

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

3:30 pm	01 min.	Call to Order: Rob Allen, Chair	
3:31 pm	05 min.	Public Comment: <i>This is time set aside for members of the public to speak to the Board of Trustees. Unless the item you wish to discuss is of an emergency nature, the Board ordinarily takes matters under advisement before taking action. Please sign up at the time of the meeting to speak during the Public Comment period, and limit your comments to three minutes.</i>	
3:36 pm	04 min.	Consent Agenda <ol style="list-style-type: none"> 1. Approval of Minutes of the November 8, 2017, Regular Meeting 2. Approval of November 2017 Payroll, Benefits and Vouchers 3. 2017-18 Insurance Renewal, Clifford Jo 4. <i>Resolution 2017-13: To Declare Furnishings and Equipment Surplus to Public Service Needs</i> 5. <i>Resolution 2017-14: To Set the 2018 Schedule of Recurring Meetings</i> 	Action
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 2017 Financial Report, Donna Morey 3. Executive Director Report, Georgia Lomax 4. Branch Services Report, Jaime Prothro 	
3:55 pm	30 min.	Board Education and Service <ol style="list-style-type: none"> 1. Library Priorities – Public Opinion Poll Results, Mary Getchell 	
4:25 pm	10 min.	Unfinished Business <ol style="list-style-type: none"> 1. 2018 Budget and Work Plan: Second Reading and Discussion, Georgia Lomax, Clifford Jo and Melinda Chesbro 	
4:35 pm	05 min.	Public Hearing: 2018 Draft Budget of Revenue and Expenditures: 2018 Revenue sources and 2018 Expense Budget: Consideration of increases in property tax revenues, regarding the 2017 property tax levies for collection in 2018 (per RCW 84.55.120)	
4:40 pm	05 min.	Unfinished Business (continued) <ol style="list-style-type: none"> 2. <i>Resolution 2017-15: To Adopt The 2018 General Fund Budget</i> 3. <i>Resolution 2017-16: To Adopt The 2018 Capital Improvement Fund Budget</i> 4. <i>Resolution 2017-17: To Adopt The 2018 Special Purpose Fund Budget</i> 	Action Action Action
4:45 pm	10 min.	New Business <ol style="list-style-type: none"> 1. 2018 Election of Officers, Georgia Lomax 	Action
4:55 pm	10 min.	Officers Reports <ol style="list-style-type: none"> 1. Pierce County Makerfest 2. Open Hours and After Hours Meeting Room Use 3. 2015-16 Fiscal Audit 4. National Background Check Vendor 5. PCLS Staff Professional Activities 	
5:05 pm	01 min.	Announcements	
5:06 pm		Adjournment	

Consent Agenda

CALL TO ORDER

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

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

1. Approval of Minutes of the October 11, 2017, Regular Meeting
2. October 2017 Payroll, Benefits and Vouchers
 - a. Payroll Warrants 3784 dated 10/1/17-10/31/17 in the amount of \$946.30
 - b. Payroll Disbursement Voucher dated 10/6/17 in the amount of \$961,300.66
 - c. Payroll Disbursement Voucher dated 10/13/17 in the amount of \$10,184.65
 - d. Payroll Disbursement Voucher dated 10/21/17 in the amount of \$748,348.99
 - e. Accounts Payable Warrants 628132-628255 dated 10/1/17-10/31/17 in the amount of \$939,593.28
3. *Resolution 2017-10: To Declare Furnishings and Equipment Surplus to Public Service Needs*

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

BOARD REPORTS

Ms. Albers shared a photo of her daughter at the Temecula library.
Mr. Jones reported the Orting school bond appeared as though it would not be passing.
Ms. Lomax noted the Kitsap Library levy passed.

ROUTINE REPORTS

Dashboard – Ms. Lomax said work continues on developing new metrics for 2018. Deputy Director Melinda Chesbro said the Library’s downloadable use is slightly higher than comparable libraries.

September 2017 Financial Report – Ms. Morey gave an overview of significant items on the report. She said a correction to the long-term disability amount was corrected for 2018. Ms. Chesbro noted overtime expenses are higher mainly due to meeting room after-hour use and maintenance staff returning to lock and arm facilities when customers who reserve the rooms forget to do so. The library is evaluating options to eliminate these occurrences.

Executive Director Report – Ms. Lomax said Facilities Director Lorie Erickson will be retiring in December after 10 years with the Library. The Board thanked Ms. Erickson for her service and professionalism.

Ms. Chesbro introduced new Branch Managers Alice Darnton and Tim Sage who will lead the South Hill and Parkland/Spanaway Libraries, respectively. Ms. Chesbro thanked Customer Experience Managers Judy Nelson and Kayce Austin for covering the duties at those branches during the vacancies.

Ms. Lomax reported the Library entered into a Purchase and Sale Agreement on the Key Peninsula property. Feasibility studies are underway.

Foundation Director Deal Carrell reported on a fundraising campaign currently underway to encourage staff to donate to the Foundation. He encouraged the Board to consider making a commitment to the Foundation for 2018.

UNFINISHED BUSINESS

2018 Budget and Work Plan: First Reading and Discussion

Draft Operating Budget

Ms. Chesbro shared the list of proposed projects on the 2018 Work Plan. The Leadership Team will be chartering projects next month.

Finance and Business Operations Director Clifford Jo gave an overview of the budget documents. He noted the Foundation's fiscal year change had an impact on 2017 revenue and has increased its commitment for 2018 to \$350,000.

The materials budget will be reduced by 6.40% in 2018. The 2018 cancellation of Hoopla, a streaming service, accounts for the majority of the reduction. This will equate to a materials budget at 11% of the Library's operating budget.

Draft Proposed Capital Projects

Capital Fund Transfer – Discussion ensued about the annual transfer. Ms. Chesbro noted some items that were originally in the capital fund should not have been and are now in the general fund.

Ms. Lomax noted the sustainable funding cycle will ensure operations and capital are sustainable and show the Library's plan to set aside for capital items in the future. Ms. Chesbro noted the new structure will allow the Library to compare with other like libraries and be better able to benchmark.

2018 Budget Documents: Budget Narrative and Tables & Charts

Mr. Jo asked the Board for feedback on the Budget Narrative and the Tables and Charts, which would be updated as needed throughout the year.

The Board approved of the more concise format, noting it would work well for its audience. Ms. Lomax noted the celebration of the Library's achievements and awards, along with efficiencies demonstrating good stewardship of the taxpayers' dollars, would be captured in the annual report.

PUBLIC HEARING: 2018 DRAFT BUDGET OF REVENUE AND EXPENDITURES

Ms. Albers moved that in accordance with RCW 84.55.120, the public hearing be opened for consideration of increases in property tax revenues, regarding 2017 property tax levies for collection in 2018. Ms. Butler seconded the motion and it passed.

Chair Allen then asked if there was anyone in the audience who wished to comment on the 2018 budget.

There being no further comments, *Ms. Albers moved to close the public hearing on the 2018 budget of estimated revenue and expenditures. Ms. Butler seconded the motion and it passed.*

UNFINISHED BUSINESS (CONTINUED)

Resolution 2017-11: To Request Highest Lawful Levy and Levy Certification

Ms. Albers moved to approve Resolution 2017-11: To Request Highest Lawful Levy and Levy Certification. Ms. Butler seconded the motion and it was passed.

Resolution 2017-12: To Set Wages and Benefits for Non-Represented Employees for 2018

Mr. Jenkins moved to approve Resolution 2017-12: To Set Wages and Benefits for Non-Represented Employees for 2018. Mr. Jones seconded the motion and it was passed.

Strategic Plan Focus Area – Community - Interim Customer Experience Director Jaime Prothro and Customer Experience Manager Joy Kim shared a presentation on the focus area of Community.

Each branch will be establishing programs around Community. The four areas of emphasis include: Partnerships, roles of the library, programming efforts and volunteerism

Ms. Prothro noted Pierce County Makerfest was a success. 50 exhibitors and 1400 visitors attended the event.

NEW BUSINESS

2018 Schedule of Regular Meetings – Ms. Butler moved to accept the 2018 meeting schedule as corrected to reflect the November 14 meeting. Mr. Jenkins seconded the motion and it was passed.

2018 traveling meetings will be held at the Gig Harbor, South Hill and Buckley Libraries.

2018 Board Calendar of Work – Ms. Lomax reviewed the summary of major work and asked the Board for their feedback on the 2018 Calendar of Work.

Library Priorities – Ms. Lomax reported she, Mr. Carrell and Ms. Getchell would be presenting more detail on the process in the early part of 2018. She noted the results of the public opinion poll will be shared in an upcoming meeting. The Trustees will also receive training on elections in 2018.

OFFICERS REPORTS

ULC Innovations Award – Ms. Lomax and Ms. Green attended the Urban Library Council's Annual Forum. Ms. Lomax thanked the Board for the investment they made in developing leaders through the Leadership Academy. The Board congratulated the Library on the award.

EXECUTIVE SESSION

There was no Executive Session.

ANNOUNCEMENTS

There were no Announcements.

ADJOURNMENT

The meeting was adjourned at 5:17 pm on motion by Mr. Albers, seconded by Mr. Jones.

Georgia Lomax, Secretary

Rob Allen, Chair

November 2017 Payroll, Benefits and Vouchers

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	3785-3790	11/1/17-11/30/17	\$5,246.38
Electronic Payments - Payroll & Acct Payable		11/06/17	\$1,035,145.14
Electronic Payments - Payroll & Acct Payable		11/21/17	\$806,259.31
Accounts Payable Warrants	628256-628344	11/1/17-11/30/17	\$512,499.75
Total:			<u><u>\$2,359,150.58</u></u>

Check History Listing
Pierce County Library System

Check #	Bank	Date	Paid to	Status	Can/Vd Date	Pay Period Dates	Dir Dep	Amount
3785	key	11/21/2017	KeyBank N.A.					
			ROMEY, SAUNCHA	C	11/28/2017	11/01/17 - 11/15/17	0.00	216.22
3786	key	11/21/2017	KeyBank N.A.					
			WARMINGTON, JULIAN			11/01/17 - 11/15/17	0.00	267.55
3787	key	11/21/2017	KeyBank N.A.					
			BOYD, ELI	C	11/28/2017	11/01/17 - 11/15/17	0.00	123.05
3788	key	11/21/2017	KeyBank N.A.					
			SAGE, TIMOTHY	C	11/21/2017	11/01/17 - 11/15/17	0.00	2,228.02
3789	key	11/21/2017	KeyBank N.A.					
			DARNTON, ALICE	C	11/22/2017	11/01/17 - 11/15/17	0.00	2,114.90
3790	key	11/21/2017	KeyBank N.A.					
			KISTENMACHER, DENISE	C	11/27/2017	11/01/17 - 11/15/17	0.00	296.64
Total:							0.00	5,246.38

Checks in report: 6

Grand Total: 0.00 5,246.38

Ad-hoc bank transaction (Withdrawal)

PCL_Company

Wire Template Number in Cash-Pro :WAPC014

Description: Pierce County Rural Library

Contact Name: Stacy Karabotsos
 Contact Phone: 253-548-3451
 Contact e-mail: skarabotsos@piercecountylibrary.org
 Comments: 11/06/2017 Payroll

Withdrawal Date: 11/06/17

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	75,294.03
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	52,075.56
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	52,075.56
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	486,027.99
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	11,364.50
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	50,525.53
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	86,572.12
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	5,790.00
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	1,085.51
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	214,334.34
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	-
PCL_Company	Payroll Adjustment(s)	237100	CC_Library_District	697-00	5100000	-
Total Deposit						\$ 1,035,145.14

Certification:

Stacy Karabotsos
 Signature (Department Designee)

11/02/17
 Date

Comments:

Ad-hoc bank transaction (Withdrawal)

PCL_Company

Wire Template Number in Cash-Pro :WAPC014

Description: Pierce County Rural Library

Contact Name: Stacy Karabotsos
 Contact Phone: 253-548-3451
 Contact e-mail: skarabotsos@piercecountylibrary.org
 Comments: 11/21/2017 Payroll

Withdrawal Date: 11/21/17

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	73,519.83
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	51,232.72
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	51,304.97
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	474,023.64
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	11,364.50
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	49,778.51
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	85,074.24
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	5,790.00
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	1,085.51
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	-
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	210.00
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	2,875.39
PCL_Company	Payroll Adjustment(s)	237100	CC_Library_District	697-00	5100000	-
Total Deposit						\$ 806,259.31

Certification: _____

Stacy Karabotsos
 Signature (Department Designee)

11/20/17
 Date

Comments:

Check History Listing
Pierce County Library System

Bank code: key

Check #	Date	Vendor	Status	Check Total
628256	11/03/2017	000830 BAKER & TAYLOR		25,662.97
628257	11/03/2017	000161 CENGAGE LEARNING		265.33
628258	11/03/2017	006903 DAVID FAIRBURN		10.00
628259	11/03/2017	001643 IMPACT		142.89
628260	11/03/2017	000243 INGRAM LIBRARY SERVICES		29,622.98
628261	11/03/2017	001011 LIVE OAK MEDIA		23.48
628262	11/03/2017	000352 MIDWEST TAPE	V	0.00
628263	11/03/2017	000352 MIDWEST TAPE		26,572.90
628264	11/03/2017	003398 MULTICULTURAL BOOKS & VIDEOS		102.85
628265	11/03/2017	000377 PUGET SOUND ENERGY		1,971.10
628266	11/03/2017	000406 RECORDED BOOKS LLC		163.20
628267	11/03/2017	000460 STEILACOOM TOWN OF		1,289.33
628268	11/03/2017	006906 RICHARD VAN CAMP		503.27
628269	11/03/2017	006897 BRIAN DALBALCON PHOTOGRAPHY		1,648.50
628270	11/03/2017	006772 MACINTOSH SERVICE		4,885.06
628271	11/03/2017	006421 MARKHAM INVESTIGATION - (MIP)		4,995.00
628272	11/03/2017	006612 AMANDA MOORE		105.13
628273	11/03/2017	001005 PETTY CASH CUSTODIAN		118.49
628274	11/03/2017	000370 PIERCE COUNTY SEWER		320.00
628275	11/03/2017	000374 POSTMASTER		735.00
628276	11/03/2017	006592 SECURITY GATE AND ACCESS LLC	V	2,374.24
628277	11/03/2017	006331 SURPRISE LAKE SQUARE UNIT 257		8,594.74
628278	11/03/2017	000497 TILLICUM COMMUNITY SERVICE CEN		1,736.93
628279	11/03/2017	006910 FIRST AMERICAN TITLE INSURANCE		2,500.00
628280	11/03/2017	006907 KING COUNTY LIBRARY SYSTEM		34.95
628281	11/03/2017	006492 LOGIC INTEGRITY INC		7,480.00
628282	11/03/2017	006909 OC PUBLIC LIBRARIES		21.26
628283	11/03/2017	006908 THOUSAND OAKS LIBRARY		26.95
628284	11/03/2017	001567 WALLA WALLA UNIVERSITY		90.00
628285	11/03/2017	001688 WHITWORTH UNIVERSITY LIBRARY		90.00
628286	11/06/2017	000828 AFSCME AFL-CIO	C	6,593.40
628287	11/06/2017	000041 EMPLOYMENT SECURITY DEPARTMENT	C	288.72
628288	11/06/2017	006414 GC SERVICES, LP	C	244.79
628289	11/06/2017	006690 ENFORCEMENT KENTUCKY CHILD SUPP	C	151.68
628290	11/06/2017	003985 PACIFICSOURCE ADMINISTRATORS	C	1,699.79
628291	11/06/2017	001181 PIERCE CTY LIBRARY FOUNDATION	C	461.92
628292	11/06/2017	006555 SOCIAL SECURITY ADMINISTRATION	C	140.45
628293	11/06/2017	000823 UNITED WAY	C	61.50

Check History Listing
Pierce County Library System

Bank code: key

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
628294	11/06/2017	004782 US DEPARTMENT OF EDUCATION	C	210.67
628295	11/06/2017	000881 WASHINGTON STATE SUPPORT REGIS	C	1,906.19
628296	11/10/2017	000242 BUCKLEY CITY OF		297.96
628297	11/10/2017	000195 FIRGROVE MUTUAL WATER CO		532.80
628298	11/10/2017	000377 PUGET SOUND ENERGY		901.00
628299	11/10/2017	000463 SUMMIT WATER & SUPPLY CO		438.14
628300	11/21/2017	000363 OVERALL LAUNDRY SERV. DBA ARAMARI		21.98
628301	11/21/2017	006577 CATALYST WORKPLACE ACTIVATION		3,806.32
628302	11/21/2017	004513 BONNIE CLINE		142.76
628303	11/21/2017	000895 COLUMBIA BANK		250.60
628304	11/21/2017	006873 DATA QUEST LLC		225.00
628305	11/21/2017	006918 KRISTIN DEFORGE		106.01
628306	11/21/2017	000093 EBSCO		8,995.00
628307	11/21/2017	005283 E-RATE EXPERTISE INC		300.00
628308	11/21/2017	006478 EVERGREEN MAINT LANDSCAPING		6,937.73
628309	11/21/2017	006875 GRAY MEDIA PRODUCTIONS LLC		3,845.00
628310	11/21/2017	006310 INTRACOMMUNICATION NETWORK SYS		570.63
628311	11/21/2017	006913 CATHERINE MCHUGH		10,000.00
628312	11/21/2017	000352 MIDWEST TAPE		793.43
628313	11/21/2017	000323 NEWS TRIBUNE		5,363.48
628314	11/21/2017	000979 ORBIS CASCADE ALLIANCE		6,152.00
628315	11/21/2017	003985 PACIFICSOURCE ADMINISTRATORS		216.25
628316	11/21/2017	006331 SURPRISE LAKE SQUARE UNIT 257		184.04
628317	11/21/2017	003719 UNIQUE MANAGEMENT SERVICES		975.55
628318	11/21/2017	004022 US BANK		103,453.60
628319	11/21/2017	004022 US BANK		115,699.86
628320	11/21/2017	004022 US BANK		60,207.69
628321	11/21/2017	000541 STATE OF WASHINGTON		46.55
628322	11/21/2017	000830 BAKER & TAYLOR		521.62
628323	11/21/2017	000161 CENGAGE LEARNING		4,331.10
628324	11/21/2017	000847 CENTER POINT PUBLISHING		782.55
628325	11/21/2017	001780 CITY OF UNIVERSITY PLACE		86.61
628326	11/21/2017	000243 INGRAM LIBRARY SERVICES		3,477.38
628327	11/21/2017	002062 GEORGIA LOMAX		116.62
628328	11/21/2017	000352 MIDWEST TAPE		15,617.21
628329	11/21/2017	000362 ORTING CITY OF		3,406.09
628330	11/21/2017	000370 PIERCE COUNTY SEWER		843.37
628331	11/21/2017	000370 PIERCE COUNTY SEWER		36.43
628332	11/21/2017	000541 STATE OF WASHINGTON		360.05

Check History Listing
Pierce County Library System

Bank code: key

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
628333	11/21/2017	003778 AFLAC		6,438.58
628334	11/21/2017	000828 AFSCME AFL-CIO		6,480.63
628335	11/21/2017	001578 COLONIAL SUPPLEMENTAL INSURANC		624.62
628336	11/21/2017	000041 EMPLOYMENT SECURITY DEPARTMENT		265.81
628337	11/21/2017	006414 GC SERVICES, LP		196.70
628338	11/21/2017	006690 ENFORCEMENT KENTUCKY CHILD SUPP		151.68
628339	11/21/2017	003985 PACIFICSOURCE ADMINISTRATORS	C	1,699.79
628340	11/21/2017	001181 PIERCE CTY LIBRARY FOUNDATION	C	461.92
628341	11/21/2017	006555 SOCIAL SECURITY ADMINISTRATION		130.58
628342	11/21/2017	000823 UNITED WAY		61.50
628343	11/21/2017	004782 US DEPARTMENT OF EDUCATION		195.87
628344	11/21/2017	000881 WASHINGTON STATE SUPPORT REGIS	C	1,904.00
key Total:				512,499.75
Total Checks:				512,499.75

89 checks in this report

MEMO



Date: November 30, 2017

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

From: Clifford Jo, Finance & Business Director

Subject: 2017-18 Insurance Renewal

For the 2017-18 insurance policy renewal, I had our insurance broker market our policies to a number of insurance companies. As a result, we have selected The Hanover Insurance Group for our primary carrier. The renewal premiums decreased by over \$18,000 from 2017's premium of \$232,000. Hanover also increased the limits for molestation/abuse coverage to \$5,000,000 over Philadelphia Insurance Co's \$3,000,000, at no extra charge.

While we are discontinuing our policies with Philadelphia Insurance Co, all terms and limits remain the same with Hanover for: Property, General Liability, Business Auto, Umbrellas, Management Liability and Excess, Difference in Conditions, Cyber Liability, and Inland Marine (which covers equipment in transition from one location to another, for example transporting books on delivery trucks, computers in repair vans, and equipment stored in offsite facilities).

We ask the Board to pass a motion to approve payment of the Library's 2017-18 insurance policy renewals, not to exceed \$213,500.

Note that 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.

RESOLUTION NO. 2017-13

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

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

WHEREAS, unless otherwise noted, each item has an estimated value of less than \$500, now, therefore,

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

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

PASSED AND APPROVED THIS 13th DAY OF DECEMBER, 2017.

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

RESOLUTION NO. 2017-14

**A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE PIERCE COUNTY RURAL LIBRARY DISTRICT
TO SET THE 2018 SCHEDULE OF RECURRING MEETINGS**

WHEREAS, the Board of Trustees of the Pierce County Rural Library District must adopt a schedule of recurring meetings in compliance with Chapter 42.30 of the Revised Code of Washington, and

WHEREAS, the Board of Trustees intends to hold recurring meetings in the year 2018, now, therefore,

BE IT RESOLVED that in 2018, the Board of Trustees of the Pierce County Library System will meet on the second Wednesday of each month at 3:30 PM as per the attached schedule. Most meetings will be held at the Administrative Center & Library, 3005 112 Street East, Tacoma, Washington, 98446. If held elsewhere, proper public notice will be given.

DATED THIS 13th DAY OF DECEMBER, 2017

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

**PIERCE COUNTY LIBRARY SYSTEM
BOARD OF TRUSTEES**

2018 Meeting Schedule

Meetings are regularly scheduled at 3:30 pm on the second Wednesday of the month. The dates of the 2018 Board of Trustee meetings are as follows:

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

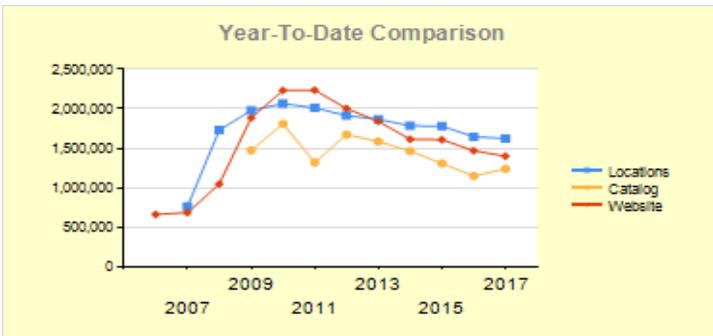
Meeting locations to be determined.

2018 Conferences	
February 9-13	American Library Association (ALA) Midwinter, Denver, CO
March 20-24	Public Library Association (PLA), Philadelphia, PA
June 21-26	American Library Association (ALA) Annual, New Orleans, LA
October 17-20	Washington Library Association (WLA), Yakima, WA

Routine Reports

CUSTOMER SERVICE/PHILANTHROPY DASHBOARD - SEPTEMBER

VISITS



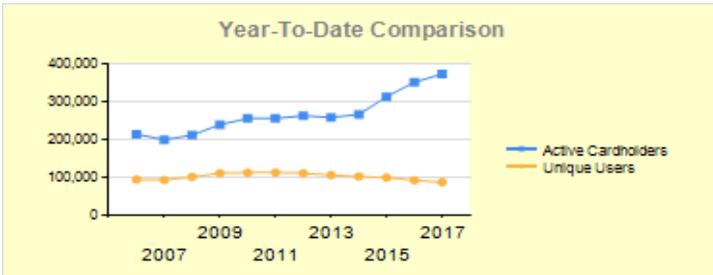
	September		
	2016	2017	% Change
Door Count	118,929	120,892	1.65%
Catalog	121,944	131,433	7.78%
Website	155,657	143,723	-7.67%
Job & Business Portal	3,319	3,568	7.50%
Military Portal	69	561	713.04%
Total	399,918	400,177	0.06%

CHECKOUTS



	September		
	2016	2017	% Change
Checkouts	540,736	400,308	-25.97%
Downloadables	82,844	92,987	12.24%
Total	623,580	493,295	-20.89%

CUSTOMERS



	September		
	2016	2017	% Change
Active Cardholders	352,717	374,190	6.09%
New Cards	3,174	3,358	5.80%
Checkout Transactions	72,470	66,955	-7.61%
Unique Users	40,623	31,621	-22.16%

PHILANTHROPY



	September		
	2016	2017	% Change
FoundationDonors	149	61	-59.06%
NewFoundationDonors	4	1	-75.00%
\$ Raised by Foundation	\$11,871.00	\$6,556.00	-44.77%
\$ Provided by Friends	\$124.00	\$12,209.00	9745.97%

BRANCH CLOSURES

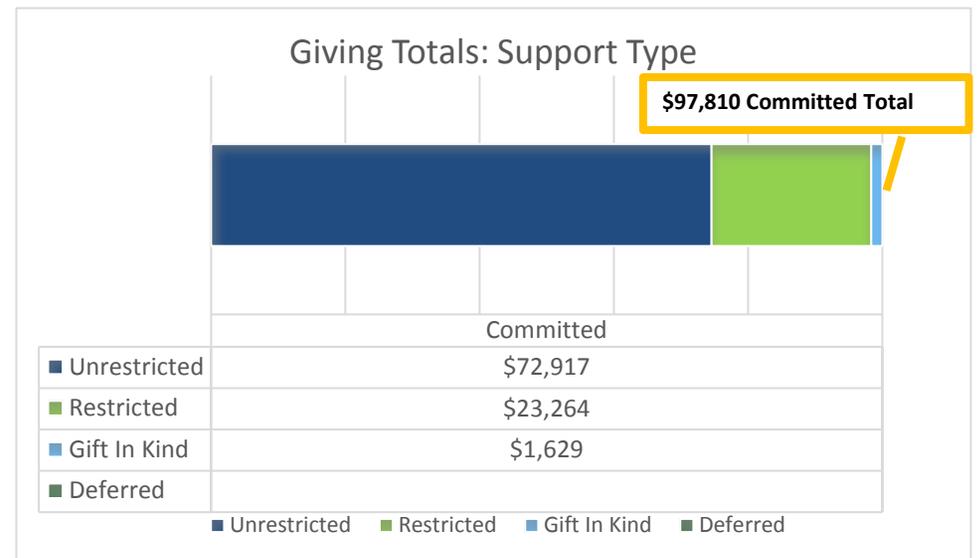
Year	Location	Dates	Duration
2014	Gig Harbor	5/19-6/1	13
	Lakewood	9/2-9/21	19
	Parkland	10/3-10/26	13
	South Hill	11/1-11/30	30
2015	Gig Harbor	11/9-11/22	13
2016	Buckley	11/14-12/4	20
	Tillicum	12/5-12/25	20
2017	System Snow Closure	2/6	1
	University Place	3/1-3/2	2
	Eatonville	4/10-4/30	20
	Summit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

2017 - 2018

Fundraising Performance Report

Reporting Period: July 1, 2017 to November 30, 2017

Prepared: December 4, 2017



Monthly Financial Reports

October 31, 2017

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

General Fund

October

- **Tax collections for October totaled \$10,124,107, bringing total collections for the year to \$26.2M. This represents approximately 91.5% of the total budgeted amount. Last year at this time we had collected 91.6% of the total budgeted amount; this indicates a level trend of collections.**
- **53401 – 53499. The Collection Materials budget does not reflect encumbered amounts in our fiscal system (planned and obligated, usually via purchase order). However, these amounts are reflected in Polaris. According to Polaris, we have expended and encumbered 95% of the annual budget.**
- **53501.54800.54801. These expenditures are currently under review; many will be moved to the Capital Improvement Fund prior to year-end.**

July – September (Q3)

- Tax collections (current) for September were just over \$518,000 bringing total collections for the year to \$16.1M. This represents approximately 56% of the annual budgeted amount.
- 36110. Interest rates continue to rise in the State Local Government Investment Pool in which our funds are held. Interest rates at the end of September were 1.11%.
- 36998. In September, we received two E-Rate distributions, each over \$90,000.
- Salary and benefit costs have been 76% expended. Since September represents 75% of the entire year, this indicates a trend of level spending.
- 54100. During September we transferred some General Fund project costs to the Capital Improvement Projects Fund which resulted in a net credit to Professional Services.
- Tax collections for August, not yet reflected in the draft report, are just over \$132,000 bringing total collections for the year to \$15.6M. This represents approximately 54% of the annual budgeted amount.
- 36110. Interest rates were .98% in August in the State Local Government Investment Pool in which our funds are held. This is evidenced by the amount of interest income we have received which already exceeds the annual budgeted amount. September's interest rates are 1.07%.
- 39520. Insurance recovery payment for fire damage from fireworks at the Gig Harbor location.

- While some expenditure line items related to collection management seem to exceed budgeted amounts (53403, 53413, 53414) the collection management operations budget as a whole is only 62% spent.
- In July and in August, we are reviewing year to date charges and making corrections to any miscodings; most are line item to line item corrections, and major ones are noted herein.
- 53500. Corrected miscoding of software purchase from Minor Equipment to Software/Licenses/Hosting (53505).
- 56400. Corrected miscoding of fire suppression training system costs from General Fund to Capital Improvement Fund.

April – June (Q2)

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

January – March (Q1)

- 51105/51200. Additional hours and Overtime use as a result of unfilled vacancies and unusually high absences due to the influenza outbreak.
- Many annual service agreements, leases and insurance are paid and/or encumbered in January for the entire year. These are usually one time per year events or a large encumbrance for a multi-month project. They impact “percent expended” of budget significantly. Examples include but are not limited to general fund accounts 54100 Professional Services, 54201 telecom services, 54501 and 54502 Leases, 54801 Contracted Maintenance and 54903 Licenses and Fees.

- 53500. Minor Equipment miscode. Should be 56400 machinery and Equipment.
- County Property Tax data not received for March – we are estimating revenue of \$1,000,000 plus (Actual posted in March was \$1.27m)
- 33300. WorkSource grant – Federal funds via Pierce County WorkSource.

Capital Improvement Projects Fund

October

- **53502. Sonicwall Firewall**
- **54100. Logic Integrity – IT modernization project**
- **56201. Gritton Building Co. Inc. – PAC training room remodel**

July – September (Q3)

- 53501. Pedestals for sequestered areas @ Parkland/Spanaway
- 54100. IT consulting services and modernization (Gartner Inc. & Logic Integrity Inc.).
- 56200. Library expansion unit @ University Place
- 53501. Furnishings for the Collection Management relocation project.
- 54100. IT consulting services (Gartner Inc.).
- 56201. Power and data installation for ACL work stations.
- 56400. Moved costs associated with fire suppression training system from General Fund to Capital Improvement Fund.

April – June (Q2)

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

January – March (Q1)

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

- 56402. HVAC work at Fife Library

Debt Service Fund

- No significant activity

Special Purpose Fund

- No significant activity

**Pierce County Library System
Statement of Financial Position
October 31, 2017
All Funds**

	General Fund	Special Purpose Fund	Debt Service Fund	Capital Improvement Projects Fund
Assets				
Current Assets - Cash				
Cash	\$ 10,266,107	\$ 2,396	\$ 271	\$ 74,914
Investments	\$ 750,000	\$ 730,000	\$ 84,300	\$ 750,000
Total Cash	\$ 11,016,107	\$ 732,396	\$ 84,571	\$ 824,914
Total Current Assets	\$ 11,016,107	\$ 732,396	\$ 84,571	\$ 824,914
Liabilities and Fund Balance				
Current Liabilities				
Warrants Payable	\$ 66	\$ -	\$ -	\$ -
Sales Tax Payable	\$ 2,789	\$ -	\$ -	\$ -
Payroll Taxes and Benefits Payable	\$ 110,819	\$ -	\$ -	\$ -
Total Current Liabilities	\$ 113,674	\$ -	\$ -	\$ -
Fund Balance				
Reserve for Encumbrances	\$ 620,137	\$ -	\$ -	\$ 291,312
Net Excess (Deficit)	\$ 3,339,038	\$ 4,133	\$ 521	\$ (1,139,791)
Major Contingency Set-aside	\$ -	\$ -	\$ -	\$ -
Election Set-aside	\$ -	\$ 360,000	\$ -	\$ -
Land, Property and Facility Set-aside	\$ -	\$ 368,263	\$ -	\$ -
Unreserved Fund Balance	\$ 6,943,258	\$ -	\$ 84,050	\$ 1,673,392
Total Fund Balance	\$ 10,902,433	\$ 732,396	\$ 84,571	\$ 824,914
Total Liabilities and Fund Balance	\$ 11,016,107	\$ 732,396	\$ 84,571	\$ 824,914
Taxes Receivable	\$ 3,196,537	N/A	\$ 7	N/A

Pierce County Library System													
Comparative Statement of Financial Position													
General Fund - Rolling Comparison													
<i>(as of the listed date of the reported month)</i>													
	HISTORICAL	HISTORICAL	HISTORICAL	HISTORICAL	HISTORICAL	HISTORICAL	HISTORICAL	HISTORICAL	HISTORICAL	HISTORICAL	HISTORICAL	HISTORICAL	CURRENT
	10/31/2016	11/30/2016	12/31/2016	1/31/2017	2/28/2017	3/31/2017	4/30/2017	5/31/2017	6/30/2017	7/31/2017	8/31/2017	9/30/2017	10/31/2017
Assets													
Current Assets - Cash													
Cash	\$ 2,143,228	\$ 4,335,008	\$ 7,729,869	\$ 5,239,302	\$ 1,884,238	\$ 2,175,102	\$ 10,422,576	\$ 1,887,994	\$ 1,904,275	\$ 2,028,042	\$ 2,125,174	\$ 2,494,583	\$ 10,266,107
Investments	\$ 7,850,000	\$ 6,000,000	\$ -	\$ -	\$ 1,300,000	\$ -	\$ -	\$ 9,500,000	\$ 7,400,000	\$ 4,750,000	\$ 2,750,000	\$ 750,000	\$ 750,000
Total Cash	\$ 9,993,228	\$ 10,335,008	\$ 7,729,869	\$ 5,239,302	\$ 3,184,238	\$ 2,175,102	\$ 10,422,576	\$ 11,387,994	\$ 9,304,275	\$ 6,778,042	\$ 4,875,174	\$ 3,244,583	\$ 11,016,107
Total Current Assets	\$ 9,993,228	\$ 10,335,008	\$ 7,729,869	\$ 5,239,302	\$ 3,184,238	\$ 2,175,102	\$ 10,422,576	\$ 11,387,994	\$ 9,304,275	\$ 6,778,042	\$ 4,875,174	\$ 3,244,583	\$ 11,016,107
Liabilities and Fund Balance													
Current Liabilities													
Warrants Payable	\$ 447,609	\$ 235,821	\$ 727,573	\$ 478,143	\$ 464,924	\$ 55,092	\$ 87,181	\$ 262,037	\$ 67,764	\$ 48,704	\$ 294,348	\$ (34,432)	\$ 66
Sales Tax Payable	\$ 4,281	\$ 5,672	\$ 2,082	\$ 4,908	\$ 5,175	\$ 4,624	\$ 6,663	\$ 4,966	\$ 4,037	\$ 3,810	\$ 5,130	\$ 3,786	\$ 2,789
Payroll Taxes and Benefits Payable	\$ 18,099	\$ 35,122	\$ 56,955	\$ 24,125	\$ 40,674	\$ 53,093	\$ 24,785	\$ 39,987	\$ 52,941	\$ 24,781	\$ 38,194	\$ 52,781	\$ 110,819
Total Current Liabilities	\$ 469,990	\$ 276,615	\$ 786,611	\$ 507,175	\$ 510,773	\$ 112,809	\$ 118,628	\$ 306,990	\$ 124,742	\$ 77,294	\$ 337,671	\$ 22,135	\$ 113,674
Fund Balance													
Reserve for Encumbrances	\$ 331,430	\$ 258,402	\$ -	\$ 1,630,348	\$ 925,974	\$ 1,034,180	\$ 998,755	\$ 958,175	\$ 906,200	\$ 793,080	\$ 626,005	\$ 653,420	\$ 620,137
Net Excess (Deficit)	\$ 2,313,415	\$ 2,921,598	\$ 501,242	\$ (3,841,479)	\$ (5,195,768)	\$ (5,915,145)	\$ 2,361,935	\$ 3,179,570	\$ 1,330,075	\$ (1,035,590)	\$ (3,031,760)	\$ (4,374,230)	\$ 3,339,038
Unreserved Fund Balance	\$ 6,878,394	\$ 6,878,394	\$ 6,442,016	\$ 6,943,258	\$ 6,943,258	\$ 6,943,258	\$ 6,943,258	\$ 6,943,258	\$ 6,943,258	\$ 6,943,258	\$ 6,943,258	\$ 6,943,258	\$ 6,943,258
Total Fund Balance	\$ 9,523,239	\$ 10,058,393	\$ 6,943,258	\$ 4,732,127	\$ 2,673,465	\$ 2,062,294	\$ 10,303,947	\$ 11,081,004	\$ 9,179,533	\$ 6,700,748	\$ 4,537,503	\$ 3,222,448	\$ 10,902,433
Total Liabilities and Fund Balance	\$ 9,993,228	\$ 10,335,008	\$ 7,729,869	\$ 5,239,302	\$ 3,184,238	\$ 2,175,102	\$ 10,422,576	\$ 11,387,994	\$ 9,304,275	\$ 6,778,042	\$ 4,875,174	\$ 3,244,583	\$ 11,016,107
Balance of Prop Tax to Rcv (1st day of month)	\$ 3,571,874	\$ 839,981	\$ -	\$ 29,731,845	\$ 29,396,979	\$ 28,137,050	\$ 17,664,082	\$ 14,295,113	\$ 14,131,566	\$ 14,000,000	\$ 13,867,876	\$ 13,347,965	\$ 3,196,537



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

General Fund - 01

	<u>2017 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Property Tax/Investment Income & Other PC Revenue	\$ 29,352,348	\$ 26,713,119	\$ -	\$ 2,639,229	91%
Other Revenue	\$ 1,427,500	\$ 1,286,880	\$ -	\$ 140,620	90%
Total Revenue	\$ 30,779,848	\$ 27,999,999	\$ -	\$ 2,779,849	91%
Expenditures					
Personnel/Taxes and Benefits	\$ 21,461,824	\$ 18,111,684	\$ -	\$ 3,350,140	84%
Materials	\$ 3,789,300	\$ 2,984,837	\$ -	\$ 804,463	79%
Maintenance and Operations	\$ 4,297,530	\$ 2,944,304	\$ 620,137	\$ 733,089	83%
Transfers Out - CIP	\$ 1,231,194	\$ -	\$ -	\$ 1,231,194	0%
Total Expenditures	\$ 30,779,848	\$ 24,040,824	\$ 620,137	\$ 6,118,887	80%
Excess/(Deficit)		\$ 3,959,175			
(less encumbrances)		(620,137)			
Net Excess (Deficit)		\$ 3,339,038			

Special Purpose Fund - 15

	<u>2017 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Investment Income	\$ -	\$ 4,133	\$ -	\$ (4,133)	0%
Total Revenue	\$ -	\$ 4,133	\$ -	\$ (4,133)	0%
Expenditures					
Total Expenditures	\$ -	\$ -	\$ -	\$ -	0%
Excess/(Deficit)		\$ 4,133			
(less encumbrances)		-			
Net Excess (Deficit)		\$ 4,133			

Debt Service Fund - 20

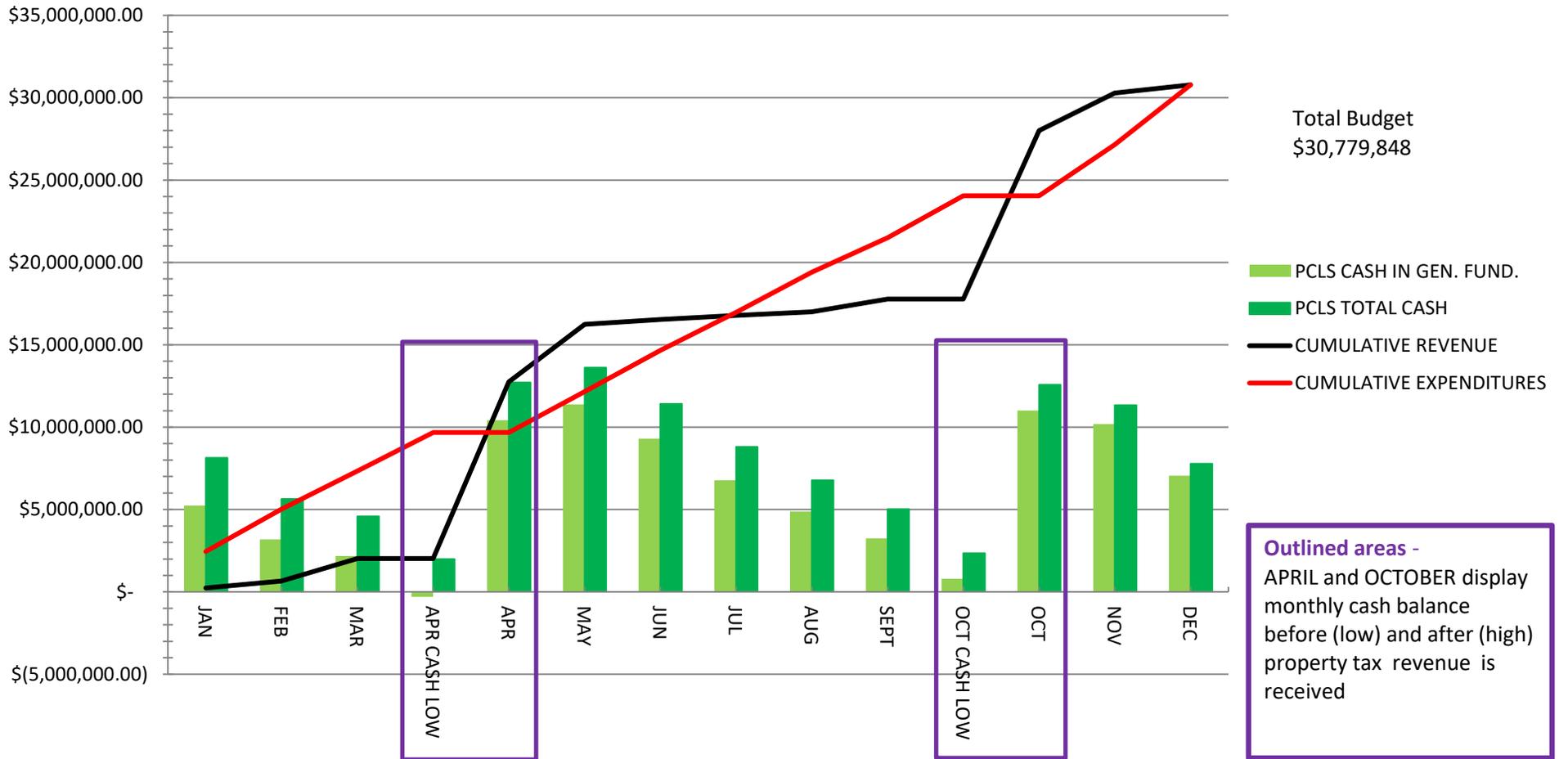
	<u>2017 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Property Tax/Investment Income & Other PC Revenue	\$ -	\$ 521	\$ -	\$ (521)	0%
Other Revenue	\$ -	\$ -	\$ -	\$ -	0%
Total Revenue	\$ -	\$ 521	\$ -	\$ (521)	0%
Total Expenditures	\$ -	\$ -	\$ -	\$ -	0%
Net Excess (Deficit)		\$ 521			

Capital Improvement Projects

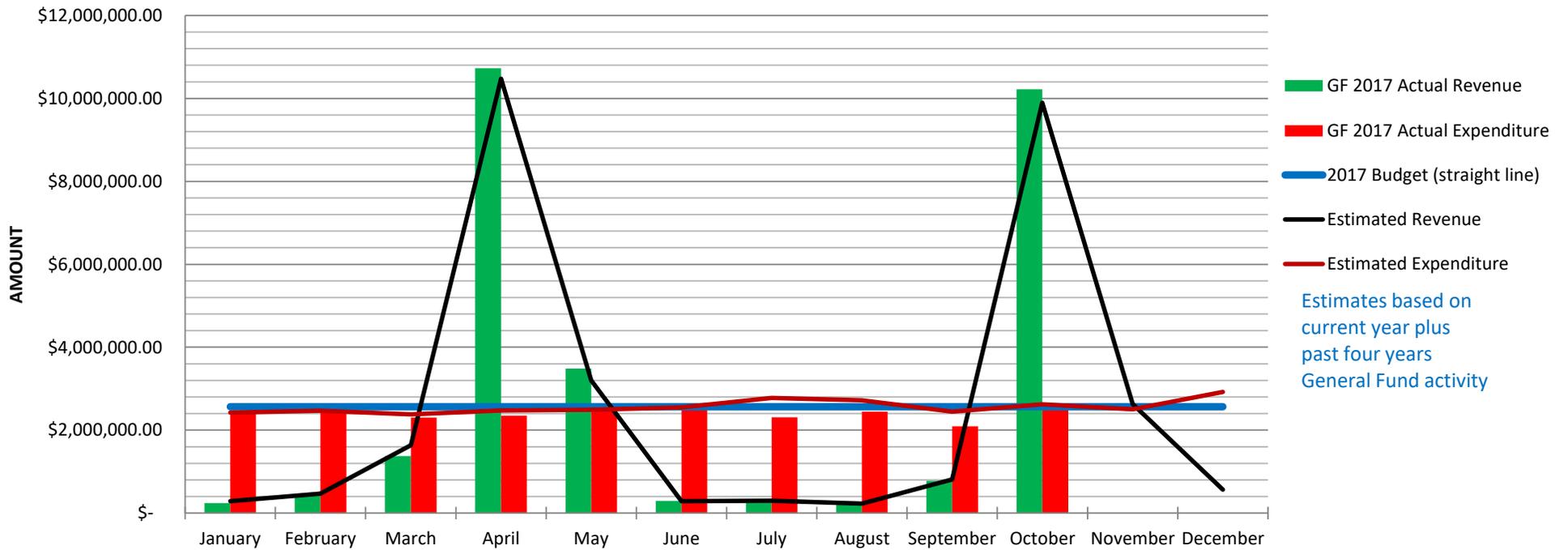
Fund - 30

	<u>2017 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Other Revenue	\$ 685,806	\$ 96,753	\$ -	\$ 589,053	14%
Transfers In	\$ 1,231,194	\$ -	\$ -	\$ 1,231,194	0%
Total Revenue	\$ 1,917,000	\$ 96,753	\$ -	\$ 1,820,247	5%
Expenditures					
Maintenance and Operations	\$ 1,917,000	\$ 945,232	\$ 291,312	\$ 680,456	65%
Total Expenditures	\$ 1,917,000	\$ 945,232	\$ 291,312	\$ 680,456	65%
Excess/(Deficit)		\$ (848,479)			
(less encumbrances)		(291,312)			
Net Excess (Deficit)		\$ (1,139,791)			

CUMULATIVE GENERAL FUND REVENUE AND EXPENDITURE Including Cash Flow Projection 2017



RESOURCE FLOW General Fund - 2017



Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 10/31/2017

FUND: GENERAL FUND (01)

Object	2017 Budget	October Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
31111 PROPERTY TAXES CURRENT	28,677,357.00	10,124,106.90	26,243,551.47	0.00	2,433,805.53	91.51
31112 PROPERTY TAXES DELINQUENT	558,991.00	31,160.08	377,358.34	0.00	181,632.66	67.51
31130 SALE OF TAX TITLE PROPERTY	3,000.00	0.00	63.45	0.00	2,936.55	2.12
31720 LEASEHOLD EXCISE TAX	20,000.00	515.03	15,002.63	0.00	4,997.37	75.01
31740 TIMBER EXCISE TAX	63,000.00	0.00	44,671.87	0.00	18,328.13	70.91
TAXES:	29,322,348.00	10,155,782.01	26,680,647.76	0.00	2,641,700.24	90.99
33300 INDIRECT FEDERAL GRANTS	0.00	0.00	18,432.27	0.00	(18,432.27)	0.00
33345 PLAY TO LEARN - FED INDIRECT	0.00	618.38	2,373.63	0.00	(2,373.63)	0.00
33403 STATE LSTA DIRECT	0.00	0.00	65,876.05	0.00	(65,876.05)	0.00
33490 STATE DIRECT GRANT - STAY AT WORK	0.00	0.00	5,616.14	0.00	(5,616.14)	0.00
33533 STATE FOREST FUNDS/DNR TIMBER TRUS	0.00	0.00	130.63	0.00	(130.63)	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	3,448.78	27,032.83	0.00	2,967.17	90.11
34161 GRAPHICS SERVICES CHARGES	7,500.00	8.46	7,579.55	0.00	(79.55)	101.06
34162 PRINTER FEES	125,000.00	13,087.17	111,733.91	0.00	13,266.09	89.39
34163 FAX FEES	21,000.00	2,358.81	20,613.89	0.00	386.11	98.16
34193 ORTING - SERVICE FEES	3,000.00	0.00	2,430.00	0.00	570.00	81.00
34730 INTERLIBRARY LOAN FEES	0.00	25.95	25.95	0.00	(25.95)	0.00
35970 LIBRARY FINES	500,000.00	42,303.35	374,813.74	0.00	125,186.26	74.96
36110 INVESTMENT INCOME	15,000.00	622.15	23,319.56	0.00	(8,319.56)	155.46
36140 OTHER INTEREST EARNED - COUNTY	0.00	0.90	8.18	0.00	(8.18)	0.00
36200 KEY PEN HLTH DEPT FACILITY REV	1,000.00	0.00	931.60	0.00	68.40	93.16
36290 BOOK SALES	7,000.00	6.00	4,090.40	0.00	2,909.60	58.43
36700 FOUNDATION DONATIONS	189,000.00	0.00	171,299.42	0.00	17,700.58	90.63
36710 FRIENDS' DONATIONS	0.00	0.00	147.27	0.00	(147.27)	0.00
36720 FRIENDS' REIMBURSEMENTS	38,000.00	0.00	18,433.85	0.00	19,566.15	48.51
36725 DONATIONS - OTHER	1,000.00	30.75	2,378.37	0.00	(1,378.37)	237.84
36910 SALE OF SURPLUS	5,000.00	18.20	1,264.05	0.00	3,735.95	25.28
36920 FOUND MONEY	3,000.00	86.02	1,025.90	0.00	1,974.10	34.20
36990 MISCELLANEOUS REVENUE	0.00	22.12	4,058.63	0.00	(4,058.63)	0.00
36991 PAYMENT FOR LOST MATERIALS	12,000.00	(18.98)	6,460.59	0.00	5,539.41	53.84
36996 JURY DUTY REIMBURSEMENT	0.00	0.00	298.78	0.00	(298.78)	0.00
36998 E RATE REIMBURSEMENT	415,000.00	0.00	379,922.47	0.00	35,077.53	91.55
36999 REBATES - PROCUREMENT CARD	70,000.00	0.00	57,759.16	0.00	12,240.84	82.51
CHARGES OTHER:	1,457,500.00	62,618.06	1,308,056.82	0.00	149,443.18	89.75
39510 SALE OF FIXED ASSETS (GOV)	0.00	0.00	9,013.06	0.00	(9,013.06)	0.00
39520 INSURANCE RECOVERIES - ASSETS	0.00	0.00	2,281.49	0.00	(2,281.49)	0.00
TOTAL FOR REVENUE ACCOUNTS	30,779,848.00	10,218,400.07	27,999,999.13	0.00	2,779,848.87	90.97
EXPENSE ACCOUNTS						
51100 SALARIES AND WAGES	15,661,261.00	1,217,737.86	12,583,036.86	0.00	3,078,224.14	80.34
51105 ADDITIONAL HOURS	238,300.00	18,343.59	233,263.32	0.00	5,036.68	97.89
51106 SHIFT DIFFERENTIAL	167,525.00	16,635.69	136,732.90	0.00	30,792.10	81.62
51107 SUBSTITUTE HOURS	275,400.00	28,740.33	267,965.34	0.00	7,434.66	97.30
51109 TUITION ASSISTANCE PROGRAM	10,500.00	212.72	12,190.22	0.00	(1,690.22)	116.10
51200 OVERTIME WAGES	12,400.00	1,292.42	24,283.93	0.00	(11,883.93)	195.84
51999 ADJ WAGE/SALARY TO MATCH PLAN	(654,616.00)	0.00	0.00	0.00	(654,616.00)	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 10/31/2017

FUND: GENERAL FUND (01)

Object	2017 Budget	October Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
52001 INDUSTRIAL INSURANCE	178,682.00	9,893.56	101,782.39	0.00	76,899.61	56.96
52002 MEDICAL INSURANCE	2,457,067.00	217,294.61	2,002,381.27	0.00	454,685.73	81.49
52003 F.I.C.A.	1,251,962.00	95,899.92	989,140.66	0.00	262,821.34	79.01
52004 RETIREMENT	1,800,779.00	157,796.72	1,492,616.47	0.00	308,162.53	82.89
52005 DENTAL INSURANCE	231,182.00	22,025.86	188,881.61	0.00	42,300.39	81.70
52006 OTHER BENEFIT	10,540.00	1,000.00	9,940.00	0.00	600.00	94.31
52010 LIFE AND DISABILITY INSURANCE	28,669.00	5,311.03	52,954.68	0.00	(24,285.68)	184.71
52020 UNEMPLOYMENT COMPENSATION	30,500.00	7,285.20	16,514.03	0.00	13,985.97	54.14
52200 UNIFORMS	1,300.00	0.00	0.00	0.00	1,300.00	0.00
52999 ADJ BENEFITS TO MATCH PLAN	(239,627.00)	0.00	0.00	0.00	(239,627.00)	0.00
PERSONNEL	21,461,824.00	1,799,469.51	18,111,683.68	0.00	3,350,140.32	84.39
53100 OFFICE/OPERATING SUPPLIES	265,139.00	14,174.97	188,747.67	9,140.84	67,250.49	74.64
53101 CUSTODIAL SUPPLIES	60,000.00	6,102.59	55,210.19	0.00	4,789.81	92.02
53102 MAINTENANCE SUPPLIES	60,200.00	2,495.77	29,679.31	0.00	30,520.69	49.30
53103 AUDIOVISUAL PROCESSING SUP	20,000.00	642.75	13,084.37	0.00	6,915.63	65.42
53104 BOOK PROCESSING SUPPLIES	15,000.00	0.00	9,310.81	0.00	5,689.19	62.07
53105 TRAINING SUPPLIES	7,200.00	0.00	0.00	0.00	7,200.00	0.00
53200 FUEL	30,000.00	8,954.08	23,743.14	0.00	6,256.86	79.14
53401 ADULT MATERIALS	726,500.00	51,217.43	567,969.90	0.00	158,530.10	78.18
53403 PERIODICALS	96,000.00	1,907.19	95,265.62	0.00	734.38	99.24
53405 JUVENILE BOOKS	518,600.00	49,649.10	416,497.94	0.00	102,102.06	80.31
53406 PROFESSIONAL COLLECTION	1,500.00	98.96	1,167.49	0.00	332.51	77.83
53407 INTERNATIONAL COLLECTION	43,000.00	4,086.43	21,949.54	0.00	21,050.46	51.05
53408 AUDIOVISUAL MATERIALS - ADULT	845,000.00	93,130.37	607,681.67	0.00	237,318.33	71.91
53409 AUDIOVISUAL MATERIALS - JUV	91,000.00	2,633.34	38,907.51	0.00	52,092.49	42.76
53411 ELECTRONIC INFO SOURCES	424,428.00	59,500.00	387,143.21	0.00	37,284.79	91.22
53412 REFERENCE SERIALS	10,000.00	2,606.75	5,150.90	0.00	4,849.10	51.51
53413 ELECTRONIC SERVICES	267,950.00	13,504.71	245,559.95	0.00	22,390.05	91.64
53414 ELECTRONIC COLLECTION	616,322.00	55,501.61	467,108.29	0.00	149,213.71	75.79
53464 VENDOR PROCESSING SERVICES	154,500.00	15,711.15	129,947.11	0.00	24,552.89	84.11
53499 GIFTS - MATERIALS	0.00	24.79	487.55	0.00	(487.55)	0.00
53500 MINOR EQUIPMENT	16,100.00	800.07	16,628.24	3,791.11	(4,319.35)	126.83
53501 FURNISHINGS	7,500.00	2,245.44	74,313.36	62,707.34	(129,520.70)	1,826.94
53502 TECHNOLOGY HARDWARE	129,000.00	7,789.96	80,870.78	0.00	48,129.22	62.69
53505 SOFTWARE/LICENSES/HOSTING	223,400.00	30,964.78	77,795.35	55,340.58	90,264.07	59.60
54100 PROFESSIONAL SERVICES	418,900.00	36,567.45	256,960.76	55,761.50	106,177.74	74.65
54101 LEGAL SERVICES	35,000.00	1,209.50	12,339.50	0.00	22,660.50	35.26
54102 COLLECTION AGENCY	14,000.00	1,440.95	13,246.00	0.00	754.00	94.61
54161 RESOURCE SHARING SERVICES	15,000.00	1,340.78	10,014.86	0.00	4,985.14	66.77
54162 BIBLIOGRAPHICS SERVICES	35,000.00	2,584.22	28,143.94	0.00	6,856.06	80.41
54163 PRINTING AND BINDING	9,000.00	0.00	0.00	0.00	9,000.00	0.00
54165 ILL LOST ITEM CHARGE	2,500.00	10.99	869.34	0.00	1,630.66	34.77
54200 POSTAGE AND SHIPPING	47,800.00	19,115.14	34,900.67	0.00	12,899.33	73.01
54201 TELECOM SERVICES	621,000.00	37,054.83	476,365.93	119,019.02	25,615.05	95.88
54300 TRAVEL	35,900.00	1,517.77	20,221.66	0.00	15,678.34	56.33
54301 MILEAGE REIMBURSEMENTS	33,800.00	2,322.04	26,333.04	0.00	7,466.96	77.91
54400 ADVERTISING	43,800.00	563.30	20,569.53	20,495.59	2,734.88	93.76

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 10/31/2017

FUND: GENERAL FUND (01)

Object	2017 Budget	October Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
54501 RENTALS/LEASES - BUILDINGS	416,450.00	23,703.56	322,726.76	27,209.87	66,513.37	84.03
54502 RENTALS/LEASES - EQUIPMENT	35,200.00	1,408.97	19,245.50	11,316.21	4,638.29	86.82
54600 INSURANCE	233,000.00	0.00	838.40	0.00	232,161.60	0.36
54700 ELECTRICITY	235,000.00	20,173.15	203,353.71	0.00	31,646.29	86.53
54701 NATURAL GAS	15,000.00	773.00	9,028.31	0.00	5,971.69	60.19
54702 WATER	29,700.00	4,346.65	26,433.90	0.00	3,266.10	89.00
54703 SEWER	16,200.00	3,653.99	25,324.44	0.00	(9,124.44)	156.32
54704 REFUSE	31,500.00	4,220.73	22,770.64	0.00	8,729.36	72.29
54800 GENERAL REPAIRS/MAINTENANCE	236,400.00	28,252.79	209,342.33	74,812.46	(47,754.79)	120.20
54801 CONTRACTED MAINTENANCE	565,750.00	70,621.67	504,404.47	176,316.19	(114,970.66)	120.32
54803 MAINT. TELECOM EQUIPMENT	10,000.00	0.00	295.38	0.00	9,704.62	2.95
54900 REGISTRATIONS	54,300.00	10,356.77	41,245.90	0.00	13,054.10	75.96
54901 DUES AND MEMBERSHIPS	29,350.00	10,500.00	15,115.00	0.00	14,235.00	51.50
54902 TAXES AND ASSESSMENTS	29,500.00	16,513.40	33,733.65	0.00	(4,233.65)	114.35
54903 LICENSES AND FEES	52,650.00	16,884.93	40,518.81	0.00	12,131.19	76.96
54904 MISCELLANEOUS	540.00	0.00	0.00	0.00	540.00	0.00
54905 WELLNESS EVENTS	2,000.00	0.00	578.00	0.00	1,422.00	28.90
54912 CONTINGENCY	136,251.00	0.00	0.00	0.00	136,251.00	0.00
55100 INTERGOVERNMENTAL	18,000.00	0.00	0.00	0.00	18,000.00	0.00
56201 CONSTRUCTION	0.00	0.00	0.00	4,226.75	(4,226.75)	0.00
59700 TRANSFERS OUT	1,231,194.00	0.00	0.00	0.00	1,231,194.00	0.00
ALL OTHER EXPENSES	9,318,024.00	738,878.82	5,929,140.33	620,137.46	2,768,746.21	70.29
TOTAL FOR EXPENSE ACCOUNTS	30,779,848.00	2,538,348.33	24,040,824.01	620,137.46	6,118,886.53	80.12
NET SURPLUS / DEFICIT	0.00	7,680,051.74	3,959,175.12	(620,137.46)	(3,339,037.66)	0.00

FUND: SPECIAL PURPOSE FUND (15)

Object	2017 Budget	October Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
TAXES:	0.00	0.00	0.00	0.00	0.00	0.00
36110 INVESTMENT INCOME	0.00	662.86	4,133.38	0.00	(4,133.38)	0.00
CHARGES OTHER:	0.00	662.86	4,133.38	0.00	(4,133.38)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	662.86	4,133.38	0.00	(4,133.38)	0.00
EXPENSE ACCOUNTS						
PERSONNEL	0.00	0.00	0.00	0.00	0.00	0.00
ALL OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR EXPENSE ACCOUNTS	0.00	0.00	0.00	0.00	0.00	0.00
NET SURPLUS / DEFICIT	0.00	662.86	4,133.38	0.00	(4,133.38)	0.00

FUND: DEBT SERVICE FUND (20)

Object	2017 Budget	October Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
31112 PROPERTY TAXES DELINQUENT	0.00	0.00	0.54	0.00	(0.54)	0.00
TAXES:	0.00	0.00	0.54	0.00	(0.54)	0.00
36110 INVESTMENT INCOME	0.00	75.86	520.74	0.00	(520.74)	0.00
CHARGES OTHER:	0.00	75.86	520.74	0.00	(520.74)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	75.86	521.28	0.00	(521.28)	0.00
NET SURPLUS / DEFICIT	0.00	75.86	521.28	0.00	(521.28)	0.00

FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)

Object	2017 Budget	October Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
29150 USE OF FUND BALANCE-BUDGET	633,806.00	0.00	0.00	0.00	633,806.00	0.00
36110 INVESTMENT INCOME	0.00	691.27	6,824.79	0.00	(6,824.79)	0.00
36700 FOUNDATION DONATIONS	0.00	0.00	34,069.32	0.00	(34,069.32)	0.00
36720 FRIENDS' REIMBURSEMENTS	22,000.00	0.00	0.00	0.00	22,000.00	0.00
36998 E-RATE REIMBURSEMENT	30,000.00	0.00	55,858.60	0.00	(25,858.60)	186.20
CHARGES OTHER:	685,806.00	691.27	96,752.71	0.00	589,053.29	14.11
39700 TRANSFERS IN	1,231,194.00	0.00	0.00	0.00	1,231,194.00	0.00
TOTAL FOR REVENUE ACCOUNTS	1,917,000.00	691.27	96,752.71	0.00	1,820,247.29	5.05
EXPENSE ACCOUNTS						
53100 OFFICE/OPERATING SUPPLIES	0.00	0.00	2,712.83	0.00	(2,712.83)	0.00
53102 MAINTENANCE SUPPLIES	0.00	0.00	248.72	0.00	(248.72)	0.00
53408 AUDIOVISUAL MATERIALS - ADULT	50,000.00	(20.50)	43,243.81	0.00	6,756.19	86.49
53501 FURNISHINGS	26,000.00	0.00	222,566.52	38,057.39	(234,623.91)	1,002.40
53502 TECHNOLOGY HARDWARE	204,000.00	23,623.28	62,052.94	0.00	141,947.06	30.42
54100 PROFESSIONAL SERVICES	250,000.00	12,735.08	203,117.07	27,445.48	19,437.45	92.23
54101 LEGAL SERVICES	0.00	0.00	2,528.00	0.00	(2,528.00)	0.00
54300 TRAVEL	0.00	0.00	1,787.99	0.00	(1,787.99)	0.00
54400 ADVERTISING	0.00	0.00	225.40	0.00	(225.40)	0.00
54801 CONTRACTED MAINTENANCE	0.00	0.00	700.05	2,250.62	(2,950.67)	0.00
54900 REGISTRATIONS	0.00	0.00	2,320.00	0.00	(2,320.00)	0.00
54912 CONTINGENCY/RESERVE	25,000.00	0.00	0.00	0.00	25,000.00	0.00
56200 BUILDINGS & BLDG IMPROVEMENTS	785,000.00	713.96	154,911.11	38,817.68	591,271.21	24.68
56201 CONSTRUCTION	295,000.00	99,371.59	229,479.73	548.13	64,972.14	77.98
56202 ELECTRICAL	30,000.00	0.00	0.00	4,066.30	25,933.70	13.55
56205 ROOFING	100,000.00	0.00	0.00	0.00	100,000.00	0.00
56300 IMPROVEMENTS OTHER THAN BLDGS	22,000.00	0.00	0.00	0.00	22,000.00	0.00
56400 MACHINERY & EQUIPMENT	0.00	0.00	12,445.15	0.00	(12,445.15)	0.00
56401 VEHICLES	130,000.00	0.00	0.00	105,119.80	24,880.20	80.86
56402 HVAC	0.00	0.00	6,892.20	75,006.75	(81,898.95)	0.00
TOTAL FOR EXPENSE ACCOUNTS	1,917,000.00	136,423.41	945,231.52	291,312.15	680,456.33	64.50
NET SURPLUS / DEFICIT	0.00	(135,732.14)	(848,478.81)	(291,312.15)	1,139,790.96	0.00

MEMO

Date: December 1, 2017

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

From: Georgia Lomax, Executive Director

Subject: Executive Director Report – November

Strategic Plan Implementation

This month we continued community presentations to thank partners and key leaders for their ideas and input that helped shape our Strategic Framework and to share that Framework, and to build excitement and support for the work the Library will be doing for its communities.

City/Town Councils:

- Sumner (joined by Community Branch Supervisor Ben Haines)
- Steilacoom (joined by Community Branch Supervisor Patti Cox)
- University Place (joined by Branch Manager Steve Carmody)
- Orting (joined by Community Branch Supervisor Susan Rigley)

School Districts:

- Orting School District
- Sumner School District
- Fife School District
- Steilacoom School District

All four districts are interested in joining our “Card in Every Hand” program to ensure all students have access to free online learning resources.

Community Organizations:

- Centro Latino
- Key Peninsula Business Association

In addition, presentations were given in November to the following community groups:

- Eatonville Chamber of Commerce – Cindy Dargan
- Graham Business Association – David Seckman
- Lakewood Community Collaboration – Elise Doney
- Fife-Milton-Edgewood Networking and Referral meeting – Linda Case
- Tillicum-Woodbrook Neighborhood Association – Jeanine Adams
- Gig Harbor Chamber of Commerce – Karen Brooks
- Gig Harbor Leadership Council – Karen Brooks
- Lakewood Chamber of Commerce Networking Group – Kim Archer

Facilities Master Plan

- Work on completing the *Pierce County Library 2030, Facilities Master Plan* update, continues on schedule.
- I met with Orting City Administrator Mark Bethune. Action is underway to resolve HVAC and roof issues on the Library. The City Council is getting closer to a decision on the direction it will take to implement its facilities plan.
- Cliff Jo and I met with Sumner City Administrator John Galle and Community Development Director Ryan Windish to continue discussions on Library and City needs, and opportunities.
- Feasibility research is underway on the Key Center property. The wetlands delineation study is scheduled for December 8, and will be followed by the geo-tech study.
- Clifford Jo and Melinda Chesbro are working with Lakewood City staff to plan next steps for future projects in Lakewood and Tillicum.

Library Priorities Project

Work continues on the community engagement process to build on our strategic planning work and learn more about the public's priorities for the Library. The first phase includes public polling, input and public presentations. The poll is complete and we'll learn more about the poll results during *Board Education and Service*.

Community

- Judy Nelson and I were invited to participate in a collaborative summit called Pierce Together for Kids, hosted by Pierce County's Director of Human Services Peter Ansara. Many organizations – from education to criminal justice, to health services to social services – participated to brainstorm and share information that could inform a systems approach to alleviating the impact of adversity, so children in Pierce County can reach their full potential.
- I attended the South Sound Military & Communities Partnership Elected Officials Council

Library Community

- Melinda Chesbro and I joined BERK Consultants Brian Murphy and Claire Miccio to present our Strategic Plan development process at the WLA Annual Convention in Tacoma. Many staff attended the conference, assisted with it, and presented at it.
- I was the guest lecturer at the University of Washington iSchool Management class, sharing the nitty gritty of the work and answering lots of practical questions from the future librarians.

MEMO

Date: December 1, 2017

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

From: Jaime Prothro, Interim Customer Experience Manager

Subject: October Branch Monthly Report

Bonney Lake:

On October 7, Bonney Lake held their first Star Wars Reads all-ages event. Customers participated in many stations with a wide variety of activities: Feed the Jabba the Hutt bean bag toss, Discover your dark or light side, Make your own light saber, Star Wars trivia, Obstacle course activities to test your flight skills, a shoot down the Death Star gallery, Use the force training arena, Pin the bun on Leia, Scavenger hunt for Droids, f Chalmun's Cantina with Yoda Soda, Vader-Ade, Ti Fighter cookies and more. Two members of the 501st Legion, a professional costuming organization that donates time and energy to events like this came as Darth Vader and Princess Leia so almost everyone had their picture taken with them. We had over 200 people of all ages come through the doors during that time and we all had a blast.

Buckley:

In October a regular patron came in and was seeking help with putting his application in online. He has very limited computer skills and asked for help. When we suggested that he make a Book a Librarian appointment he said he needed to turn in the application that day. So a staff member directed him to WorkSource. He called and they asked him to come right in. They helped him with his application and he was hired within a few days. He came in and thanked the staff over and over again. We don't see much of him now but he is very happy in his new job.

Dupont:

A Pumpkin Painting program was held on Tuesday October 3. It was a huge success, almost too much so, as we ran out of pumpkins 5 minutes after the program started and Susan McBride had to make an emergency run to the Pumpkin Patch down in Nisqually to get more pumpkins!

Eatonville:

A Library customer came into the library and thanked the staff for helping her with a resume, testing and finding the information she needed to apply for a job. She was hired as a bus driver for the Bethel school district and told us she would have given up and not gotten her job without our help

Fife:

On the 1st the Fife Library participated in the annual Fife Harvest Festival. This is a community event where many local businesses as well as food trucks and animals come to celebrate the harvest season.

Graham:

Glenn Storbeck hosted The Graham Library's first Peer to Peer Learning Circle on October 28th. The topic was "Pierce County Paranormal: Home of Sasquatches and UFO's" Glenn demonstrated how to use the library's electronic resources to find out more about these topics. This was a very well attended and enthusiastic group eager to share their stories about Sasquatches and UFO's

Gig Harbor:

The Pierce County Council voted on funding for the Pierce County Law Library satellite branch at the Gig Harbor Library.

The Gig Harbor Friends Sponsored Pumpkin decorating program had 169 in attendance. The program was featured on the cover of our local newspaper *Gig Harbor Life*. Two of our story time regulars, Emerson and Gigi were the cover girls.

Key Center:

The "Know Your Rights" display and presentation brought people from across the Bridge, as TNT had advertised it. One father brought his teens because "they need to know this." The presenter, Blake Kremer, was so compelling that library customers, who were on their way out, passed the open doors to the meeting room and joined the group. After the presentation most stayed and had questions, comments, and stories for another 45 minutes.

Lakewood:

Staff presented their first P2PU Learning Circle: First Step Korean (5 week course from Coursera). One learner had no previous Korean language learning experience. She mentioned that after participating in the five-week Learning Circle, she was now able to actually read and understand some of the business signs in Lakewood's International District and South Tacoma Way.

Orting:

An Orting High School teacher contacted the branch about getting library cards for four classes at the school. Staff received the applications and began working on the cards. They were in the teachers hands by the end of the month. Our next step will be to give a presentation at the school on e-books and databases.

Outreach/Anderson Island:

At the Project Homeless Connect event, a customer came running up to the library's resource table after recognizing Adult Services Librarian Gabby Fuentes. The customer remembered having been helped by Gabby earlier this summer in the ACL lobby library, at a time when the customer was in need of emergency housing for herself and her young children and had not been able to find any leads. The customer said that the referrals and resources provided by the library had helped her get into a house within a week, and her family was really happy. The customer's relationship with the library continues, as she signed up for a library card at the event, and sought information to help another member of the family access library resources for English Language learners.

Parkland/Spanaway:

Our Rock Painting Party was the biggest hit! We had over 50 participants come and paint rocks. We also learned about patience as the rocks had to dry before being sealed and Stephanie thought on her feet and read "Waiting Is Not Easy" an Elephant and Piggy story by Mo Williams!

South Hill:

Children's martial arts instructor Sensei Kye and his senior student led a demonstration of Kye's self-made martial art, *Heiwa Na Kaimetsu*, which combined various techniques from different martial arts to create a holistic system. The demonstration was partly an exhibition and partly an impromptu class, as several audience members stepped up to join in when asked. Kye's background with kids shone through as he humorously and interestingly explained technique and philosophy to the audience, keeping the interest of kids as young as six.

Steilacoom:

PCLS presented a new program on information literacy and how to recognize "Fake News." Staff received so many questions and phone calls about this that they contacted the Steilacoom Community Center to move the program there. We had 44 adults attend. I have received many positive comments and requests for more computer safety classes.

Summit:

3D printing drew lots of staff attention this month, with almost everyone trying out the unit in one way or another.

Sumner:

The 6-part series on coping when a loved one suffers from Alzheimers was a big success, with a total of 217 attendees over the six sessions. Kris and Jessica from Pierce County Aging & Disability Resources were fantastic, knowledgeable, and empathetic presenters.

Our Day of the Dead program was great – over fifty adults and kids attended. After decorating sugar skulls in remembrance of those who have passed on, kids of all ethnicities shared stories about the people their skulls were meant to honor.

Tillicum:

On Thursday Oct. 5, Kelvin Ceasar from the United Way conducted a community conversation on "Financial Barriers." Over 25 community members and leaders attended for a very lively discussion. The Lakewood Friends assisted by contributing for food snacks and the United Way gave away 10, \$15.00 gift cards.

The TIL staff chose to work together to create a unique display in the branch which will highlight the Strategic Plan. They put up an engagement corner where staff talk to customers about the Strategic Plan and the 3 focus points (learning, enjoyment, community). Each question asked by a customer provided an entry into a drawing for a 32 G flashdrive. The actual display is based on the Wizard of Oz featuring a yellow brick road leading to life successes. This display is a work in progress and should be completed in November. AS a result, a customer began talking to TIL staff about the PCLS Strategic Plan and became very excited to learn about free help for resumes, job searches, Microsoft Academy, and Work Source connections since he was in the process of looking for a new job.

University Place:

Youth Services Librarians Genevieve Dettmer and Alex Byrne hosted tours for Chambers Primary and school visits for Curtis Junior High.

Book a Librarian continues to go well with 7 October bookings, ranging from basic computer help to Kindle support to posting pictures of household goods for sale on OfferUP.

Board Education and Service Reports

MEMO



Date: November 30, 2017

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

From: Mary Getchell, Marketing and Communications Director

Subject: Library Priorities and Funding Public Involvement Update: Focus on Public Opinion Poll

Pierce County Library System's Library Priorities and Funding Project continues to move forward. In November our efforts focused on conducting a public opinion poll. The Nelson Report, the public opinion survey research division of Public Affairs Counsel, Inc. worked with the Library to develop the public opinion survey. The survey builds on numerous public opinion polls the Library System has conducted previously.

The public opinion poll provided information about residents' awareness and perception of Pierce County Library and knowledge and value of library services. Pollsters surveyed adults in the Library's service area from November 15-22. Via land line and cell phone contacts, pollsters completed surveys with 383 adults, yielding a +/- 5% error rate, resulting in a 95% level of confidence. This was a statistically significant sampling to show a solid representation for opinions of adults throughout the Library's service area.

At the December 13 Board of Trustees meeting, Melissa Martin, Survey Research Director with The Nelson Report, will give a remote presentation with an overview of the survey results. Some of the highlights from the survey include the following:

- Respondents reported an extremely high rating for familiarity with Pierce County Library, with 82% of respondents noting very familiar (40%) or somewhat familiar (42%).
- Respondents also gave the Library extremely high ratings for performance, with 85% stating excellent (53%) or pretty good (32%).
- Respondents believe they get a good value for library service commiserate with what they pay in property taxes with 72% saying yes to "In general do you receive a good value in Pierce County Library services for what you pay in current property taxes?" A total of 6% said no and 22% said they were unsure. Nearly one-fourth of the respondents noting unsure is high and could be deemed an opportunity for public information.

This winter the Library will launch communications activities to learn further from the public about their priority library services and share with them about the Library's funding issue, which stems from costs to operate and maintain the Library System's services and libraries are increasing at a faster rate than revenues to run them. In recent years, costs have been increasing by 5-7% a year, while revenues have been increasing at a rate of 1-3%.

Unfinished Business

MEMO



Date: November 30, 2017

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

From: Clifford Jo, Finance & Business Director

Subject: 2018 Budget

Attached is the 2018 budget narrative which is in near final form. The changes since November include narrative for the Board Chair message, projects and accomplishments, Capital Improvement Plan and Special Purpose Fund, and funding concern. In January, you'll receive all of the documents that make up the Library's budget.

BUDGET SUMMARIES

2018

GENERAL FUND (OPERATING BUDGET)

CAPITAL IMPROVEMENT FUND

SPECIAL PURPOSE FUND

**PIERCE COUNTY LIBRARY SYSTEM
- 2018 FINAL BUDGET -**

GENERAL FUND Final as of 12/7/2017	2017 Final (12/14/16)	2018 Final	% Change 2017 Final to 2018 Final	Notes
----- REVENUES -----				
Property Taxes	\$29,239,348	\$30,081,200	2.88%	Reflects Preliminary Levy Certificate
Excise Taxes	83,000	83,000	0.00%	
Timber Taxes	15,000	15,000	0.00%	
Fees (Printer, Fax, Copier)	186,500	186,500	0.00%	
Fines	500,000	400,000	-20.00%	Reduced to anticipated collection
Investment Income	15,000	50,000	233.33%	Return rates have increased
Sales of Goods/Services	8,000	8,000	0.00%	
Donations & Reimbursements	228,000	470,000	106.14%	Includes incr. Found. & unanti. grants/donations
Other (Erate, Pcard Rebates, Unclaimed Property)	505,000	680,000	34.65%	Includes Erate reimbursement for WAVE
TOTAL REVENUES	\$30,779,848	\$31,973,700	3.88%	
----- EXPENDITURES -----				
PERSONNEL				
Salaries & Wages	\$16,352,986	\$17,066,700	4.36%	Based on Collective Bargaining Agreement
Overtime Wages	12,400	12,400	0.00%	
Employee Benefits	5,990,681	6,452,000	7.70%	Based on Collective Bargaining Agreement
Subtotal Personnel	\$22,356,067	\$23,531,100	5.26%	
Reduction in personnel budget to match projections	-894,243	-823,600	7.90%	
Total Personnel	\$21,461,824	\$22,707,500	5.80%	
MAINTENANCE & OPERATIONS				
Supplies and Consumables	\$433,200	\$392,000	-9.51%	
Fuel	47,500	35,000	-26.32%	Reduced to what is needed for the year
Equipment (Computers, Software, Furnishings)	580,700	821,200	41.42%	Includes PC replacement from capital fund
Professional & Legal Services	522,340	846,700	62.10%	Includes public process & full cost of prgrms
Networking, Phones, Postage	552,100	725,600	31.43%	Includes WAVE contract
Travel & Mileage	90,250	87,200	-3.38%	
Advertising	47,400	59,500	25.53%	Includes public process
Rentals & Leases	439,100	543,000	23.66%	Includes copier leases
Insurance	233,000	225,000	-3.43%	Increased to anticipated rates
Utilities	327,400	336,700	2.84%	Modest increases for anticipated rates
Repairs & Maintenance, Maintenance Contracts	837,800	776,200	-7.35%	Some portion reallocated to software
Registrations	52,650	73,200	39.03%	Includes PLA conference & IT staff training
Dues, Taxes, Licenses, Fees, Misc Expenses	124,590	214,700	72.33%	Includes unanticipated grants/donations
Intergovernmental	18,000	13,000	-27.78%	No audit in 2018
Total Maintenance & Operations	\$4,306,030	\$5,149,000	19.58%	
MATERIALS				
Books, DVDs, Music, eBooks, Databases	\$3,780,800	\$3,546,900	-6.19%	
SET-ASIDES				
Operating Contingency	\$0	\$158,800	0.00%	New funds for handling unanticipated needs
Capital Fund Transfer	1,231,194	411,500	-66.58%	Reduced due to fewer CIP projects
TOTAL EXPENDITURES	\$30,779,848	\$31,973,700	3.88%	
NET OF REVENUES AND EXPENDITURES	\$0	\$0	0.00%	Balanced budget--no cash used

**PIERCE COUNTY LIBRARY SYSTEM
- 2018 FINAL BUDGET -**

CAPITAL IMPROVEMENT FUND FINAL AS OF NOVEMBER 30, 2017	2018 Final	Notes
-- FUNDING SOURCES --		
USE OF FUND BALANCE		
Carryforward funds from 2017	\$ 100,000	Buckley site work
SUBTOTAL	100,000	
NEW REVENUE		
Transfer from General Fund	411,500	
SUBTOTAL	411,500	
TOTAL FUNDS AVAILABLE	511,500	
-- EXPENDITURES --		
UP 5,000 sq ft Expansion (10 years--2012-21)	120,000	Year 7 of 10 year agreement
Movie Tower Decommission	76,500	
ACL Space Design & Furnishings	50,000	
Sonitrol Upgrades	30,000	
UPS Battery Replacement	10,000	
Buckley Site Evaluation	100,000	Does not include actual clean up cost
Facilities Master Plan Projects	100,000	Includes legal fees and research
TOTAL EXPENDITURES	486,500	
Contingency	25,000	
GRAND TOTAL EXPENDITURES	511,500	
NET OF REVENUE AND EXPENDITURES	-	Balanced

**SPECIAL PURPOSE FUND
- BUDGET -**

FINAL AS OF NOVEMBER 30, 2017	<u>2018 Final</u>
-- FUNDING SOURCES --	
USE OF FUND BALANCE	
None	\$ -
SUBTOTAL	-
NEW REVENUE	
None	-
SUBTOTAL	-
TOTAL FUNDS AVAILABLE	-
-- EXPENDITURES --	
PROGRAMS	
None planned for 2018	-
SUBTOTAL	-
PROJECTS	
None planned for 2018	-
SUBTOTAL	-
TOTAL EXPENDITURES	-
NET OF REVENUE AND EXPENDITURES	\$ -

CASHFLOW SUMMARIES

2018

GENERAL FUND (OPERATING BUDGET)

CAPITAL IMPROVEMENT FUND

SPECIAL PURPOSE FUND

**GENERAL FUND
- CASH FLOW -**

FINAL AS OF 12/7/2017	2018 Final	2019 Projected	2020 Projected
BEGINNING FUND BALANCE (1/1 EST)	\$ 6,500,000	\$ 6,500,000	\$ 6,500,000
-- FUNDING SOURCES --			
Tax Revenue (Property, Harvest, Leasehold)	30,164,200	31,102,900	32,052,900
Intergovernmental (Grants, City)	15,000	15,000	15,000
Charges for Services (Graphics, Photocopy)	186,500	186,500	186,500
Fines	400,000	400,000	400,000
Miscellaneous (Interest, Donations, Salvage)	1,208,000	1,208,000	1,208,000
TOTAL NEW REVENUE	31,973,700	32,912,400	33,862,400
\$ Increase over previous year	1,193,852	938,700	950,000
% Increase over previous year	3.88%	2.94%	2.89%
-- EXPENDITURES --			
Personnel	22,707,500	23,680,600	24,777,100
Materials	3,546,900	3,548,000	3,548,800
Maintenance and Operations	5,149,000	5,068,500	4,913,400
Total Transfers	411,500	450,800	453,800
Contingency	158,800	164,500	169,300
TOTAL OPERATING BUDGET EXPENDITURES	31,973,700	32,912,400	33,862,400
NET OF NEW REVENUE LESS EXPENDITURES	-	-	-
ENDING FUND BALANCE (12/31 EST)	\$ 6,500,000	\$ 6,500,000	\$ 6,500,000

**CAPITAL IMPROVEMENT FUND
- CASHFLOW -**

FINAL AS OF NOVEMBER 30, 2017	2018 Final	2019 Projected	2020 Projected
BEGINNING FUND BALANCE (1/1 EST)	\$ 1,770,000	\$ 1,670,000	\$ 1,670,000
-- FUNDING SOURCES --			
Use of Identified Sources in Fund Balance	100,000	-	-
Transfers	411,500	449,000	445,200
Other new revenue	-	TBD in 2018	TBD in 2019
TOTAL FUNDS AVAILABLE	511,500	449,000	445,200
-- EXPENDITURES --			
Capital Improvement Plan/Projects	486,500	TBD in 2018	TBD in 2019
Contingency (Minor)	25,000	TBD in 2018	TBD in 2019
TOTAL CAPITAL PROJECT EXPENDITURES	511,500	-	-
NET OF FUNDING SOURCES LESS EXPENDITURES	-	TBD in 2018	TBD in 2019
-- SETASIDES IN FUND BALANCE --			
Contingency (Major)--replenished annually if needed	150,000	150,000	150,000
ENDING FUND BALANCE (12/31 EST) excluding Major Contingency	\$ 1,670,000	\$ 1,670,000	\$ 1,670,000
% of General Fund Revenues	5.29%	5.15%	5.43%

**SPECIAL PURPOSE FUND
- CASHFLOW -**

FINAL AS OF NOVEMBER 30, 2017	2018 Final	2019 Projected	2020 Projected
BEGINNING FUND BALANCE (1/1 EST)	\$ 984,173	\$ 984,173	\$ 984,173
-- RESERVED SETASIDES IN FUND BALANCE --			
Future Election Cost	360,000	360,000	360,000
Future land, property, and facility needs	624,173	624,173	624,173
TOTAL RESERVED SETASIDES	984,173	984,173	984,173
-- FUNDING SOURCES --			
Use of fund balance less reserved setasides	-	-	-
Other revenue	TBD in 2018	TBD in 2019	TBD in 2020
TOTAL FUNDS AVAILABLE	-	-	-
-- EXPENDITURES --			
Programs	TBD in 2018	TBD in 2019	TBD in 2020
Projects	TBD in 2018	TBD in 2019	TBD in 2020
TOTAL SPECIAL PURPOSE EXPENDITURES	-	-	-
NET OF FUNDING SOURCES LESS EXPENDITURES	-	-	-
ENDING FUND BALANCE (12/31 EST)	\$ 984,173	\$ 984,173	\$ 984,173



Pierce County Library System

2018 Budget

We Spark Success for Pierce County

With a new year comes new opportunities and new challenges. The first opportunity is the chance to thank you, the taxpayers of Pierce County, who support the Pierce County Library System (PCLS) with your tax dollars and with your patronage. Approximately 600,000 people live in our service area, in 2017 our libraries and online services were visited //nearly XXXX—final number added prior to publication// times, and tens of thousands of you attended classes or events at a library or out in your community. As a Library Trustee I'm humbled by that showing of support. Thank you for your generosity, your guidance, your trust, and your enthusiasm for Pierce County Libraries.

With thousands of community members, we shaped the Library's Strategic Plan in 2016 and began to implement it last year. The plan defines the direction for delivering library services, and it focuses our efforts on what you told us is important to you: learning, enjoyment, and community. The budget for 2018 continues our work to provide you with the service and convenience you told us you want from your Library System. It centers on your priorities while demonstrating fiscal responsibility, accountability, and transparency.

Similar to every household in Pierce County, PCLS must live within its means. Providing citizens with the services they value while balancing our budget is becoming a greater challenge every year. Like you, we can only do more with less for so long. In 2006, voters reauthorized a levy to maintain and improve library services. We met and exceeded the promises we made regarding how voters wanted the Library to invest funds from the levy: buying more books, movies, and other materials; increasing open hours; adding services for children and teenagers; and expanding technology. We anticipated the funding from the levy could sustain services for six years. That was 12 years ago. Since then, 82,000 more people moved into our service area, and operating costs have been growing faster than our funding.



In 2018 and beyond we will continue to seek your guidance on what is most important to you. We will continue to provide the books and materials, events and classes, and customer service you want and value. We will also share with you when we have reached the limits of what can be done with existing resources, and ask you to guide us in determining the direction we should take to best serve you and your neighbors.

We look forward to this conversation with you and ask for your help to understand your needs. The Library is committed to sparking success for everyone in Pierce County. Thank you again for your partnership and support.

Respectfully submitted,

Rob Allen
Chair, Board of Trustees

PIERCE COUNTY LIBRARY SYSTEM: ORGANIZATION & STRUCTURE

Established in 1946 under Washington State law Chapter 27.12 RCW, the Library is an independent taxing district governed by a five member volunteer Board of Trustees appointed by the County Executive. The Board sets the property tax levy each year and approves the annual budget on its own authority. Property taxes are the Library's primary revenue source. As the fourth largest library system in Washington State, the Library serves 600,000 people through 20 locations in unincorporated Pierce County and 15 annexed cities and towns.

Skilled and knowledgeable staff exemplify the Library's brand of smart, fun, and friendly with customer-focused service for individuals and communities. They embody the Library's organizational culture and live the Core Skills and Qualities, which include behavioral actions: customer focus, teamwork, professional integrity, leadership, communication, problem solving, change and learning, positive attitude, and diversity.

Three management teams support the work of the organization, ensure accountability, tend to the organizational culture and live the Leadership Competencies. The organizational structure creates, manages, communicates, collaborates, and delivers an excellent customer experience to best serve Library customers, communities, and staff.

- The Leadership Team provides a venue for customer-supplier partnerships to work at a system-view level. The Leadership Team shares customer feedback and information, discusses system-wide management and operational concerns, and mobilizes messaging. It is also responsible for the planning and budget development process.
- The Customer Experience Team delivers a valued customer experience through branch, community, and online services.
- The Administrative Team shares a common understanding of the whole system, focuses on the vision for the future, and shapes the organizational culture. The Administrative Team drives strategy and sets high-level system goals.

LIBRARY SYSTEM'S COMMITMENT TO RESIDENTS

Service offerings include...

- 1.5 million Books, movies, music, and more.
- Answers and information by mail, phone, or email to help people find information, work with technology and choose books to read.
- Free internet access on library computers or via Wi-Fi.
- Services for youth to help prepare children to read and students with homework.
- Job and business help with skill-building classes, books and online materials, computers, and printers.
- World languages at most libraries offer books and materials in Chinese, Japanese, Korean, Russian, Spanish, or Vietnamese.
- Public meeting rooms.
- Live online homework help from professional tutors.
- Live online resume writing, career planning, and job application help.
- Downloadable audiobooks and e-books.
- Credible, reliable information from online e-sources, subscription magazines, personal investment resources, car repair manuals, encyclopedias, and other resources.

The nationally recognized, award winning Pierce County Library is committed to meeting your highest priority library needs. In 2018, the Library will continue to enhance services and offer programs to spark successes for Pierce County residents' pursuit of learning, enjoying, and connecting as a community.

In 2018, the Library is focusing on...

- Building a reading community to help people enjoy their free time and offset life's daily pressures. Initiatives include a Reader's Advisory service to better help people find books and materials and e-newsletters that align with people's reading, listening, and viewing interests.
- Supporting growth and curiosity with early learning so children enter kindergarten ready to learn, and school and career success to bolster practical skills and knowledge.
- Engaging in communities to help people connect and strengthen communities so they thrive. Initiatives include Pierce County Conversations – informative discussions about current topics and a teen volunteer program for Summer Reading.
- Strengthening core services with current, popular new print books, e-books, audiobooks, and movies and stable technology.
- Refining business processes and improving operations to most effectively invest the public's tax dollars.

2018 General Fund—Revenue and Expenditures

Because 95% of the Library’s budget is derived from property tax and state law strictly regulates property tax collections to a 1% annual increase plus the levy on new construction, it is essential for the Library to project revenues in advance to plan spending for sustainability for the current year and future years. The 2018 budget was developed based on the 1% increase plus new construction restrictions on property tax revenue.

By law, the Library may collect up to 50¢ for every \$1,000 of assessed property value. The Library district’s property tax rate is based on property values. The 2017 property values increased by 12.15% for 2018 tax collection. This increase in values reduced the Library’s mill rate for a second consecutive year, from 46.70¢ per \$1,000 of assessed value down to 42.97¢ per \$1,000 assessed value. Being under 50¢ means that increases to this revenue will continue to remain between 2.8% and 3.2% per year henceforth, including revenues from new construction.

For 2018, total new revenues are budgeted to increase by net \$1,193,852 from 2017, a 3.88% increase, of which \$841,852 comes from increased property taxes offset by a net increase of \$352,000 in other revenue.

Revenues	2016 Actual	2017 Budget	2018 Budget	%chg
Taxes	\$ 28,453,625	\$ 29,322,348	\$ 30,164,202	2.87%
Intergovernmental	255,850	15,000	15,000	0.00%
Charges for Services	189,404	186,500	186,500	0.00%
Fines	355,138	500,000	400,000	-20.00%
Other	869,336	756,000	1,208,000	59.79%
Total Revenues	30,123,353	30,779,848	31,973,700	3.88%
Expenditures	2016 Actual	2017 Budget	2018 Budget	%chg
Personnel	20,337,427	21,461,824	22,707,500	5.80%
Maint. & Ops.	4,321,413	4,306,030	5,149,000	19.58%
Materials	3,774,585	3,780,800	3,546,900	-6.19%
Subtotal	28,433,425	29,548,654	31,403,400	5.98%
Set-Asides & Transfers	2016 Actual	2017 Budget	2018 Budget	%chg
Contingency	-	-	158,800	new
Transfers to CIP ¹	1,188,382	1,231,194	411,500	-66.58%
Transfers to SPF ²	0	0	0	0.00%
Subtotal	1,188,382	1,231,194	570,300	-53.68%
Total Expenditures	29,621,807	30,779,848	31,973,700	3.88%
Revenues less Expenditures	\$ 501,546	\$ 0	\$ 0	0.00%
Fund Balance	2016 Actual	2017 Budget	2018 Budget	%chg
Beginning Fund Balance	\$ 7,761,618	\$ 6,943,258	\$ 6,600,000	0.82%
Ending Fund Balance	\$ 6,943,258	\$ 6,500,000	\$ 6,500,000	0.00%

Revenues: What They Mean

General Fund. An accounting fund category for which in its simplest form the Library uses to receive revenues and pay for ongoing operations.

Taxes. Local property taxes constitute 95.3% of total 2017 revenues. The breakdown of these taxes is provided in the above table. The total allowable levy (Property Taxes Current) is calculated by Pierce County Office of the Assessor-Treasurer using statutory rates and limitations.

Intergovernmental. The Library receives certain revenues from other governmental entities, such as from grants and contracts. Unless otherwise known for the specific year, these revenues are not predictable and so the Library budgets conservatively.

Charges for Services. Charges for services include revenue from photocopying, customers printing and faxing in the libraries, and interlibrary loan fees.

Fines. Library fines are received from library customers paying for overdue books and other materials, or for lost items. The daily fine for any item, whether book, DVD or other physical item is 15¢. There are no fines associated with e-books as they are automatically deleted from the customer’s e-book reader.

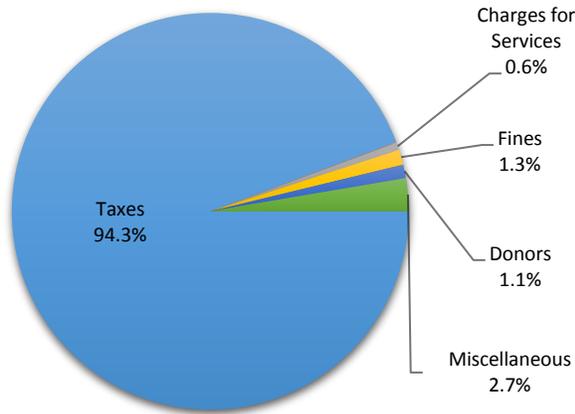
Other. Other revenues include interest earned on investments, scrap sales of assets, Friends donations, and reimbursement from the E-Rate program.

¹ In December 2016, the Board approved transferring an additional \$743,418 to the Capital Improvement Fund to pay for current and future projects.

² In December 2016, the Board approved transferring funds of \$558,194 to the Special Purpose Fund for future committed projects.

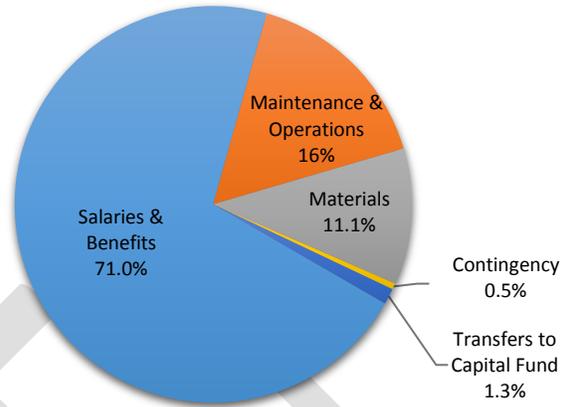
Funding the Library

\$ 31,973,700



Operating the Library

\$ 31,973,700



Expenditures: What They Pay For

Salaries & Benefits. Personnel costs account for 71% of expenditures and pay for staffing the Library to meet its mission and goals. The total change for 2018 from 2017 is 5.8%. Included are salaries/wages, healthcare/dental, FICA, retirement, and other personnel costs.

The Library maintains a workforce of fulltime and regular part-time employees with regularly assigned hours that calculate into fulltime equivalent (FTEs) employees, where 1 FTE equates to 40 hours per workweek and may be spread over one or more employees.

Materials. The Library provides a wealth of materials for its customers to read, view and listen to. Books, movies, music, magazines, eBooks and more are carefully selected from a variety of sources. Staff get to know the interests and needs of each community so branch collections are customized to support the unique interests of their customers. There are nearly 1.5 million items to check out, and in 2016, those items circulated over 7.4 million times.

Maintenance & Operations. These include a wide range of expenditures, including office and custodial supplies, furnishings, computers, consultation services, legal needs, telecommunications costs, rent and leases, utilities, dues and memberships, and a plethora of other items.

Contingency. A small portion of the budget is reserved for handling unexpected needs, such as emergency repairs, unplanned projects, or unanticipated costs. As well, savings from efficiencies and canceled projects will add to the working contingency. The contingency will decrease and increase throughout the fiscal year.

Transfers to Capital Fund. Some funding for the Capital Improvement Plan comes from transferring funds out of the operating budget. From 2011 to 2014 the Library reduced the capital fund transfer to offset further reductions of services. In 2015 the Capital transfer was restored to the original 3% of revenues to pay for anticipated capital improvement projects. After a comprehensive examination of current and future needs, the transfer was increased to 4% for 2017. For 2018, due to funding constraints and fewer capital projects, the transfer was reduced to 1.3%.

2018 Capital Improvements / Special Purpose / Debt Service

Capital Improvement Plan

Funding Sources	2016 Actual	2017 Budget	2018 Budget	%chg
Use of Fund Balance	\$ 0	\$ 878,806	\$ 100,000	-88.62%
General Fund Transfers	1,188,382	1,231,194	411,500	-66.58%
New Revenue	254,976	52,000	0	-100.00%
Total Funding Available	1,443,358	1,917,000	511,500	-73.32%
Expenditures	2016 Actual	2017 Budget	2018 Budget	%chg
Projects	1,266,720	1,892,000	486,500	-74.29%
Contingency	24,985	25,000	25,500	0.00%
Total Expenditures	1,291,704	1,917,000	511,500	-73.32%
Revenues less Expenditures	\$ 151,654	\$ 0	\$ 0	0.00%
Fund Balance	2016 Actual	2017 Budget	2018 Budget	%chg
Beginning Fund Balance	\$ 948,389	\$ 1,673,392	\$ 1,770,000	0.82%
Ending Fund Balance ^{1,2}	\$ 1,673,392	\$ 1,770,000	\$ 1,670,000	-5.65%

2018 Projects Include...

- University Place Library 5,000 sq. ft. expansion agreement (year 7 of 10)
- Movie Tower Decommission
- Administrative Center & Library Space Design and Furnishings
- Sonitrol Security System Upgrades
- Uninterruptable Power System Battery Replacements
- Buckley Library Site Evaluation
- Facilities Master Plan Projects

¹ In December 2016, the Board approved transferring an additional \$743,418 from the General Fund to pay for current and future projects.

² In December 2016, the Board approved transferring \$170,069 to the Special Purpose fund for committed set aside of future land and property.

Special Purpose Fund

The Special Purpose Fund (also known as Special Revenue Fund) is a fund that is used for committed and restricted projects as designated by the Board of Trustees or an external entity, respectively. 2018 will maintain the committed set asides for election costs and future land and property, which total nearly \$990,000. No budget is created until the Board approves the release of the committed funds for specific projects.

Debt Service Fund

The Debt Service Fund is used for making payments related to debt, for example bonds. The Debt Service Fund has not been used since 2002. More information about Debt Service may be found on page 10.

Facilities Master Plan Update—Opportunities Beginning in 2018

Added in late December 2017

Funding Challenge for 2018 and Beyond

Costs to operate and maintain Pierce County Library's services and libraries are increasing at a faster and higher rate than revenues to run them. In 2018 revenues are increasing by 1.5%, while expenses are increasing by more than double the Library's revenues at 5 to 7%. In recent years, costs have been increasing by 5-7% a year, while revenues have been increasing at a rate of 1-3%.

Population surges and significant use have outgrown and worn many library buildings and increased demands on services. Since 2006 the population in the Library's service area has grown by 16%, growing from 518,000 to 600,000.

The public is asking for and expecting more, hours, books, spaces, and technology.

The Library System has out-lived a re-authorized levy voters passed in 2006 and met or surpassed all four levy promises:

- Offered a wider variety of books, music, e-sources and other materials and reduced the time people wait for popular books by 74% (2006 wait time: 132 days; 2017 wait time: 35 days) – a three-month reduction. Increased checkouts for online choices.
- Expanded open hours by 39% at library locations. All 18 full service libraries are now open on Mondays and nine libraries open on Sundays.
- Added services for kids and teenagers, including helping prepare children to read, assisting kids with homework research, and providing online help with homework.
- Upgraded services and technology for customers, by providing more computers with internet access and computer classes to help adults get jobs and improve their career marketability. Completed major equipment and infrastructure stabilization and upgrades to the system network, applications, equipment, bandwidth, and Wi-Fi access.

The 2006 levy was expected to meet service needs for up to six years. The Library has stretched those services for twice as long—12 years.

Even with the re-authorized levy taxpayers funded in 2007, the gap between service needs and available funding averaged about \$2 million a year, for a total of \$20 million. The Library System has eliminated or reduced services.

In 2018 the Library System will conduct a public information campaign to talk with residents about their priorities for library services and discuss the Library's funding challenges.

Continuing into 2019 revenues are projected to increase by 1% to 3%, while expenses are projected to continue to increase at a higher rate of 4 to 6%.

Strategic Plan

Vision: We spark success for Pierce County

Guiding Principles

We are creative, community-focused, and system strong. We will:

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

Focus Areas

Learning. We support your growth and curiosity

1. Prepare preschoolers, babies and toddlers to learn.
2. Support school and career success for people of all ages.
3. Strengthen the practical skills and knowledge of Pierce County residents.

Enjoyment. We help you enjoy your free time

1. Inspire curiosity and imagination through an extensive and diverse collection.
2. Foster a love of reading.
3. Create opportunities to discover new interests and pursue passions.

Community. We connect and strengthen your communities

1. Bring people together around shared interests and activities
2. Activate Pierce County communities with welcoming, inclusive civic buildings and online spaces.
3. Connect people with information and community resources that help them navigate life's challenges.

Core Services

These are our commitment to you. You can always count on them.

Materials. We have the books and resources you want.

Staff. Our staff connect you to the right resource at the right time.

Spaces. Our libraries are welcoming and vital to your community.

Technology. We meet your needs with today's technology.

Partnerships. We collaborate with others to best serve you.

Classes & Events. We offer interesting programs, skill-building class, and special events.

Business Processes. We make smart investments in sound and sustainable operations.

2017 Initiatives

1. Build a reading community
 - Pierce County READS 10th anniversary
 - Summer Reading
 - Reading kits for Book Clubs
2. Support your growth and curiosity for
 - early learning
 - » Baby Books to Go
 - » Block Play
 - career success
 - » Free Microsoft Certification
 - » WorkSource in your community
 - science-Technology-Engineering-Mathematics (STEM)
 - » 3D printing
 - » Tech classes, including Camp Code and Get Smart
3. Strengthen core services
 - More books, movies, e-books and other materials
 - Technology and space improvements
 - Support skilled and knowledgeable staff through training
4. Develop business processes and improve operations to most effectively use taxpayers' investment.

Accomplishments and Upcoming Projects/Initiatives

2017 Accomplishments

Learning

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

Enjoyment

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

Community

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

Core Services

- Movie Tower decommission
- EDEN/HRIS Replacement study
- Baby Books to Go collection
- Finish upgrading HVAC control systems
- Facility upgrades including restrooms, carpet and furnishings
- Updated Fire Extinguisher training equipment
- ACL elevator upgrades
- new vehicles
- Network modernization and security updates
- Training room

2018 Initiatives & Work Plan

Learning: Support your growth and curiosity

- Block play and Storytimes
- Ready for Books program
- Baby Books To Go and Science to Go
- Camp Code
- Life After High School
- Job & Business Centers
- MOS & IC3 Certifications
- Digital Learning
- Peer2Peer University
- Get Smart programs and classes
- STEM programming

Enjoyment: Build a reading community

- Reader's Advisory project
- LibraryAware eNewsletter
- Staff book club program
- PC Reads
- Summer Reading Program
- eBook collection emphasis

Community: Engage in your community

- Pierce County Conversations
- Teen volunteers for Summer Reading
- MakerFest
- Meeting Rooms & meeting room booking software
- On the Road with Summer Reading

Strengthen Core Services

- Mobile app and events calendar
- Updating Polaris catalog codes and indexing
- Technology training for staff
- Leadership Academy
- Study of cash handling for fines and fees
- Crisis communication plan
- Collaborative tools for project management
- Staff Tuition Assistance Program
- Adult Services support at Community Branch Libraries
- Consistent level of programming support for branches and alignment with focus areas
- Improve connectivity at Outreach locations
- Plan for replacement of printers and copiers

2018 Debt Service

The Library is a special purpose taxing district and by Washington State law, is authorized to issue debt in the form of voted and non-voted debt—Unrestricted General Tax Obligation (UGTO) bonds and Councilmanic bonds, respectively.

Debt Capacity

Unrestricted General Tax Obligation Bonds (UGTO)

Library District assessed value:	\$ 70,057,420,492
Legal GO bond capacity:	x 0.005000
Maximum GO capacity:	\$ 350,287,102
Current outstanding GO bonds:	<u>-\$ 0</u>
Available GO capacity:	\$ 350,287,102

Councilmanic Bonds

Library District assessed value:	\$ 70,057,420,492
Legal Councilmanic bond capacity:	x 0.001000
Maximum Councilmanic capacity:	\$ 70,057,420
Current outstanding Councilmanic bonds:	<u>-\$ 0</u>
Available Councilmanic capacity:	\$ 70,057,420

Current Bonds and Debt

Sum of all outstanding UGTO bonds:	\$ 0
Sum of all outstanding Councilmanic bonds:	\$ 0
Sum of all other forms of debt:	<u>\$ 0</u>
Total of all outstanding bonds and debt:	\$ 0

Currently, the Library maintains no debt of any form.

Last Use of Debt (System Expansion Project)

In 1986, the voters passed a \$28.9 million general obligation bond levy to construct new library facilities, including the purchase of land and the acquisition of furniture and equipment. It also included funds to remodel/renovate existing library facilities throughout the Library System and to purchase books and other materials. Bonds were issued in 1986 (\$18 million), 1990-91 (\$8 million), and 1992 (\$2.9 million). In 1995, a portion of the 1986 and 1990-91 issues was refinanced; the value of this refunding was \$6.93 million. With the payment of principal and interest in December 2002, the entire debt was retired.

Future Debt Needs

The Library began a Facilities Master Plan (FMP) project in late 2008 and concluded in January 2010 with a comprehensive report and plan. Every year, the Library has reviewed elements in the plan. In 2017, the Library conducted a more extensive update of the plan.

Bonds explained

Unrestricted General Tax Obligation Bonds (UGTO).

Bonds may be issued as a measure to voters in the taxing district and require 60% approval. Such bonds would generally be used either for Library Capital Facilities Area—a sub-district of the larger taxing district—or for large-scale projects such as district-wide library construction. The Library’s maximum legal debt capacity is one half of one percent of the Library District’s assessed valuation, and in the simplest form may be levied up to 30 years. The Library district’s assessed value of \$ 70,057,420,492 means that the Library may issue general obligation bonds of up to \$350,287,102.

For the property owner with average property value of \$250,000, a 20-year simple bond issued would cost around \$110 per year. Other factors affecting the cost to a property owner depend on the structure of the bond, bond rates, maturity dates, bond sales, changes in property values, and changes in the district-wide property value.

Councilmanic Bonds. The Library may also issue debt note voted by the public in the form of Councilmanic bonds at a rate of one tenth of one percent of the Library District’s assessed valuation. Because these bonds are non-voted, they may be considered a bank loan secured by property tax revenue, payable out of the Library’s existing funds or future revenue receipts. The Library district’s assessed value of \$ 70,057,420,492 means that the Library may borrow up to \$70,057,420. This debt must be repaid within seven years.

Councilmanic bonds could be used for short term financing of small construction projects, equipment needs, or emergencies that cannot be paid out of available general funds or Capital Improvement funds. They would not be used for covering budget shortfalls in ongoing operations.

All forms of debt require one-time attorney and bank set-up fees, which may total between 1% and 5% of the principle value.

2018 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 2017 property tax levies for collection in 2018.” (The motion is seconded and passed.)

Public Comment:

After presentation of the 2018 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 2018 budget of estimated revenue and expenditures.” (The motion is seconded and passed.)

Unfinished Business (continued)

BUDGET RESOLUTIONS

2018

2017-15: TO ADOPT THE 2018 GENERAL FUND BUDGET

2017-16: TO ADOPT THE 2018 CAPITAL IMPROVEMENTS FUND BUDGET

2017-17: 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:

Move to Approve Resolutions 2017-15, 2017-16, and 2017-17 as presented.

In either case, each resolution needs to be signed.

RESOLUTION NO. 2017-15

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PIERCE COUNTY RURAL LIBRARY DISTRICT
TO ADOPT THE 2018 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 \$70,057,420,492 for the real property located within District boundaries, and

WHEREAS, the assessed valuation, new construction, annexations, and administrative refunds will result in estimated property tax collections of \$30,104,800.03 certified in the levy certificate as passed by the Board of Trustees during the November 8, 2017 meeting, and

WHEREAS, the Library calculates 99.91% of property tax revenues as collectible in 2018, and therefore estimated revenue of property taxes is budgeted at \$ 30,078,200, and

WHEREAS, the Library estimates revenue of \$1,895,500 from other sources, and

WHEREAS, all available new revenue is necessary for the continued operation and maintenance of the Library District and services to its customers in 2018, 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 2018 General Fund budget for the Pierce County Rural Library District in the amount of \$31,973,700 is hereby adopted in its final form and content.

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

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

RESOLUTION NO. 2017-16

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PIERCE COUNTY RURAL LIBRARY DISTRICT
TO ADOPT THE 2018 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 2018, 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, rebates and reimbursements, and other identified sources of revenue, and

WHEREAS, the Library has reviewed the Capital Improvement Plan for 2018 and has determined that seven (7) projects amounting to \$486,500 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 2018 Capital Improvement Fund budget for the Pierce County Library District in the amount of \$511,500 is hereby adopted in its final form and content.

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

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

RESOLUTION NO. 2017-17

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PIERCE COUNTY RURAL LIBRARY DISTRICT
TO ADOPT THE 2018 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 beginning with fiscal year 2017, and

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

WHEREAS, the Library has reviewed the Special Purpose Fund for 2018 and has determined that no (0) funded entries amounting to \$0 should be committed or restricted in its use through funding in the Special Purpose Fund, now therefore,

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

The 2018 Special Purpose Fund budget for the Pierce County Library District in the amount of \$0 is hereby adopted in its final form and content.

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

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

New Business

MEMO



Date: December 1, 2017

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

From: Georgia Lomax, Executive Director

Subject: Election of 2018 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: December 1, 2017

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

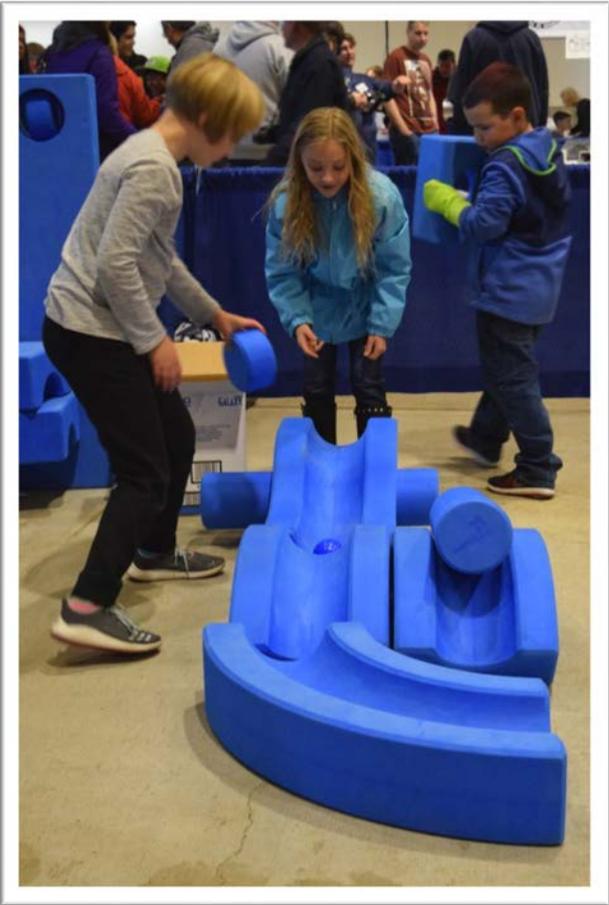
From: Jaime Prothro, Interim Customer Experience Manager

Subject: 2017 MakerFest

Pierce County Library's MakerFest was held on Saturday, November 4, 2017 at the Washington State Fairground Agriplex. This was a new venue for the merger MakerFest and DIYFest, and it was met with a record-setting 1400 attendees, 400 of whom attended in the first hour of the event. The event offered a full day of learning and exploration with 42 exhibitors who shared their passions around robotics, Virtual Reality, sewing, home brewing, food preservation, upcycling, 3D printing and more. Notably, MakerFest was co-presented by PCLS as well as Puyallup Public Library and Timberland Regional Library. The event supports the PCLS Strategic Focus on Community. We look forward to planning the event again in 2018 and strengthening partnerships with both makers and libraries in our region. We hope you enjoy some of the fantastic experiences attendees had below.







MEMO



Date: November 30, 2017

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

From: Kayce Austin and Meghan Sullivan

Subject: Open Hours and After Hours Meeting Room Use

A Customer Experience project team formed in January 2017 to explore Open Hours system-wide and provide recommendations that meet PCLS' mission, values, and strategic framework. This project was limited in scope to only look at changes to hours that would not have budget implications. That would include adding additional hours or adding any hours to Sunday. The project team was also asked to explore before and after hours meeting room use to determine if this is a service that we want to continue to offer.

The team's recommendations, approved by the Leadership Team, is to make no changes to open hours at all PCLS locations in 2017. This decision will be reevaluated after our conversations with the public about the library priorities. Regarding use of meeting rooms, we have decided to eliminate meeting room use outside of normal branch and department open hours at all locations.

The current open hours are meeting the majority of our customers' needs for convenience. Public Survey responses indicate a desire for extended Friday and Saturday hours as well as increased Sunday hours. There is a desire to open earlier, but the majority of the public did not wish to do so if it meant sacrificing evening hours.

Meeting rooms are well used at all library locations. Allowing before and after hours meeting room use presents safety and security issues to the public using our spaces. Additionally, there is a financial impact due to the cost of clearing and locking up the buildings if they have not been properly secured.

A separate project team was created to update our procedures for meeting rooms and implement the change to meeting room availability. These changes will coincide with the introduction of new meeting room booking software in 2018. The library will notify the public of the change to the after-hours availability in December, but will honor all after hours meeting room bookings that have been made through the end of March 2018.

MEMO



Date: December 7, 2017

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

From: Clifford Jo, Finance & Business Director

Subject: 2015-16 Fiscal Audit

Leah Hafterson, our assigned auditor, is moving to finish the 2015-16 fiscal audit by mid-December. At this time, we are not anticipating any findings or management letters. We anticipate, as always, that the auditor will bring recommendations to present during the exit interview.

The State Auditor changed the way it reports opinions for cash basis entities. Beginning with fiscal year 2015, auditors issue a “dual opinion” report. Because cash basis of accounting does not conform to Generally Accepted Accounting Principles (GAAP), the first opinion is technical and automatically “adverse.” A second qualifying opinion is provided simultaneously, which states the auditor’s opinion on its review of our financial statements. (We used to only receive the qualifying opinion.) Dual opinion reports are now common practice for all cash basis public organizations in Washington State.

The exit interview will be conducted on December 19, 2017.

The auditor is also changing our audit cycle from biennial to annual. Regional audit manager Joanne Klein informed me today that entities with revenues of \$10,000,000 or more should be audited annually. She recommended budgeting \$13,000 per year going forward. The 2018 budget has been revised to reflect this.

MEMO



Date: December 13, 2018

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

From: Cheree Green, Staff Experience Director

Subject: New National Background Check Vendor

Improving our recruitment and selection process is a goal of the Library's and it aligns with our core service area of *Staff*. The Library's practice for pre-employment criminal background checks has been to only search Washington State. We will expand this search nationally for a more robust, comprehensive and national pre-employment review. We reviewed the qualifications of 4 national background check providers and ultimately selected Data Quest, who came with great references, good financial value and a seamless online experience for our candidates and recruiters. They provide us the following:

National background check that goes back 7 years. This includes:

- Felony/Misdemeanor court-level search of County/State offenses
- Sex Offenses
- National Criminal Database Search
- AKA (also known as—name verification)
- SSN Trace/Validation
- As Needed
 - Motor Vehicle
 - Education Verification
 - Credit Checks

We implemented this expanded background check process in September and so far, it has gone extremely well. We are very pleased with our vendor and the more detailed information we now receive in the pre-employment and recruitment process.

MEMO



Date: December 4, 2017

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

From: Melinda Chesbro, Deputy Director

Subject: PCLS Staff Professional Activities

On October 26 Collection Management hosted the quarterly meeting of the Puget Sound Collection Developers.

Washington Library Association (WLA) held this year's annual conference at the Hotel Murano in Tacoma from November 1 to 4. This year, 44 PCLS staff members from 16 branches and 4 departments attended the conference. In addition, 8 staff members presented at workshops for conference participants.

Adam Jackman, Librarian, Lisa Heyerdahl, Librarian, presented **The State of Business Reference: A Round Table Discussion.**

Jaime Prothro, Customer Experience Director; Ben Haines, Senior Librarian; Kendall Brookhart, Adult Services Librarian; Liz Athey, Digital Literacy Associate, Lisa Heyerdahl, Librarian, presented **Helping Patrons Get Smart & Get Hired.**

David Seckman, Senior Librarian, presented **Harnessing the Power of Kindness and Gratitude to Build Better Relationships at Work and in Your Personal Life.**

Alex Byrne, Youth Services Librarian, in collaboration with others, presented **I'm Making a Mini-Con Here - Huge Success!**

Georgia Lomax, Executive Director and Melinda Chesbro, Deputy Director along with Brian Murphy and Claire Miccio from BERK Consulting presented **Building a Strategic Framework for Guiding Today's Library.**

In support of the conference, Kati Irons Perez, Collection Management Librarian wrote an article for the November 2017 issue of *Alki*, "**From Pho to the Freighthouse: A Dining Guide to Downtown Tacoma's Best Eats**".

Several staff attended **Think, Do, Show – Telling the Library Story with Data** held at Timberland Regional Library on November 13. The workshop was sponsored by the State Library and focused on practical, strategic methods for evaluation programs and services.

On November 15 and 17 Stephanie Ratko, IT Manager assisted Sno-Isle with their interviews of prospective IT Managers.

Pierce County Library FYI Packet
Link List
December 13, 2017

Pierce County Library in the News

- [Pierce Co Libraries Offer Books For Babies](#) – University Place Patch
- [Read To A Dog At Pierce County Libraries](#) – University Place Patch
- [Upcoming Holiday Events At Pierce County Libraries](#) – Gig Harbor Patch
- [Puyallup robotics team to show off creations at MakerFest](#) – News Tribune
- Plenty Of Frights Found In Library Books – Gig Harbor Life (PDF attached)
- Seasonal Art – Gig Harbor Life (cover story, PDF attached)

YOUR COMMUNITY

GIG HARBOR LIFE

An edition of the Kitsap Sun

October 27, 2017 | Vol. 10, Issue 17

Plenty of frights found in library books

AN OPEN BOOK
HOLLY SMITH

Crisp air. Cool wind. Pumpkins wearing grins.

It is time to find a book that chills, thrills and sets your heart rate pounding. Popular horror authors, Stephen King and his son, Joe Hill, both have new books coming out this fall. "Sleeping Beauties" by Stephen King and Owen King came out in September and Joe Hill's newest work, "Strange Weather," will be released in late October. Both books are in the Pierce County Library catalog (piercecountylibrary.org) and able to be reserved.

No need to read something bright and cheery while you wait; the library has

plenty of delightfully frightful books to keep all ages of readers up at night.

For real-life horror, local author Gregg Olsen's true crime stories will definitely give a reader the shivers. His book "Starvation Heights" retells the 1911 murders that took place near our corner of the Pacific Northwest. Author Dean Koontz writes suspenseful novels that dip into other genres, including horror, fantasy and sci-fi. If you are looking to step into a different world, Justin Cronin's horror novels are rich in well-crafted characters and settings.

Young adult fiction authors are masters of the scary story. Madeleine Roux's "Asylum" series is set in a former asylum turned summer camp for gifted children. The prolific Darren

Shan has written several series for the horror, supernatural reader. His books are fast paced and grotesque. Author and illustrator, Emily Carroll's finely detailed graphic novels are both mysterious and eerie. Her work "Through the Woods" would be a great springboard for writing your own fanfiction stories.

For the younger terror fan, try "The Scary Stories to Tell in the Dark Series" by Alvin Schwartz. Each book is a collection of short stories that work well read aloud to a group or alone under a blanket by flashlight. R.L. Stine's "Goosebumps" with its colorful, gory covers has high appeal for children who like books with supernatural elements. Peg Kehret, local Pierce County author, writes adventurous, heart-pounding

tales, where kids lead the action. Lemony Snickett's novels combine dark humor with an eerie twist. Mostly the author of chapter books, Snickett's picture book "The Dark" is a quirky introduction to the delights of a scary story. For beginning readers the classic "Berenstain Bears and the Spooky Old Tree" by Jan and Stan Berenstain is sure to charm with its gentle dip into the horror genre.

"100% Pure Fake" by Lyn Thomas is the perfect fit for little DIY horror fans.

As the nights lengthen, the rain returns, and the leaves abandon the trees, come see us at the Gig Harbor Pierce County Library. We have spooky stories to share with you.

Holly Smith is the Youth Services Librarian at the Gig Harbor library, located at 4424 Point Fosdick Drive NW.

GIG HARBOR LIFE

An edition of the Kitsap Sun

October 27, 2017 | Vol. 10, Issue 17

SEASONAL ART

Library's annual pumpkin decorating event brings smiles to artists and gourds
Pages 12-13



Gig Harbor residents and best friends Emerson Delapapena, left, and Gigi Frasl, both 4, compare each other's gourd embellishments during the annual pumpkin decorating event sponsored by the Friends of Gig Harbor Library, Saturday at the library. Pumpkins, paint and decorations are provided by the Friends. VERONICA FOLEY

INSIDE: Mayor candidate issues, 2; 10th annual film festival underway 4

LT + Holly Smith clips.
Note: Cover Story
PCLS 56 2/12 (1M)

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FDIC

From the cover

Pumpkins get festive treatment

PHOTOS BY VERONICA FOLEY

Friends of the Gig Harbor Library hosted its annual Pumpkin Decorating event, much to the delight of young children and their families, Saturday at the library.

The group provided pumpkins, paint and other decorations for children to decorate their ghords any way they saw fit. The creativity was evident in the variety of designs and décor. Children were able to take home their creations to decorate their homes in festive fashion.



Olalla residents Eliza Rasmussen, 5, and her brother, Blaise, 8, pick out their perfect pumpkins to fancy up at the annual Gig Harbor Library pumpkin decorating event.



Making pumpkin painting a fun family affair is Dawson Leverett, 2, and his grandmother, Suzanne, and mother, Brianna, all of Gig Harbor.



Charlotte Whyland, 2, gets some pumpkin painting and decorating help from her father, Matt Whyland, both of Gig Harbor.



Caleb, 7, and his mom, Leeann Stevens of Port Orchard, stop by the Gig Harbor Library to spend some special time together painting a festive gourd.



New to pumpkins, Gig Harbor's Joyce Zhao, 1, watches and learns as her sister, Grace, 3, and mother, Jade, embellish their very own orange squash.



Lilianna Lapp, 7, of Gig Harbor, gently picks up her pumpkin after her paint design finishes drying so she can take it home.