

AGENDA

Regular Meeting of the Pierce County Library System Board of Trustees August 8, 2018 | 3:30 pm

- | | | | |
|---------|--------------------|---|---------------|
| 3:30 pm | 02 min. | Call to Order: Rob Allen, Chair | |
| 3:32 pm | 05 min. | Public Comment: <i>This is time set aside for members of the public to speak to the Board of Trustees. Unless the item you wish to discuss is of an emergency nature, the Board ordinarily takes matters under advisement before taking action. Please sign up at the time of the meeting to speak during the Public Comment period, and limit your comments to three minutes.</i> | |
| 3:37 pm | 03 min. | Consent Agenda | Action |
| | | <ol style="list-style-type: none"> 1. Approval of Minutes of July 11, 2018, Regular Meeting 2. Approval of July 2018 Payroll, Benefits and Vouchers 3. Resolution 2018-08: To Declare Furnishings and Equipment Surplus to Public Service Needs | |
| 3:40 pm | 05 min. | Board Member Reports | |
| 3:45 pm | 10 min. | Routine Reports | |
| | | <ol style="list-style-type: none"> 1. Dashboards, Georgia Lomax 2. June 2018 Financial Report, Cliff Jo 3. Executive Director Report, Georgia Lomax 4. Branch Services Report, Jaime Prothro | |
| 3:55 pm | | Unfinished Business | |
| | 10 min.
20 min. | <ol style="list-style-type: none"> 1. Library Election Update, Georgia Lomax 2. Dashboard and Statistics Update, Melinda Chesbro | |
| 4:25 pm | 10 min | New Business | |
| | | <ol style="list-style-type: none"> 1. 2019 Budget and Work Plan, Cliff Jo <ol style="list-style-type: none"> a. Fiscal Management Policy – Annual Review b. 2019 Fiscal Year Calendar c. 2018 Property Values for 2019 Tax Levy - Update | |
| 4:35 pm | 05 min. | Officers Reports: | |
| | | <ol style="list-style-type: none"> 1. 2018 Work Plan Update 2. Ergonomics Update | |
| 4:40 pm | 02 min. | Announcements | |
| 4:42 pm | | Adjournment | |

Consent Agenda

CALL TO ORDER

Chair Rob Allen called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:35 pm. Board members present were Pat Jenkins and Donna Albers. Daren Jones and Monica Butler were excused.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

1. Approval of Minutes of the June 13, 2018, Regular Meeting
2. June 2018 Payroll, Benefits and Vouchers
 - a. Payroll Warrants 3824-3827 dated 6/1/18-6/30/18 in the amount of \$6,131.64
 - b. Payroll Disbursement Voucher dated 6/6/18 in the amount of \$1,056,347.10
 - c. Payroll Disbursement Voucher dated 6/21/18 in the amount of \$791,514.11
 - d. Accounts Payable Warrants 629170-629273 dated 6/1/18-6/30/18 in the amount of \$739,509.15

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

ROUTINE REPORTS

Financial Report – The monthly bar charts that show revenue receipts and monthly expenditure payments shows each month in 2018 to be considerably higher than the average of the past 5 years. Finance and Business Director Cliff Jo explained that the past 5 years includes the recession when both revenue and expenditures were lower, and that it would be more useful applying a 3 year average instead of 5 years. Discussion ensued around additional ways to report monthly revenues and expenditures reflected as a percentage of the budget in comparison to similarly calculated percentages during the past 3 or 5 years. In the future, reports will be created to show monthly projected expenditures with actual projected expenditures throughout the year.

Executive Director Georgia Lomax noted contingency fund will be utilized to cover the overage relating to unemployment insurance compensation.

UNFINISHED BUSINESS

Library Priorities and Funding – Ms. Lomax introduced Dan Gottlieb, an attorney with Hillis, Clark, Martin and Peterson, who was available to answer the Trustee's' questions as they considered a resolution to place a measure to restore the Library's levy rate on the November ballot.

Mr. Gottlieb commended the Library for its thoughtful process to seek input from the community. He shared his experience as a library trustee during the Kitsap Library System's recent levy lid lift and his view of the important considerations the trustees should keep in mind.

Mr. Allen read a statement by Ms. Butler in absentia showing approval and support to authorize the Library to place a measure on the November ballot:

The Trustees will be voting on a resolution regarding placing a restored levy vote on the ballot in November. I feel that the Board has adequately reviewed the pros and cons of this over the past year and I fully support the resolution. Without a levy lid lift, the Board will need to make significant budget changes that will include cutting Library hours, reducing services, and cutting back on books and materials. We owe it to the voters to get their input on what direction they wish the library to take.

Mr. Allen noted that while the 1% limit is challenging, it is doing exactly what voters intended it to do by asking them how they value the services the Library provides.

Ms. Albers moved to approve Resolution 2018-07: To Call for an Election Authorizing the Restoration of the District's Regular Property Tax Levy to \$0.50 per \$1,000 of Assessed Value. Mr. Jenkins seconded the motion and it was passed.

Marketing and Communications Director Mary Getchell noted the Library will submit the pertinent documents to the elections offices of Pierce and King Counties. The Library will share informational material with the community about the levy ballot measure beginning in early to mid-August. Activities will include open houses to give the public an opportunity to talk with staff about the levy election.

Ms. Lomax thanked the staff for their good work over the past two years. The Trustees thanked the staff for their dedication during the process.

Amending Budget for 2018

Mr. Jenkins moved to revise the Capital Improvement Fund budget from \$511,500 to \$385,000. Ms. Albers seconded the motion and it was passed.

Dashboard and Statistics Update – Deputy Director Melinda Chesbro presented information on comparable libraries and how they report on metrics. She reviewed the compilation of the trustee's comments from the brainwalk activity they participated in during a previous meeting.

Discussion ensued about the importance of depicting impactful narratives along with numbers and the importance of the Board to understand the value of the reports. It was recommended to present the dashboard alongside the branch narrative reports.

Ms. Chesbro shared her plans on presenting statistics and stories on a particular focus area and highlighting it each month. She would also bring to the Board an overview of the comparable libraries statistics to show the types of measures that are being captured.

BOARD EDUCATION AND SERVICE

Open Public Meetings Act Refresher Training was provided.

EXECUTIVE SESSION

At 5:20 pm, Ms. Albers moved to recess to Executive Session, per RCW 42.30.110, to discuss personnel matters for approximately 10 minutes. Mr. Jenkins seconded the motion and it was passed. The Session ended at 5:32 pm.

ANNOUNCEMENTS

Ms. Albers announced she would not be attending the September meeting.

ADJOURNMENT

The meeting was adjourned at 5:34 pm on motion by Mr. Jenkins, seconded by Ms. Albers.

Georgia Lomax, Secretary

Rob Allen, Chair

July 2018 Payroll, Benefits and Vouchers

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	3828-3829	7/1/18-7/31/18	\$2,883.31
Electronic Payments - Payroll & Acct Payable		07/06/18	\$999,146.00
Electronic Payments - Payroll & Acct Payable		07/21/18	\$762,827.71
Accounts Payable Warrants	629274-629392	7/1/18-7/31/18	\$559,297.56
Total:			<u><u>\$2,324,154.58</u></u>

Check History Listing
Pierce County Library System

Check #	Bank	Date	Paid to	Status	Can/Vd Date	Pay Period Dates	Dir Dep	Amount
3828	key	07/20/2018	MCCLUNG, MARTIN			07/01/18 - 07/15/18	0.00	1,285.40
3829	key	07/20/2018	BABEL, RONALD			07/01/18 - 07/15/18	0.00	1,597.91
Total:							0.00	2,883.31

Checks in report: 2

Grand Total: 0.00 2,883.31

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@piercescountylibrary.org
 Comments: 7/06/18 Payroll

Withdrawal Date: 07/06/18

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	60,414.36
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	50,164.91
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	50,164.91
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	473,088.33
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	12,395.91
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	48,014.64
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	81,300.80
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	1,922.18
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	750.00
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	-
PCL_Company	AWC (only on 6th paycheck)	237100	CC_Library_District	697-00	5100000	215,130.27
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	-
PCL_Company	Payroll Adjustment(s)	237100	CC_Library_District	697-00	5100000	-
Total Deposit						\$ 999,146.00

Certification:

Stacy Karabotsos
 Signature (Department Designee)

07/03/18
 Date

Comments:

Ad-hoc bank transaction (Withdrawal)

PCL_Company

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 Description: Pierce County Rural Library

Contact Name: Stacy Karabotsos
 Contact Phone: 253-548-3451
 Contact e-mail: skarabotsos@piercecountylibrary.org
 Comments: 7/20/18 Payroll

Withdrawal Date: 07/20/18

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	56,751.65
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	48,867.88
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	48,867.88
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	458,354.81
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	12,468.90
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	47,620.14
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	80,599.93
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	5,567.69
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	1,922.18
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	210.50
PCL_Company	AWC (only on 6th paycheck)	237100	CC_Library_District	697-00	5100000	53.60
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	1,542.55
PCL_Company	Payroll Adjustment(s)	237100	CC_Library_District	697-00	5100000	-
Total Deposit						\$ 762,827.71

Certification:

Stacy Karabotsos
 Signature (Department Designee)

07/18/18
 Date

Comments:

Check History Listing
Pierce County Library System

Bank code: key

Check #	Date	Vendor	Status	Check Total
629274	07/06/2018	005704 ERIN ANTES		159.53
629275	07/06/2018	000363 OVERALL LAUNDRY SERV. DBA ARAMARI		21.98
629276	07/06/2018	007108 BARBARA B BENEPE		50.00
629277	07/06/2018	007111 BUSHWICK NORTHWEST		1,200.00
629278	07/06/2018	000895 COLUMBIA BANK		250.60
629279	07/06/2018	003378 NICHOLE DAVIS		100.00
629280	07/06/2018	001126 DELL MARKETING LP		2,074.95
629281	07/06/2018	005081 EHS-INTERNATIONAL INC		3,095.50
629282	07/06/2018	005081 EHS-INTERNATIONAL INC		746.11
629283	07/06/2018	005862 ELITE PROPERTY INVESTMENTS LLC		10,096.48
629284	07/06/2018	006478 EVERGREEN MAINT LANDSCAPING		5,219.51
629285	07/06/2018	007094 KATHRYN O GALBRAITH		150.00
629286	07/06/2018	007113 HUMBOLDT COUNTY LIBRARY		13.95
629287	07/06/2018	005455 LOUIE FOXX LLC		1,300.00
629288	07/06/2018	006421 MARKHAM INVESTIGATION - (MIP)		5,242.50
629289	07/06/2018	004056 MIKE'S DIGITAL PRODUCTIONS		395.64
629290	07/06/2018	007109 NW CENTER FOR CREATIVE AGING		500.00
629291	07/06/2018	000979 ORBIS CASCADE ALLIANCE		6,378.00
629292	07/06/2018	003765 BEVERLY POGUE		100.00
629293	07/06/2018	007095 SAIYARE RAFAEI		150.00
629294	07/06/2018	007092 KELLIE P RICHARDSON		150.00
629295	07/06/2018	007070 DOMINIQUE THOMAS MCCULLUM		150.00
629296	07/06/2018	000497 TILLICUM COMMUNITY SERVICE CEN		7,722.92
629297	07/06/2018	000534 WCP SOLUTIONS		862.55
629298	07/06/2018	001378 CHARLES WILLIAMS		700.00
629299	07/06/2018	005576 WORKPOINTE		1,822.19
629300	07/06/2018	007112 WRITERS CONNECTION		50.00
629301	07/06/2018	000830 BAKER & TAYLOR		59,547.19
629302	07/06/2018	000189 BAKER & TAYLOR ENTERTAINMENT		124.71
629303	07/06/2018	000161 CENGAGE LEARNING		3,435.52
629304	07/06/2018	000847 CENTER POINT PUBLISHING		1,103.70
629305	07/06/2018	001780 CITY OF UNIVERSITY PLACE		87.01
629306	07/06/2018	000093 EBSCO		52,239.00
629307	07/06/2018	001643 IMPACT		121.50
629308	07/06/2018	000243 INGRAM LIBRARY SERVICES		5,512.47
629309	07/06/2018	000352 MIDWEST TAPE	V	0.00
629310	07/06/2018	000352 MIDWEST TAPE	V	0.00
629311	07/06/2018	000352 MIDWEST TAPE		30,148.05

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Pierce County Library System

Bank code: key

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
629312	07/06/2018	001941 JUDY NELSON		518.88
629313	07/06/2018	000323 NEWS TRIBUNE		514.80
629314	07/06/2018	000377 PUGET SOUND ENERGY		1,837.88
629315	07/06/2018	000406 RECORDED BOOKS LLC		122.32
629316	07/06/2018	000460 STEILACOOM TOWN OF		849.17
629317	07/06/2018	000828 AFSCME AFL-CIO		6,316.31
629318	07/06/2018	003311 DEPARTMENT OF LABOR & INDUSTRI		47,051.24
629319	07/06/2018	003985 PACIFICSOURCE ADMINISTRATORS		1,600.50
629320	07/06/2018	001181 PIERCE CTY LIBRARY FOUNDATION		698.32
629321	07/06/2018	007020 PIONEER CREDIT RECOVERY, INC.		221.44
629322	07/06/2018	006555 SOCIAL SECURITY ADMINISTRATION		126.75
629323	07/06/2018	004782 US DEPARTMENT OF EDUCATION		190.12
629324	07/06/2018	001355 VOLUNTARY EMPLOYEES' BENEFICIA		15,081.33
629325	07/06/2018	000881 WASHINGTON STATE SUPPORT REGIS		1,886.20
629326	07/11/2018	007122 MARY DABNEY		27.43
629327	07/20/2018	003778 AFLAC		5,878.82
629328	07/20/2018	000828 AFSCME AFL-CIO		6,335.59
629329	07/20/2018	001578 COLONIAL SUPPLEMENTAL INSURANC		624.66
629330	07/20/2018	003985 PACIFICSOURCE ADMINISTRATORS		1,600.50
629331	07/20/2018	001181 PIERCE CTY LIBRARY FOUNDATION		673.32
629332	07/20/2018	007020 PIONEER CREDIT RECOVERY, INC.		243.68
629333	07/20/2018	006555 SOCIAL SECURITY ADMINISTRATION		126.30
629334	07/20/2018	004782 US DEPARTMENT OF EDUCATION		189.44
629335	07/20/2018	000881 WASHINGTON STATE SUPPORT REGIS		1,977.90
629336	07/20/2018	001554 ANDREW'S FIXTURE CO INC		989.10
629337	07/20/2018	000363 OVERALL LAUNDRY SERV. DBA ARAMARI		21.98
629338	07/20/2018	000176 ATS AUTOMATION INC		5,261.46
629339	07/20/2018	007118 AUTHORS UNBOUND		2,750.00
629340	07/20/2018	005605 ILL LIBRARY MEDIA CENTER BELLEVUE C		23.00
629341	07/20/2018	006577 CATALYST WORKPLACE ACTIVATION		7,513.92
629342	07/20/2018	006999 CIS		940.00
629343	07/20/2018	000895 COLUMBIA BANK		925.96
629344	07/20/2018	000731 CUMMINS NORTHWEST LLC		937.83
629345	07/20/2018	001126 DELL MARKETING LP	V	0.00
629346	07/20/2018	001126 DELL MARKETING LP		3,093.19
629347	07/20/2018	005081 EHS-INTERNATIONAL INC		1,170.00
629348	07/20/2018	006296 KERN COUNTY LIBRARY		14.99
629349	07/20/2018	006913 CATHERINE MCHUGH		8,902.69
629350	07/20/2018	004142 MEHNDI MADNESS INC		560.00

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Pierce County Library System

Bank code: key

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
629351	07/20/2018	001941 JUDY NELSON		40.74
629352	07/20/2018	000323 NEWS TRIBUNE		11,516.16
629353	07/20/2018	001586 NORTHWEST DOOR INC		318.71
629354	07/20/2018	006909 OC PUBLIC LIBRARIES		5.99
629355	07/20/2018	001427 PACIFIC SCIENCE CENTER		750.00
629356	07/20/2018	001822 PENINSULA SCHOOL DISTRICT		1,433.46
629357	07/20/2018	007001 PETER ALI		325.00
629358	07/20/2018	001005 PETTY CASH CUSTODIAN		50.00
629359	07/20/2018	000370 PIERCE COUNTY		452.00
629360	07/20/2018	000857 PIERCE COUNTY RECYCLING		123.92
629361	07/20/2018	000374 POSTMASTER		214.00
629362	07/20/2018	000424 SIMPLY MAGIC LLC		730.00
629363	07/20/2018	006331 SURPRISE LAKE SQUARE UNIT 257		8,474.34
629364	07/20/2018	003719 UNIQUE MANAGEMENT SERVICES		1,038.20
629365	07/20/2018	004022 US BANK		52,699.62
629366	07/20/2018	004022 US BANK		77,468.85
629367	07/20/2018	004022 US BANK		48,560.79
629368	07/20/2018	007088 MIKE VANQUICKENBORNE		252.88
629369	07/20/2018	006438 WA STATE-DEPT OF ENTERPRISE SV		255.00
629370	07/20/2018	001318 WOLF HAVEN INTERNATIONAL		175.00
629371	07/20/2018	005576 WORKPOINTE		17,750.09
629372	07/20/2018	007138 MIGUEL BAUTISTA		21.60
629373	07/20/2018	007131 FLORENCE BEX		24.95
629374	07/20/2018	000242 BUCKLEY CITY OF		267.21
629375	07/20/2018	007133 KIMBERLEY COFFEY		6.50
629376	07/20/2018	007129 GAIL GALLAGER-BURKHOLDER		19.99
629377	07/20/2018	007136 JOHN KINNAMAN		6.00
629378	07/20/2018	007137 MELISSA KINNAMAN		6.00
629379	07/20/2018	007135 ALISON MANN		11.94
629380	07/20/2018	007127 ALEXIS PONDER		20.84
629381	07/20/2018	000377 PUGET SOUND ENERGY		626.34
629382	07/20/2018	007132 SHERIN RADWAN		9.75
629383	07/20/2018	000403 RAINIER VIEW WATER CO INC	V	179.51
629384	07/20/2018	000541 STATE OF WASHINGTON		587.03
629385	07/23/2018	000195 FIRGROVE MUTUAL WATER CO		288.00
629386	07/23/2018	007143 LOIS HEIDLOFF		27.29
629387	07/23/2018	000370 PIERCE COUNTY		1,364.73
629388	07/23/2018	000377 PUGET SOUND ENERGY		2,880.09
629389	07/23/2018	000463 SUMMIT WATER & SUPPLY CO		730.70

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>
629390	07/24/2018	003985 PACIFCSOURCE ADMINISTRATORS		150.00
629391	07/25/2018	007149 GLORIA MUHAMMAD		150.00
629392	07/26/2018	003311 DEPARTMENT OF LABOR & INDUSTRI		465.76

key Total: 559,297.56

119 checks in this report

Total Checks: 559,297.56

RESOLUTION NO. 2018-08

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

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

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

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

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

PASSED AND APPROVED THIS 8TH DAY OF AUGUST, 2018.

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

Total	IT Surplus Items OVER \$500 in estimated value	estimated value (each)
2	Cybernet IONE-GX45 computers	\$500
1	Dell Powervault 124T server	\$800
1	Macbook Pro 15.4 2015 computer	\$1,200
	IT Surplus Items UNDER \$500 in estimated value	estimated value (each)
1	Lenovo ThinkPad Twist 33476LU computer	n/a
1	HP 620 computer	
3	HP ProBook 4420s computer	
7	HP ProBook 4530s computers	
10	HP ProBook 4540s computers	
10	HP ProBook 4720s computers	
2	HP ProBook 4730s computer	
11	Cybernet IONE-GX31MB computers	
10	Latitude 3440 computers	
1	OptiPlex 3030 AIO computer	
15	OptiPlex 7010 computers	
41	OptiPlex 760 computers	
29	OptiPlex 780 computers	
66	OptiPlex 790 computers	
1	PowerEdge 2900 server	
2	PowerEdge 2950 servers	
2	PowerEdge R710 servers	
2	Jamex Coin Vending machine	
2	Dell Ultra Sharp 1905FP monitors	
2	Dell 1908FP monitors	
1	Portable 3M Overhead Projector	
2	Honeywell 3800G barcode scanners	
3	Welch Allyn 3800LR-12 barcode scanners	
1	Mitel 5330 IP phone	
1	Cisco Fixed Unified Access Point	
1	Honeywell scanner base	
3	Nook eReaders	
1	Boxlight 60801443 projector	
1	Boxlight G0801412 projector	
7	Chromebook 11 computers	
1	Blackberry Classic cell phone	
4	Droid Maxx cell phones	
3	Dell E190S 19" monitors	
1	Kodak Ektagraphic slide projector	
1	HP Elite Pad Tablet	
4	Afinia H479 3d printers	
3	Brother Intellifax 2820 Fax machines	
1	Brother Intellifax 2840 Fax machine	
3	Apple iPad 3 tablets	

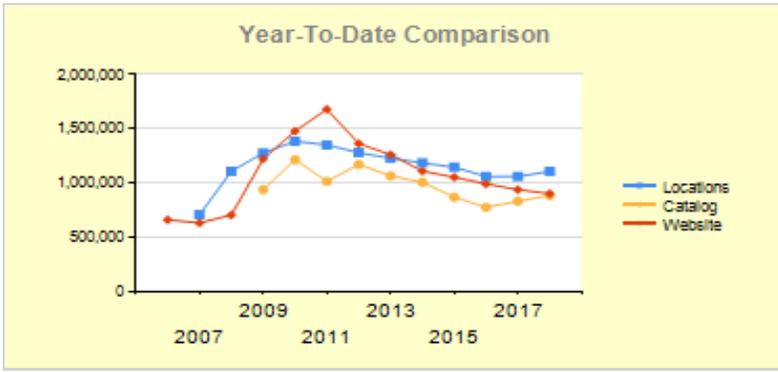
	IT Surplus Items UNDER \$500 in estimated value continued	estimated value (each)
1	Kindle Keyboard eReader	n/a
1	LG L1752TQ monitor	
11	HP L1910 LCD monitors	
1	Dymo 450 labelwriter printer	
4	Zebra Tech Thermal LP 2844 4 DT printers	
4	Epson M129H Therman Receipt Printer	
1	Visual Land Prestige 7 tablet	
1	Kobo N416 eReader	
13	Dell P190S BLK monitors	
2	Dell P1914S monitors	
1	Panasonic Parafax UF-560 Fax machine	
1	PBS Kids Playtime Pad tablet	
1	Samsung 520DX 52" LCD Monitor	
2	Surface Pro 2013 tablets	
1	Surface RT 2013 tablet	
53	Smartdispenser 200 DXII movie towers	
280	movie tower carousels	
1	Surface 3 tablet	
1	Surface Pro 2014 tablet	
1	Dell Precision T3500 computer	
10	Epson TMT88V receipt printers	
11	Star TSP600 receipt printers	
1	Viewsonic VG930M monitor	
2	Honeywell Voyage bluetooth wireless barcode scanner	
1	Virgin HTC EVO V cell phone	
1	Microsoft Windows cell phone	
1	Samsung Galaxy 3.6 cell phone	
1	Apple iPhone	
1	Canon DR-2010C document scanner	
1	Kindle Fire 2013 tablet	
1	monitor	
1	Honeywell barcode scanner	
1	handheld barcode scanner	
1	Asus G75VW-TS7 computer	
2	Watchguard XTM 1525-RP firewalls	
1	Samsung Galaxy S3 cell phone	
1	HP Laserjet 4250TN printer	

QTY	ITEM	DESCRIPTION
1	Office Equipment	Cabinet 24" x 72"
2	Office Equipment	2 drawer horz. File cabinets
2	Office Equipment	2 drawer vert. file cabinets
2	Office Equipment	Hyd. Lift carts 24" x 48"
1	Office Equipment	PC charging (pizza oven)
2	Furnishings	Book cases 35" x 78"
1	Furnishings	Round table 42"
8	Furnishings	Blue desk chairs w/ arms
3	Furnishings	Blue desk chairs w/o arms
4	Furnishings	Tan / purple task chairs
5	Furnishings	Green / Tan chairs
3	Furnishings	Tan Desk chairs
2	Furnishings	Green chairs w/o arms
2	Office Equipment	AV carts
1	Furnishings	48" wood table
8	Furnishings	Purple childrens chairs
38	Furnishings	(1) Stack of old meeting room chairs
8	Furnishings	Resessed computer stiaions
4	Furnishings	Green Lounge chairs
2	Furnishings	Tables 42" x 36"
1	Furnishings	Table 30" x 30"
5	Furnishings	Computer tables (old style)
2	Furnishings	Tables w/lamps attached
4	Furnishings	Tables 30" x 36" (old style)
4	Furnishings	Green barrel chairs (worn)

Routine Reports

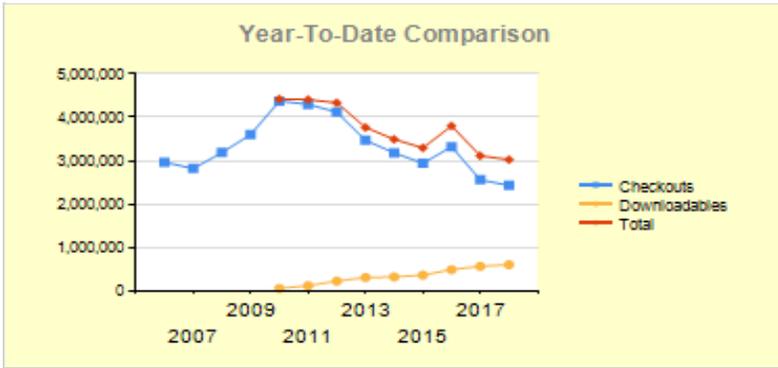
CUSTOMER SERVICE/PHILANTHROPY DASHBOARD - JUNE

VISITS



	June		% Change
	2017	2018	
Door Count	184,645	197,115	6.75%
Catalog	131,859	144,143	9.32%
Website	153,358	157,913	2.97%
Job & Business Portal	4,062	3,119	-23.22%
Military Portal	714	480	-32.77%
Total	474,638	502,770	5.93%

CHECKOUTS



	June		% Change
	2017	2018	
Checkouts	439,183	413,102	-5.94%
Downloadables	94,770	103,994	9.73%
Total	533,953	517,096	-3.16%

CUSTOMERS



	June		% Change
	2017	2018	
Active Cardholders	364,731	350,172	-3.99%
New Cards	3,449	4,225	22.50%
Checkout Transactions	75,141	68,881	-8.33%
Unique Users	34,477	32,758	-4.99%

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 June 30, 2018

Prepared: July 2018



Memor Society

6 Commitments

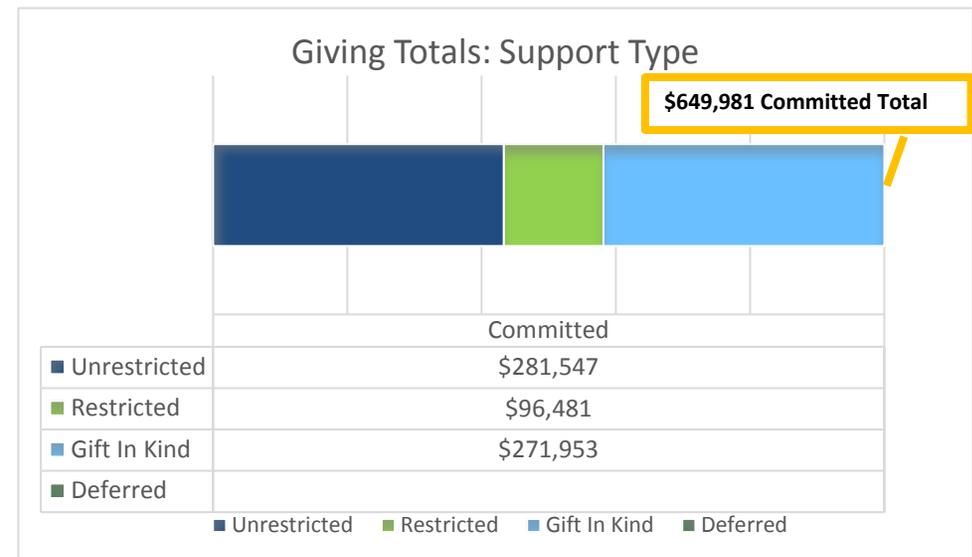
Goal 12 Members

Endowment

\$40,000

Capital

Gifts reflected when received.



Monthly Financial Reports

June 30, 2018

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

General Fund

June

- **53505. Annual renewal costs for Polaris, Anti-Virus subscription, and Applicant Tracking System (approximately \$216,800).**
- **54200. Postage for Spring Focus Direct Mail (approximately \$20,000).**

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 21st (as reported by the Pierce County Treasurer) were just over \$700,000. These collections are not posted to our account until the last day of the month. We should receive approximately \$1,000,000 through the 31st.
- 36110. Interest rates have increased to 1.275%.
- 36998. We received an E-Rate payment in the amount of \$184,886.
- 52002. Medical insurance is inflated in January. This is related to the first HSA payment made to employees (\$750 benefit for 76 employees). This will occur again in April.
- 54201. Comcast refund from a closed account.

Capital Improvement Projects Fund

June

- **No significant activity**

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

June

- **Election Cost budget created and increased transfer established**

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

	GENERAL FUND	SPECIAL PURPOSE FUND	DEBT SERVICE FUND	CAPITAL IMPROVEMENT PROJECTS FUND
ASSETS				
Current Assets				
Cash	\$ 266,955	\$ 1,924	\$ 335	\$ 77,201
Investments	\$ 8,800,000	\$ 995,000	\$ 85,000	\$ 1,310,000
Total Current Assets	\$ 9,066,955	\$ 996,924	\$ 85,335	\$ 1,387,201
TOTAL ASSETS	\$ 9,066,955	\$ 996,924	\$ 85,335	\$ 1,387,201
LIABILITIES				
Current Liabilities				
Warrants Payable	\$ 142	\$ -	\$ -	\$ -
Sales Tax Payable	\$ 1,481	\$ -	\$ -	\$ -
Payroll Payable	\$ 144,913	\$ -	\$ -	\$ -
Total Current Liabilities	\$ 146,536	\$ -	\$ -	\$ -
TOTAL LIABILITIES	\$ 146,536	\$ -	\$ -	\$ -
FUND BALANCE				
Reserve for Encumbrances	\$ 959,916	\$ -	\$ -	\$ 239,257
Election Set-Aside	\$ -	\$ 360,000	\$ -	\$ -
Land/Property/Facility Set-Aside	\$ -	\$ 636,924	\$ -	\$ -
Unreserved Fund Balance	\$ 7,960,503	\$ -	\$ 85,335	\$ 1,147,944
TOTAL FUND BALANCE	\$ 8,920,419	\$ 996,924	\$ 85,335	\$ 1,387,201
TOTAL LIABILITIES & FUND BALANCE	\$ 9,066,955	\$ 996,924	\$ 85,335	\$ 1,387,201
<hr/>				
BEGINNING FUND BALANCE, 01/01/18	\$ 6,443,991	\$ 990,117	\$ 84,726	\$ 1,390,170
YTD Revenue	\$ 17,085,353	\$ 6,807	\$ 609	\$ 39,447
Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -
YTD Expenditures	\$ (14,608,924)	\$ -	\$ -	\$ (42,415)
ENDING FUND BALANCE, 06/30/18	\$ 8,920,419	\$ 996,924	\$ 85,335	\$ 1,387,201
TAXES RECEIVABLE	\$ 14,597,041	N/A	\$ 0	N/A

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

	<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	<i>CURRENT</i> 6/30/2018
ASSETS													
Current Assets													
Cash	\$ 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	\$ 266,955
Investments	\$ 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	\$ 8,800,000
Total Current Assets	\$ 9,304,275	\$ 6,778,042	\$ 4,875,174	\$ 3,244,583	\$ 11,016,107	\$ 9,823,110	\$ 7,630,760	\$ 4,858,797	\$ 2,871,524	\$ 1,586,791	\$ 11,172,984	\$ 11,462,123	\$ 9,066,955
TOTAL ASSETS	\$ 9,304,275	\$ 6,778,042	\$ 4,875,174	\$ 3,244,583	\$ 11,016,107	\$ 9,823,110	\$ 7,630,760	\$ 4,858,797	\$ 2,871,524	\$ 1,586,791	\$ 11,172,984	\$ 11,462,123	\$ 9,066,955
LIABILITIES													
Current Liabilities													
Warrants Payable	\$ 67,764	\$ 48,704	\$ 294,348	\$ (34,432)	\$ 66	\$ (144)	\$ 1,045,213	\$ 6,765	\$ 6,730	\$ 61,835	\$ (15,003)	\$ -	\$ 142
Sales Tax Payable	\$ 4,037	\$ 3,810	\$ 5,130	\$ 3,786	\$ 2,789	\$ 2,553	\$ 2	\$ 1,718	\$ 1,694	\$ 2,935	\$ 2,905	\$ 2,206	\$ 1,481
Payroll Payable	\$ 52,941	\$ 24,781	\$ 38,194	\$ 52,781	\$ 110,819	\$ 127,875	\$ 141,553	\$ 105,963	\$ 122,423	\$ 142,843	\$ 112,083	\$ 128,499	\$ 144,913
Total Current Liabilities	\$ 124,742	\$ 77,294	\$ 337,671	\$ 22,135	\$ 113,674	\$ 130,284	\$ 1,186,769	\$ 114,446	\$ 130,847	\$ 207,613	\$ 99,985	\$ 130,705	\$ 146,536
TOTAL LIABILITIES	\$ 124,742	\$ 77,294	\$ 337,671	\$ 22,135	\$ 113,674	\$ 130,284	\$ 1,186,769	\$ 114,446	\$ 130,847	\$ 207,613	\$ 99,985	\$ 130,705	\$ 146,536
FUND BALANCE													
Reserve for Encumbrance	\$ 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	\$ 959,916
Net Excess (Deficit)	\$ 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	\$ 6,442,258	\$ 6,443,991	\$ 3,447,278	\$ 1,446,043	\$ 132,590	\$ 9,928,409	\$ 10,109,145	\$ 7,960,503
TOTAL FUND BALANCE	\$ 9,179,533	\$ 6,700,748	\$ 4,537,503	\$ 3,222,448	\$ 10,902,433	\$ 9,692,826	\$ 6,443,991	\$ 4,744,351	\$ 2,740,677	\$ 1,379,178	\$ 11,072,999	\$ 11,331,419	\$ 8,920,419
TOTAL LIABILITIES & FUND BALANCE	\$ 9,304,275	\$ 6,778,042	\$ 4,875,174	\$ 3,244,583	\$ 11,016,107	\$ 9,823,110	\$ 7,630,760	\$ 4,858,797	\$ 2,871,524	\$ 1,586,791	\$ 11,172,984	\$ 11,462,123	\$ 9,066,955
PROPERTY TAXES RECEIVABLE	\$ 14,131,566	\$ 14,000,000	\$ 13,867,876	\$ 13,347,965	\$ 3,196,537	\$ 786,632	\$ 663,874	\$ 30,880,445	\$ 30,199,556	\$ 30,650,910	\$ 28,418,336	\$ 14,708,135	\$ 14,597,041

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

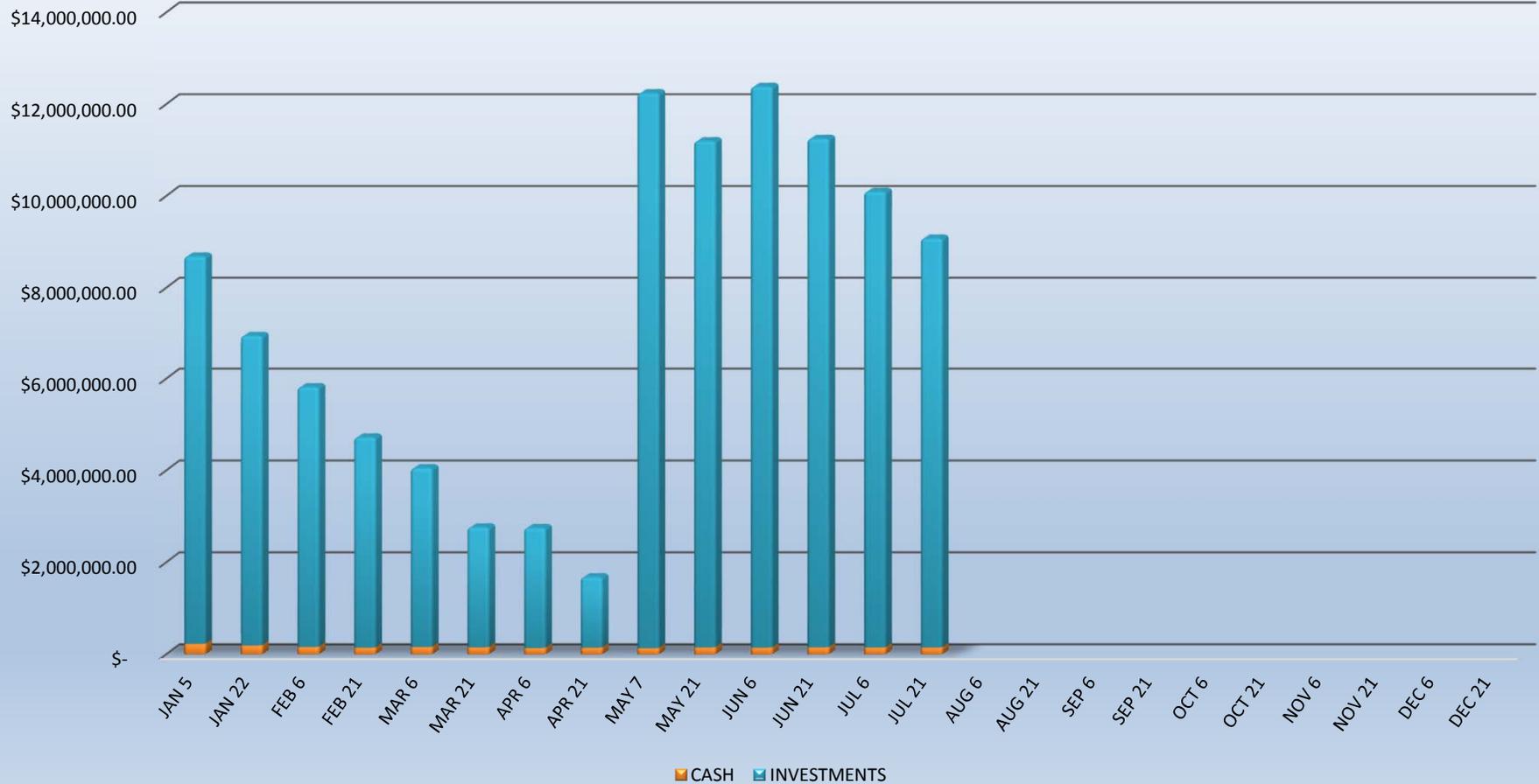
GENERAL FUND - 01	2018 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ 30,229,200	\$ 16,248,440	\$ -	\$ 13,980,760	54%
Other Revenue	\$ 1,744,500	\$ 836,913	\$ -	\$ 907,587	48%
TOTAL REVENUE	\$ 31,973,700	\$ 17,085,353	\$ -	\$ 14,888,347	53%
EXPENDITURES					
Personnel/Taxes and Benefits	\$ 22,713,883	\$ 11,231,924	\$ -	\$ 11,481,959	49%
Materials	\$ 3,557,900	\$ 1,535,455	\$ -	\$ 2,022,445	43%
Maintenance and Operations	\$ 15,000	\$ -	\$ -	\$ 15,000	0%
Transfers Out	\$ 585,000	\$ -	\$ -	\$ 585,000	0%
TOTAL EXPENDITURES	\$ 26,871,783	\$ 12,767,380	\$ -	\$ 14,104,403	48%
Excess/(Deficit)		\$ 4,317,973			
Additional Transfers Out		-			
NET EXCESS (DEFICIT)		\$ 4,317,973			

SPECIAL PURPOSE FUND - 15	2018 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ 360,000	\$ -	\$ -	\$ 360,000	0%
Transfers In	\$ 300,000	\$ -	\$ -	\$ 300,000	0%
Investment Income	\$ -	\$ 6,807	\$ -	\$ (6,807)	-
TOTAL REVENUE	\$ 660,000	\$ 6,807	\$ -	\$ 653,193	1%
EXPENDITURES					
Election Costs	\$ 660,000	\$ -	\$ -	\$ 660,000	0%
TOTAL EXPENDITURES	\$ 660,000	\$ -	\$ -	\$ 660,000	0%
Excess/(Deficit)		\$ 6,807			
Additional Transfers In		\$ -			
NET EXCESS (DEFICIT)		\$ 6,807			

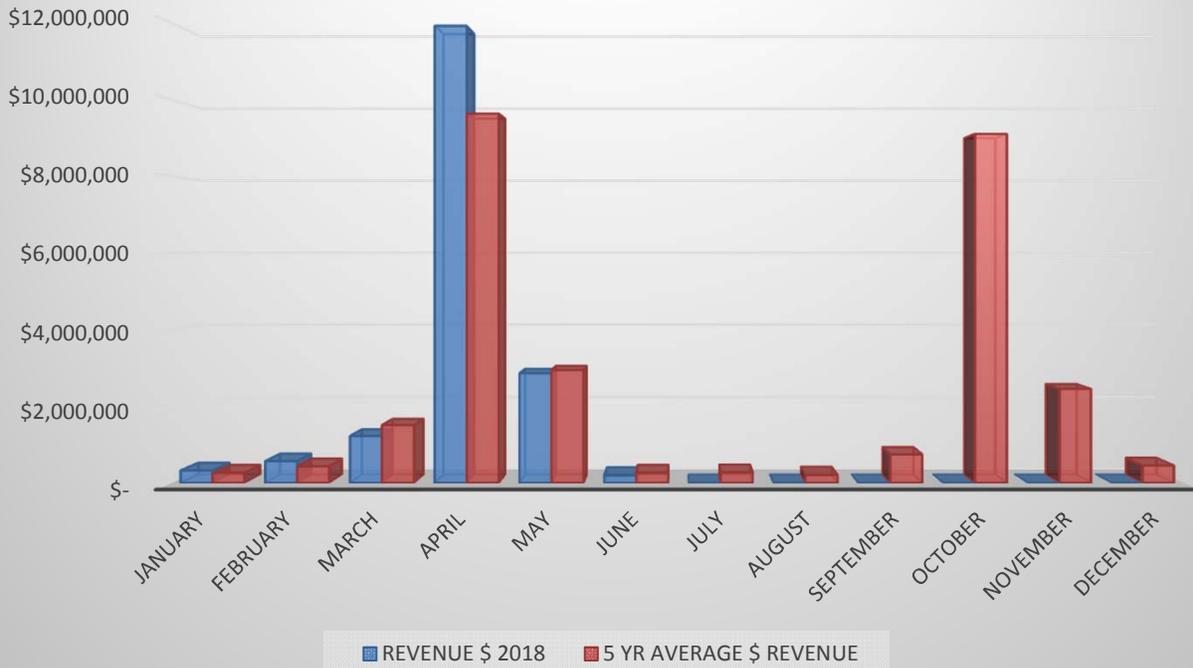
DEBT SERVICE FUND - 20	2018 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ -	\$ 609	\$ -	\$ (609)	-
Other Revenue	\$ -	\$ -	\$ -	\$ -	-
TOTAL REVENUE	\$ -	\$ 609	\$ -	\$ (609)	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
NET EXCESS (DEFICIT)		\$ 609			

CAPITAL IMPROVEMENT PROJECTS FUND - 30	2018 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ 100,000	\$ -	\$ -	\$ 100,000	0%
Transfers In	\$ 285,000	\$ -	\$ -	\$ 285,000	0%
Other Revenue	\$ -	\$ 39,447	\$ -	\$ (39,447)	-
TOTAL REVENUE	\$ 385,000	\$ 39,447	\$ -	\$ 345,553	10%
EXPENDITURES					
Capital Improvement Projects	\$ 385,000	\$ 42,415	\$ 239,257	\$ 103,328	73%
TOTAL EXPENDITURES	\$ 385,000	\$ 42,415	\$ 239,257	\$ 103,328	73%
Excess/(Deficit)		\$ (2,969)			
Additional Transfers In		-			
NET EXCESS (DEFICIT)		\$ (2,969)			

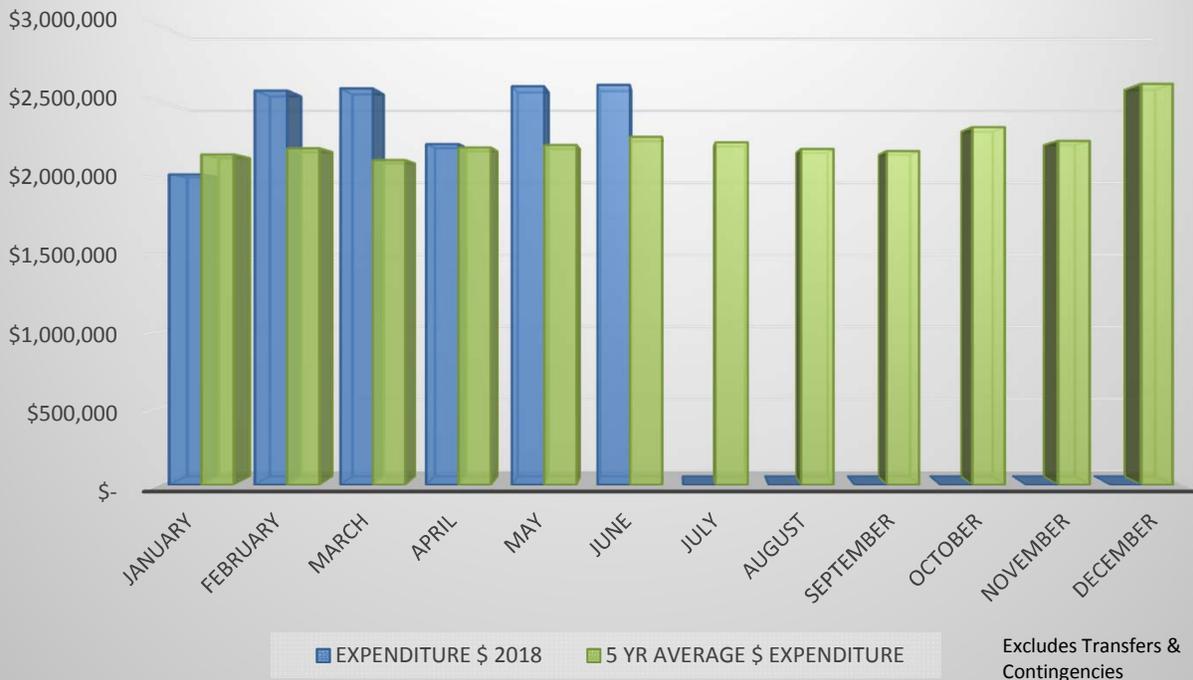
CASH & INVESTMENTS - SEMI-MONTHLY 2018 - ALL FUNDS COMBINED (EXCLUDES DEBT SERVICE FUND)



GENERAL FUND - REVENUE TREND (\$) 2018

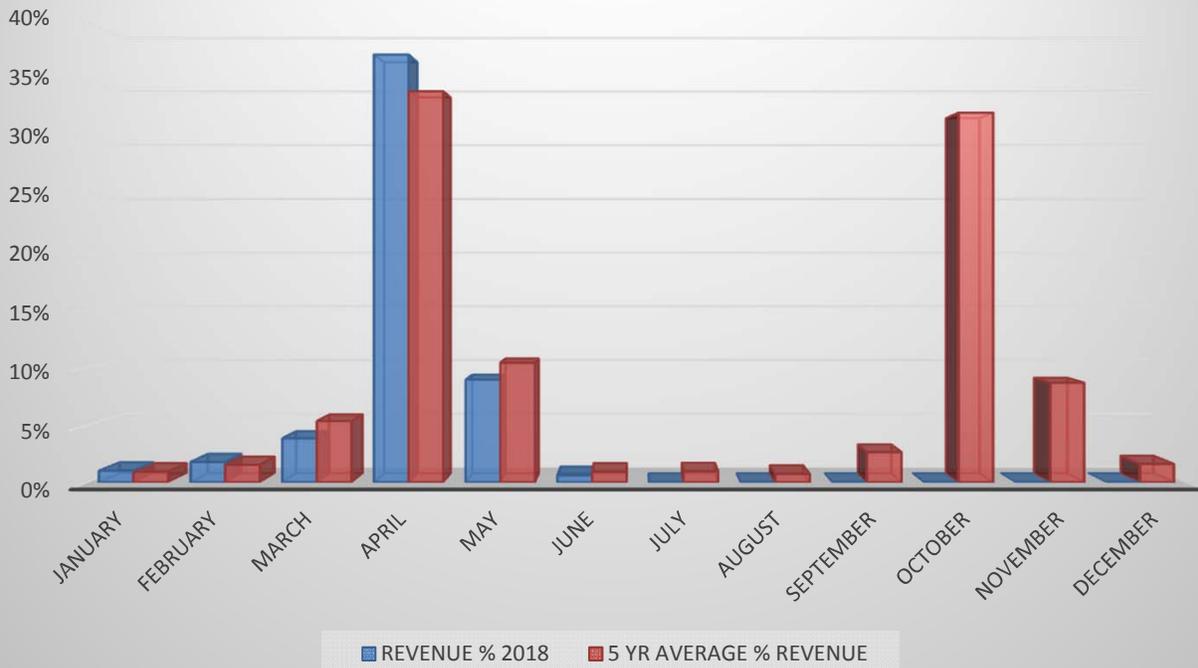


GENERAL FUND - EXPENDITURE TREND (\$) 2018

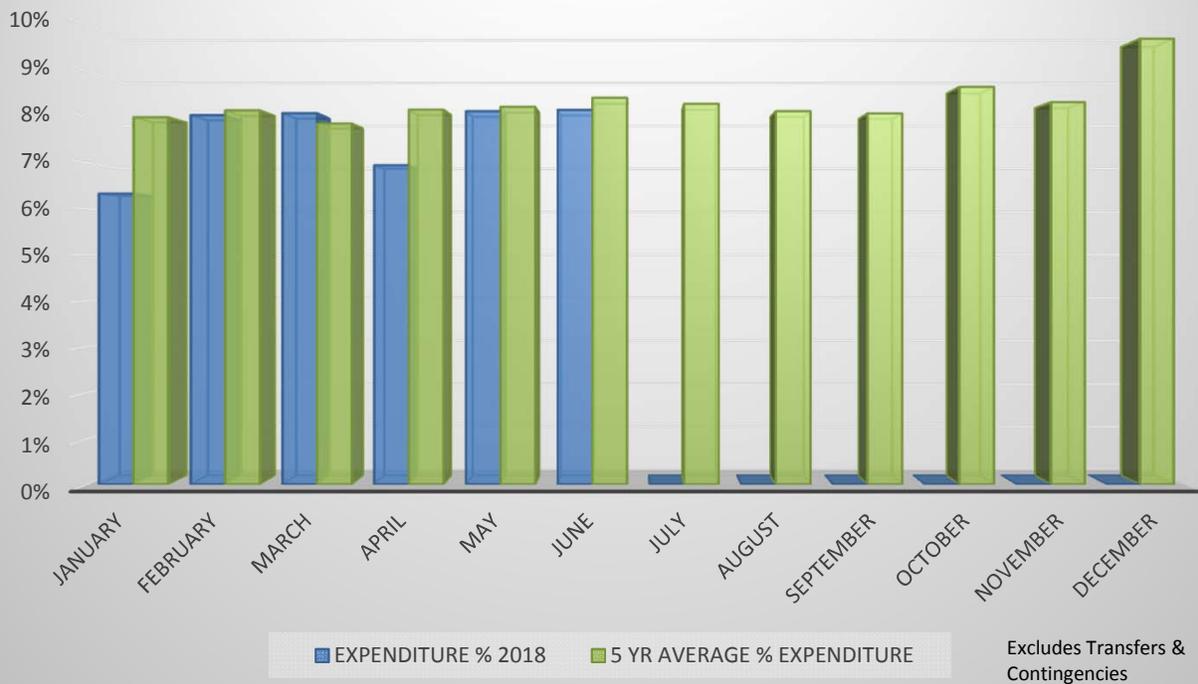


Excludes Transfers & Contingencies

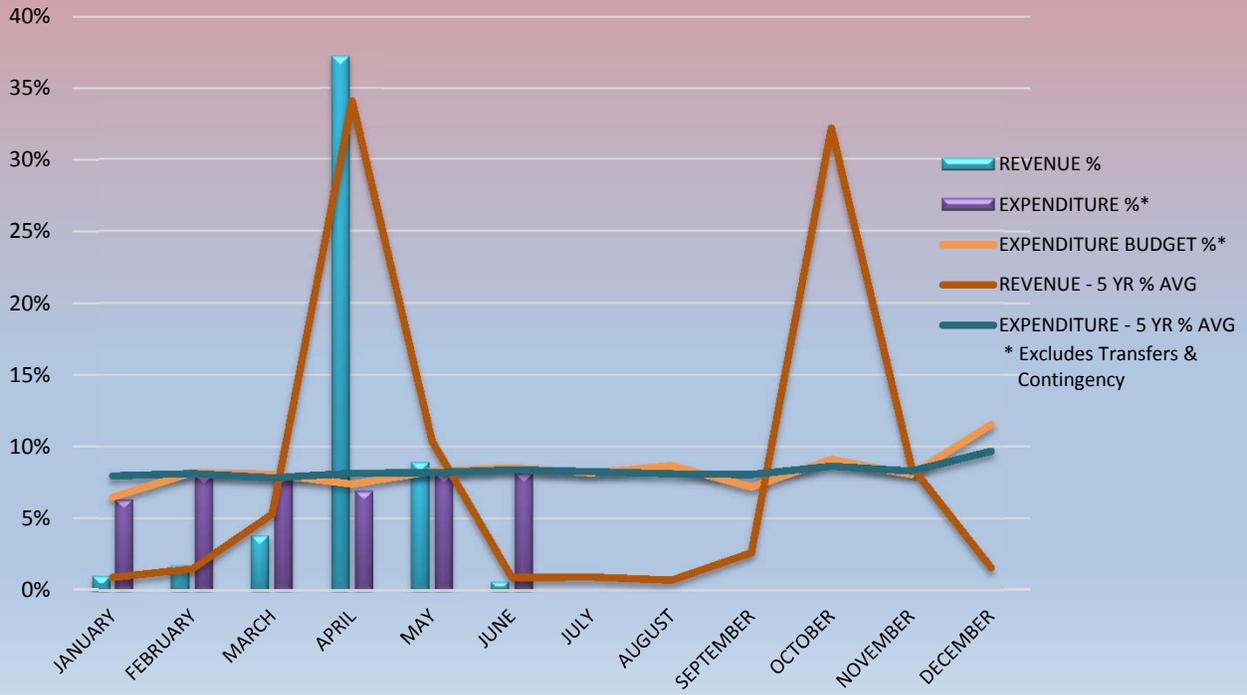
GENERAL FUND - REVENUE TREND (%) 2018



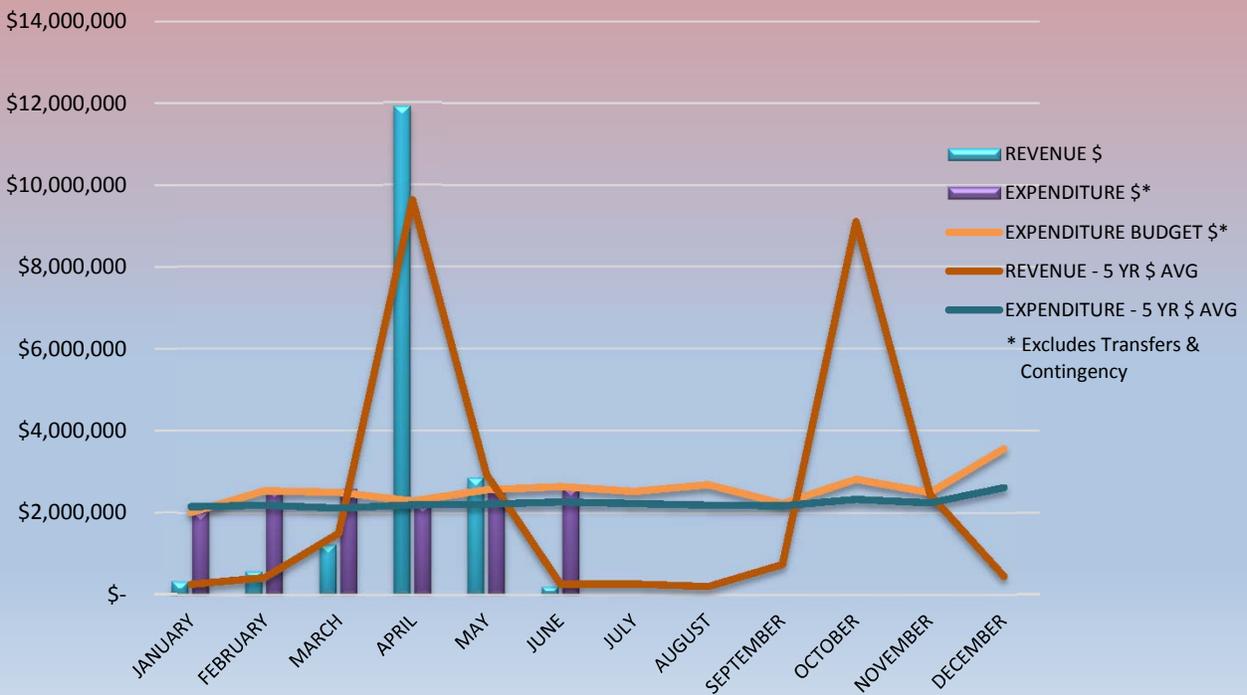
GENERAL FUND - EXPENDITURE TREND (%) 2018



2018 REVENUE TO EXPENDITURE COMPARISON W/5 YR % AVERAGE



2018 REVENUE TO EXPENDITURE COMPARISON W/5 YR \$ AVERAGE



Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 6/30/2018

FUND: GENERAL FUND (01)

Object	2018 Budget	June Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
31111 PROPERTY TAXES CURRENT	29,502,700.00	117,965.18	15,831,022.00	0.00	13,671,678.00	53.66
31112 PROPERTY TAXES DELINQUENT	575,500.00	9,326.75	312,748.26	0.00	262,751.74	54.34
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	1,755.82	12,873.09	0.00	7,126.91	64.37
31740 TIMBER EXCISE TAX	63,000.00	0.00	36,453.98	0.00	26,546.02	57.86
TAXES:	30,164,200.00	129,047.75	16,199,543.61	0.00	13,964,656.39	53.70
33345 PLAY TO LEARN - FED INDIRECT	0.00	0.00	1,925.10	0.00	(1,925.10)	0.00
33533 STATE FOREST FUNDS/DNR TIMBER TRU	0.00	1,054.45	1,085.00	0.00	(1,085.00)	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	2,729.14	16,822.33	0.00	13,177.67	56.07
34161 GRAPHICS SERVICES CHARGES	7,500.00	130.00	7,043.39	0.00	456.61	93.91
34162 PRINTER FEES	125,000.00	9,193.27	63,840.13	0.00	61,159.87	51.07
34163 FAX FEES	21,000.00	2,117.87	12,306.48	0.00	8,693.52	58.60
34193 ORTING - SERVICE FEES	3,000.00	0.00	810.00	0.00	2,190.00	27.00
34730 INTERLIBRARY LOAN FEES	0.00	0.00	311.13	0.00	(311.13)	0.00
35970 LIBRARY FINES	400,000.00	36,281.38	227,915.20	0.00	172,084.80	56.98
36110 INVESTMENT INCOME	50,000.00	13,578.41	35,498.01	0.00	14,501.99	71.00
36140 OTHER INTEREST EARNED - COUNTY	0.00	2.05	11.96	0.00	(11.96)	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	(217.74)	1,241.76	0.00	5,758.24	17.74
36700 FOUNDATION DONATIONS	403,265.00	0.00	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	9.40	2,277.58	0.00	102,457.42	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	43.05	353.76	0.00	2,646.24	11.79
36990 MISCELLANEOUS REVENUE	0.00	48.84	(109.10)	0.00	109.10	0.00
36991 PAYMENT FOR LOST MATERIALS	12,000.00	1,420.70	4,250.18	0.00	7,749.82	35.42
36996 JURY DUTY REIMBURSEMENT	0.00	10.00	160.00	0.00	(160.00)	0.00
36998 E RATE REIMBURSEMENT	552,000.00	0.00	381,875.14	0.00	170,124.86	69.18
36999 REBATES - PROCUREMENT CARD	70,000.00	0.00	36,970.10	0.00	33,029.90	52.81
CHARGES OTHER:	1,809,500.00	66,400.82	869,046.62	0.00	940,453.38	48.03
39510 SALE OF FIXED ASSETS (GOV)	0.00	1,004.16	12,301.42	0.00	(12,301.42)	0.00
39520 INSURANCE RECOVERIES - ASSETS	0.00	121.00	4,460.97	0.00	(4,460.97)	0.00
TOTAL FOR REVENUE ACCOUNTS	31,973,700.00	196,573.73	17,085,352.62	0.00	14,888,347.38	53.44
EXPENSE ACCOUNTS						
51100 SALARIES AND WAGES	16,387,700.00	1,328,926.93	7,763,902.34	0.00	8,623,797.66	47.38
51105 ADDITIONAL HOURS	225,400.00	20,276.11	127,604.48	0.00	97,795.52	56.61
51106 SHIFT DIFFERENTIAL	165,600.00	14,073.87	82,270.92	0.00	83,329.08	49.68
51107 SUBSTITUTE HOURS	279,000.00	30,657.30	169,919.12	0.00	109,080.88	60.90
51109 TUITION ASSISTANCE PROGRAM	17,975.00	0.00	7,941.87	0.00	10,033.13	44.18
51200 OVERTIME WAGES	12,400.00	1,555.13	9,755.04	0.00	2,644.96	78.67
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	11,315.11	63,946.73	0.00	114,483.27	35.84
52002 MEDICAL INSURANCE	2,482,604.00	183,974.35	1,208,463.84	0.00	1,274,140.16	48.68
52003 F.I.C.A.	1,305,772.00	104,445.27	609,326.03	0.00	696,445.97	46.66

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 6/30/2018

FUND: GENERAL FUND (01)

Object	2018 Budget	June Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
EXPENSE ACCOUNTS						
52004 RETIREMENT	2,135,279.00	172,885.14	1,003,535.25	0.00	1,131,743.75	47.00
52005 DENTAL INSURANCE	230,396.00	17,953.02	108,124.51	0.00	122,271.49	46.93
52006 OTHER BENEFIT	10,800.00	1,460.00	8,200.00	0.00	2,600.00	75.93
52010 LIFE AND DISABILITY INSURANCE	74,327.00	6,305.89	37,376.97	0.00	36,950.03	50.29
52020 UNEMPLOYMENT COMPENSATION	30,500.00	0.00	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
PERSONNEL	22,713,883.00	1,893,828.12	11,231,924.39	0.00	11,481,958.61	49.45
53100 OFFICE/OPERATING SUPPLIES	329,419.00	24,910.23	89,961.79	11,424.32	228,032.89	30.78
53101 CUSTODIAL SUPPLIES	69,000.00	5,246.95	26,236.83	14,490.34	28,272.83	59.02
53102 MAINTENANCE SUPPLIES	55,400.00	2,023.21	14,696.82	2,000.00	38,703.18	30.14
53103 AUDIOVISUAL PROCESSING SUP	25,000.00	0.00	2,147.48	0.00	22,852.52	8.59
53104 BOOK PROCESSING SUPPLIES	20,000.00	20.83	5,914.45	0.00	14,085.55	29.57
53200 FUEL	35,000.00	0.00	17,019.42	15,165.33	2,815.25	91.96
53401 ADULT MATERIALS	726,500.00	55,796.25	274,674.70	0.00	451,825.30	37.81
53403 PERIODICALS	90,000.00	9,540.27	20,160.52	0.00	69,839.48	22.40
53405 JUVENILE BOOKS	521,100.00	38,363.20	237,052.73	0.00	284,047.27	45.49
53406 PROFESSIONAL COLLECTION	1,500.00	455.59	897.52	0.00	602.48	59.83
53407 INTERNATIONAL COLLECTION	43,000.00	2,897.91	15,519.31	0.00	27,480.69	36.09
53408 AUDIOVISUAL MATERIALS - ADULT	805,000.00	53,209.83	296,278.99	0.00	508,721.01	36.80
53409 AUDIOVISUAL MATERIALS - JUV	85,000.00	2,773.81	28,481.73	0.00	56,518.27	33.51
53411 ELECTRONIC INFO SOURCES	496,600.00	0.00	381,915.92	0.00	114,684.08	76.91
53412 REFERENCE SERIALS	10,000.00	0.00	1,186.58	0.00	8,813.42	11.87
53414 ELECTRONIC COLLECTION	600,000.00	50,887.98	216,131.78	0.00	383,868.22	36.02
53464 VENDOR PROCESSING SERVICES	135,000.00	10,502.09	63,100.29	0.00	71,899.71	46.74
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	2,787.79	18,730.67	0.00	49,669.33	27.38
53501 FURNISHINGS	66,500.00	5,177.29	30,011.35	29,118.51	7,370.14	88.92
53502 PC HARDWARE	191,000.00	4,910.17	16,976.06	0.00	174,023.94	8.89
53505 SOFTWARE/LICENSES/HOSTING	553,800.00	223,739.85	258,906.09	521.53	294,372.38	46.85
54100 PERSONAL SERVICES	305,550.00	15,156.19	68,137.90	47,506.64	189,905.46	37.85
54101 LEGAL SERVICES	57,500.00	1,441.00	13,962.50	24,307.50	19,230.00	66.56
54103 CONTRACTUAL SERVICES	214,500.00	7,267.13	85,190.51	69,968.79	59,340.70	72.34
54162 BIBLIOGRAPHIC & RELATED SERVICES	51,900.00	3,889.00	15,446.50	0.00	36,453.50	29.76
54163 PRINTING AND BINDING	43,000.00	10,984.32	16,431.56	0.00	26,568.44	38.21
54165 ILL LOST ITEM CHARGE	2,500.00	102.45	782.02	0.00	1,717.98	31.28
54200 POSTAGE AND SHIPPING	70,900.00	19,960.58	35,320.91	0.00	35,579.09	49.82
54201 TELECOM SERVICES	654,800.00	57,936.53	277,829.92	290,797.42	86,172.66	86.84
54300 TRAVEL	51,400.00	3,224.23	18,288.71	2,260.47	30,850.82	39.98
54301 MILEAGE REIMBURSEMENTS	35,800.00	3,420.22	17,714.41	0.00	18,085.59	49.48
54400 ADVERTISING	70,500.00	3,101.92	24,807.29	24,980.63	20,712.08	70.62
54501 RENTALS/LEASES - BUILDINGS	427,350.00	21,083.17	234,649.88	105,985.09	86,715.03	79.71
54502 RENTALS/LEASES - EQUIPMENT	91,100.00	3,589.10	27,793.08	78,278.61	(14,971.69)	116.43
54600 INSURANCE	222,000.00	0.00	859.00	0.00	221,141.00	0.39
54700 ELECTRICITY	235,000.00	21,712.74	116,303.31	0.00	118,696.69	49.49
54701 NATURAL GAS	15,000.00	415.41	5,667.94	0.00	9,332.06	37.79

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 6/30/2018

FUND: GENERAL FUND (01)

Object	2018 Budget	June Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
54702 WATER	29,700.00	2,164.51	11,613.32	0.00	18,086.68	39.10
54703 SEWER	25,500.00	2,565.71	15,083.85	0.00	10,416.15	59.15
54704 REFUSE	31,500.00	4,466.41	15,142.83	445.41	15,911.76	49.49
54800 GENERAL REPAIRS/MAINTENANCE	235,200.00	6,972.44	100,156.28	49,075.07	85,968.65	63.45
54801 CONTRACTED MAINTENANCE	306,700.00	17,557.62	122,301.29	181,068.83	3,329.88	98.91
54810 IT SYSTEMS MAINTENANCE	147,100.00	940.00	57,474.38	12,521.30	77,104.32	47.58
54900 INDIVIDUAL REGISTRATIONS	60,200.00	5,413.33	12,714.38	0.00	47,485.62	21.12
54901 DUES AND MEMBERSHIPS	51,200.00	4,739.54	27,853.88	0.00	23,346.12	54.40
54902 TAXES AND ASSESSMENTS	29,500.00	63.62	19,123.58	0.00	10,376.42	64.83
54903 LICENSES AND FEES	58,400.00	3,206.98	18,420.06	0.00	39,979.94	31.54
54905 ORGANIZATIONAL REGISTRATIONS	3,000.00	(871.86)	1,874.54	0.00	1,125.46	62.48
54912 CONTINGENCY	163,598.00	0.00	0.00	0.00	163,598.00	0.00
55100 INTERGOVERNMENTAL	13,000.00	0.00	0.00	0.00	13,000.00	0.00
59700 TRANSFERS OUT - CIP	285,000.00	0.00	0.00	0.00	285,000.00	0.00
59702 TRANSFERS OUT - SPF	300,000.00	0.00	0.00	0.00	300,000.00	0.00
ALL OTHER EXPENSES	9,259,817.00	713,745.54	3,376,999.92	959,915.79	4,922,901.29	46.84
NEED A CATEGORY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR EXPENSE ACCOUNTS	31,973,700.00	2,607,573.66	14,608,924.31	959,915.79	16,404,859.90	48.69
NET SURPLUS / DEFICIT	0.00	(2,410,999.93)	2,476,428.31	(959,915.79)	(1,516,512.52)	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 6/30/2018

FUND: SPECIAL PURPOSE FUND (15)

Object	2018 Budget	June Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
29150 USE OF FUND BALANCE-BUDGET	360,000.00	0.00	0.00	0.00	360,000.00	0.00
TAXES:	360,000.00	0.00	0.00	0.00	360,000.00	0.00
36110 INVESTMENT INCOME	0.00	1,451.86	6,807.35	0.00	(6,807.35)	0.00
CHARGES OTHER:	0.00	1,451.86	6,807.35	0.00	(6,807.35)	0.00
39700 TRANSFERS IN	300,000.00	0.00	0.00	0.00	300,000.00	0.00
TOTAL FOR REVENUE ACCOUNTS	660,000.00	1,451.86	6,807.35	0.00	653,192.65	1.03
EXPENSE ACCOUNTS						
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
TOTAL FOR EXPENSE ACCOUNTS	660,000.00	0.00	0.00	0.00	660,000.00	0.00
NET SURPLUS / DEFICIT	0.00	1,451.86	6,807.35	0.00	(6,807.35)	0.00

FUND: DEBT SERVICE FUND (20)

Object	2018 Budget	June Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
TAXES:	0.00	0.00	0.00	0.00	0.00	0.00
36110 INVESTMENT INCOME	0.00	118.48	609.14	0.00	(609.14)	0.00
CHARGES OTHER:	0.00	118.48	609.14	0.00	(609.14)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	118.48	609.14	0.00	(609.14)	0.00
NET SURPLUS / DEFICIT	0.00	118.48	609.14	0.00	(609.14)	0.00

FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)

Object	2018 Budget	June Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
29150 USE OF FUND BALANCE-BUDGET	100,000.00	0.00	0.00	0.00	100,000.00	0.00
36110 INVESTMENT INCOME	0.00	1,911.93	9,887.52	0.00	(9,887.52)	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	0.00	20,000.00	0.00	(20,000.00)	0.00
CHARGES OTHER:	100,000.00	1,911.93	39,446.89	0.00	60,553.11	39.45
39700 TRANSFERS IN	285,000.00	0.00	0.00	0.00	285,000.00	0.00
TOTAL FOR REVENUE ACCOUNTS	385,000.00	1,911.93	39,446.89	0.00	345,553.11	10.25
EXPENSE ACCOUNTS						
53501 FURNISHINGS	50,000.00	0.00	2,947.21	0.00	47,052.79	5.89
54100 PERSONAL SERVICES	150,000.00	0.00	22,171.99	41,050.71	86,777.30	42.15
54101 LEGAL SERVICES	0.00	0.00	2,737.50	0.00	(2,737.50)	0.00
54103 CONTRACTUAL SERVICES	0.00	0.00	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	0.00	(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
TOTAL FOR EXPENSE ACCOUNTS	385,000.00	0.00	42,415.39	239,256.92	103,327.69	73.16
NET SURPLUS / DEFICIT	0.00	1,911.93	(2,968.50)	(239,256.92)	242,225.42	0.00

MEMO



Date: August 1, 2018

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

From: Georgia Lomax, Executive Director

Subject: Executive Director Report – July

- Cliff Jo and I met with Sumner Mayor William Pugh, City Administrator John Galle and Community Development Director Ryan Windish to continue discussions on the future site of the Sumner Library.
- Cliff Jo, Dean Carrell, Jaime Prothro and I were invited by J.J. McCament to join her, along with Scott Jones, Senior Vice President and Steve Yester, Manager of Commercial Real Estate of Newland Communities, on a tour and to learn about the future of the Tehaleh community.
- I met with Congressman Denny Heck's Deputy District Director, Lauren Adler, to provide an update on the levy, our strategic plan and the public's priorities for library service.
- I was invited by Council Member Connie Ladenburg to give a presentation on the Library at the Joint Municipal Action Committee meeting.
- Dean Carrell, Jaime Prothro and I met with representatives from Key Bank about future contributions to support the Library.
- Supervising Librarian Susan McBride joined me at a stakeholder focus group meeting to review results of City of DuPont's community survey.
- I attended the Washington Public Library Directors' meeting. Foundation Director Dean Carrell and his counterparts at Seattle and King County, pitched a state-wide collaboration for a community giving day specifically for libraries. Discussions are underway to launch a state-wide pilot next year. Susan Anderson-Newham, Early Learning Supervisor, updated the group on her service representing public libraries on the State's Early Learning Advisory Council.
- I met with Jerry Vandenburg, Marilee Hill-Anderson and Barbara Bitteto of the Sumner Rotary to share information about the levy election and discuss shared interests in serving the Sumner community.
- I spoke to the Rotary Club of Parkland/Spanaway about the Library and shared information about the Library's funding and the November library levy election.
- I was interviewed by Douglas Crane, Director of the Palm Beach County Library System, who is writing an article on library leadership for "Library Journal."

MEMO

Date: July 31, 2018

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

From: Jaime Prothro, Customer Experience Director

Subject: Branch Monthly Report

Bonney Lake: Catherine O'Brien and Fife Storyteller Marta Mangrum had a unique opportunity to share about Summer Reading, the Native American Collection at Fife, and general library information during a Chief Leschi Drum Circle prior to the schools' summer release. In the fall, students will receive PCLS library cards as part of the Card in Every Hand program.

Buckley:

The City of Buckley's annual Log Show took place in June, and the Buckley Library marched along in the parade with a miniature "log truck" which was filled with books about logging and lumberjacks. The library also hosted a table during the festival.



Dupont:

Aspiring Rock Stars pose for pictures during the Summer Reading Kickoff event on Saturday June 23.

Eatonville: The 2018 Community goal for Eatonville is complete with all schools visited by PCLS staff. Additional community work will include taking part in the Ashford Safety Fair, and Glenn Storbeck (Adult Services Librarian GHM & EAT) will begin teaching a class at the Eatonville Family Agency once per month to strengthen our partnership with them.

Fife: Susan Rigley attended "Learn to Facilitate Wisdom Cafes and Community Conversations," a valuable workshop that gave insight into facilitating meetings of all kinds.

Graham: Magician Louie Fox was not only entertaining but tied his program in nicely with the Summer Reading theme of "Libraries Rock.!" He also worked in a great many STEM concepts into his program. He definitely covered both learning and enjoyment in his program.

Gig Harbor: The branch hosted an Authorpalooza to kick-off summer reading which was a success with many local authors participating.

Key Center: We began our free summer lunch program that is provided by Food Backpacks for Kids on June 26th. They delivered 24 brown bag lunches, which were handed out after Family Story Time. Key Center is a brown bag lunch distribution site on Tuesdays and Fridays through the summer.

Lakewood: Staff, in addition to five members of the Teen Library Corps, were at the Lakewood Farmer's Market this month. The main focus was summer reading program sign-ups for all ages. Total attendance was 365 (adult attendance 210; youth attendance 155) and we issued 21 cards. Participants were very eager to sign-up and start reading. We also showcased one of the newly launched E-Reader Kits, part of the Library's Strategic Plan for concentrated communications: Enjoyment with a spotlight on e-books and audiobooks. This proved to be both a fun and successful endeavor. Participants were able to take a look at as well as hold several different types of devices. The devices were loaded with a variety of popular titles both in downloadable ebook and audiobook format. Titles also included kids' read-alongs, language learning titles, graphic novels and popular non-fiction. A Kindle Paperwhite was loaded with the title *Outlander* by Gabaldon to demonstrate how easy it is to read the equivalent of a 640-page hardcover – changing font size, style and background included. We guided several participants on how to immediately download and install the Libby app right on their smartphones -- they were very excited about this new reading experience.

Orting: The Summer Reading Program is officially underway as of June 23rd! Although our first performer of the summer did not arrive as scheduled, we were able to turn the potential cancellation into...A Balloon Dance Party!! Balloons were blown up, the parachute was brought out, and one of the young attendees offered to be the "DJ". Much loudness and hilarity followed and the need for Limbo Rock Dance Lessons was discovered.

Outreach/Anderson Island: Parkland Librarian Lauren Lindskog Greene (former Science Librarian) coordinated PCLS tabling presence at first-ever Tacoma OceanFest on June 10 at the Foss Waterway. The event was attended by over 1,300 people from across the county, and PCLS staff interacted with more than 200 people who interacted with the stream table and asked questions about the library. We hope the event will be offered annually.

Parkland/Spanaway: The branch has welcomed and trained 13 teen volunteers who are staying busy helping with a number of Summer Reading projects including helping with the summer meal program.

South Hill: A customer asked for help finding information on returning to school. Staff showed him how to access online databases from home such as TERC and the Adult Learning Center and other learning databases. The customer was thrilled to have access to these databases. He said "I came to the right place, thank you so much for showing me such great information."

Summit: An instructor at PLU shared the story of how she was affected by this year's PC Reads selection, *March*, and how she integrated it into her classes. She had her copy signed at the author event and showed it to desk staff.

Sumner: Staff scheduled and facilitated program to support Summer Reading at Daffodil Elementary, the first time we've done such a program off-site. The response from both kids and school administrators was very positive, so she plans to pursue more opportunities to partner in this way.

Tillicum: On June 18, a homeless customer approached staff and said: “You guys are so awesome! You’ve been my life saver. Whenever I get really down, I come to the library just to sit and regain my composure.”

University Place: University Place sent a library cart drill team to this year’s Duck Daze Parade.



Unfinished Business

MEMO



Date: August 1, 2018

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

From: Georgia Lomax, Executive Director

Subject: Library Election Update

Last month you passed a resolution to place a measure on the November general election ballot asking voters to restore the Library's levy to its full legal amount of 50 cents per \$1,000 of assessed property value.

Following the meeting, the Library sought citizens interested in being part of a For or Against Committee for the restored levy through the news media and on the Library website. We have received three names for a For Committee and have submitted those names to Pierce and King County Elections Offices as part of our ballot submittal package.

We filed election documents with Pierce and King County Elections Offices on Wednesday, August 1, 2018. On Thursday, August 2, we will hand deliver another copy of our Resolution Cover Letter and an original copy of our Resolution to the Pierce County Elections Office.

Also, following the July Board meeting Mary Getchell contacted approximately a dozen print, radio, and online news reporters and editors and discussed the restored levy. Several of the contacts resulted in further news coverage. Mary is working with editors to schedule editorial board meetings in the coming months.

During the Board meeting we will bring informational materials about the election and information you requested during last month's discussion.

MEMO



Date: July 31, 2018

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

From: Melinda Chesbro, Deputy Director

Subject: Dashboard & Statistics Update

Based on your feedback at last month's meeting, we will proceed with preparing in-depth reports on Focus Areas and Core Services. I'll have a template and proposed schedule for those reports at an upcoming meeting. You also indicated that a briefer monthly statistical report would be useful, and at the August meeting I'll present options to the current Dashboard report.

New Business

MEMO



Date: July 25, 2018

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

From: Clifford Jo, Finance & Business Director

Subject: Fiscal Management Policy Review

Please find attached the latest version of the Board's Fiscal Management policy. The review serves as a reminder of the Board's and Library's budgeting philosophies and also as an opportunity to consider any revisions as the next fiscal year's two budgets are being prepared.

The Board made revisions to it last August and approved it in final form in September. The changes were:

- Added a section for definitions
- Added expenditure management into library responsibilities
- Clarified sustainability
- Other language changes and clarifications

At this time, we are not recommending any changes but invite your feedback and, if needed, we will create a draft revised Fiscal Management Policy for your review in September.

Fiscal Management

Policy Statement

The Pierce County Library System (“Library”) Board of Trustees shall implement and maintain sound financial management of the entrusted resources provided by the taxpayers and other sources of funding, consistent with the Library’s mission.

In accordance with state law, RCW 27.12.070, the Pierce County Office of the Assessor-Treasurer serves duly as the Library’s fiscal agent.

Definitions

Budget: A statement of anticipated revenues to be used for planned expenditures.

Capital Improvement Fund: A fund that is set aside for major asset purchases, maintenance, and improvements.

Cash: The actual cash contained on hand or in a financial institution.

Cash reserves: A portion of cash that is set aside in any fund for short term, mid-term, and long term sustainability without needing to borrow money.

Expenditure management: A process to capture and report actual expenditures compared to the budget of planned projects and operations.

General Fund: A public sector accounting term for the primary fund to operate a governmental entity. It records all financial activities to conduct day to day business.

Special Revenue (Purpose) Fund: A fund that is designated by the governing body as having a restricted use for specific purposes.

Policy

The Library Board of Trustees establishes the following fiscal management policy, which requires Board Action to enforce, make decisions, make exceptions, or otherwise implement to the extent law allows:

1. Current year general fund operations are funded from current year revenues.
2. Cash may be transferred between funds.
3. Debt may be incurred as a last resort.
4. Cash reserves is a fiscal resource to stabilize long-term library sustainability. Cash reserves may be used but not as a sole substitute for budget reductions to meet economic challenges.
5. Upon declaring a need for cash reserves to address a severe emergency having effects that cannot be addressed through the existing budget, the Board may pass a motion to release cash reserves for purposes of continuity of operations and services. Examples of emergencies are a natural disaster or a virulent pandemic.
6. Cash reserves in all funds shall maintain positive fund balances that plan and account for fiscal year patterns of revenues and expenses. The General Fund shall have adequate cash reserves beginning January 1 of every fiscal year to pay for anticipated expenses until the first major property value receipt

occurs on or around May 1. The Capital Improvement Fund shall have adequate cash reserves beginning January 1 of every fiscal year to pay for anticipated expenses until the General Fund transfer occurs during the fiscal year. Specific guidelines shall be managed under Library Responsibility below.

7. The Library Board of Trustees may set cash reserve balances for any Fund as circumstances require.

8. For purposes of managing the Library's finances, additional fund types may be implemented.

9. To pay for capital improvement projects, a Capital Improvement Fund is established and funded appropriately by and through General Fund transfers and other multiple funding sources including but not limited to, grants, donations and distributions from external sources such as a Foundation, restricted or unrestricted revenues, special set-asides, and other sources of revenue.

10. To pay for special purpose projects, a Special Revenue Fund is established and funded appropriately by and through multiple funding sources including but not limited to, grants, donations and distributions from external sources such as a Foundation, restricted or unrestricted revenues, General Fund transfers, special set-asides, and other sources of revenue.

11. When there are unanticipated revenues and savings, the Board will consider transferring all or some portion thereof to the Capital Improvement Fund or to the Special Revenue Fund, or both.

12. The Board approves an annual budget for revenues and expenditures in each fund, and any substantial modifications throughout the year.

13. The annual budget process anticipates the need for long-term sustainability of services and future system expansion and improvement, and allocates revenue accordingly. The Board recognizes that in the absence of new revenue sources such as annexations, levy lid-lifts, or bonds, additional services from system growth will need to be funded mostly through reductions in operational costs.

Library Responsibilities

The Board expects the Library staff to carry out the following responsibilities:

1. Establish and administer a budget and expenditure management system to meet the goals of this policy.

2. Establish and maintain financial procedures for managing the Library's cash. Document, keep prudently current, and enforce such financial procedures as an implementation of this fiscal policy.

3. Establish and maintain a ten-year cash reserve strategy to sustain services to the Library's communities.

4. Establish and maintain a solvency strategy to sustain positive balances that ensure short-term debt is not used to pay for operations. Cash of at least four months of anticipated operating costs shall be available in the fund balance as of January 1 of each fiscal year.

5. Develop and manage fiscal practices and strategies so that cash reserves have at least two percent (2.00%) of the following year's anticipated revenues in addition to the amount set aside for General Fund solvency.

6. Administer a cash-flow system as an anticipatory approach to budget for and meet the Library's expenditure needs for future operations, including bill management.
7. Implement the State of Washington's Budget, Accounting, and Reporting System (BARS).
8. Furnish to the Board appropriate financial reports on a monthly basis, and deliver the annual report to the Board subsequent to filing it with the State of Washington.
9. Make efforts to reduce operational costs as part of the annual budget process anticipating that future service expansion may need to be met without significant future revenue increases.
10. Maintain a goal of 4% of average annual General Fund revenues in the year-end Capital Improvement Fund Balance over a ten year period.

The Board of Trustees shall review this fiscal management policy prior to or in conjunction with considerations of the annual fiscal year budget process, and amend it as deemed appropriate.

Board Policy 3.15

Adopted by the Board of Trustees of the Pierce County Library System, August 3, 1995. Revised and approved on: June 13, 1996; July 23, 1998; June 9, 2004; August 8, 2007; October 14, 2009, November 18, 2015, September 13, 2017.

MEMO



Date: July 25, 2018

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

From: Clifford Jo, Finance & Business Director

Subject: 2019 Budget Calendar

Following is the process and key calendar dates for the 2019 budget process. The budget process is collaboratively developed by the Leadership Team and aligned with the work plan. Two budgets will be created: one for sustained funding and the other for reduced funding, and both will be balanced.

Board Meeting	2019 Budget Activities
August 8, 2018	<ul style="list-style-type: none"> • Review budget calendar • Review Fiscal Management Policy
September 12, 2018	<ul style="list-style-type: none"> • Review preliminary levy certificate and impact to both budgets • Review budget drivers (CPI-U, etc) • Approve amended Fiscal Management Policy (if necessary)
October 10, 2018	<ul style="list-style-type: none"> • Review final project proposals and impact to both budgets
November 14, 2018	<p style="text-align: center;"><u>FIRST PUBLIC HEARING OF DRAFT BUDGET</u></p> <ul style="list-style-type: none"> • Review first comprehensive sustain and reduce draft budgets • Sign two levy certificates pending outcome of election results¹ • Implicit Price Deflator decision (if necessary)
Late November, 2018	<ul style="list-style-type: none"> • Based on election results, approve by motion to select the final levy certificate to be submitted • File levy certificate with Pierce and King counties (by November 30)
December 12, 2018	<p style="text-align: center;"><u>SECOND PUBLIC HEARING AND FINAL APPROVAL</u></p> <ul style="list-style-type: none"> • Review draft budget narrative • Approve General Fund budget • Approve Capital Improvement Fund budget • Approve Special Purpose Fund budget
January 9, 2019	<ul style="list-style-type: none"> • Budget narrative distributed • Review amended levy certificates (if any)

¹ Two levy certificates will be issued in the Board packet, pending November 6 election results (official results to be posted by November 27).

MEMO



Date: July 25, 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

On July 20, the Pierce County Assessor-Treasurers Office released their annual report on property valuations in Pierce County. County-wide, residential properties increased by 11.78% (commercial property values are still being assessed). We are calculating what this impact will be on 2019 revenues, with and without a reauthorized levy and will provide that during the September Board meeting.

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.

Please see attached report the County breakdown of property value changes for residential.

Pierce County Assessor-Treasurer 2018 Residential Revaluation Report

2018 Residential Average Assessed Value Change by City

City	2017 Avg Assd Value	2018 Avg Assd Value	Dollar Change in Avg Assd Value	Percent Change
AUBURN	\$350,664	\$381,229	\$30,564	8.716%
BONNEY LAKE	\$333,155	\$367,557	\$34,402	10.326%
BUCKLEY	\$267,564	\$295,176	\$27,612	10.320%
CARBONADO	\$202,588	\$236,587	\$33,999	16.782%
DUPONT	\$300,636	\$320,488	\$19,852	6.603%
EATONVILLE	\$190,518	\$212,482	\$21,964	11.529%
EDGEWOOD	\$347,388	\$388,243	\$40,855	11.761%
FIFE	\$270,025	\$297,373	\$27,348	10.128%
FIRCREST	\$310,888	\$348,601	\$37,713	12.131%
GIG HARBOR	\$399,501	\$436,480	\$36,979	9.256%
LAKEWOOD	\$276,227	\$311,138	\$34,911	12.639%
MILTON	\$275,097	\$302,505	\$27,409	9.963%
ORTING	\$238,821	\$270,647	\$31,826	13.326%
PACIFIC	\$174,733	\$197,833	\$23,100	13.220%
PUYALLUP	\$293,694	\$323,643	\$29,949	10.197%
ROY	\$201,519	\$231,070	\$29,550	14.664%
RUSTON	\$350,798	\$388,940	\$38,142	10.873%
SOUTH PRAIRIE	\$166,547	\$203,841	\$37,294	22.393%
STEILACOOM	\$340,008	\$377,630	\$37,621	11.065%
SUMNER	\$286,231	\$310,001	\$23,770	8.305%
TACOMA	\$257,957	\$293,300	\$35,344	13.701%
UNIVERSITY PLACE	\$344,655	\$380,982	\$36,327	10.540%
WILKESON	\$157,253	\$199,433	\$42,180	26.823%
UNINCORPORATED	\$292,280	\$324,494	\$32,214	11.021%
Averages	\$276,198	\$308,320	\$32,122	12.345%

Officers Reports

MEMO



Date: July 30, 2018

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

From: Melinda Chesbro, Deputy Director

Subject: 2018 Workplan update for August

This month I want to highlight four projects that are at the heart of what libraries do – connect customers to the information or reading material that meets their needs. ReAd Training and My Next Read are related to Reader’s Advisory (RA) – the library term for the knowledge and tools around recommending books to a customer based on titles they enjoy. TitleQuest is a request system for titles that PCLS doesn’t own, and the Law Library Pilot brings access to legal information to residents of the peninsula. I’ve asked the project managers for each of these projects to provide an update.

ReAd Training update – Kati Perez, Collection Management Librarian

The ReAd team has been tasked with creating a new Reader’s Advisory training for staff using a training platform developed for us by IT. Reader’s Advisory training is the first to use this platform, called Train Station, which will eventually host other staff trainings on topics such as the reference interview. Our team has been working since spring to both create content for the training and learn how to use this new platform.

We are excited about the potential of this interactive training, which allows us to develop lessons, embed images, video and quizzes and create forums where staff can exchange ideas on RA topics. We are finishing up the development of content for the first two courses, *Introduction to Reader’s Advisory* and *The Reader’s Advisory Conversation*, and will start beta testing in August. We will launch the first courses in September and will continue to develop new courses on RA from easy to advanced levels.

My Next Read (Books 4 You) – Lisa Heyerdahl, South Hill Librarian

My Next Read is a Reader’s Advisory service that provides customers with personalized reading suggestions from library staff based on customer interests. Staff sent the suggestions via email, with links directly to the PCLS catalog so that customers can easily place holds on titles that interest them. My Next Read service rolled out as a soft launch July 1st and the request form can be found by clicking on the Discover New Titles link on the PCLS website home page.

In the first four weeks, the My Next Read team fielded almost twenty requests and had a lot of opportunities to test and learn. Word has been spreading among staff and the team anticipates growing numbers of participants over time. The main challenge is consistently providing book jacket images via e-mail. Some e-mail platforms don’t readily display images as neatly and as cleanly as the team would like. Even given that limitation, the team has been encouraged by the

look and feel of the e-mails sent to customers. Starting in September, branches will begin rotating responsibility for supporting this service. The My Next Read team will also be working with Communications in the fall to develop online and print promotional materials for the service.

TitleQuest – Matt Lemanski, Collection Management Librarian

The TitleQuest system was developed to make it easier for customers to request the library to purchase an item, or to get it for them through Interlibrary Loan (ILL). The system launched in July, and in the first week over 500 requests have been made for purchase/ILL through the new system. The new system will continue to undergo updates and improvements as we gather feedback. The old purchase request system was difficult to use and did not provide staff with good tools to communicate with customers on the status a request.

With TitleQuest, customers simply enter information into a form and all requests first go to Collection Management Librarians for review, regardless of publication date or format. This makes it easier to spot subject gaps, missing books in a series, and even Pulitzer Prize winners for which we need a copy. TitleQuest also provides improved customer communication about why we might not be purchasing a title, or the status of a purchase or ILL request.

Gig Harbor Law Library Pilot – Karen Brooks, Branch Manager

The Pierce County Law Library @ the Gig Harbor Library officially launched on June 14, 2018. This partnership between PCLS and the Pierce County Law Library is a pilot that will run at least through the summer of 2019 and, we hope, for much longer. The Pierce County Law Library has long wanted a location on the “other” side of the bridge for the use of local attorneys, lawmakers and private citizens in need of legal assistance. Their first foray into Gig Harbor was in the early 2000s, a kiosk at the city administrative building that closed due to low usage.

Funded entirely by the Law Library, with PCLS providing space and limited staff assistance, the collection in this satellite location is robust and contains a complete *Revised Code of Washington*, various layperson-focused legal guidebooks and a computer station where customers can access Westlaw. Customer and staff feedback has been positive. Staff from the Law Library is often here to provide more in-depth assistance and has set up regular “office hours” in order to support legal research needs. While usage is not high (2-5 people/ day), we have observed a steadily increasing number of people using these resources each week.

In the coming months, we will continue collecting information in order to evaluate the efficacy of this project. Unfortunately, very few metrics are available for this collection as it does not circulate. However, we are collecting anecdotal data. The Law Library will also begin presenting semi-regular programs on legal topics, beginning with a program on Estate Planning on September 19th.

MEMO



Date: July 27, 2018

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

From: Cheree Green, SHRM-SCP, Staff Experience Director and Kristina Cintron, Facilities Manager

Subject: Ergonomic Project Phase 2 Completion

In 2016, Facilities and Staff Experience partnered on a project to inventory and assess the current equipment for staff. Our goal was to evaluate and understand the ergonomic impacts of our staff equipment, to improve long term safety, minimize workplace injuries and reduce long term L&I costs.

In 2017, we created a list of standard equipment for ongoing use, including items such as stools, task chairs, keyboards, anti-fatigue mats, etc. Also in 2017, we replaced equipment at ACL, Buckley, DuPont, Gig Harbor, Parkland/Spanaway, South Hill, Steilacoom, Summit, Sumner and Tillicum.

In 2018, we replaced task chairs/stools and anti-fatigue mats at Bonney Lake, Buckley, and Lakewood.

In 2019, we plan to replace equipment at several additional libraries. After that, we will continue on a replacement cycle to ensure we are working with our standard ergonomically sound staff equipment. All of this work aligns with our focus area of Staff.

Pierce County Library FYI Packet
Link List
August 8, 2018

Pierce County Library in the News

- [Pierce County library board proposing property tax levy](#), Courier Herald
- [Pierce County Library primes for levy vote in November](#), Fife Free Press
- [It's official. The library levy hike will be on Pierce County ballots in the fall](#), The News Tribune
- [Pierce County Library Levy Will Be On Ballot](#), Bonney Lake Patch
- [Pierce County Library primes for levy vote in November](#), Tacoma Weekly
- [Free job skills events upcoming at Pierce County Libraries](#), Bonney Lake Patch
- [Learn valuable skills from Pierce County Library System and Get Hired](#), SouthSoundTalk.com
- [Sharpen your get-hired skills or learn to chill \(or both\) through free library sessions](#), The News Tribune
- [Pierce County Library Offering Summer of Job Tips](#), South Sound Business
- [Spreading a message of kindness: Graham Library hosts gratitude seminar](#), The Dispatch
- [Not So Secret Library Programs at Tacoma's Libraries](#), SouthSoundTalk.com
- [Pierce County Library's MakerFest Seeks Exhibitors](#), Puyallup Patch
- [Calling all DIYers for MakerFest 2018](#), South Sound Business
- [Lily's List: A visit to the library](#), KING 5

Miscellaneous

- Gig Harbor City Council hopes sales-tax increase will solve 'the needs of tomorrow', The News Tribune/Gateway (see attached pdf)
- Ballot measure for gun restrictions likely to qualify for a vote, The News Tribune (see attached pdf)
- Campaign delivers signature petitions to bar new soft-drink and food taxes in Washington, TNT, Reprinted from Seattle Times Tribune (see attached pdf)
- Request for higher library taxes in Pierce County expected to get OK, The News Tribune Local Section B, Front Page, Above the Fold (see attached pdf)

TNT/Gateway

Gig Harbor City Council hopes sales-tax increase will solve 'the needs of tomorrow'

BY DANIELLE CHASTAINE

July 10, 2018 02:00 PM

Updated 1 hour 55 minutes ago

The Gig Harbor City Council will ask voters to increase the city's sales-tax rate to pay for future street improvements.

“We are proposing a new tax,” Gig Harbor Mayor Kit Kuhn said Monday. “This tax is not a new idea, but we decided to choose a sales tax over increasing property taxes or adding a car tab tax.”

If everything goes as planned, the proposed sales-tax increase would appear before voters in November. It would raise money for a new Transportation Benefit District.

“Since the boundaries of the tax district are the same as the city boundaries, we are the members of the board,” Councilman Spencer Hutchins said during Monday's council meeting. “We will be acting as a separate entity under state law.”

The council voted unanimously to pass [Ordinance No. 1392](#), which established the Transportation Benefit District. To be placed on the November ballot, initiatives and measures must be turned into Pierce County Elections by Aug. 7.

City leaders decided November would be the ideal time to have a vote on the proposal since it'll produce a higher voter turnout. If the proposal passes, the tax increase can be implemented in the beginning of 2019.

THE PROPOSED TAX

Kuhn said he has been talking and working with Councilman Michael Perrow on the idea of a increased sales tax to benefit transportation projects for almost a year. Kuhn says the tax is the best choice for city residents because the cost of the tax will not fall on their shoulders alone.

“During the day we have an 80-percent increase in our population,” Kuhn said. “So a majority of the tax will be paid by city visitors. There will be 65,000 people from outside of the city who will pay this tax, and about 10,000 in the city who will. But it'll benefit everyone. We are trying to solve the needs of tomorrow.”

The current sales tax rate in Gig Harbor is 0.085 percent of every dollar. The proposed increase would raise the rate to 0.087 percent of every dollar, meaning for every \$10 spent the city will receive 87 cents. The city estimates the tax increase would bring in \$1.6 million each year for the Transportation Benefit Board to spend. The tax increase would expire after 10 years, bringing in an estimated total of \$16 million, unless future City Council members vote to extend or raise the tax.

Kuhn says the Transportation Benefit Board should put in rules to keep future city leaders from diverting the sales tax to other budgets. City staff explained the money from the tax would be given to the board to be used for “motorized transportation projects, not non-motorized transportation projects.” This rule means no bike lanes, sidewalks, bike racks or pedestrians trails would be funded with the tax money.

“So if you have a road project with a bike lane, the (Transportation Benefit District) board’s money will not be able to fund the bike lane,” City Administrator Tony Piasecki explained at the meeting.

In the absence of a bike lane, what does the law say about where you should ride?

Members of the public who attended the meeting expressed two concerns: Some wondered if \$1.6 million would be enough to cover large road projects, such as the Connect the Gig project, and others asked the council to reconsider funding for bicycle and pedestrian lanes.

Local architect Marlene Druker, dressed in full cycling gear, said creating more paths and safe roads for cyclists and pedestrians would help ease traffic, benefit businesses and create a more desirable city.

“When travel by foot or bike is made safe and accessible, more of it occurs,” Druker said.

Resident Karen McDonald said \$1.6 million doesn’t sound like enough money to “do anything worthwhile,” citing the cost of the recent Harbor Hill Drive extension project, which was estimated to cost \$11.5 million at the beginning of the project.

City staff explained the money would be used as a negotiating tool with other funding entities, such as the state and federal government, to help increase funding for future projects.

“Usually these funding entities ask for on average a 10-percent match,” Piasecki said. “So we can now say, ‘We have \$1.6 million to match’ up to a \$10 million fund.”

Every member of the council said they were in support of raising the sales tax, even Councilman Jim Franich who has made it known he generally is not in support of raising taxes.

“This was a hard sell for me,” Franich said. “But I do appreciate that it’ll be used to help fix the roads, which is one of my top issues.”

Kuhn told the public he hopes to see a grassroots campaign formed to advocate for the tax, since there likely would be a “no” campaign.

“We are not allowed to use city resources to campaign for this, and we must stay unbiased as a city,” Kuhn said. “I hope to see the community come behind this and help us.”

TNT

Ballot measure for gun restrictions likely to qualify for a vote

BY WALKER ORENSTEIN

July 06, 2018 02:46 PM

Updated July 06, 2018 04:13 PM

A proposed ballot measure that would enact a string of regulations on guns is expected to qualify for the November ballot after advocates said they turned in more than 375,000 signatures to the state this week.

Also likely headed for the ballot is an initiative that would prevent cities and counties from imposing taxes on sodas or other sweetened beverages.

At a press event Friday, campaign workers for the gun-regulation measure, Initiative 1639, said they would easily clear the 259,622-signature bar to put the matter up for a vote.

The initiative is considered the most far-reaching of three gun-related ballot measures to reach the ballot in the last four years, and will test voters' appetites for tougher regulations in the wake of high-profile mass shootings around the country.

Among new restrictions, it would raise the minimum age to buy certain semi-automatic weapons to 21 from 18, and create a 10-day waiting period to buy one. Those age limitations already are in place for handguns.

Supporters made the case Friday that the measure could help prevent gun violence like the killings at a high school in Parkland, Florida, and the recent shooting at The Capital Gazette newspaper in Annapolis, Maryland.

"Initiative 1639 will save lives," said Stephen Paolini, the campaign manager for Yes on 1639. "It will build upon and strengthen our state's current gun laws."

Earlier this week, opponents filed an [emergency request with the Washington State Supreme Court](#) to invalidate the signatures based on concerns with the petitions used by the campaign.

The court [quickly tossed the filing](#), although the Secretary of State's Office must still deem the petitions valid.

Alan Gottlieb, founder of the Bellevue-based Second Amendment Foundation, which filed the court challenge, said Friday his organization is exploring other ways to prevent the measure from reaching the ballot.

"There will be some form of legal action no doubt about it," he said.

Voters should oppose the initiative, Gottlieb said, singling out the proposed age limits for buying some semi-automatic rifles.

He said young people in the military can use even more powerful guns at that age and should be able to buy semi-automatic weapons as well.

He called I-1639 "a gun prohibitionist's wish list so to speak."

In 2016, voters approved a new type of protection order that allows courts to temporarily suspend a person's access to guns if there is evidence they're a threat to themselves or others.

In 2014, the public said "yes" on to a measure that put new background-check requirements on firearm sales and transfers.

In addition to limiting access to the range of semi-automatic weapons I-1639 deems "assault weapons," the measure would boost background checks on those semi-automatic firearms, require gun owners to complete safety training courses and hold gun owners legally responsible if a child uses a gun that was stored unsafely.

Supporters of anti-soda-tax measure, Initiative 1634, turned in more than 291,000 signatures Thursday and planned to turn in another 60,000 by Friday's deadline, The Spokesman-Review reported. They will need nearly 260,000 to qualify for the November ballot.

The measure does not prevent the state from imposing soda taxes and it would not affect Seattle's tax, which took effect this year.

The campaign supporting the measure has raised about \$4.7 million, with The Coca-Cola Co. contributing \$2.2 million and PepsiCo, Inc. giving \$1.7 million.

The Associated Press contributed to this report.

TNT, Reprinted from Seattle Times

Campaign delivers signature petitions to bar new soft-drink and food taxes in

Washington

Originally published July 5, 2018 at 6:29 pm Updated July 6, 2018 at 11:16 am

Initiative 1634 would retain Seattle's recent soda tax but bar other city and county governments in Washington from taking up similar measures. (Ken Lambert / The Seattle Times)

The Initiative 1634 campaign would keep in place the city of Seattle's recently enacted soda tax but bar other local governments from taking up such measures.

By

[Joseph O'Sullivan](#)

Seattle Times Olympia bureau

OLYMPIA — An initiative campaign funded primarily by soft-drink companies seeking to block local governments from enacting new taxes on soft drinks and food handed in its signatures Thursday for the November election ballot.

The [Yes! To Affordable Groceries](#) campaign is spearheading Initiative 1634, which would retain Seattle's recent soda tax but bar other city and county governments in Washington from taking up similar measures.

[The initiative campaign was formed](#) in late February, two months after Seattle's 1.75-cents-per-ounce tax on beverages like soda and energy and sports drinks went into effect.

Initiative supporters said they turned in about 291,000 signatures to the Washington Secretary of State's

Office on Thursday, and will deliver more signatures Friday, for a total of about 350,000.

The campaign needs 259,622 valid signatures from registered voters to qualify for the general-election ballot.

[I-1634](#) is supported by a coalition that includes the Washington Farm Bureau, the Washington Food Industry Association, the Joint Council of Teamsters and Korean Grocers Association of Washington, the campaign said in a news release.

But nearly all of the campaign's \$4.8 million in donations has come from four companies, state campaign-finance records show.

Those companies are Coca-Cola, \$2.3 million; PepsiCo, \$1.7 million; Dr Pepper-Snapple Group, \$709,000; and Red Bull North America, \$55,000.

When asked for comment Thursday, representatives for all four companies referred questions to the I-1634 campaign.

The initiative is intended to help working people by protecting them from a regressive tax, campaign spokesman Michael Mandell said.

The campaign left Seattle out of the initiative because it didn't want to impact the city's budget, which already anticipated the new soda-tax revenues, he said.

"We don't want to take anything away from a city that's actually operating it," Mandell said. He added later, "This is about making sure that going forward, the one tax that shouldn't be included is a tax on food and beverages."

The initiative generally wouldn't apply to taxes on alcohol, marijuana or tobacco.

Seattle's soda tax has drawn fire for being regressive, and Washington state is already well-known [for relying on a system](#) in which people with lower incomes pay an outsized share of taxes.

A spokesman for the Seattle Healthy Kids Coalition, which pushed for Seattle's soft-drink tax, called the initiative disappointing.

It is disappointing that Big Soda is spending ... to restrict choices for local towns and cities that struggle to support and sustain critical community programs for the public," Aaron Pickus said in an email.

Public-health and community leaders are evaluating whether to mount a formal campaign against I-1634, he added.

**The News Tribune
Local Section B, Front Page, Above the Fold**



A higher tax levy would help the Pierce County Library system pay for Wi-Fi at its libraries and support other technology programs, trustees say. Pierce County Library system

Request for higher library taxes in Pierce County expected to get OK

BY GATEWAY STAFF

July 06, 2018 04:36 PM

A library levy hike likely will be on ballots in Pierce County this fall.

Pierce County Library trustees are expected on Wednesday to approve a ballot measure for the Nov. 6 election restoring the current levy, according to a press release from the board.

That would be a levy of \$50 for every \$100,000 of assessed property value. Without the increase, the 2019 levy is projected to be \$41.50 for every \$100,000 of assessed property value.

A restored levy, the release said, would provide money to maintain services that include:

- “Convenient” open hours at 20 locations.
- Online library resources.
- 1.5 million books, e-books, movies and other materials.

- Staff to support growth and thousands of classes and events, computers, Wi-Fi and technology offerings.
- Community connector services such as public meeting rooms, community events and forums.

Without the restored levy, the library system will have to reduce the hours libraries are open and cut the number of books, movies and other materials purchased. It also will need to close two or three of its 18 full-service libraries.

“Since 2009,” the release stated, “to manage its budget the library system has eliminated, reduced, streamlined or did not offer needed services and deferred maintenance totaling \$20 million. The restored levy is needed primarily because costs to operate and maintain library services and libraries are increasing at a faster and higher rate than revenues.”

The last time the library system asked voters to restore its levy funding was in 2006 and voters approved the request. The library system projected the money would meet its needs for up to six years but was able to stretch the funding to cover 12 years, according to the release.

During that time, the population in the library’s service area has grown by 16 percent and the number of people with county library cards increased by 63 percent.

At the library board's June meeting, a community advisory committee that analyzed the library’ system's funding and input from the public recommended the board ask voters to restore the system’s funding to its full authorized amount.

Under state law, the library system can seek no more than a 1 percent increase in property taxes.

More information is available at bit.ly/2NuxAfF or www.facebook.com/PierceCoLibrary or www.twitter.com/PierceCoLibrary.