prepared another project charter and work breakdown structure that further outlines the activities described in the project plan. Core to the project plan is informing the public about the pending ballot measure/ballot measure. We are preparing multiple communications tactics to inform the public about the ballot measure. By state laws and policies we will use our normal and routine communication channels to provide information about the ballot measure such as print collateral, website, social media, news media, email marketing, direct mail, video, guerrilla marketing, public forums, community presentations, scripts/talking points, paid print and digital advertising, digital communications, and many other strategies. Our primary public information will launch in early to mid-August and run through early November.

Communication materials and activities will highlight the reason for the restored levy which stems from costs to operate and maintain services and libraries have been increasing at a faster and higher rate than revenues. With Washington State law limiting local governments, including Pierce County Library, to no more than an increase of 1% in property taxes plus property taxes from new construction each year, the Library's revenues have not been keeping up with costs to operate. In recent years, costs have increased by an average range of 4-7% a year, while property tax revenues have increased at an average range of 1-3%.

**RESOLUTION NO. 2018-07**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PIERCE COUNTY RURAL LIBRARY DISTRICT CALLING FOR AN ELECTION AUTHORIZING THE RESTORATION OF THE DISTRICT'S REGULAR PROPERTY TAX LEVY TO \$0.50 PER \$1,000 OF ASSESSED VALUE**

**WHEREAS**, pursuant to RCW 84.55.050, the Pierce County Rural Library District, doing business as the Pierce County Library System (the "District") may levy regular property taxes in any calendar year in excess of the limit factor provided for in chapter 84.55 RCW when such levy has been authorized by a proposition approved by a majority of the voters of the District voting on the proposition at a general or special election within the District; and

**WHEREAS**, costs to operate and maintain the District's services and libraries are increasing at a faster and higher rate than revenues to operate them, in recent years, cost increases have ranged from 4 to 7%, while property tax revenues have ranged from 1 to 3%; and

**WHEREAS**, the population of the service area of the District has grown by 16% since 2006, but because Washington State law limits property tax increases to no more than 1% more than the previous year plus property taxes from new construction, the District has not been able to keep up with the library service needs of the growing and changing population; and

**WHEREAS**, voters passed a levy to restore library funding in 2006, and the District has met or surpassed all levy promises with funding that was projected to meet service needs for up to six years, and has stretched that funding for 12 years; and

**WHEREAS**, since 2009, the District has balanced its annual budget by streamlining, eliminating, reducing, or not offering needed services, and deferring services and maintenance, totaling \$20,000,000 in reductions and saving, and the District projects more significant reductions in the future because costs continue to be higher than revenues; and

**WHEREAS**, the public's use of and request for library services is very high with a 63% increase in library card holders, 33% increase in the checkout of books and materials, and 79% increase in participation in classes and events since 2006; and

**WHEREAS**, with advances in technology, the public expects services, books, e-books and materials in forms that increase in costs at a rate significantly higher than the rate revenues are allowed to grow under 84.55 RCW; and

**WHEREAS**, in order to enable the District to maintain library services for up to five years so it can deliver services that growing and changing communities need, want, and value, the Board of Trustees (the "Board") of the District deems it necessary for the District to restore its regular property tax levy rate to \$0.50 per \$1,000 of assessed value for collection in 2019, and to use the resulting dollar amount of the 2019 levy for the purpose of computing subsequent levy limitations as provided by chapter 84.55 RCW; and

**WHEREAS**, the Board deems it necessary to submit to the voters of the District the proposition of whether or not the District shall levy regular property taxes for collection in 2019 in excess of the limit factor provided for in chapter 84.55 RCW;

**NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF TRUSTEES OF THE PIERCE COUNTY RURAL LIBRARY DISTRICT AS FOLLOWS:**

1. The Board hereby finds and declares that, in order to enable the District to maintain library services, it is necessary for the District to restore its regular property tax levy rate to \$0.50 per thousand dollars of assessed value for collection in 2019. Thereafter, the resulting dollar amount of the 2019 levy would be used for the purpose of computing subsequent levy limitations as provided by chapter 84.55 RCW. By law, such proposition must be submitted to the voters of the District for their approval or rejection. If such proposition is approved by the requisite number of voters, the District will be authorized to so act.

2. The Board hereby requests the Pierce County Auditor and the Director of the King County Office of Elections, as *ex officio* supervisors of elections in their respective counties, to call and conduct a special election in the District in conjunction with the general election to be held on November 6, 2018, to submit to the voters of the District such proposition in substantially the following form, with such additions, deletions, and modifications as may be required by the Prosecuting Attorneys for Pierce County and King County, as applicable:

**PIERCE COUNTY RURAL LIBRARY DISTRICT**

**PROPOSITION NO. 1**

**RESTORATION OF  
REGULAR PROPERTY TAX LEVY RATE**

The Board of Trustees of the Pierce County Rural Library District adopted Resolution No. 2018-07 concerning an increase in its regular property tax levy. This proposition would authorize the District to restore its regular property tax levy rate to its fully authorized level of \$0.50 per \$1,000 of assessed value for collection in 2019 to provide stable funding to maintain library services. The resulting dollar amount of the 2019 levy would be used for the purpose of computing subsequent levy limitations as provided by chapter 84.55 RCW. Should this proposition be approved?

YES . . . . .

NO . . . . .

3. The Board finds and declares it to be in the best interests of the District to have information regarding the aforesaid proposition included in the local voters' guides to be prepared in Pierce and King Counties, and authorizes the appropriate costs thereof to be charged to and paid by the District, and further authorizes and directs the Executive Director to provide such information to the Pierce County Auditor and the Director of the King County Office of Elections and to take such other actions as may be necessary or appropriate to that end.

4. If any one or more of the provisions of this resolution shall be declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining provisions of this resolution, and this resolution shall be construed and enforced as if such unconstitutional or invalid provisions had not been contained herein.

5. The Executive Director is hereby authorized and directed to deliver a certified copy of this resolution to the Pierce County Auditor and the Director of the King County Office of Elections not later than August 7, 2018.

6. This resolution shall become effective immediately upon its adoption.

**PASSED AND APPROVED THIS 11th DAY OF July, 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 \_\_\_\_\_

# MEMO

Date: July 2, 2018

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

From: Clifford Jo, Finance & Business Director

Subject: 2018 Amending Budget

During last month's Board meeting we reviewed the need to increase the budget for the election costs related to conducting a reauthorized levy this year. The Board approved resolutions to approve the election cost budget at \$660,000 and transfer \$300,000 to the Special Purpose Fund to offset the increased costs. During the meeting, we mentioned that we would bring an amended 2018 fiscal year budget. Attached are the General Fund and Capital Improvement Fund (CIF) proposed amendments.

#### In the General Fund:

- Correct a doubled entry for the \$120,000 UP Expansion Unit annual payment (it had been reflected in both the General Fund and in the CIF).
- Reduce the CIF Transfer by \$126,500, due to postponing or reducing projects as noted below.
- Reduce Contingency by \$53,500. The Contingency is a working line item and can be increased or reduced at any time, depending on anticipated needs. We recommend using this to close the gap on the increased ballot costs.

#### In the Capital Improvement Fund:

- The Movie Tower Decommission project completed without needing further funding, and so the \$76,500 budget is available for reallocation.
- Reduce the Facilities Master Plan Projects budget by \$50,000 for the remainder of 2018. Less work is needed while interlocal agreements are being worked on.

No other changes are necessary. Revenue is on track to be slightly above budget (two more Erate reimbursements are anticipated this year), and the rest of the expenditure categories are sufficiently budgeted.

In terms of setting funds for future election costs, in both budget scenarios for 2019 we will replenish the Election Setaside Fund at \$660,000 and add \$50,000 for at least 4 years, for a 4 year total of \$860,000. Adjustments will be made for bond election costs for any upcoming projects.

There is no bottom line change to the General Fund, so no action is necessary. For the Capital Improvement Fund, the bottom line is reduced and thus an approval is necessary by simple motion. Later this year, we will bring you a resolution to conduct the transfer from the General Fund to the Capital Improvement Fund.

**Motion: Move to revise the Capital Improvement Fund budget from \$511,500 to \$385,000.**

**PIERCE COUNTY LIBRARY SYSTEM  
- 2018 AMENDING BUDGET -**

GENERAL FUND Amending as of 7/2/2018	2018		% Used as of 7/2	2018		Notes
	Final (12/13/17)	As of 7/2/2018		Amending	\$ Change 2018 Final to 2018 Amend	
<b>REVENUES</b>						
Property Taxes	\$ 30,081,200	\$ 16,022,925	53.27%	\$ 30,081,200		
Excise Taxes	83,000	47,571	57.31%	83,000		0.00%
Timber Taxes	15,000	-	0.00%	15,000		0.00%
Fees (Printer, Fax, Copier)	186,500	94,828	50.85%	186,500		0.00%
Fines	400,000	212,461	53.12%	400,000		0.00%
Investment Income	50,000	21,930	43.86%	50,000		0.00%
Sales of Goods/Services	8,000	1,781	22.26%	8,000		0.00%
Donations & Reimbursements	508,000	74,112	14.59%	508,000		0.00%
Other (Erate, Pcard Rebates, Unclaimed Property)	642,000	429,522	66.90%	642,000		0.00%
<b>TOTAL REVENUES</b>	<b>31,973,700</b>	<b>16,905,129</b>	<b>52.87%</b>	<b>31,973,700</b>	<b>-</b>	<b>0.00%</b>
<b>EXPENDITURES</b>						
<b>PERSONNEL</b>						
Salaries & Wages	\$ 17,066,700	\$ 8,151,639	47.76%	\$ 17,066,700		0.00%
Overtime Wages	12,400	9,755	78.67%	12,400		0.00%
Employee Benefits	6,452,000	3,070,681	47.59%	6,452,000		0.00%
<b>Subtotal Personnel</b>	<b>23,531,100</b>	<b>11,232,074</b>	<b>47.73%</b>	<b>23,531,100</b>	<b>-</b>	<b>0.00%</b>
Reduction in personnel budget to match projections	(823,600)	N/A	N/A	(823,600)		0.00%
<b>Total Personnel</b>	<b>22,707,500</b>	<b>11,232,074</b>	<b>49.46%</b>	<b>22,707,500</b>	<b>-</b>	<b>0.00%</b>
<b>MAINTENANCE &amp; OPERATIONS</b>						
Supplies and Consumables	392,000	138,762	35.40%	392,000		0.00%
Fuel	35,000	17,019	48.63%	35,000		0.00%
Equipment (Computers, Software, Furnishings)	801,200	324,624	40.52%	801,200		0.00%
Professional & Legal Services	849,700	114,760	13.51%	849,700		0.00%
Networking, Phones, Postage	725,600	313,346	43.18%	725,600		0.00%
Travel & Mileage	87,200	36,003	41.29%	87,200		0.00%
Advertising	59,500	24,807	41.69%	59,500		0.00%
Rentals & Leases	543,000	262,443	48.33%	423,000	(120,000)	-22.10% Corrected
Insurance	222,000	859	0.39%	222,000		0.00%
Utilities	336,700	163,811	48.65%	336,700		0.00%
Repairs & Maintenance, Maintenance Contracts	776,200	222,458	28.66%	776,200		0.00%
Registrations	73,200	14,749	20.15%	73,200		0.00%
Dues, Taxes, Licenses, Fees, Misc Expenses	234,700	63,872	27.21%	234,700		0.00%
Intergovernmental	13,000	-	0.00%	13,000		0.00%
<b>Total Maintenance &amp; Operations</b>	<b>5,149,000</b>	<b>1,697,514</b>	<b>32.97%</b>	<b>5,029,000</b>	<b>(120,000)</b>	<b>-2.33%</b>
<b>MATERIALS</b>						
Books, DVDs, Music, eBooks, Databases	3,546,900	1,535,455	43.29%	3,546,900		0.00%
<b>SET-ASIDES</b>						
Operating Contingency	158,800	-	0.00%	105,300	(53,500)	-33.69% Reduced to pay for increased cost for election
Capital Fund Transfer	411,500	-	0.00%	285,000	(126,500)	-30.74% Reduced to pay for increased cost for election
Special Purpose Fund Transfer	-	-	-	300,000	300,000	0.00% Added funds for increased cost for election
<b>TOTAL EXPENDITURES</b>	<b>31,973,700</b>	<b>14,465,044</b>	<b>45.24%</b>	<b>31,973,700</b>	<b>-</b>	<b>0.00%</b>
<b>NET OF REVENUES AND EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 2,440,085</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b> Balanced budget--no cash used

**PIERCE COUNTY LIBRARY SYSTEM  
- 2018 FINAL BUDGET -**

CAPITAL IMPROVEMENT FUND AMENDING AS OF JULY 2, 2018	2018 Final	2018 Amending	Notes
<b>-- FUNDING SOURCES --</b>			
<b>USE OF FUND BALANCE</b>			
Carryforward funds from 2017	\$ 100,000	\$ 100,000	
<b>SUBTOTAL</b>	<b>100,000</b>	<b>100,000</b>	
<b>NEW REVENUE</b>			
Transfer from General Fund	411,500	285,000	Reduced
<b>SUBTOTAL</b>	<b>411,500</b>	<b>285,000</b>	
<b>TOTAL FUNDS AVAILABLE</b>	<b>511,500</b>	<b>385,000</b>	
<b>-- EXPENDITURES --</b>			
UP 5,000 sq ft Expansion (10 years--2012-21)	\$ 120,000	\$ 120,000	
Movie Tower Decommission	76,500	-	Project completed without needing funds
ACL Space Design & Furnishings	50,000	50,000	
Sonitrol Upgrades	30,000	30,000	
UPS Battery Replacement	10,000	10,000	
Buckley Site Evaluation	100,000	100,000	
Facilities Master Plan Projects	100,000	50,000	Reduced
<b>TOTAL EXPENDITURES</b>	<b>486,500</b>	<b>360,000</b>	
Contingency	25,000	25,000	
<b>GRAND TOTAL EXPENDITURES</b>	<b>511,500</b>	<b>385,000</b>	
<b>NET OF REVENUE AND EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	Balanced

# MEMO



Date: June 2, 2018

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

From: Melinda Chesbro, Deputy Director

Subject: Dashboard & Statistics Update

Earlier this year the Board participated in a brainwalk about the measures that are routinely reported in the Board Packet. We heard that you would like the monthly report to provide:

- a big picture perspective
- quantifying of activities beyond just checkouts
- an understanding of how the measures relate to our strategic plan
- a comparison of how our activities measure up to those of other libraries
- context for when action might be needed based on changes in measured activities
- indications of trends, narrative for context and per capita numbers to normalize year to year and peer library comparisons
- context on how community changes impact our services and how we respond to these

At the July meeting I will review your feedback and get any additional ideas. I'll also bring proposed peer libraries and some key measures.

# **Board Education and Service Reports**

# MEMO



Date: July 2, 2018

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

From: Georgia Lomax, Executive Director

Subject: Open Public Meetings Act Training

As part of the 2014 Open Government Trainings Act, members of a governing body of a public agency subject to the Open Public Meetings Act (OPMA), such as Library Board of Trustees, must receive open public meetings training.

Those members must receive “refresher” training at intervals of no more than four years, so long as they are a member of a governing body. Since 2018 marks the four year period for some of you, we will provide a brief video training at the Board meeting and allow time for discussion afterward.

Attached is a Q &A document of the 2014 Open Government Trainings Act for your reference.



**Bob Ferguson**  
**ATTORNEY GENERAL OF WASHINGTON**

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**2014 Open Government Trainings Act**

The Open Government Trainings Act, Chap. 66, 2014 Laws ([Engrossed Senate Bill 5964](#)) was enacted by the 2014 Washington State Legislature, effective July 1, 2014. Here is a guide.

**1. Why did the Legislature enact this new law?**

*Answer:* The bill was introduced at the request of the Attorney General, with bipartisan support. A 2012 Auditor’s Office report noted more than 250 “open government-related issues” among local governments. These included issues concerning the Open Public Meetings Act (OPMA) at RCW [42.30](#). In addition, in recent years the courts have imposed some significant monetary penalties against state and local public agencies due to their non-compliance with the Public Records Act (PRA) at RCW [42.56](#). Most violations are not malicious or intentional; they are often the result of insufficient training and knowledge. The comments to the Attorney General’s Office advisory Model Rules on the PRA, and case law, have recognized that PRA training for records officers is a best practice. See, for example, [WAC 44-14-00005](#).

The Legislature passed ESB 5964 in March 2014 and the Governor signed it on March 27, 2014. The Act is designed to foster open government by making open government education a recognized obligation of public service. The Act is also designed to reduce liability by educating agency officials and staff on the laws that govern them, in order to achieve greater compliance with those laws. Thus, the Act is a risk management requirement for public agencies. The Act provides for open public meetings and records trainings. In sum, the Act is intended to improve trust in government and at the same time help prevent costly lawsuits to government agencies. *[Section 1]*

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**2. What is the Act called?**



*Answer:* The Open Government Trainings Act. *[Section 6]*

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**3. When is the Act effective?**



*Answer:* July 1, 2014. *[Section 7]*

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**4. What is a quick summary of the Act’s requirements?**



*Answer:* The Act requires basic open government training for local and statewide officials and records officers. Training covers two subjects: public records and records retention (“records training”), and open public meetings. *[Sections 1-4]* Whether you are

required to take trainings on one or both subjects depends on what governmental position you fill.



5. **What is the Attorney General's Office role?**

*Answer:* The Attorney General's Office may provide information, technical assistance, and training. [Section 5] See also RCW [42.56.570](#) and RCW [42.30.210](#). The office maintains and provides a public [web page](#) with training videos as well as training resources.

The office is also providing other assistance such as this Q & A guidance. The Assistant Attorney General for Open Government (ombudsman) is also available as a resource. See Q & A Nos. 13 and 22.

6. **Who is subject to the Act's training requirements?**



*Answer:*



► **Members of governing bodies.**

Members of a governing body of a public agency subject to the OPMA must receive **open public meetings training (OPMA training concerning RCW [42.30](#))**. "Public agency" and "governing body" are defined in the OPMA. RCW [42.30.020](#).

They include members of city councils, boards of county commissioners, school boards, fire district boards, state boards and commissions, and other public agency boards, councils and commissions subject to the OPMA. Effective July 1, 2014, those members must receive OPMA training no later than 90 days after they take their oath of office or assume their duties. They can take the training before they are sworn in or assume their duties of office. They must also receive "refresher" training at intervals of no more than four years, so long as they are a member of a governing body. [Section 2]

**Note:** If a member of a "governing body" is also an elected local or statewide official, he or she must receive both open public meetings and records trainings (see next bullet).

\* \* \*



► **Elected local and statewide officials.**

Every local elected official, and every statewide elected official, must receive **records training (PRA training concerning RCW [42.56](#), plus records retention training concerning RCW [40.14](#))**.

Effective July 1, 2014, they must receive this training no later than 90 days after they take their oath of office or assume their duties. They can take the training before they are sworn in or assume their duties of office. They must also receive "refresher" training at intervals of no more than four years. [Section 3]

**Note:** If an elected local or statewide official is also a member of a “governing body,” the official must receive both open public meetings and records trainings.

\* \* \*

► **Records officers.** 

Public records officers for state and local agencies, and state agency records (retention) officers designated under RCW [40.14.040](#), must receive **records training (PRA training concerning RCW [42.56](#) and records retention training concerning RCW [40.14](#))**. Effective July 1, 2014, they must receive this training no later than 90 days after they assume their duties. They must also receive “refresher” training at intervals of no more than four years. [Section 4]

*Note: While Section 4(2) of the bill refers to “public records officers” in the training schedule, the act’s training requirements were intended to apply to both public records officers under the PRA and to state agency records officers designated under RCW 40.14.*

\* \* \*

► **Others.** 

Other public agency officials and employees who are not listed in the Act are not required to receive training. However, this Act sets only minimum training. Agencies may wish to provide or arrange for additional or more frequent training, or training for additional staff.

Training is essential because even one unintentional mistake can amount to a violation of the PRA or OPMA. PRA training reduces risks of lawsuits. As the State Supreme Court has explained, “An agency’s compliance with the Public Records Act is only as reliable as the weakest link in the chain. If an agency employee along the line fails to comply, the agency’s response will be incomplete, if not illegal.” *Progressive Animal Welfare Society v. University of Washington*, 125 Wn.2d 243 (1995). And the Supreme Court has held that PRA training can reduce PRA penalties. *Yousoufian v. Office of Ron Sims*, 168 Wn.2d 244 (2010).

As a consequence, an agency may want persons who are not listed in the Act to receive training. How much training each employee receives may depend on his or her role. For example, an agency may want all employees to be trained on the basics of records management, search requirements, how to identify a request for records, and what is a public record. An agency could include basic records training in all its new employee orientations, covering both PRA and records retention.

Other employees may benefit from additional training. For example, public records officers may have other designated staff to assist them in responding to records requests. Thus, records training would be useful for those staff. And, that records training for those who regularly assist public records officers may be more detailed or frequent than, say, that provided to a board member.

Or, while a local government agency is not required to formally designate a records retention officer under RCW 40.14.040, as a practical matter, the agency may have staff who is key in maintaining records using the local government records schedules. Therefore, those local government agencies may want to provide or arrange for those staff to receive training on RCW 40.14.

Or, a board may have a staff member or clerk who posts meeting notices and agendas, and maintains minutes, so that person may likely benefit from training on the open public meetings requirements under the OPMA.

And, regular refresher training may be appropriate for any of these employees, depending upon the person's governmental position and developments in the law.

In sum, while training is not required for governmental positions not listed in the Act, the Attorney General's Office encourages agencies to consider that persons in other positions are subject to or working with these laws, and would likely benefit from receiving training, if feasible. Training on the laws is a best practice, even if not specifically required by the Act. Education helps support transparency in government and reduces risk to agencies.



**7. Who is not subject to the Act's training requirements?**

*Answer:* As noted in Q & A No. 6, public agency employees and officials not listed in the Act are not required to receive training. The courts and the State Legislature are also not required to receive training (unless the person also holds another governmental position where training is required, for example, serving on a governing body subject to the OPMA). Even so, the Act does not restrict them from receiving or participating in open government training.

Others not subject to the Act include board members, officials or employees of purely private organizations. Examples are nonprofit boards, homeowners associations, or other private entities that are not a public agency or the functional equivalent of a public agency.

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**8. What if I am in my elected position (an incumbent) on July 1, 2014, and I am not up for re-election in 2014? How does the training schedule work for me? What if I already received training in 2014?**



*Answer:* Even if not specifically required by the Act, we recommend that incumbents in office on July 1, 2014 receive training for each of the required sections of law during 2014, if they have not already received such training. If they have already received training in 2014 for the required sections of law, we suggest they document it. (See Q & A No. 17). Then, calendar refresher trainings at intervals of no later than four years (as long as you are a member of the governing body or public agency). We suggest this approach for several reasons.

- First, the training will help establish a “**culture of compliance**” with open government laws in the agency if officials and others subject to the Act demonstrate they have recently received or are quickly willing to receive the training.
- Second, it will help set a similar “**base year**” for scheduling four-year refresher trainings if several officials in a public agency are required to receive that training.
- Third, it is a **good idea** for an elected official to receiving training in 2014, even if the training covers some of the same topics previously reviewed during an earlier year’s orientation or training. Given the public interest in these laws, it is good to keep them in the forefront of the official’s or employee’s base knowledge. And, there may be new developments in the statutes or court decisions that were not covered in a prior training.
- Finally, the **sooner training is received and documented, the sooner that information will be available** to a court or others if needed. Since 2010, the State Supreme Court has said it will consider PRA training in assessing penalties for public records violations specified in the PRA. (See more discussion under Q & A No. 20 discussing non-compliance with the Act.)

**9. What if I am in my elected position (an incumbent) on July 1, 2014, and I am seeking re-election in 2014? How does the training schedule work for me?**



*Answer:* Incumbents who are re-elected in November 2014 must receive training no later than 90 days after they take their new oath of office or otherwise assume their duties. However, they can take the training sooner. Therefore, they could either take the training some time by the end of 2014 (perhaps with other officials and staff receiving training in 2014), or they could wait to take the training within 90 days after they take their oath of office or otherwise assume their duties of office if re-elected in November.

Then, refresher training must be taken no later than every four years (as long as you are a member of the governing body or public agency).

**10. What if I am in my position as an incumbent public records officer or records officer on July 1, 2014? How does the training schedule work for me?**



*Answer:* If you were in your position prior to July 1, 2014, and you have already received training in 2014, we recommend you document it. However, if you did not receive any records training in 2014, we recommend you receive training this year, given the reasons and approach stated in Q & A No. 8, and document that training. (See Q & A No. 17). Then, 2014 becomes your “base year” from which you schedule the refresher

trainings that are required no more than four years later (as long as you are in the records officer position).

If you are appointed on or after July 1, 2014, you will need to receive training no later than 90 days after assuming your duties, and then receive refresher trainings no more than four years later.

You can receive more frequent trainings, too, if feasible. More frequent trainings are not restricted in the Act.

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## 11. What must the training include?

*Answer:*



- **Open public meetings training** should cover the basics of the OPMA. *[Section 2]*

The Act does not provide further details. However, for example, the training could cover the purpose of the act, requirements for regular and special meetings, public notice, executive sessions, and penalties. The training may also include the requirement to maintain minutes and have them open for public inspection, as described in another law at RCW [42.32.030](#).

The Attorney General's Office online OPMA video and OPMA Power Point cover the basics of the OPMA and satisfy this requirement.



- **Records training – PRA.** Training on the Public Records Act should cover the basics of the PRA at RCW 42.56. Training must be consistent with the Attorney General's Office [Model Rules](#). *[Sections 3, 4]* The Act does not provide further details.

However, for example, the training could cover the purpose of the PRA, what is a "public record," basic public records procedures, how an agency responds to requests, searches, what an agency must do before withholding information in a record from the public, and penalties. The training might also cover an agency's particular PRA procedures set out in its rules or policies.

The Attorney General's Office online PRA video and PRA Power Point cover the basics of the PRA and satisfy this requirement.



- **Records training – records retention.** Record retention training should cover the basics of RCW 40.14. *[Sections 3, 4]*

The Act does not provide further details. However, for example, the training could cover basic retention requirements, what is a records retention schedule, and a brief description of what schedule(s) apply to the agency. For board members, it may

also specifically cover how to manage emails and other electronic records. For a records officer, the training may be much more detailed, addressing more specifically the agency's records retention schedules and categories of records.

The Washington State Archives records retention training covers the basics of records retention and satisfies this requirement.



- **The four-year “refresher” training** should cover the basic requirements in effect at the time of the training. It is a good idea to cover any recent developments in the law since the last training. Under the Act, the refresher trainings must occur at intervals of no more than four years.

There may be options an agency wants to consider for giving refresher training. For example, it may be useful to have a refresher training once a year such as at a board meeting or staff workshop. In that way, officials and employees subject to these laws can receive ongoing refreshers as well as updates on the laws, without needing to individually calendar the four-year cycle.



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**12. Who will provide the training?**

*Answer:* That choice is up to each agency official and employee, depending on the agency's needs and resources. The Attorney General's Office has provided a [web page](#) with training information. That web page includes resources for PRA and OPMA training. Examples include Power Point presentations, videos, manuals, and links to other training resources. The web page also provides links to the Washington State Archives online training materials and other information describing records retention requirements. Other training options are available as well. See Q & A No. 13.

---

**13. What are the training options for an official or employee?**

*Answer:* There are many options to receive training. To illustrate, an official or employee could take training in any of the following ways:



- **In-House Training at the Agency.**
  - In-house training provided by the agency's legal counsel, assigned Assistant Attorney General, or agency staff familiar with the requirements of the law.
  - Training through videos or Power Points at a board meeting or staff meeting or workshop, perhaps with someone available to answer follow-up questions.
  - Training as part of the orientation for new members and new staff.



- **Internet or Remote-Technology Based Training.** [Sections 2, 3, 4]
  - Online or internet-based training, webinar training, or training via Skype.
  - The training resources provided on the Attorney General's Office training web page includes videos and links to training materials. The Attorney General's Office OPMA and PRA videos and two Power Point presentations linked there satisfy the OPMA and PRA training requirements. The State Archives records retention training linked there satisfies the records retention training requirements.



- **Training from Public Agencies or Public Agency Associations.**
  - Training offered by or at other public agencies or associations.
  - For example, training may be provided by a school board association, a fire district association, a public records officer association, and similar entities.
  - The Attorney General's Office is also examining whether its training videos can be made available online on the State of Washington Department of Enterprise Services "Learning Management System" website for state employees.



- **Outside Training.**
  - Training from an outside private trainer.
  - For example, a resource for local governments is the [Municipal Research and Services Center](#).
  - The Washington State Bar Association may also provide Continuing Legal Education (CLE) programs, particularly on the PRA and OPMA. These may be useful for persons who are attorneys who must receive training under the Act and who are also required by the WSBA to obtain CLE credits.



- **Washington State Archives - Records Retention Training.**
  - The Washington State Archives provides guidance and support to state and local government agencies in public records management by offering education and training opportunities.
  - Information about the State Archives training for state agencies and local agencies is available [online](#).
  - Another option is to ask the State Archives staff to provide records retention training or to guide the agency to other useful records retention training resources. An agency can contact the State Archives by email at [recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov) or by telephone at (360) 586-4901.



- **Attorney General's Office In-Person Training.** [Section 5]
  - Ask the Assistant Attorney General for Open Government to provide PRA or OPMA training.
  - *Note:* There may be minimum audience size, travel and other factors to consider.

- **Other Training.**
  - Consider other training options that cover the open public meetings and records training requirements.

The Act was designed to be flexible so an agency official or employee could select a training option that best fits his/her needs, governmental position, and agency resources.

---

**14. What does it mean when the Act says that the PRA training must be consistent with the Attorney General’s Office PRA Model Rules?**

*Answer:* The Attorney General has, in [chapter 44-14 WAC](#), adopted “Model Rules” on PRA compliance to provide information to agencies and to requestors about “best practices” for complying with the PRA. While the PRA Model Rules are advisory (RCW 42.56.570), they are also noted as a training tool in the Act. [Sections 3, 4]. We believe they are used and referenced by many agencies today. As such, they are a good training foundation from which an agency can conduct or design PRA training. The Model Rules are also available on the office’s Open Government Training [web page](#).

The Attorney General’s Office PRA training video available on our web page is consistent with the Model Rules.

---

**15. Does the Act require the Attorney General’s Office to approve or certify training?**



*Answer:* No.

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**16. Are there a minimum number of hours required for training?**



*Answer:* No.

However, basic training for the OPMA and PRA should probably last no less than 15 – 20 minutes each, and basic records retention training should probably last 10-15 minutes. More detailed and longer training may be appropriate for some positions. For example, records officers may want to receive more detailed training on the PRA and records retention schedules, and/or receive training more often than once every four years.



**17. Should an official or employee document the training? If so, how?**

*Answer:* The Act does not require training to be documented. Even so, we recommend officials and employees subject to the Act document this training, and we recommend that their agencies assist them. An agency will want to have training information available to a court or to others if needed. (See Q & A No. 20 regarding possible consequences of non-compliance.)

The Act also contains no requirements describing how to document training. Every agency may be different in how it maintains its employees' or officials' training records. Or, if the training is conducted at a board meeting, the minutes can reflect that the training was provided and who attended. The minutes would also qualify as documentation.

The AGO has prepared sample documentation forms (a sample certificate and a sample training roster) which are available on the open government training [web page](#). Other forms or methods of documenting training are fine as well.

If an incumbent official or staff member has already received training during 2014, we recommend the official or staff member, or agency, document that training, too, if they have not already done so.

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**18. Is an official, employee or agency required under the Act to report completed trainings or provide training documentation or data to the Attorney General's Office?**

*Answer:* No.



**19. What is the training cost to the official, employee or agency?**

*Answer:* The cost depends on what trainings the officials or employees take. They may incur travel costs on behalf of their agency, but if they take online training, the "cost" is primarily only their time. There is no cost to take the online trainings available on the Attorney General's Office website; they are free. There is no cost to take the State Archives online trainings on records retention; they are also free.

Many agencies that currently arrange for training on these open government laws, or other topics, already either use their own staff to conduct the trainings (such as their attorneys) or seek out other trainings from other organizations/associations. Thus, those are the types of costs currently taken into account by agencies.

---

**20. What is the penalty for an official's or employee's non-compliance with the Act?**

*Answer:* The Act does not provide any new penalties for an official or staff member not receiving required training. The Act does not provide any new penalties for an agency

not providing training. The Act does not create a new cause of action in court regarding training under the OPMA, PRA, or records retention laws. Remember, the Act is intended to reduce liability, not create new lawsuits. [See, e.g., Section 1]

However, under current case law, a court can consider whether agency staff received training when it is determining whether to assess a penalty for violations of other sections of the PRA (as specified in the PRA). That is, under current case law, evidence of training can mitigate an agency's exposure to penalties; absence of training can aggravate penalties.

---

**21. What is the bottom line?**

*Answer:* In sum, training is required by the new Act effective July 1, 2014. And, under current law and guidance, training is also in the agency's and the public's best interests. That is, it is already a best practice for officials and other employees who work with those open government laws to receive training, so they can better comply. The new Act simply takes that best practice one step further, by requiring training for many officials and records officers.

---

**22. Who can we contact for more information?**



*Answer:* You may contact the Attorney General's Office:

Nancy Krier  
Assistant Attorney General for Open Government  
(360) 586-7842  
[Nancyk1@atg.wa.gov](mailto:Nancyk1@atg.wa.gov)

Attorney General's Office Open Government Training Page:  
<http://www.atg.wa.gov/OpenGovernmentTraining.aspx>

\* \* \*

Information about State Archives records management and retention training  
for state and local agencies is available at:

<http://www.sos.wa.gov/archives/RecordsManagement/>

Agencies can contact the State Archives by email at [recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)  
or by telephone at (360) 586-4901.

# Officers Reports

# MEMO

Date: June 2, 2018

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

From: Melinda Chesbro, Deputy Director

Subject: 2018 Work Plan Update - July

## **Summer Reading Website – Focus Area: Reading**

This project consolidated information about the PCLS Summer Reading Program that had been scattered across the PCLS website. Instead of separate portals for kids, teens and adults, customers can find out about events, services and reading materials in one convenient location. The Summer Reading web pages were launched at the beginning of June.

## **Staff Ergonomics, Phase 2 – Core Service: Staff**

This is the second year of a three-year project to update staff equipment to current ergonomic standards. Several locations will get new staff chairs, stools and anti-fatigue mats. The equipment has been received and will be distributed over the next several weeks.

## **Polaris Server Virtualization – Core Service: Technology**

This project moved the Polaris Production and Training servers to a virtual server platform in alignment with the IT Modernization plan. The virtual servers provide a stable, modern environment to ensure that Polaris will be reliably available for both public and staff use. Polaris is the Library's catalog and library system.

## **Polaris Upgrade – Core Service: Technology**

This project will create a process for current and future upgrades to the Polaris software. This will be the capstone project for Leadership Academy and the group has enthusiastically taken on the challenge. The current upgrade will occur this fall and includes significant changes to the public catalog, so having a group that represents several departments and skill sets is vital to the success of the project.

# MEMO

Date: June 29, 2018

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

From: Clifford Jo, Finance & Business Director

Subject: Property Projects Report

## **Lakewood/Tillicum**

- We have exchanged counteroffers for the Letter of Interest with the Owners of the prospective Lakewood Library property and are nearing final agreement. We anticipate the Letter of Interest to be signed by all parties in July.
- We have exchanged counteroffers for the Purchase & Sale Agreement for the Tillicum neighborhood property and nearing final agreement.
- We met with City of Lakewood to review the second draft of the Interlocal Agreement, which is being edited by the City Attorney.

## **Sumner**

- City of Sumner and the Library are planning the follow up work related to the property.

## **Bonney Lake**

- City purchased properties across the street and will be adding more parking space during coming months. As of end of June, there's been no activity yet on the parking spaces.

## **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. Pierce County sent an archeologist to review the site in mid-June.

# MEMO



Date: July 3, 2018

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

From: Clifford Jo, Finance & Business Director

Subject: 2018 Property Values for 2019 Tax Levy

As of July 3, the Pierce County Assessor-Treasurers Office has not released their annual report on property valuations in Pierce County. If we receive it between now and the Board meeting, I will provide an updated report during the meeting, including the impact on 2019 revenues, with and without a reauthorized levy.

Our revenues are currently calculated by the formula of 1% increase over 2018 plus new construction. The county will send us a preliminary certificate in early September, which will be used to construct the two 2019 budgets.

# MEMO



Date: June 29, 2018

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

From: Jaime Prothro, Customer Experience Director

Subject: Summer Reading 2018: Kicking Off with a Read-a-thon

The 2018 Summer Reading Program officially began on Saturday, June 23 with a Read-a-thon event at all library locations.

This is the second year that PCLS has hosted the Read-a-thon with the goal of promoting Summer Reading for all ages, as well as providing communities an opportunity to read to earn children's books for their local library. For 2018, 13550 minutes were reported, which earned 245 books! This is up slightly from the previous year's 241 books.

Each library took their own local spin on facilitating the Read-a-thon. Some locations hosted summer programs like rock painting, karaoke, musicians, book writing, crafts and more. Others reset their seating arrangements to entice more comfortable reading. Bonney Lake held a read-aloud from Patrick McManus' books, while Buckley encouraged participation at a local booth as part of the Buckley Log Show.

This activity helps PCLS meet our Enjoyment outcome to build a reading community.

# MEMO

Date: July 2, 2018

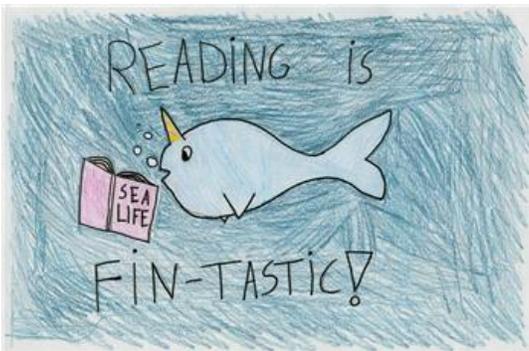
To: Chair Rob Allen and Members of the Board of Trustees

From: Mary Getchell, Marketing and Communications Director

Subject: Library Card Design Contest

Student talent shined in [Pierce County Library System's Library Card Design Contest](#).

Congratulations to Jasmyn Uribe of Harbor Heights Elementary and Denae Folen of Goodman Middle School, both Gig Harbor residents, for their winning designs in the Library System's Card Design Contest. This spring, nearly 900 students living or attending school in Pierce County submitted original designs in the free contest. Professional artists reviewed entries and selected eight finalists for two age groups: elementary and middle school/high school. The public cast nearly 18,000 votes to select the winning designs. Starting this fall people may choose from these two new student-designed cards.



Designed by Jasmyn Uribe

The Library created the library card design contest in 2009. This year's contest was the fifth time the Library System conducted the contest and the first time it opened it to elementary age students. This year by far marked the highest number of votes to select the winner.

The Communications Department conducted a variety of communications activities to engage the public

and Customer Experience staff encouraged participation in the libraries. I also reached out to Communications Directors in schools and local governments who in turn communicated through their channels such as websites, e-mail marketing, and social media.

## Library's Communication Activities Results

- News stories: 12
- Email marketing engagement: 3 messages; distribution average of each message: 150,000 email recipients; 68,142 total opens of email message: for a 15% open rate; click through rate (CTR): 9,936 for a rate of 2.15%. Industry standard open rate: 21%; Industry standard CTR: 2.63%. Pierce County Library's emails had slightly lower than industry standards for opens and CTR. In 2019 the Library plans to clean its email recipient list for improved quality communications.
- Facebook: 5 posts – all organic (unpaid); combined reach of 7,970 total Facebook accounts (average of 1,594/post); 445 total CTR (average CTR of 84/post) with a CTR rate of 5.6%; 294



Designed by Denae Folen

total engagement (likes, shares averaged 58.8/post) for an engagement rate of 3.7%. Industry standard engagement: .27%; CTR: .73%. Surpassed industry standards.

- Twitter: 3 posts; 1,367 total reach (average of 455/post); 65 total engagements (average of 21.6/post). Engagement rate of 4.8%. Industry standard is 0.07. Surpassed standards.

The contest generated brand awareness and preference for the Library. It also aligned well with our Strategic Plan focus area of Enjoyment to inspire student-designed library cards for access to an extensive and diverse collection of books, movies, and other materials. We hope to continue conducting the contest every other year, with the next contest scheduled for 2020.

# MEMO

Date: June 26, 2018

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

From: Max Craft, Adult Services Librarian

Subject: E-Reader Kits

In the spring-summer of 2018, Pierce County Library System is highlighting an area of the Library's Strategic Plan for concentrated communications: Enjoyment with a spotlight on e-books and audiobooks.

The Pierce County Library Foundation provided a generous donation to support the offering of online books and to purchase e-reader kits. The Emphasize E-Reader Team, consisting of seven PCLS staff members, have been working since February to assemble the kits.

Five E-Reader kits are now available for use. Each e-reader kit contains seven different e-reader devices. The devices are Samsung Galaxy Tablet, iPad, Kobo Aura H20, Kindle Paperwhite, Kindle Fire Tablet, Ematic Funtab 3, and a NOOK glowlight. Library staff will use the e-reader kits to help customers learn and discover the ease and fun of e-book and audiobook reading.

Our goal is to have the e-reader kits showcased in at least 40 programs and events by the end of 2018. We will use program statistics, patron feedback, and circulation of downloadable content to evaluate the success of e-reader kits. In December, the Emphasize E-Reader Team will evaluate the e-reader kits and report back to the board of trustees.

# Executive Session

*Motion to recess to Executive Session per RCW 42.30.110, for 10 minutes to discuss personnel issues.*

**Pierce County Library FYI Packet**  
**Link List**  
**July 11, 2018**

**Pierce County Library in the News**

- [Gig Harbor Library Will Offer Powerful Legal Tools For Free](#) – Gig Harbor Patch and Gateway
- [Local students among county-wide art competition](#) – Courier Herald
- [Sumner purchases land for location of future library](#) – Puyallup Herald
- [2 Gig Harbor Students Win Library Card Contest](#) – Gig Harbor Patch and Gateway
- [It's been losing millions for years. Now Pierce County library system may ask for tax hike](#) – News Tribune
- [Gig Harbor to host a kick off party for Pierce County Libraries' summer reading program](#) – Gateway
- Three ads for audio and ebooks – News Tribune (see attached PDF)
- One ad for 2017 Annual Report – News Tribune (see attached PDF)

**Miscellaneous**

- [For the first time, East Pierce Fire seeks to place bond on November ballot](#) – Puyallup Herald
- The Organizer, Spring 2018 – AFSCME (see attached .PDF)

# Fife School Board says principal harassed teachers

BY CANDICE RUUD  
cruud@thenewstribune.com

The Fife School Board has concluded that one of its middle school principals sexually harassed teachers under his supervision.

Surprise Lake Middle School teachers complained to the district of sexual and gender-based harassment last May, and an independent investigation was conducted. After reviewing it, district administrators concluded in November that the allegations against principal Jim Snider "did not rise to the level of misconduct or a violation of district policy."

Four teachers appealed that decision, which resulted in the matter being kicked up to the Fife School Board for review.

"When we appealed that to the board, they reversed that decision and are acknowledging a sexually hostile work environment, which is pretty radical for a school district to acknowledge. I was really impressed," said attorney Lara Hruska, who is representing the teachers.

Efforts to reach Charles Leitch, the attorney representing the district in the matter, were unsuccessful.

Assistant superintendent Ben Ramirez said via email that he could not comment.

"As it relates to any internal personnel process, the district cannot comment on a board decision and considers the matter closed. With regard to inquiry on Principal Snider, he currently is working on special assignment at the central office," Ramirez wrote.

Snider's attorney, Alan Harvey, said he and his client weren't made aware of or included in the appeal process and his client never had a chance to defend himself in a closed hearing the school board held in April. Snider was never disciplined after the investigation because the school district found there had been no violation of district policy, Harvey said.

"He hasn't been afforded any due process. He had no role at all," Harvey said. "It sounds a lot to me like a Star Chamber, where you don't get due process and people in a backroom make decisions. He wasn't disciplined. Some people didn't like it apparently and were not happy with the end result and did a closed room

SEE FIFE, 8A



RICHARDS STUDIO COLLECTION Tacoma Public Library

On April 26, 1960, the fresh-faced young members of the Ventures, from left, Nokie F. "Nokie" Edwards, Bob Bogle, Howie Johnson and Don Wilson, posed with their instruments.

# Tribute show to Ventures' Edwards features band's last surviving member

BY CRAIG SAILOR  
csailor@thenewstribune.com

The last of the original Ventures will come out of retirement Sunday to play at a fundraiser in honor of his former bandmate, Nokie Edwards.

"I haven't picked up a

guitar since 2015," said Don Wilson, 85.

Edwards, the legendary guitarist for the Tacoma surf band, died March 12 at age 82.

Along with Wilson, several other bands will perform Sunday at Tacoma's Temple Theatre, said organizer Ed Troyer. The event is meant as a tribute to Edwards and as

a fundraiser for Groove Music for Youth, a non-profit that provides musical instruments for at-risk youth.

With an estimated 100 million record sales, the Ventures set the standard for instrumental guitar rock in the 1960s and 1970s.

Hits that included "Walk, Don't Run" and

## CELEBRATING THE MUSICAL LIFE OF THE VENTURES' NOKIE EDWARDS

WHEN: 3-9 p.m. Sunday (June 3).

WHERE: Temple Theatre, 47 St. Helens Ave., Tacoma.

WITH: Don Wilson, Climax Blues Band and others.

TICKETS: \$20 at nokie.brownpaper tickets.com and at the door.

the theme song for "Hawaii Five-O" propelled their induction into the Rock and Roll Hall of Fame in 2008.

Ventures founders Bob Bogle and Wilson were bricklayers when they bought guitars and chord books at a pawnshop on Tacoma's Pacific Avenue in 1958.

"They were just really cheap guitars," Wilson recalled. "They didn't stay in tune very well. But we wanted to learn."

By the next year, they had formed the Ventures, with Edwards on bass guitar and Howie Johnson on drums.

Wilson recalled the first

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THE NEWS TRIBUNE  
{ thenewstribune.com }

# Stadium's newest restaurant starts serving lunch next week. Check out the rice bowls

BY SUE KIDD  
skidd@thenewstribune.com

**COMING SOON** Moshi Moshi Bar + Ramen starts lunch service next week. While

the 2-month-old Stadium eatery is known for its ramen and cocktails by night, it's about to become known for its sandwiches and donburi bowls by day.

Specifically, the fried katsu sandwiches. One is made with pork, the other beef.

For the fried pork sandwich, chef Aaron Grissom said he's making pork sausage, breading it and frying it and serving it with a swipe of kewpie mayo and other flavor enhancers.

He's also come up with three versions of "toasts," which are "playing off the idea of a sandwich, but a little bit lighter," said Grissom.

One will be made with a shrimp-scallop salad flavored with cured egg kewpie and spring peas. Another will be a sunnyside egg, bacon and avocado toast with mirin-and-vinegar soaked cherry tomatoes that have been dried. The third will be a Dungeness crab toast.

There's also a choice of donburi rice bowls.

## Moshi Moshi Bar + Ramen

**Where:** 110 N. Tacoma Ave., Suite B, Tacoma

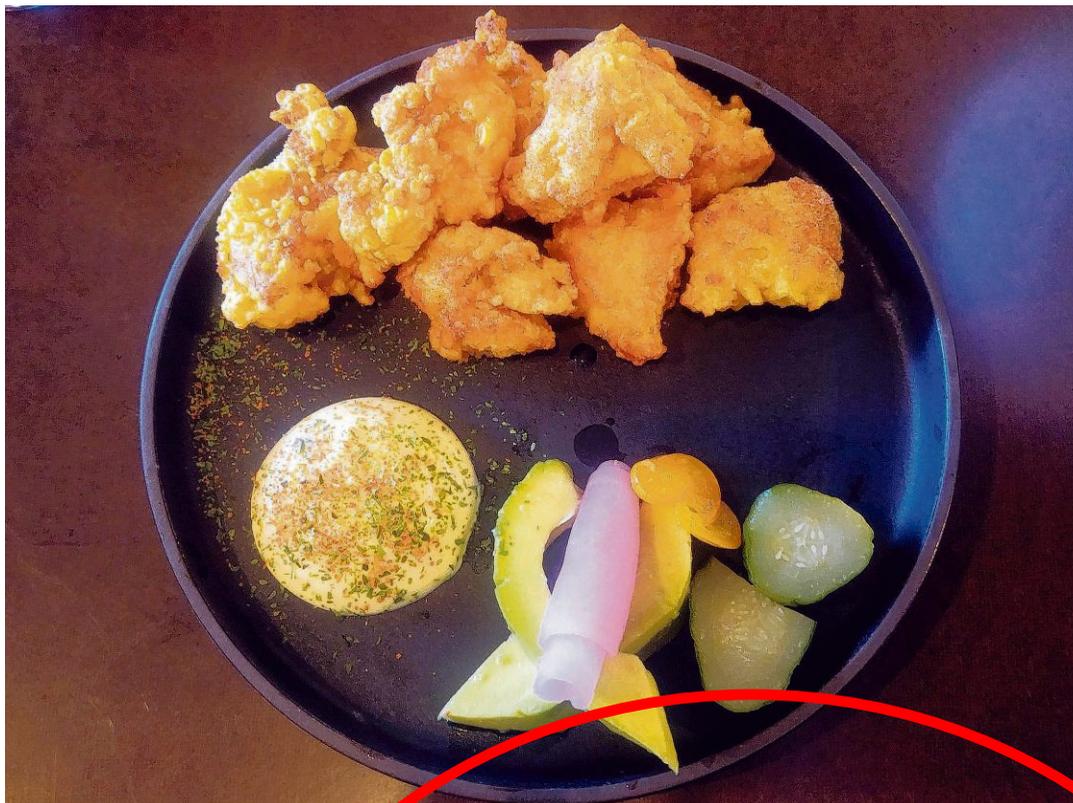
**Hours:** Noon-10 p.m. weekdays. Open late Friday and Saturday. Closed Sunday.

**Info:** 253-301-4688 or moshitacoma.com or facebook.com/moshimoshi ramen

"We'll do a harissa-spiced chicken, with dried plums, avocado. We'll do a play on a poke bowl with hamachi, instead of ahi, with grilled peaches, burned almonds," said Grissom.

The menu also will include a smoked tofu salad. Two kinds of bao buns (mushroom or pork) will be made from dough created by Grit City Baking Co., a Hilltop bakery that's working on opening its doors this year.

The Moshi Moshi lunch menu will list one of my favorite dishes from the opening menu, the outstanding fried chicken karaage served with mayo made from house-cured eggs. There's also a vegetarian cauliflower version available.



An order of chicken karaage with cured egg yolk dipping sauce and pickled vegetables from Moshi Moshi Bar + Ramen.

SUE KIDD skidd@thenewstribune.com

And ramen, of course, will be represented on the lunch menu. A build-your-own \$8 ramen bowl gives diners a choice of ingredients.

Grissom, who runs the restaurant with Booy Ngoy and Yu Nanakornphanom of neighboring Indo Asian Street Eatery, said the goal for Moshi Moshi is to offer a fast lunch at a fair price. The only items priced over \$12 will be the more expensive seafood items made with Dungeness crab and hamachi.

"The whole idea for lunch is to get bang for your buck, a good value, and get in and out quickly. You want it fast, affordable and taste good. We're hitting on those cylinders," said Grissom.

Lunch service starts at noon Monday (June 25).

Sue Kidd: 253-597-8270, @tntdiner

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EMRE TAZEGUL AP

A street is decorated with flags of the pro-Kurdish Peoples' Democratic Party, or HDP, in the mainly-Kurdish city of Diyarbakir, southeastern Turkey. Turkish voters will vote Sunday in a historic double election.

# Stakes are high in Turkish election

BY ILLIANA MAGRA AND PATRICK KINGSLEY  
New York Times

For a decade and a half, President Recep Tayyip Erdogan of Turkey has increasingly governed as a strongman, first as prime minister and then, since 2014, as head of state. In that time, he has transformed the country into a diplomatic heavy-weight in the Middle East, while eroding much of its internal democratic infrastructure.

In the international arena, Turkey has become a major actor in the Syrian war, a crucial player in the attempts to curb the Euro-

pean migration crisis and an unreliable ally to the United States and in the North Atlantic Treaty Organization.

After an attempted coup, Erdogan has jailed tens of thousands of opponents, fired or suspended more than 100,000 people from their state jobs and turned Turkey into the biggest jailer of journalists in the world.

On Sunday, Turks head to the polls to elect a new president and parliament. Two months ago, Erdogan appeared to have both votes locked up. But thanks to a tanking economy and an unexpectedly spirited performance by the opposition, the race is

proving tighter than expected both for him and his Justice and Development Party.

**Q: Why do these elections matter?**

**A:** Erdogan has been mainly a ceremonial head of state — exerting his will on Turkey through force of personality rather than constitutional right. But if he retakes the presidency, he will be formally granted sweeping new executive powers — effectively codifying into law the authoritarian way in which he has informally governed Turkey.

On Sunday, Turkey will turn from a parliamentary democracy into a presi-

dential one, thanks to a constitutional referendum that passed narrowly last year amid accusations of vote-rigging.

The new system will abolish the post of prime minister and transfer executive power to the president, give the newly empowered president the right to issue decrees and exert far greater influence over the judiciary and the civil service.

The new version of the parliament will have some ability to curb the president's actions. But if Erdogan and the Justice and Development Party win both the presidential and parliamentary elections, power will be centralized around Erdogan in an manner unprecedented in Turkey's democratic history.

"We're moving in full force into a new system — some would call it a new regime," said Soli Ozel, an international relations professor at Kadir Has

University in Istanbul.

**Q: Is the race fair?**

**A:** Turkey has been under a state of emergency for almost two years, since a failed coup against Erdogan in July 2016. And that has allowed the government to tilt the playing field in his favor.

One presidential candidate — Selahattin Demirtas, of the pro-Kurdish opposition group, the Peoples' Democratic Party — has had to run his campaign from jail. He has been imprisoned on politicized charges for nearly two years, along with several of his law-makers and dozens of his party's local officials.

Under the state of emergency, political intimidation has become routine, government opponents have been accused of terrorism, and press freedom and the right to protest have been significantly curtailed.

Pro-government companies own 90 percent of the news media, allowing Erdogan hundreds more hours of television time than most of his opponents.

**Q: Who is the opposition?**

**A:** Erdogan's main challenger is Muharrem Ince, a fiery former physics teacher from the Republican People's Party, a centrist and secularist political grouping that has historically seemed removed from the struggles of ordinary people in Turkey's rural heartlands.

Ince is polling at just below 30 percent, about 20 percentage points behind Erdogan.

**Q: So, why is the race not likely to be a rout?**

**A:** Erdogan has historically maintained his popularity in two main ways.

The first was by championing Turkey's pious majority, who felt marginalized by the secular-leaning elites who ruled

the country for much of the 20th century. The other was his transformation of a struggling economy into a strong one.

But with the value of the Turkish lira in free fall and with food prices rocketing, Erdogan's reputation as the guardian of the economy is much diminished.

That has made for a tighter race than analysts expected — as has Erdogan's comparatively lackluster performance on the campaign trail.

After Erdogan oddly promised voters free cake at new government-run cafes, his opponent Ince quipped: "He says you will eat cake there for free. I, on the other hand, am telling you that I will find jobs for our children."

The opposition has also put up a more coordinated fight.

The presidential race could be close if Erdogan does not win more than 50 percent of the vote in the first round, which would prompt a second round, on July 8.

If that happens, most of the main opposition candidates have indicated they will rally round his remaining challenger, who might have enough support for a narrow victory.

**Q: Could the vote be stolen?**

**A:** Last year's constitutional referendum was marred by accusations of widespread voter fraud. The opposition fears a repeat on Sunday — particularly after the government introduced a new electoral law that will allow counters to accept ballots that have not been marked by an official stamp. The law will also give government employees greater freedom to decide which ballots can be accepted.

The Justice and Development Party has said that the vote will be free and fair, and that fraud claims will be investigated.



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# 2017 Annual Report to the Community

## SPARKING SUCCESS FOR YOU



### LEARNING

Your Library supports growth and curiosity

**Boosted STEM skills.**

4,000+ people attended solar eclipse events.

**Helped people get jobs.**

118 workshops and 1:1 support improved job skills for 1,470 people.



**Prepared young adults for life after high school.**

Dozens of workshops prepared young adults for college and careers.



### ENJOYMENT

Your Library helps you enjoy your free time

**Motivated summer readers.**

Thousands of children, teens and adults read 18 million minutes.

**Instilled the love of reading.**

Babies and toddlers made 48,000 visits to 2,000 story times and early learning classes.

**Made the e-book and online audiobook million checkout club.**

One of 58 library systems in the U.S. and other countries with more than 1 million downloads of e-books and audiobooks.



### COMMUNITY

Your Library connects and strengthens your communities

**Connected community.**

1,400 makers and do-it-yourselfers explored and created at MakerFest.

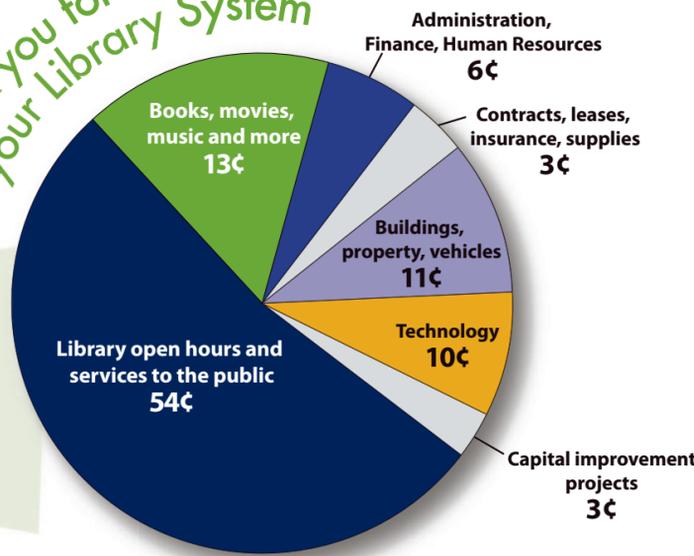


**Launched Pierce County Conversations.**

Events empowered conversations about current topics.



Thank you for investing in your Library System



Thank you to Pierce County Library Foundation and Friends of the Libraries for contributing:

\$353,629 from 1,088 Foundation donors  
\$109,225 from 17 Friends groups

## Library System's commitment to you in 2018

**Reading Community:**

Personalized reading recommendations for you.

**Growth and Curiosity:**

3D printing and STEM classes.

**Engage in community:**

MakerFest and Pierce County Conversations.

**Core services:**

Easier public meeting room booking.



**2017 Board of Trustees**

Robert Allen, Chair • Donna Albers, Vice Chair  
Monica Butler • Pat Jenkins • Daren Jones  
Georgia Lomax, Executive Director

LEARNING • ENJOYMENT • COMMUNITY



# The Organizer

Spring 2018

## President's Message

by Aisha Womack

Safety and security continue to be an issue for many PCLS staff and are a top concern for the Union. While safety has been somewhat improved over the last few years, problems still abound in our branches. I'm looking for your possible solutions – anything that would make you feel safer going to work and working every day. Please email me **any** ideas you have at: aishawombat@gmail.com. Sharps containers in the bathrooms, regular security patrols of off-duty police officers, better hand sanitizer, anything. Send me your ideas!

You'll have another opportunity to send these ideas when we send the pre-negotiations survey next month. Be on the lookout!

Bargaining is where the our Local's magic becomes reality. It is where things are codified. And here we present to you our Letterman-style<sup>1</sup> top ten wins from negotiations over the last thirty-odd years, with many thanks to Dylan for providing the years.

### TOP 10 CONTRACT WINS – LOCAL 3787:

10. Sunday 1.5x Pay Differential (2010)
9. Holiday Pay for <20 hour/week employees (2016)
8. Transfer window required before posting vacancies (2013)
7. Additional paid holiday, Martin Luther King Jr Day (1994)
6. Health insurance opt-out incentive (2012)
5. Probationary period reduced from 9 months to 6 months (1989)
4. Anti-discrimination clause protecting sexual orientation (1976)
3. Long Term Disability insurance for <20 hour/week employees (2016)
2. Vacation accrual for Pages during first year of employment (2010)
1. Fifteen minute paid rest periods (1976)

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<sup>1</sup> I think this ages me/us, since he's been off the air for three years. Reminds me of the mid-nineties. I'll be getting a Rachel at the salon tonight!



## Report from Mother Earth Farm

By Elise DeGuseppi



As we've previously reported, a group of Local 3787 members is volunteering at Mother Earth Farm in the Puyallup valley. Mother Earth Farm grows over 120,000 pounds of produce for Pierce County's Emergency Food Network.

Our work began in March, as we seeded flats of "our" crop, Russian Red kale. Although the wet spring delayed our planned April planting date by two weeks, several of our crew worked on other tasks at the farm on April 21. Read, our member from Fife Library, overheard a delightful remark from an elementary school child who was volunteering with another group that day. "I like plants because they don't make fun of you. And they're good listeners." So right!



Working as a team and grouping similar tasks—skills we've learned as both library workers and humans—makes the farm work go smoothly and allows for laughs and conversations. Clare, a crew member from CM/ACL, remarked, "One of the things that amazed me on our first gathering was how fast the group, working together, could transform that huge pile of chips & wood stumps into a very pleasant park-like picnic area for the farm."



On May 5<sup>th</sup>, eight members of our crew gathered on a warm, sunny morning and made short work of planting out our kale seedlings on 18-inch centers in four tilled rows, approximately three-by-50-feet each. Farm manager Sam marveled that we were finished in less than 90 minutes! In future, she'll probably have other tasks lined up in case we reprise that morning's speedy performance.

Whether seasoned gardeners or novices, we're all learning and growing along with our kale (and the weeds we'll be chopping on our farm days this summer). As Read reflected, "Getting my hands dirty and growing things is so soothing. Volunteering at Mother Earth also alleviates the anxiety of wondering whether I'm gardening 'right,' because I can just follow their directions. I have very little gardening experience, so I hope that I'll learn something by osmosis." It seems clear that we members and friends of Local 3787's Adopt-a-Row team are all doing just that.

# Initiative 1433 Raises Wages, Improves Sick Leave

By Dylan Carlson, Staff Representative

In November 2016, Washington voters approved Initiative 1433. This initiative will raise the minimum wage to \$13.50/hour by 2020. Today, Pages at PCLS make less than that amount for their first three salary steps.

More Washington workers, however will notice that the law now creates minimum standards for paid sick leave. PCLS has long provided union members with sick leave, but under the new law PCLS will now begin providing sick leave to substitute and temporary employees. This includes regular employees who pick up substitute shifts.

Union members at PCLS will notice additional changes due to the new law:

- Sick leave burned on a Sunday will now be paid at 1.5x for hourly employees – just like the pay you would have earned.
- Employees can now use sick leave for specific family members, even if they do not live with you. This expanded list includes: spouse, domestic partner, adult children, siblings, parents, grandparents, and grandchildren.
- Employees who separate from employment and are reinstated within 12 months will gain back any sick leave lost at the end of employment.
- Employees can use sick leave if their child's school or place of care has been closed by a public official for a health-related reason. (Note: this does not include snow days.)
- Employees can use sick leave for absences qualifying the Domestic Violence Leave Act, Chapter 49.76 RCW.

Things that are not changing:

- You still cannot use sick leave for pets.
- You still do *not* need to tell your supervisor about your medical condition – just that your absence qualified for sick leave.
- You can still use sick leave for routine or preventative medical care, including dental and vision appointments.
- You can and will be disciplined if you use sick leave inappropriately.
- Employees hired before 1/1/2004 will continue to receive a portion of their sick leave as a cashout upon separation or retirement.

During the months of January and February 2018, Union leaders met with Library to negotiate the impacts of this new law. The result is a newly re-written Article 14 in the Collective Bargaining Agreement. You can read the whole thing here:

<https://staffweb.piercecountylibrary.org/files/library/v-636583515358711848/feb2018mou.pdf>

# 41<sup>st</sup> Annual Collective Bargaining & Arbitration Conference

By Margaret Bliss

The Labor and Employment Relations Association (LERA) is a unique national organization compiled of professionals interested in various aspects of labor and employment relations. Each year, the Northwest Chapter of LERA presents a collective bargaining and arbitration conference where members meet to share and learn about changes, issues and new practices in the field. Katie and I attended the conference this year in Seattle on April 5<sup>th</sup> and 6<sup>th</sup>. It was a fun and educational experience.

One of the most interesting aspects of the conference was finding ourselves in the midst of a diverse gathering of people. Some were there, like Katie and I, as representatives for workers. Conversely, other participants attended with the employer's focus – such as members of human resource departments. And then a third group were there, and these people were the arbitrators, mediators, attorneys and judges. This proved to be a great combination for the opportunity to have well rounded discussions on collective bargaining and arbitration from all three perspectives.

Over the course of the two-day conference, we attended various workshops on topics such as collective bargaining, recent labor law developments and the upcoming Janus decision. On the morning of the second day everyone attended the “Plenary Session”. (That’s right, “plenary”. Google it. That’s why “everyone” was there.) This fun role-playing session was called “And the Arbitrators’ Award Goes To”. The presenters were members of the National Academy of Arbitrators. They described scenarios of several real cases over which they had presided. We were asked to share how we would have decided each case by holding up a red or a green card to indicate our choice. The presenters would then reveal the actual decision. One thing I noticed was that for most of the cases presented, the audience was often split almost 50/50 on the decisions – which would, I thought, indicate why they went to arbitration in the first place.

I came away from the conference with a greater understanding of the collective bargaining process and the importance of a constructive labor-management relationship. I was introduced to new methods of approaching this goal as well as new ways of thinking about them. The diverse nature of human beings dictates that conflict will always exist in the workplace. This conflict must be resolved in effective ways. Labor Unions are the channels for resolving conflict in the workplace.



# DON'T BE LATE FOR THE COLA TRAIN: Your Retirement Date Matters

By Dylan Carlson, Council 2 Staff Representative

PERS Plan 2 and 3 retirees generally receive a COLA each year on July 1<sup>st</sup>. Knowing and understanding how the COLA works can grow the size of your pension benefit.

Let's use the example of a PERS 2 employee with 30 years' service credits and an average final compensation of \$50,000. PERS 2 has a 2% "point factor" for each year of service, so the retiree's benefit would be:

$2\% \times 30 \times \$50,000 = \$30,000$ annual pension benefit. Not bad!
---

If this employee stopped working on June 30, 2018 and began drawing a pension on July 1, they would have an early experience with THE COLA TRAIN.

Each year on July 1 (the start of the state government's fiscal year) the COLA train comes to town to hand out COLAs to retirees. The COLA train asks only one question: "Have you been retired for 365 days?" July 1 is the employee's first day of retirement, so the employee has definitely not been retired for 365 days. Thus, no COLA this year. No worries, I hear the first day of retirement is pretty great anyway!

What happens one year later? On July 1, 2019, the COLA train asks the same question: "Have you been retired for 365 days?" Yes, indeed, this retiree has been retired for *exactly* 365 days, and consequently receives a COLA after the shortest possible wait. Wonderful news!

$\$30,000 \times (\text{Hypothetical}) 2\% \text{ COLA} = \$30,600$ annual pension benefit starting July 1, 2019
--

Now let's pretend that this exact same employee had decided to keep working for three extra months before retiring on September 20, 2018. The three extra months gives the worker an extra ¼ year worth of service credits. The extra months worked will increase their annual pension benefit:

$2\% \times 30.25 \times \$50,000 = \$30,250$ annual pension benefit. Looks good so far!
--

But what happens on July 1, 2019? The COLA train asks "Have you been retired for 365 days?" This employee has not been retired for 365 days. Consequently, they have to wait another *entire* year until July 1, 2020 before they get a COLA.

Retirement Date	Initial Annual Pension Benefit	(Hypothetical) July 1, 2019 COLA Received	(Hypothetical) Annual Pension Benefit July 1, 2019
July 1, 2018	\$ 30,000	2%	\$ <b>30,600</b>
October 1, 2018	\$ 30,250	0%	\$ 30,250

The moral of the story: A well-timed retirement can make you more money. And sometimes it even makes sense to stop working sooner.

## **THINGS TO NOTE:**

PERS 3 retirees experience similar COLA rules, but instead of a **2% point factor**, they only receive a **1% point factor** for each year worked. Your individually managed retirement investment account through PERS 3 is designed to make up the difference.

New hires have 90 days to elect between PERS 2 or PERS 3. If no choice is made, new hires are defaulted into PERS 3. You can find more information about the difference at: <http://www.drs.wa.gov/choice/assets/MultiPCB.pdf>

Obviously, there are *many* important factors that will impact the value of your pension benefit and the date you elect to retire. Understanding the COLA train is only one them. You can learn more about your pension benefits at: <http://www.drs.wa.gov>

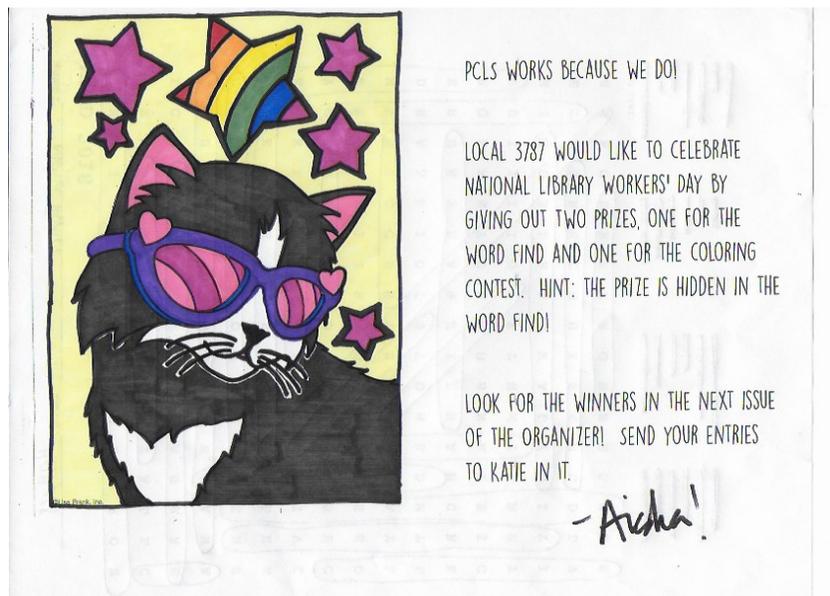
Retiree COLAs are not actually delivered by a fictional anthropomorphic train. Usually you just get a letter in the mail.

## **Congrats to our National Library Workers' Day Winners!**

This year, Local 3787 celebrated National Library Workers' Day by giving out candy to each represented branch and location. We also gave out two prizes, one for the coloring contest and one for the word search.

And our winners are . . .

**Mejin Turner** for the coloring contest and **Susan McBride** for the word search! Look out for your prizes in the interdepartmental mail.



Mejin's winning entry!

Some of our other favorite entries from our awesomely talented members.



Meghan Mitchell



Michele Franklin



Lisa Babbitt



I call this piece,  
"Maajc \*In multi-media"  
or  
"Uni-cat to the Rescue"

Barbie Swayze



Jessie Groel



Valerie Sison

# STEWARD & MEMBER ACTION TEAM ROLES

As part of our ongoing effort to make our local serve our membership even better, Michelle Angell, our Chief Shop Steward has formalized the steward training process. We're also introducing the Member Action Team (MAT). MAT members are knowledgeable union members who are there to answer questions and point members in the right direction, but are not expected to act as formal member representatives. Read on to find out more!

## Steward

---

### *Roles:*

- Act as members' representative at informational/investigatory or disciplinary meetings. Stewards take notes and ask clarifying questions to ensure the protection of members' rights.
- Act as union liaison to bargaining unit members.
- Disseminate information from Membership Meetings.
- Bring potential contract violations to the attention of a member of the 3787 Executive Board.
- Motivate members to be more active in the Local.
- May conduct New Member Orientations.

### *Training:*

- Attend Council 2 Steward Training, once every two years.
- Shadow 1-2 informational/investigatory meetings.

### *Expectations:*

- Attend the majority of 3787's Membership Meetings.
- Attend the majority of 3787's Steward Meetings.

## Member Action Team

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### *Roles:*

- Act as informal union liaison to bargaining unit members in their branch/dept.
- Disseminate information from Membership Meetings.
- Bring potential contract violations to the attention of a member of the 3787 Executive Board.
- Motivate members to be more active in the Local.
- May conduct New Member Orientations.

### *Expectations:*

- Attend the majority of 3787's Membership Meetings.
- Encouraged to attend Council 2 Steward Training.
- Encouraged to attend 3787 Steward Meetings.

# CODE OF CONDUCT

All persons serving as an officer, trustee, steward, committee, or MAT member must abide by the Local 3787 Code of Conduct. Repeated violation of the Code of Conduct may be referred to the Chief Shop Steward, President, or Staff Representative, as warranted.

## Code of Conduct

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- Attend required meetings unless excused by President, Chief Steward, or designee.
- Exemplify responsive and transparent leadership to the membership.
- Fulfill prescribed duties as stated in the Local 3787 Constitution and Manual of Operations.
- Maintain excellent stewardship of the local's finances.
- Respect and maintain the confidentiality of the membership.
- Work collaboratively and respectfully with others.
- Respect diverse styles of communication, striving to work towards consensus.

Interested in becoming a steward or MAT member? Yay! Please send your name and contact information to Michelle at michelleangell.509@gmail.com

<p><b>Save the Date</b></p> <p>2018 General Membership Meetings</p>	<p><b>Executive Board Members</b></p>
<p>May 19th July 28th September 22nd November 17th</p>	<p><b>President:</b> Aisha Womack aishawombat@gmail.com <b>Vice-President:</b> Margaret Bliss <b>Chief Shop Steward:</b> Michelle Angell michelleangell.509@gmail.com <b>Secretary:</b> Katie Baker katiejanebaker@gmail.com <b>Treasurer:</b> Genevieve Dettmer</p>
<p><b>Trustees</b></p>	<p><b>Council 2 Staff Representative</b></p>
<p>Tamara Saarinen Yuri Button Colin Cushman</p>	<p>Dylan Carlson Office: (360) 438-7449 ext. 127 Fax: (360) 438-7453 Email: dylanc@council2.com</p>