

AGENDA

Regular Meeting of the Pierce County Library System Board of Trustees January 8, 2020 | 3:30 PM

3:30 pm	02 min.	Call to Order: Daren Jones, Chair	
3:32 pm	05 min.	Public Comment: <i>This is time set aside for members of the public to speak to the Board of Trustees. Unless the item you wish to discuss is of an emergency nature, the Board ordinarily takes matters under advisement before taking action. Please sign up at the time of the meeting to speak during the Public Comment period, and limit your comments to three minutes.</i>	
3:37 pm	03 min.	Consent Agenda	Action
		<ol style="list-style-type: none"> 1. Approval of Minutes of December 11, 2019, Regular Meeting 2. Approval of December 2019 Payroll, Benefits and Vouchers 	
3:40 pm	05 min.	Board Member Reports	
3:45 pm	10 min.	Routine Reports	
		<ol style="list-style-type: none"> 1. Fundraising Performance Report, Dean Carrell 2. Metrics Dashboard, Melinda Chesbro 3. November 2019 Financial Report, Cliff Jo 4. Executive Director Report, Georgia Lomax 5. Branch Services Report, Jaime Prothro 	
3:55 pm		New Business	
	15 min.	1. 2020 Library/Foundation Agreement, Cliff Jo	Action
	10 min.	2. 2020 Trustee Vacancy Process, Georgia Lomax	
	10 min.	3. Agenda Review, Georgia Lomax	
	10 min.	4. Policy Review – Employee Whistleblower Protection, Chereé Green	Action
4:40 pm	05 min.	Officers Reports	
		<ol style="list-style-type: none"> 1. 2020 Library Foundation Fundraising 2. 2020 Work Plan Summary 3. Revised 2020 Levy Certificate 4. 2018 Fiscal Audit 	
4:45 pm	02 min.	Announcements	
4:47 pm		Adjournment	

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – JANUARY 8, 2020**



CALL TO ORDER

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

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

1. Approval of Minutes of December 11, 2019, Regular Meeting
2. Approval of December 2019 Payroll, Benefits and Vouchers
3. 2020 Insurance Renewal

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

BOARD MEMBER REPORTS

The Board expressed condolences to the Library for the loss of Finance Specialist Adrian Smith who recently passed away.

Chair Jones thanked Rob Allen for his guidance over the past years as he served as Chair.

Mr. Jenkins visited the UP branch recently and observed staff positively engaging with their customers.

Chair Jones shared information about a book event in Oregon featuring Dolly Parton.

ROUTINE REPORTS

Financial Report – Due to the cutover into the new financial system, the Library may bring the fiscal yearend report to the Board later than usual.

NEW BUSINESS

2020 Library/Foundation Agreement – Ms. Lomax provided an overview of the updated agreement and addendum.

Mr. Allen authorized Ms. Lomax to sign the 2020 Foundation Agreement. Ms. Penn seconded the motion and it was passed.

Ms. Lomax to sign the 2020 addendum to the Foundation Addendum. Ms. Penn seconded the motion and it was passed.

2020 Trustee Vacancy Process – Ms. Butler is nearing the end of her term. The Board considered knowledge and expertise that could strengthen the Board. Trustees confirmed the list of skills, knowledge, diversity and representations and noted it would be valuable to have someone with construction, project management or financial experience, stressing the importance of continuing to shape the Board to represent the communities it serves.

Ms. Lomax said the discussion will inform development of the recruitment plan and materials, which will be shared with the trustees at a future meeting.

Agenda Review – The Board reviewed their agenda approach and topics the staff provides.

Trustees expressed appreciation of the Board Education and Services segments, Branch Services reports, Core Services reports and branch presentations at the traveling meetings.

Discussion ensued on meeting times and use of conference calls in the case of a limited agenda.

Policy Review – Employee Whistleblower Protection Update

Mr. Allen moved to approve the Employee Whistleblower Protection policy as presented. Ms. Penn seconded the motion and it was passed.

OFFICERS REPORTS

2020 Work Plan Summary – Mr. Allen was pleased to see the Emergency Preparedness project being studied and encouraged the Library to explore what the Library's role is before, during and after a disaster.

2018 Fiscal Audit – Chair Jones reported he attended both the entrance and exit conferences and found them very interesting. In response to the finding, Ms. Lomax said the Library would seek the services of an independent CPA to review annual financial documents prior to submitting to the State Auditor.

ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

The meeting was adjourned at 4:25 pm on motion by Mr. Jenkins, seconded by Mr. Allen.

Georgia Lomax, Secretary

Daren Jones, Chair

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4:45 pm	02 min.	Announcements	
4:47 pm		Adjournment	

Consent Agenda

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – DECEMBER 11, 2019**



CALL TO ORDER

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

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

1. Approval of Minutes of November 13, 2019, Regular Meeting
2. Approval of November 2019 Payroll, Benefits and Vouchers
3. 2020 Insurance Renewal

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

BOARD MEMBER REPORTS

Ms. Butler reported she has seen many beautiful libraries during her recent travels.

ROUTINE REPORTS

Executive Director Report – Ms. Lomax reported the 2nd Annual Trivia Bee has been scheduled for November 14, 2020.

Customer Experience Manager Meghan Sullivan introduced new Lakewood Branch Manager Amy Anderson.

BOARD EDUCATION AND SERVICE REPORTS

Staff Core Services Report – Staff Experience Director Cheree Green, Application Services Manager Teresa Covington, Parkland/Spanaway Branch Manager Tim Sage and Ms. Sullivan presented a report on the ways the Library invests in its staff.

Mr. Sage reported 98% of staff completed Respectful and Inclusive Workplace training. All supervisors attend New Leader Orientation. This training includes additional information and tools necessary for supervisors to support the Library's goals. 91% staff have completed this training. Both trainings are now part of the regular new hire orientation process. Additional work has been accomplished to remove barriers to diversity and inclusion during the hiring process. Steps include identifying new community partners to send employment opportunities to and the development of standardized hiring criteria and revising some job titles to reflect their customer service purposes.

Ms. Sullivan reported in the last 12 months 10,209 staff hours were spent on learning time. The Training Advisory Committee guides, vets, coordinates and makes decisions about training to help close the skills and abilities gaps for staff and supervisors in order to meet the needs of the organization. The committee is made up of representatives across the system and has provided a pathway to expand learning opportunities, as well as for staff to bring their training ideas to fruition. In 2019, the Library has offered 195 training classes. Tuition assistance is also available to staff interested in pursuing degrees.

Ms. Green reported on the formal succession planning process which is completed every 2 years. This involves an assessment of the Library's leadership competencies for each supervisor as well as a review of other factors for each leader that involve placement in the organization and future growth potential. This process provides a comprehensive review of strengths and opportunities and guides the Library's learning and development strategy

and plan. Reorganization has been implemented in many departments and the Library is intentional about creating career ladders throughout the organization that provide opportunities for growth and promotion.

The Board was pleased at the diversity and inclusion efforts and progress.

UNFINISHED BUSINESS

2020 Budget: Second Reading and Discussion – Mr. Jo provided an overview of the proposed budget. He reported slight modifications were made to the General Fund budget but the bottom line remained unchanged at \$39,743,900.

The Foundation Board approved the specific programs they will fundraise to support and the \$300,000 impact commitment has been allocated to the appropriate budget lines, including \$147,000 to the materials budget.

PUBLIC HEARING

Mr. Jones moved that in accordance with RCW 84.55.120, the public hearing be opened for consideration of increases in property tax revenues, regarding 2019 property tax levies for collection in 2020. Mr. Jenkins seconded the motion and it passed.

Chair Allen asked if there was anyone in the audience who wished to comment on the 2020 budget.

There being no further comments, Mr. Jones moved to close the public hearing on the 2020 budget of revenue and expenditures. Ms. Butler seconded the motion and it passed.

UNFINISHED BUSINESS (CONT.)

Levy Sustainability Fund –

Ms. Butler moved to approve the Fiscal Management Policy with the amendments as presented. Mr. Jones seconded the motion and it was passed.

Mr. Jones moved to approve Resolution 2019-10: To Create a Levy Sustainability Fun. Mr. Jenkins seconded the motion and it was passed.

2020 Budget and Work Plan –

Ms. Butler moved to approve Resolutions:

- *2019-11: To Adopt the 2020 General Fund Budget.*
- *2019-12: To Adopt the 2020 Capital Improvement Fund Budget*
- *2019-13: To Adopt the 2020 Special Purpose Fund Budget*
- *2019-14: To Adopt the 2020 Levy Sustainability Fund Budget*

Mr. Jenkins seconded the motion and it passed.

Mr. Jenkins moved to approve Resolutions:

- *2019-15: To Transfer Set-Asides in the General Fund Balance to the Special Purpose Fund*
- *2019-16: To Transfer Set-Asides in the Special Purpose Fund to the Levy Sustainability Fund*

Ms. Butler seconded the motion and it passed.

NEW BUSINESS

2020 Election of Officers –

Ms. Butler moved to nominate Mr. Jones as Chair and Mr. Jenkins as Vice-Chair in 2020. Chair Allen seconded the motion and it was passed.

Ms. Lomax and the trustees thanked Chair Allen for his years of service as Chairperson.

2020 Board Calendar of Work – Ms. Lomax noted there would be more policy work in 2020 due to the implementation of the new HR and finance system.

Policy Review – Service of Process

Mr. Jones moved to approve the Service of Process policy as presented. Ms. Butler seconded the motion and it was passed.

ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

The meeting was adjourned at 4:40 pm on motion by Mr. Jenkins, seconded by Mr. Jones.

Georgia Lomax, Secretary

Rob Allen, Chair

**Pierce County Library System
Payroll, Benefits and Vouchers
December 2019**

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	3896 - 3898	12/1/2019 - 12/31/2019	\$ 1,929.68
Electronic Payments - Payroll & Acct Payable		12/6/19	1,093,868.62
Electronic Payments - Payroll & Acct Payable		12/21/19	836,489.24
Accounts Payable Warrants	631344 - 631565	12/1/2019 - 12/31/2019	1,247,951.62
Total:			<u>\$ 3,180,239.16</u>

As of 12/31/2019

Check History Listing
Pierce County Library System

Check #	Bank	Date	Paid to	Status	Can/Vd Date	Pay Period Dates	Dir Dep	Amount
3896	key	12/06/2019	LEWIS, AMANDA			11/16/19 - 11/30/19	0.00	534.18
3897	key	12/06/2019	RODARMEL, ALBERT			11/16/19 - 11/30/19	0.00	125.86
3898	key	12/20/2019	POTOA'E, VICTORIA			12/01/19 - 12/15/19	0.00	1,269.64
Total:							0.00	1,929.68

Checks in report: 3

Grand Total: 0.00 1,929.68

Ad-hoc bank transaction (Withdrawal)

PCL_Company

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

Contact Name: Stacy Karabotsos
 Contact Phone: 253-548-3451
 Contact e-mail: sdkarabotsos@piercecountylibrary.org
 Comments: 12/06/19 Payroll

Withdrawal Date: 12/06/19

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	67,348.55
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	54,448.03
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	54,448.03
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	519,372.71
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	10,639.09
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	56,347.48
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	91,197.51
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	6,472.87
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	1,312.85
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	-
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	-
PCL_Company	AWC (only on 6th paycheck)	237100	CC_Library_District	697-00	5100000	230,254.47
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	-
PCL_Company	WA State Support Registry	237100	CC_Library_District	697-00	5100000	2,027.03
PCL_Company	WA State Unclaimed Property	237100	CC_Library_District	697-00	5100000	-
Total Deposit						\$ 1,093,868.62

Certification:

Stacy Karabotsos
 Signature (Department Designee)
 Board Agenda Packet 1-6-2020 Page 7

12/04/19
 Date

Comments:

Ad-hoc bank transaction (Withdrawal)

PCL_Company

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Contact Name: Stacy Karabotsos
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 Comments: 12/20/19 Payroll

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Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	62,221.89
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	52,328.56
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	52,328.56
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	503,089.54
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	10,580.43
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	54,890.58
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	88,909.17
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	5,847.97
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	1,312.37
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	125.00
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	206.55
PCL_Company	AWC (only on 6th paycheck)	237100	CC_Library_District	697-00	5100000	-
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	2,621.56
PCL_Company	WA State Support Registry	237100	CC_Library_District	697-00	5100000	2,027.06
PCL_Company	WA State Unclaimed Property	237100	CC_Library_District	697-00	5100000	-
Total Deposit						\$ 836,489.24

Certification:

Stacy Karabotsos
 Signature (Department Designee)

12/18/19
 Date

Comments:

Check History Listing
Pierce County Library System

Bank code: key

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
631344	12/01/2019	005862 ELITE PROPERTY INVESTMENTS LLC		10,973.62
631345	12/01/2019	006331 SURPRISE LAKE SQUARE LLC		9,317.55
631346	12/06/2019	000828 AFSCME AFL-CIO		13,289.35
631347	12/06/2019	004782 DEPARTMENT OF EDUCATION AWG		198.82
631348	12/06/2019	003985 PACIFICSOURCE ADMINISTRATORS		1,912.67
631349	12/06/2019	001181 PIERCE CTY LIBRARY FOUNDATION		741.49
631350	12/06/2019	006555 SOCIAL SECURITY ADMINISTRATION		132.54
631351	12/06/2019	000830 BAKER & TAYLOR		8,797.20
631352	12/06/2019	000242 BUCKLEY CITY OF		268.30
631353	12/06/2019	000161 CENGAGE LEARNING		28.09
631354	12/06/2019	001780 CITY OF UNIVERSITY PLACE		61.31
631355	12/06/2019	004169 COMCAST		34,723.57
631356	12/06/2019	001643 LINGO		138.37
631357	12/06/2019	000352 MIDWEST TAPE		5,316.81
631358	12/06/2019	000362 ORTING CITY OF		1,257.89
631359	12/06/2019	000377 PUGET SOUND ENERGY		3,252.94
631360	12/06/2019	000460 STEILACOOM TOWN OF		1,487.12
631361	12/06/2019	000541 STATE OF WASHINGTON		595.70
631362	12/06/2019	007343 ANIMAL ENCOUNTERS		570.50
631363	12/06/2019	007471 AUTHORS UNBOUND AGENCY		3,250.00
631364	12/06/2019	007010 BUILDINGWORK LLC		2,647.54
631365	12/06/2019	007562 CASCADE GAME FOUNDRY SPC		325.00
631366	12/06/2019	006577 CATALYST WORKPLACE ACTIVATION		7,872.36
631367	12/06/2019	001843 CINTAS CORPORATION		512.33
631368	12/06/2019	000600 CLOVER PARK TECHNICAL COLLEGE		3,300.00
631369	12/06/2019	000895 COLUMBIA BANK		250.60
631370	12/06/2019	006949 COMMUNICO LLC		34,000.00

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Pierce County Library System

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Check #	Date	Vendor	Status	Check Total
631371	12/06/2019	001512 DAILY JOURNAL OF COMMERCE		193.20
631372	12/06/2019	006873 DATA QUEST LLC		630.00
631373	12/06/2019	005283 E-RATE EXPERTISE INC		6,150.00
631374	12/06/2019	006478 EVERGREEN MAINT LANDSCAPING		17,988.21
631375	12/06/2019	006984 FALCONER, THE		273.80
631376	12/06/2019	000796 FLOHAWKS		2,338.88
631377	12/06/2019	000805 GORDON THOMAS HONEYWELL LLP		80.00
631378	12/06/2019	000765 GOVERNMENT FINANCE OFFICERS AS		675.00
631379	12/06/2019	001560 GRAHAM BUSINESS ASSOCIATION		250.00
631380	12/06/2019	003704 INSECT SAFARI		350.00
631381	12/06/2019	007554 JAMES STOWE ILLUSTRATIONS		325.00
631382	12/06/2019	007519 JULIA HARRISON LLC		201.80
631383	12/06/2019	007545 JUST AND HEALTHY FOOD SYSTEM		150.00
631384	12/06/2019	007561 STELLA KEMPER		150.00
631385	12/06/2019	000254 KING COUNTY LIBRARY		17.00
631386	12/06/2019	003355 L'ARCHE TAHOMA HOPE		400.00
631387	12/06/2019	001299 MULTNOMAH CTY LIBRARY		21.99
631388	12/06/2019	007481 THY NGUYEN		600.00
631389	12/06/2019	006026 PAPERROLLS-N-MORE.COM		798.08
631390	12/06/2019	007563 PRESCOTT VALLEY, TOWN OF		57.00
631391	12/06/2019	007552 PROFESSIONAL ENTERTAINMENT		795.00
631392	12/06/2019	007107 PUBLIC LIBRARIES OF WASHINGTON		6,190.21
631393	12/06/2019	005417 RICOH USA INC		3,812.63
631394	12/06/2019	005417 RICOH USA INC		1,388.42
631395	12/06/2019	001343 SCHOLASTIC INC		12,889.35
631396	12/06/2019	000730 SMITH FIRE SYSTEMS INC		1,324.30
631397	12/06/2019	007167 JENNY LYNN SOUSA		420.00
631398	12/06/2019	001137 SPOKANE COUNTY LIBRARY DISTRIC		20.00

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Check #	Date	Vendor	Status	Check Total
631399	12/06/2019	005827 SPRAGUE PEST SOLUTIONS		686.81
631400	12/06/2019	006974 THE HANOVER INSURANCE GROUP		268.00
631401	12/06/2019	000497 TILlicum COMMUNITY SERVICE CEN		2,001.18
631402	12/06/2019	001821 TYLER TECHNOLOGIES INC		6,869.51
631403	12/06/2019	006278 UNIVERSITY OF PUGET SOUND		90.00
631404	12/06/2019	007263 VOILA ART STUDIO		402.22
631405	12/06/2019	001767 WALTER E NELSON OF WESTERN WAS		2,143.30
631406	12/06/2019	000534 WCP SOLUTIONS		129.89
631407	12/06/2019	007564 WHATCOM COMMUNITY COLLEGE		50.00
631408	12/11/2019	000830 BAKER & TAYLOR		51,181.01
631409	12/11/2019	000161 CENGAGE LEARNING		4,978.72
631410	12/11/2019	000180 CENTURYLINK		796.02
631411	12/11/2019	000180 CENTURYLINK		398.20
631412	12/11/2019	004169 COMCAST		34,723.57
631413	12/11/2019	005300 DANGER ROOM COMICS LLC		1,733.72
631414	12/11/2019	007444 FAIRVEGA LIBRARY SERVICES		439.60
631415	12/11/2019	004109 INFOBASE PUBLISHING		7,868.42
631416	12/11/2019	000243 INGRAM LIBRARY SERVICES		478.82
631417	12/11/2019	003909 MCCALLS QUICK QUILTS		25.00
631418	12/11/2019	000352 MIDWEST TAPE	V	0.00
631419	12/11/2019	000352 MIDWEST TAPE		19,741.47
631420	12/11/2019	000370 PIERCE COUNTY		2,279.13
631421	12/11/2019	006150 PRONUNCIATOR		4,995.00
631422	12/11/2019	000377 PUGET SOUND ENERGY		910.74
631423	12/11/2019	000406 RECORDED BOOKS LLC		307.64
631424	12/11/2019	006680 WAVE BUSINESS		13,770.00
631425	12/13/2019	006494 LISA CIPOLLA		495.54
631426	12/13/2019	007385 DEPT OF ECOLOGY		455.35

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Check #	Date	Vendor	Status	Check Total
631427	12/13/2019	006935 EMILY'S PAPERWORKS		550.00
631428	12/13/2019	000796 FLOHAWKS		2,816.93
631429	12/13/2019	001006 PUGET SOUND CLEAN AIR AGENCY		140.00
631430	12/13/2019	005417 RICOH USA INC		2,259.89
631431	12/13/2019	005827 SPRAGUE PEST SOLUTIONS		181.34
631432	12/13/2019	004022 US BANK		268,890.61
631433	12/13/2019	000534 WCP SOLUTIONS		1,325.77
631434	12/13/2019	000821 PIERCE COUNTY SUPERIOR COURT		369.35
631435	12/13/2019	000821 PIERCE COUNTY SUPERIOR COURT		412.26
631436	12/17/2019	000805 GORDON THOMAS HONEYWELL LLP		80.00
631437	12/17/2019	000361 OFFICE DEPOT	V	0.00
631438	12/17/2019	000361 OFFICE DEPOT		2,635.41
631439	12/17/2019	000534 WCP SOLUTIONS		1,090.68
631440	12/18/2019	000830 BAKER & TAYLOR		50,691.12
631441	12/18/2019	000087 BLACKSTONE PUBLISHING		151.21
631442	12/18/2019	000161 CENGAGE LEARNING		140.46
631443	12/18/2019	000093 EBSCO		534.32
631444	12/18/2019	000243 INGRAM LIBRARY SERVICES		1,722.45
631445	12/18/2019	000352 MIDWEST TAPE	V	0.00
631446	12/18/2019	000352 MIDWEST TAPE		15,787.57
631447	12/18/2019	007565 PHILIPPINE CULTURAL EDUCATION		4,346.18
631448	12/18/2019	000403 RAINIER VIEW WATER CO INC		292.62
631449	12/18/2019	000406 RECORDED BOOKS LLC		131.88
631450	12/18/2019	000463 SUMMIT WATER & SUPPLY CO		354.38
631451	12/18/2019	000572 WORLD BOOK INC		25,021.08
631452	12/20/2019	003778 AFLAC		4,946.60
631453	12/20/2019	001578 COLONIAL SUPPLEMENTAL INSURANC		445.26
631454	12/20/2019	004782 DEPARTMENT OF EDUCATION AWG		206.65

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 Pierce County Library System

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Check #	Date	Vendor	Status	Check Total
631455	12/20/2019	003985 PACIFICSOURCE ADMINISTRATORS		1,912.05
631456	12/20/2019	001181 PIERCE CTY LIBRARY FOUNDATION		728.99
631457	12/20/2019	006555 SOCIAL SECURITY ADMINISTRATION		137.77
631458	12/20/2019	005815 4G APPAREL & PROMOTIONS		1,652.92
631459	12/20/2019	007108 BARBARA B BENEPE		100.00
631460	12/20/2019	007510 SIMON CALCAVECCHIA		100.00
631461	12/20/2019	006577 CATALYST WORKPLACE ACTIVATION		23,609.22
631462	12/20/2019	000182 CHUCKALS INC		1,562.34
631463	12/20/2019	006999 CIS		940.00
631464	12/20/2019	007549 DAZED AND REUSED ARTWORK		750.00
631465	12/20/2019	007202 DICKENS CAROLERS, THE		360.00
631466	12/20/2019	005081 EHS-INTERNATIONAL INC		54,279.11
631467	12/20/2019	006478 EVERGREEN MAINT LANDSCAPING		6,427.33
631468	12/20/2019	001464 GREAT FLOORS COMMERCIAL SALES		2,253.84
631469	12/20/2019	007038 SUSAN W HAAS		650.00
631470	12/20/2019	006815 IDEA HATCH STEAM FOR KIDS		600.00
631471	12/20/2019	006545 IRON MOUNTAIN INC		167.19
631472	12/20/2019	000235 KCDA PURCHASING COOPERATIVE		240.79
631473	12/20/2019	007302 MARIAN D MAXWELL		75.00
631474	12/20/2019	000360 OCLC INC		4,107.34
631475	12/20/2019	003985 PACIFICSOURCE ADMINISTRATORS		181.75
631476	12/20/2019	001534 PEDERSON PAINTING		3,630.00
631477	12/20/2019	000857 PIERCE COUNTY RECYCLING		362.65
631478	12/20/2019	001681 PITNEY BOWES		387.89
631479	12/20/2019	001765 SOUTH SOUND BUSINESS PREMIER MEDIA GF		420.00
631480	12/20/2019	001640 PRINT NW LLC		6,994.68
631481	12/20/2019	003933 QUALITY BUSINESS SYSTEMS INC		896.97
631482	12/20/2019	007303 EDWIN RAVINA		100.00

Check History Listing
 Pierce County Library System

Bank code: key

Check #	Date	Vendor	Status	Check Total
631483	12/20/2019	002282 SEATTLE PUBLIC LIBRARY		33.95
631484	12/20/2019	007387 STATE AUDITORS OFFICE		2,983.25
631485	12/20/2019	007253 TAPESTRY SINGERS		100.00
631486	12/20/2019	007569 SARAH TIMME		50.00
631487	12/20/2019	007069 TRAVELING LANTERN THEATRE CO		495.00
631488	12/20/2019	001821 TYLER TECHNOLOGIES INC		50,647.90
631489	12/20/2019	003719 UNIQUE MANAGEMENT SERVICES		823.40
631490	12/20/2019	007568 VENTURES NONPROFIT		300.00
631491	12/23/2019	000830 BAKER & TAYLOR		35,922.40
631492	12/23/2019	000161 CENGAGE LEARNING		4,513.95
631493	12/23/2019	005300 DANGER ROOM COMICS LLC		76.29
631494	12/23/2019	000093 EBSCO		1,183.39
631495	12/23/2019	007444 FAIRVEGA LIBRARY SERVICES		2,325.49
631496	12/23/2019	000243 INGRAM LIBRARY SERVICES		4,705.97
631497	12/23/2019	000352 MIDWEST TAPE	V	0.00
631498	12/23/2019	000352 MIDWEST TAPE	V	0.00
631499	12/23/2019	000352 MIDWEST TAPE	V	0.00
631500	12/23/2019	000352 MIDWEST TAPE		107,882.62
631501	12/23/2019	007443 PAN ASIAN PUBLICATIONS (USA)		7,854.14
631502	12/23/2019	000406 RECORDED BOOKS LLC		244.80
631503	12/23/2019	007487 TSAI FONG BOOKS INC		2,232.57
631504	12/23/2019	003986 VALUE LINE PUBLISHING		21,150.00
631505	12/23/2019	007123 DIGI INTERNATIONAL		8,413.81
631506	12/23/2019	005330 GHA TECHNOLOGIES INC		1,373.70
631507	12/30/2019	005002 ASCAP		276.00
631508	12/30/2019	000830 BAKER & TAYLOR		1,641.36
631509	12/30/2019	000243 INGRAM LIBRARY SERVICES		3,059.39
631510	12/30/2019	000352 MIDWEST TAPE		300.87

Check History Listing
Pierce County Library System

Bank code: key

Check #	Date	Vendor	Status	Check Total
631511	12/30/2019	000377 PUGET SOUND ENERGY		5,149.73
631512	12/30/2019	007588 MARKEY SANDHOP		28.00
631513	12/30/2019	006769 ALBANY PUBLIC LIBRARY		11.99
631514	12/30/2019	007343 ANIMAL ENCOUNTERS		325.00
631515	12/30/2019	005704 ERIN ANTES		99.50
631516	12/30/2019	000363 OVERALL LAUNDRY SERV. DBA ARAMARK UNII		43.96
631517	12/30/2019	000153 ASSOCIATED PETROLEUM PRODUCTS		5,461.27
631518	12/30/2019	000830 BAKER & TAYLOR		1,999.34
631519	12/30/2019	005453 DANA BROWNFIELD		25.19
631520	12/30/2019	007589 SANDRA ROSA BRYANT		68.24
631521	12/30/2019	003423 ALEXANDER BYRNE		196.88
631522	12/30/2019	007486 RICK CASSON		50.00
631523	12/30/2019	006577 CATALYST WORKPLACE ACTIVATION		1,005.59
631524	12/30/2019	001843 CINTAS CORPORATION		1,751.48
631525	12/30/2019	006494 LISA CIPOLLA		341.36
631526	12/30/2019	006615 COEUR D'ALENE PUBLIC LIBRARY		13.00
631527	12/30/2019	004087 CONCORDIA UNIVERSITY LIBRARY		15.10
631528	12/30/2019	001512 DAILY JOURNAL OF COMMERCE		160.80
631529	12/30/2019	007202 DICKENS CAROLERS, THE		400.00
631530	12/30/2019	005862 ELITE PROPERTY INVESTMENTS LLC		11,322.91
631531	12/30/2019	000796 FLOHAWKS		1,772.65
631532	12/30/2019	004228 GUARDIAN SECURITY		1,224.42
631533	12/30/2019	007038 SUSAN W HAAS		250.00
631534	12/30/2019	007455 IMAGE CONTROL SYSTEMS		2,857.40
631535	12/30/2019	003704 INSECT SAFARI		200.00
631536	12/30/2019	007262 TERRI KRUGER		200.00
631537	12/30/2019	006098 LOGAN LIBRARY		13.99
631538	12/30/2019	001371 MOUNTAIN MIST		30.82

Check History Listing
Pierce County Library System

Bank code: key

Check #	Date	Vendor	Status	Check Total
631539	12/30/2019	007485 NORTHWEST ANIMAL ADVENTURES		250.00
631540	12/30/2019	005983 COLLEGE LIBRARY OREGON COAST COMMUN		19.95
631541	12/30/2019	001258 PTM DOCUMENT SYSTEMS INC		247.36
631542	12/30/2019	004098 PUPPETS PLEASE		3,050.00
631543	12/30/2019	005417 RICOH USA INC		1,788.82
631544	12/30/2019	005417 RICOH USA INC		4,256.73
631545	12/30/2019	000424 SIMPLY MAGIC LLC		1,095.00
631546	12/30/2019	000730 SMITH FIRE SYSTEMS INC		296.73
631547	12/30/2019	001506 SOUND SECURITY INC		9,145.40
631548	12/30/2019	001871 ST LOUIS PUBLIC LIBRARY		20.48
631549	12/30/2019	001124 SUMMIT LAW GROUP PLLC		3,823.50
631550	12/30/2019	006331 SURPRISE LAKE SQUARE LLC		9,317.55
631551	12/30/2019	007590 BONNIE SVITAVSKY		6.58
631552	12/30/2019	007069 TRAVELING LANTERN THEATRE CO		445.50
631553	12/30/2019	005824 TYLER BUSINESS FORMS		314.26
631554	12/30/2019	001821 TYLER TECHNOLOGIES INC		1,641.00
631555	12/30/2019	001767 WALTER E NELSON OF WESTERN WAS		2,940.44
631556	12/30/2019	000635 WAYNES ROOFING INC		1,968.36
631557	12/30/2019	000534 WCP SOLUTIONS		226.25
631558	12/30/2019	005576 WORKPOINTE		13,244.75
631559	12/31/2019	006545 IRON MOUNTAIN INC		193.35
631560	12/31/2019	005417 RICOH USA INC		628.37
631561	12/31/2019	001821 TYLER TECHNOLOGIES INC		20,422.32
631562	12/31/2019	000242 BUCKLEY CITY OF		268.30
631563	12/31/2019	000352 MIDWEST TAPE		12,994.37
631564	12/31/2019	000377 PUGET SOUND ENERGY		3,135.37
631565	12/31/2019	000460 STEILACOOM TOWN OF		1,519.76

Check History Listing
Pierce County Library System

Bank code: key

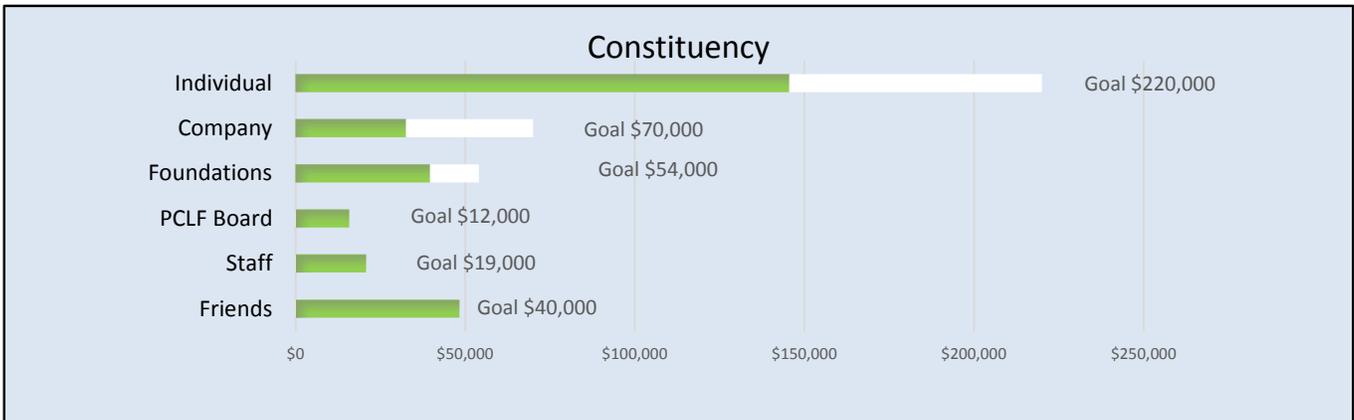
<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
			key Total:	1,247,951.62
222 checks in this report			Total Checks:	1,247,951.62

Routine Reports



Fundraising Performance Report

Reporting Period: January 1, 2019 to November 30, 2019



Support Type

Unrestricted	Restricted	In Kind	Total
\$212,435	\$90,175	\$88,202	\$390,812

Memor Society

Reflected when received

Goal = 12 New Members

Endowment

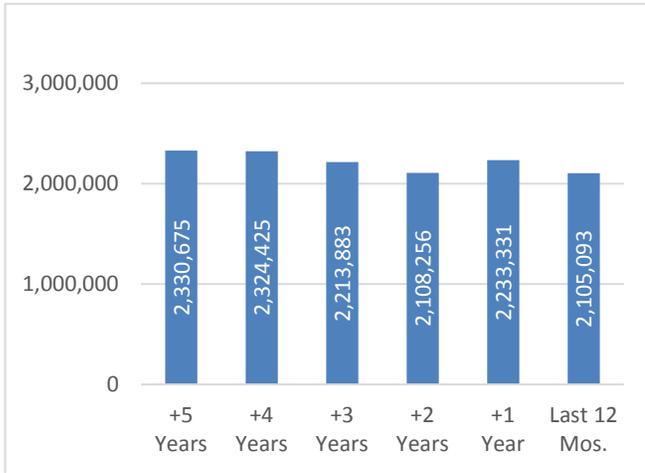
Gifts reflected when received

Capital

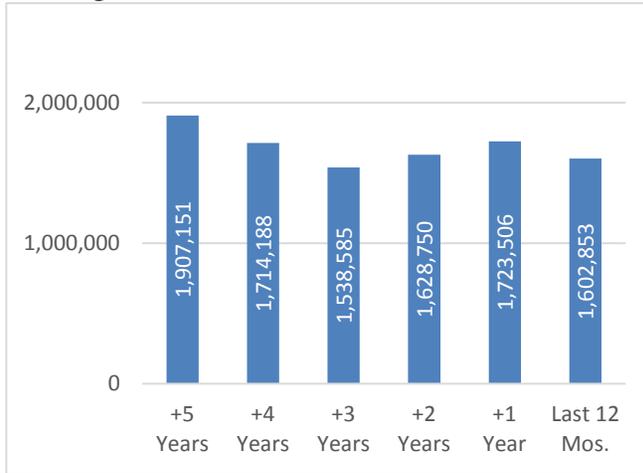
Gifts reflected when received

Customers / Visits - November 2019

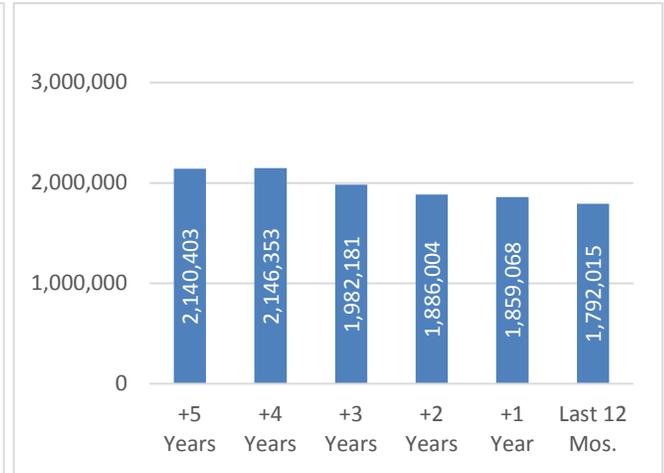
Branch Visits



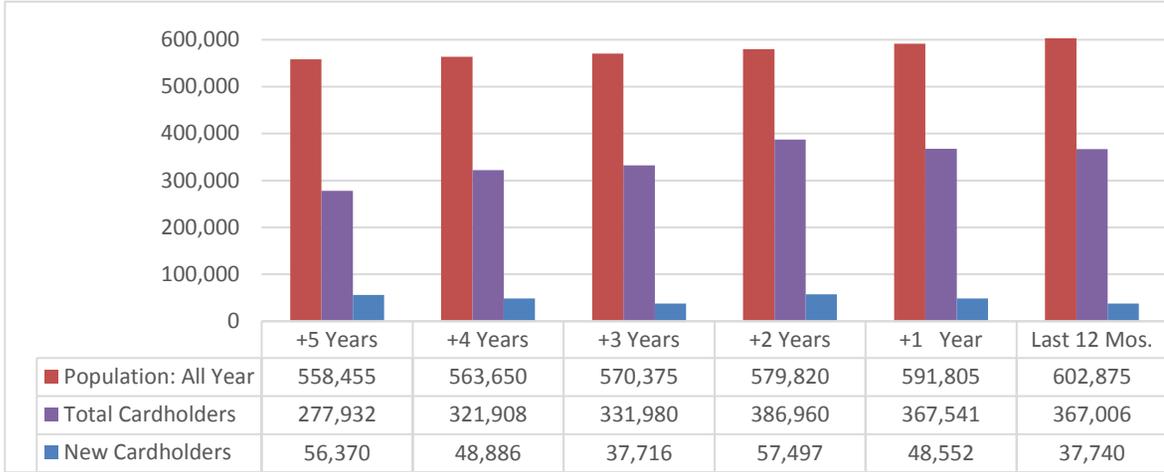
Catalog Visits



Website Visits



PCLS Cardholder Statistics



November and Rolling 12-Month Comparison

	November 2019	Rolling Last 12 Months	+1 Year	% Change Year Over Year
Branch Visits	154,829	2,105,093	2,233,331	-5.7%
Catalog Visits	122,026	1,602,853	1,723,506	-7.0%
Public Website Visits	132,590	1,792,015	1,859,068	-3.6%

Technology

	November 2019	Rolling Last 12 Months	+1 Year	% Change Year Over Year
PC/Laptop Sessions	21,737	321,291	383,169	-16.1%
Wi-Fi Sessions	72,927	991,252	935,278	6.0%

Public Spaces Usage

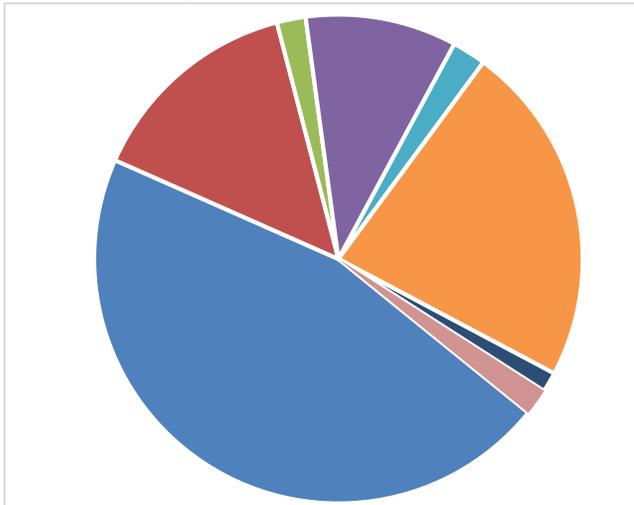
	November 2019	Rolling Last 12 Months
# of Public Meeting Uses	930	11,244
# of Attendees	12,946	137,027

Please Note:

PCLS switched to the new Communico platform for managing public meeting room scheduling in April of 2018. Because of this change, there is insufficient data for a +1 Year comparison.

Collection Use - November 2019

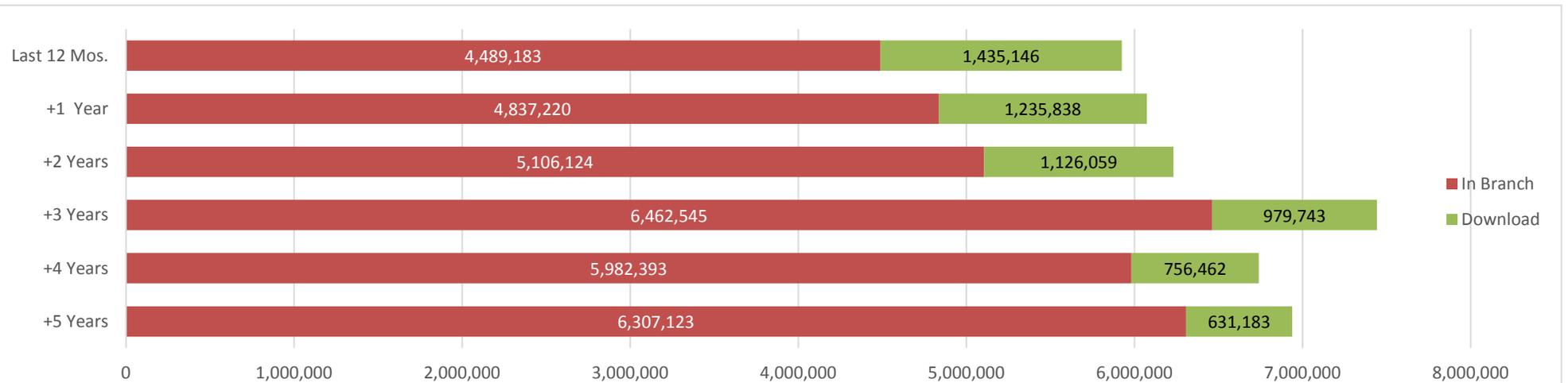
Checkouts By Format - November 2019



Data Table

Categories	October 2019	November 2019	% of Total November Checkouts	Rolling Last 12 Months	+1 Year	% Change Year Over Year
Books	236,027	209,096	45.79%	2,767,460	2,871,554	-3.63%
E-Books	68,362	65,406	14.32%	786,847	729,944	7.80%
AudioBooks (Disc)	9,842	8,697	1.90%	126,026	152,949	-17.60%
AudioBooks (Digital)	53,095	45,796	10.03%	561,359	457,046	22.82%
Music CDs (Disc)	10,385	10,220	2.24%	128,765	158,647	-18.84%
DVDs	111,480	103,408	22.64%	1,364,173	1,520,328	-10.27%
Magazines (Print)	6,129	5,992	1.31%	73,077	81,250	-10.06%
Magazines (Digital)	7,940	8,046	1.76%	86,940	43,304	100.77%
Totals:	503,260	456,661	100.00%	5,894,647	6,015,022	-2.00%

Collection Checkouts



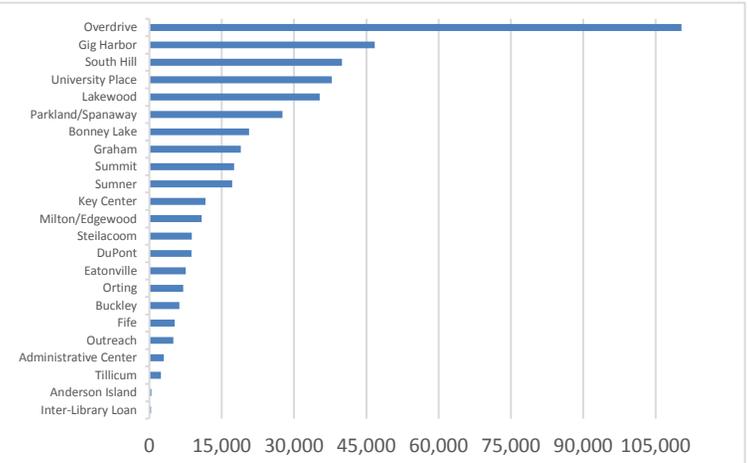
Historical Data Reporting

The numbers in the Data Table do not reflect total circulation, only the highlighted categories. In 2018, Digital Downloads were changed to only reflect downloads of materials through Overdrive, and Zinio Digital Magazines. "Other" digital content (such as TumbleBooks) was included in 2017 and earlier. The Collection Checkouts chart above includes the "other" digital content as originally reported. The table on Page 3 includes only digital content from Overdrive, and excludes digital content from all other providers, for all years reported.

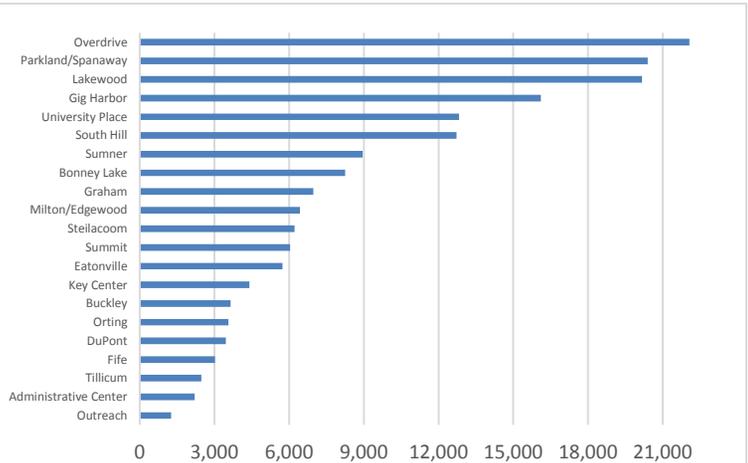
Customers / Visits - November 2019

Location	Checkouts				Visitors**			
	Nov.2019	Last 12 Mo.	+1 Year	% Change	Nov. 2019	Last 12 Mo.	+1 Year	% Change
Administrative Center	3,005	64,779	72,671	-10.9%	2,211	30,566	35,867	-14.8%
Anderson Island	439	13,304	2017 #s in Outreach		No Door Counter for Anderson Island			
Bonney Lake	20,685	269,766	277,599	-2.8%	8,245	109,775	127,753	-14.1%
Buckley	6,243	88,606	88,246	0.4%	3,652	47,123	46,156	2.1%
DuPont	8,697	119,040	121,760	-2.2%	3,463	52,147	54,130	-3.7%
Eatonville	7,525	103,464	109,989	-5.9%	5,726	78,302	86,275	-9.2%
Fife	5,225	66,098	75,339	-12.3%	3,017	39,065	47,232	-17.3%
Gig Harbor	46,734	622,094	671,330	-7.3%	16,111	226,408	244,826	-7.5%
Graham	18,925	239,332	250,448	-4.4%	6,976	94,771	98,979	-4.3%
Inter-Library Loan	357	4,760	5,789	-17.8%	No "visitors" for Inter-Library Loan			
Key Center	11,653	155,743	164,643	-5.4%	4,405	67,413	69,173	-2.5%
Lakewood	35,306	441,880	507,646	-13.0%	20,171	266,010	261,365	1.8%
Milton / Edgewood	10,842	145,370	149,652	-2.9%	6,428	77,138	79,041	-2.4%
Orting	6,996	89,696	95,368	-5.9%	3,554	45,667	40,654	12.3%
Overdrive	111,202	1,348,206	1,186,990	13.6%	28,533	266,514	210,967	26.3%
Outreach	4,929	51,764	63,526	-18.5%	1,262	12,286	14,320	-14.2%
Parkland / Spanaway	27,614	369,202	403,000	-8.4%	20,396	244,694	235,538	3.9%
South Hill	39,960	541,620	587,468	-7.8%	12,717	174,677	194,465	-10.2%
Steilacoom	8,794	117,188	118,440	-1.1%	6,211	86,006	86,902	-1.0%
Summit	17,582	225,231	242,375	-7.1%	6,044	88,304	100,038	-11.7%
Sumner	17,139	232,120	252,113	-7.9%	8,946	122,933	131,946	-6.8%
Tillicum	2,397	32,147	33,599	-4.3%	2,474	33,320	40,163	-17.0%
University Place	37,812	495,979	537,392	-7.7%	12,820	208,488	238,508	-12.6%
Total	450,061	5,837,389	6,015,383	-3.0%	183,362	2,371,607	2,444,298	-3.0%

November Checkouts



November Visitors



Branch Closure Information - Last 12 Months

Location	Start Date	End Date	Duration	Location	Start Date	End Date	Duration
Full System Late Open at 11:00 AM	2/12/2019	2/12/2019	1	Bonney Lake Closed at 6:00 PM	1/23/2019	1/23/2019	1
Full System Closure	2/11/2019	2/11/2019	1	Bonney Lake Closed at 6:00 PM	1/15/2019	1/16/2019	2
Only LWD, PKS, SUM, UP Open	2/10/2019	2/10/2019	1	Sumner Closed at 2:25 PM	1/6/2019	1/6/2019	1
Full System Closure	2/9/2019	2/9/2019	1	Fife (Planned Maintenance)	12/3/2018	12/15/2018	12
Full System Early Close at 3:00 PM	2/8/2019	2/8/2019	1				
Full System Late Open at 11:00 AM	2/5/2019	2/5/2019	1				
Full System Closure	2/4/2019	2/4/2019	1				
Bonney Lake Closed at 6:00 PM	1/28/2019	1/30/2019	3				

** Historical Visitor Counts

In February 2018, PCLS completed a project to replace its TrafficFlow door counters with new VisiCount door counters because the old ones were no longer supported by the manufacturer, and many had needed replacement due to damage, vandalism, and battery theft.

Because of the issues with the older door counters, some of the historical visitor counts may not be accurate.

Monthly Financial Reports November 30, 2019

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

General Fund

November

- **38700. In December, the Foundation will transfer its final distribution of the year to satisfy its agreement with the Library. This distribution will be recorded and allocated to the various line items prior to year closing.**
- **53505. Includes license renewals for Microsoft and Envisionware systems.**
- **54100. Payment for services to conduct both audits (state and E-rate).**
- **54501. Includes the semiannual payment for UP Condominium costs.**

October

- 36110. Investment income is projected to be \$180,000 by yearend.
- 36998. Recorded 2 of 2 E-Rate reimbursements that had been withheld earlier this year.
- 53502. Includes significant purchases for computers and paid via P-Card.

July – September (Quarter 3)

- 36700. Received the first of three Foundation disbursements.
- 36998. Recorded 1 of 2 E-Rate reimbursements that had been withheld earlier this year.
- 36720. Includes several Friends reimbursements for a number of projects.
- 36998. We received notice of the two withheld Erate reimbursements for 2018 Q3 and Q4. Q3's \$89,234.36 is recorded in September and Q4's \$90,325.93 will be recorded in October. This restores the full amounts withheld.
- 54501. Includes the semiannual payment for the Library's portion of the UP Civic Center costs. The invoice was recorded in August (payment is made in September).
- 53505. Includes annual renewal for Polaris Catalog system.
- 54800. Moved vehicle repairs from General Fund to Capital Fund.
- 59700. Per Board approval, conducted the Capital Fund transfer.

April – June (Quarter 2)

- 53505. Includes annual renewal for Polaris Catalog system.
- 54103. Includes annual renewal for Microsoft Premier Consultant contract.

- 00000. This is the total of group budgets for projects that have budgets but are not ready to allocate to specific line items.
- 36998. We received a portion of the Erate reimbursement for 2018 Q4 and 2019 Q1. USAC is withholding the larger reimbursement of nearly \$190,000 for those quarters for reasons that we are looking into.
- 3111x. We received the first large deposit of property taxes in April, which confirms the levy certificate signed in late November. We are on track to receive \$39.4 million in property tax revenue this year, of which \$34.5 million will be applied to 2019 operations and an estimated \$5 million will be allocated to the Sustainability Fund.
- 36110. The County's WorkDay system is not correctly reporting investment income for April (understated). Once it is corrected in WorkDay, the investment amount will be posted in EDEN.
- 36910. Includes \$10,458 in surplus sales from DES for chromebooks and other laptops.

January – March (Quarter 1)

- 54502. We moved copier lease charges out of contracted maintenance and into Equipment Leases. The budget will be adjusted accordingly.
- 31111-31740. Total taxes received in February was nearly \$200,000 more than February 2018. The additional revenue (due to the restored mill rate) helped with cash flow.
- 31113. Separated King County property taxes from 31111. Estimated 2019 revenue is \$60,000.

Capital Improvement Projects Fund

November

- **53501. Includes various payments for furnishings in the ACL facility.**
- **54103. Includes payments to Barsness Group for the Capital Campaign Feasibility consulting work, BERK for Public Engagement consulting work, Tyler Technologies for Munis ERP/HCM implementation, and EHS-I (Buckley Site Evaluation).**

October

- Line items distributed accordingly to anticipated yearend results.
- 54103. Includes payment for Barsness Group's work (Capital Campaign Feasibility Study).
- 54902. Payment for Library's portion of Fife Local Improvement District (LID) costs.

July – September (Quarter 3)

- Reconciliation of expenditures and budgets was conducted and line items will be distributed accordingly in the October statement of activities.
- 56200. Made the 8th payment of \$120,000 towards the University Place 5,000 sq ft expansion space.
- Reconciliation of expenditures and budgets was conducted in September and line items will be distributed accordingly in the September statement of activities.

- 54103. Includes payment made to Barsness Group for capital campaign funding study.
- 56200. Includes payment made to City of Orting for the Library's agreed upon share of roof work on the facility.
- 54103. Includes payment to BERK Consulting for Public Engagement project.
- 54901. Includes new membership/subscription to cyber security resources.
- 54805. Moved vehicle repairs from General Fund to Capital Fund.

April – June (Quarter 2)

- 54103. Includes payment to BERK Consulting for Public Engagement project.
- 54100, 56400. Budgets for these will be reallocated in the upcoming months to reflect accurate breakdowns for the PERCY/Munis (HCM/ERP) project.
- 00000. This is the total of group budgets for projects that have budgets but are not ready to allocate to specific line items.

January – March (Quarter 1)

- 53505. Software license payment for the PERCY Project (Munis ERP/HCM) was made.

Debt Service Fund

- **No significant activity.**

Special Purpose Fund

November

- **No significant activity.**

October

- 31111. Recorded the portion of property tax revenue for Levy Sustainability.

July – September (Quarter 3)

- No significant activity.

April – June (Quarter 2)

- No significant activity.

January – March (Quarter 1)

- 55200. The cost for the election was \$268,310 and paid in February.

**PIERCE COUNTY LIBRARY SYSTEM
STATEMENT OF FINANCIAL POSITION
November 30, 2019**

	GENERAL FUND	SPECIAL PURPOSE FUND	DEBT SERVICE FUND	CAPITAL IMPROVEMENT PROJECTS FUND
ASSETS				
Current Assets				
Cash	\$ 2,526,528	\$ 10,751	\$ 463	\$ 29,717
Investments	\$ 10,390,000	\$ 6,455,000	\$ 87,500	\$ 2,330,000
Deposits Refundable	\$ -	\$ -	\$ -	\$ -
Total Current Assets	\$ 12,916,528	\$ 6,465,751	\$ 87,963	\$ 2,359,717
TOTAL ASSETS	\$ 12,916,528	\$ 6,465,751	\$ 87,963	\$ 2,359,717
LIABILITIES				
Current Liabilities				
Warrants Payable	\$ 122,483	\$ -	\$ -	\$ 80,661
Sales Tax Payable	\$ 2,909	\$ -	\$ -	\$ -
Payroll Payable	\$ 152,520	\$ -	\$ -	\$ -
US Bank Payable	\$ -	\$ -	\$ -	\$ -
Total Current Liabilities	\$ 277,912	\$ -	\$ -	\$ 80,661
TOTAL LIABILITIES	\$ 277,912	\$ -	\$ -	\$ 80,661
FUND BALANCE				
Reserve for Encumbrances	\$ 292,123	\$ -	\$ -	\$ 294,638
Election Set-Aside		\$ 608,822		
Land/Property/Facility Set-Aside		\$ 630,117		
Unreserved Fund Balance	\$ 12,346,493	\$ 5,226,812	\$ 87,963	\$ 1,984,417
TOTAL FUND BALANCE	\$ 12,638,616	\$ 6,465,751	\$ 87,963	\$ 2,279,056
TOTAL LIABILITIES & FUND BALANCE	\$ 12,916,528	\$ 6,465,751	\$ 87,963	\$ 2,359,717
<hr/>				
BEGINNING FUND BALANCE, 01/01/19	\$ 7,738,394	\$ 1,255,685	\$ 86,171	\$ 1,551,840
YTD Revenue	\$ 35,205,501	\$ 5,478,437	\$ 1,792	\$ 1,498,037
Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -
YTD Expenditures	\$ (30,305,279)	\$ (268,372)	\$ -	\$ (770,821)
ENDING FUND BALANCE, 11/30/19	\$ 12,638,616	\$ 6,465,751	\$ 87,963	\$ 2,279,056
TAXES RECEIVABLE	\$ 887,773	\$ -	\$ -	\$ -

PIERCE COUNTY LIBRARY SYSTEM
COMPARATIVE STATEMENT OF FINANCIAL POSITION
General Fund as of November 30, 2019

	HISTORICAL 10/31/2018	HISTORICAL 11/30/2018	HISTORICAL 12/31/2018	HISTORICAL 1/31/2019	HISTORICAL 2/28/2019	HISTORICAL 3/31/2019	HISTORICAL 4/30/2019	HISTORICAL 5/31/2019	HISTORICAL 6/30/2019	HISTORICAL 7/31/2019	HISTORICAL 8/31/2019	HISTORICAL 9/30/2019	HISTORICAL 10/31/2019	CURRENT 11/30/2019
ASSETS														
Current Assets														
Cash	\$ 11,923,103	\$ 1,999,546	\$ 627,099	\$ 192,800	\$ 958,504	\$ 2,800,867	\$ 15,229,013	\$ 2,894,686	\$ 482,335	\$ 321,593	\$ 577,105	\$ 1,253,381	\$ 9,491,633	\$ 2,526,528
Investments	\$ -	\$ 9,250,000	\$ 7,800,000	\$ 5,650,000	\$ 3,200,000	\$ 1,700,000	\$ 1,700,000	\$ 14,100,000	\$ 13,913,000	\$ 10,453,000	\$ 8,143,000	\$ 5,940,000	\$ 3,890,000	\$ 10,390,000
Deposits Refundable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,019	\$ 25,019	\$ 25,888	\$ -	\$ -	\$ -	\$ -
Total Current Assets	\$ 11,923,103	\$ 11,249,546	\$ 8,427,099	\$ 5,842,800	\$ 4,158,504	\$ 4,500,867	\$ 16,929,013	\$ 17,019,705	\$ 14,420,353	\$ 10,800,481	\$ 8,720,105	\$ 7,193,381	\$ 13,381,633	\$ 12,916,528
TOTAL ASSETS	\$ 11,923,103	\$ 11,249,546	\$ 8,427,099	\$ 5,842,800	\$ 4,158,504	\$ 4,500,867	\$ 16,929,013	\$ 17,019,705	\$ 14,420,353	\$ 10,800,481	\$ 8,720,105	\$ 7,193,381	\$ 13,381,633	\$ 12,916,528
LIABILITIES														
Current Liabilities														
Warrants Payable	\$ 118,663	\$ 160,876	\$ 516,769	\$ 251,432	\$ 79,752	\$ 79,533	\$ 122,578	\$ 125,580	\$ 86,612	\$ 33,290	\$ 98,418	\$ 308,102	\$ 117,447	\$ 122,483
Sales Tax Payable	\$ 2,703	\$ 2,643	\$ 241	\$ 1,438	\$ 1,967	\$ 1,997	\$ 2,319	\$ 2,516	\$ 2,471	\$ 3,515	\$ 2,825	\$ 2,606	\$ 4,641	\$ 2,909
Payroll Payable	\$ 111,920	\$ 129,840	\$ 149,007	\$ 124,676	\$ 143,867	\$ 110,110	\$ 130,627	\$ 148,517	\$ 170,543	\$ 126,068	\$ 148,456	\$ 171,461	\$ 130,737	\$ 152,520
Total Current Liabilities	\$ 233,286	\$ 293,359	\$ 666,017	\$ 377,547	\$ 225,587	\$ 191,639	\$ 255,525	\$ 276,613	\$ 259,626	\$ 162,873	\$ 249,699	\$ 482,169	\$ 252,825	\$ 277,912
TOTAL LIABILITIES	\$ 233,286	\$ 293,359	\$ 666,017	\$ 377,547	\$ 225,587	\$ 191,639	\$ 255,525	\$ 276,613	\$ 259,626	\$ 162,873	\$ 249,699	\$ 482,169	\$ 252,825	\$ 277,912
FUND BALANCE														
Reserve for Encumbrance	\$ 634,256	\$ 425,324	\$ 22,003	\$ 1,415,795	\$ 1,353,775	\$ 1,240,119	\$ 1,410,091	\$ 1,359,549	\$ 953,035	\$ 884,939	\$ 778,093	\$ 587,377	\$ 483,460	\$ 292,123
Unreserved Fund Balance	\$ 11,055,561	\$ 10,530,864	\$ 7,739,079	\$ 4,049,458	\$ 2,579,143	\$ 3,069,109	\$ 15,263,397	\$ 15,383,543	\$ 13,207,692	\$ 9,752,669	\$ 7,692,313	\$ 6,123,836	\$ 12,645,348	\$ 12,346,493
TOTAL FUND BALANCE	\$ 11,689,817	\$ 10,956,188	\$ 7,761,082	\$ 5,465,253	\$ 3,932,917	\$ 4,309,228	\$ 16,673,488	\$ 16,743,092	\$ 14,160,727	\$ 10,637,608	\$ 8,470,406	\$ 6,711,213	\$ 13,128,808	\$ 12,638,616
TOTAL LIABILITIES & FUND BALANCE	\$ 11,923,103	\$ 11,249,546	\$ 8,427,099	\$ 5,842,800	\$ 4,158,504	\$ 4,500,867	\$ 16,929,013	\$ 17,019,705	\$ 14,420,353	\$ 10,800,481	\$ 8,720,105	\$ 7,193,381	\$ 13,381,633	\$ 12,916,528
PROPERTY TAXES RECEIVABLE	\$ 2,404,814	\$ 695,763	\$ 603,084	\$ 39,841,794	\$ 39,155,533	\$ 36,413,384	\$ 21,545,105	\$ 18,923,154	\$ 18,759,756	\$ 18,640,957	\$ 18,445,389	\$ 17,731,390	\$ 3,132,650	\$ 887,773

**PIERCE COUNTY LIBRARY SYSTEM
STATEMENT OF REVENUE & EXPENDITURES
For the Period Ending November 30, 2019**

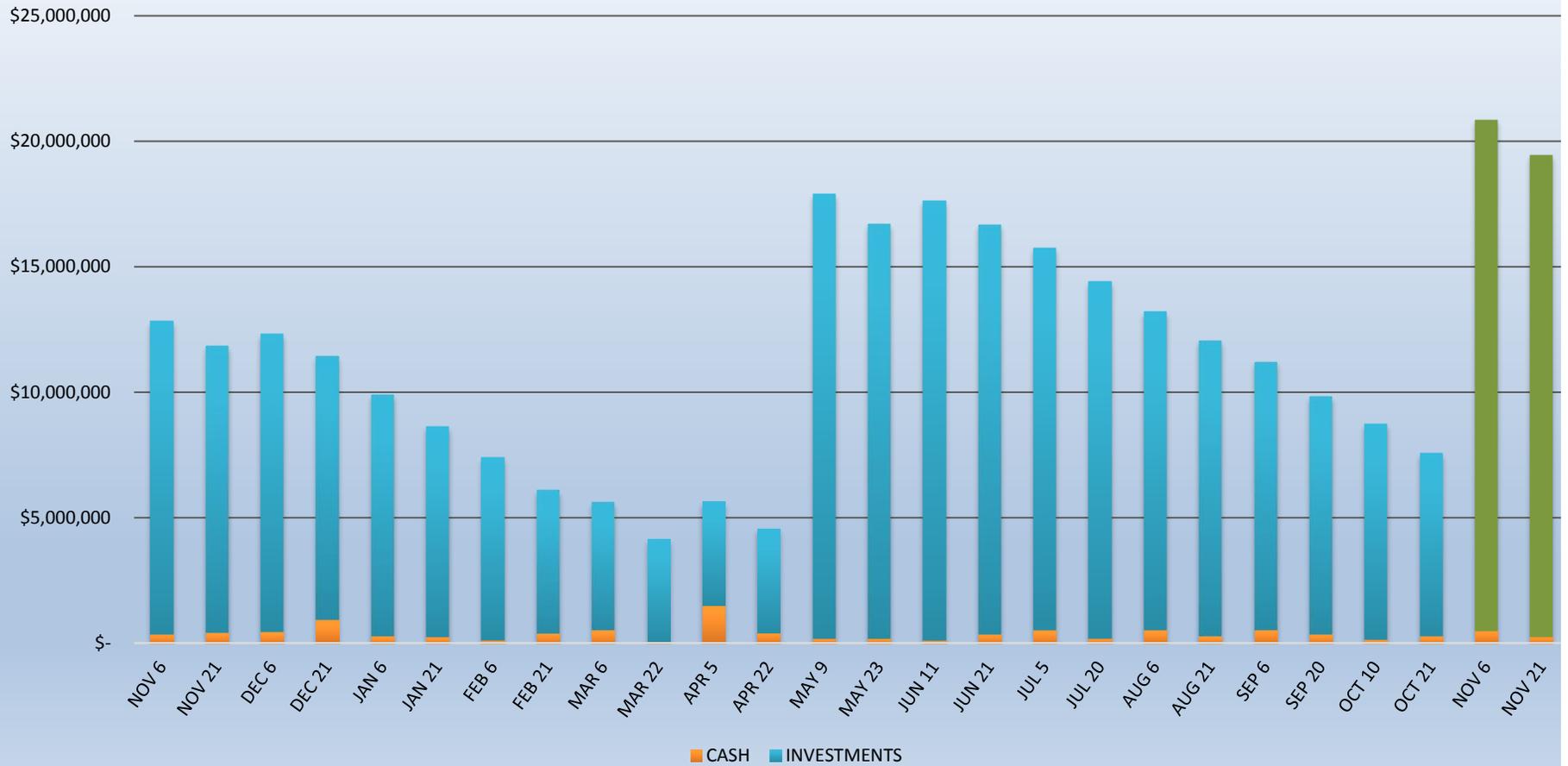
GENERAL FUND - 01	2019 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ 34,623,500	\$ 33,976,804	\$ -	\$ 646,696	98%
Other Revenue	\$ 1,750,500	\$ 1,228,697	\$ -	\$ 521,803	70%
TOTAL REVENUE	\$ 36,374,000	\$ 35,205,501	\$ -	\$ 1,168,499	97%
EXPENDITURES					
Personnel/Taxes and Benefits	\$ 24,332,700	\$ 21,762,684	\$ -	\$ 2,570,016	89%
Materials	\$ 3,805,100	\$ 3,024,947	\$ -	\$ 780,153	79%
Maintenance and Operations	\$ 5,175,000	\$ 4,057,649	\$ 293,984	\$ 823,368	84%
Transfers Out & Reserves	\$ 3,060,000	\$ 1,460,000	\$ -	\$ 1,600,000	48%
TOTAL EXPENDITURES	\$ 36,372,800	\$ 30,305,279	\$ 293,984	\$ 5,773,537	84%
Excess/(Deficit)		\$ 4,900,222			
Additional Transfers Out		-			
NET EXCESS (DEFICIT)		\$ 4,900,222			

SPECIAL PURPOSE FUND - 15	2019 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ 625,000	\$ -	\$ -	\$ 625,000	0%
Transfers In	\$ 1,100,000	\$ -	\$ -	\$ 1,100,000	0%
Investment Income	\$ 60,000	\$ 28,437	\$ -	\$ 31,563	47%
TOTAL REVENUE	\$ 1,785,000	\$ 28,437	\$ -	\$ 1,756,563	2%
EXPENDITURES					
Election Costs	\$ 625,000	\$ 268,372	\$ -	\$ 356,628	43%
TOTAL EXPENDITURES	\$ 625,000	\$ 268,372	\$ -	\$ 356,628	43%
Excess/(Deficit)		\$ (239,934)			
Additional Transfers In		\$ -			
NET EXCESS (DEFICIT)		\$ (239,934)			

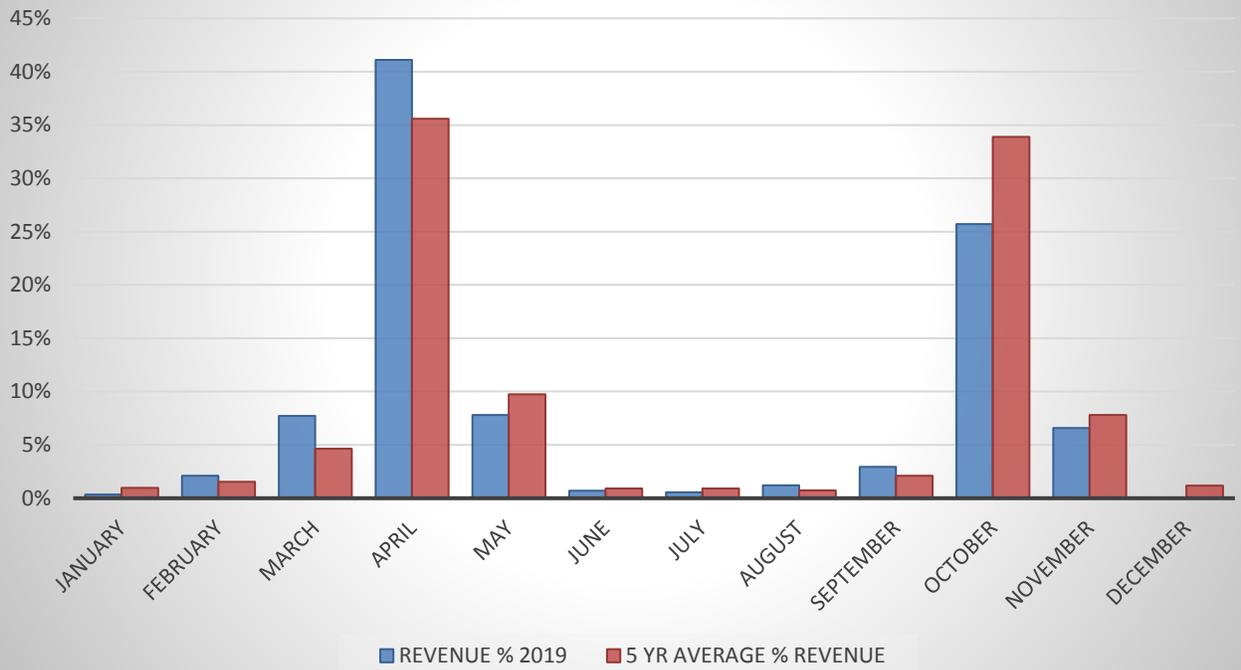
DEBT SERVICE FUND - 20	2019 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ -	\$ 173	\$ -	\$ (173)	-
Other Revenue	\$ -	\$ 1,619	\$ -	\$ (1,619)	-
TOTAL REVENUE	\$ -	\$ 1,792	\$ -	\$ (1,792)	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
NET EXCESS (DEFICIT)		\$ 1,792			

CAPITAL IMPROVEMENT PROJECTS FUND - 30	2019 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ 217,085	\$ -	\$ -	\$ 217,085	0%
Transfers In	\$ 1,460,000	\$ 1,460,000	\$ -	\$ -	100%
Other Revenue	\$ -	\$ 38,037	\$ -	\$ (38,037)	-
TOTAL REVENUE	\$ 1,677,085	\$ 1,498,037	\$ -	\$ 179,048	89%
EXPENDITURES					
Capital Improvement Projects	\$ 1,415,000	\$ 770,821	\$ 294,638	\$ 349,540	75%
TOTAL EXPENDITURES	\$ 1,415,000	\$ 770,821	\$ 294,638	\$ 349,540	75%
Excess/(Deficit)		\$ 727,216			
Additional Transfers In		-			
NET EXCESS (DEFICIT)		\$ 727,216			

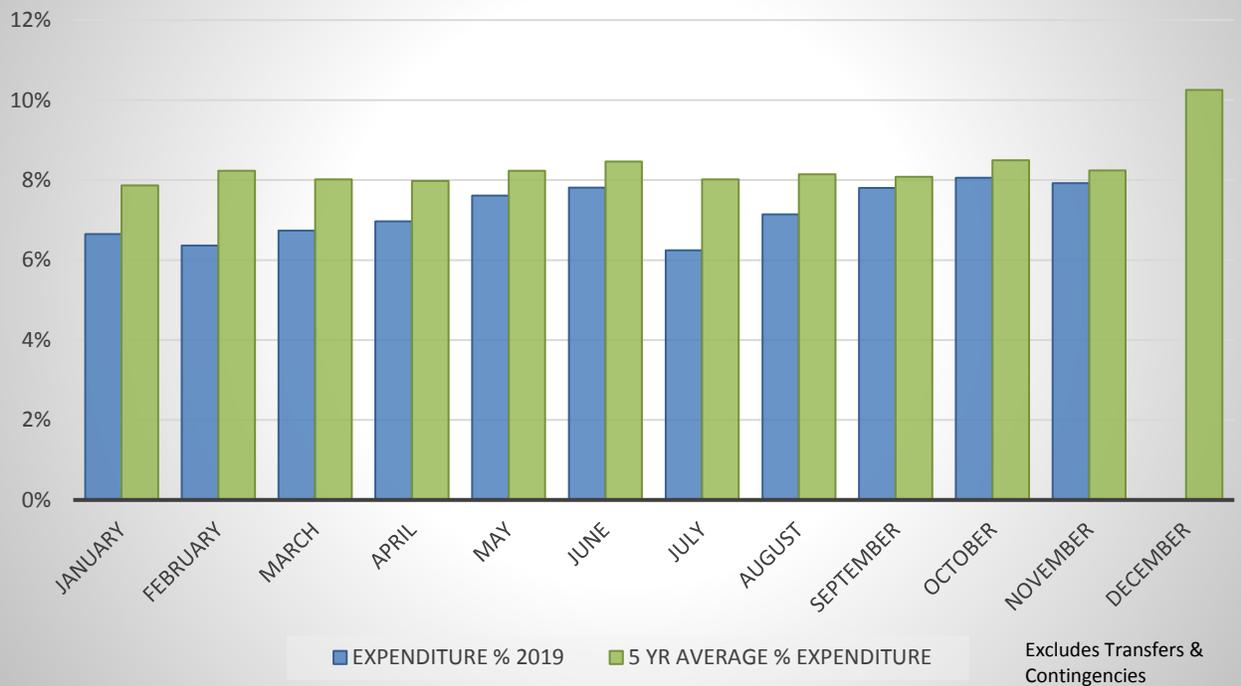
**CASH & INVESTMENTS - SEMI-MONTHLY
2019 - ALL FUNDS COMBINED (EXCLUDES DEBT SERVICE FUND)
- 13 MONTHS MOVING -**



GENERAL FUND - REVENUE TREND (%) THROUGH NOVEMBER 2019



GENERAL FUND - EXPENDITURE TREND (%) THROUGH NOVEMBER 2019



FUND: GENERAL FUND (01)

Object	2019 Budget	November Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
31111 PROPERTY TAXES CURRENT	33,934,600.00	2,225,103.51	33,214,644.10	0.00	719,955.90	97.88
31112 PROPERTY TAXES DELINQUENT	424,900.00	20,194.96	345,014.21	0.00	79,885.79	81.20
31113 PROPERTY TAXES KING COUNTY	60,000.00	21,955.92	58,114.09	0.00	1,885.91	96.86
31130 SALE OF TAX TITLE PROPERTY	6,000.00	0.00	16,080.34	0.00	(10,080.34)	268.01
31720 LEASEHOLD EXCISE TAX	20,000.00	0.00	21,303.93	0.00	(1,303.93)	106.52
31740 TIMBER EXCISE TAX	63,000.00	0.00	77,172.44	0.00	(14,172.44)	122.50
TAXES:	34,508,500.00	2,267,254.39	33,732,329.11	0.00	776,170.89	97.75
33533 STATE FOREST FUNDS/DNR TIMBER TRUES	0.00	47,629.84	59,547.85	0.00	(59,547.85)	0.00
33710 SHARED FIXED ASSETS - TIMBER	15,000.00	0.00	0.00	0.00	15,000.00	0.00
34160 COPIER FEES	30,000.00	2,351.05	31,804.39	0.00	(1,804.39)	106.01
34161 GRAPHICS SERVICES CHARGES	7,500.00	0.00	840.66	0.00	6,659.34	11.21
34162 PRINTER FEES	125,000.00	8,831.07	113,713.76	0.00	11,286.24	90.97
34163 FAX FEES	22,000.00	1,633.12	23,064.75	0.00	(1,064.75)	104.84
34193 SORTING - SERVICE FEES	3,000.00	0.00	3,240.00	0.00	(240.00)	108.00
34730 INTERLIBRARY LOAN FEES	0.00	0.00	(477.40)	0.00	477.40	0.00
35970 LIBRARY FINES	400,000.00	27,254.68	352,427.18	0.00	47,572.82	88.11
36110 INVESTMENT INCOME	100,000.00	14,939.67	167,301.18	0.00	(67,301.18)	167.30
36140 OTHER INTEREST EARNED - COUNTY	0.00	1.62	43.87	0.00	(43.87)	0.00
36200 KEY PEN HLTH DEPT FACILITY REV	1,000.00	0.00	779.80	0.00	220.20	77.98
36290 BOOK SALES	4,000.00	579.42	6,307.65	0.00	(2,307.65)	157.69
36700 FOUNDATION DONATIONS	350,000.00	0.00	117,450.80	0.00	232,549.20	33.56
36720 FRIENDS' REIMBURSEMENTS	30,000.00	0.00	74,845.92	0.00	(44,845.92)	249.49
36725 DONATIONS - OTHER	160,000.00	26.37	363.40	0.00	159,636.60	0.23
36910 SALE OF SURPLUS	2,000.00	0.00	10,456.92	0.00	(8,456.92)	522.85
36920 FOUND MONEY	1,000.00	10.52	444.81	0.00	555.19	44.48
36990 MISCELLANEOUS REVENUE	0.00	4.24	5,015.93	0.00	(5,015.93)	0.00
36991 PAYMENT FOR LOST MATERIALS	10,000.00	316.90	4,510.11	0.00	5,489.89	45.10
36996 JURY DUTY REIMBURSEMENT	0.00	82.67	315.67	0.00	(315.67)	0.00
36998 E RATE REIMBURSEMENT	530,000.00	0.00	407,885.59	0.00	122,114.41	76.96
36999 REBATES - PROCUREMENT CARD	75,000.00	18,776.31	64,128.40	0.00	10,871.60	85.50
CHARGES OTHER:	1,865,500.00	122,437.48	1,444,011.24	0.00	421,488.76	77.41
39510 SALE OF FIXED ASSETS (GOV)	0.00	190.35	17,581.79	0.00	(17,581.79)	0.00
39520 INSURANCE RECOVERIES - CAPITAL ASSE	0.00	0.00	11,578.80	0.00	(11,578.80)	0.00
TOTAL FOR REVENUE ACCOUNTS	36,374,000.00	2,389,882.22	35,205,500.94	0.00	1,168,499.06	96.79
EXPENSE ACCOUNTS						
51100 SALARIES AND WAGES	17,822,600.00	1,476,063.66	15,234,196.35	0.00	2,588,403.65	85.48
51105 ADDITIONAL HOURS	239,400.00	23,081.11	269,499.92	0.00	(30,099.92)	112.57
51106 SHIFT DIFFERENTIAL	161,200.00	14,156.89	167,103.02	0.00	(5,903.02)	103.66
51107 SUBSTITUTE HOURS	262,250.00	24,157.58	218,477.91	0.00	43,772.09	83.31
51109 TUITION ASSISTANCE PROGRAM	10,000.00	0.00	5,458.06	0.00	4,541.94	54.58
51200 OVERTIME WAGES	21,150.00	4,079.37	19,943.53	0.00	1,206.47	94.30
51999 ADJ WAGE/SALARY TO MATCH PLAN	(462,900.00)	0.00	0.00	0.00	(462,900.00)	0.00
52001 INDUSTRIAL INSURANCE	181,100.00	11,086.57	114,245.74	0.00	66,854.26	63.08
52002 MEDICAL INSURANCE	2,310,200.00	194,985.63	2,215,952.04	0.00	94,247.96	95.92
52003 F.I.C.A.	1,344,300.00	115,047.26	1,190,098.38	0.00	154,201.62	88.53
52004 RETIREMENT	2,254,500.00	192,635.63	1,985,775.05	0.00	268,724.95	88.08

FUND: GENERAL FUND (01)

Object	2019 Budget	November Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
52005 DENTAL INSURANCE	213,200.00	18,708.63	202,977.99	0.00	10,222.01	95.21
52006 OTHER BENEFIT	10,800.00	8,200.00	25,880.00	0.00	(15,080.00)	239.63
52010 LIFE AND DISABILITY INSURANCE	75,900.00	6,737.04	71,264.57	0.00	4,635.43	93.89
52020 UNEMPLOYMENT/ PAID FML INSURANCE	50,000.00	2,236.48	41,811.25	0.00	8,188.75	83.62
52999 ADJ BENEFITS TO MATCH PLAN	(161,000.00)	0.00	0.00	0.00	(161,000.00)	0.00
PERSONNEL	24,332,700.00	2,091,175.85	21,762,683.81	0.00	2,570,016.19	89.44
53100 OFFICE/OPERATING SUPPLIES	214,800.00	40,997.20	237,985.72	(9,475.39)	(13,710.33)	106.38
53101 CUSTODIAL SUPPLIES	69,000.00	7,661.43	62,150.34	5,580.80	1,268.86	98.16
53102 MAINTENANCE SUPPLIES	35,000.00	3,771.65	28,380.57	2,000.00	4,619.43	86.80
53103 AUDIOVISUAL PROCESSING SUP	16,000.00	586.10	1,399.97	0.00	14,600.03	8.75
53104 BOOK PROCESSING SUPPLIES	18,000.00	763.73	5,674.08	831.29	11,494.63	36.14
53200 FUEL	35,000.00	0.00	25,008.90	7,127.81	2,863.29	91.82
53401 ADULT MATERIALS	739,500.00	70,219.77	596,843.72	0.00	142,656.28	80.71
53403 PERIODICALS	92,000.00	4,826.85	84,734.47	0.00	7,265.53	92.10
53405 JUVENILE BOOKS	456,954.00	51,450.91	359,442.50	0.00	97,511.50	78.66
53407 INTERNATIONAL COLLECTION	45,000.00	1,695.55	32,063.21	0.00	12,936.79	71.25
53408 AUDIOVISUAL MATERIALS - ADULT	725,000.00	39,449.06	477,342.60	0.00	247,657.40	65.84
53409 AUDIOVISUAL MATERIALS - JUV	86,000.00	9,397.31	32,012.78	0.00	53,987.22	37.22
53411 ELECTRONIC INFO SOURCES	528,643.00	0.00	498,758.51	0.00	29,884.49	94.35
53412 REFERENCE SERIALS	11,500.00	0.00	771.45	0.00	10,728.55	6.71
53414 ELECTRONIC COLLECTION	972,003.00	146,062.23	837,285.55	0.00	134,717.45	86.14
53464 VENDOR PROCESSING SERVICES	148,500.00	10,875.04	105,490.14	0.00	43,009.86	71.04
53499 GIFTS - MATERIALS	0.00	0.00	201.69	0.00	(201.69)	0.00
53500 MINOR EQUIPMENT	55,500.00	2,746.14	30,777.34	0.00	24,722.66	55.45
53501 FURNISHINGS	64,000.00	1,282.57	45,650.39	36,694.65	(18,345.04)	128.66
53502 TECHNOLOGY HARDWARE	358,500.00	215.68	347,132.15	16,814.70	(5,446.85)	101.52
53505 SOFTWARE/LICENSES/HOSTING	516,500.00	52,002.52	416,459.15	10,660.00	89,380.85	82.69
54100 PROFESSIONAL SERVICES	193,230.00	23,512.17	148,828.48	11,255.74	33,145.78	82.85
54101 LEGAL SERVICES	55,000.00	0.00	31,981.75	3,719.25	19,299.00	64.91
54103 CONTRACTUAL SERVICES	314,100.00	6,938.33	244,579.41	83,072.53	(13,551.94)	104.31
54162 BIBLIOGRAPHIC & RELATED SERVICES	46,500.00	4,153.09	45,800.85	0.00	699.15	98.50
54163 PRINTING AND BINDING	0.00	0.00	11,797.30	0.00	(11,797.30)	0.00
54165 ILL LOST ITEM CHARGE	2,500.00	218.99	1,181.84	0.00	1,318.16	47.27
54200 POSTAGE AND SHIPPING	73,000.00	0.00	61,088.18	0.00	11,911.82	83.68
54201 TELECOM SERVICES	650,400.00	96,358.91	627,302.62	13,039.22	10,058.16	98.45
54300 TRAVEL	49,900.00	3,313.76	27,809.71	0.00	22,090.29	55.73
54301 MILEAGE REIMBURSEMENTS	36,800.00	5,467.76	44,216.08	0.00	(7,416.08)	120.15
54400 ADVERTISING	94,500.00	656.42	58,558.93	1,228.00	34,713.07	63.27
54501 RENTALS/LEASES - BUILDINGS	421,000.00	77,060.73	363,789.84	21,703.21	35,506.95	91.57
54502 RENTALS/LEASES - EQUIPMENT	130,900.00	15,416.66	124,646.28	23,883.09	(17,629.37)	113.47
54504 DATA SERVICES	0.00	0.00	425.00	0.00	(425.00)	0.00
54600 INSURANCE	222,000.00	0.00	799.00	0.00	221,201.00	0.36
54700 ELECTRICITY	265,000.00	23,152.08	213,069.88	0.00	51,930.12	80.40
54701 NATURAL GAS	12,000.00	365.10	7,354.75	0.00	4,645.25	61.29
54702 WATER	30,000.00	4,556.30	34,408.10	0.00	(4,408.10)	114.69
54703 SEWER	34,000.00	3,598.07	44,039.81	0.00	(10,039.81)	129.53
54704 REFUSE	36,000.00	3,964.22	36,062.32	706.50	(768.82)	102.14

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 11/30/2019

FUND: GENERAL FUND (01)

Object	2019 Budget	November Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
54800 GENERAL REPAIRS/MAINTENANCE	253,500.00	31,517.22	231,028.81	26,487.77	(4,016.58)	101.58
54801 CONTRACTED MAINTENANCE	501,450.00	35,319.45	293,411.33	32,464.19	175,574.48	64.99
54810 IT SYSTEMS MAINTENANCE	82,100.00	1,950.00	56,185.65	0.00	25,914.35	68.44
54900 REGISTRATIONS	62,700.00	1,648.92	26,503.24	0.00	36,196.76	42.27
54901 DUES AND MEMBERSHIPS	24,120.00	3,019.00	38,398.97	6,190.21	(20,469.18)	184.86
54902 TAXES AND ASSESSMENTS	29,500.00	(0.01)	39,834.95	0.00	(10,334.95)	135.03
54903 LICENSES AND FEES	58,300.00	2,708.19	42,415.76	0.00	15,884.24	72.75
54905 ORGANIZATIONAL REGISTRATIONS	3,000.00	0.00	1,348.47	0.00	1,651.53	44.95
54912 CONTINGENCY	98,200.00	0.00	0.00	0.00	98,200.00	0.00
55100 INTERGOVERNMENTAL	13,000.00	0.00	162.63	0.00	12,837.37	1.25
59700 TRANSFERS OUT - CIP	1,460,000.00	0.00	1,460,000.00	0.00	0.00	100.00
59702 TRANSFERS OUT - SPF	1,100,000.00	0.00	0.00	0.00	1,100,000.00	0.00
59703 CASH FLOW SET-ASIDE	500,000.00	0.00	0.00	0.00	500,000.00	0.00
ALL OTHER EXPENSES	12,040,100.00	788,899.10	8,542,595.17	293,983.57	3,203,521.26	73.39
00000 UNALLOCATED GRP BDGT LINE ITEMS	1,200.00	0.00	0.00	0.00	1,200.00	0.00
NEED A CATEGORY	1,200.00	0.00	0.00	0.00	1,200.00	0.00
TOTAL FOR EXPENSE ACCOUNTS	36,374,000.00	2,880,074.95	30,305,278.98	293,983.57	5,774,737.45	84.12
NET SURPLUS / DEFICIT	0.00	(490,192.73)	4,900,221.96	(293,983.57)	(4,606,238.39)	0.00

FUND: SPECIAL PURPOSE FUND (15)

Object	2019 Budget	November Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
29150 USE OF FUND BALANCE-BUDGET	625,000.00	0.00	0.00	0.00	625,000.00	0.00
31111 PROPERTY TAXES CURRENT	0.00	0.00	5,450,000.00	0.00	(5,450,000.00)	0.00
TAXES:	625,000.00	0.00	5,450,000.00	0.00	(4,825,000.00)	872.00
36110 INVESTMENT INCOME	60,000.00	8,314.44	28,437.49	0.00	31,562.51	47.40
CHARGES OTHER:	60,000.00	8,314.44	28,437.49	0.00	31,562.51	47.40
39700 TRANSFERS IN	1,100,000.00	0.00	0.00	0.00	1,100,000.00	0.00
TOTAL FOR REVENUE ACCOUNTS	1,785,000.00	8,314.44	5,478,437.49	0.00	(3,693,437.49)	306.92
EXPENSE ACCOUNTS						
PERSONNEL	0.00	0.00	0.00	0.00	0.00	0.00
54101 LEGAL SERVICES	0.00	0.00	10.08	0.00	(10.08)	0.00
55200 ELECTION COSTS	625,000.00	0.00	268,361.63	0.00	356,638.37	42.94
ALL OTHER EXPENSES	625,000.00	0.00	268,371.71	0.00	356,628.29	42.94
NEED A CATEGORY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR EXPENSE ACCOUNTS	625,000.00	0.00	268,371.71	0.00	356,628.29	42.94
NET SURPLUS / DEFICIT	1,160,000.00	8,314.44	5,210,065.78	0.00	(4,050,065.78)	449.14

FUND: DEBT SERVICE FUND (20)

Object	2019 Budget	November Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
31112 PROPERTY TAXES DELINQUENT	0.00	0.00	172.55	0.00	(172.55)	0.00
TAXES:	0.00	0.00	172.55	0.00	(172.55)	0.00
36110 INVESTMENT INCOME	0.00	127.10	1,619.34	0.00	(1,619.34)	0.00
CHARGES OTHER:	0.00	127.10	1,619.34	0.00	(1,619.34)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	127.10	1,791.89	0.00	(1,791.89)	0.00
NET SURPLUS / DEFICIT	0.00	127.10	1,791.89	0.00	(1,791.89)	0.00

FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)

Object	2019 Budget	November Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
29150 USE OF FUND BALANCE-BUDGET	217,085.00	0.00	0.00	0.00	217,085.00	0.00
36110 INVESTMENT INCOME	0.00	3,681.44	38,036.86	0.00	(38,036.86)	0.00
CHARGES OTHER:	217,085.00	3,681.44	38,036.86	0.00	179,048.14	17.52
39700 TRANSFERS IN	1,460,000.00	0.00	1,460,000.00	0.00	0.00	100.00
TOTAL FOR REVENUE ACCOUNTS	1,677,085.00	3,681.44	1,498,036.86	0.00	179,048.14	89.32
EXPENSE ACCOUNTS						
53100 OFFICE/OPERATING SUPPLIES	800.00	0.00	745.77	0.00	54.23	93.22
53501 FURNISHINGS	124,400.00	28,897.32	112,147.22	38,058.19	(25,805.41)	120.74
53502 TECHNOLOGY HARDWARE	19,000.00	0.00	18,547.51	1,762.75	(1,310.26)	106.90
53505 SOFTWARE/LICENSES/HOSTING	125,000.00	0.00	118,823.88	7,387.94	(1,211.82)	100.97
54100 PROFESSIONAL SERVICES	18,100.00	3,322.54	21,178.19	0.00	(3,078.19)	117.01
54103 CONTRACTUAL SERVICES	192,000.00	101,193.41	213,432.64	177,589.88	(199,022.52)	203.66
54200 POSTAGE AND SHIPPING	2,900.00	2,853.18	2,853.18	0.00	46.82	98.39
54300 TRAVEL	70,000.00	0.00	13,374.08	47,212.62	9,413.30	86.55
54400 ADVERTISING	600.00	0.00	999.60	0.00	(399.60)	166.60
54800 GENERAL REPAIRS/MAINTENANCE	2,700.00	0.00	2,615.62	0.00	84.38	96.87
54801 CONTRACTED MAINTENANCE	700.00	0.00	661.20	0.00	38.80	94.46
54805 VEHICLE REPAIR - MAJOR	38,000.00	0.00	37,952.24	0.00	47.76	99.87
54900 REGISTRATIONS	4,800.00	0.00	4,750.00	0.00	50.00	98.96
54901 DUES AND MEMBERSHIPS	9,300.00	0.00	9,231.60	0.00	68.40	99.26
54902 TAXES AND ASSESSMENTS	47,000.00	0.00	47,000.00	0.00	0.00	100.00
54903 LICENSES AND FEES	2,000.00	0.00	1,890.00	0.00	110.00	94.50
54912 CONTINGENCY/RESERVE	21,200.00	0.00	0.00	0.00	21,200.00	0.00
56200 BUILDINGS & BLDG IMPROVEMENTS	146,200.00	0.00	146,166.43	1.00	32.57	99.98
56300 IMPROVEMENTS OTHER THAN BLDGS	12,000.00	0.00	11,455.49	22,625.97	(22,081.46)	284.01
56400 MACHINERY & EQUIPMENT	7,000.00	0.00	6,996.62	0.00	3.38	99.95
00000 UNALLOCATED GRP BDGT LINE ITEMS	571,300.00	0.00	0.00	0.00	571,300.00	0.00
TOTAL FOR EXPENSE ACCOUNTS	1,415,000.00	136,266.45	770,821.27	294,638.35	349,540.38	75.30
NET SURPLUS / DEFICIT	262,085.00	(132,585.01)	727,215.59	(294,638.35)	(170,492.24)	165.05

MEMO



Date: January 3, 2020

To: Chair Daren Jones and Members of the Board of Trustees

From: Georgia Lomax, Executive Director

Subject: Executive Director Report - December

- A new Rotary Club has launched, focused on Graham, Frederickson and Eatonville (a very ambitious area to cover). I stopped by to meet the charter members and see what their plans are. Currently they're busy with the technical details of getting started, and will begin to identify service priorities in 2020.
- The Friends of the Graham Library holds an annual holiday luncheon and I stopped by to enjoy some time celebrating a great year of service to the Graham community. I also attended a flurry of holiday gatherings of public officials and organizations.
- A reception was held to announce the opening of the Washington Center for an Informed Public. I joined librarians, media, legal, and others who are interested in the impact of technology on the spread of information, disinformation and misinformation and how that is impacting civic engagement and democracy. This is a joint UW-WSU project (announced the week after the Apple Cup) so there were plenty of good-natured jibes.

MEMO

Date: December 30, 2019

To: Chair Daren Jones and Members of the Board of Trustees

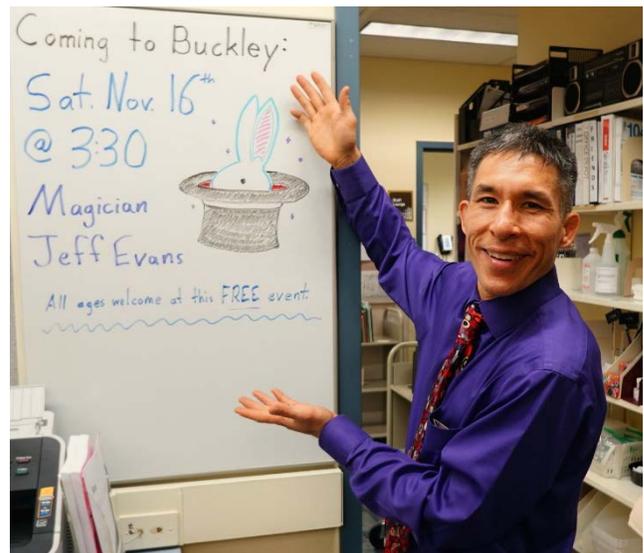
From: Jaime Prothro, Customer Experience Director

Subject: Branch Services Report for November 2019

Buckley: Magician Jeff Evans came to the Buckley library and was well received by the crowd in attendance. A reporter from the Courier-Herald came and took pictures for a piece on the event, which ended up on the front page of the paper.

Eatonville: On November 16, the Friends of the Eatonville Library held a one-day book sale and Thanksgiving Dinner raffle for a lucky community member.

Fife: L'Arche Tacoma Hope facilitated a wreath making program, kindly not turning a single person away from the waitlist. Pat, their program director, brought cedar, fir, and pine fronds as well as holly and wreath forms. Each participant took home a beautiful wreath. Annette, our custodian, mentioned the library has smelled like a winter wonderland ever since!



Eli Boyd joined Outreach and attended the Harvest Festival at Chief Leschi Schools, handing out program calendars, facilitating a STEAM activity, and speaking to students and families about library services

Gig Harbor: Much of November was sent in high preparation mode for the December Gingerbread program! Staff and volunteers are preparing for about 200 kids to create masterpieces with large amounts of sugar. Other programs included ever more popular teen programs, story times and afterschool programs for elementary-aged kids. We also are continuing the weekly senior gaming programs started over the summer and have a group that regularly comes in to play cribbage and work on puzzles. In November we purchased a new game for them by request, Mexican Train Dominoes, and they started sharing space with the Gig Harbor Ruggers once a month which has been fun and engaging for both groups.

Graham: Librarian Glenn Storbeck has been presenting a quarterly business readiness class in partnership with WorkSource throughout 2019. As a result of the presentations, customers are seeking Book a Librarian appointments in order to learn more about the PCLS business resources and learn more about the process ahead to get a small business started.

Key Center: Corrine worked with the Key Peninsula Community Services to help distribute Thanksgiving baskets to over 200 low income people on the Peninsula. People received a turkey, roasting pan, box of canned and boxed food for sides, and dog or cat food to help the entire family.

Lakewood: Elise Bodell worked with Adriana Bayer, family engagement coordinator, to plan and host Hudtloff Middle School's first Family Literacy Night *Book Bingo* held on November 14th and also attended Woodbrook Middle School's first College and Career Day to present to 6th – 8th graders about work in library and information fields.

Orting: The branch reports an increase in Book a Librarian appointments, specifically for basic smart phone use. The library continues to provide residents with digital learning and support to help them navigate technology successfully.

South Hill: On the South Hill Library Google review site from this month: "It's been a while since I received as great of assistance anywhere as I just received from Melissa. Thanks for your help with my obscure telephone inquiry!"

Steilacoom: The branch updated its shelving for the Lucky Day collections and customers have responded to the change positively.

Summit: As part of the branch 2019 Welcoming Space goals, significant landscaping to remove underbrush, tree limbs, and clearing for visibility across the grounds. Response from neighbors, customers, staff, and the Pierce County Sheriff's Department has been positive.

Tillicum: Staff has been preparing for a small but mighty update to the children's area to install four early learning manipulative boards. In addition the partnership the branch has with Head Start provided four robust bilingual story time opportunities with pre-school age children on Nov. 5 and 26.

University Place: Youth Services Librarian Dana Brownfield hosted a Cook to Learn program. 18 children participated, and the event was filmed by grant partner KBTC who plans to use the video on a webpage with training materials for other organizations that would like to replicate the cook to learn model. A customer named Tiana left a Web Reference comment about the Paint to Learn program: "We just want to say that the Paint to Learn program at UP Library today was great! Both children and adults enjoyed it immensely. We hope that it will be brought back soon!"

Customer Experience Assistant Sophie Peterson Customer submitted a Customer Feedback Form which read: "Thank You!!! L. Hoang." Sophie added a note, "This customer stopped at the Help Desk to say how much she appreciates the library and what an impact the library makes in her life and her young son. This is the 5th time she stopped to express her gratitude, so I thought she should put this in writing!"

New Business

MEMO



Date: December 30, 2019

To: Chair Daren Jones and Members of the Board of Trustees

From: Dean Carrell, Foundation Director
Clifford Jo, Finance & Business Director

Subject: 2020 Foundation/Library Agreement and Addendum

Each year the Foundation and Library enter into an agreement that allows the Library to fund staff and resources for Foundation-related work and in turn, the Library receives benefits from those activities. The purpose of this memo is to (1) report on the performance of the expiring agreement and (2) introduce the new agreement for approval by both Library Board of Trustees and Foundation Board of Directors.

2019 Results

The 2019 agreement stated that the Library would provide \$265,000 in value of support by funding the Development Office, space, and equipment, and that the Foundation would provide benefits to the Library through its fundraising efforts and other promotional activities.

Foundation distributions:	\$ 271,451
Agreement:	<u>265,000</u>
Net:	\$ 6,451

The Agreement includes an Addendum to promote and communicate significant benefits to the Library that are non-monetary. It has been updated to reflect the changes the Foundation made in the approach to determining the programs to fundraise and also mirrors the Library’s strategic plan.

We will be adding another Addendum this year related to the next set of work associated with the Capital Campaign Feasibility Study.

Provided on the following page is a historical table of actual distributions compared to supporting costs identified in the agreement, which is based on an auditor-approved formula that accounts for a proportion of staff time on Foundation work, along with prorated technology costs and facility uses. 2017 distributions were lower, due to the Foundation’s 6 month fiscal year change to align with the calendar year. Fundraising still continued in 2017 and the results were distributed in 2018.

Record of Actual Distributions Compared to Agreement for Supporting Costs

<u>Library Fiscal Year</u>	<u>Actual Distributions</u>	<u>Agreement for Supporting Costs</u>	<u>Difference from Distributions</u>
2020	Recorded at yearend	\$ 273,000	Recorded at yearend
2019	\$ 271,451	265,000	\$ 6,451
2018	350,000	278,000	72,000
2017 ¹	211,008	251,000	<u>-39,992</u>
			2017-18: 32,008
2016	287,081	228,000	59,081
2015 ²	438,771	219,000	219,771
2014 ³	537,093	216,000	321,093
2013	266,982	185,000	81,982
2012 ⁴	252,257	208,000	44,257
2011	229,300	163,000	66,300

¹ 2017 included only 6 months due to fiscal year transition.

² Includes WorkForce Central funding (\$137,068).

³ Includes Interactive Development Platform and Science to Go (\$204,066).

⁴ First year of Addendum.

2020 Agreement and Addendum

In 2020, the value of staffing, services, space, and equipment which the Library provides for the Development Office working on the Foundation's Annual Development Plan is estimated at \$273,000 and distributions are projected to meet or exceed the agreement value.

All Addenda records that the Foundation contributes more than just the money that it raises and provides transparency on the full range of activities the Foundation will undertake. The items in the Addendum were based on the Foundation's 2020 Impact Committee recommendations.

Attached are the Agreement and Addendum. The Agreement and Addendum may have different amendment needs and are considered separate documents. Therefore, each needs to be approved by the Board. We recommend that the Board pass two motions:

Motion: Authorize Georgia Lomax to sign the Foundation Agreement as presented.

Motion: Authorize Georgia Lomax to sign the Addendum as presented.

AGREEMENT

THIS AGREEMENT is made and entered into this _____ of _____, _____ by and between the Pierce County Rural Library District, a municipal corporation herein after referred to as “Library”, and the Pierce County Library Foundation, a non-profit corporation designed to provide assistance and aid in the development, maintenance, and promotion of growth and preservation of the Library and its staff, herein after referred to as “Foundation”.

WHEREAS, pursuant to RCW 27.12.210(5), the Library Board of Trustees is authorized to control the finances of the Library; and

WHEREAS, pursuant to RCW 27.12.210(6), the Library Board of Trustees is authorized to accept gifts of money or property for Library purposes; and

WHEREAS, pursuant to RCW 27.12.210(10), the Library Board of Trustees is authorized to all acts necessary for the orderly and efficient management and control of the Library; and

WHEREAS, the Library Board of Trustees desires to have a Foundation as a tax-exempt non-profit corporation organized and operated exclusively to receive and administer property for the benefit of the Library and to make contributions, grants, gifts, bequests, trusts, and property to the Library; and

WHEREAS, the Foundation is empowered to provide services to the Library related to the solicitation of contributions, grants, gifts, bequests, trusts, and property for the benefit of the Library and other fundraising activities; and

WHEREAS, the purpose of the Foundation is to support the mission of the Library; and

WHEREAS, the Foundation desires to provide certain financial services for the Library as described in this Agreement in furtherance of its corporate purpose;

NOW, THEREFORE, in consideration of the mutual exchange of services and the other covenants and agreements hereinafter mentioned, the parties hereto covenant and agree as follows:

A. THE FOUNDATION AGREES TO:

1. Encourage continuous philanthropic support and development of relationships for the benefit of the Library.
2. Establish rules, regulations, and procedures for the necessary management of all affairs of the Foundation in consonance with the laws and regulations described in section 501(c)(3) of the Internal Revenue Code as now enacted or hereafter amended or supplemented.

3. Accept, hold, administer, invest, and disperse such funds and properties in accordance with its purpose as established within the Foundation Articles of Incorporation and Bylaws.

4. Use all assets and earnings of the Foundation exclusively for Library purposes.

5. Engage in and disperse all parts of its funds for any and all lawful activities permitted by the laws and regulations governing tax exempt charitable corporations at the time of dispersal, and which may be necessary or incidental to the furtherance of the purposes of the Foundation.

6. Use reasonable portions of its funds and income to pay the administrative expenses of the Foundation.

7. Pursuant to RCW 27.12.300, tender to the Library donations and instruments deemed by the Foundation as gifts it may receive for which may be forwarded to the Library in accordance to the distribution plans the Foundation and Library agree to.

8. Be responsible for and account for, in its own records, all donations and instruments deemed gifts where the donor names the Foundation as the recipient. In the event the Library receives a check and it appears to be a gift intended for the Foundation to receive, confirmation will be made with the donor regarding their intent. If confirmed as a gift to the Foundation, the Library will endorse the check over to the Foundation.

9. Maintain its stated purposes of existence as set forth herein and in its Articles and Bylaws during the lifetime of this Agreement.

10. Provide such other services and undertake such other activities for the benefit of the Library as the Foundation and the Library shall identify from time to time by written addenda to this Agreement.

B. THE LIBRARY AGREES TO:

1. Provide professional staff and services to Foundation, consistent with the Library Board-approved Library budget, including without limiting the generality of the foregoing a Development Director, including necessary office space, clerical support, utilities, equipment and furniture, consumable office supplies, telephone service, office equipment including but not limited to photocopiers and facsimile machines, computer hardware, software, productivity tools, network connectivity, printers, and other computer peripherals, all in partial payment for Library services as described herein. The Library further agrees to maintain proper accounting records of the costs of such services.

2. Establish the value of the aforementioned services, space, and equipment which the Library provides to the Foundation, not to exceed the total amount of \$273,000 during the Library fiscal year 2020. The Library, pursuant to its budgeting and fiscal policies, shall review the actual costs to assure that this agreement's value of services is not exceeded or will be

adjusted accordingly in subsequent agreements. Such reports and information shall be made available to the Foundation.

3. Purchase any items, including but not limited to food, gifts, and honorariums specifically funded by the Foundation and for the benefit of the Library. Pass through purchases shall be periodic in nature and properly recorded. Time spent to make said purchases shall be “de minimis” in nature, unless otherwise agreed to by the Library Executive Director.

C. ANNUAL EVALUATION AND REVIEW

The Foundation and the Library shall annually identify the specific services that the Foundation will provide and the specific activities that the Foundation will undertake for the benefit of the Library, which shall be described in addenda to this Agreement signed by the parties. The Foundation shall provide the Library with a written report annually, which shall confirm that it has fully complied with its obligation to expend its best efforts to seek to accrue gifts, grants, donations, endowments for the benefit of the Library, and set forth its progress in furtherance of the identified activities and services, and list its other accomplishments for the preceding year. For this purpose, the Foundation will share with the Library its revenue and expense statements for the preceding year and its end-of-year balance sheet.

D. TERM OF AGREEMENT

The initial term of this Agreement shall be one year, but such term shall be automatically extended on each anniversary date hereof for an additional one year period unless either party shall have given written notice to the other, at least 30 days prior to the next anniversary date hereof, of its desire not to extend this Agreement.

E. MODIFICATION

No alteration or modification of any terms of this Agreement shall be valid unless made in writing and signed by the parties.

E. TERMINATION

Notwithstanding the provisions of Term of Agreement, either party may terminate this Agreement effective at the end of any Library fiscal year, with or without cause, upon 30 days written notice to the other party.

F. ASSIGNMENT

Neither party may assign or transfer this Agreement.

G. GOVERNING LAW AND DISPUTES

This agreement shall be construed and enforced in accordance with, and the validity and performance hereof shall be governed by the laws of the State of Washington. Venue for all litigation arising out of this Agreement shall be Pierce County, Washington.

Pierce County Library Foundation

Pierce County Rural Library District

Signature

Signature

Printed Name

Printed Name

Title

Title

Date

Date

**ADDENDUM NO. 1 (2020) TO FOUNDATION AGREEMENT
BETWEEN PIERCE COUNTY RURAL LIBRARY DISTRICT
AND PIERCE COUNTY LIBRARY FOUNDATION**

Purpose

The purpose of this Addendum is to identify the specific services that the Pierce County Library Foundation (the “Foundation”) will provide and the specific activities that the Foundation will undertake for the benefit of the Pierce County Rural Library District (the “Library”) during the Library’s fiscal year 2020, including, but not limited to, the estimated distributions that the Foundation will forward to the Library. The effective date of this addendum is for the calendar year of 2020.

Estimated Distributions

The Foundation will make estimated distributions to the Library from gifts, grants, donations, endowments solicited by the Foundation for the benefit of the Library as managed through the Foundation’s Impact Committee and Philanthropy Committee.

Services and Activities

The Library’s Vision is *“We spark success for Pierce County. With 20 libraries, hundreds of events, helpful staff, and more than a million materials to choose from, the possibilities are endless.”*

The Foundation’s Vision is to *“Ignite literacy of all kinds for every child, teen, and adult in Pierce County to build a knowledgeable, aware, engaged, and empowered community, critical to fueling our social and economic prosperity.”*

The Library’s Vision benefits from the Foundation’s Vision. In addition to its fundraising purpose, the Foundation:

- Attracts people and resources to build upon and enhance taxpayer support to strengthen and supplement, not supplant, public funding for the Library.
- Purchases or secures items, including but not limited to food, gifts, and honorariums for the benefit of the Library. Pass through purchases or in-kind gifts are periodic in nature and are properly recorded, with time expended to complete as “de minimis” in nature, unless otherwise agreed to by the Library Executive Director.
- Engages and stewards a community of Library supporters who understand and effectively advocate for the Library’s purpose, goals, and services to be the community’s choice.
- Raises community awareness through communications about the Library’s value as the largest provider of free books and information in Pierce County. Educates and informs the community of Library services in 20 locations and online.

- Encourages and promotes opportunities for children and adults to learn and enrich their lives through Library programs and services.

To those ends, the Foundation will undertake the following additional services and activities for the benefit of the Library:

Communicating the Library to constituents

The Foundation will communicate with the community and provide updates about what’s happening in the Library. Includes:

- E-newsletters four times a year
- Honor Roll of Donors in Library Annual Report
- Monthly direct mail appeals to retain donors, reengage lapsed donors, increase giving levels, and celebrate giving anniversaries
- Fall direct mail appeal to retain donors, reengage lapsed donors, and increase giving levels
- Email communications and solicitations
- Acknowledgement of gifts and personal thank you cards
- Invitations for second annual Trivia BEE
- Stewardship calls to donors

Bringing awareness of the Library to local businesses and foundations

The Foundation will contact businesses to secure unrestricted support through its Library Champions program, and event sponsorships for the second annual Trivia BEE event.

The Foundation will also submit proposals to charitable foundations, local businesses, and corporations on behalf of the Library for selected projects.

- The Foundation will research, apply, and report on Library programs and their benefits to the community.
- Grant and sponsorship proposals will be submitted for programs which have been recommended through the Foundation’s Impact Committee process and voted into approval by the Foundation Board.
- Grantors and sponsors are updated with project reports which include outcomes and expenditures, and are submitted in a timely manner.

Promoting the Library through events

The Foundation will organize and conduct the following events:

- The Foundation will secure sponsors to help underwrite Library programs and events which the Foundation Board committed to fund based upon the Foundation’s Impact Committee recommendations.
- Fundraising event: the Foundation will host its second annual Trivia BEE, a sponsored event to promote and raise financial support for Pierce County Library System and its many programs and services.

- Commemorative naming ceremonies, if appropriate.

Attracting a cadre of loyal library supporters

- Board of Directors: the Foundation will recruit and engage up to 25 active volunteer board members who are passionate ambassadors of the Pierce County Library System.
- Donors: the Foundation will seek to engage and secure a growing number of donors at all recognition levels every fiscal year.
- Grantors and Sponsors: the Foundation will research and submit proposals for awards from charitable foundations, local businesses, and corporations.

Pierce County Library Foundation

Pierce County Rural Library District

Signature

Signature

Printed Name

Printed Name

Title

Title

Date

Date

MEMO



Date: January 3, 2020

To: Chair Daren Jones and Members of the Board of Trustees

From: Georgia Lomax, Executive Director

Subject: 2020 Trustee Vacancy Process

In August, Monica Butler will complete her term on the Pierce County Library System’s Board of Trustees. Her last board meeting will be July 8.

Prior to launching the recruitment and selection process in the spring, the Board discusses desired skills, knowledge, diversity and other representation to strengthen the Board in providing fiscal oversight, and policy and strategic direction in order to best serve residents of the District. Your discussion will be used to design the process and materials, which you will review prior to the Library advertising the vacancy.

Some questions to consider:

What key skills, knowledge, diversity, etc.:

- are needed for an individual to be successful as a trustee?
- will be important to have on the Board for the Library’s success over the next five years?
- would further enhance the Board’s ability to govern the Library District?

Attached is a copy of the Trustee Roles and Responsibilities.

Vacancy Process Timeline

Advertise vacancy	March
Interviews	April/May
Recommendation to County Executive	May/June
County Appointment Process	June
Orientation	July
New Trustee term begins	August

LIBRARY TRUSTEE – SKILLS, QUALIFICATIONS, ROLES, AND RESPONSIBILITIES

Board of Trustees is the governing board of the Pierce County Library System. The Board assumes fiscal oversight and policy direction for the Library System. Management of the Library is the responsibility of the Executive Director and administrative staff. The Board's duties include broad responsibilities required for the efficient management of a tax-funded institution and legal powers vested in the Board by Washington State law (RCW, Title 27.12).

Desired skills and qualifications:

- Experience with finance and management.
- Knowledge and interest in public policy and legal issues.
- Knowledge and interest in real property acquisition and development.
- Understanding of government legislation/legislative process.
- Understanding of strategy development.
- Familiarity with organizational diversity and inclusion.
- Cultural awareness.

Primary responsibilities of the Board include:

- Adopting written policies to govern the operation and services of the Library.
- Approving and monitoring the Library's annual budget, and ongoing fiscal health.
- Overseeing the Library's tax levy, which may include elections.
- Planning for the future of the Library, setting long-term strategic direction and goals.
- Acting as an advocate for the Library and a liaison to the public, organizations, and public officials.
- Hiring the Executive Director and evaluating performance.
- Accepting gifts of money or property for Library purposes.
- Obtaining land and buildings for Library purposes, and ensuring they are maintained.

Additional responsibilities and principal activities:

- Study the needs and interests of the community and ensure they are addressed when considering Library services and policies.
- Become familiar with Library law, principles, standards, trends, and issues.
- Lend expertise to the Library.
- Ensure Library policy and practices are legal and maintain ethical integrity and public accountability.
- Attend when possible, American Library Association, Washington Library Association, or other appropriate conferences or learning opportunities related to providing effective Library decision-making.
- Stay current on library trends.
- Encourage and support Pierce County Library Foundation work and activities.
- Foster cooperation with other area libraries, agencies, governments, and organizations to maximize use of available resources.
- Ensure the Library and Board operate in accordance with state and local laws, including open meeting laws.
- Approve necessary contracts.
- Determine the need and authorize the Library district to place levy or bond measures before the voter.

Expectations:

- Serious commitment to the work of a Library Trustee.
- Dedication to the provision of high quality, contemporary Library services.
- The ability to prepare for, attend, and actively participate in regularly scheduled board meetings, study sessions, and major Library events.
- A commitment to freedom of expression and inquiry for all people.
- The ability to handle opposition and make decisions in the interest of Library service to the community.
- An open mind, curiosity, respect for the opinions of others, and ability to work cooperatively.

Appointment/Term of office:

- The Pierce County Executive appoints Trustees to serve a five-year term. A maximum of two terms may be served.
- Leadership positions on the Board rotate.
- Trustees must live in the Library's service area.

Time commitment:

The Pierce County Library Board of Trustee meetings are generally scheduled on the second Wednesday of the month at 3:30 p.m. at the Administrative Center & Library in the Midland/Summit area or one of the Pierce County Library locations. Special meetings or study sessions are called as necessary at times convenient to members.

MEMO



Date: January 3, 2020

To: Chair Daren Jones and Members of the Board of Trustees

From: Georgia Lomax, Executive Director

Subject: Agenda Review

Four years ago we developed the current agenda outline and meeting approach. As we start the new year, we'd like to hear your feedback on how the agenda and the topics brought to you by staff are working for you so that we can ensure you have the information you need as you serve the public as the governing board of the Pierce County Rural Library District.

Some general questions to consider:

- What information helps you in your job as a trustee?
- What is most valuable/interesting to you?
- What do you use, and not use?
- Is there information we should add?
- Is there information we should stop providing?

Some specific questions:

- In 2019 we revised the Metrics Dashboard based on your input. After a year of use, is this the right information and the right presentation to keep you informed of use of key library services?
- Last year we began a series of in-depth reports on the Strategic Framework's focus areas and core services. Has this information been helpful or valuable to you? If so, is the report with a presentation the right format?
- Based on your input, we made changes to some of the financial reports under Routine Reports. Is this information and the format working for you?
- Generally, meetings have been lasting around 90 minutes. How well does this time frame meet your needs?

Attached is a summary of the agenda categories and purpose.

Board of Trustees Agenda Outline

Agenda Category	Purpose	Action
Public Comment	Time reserved for the public to address Trustees on library-related matters or matters over which the Board has responsibility and authority.	No
Consent Agenda	Routine, noncontroversial business and reports that do not require discussion are consolidated into one agenda item for approval in one action to streamline the meeting. If discussion is needed, an item can be removed from the consent agenda and placed on the regular agenda.	Yes
Board Member Reports	Time reserved for Trustees to share information or activities.	No
Routine Reports	Regular, ongoing reports such as metrics, financial reports, executive director and branch activities reports.	No
New Business	Items for Board discussion, deliberation or decision appear here the first time they are considered.	Yes
Unfinished Business	Items for Board discussion, deliberation or decision appear here when ongoing consideration occurs.	Yes
Public Hearing	Held to obtain public input or comment before significant decisions are made.	No
Board Education and Service Reports	In-depth items intended to provide awareness, background or education. Generally includes a presentation with discussion.	No
Executive Session	A portion of the meeting closed to the public, and limited only to topics allowed under the Open Public Meetings Act.	No
Officers Reports	Brief, information updates or reports about the Library, its staff and activities.	No
Announcements	Key upcoming events or activities	No

MEMO



Date: December 26, 2019

To: Chair Daren Jones and Members of the Board of Trustees

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

Subject: Employee Whistleblower Protection Board Policy

Over the past year, we have begun the process to review our staff board policies. We have reviewed these internally and our legal counsel has provided us with some changes to our Employee Whistleblower Protection Board Policy. Attached you'll find our current and proposed version of the policy.

We are interested in your review of this policy and are seeking any feedback, revisions or input that you may have. During the Board meeting I will be available answer your questions.

Board Policy



Employee Whistleblower Protection

It is the policy of the Pierce County Library District that every employee has the right to report to the appropriate person or persons, information concerning an alleged improper governmental action by library district officials and employees. Employees who make good faith reports, following properly established procedures, will be protected from any retaliation for having made such reports. Their identity will be kept confidential to the extent possible under the law, unless the employee authorizes disclosure of his or her identity in writing.

Pierce County Library District's Director will develop, implement, and administer procedures for reporting alleged improper governmental actions and protecting employees from retaliation, in compliance with the requirements of the Local Government Whistleblower Act, codified as RCW 42.41, and will provide this policy and its related procedures to library district employees, as required by the statute.

Board Policy 4.10

Adopted by the Board of Trustees of the Pierce County Rural Library District on January 26, 1993.

Board Policy



Employee Whistleblower Protection

Purpose

To provide a mechanism for Pierce County Library System employees to report improper governmental action and to protect employees from prohibited retaliation.

Policy

Every employee has the right to report information concerning an alleged improper governmental action by Library System officials or employees according to the provisions of the Employee Whistleblower Protection Program.

Employees who make good faith reports, following the Employee Whistleblower Protection Program, will be protected from retaliation for having made such reports as established by the Program. Their identity will be kept confidential to the extent possible under the law, unless the employee authorizes disclosure of their identity in writing.

The Board of Trustees delegates responsibility to the Executive Director or designee to implement this policy by adoption of an Employee Whistleblower Protection Program.

The Library will provide a copy of this Board Policy and the Employee Whistleblower Protection Program to Library System employees.

Adopted by the Pierce County Library System Board or Trustees January 26, 1993.

First Revision: xxxxxxxx

PROPOSED

Officers Reports

MEMO



Date: December 16, 2019
 To: Chair Daren Jones and Members of the Board of Trustees
 From: Dean Carrell, Foundation Director
 Subject: Pierce County Library Impact Commitment Funds

The Pierce County Library Foundation’s Impact Committee proposed to the Foundation board of directors a funding recommendation of \$300,000 in 2020 to PCLS programs, services, and experiences.

These recommendations were:

FOCUS AREA/PROGRAMS/SERVICES	2020 AWARD
LEARNING	
Block Play/Imagination Playground	\$22,000
STEAM	\$5,000
	\$27,000
ENJOYMENT	
E-books and e-audio	\$95,000
Summer Reading	\$80,000
Our Own Expressions	\$6,000
PC Reads Event	\$16,000
PCLS/PPL Author Event Partnership	\$9,000
	\$206,000
COMMUNITY	
On the Road with Summer Reading	\$27,000
MakerFest	\$10,000
	\$37,000
CORE SERVICES	
Technology for Youth	\$30,000
	\$30,000
TOTAL COMMITMENT =	\$300,000

The Impact Committee worked through a several month process to review RFP’s put forward by PCLS. They consulted PCLS in the process, utilized a rubric scoring method, and made final recommendations primarily based on score and fundraising predictions for 2020. The Pierce County Library Foundation board of directors voted these into approval during a special meeting on November 19, 2019.

MEMO



Date: December 30, 2019

To: Chair Daren Jones and Members of the Board of Trustees

From: Melinda Chesbro, Deputy Director

Subject: 2020 Work Plan Summary

Attached is an overview of the 2020 Work Plan projects and program. If desired, I can periodically provide the Board with more in-depth information and status. The work plan process began last spring with the identification of Strategic Directions and system-wide opportunities for staff to contribute ideas. Supervisors and Leadership Team prioritized and narrowed these ideas to the list you see here. This list does not include day-to-day work and ongoing service delivery that staff engage in. As you will see from the list, for larger projects we generally will study and create recommendations as one project, then do the implementation of approved recommendations as a second project.

2020 Project Summary

Strategic Directions

Priority Audience

This project will learn from the community and build trusted relationships in order to provide direction to enable better, faster, coordinated decisions to serve low-income families and individuals.

Organizational Maturity

This project will provide foundational assessment and toolkits for all departments to increase coordination, alignment with strategic goals and customer focus.

Future Libraries

This project will further engage residents of Lakewood and Sumner on libraries in their communities and will produce building programs, conceptual designs, and cost estimates for Board consideration.

Community

MakerFEST

This ongoing program showcases community expertise in an all-ages celebration of DIY/Maker culture in partnership with Puget Sound libraries.

On the Road with Summer Reading & Summer Meals Sites

This ongoing program brings summer reading directly to children and teens who are unable to visit library branches during summer break. It will also evaluate existing library summer meal sites and establish desired outcomes for 2020.

Pierce County Conversations

This ongoing program provides opportunities for customers to explore topics of emerging and current community interest through programs, displays and booklists.

Teen Volunteer League

This ongoing program offers teens an opportunity to fulfill community service requirements, increase college and career readiness and leadership development.

Enjoyment

Our Own Expressions

This ongoing program provides the opportunity for teens throughout Pierce County to demonstrate their creativity through writing, photography and drawing.

PC Reads

This ongoing program seeks to build a community of readers through an author event and book signing.

Poetry in the Park

This program expands on a partnership initiated at the University Place branch with the Tahoma Audubon Society and Tacoma Public Library. The program includes a writing workshop and signs featuring selected poems in parks in Pierce County.

Puyallup Public Library Author Event & Book Festival

This partnership enables PCLS to build on the PC Reads program to build a community of readers through shared literacy.

Readers' Advisory Training

This ongoing training provides staff with tools to allow them to engage customers in successful conversations about reading and aid customers in finding additional reading materials.

Summer Reading

This ongoing program supports retention of reading ability and academic skills for students in summer months. It also emphasizes reading for pleasure for customers of all ages.

Learning

Check out Washington

This program provides a free opportunity for the community to experience, learn about and enjoy the outdoors in Washington State Parks.

Life after High School

This project works closely with teen-focused organizations, centers, schools and clubs to enlist youth input in designing programming to support success after high school.

Move to Learn

This project is an ongoing collaborative partnership with Pierce County Project Child Success and associated early learning partners with the goal of engaging children ages 0-6 and their caregivers in an enriching and fun program inviting families to move, dance and learn.

Science To Go Updates

This ongoing collection provides customers with sets of books that facilitate learning and engagement on STEAM (Science Technology Engineering, Arts and Math) topics. This year, additional goals are to update procedures to make support activities more fiscally sustainable, train staff to use Science to Go backpacks in storytimes and develop a STEAM newsletter for customers.

Business Processes

Community Emergency Preparedness Study

this project will study the role of PCLS branches, departments and staff in assisting with community emergency preparedness.

Collaborative Tools, Incident Report Pilot

This ongoing project from 2019 is working on an improved support system for incident reports while evaluating SharePoint as a platform for collaborative work tools.

Customer Account Communication Study

This project will study the methods PCLS uses to notify customers for quality and effectiveness. Specifically the Polaris telephone notification system is at end of life and the project will recommend next steps for automated telephone messages.

eNewsletter Study

This project will study the use of an electronic newsletter for customers.

Fines and Fees Study

This project will identify fine and fee-based services offered at PCLS, study the impact on both customers and PCLS finances, benchmark PCLS against peer libraries and make recommendations.

Lean Library Study

This project will study workflow and processes related to purchase and cataloging of library materials in order to get new materials to customers more quickly.

Analytics on Demand Implementation

Analytics on Demand is a subscription tool that helps staff better understand our communities, their needs and use of PCLS collections, services and facilities.

Central Files Processes & Procedures

This ongoing project is creating a filing process and index of important documents. In 2020 we'll begin collecting documents from Department and Branches and scanning of branch maps.

Outreach Kit Development

This project will develop outreach/pop-up boxes and training for staff to support effective delivery and promotion of library activities.

PERCY Finance & HR system Implementation

This ongoing project will complete the initial upgrade from EDEN financial management software to the MUNIS financial and human resources management suite.

Policy Review

This ongoing project establishes priorities and provides coordination for review and updating of Board and Administrative policies.

Materials

Authority Control Study

This project will identify processes to improve searching in the library cataloging through ongoing efforts to standardize author names and subject terms.

Collection Diversity Audit

This project will conduct a diversity audit of library collections to assess if we are meeting our goals and responsibilities to our community and to identify gaps in the collection.

Interlibrary Loan of AV Materials Study

This project will identify the landscape of which libraries will loan audio-visual materials and how we could use that access to improve response to customer requests.

Floating Implementation

This ongoing project refreshes branch collections and reduces the volume of materials delivered from branch to branch by assigning items to live at the branch where they are returned. In 2020 we will evaluate current floating collections and determine any changes to the process before adding additional collection to the floating process.

International Collection Implementation

In early 2020 a study project will wrap up with recommended changes to the International Collection in order to provide materials in languages that reflect current demographics for our communities. This project will implement those recommendations.

Partnerships

Friends of the Library Memoranda of Understanding

This project will provide better support for Friends of Library groups and reduce risk to PCLS through creating a Memorandum of Understanding with each Friends group.

Voter Point of Assistance

This program is in support of Pierce County Elections Office implementation of Same Day Registration. It allows PCLS to act as a conduit for voter services on election day.

Spaces

Bonney Lake Refresh Study

This project will review the Bonney Lake Library for needed updates including restrooms, doors and roof and create an implementation plan for 2021.

Vehicle Study

This project will create a portfolio of vehicle health, uses, and types which will inform the replacement plan and recoccurring review timeline.

Library Signage Implementation

This projects continues our work to update interior wayfinding signs in library branches. In 2020, signs at Orting and DuPont will be updated.

Parkland Refresh Implementation

This project will implement the planned refresh of the Parkland/Spanaway branch including new carpet and public furniture.

Staff

Learning Management System Study

This project will gather business requirements and improve current processes in order to provide a system that fully supports staff learning.

Diversity and Inclusion Strategy Implementation

This ongoing project seeks to grow a workplace that reflects the community PCLS serves.

Leadership Development Implementation

This ongoing project provides a focused and intentional approach to developing the leadership competencies in PCLS supervisors and emerging leaders.

Staff Engagement Survey

This ongoing project periodically surveys PCLS staff to assess staff engagement and implements follow-up actions to improve identified areas.

Staff Ergonomics Implementation

This ongoing project will operationalize assessment and purchase of ergonomic equipment for staff.

Technology

eSource Authentication Study

This project will explore alternative methods available for customers to log into subscription systems such as databases and e-book delivery.

Facilities Work Order System Study

This project will identify an updated system for tracking facilities assets and work orders.

Polaris LEAP Study

This project will evaluate Polaris LEAP, a component product of our Polaris library automation system that allows staff web-based access.

Public Technology Software for Youth Study

This project will assess technology for youth, particularly AWE stations and recommend purchases to achieve service goals.

Cloud Project Implementation

This project will implement recommended computer storage and assess and provide recommendations on other identified priorities such as server room HVAC, connectivity vendors and Wi-Fi equipment.

Cyber Security Implementation

This project will identify and make recommendations on cybersecurity risks such as firewalls, switches and staff training.

Mail Machine Update

This project will implement recommendations of the current study of mail machine options.

Polaris API Updates

This project will reconfigure the Polaris API (the means by which subscription vendors can provide content through the library catalog) to industry best practice and coordinate these changes with current vendors.

Polaris Upgrade

This project will coordinate our annual update of the Polaris library automation software.

Public PC Replacements

This project started in 2019 and is coordinating replacement of public computers and establishing a replacement cycle for future replacements.

Public Technology Software Inventory

This project will identify software for customer use on public computers and establish a process by which new software may be considered.

Public Website Update

This project will migrate the PCLS website to a single platform in order to have a flexible foundation that supports our focus areas and core services in a consistent, coherent and customer-focused manner.

Staff Technology by Role Review

This project will identify the appropriate technology tools for staff to be able to perform their work and provide quality customer service.

Staff Computer Replacements

This project will coordinate updates of staff computers and establish a replacement cycle for future replacements.

MEMO



Date: 12/27/2019

To: Chair Daren Jones and Members of the Board of Trustees

From: Clifford Jo, Finance & Business Director

Subject: 2020 Revised Levy Certificate

We received a revised levy certificate on December 26, 2019 (attached). It is \$2,863 less than the certified certificate in November. The difference is due to (1) new construction coming in less than the preliminary certificate's value, offset largely by (2), the annexation of the area in Milton/Edgewood.

The amount is not significant enough to change any factors of the 2020 budget, including the amount deposited into the Levy Sustainability Fund.

No Board action is required.



Pierce County

Mike Lonergan, Assessor-Treasurer

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Tacoma, WA 98409-7498
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PRELIMINARY HIGHEST LAWFUL LEVY LIMIT 2019 FOR 2020

**RURAL LIBRARY
> 10,000**

Pierce & King Joint

REGULAR TAX LEVY LIMIT:

2018

A. <u>Highest regular tax which could have been lawfully levied beginning with the 1985 levy</u> [refund levy not included] times limit factor (as defined in RCW 84.55.005).	39,352,288.16 1.01 39,745,811.04
B. Current year's assessed value of new construction, improvements and wind turbines in original districts before annexation occurred times last year's levy rate (if an error occurred or an error correction was made in the previous year, use the rate that would have been levied had no error occurred).	1,593,108,330 0.500000000000 796,554.17
C. Current year's state assessed property value in original district if annexed less last year's state assessed property value. The remainder to be multiplied by last year's regular levy rate (or the rate that should have been levied).	873,833,449 1,039,427,189 (165,593,740.00) 0.500000000000 0.00
D. REGULAR PROPERTY TAX LIMIT (A + B + C)	40,542,365.21

ADDITIONAL LEVY LIMIT DUE TO ANNEXATIONS:

E. To find rate to be used in F, take the levy limit as shown in Line D above and divide it by the current assessed value of the district, excluding the annexed area.	40,542,365.21 86,237,959,816 0.470122035506
F. Annexed area's current assessed value including new construction and improvements times rate found in E above.	46,492,000.00 0.470122035506 21,856.91
G. NEW LEVY LIMIT FOR ANNEXATION (D + F)	40,564,222.12

LEVY FOR REFUNDS:

H. RCW 84.55.070 provides that the levy limit will not apply to the levy for taxes refunded or to be refunded pursuant to Chapters 84.68 or 84.69 RCW. (D or G + refund if any)	40,564,222.12 119,299.09 40,683,521.21
I. TOTAL ALLOWABLE LEVY AS CONTROLLED BY THE LEVY LIMIT (D,G,or H)	40,683,521.21
J. Amount of levy under statutory rate limitation.	86,284,451,816 0.500000000000 43,142,225.91
K. LESSER OF I OR J	40,683,521.21

MEMO



Date: 12/27/2019

To: Chair Daren Jones and Members of the Board of Trustees

From: Clifford Jo, Finance & Business Director

Subject: 2018 Audit

Our 2018 fiscal and accountability audit is complete. The exit conference was conducted on December 19, 2019. In attendance were Leah Hafterson, Assistant Audit Manager, Gena Allen, Assistant State Auditor, Board Trustee Daren Jones via speakerphone, and Georgia and I.

The audit results includes one finding due to lack of controls in the creation of the annual reports. In this case, a typographical error led to the misclassification of funds between reserved and unreserved. Because the amount was over 10% of the allowable threshold for misclassification, the result was a finding. We have already put plans into place to increase the controls through external professional review by a qualified government accountant versed in Washington State accounting and auditing practices.



Office of the Washington State Auditor

Pat McCarthy

Exit Conference: Pierce County Rural Library District

The Office of the Washington State Auditor's vision is increased trust in government. Our mission is to provide citizens with independence and transparent examinations of how state and local governments use public funds, and develop strategies that make government more efficient and effective.

The purpose of this meeting is to share the results of your audit and our draft reporting. We value and appreciate your participation.

Audit Reports

We will publish the following reports:

- Accountability audit for January 1, 2018 through December 31, 2018 - see draft report.
- Financial statement audit for January 1, 2018 through December 31, 2018 - see draft report.

Audit Highlights

- We would like to thank Clifford Jo, Finance Director, and District Staff for their cooperation and timely response to our requests during the audit.
- We thank the Library for its ongoing commitment to build our relationship.

Recommendations not included in the Audit Reports

Exit Items

We have provided exit recommendations for management's consideration. Exit items address control deficiencies or non-compliance with laws or regulation that have an insignificant or immaterial effect on the entity, or errors with an immaterial effect on the financial statements. Exit items are not referenced in the audit report.

Communications required by audit standards

In relation to our financial statement audit report, we would like to bring to your attention:

- Uncorrected misstatements in the audited financial statements are summarized on the attached schedule. We agree with management's representation that these misstatements are immaterial to the fair presentation of the financial statements.
- There were material misstatements in the financial statements corrected by management during the audit. As reported in the finding, the District misclassified reserved cash and investments in the presented financial statements.

Finalizing Your Audit

Report Publication

Audit reports are published on our website and distributed via e-mail in an electronic .pdf file. We also offer a subscription service that allows you to be notified by email when audit reports are released or posted to our website. You can sign up for this convenient service at: <https://portal.sao.wa.gov/SAOPortal/>

Management Representation Letter

We have included a copy of representations received from management.

Audit Cost

At the entrance conference, we estimated the cost of the audit to be \$12,000 and actual audit costs will be closer to \$13,000 due to additional budget needed to address elevated reporting levels.

Your Next Scheduled Audit

Your next audit is scheduled to be conducted in October 2020 and will cover the following general areas:

- Accountability for Public Resources
- Financial Statement

The estimated cost for the next audit based on current rates is \$16,000 plus travel expenses. This preliminary estimate is provided as a budgeting tool and not a guarantee of final cost.

If expenditures of federal awards are \$750,000 or more in any fiscal year, notify our Office so we can schedule your audit to meet federal single audit requirements. Federal awards can include grants, loans, and non-cash assistance such as equipment and supplies.

Working Together to Improve Government

Audit Survey

When your report is released you will receive an audit survey from us. We value your opinions on our audit services and hope you provide feedback.

Local Government Support Team

This team provides support services to local governments through technical assistance, comparative statistics, training, and tools to help prevent and detect a loss of public funds. Our website and client portal offers many resources, including a client Help Desk that answers auditing and accounting questions. Additionally this team assists with the online filing of your financial statements.

The Center for Government Innovation

The Center for Government Innovation of the Office of the Washington State Auditor is designed to offer services specifically to help you help the residents you serve at no additional cost to your government. What does this mean? We provide expert advice in areas like Lean, peer-to-peer networking and culture-building to help local governments find ways to be more efficient, effective and transparent. The Center can help you by providing assistance in financial management, cybersecurity and more. Check out our best practices and other resources that help local governments act on accounting standard changes, comply with regulations, and respond to

recommendations in your audit. The Center understands that time is your most precious commodity as a public servant, and we are here to help you do more with the limited hours you have. If you are interested in learning how we can help you maximize your effect in government, call us at 360-725-5621 or email us at Center@sao.wa.gov.

Questions?

Please contact us with any questions about information in this document or related audit reports.

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Office of the Washington State Auditor
Pat McCarthy

Financial Statements Audit Report
Pierce County Rural Library District
(Pierce County Library System)

For the period January 1, 2018 through December 31, 2018

Published December 26, 2019

Report No. 1025490





**Office of the Washington State Auditor
Pat McCarthy**

December 26, 2019

Board of Trustees
Pierce County Library System
Tacoma, Washington

Report on Financial Statements

Please find attached our report on the Pierce County Library System's financial statements.

We are issuing this report in order to provide information on the District's financial condition.

Sincerely,

A handwritten signature in black ink that reads "Pat McCarthy".

Pat McCarthy
State Auditor
Olympia, WA

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SCHEDULE OF AUDIT FINDINGS AND RESPONSES

2018-001 The District's internal controls over financial statement preparation were inadequate to ensure accurate financial reporting.

Background

The Board of Trustees, state and federal agencies, and the public rely on the information included in financial statements and reports to make decisions. District management is responsible for designing, implementing and maintaining internal controls to ensure financial statements are fairly presented and to provide reasonable assurance regarding the reliability of financial reporting. The District prepares its financial statements in accordance with the cash basis *Budgeting, Accounting and Reporting System* (BARS) manual.

Our audit identified deficiencies in the District's internal controls over financial reporting that hindered its ability to produce reliable financial statements.

Government Auditing Standards requires the auditor to communicate material weaknesses in internal controls, as defined in the Applicable Laws and Regulations section below, as a finding.

The deficiencies in internal controls over accounting and financial reporting represent a material weakness.

Description of Condition

The District submits financial statements using the BARS Manual chart of accounts. The BARS Manual requires beginning and ending cash and investments be classified as either reserved or unreserved. Cash and investments should be classified as reserved if specific purpose or use restrictions are imposed on them by external parties or the District's Board of Director's passes a resolution formally committing the funds.

The District reported \$7,360,760 of unreserved cash and investments as reserved. This caused a material misclassification to the beginning fund balance that the District subsequently corrected.

Cause of Condition

District staff made a clerical error when recording the beginning fund balance, and did not have a process in place to complete a secondary review of presented financial statements due to staff vacancies. The lack of secondary review prevented the District from detecting the error before submitting the financial reports.

Effect of Condition

The District misclassified the beginning cash and investment balance of \$7,360,760 in the General Fund as reserved. This amount should have been reported as unreserved.

Inaccurate financial reports limit access to financial information used by the District officials, the public, state and federal agencies, and other interested parties.

Recommendations

We recommend the District strengthen its internal controls over financial reporting to ensure it complies with BARS Manual requirements. Further, we recommend the District conduct an effective, independent financial statement review to ensure it prepares the financial statements and footnotes following BARS Manual requirements.

District's Response

Thank you for your service as Washington State Auditors. We very much appreciate the time, effort, thoughts, recommendations, and reports that you produce during your annual audits of the Pierce County Library System's fiscal and accountability responsibilities. Your work helps us ensure that the Library maintains a high standard of accountability and transparency, and responsibly stewards tax funds. The Library acknowledges and agrees with the internal control finding that led to a misclassification of the general fund beginning cash balance being reported as reserved instead of what should have been, unreserved. This was caused by a typographical error in selecting the incorrect account, which was not discovered until your visit. The Library accepts the recommendations and has set plans into place to implement improvements to internal controls. We look forward to your visit next year.

Auditor's Remarks

We appreciate the actions taken by District staff during the audit. District staff were very helpful during the audit process. We will review these changes during our next audit.

Applicable Laws and Regulations

Government Auditing Standards, December 2011 Revision, paragraph 4.23 establishes reporting requirements related to significant deficiencies or material weaknesses in internal control, instances of fraud or abuse, and noncompliance with provisions of law, regulations, contracts, or grant agreements.

The American Institute of Certified Public Accountants defines significant deficiencies and material weaknesses in its Codification of Statements on Auditing Standards, section 265, Communicating Internal Control Related Matters Identified in an Audit, paragraph 7.

RCW 43.09.200 Local government accounting – Uniform system of accounting, requires the state auditor to prescribe the system of accounting and reporting for all local governments.

The *Budgeting, Accounting, and Reporting System (BARS)* manual, 3.1.3, Internal Control, requires each local government to establish and maintain an effective system of internal controls that provides reasonable assurance that the government will achieve its objectives.

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND
OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

**Pierce County Library System
January 1, 2018 through December 31, 2018**

Board of Trustees
Pierce County Library System
Tacoma, Washington

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the Pierce County Library System, as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the District's financial statements, and have issued our report thereon dated December 19, 2019.

We issued an unmodified opinion on the fair presentation of the District's financial statements in accordance with its regulatory basis of accounting. We issued an adverse opinion on the fair presentation with regard to accounting principles generally accepted in the United States of America (GAAP) because the financial statements are prepared by the District using accounting practices prescribed by Washington State statutes and the State Auditor's *Budgeting, Accounting and Reporting System* (BARS) manual described in Note 1, which is a basis of accounting other than GAAP. The effects on the financial statements of the variances between the basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

INTERNAL CONTROL OVER FINANCIAL REPORTING

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying Schedule of Audit Findings and Responses, we identified certain deficiencies in internal control that we consider to be material weaknesses.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiencies described in the accompanying Schedule of Audit Findings and Responses as Finding 2018-001 to be a material weakness.

COMPLIANCE AND OTHER MATTERS

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of the District's compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

DISTRICT'S RESPONSE TO FINDINGS

The District's response to the findings identified in our audit is described in the accompanying Schedule of Audit Findings and Responses. The District's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

PURPOSE OF THIS REPORT

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. However, this report is a matter of public record and its distribution is not limited. It also serves to disseminate information to the public as a reporting tool to help citizens assess government operations.



Pat McCarthy
State Auditor
Olympia, WA

December 19, 2019

INDEPENDENT AUDITOR'S REPORT ON FINANCIAL STATEMENTS

Pierce County Library System January 1, 2018 through December 31, 2018

Board of Trustees
Pierce County Library System
Tacoma, Washington

REPORT ON THE FINANCIAL STATEMENTS

We have audited the accompanying financial statements of the Pierce County Library System, for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the District's financial statements, as listed on page 13.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the financial reporting provisions of Washington State statutes and the *Budgeting, Accounting and Reporting System* (BARS) manual prescribed by the State Auditor described in Note 1. This includes determining that the basis of accounting is acceptable for the presentation of the financial statements in the circumstances. Management is also responsible for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether

due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Unmodified Opinion on Regulatory Basis of Accounting (BARS Manual)

As described in Note 1, the Pierce County Library System has prepared these financial statements to meet the financial reporting requirements of Washington State statutes using accounting practices prescribed by the State Auditor's *Budgeting, Accounting and Reporting System* (BARS) manual. Those accounting practices differ from accounting principles generally accepted in the United States of America (GAAP). The differences in these accounting practices are also described in Note 1.

In our opinion, the financial statements referred to above present fairly, in all material respects, the cash and investments of the Pierce County Library System, and its changes in cash and investments, for the year ended December 31, 2018, on the basis of accounting described in Note 1.

Basis for Adverse Opinion on U.S. GAAP

Auditing standards issued by the American Institute of Certified Public Accountants (AICPA) require auditors to formally acknowledge when governments do not prepare their financial statements, intended for general use, in accordance with GAAP. The effects on the financial statements of the variances between GAAP and the accounting practices the District used, as described in Note 1, although not reasonably determinable, are presumed to be material. As a result, we are required to issue an adverse opinion on whether the financial statements are presented fairly, in all material respects, in accordance with GAAP.

Adverse Opinion on U.S. GAAP

The financial statements referred to above were not intended to, and in our opinion they do not, present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of the Pierce County Library System, as of December 31, 2018, or the changes in financial position or cash flows for the year then ended, due to the significance of the matter discussed in the above "Basis for Adverse Opinion on U.S. GAAP" paragraph.

Other Matters

Supplementary and Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements taken as a whole. The Schedule of Liabilities is presented for purposes of additional analysis, as required by the prescribed BARS manual. This schedule is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements taken as a whole.

OTHER REPORTING REQUIRED BY GOVERNMENT AUDITING STANDARDS

In accordance with *Government Auditing Standards*, we have also issued our report dated December 19, 2019 on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.



Pat McCarthy

State Auditor

Olympia, WA

December 19, 2019

FINANCIAL SECTION

Pierce County Library System January 1, 2018 through December 31, 2018

FINANCIAL STATEMENTS

Fund Resources and Uses Arising from Cash Transactions – 2018
Notes to Financial Statements – 2018

SUPPLEMENTARY AND OTHER INFORMATION

Schedule of Liabilities – 2018

**Pierce County Rural Library District
Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2018**

		Total for All Funds (Memo Only)	001 General	150 Special Purpose Fund	200 Debt Service Fund
Beginning Cash and Investments					
30810	Reserved	990,117	-	990,117	-
30880	Unreserved	9,310,658	7,630,760	-	84,726
388 / 588	Prior Period Adjustments, Net	-	-	-	-
Revenues					
310	Taxes	30,278,886	30,278,630	-	256
320	Licenses and Permits	-	-	-	-
330	Intergovernmental Revenues	13,497	13,497	-	-
340	Charges for Goods and Services	194,953	194,953	-	-
350	Fines and Penalties	432,083	432,083	-	-
360	Miscellaneous Revenues	1,327,839	1,257,583	16,746	1,189
Total Revenues:		32,247,258	32,176,746	16,746	1,445
Expenditures					
570	Culture and Recreation	31,003,869	30,828,151	50,058	-
Total Expenditures:		31,003,869	30,828,151	50,058	-
Excess (Deficiency) Revenues over Expenditures:		1,243,389	1,348,595	(33,312)	1,445
Other Increases in Fund Resources					
391-393, 596	Debt Proceeds	-	-	-	-
397	Transfers-In	585,000	-	300,000	-
385	Special or Extraordinary Items	-	-	-	-
386 / 389	Custodial Activities	-	-	-	-
381, 395, 398	Other Resources	32,744	32,744	-	-
Total Other Increases in Fund Resources:		617,744	32,744	300,000	-
Other Decreases in Fund Resources					
594-595	Capital Expenditures	253,906	-	-	-
591-593, 599	Debt Service	-	-	-	-
597	Transfers-Out	585,000	585,000	-	-
585	Special or Extraordinary Items	-	-	-	-
586 / 589	Custodial Activities	-	-	-	-
Total Other Decreases in Fund Resources:		838,906	585,000	-	-
Increase (Decrease) in Cash and Investments:		1,022,227	796,339	266,688	1,445
Ending Cash and Investments					
5081000	Reserved	1,256,805	-	1,256,805	-
5088000	Unreserved	10,066,197	8,427,099	-	86,171
Total Ending Cash and Investments		11,323,002	8,427,099	1,256,805	86,171

The accompanying notes are an integral part of this statement.

**Pierce County Rural Library District
Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2018**

		<u>300 Capital Improvement Project</u>
Beginning Cash and Investments		
30810	Reserved	-
30880	Unreserved	1,595,172
388 / 588	Prior Period Adjustments, Net	-
Revenues		
310	Taxes	-
320	Licenses and Permits	-
330	Intergovernmental Revenues	-
340	Charges for Goods and Services	-
350	Fines and Penalties	-
360	Miscellaneous Revenues	52,321
Total Revenues:		<u>52,321</u>
Expenditures		
570	Culture and Recreation	125,660
Total Expenditures:		<u>125,660</u>
Excess (Deficiency) Revenues over Expenditures:		(73,339)
Other Increases in Fund Resources		
391-393, 596	Debt Proceeds	-
397	Transfers-In	285,000
385	Special or Extraordinary Items	-
386 / 389	Custodial Activities	-
381, 395, 398	Other Resources	-
Total Other Increases in Fund Resources:		<u>285,000</u>
Other Decreases in Fund Resources		
594-595	Capital Expenditures	253,906
591-593, 599	Debt Service	-
597	Transfers-Out	-
585	Special or Extraordinary Items	-
586 / 589	Custodial Activities	-
Total Other Decreases in Fund Resources:		<u>253,906</u>
Increase (Decrease) in Cash and Investments:		(42,245)
Ending Cash and Investments		
5081000	Reserved	-
5088000	Unreserved	1,552,927
Total Ending Cash and Investments		<u>1,552,927</u>

**Pierce County Rural Library District
Notes to the Financial Statements
For the year ended December 31, 2018**

Note 1 – Summary of Significant Accounting Policies

The Pierce County Rural Library District (“Library”) was established by a vote of the people of Pierce County on November 7, 1944. The Pierce County commissioners subsequently appointed the first Pierce County Library Board of Trustees on June 1, 1945. The Library operates under the laws of the state of Washington applicable to a rural county library district (RCW Chapter 27.12). The Library is a special purpose local government and provides library services to the general public, and is designated with taxing authority as a junior taxing district.

The Library reports financial activity in accordance with the *Cash Basis Budgeting, Accounting and Reporting System* (BARS) Manual prescribed by the State Auditor’s Office under the authority of Washington State law, Chapter 43.09 RCW. This manual prescribes a financial reporting framework that differs from generally accepted accounting principles (GAAP) in the following manner:

- ✓ Financial transactions are recognized on a cash basis of accounting as described below.
- ✓ Component units are required to be disclosed, but are not included in the financial statements.
- ✓ Government-wide statements, as defined in GAAP, are not presented.
- ✓ All funds are presented, rather than a focus on major funds.
- ✓ The *Schedule of Liabilities* is required to be presented with the financial statements as supplementary information.
- ✓ Supplementary information required by GAAP is not presented.
- ✓ Ending balances are not presented using the classifications defined in GAAP.

A. Fund Accounting

Financial transactions of the government are reported in individual funds. Each fund uses a separate set of self-balancing accounts that comprises its cash and investments, revenues and expenditures. The government’s resources are allocated to and accounted for in individual funds depending on their intended purpose. Each fund is reported as a separate column in the financial statements. The following fund types are used:

GOVERNMENTAL FUND TYPES:

General Fund

This fund is the primary operating fund of the government. It accounts for all financial resources except those required or elected to be accounted for in another fund.

Special Revenue Funds

These funds account for specific revenue sources that are restricted or committed to expenditures for specified purposes of the government.

The Library calls this fund as the “Special Purpose Fund.”

Debt Service Funds

These funds account for the financial resources that are restricted, committed, or assigned to expenditures for principal, interest and related costs on general long-term debt.

Capital Projects Funds

These funds account for financial resources which are restricted, committed, or assigned for the acquisition or construction of capital facilities or other capital assets.

The Library calls this fund as the “Capital Improvement Project Fund.”

While the Library employs these four funds as distinct funds in the Library’s financial system, the General Fund, Special Revenue Fund, and Capital Projects Fund are recorded as a single General Fund in the Pierce County Treasurer’s system. The reconciliation process is based on combining all three fund transactions in the Library’s financial system and comparing it to the one General Fund maintained in the Pierce County Treasurer’s system. The Debt Service Fund remains a singular fund in both the Library’s and Pierce County Treasurer’s systems and is reconciled accordingly.

B. Basis of Accounting and Measurement Focus

Financial statements are prepared using the cash basis of accounting and measurement focus. Revenues are recognized when cash is received and expenditures are recognized when paid.

In accordance with state law the Library also recognizes expenditures paid during twenty-one days after the close of the fiscal year for claims incurred during the previous period.

C. Cash and Investments

See Note 3, *Deposits and Investments*.

D. Capital Assets

Capital assets are assets with an initial individual cost of more than \$5,000 and an estimated useful life in excess of one year. Capital assets and inventory are recorded as capital expenditures when purchased.

E. Compensated Absences

Vacation leave may be accumulated up to 30 days (240 hours) and is payable upon separation of employment. Sick leave may be accumulated indefinitely and, upon separation or retirement, eligible employees hired before January 1, 2004 or employees identified as management may receive payment of 30% of their sick leave balance up to a maximum of 1,200 hours. Compensatory time may be accumulated up to 24 hours and is payable upon separation of employment. Payments are recognized as expenditures when paid.

F. Long-Term Debt

See Note 5, *Debt Service Requirements*.

G. Reserved Portion of Ending Cash and Investments

On December 31, 2018, the Library did not hold any funds in reserve in the General Fund, Debt Service Fund, or Capital Improvement Projects Fund.

In the Special Purpose Fund, Beginning and Ending Cash and Investments are reported as reserved when it is subject to restrictions on use imposed by external parties or due to internal commitments established by the Library Board of Trustees. When expenditures that meet restrictions are incurred, the Library intends to use reserved resources first before using unreserved amounts.

Reservations of Ending Cash and Investments in the Special Purpose Fund consist of the following:

Reserved	Amount
Election Set-Aside	\$ 608,822
Land and Property Acquisition	\$ 630,117
Total Reserved	\$ 1,238,939

Note 2 – Budget Compliance

A. Budgets

The Library adopts annual appropriated budgets for all funds except the debt service fund, which is inactive other than receiving delinquent tax and investment interest. These budgets are appropriated at the fund level. The budgets constitute the legal authority for expenditures at that level. Annual appropriations for these funds lapse at the fiscal year end. With Board of Trustees approval, the Library may amend the appropriated budget within the fiscal year at any time and as many times needed to conduct its business.

Annual appropriated budgets and any amended budgets are adopted on the same basis of accounting as used for financial reporting. The final appropriated budget is the latest adopted budget for the fiscal year and is reported in the financial reports. In 2018, the Library amended the budgets for Special Purpose Fund and Capital Improvement Project Fund during the July 11, 2018 regular Board of Trustees meeting.

The final appropriated and actual expenditures for the legally adopted budgets were as follow:

Fund	Final Appropriated Amounts	Actual Expenditures	Variance
General Fund	\$ 31,973,700	\$ 30,915,087	\$ 1,058,613
Special Purpose Fund	\$ 660,000	\$ 51,178	\$ 608,822
Debt Service Fund	\$ - 0 -	\$ - 0 -	\$ - 0 -
Capital Improvement Project Fund	\$ 385,000	\$ 175,651	\$ 209,349
Total all Funds	\$ 33,018,700	\$ 31,141,916	\$ 1,876,784

Accruals and payables are recorded as liabilities in the Library’s financial system. To reconcile cash with the Pierce County Treasurer’s cash, expenditures must be adjusted through the subtraction of the variance between ending years. Accruals and payables were recorded at the end of the fiscal year as follows:

Fund	2017	2018	Variance
General Fund	\$ 1,186,769	\$ 688,706	- \$ 498,063
Special Purpose Fund	\$ - 0 -	\$ 1,120	\$ 1,120
Debt Service Fund	\$ - 0 -	\$ - 0 -	\$ - 0 -
Capital Improvement Project Fund	\$ 205,002	\$ 1,088	- \$ 203,914
Total all Funds:	\$ 1,391,771	\$ 690,914	- \$ 700,857

Budgeted amounts are authorized to be transferred between departments within any fund or object classes within departments; however, any revisions that alter the total expenditures of a fund must be approved by the Library’s legislative body. Approved transfers between funds were as follows:

From	To	Original Appropriated Transfer	Change to Transfer Approved	Actual Transfer Amount
General Fund	Capital Improvement Project Fund	\$ 411,500	- \$ 126,500	\$ 285,000
General Fund	Special Purpose Fund	\$ - 0 -	\$ 300,000	\$ 300,000
Total Transfers		\$ 411,500	\$ 173,500	\$ 585,000

The budget amendments and transfers for both funds were conducted in preparation to increase the budget for paying ballot costs (see Note 8, *Other Disclosures*, Special Items), which were estimated to be significantly higher than originally calculated (payment for actual costs occurred in early 2019). Capital projects were adjusted in response to the reduction to the Capital Improvement Project budget.

Note 3 – Deposits and Investments

It is the Library’s practice to invest all temporary cash surpluses. The interest on these investments is prorated to the various funds.

All deposits and certificates of deposit are covered by the Federal Deposit Insurance Corporation and/or the Washington Public Deposit Protection Commission. All investments are insured, registered or held by the Library or its agent (Pierce County Treasurer) in the government’s name.

Investments are reported at original cost. Investments by type at December 31, 2018 were as follows:

Type of Investment	Library Investments (held by Pierce County Treasurer)	Investment Held by Library as Agent for Other Organizations	Total
State Local Government	\$ 10,585,000	\$ - 0 -	\$ 10,585,000
Investment Pool (L.G.I.P.)			

Note 4 – Property Tax

The Pierce County Treasurer acts as an agent to collect property tax levied in the county for all taxing authorities. Collections are distributed at the end of each month.

Property tax revenues are recognized when cash is received by the Library. Delinquent taxes are considered fully collectible because a lien affixes to the property after tax is levied.

The Library's regular levy for the year 2018 was \$0.42945 per \$1,000 on an assessed valuation of \$70,182,605,075 for a total regular levy of \$30,139,920.

Note 5 – Debt Service Requirements

A. Debt Service

The accompanying Schedule of Liabilities (09) provides more details of the outstanding debt and liabilities of the Library and summarizes the Library's debt transactions for the year ended December 31, 2018.

In December 2002, the Library retired the final \$365,000 of outstanding bonds. While the debt has been retired, monies may continue to collect for any delinquent property taxes. These monies will be used to fund any future delinquent property tax refunds. At a future date, any remaining monies may either be transferred to the General Fund, Special Purpose Fund, or Capital Improvement Fund, or be used to pay costs incurred for future debt issuance.

Note 6 – Pension Plans

A. State Sponsored Pension Plans

Substantially all the Library's full-time and qualifying part-time employees participate in the following statewide retirement systems administered by the Washington State Department of Retirement Systems (DRS), under cost-sharing, multiple-employer public employee defined benefit and defined contribution retirement plans: Public Employee's Retirement System (PERS) Plans 1, 2 or 3.

The State Legislature establishes, and amends, laws pertaining to the creation and administration of all public retirement systems.

The Department of Retirement Systems, a department within the primary government of the State of Washington, issues a publicly available comprehensive annual financial report (CAFR) that includes financial statements and required supplementary information for each plan. The DRS CAFR may be obtained by writing to:

Department of Retirement Systems
Communications Unit
P.O. Box 48380
Olympia, WA 98540-8380

Also, the DRS CAFR may be downloaded from the DRS website at www.drs.wa.gov.

At June 30, 2018 (the measurement date of the plans), the Library's proportionate share of the collective net pension liabilities, as reported on the Schedule 09, was as follows:

Plan	Employer Contributions	Allocation %	Liability (Asset)
PERS 1	\$ 802,226	0.120018 %	\$ 5,360,045
PERS 2/3	\$ 1,154,479	0.149619 %	\$ 2,554,611
Total	\$ 1,956,705		\$ 7,914,656

Note 7 – Risk Management

A. Risk and Insurance

The Library's risks are typical for libraries, and include such areas as theft, destruction of property, automobiles, accidents/injuries by staff and customers, legal, liability, safety and hazards, underground storage tanks of fuel, water damage, differences in conditions, and earthquakes. The Library's response is to purchase and maintain a level of insurance that adequately covers these risks both in individual coverage areas and in umbrella policies. Annual renewals are paid out of the Library's general fund. The insurers of the Library's policies and deductibles were as follows:

Type of coverage	Insurer	Limits	Deductible
General liability	The Hanover American Ins. Co.	\$2 million aggr.	\$ 1,000
Property	The Hanover American Ins. Co.	\$2 million aggr.	\$ 1,000
Automotive	The Hanover American Ins. Co.	\$1 million	\$ 1,000
Umbrella/Excess	Allmerica Financial Benefit Ins., The American Insurance Co., and The Ohio Casualty Insurance Co.	\$50 million aggr.	N/A
Difference in conditions / flood / earthquake	QBE Specialty Insurance	\$20 million	\$ 25,000 to \$ 50,000
Management liability	Philadelphia Indemnity Ins. Co.	\$10 mil aggr.	\$ 10,000 to \$ 25,000
Cyber liability	Philadelphia Indemnity Ins. Co.	\$1 million	\$ 10,000
Pollution liability	Crum & Forster Specialty Ins. Co.	\$5 million aggr.	\$ 50,000
Pollution liability— underground storage tanks	Colony Insurance Company	\$1 million aggr.	\$ 10,000

In 2018, the total of 2 claims paid amounted to \$16,690, which were covered by insurance payments less the Library's deductible (no claims exceeded insurance coverage).

The Library has a Safety Committee that performs quarterly inspections of all Library properties; monitors and reviews safety-related concerns and reports; and makes recommendations for safety improvements.

B. Self-Insurance

The Library is self-insured for unemployment claims and reimburses actual claims paid through the State of Washington Employment Security Department. Claims are paid on a quarterly basis using the

cash basis of accounting. The total paid was \$47,110 in 2018. The Library annually budgets a portion of its general fund to cover estimated claims. In 2018, the budget was \$50,500 which covered actual claims paid. No other reserve for self-insurance has been established as the potential liability is not considered to be material to the financial statements.

Prior annual filings were reporting unemployment claims paid on an accrual basis of accounting and total number of unique former employees during a calendar year. This has been corrected by reporting using the cash basis of accounting and calculating unique former employees by each quarter for four quarters, which is consistent to the information received from the State of Washington Employment Security Department.

Note 8 – Other Disclosures

A. Special Items

During the November 6, 2018 general election, the Library issued to the voters in its taxing district a “levy lid-lift” ballot measure to restore revenues and taxing authority to its full statutory limit of \$0.50 per \$1,000 of assessed property value of the Library’s taxing district. The election results were certified on November 27, 2018 with voters approving the ballot measure. The effect of this approval was to increase revenue by up to \$9.2 million beginning with the 2019 fiscal year. (The previous levy lid-lift occurred in 2006 and was also approved by the voters during the primary election of that year.)

B. Pollution Remediation

In 2017 the Buckley Library was determined to have, and independently confirmed to have, ground contaminated with (1) certain gasolines from a gas station’s underground storage tanks, which had been removed in 1983 and (2) oil and other contaminants from a welding shop. Both of these businesses used to operate on the premises prior to the Library’s purchase of the property in 1989. The Library worked with an independent contractor and the Washington State Department of Ecology to assess the full scope, nature, and extent of the contamination. In early 2019, the Library was accepted into the state of Washington’s Volunteer Cleanup Program (VCP) and will be identifying subsequent plans for remediation, estimated costs, and time schedule. In 2018, \$29,806 was spent on contractors to continue work on the premises for analysis of contamination and to perform measurements.

C. Correction to Schedule 9, Beginning Balance for Combined Compensated Absences

Prior annual filings did not included the calculation of the employer portion of retirement contributions to compensated absences. This has been corrected for 2018’s starting and ending balances. The effect of this correction means that 2017’s ending balance is different from 2018’s beginning balance, the latter of which increased by \$173,185.

D. Correction to Calculation of Amounts Reported on Schedule 16 SEFA

Prior annual filings reported grant amounts based on reimbursements received. This has been corrected for 2018’s filing by reporting grant expenditures paid.

**Pierce County Rural Library District
Schedule of Liabilities
For the Year Ended December 31, 2018**

ID. No.	Description	Due Date	Beginning Balance	Additions	Reductions	Ending Balance
Revenue and Other (non G.O.) Debt/Liabilities						
259.12	Combined Compensated Absences		1,626,289	146,069	-	1,772,358
264.30	Pension Liability PERS 1		5,655,421	-	295,376	5,360,045
264.30	Pension Liability PERS 2/3		5,181,798	-	2,627,187	2,554,611
Total Revenue and Other (non G.O.) Debt/Liabilities:			12,463,508	146,069	2,922,563	9,687,014
Total Liabilities:			12,463,508	146,069	2,922,563	9,687,014

ABOUT THE STATE AUDITOR'S OFFICE

The State Auditor's Office is established in the state's Constitution and is part of the executive branch of state government. The State Auditor is elected by the citizens of Washington and serves four-year terms.

We work with our audit clients and citizens to achieve our vision of government that works for citizens, by helping governments work better, cost less, deliver higher value, and earn greater public trust.

In fulfilling our mission to hold state and local governments accountable for the use of public resources, we also hold ourselves accountable by continually improving our audit quality and operational efficiency and developing highly engaged and committed employees.

As an elected agency, the State Auditor's Office has the independence necessary to objectively perform audits and investigations. Our audits are designed to comply with professional standards as well as to satisfy the requirements of federal, state, and local laws.

Our audits look at financial information and compliance with state, federal and local laws on the part of all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits of state agencies and local governments as well as [fraud](#), state [whistleblower](#) and [citizen hotline](#) investigations.

The results of our work are widely distributed through a variety of reports, which are available on our [website](#) and through our free, electronic [subscription](#) service.

We take our role as partners in accountability seriously, and provide training and technical assistance to governments, and have an extensive quality assurance program.

Contact information for the State Auditor's Office	
Public Records requests	PublicRecords@sao.wa.gov
Main telephone	(360) 902-0370
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Office of the Washington State Auditor
Pat McCarthy

Accountability Audit Report
Pierce County Rural Library District
(Pierce County Library System)

For the period January 1, 2018 through December 31, 2018

Published December 26, 2019

Report No. 1025505





**Office of the Washington State Auditor
Pat McCarthy**

December 26, 2019

Board of Trustees
Pierce County Library System
Tacoma, Washington

Report on Accountability

Thank you for the opportunity to work with you to promote accountability, integrity and openness in government. The State Auditor's Office takes seriously our role of providing state and local governments with assurance and accountability as the independent auditor of public accounts. In this way, we strive to help government work better, cost less, deliver higher value and earn greater public trust.

Independent audits provide essential accountability and transparency for District operations. This information is valuable to management, the governing body and public stakeholders when assessing the government's stewardship of public resources.

The attached comprises our independent audit report on the District's compliance with applicable requirements and safeguarding of public resources for the areas we examined. We appreciate the opportunity to work with your staff and we value your cooperation during the audit.

Sincerely,

Pat McCarthy
State Auditor
Olympia, WA

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AUDIT RESULTS

This report describes the overall results and conclusions for the areas we examined. In those selected areas, District operations complied with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources.

About the audit

This report contains the results of our independent accountability audit of the Pierce County Library System from January 1, 2018 through December 31, 2018.

Management is responsible for ensuring compliance and adequate safeguarding of public resources from fraud, loss or abuse. This includes the design, implementation and maintenance of internal controls relevant to these objectives.

This audit was conducted under the authority of RCW 43.09.260, which requires the Office of the State Auditor to examine the financial affairs of all local governments. Our audit involved performing procedures to obtain evidence about the District's uses of public resources, compliance with state laws and regulations and its own policies and procedures, and internal controls over such matters.

In keeping with general auditing practices, we do not examine every transaction, activity or area. Instead, based on our risk assessment for the year ended December 31, 2018, the areas examined were those representing the highest risk of fraud, loss, abuse, or noncompliance. The following areas were examined during this audit period:

- Accounts Payable – electronic fund transfers
- Self-Insurance – worker's compensation
- Cash receipting – Tillicum, Key Center, and Gig Harbor Branches

RELATED REPORTS

Financial

Our opinion on the District's financial statements is provided in a separate report, which includes the District's financial statements. That report is available on our website, <http://portal.sao.wa.gov/ReportSearch>.

INFORMATION ABOUT THE DISTRICT

The Pierce County Rural Library District was established in 1946 and serves more than 601,000 citizens throughout unincorporated Pierce County in 19 annexed cities and towns. It has an annual circulation of more than 6.1 million books, DVDs and downloadable materials through 19 library branches including the administration building which contains a library.

The District is administered by a five-member Board of Trustees appointed by the Pierce County Council. For fiscal year 2018, the District operated on annual budgets of \$32 million and had approximately 275 Full-Time Equivalent employees. Property taxes account for 94 percent of the funds for library services.

Contact information related to this report	
Address:	Pierce County Library System 3005 112th Street E. Tacoma, WA 98446-2215
Contact:	Clifford Jo, Finance and Business Director
Telephone:	(253) 536-6500
Website:	www.piercecountylibrary.org

Information current as of report publish date.

Audit history

You can find current and past audit reports for the Pierce County Library System at <http://portal.sao.wa.gov/ReportSearch>.

ABOUT THE STATE AUDITOR'S OFFICE

The State Auditor's Office is established in the state's Constitution and is part of the executive branch of state government. The State Auditor is elected by the citizens of Washington and serves four-year terms.

We work with our audit clients and citizens to achieve our vision of government that works for citizens, by helping governments work better, cost less, deliver higher value, and earn greater public trust.

In fulfilling our mission to hold state and local governments accountable for the use of public resources, we also hold ourselves accountable by continually improving our audit quality and operational efficiency and developing highly engaged and committed employees.

As an elected agency, the State Auditor's Office has the independence necessary to objectively perform audits and investigations. Our audits are designed to comply with professional standards as well as to satisfy the requirements of federal, state, and local laws.

Our audits look at financial information and compliance with state, federal and local laws on the part of all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits of state agencies and local governments as well as [fraud](#), state [whistleblower](#) and [citizen hotline](#) investigations.

The results of our work are widely distributed through a variety of reports, which are available on our [website](#) and through our free, electronic [subscription](#) service.

We take our role as partners in accountability seriously, and provide training and technical assistance to governments, and have an extensive quality assurance program.

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Pierce County Library FYI Packet
Link List
January 8, 2020

Pierce County Library in the News

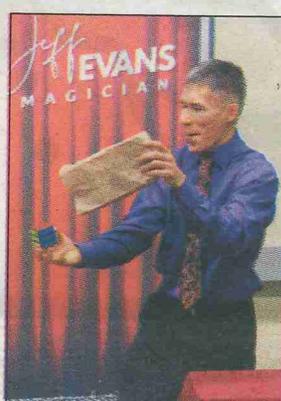
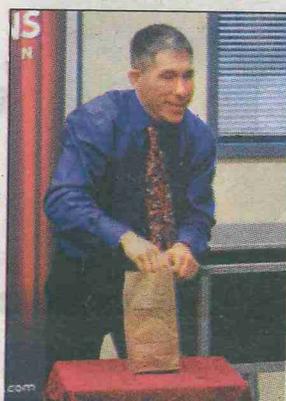
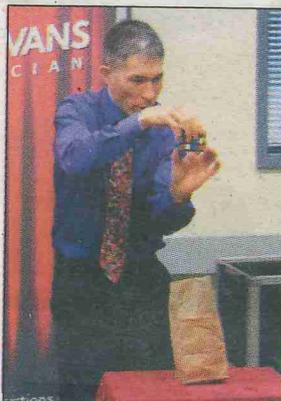
- [Pierce County Library can make life easier](#) – Senior Scene
- [Holiday Fun at the Pierce County Library](#) – South Sound Magazine
- [Volunteer ‘moles’ aren’t keen about leaving their HQ in the Lakewood Library basement](#) – News Tribune
- [Pierce County homeowners open up spare rooms to curb homelessness](#) – News Tribune
- A Magical Afternoon – Courier Herald (see attached .PDF)
- County library system seeks creative judges – Tacoma Weekly News (see attached .PDF)
- Amazing Student Talent is Alive & Well in Tacoma – Tacoma Weekly News (see attached .PDF)

A magical afternoon



PHOTOS BY RAY MILLER-STILL

Buckleyite families were mesmerized at magician Jeff Evans' tricks last Saturday, where he performed in front of a small audience at the Buckley library. Pictured is Lucia, gearing up to get the papercut of her life (don't worry, it's The Olympian); Evans also managed to magically solve a Rubik's Cube after putting it inside a paper bag.



Bulletin Board – News from Tacoma and Beyond

By
Matt Nagle

-
December 13, 2019

County library system seeks creative judges

The Pierce County Library System is seeking creative community members who are passionate about giving back to young writers and artists to serve as final judges for the 24th annual Our Own Expressions: Teen Writing and Art Contest (www.piercecountylibrary.org/kids-teens/teens/expressions/Default.htm).

Selected judges will review finalists and choose winners in one of four categories: poetry, short story, art/drawing and photography.

Criteria:

- Must work in a related creative field (artist, photographer, author, poet, publisher, professor, editor)
- Able to review submitted entries and select winners between March 27 and April 10, 2020
- Able to receive entries by mail and communicate by e-mail
- Able to complete a Pierce County Library vendor application, if selected

Honorarium: \$150

To Apply: Complete a short application

at www.surveymonkey.com/r/JudgeOOX2020 by Jan. 7, 2020 to be considered.

We are especially looking for young adult writers or artists looking for a resume-building opportunity and a chance to give back to youth.



SCHOOL PAGE

ARTWORK, POETRY, AND WRITING FROM TACOMA STUDENTS



Amazing Student Talent is Alive & Well in Tacoma!

Art with Point Defiance Zoo Animals

Ms. Mann's Animal Life Drawing Class students at the Science and Math Institute (SAMI), drew and painted Point Defiance Zoo animals on cardboard with charcoal, used acrylic paint in a transparent way to block in shadows, and applied more opaque paint for highlights and texture.



Red Wolf

Willow Goetting, 10th grade

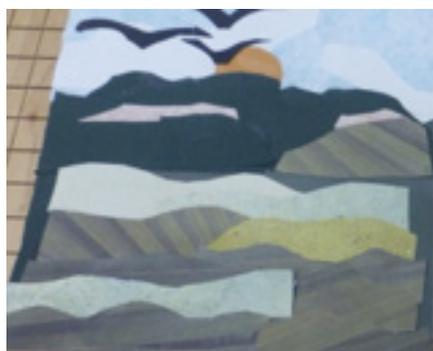


Isis Sapp, 12th grade, Foss High School

Editor's note: Isis is a self-taught artist with a passion in animation. She has a dream of using her animation drawings to create a movie for Netflix one day, and we applaud both her vision and talents, as she is definitely off to a grand start!

Climate Studies Abound at Sherman Elementary

Climate land scenes by 3rd grade students from Sherman Elementary using the MakerSpace. Their homeroom teachers are: Mrs. Kadow, Mrs Hoffard, Ms. Draggoo, and artist in residence Julie Ross.



Mild Climate

Jackie



Mild Climate

Henry



Desert Climate

Ainsley



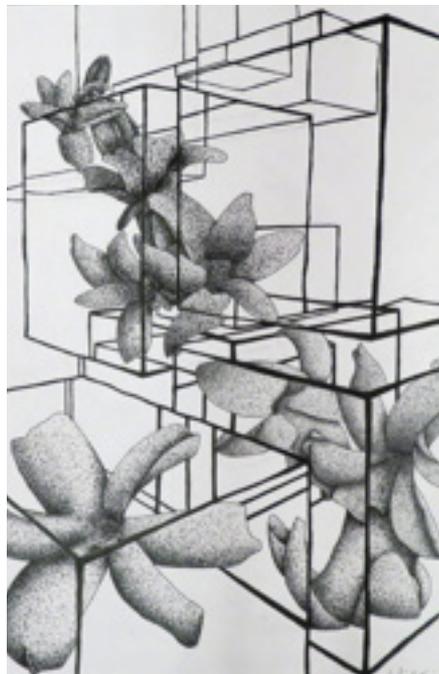
Arctic Climate

Dylan

Students studying 1 and 2 point perspective, were tasked with creating a fantasy city drawing that included 5 buildings above the horizon line, and 5 buildings below. Next, they did studies of rain forest flowers and had to incorporate those into their cities, and added shading using pen techniques to create form and volume. These School of the Arts (SOTA) students are blessed to have Terri Placentia as their instructor.



Mia Starr-Frank, 12th grade



Amelia Griffin, 11th grade

I am from

Anique Jones, home schooled

I am from grey I am from fog and rain,
Barren trees, smog, Industrial factories
were just "cloud makers" to me
Mud smudged across the kitchen floor
Water leaking across the basement tiles
We always miss yard waste day

I am from used cars and second hand clothes
Three-year-old shoes I got from my sibling
Overdue library books, Hours spent,
in a different world, fantasy
Old movies are our favorite

I am from love
Sabbath dinners
Hello, Goodbye, I love you, have a good day.
Tucked into bed, say your prayers
The same house, for twelve years
Dinner dates and movie nights.
Windows open to let the lights in

I'm from insomnia, late nights and long talks
Mental illness wrapped in short relationships
and denial. Black lights, low music, Glazed eyes
I've never known anything else.