

## AGENDA

### Regular Meeting of the Pierce County Library System Board of Trustees May 8, 2019 | 3:30 PM

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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 April 10, 2019, Regular Meeting</li> <li>2. Approval of April 2019 Payroll, Benefits and Vouchers</li> </ol>	
3:40 pm	05 min.	<b>Board Member Reports</b>	
3:45 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. March 2019 Financial Report, Cliff Jo</li> <li>4. Executive Director Report, Georgia Lomax</li> <li>5. Branch Services Report, Jaime Prothro</li> </ol>	
3:55 pm	05 min.	<b>Unfinished Business</b>	
		<ol style="list-style-type: none"> <li>1. Future Libraries Project, Georgia Lomax</li> <li>2. Trustee Vacancy, Georgia Lomax</li> </ol>	
4:00 pm	10 min.	<b>New Business</b>	<b>Action</b>
		<ol style="list-style-type: none"> <li>1. Campaign Literature Policy, Mary Getchell</li> </ol>	
4:10 pm	15 min	<b>Board Education and Service Reports</b>	
		<ol style="list-style-type: none"> <li>1. Summer Reading Preview, Jaime Prothro</li> </ol>	
4:25 pm	05 min.	<b>Officers Reports:</b>	
		<ol style="list-style-type: none"> <li>1. 2019 Work Plan</li> <li>2. National Library Worker Day</li> <li>3. Our Own Expressions</li> <li>4. 2019 Strategic Plan</li> <li>5. 2019 Library Giving Day</li> </ol>	
4:30 pm	02 min.	<b>Announcements</b>	
		<p>Our Own Expressions contest winners will showcase their work at an Awards Ceremony on May 29, 2019, at the Pacific Lutheran University Lagerquist Concert Hall at 7:00 PM.</p> <p>The June 12<sup>th</sup> Board Meeting will be held at the Graham Library, located at 9202 224<sup>th</sup> St. E., Graham, WA 98338.</p>	
4:32 pm		<b>Adjournment</b>	

**BOARD OF TRUSTEES  
PIERCE COUNTY LIBRARY SYSTEM  
MEETING MINUTES – MAY 8, 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, Monica Butler and Pat Jenkins. Daren Jones was excused.

**PUBLIC COMMENT**

There was no public comment.

**CONSENT AGENDA**

1. Approval of Minutes of the April 10, 2019, Regular Meeting
2. April 2019 Payroll, Benefits and Vouchers totaling \$2,452,036.12

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

**ROUTINE REPORTS**

March 2019 Financial Report – Finance and Business Director Cliff Jo reported tax revenue of approximately \$15 million. Next month he will share the Library’s sustainability process to set aside restored levy revenue into the Special Purpose fund for use in future years when costs exceed revenue. The fiscal management policy will be updated to allow for this action.

Executive Director Report, Executive Director Georgia Lomax and Staff Experience Director Cheree Green reported on their recent lecture to UW iSchool students on organizational development, including organizational culture and leadership development.

**UNFINISHED BUSINESS**

Future Libraries Project – Ms. Lomax said the public engagement process is being finalized and case statements are being developed. Input will be gathered from the public over the summer and the Board will hear the analysis and recommendation in the fall.

Foundation Director Dean Carrell reported the consultant for the Capital Campaign Fundraising Feasibility Study has been selected and contract details are being finalized.

Ms. Lomax and Finance Director Mr. Jo are working closely with the cities of Sumner and Lakewood, and are exploring various funding sources for the potential future building projects.

Trustee Vacancy Process – Seven applications have been received. Ms. Butler and Mr. Jenkins will lead the interview panel.

**NEW BUSINESS**

Campaign Literature Policy – Marketing and Communications Director Mary Getchell reported that several elements of the policy required updating.

Ms. Lomax said the Library is partnering with the election office on a pilot to ensure that every voter can register and vote on Election Day under the new same-day voter registration law. Libraries will act as a community access point to the voter center in Tacoma to ensure voters can register to vote when it is not practical to travel to Tacoma. Puyallup and Tacoma public libraries are partnering on this effort.

*Ms. Butler moved to approve the revised Campaign Literature and Political Forums Board Policy. Ms. Albers seconded the motion and it was passed.*

**BOARD EDUCATION AND SERVICE**

Summer Reading Preview – Customer Experience Director Jaime Prothro provided Summer Reading materials and shared the content of the designated Summer Reading website at [www.Summerreading.pcls.us](http://www.Summerreading.pcls.us). She also shared content from the training support website for staff.

In addition to Library funding, Friends of the Library contributed \$11,000, the Foundation contributed \$80,000 and community partners donated in-kind gifts totaling \$180,000 to the program.

Ms. Prothro congratulated the project team for their coordination efforts on the program.

**ANNOUNCEMENTS**

Our Own Expressions contest winners will showcase their work at an Awards Ceremony on May 29, 2019, at the Pacific Lutheran University Lagerquist Concert Hall at 7:00 PM.

The June 12th Board Meeting will be held at the Graham Library, located at 9202 224th St. E., Graham, WA 98338.

Author Imbolo Mbue will be speaking and signing her book, Behold the Dreamers, on June 9 at 2:00 PM at the Pioneer Park Pavilion, located at 330 S. Meridian in Puyallup.

**ADJOURNMENT**

The meeting was adjourned at 4:32 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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4:32 pm		<b>Adjournment</b>	



# Consent Agenda



**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

## April 2019 Payroll, Benefits and Vouchers

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	3849 - 3851	4/1/19 - 4/30/19	\$ 2,149.53
Electronic Payments - Payroll & Acct Payable		4/5/19	1,093,755.52
Electronic Payments - Payroll & Acct Payable		4/22/19	851,527.85
Accounts Payable Warrants	630393 - 630525	4/1/19 - 4/30/19	504,603.22
<b>Total:</b>			<b><u>\$ 2,452,036.12</u></b>

**Check History Listing**  
Pierce County Library System

Check #	Bank	Date	Paid to	Status	Can/Vd Date	Pay Period Dates	Dir Dep	Amount
3849	key	04/05/2019	KeyBank N.A.			03/16/19 - 03/31/19	0.00	37.61
3850	key	04/05/2019	KeyBank N.A.			03/16/19 - 03/31/19	0.00	935.39
3851	key	04/05/2019	KeyBank N.A.			03/16/19 - 03/31/19	0.00	1,176.53
<b>Total:</b>							<b>0.00</b>	<b>2,149.53</b>

Checks in report: 3

**Grand Total:** 0.00 2,149.53

# 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: 4/5/19 Payroll

**Withdrawal Date: 04/05/19**

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	60,807.63
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	52,038.81
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	52,038.81
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	488,478.01
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	11,883.79
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	52,019.49
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	88,002.85
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	51,750.00
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	227,175.19
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	2,029.91
<b>Total Deposit</b>						<b>\$ 1,093,755.52</b>

Certification:

Stacy Karabotsos  
Signature ( Department Designee)

04/03/19  
**Date**

Comments:

# Ad-hoc bank transaction (Withdrawal)

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 Contact Phone: 253-548-3451  
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 Comments: 4/22/19 Payroll

Withdrawal Date: 04/22/19

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	63,803.49
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	53,837.66
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	53,837.66
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	499,618.19
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	11,907.23
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	52,390.16
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	88,595.93
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	15,194.36
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	7,541.60
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	750.00
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	193.05
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	1,831.46
PCL_Company	WA State Support Registry	237100	CC_Library_District	697-00	5100000	2,027.06
<b>Total Deposit</b>						<b>\$ 851,527.85</b>

Certification:

Stacy Karabotsos  
 Signature ( Department Designee)

04/18/19  
 Date

Comments:

**Check History Listing**  
 Pierce County Library System

Bank code: key

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
630393	04/01/2019	005862 ELITE PROPERTY INVESTMENTS LLC		10,648.94
630394	04/01/2019	006331 SURPRISE LAKE SQUARE LLC		8,807.48
630395	04/05/2019	000830 BAKER & TAYLOR		29,967.84
630396	04/05/2019	000242 BUCKLEY CITY OF		279.25
630397	04/05/2019	000161 CENGAGE LEARNING		1,321.88
630398	04/05/2019	000847 CENTER POINT PUBLISHING		692.07
630399	04/05/2019	001780 CITY OF UNIVERSITY PLACE		12.81
630400	04/05/2019	000093 EBSCO		25.76
630401	04/05/2019	007339 CHRISTINE HIXON		30.21
630402	04/05/2019	001643 IMPACT		132.42
630403	04/05/2019	000243 INGRAM LIBRARY SERVICES		184.33
630404	04/05/2019	000352 MIDWEST TAPE	V	0.00
630405	04/05/2019	000352 MIDWEST TAPE	V	0.00
630406	04/05/2019	000352 MIDWEST TAPE		32,651.45
630407	04/05/2019	002065 TRISHA MUSCHETT		128.01
630408	04/05/2019	000327 PENINSULA GATEWAY INC		50.00
630409	04/05/2019	000370 PIERCE COUNTY		2,279.13
630410	04/05/2019	000377 PUGET SOUND ENERGY		10,018.45
630411	04/05/2019	000451 SEATTLE TIMES SEATTLE PI		445.56
630412	04/05/2019	007345 STEVEN STACY		59.99
630413	04/05/2019	000460 STEILACOOM TOWN OF		1,692.55
630414	04/05/2019	000541 STATE OF WASHINGTON		590.60
630415	04/05/2019	000828 AFSCME AFL-CIO		13,330.37
630416	04/05/2019	004782 DEPARTMENT OF EDUCATION AWG		210.07
630417	04/05/2019	003311 DEPARTMENT OF LABOR & INDUSTRI		42,112.74
630418	04/05/2019	003985 PACIFICSOURCE ADMINISTRATORS		1,879.48
630419	04/05/2019	000821 PIERCE COUNTY SUPERIOR COURT		369.35

Check History Listing  
Pierce County Library System

Bank code: key

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Check #	Date	Vendor	Status	Check Total
630420	04/05/2019	000821 PIERCE COUNTY SUPERIOR COURT		134.63
630421	04/05/2019	001181 PIERCE CTY LIBRARY FOUNDATION		676.49
630422	04/05/2019	006555 SOCIAL SECURITY ADMINISTRATION		70.02
630423	04/05/2019	007324 FRELIMO OMARI AMILI		300.00
630424	04/05/2019	000363 OVERALL LAUNDRY SERV. DBA ARAMARK UNII		21.98
630425	04/05/2019	000830 BAKER & TAYLOR		2,170.00
630426	04/05/2019	006897 BRIAN DALBALCON PHOTOGRAPHY		825.00
630427	04/05/2019	006999 CIS		940.00
630428	04/05/2019	006699 DORMA USA INC		370.92
630429	04/05/2019	006478 EVERGREEN MAINT LANDSCAPING		5,219.51
630430	04/05/2019	007322 MOLLY HASHIMOTO		550.00
630431	04/05/2019	006421 MARKHAM INVESTIGATION - (MIP)		4,440.00
630432	04/05/2019	007305 MICHELLE HOLLEY MARTIN		300.00
630433	04/05/2019	007302 MARIAN D MAXWELL		400.00
630434	04/05/2019	007012 MSDSONLINE INC		2,615.62
630435	04/05/2019	006026 PAPERROLLS-N-MORE.COM		1,035.35
630436	04/05/2019	000370 PIERCE COUNTY		500.00
630437	04/05/2019	003933 QUALITY BUSINESS SYSTEMS INC		1,220.18
630438	04/05/2019	007250 KELSEY REYNOLDS		50.00
630439	04/05/2019	007319 CHANEL REFA RHYMES		200.00
630440	04/05/2019	005417 RICOH USA INC		2,955.69
630441	04/05/2019	005417 RICOH USA INC		211.58
630442	04/05/2019	000730 SMITH FIRE SYSTEMS INC		296.73
630443	04/05/2019	007167 JENNY LYNN SOUSA		420.00
630444	04/05/2019	005827 SPRAGUE PEST SOLUTIONS		737.01
630445	04/05/2019	005603 TEGCO FENCE		2,723.38
630446	04/05/2019	007263 VOILA ART STUDIO		402.22
630447	04/05/2019	001767 WALTER E NELSON OF WESTERN WAS		1,297.02

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 Pierce County Library System

Bank code: key

Check #	Date	Vendor	Status	Check Total
630448	04/05/2019	000635 WAYNES ROOFING INC		620.94
630449	04/09/2019	007250 KELSEY REYNOLDS		50.00
630450	04/15/2019	000830 BAKER & TAYLOR		1,665.03
630451	04/15/2019	006482 BRICKS 4 KIDZ		175.00
630452	04/15/2019	006469 HERMANSON COMPANY LLP		25,888.99
630453	04/15/2019	001005 PETTY CASH CUSTODIAN		30.79
630454	04/15/2019	000857 PIERCE COUNTY RECYCLING		125.54
630455	04/15/2019	004022 US BANK		212,764.46
630456	04/15/2019	001767 WALTER E NELSON OF WESTERN WAS		499.55
630457	04/18/2019	000377 PUGET SOUND ENERGY		844.51
630458	04/18/2019	000463 SUMMIT WATER & SUPPLY CO		398.82
630459	04/19/2019	007139 ACT 1 THEATRE		500.00
630460	04/19/2019	000363 OVERALL LAUNDRY SERV. DBA ARAMARK UNII		43.96
630461	04/19/2019	000176 ATS AUTOMATION INC		5,261.46
630462	04/19/2019	007108 BARBARA B BENEPE		100.00
630463	04/19/2019	006391 BERK CONSULTING INC		1,235.00
630464	04/19/2019	006897 BRIAN DALBALCON PHOTOGRAPHY		300.00
630465	04/19/2019	007342 THRETT BROWN		200.00
630466	04/19/2019	000182 CHUCKALS INC		1,562.34
630467	04/19/2019	006999 CIS		940.00
630468	04/19/2019	000895 COLUMBIA BANK		250.60
630469	04/19/2019	001512 DAILY JOURNAL OF COMMERCE		243.60
630470	04/19/2019	002085 CINDY DARGAN		30.00
630471	04/19/2019	007046 ALICE DARNTON		125.00
630472	04/19/2019	006873 DATA QUEST LLC		115.50
630473	04/19/2019	006699 DORMA USA INC		1,025.50
630474	04/19/2019	006935 EMILY'S PAPERCRAFTS		200.00
630475	04/19/2019	005283 E-RATE EXPERTISE INC		1,387.50

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 Pierce County Library System

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Check #	Date	Vendor	Status	Check Total
630476	04/19/2019	006984 AUSTRINGER LLC DBA FALCONER, THE		500.00
630477	04/19/2019	005996 FUELCARE		4,378.42
630478	04/19/2019	003704 INSECT SAFARI		200.00
630479	04/19/2019	006545 IRON MOUNTAIN INC		184.29
630480	04/19/2019	004613 DBA KNIGHTS OF VERITAS KRON INC		375.00
630481	04/19/2019	005940 SUSAN MCBRIDE		30.00
630482	04/19/2019	000360 OCLC INC		3,955.72
630483	04/19/2019	003985 PACIFICSOURCE ADMINISTRATORS		181.75
630484	04/19/2019	006026 PAPERROLLS-N-MORE.COM		1,035.35
630485	04/19/2019	000370 PIERCE COUNTY		19,635.93
630486	04/19/2019	000370 PIERCE COUNTY		92.00
630487	04/19/2019	007303 EDWIN RAVINA		50.00
630488	04/19/2019	005417 RICOH USA INC		3,658.90
630489	04/19/2019	005417 RICOH USA INC		2,598.54
630490	04/19/2019	007063 TIMOTHY SAGE		44.42
630491	04/19/2019	006231 DAVID SECKMAN		60.00
630492	04/19/2019	007363 ANNA SHELTON		50.00
630493	04/19/2019	000424 SIMPLY MAGIC LLC		415.00
630494	04/19/2019	007341 BRIAN SKIFFINGTON		200.00
630495	04/19/2019	000730 SMITH FIRE SYSTEMS INC		3,616.23
630496	04/19/2019	005827 SPRAGUE PEST SOLUTIONS		57.38
630497	04/19/2019	004114 MEGHAN SULLIVAN		75.00
630498	04/19/2019	006079 LISA TAYLOR		250.00
630499	04/19/2019	000497 TILlicum COMMUNITY SERVICE CEN		2,603.91
630500	04/19/2019	003719 UNIQUE MANAGEMENT SERVICES		939.75
630501	04/19/2019	001767 WALTER E NELSON OF WESTERN WAS		2,320.90
630502	04/19/2019	000534 WCP SOLUTIONS		1,180.58
630503	04/23/2019	007347 CURIOUS CITY		750.00

**Check History Listing**  
 Pierce County Library System

Bank code: key

Check #	Date	Vendor	Status	Check Total
630504	04/23/2019	006935 EMILY'S PAPERWORKS		200.00
630505	04/23/2019	001371 MOUNTAIN MIST		20.04
630506	04/23/2019	003778 AFLAC		5,385.83
630507	04/23/2019	001578 COLONIAL SUPPLEMENTAL INSURANC		624.66
630508	04/23/2019	004782 DEPARTMENT OF EDUCATION AWG		221.48
630509	04/23/2019	003985 PACIFCSOURCE ADMINISTRATORS		1,804.48
630510	04/23/2019	000821 PIERCE COUNTY SUPERIOR COURT		221.91
630511	04/23/2019	000821 PIERCE COUNTY SUPERIOR COURT		73.83
630512	04/23/2019	001181 PIERCE CTY LIBRARY FOUNDATION		678.99
630513	04/23/2019	006555 SOCIAL SECURITY ADMINISTRATION		73.83
630518	04/29/2019	000352 MIDWEST TAPE	V	0.00
630519	04/29/2019	000352 MIDWEST TAPE	V	0.00
630525	04/29/2019	003311 DEPARTMENT OF LABOR & INDUSTRI		270.94
<b>key Total:</b>				<b>504,603.22</b>
<b>Total Checks:</b>				<b>504,603.22</b>

124 checks in this report



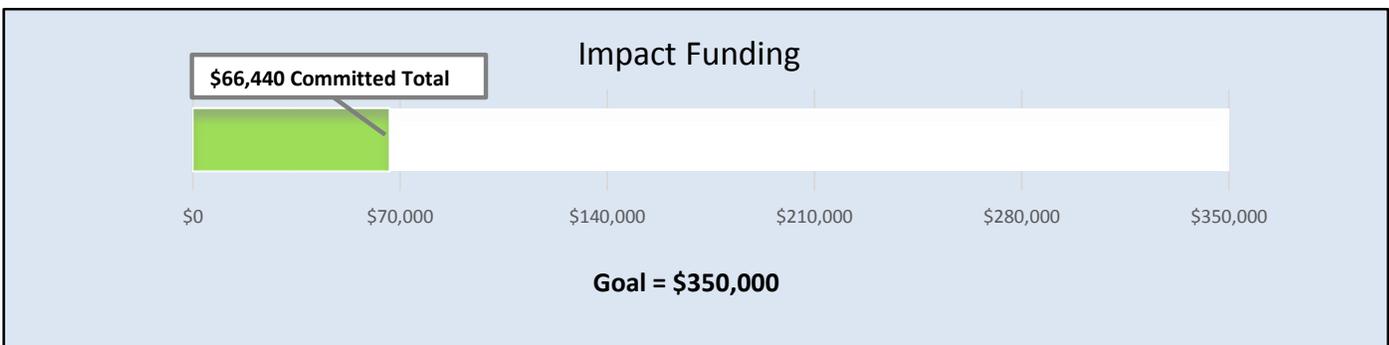
# Routine Reports





# Fundraising Performance Report

Reporting Period: January 1, 2019 to March 31, 2019



### Support Type

Unrestricted	Restricted	In Kind	Total
\$53,640	\$54,430	\$85,568	\$193,638

### Memor Society

Reflected when received

Goal = 12 New Members

### Endowment

Gifts reflected when received

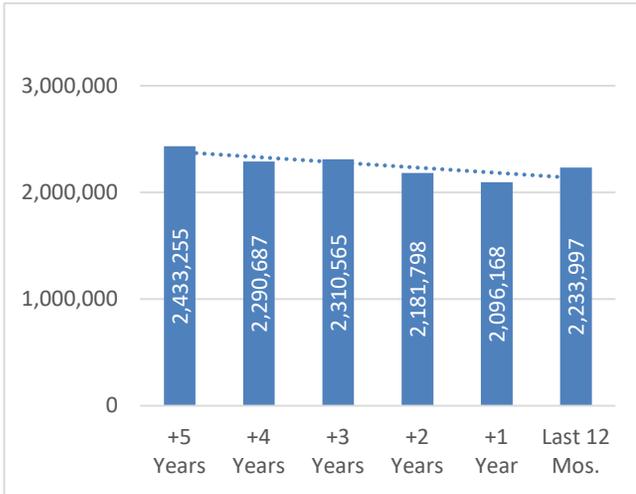
### Capital

Gifts reflected when received

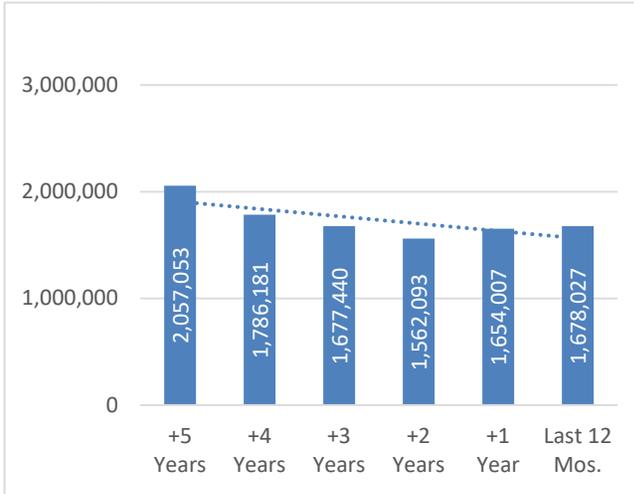


# Customers / Visits - March 2019

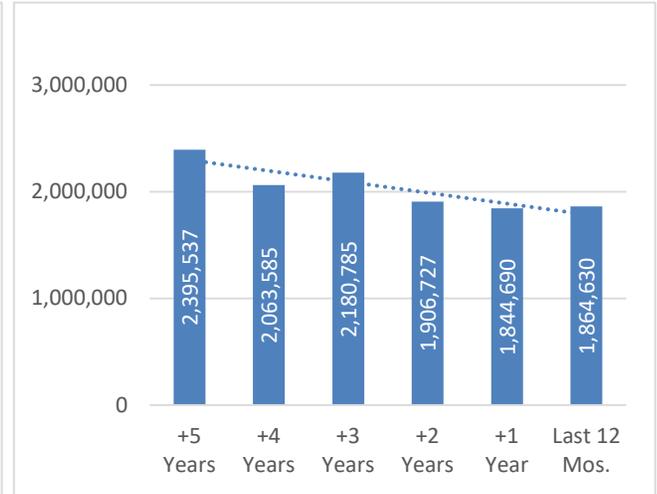
## Branch Visits



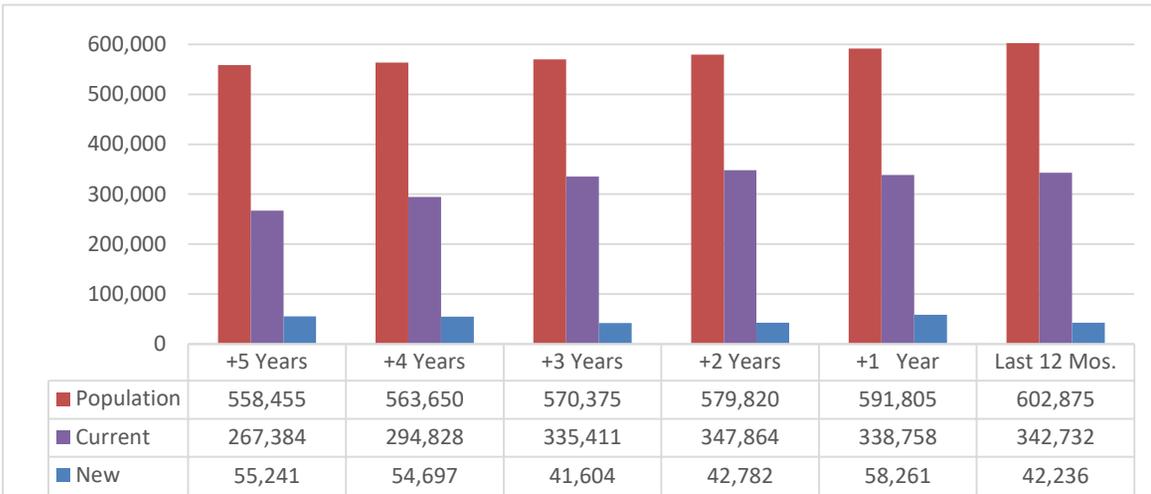
## Catalog Visits



## Website Visits



## PCLS Cardholder Statistics



## March and Rolling 12-Month Comparison

	March 2019	Rolling Last 12 Months	+1 Year	% Change Year Over Year
Branch Visits	184,172	2,233,997	2,096,168	6.6%
Catalog Visits	137,307	1,678,027	1,654,007	1.5%
Public Website Visits	154,642	1,864,630	1,844,690	1.1%

## Technology

	March 2019	Rolling Last 12 Months	+1 Year	% Change Year Over Year
PC/Laptop Sessions	29,027	359,321	411,886	-12.8%
Wi-Fi Sessions	86,825	978,769	903,640	8.3%

## Public Spaces Usage

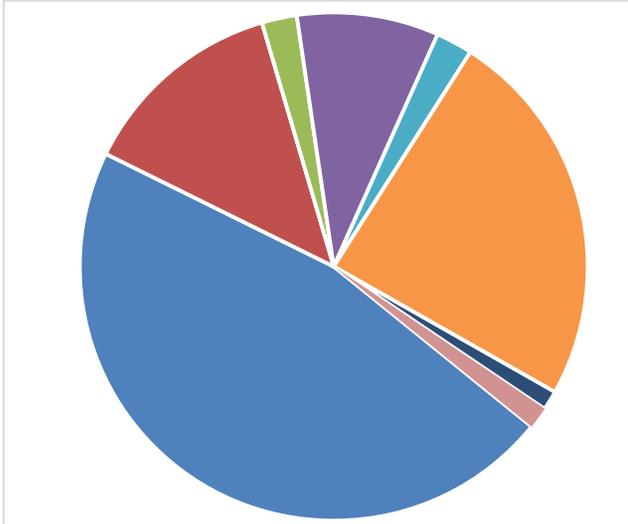
	March 2018
# of Public Meeting Uses	1,010
# of Attendees	13,033

### 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.

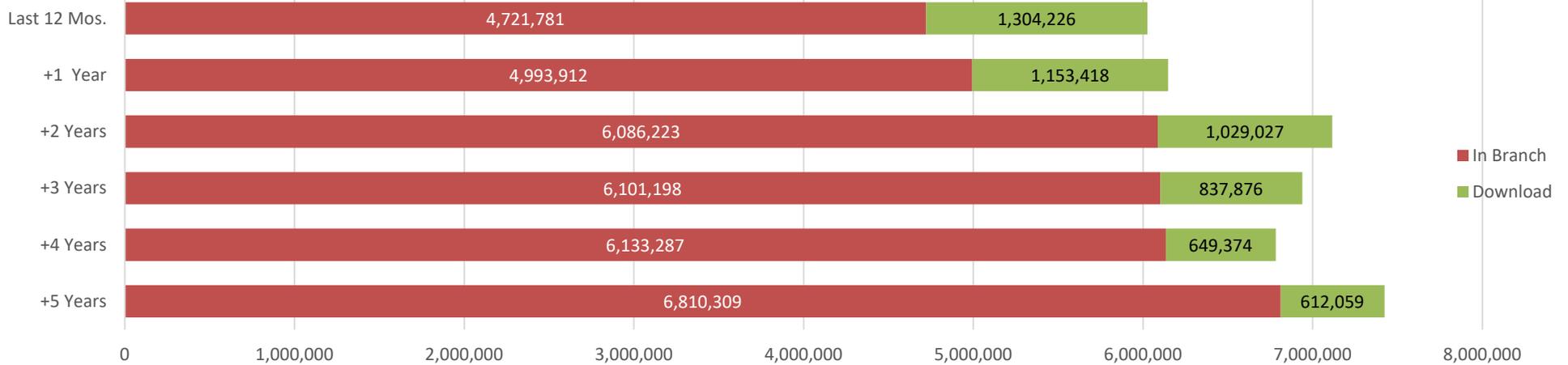
# Collection Use - March 2019

## Checkouts By Format - March 2019



## Data Table

Categories	February 2019	March 2019	% of Total March Checkouts	Rolling Last 12 Months	+1 Year	% Change Year Over Year
Books	211,662	231,936	46.47%	2,819,991	2,947,994	-4.34%
E-Books	62,672	65,615	13.15%	756,459	671,256	12.69%
AudioBooks (Disc)	9,963	11,070	2.22%	145,061	167,879	-13.59%
AudioBooks (Digital)	39,752	45,128	9.04%	490,298	390,223	25.65%
Music CDs (Disc)	9,787	11,591	2.32%	148,361	178,249	-16.77%
DVDs	110,618	120,730	24.19%	1,477,073	1,557,411	-5.16%
Magazines (Print)	5,830	6,091	1.22%	78,671	88,763	-11.37%
Magazines (Digital)	6,410	6,991	1.40%	57,469	37,870	51.75%
<b>Totals:</b>	<b>456,694</b>	<b>499,152</b>	<b>100.00%</b>	<b>5,973,383</b>	<b>6,039,645</b>	<b>-1.10%</b>



## Historical Data Reporting

The numbers in the Data Table do not reflect total circulation, only the highlighted categories.

In 2018, Digital Downloads were changed to only reflect downloads of materials through Overdrive, and Zinio Digital Magazines. "Other" digital content (such as TumbleBooks) was included in 2017 and earlier. The Collection Checkouts chart above includes the "other" digital content as originally reported. The table on Page 3 includes only digital content from Overdrive, and excludes digital content from other providers, for all years reported.

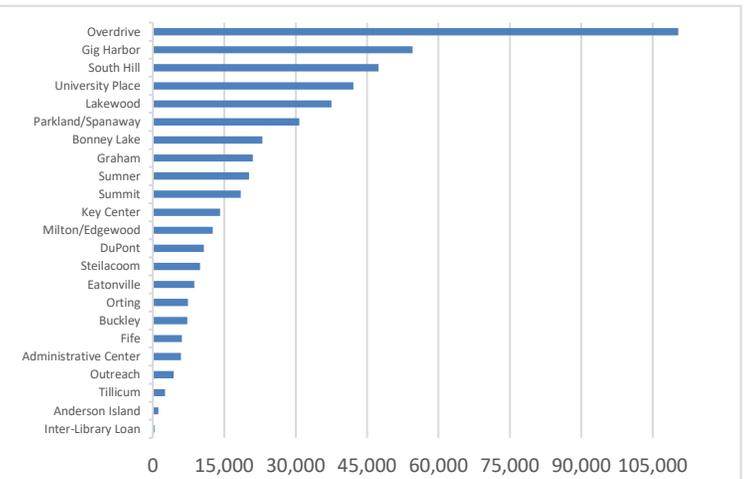
## February 2019 Statistics

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

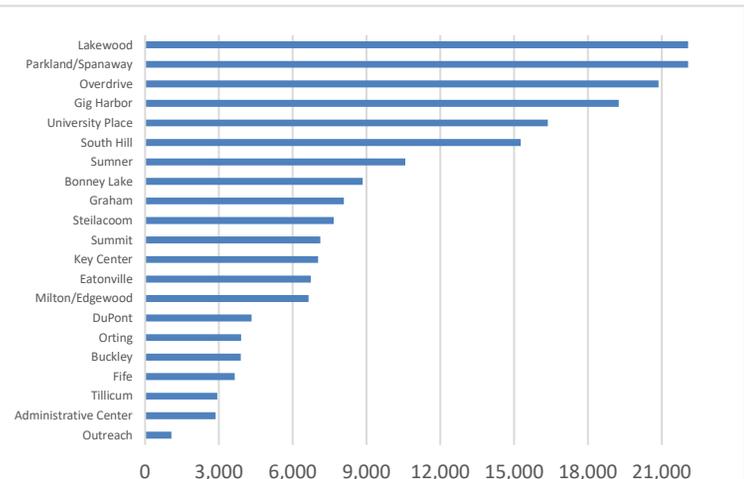
# Activity - March 2019

Location	Checkouts				Visitors**			
	March 2019	Last 12 Mo.	+1 Year	% Change	March 2019	Last 12 Mo.	+1 Year	% Change
Administrative Center	5,918	71,493	69,323	3.1%	2,868	30,782	42,973	-28.4%
Anderson Island	1,136	14,311	2017 #s in Outreach		No Door Counter for Anderson Island			
Bonney Lake	22,995	274,821	276,483	-0.6%	8,839	127,689	91,236	40.0%
Buckley	7,247	89,224	87,822	1.6%	3,889	47,844	42,289	13.1%
DuPont	10,740	121,254	119,421	1.5%	4,330	54,208	50,436	7.5%
Eatonville	8,718	110,507	106,422	3.8%	6,733	85,825	54,195	58.4%
Fife	6,116	71,037	76,366	-7.0%	3,648	41,914	51,626	-18.8%
Gig Harbor	54,527	656,181	691,129	-5.1%	19,251	231,823	251,436	-7.8%
Graham	21,007	247,654	256,881	-3.6%	8,073	99,189	96,141	3.2%
Inter-Library Loan	372	5,323	6,110	-12.9%	No "visitors" for Inter-Library Loan			
Key Center	14,148	162,295	172,757	-6.1%	7,028	72,300	60,682	19.1%
Lakewood	37,545	480,536	542,869	-11.5%	25,183	287,834	241,051	19.4%
Milton / Edgewood	12,559	150,159	153,419	-2.1%	6,644	78,919	78,996	-0.1%
Orting	7,389	93,363	94,390	-1.1%	3,898	48,143	54,070	-11.0%
Overdrive	110,743	1,246,757	1,061,479	17.5%	20,864	232,950	181,292	28.5%
Outreach	4,395	53,883	85,709	-37.1%	1,065	11,978	18,318	-34.6%
Parkland / Spanaway	30,742	390,019	413,681	-5.7%	22,786	254,698	175,383	45.2%
South Hill	47,437	573,981	613,575	-6.5%	15,265	186,021	202,339	-8.1%
Steilacoom	9,903	117,957	122,274	-3.5%	7,660	91,299	67,933	34.4%
Summit	18,468	234,617	247,577	-5.2%	7,124	94,399	99,073	-4.7%
Sumner	20,176	247,510	257,425	-3.9%	10,579	129,046	135,649	-4.9%
Tillicum	2,592	31,840	36,060	-11.7%	2,936	38,800	37,566	3.3%
University Place	42,097	523,816	564,198	-7.2%	16,373	221,286	246,122	-10.1%
<b>Total</b>	<b>496,970</b>	<b>5,968,538</b>	<b>6,055,370</b>	<b>-1.4%</b>	<b>205,036</b>	<b>2,466,947</b>	<b>2,278,806</b>	<b>8.3%</b>

## March Checkouts



## March 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

### March 31, 2019

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

#### General Fund

##### March

- **54502. We moved copier lease charges out of contracted maintenance and into Equipment Leases. The budget will be adjusted accordingly.**

##### 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

##### March

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

##### January-February

- No significant activity.

#### Debt Service Fund

- **No significant activity**

#### Special Purpose Fund

##### February-March

- **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  
March 31, 2019**

	GENERAL FUND	SPECIAL PURPOSE FUND	DEBT SERVICE FUND	CAPITAL IMPROVEMENT PROJECTS FUND
<b>ASSETS</b>				
<b>Current Assets</b>				
Cash	\$ 2,800,867	\$ 29,194	\$ 677	\$ 10,722
Investments	\$ 1,700,000	\$ 965,000	\$ 86,000	\$ 1,425,000
<b>Total Current Assets</b>	<b>\$ 4,500,867</b>	<b>\$ 994,194</b>	<b>\$ 86,677</b>	<b>\$ 1,435,722</b>
<b>TOTAL ASSETS</b>	<b>\$ 4,500,867</b>	<b>\$ 994,194</b>	<b>\$ 86,677</b>	<b>\$ 1,435,722</b>
<b>LIABILITIES</b>				
<b>Current Liabilities</b>				
Warrants Payable	\$ 79,533	\$ -	\$ -	\$ 1,479
Sales Tax Payable	\$ 1,997	\$ -	\$ -	\$ -
Payroll Payable	\$ 110,110	\$ -	\$ -	\$ -
<b>Total Current Liabilities</b>	<b>\$ 191,639</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,479</b>
<b>TOTAL LIABILITIES</b>	<b>\$ 191,639</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,479</b>
<b>FUND BALANCE</b>				
Reserve for Encumbrances	\$ 1,240,119	\$ -	\$ -	\$ 461,467
Election Set-Aside		\$ 608,822		
Land/Property/Facility Set-Aside		\$ 630,117		
Unreserved Fund Balance	\$ 3,069,109	\$ (244,745)	\$ 86,677	\$ 972,776
<b>TOTAL FUND BALANCE</b>	<b>\$ 4,309,228</b>	<b>\$ 994,194</b>	<b>\$ 86,677</b>	<b>\$ 1,434,243</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 4,500,867</b>	<b>\$ 994,194</b>	<b>\$ 86,677</b>	<b>\$ 1,435,722</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	\$ 3,700,324	\$ 6,829	\$ 507	\$ 9,054
Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -
YTD Expenditures	\$ (7,129,490)	\$ (268,320)	\$ -	\$ (126,651)
<b>ENDING FUND BALANCE, 01/31/19</b>	<b>\$ 4,309,228</b>	<b>\$ 994,194</b>	<b>\$ 86,677</b>	<b>\$ 1,434,243</b>
<b>TAXES RECEIVABLE</b>	<b>\$ 36,413,384</b>	<b>\$ -</b>	<b>\$ (0)</b>	<b>\$ -</b>

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

	HISTORICAL 3/31/2018	HISTORICAL 4/30/2018	HISTORICAL 5/31/2018	HISTORICAL 6/30/2018	HISTORICAL 7/31/2018	HISTORICAL 8/31/2018	HISTORICAL 9/30/2018	HISTORICAL 10/31/2018	HISTORICAL 11/30/2018	HISTORICAL 12/31/2018	HISTORICAL 1/31/2019	HISTORICAL 2/28/2019	CURRENT 3/31/2019
<b>ASSETS</b>													
<b>Current Assets</b>													
Cash	\$ 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	\$ 2,800,867
Investments	\$ 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	\$ 1,700,000
<b>Total Current Assets</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>\$ 4,500,867</b>
<b>TOTAL ASSETS</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>\$ 4,500,867</b>
<b>LIABILITIES</b>													
<b>Current Liabilities</b>													
Warrants Payable	\$ 61,835	\$ (15,003)	\$ -	\$ 142	\$ 142	\$ 6,629	\$ 114,808	\$ 118,663	\$ 160,876	\$ 516,769	\$ 251,432	\$ 79,752	\$ 79,533
Sales Tax Payable	\$ 2,935	\$ 2,905	\$ 2,206	\$ 1,481	\$ 2,149	\$ 2,757	\$ 2,827	\$ 2,703	\$ 2,643	\$ 241	\$ 1,438	\$ 1,967	\$ 1,997
Payroll Payable	\$ 142,843	\$ 112,083	\$ 128,499	\$ 144,913	\$ 112,963	\$ 130,996	\$ 144,004	\$ 111,920	\$ 129,840	\$ 149,007	\$ 124,676	\$ 143,867	\$ 110,110
<b>Total Current Liabilities</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>\$ 191,639</b>
<b>TOTAL LIABILITIES</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>\$ 191,639</b>
<b>FUND BALANCE</b>													
Reserve for Encumbrance	\$ 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	\$ 1,240,119
Net Excess (Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unreserved Fund Balance	\$ 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	\$ 3,069,109
<b>TOTAL FUND BALANCE</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>\$ 4,309,228</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</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>\$ 4,500,867</b>
<b>PROPERTY TAXES RECEIVABLE</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>	<b>\$ 39,155,533</b>

PIERCE COUNTY LIBRARY SYSTEM  
STATEMENT OF REVENUE & EXPENDITURES  
For the Period Ending March 31, 2019

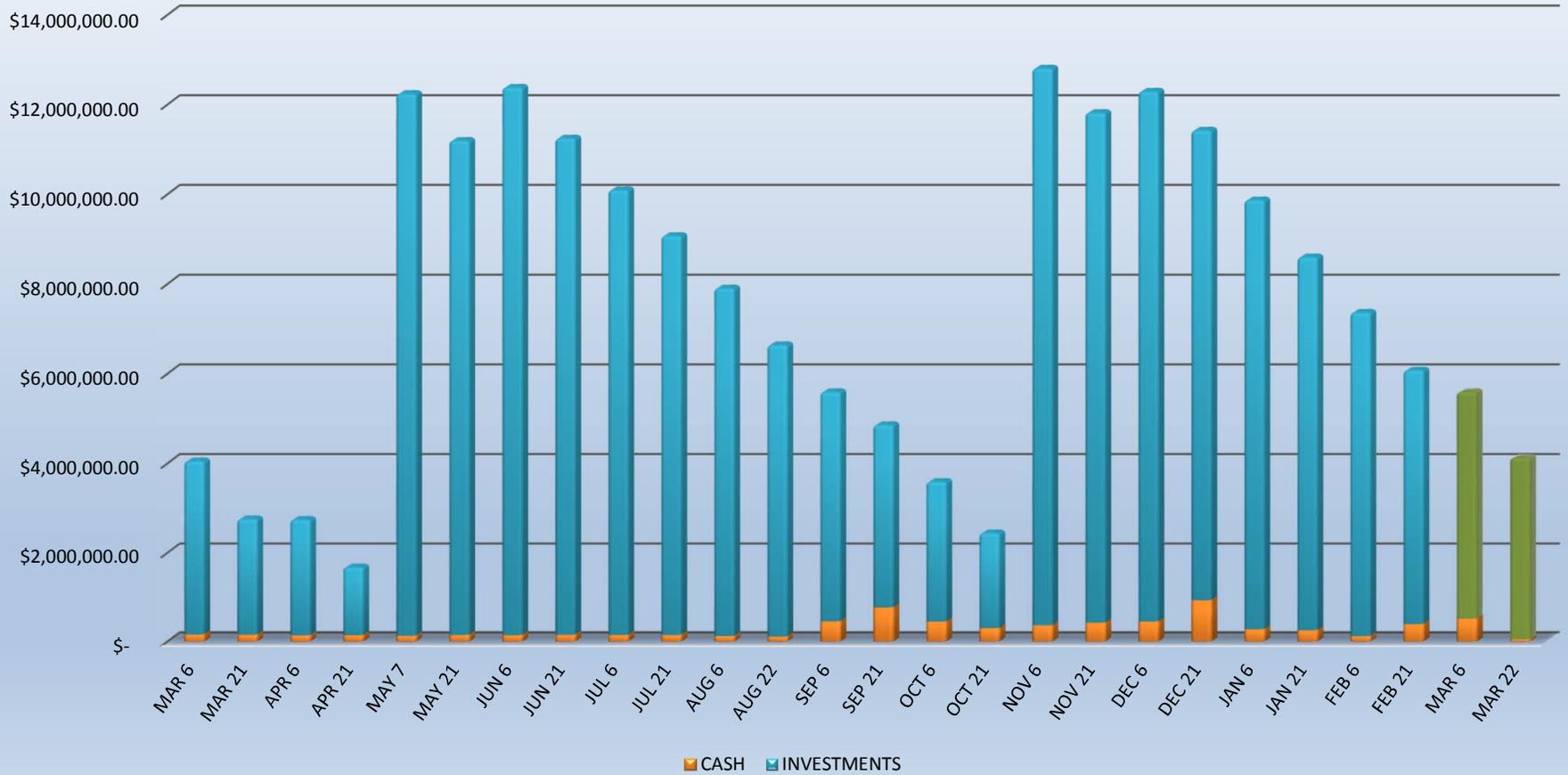
<b>GENERAL FUND - 01</b>	<b>2019 BUDGET</b>	<b>YEAR TO DATE</b>	<b>ENCUMBRANCES</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>					
Property Tax & Related Income	\$ 34,623,500	\$ 3,528,250	\$ -	\$ 31,095,250	10%
Other Revenue	\$ 1,750,500	\$ 172,074	\$ -	\$ 1,578,426	10%
<b>TOTAL REVENUE</b>	<b>\$ 36,374,000</b>	<b>\$ 3,700,324</b>	<b>\$ -</b>	<b>\$ 32,673,676</b>	<b>10%</b>
<b>EXPENDITURES</b>					
Personnel/Taxes and Benefits	\$ 24,332,700	\$ 5,850,226	\$ -	\$ 18,482,474	24%
Materials	\$ 3,805,100	\$ 588,544	\$ -	\$ 3,216,556	15%
Maintenance and Operations	\$ 5,176,200	\$ 690,719	\$ 1,241,980	\$ 3,243,501	37%
Transfers Out & Reserves	\$ 3,060,000	\$ -	\$ -	\$ 3,060,000	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 36,374,000</b>	<b>\$ 7,129,490</b>	<b>\$ 1,241,980</b>	<b>\$ 28,002,531</b>	<b>23%</b>
Excess/(Deficit)		\$ (3,429,166)			
Additional Transfers Out		-			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ (3,429,166)</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	\$ 6,829	\$ -	\$ 53,171	11%
<b>TOTAL REVENUE</b>	<b>\$ 1,785,000</b>	<b>\$ 6,829</b>	<b>\$ -</b>	<b>\$ 1,778,171</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)		\$ (261,491)			
Additional Transfers In		\$ -			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ (261,491)</b>			

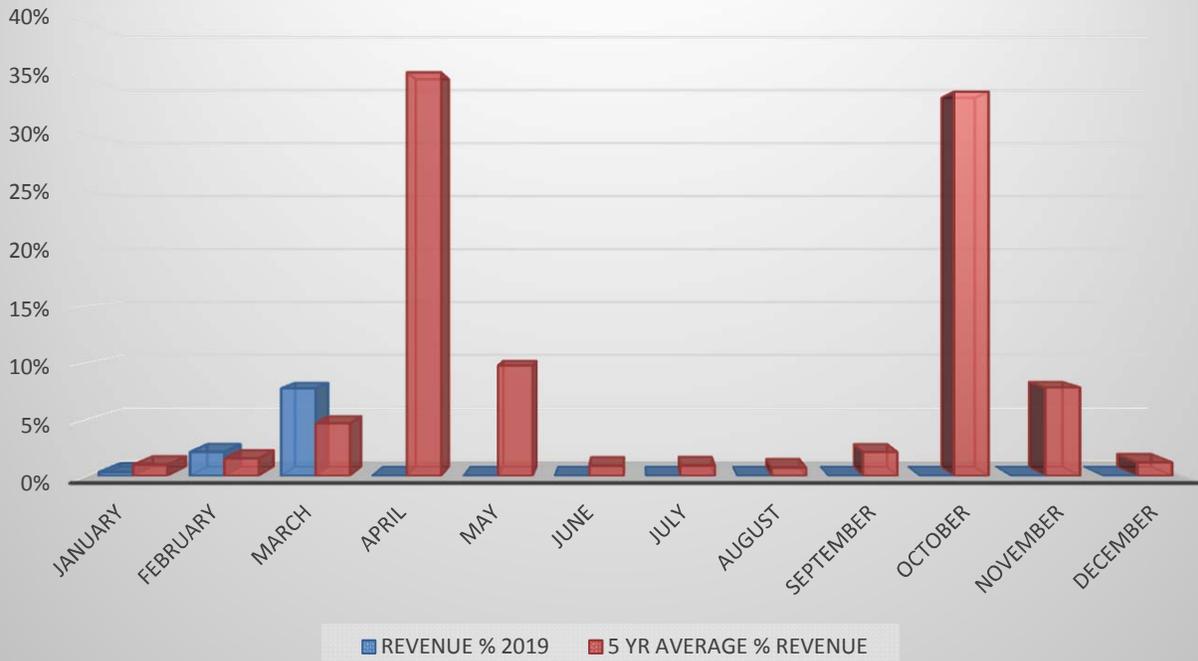
<b>DEBT SERVICE FUND - 20</b>	<b>2019 BUDGET</b>	<b>YEAR TO DATE</b>	<b>ENCUMBRANCES</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>					
Property Tax & Related Income	\$ -	\$ 173	\$ -	\$ (173)	-
Other Revenue	\$ -	\$ 334	\$ -	\$ (334)	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 507</b>	<b>\$ -</b>	<b>\$ (507)</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 507</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	\$ -	\$ 9,054	\$ -	\$ (9,054)	-
<b>TOTAL REVENUE</b>	<b>\$ 1,677,085</b>	<b>\$ 9,054</b>	<b>\$ -</b>	<b>\$ 1,668,031</b>	<b>1%</b>
<b>EXPENDITURES</b>					
Capital Improvement Projects	\$ 1,415,000	\$ 126,651	\$ 461,467	\$ 826,882	42%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,415,000</b>	<b>\$ 126,651</b>	<b>\$ 461,467</b>	<b>\$ 826,882</b>	<b>42%</b>
Excess/(Deficit)		\$ (117,597)			
Additional Transfers In		-			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ (117,597)</b>			

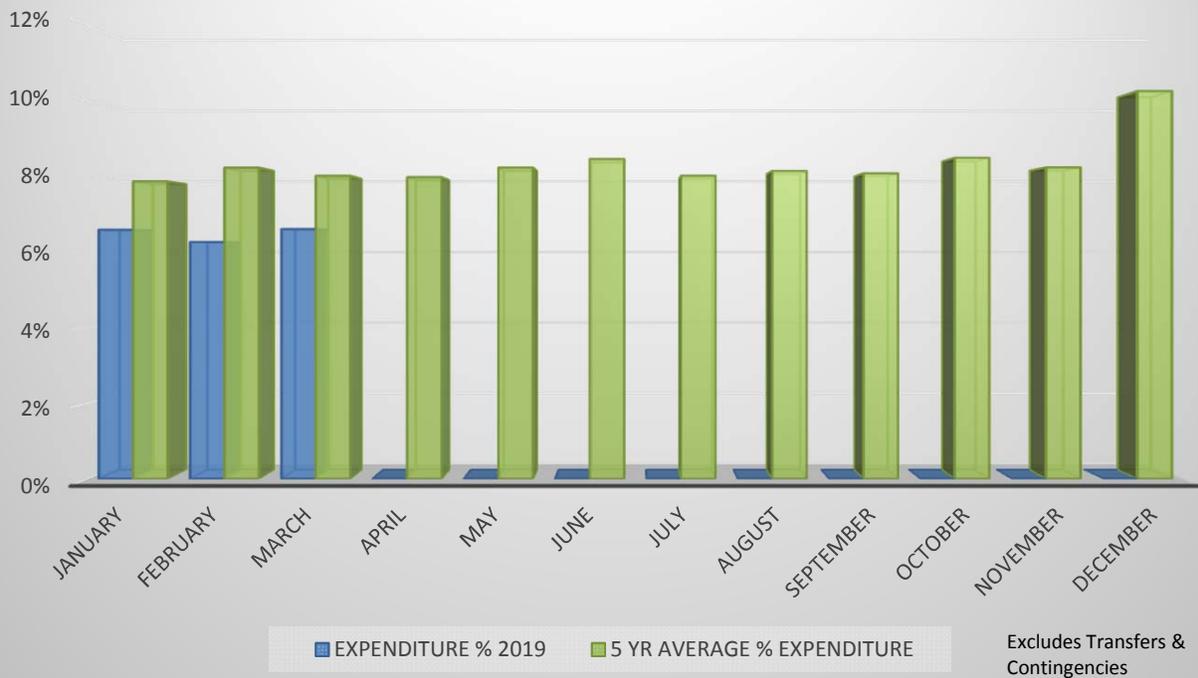
**CASH & INVESTMENTS - SEMI-MONTHLY  
2019 - ALL FUNDS COMBINED (EXCLUDES DEBT SERVICE FUND)  
- 13 MONTHS MOVING -**



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



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



Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 3/31/2019

**FUND: GENERAL FUND (01)**

Object	2019 Budget	March Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
31111 PROPERTY TAXES CURRENT	33,934,600.00	2,697,031.49	3,335,948.03	0.00	30,598,651.97	9.83
31112 PROPERTY TAXES DELINQUENT	424,900.00	43,707.39	137,868.78	0.00	287,031.22	32.45
31113 PROPERTY TAXES KING COUNTY	60,000.00	1,070.74	5,334.28	0.00	54,665.72	8.89
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	0.00	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>2,741,809.62</b>	<b>3,490,460.37</b>	<b>0.00</b>	<b>31,018,039.63</b>	<b>10.11</b>
33533 STATE FOREST FUNDS/DNR TIMBER TRUES	0.00	3,750.01	3,761.43	0.00	(3,761.43)	0.00
33710 SHARED FIXED ASSETS - TIMBER	15,000.00	0.00	0.00	0.00	15,000.00	0.00
34160 COPIER FEES	30,000.00	3,136.61	8,235.22	0.00	21,764.78	27.45
34161 GRAPHICS SERVICES CHARGES	7,500.00	0.00	0.00	0.00	7,500.00	0.00
34162 PRINTER FEES	125,000.00	10,865.52	30,135.09	0.00	94,864.91	24.11
34163 FAX FEES	22,000.00	2,161.81	5,926.29	0.00	16,073.71	26.94
34193 SORTING - SERVICE FEES	3,000.00	0.00	0.00	0.00	3,000.00	0.00
35970 LIBRARY FINES	400,000.00	34,420.91	97,969.55	0.00	302,030.45	24.49
36110 INVESTMENT INCOME	100,000.00	5,310.75	27,726.73	0.00	72,273.27	27.73
36140 OTHER INTEREST EARNED - COUNTY	0.00	4.98	11.73	0.00	(11.73)	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	887.46	891.08	0.00	3,108.92	22.28
36700 FOUNDATION DONATIONS	350,000.00	0.00	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	29.56	117.62	0.00	159,882.38	0.07
36910 SALE OF SURPLUS	2,000.00	(1.78)	(1.78)	0.00	2,001.78	(0.09)
36920 FOUND MONEY	1,000.00	12.34	29.14	0.00	970.86	2.91
36990 MISCELLANEOUS REVENUE	0.00	31.76	1,212.48	0.00	(1,212.48)	0.00
36991 PAYMENT FOR LOST MATERIALS	10,000.00	400.88	1,179.93	0.00	8,820.07	11.80
36996 JURY DUTY REIMBURSEMENT	0.00	70.00	80.00	0.00	(80.00)	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	0.00	8,539.60	0.00	66,460.40	11.39
<b>CHARGES OTHER:</b>	<b>1,865,500.00</b>	<b>61,080.81</b>	<b>191,264.91</b>	<b>0.00</b>	<b>1,674,235.09</b>	<b>10.25</b>
39510 SALE OF FIXED ASSETS (GOV)	0.00	5,712.22	6,289.82	0.00	(6,289.82)	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>2,808,602.65</b>	<b>3,700,323.90</b>	<b>0.00</b>	<b>32,673,676.10</b>	<b>10.17</b>
<b>EXPENSE ACCOUNTS</b>						
51100 SALARIES AND WAGES	17,822,600.00	1,367,596.53	4,085,668.81	0.00	13,736,931.19	22.92
51105 ADDITIONAL HOURS	237,400.00	21,270.52	60,767.42	0.00	176,632.58	25.60
51106 SHIFT DIFFERENTIAL	161,200.00	14,738.51	45,045.76	0.00	116,154.24	27.94
51107 SUBSTITUTE HOURS	264,600.00	19,928.27	54,733.54	0.00	209,866.46	20.69
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	1,262.20	5,185.81	0.00	15,614.19	24.93
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	9,388.75	28,350.58	0.00	152,749.42	15.65
52002 MEDICAL INSURANCE	2,310,200.00	191,343.50	626,755.07	0.00	1,683,444.93	27.13
52003 F.I.C.A.	1,344,300.00	106,470.22	317,843.33	0.00	1,026,456.67	23.64
52004 RETIREMENT	2,254,500.00	174,042.61	529,421.80	0.00	1,725,078.20	23.48
52005 DENTAL INSURANCE	213,200.00	18,492.01	55,499.29	0.00	157,700.71	26.03

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

Object	2019 Budget	March Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>EXPENSE ACCOUNTS</b>						
52006 OTHER BENEFIT	10,800.00	1,480.00	4,420.00	0.00	6,380.00	40.93
52010 LIFE AND DISABILITY INSURANCE	75,900.00	6,588.49	19,031.17	0.00	56,868.83	25.07
52020 UNEMPLOYMENT/ PAID FML INSURANCE	50,000.00	2,120.10	15,791.09	0.00	34,208.91	31.58
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>1,934,721.71</b>	<b>5,850,226.00</b>	<b>0.00</b>	<b>18,482,474.00</b>	<b>24.04</b>
53100 OFFICE/OPERATING SUPPLIES	215,800.00	14,892.01	31,561.02	14,388.74	169,850.24	21.29
53101 CUSTODIAL SUPPLIES	69,000.00	6,023.60	14,698.60	29,794.90	24,506.50	64.48
53102 MAINTENANCE SUPPLIES	35,000.00	2,658.10	8,536.20	2,000.00	24,463.80	30.10
53103 AUDIOVISUAL PROCESSING SUP	16,000.00	0.00	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	50,734.79	117,741.39	0.00	621,758.61	15.92
53403 PERIODICALS	92,000.00	1,709.94	7,523.09	0.00	84,476.91	8.18
53405 JUVENILE BOOKS	457,000.00	10,860.57	39,287.79	0.00	417,712.21	8.60
53407 INTERNATIONAL COLLECTION	45,000.00	593.38	665.15	0.00	44,334.85	1.48
53408 AUDIOVISUAL MATERIALS - ADULT	725,000.00	46,624.21	112,894.26	0.00	612,105.74	15.57
53409 AUDIOVISUAL MATERIALS - JUV	86,000.00	1,996.98	5,808.25	0.00	80,191.75	6.75
53411 ELECTRONIC INFO SOURCES	0.00	95,499.39	234,116.36	0.00	(234,116.36)	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	25,035.48	49,005.78	0.00	922,994.22	5.04
53464 VENDOR PROCESSING SERVICES	148,500.00	9,114.64	21,300.39	0.00	127,199.61	14.34
53499 GIFTS - MATERIALS	0.00	0.00	201.69	0.00	(201.69)	0.00
53500 MINOR EQUIPMENT	55,500.00	1,410.99	1,649.16	759.40	53,091.44	4.34
53501 FURNISHINGS	82,600.00	0.00	830.35	4,053.11	77,716.54	5.91
53502 PC HARDWARE	246,600.00	0.00	267.82	0.00	246,332.18	0.11
53505 SOFTWARE/LICENSES/HOSTING	380,200.00	3,934.80	32,308.37	50,599.67	297,291.96	21.81
54100 PROFESSIONAL SERVICES	230,830.00	5,114.72	10,127.94	18,822.50	201,879.56	12.54
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	34,083.00	51,328.59	154,630.67	(2,959.26)	101.46
54162 BIBLIOGRAPHIC & RELATED SERVICES	46,500.00	3,986.22	11,958.66	0.00	34,541.34	25.72
54165 ILL LOST ITEM CHARGE	2,500.00	0.00	88.50	0.00	2,411.50	3.54
54200 POSTAGE AND SHIPPING	73,000.00	0.00	410.44	0.00	72,589.56	0.56
54201 TELECOM SERVICES	650,400.00	53,483.56	109,150.07	429,240.82	112,009.11	82.78
54300 TRAVEL	49,900.00	2,061.82	3,182.22	0.00	46,717.78	6.38
54301 MILEAGE REIMBURSEMENTS	36,800.00	2,669.88	9,400.98	0.00	27,399.02	25.55
54400 ADVERTISING	94,500.00	6,221.07	12,220.69	34,720.00	47,559.31	49.67
54501 RENTALS/LEASES - BUILDINGS	421,000.00	21,677.48	68,804.82	180,574.19	171,620.99	59.23
54502 RENTALS/LEASES - EQUIPMENT	5,900.00	9,272.45	29,793.88	104,269.49	(128,163.37)	2,272.26
54600 INSURANCE	222,000.00	0.00	799.00	0.00	221,201.00	0.36
54700 ELECTRICITY	265,000.00	15,197.65	48,499.48	0.00	216,500.52	18.30
54701 NATURAL GAS	12,000.00	3,053.90	4,640.96	0.00	7,359.04	38.67
54702 WATER	30,000.00	1,606.26	1,250.44	0.00	28,749.56	4.17
54703 SEWER	34,000.00	1,511.27	5,575.28	0.00	28,424.72	16.40
54704 REFUSE	36,000.00	3,023.96	4,177.86	1,874.46	29,947.68	16.81
54800 GENERAL REPAIRS/MAINTENANCE	253,500.00	11,626.43	50,932.58	52,713.06	149,854.36	40.89
54801 CONTRACTED MAINTENANCE	502,450.00	15,695.35	75,408.64	106,156.40	320,884.96	36.14

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

Object	2019 Budget	March 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	3,885.61	4,589.61	0.00	58,110.39	7.32
54901 DUES AND MEMBERSHIPS	25,620.00	2,000.00	22,164.97	0.00	3,455.03	86.51
54902 TAXES AND ASSESSMENTS	29,500.00	51.07	122.48	0.00	29,377.52	0.42
54903 LICENSES AND FEES	58,300.00	2,035.73	12,189.55	0.00	46,110.45	20.91
54905 ORGANIZATIONAL REGISTRATIONS	2,000.00	(200.86)	39.47	0.00	1,960.53	1.97
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>469,145.45</b>	<b>1,279,263.54</b>	<b>1,241,979.84</b>	<b>9,520,056.62</b>	<b>20.94</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>2,403,867.16</b>	<b>7,129,489.54</b>	<b>1,241,979.84</b>	<b>28,002,530.62</b>	<b>23.01</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>404,735.49</b>	<b>(3,429,165.64)</b>	<b>(1,241,979.84)</b>	<b>4,671,145.48</b>	<b>0.00</b>

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

Object	2019 Budget	March 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	2,141.04	6,828.72	0.00	53,171.28	11.38
<b>CHARGES OTHER:</b>	<b>60,000.00</b>	<b>2,141.04</b>	<b>6,828.72</b>	<b>0.00</b>	<b>53,171.28</b>	<b>11.38</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>2,141.04</b>	<b>6,828.72</b>	<b>0.00</b>	<b>1,778,171.28</b>	<b>0.38</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>2,141.04</b>	<b>(261,491.36)</b>	<b>0.00</b>	<b>1,421,491.36</b>	<b>(22.54)</b>

Pierce County Library System  
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**FUND: DEBT SERVICE FUND (20)**

Object	2019 Budget	March 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	176.21	333.96	0.00	(333.96)	0.00
<b>CHARGES OTHER:</b>	<b>0.00</b>	<b>176.21</b>	<b>333.96</b>	<b>0.00</b>	<b>(333.96)</b>	<b>0.00</b>
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>0.00</b>	<b>176.21</b>	<b>506.51</b>	<b>0.00</b>	<b>(506.51)</b>	<b>0.00</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>176.21</b>	<b>506.51</b>	<b>0.00</b>	<b>(506.51)</b>	<b>0.00</b>

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

Object	2019 Budget	March 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	3,050.09	9,054.47	0.00	(9,054.47)	0.00
<b>CHARGES OTHER:</b>	<b>217,085.00</b>	<b>3,050.09</b>	<b>9,054.47</b>	<b>0.00</b>	<b>208,030.53</b>	<b>4.17</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>3,050.09</b>	<b>9,054.47</b>	<b>0.00</b>	<b>1,668,030.53</b>	<b>0.54</b>
<b>EXPENSE ACCOUNTS</b>						
53502 PC HARDWARE	0.00	0.00	0.00	1,765.41	(1,765.41)	0.00
53505 SOFTWARE/LICENSES/HOSTING	25,000.00	118,823.88	118,823.88	7,562.28	(101,386.16)	505.54
54100 PERSONAL SERVICES	320,000.00	0.00	0.00	0.00	320,000.00	0.00
54103 CONTRACTUAL SERVICES	0.00	1,235.00	1,235.00	276,436.80	(277,671.80)	0.00
54300 TRAVEL	0.00	1,342.57	1,342.57	55,701.25	(57,043.82)	0.00
54400 ADVERTISING	0.00	243.60	499.80	0.00	(499.80)	0.00
54900 REGISTRATIONS	0.00	1,900.00	4,750.00	0.00	(4,750.00)	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>123,545.05</b>	<b>126,651.25</b>	<b>461,466.74</b>	<b>826,882.01</b>	<b>41.56</b>
<b>NET SURPLUS / DEFICIT</b>	<b>262,085.00</b>	<b>(120,494.96)</b>	<b>(117,596.78)</b>	<b>(461,466.74)</b>	<b>841,148.52</b>	<b>(220.94)</b>



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# MEMO



Date: April 30, 2019

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

From: Georgia Lomax, Executive Director

Subject: Executive Director Report – April

I attended a follow-up to United Way of Pierce County’s Poverty to Possibilities meeting this month. We met with staff from the Department of Social and Health Services to discuss Pierce County and state efforts to improve health and human service delivery, how to leverage momentum of various initiatives within the county and the state, and a discussion on the alignment and value of partnerships. This work is focused on improving community systems in support of achieving the goal of lifting 15,000 Pierce County households out of poverty and into financial stability by 2028.

Cliff Jo, Melinda Chesbro and I met with Fife City Manager Hyun Kim, Finance Director Patty Luat and Community Development Director Steve Friddle, to continue our conversation on the partnership between the Library and the City of Fife, and to support and learn from their upcoming public engagement work.

I toured the Washington National Guard Museum and Library with Director Ann Kennedy and members of the museum board and learned about their resources and history.

It’s the spring season for community organizations sharing their work and raising money. This month I attended the annual luncheons for Tacoma Community House, which provides education, employment and immigration advocacy services, and for YWCA Pierce County, which provides safe shelter and services to families experiencing domestic violence.

We are already beginning preliminary work for developing the 2020 work plan and budget. With stable funding for the next five years from the restored levy, we are planning a multi-year approach to allocating resources and prioritizing activities for impact for our communities.

Cheree Green and I were invited to speak to University of Washington iSchool students about organizational culture and development and the journey of Pierce County Library in this important work.



# MEMO

Date: April 30, 2019

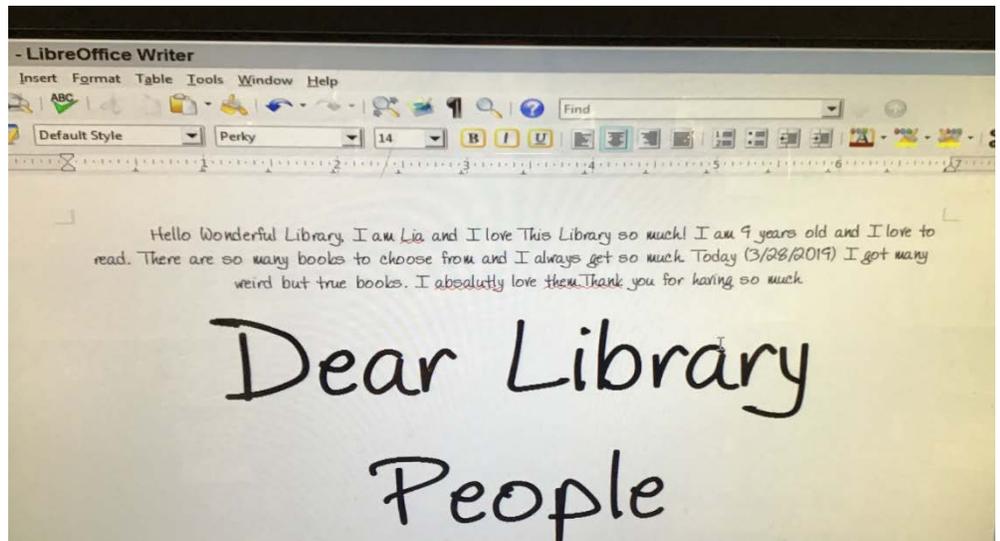
To: Chair Rob Allen and Members of the Board of Trustees

From: Jaime Prothro, Customer Experience Director

Subject: Branch Monthly Report for March 2019

**Bonney Lake:** Nine-year-old Lia showed her appreciation for libraries when she left a message on the AWE machine at Bonney Lake.

**Buckley:** As part of the branch's Welcoming Space goal, they have begun working with the City of Buckley to place a new park bench along the northwest side of the library.



**Eatonville:** Fifteen customers received assistance with tax preparation through Sound Outreach efforts.

**Fife:** The branch had over 300 requests for items to be printed, and finished nearly every one! A highly engaged group attended our Basics of CAD 3D Printing class, facilitated by Eli Boyd and Gabby Fuentes. We discussed the history of 3D printing, careers and modern application of 3D printing, discussed scientific inquiry in troubleshooting machines and materials, and created our own 3D designs. A customer and her daughter came up to the reference desk to let us know after a Lego Mindstorms Program saying "The Fife Library rocks!" after attending Librarian Dana Brownfield's Lego Mindstorms program. This customer attended our 3D Printing program as well, and said she enjoyed the STEM activities as much as her daughter!

**Graham:** Customers had meaningful discussions at the Affordable Housing Roundtable discussion part of Pierce County Conversations. This discussion featured Ivette Perez-Morales, Rapid Rehousing Program Coordinator with Associated Ministries, whom people found very engaging.

**Key Center:** We have the artwork for the Two Waters Arts Alliance juried show on display. The night of the voting was a very busy event full of positive energy in the library. Since then people come in often to see the art work, the winners are labeled, and it is really fun being an integral part of this important community event.

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**Lakewood:** The safeTALK suicide prevention training held on Friday March 22 had full registration at 30 participants, with two walk-ins who were community members who were experiencing crisis and were able to connect with the presenters to get assistance. One walk-in attendee was a veteran, who shared that he had a PTSD episode at home that morning and came to the library looking for safe space. He just happened to see that the suicide prevention training was offered and connected with one of the presenters, who specialized in military services. The second walk-in attendee was a community member experiencing custody and financial issues, who was also able to speak with the presenters to receive resources.

The Housing Justice Strategy Conversation as part of Pierce County Conversations was held on Saturday March 30<sup>th</sup> and facilitated by Brian Skiffington, organizer with the Tacoma Tenants Organizing Committee, Omari Amili, author of Transforming Society's Failure, Chanel Rhymes, with the Washington Supreme Court Minority and Justice Commission, and Thrett Brown, director off Young Business Men and Women and co-director of Numbers2Names. The program began with facilitator introductions and moved to rotating small group discussions regarding housing justice: grassroots organizing, intersections, policy, and youth. The program was attended by engaged community members who expressed that they are looking for more authentic focused conversations, facilitated by community members with lived experience and expertise.

**Orting:** Story time attendees made a paper quilt that is on display at the branch.

**South Hill:** 22 toddlers and preschoolers came for Bubble Painting at this month's Petite Picasso; some of the community artwork from this program was used for the mural in the children's area!



**Steilacoom:** Branch staff reports that the new book area is being discovered and customers are enjoying finding new non-fiction as well as fiction titles.

**Summit:** Staff expressed positive feedback regarding the Pierce County Sheriff's Department's new community liaison deputy, Jeffrey Papen – he has been receptive to our communications and follows up promptly on our tips and concerns.

**Sumner:** Laura Farrow attended the 2019 CFF Community Summit, which was a great chance to reinforce relationships with other local social service agencies, the City, and the Police Department. Key issues discussed were the homeless/transient population (including young people), a lack of local public transit, and improving School District facilities.

**Tillicum:** Customers are enthusiastic about the upcoming gardening program the Tillicum Library and Tillicum Community Center have partnered to develop. Habitat for Humanity is showing an interest in this program as well since their new home owners are creating their own community garden. One member came into the library in order to take several fliers promoting the gardening series back to their community.

**University Place:** Branch staff continued to work on Welcoming Spaces goals focused on Teens by offering two more early release activity days in the meeting room, continued staffing the Teen Space after school to engage with teens, and a Teen Late Night Friday evening program, which was planned by the Teen Council.

# Unfinished Business



# MEMO



Date: April 30, 2019

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

From: Georgia Lomax, Executive Director

Subject: Future Libraries Project

The Future Libraries Public Engagement Team has begun work with BERK Consulting, Inc., to develop the public engagement plan to gather community input regarding potential new libraries from residents in Lakewood, Tillicum, and Sumner.

Also, the Pierce County Library System and BERK are developing activities and events to engage with people at various community locations and events to ensure the Library System reaches and interacts with the diverse community. The approach is to be welcoming, listen carefully, and be inclusive and local.

The anticipated timeline is as follows:

MAY	JUN	JUL	AUG	SEP	OCT
<ul style="list-style-type: none"> <li>Engagement design and planning</li> </ul>	<ul style="list-style-type: none"> <li>Online engagements</li> <li>Direct engagements</li> </ul>			<ul style="list-style-type: none"> <li>Data analysis, synthesis, and summary</li> </ul>	<ul style="list-style-type: none"> <li>Results to Board of Trustees</li> </ul>
	<ul style="list-style-type: none"> <li>Stakeholder engagements</li> </ul>				

## Capital Campaign Feasibility Study

The Library System received responses from two consulting firms to its request for qualifications to conduct a capital fundraising campaign feasibility study for potential library buildings in Lakewood, Sumner, and Tillicum. 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 Library System.

Both firms were interviewed, and the Library currently is completing the selection process. We will update you at the Board meeting.



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# MEMO



Date: May 1, 2019

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

From: Georgia Lomax, Executive Director

Subject: Trustee Vacancy Update

Seven applications were received for the upcoming vacancy on the Board of Trustees. The Interview Panel will rank the applicants and select the top candidates for in-person interviews, which will be held on Friday, May 24, 2019.

Interview Panel members are:

- Monica Butler – Library Board of Trustees
- Pat Jenkins – Library Board of Trustees
- Maia Espinoza – Director of Constituent Services, Pierce County (representative for the County Executive)
- Tim Rhee – Relationship Manager, Key Private Bank
- Dona Ponepinto – President & CEO, United Way of Pierce County

The Panel will select a candidate by May 31, 2019, to recommend to the County Executive for appointment. We will update you at the June Board meeting.



# New Business



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# MEMO



Date: April 25, 2019

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

From: Mary Getchell, Marketing and Communications Director

Subject: Campaign Literature and Political Forums Board Policy Update

This year Pierce County Library System and the Pierce County Elections Office are partnering to support voters under Washington State's new same-day voter registration process, along with other public libraries in Pierce County. To prepare to help the public in this pilot program on the August 6, 2019 primary election, I reviewed our policies that relate to elections. In consultation with the Administrative Team, we determined the Library's Campaign Literature and Political Forums Board Policy, adopted in 1978 and revised in 1991, requires an update. The revised draft has been reviewed by the Library's attorneys.

The key changes to the policy include the following:

- Removed the requirement for the Library System to solicit campaign literature.
- Provided more specificity regarding campaign materials that may be displayed in libraries.
- Clarified political forum conditions.
- Specified signature gatherer provisions.
- Aligned the policy with applicable RCWs, WACs, and Public Disclosure Commission guidance.
- Aligned formatting to correspond with the Library's more recent policy formats.

During the meeting we will answer your questions on the proposed revisions.

The Library System recommends approval of this proposed revised policy.

**Motion: *Move to approve the revised Campaign Literature and Political Forums Board Policy***

# PROPOSED REVISED POLICY

## Campaign Literature and Political Forums

### **POLICY STATEMENT**

In its role to support civic engagement and participation and provide individuals with access to information to explore ideas, form opinions, and make decisions on issues, the Pierce County Library System functions as a limited public forum for campaign literature and political forums.

### **Purpose**

To provide a clear and consistent philosophy and purpose for the Library System to function as a limited public forum for campaign literature and political forums.

### **Campaign Literature**

During primary, general, and special elections for voters in the Library System's service area, the Library System may act in its information capacity to provide public access to election information literature, which is defined as fact sheets, voters pamphlets, and other similar documents that would provide general information regarding elections and/or objective and fair presentations of fact related to a ballot proposition.

Displaying election information literature does not indicate the Library System's direct or indirect support or opposition of any candidate, issue, or ballot proposition. The Library System provides the election information literature for information of the public.

### **Public Forums**

In accordance with the Library System's Public Meeting and Conference Room policy, political forums may be conducted in the Library's public meeting rooms by members of the public or organizations. Meeting rooms are available for political uses on a nondiscriminatory, equal access basis. The Library System will make time, place, and manner restrictions which are necessary to conduct normal library operations. Community groups may not use the Library's facilities to produce materials that support or oppose a ballot measure or candidate.

The Library System may facilitate election-information forums anywhere in the library buildings or in locations outside of the library where the Library is convening such forums.

Convening election information forums or providing space for individuals or organizations to conduct forums does not indicate the Library System's direct or indirect support or opposition of any candidate, issue, or ballot proposition. The Library System provides the forums for the information of the public.

### **Signature Gatherers**

Signature gatherers and/or petitioners may solicit signatures on library property, outside of library buildings, at least twenty-five (25) feet from entrances to the buildings, and ballot deposit

## PROPOSED REVISED POLICY

boxes during an election voting period. Signature gatherers must not interfere with pedestrian or vehicular traffic into and out of the library building, impede the delivery of library services to the public, or obstruct staff work. Signature gatherers may not set up tables, signs, or other structures.

Adopted by the Pierce County Rural Library District Board of Trustees, August 9, 1978.  
Revised by the Board of Trustees on September 19, 1984, November 14, 1985, August 22, 1991,  
[insert adopted date 2019]

See Also

[Public Meeting Room Policies and Procedures](#)

[Philosophy Policy](#)

DRAFT

# Board Policy



## Campaign Literature and Political Forums

Prior to general elections, the Pierce County Library District will act in its information capacity to provide space for campaign literature from all candidates for all local, state and appropriate national offices and for all issues. Initiative petitions will be accepted at any time for information only and must be marked "For Display Only". Yard signs and posters cannot be accepted. All candidates will be notified of the library's policy, and literature available will depend on that supplied by the candidate. Libraries will accept legislative candidate brochures only for those candidates for the legislative district in which the library branch is located.

Legislative forums can be held in library buildings provided that:

1. Opposing candidates or both sides of an issue are invited to make presentations.
2. In a building owned or leased by the library district, adequate space is available without disruption of library service and a library staff member is available and willing to be present. The event may be sponsored or cosponsored by the library and/or other appropriate groups.
3. In a building not owned or leased by the library district, the conditions in number 1 and 2 above are applied and permission to use the building for such purpose is obtained from the building owner.

The literature and forums are provided for the information of the public. Display of literature or sponsorship of forums does not indicate endorsement of any of the candidates or the issues by the library district.

Supporters of petitions may solicit signatures on library property, but not within the library building because of space limitations. Signature gatherers must not interfere with pedestrian or vehicular traffic into and out of the library building. Signs may not be posted on the building. Petition supporters wishing to set up a small table (no more than 36"x36") may do so only when there is sufficient space and after receiving approval from the building supervisor.

### Board Policy 3.8

Adopted by the Pierce County Rural Library District Board of Trustees, August 9, 1978. Revised by the Board of Trustees on September 19, 1984, November 14, 1985, and August 22, 1991.

# **Board Education and Service Reports**



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# MEMO



Date: April 30, 2019

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

From: Jaime Prothro, Customer Experience Director

Subject: Summer Reading 2019

The outstanding plans for a “Universe of Stories” is wrapping up and PCLS is just about to begin school visits throughout the county to encourage school-aged students in all 13 school districts to engage in an out of this world reading adventure this summer alongside all-ages of readers! This year, the entire process evolved to create a full collaborative planning process across youth, teen, and adult services in order to provide an impactful and streamlined experience for customers. The collaborative project planning was a big lift, required significant testing of assumptions, learning and organizational communication, and we’re truly excited to see the project launch.

Several highlights for 2019:

- Dates are June 1 – August 31.
- Online sign-up will improve record keeping and will ensure statistics are easily and accurately tracked.
- An online training through TRAIN Station was created for public service staff to learn procedures and messages to ensure that customer communication and promotion is outstanding.
- For the first time ever, all participants – including Wee Readers – will receive a book when completing the reading program.
- Nearly all of the incentives have been revamped to provide practical and relevant incentives.

Our community engagement to support families throughout the summer will continue. The Emergency Food Network will be collecting ready-to-eat foods through a food drive, and the Summit and Parkland/Spanaway locations will host summer lunch sites for youth under the age of 18.

Many thanks to the innovative project steering team: Karen Brooks (lead), Alex Byrne, Amanda Moore, Elise Bodell, Mejin Turner, Rebecca Ryan, SandraRosa Bryant, Stacy Paull, and Terri May.





# Officers Reports



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# MEMO



Date: April 29, 2019

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

From: Melinda Chesbro, Deputy Director

Subject: 2019 Work Plan Update for April

## Annual Statistical Surveys

We are in the process of completing the Public Library Annual Statistical Report, which goes to the Washington State Library as our official statistics for 2018. We also contribute to the Public Library Data Service, a shorter survey which is sponsored by the Public Library Association. Here's a quick overview of some of the changes from 2017 to 2018 numbers that we reported.

- Collection size dropped by about 180,000 items (17%), about half of that was due to dropping our Hoopla subscription to streaming video and audiobooks. Hoopla's fee was pay per use and was financially unsustainable for us. The remainder reflects ongoing collection maintenance – the collection grew a lot from 2007 to 2009 and these items are now beginning to have outdated content, or to show wear from 10 years of use.
- Overall expenditures dropped by about 4% from 2017, reflecting the revenue pressures that prompted the restored levy election.
- Visitors increased by 7%, but we installed more effective people counters at all locations early in 2018, so that increase may not reflect an actual increase in visitors.
- Circulation of materials dropped by 2% overall – we're looking forward to updated circulation reports from the recently completed Collection Architecture project (described later) to give us insights on this ongoing drop.
- Catalog visits increased by 5%. In 2018 we launched the e-mail newsletters that promote new titles and make it easy to link into the catalog to place a hold. We also upgraded the Polaris Library Automation System, which provided a more accessible catalog interface.
- Public Internet computer sessions dropped by 12% but remain an important access point for those without a smart phone or who need to print, with over 375,000 sessions in 2018.

## Polaris Receipts

We are taking advantage of a feature in Polaris that lets us print the value of customer checkouts on their checkout receipt. The receipt total includes the amount a customer saved during a single transaction, as well as the year-to-date total since January 2019. (In calculating this amount each renewal adds to the total.) The year-to-date total began totaling in January and will reset each year. As of the end of March, customers have saved \$17,766,387.26 in the value of materials checked out in 2019.

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## Safety Data Sheets (SDS) Chemical Disposal

We are wrapping up the final steps of the SDS project, which is to remove any hazardous chemicals not listed our Material Safety Data Sheets database and non-regulated products that are not in common use. This included expired or discontinued chemicals and non-standard items such as one-off use items, or products that are no longer in general use. The products collected will be disposed of through a vendor authorized to remove hazardous chemicals.



## Careers Tab on Public Website

To increase visibility and access to PCLS employment opportunities, information about careers on our public website is in a new, very visible location on the main navigation of the PCLS public website. This change is an important piece of our larger Diversity and Inclusion strategy. We are excited to have an updated entry point for those interested in working at PCLS!

## Collection Architecture Project

The goal of this project was to update coding of the books and other materials to help customers better find what they want through more consistent catalog searches and simplified and clearer labels on items and provide the Library with more meaningful collection use statistics. The changes were made in Polaris on April 25. Changes have already been made to many of the reports we run on the collection (Items Pending, 'Dusty' Books, etc.).

## Voluntary Income Tax Assistance (VITA)

Through a partnership with Associated Ministries, Sound Outreach and VITA, PCLS offered free tax preparation during the tax season at our Sumner and Parkland/Spanaway libraries. A combined total of 383 returns were completed, with a combined total refund amount of \$431,929. This included \$78,620 from Earned Income Credits and \$76,335 from Child Tax Credits.

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## EnvisionWare Configuration Study Recommendations

PCLS implemented EnvisionWare for Public Computing and Printing Management 5 years ago (2013). The software manages use of our public computers and printing. We engaged with our customers and vendor, EnvisionWare, to review and audit our current configuration and work with them to develop recommendations on potential configuration improvements.

Staff and customer input on EnvisionWare:

- **Usability and Accessibility** – Many user stories addressed difficulty, confusion, or friction specific to interactions within the customer or staff client interfaces.
- **Mobile Printing** – Unsurprisingly, there was an overwhelming interest from customers and staff for printing from a customer's personal device/s.
- **Service Improvements** – We identified some areas in which we might make small changes to configuration or procedures and business processes to improve our ability to serve library customers more quickly and completely.
- **Maintenance, Standardization, and Testing** – User stories acknowledged that differing deployment and configuration of EnvisionWare servers and clients throughout the system may be a root cause for some problems.

Vendor input on EnvisionWare

- **Software Updates, Standardization, and Support** – Bringing all EnvisionWare software up to the latest stable releases as well as standardizing configuration of servers and clients would aid IT in addressing outstanding issues as well as supporting the platform going forward. Virtualizing EnvisionWare servers is strongly recommended by both the vendor and IT.
- **Print Management Performance** – Configuration options may be available to improve the speed and/or reliability of the printing experience.
- **Reporting** – Much more expansive data insights than are currently available may be found in the EnvisionWare Enterprise Reporting add-on.
- **EnvisionWare MobilePrint with PrinterOn** – A relatively easy to implement mobile printing solution is available.

Recommendations

- Upgrade all software and hardware components, bringing all EnvisionWare software up to the latest stable release, standardizing configuration of servers so that IT can address outstanding issues and provide effective support going forward
- Implement mobile printing – the mobile printing solution should be relatively easy to implement
- Develop updated training for staff to ensure they understand and have the ability to use the updated functionality



# MEMO

Date: May 8, 2019

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

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

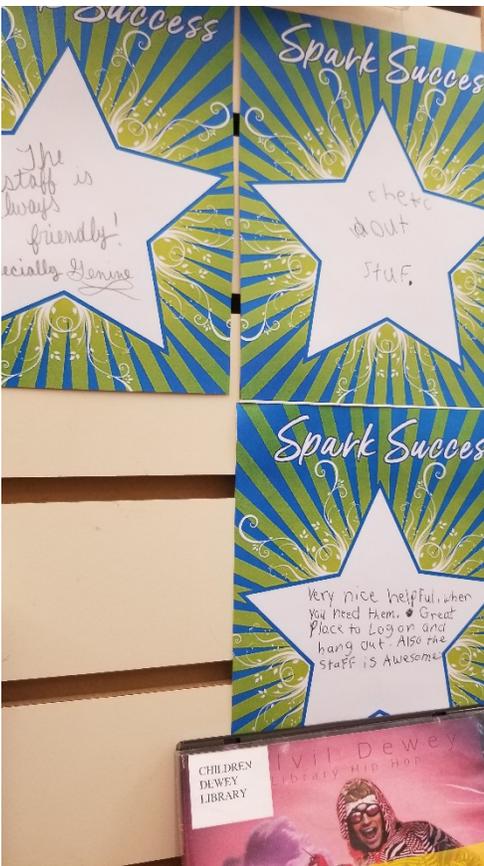
Subject: National Library Worker's Day

On April 9<sup>th</sup>, the Library recognized our staff in celebration of National Library Workers' Day. We worked with our supervisors and managers to coordinate and provide local celebrations during the week within each department and branch for their staff.

We provided new paper "stars" to allow the staff to recognize how each of us spark success at the library. Communications advertised our celebrations and invited the public to participate through social media.

It was fun to see the creativity in the displays and the response we received from staff was extremely positive. They were excited for opportunity to show their appreciation for each other!





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# MEMO



Date: April 30, 2019

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

From: Jaime Prothro, Customer Experience Director

Subject: Our Own Expressions 2019

For the 23<sup>rd</sup> year, Pierce County students (homeschooled and enrolled in traditional schools) in grades 7 to 12 competed in the county-wide creative contest that showcases their poetry, short stories, drawing/art, and photography. These entries represented 74 schools in the county.

The judging is now complete, and the award ceremony will be held on May 29<sup>th</sup> at 7pm at Lagerquist Hall on the campus of Pacific Lutheran University. The winners will share their work.

Here are the results by the numbers:

Total valid entries: 902

Poetry: 297 entries, judged by C. Rosalind Bell

Short Stories: 206 entries, judged by Renee Simms

Drawing/Art: 157 entries, judged by Collin Veenstra

Photography: 242 entries, judged by Megan Gallagher.

Copies of the winning entries will be available for purchase at the ceremony, available for checkout in physical and ebook formats from Pierce County Library locations.

The Library is grateful for the ongoing support from the Pierce County Library Foundation – this program encourages leadership, creativity, and supports that talents of so many of the county's students.



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# MEMO



Date: April 26, 2019  
To: Chair Rob Allen and Members of the Board of Trustees  
From: Dean Carrell, Foundation Director  
Subject: Library Giving Day 2019

Library Giving Day began as a Washington State-based collaborative initiative between Seattle Public Library, King County Library System, and Pierce County Library System, but quickly blossomed into something much larger.

On April 10<sup>th</sup> across North America, 192 library systems (large and small) participated. Some established the acceptance of online gifts for the very first time and others ran extensive campaigns. Engagement levels varied, but one consistent thread emerged – results exceeded expectations – over and over again. Together, we have taken this first step to expand philanthropy for our public libraries.

Here are the highlights how Pierce County Library System contributed to this overall success:

- Our vision was to build awareness amongst existing donors, and to acquire new donors through a focused, sense of urgency online fundraising campaign.
- Our audience were current donors, prospective donors, PCLS cardholders, and PCLS customer. With unique messaging for each group, they were invited to:
  - become new donors, with 1-1 matching gift funds applied to any gift over \$50;
  - increase their giving with 1-1 matching gift funds applied to the amount of the increase over their last gift;
  - become monthly donors, with 1-1 matching gift funds applied to their annual giving total.
- We utilized in branch and website promotion, social media (Facebook, Twitter), and email (94,000 addresses) to draw attention to this one day online campaign.

## Our Goals

- 1<sup>st</sup> Goal: raise \$20,000 utilizing a \$10,000 matching gift
- 2<sup>nd</sup> Goal: have 100 (total) donors participate

## Our Results

- Raised \$32,575 (\$7,400 new dollars) (includes \$10,000 match)
- Secured 149 total donors
- Welcomed 92 first-time donors...increased current base of 1,130 current donors by 12.5%



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# MEMO



Date: March 27, 2019

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

From: Mary Getchell, Marketing and Communications Director

Subject: Strategic Plan 2019

The Pierce County Library System's 2019 Strategic Plan highlights the Library System's 2019 projects. The Administrative Team identified the projects to feature in the brochure. The brochure also includes the foundation elements of the Library System's Strategic Framework: focus areas, core services, guiding principles, and approach.

The Library System created the Strategic Framework in 2017, based upon input from thousands of individuals in 2016. 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. The Strategic Framework's focus areas respond to and support those needs through learning, enjoyment, and community to spark successes for Pierce County residents.

Examples of the projects highlighted in the 2019 Strategic Plan for Learning with an emphasis on inspiring life-long learning include:

- Increasing engagement with schools and students with the Card in Every Hand program.
- Opening a law library at Lakewood Pierce County Library.

Examples of projects for Enjoyment to foster the love of reading include:

- Presenting A Year of Reading featuring Pierce County READS, personal reading shoppers, and other reading-focused services.
- Updating books, movies, and other materials and offering more e-books, audiobooks, and other materials online.

Examples of projects for Community to engage with residents include:

- Engaging residents in Sumner, Lakewood, and Tillicum to learn their interest and readiness for potential new libraries.
- Inspiring families with Our Community Adventure, a civic engagement program for two to five year olds.

The Library System will distribute the 2019 Strategic Plan to all Pierce County Libraries, post it to its website, and share the information with community leaders and community members at various meetings and events throughout the year.



**Pierce County Library FYI Packet**  
**Link List**  
**May 8, 2019**

**Pierce County Library in the News**

- [Georgia Lomax Executive Director of the Pierce County Library System](#) – South Sound Magazine
- [Job Fairs For Pierce County Teens This Spring](#) – Lakewood Patch
- [Don't face Alzheimer's alone: Series of talks helps in understanding memory loss](#) – The News Tribune
- [Amazing and Free Library Services Every Seattle-Area Family Should Know About](#) – Parentmap
- [Escape life's pressures with a year of reading author events](#) – Tacoma Weekly News
- [Read with a Daffodil Princess](#) – Courier-Herald (also in Dispatch, Patch, The Ranger, South Sound Magazine)
- [Job seekers can find all kinds of help at Pierce County Library System](#) – The News Tribune
- [Get Free Admission to State Parks from Pierce County Library](#) – South Sound Talk
- [Spokane County libraries' family painting parties prove popular for all ages](#) – The Spokesman Review
- [Become a member of the Pierce County Library Board](#) – Dispatch (also in Tacoma Weekly News)
- Board of Trustees recruitment – tearsheet from The News Tribune (see attached PDF)
- Summer Camp 2019 – The News Tribune (see attached PDF)
- Hiring Time: Local job fairs, WorkSource resources, library events are there to help – The News Tribune (see attached PDF)

**Miscellaneous**

- The Organizer, Spring 2019 – AFSCME (see attached PDF)

# \$2.1 million grant will help students stay in school

BY ALLISON NEEDLES  
anneedles@puyallupherald.com

Students facing barriers to graduation in Washington state, including in Pierce County, soon could have new resources in their schools to turn to for help.

Communities in Schools of Washington (CISWA), part of the national Communities in Schools nonprofit working to prevent student dropout, received a \$2.1 million grant to expand its reach to 25,000 students in the next three years.

The grant was awarded

by the Ballmer Group, a national organization working to improve economic mobility for children and families.

The money will be used to hire staff, called site coordinators, whose sole purpose is to connect students in need to resources to help further their education.

"We see those connections being made between students and community resources — and then greater success to the students," said Jeannie Nist, associate director of CISWA.

According to Office of the Superintendent of

Public Instruction, one in five students in Washington state drops out before graduation. Dropping out can inhibit young people's ability to earn a living wage and pay taxes, according to CISWA, and increases the likelihood of substance abuse and incarceration.

Students face a number of individual and systemic barriers to making it to graduation, Nist said.

"We're seeing an increase in the number of students who are homeless, who are lacking access to basic-needs re-

SEE DROPOUT, 4A



DREW PERINE dperine@thenews Tribune.com

Pioneer Park visitors Kourtnei Shaw, left, and Christine Teca say they support Puyallup's plan to hire a park ranger.

outdoor spaces, many related to homeless encampments, Palmer said.

"We take great pride in our parks and our trails, and our citizens enjoy those," Palmer said. "It's critical that people feel safe when they're going to the parks and walking on our trails."

The park ranger will travel among all city parks and trails but likely will spend the most time at the most-used parks and special park events.

"You will see the park ranger a fair amount at Pioneer Park, the Riverwalk Trail and Bradley Lake Park," Kirkelie said.

Puyallup police Capt. Ryan Portmann told The Herald in an email that the department welcomes "another set of eyes and ears in the park to help ensure we are providing a welcoming and safe atmosphere."

The city received more than 100 applications for the position. City staff are currently reviewing them.

The goal is to have the ranger hired and on duty sometime in May, Kirkelie said.

In the future, the city is considering using volunteer park rangers to assist the Parks Department.

The program is modeled off other park ranger programs, like Metro Parks Tacoma and the city of Bellingham.

The city allocated \$30,000 in the 2018 budget for a library security guard pilot program, which has been successful in taking the pressure off librarians, Kirkelie said.

Library staff have dealt with situations ranging from loud and unruly behavior to drug abuse. The library security guard program will continue this year.

The new park ranger position is separate from the caretaker position at Wildwood Park. The city is currently seeking a new person to fill that position.

# Pierce County fends off negligence lawsuit

BY ALEXIS KRELL  
akrell@thenews Tribune.com

An appeals court has ruled in Pierce County's favor in the case of a slain South Hill woman whose family alleged Sheriff Department negligence led to her death.

Teresa Ryan was fatally shot outside her home Jan. 18, 2016 by her daughter's ex-boyfriend. Austin Moores Nelson, 22, was sentenced to more than 42 years in prison for her death.

Ryan's family sued Pierce County, arguing that he would have been arrested before he could shoot Ryan if the Sheriff's Department had done

more to investigate prior crimes.

The lawsuit said Moores Nelson broke into the Ryan home and took guns and other belongings in the weeks before the shooting and that he vandalized the daughter's car, among other offenses.

Pierce County Superior Court Judge G. Helen Whitener initially denied the County's motion for summary judgment in the case.

The county appealed, and a three-judge panel of Division II of the Washington State Court of Appeals reversed the decision Tuesday.

If the Ryans don't challenge the appellate ruling, that would lead to the lawsuit's dismissal.

"Because the police did not provide any express assurances to the Ryans or (the daughter) about Nelson prior to his murdering Teresa, the special relationship exception to the public duty doctrine does not apply," Judge Rich Melnick wrote for the unanimous panel. "The County did not owe the Ryans any duty beyond that it owed to the public generally."

A deputy at one point told the family he wanted "to go get" Moores Nelson, court records say.

However, "The Ryans actions after this statement do not suggest that they relied on the deputies going to arrest Nelson after the deputy made that statement," Melnick wrote.

Judges Lisa Worswick and Lisa Sutton signed the opinion.

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CEO  
CHI Franciscan

**LIFETIME ACHIEVEMENT (NON-PROFIT)**  
**LIZ DUNBAR**  
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Tacoma Community House

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# In hiring park ranger, Puyallup hopes to ease safety concerns

BY ALLISON NEEDLES  
anneedles@puyallupherald.com

Starting this May, people should expect to see a new uniformed face in Puyallup parks.

The city approved \$25,000 in its 2019 budget to hire a full-time seasonal park ranger position as part of a pilot program.

"The goal (of the park ranger) is to really just be an extra set of eyes and ears out in the public," Assistant City Manager Steve Kirkelie said.

The 17-week seasonal position will run from May to September and has a starting hourly pay of \$20-25 per hour.

The park ranger will be uniformed and drive an marked vehicle.

In addition to patrolling parks, the ranger will assist in maintenance issues and provide customer service to park and trail users.

The ranger will monitor for any illegal activity but will not be armed.

"They will have direct communication with the Police Department," Kirkelie said.

Mayor John Palmer said that hiring a park ranger is part of the city's larger effort to help citizens feel safe.

People sometimes express concerns to the city about a lack of safety in

## Want to help guide library service?

### Apply to serve on the Pierce County Library System's Board of Trustees!

Great volunteer leadership opportunity to serve your community!

**Advocate for library services • Plan for the future**  
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**Pierce County Library System**  
Information & Imagination  
[piercecountylibrary.org](https://piercecountylibrary.org)

**More info:** [trustee.pcls.us](https://trustee.pcls.us) or 253-548-3420



SUMMER CAMP 2019



# A Universe of Stories

# Be a part of the Pierce County Library System's Summer Reading Program!

The Pierce County Library System's Summer Reading program is out of this world! Inspired by the 50th anniversary of the July 1969 moon landing, join Pierce County Library for this year's Summer Reading program, A Universe of Stories. Throughout Pierce County you will discover a series of space-themed events and activities to boost learning and experience over-the-moon fun.

"Many children experience the summer slide, and lose up to two months of learning during the summer months," said Pierce County Library Executive Director Georgia Lomax. "With our Summer Reading Program we put

the fun and enjoyment of reading into continued learning and building literacy skills."

Reading is an important tool to help kids retain what they've learned and prepare them for success in the coming school year. The Library's Summer Reading Program challenges students of all ages to read and adds incentives such as passes to Point Defiance Zoo & Aquarium and tickets to the Seattle Storm and Tacoma Rainiers when children reach reading goals.

The Summer Reading Program also offers events for kids, teens and adults, including story times, Science, Technology, Engineering and Math (STEM) activities and magic shows to make learning all summer fun. From building rockets to studying astronomy to a moon shoe obstacle course, you can expand your mind through events from the Library and partners, including the Museum of Flight and

Pierce College's Science Dome.

While many Pierce County Library's events will be specifically for kids and families, teens will have their own mission during the Summer Reading Program with incentives and events just for them, such as an escape room, astrologically inspired writing activities and altered art projects out of this world.

Adults can get in on the Summer Reading learning and enjoyment, too, with craft events, lectures, book clubs and more. The Summer Reading Program fosters a love of reading for the entire family.

The Library System has declared 2019 A Year of Reading. Reading offsets the pressures of daily life and helps you relax. A Year of Reading includes the Summer Reading Program as well as Pierce County READS—a community event where everyone reads the same book at the same time, author visits,

personal reading shoppers in libraries and online through the My Next Read service, e-newsletters with reading recommendations, Read to a Dog to build children's reading skills, and other ways to engage and connect you with reading.

## READERS CAN SIGN UP FOR SUMMER READING AND START EARNING PRIZES ON JUNE 1

Join in special events for kids at a Pierce County Library, from June 22 through Aug. 17. Teens and adults can join in events all summer long!

Find out more about the Summer Reading Program, how to earn prizes, and register at [summerreading.pcls.us](http://summerreading.pcls.us).

**FREE**

# A UNIVERSE OF STORIES

Be part of Summer Reading at Pierce County Library System  
June 1–Aug. 31 • All Ages • [summerreading.pcls.us](http://summerreading.pcls.us)

**Pierce County Library System & Foundation**  
[piercecountylibrary.org](http://piercecountylibrary.org)  
253-548-3300

# Hiring time: Local job fairs, WorkSource resources, library events are there to help

BY DEBBIE COCKRELL  
dcockrell@thenewstribune.com

Spring is here, and some people looking for new jobs while companies are gearing up for hiring.

Both camps have found it challenging to find the perfect match.

Since October, the jobless rate in Pierce County has been on the rise, hitting 6 percent in February, according to state unemployment numbers, compared with King County's 3.5 percent and Thurston's 5.5 percent.

As people re-enter the market, they might not find what they are looking for, or they might be lacking qualifications, even a high school diploma.

Lori Strumpf, One-Stop system operator and workforce strategist for the Workforce Development Council, told The News Tribune that nationwide, there are now more jobs available than skilled job seekers available to fill them.

Total Pierce County employment in February was up more than 16,000 jobs from last year.

## ONE COMPANY'S STORY

Rich Hart started Harts Services in 2013 in Tacoma.

The company now has 32 employees.

His business covers

plumbing, drain cleaning and sewer restoration for existing homes.

"Our bread and butter is working on old homes — keeping the old stuff alive," Hart said.

In a recent interview, he told The News Tribune that his business has a hard time finding eligible workers with three years of training before they obtain a residential license (four years for commercial).

"We find them one every couple of months," he said. Hart said his business' demands are growing so fast "it would be good if I could find one every few weeks."

Hart would like to see an alternative — another level of licensing based on a shorter time frame of one year — created for laborers early in their careers to do basic work such as swapping out appliances.

Senate Bill 5235, which addressed that issue, has not advanced in this year's legislative session.

For now, his company participates in job fairs and aims to recruit younger workers with an eye toward his company's future.

"It goes up and down. We seem to find (workers), but it's more a bigger concern for the next generation."

## NEW WORKSOURCE OFFICE

WorkSource hopes its new location at 2121 S. State St. helps more individuals find work.

An open house recently showed off the new combined space with its partner agencies, which offer resources to help job seekers under the same roof, so people do not have to go from location to location for services.

A long list of resources available through Power Up Pierce include life coaches and educational services, including help earning GEDs and gaining post-secondary education information and scholarships.

For young adults, services include financial literacy education, leadership development and clothes made available for interviews or work.

"They really can come here and get a lot more services from a lot more partners than when the two (Tacoma WorkSource offices) were separated," Strumpf said.

In its first month of operation, the office said it saw more than 1,500 customers. It now averages more than 2,000 a month.

"I think we're doing much better matching people to jobs," Strumpf said. "Being able to have someone who comes here, feels welcome, starts a job

search, has multiple staff who say how else can we help you ... we can have a set of wraparound services as we help someone get employed."

## UPCOMING JOB FAIRS

The recent Hire 253 job fair saw 859 registered job seekers, according to Goodwill of the Olympics & Rainier Region, which hosted the event at its Milgard Work Opportunity Center. The event, held quarterly, focuses on entry-level jobs to help end homelessness. Its next event will be in July, on a date still to be determined.

There are more free job fairs coming up:

• **Job fair for Puget Sound Naval Shipyard and Intermediate Maintenance Facility**, seeking skilled workers. 10 a.m. to 6 p.m. April 18. Greater Tacoma Convention Center, 1500 Commerce St.

• **2019 Tacoma Community College Job Fair**, April 18, 10 a.m. to 2 p.m., TCC Tacoma Campus, 6501 South 19th Street, Health & Wellness Center, Bldg. 20. More information: <https://www.tacomacc.edu/tcc-life/events/jobfair> Campus map: <http://www.tacomacc.edu/campus-map/>

• **JobFest: State's largest young-adult job fair**. Open to ages 16-24; 1 p.m. to 4 p.m. April 23, Tacoma

Dome, 2727 E. D St. Employers at the fair will include Horizon/Alaska Air, McDonalds, U.S. Army/Navy/Air Force, Coleman World Wide Moving, Fred Meyer, Wild Waves, YMCA, Chick-Fil-A, UPS, and Goodwill, along with others. Register online: <https://bit.ly/2U7SHWY>

## MORE HELP AT THE LIBRARY

There is a series of "Get Hired" events upcoming at area Pierce County Library branches. Get Hired also offers free technology certifications. Enroll at <http://techcert.pcls.us>.

Registration is required for the following events. Go to <https://jbc.mypcls.org/get-hired/>, click on "Get Hired Events" and registration is available on the calendar items listed.

### Perfecting Applications

Learn how employers read applications and be prepared to meet an employer's expectations. Explore organizing and communicating skills.

• April 18, 2-4:15 p.m., Lakewood Pierce County Library, 6300 Wildaire Road S.W.

### Effective Applications and Resumes

• May 15, 11 a.m.-1 p.m., University Place Pierce County Library, 3609 Market Place W., Suite 100

• June 4, 2-4 p.m., Fife Pierce County Library, 6622 20th St. E.

**Prepare for Job In-**

## interviews

All attendees will receive an interview survival handout.

• April 30, 11 a.m.-1 p.m., Milton/Edgewood Pierce County Library, 900 Meridian E., Suite 29, Milton

• June 7, 2-4 p.m., South Hill Pierce County Library, 15420 Meridian E., Puyallup

## Interviewing Techniques

Learn interviewing tips and have the chance to practice answers to frequently asked questions.

• Thursday, June 20, 2-4:15 p.m., Lakewood Pierce County Library, 6300 Wildaire Road S.W.

## COMMODITIES

Benchmark U.S. crude oil fell 0.5% to settle at \$63.76 per barrel. Brent crude, the international standard, inched 0.1% lower to close at \$71.62 per barrel. Gold was little changed at \$1,276.80 per ounce, silver rose 0.2% to \$14.93 per ounce, and copper climbed 1.3% to \$2.97 per pound.

## SHIPS

**DUE THURSDAY GRAND MARK**, containers/ro-ro, Sitcum  
**MATSON KODIAK**, containers/ro-ro, Sitcum  
**EVER SHINE**, containers/ro-ro, Blair

— PORT OF TACOMA

# The Organizer

Spring 2019

## President's Message

by Aisha Womack

Dear Members of Local 3787:

An old acquaintance recently texted me a link to this article from 1977. Our first contract remains remarkable in its strength, determination, and power. We have made enormous strides and tripled in size. We are the strongest we have ever been!

I would like to thank Clara Fraser, who led a fascinating life (look her up!), and the five other women who negotiated that first contract. I only wish I had their names.

Rather than a lengthy missive on the events of the past few months, I'd like to offer this article as we celebrate National Library Workers' Day 2019. Let's review our past and reflect on where we've been. And let us celebrate ourselves and our future.

In solidarity,

-aisha

## Library Workers Win Model Contract in Pierce County, Washington

### TAMARA TURNERSRING 1977

A landmark contract in the public employee sector has been negotiated by the independent Staff Association Union representing Pierce County Library workers. The union is headquartered in Tacoma, Washington.

The new contract represents an impressive leap in collective bargaining, especially at a time of escalating nationwide attacks on public workers.

In addition to an aggregate 13% wage and benefits increase, the workers won a guarantee of constitutional rights on the job, a model grievance procedure, protection of past practices, an extension of seniority rights, and an extremely liberal non-discrimination clause which prohibits job discrimination on the grounds of "sex, sexual orientation, lifestyle, political ideology, past or present union activities, age, marital or family status ..."

The integration of the seniority principle with the need for affirmative action was successfully accomplished and codified in the procedures for layoff and recall:

“Layoff of minority personnel will be accomplished at the same percentage rate as the layoff for all other personnel ... except that no minority employee shall be laid off until an acceptable affirmative action ratio is reached and maintained.”

The only other union in the Pacific Northwest to win separate minority-seniority ladders is the Washington Education Association, representing teachers in Seattle.

The Staff Association Union has union shop jurisdiction over 100 workers, 85% of them clericals. The remainder are librarians, drivers and maintenance personnel, and nearly the entire union is composed of women. So salaries have been traditionally low for all the workers in this “woman’s” field.

The bargaining unit has also been plagued with a backward and autocratic management that possesses absolute power by virtue of the political peculiarities of the county-government system.

The Union was formed in 1974 by employees who wanted to change the demoralizing conditions. They knew that decent library service to the public was not possible while workers were being intimidated, speeded up and underpaid. With little more than their anger and a textbook on contracts to guide them, the Union won its first contract a year later, in 1975.

A new negotiating team was elected and began to clarify and extend this contract as the basis for new proposals to management. The team studied contracts from dozens of unions of all kinds and polled the membership for ideas. Workers recounted every dirty trick used or potentially usable against them by management, and the negotiating team incorporated protections against these violations into the new proposal.

The negotiating team then submitted its proposal to labor relations consultant Clara Fraser for advice, and things were never the same again.

A founding member of the Freedom Socialist Party and Radical Women, and a longtime union, civil rights and feminist activist, Fraser has valuable experience and perspective. She critiqued and expanded the proposal and sent it back with an interesting attachment: the Seattle City Light Employee Bill of Rights. She suggested this as a guide to devising relevant grievance procedures.

The Bill of Rights and Responsibilities was completed a year after the 1974 mass walkout of City Light workers. Fraser was the chairperson of the committee elected by 1200 workers to negotiate the Bill with management. (City Hall has since tabled implementation of the historic Bill, trying to kill the democratic protections and emphatic affirmation of the rights and dignity of workers that the Bill embodies. The Bill of Rights, however, is very much alive in city workers’ minds and strongly impresses everyone who reads it.)

In the Union grievance procedure developed from the Bill of Rights and incorporated into the contract, workers are innocent until proven guilty. Ordinarily, a worker is suspended, loses pay, and then files a grievance. But now at Pierce County Library, management must propose a

disciplinary action first. Only if and when the worker is proven guilty — and the procedure can go as far as binding arbitration — would the worker be penalized.

Negotiations lasted for 14 months — a protracted period of militant struggle by the Union. The negotiating team consisted of five women, including Fraser as chief negotiator.

Fraser accepted the job only on the condition that the union membership be told exactly who she was and what she stood for. The membership voted unanimously to hire her.

Fraser's example of sticking to basic issues at the bargaining table and refusing to be derailed by demagoguery, trivia, or an avalanche of paperwork, provided an education to both sides. She was especially concerned with expanding seniority rights, affirmative action, and non-discrimination provisions so that each would reinforce the other. All three protections are needed for the economic survival of minorities, feminists, gays and political activists, those most often denied the right to earn a living because of their ideas, associations or appearance.

Class-conscious and feminist principles and tactics were quickly learned and applied by the union team, and its tenacity and solidarity never faltered during the long months of battle.

The Union won the right to tape record each collective bargaining session and to have open negotiations. This victory allowed the membership to observe and to participate directly in caucuses during negotiations, and it permitted the team to gain constant feedback from the rank and file. The level of consciousness and struggle was raised significantly.

The unique contract has attracted praise and interest from unions all over the country which are adapting it for their purposes. The contract offers proof to working people that gains can be achieved through determined efforts against management.

## Meet Justin

*Justin was elected Treasurer in November*

I have worked at the library for several years in Maintenance and Delivery and knowing what it is like to work in non-union shops, I have been a proud union member. I decided to become more involved in the union after the Janus vs AFSCME case, because I value all of the work and dedication fellow union members past and present have put into building and maintaining employee rights. I don't take the 40 hour work week, paid leave, medical care, the ability to bargain or workers rights lightly. When those rights are being threatened I felt I needed to do something active to help. When someone tries to take something away from me I fight that much harder to keep it. Becoming union treasurer was a step outside my comfort zone and a big learning curve, but I have learned a lot and am happy to be doing my part.

"It is a mistake to think you can solve any major problems just with potatoes."- Douglas Adams  
-Life the Universe and Everything

Justin Moser Local 3787 Treasurer

# Public Employee=Public Information

As public employees, our information is public information. If you are wondering, or annoyed by receiving e-mails at work or flyers/letters from the “Freedom Foundation” at home, it’s because they request our work e-mails and personal information to contact us. AFSCME DOES NOT give out your personal information. Council 2 has provided information on how to report these Spam e-mails to the proper authorities. You can also unsubscribe from the Freedom Foundation lists.

All of your WORK e-mails are covered under the Freedom of Information Act (FOIA). So please double check what you send, and realize there is a potential for your e-mail to be requested and read by the public, and/ or groups like the “Freedom Foundation”.

If you have union questions or concerns, please contact your union reps via personal e-mail. Aisha (President) can be reached at [aishawombat@gmail.com](mailto:aishawombat@gmail.com) and Michelle (Chief Shop Steward) can be reached at [michelleangell.509@gmail.com](mailto:michelleangell.509@gmail.com). We love to hear from you.

## Attention Union Members

You may have just received an email at your work from a group claiming to help you leave your Union.

**The Freedom Foundation is an extreme anti-worker organization whose sole purpose is to remove your ability to earn a decent living.**

These emails at work that ask you to drop your Union which will directly hurt us all in our ability to negotiate better wages, health benefits and conditions of employment which will ultimately affect all members.

### What You Can Do The one-two punch against SPAM

If an anti-worker group like the Freedom Foundation sends you an email without your permission, they are likely violating their email provider’s terms of service, and maybe even the law. Follow these two steps to report SPAM to authorities.

Forward the email (sent to these three addresses, all in one email)

**support@vervemail.com** The Freedom Foundation’s email provider  
**spam@uce.gov** The Federal Trade Commission  
**cprcontact@atg.wa.gov** Washington State AttorneyGeneral

Write: *“The Freedom Foundation sent me this SPAM at work without my permission. Please ask them to stop sending emails to me.”*

**And, let your HR Department know you do not appreciate receiving the email.**

# Who is the Freedom Foundation?

The Freedom Foundation is a Libertarian think tank group, backed by billionaires, with the intent of ending Public Sector Employee Unions. As a group, they are AGAINST minimum wage, sick leave, benefits, pensions, etc. The Foundation has been using the court system to try limit public unions abilities to communicate with their members. They have been attacking the Washington State Education Association for years, and have now turned their attention to AFSCME. The Freedom Foundation receives most of their funding from anti-worker, Political Action Committees. Many of these PACS are based out of state, and are pushing to make the whole nation "Right-to-Work".

*To learn more about the Freedom Foundation, please see this pre-Janus site from our AFSCME brothers and sisters at Council 28: <http://freedomfoundationfacts.com/>*

Executive Board Members	Council 2 Staff Representative
<p><b>President:</b> Aisha Womack aishawombat@gmail.com</p> <p><b>Vice-President:</b> Margaret Bliss</p> <p><b>Chief Shop Steward:</b> Michelle Angell michelleangell.509@gmail.com</p> <p><b>Secretary:</b> Katie Baker</p> <p><b>Treasurer:</b> Justin Moser</p>	<p>Abbie Zulock WSCCCE / AFSCME Council 2 abigailz@council2.com</p> <p>(Suzette Dickerson is still hard at work bargaining Hours of Work. Please include Abbie on any emails you send her.)</p>

## 2019 General Membership Meeting Dates

May 17th

July 26th

September 27th

November 22nd

Meetings are held at 7pm in the ACL Public Meeting Rooms.

**Reminder:** If you get a meeting invite from Staff Experience, please forward it to Michelle Angell and Aisha Womack, along with your **personal email and cell phone number**. They'll make sure one of our friendly stewards is there to represent you.

**Please send any submissions and ideas for The Organizer to Katie at [katiejanebaker@gmail.com](mailto:katiejanebaker@gmail.com)**