

## AGENDA

**Regular Meeting of the Pierce County Library System Board of Trustees  
September 12, 2018 | 3:30 pm  
Gig Harbor Library | 4424 Point Fosdick Drive NW | Gig Harbor WA 98335**

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3:30 pm	02 min.	<b>Call to Order:</b> Daren Jones, Vice-Chair	
3:32 pm	05 min.	<b>Public Comment:</b> <i>This is time set aside for members of the public to speak to the Board of Trustees. Unless the item you wish to discuss is of an emergency nature, the Board ordinarily takes matters under advisement before taking action. Please sign up at the time of the meeting to speak during the Public Comment period, and limit your comments to three minutes.</i>	
3:37 pm	03 min.	<b>Consent Agenda</b>	<b>Action</b>
		<ol style="list-style-type: none"> <li>1. Approval of Minutes of August 8, 2018, Regular Meeting</li> <li>2. Approval of August 2018 Payroll, Benefits and Vouchers</li> <li>3. Unemployment Insurance Policy</li> </ol>	
3:40 pm	05 min.	<b>Board Member Reports</b>	
3:45 pm	10 min.	<b>Routine Reports</b>	
		<ol style="list-style-type: none"> <li>1. Dashboards, Georgia Lomax</li> <li>2. July 2018 Financial Report, Cliff Jo</li> <li>3. Executive Director Report, Georgia Lomax</li> <li>4. Branch Services Report, Jaime Prothro</li> </ol>	
3:55 pm		<b>Unfinished Business</b>	
	05 min.	1. Library Election Update, Georgia Lomax	
	10 min.	2. Board Metrics Update, Melinda Chesbro	
	10 min.	3. 2019 Budget and Work Plan: 2019 Budget Drivers, Cliff Jo	
4:20 pm		<b>New Business</b>	
	10 min	1. Lakewood Interlocal Agreement, Cliff Jo	
	05 min	2. Trustee Terms, Georgia Lomax	
4:35 pm	20 min	<b>Board Education and Service</b>	
		1. Gig Harbor Library & Community Presentation, Karen Brooks (Library tour will take place after adjournment)	
4:55 pm	20 min.	<b>Executive Session</b> <i>At this time on the agenda, the Board of Trustees will recess to Executive Session per RCW 42.30.110, to discuss labor and personnel issues</i>	
5:15 pm	05 min.	<b>New Business (cont.)</b>	
		2. 2019 Executive Director Salary Agreement, Cheree Green	<b>Action</b>
5:20 pm	05 min.	<b>Officers Reports:</b>	
		1. 2018 Work Plan Update	
		2. L&I Update	
		3. Employee Diversity & Inclusion Strategy	
		4. 2017 Fiscal & Accountability Audit	
5:25 pm	02 min.	<b>Announcements</b>	
5:27 pm		<b>Adjournment</b>	

# Consent Agenda

BOARD OF TRUSTEES  
PIERCE COUNTY LIBRARY SYSTEM  
REGULAR MEETING, AUGUST 8, 2018

**CALL TO ORDER**

Vice-Chair Daren Jones called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:31 pm. Board members present were Pat Jenkins and Donna Albers and Monica Butler. Rob Allen was excused.

**PUBLIC COMMENT**

Lakewood resident Mike Brandstetter, commented on the article published in the Suburban Times regarding the levy and Inter-Library loans. He shared that people in his community were supportive of the Library and many were surprised that libraries were subject to the same rules as municipalities. He shared his appreciation for the work of the Library.

**CONSENT AGENDA**

1. Approval of Minutes of the July 11, 2018, Regular Meeting
2. July 2018 Payroll, Benefits and Vouchers
  - a. Payroll Warrants 3828-3829 dated 7/1/18-7/31/18 in the amount of \$2,883.31
  - b. Payroll Disbursement Voucher dated 7/6/18 in the amount of \$999,146.00
  - c. Payroll Disbursement Voucher dated 7/21/18 in the amount of \$762,827.71
  - d. Accounts Payable Warrants 629274-629392 dated 7/1/18-7/31/18 in the amount of \$559,297.56
3. Resolution 2018-08: To Declare Furnishings and Equipment Surplus to Public Service

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

**ROUTINE REPORTS**

**Financial Report** – Finance and Business Director Cliff Jo noted the addition of a new chart depicting percentage trends for both revenue and expenditures. The Board indicated a preference for this chart over the dollar trend charts previously presented.

**Executive Director Report** – Ms. Lomax reported the Library was a featured partner at the 2018 Canoe Journey hosted by the Puyallup Tribe. The Chief Leschi School will join in the Card in Every Hand program this fall.

Ms. Lomax shared a new video about Library services.

**UNFINISHED BUSINESS**

**Library Election Update** – Ms. Lomax provided the Board with informational material that the Library will be sharing with the public about the November levy election, the Library's services and how funding is not keeping up with the costs of providing service to growing and changing communities.

**Dashboard and Statistics Update** – Deputy Director Melinda Chesbro shared samples of dashboards from other library systems. She said she would bring a draft of the new dashboard report to an upcoming meeting and expects to begin using it in January 2019.

**NEW BUSINESS**

**2019 Budget and Work Plan**

Fiscal Management Policy – Annual Review – Mr. Jo noted the Library is not recommending any changes to the policy this year. The Board had no suggestions or comments.

2019 Fiscal Year Calendar – Mr. Jo reviewed the budget calendar. In order to approve the appropriate levy certificate following certification of the November 6 levy vote, the Library will hold a Special Meeting on November 28, 2018.

2018 Property Values for 2019 Tax Levy – Residential property values are anticipated to increase by approximately 11.8% in the Library’s district. The preliminary certificate will be received in September. Regardless of the increase in property values, the Library is limited to no more than a 1% increase in its property tax revenue, plus new construction.

**OFFICERS REPORTS**

**2018 Work Plan Update** – My Next Read is a new online service providing personalized reading recommendations for customers. The soft launch was in July. Marketing will begin in September. Customers complete an online form and receive a list of reading recommendations. Customer Experience Director Jaime Prothro noted this is a part of the focus area of Enjoyment. It also example of how the strategic plan helps identify the services the Library provides.

**ANNOUNCEMENTS**

The September Board meeting will be held at the Gig Harbor Library, located at 4424 Pt. Fosdick Dr. NW, Gig Harbor WA 98335.

**ADJOURNMENT**

The meeting was adjourned at 4:50 pm on motion by Mr. Jenkins, seconded by Ms. Albers.

\_\_\_\_\_  
Georgia Lomax, Secretary

\_\_\_\_\_  
Daren Jones, Vice-Chair

## August 2018 Payroll, Benefits and Vouchers

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	3830-3831	8/1/18-8/31/18	\$4,921.51
Electronic Payments - Payroll & Acct Payable		08/06/18	\$1,084,140.50
Electronic Payments - Payroll & Acct Payable		08/21/18	\$827,259.56
Accounts Payable Warrants	629393-629522	8/1/18-8/31/18	\$736,792.48
<b>Total:</b>			<u><u>\$2,653,114.05</u></u>

**Check History Listing**  
Pierce County Library System

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Check #	Bank	Date	Paid to	Status	Can/Vd Date	Pay Period Dates	Dir Dep	Amount
3830	key	08/06/2018	GATES, BRANDI			07/16/18 - 07/31/18	0.00	1,870.90
3831	key	08/06/2018	WATTNEM, SHAN			07/16/18 - 07/31/18	0.00	3,050.61
<b>Total:</b>							<b>0.00</b>	<b>4,921.51</b>

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Checks in report: 2

**Grand Total:** 0.00 4,921.51

# Ad-hoc bank transaction (Withdrawal)

## PCL\_Company

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

Contact Name: Stacy Karabotsos  
 Contact Phone: 253-548-3451  
 Contact e-mail: [skarabotsos@piercecountylibrary.org](mailto:skarabotsos@piercecountylibrary.org)  
 Comments: 8/06/18 Payroll

Withdrawal Date: 08/06/18

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	67,964.77
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	55,586.59
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	55,586.59
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	519,637.85
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	12,796.12
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	53,949.33
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	91,652.79
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	5,567.69
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	1,922.18
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	-
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	-
PCL_Company	AWC (only on 6th paycheck)	237100	CC_Library_District	697-00	5100000	219,476.59
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	-
PCL_Company	Payroll Adjustment(s)	237100	CC_Library_District	697-00	5100000	-
<b>Total Deposit</b>						<b>\$ 1,084,140.50</b>

Certification:

Stacy Karabotsos  
 Signature ( Department Designee)

08/02/18  
 Date

Comments:

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

Contact Name: Stacy Karabotsos  
 Contact Phone: 253-548-3451  
 Contact e-mail: [skarabotsos@piercecountylibrary.org](mailto:skarabotsos@piercecountylibrary.org)  
 Comments: 8/21/18 Payroll

Withdrawal Date: 08/21/18

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	62,134.12
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	52,924.50
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	52,924.50
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	487,692.11
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	12,633.51
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	50,286.95
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	85,321.42
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	19,067.69
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	1,922.18
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	-
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	210.50
PCL_Company	AWC (only on 6th paycheck)	237100	CC_Library_District	697-00	5100000	-
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	2,142.08
PCL_Company	Payroll Adjustment(s)	237100	CC_Library_District	697-00	5100000	-
<b>Total Deposit</b>						<b>\$ 827,259.56</b>

Certification:

Stacy Karabotsos  
 Signature ( Department Designee)

08/17/18  
 Date

Comments:

**Check History Listing**  
Pierce County Library System

Bank code: key

Check #	Date	Vendor	Status	Check Total
629393	08/06/2018	007096 DAUDI J ABE		50.00
629394	08/06/2018	000363 OVERALL LAUNDRY SERV. DBA ARAMARK UNII		43.96
629395	08/06/2018	007108 BARBARA B BENEPE		50.00
629396	08/06/2018	006897 BRIAN DALBALCON PHOTOGRAPHY		659.40
629397	08/06/2018	007152 BROOME COMMUNITY COLLEGE/ILL		31.99
629398	08/06/2018	004392 CENTRAL WASHINGTON UNIVERSITY		62.00
629399	08/06/2018	006999 CIS		940.00
629400	08/06/2018	006873 DATA QUEST LLC		45.00
629401	08/06/2018	003378 NICHOLE DAVIS		700.00
629402	08/06/2018	006935 EMILY'S PAPERCRAFTS		1,400.00
629403	08/06/2018	000041 EMPLOYMENT SECURITY DEPARTMENT		7,509.00
629404	08/06/2018	005283 E-RATE EXPERTISE INC		1,125.00
629405	08/06/2018	006478 EVERGREEN MAINT LANDSCAPING		6,706.40
629406	08/06/2018	007115 GREGORY K FARLEY		250.00
629407	08/06/2018	007008 IMMACULATE FERRERIA		100.00
629408	08/06/2018	005642 HILLIS CLARK MARTIN & PETERSON		308.00
629409	08/06/2018	006907 KING COUNTY LIBRARY SYSTEM		33.95
629410	08/06/2018	007089 CHONTEL KLOBAS		300.00
629411	08/06/2018	004613 DBA KNIGHTS OF VERITAS KRON INC		400.00
629412	08/06/2018	003880 LAST LEAF PRODUCTIONS		2,350.00
629413	08/06/2018	007148 LIFE UNIVERSITY		80.78
629414	08/06/2018	007006 LIVING HISTORY LECTURES		1,200.00
629415	08/06/2018	006421 MARKHAM INVESTIGATION - (MIP)		5,161.50
629416	08/06/2018	006913 CATHERINE MCHUGH		5,500.00
629417	08/06/2018	003985 PACIFICSOURCE ADMINISTRATORS		181.75
629418	08/06/2018	001681 PITNEY BOWES		15,000.00
629419	08/06/2018	007147 VALERIE SISON		150.00
629420	08/06/2018	006561 SUNDOWNER CO		6,209.35
629421	08/06/2018	006331 SURPRISE LAKE SQUARE UNIT 257		932.53
629422	08/06/2018	000470 TACOMA PUBLIC LIBRARY		6.99
629423	08/06/2018	006079 LISA TAYLOR		750.00
629424	08/06/2018	000635 WAYNES ROOFING INC		510.22
629425	08/06/2018	000534 WCP SOLUTIONS		1,063.42
629426	08/06/2018	005576 WORKPOINTE		657.41
629427	08/06/2018	000828 AFSCME AFL-CIO		6,797.08
629428	08/06/2018	003985 PACIFICSOURCE ADMINISTRATORS		1,600.50
629429	08/06/2018	001181 PIERCE CTY LIBRARY FOUNDATION		673.32
629430	08/06/2018	007020 PIONEER CREDIT RECOVERY, INC.		250.37

**Check History Listing**  
Pierce County Library System

Bank code: key

Check #	Date	Vendor	Status	Check Total
629431	08/06/2018	006555 SOCIAL SECURITY ADMINISTRATION		150.99
629432	08/06/2018	004782 US DEPARTMENT OF EDUCATION		226.48
629433	08/06/2018	000881 WASHINGTON STATE SUPPORT REGIS		1,980.64
629434	08/06/2018	000830 BAKER & TAYLOR	V	0.00
629435	08/06/2018	000830 BAKER & TAYLOR		107,965.58
629436	08/06/2018	007097 BAKER & TAYLOR STANDING ORDER		79.94
629437	08/06/2018	000161 CENGAGE LEARNING		4,639.35
629438	08/06/2018	000847 CENTER POINT PUBLISHING		615.39
629439	08/06/2018	000180 CENTURYLINK		4,106.38
629440	08/06/2018	000180 CENTURYLINK		353.72
629441	08/06/2018	001643 IMPACT		125.69
629442	08/06/2018	000725 INFORMATION TODAY INC		301.53
629443	08/06/2018	000243 INGRAM LIBRARY SERVICES		5,485.54
629444	08/06/2018	003909 MCCALLS QUICK QUILTS		25.00
629445	08/06/2018	000352 MIDWEST TAPE	V	0.00
629446	08/06/2018	000352 MIDWEST TAPE	V	0.00
629447	08/06/2018	000352 MIDWEST TAPE	V	0.00
629448	08/06/2018	000352 MIDWEST TAPE	V	0.00
629449	08/06/2018	000352 MIDWEST TAPE	V	0.00
629450	08/06/2018	000352 MIDWEST TAPE		84,411.90
629451	08/06/2018	003398 MULTICULTURAL BOOKS & VIDEOS		3,603.80
629452	08/06/2018	000377 PUGET SOUND ENERGY		3,283.80
629453	08/06/2018	000406 RECORDED BOOKS LLC		566.42
629454	08/06/2018	000451 SEATTLE TIMES SEATTLE PI		2,202.33
629455	08/06/2018	000460 STEILACOOM TOWN OF		1,817.23
629456	08/06/2018	007151 SOPHIA TALBOTT		44.01
629457	08/07/2018	000895 COLUMBIA BANK		250.60
629458	08/07/2018	006478 EVERGREEN MAINT LANDSCAPING		5,219.51
629459	08/07/2018	000497 TILlicum COMMUNITY SERVICE CEN		1,618.41
629460	08/21/2018	000830 BAKER & TAYLOR	V	0.00
629461	08/21/2018	000830 BAKER & TAYLOR		84,467.24
629462	08/21/2018	000189 BAKER & TAYLOR ENTERTAINMENT		121.83
629463	08/21/2018	006497 KENDALL BROOKHART		204.23
629464	08/21/2018	000161 CENGAGE LEARNING		351.58
629465	08/21/2018	001780 CITY OF UNIVERSITY PLACE		86.19
629466	08/21/2018	000093 EBSCO		63.88
629467	08/21/2018	007164 SHERRI GILYARD-SMITH	V	23.99
629468	08/21/2018	000243 INGRAM LIBRARY SERVICES		3,015.77
629469	08/21/2018	007110 MIDWEST LIBRARY SERVICE		59.94

**Check History Listing**  
**Pierce County Library System**

Bank code: key

Check #	Date	Vendor	Status	Check Total
629470	08/21/2018	000352 MIDWEST TAPE	V	0.00
629471	08/21/2018	000352 MIDWEST TAPE	V	0.00
629472	08/21/2018	000352 MIDWEST TAPE		25,677.60
629473	08/21/2018	000370 PIERCE COUNTY		1,364.73
629474	08/21/2018	000897 PROQUEST INFORMATION & LEARNIN		10,693.62
629475	08/21/2018	000377 PUGET SOUND ENERGY		895.48
629476	08/21/2018	000406 RECORDED BOOKS LLC		58.54
629477	08/21/2018	001124 SUMMIT LAW GROUP PLLC		302.77
629478	08/21/2018	000463 SUMMIT WATER & SUPPLY CO		794.62
629479	08/21/2018	000541 STATE OF WASHINGTON		586.99
629480	08/21/2018	000570 WOIS THE CAREER INFORMATION SY		9,600.00
629481	08/21/2018	003778 AFLAC		5,866.14
629482	08/21/2018	000828 AFSCME AFL-CIO		6,440.72
629483	08/21/2018	001578 COLONIAL SUPPLEMENTAL INSURANC		624.66
629484	08/21/2018	003985 PACIFICSOURCE ADMINISTRATORS		1,600.50
629485	08/21/2018	003985 PACIFICSOURCE ADMINISTRATORS		150.00
629486	08/21/2018	000821 PIERCE COUNTY SUPERIOR COURT		235.02
629487	08/21/2018	001181 PIERCE CTY LIBRARY FOUNDATION		673.32
629488	08/21/2018	007020 PIONEER CREDIT RECOVERY, INC.		209.10
629489	08/21/2018	006555 SOCIAL SECURITY ADMINISTRATION		138.72
629490	08/21/2018	004782 US DEPARTMENT OF EDUCATION		208.08
629491	08/21/2018	000881 WASHINGTON STATE SUPPORT REGIS		1,977.90
629492	08/21/2018	000153 ASSOCIATED PETROLEUM PRODUCTS		5,730.05
629493	08/21/2018	007060 CLAUDIA C BRELAND		150.00
629494	08/21/2018	006482 BRICKS 4 KIDZ		900.00
629495	08/21/2018	007067 CHAMPAGNE SUNDAY		300.00
629496	08/21/2018	006873 DATA QUEST LLC		212.25
629497	08/21/2018	005862 ELITE PROPERTY INVESTMENTS LLC		10,096.48
629498	08/21/2018	006935 EMILY'S PAPERCRAFTS		1,200.00
629499	08/21/2018	000796 FLOHAWKS		2,454.81
629500	08/21/2018	007061 MATTHEW GURNSEY		1,100.00
629501	08/21/2018	006815 IDEA HATCH STEAM FOR KIDS		750.00
629502	08/21/2018	006955 MIHO AND DIEGO DUO		3,300.00
629503	08/21/2018	001586 NORTHWEST DOOR INC		159.65
629504	08/21/2018	003985 PACIFICSOURCE ADMINISTRATORS		181.75
629505	08/21/2018	000857 PIERCE COUNTY RECYCLING		402.74
629506	08/21/2018	007074 MARTINA PRESTON		320.00
629507	08/21/2018	007153 PUGET SOUND SUMI ARTISTS		100.00
629508	08/21/2018	007146 JEFFREY SAXON		150.00

**Check History Listing**  
Pierce County Library System

Bank code: key

Check #	Date	Vendor	Status	Check Total
629509	08/21/2018	001343 SCHOLASTIC INC		9,429.04
629510	08/21/2018	005827 SPRAGUE PEST SOLUTIONS		109.40
629511	08/21/2018	006331 SURPRISE LAKE SQUARE UNIT 257		8,938.91
629512	08/21/2018	006079 LISA TAYLOR		250.00
629513	08/21/2018	002000 MARY TUI		100.00
629514	08/21/2018	003719 UNIQUE MANAGEMENT SERVICES		1,029.25
629515	08/21/2018	004022 US BANK		46,817.13
629516	08/21/2018	004022 US BANK		114,122.22
629517	08/21/2018	004022 US BANK		71,152.40
629518	08/21/2018	004022 US BANK		923.45
629519	08/21/2018	007002 WALTER SPROWLS		200.00
629520	08/21/2018	000541 STATE OF WASHINGTON		50.00
629521	08/21/2018	000635 WAYNES ROOFING INC		781.64
629522	08/28/2018	007164 SHERRI GILYARD-SMITH		23.99
<b>key Total:</b>				<b>736,792.48</b>
<b>Total Checks:</b>				<b>736,792.48</b>

130 checks in this report

# MEMO



Date: August 29, 2018

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

From: Clifford Jo, Finance & Business Director

Subject: Unemployment Insurance Policy

Attached is a draft of the Unemployment Insurance Policy for your consideration and approval by motion. Because we participate in Employment Security Department's unemployment insurance program, we are considered a self-insured organization. We have been following the terms contained within this policy since 2010 and the work is being done as required, so we are formalizing it into a Board policy.

## **Unemployment Insurance**

### **Policy Statement**

It is the policy of Pierce County Library System (Library) to participate in the Employment Security Department's (ESD) unemployment insurance program.

### **Policy**

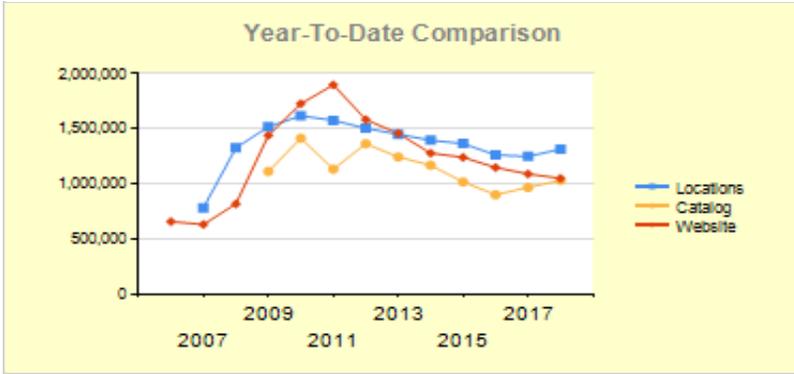
In Washington State law, the Library is considered a political subdivision, to which ESD assigns the category of reimbursable costs for unemployment insurance claims. Reimbursement-based unemployment programs are a form of self-insurance upon which the entity assumes the risk in satisfying payment of claims. As such, it is the policy that the Library maintain adequate annual funds for paying quarterly claims as invoiced by ESD. During the creation of the following fiscal year's budget, the Library will review all claims billed for the most recent four quarters and adjust the budget accordingly for the following fiscal year. Records are maintained in the Staff Experience Department and are stored in accordance to records retention laws.

DRAFT

# Routine Reports

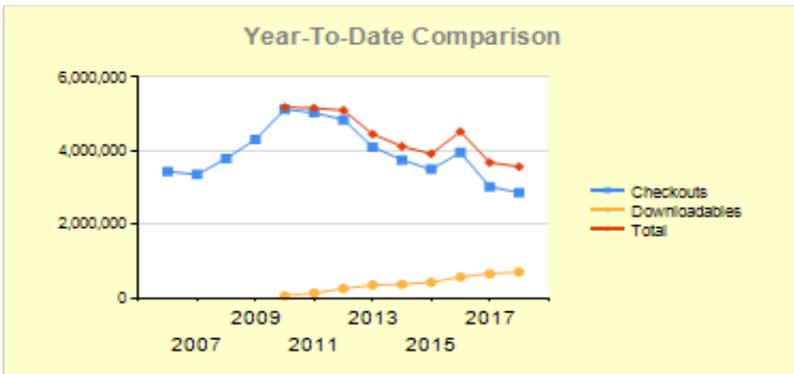
## CUSTOMER SERVICE/PHILANTHROPY DASHBOARD - JULY

### VISITS



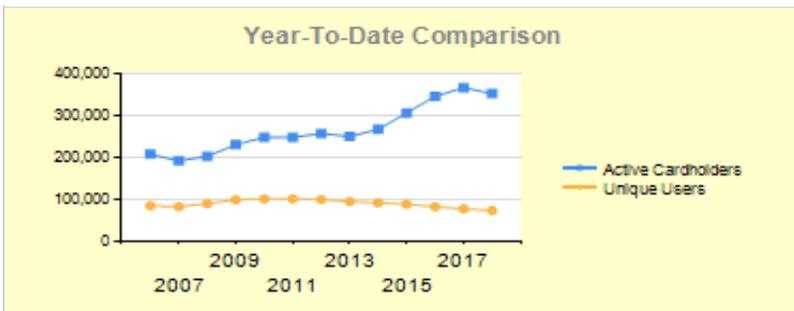
	July		% Change
	2017	2018	
Door Count	188,884	207,987	10.11%
Catalog	136,601	147,185	7.75%
Website	152,306	148,988	-2.18%
Job & Business Portal	3,540	3,099	-12.46%
Military Portal	766	430	-43.86%
<b>Total</b>	<b>482,097</b>	<b>507,689</b>	<b>5.31%</b>

### CHECKOUTS



	July		% Change
	2017	2018	
Checkouts	467,879	437,279	-6.54%
Downloadables	99,719	109,154	9.46%
<b>Total</b>	<b>567,598</b>	<b>546,433</b>	<b>-3.73%</b>

### CUSTOMERS



	July		% Change
	2017	2018	
Active Cardholders	367,915	353,211	-4.00%
New Cards	3,402	3,614	6.23%
Checkout Transactions	79,221	72,483	-8.51%
Unique Users	35,731	33,909	-5.10%

### BRANCH CLOSURES

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

# 2017 - 2018 Fundraising Performance Report

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

Prepared: August 2018



**Memor Society**

6 Commitments

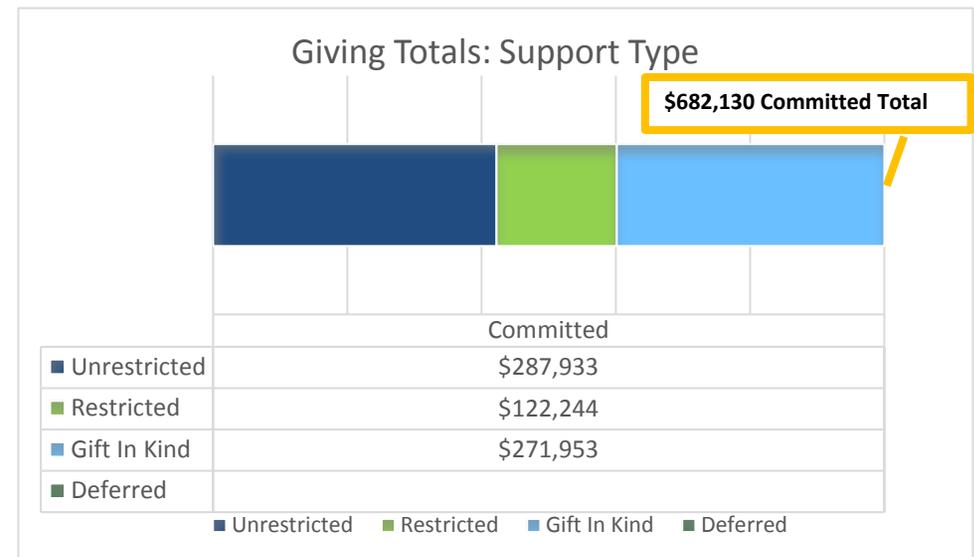
Goal 12 Members

**Endowment**

\$40,000

**Capital**

Gifts reflected when received.



# Monthly Financial Reports

## July 31, 2018

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

### General Fund

#### July

- **53501. Phase 2 of Ergonomic project—ergonomic chair purchases (\$16,151).**
- **54100. Payment for Leadership Academy (\$8,000)—final payment will be after the graduation ceremony.**

#### April – June (Quarter 2)

- 53505. Annual renewal costs for Polaris, Anti-Virus subscription, and Applicant Tracking System (approximately \$216,800).
- 54200. Postage for Spring Focus Direct Mail (approximately \$20,000).
- 31111. We have collected just over 53% of our annual current property taxes. This is almost exactly the same percentage as last year at this time. Delinquent taxes are being collected at a rate 1% higher than last year.
- 36700. Foundation donations for Pierce County Conversations and Summer Reading.
- 53501. Stacking chairs and carts @ Fife.
- 54100. PC Reads (approximately \$12,000).
- 54103. Employee survey and public opinion polls (approximately \$20,000).
- 54905. Payment from outside organizations for the Pacific Northwest Consortium event.
- 31111. We have collected just under 45% of our annual current property taxes. This is approximately 3% higher than last year at this time. This is consistent with delinquent tax collections as well which are just under 2% higher than last year.
- 36110. Investment income thus far totals \$11,127 – up from \$3,353 in April 2017. This is due primarily to a steady increase in interest rates and a change to the timing of investments related to the new accounts payable schedule.
- 53499. Reclassification of items incorrectly coded to Gifts.
- Warrants Payable (Balance Sheet Account). This account does not typically carry a negative balance which was caused by a batch of accounts payable invoices that were paid in April but posted in May. This will self-correct itself in May.

#### January – March (Quarter 1)

- 31111. We have collected 5.07% of our property taxes through the month of March. This is consistent with last year at this time when taxes collected represented 5.21% of the total.
- 36700. Foundation funds for print services (classified incorrectly – will appear corrected in April as Graphics Service Charges).
- 54903. Reclassification of Association of Washington Cities annual assessment from Licenses & Fees (54903) to Dues & Memberships (54901).
- 36110. Interest rates have increased to 1.428%.
- January Foundation distribution (unanticipated) – Baby Books To Go, various branches, Tuition Assistance
- 53411. Several subscription renewals (Cengage, Value Line Publishing, Proquest, Recorded Books, etc.)
- 31111 & 31112. Tax collections through March 21<sup>st</sup> (as reported by the Pierce County Treasurer) were just over \$700,000. These collections are not posted to our account until the last day of the month. We should receive approximately \$1,000,000 through the 31<sup>st</sup>.
- 36110. Interest rates have increased to 1.275%.
- 36998. We received an E-Rate payment in the amount of \$184,886.
- 52002. Medical insurance is inflated in January. This is related to the first HSA payment made to employees (\$750 benefit for 76 employees). This will occur again in April.
- 54201. Comcast refund from a closed account.

### Capital Improvement Projects Fund

#### July

- **No significant activity**

#### April – June (Quarter 2)

- 36700. Foundation payment for the South Hill capital project. This was a prior commitment to be paid over a three year term.
- 54103. (Encumbrance) EHS International Inc. – environmental assessment and investigation @ Buckley

#### January – March (Quarter 1)

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

**Debt Service Fund**

- No significant activity

**Special Purpose Fund**

**July**

- **No significant activity**

April – June (Quarter 2)

- Election Cost budget created and increased transfer established

**PIERCE COUNTY LIBRARY SYSTEM  
STATEMENT OF FINANCIAL POSITION  
July 31, 2018**

	GENERAL FUND	SPECIAL PURPOSE FUND	DEBT SERVICE FUND	CAPITAL IMPROVEMENT PROJECTS FUND
<b>ASSETS</b>				
<b>Current Assets</b>				
Cash	\$ 305,347	\$ 2,467	\$ 463	\$ 73,731
Investments	\$ 6,630,000	\$ 996,000	\$ 85,000	\$ 1,310,000
<b>Total Current Assets</b>	<b>\$ 6,935,347</b>	<b>\$ 998,467</b>	<b>\$ 85,463</b>	<b>\$ 1,383,731</b>
<b>TOTAL ASSETS</b>	<b>\$ 6,935,347</b>	<b>\$ 998,467</b>	<b>\$ 85,463</b>	<b>\$ 1,383,731</b>
<b>LIABILITIES</b>				
<b>Current Liabilities</b>				
Warrants Payable	\$ 142	\$ -	\$ -	\$ -
Sales Tax Payable	\$ 2,149	\$ -	\$ -	\$ -
Payroll Payable	\$ 112,963	\$ -	\$ -	\$ -
<b>Total Current Liabilities</b>	<b>\$ 115,255</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL LIABILITIES</b>	<b>\$ 115,255</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FUND BALANCE</b>				
Reserve for Encumbrances	\$ 927,759	\$ -	\$ -	\$ 234,245
Election Set-Aside	\$ -	\$ 360,000	\$ -	\$ -
Land/Property/Facility Set-Aside	\$ -	\$ 638,467	\$ -	\$ -
Unreserved Fund Balance	\$ 5,892,334	\$ -	\$ 85,463	\$ 1,149,486
<b>TOTAL FUND BALANCE</b>	<b>\$ 6,820,093</b>	<b>\$ 998,467</b>	<b>\$ 85,463</b>	<b>\$ 1,383,731</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 6,935,347</b>	<b>\$ 998,467</b>	<b>\$ 85,463</b>	<b>\$ 1,383,731</b>
<hr/>				
<b>BEGINNING FUND BALANCE, 01/01/18</b>	<b>\$ 6,443,991</b>	<b>\$ 990,117</b>	<b>\$ 84,726</b>	<b>\$ 1,390,170</b>
YTD Revenue	\$ 17,271,962	\$ 8,350	\$ 738	\$ 41,477
Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -
YTD Expenditures	\$ (16,895,860)	\$ -	\$ -	\$ (47,915)
<b>ENDING FUND BALANCE, 06/30/18</b>	<b>\$ 6,820,093</b>	<b>\$ 998,467</b>	<b>\$ 85,463</b>	<b>\$ 1,383,731</b>
<b>TAXES RECEIVABLE</b>	<b>\$ 14,597,041</b>	<b>N/A</b>	<b>\$ 0</b>	<b>N/A</b>

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

	<i>HISTORICAL</i> 7/31/2017	<i>HISTORICAL</i> 8/31/2017	<i>HISTORICAL</i> 9/30/2017	<i>HISTORICAL</i> 10/31/2017	<i>HISTORICAL</i> 11/30/2017	<i>HISTORICAL</i> 12/31/2017	<i>HISTORICAL</i> 1/31/2018	<i>HISTORICAL</i> 2/28/2018	<i>HISTORICAL</i> 3/31/2018	<i>HISTORICAL</i> 4/30/2018	<i>CURRENT</i> 5/31/2018	<i>CURRENT</i> 6/30/2018	<i>CURRENT</i> 7/31/2018
<b>ASSETS</b>													
<b>Current Assets</b>													
Cash	\$ 2,028,042	\$ 2,125,174	\$ 2,494,583	\$ 10,266,107	\$ 2,668,110	\$ 330,760	\$ 458,797	\$ 601,524	\$ 1,261,791	\$ 11,172,984	\$ 2,712,123	\$ 266,955	\$ 305,347
Investments	\$ 4,750,000	\$ 2,750,000	\$ 750,000	\$ 750,000	\$ 7,155,000	\$ 7,300,000	\$ 4,400,000	\$ 2,270,000	\$ 325,000	\$ -	\$ 8,750,000	\$ 8,800,000	\$ 6,630,000
<b>Total Current Assets</b>	<b>\$ 6,778,042</b>	<b>\$ 4,875,174</b>	<b>\$ 3,244,583</b>	<b>\$ 11,016,107</b>	<b>\$ 9,823,110</b>	<b>\$ 7,630,760</b>	<b>\$ 4,858,797</b>	<b>\$ 2,871,524</b>	<b>\$ 1,586,791</b>	<b>\$ 11,172,984</b>	<b>\$ 11,462,123</b>	<b>\$ 9,066,955</b>	<b>\$ 6,935,347</b>
<b>TOTAL ASSETS</b>	<b>\$ 6,778,042</b>	<b>\$ 4,875,174</b>	<b>\$ 3,244,583</b>	<b>\$ 11,016,107</b>	<b>\$ 9,823,110</b>	<b>\$ 7,630,760</b>	<b>\$ 4,858,797</b>	<b>\$ 2,871,524</b>	<b>\$ 1,586,791</b>	<b>\$ 11,172,984</b>	<b>\$ 11,462,123</b>	<b>\$ 9,066,955</b>	<b>\$ 6,935,347</b>
<b>LIABILITIES</b>													
<b>Current Liabilities</b>													
Warrants Payable	\$ 48,704	\$ 294,348	\$ (34,432)	\$ 66	\$ (144)	\$ 1,045,213	\$ 6,765	\$ 6,730	\$ 61,835	\$ (15,003)	\$ -	\$ 142	\$ 142
Sales Tax Payable	\$ 3,810	\$ 5,130	\$ 3,786	\$ 2,789	\$ 2,553	\$ 2	\$ 1,718	\$ 1,694	\$ 2,935	\$ 2,905	\$ 2,206	\$ 1,481	\$ 2,149
Payroll Payable	\$ 24,781	\$ 38,194	\$ 52,781	\$ 110,819	\$ 127,875	\$ 141,553	\$ 105,963	\$ 122,423	\$ 142,843	\$ 112,083	\$ 128,499	\$ 144,913	\$ 112,963
<b>Total Current Liabilities</b>	<b>\$ 77,294</b>	<b>\$ 337,671</b>	<b>\$ 22,135</b>	<b>\$ 113,674</b>	<b>\$ 130,284</b>	<b>\$ 1,186,769</b>	<b>\$ 114,446</b>	<b>\$ 130,847</b>	<b>\$ 207,613</b>	<b>\$ 99,985</b>	<b>\$ 130,705</b>	<b>\$ 146,536</b>	<b>\$ 115,255</b>
<b>TOTAL LIABILITIES</b>	<b>\$ 77,294</b>	<b>\$ 337,671</b>	<b>\$ 22,135</b>	<b>\$ 113,674</b>	<b>\$ 130,284</b>	<b>\$ 1,186,769</b>	<b>\$ 114,446</b>	<b>\$ 130,847</b>	<b>\$ 207,613</b>	<b>\$ 99,985</b>	<b>\$ 130,705</b>	<b>\$ 146,536</b>	<b>\$ 115,255</b>
<b>FUND BALANCE</b>													
Reserve for Encumbrance	\$ 793,080	\$ 626,005	\$ 653,420	\$ 620,137	\$ 615,538	\$ -	\$ 1,297,073	\$ 1,294,634	\$ 1,246,589	\$ 1,144,590	\$ 1,222,274	\$ 959,916	\$ 927,759
Net Excess (Deficit)	\$ (1,035,590)	\$ (3,031,760)	\$ (4,374,230)	\$ 3,339,038	\$ 2,635,030	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unreserved Fund Balance	\$ 6,943,258	\$ 6,943,258	\$ 6,943,258	\$ 6,943,258	\$ 6,442,258	\$ 6,443,991	\$ 3,447,278	\$ 1,446,043	\$ 132,590	\$ 9,928,409	\$ 10,109,145	\$ 7,960,503	\$ 5,892,334
<b>TOTAL FUND BALANCE</b>	<b>\$ 6,700,748</b>	<b>\$ 4,537,503</b>	<b>\$ 3,222,448</b>	<b>\$ 10,902,433</b>	<b>\$ 9,692,826</b>	<b>\$ 6,443,991</b>	<b>\$ 4,744,351</b>	<b>\$ 2,740,677</b>	<b>\$ 1,379,178</b>	<b>\$ 11,072,999</b>	<b>\$ 11,331,419</b>	<b>\$ 8,920,419</b>	<b>\$ 6,820,093</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 6,778,042</b>	<b>\$ 4,875,174</b>	<b>\$ 3,244,583</b>	<b>\$ 11,016,107</b>	<b>\$ 9,823,110</b>	<b>\$ 7,630,760</b>	<b>\$ 4,858,797</b>	<b>\$ 2,871,524</b>	<b>\$ 1,586,791</b>	<b>\$ 11,172,984</b>	<b>\$ 11,462,123</b>	<b>\$ 9,066,955</b>	<b>\$ 6,935,347</b>
<b>PROPERTY TAXES RECEIVABLE</b>	<b>\$ 14,000,000</b>	<b>\$ 13,867,876</b>	<b>\$ 13,347,965</b>	<b>\$ 3,196,537</b>	<b>\$ 786,632</b>	<b>\$ 663,874</b>	<b>\$ 30,880,445</b>	<b>\$ 30,199,556</b>	<b>\$ 30,650,910</b>	<b>\$ 28,418,336</b>	<b>\$ 14,708,135</b>	<b>\$ 14,597,041</b>	<b>\$ 14,479,270</b>

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

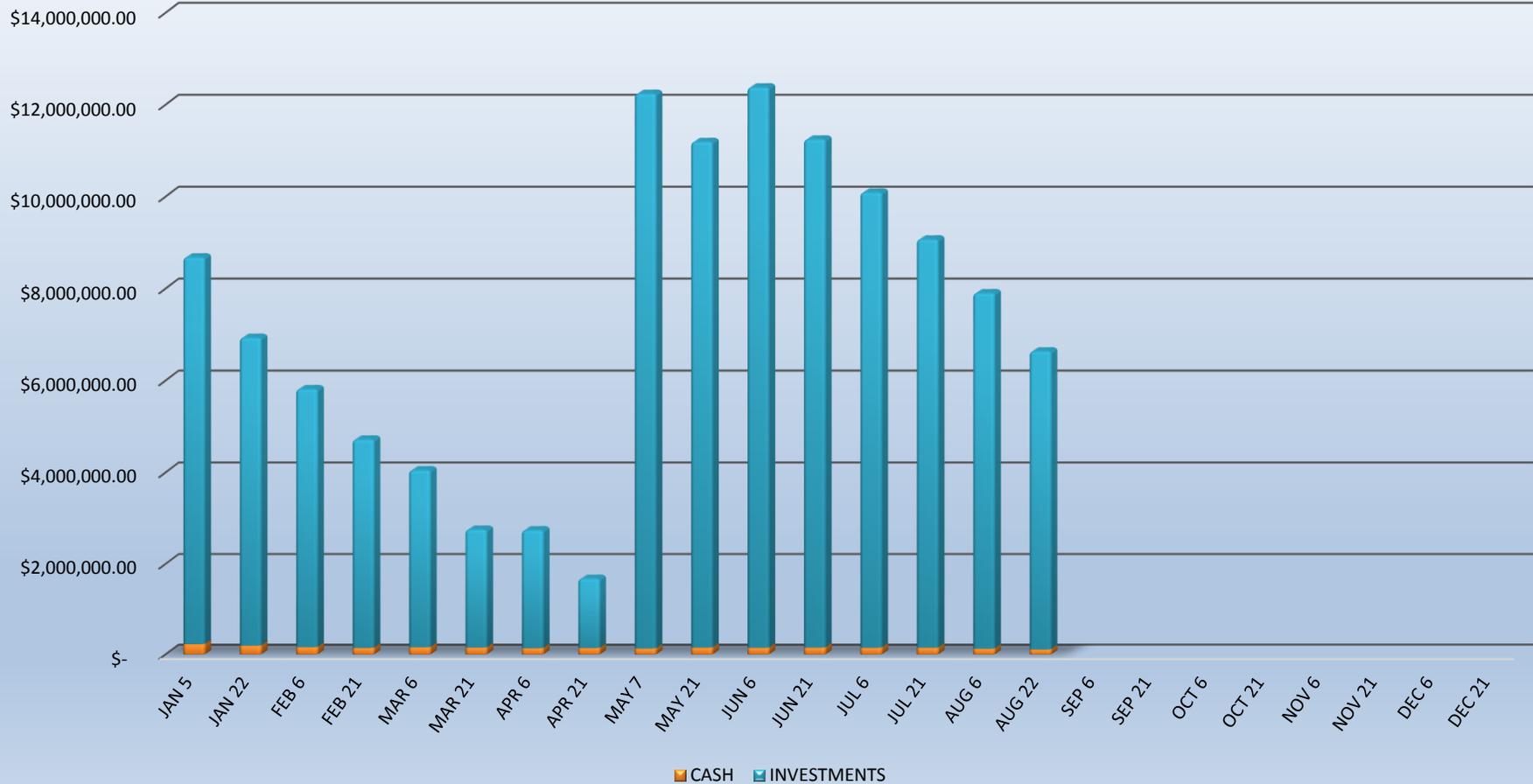
<b>GENERAL FUND - 01</b>	<b>2018 BUDGET</b>	<b>YEAR TO DATE</b>	<b>ENCUMBRANCES</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>					
Property Tax & Related Income	\$ 30,229,200	\$ 16,383,664	\$ -	\$ 13,845,536	54%
Other Revenue	\$ 1,744,500	\$ 888,299	\$ -	\$ 856,201	51%
<b>TOTAL REVENUE</b>	<b>\$ 31,973,700</b>	<b>\$ 17,271,962</b>	<b>\$ -</b>	<b>\$ 14,701,738</b>	<b>54%</b>
<b>EXPENDITURES</b>					
Personnel/Taxes and Benefits	\$ 22,713,883	\$ 13,051,595	\$ -	\$ 9,662,288	57%
Materials	\$ 3,557,900	\$ 1,744,588	\$ -	\$ 1,813,312	49%
Maintenance and Operations	\$ 5,116,917	\$ 2,099,677	\$ -	\$ 3,017,240	41%
Transfers Out	\$ 585,000	\$ -	\$ -	\$ 585,000	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 31,973,700</b>	<b>\$ 16,895,860</b>	<b>\$ -</b>	<b>\$ 15,077,840</b>	<b>53%</b>
Excess/(Deficit)		\$ 376,102			
Additional Transfers Out		-			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 376,102</b>			

<b>SPECIAL PURPOSE FUND - 15</b>	<b>2018 BUDGET</b>	<b>YEAR TO DATE</b>	<b>ENCUMBRANCES</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>					
Use of Fund Balance	\$ 360,000	\$ -	\$ -	\$ 360,000	0%
Transfers In	\$ 300,000	\$ -	\$ -	\$ 300,000	0%
Investment Income	\$ -	\$ 8,350	\$ -	\$ (8,350)	-
<b>TOTAL REVENUE</b>	<b>\$ 660,000</b>	<b>\$ 8,350</b>	<b>\$ -</b>	<b>\$ 651,650</b>	<b>1%</b>
<b>EXPENDITURES</b>					
Election Costs	\$ 660,000	\$ -	\$ -	\$ 660,000	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 660,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 660,000</b>	<b>0%</b>
Excess/(Deficit)		\$ 8,350			
Additional Transfers In		\$ -			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 8,350</b>			

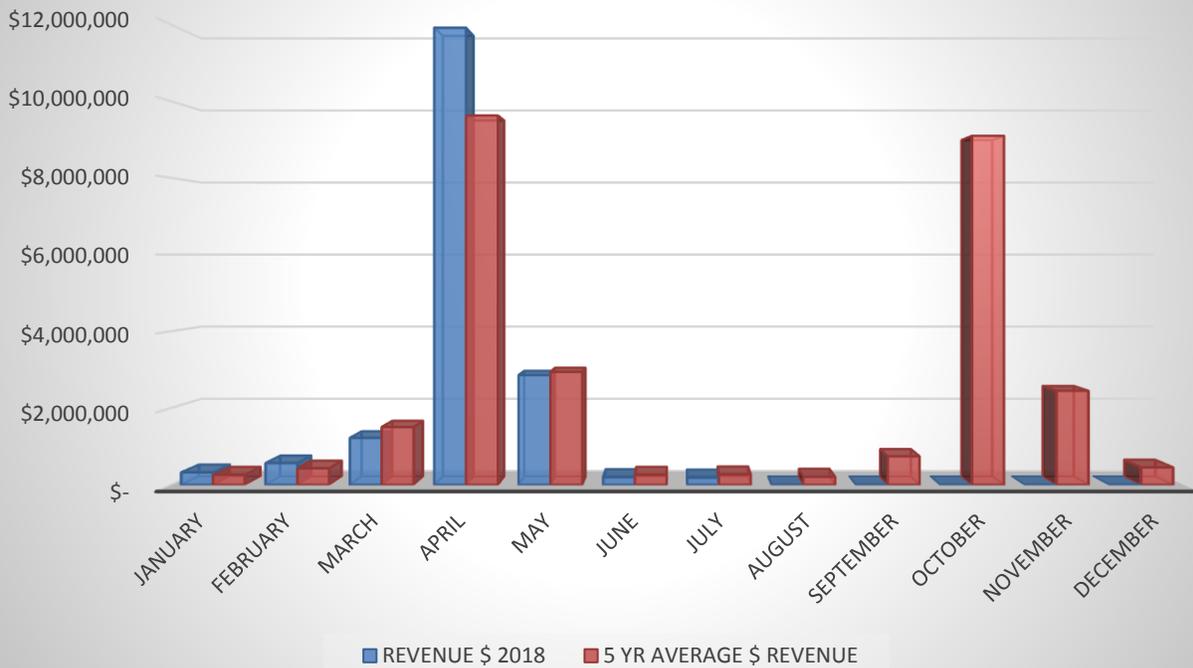
<b>DEBT SERVICE FUND - 20</b>	<b>2018 BUDGET</b>	<b>YEAR TO DATE</b>	<b>ENCUMBRANCES</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>					
Property Tax & Related Income	\$ -	\$ 738	\$ -	\$ (738)	-
Other Revenue	\$ -	\$ -	\$ -	\$ -	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 738</b>	<b>\$ -</b>	<b>\$ (738)</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 738</b>			

<b>CAPITAL IMPROVEMENT PROJECTS FUND - 30</b>	<b>2018 BUDGET</b>	<b>YEAR TO DATE</b>	<b>ENCUMBRANCES</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>					
Use of Fund Balance	\$ 100,000	\$ -	\$ -	\$ 100,000	0%
Transfers In	\$ 285,000	\$ -	\$ -	\$ 285,000	0%
Other Revenue	\$ -	\$ 41,477	\$ -	\$ (41,477)	-
<b>TOTAL REVENUE</b>	<b>\$ 385,000</b>	<b>\$ 41,477</b>	<b>\$ -</b>	<b>\$ 343,523</b>	<b>11%</b>
<b>EXPENDITURES</b>					
Capital Improvement Projects	\$ 385,000	\$ 47,915	\$ 234,245	\$ 102,839	73%
<b>TOTAL EXPENDITURES</b>	<b>\$ 385,000</b>	<b>\$ 47,915</b>	<b>\$ 234,245</b>	<b>\$ 102,839</b>	<b>73%</b>
Excess/(Deficit)		\$ (6,438)			
Additional Transfers In		-			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ (6,438)</b>			

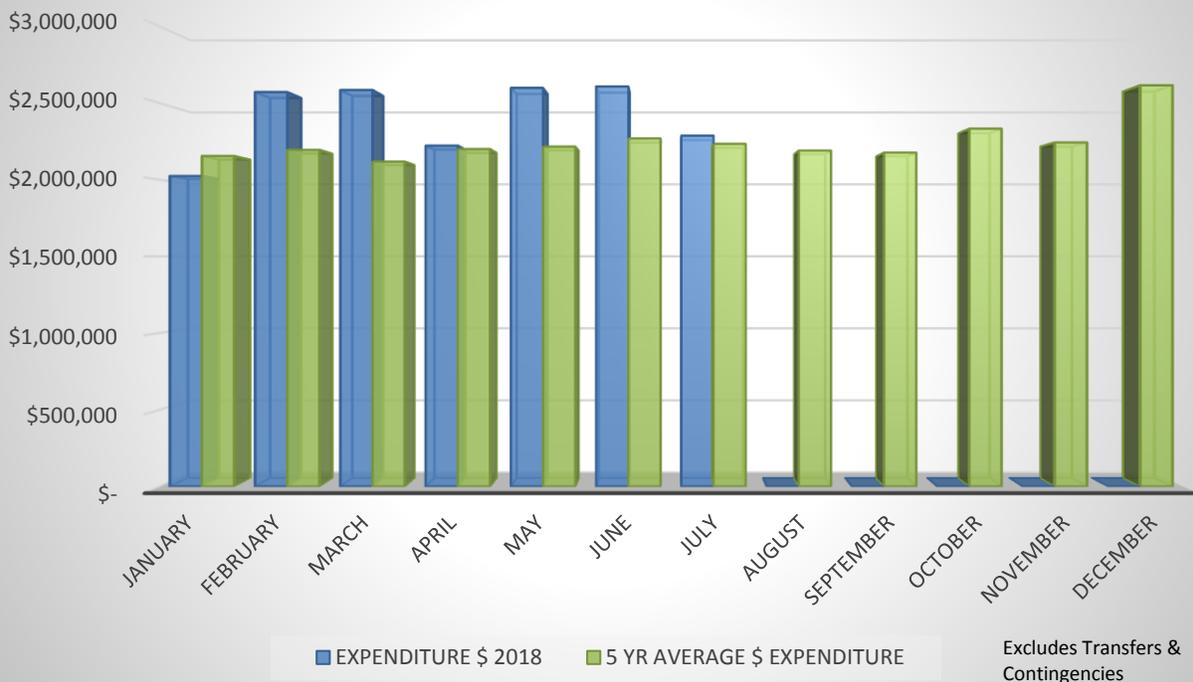
### CASH & INVESTMENTS - SEMI-MONTHLY 2018 - ALL FUNDS COMBINED (EXCLUDES DEBT SERVICE FUND)



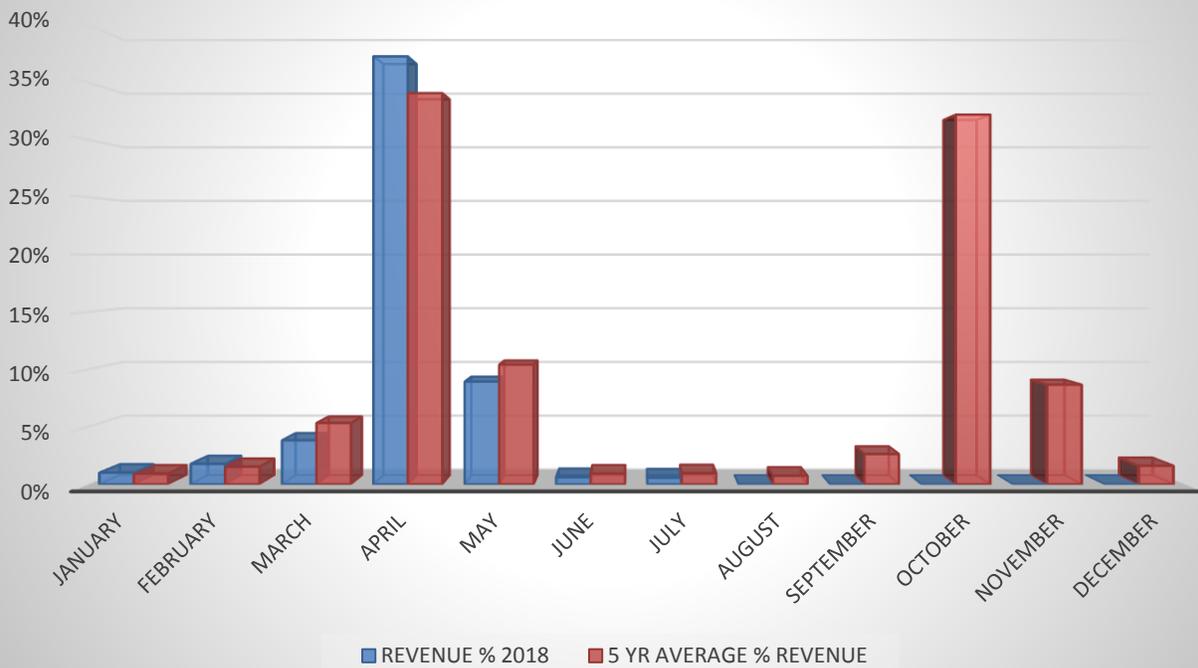
### GENERAL FUND - REVENUE TREND (\$) 2018



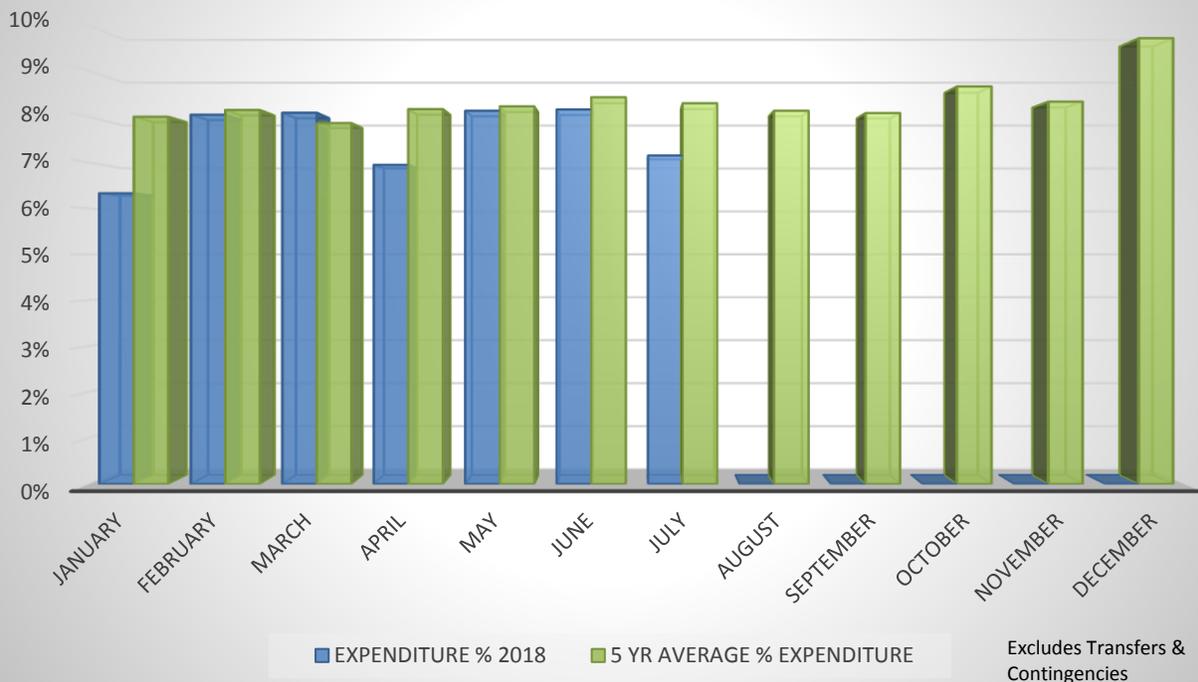
### GENERAL FUND - EXPENDITURE TREND (\$) 2018



### GENERAL FUND - REVENUE TREND (%) 2018



### GENERAL FUND - EXPENDITURE TREND (%) 2018



Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 7/31/2018

**FUND: GENERAL FUND (01)**

Object	2018 Budget	July Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
31111 PROPERTY TAXES CURRENT	29,502,700.00	94,540.32	15,925,562.32	0.00	13,577,137.68	53.98
31112 PROPERTY TAXES DELINQUENT	575,500.00	24,246.58	336,994.84	0.00	238,505.16	58.56
31130 SALE OF TAX TITLE PROPERTY	3,000.00	0.00	6,446.28	0.00	(3,446.28)	214.88
31720 LEASEHOLD EXCISE TAX	20,000.00	0.00	12,873.09	0.00	7,126.91	64.37
31740 TIMBER EXCISE TAX	63,000.00	0.00	36,453.98	0.00	26,546.02	57.86
<b>TAXES:</b>	<b>30,164,200.00</b>	<b>118,786.90</b>	<b>16,318,330.51</b>	<b>0.00</b>	<b>13,845,869.49</b>	<b>54.10</b>
33345 PLAY TO LEARN - FED INDIRECT	0.00	0.00	1,925.10	0.00	(1,925.10)	0.00
33533 STATE FOREST FUNDS/DNR TIMBER TRU	0.00	4,291.93	5,376.93	0.00	(5,376.93)	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	2,487.34	19,309.67	0.00	10,690.33	64.37
34161 GRAPHICS SERVICES CHARGES	7,500.00	52.00	7,095.39	0.00	404.61	94.61
34162 PRINTER FEES	125,000.00	9,798.45	73,638.58	0.00	51,361.42	58.91
34163 FAX FEES	21,000.00	2,160.38	14,466.86	0.00	6,533.14	68.89
34193 ORTING - SERVICE FEES	3,000.00	810.00	1,620.00	0.00	1,380.00	54.00
34730 INTERLIBRARY LOAN FEES	0.00	0.00	311.13	0.00	(311.13)	0.00
35970 LIBRARY FINES	400,000.00	34,548.32	262,463.52	0.00	137,536.48	65.62
36110 INVESTMENT INCOME	50,000.00	11,746.88	47,244.89	0.00	2,755.11	94.49
36140 OTHER INTEREST EARNED - COUNTY	0.00	2.57	14.53	0.00	(14.53)	0.00
36200 KEY PEN HLTH DEPT FACILITY REV	1,000.00	641.41	960.44	0.00	39.56	96.04
36290 BOOK SALES	7,000.00	2.00	1,243.76	0.00	5,756.24	17.77
36700 FOUNDATION DONATIONS	403,265.00	0.00	70,231.94	0.00	333,033.06	17.42
36705 AWC GRANT	0.00	0.00	500.00	0.00	(500.00)	0.00
36720 FRIENDS' REIMBURSEMENTS	0.00	0.00	1,607.86	0.00	(1,607.86)	0.00
36725 DONATIONS - OTHER	104,735.00	14.07	2,291.65	0.00	102,443.35	2.19
36910 SALE OF SURPLUS	5,000.00	20.00	1,819.64	0.00	3,180.36	36.39
36920 FOUND MONEY	3,000.00	47.39	401.15	0.00	2,598.85	13.37
36990 MISCELLANEOUS REVENUE	0.00	(10.18)	(119.28)	0.00	119.28	0.00
36991 PAYMENT FOR LOST MATERIALS	12,000.00	814.89	5,065.07	0.00	6,934.93	42.21
36996 JURY DUTY REIMBURSEMENT	0.00	0.00	160.00	0.00	(160.00)	0.00
36998 E RATE REIMBURSEMENT	552,000.00	0.00	381,875.14	0.00	170,124.86	69.18
36999 REBATES - PROCUREMENT CARD	70,000.00	0.00	36,970.10	0.00	33,029.90	52.81
<b>CHARGES OTHER:</b>	<b>1,809,500.00</b>	<b>67,427.45</b>	<b>936,474.07</b>	<b>0.00</b>	<b>873,025.93</b>	<b>51.75</b>
39510 SALE OF FIXED ASSETS (GOV)	0.00	395.25	12,696.67	0.00	(12,696.67)	0.00
39520 INSURANCE RECOVERIES - ASSETS	0.00	0.00	4,460.97	0.00	(4,460.97)	0.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>31,973,700.00</b>	<b>186,609.60</b>	<b>17,271,962.22</b>	<b>0.00</b>	<b>14,701,737.78</b>	<b>54.02</b>
<b>EXPENSE ACCOUNTS</b>						
51100 SALARIES AND WAGES	16,387,700.00	1,270,687.92	9,034,590.26	0.00	7,353,109.74	55.13
51105 ADDITIONAL HOURS	225,400.00	22,650.77	150,255.25	0.00	75,144.75	66.66
51106 SHIFT DIFFERENTIAL	165,600.00	16,521.67	98,792.59	0.00	66,807.41	59.66
51107 SUBSTITUTE HOURS	279,000.00	26,971.68	196,890.80	0.00	82,109.20	70.57
51109 TUITION ASSISTANCE PROGRAM	17,975.00	0.00	7,941.87	0.00	10,033.13	44.18
51200 OVERTIME WAGES	12,400.00	3,581.83	13,336.87	0.00	(936.87)	107.56
51999 ADJ WAGE/SALARY TO MATCH PLAN	(597,110.00)	0.00	0.00	0.00	(597,110.00)	0.00
52001 INDUSTRIAL INSURANCE	178,430.00	10,466.04	74,412.77	0.00	104,017.23	41.70
52002 MEDICAL INSURANCE	2,482,604.00	182,466.99	1,390,930.83	0.00	1,091,673.17	56.03
52003 F.I.C.A.	1,305,772.00	99,032.79	708,358.82	0.00	597,413.18	54.25

**FUND: GENERAL FUND (01)**

Object	2018 Budget	July Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>EXPENSE ACCOUNTS</b>						
52004 RETIREMENT	2,135,279.00	161,900.73	1,165,435.98	0.00	969,843.02	54.58
52005 DENTAL INSURANCE	230,396.00	17,756.69	125,881.20	0.00	104,514.80	54.64
52006 OTHER BENEFIT	10,800.00	1,460.00	9,660.00	0.00	1,140.00	89.44
52010 LIFE AND DISABILITY INSURANCE	74,327.00	6,173.02	43,549.99	0.00	30,777.01	58.59
52020 UNEMPLOYMENT COMPENSATION	30,500.00	0.00	31,557.29	0.00	(1,057.29)	103.47
52200 UNIFORMS	1,300.00	0.00	0.00	0.00	1,300.00	0.00
52999 ADJ BENEFITS TO MATCH PLAN	(226,490.00)	0.00	0.00	0.00	(226,490.00)	0.00
<b>PERSONNEL</b>	<b>22,713,883.00</b>	<b>1,819,670.13</b>	<b>13,051,594.52</b>	<b>0.00</b>	<b>9,662,288.48</b>	<b>57.46</b>
53100 OFFICE/OPERATING SUPPLIES	329,389.00	18,955.63	108,917.42	10,657.41	209,814.17	36.30
53101 CUSTODIAL SUPPLIES	69,000.00	2,376.47	28,613.30	13,201.20	27,185.50	60.60
53102 MAINTENANCE SUPPLIES	55,400.00	1,889.85	16,586.67	2,000.00	36,813.33	33.55
53103 AUDIOVISUAL PROCESSING SUP	10,000.00	0.00	2,147.48	0.00	7,852.52	21.47
53104 BOOK PROCESSING SUPPLIES	20,000.00	671.59	6,586.04	1,508.65	11,905.31	40.47
53200 FUEL	35,000.00	0.00	17,019.42	15,165.33	2,815.25	91.96
53401 ADULT MATERIALS	726,500.00	34,615.69	309,290.39	0.00	417,209.61	42.57
53403 PERIODICALS	90,000.00	53,468.92	73,629.44	0.00	16,370.56	81.81
53405 JUVENILE BOOKS	521,100.00	31,541.28	268,594.01	0.00	252,505.99	51.54
53406 PROFESSIONAL COLLECTION	1,500.00	0.00	897.52	0.00	602.48	59.83
53407 INTERNATIONAL COLLECTION	43,000.00	1,951.03	17,470.34	0.00	25,529.66	40.63
53408 AUDIOVISUAL MATERIALS - ADULT	805,000.00	25,801.48	322,080.47	0.00	482,919.53	40.01
53409 AUDIOVISUAL MATERIALS - JUV	85,000.00	1,311.18	29,792.91	0.00	55,207.09	35.05
53411 ELECTRONIC INFO SOURCES	496,600.00	0.00	381,915.92	0.00	114,684.08	76.91
53412 REFERENCE SERIALS	10,000.00	0.00	1,186.58	0.00	8,813.42	11.87
53414 ELECTRONIC COLLECTION	600,000.00	55,285.80	271,417.58	0.00	328,582.42	45.24
53464 VENDOR PROCESSING SERVICES	135,000.00	5,157.98	68,258.27	0.00	66,741.73	50.56
53490 COLLECTION PROJECTS	44,200.00	0.00	0.00	0.00	44,200.00	0.00
53499 GIFTS - MATERIALS	0.00	0.00	55.06	0.00	(55.06)	0.00
53500 MINOR EQUIPMENT	68,400.00	1,818.73	20,549.40	0.00	47,850.60	30.04
53501 FURNISHINGS	66,500.00	30,370.01	60,381.36	30,676.42	(24,557.78)	136.93
53502 PC HARDWARE	191,000.00	8,237.07	25,213.13	0.00	165,786.87	13.20
53505 SOFTWARE/LICENSES/HOSTING	559,050.00	13,072.32	271,978.41	0.00	287,071.59	48.65
54100 PERSONAL SERVICES	300,300.00	19,120.56	87,258.46	42,786.90	170,254.64	43.31
54101 LEGAL SERVICES	57,500.00	0.00	13,962.50	24,307.50	19,230.00	66.56
54103 CONTRACTUAL SERVICES	214,500.00	10,723.03	95,913.54	62,570.68	56,015.78	73.89
54162 BIBLIOGRAPHIC & RELATED SERVICES	51,900.00	3,831.75	19,278.25	0.00	32,621.75	37.14
54163 PRINTING AND BINDING	43,000.00	3,818.57	20,250.13	0.00	22,749.87	47.09
54165 ILL LOST ITEM CHARGE	2,500.00	57.93	839.95	0.00	1,660.05	33.60
54200 POSTAGE AND SHIPPING	85,900.00	6,629.25	41,950.16	0.00	43,949.84	48.84
54201 TELECOM SERVICES	654,800.00	10,561.60	288,391.52	290,797.42	75,611.06	88.45
54300 TRAVEL	51,400.00	2,170.30	20,459.01	1,357.78	29,583.21	42.45
54301 MILEAGE REIMBURSEMENTS	35,800.00	2,694.31	20,408.72	0.00	15,391.28	57.01
54400 ADVERTISING	70,500.00	11,516.16	36,323.45	13,964.47	20,212.08	71.33
54501 RENTALS/LEASES - BUILDINGS	427,350.00	27,197.05	261,846.93	87,414.27	78,088.80	81.73
54502 RENTALS/LEASES - EQUIPMENT	91,100.00	5,653.19	33,446.27	72,955.44	(15,301.71)	116.80
54600 INSURANCE	222,000.00	0.00	859.00	0.00	221,141.00	0.39
54700 ELECTRICITY	235,000.00	12,600.60	128,903.91	0.00	106,096.09	54.85
54701 NATURAL GAS	15,000.00	195.55	5,863.49	0.00	9,136.51	39.09

Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 7/31/2018

**FUND: GENERAL FUND (01)**

Object	2018 Budget	July Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>EXPENSE ACCOUNTS</b>						
54702 WATER	29,700.00	3,681.29	15,294.61	0.00	14,405.39	51.50
54703 SEWER	25,500.00	2,403.15	17,487.00	0.00	8,013.00	68.58
54704 REFUSE	31,500.00	2,725.59	17,868.42	321.49	13,310.09	57.75
54800 GENERAL REPAIRS/MAINTENANCE	235,200.00	13,699.90	113,856.18	90,977.79	30,366.03	87.09
54801 CONTRACTED MAINTENANCE	306,700.00	35,392.03	157,693.32	144,663.77	4,342.91	98.58
54810 IT SYSTEMS MAINTENANCE	147,100.00	940.00	58,414.38	11,581.30	77,104.32	47.58
54900 INDIVIDUAL REGISTRATIONS	60,200.00	950.00	13,664.38	0.00	46,535.62	22.70
54901 DUES AND MEMBERSHIPS	51,200.00	0.00	27,853.88	10,851.00	12,495.12	75.60
54902 TAXES AND ASSESSMENTS	29,500.00	61.70	19,185.28	0.00	10,314.72	65.03
54903 LICENSES AND FEES	58,400.00	4,700.21	23,120.27	0.00	35,279.73	39.59
54905 ORGANIZATIONAL REGISTRATIONS	3,030.00	(582.95)	1,291.59	0.00	1,738.41	42.63
54912 CONTINGENCY	163,598.00	0.00	0.00	0.00	163,598.00	0.00
55100 INTERGOVERNMENTAL	13,000.00	0.00	0.00	0.00	13,000.00	0.00
59700 TRANSFERS OUT - CIP	285,000.00	0.00	0.00	0.00	285,000.00	0.00
59702 TRANSFERS OUT - SPF	300,000.00	0.00	0.00	0.00	300,000.00	0.00
<b>ALL OTHER EXPENSES</b>	<b>9,259,817.00</b>	<b>467,265.80</b>	<b>3,844,265.72</b>	<b>927,758.82</b>	<b>4,487,792.46</b>	<b>51.53</b>
<b>NEED A CATEGORY</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL FOR EXPENSE ACCOUNTS</b>	<b>31,973,700.00</b>	<b>2,286,935.93</b>	<b>16,895,860.24</b>	<b>927,758.82</b>	<b>14,150,080.94</b>	<b>55.74</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>(2,100,326.33)</b>	<b>376,101.98</b>	<b>(927,758.82)</b>	<b>551,656.84</b>	<b>0.00</b>

Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 7/31/2018

**FUND: SPECIAL PURPOSE FUND (15)**

Object	2018 Budget	July Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
29150 USE OF FUND BALANCE-BUDGET	360,000.00	0.00	0.00	0.00	360,000.00	0.00
<b>TAXES:</b>	<b>360,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>360,000.00</b>	<b>0.00</b>
36110 INVESTMENT INCOME	0.00	1,543.04	8,350.39	0.00	(8,350.39)	0.00
<b>CHARGES OTHER:</b>	<b>0.00</b>	<b>1,543.04</b>	<b>8,350.39</b>	<b>0.00</b>	<b>(8,350.39)</b>	<b>0.00</b>
39700 TRANSFERS IN	300,000.00	0.00	0.00	0.00	300,000.00	0.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>660,000.00</b>	<b>1,543.04</b>	<b>8,350.39</b>	<b>0.00</b>	<b>651,649.61</b>	<b>1.27</b>
<b>EXPENSE ACCOUNTS</b>						
<b>PERSONNEL</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>
54100 PERSONAL SERVICES	15,000.00	0.00	0.00	0.00	15,000.00	0.00
54101 LEGAL SERVICES	5,000.00	0.00	0.00	0.00	5,000.00	0.00
54103 CONTRACTUAL SERVICES	25,000.00	0.00	0.00	0.00	25,000.00	0.00
54200 POSTAGE AND SHIPPING	19,000.00	0.00	0.00	0.00	19,000.00	0.00
54400 ADVERTISING	15,000.00	0.00	0.00	0.00	15,000.00	0.00
54912 CONTINGENCY	71,000.00	0.00	0.00	0.00	71,000.00	0.00
55200 ELECTION COSTS	510,000.00	0.00	0.00	0.00	510,000.00	0.00
<b>ALL OTHER EXPENSES</b>	<b>660,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>660,000.00</b>	<b>0.00</b>
<b>TOTAL FOR EXPENSE ACCOUNTS</b>	<b>660,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>660,000.00</b>	<b>0.00</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>1,543.04</b>	<b>8,350.39</b>	<b>0.00</b>	<b>(8,350.39)</b>	<b>0.00</b>

Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 7/31/2018

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

Object	2018 Budget	July Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
31112 PROPERTY TAXES DELINQUENT	0.00	128.11	128.11	0.00	(128.11)	0.00
<b>TAXES:</b>	<b>0.00</b>	<b>128.11</b>	<b>128.11</b>	<b>0.00</b>	<b>(128.11)</b>	<b>0.00</b>
36110 INVESTMENT INCOME	0.00	0.31	609.45	0.00	(609.45)	0.00
<b>CHARGES OTHER:</b>	<b>0.00</b>	<b>0.31</b>	<b>609.45</b>	<b>0.00</b>	<b>(609.45)</b>	<b>0.00</b>
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>0.00</b>	<b>128.42</b>	<b>737.56</b>	<b>0.00</b>	<b>(737.56)</b>	<b>0.00</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>128.42</b>	<b>737.56</b>	<b>0.00</b>	<b>(737.56)</b>	<b>0.00</b>

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

Object	2018 Budget	July Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
29150 USE OF FUND BALANCE-BUDGET	100,000.00	0.00	0.00	0.00	100,000.00	0.00
36110 INVESTMENT INCOME	0.00	2,029.96	11,917.48	0.00	(11,917.48)	0.00
36200 KEY PENINSULA SHARED COSTS	0.00	0.00	9,559.37	0.00	(9,559.37)	0.00
36700 FOUNDATION DONATIONS	0.00	0.00	20,000.00	0.00	(20,000.00)	0.00
<b>CHARGES OTHER:</b>	<b>100,000.00</b>	<b>2,029.96</b>	<b>41,476.85</b>	<b>0.00</b>	<b>58,523.15</b>	<b>41.48</b>
39700 TRANSFERS IN	285,000.00	0.00	0.00	0.00	285,000.00	0.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>385,000.00</b>	<b>2,029.96</b>	<b>41,476.85</b>	<b>0.00</b>	<b>343,523.15</b>	<b>10.77</b>
<b>EXPENSE ACCOUNTS</b>						
53501 FURNISHINGS	50,000.00	0.00	2,947.21	0.00	47,052.79	5.89
54100 PERSONAL SERVICES	150,000.00	0.00	22,171.99	41,050.71	86,777.30	42.15
54101 LEGAL SERVICES	0.00	488.25	3,225.75	0.00	(3,225.75)	0.00
54103 CONTRACTUAL SERVICES	0.00	5,011.61	22,070.30	73,193.60	(95,263.90)	0.00
54912 CONTINGENCY/RESERVE	25,000.00	0.00	0.00	0.00	25,000.00	0.00
56100 LAND	0.00	0.00	(2,500.00)	0.00	2,500.00	0.00
56200 BUILDINGS & BLDG IMPROVEMENTS	150,000.00	0.00	0.00	120,001.00	29,999.00	80.00
56202 ELECTRICAL	10,000.00	0.00	0.00	0.00	10,000.00	0.00
<b>TOTAL FOR EXPENSE ACCOUNTS</b>	<b>385,000.00</b>	<b>5,499.86</b>	<b>47,915.25</b>	<b>234,245.31</b>	<b>102,839.44</b>	<b>73.29</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>(3,469.90)</b>	<b>(6,438.40)</b>	<b>(234,245.31)</b>	<b>240,683.71</b>	<b>0.00</b>

# MEMO



Date: September 3, 2018

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

From: Georgia Lomax, Executive Director

Subject: Executive Director Report – August

## Community

I am serving as a member of a QALICB Board for the Tacoma Community House's capital project. This board oversees New Market Tax Credit funding for their project and is similar to a Library Capital Facility Area board. This will give me a better understanding of LCFA boards as a learning experience for potential future projects.

The Library was one of the Puyallup Tribe's "partner of the day" during the 2018 Canoe Journey. Staff met people from all over the west coast, shared library information, and had fun with kids of all ages, including a group that made a story pole for the library. I stopped by and happened to meet a family leaving the Protocol tent where Tribes shared their dances and songs. The family said they were spending the week writing their own songs about their personal journeys. Canoe Journey is about strengthening culture, sharing stories, and celebrating community - a great connection with the Library's focus area of *Community*.

Jeff Klein, Executive Director at Sound Outreach, and I met to discuss financial literacy and Centers for Strong Families. We met at a Starbucks and during our discussion a young man came over and said he had overheard our discussion, was currently homeless and having trouble navigating the system. He wondered if we could help. We were able to connect him to some short-term housing and a navigator to help him with next steps. Partnership at work!

Library night at the Tacoma Rainiers was great fun. Over 800 summer readers and their parents attended. The outfield parade of readers was the largest parade ever at a Rainiers game.

The Friends of the Key Center Library held a welcome reception for new Supervising Librarian Corrine Weatherly. Customer Experience Manager Kayce Austin, Customer Experience Director Jaime Prothro, Deputy Director Melinda Chesbro and I joined the community in welcoming her.

I attended a United Way Community Partner meeting, providing stakeholder input on their developing success (strategic) plan, and a meeting of the United Way Community Impact Council.

The Library was one of the community's STEM exhibitors participating in the Sue's Tech Kitchen event. Sue's Tech Kitchen is the brainchild of Randi Zuckerberg and intended to engage and interest kids, especially girls, in STEM learning. Our own Rob Allen was on the planning committee so I got to see him in action at the VIP opening reception.

## Library Community

The Library Legislative Committee met to discuss state-level capital funding opportunities for public libraries.

## Levy

I was invited to speak at the Lakewood City Council meeting and shared information about the Library's funding and the November library levy election.

I also spoke to the Rotary Club of Parkland Spanaway and the Fife/Milton/Edgewood Chamber of Commerce.

Mary and I developed a PowerPoint presentation on the levy and offered two presentation trainings for staff. Two drop in levy learning sessions for staff were offered this month. During these casual opportunities I am available for questions or support as we begin to share levy and funding information.

# MEMO

Date: September 4, 2018

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

From: Jaime Prothro, Customer Experience Director

Subject: Branch Monthly Narrative Report

**Bonney Lake:** The branch air conditioning overflow plate overflowed and rained down on the public computers, but this did not stop the people working there. While we were figuring out how to capture the water and drying up the area a customer did turn to staff and say, “Do you understand these car databases?”

**Buckley:** During July, the Buckley Library continued to partner with the White River Community Activities Program to provide STEM education over the summer; Storyteller Bob Taylor presented several science programs including “Stomp Rockets” and “Little Bits Electronics” for the students at Camp Rapid.



**Dupont:** The PCLS Puppeteers once again wowed the kids at DuPont with a performance of “Too Much Noise.”

**Eatonville:** Fire danger is a big topic in Eatonville there have been several small fires close to town and one burning in Elbe.

**Fife:** Fife had a very successful summer reading program. Page Nichole Davis gave a talk on petrified rocks. The children and adults enjoyed the program. 30 children and 13 adults attended.



**Gig Harbor:** Our partnership with PenMet parks has continued with the Youth Services librarians assisting PenMet’s teen council. In July, the teen council put up a display promoting their Teen Movie Night. In August, a Youth Services librarian will attend the movie night to promote library services.

**Graham:** One customer commented how much the library had helped him get a job. He said he received a substantial amount of help from our staff filling in online job applications. He said we also introduced him to the Testing Education and Resource Center where he was able to study for the CDL and take a practice test.

**Key Center:** Summer Reading programs were well attended and the performers have been really high quality. The free summer lunch program sponsored by Food Backpacks 4 Kids is growing in popularity, and staff had to request higher quantities of lunches on Tuesdays to ensure enough lunches were available for families who participated in story time programming.

**Milton:** Storyteller Kendra Stejskal joined the Milton Edgewood Friends of the library in staffing a booth at the Edgewood Summer Picnic. Over 100 people stopped by to chat and get a ladybug keychain. 25 children made PCLS crowns and 5 new cards were given.

**Orting:** The Friends' continue going to the Orting Valley Farmer's Market to sell books and spread their love for the Library. They've discovered a number of non-library users are not aware of our museum passes, and have been remedying the situation!

**Outreach:** Staff attended the Springbrook Park Block Party on Friday, July 27<sup>th</sup>, facilitated Kaboom block play, a craft, and hosted a table. Our presence at the block party caught the attention of city of Lakewood official, who requested that we bring the Kaboom blocks and a bookmobile to their Truck and Tractor event at Fort Steilacoom Park on October 13<sup>th</sup>.

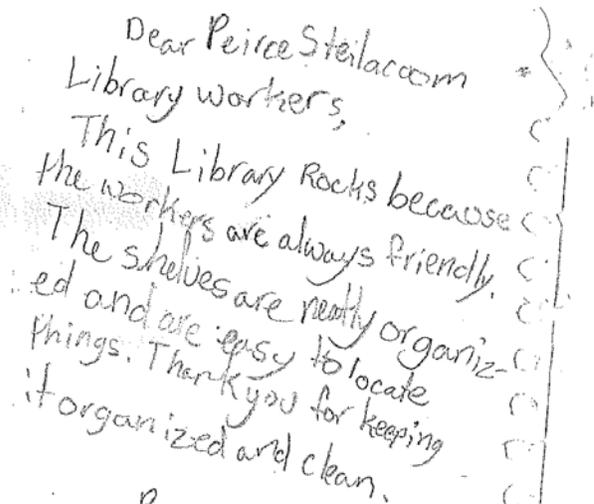
**Parkland/Spanaway:** The 'New Book' collection kicked off this month with dates on the spine labels of new materials coming into the branch making it easier for staff to keep our new book display fresh and current. Thank you to Collection Management and PCLS staff who listened to customer feedback and interests to make this improvement happen.

**South Hill:** On July 6 South Hill had its first Paint to Learn event. Paint to Learn is an art program for preschoolers and their families who each get a chance to paint on their own canvas. It was standing room only at this event and everyone enjoyed the opportunity to paint.

**Steilacoom:** Staff found a wonderful note in the bookdrop.

**Summit:** Teen Volunteer Corps has been very helpful assisting the Free lunch program, cutting out craft materials and cleaning the library shelves and materials.

**Sumner:** Sumner staff hosted PCLS table for Sumner's Rhubarb Days festival. The branch's new button maker was a huge hit with the crowds! And many community members learned more information about the upcoming levy reauthorization.



Dear Peirce Steilacoom  
Library workers,  
This Library Rocks because  
the workers are always friendly,  
The shelves are neatly organiz-  
ed and are easy to locate  
things. Thank you for keeping  
it organized and clean.

**Tillicum:** One mother who attended the EFNEP cooking classes was very excited about programs the library offers and thrilled that her oldest son could attend the EFNEP class with her since he was interested in the culinary arts for his future career.

**University Place:** UP welcomed the new 3D Printers this month and staff have been actively learning about the new technology to support sharing it with the public. In addition to South Hill, the branch hosted a fantastic program by “book recommender extraordinaire” Nancy Pearl who engaged a crowd of readers at each location.

# Unfinished Business

# MEMO



Date: September 24, 2018

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

From: Georgia Lomax, Executive Director

Subject: Library Election Update

On July 11, 2018, the Board of Trustees approved a resolution to place a measure on the November general election ballot asking voters to restore the Library's levy to its full legal amount of 50 cents per \$1,000 of assessed property value in order to maintain services to growing and changing communities.

## **Election Filing**

Election documents were filed with Pierce and King County election offices on August 1. We received approval of the final ballot title and statement August 14. The Pierce County Prosecuting Attorney's Office revised the title, changing "restored levy" to "levy lid lift", which aligns with the language for all levy lid lifts on Pierce County ballots. The rest of the language is substantially the same.

The final ballot title and explanatory statement are attached.

On August 17, we received confirmation from the King County Department of Elections that the ballot title and statement language was accepted as approved by Pierce County.

Both Elections Offices informed us that three citizens applied to represent a "For" Committee in the voter's pamphlet. No citizens applied to represent an "Against" Committee. Therefore, the "Against" column in the voters' pamphlets will be blank.

## **Informational Activities**

Informational activities are underway using the Library's normal and customary communications channels. This includes the printed materials you received at last month's meeting, as well as checkout screen shots, checkout receipts and email messages.

Staff members received training and are presenting in the community about the library's funding, services and the restored levy. In addition, staff is sharing information at many community events and festivals.

This month "Coffee with your Librarian" open houses will begin, providing an opportunity for community members to learn about the Library's funding and the levy. We will capture the main discussion themes and questions from each open house. This month we are scheduling editorial boards at newspapers in Pierce County, as well as providing information to news reporters at print, radio, TV, and blogs in Pierce and King Counties.

## **Impacts of the Restored Levy**

A restored levy would maintain Pierce County Library's services and return the Library's levy rate to its full legal amount of 50 cents per \$1,000 of assessed property value. This would be an increase of approximately 10 cents per \$1,000 of assessed property. To the owner of an average home assessed at \$320,000 this would be approximately a \$32 increase in 2019.

The restored levy would maintain services including open hours at 20 locations and online library resources; 1.5 million books, e-books, movies and other materials; staff to support learning with thousands of classes and events; computers, Wi-Fi and technology; and community spaces.

Without the restored levy, the Library System would further eliminate and reduce services including the hours libraries are open; the number of books, movies and other materials; and classes and events; as well as close two to three libraries.

**FINAL**

**RECEIVED  
Pierce County Auditor**

**AUG 7 - 2018**

**Pierce County Rural Library District  
Special Election – Proposition No. 1  
Levy Lid Lift**

**Official Ballot Title:** The Board of Trustees of the Pierce County Rural Library District adopted Resolution No. 2018-07 concerning an increase in the District's regular property tax levy. If approved, Proposition No. 1 will authorize the District to restore its regular property tax levy rate to its fully-authorized level of \$0.50 per \$1,000 of assessed valuation for collection in 2019 to provide stable funding to maintain library services. The 2019 levy dollar amount will be used to compute the limitation for subsequent levies as provided in chapter 84.55 RCW; all as provided in Resolution No. 2018-07. Should Proposition No. 1 be:

Approved.....[ ]

Rejected.....[ ]



**Order of the Director**

**WHEREAS**, The Board of Trustees of the Pierce County Rural Library District, King and Pierce Counties, Washington, did present on August 1, 2018, Resolution No. 2018-07, dated July 11, 2018, wherein they direct that a special election be held, pursuant to RCW 29A.04.330 for submission to the qualified voters of said jurisdiction, a ballot measure for their consideration; and

**WHEREAS**, said governing body states that an emergency exists and, accordingly, requests that the special election be held November 6, 2018; and

**WHEREAS**, the request is found to be in compliance with the pertinent statutes governing special elections;

**NOW, THEREFORE, BE IT ORDERED** by the Director, King County Elections, as ex-officio supervisor of elections, having deemed that an emergency exists, that a special election shall be held in the jurisdiction of the Pierce County Rural Library District on November 6, 2018, said election to be conducted entirely by mail for the purpose of submitting to the qualified voters of said jurisdiction the following ballot measure:

**Pierce County Rural Library District  
Proposition No. 1  
Levy Lid Lift**

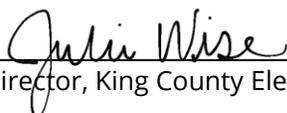
The Board of Trustees of the Pierce County Rural Library District adopted Resolution No. 2018-07 concerning an increase in the District's regular property tax levy. If approved, Proposition No. 1 will authorize the District to restore its regular property tax levy rate to its fully-authorized level of \$0.50 per \$1,000 of assessed valuation for collection in 2019 to provide stable funding to maintain library services. The 2019 levy dollar amount will be used to compute the limitation for subsequent levies as provided in chapter 84.55 RCW; all as provided in Resolution No. 2018-07. Should Proposition No. 1 be:

Approved

Rejected

The foregoing ballot title has been certified in accordance with RCW 29A.36.071.

**DATED** at Renton, Washington, this 16<sup>th</sup> day of August 2018.

  
\_\_\_\_\_  
Director, King County Elections

# MEMO



Date: August 29, 2018

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

From: Melinda Chesbro, Deputy Director

Subject: Board Metrics Update

Over the past several months I've been discussing what types of measures we should routinely share with you. At the start of this process we identified the following goals for metrics:

- They align with and support the Strategic Plan.
- They are actionable and set achievable and stretch goals.
- They help the Board of Trustees understand how the Library is performing.
- They are presented in a useful and clear way.

The Board provided these additional recommendations:

- Provide a big picture perspective to understand trends and when to take action.
- Quantify activities beyond checkouts.
- Include narrative for context.

At the September meeting I'll present final recommendations on an expanded monthly dashboard report and on in-depth reports on the 3 Focus Areas and 7 Core Services.

# MEMO



Date: August 28, 2018

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

From: Clifford Jo, Finance & Business Director

Subject: 2019 Budget Drivers

In August of each year, we begin constructing the following year's estimated budget of revenues and expenditures. In coming months we will refine this estimate to a balanced budget, but our concern continues to be that expenditures increase faster than revenue. Certain factors - budget drivers - create the starting point for making budget-related decisions. For 2019, the budget drivers are:

## **REVENUE**

Property tax is approximately 94% of the Library's budgeted revenue.

- Without a reauthorized levy, property tax receipts are anticipated to increase by \$301,000 from the 1% statutory increase plus \$624,000 from new construction.
- With a reauthorized levy, property tax receipts are anticipated to increase by \$8.46 million

## **EXPENDITURES (PLANNED AND CONTRACTUALLY OBLIGATED)**

- Under the current Collective Bargaining Agreement, the wage scale adjustment for represented employees is 90% of the June-June CPI-U for Seattle-Tacoma-Bremerton area. That was recorded at 3.3%, 90% of 3.3% is 2.97%. The total cost of this adjustment (including wages, FICA and retirement) is \$600,000. This may change as a result of contract negotiations.
- All regular/part-time employees who are not at the top step of their pay range will receive a 3% step increase on their anniversary dates. The cost (including wages, FICA and retirement) is estimated at \$230,000. This may change as a result of contract negotiations.
- Healthcare has notified us of preliminary cost increases to our plans. For 2019, the cost increase is projected to be around 5%, which calculates to \$180,000. This may change as a result of contract negotiations.
- Although the PERS retirement contribution rate will remain the same as a percentage of gross wages, the cost will increase as wages increase and is included in the amounts calculated above.
- Funding for capital projects require a \$1.5 million transfer for the following needs:
  - \$500,000 for ERP/HCM replacement project
  - \$490,000 for building investments
  - \$500,000 for building maintenance

# New Business

# MEMO



Date: September 4, 2018

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

From: Clifford Jo, Finance & Business Director

Subject: City of Lakewood—Interlocal Agreement Draft

In 2016, the Library and City of Lakewood began exploring the possibilities for updated libraries in Lakewood and the Tillicum neighborhood. This led to a Memorandum of Agreement (MOU) that was signed in September 2016 between the Library and the City of Lakewood. The activities outlined in this MOU have been completed and the parties are ready to move towards the next phase, which includes an Interlocal Agreement (ILA). Provided below is a brief synopsis of recent activities, the ILA, and upcoming tasks.

#### Recent activities:

- City of Lakewood acquired the Tillicum property—The Purchase and Sale agreement was signed by the seller and City of Lakewood
- City of Lakewood and the Library are working on a revised Letter of Intent (LOI) for Lakewood Library property and negotiations are being finalized with the seller.
- Library and City staff drafted an Interlocal Agreement.
- Library management attended the City Council’s study session in August to discuss the Interlocal Agreement.

The purpose of the ILA is to enter into contractual agreement with the City of Lakewood for a longer-term focus on building projects. The process of the ILA includes the following:

- City Council reviews draft and comments (completed in August)
- Board of Trustees reviews draft and comments (September Board meeting)
- City Council reviews second draft (or final) and either adds further comments or approves (Late September)
- Board of Trustees reviews final and approves (upcoming Board meeting)

#### Upcoming project tasks:

- LOI to be agreed upon between Seller and City of Lakewood/Pierce County Library (September)
- Begin work on Purchase and Sale Agreement between Seller and City of Lakewood/Pierce County Library System (late 2018)
- Develop fundraising strategies
- Conduct infrastructure work related to funding strategies and bonds

Attached for your review is the draft ILA, which uses similar language and structure to extend the MOU to encompass the next stage of this project. Tasks to be done by the Library in collaboration with the City of Lakewood are highlighted on page 2, Section 1B and 1C.

**INTERLOCAL AGREEMENT**  
**BETWEEN**  
**PIERCE COUNTY LIBRARY SYSTEM**  
**AND**  
**THE CITY OF LAKEWOOD**

**THIS INTERLOCAL AGREEMENT (Agreement)** is made and entered into between the Pierce County Library System, its official designees, and other governing bodies acting on behalf to manage the funding of the Lakewood and Tillicum libraries, hereinafter referred to as “PCLS” and the City of Lakewood and other entities brought in as part of the Project, hereinafter referred to as “City” pursuant to the authority granted by Chapter 39.34 RCW, the Interlocal Cooperation Act. PCLS and City are hereinafter referred to as “Parties”.

**THE PURPOSE** of this agreement is to detail the financial responsibilities, communications, and understandings for building two new libraries in the City of Lakewood, one in the Central Business District (Lakewood Library) and one in the Tillicum neighborhood (Tillicum Library), collectively known as “Project”.

On October 5, 2017 the City and PCLS entered into a Memorandum of Understanding (MOU), which identified the overall tasks and responsibilities related to the Project either through February 28, 2019, a termination of the MOU with or without cause, or a subsequent agreement, whichever occurred sooner. As of April 2, 2018, the City and PCLS have concluded nearly all tasks in the MOU and wish to enter into the Agreement contained herein.

This Agreement shall identify the overall tasks and responsibilities related to the Project going forward from the date of signing through the sooner of either of the following: termination of the this Agreement with or without cause, or execution of a subsequent agreement. This Agreement is intended to enhance the ability of each agency to exercise their respective authorities to purchase and develop two properties, hereinafter the two are referred to as “Properties”, to achieve their respective goals. This Agreement is intended to provide guidance and detail with regard to responsibilities for this Project, and to provide steps to be taken in order to accomplish completion of the Project.

**1. Statement of Work:**

A. The City will take the lead in securing Properties, one for the Lakewood Library, and one for the Tillicum Library, and work with PCLS to manage the Project. The City will:

1. Update the letter of interest for the Lakewood Library as necessary;
2. Prepare and update the real estate purchase and sale agreement for the Lakewood Library as necessary;
3. Update the real estate purchase and sale agreement for the Tillicum Library as necessary;
4. Negotiate the final purchase and option agreements with full approval of PCLS;

5. Obtain authorization from City Council and PCLS Board to purchase and/or secure property as required;
6. Purchase the property in the Tillicum neighborhood;
7. Secure the Lakewood Library property;
8. Expend City funds to purchase/secure Properties to include escrow deposits, option payments, and all due diligence required;
9. Assist PCLS in development of complete funding package;
10. Record all costs incurred by the City for the Project (i.e. geotech, feasibility studies, extended feasibility costs, legal fees, broker fees, etc.);
11. Assist with capital fundraising information and activities;
12. Participate on Library Capital Facilities Area (LCFA) governing board as requested;
13. Direct real estate broker with regard to all matters related to working with the City.

**B. PCLS will take the lead on finalizing the funding package, transition plan, construction schedule, design, and site fittings. PCLS will:**

- 1. Refine and complete funding package;**
- 2. Hire and manage all vendors related to design and construction;**
- 3. Record all costs incurred by PCLS for the Project;**
- 4. Issue measures to create both the LCFA and corresponding bond;**
- 5. Develop and administer capital fundraising activities;**
- 6. Establish LCFA governing board and its bylaws;**
- 7. Work with the City's designated real estate representative as needed with regard to all matters related to working with PCLS;**
- 8. Create a separate Capital Campaign fund;**
- 9. Reimburse City for all costs related to the Project, other than partner contribution if established, upon successful sale of bond.**

**C. The Parties will work collaboratively on the following tasks to ensure the successful completion of the Project.**

- 1. Develop procedures for passing ownership of Properties upon successful financing;**
- 2. Develop communications with the public and all respective governing bodies;**
- 3. Work with real estate broker(s), and all agencies, businesses, and individuals related to the Project as necessary;**
- 4. Develop partnership(s) and financial considerations related to the partnership(s), and develop partnership agreements with general understanding and conditions;**
- 5. Communicate on an ongoing basis to resolve any issues and/or conflicts.**

**D. In the event that the Parties are unsuccessful in obtaining financing the City shall have assumed all risks and costs for the Project as incurred by the City. Any costs paid directly by PCLS shall remain the responsibility of PCLS.**

**E. The City will not be providing financial assistance or doing fundraising for the Capital Campaign. The City shall have the right to reimbursement of funds expended for properties, feasibility and any other expenses for this project by funds raised through the Capital Campaign should the bond not pass.**

**2. Contacts and Agency Representatives.**

The following individuals are authorized to represent the interest of each party to this memorandum, and may delegate authority as deemed necessary within their respective agencies.

For PCLS: Executive Director Georgia Lomax and her successors.

For City: City Manager John Caulfield and his successors.

**3. Cooperation and Good Faith Efforts.**

The Parties understand and agree that the process described in this Agreement depends upon timely and open communication and cooperation between the parties. In this regard, communication of issues, changes, or problems that arise with any aspect of the performance of terms of this Agreement should occur as early as possible in the process, and not wait for explicit due dates or deadlines. Each party agrees to work cooperatively and in good faith toward resolution of any such issues in a manner that ensures adequate time for each party to work through issues.

The Parties acknowledge that this Agreement contemplates the execution and delivery of a number of future documents, the final form and content of which are not fully developed. The Parties agree to provide the necessary resources and to work in good faith to diligently and timely develop the final form and content of such documents.

**4. Term of Agreement.**

This Agreement is effective upon the day and date last signed and executed by the duly authorized representatives of the parties to this Agreement and shall remain in full force and effect for not longer than two years. This Agreement may be terminated, with or without cause, by either party upon sixty (60) days written notice, and none of the Parties shall have any further obligation hereunder except as provided in **Right of First Offer** below.

**5. Integration.**

This Agreement contains the entire understanding of the Parties. No variations, modifications, or changes shall be binding upon any Party unless set forth in a document duly executed by or on behalf of such Party. The representations, warranties, and covenants set forth herein shall survive the Closing and shall not merge into any document or instrument executed and delivered at or in connection with Closing.

**6. Amendment.**

The Parties agree that they may only amend this Agreement by written agreement.

**7. Time is of the Essence.**

Time is of the essence as to all terms and conditions of this Agreement.

**8. Venue/Applicable Law.**

This Agreement shall be interpreted and construed according to the laws of the state of Washington; venue shall be in Pierce County, Washington.

**9. Survival.**

All terms of this Agreement, which are not satisfied or waived prior to Closing, shall survive Closing. These terms shall include, but not be limited to, representations and warranties, attorney's fees and costs, disclaimers, repairs, rents and utilities, etc.

**10. Disclosures.**

City makes no warranties as to the condition of the Properties, and it is specifically agreed between the Parties that shall make any disclosures regarding the condition of the Properties during the term of this Agreement. Notwithstanding the foregoing, City shall cooperate with PCLS in the due diligence process as provided in **Due Diligence** below.

**11. Property Maintenance.**

Should or when the City assumes title on the Properties, City will perform ordinary maintenance on the Properties until the earlier of Closing or as otherwise agreed. Ordinary maintenance shall include but not be limited to such basic tasks as foliage control, trash removal, evictions of unauthorized habitation, until such time PCLS assumes title on the Properties.

**12. Boundaries/Square Footage.**

City makes no representations regarding the locations or length of the boundary lines and other improvements. PCLS has personally observed the Properties and has reached PCLS's own conclusions as to the adequacy and acceptability of the boundaries and square footage of the Property based upon such personal inspection.

**13. Material Impairment by Pending Litigation.**

Should litigation arise that could materially affect any party's ability to perform its obligations under this Agreement, said party shall inform the other party and work together towards mitigating the ability to perform their obligations.

**14. Uncured Existing Violations.**

Should a party receive any notice or written notice from any governmental authority alleging any uncured existing violation of any applicable governmental laws, statutes, ordinances, rules, codes, regulations or orders, including Environmental Laws, affecting the Properties in a manner that delays or prevents transfer of titles and/or fully developing the Properties for the purposes of constructing and opening the libraries to the public, said party shall inform the other party and the City shall determine whether an uncured violation exists and if found true, shall cure the violation.

**15. City's Obligation and Rights to Properties.**

The Parties shall identify Properties for purposes of the Project. With the Library's consultation, the manner of securing property shall be the right of the City to decide, including but not limited to: purchase, option to purchase, City financing, and negotiated agreement to purchase at a future date. The City may also exercise other means for acquiring property. All such Properties shall be held for the Library for purposes of the Project until such time any property within the Properties held have title transferred to the Library to the City's satisfaction.

**16. Right of First Offer.**

In the event that the PCLS determines in the Library's sole discretion that the nature of the Project changes substantially, the PCLS shall inform the City in writing. At any time thereafter, the City may exercise its right to sell or transfer Properties. Should the City choose to sell or transfer any property the City has secured for this Project, City shall grant Right of First Offer to the PCLS, and first notify PCLS of the terms on which the City would be willing to sell said property. PCLS shall have up to ninety (90) days in which to notify the City of whether those terms are acceptable to the PCLS (or in which to agree on other terms with the City). If PCLS agrees to those terms, then the sale or transfer will be completed pursuant to the agreed upon terms. If PCLS does not notify the City of its acceptance of those terms within that time, the City will be permitted to sell or transfer said property to a third party so long as the financial terms of the sale are not more favorable than those offered to the Library. If Library elects not to exercise its option to purchase said property, then, upon request, it will provide the City a written statement setting forth the price that was offered and not accepted pursuant to this Agreement so that the City can provide that notice to third parties.

**17. Exercise of Option.**

PCLS may exercise the Option at any time during the term of the Option by delivering written notice to City of such exercise. If PCLS exercises this Option to Purchase, the purchase of the Properties shall be subject to the terms and conditions stated within this Agreement, which shall constitute the terms and conditions of purchase of the Properties.

**18. Conditions to PCLS's Purchase.**

PCLS's obligations to purchase Properties shall be subject to and contingent upon the satisfaction as of Closing of the following conditions:

**Due Diligence.** Satisfactory inspection of the Properties regarding their conditions. The City shall conduct all matters concerning the Properties including, but not limited to, the physical condition of the Properties; zoning status; tax consequences of this transaction; utilities; operating history or projections or valuation; compliance by the Properties with Environmental Laws or other laws, statutes, ordinances, decrees, regulations and other requirements applicable to the Properties; the presence of any Hazardous Substances (defined below), wetlands, asbestos, lead, lead-based paint or materials in, on, or under the Properties; the condition or existence of any of the above-ground or underground structures or improvements, including tanks and transformers in, on or under the Property; and the condition of title to the Properties (collectively, the "Condition of the

Properties"). City will allow PCLS and its agents to have access to the Properties for the purpose of monitoring due diligence work or conducting physical and environmental and other due diligence. Should PCLS request further due diligence work, City shall cooperate in good faith with PCLS and make appropriate employees, agents, or contractors available to answer reasonable inquiries from PCLS concerning the Condition of the Properties. PCLS shall have until Closing to determine in their sole and absolute discretion whether there are any conditions including, but not limited to, environmental conditions, affecting the Properties that are unacceptable in PCLS's sole discretion. If PCLS determines that there is an existing condition affecting the Properties, then PCLS may elect to terminate this Agreement with respect to the specific property. If PCLS does so terminate this Agreement with respect to the specific property, this Agreement shall terminate for said property, and none of the Parties shall have any further obligation hereunder for said property. This clause is specific to a property for either the Lakewood or Tillicum libraries, and those Properties not terminated by this Agreement shall continue under the terms of this Agreement and any mutually agreed upon modifications to this Agreement.

**Title.** Obtaining and examining title reports, surveys and title commitments, to determine whether PCLS will be able to obtain title insurance endorsements it desires and to identify any title concerns it may have. If PCLS is not, for any reason, satisfied with the status of any such reports, surveys, or commitments, then PCLS may elect to terminate this Agreement with respect to the specific property. If PCLS does so terminate this Agreement with respect to the specific property, this Agreement shall terminate for said property, and none of the Parties shall have any further obligation hereunder for said property. This clause is specific to a property for either the Lakewood or Tillicum libraries, and other Properties contained herein shall continue under the terms of this Agreement and any mutually agreed upon modifications to this Agreement.

**Intergovernmental Agreement of PCLS Entities.** Timely approval by the respective governing body of PCLS, including the governing body of the LCFA, for this Agreement and the timely approval and execution by those governing bodies of an inter-local agreement providing for: full payment of debt service on any bonds or other obligations issued or to be issued by those entities to fund the purchase of the Properties; full payment of all costs to investigate, remediate, or respond to any physical condition limiting the use of the Properties or any and all environmental conditions (including but not limited to release of hazardous substances) on, in or under the Properties to the extent not paid by City; and payment of any and all costs of operation, maintenance and insurance of the Properties. All of such approvals and executions of agreements shall be obtained and completed within two (2) years of the date of successful passage of a voted bond issue. If such approvals and agreements are not obtained prior to the expiration of such two-year period, this Agreement shall terminate and none of the Parties shall have any further obligation hereunder.

#### **19. Conditions to each Party's Obligation for Sale.**

City's obligations to sell the Properties shall be subject to and contingent upon the approval by City Council and such contingency shall be non-waivable. This Agreement for said property shall be deemed terminated if the City Council has not approved the transaction prior to Closing.

PCLS's obligations to purchase the Properties shall be subject to and contingent upon the approval by PCLS's governing body or if appropriate, the LCFA governing body, and such contingency shall be non-waivable. This Agreement for said property shall be deemed terminated if said governing body has not approved the transaction prior to Closing.

**20. Conveyance of Title.**

Conveyance of fee title shall be by way of a bargain and sale deed. PCLS and City understand that the form of the deed may affect significant legal rights.

**21. Closing.**

Closing shall be within thirty (30) days after satisfaction or waiver of all contingencies and as agreed by the Parties. Closing shall mean the date on which all documents are recorded and the net sales proceeds are available for disbursement to City or Owners of City-secured Properties. PCLS shall deposit, when notified and without delay, in escrow with Puget Sound Title, the title company which will conduct the Closing, all instruments, moneys, and other documents reasonably required to complete the closing of the transaction in accordance with the terms of this Agreement.

**22. Escrow/Closing Costs.**

**Place of Closing.** Closing shall occur at Puget Sound Title, located at 5350 Orchard Street West, University Place, WA 98467 which shall act as the escrow/closing agent unless the Parties agree in writing otherwise.

**Closing Costs.** Unless limited by law or modified by the terms of this Agreement, for Properties owned by City and a Purchase and Sale Agreement naming City and PCLS as respectively Seller and Buyer, PCLS and City shall pay at Closing all customary and usual closing costs and fees, including but not limited to the following: City shall pay any seller's excise tax due, the cost of recording fees, seller's half of broker fees (if any), and seller's half share of escrow fees. PCLS shall pay all costs and fees associated with any buyer's financing, recording fees, any other costs agreed to under the terms of this Agreement, buyer's half of broker fees (if any), and buyer's half share of the escrow fees.

For Properties not owned by City but City-secured for purposes of this Agreement, the City shall facilitate Closing with property owners in accordance to the terms contained within those Purchase and Sale Agreements. Fees and costs shall be wholly stipulated and governed in the provisions contained within those Purchase and Sale Agreements, having been negotiated by the City and approved by signatures of all parties involved.

Upon closing for any property still held by this Agreement, applicable provisions within this Agreement shall continue to remain in force until such time that the Project completes or is canceled, whichever occurs first.

**23. Termination of Purchase.**

If any Purchase and Sale Agreement for the PCLS to purchase City owned property is terminated for any reason, any costs authorized under that Purchase and Sale Agreement to be advanced from the earnest money deposit shall be deducted before the remaining earnest money is refunded to PCLS or forfeited to City in accordance with provisions contained herein of this Agreement or said Purchase and Sale Agreement. Disposition of the Option Earnest Money as provided in this Agreement shall constitute City's sole and exclusive remedy for PCLS's failure to purchase the Properties. If a dispute should arise regarding the disbursement of any earnest money, the party holding the earnest money may interplead the funds into court and that party shall recover all costs and attorney fees associated with the interpleader action from the earnest money before any other disbursements are made.

**24. Casualty/Loss.** If, prior to Closing, any City-owned property reserved for the Project is destroyed or materially damaged by casualty, PCLS may elect to terminate this Agreement for said property, and the earnest money shall be refunded to PCLS pursuant provisions herein this Agreement.

**25. Indemnification.** Each Party shall defend indemnify and hold harmless the other Party, including each of their respective officers, directors, shareholders, employees, representatives, agents, successors and assigns from and against all claims and all associated losses, to the extent arising out of (a) a Party's gross negligence or willful misconduct in performing any of its obligations under this Agreement, or (b) a material breach by a Party of any of its representations, warranties, covenants or agreements under this Agreement.

**PCLS**

**CITY**

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**CONCURRENCE:**

# MEMO



Date: August 24, 2018

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

From: Georgia Lomax, Executive Director

Subject: Trustee Terms

Pierce County Library's Board of Trustees was established in 1945 when the District was created, and its first five Trustees were appointed in 1946. Since then, 68 community members have governed the Library District and ensured its services reflect the needs and interests of the people it serves (attached).

By state law (RCW 27.12.190), library Trustees serve 5-year terms, and every year one position expires and must be filled by reappointment or a new appointment. Over time, term expirations have become misaligned. Currently, two Trustee positions expire in the same year, while one year has no position expiring.

We have consulted with the Pierce County Constituent Services Director who oversees Board appointments and during the meeting I would like to discuss an approach to realign the terms.

<b>Name</b>	<b>Length of Term/ Reappointment</b>	<b>Chair</b>
Milan Mikich	1945 – 1947 1947 – 1952 1952 – 1957	1947 1952 1953
Andrew Anderson	1945 – 1945 1946 – 1946	
Mrs. E.H. Liebe	1945 – 1946	
Clarice Renwick	1945 – 1949 1949 – 1952	1948 1950 1951
Ethel Moye	1945 – 1950	1945 1946
Mrs. B.F. Rodgers	1946 – 1948	
W.J. Fogel	1946 – 1951	
Carlin Aden	1948 – 1953	
Mrs. Mike Hansler	1950 – 1952 1959 – 1960 1960 – 1962	
I.L. Larson	1951 – 1956 1956 – 1961	1954 1955 1960
Mrs. Robert Lynd	1952 – 1964	
Mrs. Fred Rousseau	1952 – 1955 1955 – 1960	1956
Glen Shelley	1953 – 1953	
Gen. Harold Mandell	1953 – 1958	1957
George H. Dorfner	1954 – 1959	
Mrs. Elmer Theiman	1956 – 1959	1958
Harold Rehn	1958 – 1960	1959
H.B. Butterfield	1959 – 1963 1963 – 1965	1961 1962 1963 1964
Mrs. Morris Ford (name changed to Mrs. Otto Damkier)	1959 – 1964 1964 – 1966	
Hubert Secor	1961 – 1962 1962 – 1967	

<b>Name</b>	<b>Length of Term/ Reappointment</b>	<b>Chair</b>
Glen Ash	1962 – 1966 1966 – 1968	1965 1966
Mrs. Clarence Johann	1962 – 1965 1965 – 1968	1967
Merrill D. Robison	1965 – 1968 1968 – 1970	
Carl Lindgren	1967 – 1969 1969 – 1974	1968 1969 1970 1971 1972 1973
Cal A. Svinth	1967 – 1972	
Richard Wolff	1968 – 1969	
Delbert M. Bressmann	1968 – 1974	
Virginia Corey	1969 – 1970 1970 – 1972	
Edward T. Porter	1970 – 1973	
Beverly Gage	1972 – 1975 1975 – 1980	1974 1975 1976 1977 1978 1979
Edwin Wheeler	1972 – 1975	
Daryl Brotman	1973 – 1978	
Alfred Tisch	1974 – 1974	
Doris Malm	1974 – 1976 1976 – 1978	
Charles Alexander	1975 – 1977 1977 – 1982	1981
Leslie Heineman	1975 – 76	
Harold Willard	1977 – 1979 1979 – 1984	1980
Margaret Welsh	1978 – 1981	
Natalie Baarsma	1978 – 1983	

<b>Name</b>	<b>Length of Term/ Reappointment</b>	<b>Chair</b>
Oliver Howe	1980 – 1985	1982 1983 1984
Louise Canter	1981 – 1983	
Patricia Lantz	1982 – 1987 1987 – 1992	1985 1986
Mussette Whitney	1983 – 1984	
Sungi Dogen	1984 – 1989 1989 – 1991	
Helen Kylo	1984 – 1985	
Nancy Pearson	1984 – 1986 1986 – 1991	1987 1988 1989
Timothy Sherry	1985 – 1989 1989 – 1994	1990 1991 1992 1993
Sam York	1985 – 1990 1990 – 1991	
Julie Silvers	1991 – 1994 1994 – 1999	1994 1995
Marianne Jacobs	1991 – 1996 1996 – 2001	1997
Donald Eismann	1992 – 1995 1995 – 2000	1996
Greg Rolsma	1992 – 1997 1997 – 2000	1998 1999
Thelma Struck	1994 – 1999 1999 – 2004	2000 2001
Michael Oman	1999 – 2004 2004 – 2005	2001 2002 2003
Eric Paige	2000 – 2003	
Vera Ann Northington	2000 – 2002 2002 – 2002	
Budd Wagner	2002 – 2006 2006 – 2011	2004 2005

<b>Name</b>	<b>Length of Term/ Reappointment</b>	<b>Chair</b>
J.J. McCament	2002 – 2007 2007 – 2012 2012 – 2017	2006 2010 2011
Allen Rose	2003 – 2005 2005 – 2010 2010 – 2015	2007 2008
Paul Chasco	2004 – 2009	2009
Eugene Matsusaka	2005 – 2009 2009 – 2012	2009
Steve Albers	2009 – 2009 2009 – 2012	2012
Linda Ishem	2012 – 2014 2014 – 2017	2012 2013 2014
Robert Allen <i>Current</i>	2011 – 2016 2016 – 2021	2015 2016 2017 2018
Donna Albers <i>Current</i>	2012 – 2014 2014 – 2019	
Monica Butler <i>Current</i>	2015 – 2020	
Pat Jenkins <i>Current</i>	2017 – 2022	
Darren Jones <i>Current</i>	2017 – 2019	

# **Board Education and Service Reports**

# MEMO



Date: August 30, 2018

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

From: Karen Brooks, Branch Manager, Gig Harbor Pierce County Library

Subject: Gig Harbor Library & Community Presentation

Welcome to the Gig Harbor Pierce County Library! We are pleased to welcome the Board of Trustees to this side of the bridge.

The current iteration of the Gig Harbor Pierce County Library was built in 1990, one of the first libraries built with library district bond funds. There has been a Library in Gig Harbor for 72 years, and except for 1981 – 1988 the Library has been a proud member of the Pierce County Library System.

Gig Harbor is a community of readers. Our library has already circulated over 400,000 items in 2018, not including downloadable materials. We have just completed a very successful Summer Reading Program, with over 650 adults joining in on the fun.

A common refrain heard at community meetings is people sharing how much they love the Library, and we love being part of the community. From working with small business owners to teaching classes at senior living facilities; from partnering with local nonprofits like PenMet parks and the Harbor History Museum to bringing our resources to community events like Hounds in the Harbor and the Cider Swig, we seek to meet the people of Gig Harbor where they are.

We seek to innovate, bringing new technologies to Gig Harbor and to PCLS as a whole. We seek to educate, engaging people of all ages through a variety of programs which include several Book-a-Librarian programs each week. We seek to inform, providing informational resources on nearly any topic about which our customers seek to learn. We spark success for our community, and we achieve success through the support of the Friends of the Library, through our skilled and energetic staff, and through the support of the Pierce County Library System administration and Board of Trustees.

Thank you for everything you do for us and for the system as a whole. We look forward to introducing you personally to the Gig Harbor Pierce County Library and are excited to show you how our *Community Learns* and seeks *Enjoyment* in and with our Library.

# Executive Session

*Motion to recess to Executive Session per RCW 42.30.110, for 20 minutes to discuss labor and personnel issues.*

# **New Business (cont.)**

# MEMO



Date: September 1, 2018

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

From: Cheree Green, SHRM-SCP, Staff Experience Director

Subject: 2019 Executive Director Salary Agreement

In order to set the 2019 wage for the Executive Director, the Board needs to pass the following motion to authorize the agreement.

***Move to authorize (a representative of the Board) to implement a salary agreement with the Executive Director for 2019.***

# Officers Reports

# MEMO



Date: August 28, 2018

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

From: Melinda Chesbro

Subject: Workplan update for August

**Finance/Staff Experience System (aka ERP/HCM) Implementation Project**  
**Core Service: Business Processes**  
**Cheree Green, Project Manager and Staff Experience Director**

This project has recently transitioned from study to implementation. After over 18 months of reviewing over 50 processes to understand our business requirements in the Finance and HR departments, the recommendation to upgrade to the latest version of our current Tyler product was approved by Leadership Team. We believe that the newest Tyler product, Munis, will effectively meet our business needs.

In preparation for the implementation, we are currently working on the following:

- Finalizing our 2019 project charter
- Reviewing the contract and pricing specifics
- Reviewing the statement of work and resourcing
- Building our work break down structure
- Building our readiness plan

**Outreach Connectivity Study Project**  
**Core Service: Technology**  
**Stephanie Ratko, Project Manager and Information Technology Director**

The goal of this project is to explore strengthening connectivity at Outreach locations that offer a strong persistent network connection. The Foundation provided \$5,000 for PCLS to assemble a team (Outreach and IT Staff) to identify and pilot viable long-term, vendor supported connectivity solutions (where network exists) for our Outreach locations.

Accomplished to date:

- Developed a current state Outreach connectivity map by location and facility type.
- Elicited Outreach connectivity solutions used/or not from the PNW Library Manager IT Manager Consortium (25 participating Libraries).
- Performed industry research and analysis.
- Took a field trip to see Fort Vancouver Regional Library to review, discuss, touch and see their Outreach connectivity solution – Cradlepoint/Quest, a technology solution used by first responders.
- Made a decision to purchase and test 2 Cradlepoint/Verizon solutions at select Outreach connectivity sites. In the process of purchasing and planning for installation.

## **Digital Literacy Laptop Consolidation Project**

### **Core Service: Technology**

#### **Michael Paul, Project Manager and Desktop Support Technician**

The Digital Literacy MOS/IC3 (Microsoft Office Specialist/Internet and Computer Core Certification) Project's goal was to consolidate and streamline practice and certification testing software into one laptop solution while overall improving the customer experience. To accomplish this goal, and align with the Pierce County Libraries' strategic framework, the following activities were implemented:

- Organize a multi-departmental team consisting of Subject Matter Experts (SMEs), Technical Designers/Testers and Managers.
- Utilize newly purchased devices to create a proficient single software solution for MOS and IC3 practice and certification tests.
- Develop and implement testing scripts and solutions.
- Draft configuration and software documentation.
- Utilizing Digital Literacy SME's to test software within an enclosed and live test environment while capturing process improvement feedback.
- Build long-term planning strategies aligned to customer and staff needs.

The Digital Literacy MOS/IC3 Consolidation Project ran from March 2018 through June 2018. Since the newly configured laptops were implemented, customer and staff experiences have improved. Customers and staff can now schedule practice and certification tests with limited technical interruptions which creates a reliant system, builds customer confidence in technology, and encourages further development within skill based learning.

# MEMO



Date: August 27, 2018

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

From: Cheree Green, SHRM-SCP, Staff Experience Director

Subject: L&I – Worker’s Compensation Update

The Library has been working with Sedgewick CMS as our Third Party Administrator (TPA) for the past four years to manage Washington State Labor & Industries (L&I) claims. Utilizing the services of a TPA for our L&I claims is advantageous because it:

- Provides an overall analysis of our L&I claims in order to maintain a safe workplace, allowing us to respond systemically to our incidents.
- Shifts the complex and administrative work of managing claims from the HR Analyst to the subject matter experts at Sedgwick. This helps us manage claims more timely, efficiently and proactively, allowing front end solutions to our claims.
- Saves money for PCLS and our employees.

**Below is a summary of our L&I costs:**

- Premium History: 2014 (\$255,809), 2015 (\$217,665), 2016 (\$189,082)
- PCLS’ projected premium\* for 2018 is \$185,074 versus our 2017 premium of \$176,976. This is an increase of \$8,098 in premiums.
- Our experience modification impact rating for 2017 was 0.786. The industry average rating is 1.0 and our objective is to be at 0.75. We had a higher cost of claims in 2016/2017, which has increased our rating to 0.8958 in 2018 and will also impact our rating for 2019.
- Based on claims so far, and all things being equal, our projected premium for 2019 will be approximately \$185,000, and our experience modification factor should decrease slightly to 0.8951.

Under our contract with Sedgwick, we pay 4.5% of our premiums in service fees. This year service fees will amount to approximately \$8,328, which is an increase of \$364 over our 2017 service fee.

*\*Premiums are determined by the state’s formula that includes the following factors: class of workers, total hours and L & I claims history (using the past three fiscal rolling years of data—time loss and claims activity). Our premium and reserves are charged to us by the state using this data.*

**We will continue focusing on proactively:**

- Utilizing the “Stay at Work” program for Washington State to optimize saving by providing light duty opportunities for employees injured at work.
- Communicating with and educate PCLS supervisors regarding L&I and their role and expectations to assist in handling claims carefully and timely.
- Monitoring claims and check in regularly in order to partner with Sedgwick and our staff to move through the processes in a timely manner.
- Working with Sedgwick certified safety professionals to assist with safety program management, education and training.

# MEMO



Date: August 27, 2018

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

From: Cheree Green, SHRM-SCP, Staff Experience Director

Subject: PCLS Employee Diversity & Inclusion Strategy

Staff Experience has developed a strategy based upon best practices to continue to increase diversity and inclusion within the Library with progressive measures projected across the next five years. This strategy was approved by our Leadership team and will be part of our 2018 and 2019 work plans.

This strategy is designed to better understand how to meet the future needs of a diverse and growing population by developing short and long terms goals that support the endeavor to grow a workplace that reflects the community PCLS serves. Specifically, the Library's diversity and inclusion strategy outlines a plan to attract and retain diverse talent that:

- Broadly reflects the community we serve
- Identifies and addresses opportunities to increase inclusion within the Library practices
- Promotes a culturally aware and inclusive workplace where individuals can work in a respectful manner with one another and the community, and
- Fosters professional development opportunities that support continual growth and change in the PCLS workforce

The strategy was designed to address these critical elements:

- Informed and committed leadership
- Comprehensive scope of goals and actions
- Dedicated resources to monitor and support goals and actions
- Integration of key activities with business planning
- Focused education and training opportunities
- Policy review and development
- Shared responsibility and accountability
- Defined measurements and evaluation of outcomes

The Library's Staff Experience department is leading each body of work in partnership with leadership and community partners to implement actions targeted to achieve this goal. In summary, the actions include:

- Studying the current diversity measures (internal and external to PCLS) and resources to establish key PCLS diversity goals by end of 2018
- Increasing current budget for support of new activities to broaden hiring practices and prepare staff and library for increased diversity and inclusion in the workplace
- Implementing specific actions to support an increasingly inclusive workplace and to increase the measures of PCLS employee against the community we serve by end of 2020
- Assess post-implementation outcomes and next phase development for continual adjustment to the plan to support this goal by end of 2022

# MEMO



Date: August 29, 2018

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

From: Clifford Jo, Finance & Business Director

Subject: 2017 Fiscal and Accountability Audit

Our Washington State assigned auditor will commence work on our 2017 fiscal audit and will be onsite beginning September 14, 2018. Our audits typically focus on:

- Internal controls, policies and procedures, enforcements
- Agreements, contracts, and Public Work projects
- Banking activities, cash receipting, and purchasing
- General accounting, financial handling, and financial statements
- Compliance with applicable Washington State laws and regulations
- Other areas of auditing interest by auditors, management, and Board trustees

We will have an audit entrance meeting in late September or early October. A Board member participates in both the entrance and exit meetings. During the September Board meeting we will confirm for a representative and schedule the meeting accordingly.

As you may recall, the Washington State Auditor required us to move to an annual audit beginning with the 2017 fiscal year audit. We had previously been on a biannual cycle, but due to the size of our revenue, they requested an annual audit. We expect that an annual audit will complete in a third less time.

**Pierce County Library FYI Packet**  
**Link List**  
**September 12, 2018**

**Pierce County Library in the News**

- [Meet The New Librarian In Town](#) – Key Pen News
- [Library board to discuss levy, book request process](#) – Fife Free Press (and UP Patch)
- [Lakewold Gardens Added to Museum Pass Program at Pierce County Library](#) – South Sound Talk (and News Tribune and Courier Herald)
- Four newspaper clippings/ads on TitleQuest, MakerFest, library card contest winners, and Key Center Annual Walk (see attached PDF)

**Miscellaneous**

- [East Pierce bond makes it to the ballot](#) – Courier Herald

# An improved way to request library buys

BY DEBBIE COCKRELL  
dcockrell@thenewtribune.com

On the heels of free museum admission with library passes comes another feature from the Pierce County Library System: an improved way to request books to be added.

In the first week after the online launch July 16, more than 500 requests were logged, according to the library system. Since the launch, nearly 1,100 requests were made.

"If it is an item that has broad appeal or meets other selection criteria, a librarian will purchase it for Pierce County Library's collection," a news release said. "If the item doesn't meet the library's selection criteria, the library will try to borrow it from another library system through a national interlibrary loan program."

While it's too early to note trends or most popular titles, "People are requesting a vast array of titles, from graphic novels to

romance to nonfiction and academic material." Mary Getchell, marketing and communications director for the library system, told The News Tribune.

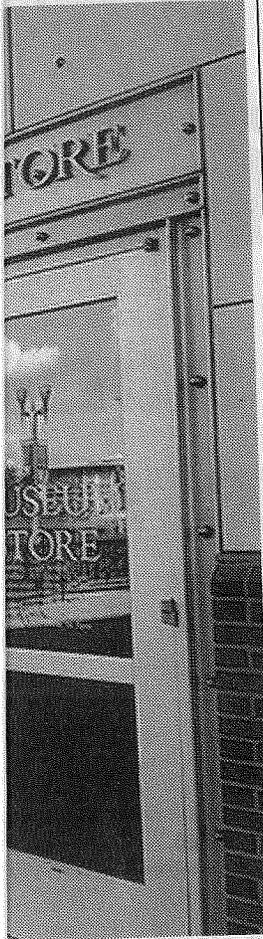
More details for using the request form:

- You must have a Pierce County library card.
- You might be asked how much you'd be willing to pay in some cases to borrow the item.
- Requests can take several weeks to fulfill.
- Limit individual requests to three a month.

Since the launch, the library system has asked to borrow 450 books from other systems, is buying 303 book titles for its collection and reviewing 325 requests.

For more information, go to [piercescountylibrary.org/services/requesting-title.htm](http://piercescountylibrary.org/services/requesting-title.htm) The page includes a link with more information on criteria for selection.

Debbie Cockrell:  
253-597-8364,  
@Debbie\_Cockrell



THE GOODS AT THE MUSEUM  
...ssed from the sidewalk

...re to the space and  
...ocked it with thoughtful  
...lections."

The store has had what  
an Dyke called a "super-  
soft opening." You can get  
store preview Saturday  
(Aug. 11) during the mu-  
seum's In The Spirit  
Northwest Native Festival.

The store will have its  
rand opening Aug. 16.  
oth The Goods and the  
museum will be open until  
p.m. that day, with free  
museum admission start-  
ing at 3 p.m.

Regular store hours: 10  
a.m.-5 p.m. Tuesday-Sun-  
day; free Neighborhood  
Nights on Thursdays 5 to  
8 p.m.; Fourth Fridays 10  
a.m. to 8 p.m. There's a 10  
percent discount for  
Washington State Histori-  
cal Society members.

## LITERARY CALENDAR

### Author Events

**Aug. 25: Connie Connally**  
10:30 a.m. Local author will read from her novel "The Songs We Hide," discuss the process of writing and participate in a Q and A. South Hill Library, 15420 Meridian E., Puyallup. Free. 253-548-3303, [piercescountylibrary.org/calendar](http://piercescountylibrary.org/calendar)

### Book Clubs

**Aug. 13: Queerest Book Club**  
Ever 7 p.m. "Fruit: A Novel About a Boy and His Nipples" by Brian Koppelman. King's Books, 218 St. Helens Ave., Tacoma 253-272-8801

**Aug. 13: South Hill Book**

Gig Harbor. Free. 253-548-3305, [piercescountylibrary.org/calendar](http://piercescountylibrary.org/calendar)

**Aug. 16: Spanish Language Book Club Club del Libro en Espanol** 6:30 p.m. "Sangre en el ojo" by Lina Meruane. King's Books, 218 St. Helens Ave., Tacoma 253-272-8801

**Aug. 16: Orting Book Club 7** p.m. "The Guest Room" by Chris Bohjalian. Orting Library, 202 Washington Ave., Orting. Free. 253-548-3312, [piercescountylibrary.org/calendar](http://piercescountylibrary.org/calendar)

**Aug. 21: Reading Roundtable Book Discussion** 6:30 p.m. "Breakfast with Buddha" by Roland Merullo. Dupont Library, 1540 Wilmington Dr., DuPont. Free. 253-548-3326, [piercescountylibrary.org/calendar](http://piercescountylibrary.org/calendar)

**Aug. 21: Banned Book Club 7** p.m. "The Master and Margarita" by Mikhail Bulgakov. Doyle's Public House, 208 St. Helens

# Exhibitors sought for MakerFest



Are you a Do-It-Yourselfer? A maker? How about a science, technology, engineering, and math (STEM) enthusiast?

Do you want to share some of your skills with others?

If so, the Pierce County Library System is looking for you.

MakerFest is a free, all-ages event where attendees explore, building, creating, crafting, and coding through displays, demonstrations, and hands-on activities. With the deadline for exhibitors set for Sept. 15 (priority deadline this Wednesday, Aug. 15), the library system is searching for people of all ages who are excited to share their maker or DIY knowledge and skills with others.

Past projects examples vary widely, and include 3-D printing, coding, custom bicycles, gardening, robotics, and woodworking, among many others.

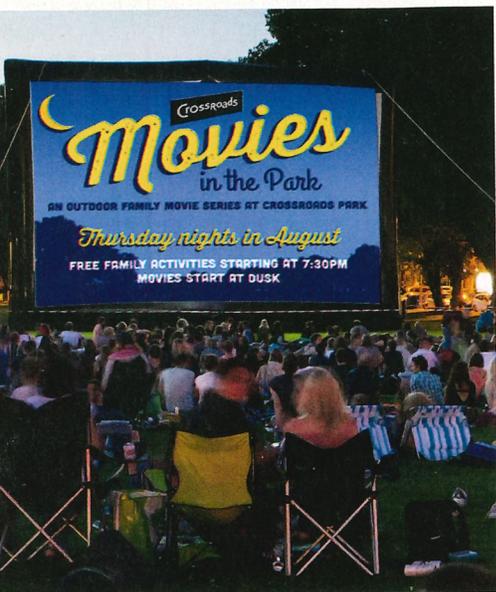
This year's event is set for Nov. 3 from 10 a.m. to 3 p.m. at the Washington State Fair Event Center in Puyallup (110 9th Ave. SW) in the AgriPlex building. Enter through the green gate

The event is funded by a generous donation from the Pierce County Library Foundation, with program partners including the Puyallup Public Library and Timberland Regional Library.

For more information, go to [makerfest.pcls.us](http://makerfest.pcls.us).

**A 10 — AUGUST 15, 2018**

# News Around Town



## Catch a movie at Crossroads

What's better than a free movie? A free movie under the stars. Head over to Crossroads Park for free movies every Thursday this month. (Also see: the popcorn!) The movies begin at dusk (around 9 p.m.) and are shown on a 40-foot inflatable screen. Come early (around 7:30 p.m.) for family activities (also free). See what's playing at parks. [bellevuewa.gov/special-events](http://bellevuewa.gov/special-events)

PHOTO COURTESY OF KEXP



## Free Friday night concerts at Seattle Center

Every Friday in August, you and the fam can catch a free concert at Seattle Center. Thank local radio station KEXP 90.3 and Seattle Center, the hosts of the annual Concerts at the Mural series. The event is family-friendly; you'll spot many a young music lover toddling around between picnic blankets. There's also a fenced off beer garden and food carts typically show up. Find the line-up at [kexp.org](http://kexp.org)



## Two local students design Pierce County Library System's new library cards

Congratulations are in order for Jasmyn Uribe of Harbor Heights Elementary and Denae Folen of Goodman Middle School, both of Gig Harbor. Their designs won the Pierce County Library System's Card Design Contest. Nearly 900 Pierce County students submitted entries to the contest with almost 18,000 votes cast to select the winners. Starting this fall, people may choose from the two new student-designed cards. See the designs at [cardcontest.pcls.us](http://cardcontest.pcls.us)

## Giving Together 2018

Please join us each month as we promote, support and learn about an extraordinary local organization. We will highlight the good works of organizations that strive to improve the lives of families and invite you to join us in giving precious time or money.



PHOTO COURTESY OF FAMILIES OF LADYBUG HOUSE

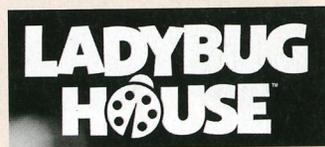
### THE NONPROFIT Ladybug House

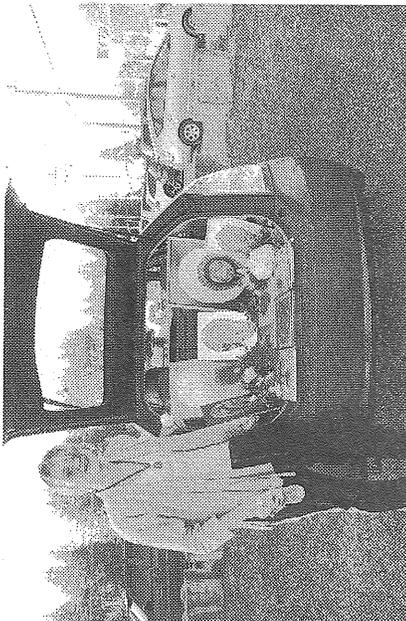
### WHAT YOU NEED TO KNOW

Ladybug House will be Washington state's first palliative care home for children (and only the third in the country). The organization will offer free end-of-life care to children and young adults as well as resources for families caring for very ill children.

**The goal:** Deliver 24/7 quality respite and hospice care

**Support:** Ladybug House is currently fundraising to build their home. To learn more, visit [ladybughouse.org/get-involved](http://ladybughouse.org/get-involved)





HUGH MCMILLAN Contributing writer  
Max Mikelson has his own "tailgate" art display of his work in the parking area at Sunny Crest Nursery.

# Plethora of artwork bejewels Key Center annual walk

BY HUGH MCMILLAN  
Contributing writer

Key Peninsula's premier art entity, Two Waters Arts Alliance, staged its annual Key Center Art Walk as always on the first

Wednesday in August. It boasted a plethora of art forms from paintings to ceramics to photography to wood carvings to jewelry. Tweed Meyer delighted in showing off her recently completed mural on the wall of the KC Coral, a

sweeping view of the area including a Mosquito Fleet type boat, Puget Sound, Mount Rainier. The KP Branch of Pierce County Library featured displays throughout its facility. Next door, Key Peninsula Fire Department provided its assembly room for

displays. There were covered booths with displays and art for sale in the parking area of the KC Coral, and Close to Home Coffee provided an outdoor restaurant atmosphere for a gathering of several artists including famed Beverly

Pedersen. Sunnycrest Nursery was, as always, awash with the works of several excellent artists and, not to be outdone, the Blend Wine and Coffee shop also displayed the work of local artists.

