

## AGENDA

### Regular Meeting of the Pierce County Library System Board of Trustees Fife Library | 6622 20th Street E | Fife, WA 98424

**April 10, 2019 | 3:30 PM**

3:30 pm	02 min.	<b>Call to Order:</b> Rob Allen, Chair	
3:32 pm	05 min.	<b>Public Comment:</b> <i>This is time set aside for members of the public to speak to the Board of Trustees. Unless the item you wish to discuss is of an emergency nature, the Board ordinarily takes matters under advisement before taking action. Please sign up at the time of the meeting to speak during the Public Comment period, and limit your comments to three minutes.</i>	
3:37 pm	03 min.	<b>Consent Agenda</b>	<b>Action</b>
		<ol style="list-style-type: none"> <li>1. Approval of Minutes of March 13, 2019, Regular Meeting</li> <li>2. Approval of March 2019 Payroll, Benefits and Vouchers</li> <li>3. Future Libraries Public Engagement Contract</li> </ol>	
4:00 pm	05 min.	<b>Board Member Reports</b>	
4:05 pm	10 min.	<b>Routine Reports</b>	
		<ol style="list-style-type: none"> <li>1. Fundraising Performance Report, Dean Carrell</li> <li>2. Metrics Dashboard, Melinda Chesbro</li> <li>3. February 2019 Financial Report, Cliff Jo</li> <li>4. Executive Director Report, Georgia Lomax</li> <li>5. Branch Services Report, Jaime Prothro</li> </ol>	
4:15 pm		<b>Unfinished Business</b>	
	10 min.	1. Trustee Vacancy Process, Georgia Lomax	
	10 min.	2. Future Libraries, Georgia Lomax	
4:35 pm	20 min	<b>Board Education and Service Reports</b>	
		1. Fife Library and Community Presentation, Gabby Fuentes <i>(Library tour will take place after adjournment)</i>	
4:55 pm	05 min.	<b>Officers Reports:</b>	
		<ol style="list-style-type: none"> <li>1. ALA Midwinter Attendance</li> <li>2. Pierce County Reads</li> <li>3. 2018 Annual Report (Library and Foundation)</li> </ol>	
5:00 pm	02 min.	<b>Announcements</b>	
5:02 pm		<b>Adjournment</b>	

**BOARD OF TRUSTEES  
PIERCE COUNTY LIBRARY SYSTEM  
MEETING MINUTES – APRIL 10, 2019**



**CALL TO ORDER**

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

**PUBLIC COMMENT**

There was no public comment.

**CONSENT AGENDA**

1. Approval of Minutes of the March 13, 2019, Regular Meeting
2. March 2019 Payroll, Benefits and Vouchers totaling \$2,589,995.23
3. Future Libraries Public Engagement Contract

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

**BOARD REPORTS**

Ms. Butler commented on a recent article about children reading, and being read to by librarians, at a laundromat and how it reminded her of the interesting things libraries do to support literacy.

**ROUTINE REPORTS**

Metrics Dashboard – Ms. Albers appreciated how the new dashboard provides more information to better understand the Library.

Executive Director Report – Ms. Lomax thanked Foundation Director Dean Carrell for leading the efforts around Pierce County Library System’s participation in today’s Library Giving Day. Over 200 library systems nationwide joined the event. Mr. Carrell noted the Library’s goal was to raise \$20,000. As of the meeting, donations received were over \$25,000. He thanked the Board and the Communications department for their support in this effort.

Customer Experience Director Jaime Prothro introduced Blythe Summers who joined the Library in a new position as the first Learning Initiative Manager, which will support the strategic framework’s focus area on learning.

Branch Services Report – Chair Allen appreciated reading about customers who shared their appreciation of the Library.

**UNFINISHED BUSINESS**

Trustee Vacancy Process – Ms. Lomax reported there has been strong interest so far and she invited the trustees to share the applications within their networks. She presented a draft outline for the interview process based on last month’s discussion and will work with the interview panel to finalize the process.

Future Libraries – BERK Consulting, Inc. was selected to provide expertise on the public engagement process to consider potential new libraries. The planning timeline and activities are being developed.

The Request for Qualifications for the Capital Campaign Feasibility Study has closed and interviews will be conducted next week.

**BOARD EDUCATION AND SERVICE**

Fife Library and Community Presentation – Customer Experience Manager Kayce Austin welcomed the Board to the Fife Library and introduced Supervising Librarian Gabby Fuentes. Ms. Fuentes shared information about the diverse Fife community. Computer access is an important service and technology use in this branch is higher than some of the medium-sized branches. She shared stories of the services provided to the Library’s customers and information on the collection, which includes materials in various language including Lushootseed, Spanish and Russian. This summer the Library will focus on engaging teen volunteers.

Ms. Fuentes introduced Elaine Smith, Assistant Director of Teaching, Learning & Innovation at the Fife School District. Ms. Smith shared her appreciation for the Fife Library and the services it provides to students. She expressed gratitude for partnership with the Library.

Deputy Mayor Lew Wolfrom shared how happy the City is to have the Library in their community and thanked the Board for the work they do.

Councilmember Bryan Yambe expressed appreciation for the Fife Library and noted the City values their partnership.

Fife Library staff were introduced and shared what they enjoy about working at the Library. Storyteller Eli Boyd, Sr. Branch Assistant Kaitlyn Griffith, Library Page Natalie Sherman, Youth Services Librarian Dana Brownfield and Sr. Branch Assistant Leslie Young presented the Board with gifts from youth in the community.

Ms. Lomax expressed her gratitude to the city for their support and partnership with the Library.

Board thanked staff for their outreach to patrons and the community noting that the Library has spoken to the needs of the community and staff has been responsive to those needs.

**OFFICERS REPORTS**

Pierce County Reads - Behold the Dreamers, by Imbolo Mbue, will be the next book and author featured in A Year of Reading.

**ANNOUNCEMENTS**

A reminder that today is Library Giving Day.

**ADJOURNMENT**

The meeting was adjourned at 5:00 pm on motion by Ms. Butler, seconded by Mr. Jenkins.

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Georgia Lomax, Secretary

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Rob Allen, Chair

## AGENDA

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# Consent Agenda

**BOARD OF TRUSTEES  
PIERCE COUNTY LIBRARY SYSTEM  
MEETING MINUTES - MARCH 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 3:30 pm. Board members present were Donna Albers, Daren Jones and Pat Jenkins. Monica Butler was excused.

**PUBLIC COMMENT**

There was no public comment.

**CONSENT AGENDA**

1. Approval of Minutes of the February 13, 2019, Regular Meeting
2. February 2019 Payroll, Benefits and Vouchers totaling \$2,729,058.53

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

**ROUTINE REPORTS**

Executive Director Report – Ms. Lomax reported that Blythe Summers has been hired as the first Learning Initiative Manager.

**UNFINISHED BUSINESS**

Metrics – Deputy Director Melinda Chesbro shared the revised Dashboard.

**NEW BUSINESS**

2018 Fiscal Year Report – Finance and Business Director Cliff Jo provided an overview of the report.

*Ms. Albers moved for approval of Resolution 2019-03: To Close out the 2018 Fiscal Year. Mr. Jenkins seconded the motion and it was passed.*

Trustee Vacancy – Trustee Donna Albers will complete her term in August. Trustees discussed the upcoming recruitment process and materials, and the interview process. Ms. Lomax will bring a draft interview process to the next meeting for discussion.

**BOARD EDUCATION AND SERVICE**

Strategic Framework Report: Core Service, Materials – Collection Manager Tracey Thompson provided information about the publishing world and the challenges libraries face related to eBooks and downloadable audiobooks and DVDs. An increased focus on the data behind the collections as well as improvements being made to departmental workflows and software functionality are instrumental in meeting current business needs and those of the Library's customer.

Lakewood Branch Manager Kim Archer reported on the ongoing collaboration between the Collection Management and Customer Experience departments. One shared goal is to increase circulation by 2%. Merchandising through displays, reading lists and several other initiatives have been effective methods for promoting the collection.

Ms. Archer reported that the Pierce County Reads program, A Year of Reading, emphasizes the connection with the Library's customers who indicate in surveys that books and other materials are important to them. This 3-part series

will expand the program throughout the year. Over 800 people attended the first event held February 19. The second event will be held June 9, and the third this fall.

**ANNOUNCEMENTS**

The April 10th Board Meeting will be held at the Fife Library, located at 6622 20th St. E., Fife, WA 98424.

**ADJOURNMENT**

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

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Georgia Lomax, Secretary

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Rob Allen, Chair

## March 2019 Payroll, Benefits and Vouchers

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	None	3/1/19 - 3/31/19	\$ -
Electronic Payments - Payroll & Acct Payable		3/6/19	974,030.48
Electronic Payments - Payroll & Acct Payable		3/15/19	43,092.50
Electronic Payments - Payroll & Acct Payable		3/21/19	876,288.33
Accounts Payable Warrants	630285 - 630392	3/1/19 - 3/31/19	696,583.92
<b>Total:</b>			<b><u>\$ 2,589,995.23</u></b>

# Ad-hoc bank transaction (Withdrawal)

## PCL\_Company

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

Contact Name: Stacy Karabotsos  
 Contact Phone: 253-548-3451  
 Contact e-mail: [sdkarabotsos@piercecountylibrary.org](mailto:sdkarabotsos@piercecountylibrary.org)  
 Comments: 3/6/19 Payroll

Withdrawal Date: 03/06/19

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	53,619.56
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	47,602.87
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	47,602.87
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	449,361.68
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	10,982.94
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	47,614.39
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	80,438.43
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	1,041.60
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	-
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	-
PCL_Company	AWC (only on 6th paycheck)	237100	CC_Library_District	697-00	5100000	227,271.37
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	-
PCL_Company	WA State Support Registry	237100	CC_Library_District	697-00	5100000	2,030.34
<b>Total Deposit</b>						<b>\$ 974,030.48</b>

Certification:

Stacy Karabotsos  
 Signature ( Department Designee)

03/04/19  
 Date

Comments:

# Ad-hoc bank transaction (Withdrawal)

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 Description: Pierce County Rural Library

Contact Name: Stacy Karabotsos  
 Contact Phone: 253-548-3451  
 Contact e-mail: [sdkarabotsos@piercecountylibrary.org](mailto:sdkarabotsos@piercecountylibrary.org)  
 Comments: 3/15/19 Payroll

Withdrawal Date: 03/15/19

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	39.60
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	2,743.95
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	2,743.95
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	30,318.78
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	-
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	2,670.89
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	4,575.33
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	-
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	-
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	-
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	-
PCL_Company	AWC (only on 6th paycheck)	237100	CC_Library_District	697-00	5100000	-
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	-
PCL_Company	WA State Support Registry	237100	CC_Library_District	697-00	5100000	-
<b>Total Deposit</b>						<b>\$ 43,092.50</b>

Certification:

Stacy Karabotsos  
 Signature ( Department Designee)

03/13/19  
 Date

Comments:

# Ad-hoc bank transaction (Withdrawal)

## PCL\_Company

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

Contact Name: Stacy Karabotsos  
 Contact Phone: 253-548-3451  
 Contact e-mail: [sdkarabotsos@piercecountylibrary.org](mailto:sdkarabotsos@piercecountylibrary.org)  
 Comments: 3/21/19 Payroll

Withdrawal Date: 03/21/19

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	74,722.68
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	56,123.40
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	56,123.40
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	524,234.08
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	11,880.70
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	52,645.23
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	89,028.85
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	6,489.43
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	1,041.60
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	1,776.54
PCL_Company	WA State Support Registry	237100	CC_Library_District	697-00	5100000	2,026.67
<b>Total Deposit</b>						<b>\$ 876,288.33</b>

Certification:

Stacy Karabotsos  
 Signature ( Department Designee)

03/19/19  
 Date

Comments:

**Check History Listing**  
 Pierce County Library System

Bank code: key

Check #	Date	Vendor	Status	Check Total
630285	03/01/2019	006340 ADVANCE DOOR SYSTEMS INC		1,825.31
630286	03/01/2019	005862 ELITE PROPERTY INVESTMENTS LLC		10,648.94
630287	03/01/2019	006331 SURPRISE LAKE SQUARE LLC		8,807.48
630290	03/01/2019	007306 MILKMAN MEDIA		525.00
630291	03/01/2019	007303 EDWIN RAVINA	V	50.00
630292	03/01/2019	007250 KELSEY REYNOLDS	V	50.00
630293	03/01/2019	000424 SIMPLY MAGIC LLC		415.00
630294	03/01/2019	007263 VOILA ART STUDIO		402.22
630295	03/06/2019	000828 AFSCME AFL-CIO		6,261.92
630296	03/06/2019	004782 DEPARTMENT OF EDUCATION AWG		193.95
630297	03/06/2019	003985 PACIFICSOURCE ADMINISTRATORS		1,929.48
630298	03/06/2019	000821 PIERCE COUNTY SUPERIOR COURT		190.35
630299	03/06/2019	001181 PIERCE CTY LIBRARY FOUNDATION		680.65
630300	03/06/2019	006555 SOCIAL SECURITY ADMINISTRATION		129.30
630301	03/06/2019	001355 VOLUNTARY EMPLOYEES' BENEFICIA		1,665.13
630302	03/05/2019	000830 BAKER & TAYLOR		18,307.91
630303	03/05/2019	000847 CENTER POINT PUBLISHING		1,090.53
630304	03/05/2019	000195 FIRGROVE MUTUAL WATER CO		276.60
630305	03/05/2019	001643 IMPACT		144.03
630306	03/05/2019	002062 GEORGIA LOMAX		59.87
630307	03/05/2019	000352 MIDWEST TAPE	V	0.00
630308	03/05/2019	000352 MIDWEST TAPE		17,811.81
630309	03/05/2019	000323 NEWS TRIBUNE		665.60
630310	03/05/2019	000377 PUGET SOUND ENERGY		5,365.43
630311	03/05/2019	000460 STEILACOOM TOWN OF		1,148.54
630312	03/05/2019	000541 STATE OF WASHINGTON		593.03
630313	03/06/2019	006340 ADVANCE DOOR SYSTEMS INC		305.88

**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>
630314	03/06/2019	000363 OVERALL LAUNDRY SERV. DBA ARAMARK UNII		21.98
630315	03/06/2019	006999 CIS		940.00
630316	03/06/2019	000796 FLOHAWKS		2,510.43
630317	03/06/2019	005428 GRITTON BUILDING CO INC		562.69
630318	03/06/2019	006421 MARKHAM INVESTIGATION - (MIP)		5,161.50
630319	03/06/2019	001345 MICHAEL'S CUSTOM UPHOLSTERY		161.14
630320	03/06/2019	001371 MOUNTAIN MIST		37.48
630321	03/06/2019	003933 QUALITY BUSINESS SYSTEMS INC		792.86
630322	03/06/2019	005417 RICOH USA INC		2,021.97
630323	03/06/2019	005417 RICOH USA INC		2,019.51
630324	03/06/2019	000730 SMITH FIRE SYSTEMS INC		3,299.00
630325	03/06/2019	001767 WALTER E NELSON OF WESTERN WAS		270.69
630326	03/06/2019	000635 WAYNES ROOFING INC		521.65
630327	03/06/2019	000534 WCP SOLUTIONS		948.88
630328	03/12/2019	006478 EVERGREEN MAINT LANDSCAPING		2,895.60
630329	03/12/2019	006545 IRON MOUNTAIN INC		177.45
630330	03/12/2019	001821 TYLER TECHNOLOGIES INC		118,823.88
630331	03/12/2019	004022 US BANK		321,243.07
630332	03/15/2019	007007 EVA M ABRAM		600.00
630333	03/15/2019	007250 KELSEY REYNOLDS		50.00
630334	03/19/2019	006932 NICK K ADAMS		60.00
630335	03/19/2019	007108 BARBARA B BENEPE		50.00
630336	03/19/2019	007303 EDWIN RAVINA		100.00
630337	03/19/2019	007250 KELSEY REYNOLDS		50.00
630338	03/19/2019	000830 BAKER & TAYLOR		44,118.57
630339	03/19/2019	006146 ELISE BODELL		219.94
630340	03/19/2019	000161 CENGAGE LEARNING		3,213.37
630341	03/19/2019	001780 CITY OF UNIVERSITY PLACE		92.19

**Check History Listing**  
 Pierce County Library System

Bank code: key

Check #	Date	Vendor	Status	Check Total
630342	03/19/2019	007135 ALISON DEMIERO		63.55
630343	03/19/2019	000243 INGRAM LIBRARY SERVICES		98.32
630344	03/19/2019	007110 MIDWEST LIBRARY SERVICE		43.85
630345	03/19/2019	000352 MIDWEST TAPE	V	0.00
630346	03/19/2019	000352 MIDWEST TAPE	V	0.00
630347	03/19/2019	000352 MIDWEST TAPE		34,702.11
630348	03/19/2019	000907 NEW YORK TIMES		1,144.00
630349	03/19/2019	000377 PUGET SOUND ENERGY		827.46
630350	03/19/2019	000403 RAINIER VIEW WATER CO INC		136.35
630351	03/19/2019	000406 RECORDED BOOKS LLC		32.95
630352	03/19/2019	000463 SUMMIT WATER & SUPPLY CO		278.72
630353	03/21/2019	003778 AFLAC		5,526.72
630354	03/21/2019	001578 COLONIAL SUPPLEMENTAL INSURANC		624.66
630355	03/21/2019	004782 DEPARTMENT OF EDUCATION AWG		193.82
630356	03/21/2019	003985 PACIFICSOURCE ADMINISTRATORS		1,929.48
630357	03/21/2019	000821 PIERCE COUNTY SUPERIOR COURT		206.21
630358	03/21/2019	001181 PIERCE CTY LIBRARY FOUNDATION		680.65
630359	03/21/2019	006555 SOCIAL SECURITY ADMINISTRATION		64.61
630360	03/21/2019	001355 VOLUNTARY EMPLOYEES' BENEFICIA		224.03
630361	03/21/2019	000363 OVERALL LAUNDRY SERV. DBA ARAMARK UNII		21.98
630362	03/21/2019	000175 ASSOCIATION OF WASHINGTON CITI		500.00
630363	03/21/2019	000182 CHUCKALS INC		1,562.34
630364	03/21/2019	004829 CLOVER PARK SCHOOL DISTRICT		78.75
630365	03/21/2019	000895 COLUMBIA BANK		417.15
630366	03/21/2019	006873 DATA QUEST LLC		90.00
630367	03/21/2019	006984 AUSTRINGER LLC DBA FALCONER, THE		250.00
630368	03/21/2019	001800 FIFE MILTON EDGEWOOD		300.00
630369	03/21/2019	000133 GIG HARBOR CHAMBER OF COMMERCE		625.00

**Check History Listing**  
 Pierce County Library System

Bank code: key

Check #	Date	Vendor	Status	Check Total
630370	03/21/2019	001560 GRAHAM BUSINESS ASSOCIATION		250.00
630371	03/21/2019	001464 GREAT FLOORS COMMERCIAL SALES		730.84
630372	03/21/2019	006545 IRON MOUNTAIN INC		176.20
630373	03/21/2019	000235 KCDA PURCHASING COOPERATIVE		344.91
630374	03/21/2019	007141 MEHNDI MADNESS INC		250.00
630375	03/21/2019	000323 NEWS TRIBUNE		3,155.00
630376	03/21/2019	000360 OCLC INC		3,986.22
630377	03/21/2019	003985 PACIFICSOURCE ADMINISTRATORS		193.25
630378	03/21/2019	007329 STACY PAULL		104.44
630379	03/21/2019	005417 RICOH USA INC		2,611.21
630380	03/21/2019	005417 RICOH USA INC		3,283.63
630381	03/21/2019	000730 SMITH FIRE SYSTEMS INC		4,427.73
630382	03/21/2019	005827 SPRAGUE PEST SOLUTIONS		403.90
630383	03/21/2019	007294 SUNDOWNER LLC		269.75
630384	03/21/2019	000079 SUPERIOR SAW & SUPPLY, INC.		17.73
630385	03/21/2019	000469 TACOMA-PIERCE COUNTY CHAMBER		495.00
630386	03/21/2019	000497 TILlicum COMMUNITY SERVICE CEN		2,283.54
630387	03/21/2019	003719 UNIQUE MANAGEMENT SERVICES		1,199.30
630388	03/21/2019	006278 UNIVERSITY OF PUGET SOUND		50.50
630389	03/21/2019	001767 WALTER E NELSON OF WESTERN WAS		2,220.03
630390	03/21/2019	000534 WCP SOLUTIONS		152.72
630391	03/22/2019	000323 NEWS TRIBUNE		1,037.50
630392	03/22/2019	006465 MICROSOFT CORPORATION		27,810.00
<b>key Total:</b>				<b>696,583.92</b>
<b>Total Checks:</b>				<b>696,583.92</b>

106 checks in this report

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# MEMO



Date: March 29, 2019

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

From: Mary Getchell, Marketing and Communications Director

Subject: BERK Consulting, Inc. Contract for Future Libraries Public Engagement Project Consulting

As part of the Pierce County Library System's future libraries project, involving potential new libraries for Lakewood, Tillicum, and Sumner communities, the Library System conducted a Request for Qualifications (RFQ) process to contract with a consulting firm to develop and guide public engagement. The Library System reviewed responses from three consulting firms, interviewed all three firms, and reviewed references of the preferred firm, BERK Consulting, Inc. The Library System has developed a contract that outlines the specific and needed consulting services to work with BERK, and we seek your approval to create a purchase order to execute the contract.

BERK's response to the RFQ outlined a thoughtful and robust public engagement strategy to gather public input and an understanding of public interest and readiness for capital library projects in Lakewood, Tillicum, and Sumner. The public engagement process will include collaboration with customers, the public, and key stakeholders. 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 facilities in each of the communities.

The Scope of Work includes preparing a public engagement plan to include activities such as interviews with city and community leaders, surveys, open houses, and community events. The work also entails synthesizing, analyzing, and summarizing the input to develop an engagement summary.

The Library System negotiated a contract in the amount of \$56,675, for work to be performed April 2019 through December 2019, with provisions for amendments for work aligned with the scope of work. The Library has a planned budget in the event of such amendments to not exceed a total of \$65,000. The Library System recommends the Board approve this purchase order.

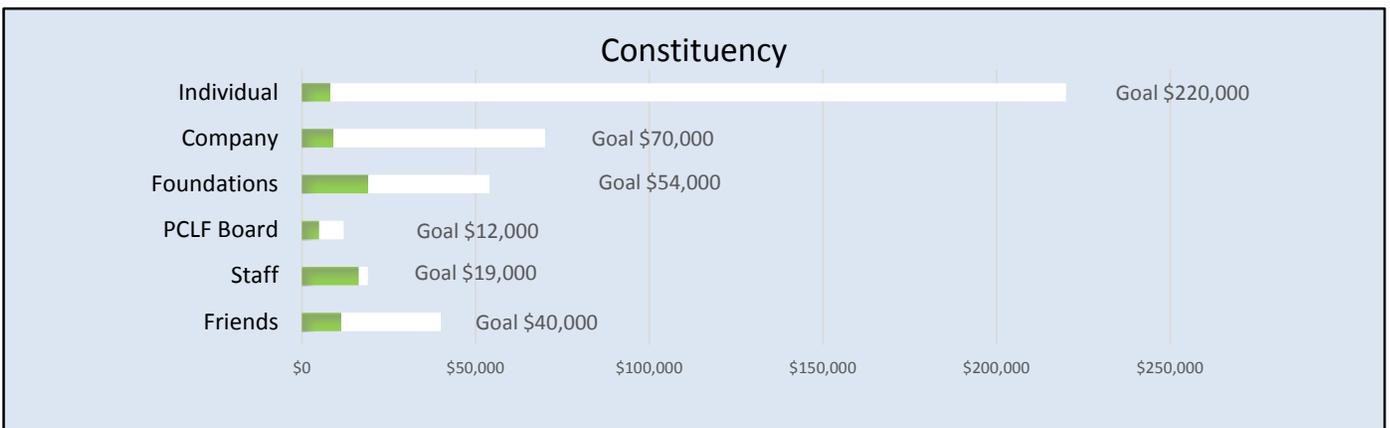
***Action: Move to approve a purchase order for BERK Consulting, Inc. for a consulting services contract at \$56,675, not to exceed \$65,000.***

# Routine Reports



# Fundraising Performance Report

Reporting Period: January 1, 2019 to February 28, 2019



### Support Type

Unrestricted	Restricted	In Kind	Total
\$25,027	\$48,900	\$84,930	\$158,857

### Memor Society

Reflected when recieved

Goal = 12 New Members

### Endowment

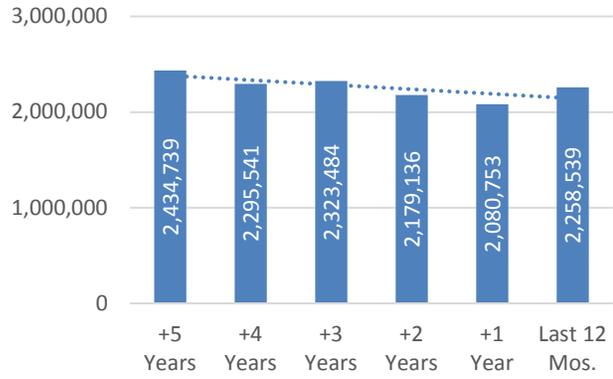
Gifts reflected when recieved

### Capital

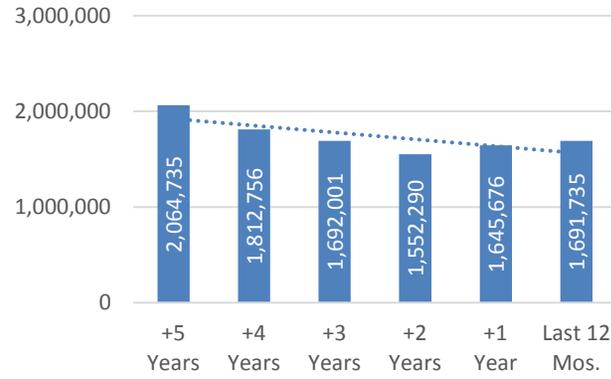
Gifts reflected when received

# Customers / Visits - February

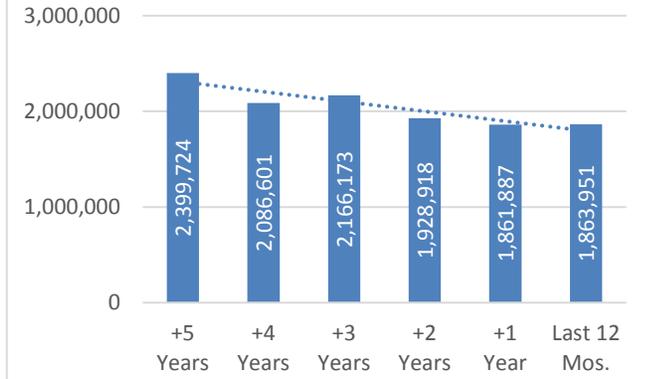
### Branch Visits



### Catalog Visits



### Website Visits



### PCLS Cardholder Statistics



### February and Rolling 12-Month Comparison

	February 2019	Rolling Last 12 Months	+1 Year	Percent Change
Branch Visits	146,732	2,258,539	2,080,753	8.5%
Catalog Visits	128,726	1,691,735	1,645,676	2.8%
Public Website Visits	141,652	1,863,951	1,861,887	0.1%

### Technology

	February 2019	Rolling Last 12 Months	+1 Year	Percent Change
PC/Laptop Sessions	22,235	364,458	417,730	-12.8%
Wi-Fi Sessions	69,932	968,526	925,322	4.7%

### Public Spaces Usage

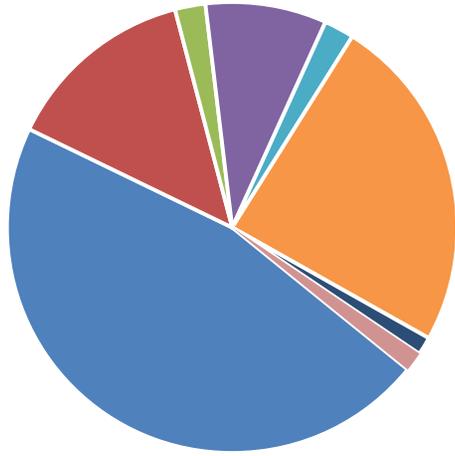
	February 2018
# of Public Meeting Uses	872
# of Attendees	10,309

**Please Note:**

**PCLS switched to the new Communico platform for managing public meeting room scheduling in April of 2018. As such, 12 months of rolling historical data is not available at this time.**

# Collection Use - February

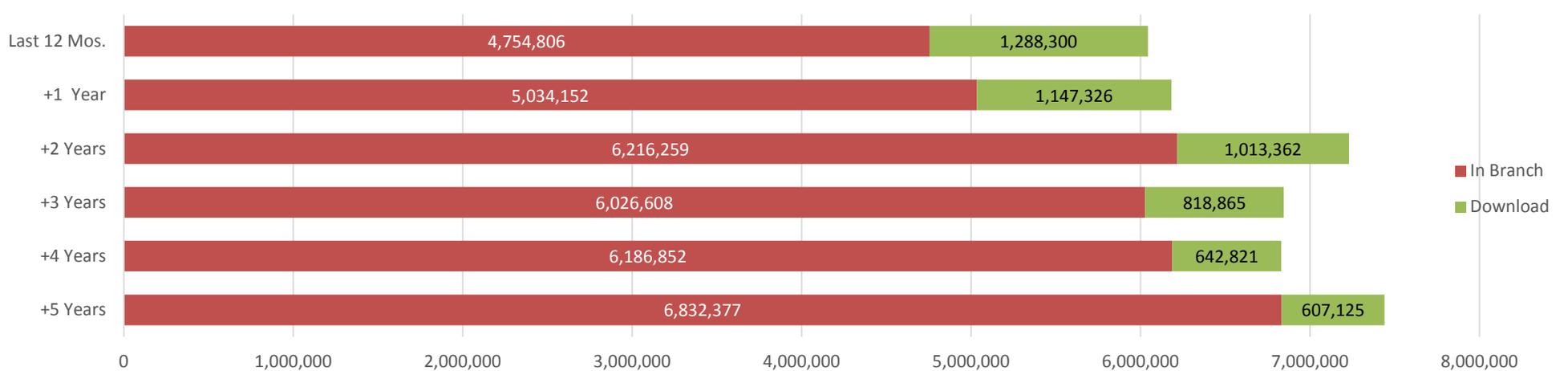
## Checkouts By Format - February 2019



## Data Table

Categories	January 2019	February 2019	% of Total Checkouts	Rolling Last 12 Months	+1 Year	Percent Change
Books	231,539	211,662	46.35%	2,834,788	2,972,311	-4.63%
E-Books	66,977	62,672	13.72%	751,730	666,622	12.77%
AudioBooks (Disc)	11,617	9,963	2.18%	147,209	170,080	-13.45%
AudioBooks (Digital)	44,792	39,752	8.70%	482,748	382,166	26.32%
Music CDs (Disc)	11,142	9,787	2.14%	150,928	180,370	-16.32%
DVDs	125,171	110,618	24.22%	1,490,364	1,565,931	-4.83%
Magazines (Print)	6,640	5,830	1.28%	79,139	90,797	-12.84%
Magazines (Digital)	7,102	6,410	1.40%	53,837	38,174	41.03%
Totals:	504,980	456,694	100.00%	5,990,743	6,066,451	-1.25%

## Collection Checkouts



## Collection or Service Highlight

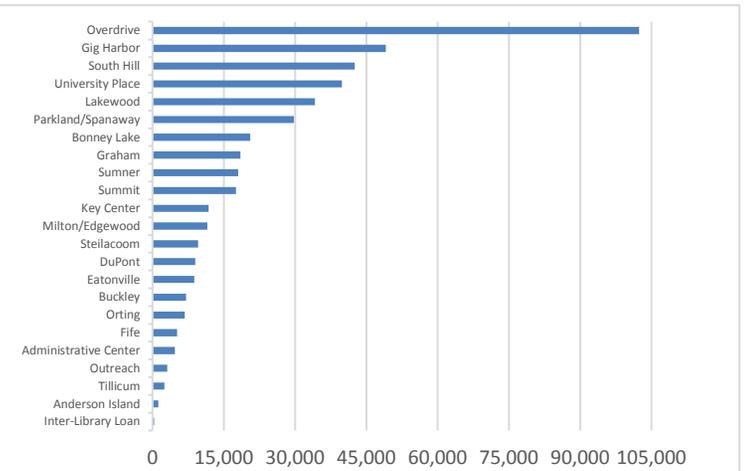
## February 2019 Statistics

February circulation was impacted by the persistent inclement weather. In addition to two days of system closure, there were several days of limited services.

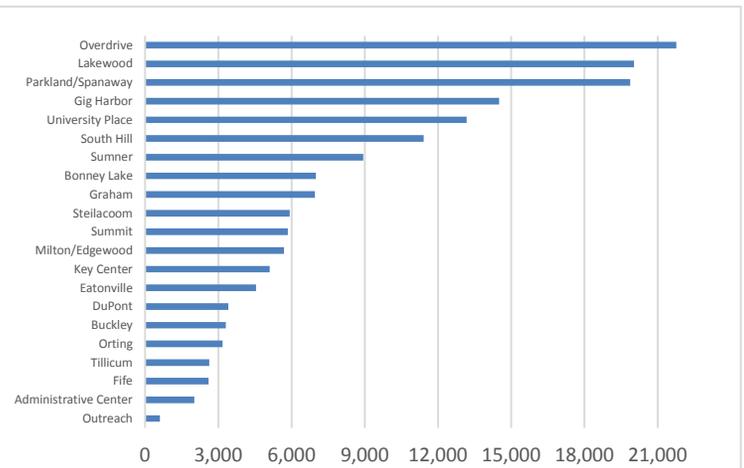
# Activity - February

Location	Checkouts				Visitors**			
	February 2019	Last 12 Mo.	+1 Year	% Change	February 2019	Last 12 Mo.	+1 Year	% Change
Administrative Center	4,679	71,849	69,773	3.0%	2,021	31,992	42,471	-24.7%
Anderson Island	1,236	13,175	2017 #s in Outreach		No Door Counter for Anderson Island			
Bonney Lake	20,588	275,564	277,150	-0.6%	6,989	128,705	89,013	44.6%
Buckley	7,059	89,025	89,037	0.0%	3,299	48,182	42,077	14.5%
DuPont	8,983	121,433	119,012	2.0%	3,411	54,370	50,615	7.4%
Eatonville	8,767	111,581	106,764	4.5%	4,544	89,109	48,984	81.9%
Fife	5,188	72,217	76,027	-5.0%	2,600	42,213	52,251	-19.2%
Gig Harbor	49,114	659,835	698,348	-5.5%	14,505	234,447	253,399	-7.5%
Graham	18,533	247,713	260,213	-4.8%	6,955	100,414	95,493	5.2%
Inter-Library Loan	364	5,503	6,366	-13.6%	No "visitors" for Inter-Library Loan			
Key Center	11,799	161,755	175,552	-7.9%	5,099	71,978	59,236	21.5%
Lakewood	34,163	488,040	549,351	-11.2%	20,030	291,300	236,944	22.9%
Milton / Edgewood	11,543	150,701	154,386	-2.4%	5,689	79,557	78,811	0.9%
Orting	6,793	94,719	94,433	0.3%	3,180	49,045	53,969	-9.1%
Overdrive	102,424	1,234,478	1,048,788	17.7%	21,757	228,719	178,720	28.0%
Outreach	3,120	55,596	87,605	-36.5%	607	12,384	18,776	-34.0%
Parkland / Spanaway	29,729	393,233	415,574	-5.4%	19,868	255,122	162,623	56.9%
South Hill	42,524	577,301	619,087	-6.7%	11,418	187,788	202,339	-7.2%
Steilacoom	9,584	118,515	122,730	-3.4%	5,931	92,647	63,327	46.3%
Summit	17,545	237,429	250,129	-5.1%	5,851	95,938	99,859	-3.9%
Sumner	18,006	250,104	258,387	-3.2%	8,931	130,727	135,739	-3.7%
Tillicum	2,486	32,170	36,241	-11.2%	2,630	40,245	36,206	11.2%
University Place	39,852	527,348	567,966	-7.2%	13,174	222,376	252,872	-12.1%
<b>Total</b>	<b>454,079</b>	<b>5,989,284</b>	<b>6,082,919</b>	<b>-1.5%</b>	<b>168,489</b>	<b>2,487,258</b>	<b>2,253,724</b>	<b>10.4%</b>

## February Checkouts



## February Visitors



## Branch Closure Information - Last 12 Months

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

## \*\* Historical Visitor Counts

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

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

## Monthly Financial Reports February 28, 2019

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

### General Fund

#### February

- **31111-31740. Total taxes received in February was nearly \$200,000 more than February 2018. The additional revenue (due to the restored mill rate) helped with cash flow.**

#### January

- 31113. Separated King County property taxes from 31111. Estimated 2019 revenue is \$60,000.

### Capital Improvement Projects Fund

#### January-February

- **No significant activity.**

### Debt Service Fund

- **No significant activity**

### Special Purpose Fund

#### February

- **No significant activity**

#### January

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

**PIERCE COUNTY LIBRARY SYSTEM  
STATEMENT OF FINANCIAL POSITION  
February 28, 2019**

	GENERAL FUND	SPECIAL PURPOSE FUND	DEBT SERVICE FUND	CAPITAL IMPROVEMENT PROJECTS FUND
<b>ASSETS</b>				
<b>Current Assets</b>				
Cash	\$ 958,504	\$ 27,053	\$ 501	\$ 29,738
Investments	\$ 3,200,000	\$ 965,000	\$ 86,000	\$ 1,525,000
<b>Total Current Assets</b>	<b>\$ 4,158,504</b>	<b>\$ 992,053</b>	<b>\$ 86,501</b>	<b>\$ 1,554,738</b>
<b>TOTAL ASSETS</b>	<b>\$ 4,158,504</b>	<b>\$ 992,053</b>	<b>\$ 86,501</b>	<b>\$ 1,554,738</b>
<b>LIABILITIES</b>				
<b>Current Liabilities</b>				
Warrants Payable	\$ 79,752	\$ -	\$ -	\$ -
Sales Tax Payable	\$ 1,967	\$ -	\$ -	\$ -
Payroll Payable	\$ 143,867	\$ -	\$ -	\$ -
<b>Total Current Liabilities</b>	<b>\$ 225,587</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL LIABILITIES</b>	<b>\$ 225,587</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FUND BALANCE</b>				
Reserve for Encumbrances	\$ 1,353,775	\$ -	\$ -	\$ -
Election Set-Aside	\$ -	\$ 608,822	\$ -	\$ -
Land/Property/Facility Set-Aside	\$ -	\$ 630,117	\$ -	\$ -
Unreserved Fund Balance	\$ 2,579,143	\$ (246,886)	\$ 86,501	\$ 1,554,738
<b>TOTAL FUND BALANCE</b>	<b>\$ 3,932,917</b>	<b>\$ 992,053</b>	<b>\$ 86,501</b>	<b>\$ 1,554,738</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 4,158,504</b>	<b>\$ 992,053</b>	<b>\$ 86,501</b>	<b>\$ 1,554,738</b>
<hr/>				
<b>BEGINNING FUND BALANCE, 01/01/19</b>	<b>\$ 7,738,394</b>	<b>\$ 1,255,685</b>	<b>\$ 86,171</b>	<b>\$ 1,551,840</b>
YTD Revenue	\$ 891,721	\$ 4,688	\$ 330	\$ 6,004
Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -
YTD Expenditures	\$ (4,697,197)	\$ (268,320)	\$ -	\$ (3,106)
<b>ENDING FUND BALANCE, 01/31/19</b>	<b>\$ 3,932,917</b>	<b>\$ 992,053</b>	<b>\$ 86,501</b>	<b>\$ 1,554,738</b>
<b>TAXES RECEIVABLE</b>	<b>\$ 39,155,533</b>	<b>\$ -</b>	<b>\$ 0</b>	<b>N/A</b>

Unaudited Statement

**PIERCE COUNTY LIBRARY SYSTEM  
COMPARATIVE STATEMENT OF FINANCIAL POSITION  
General Fund as of February 28, 2019**

	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>CURRENT</i>	<i>CURRENT</i>	<i>CURRENT</i>	<i>CURRENT</i>						
	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	12/31/2018	1/31/2019	2/28/2019
<b>ASSETS</b>													
<b>Current Assets</b>													
Cash	\$ 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	\$ 192,800	\$ 958,504
Investments	\$ 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	\$ 5,650,000	\$ 3,200,000
<b>Total Current Assets</b>	<b>\$ 2,871,524</b>	<b>\$ 1,586,791</b>	<b>\$ 11,172,984</b>	<b>\$ 11,462,123</b>	<b>\$ 9,066,955</b>	<b>\$ 6,935,347</b>	<b>\$ 4,538,006</b>	<b>\$ 2,528,164</b>	<b>\$ 11,923,103</b>	<b>\$ 11,249,546</b>	<b>\$ 8,427,099</b>	<b>\$ 5,842,800</b>	<b>\$ 4,158,504</b>
<b>TOTAL ASSETS</b>	<b>\$ 2,871,524</b>	<b>\$ 1,586,791</b>	<b>\$ 11,172,984</b>	<b>\$ 11,462,123</b>	<b>\$ 9,066,955</b>	<b>\$ 6,935,347</b>	<b>\$ 4,538,006</b>	<b>\$ 2,528,164</b>	<b>\$ 11,923,103</b>	<b>\$ 11,249,546</b>	<b>\$ 8,427,099</b>	<b>\$ 5,842,800</b>	<b>\$ 4,158,504</b>
<b>LIABILITIES</b>													
<b>Current Liabilities</b>													
Warrants Payable	\$ 6,730	\$ 61,835	\$ (15,003)	\$ -	\$ 142	\$ 142	\$ 6,629	\$ 114,808	\$ 118,663	\$ 160,876	\$ 516,769	\$ 251,432	\$ 79,752
Sales Tax Payable	\$ 1,694	\$ 2,935	\$ 2,905	\$ 2,206	\$ 1,481	\$ 2,149	\$ 2,757	\$ 2,827	\$ 2,703	\$ 2,643	\$ 241	\$ 1,438	\$ 1,967
Payroll Payable	\$ 122,423	\$ 142,843	\$ 112,083	\$ 128,499	\$ 144,913	\$ 112,963	\$ 130,996	\$ 144,004	\$ 111,920	\$ 129,840	\$ 149,007	\$ 124,676	\$ 143,867
<b>Total Current Liabilities</b>	<b>\$ 130,847</b>	<b>\$ 207,613</b>	<b>\$ 99,985</b>	<b>\$ 130,705</b>	<b>\$ 146,536</b>	<b>\$ 115,255</b>	<b>\$ 140,382</b>	<b>\$ 261,639</b>	<b>\$ 233,286</b>	<b>\$ 293,359</b>	<b>\$ 666,017</b>	<b>\$ 377,547</b>	<b>\$ 225,587</b>
<b>TOTAL LIABILITIES</b>	<b>\$ 130,847</b>	<b>\$ 207,613</b>	<b>\$ 99,985</b>	<b>\$ 130,705</b>	<b>\$ 146,536</b>	<b>\$ 115,255</b>	<b>\$ 140,382</b>	<b>\$ 261,639</b>	<b>\$ 233,286</b>	<b>\$ 293,359</b>	<b>\$ 666,017</b>	<b>\$ 377,547</b>	<b>\$ 225,587</b>
<b>FUND BALANCE</b>													
Reserve for Encumbrance	\$ 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	\$ 1,415,795	\$ 1,353,775
Net Excess (Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unreserved Fund Balance	\$ 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	\$ 4,049,458	\$ 2,579,143
<b>TOTAL FUND BALANCE</b>	<b>\$ 2,740,677</b>	<b>\$ 1,379,178</b>	<b>\$ 11,072,999</b>	<b>\$ 11,331,419</b>	<b>\$ 8,920,419</b>	<b>\$ 6,820,093</b>	<b>\$ 4,397,624</b>	<b>\$ 2,266,525</b>	<b>\$ 11,689,817</b>	<b>\$ 10,956,188</b>	<b>\$ 7,761,082</b>	<b>\$ 5,465,253</b>	<b>\$ 3,932,917</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 2,871,524</b>	<b>\$ 1,586,791</b>	<b>\$ 11,172,984</b>	<b>\$ 11,462,123</b>	<b>\$ 9,066,955</b>	<b>\$ 6,935,347</b>	<b>\$ 4,538,006</b>	<b>\$ 2,528,164</b>	<b>\$ 11,923,103</b>	<b>\$ 11,249,546</b>	<b>\$ 8,427,099</b>	<b>\$ 5,842,800</b>	<b>\$ 4,158,504</b>
<b>PROPERTY TAXES RECEIVABLE</b>	<b>\$ 30,199,556</b>	<b>\$ 30,650,910</b>	<b>\$ 28,418,336</b>	<b>\$ 14,708,135</b>	<b>\$ 14,597,041</b>	<b>\$ 14,479,270</b>	<b>\$ 14,311,321</b>	<b>\$ 14,311,321</b>	<b>\$ 2,404,814</b>	<b>\$ 695,763</b>	<b>\$ 603,084</b>	<b>\$ 39,841,794</b>	<b>\$ 39,155,533</b>

**PIERCE COUNTY LIBRARY SYSTEM  
STATEMENT OF REVENUE & EXPENDITURES  
For the Period Ending February 28, 2019**

<b>GENERAL FUND - 01</b>	<b>2019 BUDGET</b>	<b>YEAR TO DATE</b>	<b>ENCUMBRANCES</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>					
Property Tax & Related Income	\$ 34,623,500	\$ 771,663	\$ -	\$ 33,851,838	2%
Other Revenue	\$ 1,750,500	\$ 120,059	\$ -	\$ 1,630,441	7%
<b>TOTAL REVENUE</b>	<b>\$ 36,374,000</b>	<b>\$ 891,721</b>	<b>\$ -</b>	<b>\$ 35,482,279</b>	<b>2%</b>
<b>EXPENDITURES</b>					
Personnel/Taxes and Benefits	\$ 24,332,700	\$ 3,915,504	\$ -	\$ 20,417,196	16%
Materials	\$ 3,805,100	\$ 346,375	\$ -	\$ 3,458,725	9%
Maintenance and Operations	\$ 5,176,200	\$ 435,318	\$ 1,355,635	\$ 3,385,246	35%
Transfers Out & Reserves	\$ 3,060,000	\$ -	\$ -	\$ 3,060,000	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 36,374,000</b>	<b>\$ 4,697,197</b>	<b>\$ 1,355,635</b>	<b>\$ 30,321,167</b>	<b>17%</b>
Excess/(Deficit)		\$ (3,805,476)			
Additional Transfers Out		-			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ (3,805,476)</b>			

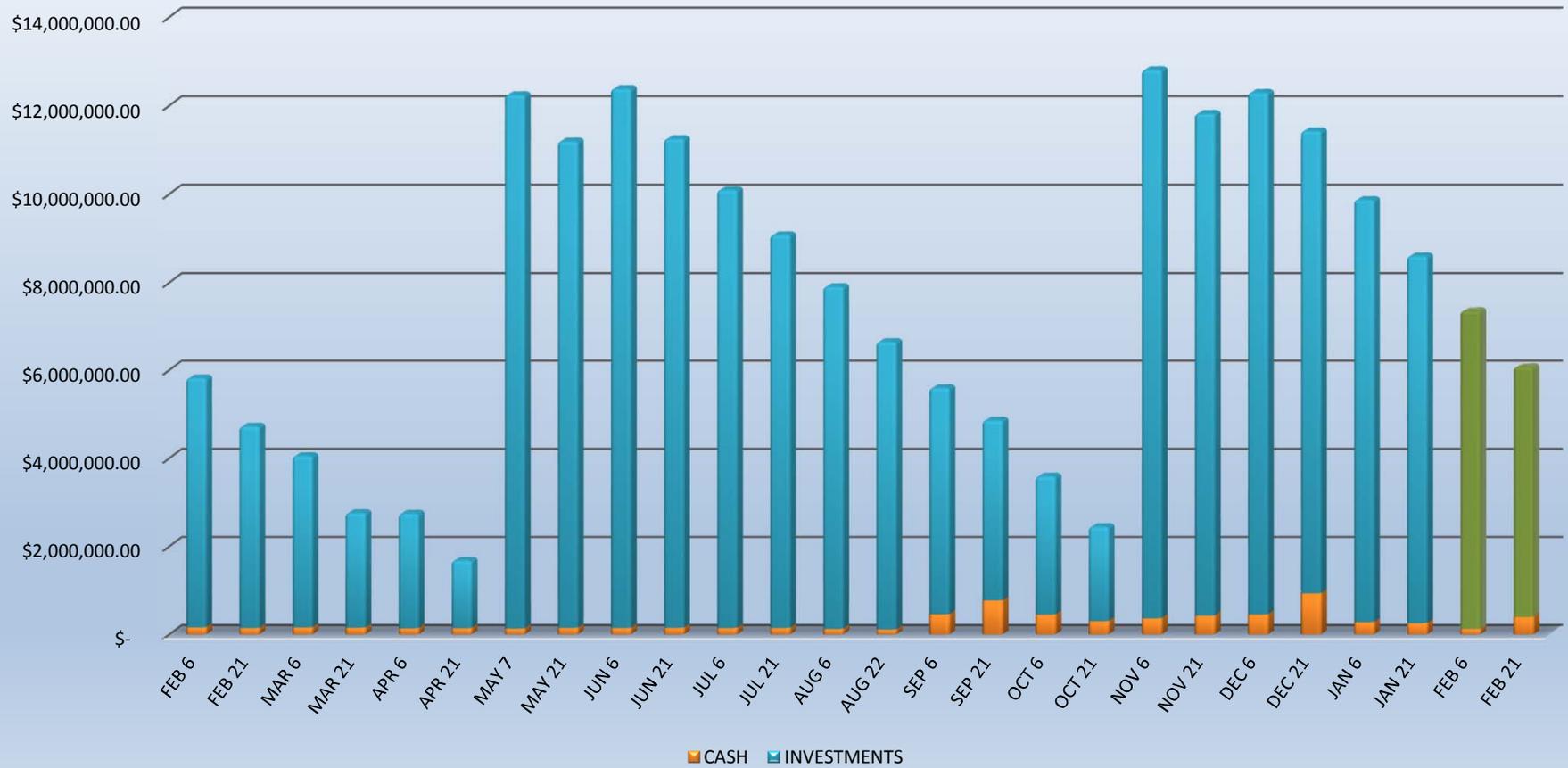
<b>SPECIAL PURPOSE FUND - 15</b>	<b>2019 BUDGET</b>	<b>YEAR TO DATE</b>	<b>ENCUMBRANCES</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>					
Use of Fund Balance	\$ 625,000	\$ -	\$ -	\$ 625,000	0%
Transfers In	\$ 1,100,000	\$ -	\$ -	\$ 1,100,000	0%
Investment Income	\$ 60,000	\$ 4,688	\$ -	\$ 55,312	8%
<b>TOTAL REVENUE</b>	<b>\$ 1,785,000</b>	<b>\$ 4,688</b>	<b>\$ -</b>	<b>\$ 1,780,312</b>	<b>0%</b>
<b>EXPENDITURES</b>					
Election Costs	\$ 625,000	\$ 268,320	\$ -	\$ 356,680	43%
<b>TOTAL EXPENDITURES</b>	<b>\$ 625,000</b>	<b>\$ 268,320</b>	<b>\$ -</b>	<b>\$ 356,680</b>	<b>43%</b>
Excess/(Deficit)		\$ (263,632)			
Additional Transfers In		\$ -			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ (263,632)</b>			

<b>DEBT SERVICE FUND - 20</b>	<b>2019 BUDGET</b>	<b>YEAR TO DATE</b>	<b>ENCUMBRANCES</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>					
Property Tax & Related Income	\$ -	\$ 330	\$ -	\$ (330)	-
Other Revenue	\$ -	\$ -	\$ -	\$ -	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 330</b>	<b>\$ -</b>	<b>\$ (330)</b>	<b>-</b>
<b>EXPENDITURES</b>					
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 330</b>			

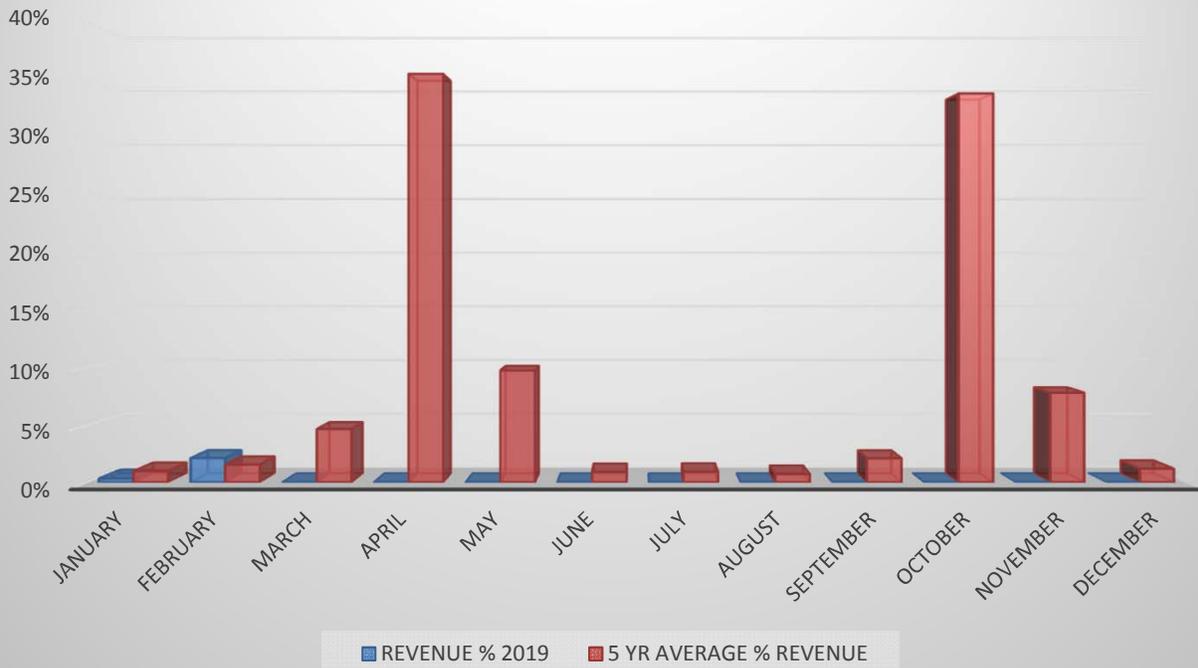
<b>CAPITAL IMPROVEMENT PROJECTS FUND - 30</b>	<b>2019 BUDGET</b>	<b>YEAR TO DATE</b>	<b>ENCUMBRANCES</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>					
Use of Fund Balance	\$ 217,085	\$ -	\$ -	\$ 217,085	0%
Transfers In	\$ 1,460,000	\$ -	\$ -	\$ 1,460,000	0%
Other Revenue	\$ -	\$ 6,004	\$ -	\$ (6,004)	-
<b>TOTAL REVENUE</b>	<b>\$ 1,677,085</b>	<b>\$ 6,004</b>	<b>\$ -</b>	<b>\$ 1,671,081</b>	<b>0%</b>
<b>EXPENDITURES</b>					
Capital Improvement Projects	\$ 1,415,000	\$ 3,106	\$ 120,001	\$ 1,291,893	9%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,415,000</b>	<b>\$ 3,106</b>	<b>\$ 120,001</b>	<b>\$ 1,291,893</b>	<b>9%</b>
Excess/(Deficit)		\$ 2,898			
Additional Transfers In		-			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 2,898</b>			

Unaudited Statement

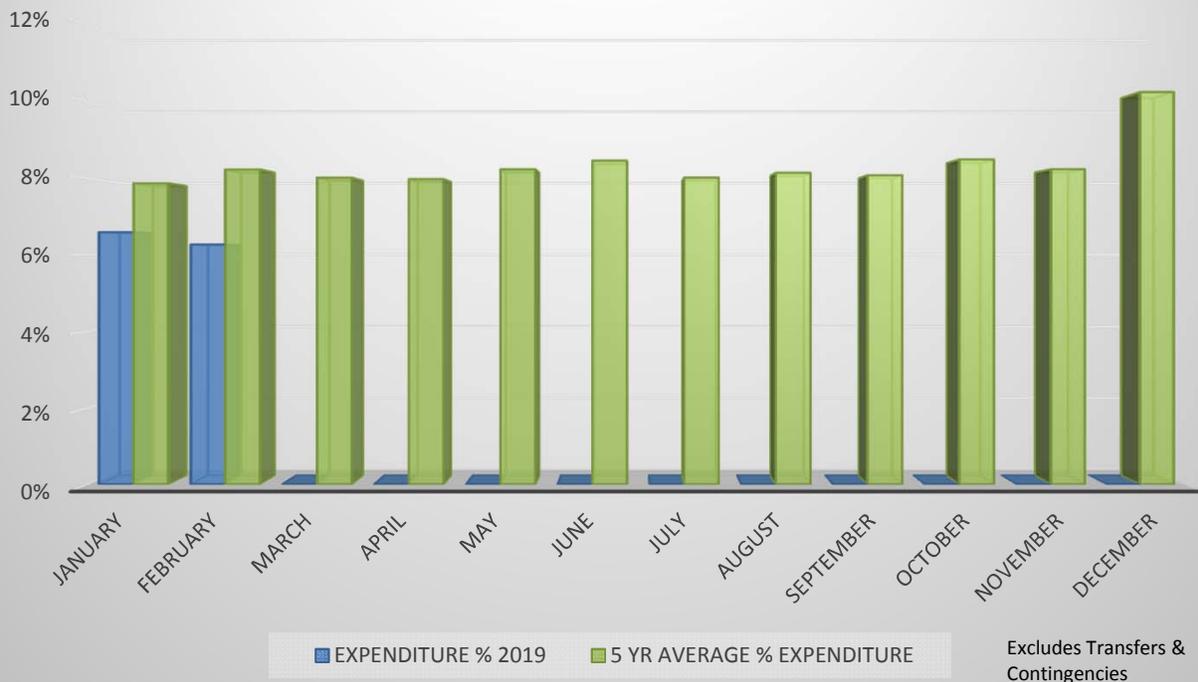
**CASH & INVESTMENTS - SEMI-MONTHLY  
2019 - ALL FUNDS COMBINED (EXCLUDES DEBT SERVICE FUND)  
- 13 MONTHS MOVING -**



### GENERAL FUND - REVENUE TREND (%) THROUGH FEBRUARY 2019



### GENERAL FUND - EXPENDITURE TREND (%) THROUGH FEBRUARY 2019



Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 2/28/2019

**FUND: GENERAL FUND (01)**

Object	2019 Budget	February Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
31111 PROPERTY TAXES CURRENT	33,934,600.00	637,582.81	638,916.54	0.00	33,295,683.46	1.88
31112 PROPERTY TAXES DELINQUENT	424,900.00	41,624.49	94,161.39	0.00	330,738.61	22.16
31113 PROPERTY TAXES KING COUNTY	60,000.00	4,263.54	4,263.54	0.00	55,736.46	7.11
31130 SALE OF TAX TITLE PROPERTY	6,000.00	0.00	0.00	0.00	6,000.00	0.00
31720 LEASEHOLD EXCISE TAX	20,000.00	11,309.28	11,309.28	0.00	8,690.72	56.55
31740 TIMBER EXCISE TAX	63,000.00	0.00	0.00	0.00	63,000.00	0.00
<b>TAXES:</b>	<b>34,508,500.00</b>	<b>694,780.12</b>	<b>748,650.75</b>	<b>0.00</b>	<b>33,759,849.25</b>	<b>2.17</b>
33533 STATE FOREST FUNDS/DNR TIMBER TRU	0.00	0.00	11.42	0.00	(11.42)	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	2,997.06	5,098.61	0.00	24,901.39	17.00
34161 GRAPHICS SERVICES CHARGES	7,500.00	0.00	0.00	0.00	7,500.00	0.00
34162 PRINTER FEES	125,000.00	11,029.53	19,269.57	0.00	105,730.43	15.42
34163 FAX FEES	22,000.00	2,085.63	3,764.48	0.00	18,235.52	17.11
34193 ORTING - SERVICE FEES	3,000.00	0.00	0.00	0.00	3,000.00	0.00
35970 LIBRARY FINES	400,000.00	34,215.80	63,548.64	0.00	336,451.36	15.89
36110 INVESTMENT INCOME	100,000.00	8,384.77	22,415.98	0.00	77,584.02	22.42
36140 OTHER INTEREST EARNED - COUNTY	0.00	5.32	6.75	0.00	(6.75)	0.00
36200 KEY PEN HLTH DEPT FACILITY REV	1,000.00	0.00	0.00	0.00	1,000.00	0.00
36290 BOOK SALES	4,000.00	1.80	3.62	0.00	3,996.38	0.09
36700 FOUNDATION DONATIONS	350,000.00	5,450.80	5,450.80	0.00	344,549.20	1.56
36720 FRIENDS' REIMBURSEMENTS	30,000.00	0.00	0.00	0.00	30,000.00	0.00
36725 DONATIONS - OTHER	160,000.00	49.86	88.06	0.00	159,911.94	0.06
36910 SALE OF SURPLUS	2,000.00	0.00	0.00	0.00	2,000.00	0.00
36920 FOUND MONEY	1,000.00	14.01	16.80	0.00	983.20	1.68
36990 MISCELLANEOUS REVENUE	0.00	88.11	1,180.72	0.00	(1,180.72)	0.00
36991 PAYMENT FOR LOST MATERIALS	10,000.00	482.37	779.05	0.00	9,220.95	7.79
36996 JURY DUTY REIMBURSEMENT	0.00	10.00	10.00	0.00	(10.00)	0.00
36998 E RATE REIMBURSEMENT	530,000.00	0.00	0.00	0.00	530,000.00	0.00
36999 REBATES - PROCUREMENT CARD	75,000.00	8,539.60	8,539.60	0.00	66,460.40	11.39
<b>CHARGES OTHER:</b>	<b>1,865,500.00</b>	<b>73,354.66</b>	<b>130,184.10</b>	<b>0.00</b>	<b>1,735,315.90</b>	<b>6.98</b>
39510 SALE OF FIXED ASSETS (GOV)	0.00	0.00	577.60	0.00	(577.60)	0.00
39520 INSURANCE RECOVERIES - CAPITAL ASSE	0.00	0.00	12,308.80	0.00	(12,308.80)	0.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>36,374,000.00</b>	<b>768,134.78</b>	<b>891,721.25</b>	<b>0.00</b>	<b>35,482,278.75</b>	<b>2.45</b>
<b>EXPENSE ACCOUNTS</b>						
51100 SALARIES AND WAGES	17,822,600.00	1,378,032.85	2,718,072.28	0.00	15,104,527.72	15.25
51105 ADDITIONAL HOURS	237,400.00	20,064.75	39,496.90	0.00	197,903.10	16.64
51106 SHIFT DIFFERENTIAL	161,200.00	12,840.79	30,307.25	0.00	130,892.75	18.80
51107 SUBSTITUTE HOURS	264,600.00	18,413.19	34,805.27	0.00	229,794.73	13.15
51109 TUITION ASSISTANCE PROGRAM	10,000.00	0.00	1,712.33	0.00	8,287.67	17.12
51200 OVERTIME WAGES	20,800.00	2,119.21	3,923.61	0.00	16,876.39	18.86
51999 ADJ WAGE/SALARY TO MATCH PLAN	(462,900.00)	0.00	0.00	0.00	(462,900.00)	0.00
52001 INDUSTRIAL INSURANCE	181,100.00	9,421.03	18,961.83	0.00	162,138.17	10.47
52002 MEDICAL INSURANCE	2,310,200.00	192,360.62	435,411.57	0.00	1,874,788.43	18.85
52003 F.I.C.A.	1,344,300.00	107,041.71	211,373.11	0.00	1,132,926.89	15.72
52004 RETIREMENT	2,254,500.00	181,115.31	355,379.19	0.00	1,899,120.81	15.76
52005 DENTAL INSURANCE	213,200.00	18,580.92	37,007.28	0.00	176,192.72	17.36

Pierce County Library System  
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 Report as of: 2/28/2019

**FUND: GENERAL FUND (01)**

Object	2019 Budget	February Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>EXPENSE ACCOUNTS</b>						
52006 OTHER BENEFIT	10,800.00	1,480.00	2,940.00	0.00	7,860.00	27.22
52010 LIFE AND DISABILITY INSURANCE	75,900.00	6,268.63	12,442.68	0.00	63,457.32	16.39
52020 UNEMPLOYMENT/ PAID FML INSURANCE	50,000.00	2,131.51	13,670.99	0.00	36,329.01	27.34
52999 ADJ BENEFITS TO MATCH PLAN	(161,000.00)	0.00	0.00	0.00	(161,000.00)	0.00
<b>PERSONNEL</b>	<b>24,332,700.00</b>	<b>1,949,870.52</b>	<b>3,915,504.29</b>	<b>0.00</b>	<b>20,417,195.71</b>	<b>16.09</b>
53100 OFFICE/OPERATING SUPPLIES	215,800.00	10,253.57	16,660.02	15,634.05	183,505.93	14.96
53101 CUSTODIAL SUPPLIES	69,000.00	3,935.38	8,175.45	33,411.05	27,413.50	60.27
53102 MAINTENANCE SUPPLIES	35,000.00	5,660.64	5,878.10	2,000.00	27,121.90	22.51
53103 AUDIOVISUAL PROCESSING SUP	16,000.00	157.54	157.54	0.00	15,842.46	0.98
53104 BOOK PROCESSING SUPPLIES	18,000.00	0.00	0.00	0.00	18,000.00	0.00
53200 FUEL	35,000.00	0.00	0.00	32,000.00	3,000.00	91.43
53401 ADULT MATERIALS	739,500.00	39,019.86	67,006.60	0.00	672,493.40	9.06
53403 PERIODICALS	92,000.00	4,200.29	5,813.15	0.00	86,186.85	6.32
53405 JUVENILE BOOKS	457,000.00	17,057.24	28,427.22	0.00	428,572.78	6.22
53407 INTERNATIONAL COLLECTION	45,000.00	0.00	71.77	0.00	44,928.23	0.16
53408 AUDIOVISUAL MATERIALS - ADULT	725,000.00	49,973.66	66,270.05	0.00	658,729.95	9.14
53409 AUDIOVISUAL MATERIALS - JUV	86,000.00	2,677.69	3,811.27	0.00	82,188.73	4.43
53411 ELECTRONIC INFO SOURCES	0.00	20,936.95	138,616.97	0.00	(138,616.97)	0.00
53412 REFERENCE SERIALS	11,500.00	0.00	0.00	0.00	11,500.00	0.00
53413 ELECTRONIC SERVICES	528,600.00	0.00	0.00	0.00	528,600.00	0.00
53414 ELECTRONIC COLLECTION	972,000.00	0.00	23,970.30	0.00	948,029.70	2.47
53464 VENDOR PROCESSING SERVICES	148,500.00	8,715.04	12,185.75	0.00	136,314.25	8.21
53499 GIFTS - MATERIALS	0.00	11.46	201.69	0.00	(201.69)	0.00
53500 MINOR EQUIPMENT	55,500.00	238.17	238.17	0.00	55,261.83	0.43
53501 FURNISHINGS	82,600.00	830.35	830.35	0.00	81,769.65	1.01
53502 PC HARDWARE	246,600.00	267.82	267.82	0.00	246,332.18	0.11
53505 SOFTWARE/LICENSES/HOSTING	380,200.00	18,274.15	25,757.95	18,735.62	335,706.43	11.70
54100 PERSONAL SERVICES	230,830.00	2,327.22	4,563.22	19,180.00	207,086.78	10.29
54101 LEGAL SERVICES	55,000.00	0.00	9,617.57	25,382.43	20,000.00	63.64
54103 CONTRACTUAL SERVICES	203,000.00	10,200.47	17,245.59	187,937.83	(2,183.42)	101.08
54162 BIBLIOGRAPHIC & RELATED SERVICES	46,500.00	4,006.47	7,972.44	0.00	38,527.56	17.15
54165 ILL LOST ITEM CHARGE	2,500.00	88.50	88.50	0.00	2,411.50	3.54
54200 POSTAGE AND SHIPPING	73,000.00	190.80	410.44	0.00	72,589.56	0.56
54201 TELECOM SERVICES	650,400.00	730.21	55,666.51	476,464.87	118,268.62	81.82
54300 TRAVEL	49,900.00	1,120.40	1,120.40	0.00	48,779.60	2.25
54301 MILEAGE REIMBURSEMENTS	36,800.00	4,153.06	6,731.10	0.00	30,068.90	18.29
54400 ADVERTISING	94,500.00	3,908.62	5,999.62	34,552.00	53,948.38	42.91
54501 RENTALS/LEASES - BUILDINGS	421,000.00	22,569.04	47,127.34	200,030.61	173,842.05	58.71
54502 RENTALS/LEASES - EQUIPMENT	5,900.00	9,329.63	20,082.20	113,066.23	(127,248.43)	2,256.75
54600 INSURANCE	222,000.00	799.00	799.00	0.00	221,201.00	0.36
54700 ELECTRICITY	265,000.00	30,318.12	33,301.83	0.00	231,698.17	12.57
54701 NATURAL GAS	12,000.00	1,576.55	1,587.06	0.00	10,412.94	13.23
54702 WATER	30,000.00	1,477.43	(355.82)	0.00	30,355.82	(1.19)
54703 SEWER	34,000.00	2,543.93	4,064.01	0.00	29,935.99	11.95
54704 REFUSE	36,000.00	225.88	1,028.36	2,000.00	32,971.64	8.41
54800 GENERAL REPAIRS/MAINTENANCE	253,500.00	28,690.14	38,685.21	65,524.68	149,290.11	41.11
54801 CONTRACTED MAINTENANCE	502,450.00	14,499.33	36,069.98	130,461.07	335,918.95	33.14

Pierce County Library System  
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**FUND: GENERAL FUND (01)**

Object	2019 Budget	February Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>EXPENSE ACCOUNTS</b>						
54810 IT SYSTEMS MAINTENANCE	207,100.00	0.00	54,235.65	0.00	152,864.35	26.19
54900 INDIVIDUAL REGISTRATIONS	62,700.00	189.00	704.00	0.00	61,996.00	1.12
54901 DUES AND MEMBERSHIPS	25,620.00	575.00	20,164.97	(745.00)	6,200.03	75.80
54902 TAXES AND ASSESSMENTS	29,500.00	71.41	71.41	0.00	29,428.59	0.24
54903 LICENSES AND FEES	58,300.00	7,365.09	10,132.02	0.00	48,167.98	17.38
54905 ORGANIZATIONAL REGISTRATIONS	2,000.00	240.33	240.33	0.00	1,759.67	12.02
54912 CONTINGENCY	400,000.00	0.00	0.00	0.00	400,000.00	0.00
55100 INTERGOVERNMENTAL	13,000.00	0.00	0.00	0.00	13,000.00	0.00
59700 TRANSFERS OUT - CIP	1,460,000.00	0.00	0.00	0.00	1,460,000.00	0.00
59702 TRANSFERS OUT - SPF	1,100,000.00	0.00	0.00	0.00	1,100,000.00	0.00
59703 CASH FLOW SET-ASIDE	500,000.00	0.00	0.00	0.00	500,000.00	0.00
<b>ALL OTHER EXPENSES</b>	<b>12,041,300.00</b>	<b>329,405.44</b>	<b>781,693.11</b>	<b>1,355,635.44</b>	<b>9,903,971.45</b>	<b>17.75</b>
<b>NEED A CATEGORY</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL FOR EXPENSE ACCOUNTS</b>	<b>36,374,000.00</b>	<b>2,279,275.96</b>	<b>4,697,197.40</b>	<b>1,355,635.44</b>	<b>30,321,167.16</b>	<b>16.64</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>(1,511,141.18)</b>	<b>(3,805,476.15)</b>	<b>(1,355,635.44)</b>	<b>5,161,111.59</b>	<b>0.00</b>

**FUND: SPECIAL PURPOSE FUND (15)**

Object	2019 Budget	February Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
29150 USE OF FUND BALANCE-BUDGET	625,000.00	0.00	0.00	0.00	625,000.00	0.00
<b>TAXES:</b>	<b>625,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>625,000.00</b>	<b>0.00</b>
36110 INVESTMENT INCOME	60,000.00	2,189.66	4,687.68	0.00	55,312.32	7.81
<b>CHARGES OTHER:</b>	<b>60,000.00</b>	<b>2,189.66</b>	<b>4,687.68</b>	<b>0.00</b>	<b>55,312.32</b>	<b>7.81</b>
39700 TRANSFERS IN	1,100,000.00	0.00	0.00	0.00	1,100,000.00	0.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>1,785,000.00</b>	<b>2,189.66</b>	<b>4,687.68</b>	<b>0.00</b>	<b>1,780,312.32</b>	<b>0.26</b>
<b>EXPENSE ACCOUNTS</b>						
<b>PERSONNEL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
54101 LEGAL SERVICES	0.00	0.00	10.08	0.00	(10.08)	0.00
55200 ELECTION COSTS	625,000.00	0.00	268,310.00	0.00	356,690.00	42.93
<b>ALL OTHER EXPENSES</b>	<b>625,000.00</b>	<b>0.00</b>	<b>268,320.08</b>	<b>0.00</b>	<b>356,679.92</b>	<b>42.93</b>
<b>TOTAL FOR EXPENSE ACCOUNTS</b>	<b>625,000.00</b>	<b>0.00</b>	<b>268,320.08</b>	<b>0.00</b>	<b>356,679.92</b>	<b>42.93</b>
<b>NET SURPLUS / DEFICIT</b>	<b>1,160,000.00</b>	<b>2,189.66</b>	<b>(263,632.40)</b>	<b>0.00</b>	<b>1,423,632.40</b>	<b>(22.73)</b>

**FUND: DEBT SERVICE FUND (20)**

Object	2019 Budget	February Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
31112 PROPERTY TAXES DELINQUENT	0.00	0.00	172.55	0.00	(172.55)	0.00
<b>TAXES:</b>	<b>0.00</b>	<b>0.00</b>	<b>172.55</b>	<b>0.00</b>	<b>(172.55)</b>	<b>0.00</b>
36110 INVESTMENT INCOME	0.00	157.75	157.75	0.00	(157.75)	0.00
<b>CHARGES OTHER:</b>	<b>0.00</b>	<b>157.75</b>	<b>157.75</b>	<b>0.00</b>	<b>(157.75)</b>	<b>0.00</b>
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>0.00</b>	<b>157.75</b>	<b>330.30</b>	<b>0.00</b>	<b>(330.30)</b>	<b>0.00</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>157.75</b>	<b>330.30</b>	<b>0.00</b>	<b>(330.30)</b>	<b>0.00</b>

Pierce County Library System  
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**FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)**

Object	2019 Budget	February Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
29150 USE OF FUND BALANCE-BUDGET	217,085.00	0.00	0.00	0.00	217,085.00	0.00
36110 INVESTMENT INCOME	0.00	2,881.85	6,004.38	0.00	(6,004.38)	0.00
<b>CHARGES OTHER:</b>	<b>217,085.00</b>	<b>2,881.85</b>	<b>6,004.38</b>	<b>0.00</b>	<b>211,080.62</b>	<b>2.77</b>
39700 TRANSFERS IN	1,460,000.00	0.00	0.00	0.00	1,460,000.00	0.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>1,677,085.00</b>	<b>2,881.85</b>	<b>6,004.38</b>	<b>0.00</b>	<b>1,671,080.62</b>	<b>0.36</b>
<b>EXPENSE ACCOUNTS</b>						
53505 SOFTWARE/LICENSES/HOSTING	25,000.00	0.00	0.00	0.00	25,000.00	0.00
54100 PERSONAL SERVICES	320,000.00	0.00	0.00	0.00	320,000.00	0.00
54400 ADVERTISING	0.00	0.00	256.20	0.00	(256.20)	0.00
54900 REGISTRATIONS	0.00	2,850.00	2,850.00	0.00	(2,850.00)	0.00
54912 CONTINGENCY/RESERVE	25,000.00	0.00	0.00	0.00	25,000.00	0.00
56200 BUILDINGS & BLDG IMPROVEMENTS	545,000.00	0.00	0.00	120,001.00	424,999.00	22.02
56400 MACHINERY & EQUIPMENT	450,000.00	0.00	0.00	0.00	450,000.00	0.00
00000 ACL SPACE DESIGN & FURNISHINGS	50,000.00	0.00	0.00	0.00	50,000.00	0.00
<b>TOTAL FOR EXPENSE ACCOUNTS</b>	<b>1,415,000.00</b>	<b>2,850.00</b>	<b>3,106.20</b>	<b>120,001.00</b>	<b>1,291,892.80</b>	<b>8.70</b>
<b>NET SURPLUS / DEFICIT</b>	<b>262,085.00</b>	<b>31.85</b>	<b>2,898.18</b>	<b>(120,001.00)</b>	<b>379,187.82</b>	<b>(44.68)</b>

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# MEMO



Date: April 1, 2019

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

From: Georgia Lomax, Executive Director

Subject: Executive Director Report – March

Kim Archer, Lakewood Branch Manager, Blythe Summers, Learning Initiative Manager and I participated in a workshop under the JBLM Army Community Partnership Program that is intended to find ways to reduce costs for the Army and the community, strengthen base/community relationships and improve quality of life for soldiers, family and community. During the workshop participants brainstormed areas of shared need, opportunity and capacity. Areas for further exploration are being identified and the discussion will continue. PCLS partners and collaborates with the base libraries in things like Pierce County READS, and currently we are offering technology certification in partnership.

Steilacoom Pierce County Library is the State's first public library, and it will be featured this summer in South Sound Magazine's "Legacies of Puget Sound" issue. I spoke with reporter Zoe Branch about the role and impact of libraries generally, and Steilacoom and PCLS, in 1858 and now.

The Secretary of State's office has given the green light to move ahead with a pilot collaboration between Election Offices and libraries to support the new same-day voter registration. Joining PCLS in this project are Tacoma Public Library, Puyallup Public Library, and our counterparts in Clallam and Pend Oreille counties.

Purposeful is a local start-up working to reimagine charitable giving and the experience for both donors and nonprofits, while building community connection. PCLS was one of a small number of organizations in Pierce and King Counties invited to be initial partners in beta testing. Foundation Director Dean Carrell and I met with them to explore our interest and capacity to participate. We are excited by what we learned and will have further conversations. This venture is funded and backed by Bill Gates and other area charitable and financial thought leaders.

The City of DuPont has hired Thomas Architecture Studios of Olympia to conduct a community engagement and visioning process regarding a potential future community center. The process will engage the community about priorities for a center's services and amenities and explore the interest and feasibility of such a project, including funding. The library has been invited to participate as a community stakeholder.

# MEMO

Date: March 30, 2019

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

From: Jaime Prothro, Customer Experience Director

Subject: Branch Report for February 2019

**Bonney Lake:** Staff found this awesome handwritten note by one of our customers: “Bonney Lake Library! Your staff makes coming here a joy! This great idea of the Blind Date with a Book is fun. It gives people a new twist in reading different books. Thanks again for making the library a great experience every single time I come in!”

**Buckley:** Buckley Pierce County Library, the Friends of Buckley, and the Foothills Historical Society/Museum partnered for an event that drew over 200 people to the Buckley Hall. “Discover Pierce County’s Heritage: From the Foothills to Puget Sound Shores” brought together 20 different Museums and Historical societies from throughout the county to share more about their research and local connections. Over fifty volunteers tabled and shared their expertise about the county’s history.



**Fife:** The branch hosted 3d printing over three months and received over 300 requests to date to print for customers! Staff unfortunately had to stop taking requests because the printers needed to move onto another location, but the popularity and interest from the community has been astounding. Staff have planned a class scheduled on CAD basics on Friday March 8<sup>th</sup>. Two young siblings, probably aged 5 and 7, picked up their 3d printed objects, and one actually cried with joy when she received her “flexi-unicorn!”

**Gig Harbor:** Holly, Youth Services Librarian, attended Purdy STEAM Night. Families enjoyed building with the marble runs. The kids especially liked building tall and seeing how fast/ how many marbles they could run at a time.

**Graham:** As a way to support Enjoyment initiative area that intends to help community members enjoy their free time and reduce stress, the branch has been offering a weekly Tai Chi Chikung Fan class each Monday. Participants have expressed positive feedback about the class, the instructor, and Tai Chi as a relaxation and exercise discipline.

February saw the end of the A.I. Family Challenge, sponsored by Curiosity Machine. For eight weeks, families came to the library to work together on a challenge that is found in the field of Artificial Intelligence. We had 3 families who are regular attendees and who have met the challenge to create such STEM projects as a wireless circuit, a robotic arm, and a parallel processing machine. The goal is to come up with an A.I. solution to a problem or situation in the library.

**Key Center:** One of our customers who has been coming to the library regularly for the last year to check out movies has started coming nearly every day and checking out a wide variety of materials (movies, CDs, books) and just last week told staff that she is so happy she discovered how fun the library is. She can get books about things she is interested in and learn all kinds of amazing stuff. She told us that the library is her favorite place.

**Milton/Edgewood:** A Milton customer declared “You are the best library staff in the entire world!” and rewarded staff with a huge box of goodies.



**Orting:** Staff created a great Lego display to align with the branch goal to connect in-branch browsing experiences with scheduled STEM/STEAM programming. The books flew off the display!

**Parkland/Spanaway:** The branch is a VITA tax site for low-income residents, which has been a well-received resource as more than 40 people attended the first two sessions.

**South Hill:** South Hill held their second Yoga Story Time on February 23 with 18 children and 15 adults attending. Families seemed excited and enjoyed trying out yoga poses that went with our bug theme.



Two customers came up to the Help Desk in late afternoon to let us know they had just been to the PC Reads event with Kristin Hannah. They wanted to thank the library for offering the program and to let us know how much they enjoyed it.

**Steilacoom:** Snow did not stop Storytime at Steilacoom! Due to a delayed start, upon arriving to the branch, staff saw there were four families waiting for the branch to open. Two had walked with strollers so the meeting room was opened for block play and a father opened a book that they were planning to return and read the story until the storyteller arrived.

**Summit:** The snow event pushed back the branch’s annual African-American Read-In from 2/12 to 2/26, but the event still drew over 30 participants for a fun and meaningful experience on the new date.

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**Tillicum:** Storyteller Amanda Ellis provides an engaging bi-lingual storytime every Saturday. This event has been drawing in participants outside of the Tillicum area.

On Feb. 5, Tillicum staff received a letter in the mail from a customer who expressed her deep appreciation for all of the services the library provides. She specifically mentioned the computers which have been very helpful while she is pursuing her nursing degree.

**University Place:** Technology enthusiast customer left some very positive feedback about her Tech Help session:

*Hannah [Taylor] was a very knowledgeable and enjoyable young lady. I had a page of questions about my cell phone. She answered them quickly and in language I could understand. (I'm a Senior with my first cell phone). She even answered a non-related question about plant identification. So I now know how to post pics on Facebook or email, and she made it seem easy. I have the whole phone manual downloaded to read but she saved me countless frustrating hours. My half-hour was very rewarding and beneficial to me.*

# Unfinished Business

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# MEMO



Date: April 1, 2019

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

From: Georgia Lomax, Executive Director

Subject: Trustee Vacancy Process

Donna Albers will complete her second term on the Pierce County Library System's Board of Trustees on August 13, 2019. Her last Board meeting will be in July.

Thank you, Donna, for your time, commitment and advocacy for valued library services for Pierce County communities. Your thoughtful approach to policies and direction for the Library System has enriched our system and service to our communities.

The Library has begun recruitment efforts, which include paid print and digital advertising, social media marketing, news release, flyers with roles and responsibilities in Library and community locations, public web page, and notices to organizations, with the intention of reaching a diverse group of candidates for consideration.

Applications are due April 30 and are accepted in person in all library locations, via mail, and online. This month we will establish the five-member citizen's committee that will review all applications, select and interview finalists, and provide a recommendation for the County Executive. Interviews will be held in May, with a recommendation to the County Executive in June. Monica and Pat will represent the Board of Trustees on the interview panel.

During last month's Board meeting we discussed the interview process and you asked for a more conversational approach to provide a better experience for candidates and better align with how the Board works as a team. During the Board meeting we will provide you with a concept for your discussion and get your guidance to finalize the interview process.

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# MEMO



Date: April 1, 2019

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

From: Georgia Lomax, Executive Director

Subject: Future Libraries Project

The Library has launched its project to gather public input and gain an understanding of public interest and readiness for capital library projects in Lakewood, Sumner and Tillicum. Through the process, the Library will also strengthen its ties to the communities and build relationships with residents that we do not see in our library facilities.

The Public Engagement Steering Team is:

Sponsor: Georgia Lomax

Project Manager: Mary Getchell

Team Members:

- Ben Haines, Sumner Senior Librarian
- Dean Carrell, Foundation Director
- Jaime Prothro, Customer Experience Director
- Jeanine Adams, Tillicum Supervising Librarian
- Kim Archer, Lakewood Branch Manager
- Meghan Sullivan, Customer Experience Manager

In April the team will develop the public engagement plan, activities and timeline, which we will review with you when it is prepared.

Responses to a Request for Qualifications for a firm to conduct a capital fundraising campaign feasibility study for potential library buildings in Lakewood, Sumner and Tillicum are due April 5. This study will provide the Library with an understanding of the realistic fundraising potential in each community and a plan and strategies to reach those goals. This process will also inform future capital fundraising campaigns across the Pierce County Library System.

The result of these two processes will be public input and project recommendations to assist the Board of Trustees in considering undertaking building projects in the communities.

While these projects are specific to library facilities in the cities of Lakewood and Sumner, they will result in tools, skills and understanding that can be applied throughout our service area as we consider capital needs, and implementing the Library's core service of welcoming spaces to support library services communities need and value.

At the Board meeting, we'll discuss any questions you might have as we plan this project.

# **Board Education and Service Reports**

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# MEMO



Date: April 10, 2019

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

From: Gabby Fuentes, Fife Supervising Librarian

Subject: Board of Trustees Meeting at the Fife Library

On behalf of the Fife Library Team, I'd like to welcome the Board of Trustees to the Fife Library. The Fife Pierce County Library serves a growing and diverse community of commuters, young families, truckers, and farmers. Fife is in a unique geographic area, nestled between the Puyallup River and I-5 just northeast of the Tacoma Dome. The Fife Library's collection serves multiple language groups including Spanish, Russian, and Korean, and we have a local Native American Collection to honor our proximity to the Puyallup Indian Reservation. The branch is frequented by many young families looking for reading recommendations, teens looking for a place to do homework after school, and adult users eager to update their resumes, all with the help of our friendly and enthusiastic staff.

The community branch opened in December of 2011, and is a modular building that can be added on to in the future. The library recently underwent a refresh, to create a larger children's area to meet the demand for the space and collection, more seating areas to meet the growing need for community gathering space, and to convert the nonfiction collection from the BISAC organizational system, to the Dewey Decimal system used by all other PCLS branches.

In 2018, we had 3,702 customers connect to Wi-Fi, for a total of 27,287 sessions, and we had 12,287 customers use our computers, for a total of 8,678 hours. The computer use in our branch is higher than some of PCLS' medium sized branches, and staff can be seen buzzing around the library in the evenings helping customers with various technology related tasks, such as printing genealogy records, completing work assessments online, building resumes, renewing their insurance, working on work PowerPoints, writing school papers, learning a new language, watching a library DVD, and more. Technology literacy and exposure plays a large part in what we provide to our community, and the recent visit of the 3D printer from January to March of 2019 generated over 300 requests to have something printed from customers! Whether it's everyday technology, a robotics or 3D printing program, the staff at Fife remove barriers to access with technology, and give customers the confidence to learn new skills that will benefit them in their life pursuits.

We strive to be a welcoming place for all members of our community, from birth to old age. As one of the few public gathering spaces in Fife, we take the needs and interests of the Fife community seriously, and hope to provide opportunities for the community to engage in learning, enjoyment, and community based activities. We are looking forward to speaking with you more about this unique community.

# Officers Reports

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# MEMO



Date: March 26, 2019

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

From: Melinda Chesbro, Deputy Director

Subject: ALA Midwinter Attendance

American Library Association (ALA) held this year's midwinter meeting and exhibits in Seattle on January 25-29. Five Pierce County Library staff members attended as follows:

- Customer Experience Managers Meghan Sullivan and Kayce Austin each serve on Public Library Association (PLA) committees. The midwinter conference largely consists of committee meetings that forward the work of ALA committees, divisions, and round tables.
- Two branch managers also attended, as well as one librarian.

As the event was local, many staff from across the System attended the exhibits-only portion.

# MEMO

Date: April 1, 2019

To: Chair Rob Allen and the Board of Trustees

From: Kim Archer, Branch Manager Lakewood

Subject: Pierce County READS: A Year of Reading Series 1

On February 16, bestselling author Kristin Hannah talked about her books, writing and life in front of an audience of 815 attendees in a fireside chat styled interview with Rebecca Poynter, publisher of the News Tribune. Ms. Hannah's wit and humor charmed the audience and engaged people in an hour of joyful and informative entertainment.



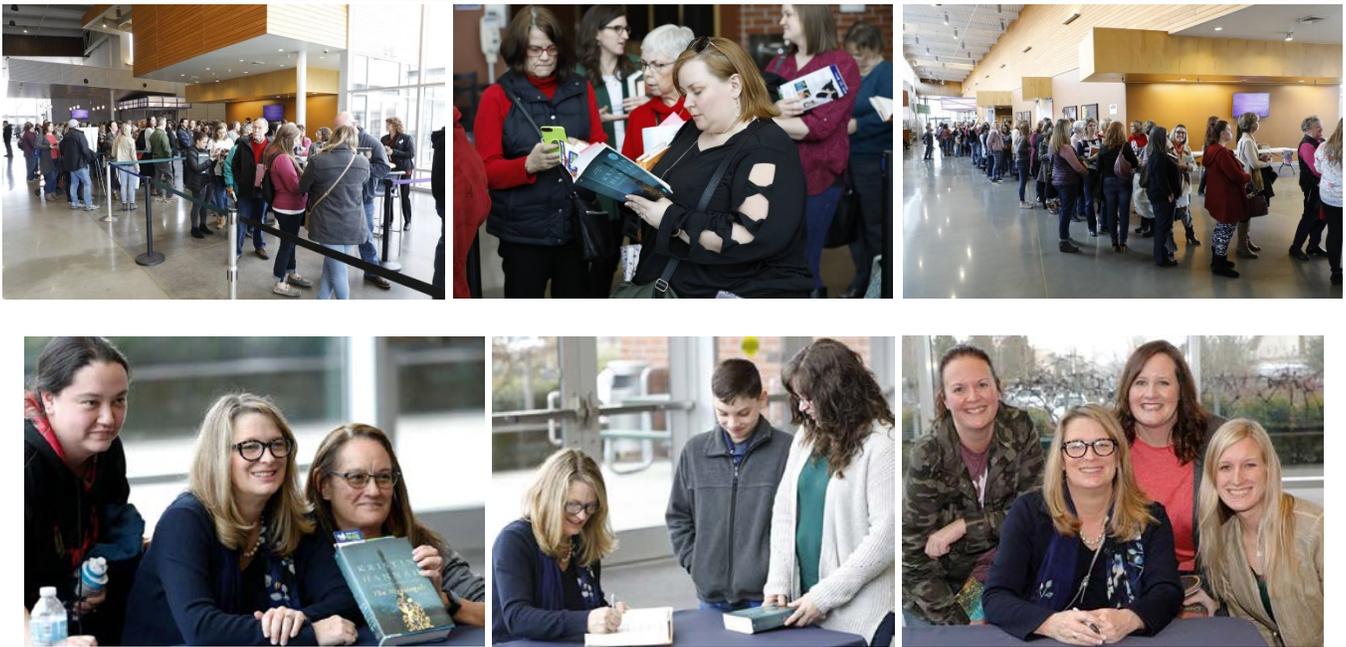
Pierce County Library System declared 2019 “A Year of Reading” after the community expressed that reading and library materials are one of the most important services PCLS provides library customers. With this in mind, PCLS decided to expand the Pierce County READS program into a three part series in 2019 designed to engage adult readers in author events, shared literacy and social engagement. The series connects readers to the

Library's existing collection with recommended read-a-likes, deepens people's relationships with reading and inspires individuals to become passionate about their reading experience.



Kristin Hannah was the perfect author to feature in Series 1. As a local author with a wide readership her work resonated with readers in book discussion groups and in person during the author event and book signing. The program featured her most recent two books, both optioned for feature films, and highlighted her shift to historical fiction. *The Nightingale* is a rich, deep tale of two sisters in France during WWII while *The Great Alone* took place during the 1970's, featured Alaska and the Pacific Northwest and explored PTSD and a father's decline upon his return from the Vietnam War.

Both books, as well as Hannah's many previous books, were well received and her personality connected with program attendees. Many people stayed after the author event to meet Ms. Hannah during the book signing event. Easily over 50% of attendees waited patiently in line to get their books signed and take pictures with the author.



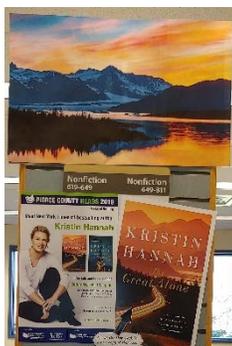
In addition to the main author event, eight PCLS branches participated in book discussions and all PCLS branches incorporated feature displays into their libraries highlighting Ms. Hannah’s books and read-a-likes from the collection. Additionally, the Pierce County READs team put together a Reader’s Guide featuring information about the program, the author, the two featured books, topics for conversation, the author’s backlist and the top 10 read-a-likes for both featured books. As a supplement to the Reader’s Guide the team also put together additional read-a-like book lists featuring books in a wide variety of formats available from the Library’s collection. For customers who prefer e-books and e-audiobooks, Ms. Hannah’s books were featured along with many read-a-likes on the Library’s Overdrive main page.

***By the Numbers: (January 2 through March 31)***

- **10935** total program checkouts
  - **2141** checkouts of *The Great Alone* (physical and electronic copies)
  - **1498** checkouts of *The Nightingale* (physical and electronic copies)
  - **2319** checkouts of all other physical copies of Kristin Hannah titles
  - **1275** checkouts of all electronic copies of other Kristin Hannah titles and read-a-like
  - **3702** checkouts of all physical copies of read-a-like titles
  - **4.42** average turnover per copy all Kristin Hannah Books (physical and electronic copies)
  - **2.63** average turnover per copy all supplemental titles (physical and electronic copies)
  
- **4164** total holds placed (physical and electronic copies)
  - **3104** holds on physical copies (print, audio, large print)
  - **1060** holds on electronic copies (ebook and e-audiobook)



- **873** total books purchased for the collection to support the program
  - **233** copies of *The Nightingale* purchased (print, audio, large print, ebook and e-audiobook)
  - **225** copies of *The Great Alone* purchased (print, audio, large print, ebook and e-audiobook)
  - **415** copies of other titles purchased to support the program (print, audio, large print)
- **2307** individual copies of titles in various formats were highlighted for the program with **37%** of copies purchased (Kristin Hannah and read-a-like titles)
- **640** “Read and Release” copies shared with the community
- **8** Book discussions across the county with approx. **70 attendees**
- **18** social media posts
  - **35,104** individuals saw the posts
  - **1954** total individuals engaged in posts
    - **1561** individuals interacted, commented on and shared posts
    - **393** individuals clicked on links and videos
  - **108.56** average number of individuals engaged per post
- News Tribune marketing included:
  - **6** print ads ran Sunday and Friday, premium days
  - **764,486** impressions
  - **.10%** overall CTR, with an impressive yield above the industry standard of .07%
  - **.18%** geofencing CTR, with an impressive yield above the industry standard of .05%
  - **33** geofencing conversions, from approximately three days of impressions
- **388,009** impressions with the Pandora ad, a new marketing opportunity we tried with this program.



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It's important to note that Ms. Hannah did reduce her price significantly for this program with the promise that we would use the remaining funds to provide 500 "Read and Release" copies of *The Great Alone* to share with our communities to promote literacy and support the Library in this program. Pierce County Library Foundation contributed \$17,000 to help support the program, including funds for the "Read and Release" books. Additionally, individual Friends groups contributed funds to purchase 140 "Read and Release" copies.

We envision the changes we've implemented for 2019 Pierce County READS: A Year of Reading will continue to encourage people to widen their reading choices, bring readers and authors together, provide forums in-person and online to share experiences and feature PCLS branches and collections as the primary resource for Pierce County readers.

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### **Pierce County READS 2019 Team**

Sponsor: Jaime Prothro, Customer Experience Director

Project Leader: Kim Archer, Branch Manager Lakewood

Team Members: Gabby Fuentes, Supervising Librarian Fife; Max Craft, Librarian South Hill; Kit DeForge, SBA University Place; Tara Hoyt, SBA Milton/Edgewood; Nicole Milbradt, Communications Manager; and Carol Sheehan, Graphics Production Supervisor



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# MEMO



Date: March 25, 2019

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

From: Mary Getchell, Marketing and Communications Director

Subject: Annual Report 2018 – Report to the Community

Pierce County Library System’s 2018 Annual Report–Report to the Community recognizes individuals, donors, and community leaders for being a part of the Pierce County Library System’s progress to inspire the love of reading and lifelong learning. The Administrative Team identified the projects to highlight the Library System’s contributions and successes to serve communities in 2018. Throughout the report, the Library System acknowledges taxpayers for investing in valued library services and thanks donors to the Pierce County Library Foundation and 17 Library friends groups. In April, the Communications Department will roll out the Annual Report to individuals, donors, and community leaders.

The annual report notes the Library’s 2018 significant achievements and draws attention to voter-approved levy lid lift.

The goals of the annual report include:

1. Strategically positioning Pierce County Library’s value, contributions, and achievements to spark success for Pierce County.
2. Acknowledging individuals, taxpayers, and communities for choosing Pierce County Library as their choice for the discovery and exchange of information and ideas.

Target audiences include:

- Pierce County Library System’s staff
- Library customers
- Potential library customers/community members
- Library’s Board of Trustees
- Library Foundation Board of Directors, donors, prospects
- Friends of the Library organizations
- Local government elected officials and administrators
- Community leaders
- Partners
- News media

The annual report includes a limited print run publication, with the major focus of the annual report promoted and distributed as an online document. The Communications Department is distributing the report using a variety of communication channels including the Library’s public website, email marketing, limited direct mail postcards, social media marketing, and sponsored news media advertising with a full page Sunday ad in “The News Tribune” as well as digital ads. Library leaders will share print

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copies of the annual report with community leaders and community members at various meetings and events throughout the year.

**Pierce County Library FYI Packet**  
**Link List**  
**April 10, 2019**

**Pierce County Library in the News**

- [Housing Info-Sessions Hosted By Pierce County Libraries](#) – Puyallup Patch
- [Local Author Speaks At Pierce County Libraries In March](#) – UP Patch
- [Free help with taxes at libraries](#) – Senior Scene
- [Discover Pass checkout program](#) – KING5.com
- [Spokane-area libraries letting people check out Discover Passes](#) – KHQ.com
- [Pierce County Library Board Meeting Set For March 13](#) – UP Patch
- [Human-Wildlife Dynamics Discussed At Pierce County Libraries](#) – Puyallup Patch
- [Pierce County Library System Offers Free Retirement Planning Events](#) – South Sound Business
- [Free STEM Events at Pierce County Library System](#) – South Sound Business
- [35th Annual Citizen of the Year Award Nominees](#) – Key Peninsula News