

**AGENDA**  
**Regular Meeting of the Pierce County Library System Board of Trustees**  
**August 9, 2017**  
**3:30 pm**

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|---------|---------|---|---------------|
| 3:30 pm | 01 min. | <b>Call to Order:</b> Rob Allen, Chair  |               |
| 3:31 pm | 05 min. | <b>Public Comment:</b> <i>This is time set aside for members of the public to speak to the Board of Trustees. Unless the item you wish to discuss is of an emergency nature, the Board ordinarily takes matters under advisement before taking action. Please sign up at the time of the meeting to speak during the Public Comment period, and limit your comments to three minutes.</i> |               |
| 3:36 pm | 04 min. | <b>Consent Agenda</b>   | <b>Action</b> |
|         |         | <ol style="list-style-type: none"> <li>1. Approval of Minutes of the July 12, 2017, Regular Meeting</li> <li>2. Approval of July 2017 Payroll, Benefits and Vouchers</li> <li>3. <i>Resolution 2017-06: To Declare Furnishings and Equipment Surplus to Public Service Needs</i></li> </ol>   |               |
| 3:40 pm | 05 min. | <b>Board Member Reports</b>   |               |
| 3:45 pm | 10 min. | <b>Routine Reports</b>  |               |
|         |         | <ol style="list-style-type: none"> <li>1. Dashboard, Georgia Lomax</li> <li>2. July 2017 Financial Report, Clifford Jo</li> <li>3. Executive Director Report, Georgia Lomax</li> </ol>  |               |
| 3:55 pm |         | <b>New Business</b>   |               |
|         | 30 min. | <ol style="list-style-type: none"> <li>1. 2018 Budget and Work Plan, Clifford Jo               <ol style="list-style-type: none"> <li>a. Calendar of Work</li> <li>b. Fiscal Management Policy Annual Review</li> </ol> </li> </ol>   |               |
|         | 10 min. | <ol style="list-style-type: none"> <li>2. Sustainable Funding, Georgia Lomax               <ol style="list-style-type: none"> <li>a. Public Involvement Process</li> </ol> </li> </ol>  |               |
|         | 15 min. | <ol style="list-style-type: none"> <li>3. Buckley Site Condition, Clifford Jo</li> </ol>  | <b>Action</b> |
| 4:50 pm | 30 min. | <b>Unfinished Business</b>  |               |
|         |         | <ol style="list-style-type: none"> <li>1. 2017 Budget and Work Plan, Clifford Jo               <ol style="list-style-type: none"> <li>a. Mid-term Fiscal Review</li> </ol> </li> </ol>  |               |
| 5:20 pm | 05 min. | <b>Officers Reports</b>   |               |
|         |         | <ol style="list-style-type: none"> <li>1. Training Update (ALA and TRAIN conferences)</li> <li>2. 2017 Work Plan Progress Report</li> <li>3. Introduction of New Leadership Staff</li> </ol>  |               |
| 5:25 pm | 01 min. | <b>Announcements</b>  |               |
|         |         | The 2017 Regional Trustees meeting will be held September 16, 2017, at the Lynnwood Library, 19200 44th Ave W, Lynnwood, WA 98036.  |               |
| 5:26 pm |         | <b>Adjournment</b>  |               |

# Consent Agenda

## CALL TO ORDER

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

## PUBLIC COMMENT

There was no public comment.

## CONSENT AGENDA

1. Approval of Minutes of the June 14, 2017, Regular Meeting
2. June 2017 Payroll, Benefits and Vouchers
  - a. Payroll Warrants 3764-3766 dated 6/1/17-6/30/17 in the amount of \$2,767.24
  - b. Payroll Disbursement Voucher dated 6/6/17 in the amount of \$1,025,065.56
  - c. Payroll Disbursement Voucher dated 6/21/17 in the amount of \$793,893.10
  - d. Accounts Payable Warrants 627593-627697 dated 6/1/17-6/30/17 in the amount of \$671,963.56

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

## BOARD REPORTS

Ms. Butler reported she appreciated being filled in on the information presented during the June 14, 2017, meeting that she was unable to attend.

## ROUTINE REPORTS

**Dashboard** – Executive Director Georgia Lomax said military portal visits increased due to the Microsoft certification program. Deputy Director Melinda Chesbro said door count software is being updated at the branches. Ms. Lomax also noted 9500 Library cards were distributed to the Clover Park School District.

**June 2017 Financial Report** – Finance and Business Director Clifford Jo reported the Library's investment return rate is rising.

## UNFINISHED BUSINESS

**Real Property Acquisition Policy** – *Ms. Albers moved to approve the Real Property Acquisition Policy. Ms. Butler seconded the motion and it was passed.*

### Facilities Master Plan (FMP) Update

#### Facility Evaluation

Ms. Lomax and Ms. Chesbro provided an overview of the facility rating evaluations conducted by the Administrative Team, Leadership Team and Site Supervisors. Ms. Chesbro said the preliminary assessments were done to identify priority areas within the district. Service areas, communities and open hours were taken into consideration.

Discussion ensued on the standards of service and how to determine the amount of resources needed for each branch. The Trustees expressed interest in how the changes would impact each branch, as well as costs and opportunities for support. Ms. Lomax noted funding possibilities would also be a factor when making decisions.

Ms. Lomax noted that while most of a branch's space is designed to deliver service to their communities, there is still a need for adequate staff areas, including private space for confidential discussions and learning. In some cases, the current facilities are not meeting those needs. There was discussion about the jurisdictions in the county that do not provide library services.

Ms. Lomax said before building priorities can be set, the Library must identify how much funding it has or can obtain for projects. She said the 10-year funding cycle presented last month would serve as a good outline to project what could be accomplished in that time frame.

Ms. Chesbro said additional work will be done to complete the FMP and recommendations, including solidifying the building templates for small, medium and large libraries and applying costs. It will be brought to the Board in the fall.

#### Public Process

Ms. Lomax said it is important to seek public input about the services offered by the Library and whether the public would financially support improvements to the branches. This would involve a variety of approaches. She noted the importance of also surveying community members who do not currently use the Library. She said this is the right time start the exploration process.

The Trustees reviewed a preliminary working draft of projected revenues and expenditures showing expenditures will exceed revenue beginning in 2018. Ms. Lomax said this illustrates the impact of the 1% cap and is the ongoing challenge the Library faces when balancing the budget. She said the Library may need to consider additional funding options and should be poised to take advantage of opportunities as they present themselves.

Discussion ensued about property tax impacts on the public.

The Board directed Ms. Lomax to begin a public process to determine options to address the Library's funding issue.

Chair Allen noted the importance of managing the expectations of the public throughout the process.

#### **NEW BUSINESS**

**2017 Budget and Work Plan** – Mr. Jo reported property values increased by 12%, though Library revenue is limited to a 1% increase. Ms. Lomax provided a brief history on the mill rate changes since 2006.

Ms. Lomax said the September 16, 2017, Regional Trustees Meeting will include training on the election process.

#### **OFFICERS REPORT**

**Buckley Underground Storage Tank** – Ms. Lomax said she expects to have a report on results of testing by the end of July.

#### **EXECUTIVE SESSION**

At 5:00 pm, Ms. Albers moved to recess to Executive Session, per RCW 42.30.110, to discuss personnel matters for approximately 15 minutes. Mr. Jones seconded the motion and it was passed. The Session ended at 5:14 pm

#### **ANNOUNCEMENTS**

There were no announcements.

#### **ADJOURNMENT**

The meeting was adjourned at 5:15 pm on motion by Mr. Jenkins, seconded by Ms. Albers.

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Georgia Lomax, Secretary

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Rob Allen, Chair

## July 2017 Payroll, Benefits and Vouchers

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	3767-3769	7/1/17-7/31/17	\$1,507.07
Electronic Payments - Payroll & Acct Payable		07/06/17	\$976,292.80
Electronic Payments - Payroll & Acct Payable		07/21/17	\$770,918.73
Accounts Payable Warrants	627698-627887	7/1/17-7/31/17	\$916,881.18
<b>Total:</b>			<u><u>\$2,665,599.78</u></u>

**Check History Listing**  
Pierce County Library System

Check #	Bank	Date	Paid to	Status	Can/Vd Date	Pay Period Dates	Dir Dep	Amount
3767	key	07/06/2017	ABTOUCHE, KENZA			06/16/17 - 06/30/17	0.00	222.95
3768	key	07/06/2017	FORREST, DAVID			06/16/17 - 06/30/17	0.00	799.22
3769	key	07/06/2017	MOSLANDER, ANNETTE			06/16/17 - 06/30/17	0.00	484.90
<b>Total:</b>							<b>0.00</b>	<b>1,507.07</b>

Checks in report: 3

**Grand Total:** 0.00 1,507.07

## Ad-hoc bank transaction (Withdrawal)

### PCL\_Company

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

Contact Name: Stacy Karabotsos  
 Contact Phone: 253-548-3451  
 Contact e-mail: skarabotsos@piercecountylibrary.org  
 Comments: 7/6/2017 Payroll

Withdrawal Date: 07/06/17

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	69,150.51
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	49,268.44
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	49,268.44
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	465,813.82
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	10,689.50
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	41,065.61
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	71,140.72
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	6,090.00
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	1,143.85
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	-
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	-
PCL_Company	AWC (only on 6th paycheck)	237100	CC_Library_District	697-00	5100000	212,661.91
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	-
PCL_Company	Payroll Adjustment(s)	237100	CC_Library_District	697-00	5100000	-
<b>Total Deposit</b>						<b>\$ 976,292.80</b>

Certification:

Stacy Karabotsos  
 Signature ( Department Designee)

07/05/17  
 Date

Comments:

# Ad-hoc bank transaction (Withdrawal)

## PCL\_Company

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

Contact Name: Stacy Karabotsos  
 Contact Phone: 253-548-3451  
 Contact e-mail: skarabotsos@piercecountylibrary.org  
 Comments: 7/21/2017 Payroll

Withdrawal Date: 07/21/17

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	68,596.44
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	49,051.84
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	49,051.84
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	457,523.65
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	10,714.50
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	46,492.15
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	79,262.99
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	6,090.00
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	1,143.85
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	-
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	207.30
PCL_Company	AWC (only on 6th paycheck)	237100	CC_Library_District	697-00	5100000	-
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	2,784.17
PCL_Company	Payroll Adjustment(s)	237100	CC_Library_District	697-00	5100000	-
<b>Total Deposit</b>						<b>\$ 770,918.73</b>

Certification: \_\_\_\_\_

Stacy Karabotsos  
 Signature ( Department Designee)

07/19/17  
 Date

Comments:

**Check History Listing**  
Pierce County Library System

Bank code: key

Check #	Date	Vendor	Status	Check Total
627698	07/03/2017	002061 SUSAN ANDERSON-NEWHAM		63.09
627699	07/03/2017	001554 ANDREW'S FIXTURE CO INC		1,318.80
627700	07/03/2017	006771 STEVE CARMODY		23.09
627701	07/03/2017	004829 CLOVER PARK SCHOOL DISTRICT		326.25
627702	07/03/2017	000895 COLUMBIA BANK		250.60
627703	07/03/2017	006235 CONTOUR		3,300.65
627704	07/03/2017	006760 CREATIVE GROUP, THE		3,120.00
627705	07/03/2017	006478 EVERGREEN MAINT LANDSCAPING		5,223.29
627706	07/03/2017	000254 KING COUNTY LIBRARY		16.95
627707	07/03/2017	006803 JERELD NICHOLSON LIBRARY LINFIELD (		65.00
627708	07/03/2017	006492 LOGIC INTEGRITY INC		2,300.00
627709	07/03/2017	006421 MARKHAM INVESTIGATION - (MIP)		5,244.75
627710	07/03/2017	006804 NEW ENGLAND INSTITUTE OF TECH		15.66
627711	07/03/2017	000929 PIERCE COLLEGE		23.00
627712	07/03/2017	001130 SNO-ISLE REGIONAL LIBRARY		200.00
627713	07/03/2017	006331 SURPRISE LAKE SQUARE UNIT 257		8,908.11
627714	07/06/2017	000828 AFSCME AFL-CIO		6,341.75
627715	07/06/2017	003311 DEPARTMENT OF LABOR & INDUSTRI		43,720.20
627716	07/06/2017	000041 EMPLOYMENT SECURITY DEPARTMENT		254.07
627717	07/06/2017	006414 GC SERVICES, LP		176.49
627718	07/06/2017	006690 ENFORCEMENT KENTUCKY CHILD SUPP		151.68
627719	07/06/2017	003985 PACIFICSOURCE ADMINISTRATORS		1,649.79
627720	07/06/2017	000821 PIERCE COUNTY SUPERIOR COURT		149.09
627721	07/06/2017	001181 PIERCE CTY LIBRARY FOUNDATION		461.92
627722	07/06/2017	006555 SOCIAL SECURITY ADMINISTRATION		126.08
627723	07/06/2017	000823 UNITED WAY		61.50
627724	07/06/2017	004782 US DEPARTMENT OF EDUCATION		189.12
627725	07/07/2017	006809 BEVERLY BOHREN		29.00
627726	07/07/2017	006771 STEVE CARMODY		452.40
627727	07/07/2017	006806 MARIA CORRELL		6.95
627728	07/07/2017	006760 CREATIVE GROUP, THE		1,560.00
627729	07/07/2017	001126 DELL MARKETING LP		2,177.28
627730	07/07/2017	001126 DELL MARKETING LP		63.74
627731	07/07/2017	006478 EVERGREEN MAINT LANDSCAPING		2,299.15
627732	07/07/2017	006805 SARAI FAITALA		18.00
627733	07/07/2017	006797 GABBY FUENTES		43.35
627734	07/07/2017	006808 SHERRIE JOHNSON		19.99
627735	07/07/2017	004625 JOY KIM		50.00

**Check History Listing**  
Pierce County Library System

Bank code: key

Check #	Date	Vendor	Status	Check Total
627736	07/07/2017	006492 LOGIC INTEGRITY INC		620.00
627737	07/07/2017	001941 JUDY NELSON		578.91
627738	07/07/2017	006807 KIMBERLY ODESS-SECKMAN		15.99
627739	07/07/2017	005648 LINDA PERRY		35.00
627740	07/07/2017	004114 MEGHAN SULLIVAN		50.00
627741	07/07/2017	000497 TILlicum COMMUNITY SERVICE CEN		1,766.05
627742	07/07/2017	000830 BAKER & TAYLOR		20,130.42
627743	07/07/2017	000242 BUCKLEY CITY OF		254.15
627744	07/07/2017	005652 CAVENDISH SQUARE		1,067.58
627745	07/07/2017	000161 CENGAGE LEARNING		1,066.75
627746	07/07/2017	006770 TERESA COVINGTON		69.00
627747	07/07/2017	000093 EBSCO		84.99
627748	07/07/2017	001947 JILL HENRIKSEN		56.20
627749	07/07/2017	000243 INGRAM LIBRARY SERVICES		15,478.29
627750	07/07/2017	001532 KEY PENINSULA NEWS		30.00
627751	07/07/2017	000352 MIDWEST TAPE	V	0.00
627752	07/07/2017	000352 MIDWEST TAPE	V	0.00
627753	07/07/2017	000352 MIDWEST TAPE		44,299.39
627754	07/07/2017	003398 MULTICULTURAL BOOKS & VIDEOS		702.65
627755	07/07/2017	003824 OVERDRIVE INC	V	0.00
627756	07/07/2017	003824 OVERDRIVE INC		58,217.78
627757	07/07/2017	000377 PUGET SOUND ENERGY		2,572.20
627758	07/07/2017	000460 STEILACOOM TOWN OF		1,164.96
627759	07/12/2017	001554 ANDREW'S FIXTURE CO INC		2,307.90
627760	07/12/2017	000176 ATS AUTOMATION INC		5,261.46
627761	07/12/2017	005915 KAREN BROOKS		591.68
627762	07/12/2017	006577 CATALYST WORKPLACE ACTIVATION		16,090.66
627763	07/12/2017	000895 COLUMBIA BANK		940.58
627764	07/12/2017	006820 DAWN A CORBIT		18.95
627765	07/12/2017	005283 E-RATE EXPERTISE INC		2,025.00
627766	07/12/2017	002156 FRIENDS OF SH		250.00
627767	07/12/2017	006813 CATHERINE JONES		19.99
627768	07/12/2017	001941 JUDY NELSON		56.55
627769	07/12/2017	006814 RACHELLE OTTOSEN		2.55
627770	07/12/2017	006816 LOCHLAN PARTRIDGE		24.99
627771	07/12/2017	006812 GRETCHEN PHILLIPS		16.00
627772	07/12/2017	000857 PIERCE COUNTY RECYCLING		186.03
627773	07/12/2017	006811 KRISTI POND		51.46
627774	07/12/2017	000374 POSTMASTER		198.00

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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>
627775	07/12/2017	006817 AMANDA REYES		28.98
627776	07/12/2017	006819 H J SCHAFER		22.34
627777	07/12/2017	006231 DAVID SECKMAN		100.00
627778	07/12/2017	004397 SHKS ARCHITECTS PS INC		2,516.38
627779	07/12/2017	003719 UNIQUE MANAGEMENT SERVICES		1,360.40
627780	07/12/2017	004022 US BANK		73,826.54
627781	07/12/2017	004022 US BANK		68,000.80
627782	07/12/2017	006818 MICHELLE WELLMAN		10.19
627783	07/13/2017	000830 BAKER & TAYLOR		10,275.53
627784	07/13/2017	001780 CITY OF UNIVERSITY PLACE		108.02
627785	07/13/2017	005300 DANGER ROOM COMICS LLC		748.76
627786	07/13/2017	000195 FIRGROVE MUTUAL WATER CO		312.70
627787	07/13/2017	006815 IDEA HATCH STEAM FOR KIDS		825.00
627788	07/13/2017	000243 INGRAM LIBRARY SERVICES		26,894.64
627789	07/13/2017	000352 MIDWEST TAPE	V	0.00
627790	07/13/2017	000352 MIDWEST TAPE		17,635.44
627791	07/13/2017	003398 MULTICULTURAL BOOKS & VIDEOS		204.60
627792	07/13/2017	003824 OVERDRIVE INC		27,566.93
627793	07/13/2017	000377 PUGET SOUND ENERGY		3,182.55
627794	07/13/2017	000463 SUMMIT WATER & SUPPLY CO		1,059.35
627795	07/13/2017	000541 STATE OF WASHINGTON		720.87
627796	07/18/2017	000153 ASSOCIATED PETROLEUM PRODUCTS		7,635.10
627797	07/18/2017	000830 BAKER & TAYLOR		10,014.90
627798	07/18/2017	000189 BAKER & TAYLOR ENTERTAINMENT		23.39
627799	07/18/2017	000087 BLACKSTONE AUDIO BOOKS INC		263.70
627800	07/18/2017	000161 CENGAGE LEARNING		581.30
627801	07/18/2017	006822 HAZY DELL PRESS		469.90
627802	07/18/2017	000243 INGRAM LIBRARY SERVICES		16,842.19
627803	07/18/2017	003909 MCCALLS QUICK QUILTS		21.98
627804	07/18/2017	004674 MCHUGH MANAGEMENT CONSULTING		5,494.92
627805	07/18/2017	000352 MIDWEST TAPE	V	0.00
627806	07/18/2017	000352 MIDWEST TAPE		23,412.77
627807	07/18/2017	001586 NORTHWEST DOOR INC		677.66
627808	07/18/2017	003824 OVERDRIVE INC		19,613.90
627809	07/18/2017	001822 PENINSULA SCHOOL DISTRICT		1,101.45
627810	07/18/2017	000406 RECORDED BOOKS LLC		308.43
627811	07/18/2017	006195 SINGER GROUP INC		3,125.00
627812	07/18/2017	000534 WCP SOLUTIONS		1,482.70
627813	07/18/2017	000830 BAKER & TAYLOR		6,784.33

**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>
627814	07/18/2017	000087 BLACKSTONE AUDIO BOOKS INC		950.50
627815	07/18/2017	000161 CENGAGE LEARNING		6,347.08
627816	07/18/2017	000847 CENTER POINT PUBLISHING		1,138.41
627817	07/18/2017	000243 INGRAM LIBRARY SERVICES		7,999.37
627818	07/18/2017	000352 MIDWEST TAPE	V	0.00
627819	07/18/2017	000352 MIDWEST TAPE		31,916.87
627820	07/18/2017	003824 OVERDRIVE INC		18,364.92
627821	07/18/2017	001070 WASHINGTON ROLL CALL		42.50
627822	07/21/2017	003778 AFLAC		6,504.64
627823	07/21/2017	000828 AFSCME AFL-CIO		6,272.74
627824	07/21/2017	001578 COLONIAL SUPPLEMENTAL INSURANC		624.62
627825	07/21/2017	000041 EMPLOYMENT SECURITY DEPARTMENT		244.22
627826	07/21/2017	006414 GC SERVICES, LP		207.58
627827	07/21/2017	006690 ENFORCEMENT KENTUCKY CHILD SUPP		151.68
627828	07/21/2017	003985 PACIFICSOURCE ADMINISTRATORS		1,649.79
627829	07/21/2017	000821 PIERCE COUNTY SUPERIOR COURT		280.09
627830	07/21/2017	001181 PIERCE CTY LIBRARY FOUNDATION		461.92
627831	07/21/2017	006555 SOCIAL SECURITY ADMINISTRATION		59.52
627832	07/21/2017	000823 UNITED WAY		61.50
627833	07/21/2017	004782 US DEPARTMENT OF EDUCATION		178.57
627834	07/24/2017	001554 ANDREW'S FIXTURE CO INC		1,153.95
627835	07/24/2017	000363 OVERALL LAUNDRY SERV. DBA ARAMARI		21.98
627836	07/24/2017	006235 CONTOUR		3,654.60
627837	07/24/2017	001342 KRISTINE COUNTRYMAN		490.74
627838	07/24/2017	000020 ELISE DEGUISEPPI		1,405.15
627839	07/24/2017	006823 HOOPLA		13,060.06
627840	07/24/2017	006492 LOGIC INTEGRITY INC		1,666.25
627841	07/24/2017	003985 PACIFICSOURCE ADMINISTRATORS		210.50
627842	07/24/2017	004655 ROSE ENVIRONMENTAL LLC		845.57
627843	07/24/2017	005707 RR DONNELLEY		395.59
627844	07/24/2017	005056 SILKROAD TECHNOLOGY INC		9,329.41
627845	07/24/2017	004022 US BANK		47,744.65
627846	07/25/2017	000830 BAKER & TAYLOR		19,008.82
627847	07/25/2017	006827 NANCY BOURNE HALEY		140.00
627848	07/25/2017	000161 CENGAGE LEARNING		1,984.61
627849	07/25/2017	005300 DANGER ROOM COMICS LLC		651.11
627850	07/25/2017	005081 EHS-INTERNATIONAL INC		2,933.18
627851	07/25/2017	006826 DEBRA KAY FARRELL		46.42
627852	07/25/2017	000243 INGRAM LIBRARY SERVICES		14,913.49

**Check History Listing**  
Pierce County Library System

Bank code: key

Check #	Date	Vendor	Status	Check Total
627853	07/25/2017	003909 MCCALLS QUICK QUILTS		21.98
627854	07/25/2017	000352 MIDWEST TAPE	V	0.00
627855	07/25/2017	000352 MIDWEST TAPE		23,185.28
627856	07/25/2017	000907 NEW YORK TIMES		910.00
627857	07/25/2017	000323 NEWS TRIBUNE		769.60
627858	07/25/2017	004933 NORTHWEST HEALTH & SAFETY INC		142.87
627859	07/25/2017	003824 OVERDRIVE INC		3,800.20
627860	07/25/2017	000897 PROQUEST INFORMATION & LEARNIN		10,053.20
627861	07/25/2017	000406 RECORDED BOOKS LLC		65.83
627862	07/25/2017	000451 SEATTLE TIMES SEATTLE PI		1,032.38
627863	07/25/2017	001124 SUMMIT LAW GROUP PLLC		302.78
627864	07/27/2017	001126 DELL MARKETING LP		328.52
627865	07/27/2017	001126 DELL MARKETING LP		48.36
627866	07/27/2017	003311 DEPARTMENT OF LABOR & INDUSTRI		399.41
627867	07/27/2017	005081 EHS-INTERNATIONAL INC		25,057.47
627868	07/27/2017	005862 ELITE PROPERTY INVESTMENTS LLC		9,897.74
627869	07/27/2017	000377 PUGET SOUND ENERGY		2,787.21
627870	07/28/2017	000830 BAKER & TAYLOR		3,468.12
627871	07/28/2017	000243 INGRAM LIBRARY SERVICES		9,952.80
627872	07/28/2017	000352 MIDWEST TAPE	V	0.00
627873	07/28/2017	000352 MIDWEST TAPE		12,633.20
627874	07/28/2017	000353 MILTON CITY OF		270.55
627875	07/28/2017	000460 STEILACOOM TOWN OF		861.12
627876	07/28/2017	000635 WAYNES ROOFING INC		359.85
627877	07/31/2017	006833 KATHLEEN ALCALA		200.00
627878	07/31/2017	006831 ALICE K BOATWRIGHT		50.00
627879	07/31/2017	006577 CATALYST WORKPLACE ACTIVATION		4,263.95
627880	07/31/2017	001780 CITY OF UNIVERSITY PLACE		20.78
627881	07/31/2017	006517 CLOWNBUGGIE ENTERTAINMENT LLC		500.00
627882	07/31/2017	006777 FRIENDS OF LAKEWOOD		200.00
627883	07/31/2017	005428 GRITTON BUILDING CO INC		1,802.36
627884	07/31/2017	006828 MARRY HAVENS		26.48
627885	07/31/2017	006832 STEVEN OLSON		300.00
627886	07/31/2017	006835 CANDACE ROBB		50.00
627887	07/31/2017	006834 MARTY WINGATE		50.00
<b>key Total:</b>				<b>916,881.18</b>

**Check History Listing**  
Pierce County Library System

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Bank code: key

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
190 checks in this report			<b>Total Checks:</b>	<b>916,881.18</b>

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**RESOLUTION NO. 2017-06**

**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 9TH DAY OF AUGUST, 2017.**

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

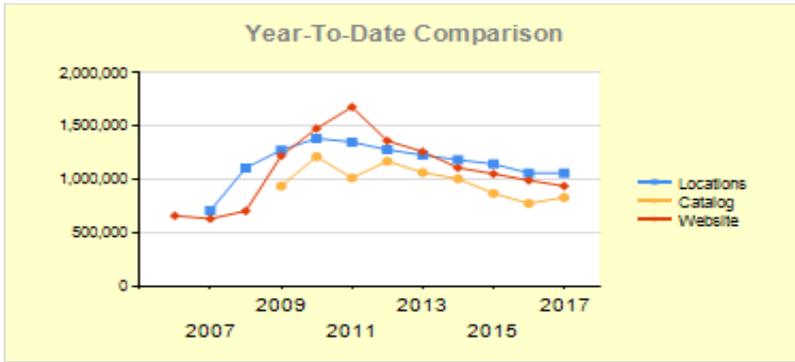
QTY	ITEM	DESCRIPTION	LOCATION
1	Furnishings	42" tall podium	Covered Parking
1	Furnishings	24" Wooden block table	Covered Parking
2	Office Equipment	Steel storage cabinets	Covered Parking
2	Office Equipment	4' grey tables	Unit 17
2	Furnishings	Red padded chair	Unit 17
1	Office Equipment	3 station comp stand	Unit 17
5	Office Equipment	Heavy Duty folding tables	Unit 17
1	Furnishings	30" x 36" table	Unit 17
4	Furnishings	CD display racks	Unit 17
1	Furnishings	Red info desk	Unit 17
1	Furnishings	Octogon display	Unit 17
2	Furnishings	4' x 6' tables	Unit D-9
1	Furnishings	CD display racks	Unit D-3
2	Furnishings	Blue lounge chairs	Unit D-3
1	Furnishings	48" round table	Unit D-3
1	Furnishings	Wooden Table Chair w/o Arms	Unit D-3
2	Furnishings	Padded benches (pink?)	Unit D-3
1	Furnishings	Ottoman	Unit D-3
3	Furnishings	2' x 3' Tables	PAC West
2	Furnishings	Wooden displays	PAC West
2	Furnishings	Wooden displays with metal shelves	PAC West
4	Furnishings	30" x 36" computer tables	PAC West
4	Furnishings	CD display racks	PAC West
1	Furnishings	4 wheeled desk / table	PAC West
1	Furnishings	3' x 6' table w/ hole in center	PAC West
1	Furnishings	Green powered loveseat	PAC West
2	Furnishings	Tables (slat tops)	PAC West
1	Office Equipment	AV cart	PAC West
5	Furnishings	Cabinets (grey 2 door)	PAC West
4	Furnishings	Pink/purple padded chairs	PAC West
1	Furnishings	Purple padded bench (long)	PAC West
7	Furnishings	Purple back chair (kids chairs)	PAC West
1	Furnishings	Table 36" x 54"	PAC West
1	Furnishings	Table 30" x 36"	PAC West
1	Furnishings	Table 42" x 36"	PAC West
1	Furnishings	Green bench	PAC West
1	Furnishings	Table 48" x 72"	PAC West
1	Furnishings	Wooden bench 19" x 52"	PAC West
1	Furnishings	Rolling CD display	PAC West
1	Furnishings	Display stand	PAC West
1	Furnishings	Blue kids chair	PAC West
1	Furnishings	Kids chair	PAC West
1	Furnishings	Metal display rack	PAC West
1	Furnishings	Medicine Cabinet?	PAC West
2	Office Equipment	Microfiche machine	PAC West
1	Furnishings	Metal rolling stand	PAC West

<b>QTY</b>	<b>ITEM</b>	<b>DESCRIPTION</b>	<b>LOCATION</b>
1	Office Equipment	AC unit from server room	PAC West
1	Furnishings	Small rolling table	PAC West
1	Furnishings	Dual sided CD display unit	PAC West
1	Furnishings	Cabinet (dual door)	PAC West
1	Furnishings	Small wooden table	PAC West
1	Office Equipment	AV cart and monitor	PAC West
1	Furnishings	Old book case	PAC West
1	Furnishings	Yellow round wire display	PAC West
		<b>Total Estimated Value:</b>	\$5,400.00

# Routine Reports

## CUSTOMER SERVICE/PHILANTHROPY DASHBOARD - JUNE

### VISITS



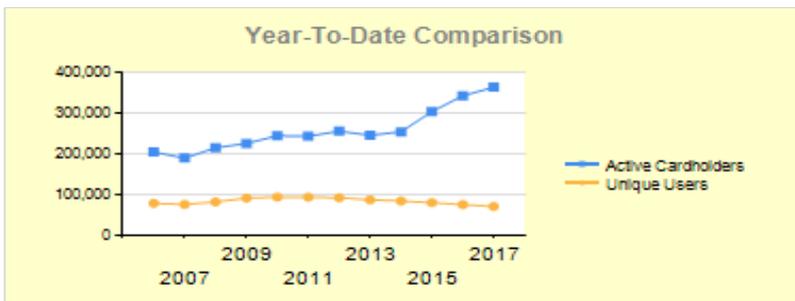
	June		% Change
	2016	2017	
Door Count	134,610	122,273	-9.16%
Catalog	124,367	131,859	6.02%
Website	148,194	153,358	3.48%
Job & Business Portal	3,445	4,062	17.91%
Military Portal	94	714	659.57%
<b>Total</b>	<b>410,710</b>	<b>412,266</b>	<b>0.38%</b>

### CHECKOUTS



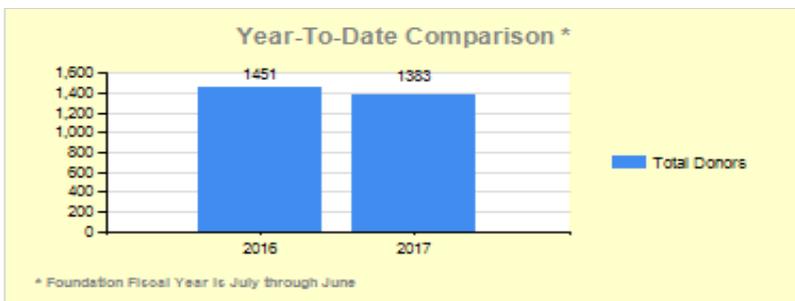
	June		% Change
	2016	2017	
Checkouts	591,772	439,183	-25.79%
Downloadables	82,864	94,770	14.37%
<b>Total</b>	<b>674,636</b>	<b>533,953</b>	<b>-20.85%</b>

### CUSTOMERS



	June		% Change
	2016	2017	
Active Cardholders	343,559	364,731	6.16%
New Cards	3,735	3,449	-7.66%
Checkout Transactions	82,265	75,141	-8.66%
Unique Users	42,807	34,477	-19.46%

### PHILANTHROPY



	June		% Change
	2016	2017	
FoundationDonors	125	102	-18.40%
NewFoundationDonors	8	9	12.50%
\$ Raised by Foundation	\$38,524.00	\$36,327.00	-5.70%
\$ Provided by Friends	\$617.00	\$0.00	-100.00%

### BRANCH CLOSURES

Year	Location	Dates	Duration
2014	Gig Harbor	5/19-6/1	13
	Lakewood	9/2-9/21	19
	Parkland	10/3-10/26	13
	South Hill	11/1-11/30	30
2015	Gig Harbor	11/9-11/22	13
2016	Buckley	11/14-12/4	20
	Tillicum	12/5-12/25	20
2017	System Snow Closure	2/6	1
	University Place	3/1-3/2	2
	Eatonville	4/10-4/30	20
	Summit	5/8 -5/31	21
	Parkland	5/31	1

## Monthly Interim Financial Reports July 31, 2017

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

### General Fund

#### July

- **In July and in August, we are reviewing year to date charges and making corrections to any miscodings; most are line item to line item corrections, and major ones are noted herein.**
- **53500. Corrected miscoding of software purchase from Minor Equipment to Software/Licenses/Hosting (53505).**
- **56400. Corrected miscoding of fire suppression training system costs from General Fund to Capital Improvement Fund.**

#### April – June (Q2)

- County Property Tax data received in April was \$10.49m, about \$200,000 less than April 2016– we will watch for more to be posted through the month of April, as the County system has not yet closed out April.
- 36998. Erate reimbursement received in April for remainder of 2016.
- 51105. Additional Hours returned to average monthly use.
- 54800. Corrected miscoding of landscaping costs from gen repairs & maintenance to contracted maint (54801)
- 54903. Corrected miscoding of AWC fees from licenses & fees to professional services (54100)
- 53500. Corrected miscoding of Fire Ext. training system from minor equipment to machinery & equipment (56400). This was supposed to have been paid in 2016 but the invoice came too late.
- County Property Tax data reported in May was \$3.4m, which offset the less taxes reported in April. At this time the Library is on schedule to receive its full property tax levy.
- 35970. Library Fines for overdue materials are coming in less than budgeted. We will make a correction for 2018.
- 54704. Garbage company refunded PCLS \$3,728 for Lakewood Library for over charges for several months.
- County Property Tax was approximately \$162,000.
- 33403. Workforce payment received.
- 36110. Investment return rate is now 0.83%, which is double what it was in June 2016 (.42%) and more than quintuple in June 2015 (0.14%).
- 54900. Includes “TRAIN” registrations.

January – March (Q1)

- 51105/51200. Additional hours and Overtime use as a result of unfilled vacancies and unusually high absences due to the influenza outbreak.
- Many annual service agreements, leases and insurance are paid and/or encumbered in January for the entire year. These are usually one time per year events or a large encumbrance for a multi-month project. They impact “percent expended” of budget significantly. Examples include but are not limited to general fund accounts 54100 Professional Services, 54201 telecom services, 54501 and 54502 Leases, 54801 Contracted Maintenance and 54903 Licenses and Fees.
- 53500. Minor Equipment miscode. Should be 56400 machinery and Equipment.
- County Property Tax data not received for March – we are estimating revenue of \$1,000,000 plus (Actual posted in March was \$1.27m)
- 33300. WorkSource grant – Federal funds via Pierce County WorkSource.

### **Capital Improvement Projects Fund**

**July**

- **56400. Moved costs associated with fire suppression training system from General Fund to Capital Improvement Fund.**

April – June (Q2)

- 53501. Furnishings for Parkland Movie Tower Decommissioning project & ergonomic project to replace chairs. (Budgets for the certain line items will be reallocated accordingly.)
- 56201. Eatonville Restroom Remodel project costs paid.
- 56200. Upgrades to the Key Center Library outdoor sign.
- 56201. Summit Library Restroom Remodel project costs paid.

January – March (Q1)

- 36998. Erate Reimbursement - Received balance of 2016 billed amount
- 53501. Furnishings for University Place Library Help Desk Upgrade
- 56200. Building/Building Improvements reflects an annual one-time payment for our UP library expansion. (Please refer to comment above regarding annual service agreements and one time payments.)
- 56402. HVAC work at Fife Library

### **Debt Service Fund**

- No activity

### **Special Purpose Fund**

- No activity

**Pierce County Library System  
Statement of Financial Position - Interim  
July 31, 2017  
All Funds**

	General Fund	Special Purpose Fund	Debt Service Fund	Capital Improvement Projects Fund
<b>Assets</b>				
<b>Current Assets - Cash</b>				
Cash	\$ 2,028,042	\$ 7	\$ 98	\$ 543,233
Investments	\$ 4,750,000	\$ 730,000	\$ 84,200	\$ 750,000
<b>Total Cash</b>	<b>\$ 6,778,042</b>	<b>\$ 730,007</b>	<b>\$ 84,298</b>	<b>\$ 1,293,233</b>
<b>Total Current Assets</b>	<b>\$ 6,778,042</b>	<b>\$ 730,007</b>	<b>\$ 84,298</b>	<b>\$ 1,293,233</b>
<b>Liabilities and Fund Balance</b>				
<b>Current Liabilities</b>				
Warrants Payable	\$ 48,704	\$ -	\$ -	\$ -
Sales Tax Payable	\$ 3,810	\$ -	\$ -	\$ -
Payroll Taxes and Benefits Payable	\$ 24,781	\$ -	\$ -	\$ -
<b>Total Current Liabilities</b>	<b>\$ 77,294</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Fund Balance</b>				
Reserve for Encumbrances	\$ 793,080	\$ -	\$ -	\$ 337,421
Net Excess (Deficit)	\$ (1,035,590)	\$ 1,744	\$ 248	\$ (717,580)
Major Contingency Set-aside	\$ -	\$ -	\$ -	\$ -
Election Set-aside	\$ -	\$ 360,000	\$ -	\$ -
Land, Property and Facility Set-aside	\$ -	\$ 368,263	\$ -	\$ -
Unreserved Fund Balance	\$ 6,943,258	\$ -	\$ 84,050	\$ 1,673,392
<b>Total Fund Balance</b>	<b>\$ 6,700,748</b>	<b>\$ 730,007</b>	<b>\$ 84,298</b>	<b>\$ 1,293,233</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$ 6,778,042</b>	<b>\$ 730,007</b>	<b>\$ 84,298</b>	<b>\$ 1,293,233</b>
Balance of Prop Tax to Rcv (1st day of month)	\$ 14,000,000	N/A	\$ 7	N/A

Pierce County Library System													
Comparative Statement of Financial Position - Interim													
General Fund - Rolling Comparison													
(as of the listed date of the reported month)													
	HISTORICAL 7/31/2016	HISTORICAL 8/31/2016	HISTORICAL 9/30/2016	HISTORICAL 10/31/2016	HISTORICAL 11/30/2016	HISTORICAL 12/31/2016	HISTORICAL 1/31/2017	HISTORICAL 2/28/2017	HISTORICAL 3/31/2017	HISTORICAL 4/30/2017	HISTORICAL 5/31/2017	HISTORICAL 6/30/2017	CURRENT 7/31/2017
<b>Assets</b>													
<b>Current Assets - Cash</b>													
Cash	\$ 1,493,684	\$ 1,702,472	\$ 2,658,110	\$ 2,143,228	\$ 4,335,008	\$ 7,729,869	\$ 5,239,302	\$ 1,884,238	\$ 2,175,102	\$ 10,422,576	\$ 1,887,994	\$ 1,904,275	\$ 2,028,042
Investments	\$ 4,685,900	\$ 2,530,000	\$ -	\$ 7,850,000	\$ 6,000,000	\$ -	\$ -	\$ 1,300,000	\$ -	\$ -	\$ 9,500,000	\$ 7,400,000	\$ 4,750,000
<b>Total Cash</b>	<b>\$ 6,179,584</b>	<b>\$ 4,232,472</b>	<b>\$ 2,658,110</b>	<b>\$ 9,993,228</b>	<b>\$ 10,335,008</b>	<b>\$ 7,729,869</b>	<b>\$ 5,239,302</b>	<b>\$ 3,184,238</b>	<b>\$ 2,175,102</b>	<b>\$ 10,422,576</b>	<b>\$ 11,387,994</b>	<b>\$ 9,304,275</b>	<b>\$ 6,778,042</b>
<b>Total Current Assets</b>	<b>\$ 6,179,584</b>	<b>\$ 4,232,472</b>	<b>\$ 2,658,110</b>	<b>\$ 9,993,228</b>	<b>\$ 10,335,008</b>	<b>\$ 7,729,869</b>	<b>\$ 5,239,302</b>	<b>\$ 3,184,238</b>	<b>\$ 2,175,102</b>	<b>\$ 10,422,576</b>	<b>\$ 11,387,994</b>	<b>\$ 9,304,275</b>	<b>\$ 6,778,042</b>
<b>Liabilities and Fund Balance</b>													
<b>Current Liabilities</b>													
Warrants Payable	\$ 289,850	\$ 269,457	\$ 313,810	\$ 447,609	\$ 235,821	\$ 727,573	\$ 478,143	\$ 464,924	\$ 55,092	\$ 87,181	\$ 262,037	\$ 67,764	\$ 48,704
Sales Tax Payable	\$ 3,871	\$ 5,000	\$ 6,228	\$ 4,281	\$ 5,672	\$ 2,082	\$ 4,908	\$ 5,175	\$ 4,624	\$ 6,663	\$ 4,966	\$ 4,037	\$ 3,810
Payroll Taxes and Benefits Payable	\$ 17,211	\$ 33,961	\$ 49,926	\$ 18,099	\$ 35,122	\$ 56,955	\$ 24,125	\$ 40,674	\$ 53,093	\$ 24,785	\$ 39,987	\$ 52,941	\$ 24,781
<b>Total Current Liabilities</b>	<b>\$ 310,932</b>	<b>\$ 308,417</b>	<b>\$ 369,965</b>	<b>\$ 469,990</b>	<b>\$ 276,615</b>	<b>\$ 786,611</b>	<b>\$ 507,175</b>	<b>\$ 510,773</b>	<b>\$ 112,809</b>	<b>\$ 118,628</b>	<b>\$ 306,990</b>	<b>\$ 124,742</b>	<b>\$ 77,294</b>
<b>Fund Balance</b>													
Reserve for Encumbrances	\$ 533,500	\$ 478,820	\$ 370,104	\$ 331,430	\$ 258,402	\$ -	\$ 1,630,348	\$ 925,974	\$ 1,034,180	\$ 998,755	\$ 958,175	\$ 906,200	\$ 793,080
Net Excess (Deficit)	\$ (1,543,242)	\$ (3,433,158)	\$ (4,960,352)	\$ 2,313,415	\$ 2,921,598	\$ 501,242	\$ (3,841,479)	\$ (5,195,768)	\$ (5,915,145)	\$ 2,361,935	\$ 3,179,570	\$ 1,330,075	\$ (1,035,590)
Unreserved Fund Balance	\$ 6,878,394	\$ 6,878,394	\$ 6,878,394	\$ 6,878,394	\$ 6,878,394	\$ 6,442,016	\$ 6,943,258	\$ 6,943,258	\$ 6,943,258	\$ 6,943,258	\$ 6,943,258	\$ 6,943,258	\$ 6,943,258
<b>Total Fund Balance</b>	<b>\$ 5,868,652</b>	<b>\$ 3,924,055</b>	<b>\$ 2,288,146</b>	<b>\$ 9,523,239</b>	<b>\$ 10,058,393</b>	<b>\$ 6,943,258</b>	<b>\$ 4,732,127</b>	<b>\$ 2,673,465</b>	<b>\$ 2,062,294</b>	<b>\$ 10,303,947</b>	<b>\$ 11,081,004</b>	<b>\$ 9,179,533</b>	<b>\$ 6,700,748</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$ 6,179,584</b>	<b>\$ 4,232,472</b>	<b>\$ 2,658,110</b>	<b>\$ 9,993,228</b>	<b>\$ 10,335,008</b>	<b>\$ 7,729,869</b>	<b>\$ 5,239,302</b>	<b>\$ 3,184,238</b>	<b>\$ 2,175,102</b>	<b>\$ 10,422,576</b>	<b>\$ 11,387,994</b>	<b>\$ 9,304,275</b>	<b>\$ 6,778,042</b>
Balance of Prop Tax to Rcv (1st day of month)	\$ 13,686,423	\$ 13,553,661	\$ 12,986,896	\$ 3,571,874	\$ 839,981	\$ -	\$ 29,731,845	\$ 29,396,979	\$ 28,137,050	\$ 17,664,082	\$ 14,295,113	\$ 14,131,566	\$ 14,000,000



**PIERCE COUNTY LIBRARY SYSTEM**  
Statement of Revenue and Expenditures  
Year to Date July 31, 2017  
no pre-encumbrances

**General Fund - 01**

	<u>2017 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Property Tax/Investment Income & Other PC Revenue	\$ 29,352,348	\$ 15,763,613	\$ -	\$ 13,588,735	54%
Other Revenue	\$ 1,427,500	\$ 823,164	\$ -	\$ 604,336	58%
<b>Total Revenue</b>	<b>\$ 30,779,848</b>	<b>\$ 16,586,776</b>	<b>\$ -</b>	<b>\$ 14,193,072</b>	<b>54%</b>
Expenditures					
Personnel/Taxes and Benefits	\$ 21,461,824	\$ 12,597,752	\$ -	\$ 8,864,072	59%
Materials	\$ 3,789,300	\$ 2,223,218	\$ 2,902	\$ 1,563,180	59%
Maintenance and Operations	\$ 4,297,530	\$ 2,008,316	\$ 790,178	\$ 1,499,036	65%
Transfers Out - CIP	\$ 1,231,194	\$ -	\$ -	\$ 1,231,194	0%
<b>Total Expenditures</b>	<b>\$ 30,779,848</b>	<b>\$ 16,829,286</b>	<b>\$ 793,080</b>	<b>\$ 13,157,482</b>	<b>57%</b>
Excess/(Deficit)		\$ (242,510)			
(less encumbrances)		(793,080)			
<b>Net Excess (Deficit)</b>		<b>\$ (1,035,590)</b>			

**Special Purpose Fund - 15**

	<u>2017 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Investment Income	\$ -	\$ 1,744	\$ -	\$ (1,744)	0%
<b>Total Revenue</b>	<b>\$ -</b>	<b>\$ 1,744</b>	<b>\$ -</b>	<b>\$ (1,744)</b>	<b>0%</b>
Expenditures					
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
Excess/(Deficit)		\$ 1,744			
(less encumbrances)		-			
<b>Net Excess (Deficit)</b>		<b>\$ 1,744</b>			

**Debt Service Fund - 20**

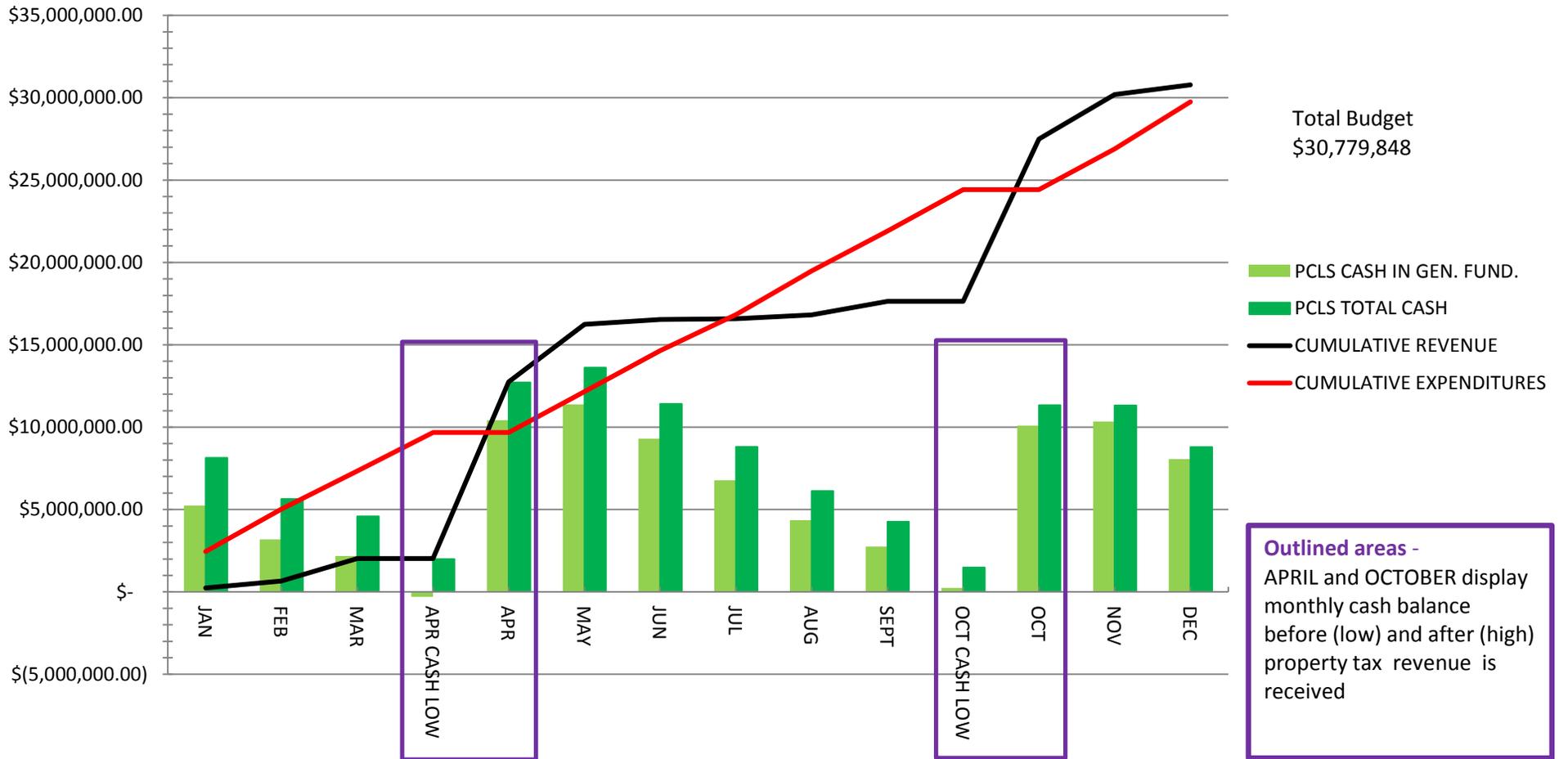
	<u>2017 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Property Tax/Investment Income & Other PC Revenue	\$ -	\$ 248	\$ -	\$ (248)	0%
Other Revenue	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Revenue</b>	<b>\$ -</b>	<b>\$ 248</b>	<b>\$ -</b>	<b>\$ (248)</b>	<b>0%</b>
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b>Net Excess (Deficit)</b>		<b>\$ 248</b>			

**Capital Improvement Projects**

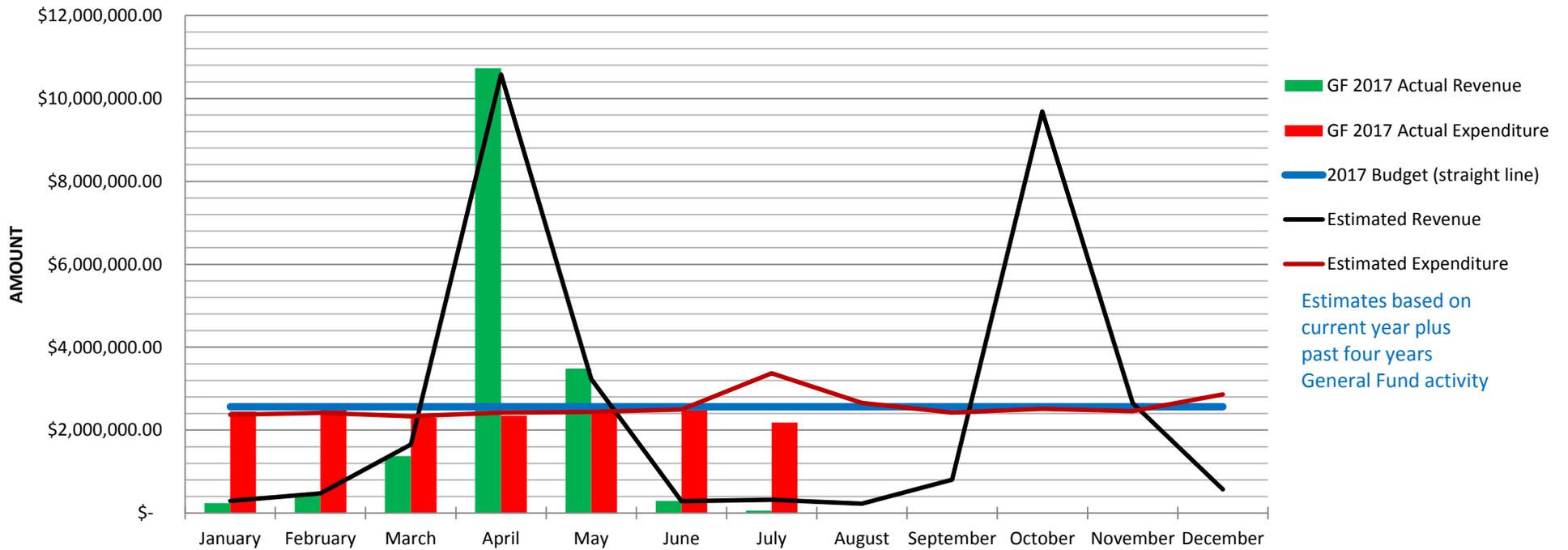
**Fund - 30**

	<u>2017 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Other Revenue	\$ 685,806	\$ 74,025	\$ -	\$ 611,781	11%
Transfers In	\$ 1,231,194	\$ -	\$ -	\$ 1,231,194	0%
<b>Total Revenue</b>	<b>\$ 1,917,000</b>	<b>\$ 74,025</b>	<b>\$ -</b>	<b>\$ 1,842,975</b>	<b>4%</b>
Expenditures					
Maintenance and Operations	\$ 1,917,000	\$ 6,892	\$ 337,421	\$ 1,572,687	18%
<b>Total Expenditures</b>	<b>\$ 1,917,000</b>	<b>\$ 6,892</b>	<b>\$ 337,421</b>	<b>\$ 1,572,687</b>	<b>18%</b>
Excess/(Deficit)		\$ 67,133			
(less encumbrances)		(337,421)			
<b>Net Excess (Deficit)</b>		<b>\$ (270,288)</b>			

## CUMULATIVE GENERAL FUND REVENUE AND EXPENDITURE Including Cash Flow Projection 2017



### RESOURCE FLOW - INTERIM General Fund - 2017



Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 7/31/2017

**FUND: GENERAL FUND (01)**

Object	2017 Budget	July Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
31111 PROPERTY TAXES CURRENT	28,677,357.00	0.00	15,381,617.09	0.00	13,295,739.91	53.64
31112 PROPERTY TAXES DELINQUENT	558,991.00	0.00	308,055.97	0.00	250,935.03	55.11
31130 SALE OF TAX TITLE PROPERTY	3,000.00	0.00	63.45	0.00	2,936.55	2.12
31720 LEASEHOLD EXCISE TAX	20,000.00	0.00	11,903.10	0.00	8,096.90	59.52
31740 TIMBER EXCISE TAX	63,000.00	0.00	42,370.42	0.00	20,629.58	67.25
<b>TAXES:</b>	<b>29,322,348.00</b>	<b>0.00</b>	<b>15,744,010.03</b>	<b>0.00</b>	<b>13,578,337.97</b>	<b>53.69</b>
33300 INDIRECT FEDERAL GRANTS	0.00	0.00	18,432.27	0.00	(18,432.27)	0.00
33345 PLAY TO LEARN - FED INDIRECT	0.00	262.93	1,069.13	0.00	(1,069.13)	0.00
33403 STATE LSTA DIRECT	0.00	0.00	62,922.57	0.00	(62,922.57)	0.00
33490 STATE DIRECT GRANT - STAY AT WORK	0.00	0.00	5,616.14	0.00	(5,616.14)	0.00
33533 STATE FOREST FUNDS/DNR TIMBER TRUS	0.00	0.00	85.17	0.00	(85.17)	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	2,189.53	18,134.41	0.00	11,865.59	60.45
34161 GRAPHICS SERVICES CHARGES	7,500.00	174.99	7,230.57	0.00	269.43	96.41
34162 PRINTER FEES	125,000.00	9,527.64	76,645.42	0.00	48,354.58	61.32
34163 FAX FEES	21,000.00	1,771.24	13,851.84	0.00	7,148.16	65.96
34193 ORTING - SERVICE FEES	3,000.00	0.00	1,620.00	0.00	1,380.00	54.00
35970 LIBRARY FINES	500,000.00	33,748.83	262,191.79	0.00	237,808.21	52.44
36110 INVESTMENT INCOME	15,000.00	0.00	12,983.34	0.00	2,016.66	86.56
36140 OTHER INTEREST EARNED - COUNTY	0.00	0.00	3.89	0.00	(3.89)	0.00
36200 KEY PEN HLTH DEPT FACILITY REV	1,000.00	0.00	612.69	0.00	387.31	61.27
36290 BOOK SALES	7,000.00	8.00	2,742.95	0.00	4,257.05	39.19
36700 FOUNDATION DONATIONS	189,000.00	0.00	95,900.00	0.00	93,100.00	50.74
36710 FRIENDS' DONATIONS	0.00	0.00	147.27	0.00	(147.27)	0.00
36720 FRIENDS' REIMBURSEMENTS	38,000.00	5,200.30	6,224.70	0.00	31,775.30	16.38
36725 DONATIONS - OTHER	1,000.00	4.30	327.44	0.00	672.56	32.74
36910 SALE OF SURPLUS	5,000.00	508.69	508.69	0.00	4,491.31	10.17
36920 UNCLAIMED PROPERTY/FOUND MONEY	3,000.00	30.45	889.51	0.00	2,110.49	29.65
36990 MISCELLANEOUS REVENUE	0.00	3,350.36	3,996.41	0.00	(3,996.41)	0.00
36991 PAYMENT FOR LOST MATERIALS	12,000.00	383.63	5,046.03	0.00	6,953.97	42.05
36996 JURY DUTY REIMBURSEMENT	0.00	0.00	278.78	0.00	(278.78)	0.00
36998 E RATE REIMBURSEMENT	415,000.00	0.00	191,095.15	0.00	223,904.85	46.05
36999 REBATES - PROCUREMENT CARD	70,000.00	0.00	47,679.90	0.00	22,320.10	68.11
<b>CHARGES OTHER:</b>	<b>1,457,500.00</b>	<b>57,160.89</b>	<b>836,236.06</b>	<b>0.00</b>	<b>621,263.94</b>	<b>57.37</b>
39510 SALE OF FIXED ASSETS (GOV)	0.00	0.00	6,530.12	0.00	(6,530.12)	0.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>30,779,848.00</b>	<b>57,160.89</b>	<b>16,586,776.21</b>	<b>0.00</b>	<b>14,193,071.79</b>	<b>53.89</b>
<b>EXPENSE ACCOUNTS</b>						
51100 SALARIES AND WAGES	15,661,261.00	1,245,814.73	8,768,183.95	0.00	6,893,077.05	55.99
51105 ADDITIONAL HOURS	238,300.00	22,203.70	173,160.99	0.00	65,139.01	72.67
51106 SHIFT DIFFERENTIAL	167,525.00	13,477.76	89,827.46	0.00	77,697.54	53.62
51107 SUBSTITUTE HOURS	275,400.00	31,117.06	179,798.18	0.00	95,601.82	65.29
51109 TUITION ASSISTANCE PROGRAM	10,500.00	1,377.00	11,735.80	0.00	(1,235.80)	111.77
51200 OVERTIME WAGES	12,400.00	2,031.02	19,566.75	0.00	(7,166.75)	157.80
51999 ADJ WAGE/SALARY TO MATCH PLAN	(654,616.00)	0.00	0.00	0.00	(654,616.00)	0.00
52001 INDUSTRIAL INSURANCE	178,682.00	10,044.89	71,285.42	0.00	107,396.58	39.90
52002 MEDICAL INSURANCE	2,457,067.00	185,963.45	1,414,856.14	0.00	1,042,210.86	57.58

Pierce County Library System  
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 Report as of: 7/31/2017

**FUND: GENERAL FUND (01)**

Object	2017 Budget	July Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>EXPENSE ACCOUNTS</b>						
52003 F.I.C.A.	1,251,962.00	98,320.28	688,698.97	0.00	563,263.03	55.01
52004 RETIREMENT	1,800,779.00	150,403.71	999,184.41	0.00	801,594.59	55.49
52005 DENTAL INSURANCE	231,182.00	18,469.57	129,958.01	0.00	101,223.99	56.21
52006 OTHER BENEFIT	10,540.00	1,000.00	7,060.00	0.00	3,480.00	66.98
52010 LIFE AND DISABILITY INSURANCE	28,669.00	5,339.21	36,999.92	0.00	(8,330.92)	129.06
52020 UNEMPLOYMENT COMPENSATION	30,500.00	0.00	7,436.01	0.00	23,063.99	24.38
52200 UNIFORMS	1,300.00	0.00	0.00	0.00	1,300.00	0.00
52999 ADJ BENEFITS TO MATCH PLAN	(239,627.00)	0.00	0.00	0.00	(239,627.00)	0.00
<b>PERSONNEL</b>	<b>21,461,824.00</b>	<b>1,785,562.38</b>	<b>12,597,752.01</b>	<b>0.00</b>	<b>8,864,071.99</b>	<b>58.70</b>
53100 OFFICE/OPERATING SUPPLIES	257,500.00	7,530.01	115,680.30	15,737.84	126,081.86	51.04
53101 CUSTODIAL SUPPLIES	60,000.00	4,204.91	35,315.46	0.00	24,684.54	58.86
53102 MAINTENANCE SUPPLIES	60,200.00	2,736.16	22,831.09	0.00	37,368.91	37.93
53103 AUDIOVISUAL PROCESSING SUP	25,000.00	583.69	11,230.57	0.00	13,769.43	44.92
53104 BOOK PROCESSING SUPPLIES	20,000.00	186.50	7,437.48	0.00	12,562.52	37.19
53105 TRAINING SUPPLIES	10,500.00	0.00	0.00	0.00	10,500.00	0.00
53200 FUEL	47,500.00	7,635.10	14,789.06	0.00	32,710.94	31.13
53401 ADULT MATERIALS	732,500.00	56,142.49	421,148.80	0.00	311,351.20	57.49
53403 PERIODICALS	86,000.00	2,720.11	92,100.65	0.00	(6,100.65)	107.09
53405 JUVENILE BOOKS	535,650.00	40,330.20	281,037.09	0.00	254,612.91	52.47
53406 PROFESSIONAL COLLECTION	1,500.00	0.00	670.12	0.00	829.88	44.67
53407 INTERNATIONAL COLLECTION	43,000.00	694.29	12,601.10	0.00	30,398.90	29.30
53408 AUDIOVISUAL MATERIALS - ADULT	845,000.00	77,407.11	411,280.48	0.00	433,719.52	48.67
53409 AUDIOVISUAL MATERIALS - JUV	93,500.00	4,452.90	22,321.95	0.00	71,178.05	23.87
53411 ELECTRONIC INFO SOURCES	641,700.00	10,355.98	327,643.21	0.00	314,056.79	51.06
53412 REFERENCE SERIALS	12,000.00	42.50	973.08	0.00	11,026.92	8.11
53413 ELECTRONIC SERVICES	248,950.00	13,060.06	204,766.44	2,901.78	41,281.78	83.42
53414 ELECTRONIC COLLECTION	395,000.00	41,779.02	355,514.49	0.00	39,485.51	90.00
53464 VENDOR PROCESSING SERVICES	154,500.00	14,801.74	92,698.28	0.00	61,801.72	60.00
53499 GIFTS - MATERIALS	0.00	0.00	462.76	0.00	(462.76)	0.00
53500 MINOR EQUIPMENT	17,400.00	(4,436.77)	7,015.52	0.00	10,384.48	40.32
53501 FURNISHINGS	127,500.00	27,880.99	63,045.29	4,554.42	59,900.29	53.02
53502 TECHNOLOGY HARDWARE	143,300.00	550.29	56,527.48	13,153.49	73,619.03	48.63
53505 SOFTWARE/LICENSES/HOSTING	292,500.00	5,654.31	10,104.99	26,750.54	255,644.47	12.60
54100 PROFESSIONAL SERVICES	401,840.00	36,439.33	204,436.53	96,089.49	101,313.98	74.79
54101 LEGAL SERVICES	45,000.00	0.00	8,542.00	0.00	36,458.00	18.98
54102 COLLECTION AGENCY	14,000.00	1,360.40	9,325.90	0.00	4,674.10	66.61
54161 RESOURCE SHARING SERVICES	15,000.00	0.00	4,954.96	0.00	10,045.04	33.03
54162 BIBLIOGRAPHICS SERVICES	35,000.00	0.00	11,912.30	0.00	23,087.70	34.04
54163 PRINTING AND BINDING	500.00	0.00	0.00	0.00	500.00	0.00
54165 ILL LOST ITEM CHARGE	2,500.00	0.00	787.58	0.00	1,712.42	31.50
54200 POSTAGE AND SHIPPING	33,800.00	198.00	16,188.15	0.00	17,611.85	47.89
54201 TELECOM SERVICES	518,300.00	550.67	317,755.32	252,140.96	(51,596.28)	109.95
54300 TRAVEL	46,050.00	4,610.87	16,859.99	0.00	29,190.01	36.61
54301 MILEAGE REIMBURSEMENTS	35,250.00	2,607.87	19,400.76	0.00	15,849.24	55.04
54400 ADVERTISING	47,400.00	200.00	12,301.42	20,914.00	14,184.58	70.07
54501 RENTALS/LEASES - BUILDINGS	404,500.00	10,709.78	254,522.14	82,603.46	67,374.40	83.34
54502 RENTALS/LEASES - EQUIPMENT	34,600.00	0.00	12,890.83	16,927.01	4,782.16	86.18

Pierce County Library System  
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**FUND: GENERAL FUND (01)**

Object	2017 Budget	July Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>EXPENSE ACCOUNTS</b>						
54600 INSURANCE	233,000.00	0.00	838.40	0.00	232,161.60	0.36
54700 ELECTRICITY	235,000.00	5,820.27	139,664.47	0.00	95,335.53	59.43
54701 NATURAL GAS	15,000.00	1,023.84	7,924.92	0.00	7,075.08	52.83
54702 WATER	29,700.00	2,071.71	13,767.53	0.00	15,932.47	46.36
54703 SEWER	16,200.00	949.07	14,768.48	0.00	1,431.52	91.16
54704 REFUSE	31,500.00	370.48	12,075.44	0.00	19,424.56	38.33
54800 GENERAL REPAIRS/MAINTENANCE	236,400.00	13,627.06	131,168.90	53,691.73	51,539.37	78.20
54801 CONTRACTED MAINTENANCE	591,400.00	14,250.43	382,634.01	207,365.05	1,400.94	99.76
54803 MAINT. TELECOM EQUIPMENT	10,000.00	0.00	295.38	0.00	9,704.62	2.95
54805 VEHICLE REPAIR - MAJOR	0.00	(3,003.86)	0.00	0.00	0.00	0.00
54900 REGISTRATIONS	59,600.00	1,078.23	26,564.71	250.00	32,785.29	44.99
54901 DUES AND MEMBERSHIPS	41,650.00	100.00	3,590.00	0.00	38,060.00	8.62
54902 TAXES AND ASSESSMENTS	29,500.00	79.40	17,080.07	0.00	12,419.93	57.90
54903 LICENSES AND FEES	52,650.00	4,954.88	24,088.29	0.00	28,561.71	45.75
54904 MISCELLANEOUS	790.00	0.00	0.00	0.00	790.00	0.00
54905 EVENT REGISTRATION	2,000.00	0.00	0.00	0.00	2,000.00	0.00
55100 INTERGOVERNMENTAL	18,000.00	0.00	0.00	0.00	18,000.00	0.00
56400 MACHINERY & EQUIPMENT	0.00	(12,445.15)	0.00	0.00	0.00	0.00
59700 TRANSFERS OUT	1,231,194.00	0.00	0.00	0.00	1,231,194.00	0.00
<b>ALL OTHER EXPENSES</b>	<b>9,318,024.00</b>	<b>399,864.87</b>	<b>4,231,534.17</b>	<b>793,079.77</b>	<b>4,293,410.06</b>	<b>53.92</b>
<b>TOTAL FOR EXPENSE ACCOUNTS</b>	<b>30,779,848.00</b>	<b>2,185,427.25</b>	<b>16,829,286.18</b>	<b>793,079.77</b>	<b>13,157,482.05</b>	<b>57.25</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>(2,128,266.36)</b>	<b>(242,509.97)</b>	<b>(793,079.77)</b>	<b>1,035,589.74</b>	<b>0.00</b>

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

Object	2017 Budget	July Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
TAXES:	0.00	0.00	0.00	0.00	0.00	0.00
36110 INVESTMENT INCOME	0.00	0.00	1,743.70	0.00	(1,743.70)	0.00
CHARGES OTHER:	0.00	0.00	1,743.70	0.00	(1,743.70)	0.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>0.00</b>	<b>0.00</b>	<b>1,743.70</b>	<b>0.00</b>	<b>(1,743.70)</b>	<b>0.00</b>
<b>EXPENSE ACCOUNTS</b>						
PERSONNEL	0.00	0.00	0.00	0.00	0.00	0.00
ALL OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL FOR EXPENSE ACCOUNTS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>0.00</b>	<b>1,743.70</b>	<b>0.00</b>	<b>(1,743.70)</b>	<b>0.00</b>

Pierce County Library System  
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**FUND: DEBT SERVICE FUND (20)**

Object	2017 Budget	July Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
31112 PROPERTY TAXES DELINQUENT	0.00	0.00	0.13	0.00	(0.13)	0.00
<b>TAXES:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.13</b>	<b>0.00</b>	<b>(0.13)</b>	<b>0.00</b>
36110 INVESTMENT INCOME	0.00	0.00	248.09	0.00	(248.09)	0.00
<b>CHARGES OTHER:</b>	<b>0.00</b>	<b>0.00</b>	<b>248.09</b>	<b>0.00</b>	<b>(248.09)</b>	<b>0.00</b>
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>0.00</b>	<b>0.00</b>	<b>248.22</b>	<b>0.00</b>	<b>(248.22)</b>	<b>0.00</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>0.00</b>	<b>248.22</b>	<b>0.00</b>	<b>(248.22)</b>	<b>0.00</b>

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

Object	2017 Budget	July Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
29150 USE OF FUND BALANCE-BUDGET	633,806.00	0.00	0.00	0.00	633,806.00	0.00
36110 INVESTMENT INCOME	0.00	0.00	4,166.86	0.00	(4,166.86)	0.00
36700 FOUNDATION DONATIONS	0.00	0.00	14,000.00	0.00	(14,000.00)	0.00
36720 FRIENDS' REIMBURSEMENTS	22,000.00	0.00	0.00	0.00	22,000.00	0.00
36998 E-RATE REIMBURSEMENT	30,000.00	0.00	55,858.60	0.00	(25,858.60)	186.20
<b>CHARGES OTHER:</b>	<b>685,806.00</b>	<b>0.00</b>	<b>74,025.46</b>	<b>0.00</b>	<b>611,780.54</b>	<b>10.79</b>
39700 TRANSFERS IN	1,231,194.00	0.00	0.00	0.00	1,231,194.00	0.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>1,917,000.00</b>	<b>0.00</b>	<b>74,025.46</b>	<b>0.00</b>	<b>1,842,974.54</b>	<b>3.86</b>
<b>EXPENSE ACCOUNTS</b>						
53100 OFFICE/OPERATING SUPPLIES	0.00	153.72	2,712.83	0.00	(2,712.83)	0.00
53102 MAINTENANCE SUPPLIES	0.00	0.00	248.72	0.00	(248.72)	0.00
53408 AUDIOVISUAL MATERIALS - ADULT	50,000.00	0.00	43,264.31	0.00	6,735.69	86.53
53501 FURNISHINGS	26,000.00	1,283.57	139,773.04	119,046.97	(232,820.01)	995.46
53502 TECHNOLOGY HARDWARE	204,000.00	15,908.09	38,130.98	0.00	165,869.02	18.69
54100 PROFESSIONAL SERVICES	250,000.00	27,573.85	74,068.25	25,584.20	150,347.55	39.86
54300 TRAVEL	0.00	0.00	1,787.99	0.00	(1,787.99)	0.00
54400 ADVERTISING	0.00	0.00	71.30	0.00	(71.30)	0.00
54801 CONTRACTED MAINTENANCE	0.00	0.00	700.05	0.00	(700.05)	0.00
54900 REGISTRATIONS	0.00	0.00	2,320.00	0.00	(2,320.00)	0.00
54912 CONTINGENCY/RESERVE	25,000.00	0.00	0.00	0.00	25,000.00	0.00
56200 BUILDINGS & BLDG IMPROVEMENTS	785,000.00	0.00	30,223.44	163,480.45	591,296.11	24.68
56201 CONSTRUCTION	295,000.00	0.00	101,546.23	29,309.23	164,144.54	44.36
56202 ELECTRICAL	30,000.00	0.00	0.00	0.00	30,000.00	0.00
56205 ROOFING	100,000.00	0.00	0.00	0.00	100,000.00	0.00
56300 IMPROVEMENTS OTHER THAN BLDGS	22,000.00	0.00	0.00	0.00	22,000.00	0.00
56400 MACHINERY & EQUIPMENT	0.00	12,445.15	12,445.15	0.00	(12,445.15)	0.00
56401 VEHICLES	130,000.00	0.00	0.00	0.00	130,000.00	0.00
56402 HVAC	0.00	0.00	6,892.20	0.00	(6,892.20)	0.00
<b>TOTAL FOR EXPENSE ACCOUNTS</b>	<b>1,917,000.00</b>	<b>57,364.38</b>	<b>454,184.49</b>	<b>337,420.85</b>	<b>1,125,394.66</b>	<b>41.29</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>(57,364.38)</b>	<b>(380,159.03)</b>	<b>(337,420.85)</b>	<b>717,579.88</b>	<b>0.00</b>

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# MEMO



Date: July 31, 2017

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

From: Georgia Lomax, Executive Director

Subject: Executive Director Report – July

Donna Morey has been hired as the new Finance Manager and will begin August 1, 2017. I will introduce her at the meeting.

## Library Community Activities

- Attended Washington Public Library Directors meeting – IT Manager Stephanie Ratko, UX/Applications Manager Teresa Covington and Melinda Chesbro presented a workshop on PCLS’s LEAN and project management practices.
- Attended Early Learning Public Library Partnership meeting – I’ve been the group’s Chair this year and have been helping the group evaluate its structure and determine the work it will take on in the future. It has accomplished the purpose it was established for and the group plans to broaden its focus as a vehicle for continuing collaborative efforts on services that cross jurisdictions and have the potential for statewide impact.

## Branch Snapshots (June)

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

### **Bonney Lake**

- A young customer left us this note:  
Dear Librarians,  
Thank you for all the help you give us at the library! Helping with checkout, recommending books, putting returned books away and more!  
I love how you always smile when people come to the library offering kind greeting, as well as how kind you are when helping someone with fines, or at checkout!  
Your hard work is very appreciated!  
From, Amaya

### **Buckley**

- A large number of library staff and friends participated in the Buckley Log Show parade. Staff handed out candy and blew bubbles to the kids in the crowd. Outreach had a table for the day outside the Historical Society Museum to engage with the people visiting the Log Show vendors. The Friends of the Library held a book sale on June 24 during the Log Show since foot traffic past the library on that day is incredibly high.

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## DuPont

- The branch created an indoor campground for Read-a-thon participants on June 24.



## Eatonville

- Community news of note: debates are underway to allow retail Marijuana businesses within the Eatonville Town Limits.

## Fife

- Staff attended Sea Mar's Health and Community Resources Fair on June 3 with Dana Brownfield, Librarian, and Kendra Stejskal, Story Teller-Milton. We spoke to over 200 families and we were able to register 65 children for Summer Reading and issued 10 library cards. The whole day was spent speaking Spanish to the event participants and learning of many resources available to the Spanish speaking community.

## Gig Harbor

- Adult Services librarians had ten Book-a-Librarian appointments, including one to help a 91-year-old access library books on her new Kindle.
- Outreach activities included: Youth services librarians represented the Library at the Maritime Gig Festival. Youth services librarians visited ALL public elementary schools in the Peninsula School District! Terri May attended the Downtown Waterfront Alliance meeting to learn about Park(ing) Day, a community event to be held September 15 and 16.

## Graham

- Corrine Weatherly visited 9 schools this year for Summer Reading book talks.
- David Seckman taught his workshop "Building better Relationships with Kindness and Gratitude" to the public as practice for giving it at the TRAIN conference. Most people who attended were people who know David from his work in the community but he received some very positive reviews of his workshop.
- Through David Seckman's work with the Graham-Kapowsin Community Council he was able to secure a meeting space at the Library for a seniors' exercise class.

## Key Center

- Artbeads.com, who had up to 100 part time employees, (mostly women), closed shop and moved their inventory to Idaho because the wages are lower there. Key Peninsula women are in the library looking for help with unemployment and job applications.
- Meetings with Collection Management staff were helpful in identifying how the collection is being used by customers and the areas that need some work to improve currency and placement.

## Lakewood

- While Tija Iles was making copies for an elderly customer who is visually impaired, a young man came to the Help Desk. Tija overheard the elderly customer tell the young man that she was making copies for her and would be back shortly. The young man then asked the elderly woman if she was participating in the Adult Summer Reading Program. She appeared to be unfamiliar with the program, so he then proceeded to enthusiastically tell her all about it, and even got her a reading log. She was very grateful for the log and all

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the information he shared, and Tija was inspired to hear that all the promotion of Summer Reading that staff has been doing had rubbed off on this young customer.

- Elise Doney helped three separate customers make copies of identity documents and documents related to immigration status and family plans in one hour at the Help Desk.
- As Elise Doney was staffing the Teen Space, a number of teen regulars shared with her pictures taken at Queer Prom, sponsored by Oasis Youth Center and held at PLU annually. Nearly all of Lakewood's most familiar regular teen customers attend Oasis and/or identify as LGBTQIAP.
- Card in Every Hand launched successfully for the Clover Park School District. In the month of June, staff saw a circulation of 2431 tracked from the school district.
- Elise coordinated a unique collaboration with Tacoma Public Library, Centro Latino, and Write253 that allowed Lakewood Library to participate in an intensive four week film-making series for teens. Tacoma Public Library is providing equipment. Centro Latino and Write253 are paying for instructors from TCC.

### **Outreach**

- Diverse Communities Coordinator Jeffri Walters continued service at 3 English as a Second Language (ESL) classes hosted by Pierce College (Tillicum Youth & Family Center; Our Savior Lutheran Church); 1 adult ESL/ABE classes at Clover Park Technical College, as well as monthly service to the [Korean Women's Association meal site](#). In addition, Jeffri visited 2 citizenship classes (Lakewood and Fife libraries); and provided a presentation on Pronunciator, a language learning resource available through the PCLS website, to Pierce College ESL class at the Lakewood Boys and Girls Club.
- *On the Road with Summer Reading*, funded by the Pierce County Library Foundation (project number 0133) was launched on Saturday, June 24 with attendance and a resource table at the Buckley Log Show. This nine-week program brings summer reading to children who experience barriers to reach a library location. Barriers may include lack of transportation, geographic isolation, geographic barriers such as highways, or socio-economic barriers. On the Road with Summer Reading is in addition to year-round Outreach services (homebound delivery, care facilities, Science to Go, Anderson Island). Offered from June 24-August 25, outreach provides weekly visits to over 25 community sites (apartment complexes, free lunch programs, YMCA and Boys and Girls Club summer camps, licensed child cares, summer school programs through school districts. A list of the sites that are open to the public is noted on the [PCLS website](#).

### **Parkland/Spanaway**

- The summer lunch program is definitely bringing kids in daily! On average attendance has been about 50 kids per day, with over 65 on Mondays. We have had many summer reading sign ups, good chats about books, and engaged parents & kids coming through the program.

### **South Hill**

- The Read-A-Thon to kick off Summer Reading was a great success! South Hill Readers earned 35 (!) books for the branch, while enjoying a cozy camp spot and/or fairy-like canopy in the kids' area. South Hill's new Youth Services Librarian Nigel Hemmings wandered about in sandwich board with blank letters on it and invited participants to color in a letter when they read for the full hour.
- Lisa Cipolla was invited to attend the Avansa ECEAP Transition Ceremony as a Guest of Honor, ate wonderful food, did a little dancing, handed out presents, AND signed up all the preschoolers (and quite a few family members) for Summer Reading.

### **Steilacoom**

- TVW taped the Washington Humanities presentation *Diamonds in the Ether* at the branch.

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## Summit

- Dana Brownfield earned a system Standing Ovation award for her work advocating for a ballot drop-off box for our branch. The box itself was installed on 6/26.
- Operation Gratitude was a big success – a huge donation on the very last day saw three crates' worth of items headed to ACL. Kim Mose worked with Amanda Moore to tally, sort, and pack items for final delivery.

## Sumner

- In preparation for the mini-remodel this fall following the removal of the Movie Tower, we've begun to reduce the size of our Adult Fiction and J Nonfiction sections to fit into their eventual new homes. We also moved the nonfiction DVDs off regular shelving and onto an OPTO cart with the rest of the DVD collection. We can already see the increase in interest from customers!
- The Summer Reading kickoff was a great success, with firefighters, a Reading Café where customers could chat with library staff about anything book related, and a partnership with Cascade Regional Blood Services to bring a bloodmobile out to the SUM location for several hours.

## Tillicum

- The garden summer camp began on Monday, June 26 and Irene had the children create “smoosh books” (paper books created out of one, large piece of paper) for them to use while journaling their garden experiences. Rikki provided a garden story-time in the garden area on Tuesday, June 27 and Jeanine joined Kari Ann (Pierce County Conservation Educational Programming) to assist the children as they each planted in their own square foot garden on June 28.
- Jeanine and Rikki attended the Tillicum Elementary School Arts Show on Thursday, June 1 and presented a display table with free giveaways and system wide information pertinent to students and parents. There were 112 parents and children stop by the booth, 75 signed up for the summer reading program, and 3 registration cards were given out.

## University Place

- Youth Services librarians, Alex Byrne and Genevieve Dettmer completed school visits this month, both in University Place and Puyallup School Districts, seeing hundreds of children and getting them excited about the programs and Summer Reading activities that will be going on in the library system.
- University Place staff and PCLS friends were out in great numbers to participate in the annual UP Duck Daze parade, complete with an 8 person book cart drill team. The public seemed very happy to see the library participate, and Lily the Ladybug (a.k.a. Page Christina Pederson) was on hand to distribute treats for the kids.

# New Business

# MEMO



Date: July 25, 2017

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

From: Clifford Jo, Finance & Business Director

Subject: 2018 Budget Calendar

Following is the process and key calendar dates for the 2018 budget process. The budget process will continue to be collaboratively developed by the Leadership Team and aligned with the work plan. Balanced budgets for all funds will be delivered not only as the cost to conducting daily operations, but also including a portfolio of funded priority projects, which will be provided during the October Board meeting.

<b>Board Meeting</b>	<b>2018 Budget Activities</b>
August 9, 2017	<ul style="list-style-type: none"><li>• Review budget calendar</li><li>• Review Fiscal Management Policy</li></ul>
September 13, 2017	<ul style="list-style-type: none"><li>• Review preliminary levy certificate and impact to budget</li><li>• Review budget drivers (CPI-U, etc)</li><li>• Approve amended Fiscal Management Policy (if necessary)</li></ul>
October 11, 2017	<ul style="list-style-type: none"><li>• Review final project proposals and impact to budget</li><li>• Review Executive Director's budget message</li></ul>
November 8, 2017	<p style="text-align: center;"><u>FIRST PUBLIC HEARING</u></p> <ul style="list-style-type: none"><li>• Review first comprehensive draft budget</li><li>• Approve levy certificate</li><li>• Implicit Price Deflator decision (if necessary)</li></ul>
December 13, 2017	<p style="text-align: center;"><u>SECOND PUBLIC HEARING AND FINAL APPROVAL</u></p> <ul style="list-style-type: none"><li>• Review draft budget narrative</li><li>• Approve General Fund budget</li><li>• Approve Capital Improvement Fund budget</li><li>• Approve Special Purpose Fund budget</li></ul>
January 10, 2018	<ul style="list-style-type: none"><li>• Budget narrative distributed</li><li>• Review amended levy certificates (if any)</li></ul>

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# MEMO



Date: July 31, 2017

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 budget is being prepared. The last time it was revised was November of 2015.

As part of the Facilities Master Plan Update project, we created a funding model for both operations and major facility upgrades, which was presented during the July Board meeting. It is time to review some of the key assumptions underlying the policy.

We have gained considerable knowledge over the past 18 months regarding the strategic framework, facilities master plan update, and what it means to continue living under the 1% limited annual increase. We are interested in a conceptual discussion about your ideas and philosophy around the policy, in particular: cash and cash flow, expenditures, contingency, and sustainability.

To begin the discussion, it is important to inform the Board about cash balances. The attached chart (included earlier in the Board packet) shows the difference between what our library financial system says we have as cash and what is actually held in Pierce County Budget & Finance for us. To kick off the discussion, I will discuss what this chart means, and then lead into the other topics.

We will then take your feedback and, if needed, create a draft revised Fiscal Management Policy in September.

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# Board Policy



## **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.

### **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 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 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.

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# Board Policy



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 future system expansion and improvement, and allocates revenue accordingly, recognizing that in the absence of annexations, levy lid-lifts, or bonds, additional services from system growth will need to be funded mostly from reducing operational costs rather than from new revenue sources.

## **Library Responsibilities**

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

1. Establish a budget system and administer the budget process.
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 operations that best funds services to the Library's communities.
4. Set solvency goals to achieve and implement a perpetual positive General fund balance that ensures short-term debt, excluding inter-fund loans, is not used to pay for operations. Cash of at least four months of 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.

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# Board Policy



9. Incorporate into the annual budget process efforts to reduce operational costs which anticipate future service expansion 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. Revised November 18, 2015.**

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# MEMO



Date: August 2, 2017

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

From: Georgia Lomax, Executive Director

Subject: Sustainable Funding

Last month we shared preliminary information regarding 2017 property values for 2018 revenue and the projected impact on the Library budget and work plan. Thank you for the good discussion on the potential impact on sustainability.

It has been 11 years since Pierce County Library district voters approved a levy reauthorization, and 17 years since voters approved a measure that limits property tax revenue increases to 1% annually. The Library is again experiencing the effects of expenditures growing faster than revenue, and the need to make choices that impact services provided to the public.

During the meeting you directed me to begin a community process to engage residents in exploring our financial situation.

Marketing and Communications Director, Mary Getchell and I are developing the detailed action plan and timeline for a public involvement process to explore sustainable funding. Underway are:

- Developing a public opinion survey
- Research on funding situation
- Developing communication materials
- Preliminary work to establish a community advisory committee

Attached is a brief draft summary of the Sustainable Funding Project overview.

## Sustainable Funding Project Overview

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### Situation Summary

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1. Costs to operate and maintain Pierce County Library System's services and libraries are increasing at a faster rate than revenues to run them.
2. Population and use have outgrown and worn out many library buildings. Since 2006, the population in the Library's service area has grown by 18.7 percent, growing from 497,000 to 590,000.
3. The public is demanding more, newer and better technology services.
4. The Library System has out-lived the re-authorized levy voters passed in 2006. The 2006 levy was expected to meet service needs for up to six years. That was 11 years ago.
5. The Library System is seeking the public's involvement on how to address the funding issue.

### Communications Goals

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1. Inform people about the Library System's funding issue.
2. Provide regular, frequent, and iterative communications to gather ideas from residents.
3. Learn about library services people value, want, and need.

### Audiences

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- Pierce County Library's Board of Trustees
- Pierce County Library staff
- Public-Pierce County residents
- Pierce County Library Foundation Board of Directors
- Friends of the Libraries
- Local government elected officials and administrators
- Civic organizations, community leaders
- News media

### Message Elements/Messages

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1. Costs to operate and maintain Pierce County Library System's services and libraries are increasing at a faster rate than revenues to run them.
2. Population surges and significant use have outgrown and worn many library buildings. Since 2006, the population in the Library's service area has grown by nearly 20 percent, growing from 497,000 to 590,000.
3. The public is demanding more, newer and better technology services.
4. The Library System has out-lived the re-authorized levy voters passed in 2006. The 2006 levy was expected to meet service needs for up to six years. That was 11 years ago.
5. Since 2013, the Library System has reduced more than \$## million in operations and services.
6. How should the Library System manage the funding issue?

## Strategy/Activities

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### Phase 1 – Explore Funding Issue and Consider Options

Decision Point 1 – Trustees determine whether an analysis and public involvement process should be conducted to determine options to address the Library’s funding issue. *Directed the Library’s Executive Director to undertake a process to explore and evaluate the Library’s financial situation with the public and bring recommendations to the Board.*

#### Activities

- Conduct public opinion poll.
- Conduct public involvement process using a variety of methods, including:
  - Surveys, open houses, talking with community-civic organizations and local governments.
  - Providing information to news reporters and editors.
  - Engaging people on social media.
- Establish a Community Advisory Committee (CAC) to help the Board of Trustees assess a variety of library funding-related issues. CAC analyzes issue and results from public poll and public input, gives guidance for public involvement process, and makes a recommendation to the Board to address funding issue.
- Conduct another public opinion poll based on recommendations.

Timing – Approximately 12 months

Decision Point 2 -- Trustees determine action(s) to address funding issue.

Phase 2 – Conduct process to implement funding strategy decision

Activities depend on chosen strategy

If the district is supportive of an election, timing varies from approximately four months to one year.

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# MEMO



Date: July 25, 2017

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

From: Clifford Jo, Finance & Business Director

Subject: Buckley Site Condition Update

On July 20, EHS-International, Inc. (EHSI) provided Pierce County Library System with the results of its Phase II Environmental Assessment about the condition of the Buckley Pierce County Library property. This spring, the environmental assessment firm collected samples from soil, groundwater, and air.

These samples showed the need for further testing to determine the extent of contamination from previous activities on the site, prior to the library building. At this time, EHSI recommends it takes further samples to characterize the contamination and its impacts on the property. In addition, it recommends conducting testing air quality inside the library.

We recommend contracting with EHSI to gather further samples and conduct further research on the property. In order to continue with EHSI, which has gained significant knowledge of our site, we will need the Board to approve by motion to sole source the continuing work to EHSI, as the work will (1) cumulatively exceed the \$50,000 threshold for Board approval and (2) we determined that the need for expedience means foregoing formal bidding requirements during the current phases of site condition research.

During the Board meeting I will provide more details on the project and our next steps, as well as answer any questions you may have.

**Action: Move to approve the Library to “sole source” work related to the Buckley site condition evaluation to EHS-International.**

# Unfinished Business

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# MEMO



Date: August 2, 2017

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

From: Clifford Jo, Finance & Business Director

Subject: Midterm Fiscal Review—Budget Impacts

In January this year, we reported the 2016 year-end results and identified one-time unexpended funds of \$501,546 in the general fund. We had some unanticipated impacts in 2017 in the general and capital improvement funds.

**- GENERAL FUND -**

In our review of the general fund, we have concluded that no midyear adjustment is necessary. We anticipate that we can work to the existing budget through a plan of expenditure management to offset identified budget pressures in the operating budget.

**- CAPITAL IMPROVEMENT FUND -**

In the capital improvement fund, a major impact is continued work on researching the Buckley Library site. We will need to account for an additional \$130,000 for estimated work through the remainder of the year. All other impacts can be handled through a plan of expenditure management.

**- SPECIAL PURPOSE FUND -**

During the July Board meeting, we discussed the funding strategies and heard that the Board wanted the Library to begin a public involvement process in 2017. We have estimated that this will cost \$111,000. The Board had designated certain costs in the Special Purpose Fund as restricted. Next month we will ask the Board to release a portion of those funds so that we can pay for related costs to be incurred this year.

**- PACKAGED SOLUTION -**

The nature of the \$501,546 in savings is one-time only, therefore we recommend that these funds be used for identified needs as outlined above. We recommend that the \$501,546 be transferred as follows:

1. Special Purpose Fund - \$260,546 to be set aside for future land, property, and facility needs.
2. Special Purpose Fund - \$111,000 to conduct a public involvement process in 2017/2018.
3. Capital Improvement Fund - \$130,000 to increase the 2017 CIF budget to pay for estimated costs related to Buckley.

We will bring you resolutions next month to transfer the one-time savings.

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# MEMO



Date: August 2, 2017

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

From: Clifford Jo, Finance & Business Director

Subject: 2017 Midterm Fiscal Review—Financials

Attached is the General Fund status as of the end of June. During the past two months we conducted a thorough review of our fiscal year budget and expenditure activities. Below is a brief midterm report for each fund.

## **GENERAL FUND BUDGET**

The attached midterm budget chart provides estimated projections for 2017 revenues and expenditures. In a separate report for this review, we discussed the principle impacts this year. We anticipate that yearend revenues and expenditure management will offset these impacts. Therefore, we are not recommending any changes to overall budget in the General Fund. As part of implementing expenditure management, some line items will need to reflect changes, but the bottom line will not change, so no Board action is necessary.

## **CAPITAL IMPROVEMENT FUND BUDGET**

The major impact to the Capital Improvement Fund is with the Buckley Site Condition research as mentioned in the impacts report. We will need to come to the Board in September to revise the Capital Improvement Fund accordingly.

## **SPECIAL PURPOSE FUND BUDGET**

The Special Purpose Fund was created to fund three categories of expenditures: projects, programs, and set-asides. We are proposing that the Special Purpose Fund be amended in September to include the sustainable funding project.

**GENERAL FUND  
- BUDGET -**

MIDTERM ACTUALS AS OF JUNE 30, 2017	2017 Final (12/14/16)	2017 As of 6/30/2017	% used as of As of 6/30	\$ Difference 2017 Final to 2017 Midway	Notes
<b>----- BUDGET SUMMARY -----</b>					
Use of Fund Balance/Cash Reserves	-	-	-		No cash reserves used
<b>NEW REVENUE</b>					
Taxes	\$ 29,322,348	\$ 15,744,010.03	53.69%	\$ (13,578,338)	
Intergovernmental	15,000	18,517.44	123.45%	3,517	
Charges for Services	186,500	103,818.84	55.67%	(82,681)	
Fines	500,000	228,442.96	45.69%	(271,557)	
Miscellaneous	756,000	358,951.02	47.48%	(397,049)	
<b>TOTAL REVENUES</b>	<b>30,779,848</b>	<b>16,453,740.29</b>	<b>53.46%</b>	<b>(14,326,108)</b>	
<b>TOTAL AVAILABLE FUNDING SOURCES</b>	<b>30,779,848</b>	<b>16,453,740.29</b>	<b>53.46%</b>	<b>(14,326,108)</b>	
<b>EXPENDITURES</b>					
Personnel	21,461,824	10,812,189.63	50.38%	(10,649,634)	
Maintenance & Operations	4,306,030	1,733,129.54	40.25%	(2,572,900)	
Materials	3,780,800	1,878,106.15	49.67%	(1,902,694)	
Subtotal	<b>29,548,654</b>	<b>14,423,425.32</b>	<b>48.81%</b>	<b>(15,125,229)</b>	
TRANSFERS TO CIP	1,231,194	-	0.00%	(1,231,194)	
Subtotal	<b>1,231,194</b>	<b>-</b>	<b>0.00%</b>	<b>(1,231,194)</b>	
<b>TOTAL EXPENDITURES</b>	<b>30,779,848</b>	<b>14,423,425.32</b>	<b>46.86%</b>	<b>(16,356,423)</b>	
<b>NET OF REVS &amp; EXPS</b>	<b>-</b>	<b>2,030,314.97</b>	<b>new</b>	<b>2,030,315</b>	

**GENERAL FUND  
- BUDGET -**

	MIDTERM			% used	\$ Difference	Notes
	ACTUALS AS OF JUNE 30, 2017	2017 Final (12/14/16)	2017 As of 6/30/2017	as of As of 6/30	2017 Final to 2017 Midway	
<b>-----REVENUE DETAIL-----</b>						
31111 Property Taxes Current	\$	28,677,357	\$ 15,381,617.09	53.64%	\$ (13,295,740)	On target to receive full amount of property taxes
31112 Property Taxes Delinquent		558,991	308,055.97	55.11%	(250,935)	On target to receive full amount of property taxes
31130 Sale of Tax Title Property		3,000	63.45	2.12%	(2,937)	
31720 Leasehold Excise Tax		20,000	11,903.10	59.52%	(8,097)	
31740 Timber Excise Tax		63,000	42,370.42	67.25%	(20,630)	
33300 Indirect Federal Grants			18,432.27	new	18,432	Includes Workforce Grant
33533 State Forest Funds/DNR Timber Trust			85.17	new	85	
33710 Shared Fixed Assets - Timber		15,000	-	0.00%	(15,000)	
34160 Copier Fees		30,000	15,944.88	53.15%	(14,055)	
34161 Graphics Services Charges		7,500	7,055.58	94.07%	(444)	
34162 Printer Fees		125,000	67,117.78	53.69%	(57,882)	
34163 Fax Fees		21,000	12,080.60	57.53%	(8,919)	
34193 Orting - Service Fees		3,000	1,620.00	54.00%	(1,380)	
35970 Library Fines		500,000	228,442.96	45.69%	(271,557)	Anticipated to be about \$50,000 less by year end
36110 Investment Income		15,000	12,983.34	86.56%	(2,017)	Increased interest rates will help exceed original budget
36140 Other Interest Earned - County			3.89	new	4	
36200 Key Pen Hlth Dept Facility Rev		1,000	612.69	61.27%	(387)	
36290 Book Sales		7,000	2,734.95	39.07%	(4,265)	
36700 Foundation Donations		189,000	95,900.00	50.74%	(93,100)	
36710 Friends' Donations			147.27	new	147	
36720 Friends' Reimbursements		38,000	1,024.40	2.70%	(36,976)	
36725 Donations-Other		1,000	323.14	32.31%	(677)	
36910 Sale of Scrap and Salvage		5,000	-	0.00%	(5,000)	
36920 Unclaimed Property/Found Money		3,000	859.06	28.64%	(2,141)	
36990 Miscellaneous Revenue			646.05	new	646	
36991 Payment for Lost Materials		12,000	4,662.40	38.85%	(7,338)	
36996 Jury Duty Reimbursement			278.78	new	279	
36998 E Rate Reimbursement		415,000	191,095.15	46.05%	(223,905)	On track to receive the full amount by year end
36999 Rebates - Procurement Card		70,000	47,679.90	68.11%	(22,320)	
<b>TOTAL REVENUES</b>		<b>30,779,848</b>	<b>16,453,740.29</b>	<b>53.46%</b>	<b>(14,326,108)</b>	Overall on target for approximately 100% - 101% receipts

**GENERAL FUND  
- BUDGET -**

MIDTERM ACTUALS AS OF JUNE 30, 2017	2017 Final (12/14/16)	2017 As of 6/30/2017	% used as of As of 6/30	\$ Difference 2017 Final to 2017 Midway	Notes
<b>-----EXPENDITURE DETAIL-----</b>					
<b>PERSONNEL</b>					
51100 Salaries & Wages	\$ 15,661,261	\$ 7,522,369.22	48.03%	(8,138,892)	
51105 Additional Hours	238,300	150,957.29	63.35%	(87,343)	
51106 Shift Differential	167,525	76,349.70	45.58%	(91,175)	
51107 Substitute Hours	275,400	148,681.12	53.99%	(126,719)	
51109 Tuition Assistance Program	10,500	10,358.80	98.66%	(141)	
51200 Overtime Wages	12,400	17,535.73	141.42%	5,136	Facilities after-hours calls
52001 Industrial Insurance	178,682	61,240.53	34.27%	(117,441)	
52002 Medical Insurance	2,457,067	1,228,892.69	50.01%	(1,228,174)	Includes the High Deductible contributions in Jan & Apr
52003 FICA	1,251,962	590,378.69	47.16%	(661,583)	
52004 Retirement	1,800,779	848,780.70	47.13%	(951,998)	Will rise during second half of 2017 due to increased rates
52005 Dental Insurance	231,182	111,488.44	48.23%	(119,694)	
52006 Other Benefit (Cell Phone Allowance)	10,540	6,060.00	57.50%	(4,480)	
52010 Life and Disability Insurance	28,669	31,660.71	110.44%	2,992	
52020 Unemployment Compensation	30,500	7,436.01	24.38%	(23,064)	
52200 Uniforms	1,300	-	0.00%	(1,300)	
Total Personnel	<b>22,356,067</b>	<b>10,812,189.63</b>	<b>48.36%</b>	<b>(11,543,877)</b>	
Reduction in salaries planning budget to match projections (4%)	(894,243)			894,243	
Net Personnel	<b>21,461,824</b>	<b>10,812,189.63</b>	<b>50.38%</b>	<b>(10,649,634)</b>	
<b>MAINTENANCE &amp; OPERATIONS</b>					
53100 Office/Operating Supplies	\$ 240,800	\$ 96,480.26	40.07%	(144,320)	
53101 Custodial Supplies	60,000	31,110.55	51.85%	(28,889)	
53102 Maintenance Supplies	60,200	20,094.93	33.38%	(40,105)	
53103 A/V Processing Supplies	25,000	10,646.88	42.59%	(14,353)	
53104 Book Processing Supplies	20,000	7,250.98	36.25%	(12,749)	
53105 Training Supplies	10,700	-	0.00%	(10,700)	
53171 Graphics Supplies Sum. Reading	16,500	-	0.00%	(16,500)	
53200 Fuel	47,500	7,153.96	15.06%	(40,346)	
53500 Minor Equipment	17,400	11,452.29	65.82%	(5,948)	
53501 Furnishings	127,500	35,164.30	27.58%	(92,336)	
53502 Technology Hardware	143,300	55,977.19	39.06%	(87,323)	
53505 Software Licenses/Hosting	292,500	4,450.68	1.52%	(288,049)	
54100 Professional Services	401,840	167,741.85	41.74%	(234,098)	
54101 Legal Services	45,000	4,642.50	10.32%	(40,358)	
54102 Collection Agency	14,000	7,965.50	56.90%	(6,035)	

**GENERAL FUND  
- BUDGET -**

MIDTERM ACTUALS AS OF JUNE 30, 2017	2017 Final (12/14/16)	2017 As of 6/30/2017	% used as of As of 6/30	\$ Difference 2017 Final to 2017 Midway	Notes
54161 Resource Sharing Services	15,000	4,954.96	33.03%	(10,045)	
54162 Bibliographics Services	35,000	11,912.30	34.04%	(23,088)	
54163 Printing and Binding	9,000	-	0.00%	(9,000)	
54165 Inter Library Loan Lost Item Charges	2,500	787.58	31.50%	(1,712)	
54200 Postage	33,800	15,730.57	46.54%	(18,069)	
54201 Telephone/Data Lines	518,300	264,680.82	51.07%	(253,619)	
54300 Travel	55,000	12,249.12	22.27%	(42,751)	
54301 Mileage Reimbursements	35,250	16,792.89	47.64%	(18,457)	
54400 Advertising	47,400	7,950.92	16.77%	(39,449)	
54501 Rentals/Leases - Buildings	404,500	243,812.36	60.27%	(160,688)	
54502 Rentals/Leases - Equipment	34,600	10,086.31	29.15%	(24,514)	
54600 Insurance	233,000	838.40	0.36%	(232,162)	
54700 Electricity	235,000	123,093.06	52.38%	(111,907)	
54701 Natural Gas	15,000	6,901.08	46.01%	(8,099)	
54702 Water	29,700	10,787.81	36.32%	(18,912)	
54703 Sewer	16,200	12,227.86	75.48%	(3,972)	
54704 Refuse	31,500	9,308.49	29.55%	(22,192)	
54800 General Repairs/Maintenance	236,400	94,335.75	39.91%	(142,064)	
54801 Contracted Maintenance	591,400	361,141.45	61.07%	(230,259)	
54803 Maint. Telecomm Equipment	10,000	295.38	2.95%	(9,705)	
54900 Registrations	50,650	25,486.48	50.32%	(25,164)	
54901 Dues and Memberships	41,650	3,490.00	8.38%	(38,160)	
54902 Taxes and Assessments	29,500	17,000.67	57.63%	(12,499)	
54903 Licenses and Fees	52,650	19,133.41	36.34%	(33,517)	
54904 Miscellaneous	790	-	0.00%	(790)	
54905 Event Registration	2,000	-	0.00%	(2,000)	
55100 Intergovernmental	18,000	-	0.00%	(18,000)	Audit begins in October
Total Maintenance & Operations	<b>4,306,030</b>	<b>1,733,129.54</b>	<b>40.25%</b>	<b>(2,572,900)</b>	

**GENERAL FUND  
- BUDGET -**

MIDTERM ACTUALS AS OF JUNE 30, 2017	2017 Final (12/14/16)	2017 As of 6/30/2017	% used as of As of 6/30	\$ Difference 2017 Final to 2017 Midway	Notes
<b>MATERIALS</b>					
53401 Adult Materials	\$ 732,500	\$ 346,371.49	47.29%	(386,129)	= 12.0% of property tax revenues
53403 Periodicals	86,000	89,380.54	103.93%	3,381	
53405 Juvenile Books	527,150	223,239.84	42.35%	(303,910)	
53406 Professional Collection	1,500	670.12	44.67%	(830)	
53407 International Collection	43,000	11,702.21	27.21%	(31,298)	
53408 Audiovisual Materials - Adult	845,000	319,397.82	37.80%	(525,602)	
53409 Audiovisual Materials - Juvenile	93,500	16,693.46	17.85%	(76,807)	
53411 Electronic Info Sources	641,700	317,287.23	49.44%	(324,413)	
53412 Reference Serials	12,000	930.58	7.75%	(11,069)	
53413 Electronic Services	248,950	191,706.38	77.01%	(57,244)	
53414 Electronic Collection	395,000	286,168.54	72.45%	(108,831)	
53464 Vendor Processing Services	154,500	74,095.18	47.96%	(80,405)	
53499 Gifts - Materials	-	462.76	new	463	
Total Materials	<b>3,780,800</b>	<b>1,878,106.15</b>	<b>49.67%</b>	<b>(1,902,694)</b>	
<b>TRANSFERS, SET-ASIDES, &amp; OTHER</b>					
59700 TRANSFERS TO CIP	\$ 1,231,194	\$ -	0.00%	(1,231,194)	Transfer approved in July; will transfer in coming months
Total Transfers	<b>1,231,194</b>	<b>-</b>	<b>0.00%</b>	<b>(1,231,194)</b>	
<b>TOTAL EXPENDITURES</b>	<b>30,779,848</b>	<b>14,423,425.32</b>	<b>46.86%</b>	<b>(16,356,423)</b>	
<b>REVENUE LESS EXPENDITURES</b>	<b>-</b>	<b>2,030,314.97</b>	<b>new</b>	<b>2,030,315</b>	We are controlling expenses to be at or under budget

# Officers Reports

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# MEMO



Date: August 2, 2017

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

From: Melinda Chesbro, Deputy Director

Subject: PCLS Staff Participation at ALA Annual & TRAIN Conferences

American Library Association (ALA) held this year's annual conference in Chicago, Illinois from June 22 to 27. This year eight Pierce County Library staff members attended the conference. The conference offers a multitude of programs, a large exhibit hall, and thousands of librarians from around the country with opportunities to learn, network and share.

- Kristine Countryman, University Place Librarian presented *Aging – A New Frontier: Implications & Opportunities for Libraries and Librarians* along with other members of the ALA Reference Services Section.
- Elise DeGuiseppe, Collection Management Librarian attended as a member of the Robert F. Sibert Committee, which annually recognizes the most distinguished nonfiction children's book published in the previous year. This year the Sibert Medal was presented to Rep. John Lewis and Nate Powell for *March: Book 3*.
- Joy Kim, Customer Experience Manager attended as a member of the Public Library Association (PLA) Conference Program subcommittee, which selected programs for the 2018 PLA Conference.
- Judy Nelson, Customer Experience Manager attended as a member of two committees: Every Child Ready to Read, a joint committee of the Public Library Association and the Association for Library Services to Children and the Public Library Association/Harvard Research Family Engagement Task Force.
- Meghan Sullivan, Customer Experience Manager attended as a member of the ALA Conference Committee, which plans upcoming conferences.
- Karen Brooks, Gig Harbor Branch Manager, Gabby Fuentes, Outreach Adult Services Librarian and Steve Carmody University Place Branch Manager also attended the conference.

62 PCLS staff members from 17 branches and 5 departments attended the annual TRAIN conference, held at Pierce College – Steilacoom on June 21 and 22. TRAIN is a consortium of local, state and federal agencies that partner to share training resources. PCLS has participated in the consortium for the last eight years.

- David Seckman, Graham Senior Librarian taught *Kindness and Gratitude – Creating More Happiness and Relationships*, which was among the more well-attended classes.
- Other classes offered include *Secrets to Improving Customer Service*, *Conversational Intelligence*, *Listening Skills to Improve Communication*, *When Your Customer has an Invisible Disability*, *Working with Multiple Generations* and *Managing Your Boss: Yes, It's Part of Your Job*.

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# MEMO



Date: August 2, 2017

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

From: Melinda Chesbro

Subject: Work Plan Progress Report

So far this year I've reported on the progress of individual projects. This month I'd like to give an overview of the alignment between our activities and the Focus areas of Learning, Enjoyment & Community and the 2017 initiatives of *Build a Reading Community* and *Support Growth & Curiosity*.

**Learning: We support your growth and curiosity**

- STEM programs and collections – Science to Go backpacks with books and activities, 3D printing programming expansion, eclipse programming
- Job & Business Center computers and assistance
- Book a Librarian and technology classes to provide one-on-one and small group assistance
- Life after High School – assistance finding a first job, building skills or exploring careers

**Enjoyment: We help you enjoy your free time**

- PC Reads – community-wide reading event
- Summer Reading for kids, teens and adults
- Storytimes and Early Learning programs to build pre-reading skills
- Reader's advisory, book discussions, author visits and book club kits to assist with finding something great to read

**Community: We connect and strengthen your communities**

- Makerfest
- Topical programming & displays to respond to current events
- Our many partnerships that provide tax assistance, summer feeding for kids, museum passes and more

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# MEMO



Date: July 26, 2017

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

From: Clifford Jo, Finance & Business Director

Subject: Introduction of New Leadership Staff – Donna Morey

We are delighted to welcome new leadership staff to PCLS:

- Donna Morey is the new Finance Manager. Her previous position was the Finance Director with the White River School District.

**Pierce County Library FYI Packet**  
**Link List**  
**August 9, 2017**

**Pierce County Library in the News**

- [S-u-m-m-e-r spells reading](#) – The Dispatch
- [Vandals shoot firework into Gig Harbor library through book drop](#) – The Gateway
- [How you can get free solar eclipse-viewing glasses](#) – KING 5 News
- [At the library: Books? Check. Technology? Double-check](#) – The Senior Scene
- July 2017 Summer Reading article and other activities – The Senior Scene, see attached .PDF

**Miscellaneous**

- The Organizer, Summer 2017 – AFSCME (see attached .PDF)

# Prizes and knowledge come from Summer Reading program

Pierce County residents of all ages can improve their reading skills and earn prizes during Pierce County Library System's Summer Reading program, which started June 24 and continues through Sept. 3 at all Pierce County Library branches.

For adults, experiences include hearing from local authors, learning how to save and care for unowned cats, finding out how to power homes with solar energy, and growing edible yards. Adult rewards include gift cards to local businesses.

For people who are living in adult care facilities or are homebound, Summer Reading will come to them with books, movies and audiobooks, as well as programs and opportunities to earn prizes.

Library officials say Summer Reading involves tens of thousands of people, which strengthens community engagement, helps maintain and improve students' reading skills, and provides equitable access for learning opportunities. This year's theme, Build a Better World, offers free events for people of all ages to engage in building a better world in their community and beyond, officials said.

Another feature of the program is fine-forgiveness for people with overdue books. Throughout the summer, people can "read down" their fines. For the first ten hours of reading, children and adults can have \$5 taken off their fines.

Also during Summer Reading, library patrons can take non-perishable food items to any branch for Emergency Food Network; to help hungry families in their communities.

Contributions from CHI Franciscan Health, Gordon Thomas Honeywell, Mary Bridge Children's, and Wells Fargo to Pierce County Library Foundation help sponsor Summer Reading.

## PLACES TO GO, THINGS TO DO

### CLASSES, SEMINARS, CONFERENCES

**"Shakespeare from Page to Stage:"** Theater enrichment and dramatic readings of Shakespeare's plays. , Wednesdays July 12- 26, 10 a.m, Franke Tobey Jones, 5340 N. Bristol St., Tacoma. Information and registration: 253-756-6219.

**"Golden Age"** exercise classes: At Graham branch of Pierce County Library System (9202 224th St. E. in Graham) July 6, July 20, Aug. 10 and Aug. 24 at 10:15 a.m. Participate in flexibility and range of motion while sitting in a chair. Registration and information: taichicircle80@gmail.com, 253-720-9288.

**3-D printing:** Learn how to print clothing and household items on 3-D printers. Free classes at Pierce County Library System branches July 8 at 12 p.m. at Milton-Edge-wood, July 12 at 3 p.m. at Summit, July 20 at 10:30 a.m. at Sumner, July 28 at 2 p.m. at Steilacoom, Aug. 3 at 4 p.m. at Key Center, Aug. 8 at 2 p.m. at Fife, Aug. 19 at 10 a.m. at Bonney Lake, and Aug. 24 at 1 p.m. at Tillicum. Registration required at <http://www.piercecountylibrary.org/calendar/>.

**"Look Good, Feel Better"** skin and makeup class for women with cancer: Sponsored by American Cancer Society at Good Samaritan Hospital in Puyallup on the third Monday of each month at 2 p.m. and every other month (January, March, May, July, September, November) at 5:30 p.m. Registration: 253-697-

Saturday, noon to 4 p.m. In Lakewood's historic Colonial Center, 6211 Mt. Tacoma Drive SW. Free admission.

**Steilacoom Historical Museum:** Free admission. 1118 Rainier St. in Steilacoom. Open every weekend (excluding holidays) 1-5 p.m.  
**Tacoma History Museum:** 919 Pacific Ave. in downtown Tacoma, 11-4 p.m. Wednesday through Saturday. Admission free; donations welcome. Information: 253-472-3738.

**Washington State History Museum:** 1911 Pacific Ave., Tacoma. Free third Thursday each month. Information: 253-272-9747.

**Puget Sound Navy Museum:** Free. Monday-Saturday 10 a.m.-4 p.m., Sunday 1-4 p.m., closed Tuesday. 251 First St., Bremerton. Information: 360-627-2270.

**White River Valley Museum:** 916 H St. SE. in Auburn. Free admission first Thursday and third Sunday of each month. Noon-4 p.m.

Wednesday-Sunday, 6-8 p.m. first Thursday of each month. Information: 253-288-7433.

**Black Diamond Museum:** 32527 Railroad Ave. in Black Diamond. 360-886-2142.

**Kitsap County Historical Society and Museum:** Tuesday-Saturday, 10 a.m.-4 p.m. Information: 360-479-6226.

**Tacoma Art Museum:** Free admission on third Thursday of each month, 5-8 p.m. 1123 Pacific Ave. Information: 253-272-4258.

**Pioneer Farm Museum:** 7716 Ohop Valley Road E., Eatonville. Information: 360-832-6300.

**Nordic Heritage Museum:** 721 Pine St., Seattle. Tuesday-Saturday 10 a.m.-4 p.m., Sunday 12-4 p.m., closed Monday. Free on first Thursday of each month. 206-789-5707.

**McChord Thrift Shop:** Local military community thrift and consignment store always needs volunteers 9:30 a.m.-2 p.m. on Tuesday/Wednesday/Thursday and 4-7 p.m. on Tuesday. Flexible scheduling. Building 717 on corner of Fourth and Battery Road at McChord Field/JBLM. Information: 253-982-2468 or [www.mcchordspousesclub.com/thrift\\_shop.html](http://www.mcchordspousesclub.com/thrift_shop.html)

### REUNIONS

**McCarver Junior High/Elementary School:** Aug. 9, 11 a.m.-3 p.m. at Fircrest park. Beverages, eating utensils, condiments provided. Bring entree, salad or dessert to share. Information: Carolyn (Longen) Walker at 253-389-0165 or Andy Artz at 253-756-6833.

### BOOKS, WRITING

**Literary League Book Club:** Second Tuesday of each month at 3 p.m. at Franke Tobey Jones, 5340 N. Bristol St., Tacoma. Information and registration: 253-756-6219.

**Third Tuesday Book Group: Discussion group:** Meets third Tuesday of each month at 6:15 p.m. at Buckley branch of Pierce County Library System, 123 S. River Ave., Buckley.

**Beacon Book Club:** 415 S. 13th St., Tacoma; 12:30 p.m. Information: 253) 591-5084.

**Book Discussion Group:** Weatherly Inn, 6016 N. Highlands Parkway, Tacoma. First Friday of each month, 1:30 p.m. 253-752-9447.

### KNITTING, SEWING

**Loving Hearts knits/crochets for charity in Gig Harbor:** Every second and fourth Tuesday from 1 to 3 p.m. at Waypoint Church at 12710

LOCAL 3787



# The Organizer

SUMMER 2017

## We Are AFSCME

President's Message

By Dianne Ellis

**53<sup>rd</sup> Biennial Council 2 State Convention, Historic Davenport Hotel, Spokane Wa. was held June 9-11, 2017. Council 2 represents 117 Locals, with jurisdictions in 36 out of 39 counties, negotiating 216 Collective Bargaining Agreements. Attending this year were 212 Delegates, representing 69 Locals, 4 Fraternal Delegates and 65 guests.**

On Friday, June 9, I attended a workshop facilitated by Diana Pengruber-Education Coordinator, Council 2, titled "Strong Union Membership". In our current climate with attacks on public sector employees becoming increasingly focused and vicious, it's even more critical to examine our strength, and our ability to reach our members, current and new, in a purposeful, meaningful way that encourages participation in their local, state, and international levels.

A theme I heard in workshops, casual conversation, and from both Council 2 President Chris Dugovich, and International President Lee Saunders, is that as of today, 28 states currently prohibit union security agreements. In *Abood v. Detroit Board of Education*, (1977), a unanimous United States Supreme Court approved the cost-sharing arrangements known as "Fair share". *Friedrichs v. California Teachers Association*, (2016), was the well-planned legal assault on public unions that collapsed when the Supreme Court deadlocked, leaving in place mandatory fees allowed by law in California and 22 other mostly Democratic states, including Washington. Such fees are prohibited in "right to work" states across the South and in much of the Midwest.

Now, we face an even bigger threat, *Janus vs. AFSCME*. Although fronted by a lone state employee, this case is bankrolled by National Right to Work Foundation and the Liberty Justice Center, part of network funded by billionaires and corporate CEOs.

Under current law, *Abood vs. Board of Education*, every public service worker may choose whether or not to join the union-but the union is required to negotiate on behalf of all workers whether they join or not. Since all the workers benefit from the union's gains, it is only fair that everyone chip in toward the cost. The *Janus* case, if upheld, would make Right to Work the law of the land. If employees are not required to pay the fees, many of them probably won't, which would have a direct effect on the financial health of public-employee unions.

Therefore, one-on-one communication is vital. Direct, personal contact puts a face on the union and helps build relationships with your fellow bargaining unit brothers and sisters. Have you attended a meeting this year? Have you been personally invited? Have you taken the time to speak to a new co-worker about your union and the benefits of being active? Do you know who your officers, stewards and staff representative are? We are effective when we band together, support each other, and communicate our strengths and our opportunities for change and progress.

Will you commit to attending a general membership meeting? Speaking to a new member and inviting them to attend with you? Have you submitted your personal email to Council 2 and/or your Executive Board officers? Have you updated your mailing address with Council 2?

Mark your  
Calendar!

July 28th

Local #3787  
General  
Membership  
Meeting

7:00 p.m. at  
ACL

## Union and Library Agree to Formula for New Hire Compensation

By Dylan Carlson, Council 2 Staff Representative

As part of the 2016-2018 Collective Bargaining Agreement, the Library and Union agreed to devise an equitable formula to place newly hired employees on the salary scale. All parties agreed that new hires with relevant experience in their job should be paid above Step 1.

Starting July 1, newly hired employees will be placed on the salary scale based on “years of directly related experience.” Education will not count, only work experience is considered as part of the formula:

Years of directly related experience	Classifications – Salary step placement upon date of hire	Page Only - Salary step placement upon date of hire
<1 year	Step 1	Step 4
1-3 years	Step 2	Step 5
4-6 yrs	Step 3	Step 6
7-9 yrs	Step 4-5	Step 7
10+ yrs	Step 6	Step 8

### Examples:

- Steph has been a Page at KCLS for six months and has a bachelor’s degree. If Steph is hired as a Page at PCLS, she would be placed at Step 4 (the lowest step available for pages).
- Joey has been a Page at Timberland Library for five years and has no college degree. If Joey is hired as a Page at PCLS, he would be placed at Step 6.
- Jenny has been a maintenance worker for the City of Milton for 18 years and has no college degree. If Jenny is hired as a Maintenance Worker at PCLS, she would be placed at Step 6.

Because the union expressed concerns that existing employees might be “leapfrogged” by new hires, the Library agreed to move current employees up to the appropriate step.

If you are currently paid below Step 6 (or Step 8 for Pages), you should have recently received a letter from the Library letting you know if you qualify for a wage increase based upon your resume on file.

If you believe that the Library has not considered all of your directly related experience, you must submit an updated resume to [updatemyresume@piercecountylibrary.org](mailto:updatemyresume@piercecountylibrary.org) listing additional relevant experience **by 5pm on July 31, 2017.**

### A Newbie's View of Council 2's Convention 2017

By Margaret Bliss; GHM Assistant Branch Supervisor

I attended the 53<sup>rd</sup> Council 2 Convention, held at the historic Davenport Hotel in Spokane, as a first time delegate, so everything was new to me and I had a lot to learn. Upon registration, we were given a name tag, a really neat Union tote bag, a huge Union coffee cup and an interesting little book about the history of the Council 2. Then we registered for attendance to workshops of our choice.

My first workshop, of course, was the "New Delegate Orientation" – an overview of convention procedures. It was presented by Chris Dugovich, Council 2's president/executive director. After an introductory review of procedures, Mr. Dugovich spoke about a critical court case, [Janus vs. AFSCME](#), almost certain to be heard during the next session of the United States Supreme Court in October. This controversial case could end forced union dues payments in the public sector as a condition of employment and is also known as a "Right to Work" case. The Union seems to be expecting the decision to go to the plaintiff in the case, and has been working to prepare for that eventuality.

Another workshop was titled "Strong Union Membership Essential for Strong Union Contracts", which dealt with ideas and challenges for building membership engagement. One idea was to develop Member Action Teams (MAT) – small groups led by a steward or activist. The leader would be responsible for communicating with the rest of the group for things like membership meeting times, explaining union basics or just listening to workers and learning their issues. Another idea was to participate as a group in volunteer projects in the community.

My favorite workshop, however, was the one presented by the Women's Action Committee – "Working Across Generations". This workshop was based on the book "Sticking Points : how to get 4 generations working together in the 12 places they come apart" by Haydn Shaw. The book begins with the premise that this is the first time four different generations are working side-by-side in the workplace: the Traditionalists (born before 1945), the Baby Boomers (born 1945-1964), Gen X (born 1965-1980), and the Millennials (born 1981-2001). The sticking points concern differing attitudes toward managing time, texting, social media, organizational structure and clothing preferences. The book gives an insight on understanding the four generations. It explores how another generation thinks the way they do and how our differences can bring us together to form one unified team.

I came away from the convention with a better understanding of what our union does, how it works for us, how I can help it work and how fortunate we are to be protected by our union contract.

## A Review of Convention

by Aisha Womack

This was my third State Convention and as always, it promised a weekend of solidarity, education, and friendship. It is always good to connect and reconnect with Union members from across our state. We began Saturday morning with a rousing speech from International President Lee Saunders. I don't go to church but if I did, it would be at the church of President Saunders and the Rev. Dr. William Barber for their inspiring words and messages.

In the afternoon, I attended the workshop "Bridging the Generational Gap" presented by the Women's Action Committee. It was very informative and interesting to learn this is a unique period in time for working people. At this time, there are four generations in the workplace, each with different communication styles and needs. We also broke out into smaller groups and talked about each generation's achievements. The Baby Boomers pointed out: "We went to the moon."

The second workshop I attended was presented by Council 2's Education Coordinator, Diana Prenguber and Steve Kreisberg, AFSCME's Director of Collective Bargaining. In that workshop we learned a bit about health care costs and found out our cost of family medical insurance is extremely high compared to other Locals in our Council.

In summary, it was another fantastic convention presented by Council 2, and I appreciate their hard work to bring us all together to continue the good things we are doing for our colleagues and our communities.



As the AFSCME slogan goes: We Make America Happen...  
and *We Make Pierce County Libraries happen.*

Pictured speaking here, Lee Saunders, AFSCME International President

### **CORRECTION** to Spring 2017 Organizer

At PCLS, the Labor-Management Committee includes:

- Cheree Green, Staff Experience Director
- Dianne Ellis, Local 3787 President
- Dylan Carlson, Staff Representative, Council 2, WSCCCE AFSCME
- **Jaime Prothro, Customer Experience Director, Temporary**
- Melinda Chesbro, Deputy Director
- Michelle Angell, Local 3787 Chief Shop Steward
- Misty Erickson, Human Resources Generalist, Staff Experience

### **Save the Date!** **Library-Focused** **Steward Training** **Sunday, August 27th**

#### **Topics to be covered:**

- ⇒ Stewards as union representatives & leaders
- ⇒ Union organizing
- ⇒ Grievance, gripe, or something altogether different?
- ⇒ Round table discussion of library issues

Watch for more info



Local 3787 delegates between sessions



Library workers luncheon

### Council 2 Convention Moments



Grabbing a bite between workshops

### **Coming Soon!**

If you ordered a t-shirt, they are expected to arrive in early August. If you didn't order, but are interested, contact Aisha at SUM.



# All union members are invited to the Labor Council BBQ

## Join Us at Our Annual Solidarity Barbecue

Union-Made  
Brats!

Free Beer!

Potato Salad



Pasta Salad

Union-Recipe  
Baked Beans

Raffle  
Prizes

- ★ Share Some Old-Fashioned 'Suds & Solidarity' With Union Brothers & Sisters while enjoying an all-Union barbecue menu
- ★ Buy tickets for a chance to win fun Union-made raffle prizes!
- ★ Chat with Endorsed Candidates and Friends of Labor
- ★ All Union Members & Adult Family Members Welcome
- ★ Co-Sponsored by IBEW 76 & the Pierce County Central Labor Council, AFL-CIO

**Wednesday, August 9**  
**5:30 p.m. to 7 p.m.**  
**IBEW Local 76**

**Back Parking Lot**  
**3049 South 36th Street, Tacoma**

R.S.V.P. to:

Pierce County Central Labor Council, AFL-CIO  
(253) 473-3811 ~ [pcclc@harboret.com](mailto:pcclc@harboret.com)

2017 Barbecue Flyer.docx

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