

AGENDA
Regular Meeting of the Pierce County Library System Board of Trustees
September 13, 2017
3:30 pm

3:30 pm	01 min.	Call to Order: Rob Allen, Chair	
3:31 pm	05 min.	Public Comment: <i>This is time set aside for members of the public to speak to the Board of Trustees. Unless the item you wish to discuss is of an emergency nature, the Board ordinarily takes matters under advisement before taking action. Please sign up at the time of the meeting to speak during the Public Comment period, and limit your comments to three minutes.</i>	
3:36 pm	04 min.	Consent Agenda	Action
		<ol style="list-style-type: none"> 1. Approval of Minutes of the August 9, 2017, Regular Meeting 2. Approval of August 2017 Payroll, Benefits and Vouchers 3. <i>Resolution 2017-07: To Declare Furnishings and Equipment Surplus to Public Service Needs</i> 	
3:40 pm	05 min.	Board Member Reports	
3:45 pm	10 min.	Routine Reports	
		<ol style="list-style-type: none"> 1. Dashboard, Georgia Lomax 2. August 2017 Financial Report, Donna Morey 3. Executive Director Report, Georgia Lomax 4. Branch Services Report, Jaime Prothro 	
3:55 pm	30 min.	Unfinished Business	
		<ol style="list-style-type: none"> 1. 2018 Budget and Work Plan <ol style="list-style-type: none"> a. Review Budget Drivers, Clifford Jo b. Preliminary Levy Certification (if available), Clifford Jo c. Fiscal Management Policy, Clifford Jo d. 2018 Strategic Plan Initiatives, Jaime Prothro 	Action
	10 min.	<ol style="list-style-type: none"> 2. Buckley Site Condition, Clifford Jo 	Action
4:35 pm	10 min.	New Business	
		<ol style="list-style-type: none"> 1. 2017 Budget – Midterm Fiscal Review, Clifford Jo <ol style="list-style-type: none"> a. <i>Resolution 2017-08: To Amend the Transfer of a Portion of the General Fund to the Capital Improvement Fund</i> b. <i>Resolution 2017-09: To Transfer 2016 Unexpended Funds to the Capital Improvement Fund and Special Purpose Fund</i> 	Action Action
4:45 pm	10 min.	Officers Reports	
		<ol style="list-style-type: none"> 1. L&I Update 2. Fall Learning Support 3. Sustainable Funding Public Process 4. Strategic Plan Communications Plan 5. Gale IMPACT Article 6. Mental Health First Aid 	
4:55 pm	35 min.	Executive Session <i>At this time on the agenda, the Board of Trustees will recess to Executive Session per RCW 42.30.110, to discuss personnel issues and property issues</i>	
5:30 pm	05 min.	New Business (cont.)	
		<ol style="list-style-type: none"> 2. 2018 Executive Director Salary Agreement, Cheree Green 	Action
5:35 pm	01 min.	Announcements	
		The 2017 Regional Trustees meeting will be held September 16, 2017, at the Lynnwood Library, 19200 44th Ave W, Lynnwood, WA 98036.	
		The October 11, 2017, Regular Meeting will be held at the University Place Library, 3609 Market Place W, University Place, WA 98466.	
5:36 pm		Adjournment	

Consent Agenda

CALL TO ORDER

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

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

1. Approval of Minutes of the July 12, 2017, Regular Meeting
2. July 2017 Payroll, Benefits and Vouchers
 - a. Payroll Warrants 3767-3769 dated 7/1/17-7/31/17 in the amount of \$1,507.07
 - b. Payroll Disbursement Voucher dated 7/6/17 in the amount of \$976,292.80
 - c. Payroll Disbursement Voucher dated 7/21/17 in the amount of \$770,918.73
 - d. Accounts Payable Warrants 627598-627887 dated 7/1/17-7/31/17 in the amount of \$916,881.18
3. *Resolution 2017-06: To Declare Furnishings and Equipment Surplus to Public Service Needs*

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

BOARD REPORTS

Mr. Jones shared the Orting Fire Department's direct mailing postcard regarding their levy proposal.

ROUTINE REPORTS

Dashboard – Executive Director Georgia Lomax reported the Library is planning to revise the dashboard and will ask the Board in the future to discuss which metrics would be most meaningful to them.

July 2017 Financial Report – Finance and Business Director Clifford Jo introduced new Finance Manager Donna Morey. Ms. Morey previously worked in the White River School District.

Mr. Jo reported the Library received approximately \$120,000 in property tax revenue in July.

Executive Director Report – Ms. Lomax noted she received a letter from the Freedom from Religion Foundation regarding the closure of branches on Easter Sunday.

The Library entered into a professional service agreement with Jemima McCullum of the firm Gordon, Thomas, Honeywell for legal counsel pertaining to real property needs. The Library will also be issuing a Request for Qualifications (RFQ) for general architectural services.

Ms. Butler said she appreciates the branch reports and how they highlight the good work done by staff. Chair Allen was pleased to learn about Key Center staff's efforts to help displaced employees with their job search.

NEW BUSINESS

2018 Budget and Work Plan – Mr. Jo reviewed the timelines in the Calendar of Work.

As part of the annual Fiscal Management Policy review, Trustees shared their individual budgeting and money management approaches and discussed how their guiding principles inform their thoughts on managing the Library's budget.

Responses reflected being fiscally conservative and debt averse, conscientious planning and being prepared for the future, setting aside for contingencies, thoughtfully prioritizing where the money is spent and ensuring sustainability.

Ms. Lomax noted that while the Fiscal Management policy ensures the Library is diligent with its resources and addresses long-term sustainability, it has less guidance on day to day expenditure management.

Ms. Chesbro asked the Board what they felt would be a reasonable threshold if there is an overage at the end of the year. Chair Allen said as a general principle, if there was an expense at end of year causing the Library to go over budget, he would not be opposed but would want to see a plan to make it up the following year, so as not to let it affect long-term capabilities. Ms. Albers stressed the need to have a long-term plan in place for any potential operational issues.

Ms. Butler agreed, noting that if the current policies are limiting the Library as it explores ways to resolve future budget concerns, it will be critical to change the level of flexibility it needs to manage the budget. Trustees were curious about the approaches of other organizations.

Sustainable Funding – As directed by the Board in July, the Library will begin a discussion with its community about the Library's funding situation. Ms. Lomax and Marketing and Communications Director Mary Getchell will lead this work.

Buckley Site Condition – Ms. Chesbro reported that after initial testing, EHSI's report showed the need to identify the extent of the effects of the underground storage tank.

Trustees asked for further information about the process.

UNFINISHED BUSINESS

2017 Budget and Work Plan – Ms. Lomax and staff reviewed the status of the 2017 budget and work plan.

Mr. Jo reported the Library is on track to receive 100% of revenues budgeted. He noted the Library is now receiving taxes that were not paid during the recession.

Ms. Chesbro highlighted some of the work done to date includes branch updating and relocating the DVD collection. PC replacements are expected to be under budget and the savings will aid in furthering progress on the IT modernization plan.

The Board thanked the Library for the good work.

OFFICERS REPORT

Training Update (ALA and TRAIN Conferences) – Ms. Lomax said staff training is a priority of the Library. Ms. Lomax noted the Washington Library Association conference will be held in Tacoma November 1-4, 2017.

Customer Experience Manager Judy Nelson provided the Trustees with solar eclipse viewing glasses, which are being distributed to the community in conjunction with STEM-related Library classes and events.

EXECUTIVE SESSION

There was no Executive Session.

ANNOUNCEMENTS

The 2017 Regional Trustees meeting will be held September 16, 2017, at the Lynnwood Library, 19200 44th Ave W, Lynnwood, WA 98036.

ADJOURNMENT

The meeting was adjourned at 5:20 pm on motion by Ms. Albers, seconded by Mr. Jones.

Georgia Lomax, Secretary

Rob Allen, Chair

August 2017 Payroll, Benefits and Vouchers

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	3770-3773	8/1/17-8/31/17	\$7,840.42
Electronic Payments - Payroll & Acct Payable		08/06/17	\$1,006,281.23
Electronic Payments - Payroll & Acct Payable		08/21/17	\$785,455.07
Accounts Payable Warrants	627888-628027	8/1/17-8/31/17	\$665,882.50
Total:			<u><u>\$2,465,459.22</u></u>

Check History Listing
Pierce County Library System

Check #	Bank	Date	Paid to	Status	Can/Vd Date	Pay Period Dates	Dir Dep	Amount
3770	key	08/07/2017	ANDERSON, JASON			07/16/17 - 07/31/17	0.00	2,295.90
3771	key	08/07/2017	MILBRADT, NICOLE			07/16/17 - 07/31/17	0.00	2,132.26
3772	key	08/07/2017	JAWER, LYANA			07/16/17 - 07/31/17	0.00	771.61
3773	key	08/21/2017	MOREY, DONNA			08/01/17 - 08/15/17	0.00	2,640.65
Total:							0.00	7,840.42

Checks in report: 4

Grand Total: 0.00 7,840.42

Ad-hoc bank transaction (Withdrawal)

PCL_Company

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

Contact Name: Stacy Karabotsos
 Contact Phone: 253-548-3451
 Contact e-mail: skarabotsos@piercecountylibrary.org
 Comments: 8/7/2017 Payroll

Withdrawal Date: 08/07/17

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	72,060.15
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	50,760.99
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	50,760.99
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	468,884.64
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	9,964.50
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	48,646.96
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	83,136.78
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	5,814.78
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	1,143.85
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	-
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	-
PCL_Company	AWC (only on 6th paycheck)	237100	CC_Library_District	697-00	5100000	215,107.59
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	-
PCL_Company	Payroll Adjustment(s)	237100	CC_Library_District	697-00	5100000	-
Total Deposit						\$ 1,006,281.23

Certification: _____

Stacy Karabotsos
 Signature (Department Designee)

08/03/17
 Date

Comments:

Ad-hoc bank transaction (Withdrawal)

PCL_Company

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

Contact Name: Stacy Karabotsos
 Contact Phone: 253-548-3451
 Contact e-mail: skarabotsos@piercecountylibrary.org
 Comments: 8/21/2017 Payroll

Withdrawal Date: 08/21/17

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	70,398.00
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	81,148.44
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	18,978.62
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	463,235.52
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	10,964.50
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	48,285.16
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	82,360.01
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	6,190.22
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	1,168.85
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	625.00
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	204.60
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	1,896.15
PCL_Company	Payroll Adjustment(s)	237100	CC_Library_District	697-00	5100000	-
Total Deposit						\$ 785,455.07

Certification: _____

Stacy Karabotsos
 Signature (Department Designee)

08/18/17
 Date

Comments:

Check History Listing
Pierce County Library System

Bank code: key

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
627888	08/02/2017	000161 CENGAGE LEARNING		69.36
627889	08/02/2017	000895 COLUMBIA BANK		250.60
627890	08/02/2017	006478 EVERGREEN MAINT LANDSCAPING		5,223.29
627891	08/02/2017	001643 IMPACT		170.65
627892	08/02/2017	000243 INGRAM LIBRARY SERVICES		2,613.75
627893	08/02/2017	006421 MARKHAM INVESTIGATION - (MIP)		5,161.50
627894	08/02/2017	000352 MIDWEST TAPE		12,584.35
627895	08/02/2017	000374 POSTMASTER		980.00
627896	08/02/2017	000377 PUGET SOUND ENERGY		1,787.02
627897	08/02/2017	000406 RECORDED BOOKS LLC		163.20
627898	08/02/2017	006331 SURPRISE LAKE SQUARE UNIT 257		8,594.74
627899	08/02/2017	000497 TILlicum COMMUNITY SERVICE CEN		1,741.61
627900	08/04/2017	004732 ALEX ZERBE ENTERTAINMENT		2,400.00
627901	08/04/2017	000830 BAKER & TAYLOR		10,282.60
627902	08/04/2017	000087 BLACKSTONE AUDIO BOOKS INC		160.00
627903	08/04/2017	001512 DAILY JOURNAL OF COMMERCE		78.20
627904	08/04/2017	005300 DANGER ROOM COMICS LLC		1,428.33
627905	08/04/2017	000243 INGRAM LIBRARY SERVICES		6,819.89
627906	08/04/2017	000352 MIDWEST TAPE		8,940.22
627907	08/04/2017	003398 MULTICULTURAL BOOKS & VIDEOS		2,654.15
627908	08/04/2017	004933 NORTHWEST HEALTH & SAFETY INC		94.37
627909	08/04/2017	000534 WCP SOLUTIONS		710.89
627910	08/04/2017	006467 XAKARY PRODUCTIONS		395.00
627911	08/07/2017	000828 AFSCME AFL-CIO		6,444.18
627912	08/07/2017	000041 EMPLOYMENT SECURITY DEPARTMENT		265.37
627913	08/07/2017	006414 GC SERVICES, LP		225.94
627914	08/07/2017	006690 ENFORCEMENT KENTUCKY CHILD SUPP		151.68
627915	08/07/2017	003985 PACIFICSOURCE ADMINISTRATORS		1,574.79
627916	08/07/2017	000821 PIERCE COUNTY SUPERIOR COURT		426.66
627917	08/07/2017	000821 PIERCE COUNTY SUPERIOR COURT		124.15
627918	08/07/2017	001181 PIERCE CTY LIBRARY FOUNDATION		461.92
627919	08/07/2017	006555 SOCIAL SECURITY ADMINISTRATION		64.63
627920	08/07/2017	000823 UNITED WAY		61.50
627921	08/07/2017	004782 US DEPARTMENT OF EDUCATION		193.90
627922	08/08/2017	006555 SOCIAL SECURITY ADMINISTRATION		130.67
627923	08/08/2017	000363 OVERALL LAUNDRY SERV. DBA ARAMARI		21.98
627924	08/08/2017	000041 EMPLOYMENT SECURITY DEPARTMENT		1,792.82
627925	08/08/2017	006823 HOOPLA		13,494.32

Check History Listing
Pierce County Library System

Bank code: key

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
627926	08/08/2017	006492 LOGIC INTEGRITY INC		1,655.00
627927	08/08/2017	004142 MEHNDI MADNESS INC		500.00
627928	08/08/2017	001139 METROPOLITAN PARK DIST OF TACO		1,408.00
627929	08/08/2017	001139 METROPOLITAN PARK DIST OF TACO		886.00
627930	08/08/2017	006612 AMANDA MOORE		85.99
627931	08/08/2017	000857 PIERCE COUNTY RECYCLING		96.99
627932	08/08/2017	006331 SURPRISE LAKE SQUARE UNIT 257		522.36
627933	08/08/2017	004022 US BANK		136,063.27
627934	08/17/2017	006848 TARA AUSTIN WEAVER		150.00
627935	08/17/2017	006837 HENRIK BOTHE		450.00
627936	08/17/2017	002073 LINDA CASE		25.00
627937	08/17/2017	006235 CONTOUR		2,548.59
627938	08/17/2017	004779 CONVERGENT TECHNOLOGY SYS		1,590.44
627939	08/17/2017	003721 DEEP ROOTED MUSIC LLC		1,980.00
627940	08/17/2017	006478 EVERGREEN MAINT LANDSCAPING		931.26
627941	08/17/2017	001464 GREAT FLOORS COMMERCIAL SALES		747.32
627942	08/17/2017	005428 GRITTON BUILDING CO INC		2,532.87
627943	08/17/2017	006836 HUBBARD RADIO SEATTLE		1,980.00
627944	08/17/2017	004193 NANCY KNOTT		38.52
627945	08/17/2017	003761 TERRI MAY		100.00
627946	08/17/2017	006646 METCALF ELECTRIC INC		18,683.00
627947	08/17/2017	001345 MICHAEL'S CUSTOM UPHOLSTERY		388.61
627948	08/17/2017	004822 MUSEUM OF FLIGHT		3,320.00
627949	08/17/2017	006841 NEW VENTURES GROUP INC		8,789.35
627950	08/17/2017	004918 NORTH BEND PUBLIC LIBRARY		13.99
627951	08/17/2017	000739 PACIFIC NORTHWEST LIBRARY ASSO		1,000.00
627952	08/17/2017	000370 PIERCE COUNTY		360.00
627953	08/17/2017	006847 PORTLAND COMMUNITY COLLEGE		31.95
627954	08/17/2017	004397 SHKS ARCHITECTS PS INC		2,021.25
627955	08/17/2017	006079 LISA TAYLOR		2,700.00
627956	08/17/2017	003719 UNIQUE MANAGEMENT SERVICES		1,503.60
627957	08/17/2017	002038 ROSINA VERTZ		100.00
627958	08/17/2017	000534 WCP SOLUTIONS		1,930.83
627959	08/17/2017	000830 BAKER & TAYLOR		27,253.82
627960	08/17/2017	005001 BMI		253.00
627961	08/17/2017	000242 BUCKLEY CITY OF		245.63
627962	08/17/2017	000161 CENGAGE LEARNING		1,203.95
627963	08/17/2017	000847 CENTER POINT PUBLISHING		1,070.76
627964	08/17/2017	000725 INFORMATION TODAY INC		286.10

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Pierce County Library System

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<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
627965	08/17/2017	000243 INGRAM LIBRARY SERVICES		9,945.67
627966	08/17/2017	000352 MIDWEST TAPE		21,384.71
627967	08/17/2017	003398 MULTICULTURAL BOOKS & VIDEOS		491.25
627968	08/17/2017	000323 NEWS TRIBUNE		561.60
627969	08/17/2017	000370 PIERCE COUNTY		879.80
627970	08/17/2017	000370 PIERCE COUNTY		36.43
627971	08/17/2017	000377 PUGET SOUND ENERGY		925.94
627972	08/17/2017	000403 RAINIER VIEW WATER CO INC		164.76
627973	08/17/2017	000406 RECORDED BOOKS LLC		313.02
627974	08/17/2017	000463 SUMMIT WATER & SUPPLY CO		1,047.39
627975	08/17/2017	000525 VERIZON WIRELESS		2,773.63
627976	08/17/2017	000541 STATE OF WASHINGTON		362.36
627977	08/21/2017	003778 AFLAC		6,390.94
627978	08/21/2017	000828 AFSCME AFL-CIO		6,389.96
627979	08/21/2017	001578 COLONIAL SUPPLEMENTAL INSURANC		624.62
627980	08/21/2017	000041 EMPLOYMENT SECURITY DEPARTMENT		265.37
627981	08/21/2017	006414 GC SERVICES, LP		212.03
627982	08/21/2017	006690 ENFORCEMENT KENTUCKY CHILD SUPP		151.68
627983	08/21/2017	003985 PACIFICSOURCE ADMINISTRATORS		1,574.79
627984	08/21/2017	000821 PIERCE COUNTY SUPERIOR COURT		64.65
627985	08/21/2017	001181 PIERCE CTY LIBRARY FOUNDATION		461.92
627986	08/21/2017	006555 SOCIAL SECURITY ADMINISTRATION		64.65
627987	08/21/2017	000823 UNITED WAY		61.50
627988	08/21/2017	004782 US DEPARTMENT OF EDUCATION		193.93
627989	08/23/2017	000363 OVERALL LAUNDRY SERV. DBA ARAMARI		21.98
627990	08/23/2017	006577 CATALYST WORKPLACE ACTIVATION		2,350.19
627991	08/23/2017	001512 DAILY JOURNAL OF COMMERCE		75.90
627992	08/23/2017	001126 DELL MARKETING LP		137.38
627993	08/23/2017	001126 DELL MARKETING LP		1,758.33
627994	08/23/2017	003311 DEPARTMENT OF LABOR & INDUSTRI		399.60
627995	08/23/2017	005081 EHS-INTERNATIONAL INC		4,420.75
627996	08/23/2017	005330 GHA TECHNOLOGIES INC		13,153.49
627997	08/23/2017	006310 INTRACOMMUNICATION NETWORK SYS		10,550.40
627998	08/23/2017	006492 LOGIC INTEGRITY INC		4,907.50
627999	08/23/2017	004822 MUSEUM OF FLIGHT		190.00
628000	08/23/2017	001586 NORTHWEST DOOR INC		461.58
628001	08/23/2017	003985 PACIFICSOURCE ADMINISTRATORS		210.50
628002	08/23/2017	004182 ULINE INC		29.00
628003	08/23/2017	004022 US BANK		117,570.60

Check History Listing
Pierce County Library System

Bank code: key

Check #	Date	Vendor	Status	Check Total
628004	08/24/2017	000830 BAKER & TAYLOR		4,729.26
628005	08/24/2017	000161 CENGAGE LEARNING		1,556.37
628006	08/24/2017	000093 EBSCO		65.10
628007	08/24/2017	000243 INGRAM LIBRARY SERVICES		11,540.42
628008	08/24/2017	000352 MIDWEST TAPE		10,050.02
628009	08/24/2017	001419 PENGUIN RANDOM HOUSE LLC		76.93
628010	08/24/2017	000377 PUGET SOUND ENERGY		2,758.58
628011	08/24/2017	000406 RECORDED BOOKS LLC		727.65
628012	08/24/2017	000451 SEATTLE TIMES SEATTLE PI		499.20
628013	08/24/2017	003434 HARLAN ZINCK		425.00
628014	08/25/2017	006757 KINGSLEY ONONIWU		9.00
628015	08/31/2017	000363 OVERALL LAUNDRY SERV. DBA ARAMARI		21.98
628016	08/31/2017	006235 CONTOUR		77,267.64
628017	08/31/2017	001512 DAILY JOURNAL OF COMMERCE		96.60
628018	08/31/2017	001126 DELL MARKETING LP	V	0.00
628019	08/31/2017	001126 DELL MARKETING LP		2,377.16
628020	08/31/2017	001126 DELL MARKETING LP		114.87
628021	08/31/2017	003311 DEPARTMENT OF LABOR & INDUSTRI		23.30
628022	08/31/2017	005862 ELITE PROPERTY INVESTMENTS LLC		9,869.79
628023	08/31/2017	001861 FRIENDS OF SUMNER		100.00
628024	08/31/2017	003985 PACIFICSOURCE ADMINISTRATORS		216.25
628025	08/31/2017	000677 SCOTT & FROM CO INC		7,551.60
628026	08/31/2017	000079 SUPERIOR SAW		16.85
628027	08/31/2017	000534 WCP SOLUTIONS		23.45

key Total: 665,882.50

140 checks in this report

Total Checks: 665,882.50

RESOLUTION NO. 2017-07

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

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

WHEREAS, unless otherwise noted, each item has an estimated value of less than \$10,000, now, therefore,

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

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

PASSED AND APPROVED THIS 13TH DAY OF SEPTEMBER, 2017.

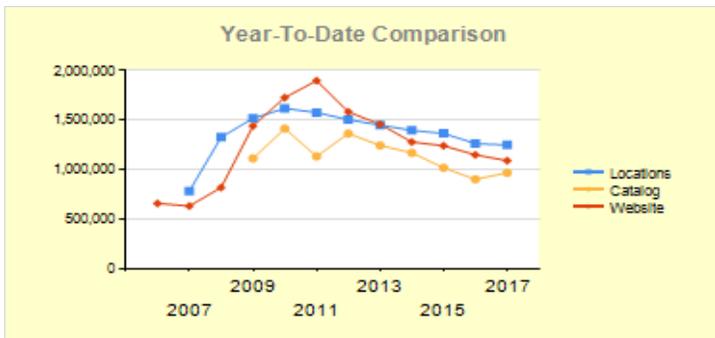
BOARD OF TRUSTEES, PIERCE COUNTY RURAL LIBRARY DISTRICT	
Robert Allen, Chair	_____
Donna Albers, Vice-Chair	_____
Monica Butler, Member	_____
Pat Jenkins, Member	_____
Daren Jones, Member	_____

Qty	Item	Description	Location	Estimated value
1	Press Equipment	Heidelberg Printmaster, 2-color press. Serial no. 960560	COM	\$ 7,500
1	Press Equipment	Rip-it Speedsetter Platemaker. Serial no. 201292	COM	\$ 6,500
			Total Estimated Value	\$ 14,000

Routine Reports

CUSTOMER SERVICE/PHILANTHROPY DASHBOARD - JULY

VISITS



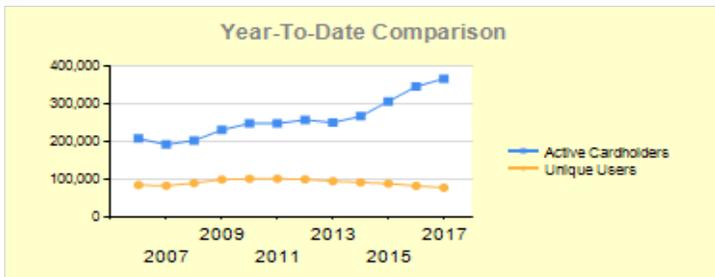
	July		
	2016	2017	% Change
Door Count	133,985	123,764	-7.63%
Catalog	126,214	136,601	8.23%
Website	157,661	152,306	-3.40%
Job & Business Portal	3,426	3,540	3.33%
Military Portal	160	766	378.75%
Total	421,446	416,977	-1.06%

CHECKOUTS



	July		
	2016	2017	% Change
Checkouts	633,372	467,879	-26.13%
Downloadables	85,631	99,719	16.45%
Total	719,003	567,598	-21.06%

CUSTOMERS



	July		
	2016	2017	% Change
Active Cardholders	346,690	367,915	6.12%
New Cards	3,567	3,402	-4.63%
Checkout Transactions	83,278	79,221	-4.87%
Unique Users	44,624	35,731	-19.93%

PHILANTHROPY



	July		
	2016	2017	% Change
FoundationDonors	60	68	13.33%
NewFoundationDonors	3	3	0.00%
\$ Raised by Foundation	\$4,140.00	\$4,870.00	17.63%
\$ Provided by Friends	\$5,739.00	\$5,200.00	-9.39%

BRANCH CLOSURES

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

Monthly Interim Financial Reports August 31, 2017

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

General Fund

August

- **Tax collections for August, not yet reflected in the draft report, are just over \$132,000 bringing total collections for the year to \$15.6M. This represents approximately 54% of the annual budgeted amount.**
- **36110. Interest rates were .98% in August in the State Local Government Investment Pool in which our funds are held. This is evidenced by the amount of interest income we have received which already exceeds the annual budgeted amount. September's interest rates are 1.07%.**
- **39520. Insurance recovery payment for fire damage from fireworks at the Gig Harbor location.**
- **While some expenditure line items related to collection management seem to exceed budgeted amounts (53403, 53413, 53414) the collection management operations budget as a whole is only 62% spent.**

July

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

April – June (Q2)

- County Property Tax data received in April was \$10.49m, about \$200,000 less than April 2016-- we will watch for more to be posted through the month of April, as the County system has not yet closed out April.
- 36998. Erate reimbursement received in April for remainder of 2016.
- 51105. Additional Hours returned to average monthly use.
- 54800. Corrected miscoding of landscaping costs from gen repairs & maintenance to contracted maint (54801)
- 54903. Corrected miscoding of AWC fees from licenses & fees to professional services (54100)

- 53500. Corrected miscoding of Fire Ext. training system from minor equipment to machinery & equipment (56400). This was supposed to have been paid in 2016 but the invoice came too late.
- County Property Tax data reported in May was \$3.4m, which offset the less taxes reported in April. At this time the Library is on schedule to receive its full property tax levy.
- 35970. Library Fines for overdue materials are coming in less than budgeted. We will make a correction for 2018.
- 54704. Garbage company refunded PCLS \$3,728 for Lakewood Library for over charges for several months.
- County Property Tax was approximately \$162,000.
- 33403. Workforce payment received.
- 36110. Investment return rate is now 0.83%, which is double what it was in June 2016 (.42%) and more than quintuple in June 2015 (0.14%).
- 54900. Includes "TRAIN" registrations.

January – March (Q1)

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

Capital Improvement Projects Fund

August

- **53501. Furnishings for the Collection Management relocation project.**
- **54100. IT consulting services (Gartner Inc.).**
- **56201. Power and data installation for ACL work stations.**

July

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

April – June (Q2)

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

January – March (Q1)

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

Debt Service Fund

- No activity

Special Purpose Fund

- No activity

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

	General Fund	Special Purpose Fund	Debt Service Fund	Capital Improvement Projects Fund
Assets				
Current Assets - Cash				
Cash	\$ 1,973,692	\$ 534	\$ 157	\$ 319,586
Investments	\$ 2,750,000	\$ 730,000	\$ 84,200	\$ 850,000
Total Cash	\$ 4,723,692	\$ 730,534	\$ 84,357	\$ 1,169,586
Total Current Assets	\$ 4,723,692	\$ 730,534	\$ 84,357	\$ 1,169,586
Liabilities and Fund Balance				
Current Liabilities				
Warrants Payable	\$ 48,704	\$ -	\$ -	\$ -
Sales Tax Payable	\$ 5,130	\$ -	\$ -	\$ -
Payroll Taxes and Benefits Payable	\$ 38,194	\$ -	\$ -	\$ -
Total Current Liabilities	\$ 92,027	\$ -	\$ -	\$ -
Fund Balance				
Reserve for Encumbrances	\$ 715,857	\$ -	\$ -	\$ 352,485
Net Excess (Deficit)	\$ (3,027,450)	\$ 2,271	\$ 308	\$ (856,291)
Major Contingency Set-aside	\$ -	\$ -	\$ -	\$ -
Election Set-aside	\$ -	\$ 360,000	\$ -	\$ -
Land, Property and Facility Set-aside	\$ -	\$ 368,263	\$ -	\$ -
Unreserved Fund Balance	\$ 6,943,258	\$ -	\$ 84,050	\$ 1,673,392
Total Fund Balance	\$ 4,631,665	\$ 730,534	\$ 84,357	\$ 1,169,586
Total Liabilities and Fund Balance	\$ 4,723,692	\$ 730,534	\$ 84,357	\$ 1,169,586
Balance of Prop Tax to Rcv (1st day of month)	\$ 14,009,994	N/A	\$ 7	N/A

Pierce County Library System													
Comparative Statement of Financial Position - Interim													
General Fund - Rolling Comparison													
<i>(as of the listed date of the reported month)</i>													
	HISTORICAL 8/31/2016	HISTORICAL 9/30/2016	HISTORICAL 10/31/2016	HISTORICAL 11/30/2016	HISTORICAL 12/31/2016	HISTORICAL 1/31/2017	HISTORICAL 2/28/2017	HISTORICAL 3/31/2017	HISTORICAL 4/30/2017	HISTORICAL 5/31/2017	HISTORICAL 6/30/2017	HISTORICAL 7/31/2017	CURRENT 8/31/2017
Assets													
Current Assets - Cash													
Cash	\$ 1,702,472	\$ 2,658,110	\$ 2,143,228	\$ 4,335,008	\$ 7,729,869	\$ 5,239,302	\$ 1,884,238	\$ 2,175,102	\$ 10,422,576	\$ 1,887,994	\$ 1,904,275	\$ 2,028,042	\$ 1,973,692
Investments	\$ 2,530,000	\$ -	\$ 7,850,000	\$ 6,000,000	\$ -	\$ -	\$ 1,300,000	\$ -	\$ -	\$ 9,500,000	\$ 7,400,000	\$ 4,750,000	\$ 2,750,000
Total Cash	\$ 4,232,472	\$ 2,658,110	\$ 9,993,228	\$ 10,335,008	\$ 7,729,869	\$ 5,239,302	\$ 3,184,238	\$ 2,175,102	\$ 10,422,576	\$ 11,387,994	\$ 9,304,275	\$ 6,778,042	\$ 4,723,692
Total Current Assets	\$ 4,232,472	\$ 2,658,110	\$ 9,993,228	\$ 10,335,008	\$ 7,729,869	\$ 5,239,302	\$ 3,184,238	\$ 2,175,102	\$ 10,422,576	\$ 11,387,994	\$ 9,304,275	\$ 6,778,042	\$ 4,723,692
Liabilities and Fund Balance													
Current Liabilities													
Warrants Payable	\$ 269,457	\$ 313,810	\$ 447,609	\$ 235,821	\$ 727,573	\$ 478,143	\$ 464,924	\$ 55,092	\$ 87,181	\$ 262,037	\$ 67,764	\$ 48,704	\$ 48,704
Sales Tax Payable	\$ 5,000	\$ 6,228	\$ 4,281	\$ 5,672	\$ 2,082	\$ 4,908	\$ 5,175	\$ 4,624	\$ 6,663	\$ 4,966	\$ 4,037	\$ 3,810	\$ 5,130
Payroll Taxes and Benefits Payable	\$ 33,961	\$ 49,926	\$ 18,099	\$ 35,122	\$ 56,955	\$ 24,125	\$ 40,674	\$ 53,093	\$ 24,785	\$ 39,987	\$ 52,941	\$ 24,781	\$ 38,194
Total Current Liabilities	\$ 308,417	\$ 369,965	\$ 469,990	\$ 276,615	\$ 786,611	\$ 507,175	\$ 510,773	\$ 112,809	\$ 118,628	\$ 306,990	\$ 124,742	\$ 77,294	\$ 92,027
Fund Balance													
Reserve for Encumbrances	\$ 478,820	\$ 370,104	\$ 331,430	\$ 258,402	\$ -	\$ 1,630,348	\$ 925,974	\$ 1,034,180	\$ 998,755	\$ 958,175	\$ 906,200	\$ 793,080	\$ 715,857
Net Excess (Deficit)	\$ (3,433,158)	\$ (4,960,352)	\$ 2,313,415	\$ 2,921,598	\$ 501,242	\$ (3,841,479)	\$ (5,195,768)	\$ (5,915,145)	\$ 2,361,935	\$ 3,179,570	\$ 1,330,075	\$ (1,035,590)	\$ (3,027,450)
Unreserved Fund Balance	\$ 6,878,394	\$ 6,878,394	\$ 6,878,394	\$ 6,878,394	\$ 6,442,016	\$ 6,943,258	\$ 6,943,258	\$ 6,943,258	\$ 6,943,258	\$ 6,943,258	\$ 6,943,258	\$ 6,943,258	\$ 6,943,258
Total Fund Balance	\$ 3,924,055	\$ 2,288,146	\$ 9,523,239	\$ 10,058,393	\$ 6,943,258	\$ 4,732,127	\$ 2,673,465	\$ 2,062,294	\$ 10,303,947	\$ 11,081,004	\$ 9,179,533	\$ 6,700,748	\$ 4,631,665
Total Liabilities and Fund Balance	\$ 4,232,472	\$ 2,658,110	\$ 9,993,228	\$ 10,335,008	\$ 7,729,869	\$ 5,239,302	\$ 3,184,238	\$ 2,175,102	\$ 10,422,576	\$ 11,387,994	\$ 9,304,275	\$ 6,778,042	\$ 4,723,692
Balance of Prop Tax to Rcv (1st day of month)	\$ 13,553,661	\$ 12,986,896	\$ 3,571,874	\$ 839,981	\$ -	\$ 29,731,845	\$ 29,396,979	\$ 28,137,050	\$ 17,664,082	\$ 14,295,113	\$ 14,131,566	\$ 14,000,000	\$ 14,009,994



PIERCE COUNTY LIBRARY SYSTEM
Statement of Revenue and Expenditures
Year to Date August 31, 2017
No Pre-Encumbrances

General Fund - 01

	<u>2017 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Property Tax/Investment Income & Other PC Revenue	\$ 29,352,348	\$ 15,882,513	\$ -	\$ 13,469,835	54%
Other Revenue	\$ 1,427,500	\$ 970,278	\$ -	\$ 457,222	68%
Total Revenue	\$ 30,779,848	\$ 16,852,791	\$ -	\$ 13,927,057	55%
Expenditures					
Personnel/Taxes and Benefits	\$ 21,461,824	\$ 14,434,392	\$ -	\$ 7,027,432	67%
Materials	\$ 3,789,300	\$ 2,402,992	\$ 2,902	\$ 1,383,407	63%
Maintenance and Operations	\$ 4,297,530	\$ 2,327,000	\$ 712,955	\$ 1,257,575	71%
Transfers Out - CIP	\$ 1,231,194	\$ -	\$ -	\$ 1,231,194	0%
Total Expenditures	\$ 30,779,848	\$ 19,164,384	\$ 715,857	\$ 10,899,608	65%
Excess/(Deficit)		\$ (2,311,593)			
(less encumbrances)		(715,857)			
Net Excess (Deficit)		\$ (3,027,450)			

Special Purpose Fund - 15

	<u>2017 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Investment Income	\$ -	\$ 2,271	\$ -	\$ (2,271)	0%
Total Revenue	\$ -	\$ 2,271	\$ -	\$ (2,271)	0%
Expenditures					
Total Expenditures	\$ -	\$ -	\$ -	\$ -	0%
Excess/(Deficit)		\$ 2,271			
(less encumbrances)		-			
Net Excess (Deficit)		\$ 2,271			

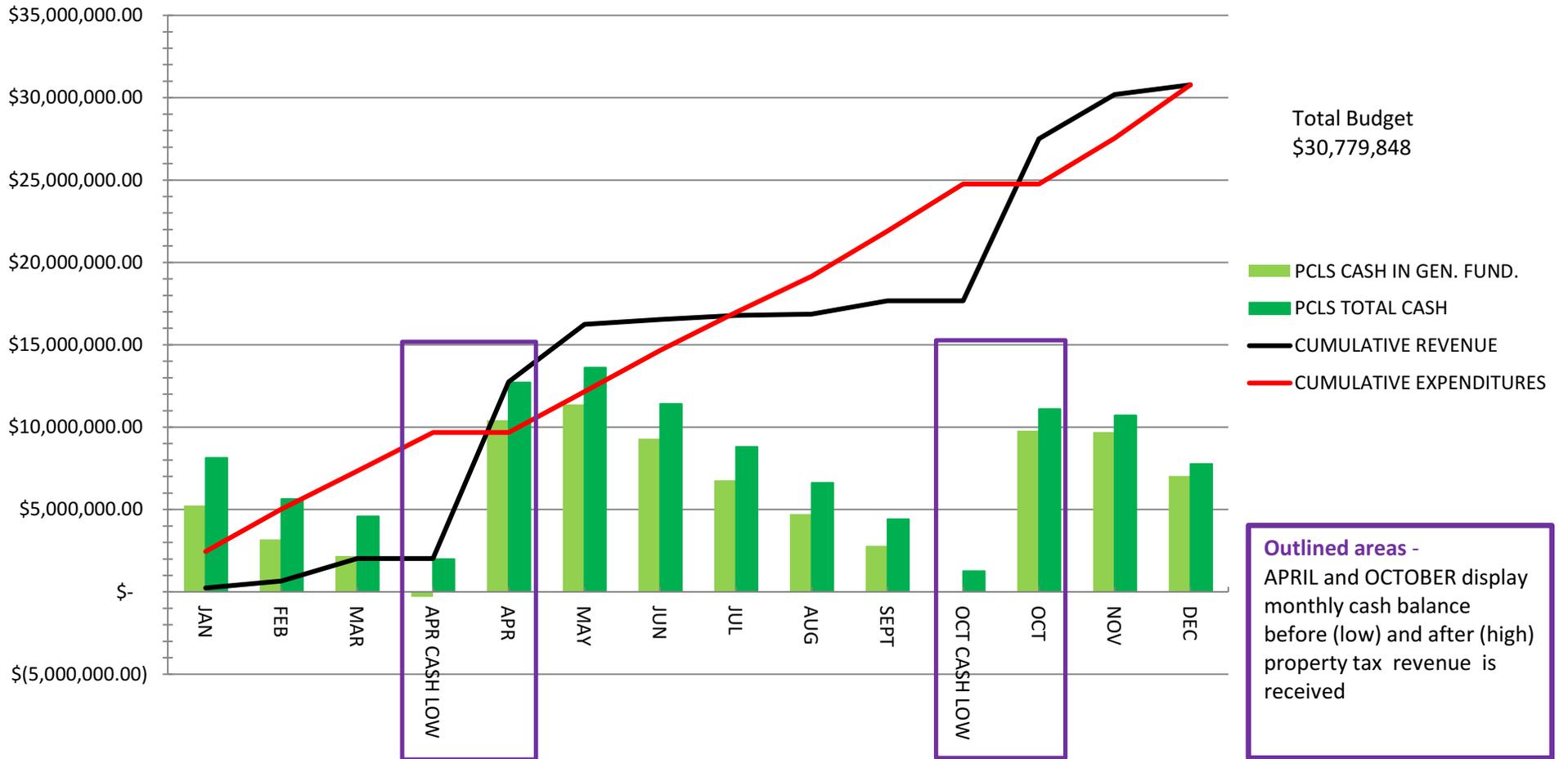
Debt Service Fund - 20

	<u>2017 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Property Tax/Investment Income & Other PC Revenue	\$ -	\$ 308	\$ -	\$ (308)	0%
Other Revenue	\$ -	\$ -	\$ -	\$ -	0%
Total Revenue	\$ -	\$ 308	\$ -	\$ (308)	0%
Total Expenditures	\$ -	\$ -	\$ -	\$ -	0%
Net Excess (Deficit)		\$ 308			

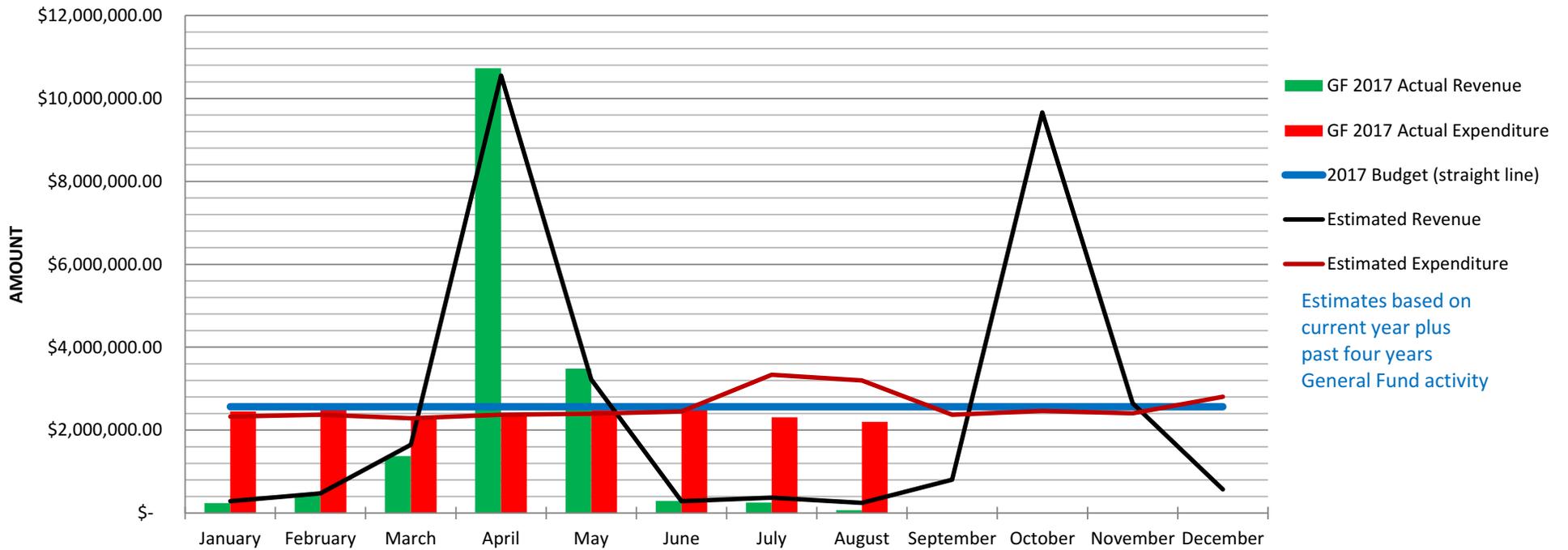
Capital Improvement Projects
Fund - 30

	<u>2017 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Other Revenue	\$ 685,806	\$ 94,745	\$ -	\$ 591,061	14%
Transfers In	\$ 1,231,194	\$ -	\$ -	\$ 1,231,194	0%
Total Revenue	\$ 1,917,000	\$ 94,745	\$ -	\$ 1,822,255	5%
Expenditures					
Maintenance and Operations	\$ 1,917,000	\$ 598,551	\$ 352,485	\$ 965,964	50%
Total Expenditures	\$ 1,917,000	\$ 598,551	\$ 352,485	\$ 965,964	50%
Excess/(Deficit)		\$ (503,806)			
(less encumbrances)		(352,485)			
Net Excess (Deficit)		\$ (856,291)			

CUMULATIVE GENERAL FUND REVENUE AND EXPENDITURE Including Cash Flow Projection 2017



RESOURCE FLOW - INTERIM General Fund - 2017



Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 8/31/2017

FUND: GENERAL FUND (01)

Object	2017 Budget	August Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
31111 PROPERTY TAXES CURRENT	28,677,357.00	0.00	15,483,161.09	0.00	13,194,195.91	53.99
31112 PROPERTY TAXES DELINQUENT	558,991.00	0.00	320,250.76	0.00	238,740.24	57.29
31130 SALE OF TAX TITLE PROPERTY	3,000.00	0.00	63.45	0.00	2,936.55	2.12
31720 LEASEHOLD EXCISE TAX	20,000.00	0.00	11,903.10	0.00	8,096.90	59.52
31740 TIMBER EXCISE TAX	63,000.00	0.00	42,370.42	0.00	20,629.58	67.25
TAXES:	29,322,348.00	0.00	15,857,748.82	0.00	13,464,599.18	54.08
33300 INDIRECT FEDERAL GRANTS	0.00	0.00	18,432.27	0.00	(18,432.27)	0.00
33345 PLAY TO LEARN - FED INDIRECT	0.00	686.12	1,755.25	0.00	(1,755.25)	0.00
33403 STATE LSTA DIRECT	0.00	0.00	62,922.57	0.00	(62,922.57)	0.00
33490 STATE DIRECT GRANT - STAY AT WORK	0.00	0.00	5,616.14	0.00	(5,616.14)	0.00
33533 STATE FOREST FUNDS/DNR TIMBER TRUS	0.00	0.00	89.40	0.00	(89.40)	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	3,126.72	21,261.13	0.00	8,738.87	70.87
34161 GRAPHICS SERVICES CHARGES	7,500.00	136.98	7,389.53	0.00	110.47	98.53
34162 PRINTER FEES	125,000.00	12,396.08	89,041.50	0.00	35,958.50	71.23
34163 FAX FEES	21,000.00	2,572.78	16,424.62	0.00	4,575.38	78.21
34193 ORTING - SERVICE FEES	3,000.00	0.00	1,620.00	0.00	1,380.00	54.00
35970 LIBRARY FINES	500,000.00	37,209.04	299,411.83	0.00	200,588.17	59.88
36110 INVESTMENT INCOME	15,000.00	0.00	17,908.26	0.00	(2,908.26)	119.39
36140 OTHER INTEREST EARNED - COUNTY	0.00	0.00	4.69	0.00	(4.69)	0.00
36200 KEY PEN HLTH DEPT FACILITY REV	1,000.00	318.91	931.60	0.00	68.40	93.16
36290 BOOK SALES	7,000.00	1,104.60	3,847.55	0.00	3,152.45	54.97
36700 FOUNDATION DONATIONS	189,000.00	0.00	171,245.54	0.00	17,754.46	90.61
36710 FRIENDS' DONATIONS	0.00	0.00	147.27	0.00	(147.27)	0.00
36720 FRIENDS' REIMBURSEMENTS	38,000.00	0.00	6,224.70	0.00	31,775.30	16.38
36725 DONATIONS - OTHER	1,000.00	8.40	835.84	0.00	164.16	83.58
36910 SALE OF SURPLUS	5,000.00	416.82	1,155.30	0.00	3,844.70	23.11
36920 UNCLAIMED PROPERTY/FOUND MONEY	3,000.00	40.47	929.98	0.00	2,070.02	31.00
36990 MISCELLANEOUS REVENUE	0.00	(21.85)	3,974.56	0.00	(3,974.56)	0.00
36991 PAYMENT FOR LOST MATERIALS	12,000.00	640.24	5,686.27	0.00	6,313.73	47.39
36996 JURY DUTY REIMBURSEMENT	0.00	0.00	288.78	0.00	(288.78)	0.00
36998 E RATE REIMBURSEMENT	415,000.00	0.00	191,095.15	0.00	223,904.85	46.05
36999 REBATES - PROCUREMENT CARD	70,000.00	10,079.26	57,759.16	0.00	12,240.84	82.51
CHARGES OTHER:	1,457,500.00	68,714.57	985,998.89	0.00	471,501.11	67.65
39510 SALE OF FIXED ASSETS (GOV)	0.00	0.00	6,761.49	0.00	(6,761.49)	0.00
39520 INSURANCE RECOVERIES - ASSETS	0.00	2,281.49	2,281.49	0.00	(2,281.49)	0.00
TOTAL FOR REVENUE ACCOUNTS	30,779,848.00	70,996.06	16,852,790.69	0.00	13,927,057.31	54.75
EXPENSE ACCOUNTS						
51100 SALARIES AND WAGES	15,661,261.00	1,280,774.81	10,048,958.76	0.00	5,612,302.24	64.16
51105 ADDITIONAL HOURS	238,300.00	17,757.07	190,918.06	0.00	47,381.94	80.12
51106 SHIFT DIFFERENTIAL	167,525.00	17,087.54	106,915.00	0.00	60,610.00	63.82
51107 SUBSTITUTE HOURS	275,400.00	29,561.16	209,359.34	0.00	66,040.66	76.02
51109 TUITION ASSISTANCE PROGRAM	10,500.00	241.70	11,977.50	0.00	(1,477.50)	114.07
51200 OVERTIME WAGES	12,400.00	2,010.25	21,577.00	0.00	(9,177.00)	174.01
51999 ADJ WAGE/SALARY TO MATCH PLAN	(654,616.00)	0.00	0.00	0.00	(654,616.00)	0.00
52001 INDUSTRIAL INSURANCE	178,682.00	10,438.44	81,723.86	0.00	96,958.14	45.74

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 8/31/2017

FUND: GENERAL FUND (01)

Object	2017 Budget	August Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
52002 MEDICAL INSURANCE	2,457,067.00	185,859.43	1,600,715.57	0.00	856,351.43	65.15
52003 F.I.C.A.	1,251,962.00	100,824.52	789,523.49	0.00	462,438.51	63.06
52004 RETIREMENT	1,800,779.00	165,496.79	1,164,681.20	0.00	636,097.80	64.68
52005 DENTAL INSURANCE	231,182.00	18,520.96	148,478.97	0.00	82,703.03	64.23
52006 OTHER BENEFIT	10,540.00	940.00	8,000.00	0.00	2,540.00	75.90
52010 LIFE AND DISABILITY INSURANCE	28,669.00	5,334.90	42,334.82	0.00	(13,665.82)	147.67
52020 UNEMPLOYMENT COMPENSATION	30,500.00	1,792.82	9,228.83	0.00	21,271.17	30.26
52200 UNIFORMS	1,300.00	0.00	0.00	0.00	1,300.00	0.00
52999 ADJ BENEFITS TO MATCH PLAN	(239,627.00)	0.00	0.00	0.00	(239,627.00)	0.00
PERSONNEL	21,461,824.00	1,836,640.39	14,434,392.40	0.00	7,027,431.60	67.26
53100 OFFICE/OPERATING SUPPLIES	257,500.00	17,464.44	141,878.94	12,044.02	103,577.04	59.78
53101 CUSTODIAL SUPPLIES	60,000.00	7,887.16	43,361.70	0.00	16,638.30	72.27
53102 MAINTENANCE SUPPLIES	60,200.00	2,524.10	25,546.68	0.00	34,653.32	42.44
53103 AUDIOVISUAL PROCESSING SUP	25,000.00	597.39	11,827.96	0.00	13,172.04	47.31
53104 BOOK PROCESSING SUPPLIES	20,000.00	611.24	9,310.81	0.00	10,689.19	46.55
53105 TRAINING SUPPLIES	10,500.00	0.00	0.00	0.00	10,500.00	0.00
53200 FUEL	47,500.00	0.00	14,789.06	0.00	32,710.94	31.13
53401 ADULT MATERIALS	732,500.00	37,792.01	459,010.17	0.00	273,489.83	62.66
53403 PERIODICALS	86,000.00	1,163.95	93,104.42	0.00	(7,104.42)	108.26
53405 JUVENILE BOOKS	535,650.00	33,217.81	314,254.90	0.00	221,395.10	58.67
53406 PROFESSIONAL COLLECTION	1,500.00	323.54	993.66	0.00	506.34	66.24
53407 INTERNATIONAL COLLECTION	43,000.00	3,486.68	16,087.78	0.00	26,912.22	37.41
53408 AUDIOVISUAL MATERIALS - ADULT	845,000.00	42,306.17	453,586.65	0.00	391,413.35	53.68
53409 AUDIOVISUAL MATERIALS - JUV	93,500.00	5,888.41	28,210.36	0.00	65,289.64	30.17
53411 ELECTRONIC INFO SOURCES	641,700.00	0.00	327,643.21	0.00	314,056.79	51.06
53412 REFERENCE SERIALS	12,000.00	62.80	1,035.88	0.00	10,964.12	8.63
53413 ELECTRONIC SERVICES	248,950.00	13,494.32	218,260.76	2,901.78	27,787.46	88.84
53414 ELECTRONIC COLLECTION	395,000.00	0.00	388,917.75	0.00	6,082.25	98.46
53464 VENDOR PROCESSING SERVICES	154,500.00	8,724.96	101,423.24	0.00	53,076.76	65.65
53499 GIFTS - MATERIALS	0.00	0.00	462.76	0.00	(462.76)	0.00
53500 MINOR EQUIPMENT	17,400.00	9,450.15	15,828.17	0.00	1,571.83	90.97
53501 FURNISHINGS	127,500.00	7,010.01	70,055.30	3,663.04	53,781.66	57.82
53502 TECHNOLOGY HARDWARE	143,300.00	16,003.10	72,530.58	0.00	70,769.42	50.61
53505 SOFTWARE/LICENSES/HOSTING	292,500.00	2,142.46	12,884.95	26,750.54	252,864.51	13.55
54100 PROFESSIONAL SERVICES	401,840.00	70,952.82	275,573.03	76,906.57	49,360.40	87.72
54101 LEGAL SERVICES	45,000.00	0.00	10,500.00	0.00	34,500.00	23.33
54102 COLLECTION AGENCY	14,000.00	1,503.60	10,829.50	0.00	3,170.50	77.35
54161 RESOURCE SHARING SERVICES	15,000.00	0.00	7,425.30	0.00	7,574.70	49.50
54162 BIBLIOGRAPHICS SERVICES	35,000.00	5,350.00	22,283.16	0.00	12,716.84	63.67
54163 PRINTING AND BINDING	500.00	0.00	0.00	0.00	500.00	0.00
54165 ILL LOST ITEM CHARGE	2,500.00	56.82	844.40	0.00	1,655.60	33.78
54200 POSTAGE AND SHIPPING	33,800.00	0.00	15,832.14	0.00	17,967.86	46.84
54201 TELECOM SERVICES	518,300.00	3,135.99	340,796.87	240,464.96	(62,961.83)	112.15
54300 TRAVEL	46,050.00	751.80	17,611.79	0.00	28,438.21	38.24
54301 MILEAGE REIMBURSEMENTS	35,250.00	2,416.52	21,817.28	0.00	13,432.72	61.89
54400 ADVERTISING	47,400.00	2,525.60	19,831.43	15,745.59	11,822.98	75.06
54501 RENTALS/LEASES - BUILDINGS	404,500.00	19,482.24	275,497.26	64,138.93	64,863.81	83.96

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 8/31/2017

FUND: GENERAL FUND (01)

Object	2017 Budget	August Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
54502 RENTALS/LEASES - EQUIPMENT	34,600.00	0.00	15,227.43	14,895.70	4,476.87	87.06
54600 INSURANCE	233,000.00	0.00	838.40	0.00	232,161.60	0.36
54700 ELECTRICITY	235,000.00	4,282.10	162,238.25	0.00	72,761.75	69.04
54701 NATURAL GAS	15,000.00	70.96	7,995.88	0.00	7,004.12	53.31
54702 WATER	29,700.00	1,675.05	17,120.48	0.00	12,579.52	57.64
54703 SEWER	16,200.00	1,165.67	19,175.77	0.00	(2,975.77)	118.37
54704 REFUSE	31,500.00	152.64	15,861.22	0.00	15,638.78	50.35
54800 GENERAL REPAIRS/MAINTENANCE	236,400.00	18,779.49	154,927.53	61,948.87	19,523.60	91.74
54801 CONTRACTED MAINTENANCE	591,400.00	14,604.67	419,084.06	195,645.26	(23,329.32)	103.94
54803 MAINT. TELECOM EQUIPMENT	10,000.00	0.00	295.38	0.00	9,704.62	2.95
54900 REGISTRATIONS	59,600.00	1,717.22	28,281.93	250.00	31,068.07	47.87
54901 DUES AND MEMBERSHIPS	41,650.00	410.00	4,000.00	351.00	37,299.00	10.45
54902 TAXES AND ASSESSMENTS	29,500.00	54.44	17,134.51	0.00	12,365.49	58.08
54903 LICENSES AND FEES	52,650.00	3,874.43	27,962.72	150.27	24,537.01	53.40
54904 MISCELLANEOUS	790.00	0.00	0.00	0.00	790.00	0.00
54905 EVENT REGISTRATION	2,000.00	0.00	0.00	0.00	2,000.00	0.00
55100 INTERGOVERNMENTAL	18,000.00	0.00	0.00	0.00	18,000.00	0.00
59700 TRANSFERS OUT	1,231,194.00	0.00	0.00	0.00	1,231,194.00	0.00
ALL OTHER EXPENSES	9,318,024.00	363,112.76	4,729,991.41	715,856.53	3,872,176.06	58.44
TOTAL FOR EXPENSE ACCOUNTS	30,779,848.00	2,199,753.15	19,164,383.81	715,856.53	10,899,607.66	64.59
NET SURPLUS / DEFICIT	0.00	(2,128,757.09)	(2,311,593.12)	(715,856.53)	3,027,449.65	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 8/31/2017

FUND: SPECIAL PURPOSE FUND (15)

Object	2017 Budget	August Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
TAXES:	0.00	0.00	0.00	0.00	0.00	0.00
36110 INVESTMENT INCOME	0.00	0.00	2,270.54	0.00	(2,270.54)	0.00
CHARGES OTHER:	0.00	0.00	2,270.54	0.00	(2,270.54)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	0.00	2,270.54	0.00	(2,270.54)	0.00
EXPENSE ACCOUNTS						
PERSONNEL	0.00	0.00	0.00	0.00	0.00	0.00
ALL OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR EXPENSE ACCOUNTS	0.00	0.00	0.00	0.00	0.00	0.00
NET SURPLUS / DEFICIT	0.00	0.00	2,270.54	0.00	(2,270.54)	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 8/31/2017

FUND: DEBT SERVICE FUND (20)

Object	2017 Budget	August Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
31112 PROPERTY TAXES DELINQUENT	0.00	0.00	0.35	0.00	(0.35)	0.00
TAXES:	0.00	0.00	0.35	0.00	(0.35)	0.00
36110 INVESTMENT INCOME	0.00	0.00	307.36	0.00	(307.36)	0.00
CHARGES OTHER:	0.00	0.00	307.36	0.00	(307.36)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	0.00	307.71	0.00	(307.71)	0.00
NET SURPLUS / DEFICIT	0.00	0.00	307.71	0.00	(307.71)	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 8/31/2017

FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)

Object	2017 Budget	August Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
29150 USE OF FUND BALANCE-BUDGET	633,806.00	0.00	0.00	0.00	633,806.00	0.00
36110 INVESTMENT INCOME	0.00	0.00	4,816.84	0.00	(4,816.84)	0.00
36700 FOUNDATION DONATIONS	0.00	0.00	34,069.32	0.00	(34,069.32)	0.00
36720 FRIENDS' REIMBURSEMENTS	22,000.00	0.00	0.00	0.00	22,000.00	0.00
36998 E-RATE REIMBURSEMENT	30,000.00	0.00	55,858.60	0.00	(25,858.60)	186.20
CHARGES OTHER:	685,806.00	0.00	94,744.76	0.00	591,061.24	13.82
39700 TRANSFERS IN	1,231,194.00	0.00	0.00	0.00	1,231,194.00	0.00
TOTAL FOR REVENUE ACCOUNTS	1,917,000.00	0.00	94,744.76	0.00	1,822,255.24	4.94
EXPENSE ACCOUNTS						
53100 OFFICE/OPERATING SUPPLIES	0.00	0.00	2,712.83	0.00	(2,712.83)	0.00
53102 MAINTENANCE SUPPLIES	0.00	0.00	248.72	0.00	(248.72)	0.00
53408 AUDIOVISUAL MATERIALS - ADULT	50,000.00	0.00	43,264.31	0.00	6,735.69	86.53
53501 FURNISHINGS	26,000.00	79,270.74	219,043.78	40,086.19	(233,129.97)	996.65
53502 TECHNOLOGY HARDWARE	204,000.00	298.68	38,429.66	0.00	165,570.34	18.84
54100 PROFESSIONAL SERVICES	250,000.00	31,442.00	105,510.25	22,056.20	122,433.55	51.03
54101 LEGAL SERVICES	0.00	0.00	665.00	0.00	(665.00)	0.00
54300 TRAVEL	0.00	0.00	1,787.99	0.00	(1,787.99)	0.00
54400 ADVERTISING	0.00	154.10	225.40	0.00	(225.40)	0.00
54801 CONTRACTED MAINTENANCE	0.00	0.00	700.05	0.00	(700.05)	0.00
54900 REGISTRATIONS	0.00	0.00	2,320.00	0.00	(2,320.00)	0.00
54912 CONTINGENCY/RESERVE	25,000.00	0.00	0.00	0.00	25,000.00	0.00
56200 BUILDINGS & BLDG IMPROVEMENTS	785,000.00	0.00	34,197.15	159,506.74	591,296.11	24.68
56201 CONSTRUCTION	295,000.00	28,561.91	130,108.14	95,698.45	69,193.41	76.54
56202 ELECTRICAL	30,000.00	0.00	0.00	0.00	30,000.00	0.00
56205 ROOFING	100,000.00	0.00	0.00	0.00	100,000.00	0.00
56300 IMPROVEMENTS OTHER THAN BLDGS	22,000.00	0.00	0.00	0.00	22,000.00	0.00
56400 MACHINERY & EQUIPMENT	0.00	0.00	12,445.15	0.00	(12,445.15)	0.00
56401 VEHICLES	130,000.00	0.00	0.00	35,137.86	94,862.14	27.03
56402 HVAC	0.00	0.00	6,892.20	0.00	(6,892.20)	0.00
TOTAL FOR EXPENSE ACCOUNTS	1,917,000.00	139,727.43	598,550.63	352,485.44	965,963.93	49.61
NET SURPLUS / DEFICIT	0.00	(139,727.43)	(503,805.87)	(352,485.44)	856,291.31	0.00

MEMO



Date: August 31, 2017

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

From: Georgia Lomax, Executive Director

Subject: Executive Director Report – August

- Cliff Jo, Melinda Chesbro and I met with Lakewood City Manager John Caulfield and Economic Development Manager Becky Newton and City Attorney Heidi Wachter to continue discussions on library facilities and services in Tillicum and Lakewood.
- Shelly Schlumpf, Sumner/Bonney Lake Chamber of Commerce CEO, and I met. We discussed what's up at the Library and how the Library might help her members, especially its business databases. She offered to include PCLS material in the Chamber's Washington State Fair giveaway bags and provide space for our materials in their booth.
- I joined fellow public and elected officials for the JBLM Centennial Celebration, and was back on base late in the month with Customer Experience Director Jaime Prothro, to enjoy our partner, the Lewis Army Museum's grand re-opening.
- I stopped by Freddie Fest (Frederickson) to see the team signing up new cardholders, sharing a craft with kids and checking out books on the Explorer Bookmobile. In addition, Graham Senior Librarian David Seckman (and his daughter) was manning the chili judging booth with his fellow Kiwanians. I had nice discussions with Pierce County staff and residents at booths for Community Plan updates and Cross Park, and with Bethel School District administrators and school board members.
- A Carbonado resident approached the Library to learn more about how the town could receive Pierce County Library services. We shared general information about annexation and the process. She plans to talk to the City Council about the issue. We told her that we would be happy to speak with officials if they are interested in learning more or having a discussion.

MEMO



Date: September 6, 2017

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

From: Jaime Prothro

Subject: Branch Services Report - July

Bonney Lake

- The Friends voted in a new President, community member John McDonald.

Buckley

- Staff attended Wilkeson Days in collaboration with Outreach staff. A few people signed up for new cards, and quite a few kids stopped by the table to make masks and sign up for summer reading.
- Kathy Norbeck has been talking with the Fire Chief to plan a program at the library. While not confirmed yet, he likes the idea to let the community meet and get to know their Fire Department and what they do.

Eatonville

- Staff have noted that Travel and Hiking books and DVD's were the most popular items during July, followed closely by talking books (to listen to in the car while on a trip).
- Customer feedback received: *"Not only did the library help me with certification classes but I just signed a contract for a teaching position with the Eatonville School District". Markey Sandhop*

Fife

- After a long and dramatic journey (the original arrived off the truck crushed), Fife's new public printer has arrived safely and is performing well.

Gig Harbor

- On the 4th of July, a fire started in the Gig Harbor bookdrop in the very early morning hours. The fire department responded quickly and the fire had already been suppressed by the Halon Suppression unit when they arrived just after 2am. Staff came together on July 5th to clean up the damaged items from the bookdrop fire. Regrettably, the fire resulted in significant damage to the bookdrop. The bookdrop was closed the rest of July for repairs.
- Gig Harbor Rocks! Ninety people came to paint rocks at the Gig Harbor Library. Many planned to place them in the community as an act of kindness to people who may find the rocks. Some planned to put photos of their rocks on the "Gig Harbor Rocks" Facebook page. This was an inter-

generational summer reading program relating to the theme “Build a Better World.” Ages ranged from about 2 years old to seniors from the Kensington Gardens Retirement Community.

- The new board book shelving the Friends of the Library purchased was delivered much to the delight of patrons and pages. Kira was paging in the Children’s Area, when a young girl ran up to the new shelving, and exclaimed, “It’s just my size!”

Graham

- Kids are starting to request books for Battle of the Books, very few extra copies have arrived at this point so the holds lists are growing on a few of the titles.
- Staff was approached by the Family Support Partnership which is a subdivision of the Pierce Tacoma Health Department about using one of the study rooms once a month to sign people up for basic food assistance. Staff was also approached by Sound Outreach about using the study room once a month to offer free financial counseling to people who are struggling with making ends meet.

Key Center

- Community news of note: The Red Barn Youth Center will offer a small engine repair class with the eventual goal of a complete automotive class, as well as other building trades’ classes.
- Friends of the KC Library Book Discussion Group succeeded in having a lengthy article in the KP NEWS, highlighting their choice for August: “Inuit” by local author Richard Dixon, who is a member of the book discussion group.

Lakewood

- IT and Facilities worked on Lakewood’s Garden refresh/Computer Lab project. The project included moving the JBC computers upstairs, repurposing the tables for upstairs, moving magazines and furniture to the garden area near the front of the building on the first floor and adding new furniture. This project was paid for primarily by Friends of Lakewood Library.
- Kim Archer and Lisa Heyerdahl attended Lakewood United meeting at Burl’s Restaurant in Lakewood on Thursday, July 6th. Lisa did a presentation highlighting some of the Library’s e-sources.

Orting

- Susan Rigley had a young man come in wanting to read more books like the Twilight series. Once it was determined he wanted more dystopia series to read. We were able to talk about other series he might read. He was so excited about reading. As he went off to look at some of the books he had, a young lady came up wanting to re-read the Harry Potter series. The young man and lady started talking together about the different books they had read. What a great experience
- Since starting a devices class at the senior center once a month, we have noticed more seniors coming in, updating their cards, and checking out items. This shows that partnering with other agencies in town can bring results.

Outreach

-
- Outreach, IT, and CE continued to work together to evaluate and address long-term, complex wi-fi connectivity issues that pose a challenge at many Outreach sites, including Anderson Island, several care facilities, and many neighborhood locations served by *On the Road with Summer Reading*. Representatives from IT, CE, and OUT met in July to share information about this issue from multiple perspectives, and begin brainstorming next steps.
 - The Anderson Island Pierce County Library rents space from the Anderson Island Community Club (AICC) to provide weekly library service on the island each Wednesday from 11 AM – 3 PM. As the AICC prepares to remodel its space, PCLS staff including Facilities Director Lorie Erickson has been partnering with AICC to keep library service operating as smoothly as possible for Anderson Island customers during and after the construction period.
 - PCLS partnered with the US Census Bureau to provide training space at a number of library locations for people who will be conducting US Census work in Pierce County over the coming year.
 - *On the Road with Summer Reading*, a nine-week program funded by the PCLS Foundation, continued throughout July to bring summer reading to children who experience barriers to reach a library location. Barriers may include lack of transportation, geographic isolation, geographic barriers such as highways, or socio-economic barriers. On the Road with Summer Reading is in addition to year-round Outreach services (homebound delivery, care facilities, Science to Go, Anderson Island). Offered from June 24-August 25, outreach provides weekly visits to over 25 community sites (apartment complexes, free lunch programs, YMCA and Boys and Girls Club summer camps, licensed child cares, summer school programs through school districts. A list of the sites that are open to the public is noted on the [PCLS website](#).
 - At one outreach site, a young adult waited until everyone else had left to sign up for a library card. When asked if there was a book he would like, the customer hesitantly asked if we had anything LGBTQ. He was so happy to see the book *Two Boys Kissing*. It was a lovely moment.

Parkland/Spanaway

- City of Tacoma provided us with free reusable shopping bags to hand out to our customers with the introduction of no free plastic bags in the city of Tacoma.
- The free summer lunch Program was a big success and after ending staff have had lots of requests to continue next year. On average, 60 children and teens participated in summer lunch on a daily basis. Evaluations for this program will occur in September.

South Hill

- Adult programming included Internet Basics and Tech Help, which are always well-received. Teen Mondays have moved to weekly as of May and are popular with the gaming crowd. Special events included the screening of *Being Mortal* and *Elvis Visits the Library*. The Elvis event was quite popular and resulted in over 30 positive feedback forms.

Steilacoom

- At our staff meeting we had the Imagination Playground! Blocks as our Teamwork challenge. We all had fun and built something grand together. It was a bigger challenge getting everything back in the carriers. The blocks were grant funded and will mean many years of fun and learning at the library.
- Friends are selling books alongside of us when we go to the Farmers Market. They are enjoying getting new membership and selling paperbacks for summer reads. We are meeting new

community members, visiting with regular library users. I think the Market is great for making us part of our neighborhood.

Summit

- A message re: children's programming –

Thanks again for today--we all had a blast.

We really appreciate all the work y'all do to make the library feel like a welcoming, fun, valuable, and inviting part of our lives. I'm an English professor, and my partner teaches PoliSci, so our children are growing up in a household which values reading and education and the like, but certainly, not all of our children's friends have that modeled for them.

And the programming you offer allows us a way to invite the kids around us into this world AND reinforce for our children that we aren't the only people who are so into books and learning.

So thanks again. I hope everyone there knows what value you add to our lives and those of countless others as well.

Have a fabulous Monday,

Beth Stevens

- Apartment construction is proceeding quickly in the lot behind the branch.

Sumner

- Buttercup, one of the three PCLS 3D printers, has come to live at the Sumner location for a while, in order to print giveaways for the ongoing 3D printer presentations around the system. I've also taken this opportunity to teach several staff members the basics of 3D design and printing, and they've created a number of nifty objects using their new skills
- The Friends are partnering with a local church group from Calvary Community Church to hold a pop-up sidewalk book sale in August. If it's successful, these kinds of smaller and less labor-intensive sales may replace the large semi-annual book sales they've been holding in the past.

Tillicum

- Staff connected with the CISL summer camp program and was able to provide a gardening series based on garden crafts, garden story time, and hands on gardening. The program was very successful. Staff accommodated approximately 36 children each week.



University Place

- Youth Services Librarian Genevieve Dettmer reports that in July there were “...Lots of programs! Good attendance at most of them. Family Storytime in the evening has been poorly attended but the few that do come seem to appreciate us having it and enjoy the individual attention. One boy came to regular story times last spring but was very quiet and withdrawn; he has really gotten comfortable and participates much more with our small group.”
- Adult Services Librarian Kristine Countryman reports, “We had a good-sized crowd for the Travel Program. It was on the Houses and Gardens of Southern England and focused on Cornwall, Poldark's country, so I showed photos of some of the locations used in the filming of the recent Poldark including the mines. I am still getting calls and responses from patrons to ‘do it again!’ I may see if another branch wants to host it.”
- UP has enjoyed the help of many teen volunteers that have helped with the Summer Reading registration and prizes.

Unfinished Business

MEMO



Date: September 5, 2017

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

From: Clifford Jo, Finance & Business Director

Subject: 2018 Budget Drivers

In August of each year, we begin constructing the following year's estimated budget of revenues and expenditures. In developing our 2018 budget, we continue to see our costs to operate the Library System exceeding our revenues. With this analysis, as we proceed to produce the 2018 budget we will ensure a balanced budget. Certain factors—budget drivers—create the starting point for making budget-related decisions. For 2018, the budget drivers are:

REVENUE

- Property tax receipts are anticipated to increase by \$292,000 from the 1% statutory increase plus \$486,000 from new construction.

EXPENDITURES (CONTRACTUALLY OBLIGATED)

- The wage scale adjustment for represented employees is based on the June-June CPI-U for Seattle-Tacoma-Bremerton area, which was recorded at 3%. The Collective Bargaining Agreement stipulates that the wage scale adjustment applied be 90% of CPI-U, which is therefore 2.7%. The total cost is \$430,000. (Total cost includes wages, FICA, and retirement.)
- All regular/part-time employees who are not at the end of their pay range will receive a 3% step increase on their anniversary dates. The cost is \$281,000. (Total cost includes wages, FICA, and retirement.)
- Healthcare has notified us preliminarily of cost increases. For 2018, the cost increase is projected to be \$216,000.
- Although the retirement contribution rate will remain the same as a percentage of gross wages, the cost will increase accordingly and is included in the \$430,000 and \$281,000 calculated above.
- Overall telecommunications contractual costs will increase by \$154,000, 90% of which will be reimbursed by the Erate program.
- Insurance premiums will increase due to nationwide disasters (in November we'll know what the increase will be).
- Utility costs will increase in 2018.
- Lease and contracted maintenance costs will also increase between 3% and 5%.

MEMO



Date: September 5, 2017

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

From: Clifford Jo, Finance & Business Director

Subject: Fiscal Management Policy—Proposed Changes

During last month's meeting, the Board offered feedback on the fiscal management policy. Provided herein is a policy update that incorporates the feedback that we heard. The proposed edits are minor in nature: they clarify the language that already existed and added a section for defining some of the key words used in the policy. We are requesting Board approval of the amended policy.

Action: Move to approve the Fiscal Management Policy.

Fiscal Management

Policy Statement

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

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

Definitions

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

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

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

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

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

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

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

Policy

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

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

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

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

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

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

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

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

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

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

Library Responsibilities

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

1. Establish [and administer](#) a budget [and expenditure management](#) system [to meet the goals of this policy and administer the budget process](#).

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

3. Establish and maintain a ten-year cash reserve strategy to sustain [operations that best funds](#) services to the Library's communities.

4. [Establish and maintain a](#) [Set](#) solvency [strategy goals](#) to [sustain](#) [achieve and implement a perpetual](#) positive [General fund](#) balances that ensures short-term debt, [excluding inter-fund loans](#), is not used to pay for operations. Cash of at least four months of [anticipated](#) operating costs shall be available in the fund balance as of January 1 of each fiscal year.

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

6. Administer a cash-flow system as an anticipatory approach to budget for and meet the Library's expenditure needs for future operations, including bill management.

7. Implement the State of Washington's Budget, Accounting, and Reporting System (BARS).

8. Furnish to the Board appropriate financial reports on a monthly basis, and deliver the annual report to the Board subsequent to filing it with the State of Washington.

9. Make efforts to reduce operational costs as part of ~~incorporate into~~ the annual budget process ~~efforts to reduce operational costs which anticipate~~ anticipating that future service expansion may need to be met without significant future revenue increases.

10. Maintain a goal of 4% of average annual General Fund revenues in the year-end Capital Improvement Fund Balance over a ten year period.

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

Board Policy 3.15

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

MEMO



Date: September 1, 2017

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

From: Jaime Prothro, Interim Customer Experience Director

Subject: 2018 Strategic Plan Initiatives

The Library's Leadership Team has proposed and adopted initiatives for the 2018 Pierce County Library Strategic Framework. The initiatives are service-based opportunities for customers to connect with library resources and collections, classes and events, as well as each other. The 2018 initiatives will include:

1. Build a reading community
2. Engage in your community (*new*)
3. Support your growth and curiosity
4. Strengthen core services

Activities that support each initiative will be further developed as the library continues its 2018 budget and work planning process.

MEMO



Date: September 5, 2017

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

From: Clifford Jo, Finance & Business Director

Subject: Buckley Library Site Condition Process

Last month we provided an update on the Buckley Library site testing. During the meeting, the Board requested an elaboration of the process and costs. Provided below is a summary of the major process phases that the Department of Ecology applies. We have been working with a consultant (EHSI) to help us through Phase 1's pre-remedial work. A progress chart is provided at the end of this memo. For detailed information, see attached information.

PHASE 1. PRE-REMEDIAL WORK

Site Discovery

In 2016, Tacoma/Pierce County Health Department reported to us that the Buckley Library site required review for possible site contamination issues. The information they submitted to us was based on records stemming from the late 1980s and early 1990s. **This phase was completed.**

Initial Investigation

Historical research – EHS-I reviewed previous site uses and prior testing results to determine whether further study is needed. **This phase was completed and found that site sampling/testing was needed.**

Reporting

We are required to file a report within 90 days of discovering site contamination. Prior to filing the report, the consultant recommended that we conduct physical site sampling. Upon conducting the initial phase of the Site Hazard Assessment and confirmed presence of contaminants that exceed environmental standards, **the consultant's report was filed within the required timeframe.**

Site Hazard Assessment

Conceptualize the site issues and identify the nature and extent of any issues. This is an iterative discovery process and the results of each step will inform the need for further exploration until a comprehensive three dimensional site model is created.

- i. Onsite sampling/testing to discover the nature of the issue. Onsite sampling involves testing at various areas and depths on the property to determine the nature of contaminants. The results indicated some site contamination. **This phase was completed and recommended further work to determine the extent of the contamination.**
- ii. Onsite sampling/testing to discover the extent of the issue. **This phase has yet to be conducted.**

-
- iii. If it appears that the issues extend off the property, there will need to be more testing at the locations in accordance to the process in steps i and ii.

Hazard Ranking

A rank of 1 to 5, 1 being the highest level of risk, is issued by Department of Ecology once the Site Hazard Assessment is completed. **We have not received a Hazard Ranking.**

Listing on Hazardous Sites List

A listing of hazardous sites and their status is published semi-annually (March and September) on Department of Ecology's website. **The next update is anticipated this month.**

Costs & Budget of Phase 1

The initial budget included \$50,000 to cover the historical research and a Site Hazard Assessment to determine to date the nature of the issues. With confirmed issues on the property we are required to conduct further testing to determine the scope/extent of the issue. In the midterm review of the 2017 budget, we increased the project budget to \$204,600 to complete Phase 1 and finish parts of Phase 2. Board approval is needed in order to complete the required work, which will exceed \$50,000. The specific board motion text is at the end of this memo.

Consultant—EHS-I

We selected EHS-I, which is on the Municipal Research and Services Center's (MRSC) Small Works Roster (SWR) for consultants available to conduct the work we need at this stage.

PHASE 2: ACTIVE CLEANUP

Remedial Investigation/Feasibility Study

Conduct further and detailed site characterizations; create a conceptual site model. This is a continuation of Phase 1's Site Hazard Assessment, and can be conducted simultaneous.

Health Plan

Create a health plan that addresses any threats to health and safety.

Cleanup Action Plan

Using the conceptual site model, develop a remediation plan that contains the steps necessary to mitigate the issues.

Remediation Work

Create the engineering needs and conduct remedial action. Includes permitting, issuing contractor bids, and conducting remediation as a public works project. Includes a process for confirming the work performed remediated the contamination.

Costs & Budget of Phase 2

While a conceptual site model is created, a review of all available funding options will be conducted. There are a variety of funding options available that we will explore once we understand the extent of the issue and our remediation obligations.

PHASE 3: POST-CLEANUP

Prior to receiving a No Further Action letter, ongoing monitoring will be necessary for several years to ensure that the remediation efforts worked.

PROGRESS CHART (BASED ON DEPT. OF ECOLOGY)

Progress	Phase	Task
✓	Pre-Remedial	Site Discovery
✓		Initial Investigation
✓		Reporting
IP		Site Hazard Assessment
✓		i. Nature of issue
		ii. Extent of issue
		iii. Offsite testing and evaluation (if needed)
		Hazard Ranking
		Listing on Hazardous Sites List
IP	Active Cleanup	Remedial Investigation/Feasibility Study
		Health Plan
		Cleanup Action Plan
		Remediation Work
	Post-Cleanup	Monitoring

BOARD ACTION

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

We have increased the Buckley project budget to \$204,600, which should be adequate to finish Phase 1 and finish some tasks on Phase 2.

Action: Move to approve the Library to “sole source” to EHS-I work related to Buckley site condition evaluation and for work not to exceed \$204,600.


<http://www.ecy.wa.gov>
[Ecology home](#) > [Toxics Cleanup](#) > Steps in Cleanup Process

Understanding Site Cleanup

Cleanup Process: Major Phases & Definitions

The cleanup of contaminated sites is complex and costly. This page is provided as a reference guide that shows (in one convenient location):

- Brief definitions of likely process steps (some cleanups may not require every step shown).
- Links to relevant sections of the Model Toxics Control Act (MTCA) law and rule.
- Links to related policies and procedures.

Pre-Remedial

Related Rules, Policies, and Other References

Site Discovery & Reporting: Sites may be discovered in a variety of ways. Most contamination problems are reported by business owners, operators, employees, or concerned citizens. Releases of hazardous substances from Leaking Underground Storage Tanks must be reported to Ecology **within 24 hours** of discovery. All other incidents or releases must be reported within 90 days of discovery.

Rule: [WAC 173-340-300](#) and [-450 \(5\)](#)
[WAC 173-360-360](#), [-372](#), and [-375](#)

Site Discovery & Reporting [Policy 300](#)

See also "How to report":
[Spills & Emergencies](#)
[Other Environmental Problems](#)

Initial Investigation (II): A brief investigation conducted within 90 days after receiving a site discovery report. This step provides enough information to determine if the site needs further investigation, emergency cleanup, or no further action. If further action is required, early notice letters are sent to site owners, operators, etc., inviting them to work cooperatively with us to resolve the contamination problems.

Rule: [WAC 173-340-310](#)

Policy: [310A](#)

Site Hazard Assessment (SHA): An assessment to confirm the presence of hazardous substances and to determine the relative risk the site poses to human health and the environment. (Note: Some SHAs are conducted by Ecology staff while others are conducted by local health districts / departments.)

Rule: [WAC 173-340-320](#)

Procedures: [320](#), [321](#)

See also:
[Local Health Districts / Departments](#)

Hazard Ranking (WARM Score): The results of the Site Hazard Assessment are used in the *Washington Ranking Method (WARM)* to yield a WARM score. This is a number between 1 and 5, where a "1" represents the highest level of risk and a "5" the lowest. Generally, federal Superfund sites

Rule: [WAC 173-340-330](#)

Policy: [340](#)

Focus Sheet: [WARM](#)

and sites ranked 1 or 2 are considered higher priority for cleanup. Some factors that enter into site hazard ranking include: the amount and type of contaminants present, and how easily contaminants could come into contact with people and the environment. The level of public concern is also considered.

Listing on Hazardous Sites List (HSL): Ranked sites are placed on the state [Hazardous Sites List](#), a semi-annual list of contaminated sites that shows sites ranked and slated for cleanup under the Model Toxics Control Act.

Rule: [WAC 173-340-330](#)

Policy: [330A](#)

At Any Time

Emergency Action: Emergency situations such as spills of hazardous substances and drug lab cleanups are referred to another program for immediate action.

[Spill Prevention, Preparedness & Response Program](#)

Interim Action: Any remedial action that reduces risk to human health and the environment, and partially addresses the cleanup of a site.

Rule: [WAC 173-340-430](#)

Active Cleanup

Site Characterization & Remedy Selection

Remedial Investigation / Feasibility Study (RI/FS):

An in-depth study conducted to:

- Determine detailed site characteristics and define the extent and magnitude of contamination;
- Evaluate potential impacts to human health & the environment;
- Establish cleanup criteria; and
- Evaluate cleanup alternatives.

Rule:

[WAC 173-340-350](#), and [- 355 through -370](#)

See also:

[Voluntary Cleanup Program \(VCP\)](#)
[Cleanup Levels and Risk Calculation \(CLARC\) Tool](#)

The RI/FS may be conducted as two separate steps, but they are often combined into one study. A draft of the RI/FS report is made available for public review and comment before finalizing.

In some cases, a "SEPA Review" may be needed. This is an evaluation of the environmental impacts of the proposed cleanup to ensure that the proposed work meets the requirements of the **State Environmental Policy Act (SEPA)**.

Cleanup Action Plan (CAP): A document that describes the selected cleanup method(s) and specifies cleanup standards and other requirements. It is based on information and technical analyses from the RI/FS and consideration of public comments and community concerns. A draft of the CAP is made available for public review and comment before finalizing.

Rule: [WAC 173-340-380](#)

Cleanup Implementation

Engineering Design: A cleanup step that includes development of detailed plans and specifications to carry out the selected method of cleanup, including development of an engineering design report.

Rule: [WAC 173-340-400](#)

Synonym: Remedial Design (RD).

Cleanup Construction: The implementation of the selected cleanup action (meaning actions taken to eliminate, render less toxic, stabilize, contain, immobilize, isolate, treat, destroy, or remove a hazardous substance). A few examples of cleanup actions are:

- Removal of contaminated soils or sediment for off-site treatment or disposal;
- Pumping and treatment of contaminated ground water;
- Sealing off contaminated soils or sediment beneath a cap or barrier;
- The addition of chemicals or enhancement of the growth of microorganisms that break down contaminants in place.

Rule: [WAC 173-340-400](#)
and [-410](#)

Synonyms: Cleanup Action, Remedial Action.

Cleanup Operation & Maintenance: Activities conducted at a site after cleanup construction is completed to ensure that the cleanup or containment system is functioning properly. (Note: This definition differs from the definition of Operation & Maintenance used in the federal CERCLA law.)

Rule: [WAC 173-340-400](#)
and [-410](#)

Post-Cleanup

Environmental Covenants: Measures taken to limit or prohibit activities that may interfere with the integrity of a cleanup action or cause exposure to hazardous substances.

Synonyms: Institutional Controls, Restrictive Covenants.

Examples in Rule:
[WAC 173-340-440 \(1\)](#)

See also: Financial Assurances
[WAC 173-340-400 \(6c\)](#) and
[-440 \(11\)](#)

Periodic (5-Year) Reviews: A review of post-cleanup conditions and monitoring data that may be required at least every five years to ensure that human health and the environment are being protected.

Rule: [WAC 173-340-420](#)

Removal from Hazardous Sites List (de-listing): Sites may be removed from the state [Hazardous Sites List](#) (a semi-annual listing of contaminated sites), when cleanup standards have been achieved and all requirements have been met.

Rule: [WAC 173-340-330 \(7\)](#)

Policy: [330B](#)

[Note: Cleanup Operation & Maintenance or other forms of monitoring may continue after cleanup standards are met and site has been removed from the Hazardous Sites List.]

Legal Options

Agreed Order: A legal document issued by Ecology which formalizes an agreement between the department and potentially liable persons (PLPs) for the actions needed at a site. (Subject to public comment.)

Rule: [WAC 173-340-530](#)

Consent Decree: A legal document, approved and issued by a court of law. The Consent Decree formalizes an agreement reached between the state and potentially liable persons (PLPs) on the actions needed at a site. (Subject to public comment.)

Rule: [WAC 173-340-520](#)

De Minimus Consent Decree: A unique type of Consent Decree that may be entered into in the case of a "*de minimus*" Contribution Settlement (where "*de minimus*" means that the amount of contamination contributed by one or more Potentially Liable Parties is insignificant in amount or toxicity). (Subject to public comment.)

Rule: [RCW 70.105D.040 \(4a\)](#)

Policy: [520B](#)

Prospective Purchaser Consent Decree: A particular type of consent decree entered into with a person not currently liable for remedial action at a site who proposes to purchase, redevelop, or reuse the site. (Subject to public comment.)

Rule: [RCW 70.105D.040 \(5\)](#) and [WAC 173-340-520 \(1c\)](#)

Policy: [520A](#)

Enforcement Order: A legal document issued by the department requiring remedial action. Failure to comply with an enforcement order may result in substantial liability for costs and penalties. (Subject to public comment.)

Rule: [WAC 173-340-540](#)

Policy: [540A](#)

See also:

Focus Article: [Model Toxics Control Act Cleanup Regulation: Process for Cleanup of Hazardous Waste Sites](#)

[Voluntary Cleanup Program \(VCP\)](#)

[Cleanup Levels and Risk Calculation \(CLARC\)](#) Tool

Toxics Cleanup Program [Policies & Guidance](#) page

Toxics Cleanup Program [Laws and Rules](#) page

Toxics Cleanup Program [Tools & Resources](#) page

[Acronym List](#)

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Financing Cleanup at Contaminated Sites



Information for public.

Environmental Health Division
Underground Storage Tank Program
3629 South D Street, Tacoma, WA 98418

Costs associated with cleaning up contamination depend on the complexity of the project. Generally, banks don't provide loans for cleanup projects but there may be other financing options available to you.

Pre 1986 General Liability Insurance Policies Though phased out after 1986, these policies provide coverage for contamination occurring during the term of one or more policies. You may be able to access coverage for historic contamination even if you are not the original policy holder. An attorney specializing in Environmental or Insurance may help you find and claim against an old policy.

Pros Good likelihood of historic business insurance coverage. Good track record of successful claims.

Cons You may not find a policy for your property. Contamination first occurring after 1986 isn't covered.

State-Mandated and Heating Oil Pollution Liability Insurance Operational underground storage tank (UST) systems, like those at gas stations must carry pollution insurance. Current heating oil customers are eligible for policies administered by Washington's Pollution Liability Insurance Agency (PLIA). Contact your current UST insurance company and visit PLIA at www.plia.wa.gov

Pros Easier to initiate claims on current policies.

Cons Policies may not pay for UST removal, or cleanup contamination from prior USTs.

Gas and Oil Company Participation Current oil companies like Shell, BP/ARCO, Chevron and Time Oil may look to resolve outstanding environmental liability at sites they historically provided services to. Search old city directories, historic photos and chain of title to determine who 'branded' the oil and gas products at your site. Contact the current oil and gas company representative.

Pros Gas companies send their own contractors to cleanup your site or provide monetary assistance.

Cons You may not receive these services at times convenient to you, if at all.

Escrow Holdback Buyer and seller arrange to hold some or all of the purchase money in a dedicated Escrow account to pay for cleanup. After cleanup the seller receives the balance left in the Escrow Holdback account.

Pros A portion of the buyer's purchase money pays for cleanup.

Cons The agreed upon Escrow Holdback amount may not be enough to fund the entire cleanup.

Local, State and Federal Grants and Low Interest Loans Most government issued cleanup loans and grants are restricted to publicly owned properties. Some grants or loans may be available to private property owners. Washington State Department of Ecology provides Remedial Action Grants and other monetary aids for cleanup www.ecy.wa.gov/programs/tcp/grants/fo-orag.html. The EPA may offer cleanup grants or low interest loans www2.epa.gov/brownfields.

Pros Grants may provide money up-front or reimbursement after cleanup.

Cons Grant and loan eligibility are very restrictive to certain types of ownerships and property history.

Pursue Shared Liability Through the Courts Washington's Model Toxics Control Act (MTCA) provides legal recourse for owners of contaminated sites to share liability with prior owners and operators. You will need an attorney to guide you through this process.

Pros You may receive contribution from other liable parties to cleanup your site.

Cons Upfront legal costs and lengthy court process. Contribution from other parties may be insufficient.

Sell Your Contaminated Property Some investors may be interested in buying contaminated property at a discount.

Pros Once sold, you may be resolved of most or all cleanup responsibilities.

Cons Traditional lenders generally won't lend on contaminated properties, limiting the type of buyer.

New Business

MEMO



Date: September 5, 2017

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

From: Clifford Jo, Finance & Business Director

Subject: 2017 Midterm Fiscal Review—Financials

As part of establishing a new expenditure management process, we conducted a thorough review of our fiscal year budget and expenditure activities. We had several goals in mind:

1. Work to the existing budgets established in December.
2. Create a contingency without increasing the overall budget.
3. Ensure line items were accurate and that projects were assigned to the correct fund.
4. Adjust the capital improvement plan to postpone the Eden replacement project and to fund Buckley site characterization costs.

To accomplish these goals we needed to reduce the transfer to the capital improvement fund. However, in July the Board approved a transfer of \$1,231,195 from the general fund to the capital improvement. Because we've adjusted project budgets, we don't need the full amount of the transfer. We are proposing, instead, for the Board to amend the transfer to \$986,343, which is a reduction of \$245,000.

During last month's meeting, we also mentioned that \$501,000 from 2016 fiscal results needed to be transferred. We propose to transfer \$245,000 to the Capital Improvement Fund, which will offset the transfer reduction, and \$256,000 to the Future Land, Property, and Facility Set-Aside in the Special Purpose Fund.

The two resolutions are attached for your consideration. Because the operating and capital budgets remain unchanged, no Board action is needed to amend them.

**GENERAL FUND
- BUDGET -**

MID-YEAR BUDGET					% Change	
AUGUST 31, 2017	2017 Final (12/14/16)	2017 As of 8/31/2017	2017 Mid Term Adj.	2017 Final to 2017 Adjstmnt		Notes
BUDGET SUMMARY						
Use of Fund Balance/Cash Reserves	\$ -	\$ -	\$ -			
NEW REVENUE						
Taxes	\$ 29,322,348	\$ 15,857,748.82	\$ 29,322,348			
Intergovernmental	15,000	18,521.67	18,500	23.33%		
Charges for Services	186,500	135,736.78	186,500			
Fines	500,000	299,411.83	450,000	-10.00%		
Miscellaneous	756,000	471,077.63	802,500	6.15%		
TOTAL REVENUES	30,779,848	16,782,496.73	30,779,848			
TOTAL AVAILABLE FUNDING SOURCES	30,779,848	16,782,496.73	30,779,848			
EXPENDITURES						
Personnel	21,461,824	14,434,392.40	21,819,311	1.67%		
Maintenance & Operations	4,306,030	3,039,954.62	4,083,080	-5.18%		
Materials	3,780,800	2,405,893.32	3,790,920	0.27%		
Subtotal	29,548,654	19,880,240.34	29,693,311	0.49%		
CONTINGENCY	-	-	100,343	new		
TRANSFERS TO CIP	1,231,194	1,231,194.00	986,194	-19.90%		
Subtotal	1,231,194	1,231,194.00	1,086,537	-11.75%		
TOTAL EXPENDITURES	30,779,848	21,111,434.34	30,779,848			
NET OF REVS & EXPS	\$ -	\$ (4,328,937.61)	\$ -			

**GENERAL FUND
- BUDGET -**

MID-YEAR BUDGET					% Change	
AUGUST 31, 2017	2017 Final (12/14/16)	2017 As of 8/31/2017	2017 Mid Term Adj.	2017 Final to 2017 Adjstmnt		Notes
----- REVENUE DETAIL -----						
31111 Property Taxes Current	\$ 28,677,357	\$ 15,483,161.09	\$ 28,677,357			On target to receive full amount of property taxes
31112 Property Taxes Delinquent	558,991	320,250.76	558,991			On target to receive full amount of property taxes
31130 Sale of Tax Title Property	3,000	63.45	3,000			
31720 Leasehold Excise Tax	20,000	11,903.10	20,000			
31740 Timber Excise Tax	63,000	42,370.42	63,000			
33300 Indirect Federal Grants		18,432.27	18,500	new		Includes Workforce Grant
33533 State Forest Funds/DNR Timber Trust		89.40				
33710 Shared Fixed Assets - Timber	15,000	-		-100.00%		Recorded as 39510 Sales of Fixed Assets
34160 Copier Fees	30,000	21,261.13	30,000			
34161 Graphics Services Charges	7,500	7,389.53	7,500			
34162 Printer Fees	125,000	89,041.50	125,000			
34163 Fax Fees	21,000	16,424.62	21,000			
34193 Orting - Service Fees	3,000	1,620.00	3,000			
35970 Library Fines	500,000	299,411.83	450,000	-10.00%		Anticipated to be about \$50,000 less by year end
36110 Investment Income	15,000	17,908.26	24,500	63.33%		Interest rates are increasing
36200 Key Pen Hlth Dept Facility Rev	1,000	931.60	1,000			
36290 Book Sales	7,000	3,847.55	7,000			
36700 Foundation Donations	189,000	171,245.54	189,000			
36710 Friends' Donations		147.27				
36720 Friends' Reimbursements	38,000	6,224.70	9,000	-76.32%		Reduced to anticipated amount
36725 Donations-Other	1,000	835.84	1,000			
36910 Sale of Scrap and Salvage	5,000	1,155.30	1,600	-68.00%		Reduced to anticipated amount
36920 Unclaimed Property/Found Money	3,000	929.98	1,200	-60.00%		Reduced to anticipated amount
36990 Miscellaneous Revenue		3,974.56	5,000	new		
36991 Payment for Lost Materials	12,000	5,686.27	8,200	-31.67%		Reduced to anticipated amount
36996 Jury Duty Reimbursement		288.78				
36998 E Rate Reimbursement	415,000	191,095.15	445,000	7.23%		Offsets WAVE contracted costs in 2nd half of 2017
36999 Rebates - Procurement Card	70,000	57,759.16	95,000	35.71%		Anticipated more reimbursement by year end
39510 Sales of Fixed Assets		6,761.49	15,000	new		
39520 Insurance Recoveries - Capital Assets		2,281.49				
TOTAL REVENUES	30,779,848	16,782,496.73	30,779,848			Overall on target for approximately 100% - 101% receipts

**GENERAL FUND
- BUDGET -**

MID-YEAR BUDGET					% Change		
AUGUST 31, 2017	2017 Final (12/14/16)	2017 As of 8/31/2017	2017 Mid Term Adj.	2017 Final to 2017 Adjstmnt		Notes	
----- EXPENDITURE DETAIL -----							
PERSONNEL							
51100 Salaries & Wages	\$ 15,661,261	\$ 10,048,958.76	\$ 15,328,588	-2.12%			
51105 Additional Hours	238,300	190,918.06	250,000	4.91%			
51106 Shift Differential	167,525	106,915.00	162,663	-2.90%			
51107 Substitute Hours	275,400	209,359.34	280,000	1.67%			
51109 Tuition Assistance Program	10,500	11,977.50	12,000	14.29%			
51200 Overtime Wages	12,400	21,577.00	35,000	182.26%		Includes coverage for Facilities to handle afterhours meeting room issues	
52001 Industrial Insurance	178,682	81,723.86	141,937	-20.56%			
52002 Medical Insurance	2,457,067	1,600,715.57	2,426,919	-1.23%			
52003 FICA	1,251,962	789,523.49	1,249,999	-0.16%			
52004 Retirement	1,800,779	1,164,681.20	1,895,735	5.27%			
52005 Dental Insurance	231,182	148,478.97	226,337	-2.10%			
52006 Other Benefit (Cell Phone Allowance)	10,540	8,000.00	12,000	13.85%			
52010 Life and Disability Insurance	28,669	42,334.82	61,182	113.41%			Adjusted for 2017 rates
52020 Unemployment Compensation	30,500	9,228.83	30,500				
52200 Uniforms	1,300	-	1,300				
Total Personnel	22,356,067	14,434,392.40	22,114,160	-1.08%			
Reduction in salaries planning budget to match projections (4%)	(894,243)		(294,849)	-67.03%		Recalculated for 8 remaining pay periods at 4%	
Net Personnel	21,461,824	14,434,392.40	21,819,311	1.67%			
MAINTENANCE & OPERATIONS							
53100 Office/Operating Supplies	\$ 240,800	\$ 153,922.96	242,800	0.83%			
53101 Custodial Supplies	60,000	43,361.70	60,000				
53102 Maintenance Supplies	60,200	25,546.68	60,200				
53103 A/V Processing Supplies	25,000	11,827.96	20,000	-20.00%			
53104 Book Processing Supplies	20,000	9,310.81	15,000	-25.00%			
53105 Training Supplies	10,700	-	7,000	-34.58%			
53171 Graphics Supplies Sum. Reading	16,500	-	16,500				
53200 Fuel	47,500	14,789.06	30,000	-36.84%			
53500 Minor Equipment	17,400	15,828.17	15,400	-11.49%			
53501 Furnishings	127,500	73,718.34	7,500	-94.12%		Projects identified as capital in nature	
53502 Technology Hardware	143,300	72,530.58	123,960	-13.50%		Projects identified as capital in nature	
53505 Software Licenses/Hosting	292,500	39,635.49	218,350	-25.35%		Projects identified as capital in nature	
54100 Professional Services	401,840	352,479.60	449,500	11.86%		Increased to include service needs for rest of year	

**GENERAL FUND
- BUDGET -**

MID-YEAR BUDGET					% Change	
AUGUST 31, 2017	2017 Final (12/14/16)	2017 As of 8/31/2017	2017 Mid Term Adj.	2017 Final to 2017 Adjstmnt		Notes
54101 Legal Services	45,000	10,500.00	35,000	-22.22%		
54102 Collection Agency	14,000	10,829.50	14,000			
54161 Resource Sharing Services	15,000	7,425.30	15,000			
54162 Bibliographics Services	35,000	22,283.16	35,000			
54163 Printing and Binding	9,000	-	9,000			
54165 Inter Library Loan Lost Item Charges	2,500	844.40	2,500			
54200 Postage	33,800	15,832.14	28,800	-14.79%		Reduced to anticipated year end cost
54201 Telephone/Data Lines	518,300	581,261.83	621,000	19.81%		Increased to include WAVE; offset by Erate reimbursements
54300 Travel	55,000	17,611.79	36,400	-33.82%		Reduced to anticipated year end cost
54301 Mileage Reimbursements	35,250	21,817.28	33,800	-4.11%		Reduced to anticipated year end cost
54400 Advertising	47,400	35,577.02	42,900	-9.49%		Reduced to anticipated year end cost
54501 Rentals/Leases - Buildings	404,500	339,636.19	415,430	2.70%		
54502 Rentals/Leases - Equipment	34,600	30,123.13	3,020	-91.27%		Projects moved to capital fund
54600 Insurance	233,000	838.40	233,000			
54700 Electricity	235,000	162,238.25	235,000			
54701 Natural Gas	15,000	7,995.88	15,000			
54702 Water	29,700	17,120.48	29,700			
54703 Sewer	16,200	19,175.77	16,200			
54704 Refuse	31,500	15,861.22	31,500			
54800 General Repairs/Maintenance	236,400	216,876.40	235,900	-0.21%		
54801 Contracted Maintenance	591,400	614,729.32	519,750	-12.12%		Reduced to anticipated year end cost
54803 Maint. Telecomm Equipment	10,000	295.38	10,000			
54900 Registrations	50,650	28,531.93	55,330	9.24%		
54901 Dues and Memberships	41,650	4,351.00	41,320	-0.79%		
54902 Taxes and Assessments	29,500	17,134.51	29,500			
54903 Licenses and Fees	52,650	28,112.99	52,570	-0.15%		
54904 Miscellaneous	790	-	250	-68.35%		
54905 Event Registration	2,000	-	2,000			
55100 Intergovernmental	18,000	-	18,000			Audit begins in October
Total Maintenance & Operations	4,306,030	3,039,954.62	4,083,080	-5.18%		
MATERIALS						
53401 Adult Materials	\$ 732,500	\$ 459,010.17	726,500	-0.82%		Reallocations to ebooks
53403 Periodicals	86,000	93,104.42	81,000	-5.81%		Reallocations to ebooks
53405 Juvenile Books	527,150	314,254.90	510,100	-3.23%		Reallocations to ebooks
53406 Professional Collection	1,500	993.66	1,500			
53407 International Collection	43,000	16,087.78	43,000			

**GENERAL FUND
- BUDGET -**

MID-YEAR BUDGET					% Change	
AUGUST 31, 2017	2017	2017	2017	2017 Final to		
	Final (12/14/16)	As of 8/31/2017	Mid Term Adj.	2017 Adjstmnt		Notes
53408 Audiovisual Materials - Adult	845,000	453,586.65	845,000			
53409 Audiovisual Materials - Juvenile	93,500	28,210.36	91,000	-2.67%		Reallocations to ebooks
53411 Electronic Info Sources	641,700	327,643.21	401,250	-37.47%		Reallocations to ebooks
53412 Reference Serials	12,000	1,035.88	10,000	-16.67%		Reallocations to ebooks
53413 Electronic Services	248,950	221,162.54	248,950			
53414 Electronic Collection	395,000	388,917.75	588,000	48.86%		Increased ebook purchases
53464 Vendor Processing Services	154,500	101,423.24	154,500			
53490 Collection Projects	-	-	89,120	new		
53499 Gifts - Materials	-	462.76	1,000	new		
Total Materials	3,780,800	2,405,893.32	3,790,920	0.27%		= 15.2% of property tax revenues
TRANSFERS, SET-ASIDES, & OTHER						
54912 CONTINGENCY	-	-	100,343	new		Added contingency for unanticipated needs
59700 TRANSFERS TO CIP	\$ 1,231,194	\$ 1,231,194.00	986,194	-19.90%		Reduced to create a contingency and other 2017 needs
Total Transfers	1,231,194	1,231,194.00	1,086,537	-11.75%		
TOTAL EXPENDITURES	30,779,848	21,111,434.34	30,779,848			
REVENUE LESS EXPENDITURES	-	(4,328,937.61)	-			Balanced budget and no change to bottom line

**CAPITAL IMPROVEMENT PLAN
- BUDGET -**

AS OF AUGUST 31, 2017	2017 Final	2017 Midterm Adj	Notes
-- FUNDING SOURCES --			
USE OF FUND BALANCE			
Unallocated 2015 eRate reimbursements	\$ 332,000	\$ 332,000	
Unallocated 2016 funds		\$ 245,000	From 2016 unexpended funds
Available cash in General Fund transferred to CIP	301,806	301,806	
SUBTOTAL	633,806	878,806	
NEW REVENUE			
4% Transfer from General Fund	1,231,194	986,194	Reduction offset by 2016 funds
Lakewood Friends Reimbursement for Garden Refresh	22,000	22,000	
Erate Reimbursement from prior year purchases	30,000	30,000	
SUBTOTAL	1,283,194	1,038,194	
TOTAL FUNDS AVAILABLE	1,917,000	1,917,000	
-- EXPENDITURES --			
COMMITMENTS			
UP 5,000 sq ft Expansion (10 years--2012-21)	120,000	120,000	
SUBTOTAL	120,000	120,000	
SERVICE IMPROVEMENT PROJECTS			
Interior Updates (\$480,000)			
Workspace updates (Summit, Admin Center/Library)	210,000	240,900	Includes Orting, Dupont, Gig Harbor
Admin Center/Library Training Space		322,300	Created a new Training Lab
Ergonomic plan		25,500	Added ergonomic equipment for staff
Public Computer reconfigurations (Graham)	15,000	22,000	
Public Computer Software		40,000	Refresh software provided to public
Restroom and other public area remodels	180,000	132,800	Postponed Bonney Lake
Wayfinding (signage) updates at two locations	25,000	25,000	
Front and staff doors at several locations	50,000	50,000	
Carpeting (Lakewood, Parkland, Admin Center/Library)	110,000	4,000	Canceled Lakewood & Parkland
Exterior Updates (\$152,000)			
Roof Replacements (Bonney Lake)	100,000	-	Postponed
Lighting upgrades (Steilacoom)	25,000	25,000	
Garden & Frontage Improvements (Lakewood)	22,000	-	
Bookdrop at Gig Harbor	5,000	-	Canceled
SUBTOTAL	742,000	887,500	
MAJOR MAINTENANCE			
Elevator Upgrades at ACL	135,000	135,000	
IBEX to BACTalk HVAC Control Replacement	85,000	85,000	
Bioswale Cleanup (Admin Center/Library)		6,500	Conditions required cleanup work
Fire Extinguisher Training Equipment		12,500	2016 invoice paid in 2017
Modernize Building Alarm System Controls	30,000	-	Canceled
SUBTOTAL	250,000	239,000	
VEHICLES			
Delivery Van	80,000	68,550	Came in less than budget
Maintenance Van	50,000	35,350	Came in less than budget
SUBTOTAL	130,000	103,900	

-- continued --

**CAPITAL IMPROVEMENT PLAN
- BUDGET -**

AS OF AUGUST 31, 2017	2017 Final	2017 Midterm Adj	Notes
-- continued --			
TECHNOLOGY UPDATES			
PC Replacement plan	200,000	47,000	Existing inventory
Copier replacements		30,000	Replaced copiers at 5 locations
Network Security		140,000	Implemented advanced security
SUBTOTAL	200,000	217,000	
OTHER CAPITAL PROJECTS			
Finance/HR System Replacement	150,000	70,000	Postponed
Movie Tower Decommissioning	200,000	50,000	Reduced
Facilities Master Plan Update	50,000	-	Work conducted entirely inhouse
Buckley Site Work	50,000	204,600	Includes further site characterization work
SUBTOTAL	450,000	324,600	
TOTAL EXPENDITURES	1,892,000	1,892,000	
OTHER			
Contingency (Minor)	25,000	25,000	
GRAND TOTAL EXPENDITURES	1,917,000	1,917,000	
NET OF REVENUE AND EXPENDITURES	\$ -	\$ -	

RESOLUTION NO. 2017-08

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PIERCE COUNTY RURAL LIBRARY DISTRICT
TO AMEND THE TRANSFER OF A PORTION OF THE FUND BALANCE
OF THE GENERAL FUND TO THE CAPITAL IMPROVEMENT FUND**

WHEREAS, the beginning fund balance of the General Fund in 2017 was \$7,264,091,
and

WHEREAS, 4% (\$1,231,194) of revenues was set-aside in the 2017 operating budget for
transfer to the Capital Improvements Fund for proposed capital projects, and

WHEREAS, the Library’s Fiscal Management Policy allows the Board of Trustees to
transfer funds from the General Fund to Capital Improvement Fund, and

WHEREAS, the Board of Trustees approved said transfer from the General Fund to
Capital Improvement Fund on June 14, 2017, and

WHEREAS, upon conducting a midterm expenditure management process, the Library
determined that the transfer can be reduced in order to fund a contingency and other needs in the
general fund, now, therefore

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

The June 14, 2017 transfer of \$1,231,194 from the General Fund to the Capital
Improvements Fund be amended to be \$986,194 for current and future capital projects.

PASSED AND APPROVED THIS 13TH DAY OF SEPTEMBER 2017.

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

RESOLUTION NO. 2017-09

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PIERCE COUNTY RURAL LIBRARY DISTRICT
TO TRANSFER PORTIONS IN THE GENERAL FUND BALANCE TO
THE CAPITAL IMPROVEMENT FUND AND SPECIAL PURPOSE FUND**

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

WHEREAS, as part of closing the 2016 fiscal year, \$256,000 was determined available within the General Fund to transfer to the Special Purpose fund reserve set-aside for future land, property, and facility needs, and

WHEREAS, as part of closing the 2016 fiscal year, \$245,000 was determined available within the General Fund to transfer to the Capital Improvement fund for current and future projects, now therefore,

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

\$256,000 in the General Fund balance be transferred to the Special Purpose Fund into the reserved set-aside for future land, property, and facility needs; and \$245,000 in the General Fund balance be transferred to the Capital Improvement Fund.

PASSED AND APPROVED THIS 13TH DAY OF SEPTEMBER 2017.

BOARD OF TRUSTEES, PIERCE COUNTY RURAL LIBRARY DISTRICT

Robert Allen, Chair

Donna Albers, Vice-Chair

Monica Butler, Member

Linda Ishem, Member

J. J. McCament, Member

Officers Reports

MEMO



Date: September 1, 2017

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

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

Subject: L&I Update

Background and purpose: In mid-2014, PCLS selected Sedgwick CMS as our Third Party Administrator to manage the L&I claims process for us. The goal of using a TPA for our L&I claims is to:

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

Other benefits of working with a TPA include: Offering safety programs (Risk Control Services); Certified Safety Professionals to assist with safety program management, program compliance audits, safety education and training, safety inspections, accident investigations, trouble shooting, ergonomics and industrial hygiene; Safety Academy online and in person; online claims, reports and document access; potential premium refund management and distribution. Since we began contracting with Sedgwick in 2014, the library has saved approximately \$202,874.53 in claims and premium costs.

After our third year of contracting with Sedgwick, the summary and results of our work is listed below:

- PCLS' annual premium for 2017 is \$176,976 versus our 2016 premium of \$189,082. This is a savings of \$12,106 in premiums.
- Our experience modification impact for 2016 was 0.92. The objective is to be at a .75. The industry average is 1.0. We have lowered this to 0.7867 in 2017.
- Based on claims so far, and all things being equal, our projected annual premium for 2018 is \$185,834, and our experience modification factor will increase to 0.8431. This is due to a higher cost of claims in 2015/2016, which factors into our experience rating for 2018.

With our contract with Sedgwick, we pay 4.5% of our premiums in a service fee. We will pay approximately \$7,964 this year to Sedgwick. This is a savings of \$545 over 2016's 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.*

After 3 years of contracting with Sedgwick, we have analyzed the last year's claims data and will work on the following in 2017/2018 to continue to lower cost and improve the claims process:

- Continue to utilize the “Stay at Work” program for WA state to optimize saving by providing light duty opportunities for employees injured at work.
 - During the first half of 2017, the library received a total of \$8,570.52 for two employees on the Stay at Work program, and have submitted reimbursement claims for two additional employees.
- Continue to communicate to PCLS supervisors regarding L&I and their role/expectations to assist in handling claims carefully and timely.
- Monitor claims and check in regularly to partner with Sedgwick and our staff to move through the processes more intentionally.

MEMO



Date: September 1, 2017

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

From: Judy Nelson, Customer Experience Manager and Jaime Prothro, Interim Customer Experience Director

Subject: Fall Learning Opportunities at PCLS

September is back to school in many cities and towns in our county, which means a shift in activity at the library. Learning support activities provided by the library are designed to reach all-ages of learners, from babies to life-long learning and personal enrichment. As a key focus area of the Strategic Plan, the Library's learning services provided to our community are designed with the goal to support individuals' growth and curiosity.

Access to resources:

- *Card in Every Hand:* This services provides every student in four school districts in PCLS service area with a free library card (Schools receive monthly usage statistics along with visits from librarians sharing how to use all the free resources available with the card. In the 2016/17 school year 10,276 cards were issued to students. (Bethel – 912, Franklin Pierce – 1,980, Clover Park - 6,736, White River – 648)
- *Online tools 24/7:* A wide range of online resource tools include articles from magazines, journals, newspapers, general reference, history, science and social issues (to name a few). Information literacy and resource citations are woven into librarian presentations, both in schools and in the library. Products like Lynda.com and Universal Class provides card holders access to thousands of online classes on topics like technology and job skills, as well as hobby and enrichment activities. Through July 2017, over 2,575,000 sessions, searches, and logins have been recorded for online resources.
- *Homework Help and Tutoring:* Online homework help provides 7 day a week support for preschool through college, in every subject and also in Spanish. Students can get writing critique for papers to be submitted. So far in 2017, there have been 23,236 sessions for Math, Science, English, Social Studies, Technology, and Writing Lab help.
- *ESL Services:* Non-native English Speakers can learn together at library branches like Sumner and Parkland, while computer classes for ESL learners are possible through a partnership with Pierce College.
- *STEM website (NEW):* PCLS is a community leader in providing STEM learning and engagement. Customers can now access all Library STEM related activities, topics and materials

through our new portal <http://stem.pcls.us/>. This includes STEM for early learning in addition to MakerFest and Microsoft Certification tools and services.

- *Baby Books to Go packs (NEW)*: Parents of children birth to 3 can easily access materials for their newborns and toddlers through the Baby Books to Go packs. Using the successful Science to Go model, each pack includes a specially designed activity sheet for parents/caregivers to collect. These sheets are also available online.
- *Book a Librarian*: Anyone can book time with a librarian to get help....with anything. Book a Librarian is offered in 18 branches, and through August 2017 over 230 sessions have been offered.

Awareness of services:

- *Back to school events*: Librarians attend back to school events to share information on the value of the free library card, and issue library cards in districts not participating in the Card in Every Hand initiative.
- *Partnerships/community engagement*: PCLS deliberately seeks to engage in partnerships and other forms of community engagement that furthers our mission, vision and values and aligns with the strategic framework.
- *Marketing & press releases*: Through press releases and marketing activities such as book lists, flyers announcing events and other printed or online materials (Science to Go activity sheets) community members have various formats for gaining information about learning support activities. Additionally, PCLS promotes services through Peachjar, an email delivery service to reach the homes of students electronically.

Personal Achievements:

- *Microsoft Certification Program and Microsoft Military Program Certifications*: Technology certifications are a valid way of demonstrating abilities and willingness to embrace new technologies. Pierce County Library offers two certification programs that allows residents to learn and earn free credentials to help them in their current and future employment. Since January 2017, 224 certification exams have been earned by individuals.
- *Tutoring*: Through August 2017, 4657 live tutoring sessions have taken place.
- *Science to Go feedback notebooks* families, caregivers and classrooms share their experiences with others in the community around science activities.
- *Online certificates*: In the past year, over 10,751 hours of content were viewed using Lynda.com and 2218 courses were completed; over 11, 287 videos have been viewed using Universal Class and there have been 10, 567 course submissions. The top five courses in Universal Class are Accounting and Bookkeeping, Typing and Keyboarding, Medical Terminology, Writing Basics, and Excel 2013.

MEMO



Date: August 25, 2017

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

From: Mary Getchell, Marketing and Communications Director

Subject: Sustainable Funding Public Involvement Update

In August, Pierce County Library System leaders continued to refine a public involvement plan to engage in conversations with the public in late 2017/early 2108 about the Library's funding issue. In August, we took a further look at the levy promises from the re-authorized levy that voters passed in 2006 and confirmed the Library System met or surpassed all four levy promises:

- Offered a wider variety of books, CDs, e-sources and other materials and reduce the time people wait for popular books by nearly 40%.
- Increased open hours by 20% at library locations. All 17 –now 18 full service libraries – opened on Mondays during the day and evening, nine libraries opened on Sunday afternoons, and six libraries opened on Thursday evenings.
- Added services for kids and teenagers, including helping prepare children to read, assisting kids with homework research, and providing online help with homework.
- Upgraded services and technology for customers, by offering more computers with Internet access and computer classes for adults.

The 2006 levy was expected to meet service needs for up to six years. That was 11 years ago.

In September as part of our Strategic Plan communications, we will begin to meet with local governments—such as cities, towns, Pierce County Council, and school district leaders—as well as civic organizations. We will share information about the Strategic Plan and discuss impacts to the Library's funding.

Also, next month we plan to develop a public opinion poll, which we expect to conduct in October.

MEMO



Date: August 21, 2017

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

From: Mary Getchell, Marketing and Communications Director

Subject: Strategic Plan Communications Plan: Fall 2017 Area of Focus

In summer 2017, Pierce County Library System launched communications for its Strategic Plan, which is based upon its Strategic Framework. The summer communications focused on announcing the results from a year-long public involvement process that helped build the Library's Strategic Plan. Following the launch announcement, as part of the communications plan, the Library is implementing a concerted effort to sustain communications as it implements initiatives from the plan in 2017.

Administrative Team members and Customer Experience Managers selected a focus area to highlight in communications this fall: Learning. The Library will engage with Pierce County residents in its support for growth and curiosity for people of all ages:

- Preparing preschoolers, babies, and toddlers to learn, so children enter kindergarten ready to learn. The Library is a leader in early learning.
- Supporting school and career success for people of all ages.
- Strengthening the practical skills and knowledge of Pierce County residents, so people can navigate the real world and meet their goals.

The Library will highlight learning initiatives for 2017 that include Baby Books to Go, block play with KaBOOM! Imagination Playground™, STEM—Science, Technology, Engineering and Mathematics, 3-D printing classes, computer skills for getting jobs, and Microsoft Certification to increase career marketability.

The communications plan further outlines activities to sustain communications and conversations as the Library implements initiatives in the plan. As applicable, messaging will include a call(s) to action.

With the focused communications for the learning initiatives, the Communications Department will collaborate with Customer Experience Managers to create multiple marketing tactics to engage target audiences and feature individual(s) benefiting from the learning services. Tactics will include public web with photos and video, social media with photos and video, news media, in-library and guerrilla marketing collateral, direct mail, paid advertising in print newspaper and digital, and email marketing. The Library will also communicate internally with staff via Cover to Cover, to alert all team members to the highlighted attention on the Learning focus area.

MEMO



Date: September 1, 2017

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

From: Jaime Prothro, Interim Customer Experience Director

Subject: Gale IMPACT Article

Behrooz Madjdi, Reference Associate at the Parkland/Spanaway branch, has published an article about Pierce County Library System's Job + Business Center (JBC) services for Gale's IMPACT magazine. Madjdi, who has worked with PCLS for 35 years, outlines how the Library prioritized its services beginning in 2008 to build robust offerings online and in our branch facilities for small businesses and job seekers as a response to the recession.

PCLS continues to make iterative changes to JBC services, as seen through website updates and new programming. Additional successes to the JBC are seen through sustained partnerships with agencies like the Small Business Administration, WorkSource, and WorkForce Central.



Photo credit: Pierce County Library System

Pierce County Library System (PCLS) has provided services for job seekers and entrepreneurs for many years. Traditionally, those services consisted of providing books, database access, and staff assistance in using such tools. With the economic downturn of 2008, people began turning to the library for even more assistance.

CREATING A JOB + BUSINESS CENTER



By Behrooz Madji,
Adult Services, Pierce County
Library System, Tacoma, WA



To respond to the demand, the PCLS increased its services with additional resources on-site, online, and in the community. In 2010-2011, we added to that with six of our 17 libraries offering Job + Business Centers (JBC). These centers are dedicated to helping people improve skills, job search, gain employment, and begin and/or grow small businesses. PCLS has even taken some of our career and small business classes on the road via mobile computer labs.

The responsibility of creating these centers was given to the adult services (AS) team. The director of adult services selected four librarians to undertake this task, and I was fortunate to be one of them. Our focus was on developing a dedicated website separate from the library's main website. While it needed to be maintained by the AS team, the website had to be customizable for the six different PCLS locations. As you can imagine, there were many pieces of the puzzle to put together.

My area of responsibility was business programming and database selection for the new website. Others were assigned to design and teach a reference triage course for front-line staff. They would be the ones answering eighty percent of the reference questions. The rest of the questions would be kicked up to the AS staff. That freed up our team to focus on creating the JBC.

As the website was being developed, the entire AS team learned valuable lessons in project management and implementation, and the JBC team expanded to include other librarians and staff from across the PCLS.

Selecting business databases, creating content, and developing programming for job seekers and small business startups were the easiest tasks I had. What proved more difficult was answering many of the questions that came to light.

We used the library's resources to guide them [entrepreneurs] on things like how to apply for business licenses, form LLCs, find demographic data, and most important, access helpful business plan templates.

RESPONDING TO A GREATER NEED

We began to assist entrepreneurs who sought our help as best as we could. We used the library's resources to guide them on things like how to apply for business licenses, form LLCs, find demographic data, and most important, access helpful business plan templates.

Programs and classes were implemented successfully. Further down the road, we were able to form partnerships with small business development centers and create classes on all aspects of business startup and expansion. It wasn't too long before we were fully using our business resources, such as *DemographicsNow: Business & People* (p. 11), First Research, e-statement studies, *Business Plans Handbook* (p. 20), and resources from government agencies and academic libraries. Due to the popularity of the workshops, our team began to take them on the road to various chambers of commerce, rotaries, and municipal economic development centers.

BUILDING STRONG RELATIONSHIPS

A positive outcome from our market research workshops has been the number of follow-up appointments scheduled with a librarian at one of our six JBC Centers. Workshop attendees are surprised and elated to learn about the expertise we can provide. They want to access the library's digital business skills resources and leverage our information skills. Personally, I have helped more than 120 business owners and startups through these one-on-one appointments. I am equally delighted to provide this service, helping our patrons to realize their goals, while adding to the economic development of our local economy.

➔ Learn more at piercecountylibrary.org and JBC.mypcls.org

ANSWERING TOUGH QUESTIONS

Q: *What type of help do business owners and startups want from the library?*

Q: *Would it be enough to direct them to business databases and books, put them on a JBC station, and wish them good luck?*

Q: *What if they ask questions about balance sheets, income statements, and business plans?*

Q: *Will we as librarians become business librarians and specialize?*

Q: *Should we provide the same level of help at all of our six locations?*

Q: *Should we partner with organizations such as Small Business Administration (SBA), SCORE and Small Business Development Centers (SBDC)?*

On one occasion, I asked a certified business consultant and SBA expert to help us refine the mission of the JBC and his answer was both surprising and empowering. He said, "You are the experts. I refer people to the library when they have business questions and only advise them on business cycle, process, and such matters."

MEMO



Date: August 30, 2017

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

From: Joy Kim, Customer Experience Manager

Subject: Mental Health First Aid

Starting this fall, the Library will partner with CHI Franciscan Health's Prevent-Avert-Respond (PAR) Initiative to offer Mental Health First Aid trainings for the public. Pierce County is experiencing a mental health crisis, and during our Strategic Planning process, we heard from our communities about needs in this area. This new community partnership responds to that community concern.

Mental Health First Aid is an evidence-based public education program that introduces participants to risk factors and warning signs of mental health problems, builds understanding of their impact and overviews appropriate supports. The 8-hour course uses role-playing and simulations to demonstrate how to offer initial help in a mental health crisis and connect people to the appropriate professional, peer, social and self-help care. Like CPR, Mental Health First Aid prepares participants to interact with a person in crisis and connect the person with help. First Aiders do not diagnose or provide any counseling or therapy. Instead, the program offers concrete tools and answers key questions like, "What do I do?" and, "Where can someone find help?"

The Library will host two public sessions of Mental Health First Aid in 2017, with additional trainings to be scheduled for 2018. Seats are limited, so registration is required. Sessions are open to anyone ages 18 or older. This training is valued at \$170 per person by Mental Health First Aid USA, but is offered at no cost to the Library or participants through this community partnership.

- **Youth Mental Health First Aid:** Sat., Oct. 14, 8:30 a.m.- 5 p.m., Administrative Center & Library
- **Mental Health First Aid:** Mon., Dec. 4, 8:30 a.m.-5 p.m., Administrative Center & Library

This new partnership also enables us to offer Mental Health First Aid training for library staff. As public spaces, our libraries are places where the most vulnerable members of our community often come to be safe or be connected with resources. This training will support our staff's ongoing work in branches and community outreach settings.

We are excited to connect our communities and staff with this important information, and we look forward to continuing this partnership through 2018.

Executive Session

Motion to recess to Executive Session,
per RCW 42.30.110, to discuss personnel and
property issues for 35 minutes

New Business (cont.)

MEMO



Date: September 1, 2017

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

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

Subject: 2018 Executive Director Salary Agreement

In order to set the 2018 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 2018.

Pierce County Library FYI Packet
Link List
September 13, 2017

Pierce County Library in the News

- [25 years as Graham's 'community connector'](#) – The Dispatch
- [Graham library celebrates 25th year](#) – The Dispatch
- [Miniature Ponies Will Help Pierce County Library Celebrate 25th Anniversary](#) – Bonney Lake Patch
- [Tales from a reading group](#) – Key Peninsula News
- [Free workshop in Gig Harbor helps surviving spouses cope with looming financial decisions](#) – The News Tribune
- [Gig Harbor library's Teen Council gives local teens a 'sense of ownership' over their library space](#) – Gateway
- [Workshops aim to help small business owners and startups | Pierce County Library System](#) – The Courier-Herald
- [Free Eclipse Glasses Available at Pierce County Libraries](#) – Bonney Lake Patch
- [Look, up in the sky: It's a total solar eclipse](#) – The Dispatch
- Get on your book and read – The Dispatch, see attached .PDF

Miscellaneous

- [Making Art Like Breathing Air: Winlock Artist Unveils Latest Work](#) – The Chronicle

Get on your book and read

LIBRARIES HAVE ACTIVITIES FOR KIDS AND ADULTS TO HELP FILL THEIR SUMMER AND LEARN

By PAT JENKINS
The Dispatch

For the folks running the Pierce County Library System, summer is synonymous with reading and learning.

The libraries' annual Summer Reading program is underway with the goal of Pierce County residents of all ages improving their reading skills while earning prizes and having fun this summer.

The program, billed as the largest reading event in the south Puget Sound region, started June 24 with a two-hour "read-a-thon" at all 18 library branches, including the locations in Eatonville, Graham, Parkland-Spanaway and South Hill. By the time the program wraps up in September, it probably will involve tens of thousands of children and adults.

Library officials say the campaign helps students continue their learning and avoid the "summer slide" while they're out of school. Adults, meanwhile, are given opportunities for community engagement.

For young children, the more reading they do, the more rewards, such as free pizza and free admission to Northwest Trek and Point Defiance Zoo and Aquarium. Educational activities include taking flight with parachutes.

Teenagers can combine reading with online gaming and videos. They can also compete for badges and prizes (including gift cards) by volunteering at an animal shelter and writing a post about it, reading a dancer's biography and creating a music video, or going for a hike and posting what they saw.

For all children, the summer program can help their school skills from rusting before classes start again in the fall, said Georgia Lomax, executive director of the libraries.

"Keeping students reading during the summer is critical to keeping them on the path to school success and graduation," Lomax said. "Studies show that children need opportunities to continue thinking and learning to avoid the summer learning slide."

Knowledge and reading is also good for adults. Their Summer Reading experiences can include interacting with local authors and learning how to save and care for homeless cats, power homes with solar energy, and grow edible yards. Adults' program rewards include gift cards.

The program isn't forgetting adults who live in care facilities or are homebound. Same with kids who are spending the summer child care or live in low-income neighborhoods. Lomax said the libraries will go to them with books, movies and audiobooks, as well as ways to earn prizes.

Summer Reading schedule

Here's what's planned, and when, at library branches in south Pierce County during Pierce County Library System's Summer Reading program:

Eatonville kids.

- Summer Stories for Preschoolers, on Wednesdays through Aug. 16, 10:30 a.m.
- Pt. Defiance Zoo: Animal Architects, July 19, 2-3 p.m.
- Pierce County Environmental Education: Earth Heroes, July 26, 2-3 p.m.
- Tillie's Craft Time, Aug. 2, 2-3 p.m.
- Recycled Art, Aug. 8, 2:30-3:30 p.m.
- Eric Ode: How to Build the World's Most Amazing Dog House, Aug. 16, 2-3 p.m.

Graham kids.

- The Graham library branch schedule of events for children:
- Bricks 4 Kidz: Building Drop-in Using LEGO® Bricks and Motors, July 19, 2-3 p.m.
- Summer Stories for Babies, July 11-Aug. 15, 10:15-11 a.m.
- Summer Stories for Preschoolers, July 11-Aug. 15, 11 a.m.-noon
- LEGO Mindstorms, July 27, 10:30-11:30 a.m.
- Tillie's Crafts, July 26, 2-3 p.m.
- Point Defiance Zoo: Animal Architects, Aug. 2, 1-2 p.m.
- Recycled Art, Aug. 9, 5:30-6:30 p.m.
- Pierce County Environmental Education: Earth Heroes, Aug. 10, 2-3 p.m.
- Eric Ode: How to Build the World's Most Amazing Dog House, Aug. 16, 10:30-11:30 a.m.

Parkland-Spanaway kids.

- Children's Summer Reading events at the Parkland-Spanaway library branch:
- Bilingual Block Play, July 22, Aug. 19 and Aug. 26, 10-11:30 a.m.
- Summer Lunch program, weekdays through Aug. 4, 11:30 a.m.-12:30 p.m.
- Summer Stories for Babies, through Aug. 17, 10:15-11 a.m.
- Summer Stories for Toddlers, Thursdays through Aug. 17, 11 a.m.-noon
- Summer Stories for Preschoolers, Fridays through Aug. 18, 10:30-11:30 a.m.
- Knit Together: Knitting for Charity, Aug. 2, 3:30-5 p.m.
- Recycled Art, July 21, 3-5 p.m.
- Rock-It Science: The Structure of the PNW, July 26, 3-4 p.m.
- Hour of Code, July 27 and Aug. 24, 2-3 p.m.
- Explore Your World: Levitating Orbs, July 31, 4-5:30 p.m.
- Puppet Theatre, Aug. 2, 11 a.m.-noon
- Point Defiance Zoo: Animal Architects, Aug. 7, 11 a.m.-noon
- Museum of Flight: Flying Gizmo Show, Aug. 16, 10:30-11:30 a.m.

Parkland-Spanaway adults

- Author Event: July 25, 7-8 p.m., science writer Steve Olson will discuss his book "Eruption: The Untold Story of Mt. St. Helens." The history, science, and human impact of the 1980 disaster.
- **South Hill kids.** The South Hill library branch children's events:
- Teen Mondays, through Aug. 28, 4-6 p.m.
- Summer Stories for Preschoolers, Tuesdays through Aug. 15, 10-11

Sponsors of Summer Reading are CHI Franciscan Health, Gordon Thomas Honeywell, Mary Bridge Children's Hospital, and Wells Fargo.

Wrapped up with the program are two ways to fight hunger in communities and one way library borrowers who are bad about returning items on time can help themselves:

- Library branches will accept donations of non-perishable food for the Emergency Food Network, which helps supply food banks countywide.

- Through Sept. 3, children can have free lunches at the Parkland-Spanaway branch at 13718 Pacific Ave S. on any weekday. The lunches are sponsored by the Bethel and



Bilingual block play is one of the kids' activities at the Parkland-Spanaway branch during Pierce County Library System's Summer Reading program.

COURTESY PHOTO

a.m. and 11:30 a.m.-12:30 p.m.

- Summer Stories for Babies, Wednesdays through Aug. 16, 10-10:45 a.m.
- Summer Stories for Toddlers, Wednesdays through Aug. 16, 11 a.m.-noon
- Eric Ode: How to Build the World's Most Amazing Dog House, July 5, 2-3 p.m.
- Puppet Theatre, July 24, 1-2 p.m. and 2:30-3:30 p.m.
- Tacoma Nature Center: Habitat Is Where It's At, July 26, 2-3 p.m.
- Building Madness, Aug. 2, 2-3 p.m.
- Alex Zerbe: Come Alive, Aug. 9, 2-3 p.m.
- Pierce County Environmental Education: Earth Heroes, Aug. 16, 2-3 p.m.

South Hill adults.

- Author Event: July 27, 2 p.m. Nick Adams, author of "My Dear Wife and Children: Civil War Letters from a 2nd Minnesota Volunteer," will read excerpts from his great-grandfather's letters to his wife and children while serving with the Union Army.
- Book Discussion: "Philomena" by Martin Sixsmith, Aug. 14, 7 p.m.

Franklin Pierce school districts and the office of the state superintendent of public instruction.

- And people with fines for overdue books or other library materials can have them reduced by \$5 for the first 10 hours of reading that's recorded in the program.