

AGENDA

Regular Meeting of the Pierce County Library System Board of Trustees June 12, 2019 | 3:30 PM

Graham Library | 9202 224th St. E | Graham, WA 98338

3:30 pm	02 min.	Call to Order: Rob Allen, Chair	
3:32 pm	05 min.	Public Comment: <i>This is time set aside for members of the public to speak to the Board of Trustees. Unless the item you wish to discuss is of an emergency nature, the Board ordinarily takes matters under advisement before taking action. Please sign up at the time of the meeting to speak during the Public Comment period, and limit your comments to three minutes.</i>	
3:37 pm	03 min.	Consent Agenda	Action
		<ol style="list-style-type: none"> 1. Approval of Minutes of May 8, 2019, Regular Meeting 2. Approval of May 2019 Payroll, Benefits and Vouchers 3. Resolution 2019-04, To Declare Furnishings and Equipment Surplus to Public Service Needs 	
3:40 pm	05 min.	Board Member Reports	
3:45 pm	10 min.	Routine Reports	
		<ol style="list-style-type: none"> 1. Fundraising Performance Report, Dean Carrell 2. Metrics Dashboard, Melinda Chesbro 3. April 2019 Financial Report, Cliff Jo 4. Executive Director Report, Georgia Lomax 5. Branch Services Report, Jaime Prothro 	
3:55 pm	10 min.	Unfinished Business	
		<ol style="list-style-type: none"> 1. Future Libraries Project <ol style="list-style-type: none"> a. Public Engagement Plan, Mary Getchell b. Capital Fundraising Feasibility Study, Dean Carrell 2. Trustee Vacancy Recommendation, Georgia Lomax 	
4:05 pm	10 min.	New Business	
		<ol style="list-style-type: none"> 1. Sustainability Revenue Management, Cliff Jo 	
4:15 pm	20 min	Board Education and Service Reports	
		<ol style="list-style-type: none"> 1. Graham Library & Community Presentation, David Seckman <i>(Library tour will take place after adjournment)</i> 	
4:35 pm	05 min.	Officers Reports:	
		<ol style="list-style-type: none"> 1. 2019 Work Plan 2. New Customer Experience Initiative Managers 3. Marketing and Communications Plan 4. 2019 Legislative Session 	
4:40 pm	02 min.	Announcements	
4:42 pm		Adjournment	

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – JUNE 12, 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 Monica Butler, Pat Jenkins and Daren Jones. Donna Albers was excused.

PUBLIC COMMENT

Linda Stelzer, Community Relations Director of St. Paul's church commented on the importance of the Graham Library to the community.

Jan Edwards, Graham Friends of the Library president shared her appreciation of the Board and the Library.

Sumner City Mayor Bill Pugh spoke about partnerships the city has with others in its community. He said the Sumner community takes much pride in its Library, which is a focal point of the town. He praised the Library for its books and other materials. He also stressed the importance of getting a new Library in the city through a partnership in order to continue to better serve the community. He noted the City was eager to bring resources to the Library to help.

Sumner Council member Barb Bitetto recognized how vital libraries are to the community. She stressed the importance of relocating to a newer and safer location on Main Street. She noted the community is ready to celebrate a Library that provides much more than books, including services and spaces for the community.

Carol Wright, Graham Kapowsin Community Council President, shared her appreciation of the Library and its meeting space and commented on how the Graham Library enriches its community.

CONSENT AGENDA

1. Approval of Minutes of the May 8, 2019, Regular Meeting
2. May 2019 Payroll, Benefits and Vouchers totaling \$2,795,843.16
3. Resolution 2019-04: To Declare Furnishings and Equipment Surplus to Public Service Needs

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

ROUTINE REPORTS

April 2019 Financial Report – Finance and Business Director Cliff Jo reported the Library received \$2.5M in property tax revenue last month.

Executive Director Report – Executive Director Lomax and Customer Experience Director Jaime Prothro introduced Kim Archer, new Initiative Manager for Enjoyment and Anna Shelton, new Initiative Manager for Community.

UNFINISHED BUSINESS

Future Libraries Project – Ms. Lomax said the public engagement survey and material for the public are nearly complete.

Marketing and Communications Director Mary Getchell reported on marketing efforts around the project. The new website, imagine.pcls.us, will be used to share information about replacing the Sumner and Lakewood libraries and to hear about the communities' interest and readiness. A survey and information about community events are also on the site. There will be a week-long open house this summer.

Media activity includes interviews from Q13 and the Tacoma News Tribune. Direct mail marketing will be delivered to all residents of Lakewood and Sumner. Email marketing will be sent to cardholders 18 years and older residing in both cities.

Ms. Lomax said the Library is excited to have great partnerships and thanked both Cities for sharing the Library's material. The Library will bring a recommendation to the Board based on what it learns from the public.

Capital Campaign Fundraising Feasibility Study – Foundation Director Dean Carrell reported that he and Ms. Lomax are working closely with The Barsness Group consultants to develop a draft case statement, and a study task force will help inform who will be interviewed in the future.

Ms. Lomax said the study will help the Library identify how much it could raise and how long it may take. The Library is looking at a variety of funding sources.

Trustee Vacancy Recommendation – Ms. Lomax reported that the Pierce County Executive accepted the panel's recommendation to appoint Jamilyn Penn and has forwarded it to the Pierce County Council for confirmation.

Ms. Butler and Mr. Jenkins reported on the process, saying they enjoyed the discussions with each of the candidates, noting the revised process was more welcoming to the candidates and was much less intimidating. Chair Allen thanked them both for the work on the panel.

NEW BUSINESS

Sustainability Revenue Management – Mr. Jo reported the sustainability funding strategy was developed over the past 2 years to determine how the Library could use levy lid lift revenue to maintain a consistent level of service and operation over a 5-7 year funding cycle.

Mr. Jo noted early in the cycle levy lid lift funds will exceed the amount needed to maintain operations and services. This revenue will be set aside for future use later in the funding cycle when expenses again exceed revenue. Each October, calculations will be made to identify operating funds needed throughout the year.

Ms. Lomax said the Library is taking a conservative approach at this time as it begins the funding cycle.

Mr. Jo said the Library will bring recommended revisions to the Fiscal Management policy to include the sustainable funding process next month.

BOARD EDUCATION AND SERVICE

Graham Library & Community Presentation –Senior Librarian David Seckman thanked the Trustees for visiting the branch. He introduced staff members Margaret Bliss, Assistant Branch Supervisor; Lisa Cipolla, Librarian; Christi Bach, Senior Branch Assistant; and former Senior Branch Assistant Charlene Gingrich.

Mr. Seckman shared information about the Graham community, noting it is a census designated area. He thanked those in attendance for their partnership with the Library. He shared stories about customers who have used the Library's services to get jobs and the Library's collaboration with the Bethel School District to provide books for students' required summer reading.

The Board thanked the staff and recognized them for their personal touch and care for the communities as the true spirit of public service.

OFFICERS REPORTS

2019 Work Plan – Implementation of the new Human Resources/Finance system launches June 13. This system will aid in reporting and automation of many functions. This major project will take approximately one year to complete.

ADJOURNMENT

The meeting was adjourned at 4:45 pm on motion by Ms. Butler, seconded by Mr. Jones.

Georgia Lomax, Secretary

Rob Allen, Chair

AGENDA

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Consent Agenda

**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. 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.

Georgia Lomax, Secretary

Rob Allen, Chair

May 2019 Payroll, Benefits and Vouchers

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	3852 - 3853	5/1/19 - 5/31/19	\$ 645.37
Electronic Payments - Payroll & Acct Payable		5/6/19	1,049,827.38
Electronic Payments - Payroll & Acct Payable		5/21/19	859,069.90
Accounts Payable Warrants	630525 - 630664	5/1/19 - 5/31/19	886,300.51
Total:			<u>\$ 2,795,843.16</u>

Check History Listing
Pierce County Library System

Check #	Bank		Date	Paid to	Status	Can/Vd Date	Pay Period Dates	Dir Dep	Amount
3852	key	KeyBank N.A.	05/06/2019	TRAMPENAU, MELANIE			04/16/19 - 04/30/19	0.00	352.02
3853	key	KeyBank N.A.	05/21/2019	WATKINS, CANDICE			05/01/19 - 05/15/19	0.00	293.35
Total:								0.00	645.37

Checks in report: 2

Grand Total: 0.00 645.37

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@piercecounitylibrary.org
 Comments: 5/06/19 Payroll

Withdrawal Date: 05/06/19

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	62,067.49
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	52,537.04
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	52,537.04
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	494,385.70
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	11,961.16
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	52,346.38
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	88,510.93
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	6,464.43
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	1,041.60
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	-
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	-
PCL_Company	AWC (only on 6th paycheck)	237100	CC_Library_District	697-00	5100000	225,946.45
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	2,029.16
Total Deposit						\$ 1,049,827.38

Certification:

Stacy Karabotsos
 Signature (Department Designee)

05/02/19
 Date

Comments:

Ad-hoc bank transaction (Withdrawal)

PCL_Company

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 Description: Pierce County Rural Library

Contact Name: Stacy Karabotsos
 Contact Phone: 253-548-3451
 Contact e-mail: sdkarabotsos@piercecountylibrary.org
 Comments: 5/21/19 Payroll

Withdrawal Date: 05/21/19

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	66,905.24
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	54,811.80
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	54,811.80
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	515,058.39
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	12,771.59
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	53,043.06
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	89,613.27
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	6,464.43
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	1,041.60
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	-
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	187.40
PCL_Company	AWC (only on 6th paycheck)	237100	CC_Library_District	697-00	5100000	-
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	2,334.65
PCL_Company	WA State Support Registry	237100	CC_Library_District	697-00	5100000	2,026.67
Total Deposit						\$ 859,069.90

Certification:

Stacy Karabotsos
 Signature (Department Designee)

05/17/19
 Date

Comments:

Check History Listing
 Pierce County Library System

Bank code: key

Check #	Date	Vendor	Status	Check Total
630526	05/01/2019	007010 BUILDINGWORK LLC		975.70
630527	05/01/2019	005862 ELITE PROPERTY INVESTMENTS LLC		17,649.74
630528	05/01/2019	006331 SURPRISE LAKE SQUARE LLC		9,735.84
630529	05/06/2019	000828 AFSCME AFL-CIO		13,274.07
630530	05/06/2019	004782 DEPARTMENT OF EDUCATION AWG		213.38
630531	05/06/2019	003985 PACIFICSOURCE ADMINISTRATORS		1,804.48
630532	05/06/2019	000821 PIERCE COUNTY SUPERIOR COURT		71.13
630533	05/06/2019	001181 PIERCE CTY LIBRARY FOUNDATION		678.99
630534	05/06/2019	006555 SOCIAL SECURITY ADMINISTRATION		71.13
630535	05/03/2019	001780 CITY OF UNIVERSITY PLACE		149.90
630536	05/03/2019	006770 TERESA COVINGTON		13.54
630537	05/03/2019	001643 IMPACT		156.76
630538	05/03/2019	001994 CLIFFORD JO		500.00
630539	05/03/2019	007048 CAMERON MCKINNON		150.00
630540	05/03/2019	000377 PUGET SOUND ENERGY		5,898.32
630541	05/03/2019	006667 STEPHANIE RATKO		205.92
630542	05/03/2019	000460 STEILACOOM TOWN OF		1,402.13
630543	05/03/2019	004114 MEGHAN SULLIVAN		236.07
630544	05/03/2019	000541 STATE OF WASHINGTON		597.33
630545	05/06/2019	000830 BAKER & TAYLOR		70,046.45
630546	05/06/2019	000242 BUCKLEY CITY OF		272.68
630547	05/06/2019	000161 CENGAGE LEARNING		1,779.16
630548	05/06/2019	000847 CENTER POINT PUBLISHING		639.36
630549	05/06/2019	000093 EBSCO		62.35
630550	05/06/2019	000243 INGRAM LIBRARY SERVICES		164.03
630551	05/06/2019	001532 KEY PENINSULA NEWS		30.00
630552	05/06/2019	000352 MIDWEST TAPE	V	0.00

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Pierce County Library System

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Check #	Date	Vendor	Status	Check Total
630553	05/06/2019	000352 MIDWEST TAPE	V	0.00
630554	05/06/2019	000352 MIDWEST TAPE	V	0.00
630555	05/06/2019	000352 MIDWEST TAPE		36,347.42
630556	05/06/2019	000907 NEW YORK TIMES		1,136.58
630557	05/06/2019	000323 NEWS TRIBUNE		1,216.80
630558	05/06/2019	000370 PIERCE COUNTY		2,279.13
630559	05/06/2019	000406 RECORDED BOOKS LLC		408.34
630560	05/06/2019	000570 WOIS THE CAREER INFORMATION SY		9,120.00
630561	05/06/2019	000100 ANDERSON ISLAND COMMUNITY CENT		4,700.00
630562	05/06/2019	001554 ANDREW'S FIXTURE CO INC		879.20
630563	05/06/2019	000363 OVERALL LAUNDRY SERV. DBA ARAMARK UNII		21.98
630564	05/06/2019	000153 ASSOCIATED PETROLEUM PRODUCTS		7,879.52
630565	05/06/2019	007060 CLAUDIA C BRELAND		175.00
630566	05/06/2019	004829 CLOVER PARK SCHOOL DISTRICT		236.25
630567	05/06/2019	000895 COLUMBIA BANK		917.22
630568	05/06/2019	000895 COLUMBIA BANK		250.60
630569	05/06/2019	006699 DORMA USA INC		1,291.79
630570	05/06/2019	006478 EVERGREEN MAINT LANDSCAPING		5,219.51
630571	05/06/2019	001058 EVERGREEN STATE COLLEGE		112.00
630572	05/06/2019	007371 GUARDIAN TRUCK AND TRAILER LLC		21,406.48
630573	05/06/2019	006469 HERMANSON COMPANY LLP		3,259.65
630574	05/06/2019	006545 IRON MOUNTAIN INC		176.83
630575	05/06/2019	000221 JANWAY COMPANY		5,085.35
630576	05/06/2019	000266 KITSAP REGIONAL LIBRARY		150.00
630577	05/06/2019	006522 CHERYL LAUTH		48.06
630578	05/06/2019	006421 MARKHAM INVESTIGATION - (MIP)		4,588.00
630579	05/06/2019	006646 METCALF ELECTRIC INC		6,245.28
630580	05/06/2019	006955 MIHO AND DIEGO DUO		400.00

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Check #	Date	Vendor	Status	Check Total
630581	05/06/2019	003933 QUALITY BUSINESS SYSTEMS INC		1,835.28
630582	05/06/2019	007250 KELSEY REYNOLDS		50.00
630583	05/06/2019	005417 RICOH USA INC		3,226.19
630584	05/06/2019	002282 SEATTLE PUBLIC LIBRARY		42.00
630585	05/06/2019	000079 SUPERIOR SAW & SUPPLY, INC.		17.74
630586	05/06/2019	001767 WALTER E NELSON OF WESTERN WAS		3,066.44
630587	05/06/2019	000534 WCP SOLUTIONS		1,552.54
630588	05/08/2019	000243 INGRAM LIBRARY SERVICES		672.59
630589	05/08/2019	007006 LIVING HISTORY LECTURES		450.00
630590	05/08/2019	000040 PUYALLUP/SUMNER CHAMBER		545.00
630591	05/08/2019	004022 US BANK		155,240.61
630592	05/15/2019	007376 JAY ERICKSON		61.00
630593	05/15/2019	000377 PUGET SOUND ENERGY		796.93
630594	05/15/2019	007380 DEBORAH SATTERTHWAITE		16.99
630595	05/15/2019	000463 SUMMIT WATER & SUPPLY CO		347.03
630596	05/17/2019	007010 BUILDINGWORK LLC		3,212.42
630597	05/17/2019	006577 CATALYST WORKPLACE ACTIVATION		25,018.56
630598	05/17/2019	007298 NORTHWEST DOOR LLC		247.28
630599	05/17/2019	000730 SMITH FIRE SYSTEMS INC		177.00
630600	05/21/2019	003778 AFLAC		5,373.54
630601	05/21/2019	001578 COLONIAL SUPPLEMENTAL INSURANC		624.66
630602	05/21/2019	004782 DEPARTMENT OF EDUCATION AWG		221.57
630603	05/21/2019	003985 PACIFICSOURCE ADMINISTRATORS		1,804.48
630604	05/21/2019	001181 PIERCE CTY LIBRARY FOUNDATION		678.99
630605	05/21/2019	006555 SOCIAL SECURITY ADMINISTRATION		147.71
630606	05/21/2019	001355 VOLUNTARY EMPLOYEES' BENEFICIA		2,197.19
630607	05/20/2019	000830 BAKER & TAYLOR		57,979.23
630608	05/20/2019	007097 BAKER & TAYLOR STANDING ORDER		400.23

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Check #	Date	Vendor	Status	Check Total
630609	05/20/2019	000847 CENTER POINT PUBLISHING		44.34
630610	05/20/2019	007307 KRISTINA CINTRON		152.05
630611	05/20/2019	005300 DANGER ROOM COMICS LLC		905.11
630612	05/20/2019	000093 EBSCO		70,714.80
630613	05/20/2019	000195 FIRGROVE MUTUAL WATER CO		272.80
630614	05/20/2019	000243 INGRAM LIBRARY SERVICES		124.84
630615	05/20/2019	007402 HEATHER KAUFMAN		375.78
630616	05/20/2019	007049 MAGNOLIA JOURNAL		30.00
630617	05/20/2019	007110 MIDWEST LIBRARY SERVICE		64.21
630618	05/20/2019	000352 MIDWEST TAPE	V	0.00
630619	05/20/2019	000352 MIDWEST TAPE	V	0.00
630620	05/20/2019	000352 MIDWEST TAPE		32,584.65
630621	05/20/2019	000323 NEWS TRIBUNE		572.00
630622	05/20/2019	000362 ORTING CITY OF		2,615.27
630623	05/20/2019	006448 TRACEY THOMPSON		547.08
630624	05/21/2019	000363 OVERALL LAUNDRY SERV. DBA ARAMARK UNII		21.98
630625	05/21/2019	007108 BARBARA B BENEPE		150.00
630626	05/21/2019	006391 BERK CONSULTING INC		8,667.65
630627	05/21/2019	001771 BETHEL SCHOOL DISTRICT		35.00
630628	05/21/2019	000182 CHUCKALS INC		1,562.34
630629	05/21/2019	006999 CIS		940.00
630630	05/21/2019	006873 DATA QUEST LLC		201.00
630631	05/21/2019	005081 EHS-INTERNATIONAL INC		2,600.00
630632	05/21/2019	005862 ELITE PROPERTY INVESTMENTS LLC		233.50
630633	05/21/2019	000041 EMPLOYMENT SECURITY DEPARTMENT		4,778.90
630634	05/21/2019	006478 EVERGREEN MAINT LANDSCAPING		874.43
630635	05/21/2019	000796 FLOHAWKS		163.95
630636	05/21/2019	007035 MICHELLE KUCERA-JEWELL		150.00

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>
630637	05/21/2019	006772 MACINTOSH SERVICE		2,280.43
630638	05/21/2019	007141 MEHNDI MADNESS INC		250.00
630639	05/21/2019	001371 MOUNTAIN MIST		23.81
630640	05/21/2019	000360 OCLC INC		4,018.97
630641	05/21/2019	003985 PACIFICSOURCE ADMINISTRATORS		181.75
630642	05/21/2019	007201 PAINTING PARTIES BY TARA		385.00
630643	05/21/2019	007013 AMY R PELOFF		50.00
630644	05/21/2019	000857 PIERCE COUNTY RECYCLING		195.79
630645	05/21/2019	001640 PRINT NW LLC		7,079.09
630646	05/21/2019	004007 PUGET SOUND EDUCATIONAL		740.24
630647	05/21/2019	007303 EDWIN RAVINA		100.00
630648	05/21/2019	005417 RICOH USA INC		3,799.84
630649	05/21/2019	005417 RICOH USA INC		2,885.51
630650	05/21/2019	007093 RIGHT SYSTEMS INC		35,419.67
630651	05/21/2019	007346 E T RUSSIAN		500.00
630652	05/21/2019	003772 SOUND PUBLISHING INC		690.00
630653	05/21/2019	005827 SPRAGUE PEST SOLUTIONS		263.03
630654	05/21/2019	000497 TILlicum COMMUNITY SERVICE CEN		1,955.88
630655	05/21/2019	003719 UNIQUE MANAGEMENT SERVICES		921.85
630656	05/21/2019	001767 WALTER E NELSON OF WESTERN WAS		763.27
630657	05/21/2019	006944 WSU VANCOUVER LIBRARY		125.00
630658	05/23/2019	000796 FLOHAWKS		283.54
630659	05/23/2019	000796 FLOHAWKS		328.80
630660	05/23/2019	006291 INNOVATIVE INTERFACES INC		178,720.26
630661	05/23/2019	000323 NEWS TRIBUNE		6,000.00
630662	05/24/2019	007414 SHERYL ANDERSON		23.00
630663	05/24/2019	007413 PETER LIU		7.99
630664	05/24/2019	000377 PUGET SOUND ENERGY		2,593.46

Check History Listing
Pierce County Library System

Bank code: key

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
			key Total:	886,300.51
139 checks in this report			Total Checks:	886,300.51

RESOLUTION NO. 2019-04

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

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

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

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

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

PASSED AND APPROVED THIS 12TH DAY OF JUNE, 2019.

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

IT Surplus Items OVER \$500 in estimated value

Qty	Item	estimated value (ea)
2	IONE-GX45 Cybernet computers	\$500

IT Surplus Items UNDER \$500 in estimated value

Qty	Item
13	HP ProBook 4530s laptops
1	Latitude 3440 laptop
3	Micro-Star MS-9258 servers
1	Dell OptiPlex 3030 AIO computers
8	Dell OptiPlex 7010 computers
1	Dell OptiPlex 780 computer
5	Dell OptiPlex 790 computers
2	Dell PowerEdge 2950 server
2	Precision WorkStation T3500 computers
1	Cybernet ZPC-GX31MB computer
1	HP ProBook 4540s laptop
4	Welch Allyn 3800LR-12 barcode scanners
1	LG 60PK550C television screen
1	Nec Accusync LCD52V monitor
1	Apple iPad tablet
1	Dell C3760DN printer
1	Dell Chromebook
2	Canon DR-M160 Document Scanners
1	Dell E173FP monitor
3	Dell E190S monitors
1	Netgear GS724TP switch
1	Netgear GS748TP switch
1	Apple iMac A1418 computer
1	Kinnect Xbox
1	L1910 monitor
2	L1953TQ monitors
4	HP Laserjet P4014N printers
1	Apple iPad 2 tablet
6	Dell P190S monitors
9	AMS RX9258 servers
1	HP Photosmart C3180 printer
1	Sony PRS-300 ereader
1	Samsung SCX-5635FN printer
1	Star TSP100II receipt printer
8	Star TSP643U receipt printers
1	Star TSP743IIU receipt printer
1	Polycom VSX7000S video conference webcam
2	DR-2010C document scanners
1	Amazon Kindle ereader
1	Viewsonic V15GS-R15 monitor
1	HP 620 laptop
1	Four Windows interactive player display screen
1	HP Thinkjet printer
1	Canon image formula scanner

Routine Reports



Fundraising Performance Report

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



Support Type

Unrestricted	Restricted	In Kind	Total
\$98,813	\$56,330	\$85,568	\$240,710

Memor Society

Reflected when received

Goal = 12 New Members

Endowment

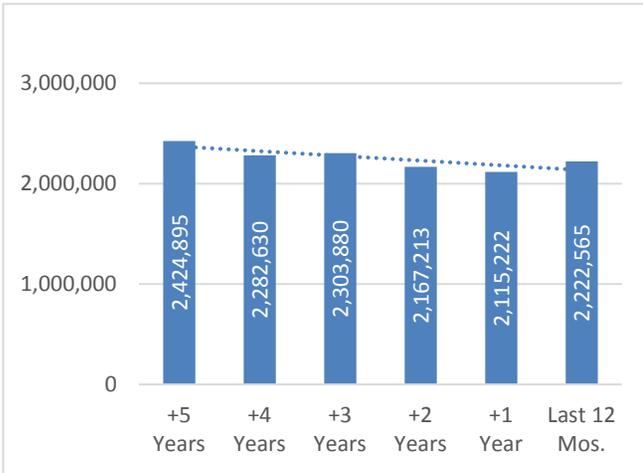
Gifts reflected when received

Capital

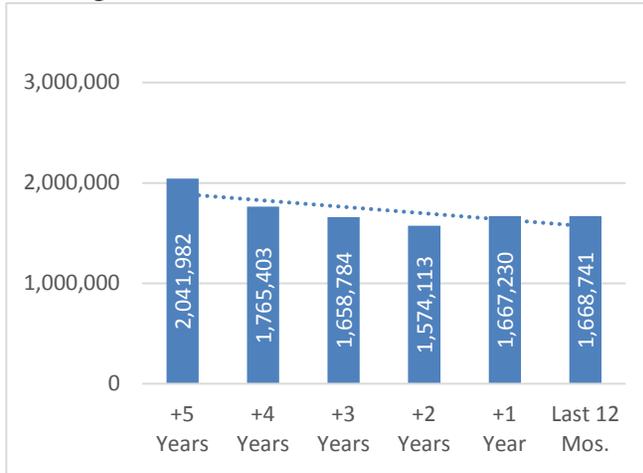
Gifts reflected when received

Customers / Visits - April 2019

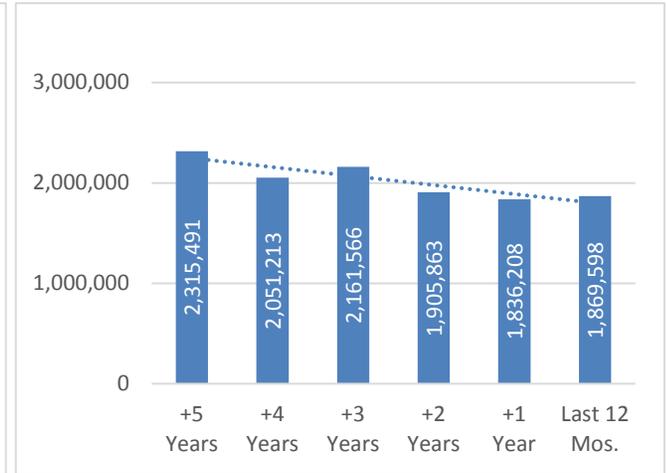
Branch Visits



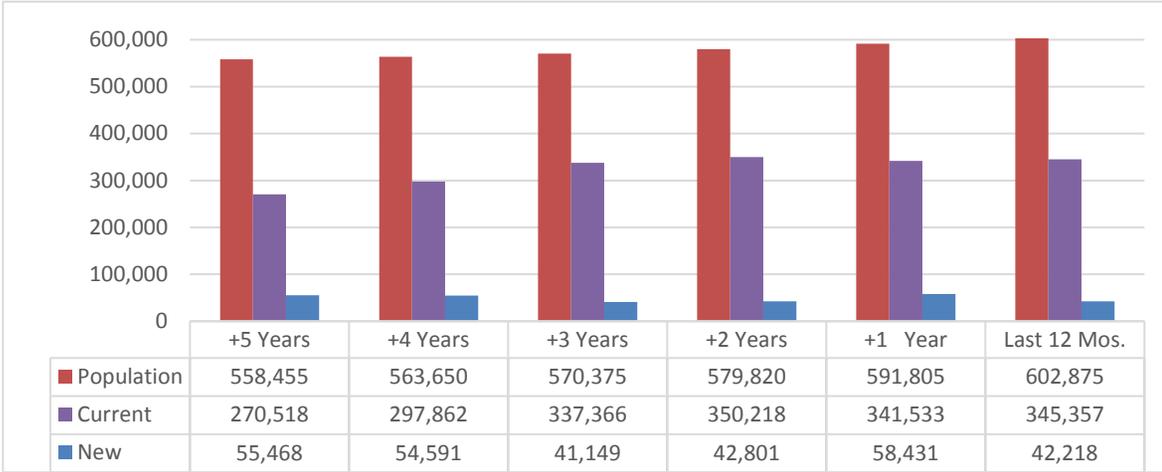
Catalog Visits



Website Visits



PCLS Cardholder Statistics



April and Rolling 12-Month Comparison

	April 2019	Rolling Last 12 Months	+1 Year	% Change Year Over Year
Branch Visits	177,921	2,222,565	2,115,222	5.1%
Catalog Visits	137,119	1,668,741	1,667,230	0.1%
Public Website Visits	152,147	1,869,598	1,836,208	1.8%

Technology

	April 2019	Rolling Last 12 Months	+1 Year	% Change Year Over Year
PC/Laptop Sessions	28,748	355,745	408,951	-13.0%
Wi-Fi Sessions	91,718	999,043	881,749	13.3%

Public Spaces Usage

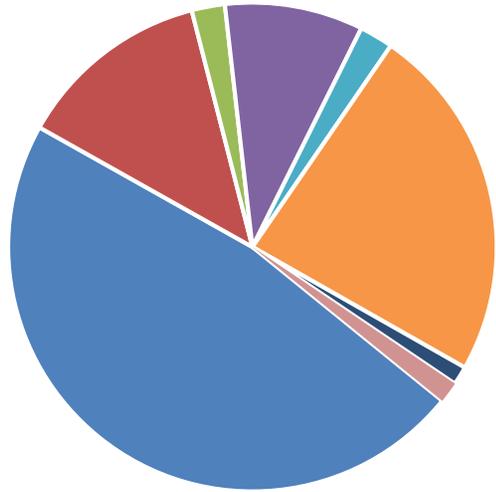
	April 2019	Rolling Last 12 Months
# of Public Meeting Uses	973	11,011
# of Attendees	12,275	137,944

Please Note:

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

Collection Use - April 2019

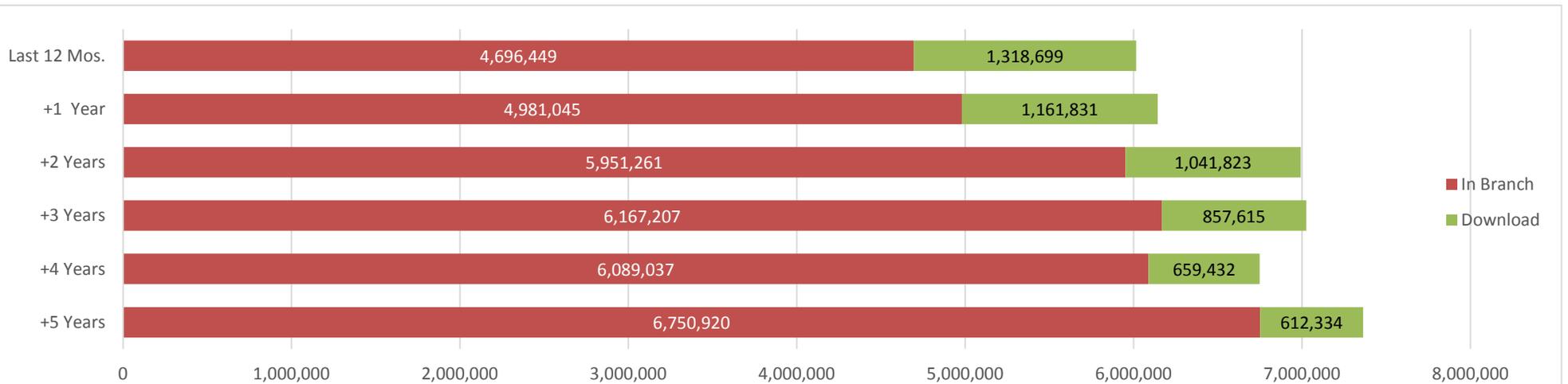
Checkouts By Format - April 2019



Data Table

Categories	March 2019	April 2019	% of Total April Checkouts	Rolling Last 12 Months	+1 Year	% Change Year Over Year
Books	231,936	231,541	47.30%	2,814,548	2,941,670	-4.32%
E-Books	65,615	62,955	12.86%	759,048	677,860	11.98%
AudioBooks (Disc)	11,070	10,749	2.20%	143,209	166,139	-13.80%
AudioBooks (Digital)	45,128	44,875	9.17%	498,218	398,157	25.13%
Music CDs (Disc)	11,591	10,926	2.23%	146,395	176,266	-16.95%
DVDs	120,730	115,617	23.62%	1,464,302	1,555,921	-5.89%
Magazines (Print)	6,091	6,030	1.23%	78,469	87,727	-10.55%
Magazines (Digital)	6,991	6,797	1.39%	61,433	37,602	63.38%
Totals:	499,152	489,490	100.00%	5,965,622	6,041,342	-1.25%

Collection Checkouts



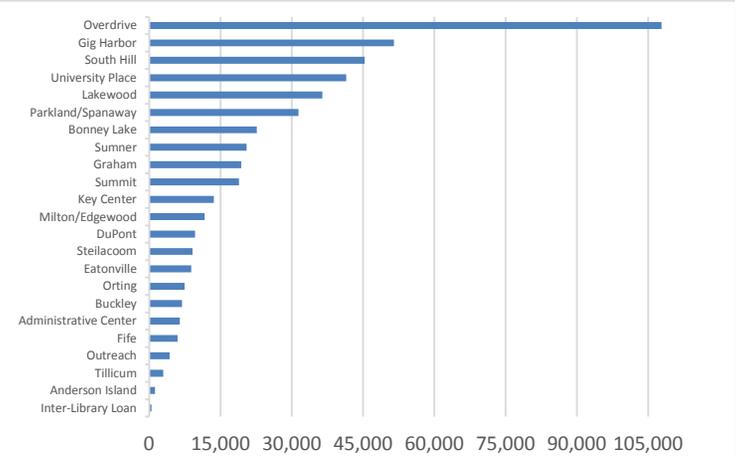
Historical Data Reporting

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

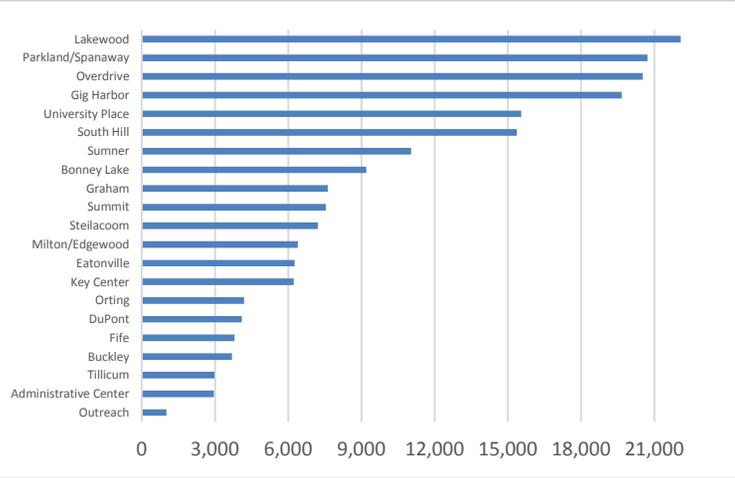
Activity - April 2019

Location	Checkouts				Visitors**			
	April 2019	Last 12 Mo.	+1 Year	% Change	April 2019	Last 12 Mo.	+1 Year	% Change
Administrative Center	6,436	71,501	70,226	1.8%	2,952	31,065	42,540	-27.0%
Anderson Island	1,193	15,504	2017 #s in Outreach		No Door Counter for Anderson Island			
Bonney Lake	22,642	274,471	277,116	-1.0%	9,194	126,321	95,118	32.8%
Buckley	6,929	89,296	87,470	2.1%	3,690	47,643	42,684	11.6%
DuPont	9,685	120,179	121,258	-0.9%	4,094	53,918	50,785	6.2%
Eatonville	8,884	110,364	108,391	1.8%	6,261	83,669	60,497	38.3%
Fife	5,985	70,757	76,611	-7.6%	3,804	42,034	51,113	-17.8%
Gig Harbor	51,520	652,585	688,799	-5.3%	19,668	231,326	251,501	-8.0%
Graham	19,389	245,954	255,876	-3.9%	7,619	98,161	96,433	1.8%
Inter-Library Loan	490	5,318	6,022	-11.7%	No "visitors" for Inter-Library Loan			
Key Center	13,583	162,716	170,773	-4.7%	6,231	72,484	61,862	17.2%
Lakewood	36,445	473,332	539,786	-12.3%	22,415	285,150	245,335	16.2%
Milton / Edgewood	11,673	150,508	151,933	-0.9%	6,396	79,205	78,273	1.2%
Orting	7,460	93,096	94,570	-1.6%	4,196	48,353	54,096	-10.6%
Overdrive	107,830	1,257,266	1,076,017	16.8%	20,521	236,756	184,103	28.6%
Outreach	4,290	52,420	85,210	-38.5%	1,017	11,488	18,215	-36.9%
Parkland / Spanaway	31,431	387,956	414,628	-6.4%	20,712	254,789	182,073	39.9%
South Hill	45,361	568,601	611,807	-7.1%	15,360	185,604	200,469	-7.4%
Steilacoom	9,130	117,953	121,677	-3.1%	7,220	91,795	69,217	32.6%
Summit	18,904	233,606	245,290	-4.8%	7,538	93,660	98,786	-5.2%
Sumner	20,493	246,287	257,264	-4.3%	11,028	128,115	136,604	-6.2%
Tillicum	2,980	32,218	35,969	-10.4%	2,977	37,975	38,514	-1.4%
University Place	41,448	521,827	560,348	-6.9%	15,549	219,810	241,107	-8.8%
Total	484,181	5,953,715	6,057,041	-1.7%	198,442	2,459,321	2,299,325	7.0%

April Checkouts



April 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 April 30, 2019

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

General Fund

April

- **3111x. We received the first large deposit of property taxes in April, which confirms the levy certificate signed in late November. We are on track to receive \$33.4 million in property tax revenue this year.**
- **36110. The County's WorkDay system is not correctly reporting investment income for April (understated). Once it is corrected in WorkDay, the investment amount will be posted in EDEN.**
- **36910. Includes \$10,458 in surplus sales from DES for chromebooks and other laptops.**

January – March (Quarter 1)

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

Capital Improvement Projects Fund

April

- **54103. Includes payment to BERK for public engagement consulting.**

January – March (Quarter 1)

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

Debt Service Fund

- **No significant activity**

Special Purpose Fund

April

- **No significant activity**

January – March (Quarter 1)

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

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

	GENERAL FUND	SPECIAL PURPOSE FUND	DEBT SERVICE FUND	CAPITAL IMPROVEMENT PROJECTS FUND
ASSETS				
Current Assets				
Cash	\$ 15,229,013	\$ 29,142	\$ 677	\$ 6,484
Investments	\$ 1,700,000	\$ 965,000	\$ 86,000	\$ 1,425,000
Total Current Assets	\$ 16,929,013	\$ 994,142	\$ 86,677	\$ 1,431,484
TOTAL ASSETS	\$ 16,929,013	\$ 994,142	\$ 86,677	\$ 1,431,484
LIABILITIES				
Current Liabilities				
Warrants Payable	\$ 122,578	\$ -	\$ -	\$ 11,424
Sales Tax Payable	\$ 2,319	\$ -	\$ -	\$ -
Payroll Payable	\$ 123,988	\$ -	\$ -	\$ -
US Bank Payable	\$ -	\$ -	\$ -	\$ -
Total Current Liabilities	\$ 248,885	\$ -	\$ -	\$ 11,424
TOTAL LIABILITIES	\$ 248,885	\$ -	\$ -	\$ 11,424
FUND BALANCE				
Reserve for Encumbrances	\$ 1,410,091	\$ -	\$ -	\$ 503,277
Election Set-Aside		\$ 608,822		
Land/Property/Facility Set-Aside		\$ 630,117		
Unreserved Fund Balance	\$ 15,263,397	\$ (244,797)	\$ 86,677	\$ 916,782
TOTAL FUND BALANCE	\$ 16,673,488	\$ 994,142	\$ 86,677	\$ 1,420,060
TOTAL LIABILITIES & FUND BALANCE	\$ 16,922,373	\$ 994,142	\$ 86,677	\$ 1,431,484
<hr/>				
BEGINNING FUND BALANCE, 01/01/19	\$ 7,738,394	\$ 1,255,685	\$ 86,171	\$ 1,551,840
YTD Revenue	\$ 18,650,434	\$ 6,829	\$ 507	\$ 9,054
Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -
YTD Expenditures	\$ (9,715,340)	\$ (268,372)	\$ -	\$ (140,835)
ENDING FUND BALANCE, 01/31/19	\$ 16,673,488	\$ 994,142	\$ 86,677	\$ 1,420,060
TAXES RECEIVABLE	\$ 21,545,105	\$ -	\$ (0)	\$ -

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

	<i>HISTORICAL</i> 4/30/2018	<i>HISTORICAL</i> 5/31/2018	<i>HISTORICAL</i> 6/30/2018	<i>HISTORICAL</i> 7/31/2018	<i>HISTORICAL</i> 8/31/2018	<i>HISTORICAL</i> 9/30/2018	<i>HISTORICAL</i> 10/31/2018	<i>HISTORICAL</i> 11/30/2018	<i>HISTORICAL</i> 12/31/2018	<i>HISTORICAL</i> 1/31/2019	<i>HISTORICAL</i> 2/28/2019	<i>CURRENT</i> 3/31/2019	<i>CURRENT</i> 4/30/2019
ASSETS													
Current Assets													
Cash	\$ 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	\$ 15,229,013
Investments	\$ -	\$ 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	\$ 1,700,000
Total Current Assets	\$ 11,172,984	\$ 11,462,123	\$ 9,066,955	\$ 6,935,347	\$ 4,538,006	\$ 2,528,164	\$ 11,923,103	\$ 11,249,546	\$ 8,427,099	\$ 5,842,800	\$ 4,158,504	\$ 4,500,867	\$ 16,929,013
TOTAL ASSETS	\$ 11,172,984	\$ 11,462,123	\$ 9,066,955	\$ 6,935,347	\$ 4,538,006	\$ 2,528,164	\$ 11,923,103	\$ 11,249,546	\$ 8,427,099	\$ 5,842,800	\$ 4,158,504	\$ 4,500,867	\$ 16,929,013
LIABILITIES													
Current Liabilities													
Warrants Payable	\$ (15,003)	\$ -	\$ 142	\$ 142	\$ 6,629	\$ 114,808	\$ 118,663	\$ 160,876	\$ 516,769	\$ 251,432	\$ 79,752	\$ 79,533	\$ 122,578
Sales Tax Payable	\$ 2,905	\$ 2,206	\$ 1,481	\$ 2,149	\$ 2,757	\$ 2,827	\$ 2,703	\$ 2,643	\$ 241	\$ 1,438	\$ 1,967	\$ 1,997	\$ 2,319
Payroll Payable	\$ 112,083	\$ 128,499	\$ 144,913	\$ 112,963	\$ 130,996	\$ 144,004	\$ 111,920	\$ 129,840	\$ 149,007	\$ 124,676	\$ 143,867	\$ 110,110	\$ 130,627
Total Current Liabilities	\$ 99,985	\$ 130,705	\$ 146,536	\$ 115,255	\$ 140,382	\$ 261,639	\$ 233,286	\$ 293,359	\$ 666,017	\$ 377,547	\$ 225,587	\$ 191,639	\$ 255,525
TOTAL LIABILITIES	\$ 99,985	\$ 130,705	\$ 146,536	\$ 115,255	\$ 140,382	\$ 261,639	\$ 233,286	\$ 293,359	\$ 666,017	\$ 377,547	\$ 225,587	\$ 191,639	\$ 255,525
FUND BALANCE													
Reserve for Encumbrance	\$ 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	\$ 1,410,091
Net Excess (Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unreserved Fund Balance	\$ 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	\$ 15,263,397
TOTAL FUND BALANCE	\$ 11,072,999	\$ 11,331,419	\$ 8,920,419	\$ 6,820,093	\$ 4,397,624	\$ 2,266,525	\$ 11,689,817	\$ 10,956,188	\$ 7,761,082	\$ 5,465,253	\$ 3,932,917	\$ 4,309,228	\$ 16,673,488
TOTAL LIABILITIES & FUND BALANCE	\$ 11,172,984	\$ 11,462,123	\$ 9,066,955	\$ 6,935,347	\$ 4,538,006	\$ 2,528,164	\$ 11,923,103	\$ 11,249,546	\$ 8,427,099	\$ 5,842,800	\$ 4,158,504	\$ 4,500,867	\$ 16,929,013
PROPERTY TAXES RECEIVABLE	\$ 28,418,336	\$ 14,708,135	\$ 14,597,041	\$ 14,479,270	\$ 14,311,321	\$ 14,311,321	\$ 2,404,814	\$ 695,763	\$ 603,084	\$ 39,841,794	\$ 39,155,533	\$ 36,413,384	\$ 21,545,105

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

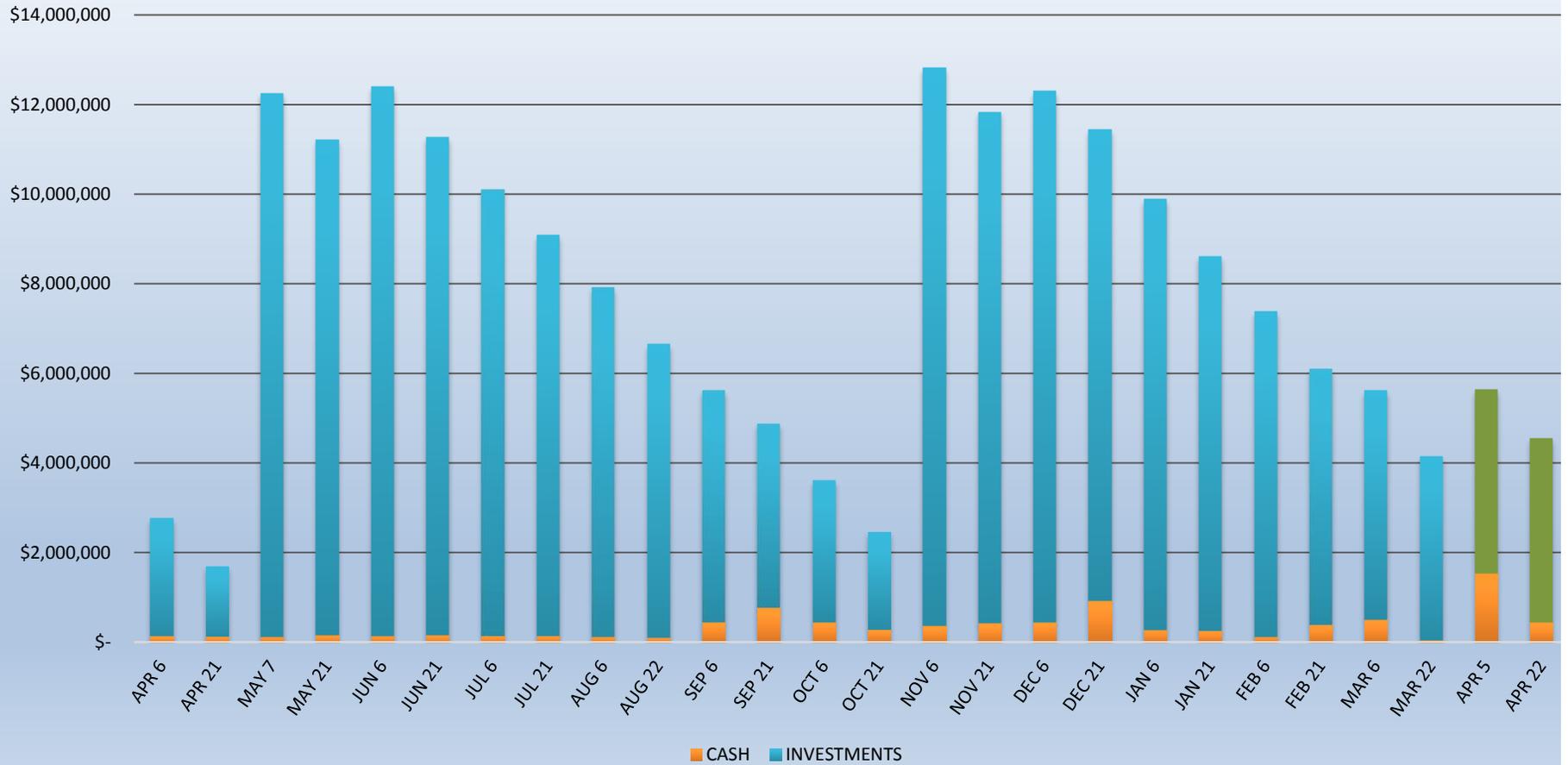
GENERAL FUND - 01	2019 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ 34,623,500	\$ 18,400,976	\$ -	\$ 16,222,524	53%
Other Revenue	\$ 1,750,500	\$ 249,458	\$ -	\$ 1,501,042	14%
TOTAL REVENUE	\$ 36,374,000	\$ 18,650,434	\$ -	\$ 17,723,566	51%
EXPENDITURES					
Personnel/Taxes and Benefits	\$ 24,332,700	\$ 7,843,138	\$ -	\$ 16,489,562	32%
Materials	\$ 3,805,100	\$ 833,882	\$ -	\$ 2,971,218	22%
Maintenance and Operations	\$ 5,176,200	\$ 1,038,320	\$ 1,411,951	\$ 2,725,928	47%
Transfers Out & Reserves	\$ 3,060,000	\$ -	\$ -	\$ 3,060,000	0%
TOTAL EXPENDITURES	\$ 36,374,000	\$ 9,715,340	\$ 1,411,951	\$ 25,246,708	31%
Excess/(Deficit)		\$ 8,935,094			
Additional Transfers Out		-			
NET EXCESS (DEFICIT)		\$ 8,935,094			

SPECIAL PURPOSE FUND - 15	2019 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ 625,000	\$ -	\$ -	\$ 625,000	0%
Transfers In	\$ 1,100,000	\$ -	\$ -	\$ 1,100,000	0%
Investment Income	\$ 60,000	\$ 6,829	\$ -	\$ 53,171	11%
TOTAL REVENUE	\$ 1,785,000	\$ 6,829	\$ -	\$ 1,778,171	0%
EXPENDITURES					
Election Costs	\$ 625,000	\$ 268,372	\$ -	\$ 356,628	43%
TOTAL EXPENDITURES	\$ 625,000	\$ 268,372	\$ -	\$ 356,628	43%
Excess/(Deficit)		\$ (261,543)			
Additional Transfers In		\$ -			
NET EXCESS (DEFICIT)		\$ (261,543)			

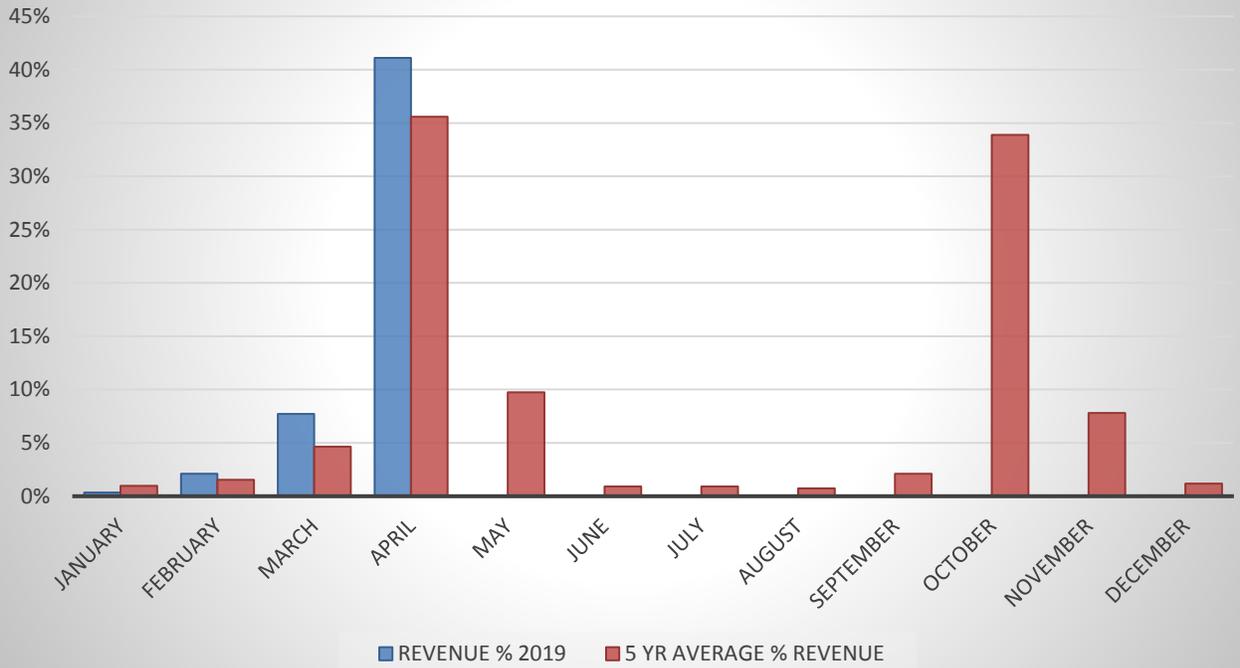
DEBT SERVICE FUND - 20	2019 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ -	\$ 173	\$ -	\$ (173)	-
Other Revenue	\$ -	\$ 334	\$ -	\$ (334)	-
TOTAL REVENUE	\$ -	\$ 507	\$ -	\$ (507)	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
NET EXCESS (DEFICIT)		\$ 507			

CAPITAL IMPROVEMENT PROJECTS FUND - 30	2019 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ 217,085	\$ -	\$ -	\$ 217,085	0%
Transfers In	\$ 1,460,000	\$ -	\$ -	\$ 1,460,000	0%
Other Revenue	\$ -	\$ 9,054	\$ -	\$ (9,054)	-
TOTAL REVENUE	\$ 1,677,085	\$ 9,054	\$ -	\$ 1,668,031	1%
EXPENDITURES					
Capital Improvement Projects	\$ 1,415,000	\$ 140,835	\$ 503,277	\$ 770,888	46%
TOTAL EXPENDITURES	\$ 1,415,000	\$ 140,835	\$ 503,277	\$ 770,888	46%
Excess/(Deficit)		\$ (131,780)			
Additional Transfers In		-			
NET EXCESS (DEFICIT)		\$ (131,780)			

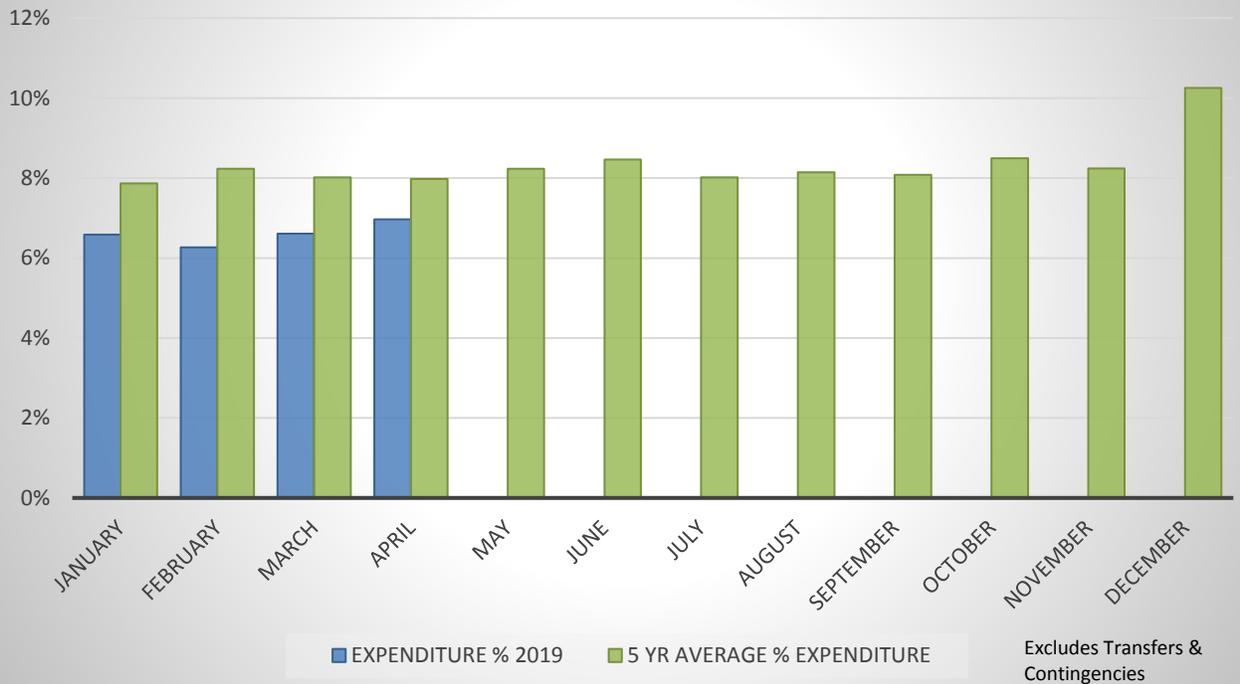
**CASH & INVESTMENTS - SEMI-MONTHLY
2019 - ALL FUNDS COMBINED (EXCLUDES DEBT SERVICE FUND)
- 13 MONTHS MOVING -**



GENERAL FUND - REVENUE TREND (%) THROUGH APRIL 2019



GENERAL FUND - EXPENDITURE TREND (%) THROUGH APRIL 2019



Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 4/30/2019

FUND: GENERAL FUND (01)

Object	2019 Budget	April Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
31111 PROPERTY TAXES CURRENT	33,934,600.00	14,782,885.89	18,118,833.92	0.00	15,815,766.08	53.39
31112 PROPERTY TAXES DELINQUENT	424,900.00	76,098.76	213,967.54	0.00	210,932.46	50.36
31113 PROPERTY TAXES KING COUNTY	60,000.00	3,612.91	8,947.19	0.00	51,052.81	14.91
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	816.99	12,126.27	0.00	7,873.73	60.63
31740 TIMBER EXCISE TAX	63,000.00	0.00	0.00	0.00	63,000.00	0.00
TAXES:	34,508,500.00	14,863,414.55	18,353,874.92	0.00	16,154,625.08	53.19
33533 STATE FOREST FUNDS/DNR TIMBER TRUES	0.00	5,427.07	9,188.50	0.00	(9,188.50)	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	3,471.79	11,707.01	0.00	18,292.99	39.02
34161 GRAPHICS SERVICES CHARGES	7,500.00	27.48	27.48	0.00	7,472.52	0.37
34162 PRINTER FEES	125,000.00	12,060.21	42,195.30	0.00	82,804.70	33.76
34163 FAX FEES	22,000.00	2,421.89	8,348.18	0.00	13,651.82	37.95
34193 SORTING - SERVICE FEES	3,000.00	0.00	0.00	0.00	3,000.00	0.00
35970 LIBRARY FINES	400,000.00	35,254.80	133,224.35	0.00	266,775.65	33.31
36110 INVESTMENT INCOME	100,000.00	0.00	27,726.73	0.00	72,273.27	27.73
36140 OTHER INTEREST EARNED - COUNTY	0.00	6.71	18.44	0.00	(18.44)	0.00
36200 KEY PEN HLTH DEPT FACILITY REV	1,000.00	388.31	388.31	0.00	611.69	38.83
36290 BOOK SALES	4,000.00	7.31	898.39	0.00	3,101.61	22.46
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	28.70	146.32	0.00	159,853.68	0.09
36910 SALE OF SURPLUS	2,000.00	10,458.70	10,456.92	0.00	(8,456.92)	522.85
36920 FOUND MONEY	1,000.00	81.67	110.81	0.00	889.19	11.08
36990 MISCELLANEOUS REVENUE	0.00	48.49	1,260.97	0.00	(1,260.97)	0.00
36991 PAYMENT FOR LOST MATERIALS	10,000.00	348.61	1,528.54	0.00	8,471.46	15.29
36996 JURY DUTY REIMBURSEMENT	0.00	30.00	110.00	0.00	(110.00)	0.00
36998 E RATE REIMBURSEMENT	530,000.00	556.24	556.24	0.00	529,443.76	0.10
36999 REBATES - PROCUREMENT CARD	75,000.00	12,200.13	20,739.73	0.00	54,260.27	27.65
CHARGES OTHER:	1,865,500.00	82,818.11	274,083.02	0.00	1,591,416.98	14.69
39510 SALE OF FIXED ASSETS (GOV)	0.00	3,877.91	10,167.73	0.00	(10,167.73)	0.00
39520 INSURANCE RECOVERIES - CAPITAL ASSE	0.00	0.00	12,308.80	0.00	(12,308.80)	0.00
TOTAL FOR REVENUE ACCOUNTS	36,374,000.00	14,950,110.57	18,650,434.47	0.00	17,723,565.53	51.27
EXPENSE ACCOUNTS						
51100 SALARIES AND WAGES	17,822,600.00	1,363,827.33	5,449,496.14	0.00	12,373,103.86	30.58
51105 ADDITIONAL HOURS	239,400.00	20,849.32	81,616.74	0.00	157,783.26	34.09
51106 SHIFT DIFFERENTIAL	161,200.00	17,968.51	63,014.27	0.00	98,185.73	39.09
51107 SUBSTITUTE HOURS	262,250.00	17,856.26	72,589.80	0.00	189,660.20	27.68
51109 TUITION ASSISTANCE PROGRAM	10,000.00	1,476.23	3,188.56	0.00	6,811.44	31.89
51200 OVERTIME WAGES	21,150.00	680.49	5,866.30	0.00	15,283.70	27.74
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	10,668.18	39,018.76	0.00	142,081.24	21.55
52002 MEDICAL INSURANCE	2,310,200.00	243,596.42	870,351.49	0.00	1,439,848.51	37.67
52003 F.I.C.A.	1,344,300.00	105,876.47	423,719.80	0.00	920,580.20	31.52
52004 RETIREMENT	2,254,500.00	176,598.78	706,020.58	0.00	1,548,479.42	31.32
52005 DENTAL INSURANCE	213,200.00	18,547.73	74,047.02	0.00	139,152.98	34.73

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 4/30/2019

FUND: GENERAL FUND (01)

Object	2019 Budget	April Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
52006 OTHER BENEFIT	10,800.00	1,580.00	6,000.00	0.00	4,800.00	55.56
52010 LIFE AND DISABILITY INSURANCE	75,900.00	6,506.12	25,537.29	0.00	50,362.71	33.65
52020 UNEMPLOYMENT/ PAID FML INSURANCE	50,000.00	2,101.37	22,671.36	0.00	27,328.64	45.34
52999 ADJ BENEFITS TO MATCH PLAN	(161,000.00)	0.00	0.00	0.00	(161,000.00)	0.00
PERSONNEL	24,332,700.00	1,988,133.21	7,843,138.11	0.00	16,489,561.89	32.23
53100 OFFICE/OPERATING SUPPLIES	214,200.00	23,145.65	59,589.70	13,617.60	140,992.70	34.18
53101 CUSTODIAL SUPPLIES	69,000.00	4,903.43	19,602.03	26,874.27	22,523.70	67.36
53102 MAINTENANCE SUPPLIES	35,000.00	2,804.89	11,341.09	2,000.00	21,658.91	38.12
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	7,879.52	7,879.52	24,175.57	2,944.91	91.59
53401 ADULT MATERIALS	739,500.00	56,182.89	173,924.28	0.00	565,575.72	23.52
53403 PERIODICALS	92,000.00	1,665.32	9,188.41	0.00	82,811.59	9.99
53405 JUVENILE BOOKS	456,954.00	18,115.39	57,403.18	0.00	399,550.82	12.56
53407 INTERNATIONAL COLLECTION	45,000.00	1,295.97	1,961.12	0.00	43,038.88	4.36
53408 AUDIOVISUAL MATERIALS - ADULT	725,000.00	52,981.93	165,876.19	0.00	559,123.81	22.88
53409 AUDIOVISUAL MATERIALS - JUV	86,000.00	1,046.82	6,855.07	0.00	79,144.93	7.97
53411 ELECTRONIC INFO SOURCES	528,643.00	0.00	234,116.36	0.00	294,526.64	44.29
53412 REFERENCE SERIALS	11,500.00	0.00	0.00	0.00	11,500.00	0.00
53414 ELECTRONIC COLLECTION	972,003.00	103,875.97	152,881.75	0.00	819,121.25	15.73
53464 VENDOR PROCESSING SERVICES	148,500.00	10,173.41	31,473.80	0.00	117,026.20	21.19
53499 GIFTS - MATERIALS	0.00	0.00	201.69	0.00	(201.69)	0.00
53500 MINOR EQUIPMENT	55,500.00	9,101.25	10,750.41	759.40	43,990.19	20.74
53501 FURNISHINGS	82,600.00	879.20	1,709.55	4,053.11	76,837.34	6.98
53502 PC HARDWARE	246,600.00	315.86	583.68	0.00	246,016.32	0.24
53505 SOFTWARE/LICENSES/HOSTING	591,800.00	13,136.29	45,444.66	227,280.93	319,074.41	46.08
54100 PROFESSIONAL SERVICES	210,830.00	5,728.12	16,256.06	15,592.20	178,981.74	15.11
54101 LEGAL SERVICES	55,000.00	3,181.50	16,612.13	18,387.87	20,000.00	63.64
54103 CONTRACTUAL SERVICES	313,000.00	8,814.36	62,808.88	196,268.55	53,922.57	82.77
54162 BIBLIOGRAPHIC & RELATED SERVICES	46,500.00	3,955.72	15,914.38	0.00	30,585.62	34.22
54163 PRINTING AND BINDING	0.00	4,718.21	4,718.21	415.35	(5,133.56)	0.00
54165 ILL LOST ITEM CHARGE	2,500.00	112.00	242.50	0.00	2,257.50	9.70
54200 POSTAGE AND SHIPPING	73,000.00	70.74	895.79	0.00	72,104.21	1.23
54201 TELECOM SERVICES	650,400.00	59,393.27	168,543.34	382,016.77	99,839.89	84.65
54300 TRAVEL	49,900.00	2,815.55	5,997.77	0.00	43,902.23	12.02
54301 MILEAGE REIMBURSEMENTS	36,800.00	3,778.56	13,179.54	0.00	23,620.46	35.81
54400 ADVERTISING	94,500.00	1,245.75	13,466.44	34,030.00	47,003.56	50.26
54501 RENTALS/LEASES - BUILDINGS	421,000.00	26,635.00	103,075.43	161,118.77	156,805.80	62.75
54502 RENTALS/LEASES - EQUIPMENT	130,900.00	9,888.42	40,334.04	95,113.61	(4,547.65)	103.47
54600 INSURANCE	222,000.00	0.00	799.00	0.00	221,201.00	0.36
54700 ELECTRICITY	265,000.00	23,112.02	71,651.56	0.00	193,348.44	27.04
54701 NATURAL GAS	12,000.00	374.55	5,015.51	0.00	6,984.49	41.80
54702 WATER	30,000.00	2,305.46	3,809.39	0.00	26,190.61	12.70
54703 SEWER	34,000.00	8,300.07	13,875.35	0.00	20,124.65	40.81
54704 REFUSE	36,000.00	4,047.85	8,225.71	1,678.67	26,095.62	27.51
54800 GENERAL REPAIRS/MAINTENANCE	253,500.00	17,021.52	93,650.55	70,953.33	88,896.12	64.93
54801 CONTRACTED MAINTENANCE	502,450.00	23,524.49	98,933.13	137,615.47	265,901.40	47.08

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 4/30/2019

FUND: GENERAL FUND (01)

Object	2019 Budget	April Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
54810 IT SYSTEMS MAINTENANCE	82,100.00	0.00	54,235.65	0.00	27,864.35	66.06
54900 REGISTRATIONS	62,700.00	5,182.00	9,771.61	0.00	52,928.39	15.58
54901 DUES AND MEMBERSHIPS	24,620.00	545.00	22,709.97	0.00	1,910.03	92.24
54902 TAXES AND ASSESSMENTS	29,500.00	19,712.12	19,834.60	0.00	9,665.40	67.24
54903 LICENSES AND FEES	58,300.00	3,940.06	16,131.25	0.00	42,168.75	27.67
54905 ORGANIZATIONAL REGISTRATIONS	3,000.00	535.00	574.47	0.00	2,425.53	19.15
54912 CONTINGENCY	100,000.00	0.00	0.00	0.00	100,000.00	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
ALL OTHER EXPENSES	12,041,300.00	546,441.13	1,872,202.29	1,411,951.47	8,757,146.24	27.27
NEED A CATEGORY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR EXPENSE ACCOUNTS	36,374,000.00	2,534,574.34	9,715,340.40	1,411,951.47	25,246,708.13	30.59
NET SURPLUS / DEFICIT	0.00	12,415,536.23	8,935,094.07	(1,411,951.47)	(7,523,142.60)	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 4/30/2019

FUND: SPECIAL PURPOSE FUND (15)

Object	2019 Budget	April Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
29150 USE OF FUND BALANCE-BUDGET	625,000.00	0.00	0.00	0.00	625,000.00	0.00
TAXES:	625,000.00	0.00	0.00	0.00	625,000.00	0.00
36110 INVESTMENT INCOME	60,000.00	0.00	6,828.72	0.00	53,171.28	11.38
CHARGES OTHER:	60,000.00	0.00	6,828.72	0.00	53,171.28	11.38
39700 TRANSFERS IN	1,100,000.00	0.00	0.00	0.00	1,100,000.00	0.00
TOTAL FOR REVENUE ACCOUNTS	1,785,000.00	0.00	6,828.72	0.00	1,778,171.28	0.38
EXPENSE ACCOUNTS						
PERSONNEL	0.00	0.00	0.00	0.00	0.00	0.00
54101 LEGAL SERVICES	0.00	0.00	10.08	0.00	(10.08)	0.00
55200 ELECTION COSTS	625,000.00	51.63	268,361.63	0.00	356,638.37	42.94
ALL OTHER EXPENSES	625,000.00	51.63	268,371.71	0.00	356,628.29	42.94
TOTAL FOR EXPENSE ACCOUNTS	625,000.00	51.63	268,371.71	0.00	356,628.29	42.94
NET SURPLUS / DEFICIT	1,160,000.00	(51.63)	(261,542.99)	0.00	1,421,542.99	(22.55)

FUND: DEBT SERVICE FUND (20)

Object	2019 Budget	April Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
31112 PROPERTY TAXES DELINQUENT	0.00	0.00	172.55	0.00	(172.55)	0.00
TAXES:	0.00	0.00	172.55	0.00	(172.55)	0.00
36110 INVESTMENT INCOME	0.00	0.00	333.96	0.00	(333.96)	0.00
CHARGES OTHER:	0.00	0.00	333.96	0.00	(333.96)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	0.00	506.51	0.00	(506.51)	0.00
NET SURPLUS / DEFICIT	0.00	0.00	506.51	0.00	(506.51)	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 4/30/2019

FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)

Object	2019 Budget	April Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
29150 USE OF FUND BALANCE-BUDGET	217,085.00	0.00	0.00	0.00	217,085.00	0.00
36110 INVESTMENT INCOME	0.00	0.00	9,054.47	0.00	(9,054.47)	0.00
CHARGES OTHER:	217,085.00	0.00	9,054.47	0.00	208,030.53	4.17
39700 TRANSFERS IN	1,460,000.00	0.00	0.00	0.00	1,460,000.00	0.00
TOTAL FOR REVENUE ACCOUNTS	1,677,085.00	0.00	9,054.47	0.00	1,668,030.53	0.54
EXPENSE ACCOUNTS						
53501 FURNISHINGS	0.00	0.00	0.00	50,478.27	(50,478.27)	0.00
53502 PC HARDWARE	0.00	0.00	0.00	1,765.41	(1,765.41)	0.00
53505 SOFTWARE/LICENSES/HOSTING	25,000.00	0.00	118,823.88	7,562.28	(101,386.16)	505.54
54100 PROFESSIONAL SERVICES	320,000.00	975.70	975.70	0.00	319,024.30	0.30
54103 CONTRACTUAL SERVICES	0.00	8,667.65	9,902.65	267,769.15	(277,671.80)	0.00
54300 TRAVEL	0.00	84.24	1,426.81	55,701.25	(57,128.06)	0.00
54400 ADVERTISING	0.00	0.00	499.80	0.00	(499.80)	0.00
54800 GENERAL REPAIRS/MAINTENANCE	0.00	1,780.38	1,780.38	0.00	(1,780.38)	0.00
54900 REGISTRATIONS	0.00	0.00	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	2,675.33	2,675.33	0.00	447,324.67	0.59
00000 WELCOMING SPACES - UP	50,000.00	0.00	0.00	0.00	50,000.00	0.00
TOTAL FOR EXPENSE ACCOUNTS	1,415,000.00	14,183.30	140,834.55	503,277.36	770,888.09	45.52
NET SURPLUS / DEFICIT	262,085.00	(14,183.30)	(131,780.08)	(503,277.36)	897,142.44	(242.31)

MEMO



Date: May 31, 2019

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

From: Georgia Lomax, Executive Director

Subject: Executive Director Report – May

Foundation Director Dean Carrell and I continue to work with Purposeful, an online philanthropic start-up that will launch later this year. The Library has been invited to be part of the initial launch, which seeks to connect donors with causes and become the go-to site for those who donate, those who receive donations and those who benefit from donor generosity.

Dean and I also visited with David Hirschberg, founder of the RAIN Incubator in Tacoma, to learn about their approach to innovation and their vision to impact our community through developing a skilled and innovative workforce that will attract bio-tech jobs to Pierce County.

Dean is hiring the Library's first Major Gifts Officer, who will help build philanthropic support for the Library and its services.

Representatives from Pierce County Library, Tacoma Public Library, Puyallup Public Library and the Pierce County Auditor's Office met to continue work to pilot a partnership to ensure that anyone who wants to vote on Election Day has access to same-day voter registration. The team is finalizing details to pilot the service during the 2019 primary and general elections. We also learned more about the 2020 Census plans in Pierce County and how libraries can support the count.

Key community connections this month:

- Sumner City Administrator John Galle – discussion of public engagement process to understand the Sumner community's interest in a potential new library
- Orting City Administrator Mark Bethune – to discuss our shared use of the Multi-Purpose Center and learn about the City's progress toward a new public safety and court building
- Lori Fort Harnick (CEO) and Eu-wanda Eagans (newly hired Sr. Vice President of Workforce Development), Goodwill – to meet Eu-wanda and discuss collaboration
- Dona Ponепinto (CEO) and Lindsay Morgan Tracy (VP Community Impact and Engagement), United Way – Jaime and I met with them to discuss efforts to support economically disadvantaged community members

Other meetings I participated in this month:

- Mid-County Leadership Team
- South Sound Military and Communities Partnership (the Library got a shout-out for partnering in piloting The Connect Kit, to connect individuals in need with resources and help)

I also attended:

- The open house for the new Amara Facility that will provide support for youth in foster care
- Law Library at Lakewood Library grand opening reception
- Gig Harbor Storywalk ribbon cutting

MEMO



Date: May 31, 2019

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

From: Jaime Prothro, Customer Experience Director

Subject: Branch Monthly Report for April 2019

Bonney Lake: A regular customer and her husband were in the library today leisurely looking through books for several hours, they told me they were celebrating their 16th Wedding Anniversary WITHOUT their children and loving the time alone.

Eatonville: The branch had a fun and full day of reading on Saturday, April 27: Read with a Princess was held in the morning, and Read to a Dog was held in the afternoon.

Fife: W Elaine Smith, Assistant Director for Fife Public Schools, reached out to share appreciation for meeting the Board of Trustees, and shared with staff in a follow up email “it warmed my heart to walk in yesterday and immediately see four of our students sitting at a table using their Chromebooks....and the story of Storyteller Eli and Brielle is one I'll be sharing for days to come!”

Gig Harbor: Holly attended the Egg Hunt by PenMet at Sehmel Park, reading a story at the tea and staffing a table at the Egg Hunt. An attendee mentioned how great it was that the library was so active in the community.

Graham: During Bethel School District Spring Break, the library hosted the Imagination Playground – a building program that has 4 large bins of giant blue foam blocks. We had kids building (and wrecking!) all kinds of tunnels and forts and other constructions.

Key Center: At the end of the month a family checked out the Check Out Washington backpack and used it to visit Penrose State Park and Joemma Beach State Park, both on the Key Peninsula. When they returned it they could not say enough about how great it was. They used the Discover Pass for parking, the maps, the bird guides, and of course the binoculars. It was the first time their kids had used binoculars and they loved it.

Lakewood: Christopher Johnston, a Tacoma Game Changer for Civil Survival, stopped by the library to ask about resources of interest for formerly incarcerated individuals. Tija shared a variety of information; both library resources as well as community resources. The Law Library kiosk at Lakewood received a lot of interest, both for the service they provide as well as the location. The Pierce County Law Library itself shares a building with the district court and police. Christopher pointed out how even though he appreciates the service that the Pierce County Law Library provides, having to go into that building is anxiety inducing for a formerly incarcerated person. He is grateful that we're able to provide an alternate meeting space at the Lakewood Library for people to get the help they need without added barriers.

Elise supported the planning of the Lakewood City Youth Council youth-led summit “Youth Future Academy.” The Youth Council planned all aspects of the event. The Youth Summit was held at the Lakewood Boys and Girls Club on Saturday April 13th, 2019. The summit was supported by the city of Lakewood and the South Puget Intertribal Planning Agency and attended by community leaders Don Anderson, Dr. Michele Johnson, Dr. Joyce Loveday and about 60 youth.

Orting: A brand new retiree came into the library to register for a library card. She said being retired she couldn't afford to buy books anymore. She didn't want a Kindle, she wanted to hold the book so we were her first stop after moving in.

Parkland: A Mixed Media Collage program was held on 4/27/19 with the intention to ensure art is accessible to low income residents. The program series has established some regulars and some new for the art/craft programs. A young deaf woman came prepared with collage materials she wanted to use. With our small class format staff was able to make sure that she understood what was happening and that she had clear sight lines to read lips.

South Hill: At the South Hill Community Conversation on April 20 one of the attendees, Carly, introduced herself and said she was currently homeless. She described the problems she has had finding safe places to sleep, and navigating the system to find housing and work. Luckily, one of the other attendees had a job with the Housing Authority, and was able to connect her with resources. Deputy Jeff Papan also met with Carly to discuss her options. Alice spoke with Carly after the meeting to thank her for attending and sharing her experience. She said, “I mainly came in because you said there would be snacks, but it turned out to be really helpful!” It was wonderful to see someone in need make connections at our first community conversation, and it's great that the library provided a venue for it to happen!

Steilacoom: The Steilacoom School district invited PCLS to be part of Stilycon, a family night of food, fun and many activities to welcome new Military Family's. Staff shared library resources and had STEM-related activities available. Several hundred people attended and it was quite successful.

Summit: Staff had access to the new electronic fire extinguisher training equipment for one week and nearly everyone was able to use it to complete their training verification.

Sumner: Children's, Teen, and Adult Nonfiction collections are all being heavily weeded, in support of the branch 2019 Collections goal. Collection Management's support to ensure there are no subject gaps as a result of the weeding, particularly in the Children's collection is appreciated.

Tillicum: The Connect and Resource Fair in partnership with South Sound Military and Communities Partnership (SSMCP) and the Community Center was very successful. Chili was served by the Community Center. The Library provided coffee, donuts, and cookies through the Lakewood Friends. Two social workers were involved in a very engaging and impactful community conversation with 13 participants.

Unfinished Business

MEMO



Date: May 29, 2019

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

From: Mary Getchell, Marketing and Communications Director

Subject: Future Libraries Public Engagement Update

The Future Libraries Public Engagement Team is making significant progress in its work. In the past month, we finalized the public engagement plan to gather input about potential new libraries from residents in Lakewood, Tillicum, and Sumner this summer. We shared the public engagement plan with the cities of Lakewood and Sumner.

We designed the public engagement plan with the following principles:

- Be welcoming. Our communications activities will represent the Library System's welcome emphasis with inclusive, thoughtful, and accessible engagement materials and activities.
- Listen carefully. We are designing questions and activities to identify community members' interests and readiness in new libraries as well as gathering some ideas about features/aspects needed and desired in new buildings.
- Be inclusive and local. Our activities are intended to help build connections and familiarity with Lakewood, Tillicum, and Sumner Pierce County Libraries with the diverse populations in the communities.

We are designing our communications, such as flyers, posters, informational materials, direct mail, website, social media, news media, and interactivity boards with a theme around imagine – imagine your Lakewood Library...Tillicum Library...Sumner Library. With the imagine theme we plan to create and gather context for the public's interest in their libraries for today and tomorrow.

Staff and BERK consultants are scheduling events and activities to engage communities during June through September. The majority of activities in the communities position library staff in established events, such as farmers markets and community days, as well as pop-up events in high-traffic community gathering areas, such as the local YMCA(s). We are also planning a week-long open house at each of the three libraries to talk with people who use the libraries.

With an online and print survey distributed in the communities, at events, and in the libraries, we will gather quantitative and qualitative data about the public's use of libraries and interest in new buildings.

The public engagement portion of the Future Libraries project is on track to provide recommendations to the Library's Board of Trustees this fall.

MEMO



Date: May 28, 2019
To: Chair Rob Allen and Members of the Board of Trustees
From: Dean Carrell, Foundation Director
Subject: PCLS Capital Campaign Feasibility Study

As part of the Future Libraries project, the Library entered into a contract with the Barsness Group of Tacoma to conduct a feasibility study to determine the capacity and timing of a capital fund raising campaign for potential new libraries in Sumner, Lakewood and Tillicum. The study will be lead by Kristin Barsness and co-consultant Natalie Lamberjack.

Work began in May 2019 and is expected to conclude with a report to the Board of Trustees this fall.

Process and Timeline

- Prepare: May – July: Design study, develop case and study materials, recruit and orient a Study Advisory Task Force and receive feedback, invite study participants
- Research and Analyze: August – September: Conduct interviews with study participants and analyze findings
- Report: September – October: Report and consider input from staff and Task Force; present final report to PCLS Board of Trustees and Pierce County Library Foundation board members

Key Components of Work

- Create a case statement
- Conduct two study advisory task force meetings (8-10 members; approx. 1.5 hours per meeting)
- Interview study participants (approximately 25 – 30)
- Present report of results and recommendations

MEMO



Date: May 29, 2019

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

From: Georgia Lomax, Executive Director

Subject: Trustee Vacancy

The Trustee Interview Panel has selected a candidate to recommend to replace Trustee Donna Albers, who will complete her second term on the Board of Trustees this summer.

Seven applications were received for the vacancy and on Friday, May 24, 2019, four finalists were interviewed.

The panel's recommendation has been forwarded to Pierce County Executive Bruce Dammeier, who will make the appointment, which is then confirmed by the County Council.

Ms. Albers' replacement will join us at the August 14 board meeting.

We appreciate the thoughtful work of the Interview Panel to identify the Library's next Trustee. Team members were:

- Tim Rhee, Vice President and Relationship Manager for Key Private Bank, Foundation Board member
- Dona Ponepinto, President and CEO of United Way of Pierce County
- Maia Espinoza, Pierce County Director of Constituent Service, Representative for Pierce County Executive Bruce Dammeier
- Monica Butler, Board of Trustees
- Pat Jenkins, Board of Trustees

New Business

MEMO



Date: May 29, 2019

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

From: Clifford Jo, Finance & Business Director

Subject: Sustainability Revenue Management

With the restored levy having passed last November, and the confirmed receipt of property tax revenues at the 50 cents per \$1,000 of assessed property values, the Library is detailing its plan on how the long-term sustainability fund will work. Following are the key elements to the sustainability fund:

- The sustainability fund is designed for the current funding cycle, which is projected as 5 to 7 years; future cycles and sustainability needs may be different.
- The first half of the funding cycle will have new revenue exceeding expenditures and the second half will experience the reverse, when expenditures exceed new revenue.
- A portion of property tax revenue for the next several years will be saved to pay for future expenditures.
- The sustainability fund would reside in the Special Purpose Fund and be designated by the Board of Trustees as a “committed” fund. The Board would need to approve a resolution to release these funds.
- Deposits will occur during the December Board meeting, and the amount will be calculated after the receipt of October’s property taxes and after calculating projected costs through yearend. The amount deposited each successive year will decrease.
- All monies in the fund will be invested through the Pierce County Budget and Finance investment process.

Some changes will need to be made to the Board’s Fiscal Management Policy. We will be bringing this policy and proposed amendments during the July Board meeting.

Board Education and Service Reports

MEMO



Date: May 29, 2019

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

From: David Seckman, Senior Librarian, Graham Pierce County Library

Subject: Board of Trustees Meeting at the Graham Library

It is a great pleasure to welcome the Board of Trustees to the Graham Pierce County Library! Graham is considered a “Census Designated Place” and covers 34.99 square miles of unincorporated Pierce County according to the United States Census Bureau. The area continues to see rapid growth. In 2017, the population was 26,939, having increased by nearly one thousand people per year over the last ten years. The Bethel School District, which serves students in the Graham area, reports that they welcome on average 400 new students each year. Graham is the home of the annual Highland Games and Pierce County Fair, which take place approximately one mile from the library at Frontier Park.

The Graham Pierce County Library opened on August 22, 1992, thanks to a 1986 bond. During the grand opening, several hundred people visited and were lined up for most of the day to receive library cards. One community member commented on that day that “the people of Graham are feeding on books.” Graham library customers continue to value books and their library: In 2018, 98,000 people walked through our doors and checked out over 225,000 items.

The Graham Pierce County Library serves a wide-range of people starting with our youngest citizens who enjoy baby and toddler story time on a regular basis. We are pleased to have an on-going partnership with the Tacoma Art Museum who brings “Play to Learn” to our library once a week to engage children 0-12 years old with learning and fun activities. We have a steady flow of young families utilizing their library all-year around and have an explosion of activity during the summer months. It is truly heartwarming to see young children checking out a stack of books taller than they are!

Hands on activities and opportunities to socialize with friends and neighbors, like Tai Chi, a writer’s group, book discussion group and a Crochet Circle, are especially popular with adults in the community. The Book a Librarian service is also a popular service and it is not unusual for our Adult Services Librarian to have several appointments scheduled each week. This customer-focused service allows customers to explore their own learning with assistance from their library, whether learning new technology, revamping a resume or learning more about what the library offers. Our staff makes great efforts to continually spark success at the Graham Pierce County Library.

Thank you for the fantastic support you provide the Graham community and staff as we strive to deliver *Learning, Enjoyment, and Community* to the people of Graham!

Officers Reports

MEMO



Date: May 29, 2019

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

From: Melinda Chesbro, Deputy Director

Subject: 2019 Work Plan Update for May

PERCY Financial & Human Resources System Upgrade Project

This project will upgrade our EDEN financial system to MUNIS, a more full featured product from Tyler, our current vendor. We will be installing a basic suite of financial system modules: General Ledger, Chart of Accounts, Budget, Accounts Payable, Purchasing, Cash Management, Accounts Receivable and Billing. We also use a document storage system, Tyler Content Manager, for purchasing detail and history.

We will also integrate some functions currently done outside of EDEN such as Accounts Receivable, Employee Management, and Recruiting. We have already documented our current state operations and collected user stories regarding desired future state.

Phase 1 of the upgrade includes the financial system and will start in June and finish in January 2020. Implementation of Payroll and HR functions are in Phase 2 and will start in September and finish in May 2020. The Tyler project management structure works through upgrade in a consistent way:

- functional review of what the software can do
- current and future state review of our desired workflow
- implementation of configuration choices by PCLS power users
- review and testing of configuration
- training of end users
- cutover from EDEN to MUNIS

We have created several teams to support this project:

- Steering Team: Melinda Chesbro, Project Manager, Cheree Green, Staff Experience Business Owner, Cliff Jo, Finance Business Owner
- Technology Team: Teresa Covington lead, with several members of the IT Department participating
- Organizational Change Management Team: Misty Erickson lead, with a communication team and training team
- Function leads: staff from the Finance and Staff Experience Department
- Power users: for the Financial Phase these will be expenditure managers and others who routinely make purchases. We are still identifying HR & Payroll power users.

MEMO



Date: May 31, 2019

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

From: Jaime Prothro, Customer Experience Director

Subject: Community and Enjoyment Initiative Managers

The Customer Experience Department is excited to introduce the Board of Trustees to two new Initiative Managers for Community and Enjoyment.

Anna Shelton is the new Community Initiative Manager to help guide and foster the strong partnerships PCLS has throughout the county, liaison for the Friends, volunteerism development, strategies for outreach services, strengthen services to diverse language communities, and ensure that activities like classes and events that supports the Library's outcome to connect and strengthen our communities. Anna was previously the Senior Librarian in Outreach, and has experience in community service non-profits and at Webjunction, an online training and resource center for libraries.

Kim Archer is the new Enjoyment Initiative Manager and will help our county's residents enjoy their free time through efforts like PC Reads, Our Own Expressions, Summer Reading, readers' advisory and collections support, and outstanding classes and events that helps community members discover new interests and pursue passions. Kim was previously the Branch Manager at the Lakewood branch, and has experience as a library director, teen services librarian, and has worked to build circulation in materials collections throughout her career.

These positions round out the Customer Experience Team whose work ensures the creation, coordination, and delivery of a valued experience for the public that is aligned with PCLS organizational priorities.

- Customer Experience Director: Jaime Prothro
- Customer Experience Manager for Public-facing Operations: Megan Sullivan
- Customer Experience Manager for Staff-facing Operations: Kayce Austin
- Learning Initiative Manager: Blythe Summers
- Enjoyment Initiative Manager: Kim Archer
- Community Initiative Manager: Anna Shelton

MEMO



Date: May 8, 2019

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

From: Mary Getchell, Marketing and Communications Director

Subject: 2019 Pierce County Library System Marketing and Communications Quarter One Results

In the first quarter of 2019 (January-March), the Pierce County Library System met or exceeded nearly all of its goals outlined in the Library System's 2019 Marketing and Communications Plan:

1. Enhance brand awareness and preference for the Library System.
2. Position Pierce County Library as the spark for success for residents.
3. Bolster the Library's visibility in Pierce County communities.
4. Inspire excitement and build support for and use of the Library's services.
5. Engage communities and community leaders in support of the Library's value, contributions, and achievements.

Applying the overall evaluation measures to gauge brand awareness and preference and bolster the Library's visibility the Library System moved the bar in nearly all marketing and communications metrics. Following is a report of quarter one results which captures the following highlights.

For news media, the Library System exceeded its goal to achieve 50% of the news coverage it received in 2018, garnering 70 news articles, which surpassed its goal of 45 news stories by 30 articles. Get Hired captured the most news attention, followed by Checkout Washington Discover Pass, snow closures, A Year of Reading-Pierce County READS, STEM events, and the Steilacoom Speaker Series.

The Library featured Pierce County READS' February author Kristin Hannah in digital advertising and exceeded industry standards for both click through rates (CTR) and geofencing (targeted ads to mobile devices at specific geographic locations), with more than 764,000 impressions and a .10% overall CTR and .18% Geofencing CTR.

With Facebook and Twitter, the Library System exceeded industry standards as well. Snow closures, A Year of Reading-Pierce County READS, Women's History Month, and technology certification attained the highest engagement.

PIERCE COUNTY LIBRARY SYSTEM 2019 Marketing and Communications Plan QUARTER ONE RESULTS, JANUARY-MARCH 2019

Overall Evaluation Measures Reported, May 8, 2019

- Enhance brand awareness and preference for the Pierce County Library System.
- Bolster the Library's visibility in Pierce County communities.

News Media Stories

- Goal of for News Media Stories: achieve 50% of 2018 news coverage.
- Quarter One (Q1) 2018: 89 news stories.
- Q1 2019: 70 news stories and 143 calendar placements.
- **Q1 Exceeded goal of 45 news media stories by 30 news stories.**

Digital Advertising

Q1 Digital Advertising for Pierce County READS Series 1.

- Goal for Digital Advertising: meet or exceed industry standards. Click Through Rate (number of times ad clicked on/opened, CTR):
 - .07% CTR targeted display ad (targeted to selected demographic characteristics).
 - .05% CTR geofencing (targeted ads to mobile devices at specific geographic locations).
- 764,486 Impressions (number of times ad appeared on targeted digital websites/searches)
- **.10% Overall CTR. Exceeded goal of industry standard.**
- **.18% Geofencing CTR. Exceeded goal of industry standard.**
- 33 Geofencing conversions (number of verified individuals that received the ad through geofencing and attended the Pierce County READS event), from approximately three days of impressions.

Email Marketing

- Goal: Meet or exceed industry standards:
 - Open rate: 21%.
 - CTR: 2.63%.
- Four email marketing messages to an average of 140,402 subscribers.
- Average number of people who opened messages: 24,246; 17% open rate.
- Average number of people who CTR messages: 367; 0.28%.
- **Q1 Exceeded open rate goal with Snow Hours campaign: 34,012; 22% open rate.**

Social Media Marketing

- Goal: Increase by 2% over 2018 engagement rate and exceed Facebook nonprofit organization's industry standard of 5.4% engagement rate and Twitter nonprofit organization's industry standard of 0.062% engagement rate.

Facebook

- Q1 2018: 5.51% engagement rate.
- Q1 2019: 6.91% engagement rate.
- **Q1 Increase of 1.4% higher engagement than 2018 and exceeded industry standard.**

Twitter

- Q1 2018: 0.76%
- Q1 2019: 0.95%
- **Q1 Exceeded industry standard.**

Workorder Satisfaction

- Goal: 90% of internal staff customers Very Satisfied with Marketing and Communications Department-produced product/service.
- **Q1 Exceeded goal with 100 % Very Satisfied.**

Pierce County Library as the spark for success for residents

- Goal: Increase customers by 2%.
- Q1 2018: 338,758 customers.
- Q1 2019: 342,732 customers.
- Q1 2019 showed 1% growth in customers.
- Goal: Increase checkouts by 2%.
- Q1 2018: 1,516,469 checkouts.
- Q1 2019: 1,473,884 checkouts.
- Q 1 2019 showed 3% decrease in checkouts.

MEMO



Date: May 31, 2019

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

From: Georgia Lomax, Executive Director

Subject: 2019 Legislative Session

The 2019 State Legislative session ended on time on April 28. It was a busy, active session with more than 2300 bills introduced and nearly 400 signed into law.

This is the first year of the biennium so bills voted out of committee will carry over to the 2020 short session.

Here are some key library-related outcomes:

- \$5 million was approved to complete planning and development of a new State Library/Archives building that will consolidate services and better preserve historic materials.
- \$21 million was allocated for the Statewide Broadband Program (with future investments of \$80 million planned over the next 4 years).
- \$12.8 million was awarded to 11 libraries statewide for capital projects.
- A new Library Capital Improvement Program creates a competitive grant process to assist public libraries with capital facilities projects. Grants will cap at \$2 million, with a maximum total to be awarded of \$10 million per biennium. A committee will establish the process and criteria used and prioritize project proposals. Priority is to be given to those on a historic register and those in rural or distressed counties (Pierce County Library System does not meet either of those criteria.)

Public Libraries of Washington and the Washington Library Association also monitored bills on a wide range of topics, including the supermajority requirement on bonds, expanding locations where weapons are banned and behavioral health.

Pierce County Library FYI Packet
Link List
June 12, 2019

Pierce County Library in the News

- [E-sources for Your Learning and Enjoyment](#) – Local Education News
- [Meditate and Relax at PCL in May](#) – Pierce County Patch
- ['Romper Room' Actor Hosts Events At Pierce County Libraries](#) – Pierce County Patch
- [Teens encouraged to volunteer at Pierce County libraries](#) – Courier-Herald
- [Teen Volunteer League Opens Application Process to Teens Eyeing Hands-On Job Skills](#) – South Sound Business
- [Teen Volunteer League](#) – Macaroni Kid
- [Inhale Peace Exhale Stress at the Library](#) – Tacoma Weekly
- [Pierce County Library Board To Discuss 2019 Plan At Next Meeting](#) – Pierce County Patch
- [Lakewood Library Opens Law Library Kiosk For Local Research](#) – Pierce County Patch
- [Pierce County Law Library opens kiosk at Lakewood Library](#) – Tacoma Daily Index
- [Pierce County Law Library gives free access to legal resources](#) – KING 5 News
- [Read with Real Princesses South Sound Magazine](#) – Pierce County Patch
- [Pierce County's Teen Writing And Art Contest Winners Announced](#) – Pierce County Patch
- [Bestselling Author Joins Pierce County READS In June](#) – Pierce County Patch
- PC READS ad – tearsheet from The News Tribune (see attached PDF)
- Library Giving Day – Article from Library Journal (see attached PDF)
- Royalty at the Library – Courier-Herald (see attached PDF)
- Kites, eggs, paper cranes Lots of stuff happening for kids – Gateway (see attached PDF)

A new Italian restaurant will open in Tacoma's Proctor neighborhood

BY SUE KIDD
skidd@thenewtribune.com

A new Italian restaurant is coming to Tacoma's Proctor neighborhood at 2717 N. Proctor St.

Crudo & Cotto will open in the second-story space where Soul and Old House Cafe formerly operated. Expect a summer opening.

Its owners are Giampaolo Falchetti and Kathryn Philbrook, the husband-wife duo behind Olympia's Basilico Ristorante.

The restaurant's concept will be unlike any Italian eatery in Tacoma. This is not a spaghetti den or a pizza place.

Its owners plan for a highly stylized Italian dining experience.

Said Falchetti, with translation assistance from Philbrook, "The entire approach will be a little different, more based on fresh seafood, seasonal ingredients, and an oyster bar.

There will be a lot of raw preparations, many of them based just on the real freshness of the seafood, just lemon juice and evoo (extra virgin olive oil)."

He added about the restaurant name, "It refers to a popular idiom that is

CRUDO & COTTO'S OWNERS PLAN FOR A HIGHLY STYLIZED ITALIAN DINING EXPERIENCE.

'somebody wants it raw, somebody wants it cooked.' The meaning will be that even maintaining a sharp focus, we will have something for everybody."

There won't be much in the form of crossover from their Olympia restaurant. They'll import their house-baked bread and some of their fresh egg pastas and handmade raviolis, but those will be secondary on the menu.

Still, if diners see pastas on the menu, do order them. The restaurant is known for its fresh, house-made pastas, which they previously sold at farmers markets in Olympia and Tacoma.

"Basilico is Italian from Italy to the extreme," they said of the Olympia restaurant. "Crudo and Cotto will be more a vision of the Northwest and beyond from an Italian person's perspective."

He plans taverna-style

dishes not commonly found on Tacoma menus. He described Roman-style tripe, fagioli con le cotiche (pork skin and beans), lamb entrails frittarello and more.

Expect the menu to be seasonally focused and ever-evolving.

Said Falchetti, "The Italian cuisine has so many recipes to dig out from that we could go for a full century without eating the same thing. I will probably bring some of them, but personally even more in Tacoma, I do not want to fall into having the 'staple' dish. Our staple is and will be original Italian flavors."

Added Philbrook, "About half the menu will be uncooked dishes, like salads, a cheese plate, freshly sliced prosciutto, seafood carpaccio, freshly shucked oysters, etc. And the other half of the menu will be cooked dishes.

There will be, probably, a couple of pasta dishes, a roasted or braised meat dish, and my mother specifically requested that Giampaolo include the Fritto Misto, which is an assortment of vegetables, shrimp, calamari, etc. that are fried in a gluten-free

SEE CRUDO & COTTO, 4G

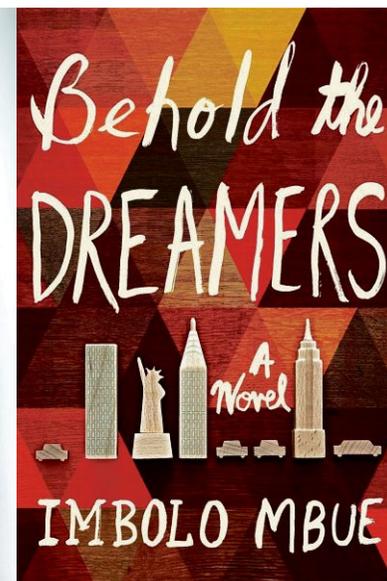
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Seattle PL Foundation Launches #LibraryGivingDay

By Lisa Peet

On April 10, more than 190 library systems across the United States and Canada celebrated Library Giving Day, an initiative launched by the Seattle Public Library Foundation (SPLF). Originally conceived of as a statewide campaign, its adoption by the American Library Association (ALA) as a component of National Library Week earned the idea a national audience.

Over its 40-year lifetime, SPLF has raised more than \$165 million in resources for the library thanks to an involved board and staff, some 8,000 active donors, and a longtime allegiance with Carl Bloom Associates (CBA), a direct marketing agency that works closely with the foundation. SPLF had taken part in GiveBIGSeattle, a one-day citywide annual nonprofit online giving event, since 2011, raising over \$113 million. When the Seattle Foundation gave up ownership of the campaign last year, SPLF found itself needing to take what it had learned about using email, social media, and outreach and apply that toward its own fundraising efforts.

It did have a wider fundraising community to draw on, however. For the past two years, SPLF has convened the International Public Library Fundraising (IPLF) conference, bringing together Friends, foundations, and other development professionals to explore fundraising strategies, learn from experts, and network. The first, held in 2017, was gathered in Seattle with the help of CBA's VP of business development Christina McPhillips and drew 65 people. The second, in summer 2018 in Denver, attracted 100 attendees. The conference that will be held this July at the Calgary Central Library, Alta., currently has 130 people registered, with a large waiting list.

The conference's popularity, said SPLF CEO Jonna Ward, is a sign that the library fundraising community is coming into its own. "Public library development is maturing and becoming so much more professional," she said. "There's a healthy, vibrant, growing, thriving group of people who are now sharing best practices and case studies." At last summer's gathering, with input from a robust fundraising cohort and experience gained from eight years of GiveBIGSeattle, SPLF developed the concept of Library Giving Day.

GIVING DAY GOES VIRAL

While the original city campaign had relied heavily on local awareness, Ward wondered, "Could we take what we had learned and use it with other libraries?" She reached out to Elizabeth Castleberry, executive director of the nearby King County Library System Foundation, about launching a Washington State-based pilot. Seattle City Librarian Marcellus Turner brought Ward, Castleberry, and Dean

Carrell, director of the Pierce County Library System Foundation in Tacoma, to a Washington State library directors' meeting, and the foundation leaders pitched the idea for a statewide day of library giving. At the same time, they began similar discussions with ALA, the Public Library Association (PLA), and United for Libraries about making a library giving day an official part of the National Library Week (NLW) initiative. "And it was one of those things [when] the stars just aligned," Ward told *Hotline*. "People were open and ready."

ALA was on board with making the campaign part of NLW—"like a *Good Housekeeping* Seal of Approval," said Ward—and encouraged the team to open it up to libraries nationwide. PLA requested that it also work for small libraries without foundations. CBA helped build the Library Giving Day website and roll out the pilot. "All of them endorsed it early on," said Ward, "and it went viral."

SPLF set up a website (librarygivingday.org) offering a toolkit with a preliminary checklist, planning time line, engagement strategies, and promotion and branding suggestions, along with logos, gifs, and marketing materials. Libraries that signed up were listed on a map, and their results will be part of SPLF's assessment, to be shared at this summer's IPLF conference. To date, the website has received nearly 15,000 views, and the toolkit has been downloaded more than 900 times. In addition, several iterations of a free webinar were offered, with information on setting up a digital campaign, identifying stakeholders, getting buy-in with leadership, and engaging with the library.

On April 10, the #LibraryGivingDay hashtag revealed a range of engagement options from participating libraries, from matching funds to raffles, library swag, and highlights of the programs and services those donations will fund. SPLF exceeded its goal and raised more than \$219,000. Ward feels that one reason the initiative was popular was its flexibility. "Some of us have been at [fundraising] a while and are pretty darn good at it, and there are others who would like to be, and others who don't even know where to start. We tried to create something that would be low-barrier for everybody." For some, this was their first-ever giving day.

Also, Ward noted, everyone involved responded to "that sense of opportunity and the idea that patrons love their public libraries and want to help and give back—making it easy for people who care deeply about libraries, to have more ownership, and be more involved and feel connected in a deeper way."

Lisa Peet is News Editor, Library Journal.

Library
Giving
Day

Royalty at the library



Daffodil Festival royalty came to the Buckley library Saturday morning, ready to entertain a group of youngsters with crafts and story-telling. At left, Daffodil Queen Katie Gilbert, from White River High, offers encouragement to one of the library visitors; above, Daffodil Princess Alyssa Black, from Bonney Lake High, helps with a coloring project. The visit was part of the "Reading With A Princess" program, sponsored by the Pierce County Library System. Photos by Kevin Hanson



Evergreen elementary second grader Erin Malone, center left, shows to Agnus Beleo, not yet in school, the now deflated balloon-powered car she created. In back, David Welsh, a Vaughn pre-schooler, watches his dad put the finishing touches to an air-powered vehicle.

HUGH MCMILLAN Contributing writer

KIDS' CORNER

Kites, eggs, paper cranes: Lots of stuff happening for kids



BY HUGH MCMILLAN
Contributing writer

A couple Saturdays ago, I decided to have a look at a program for kids 8-16 called, "Emily's Papercrafts: Haiku and Origami Cranes," scheduled for our Key Peninsula Branch of the Pierce County Library.

Having lived almost six years in Japan where these art forms were born, and where my wife, Janice, took a course in them, my interest was piqued.

Kids attending the program were wide-eyed with

interest in seeing how a simple piece of paper could become a winged crane. The course was conducted by Emily Malory, whom the kids warmed to. She's the owner and artist with Emily's Papercrafts in Maple Valley. Included in the program were lessons on how to compose a haiku poem.

To my delight and surprise, I learned there'd be a session the next Tuesday on "Egg Engineers." It was extolled as: "Discover the science of engineering with our egg-drop experiment. Children can unleash their imaginations on a classic puzzle: How do you protect an egg?"

The place was crowded with young egg scientists. They bundled their egg in a vast array of different

protective contraptions, most made of plastic bubble wrap of one sort or another and a whole bunch of duct tape.

I had another engagement, so I couldn't hang around with the kids as they joined Key Peninsula firefighters at the KP Fire Department's Headquarters station next door to the library to test the durability of their experimental egg protective devices. But, good friend KPFDF volunteer Battalion Chief Anne Nesbitt, got some great shots of KPFDF's mascot, Sparky, tossing the kids' protective packages from the heights of the KPFDF confined-space training facility. At press time, there were no reports of egg casualties.

Next up, the day before Easter Sunday, the library was again awash with kids and their parents or escorts taking up the challenge of "Air." They were enticed there by a clever small flyer proclaiming: "Learn about the power of air by flying kites, building balloon-powered cars, and creating art." And they did. And they had a ball doing and learning.

These programs — some mainly for kids, many for adults — continue at our KP Library throughout the year at no cost to attendees.

Coming up:

- Saturday, May 11, noon to 4 p.m., "All about honey bees," adults at noon, kids at 1:30.

- Saturday June 1, "Building Madness," using Lego bricks, straws and connections and more in creative fun for the whole family.

- Please join me at the KP Library at 2 p.m. Saturday, April 27, for "Read With a Princess." Enjoy story time with a Daffodil princess! The princesses will read to children and be available for photos.

Can it get better?