

AGENDA

Regular Meeting of the Pierce County Library System Board of Trustees February 13, 2019 | 4:30 PM

4:30 pm	02 min.	Call to Order: Rob Allen, Chair	
4:32 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>	
4:37 pm	03 min.	Consent Agenda <ol style="list-style-type: none"> 1. Approval of Minutes of January 9, 2019, Regular Meeting 2. Approval of January 2019 Payroll, Benefits and Vouchers 3. Resolution 2019-02: To Declare Furnishings and Equipment Surplus to Public Service Needs 4. Levy Election Costs 	Action
4:40 pm	05 min.	Executive Session <i>At this time on the agenda, the Board of Trustees will recess to Executive Session per RCW 42.30.110, to discuss labor matters.</i>	
4:45 pm	15 min.	New Business <ol style="list-style-type: none"> 1. Ratification of 2019-2021 Collective Bargaining Agreement, Chereé Green 	Action
5:00 pm	05 min.	Board Member Reports	
5:05 pm	05 min.	Routine Reports <ol style="list-style-type: none"> 1. Dashboards, Georgia Lomax 2. December 2018 Financial Report, Cliff Jo 3. Executive Director Report, Georgia Lomax 4. Branch Services Report, Jaime Prothro 	
5:10 pm	10 min.	Unfinished Business <ol style="list-style-type: none"> 1. Metrics – Dashboard Update, Melinda Chesbro 	
5:20 pm	20 min	Board Education and Service Reports <ol style="list-style-type: none"> 1. Strategic Framework Report: Core Service – Business Processes, Melinda Chesbro, Teresa Covington, Cliff Jo, Meghan Sullivan 	
5:40 pm	02 min.	Officers Reports: <ol style="list-style-type: none"> 1. Pierce County Reads Preview 2. 2019 Work Plan 3. Library Council of Washington Appointment 4. Future Libraries 	
5:42 pm	02 min.	Announcements The Pierce County Reads author event will be held Saturday, February 16, 2019, from 1:00 – 4:30 pm at McGavick Conference Center, Clover Park Technical College, 4500 Steilacoom Blvd SW, Lakewood	
5:44 pm		Adjournment	

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
REGULAR MEETING, FEBRUARY 13, 2019**

CALL TO ORDER

Chair Rob Allen called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 4:30 pm. Board members present were Donna Albers, Daren Jones. Monica Butler and Pat Jenkins were in attendance via conference call.

PUBLIC COMMENT

Ms. Elise DeGuseppi commented on the Library's Strategic Plan and its focus areas of Community, Learning and Enjoyment as they relate to youth services. She shared her appreciation of the work of the Board of Trustees and the value they place in the Library's staff.

CONSENT AGENDA

1. Approval of Minutes of the January 9, 2019, Regular Meeting
2. January 2019 Payroll, Benefits and Vouchers totaling \$2,764,389.52
3. *Resolution 2019-02: To Declare Furnishings and Equipment Surplus to Public Service Needs*
4. Levy Election Costs

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

EXECUTIVE SESSION

At 4:32 pm, Mr. Jones moved to recess to Executive Session, per RCW 42.30.110, to discuss labor matters for approximately 5 minutes. Ms. Albers seconded the motion and it was passed. The Session ended at 4:40 pm.

NEW BUSINESS

Ratification of 2019-2021 Collective Bargaining Agreement – Ms. Lomax thanked the negotiating team for thoughtfully working through the issues before them. She complimented them on their approach and effectiveness.

Local 3787 President, Aisha Womack thanked the Library for the collaborative process, noting it was a positive experience.

Staff Experience Director Cheree Green thanked AFSCME Council 2 Staff Representative Suzette Dickerson for co-leading the negotiation process.

Ms. Dickerson thanked the Library and the Union for the collaborative processes and the attention to detail, noting every member of the negotiating team played a valuable part in order to accomplish their goal as quickly as they did.

Members of the negotiating team include: Aisha Womack, Senior Branch Assistant, Sumner; Michelle Angell, Librarian, Lakewood; Margaret Bliss, Assistant Branch Supervisor, Graham; Katie Baker, Systems Analyst, IT; Genevieve Dettmer, Librarian, University Place; Justin Moser, Maintenance Technician, ACL; Suzette Dickerson, Staff Representative, Council 2; Bill Keenan, Director of Organizing, Council 2; Cheree Green, Staff Experience Director; Jaime Prothro, Customer Experience Director; Melinda Chesbro, Deputy Director; Misty Erickson, HR Generalist; Sofia Mabee, Attorney/Partner, Summit Law.

Chair Allen said staff is the foundation and what make the Library a special and valuable piece of the community. On behalf of Board of Trustees, he thanked the Union for its willingness to voice their needs while being attentive to

what the organization's needs are in order to thrive in the long term and being willing to find a middle ground. He thanked the team for their hard work.

Ms. Albers moved to ratify the 2019-2021 Collective Bargaining Agreement. Mr. Jones seconded the motion and it passed unanimously.

The contract was signed by the bargaining team members of Local 3787 and the Board of Trustees.

ANNOUNCEMENTS

The Pierce County Reads author event will be held Saturday, February 16, 2019, from 1:00 – 4:30 pm at McGavick Conference Center, Clover Park Technical College, 4500 Steilacoom Blvd SW, Lakewood.

ADJOURNMENT

The meeting was adjourned at 5:05 pm on motion by Ms. Albers, seconded by Mr. Jones.

Georgia Lomax, Secretary

Rob Allen, Chair

AGENDA

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5:44 pm		Adjournment	

Consent Agenda

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
REGULAR MEETING, JANUARY 9, 2019**

CALL TO ORDER

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

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

1. Approval of Minutes of the December 12, 2018, Regular Meeting
2. Approval of Minutes of the December 18, 2018, Special Meeting
3. December 2018 Payroll, Benefits and Vouchers totaling \$ 2,772,645.14
4. *Resolution 2019-01: To Declare Furnishings and Equipment Surplus to Public Service Needs*
5. GFOA Contract for ERP/HCM (HR & Finance System)

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

BOARD REPORTS

There were no Board Reports.

ROUTINE REPORTS

Executive Director Report – Executive Director Georgia Lomax noted the County is reviewing the Library's request to appoint Mr. Jones into his first full term.

The Legislative session begins February 6. The Public Libraries of Washington Legislative agenda focuses on any funding issues supporting efforts around rural broadband access and monitoring bills that may impact library governance, funding or policy.

Ms. Lomax shared the agenda for the Trustees program being held during the American Library Association midwinter conference on January 26 in Seattle.

The Library will be engaging the public in Lakewood, Tillicum and Sumner this year to determine the level of interest in future building projects. A consultant will be hired to help with the process.

UNFINISHED BUSINESS

Election of Officers Process – Chair Allen led the discussion on the officers' election process. He reviewed the history of officer seats and asked the Board for input on how to develop the process for the future elections. After discussion, the Board requested that Ms. Lomax develop a draft rotation plan to allow each trustee to serve as Chair and Vice Chair during their term.

Metrics – Dashboard Update – Deputy Director Melinda Chesbro provided an overview of a draft dashboard for feedback. She will revise the dashboard to include their suggestions and continue discussions at the next meeting.

NEW BUSINESS

2019 Foundation Agreement – Finance and Business Operations Director Clifford Jo and Foundation Director Dean Carrell presented the 2019 agreement and addendum to the Board for approval. Mr. Carrell noted the Foundation raised \$408,000 through December 31, 2018. The Foundation Board will be shifting its focus from transactional fundraising to transformative fundraising.

Ms. Albers moved to authorize Ms. Lomax to sign the 2019 Foundation Agreement as presented. Mr. Jenkins seconded the motion and it was passed.

Ms. Albers moved to authorize Ms. Lomax to sign the 2019 Foundation Addendum as presented. Ms. Butler seconded the motion and it was passed.

2019 Trustee Vacancy – Ms. Albers will complete her term in August. Ms. Lomax asked the Board to consider particular traits and expertise that would be important for a future trustee to bring when serving on the Board. Trustees confirmed the previously used list of skills, knowledge, diversity and representations and noted it would be valuable to have someone with legal or real estate experience.

Collective Bargaining Agreement Negotiations – Staff Experience Director Cheree Green reported the Library and Union have reached a tentative agreement. The Bargaining Unit members will vote in January. If they approve the agreement, the Library will recommend in February that the Board ratify the agreement for 2019-21.

BOARD EDUCATION AND SERVICE

Strategic Framework Report: Core Service – Technology

5-Year Technology Roadmap – IT Manager Stephanie Ratko provided an overview of the Library's technology initiatives through 2023. The roadmap identifies technology goals, objectives, projects and activities that will guide the organization in its planning, coordination and investment decisions.

Technology Metrics

Ms. Ratko, Gig Harbor Branch Manager Karen Brooks, Customer Experience Manager Kayce Austin and Ms. Chesbro presented key elements of the Technology Core Service Metrics that enable the Library to measure its services and assess the skills of its staff and customers.

EXECUTIVE SESSION

At 5:50 pm, Ms. Butler moved to recess to Executive Session, per RCW 42.30.110, to discuss labor matters for approximately 10 minutes. Ms. Albers seconded the motion and it was passed. The Session ended at 6:05 pm.

ANNOUNCEMENTS

The Pierce County Reads author event will be held Saturday, February 16, 2019, from 1:00 – 4:30 pm at McGavick Conference Center, Clover Park Technical College, 4500 Steilacoom Blvd SW, Lakewood.

ADJOURNMENT

The meeting was adjourned at 6:06 pm on motion by Ms. Butler, seconded by Mr. Jenkins.

Georgia Lomax, Secretary

Rob Allen, Chair

January 2019 Payroll, Benefits and Vouchers

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	3839 - 3840	1/1/19 - 1/31/19	\$ 1,780.51
Electronic Payments - Payroll & Acct Payable		1/7/19	1,117,132.93
Electronic Payments - Payroll & Acct Payable		1/18/19	809,873.58
	630024,630025,630		
Accounts Payable Warrants	043-630180	1/1/19 - 1/31/19	835,602.50
Total:			<u><u>\$ 2,764,389.52</u></u>

Check History Listing
Pierce County Library System

Check #	Bank	Date	Paid to	Status	Can/Vd Date	Pay Period Dates	Dir Dep	Amount
3839	key	01/07/2019	NANAKUL, ROBBI			12/16/18 - 12/31/18	0.00	1,536.12
3840	key	01/18/2019	BRUNTON, HILLARY			01/01/19 - 01/15/19	0.00	244.39
Total:							0.00	1,780.51

Checks in report: 2

Grand Total: 0.00 1,780.51

Ad-hoc bank transaction (Withdrawal)

PCL_Company

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

Contact Name: Stacy Karabotsos
 Contact Phone: 253-548-3451
 Contact e-mail: skarabotsos@piercecountylibrary.org
 Comments: 1/07/19 Payroll

Withdrawal Date: 01/07/19

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	62,908.48
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	52,792.59
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	52,792.59
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	492,430.82
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	15,413.16
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	51,507.74
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	87,216.83
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	6,442.69
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	958.27
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	52,500.00
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	242,169.76
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	-
PCL_Company	Payroll Adjustment(s)	237100	CC_Library_District	697-00	5100000	-
Total Deposit						\$ 1,117,132.93

Certification:

Stacy Karabotsos
 Signature (Department Designee)

01/03/19
 Date

Comments:

Ad-hoc bank transaction (Withdrawal)

PCL_Company

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 Description: Pierce County Rural Library

Contact Name: Stacy Karabotsos
 Contact Phone: 253-548-3451
 Contact e-mail: skarabotsos@piercecountylibrary.org
 Comments: 1/18/19 Payroll

Withdrawal Date: 01/18/19

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	60,145.78
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	51,543.97
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	51,543.97
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	487,510.62
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	10,979.64
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	51,419.98
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	87,055.71
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	6,464.43
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	958.27
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	195.75
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	2,055.46
PCL_Company	Payroll Adjustment(s)	237100	CC_Library_District	697-00	5100000	-
Total Deposit						\$ 809,873.58

Certification:

Stacy Karabotsos
 Signature (Department Designee)

01/17/19
 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>
630024	01/01/2019	005862 ELITE PROPERTY INVESTMENTS LLC		10,096.48
630025	01/01/2019	006331 SURPRISE LAKE SQUARE LLC		8,807.48
630044	01/02/2019	000895 COLUMBIA BANK		890.85
630045	01/02/2019	007107 PUBLIC LIBRARIES OF WASHINGTON		6,153.90
630046	01/02/2019	000180 CENTURYLINK		758.07
630047	01/02/2019	000184 CITY TREASURER		8,126.58
630048	01/02/2019	000092 EATONVILLE TOWN OF		601.06
630049	01/02/2019	000369 PENINSULA LIGHT CO		2,520.14
630050	01/02/2019	000402 RAINIER CONNECT		169.65
630051	01/02/2019	000464 SUMNER CITY OF		1,092.71
630052	01/07/2019	000828 AFSCME AFL-CIO		6,540.37
630053	01/07/2019	004782 DEPARTMENT OF EDUCATION AWG		206.21
630054	01/07/2019	003311 DEPARTMENT OF LABOR & INDUSTRI		45,172.77
630055	01/07/2019	003985 PACIFICSOURCE ADMINISTRATORS		1,684.01
630056	01/07/2019	001181 PIERCE CTY LIBRARY FOUNDATION		684.40
630057	01/07/2019	006555 SOCIAL SECURITY ADMINISTRATION		137.48
630058	01/07/2019	000881 WASHINGTON STATE SUPPORT REGIS		1,980.69
630059	01/07/2019	000830 BAKER & TAYLOR		9,470.40
630060	01/07/2019	000242 BUCKLEY CITY OF		282.09
630061	01/07/2019	000180 CENTURYLINK		4,065.64
630062	01/07/2019	000180 CENTURYLINK		361.01
630063	01/07/2019	001780 CITY OF UNIVERSITY PLACE		72.22
630064	01/07/2019	000195 FIRGROVE MUTUAL WATER CO		428.60
630065	01/07/2019	001643 IMPACT		141.37
630066	01/07/2019	000243 INGRAM LIBRARY SERVICES		302.71
630067	01/07/2019	006291 INNOVATIVE INTERFACES INC		5,973.64
630068	01/07/2019	007110 MIDWEST LIBRARY SERVICE		27.63

Check History Listing
 Pierce County Library System

Bank code: key

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630069	01/07/2019	000352 MIDWEST TAPE	V	0.00
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630071	01/07/2019	003824 OVERDRIVE INC		43,589.51
630072	01/07/2019	000406 RECORDED BOOKS LLC		353.77
630073	01/07/2019	000460 STEILACOOM TOWN OF		1,147.49
630074	01/07/2019	000541 STATE OF WASHINGTON		592.06
630075	01/07/2019	005605 ILL LIBRARY MEDIA CENTER BELLEVUE COLLEGE		32.00
630076	01/07/2019	000946 BELLINGHAM PUBLIC LIBRARY		14.00
630077	01/07/2019	005916 BETHEL PUBLIC SCHOOLS		35.00
630078	01/07/2019	000182 CHUCKALS INC		1,313.09
630079	01/07/2019	007285 CITY OF LAKEWOOD ALARM PROGRAM		100.00
630080	01/07/2019	005283 E-RATE EXPERTISE INC		637.50
630081	01/07/2019	007284 ERIC HAINES LLC		400.00
630082	01/07/2019	005642 HILLIS CLARK MARTIN & PETERSON		1,120.28
630083	01/07/2019	006545 IRON MOUNTAIN INC		171.55
630084	01/07/2019	007262 TERRI KRUGER		250.00
630085	01/07/2019	007247 LITTLEBITS ELECTRONICS INC		2,754.95
630086	01/07/2019	007006 LIVING HISTORY LECTURES		450.00
630087	01/07/2019	006913 CATHERINE MCHUGH		19,000.00
630088	01/07/2019	006646 METCALF ELECTRIC INC		7,584.32
630089	01/07/2019	001139 METROPOLITAN PARK DIST OF TACO		460.00
630090	01/07/2019	001345 MICHAEL'S CUSTOM UPHOLSTERY		279.15
630091	01/07/2019	000360 OCLC INC		4,010.64
630092	01/07/2019	000857 PIERCE COUNTY RECYCLING		99.46
630093	01/07/2019	001669 POSPAPER.COM		263.85
630094	01/07/2019	003933 QUALITY BUSINESS SYSTEMS INC		1,217.18
630095	01/07/2019	007250 KELSEY REYNOLDS		50.00
630096	01/07/2019	005417 RICOH USA INC		6,654.60

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630098	01/07/2019	005008 SME SOLUTIONS LLC		950.00
630099	01/07/2019	001124 SUMMIT LAW GROUP PLLC		7,544.50
630100	01/07/2019	006331 SURPRISE LAKE SQUARE LLC		364.99
630101	01/07/2019	000487 TACOMA RUBBER STAMP		91.48
630102	01/07/2019	000635 WAYNES ROOFING INC		767.65
630103	01/07/2019	000534 WCP SOLUTIONS		128.40
630104	01/08/2019	005798 EDU BUSINESS SOLUTIONS INC		2,499.30
630105	01/08/2019	003658 NAEP		620.00
630106	01/08/2019	005129 PHILADELPHIA INSURANCE COMPANY		31,686.00
630107	01/11/2019	007286 DEPT OF L & I		399.60
630108	01/11/2019	000503 UNITED PARCEL SERVICE		336.03
630109	01/18/2019	003778 AFLAC		5,654.62
630110	01/18/2019	000828 AFSCME AFL-CIO		6,588.18
630111	01/18/2019	001578 COLONIAL SUPPLEMENTAL INSURANC		624.66
630112	01/18/2019	004782 DEPARTMENT OF EDUCATION AWG		208.53
630113	01/18/2019	003985 PACIFICSOURCE ADMINISTRATORS		1,684.01
630114	01/18/2019	001181 PIERCE CTY LIBRARY FOUNDATION		690.65
630115	01/18/2019	006555 SOCIAL SECURITY ADMINISTRATION		139.02
630116	01/18/2019	000881 WASHINGTON STATE SUPPORT REGIS		2,027.02
630117	01/17/2019	000363 OVERALL LAUNDRY SERV. DBA ARAMARK UNII		65.94
630118	01/17/2019	000895 COLUMBIA BANK		902.07
630119	01/17/2019	000731 CUMMINS NORTHWEST LLC		891.08
630120	01/17/2019	006873 DATA QUEST LLC		225.00
630121	01/17/2019	006699 DORMA USA INC		21,137.61
630122	01/17/2019	005081 EHS-INTERNATIONAL INC		1,087.50
630123	01/17/2019	007038 SUSAN W HAAS		250.00
630124	01/17/2019	006310 INTRACOMMUNICATION NETWORK SYS		2,125.91

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 Pierce County Library System

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Check #	Date	Vendor	Status	Check Total
630125	01/17/2019	000254 KING COUNTY LIBRARY		14.95
630126	01/17/2019	006646 METCALF ELECTRIC INC		2,988.06
630127	01/17/2019	001371 MOUNTAIN MIST		33.60
630128	01/17/2019	005417 RICOH USA INC		7,885.31
630129	01/17/2019	006974 THE HANOVER INSURANCE GROUP		111,607.00
630130	01/17/2019	003719 UNIQUE MANAGEMENT SERVICES		1,360.40
630131	01/17/2019	000635 WAYNES ROOFING INC		604.90
630132	01/17/2019	005576 WORKPOINTE		862.15
630133	01/18/2019	000161 CENGAGE LEARNING		164.72
630134	01/18/2019	000377 PUGET SOUND ENERGY		810.59
630135	01/18/2019	005002 ASCAP		271.00
630136	01/18/2019	000830 BAKER & TAYLOR		30,872.04
630137	01/18/2019	007097 BAKER & TAYLOR STANDING ORDER		346.52
630138	01/18/2019	000161 CENGAGE LEARNING		1,464.45
630139	01/18/2019	000847 CENTER POINT PUBLISHING		852.06
630140	01/18/2019	000044 COURIER HERALD PUBLISHING CO		39.00
630141	01/18/2019	005300 DANGER ROOM COMICS LLC		1,303.69
630142	01/18/2019	000093 EBSCO		23,375.65
630143	01/18/2019	000243 INGRAM LIBRARY SERVICES		577.50
630144	01/18/2019	000352 MIDWEST TAPE	V	0.00
630145	01/18/2019	000352 MIDWEST TAPE		18,615.78
630146	01/18/2019	000907 NEW YORK TIMES		897.54
630147	01/18/2019	000327 PENINSULA GATEWAY INC		50.00
630148	01/18/2019	000370 PIERCE COUNTY		1,364.73
630149	01/18/2019	006150 PRONUNCIATOR		4,995.00
630150	01/18/2019	001761 READ THE BOOKS		2,802.50
630151	01/18/2019	000406 RECORDED BOOKS LLC		135.51
630152	01/18/2019	004724 C/O T8054U TUMBLEWEED PRESS INC		17,200.00

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 Pierce County Library System

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Check #	Date	Vendor	Status	Check Total
630153	01/21/2019	000175 ASSOCIATION OF WASHINGTON CITI		399.00
630154	01/21/2019	000176 ATS AUTOMATION INC		5,261.46
630155	01/21/2019	006478 EVERGREEN MAINT LANDSCAPING		433.35
630156	01/21/2019	006815 IDEA HATCH STEAM FOR KIDS		200.00
630157	01/21/2019	005235 KEY PENINSULA BUSINESS ASSOC		75.00
630158	01/21/2019	004756 LAKEWOOD CITY OF		500.00
630159	01/21/2019	001371 MOUNTAIN MIST		37.48
630160	01/21/2019	000360 OCLC INC		3,965.97
630161	01/21/2019	001487 PACIFIC LUTHERAN UNIVERSITY		433.00
630162	01/21/2019	003985 PACIFICSOURCE ADMINISTRATORS		676.00
630163	01/21/2019	001681 PITNEY BOWES		263.85
630164	01/21/2019	004295 SHOUTBOMB LLC		4,020.00
630165	01/21/2019	005827 SPRAGUE PEST SOLUTIONS		288.18
630166	01/21/2019	007228 SARAH STOREY		200.00
630167	01/21/2019	004759 TRI-TEC COMMUNICATIONS INC	V	54,235.65
630168	01/21/2019	001655 WESTERN WASHINGTON FAIR ASSOC		3,000.00
630169	01/22/2019	004022 US BANK		6,574.45
630170	01/22/2019	004022 US BANK		20,407.73
630171	01/22/2019	004022 US BANK		69,079.20
630172	01/28/2019	003311 DEPARTMENT OF LABOR & INDUSTRI		274.51
630173	01/29/2019	005417 RICOH USA INC		1,090.16
630174	01/29/2019	001506 SOUND SECURITY INC		7,895.27
630175	01/29/2019	000497 TILlicum COMMUNITY SERVICE CEN		1,567.75
630179	01/30/2019	004759 TRI-TEC COMMUNICATIONS INC		54,235.65
630180	01/31/2019	005679 CIVIC BUILDING UNIVERSITY PLACE		45,822.00
key Total:				835,602.50

Check History Listing
Pierce County Library System

Bank code: key

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
136 checks in this report			Total Checks:	835,602.50

RESOLUTION NO. 2019-02

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

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

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

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

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

PASSED AND APPROVED THIS 13TH DAY OF FEBRUARY, 2019.

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

IT Surplus Items \$500 or more in estimated value

Qty	Item	estimated value (ea.)
1	Cybernet IONE-GX45 computer	\$500

IT Surplus Items UNDER \$500 in estimated value

Qty	Item
1	AOC 919VWA monitor
1	Apple ipad2 tablet
1	Apple iPod touch MC540LL
1	Apple tv
2	BNRV300 Nook reader
2	Cybernet IONEGX31-LC19 computers
6	Dell 1908FP BLK monitors
118	Dell Chromebook computer
1	Dell E176FP monitor
5	Dell E190S monitors
32	Dell E198FP monitors
106	Dell Latitude 3440 computers
7	Dell OptiPlex 7010 computers
2	Dell OptiPlex 7020 computers
1	Dell OptiPlex 755 computer
1	Dell OptiPlex 780 computer
10	Dell OptiPlex 790 computers
8	Dell P190S monitors
2	Dell P1914S monitors
1	Dell p1917S monitor
1	Eaton UPS 5110
1	Fujitsu FI-5220C scanner
1	Gateway 700G monitor
1	Honeywell voyager bluetooth barcode scanner
1	Honeywell Voyager BT 9535 barcode scanner
1	HP 620 computer
3	HP L1910 monitors
1	HP laserjet P2015DN printer
1	HP Probook 4420 computers
3	HP ProBook 4530s computers
1	HP ProBook 4540s computer
13	Kindle e-readers
1	Kindle touch e-reader
2	LG L1752TQ monitors
1	Mitel 5330 IP phone
2	Mitel 5610 Cordless Handset
1	Nook ereader
1	Sherwood RX-4105 stereo reciever
1	Smart Tech PX352 smart board
2	Sony e-readers
1	Star TSP600 receipt printer
4	Star TSP643U receipt printers
24	Verizon Droid Maxx cell phones
24	Verizon Jetpack mifis
3	Verizon LG cell phones
1	Welch Allyn 3800LR-12 barcode scanner
2	Xirrus XR-630 Wireless access points
1	Zebra TLP 2824 Plus label printer
1	Zenith XPV713 VCR DVD combo
1	movie tower carousel

MEMO



Date: February 5, 2019

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

From: Clifford Jo, Finance & Business Director

Subject: Election Costs—Pierce County Invoice

In late January we received the invoice for our election conducted last fall (see attached). The total cost invoiced by Pierce County Auditor was \$268,310. The County recorded a total cost of the 2019 general election at \$1,388,312 and our portion was calculated at 19.93%. This is considerably lower than what we had budgeted, which was based on discussions we had with the Auditor's Office last summer. Costs at the time were estimated based on anticipated mailings to voters in our taxing district, and we subsequently adjusted the budget to \$660,000.

The 2019 budget was set to \$625,000 and as a result of the actual costs, we will come to the Board in an upcoming meeting with a recommendation for handling the balance, estimated to be around \$350,000. Because of the dollar threshold being above \$50,000, the Board needs to approve the payment of this invoice.

Action: Move to authorize the Library to remit payment on Invoice CI-263129 in the amount of \$268,310.00 to Pierce County Finance.



Finance Department
950 Fawcett Ave Suite 100
Tacoma WA 98402-5603

INVOICE

Auditor's Office

RECEIVED-VS

1 JAN 28 2019

FINANCE DEPT

CHANGE OF ADDRESS INFORMATION

Street Address: _____
City, State, Zip: _____
Phone Number: _____

INVOICE DATE	INVOICE #	DUE DATE
1/23/2019	CI-263129	2/22/2019
CUSTOMER #	TOTAL DUE	TOTAL PAID
C-102094	\$268,310.00	

PLEASE MAKE CHECKS PAYABLE TO PIERCE COUNTY

Pierce County Library District
BUSINESS OFFICE
3005 112TH STREET EAST
TACOMA, WA 98446

REMIT TO: Finance Department
950 Fawcett Ave Suite 100
Tacoma WA 98402-5603

PLEASE RETURN ABOVE PORTION WITH PAYMENT - THANK YOU



Finance Department
950 Fawcett Ave Suite 100
Tacoma WA 98402-5603

BILLED TO: Pierce County Library District
BUSINESS OFFICE
3005 112TH STREET EAST
TACOMA, WA 98446

TYPE OF INVOICE: Auditor Election/Voter Maint
CONTACT: Mary Schmidtke
PHONE: (253) 798-2583
DESCRIPTION: 2018 General Election

If you use bank autopay, make sure your Customer Number is on the check. If not, your payment may not be correctly applied to your account.

15.90.6003.55200

INVOICE DATE	INVOICE #	CUSTOMER #	PO #	PAYMENT TERMS	DUE DATE
1/23/2019	CI-263129	C-102094		Net 30	2/22/2019

Quantity	Item	Price	Total
1	AUD - General Election Cost Reimbursement	\$226,919.00	\$226,919.00
1	Voter Pamphlet Cost Reimbursement - General Election	\$6,805.00	\$6,805.00
1	AUD - General Election Cost Reimbursement. Equipment Reserve Account	\$34,586.00	\$34,586.00
	TOTAL:		\$268,310.00
	TAX:		\$ 0.00
	TOTAL DUE:		\$ 268,310.00



Pierce County
Statement of Election Costs
November 06, 2018 | General Election

(1) Jurisdiction	-----Election-----						-----Voter Pamphlet-----			
	Election Costs Shared By All \$1,311,955.65						\$24,637.20			
(2) Min Fee	(3) Registered Voters (Active)	(4) Percent Cost Factor	(5) Shared Election Costs	(6) Direct Election Costs	(7) Total Election Costs	(8) Shared Voter Pamphlet Costs	(9) Direct Voter Pamphlet Costs	(10) Total Voter Pamphlet Costs	(11) Total All Costs	
Pierce County	\$50	499,164	28.76%	\$377,339.95	\$0	\$377,389.95	\$14,172	\$28,427.54	\$42,599.67	\$419,989.62
State of WA (County absorbed)	\$50	499,164	28.76%	\$377,339.95	\$0	\$377,389.95	\$0.00	\$0.00	\$0.00	\$377,389.95
King County District Court	\$50	4,798	0.28%	\$3,627.02	\$0	\$3,677.02	\$68.11	\$1,895.17	\$1,963.28	\$5,640.30
Pierce County Rural Library District	\$50	345,866	19.93%	\$261,455.27	\$0	\$261,505.27	\$4,909.87	\$1,895.17	\$6,805.04	\$268,310.31
Town of Eatonville	\$50	1,719	0.10%	\$1,299.47	\$0	\$1,349.47	\$24.40	\$1,895.17	\$1,919.57	\$3,269.04
City of Gig Harbor	\$50	7,515	0.43%	\$5,680.92	\$0	\$5,730.92	\$106.68	\$1,895.17	\$2,001.85	\$7,732.77
City of Tacoma	\$50	117,384	6.76%	\$88,735.71	\$0	\$88,785.71	\$1,666.37	\$5,685.51	\$7,351.88	\$96,137.59
Bethel SD No 403	\$50	66,140	3.81%	\$49,998.13	\$0	\$50,048.13	\$938.91	\$1,895.17	\$2,834.08	\$52,882.21
East Pierce Fire & Rescue	\$50	58,625	3.38%	\$44,317.21	\$0	\$44,367.21	\$832.23	\$1,895.17	\$2,727.40	\$47,094.61
PC Fire Prot. Dist. No. 6	\$50	122,349	7.05%	\$92,488.97	\$0	\$92,538.97	\$1,736.85	\$1,895.17	\$3,632.02	\$96,170.99
PC Fire Prot. Dist. No. 17	\$50	12,796	0.74%	\$9,673.06	\$0	\$9,723.06	\$181.65	\$3,790.34	\$3,971.99	\$13,695.05
TOTALS	\$550	1,735,520	100.00%	\$1,311,955.65	\$0	\$1,312,506.65	\$24,637.20	\$51,169.57	\$75,806.78	\$1,388,312.43
Average Cost Per Registered Voter						\$0.76			\$0.04	\$0.80

Worksheet Explanation:

- (1) name of jurisdiction.
 - (2) minimum fee of \$50 per jurisdiction. Subtracted from Costs Shared By All prior to allocation. Then added back.
 - (3) number of active registered voters per jurisdiction.
 - (4) percentage of registered voters per jurisdiction out of the total number of registered voters. Used to distribute shared costs.
 - (5) and (8) shared cost per jurisdiction is total cost * percent cost factor.
 - (6) and (9) direct election costs incurred specifically for a jurisdiction.
 - (7) subtotal elections costs , columns (2), (5), and (6).
 - (10) subtotal voter pamphlet costs , columns (8) and (9).
 - (11) total all costs per jurisdiction, columns (7) and (10).
- note: Voter Pamphlet costs above are for local races/initiatives only. State published their own Voter Pamphlet.

RCW References: 29A.04.410
 29A.04.420
 29A.32.270

Cost Allocation Methodology in accordance with:
 State Auditor's Office BARS Manual VOL 1 , PT 3, CH 12. Method Two.

State Archives DAN #AU52-03C-79

Pierce County Statement of Election Costs
November 06, 2018 | General Election

Line Item Costs Worksheet

Election Costs	Voter Pamphlet
Costs Shared By All	Allocated Costs

Salary/Wages

11.0001	Salaries	\$115,900.18	\$3,080.33
11.0002	Extra Hire	\$104,562.20	\$0.00
12.0001	Overtime	\$19,412.64	\$0.00

Benefits

20.0001	Benefits	\$66,615.36	\$1,113.83
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Supplies

	General Supplies	\$11,628.01	
	IT Supplies	\$909.13	
	Minor Equipment	\$3,468.38	

Other Services and Charges

41.0009	Professional Services	\$3,913.05	
41.0031	Interpreters	\$10.59	
41.0688	Mailing Services	\$145,097.70	\$4,911.87
41.0358	Banking Services	\$408.18	
41.0754	Outside Vendor Printing - Voter Pamphlet		\$34,085.79
41.0754	Outside Vendor Printing -Ballots	\$158,803.69	
49.0650	Outside Vendor Printing-Envelopes	\$70,387.58	
42.0003	Alarm System	\$156.00	
42.0015	Cellular/Wireless Phones	\$94.69	
42.0051	IT Data Network Connect Fees	\$3,223.31	
42.0036	Internet Services	\$240.00	
42.0061	Permit 19 Postage	\$150.00	\$30,524.84
42.0062	BRMPS Postage	\$1,608.59	
42.0063	Postage Due Postage	\$9,695.58	
42.0065	Vendored Mail Postage	\$1,585.08	
42.0067	Permit 397 Postage	\$50,888.66	
42.0068	BRMS Permit #143 (grant funded)	\$0.00	
43.0002	Business Mileage	\$458.58	\$25.07
43.0018	Ferry Tickets	\$95.20	
43.0019	Bridge Tolls	\$11.00	
43.0025	Training & Development	\$4,505.95	
44.0000	Advertising	\$96.02	
45.0002	Equipment Rental	\$413.75	
45.0005	Copy Machine Rental	\$1,395.33	
45.0006	Other External Leases	\$82.58	
47.0004	Utilities - Refuse	\$74.40	
48.0000	Repairs and Maintenance	\$10,631.41	
48.0008	Other Miscellaneous	\$161.85	
48.0012	IT Software Maintenance & Upgrades	\$55,209.96	
49.0003	Dues & Memberships	\$215.00	
49.0051	Printing	\$240.56	

Interfund Charges

42.0001	Mail Processing	\$4,133.42	
42.0002	Telephone	\$6,028.43	
43.0015	Fleet Rental	\$1,795.33	
49.0237	Records Management	\$19,085.70	
49.9911	Allocated Fixed Building Costs	\$28,837.56	
49.9912	Allocate Fixed IT Costs	\$97,985.71	
49.0777	Allocated Fixed Support Costs	\$108,489.38	

Subtotal Direct Shared Costs		\$1,108,705.72	\$73,741.73
------------------------------	--	----------------	-------------

36400	Less Program Income	-\$800.00	
--------------	----------------------------	------------------	--

2018 Indirect Cost - A-87 compliant		31,047.93	2,065.05	2.80%
Election Equipment Reserve Account		173,552.00		\$0.10 \$.10 cents per registered voter

Total Shared Costs		\$1,312,505.65	\$75,806.78
---------------------------	--	-----------------------	--------------------

Total Election Costs		\$1,312,505.65
Total Voter Pamphlet Costs		\$75,806.78
Grand Total		\$1,388,312.42

Voter Pamphlet Costs		
Shared	Direct	Total
\$75,806.78	\$0.00	\$75,806.78
<i>pages 40</i>	\$75,806.78	
<i>Cost per pg</i>	\$1,895.17	<i>Pages</i>
Shared	\$24,637.20	13
Pierce County (incl Courts)	\$28,427.54	15
King County District Ct	\$1,895.17	1
PC Rural Library District	\$1,895.17	1
Town of Eatonville	\$1,895.17	1
City of Gig Harbor	\$1,895.17	1
City of Tacoma (incl Courts)	\$5,685.51	3
Bethel SD No 403	\$1,895.17	1
East Pierce Fire & Rescue	\$1,895.17	1
PC Fire Prot. Dist. No. 6	\$1,895.17	1
PC Fire Prot. Dist. No. 17	\$3,790.34	2
Total	\$75,806.78	40

\$90,562.19 funded by grant

Records Mgmt				
	Cost	# of Boxes	Months	Total
monthly charge	\$1.20	563	22	\$14,863.20
per box destruction	\$7.50	563		\$4,222.50
Total				\$19,085.70



Auditor's Office

January 23, 2018

Pierce County Library District
Attn: Clifford Jo
3005 112th St E
Tacoma, WA 98466

Dear Mr. Jo,

Enclosed is the invoice for your share of the November 6, 2018 General Election costs. To pay, please send payment with remittance information to:

Pierce County Finance
950 Fawcett Ave Suite 100
Tacoma, WA 98402-5603

Summary of costs:

Costs	All Participating Jurisdictions	Your Jurisdiction:
Election Cost	\$1,312,506	\$261,505
Voter Pamphlet Cost	\$75,806	\$6,805
Total Costs	\$1,388,312	\$268,310

Election costs vary greatly, depending on the size and complexity of the election. The total cost of this election is in line with prior even, non-Presidential General Elections. The overall average cost per registered voter for this election was \$0.80. Individual jurisdictions may see a higher or lower average cost depending upon the size of the district and pages in the voter pamphlet.

Election costs are based upon the number of active registered voters in your district. Voter Pamphlet printing costs are allocated by page, with each jurisdiction paying for their specific pages and a share of common pages.

We used the State Auditor's Office required cost allocation method to calculate your costs. See State Auditor's Office Budget, Accounting, and Reporting System (BARS) Manual available at www.sao.wa.gov/local/BarsManual/Documents/GAAP_p3_VotrRegstrnElectnCost.pdf.

Direct questions to Mary Schmidtke at 253-798-2583.

Sincerely,

Julie Anderson
Pierce County Auditor

encl.

- Julie Anderson**
Pierce County Auditor
- Cindy Hartman**
Deputy Auditor
- Georgia Cookson**
Assistant to the Auditor
- Mary Schmidtke**
Fiscal Manager
- Michael Rooney**
Elections Manager
- Damon Townsend**
Elections Supervisor
- Casey Kaul**
Recording/Licensing Manager
- Cathy Shearer**
Recording Supervisor
- Michelle Redfield**
Licensing Supervisor
- Brian Boman**
Animal Control Supervisor

Executive Session

*Motion to recess to Executive Session per RCW 42.30.110,
for 5 minutes to discuss labor matters.*

New Business

MEMO



Date: February 1, 2019

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

From: Cheree Green, SHRM-CP Staff Experience Director

Subject: Ratification of 2019-2021 Collective Bargaining Agreement

On December 21, 2018 the Library's negotiating team reached a verbal tentative agreement with the Union on the Collective Bargaining Agreement, pending ratification.

The Union has notified us that their membership has ratified the 2019-2021 contract on January 25, 2019. In this meeting, the Library's negotiating team recommends that you vote to ratify it as well.

Motion to ratify the 2019-2021 Collective Bargaining Agreement.

Routine Reports

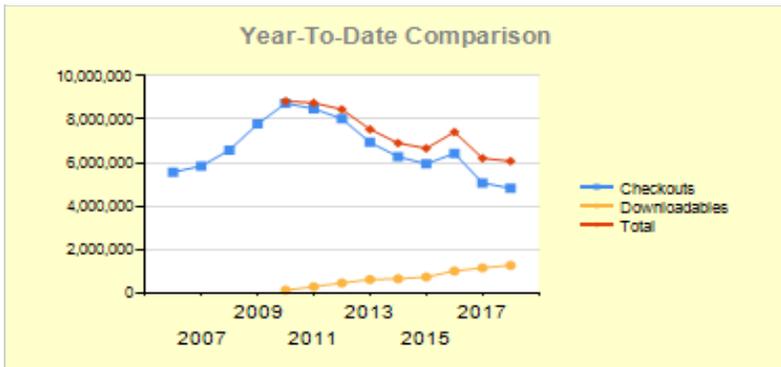
CUSTOMER SERVICE DASHBOARD - DECEMBER

VISITS



	December		
	2017	2018	% Change
Door Count	148,509	163,506	10.10%
Catalog	132,350	125,329	-5.30%
Website	131,872	140,812	6.78%
Job & Business Portal	2,571	2,596	0.97%
Military Portal	601	409	-31.95%
Total	415,903	432,652	4.03%

CHECKOUTS



	December		
	2017	2018	% Change
Checkouts	378,078	357,174	-5.53%
Downloadables	94,664	111,102	17.36%
Total	472,742	468,276	-0.94%

CUSTOMERS



	December		
	2017	2018	% Change
Active Cardholders	322,744	331,568	2.73%
New Cards	2,203	2,749	24.78%
Checkout Transactions	61,071	55,060	-9.84%
Unique Users	28,403	26,275	-7.49%

BRANCH CLOSURES

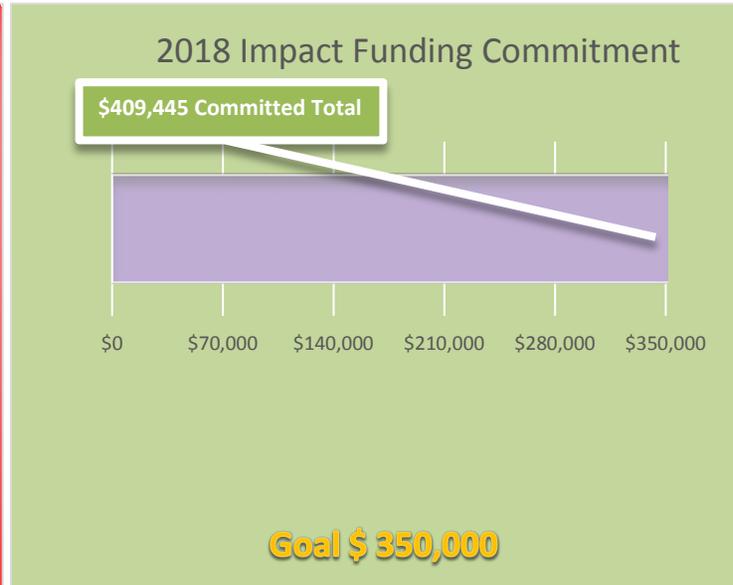
Year	Location	Dates	Duration
2015	Gig Harbor	11/9-11/22	13
2016	Buckley	11/14-12/4	20
	Tillicum	12/5-12/25	20
2017	System Snow Closure	2/6	1
	University Place	3/1-3/2	2
	Eatonville	4/10-4/30	20
	Summit	5/8 -5/31	21
	Parkland	5/31	1
2018	Graham	1/4-5	2
	DuPont	1/11	1
	Steilacoom	4/2	1
	Orting	4/23-4/25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



2017 - 2018 Fundraising Performance Report

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

Prepared: January 2019



Memor Society

8 Commitments

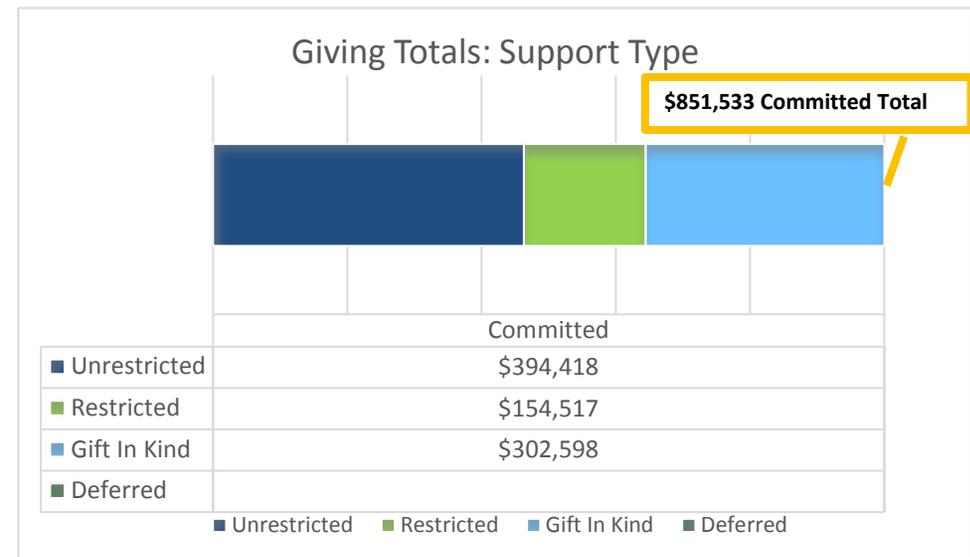
Goal 12 Members

Endowment

\$40,000

Capital

Gifts reflected when received.



Monthly Financial Reports December 31, 2018

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

General Fund

December

- **36700. Final 2018 Foundation distribution was \$322,833.**
- **53505. Payment was made for the annual maintenance of EDEN (\$46,505).**
- **53414. Electronic Collection includes a yearend Overdrive payment (\$118,506).**
- **As an FYI, the Library remits payment to US BANK every month for P-card payments. For December the total was \$212,210. P-card payments are used wherever possible on payment of invoices as we receive up to a 1% rebate each quarter.**

November

- 35970. Library fines are estimated to be 15% higher than budgeted.
- 36110. Higher investment income is due to return rates of 2.23%, up from 1.28% in January.
- 36700. Final 2018 Foundation distribution will be recorded in December.
- 53502. Yearend purchase of 111 Dell laptops and related equipment.

October

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

July – September (Quarter 3)

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

automatically add to the General Fund cash, which will significantly address April 2019's low cash point.

- 52020. Quarter 2 payment for Employment Security Department (\$7,509). An adjustment will be made to increase the budget; funds will come from Contingency.
- 53505. Includes Friends-committed funding for Lakewood furnishings (\$12,933).
- 54200. Postage meter was reloaded (\$15,000).
- 54502. Encumbrances for Equipment Leases are under review and adjustments will be made accordingly.
- 53501. Phase 2 of Ergonomic project—ergonomic chair purchases (\$16,151).
- 54100. Payment for Leadership Academy (\$8,000)—final payment will be after the graduation ceremony.

April – June (Quarter 2)

- 53505. Annual renewal costs for Polaris, Anti-Virus subscription, and Applicant Tracking System (approximately \$216,800).
- 54200. Postage for Spring Focus Direct Mail (approximately \$20,000).
- 31111. We have collected just over 53% of our annual current property taxes. This is almost exactly the same percentage as last year at this time. Delinquent taxes are being collected at a rate 1% higher than last year.
- 36700. Foundation donations for Pierce County Conversations and Summer Reading.
- 53501. Stacking chairs and carts @ Fife.
- 54100. PC Reads (approximately \$12,000).
- 54103. Employee survey and public opinion polls (approximately \$20,000).
- 54905. Payment from outside organizations for the Pacific Northwest Consortium event.
- 31111. We have collected just under 45% of our annual current property taxes. This is approximately 3% higher than last year at this time. This is consistent with delinquent tax collections as well which are just under 2% higher than last year.
- 36110. Investment income thus far totals \$11,127 – up from \$3,353 in April 2017. This is due primarily to a steady increase in interest rates and a change to the timing of investments related to the new accounts payable schedule.
- 53499. Reclassification of items incorrectly coded to Gifts.
- Warrants Payable (Balance Sheet Account). This account does not typically carry a negative balance which was caused by a batch of accounts payable invoices that were paid in April but posted in May. This will self-correct itself in May.

January – March (Quarter 1)

- 31111. We have collected 5.07% of our property taxes through the month of March. This is consistent with last year at this time when taxes collected represented 5.21% of the total.
- 36700. Foundation funds for print services (classified incorrectly – will appear corrected in April as Graphics Service Charges).

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

Capital Improvement Projects Fund

December

- **No significant activity.**

November

- No significant activity.

October

- No significant activity.

July – September (Quarter 3)

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

April – June (Quarter 2)

- 36700. Foundation payment for the South Hill capital project. This was a prior commitment to be paid over a three year term.
- 54103. (Encumbrance) EHS International Inc. – environmental assessment and investigation @ Buckley

January – March (Quarter 1)

- 54103. (Encumbrance) EHS International Inc. – environmental assessment @ Buckley
- 56200. (Encumbrance) City of University Place – library expansion unit

- 54100. (Encumbrance) New Ventures Group – broker services
- 54103. (Encumbrance) EHS International Inc. – environmental assessment @ Buckley
- 56200. UP Library Expansion Unit

Debt Service Fund

- **No significant activity**

Special Purpose Fund

December

- **54103. Payments related to election costs.**
- **55200. The bill for election costs will be received in January 2019 and paid out of 2019 funds.**

November

- 54400. Payments related to election costs.

October

- 54200 & 54400. Payments for election costs.

July – September (Quarter 3)

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

April – June (Quarter 2)

- Election Cost budget created and increased transfer established

Jan – March (Quarter 1)

- No significant activity

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

	GENERAL FUND	SPECIAL PURPOSE FUND	DEBT SERVICE FUND	CAPITAL IMPROVEMENT PROJECTS FUND
ASSETS				
Current Assets				
Cash	\$ 627,099	\$ 56,805	\$ 1,171	\$ 52,927
Investments	\$ 7,800,000	\$ 1,200,000	\$ 85,000	\$ 1,500,000
Total Current Assets	\$ 8,427,099	\$ 1,256,805	\$ 86,171	\$ 1,552,927
TOTAL ASSETS	\$ 8,427,099	\$ 1,256,805	\$ 86,171	\$ 1,552,927
LIABILITIES				
Current Liabilities				
Warrants Payable	\$ 516,769	\$ 1,120	\$ -	\$ 1,088
Sales Tax Payable	\$ 241	\$ -	\$ -	\$ -
Payroll Payable	\$ 149,007	\$ -	\$ -	\$ -
Total Current Liabilities	\$ 666,017	\$ 1,120	\$ -	\$ 1,088
TOTAL LIABILITIES	\$ 666,017	\$ 1,120	\$ -	\$ 1,088
FUND BALANCE				
Reserve for Encumbrances	\$ 22,003	\$ -	\$ -	\$ -
Election Set-Aside	\$ -	\$ 360,000	\$ -	\$ -
Land/Property/Facility Set-Aside	\$ -	\$ 630,117	\$ -	\$ -
Unreserved Fund Balance	\$ 7,739,079	\$ 265,568	\$ 86,171	\$ 1,551,840
TOTAL FUND BALANCE	\$ 7,761,082	\$ 1,255,685	\$ 86,171	\$ 1,551,840
TOTAL LIABILITIES & FUND BALANCE	\$ 8,427,099	\$ 1,256,805	\$ 86,171	\$ 1,552,927
<hr/>				
BEGINNING FUND BALANCE, 01/01/18	\$ 6,443,991	\$ 990,117	\$ 84,726	\$ 1,390,170
YTD Revenue	\$ 32,209,490	\$ 316,746	\$ 1,445	\$ 337,321
Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -
YTD Expenditures	\$ (30,892,399)	\$ (51,178)	\$ -	\$ (175,651)
ENDING FUND BALANCE, 06/30/18	\$ 7,761,082	\$ 1,255,685	\$ 86,171	\$ 1,551,840
TAXES RECEIVABLE	\$ 695,763	N/A	\$ 0	N/A

PIERCE COUNTY LIBRARY SYSTEM
COMPARATIVE STATEMENT OF FINANCIAL POSITION
General Fund as of December 31, 2019

	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>CURRENT</i>	<i>CURRENT</i>						
	12/31/2017	1/31/2018	2/28/2018	3/31/2018	4/30/2018	5/31/2018	6/30/2018	7/31/2018	8/31/2018	9/30/2018	10/31/2018	11/30/2018	12/31/2019
ASSETS													
Current Assets													
Cash	\$ 330,760	\$ 458,797	\$ 601,524	\$ 1,261,791	\$ 11,172,984	\$ 2,712,123	\$ 266,955	\$ 305,347	\$ 338,006	\$ 728,164	\$ 11,923,103	\$ 1,999,546	\$ 627,099
Investments	\$ 7,300,000	\$ 4,400,000	\$ 2,270,000	\$ 325,000	\$ -	\$ 8,750,000	\$ 8,800,000	\$ 6,630,000	\$ 4,200,000	\$ 1,800,000	\$ -	\$ 9,250,000	\$ 7,800,000
Total Current Assets	\$ 7,630,760	\$ 4,858,797	\$ 2,871,524	\$ 1,586,791	\$ 11,172,984	\$ 11,462,123	\$ 9,066,955	\$ 6,935,347	\$ 4,538,006	\$ 2,528,164	\$ 11,923,103	\$ 11,249,546	\$ 8,427,099
TOTAL ASSETS	\$ 7,630,760	\$ 4,858,797	\$ 2,871,524	\$ 1,586,791	\$ 11,172,984	\$ 11,462,123	\$ 9,066,955	\$ 6,935,347	\$ 4,538,006	\$ 2,528,164	\$ 11,923,103	\$ 11,249,546	\$ 8,427,099
LIABILITIES													
Current Liabilities													
Warrants Payable	\$ 1,045,213	\$ 6,765	\$ 6,730	\$ 61,835	\$ (15,003)	\$ -	\$ 142	\$ 142	\$ 6,629	\$ 114,808	\$ 118,663	\$ 160,876	\$ 516,769
Sales Tax Payable	\$ 2	\$ 1,718	\$ 1,694	\$ 2,935	\$ 2,905	\$ 2,206	\$ 1,481	\$ 2,149	\$ 2,757	\$ 2,827	\$ 2,703	\$ 2,643	\$ 241
Payroll Payable	\$ 141,553	\$ 105,963	\$ 122,423	\$ 142,843	\$ 112,083	\$ 128,499	\$ 144,913	\$ 112,963	\$ 130,996	\$ 144,004	\$ 111,920	\$ 129,840	\$ 149,007
Total Current Liabilities	\$ 1,186,769	\$ 114,446	\$ 130,847	\$ 207,613	\$ 99,985	\$ 130,705	\$ 146,536	\$ 115,255	\$ 140,382	\$ 261,639	\$ 233,286	\$ 293,359	\$ 666,017
TOTAL LIABILITIES	\$ 1,186,769	\$ 114,446	\$ 130,847	\$ 207,613	\$ 99,985	\$ 130,705	\$ 146,536	\$ 115,255	\$ 140,382	\$ 261,639	\$ 233,286	\$ 293,359	\$ 666,017
FUND BALANCE													
Reserve for Encumbrance	\$ -	\$ 1,297,073	\$ 1,294,634	\$ 1,246,589	\$ 1,144,590	\$ 1,222,274	\$ 959,916	\$ 927,759	\$ 720,874	\$ 745,765	\$ 634,256	\$ 425,324	\$ 22,003
Net Excess (Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unreserved Fund Balance	\$ 6,443,991	\$ 3,447,278	\$ 1,446,043	\$ 132,590	\$ 9,928,409	\$ 10,109,145	\$ 7,960,503	\$ 5,892,334	\$ 3,676,750	\$ 1,520,760	\$ 11,055,561	\$ 10,530,864	\$ 7,739,079
TOTAL FUND BALANCE	\$ 6,443,991	\$ 4,744,351	\$ 2,740,677	\$ 1,379,178	\$ 11,072,999	\$ 11,331,419	\$ 8,920,419	\$ 6,820,093	\$ 4,397,624	\$ 2,266,525	\$ 11,689,817	\$ 10,956,188	\$ 7,761,082
TOTAL LIABILITIES & FUND BALANCE	\$ 7,630,760	\$ 4,858,797	\$ 2,871,524	\$ 1,586,791	\$ 11,172,984	\$ 11,462,123	\$ 9,066,955	\$ 6,935,347	\$ 4,538,006	\$ 2,528,164	\$ 11,923,103	\$ 11,249,546	\$ 8,427,099
PROPERTY TAXES RECEIVABLE	\$ 663,874	\$ 30,880,445	\$ 30,199,556	\$ 30,650,910	\$ 28,418,336	\$ 14,708,135	\$ 14,597,041	\$ 14,479,270	\$ 14,311,321	\$ 14,311,321	\$ 2,404,814	\$ 695,763	\$ 603,084

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

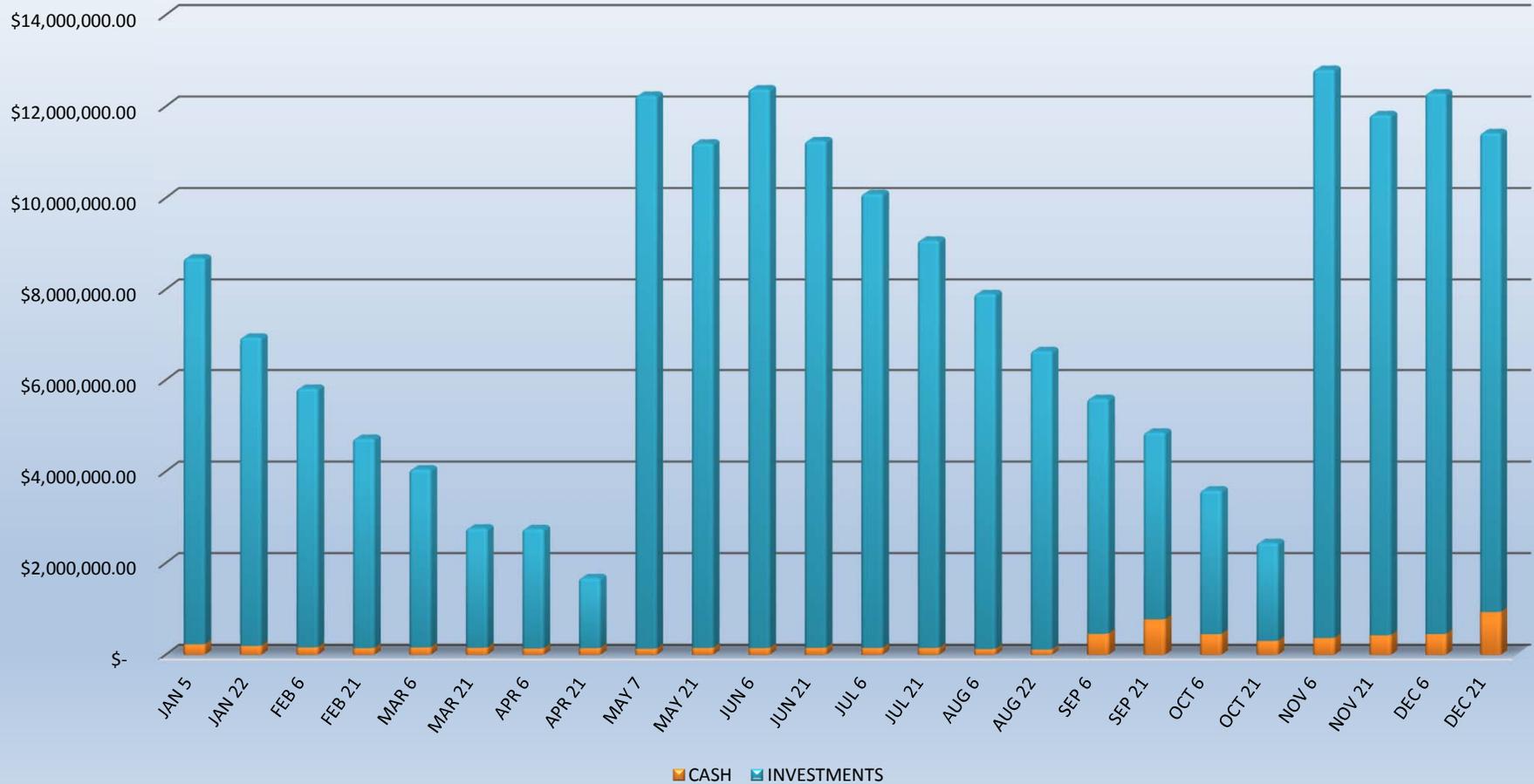
GENERAL FUND - 01	2018 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ 30,229,200	\$ 30,410,603	\$ -	\$ (181,403)	101%
Other Revenue	\$ 1,744,500	\$ 1,798,887	\$ -	\$ (54,387)	103%
TOTAL REVENUE	\$ 31,973,700	\$ 32,209,490	\$ -	\$ (235,790)	101%
EXPENDITURES					
Personnel/Taxes and Benefits	\$ 22,733,883	\$ 22,492,526	\$ -	\$ 241,357	99%
Materials	\$ 3,367,600	\$ 3,419,862	\$ 906	\$ (53,169)	102%
Maintenance and Operations	\$ 5,287,217	\$ 4,395,010	\$ 20,991	\$ 871,216	84%
Transfers Out	\$ 585,000	\$ 585,000	\$ -	\$ -	100%
TOTAL EXPENDITURES	\$ 31,973,700	\$ 30,892,399	\$ 21,897	\$ 1,059,404	97%
Excess/(Deficit)		\$ 1,317,091			
Additional Transfers Out		-			
NET EXCESS (DEFICIT)		\$ 1,317,091			

SPECIAL PURPOSE FUND - 15	2018 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ 360,000	\$ -	\$ -	\$ 360,000	0%
Transfers In	\$ 300,000	\$ 300,000	\$ -	\$ -	100%
Investment Income	\$ -	\$ 16,746	\$ -	\$ (16,746)	-
TOTAL REVENUE	\$ 660,000	\$ 316,746	\$ -	\$ 343,254	48%
EXPENDITURES					
Election Costs	\$ 660,000	\$ 51,178	\$ -	\$ 608,822	8%
TOTAL EXPENDITURES	\$ 660,000	\$ 51,178	\$ -	\$ 608,822	8%
Excess/(Deficit)		\$ 265,568			
Additional Transfers In		\$ -			
NET EXCESS (DEFICIT)		\$ 265,568			

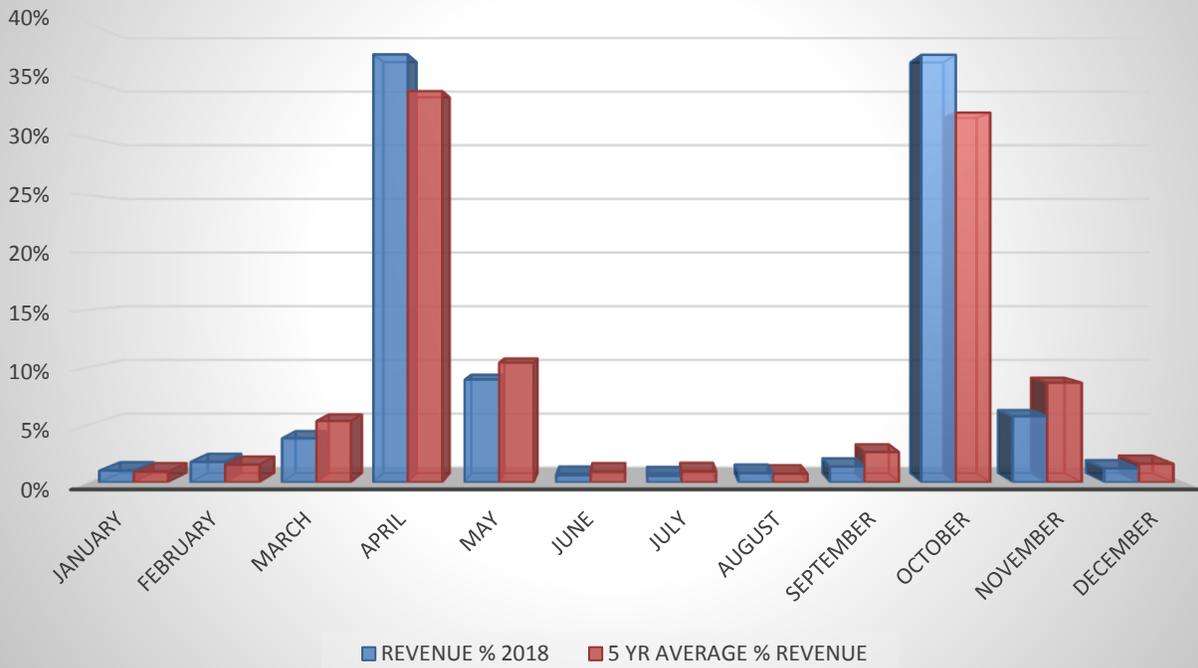
DEBT SERVICE FUND - 20	2018 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ -	\$ 1,445	\$ -	\$ (1,445)	-
Other Revenue	\$ -	\$ -	\$ -	\$ -	-
TOTAL REVENUE	\$ -	\$ 1,445	\$ -	\$ (1,445)	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
NET EXCESS (DEFICIT)		\$ 1,445			

CAPITAL IMPROVEMENT PROJECTS FUND - 30	2018 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ 100,000	\$ -	\$ -	\$ 100,000	0%
Transfers In	\$ 285,000	\$ 285,000	\$ -	\$ -	100%
Other Revenue	\$ -	\$ 52,321	\$ -	\$ (52,321)	-
TOTAL REVENUE	\$ 385,000	\$ 337,321	\$ -	\$ 47,679	88%
EXPENDITURES					
Capital Improvement Projects	\$ 385,000	\$ 175,651	\$ -	\$ 209,349	46%
TOTAL EXPENDITURES	\$ 385,000	\$ 175,651	\$ -	\$ 209,349	46%
Excess/(Deficit)		\$ 161,670			
Additional Transfers In		-			
NET EXCESS (DEFICIT)		\$ 161,670			

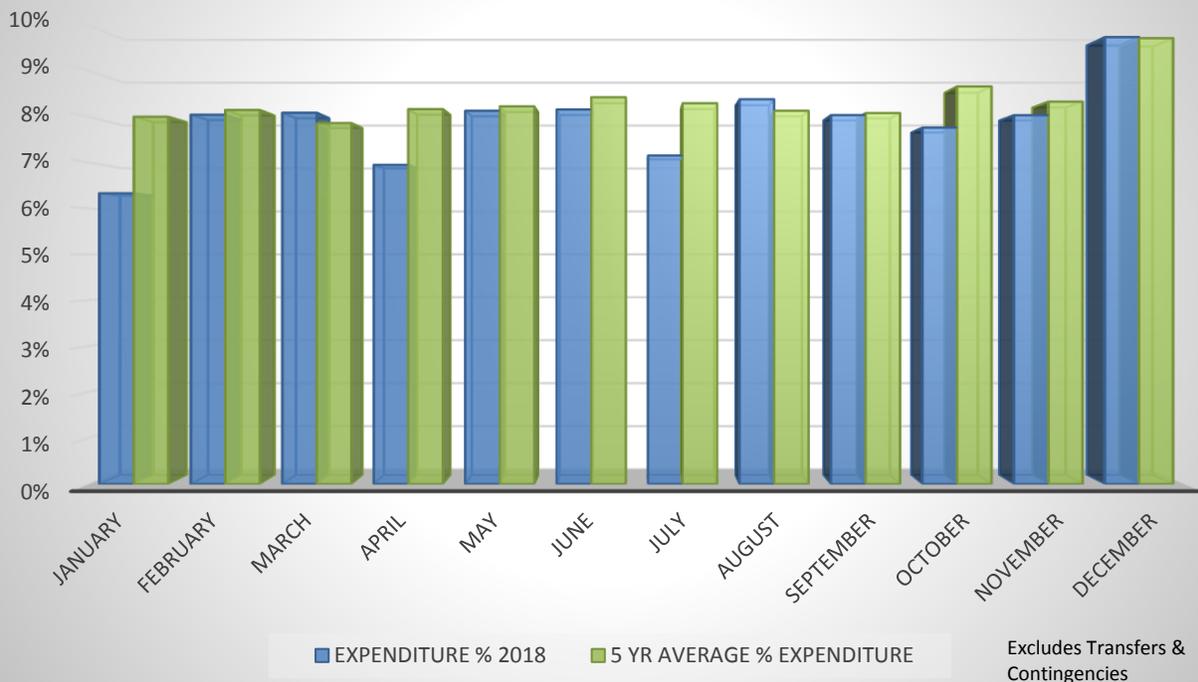
CASH & INVESTMENTS - SEMI-MONTHLY 2018 - ALL FUNDS COMBINED (EXCLUDES DEBT SERVICE FUND)



GENERAL FUND - REVENUE TREND (%) THROUGH DECEMBER 2018



GENERAL FUND - EXPENDITURE TREND (%) THROUGH DECEMBER 2018



Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 12/31/2018

FUND: GENERAL FUND (01)

Object	2018 Budget	December Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
31111 PROPERTY TAXES CURRENT	29,502,700.00	88,606.74	29,736,470.84	0.00	(233,770.84)	100.79
31112 PROPERTY TAXES DELINQUENT	575,500.00	13,731.30	433,661.63	0.00	141,838.37	75.35
31130 SALE OF TAX TITLE PROPERTY	3,000.00	0.00	8,724.80	0.00	(5,724.80)	290.83
31720 LEASEHOLD EXCISE TAX	20,000.00	1,964.39	17,531.01	0.00	2,468.99	87.66
31740 TIMBER EXCISE TAX	63,000.00	0.00	82,241.56	0.00	(19,241.56)	130.54
TAXES:	30,164,200.00	104,302.43	30,278,629.84	0.00	(114,429.84)	100.38
33345 PLAY TO LEARN - FED INDIRECT	0.00	0.00	1,925.10	0.00	(1,925.10)	0.00
33533 STATE FOREST FUNDS/DNR TIMBER TRU	0.00	15.34	10,071.62	0.00	(10,071.62)	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	2,506.87	32,965.80	0.00	(2,965.80)	109.89
34161 GRAPHICS SERVICES CHARGES	7,500.00	0.00	7,462.49	0.00	37.51	99.50
34162 PRINTER FEES	125,000.00	7,913.61	123,420.28	0.00	1,579.72	98.74
34163 FAX FEES	21,000.00	1,989.04	25,204.80	0.00	(4,204.80)	120.02
34193 ORTING - SERVICE FEES	3,000.00	0.00	2,430.00	0.00	570.00	81.00
34730 INTERLIBRARY LOAN FEES	0.00	0.00	845.50	0.00	(845.50)	0.00
35970 LIBRARY FINES	400,000.00	31,809.25	432,082.85	0.00	(32,082.85)	108.02
36110 INVESTMENT INCOME	50,000.00	17,218.42	93,593.14	0.00	(43,593.14)	187.19
36140 OTHER INTEREST EARNED - COUNTY	0.00	1.23	24.75	0.00	(24.75)	0.00
36200 KEY PEN HLTH DEPT FACILITY REV	1,000.00	390.92	1,351.36	0.00	(351.36)	135.14
36290 BOOK SALES	7,000.00	700.00	2,623.77	0.00	4,376.23	37.48
36700 FOUNDATION DONATIONS	403,265.00	322,833.06	398,370.00	0.00	4,895.00	98.79
36705 AWC GRANT	0.00	0.00	1,500.00	0.00	(1,500.00)	0.00
36720 FRIENDS' REIMBURSEMENTS	0.00	0.00	1,757.76	0.00	(1,757.76)	0.00
36725 DONATIONS - OTHER	104,735.00	36.47	24,639.17	0.00	80,095.83	23.53
36910 SALE OF SURPLUS	5,000.00	0.00	1,956.31	0.00	3,043.69	39.13
36920 FOUND MONEY	3,000.00	25.58	643.88	0.00	2,356.12	21.46
36990 MISCELLANEOUS REVENUE	0.00	2,064.96	4,777.08	0.00	(4,777.08)	0.00
36991 PAYMENT FOR LOST MATERIALS	12,000.00	1,005.12	7,478.61	0.00	4,521.39	62.32
36996 JURY DUTY REIMBURSEMENT	0.00	90.00	370.00	0.00	(370.00)	0.00
36998 E RATE REIMBURSEMENT	552,000.00	0.00	663,536.59	0.00	(111,536.59)	120.21
36999 REBATES - PROCUREMENT CARD	70,000.00	12,115.93	59,085.11	0.00	10,914.89	84.41
CHARGES OTHER:	1,809,500.00	400,715.80	1,898,115.97	0.00	(88,615.97)	104.90
39510 SALE OF FIXED ASSETS (GOV)	0.00	776.02	28,283.26	0.00	(28,283.26)	0.00
39520 INSURANCE RECOVERIES - ASSETS	0.00	0.00	4,460.97	0.00	(4,460.97)	0.00
TOTAL FOR REVENUE ACCOUNTS	31,973,700.00	505,794.25	32,209,490.04	0.00	(235,790.04)	100.74
EXPENSE ACCOUNTS						
51100 SALARIES AND WAGES	16,387,700.00	1,287,084.00	15,674,681.08	0.00	713,018.92	95.65
51105 ADDITIONAL HOURS	225,400.00	32,580.13	277,256.96	0.00	(51,856.96)	123.01
51106 SHIFT DIFFERENTIAL	165,600.00	14,140.13	169,026.86	0.00	(3,426.86)	102.07
51107 SUBSTITUTE HOURS	279,000.00	16,299.41	292,170.59	0.00	(13,170.59)	104.72
51109 TUITION ASSISTANCE PROGRAM	17,975.00	0.00	7,941.87	0.00	10,033.13	44.18
51200 OVERTIME WAGES	12,400.00	1,804.97	25,237.12	0.00	(12,837.12)	203.53
51999 ADJ WAGE/SALARY TO MATCH PLAN	(597,110.00)	0.00	0.00	0.00	(597,110.00)	0.00
52001 INDUSTRIAL INSURANCE	178,430.00	9,968.84	129,763.55	0.00	48,666.45	72.73
52002 MEDICAL INSURANCE	2,482,604.00	186,040.85	2,308,307.61	0.00	174,296.39	92.98
52003 F.I.C.A.	1,305,772.00	99,531.79	1,225,051.13	0.00	80,720.87	93.82

FUND: GENERAL FUND (01)

Object	2018 Budget	December Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
EXPENSE ACCOUNTS						
52004 RETIREMENT	2,135,279.00	169,138.87	2,028,055.22	0.00	107,223.78	94.98
52005 DENTAL INSURANCE	230,396.00	18,130.31	215,597.15	0.00	14,798.85	93.58
52006 OTHER BENEFIT	10,800.00	1,440.00	16,940.00	0.00	(6,140.00)	156.85
52010 LIFE AND DISABILITY INSURANCE	74,327.00	6,191.87	74,546.20	0.00	(219.20)	100.29
52020 UNEMPLOYMENT/ PAID FML INSURANCE	50,500.00	0.00	47,950.79	0.00	2,549.21	94.95
52200 UNIFORMS	1,300.00	0.00	0.00	0.00	1,300.00	0.00
52999 ADJ BENEFITS TO MATCH PLAN	(226,490.00)	0.00	0.00	0.00	(226,490.00)	0.00
PERSONNEL	22,733,883.00	1,842,351.17	22,492,526.13	0.00	241,356.87	98.94
53100 OFFICE/OPERATING SUPPLIES	311,789.00	34,307.67	207,810.27	160.74	103,817.99	66.70
53101 CUSTODIAL SUPPLIES	69,000.00	12,900.80	65,244.18	0.00	3,755.82	94.56
53102 MAINTENANCE SUPPLIES	55,400.00	6,033.29	30,163.13	2,000.00	23,236.87	58.06
53103 AUDIOVISUAL PROCESSING SUP	10,000.00	0.00	3,458.52	268.51	6,272.97	37.27
53104 BOOK PROCESSING SUPPLIES	20,000.00	1,900.13	14,367.16	0.00	5,632.84	71.84
53200 FUEL	35,000.00	8,257.45	36,587.20	22.57	(1,609.77)	104.60
53401 ADULT MATERIALS	723,500.00	92,541.32	677,491.41	0.00	46,008.59	93.64
53403 PERIODICALS	90,000.00	7,111.84	89,276.73	0.00	723.27	99.20
53405 JUVENILE BOOKS	521,100.00	38,114.31	516,156.15	906.38	4,037.47	99.23
53406 PROFESSIONAL COLLECTION	1,500.00	0.00	1,465.86	0.00	34.14	97.72
53407 INTERNATIONAL COLLECTION	43,000.00	11,947.19	39,524.28	0.00	3,475.72	91.92
53408 AUDIOVISUAL MATERIALS - ADULT	715,000.00	104,428.99	680,208.94	0.00	34,791.06	95.13
53409 AUDIOVISUAL MATERIALS - JUV	82,000.00	3,946.85	62,639.31	0.00	19,360.69	76.39
53411 ELECTRONIC INFO SOURCES	496,600.00	5,973.64	468,585.95	0.00	28,014.05	94.36
53412 REFERENCE SERIALS	10,000.00	10,695.69	12,328.10	0.00	(2,328.10)	123.28
53414 ELECTRONIC COLLECTION	549,900.00	162,126.13	729,394.87	0.00	(179,494.87)	132.64
53464 VENDOR PROCESSING SERVICES	135,000.00	18,260.39	142,735.65	0.00	(7,735.65)	105.73
53499 GIFTS - MATERIALS	0.00	0.00	55.06	0.00	(55.06)	0.00
53500 MINOR EQUIPMENT	62,600.00	14,082.78	57,213.60	0.00	5,386.40	91.40
53501 FURNISHINGS	67,500.00	1,044.05	94,628.04	0.00	(27,128.04)	140.19
53502 PC HARDWARE	191,000.00	10,379.16	166,081.45	0.00	24,918.55	86.95
53505 SOFTWARE/LICENSES/HOSTING	500,850.00	103,945.75	440,040.83	0.00	60,809.17	87.86
54100 PERSONAL SERVICES	254,700.00	34,903.50	191,765.85	0.00	62,934.15	75.29
54101 LEGAL SERVICES	47,500.00	15,474.50	47,015.25	0.00	484.75	98.98
54103 CONTRACTUAL SERVICES	168,000.00	11,284.30	181,735.87	0.00	(13,735.87)	108.18
54162 BIBLIOGRAPHIC & RELATED SERVICES	51,900.00	4,013.81	43,945.83	0.00	7,954.17	84.67
54163 PRINTING AND BINDING	42,500.00	8,479.41	28,729.54	43.96	13,726.50	67.70
54165 ILL LOST ITEM CHARGE	2,500.00	179.22	1,715.71	0.00	784.29	68.63
54200 POSTAGE AND SHIPPING	68,000.00	336.03	58,561.30	0.00	9,438.70	86.12
54201 TELECOM SERVICES	654,800.00	113,447.63	678,628.33	0.00	(23,828.33)	103.64
54300 TRAVEL	34,500.00	452.19	22,975.70	0.00	11,524.30	66.60
54301 MILEAGE REIMBURSEMENTS	35,700.00	5,112.36	38,804.07	0.00	(3,104.07)	108.69
54400 ADVERTISING	70,500.00	4,167.44	48,081.80	0.00	22,418.20	68.20
54501 RENTALS/LEASES - BUILDINGS	427,350.00	52,619.56	416,300.77	0.00	11,049.23	97.41
54502 RENTALS/LEASES - EQUIPMENT	99,200.00	20,150.91	99,336.91	1.00	(137.91)	100.14
54600 INSURANCE	222,000.00	212,222.04	213,081.04	0.00	8,918.96	95.98
54700 ELECTRICITY	235,000.00	35,910.73	254,513.51	0.00	(19,513.51)	108.30
54701 NATURAL GAS	15,000.00	2,199.12	9,157.00	0.00	5,843.00	61.05
54702 WATER	29,700.00	7,982.38	47,142.21	0.00	(17,442.21)	158.73

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 12/31/2018

FUND: GENERAL FUND (01)

Object	2018 Budget	December Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
54703 SEWER	25,500.00	3,613.09	37,527.99	0.00	(12,027.99)	147.17
54704 REFUSE	31,500.00	6,294.84	39,283.57	61.95	(7,845.52)	124.91
54800 GENERAL REPAIRS/MAINTENANCE	235,200.00	54,057.70	295,652.39	18,431.82	(78,884.21)	133.54
54801 CONTRACTED MAINTENANCE	306,700.00	13,931.82	297,555.64	0.00	9,144.36	97.02
54810 IT SYSTEMS MAINTENANCE	139,000.00	2,143.05	53,796.05	0.00	85,203.95	38.70
54900 INDIVIDUAL REGISTRATIONS	37,600.00	1,054.61	26,445.97	0.00	11,154.03	70.34
54901 DUES AND MEMBERSHIPS	47,700.00	6,319.90	48,974.24	0.00	(1,274.24)	102.67
54902 TAXES AND ASSESSMENTS	40,000.00	105.37	38,125.10	0.00	1,874.90	95.31
54903 LICENSES AND FEES	49,700.00	4,741.31	46,868.38	0.00	2,831.62	94.30
54905 ORGANIZATIONAL REGISTRATIONS	4,130.00	0.00	1,940.19	0.00	2,189.81	46.98
54912 CONTINGENCY	575,198.00	0.00	0.00	0.00	575,198.00	0.00
55100 INTERGOVERNMENTAL	13,000.00	0.00	11,755.55	0.00	1,244.45	90.43
59700 TRANSFERS OUT - CIP	285,000.00	285,000.00	285,000.00	0.00	0.00	100.00
59702 TRANSFERS OUT - SPF	300,000.00	300,000.00	300,000.00	0.00	0.00	100.00
ALL OTHER EXPENSES	9,239,817.00	1,854,194.25	8,399,872.45	21,896.93	818,047.62	91.15
NEED A CATEGORY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR EXPENSE ACCOUNTS	31,973,700.00	3,696,545.42	30,892,398.58	21,896.93	1,059,404.49	96.69
NET SURPLUS / DEFICIT	0.00	(3,190,751.17)	1,317,091.46	(21,896.93)	(1,295,194.53)	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 12/31/2018

FUND: SPECIAL PURPOSE FUND (15)

Object	2018 Budget	December Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
29150 USE OF FUND BALANCE-BUDGET	360,000.00	0.00	0.00	0.00	360,000.00	0.00
TAXES:	360,000.00	0.00	0.00	0.00	360,000.00	0.00
36110 INVESTMENT INCOME	0.00	1,971.79	16,746.04	0.00	(16,746.04)	0.00
CHARGES OTHER:	0.00	1,971.79	16,746.04	0.00	(16,746.04)	0.00
39700 TRANSFERS IN	300,000.00	300,000.00	300,000.00	0.00	0.00	100.00
TOTAL FOR REVENUE ACCOUNTS	660,000.00	301,971.79	316,746.04	0.00	343,253.96	47.99
EXPENSE ACCOUNTS						
PERSONNEL	0.00	0.00	0.00	0.00	0.00	0.00
53100 OFFICE/OPERATING SUPPLIES	0.00	0.00	272.38	0.00	(272.38)	0.00
54100 PERSONAL SERVICES	15,000.00	0.00	0.00	0.00	15,000.00	0.00
54101 LEGAL SERVICES	5,000.00	1,120.28	1,708.28	0.00	3,291.72	34.17
54103 CONTRACTUAL SERVICES	25,000.00	17,975.65	17,975.65	0.00	7,024.35	71.90
54200 POSTAGE AND SHIPPING	19,000.00	0.00	18,961.47	0.00	38.53	99.80
54400 ADVERTISING	15,000.00	200.00	12,109.83	0.00	2,890.17	80.73
54903 LICENSES AND FEES	0.00	0.00	150.00	0.00	(150.00)	0.00
54912 CONTINGENCY	71,000.00	0.00	0.00	0.00	71,000.00	0.00
55200 ELECTION COSTS	510,000.00	0.00	0.00	0.00	510,000.00	0.00
ALL OTHER EXPENSES	660,000.00	19,295.93	51,177.61	0.00	608,822.39	7.75
TOTAL FOR EXPENSE ACCOUNTS	660,000.00	19,295.93	51,177.61	0.00	608,822.39	7.75
NET SURPLUS / DEFICIT	0.00	282,675.86	265,568.43	0.00	(265,568.43)	0.00

FUND: DEBT SERVICE FUND (20)

Object	2018 Budget	December Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
31112 PROPERTY TAXES DELINQUENT	0.00	0.00	128.11	0.00	(128.11)	0.00
TAXES:	0.00	0.00	128.11	0.00	(128.11)	0.00
36110 INVESTMENT INCOME	0.00	155.95	1,316.84	0.00	(1,316.84)	0.00
CHARGES OTHER:	0.00	155.95	1,316.84	0.00	(1,316.84)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	155.95	1,444.95	0.00	(1,444.95)	0.00
NET SURPLUS / DEFICIT	0.00	155.95	1,444.95	0.00	(1,444.95)	0.00

FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)

Object	2018 Budget	December Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
29150 USE OF FUND BALANCE-BUDGET	100,000.00	0.00	0.00	0.00	100,000.00	0.00
36110 INVESTMENT INCOME	0.00	2,480.94	22,762.09	0.00	(22,762.09)	0.00
36200 KEY PENINSULA SHARED COSTS	0.00	0.00	9,559.37	0.00	(9,559.37)	0.00
36700 FOUNDATION DONATIONS	0.00	0.00	20,000.00	0.00	(20,000.00)	0.00
CHARGES OTHER:	100,000.00	2,480.94	52,321.46	0.00	47,678.54	52.32
39700 TRANSFERS IN	285,000.00	285,000.00	285,000.00	0.00	0.00	100.00
TOTAL FOR REVENUE ACCOUNTS	385,000.00	287,480.94	337,321.46	0.00	47,678.54	87.62
EXPENSE ACCOUNTS						
53501 FURNISHINGS	50,000.00	0.00	2,947.21	0.00	47,052.79	5.89
54100 PERSONAL SERVICES	150,000.00	0.00	22,598.49	0.00	127,401.51	15.07
54101 LEGAL SERVICES	0.00	0.00	3,225.75	0.00	(3,225.75)	0.00
54103 CONTRACTUAL SERVICES	0.00	1,973.00	29,379.72	0.00	(29,379.72)	0.00
54912 CONTINGENCY/RESERVE	25,000.00	0.00	0.00	0.00	25,000.00	0.00
56100 LAND	0.00	0.00	(2,500.00)	0.00	2,500.00	0.00
56200 BUILDINGS & BLDG IMPROVEMENTS	150,000.00	0.00	120,000.00	0.00	30,000.00	80.00
56202 ELECTRICAL	10,000.00	0.00	0.00	0.00	10,000.00	0.00
TOTAL FOR EXPENSE ACCOUNTS	385,000.00	1,973.00	175,651.17	0.00	209,348.83	45.62
NET SURPLUS / DEFICIT	0.00	285,507.94	161,670.29	0.00	(161,670.29)	0.00

MEMO



Date: February 4, 2019

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

From: Georgia Lomax, Executive Director

Subject: Executive Director Report – January

Customer Experience Manager Kayce Austin, Early Learning Supervising Librarian Susan Anderson-Newham and I met with Cynthia Hoeft, Instructional Innovation & WRAP Coordinator and CTE, College & Career Readiness Coordinator of Chief Leschi Schools and Dr. Greg Benner of University of Alabama, and leader of the Whole Child Initiative movement. Chief Leschi Schools is launching this practice, which focuses on building the knowledge and capacity of organizations to help youth (and everyone) succeed. They are sharing their plan with their community partners and plan to extend the training and support beyond just their students, schools and families to make this a “whole community” focus. Dr. Benner helped launch Tacoma’s Whole Child Initiative.

Jaime Prothro, Stephanie Ratko, Mary Getchell and I met with County Auditor Julie Anderson and her election team to discuss a partnership between the Library and the Elections Office to provide access to same-day voter registration with the Library as a Point of Access. Last year the Legislature passed a law creating same-day voter registration, to support civic engagement and a safety net for voters who did not update their address, moved or experienced any number of situations that previously would remove their ability to vote. During our meeting we learned about the process, how the Library might partner to provide a convenient Point of Assistance for those unable to reach a Voting Center on election night, etc. A work group will continue to evaluate this.

Fife’s City Manager Hyun Kim, Deputy City Manager Russ Blount and I met for an update on the city’s development plans and progress. There may be a new retail business going in near the Library, as well as a small apartment building (details are not final at this time). 66th Avenue E, the road next to the Library and into the industrial area, is being completed through the warehouses. General boundaries have been identified for where the future LINK light rail station will be located. The City is considering how to address issues related to its aging city hall building. We discussed the Fife Library’s interior update and redesign that was just completed, and talked about watching for opportunities to collaborate and support each other’s goals and priorities. When the Library was built, Russ, as then-Public Works Director, was very involved in the process. He was recently promoted to Deputy City Manager.

MEMO

Date: February 1, 2019

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

From: Jaime Prothro, Customer Experience Director

Subject: Branch Monthly Report for December 2018

Bonney Lake: The branch was beautifully decorated just in time for 3 Holiday programs on Saturday, December 14th, we hosted Puppets Please, the Dicken's Caroler's and Pt. Defiance Zoo's program on Polar Bear's and Climate Change, Santa Claus even stopped by. Customers congregated underneath our festive Winter Wonderland decorations while listening to the Dicken's Caroler's sing one song after the other; it was a magical moment for Staff and Customers alike.

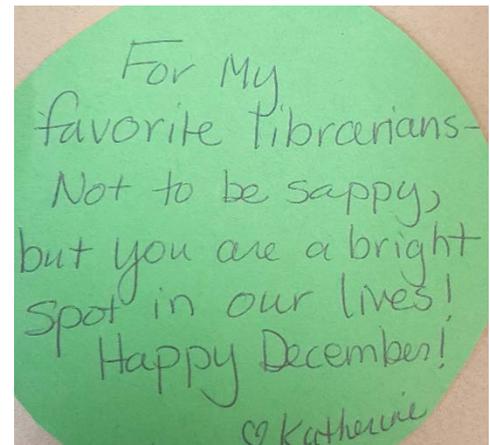
Buckley: As a way to promote literacy and extend the Card in Every Hand partnership, the Buckley Friends wrapped and distributed books to over 200 students in December.

Fife: The branch underwent a remodel, rearranging the furniture for better line of sight, a more spacious floor, seating areas to encourage meetings, and to complete the conversion of the nonfiction from BISAC to Dewey Decimal classification system. While the branch was under remodel, Fife staff operated the bookmobile, while also taking all materials off shelving, and putting back all materials for opening day. It was quite the feat, but they accomplished it with great enthusiasm and teamwork!

Gig Harbor: The Gig Harbor Library was approached by an employee from Nancy's Quilt Shop regarding a potential project where local quilters would work together on a community quilt which would then be donated to the Library. We met to discuss the project and decided to move forward. The Quilt Shop will hold a program at the Library in March, and there will be a reception and display in September.

Key Center: The Friends donated candy canes to pass out at holiday programs and purchased hot cocoa, cider and treats to have available at programs and in the lobby for the holiday. Customers were very appreciative.

Milton: In December, the branch repeated seasonal family favorites: a Puppets Please program on December 8 and the Gingerbread House event on December 12. With the system-funded programming budget the branch reports they have been able to offer more programs than ever, and have been able to offer high quality events for adults.



Orting: Orting’s goal for 2018 was to rise the circulation for the YA collection. Specifically, the graphic/manga collection was relocated and had an immediate impact to circulation. The branch staff continue to promote the collection and encourage YA readers.

Parkland/Spanaway: Stephanie Chou attended the “Community Health & Safety Fiesta!” at Spanaway Lutheran Church on Saturday, September 15th. At the event, Stephanie promoted library online resources and distributed the print flyers about Proposition 1 to the public.

South Hill: South Hill successfully completed the 2018 Community Engagement branch goal. Staff created over 30 music-themed displays resulting in 192 checkouts; dispersed marketing materials to 18 locations; and organized 4 music-themed programs (1 per quarter) at which there were a total of 245 attendees

Steilacoom: The branch Speaker Series started up for fall this month and has been moved to the High School Library, which has a great sound system and plenty of space for the growing attendance within its Library. We hope to connect with the students and school faculty on upcoming programs.

Summit: Our initial focus for the Community goal was on the new apartment complex in our backyard. The branch Outreach Committee took the lead in preparing strategies for reaching new residents. In Spring, staff began distributing promotional materials, including a coupon for a free item from or FOL book sale area. Customer response, both through branch interactions and coupon redemptions, was light, but the Outreach Committee repeated the approach at no less than 8 other nearby complexes over the course of the year, and earned an ongoing presence at these locations for our flyers and calendars.

Steilacoom: Steilacoom celebrated the Holidays with a harpist Susan Haas who performed in the library. Several people stayed for her entire performance, and others walked to pick up holds or to do other library services, stopped and listened for 5-10 minutes. Everybody commented on how lovely it was.

Tillicum: An older gentleman approached staff as he was leaving the library and shared how much he appreciated the computer access. He lives fairly close and recently lost use of his own computer and was able to immediately access the library’s devices to resolve his issues.

University Place: The UP Library stayed open late in conjunction with the annual City of University Place Tree Lighting ceremony on Friday, December 7, 2018. Our Door Count for the day registered 1,481 visitors. The UP Teen Council planned a scavenger hunt and other activities in the library for kids and families and the Friends gave out over 1,000 candy canes to customers in the library.

Unfinished Business

MEMO



Date: February 1, 2019

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

From: Melinda Chesbro, Deputy Director

Subject: Metrics – Dashboard Update

Thank you for your input on the draft dashboard last month. I'll review an updated version at the February meeting, which will contain statistics from December. We'll start including the final version as the routine Board dashboard starting in March.

Board Education and Service Reports

MEMO



Date: February 1, 2019

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

From: Melinda Chesbro, Deputy Director

Teresa Covington, Application Services Manager

Cliff Jo, Finance & Business Director

Meghan Sullivan, Customer Experience Manager

Subject: Core Service Report – Business Processes

The attached document review the essential components of how we manage business processes and the metrics we will be using to measure these efforts. At the meeting we will review the document and respond to any questions you have.

Business Process Core Service

We make smart investments in sound and sustainable operations

Overview

We have identified the following components as important drivers for sound and sustainable operations:

Sustainable funding strategy

We manage revenues to cover current expenditures and set aside funds for projected future sustainability, both for current operations and for capital improvement needs.

Collaborative planning, project and portfolio management

We widely gather ideas on ways to meet strategic priorities, we identify and plan for the resources needed to carry out projects, we use portfolio management processes to include business owners and customer input in decisions.

Documented policies & procedures

We have relevant policies and procedures that are used to manage work consistently and effectively across the organization.

System audits and workflow evaluation

Systems and processes are reviewed and revised periodically to meet requirements, standards and objectives.

Sustainable funding strategy

Measures

- actual expenditures as a percentage of budgeted expenditures
- cash flow management that identifies set-asides for future needs
- number of consecutive years without an audit finding
- audit costs are on or under budget as established by the State Auditor team, which is indicative of our business processes being responsive to auditor questions
- bond rating above A2 (e.g., A1, Aa3, Aa2, Aa1, Aaa)

Funding cycle from successful levy

- planning for a 5 to 7 year funding cycle to be transparent with the public that under current property tax limitations, a levy vote will be a routine part of the Library's funding
- setting aside cash early in the funding cycle to ensure sustainability at the end of the cycle

Readiness for bond rating.

Because the Library is beginning projects that involve buildings, bonds become the primary funding source and bond ratings determine the relative safety of the Library as an institution capable of repayment. The last bond was conducted in 1986 and the Library had a Moody's bond rating of A2, which is considered very safe to investors. A2 is automatically assigned to taxing districts such as the Library due to relatively stable revenue sources from property taxes. A bond rating of low to mid Aa is possible and would further reduce the costs to property owners. Such a rating is dependent on several key factors, including amount of cash on hand, fiscal management policies, and business processes related to financial management. We are evaluating changes to implement that could improve the bond rating.

Successful audits

Successful audits show a pattern of managing the Library's financials, reporting, and accountability to the public. The Library has had 19 consecutive clean audits spanning over three decades. During each audit we ask our assigned auditors for suggestions and work to implement changes and improvements of related business processes.

Collaborative planning and project management

Measures

- preparation of annual balanced budget that provides robust services
- percentage of proposed work plan activities that are completed

Annual work plan and budget development

Leadership Team has created and refined a process that coordinates input from throughout the organization to create a work plan and budget document reflective of strategic priorities, community needs and local opportunities.

Risk management

Regular monthly meetings to provide centralized coordination and oversight regarding issues of customer and workplace safety and critical incident response.

Facilities, Customer Experience, IT Coordination meetings

Regular monthly meetings to provide centralized coordination between departments to support both project and maintenance and operations work such as the updating of people counters and removal of Movie Towers in 2018. This dedicated focus on coordination has improved communication and built strong customer-supplier relationships across all the three departments.

Documented policies & procedures

Measures

- percentage of policies due for review for which the review was completed
- percentage of process reviewed and documented
- number of processes with assessment metrics identified, tracked and evaluated

Branch Operations

In the last two years, PCLS has taken a holistic look and review of policies and procedures in the Branch Manual, In-Charge Manual, Polaris Library System Manual, and Safety Manual. A number of these policies and procedures had not been updated on a regular review cycle leaving them outdated and ineffective for staff. The work has generated collaboration between the branches, support departments, Safety Committee, and Leadership Team. We have taken an inventory and assessment of all of our policies and prioritized working through them on a regular basis.

Finance and Staff Experience work processes documented

In 2017 and 2018, the Finance and Staff Experience staff, along with several IT staff and key stake holders, spent several months documenting and refining their processes as a first step towards replacing the Eden financial system. The purpose was to understand the current processes, understand the gaps, and generate user stories that would lead into the selection and implementation of a new financial and human resources management system. The resulting documentation includes workflows—whether automated or manual—and the resources and staff assigned to the tasks. The departments also used process improvement methodology to refine and ready workflows for the system.

Staff Experience development and updating of essential policies

- Staff diversity and inclusion strategy
- Workplace violence
- Exposure control

Automated system audits and workflow evaluation

Measures

- percentage of system with health scores identified and targets established
- percentage of systems on current version
- percentage of systems with a functionality audit within the established cycle

Envisionware audit

PCLS implemented Envisionware for Public Computing and Printing Management over 5 years ago. We are in the process of engaging with our vendor to review and audit the current configuration and to develop recommendations on potential configuration improvements. This work will allow us to understand how to profile the system to better serve staff and customers while increasing self-service abilities.

Safety Data Sheets Online

OSHA adopted new hazardous chemical labeling requirements as a part of its recent revision of the Hazard Communication Standard and required Safety Data Sheets. The Library used this as an opportunity to update our required data sheets, reduce the cost and staff time to maintain these, and provide better access for employees via an online database accessible through StaffWeb that is specific to Library approved chemicals and cleaning products.

Eden/Munis financial and human resources system

In 2018, the Library decided to upgrade the current finance system, from Tyler Eden to Tyler Munis. The decision was the result of considerable discussions with the Gartner Group, Eden, and the Government Finance Officers Association (GFOA). Because we are a current Tyler customer, the upgrade cost is provided at a significant discount. A contract was negotiated and approved in December and the project is in preliminary planning. Implementation is projected to last 18 months, of which the first half is dedicated to installation and configuration of the financial system and the second half to the human resources, payroll and timekeeping system.

Polaris catalog system

PCLS conducted an audit of the Polaris system in 2017, which confirmed the need for us to take action in three areas: moving from physical servers to virtual servers, upgrading to a more recent and fully supported version of Polaris and examination of the item record coding structure.

- The Polaris Server Virtualization project was completed in spring of 2018 and replaced a 12 year old, unsupported physical server with a fully supported virtual server.
- The Polaris software was upgraded in the fall of 2018. This was a major system upgrade as PCLS was more than 5 versions behind current functionality and it had been over 2 years since the last upgrade. We used this opportunity to develop a repeatable process for upgrades of any system and included representatives from across the organization. Moving forward we will consider Polaris upgrades annually using our documented process.
- The Collection Architecture project is currently underway and targeted for completion in early spring 2019. This project will address the item record coding structure, which will make catalog searching more intuitive and user friendly and will increase catalog record findability for customers and staff. Material labels will be redesigned for better readability and be organized in a way that draws clear pathways for findability.

Officers Reports

MEMO



Date: February 1, 2019

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

From: Jaime Prothro, Customer Experience Director

Subject: Pierce County READS preview

Based upon significant input from the public, especially as the Library System talked with people about the restored levy, as well as public opinion/survey information, people in Pierce County want support from the Library System for reading – yes, building on their identity of and value for the Library System – access to books.

To build on that interest, the Library System is declaring 2019 *A Year of Reading*, with the Pierce County READS program central to that theme.

On Wednesday, January 2, Pierce County READS 2019 launched with New York Times No. 1 best-selling author Kristin Hannah. The Library is featuring two of her books, “The Great Alone” and “The Nightingale.” Both of these are being made into major motion pictures.

Since Pierce County READS began in 2008:

- Selected books have been checked out of Pierce County Libraries nearly 50,000 times.
- More than 9,000 people have turned out to hear the selected author.
- More than 13,000 people have attended other Pierce County READS events.

Pierce County READS would not be possible without the support of the Pierce County Library Foundation and Friends of the Library groups throughout the county.

MEMO



Date: February 1, 2019

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

From: Melinda Chesbro, Deputy Director

Subject: 2019 Work Plan Summary

I will be providing a monthly report to the Board with updates workplan projects. If desired, I can periodically provide the Board with more in-depth information. This list gives an overview of our goals and anticipated outcomes. The list doesn't include day-to-day work and ongoing service delivery that staff engage in.

2019 Projects & Continuing Initiatives

Enjoyment

A Year of Reading

This project will strategically and creatively develop a community of adult readers who are engaged with library collections and activities year round. It will engage existing readers and continually reach out to new readers through author events (big and small), publicity and recommended reading lists, social media engagement and community engagement. The outcome will be that PCLS branches and collections are the primary resource for Pierce County adult readers, increasing circulation and library use.

Pierce County Reads refresh

This project continues Pierce County Reads as a signature reading event for PCLS and the cornerstone for A Year of Reading and adult reading engagement. The outcome will be three community reading author events held in February, June and the fall.

Reader's Advisory Training, year 2

This project will build on and operationalize the Reader's Advisory training platform and content created in 2018 to increase staff understanding and familiarity with materials in all formats in the PCLS collection. The outcome will be improved understanding of customer needs and interests about materials they seek from the library.

Summer Reading

This project continues building a reading community by encouraging reading for enjoyment, bringing books into homes in neighborhoods, and allow customers opportunities to participate in various program opportunities. It is part of the 2019 Year of Reading project. The goals is to increase both participation and completion by both youth and adults.

Learning

Card in Every Hand engagement

This project will build on our current school district partnerships to issue library cards to students to ensure easy access to library services. Staff will study the inputs and outcomes for the Card in Every Hand Project, identify appeals and barriers to student use of PCLS resources and take steps to increase use of these cards. The outcome will be increased student engagement with PCLS staff and resources.

Community

Business Support

This project aims to connect with all new businesses in the county in 2019 to be part of their support network. To achieve connections with entrepreneurs, and support local economies and self-employment, PCLS will research new businesses in the county, prepare a high-level report of the market for their product, and send a welcome packet to ensure they are aware of the support they can get from PCLS' resources. The outcome will be increased use of library databases, a support network to business owners, and information about the needs of beginning businesses to refine PCLS offerings.

Deposit Collections

This project will remove barriers to accessing reading material, supports county residents, and creates a connection to inmates in Pierce County detention centers, an at-risk and underserved population. The outcome will be that staff begin strong partnerships with institutions, and that approved reading materials are made available to encourage a connection to not only reading but that PCLS is a resource once inmates are released.

Our Community Adventure

This project intends to provide families with an adventure map of incentivized activities to introduce 2-5 year olds to the big-wide-world of their community. The outcome will be that participants explore the library, their community, and county resources to build parental resilience, social connections, concrete support, knowledge of parenting and child development, and the social and emotional competence of children.

Teen Library Corps, Year 2

This project will build on the success of the 2018 introduction of Teen Library Corps and extend the program to all full-service branches. The outcome will be that participants are able to fulfill community service requirements, have increased college and career readiness, and work through leadership development materials.

Business Processes

Bookclub Kits Study

This study will explore ways to improve customer service by identifying recommendations that allow for a collection management cycle (selection, maintenance, evaluation, weeding) and service delivery cycle (planning, developing, delivery, supporting tools, evaluation) to be effective. The outcome will be recommendations to be implemented.

Branch Operations Work Group

In 2017, the Branch Operations group in the Customer Experience Department began a holistic review of the In-Charge Manual which had not been updated since it was released in 2009. By the end of 2018, about 80% of the In-Charge Manual had been reviewed and updated. During this time, the work group was able to update about 5% of the Branch Manual. In 2019 the group plans to finish first round review of In-Charge Manual, initiate the on-going In-Charge Manual Review Cycle and identify priorities for revisions within the Branch Manual and begin the update process. The outcome will be staff have current and up-to-date policies and procedures to guide them in making decisions related to customer behavior, library card accounts, safety, building and technology issues

Collaborative Tools – Incident Reporting Pilot

This project will pilot using a collaborative platform such as Microsoft SharePoint to manage and coordinate incident reports and trespass. The outcome will be recommendations for further use of the platform or exploration of alternate platforms.

Collection Management Procedures Update

This project will examine procedures used in the Collection Management that are either not well defined, or haven't been reviewed in several years, causing confusion and diminishing the quality of service to internal customers. The outcome will be consistent processes that have been developed with active participation from Customer Experience and that take full advantage of current software systems in order to improve internal and external customer service.

Mail Machine Study

This project is in response to the expiration of our current mail machine contract at the end of 2019. The outcome will be a new multi-year mail machine contract.

Metrics

This project will build on 2018 work to pilot and operationalize data collection and reporting. The project includes launch of an updated monthly dashboard for the Board as well as several in-depth reports on Focus Areas and Core Services. We will also implement Analytics On Demand to gather community demographics and use data. The outcome will be more useful information for both staff and the Board as we allocate future resources to deliver meaningful customer service.

Risk Management

This project will establish a Risk Management Steering group that will hold regular monthly meetings to provide centralized coordination and oversight regarding issues of customer and workplace safety and critical incident response. The outcome will be sustained, ongoing attention to these organizational issues.

Resource capacity study

Identify tools to capture the capacity of staff at all levels, across all departments and teams by role. Make staff resource capacity visible so project leads can negotiate resources for projects more efficiently and effectively. Hold ourselves accountable to not over-reach.

Staff

Customer Experience Staff Training

This project will offer supervisors and librarian skill development for becoming successful and effective trainers and develop relevant and timely training classes that will support the growth of our

staff. Priorities for 2019 include: Polaris, Reference Triage, Serving Teens and Young Adults and establishing processes/practices to bring in relevant presenters for topics identified. The outcome will be that customers will receive better and more consistent service across the library system.

Diversity and Inclusion strategy implementation

This project will implement changes recommended by the study of current and best practices. It will also collect outcomes of these activities and recommend further action. The outcome will be that PCLS staff will reflect the community and we will better understand how attract and retain diverse staff.

Leadership Development Training

This project will continue our focused and intentional approach to developing the leadership competencies in our supervisory group and emerging leaders. The outcome will be a strengthened leadership pipeline, capacity and leadership competencies in 2019.

Staff Engagement Survey Implementation

This project will take follow-up actions from the 2018 Staff Engagement Survey. The outcome will be an engaged staff working towards our organizational goals and improved workplace morale.

Staff Ergonomics

This project is the third year of updating staff chairs, stools, anti-fatigue mats, keyboards and mice to approved ergonomic equipment. The outcome will be an established cycle for evaluation and replacement of these furnishings and tools.

Training Plan

Train to close the skills and abilities gaps for staff and supervisors and meet the needs of the organization. Improve the overall score on our staff engagement question from 48th percentile to 50th percentile: The Library provides the training needed to improve job skills. Roll over training plan from 2018.

Technology

Cloud Platform Strategy

This will be a series of projects. The initial project will document and analyze our current production server platform environment, both on premise and cloud, and recommend business process and funding models (including Capital Improvement and operating budgets as well as e-Rate fund requests) needed to support anticipated needs. The outcome will be recommendations for cloud platform implementation projects for the next 2 years.

Cyber Security Strategy

This will be a series of projects. The initial project will document and analyze our current cyber-security position and recommend any needed business process, technology tools and funding models (including Capital Improvement and operating budgets as well as e-Rate fund requests) needed to support anticipated needs. The outcome will be recommendations for cyber security implementation projects for the next 2 years.

Envisionware System Configuration Audit

This project will review the capabilities of the Envisionware software system that manages public internet computer sessions and print management. The outcome will be recommendations on how to

best profile this system to serve customers and staff efficiently with increased self-service capabilities.

ERP/HCM implementation

This project will begin the 18-month implementation process to upgrade the Financial system from Eden to MUNIS and to integrate HR system features. The outcome will be that both the Finance and Staff Experience departments have moved to business processes that are aligned with internal customer expectations.

Internet Filtering

This project will review existing filtering needs and systems, evaluate capabilities and cost and recommend a filtering solution. The outcome will be better knowledge of our filtering needs and solutions, and cost savings as we replace multiple products with a single solution.

Outreach connectivity full implementation

This project carries forward from 2018 and will finalize implementation of an improved connectivity solution at Outreach locations that offer a strong persistent connection. The outcome will be more complete customer service at these Outreach locations.

PCLS Website

This project will begin implementation of recommendations from the 2018 Website study project. The project will include a full content review of existing web pages and a consultant to develop the framework and page templates for a new site. The outcome will be an online presence that supports our focus areas and core services in a consistent, coherent and customer-focused manner.

Spaces

Capital Improvements

This project will invest in maintenance and update of PCLS buildings, furnishings and spaces. 2019 investments include remodeling work at Parkland/Spanaway, updating workspace for IT and Facilities staff, and replacement of public entry doors at multiple locations.

Future Libraries

This multi-year project will consider potential new libraries in Sumner, Lakewood, and Tillicum. Both cities support relocating and building new libraries to serve these communities. In 2019, the Library System will engage with the public to understand the public's interest and readiness for capital library projects in Sumner and Lakewood. Simultaneously with the public engagement portion of this project, the Library System will work on processes to plan for facility concepts and services as well as capital campaign planning and fundraising and general obligation bond preparation. The outcome will be that PCLS takes appropriate steps toward the Facilities Master Plan.

Welcoming Spaces Community Conversations

This project will engage in further conversations with the public to understand how the Library System can be a welcoming space for a diversity of people and uses, including sometimes competing or diverging interests. The outcome will be a better understanding of how we can best ensure Pierce County Libraries are welcoming to all people and recommendations on steps we can take to accomplish this goal.

Welcoming Spaces & Self-service

This project asks each branch location to study, plan and implement 3 to 5 changes to ensure customers experience a welcoming space, are engaged and connected to library resources, even if using self-service technologies. The outcome will be changes to arrangement and staff interactions that provide a more welcoming experience for customers.

Materials

Audiovisual Materials Future Planning

This project will be undertaken in the fall if resource capacity is available. It will study and create recommendations on how PCLS should prioritize investment in AV materials given the move to streaming. The outcome will be recommendations that will inform future materials spending.

Collection Architecture

This project will implement the recommendations of the 2018 study project. It will update codes for the collection that enable public catalog searching and data collection and analysis on collection use. The outcome will be more consistent catalog searches and collection management based on consistent data.

Collection Maintenance Analysis

This project will develop tools and analyze the collection and collection use to provide better understanding of collection needs on a system and branch level. The outcome will be a collection maintenance plan that aligns with and supports initiatives and customer needs.

Floating Collection Implementation

This project was suspended in 2018 as we needed to upgrade the Polaris Library Management system and implement new coding from the Collection Architecture project. With floating collections, items stay at the location where they are checked in, rather than being transported back to a home location with the customer benefit being that the collection becomes more varied and reflective of local community interests. This system requires some balancing so that a location doesn't have a shortage or glut of a type of material and retains a diversity of materials. To address this issue, we have been introducing floating one collection at a time (for example, Large Print or Talking Books). The outcome will be one or more collections added to Floating in 2019.

MEMO



Date: January 23, 2019

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

From: Melinda Chesbro

Subject: Stephanie Ratko appointment to Library Council of Washington

I'm pleased to inform you that Stephanie Ratko, IT Manager has been appointed to the Library Council of Washington in the technology board position. The Council meets three times during the year to advise the State Library on library programming to be developed using federal funding from the Library Services and Technology Act (LSTA). The Council's membership represents a broad range of library interests and including underserved populations, both large and small public libraries, cultural diversity, academic libraries, rural libraries, schools and special libraries

MEMO



Date: February 4, 2019

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

From: Georgia Lomax, Executive Director

Subject: Future Libraries

The Pierce County Library System’s multi-year Future Libraries project has launched. With this project, we will begin work under our Facilities Master Plan (FMP) to address the Library System’s building needs and our strategic priority of welcoming spaces to support library services communities need and value.

We have been in conversation with the cities of Sumner and Lakewood for some time related to their interests in relocating local libraries in support of their master plans and strategic priorities. Both cities support library service as a valued community resource, and they have approached the Library System about how we could work together to possibly relocate and build new buildings to serve their communities, meet the cities’ strategic priorities, and achieving the communities’ needs and priorities for library services.

Site Selection Criteria in the FMP includes placing libraries in locations compatible with community plans and supporting local development and/or revitalization efforts. The FMP also points to the Library being flexible to respond to “development opportunities that arise from partners, land availability, and/or special funding opportunities.” The FMP expresses that those opportunities “should be considered in implementation phasing (of the FMP) and the plan should retain flexibility to accommodate changes and new opportunities that may arise prior to and during the implementation of (building) improvements.” The potential new libraries in Sumner and Lakewood align with the FMP Site Selection Criteria as well as presenting partnerships opportunities.

A staff team is developing a project plan to consider potential new libraries in Sumner, Lakewood, and Tillicum. The first step is to engage members of those communities to understand their interest and readiness for new libraries. We have issued a Request for Qualifications for a consultant to develop and guide the public engagement process. As a result of the public engagement process, the Library will have a clear understanding of the interest and readiness for capital projects to potentially relocate and build new library buildings in each of the communities. The consultant will also help us develop a process and tools that we can repeat as we continue Facilities Master Plan work in other locations.

The project will also evaluate how we might fund building projects, including bonds and fund raising. As part of the project, we will conduct a feasibility study for comprehensive capital fund raising. A Request for Qualifications for expertise in this area will be issued in February.

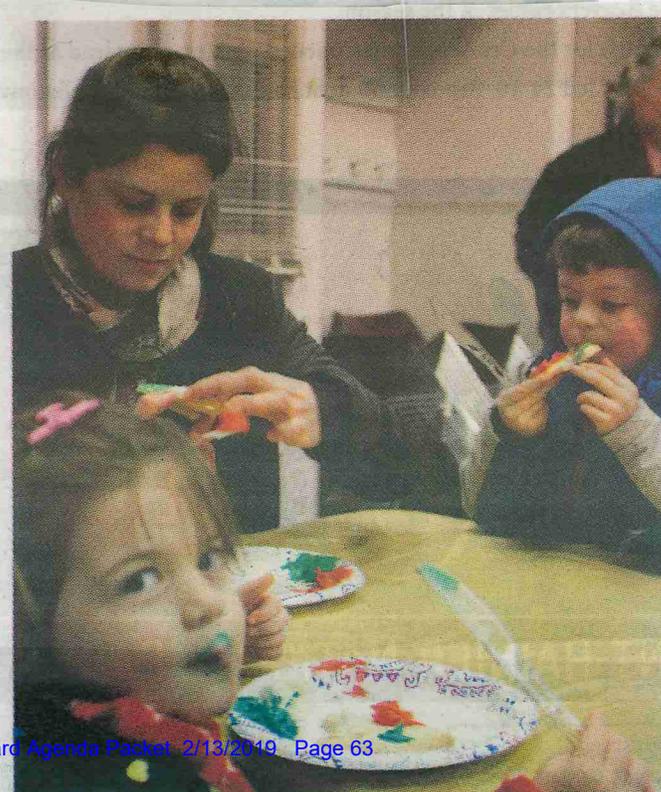
We will share more details about the project when the full project plan is ready.

Pierce County Library FYI Packet
Link List
February 13, 2019

Pierce County Library in the News

- [Pierce County Library News Release - Library Board to discuss technology](#) – South Puget Sound
- [Pierce County's Explorations Speakers Series Begins This Month](#) – Patch.com
- [Kick off the New Year with a new job, thanks to PC library classes](#) – Tacoma Weekly, Puyallup Patch, Courier Herald
- [Pierce County Library offers tools and free certifications for job seekers](#) – Dispatch
- [Point-In-Time Homeless Count: Volunteers Must Register By Jan. 16](#) – Patch.com
- [Volunteers, donations needed for the Point-In-Time Count](#) – Pierce Prairie Post
- [Valentine-Themed Events At Pierce County Libraries](#) – Patch.com
- [Care to Connect provides mental health support](#) – Northwest Military.com
- [STEM Activities For Kids At Pierce County Libraries In February](#) – Patch.com
- [Learning to adult at your local library | Pierce County Library System](#) – Courier Herald
- Kids decorate holiday cookies at the library – Dispatch (see attached PDF)
- Support your local library – Dispatch (see attached PDF)
- TNT PC READS ad – News Tribune (see attached PDF)

Kids decorate holiday cookies at the library



Kids sporting festive red and green frosting mustaches and teeth during the annual Holiday Cookie Decorating event held at the Eatonville Library on Dec. 12, with cookies donated by the Friends of the Library community group.

Photos by Colby Hess

WWW.DISPATCHNEWS.COM +

DECEMBER 19, 2018

SUPPORT YOUR LOCAL LIBRARY

The Friends of the Eatonville Library want to thank the community for the outstanding support it displayed at the latest book sale on Nov. 16 and 17.

Lots of good books went to a lot of good folks, especially on Saturday, Dec. 17, which was a "\$3 a Bag Day". Because of your support, we were able to raise funds to provide additional services at the Library. Thank you!

The next Semi-Annual Library Book Sale will be in May 2019, see you all there. Books and other items will continue to be available in the lobby of the Eatonville Library.

Q&A

Collusion? Conspiracy?: Here's what we know

BY SHARON LAFRANIERE AND MICHAEL S. SCHMIDT
New York Times

WASHINGTON
The indictment unsealed Friday against President Donald Trump's longtime adviser Roger Stone raised anew the perennial question about the Russia investigation: Will any Trump associate be charged for what Trump loves to refer to as collusion?

Stone, the indictment said, conveyed information to the Trump campaign about WikiLeaks, the group that released thousands of Democratic emails and other documents in the months before the 2016 election. The Russians had stolen that material and delivered it to WikiLeaks as part of its broad effort to interfere in the U.S. presidential election.

But the indictment secured by special counsel Robert Mueller does not contend that Stone's efforts to connect with WikiLeaks were illegal. Instead, Stone was charged with lying to Congress about those efforts and trying to pressure an associate not to expose his lies.

Trump's legal team likes to say that "collusion" is not a crime. But that is a purely semantic argument because a "conspiracy" between two or more people or entities to commit an offense is a crime.

The question is whether Mueller's team will find evidence that the Trump campaign agreed to work with WikiLeaks or the Russian government, or both, in a conspiracy to violate some statute - such as laws that make it illegal to hack private information or that bar foreigners and foreign entities from expending resources to influence U.S. elections.

Q: Why was Stone not charged in a conspiracy with WikiLeaks?

A: The indictment said that senior Trump campaign aides contacted Stone "to inquire about future releases" by WikiLeaks during the summer of 2016 as Trump clinched the Republican nomination. Stone responded, telling the Trump campaign about potential disclosures from WikiLeaks.

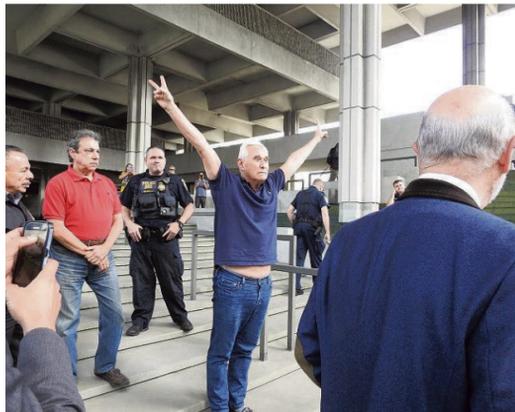
Given that Democrats had publicly stated as early as June 2016 that they believed Russian operatives had infiltrated their computers, the Trump campaign's eagerness to benefit from pilfered documents might seem distasteful. But merely being in touch with WikiLeaks does not rise to the level of a crime, former prosecutors said.

Even if Trump campaign aides knew that the Russian government had funneled the stolen documents to WikiLeaks, the campaign would not be criminally culpable, they said. Knowing about someone's else crime is a far cry from committing one.

Q: What, then, would constitute a crime?

A: It is illegal for campaigns to accept foreign contributions, including services, which are considered in-kind donations. WikiLeaks is considered a foreign organization. So hypothetically, if the Trump campaign were actively involved in a scheme with WikiLeaks to bolster its own campaign, that might be a violation of the Federal Election Commission rules against foreign contributions.

But at a minimum, that would require evidence that the Trump campaign knew that WikiLeaks was trying to damage Hillary Clinton's candidacy,



RAFAEL OLMEDA/TNS

The indictment against Roger Stone, center, does not contend that his efforts to connect with WikiLeaks were illegal, per se. Instead, Stone was charged with lying to Congress about those efforts and trying to pressure an associate not to expose his lies.

agreed with that objective and engaged in overt acts to further the scheme.

"Two or more people have to agree to do something that the law forbids, and at least one of them has to take a step to further the conspiracy - an overt act," said Chuck Rosenberg, a former U.S. attorney and senior FBI official.

What might constitute an "overt act"? If Trump campaign officials coordinated with Julian Assange, the organization's founder, on the timing and content of the document releases in an effort to maximize the damage to the Clinton campaign, that might qualify. But Mueller has offered no evidence of that.

Q: Will charges come later?

A: Maybe. Rosenberg cautioned against viewing Stone's indictment as the final word on whether the Trump campaign did or did not conspire with WikiLeaks. "I wouldn't take from the fact that they didn't charge it that they can't charge it or that they won't charge it," he said.

The special counsel has mounted two criminal cases claiming illegal schemes to tilt the election results, both against Russians. Legal experts cited those cases as possible templates for what a conspiracy case involving the Trump campaign might look like, assuming the evidence existed to bring one.

Q: If WikiLeaks and Russia conspired, doesn't that implicate the Trump campaign?

A: As Trump's director of the CIA, Mike Pompeo branded WikiLeaks a stateless hostile intelligence unit eager to do the bidding of Russia and other American adversaries.

But the special counsel has not, so far, said that WikiLeaks was acting as an agent of the Russian government during the 2016 presidential race, much less claimed that the Trump campaign knew it was dealing with a Russian agent.

It is not even entirely clear that WikiLeaks knew the source of its information was Russia. Russian operatives transferred the pilfered documents to the organization using a fake online persona, Guccifer 2.0.

Q: Is Trump in any legal jeopardy on the WikiLeaks front?

A: The president publicly encouraged Russian operatives to infiltrate Clinton's emails during the 2016 campaign, saying they would "probably be rewarded mightily by our press" if they uncovered the messages. That same day, Russian hackers tried to break into servers that housed the emails for Clinton's personal office, according to court documents Mueller filed last year.

But that alone is far from enough to land Trump in legal hot water.

Legal experts said prosecutors would need evidence that the Russians and Trump were working together - not merely that he encouraged computer espionage.

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