

AGENDA

Regular Meeting of the Pierce County Library System Board of Trustees December 12, 2018 | 3:30 PM

3:30 pm	02 min.	Call to Order: Rob Allen, Chair	
3:32 pm	05 min.	Public Comment: <i>This is time set aside for members of the public to speak to the Board of Trustees. Unless the item you wish to discuss is of an emergency nature, the Board ordinarily takes matters under advisement before taking action. Please sign up at the time of the meeting to speak during the Public Comment period, and limit your comments to three minutes.</i>	
3:37 pm	03 min.	Consent Agenda	Action
		<ol style="list-style-type: none"> 1. Approval of Minutes of November 14, 2018, Regular Meeting 2. Approval of Minutes of November 28, 2018, Special Meeting 3. Approval of November 2018 Payroll, Benefits and Vouchers 4. 2019 Insurance Renewal 5. Munis Financial/HR System Replacement Contract 	
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. October 2018 Financial Report, Cliff Jo 3. Executive Director Report, Georgia Lomax 4. Branch Services Report, Jaime Prothro 	
3:55 pm	30 min	Board Education and Service Reports	
		<ol style="list-style-type: none"> 1. Leadership Academy and Capstone Project, Chereé Green 	
4:25 pm	05 min.	Unfinished Business	
		<ol style="list-style-type: none"> 1. Library Restored Levy Election, Georgia Lomax and Mary Getchell <ol style="list-style-type: none"> a. Restored Levy Public Information Results b. Pierce County Mid-Term November 2018 Election Results 	
	10 min.	<ol style="list-style-type: none"> 2. 2019 Budget and Work Plan: Second Reading and Discussion, Georgia Lomax, Melinda Chesbro and Cliff Jo 	
4:40 pm	05 min.	Public Hearing: 2019 Budget of Revenue and Expenditures:	
		2019 Revenue sources and 2019 Expense Budget: Consideration of increases in property tax revenues, regarding the 2018 property tax levies for collection in 2019 (per RCW 84.55.120)	
4:45 pm	05 min.	Unfinished Business (continued)	
		<ol style="list-style-type: none"> 3. 2019 Budget and Work Plan, Melinda Chesbro and Cliff Jo <ol style="list-style-type: none"> a. Resolution 2018-11: To Adopt The 2018 General Fund Budget b. Resolution 2018-12: To Adopt The 2018 Capital Improvement Fund Budget c. Resolution 2018-13: To Adopt The 2018 Special Purpose Fund Budget d. Resolution 2018-14: To Transfer Set-Asides in the General Fund Balance to The Capital Improvement Fund e. Resolution 2018-15: To Set Wages and Benefits for Non-Represented Employees for 2019 	Action Action Action Action Action
4:50 pm	10 min.	New Business	
		<ol style="list-style-type: none"> 1. 2019 Election of Officers, Rob Allen 	Action
5:00 pm	05 min.	Officers Reports:	
		<ol style="list-style-type: none"> 1. Makerfest 2. Local 3787 Election Results 3. Roy Library Closure 	
5:05 pm	10 min.	Executive Session	
		<i>At this time on the agenda, the Board of Trustees will recess to Executive Session per RCW 42.30.110, to discuss labor matters.</i>	
5:15 pm	02 min.	Announcements	
5:17 pm		Adjournment	

Consent Agenda

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
REGULAR MEETING, NOVEMBER 14, 2018**

CALL TO ORDER

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

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

1. Approval of Minutes of the October 10 2018 Regular Meeting
2. October 2018 Payroll, Benefits and Vouchers totaling \$2,553,690.13
3. *Resolution 2018-09: 2019 Schedule of Recurring Meetings*

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

BOARD REPORTS

Ms. Butler commented on a PBS Newshour segment on the "The Library Book" by Susan Orlean.

ROUTINE REPORTS

Dashboards – The Foundation has raised \$315,000 to date in impact funding. Foundation Director Dean Carrell reported the Foundation received a request for \$40,000 that will fund the beginning of an endowment.

NEW BUSINESS

2019 Board Calendar of Major Work – The Board reviewed the draft work plan. Additional areas of interest include the value proposition of the Library, deeper understanding of the Library's communities using Analytics on Demand, and the role of the Library in disaster preparedness.

Ms. Albers encouraged Trustees to attend conferences as an opportunity to network with other trustees.

EXECUTIVE SESSION

At 4:15 pm, Ms. Butler moved to recess to Executive Session, per RCW 42.30.110, to discuss personnel and labor matters for approximately 15 minutes. Mr. Jenkins seconded the motion and it was passed. The Session was extended an additional 15 minutes. The Session ended at 4:45 pm.

PUBLIC HEARING: 2019 DRAFT BUDGET OF REVENUE AND EXPENDITURES

Mr. Jenkins moved that in accordance with RCW 84.55.120, the public hearing be opened for consideration of increases in property tax revenues, regarding property tax levies for collection in 2018. Albers seconded the motion and it passed. 2019

Chair Allen then asked if there was anyone in the audience who wished to comment on the budget.

There being no further comments, Ms. Albers moved to close the public hearing on the budget of estimated revenue and expenditures. Mr. Jones seconded the motion and it passed.

UNFINISHED BUSINESS

Library Restored Levy Election – The outcome of the levy too close to call at this time. Final results will be available on November 26. Local measures do not have automatic recount requirements.

2019 Budget and Work Plan: First Reading and Discussion – With the election results unclear, Trustees reviewed both the sustain and the reduce budget proposals. Both budgets are balanced. Should the reduce budget be approved, the Library would resize its services to maintain operations and services at a level that can be supported under the funding available. Service reductions would be part of adjusting operations to live within that funding.

Deputy Director Chesbro reviewed the draft budgets. The Capital Improvement fund in the reduced budget will include public process to determine branch closures. In the sustain budget, the Library will focus on feasibility of funding building improvements. The reduce budget will reduce services and resize them to what is sustainable under the 1% increase. She noted the Library would still offer robust, meaningful library services.

Mr. Jo said funding for future elections will be set aside in the Special Purpose Fund in both budgets. The fund will continue to grow to prepare for possible future elections.

Due to the levy vote being too close to call, Resolution 2018-10: To Request Highest Lawful Levy and Levy Certification will be approved during the November 28, 2018, Special Meeting.

OFFICERS REPORTS

2017 Fiscal Audit – Chair Allen noted the auditor was complimentary of the Library and its responsiveness. Future audits will be conducted annually. Ms. Lomax thanked him for attending the exit conference and providing trustee oversight.

ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

The meeting was adjourned at 5:04 pm on motion by Mr. Jenkins, seconded by Ms. Albers.

Georgia Lomax Secretary

Rob Allen, Chair

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
SPECIAL MEETING, NOVEMBER 28, 2018**

CALL TO ORDER

Chair Rob Allen called to order the special meeting of the Pierce County Rural Library District Board of Trustees at 3:04 pm.

ROLL CALL

Board members present via conference call were Rob Allen, Daren Jones, Pat Jenkins, Monica Butler and Donna Albers.

PUBLIC COMMENT

There was no public comment.

NEW BUSINESS

2019 Budget and Work Plan – Resolution 2018-10: To Request Highest Lawful Levy and Levy Certification

Ms. Albers moved to approve Resolution 2018 10 as presented: That an increase in the regular property tax levy be the amount of \$9,176,103.46, which is a percentage increase of 30.532 percent from the previous year of 2018. Mr. Jenkins seconded the motion and it was passed.

Mr. Jenkins moved to approve the Levy Certification as presented: That the Regular Levy amount of \$39,230,013.94 be collected. Mr. Jones seconded the motion and it was passed.

Ms. Lomax thanked the Trustees for their willingness to place the ballot measure before the public. She thanked the voters for their investment in the Library System and expressed gratitude to the voters for valuing public libraries.

Ms. Albers expressed her gratitude to Ms. Lomax and the Administrative Team for their leadership in making the process a success.

Chair Allen stated the mission before the Library is to recognize and honor that it was a close election and to work hard to prove the value the Library brings to the community

ADJOURNMENT

The meeting was adjourned at 3:14 pm on motion by Ms. Albers, seconded by Mr. Jenkins.

Georgia Lomax Secretary

Rob Allen, Chair

November 2018 Payroll, Benefits and Vouchers

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	3833	11/1/18 - 11/30/18	\$ 1,674.12
Electronic Payments - Payroll & Acct Payable		11/6/18	1,066,301.76
Electronic Payments - Payroll & Acct Payable		11/21/18	816,184.01
Accounts Payable Warrants	629766 - 629872	11/1/18 - 11/30/18	628,985.57
Total:			<u>\$ 2,513,145.46</u>

Check History Listing
Pierce County Library System

Check #	Bank	Date	Paid to	Status	Can/Vd Date	Pay Period Dates	Dir Dep	Amount	
3833	key	11/06/2018	SCHULZ, ROBERTA			10/16/18 - 10/31/18	0.00	1,674.12	
							Total:	0.00	1,674.12

Check in report: 1

Grand Total: 0.00 1,674.12

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: 11/06/18 Payroll

Withdrawal Date: 11/06/18

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	67,177.16
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	54,048.17
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	54,048.17
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	514,788.32
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	10,688.94
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	54,083.36
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	91,448.59
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	5,057.69
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	1,521.18
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	213,194.10
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	246.08
PCL_Company	Payroll Adjustment(s)	237100	CC_Library_District	697-00	5100000	-
Total Deposit						\$ 1,066,301.76

Certification:

Stacy Karabotsos
 Signature (Department Designee)

11/02/18
 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: 11/21/18 Payroll

Withdrawal Date: 11/21/18

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	62,005.81
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	51,410.37
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	51,410.37
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	491,140.70
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	10,667.30
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	51,543.79
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	87,156.61
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	5,617.69
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	1,400.34
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	-
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	207.55
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	2,723.48
PCL_Company	Payroll Adjustment(s)	237100	CC_Library_District	697-00	5100000	900.00
Total Deposit						\$ 816,184.01

Certification:

Stacy Karabotsos
 Signature (Department Designee)

11/19/18
 Date

Comments:

Check History Listing
 Pierce County Library System

Bank code: key

Check #	Date	Vendor	Status	Check Total
629766	11/01/2018	001126 DELL MARKETING LP		103,436.91
629767	11/05/2018	006932 NICK K ADAMS		200.00
629768	11/05/2018	000363 OVERALL LAUNDRY SERV. DBA ARAMARK UNII		21.98
629769	11/05/2018	007118 AUTHORS UNBOUND		1,250.00
629770	11/05/2018	006333 CERTIF A GIFT CO		2,304.00
629771	11/05/2018	007174 CORNELL W CLAYTON		344.50
629772	11/05/2018	007224 COLLEGE OF EASTERN IDAHO		16.99
629773	11/05/2018	007068 DISCOVER THIS HANDS ON SCIENCE		400.00
629774	11/05/2018	005081 EHS-INTERNATIONAL INC		442.00
629775	11/05/2018	000041 EMPLOYMENT SECURITY DEPARTMENT		8,884.50
629776	11/05/2018	006984 FALCONER, THE		400.00
629777	11/05/2018	005428 GRITTON BUILDING CO INC		382.45
629778	11/05/2018	007150 GRUBER POWER SERVICE		4,310.28
629779	11/05/2018	001417 HERITAGE QUEST RESEARCH LIBRAR		75.00
629780	11/05/2018	005642 HILLIS CLARK MARTIN & PETERSON		28.00
629781	11/05/2018	006836 HUBBARD RADIO SEATTLE		5,065.00
629782	11/05/2018	006815 IDEA HATCH STEAM FOR KIDS		200.00
629783	11/05/2018	006421 MARKHAM INVESTIGATION - (MIP)		5,078.25
629784	11/05/2018	002282 SEATTLE PUBLIC LIBRARY		12.95
629785	11/05/2018	000424 SIMPLY MAGIC LLC		750.00
629786	11/05/2018	007222 TAMARACK CRAFTS		950.00
629787	11/05/2018	007116 THE MURDER MYSTERY CO, LLC		749.00
629788	11/05/2018	007069 TRAVELING LANTERN THEATRE CO		495.00
629789	11/05/2018	001567 WALLA WALLA UNIVERSITY		90.00
629790	11/05/2018	000534 WCP SOLUTIONS		1,686.39
629791	11/06/2018	002061 SUSAN ANDERSON-NEWHAM		51.60
629792	11/06/2018	000830 BAKER & TAYLOR	V	0.00

Check History Listing
 Pierce County Library System

Bank code: key

Check #	Date	Vendor	Status	Check Total
629793	11/06/2018	000830 BAKER & TAYLOR		65,446.43
629794	11/06/2018	000189 BAKER & TAYLOR ENTERTAINMENT		88.74
629795	11/06/2018	000242 BUCKLEY CITY OF		323.51
629796	11/06/2018	000161 CENGAGE LEARNING		185.21
629797	11/06/2018	000847 CENTER POINT PUBLISHING		552.45
629798	11/06/2018	001780 CITY OF UNIVERSITY PLACE		155.28
629799	11/06/2018	001643 IMPACT		140.76
629800	11/06/2018	000243 INGRAM LIBRARY SERVICES		944.29
629801	11/06/2018	007227 SARAH KAY		9.99
629802	11/06/2018	007110 MIDWEST LIBRARY SERVICE		357.05
629803	11/06/2018	000352 MIDWEST TAPE	V	0.00
629804	11/06/2018	000352 MIDWEST TAPE	V	0.00
629805	11/06/2018	000352 MIDWEST TAPE	V	0.00
629806	11/06/2018	000352 MIDWEST TAPE		42,796.83
629807	11/06/2018	000370 PIERCE COUNTY		1,364.73
629808	11/06/2018	000377 PUGET SOUND ENERGY		1,817.52
629809	11/06/2018	000460 STEILACOOM TOWN OF		2,132.90
629810	11/06/2018	007226 PHYLLIS VAN WINKLE		17.99
629811	11/06/2018	000828 AFSCME AFL-CIO		6,685.02
629812	11/06/2018	003985 PACIFICSOURCE ADMINISTRATORS		1,550.50
629813	11/06/2018	001181 PIERCE CTY LIBRARY FOUNDATION		596.32
629814	11/06/2018	006555 SOCIAL SECURITY ADMINISTRATION		149.15
629815	11/06/2018	004782 DEPARTMENT OF EDUCATION AWG		223.72
629816	11/06/2018	000881 WASHINGTON STATE SUPPORT REGIS		1,979.09
629817	11/19/2018	000363 OVERALL LAUNDRY SERV. DBA ARAMARK UNII		21.98
629818	11/19/2018	001771 BETHEL SCHOOL DISTRICT		35.00
629819	11/19/2018	000239 BRODART		842.92
629820	11/19/2018	000239 BRODART		639.62

Check History Listing
 Pierce County Library System

Bank code: key

Check #	Date	Vendor	Status	Check Total
629821	11/19/2018	006999 CIS		940.00
629822	11/19/2018	006873 DATA QUEST LLC		45.00
629823	11/19/2018	003311 DEPARTMENT OF LABOR & INDUSTRI		437.08
629824	11/19/2018	005283 E-RATE EXPERTISE INC		1,762.50
629825	11/19/2018	006478 EVERGREEN MAINT LANDSCAPING		5,219.51
629826	11/19/2018	006646 METCALF ELECTRIC INC		2,018.86
629827	11/19/2018	000323 NEWS TRIBUNE		1,280.70
629828	11/19/2018	000857 PIERCE COUNTY RECYCLING		278.81
629829	11/19/2018	007232 SEATTLE CITY OF		150.00
629830	11/19/2018	006331 SURPRISE LAKE SQUARE UNIT 257		8,618.40
629831	11/19/2018	000487 TACOMA RUBBER STAMP		53.64
629832	11/19/2018	007195 KATYNA THIEL		420.00
629833	11/19/2018	000497 TILlicum COMMUNITY SERVICE CEN		1,836.31
629834	11/19/2018	003719 UNIQUE MANAGEMENT SERVICES		1,360.40
629835	11/19/2018	007244 KARI VAN BAALEN		19.47
629836	11/19/2018	006438 WA STATE-DEPT OF ENTERPRISE SV		255.00
629837	11/19/2018	000534 WCP SOLUTIONS		242.35
629838	11/19/2018	006404 YOURMEMBERSHIP INC		747.00
629839	11/21/2018	003778 AFLAC		5,671.73
629840	11/21/2018	000828 AFSCME AFL-CIO		6,561.45
629841	11/21/2018	001578 COLONIAL SUPPLEMENTAL INSURANC		624.66
629842	11/21/2018	004782 DEPARTMENT OF EDUCATION AWG		213.28
629843	11/21/2018	003985 PACIFICSOURCE ADMINISTRATORS		1,550.50
629844	11/21/2018	001181 PIERCE CTY LIBRARY FOUNDATION		596.32
629845	11/21/2018	006555 SOCIAL SECURITY ADMINISTRATION		142.19
629846	11/21/2018	000881 WASHINGTON STATE SUPPORT REGIS	V	2,265.16
629847	11/21/2018	007246 DEAN CARRELL		287.64
629848	11/21/2018	003985 PACIFICSOURCE ADMINISTRATORS		176.75

Check History Listing
 Pierce County Library System

Bank code: key

Check #	Date	Vendor	Status	Check Total
629849	11/21/2018	000881 WASHINGTON STATE SUPPORT REGIS		1,977.52
629850	11/21/2018	000830 BAKER & TAYLOR		22,918.80
629851	11/21/2018	007097 BAKER & TAYLOR STANDING ORDER		47.13
629852	11/21/2018	000161 CENGAGE LEARNING		50.81
629853	11/21/2018	000195 FIRGROVE MUTUAL WATER CO		552.00
629854	11/21/2018	000243 INGRAM LIBRARY SERVICES		558.66
629855	11/21/2018	007245 BRADY KNOWLES		105.96
629856	11/21/2018	007110 MIDWEST LIBRARY SERVICE		72.50
629857	11/21/2018	000352 MIDWEST TAPE	V	0.00
629858	11/21/2018	000352 MIDWEST TAPE		18,188.60
629859	11/21/2018	000323 NEWS TRIBUNE		624.00
629860	11/21/2018	003824 OVERDRIVE INC		5,184.78
629861	11/21/2018	000327 PENINSULA GATEWAY INC		70.20
629862	11/21/2018	000377 PUGET SOUND ENERGY		4,534.76
629863	11/21/2018	000406 RECORDED BOOKS LLC		363.49
629864	11/21/2018	000541 STATE OF WASHINGTON		593.07
629865	11/28/2018	004022 US BANK		47,276.84
629866	11/28/2018	004022 US BANK		126,639.29
629867	11/28/2018	004022 US BANK		73,436.00
629868	11/29/2018	006999 CIS		940.00
629869	11/29/2018	005862 ELITE PROPERTY INVESTMENTS LLC		10,096.48
629870	11/29/2018	006478 EVERGREEN MAINT LANDSCAPING		2,782.66
629871	11/29/2018	007256 WASHINGTON STATE TREASURER		150.00
629872	11/29/2018	000541 STATE OF WASHINGTON		1,365.51

key Total: 628,985.57

107 checks in this report

Total Checks: 628,985.57

MEMO



Date: November 19, 2018

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

From: Clifford Jo, Finance & Business Director

Subject: 2019 Insurance Renewal

For the insurance policy renewal, HUB International negotiated a 2019 package with a premium cost of \$212,934, which came in \$114 lower than 2018's cost. No changes of coverage were made for the package. We are reviewing some of the policies and may decide to make changes in December, which may require additional funds. Also, the pollution policy coverage for the USTs at this building, which is not part of December's package, renews early in the fiscal year and costs less than \$1,000 per year.

We ask the Board to approve payment of the Library's 2019 insurance policy renewals, not to exceed the budgeted amount of \$222,000. Should anything change with the policies, we will inform the Board in January.

The Board has consistently rejected terrorism coverage for board members, which costs over \$21,000 per year. Unless the Board directs me otherwise, I will continue to reject terrorism coverage automatically.

ACTION: Move to approve the 2019 insurance renewal policy package premium, not to exceed the budgeted amount of \$222,000, and reject terrorism coverage.

MEMO



Date: December 3, 2018

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

From: Clifford Jo, Finance & Business Director

Subject: Munis Financial/HR System Replacement Contract

Since 2007 we have been using Tyler Corporation's EDEN system for financial and human resource transactions and records management. While Tyler supports EDEN and provides routine upgrades for fixes and minor improvements, it is no longer in active development and is anticipated to retire within five years.

Since 2016 we have been planning and budgeting for the replacement of this system and earlier this year we decided to migrate from EDEN to Tyler's recommended product called Munis, which provides significantly improved features and functionalities. As we are a current Tyler customer, the company offered free Munis licensing for any existing EDEN modules and a 50% discount on data conversion costs.

The project will last about 16 months, starting in April and concluding in mid-2020. The accounting and financial modules will be migrated first, then payroll and HR modules late this year and early 2020. The total project implementation schedule is set at 16 months and will conclude in mid-2020.

We have been working with Tyler on the contract and implementation schedule and settled on a final version. While the standard cost of the contract is set at \$368,380, we requested the contract provide options for additional modules that we may want to use in the future. Those options include a Citizen Self Service system, Asset Maintenance, and GIS, with a total cost of \$50,000 and are not included in the initial purchase order. Therefore, we recommend that the Board approve a purchase order for the Munis contract at \$368,380.

Action: Move to approve the purchase order for the Munis contract at \$368,380.

Routine Reports

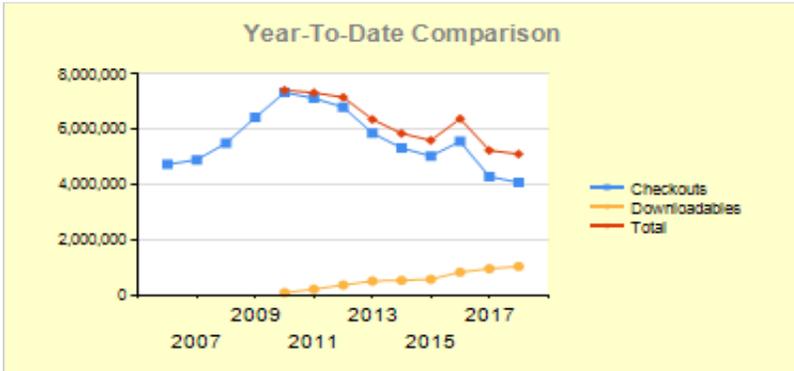
CUSTOMER SERVICE/PHILANTHROPY DASHBOARD - OCTOBER

VISITS



	October		% Change
	2017	2018	
Door Count	178,165	208,154	16.83%
Catalog	136,721	142,359	4.12%
Website	155,324	169,491	9.12%
Job & Business Portal	3,391	2,888	-14.83%
Military Portal	570	358	-37.19%
Total	474,171	523,250	10.35%

CHECKOUTS



	October		% Change
	2017	2018	
Checkouts	417,956	413,245	-1.13%
Downloadables	96,641	110,805	14.66%
Total	514,597	524,050	1.84%

CUSTOMERS



	October		% Change
	2017	2018	
Active Cardholders	384,664	365,104	-5.08%
New Cards	10,729	6,142	-42.75%
Checkout Transactions	69,971	67,051	-4.17%
Unique Users	32,049	30,391	-5.17%

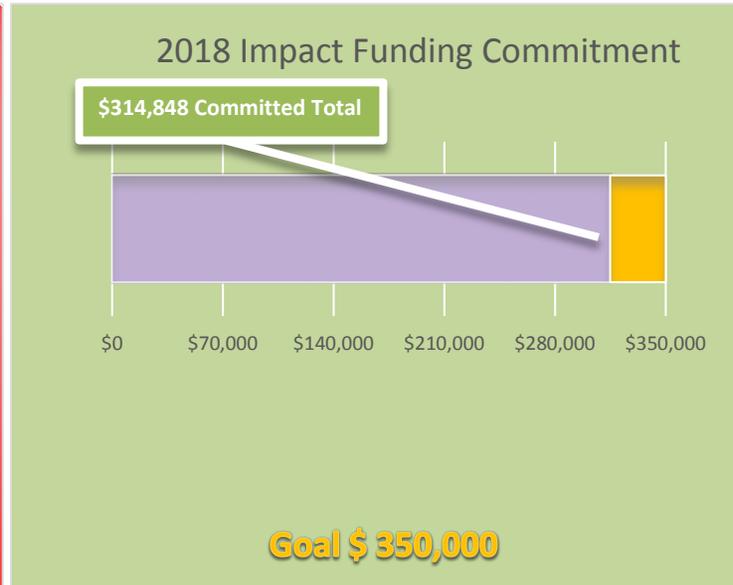
BRANCH CLOSURES

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 Oct 31, 2018

Prepared: November 2018



Memor Society

8 Commitments

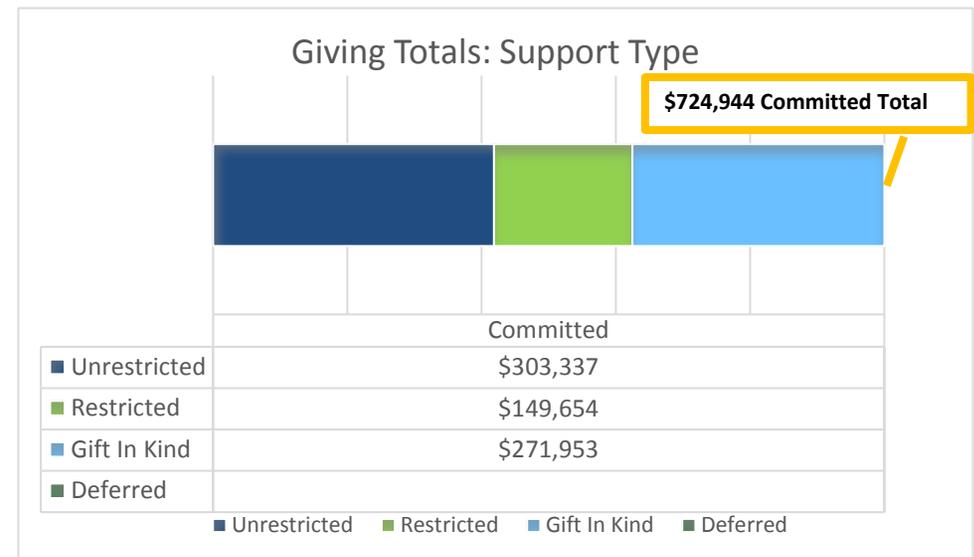
Goal 12 Members

Endowment

\$40,000

Capital

Gifts reflected when received.



Monthly Financial Reports

October 31, 2018

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

General Fund

October

- **36998. A fifth Erate reimbursement for the year was filed and received due to the ability to accelerate filings by one quarter. This extra reimbursement helped October cash flow and will additionally assist during April's low point next year. Resuming in 2019, there will be the standard four quarterly reimbursements.**
- **55100. Audit costs were paid. Total amount for 2018 is projected to be at or under budget.**
- **54502. New copier Leases are initially encumbered for multiple years in order to create the purchase order. Once the equipment is delivered and the exact contract dates are known, encumbrances are adjusted for the remainder of the year. 54502 is projected to be on or around budget by year end.**

July – September (Quarter 3)

- 54912. Expenditure management initiatives have been preparing for end of October's cash low point. In September, managers added significant savings into contingency as a reserve, which increased from August's \$164,000 to \$566,000. At the end of 2018, the additional \$402,000 will automatically add to the General Fund cash, which will significantly address April 2019's low cash point.
- 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 accordingly.
- 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

October

- **No significant activity.**

July – September (Quarter 3)

- 56200. City of University Place—paid the 7th year installment cost of \$120,000.

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

October

- **54200 & 54400. Payments for election costs.**

July – September (Quarter 3)

- 54103. (Encumbrance) Contractual service fees for election
- 54400. (Encumbrance) Advertising fees for election

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
October 31, 2018**

	GENERAL FUND	SPECIAL PURPOSE FUND	DEBT SERVICE FUND	CAPITAL IMPROVEMENT PROJECTS FUND
ASSETS				
Current Assets				
Cash	\$ 11,923,103	\$ 73,269	\$ 868	\$ 214,579
Investments	\$ -	\$ 900,000	\$ 85,000	\$ 1,050,000
Total Current Assets	\$ 11,923,103	\$ 973,269	\$ 85,868	\$ 1,264,579
TOTAL ASSETS	\$ 11,923,103	\$ 973,269	\$ 85,868	\$ 1,264,579
LIABILITIES				
Current Liabilities				
Warrants Payable	\$ 118,663	\$ -	\$ -	\$ -
Sales Tax Payable	\$ 2,703	\$ -	\$ -	\$ -
Payroll Payable	\$ 111,920	\$ -	\$ -	\$ -
Total Current Liabilities	\$ 233,286	\$ -	\$ -	\$ -
TOTAL LIABILITIES	\$ 233,286	\$ -	\$ -	\$ -
FUND BALANCE				
Reserve for Encumbrances	\$ 634,256	\$ 24,213	\$ -	\$ 109,351
Election Set-Aside	\$ -	\$ 335,787	\$ -	\$ -
Land/Property/Facility Set-Aside	\$ -	\$ 630,117	\$ -	\$ -
Unreserved Fund Balance	\$ 11,055,561	\$ (16,847)	\$ 85,868	\$ 1,155,228
TOTAL FUND BALANCE	\$ 11,689,817	\$ 973,269	\$ 85,868	\$ 1,264,579
TOTAL LIABILITIES & FUND BALANCE	\$ 11,923,103	\$ 973,269	\$ 85,868	\$ 1,264,579
<hr/>				
BEGINNING FUND BALANCE, 01/01/18	\$ 6,443,991	\$ 990,117	\$ 84,726	\$ 1,390,170
YTD Revenue	\$ 29,869,749	\$ 13,020	\$ 1,143	\$ 47,646
Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -
YTD Expenditures	\$ (24,623,923)	\$ (29,867)	\$ -	\$ (173,236)
ENDING FUND BALANCE, 06/30/18	\$ 11,689,817	\$ 973,269	\$ 85,868	\$ 1,264,579
TAXES RECEIVABLE	\$ 2,404,814	N/A	\$ 0	N/A

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

	<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	<i>CURRENT</i> 9/30/2018	<i>CURRENT</i> 10/31/2018
ASSETS													
Current Assets													
Cash	\$ 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	\$ 728,164	\$ 11,923,103
Investments	\$ 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	\$ 1,800,000	\$ -
Total Current Assets	\$ 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	\$ 2,528,164	\$ 11,923,103
TOTAL ASSETS	\$ 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	\$ 2,528,164	\$ 11,923,103
LIABILITIES													
Current Liabilities													
Warrants Payable	\$ 66	\$ (144)	\$ 1,045,213	\$ 6,765	\$ 6,730	\$ 61,835	\$ (15,003)	\$ -	\$ 142	\$ 142	\$ 6,629	\$ 114,808	\$ 118,663
Sales Tax Payable	\$ 2,789	\$ 2,553	\$ 2	\$ 1,718	\$ 1,694	\$ 2,935	\$ 2,905	\$ 2,206	\$ 1,481	\$ 2,149	\$ 2,757	\$ 2,827	\$ 2,703
Payroll Payable	\$ 110,819	\$ 127,875	\$ 141,553	\$ 105,963	\$ 122,423	\$ 142,843	\$ 112,083	\$ 128,499	\$ 144,913	\$ 112,963	\$ 130,996	\$ 144,004	\$ 111,920
Total Current Liabilities	\$ 113,674	\$ 130,284	\$ 1,186,769	\$ 114,446	\$ 130,847	\$ 207,613	\$ 99,985	\$ 130,705	\$ 146,536	\$ 115,255	\$ 140,382	\$ 261,639	\$ 233,286
TOTAL LIABILITIES	\$ 113,674	\$ 130,284	\$ 1,186,769	\$ 114,446	\$ 130,847	\$ 207,613	\$ 99,985	\$ 130,705	\$ 146,536	\$ 115,255	\$ 140,382	\$ 261,639	\$ 233,286
FUND BALANCE													
Reserve for Encumbrance	\$ 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	\$ 745,765	\$ 634,256
Net Excess (Deficit)	\$ 3,339,038	\$ 2,635,030	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unreserved Fund Balance	\$ 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	\$ 1,520,760	\$ 11,055,561
TOTAL FUND BALANCE	\$ 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	\$ 2,266,525	\$ 11,689,817
TOTAL LIABILITIES & FUND BALANCE	\$ 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	\$ 2,528,164	\$ 11,923,103
PROPERTY TAXES RECEIVABLE	\$ 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	\$ 14,311,321	\$ 2,404,814

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

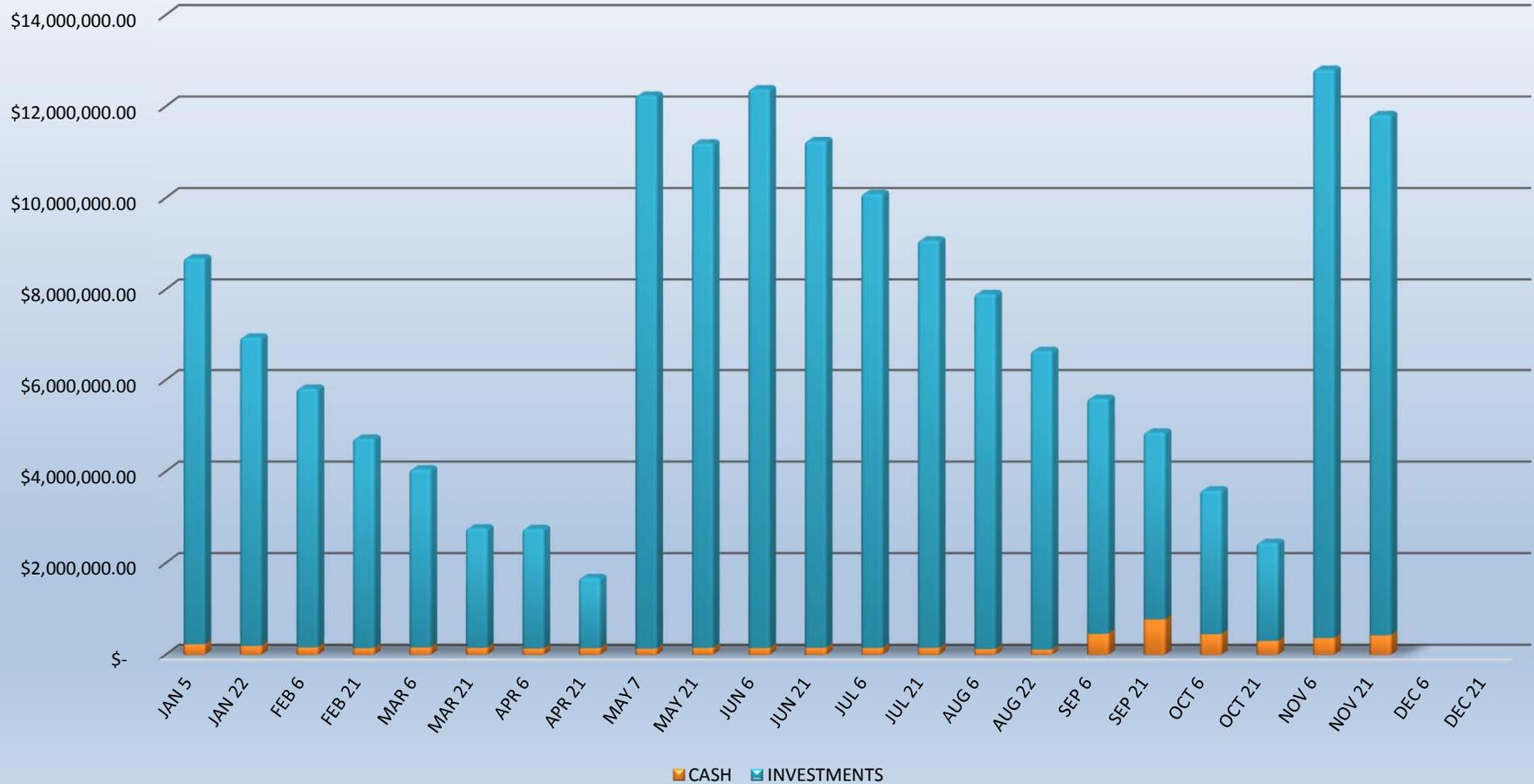
GENERAL FUND - 01	2018 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ 30,229,200	\$ 28,501,944	\$ -	\$ 1,727,256	94%
Other Revenue	\$ 1,744,500	\$ 1,367,805	\$ -	\$ 376,695	78%
TOTAL REVENUE	\$ 31,973,700	\$ 29,869,749	\$ -	\$ 2,103,951	93%
EXPENDITURES					
Personnel/Taxes and Benefits	\$ 22,733,883	\$ 18,727,443	\$ -	\$ 4,006,440	82%
Materials	\$ 3,367,600	\$ 2,727,870	\$ -	\$ 639,730	81%
Maintenance and Operations	\$ 5,287,217	\$ 3,168,610	\$ 634,256	\$ 1,484,351	72%
Transfers Out	\$ 585,000	\$ -	\$ -	\$ 585,000	0%
TOTAL EXPENDITURES	\$ 31,973,700	\$ 24,623,923	\$ 634,256	\$ 6,715,521	79%
Excess/(Deficit)		\$ 5,245,827			
Additional Transfers Out		-			
NET EXCESS (DEFICIT)		\$ 5,245,827			

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	\$ -	\$ 13,020	\$ -	\$ (13,020)	-
TOTAL REVENUE	\$ 660,000	\$ 13,020	\$ -	\$ 646,980	2%
EXPENDITURES					
Election Costs	\$ 660,000	\$ 29,867	\$ 24,213	\$ 605,920	8%
TOTAL EXPENDITURES	\$ 660,000	\$ 29,867	\$ 24,213	\$ 605,920	8%
Excess/(Deficit)		\$ (16,847)			
Additional Transfers In		\$ -			
NET EXCESS (DEFICIT)		\$ (16,847)			

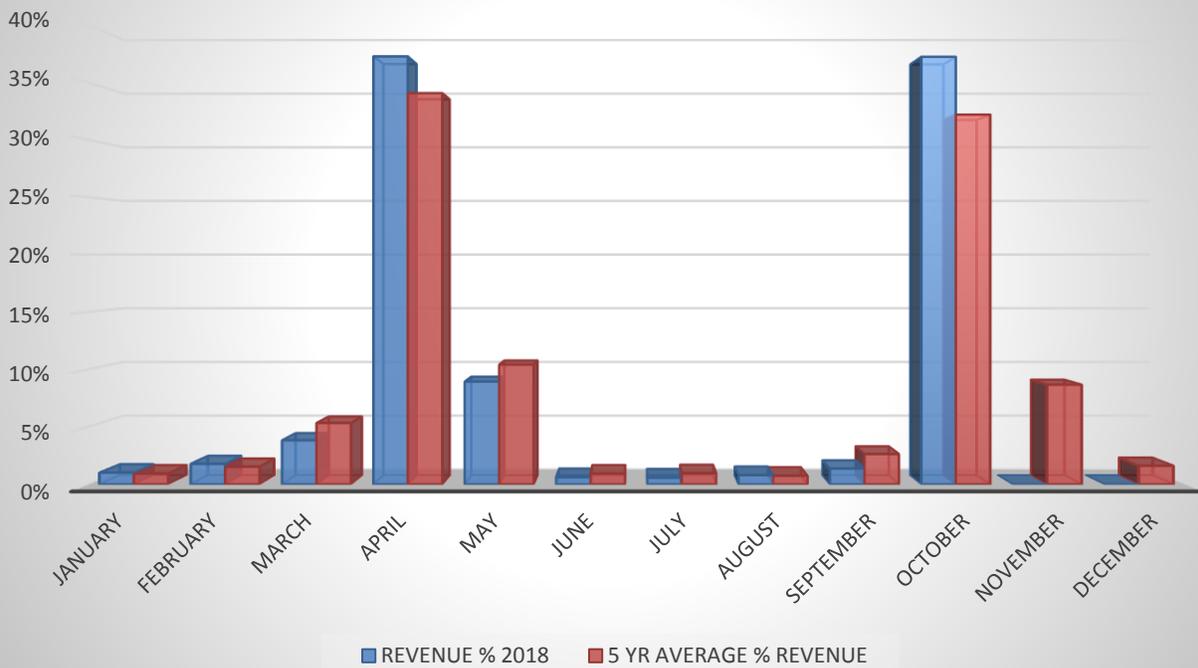
DEBT SERVICE FUND - 20	2018 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ -	\$ 1,143	\$ -	\$ (1,143)	-
Other Revenue	\$ -	\$ -	\$ -	\$ -	-
TOTAL REVENUE	\$ -	\$ 1,143	\$ -	\$ (1,143)	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
NET EXCESS (DEFICIT)		\$ 1,143			

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	\$ -	\$ 47,646	\$ -	\$ (47,646)	-
TOTAL REVENUE	\$ 385,000	\$ 47,646	\$ -	\$ 337,354	12%
EXPENDITURES					
Capital Improvement Projects	\$ 385,000	\$ 173,236	\$ 109,351	\$ 102,413	73%
TOTAL EXPENDITURES	\$ 385,000	\$ 173,236	\$ 109,351	\$ 102,413	73%
Excess/(Deficit)		\$ (125,591)			
Additional Transfers In		-			
NET EXCESS (DEFICIT)		\$ (125,591)			

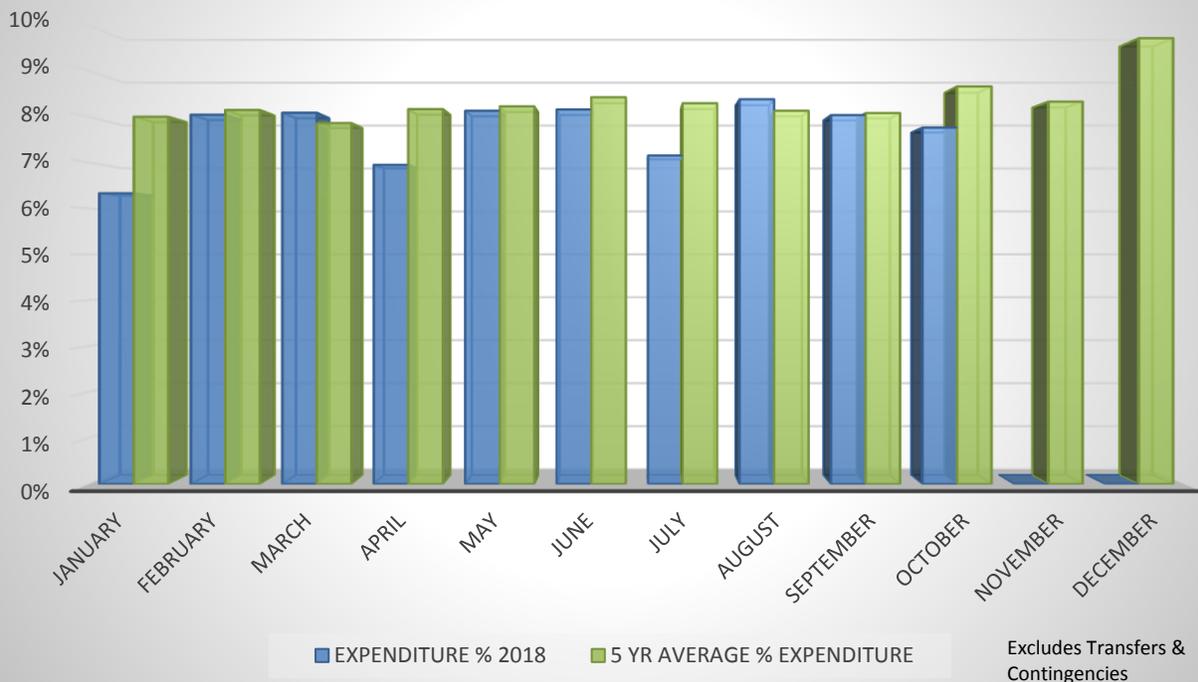
CASH & INVESTMENTS - SEMI-MONTHLY 2018 - ALL FUNDS COMBINED (EXCLUDES DEBT SERVICE FUND)



GENERAL FUND - REVENUE TREND (%) OCTOBER 2018



GENERAL FUND - EXPENDITURE TREND (%) OCTOBER 2018



Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 10/31/2018

FUND: GENERAL FUND (01)

Object	2018 Budget	October Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
31111 PROPERTY TAXES CURRENT	29,502,700.00	11,508,061.58	27,946,460.55	0.00	1,556,239.45	94.73
31112 PROPERTY TAXES DELINQUENT	575,500.00	27,747.35	398,255.17	0.00	177,244.83	69.20
31130 SALE OF TAX TITLE PROPERTY	3,000.00	1,495.68	7,941.96	0.00	(4,941.96)	264.73
31720 LEASEHOLD EXCISE TAX	20,000.00	733.37	15,566.62	0.00	4,433.38	77.83
31740 TIMBER EXCISE TAX	63,000.00	0.00	42,930.89	0.00	20,069.11	68.14
TAXES:	30,164,200.00	11,538,037.98	28,411,155.19	0.00	1,753,044.81	94.19
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	18.35	7,293.74	0.00	(7,293.74)	0.00
33710 SHARED FIXED ASSETS - TIMBER	15,000.00	0.00	0.00	0.00	15,000.00	0.00
34160 COPIER FEES	30,000.00	3,163.59	27,918.21	0.00	2,081.79	93.06
34161 GRAPHICS SERVICES CHARGES	7,500.00	16.00	7,462.49	0.00	37.51	99.50
34162 PRINTER FEES	125,000.00	11,637.20	106,491.91	0.00	18,508.09	85.19
34163 FAX FEES	21,000.00	2,415.92	21,189.20	0.00	(189.20)	100.90
34193 ORTING - SERVICE FEES	3,000.00	0.00	2,430.00	0.00	570.00	81.00
34730 INTERLIBRARY LOAN FEES	0.00	0.00	362.06	0.00	(362.06)	0.00
35970 LIBRARY FINES	400,000.00	37,181.81	368,233.20	0.00	31,766.80	92.06
36110 INVESTMENT INCOME	50,000.00	1,385.83	61,507.50	0.00	(11,507.50)	123.02
36140 OTHER INTEREST EARNED - COUNTY	0.00	0.93	20.20	0.00	(20.20)	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	3.64	1,912.85	0.00	5,087.15	27.33
36700 FOUNDATION DONATIONS	403,265.00	5,305.00	75,536.94	0.00	327,728.06	18.73
36705 AWC GRANT	0.00	0.00	500.00	0.00	(500.00)	0.00
36720 FRIENDS' REIMBURSEMENTS	0.00	149.90	1,757.76	0.00	(1,757.76)	0.00
36725 DONATIONS - OTHER	104,735.00	22,212.54	24,580.00	0.00	80,155.00	23.47
36910 SALE OF SURPLUS	5,000.00	0.00	1,956.31	0.00	3,043.69	39.13
36920 FOUND MONEY	3,000.00	24.13	533.40	0.00	2,466.60	17.78
36990 MISCELLANEOUS REVENUE	0.00	36.67	2,769.71	0.00	(2,769.71)	0.00
36991 PAYMENT FOR LOST MATERIALS	12,000.00	127.16	6,059.10	0.00	5,940.90	50.49
36996 JURY DUTY REIMBURSEMENT	0.00	0.00	260.00	0.00	(260.00)	0.00
36998 E RATE REIMBURSEMENT	552,000.00	281,661.45	663,536.59	0.00	(111,536.59)	120.21
36999 REBATES - PROCUREMENT CARD	70,000.00	0.00	46,969.18	0.00	23,030.82	67.10
CHARGES OTHER:	1,809,500.00	365,340.12	1,432,165.89	0.00	377,334.11	79.15
39510 SALE OF FIXED ASSETS (GOV)	0.00	928.07	21,967.22	0.00	(21,967.22)	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	11,904,306.17	29,869,749.27	0.00	2,103,950.73	93.42
EXPENSE ACCOUNTS						
51100 SALARIES AND WAGES	16,387,700.00	1,280,205.43	13,027,196.62	0.00	3,360,503.38	79.49
51105 ADDITIONAL HOURS	225,400.00	23,045.81	217,537.06	0.00	7,862.94	96.51
51106 SHIFT DIFFERENTIAL	165,600.00	17,547.46	144,160.10	0.00	21,439.90	87.05
51107 SUBSTITUTE HOURS	279,000.00	16,147.38	258,019.22	0.00	20,980.78	92.48
51109 TUITION ASSISTANCE PROGRAM	17,975.00	0.00	7,941.87	0.00	10,033.13	44.18
51200 OVERTIME WAGES	12,400.00	3,196.87	20,281.96	0.00	(7,881.96)	163.56
51999 ADJ WAGE/SALARY TO MATCH PLAN	(597,110.00)	0.00	0.00	0.00	(597,110.00)	0.00
52001 INDUSTRIAL INSURANCE	178,430.00	11,302.01	108,128.98	0.00	70,301.02	60.60
52002 MEDICAL INSURANCE	2,482,604.00	181,101.27	1,940,030.73	0.00	542,573.27	78.14
52003 F.I.C.A.	1,305,772.00	99,769.68	1,020,020.24	0.00	285,751.76	78.12

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 10/31/2018

FUND: GENERAL FUND (01)

Object	2018 Budget	October Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
52004 RETIREMENT	2,135,279.00	166,318.74	1,680,311.15	0.00	454,967.85	78.69
52005 DENTAL INSURANCE	230,396.00	17,710.01	179,590.93	0.00	50,805.07	77.95
52006 OTHER BENEFIT	10,800.00	1,480.00	14,080.00	0.00	(3,280.00)	130.37
52010 LIFE AND DISABILITY INSURANCE	74,327.00	6,122.84	62,193.23	0.00	12,133.77	83.68
52020 UNEMPLOYMENT COMPENSATION	50,500.00	8,884.50	47,950.79	0.00	2,549.21	94.95
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	22,733,883.00	1,832,832.00	18,727,442.88	0.00	4,006,440.12	82.38
53100 OFFICE/OPERATING SUPPLIES	311,789.00	12,960.89	161,142.86	4,271.16	146,374.98	53.05
53101 CUSTODIAL SUPPLIES	69,000.00	5,535.52	51,035.75	8,154.61	9,809.64	85.78
53102 MAINTENANCE SUPPLIES	55,400.00	1,194.25	21,780.11	2,000.00	31,619.89	42.92
53103 AUDIOVISUAL PROCESSING SUP	10,000.00	0.00	3,458.52	268.51	6,272.97	37.27
53104 BOOK PROCESSING SUPPLIES	20,000.00	1,922.34	10,984.49	2,355.16	6,660.35	66.70
53200 FUEL	35,000.00	5,580.28	28,329.75	3,880.02	2,790.23	92.03
53401 ADULT MATERIALS	723,500.00	99,224.26	542,141.45	0.00	181,358.55	74.93
53403 PERIODICALS	90,000.00	1,450.75	79,503.95	0.00	10,496.05	88.34
53405 JUVENILE BOOKS	521,100.00	39,187.44	468,022.76	0.00	53,077.24	89.81
53406 PROFESSIONAL COLLECTION	1,500.00	0.00	1,413.11	0.00	86.89	94.21
53407 INTERNATIONAL COLLECTION	43,000.00	2,584.40	27,202.39	0.00	15,797.61	63.26
53408 AUDIOVISUAL MATERIALS - ADULT	715,000.00	52,358.46	523,917.06	0.00	191,082.94	73.28
53409 AUDIOVISUAL MATERIALS - JUV	82,000.00	6,306.36	55,343.71	0.00	26,656.29	67.49
53411 ELECTRONIC INFO SOURCES	496,600.00	0.00	462,612.31	0.00	33,987.69	93.16
53412 REFERENCE SERIALS	10,000.00	407.37	1,632.41	0.00	8,367.59	16.32
53414 ELECTRONIC COLLECTION	549,900.00	0.00	451,564.52	0.00	98,335.48	82.12
53464 VENDOR PROCESSING SERVICES	135,000.00	13,004.17	114,461.21	0.00	20,538.79	84.79
53499 GIFTS - MATERIALS	0.00	0.00	55.06	0.00	(55.06)	0.00
53500 MINOR EQUIPMENT	62,600.00	3,289.49	36,120.32	0.00	26,479.68	57.70
53501 FURNISHINGS	66,500.00	9,254.30	85,125.20	24,431.59	(43,056.79)	164.75
53502 PC HARDWARE	191,000.00	19,108.13	44,378.96	107,828.96	38,792.08	79.69
53505 SOFTWARE/LICENSES/HOSTING	500,850.00	35,684.29	333,872.07	8,761.30	158,216.63	68.41
54100 PERSONAL SERVICES	250,700.00	15,018.14	139,743.20	34,955.65	76,001.15	69.68
54101 LEGAL SERVICES	47,500.00	11,781.25	31,540.75	4,537.25	11,422.00	75.95
54103 CONTRACTUAL SERVICES	173,500.00	17,746.95	157,696.20	22,294.90	(6,491.10)	103.74
54162 BIBLIOGRAPHIC & RELATED SERVICES	51,900.00	4,016.78	35,877.30	0.00	16,022.70	69.13
54163 PRINTING AND BINDING	42,500.00	0.00	20,250.13	0.00	22,249.87	47.65
54165 ILL LOST ITEM CHARGE	2,500.00	313.43	1,471.08	0.00	1,028.92	58.84
54200 POSTAGE AND SHIPPING	68,000.00	10.11	57,532.29	0.00	10,467.71	84.61
54201 TELECOM SERVICES	654,800.00	76,812.10	497,975.73	117,868.23	38,956.04	94.05
54300 TRAVEL	35,400.00	1,018.78	22,138.72	806.95	12,454.33	64.82
54301 MILEAGE REIMBURSEMENTS	35,800.00	2,760.70	29,611.58	0.00	6,188.42	82.71
54400 ADVERTISING	70,500.00	450.00	36,976.68	19,776.47	13,746.85	80.50
54501 RENTALS/LEASES - BUILDINGS	427,350.00	45,327.83	342,122.31	21,173.15	64,054.54	85.01
54502 RENTALS/LEASES - EQUIPMENT	91,100.00	12,800.79	73,820.97	138,413.19	(121,134.16)	232.97
54600 INSURANCE	222,000.00	0.00	859.00	0.00	221,141.00	0.39
54700 ELECTRICITY	235,000.00	22,376.21	192,467.28	0.00	42,532.72	81.90
54701 NATURAL GAS	15,000.00	308.99	6,544.03	0.00	8,455.97	43.63
54702 WATER	29,700.00	3,545.77	30,012.38	0.00	(312.38)	101.05

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 10/31/2018

FUND: GENERAL FUND (01)

Object	2018 Budget	October Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
54703 SEWER	25,500.00	2,256.79	28,555.45	0.00	(3,055.45)	111.98
54704 REFUSE	31,500.00	1,473.93	29,098.78	340.22	2,061.00	93.46
54800 GENERAL REPAIRS/MAINTENANCE	235,200.00	59,293.58	225,412.22	50,163.24	(40,375.46)	117.17
54801 CONTRACTED MAINTENANCE	306,700.00	21,263.40	230,254.32	61,959.33	14,486.35	95.28
54810 IT SYSTEMS MAINTENANCE	147,100.00	0.00	51,653.00	0.00	95,447.00	35.11
54900 INDIVIDUAL REGISTRATIONS	48,200.00	1,508.75	22,766.92	16.50	25,416.58	47.27
54901 DUES AND MEMBERSHIPS	47,700.00	175.00	39,308.34	0.00	8,391.66	82.41
54902 TAXES AND ASSESSMENTS	29,500.00	18,617.16	37,937.10	0.00	(8,437.10)	128.60
54903 LICENSES AND FEES	58,400.00	9,862.60	38,575.69	0.00	19,824.31	66.05
54905 ORGANIZATIONAL REGISTRATIONS	3,030.00	0.00	1,790.19	0.00	1,239.81	59.08
54912 CONTINGENCY	565,998.00	0.00	0.00	0.00	565,998.00	0.00
55100 INTERGOVERNMENTAL	13,000.00	10,390.04	10,390.04	0.00	2,609.96	79.92
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	9,239,817.00	648,181.78	5,896,479.65	634,256.39	2,709,080.96	70.68
NEED A CATEGORY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR EXPENSE ACCOUNTS	31,973,700.00	2,481,013.78	24,623,922.53	634,256.39	6,715,521.08	79.00
NET SURPLUS / DEFICIT	0.00	9,423,292.39	5,245,826.74	(634,256.39)	(4,611,570.35)	0.00

FUND: SPECIAL PURPOSE FUND (15)

Object	2018 Budget	October 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	1,545.74	13,020.19	0.00	(13,020.19)	0.00
CHARGES OTHER:	0.00	1,545.74	13,020.19	0.00	(13,020.19)	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	1,545.74	13,020.19	0.00	646,979.81	1.97
EXPENSE ACCOUNTS						
PERSONNEL	0.00	0.00	0.00	0.00	0.00	0.00
53100 OFFICE/OPERATING SUPPLIES	0.00	0.00	272.38	0.00	(272.38)	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	560.00	4,440.00	0.00	100.00
54103 CONTRACTUAL SERVICES	25,000.00	0.00	0.00	18,491.95	6,508.05	73.97
54200 POSTAGE AND SHIPPING	19,000.00	18,961.47	18,961.47	0.00	38.53	99.80
54400 ADVERTISING	15,000.00	10,073.63	10,073.63	1,280.70	3,645.67	75.70
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	29,035.10	29,867.48	24,212.65	605,919.87	8.19
TOTAL FOR EXPENSE ACCOUNTS	660,000.00	29,035.10	29,867.48	24,212.65	605,919.87	8.19
NET SURPLUS / DEFICIT	0.00	(27,489.36)	(16,847.29)	(24,212.65)	41,059.94	0.00

FUND: DEBT SERVICE FUND (20)

Object	2018 Budget	October 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	140.52	1,014.56	0.00	(1,014.56)	0.00
CHARGES OTHER:	0.00	140.52	1,014.56	0.00	(1,014.56)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	140.52	1,142.67	0.00	(1,142.67)	0.00
NET SURPLUS / DEFICIT	0.00	140.52	1,142.67	0.00	(1,142.67)	0.00

FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)

Object	2018 Budget	October Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
29150 USE OF FUND BALANCE-BUDGET	100,000.00	0.00	0.00	0.00	100,000.00	0.00
36110 INVESTMENT INCOME	0.00	1,949.50	18,086.23	0.00	(18,086.23)	0.00
36200 KEY PENINSULA SHARED COSTS	0.00	0.00	9,559.37	0.00	(9,559.37)	0.00
36700 FOUNDATION DONATIONS	0.00	0.00	20,000.00	0.00	(20,000.00)	0.00
CHARGES OTHER:	100,000.00	1,949.50	47,645.60	0.00	52,354.40	47.65
39700 TRANSFERS IN	285,000.00	0.00	0.00	0.00	285,000.00	0.00
TOTAL FOR REVENUE ACCOUNTS	385,000.00	1,949.50	47,645.60	0.00	337,354.40	12.38
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	426.50	22,598.49	41,050.71	86,350.80	42.43
54101 LEGAL SERVICES	0.00	0.00	3,225.75	0.00	(3,225.75)	0.00
54103 CONTRACTUAL SERVICES	0.00	3,699.42	26,964.72	68,299.18	(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	120,000.00	1.00	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	4,125.92	173,236.17	109,350.89	102,412.94	73.40
NET SURPLUS / DEFICIT	0.00	(2,176.42)	(125,590.57)	(109,350.89)	234,941.46	0.00

MEMO



Date: December 3, 2018

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

From: Georgia Lomax, Executive Director

Subject: Executive Director Report – November

Pierce County voters approved Proposition 1 with a 50.21% passage rate (106,844 YES votes), restoring the Library's levy to its legally authorized amount of 50 cents per \$1,000 assessed value in 2019.

I met with my counterparts at Tacoma Public and Puyallup Public Libraries. We discussed our library priorities, public engagement work and shared operating and service practices.

I attended the South Sound Military and Community Partnership's Elected Officials Council meeting. The Lakewood Library's participation in the mental health resource kit pilot project was highlighted. They are pleased our participation will continue and that Tillicum Library will join the project in 2019.

I joined a small group of library directors from around the State to discuss studying the need for funding to support capital improvements and building projects for public libraries in Washington.

MEMO

Date: December 5, 2018

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

From: Jaime Prothro, Customer Experience Director

Subject: Branch Services Report – October 2018

Bonney Lake: Bonney Lake set a collection goal to increase the circulation of its international and language collections. As a result of relocating the collection, promotions, and some content adjustments, the collection has increased by 25% in Q2 and by 39% in Q3.

Buckley: The Buckley library participated in the city of Buckley’s downtown Trunk or Treat. Pictured to the right are the Halloween Bobs: Bob the Builder, Dinosaur Bob, and Bob Ross



Dupont: Customers took over the whole library during the Paint a Pumpkin program, Tuesday October 23. 101 kids painted 100 pumpkins.

Eatonville: Supervising Librarian Cindy Dargan spoke to attendees at the Fall-Fest Information Fair about Proposition 1, databases and services offered by the Library, upcoming programs and issued library cards.



Fife: The Day of the Dead event was a huge success with a craft going on at 3 tables, a movie playing in the background, and treats. Note from participant: *Great Event! We homeschool and love arts & crafts, science, animals, and reading! Anything geared toward older kids during the week we try to make it to! Kids are 6 & 9.*



Gig Harbor: The branch received a \$500 grant from the Gig Harbor Garden Tour to support their StoryWalk project that will engage readers on an literary adventure on library grounds.

Graham: Librarian Glenn Storbeck taught a Small Business Workshop at WorkSource to individuals who are interested in starting their own business. The ongoing partnership with WorkSource is allowing PCLS to increase community awareness of business and job seeker resources.

Key Center: Staff received an email from a customer regarding her attendance at an e-reader program:
Hi Dear Adam: You will be surprised, and I hope delighted, to hear that I am now the proud owner of a Samsung Galaxy and have learned to borrow audio ebooks on it. So all your good support has found fruition... Thank you for your patience and your encouragement. I never thought I could do it, but you did.

Lakewood: Furniture purchased by Friends of Lakewood Library arrived and were installed including: 3 sit-down catalog stations; 2 teen chairs and 4 teen stools; 5 caper chairs; 3 pneumatic tables and 6 comfortable chairs for the large print area; and 4 new display units. The branch looks great!

Milton: The branch held a Book Bingo event where customers selected a card or two (or more) and attempted to fill a row of spaces by reading a variety of books in different genres. Customers have until November 17 to return their bingo cards and be entered into a drawing. It's a bit early to gauge participation but the branch has about 15 cards returned so far.

Outreach: The homebound program added 5 new customers in October, and continues to have high demand.

Parkland: The branch held four sessions of AI Family Challenge in October. Lauren Lindskog and Stacy Paull adapted AI Family Challenge ideas and materials from classroom setting to suitable for library single event setting. The families who participated the events learned about design process and appeared to enjoy the activities.

South Hill: Alice Darnton and Brandi Gates handed out candy and Prop 1 bookmarks (until we ran out) to 650 kids and adults at the Boo-Allup in Puyallup.

Steilacoom: Our monthly Speaker Series was about the first library in the state. Which happens to be Steilacoom! Speaker Joan Curtis from the Historical Museum spoke on how that came about and our PCL Trainer Steve Champion spoke and showed a power point on the early days of Pierce County Rural Library. Communication Director Mary Getchell spoke on the importance of the Library's Levy coming up in Nov. and the reasons we need this to continue all the work we do.

Summit: Harlan Zinck pulled double duty, hosting a successful series of 'Story Times for Grown-Ups' at both Summit and Sumner.

Sumner: The branch presented a Murder Mystery Masquerade interactive theater event after hours, where 50 customers got to participate in the action and a spooooky dessert was served.

Tillicum: On Oct. 23, one of our former customers came in and began talking with staff about how much she appreciated this branch when she was a young child. She claimed that the library became the only place that was safe for her as she was growing up. She went on to express appreciation for the programs, learning opportunities, activities, and support. Outside of school, this was the only place that provided adult acceptance and direction. She didn't know what she would have done without the library and she knows there are several young people now who come to the library in the same circumstance.

University Place: Author Connie Walle, who helped to found the PCLS Our Own Words teen contest in 1997, prior to taking on art and becoming Our Own Expressions in 2010, visited UP to share some of her original poetry.

Board Education and Service Reports

MEMO



Date: November 19, 2018

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

From: PCLS Staff Members of Leadership Academy Cohort 2

Subject: Leadership Academy Cohort 2 Capstone Project: Polaris Upgrade Project

Thank you, PCLS Trustees, Georgia, and Administrative Team. We, the members of the second PCLS Leadership Academy Cohort (LAC2), are grateful for this opportunity to share our experiences of learning and growing as leaders together with all of you. Similar to the first Leadership Academy cohort, our work was centered on two main focus areas: education and training workshops with our facilitator, Catherine McHugh, and a large-scale capstone project for the benefit of the entire library system.

The Team

LAC2 is a diverse group of leaders. We represent IT, Collection Management, Branch Services, Outreach Services, Customer Experience, the Executive Office, and the Foundation. We quickly shaped ourselves into a cohesive, transparent, respectful, and productive team, and learned how to effectively (and with affect) reinforce the values of what it means to be a PCLS leader, as well as deliver on a significant and much needed project to benefit PCLS and its customers.

Our Learning

The Leadership Academy education sessions were designed and led by Catherine, with coursework focused on: Living PCLS's Leadership Competencies, Self-Awareness, Cultivating Emotional Intelligence: Self-Management, Facilitating Change, Cultivating Social Intelligence, and Facilitating Productive Teams. Catherine's experience and passion, combined with LAC2's willingness to embrace change, new concepts, and vulnerability, helped us absorb the material and put it into practice in our day-to-day workplaces, and provided exactly what was necessary to launch us into our capstone project with confidence.

Our Deliverables

As we prepared to enter the Polaris upgrade phase of the project, our cohort's bench strength was deepened with the addition of 12 PCLS staff members who were not part of the Leadership Academy experience. Similar to LAC2's genesis, this new, larger group quickly established a sense of team, and divided into groups and sub-groups to address the many tasks to plan and implement a successful upgrade.

LAC2 built upon the culture change groundwork established by LAC1, and operationalized that into the Polaris upgrade project, the heart and soul system staff and customers use to manage, track, acquire, and access PCLS resources. We were tasked not only with delivering a successful upgrade, but with prototyping an all-new project management model for PCLS, emphasizing our Leadership Competencies

of Building Successful Teams, Facilitating Innovation and Change, Communicating Effectively, and Achieving Results.

Body of Polaris Work

From June through October, our teams and sub-teams identified, stakeholdered, tested, and decided on dozens of new features to be added to our online catalog. Jill Henriksen deftly coordinated across all teams to keep us in alignment and on schedule. Once our plan was approved by the Leadership Team, we continued testing, communicated information to staff at regular intervals regarding any changes, and revised our timeline for Upgrade Day and beyond. This planning, along with PCLS staff's investment in making the upgrade a success, was rewarded with a smooth transition. Even now, feedback is being collected from staff and customers, looking for ways to apply and improve upon this project. This information also helps inform how our project management model can be refined in the expectation it becomes standard operating procedure for future projects of this scope and importance.

In closing, we thank you, PCLS Trustees, for recognizing the value of, and investing in, leadership development. And, thank you, Georgia Lomax and Administrative Team, for taking seriously the need to identify, cultivate, and steward leaders...broadly and deeply...across all of PCLS. The impact of such investment has already paid great dividends, and will continue to do so in the years to come for our staff and the communities we serve.

Unfinished Business

MEMO



Date: December 3, 2018

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

From: Georgia Lomax, Executive Director

Subject: Library Restored Levy Election

On November 6, 2018, Pierce and King County voters approved Proposition No. 1 to restore the Pierce County Library System’s levy to its authorized rate and maintain services to its growing and changing communities for the next five years.

The restored levy returns the Library’s levy rate to its full legal amount of 50 cents per \$1,000 of assessed property value, effective in 2019.

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

This is incredibly great news for our communities and the important services the Library System will maintain. With the public’s investment, we will support residents’ growth and curiosity, offer excellent reading choices, and connect and strengthen our growing and changing communities.

This was definitely a tight election. We recognize that any tax measure requires a personal investment from the people living in the Library’s service area, and staff committed to working each day to demonstrate and deliver value to every community member, and to earning the public’s continued confidence and trust.

November 6, 2018 General Election Last updated on 11/26/2018 5:10 PM

PIERCE COUNTY RURAL LIBRARY DISTRICT Proposition No. 1 Levy Lid Lift *Multi-county race. Results include all counties involved.			
County	Measure	Vote	Vote %
King	Approved	298	56.98%
	Rejected	225	43.02%
Pierce	Approved	106,546	50.2%
	Rejected	105,708	49.8%
Combined Total			
All	Approved	106,844	50.21%
	Rejected	105,933	49.79%
Total Votes		212,777	100%

Total ballots cast (Pierce and King County) 232,117 (This number is higher than the vote tally because it includes over votes (ballots that appear to have selected more than one choice) and blank ballots.) 67.11 percent of the 345,866 voters in the Library’s service area voted.



Auditor's Office

Julie Anderson
Pierce County Auditor

November 28, 2018

Cindy Hartman
Deputy Auditor

Georgia Cookson
Assistant to the Auditor

Pierce County Rural Library District
Mary Getchell
3005 112th St E
Tacoma WA 98446

Mary Schmidtke
Fiscal Manager

Michael Rooney
Elections Manager

Dear Ms. Getchell:

Damon Townsend
Elections Supervisor

Please find enclosed the certificate of election for the Pierce County Library District for the November 6, 2018 General election. Also enclosed is the abstract of votes for the district.

Casey Kaul
Recording/Licensing Supervisor

Brian Boman
Animal Control Supervisor

Sincerely,

Mike Rooney
Pierce County Elections Manager

enclosure

CERTIFICATE OF ELECTION

Pierce County Rural Library District

We, the undersigned members of the Pierce County Election Canvassing Board for the State of Washington, do hereby certify that on November 6 2018, an Election was held in the above named district.

The Proposition submitted to the voters in said district for their approval and adoption or rejection is as follows:

Special Election - Proposition No. 1
Levy Lid Lift

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

Approved:	106,546	50.20%
Rejected:	105,708	49.80%

A simple majority required to pass.

Pierce County results only.

The Canvassing Board is responsible for certifying the final official vote totals only. The sponsoring District is responsible for making the final legal determination of whether the measure passed or failed based on the certified vote totals and applicable law.



Dated at Tacoma, Washington, this 27th day of November, 2018.

Auditor or Designee

Pierce County Council Chair or Designee

Prosecuting Attorney or Designee

Pierce County, Washington, 2018 General, Nov 06, 2018

2018-11-27

All Precincts, All Districts, All Scan Stations, All Contests

08:47:15

Total Ballots Cast: 331355, Registered Voters: 499164, Overall Turnout: 66.38%

523 precincts reported out of 530 total

Pierce County Rural Library Dist. Prop. No. 1 (Vote for 1)

Precinct	Ballots Cast	Reg. Voters	Total Votes	Approved		Rejected		Over Votes	Under Votes
Precinct 02-105	284	438	262	140	53.44%	122	46.56%	0	22
Precinct 02-106	899	1281	811	483	59.56%	328	40.44%	0	88
Precinct 02-110	681	989	614	266	43.32%	348	56.68%	0	67
Precinct 02-111	776	1320	692	309	44.65%	383	55.35%	0	84
Precinct 02-112	516	805	467	207	44.33%	260	55.67%	0	49
Precinct 02-113	513	723	461	217	47.07%	244	52.93%	0	52
Precinct 02-114	531	852	469	214	45.63%	255	54.37%	0	62
Precinct 02-115	641	1130	607	289	47.61%	318	52.39%	0	34
Precinct 02-116	507	760	487	230	47.23%	257	52.77%	0	20
Precinct 02-117	565	865	524	259	49.43%	265	50.57%	0	41
Precinct 02-118	574	947	518	238	45.95%	280	54.05%	0	56
Precinct 02-119	448	725	416	220	52.88%	196	47.12%	0	32
Precinct 02-120	754	1205	701	365	52.07%	336	47.93%	0	53
Precinct 02-121	608	990	561	257	45.81%	304	54.19%	1	46
Precinct 02-122	791	1323	727	357	49.11%	370	50.89%	0	64
Precinct 02-123	872	1336	808	379	46.91%	429	53.09%	0	64
Precinct 02-124	842	1359	780	372	47.69%	408	52.31%	0	62
Precinct 02-125	729	1186	690	348	50.43%	342	49.57%	0	39
Precinct 02-126	931	1495	874	420	48.05%	454	51.95%	0	57
Precinct 02-127	456	729	411	234	56.93%	177	43.07%	0	45
Precinct 02-128	773	1234	714	365	51.12%	349	48.88%	0	59
Precinct 02-129	538	844	488	218	44.67%	270	55.33%	0	50
Precinct 02-130	500	955	446	238	53.36%	208	46.64%	0	54
Precinct 02-131	460	733	428	212	49.53%	216	50.47%	0	32
Precinct 02-133	270	476	250	133	53.20%	117	46.80%	0	20
Precinct 02-134	998	1620	919	436	47.44%	483	52.56%	0	79
Precinct 02-135	889	1286	823	362	43.99%	461	56.01%	0	66
Precinct 02-136	177	264	157	44	28.03%	113	71.97%	0	20
Precinct 02-137	468	717	429	171	39.86%	258	60.14%	0	39
Precinct 02-138	413	618	372	170	45.70%	202	54.30%	0	41
Precinct 02-139	727	973	677	275	40.62%	402	59.38%	0	50
Precinct 02-140	888	1338	816	348	42.65%	468	57.35%	0	72
Precinct 02-141	846	1247	787	369	46.89%	418	53.11%	0	59
Precinct 02-142	615	852	565	244	43.19%	321	56.81%	0	50
Precinct 02-143	616	899	555	229	41.26%	326	58.74%	0	61
Precinct 02-144	965	1431	871	373	42.82%	498	57.18%	0	94
Precinct 02-145	769	1234	703	262	37.27%	441	62.73%	0	66
Precinct 02-146	684	1022	624	231	37.02%	393	62.98%	0	60
Precinct 02-147	708	1081	647	287	44.36%	360	55.64%	0	61
Precinct 02-148	870	1236	805	348	43.23%	457	56.77%	0	65
Precinct 02-149	878	1286	821	323	39.34%	498	60.66%	0	57
Precinct 02-150	711	1008	656	294	44.82%	362	55.18%	0	55
Precinct 02-151	267	375	247	95	38.46%	152	61.54%	0	20
Precinct 02-152	851	1291	775	339	43.74%	436	56.26%	0	76
Precinct 02-153	765	1061	701	276	39.37%	425	60.63%	0	64
Precinct 02-154	744	1127	673	301	44.73%	372	55.27%	0	71
Precinct 02-155	886	1352	819	344	42.00%	475	58.00%	0	67
Precinct 02-156	1051	1481	944	449	47.56%	495	52.44%	0	107
Precinct 02-157	978	1389	907	460	50.72%	447	49.28%	0	71
Precinct 02-158	671	923	613	298	48.61%	315	51.39%	0	58
Precinct 02-159	514	728	492	204	41.46%	288	58.54%	0	22
Precinct 02-160	519	928	485	262	54.02%	223	45.98%	0	34
Precinct 02-161	235	332	221	82	37.10%	139	62.90%	0	14
Precinct 02-162	854	1179	768	357	46.48%	411	53.52%	0	86
Precinct 02-163	528	878	496	196	39.52%	300	60.48%	0	32
Precinct 02-164	687	1008	636	298	46.86%	338	53.14%	0	51
Precinct 02-165	452	729	419	187	44.63%	232	55.37%	0	33
Precinct 25-226	684	1198	602	293	48.67%	309	51.33%	0	82
Precinct 25-227	591	1025	536	222	41.42%	314	58.58%	0	55
Precinct 25-228	530	935	483	269	55.69%	214	44.31%	0	47
Precinct 25-229	343	663	315	199	63.17%	116	36.83%	0	28
Precinct 25-230	213	477	189	97	51.32%	92	48.68%	0	24
Precinct 25-235	29	39	27	12	44.44%	15	55.56%	0	2

Final Abstract

Pierce County, Washington, 2018 General, Nov 06, 2018

All Precincts, All Districts, All Scan Stations, All Contests

Total Ballots Cast: 331355, Registered Voters: 499164, Overall Turnout: 66.38%

523 precincts reported out of 530 total

Pierce County Rural Library Dist. Prop. No. 1 (Vote for 1)

Precinct	Ballots Cast	Reg. Voters	Total Votes	Approved	Rejected	Over Votes	Under Votes
Precinct 25-236	601	915	554	284 51.26%	270 48.74%	0	47
Precinct 25-237	2	2					
Precinct 25-238	416	604	372	181 48.66%	191 51.34%	0	44
Precinct 25-239	818	1206	777	353 45.43%	424 54.57%	0	41
Precinct 25-240	371	581	336	152 45.24%	184 54.76%	0	35
Precinct 25-241	483	955	460	240 52.17%	220 47.83%	0	23
Precinct 25-242	875	1224	809	395 48.83%	414 51.17%	0	66
Precinct 25-243	714	1233	670	323 48.21%	347 51.79%	0	44
Precinct 25-244	926	1318	884	409 46.27%	475 53.73%	0	42
Precinct 25-245	9	26	6	(< 10) 16.67%	(< 10) 83.33%	0	3
Precinct 25-246	78	145	72	29 40.28%	43 59.72%	0	6
Precinct 25-247	768	1321	724	358 49.45%	366 50.55%	0	44
Precinct 25-248	953	1357	907	433 47.74%	474 52.26%	0	46
Precinct 25-249	829	1246	779	410 52.63%	369 47.37%	0	50
Precinct 25-250	345	479	311	158 50.80%	153 49.20%	0	34
Precinct 25-251	743	1144	694	340 48.99%	354 51.01%	0	49
Precinct 25-252	819	1499	777	415 53.41%	362 46.59%	0	42
Precinct 25-253	620	1098	584	292 50.00%	292 50.00%	0	36
Precinct 25-254	574	1186	549	302 55.01%	247 44.99%	0	25
Precinct 25-255	489	874	455	222 48.79%	233 51.21%	0	34
Precinct 25-256	714	1106	684	300 43.86%	384 56.14%	0	30
Precinct 25-257	813	1278	775	396 51.10%	379 48.90%	0	38
Precinct 25-258	810	1274	778	356 45.76%	422 54.24%	0	32
Precinct 25-259	886	1437	844	429 50.83%	415 49.17%	0	42
Precinct 25-260	926	1452	890	409 45.96%	481 54.04%	0	36
Precinct 25-261	730	1146	699	318 45.49%	381 54.51%	0	31
Precinct 25-262	891	1277	822	395 48.05%	427 51.95%	0	69
Precinct 25-263	709	1121	643	322 50.08%	321 49.92%	0	66
Precinct 25-264	880	1495	836	452 54.07%	384 45.93%	0	44
Precinct 25-265	905	1462	864	418 48.38%	446 51.62%	0	41
Precinct 25-266	993	1385	941	499 53.03%	442 46.97%	0	52
Precinct 25-267	486	696	452	225 49.78%	227 50.22%	0	34
Precinct 25-268	760	1365	700	378 54.00%	322 46.00%	1	59
Precinct 25-269	693	1224	649	338 52.08%	311 47.92%	0	44
Precinct 25-270	827	1361	780	396 50.77%	384 49.23%	0	47
Precinct 25-271	822	1240	778	393 50.51%	385 49.49%	0	44
Precinct 25-272	834	1140	791	371 46.90%	420 53.10%	0	43
Precinct 25-273	644	1007	582	276 47.42%	306 52.58%	0	62
Precinct 25-274	977	1316	892	437 48.99%	455 51.01%	0	85
Precinct 25-275	0	3	0	0 0.00%	0 0.00%	0	0
Precinct 25-276	24	29	22	14 63.64%	(< 10) 36.36%	0	2
Precinct 25-277	892	1381	844	420 49.76%	424 50.24%	0	48
Precinct 25-278	327	535	294	154 52.38%	140 47.62%	0	33
Precinct 25-279	642	922	584	315 53.94%	269 46.06%	0	58
Precinct 25-280	866	1256	768	380 49.48%	388 50.52%	0	98
Precinct 25-281	552	812	521	269 51.63%	252 48.37%	0	31
Precinct 25-282	863	1303	814	404 49.63%	410 50.37%	0	49
Precinct 25-283	681	1092	647	325 50.23%	322 49.77%	0	34
Precinct 25-284	389	554	372	154 41.40%	218 58.60%	0	17
Precinct 25-285	1053	1423	1003	490 48.85%	513 51.15%	0	50
Precinct 25-286	859	1323	803	427 53.18%	376 46.82%	0	56
Precinct 25-287	9	9	7	(< 10) 57.14%	(< 10) 42.86%	0	2
Precinct 25-288	975	1488	919	416 45.27%	503 54.73%	0	56
Precinct 25-289	0	0	0	0 0.00%	0 0.00%	0	0
Precinct 25-290	105	129	97	49 50.52%	48 49.48%	0	8
Precinct 25-291	179	293	165	84 50.91%	81 49.09%	0	14
Precinct 25-292	884	1238	842	397 47.15%	445 52.85%	0	42
Precinct 25-293	813	1135	768	347 45.18%	421 54.82%	0	45
Precinct 25-294	328	494	315	128 40.63%	187 59.37%	0	13
Precinct 26-301	310	394	295	156 52.88%	139 47.12%	0	15
Precinct 26-302	1000	1188	943	551 58.43%	392 41.57%	0	57
Precinct 26-303	1071	1306	998	610 61.12%	388 38.88%	0	73
Precinct 26-304	716	895	669	430 64.28%	239 35.72%	0	47

Final Abstract

Pierce County, Washington, 2018 General, Nov 06, 2018

All Precincts, All Districts, All Scan Stations, All Contests

Total Ballots Cast: 331355, Registered Voters: 499164, Overall Turnout: 66.38%

523 precincts reported out of 530 total

Pierce County Rural Library Dist. Prop. No. 1 (Vote for 1)

Precinct	Ballots Cast	Reg. Voters	Total Votes	Approved	Rejected	Over Votes	Under Votes
Precinct 26-305	978	1228	920	590 64.13%	330 35.87%	0	58
Precinct 26-306	594	766	567	328 57.85%	239 42.15%	0	27
Precinct 26-307	889	1109	840	516 61.43%	324 38.57%	0	49
Precinct 26-308	521	629	499	324 64.93%	175 35.07%	0	22
Precinct 26-314	601	873	535	276 51.59%	259 48.41%	0	66
Precinct 26-315	1006	1345	899	414 46.05%	485 53.95%	0	107
Precinct 26-316	519	708	458	217 47.38%	241 52.62%	0	61
Precinct 26-317	859	1188	768	361 47.01%	407 52.99%	0	91
Precinct 26-318	799	1131	717	371 51.74%	346 48.26%	0	82
Precinct 26-319	851	1140	763	417 54.65%	346 45.35%	0	88
Precinct 26-320	960	1277	851	421 49.47%	430 50.53%	0	109
Precinct 26-321	1060	1420	958	493 51.46%	465 48.54%	0	102
Precinct 26-322	1028	1465	915	459 50.16%	456 49.84%	0	113
Precinct 26-323	1026	1374	921	505 54.83%	416 45.17%	0	105
Precinct 26-324	864	1127	762	389 51.05%	373 48.95%	0	102
Precinct 26-325	913	1143	793	381 48.05%	412 51.95%	0	120
Precinct 26-326	918	1139	805	431 53.54%	374 46.46%	0	113
Precinct 26-327	861	1045	756	385 50.93%	371 49.07%	0	105
Precinct 26-328	836	1056	723	384 53.11%	339 46.89%	0	113
Precinct 26-329	931	1163	828	452 54.59%	376 45.41%	0	103
Precinct 26-330	578	709	490	254 51.84%	236 48.16%	0	88
Precinct 26-331	257	298	233	112 48.07%	121 51.93%	0	24
Precinct 26-332	758	951	684	394 57.60%	290 42.40%	0	74
Precinct 26-333	878	1133	786	437 55.60%	349 44.40%	0	92
Precinct 26-334	863	1054	773	452 58.47%	321 41.53%	0	90
Precinct 26-335	764	954	686	396 57.73%	290 42.27%	0	78
Precinct 26-336	1140	1457	1000	524 52.40%	476 47.60%	0	140
Precinct 26-337	934	1225	822	433 52.68%	389 47.32%	0	112
Precinct 26-338	741	905	644	319 49.53%	325 50.47%	0	97
Precinct 26-339	133	153	121	73 60.33%	48 39.67%	0	12
Precinct 26-340	1082	1330	983	546 55.54%	437 44.46%	0	99
Precinct 26-341	899	1146	805	469 58.26%	336 41.74%	0	94
Precinct 26-342	952	1227	854	486 56.91%	368 43.09%	0	98
Precinct 26-343	800	974	722	406 56.23%	316 43.77%	0	78
Precinct 26-344	100	128	89	62 69.66%	27 30.34%	0	11
Precinct 26-345	835	993	732	433 59.15%	299 40.85%	0	103
Precinct 26-346	713	886	626	391 62.46%	235 37.54%	0	87
Precinct 26-347	691	826	593	355 59.87%	238 40.13%	0	98
Precinct 26-348	842	1104	752	420 55.85%	332 44.15%	0	90
Precinct 26-349	916	1182	825	467 56.61%	358 43.39%	0	91
Precinct 26-350	887	1098	793	437 55.11%	356 44.89%	0	94
Precinct 26-351	841	1048	750	412 54.93%	338 45.07%	0	91
Precinct 26-352	785	954	709	334 47.11%	375 52.89%	0	76
Precinct 27-471	62	148	56	29 51.79%	27 48.21%	0	6
Precinct 27-475	732	921	667	345 51.72%	322 48.28%	0	65
Precinct 27-476	600	773	537	283 52.70%	254 47.30%	0	63
Precinct 27-477	838	1206	746	360 48.26%	386 51.74%	0	92
Precinct 28-515	956	1213	878	500 56.95%	378 43.05%	0	78
Precinct 28-516	888	1238	808	425 52.60%	383 47.40%	0	80
Precinct 28-517	995	1360	903	522 57.81%	381 42.19%	0	92
Precinct 28-518	939	1462	842	516 61.28%	326 38.72%	0	97
Precinct 28-519	892	1249	807	477 59.11%	330 40.89%	0	85
Precinct 28-520	857	1325	768	486 63.28%	282 36.72%	0	89
Precinct 28-521	971	1480	877	547 62.37%	330 37.63%	0	94
Precinct 28-522	883	1180	793	472 59.52%	321 40.48%	0	90
Precinct 28-523	882	1217	788	424 53.81%	364 46.19%	0	94
Precinct 28-524	976	1285	878	483 55.01%	395 44.99%	0	98
Precinct 28-525	977	1419	877	557 63.51%	320 36.49%	0	100
Precinct 28-526	725	1052	653	357 54.67%	296 45.33%	0	72
Precinct 28-527	931	1345	835	503 60.24%	332 39.76%	0	96
Precinct 28-528	1004	1309	903	545 60.35%	358 39.65%	0	101
Precinct 28-529	756	1068	676	321 47.49%	355 52.51%	0	80
Precinct 28-530	481	883	432	234 54.17%	198 45.83%	0	49

Final Abstract

Pierce County, Washington, 2018 General, Nov 06, 2018

All Precincts, All Districts, All Scan Stations, All Contests

Total Ballots Cast: 331355, Registered Voters: 499164, Overall Turnout: 66.38%

523 precincts reported out of 530 total

Pierce County Rural Library Dist. Prop. No. 1 (Vote for 1)

Precinct	Ballots Cast	Reg. Voters	Total Votes	Approved	Rejected	Over Votes	Under Votes
Precinct 28-531	868	1147	772	427 55.31%	345 44.69%	0	96
Precinct 28-540	985	1368	897	567 63.21%	330 36.79%	0	88
Precinct 28-541	747	1077	687	412 59.97%	275 40.03%	0	60
Precinct 28-542	808	1030	723	457 63.21%	266 36.79%	0	85
Precinct 28-543	658	920	601	335 55.74%	266 44.26%	0	57
Precinct 28-545	714	1034	637	363 56.99%	274 43.01%	0	77
Precinct 28-546	923	1269	835	471 56.41%	364 43.59%	0	88
Precinct 28-547	694	1126	632	361 57.12%	271 42.88%	0	62
Precinct 28-548	678	1193	607	357 58.81%	250 41.19%	0	71
Precinct 28-549	779	1027	692	352 50.87%	340 49.13%	0	87
Precinct 28-550	590	885	524	261 49.81%	263 50.19%	0	66
Precinct 28-551	1041	1533	936	473 50.53%	463 49.47%	0	105
Precinct 28-552	878	1249	785	441 56.18%	344 43.82%	0	93
Precinct 28-553	858	1263	765	410 53.59%	355 46.41%	0	93
Precinct 28-554	831	1068	764	412 53.93%	352 46.07%	0	67
Precinct 28-555	968	1391	891	508 57.01%	383 42.99%	0	77
Precinct 28-556	684	1140	627	342 54.55%	285 45.45%	0	57
Precinct 28-557	762	1192	686	345 50.29%	341 49.71%	0	76
Precinct 28-558	600	906	552	294 53.26%	258 46.74%	0	48
Precinct 28-559	688	992	613	340 55.46%	273 44.54%	0	75
Precinct 28-560	908	1232	817	446 54.59%	371 45.41%	0	91
Precinct 28-561	460	643	410	196 47.80%	214 52.20%	0	50
Precinct 28-562	502	933	459	248 54.03%	211 45.97%	0	43
Precinct 28-563	337	775	318	218 68.55%	100 31.45%	0	19
Precinct 28-565	746	1231	667	391 58.62%	276 41.38%	0	79
Precinct 28-566	849	1363	790	420 53.16%	370 46.84%	0	59
Precinct 28-567	741	1191	679	407 59.94%	272 40.06%	2	60
Precinct 28-568	794	1207	719	483 67.18%	236 32.82%	0	75
Precinct 28-571	10	13	8	(< 10) 62.50%	(< 10) 37.50%	0	2
Precinct 28-572	663	967	603	312 51.74%	291 48.26%	0	60
Precinct 28-573	463	692	419	208 49.64%	211 50.36%	0	44
Precinct 28-574	161	776	148	79 53.38%	69 46.62%	0	13
Precinct 28-575	6	10					
Precinct 28-576	798	1002	733	438 59.75%	295 40.25%	0	65
Precinct 28-577	33	47	30	15 50.00%	15 50.00%	0	3
Precinct 28-578	230	1322	208	132 63.46%	76 36.54%	0	22
Precinct 28-579	137	925	126	74 58.73%	52 41.27%	0	11
Precinct 28-580	170	752	145	83 57.24%	62 42.76%	0	25
Precinct 28-581	449	737	412	192 46.60%	220 53.40%	0	37
Precinct 28-582	347	577	328	165 50.30%	163 49.70%	0	19
Precinct 28-583	544	871	506	220 43.48%	286 56.52%	0	38
Precinct 28-584	509	796	485	231 47.63%	254 52.37%	0	24
Precinct 28-585	848	1358	795	382 48.05%	413 51.95%	0	53
Precinct 28-586	702	1149	658	309 46.96%	349 53.04%	0	44
Precinct 28-587	588	977	546	227 41.58%	319 58.42%	0	42
Precinct 28-588	872	1283	804	380 47.26%	424 52.74%	0	68
Precinct 28-589	779	1172	709	273 38.50%	436 61.50%	0	70
Precinct 28-590	19	25	18	(< 10) 38.89%	11 61.11%	0	1
Precinct 29-633	65	142	64	35 54.69%	29 45.31%	0	1
Precinct 29-635	156	290	139	76 54.68%	63 45.32%	0	17
Precinct 29-636	778	1375	692	400 57.80%	292 42.20%	0	86
Precinct 29-637	604	1275	543	298 54.88%	245 45.12%	0	61
Precinct 29-638	308	572	275	147 53.45%	128 46.55%	0	33
Precinct 29-639	705	1431	632	339 53.64%	293 46.36%	0	73
Precinct 29-640	685	1351	614	312 50.81%	302 49.19%	0	71
Precinct 29-641	678	1452	610	356 58.36%	254 41.64%	0	68
Precinct 29-642	465	902	412	231 56.07%	181 43.93%	0	53
Precinct 29-643	89	248	83	44 53.01%	39 46.99%	0	6
Precinct 29-644	280	658	257	156 60.70%	101 39.30%	0	23
Precinct 29-648	20	59	17	10 58.82%	(< 10) 41.18%	0	3
Precinct 29-649	251	687	230	146 63.48%	84 36.52%	0	21
Precinct 29-650	604	1324	568	270 47.54%	298 52.46%	0	36
Precinct 29-651	785	1511	749	366 48.87%	383 51.13%	0	36

Final Abstract

Pierce County, Washington, 2018 General, Nov 06, 2018

All Precincts, All Districts, All Scan Stations, All Contests

Total Ballots Cast: 331355, Registered Voters: 499164, Overall Turnout: 66.38%

523 precincts reported out of 530 total

Pierce County Rural Library Dist. Prop. No. 1 (Vote for 1)

Precinct	Ballots Cast	Reg. Voters	Total Votes	Approved	Rejected	Over Votes	Under Votes
Precinct 29-652	96	250	90	60 66.67%	30 33.33%	1	5
Precinct 29-653	768	1461	727	388 53.37%	339 46.63%	0	41
Precinct 29-654	838	1494	792	462 58.33%	330 41.67%	0	46
Precinct 29-655	362	713	336	211 62.80%	125 37.20%	0	26
Precinct 29-656	561	840	536	253 47.20%	283 52.80%	0	25
Precinct 29-657	6	10	6	(< 10) 16.67%	(< 10) 83.33%	0	0
Precinct 29-658	727	1140	685	348 50.80%	337 49.20%	0	42
Precinct 29-659	441	800	414	227 54.83%	187 45.17%	0	27
Precinct 29-660	764	1288	734	378 51.50%	356 48.50%	0	30
Precinct 29-661	612	865	575	286 49.74%	289 50.26%	0	37
Precinct 29-662	0	0	0	0 0.00%	0 0.00%	0	0
Precinct 29-663	637	1050	612	301 49.18%	311 50.82%	0	25
Precinct 29-664	682	1028	650	316 48.62%	334 51.38%	0	32
Precinct 29-667	743	1181	711	352 49.51%	359 50.49%	0	32
Precinct 29-668	589	982	567	233 41.09%	334 58.91%	0	22
Precinct 29-669	740	1186	716	378 52.79%	338 47.21%	0	24
Precinct 29-670	756	1145	727	321 44.15%	406 55.85%	0	29
Precinct 29-671	739	1178	721	368 51.04%	353 48.96%	0	18
Precinct 29-672	684	1268	652	325 49.85%	327 50.15%	0	32
Precinct 29-673	706	1215	670	279 41.64%	391 58.36%	0	36
Precinct 29-674	344	516	332	180 54.22%	152 45.78%	0	12
Precinct 29-675	822	1420	784	358 45.66%	426 54.34%	0	38
Precinct 29-676	488	860	479	242 50.52%	237 49.48%	0	9
Precinct 29-677	652	1110	630	281 44.60%	349 55.40%	0	22
Precinct 29-678	619	1157	592	282 47.64%	310 52.36%	0	27
Precinct 29-679	593	1198	566	256 45.23%	310 54.77%	0	27
Precinct 29-680	748	1263	714	323 45.24%	391 54.76%	0	34
Precinct 29-681	251	429	242	124 51.24%	118 48.76%	0	9
Precinct 29-682	748	1349	712	368 51.69%	344 48.31%	0	36
Precinct 29-683	722	1237	684	353 51.61%	331 48.39%	0	38
Precinct 29-684	753	1396	716	314 43.85%	402 56.15%	0	37
Precinct 30-705	410	621	382	178 46.60%	204 53.40%	0	28
Precinct 30-706	599	819	554	264 47.65%	290 52.35%	0	45
Precinct 30-707	345	477	328	154 46.95%	174 53.05%	0	17
Precinct 30-708	567	774	532	271 50.94%	261 49.06%	0	35
Precinct 30-709	621	893	585	344 58.80%	241 41.20%	0	36
Precinct 30-713	7	8	7	(< 10) 14.29%	(< 10) 85.71%	0	0
Precinct 31-801	428	601	397	182 45.84%	215 54.16%	0	31
Precinct 31-802	655	883	620	274 44.19%	346 55.81%	0	35
Precinct 31-803	714	1022	675	317 46.96%	358 53.04%	0	39
Precinct 31-804	722	934	687	329 47.89%	358 52.11%	0	35
Precinct 31-805	667	903	635	330 51.97%	305 48.03%	0	32
Precinct 31-806	663	877	637	328 51.49%	309 48.51%	0	26
Precinct 31-807	6	17					
Precinct 31-808	590	806	545	267 48.99%	278 51.01%	0	45
Precinct 31-809	624	835	592	319 53.89%	273 46.11%	0	32
Precinct 31-810	348	476	334	172 51.50%	162 48.50%	1	13
Precinct 31-818	0	0	0	0 0.00%	0 0.00%	0	0
Precinct 31-822	470	703	449	245 54.57%	204 45.43%	0	21
Precinct 31-823	525	885	487	243 49.90%	244 50.10%	0	38
Precinct 31-824	2	2					
Precinct 31-825	615	878	574	317 55.23%	257 44.77%	0	41
Precinct 31-826	650	964	620	336 54.19%	284 45.81%	0	30
Precinct 31-827	167	210	160	72 45.00%	88 55.00%	0	7
Precinct 31-828	580	796	554	342 61.73%	212 38.27%	0	26
Precinct 31-829	594	994	568	356 62.68%	212 37.32%	0	26
Precinct 31-830	253	397	235	131 55.74%	104 44.26%	0	18
Precinct 31-832	582	873	553	209 37.79%	344 62.21%	0	29
Precinct 31-833	609	841	577	278 48.18%	299 51.82%	0	32
Precinct 31-834	562	838	536	227 42.35%	309 57.65%	0	26
Precinct 31-835	569	824	544	227 41.73%	317 58.27%	0	25
Precinct 31-836	751	1034	722	326 45.15%	396 54.85%	0	29
Precinct 31-837	583	852	553	247 44.67%	306 55.33%	0	30

Final Abstract

Pierce County, Washington, 2018 General, Nov 06, 2018

2018-11-27

All Precincts, All Districts, All Scan Stations, All Contests

08:47:15

Total Ballots Cast: 331355, Registered Voters: 499164, Overall Turnout: 66.38%

523 precincts reported out of 530 total

Pierce County Rural Library Dist. Prop. No. 1 (Vote for 1)

Precinct	Ballots Cast	Reg. Voters	Total Votes	Approved	Rejected	Over Votes	Under Votes
Precinct 31-838	535	822	516	207 40.12%	309 59.88%	0	19
Precinct 31-839	118	176	112	58 51.79%	54 48.21%	0	6
Precinct 31-840	425	593	402	193 48.01%	209 51.99%	0	23
Precinct 31-841	419	674	402	189 47.01%	213 52.99%	0	17
Precinct 31-842	661	897	627	271 43.22%	356 56.78%	0	34
Precinct 31-843	561	809	527	220 41.75%	307 58.25%	0	34
Precinct 31-844	484	737	463	203 43.84%	260 56.16%	0	21
Precinct 31-845	540	775	512	267 52.15%	245 47.85%	0	28
Precinct 31-846	274	420	264	110 41.67%	154 58.33%	0	10
Precinct 31-847	320	524	297	141 47.47%	156 52.53%	0	23
Precinct 31-848	116	183	107	47 43.93%	60 56.07%	0	9
Precinct 31-849	290	470	268	150 55.97%	118 44.03%	0	22
Precinct 31-853	121	198	102	50 49.02%	52 50.98%	0	19
Precinct 31-854	285	393	252	132 52.38%	120 47.62%	0	33
Precinct 31-855	421	625	370	190 51.35%	180 48.65%	0	51
Precinct 31-856	574	791	518	265 51.16%	253 48.84%	0	56
Precinct 31-857	490	693	434	198 45.62%	236 54.38%	0	56
Precinct 31-861	206	287	173	73 42.20%	100 57.80%	0	33
Precinct 31-865	191	264	163	81 49.69%	82 50.31%	0	28
Precinct 31-873	130	221	118	51 43.22%	67 56.78%	0	12
Precinct 31-874	1	3					
Precinct 31-875	868	1135	809	328 40.54%	481 59.46%	0	59
Precinct 31-876	38	51	34	(< 10) 14.71%	29 85.29%	0	4
Precinct 31-877	357	487	332	133 40.06%	199 59.94%	0	25
Precinct 31-879	187	256	179	79 44.13%	100 55.87%	0	8
Precinct 31-880	294	441	283	127 44.88%	156 55.12%	0	11
Precinct 31-881	502	734	472	201 42.58%	271 57.42%	0	30
Precinct 31-882	679	913	625	263 42.08%	362 57.92%	0	54
Precinct 31-883	796	1052	741	301 40.62%	440 59.38%	0	55
Precinct 31-884	815	1072	781	294 37.64%	487 62.36%	0	34
Precinct 31-885	262	342	247	112 45.34%	135 54.66%	0	15
Precinct 31-886	676	956	645	287 44.50%	358 55.50%	0	31
Precinct 31-887	586	826	535	223 41.68%	312 58.32%	0	51
Precinct 31-888	526	780	495	226 45.66%	269 54.34%	0	31
Precinct 31-890	354	538	337	141 41.84%	196 58.16%	0	17
Precinct 31-891	207	306	179	82 45.81%	97 54.19%	0	28
Precinct 31-892	507	727	475	218 45.89%	257 54.11%	0	32
Precinct 31-893	3	8					
Precinct 31-894	2	2	2	(< 10) 50.00%	(< 10) 50.00%	0	0
Precinct 31-895	522	721	498	196 39.36%	302 60.64%	0	24
Precinct 31-896	5	13	5	(< 10) 80.00%	(< 10) 20.00%	0	0
Precinct 31-897	411	550	386	173 44.82%	213 55.18%	0	25
Precinct 31-898	692	909	653	253 38.74%	400 61.26%	0	39
Precinct 31-899	395	593	353	159 45.04%	194 54.96%	0	42
Precinct 31-900	429	546	382	170 44.50%	212 55.50%	0	47
Precinct 31-901	59	90	56	20 35.71%	36 64.29%	0	3
Precinct 31-902	1270	1692	1228	599 48.78%	629 51.22%	0	42
Precinct 31-903	6	22	6	(< 10) 66.67%	(< 10) 33.33%	0	0
Precinct 31-904	118	202	109	51 46.79%	58 53.21%	0	9
Precinct 31-905	565	864	538	217 40.33%	321 59.67%	0	27
Precinct 31-906	371	578	357	153 42.86%	204 57.14%	0	14
Precinct 31-907	561	856	536	202 37.69%	334 62.31%	0	25
Precinct 31-908	469	681	447	221 49.44%	226 50.56%	0	22
Precinct 31-909	476	827	452	195 43.14%	257 56.86%	0	24
Precinct 31-910	576	915	536	218 40.67%	318 59.33%	0	40
Precinct 31-911	372	487	354	126 35.59%	228 64.41%	0	18
Precinct 31-912	434	682	418	179 42.82%	239 57.18%	0	16
Precinct 31-913	284	402	276	109 39.49%	167 60.51%	0	8
Precinct 31-914	421	673	401	150 37.41%	251 62.59%	0	20
Precinct 31-915	103	159	100	47 47.00%	53 53.00%	0	3
Precinct 31-916	578	826	550	240 43.64%	310 56.36%	0	28
Precinct 31-917	854	1214	806	341 42.31%	465 57.69%	0	48
Precinct 31-918	660	744	631	320 50.71%	311 49.29%	0	29

Final Abstract

Page: 268 of 286

Pierce County, Washington, 2018 General, Nov 06, 2018

2018-11-27

All Precincts, All Districts, All Scan Stations, All Contests

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Total Ballots Cast: 331355, Registered Voters: 499164, Overall Turnout: 66.38%

523 precincts reported out of 530 total

Pierce County Rural Library Dist. Prop. No. 1 (Vote for 1)

Precinct	Ballots Cast	Reg. Voters	Total Votes	Approved		Rejected		Over Votes	Under Votes
Precinct 31-919	530	886	504	246	48.81%	258	51.19%	0	26
Precinct 31-920	497	722	475	203	42.74%	272	57.26%	0	22
Precinct 31-921	569	845	496	194	39.11%	302	60.89%	0	73
Precinct 31-923	545	802	512	185	36.13%	327	63.87%	0	33
Precinct 31-924	410	569	391	161	41.18%	230	58.82%	0	19
Precinct 31-925	155	200	139	70	50.36%	69	49.64%	0	16
Precinct 31-926	25	49	20	15	75.00%	(< 10)	25.00%	0	5
Precinct 31-927	640	941	621	270	43.48%	351	56.52%	0	19
Precinct 31-928	494	726	472	198	41.95%	274	58.05%	0	22
Total	229970	345867	212254	106546	50.20%	105708	49.80%	6	17710

MEMO



Date: November 30, 2018

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

From: Mary Getchell, Marketing and Communications Director

Subject: Restored Levy Public Information Results

July-November 2018, Pierce County Library System staff conducted multiple public information activities to inform the public about Proposition No. 1, a levy lid lift to restore funding for library services.

Using the Library System's normal and customary communications tactics and channels, the Library's Communications Department developed multiple print pieces including a brochure, flyer, poster, bookmark, and tent/table top card. The department also collaborated with the Executive Office to create a PowerPoint for staff to use at community meetings and events. The department created a web page with information that paralleled the printed communications. In addition, the department created a video to highlight library services. The video played on the Library's YouTube channel; website; the Communications Department promoted it on Facebook and the Library's website; the Customer Experience Department played it at some open houses, library events, and community events; and some news media ran it on their websites. The Library created several email blasts, which resulted in feedback from the public. In addition, the Library engaged with the public on social media and pitched and attained multiple rounds of media coverage with print, TV, and radio.

Customer Experience staff and Leadership Team members participated in Coffee with Your Librarian open house events at 19 libraries, and they talked directly with customers about the ballot measure.

The public and media response to the public information activities aligned well with the Library's goal to increase brand awareness. The Library exceeded its goals for the restored levy communications activities. Following is a rundown of the results of the public information activities:

Public Involvement Activities Results

- **Coffee with Your Librarian open houses** at 19 of 20 libraries attendance: **421, exceeded goal** of 300.
- **Community presentations: 33 groups** with **731 attendees, exceeded goal** of 10 presentations.
- **Community events** where staff displayed/distributed information: **83 events** with **4,000 attendees**

- **News stories/editorials:** 70 articles, including print, TV, radio, and an endorsement for the levy lid lift from The News Tribune, 24 calendar mentions, 3 community newsletters. **Exceeded goal** of five.
- **Webpage views:** 9,200 with 6,705 of those direct to the web page and 2,495 via short URL/web address used in communication pieces and with news media and social media.
- **Video views:** 6,906.
- **Paid print advertising reach:** 13 ads; daily subscription-31,000; Sunday subscription-40,000.
- **Digital advertising engagement:** 1.8 million impressions; 1,572 clicks for a **0.07-.11%** Click Through Rate (CTR-clicking on the message to more content, e.g. to web page). Industry standard CTR: .08-.22%. PCLS ads **met industry standards**.
- **Digital advertising, The News Tribune:** 150,000 impressions; 149 clicks for a **.01-.33%** CTR, which **met industry standards**.
- **Email marketing engagement:** 5 messages; distribution average of each message: 153,000 email recipients; **23,180 average opens** of email message: for a **15% open rate; 700 CTR:** for a **rate of .01%**. 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 plans to clean its email recipient list for improved quality communications.
- **Facebook:** 43 posts including organic (unpaid) and boosted (paid); combined reach of 83,546 Facebook accounts (average of 1,943/post); **3,804 total CTR** (average CTR of 95/post) with a **CTR rate of 4.55%; 3,803 total engagement** (likes, shares averaged 95/post) for an **engagement rate of 4.55%**. Industry standard engagement: .27%; CTR: .73%. Primarily with boosted posts **PCLS surpassed industry standards**.
- **Twitter:** 28 posts, all organic; combined reach of 12,603 (450/post) **1.14%** engagement rate, 9 retweets, 31 link clicks. Industry standard for good engagement: 0.051%. **Exceeded industry standard**.

MEMO



Date: November 30, 2018

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

From: Mary Getchell, Marketing and Communications Director

Subject: Pierce County Mid-Term November 2018 Election Results

Mid-term elections across the country, including the mid-term in Pierce County hit record numbers for turnout in the November 2018 election. Pierce County recorded a 66.38% turnout. In all, 232,117 people returned ballots on Proposition No. 1, a levy lid lift for the Pierce County Library System. The response accounts for 67.11% of the 345,866 voters in the Library’s service area. The returned number is higher than the vote tally of approved and rejected votes, because it includes over votes (ballots that appear to have selected more than one choice) and blank ballots.

Following are the results of the tax-related ballot measures on Pierce County ballots, along with King County results where jurisdictions overlap. Overall, voters narrowly passed (4 measures approved) or rejected (5 measures rejected) tax-related measures. **Bold** indicates the result, pass or fail.

Pierce County Rural Library District, dba Pierce County Library System

Proposition No. 1, Levy Lid Lift

Approved, Pierce County	106,546	50.2%
Rejected, Pierce County	105,708	49.8%
Approved, King County	298	56.98%
Rejected, King County	225	43.02%
Approved, Combined	106,844	50.21%
Rejected, Combined	105,933	49.79%
Total Votes	212,777	100%

State Measures, includes results for All of Pierce County

Initiative Measure No. 1631, pollution fee/carbon tax on sources of greenhouse gas pollutants

Yes	121,209	37.13%
No	205,194	62.87
Total Votes	326,403	100%

Initiative Measure No. 1634, a yes vote would prohibit local taxes, fees, or assessments on raw or processed food or beverages.

Yes	209,376	64.45%
No	115,488	35.55%
Total Votes	324,864	100%

Pierce County Measures, in the Library’s Service Area

City of Gig Harbor Proposition No. 1 Sales and Use Tax for Transportation Improvements

Approved	2,830	49.28%
Rejected	2,913	50.72%
Total Votes	5,743	100%

East Pierce Fire & Rescue Proposition No. 1 General Obligation Bonds \$80,000,000

Approved, Pierce County	23,435	60.15%
Rejected, Pierce County	15,525	39.85%
Approved, King County	363	69.01%
Rejected, King County	163	30.99%
Approved, Combined	23,798	60.27%
Rejected, Combined	15,688	39.73%
Total Votes	39,486	100%

Fire Protection District No. 6 Proposition No. 1 Six-Year Levy Lid Lift

Approved	34,424	43.38%
Rejected	36,728	51.62%
Total Votes	71,152	100%

Fire Protection District No. 17 Proposition No. 1 Six-Year Levy Lid Lift for Fire Protection Services

Approved	4,179	50.54%
Rejected	4,090	49.46%
Total Votes	8,269	100%

Fire Protection District No. 17 Proposition No. 2 Six-Year Levy Lid Lift for EMS

Approved	4,394	53.18%
Rejected	3,868	46.82%
Total Votes	8,262	100%

Bethel School District No. 403 Proposition No. 1 General Obligation Bond \$443,000,000

Approved	23,393	59.22%
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Rejected	16,106	40.78%
Total Votes	39,499	100%

City of Tacoma

Outside of the Pierce County Library’s service area, the City of Tacoma approved a tax measure to support arts for youth.

City of Tacoma Proposition No. 1 for Tacoma Creates, which would establish a sales tax to support arts, culture, science, and heritage programs for youth.

Approved	46,305	67.2%
Rejected	22,597	32.8%
Total Votes	68,902	100%

Other Washington State Libraries

Two other public libraries in Washington State were on mid-term ballots, with voters approving a bond for the City of Spokane and the Spokane School District, which included funding for the Spokane Public Library, while voters in the City of Sequim did not support a bond for the Sequim Public Library.

City of Spokane Proposition No. 1, Spokane Public Library General Obligation Bonds

Approved	59,081	64.54%
Rejected	32,463	35.46%
Total Votes	91,544	100%

Spokane School District Proposition No. 1 Bonds to Construct New Schools and Replace and Renovate Aging School Facilities

Approved	67,706	69.29%
Rejected	30,015	30.71%
Total Votes	97,721	100%

Sequim Library Capital Facility Area Proposition No. 1: Establishment of Sequim Library Capital Facility Area

Yes	12,692	65.36%
No	6,726	34.64%
Total Votes	19,418	100%

Sequim Library Capital Facility Area Proposition 2: Financing a Library in the Sequim Library Capital Facility Area

Yes	11,434	58.68%
No	8,050	41.32%
Total Votes	19,484	100%

MEMO



Date: December 5, 2018

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

From: Clifford Jo, Finance & Business Director

Subject: 2019 Budget

Attached are the 2019 budget tables for your final review and approval. Except for the carry-forward budget for payment of election cost invoices in the Special Purpose Fund, there were no substantive changes in the expenditure budgets since your previous review. Should election cost invoices be received in time to pay out of the 2018 fiscal year, we will satisfy those payments at the end of December and amend the Special Purpose Fund budget next year.

We are continuing to work on cash flow for all three funds and will provide them to you prior to the Board meeting.

In January, you'll receive the Library's budget document.

BUDGET SUMMARIES

2019

GENERAL FUND (OPERATING BUDGET)

CAPITAL IMPROVEMENT FUND

SPECIAL PURPOSE FUND

GENERAL FUND

FINAL AS OF DECEMBER 5, 2019	2018 Approved 12/2017	2019 Final	Change (\$)	Change (%)
-- REVENUE --				
Property Taxes	\$ 30,081,200	\$ 34,425,500	\$ 4,344,300	14.44%
Excise Taxes	83,000	83,000	-	
Timber Taxes	15,000	15,000	-	
Fees (Printer, Fax, Copier)	186,500	187,500	1,000	0.54%
Fines	400,000	400,000	-	
Investment Income	50,000	100,000	50,000	100.00%
Sales of Goods/Services	8,000	5,000	(3,000)	-37.50%
Donors & Reimbursements	508,000	540,000	32,000	6.30%
Other (Erate, P-card Rebates, Unclaimed Property)	642,000	618,000	(24,000)	-3.74%
TOTAL REVENUE	\$ 31,973,700	\$ 36,374,000	\$ 4,400,300	13.76%
-- EXPENDITURES --				
PERSONNEL				
Salaries & Wages	\$ 16,469,590	\$ 18,032,900	\$ 1,563,310	9.49%
Overtime Wages	12,400	20,800	8,400	67.74%
Employee Benefits	6,225,510	6,279,000	53,490	0.86%
TOTAL PERSONNEL	\$ 22,707,500	\$ 24,332,700	\$ 1,625,200	7.16%
MAINTENANCE & OPERATIONS				
Supplies and Consumables	\$ 392,000	\$ 353,800	\$ (38,200)	-9.74%
Fuel	35,000	35,000	-	
Equipment (Computers, Software, Furnishings)	801,200	764,430	(36,770)	-4.59%
Professional & Legal Services	849,700	538,300	(311,400)	-36.65%
Networking, Phones, Postage	725,600	723,400	(2,200)	-0.30%
Travel & Mileage	87,200	86,700	(500)	-0.57%
Advertising	59,500	94,500	35,000	58.82%
Rentals & Leases	543,000	426,900	(116,100)	-21.38%
Insurance	222,000	222,000	-	
Utilities	336,700	377,000	40,300	11.97%
Repairs & Maintenance, Maintenance Contracts	776,200	963,050	186,850	24.07%
Registrations	73,200	64,700	(8,500)	-11.61%
Dues, Taxes, Licenses, Fees, Misc Expenses	114,700	113,420	(1,280)	-1.12%
Contingency	278,800	400,000	121,200	43.47%
Intergovernmental	13,000	13,000	-	
TOTAL MAINTENANCE & OPERATIONS	\$ 5,307,800	\$ 5,176,200	\$ (131,600)	-2.48%
MATERIALS				
Books, DVDs, Music, eBooks, Databases	\$ 3,546,900	\$ 3,805,100	\$ 258,200	7.28%
SET-ASIDES & TRANSFERS				
Capital Fund Transfer	\$ 411,500	\$ 1,460,000	\$ 1,048,500	254.80%
Special Purpose Fund Transfer	-	1,100,000	1,100,000	new
Set Aside for Apr/Oct Cashflow	-	500,000	500,000	new
TOTAL SET-ASIDES AND TRANSFERS	\$ 411,500	\$ 3,060,000	\$ 2,648,500	643.62%
TOTAL EXPENDITURES	\$ 31,973,700	\$ 36,374,000	\$ 4,400,300	13.76%
NET OF REVENUE AND EXPENDITURES	\$ -	\$ -	\$ -	

CAPITAL IMPROVEMENT FUND

DRAFT AS OF NOVEMBER 8, 2018	2018 Approved 12/18	2018 Projected 12/31	2019 Sustain	2019 Reduce
-- FUNDING SOURCES --				
USE OF FUND BALANCE				
Carryforward funds from prior fiscal year	\$ 100,000	\$ 100,000	\$ 211,700	\$ 211,700
NEW REVENUE				
Transfer from General Fund	\$ 411,500	\$ 285,000	\$ 1,460,000	\$ 1,460,000
TOTAL FUNDS AVAILABLE	\$ 511,500	\$ 385,000	\$ 1,671,700	\$ 1,671,700
-- EXPENDITURES --				
COMMITMENTS				
UP 5,000 sq ft Expansion (10 years--2012-21)	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000
CURRENT BUILDING IMPROVEMENTS				
Buckley Site Evaluation	\$ 100,000	\$ 27,400	\$ 150,000	\$ 150,000
Sonitrol Upgrades	30,000	Paid out of G.Fund		
Movie Tower Decommission	76,500	Did not need funds		
ACL Space Design & Furnishings	50,000	3,000	50,000	50,000
Welcoming Spaces Project			25,000	25,000
Capital Improvements			400,000	400,000
TOTAL CURRENT BUILDING IMPROVEMENTS	\$ 256,500	\$ 30,400	\$ 625,000	\$ 625,000
FUTURE BUILDINGS				
Facility Master Plan Projects	\$ 100,000	\$ 22,900	\$ 156,500	\$ 156,500
TECHNOLOGY UPDATES				
UPS Battery Replacement	\$ 10,000	Paid out of G.Fund		
EDEN Financial/HR System Replacement			\$ 450,000	\$ 450,000
Public Website			25,000	25,000
TOTAL TECHNOLOGY PROJECTS	\$ 10,000	\$ -	\$ 475,000	\$ 475,000
Contingency	\$ 25,000	\$ -	\$ 25,000	\$ 25,000
TOTAL EXPENDITURES	\$ 511,500	\$ 173,300	\$ 1,401,500	\$ 1,401,500
NET OF REVENUE AND EXPENDITURES	\$ -	\$ 211,700	\$ 270,200	\$ 270,200

SPECIAL PURPOSE FUND

FINAL AS OF DECEMBER 5, 2018	2018 Approved 6/2018	2019 Final	Change (\$)	Change (%)
-- FUNDING SOURCES --				
USE OF FUND BALANCE				
Use of Special Purpose Election Set Aside	\$ 360,000	\$ 625,000	\$ 265,000	73.61%
NEW REVENUE				
Transfer from General Fund	\$ 300,000	\$ 1,100,000	\$ 800,000	266.67%
Investment Income		60,000	60,000	new
TOTAL NEW REVENUE	\$ 300,000	\$ 1,160,000	\$ 860,000	286.67%
TOTAL FUNDS AVAILABLE	\$ 660,000	\$ 1,785,000	\$ 1,125,000	170.45%
-- EXPENDITURES --				
PROGRAMS				
None planned for 2019	\$ -	\$ -	\$ -	
TOTAL PROGRAMS	\$ -	\$ -	\$ -	
PROJECTS				
None planned for 2019			-	
TOTAL PROJECTS	\$ 660,000	\$ 625,000	\$ (35,000)	-5.30%
TOTAL EXPENDITURES	\$ 660,000	\$ 625,000	\$ (35,000)	-5.30%
NET OF FUNDING SOURCES AND EXPENDITURES (TO BE DESIGNATED AS RESERVED DURING THE FY)	\$ -	\$ 1,160,000	\$ 1,160,000	new
-- COMMITTED SET-ASIDES IN FUND BALANCE --				
Future Election Costs	\$ 660,000	\$ 600,000	\$ (60,000)	-9.09%
Future Land, Property & Facilities	624,263	1,124,263	500,000	80.09%
Sustainability for Future Operations	-	4,805,140	4,805,140	new
TOTAL COMMITTED SET-ASIDES	\$ 1,284,263	\$ 6,529,403	\$ 5,245,140	408.42%

2019 BUDGET PUBLIC HEARING

Opening the Public Hearing:

“I move that in accordance with RCW 84.55.120, the public hearing be opened for consideration of increases in property tax revenues, regarding 2018 property tax levies for collection in 2019.” (The motion is seconded and passed.)

Public Comment:

After presentation of the 2019 budget, the chair must ask if there was anyone in the audience who would like to comment on the budget. If there is no response, or when public comments have ended, the public hearing is then closed.

Closing the Public Hearing:

“I move to close the public hearing on the 2019 budget of estimated revenue and expenditures.” (The motion is seconded and passed.)

Unfinished Business (cont.)

BUDGET RESOLUTIONS

2019

2018-11: TO ADOPT THE 2018 GENERAL FUND BUDGET

2018-12: TO ADOPT THE 2018 CAPITAL IMPROVEMENTS FUND BUDGET

2018-13: TO ADOPT THE 2018 SPECIAL PURPOSE FUND BUDGET

The Board may either (1) approve each resolution separately or (2) choose to approve all resolutions with a single motion using the following wording:

Action: Move to Approve Resolutions 2018-11, 2018-12, and 2018-13 as presented.

In either case, each resolution needs to be signed.

RESOLUTION NO. 2018-11

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PIERCE COUNTY RURAL LIBRARY DISTRICT
TO ADOPT THE 2019 GENERAL FUND BUDGET**

WHEREAS, the Pierce County Assessor’s Office has provided the Pierce County Rural Library District with a preliminary estimate of assessed valuation of \$78,460,027,883 for the real property located within District boundaries, and

WHEREAS, on November 6, 2018, voters approved Proposition No. 1, to authorize the Library District to restore its regular property tax levy rate to its fully-authorized level of \$0.50 per \$1,000 of assessed valuation for collection in 2019 to provide stable funding to maintain library services, and

WHEREAS, the Board of Trustees certified \$39,230,013.94 in the levy certificate during the November 28, 2018 special meeting, and

WHEREAS, the Library has created a 2019 balanced operating budget of expenditures, transfers, and set-asides totaling \$36,374,000, and

WHEREAS, the Library has set aside a sustainability fund estimated in the amount of \$4,805,140 of revenue to be collected in 2019 to be deposited directly into the Special Purpose Fund during the fiscal year and the Board of Trustees designates this fund as “reserved”, and

WHEREAS, the Library calculates 99.98% of remaining property tax revenues as collectible in 2019, and therefore estimated revenue of property taxes for operations is budgeted at \$34,419,495, and

WHEREAS, the Library estimates revenue of \$1,954,500 from other sources, and

WHEREAS, all remaining new revenue is necessary for the continued operation and maintenance of the Library District and services to its customers in 2019, and

WHEREAS, by Fiscal Management Policy the Library has created a balanced budget having expenditures match revenues, now therefore,

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

The 2019 General Fund budget for the Pierce County Rural Library District in the amount of \$36,374,000 is hereby adopted in its final form and content.

PASSED AND APPROVED THIS 12TH DAY OF DECEMBER, 2018.

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

RESOLUTION NO. 2018-12

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PIERCE COUNTY RURAL LIBRARY DISTRICT
TO ADOPT THE 2019 CAPITAL IMPROVEMENTS FUND BUDGET**

WHEREAS, the Pierce County Rural Library District has developed a Capital Improvement Plan which describes significant projects to be accomplished in 2019, and

WHEREAS, the Pierce County Rural Library District has established a Capital Improvements Fund to pay for approved projects included in the Capital Improvements Plan, and

WHEREAS, the Capital Improvement Fund receives financial support from transfers from the General Fund, the Capital Fund balance, the Foundation, carry-forwards, rebates and reimbursements, and other identified sources of revenue, and

WHEREAS, the Library has reviewed the Capital Improvement Plan for 2019 and has determined that ten (10) projects amounting to \$1,390,000 and a \$25,000 contingency should be funded through the Capital Improvement Fund, now therefore,

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

The 2019 Capital Improvement Fund budget for the Pierce County Library District in the amount of \$1,415,000 is hereby adopted in its final form and content.

PASSED AND APPROVED THIS 12TH DAY OF DECEMBER, 2018.

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

RESOLUTION NO. 2018-13

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PIERCE COUNTY RURAL LIBRARY DISTRICT
TO ADOPT THE 2019 SPECIAL PURPOSE FUND BUDGET**

WHEREAS, the Pierce County Rural Library District has developed a list of projects, programs, and set-asides to be managed in the Special Purpose Fund in the fiscal year 2019, and

WHEREAS, the Special Purpose Fund receives financial support from transfers from the General Fund budget, transfers from any fund balances, Foundation funds, carry-forwards, and other identified sources of revenue, and

WHEREAS, the Library has reviewed the Special Purpose Fund for 2019 and has determined that one (1) carry-forward entry be funded for repayment of estimated election costs amounting to \$625,000 incurred in 2018 and invoiced in 2019, now therefore,

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

The 2019 Special Purpose Fund budget for the Pierce County Library District in the amount of \$625,000 is hereby adopted in its final form and content, and that a sustainability set-aside be created and designated as “reserved” to be accumulated for future needs and budgeted accordingly.

PASSED AND APPROVED THIS 12TH DAY OF DECEMBER, 2018.

BOARD OF TRUSTEES, PIERCE COUNTY RURAL LIBRARY DISTRICT

Robert Allen, Chair

Daren Jones, Vice-Chair

Donna Albers, Member

Monica Butler, Member

Pat Jenkins, Member

BUDGET RESOLUTIONS

2018 YEAREND TRANSFERS

2018-14: TO TRANSFER SET-ASIDES IN THE GENERAL FUND BALANCE
TO THE CAPITAL IMPROVEMENT FUND

Action: Move to Approve Resolution 2018-14 as presented.

RESOLUTION NO. 2018-14

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

WHEREAS, the beginning General Fund balance in 2018 was \$7,600,477.81, and

WHEREAS, \$411,500 was set-aside in the 2018 General Fund budget for transfer to the Capital Improvement Fund for proposed capital projects, and

WHEREAS, the Library's Fiscal Management Policy allows the Board of Trustees to transfer unanticipated revenues and savings to the Capital Fund and make adjustments for current year capital project needs, and

WHEREAS, on July 11, 2018, as part of the mid-term fiscal year review the Library revised the transfer from \$411,500 to \$285,000, now, therefore

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

\$285,000 be transferred from the General Fund to the Capital Improvement Fund for upcoming capital projects.

PASSED AND APPROVED THIS 12TH DAY OF DECEMBER 2018.

BOARD OF TRUSTEES, PIERCE COUNTY RURAL LIBRARY DISTRICT

Robert Allen, Chair

Daren Jones, Vice-Chair

Donna Albers, Member

Monica Butler, Member

Pat Jenkins, Member

RESOLUTION NO. 2018-15

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PIERCE COUNTY RURAL LIBRARY DISTRICT
TO SET WAGES AND BENEFITS FOR NON-REPRESENTED EMPLOYEES**

WHEREAS, there are certain Pierce County Library System employees, management and non-management, who are exempt from membership in a union, and

WHEREAS, it is necessary for the Board of Trustees to set salary and benefit rates for non-represented employees in these positions, now therefore,

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

1. For January 1, 2019, excepting the Executive Director, all employees working in a regular, non-represented capacity shall be paid in accordance with the current wage scale.
2. For January 1, 2019, excepting the Executive Director, the wages on said scale shall increase for all regular, non-represented employees by 3%.
3. For January 1, 2019, excepting the Executive Director, all employees working on a regular, non-represented capacity shall maintain the same number of floating holidays as in 2018.
4. The Executive Director shall be paid in accordance to the salary agreement as established between the Board of Trustees and the Executive Director, any agreement currently in force or as replaced at such time and as agreed upon between the Board of Trustees and the Executive Director.
5. Effective January 1, 2019, the Library will pay 100% of the employee-only premiums for vision and life insurance for eligible non-represented employees. The Library will also pay 100% of the employee only premiums for the medical and dental insurance plan selected by the employee.
6. For January 1, 2019, the base wages of all employees working in a non-represented, substitute-only capacity shall be increased by 3%

PASSED AND APPROVED THIS 12TH DAY OF DECEMBER, 2018.

BOARD OF TRUSTEES, PIERCE COUNTY RURAL LIBRARY DISTRICT

Robert Allen, Chair _____

Daren Jones, Vice-Chair _____

Donna Albers, Member _____

Monica Butler, Member _____

Pat Jenkins, Member _____

New Business

MEMO



Date: December 1, 2018

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

From: Georgia Lomax, Executive Director

Subject: Election of 2019 Board of Trustee Officers

At this time each year, the Board elects new officers. You will be electing a Board Chair and Vice-Chair. The Chair and Vice-Chair will take office at the January meeting.

Officers Reports

MEMO

Date: November 29, 2018

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

From: Corrine Weatherly, Supervising Librarian Key Center Library

Subject: 2018 MakerFest

Pierce County Library's MakerFest was held on Saturday, November 3, 2018 at the Washington State Fairgrounds AgriPlex. This was our second year at this venue and we recorded a record-setting 2,500 attendees. The event offered a wide variety of learning and exploration for all ages. Some of the activities included Imagination Playground, robotics, Virtual Reality, sewing, upcycling, 3D printing, basket weaving, pottery, and much more. PCLS co-presented the event with Puyallup Public Library, Timberland Regional Library, and Tacoma Public Library. In 2019 we look forward to increasing the number and variety of activities for attendees. The event supports the PCLS Strategic Focus on Community.







MEMO



Date: November 30, 2018

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

From: Cheree Green, Staff Experience Director

Subject: Local 3787 Election Results

Elections were recently held to fill open Executive Board officer positions and a Trustee position in the Library's Union. The following staff members have been elected/appointed to serve during the next term:

Chief Shop Steward - **Michelle Angell**, Librarian, Lakewood
Treasurer **Justin Moser**, Maintenance Technician, ACL
Vice President **Margaret Bliss**, Assistant Branch Supervisor, Graham
Trustee **Yuri Button**, Senior Branch Assistant, Lakewood; **Tamara Saarinen**, Librarian, Gig Harbor;

Ongoing Members:

President - **Aisha Womack**, Senior Branch Assistant, Sumner
Recording Secretary **Katie Baker**, System Analyst, ACL

Stewards:

ACL **Katie Baker**, System Analyst, ACL; **Heather Kaufman**, Senior Collection Management Librarian, ACL; **Justin Moser** Maintenance Technician, ACL
BLK - **Catherine O'Brien**, Librarian, Bonney Lake
BUC - **Mellisa Kubi**, Senior Branch Assistant, Lakewood
DPT - **Irene Poshtkouhi**, Senior Branch Assistant, Tillicum; **Forest Calvin Read**, Senior Branch Assistant, Float
EAT - **Margaret Bliss**, Assistant Branch Supervisor, Graham
FIF - **Dana Brownfield**, Librarian, Summit
GIG - **Tamara Saarinen**, Librarian, Gig Harbor;
GHM **Margaret Bliss**, Assistant Branch Supervisor, Graham
KC - **Tamara Saarinen**, Librarian, Gig Harbor;
LWD - **Michelle Angell** Librarian, Lakewood; **Yuri Button**, Senior Branch Assistant, Lakewood;
MIL **Forest Calvin Read**, Senior Branch Assistant, Float
ORT **Aisha Womack**, Senior Branch Assistant, Sumner
PKS - **Annabel Guimont**, Assistant Branch Supervisor, Parkland **Forest Calvin Read**, Senior Branch Assistant, Float ;
SH - **Margaret Bliss**, Assistant Branch Supervisor, Graham
STL - **Patti Cox**, Community Branch Supervisor, Steilacoom
SMT - **Dana Brownfield**, Librarian, Summit
SUM - **Aisha Womack**, Senior Branch Assistant, Sumner; **Forest Calvin Read**, Senior Branch Assistant, Float

TIL - **Irene Poshtkouhi**, Senior Branch Assistant, Tillicum

UP - **Malia Tui**, Assistant Branch Supervisor, University Place; **Genevieve Dettmer**, Librarian,
University Place

MEMO



Date: December 3, 2018

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

From: Georgia Lomax, Executive Director

Subject: Roy Library Closure

We recently heard that the City of Roy is closing its library no later than December 31, 2018.

I spoke briefly with Mayor Anthony McDaniel. The City is working with the Washington State Library on the details of closing the library and distributing its collection. He said the decision was the result of funding considerations and low use.

Roy will join Fircrest, Ruston and Carbonado as cities/towns in Pierce County that do not provide tax-funded library services. As a result, residents of the City will no longer have access to PCLS library cards through a reciprocal borrowing agreement, but will continue to be welcome to use PCLS services that do not require a library card. Currently 74 residents have active PCLS cards. Most use the Parkland/Spanaway or Graham libraries.

Under State Law, as a rural library district, PCLS serves and is funded by residents of unincorporated Pierce County and the cities/towns that have voted to annex into and pay library taxes to support the District. Pierce County cities/towns not part of the District are responsible for funding and providing their residents' library services.

We will be contacting impacted individuals to inform them that their cards will be cancelled.



http://www.yelmonline.com/news/article_a7f4fa3a-e90f-11e8-90c4-13f0ebdc495a.html

Roy City Library to Close Next Year

By Eric Rosane erosane@yelmonline.com Nov 15, 2018

The Roy City Library will likely close its doors for the last time on Monday, Dec. 31.

City of Roy officials say the city does not have the funds needed to keep the library open next year.

In an October letter to the city council Mayor Anthony McDaniel said the budget committee members have suggested shutting down the library because of its operation costs and the low number of visitors.

“This was not an easy decision to come to by any means,” McDaniel wrote.

Cecelia Hanson, former director of Roy City Library, recently finished her last week at the library. For about 30 years, Hanson has served as librarian and then as its director. She said its closing has been bitter-sweet.

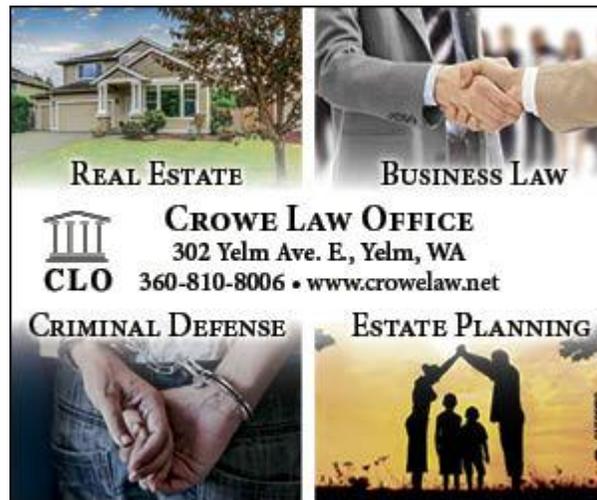
“It’s been a lot of fun times and a lot of good memories,” Hanson said. “It’s more of a ‘library family,’ of sorts.”

For the last five years, Hanson said she’s noticed a decline in attendance at the library. On a good week, she said the library gets about 20 visitors. On a bad one, the library could see no visitors at all.

“This community has not used the library like they should,” Hanson said.

Even though the library offers the same resources as bigger libraries, residents would rather go to larger libraries such as Yelm Timberland Library, Hanson said.

“Our selection is a little smaller than the other libraries, but we can usually find what they need.”



The 900 square-foot library currently has about 6,000 books available for visitors. It offers a variety of resources, such as wifi internet, computer access, audiobooks, dvds and printers.

Its annual budget ranges from about \$21,000 to \$24,000, Hanson said.

Talks of sustaining the library have been frequent throughout the last couple months, McDaniel said. Someone even proposed making the library completely volunteer driven. But nothing stuck.

McDaniel said he received very little public comment on the library's proposed closing.

McDaniel said assets from the library will likely be dispersed among the community. The computers at the library will go to the City of Roy and the books will be offered first to Bethel School District and then to Yelm Community Schools.

Executive Session

*Motion to recess to Executive Session per RCW 42.30.110,
for 10 minutes to discuss labor and labor matters.*

Pierce County Library FYI Packet
Link List
December 12, 2018

Pierce County Library in the News

- [Fun things to do in the South Sound](#) – News Tribune
- ['Get Hired' Workshops Coming To Pierce County Libraries](#) – UP Patch, Tacoma Weekly
- [Library, SBA team up for small business programs](#) – Fife Free Press, Tacoma Weekly
- [Explore Pierce County's Museums with Free Library Passes](#) – South Sound Talk
- [Conversations about climate change](#) – Courier Herald, Tacoma Weekly
- [Discover history's impact at Steilacoom speaker series and Get in the holiday spirit at Pierce County Library System](#) – Tacoma Weekly
- [Friends of key center library lend support to prop. 1](#) – Key Peninsula News
- [Libraries: Good medicine needs voter support](#) – News Tribune
- [Westside Story – Vote For Library or Homeless Camp?](#) – Suburban Times
- [Find your closest ballot drop box in King, Snohomish, and Pierce Counties](#) – MyNorthwest
- [Pierce County Library Vote Still Undecided](#) – UP Patch
- [East Pierce Fire and Rescue, Pierce County Library System nearly ready to celebrate midterm results](#) – Courier Herald
- [Increased Voter Turnout and Other Local Election Highlights](#) – South Sound Business
- [Pierce County Library System levy outcome too close to call](#) – News Tribune
- Pierce County Library System's Restored Levy Still Many Un-Counted Ballots – KIRO-AM radio news on Nov. 12, 2018
- [Voters should look out for children's best interests. What grade did they earn Tuesday? We'd say a solid "C"](#) – News Tribune