AGENDA
Regular Meeting of the Pierce County Library System Board of Trustees
July 12, 2017
3:30 pm

3:30 pm	01 min.	**Call to Order:** Rob Allen, Chair	
3:31 pm	05 min.	**Public Comment**: *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.*	
3:36 pm	04 min.	**Consent Agenda** 1. Approval of Minutes of the June 14, 2017, Regular Meeting 2. Approval of June 2017 Payroll, Benefits and Vouchers	*Action*
3:40 pm	05 min.	**Board Member Reports**	
3:45 pm	10 min.	**Routine Reports** 1. Dashboard, Georgia Lomax 2. June 2017 Financial Report, Clifford Jo 3. Executive Director Report, Georgia Lomax	

3:55 pm	60 min.	**Unfinished Business**
		1. Real Property Acquisition Policy, Clifford Jo
		2. Facilities Master Plan Update, Georgia Lomax
		    a. Facility Evaluation
		    b. Public Process
			Action

4:55 pm	15 min.	**New Business** 1. 2018 Budget and Work Plan, Clifford Jo a. 2017 Property Values for 2018 Tax Levy	
5:10 pm	10 min.	**Officers Reports** 1. Buckley Underground Storage Tank 2. 2017 Annual Report 3. ULC Innovations Initiative 4. Training Plan 5. Staff Engagement Survey Culture Team Results 6. Strategic Plan Communication Plan	
5:20 pm	15 min.	**Executive Session** *At this time on the agenda, the Board of Trustees will recess to Executive Session per RCW 42.30.110, to discuss personnel issues.*	
5:35 pm	01 min.	**Announcements**	
5:36 pm		**Adjournment**	

American Disability Act (ADA) Accommodations Provided Upon Request

Consent Agenda

Pierce County
Library System
INFORMATION ▪ IMAGINATION

CALL TO ORDER

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

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

1. Approval of Minutes of the May 12, 2017, Regular Meeting
2. May 2017 Payroll, Benefits and Vouchers
   a. Payroll Warrants 3761-3763 dated 5/1/17-5/31/17 in the amount of $4907.31
   b. Payroll Disbursement Voucher dated 5/6/17 in the amount of $940,328.94
   c. Payroll Disbursement Voucher dated 5/21/17 in the amount of $756,320.40
   d. Accounts Payable Warrants 627481-627592 dated 5/1/17-5/31/17 in the amount of $890,947.47
3. *Resolution 2017-04: To Declare Furnishings and Equipment Surplus to Public Service Needs*
4. *Resolution 2017-05: Capital Improvement Fund Transfer*
5. IRS Form 990 for 2016

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

BOARD REPORTS

There were no Board reports.

ROUTINE REPORTS

Dashboard – Executive Director Georgia Lomax noted the Library is tracking stats in a variety of ways to update and revise the report. Deputy Director Melinda Chesbro noted part of the 2018 work plan includes determining what benchmarks will be used to assess service goals. She will bring some examples to the Board and ask what measurements are meaningful to the Board.

May 2017 Financial Report – Finance and Business Director Clifford Jo reported the Library received more property taxes than anticipated. The Library is receiving less revenue from fines than budgeted, likely as a result of the information sent to cardholders on how to avoid fines and increased use of downloadables. Investment return rates are expected to rise to 1-2%.

Executive Director Report – Ms. Lomax shared her report of activities for the month of May. Chair Allen said the branch reports are helpful stories that serve as meaningful testimony of the work of the Library.

NEW BUSINESS

Vehicle Replacement – *Mr. Jenkins moved for to authorize the Library to approve a purchase order in the amount of $103,895.69 for the purchase of a 2017 Ford T250 Transit and a 2017 Isuzu NPR-HD Diesel. Ms. Albers seconded the motion and it was passed.*

Real Property Acquisition – The Board reviewed the draft and made additional recommendations. It will be brought to the July meeting for consideration of approval.

Facilities Master Plan (FMP) Update

Site Selection Criteria

Ms. Albers moved to adopt the site selection criteria as presented. Mr. Jones seconded the motion and it was passed.

Needs Assessment Update

Trustees were briefed on the update and results. Data was updated using the same approaches that were used in the original plan. The original plan holds up well with some adjustments because of changes in the current environment and in trends within the Library and its communities. The biggest considerations were the funding assumptions. Ms. Lomax said the FMP philosophy aligns with the Strategic Framework.

Overview of Changes Since 2010

Information was presented on progress since 2010, public opinion research findings, population and service area updates and projections, cardholder maps, facility information and condition.
There was discussion about population data and estimated construction costs.

Methodology used to update construction estimates were based on that used by the consultants in the original FMP process for consistency. Ms. Lomax said the information serves as a general guide and, as the Library get closer to an actual project, it will do new cost modeling. She added that, when designing a project, it will need to be realistic for the tax payer.

Ms. Chesbro reported on the service trends and expectations in libraries, which included changing use and needs of the space. She noted that the e-collection accounts for 20% of materials. She said more meeting/community gathering spaces is important. Ms. Chesbro noted the Level of Service Standards have not been provided in the library industry since 2010 and the trend is to respond to community needs. As a result of the needs assessment, PCLS service standards will be for less square footage than the original plan.

Implementation and Approach

Ms. Lomax said, after reviewing the data, the Library chose to add additional criteria to the original list of facility recommendations. She stressed the importance of not overbuilding in areas where the need is not supported by the data in order to control costs. She added, the use of the space in libraries must be considered because it is continually changing. She noted the importance of matching the size of a library to the service area. The team recommends using a template approach (small, medium, large) which will focus on the right building response for the community. Also of importance is a planned approach to maintenance and sustainability of facilities.

Ms. Chesbro said the template approach is a way to correlate the size of a Library with its service goals and determining what size and type of space will support those goals. This will allow the Library to start the conversation with the community.

Discussion ensued about finding the right balance when meeting the expectations of the community. Ms. Lomax said the Library will listen to the community with a goal of meeting their needs and supporting their expectations. She noted this does not always mean a community needs a new or larger building, but it could be updating and refreshing its space or modernizing its layout. Impact on the taxpayer, and ability to sustain operating costs is always a consideration.

Mr. Jo spoke about the option of including the use of modular buildings for small libraries as an option, based on the Library's experience with Fife. Facilities Director Lorie Erickson noted that the longevity of a modular is equal to or greater than a stick built building and maintenance costs tend to be less.

Funding Strategy

Ms. Lomax said the library's recommendation is to use an integrated strategy that considers long-term operating costs and capital needs, including technology.

She shared the proposed funding cycle, noting it provides partnership with the public and is also a comprehensive approach to capital projects. The cycle is based on using multiple funding approaches.

Ms. Lomax noted that this approach is realistic, will keep the Library in constant touch with its community and would be sustainable in the long term.

Ms. Lomax said the Library wants to be practical and honor the intent of the 1% cap. She said decisions will be based on public input and the Library will not request more than what is needed from the taxpayers.

An additional strategy in the cycle is to reserve funds for the future. She noted the importance of planning for the future leaders of the Library as they are faced with the need to provide services in new locations many years from now.

The Board was in favor of the recommendations. Ms. Lomax said she would provide the Board with more specific data and information about each Library and the public process at the next meeting.

OFFICERS REPORT

Customer Experience Managers Judy Nelson and Jaime Prothro shared information on the four programs that comprise the 2017 summer reading program that kicks off on June 24, 2017. The program is aligned with the Library's focus areas of reading, enjoyment and community. A system-wide Read-a-thon will be held from 1:00 – 3:00 pm. Author visits have been scheduled across the county. Along with a variety of prizes, fine forgiveness coupons can also be earned. This year's program includes a pilot with Franklin Pierce and Bethel school districts to offer a free lunch site for any child under eighteen years of age.

EXECUTIVE SESSION

There was no Executive Session.

ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

The meeting was adjourned at 6:10 pm on motion by Ms. Albers, seconded by Mr. Jones.

_____   _____
Georgia Lomax, Secretary   Rob Allen, Chair

June 2017 Payroll, Benefits and Vouchers

	Warrant Numbers	Date(s)	Amount
Payroll Warrants	3764-3766	6/1/17-6/30/17	$2,767.24
Electronic Payments - Payroll & Acct Payable		06/06/17	$1,025,065.56
Electronic Payments - Payroll & Acct Payable		06/21/17	$793,893.10
Accounts Payable Warrants	627593-627697	6/1/17-6/30/17	$671,963.56
Total:			**$2,493,689.46**

Check #	Bank		Date	Paid to	Status	Can/Vd Date	Pay Period Dates	Dir Dep	Amount
3764	key	KeyBank N.A.	06/06/2017	SCHNEPPLE, ANGELA			05/16/17 - 05/31/17	0.00	1,105.82
3765	key	KeyBank N.A.	06/21/2017	BRETZ, AMANDA			06/01/17 - 06/15/17	0.00	88.52
3766	key	KeyBank N.A.	06/21/2017	SWAYZE, BARBARA			06/01/17 - 06/15/17	0.00	1,572.90
							Total:	0.00	2,767.24

Checks in report: 3

Grand Total: 0.00 2,767.24

Ad-hoc bank transaction (Withdrawal)

PCL_Company

Wire Template Number in Cash-Pro :WAPC014

Description: Pierce County Rural Library

Contact Name:	Stacy Karabotsos
Contact Phone:	253-548-3451
Contact e-mail:	skarabotsos@piercecountylibrary.org
Comments:	6/06/2017 Payroll

Withdrawal Date: 06/06/17

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	76,569.00
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	52,150.26
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	52,150.26
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	489,183.45
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	11,689.50
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	44,257.15
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	76,396.08
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	5,532.00
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	1,043.85
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	875.00
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	215,219.01
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	$ 1,025,065.56

Certification:

Stacy Karabotsos
Signature (Department Designee)

06/05/17
Date

Comments:

Ad-hoc bank transaction (Withdrawal)

PCL_Company

Wire Template Number in Cash-Pro :WAPC014

Description: Pierce County Rural Library

Contact Name:	Stacy Karabotsos
Contact Phone:	253-548-3451
Contact e-mail:	skarabotsos@piercecountylibrary.org
Comments:	6/21/2017 Payroll

Withdrawal Date: 06/21/17

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	79,011.18
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	51,215.01
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	51,215.01
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	478,507.27
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	11,689.50
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	41,247.00
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	71,535.75
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	5,532.00
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	1,143.85
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	-
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	206.50
PCL_Company	AWC (only on 6th paycheck)	237100	CC_Library_District	697-00	5100000	-
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	2,590.03
PCL_Company	Payroll Adjustment(s)	237100	CC_Library_District	697-00	5100000	-
					Total Deposit $	**793,893.10**

Certification:

Stacy Karabotsos

Signature (Department Designee)

06/20/17

Date

Comments:

Bank code: key

Check #	Date	Vendor	Status	Check Total
627593	06/06/2017	000828 AFSCME AFL-CIO		6,541.11
627594	06/06/2017	000041 EMPLOYMENT SECURITY DEPARTMENT		276.84
627595	06/06/2017	006414 GC SERVICES, LP		194.10
627596	06/06/2017	006690 ENFORCEMENT KENTUCKY CHILD SUPP		151.68
627597	06/06/2017	003985 PACIFICSOURCE ADMINISTRATORS		1,712.29
627598	06/06/2017	001181 PIERCE CTY LIBRARY FOUNDATION		461.92
627599	06/06/2017	006555 SOCIAL SECURITY ADMINISTRATION		139.41
627600	06/06/2017	000823 UNITED WAY		61.50
627601	06/06/2017	004782 US DEPARTMENT OF EDUCATION		209.12
627602	06/07/2017	000830 BAKER & TAYLOR		2,597.28
627603	06/07/2017	000242 BUCKLEY CITY OF		234.06
627604	06/07/2017	000161 CENGAGE LEARNING		2,140.61
627605	06/07/2017	001780 CITY OF UNIVERSITY PLACE		20.78
627606	06/07/2017	001643 IMPACT		76.57
627607	06/07/2017	000243 INGRAM LIBRARY SERVICES		7,265.56
627608	06/07/2017	000352 MIDWEST TAPE		15,824.71
627609	06/07/2017	000377 PUGET SOUND ENERGY		2,754.25
627610	06/07/2017	000406 RECORDED BOOKS LLC		448.72
627611	06/07/2017	000460 STEILACOOM TOWN OF		711.88
627612	06/09/2017	001554 ANDREW'S FIXTURE CO INC		2,527.70
627613	06/09/2017	006235 CONTOUR		4,831.04
627614	06/09/2017	006243 BEN HAINES		129.80
627615	06/09/2017	005649 JACKSON COUNTY LIBRARY SERVICE		15.00
627616	06/09/2017	000254 KING COUNTY LIBRARY		97.95
627617	06/09/2017	000254 KING COUNTY LIBRARY		24.95
627618	06/09/2017	006492 LOGIC INTEGRITY INC		3,965.00
627619	06/09/2017	002062 GEORGIA LOMAX		18.00
627620	06/09/2017	006421 MARKHAM INVESTIGATION - (MIP)		4,995.00
627621	06/09/2017	006646 METCALF ELECTRIC INC		701.35
627622	06/09/2017	000857 PIERCE COUNTY RECYCLING		179.67
627623	06/09/2017	005035 SPOKANE FALLS COMM COLLEGE		25.00
627624	06/09/2017	006561 SUNDOWNER CO		475.84
627625	06/09/2017	006563 TERP SIGN LANGUAGE SERVICES		351.48
627626	06/09/2017	000497 TILLICUM COMMUNITY SERVICE CEN		2,056.57
627627	06/10/2017	004022 US BANK		70,480.07
627628	06/09/2017	005909 WASHINGTON STATE LIBRARY		50.00
627629	06/09/2017	000635 WAYNES ROOFING INC		512.67
627630	06/09/2017	000534 WCP SOLUTIONS		1,847.48

Bank code: key

Check #	Date	Vendor	Status	Check Total
627631	06/12/2017	000830 BAKER & TAYLOR		6,451.69
627632	06/12/2017	000189 BAKER & TAYLOR ENTERTAINMENT		31.33
627633	06/12/2017	000161 CENGAGE LEARNING		2,580.83
627634	06/12/2017	000847 CENTER POINT PUBLISHING		1,337.94
627635	06/12/2017	000093 EBSCO		78,507.53
627636	06/12/2017	000243 INGRAM LIBRARY SERVICES		9,861.18
627637	06/12/2017	000352 MIDWEST TAPE		12,959.94
627638	06/12/2017	000323 NEWS TRIBUNE		1,268.80
627639	06/12/2017	000406 RECORDED BOOKS LLC		1,031.52
627640	06/14/2017	000830 BAKER & TAYLOR		13,437.23
627641	06/14/2017	006797 GABBY FUENTES		490.00
627642	06/14/2017	000243 INGRAM LIBRARY SERVICES		3,889.58
627643	06/14/2017	000352 MIDWEST TAPE		41.19
627644	06/14/2017	000323 NEWS TRIBUNE		244.40
627645	06/14/2017	000463 SUMMIT WATER & SUPPLY CO		448.86
627646	06/16/2017	000895 COLUMBIA BANK		2,998.60
627647	06/16/2017	006235 CONTOUR		1,727.26
627648	06/16/2017	006760 CREATIVE GROUP, THE		8,736.00
627649	06/16/2017	006795 FIGURE GROUND		200.00
627650	06/16/2017	005428 GRITTON BUILDING CO INC		8,380.32
627651	06/16/2017	006310 INTRACOMMUNICATION NETWORK SYS		983.49
627652	06/16/2017	006794 JESSICA KENT		212.50
627653	06/16/2017	004674 MCHUGH MANAGEMENT CONSULTING		4,728.97
627654	06/16/2017	001681 PITNEY BOWES		15,000.00
627655	06/16/2017	006561 SUNDOWNER CO		6,130.79
627656	06/16/2017	003719 UNIQUE MANAGEMENT SERVICES		1,163.50
627657	06/16/2017	004022 US BANK		121,677.60
627658	06/20/2017	000830 BAKER & TAYLOR		29,060.46
627659	06/20/2017	000189 BAKER & TAYLOR ENTERTAINMENT		46.79
627660	06/20/2017	000161 CENGAGE LEARNING		2,667.26
627661	06/20/2017	000847 CENTER POINT PUBLISHING		64.71
627662	06/20/2017	000243 INGRAM LIBRARY SERVICES		2,003.87
627663	06/20/2017	004920 PATRICK MCVICKER		65.58
627664	06/20/2017	000352 MIDWEST TAPE		1,298.37
627665	06/20/2017	000323 NEWS TRIBUNE		634.40
627666	06/20/2017	000406 RECORDED BOOKS LLC		368.62
627667	06/20/2017	000451 SEATTLE TIMES SEATTLE PI		127.69
627668	06/21/2017	003778 AFLAC		6,504.64
627669	06/21/2017	000828 AFSCME AFL-CIO		6,310.97

Bank code: key

| Check #	Date	Vendor	Status	Check Total
627670	06/21/2017	001578 COLONIAL SUPPLEMENTAL INSURANC		651.28
627671	06/21/2017	000041 EMPLOYMENT SECURITY DEPARTMENT		254.07
627672	06/21/2017	006414 GC SERVICES, LP		203.60
627673	06/21/2017	006690 ENFORCEMENT KENTUCKY CHILD SUPP		151.68
627674	06/21/2017	003985 PACIFICSOURCE ADMINISTRATORS		1,712.29
627675	06/21/2017	000821 PIERCE COUNTY SUPERIOR COURT		167.70
627676	06/21/2017	001181 PIERCE CTY LIBRARY FOUNDATION		461.92
627677	06/21/2017	006555 SOCIAL SECURITY ADMINISTRATION		128.19
627678	06/21/2017	000823 UNITED WAY		61.50
627679	06/21/2017	004782 US DEPARTMENT OF EDUCATION		192.28
627680	06/22/2017	000100 ANDERSON ISLAND COMMUNITY CENT		90.00
627681	06/22/2017	000363 OVERALL LAUNDRY SERV. DBA ARAMARI		65.94
627682	06/22/2017	006577 CATALYST WORKPLACE ACTIVATION		24,981.84
627683	06/22/2017	000895 COLUMBIA BANK		250.60
627684	06/22/2017	005862 ELITE PROPERTY INVESTMENTS LLC		9,869.79
627685	06/22/2017	005283 E-RATE EXPERTISE INC		900.00
627686	06/22/2017	006478 EVERGREEN MAINT LANDSCAPING		5,223.29
627687	06/22/2017	005428 GRITTON BUILDING CO INC		62,910.63
627688	06/22/2017	006646 METCALF ELECTRIC INC		624.90
627689	06/22/2017	003985 PACIFICSOURCE ADMINISTRATORS		216.25
627690	06/22/2017	002100 ALISON PASCONE		55.43
627691	06/22/2017	000370 PIERCE COUNTY		92.00
627692	06/22/2017	004007 PUGET SOUND EDUCATIONAL		1,722.54
627693	06/22/2017	004397 SHKS ARCHITECTS PS INC		8,407.09
627694	06/22/2017	006561 SUNDOWNER CO		351.68
627695	06/22/2017	006561 SUNDOWNER CO		59.70
627696	06/22/2017	004022 US BANK		45,947.89
627697	06/22/2017	006776 VERTIV SERVICES INC		17,428.11

| | | | | key Total: | 671,963.56 |

105 checks in this report

| | | Total Checks: | 671,963.56 |

Routine Reports

CUSTOMER SERVICE/PHILANTHROPY DASHBOARD - MAY

VISITS

Year-To-Date Comparison
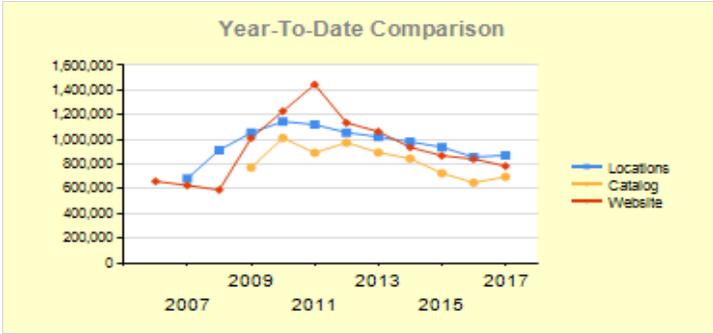
	May		
	2016	2017	% Change
Door Count	122,007	114,458	-6.19%
Catalog	124,487	133,351	7.12%
Website	146,117	156,727	7.26%
Job & Business Portal	3,044	3,572	17.35%
Military Portal	82	672	719.51%
Total	395,737	408,780	3.30%

CHECKOUTS

Year-To-Date Comparison

	May		
	2016	2017	% Change
Checkouts	547,927	407,830	-25.57%
Downloadables	81,846	95,324	16.47%
Total	629,773	503,154	-20.11%

CUSTOMERS

Year-To-Date Comparison

	May		
	2016	2017	% Change
Active Cardholders	339,948	361,588	6.37%
New Cards	2,679	11,488	328.82%
Checkout Transactions	73,442	68,300	-7.00%
Unique Users	38,960	30,509	-21.69%

PHILANTHROPY

Year-To-Date Comparison *

* Foundation Fiscal Year is July through June
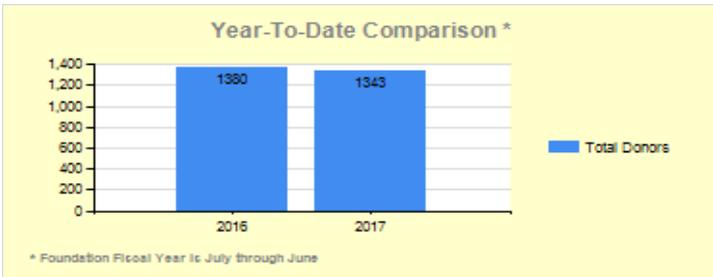
	May		
	2016	2017	% Change
FoundationDonors	117	167	42.74%
NewFoundationDonors	23	2	-91.30%
$ Raised by Foundation	$15,399.00	$19,407.00	26.03%
$ Provided by Friends	$6,854.00	$0.00	-100.00%

BRANCH CLOSURES

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

Monthly Interim Financial Reports
June 30, 2017

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

<u>General Fund</u>

June

- **County Property Tax was approximately $162,000.**
- **33403. Workforce payment received.**
- **36110. Investment return rate is now 0.83%, which is double what it was in June 2016 (.42%) and more than quintuple in June 2015 (0.14%).**
- **54900. Includes "TRAIN" registrations.**

May

- County Property Tax data reported in May was $3.4m, which offset the less taxes reported in April. At this time the Library is on schedule to receive its full property tax levy.
- 35970. Library Fines for overdue materials are coming in less than budgeted. We will make a correction for 2018.
- 54704. Garbage company refunded PCLS $3,728 for Lakewood Library for over charges for several months.

April

- County Property Tax data received in April was $10.49m, about $200,000 less than April 2016– we will watch for more to be posted through the month of April, as the County system has not yet closed out April.
- 36998. Erate reimbursement received in April for remainder of 2016.
- 51105. Additional Hours returned to average monthly use.
- 54800. Corrected miscoding of landscaping costs from gen repairs & maintenance to contracted maint (54801)
- 54903. Corrected miscoding of AWC fees from licenses & fees to professional services (54100)
- 53500. Corrected miscoding of Fire Ext. training system from minor equipment to machinery & equipment (56400). This was supposed to have been paid in 2016 but the invoice came too late.

January – March (Q1)

- 51105/51200. Additional hours and Overtime use as a result of unfilled vacancies and unusually high absences due to the influenza outbreak.
- Many annual service agreements, leases and insurance are paid and/or encumbered in January for the entire year. These are usually one time per year events or a large encumbrance for a multi-month project. They impact "percent expended" of budget significantly. Examples include but are not limited to general fund accounts 54100 Professional Services, 54201 telecom services, 54501 and 54502 Leases, 54801 Contracted Maintenance and 54903 Licenses and Fees.
- 53500. Minor Equipment miscode. Should be 56400 machinery and Equipment.
- County Property Tax data not received for March – we are estimating revenue of $1,000,000 plus (Actual posted in March was $1.27m)
- 33300. WorkSource grant – Federal funds via Pierce County WorkSource.

Debt Service Fund

- No activity

Special Purpose Fund

- No activity

Capital Improvement Projects Fund

June

- 56200. Upgrades to the Key Center Library outdoor sign.
- 56201. Summit Library Restroom Remodel project costs paid.

May

- No major activity.

April

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

January – March (Q1)

- 36998. Erate Reimbursement - Received balance of 2016 billed amount
- 53501. Furnishings for University Place Library Help Desk Upgrade

- 56200. Building/Building Improvements reflects an annual one-time payment for our UP library expansion. (Please refer to comment above regarding annual service agreements and one time payments.)
- 56402. HVAC work at Fife Library

Pierce County Library System
Statement of Financial Position - Interim
June 30, 2017
All Funds

	General Fund	Special Purpose Fund	Debt Service Fund	Capital Improvement Projects Fund
Assets				
Current Assets - Cash				
Cash	$ 1,904,275	$ 507	$ 98	$ 475,184
Investments	$ 7,400,000	$ 729,500	$ 84,200	$ 900,000
Total Cash	**$ 9,304,275**	**$ 730,007**	**$ 84,298**	**$ 1,375,184**
Total Current Assets	**$ 9,304,275**	**$ 730,007**	**$ 84,298**	**$ 1,375,184**
Liabilities and Fund Balance				
Current Liabilities				
Warrants Payable	$ 67,764	$ -	$ -	$ 620
Sales Tax Payable	$ 4,037	$ -	$ -	$ -
Payroll Taxes and Benefits Payable	$ 52,941	$ -	$ -	$ -
Total Current Liabilities	**$ 124,742**	**$ -**	**$ -**	**$ 620**
Fund Balance				
Reserve for Encumbrances	$ 906,200	$ -	$ -	$ 346,532
Net Excess (Deficit)	$ 1,330,075	$ 1,744	$ 248	$ (645,360)
Major Contingency Set-aside	$ -	$ -	$ -	$ -
Election Set-aside	$ -	$ 360,000	$ -	$ -
Land, Property and Facility Set-aside	$ -	$ 368,263	$ -	$ -
Unreserved Fund Balance	$ 6,943,258	$ -	$ 84,050	$ 1,673,392
Total Fund Balance	**$ 9,179,533**	**$ 730,007**	**$ 84,298**	**$ 1,374,564**
Total Liabilities and Fund Balance	**$ 9,304,275**	**$ 730,007**	**$ 84,298**	**$ 1,375,184**
Balance of Prop Tax to Rcv (1st day of month)	**$ 14,130,000**	N/A	**$ 7**	N/A

Pierce County Library System
Comparative Statement of Financial Position - Interim
General Fund - Rolling Comparison
(as of the listed date of the reported month)

	HISTORICAL 6/30/2016	HISTORICAL 7/31/2016	HISTORICAL 8/31/2016	HISTORICAL 9/30/2016	HISTORICAL 10/31/2016	HISTORICAL 11/30/2016	HISTORICAL 12/31/2016	HISTORICAL 1/31/2017	CURRENT 2/28/2017	CURRENT 3/31/2017	CURRENT 4/30/2017	CURRENT 5/31/2017	CURRENT 6/30/2017
Assets													
Current Assets - Cash													
Cash	$ 1,984,811	$ 1,493,684	$ 1,702,472	$ 2,658,110	$ 2,143,228	$ 4,335,008	$ 7,729,869	$ 5,239,302	$ 1,884,238	$ 2,175,102	$ 10,422,576	$ 1,887,994	$ 1,904,275
Investments	$ 8,288,382	$ 4,685,900	$ 2,530,000	$ -	$ 7,850,000	$ 6,000,000	$ -	$ -	$ 1,300,000	$ -	$ -	$ 9,500,000	$ 7,400,000
Total Cash	$ 10,273,193	$ 6,179,584	$ 4,232,472	$ 2,658,110	$ 9,993,228	$ 10,335,008	$ 7,729,869	$ 5,239,302	$ 3,184,238	$ 2,175,102	$ 10,422,576	$ 11,387,994	$ 9,304,275
Total Current Assets	$ 10,273,193	$ 6,179,584	$ 4,232,472	$ 2,658,110	$ 9,993,228	$ 10,335,008	$ 7,729,869	$ 5,239,302	$ 3,184,238	$ 2,175,102	$ 10,422,576	$ 11,387,994	$ 9,304,275
Liabilities and Fund Balance													
Current Liabilities													
Warrants Payable	$ 376,587	$ 289,850	$ 269,457	$ 313,810	$ 447,609	$ 235,821	$ 727,573	$ 478,143	$ 464,924	$ 55,092	$ 87,181	$ 262,037	$ 67,764
Sales Tax Payable	$ 4,262	$ 3,871	$ 5,000	$ 6,228	$ 4,281	$ 5,672	$ 2,082	$ 4,908	$ 5,175	$ 4,624	$ 6,663	$ 4,966	$ 4,037
Payroll Taxes and Benefits Payable	$ 49,896	$ 17,211	$ 33,961	$ 49,926	$ 18,099	$ 35,122	$ 56,955	$ 24,125	$ 40,674	$ 53,093	$ 24,785	$ 39,987	$ 52,941
Total Current Liabilities	$ 430,745	$ 310,932	$ 308,417	$ 369,965	$ 469,990	$ 276,615	$ 786,611	$ 507,175	$ 510,773	$ 112,809	$ 118,628	$ 306,990	$ 124,742
Fund Balance													
Reserve for Encumbrances	$ 673,622	$ 533,500	$ 478,820	$ 370,104	$ 331,430	$ 258,402	$ -	$ 1,630,348	$ 925,974	$ 1,034,180	$ 998,755	$ 958,175	$ 906,200
Net Excess (Deficit)	$ 1,407,209	$ (1,543,242)	$ (3,433,158)	$ (4,960,352)	$ 2,313,415	$ 2,921,598	$ 501,242	$ (3,841,479)	$ (5,195,768)	$ (5,915,145)	$ 2,361,935	$ 3,179,570	$ 1,330,075
Unreserved Fund Balance	$ 7,761,618	$ 6,878,394	$ 6,878,394	$ 6,878,394	$ 6,878,394	$ 6,878,394	$ 6,442,016	$ 6,943,258	$ 6,943,258	$ 6,943,258	$ 6,943,258	$ 6,943,258	$ 6,943,258
Total Fund Balance	$ 9,842,448	$ 5,868,652	$ 3,924,055	$ 2,288,146	$ 9,523,239	$ 10,058,393	$ 6,943,258	$ 4,732,127	$ 2,673,465	$ 2,062,294	$ 10,303,947	$ 11,081,004	$ 9,179,533
Total Liabilities and Fund Balance	$ 10,273,193	$ 6,179,584	$ 4,232,472	$ 2,658,110	$ 9,993,228	$ 10,335,008	$ 7,729,869	$ 5,239,302	$ 3,184,238	$ 2,175,102	$ 10,422,576	$ 11,387,994	$ 9,304,275
Balance of Prop Tax to Rcv (1st day of month)	$ 13,765,971	$ 13,686,423	$ 13,553,661	$ 12,986,896	$ 3,571,874	$ 839,981	$ -	$ 29,731,845	$ 29,396,979	$ 28,137,050	$ 17,664,082	$ 14,295,113	$ 14,130,000

PIERCE COUNTY LIBRARY SYSTEM
Statement of Revenue and Expenditures
Year to Date June 30, 2017
no pre-encumbrances

General Fund - 01

	2017 Budget	Year To Date	Encumbrances	Budget Balance	% of Budget
Revenue					
Property Tax/Investment Income & Other PC Revenue	$ 29,352,348	$ 15,763,613	$ -	$ 13,588,735	54%
Other Revenue	$ 1,427,500	$ 765,995	$ -	$ 661,505	54%
Total Revenue	**$ 30,779,848**	**$ 16,529,608**	**$ -**	**$ 14,250,240**	**54%**
Expenditures					
Personnel/Taxes and Benefits	$ 21,461,824	$ 10,812,190	$ -	$ 10,649,634	50%
Materials	$ 3,789,300	$ 1,737,028	$ 2,902	$ 2,049,370	46%
Maintenance and Operations	$ 4,297,530	$ 1,744,115	$ 918,810	$ 1,634,605	62%
Transfers Out - CIP	$ 1,231,194	$ -	$ -	$ 1,231,194	0%
Total Expenditures	**$ 30,779,848**	**$ 14,293,333**	**$ 921,712**	**$ 15,564,803**	**49%**
Excess/(Deficit)		$ 2,236,275			
(less encumbrances)		(921,712)			
Net Excess (Deficit)		**$ 1,314,563**			

Special Purpose Fund - 15

	2017 Budget	Year To Date	Encumbrances	Budget Balance	% of Budget
Revenue					
Investment Income	$ -	$ 1,744	$ -	$ (1,744)	0%
Total Revenue	**$ -**	**$ 1,744**	**$ -**	**$ (1,744)**	**0%**
				$ -	
Ependitures	$ -	$ -	$ -	$ -	0%
Total Expenditures	**$ -**	**$ -**	**$ -**	**$ -**	**0%**
Excess/(Deficit)		$ 1,744			
(less encumbrances)		-			
Net Excess (Deficit)		**$ 1,744**			

Debt Service Fund - 20

	2017 Budget	Year To Date	Encumbrances	Budget Balance	% of Budget
Revenue					
Property Tax/Investment Income & Other PC Revenue	$ -	$ 248	$ -	$ (248)	0%
Other Revenue	$ -	$ -	$ -	$ -	0%
Total Revenue	**$ -**	**$ 248**	**$ -**	**$ (248)**	**0%**
Total Expenditures	$ -	$ -	$ -	$ -	0%
Net Excess (Deficit)		**$ 248**			

Capital Improvement Projects Fund - 30

	2017 Budget	Year To Date	Encumbrances	Budget Balance	% of Budget
Revenue					
Other Revenue	$ 685,806	$ 74,025	$ -	$ 611,781	11%
Transfers In	$ 1,231,194	$ -	$ -	$ 1,231,194	0%
Total Revenue	**$ 1,917,000**	**$ 74,025**	**$ -**	**$ 1,842,975**	**4%**
Expenditures					
Maintenance and Operations	$ 1,917,000	$ 372,854	$ 346,532	$ 1,197,614	38%
Total Expenditures	**$ 1,917,000**	**$ 372,854**	**$ 346,532**	**$ 1,197,614**	**38%**
Excess/(Deficit)		$ (298,828)			
(less encumbrances)		(346,532)			
Net Excess (Deficit)		**$ (645,360)**			

CUMULATIVE GENERAL FUND REVENUE AND EXPENDITURE
Including Cash Flow Projection
2017

Total Budget
$30,779,848

Legend:
- ENDING CASH BALANCE (adj)
- CUMULATIVE REVENUE
- CUMULATIVE EXPENDITURES

Outlined areas -
APRIL and OCTOBER display monthly cash balance before (low) and after (high) property tax revenue is received
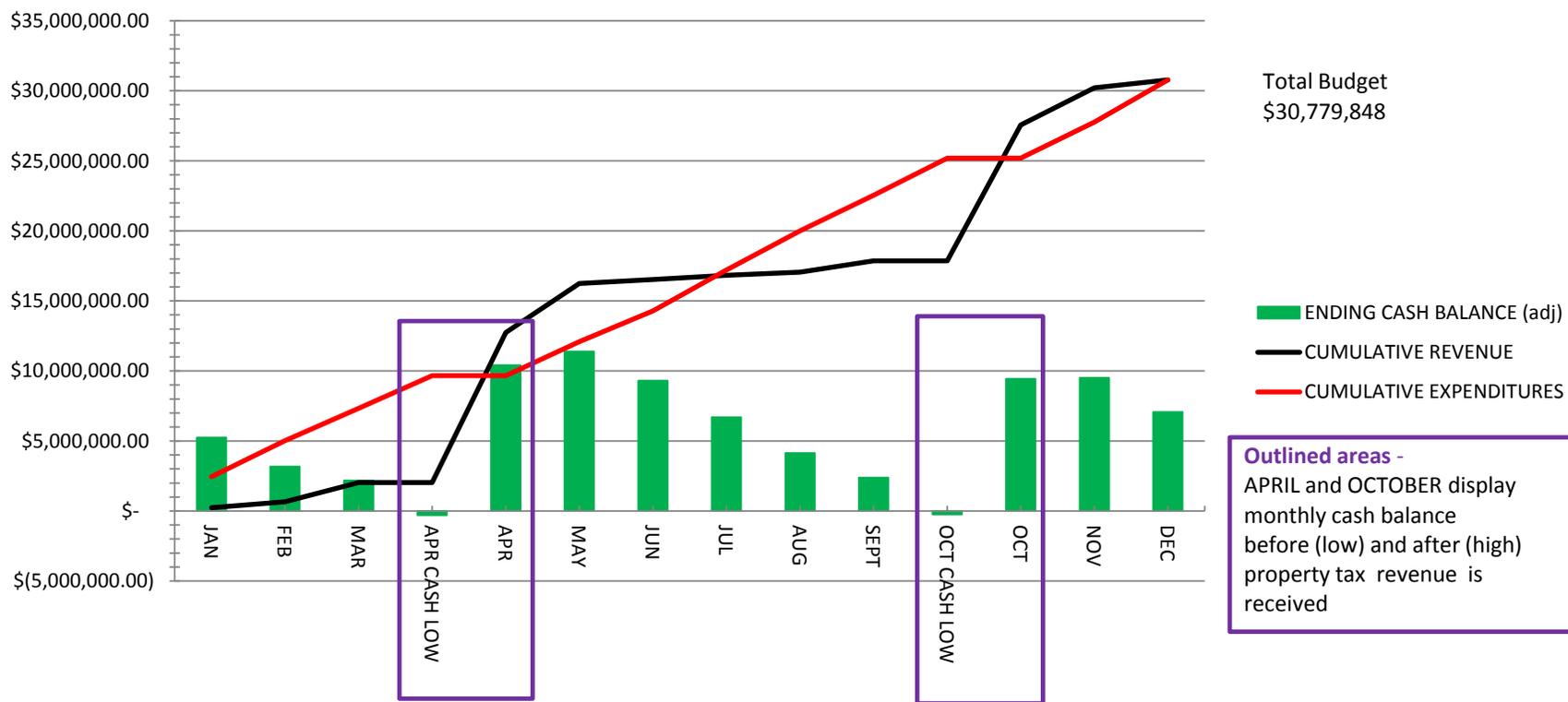
RESOURCE FLOW - INTERIM
General Fund - 2017
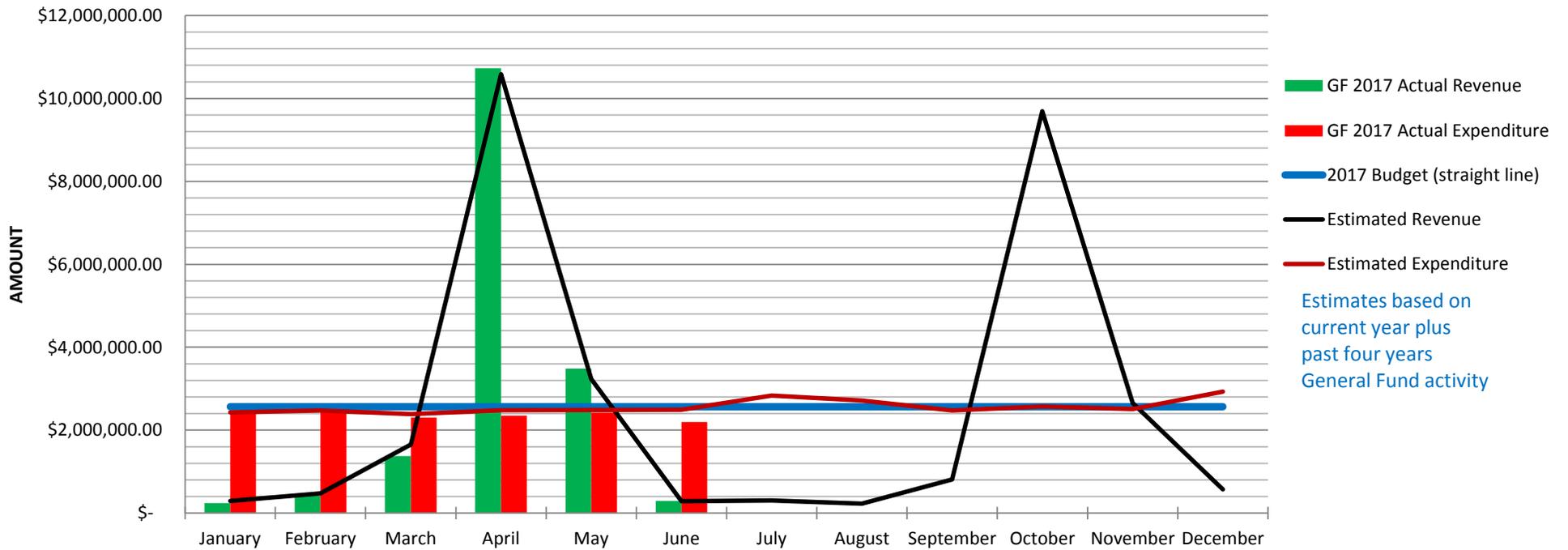
Printed on: 07/05/2017

Pierce County Library System
Board Report - Budget to Actual by Object
Report as of: 6/30/2017

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FUND: GENERAL FUND (01)

Object	2017 Budget	June Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
REVENUE ACCOUNTS						
31111 PROPERTY TAXES CURRENT	28,677,357.00	138,674.41	15,381,617.09	0.00	13,295,739.91	53.64
31112 PROPERTY TAXES DELINQUENT	558,991.00	19,933.35	308,055.97	0.00	250,935.03	55.11
31130 SALE OF TAX TITLE PROPERTY	3,000.00	0.00	63.45	0.00	2,936.55	2.12
31720 LEASEHOLD EXCISE TAX	20,000.00	2,725.12	11,903.10	0.00	8,096.90	59.52
31740 TIMBER EXCISE TAX	63,000.00	0.00	42,370.42	0.00	20,629.58	67.25
TAXES:	**29,322,348.00**	**161,332.88**	**15,744,010.03**	**0.00**	**13,578,337.97**	**53.69**
33300 INDIRECT FEDERAL GRANTS	0.00	0.00	18,432.27	0.00	(18,432.27)	0.00
33345 PLAY TO LEARN - FED INDIRECT	0.00	319.33	806.20	0.00	(806.20)	0.00
33403 STATE LSTA DIRECT	0.00	39,626.74	62,922.57	0.00	(62,922.57)	0.00
33490 STATE DIRECT GRANT - STAY AT WORK	0.00	0.00	5,616.14	0.00	(5,616.14)	0.00
33533 STATE FOREST FUNDS/DNR TIMBER TRUS	0.00	8.00	85.17	0.00	(85.17)	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	2,921.41	15,944.88	0.00	14,055.12	53.15
34161 GRAPHICS SERVICES CHARGES	7,500.00	25.00	7,055.58	0.00	444.42	94.07
34162 PRINTER FEES	125,000.00	7,649.13	67,117.78	0.00	57,882.22	53.69
34163 FAX FEES	21,000.00	2,129.95	12,080.60	0.00	8,919.40	57.53
34193 ORTING - SERVICE FEES	3,000.00	0.00	1,620.00	0.00	1,380.00	54.00
35970 LIBRARY FINES	500,000.00	45,881.51	228,442.96	0.00	271,557.04	45.69
36110 INVESTMENT INCOME	15,000.00	6,016.08	12,983.34	0.00	2,016.66	86.56
36140 OTHER INTEREST EARNED - COUNTY	0.00	0.59	3.89	0.00	(3.89)	0.00
36200 KEY PEN HLTH DEPT FACILITY REV	1,000.00	0.00	612.69	0.00	387.31	61.27
36290 BOOK SALES	7,000.00	1,583.15	2,734.95	0.00	4,265.05	39.07
36700 FOUNDATION DONATIONS	189,000.00	0.00	95,900.00	0.00	93,100.00	50.74
36710 FRIENDS' DONATIONS	0.00	0.00	147.27	0.00	(147.27)	0.00
36720 FRIENDS' REIMBURSEMENTS	38,000.00	0.00	1,024.40	0.00	36,975.60	2.70
36725 DONATIONS - OTHER	1,000.00	7.30	323.14	0.00	676.86	32.31
36910 SALE OF SURPLUS	5,000.00	0.00	0.00	0.00	5,000.00	0.00
36920 UNCLAIMED PROPERTY/FOUND MONEY	3,000.00	195.94	859.06	0.00	2,140.94	28.64
36990 MISCELLANEOUS REVENUE	0.00	3,201.32	638.37	0.00	(638.37)	0.00
36991 PAYMENT FOR LOST MATERIALS	12,000.00	1,285.92	4,662.40	0.00	7,337.60	38.85
36996 JURY DUTY REIMBURSEMENT	0.00	188.78	278.78	0.00	(278.78)	0.00
36998 E RATE REIMBURSEMENT	415,000.00	0.00	191,095.15	0.00	223,904.85	46.05
36999 REBATES - PROCUREMENT CARD	70,000.00	19,105.12	47,679.90	0.00	22,320.10	68.11
CHARGES OTHER:	**1,457,500.00**	**130,145.27**	**779,067.49**	**0.00**	**678,432.51**	**53.45**
39510 SALE OF FIXED ASSETS (GOV)	0.00	436.95	6,530.12	0.00	(6,530.12)	0.00
TOTAL FOR REVENUE ACCOUNTS	**30,779,848.00**	**291,915.10**	**16,529,607.64**	**0.00**	**14,250,240.36**	**53.70**
EXPENSE ACCOUNTS						
51100 SALARIES AND WAGES	15,661,261.00	1,320,561.89	7,522,369.22	0.00	8,138,891.78	48.03
51105 ADDITIONAL HOURS	238,300.00	15,820.05	150,957.29	0.00	87,342.71	63.35
51106 SHIFT DIFFERENTIAL	167,525.00	13,194.52	76,349.70	0.00	91,175.30	45.58
51107 SUBSTITUTE HOURS	275,400.00	27,688.14	148,681.12	0.00	126,718.88	53.99
51109 TUITION ASSISTANCE PROGRAM	10,500.00	3,671.61	10,358.80	0.00	141.20	98.66
51200 OVERTIME WAGES	12,400.00	2,553.11	17,535.73	0.00	(5,135.73)	141.42
51999 ADJ WAGE/SALARY TO MATCH PLAN	(654,616.00)	0.00	0.00	0.00	(654,616.00)	0.00
52001 INDUSTRIAL INSURANCE	178,682.00	10,226.02	61,240.53	0.00	117,441.47	34.27
52002 MEDICAL INSURANCE	2,457,067.00	186,196.43	1,228,892.69	0.00	1,228,174.31	50.01

Printed on: 07/05/2017

Pierce County Library System
Board Report - Budget to Actual by Object
Report as of: 6/30/2017

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FUND: GENERAL FUND (01)

Object	2017 Budget	June Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
EXPENSE ACCOUNTS						
52003 F.I.C.A.	1,251,962.00	103,364.23	590,378.69	0.00	661,583.31	47.16
52004 RETIREMENT	1,800,779.00	147,930.31	848,780.70	0.00	951,998.30	47.13
52005 DENTAL INSURANCE	231,182.00	18,647.25	111,488.44	0.00	119,693.56	48.23
52006 OTHER BENEFIT	10,540.00	1,000.00	6,060.00	0.00	4,480.00	57.50
52010 LIFE AND DISABILITY INSURANCE	28,669.00	5,384.96	31,660.71	0.00	(2,991.71)	110.44
52020 UNEMPLOYMENT COMPENSATION	30,500.00	0.00	7,436.01	0.00	23,063.99	24.38
52200 UNIFORMS	1,300.00	0.00	0.00	0.00	1,300.00	0.00
52999 ADJ BENEFITS TO MATCH PLAN	(239,627.00)	0.00	0.00	0.00	(239,627.00)	0.00
PERSONNEL	**21,461,824.00**	**1,856,238.52**	**10,812,189.63**	**0.00**	**10,649,634.37**	**50.38**
53100 OFFICE/OPERATING SUPPLIES	257,500.00	8,393.20	96,480.26	24,633.82	136,385.92	47.03
53101 CUSTODIAL SUPPLIES	60,000.00	5,035.70	31,110.55	173.71	28,715.74	52.14
53102 MAINTENANCE SUPPLIES	60,200.00	1,865.36	20,094.93	0.00	40,105.07	33.38
53103 AUDIOVISUAL PROCESSING SUP	25,000.00	954.77	10,646.88	0.00	14,353.12	42.59
53104 BOOK PROCESSING SUPPLIES	20,000.00	1,685.04	7,250.98	0.00	12,749.02	36.25
53105 TRAINING SUPPLIES	10,500.00	0.00	0.00	0.00	10,500.00	0.00
53200 FUEL	47,500.00	0.00	7,153.96	0.00	40,346.04	15.06
53401 ADULT MATERIALS	732,500.00	27,706.26	331,806.22	0.00	400,693.78	45.30
53403 PERIODICALS	86,000.00	79,275.17	89,350.54	0.00	(3,350.54)	103.90
53405 JUVENILE BOOKS	535,650.00	27,306.56	201,754.68	0.00	333,895.32	37.67
53406 PROFESSIONAL COLLECTION	1,500.00	0.00	587.48	0.00	912.52	39.17
53407 INTERNATIONAL COLLECTION	43,000.00	41.19	10,852.59	0.00	32,147.41	25.24
53408 AUDIOVISUAL MATERIALS - ADULT	845,000.00	111.63	293,332.56	0.00	551,667.44	34.71
53409 AUDIOVISUAL MATERIALS - JUV	93,500.00	0.00	15,806.59	0.00	77,693.41	16.91
53411 ELECTRONIC INFO SOURCES	641,700.00	0.00	317,202.24	0.00	324,497.76	49.43
53412 REFERENCE SERIALS	12,000.00	0.00	930.58	0.00	11,069.42	7.75
53413 ELECTRONIC SERVICES	248,950.00	0.00	178,240.32	2,901.78	67,807.90	72.76
53414 ELECTRONIC COLLECTION	395,000.00	0.00	227,950.76	0.00	167,049.24	57.71
53464 VENDOR PROCESSING SERVICES	154,500.00	2,061.13	68,750.98	0.00	85,749.02	44.50
53499 GIFTS - MATERIALS	0.00	0.00	462.76	0.00	(462.76)	0.00
53500 MINOR EQUIPMENT	17,400.00	608.79	11,452.29	0.00	5,947.71	65.82
53501 FURNISHINGS	127,500.00	6,768.21	35,164.30	31,343.17	60,992.53	52.16
53502 TECHNOLOGY HARDWARE	143,300.00	0.00	55,977.19	0.00	87,322.81	39.06
53505 SOFTWARE/LICENSES/HOSTING	292,500.00	816.55	4,450.68	26,750.54	261,298.78	10.67
54100 PROFESSIONAL SERVICES	401,840.00	29,820.40	167,741.85	122,717.22	111,380.93	72.28
54101 LEGAL SERVICES	45,000.00	0.00	4,642.50	0.00	40,357.50	10.32
54102 COLLECTION AGENCY	14,000.00	1,163.50	7,965.50	0.00	6,034.50	56.90
54161 RESOURCE SHARING SERVICES	15,000.00	0.00	4,954.96	0.00	10,045.04	33.03
54162 BIBLIOGRAPHICS SERVICES	35,000.00	0.00	11,912.30	0.00	23,087.70	34.04
54163 PRINTING AND BINDING	500.00	0.00	0.00	0.00	500.00	0.00
54165 ILL LOST ITEM CHARGE	2,500.00	365.37	787.58	0.00	1,712.42	31.50
54200 POSTAGE AND SHIPPING	33,800.00	15,000.00	15,730.57	0.00	18,069.43	46.54
54201 TELECOM SERVICES	518,300.00	32,591.36	264,680.82	296,331.75	(42,712.57)	108.24
54300 TRAVEL	46,050.00	787.07	12,123.92	0.00	33,926.08	26.33
54301 MILEAGE REIMBURSEMENTS	35,250.00	3,345.94	16,792.89	0.00	18,457.11	47.64
54400 ADVERTISING	47,400.00	10.12	7,950.92	5,064.50	34,384.58	27.46
54501 RENTALS/LEASES - BUILDINGS	404,500.00	21,198.47	242,324.29	92,473.25	69,702.46	82.77
54502 RENTALS/LEASES - EQUIPMENT	34,600.00	0.00	10,086.31	52,780.83	(28,267.14)	181.70

Printed on: 07/05/2017
Pierce County Library System
Board Report - Budget to Actual by Object
Report as of: 6/30/2017
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FUND: GENERAL FUND (01)

Object	2017 Budget	June Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
EXPENSE ACCOUNTS						
54600 INSURANCE	233,000.00	0.00	838.40	0.00	232,161.60	0.36
54700 ELECTRICITY	235,000.00	9,588.21	120,355.21	0.00	114,644.79	51.21
54701 NATURAL GAS	15,000.00	125.33	6,901.08	0.00	8,098.92	46.01
54702 WATER	29,700.00	1,093.21	10,736.85	0.00	18,963.15	36.15
54703 SEWER	16,200.00	700.10	12,227.86	0.00	3,972.14	75.48
54704 REFUSE	31,500.00	261.82	9,247.12	0.00	22,252.88	29.36
54800 GENERAL REPAIRS/MAINTENANCE	236,400.00	20,777.28	94,335.75	41,438.38	100,625.87	57.43
54801 CONTRACTED MAINTENANCE	591,400.00	27,932.15	361,141.45	225,102.84	5,155.71	99.13
54803 MAINT. TELECOM EQUIPMENT	10,000.00	0.00	295.38	0.00	9,704.62	2.95
54805 VEHICLE REPAIR - MAJOR	0.00	0.00	3,003.86	0.00	(3,003.86)	0.00
54900 REGISTRATIONS	59,600.00	8,659.04	25,486.48	0.00	34,113.52	42.76
54901 DUES AND MEMBERSHIPS	41,650.00	0.00	3,490.00	0.00	38,160.00	8.38
54902 TAXES AND ASSESSMENTS	29,500.00	61.60	17,000.67	0.00	12,499.33	57.63
54903 LICENSES AND FEES	52,650.00	2,537.12	19,133.41	0.00	33,516.59	36.34
54904 MISCELLANEOUS	790.00	0.00	0.00	0.00	790.00	0.00
54905 EVENT REGISTRATION	2,000.00	0.00	0.00	0.00	2,000.00	0.00
55100 INTERGOVERMENTAL	18,000.00	0.00	0.00	0.00	18,000.00	0.00
56400 MACHINERY & EQUIPMENT	0.00	0.00	12,445.15	0.00	(12,445.15)	0.00
59700 TRANSFERS OUT	1,231,194.00	0.00	0.00	0.00	1,231,194.00	0.00
ALL OTHER EXPENSES	**9,318,024.00**	**338,647.65**	**3,481,143.40**	**921,711.79**	**4,915,168.81**	**47.25**
TOTAL FOR EXPENSE ACCOUNTS	**30,779,848.00**	**2,194,886.17**	**14,293,333.03**	**921,711.79**	**15,564,803.18**	**49.43**
NET SURPLUS / DEFICIT	**0.00**	**(1,902,971.07)**	**2,236,274.61**	**(921,711.79)**	**(1,314,562.82)**	**0.00**

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Pierce County Library System
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FUND: SPECIAL PURPOSE FUND (15)

Object	2017 Budget	June Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
REVENUE ACCOUNTS						
TAXES:	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
36110 INVESTMENT INCOME	0.00	490.17	1,743.70	0.00	(1,743.70)	0.00
CHARGES OTHER:	**0.00**	**490.17**	**1,743.70**	**0.00**	**(1,743.70)**	**0.00**
TOTAL FOR REVENUE ACCOUNTS	**0.00**	**490.17**	**1,743.70**	**0.00**	**(1,743.70)**	**0.00**
EXPENSE ACCOUNTS						
PERSONNEL	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
ALL OTHER EXPENSES	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
TOTAL FOR EXPENSE ACCOUNTS	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
NET SURPLUS / DEFICIT	**0.00**	**490.17**	**1,743.70**	**0.00**	**(1,743.70)**	**0.00**

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                                      Board Report - Budget to Actual by Object
                                            Report as of: 6/30/2017

FUND: DEBT SERVICE FUND (20)

Object	2017 Budget	June Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
REVENUE ACCOUNTS						
31112 PROPERTY TAXES DELINQUENT	0.00	0.13	0.13	0.00	(0.13)	0.00
TAXES:	**0.00**	**0.13**	**0.13**	**0.00**	**(0.13)**	**0.00**
36110 INVESTMENT INCOME	0.00	54.77	248.09	0.00	(248.09)	0.00
CHARGES OTHER:	**0.00**	**54.77**	**248.09**	**0.00**	**(248.09)**	**0.00**
TOTAL FOR REVENUE ACCOUNTS	**0.00**	**54.90**	**248.22**	**0.00**	**(248.22)**	**0.00**
NET SURPLUS / DEFICIT	**0.00**	**54.90**	**248.22**	**0.00**	**(248.22)**	**0.00**

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Pierce County Library System
Board Report - Budget to Actual by Object
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FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)

Object	2017 Budget	June Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
REVENUE ACCOUNTS						
29150 USE OF FUND BALANCE-BUDGET	633,806.00	0.00	0.00	0.00	633,806.00	0.00
36110 INVESTMENT INCOME	0.00	672.19	4,166.86	0.00	(4,166.86)	0.00
36700 FOUNDATION DONATIONS	0.00	0.00	14,000.00	0.00	(14,000.00)	0.00
36720 FRIENDS' REIMBURSEMENTS	22,000.00	0.00	0.00	0.00	22,000.00	0.00
36998 E-RATE REIMBURSEMENT	30,000.00	0.00	55,858.60	0.00	(25,858.60)	186.20
CHARGES OTHER:	**685,806.00**	**672.19**	**74,025.46**	**0.00**	**611,780.54**	**10.79**
39700 TRANSFERS IN	1,231,194.00	0.00	0.00	0.00	1,231,194.00	0.00
TOTAL FOR REVENUE ACCOUNTS	**1,917,000.00**	**672.19**	**74,025.46**	**0.00**	**1,842,974.54**	**3.86**
EXPENSE ACCOUNTS						
53100 OFFICE/OPERATING SUPPLIES	0.00	496.04	2,559.11	0.00	(2,559.11)	0.00
53102 MAINTENANCE SUPPLIES	0.00	248.72	248.72	0.00	(248.72)	0.00
53408 AUDIOVISUAL MATERIALS - ADULT	50,000.00	0.00	43,264.31	0.00	6,735.69	86.53
53501 FURNISHINGS	26,000.00	33,141.09	138,489.47	115,530.17	(228,019.64)	977.00
53502 TECHNOLOGY HARDWARE	204,000.00	3,362.90	22,222.89	0.00	181,777.11	10.89
54100 PROFESSIONAL SERVICES	250,000.00	10,247.09	43,561.22	56,091.23	150,347.55	39.86
54300 TRAVEL	0.00	0.00	1,787.99	0.00	(1,787.99)	0.00
54400 ADVERTISING	0.00	0.00	71.30	0.00	(71.30)	0.00
54801 CONTRACTED MAINTENANCE	0.00	0.00	700.05	0.00	(700.05)	0.00
54900 REGISTRATIONS	0.00	0.00	2,320.00	0.00	(2,320.00)	0.00
54912 CONTINGENCY/RESERVE	25,000.00	0.00	0.00	0.00	25,000.00	0.00
56200 BUILDINGS & BLDG IMPROVEMENTS	785,000.00	3,494.82	9,190.16	145,601.36	630,208.48	19.72
56201 CONSTRUCTION	295,000.00	67,557.73	101,546.23	29,309.23	164,144.54	44.36
56202 ELECTRICAL	30,000.00	0.00	0.00	0.00	30,000.00	0.00
56205 ROOFING	100,000.00	0.00	0.00	0.00	100,000.00	0.00
56300 IMPROVEMENTS OTHER THAN BLDGS	22,000.00	0.00	0.00	0.00	22,000.00	0.00
56401 VEHICLES	130,000.00	0.00	0.00	0.00	130,000.00	0.00
56402 HVAC	0.00	0.00	6,892.20	0.00	(6,892.20)	0.00
TOTAL FOR EXPENSE ACCOUNTS	**1,917,000.00**	**118,548.39**	**372,853.65**	**346,531.99**	**1,197,614.36**	**37.53**
NET SURPLUS / DEFICIT	**0.00**	**(117,876.20)**	**(298,828.19)**	**(346,531.99)**	**645,360.18**	**0.00**

MEMO

Pierce County Library System
Information & Imagination

Date: June 30, 2017

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

From: Georgia Lomax, Executive Director

Subject: Executive Director Report – June

External Community Activities

- Melinda Chesbro, Clifford Jo and I met with Lakewood City Manager John Caulfield, Economic Development Manager Becky Newton and City Attorney Heidi Wachter to continue discussions on library facilities and services in Tillicum and Lakewood.

- Attended an Open House for Pierce County Community plans for Frederickson, Mid-County, Parkland-Spanaway and South Hill. The four plans were adopted independently and at this time the county is looking at the area as a whole and gathering input on the "centers and corridors" concept for developing communities and managing transportation and traffic patterns.

- Met with Peter Ansara, Director of Pierce County Human Services to touch base on his new role and how and where our work may align. Peter shared the Department's work and resources to help people experiencing mental health issues and homelessness and his support of Block Play in ECEAP. He is interested in how libraries can collocate with housing. We also shared our strategic planning work.

- Attended South Sound Alliance meeting

Internal Community Activities
- Pierce County Library Foundation Board Meeting
- Sumner Site Visit
- Finance Manager interviews
- Summer Reading Read-a-Thon launch

Library Community Activities
- Attended State Librarian Rand Simmons's retirement celebration

Branch Snapshots (May)

Here's what's been happening in our branches:

Bonney Lake
- Two YS programs in May had zero attendance. The weather on both days was beautiful which staff feels contributed greatly to the lack of attendance. The programs were Read with a Service Member and a craft program for tweens.
- The Friends of Bonney Lake held a Used Book sale and made $1166.85.
- Greg Dyer presented at the local P.E.O. meeting covering the library's various electronic resources.

Buckley
- The Third Tuesday Book Group read and discussed "Me Before You" by Jojo Moyes. We talked about the quality of life, assisted suicide, mortality, and wealth vs. poverty.
- There are two displays in the children's area this month. One invites readers to "Blast Off with a Good Book" and features fiction and non-fiction books about space. The other is themed "Follow the Reader" and features a family of duckling and their parent. It has served as a background for books about mothers and fathers.

Dupont
- All hands were on deck for the May the Fourth Star Wars Day celebration on Thursday May 4th. Michele Franklin, Page, greeting folks at the door with a balloon that played the Star Wars theme and a list of activities taking place throughout the library: Janis Hawkes, Storyteller, helped kids practice their Lightsaber skills and hone their crafting/coloring skills; Susan McBride, Community Branch Supervisor, helped kids make friends with R2D2 showing them how they could "ask" R2D2 to do certain things and ask him questions; Kali Stoehr hosted Star Wars Trivia and helped kids with Star Wars coding, Judy Ip, SBA, and Art Hoover, SBA, manned the help desk and handed out Star Wars snacks; participants were invited to try their luck at a scavenger hunt and take their pictures with Darth Vader at the photo booth. Nature even provided some entertainment with a "Force Lightning" show going on during our event.
- The Reading Roundtable Book Discussion Group met on Tuesday May 16, where the book "Eruption: the Untold Story of Mount St. Helens" by Steve Olson was discussed, just 2 days before 37th anniversary of the eruption.

Eatonville
- Outreach and partnership activities in May included staff attending the Columbia Crest Stem School Career Day, movies for Seniors with Eatonville Family Agency, and the Weyerhaeuser Kindergarten Orientation, which was attended by 75 adults and children and 9 new library cards were issued.

Fife
- May 3 completed Fife's ESL story time, and in this session 23 bilingual children in Mexican tag games and read *Where the Wild Things Are* by Maurice Sendak,
- As part of "Read with a Service Member" on May 20, Jack Lindberg attended story time and shared his favorite book.

Gig Harbor
- Adult Services librarians held nearly 20 Book-a-Librarian appointments in May. They also taught a Web Safety class, co-hosted a showing of "Being Mortal," and led a popular nonfiction book discussion.
- Outreach included the Super Business Group meeting, Chamber of Commerce meeting, judging the senior projects at Henderson Bay Alternative High School, Summer Reading school visits to area elementary schools to promote reading and the library's Summer Reading Program, tabling at the Artondale and Purdy Elementary School Literacy Nights, holding a Mindstorm program to grades 2-5 at Harbor Heights Elementary School's Imagination Celebration, Artondale ECEAP Block Play programs, and attending the Peninsula School District Parent-District Council Meeting and promoted Summer Reading and branch activities.

Graham
- Graham hosted an intergenerational program to celebrate *May The Fourth Be With You*. Activities included: trivia, cupcake decorating, coding in Scratch, felt craft Yodas, Darth Paper and Origami Yoda, story time, and photo booth. All ages participated in all activities and the prizes purchased by the Friends were a great success. All staff contributed to this program and worked hard to make it successful.

- Outreach included Columbia Crest A-Stem Academy (Eatonville School District) Career Fair in Ashford, a table at Cougar Mountain Middle School (Bethel School District) to provide resources for parents and students attending student-led conferences at the school, judging the Bethel Elementary Battle of the Books competition, presenting library downloadables and databases at the Frederickson Elementary (Bethel School District) School and Family Night to parents and students, attending the JBLM Newcomer's Orientation, and the Kiwanis Club in which senior librarian David Seckman is President.

Key Center
- YS Librarian Holly Smith and Community Branch Supervisor Rosina Vertz attended the Livable Community Fair in Vaughn, offered a Mother's Day craft for the kids and promoted library services in general. This year was special, because we also had the Explorer Book Mobile there. It awakened a lot of nostalgia in people, fondly remembering a book mobile in their childhood.
- Rosina Vertz mentioned her search for a Member of the Armed Forces at the KPBA breakfast meeting to held read for "Read with a Service Member" program, and retired Commander Edward Robison, Treasurer of the organization, immediately agreed to do this.

Parkland/Spanaway
- The branch was closed on May 31 for a branch remodel, which included a Media Center service point with more than double the DVD offerings, additional public computers, improved displays, and new public seating.

South Hill
- Adult programming included Internet Basics and Tech Help, which are always well-received. Teen Mondays have moved to weekly as of May and are popular with the gaming crowd. Special events included the screening of Being Mortal and Elvis Visits the Library. The Elvis event was quite popular and resulted in over 30 positive feedback forms.

Steilacoom
- Staff gave a presentation on business resources and services to a group at the Steilacoom Chamber of Commerce meeting.

Summit
- Summit offered limited service for three weeks while the public restrooms were remodeled.
- Summit staff coordinated a community drive to collect materials to help support military personnel in a program called *Operation Gratitude.* This drive was at all PCLS locations from May 20 – June 20, and resulted in a shipment of over 25 boxes of donated items.

Sumner
- Miguel Colon was featured in an article in *The Senior Scene* on how PCLS helps seniors learn and improve their technology skills.
- Staff attended the Washington Homeschool Organization convention at the state fairgrounds.

Tillicum
- Outreach activities included attendance at the TWNA (Tillicum Woodbrook Neighborhood Association), a last class for the CISL (Communities in Schools Lakewood), an informational presentation to the CISL summer camp community volunteer group, participation in the TIL neighborhood walk on May 20 to engage with the local community as they prepare for their first Tillicum 5K walk this summer, and engagement with the senior citizens during their weekly meal time on 5/11, 5/51, 5/18, and 5/22.

University Place
- The University Place Teen Council and Youth Services Librarian Genevieve Dettmer planned a Teen Late Night in the library. 53 teens attended, and the event went well with everyone enjoying the activities and food. Genevieve reports, "Teen volunteers did a great job organizing and setting up the late night event. We

had a volunteer who did a great job staying on top of messes during the event so they weren't compounded and then teen council helped with clean up. They assessed the event at the following council meeting and have improvements planned for future events."

- University Place, Graham, and DuPont began piloting free earbuds for customers in May. Our existing over-the-ear headphones have seen a lot of wear-and-tear, and there were hygiene concerns from both staff and the public. So far, this service has been well received by customers at all three branches.
- Eleven performers came out to perform for the May Open Mic night. For the second month in a row, we were able to use the atrium grand piano, and several middle and high school students came out to play and sing.
- As a result of a Teen Council idea, five teens read to dementia patients at neighboring Hearthside Manor. Shannon M of Hearthside reported patients enjoyed the interaction.

Unfinished Business

MEMO

Date: June 16, 2017

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

From: Clifford Jo, Finance & Business Director

Subject: Real Property Acquisitions Policy—revised

A draft of the real property acquisitions policy was provided during the June Board meeting and some comments and thoughts were offered. Attached is a revised version for your consideration and approval by motion.

Board Policy

Real Property—Acquisition and Disposition

Policy Statement

The Pierce County Library System Board of Trustees approves the purchase, lease, rent, exchange, and sale of real property for current and future library service needs.

Definitions

Real Property: Any land or property that is fixed in location, which may include a building~~, and will be used for purposes of delivering library services~~.

Policy

The Library Board of Trustees reviews and approves transactions involving real property. Such transactions may include ownership, leases, disposition of property, etc.

The Board authorizes the Executive Director, or designee, to enter into negotiations of transactions involving real property.

Transactions involving real property are guided by site selection criteria developed by the Library.

All real property agreements shall be handled in accordance to the Library's purchasing policies and procedures.

The Library may acquire real property for future use in advance of readiness to fund construction.

MEMO

Date: June 30, 2017

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

From: Georgia Lomax, Executive Director

Subject: Facilities Master Plan Update

This year the Board of Trustees has been reviewing and discussing a variety of topics as we update our facilities master plan. Last month you saw the updated needs assessment and discussed general conclusions, as well as a proposed funding strategy that addresses sustaining operations and services, and provides a planned approach to capital and technology needs. It uses a 7-10 year framework for developing and funding the work of the Library.

This month we will bring an initial evaluation of each building based on a variety of factors, including physical condition and risk, public convenience, accessibility, size and responsiveness to current and future population, current use, and adequacy of interior spaces for seating, meeting, collection and work space.

During last month's meeting you asked to continue the discussion on a public process to support the funding strategy and we will bring more detailed information about how the process might work and the Board's role. You also asked for additional information related to the Library's mill rate and future projections.

New Business

MEMO

Pierce County Library System
Information & Imagination

Date: June 30, 2017

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

From: Clifford Jo, Finance & Business Director

Subject: 2017 Property Values for 2018 Tax Levy

On June 30, the Pierce County Assessor-Treasurers Office released their annual report on property valuations in Pierce County. County-wide, residential properties increased by 12.29% (commercial property values are still being assessed). We are calculating what this impact will be on 2018 revenues.

Since last year, our revenues will be calculated by the formula of 1% increase over 2017 plus new construction. The county will send us a preliminary certificate in early September, which will be used to construct the 2018 budget.

Please see attached report the County breakdown of property value changes for residential.

Pierce County Assessor-Treasurer 2017 Residential Revaluation Report

2017 Residential Average Assessed Value Change by City

City	2016 Avg Assd Value	2017 Avg Assd Value	Dollar Change in Avg Assd Value	Percent Change
AUBURN	$314,647	$349,644	$34,997	11.123%
BONNEY LAKE	$294,281	$331,873	$37,592	12.774%
BUCKLEY	$233,042	$262,937	$29,895	12.828%
CARBONADO	$166,358	$189,615	$23,257	13.980%
DUPONT	$277,567	$298,577	$21,010	7.569%
EATONVILLE	$174,171	$192,410	$18,238	10.472%
EDGEWOOD	$315,514	$356,756	$41,242	13.071%
FIFE	$230,583	$268,127	$37,544	16.282%
FIRCREST	$277,956	$310,839	$32,882	11.830%
GIG HARBOR	$359,858	$401,940	$42,082	11.694%
LAKEWOOD	$249,715	$275,989	$26,274	10.522%
MILTON	$242,563	$275,639	$33,076	13.636%
ORTING	$218,679	$239,202	$20,523	9.385%
PACIFIC	$147,600	$174,733	$27,133	18.383%
PUYALLUP	$263,341	$291,141	$27,800	10.557%
ROY	$176,820	$201,166	$24,347	13.769%
RUSTON	$299,891	$349,371	$49,480	16.499%
SOUTH PRAIRIE	$145,106	$149,934	$4,828	3.327%
STEILACOOM	$305,791	$337,563	$31,772	10.390%
SUMNER	$241,968	$282,744	$40,775	16.852%
TACOMA	$224,130	$256,460	$32,330	14.425%
UNIVERSITY PLACE	$310,338	$346,430	$36,092	11.630%
WILKESON	$148,573	$157,324	$8,752	5.890%
UNINCORPORATED	$258,998	$289,617	$30,619	11.822%
Averages	$244,895	$274,585	$29,689	12.030%

Officers Reports

MEMO

Pierce County
Library System
Information & Imagination

Date: July 3, 2017

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

From: Clifford Jo, Finance & Business Director

Subject: Buckley Underground Storage Tank update

As we mentioned in April, we have retained a consultant (EHSI Inc) to conduct further soil testing of the Buckley Library site. The first set of testing completed two weeks ago and the second set will complete by mid-July. We will provide you the phase 2 update during the August Board meeting.

MEMO

Date:	June 29, 2017
To:	Chair Rob Allen and Members of the Board of Trustees
From:	Mary Getchell, Marketing and Communications Director
Subject:	Annual Report 2017: Communications Results

Community leaders, elected officials, and members of our community responded well to learning more about the progress and direction of Pierce County Library System in the Library System's 2016 Annual Report to the Community. The Library System met its goals to strategically position Pierce County Library's value, contributions, and achievements and thank individuals, taxpayers, and communities for choosing Pierce County Library as their choice for the discovery and exchange of information and ideas.

Following is a tally of the communication results of the plan, reviewing the multiple channels we used to disseminate the report and engage people with the accomplishments and future course of the Library System.

By industry standards, we were successful in our communications channels and message delivery. For email marketing, education as an industry has a 22% open rate (percentage of people who opened the email from the full email distribution list.) We surpassed the industry standard with an open rate of 28% for our email to community leaders, 54% for Foundation Board of Directors and donors, and for customers with a 24% open rate. For Click Through Rate (clicking on the email to the full content of the annual report) for email marketing we also exceeded industry standards of 2.63%, with 6.9% by community leaders and 4.2% by the Foundation. With our large email customer base we only realized a .6% CTR. We performed well with our online advertising in The News Tribune with a .46% CTR, which was also higher than the all-industry average (.35%) and education-industry (.22%).

Communication results of the distribution and response to the annual report:
- **Marketing email to community leaders:** Distribution-313, Opens-86 (28%), CT-21, CTR-6.9%
- **Marketing email to Foundation Board of Directors and donors:** Distribution-389; Opens-205 (54%), CT-15, CTR-4.2%
- **Marketing email to Customers:** Distribution-146,578; Opens-35,769 (24%), CT-782, CTR-.6%
- **Postcards to donors:** 177
- **The News Tribune Print Ad (attached):** Distribution-57,639, Readership-144,098
- **The News Tribune Online Ads (attached):** Impressions-12,093; CT-58; CTR-.46%.
- **Social media:** Reach-879; Clicks-44; Engagement-34, with 9 shares
- **Views on public web:** 277

The annual report thanked individuals and communities for investing in valued library services. Using infographics, in particular in the full page ad in The News Tribune, the report gave a solid depiction of the Library's 2016 significant achievements and development of its Strategic Framework and Plan.

2016 Annual Report to the Community

THANK YOU FOR CHOOSING PIERCE COUNTY LIBRARY SYSTEM FOR...

YOUR LEARNING
to support your growth and curiosity

Helped people get jobs.
- 700+ Microsoft Certification accreditations
- 639 computer classes
- 2,200+ class attendees

Supported teen writing and art.
- 1,100+ entries

YOUR ENJOYMENT
to help you enjoy your free time

Sponsored Summer Reading.
- 14 million+ minutes read

Offered e-books and more.
- 979,000 downloads
- 26% increase in e-book and audiobook downloads

YOUR COMMUNITY
to connect and strengthen

Connected community.
- 1,500 people at Pierce County READS author event
- 5,300 check outs of Pierce County READS book

Maintained buildings.
- Replaced aging furnishings and fixtures

Thank you for investing in your Library System

Pie chart:
- Books, DVDs, music and more **13¢**
- Administration, Finance, Human Resources **6¢**
- Contracts, leases, insurance, supplies **4¢**
- Buildings, property, vehicles **10¢**
- Technology **9¢**
- Capital improvement projects **4¢**
- Library open hours and services to the public **54¢**
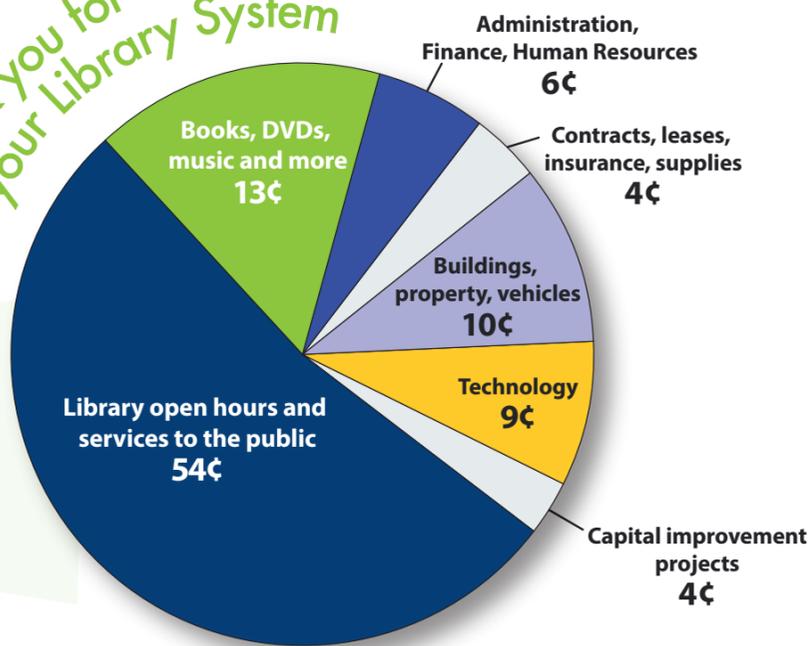
Pierce County Library value of $1 in taxes

FAST FACTS 2016

7,404,239 Books/materials checked out:
- **6,425,149** From shelves
- **979,090** From online e-books and audiobooks

5,709,589 Visits:
- **2,203,898** To 20 libraries
- **3,504,691** To website and online services

334,362 Cardholders

118,133 Event attendance

Pierce County Library System GET THE CARD!

Library System's commitment to you in 2017

- **Building a reading community:** Pierce County READS and Summer Reading
- **Supporting your growth and curiosity:** early learning and career success courses
- **Strengthening core services:** new books on shelves, more online materials
- **Developing business processes:** to most effectively use your tax investment

LEARNING • ENJOYMENT • COMMUNITY

Pierce County Library System
Information & Imagination

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Check out Pierce County Library's 2016 Annual Report to the Community

LEARNING · ENJOYMENT · COMMUNITY

Check out 2016 Annual Report to the Community

Pierce County
Library System
Information & Imagination

THE NEWS TRIBUNE
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MEMO

Date: June 27, 2017

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

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

Subject: Urban Library Council Innovations Initiative

Urban Library Council's (ULC) Innovations Initiative showcases leading "best" and "next" practices that demonstrate the value and impact of public library service in the 21st century. These practices embody ideas, approaches and insights which other libraries can adapt.

Pierce County Library has submitted our Leadership Academy project and subsequent Staff In-service day as an initiative for consideration this year in the category of Organizational Change and Strategic Management. Initiatives will be celebrated and awards announced in October at ULC's Annual Forum.

MEMO

Date: June 27, 2017

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

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

Subject: Training Plan

Continuing to work towards improving our staff development and training is a goal of the Library's and it aligns with our strategic framework focus area of Staff. As a result of the first staff engagement survey, we launched a study project to assess the technology skill needs of our staff. We did this through a system wide technology assessment and key stakeholder needs gathering in 2016. The assessment results were prioritized and indicated that we have multiple skill gaps within the system in areas such as Microsoft Office products and our Integrated Library System (Polaris). PCLS has invested time and resources towards resources for developing staff skills in technology in an online environment (i.e Lynda.com and MS Imagine Academy) However, PCLS does not offer technology training specific to staff to close these gaps or in a classroom environment. Soft skills were also identified as a priority need through the survey. In response to the identification of these training needs, Staff Experience in partnership with our Training Advisory Team has been overseeing work to meet staff's training needs. In addition, we are investing in a dedicated training space for staff that will allow for more robust, flexible and frequent classes. This training space will open this fall.

Some of the new classes we will be offering in our training catalog include the following:

- Office Basics
- Outlook Basics and Intermediate
- Word Basics and Intermediate
- Excel Basics and Intermediate
- Polaris Intermediate
- Service, Solutions, Safety (this is an interpersonal skills class that replaces our Prepare training and teaches skills in areas such as communication, conflict resolution, customer service and violence response)

We are also continuing our Leadership Development work with a comprehensive plan and will select a new Leadership Academy cohort by the end of the year.

This training plan will roll out over the next 18 months in parallel with opening our new training space.

MEMO

Date: June 30, 2017

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

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

Subject: 2016 Staff Engagement Survey Results

Continuing to work towards increasing our Staff Engagement is a goal of the Library's and it aligns with our strategic framework focus area of Staff. We continue to focus efforts on increasing our staff engagement so that we can provide a work environment where staff can deliver the best possible service to our customers. We reported the results of our 2nd Staff Engagement Survey to you in January. Since then, we reviewed the results and recommendations from our 3rd party vendor, NBRI. We moved to the next steps of action planning and implementing strategies to increase our Staff Engagement. We've used a two tiered approach this year with action planning at the system level with staff participation and ownership and action planning at the leadership team level with more local focus and ownership with those members.

One of our priority areas as recommended by NBRI, is culture. We asked for staff volunteers to participate in the Culture Opportunity Team to provide research and recommendations to Leadership Team for consideration. They provided five priorities and solutions for consideration which included a more focused effort on our Substitutes, Pages and Custodians and actions around transparency accountability and training.

Many of their recommendations are currently being worked on as part of the Library's 2017 Work Plan and align with the solutions that they brought forward. Leadership Team affirmed and approved many aspects of their recommendations for continued work.

Our second tier of the process required each Leadership Team member to develop and implement action plans as a response to their results. Those were completed and approved for every Leadership Team member and are being worked on and implemented throughout 2017.

MEMO

Date: June 23, 2017

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

From: Mary Getchell, Marketing and Communications Director

Subject: Strategic Plan Communications Plan

Pierce County Library System is launching its Strategic Framework and Plan, based upon a year-long strategic planning process. Following is an overview of our communications plan to announce the launch of the Strategic Framework and Plan and sustain communications as the Library System implements initiatives in 2017.

The primary timeframe for communications is as follows:
- **Launch plan**—complete communications circle by thanking and informing constituents and communities for input into the plan and share resulting plan: primarily **July-August 2017,** with some community leader discussions running into the fall**.**
- **Sustained communications**—emphasize one focus area and generally one initiative per quarter: **Q4-October-November 2017**.

The Communication Goals include:
1. Thank and re-engage community leaders and individuals that participated to inform Pierce County Library's Strategic Framework.
2. Engage target audiences and partners with initiatives, as applicable in development of programs, and with launch.
3. Spark excitement and build support for Strategic Plan and Library System.
4. Support brand awareness and preference.
5. Strategically position Pierce County Library's value, contributions, and achievements.

A key component of the communications plan is completing the communication circle and thanking community leaders and individuals for their contributions to shape the plan and to share with them the resulting plan. We will also identify stakeholders, from Strategic Plan interviews and other interactions, to participate as partners and/or ambassadors of the Strategic Plan.

The communications plan further outlines activities to sustain communications and conversations as the Library implements initiatives in the plan. The plan calls for focusing communication efforts on one focus area in fall 2017, with an emphasis on one initiative and ideally a call to action. We will employ a variety of communications channels to inform and engage specific audiences, especially to sustain communications. With the rollout of the initiative, we will use multiple marketing tactics to engage target audiences and feature individual(s) benefiting from services.

Opportunity

- Pierce County Library System is launching its Strategic Framework and Plan, based upon a year-long strategic planning process.
- The living framework creates a multi-year strategy to meet the library needs of Pierce County residents.
- Pierce County Library will adapt the Strategic Plan to invest resources in best meeting the community's needs for library services.
- **Communication timeframe:**
  - **Launch plan**—complete communications circle by thanking and informing constituents and communities for input into plan and share resulting plan with them: **July-August 2017.**
  - **Sustained communications**—emphasize one focus area and generally one initiative per quarter: **Q4-October-November 2017**.

The Library System interviewed more than 20 community leaders and gathered input in surveys and community meetings, resulting in nearly 12,000 responses from individuals. Considerable community input shaped the strategic plan. The plan is focused on the Library System igniting the spark for the many successes for our residents and communities. The Library plans to continue and enhance its primary services, while placing a specific focus on learning, enjoyment, and community—its three focus areas of the strategic plan.

This communications plan announces the launch of the Strategic Framework and Plan, and it is the basis to sustain communications as the Library System implements initiatives in 2017.

Communications Goals

1. Thank and re-engage community leaders and individuals that participated to inform Pierce County Library's Strategic Framework.
2. Engage target audiences and partners with initiatives, as applicable in development of programs, and with launch.
3. Spark excitement and build support for Strategic Plan and Library System.
4. Support brand awareness and preference.
5. Strategically position Pierce County Library's value, contributions, and achievements.

Target Audiences

- Pierce County Library's Board of Trustees
- Pierce County Library staff
- Public-Pierce County residents
  - Library customers – demographically aligned with each initiative
  - Potential library customers – demographically aligned with each initiative
- Pierce County Library Foundation Board of Directors, donors, and prospects
- Friends of the Library
- Local government elected officials and administrators
- Community leaders
- Partners
- News media

Strategy

The communications plan announces the launch of the Strategic Framework and Plan, based upon considerable community input. A key component of the communications plan is completing the communication circle and thanking community leaders and individuals for their contributions to shape the plan and to share with them the resulting plan. As part of the launch communications, request an editorial board with The News Tribune to discuss the Library's focus and direction. Identify stakeholders, from strategic plan interviews and other interactions, to participate as partners and/or ambassadors.

The communications plan further outlines activities to sustain communications and conversations as the Library implements initiatives in the plan. The plan calls for focusing communication efforts on one focus area in fall 2017, with an emphasis on one initiative and ideally a call to action. Employ a variety of communications channels to inform and engage specific audiences, especially to sustain communications. With rollout of the initiative, use multiple marketing tactics to engage target audiences and feature individual(s) benefiting from services.

Communications activities will include internal and external tactics such as: staff web messages, videos, elevator speech, talking points, staff ambassadors, letters to community leaders, news media relations, public website information, email marketing, social media marketing, print collateral-rack cards, posters, etc., e-newsletter articles, direct mail, advertisements, guerrilla marketing, and other activities.

Primary Messengers

- Leadership Team
- All Staff
- Seek messenger ambassadors

Messages/Message Elements

Messages/message elements written in third person.

1. Nationally recognized, award-winning Pierce County Library System created a Strategic Plan to meet the highest priority library needs in its communities.

2. Thanks to the input from more than 20 community leaders and nearly 12,000 responses from individuals, the Library is committed to directing services in three primary areas: learning, enjoyment and community connection.

3. Community leaders and residents shared the same concerns about what communities need most: living wage jobs, confidence in using technology, access to health and social services, learning resources for all ages, connecting individuals in communities, and convenient leisure activities.

4. The Strategic Plan focuses on a multi-year plan.

5. In 2017, the Library will identify services and programs to spark successes for Pierce County residents' pursuit of learning, enjoying and connecting as a community.

Strategic Plan Launch/Sustaining
Core Services

1. Pierce County Library is updating choices of books and materials—on shelves and online—technology services, and the spaces inside some of its 20 libraries.

2. It is streamlining its overall operations to continue to invest taxpayers' dollars efficiently.

Learning: The Library System supports growth and curiosity.

1. It prepares preschoolers, babies and toddlers to learn, so children enter kindergarten ready to learn. Pierce County Library is a leader in early learning.

2. The Library System supports school and career success for people of all ages.

3. The Library System strengthens the practical skills and knowledge of Pierce County residents, so people can navigate the real world and meet their goals.

Enjoyment: The Library System helps people enjoy their free time.

1. Pierce County Library inspires imaginations through an extensive and diverse selection, so people discover outlets to offset the pressures of daily life and relax.

2. It is committed to fostering a love of reading.

3. Pierce County Library creates opportunities to help people discover new interests and pursue passions, so they can live balanced lives and find joy.

Community: The Library System connects and strengthens communities.

1. It brings people together around shared interests and activities, so people are engaged in their thriving community and optimistic about its future.

2. The Library System activates Pierce County communities with welcoming, inclusive civic buildings and online spaces, so people have a sense of belonging and embrace the diversity of their community.

3. It connects people with information and community resources that help them navigate life's challenges.

2017 Initiatives
Strengthen core services.

1. Updating books, movies and other materials in Pierce County Libraries and offering more e-books, audiobooks and other materials online. Pierce County Library increased its books and materials budget by 12 percent in 2017 ($3,317,941 in 2016 to $3,770,388 in 2017), to respond to growing demands for all books, e-books and audiobooks.

2. Improving technology and spaces in its libraries, which includes updating furniture and making minor improvements to some of its aging facilities:

3. Evaluating the hours it is open to ensure the Library is meeting the public's needs. Any changes will involve shifting hours—not adding or reducing hours.

4. Supporting its skilled and knowledgeable staff through training opportunities.

5. Developing business processes and improving operations to most effectively use taxpayers' investment, which includes replacing the Library's finance and human resources information management systems and updating nearly 200 computers for public use in libraries. Replacing: 124 public computers, 13 early learning computer and 40 laptops.

Learning

1. Creating Baby Books to Go, a new service that will provide packets of reading materials for parents or caregivers.

2. Expanding block play with KaBOOM! Imagination Playground™.

3. Offering STEM—Science, Technology, Engineering and Mathematics. From 3D Printing, Lego Mindstorms and Camp Code to technology classes online and in libraries. Technology classes range from computer and cloud basics to iPad basics and building a website.

4. Teaching 3D printing classes at full service libraries.

5. Improving computer skills and showing people how to apply for and get jobs, using courses with the Library's partner, WorkSource.

6. Giving access to free Microsoft Certification, which will increase career marketability.

Enjoyment
1. Providing services such as book club kits, book discussions in-library and online, and visits with authors help enrich the love of reading.

2. Delighting tens of thousands of children and adults with Summer Reading to result in 14+ million minutes of reading.

3. Improving reading kits for book clubs for kids, teens and adults. In each kit, a book club gets 15 copies of a book, biography of author, reviews of the book, discussion questions, and a guide to help facilitate a successful group discussion.

4. Exploring adding a mobile app to make it easier for people to find and get service.

5. Reviewing enhancements to online catalog to make it easier for people to find and choose books, movies and other materials.

Community
1. Building a reading community through a variety of programs and services.

2. Engaged thousands of adults in the largest community one-book program in the county—Pierce County READS, which celebrated its 10th anniversary this spring.

3. Convening conversations on important community issues, to connect contributions from the many, diverse individuals that make Pierce County communities successful.

Evaluation
1. Plan implemented on time and on budget
2. Number of staff views of video: Goal-200
3. Number of editorials/news stories-launch/sustain: Goal-5
4. Social media engagement-launch + sustain:
   - Reach: Establish goal based upon medium-high reach history and stretch
   - Engaged: Establish goal based upon medium-high engagement history and stretch
5. Direct mail verified conversions: 2%
6. Number of local government, school district, and community group presentations: Goal 16 cities/towns/county, 10 school districts, 10 community leader/group presentations

Executive Session

Motion to recess to Executive Session,
per RCW 42.30.110, to discuss personnel issues
for 15 minutes.

Pierce County Library FYI Packet
Link List
July 12, 2017

Pierce County Library in the News

- [Pierce County Library System's 2016 Annual Report to the Community](#) – The Suburban Times
- [KP Toastmasters Train for Public Speaking, Participation and Leadership](#) – Key Peninsula News
- [Fun summer program allows you to read your way out of debt](#) – The News Tribune
- ["Grunt: The Curious Science of Humans at War"](#) – Key Peninsula News
- 3-D printing classes at Pierce County libraries – The Courier-Herald, see attached .PDF

3-D printing classes at Pierce County libraries

From household objects like lamps and shower heads to printable pants and dresses, people can learn how to print those and more during free "Intro to 3-D Printing" classes at public libraries in Bonney Lake and Sumner.

Classes offered by the Pierce County Library System will cover what 3-D printing is, how it works and how free software tools can empower anyone to design and customize three-dimensional objects.

The class at the Sumner library begins at 10:30 a.m. on July 20. In Bonney Lake, the class will begin at 10 a.m. Aug. 19. Aside from an overview to 3-D printing, there will be time for hands-on learning, too.

Registration is required and can be done at http://www.piercecountylibrary.org/calendar/.

3-D printing has advanced significantly since it was first developed in 1983. 3-D printing is reshaping manufacturing and unlocking the potential for anyone to create.

It's increasingly used in manufacturing and even the average consumer can buy a 3-D printer.

Other 3-D classes will be offered at branches of the Pierce County Library System in Lakewood, June 5; Gig Harbor, June 6 and 21; Parkland/Spanaway, June 16; South Hill, June 20; University Place, June 30; Milton/Edgewood, July 8; Summit, July 12; Steilacoom, July 28; Key Center, Aug. 3; Fife, Aug. 8; and Tillicum, Aug. 24.