

AGENDA

Regular Meeting of the Pierce County Library System Board of Trustees October 10, 2018 | 3:30 PM

- | | | | |
|---------|--------------------|---|---------------|
| 3:30 pm | 02 min. | Call to Order: Daren Jones, Vice- Chair | |
| 3:32 pm | 05 min. | Public Comment: <i>This is time set aside for members of the public to speak to the Board of Trustees. Unless the item you wish to discuss is of an emergency nature, the Board ordinarily takes matters under advisement before taking action. Please sign up at the time of the meeting to speak during the Public Comment period, and limit your comments to three minutes.</i> | |
| 3:37 pm | 03 min. | Consent Agenda | Action |
| | | <ol style="list-style-type: none"> 1. Approval of Minutes of September 12, 2018, Regular Meeting 2. Approval of September 2018 Payroll, Benefits and Vouchers | |
| 3:40 pm | 05 min. | Board Member Reports | |
| 3:45 pm | 10 min. | Routine Reports | |
| | | <ol style="list-style-type: none"> 1. Dashboards, Georgia Lomax 2. August 2018 Financial Report, Cliff Jo 3. Executive Director Report, Georgia Lomax 4. Branch Services Report, Jaime Prothro | |
| 3:55 pm | | Unfinished Business | |
| | 05 min.
20 min. | <ol style="list-style-type: none"> 1. Library Election Update, Georgia Lomax 2. 2019 Budget and Work Plan <ol style="list-style-type: none"> a. Levy Certificate and Implicit Price Deflator, Clifford Jo b. Estimated Budget, Clifford Jo and Melinda Chesbro | |
| 4:20 pm | | New Business | |
| | 05 min
10 min | <ol style="list-style-type: none"> 1. Proposed 2019 Board Meeting Schedule, Georgia Lomax 2. 2018 Work Plan Update | |
| 4:35 pm | 05 min. | Officers Reports: | |
| | | <ol style="list-style-type: none"> 1. National Friends of Libraries Week Proclamation 2. Teen Library Corp 3. Staff Engagement Survey Results 4. Summer Reading Report 5. Collective Bargaining Agreement Negotiations 6. Strategic Plan Spring/Summer 2018 Focus Highlight Impacts 7. Job Description Updates 8. Recruitment and Job Fairs | |
| 4:40 pm | 02 min. | Announcements | |
| | | <ol style="list-style-type: none"> 1. Pierce County MakerFest will be held November 3, 2018, from 10:00 AM until 3:00 PM at the Washington State Fairgrounds Agriplex. 2. The general election is November 6, 2018. | |
| 4:42 pm | | Adjournment | |

Consent Agenda

BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
REGULAR MEETING, SEPTEMBER 12, 2018

CALL TO ORDER

Vice-Chair Daren Jones called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:30 pm. Board members present were Pat Jenkins and Monica Butler. Rob Allen and Donna Albers were excused.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

1. Approval of Minutes of the August 8, 2018, Regular Meeting
2. August 2018 Payroll, Benefits and Vouchers
 - a. Payroll Warrants 3830-3831 dated 8/1/18-8/31/18 in the amount of \$4921.51
 - b. Payroll Disbursement Voucher dated 8/6/18 in the amount of \$1,084,140.50
 - c. Payroll Disbursement Voucher dated 8/21/18 in the amount of \$827,259.56
 - d. Accounts Payable Warrants 629393-629522 dated 8/1/18-8/31/18 in the amount of \$736,792.48
3. Unemployment Insurance Policy

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

ROUTINE REPORTS

Financial Report – Finance and Business Director Cliff Jo noted expenditures for the election include the cost to place the measure on the ballot, legal fees and literature.

UNFINISHED BUSINESS

Library Election Update – Ms. Lomax summarized the activity to date. Staff are presenting information to groups and those interested in learning more about the levy and its impacts. Information is being provided to the public through normal communication methods, including printed material, social media, news media and open houses.

Board Metrics Update – Deputy Director Melinda Chesbro shared a summary of the type of statistical information proposed. A 2-3 page dashboard would include a combination of graphics and narrative. Specific services would also be highlighted. Each month, an in-depth report will focus on a core service, providing a narrative and details about the service.

2019 Budget and Work Plan: 2019 Budget Drivers – Mr. Jo shared information on factors that are considered when making budget-related decisions. Expenditures may change based on contract negotiations which will begin this month. The Library is still waiting to receive its preliminary levy certificate from the county.

NEW BUSINESS

Lakewood Interlocal Agreement – Mr. Jo provided an update on the partnership with Lakewood relating to opportunities for new libraries. The Lakewood City Council reviewed the draft interlocal agreement on August 13. Work will continue to finalize the agreement.

Trustee Terms – Ms. Lomax reported that state law establishes that one trustee term should expire each year. Over time, terms have become misaligned and she recommended that the Board consider adjustments to realign them. The Board directed Ms. Lomax to work with the County on how to realign terms, starting with placing Mr. Jones into a first full term to expire on May 31, 2023.

BOARD EDUCATION AND SERVICE

Gig Harbor Library & Community Presentation – Gig Harbor Branch Manager Karen Brooks presented information about the Gig Harbor library and the community it serves. She provided a history of the city and shared that the community members were very proud of their heritage. She noted circulation at the Gig Harbor Library is consistently the highest in system. The Library's collection includes 90,000 items.

Youth Services Librarian Holly Smith conducts story times at the Library. A recent addition, yoga story time, has proven popular. Tech programs are also very popular at the Library. She noted that teens use the Library for opportunities to volunteer and gain experience to help them when seeking their first job.

Adult Services Librarian Adam Jackman noted the Gig Harbor Library piloted the 3D printer program. The Friends of the Gig Harbor Library recently approved funding for a virtual reality project. Programming will be offered for the entire community, but with certain programming specifically targeting teens. The focus of the programs would be to provide both learning and enjoyment experiences focused around this new technology. The program will begin this fall at the Gig Harbor Library and will travel to other branches in 2019.

Ms. Brooks introduced Friends President Steve Vittori, Treasurer John West and Nancy Gretencourt, who organizes the popular book sales.

Ms. Brooks highlighted the contributions and accomplishments of her staff. She noted that staff is a community unto itself. Staff encourage one another in their successes and support each other in times of uncertainty. Staff are regular members of the Gig Harbor Chamber, Kiwanis and local Homeowner Associations. The Adult Services Librarians regularly visit retirement homes and senior centers. Youth Services staff spend a lot of time at preschool and elementary schools and visit with every 9th grader to ensure they have a library card.

Partnerships include PenMet Parks, the Gig Harbor Historical Society and the Pierce County Law Library.

EXECUTIVE SESSION

At 4:16 pm, Ms. Butler moved to recess to Executive Session, per RCW 42.30.110, to discuss personnel matters for approximately 20 minutes. Mr. Jenkins seconded the motion and it was passed. The Session ended at 4:47 pm.

NEW BUSINESS (CONT.)

2019 Executive Director Salary Agreement – *Mr. Jenkins moved to authorize Chair Allen to implement a salary agreement with the Executive Director for 2019. Ms. Butler seconded the motion and it was passed.*

OFFICERS REPORTS

Employee Diversity & Inclusion Strategy

Ms. Green reviewed progress and next steps in this investment that supports a workplace that reflects the community it serves.

2017 Fiscal & Accountability Audit

Ms. Lomax noted the audit entrance conference will be held within the next several weeks.

ADJOURNMENT

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

Georgia Lomax, Secretary

Daren Jones, Vice-Chair

September 2018 Payroll, Benefits and Vouchers

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	3832	9/1/18 - 9/30/18	\$1,994.32
Electronic Payments - Payroll & Acct Payable		9/6/18	\$1,048,113.62
Electronic Payments - Payroll & Acct Payable		9/21/18	\$790,124.50
Accounts Payable Warrants	629523-629627	9/1/18 - 9/30/18	\$729,674.14
Total:			<u><u>\$2,569,906.58</u></u>

Check History Listing
Pierce County Library System

Check #	Bank	Date	Paid to	Status	Can/Vd Date	Pay Period Dates	Dir Dep	Amount
3832	key	09/06/2018	PAULL, STACY			08/16/18 - 08/31/18	0.00	1,994.32
Total:							0.00	1,994.32

Check in report: 1

Grand Total: 0.00 1,994.32

Ad-hoc bank transaction (Withdrawal)

PCL_Company

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

Contact Name: Stacy Karabotsos
 Contact Phone: 253-548-3451
 Contact e-mail: skarabotsos@piercecountylibrary.org
 Comments: 9/06/18 Payroll

Withdrawal Date: 09/06/18

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	64,104.45
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	53,025.93
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	53,025.93
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	497,655.51
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	12,589.94
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	52,092.37
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	88,278.20
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	5,067.69
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	1,922.18
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	-
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	-
PCL_Company	AWC (only on 6th paycheck)	237100	CC_Library_District	697-00	5100000	220,351.42
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						\$ 1,048,113.62

Certification:

Stacy Karabotsos
 Signature (Department Designee)

09/04/18
 Date

Comments:

Ad-hoc bank transaction (Withdrawal)

PCL_Company

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

Contact Name: Stacy Karabotsos
 Contact Phone: 253-548-3451
 Contact e-mail: skarabotsos@piercecountylibrary.org
 Comments: 9/21/18 Payroll

Withdrawal Date: 09/21/18

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	59,347.54
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	50,354.72
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	50,354.72
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	475,814.55
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	12,472.93
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	48,975.65
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	83,304.02
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	5,067.69
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	1,922.18
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	-
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	210.50
PCL_Company	AWC (only on 6th paycheck)	237100	CC_Library_District	697-00	5100000	-
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	2,300.00
PCL_Company	Payroll Adjustment(s)	237100	CC_Library_District	697-00	5100000	-
Total Deposit						\$ 790,124.50

Certification:

Stacy Karabotsos
 Signature (Department Designee)

09/19/18
 Date

Comments:

Check History Listing
Pierce County Library System

Bank code: key

Check #	Date	Vendor	Status	Check Total
629523	09/06/2018	000830 BAKER & TAYLOR		15,084.56
629524	09/06/2018	000189 BAKER & TAYLOR ENTERTAINMENT		129.41
629525	09/06/2018	000161 CENGAGE LEARNING		42.62
629526	09/06/2018	007181 DIANE DANIELS		179.96
629527	09/06/2018	007179 MEGAN GARCIA		9.99
629528	09/06/2018	006671 STACY GENDREAU		26.00
629529	09/06/2018	001643 IMPACT		147.70
629530	09/06/2018	000243 INGRAM LIBRARY SERVICES		1,104.31
629531	09/06/2018	007178 DAWN KIRKHAM		26.64
629532	09/06/2018	007177 MONIQUE MARCANO		3.70
629533	09/06/2018	000352 MIDWEST TAPE	V	0.00
629534	09/06/2018	000352 MIDWEST TAPE		20,004.94
629535	09/06/2018	000323 NEWS TRIBUNE		462.80
629536	09/06/2018	000377 PUGET SOUND ENERGY		2,090.46
629537	09/06/2018	000406 RECORDED BOOKS LLC		231.45
629538	09/06/2018	006231 DAVID SECKMAN		228.35
629539	09/06/2018	000460 STEILACOOM TOWN OF		1,993.08
629540	09/06/2018	007176 LUKE STURGIS		15.99
629541	09/06/2018	000828 AFSCME AFL-CIO		6,607.24
629542	09/06/2018	003985 PACIFICSOURCE ADMINISTRATORS		1,495.50
629543	09/06/2018	000821 PIERCE COUNTY SUPERIOR COURT		219.67
629544	09/06/2018	001181 PIERCE CTY LIBRARY FOUNDATION		673.32
629545	09/06/2018	007020 PIONEER CREDIT RECOVERY, INC.		230.79
629546	09/06/2018	006555 SOCIAL SECURITY ADMINISTRATION		136.99
629547	09/06/2018	004782 US DEPARTMENT OF EDUCATION		205.49
629548	09/06/2018	000881 WASHINGTON STATE SUPPORT REGIS		1,980.25
629549	09/12/2018	001168 ANIMAL CRACKERS		2,700.00
629550	09/12/2018	000363 OVERALL LAUNDRY SERV. DBA ARAMARK UNII		21.98
629551	09/12/2018	006537 YEU-RU CHOU		247.01
629552	09/12/2018	005531 IAN DOBSON		1,891.20
629553	09/12/2018	001345 MICHAEL'S CUSTOM UPHOLSTERY		511.76
629554	09/12/2018	006026 PAPERROLLS-N-MORE.COM		910.08
629555	09/12/2018	000370 PIERCE COUNTY		78.00
629556	09/12/2018	007144 LANCE RHOADES		200.00
629557	09/12/2018	000408 ROBBLEES TOTAL SECURITY INC		2,255.27
629558	09/12/2018	001124 SUMMIT LAW GROUP PLLC		1,807.00
629559	09/12/2018	006438 WA STATE-DEPT OF ENTERPRISE SV		4,050.00
629560	09/12/2018	000534 WCP SOLUTIONS		257.08

Check History Listing
Pierce County Library System

Bank code: key

Check #	Date	Vendor	Status	Check Total
629561	09/21/2018	003778 AFLAC		5,818.76
629562	09/21/2018	000828 AFSCME AFL-CIO		6,457.59
629563	09/21/2018	001578 COLONIAL SUPPLEMENTAL INSURANC		624.66
629564	09/21/2018	003985 PACIFICSOURCE ADMINISTRATORS		1,645.50
629565	09/21/2018	000821 PIERCE COUNTY SUPERIOR COURT		264.58
629566	09/21/2018	001181 PIERCE CTY LIBRARY FOUNDATION		673.32
629567	09/21/2018	007020 PIONEER CREDIT RECOVERY, INC.		230.79
629568	09/21/2018	006555 SOCIAL SECURITY ADMINISTRATION		137.01
629569	09/21/2018	004782 US DEPARTMENT OF EDUCATION		205.51
629570	09/21/2018	000881 WASHINGTON STATE SUPPORT REGIS		1,977.90
629571	09/21/2018	000830 BAKER & TAYLOR		82,484.64
629572	09/21/2018	007097 BAKER & TAYLOR STANDING ORDER		216.09
629573	09/21/2018	000087 BLACKSTONE PUBLISHING		63.62
629574	09/21/2018	000161 CENGAGE LEARNING		1,638.25
629575	09/21/2018	001780 CITY OF UNIVERSITY PLACE		71.00
629576	09/21/2018	005300 DANGER ROOM COMICS LLC		2,750.68
629577	09/21/2018	000093 EBSCO		752.06
629578	09/21/2018	000195 FIRGROVE MUTUAL WATER CO		493.20
629579	09/21/2018	001643 IMPACT		147.70
629580	09/21/2018	000243 INGRAM LIBRARY SERVICES		2,661.18
629581	09/21/2018	007110 MIDWEST LIBRARY SERVICE		82.53
629582	09/21/2018	000352 MIDWEST TAPE	V	0.00
629583	09/21/2018	000352 MIDWEST TAPE	V	0.00
629584	09/21/2018	000352 MIDWEST TAPE	V	0.00
629585	09/21/2018	000352 MIDWEST TAPE	V	0.00
629586	09/21/2018	000352 MIDWEST TAPE		53,940.20
629587	09/21/2018	001651 PARACLETE PRESS		81.53
629588	09/21/2018	000370 PIERCE COUNTY		1,364.73
629589	09/21/2018	000377 PUGET SOUND ENERGY		3,105.41
629590	09/21/2018	000406 RECORDED BOOKS LLC		408.00
629591	09/21/2018	000451 SEATTLE TIMES SEATTLE PI		572.00
629592	09/21/2018	006231 DAVID SECKMAN		228.35
629593	09/21/2018	000541 STATE OF WASHINGTON		588.03
629594	09/24/2018	006932 NICK K ADAMS		100.00
629595	09/24/2018	000363 OVERALL LAUNDRY SERV. DBA ARAMARK UNII		21.98
629596	09/24/2018	005605 ILL LIBRARY MEDIA CENTER BELLEVUE COLLE		23.00
629597	09/24/2018	005001 BMI		259.00
629598	09/24/2018	006577 CATALYST WORKPLACE ACTIVATION		1,688.12
629599	09/24/2018	007169 BARBER LIBRARY ILL DEPT CENTRAL OREGON		30.00

Check History Listing
Pierce County Library System

Bank code: key

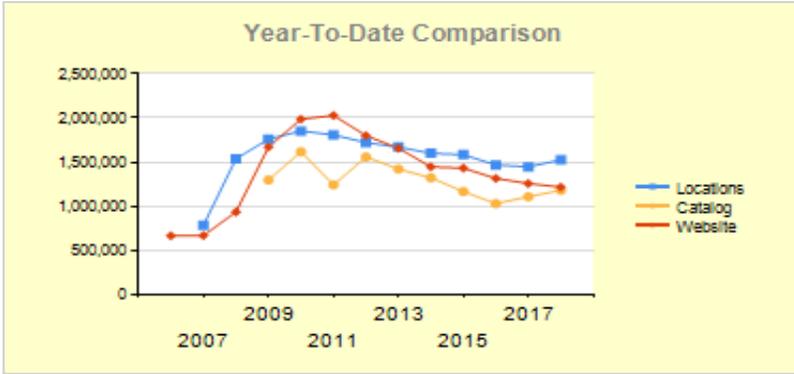
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629600	09/24/2018	006999 CIS		940.00
629601	09/24/2018	001780 CITY OF UNIVERSITY PLACE		120,000.00
629602	09/24/2018	000093 EBSCO		8,995.00
629603	09/24/2018	005081 EHS-INTERNATIONAL INC		1,195.00
629604	09/24/2018	006898 MISTEL ERICKSON		61.14
629605	09/24/2018	006904 IDEAL COMMUNICATIONS		5,000.00
629606	09/24/2018	007170 LA VISTA PUBLIC LIBRARY		13.99
629607	09/24/2018	005455 LOUIE FOXX LLC		1,300.00
629608	09/24/2018	006421 MARKHAM INVESTIGATION - (MIP)		5,078.25
629609	09/24/2018	001139 METROPOLITAN PARK DIST OF TACO		936.00
629610	09/24/2018	001911 LAUREN MURPHY		43.45
629611	09/24/2018	007171 SANTA ANA COLLEGE LIBRARY		35.00
629612	09/24/2018	007120 SEATTLE ARTISTS WAY CENTER		600.00
629613	09/24/2018	000424 SIMPLY MAGIC LLC		385.00
629614	09/24/2018	000497 TILLCUM COMMUNITY SERVICE CEN		1,540.16
629615	09/24/2018	003719 UNIQUE MANAGEMENT SERVICES		1,414.10
629616	09/24/2018	000534 WCP SOLUTIONS		2,457.38
629618	09/25/2018	003985 PACIFICSOURCE ADMINISTRATORS		181.75
629619	09/25/2018	005862 ELITE PROPERTY INVESTMENTS LLC		10,096.48
629620	09/25/2018	001586 NORTHWEST DOOR INC		4,183.83
629621	09/26/2018	005642 HILLIS CLARK MARTIN & PETERSON		560.00
629622	09/26/2018	004022 US BANK		47,723.58
629623	09/26/2018	004022 US BANK		219,714.94
629624	09/26/2018	004022 US BANK		55,871.08
629625	09/28/2018	000266 KITSAP REGIONAL LIBRARY	V	148.50
629626	09/28/2018	001655 WESTERN WASHINGTON FAIR ASSOC		1,000.00
629627	09/28/2018	000266 KITSAP REGIONAL LIBRARY		132.00
key Total:				729,674.14
Total Checks:				729,674.14

104 checks in this report

Routine Reports

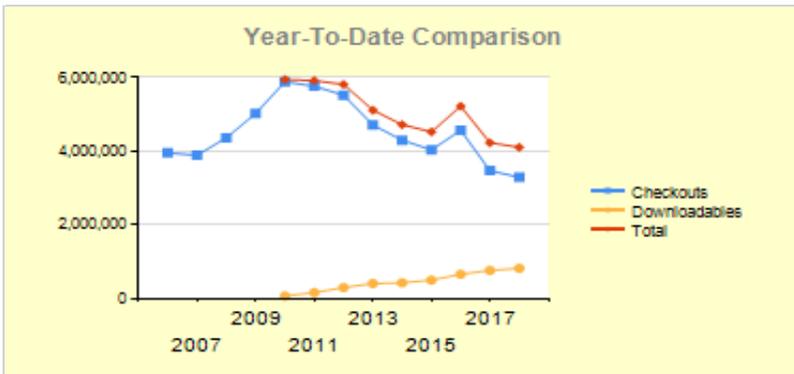
CUSTOMER SERVICE/PHILANTHROPY DASHBOARD - AUGUST

VISITS



	August		% Change
	2017	2018	
Door Count	196,547	207,509	5.58%
Catalog	138,976	148,283	6.70%
Website	165,115	164,791	-0.20%
Job & Business Portal	3,602	3,322	-7.77%
Military Portal	537	376	-29.98%
Total	504,777	524,281	3.86%

CHECKOUTS



	August		% Change
	2017	2018	
Checkouts	448,638	425,857	-5.08%
Downloadables	101,017	110,304	9.19%
Total	549,655	536,161	-2.45%

CUSTOMERS



	August		% Change
	2017	2018	
Active Cardholders	370,970	356,137	-4.00%
New Cards	3,253	3,466	6.55%
Checkout Transactions	76,509	70,943	-7.27%
Unique Users	34,400	32,793	-4.67%

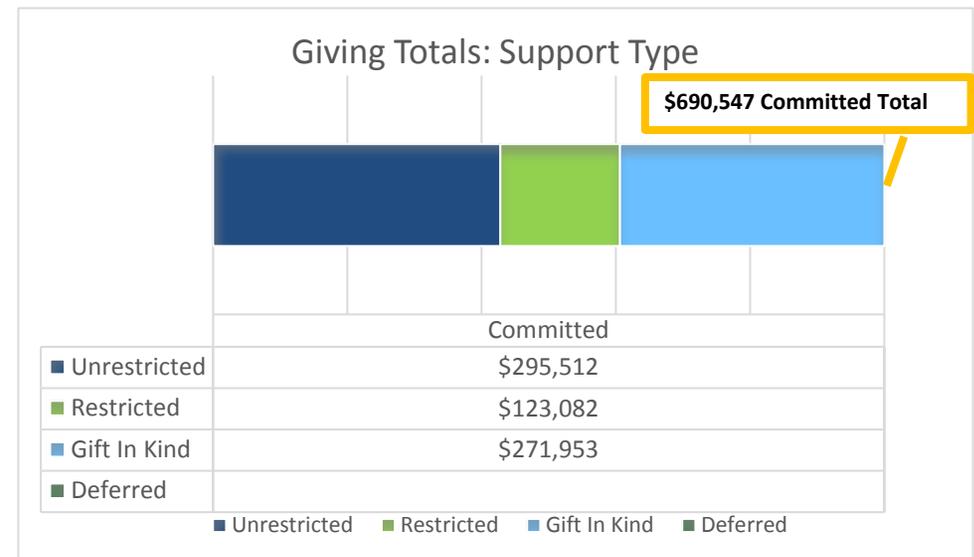
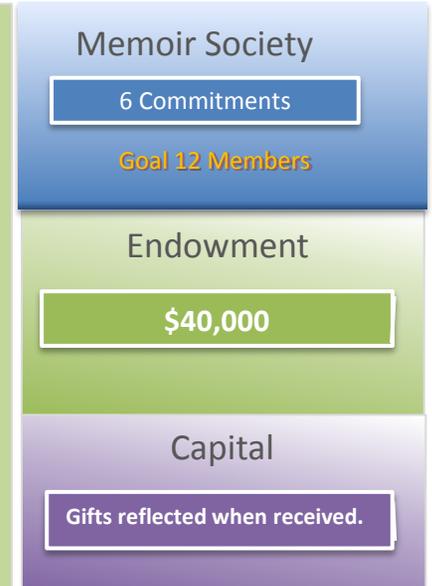
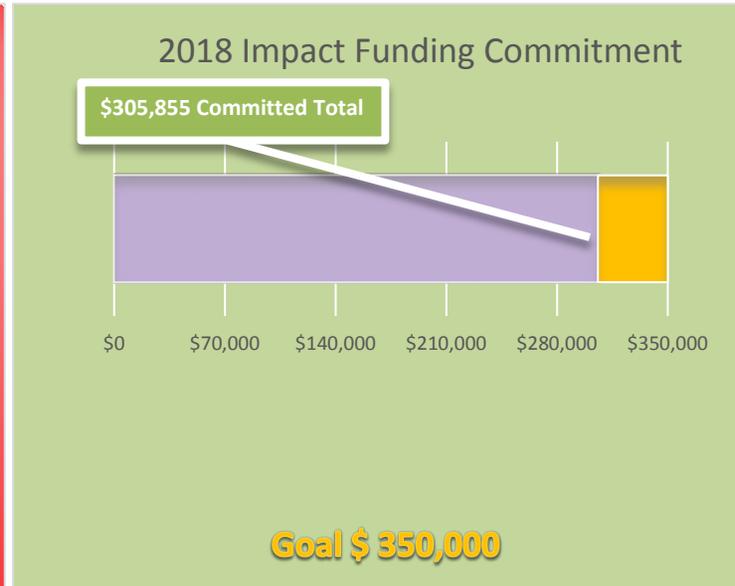
BRANCH CLOSURES

Year	Location	Dates	Duration
2015	Gig Harbor	11/9-11/22	13
2016	Buckley	11/14-12/4	20
	Tillicum	12/5-12/25	20
2017	System Snow Closure	2/6	1
	University Place	3/1-3/2	2
	Eatonville	4/10-4/30	20
	Summit	5/8 -5/31	21
	Parkland	5/31	1
2018	Graham	1/4-5	2
	DuPont	1/11	1
	Steilacoom	4/2	1
	Orting	4/23-25	3
	Orting	5/8	1
	Parkland	8/15 - 16	1

2017 - 2018 Fundraising Performance Report

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

Prepared: September 2018



Monthly Financial Reports August 31, 2018

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

General Fund

August

- **52020. Quarter 2 payment for Employment Security Department (\$7,509). An adjustment will be made to increase the budget; funds will come from Contingency.**
- **53505. Includes Friends-committed funding for Lakewood furnishings (\$12,933).**
- **54200. Postage meter was reloaded (\$15,000).**
- **54502. Encumbrances for Equipment Leases are under review and adjustments will be made in September.**

July

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

April – June (Quarter 2)

- 53505. Annual renewal costs for Polaris, Anti-Virus subscription, and Applicant Tracking System (approximately \$216,800).
- 54200. Postage for Spring Focus Direct Mail (approximately \$20,000).
- 31111. We have collected just over 53% of our annual current property taxes. This is almost exactly the same percentage as last year at this time. Delinquent taxes are being collected at a rate 1% higher than last year.
- 36700. Foundation donations for Pierce County Conversations and Summer Reading.
- 53501. Stacking chairs and carts @ Fife.
- 54100. PC Reads (approximately \$12,000).
- 54103. Employee survey and public opinion polls (approximately \$20,000).
- 54905. Payment from outside organizations for the Pacific Northwest Consortium event.
- 31111. We have collected just under 45% of our annual current property taxes. This is approximately 3% higher than last year at this time. This is consistent with delinquent tax collections as well which are just under 2% higher than last year.

- 36110. Investment income thus far totals \$11,127 – up from \$3,353 in April 2017. This is due primarily to a steady increase in interest rates and a change to the timing of investments related to the new accounts payable schedule.
- 53499. Reclassification of items incorrectly coded to Gifts.
- Warrants Payable (Balance Sheet Account). This account does not typically carry a negative balance which was caused by a batch of accounts payable invoices that were paid in April but posted in May. This will self-correct itself in May.

January – March (Quarter 1)

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

Capital Improvement Projects Fund

August

- **No significant activity**

July

- No significant activity

April – June (Quarter 2)

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

- 54103. (Encumbrance) EHS International Inc. – environmental assessment and investigation @ Buckley

January – March (Quarter 1)

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

Debt Service Fund

- No significant activity

Special Purpose Fund

August

- **No significant activity**

July

- No significant activity

April – June (Quarter 2)

- Election Cost budget created and increased transfer established

Jan – March (Quarter 1)

- No significant activity

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

	GENERAL FUND	SPECIAL PURPOSE FUND	DEBT SERVICE FUND	CAPITAL IMPROVEMENT PROJECTS FUND
ASSETS				
Current Assets				
Cash	\$ 338,006	\$ 2,035	\$ 594	\$ 45,826
Investments	\$ 4,200,000	\$ 998,000	\$ 85,000	\$ 1,340,000
Total Current Assets	\$ 4,538,006	\$ 1,000,035	\$ 85,594	\$ 1,385,826
TOTAL ASSETS	\$ 4,538,006	\$ 1,000,035	\$ 85,594	\$ 1,385,826
LIABILITIES				
Current Liabilities				
Warrants Payable	\$ 6,629	\$ -	\$ -	\$ -
Sales Tax Payable	\$ 2,757	\$ -	\$ -	\$ -
Payroll Payable	\$ 130,996	\$ -	\$ -	\$ -
Total Current Liabilities	\$ 140,382	\$ -	\$ -	\$ -
TOTAL LIABILITIES	\$ 140,382	\$ -	\$ -	\$ -
FUND BALANCE				
Reserve for Encumbrances	\$ 720,874	\$ 10,570	\$ -	\$ 234,245
Election Set-Aside	\$ -	\$ 349,430	\$ -	\$ -
Land/Property/Facility Set-Aside	\$ -	\$ 630,117	\$ -	\$ -
Unreserved Fund Balance	\$ 3,676,750	\$ 9,918	\$ 85,594	\$ 1,151,581
TOTAL FUND BALANCE	\$ 4,397,624	\$ 1,000,035	\$ 85,594	\$ 1,385,826
TOTAL LIABILITIES & FUND BALANCE	\$ 4,538,006	\$ 1,000,035	\$ 85,594	\$ 1,385,826
<hr/>				
BEGINNING FUND BALANCE, 01/01/18	\$ 6,443,991	\$ 990,117	\$ 84,726	\$ 1,390,170
YTD Revenue	\$ 17,528,172	\$ 9,918	\$ 868	\$ 43,572
Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -
YTD Expenditures	\$ (19,574,538)	\$ -	\$ -	\$ (47,915)
ENDING FUND BALANCE, 06/30/18	\$ 4,397,624	\$ 1,000,035	\$ 85,594	\$ 1,385,826
TAXES RECEIVABLE	\$ 14,597,041	N/A	\$ 0	N/A

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

	<i>HISTORICAL</i> 8/31/2017	<i>HISTORICAL</i> 9/30/2017	<i>HISTORICAL</i> 10/31/2017	<i>HISTORICAL</i> 11/30/2017	<i>HISTORICAL</i> 12/31/2017	<i>HISTORICAL</i> 1/31/2018	<i>HISTORICAL</i> 2/28/2018	<i>HISTORICAL</i> 3/31/2018	<i>HISTORICAL</i> 4/30/2018	<i>CURRENT</i> 5/31/2018	<i>CURRENT</i> 6/30/2018	<i>CURRENT</i> 7/31/2018	<i>CURRENT</i> 8/31/2018
ASSETS													
Current Assets													
Cash	\$ 2,125,174	\$ 2,494,583	\$ 10,266,107	\$ 2,668,110	\$ 330,760	\$ 458,797	\$ 601,524	\$ 1,261,791	\$ 11,172,984	\$ 2,712,123	\$ 266,955	\$ 305,347	\$ 338,006
Investments	\$ 2,750,000	\$ 750,000	\$ 750,000	\$ 7,155,000	\$ 7,300,000	\$ 4,400,000	\$ 2,270,000	\$ 325,000	\$ -	\$ 8,750,000	\$ 8,800,000	\$ 6,630,000	\$ 4,200,000
Total Current Assets	\$ 4,875,174	\$ 3,244,583	\$ 11,016,107	\$ 9,823,110	\$ 7,630,760	\$ 4,858,797	\$ 2,871,524	\$ 1,586,791	\$ 11,172,984	\$ 11,462,123	\$ 9,066,955	\$ 6,935,347	\$ 4,538,006
TOTAL ASSETS	\$ 4,875,174	\$ 3,244,583	\$ 11,016,107	\$ 9,823,110	\$ 7,630,760	\$ 4,858,797	\$ 2,871,524	\$ 1,586,791	\$ 11,172,984	\$ 11,462,123	\$ 9,066,955	\$ 6,935,347	\$ 4,538,006
LIABILITIES													
Current Liabilities													
Warrants Payable	\$ 294,348	\$ (34,432)	\$ 66	\$ (144)	\$ 1,045,213	\$ 6,765	\$ 6,730	\$ 61,835	\$ (15,003)	\$ -	\$ 142	\$ 142	\$ 6,629
Sales Tax Payable	\$ 5,130	\$ 3,786	\$ 2,789	\$ 2,553	\$ 2	\$ 1,718	\$ 1,694	\$ 2,935	\$ 2,905	\$ 2,206	\$ 1,481	\$ 2,149	\$ 2,757
Payroll Payable	\$ 38,194	\$ 52,781	\$ 110,819	\$ 127,875	\$ 141,553	\$ 105,963	\$ 122,423	\$ 142,843	\$ 112,083	\$ 128,499	\$ 144,913	\$ 112,963	\$ 130,996
Total Current Liabilities	\$ 337,671	\$ 22,135	\$ 113,674	\$ 130,284	\$ 1,186,769	\$ 114,446	\$ 130,847	\$ 207,613	\$ 99,985	\$ 130,705	\$ 146,536	\$ 115,255	\$ 140,382
TOTAL LIABILITIES	\$ 337,671	\$ 22,135	\$ 113,674	\$ 130,284	\$ 1,186,769	\$ 114,446	\$ 130,847	\$ 207,613	\$ 99,985	\$ 130,705	\$ 146,536	\$ 115,255	\$ 140,382
FUND BALANCE													
Reserve for Encumbrance	\$ 626,005	\$ 653,420	\$ 620,137	\$ 615,538	\$ -	\$ 1,297,073	\$ 1,294,634	\$ 1,246,589	\$ 1,144,590	\$ 1,222,274	\$ 959,916	\$ 927,759	\$ 720,874
Net Excess (Deficit)	\$ (3,031,760)	\$ (4,374,230)	\$ 3,339,038	\$ 2,635,030	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unreserved Fund Balance	\$ 6,943,258	\$ 6,943,258	\$ 6,943,258	\$ 6,442,258	\$ 6,443,991	\$ 3,447,278	\$ 1,446,043	\$ 132,590	\$ 9,928,409	\$ 10,109,145	\$ 7,960,503	\$ 5,892,334	\$ 3,676,750
TOTAL FUND BALANCE	\$ 4,537,503	\$ 3,222,448	\$ 10,902,433	\$ 9,692,826	\$ 6,443,991	\$ 4,744,351	\$ 2,740,677	\$ 1,379,178	\$ 11,072,999	\$ 11,331,419	\$ 8,920,419	\$ 6,820,093	\$ 4,397,624
TOTAL LIABILITIES & FUND BALANCE	\$ 4,875,174	\$ 3,244,583	\$ 11,016,107	\$ 9,823,110	\$ 7,630,760	\$ 4,858,797	\$ 2,871,524	\$ 1,586,791	\$ 11,172,984	\$ 11,462,123	\$ 9,066,955	\$ 6,935,347	\$ 4,538,006
PROPERTY TAXES RECEIVABLE	\$ 13,867,876	\$ 13,347,965	\$ 3,196,537	\$ 786,632	\$ 663,874	\$ 30,880,445	\$ 30,199,556	\$ 30,650,910	\$ 28,418,336	\$ 14,708,135	\$ 14,597,041	\$ 14,479,270	\$ 14,311,321

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

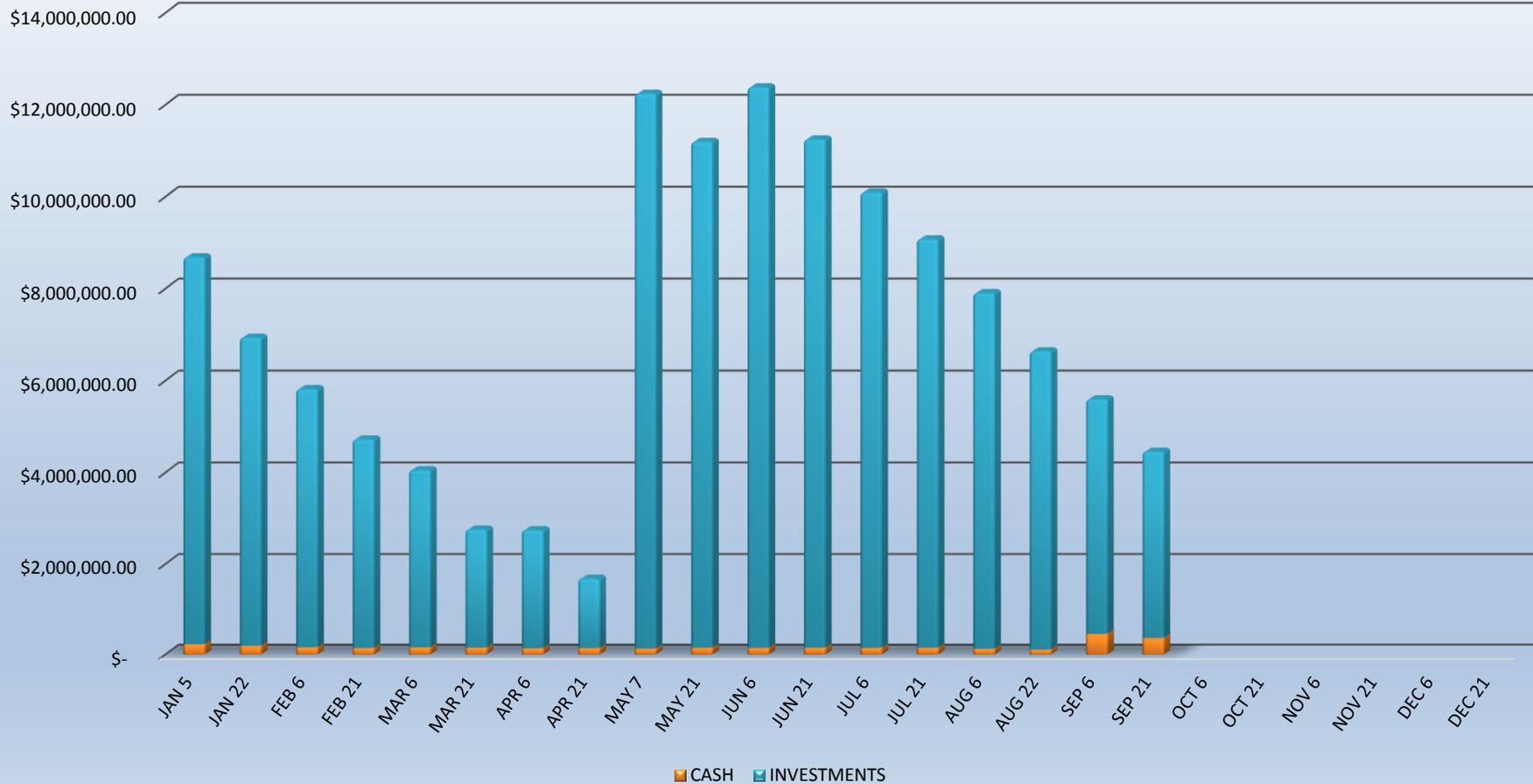
GENERAL FUND - 01	2018 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ 30,229,200	\$ 16,573,982	\$ -	\$ 13,655,218	55%
Other Revenue	\$ 1,744,500	\$ 954,189	\$ -	\$ 790,311	55%
TOTAL REVENUE	\$ 31,973,700	\$ 17,528,172	\$ -	\$ 14,445,528	55%
EXPENDITURES					
Personnel/Taxes and Benefits	\$ 22,713,883	\$ 15,017,914	\$ -	\$ 7,695,969	66%
Materials	\$ 3,557,900	\$ 2,089,328	\$ -	\$ 1,468,572	59%
Maintenance and Operations	\$ 5,116,917	\$ 2,467,296	\$ 720,874	\$ 1,928,747	62%
Transfers Out	\$ 585,000	\$ -	\$ -	\$ 585,000	0%
TOTAL EXPENDITURES	\$ 31,973,700	\$ 19,574,538	\$ 720,874	\$ 11,678,288	63%
Excess/(Deficit)		\$ (2,046,366)			
Additional Transfers Out		-			
NET EXCESS (DEFICIT)		\$ (2,046,366)			

SPECIAL PURPOSE FUND - 15	2018 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ 360,000	\$ -	\$ -	\$ 360,000	0%
Transfers In	\$ 300,000	\$ -	\$ -	\$ 300,000	0%
Investment Income	\$ -	\$ 9,918	\$ -	\$ (9,918)	-
TOTAL REVENUE	\$ 660,000	\$ 9,918	\$ -	\$ 650,082	2%
EXPENDITURES					
Election Costs	\$ 660,000	\$ -	\$ 10,570	\$ 649,430	2%
TOTAL EXPENDITURES	\$ 660,000	\$ -	\$ 10,570	\$ 649,430	2%
Excess/(Deficit)		\$ 9,918			
Additional Transfers In		\$ -			
NET EXCESS (DEFICIT)		\$ 9,918			

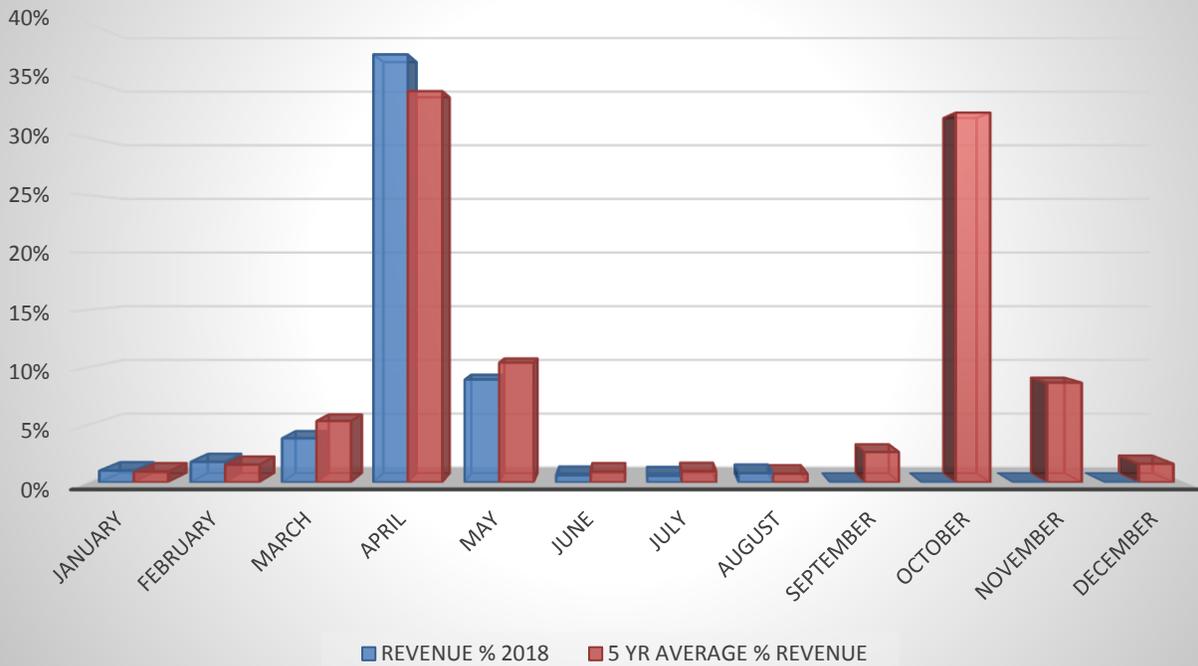
DEBT SERVICE FUND - 20	2018 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ -	\$ 868	\$ -	\$ (868)	-
Other Revenue	\$ -	\$ -	\$ -	\$ -	-
TOTAL REVENUE	\$ -	\$ 868	\$ -	\$ (868)	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
NET EXCESS (DEFICIT)		\$ 868			

CAPITAL IMPROVEMENT PROJECTS FUND - 30	2018 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ 100,000	\$ -	\$ -	\$ 100,000	0%
Transfers In	\$ 285,000	\$ -	\$ -	\$ 285,000	0%
Other Revenue	\$ -	\$ 43,572	\$ -	\$ (43,572)	-
TOTAL REVENUE	\$ 385,000	\$ 43,572	\$ -	\$ 341,428	11%
EXPENDITURES					
Capital Improvement Projects	\$ 385,000	\$ 47,915	\$ 234,245	\$ 102,839	73%
TOTAL EXPENDITURES	\$ 385,000	\$ 47,915	\$ 234,245	\$ 102,839	73%
Excess/(Deficit)		\$ (4,344)			
Additional Transfers In		-			
NET EXCESS (DEFICIT)		\$ (4,344)			

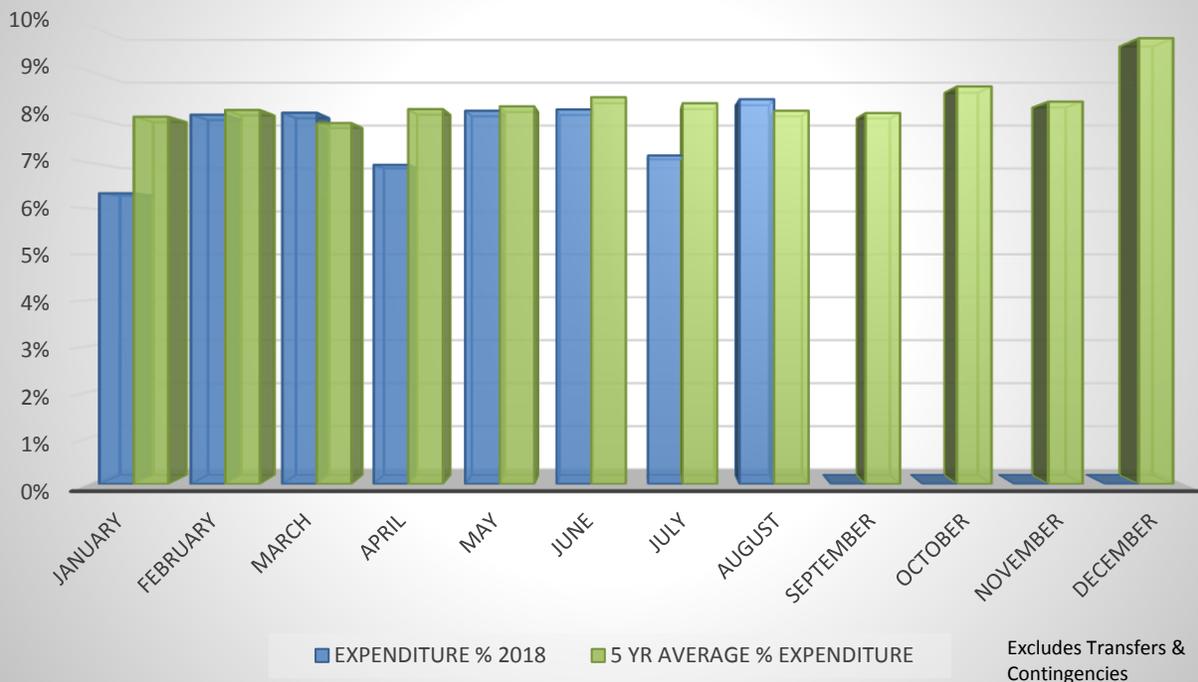
CASH & INVESTMENTS - SEMI-MONTHLY 2018 - ALL FUNDS COMBINED (EXCLUDES DEBT SERVICE FUND)



GENERAL FUND - REVENUE TREND (%) 2018



GENERAL FUND - EXPENDITURE TREND (%) 2018



Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 8/31/2018

FUND: GENERAL FUND (01)

Object	2018 Budget	August Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
REVENUE ACCOUNTS						
31111 PROPERTY TAXES CURRENT	29,502,700.00	147,086.95	16,072,649.27	0.00	13,430,050.73	54.48
31112 PROPERTY TAXES DELINQUENT	575,500.00	20,861.98	357,856.82	0.00	217,643.18	62.18
31130 SALE OF TAX TITLE PROPERTY	3,000.00	0.00	6,446.28	0.00	(3,446.28)	214.88
31720 LEASEHOLD EXCISE TAX	20,000.00	1,960.16	14,833.25	0.00	5,166.75	74.17
31740 TIMBER EXCISE TAX	63,000.00	6,476.91	42,930.89	0.00	20,069.11	68.14
TAXES:	30,164,200.00	176,386.00	16,494,716.51	0.00	13,669,483.49	54.68
33345 PLAY TO LEARN - FED INDIRECT	0.00	0.00	1,925.10	0.00	(1,925.10)	0.00
33533 STATE FOREST FUNDS/DNR TIMBER TRU	0.00	64.51	5,441.44	0.00	(5,441.44)	0.00
33710 SHARED FIXED ASSETS - TIMBER	15,000.00	0.00	0.00	0.00	15,000.00	0.00
34160 COPIER FEES	30,000.00	2,911.65	22,221.32	0.00	7,778.68	74.07
34161 GRAPHICS SERVICES CHARGES	7,500.00	281.11	7,376.50	0.00	123.50	98.35
34162 PRINTER FEES	125,000.00	11,413.22	85,051.80	0.00	39,948.20	68.04
34163 FAX FEES	21,000.00	2,336.45	16,803.31	0.00	4,196.69	80.02
34193 ORTING - SERVICE FEES	3,000.00	0.00	1,620.00	0.00	1,380.00	54.00
34730 INTERLIBRARY LOAN FEES	0.00	14.98	326.11	0.00	(326.11)	0.00
35970 LIBRARY FINES	400,000.00	35,945.32	298,408.84	0.00	101,591.16	74.60
36110 INVESTMENT INCOME	50,000.00	8,408.23	55,653.12	0.00	(5,653.12)	111.31
36140 OTHER INTEREST EARNED - COUNTY	0.00	2.54	17.07	0.00	(17.07)	0.00
36200 KEY PEN HLTH DEPT FACILITY REV	1,000.00	0.00	960.44	0.00	39.56	96.04
36290 BOOK SALES	7,000.00	656.35	1,900.11	0.00	5,099.89	27.14
36700 FOUNDATION DONATIONS	403,265.00	0.00	70,231.94	0.00	333,033.06	17.42
36705 AWC GRANT	0.00	0.00	500.00	0.00	(500.00)	0.00
36720 FRIENDS' REIMBURSEMENTS	0.00	0.00	1,607.86	0.00	(1,607.86)	0.00
36725 DONATIONS - OTHER	104,735.00	45.84	2,337.49	0.00	102,397.51	2.23
36910 SALE OF SURPLUS	5,000.00	136.67	1,956.31	0.00	3,043.69	39.13
36920 FOUND MONEY	3,000.00	54.90	456.05	0.00	2,543.95	15.20
36990 MISCELLANEOUS REVENUE	0.00	1,376.17	1,256.89	0.00	(1,256.89)	0.00
36991 PAYMENT FOR LOST MATERIALS	12,000.00	688.92	5,753.99	0.00	6,246.01	47.95
36996 JURY DUTY REIMBURSEMENT	0.00	30.00	190.00	0.00	(190.00)	0.00
36998 E RATE REIMBURSEMENT	552,000.00	0.00	381,875.14	0.00	170,124.86	69.18
36999 REBATES - PROCUREMENT CARD	70,000.00	9,999.08	46,969.18	0.00	23,030.82	67.10
CHARGES OTHER:	1,809,500.00	74,365.94	1,010,840.01	0.00	798,659.99	55.86
39510 SALE OF FIXED ASSETS (GOV)	0.00	5,457.51	18,154.18	0.00	(18,154.18)	0.00
39520 INSURANCE RECOVERIES - ASSETS	0.00	0.00	4,460.97	0.00	(4,460.97)	0.00
TOTAL FOR REVENUE ACCOUNTS	31,973,700.00	256,209.45	17,528,171.67	0.00	14,445,528.33	54.82
EXPENSE ACCOUNTS						
51100 SALARIES AND WAGES	16,387,700.00	1,384,198.91	10,418,789.17	0.00	5,968,910.83	63.58
51105 ADDITIONAL HOURS	225,400.00	21,849.26	172,104.51	0.00	53,295.49	76.36
51106 SHIFT DIFFERENTIAL	165,600.00	14,143.63	112,936.22	0.00	52,663.78	68.20
51107 SUBSTITUTE HOURS	279,000.00	28,573.98	225,464.78	0.00	53,535.22	80.81
51109 TUITION ASSISTANCE PROGRAM	17,975.00	0.00	7,941.87	0.00	10,033.13	44.18
51200 OVERTIME WAGES	12,400.00	2,624.75	15,961.62	0.00	(3,561.62)	128.72
51999 ADJ WAGE/SALARY TO MATCH PLAN	(597,110.00)	0.00	0.00	0.00	(597,110.00)	0.00
52001 INDUSTRIAL INSURANCE	178,430.00	11,673.64	86,086.41	0.00	92,343.59	48.25
52002 MEDICAL INSURANCE	2,482,604.00	184,374.31	1,575,305.14	0.00	907,298.86	63.45
52003 F.I.C.A.	1,305,772.00	108,566.06	816,924.88	0.00	488,847.12	62.56

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 8/31/2018

FUND: GENERAL FUND (01)

Object	2018 Budget	August Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
52004 RETIREMENT	2,135,279.00	177,057.72	1,342,493.70	0.00	792,785.30	62.87
52005 DENTAL INSURANCE	230,396.00	18,027.89	143,909.09	0.00	86,486.91	62.46
52006 OTHER BENEFIT	10,800.00	1,460.00	11,120.00	0.00	(320.00)	102.96
52010 LIFE AND DISABILITY INSURANCE	74,327.00	6,260.51	49,810.50	0.00	24,516.50	67.02
52020 UNEMPLOYMENT COMPENSATION	30,500.00	7,509.00	39,066.29	0.00	(8,566.29)	128.09
52200 UNIFORMS	1,300.00	0.00	0.00	0.00	1,300.00	0.00
52999 ADJ BENEFITS TO MATCH PLAN	(226,490.00)	0.00	0.00	0.00	(226,490.00)	0.00
PERSONNEL	22,713,883.00	1,966,319.66	15,017,914.18	0.00	7,695,968.82	66.12
53100 OFFICE/OPERATING SUPPLIES	329,389.00	22,947.18	131,864.60	8,895.25	188,629.15	42.73
53101 CUSTODIAL SUPPLIES	69,000.00	7,419.64	36,032.94	7,702.55	25,264.51	63.38
53102 MAINTENANCE SUPPLIES	55,400.00	2,519.38	19,106.05	2,000.00	34,293.95	38.10
53103 AUDIOVISUAL PROCESSING SUP	10,000.00	119.74	2,267.22	268.51	7,464.27	25.36
53104 BOOK PROCESSING SUPPLIES	20,000.00	1,373.96	7,960.00	2,516.21	9,523.79	52.38
53200 FUEL	35,000.00	5,730.05	22,749.47	9,435.28	2,815.25	91.96
53401 ADULT MATERIALS	726,500.00	84,282.66	393,573.05	0.00	332,926.95	54.17
53403 PERIODICALS	90,000.00	2,291.21	75,920.65	0.00	14,079.35	84.36
53405 JUVENILE BOOKS	521,100.00	111,192.42	379,786.43	0.00	141,313.57	72.88
53406 PROFESSIONAL COLLECTION	1,500.00	466.77	1,364.29	0.00	135.71	90.95
53407 INTERNATIONAL COLLECTION	43,000.00	5,701.27	23,171.61	0.00	19,828.39	53.89
53408 AUDIOVISUAL MATERIALS - ADULT	805,000.00	91,328.60	413,409.07	0.00	391,590.93	51.36
53409 AUDIOVISUAL MATERIALS - JUV	85,000.00	8,519.01	38,311.92	0.00	46,688.08	45.07
53411 ELECTRONIC INFO SOURCES	496,600.00	20,596.39	402,512.31	0.00	94,087.69	81.05
53412 REFERENCE SERIALS	10,000.00	38.46	1,225.04	0.00	8,774.96	12.25
53414 ELECTRONIC COLLECTION	600,000.00	0.00	271,417.58	0.00	328,582.42	45.24
53464 VENDOR PROCESSING SERVICES	135,000.00	20,322.92	88,581.19	0.00	46,418.81	65.62
53490 COLLECTION PROJECTS	44,200.00	0.00	0.00	0.00	44,200.00	0.00
53499 GIFTS - MATERIALS	0.00	0.00	55.06	0.00	(55.06)	0.00
53500 MINOR EQUIPMENT	68,400.00	6,778.21	27,327.61	0.00	41,072.39	39.95
53501 FURNISHINGS	66,500.00	13,801.42	74,182.78	30,019.01	(37,701.79)	156.69
53502 PC HARDWARE	191,000.00	330.29	25,543.42	0.00	165,456.58	13.37
53505 SOFTWARE/LICENSES/HOSTING	559,050.00	6,680.30	278,658.71	0.00	280,391.29	49.85
54100 PERSONAL SERVICES	300,300.00	26,504.40	113,762.86	31,641.57	154,895.57	48.42
54101 LEGAL SERVICES	57,500.00	5,797.00	19,759.50	16,318.50	21,422.00	62.74
54103 CONTRACTUAL SERVICES	214,500.00	25,598.76	121,512.30	36,162.20	56,825.50	73.51
54162 BIBLIOGRAPHIC & RELATED SERVICES	51,900.00	3,846.50	23,124.75	0.00	28,775.25	44.56
54163 PRINTING AND BINDING	43,000.00	0.00	20,250.13	0.00	22,749.87	47.09
54165 ILL LOST ITEM CHARGE	2,500.00	317.70	1,157.65	0.00	1,342.35	46.31
54200 POSTAGE AND SHIPPING	85,900.00	15,360.84	57,311.00	0.00	28,589.00	66.72
54201 TELECOM SERVICES	654,800.00	99,039.09	387,430.61	211,314.23	56,055.16	91.44
54300 TRAVEL	51,400.00	204.23	20,663.24	1,357.78	29,378.98	42.84
54301 MILEAGE REIMBURSEMENTS	35,800.00	3,332.60	23,741.32	0.00	12,058.68	66.32
54400 ADVERTISING	70,500.00	0.00	36,323.45	13,964.47	20,212.08	71.33
54501 RENTALS/LEASES - BUILDINGS	427,350.00	21,396.06	283,242.99	68,699.39	75,407.62	82.35
54502 RENTALS/LEASES - EQUIPMENT	91,100.00	12,206.89	45,653.16	61,005.25	(15,558.41)	117.08
54600 INSURANCE	222,000.00	0.00	859.00	0.00	221,141.00	0.39
54700 ELECTRICITY	235,000.00	17,605.26	146,509.17	0.00	88,490.83	62.34
54701 NATURAL GAS	15,000.00	221.68	6,085.17	0.00	8,914.83	40.57

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 8/31/2018

FUND: GENERAL FUND (01)

Object	2018 Budget	August Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
54702 WATER	29,700.00	3,395.61	18,690.22	0.00	11,009.78	62.93
54703 SEWER	25,500.00	4,669.39	22,156.39	0.00	3,343.61	86.89
54704 REFUSE	31,500.00	4,510.31	22,378.73	0.00	9,121.27	71.04
54800 GENERAL REPAIRS/MAINTENANCE	235,200.00	26,269.43	140,125.61	83,831.66	11,242.73	95.22
54801 CONTRACTED MAINTENANCE	306,700.00	24,778.26	182,471.58	110,472.82	13,755.60	95.51
54810 IT SYSTEMS MAINTENANCE	147,100.00	940.00	59,354.38	10,641.30	77,104.32	47.58
54900 INDIVIDUAL REGISTRATIONS	60,200.00	(135.00)	13,529.38	4,050.00	42,620.62	29.20
54901 DUES AND MEMBERSHIPS	51,200.00	763.00	28,616.88	10,500.00	12,083.12	76.40
54902 TAXES AND ASSESSMENTS	29,500.00	55.34	19,240.62	0.00	10,259.38	65.22
54903 LICENSES AND FEES	58,400.00	3,042.20	26,162.47	78.00	32,159.53	44.93
54905 ORGANIZATIONAL REGISTRATIONS	3,030.00	198.60	1,490.19	0.00	1,539.81	49.18
54912 CONTINGENCY	163,598.00	0.00	0.00	0.00	163,598.00	0.00
55100 INTERGOVERNMENTAL	13,000.00	0.00	0.00	0.00	13,000.00	0.00
59700 TRANSFERS OUT - CIP	285,000.00	0.00	0.00	0.00	285,000.00	0.00
59702 TRANSFERS OUT - SPF	300,000.00	0.00	0.00	0.00	300,000.00	0.00
ALL OTHER EXPENSES	9,259,817.00	712,358.03	4,556,623.75	720,873.98	3,982,319.27	56.99
NEED A CATEGORY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR EXPENSE ACCOUNTS	31,973,700.00	2,678,677.69	19,574,537.93	720,873.98	11,678,288.09	63.48
NET SURPLUS / DEFICIT	0.00	(2,422,468.24)	(2,046,366.26)	(720,873.98)	2,767,240.24	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 8/31/2018

FUND: SPECIAL PURPOSE FUND (15)

Object	2018 Budget	August Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
29150 USE OF FUND BALANCE-BUDGET	360,000.00	0.00	0.00	0.00	360,000.00	0.00
TAXES:	360,000.00	0.00	0.00	0.00	360,000.00	0.00
36110 INVESTMENT INCOME	0.00	1,567.66	9,918.05	0.00	(9,918.05)	0.00
CHARGES OTHER:	0.00	1,567.66	9,918.05	0.00	(9,918.05)	0.00
39700 TRANSFERS IN	300,000.00	0.00	0.00	0.00	300,000.00	0.00
TOTAL FOR REVENUE ACCOUNTS	660,000.00	1,567.66	9,918.05	0.00	650,081.95	1.50
EXPENSE ACCOUNTS						
PERSONNEL	0.00	0.00	0.00	0.00	0.00	0.00
54100 PERSONAL SERVICES	15,000.00	0.00	0.00	0.00	15,000.00	0.00
54101 LEGAL SERVICES	5,000.00	0.00	0.00	560.00	4,440.00	11.20
54103 CONTRACTUAL SERVICES	25,000.00	0.00	0.00	0.00	25,000.00	0.00
54200 POSTAGE AND SHIPPING	19,000.00	0.00	0.00	0.00	19,000.00	0.00
54400 ADVERTISING	15,000.00	0.00	0.00	10,010.00	4,990.00	66.73
54912 CONTINGENCY	71,000.00	0.00	0.00	0.00	71,000.00	0.00
55200 ELECTION COSTS	510,000.00	0.00	0.00	0.00	510,000.00	0.00
ALL OTHER EXPENSES	660,000.00	0.00	0.00	10,570.00	649,430.00	1.60
TOTAL FOR EXPENSE ACCOUNTS	660,000.00	0.00	0.00	10,570.00	649,430.00	1.60
NET SURPLUS / DEFICIT	0.00	1,567.66	9,918.05	(10,570.00)	651.95	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 8/31/2018

FUND: DEBT SERVICE FUND (20)

Object	2018 Budget	August Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
31112 PROPERTY TAXES DELINQUENT	0.00	0.00	128.11	0.00	(128.11)	0.00
TAXES:	0.00	0.00	128.11	0.00	(128.11)	0.00
36110 INVESTMENT INCOME	0.00	130.70	740.15	0.00	(740.15)	0.00
CHARGES OTHER:	0.00	130.70	740.15	0.00	(740.15)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	130.70	868.26	0.00	(868.26)	0.00
NET SURPLUS / DEFICIT	0.00	130.70	868.26	0.00	(868.26)	0.00

FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)

Object	2018 Budget	August Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
29150 USE OF FUND BALANCE-BUDGET	100,000.00	0.00	0.00	0.00	100,000.00	0.00
36110 INVESTMENT INCOME	0.00	2,094.85	14,012.33	0.00	(14,012.33)	0.00
36200 KEY PENINSULA SHARED COSTS	0.00	0.00	9,559.37	0.00	(9,559.37)	0.00
36700 FOUNDATION DONATIONS	0.00	0.00	20,000.00	0.00	(20,000.00)	0.00
CHARGES OTHER:	100,000.00	2,094.85	43,571.70	0.00	56,428.30	43.57
39700 TRANSFERS IN	285,000.00	0.00	0.00	0.00	285,000.00	0.00
TOTAL FOR REVENUE ACCOUNTS	385,000.00	2,094.85	43,571.70	0.00	341,428.30	11.32
EXPENSE ACCOUNTS						
53501 FURNISHINGS	50,000.00	0.00	2,947.21	0.00	47,052.79	5.89
54100 PERSONAL SERVICES	150,000.00	0.00	22,171.99	41,050.71	86,777.30	42.15
54101 LEGAL SERVICES	0.00	0.00	3,225.75	0.00	(3,225.75)	0.00
54103 CONTRACTUAL SERVICES	0.00	0.00	22,070.30	73,193.60	(95,263.90)	0.00
54912 CONTINGENCY/RESERVE	25,000.00	0.00	0.00	0.00	25,000.00	0.00
56100 LAND	0.00	0.00	(2,500.00)	0.00	2,500.00	0.00
56200 BUILDINGS & BLDG IMPROVEMENTS	150,000.00	0.00	0.00	120,001.00	29,999.00	80.00
56202 ELECTRICAL	10,000.00	0.00	0.00	0.00	10,000.00	0.00
TOTAL FOR EXPENSE ACCOUNTS	385,000.00	0.00	47,915.25	234,245.31	102,839.44	73.29
NET SURPLUS / DEFICIT	0.00	2,094.85	(4,343.55)	(234,245.31)	238,588.86	0.00

MEMO



Date: October 1, 2018

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

From: Georgia Lomax, Executive Director

Subject: Executive Director Report – September

Community

Orting City Administrator Mark Bethune updated me on their work towards implementing their Facilities Master Plan. I served as a stakeholder on the committee, along with Daren Jones. Construction costs have increased significantly and are a challenge.

Finance and Business Director Cliff Jo and I met with Lakewood City Manager John Caulfield and his team to continue discussions on the future of Lakewood's libraries.

Customer Experience Director Jaime Prothro and I met with Congressman Denny Heck to update him on the Library's services and use. We also shared information about the Library's funding issue and levy. Congressman Heck was especially interested in use of e-Books and the challenges libraries are facing with the high cost of e-content and many purchasing models.

I enjoyed attending the opening of the new Hall of Valor at our partner, the Lewis Army Museum.

Levy

Marketing and Communications Director Mary Getchell and I participated in Editorial Board interviews with the News Tribune and the Tacoma Weekly. The News Tribune endorsed the Library's levy in a Sunday editorial and we received news coverage of the levy in the Tacoma Weekly.

Other

The 2017 audit is underway. Cliff Jo and I joined Chair Rob Allen at the audit entrance conference. In addition to the annual financial audit, this year's accountability audit will focus on small and attractive assets, petty cash, and cash receipting and handling.

MEMO

Date: October 1, 2018

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

From: Jaime Prothro, Customer Experience Director

Subject: Branch Monthly Report for August 2018

Bonney Lake: The branch hosted the Imagination Playground program and equipment. It was huge hit and parents and kids alike sung it praises and said it was so much fun. We conducted the program outside on a warm summer day and it was great.



Buckley: 3D Printing returned to the Buckley Library with great interest. We have been able to introduce patrons to this emergent technology, and have been able to share many fun objects with the kids who have come by asking for us to print items for them.

Eatonville: Staff received a “high five” from a library customer who received help formatting and improving his resume. He told staff he got the job he wanted!

Fife: Fife held its second annual Librarian for a Day contest and five-year old Emmalyn assisted with storytime, helped with checking in materials, and had lunch with librarians.

Graham: Senior Librarian David Seckman participated in several outreach events in August to share about the library’s priorities: the Pierce County Fair, levy presentations, and Freddie Fest.

Gig Harbor: Library staff participated in community outreach including the Harbor History Museum Vintage Fair and the Peninsula Farmer’s Market. We registered people for library cards, promoted Library programs, and answered questions about Proposition 1.

Key Center: As summer reading was ending and a family claimed their prizes the mom told desk staff “My son didn’t want to read but he got into the summer reading program and it clicked. Thank you so much for doing this!”

Lakewood: On August 8th Lakewood hosted an all ages Summer Program “Celebrate International Cat Day.” About 100 cat lovers of all ages enjoyed an afternoon of fun. Activities included:

- Tacoma Humane Society Outreach Dept. information table



- Cat Toy Craft – Make One/Take One – participants learned how to make safe, washable cat toys; they could “take one” as long as they “made one” to donate to the Humane Society.
- Button Making –participants made a wearable button with a photo of their own cat or from the images we had on hand.
- Photo/Selfie Station – Lots of smiling faces using our fun photo props.
- Library Book Display – Lots of books on hand for checkout.
- Door Prize Drawings
- Meet and Greet with Winston the Cat and his Cat Mom Instagram cat @winstonpurrchill visited Lakewood Library! About 50 participants of all ages lined up to get a chance meet him and his cat mom in person and take some photos. His cat Mom very generously donated Winston’s \$50 honorarium to the Tacoma Humane Society.

Milton: Supervising Librarian, Linda Case, joined the Milton Edgewood Friends of the library in staffing a booth at Milton Days. Nearly 100 people stopped by to chat and get a ladybug keychain. 20 children made PCLS crowns. Five new cards were given and staff had many conversations about the upcoming Prop 1.

Orting: Orting received a bold statement for why a student thinks the library rocks!

Outreach/Anderson Island: Jeffri Walters introduced Pronunciator at a new resource presentation site at the main campus of Pierce College Fort Steilacoom where, Swahili, French, Korean, Nepali, Vietnamese, Spanish, and Ukrainian were the first languages of the 14 adult students. Not one had a library card. They all do now!

Outreach attended the Canoe Journey, or “Paddle to Puyallup” and spoke to over a thousand customers, provided levy informational materials, described library services such as ebook and audiobook

collections and classes, distributed notebooks that were donated by the foundation, and provided a craft for children

Parkland/Spanaway: Stephanie Chou, the YS Librarian, was invited to Christensen Elementary Open House on Thursday, 8/23. During the event, Stephanie promoted library online resources to the families and demonstrated couple databases, such as Online Homework Help and Pronunciator. The families were surprised with all the resources library provided, and were excited to know those resources are available to them.

South Hill: Lisa Heyerdahl, SandraRosa Bryant, and Chary Potts staffed a table at Hounds on the Hill where they greeted dogs with their fellow humans in tow, gave out biscuits and talked about library services and answered questions about the library’s levy lid lift.

Our library rocks because it has a good collection of books to read like non-fiction books and fiction books so if you walk into the library and you want a informational book I bet you they would have it. An other reason why the library rocks is because they have nice and good staff members that help you find books or just talk to you. The other thing I like about our library is the reading log in the summer time. It pushes kids to keep their brain smart and fresh during the summer. Thats why I think our library rocks!

Summit: The remarkable success of our Teen Library Corps volunteers, along with an overload of donations in recent months, sparked renewed interest in an ‘event’ book sale by our FOL president. Staffing had been the obstacle that caused the hiatus of weekend book sales several years ago, but access to reliable, hardworking volunteers may be the key to bringing them back.

Tillicum: On August 6, two young siblings presented TIL staff with their own library appreciation notes which included these statements: “I like my library because they do really fun activities and free movies sometimes, and they have really good books and I like how everybody is so nice and sweet to people. That is why I like my library. Love Claudia.” ... “I like my library because you have such good books and movies and I like how you can play on the computers and DS.”

University Place: The 3D Printer is visiting UP and has been wildly popular. UP staff members—especially Hannah Taylor, who is on the 3D Printing Team—have been busy signing customers up to use to the printer via Book-A-Librarian and then fulfilling those appointments. UP staff have also made 3D printing appointments for themselves!

Unfinished Business

MEMO



Date: October 1, 2018

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

From: Georgia Lomax, Executive Director

Subject: Library Levy Update

On November 6, voters will make their decision on Proposition 1, the Pierce County Library System's levy lid lift to restore its mill rate to the full legal amount of 50 cents per \$1,000 of assessed property value in order to maintain services for growing and changing communities.

Informational activities continue as the Library shares information about its funding, services, and the levy lid lift to ensure voters are aware of the levy and have information about its impacts.

The Library is using its normal communications methods to share this information, including printed and online materials, displays, email blasts, social media engagement, print and digital advertisements, participation in community meetings and events, and news media.

Coffee with Your Librarian open houses have been successful, providing a casual opportunity for people to talk with staff about the levy. Hundreds of people attended the 14 open houses in September. Five more events are scheduled for early October. Thank you to the Friends of the Library groups for generously providing coffee and refreshments for the open houses.

Staff continues to present information to community organizations. In September presentations included: Buckley Chamber of Commerce, DuPont Lions Club, Eatonville Chamber of Commerce, Graham/Kapowsin Community Council, Key Peninsula Community Council, Puyallup-South Hill Rotary Club, Prairie Ridge Community Coalition, Tillicum Woodbrook Neighborhood Association, and WakeUP West Branch of Tacoma/Pierce County Chamber of Commerce.

Staff has also talked with people and shared information at approximately 100 community events, from the Orting Valley Farmers Market to the Touch-a-Truck event at Sprinker Park and the University Place Cider Squeeze.

Mary Getchell and I met with the editorial boards of The News Tribune and The Tacoma Weekly. The News Tribune endorsed the levy in a Sunday editorial and The Tacoma Weekly featured an article on the levy and its impacts. We will be meeting this week with the editorial board of the Key Peninsula News. Several media outlets have included coverage about the restored levy.

In addition, on September 17, the Lakewood City Council unanimously approved a resolution supporting the Library levy.

In the next month informational activities and presentations will continue, including emails to the Library's listserv with 150,000 subscribers, and a postcard mailing to all 240,000 households in the Library's service area. The postcard should begin to arrive in mailboxes on October 15.

Timeline

September 21 – Pierce County Elections Office mailed military/out of state ballots
October 10 – King County Elections Office will mail military/out of state ballots
October 11/16 – Elections Offices will mail local voters' pamphlets
October 17/19 – Elections Offices will mail local ballots for the general election
November 6 – We will be monitoring election results and will keep you updated

MEMO

Date: September 27, 2018

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

From: Clifford Jo, Finance & Business Director

Subject: 2019 Levy Certificate and Implicit Price Deflator

Attached are the preliminary levy certificate issued by Pierce County Assessor-Treasurer's Office and Municipal Research and Services Center's (MRSC) report of this year's Implicit Price Deflator (IPD).

In mid-September, we received the preliminary levy certificate, which applied the 1% increase (line A) and new construction. The increase calculates to \$967,000 for the Reduce Budget. At the end of September, MRSC reported the IPD to be 2.169%. Washington State laws limit property tax increases over the previous year to 1.00% or the Implicit Price Deflator, whichever is less, plus new construction. For the Reduce Budget, because the IPD is greater than 1%, property taxes can increase by up to 1%. Neither the 1% limit nor the IPD are applicable for the Sustain Budget.

In terms of the mill rate, the district's property values increased by 11.79%, which means the mill rate would go from from 42.94¢/\$1,000 Assessed Value (AV) in 2018 to 39.64¢/\$1,000 AV in 2019 under the Reduced Budget.

No action is required now, as the certificate does not need to be submitted until after the special Board meeting held at the end of November.



MEMORANDUM

DATE: September 14, 2018
TO: Pierce County Taxing Districts
FROM: Mike Lonergan, Assessor-Treasurer
RE: Preliminary Certification of Assessed Values/Levy Limit Factor

Enclosed is the Preliminary Certification of Assessed Values for your taxing district. These values include last year's State Assessed Property Values.

For budget preparation assistance to applicable districts, Levy limit factor worksheets, court ordered refund information, and sample ordinance/resolutions are included. The amount of the prior year's additional revenue from increase in state assessed property listed on the preliminary values memo may be added to the levy limit calculation for estimating budget purposes.

Submit original ad valorem Budget / Levy Certifications & an approved Ordinance or Resolution no later than November 30th:

Pierce County Council
Attention: Clerk, Rm. 1046
County City Building
930 Tacoma Ave. S
Tacoma, WA 98402

And a copy to:
Pierce County Assessor-Treasurer
Attention: Levy Dept.
2401 S. 35th St. Rm. 142
Tacoma, WA 98409

(Failure to submit a budget request & the district's Resolution/Ordinance may adversely affect next year's Levy collection)

Preliminary Values Are Subject to Change.

Districts will receive **Final** values in December.

Amended Levy Certifications may be submitted to the Pierce County Council & Pierce County Assessor-Treasurer after final values have been calculated.

The district's Ordinance/Resolution **must** identify these three components.

- The **dollar amount of the previous year's levy**. The actual levy received, including refunds.
- The **dollar amount of increase** reflects the difference between the previous year's actual levy and the 1% growth of the highest lawful levy, or a lesser amount if banking levy capacity.
- The **percent of increase** equals the change over the prior year's actual levy plus the dollar amount of increase equal to the district's highest lawful levy for this year, or a lesser amount if banking levy capacity.

The sample Ordinance/Resolution enclosed provides the amounts for districts wishing to request their highest lawful levy.

See reverse for answers to frequently asked questions.

Levy FAQs

Q. How should the Ordinance/Resolution read if the district is limited at a lesser amount due to the statutory maximum rate limit?

A. Prepare the document as though there is no limit due to the statutory maximum rate. Add language to inform the district's taxpayers of the rate limit and the projected allowable levy to the Ordinance/Resolution.

The Ordinance/Resolution must contain three amounts; last year's actual levy, the dollar amount & percent of increase needed for the following year. The intent of the district must be clear in the Ordinance/Resolution.

Q. Why does the sample Ordinance/Resolution show more/less than 1%?

A. The 1% limit refers to the limitation of increase to a district's highest lawful levy known as the Levy Limit Factor. The percent of increase approved in a district's Ordinance/Resolution equals the change over the prior year's actual amount levied plus the dollar amount of increase for the next year's budget needs.

- **The simple act of passing an Ordinance/Resolution allows a district to increase the Highest Lawful levy by the lesser of 1% or the IPD, depending on the size of the district.**
- **The increase authorized in the document identifies how much of that increase is required for the next year's budget needs.**

Q. Why does the sample show \$0 increase and an increase of 0%?

A. The total amount levied in the prior year is more than this year's increase from the limit factor, the district should ask for a \$0 and 0% increase. This does not affect any increase allowed by the limit factor increase of the highest lawful levy. Once a district passes the Ordinance/Resolution the Highest Lawful levy is allowed to increase by the limit factor.

A district's Ordinance or Resolution controls two levy limitations;

- 1. The act of passing a resolution/ordinance allows the Limit Factor increase (lesser of 1% or the IPD) to the highest lawful levy.**
- 2. The authorized percent and dollar amount stated increase over the prior year's actual, Certified levy request.**

Q. What documents need to be submitted by November 30?

A. No later than November 30, provide a copy of the approved Ordinance/Resolution & the Levy Certification (Budget Request).

FAILURE TO PROVIDE THESE DOCUMENTS BY THE DUE DATE COULD ADVERSLEY AFFECT YOUR LEVY.



Pierce County

Mike Lonergan, Assessor-Treasurer

2401 South 35th Street
Tacoma, WA 98409-7498
(253) 798-6111 FAX (253) 798-3142
ATLAS (253) 798-3333
www.piercecountywa.org/atr

TAX LEVY LIMIT 2018 FOR 2019

RURAL LIBRARY

> 10,000

REGULAR TAX LEVY LIMIT:

2017

A. <u>Highest regular tax which could have been lawfully levied beginning with the 1985 levy</u> [refund levy not included] times limit factor (as defined in RCW 84.55.005).	30,053,910.48
	1.01
	30,354,449.58
B. Current year's assessed value of new construction, improvements and wind turbines in original districts before annexation occurred times last year's levy rate (if an error occurred or an error correction was made in the previous year, use the rate that would have been levied had no error occurred).	1,385,026,983
	0.429450000000
	594,799.84
C. Current year's state assessed property value in original district if annexed less last year's state assessed property value. The remainder to be multiplied by last year's regular levy rate (or the rate that should have been levied).	896,621,509
	821,851,464
	74,770,045.00
	0.429450000000
	32,110.00
D. REGULAR PROPERTY TAX LIMIT (A + B + C)	30,981,359.42

ADDITIONAL LEVY LIMIT DUE TO ANNEXATIONS:

E. To find rate to be used in F, take the levy limit as shown in Line D above and divide it by the current assessed value of the district, excluding the annexed area.	30,981,359.42
	78,460,027,883
	0.394868065363
F. Annexed area's current assessed value including new construction and improvements times rate found in E above.	0.00
	0.394868065363
	0.00
G. NEW LEVY LIMIT FOR ANNEXATION (D + F)	30,981,359.42

LEVY FOR REFUNDS:

H. RCW 84.55.070 provides that the levy limit will not apply to the levy for taxes refunded or to be refunded pursuant to Chapters 84.68 or 84.69 RCW. (D or G + refund if any)	30,981,359.42
	126,462.53
	31,107,821.95
I. TOTAL ALLOWABLE LEVY AS CONTROLLED BY THE LEVY LIMIT (D,G,or H)	31,107,821.95
J. Amount of levy under statutory rate limitation.	78,460,027,883
	0.500000000000
	39,230,013.94

K. LESSER OF I OR J

31,107,821.95

0.396479873737



Pierce County

Mike Lonergan, Assessor-Treasurer

2401 South 35th Street
Tacoma, WA 98409-7498
(253) 798-6111 FAX (253) 798-3142
ATLAS (253) 798-3333
www.piercecountywa.org/atr

September 14, 2018

OFFICIAL NOTIFICATION TO: **PIERCE COUNTY RURAL LIBRARY-**

Pierce County Values Only

RE: 2018 PRELIMINARY ASSESSED VALUES

FOR REGULAR LEVY

Total Taxable Regular Value (includes prior yrs. State assessed utility value)	78,460,027,883
Highest lawful regular levy amount since 1985	30,053,910.48
Last year's actual levy amount (including refunds)	30,139,919.75
Additional revenue from current year's NC&I	594,799.84
Additional revenue from annexations (RCW 84.55)	0
Additional revenue from administrative refunds (RCW 84.69)	126,462.53
<i>No additional revenue from administrative refunds will be allowed if you are limited by your statutory rate limit.</i>	
Last year's additional revenue from increase in state-assessed property	34,923.58

FOR EXCESS LEVY

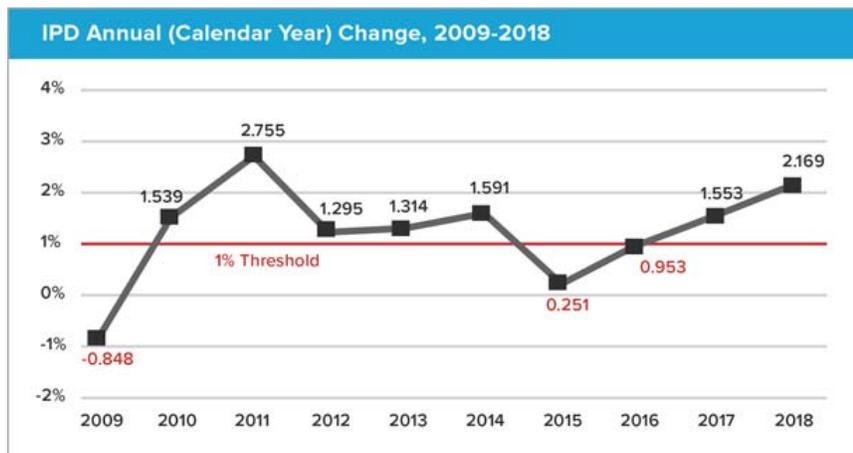
Taxable Value (includes prior yrs. State assessed utility value)	77,810,250,112
Timber Assessed Value	
Total Taxable Excess Value	77,810,250,112
 2018 New Construction and Improvement Value	 1,385,026,983

*If you need assistance or have any questions regarding this information, please contact Kim Fleshman
253.798.7114 kfleshm@co.pierce.wa.us.*



Implicit Price Deflator Exceeds 1% for Setting 2019 Property Taxes

September 25, 2018 by [Toni Nelson](#)
 Category: [Economic, Population and Historical Tax Data](#)



As of September 25, 2018, the rate of inflation on the implicit price deflator (IPD) for personal consumption expenditures over the past 12 months is **2.169%**, which means that local governments, regardless of whether they have populations greater than or less than 10,000, may levy the full 1% increase as allowed by statute ([RCW 84.55.005](#)) or bank this capacity for future use.

This is the second year of continued IPD growth which means that local government entities that levy property taxes do not have to be concerned about adopting a separate ordinance and/or resolution for substantial need this year. Over the past 10 years, the IPD has fallen below the 1% inflation mark three times, where previous to that it had not fallen below 1% once since 1998.

The Economic Outlook

The current economic indicators from the [Bureau of Economic Analysis](#) (BEA), the [Washington State Economic and Revenue Forecast Council](#) (ERFC), and others suggest a continuation of steady growth. The BEA recently released GDP numbers for the 2nd quarter 2018 of 4.2%, which is 2.0% over the 2.2% in the 1st quarter. Washington State continues to lead the nation in real GDP, which grew at a rate of 4.4% and a personal income growth rate of 4.8%, compared to 3.1% for the nation.

How Is The IPD Calculated?

The Washington State Department of Revenue (DOR) calculates the IPD using the most recent numbers reported by the [Bureau of Economic Analysis](#) (BEA). BEA publishes an estimate of the quarterly IPD numbers on a monthly basis. These quarterly numbers are then seasonally adjusted each year in July. These seasonal numbers form the basis for the prior year's IPD personal consumption expenditure number that is used by the Department of Revenue (DOR) for the calculation of inflation.

This year, like most years, the September release falls after the 25th of September. Why should we care about the

date? According to [RCW 84.55.005](#) the definition of inflation for setting property tax levies:

...means the percentage change in the implicit price deflator for personal consumption expenditures for the United States as published for the most recent twelve-month period by the bureau of economic analysis of the federal department of commerce by September 25th of the year before the taxes are payable.

The rate of inflation is calculated by dividing the Quarter 2, 2018 IPD for personal consumption expenditure (seasonally adjusted) by the Quarter 2, 2017 IPD number, subtracting 1.00 and multiplying by 100. Since the BEA's next release will not be until September 27, the August 29, 2018 release is used in this year's calculation. The numbers are as follows:

Quarter	%	
Quarter 2, 2017	105.731	(seasonally adjusted)
Quarter 2, 2018	108.024	(second estimate, August 2018)
Percentage Change for IPD (Inflation) = 2.169%		

What Does It Mean for Local Governments?

The only limitation that local government must concern itself with is the 1% levy increase limit set in [RCW 84.55.005](#) (2) (a-c). With the IPD inflation rate in excess of 1%, the limit factor as defined by statute is applicable to all taxing districts.

Local government entities must still adopt a [property tax levy ordinance](#) stating the increase over last year's levy in terms of a dollar amount and percentage. The maximum that you can increase the levy is 1% percent. However, there is another option a jurisdiction may want to consider. [RCW 84.55.092](#) allows you to bank capacity for the future if the full 1% is not needed for the next fiscal period. During the levy setting process a local government has the ability to use all, some, or none of this 1% increase over last year's levy. If your jurisdiction does not need the full 1% for the next budget period than banking your capacity for the future may be an alternate fiscal tool that will provide a future benefit. These decisions are all part of the budget process and will be unique to each jurisdiction.

In the event that you wish to bank capacity for the future, your property tax levy ordinance or resolution must simply state that you are increasing by a percentage less than allowed (for example, 0.5% rather than 1.0%). This will automatically bank your remaining, lawfully allowed capacity for the future.

If you have any questions about the levy setting process, visit our [Property Tax in Washington State](#) webpage or send me an email at tnelson@mrsc.org.

Questions? Comments?

If you have any questions about the IPD, or other local government finance issues, please use our [Ask MRSC](#) form or call us at (206) 625-1300 or (800) 933-6772. If you have comments about this blog post, please comment below or email me.



About Toni Nelson

Toni has over 24 years of experience with Local Government finance and budgeting. Toni's area of expertise include "Cash Basis" accounting and reporting, budgeting, audit prep and the financial issues impacting small local government.

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Comments

0 comments on Implicit Price Deflator Exceeds 1% for Setting 2019 Property Taxes

Blog post currently doesn't have any comments.

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MEMO



Date: October 1, 2018

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

From: Melinda Chesbro, Deputy Director and Clifford Jo, Finance and Business Director

Subject: Estimated Budget

In previous years we've presented an unbalanced estimated budget in October showing a significant gap between estimated revenues and anticipated revenue. In anticipation of the levy election we have created a balanced budget scenario for both the reduce and sustain budgets shown below to the extent that revenue and expenditures are known. Personnel costs may change as a result of Collective Bargaining Agreement negotiations and health care benefit increases. We are also still gathering costing information on Maintenance & Operations and Capital Improvement projects.

	2018 Budget	2019 Sustain	2019 Reduce
Operating & Other Revenue	\$ 31,973,700	\$ 35,470,000	\$ 33,020,000
Personnel	\$ 22,713,883	\$ 23,800,000	\$ 22,500,000
Materials	\$ 3,557,900	\$ 3,800,000	\$ 3,200,000
Maintenance & Operations	\$ 4,953,319	\$ 5,150,000	\$ 4,600,000
Contingency	\$ 163,598	\$ 160,000	\$ 160,000
Capital Improvements	\$ 585,000	\$ 1,460,000	\$ 1,460,000
Operating Expenditures	\$ 31,973,700	\$ 34,370,000	\$ 31,920,000
Other Expenditures			
Set-aside for cash flow low points		\$ 500,000	\$ 500,000
Transfer to future elections fund		\$ 600,000	\$ 600,000
Total Expenditures	\$ 31,973,700	\$ 35,470,000	\$ 33,020,000
2019 Change in operating		\$ 2,396,300	\$ (53,700)
2019 Change in total		\$ 3,496,300	\$ 1,046,300

The Sustain budget reflects operating revenue and set-asides only at this point. Any revenue received above the estimated operating revenue would be set aside per our 5-7 year sustainability plan.

At the meeting, we'll also be sharing our 2019 initiatives and work plan overview.

2019 Workplan

Vision: We spark success for Pierce County

The Library's Vision describes the energy and impact the Library seeks to bring to its work.

Guiding Principles

- **Be true to our communities:** We listen and respond to what is important to you
- **Innovate Strategically:** We find inventive ways to serve you
- **Provide access for all:** We serve everyone with the same degree of interest and respect
- **Deliver convenience:** Your life is busy and we make our resources easy for you to use
- **Play the right role:** We use our strengths as a library to get results and to support our community partners
- **Be financially sustainable:** You trust us with public resources and we manage them for today and for the future

Focus Areas: Learning, Enjoyment, Community

Focus Areas are thematic emphases that motivates the Library's provision of Core Services. While Core Services describe the infrastructure and programs the Library delivers, Focus Areas communicate why, to what end.

Strategies

The Library advances each Focus Area through supporting Strategies, communicating a distinct role the Library plays in the Focus Area. Strategies are advanced through Initiatives – multiple projects with a particular audience or goal in mind.

Core Services

Core Services represent the fundamental services that Library users can always count on the Pierce County Library System to deliver. The Library annually identifies ways to improve or update its Core Services.

- **Materials**
- **Partnerships**
- **Staff**
- **Business Processes**
- **Spaces**
- **Classes & Events**
- **Technology**

Desired Outcomes

Desired Outcomes are aspirational statements that describe a long-term vision for what the Library is seeking to accomplish. In many cases, the Library cannot achieve this Desired Outcome on its own. Community partners are also working in this direction, and together we hope we can move the needle on these big ambitions.

- Desired Outcomes answer this question: *Why are we doing this? What is the difference we want to see in the world if we implement this Strategy?*

Measures of Success

Measures of Success are more grounded indicators of progress, including implementation milestones (*have we done what we said we would do?*) and countable factors such as usage statistics, attendance counts, etc.

- Measures of Success answer this question: *How will we know we're on track, doing the activities we said we would and having an impact?*
- There are different kinds of Measures of Success, including

- **Input Measures:** resources required to deliver a service.
- **Output Measures:** how much service was used.
- **Benchmark Measures:** these take output measures a step further, identifying targets or analyzing a proportion or trend.
- **Outcome Measures:** describe the impact of our work.
- We use a balanced approach with both quantitative and qualitative measures, including data, stories, and observations. We use existing measures when possible and balance thoroughness with an appropriate level of effort. We use measures that can be communicated in dashboards and reports to key stakeholders, including to staff, Board, and members of the public on a consistent basis.

Staff Goals. The Library will use the 2018 Initiatives, Strategies, and Core Services as the basis for team, department, and individual goal setting so that staff at all levels and across all program areas are aligned with and connected to the Library's Vision and priorities.

All team, department, and individual goals will map to a Core Service, Strategy, and/or Initiative. Goals can support Initiative-level changes or continuous improvement efforts related to Core Services.

DRAFT

New Business

MEMO



Date: October 1, 2018

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

From: Georgia Lomax, Executive Director

Subject: Proposed 2019 Board Meeting Schedule

Attached is a proposed schedule of 2019 Board of Trustee meetings. The meetings would be held on the second Wednesday of the month at 3:30 pm.

In addition to meetings at our regular location at the Administrative Center & Library, we propose holding Board meetings at Lakewood, Fife and Parkland/Spanaway. These would be scheduled between April and September depending on meeting room availability.

Previous meetings have been held in Buckley, South Hill and Gig Harbor (2018); Sumner and University Place (2017); and Milton/Edgewood (2016).

During the meeting, I'd like to hear your thoughts on these recommended locations.

Per our bylaws, you will approve the 2019 meeting schedule in next month's consent agenda.

**PIERCE COUNTY LIBRARY SYSTEM
BOARD OF TRUSTEES**

2019 Meeting Schedule

Meetings are regularly scheduled at 3:30 pm on the second Wednesday of the month. The dates of the 2019 Board of Trustee meetings are as follows:

January 9
 February 13
 March 13
 April 10
 May 8
 June 12
 July 10
 August 14
 September 11
 October 9
 November 13
 December 11

2019 Conferences	
January 25-29	American Library Association (ALA) Midwinter, Seattle, WA
April 17-20	OLA-WLA Conference, Vancouver, WA (Oregon Library Association & Washington Library Association)
June 20-25	American Library Association (ALA) Annual, Washington, DC

MEMO



Date: October 2, 2018

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

From: Melinda Chesbro, Deputy Director

Subject: October Workplan update

Most planned projects are well underway, but a few will be starting in the last quarter of the year. Here is an overview of planned work for October through December.

Filtering Software Study

Per Board Policy, PCLS provides internet access using a filtering system that complies with the requirements of the Children's Internet Protection Act (CIPA). A second system is also used for filtering on staff computers. This project will review existing filtering needs and systems, current configuration and possible alternatives. It will identify how to best meet the Board's intent within a single filtering system.

Envisionware Configuration Audit

PCLS implemented Envisionware for Public Computing and Printing Management 4 years ago (2013). We believe we have implemented Envisionware differently at our branches, and that we may not have made the most effective and efficient decisions during the system-wide implementation as a result. We want to engage with our vendor, Envisionware, to review and audit our current configuration and work with them to develop recommendations on potential configuration improvements.

Collection Architecture Plan

This project will create a structure for coding of item records that represent the collection of materials. This coding is used for collection development, call number labels, collection analysis, and enhanced searching for customers. A follow-up project will occur in 2019 to implement approved recommendations.

Officers Reports

MEMO



Date: October 1, 2018

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

From: Jaime Prothro, Customer Experience Director

Subject: National Friends of Libraries Week 2018

Thank you to Pierce County Library System’s Friends of the Library groups for their commitment, enthusiasm, and contributions to bolster library services throughout Pierce County. October 21-27, 2017, marks National Friends of Libraries Week to recognize and celebrate Friends groups for volunteering time and resources to help support libraries.

Pierce County Library System is indebted to the amazing support our seventeen Friends groups give every day to enhance library service in our communities.

Friends groups foster public interest and support of the Library in many ways:

- Advocating for and increasing public awareness about library services, needs, and goals.
- Fundraising through book sales and other activities.
- Supporting Library events and activities that promote learning, enjoyment, and community connection.

In 2017, Friends of the Library groups contributed \$109,225 to support library service. Highlights of recent Friends support include:

- Summer Reading Program prize books for children, teens, and adults—system-wide
- Tuition Assistance Program supporting staff learning —system-wide
- Virtual reality equipment—Gig Harbor Library
- Lakewood furnishings to refresh Large Print area

Along with other recognition to celebrate National Friends of Libraries Week, we are asking Pierce County Library’s Board of Trustees to issue the attached proclamation to proclaim October 21-27, 2018, as “Friends of Libraries Week” in Pierce County, Washington.

Friends of Libraries Week

Proclamation of the Pierce County Library Board of Trustees in recognition of Pierce County Library Friends.

Whereas, Friends of Pierce County Library raise funds through book sales and other activities to purchase services, materials, equipment and furnishings to enhance customer experiences;

Whereas, Friends advocate and raise awareness about Pierce County Library System's services, needs and goals in the community;

Whereas, Friends are ambassadors in our libraries and in our communities to share information about Library programs and services;

Whereas, the Friends' gift of time and enthusiastic commitment to Pierce County Library exemplifies strong volunteerism and leads to positive civic engagement and the betterment of our community;

NOW, THEREFORE, be it resolved that the Pierce County Library Board of Trustees proclaims October 21 through 27, 2018, as

Friends of Libraries Week

in Pierce County, Washington,

and urges everyone to join a Pierce County Library Friends' organization, and thanks the Friends for the time and resources provided to make our Library and community great.

PROCLAIMED this day, Wednesday, October 10, 2018.



MEMO



Date: 9/13/2018

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

From: Holly Smith, Youth Services Librarian, Gig Harbor

Joy Kim, Customer Experience Manager--Community

Subject: Teen Library Corps

Summer Reading 2018 saw the launch of a system organized teen summer volunteer program—the Teen Library Corps. The program was created to align our teen volunteer opportunities with the service learning needs of our community. A coordinated effort at the system level provided an infrastructure for the branches to work within as well as opportunities for peer branches to share challenges and successes with each other.

The project team assessed current teen volunteer opportunities, researched community service requirements in our partner school districts, and explored other organizations' teen volunteer models. The team used this information to create the Teen Library Corps program. Teen Library Corps was designed to provide volunteers with college and career readiness and leadership development. The project team created mini lessons to provide a framework for volunteer supervisors to coach their teen volunteers on topics such as being on time and demonstrating customer service skills.

Nine Pierce County Library locations participated in this first year of the program: Gig Harbor, Lakewood, Milton/Edgewood, Parkland/Spanaway, South Hill, Steilacoom, Summit, Sumner, and University Place. 113 teens completed the paperwork to become volunteers with the library system, with 104 teens logging hours. Teen Library Corps participants volunteered a total of 1,615 hours during the program, which began with orientations in May and June and ended September 2. This represents a dramatic increase over 2017 summer teen volunteer hours (31 volunteers, 325 hours).

Teen Library Corps members worked on projects that met specific branch needs, including helping with summer lunch programs, staffing summer reading sign-up and prize tables, creating teen book displays, and performing a puppet show for younger children. A post survey comment from branch staff stated that a valuable part of Teen Library Corps was “connecting to the teens and having their inputs in some of the library programs and displays.”

We're excited to continue to build on the success and lessons learned from this year's program. Planning for the 2019 Teen Library Corps will begin in Q4.

MEMO



Date: September 26, 2018

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

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

Subject: 2018 Staff Engagement Survey Results

Our 2018 Staff Engagement Survey results are here and I'm pleased to share them with you. This work supports our core service of Staff. PCLS contracted with NBRI to develop and deliver an employee survey to the whole system in 2015 and again in 2016. A follow up survey was recently completed, and we are pleased to deliver the results.

The more employees who participate, the higher the accuracy of the results. 287 staff members completed the survey -- a 76% response rate. This exceeded our 70% participation goal and staff enjoyed an Ice Cream/Frozen Treats reward delivered by the Staff Experience Department. It also resulted in a 95% confidence level that the results accurately reflect the thinking of everyone who works here.

Survey responses are reviewed and analyzed by organizational psychologists and researchers at the National Business Research Institute, a firm with extensive experience in employee survey research and analysis. Compared to other libraries and archives, our overall employee satisfaction ranks in the 67th percentile. (The industry average is the 50th percentile.) This has remained stable across our three surveys from a statistical perspective. (A change of 5 or more points is considered statistically significant.)

Our survey evaluates five "topics", by gathering answers to a number of questions under each topic that are known factors that impact that area. Employee Engagement, which measures how passionate and committed employees are to PCLS, brought our top result with an 80th percentile mark.

- Employee Engagement 80th
- Management 67th
- Supervision 66th
- Job Performance 64th
- Culture 59th

Our next step is to use NBRI's action planning process to take deliberate action focused on four areas NBRI recommends will have the most impact on our culture. This is a quick process designed to have staff determine solutions and implement them.

Staff are currently being asked to offer solutions -- actions they believe will result in raising the marks on our results. Our Action Team will sort those solutions into a proposal to the Leadership Team for approval.

MEMO



Date: October 2, 2018

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

From: Jaime Prothro, Customer Experience Director

Subject: Summer Reading 2018 – Libraries Rock

Pierce County rocked on all summer long! Summer Reading remains the premiere opportunity for the library to reach and engage everyone in our reading community and over 13,712,100 minutes were read by 3541 adults and 15,656 babies, youth, students, and teens.

The Library's program goals aim to reduce the summer slide for students to keep them ready for learning in the school year, and to just be pure fun and enjoyment. Efforts this year emphasized school visits to promote the summers' activities, and to provide quality in-branch experiences. PCLS Youth Services Librarians promoted Summer Reading to educators and 25,744 students in K-3rd grades and 2,129 middle schoolers at 96 schools.

Noteworthy activities:

- 503 readers joined a kickoff event where reading earned books for their local branch. A total of 206 books were added to the library's collection.
- Adult Services grew by 23% in this third year of the program and Nancy Pearl gave incredible recommendations for great reads.
- In partnership with Emergency Food Network, libraries collected and donated a total of 3,610 pounds of food! These donations are equivalent to being able to provide 2,888 meals to our neighbors in need.
- Over 900 youth finishers and their families attended a free Rainiers game, running the bases and cheering as they were recognized for their reading accomplishments on the Cheney Stadium jumbo-tron.
- 1,131 adults gave the program a 4.86 out of 5 on how much they enjoyed the program.
- Two of our branches (Parkland/Spanaway and Summit) were summer lunch sites and served 1834 youth.

Summer Reading is funded by the generosity of the PCLS Foundation, all of the Friends of the Library groups, ten sponsors and five community partners.

The 2019 program will feature artwork from Leeza Hernandez with the theme "A Universe of Stories." Summer Reading planning staff are underway with evaluating the program strategies.

SCHOOL VISITS			
# of Elementary Students Reached (K-3 rd Grade)		# of Middle School Students Reached	
25,744		2,129	
PARTICIPATION			
Wee Readers: 490	Children & Teens: 15,166	Adults: 3541	
Babies were read to by an adult for 31 days	Hours read: 165,910	Hours read: 14,815	
PROGRAM ATTENDANCE			
Wee Readers:	Children:	Teens:	Adults, Rainiers Game & Kickoff:
2551	6391	544	1425

MEMO



Date: October 10, 2018

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

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

Subject: Collective Bargaining Agreement Negotiations

Our current Collective Bargaining Agreement expires on December 31, 2018. Our negotiation process kicked off with Interest Based Bargaining training provided by the Public Employment Relations Commission on September 14th.

Members of the Union bargaining team are:

Aisha Womack, Senior Branch Assistant, Sumner
Michelle Angell, Librarian, Lakewood
Margaret Bliss, Assistant Branch Supervisor, Graham
Katie Baker, Systems Analyst, IT
Genevieve Dettmer, Librarian, University Place
Justin Moser, Maintenance Technician, ACL
Suzette Dickerson, Staff Representative, Council 2
Bill Keenan, Director of Organizing, Council 2

Members of the Library bargaining team are:

Cheree Green, Staff Experience Director, ACL
Jaime Prothro, Customer Experience Director, ACL
Melinda Chesbro, Deputy Director, ACL
Misty Erickson, HR Generalist, ACL
Sofia Mabee, Attorney/Partner, Summit Law

MEMO



Date: September 26, 2018

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

From: Mary Getchell, Marketing and Communications Director

Subject: Strategic Plan Spring-Summer 2018 Focus Highlight Impacts

In spring-summer 2018, the Pierce County Library System highlighted an area of the Library's Strategic Plan for concentrated communications to increase awareness and grow use: Enjoyment with a spotlight on e-books and audiobooks. Overall the campaign was a marked success using a variety of marketing tactics, with a significant impact from digital ads out-performing industry standards by nearly 70% with the end result showing a substantial increase in the number of e-book and audiobook customers and a healthy gain in checkouts of nearly a 20% year-to-year gain.

The Communications Department worked with Customer Experience and Collection Management managers to emphasize the initiative to build a reading community with the Library's e-book and audiobook offerings. In the second and third quarter of 2018, the communications efforts featured the easy, convenient, free offering of e-books and audiobooks and stress-reducing and life-balancing benefits.

With the Library's limited funding, to respond to a growing demand for e-books and audiobooks, the Pierce County Library Foundation provided a generous \$104,000 donation to support the offering of online books. The Foundation contributed another \$10,000 to purchase kits that library staff are using to help people learn and discover the ease and fun of e-book reading.

The Library employed a variety of communications channels to inform and engage audiences: public web, social media, video, news media, in-library and guerrilla marketing collateral, direct mail, paid advertising in print newspaper and digital, and email marketing. The Library also communicated internally with staff via Cover to Cover.

Impacts and Results

- **E-book/audiobook customers--19% increase:** June-August 2017: 19,674; June-August 2018: 23,477.
- **Downloads/checkouts of e-books and audiobooks—18% increase:** June-August 2017: 267,359; June-August 2018: 314,456.
- **E-reader kit events: 38.**
- **Web page views—8% decrease:** June-August 2017: 40,242; June-August 2018: 37,223.
- **Videos: 2 videos, views: 6,218.**
- **Paid print advertising reach:** 2 ad concepts; daily circulation/reach-31,000; Sunday

circulation/reach-40,000, for a total of **71,000**.

- **Digital advertising engagement—67% of ads out-performed industry standards:** 2.4 million impressions; 2,033 clicks for a .08% Click Through Rate (CTR-clicking on the message for more content). Industry standard CTR: .07%.
- **Email marketing engagement:** 2 messages; distribution average of each message: 150,000 email recipients; average opens of email message: 29,936 for a 14% open rate; CTR: 3,435 for a rate of .88%. Industry standard open rate: 21%; Industry standard CTR: 2.63%. PCLS emails had lower than industry standards for opens and CTR, and in 2019 PCLS expects to clean its email recipient list for improved quality communications.
- **Facebook—above industry standard for engagement and CTR:** 10 posts including organic (unpaid) and boosted (paid); combined reach of 13,877 Facebook accounts (average of 1,387/post); 291 total CTR (average CTR of 29/post) with a **CTR rate of 2.1%**; 171 total engagement (likes, shares averaged 17/post) for an **engagement rate of 1.23%**. Industry standard engagement: .27%; CTR: .73%.
- **Twitter—above industry standard for engagement:** 14 posts; combined reach of 5,527 (average of 395/post); 35 total engagements (average of 2.5/post) for an engagement rate of 0.6%. Industry standard engagement rate is 0.055%.
- **Direct mail: 240,000 households/reached.**

MEMO



Date: September 26, 2018

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

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

Subject: Job Description Updates

We are pleased to announce our new standardized job description template for PCLS employees. This work is under the core service of staff. The library recognizes the importance of ensuring all employees have a job description that accurately and consistently represents the value of the work performed each day. This is one way in which we ensure that our work attracts, develops and retains our staff.

This new job description template is a joint effort with the Union and the Library and an outcome of our Labor/Management process. This new template provides a clearer and more consistent format for the expectations of each position within PCLS.

Our newly updated job description template includes the following new features, consistent across roles:

- Updated technology requirements.
- Updated physical requirements.
- Core Skills and Qualities for all employees.
- Leadership Competencies for individuals with supervision responsibilities.

Each employee was provided an opportunity to review their job description updated in the new template for a period of time side by side with their current job description to provide comment and to ask questions beginning July 20 through September 10, 2018. Very few questions arose and feedback from staff was largely positive.

We have attached a sample job description for your review.



Position Description

Title: Senior Branch Assistant

Department: Branch Operations Support	FLSA Status: Non-exempt
Grade: 119	Classification #: 1845
Last Revision Date: 01/01/2018	Last Revised By: M. Erickson
Direct Supervisor's Title: Branch Manager, Community Branch Supervisor, Senior Librarian, or Outreach Branch Coordinator	Union Status: Represented

Position Summary

Performs a variety of technical library and clerical support functions for the Pierce County Library System; provides customer service to the public; responds to customer inquiries; conducts circulation, reference, and readers' advisory tasks; assists in processing library materials and maintaining branch or Outreach Services facilities and collections; acts on behalf of the Supervisor in their absence; and performs other related duties as assigned.

Essential Functions

Class specifications are intended to provide a descriptive list of the range of duties performed by employee in the class. Specifications are not intended to reflect all duties performed within the job.

- Responds to public inquiries and provides service to customers in person and by telephone; assists in resolving customer issues and complaints; assists customers in locating library materials, monitors customer behavior.
- Receives and processes fines for library fees and fines; waives library fines as warranted; counts and balances monies received for library fees and fines; prepares bank deposits and/or weekly financial reports.
- Performs a variety of circulation duties.
- Conducts routine reference and/or readers' advisory functions.
- Instructs and assists customers in the use of library equipment, computers, and databases; monitors equipment for proper functioning. Schedules meeting room usage.
- Unpacks, processes, sorts, and shelves library materials as necessary; maintains periodicals and/or other assigned collection materials.

- Prepares and maintains displays; updates bulletin boards, posters, and flyers. Participates in coordinating and administering library programming as assigned.
- Performs general clerical duties including coordinating the ordering of office supplies.
- Performs opening and closing duties; ensures the building is properly secured.
- Acts on behalf of the Supervisor in his/her absence and performs related duties.
- Performs a variety of functions to include other duties as assigned or required.
- Interprets, applies, and explains the Library's policies and procedures; resolves customer concerns and requests.
- Demonstrates punctuality and regular and consistent attendance.

Additional Duties and Responsibilities

Duties are considered non-essential and include the following:

- None

Supervisory Responsibilities?

- No ongoing supervisory responsibility is exercised. May direct the work of Pages, and Volunteers as needed and may be assigned temporary charge of a branch in the supervisor's absence.

Core Skills & Qualities

Employees are expected to demonstrate the following qualities at all times:

- Customer Focus
- Teamwork
- Communications
- Leadership
- Problem Solving
- Change and Learning
- Positive Attitude
- Professional Integrity
- Diversity

Required Knowledge, Skills, and Abilities

The employee is expected to perform or possess the following:

Minimum Requirements including Education, License or Certifications:

- Associate's Degree in a related field, and
- Two years public library/customer service experience;

- Or any combination of education and experience which would provide the required knowledge and skills and allows successful performance of the job.
- Depending on area of assignment, a valid Washington State Driver's License may be required.
- Ability to work evenings and weekends on a rotating schedule and to adapt to schedule changes on short notice is required.
- Ability to provide customer service and apply service protocols.

Technical:

- Ability to effectively navigate basic electronic record creation and storage (e.g. timecard/HRIS, performance review, network drive storage)
- Use of basic office equipment (e.g. PC, printer, phone, fax, mouse, security alarm)
- Basic keyboard and alpha/numeric data entry skills
- Basic PC navigation skills in a windows based environment; ability to connect and print
- Ability to navigate, search and use basic web functions and applications
- Intermediate MS Office Suite skills (e.g. Outlook, Word, Excel) to satisfactorily complete job responsibilities
- Specialized equipment or software skills sufficient to satisfactorily complete job responsibilities (e.g. HRIS)

Desired:

- Integrated Library System, Inventory or Data Management system experience
- Ability to successfully complete Basic MOS Certification or Course

Physical and Environmental Conditions:

Work is conducted in a normal office setting or library environment that provides comfortable lighting, temperature and air conditions and/or regular contact with public. Occasional light lifting, such as three to four reams of paper, four or five books, or other library materials up to 35 pounds may be required. Subject to sitting and standing for extended periods of time, talking, bending, reaching, and lifting objects weighing up to 30-35 pounds. May lift or push up to 50 pounds as needed. Must be able to lift and carry library materials and push/pull loaded carts.

Work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices or meeting rooms, e.g. use of safe work place practices with office equipment, and/or avoidance of trips and falls and observance of fire regulations.

Work may be performed in a library environment and involve regular contact with the public, and/or require push/pull loaded carts.

Outreach Environments

In addition to the conditions above, work may be performed in a variety of outreach environments including travel in bookmobiles and visits to care facilities and private residences. In addition to the above conditions,

work environment may include general driving responsibilities and conditions, exposure to variable weather conditions outdoors while walking to/from entrances, entry and exit of vehicles, vehicle fumes, driving hazards, and exposure to customers with a variety of health or medical conditions. Must lift or push/pull 50 pounds or more with assistance.

The above position description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I have read and understand this position description.

Employee Signature

Date

MEMO



Date: September 29, 2018

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

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

Subject: Recruitment and Job Fairs

As the Staff Experience Department continues implementation of the Library's staff diversity and inclusion strategy, the HR Generalists have begun attending diversity job fairs to broaden our recruitment efforts. This work supports our core service of Staff.

On August 22, 2018, HR Generalist, Sue Walston, attended the Work of Honor job fair in DuPont. Work of Honor is a new organization that started in 2015. Their focus is to support veteran, military spouses, and business professionals. They hold job fairs every month and rotate between Pierce and King County. The events have proven to be a success in building a strong bond between candidates and the professional business community.

Work of Honor has developed a robust talent pipeline and pool of active job seekers. They support those who are seeking jobs through:

- Accurate, timely and [intelligent connection](#) to companies seeking their talents. Our Intelligent Job Listing Platform has steadily grown, reaching over 250,000 views monthly.
- Network/Hiring [events](#), helping our candidates and companies connect on a more personal level
- Enhancing the [visibility](#) of [organizations](#) supporting veteran and military spouse talent
- Enriching lives of veteran and military spouse members through shared knowledge

On September 29, 2018, both of our HR Generalists, Sue Walston and Misty Erickson attended the PNW Public Sector Diversity Career Fair in Renton. The career fair targets public employment organizations and look for ones that are actively supporting diversity and inclusion priorities.

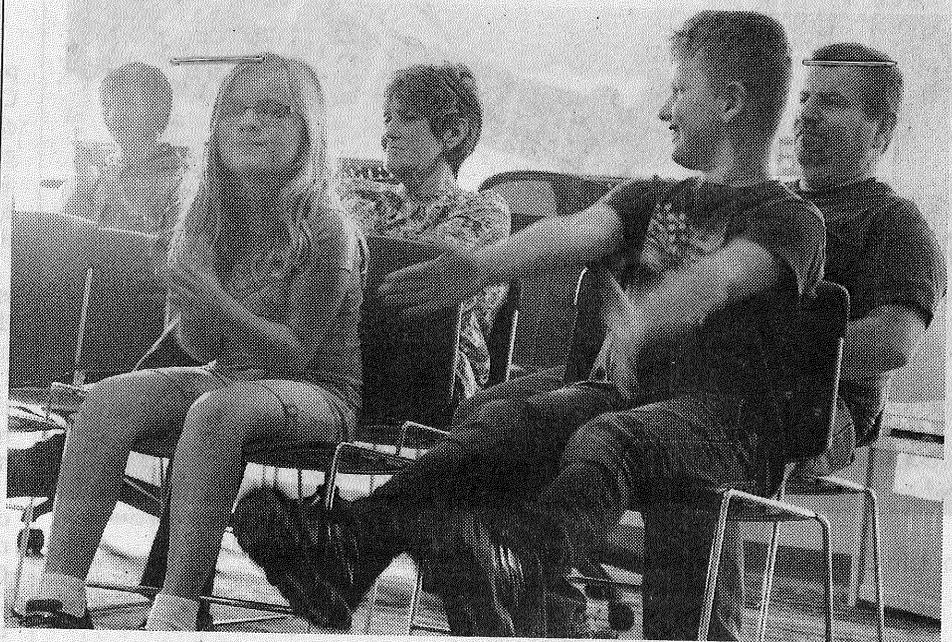
This is a collective effort by public sector agencies to partner with the community on jobs and resources. This is the inaugural event that will become an annual event seeking to aid public agencies in expanding their reach and become employers of choice.

We are excited for the opportunities that these job fairs will give us in support of our staff diversity and inclusion strategy. We will keep the Board of Trustees apprised of our efforts periodically.

Pierce County Library FYI Packet
Link List
October 10, 2018

Pierce County Library in the News

- [Have Coffee With Your Librarian](#) – Gig Harbor Patch (and Tacoma Weekly, Courier Herald,
- [Learn about local history, future at Steilacoom Library's Speakers Series](#) – Tacoma Weekly
- ['Exploring Feminism' Seminar Coming To Lakewood Library](#) – Lakewood-JBLM Patch
- [Library offers homework aid for students](#) – Tacoma Weekly
- [Pierce library system fronts levy bid](#) – Tacoma Weekly
- [Replace libraries with Amazon? No, we must pay to keep them public](#) – News Tribune
- Traveling Musician Wows Kids at Key Center Library – Gateway (see attached PDF)



HUGH MCMILLAN Contributing writer

Having a great time at Saturday's performance of musician Dean Ratzman at the Key Center branch of the Pierce County Library were Vaughn Elementary School third grade twins Alison and Daniel Hunt, 8, and their dad Christopher Hunt, right.

COMMENTARY

Traveling musician wows kids at Key Center library



BY HUGH MCMILLAN
Contributing writer

When I got to the Key Center branch of the Pierce County Library on Saturday, camera at the ready to gather shots of what I'd expected to be a collection of youngsters learning new arts and crafts, I learned that no kids showed up for the session.

To my surprise and delight, all was not lost. Alison and Daniel Hunt were just arriving to browse the books and play on the computer system.

"They are regular attendees and, just as with all 8-year-old children, like being around those things that arouse the senses," said their dad, Christopher Hunt. "Walking from the car, music resonated across the parking lot, diverting all their attention from their normal visit, pulling them straight into the side room."

The music also pulled me into the room where "The Swingin' With Dean Show" was in session. Dean Ratzman was performing on piano, trumpet



HUGH MCMILLAN Contributing writer

Musician Dean Ratzman performs at the Key Center branch of the Pierce County Library.

and valve trombone and singing with a very well trained and captivating voice. He played '40s swing, big band, jazz standards and music of the 50's, 60's and 70's. His audience rapport, humorous twist and style of arrangements were delightful. He is a veteran of stage and performs up to 300 gigs per year around North America.

The twins, third graders at Vaughn Elementary, both participate in activities at Gig Harbor's Paradise Theatre, where their dad is a member of the board. They have learned to enjoy the arts, including musicals. Dean enjoyed sharing the show with the two youngsters who asked

for and were rewarded with tunes they'd requested. He encouraged the twins to dance to his music, and they became part of his show.

Christopher Hunt noted, "There are not many opportunities in the region for children to watch live music. So when it happens, interesting things occur."

Dean's wife, Valli, shared the following clipping with me:

"Many musicians may say they live on the road, but unless they're Dean Ratzman, chances are they're only speaking metaphorically. For the past five years, Ratzman and his wife, Valli, have been without a fixed address as he performs his one-man show, 'Swingin' with Dean' at senior centers, libraries and other venues throughout the country. He lives and travels to the shows in his motor home, a 2017 28-foot Four Winds C-Class, that he and his wife drive throughout the country. He performs between 20 to 35 shows a month, often two in a day."

The Hunts are looking to provide the twins lessons in guitar, piano and violin.

"Watching the one-man show inspired them," he said.