

AGENDA

Regular Meeting of the Pierce County Library System Board of Trustees July 10, 2019 | 3:30 PM

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 June 12, 2019, Regular Meeting 2. Approval of June 2019 Payroll, Benefits and Vouchers 3. Resolution 2019-05: To Transfer Portions in the General Fund Balance to the Capital Improvement Fund 	
3:40 pm	05 min	Recognition	
		<ol style="list-style-type: none"> 1. Statement of Support of National Guard and Reservists, Cheree Green 	
3:45 pm	05 min.	Board Member Reports	
3:50 pm	10 min.	Routine Reports	
		<ol style="list-style-type: none"> 1. Fundraising Performance Report, Dean Carrell 2. Metrics Dashboard, Melinda Chesbro 3. May 2019 Financial Report, Cliff Jo 4. Executive Director Report, Georgia Lomax <ul style="list-style-type: none"> • Farewell/Thanks to Donna Albers 5. Branch Services Report, Jaime Prothro 	
4:00 pm	20 min.	New Business	
		<ol style="list-style-type: none"> 1. 2020 Budget and Work Plan, Melinda Chesbro and Cliff Jo <ol style="list-style-type: none"> a. 2020 Fiscal Year Calendar b. Fiscal Management Policy 	Action
4:20 pm	20 min	Board Education and Service Reports	
		<ol style="list-style-type: none"> 1. Core Services Report – Partnerships, Steve Carmody, Dean Carrell, Kristina Cintron, Mary Getchell, Chereé Green, Jaime Prothro 	
4:40 pm	05 min.	Officers Reports:	
		<ol style="list-style-type: none"> 1. Future Libraries Project Update 2. Trustee Appointment 3. Pierce County Library Foundation Major Gifts Officer 4. Voter Points of Assistance 5. DuPont Study 6. City of Roy Cardholder Access 	
4:45 pm	10 min.	Executive Session	
		<i>At this time on the agenda, the Board of Trustees will recess to Executive Session per RCW 42.30.110, to discuss personnel matters.</i>	
4:55 pm	02 min.	Announcements	
		<ol style="list-style-type: none"> 1. The August Board Meeting will be held at the Key Center Library, located at 8905 Key Peninsula Hwy NW, Lakebay, WA 98349. 2. New Trustee, Jamilyn Penn, will join the Board at the August Board Meeting. 	
4:57 pm		Adjournment	

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



CALL TO ORDER

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

PUBLIC COMMENT

There was no public comment.

RECOGNITION

Statement of Support of National Guard and Reservists – Staff Experience Director Cheree Green introduced Mr. Wayne Hilton, Area Chair of Employer Support of Guard and Reserve (ESGR) who presented the Library with recognition for its support of employees serving in National Guard and Reserve units.

CONSENT AGENDA

1. Approval of Minutes of the June 12, 2019, Regular Meeting
2. June 2019 Payroll, Benefits and Vouchers totaling \$2,869,418.82
3. Resolution 2019-05: To Transfer Portions in the General Fund Balance to the Capital Improvement Fund

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

ROUTINE REPORTS

May 2019 Financial Report – Finance and Business Director Cliff Jo reported the Library refiled for the e-rate refund that was previously submitted.

Executive Director Report – Executive Director Lomax and Foundation Director Dean Carrell introduced Christina Greene, the Library's new Major Gifts Officer for Individual and Corporate Philanthropy.

Chair Allen expressed his appreciation for Ms. Albers time, service, leadership and insight during her years on the Board. Ms. Albers shared her gratitude for the Library. She said she enjoyed her role as a trustee and praised the Library and staff for the work they do. She enjoyed the traveling Board meetings, learning more about e-rate and the Library's work on leadership development and the work on creating a positive culture with the union. She expressed her pleasure supporting the work of Ms. Lomax and was pleased with her efforts facilitating a strong team of leaders who take their passion for the Library to the next level.

Ms. Lomax thanked Ms. Albers for her dedication to the Library and its communities and looks forward to her future work in support of the Library's Capital Campaign feasibility study. She expressed her appreciation for Ms. Albers' guidance and support.

NEW BUSINESS

2020 Budget and Work Plan – Mr. Jo provided an overview of the 2020 Fiscal Year calendar and the work that will be done annually during this multi-year funding cycle.

Fiscal Management Policy – Mr. Jo shared the draft policy that was updated to reflect the multi-year sustainable funding strategy developed by the Library. Ms. Lomax said the revisions recognize that the Library will not immediately use all of the funds from the restored levy but set aside some in a sustainability fund early in the cycle. Toward the end of the cycle, as costs again exceed revenue, the Library will draw funds from the sustainability fund to maintain services.

There was discussion about how the Capital Fund is used and the distinction between building projects and routine large purchases.

Ms. Butler moved to approve the Fiscal Management Policy as edited by the Board. Ms. Albers seconded the motion and it passed.

BOARD EDUCATION AND SERVICE

Core Services Report: Partnerships – University Place Branch Manager Steve Carmody, Facilities Manager Kristina Cintron, Mr. Carrell, Ms. Getchell, Ms. Green and Customer Experience Director Jaime Prothro highlighted the benefits of the Library’s partnerships and sponsorships as well as potential future partnerships.

Ms. Albers commended the Library for its work on partnerships and how staff embrace cultivating relationships.

OFFICERS REPORTS

Trustee Appointment– Ms. Lomax reported that she met with new trustee, Jamilyn Penn, for an orientation.

EXECUTIVE SESSION

At 4:55 pm, Mr. Jenkins moved to recess to Executive Session, per RCW 42.30.110, to discuss personnel matters for approximately 10 minutes. Ms. Albers seconded the motion and it was passed. The Session ended at 5:04 pm.

ANNOUNCEMENTS

The August Board Meeting will be held at the Key Center Library, located at 8905 Key Peninsula Hwy NW, Lakebay, WA 98349.

New Trustee, Jamilyn Penn, will join the Board at the August Meeting.

ADJOURNMENT

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

Georgia Lomax, Secretary

Rob Allen, Chair

AGENDA

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Consent Agenda

**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

**Pierce County Library System
Payroll, Benefits and Vouchers
June 2019**

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	3854 - 3858	6/1/19 - 6/30/19	\$ 5,812.12
Electronic Payments - Payroll & Acct Payable		6/6/19	1,118,360.78
Electronic Payments - Payroll & Acct Payable		6/21/19	801,800.12
Accounts Payable Warrants	630665 - 630765	6/1/19 - 6/30/19	943,445.80
Total:			<u>\$ 2,869,418.82</u>

As of 7/1/2019

Check History Listing
Pierce County Library System

Check #	Bank	Date	Paid to	Status	Can/Vd Date	Pay Period Dates	Dir Dep	Amount
3854	key	06/06/2019	RAYMOND, TRINA			05/16/19 - 05/31/19	0.00	1,249.74
3855	key	06/06/2019	SVITAVSKY, BONNIE			05/16/19 - 05/31/19	0.00	2,022.25
3856	key	06/21/2019	OSBURN, CARLEE			06/01/19 - 06/15/19	0.00	1,652.73
3857	key	06/21/2019	CRELLING, KARIN			06/01/19 - 06/15/19	0.00	271.44
3858	key	06/21/2019	CHILTON, SANTINA			06/01/19 - 06/15/19	0.00	615.96
Total:							0.00	5,812.12

Checks in report: 5

Grand Total: 0.00 5,812.12

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: 6/06/19 Payroll

Withdrawal Date: 06/06/19

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	72,837.52
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	57,553.36
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	57,553.36
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	535,610.20
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	11,792.57
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	56,485.91
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	95,384.41
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	1,141.60
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	221,507.08
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	-
PCL_Company	WA State Support Registry	237100	CC_Library_District	697-00	5100000	2,030.34
Total Deposit						\$ 1,118,360.78

Certification:

Stacy Karabotsos
 Signature (Department Designee)

06/04/19
 Date

Comments:

Ad-hoc bank transaction (Withdrawal)

PCL_Company

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

Contact Name: Stacy Karabotsos
 Contact Phone: 253-548-3451
 Contact e-mail: sdkarabotsos@piercecounitylibrary.org
 Comments: 6/21/19 Payroll

Withdrawal Date: 06/21/19

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	59,256.20
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	82,498.16
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	19,294.38
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	477,171.10
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	12,290.02
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	51,017.61
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	85,801.90
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	6,439.43
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	1,141.60
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	2,500.00
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	190.10
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	2,172.56
PCL_Company	WA State Support Registry	237100	CC_Library_District	697-00	5100000	2,027.06
Total Deposit						\$ 801,800.12

Certification:

Stacy Karabotsos
 Signature (Department Designee)

06/19/19
 Date

Comments:

Check History Listing
Pierce County Library System

Bank code: key

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
630665	06/01/2019	005862 ELITE PROPERTY INVESTMENTS LLC		11,324.94
630666	06/01/2019	006331 SURPRISE LAKE SQUARE LLC		9,317.55
630667	06/05/2019	000895 COLUMBIA BANK		250.60
630668	06/05/2019	006478 EVERGREEN MAINT LANDSCAPING		5,219.51
630669	06/05/2019	000796 FLOHAWKS		1,159.13
630670	06/05/2019	007371 GUARDIAN TRUCK AND TRAILER LLC		18,323.83
630671	06/05/2019	006469 HERMANSON COMPANY LLP		23,643.31
630672	06/05/2019	006291 INNOVATIVE INTERFACES INC		14,328.22
630673	06/05/2019	000221 JANWAY COMPANY		438.96
630674	06/05/2019	006421 MARKHAM INVESTIGATION - (MIP)		4,440.00
630675	06/05/2019	001371 MOUNTAIN MIST		37.48
630676	06/05/2019	004007 PUGET SOUND EDUCATIONAL		195.24
630677	06/05/2019	007250 KELSEY REYNOLDS		50.00
630678	06/05/2019	005417 RICOH USA INC		1,353.52
630679	06/05/2019	005827 SPRAGUE PEST SOLUTIONS		804.00
630680	06/05/2019	007387 STATE AUDITORS OFFICE		162.63
630681	06/05/2019	001821 TYLER TECHNOLOGIES INC		320.00
630682	06/05/2019	001767 WALTER E NELSON OF WESTERN WAS		2,101.52
630683	06/05/2019	000534 WCP SOLUTIONS		1,122.96
630684	06/06/2019	000828 AFSCME AFL-CIO		13,568.40
630685	06/06/2019	004782 DEPARTMENT OF EDUCATION AWG		233.10
630686	06/06/2019	003985 PACIFICSOURCE ADMINISTRATORS		1,671.75
630687	06/06/2019	001181 PIERCE CTY LIBRARY FOUNDATION		678.99
630688	06/06/2019	006555 SOCIAL SECURITY ADMINISTRATION		155.40
630689	06/11/2019	004022 US BANK		287,019.02
630690	06/10/2019	000830 BAKER & TAYLOR		34,398.24
630691	06/10/2019	000161 CENGAGE LEARNING		116,303.63

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 Pierce County Library System

Bank code: key

Check #	Date	Vendor	Status	Check Total
630692	06/10/2019	007418 CHANTEAL CRAFT		330.00
630693	06/10/2019	000093 EBSCO		59,289.87
630694	06/10/2019	007415 KIRSTINA FORTMANN		18.95
630695	06/10/2019	001643 IMPACT		133.39
630696	06/10/2019	000243 INGRAM LIBRARY SERVICES		81.42
630697	06/10/2019	000352 MIDWEST TAPE	V	0.00
630698	06/10/2019	000352 MIDWEST TAPE	V	0.00
630699	06/10/2019	000352 MIDWEST TAPE		27,074.73
630700	06/10/2019	000323 NEWS TRIBUNE		1,957.63
630701	06/10/2019	000370 PIERCE COUNTY		2,279.13
630702	06/10/2019	000377 PUGET SOUND ENERGY		2,846.80
630703	06/10/2019	006667 STEPHANIE RATKO		194.00
630704	06/10/2019	000406 RECORDED BOOKS LLC		112.19
630705	06/10/2019	000460 STEILACOOM TOWN OF		1,334.79
630706	06/10/2019	000541 STATE OF WASHINGTON		596.76
630707	06/10/2019	007420 SHAN WATTNEM		435.19
630708	06/11/2019	006309 RWC INTERNATIONAL LTD		24,137.95
630709	06/11/2019	005603 TEGCO FENCE		1,543.34
630710	06/12/2019	000323 NEWS TRIBUNE		665.60
630711	06/14/2019	006465 MICROSOFT CORPORATION		87,993.00
630712	06/21/2019	003778 AFLAC		5,145.64
630713	06/21/2019	001578 COLONIAL SUPPLEMENTAL INSURANC		624.66
630714	06/21/2019	004782 DEPARTMENT OF EDUCATION AWG		202.08
630715	06/21/2019	003985 PACIFICSOURCE ADMINISTRATORS		1,671.75
630716	06/21/2019	001181 PIERCE CTY LIBRARY FOUNDATION		678.99
630717	06/21/2019	006555 SOCIAL SECURITY ADMINISTRATION		134.72
630718	06/21/2019	006932 NICK K ADAMS		30.00
630719	06/21/2019	000363 OVERALL LAUNDRY SERV. DBA ARAMARK UNII		43.96

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Check #	Date	Vendor	Status	Check Total
630720	06/21/2019	006391 BERK CONSULTING INC		3,183.75
630721	06/21/2019	001650 CALIFORNIA STATE UNIVERSITY		100.00
630722	06/21/2019	000182 CHUCKALS INC		1,562.34
630723	06/21/2019	006999 CIS		940.00
630724	06/21/2019	006873 DATA QUEST LLC		320.00
630725	06/21/2019	006935 EMILY'S PAPERCRAFTS		100.00
630726	06/21/2019	000796 FLOHAWKS		164.85
630727	06/21/2019	007421 GALE		21,860.00
630728	06/21/2019	007435 MARY J HARTMAN		175.00
630729	06/21/2019	006469 HERMANSON COMPANY LLP		2,364.77
630730	06/21/2019	006545 IRON MOUNTAIN INC		177.45
630731	06/21/2019	000221 JANWAY COMPANY		3,800.00
630732	06/21/2019	007437 LITTLE BIG HORN COLLEGE		33.53
630733	06/21/2019	000360 OCLC INC		4,033.97
630734	06/21/2019	003985 PACIFICSOURCE ADMINISTRATORS		176.00
630735	06/21/2019	004007 PUGET SOUND EDUCATIONAL		198.06
630736	06/21/2019	003933 QUALITY BUSINESS SYSTEMS INC		1,611.03
630737	06/21/2019	007303 EDWIN RAVINA		100.00
630738	06/21/2019	007301 REPTILE ZOO		383.00
630739	06/21/2019	005417 RICOH USA INC		3,409.19
630740	06/21/2019	005417 RICOH USA INC		5,733.11
630741	06/21/2019	007320 TRAVIS RIDOUT		75.00
630742	06/21/2019	001343 SCHOLASTIC INC		3,875.66
630743	06/21/2019	001494 SEALTECH ASPHALT INC		3,058.52
630744	06/21/2019	005056 SILKROAD TECHNOLOGY INC		16,732.28
630745	06/21/2019	005827 SPRAGUE PEST SOLUTIONS		114.03
630746	06/21/2019	000497 TILlicum COMMUNITY SERVICE CEN		1,619.18
630747	06/21/2019	003719 UNIQUE MANAGEMENT SERVICES		948.70

Check History Listing
 Pierce County Library System

Bank code: key

Check #	Date	Vendor	Status	Check Total
630748	06/21/2019	001767 WALTER E NELSON OF WESTERN WAS		1,788.69
630749	06/21/2019	000534 WCP SOLUTIONS		1,155.77
630750	06/24/2019	000830 BAKER & TAYLOR		48,647.36
630751	06/24/2019	000161 CENGAGE LEARNING		1,538.34
630752	06/24/2019	000847 CENTER POINT PUBLISHING		1,838.34
630753	06/24/2019	005300 DANGER ROOM COMICS LLC		1,766.34
630754	06/24/2019	000243 INGRAM LIBRARY SERVICES		52.06
630755	06/24/2019	000352 MIDWEST TAPE	V	0.00
630756	06/24/2019	000352 MIDWEST TAPE	V	0.00
630757	06/24/2019	000352 MIDWEST TAPE		28,089.86
630758	06/24/2019	000897 PROQUEST INFORMATION & LEARNIN		10,991.15
630759	06/24/2019	000377 PUGET SOUND ENERGY		1,678.49
630760	06/24/2019	000406 RECORDED BOOKS LLC		203.26
630761	06/24/2019	000406 RECORDED BOOKS LLC		68.25
630762	06/25/2019	007440 LAKEWOOD AUTO BODY		500.00
630765	06/28/2019	007441 WORKFORCE CENTRAL		100.00
key Total:				943,445.80
Total Checks:				943,445.80

99 checks in this report

RESOLUTION NO. 2019-05

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PIERCE COUNTY RURAL LIBRARY DISTRICT
TO TRANSFER A PORTION OF THE FUND BALANCE
OF THE GENERAL FUND TO THE CAPITAL IMPROVEMENTS FUND**

WHEREAS, the beginning General Fund balance in 2019 was \$7,738,393.58, and

WHEREAS, on April 30, 2019, the Library received its first significant property tax revenue for the fiscal year in the amount of \$14,863,414.55 and has sufficient revenue to operate through the month of October 2019, which is the second of two lowest cash balance months of the year, and

WHEREAS, \$1,460,000 was set-aside in the 2019 General Fund budget for transfer to the Capital Improvement Fund for proposed capital projects, now, therefore

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

\$1,460,000 be transferred from the General Fund to the Capital Improvement Fund for current and upcoming capital projects.

PASSED AND APPROVED THIS 10TH DAY OF JULY 2019.

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

Recognition

MEMO



Date: June 26, 2019

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

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

Subject: Statement of Support for National Guard and Reservists

As a part of our Staff Diversity and Inclusion strategy, Pierce County Library submitted a statement of its support for our National Guard and Reservists. The Statement of Support Program is the cornerstone of Employer Support of the Guard and Reserve's (ESGR) effort to gain and maintain employer support for the Guard and Reserve. The intent of the program is to increase employer support by encouraging employers to act as advocates for employee participation in the military. Supportive employers are critical to maintaining the strength and readiness of the Nation's Guard and Reserve units.

As an employer of support we pledge the following:

- We fully recognize, honor, and comply with the Uniformed Services Employment and Reemployment Rights Act.
- We will provide our managers and supervisors with the tools they need to effectively manage employees who serve in the Guard and Reserve.
- We appreciate the values, leadership, and unique skills Service members bring to the workforce and will encourage opportunities to hire Guardsmen, Reservists, and Veterans.
- We will continually recognize and support our country's Service members and their families, in peace, in crises, and in war.

During the July Board meeting, Mr. Wayne Hilton, South Sound Co-Chair of ESGR will present Pierce County Library System with a certificate confirming our support.

Routine Reports



Fundraising Performance Report

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



Support Type

Unrestricted	Restricted	In Kind	Total
\$107,948	\$56,630	\$85,568	\$250,146

Memor Society

Reflected when received

Goal = 12 New Members

Endowment

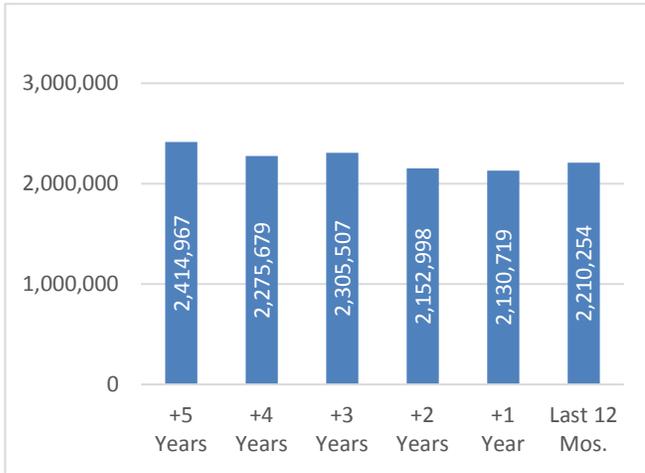
Gifts reflected when received

Capital

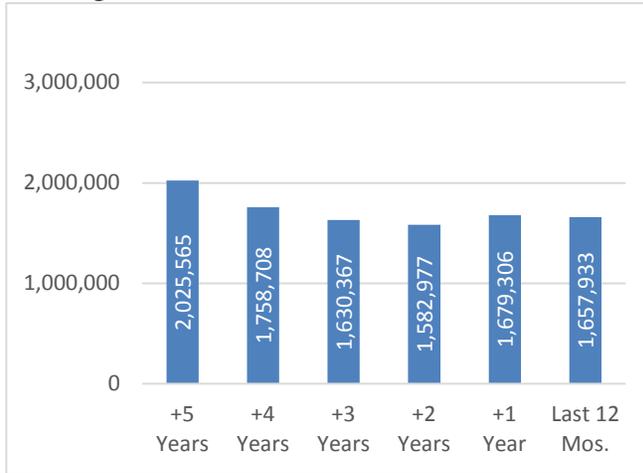
Gifts reflected when received

Customers / Visits - May 2019

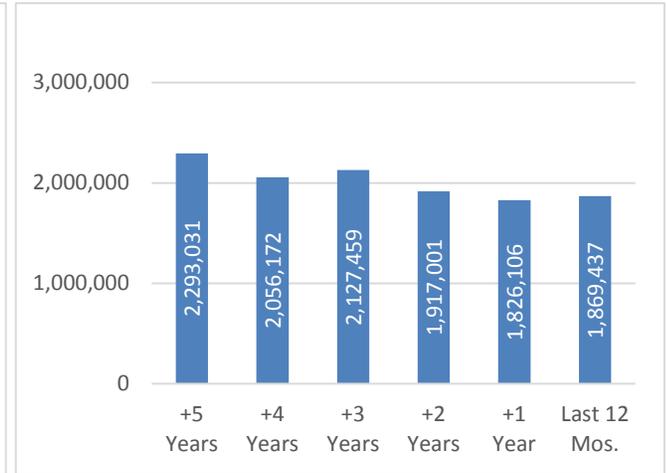
Branch Visits



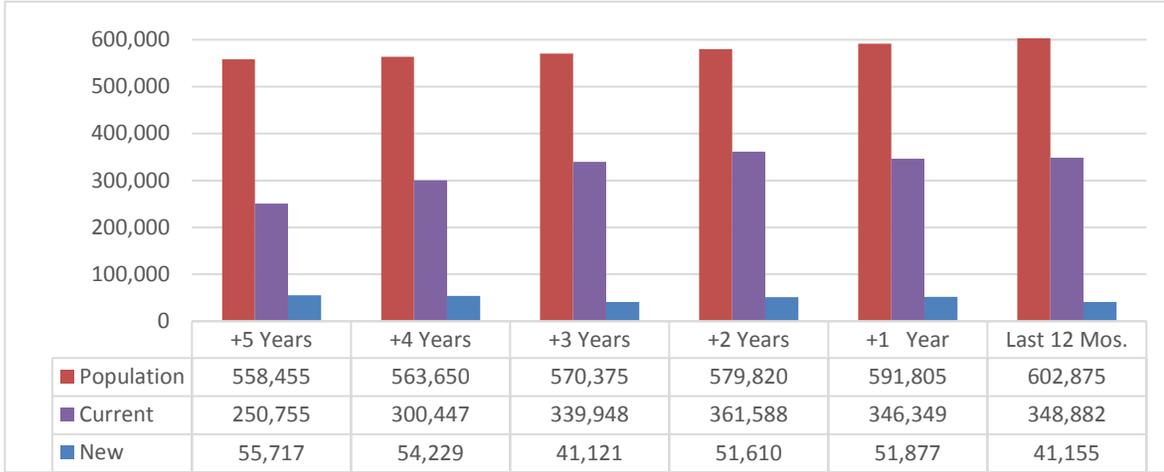
Catalog Visits



Website Visits



PCLS Cardholder Statistics



May and Rolling 12-Month Comparison

	May 2019	Rolling Last 12 Months	+1 Year	% Change Year Over Year
Branch Visits	173,009	2,210,254	2,130,719	3.7%
Catalog Visits	134,619	1,657,933	1,679,306	-1.3%
Public Website Visits	150,036	1,869,437	1,826,106	2.4%

Technology

	May 2019	Rolling Last 12 Months	+1 Year	% Change Year Over Year
PC/Laptop Sessions	27,228	351,655	405,313	-13.2%
Wi-Fi Sessions	89,335	1,012,904	875,302	15.7%

Public Spaces Usage

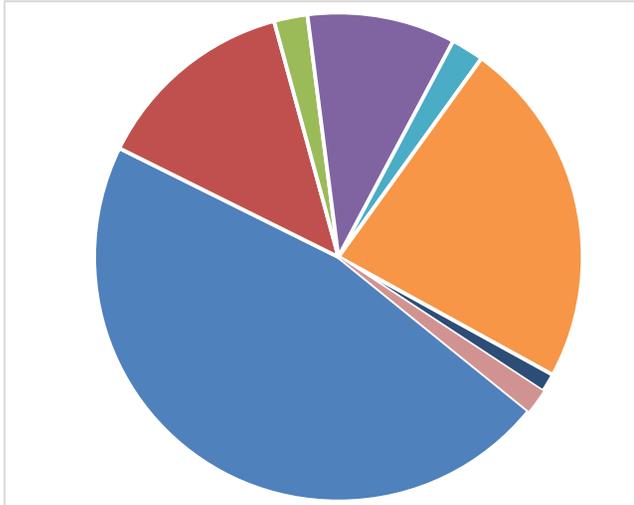
	May 2019	Rolling Last 12 Months
# of Public Meeting Uses	1,001	11,032
# of Attendees	11,922	136,995

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 - May 2019

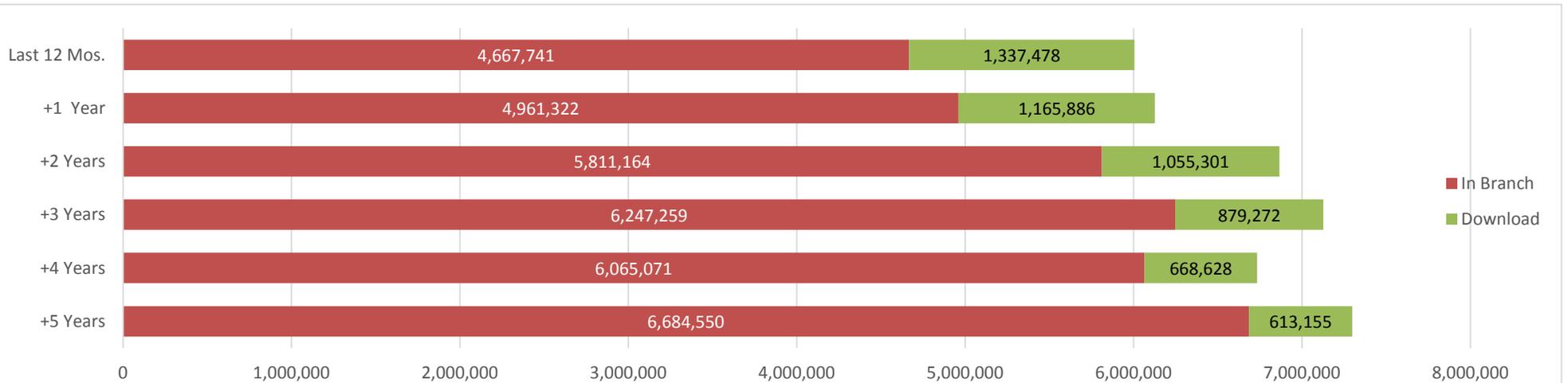
Checkouts By Format - May 2019



Data Table

Categories	April 2019	May 2019	% of Total May Checkouts	Rolling Last 12 Months	+1 Year	% Change Year Over Year
Books	231,541	221,351	46.50%	2,809,666	2,933,337	-4.22%
E-Books	62,955	63,838	13.41%	763,607	682,761	11.84%
AudioBooks (Disc)	10,749	10,533	2.21%	140,881	164,297	-14.25%
AudioBooks (Digital)	44,875	46,739	9.82%	507,256	404,258	25.48%
Music CDs (Disc)	10,926	10,334	2.17%	143,093	173,921	-17.73%
DVDs	115,617	109,704	23.05%	1,449,810	1,549,713	-6.45%
Magazines (Print)	6,030	5,905	1.24%	77,692	87,058	-10.76%
Magazines (Digital)	6,797	7,581	1.59%	66,615	36,730	81.36%
Totals:	489,490	475,985	100.00%	5,958,620	6,032,075	-1.22%

Collection Checkouts



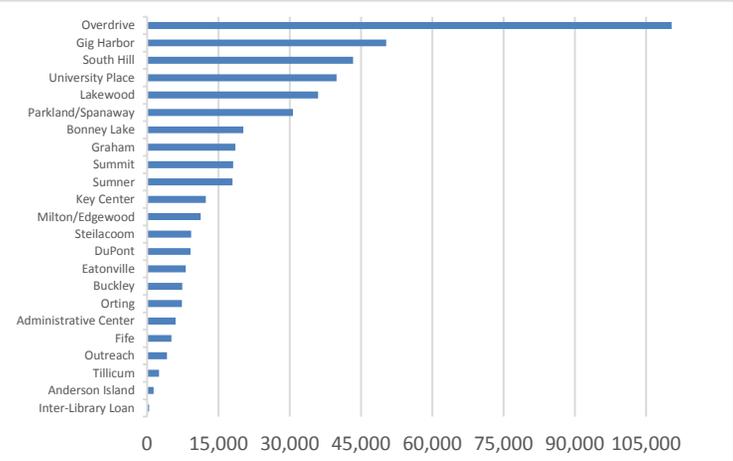
Historical Data Reporting

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 providers, for all years reported.

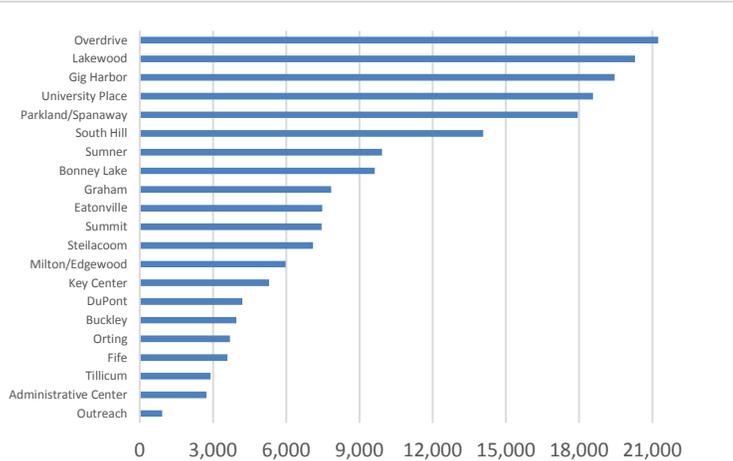
Activity - May 2019

Location	Checkouts				Visitors**			
	May 2019	Last 12 Mo.	+1 Year	% Change	May 2019	Last 12 Mo.	+1 Year	% Change
Administrative Center	5,990	72,174	70,020	3.1%	2,735	30,819	42,061	-26.7%
Anderson Island	1,339	16,650	2017 #s in Outreach		No Door Counter for Anderson Island			
Bonney Lake	20,257	272,386	277,023	-1.7%	9,630	123,949	100,009	23.9%
Buckley	7,357	89,878	86,926	3.4%	3,957	47,893	42,660	12.3%
DuPont	9,099	119,531	121,830	-1.9%	4,201	53,518	51,259	4.4%
Eatonville	8,148	109,684	108,248	1.3%	7,478	84,095	63,504	32.4%
Fife	5,094	69,606	76,297	-8.8%	3,588	41,507	50,475	-17.8%
Gig Harbor	50,322	649,185	685,964	-5.4%	19,455	231,402	250,785	-7.7%
Graham	18,567	245,524	253,928	-3.3%	7,845	98,029	96,667	1.4%
Inter-Library Loan	440	5,292	5,864	-9.8%	No "visitors" for Inter-Library Loan			
Key Center	12,308	162,184	168,173	-3.6%	5,303	72,498	62,323	16.3%
Lakewood	35,962	467,542	534,531	-12.5%	20,283	282,264	246,961	14.3%
Milton / Edgewood	11,267	149,973	150,614	-0.4%	5,980	78,900	77,806	1.4%
Orting	7,304	92,071	95,286	-3.4%	3,691	47,887	54,077	-11.4%
Overdrive	110,577	1,270,863	1,087,019	16.9%	21,233	241,318	186,665	29.3%
Outreach	4,180	50,496	83,436	-39.5%	920	11,220	18,076	-37.9%
Parkland / Spanaway	30,706	385,646	416,020	-7.3%	17,938	253,958	187,942	35.1%
South Hill	43,338	565,031	607,163	-6.9%	14,071	183,998	198,831	-7.5%
Steilacoom	9,244	118,174	120,746	-2.1%	7,094	91,653	71,062	29.0%
Summit	18,131	232,037	251,151	-7.6%	7,445	92,704	103,531	-10.5%
Sumner	17,973	243,567	256,784	-5.1%	9,922	127,508	135,768	-6.1%
Tillicum	2,491	32,279	35,584	-9.3%	2,903	37,407	39,162	-4.5%
University Place	39,882	518,831	555,520	-6.6%	18,570	219,045	237,760	-7.9%
Total	469,976	5,938,604	6,048,127	-1.8%	194,242	2,451,572	2,317,384	5.8%

May Checkouts



May 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				
Bonney Lake Closed at 6:00 PM	1/28/2019	1/30/2019	3				

** 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

May 31, 2019

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

General Fund

May

- **36998. We received a portion of the Erate reimbursement for 2018 Q4 and 2019 Q1. USAC is withholding the larger reimbursement of nearly \$190,000 for those quarters for reasons that we are looking into.**

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 \$39.4 million in property tax revenue this year, of which \$34.5 million will be applied to 2019 operations and an estimated \$5 million will be allocated to the Sustainability Fund.
- 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

May

- **No significant activity.**

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

May

- **No significant activity.**

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
May 31, 2019**

	GENERAL FUND	SPECIAL PURPOSE FUND	DEBT SERVICE FUND	CAPITAL IMPROVEMENT PROJECTS FUND
ASSETS				
Current Assets				
Cash	\$ 2,894,686	\$ 12,704	\$ 525	\$ 8,152
Investments	\$ 14,100,000	\$ 985,000	\$ 86,500	\$ 1,405,000
Deposits Refundable	\$ 25,019	\$ -	\$ -	\$ -
Total Current Assets	\$ 17,019,705	\$ 997,704	\$ 87,025	\$ 1,413,152
TOTAL ASSETS	\$ 17,019,705	\$ 997,704	\$ 87,025	\$ 1,413,152
LIABILITIES				
Current Liabilities				
Warrants Payable	\$ 125,580	\$ -	\$ -	\$ -
Sales Tax Payable	\$ 2,516	\$ -	\$ -	\$ -
Payroll Payable	\$ 148,517	\$ -	\$ -	\$ -
US Bank Payable	\$ -	\$ -	\$ -	\$ -
Total Current Liabilities	\$ 276,613	\$ -	\$ -	\$ -
TOTAL LIABILITIES	\$ 276,613	\$ -	\$ -	\$ -
FUND BALANCE				
Reserve for Encumbrances	\$ 1,359,549	\$ -	\$ -	\$ 503,277
Election Set-Aside		\$ 608,822		
Land/Property/Facility Set-Aside		\$ 630,117		
Unreserved Fund Balance	\$ 15,383,543	\$ (241,235)	\$ 87,025	\$ 909,874
TOTAL FUND BALANCE	\$ 16,743,092	\$ 997,704	\$ 87,025	\$ 1,413,152
TOTAL LIABILITIES & FUND BALANCE	\$ 17,019,705	\$ 997,704	\$ 87,025	\$ 1,413,152
BEGINNING FUND BALANCE, 01/01/19				
	\$ 7,738,394	\$ 1,255,685	\$ 86,171	\$ 1,551,840
YTD Revenue	\$ 21,489,716	\$ 10,391	\$ 854	\$ 13,223
Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -
YTD Expenditures	\$ (12,485,018)	\$ (268,372)	\$ -	\$ (151,911)
ENDING FUND BALANCE, 05/31/19	\$ 16,743,092	\$ 997,704	\$ 87,025	\$ 1,413,152
TAXES RECEIVABLE	\$ 18,923,154	\$ -	\$ (0)	\$ -

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

	HISTORICAL 5/31/2018	HISTORICAL 6/30/2018	HISTORICAL 7/31/2018	HISTORICAL 8/31/2018	HISTORICAL 9/30/2018	HISTORICAL 10/31/2018	HISTORICAL 11/30/2018	HISTORICAL 12/31/2018	HISTORICAL 1/31/2019	HISTORICAL 2/28/2019	HISTORICAL 3/31/2019	HISTORICAL 4/30/2019	CURRENT 5/31/2019
ASSETS													
Current Assets													
Cash	\$ 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	\$ 2,894,686
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	\$ 14,100,000
Deposits Refundable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,019
Total Current Assets	\$ 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	\$ 17,019,705
TOTAL ASSETS	\$ 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	\$ 17,019,705
LIABILITIES													
Current Liabilities													
Warrants Payable	\$ -	\$ 142	\$ 142	\$ 6,629	\$ 114,808	\$ 118,663	\$ 160,876	\$ 516,769	\$ 251,432	\$ 79,752	\$ 79,533	\$ 122,578	\$ 125,580
Sales Tax Payable	\$ 2,206	\$ 1,481	\$ 2,149	\$ 2,757	\$ 2,827	\$ 2,703	\$ 2,643	\$ 241	\$ 1,438	\$ 1,967	\$ 1,997	\$ 2,319	\$ 2,516
Payroll Payable	\$ 128,499	\$ 144,913	\$ 112,963	\$ 130,996	\$ 144,004	\$ 111,920	\$ 129,840	\$ 149,007	\$ 124,676	\$ 143,867	\$ 110,110	\$ 130,627	\$ 148,517
Total Current Liabilities	\$ 130,705	\$ 146,536	\$ 115,255	\$ 140,382	\$ 261,639	\$ 233,286	\$ 293,359	\$ 666,017	\$ 377,547	\$ 225,587	\$ 191,639	\$ 255,525	\$ 276,613
TOTAL LIABILITIES	\$ 130,705	\$ 146,536	\$ 115,255	\$ 140,382	\$ 261,639	\$ 233,286	\$ 293,359	\$ 666,017	\$ 377,547	\$ 225,587	\$ 191,639	\$ 255,525	\$ 276,613
FUND BALANCE													
Reserve for Encumbrance	\$ 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	\$ 1,359,549
Unreserved Fund Balance	\$ 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	\$ 15,383,543
TOTAL FUND BALANCE	\$ 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	\$ 16,743,092
TOTAL LIABILITIES & FUND BALANCE	\$ 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	\$ 17,019,705
PROPERTY TAXES RECEIVABLE	\$ 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	\$ 18,923,154

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

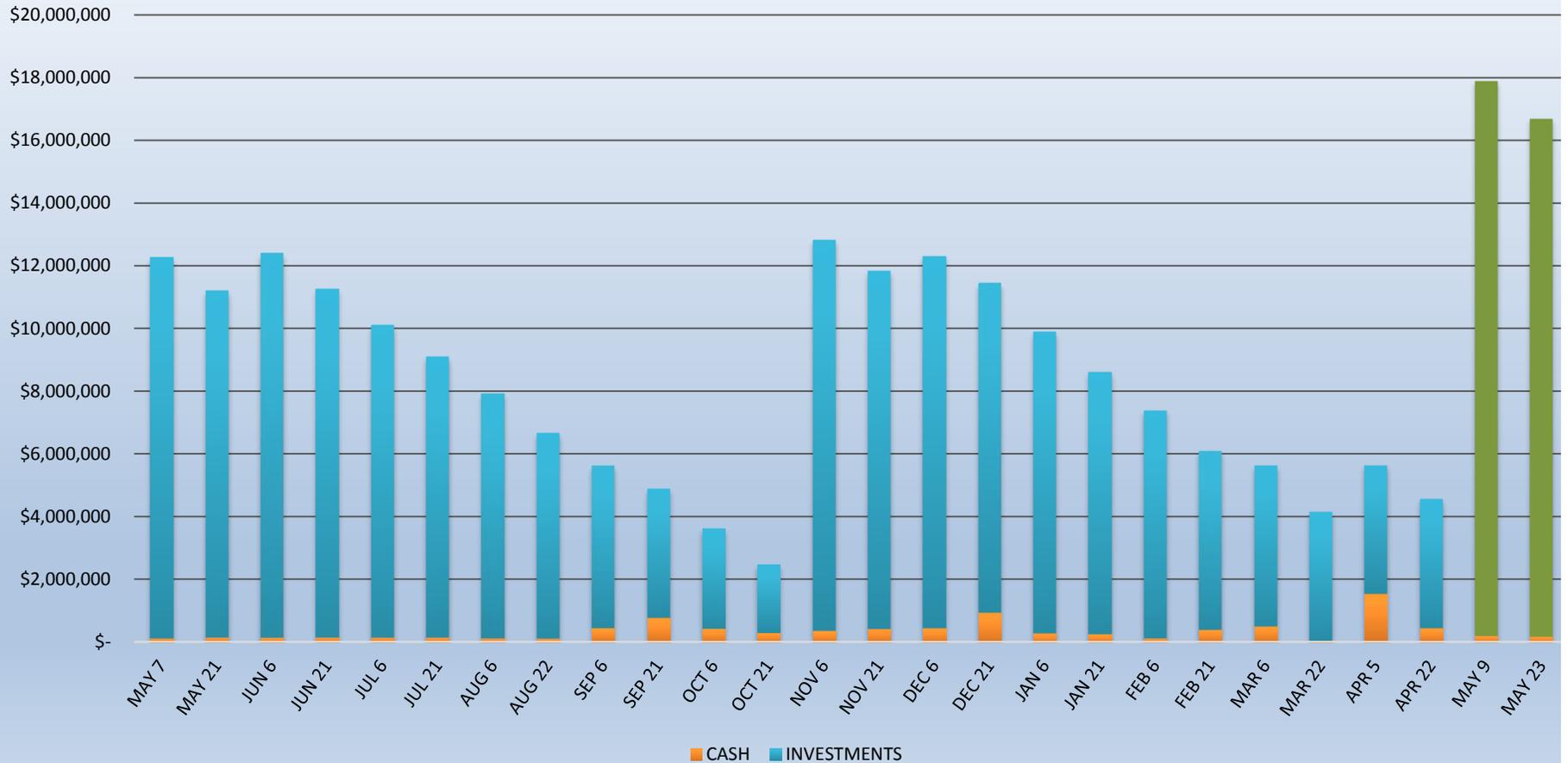
GENERAL FUND - 01	2019 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ 34,623,500	\$ 21,095,106	\$ -	\$ 13,528,394	61%
Other Revenue	\$ 1,750,500	\$ 394,611	\$ -	\$ 1,355,889	23%
TOTAL REVENUE	\$ 36,374,000	\$ 21,489,716	\$ -	\$ 14,884,284	59%
EXPENDITURES					
Personnel/Taxes and Benefits	\$ 24,332,700	\$ 9,790,666	\$ -	\$ 14,542,034	40%
Materials	\$ 3,805,100	\$ 1,234,839	\$ -	\$ 2,570,261	32%
Maintenance and Operations	\$ 5,176,200	\$ 1,459,513	\$ 1,361,409	\$ 2,355,277	54%
Transfers Out & Reserves	\$ 3,060,000	\$ -	\$ -	\$ 3,060,000	0%
TOTAL EXPENDITURES	\$ 36,374,000	\$ 12,485,018	\$ 1,361,409	\$ 22,527,572	38%
Excess/(Deficit)		\$ 9,004,698			
Additional Transfers Out		-			
NET EXCESS (DEFICIT)		\$ 9,004,698			

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	\$ 10,391	\$ -	\$ 49,609	17%
TOTAL REVENUE	\$ 1,785,000	\$ 10,391	\$ -	\$ 1,774,609	1%
EXPENDITURES					
Election Costs	\$ 625,000	\$ 268,372	\$ -	\$ 356,628	43%
TOTAL EXPENDITURES	\$ 625,000	\$ 268,372	\$ -	\$ 356,628	43%
Excess/(Deficit)		\$ (257,981)			
Additional Transfers In		\$ -			
NET EXCESS (DEFICIT)		\$ (257,981)			

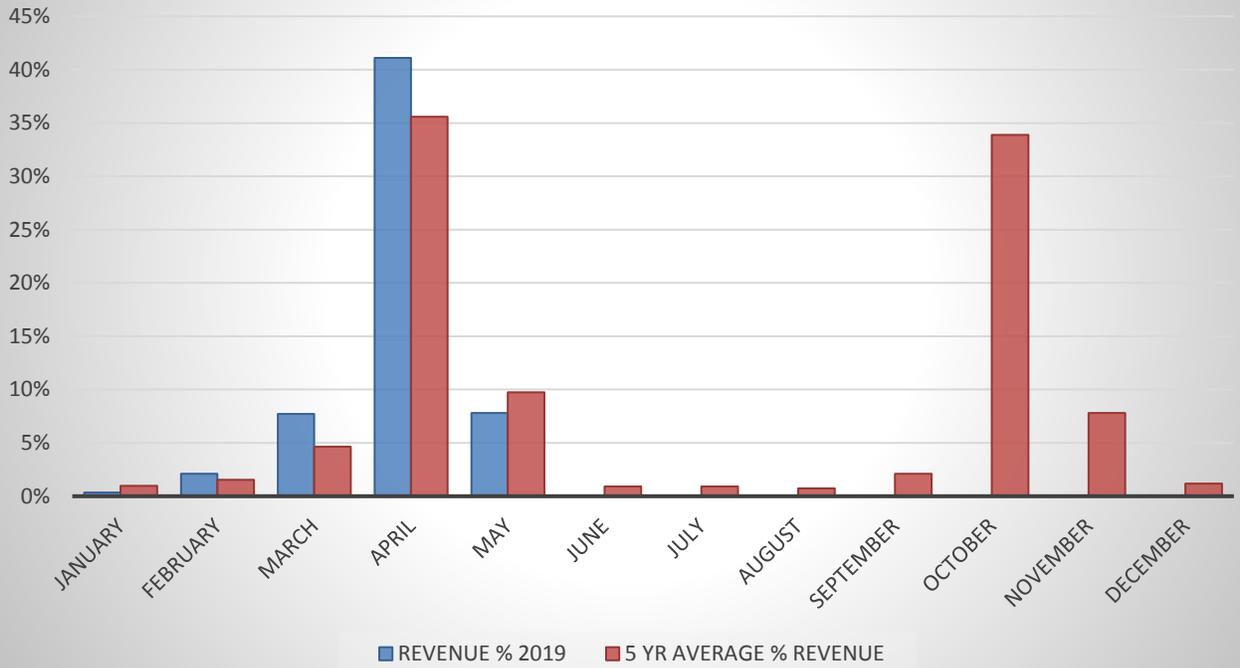
DEBT SERVICE FUND - 20	2019 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ -	\$ 173	\$ -	\$ (173)	-
Other Revenue	\$ -	\$ 681	\$ -	\$ (681)	-
TOTAL REVENUE	\$ -	\$ 854	\$ -	\$ (854)	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
NET EXCESS (DEFICIT)		\$ 854			

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	\$ -	\$ 13,223	\$ -	\$ (13,223)	-
TOTAL REVENUE	\$ 1,677,085	\$ 13,223	\$ -	\$ 1,663,862	1%
EXPENDITURES					
Capital Improvement Projects	\$ 1,415,000	\$ 151,911	\$ 503,277	\$ 759,812	46%
TOTAL EXPENDITURES	\$ 1,415,000	\$ 151,911	\$ 503,277	\$ 759,812	46%
Excess/(Deficit)		\$ (138,688)			
Additional Transfers In		-			
NET EXCESS (DEFICIT)		\$ (138,688)			

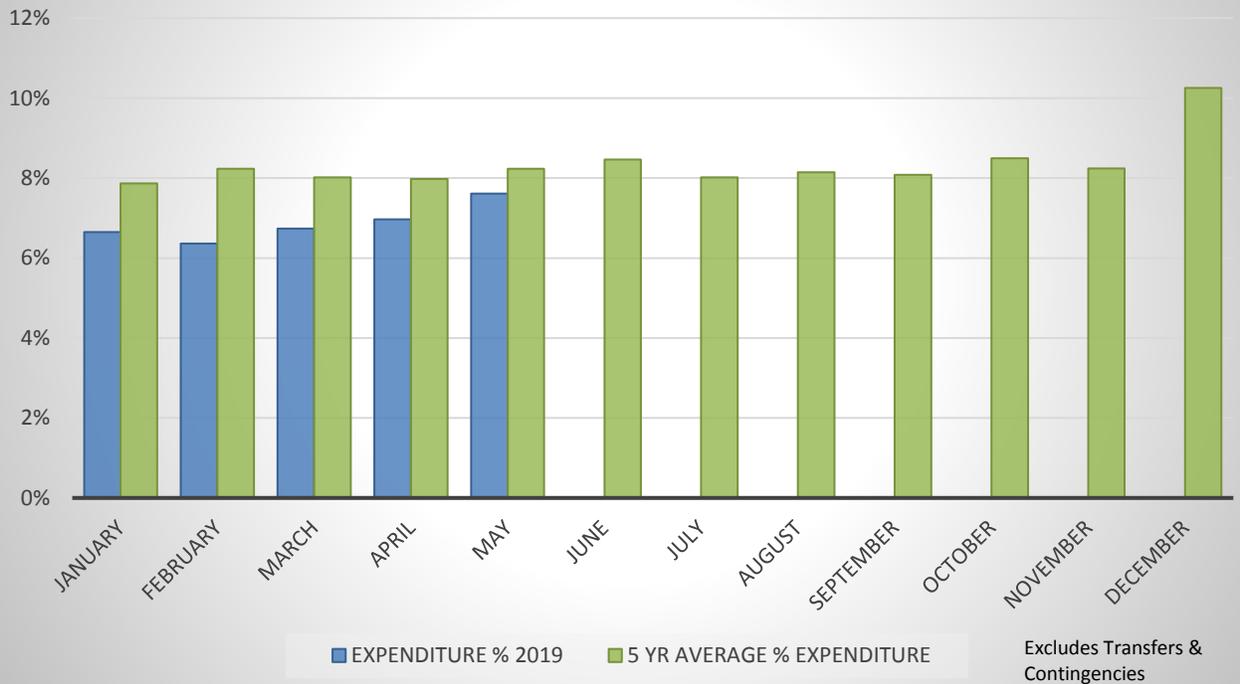
**CASH & INVESTMENTS - SEMI-MONTHLY
2019 - ALL FUNDS COMBINED (EXCLUDES DEBT SERVICE FUND)
- 13 MONTHS MOVING -**



GENERAL FUND - REVENUE TREND (%) THROUGH MAY 2019



GENERAL FUND - EXPENDITURE TREND (%) THROUGH MAY 2019



Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 5/31/2019

FUND: GENERAL FUND (01)

Object	2019 Budget	May Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
31111 PROPERTY TAXES CURRENT	33,934,600.00	2,587,546.35	20,706,380.27	0.00	13,228,219.73	61.02
31112 PROPERTY TAXES DELINQUENT	424,900.00	34,403.99	248,371.53	0.00	176,528.47	58.45
31113 PROPERTY TAXES KING COUNTY	60,000.00	23,455.27	32,402.46	0.00	27,597.54	54.00
31130 SALE OF TAX TITLE PROPERTY	6,000.00	0.00	0.00	0.00	6,000.00	0.00
31720 LEASEHOLD EXCISE TAX	20,000.00	0.00	12,126.27	0.00	7,873.73	60.63
31740 TIMBER EXCISE TAX	63,000.00	18,622.65	18,622.65	0.00	44,377.35	29.56
TAXES:	34,508,500.00	2,664,028.26	21,017,903.18	0.00	13,490,596.82	60.91
33533 STATE FOREST FUNDS/DNR TIMBER TRU	0.00	0.00	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	2,882.59	14,589.60	0.00	15,410.40	48.63
34161 GRAPHICS SERVICES CHARGES	7,500.00	92.00	119.48	0.00	7,380.52	1.59
34162 PRINTER FEES	125,000.00	10,057.11	52,252.41	0.00	72,747.59	41.80
34163 FAX FEES	22,000.00	2,104.04	10,452.22	0.00	11,547.78	47.51
34193 ORTING - SERVICE FEES	3,000.00	0.00	0.00	0.00	3,000.00	0.00
34730 INTERLIBRARY LOAN FEES	0.00	800.00	800.00	0.00	(800.00)	0.00
35970 LIBRARY FINES	400,000.00	31,993.32	165,217.67	0.00	234,782.33	41.30
36110 INVESTMENT INCOME	100,000.00	29,717.18	57,824.50	0.00	42,175.50	57.82
36140 OTHER INTEREST EARNED - COUNTY	0.00	3.17	21.61	0.00	(21.61)	0.00
36200 KEY PEN HLTH DEPT FACILITY REV	1,000.00	0.00	388.31	0.00	611.69	38.83
36290 BOOK SALES	4,000.00	739.29	1,637.68	0.00	2,362.32	40.94
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	5.70	152.02	0.00	159,847.98	0.10
36910 SALE OF SURPLUS	2,000.00	0.00	10,456.92	0.00	(8,456.92)	522.85
36920 FOUND MONEY	1,000.00	43.61	154.42	0.00	845.58	15.44
36990 MISCELLANEOUS REVENUE	0.00	3,698.90	4,959.87	0.00	(4,959.87)	0.00
36991 PAYMENT FOR LOST MATERIALS	10,000.00	584.29	2,112.83	0.00	7,887.17	21.13
36996 JURY DUTY REIMBURSEMENT	0.00	13.00	123.00	0.00	(123.00)	0.00
36998 E RATE REIMBURSEMENT	530,000.00	92,118.65	92,674.89	0.00	437,325.11	17.49
36999 REBATES - PROCUREMENT CARD	75,000.00	20.00	20,759.73	0.00	54,240.27	27.68
CHARGES OTHER:	1,865,500.00	174,872.85	449,336.46	0.00	1,416,163.54	24.09
39510 SALE OF FIXED ASSETS (GOV)	0.00	0.00	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	2,838,901.11	21,489,716.17	0.00	14,884,283.83	59.08
EXPENSE ACCOUNTS						
51100 SALARIES AND WAGES	17,822,600.00	1,380,050.38	6,829,546.52	0.00	10,993,053.48	38.32
51105 ADDITIONAL HOURS	239,400.00	21,947.11	103,563.85	0.00	135,836.15	43.26
51106 SHIFT DIFFERENTIAL	161,200.00	10,337.34	73,351.61	0.00	87,848.39	45.50
51107 SUBSTITUTE HOURS	262,250.00	21,772.54	94,362.34	0.00	167,887.66	35.98
51109 TUITION ASSISTANCE PROGRAM	10,000.00	0.00	3,188.56	0.00	6,811.44	31.89
51200 OVERTIME WAGES	21,150.00	957.91	6,824.21	0.00	14,325.79	32.27
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	10,653.20	49,671.96	0.00	131,428.04	27.43
52002 MEDICAL INSURANCE	2,310,200.00	188,043.04	1,058,394.53	0.00	1,251,805.47	45.81
52003 F.I.C.A.	1,344,300.00	107,348.84	531,068.64	0.00	813,231.36	39.51
52004 RETIREMENT	2,254,500.00	178,124.20	884,144.78	0.00	1,370,355.22	39.22

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 5/31/2019

FUND: GENERAL FUND (01)

Object	2019 Budget	May Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
52005 DENTAL INSURANCE	213,200.00	18,127.45	92,174.47	0.00	121,025.53	43.23
52006 OTHER BENEFIT	10,800.00	1,600.00	7,600.00	0.00	3,200.00	70.37
52010 LIFE AND DISABILITY INSURANCE	75,900.00	6,460.06	31,997.35	0.00	43,902.65	42.16
52020 UNEMPLOYMENT/ PAID FML INSURANCE	50,000.00	2,105.38	24,776.74	0.00	25,223.26	49.55
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	1,947,527.45	9,790,665.56	0.00	14,542,034.44	40.24
53100 OFFICE/OPERATING SUPPLIES	214,200.00	25,087.68	84,677.38	9,808.86	119,713.76	44.11
53101 CUSTODIAL SUPPLIES	69,000.00	7,688.95	27,290.98	23,921.54	17,787.48	74.22
53102 MAINTENANCE SUPPLIES	35,000.00	1,951.06	13,292.15	2,000.00	19,707.85	43.69
53103 AUDIOVISUAL PROCESSING SUP	16,000.00	503.35	660.89	0.00	15,339.11	4.13
53104 BOOK PROCESSING SUPPLIES	18,000.00	0.00	0.00	0.00	18,000.00	0.00
53200 FUEL	35,000.00	0.00	7,879.52	24,175.57	2,944.91	91.59
53401 ADULT MATERIALS	739,500.00	67,913.63	241,837.91	0.00	497,662.09	32.70
53403 PERIODICALS	92,000.00	3,082.75	12,271.16	0.00	79,728.84	13.34
53405 JUVENILE BOOKS	456,954.00	55,117.05	112,520.23	0.00	344,433.77	24.62
53407 INTERNATIONAL COLLECTION	45,000.00	1,112.83	3,073.95	0.00	41,926.05	6.83
53408 AUDIOVISUAL MATERIALS - ADULT	725,000.00	62,771.36	228,647.55	0.00	496,352.45	31.54
53409 AUDIOVISUAL MATERIALS - JUV	86,000.00	988.41	7,843.48	0.00	78,156.52	9.12
53411 ELECTRONIC INFO SOURCES	528,643.00	79,656.00	313,772.36	0.00	214,870.64	59.35
53412 REFERENCE SERIALS	11,500.00	363.71	363.71	0.00	11,136.29	3.16
53414 ELECTRONIC COLLECTION	972,003.00	116,452.02	269,333.77	0.00	702,669.23	27.71
53464 VENDOR PROCESSING SERVICES	148,500.00	13,499.60	44,973.40	0.00	103,526.60	30.29
53499 GIFTS - MATERIALS	0.00	0.00	201.69	0.00	(201.69)	0.00
53500 MINOR EQUIPMENT	55,500.00	2,799.44	13,549.85	759.40	41,190.75	25.78
53501 FURNISHINGS	82,600.00	0.00	1,709.55	4,053.11	76,837.34	6.98
53502 PC HARDWARE	246,600.00	1,479.90	2,063.58	0.00	244,536.42	0.84
53505 SOFTWARE/LICENSES/HOSTING	591,800.00	43,181.46	88,626.12	200,225.75	302,948.13	48.81
54100 PROFESSIONAL SERVICES	210,830.00	1,485.00	17,741.06	24,330.70	168,758.24	19.96
54101 LEGAL SERVICES	55,000.00	3,420.00	20,032.13	14,967.87	20,000.00	63.64
54103 CONTRACTUAL SERVICES	313,000.00	15,671.33	78,480.21	253,375.23	(18,855.44)	106.02
54162 BIBLIOGRAPHIC & RELATED SERVICES	46,500.00	4,018.97	19,933.35	0.00	26,566.65	42.87
54163 PRINTING AND BINDING	0.00	7,079.09	11,797.30	415.35	(12,212.65)	0.00
54165 ILL LOST ITEM CHARGE	2,500.00	125.00	367.50	0.00	2,132.50	14.70
54200 POSTAGE AND SHIPPING	73,000.00	286.76	1,182.55	0.00	71,817.45	1.62
54201 TELECOM SERVICES	650,400.00	115,929.88	284,473.22	288,142.71	77,784.07	88.04
54300 TRAVEL	49,900.00	5,767.00	11,764.77	0.00	38,135.23	23.58
54301 MILEAGE REIMBURSEMENTS	36,800.00	4,543.83	17,723.37	0.00	19,076.63	48.16
54400 ADVERTISING	94,500.00	8,996.22	22,462.66	28,780.00	43,257.34	54.23
54501 RENTALS/LEASES - BUILDINGS	421,000.00	21,550.32	124,625.75	143,662.35	152,711.90	63.73
54502 RENTALS/LEASES - EQUIPMENT	130,900.00	7,945.76	48,279.80	89,019.53	(6,399.33)	104.89
54600 INSURANCE	222,000.00	0.00	799.00	0.00	221,201.00	0.36
54700 ELECTRICITY	265,000.00	40,692.73	112,344.29	0.00	152,655.71	42.39
54701 NATURAL GAS	12,000.00	636.66	5,652.17	0.00	6,347.83	47.10
54702 WATER	30,000.00	3,358.47	7,610.36	0.00	22,389.64	25.37
54703 SEWER	34,000.00	4,844.36	18,719.71	0.00	15,280.29	55.06
54704 REFUSE	36,000.00	7,257.76	15,483.47	1,678.67	18,837.86	47.67
54800 GENERAL REPAIRS/MAINTENANCE	253,500.00	37,253.57	130,904.12	88,835.82	33,760.06	86.68

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 5/31/2019

FUND: GENERAL FUND (01)

Object	2019 Budget	May Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
54801 CONTRACTED MAINTENANCE	502,450.00	42,219.94	141,153.07	163,256.89	198,040.04	60.59
54810 IT SYSTEMS MAINTENANCE	82,100.00	0.00	54,235.65	0.00	27,864.35	66.06
54900 REGISTRATIONS	62,700.00	1,324.76	11,096.37	0.00	51,603.63	17.70
54901 DUES AND MEMBERSHIPS	24,620.00	135.00	22,844.97	0.00	1,775.03	92.79
54902 TAXES AND ASSESSMENTS	29,500.00	169.49	20,004.09	0.00	9,495.91	67.81
54903 LICENSES AND FEES	58,300.00	2,886.09	19,017.34	0.00	39,282.66	32.62
54905 ORGANIZATIONAL REGISTRATIONS	3,000.00	298.00	872.47	0.00	2,127.53	29.08
54912 CONTINGENCY	100,000.00	0.00	0.00	0.00	100,000.00	0.00
55100 INTERGOVERNMENTAL	13,000.00	162.63	162.63	0.00	12,837.37	1.25
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	821,707.82	2,694,352.61	1,361,409.35	7,985,538.04	33.68
NEED A CATEGORY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR EXPENSE ACCOUNTS	36,374,000.00	2,769,235.27	12,485,018.17	1,361,409.35	22,527,572.48	38.07
NET SURPLUS / DEFICIT	0.00	69,665.84	9,004,698.00	(1,361,409.35)	(7,643,288.65)	0.00

FUND: SPECIAL PURPOSE FUND (15)

Object	2019 Budget	May 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	3,335.86	10,390.57	0.00	49,609.43	17.32
CHARGES OTHER:	60,000.00	3,335.86	10,390.57	0.00	49,609.43	17.32
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	3,335.86	10,390.57	0.00	1,774,609.43	0.58
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	0.00	268,361.63	0.00	356,638.37	42.94
ALL OTHER EXPENSES	625,000.00	0.00	268,371.71	0.00	356,628.29	42.94
TOTAL FOR EXPENSE ACCOUNTS	625,000.00	0.00	268,371.71	0.00	356,628.29	42.94
NET SURPLUS / DEFICIT	1,160,000.00	3,335.86	(257,981.14)	0.00	1,417,981.14	(22.24)

FUND: DEBT SERVICE FUND (20)

Object	2019 Budget	May 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	325.44	681.48	0.00	(681.48)	0.00
CHARGES OTHER:	0.00	325.44	681.48	0.00	(681.48)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	325.44	854.03	0.00	(854.03)	0.00
NET SURPLUS / DEFICIT	0.00	325.44	854.03	0.00	(854.03)	0.00

Pierce County Library System
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 Report as of: 5/31/2019

FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)

Object	2019 Budget	May 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	3,846.44	13,222.73	0.00	(13,222.73)	0.00
CHARGES OTHER:	217,085.00	3,846.44	13,222.73	0.00	203,862.27	6.09
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	3,846.44	13,222.73	0.00	1,663,862.27	0.79
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	3,212.42	4,188.12	0.00	315,811.88	1.31
54103 CONTRACTUAL SERVICES	0.00	0.00	9,902.65	267,769.15	(277,671.80)	0.00
54300 TRAVEL	0.00	3,542.58	4,969.39	55,701.25	(60,670.64)	0.00
54400 ADVERTISING	0.00	0.00	499.80	0.00	(499.80)	0.00
54800 GENERAL REPAIRS/MAINTENANCE	0.00	0.00	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	4,321.29	6,996.62	0.00	443,003.38	1.55
00000 CAPITAL BUILDING IMPROVEMENTS	50,000.00	0.00	0.00	0.00	50,000.00	0.00
TOTAL FOR EXPENSE ACCOUNTS	1,415,000.00	11,076.29	151,910.84	503,277.36	759,811.80	46.30
NET SURPLUS / DEFICIT	262,085.00	(7,229.85)	(138,688.11)	(503,277.36)	904,050.47	(244.95)

MEMO



Date: July 1, 2019

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

From: Georgia Lomax, Executive Director

Subject: Executive Director Report – June

It's hard to believe that this will be Donna Albers' final trustee meeting. We'll take a few minutes to celebrate her contributions and thank her for her commitment to the Library and her impact on our communities.

Public engagement activities are underway in Lakewood and Sumner to learn from residents about their interest in potential new libraries. I did an interview with TV station Q13 about the project and also popped in on the City of Sumner's open house where Library staff were kept busy talking with hundreds of residents in attendance.

Cliff Jo, Dean Carrell and I met with City of Lakewood staff to review the project plan and timeline. The City also provided input to help the fundraising feasibility study. Both cities are excited that we are underway.

Implementation work on our migration to the Munis Human Resources and Financial system is underway. Staff spent many long days this month learning about the system and considering needed decisions and desired changes, and preparing to make them. We intend to go live on the financial software January 1, 2020, and on the HR module in mid-2020. This project will take significant staff time over the next year.

I met with my counterparts at Tacoma Public Library, Puyallup Public Library and Pierce College Library this month. We intend to meet quarterly to coordinate, learn from each other and to seek opportunities to collaborate to ensure the best library service to all Pierce County residents.

The Teen Volunteer League is busy supporting the Summer Reading program and helping our branches. As part of the program, the students are also learning skills needed to seek employment and be successful in any job. I met with the groups in University Place and Fife to share about my career and what I've learned about life in the work world and leadership.

I met with our next trustee, Jamilyn Penn, to provide an orientation to her position and the working of the Board, key policies, our strategic plan and the Library, etc. She had great questions and insights. She is an avid library user/reader and appreciates the broad range of services and impact libraries have. She is excited about the opportunity to serve her community and be engaged in the Library's future.

I also had the chance to share a lovely dinner with Donna Albers and 50-60 of our closest new friends at the Chef's Dinner at Goodwill. This social/fundraising was a chance to learn more about their programs and community impact. (Staff from PCLS and Goodwill are currently pursuing a possible partnership to support job seekers.)

MEMO

Date: June 29, 2019

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

From: Jaime Prothro, Customer Experience Director

Subject: Branch Monthly Report for May 2019

Bonney Lake: The Bonney Lake Friends book sale was a success, and they really outdid themselves by including potted vegetable and flower starts, packages of seeds, and 4 gorgeous gift baskets as a prize drawing along with donations from 10 local businesses and individuals in the community.

Buckley: This year, the Daffodil Princess visit to the library occurred on the first Saturday in May, which is also Free Comic Book Day. There was an excellent combined turn-out for the two events.



Eatonville: Cindy Dargan, Eatonville Supervising Librarian, attended the Career Education Technology (CET) committee meeting for the Eatonville High School.

Fife: The Elma Library Manager and Staff from Timberland Regional Library visited the Fife library for their staff learning day. Ideas were exchanged for small libraries regarding collection, programming, space configuration, and more. TRL staff were impressed by PCLS' Job and Business Center, International Collections, and Science to Go Backpacks. They were also excited to hear that International would soon float and they thought the configuration at Fife invited meetings and collaboration.

Gig Harbor: Gig Harbor's *Virtual Reality* pilot project was held at University Place's Teen Council and the Red Barn Teen Center. UPs Teen Council's quickly took to the technology and what can easily be a solo experience was definitely a group experience at this event. The teens enjoyed watching each other use the VR headset and talked about it with each other after.



Graham: The branch held its first *Library on the Lawn* program. This event featured several activities for people of all ages to participate in including; bubbles, parachute fun, staff picks table of great reads, snacks, and story time.

Key Center: The *All About Bees!* program was successful. Attendees were interested in learning about beekeeping and appreciated that passionate local presenters are working to increase the numbers of pollinators on the Key Peninsula.

Lakewood: Two staff members attended SeSoSa (Service, Solutions, and Safety) training. Three staff members attended In Charge training to learn about handling customer, building, and service related issues.

Milton: The branch hosted a presentation, *Be the Change: Strengthening Democracy through Civil Discussion*, featuring Professor Carolyn Long (part of Humanities Washington's Speakers Bureau program). Staff received questions and interest in the program and thought it was well-received, with attendance higher than expected.

Orting: Susan Rigley attended the Orting Family Support Partnership meeting. The group is working to help families in need who live in the Orting area.

Parkland: The *Vietnamese Cultural Music* workshop on 5/11/19 brought twenty-five people to learn about Asian-Pacific Islander culture, costumes and music. The performers created a very special afternoon for the group and encouraged participants to try all of the instruments.

South Hill: Branch programming is soaring at South Hill. 11 tweens enjoyed a tie-dye party before the series of *Tween Club* programs ended, to be revived in the fall. *Tinker Thursday* participants explored states of matter by making ice cream in a bag and root beer floats while *Petite Picasso* got their hands dirty this month by painting beautiful flower pots and planting flowers. And as part of a partnership with CHI-Franciscan, the *SafeTALK Suicide Alertness* program had 29 participants.

Steilacoom: A customer said she really liked the size of the Steilacoom Library and had decided to read all the Adult Fiction. She's started in the A's and reports she is really enjoying discovering new authors.

Tillicum: The library continues to engage with the local community garden through programs and hands-on participation. This provides opportunities to visit with the community gardeners, some of whom are homeless.

University Place: 10 Teen Volunteer League participants attended training at the branch, and staff look forward to working alongside the teens for this year's Summer Reading Program.

New Business

MEMO



Date: July 1, 2019

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

From: Clifford Jo, Finance & Business Director

Subject: 2020 Budget Calendar

Board Meeting	2020 Budget Activities
July 12	<ul style="list-style-type: none"> • Review of Fiscal Management Policy • Review budget calendar
August 7	<ul style="list-style-type: none"> • Review initial property value assessment
September 11	<ul style="list-style-type: none"> • Review preliminary levy certificate and impact to budget • Review budget drivers (CPI-U, etc) • Review Implicit Price Deflator (IPD) and impact to revenue
October 9	<ul style="list-style-type: none"> • Review project and work plan proposals and their impacts to the budget
November 13	<p style="text-align: center;"><u>FIRST PUBLIC HEARING OF DRAFT BUDGET</u></p> <ul style="list-style-type: none"> • Review first comprehensive draft budget and work plan • Review cash-flow and fiscal status of funding cycle • Sign levy certificate • IPD decision (if necessary) • Create Sustainability Fund, and other Special Revenue Funds as needed • File levy certificate with Pierce and King counties (by November 30)
December 11	<p style="text-align: center;"><u>SECOND PUBLIC HEARING AND FINAL APPROVAL</u></p> <ul style="list-style-type: none"> • Review final work plan • Approve General Fund budget • Approve Capital Improvement Fund budget • Approve Special Revenue Fund(s) budgets • Approve inter-fund transfers • Approve amount deposited to Sustainability Fund
January 8, 2020	<ul style="list-style-type: none"> • Budget narrative distributed • Review amended levy certificates (if any)

MEMO



Date: July 2, 2019

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

From: Clifford Jo, Finance & Business Director

Subject: Fiscal Management Policy Review

Please find attached the Board's Fiscal Management policy with our recommended changes to reflect the sustainable funding strategy. The review serves as a reminder of the Board's and Library's fiscal philosophies and also as an opportunity to consider any revisions as the next fiscal year's budget is being prepared.

As we've discussed, with our new approach to long-term funding cycles, we recommend the following changes:

- Add the concepts of Funding Cycle and Sustainability Fund into the section of definitions. This allows for no changes necessary in the Policy Section
- Add the Board's role in approving purchase orders and invoices over a certain cost threshold
- Add language and process alignments with the Pierce County Assessor-Treasurer and Washington State Auditor's Office
- Other minor language additions, changes, and clarifications

The specific amendments are shown in the attached document. A motion is required to approve this policy:

Motion Language

Move to approve the Fiscal Management Policy with the amendments as presented.

Fiscal Management

Policy Statement

The Pierce County Library System (“Library”) Board of Trustees shall implement and maintain sound financial management of the entrusted resources provided by the taxpayers and other sources of funding, consistent with the Library’s mission.

In accordance with state law, RCW 27.12.070, the Pierce County Office of the Assessor-Treasurer serves duly as the Library’s fiscal agent, [and the Library implements all accounting rules and processes required by the Assessor-Treasurer.](#)

[As authorized by the State Auditor, the Library implements the cash basis of accounting, but can choose to implement modified accrual or full accrual basis of accounting. Cash basis of accounting does not conform to Generally Accepted Accounting Principles \(GAAP\) and the State Auditor notes this status in annual audit reports.](#)

Definitions

Budget: A statement of anticipated revenues to be used for planned expenditures.

Capital Improvement Fund: A fund that is set aside for major asset purchases, maintenance, and improvements.

Cash: The actual cash contained on hand or in a financial institution, [to include any cash invested through the Pierce County Treasurer.](#)

Cash reserves: A portion of cash that is set aside in any fund for short-term, mid-term, and long-term sustainability without needing to ~~borrow money~~[incur debt.](#)

Current Year Revenue: [A combination of new revenue, use of fund balance, and transfers from a Sustainability Fund.](#)

Expenditure management: A process to capture and report actual expenditures compared to the budget of planned projects and operations.

Fund Balance: [The projected available cash after satisfying all recorded liabilities and accruals to be paid.](#)

Funding Cycle: [A multiyear fiscal strategy that has three phases. Phase 1: The Library receives more money than is expended, and additional funds are deposited into the Sustainability Fund. Phase 2: Revenue and expenditures are in balance and no funds are deposited into or withdrawn from the Sustainability Fund. Phase 3: Expenditures exceed revenue and funds are withdrawn from the Sustainability Fund to close the shortfall.](#)

General Fund: A public sector accounting term for the primary fund to operate a governmental entity. It records all financial activities to conduct day-to-day business.

Special Revenue (Purpose) Fund: A fund that is designated by the governing body as having a restricted [or committed](#) use for specific purposes.

Sustainability Fund: [A Special Revenue Fund that is used to accumulate cash at the beginning of a Funding Cycle in order to balance a budget without incurring major reductions in services.](#)

Policy

The Library Board of Trustees establishes the following fiscal management policy, which requires Board Action to enforce, make decisions, make exceptions, or otherwise implement to the extent law allows:

1. Current year general fund operations are funded from current year revenues.
2. Cash may be transferred ~~between~~among funds.
3. Debt may be incurred as a last resort.
4. Cash reserves is a fiscal resource to stabilize long-term library sustainability. Cash reserves may be used but not as a sole substitute for budget reductions to meet economic challenges.
5. Upon declaring a need for cash reserves to address a severe emergency having effects that cannot be addressed through the existing budget, the Board may pass a motion to release cash reserves for purposes of continuity of operations and services. Examples of emergencies are a natural disaster or a virulent pandemic.
6. Cash reserves in all funds shall maintain positive fund balances that plan and account for fiscal year patterns of revenues and expenses. The General Fund shall have adequate cash reserves beginning January 1 of every fiscal year to pay for anticipated expenses until the first major property value receipt occurs on or around May 1. The Capital Improvement Fund shall have adequate cash reserves beginning January 1 of every fiscal year to pay for anticipated expenses until the General Fund transfer occurs during the fiscal year. Specific guidelines shall be managed under Library Responsibility below.
7. The Library Board of Trustees may set cash reserve balances for any Fund as circumstances require.
8. For purposes of managing the Library's finances, additional fund types may be implemented.
9. To pay for capital improvement projects, a Capital Improvement Fund is established and funded appropriately by and through General Fund transfers and other multiple funding sources including but not limited to, grants, donations and distributions from external sources such as a Foundation, restricted or unrestricted revenues, special set-asides, and other sources of revenue.
10. To pay for special purpose projects, a Special Revenue Fund is established and funded appropriately by and through multiple funding sources including but not limited to, grants, donations and distributions from external sources such as a Foundation, restricted or unrestricted revenues, General Fund transfers, special set-asides, and other sources of revenue.
11. When there are unanticipated revenues and savings, the Board will consider transferring all or some portion thereof to the Capital Improvement Fund or to the Special Revenue Fund, or both.
12. The Board approves an annual budget for revenues and expenditures in each fund, and any substantial modifications throughout the year.
13. The annual budget process anticipates the need for long-term sustainability of services and future system expansion and improvement, and allocates revenue accordingly. The Board recognizes that in the absence of new revenue sources such as annexations, levy lid-lifts, or bonds, additional services from system growth will need to be funded mostly through reductions in operational costs.

Library Responsibilities

The Board expects the Library staff to carry out the following responsibilities:

1. Establish and administer a budget and expenditure management system to meet the goals of this policy.
2. Establish and maintain financial procedures for managing the Library's cash. Document, keep prudently current, and enforce such financial procedures as an implementation of this fiscal policy.
3. Establish [a multiyear Funding Cycle](#) and maintain a ~~ten-year cash reserve~~ [Sustainability Fund](#) strategy to sustain services to the Library's communities.
4. Establish and maintain a [current year cash-flow](#) solvency strategy to sustain positive balances that ensure short-term debt is not used to pay for operations. Cash of at least four months of anticipated operating costs shall be available in the fund balance as of January 1 of each fiscal year. [This four-month cash balance is calculated with all yearend payables having been satisfied.](#)
5. Develop and manage fiscal practices and strategies so that cash reserves have at least two percent (2.00%) of the following year's anticipated revenues in addition to the amount set aside for General Fund solvency.
6. Administer a [long-term](#) cash-flow ~~projection system~~ as an anticipatory approach to budget for and meet the Library's expenditure needs for future operations, including bill management.
7. Implement the State of Washington's Budget, Accounting, and Reporting System (BARS).
8. Furnish to the Board appropriate financial reports on a monthly basis, and deliver the annual report to the Board subsequent to filing it with the State of Washington.
9. Make efforts to reduce operational costs as part of the annual budget process anticipating that future service expansion may need to be met without significant future revenue increases.
10. Maintain a goal of 4% of average annual General Fund revenues in the year-end Capital Improvement Fund Balance over a ~~ten~~-year period.
11. [Bring to the board for approval purchase orders or payments above a Board-designated dollar threshold. Purchases of materials \(books, movies, databases and related subscriptions, etc.\) are exempt from this clause.](#)

The Board of Trustees shall review this fiscal management policy prior to or in conjunction with considerations of the annual fiscal year budget process, and amend it as deemed appropriate.

Board Policy 3.15

Adopted by the Board of Trustees of the Pierce County Library System, August 3, 1995. Revised and approved on: June 13, 1996; July 23, 1998; June 9, 2004; August 8, 2007; October 14, 2009, November 18, 2015, September 13, 2017.

Board Education and Service Reports

MEMO



Date: June 6, 2019

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

From: Mary Getchell, Marketing & Communications Director

Subject: Strategic Plan Core Service: Partnerships

At the July 10, 2019 Pierce County Library System Board of Trustees' meeting, the Library System's Leadership Team Sub-Committee for Partnerships (Steve Carmody, Dean Carrell, Kristina Cintron, Mary Getchell, Chereé Green, and Jaime Prothro) will highlight the benefits of the Library System's partnerships and sponsorships, as well as discuss aspirations for growing and further nurturing valued partnerships.

Partnerships is a Core Service in the Library's Strategic Plan and calls for the Library System to collaborate with others to best serve the public through partnerships. As a civic leader, the Library System is committed to strategic partnerships with numerous organizations – including for-profit, nonprofit, and public agencies/governments. Partnerships are critical to advance the Library's services and serve all people. The following report provides an overview of the Library System's Partnerships Board Policy and Sponsorships Board Policy, identifies some of the Library's systemwide and community-based partnerships, and discusses the Library System's aspirations to pursue further, richer partnerships.

Partnerships enrich service to Pierce County communities and connect people of all ages. Often partnerships create unique opportunities to reach new audiences and cross promote library services, while raising awareness of the Library's offerings.

PARTNERSHIPS 2019



The Pierce County Library System collaborates with others to best serve the public.

JULY 10

PIERCE COUNTY LIBRARY SYSTEM

Authored by: Steve Carmody, Dean Carrell,
Kristina Cintron, Mary Getchell, Chereé Green,
Jaime Prothro



Strategic Plan Core Service: Partnerships

The Pierce County Library System collaborates with others to best serve the public.

As a civic leader, the Pierce County Library System is committed to strategic partnerships with numerous organizations – including for-profit, nonprofit, and public agencies/governments. As a Core Service of the organization, the Library System acknowledges partnerships are critical to advance its services and serve all people. This report provides an overview of the Library System’s Partnerships Board Policy, while noting its Sponsorships Board Policy, identifies some of its systemwide and community-based partnerships, as well as discusses the Library System’s aspirations to pursue further, richer partnerships.

Partnerships are a natural Core Service of the Library System, often strengthening its position and voice throughout its service area and beyond library buildings. Through partnerships the Library System also extends into parts of communities where it does not routinely interact. In addition, partnerships bring expertise and skills to enrich individuals’ experiences. From Summer Reading Program partnerships with Northwest Trek Wildlife Park, Point Defiance Zoo & Aquarium, and the Tacoma Rainiers (which includes a Sponsorship element) to citizenship classes partnerships with the U.S. Citizenship and Immigration Services and Tacoma Community House, together with these organizations the Library is reaching and impacting far more residents that it could serve alone.

Partnerships enrich service to Pierce County communities and connect people of all ages. Often partnerships create unique opportunities to reach new audiences and cross promote library services, while raising awareness of the Library’s offerings.

At the July 10, 2019 Board of Trustees’ meeting, the Library System’s Leadership Team Sub-Committee for Partnerships (Steve Carmody, Dean Carrell, Kristina Cintron, Mary Getchell, Chereé Green, and Jaime Prothro) will highlight the benefits of the Library System’s partnerships and sponsorships, as well as discuss aspirations for growing and further nurturing valued partnerships.

Partnerships Board Policy

The Library System’s Leadership Team Sub-Committee for Partnerships reviewed the Partnerships Board Policy and found it aligned well with the Library System’s current philosophy, practice, and vision for establishing, maintaining, and growing partnerships.

As the policy directs, Library staff is continually seeking partnerships with nonprofit organizations, governments, commercial entities, and other groups, to support and enrich its community. Also, staff reviews and assesses partnerships using the definition and purpose for partnerships described in the policy:

The collaboration with an exchange or transaction with mutual or complementary benefits is a critical

“A partnership is defined as a collaboration that results in an exchange of services, use of facilities, a newly-created service or event, or other transactions between the Library System and another entity. While the Library and the other entity may not have identical goals, their goals should be complementary and not contradictory. Each partner contributes to the enterprise.”

factor in the success and sustainability of the Library’s partnerships.

Upon occasion, the Library System declines partnership offers. It always declines offers inconsistent with the Partnership Policy, and the Library System declines or defers opportunities when staff resources or library priorities do not align with the prospects. Also, periodically, staff review current partnerships and retires or suspends partnerships for the similar reasons and to align with current priorities.

Sponsorships Board Policy

Recognizing the link between partnerships and sponsorships, the Library System’s Leadership Team Sub-Committee for Partnerships also reviewed the Sponsorships Board Policy. The sub-committee determined the Sponsorship Policy aligned with the Library System’s current philosophy, practice, and vision for welcoming and cultivating sponsorships.

Sponsorships are critical in working with organizations to expand access to library services with additional funding, both in direct monetary and in-kind support. As the policy states, often times the contribution is in exchange for promotional consideration.

As outlined in the policy, the Library seeks sponsorships that further the Library’s philosophy and mission, vision, and values.

Overview of Current Partnerships

Following is an overview of the Library System's current systemwide partnerships. These partnerships support the Library's service to communities and align with the Library's Focus Areas of Learning, Enjoyment, and Community to help spark success for Pierce County residents.

Learning

- **Citizenship Classes:** As part of a \$250,000 grant from the United States Citizenship and Immigration Services (USCIS), Tacoma Community House offers citizenship classes at Lakewood Library and Fife Library. The Library's partner activities include providing meeting room space at the two locations, sharing citizenship resources on the library website, creating opportunities for participants to apply for library cards, and promoting the classes at branches and through outreach.
- **Play to Learn:** Offered in partnership with the Children's Museum of Tacoma, this program for preschool children and their caregivers features play-filled activities, information for adults, and free materials for playing and learning at home. Four library locations (Graham, Lakewood, Parkland/Spanaway, and South Hill) host this program from September through May.
- **WorkSource Pierce:** An emerging Satellite location, PCLS has worked for more than a decade with a multitude of employment partners through a one-stop network that includes partners like Goodwill, WorkSource, WorkForce Central, Clover Park Technical College, Tacoma Community College, Pierce College, and Tacoma Community House.

Enjoyment

- **Pierce County READS:** Our annual community-wide reading program is co-presented with The News Tribune and made possible by the support of numerous sponsors and partners. Long-term sponsors include the KeyBank Foundation. Community partners over the years have included Puyallup Public Library, Roy Public Library, Joint-Base Lewis-McChord Libraries, the Emergency Food Network, The Grand Cinema, the Lakewood Playhouse, colleges and universities, museums, and the Puyallup Tribe.
- **Summer Reading Program:** Community partners have enriched the summer reading program for many years by providing programming and prizes for participants. Some notable community partners include Northwest Trek Wildlife Park, Point Defiance Zoo & Aquarium, the Tacoma Rainiers, Emergency Food Network, and the Washington State Fair.
- **Museum & Parks Passes:** Checking out free admission to area cultural museums like Tacoma Art Museum, Museum of Glass, Washington State History Museum, Gig Harbor History Museum, Foss Waterway and Seaport, Lakewold Gardens and the new Discover Pass to state parks helps customers enjoy their free time.

Community

- **Free Summer Meals:** In the summer, children who receive free meals through their schools often go hungry. Free summer meal sites throughout the county do their best to bridge that

gap. This summer, the Library is participating in these efforts by partnering with Franklin Pierce School District to offer free summer lunches to community youth at the Parkland/Spanaway and Summit Pierce County Libraries. In addition, the Library's "On the Road with Summer Reading" program will bring library services and activities to other community summer meal sites, such as schools and apartment complexes, through Explorer Bookmobile and Sprinter van service.

- VITA Tax Help: Free, in-person tax help is available at select library locations every spring through a partnership with the Volunteer Income Tax Assistance (VITA) program through Associated Ministries. In 2019, 383 low-income individuals were assisted through this partnership and received a total tax return of \$431,929. Thirty-one individuals are veterans, 34 individuals experience disabilities, and 69 individuals plan to save all or part of their tax returns.
- MakerFest: Brings together partners from the community to present their passions for the maker culture. Annually, the partners have grown and now includes more than 40 exhibitors.
- Statewide Health Insurance Benefits Advisors (SHIBA): Providing Medicare information and assistance at select library locations.
- Pierce County Community Connections: Select library locations are included in the annual Point-In-Time Count.
- CHI Franciscan: Throughout 2018-19 classes on Mental Health First Aid and safeTALK (youth) were offered at library locations to attend to a county mental health crisis.

Following is a sampling of some of the Library System's community or branch specific partnerships.

Buckley

- Rainier School and Buckley Chamber of Commerce partner with the library for the annual Christmas tree lighting.
- Foothills Museum partner with the library for the Discover Pierce County program.

Eatonville

- Eatonville Family Agency
- Glacier Village Senior Living – the library provides programs, presentations and Book a librarian appointments at these locations.

Fife

- Fife School District – partnership with the adult ESL classes and the library provides story times in the evenings to entertain children whose parents are in the ESL class.
- Milton Community Center hosts coordinated holiday programs such as gingerbread houses.

Gig Harbor

- PenMet Parks and the library launched StoryWalk on May 18, 2019.
- Harbor History Museum partners with the library for Gig Harbor Literary Society.

Graham

- Bethel School District – musical performances in the library.
- Center for Strong Families – teaches financial literacy classes.

Key Center

- Red Barn Youth Center

Lakewood

- South Sound Military Outreach “Connect Bags” contain resources for individuals experiencing homeless, and other essential items such as bus passes, hats, socks, bike locks, bottle of water, and snacks.
- Lakewood Playhouse
- Lakewood Senior Center
- Clover Park School District

Outreach

- Adult Care Facilities, Adult Group Homes, Senior Living Facilities as point-of-service partnerships throughout the county
- Boys and Girls Club – Lakewood
- Child Study and Treatment Center, Western State Hospital
- Clover Park Technical College - ESL/ABE classes
- Early Learning Centers and Schools as points of service throughout the county
- Joint Base Lewis McChord (JBLM Newcomers' Orientations)
- Korean Women's Association
- Pierce College - ESL classes at multiple locations
- Tacoma Community House
- YMCA of Pierce and Kitsap County
- Western State Hospital

Summit

- Franklin Pierce School District’s free lunch program
- Mid-County Community Center – library provides monthly Drop-In Tech Help for seniors and a Book Discussion Group.

Sumner:

- Sumner Arts Commission

Tillicum

- Communities in School Lakewood

- Clover Park Head Start
- Tillicum Community Center

Steilacoom

- Steilacoom High School and the Steilacoom Historical Museum join with the library for a Speaker Series community event.

University Place

- Business Impact NW – provides drop-in Start and Grow Your Business sessions at the branch monthly.
- Hearthside Manor Dementia Care Facility – programming and point-of-service partnership; also library teen volunteers work with this group.
- Tahoma Audubon Society partners for programming and poetry walks.
- University Place Ambassadors are a volunteer group that staffs kiosk in building and shares information about area nonprofits with visitors.
- University Place Community Center partners with the library for kids programs.
- UP for Arts is a partner civic group that sponsors arts and culture events.

Overview of Current Sponsorships

Following is an overview of the Library System’s current sponsorships, which also help spark success for Pierce County residents.

Library Champions (unrestricted sponsors) & Event Sponsors

- Alaska USA Federal Credit Union
 - BNSF Railway
 - CHI Franciscan Health / Franciscan Foundation
 - Dimmer Family Foundation
 - DP&C
 - Gordon Thomas Honeywell
 - Gray Lumber
 - Harborstone Credit Union
 - Hyde Family Foundation
 - Key Bank
 - Korsmo Construction
 - Mary Bridge Children’s Hospital, Clinics, Foundation
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The Norcliffe Foundation
Pediatrics NW
Point Ruston LLC
Property Professionals LLC
Puget Sound Orthopaedics
The Puyallup Tribe
Sound Credit Union
Walmart – Puyallup, Spanaway
Wells Fargo
WGW Development/Wayne’s Roofing, Inc.
Umpqua Bank

Community Partners: In-Kind giving

Metro Parks Tacoma: Northwest Trek Wildlife Park / Point Defiance Zoo & Aquarium
The News Tribune
Seattle Storm
Tacoma Art Museum
Tacoma Rainiers

Aspirations for Partnerships

As part of the Library’s biennial Strategic Plan development process, Library staff will review and evaluate current partnerships to ensure the associations continue to align with the Library’s mission and vision and both parties – the Library System and its partner(s) – are receiving mutual benefits and value.

In addition, the Library will assess community organizations to further cultivate partnerships aligning with the Library’s mission and vision as well as its Strategic Plan and Strategic Directions. Library staff will look for gaps in the Library’s current partnership portfolio, and they seek opportunities with partners that may reach populations in Pierce County where the Library System is not rooted as well as pursue partnerships with organizations with skills and expertise that library staff do not possess.

Officers Reports

MEMO



Date: July 2, 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 for July 2019

In July, the Pierce County Library System's Future Libraries Public Engagement Team is in full launch. In libraries, online, and in communities, we are hearing from residents about their thoughts, ideas, and interests for replacing current libraries with new libraries in new locations to serve Lakewood, Tillicum, and Sumner. The cities of Lakewood and Sumner are also helping to share information and gather input about potential new libraries for their communities.

With a theme around imagine – imagine your Lakewood Library...Tillicum Library...Sumner Library, hundreds of people have already shared their ideas and opinions. The imagine theme is giving context and possibilities to our conversations about libraries for today and tomorrow.

Following are some of the community events where we have been and will be talking with people:

- Lakewood Senior Center Aging Expo, Thursday, June 13
- Lakewood Farmers Market, Tuesday, June 25, July 16, and 23
- SummerFEST in Lakewood, Saturday, July 13

- Meeker Days in Puyallup, Saturday, June 15
- Downtown Sumner Sidewalk Sale, Saturday, June 15
- City of Sumner Open House, Tuesday, June 25, 5-8 p.m.
- Music off Main in Sumner, Friday, July 12
- Rhubarb Days in Sumner, Saturday-Sunday, July 27-28
- Movies off Main in Sumner, Friday, August 2
- Classy Chassis Car Show in Sumner, Sunday, August 11

In July and August we will host week-long open houses in the three libraries:

- Sumner Pierce County Library, Sunday, July 28- Saturday, August 3
- Lakewood and Tillicum Pierce County Libraries, Monday, August 12-Saturday, August 17

To date, nearly 600 people have completed online surveys. People are also sharing their opinions via print surveys in libraries and at community events.

The public engagement activities continue through September. We are on track to provide recommendations for next steps to the Library's Board of Trustees this fall.

MEMO



Date: July 3, 2019

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

From: Georgia Lomax, Executive Director

Subject: Trustee Appointment – Jamilyn Penn

On July 2, 2019, the Pierce County Council voted unanimously to confirm the appointment of Jamilyn Penn of Steilacoom to the Pierce County Library District, effective August 13, 2019.

Ms. Penn will fill the term vacated by Donna Albers, whose term expires next month. Her first meeting will be August 14, 2019.

Council Resolution R2019-82, sponsored by Councilmember Douglas Richardson, is attached.

1 Sponsored by: Councilmember Douglas G. Richardson

2 Requested by: Executive

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RESOLUTION NO. R2019-82

A Resolution of the Pierce County Council Confirming the Appointment of One New Member (Jamilyn Penn) to the Pierce County Library District Board of Trustees.

Whereas, the Library District Board of Trustees was established pursuant to the Revised Code of Washington 27.12.190 and Pierce County Resolution No. 1872; and

Whereas, on August 13, 2019, a vacancy will exist due to the term expiration of Donna Albers; and

Whereas, Jamilyn Penn is an active community member and resides in Pierce County; and

Whereas, the Executive has appointed Jamilyn Penn to a first term on the Pierce County Library District Board of Trustees; and

Whereas, the Pierce County Charter, Section 3.30, provides that the appointment of members to boards and commissions shall be made by the Executive, subject to the confirmation by a majority of the Council; and

Whereas, the Council has completed its confirmation review; **Now Therefore**,

BE IT RESOLVED by the Council of Pierce County:

Section 1. The Council hereby confirms the appointment of Jamilyn Penn to her first term on the Pierce County Library District Board of Trustees, which will commence on August 13, 2019, and expire on August 13, 2024.



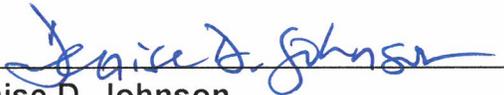
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Section 2. The Clerk of the Council shall provide a copy of this Resolution to the member confirmed, the Executive Director of the Pierce County Library, and the County Executive.

ADOPTED this 2nd day of July, 2019.

ATTEST:

PIERCE COUNTY COUNCIL
Pierce County, Washington


Denise D. Johnson
Clerk of the Council


Douglas G. Richardson
Council Chair



MEMO



Date: June 17, 2019
To: Chair Rob Allen and Members of the Board of Trustees
From: Dean Carrell, Foundation Director
Subject: Foundation Major Gifts Officer

It is a pleasure to announce Christina Greene as the newest addition to the Foundation staff. Christina will serve PCLS as the Foundation's newest employee...Major Gifts Officer: Individual & Corporate Philanthropy...and as a valuable addition to our Leadership Team.

As a fundraising professional, Christina values developing deep, strong relationships, and this has proven well in her donor-centric approach. She possesses a depth and breadth of experience in annual giving, development operations, corporate relations, special events, board & volunteer management, and as a frontline fundraiser. Christina's understanding of these disciplines, leadership, and successful non-profit management inspired her to establish her own fundraising consulting practice. This has benefited several organizations she's served, both in a client/consultant relationship, and as a volunteer board member with various non-profits.

The Foundation is fortunate to have Christina join us, especially with expectations for us to grow and mature in how we're structured, how we develop long-lasting donor relationships, and how we deliver promised results to PCLS and our community.

MEMO



Date: June 29, 2019

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

From: Jaime Prothro, Customer Experience Director

Subject: Voter Point of Assistance

Pierce County Library System is joining Tacoma and Puyallup Public Libraries to become a Pierce County Election Day Voter Point of Assistance (POA) for the primary election on Tuesday, August 6, 2019 and again for the general election on Tuesday, November 5, 2019. Also included in this pilot are the libraries in Clallam County.

The POA partnership with the Pierce County Auditor's Office is a way to provide broader access to election services for residents who are physically unable to visit a Pierce County designated Voting Center and to ensure that every voter who wants to vote has the opportunity to participate in the democratic process.

This project doesn't create a Voting Center in the Library, but rather provides limited scope service outlet from public libraries on Election Day only. A recent law change (RCW 29A.08.140) authorizes "same day voter registration" and makes it possible for Washington State residents register to vote or update their information and receive a ballot in person on the day of the primary, special election, or general election. Connecting residents to their local libraries provides convenient, same-day service for individuals who want to participate in local, state, and national elections.

Libraries will act in a concierge role, or as a connector, to facilitate individual registration forms and ballot issuance. Staff will communicate directly with the County Auditor's Office by phone and email, and election staff will enter data, determine voter eligibility, and will assign appropriate ballots. Library staff will print off and receive the ballot in a secured ballot box.

Staff are receiving training to strengthen their knowledge of voter registration requirements and the workflows that will be needed on Election Day. A customer survey and post-election day briefings will inform all organizations on the value to customers and the logistical considerations needed for the November election. This project is not intended to create new voter centers or replace regular voter registration processes or deadlines, but to provide a safety net for those who were unable to meet them. Marketing will announce the POA within a week leading up to the election. PCLS is excited to be part of this pioneering connection for its communities' civic engagement.

Need help?

The Voting Center opens 18 days prior to the Election.

Hours:

Open Monday - Friday
8:30 a.m. - 4:30 p.m.
Extended hours on Election Day
7:00 a.m. - 8:00 p.m.

Pierce County Elections Voting Center
2501 S 35th St, Suite C
Tacoma, WA 98409

Services:

- Register to vote.
- Update voter registration.
- Get a ballot and vote.
- Replacement ballots for lost, damaged, or miss-marked ballots.
- Disability assistance — Large font, color contrast, and audible ballot options.

Questions?

(253) 798-VOTE (8683)

Libraries Become Points of Assistance on Election Day.

The Pierce County Library System, Tacoma Public Library, and the Puyallup Public Library have volunteered to be Points of Assistance on Election Day. That's 27 library branches!



If you are unable to reach our Voting Center on Election Day, visit a library. These libraries have volunteered to function as conduits for voter services. They'll be ready to help you with registration, replacement ballots and voting. Think of library staff as knowledgeable, friendly, election helpers.

Hours:

Libraries will be available during their regular business hours up until 8 PM to help and assist voters on August 6, 2019 only.

Questions?

(253) 798-VOTE (8683)

Services:

- Register to vote.
- Update voter registration.
- Get a ballot and vote.
- Replacement ballots for lost, damaged, or miss-marked ballots.
- Get a voters' pamphlet.

Disability Assistance



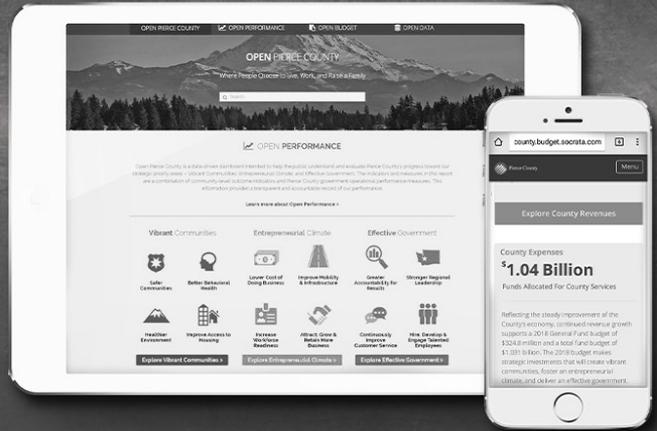
Center for Independence
(253) 582-1253 (voice)
(800) 724-8172

Hearing, Speech & Deafness Center
(253) 475-0782 (voice)
(253) 474-1748 (TTY)
(253) 292-2209 (videophone)

Tacoma Area Coalition of
Individuals with Disabilities
(253) 565-9000 (voice)
711 (TTY)

OPEN PIERCE COUNTY

explore



Start *exploring* at www.piercecountywa.gov/OPEN

Open Pierce County is a data-driven dashboard intended to help the public understand and evaluate Pierce County's progress toward our strategic priority areas – **Vibrant Communities**, **Entrepreneurial Climate**, and **Effective Government**. Other portions of the OpenPierceCounty site are Open Budget, a guided view through complex financial information, and Open Data, where individuals can view datasets and create their own filters and charts from the data.



Get THE card at your local library!

 **Pierce County
Library System**
Information & Imagination
piercecountylibrary.org

tacoma public library
tacomalibrary.org



**PUYALLUP PUBLIC
LIBRARY**
— Est. 1913 —
puyalluplibrary.org



POINT OF ASSISTANCE
Pierce County Elections + Libraries



MEMO



Date: June 27,2019

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

From: Melinda Chesbro, Deputy Director

Subject: City of DuPont Community Center Feasibility Study

The City of DuPont has initiated a public process to gather community input on the feasibility of voter support for a community center. This process includes significant public engagement at various locations and events including at the DuPont Library. Residents are being asked what they would like to see in a potential community center and a relocated library is among the top quartile of responses so far. The public input process will continue through August. A report to the City Council this fall will include conceptual design options that will likely show the library as a feature.

The City is aware that PCLS is currently in leased space and may be interested in library space that includes a meeting room. They are also aware that PCLS is not in a position to be a capital partner should this project move forward.

MEMO



Date: June 29, 2019

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

From: Jaime Prothro, Customer Experience Director

Subject: City of Roy Cardholders

In June, Pierce County Library System notified residents who live within the City of Roy that they are no longer eligible for reciprocal borrowing privileges due to the closure of their city library in January 2019. Beginning July 1, 2019, PCLS will close approximately 245 library accounts as a result of the City of Roy no longer providing tax funded library services to its residents.

Residents within the City of Roy may participate in a variety activities offered by PCLS that do not require a library card, such as attending programs or reading in the library facilities.

Executive Session

Pierce County Library FYI Packet
Link List
July 10, 2019

Pierce County Library in the News

- [Why Local Libraries Are More Relevant Than Ever](#) – ParentMap (Susan Anderson-Newham interviewed)
- [Another law library kiosk opens](#) – Senior Scene
- [Daffodil Princess picture](#) – Key Pen News (in picture gallery)
- [New Libraries For Lakewood, Sumner? Board Will Discuss](#) – Pierce County Patch
- [Sumner, Lakewood libraries could be rebuilt as ‘spaces for people, not books’](#) – News Tribune
- [Caregiver workshop; Summer reading](#) – Tacoma Weekly
- [Behold the Dreamers,’ a Pierce County Reads selection, to talk, sign books](#) – News Tribune
- [Public libraries offering relief from record heat](#) – Q13fox.com
- [Authorities remind people not to leave kids, pets in hot cars](#) – KIRO7.com
- [Summer reading at Pierce County Library System](#) – South Sound Magazine
- [Roy residents lose Pierce County Library System Eligibility](#) – Yelm Online
- Quilts on display at Gig Harbor Library – Gateway (see attached PDF)
- Local teen photographers and writers win art contest – Dispatch (see attached PDF)
- Read, earn prizes and learn about the universe with PCL – Dispatch (see attached PDF)
- Friends of Key Center annual meeting – Gateway (see attached PDF)
- Maritime Fest – Gateway (see attached PDF)
- Summer Reading Program – ParentMap (see attached PDF)
- Destination libraries – ParentMap (University Place branch mentioned. See attached PDF)
- Future Libraries Sumner and Lakewood Library – Q13

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Sports/Art

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"Better Than Money" by Judy Redder is one of more than 40 art quilts by members of STITCH on display through the end of June at the Gig Harbor Library. The exhibit includes eight quilts from the latest challenge, with the theme "This Is Me."

Local teen photographers & writers win art contest

TACOMA – Congratulations to the Pierce County teen artists, photographers and writers who participated in the Pierce County Library System's Our Own Expressions Teen Writing and Art Contest. Students in grades 7 through 12 representing 74 schools in Pierce County submitted more than 900 poems, short stories, drawings and photographs.

"I am blown away by the caliber of talent displayed by these teens," said Pierce County Library's Executive Director Georgia Lomax. "The contest is an excellent opportunity for young artists and writers to share their creativity and skill with the community."

The contest is part of the Library System's Strategic Plan, which includes Enjoyment as a focus area to inspire imagination and create opportunities to pursue passions. The award-winning young authors and artists will share their work at a free public event at Pacific Lutheran University's Lagerquist Concert Hall, Wednesday, May 29, 2019 at 7 p.m.

Professional writers, authors and photographers selected the winners.

POETRY WINNERS

Grades 7-8: 1st—Mattae Magat, Bonney Lake; 2nd—Jillian Jean Lombard, Gig Harbor; 3rd—Colby Cantrell, Bonney Lake

Grades 9-10: 1st—Julia Fisher, Olalla; 2nd—Anique Jones, Tacoma; 3rd—Janelle V. Chin, Tacoma

Grades 11-12: 1st—Amelia Day, Sumner; 2nd—Annika Van Vlack, Anderson Island; 3rd—Madison Stephens, Tacoma

SHORT STORY WINNERS

Grades 7-8: 1st—Maya Mendoza, Sumner; 2nd—Armaan Khanuja, Auburn; 3rd—Kelsey Liggett, Puyallup

Grades 9-10: 1st—Alice Tang, Puyallup; 2nd—Honor Tamminga, Gig Harbor; 3rd—**Chloe Rutherford, Graham**

Grades 11-12: 1st—Helena Burk, University Place; 2nd—Martina Preston, Sumner; 3rd—James Castle, Gig Harbor

PHOTOGRAPHY WINNERS

Grades 7-8: 1st—**Joscelyn Barenaba, Roy**; 2nd—Denaya Dyke, Bonney Lake; 3rd—Madison Robbins, Lakebay

Grades 9-10: 1st—Lindsey Langham, Lakewood; 2nd—Joshua Kim, DuPont; 3rd—**Layla Stennett, Spanaway**

Grades 11-12: 1st—Jacob Million, Steilacoom; 2nd—Jordan Hayward, Puyallup; 3rd—Jennifer Oh, University Place

Drawing Winners

Grades 7-8: 1st—Mariah Schauf, Bonney Lake; 2nd—**Adrienne Redman, Ashford**; 3rd—Kali Ofield, Puyallup

Grades 9-10: 1st—Angelina Cruz, Gig Harbor; 2nd—Hunter Tichy, Port Orchard; 3rd—**Trinity Travis, Roy**

Grades 11-12: 1st—**Addeline Piippo, Graham**; 2nd—Madison Sternod, Lakewood; 3rd—Hannah Davis, Bonney Lake

View the winning entries at expressions.pcls.us and in copies of the winners' booklet available at Pierce County Libraries, as well as in the winning students' school libraries.

Read, earn prizes and learn about the universe with Pierce County Library

TACOMA – Adventure out of this world with the Pierce County Library System's Summer Reading Program, A Universe of Stories. Inspired by the 50th anniversary of the July 1969 moon landing, the Library will host a series of space-themed events and activities to boost learning and enjoyment during the summer months.



"Many children experience the summer slide, which means they lose some of their learning and literacy skills during the summer months," said Pierce County Library Executive Director Georgia Lomax. "With our Summer Reading Program, we help children glide successfully through the summer into fall and retain their learning and literacy while having fun as they continue to build literacy skills all summer."

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

Participants may also read down their fines. After reading for 10 hours, every reader will receive a coupon to remove \$5 off of fines they may have for overdue books and materials.

The Summer Reading Program fosters a love of reading for the entire family. The program also offers events for kids, teens and adults, including story times, Science, Technology, Engineering and Math (STEM) activities and magic shows to encourage learning all summer with out of this world fun.

Following is just a glimpse at the many events.

Science Tellers: Aliens: Escape from Earth

Join an action-packed and educational adventure totally out of this world! Listen to an intergalactic story that comes to life. Go behind the scenes of the special effects and recreate the science experiments. Ages 3-18.

- Wednesday, July 17, 11 a.m., Graham Pierce County Library, 9202 224th St. E.

- Thursday, July 18, 1 p.m., South Hill Pierce County Library, 15420 Meridian E.

Teen Escape Rooms

Escape in a mental and physical adventure and solve a series of puzzles and riddles from clues, hints and strategy. Designed for teens grades 6-12. Register online at piercecountylibrary.org/calendar or contact the host Library for more information.

Adult Escape Rooms

Challenge mental and physical skills and escape in an adventure and solve a series of puzzles and clues. Register online at piercecountylibrary.org/calendar or contact the library for more information.

The Library System has declared 2019 A Year of Reading. Reading offsets the pressures of daily life and helps people relax. A Year of Reading includes the Summer Reading Program as well as Pierce County READS—a community event where everyone reads the same book at the same time, author visits, personal reading shoppers in libraries and online through the My Next Read service, e-newsletters with reading recommendations, Read to a Dog to build children's reading skills, and other ways to engage and connect with reading.

Find out more about the Summer Reading Program, how to earn prizes, and register at summerreading.pcls.us.

About Pierce County Library System

The nationally acclaimed Pierce County Library System serves 603,000 people throughout Pierce County with 20 libraries and online services, movies and other materials, each year. Pierce County Libraries are located at Eatonville, Graham and other locations.

Friends of the Key Center Library hold annual meeting

BY HUGH MCMILLAN
Contributing Writer

Ann Campy, new president of Friends of the Key Center Library, said she "was truly grateful to see so many Friends members at our annual membership meeting on Thursday, May 31st. It was a great beginning to our new FOKCL year. We welcomed three new board members, and our entire board is looking forward to an exciting year of supporting our library and the community it serves."

Dean Carrell, director of the Pierce County Library Foundation, addressed the attendees, remarking, "The Pierce County Library Foundation and the Friends of the Key Center Library have much in common. Their joint belief in the power of our public libraries is demonstrated through strategic advocacy within the community and through strategic financial support of the library."

"Because of these shared efforts, they impact literacy levels of all kinds (reading, digital, financial, etc.) for the benefit of every person, business and

organization in Key Center and Pierce County. What will further success look like moving forward? Continued imagining, conversation and collaboration, all focused on the important role our public library plays within our community."

His remarks were greeted with enthusiastic applause.

Campy emphasized that the theme of the dinner meeting was "Learn What Your Library Can Do For You and What You Can Do For Your Library."

Several Pierce County library employees gave speeches on all the programs and benefits the library offers and how organizations and individuals can help the library serve the community.

"I attended this, my first

Friends of the Key Center Library membership meeting," Debbie Perez said. "The warm welcome from everyone was appreciated. I was elected to the board as a member at-large, which was jokingly referred to as 'whatever nobody else wants to do' by president Ann Campy. I look forward to being an active member of the Friends of the Key Center Library and getting to know everyone better."

The mission of the Friends of the Key Center Library is to support and promote our wonderful Key Center Library, said Campy.

"We raise funds, organize free, fun and informative programs and help the library fill special needs. We welcome new members and volunteers," she said.

Want to learn more? Email friends@keycenterlibrary@gmail.com. Also, visit FOKCL on Facebook at Friends of the Key Center Library to learn more about library programs.

Dean Carrell can be reached at 253-548-3456 or email at dcarrell@piercecounitylibrary.org.



HUGH MCMILLAN Contributing writer

Happy, hungry members of Friends of the Key Peninsula Library at the group's annual appreciation night dinner May 30 at the library.

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PHOTOS BY HUGH MCMILLAN Contributing writer

THOUSANDS ATTEND MARITIME GIG FESTIVAL

The Pierce County Library System was on hand at Saturday's Maritime Gig Festival to show how easy it is to borrow books, audio books, video movies and advice for free. Thousands descended on Gig Harbor for the annual festival and parade.



Harbor WildWatch showed its stuff in a collection of costumes for all ages.



The Key Peninsula Middle School marching band participated in the grand parade.

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 Pierce County Library System & Foundation

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feature

Let's Go to the Library!

continued from page 17

Beloved Lake City children's librarian Nancy Pew (or Nancy P., as she's known) greets young patrons by name, helps them choose books and oversees a range of creative events, from family story times to craft extravaganzas.

She's also just as likely to be visiting a community event, daycare program or running a library stand at the weekly farmers market — always making connections with families to help make the library their own. "I hope that [community members] have a sense that this is their library," says Pew. "I want people to express themselves. I'm here to fill in the gaps."

Originally from Mexico, Lake City community member Peggy Hernandez (disclosure: she's a friend) has attended branch events with her husband and three children for years. She now works with Pew on creating culturally relevant events at the library, and is co-organizer of a community group called Lake City Collective, which uses library spaces to conduct its meetings.



Just 'Dewey' It:

12 Amazing Library Services to Check Out This Summer

Where can you learn a language, experiment with science, watch a movie, listen to an audiobook, watch an opera preview, snag an aquarium ticket, learn to use a 3-D printer and borrow a pass to go hiking in a state park?

If you've been studying up, you know the answer: your local library, of course! Here are 12 services that will make your family's summer even more fun. Find out more at parentmap.com/librarycool.

READING PROGRAMS. The variety of summer programs offered by libraries — ranging from reading challenges to concerts to Minecraft classes to STEM fun — seems to increase every year. This year, while planned summer programs at a number of Puget Sound-area libraries have a space theme ("A Universe of Stories") in honor of the 50th anniversary of the Apollo 11 moon landing, the Seattle Public Library is pioneering a nature-focused summer reading theme of "Explore Your World," in partnership with Woodland Park Zoo. Check your library's website for details on its summer programs.

BOOKS ON BIKES. You've heard about a bookmobile, but what about a bikemobile? This summer, three Seattle Public Library "Books on Bikes" trailers will offer a range of library services at outdoor locations.

AUDIOBOOKS. Cancel that Audible account and start using your library to stock your audiobook collection — every road-tripping family's best friend. The Libby app (libbyapp.com) makes accessing OverDrive's huge library of audiobooks (overdrive.com) super simple.

ENTERTAINMENT. By using your library card to access services such as Hoopla (hoopladigital.com), Kanopy (kanopy.com) and OverDrive, you and your family can stream hundreds of movies, TV shows, documentaries, newsreels, e-books, comics and much more.

FRESH BOOK PICKS. Want to help your kid push beyond "Captain Underpants" this summer? Fill out a Seattle Public Library "Your Next 5 Books" form (spl.org/programs-and-services) in five minutes and staff will send you a personalized list back. The King County Library System (KCLS) has a similar program called BookMatch (kcls.org/bookmatch). Or just ask a librarian! ▶

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Outdoor Painting Projects That Amp the Art in STEAM



STEAM activities are a great way to keep in the habit of thinking, creating and exploring during summer break. Now that warmer weather is finally here, you can take your projects outside, where the kids can make big(ger) messes, and clean-up is as simple as turning on your garden hose.

Here are three messy-fun art projects to help stimulate summer learning:

Get into the swing of things with pendulum painting. If you've got a large patch of bare driveway, this is the perfect project. With a basic setup that even the most clueless parent can copy, your kids will create mesmerizing swirls, loops and splatters of color while exploring the physics of pendulums. The how-to includes a simple recipe for washable sidewalk paint.

Drop a gravity bomb. Kids love learning about that mysterious thing called gravity, and what better way to teach them than by letting them see it in action? Have the kids stand on a small step ladder or stool for splat art, dropping paint-soaked pom poms down onto a roll of butcher paper, or deposit paint at the top of a mounted canvas with pipettes or spoons and watch it drip down.

Make like a volcano and erupt art. Introduce your kids to this vibrant spin on the old "Mentos and soda" explosion trick to create an eruption of color on canvas. Part of what's cool about this activity is its unpredictability — you don't know how your eruptions are going to spread out on the canvas, and the possibilities of what you could do with the resulting abstract shapes after they dry are endless.

Find tips to get started and discover five more messy *en plein air* art projects that will keep their mental wheels greased all summer long at parentmap.com/messyart.
—Sarah Bradley

out + about



Destination Libraries

continued from page 25

A river runs through it: Renton Library, King County Library System

The most distinctive feature of the King County Library System's Renton branch is that it's built over the Cedar River. The library rests on 12 giant columns on an 80-foot bridge. You can sit by the floor-to-ceiling windows with a book and watch the mallards paddling in the river. Stop by the library during Renton River Days (rentonriverdays.org) in July to watch rubber ducks float downstream, and in early fall to see salmon making their annual migration. Popular events include a Spanish story time ("¡Hora de cuentos!") every Tuesday from 10:30-11 a.m., led by Xiomara Melgar.

PLAY BONUS: The library sits on the edge of Liberty Park, which has a playground, baseball field and skate park. Or bring your bikes for a spin along the Cedar River Trail.

A lodge of a library: Sammamish Library, King County Library System

Find a book and settle into a comfy seat by the fireplace. You might feel like you are at a fancy lodge — one that happens to be stuffed with books. The Sammamish Library is modern, light and bright, with walls of windows and, yes, a glass-enclosed gas fireplace. The children's area is partially corralled by a row of bookcases — helpful if your children tend to be escape artists.

PLAY BONUS: Pack your swim stuff. Next door to the library is a YMCA with a family swimming pool that boasts a two-story waterslide, lazy river and a shallow wading area. The library also abuts a 25-acre, two-level park called Sammamish Commons, which includes a skate park, playground, swings, sand pit and spray park.

Read by the sea: Richmond Beach Library, King County Library System

Set in a Shoreline park with views of Puget Sound, not far from Richmond Beach Saltwater Park, this cozy library can be the first stop in a day of exploring this lovely beach community. Browse the shelves at the library, lunch in the park with a view and then head down to the beach to climb on the driftwood or explore the ship-themed playground in the upper area of the park.

PLAY BONUS: On the weekends, stop by Kruckeberg Botanic Garden (kruckeberg.org) to shop for plants, explore the trails and let the kids climb a unique wooden sculpture.

Berry good reading: Tacoma Public Library, Fern Hill Branch

While Tacoma Public Library's downtown flagship library — which earned a flurry of press earlier this year when Michelle Obama stopped by to chat with a local book club — is worth a visit if you happen to be downtown, this branch library has its own appeal. Located on Tacoma's east side in the charming Fern Hill neighborhood, the branch boasts a robust and colorful children's section, with wooden toys and a dollhouse.

PLAY BONUS: Eat lunch at nearby farm-to-table restaurant Tibbits@FernHill (tibbitsatfernhill.com) or explore Charlotte's Blueberry Park, slated to get a new playground this summer.

Go green: University Place Branch, Pierce County Library System

Opened in 2011, this LEED Silver-certified library is spacious and modern, with large windows to allow in natural light. In addition to the kids' play area, there's a teen zone, a video-editing station, and a job and business center, where parents can brush up their résumés while the kids are exploring.

PLAY BONUS: Head to nearby Chambers Creek Regional Park. It has 2 miles of shoreline, winding trails and the exceptional Playground by the Sound, with sweeping views of the water and mountains. ■

JiuYing Grygiel and Elisa Murray are frequent contributors to ParentMap.

Future Libraries Sumner and Lakewood Library – Q13

Q13 FOX potential new libraries in LWD and SUM story ran June 11, 2019. Sumner Library interview with Georgia Lomax and shows footage of Sumner Library. Story mentions upcoming engagement with the community opportunities this summer.

No link available.