

AGENDA

Regular Meeting of the Pierce County Library System Board of Trustees
October 9, 2019 | 3:30 PM
Lakewood Library | 6300 Wildaire Rd. SW | Lakewood, WA 98499

- | | | | |
|---------|---------|---|--------------------------|
| 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 September 11, 2019, Regular Meeting 2. Approval of September 2019 Payroll, Benefits and Vouchers | |
| 3:40 pm | 05 min. | Board Member Reports | |
| 3:45 pm | 10 min. | Routine Reports | |
| | | <ol style="list-style-type: none"> 1. Fundraising Performance Report, Dean Carrell 2. Metrics Dashboard, Melinda Chesbro 3. August 2019 Financial Report, Cliff Jo 4. Executive Director Report, Georgia Lomax 5. Branch Services Report, Jaime Prothro | |
| 3:55 pm | | Unfinished Business | |
| | 20 min. | <ol style="list-style-type: none"> 1. 2020 Budget and Work Plan, Clifford Jo, Melinda Chesbro, Georgia Lomax <ol style="list-style-type: none"> a. 2020 Budget Strategy and Funding Cycle Overview b. Levy Certificate and Implicit Price Deflator | |
| | 20 min. | <ol style="list-style-type: none"> 2. Policy Updates, Melinda Chesbro and Jaime Prothro <ol style="list-style-type: none"> a. Rules of Conduct b. Exclusion from Library Services | Action
Action |
| 4:35 pm | 10 min. | New Business | |
| | | <ol style="list-style-type: none"> 1. Proposed 2020 Board Meeting Schedule | |
| 4:45 pm | 20 min. | Board Education and Service Reports | |
| | | <ol style="list-style-type: none"> 1. Lakewood Library and Community Presentation, Lakewood Branch Leadership
<i>(Library tour will take place after adjournment)</i> | |
| 5:05 pm | 05 min. | Officers Reports | |
| | | <ol style="list-style-type: none"> 1. National Friends of the Library Proclamation 2. IRS Tax Form 990 3. Buckley Library Site Evaluation Update 4. Summer Reading Report 5. Future Libraries Public Engagement 6. eBook Campaign Impacts 7. University Place Deed of Trust Reconveyance | |
| 5:10 pm | 02 min. | Announcements | |
| | | Pierce County Makerfest will be held Saturday, November 2, 2019, from 10 AM – 3 PM, at the Washington State Fair Events Center AgriPlex, located at 110 9 th Avenue SW, Puyallup. | |
| 5:12 pm | | Adjournment | |

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – OCTOBER 9, 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 Daren Jones, Monica Butler, Pat Jenkins and Jamilyn Penn.

PUBLIC COMMENT

City of Lakewood Councilmember Michael Brandstetter appreciates the Board's focus on the many communities in Pierce County, and the Library's recent efforts to solicit feedback about new libraries through the public engagement survey. He frequently hears about the public's appreciation of library staff and their expertise.

CONSENT AGENDA

1. Approval of Minutes of the September 11, 2019, Regular Meeting
2. September 2019 Payroll, Benefits and Vouchers totaling \$2,736,432.12

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

ROUTINE REPORTS

August 2019 Financial Report – Finance and Business Director Cliff Jo reported the Library recently received the second of two E-rate reimbursements, as well as today received the fourth-quarter payment. Discussion ensued about the future of E-rate reimbursements.

Unfinished Business

2020 Budget and Work Plan, 2020 Budget Strategy and Funding Cycle Overview – Ms. Lomax reviewed the three phases in the newly developed multi-year funding cycle approach that is central to the Library's stable, sustainable funding strategy for delivering library services for at least five years, noting a different process is needed to set a budget when it is not driven exactly by the projected revenue each year. By adjusting the Library's fiscal management strategy and making careful choices and investments, the Library anticipates the recent levy lid lift and development of a sustainability fund will support an 8-10 year funding cycle. Ms. Lomax noted the Library is currently in the transitional period of the new multi-year funding cycle. "Year 0" is a time of stabilizing and catch-up.

There was discussion about what influences the length of the funding cycle. The Library will regularly evaluate elements and strategy that impact the cycle, including during each budgeting process.

The Board expressed appreciation for the long-range approach, prudent work and thinking, and the responsible stewardship of public funds to develop budgets based on the strategic plan and services the community values.

Levy Certificate and Implicit Price Deflator – Mr. Jo stated that the implicit price deflator does not apply this year.

Policy Updates, Rules of Conduct/Exclusion from Library Services – Customer Experience Director Jaime Prothro presented drafts incorporating the Board's discussion at the September meeting, including strengthening the Library's position for zero tolerance of discriminatory behaviors, and revisions to issuance of a permanent trespass. The policy has been reviewed by legal counsel.

Ms. Butler moved to approve the Library Rules of Conduct policy as presented. Mr. Jones seconded the motion and it passed.

Mr. Jones moved to approve the Exclusion from Library Services policy as presented. Ms. Penn seconded the motion and it passed.

NEW BUSINESS

Proposed 2020 Board Meeting Schedule – The Board discussed the proposed schedule and asked that the November 2020 meeting be held the third week, as Veteran’s Day holiday falls on the regular meeting date.

BOARD EDUCATION AND SERVICE

Lakewood Library and Community Presentation – Ms. Prothro introduced Jill Merritt, Supervising Librarian of the Lakewood branch who welcomed the Board and thanked them for visiting. Ms. Merritt shared the history of the branch and provided information about the Lakewood community.

Lakewood staff introduced themselves and each provided information about their work and its positive impact on the community. Patrick Rayment, Adult Services Librarian, noted AS weekly drop-in tech plus adult services programs and reference services are popular; Youth Services Librarians Seung Kang and Michelle Angell said they feel fortunate in serving diverse communities. Ms. Angell expressed appreciation for the Board and thanked the Friends group for their ongoing support. Elise Bodell, Teen Services Librarian, likes the spirit of collaboration and the Library’s support for youth and families.

Bob Estrada, president of Friends of Lakewood Library, thanked the board for coming. He provided a brief history of the Friends, and he attributes their success to the many volunteers who enjoy supporting and promoting the Library.

The Board thanked Mr. Estrada and the Friends in attendance.

OFFICERS REPORTS

National Friends of the Library Week Proclamation – Chair Allen read the proclamation. He commented that it is the Friends and the Foundation that make us a great library.

Future Libraries Public Engagement – Ms. Lomax reported BERK Consulting will present their final report and recommendations to the Board at the study session on October 21, 2019.

The capital fundraising feasibility study is still underway, and the Barsness Group will present their findings and recommendations to the Board in November.

ANNOUNCEMENTS

Pierce County MakerFest will be held Saturday, November 2, 2019, from 10 AM – 3 PM, at the Washington State Fair Events Center AgriPlex, located at 110 9th Avenue SW, Puyallup

ADJOURNMENT

The meeting was adjourned at 4:53 pm on motion by Mr. Jenkins, seconded by Ms. Butler.

Georgia Lomax, Secretary

Rob Allen, Chair

AGENDA

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| 5:12 pm | | Adjournment | |

Consent Agenda

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – SEPTEMBER 11, 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 Daren Jones, Monica Butler, Pat Jenkins and Jamilyn Penn.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

1. Approval of Minutes of the August 14, 2019, Regular Meeting
2. August 2019 Payroll, Benefits and Vouchers totaling \$2,680,996.40

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

ROUTINE REPORTS

July 2019 Financial Report – Finance and Business Director Cliff Jo reported the Library received the first of two E-rate reimbursements in the amount of \$89,234.36.

Executive Director Report – Trustees viewed a video segment on the Library's Job+Business Center that will air on KBTC and be featured in the PBS program "Journey to Jobs". KBTC will begin airing the five-minute video on September 16, 2019, leading into the full hour-long program airing October 8, 2019, at 9 pm.

Unfinished Business

Future Libraries Project – Ms. Lomax noted the public engagement phase of the project is nearly complete and results will be shared with the Board in October. The results of the capital fundraising feasibility study will be presented in November. At that time, the Board will decide whether or not to move into a planning phase, which will include preliminary building design work and public input.

Capital Fundraising Feasibility Study – Foundation Director Dean Carrell introduced Kristin Barsness and Natalie Lamberjack of The Barsness Group, who gave an overview of the study process and goals. They are assessing the level of support and timing for potential new libraries in Lakewood, Tillicum and Sumner.

A Study Task Force met in August for the first of two sessions. During the first meeting, the community leaders provided input and guidance on the case statement and study. Task Force members are Donna Albers, John Folsom, Mike Harle, Holly Bamford-Hunt, Kathryn McCarthy, and Bill Pugh.

Interviews are currently being scheduled with current donors and supporters, regional foundations, and business and community leaders in Sumner and Lakewood to gather their opinions, perspective and advice to help determine a realistic fundraising goal, timeline and plan.

The Barsness Group will present their findings and recommendations to the Trustees in November.

NEW BUSINESS

2020 Budget and Work Plan – Mr. Jo reported the Library will present an estimated 2020 budget in October, a draft budget in November and the final balanced budget in December. He provided an overview of the key elements that will impact the budget.

Policy Updates – Rules of Conduct/Exclusion from Library Services – Customer Experience Manager Jaime Prothro presented draft language to update the Rules of Conduct policy and for a new proposed Exclusion from Library Services policy, which outlines the consequences for violating the Rules of Conduct.

The Board discussed due process elements and provided direction for another draft to discuss at a future meeting.

EXECUTIVE SESSION

At 5:10 pm, Mr. Jones moved to recess to Executive Session, per RCW 42.30.110, to discuss personnel matters for approximately 15 minutes. Mr. Jenkins seconded the motion and it was passed. The Session ended at 5:25 pm.

NEW BUSINESS (CONT.)

2020 Executive Director Salary Agreement – *Mr. Jones moved to authorize Chair Allen to implement a salary agreement with the Executive Director for 2019. Ms. Penn seconded the motion and it was passed.*

OFFICERS REPORTS

PLA Conference – Ms. Lomax reminded the Board about the upcoming event and to let her know if they are interested in attending.

Fiscal Accountability Audit – Mr. Jones volunteered to represent the Board for this year’s entrance and exit interviews.

ANNOUNCEMENTS

Pierce County Reads: A Year of Reading Series 3 author event, featuring *There There* by Tommy Orange, will be held at the Rialto Theater (310 S. 9th St., Tacoma) September 20, 2019, at 6:30 pm. The event is sold out.

The October Board Meeting will be held at the Lakewood Library, located at 6300 Wildaire Rd. SW, Lakewood, WA 98499.

ADJOURNMENT

The meeting was adjourned at 5:40 pm on motion by Ms. Penn, seconded by Mr. Jones.

Georgia Lomax, Secretary

Rob Allen, Chair

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

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	3869 - 3880	9/1/19 - 9/30/19	\$ 11,214.16
Electronic Payments - Payroll & Acct Payable		9/6/19	1,084,949.22
Electronic Payments - Payroll & Acct Payable		9/20/19	826,180.37
Accounts Payable Warrants	630991 - 631098	9/1/19 - 9/30/19	814,088.37
Total:			<u>\$ 2,736,432.12</u>

As of 10/1/2019

Check History Listing
Pierce County Library System

Check #	Bank	Date	Paid to	Status	Can/Vd Date	Pay Period Dates	Dir Dep	Amount
3869	key	09/06/2019	VAT, VOUN			08/16/19 - 08/31/19	0.00	661.24
3870	key	09/06/2019	PUDELEK, RACHEL			08/16/19 - 08/31/19	0.00	1,381.17
3871	key	09/06/2019	FERGUSON, LUCIE			08/16/19 - 08/31/19	0.00	2,023.67
3872	key	09/06/2019	DISNEY, SUMMER			08/16/19 - 08/31/19	0.00	1,570.59
3873	key	09/06/2019	CHAPMAN, TAMI			08/16/19 - 08/31/19	0.00	2,102.55
3874	key	09/06/2019	HENEGHEN, KYLE			08/16/19 - 08/31/19	0.00	1,213.13
3875	key	09/20/2019	BEAMON, COCOA			09/01/19 - 09/15/19	0.00	234.51
3876	key	09/20/2019	OLSON, TARA			09/01/19 - 09/15/19	0.00	253.93
3877	key	09/20/2019	PLAVETSKY, ADRIANNA			09/01/19 - 09/15/19	0.00	221.16
3878	key	09/20/2019	RODGERS, KRISTINE			09/01/19 - 09/15/19	0.00	304.96
3879	key	09/20/2019	CAMPBELL, ROBIN			09/01/19 - 09/15/19	0.00	300.44
3880	key	09/20/2019	TODD, MELISSA			09/01/19 - 09/15/19	0.00	946.81
Total:							0.00	11,214.16

Checks in report: 12

Grand Total: 0.00 11,214.16

Ad-hoc bank transaction (Withdrawal)

PCL_Company

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

Contact Name: Stacy Karabotsos
 Contact Phone: 253-548-3451
 Contact e-mail: sdkarabotsos@piercecountylibrary.org
 Comments: 9/06/19 Payroll

Withdrawal Date: 09/06/19

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	65,773.88
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	55,069.22
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	55,069.22
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	508,809.18
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	11,517.43
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	57,507.66
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	93,010.25
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	6,014.43
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	1,177.85
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	-
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	-
PCL_Company	AWC (only on 6th paycheck)	237100	CC_Library_District	697-00	5100000	228,970.94
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	
PCL_Company	WA State Support Registry	237100	CC_Library_District	697-00	5100000	2,029.16
Total Deposit						\$ 1,084,949.22

Certification:

Stacy Karabotsos
 Signature (Department Designee)

09/04/19
 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: 9/20/19 Payroll

Withdrawal Date: 09/20/19

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	61,569.85
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	52,570.02
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	52,570.02
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	492,505.83
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	11,551.40
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	54,602.79
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	87,988.22
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	6,014.43
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	1,077.85
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	1,000.00
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	207.05
PCL_Company	AWC (only on 6th paycheck)	237100	CC_Library_District	697-00	5100000	-
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	2,495.46
PCL_Company	WA State Support Registry	237100	CC_Library_District	697-00	5100000	2,027.45
Total Deposit						\$ 826,180.37

Certification:

Stacy Karabotsos
 Signature (Department Designee)

09/18/19
 Date

Comments:

Check History Listing
Pierce County Library System

Bank code: key

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
630991	09/01/2019	005862 ELITE PROPERTY INVESTMENTS LLC		10,941.84
630992	09/01/2019	000765 GOVERNMENT FINANCE OFFICERS AS		450.00
630993	09/01/2019	006331 SURPRISE LAKE SQUARE LLC		9,317.55
630994	09/06/2019	000828 AFSCME AFL-CIO		13,054.81
630995	09/06/2019	004782 DEPARTMENT OF EDUCATION AWG		215.08
630996	09/06/2019	003985 PACIFICSOURCE ADMINISTRATORS		1,862.67
630997	09/06/2019	001181 PIERCE CTY LIBRARY FOUNDATION		728.99
630998	09/06/2019	006555 SOCIAL SECURITY ADMINISTRATION		143.39
630999	09/06/2019	000363 OVERALL LAUNDRY SERV. DBA ARAMARK UNII		21.98
631000	09/06/2019	007108 BARBARA B BENEPE		100.00
631001	09/06/2019	006577 CATALYST WORKPLACE ACTIVATION		869.73
631002	09/06/2019	000182 CHUCKALS INC		1,562.34
631003	09/06/2019	000895 COLUMBIA BANK		250.60
631004	09/06/2019	003311 DEPT OF LABOR & INDUSTRIES		415.40
631005	09/06/2019	007483 EMBODIED ASTROLOGY		2,250.00
631006	09/06/2019	006935 EMILY'S PAPERWORKS		2,150.00
631007	09/06/2019	005283 E-RATE EXPERTISE INC		1,050.00
631008	09/06/2019	006478 EVERGREEN MAINT LANDSCAPING		5,219.51
631009	09/06/2019	000796 FLOHAWKS		1,904.31
631010	09/06/2019	007482 GALLUCCIS CATERING		530.82
631011	09/06/2019	000805 GORDON THOMAS HONEYWELL LLP		701.00
631012	09/06/2019	006875 GRAY MEDIA PRODUCTIONS LLC		2,235.00
631013	09/06/2019	004919 LOYOLA MARYMOUNT UNIVERSITY		35.00
631014	09/06/2019	006646 METCALF ELECTRIC INC		4,211.37
631015	09/06/2019	001139 METROPOLITAN PARK DIST OF TACO		740.00
631016	09/06/2019	001345 MICHAEL'S CUSTOM UPHOLSTERY		472.57
631017	09/06/2019	001371 MOUNTAIN MIST		45.03

Check History Listing
 Pierce County Library System

Bank code: key

Check #	Date	Vendor	Status	Check Total
631018	09/06/2019	001299 MULTNOMAH CTY LIBRARY		26.99
631019	09/06/2019	003985 PACIFICSOURCE ADMINISTRATORS		315.44
631020	09/06/2019	006026 PAPERROLLS-N-MORE.COM		1,061.84
631021	09/06/2019	005417 RICOH USA INC		2,930.01
631022	09/06/2019	007167 JENNY LYNN SOUSA		560.00
631023	09/06/2019	005827 SPRAGUE PEST SOLUTIONS		235.30
631024	09/06/2019	000497 TILlicum COMMUNITY SERVICE CEN		1,808.59
631025	09/06/2019	001767 WALTER E NELSON OF WESTERN WAS		2,113.37
631026	09/06/2019	000534 WCP SOLUTIONS		1,630.05
631027	09/06/2019	001655 WESTERN WASHINGTON FAIR ASSOC		2,000.00
631028	09/06/2019	007468 RAHMAN BARIKA		1,200.00
631029	09/10/2019	000830 BAKER & TAYLOR		51,924.38
631030	09/10/2019	007488 STEPHEN BECKER		86.45
631031	09/10/2019	000242 BUCKLEY CITY OF		528.82
631032	09/10/2019	002432 ROBERT E CARLSON		27.85
631033	09/10/2019	000161 CENGAGE LEARNING		1,626.08
631034	09/10/2019	000847 CENTER POINT PUBLISHING		135.42
631035	09/10/2019	007444 FAIRVEGA LIBRARY SERVICES		316.51
631036	09/10/2019	000195 FIRGROVE MUTUAL WATER CO		459.00
631037	09/10/2019	000243 INGRAM LIBRARY SERVICES		931.61
631038	09/10/2019	001643 LINGO		130.84
631039	09/10/2019	007489 CINDY LUCAS		21.99
631040	09/10/2019	000352 MIDWEST TAPE	V	0.00
631041	09/10/2019	000352 MIDWEST TAPE	V	0.00
631042	09/10/2019	000352 MIDWEST TAPE		29,796.41
631043	09/10/2019	007443 PAN ASIAN PUBLICATIONS (USA)		992.08
631044	09/10/2019	000370 PIERCE COUNTY		2,279.13
631045	09/10/2019	000377 PUGET SOUND ENERGY		1,885.48

Check History Listing
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Bank code: key

Check #	Date	Vendor	Status	Check Total
631046	09/10/2019	000451 SEATTLE TIMES SEATTLE PI		180.20
631047	09/10/2019	000460 STEILACOOM TOWN OF		2,079.60
631048	09/10/2019	000541 STATE OF WASHINGTON		596.96
631049	09/11/2019	007303 EDWIN RAVINA		100.00
631050	09/11/2019	004022 US BANK		367,698.00
631051	09/20/2019	003778 AFLAC		5,082.84
631052	09/20/2019	001578 COLONIAL SUPPLEMENTAL INSURANC		576.88
631053	09/20/2019	004782 DEPARTMENT OF EDUCATION AWG		198.26
631054	09/20/2019	003985 PACIFICSOURCE ADMINISTRATORS		1,862.67
631055	09/20/2019	001181 PIERCE CTY LIBRARY FOUNDATION		728.99
631056	09/20/2019	006555 SOCIAL SECURITY ADMINISTRATION		132.18
631057	09/20/2019	000363 OVERALL LAUNDRY SERV. DBA ARAMARK UNII		21.98
631058	09/20/2019	006146 ELISE BODELL		61.47
631059	09/20/2019	007486 RICK CASSON		50.00
631060	09/20/2019	006999 CIS		940.00
631061	09/20/2019	001780 CITY OF UNIVERSITY PLACE		120,000.00
631062	09/20/2019	006873 DATA QUEST LLC		531.50
631063	09/20/2019	003721 DEEP ROOTED MUSIC LLC		2,640.00
631064	09/20/2019	007383 DEPT OF ENTERPRISE SERVICES		790.00
631065	09/20/2019	007068 DISCOVER THIS HANDS ON SCIENCE		435.00
631066	09/20/2019	005081 EHS-INTERNATIONAL INC		2,412.50
631067	09/20/2019	007439 ELIZABETH HARBURG		400.00
631068	09/20/2019	003704 INSECT SAFARI		250.00
631069	09/20/2019	007442 NGA LE		300.00
631070	09/20/2019	007072 LITTLE MAPLE LEAF PRODUCTIONS		900.00
631071	09/20/2019	007379 CAROLYN LONG		100.00
631072	09/20/2019	007490 RON MALLORY		200.00
631073	09/20/2019	004674 MCHUGH MANAGEMENT CONSULTING	V	4,077.83

Check History Listing
 Pierce County Library System

Bank code: key

Check #	Date	Vendor	Status	Check Total
631074	09/20/2019	000360 OCLC INC		4,107.34
631075	09/20/2019	003985 PACIFICSOURCE ADMINISTRATORS		176.00
631076	09/20/2019	007001 PETER ALI		325.00
631077	09/20/2019	000857 PIERCE COUNTY RECYCLING		115.77
631078	09/20/2019	005417 RICOH USA INC		4,534.07
631079	09/20/2019	005417 RICOH USA INC		2,885.51
631080	09/20/2019	007492 SCIENCE TELLERS		2,190.00
631081	09/20/2019	005827 SPRAGUE PEST SOLUTIONS		202.20
631082	09/20/2019	000470 TACOMA PUBLIC LIBRARY		5.95
631083	09/20/2019	000487 TACOMA RUBBER STAMP		25.55
631084	09/20/2019	003719 UNIQUE MANAGEMENT SERVICES		1,020.30
631085	09/20/2019	005679 CIVIC BUILDING UNIVERSITY PLACE		48,028.00
631086	09/20/2019	001767 WALTER E NELSON OF WESTERN WAS		1,346.58
631087	09/20/2019	007304 WISE CRAFT LLC		250.00
631088	09/23/2019	000830 BAKER & TAYLOR		30,273.75
631089	09/23/2019	000161 CENGAGE LEARNING		2,363.16
631090	09/23/2019	005300 DANGER ROOM COMICS LLC		1,602.83
631091	09/23/2019	000093 EBSCO		3.64
631092	09/23/2019	000243 INGRAM LIBRARY SERVICES		183.56
631093	09/23/2019	000352 MIDWEST TAPE	V	0.00
631094	09/23/2019	000352 MIDWEST TAPE	V	0.00
631095	09/23/2019	000352 MIDWEST TAPE		30,470.04
631096	09/23/2019	000377 PUGET SOUND ENERGY		1,915.25
631097	09/23/2019	000463 SUMMIT WATER & SUPPLY CO		2,201.39
631098	09/23/2019	007494 RAELENE YEPEZ		12.99
key Total:				814,088.37

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>
108 checks in this report			Total Checks:	814,088.37

Routine Reports



Fundraising Performance Report

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



Support Type

Unrestricted	Restricted	In Kind	Total
\$142,839	\$59,671	\$85,568	\$288,077

Memor Society

Reflected when received

Goal = 12 New Members

Endowment

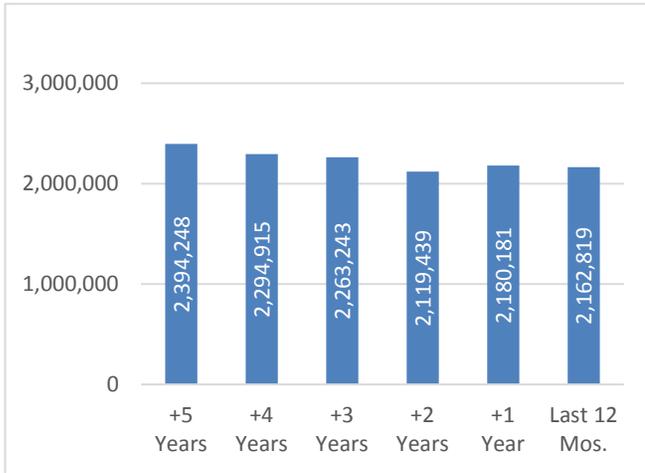
Gifts reflected when received

Capital

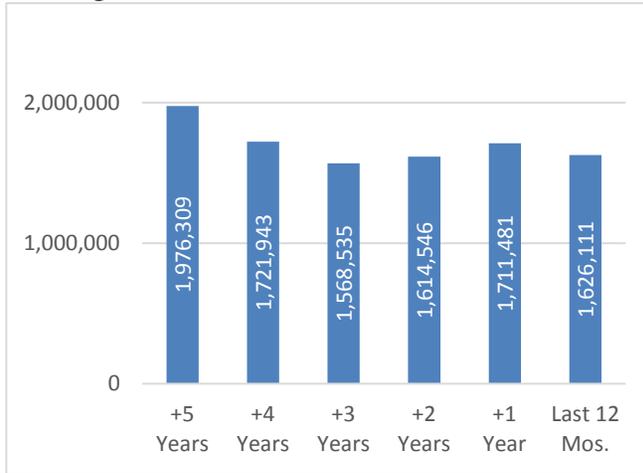
Gifts reflected when received

Customers / Visits - August 2019

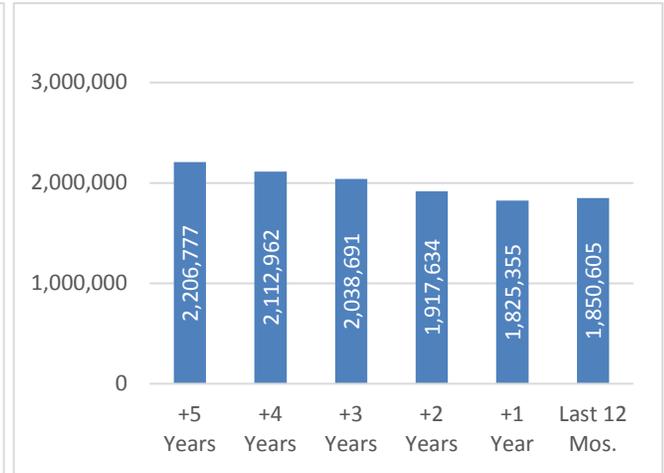
Branch Visits



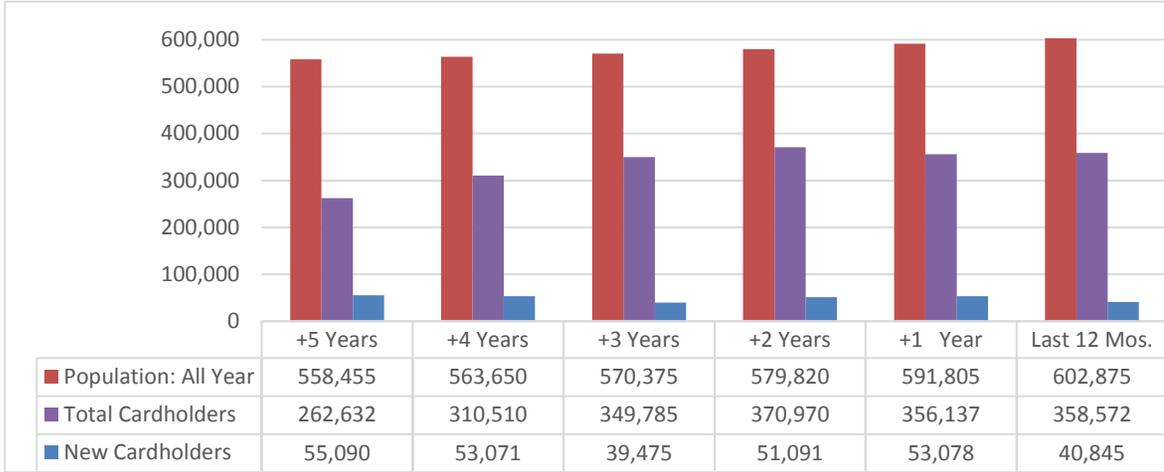
Catalog Visits



Website Visits



PCLS Cardholder Statistics



August and Rolling 12-Month Comparison

	August 2019	Rolling Last 12 Months	+1 Year	% Change Year Over Year
Branch Visits	189,733	2,162,819	2,180,181	-0.8%
Catalog Visits	137,653	1,626,111	1,711,481	-5.0%
Public Website Visits	163,211	1,850,605	1,825,355	1.4%

Technology

	August 2019	Rolling Last 12 Months	+1 Year	% Change Year Over Year
PC/Laptop Sessions	30,154	337,927	394,140	-14.3%
Wi-Fi Sessions	81,771	1,038,840	864,720	20.1%

Public Spaces Usage

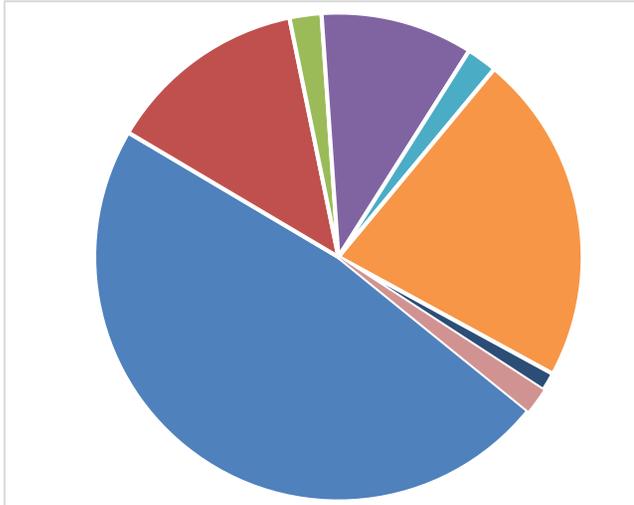
	August 2019	Rolling Last 12 Months
# of Public Meeting Uses	910	11,143
# of Attendees	9,822	134,889

Please Note:

PCLS switched to the new Communico platform for managing public meeting room scheduling in April of 2018. Because of this change, there is insufficient data for a +1 Year comparison.

Collection Use - August 2019

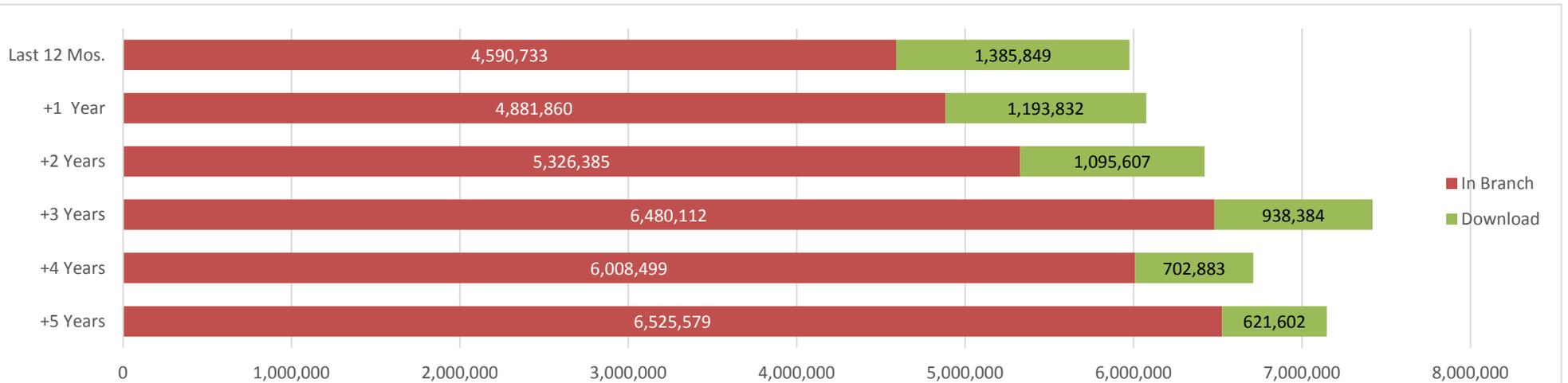
Checkouts By Format - August 2019



Data Table

Categories	July 2019	August 2019	% of Total August Checkouts	Rolling Last 12 Months	+1 Year	% Change Year Over Year
Books	276,592	248,396	47.67%	2,793,834	2,897,047	-3.56%
E-Books	67,814	69,160	13.27%	771,290	706,565	9.16%
AudioBooks (Disc)	11,629	11,020	2.11%	133,463	158,046	-15.55%
AudioBooks (Digital)	50,358	52,647	10.10%	534,824	427,461	25.12%
Music CDs (Disc)	11,161	10,574	2.03%	136,146	164,362	-17.17%
DVDs	120,382	114,189	21.91%	1,414,644	1,526,559	-7.33%
Magazines (Print)	6,345	6,389	1.23%	75,004	83,447	-10.12%
Magazines (Digital)	6,433	8,680	1.67%	79,735	35,923	121.96%
Totals:	550,714	521,055	100.00%	5,938,940	5,999,410	-1.01%

Collection Checkouts



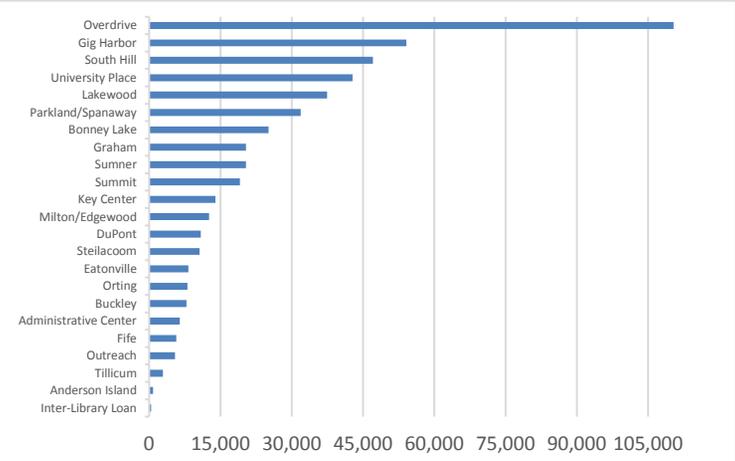
Historical Data Reporting

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 all other provides, for all years reported.

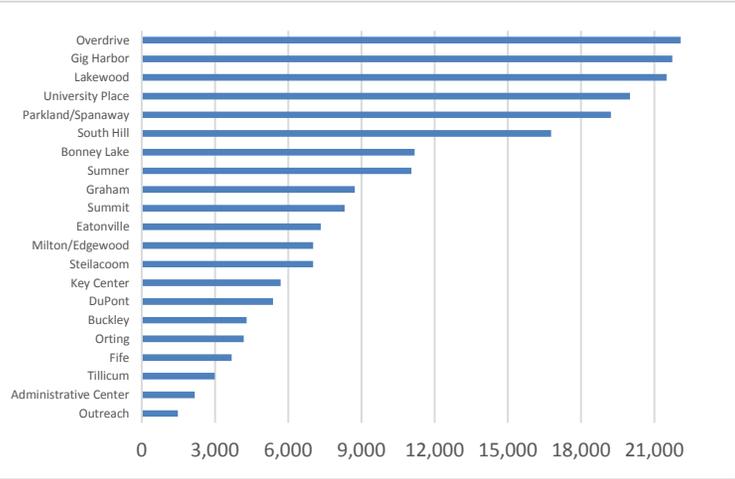
Activity - August 2019

Location	Checkouts				Visitors**			
	Aug.2019	Last 12 Mo.	+1 Year	% Change	Aug. 2019	Last 12 Mo.	+1 Year	% Change
Administrative Center	6,414	70,304	70,701	-0.6%	2,171	30,296	39,786	-23.9%
Anderson Island	825	16,401	2017 #s in Outreach		No Door Counter for Anderson Island			
Bonney Lake	25,130	271,660	276,132	-1.6%	11,181	117,538	114,552	2.6%
Buckley	7,839	89,772	87,844	2.2%	4,299	47,210	44,961	5.0%
DuPont	10,840	119,916	122,189	-1.9%	5,381	52,538	52,618	-0.2%
Eatonville	8,243	107,138	107,922	-0.7%	7,333	81,418	75,418	8.0%
Fife	5,710	68,038	76,125	-10.6%	3,677	40,204	49,208	-18.3%
Gig Harbor	54,116	636,252	679,223	-6.3%	21,739	229,333	248,033	-7.5%
Graham	20,374	243,164	250,431	-2.9%	8,727	96,179	98,243	-2.1%
Inter-Library Loan	387	5,012	5,806	-13.7%	No "visitors" for Inter-Library Loan			
Key Center	13,965	159,932	166,012	-3.7%	5,691	70,768	64,726	9.3%
Lakewood	37,479	454,702	516,573	-12.0%	21,501	274,345	252,755	8.5%
Milton / Edgewood	12,633	148,896	148,551	0.2%	7,023	78,021	77,521	0.6%
Orting	8,043	90,384	94,800	-4.7%	4,178	46,223	53,398	-13.4%
Overdrive	121,807	1,306,114	1,134,026	15.2%	22,466	251,772	198,091	27.1%
Outreach	5,457	50,254	73,630	-31.7%	1,482	11,887	16,459	-27.8%
Parkland / Spanaway	31,916	378,749	407,629	-7.1%	19,223	249,535	209,084	19.3%
South Hill	47,087	553,337	596,097	-7.2%	16,769	179,956	196,316	-8.3%
Steilacoom	10,577	118,355	119,112	-0.6%	7,019	90,464	77,042	17.4%
Summit	19,135	229,757	245,412	-6.4%	8,304	90,876	102,400	-11.3%
Sumner	20,342	238,380	252,533	-5.6%	11,044	125,934	133,002	-5.3%
Tillicum	2,921	32,089	34,911	-8.1%	2,989	34,674	39,800	-12.9%
University Place	42,774	508,241	546,957	-7.1%	20,002	215,420	234,859	-8.3%
Total	514,014	5,896,847	6,012,616	-1.9%	212,199	2,414,591	2,378,272	1.5%

August Checkouts



August 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				
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 August 31, 2019

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

General Fund

August

- **36720. Includes several Friends reimbursements for a number of projects.**
- **36998. The Erate reimbursements that had been withheld by USAC earlier this year have been released. We received notice of the two withheld Erate reimbursements for 2018 Q3 and Q4. Q3's \$89,234.36 is recorded in September and Q4's \$90,325.93 will be recorded in October. This restores the full amounts withheld.**
- **54501. Includes the semiannual payment for the Library's portion of the UP Civic Center costs. The invoice was recorded in August (payment is made in September).**

July

- 53505. Includes annual renewal for Polaris Catalog system.
- 54800. Moved vehicle repairs from General Fund to Capital Fund.
- 59700. Per Board approval, conducted the Capital Fund transfer.

April – June (Quarter 2)

- 53505. Includes annual renewal for Polaris Catalog system.
- 54103. Includes annual renewal for Microsoft Premier Consultant contract.
- 00000. This is the total of group budgets for projects that have budgets but are not ready to allocate to specific line items.
- 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.
- 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

August

- **Reconciliation of expenditures and budgets was conducted in September and line items will be distributed accordingly in the September statement of activities.**
- **54103. Includes payment made to Barsness Group for capital campaign funding study.**
- **56200. Includes payment made to City of Orting for the Library's agreed upon share of roof work on the facility.**

July

- 54103. Includes payment to BERK Consulting for Public Engagement project.
- 54901. Includes new membership/subscription to cyber security resources.
- 54805. Moved vehicle repairs from General Fund to Capital Fund.

April – June (Quarter 2)

- 54103. Includes payment to BERK Consulting for Public Engagement project.
- 54100, 56400. Budgets for these will be reallocated in the upcoming months to reflect accurate breakdowns for the PERCY/Munis (HCM/ERP) project.
- 00000. This is the total of group budgets for projects that have budgets but are not ready to allocate to specific line items.

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

August

- **No significant activity.**

July

- No significant activity.

April – June (Quarter 2)

- 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
August 31, 2019**

	GENERAL FUND	SPECIAL PURPOSE FUND	DEBT SERVICE FUND	CAPITAL IMPROVEMENT PROJECTS FUND
ASSETS				
Current Assets				
Cash	\$ 577,105	\$ 3,830	\$ 535	\$ 27,434
Investments	\$ 8,143,000	\$ 1,000,000	\$ 87,000	\$ 2,635,000
Deposits Refundable	\$ -	\$ -	\$ -	\$ -
Total Current Assets	\$ 8,720,105	\$ 1,003,830	\$ 87,535	\$ 2,662,434
TOTAL ASSETS	\$ 8,720,105	\$ 1,003,830	\$ 87,535	\$ 2,662,434
LIABILITIES				
Current Liabilities				
Warrants Payable	\$ 98,418	\$ -	\$ -	\$ 450
Sales Tax Payable	\$ 2,825	\$ -	\$ -	\$ -
Payroll Payable	\$ 148,456	\$ -	\$ -	\$ -
US Bank Payable	\$ -	\$ -	\$ -	\$ -
Total Current Liabilities	\$ 249,699	\$ -	\$ -	\$ 450
TOTAL LIABILITIES	\$ 249,699	\$ -	\$ -	\$ 450
FUND BALANCE				
Reserve for Encumbrances	\$ 778,093	\$ -	\$ -	\$ 561,005
Election Set-Aside		\$ 608,822		
Land/Property/Facility Set-Aside		\$ 630,117		
Unreserved Fund Balance	\$ 7,692,313	\$ (235,109)	\$ 87,535	\$ 2,100,979
TOTAL FUND BALANCE	\$ 8,470,406	\$ 1,003,830	\$ 87,535	\$ 2,661,984
TOTAL LIABILITIES & FUND BALANCE	\$ 8,720,105	\$ 1,003,830	\$ 87,535	\$ 2,662,434
BEGINNING FUND BALANCE, 01/01/19				
	\$ 7,738,394	\$ 1,255,685	\$ 86,171	\$ 1,551,840
YTD Revenue	\$ 22,393,744	\$ 16,517	\$ 1,364	\$ 1,485,255
Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -
YTD Expenditures	\$ (21,661,732)	\$ (268,372)	\$ -	\$ (375,111)
ENDING FUND BALANCE, 08/31/19	\$ 8,470,406	\$ 1,003,830	\$ 87,535	\$ 2,661,984
TAXES RECEIVABLE	\$ 18,445,389	\$ -	\$ (0)	\$ -

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

	<i>HISTORICAL</i> 8/31/2018	<i>HISTORICAL</i> 9/30/2018	<i>HISTORICAL</i> 10/31/2018	<i>HISTORICAL</i> 11/30/2018	<i>HISTORICAL</i> 12/31/2018	<i>HISTORICAL</i> 1/31/2019	<i>HISTORICAL</i> 2/28/2019	<i>HISTORICAL</i> 3/31/2019	<i>HISTORICAL</i> 4/30/2019	<i>HISTORICAL</i> 5/31/2019	<i>HISTORICAL</i> 6/30/2019	<i>HISTORICAL</i> 7/31/2019	<i>CURRENT</i> 8/31/2019
ASSETS													
Current Assets													
Cash	\$ 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	\$ 482,335	\$ 321,593	\$ 577,105
Investments	\$ 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	\$ 13,913,000	\$ 10,453,000	\$ 8,143,000
Deposits Refundable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,019	\$ 25,019	\$ 25,888	\$ -
Total Current Assets	\$ 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	\$ 14,420,353	\$ 10,800,481	\$ 8,720,105
TOTAL ASSETS	\$ 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	\$ 14,420,353	\$ 10,800,481	\$ 8,720,105
LIABILITIES													
Current Liabilities													
Warrants Payable	\$ 6,629	\$ 114,808	\$ 118,663	\$ 160,876	\$ 516,769	\$ 251,432	\$ 79,752	\$ 79,533	\$ 122,578	\$ 125,580	\$ 86,612	\$ 33,290	\$ 98,418
Sales Tax Payable	\$ 2,757	\$ 2,827	\$ 2,703	\$ 2,643	\$ 241	\$ 1,438	\$ 1,967	\$ 1,997	\$ 2,319	\$ 2,516	\$ 2,471	\$ 3,515	\$ 2,825
Payroll Payable	\$ 130,996	\$ 144,004	\$ 111,920	\$ 129,840	\$ 149,007	\$ 124,676	\$ 143,867	\$ 110,110	\$ 130,627	\$ 148,517	\$ 170,543	\$ 126,068	\$ 148,456
Total Current Liabilities	\$ 140,382	\$ 261,639	\$ 233,286	\$ 293,359	\$ 666,017	\$ 377,547	\$ 225,587	\$ 191,639	\$ 255,525	\$ 276,613	\$ 259,626	\$ 162,873	\$ 249,699
TOTAL LIABILITIES	\$ 140,382	\$ 261,639	\$ 233,286	\$ 293,359	\$ 666,017	\$ 377,547	\$ 225,587	\$ 191,639	\$ 255,525	\$ 276,613	\$ 259,626	\$ 162,873	\$ 249,699
FUND BALANCE													
Reserve for Encumbrance	\$ 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	\$ 953,035	\$ 884,939	\$ 778,093
Unreserved Fund Balance	\$ 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	\$ 13,207,692	\$ 9,752,669	\$ 7,692,313
TOTAL FUND BALANCE	\$ 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	\$ 14,160,727	\$ 10,637,608	\$ 8,470,406
TOTAL LIABILITIES & FUND BALANCE	\$ 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	\$ 14,420,353	\$ 10,800,481	\$ 8,720,105
PROPERTY TAXES RECEIVABLE	\$ 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	\$ 18,759,756	\$ 18,640,957	\$ 18,445,389

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

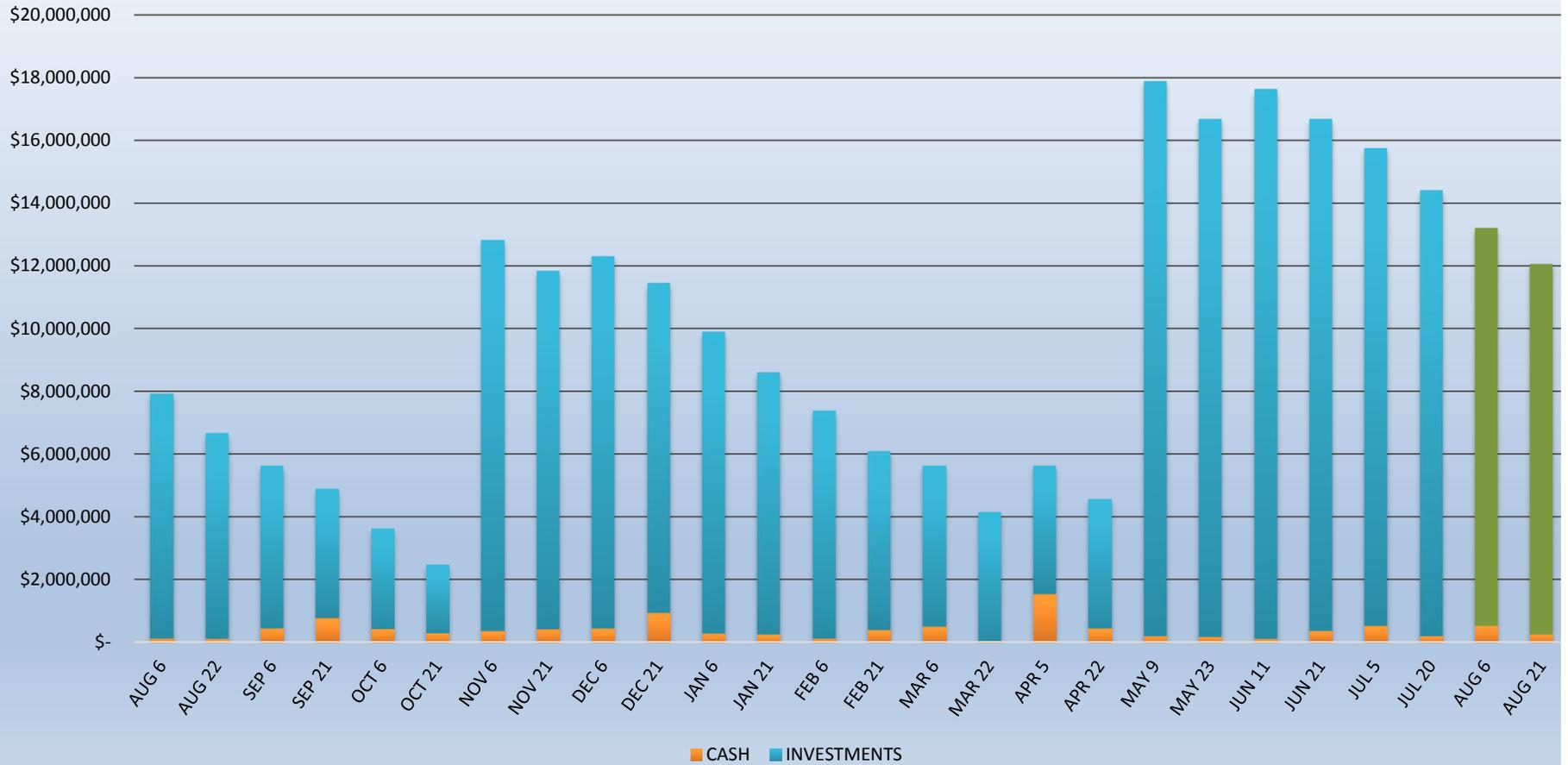
GENERAL FUND - 01	2019 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ 34,623,500	\$ 21,728,413	\$ -	\$ 12,895,087	63%
Other Revenue	\$ 1,750,500	\$ 665,331	\$ -	\$ 1,085,169	38%
TOTAL REVENUE	\$ 36,374,000	\$ 22,393,744	\$ -	\$ 13,980,256	62%
EXPENDITURES					
Personnel/Taxes and Benefits	\$ 24,332,700	\$ 15,687,244	\$ -	\$ 8,645,456	64%
Materials	\$ 3,805,100	\$ 2,046,717	\$ -	\$ 1,758,383	54%
Maintenance and Operations	\$ 5,175,000	\$ 2,467,772	\$ 779,954	\$ 1,927,275	63%
Transfers Out & Reserves	\$ 3,060,000	\$ 1,460,000	\$ -	\$ 1,600,000	48%
TOTAL EXPENDITURES	\$ 36,372,800	\$ 21,661,732	\$ 779,954	\$ 13,931,114	62%
Excess/(Deficit)		\$ 732,012			
Additional Transfers Out		-			
NET EXCESS (DEFICIT)		\$ 732,012			

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	\$ 16,517	\$ -	\$ 43,483	28%
TOTAL REVENUE	\$ 1,785,000	\$ 16,517	\$ -	\$ 1,768,483	1%
EXPENDITURES					
Election Costs	\$ 625,000	\$ 268,372	\$ -	\$ 356,628	43%
TOTAL EXPENDITURES	\$ 625,000	\$ 268,372	\$ -	\$ 356,628	43%
Excess/(Deficit)		\$ (251,855)			
Additional Transfers In		\$ -			
NET EXCESS (DEFICIT)		\$ (251,855)			

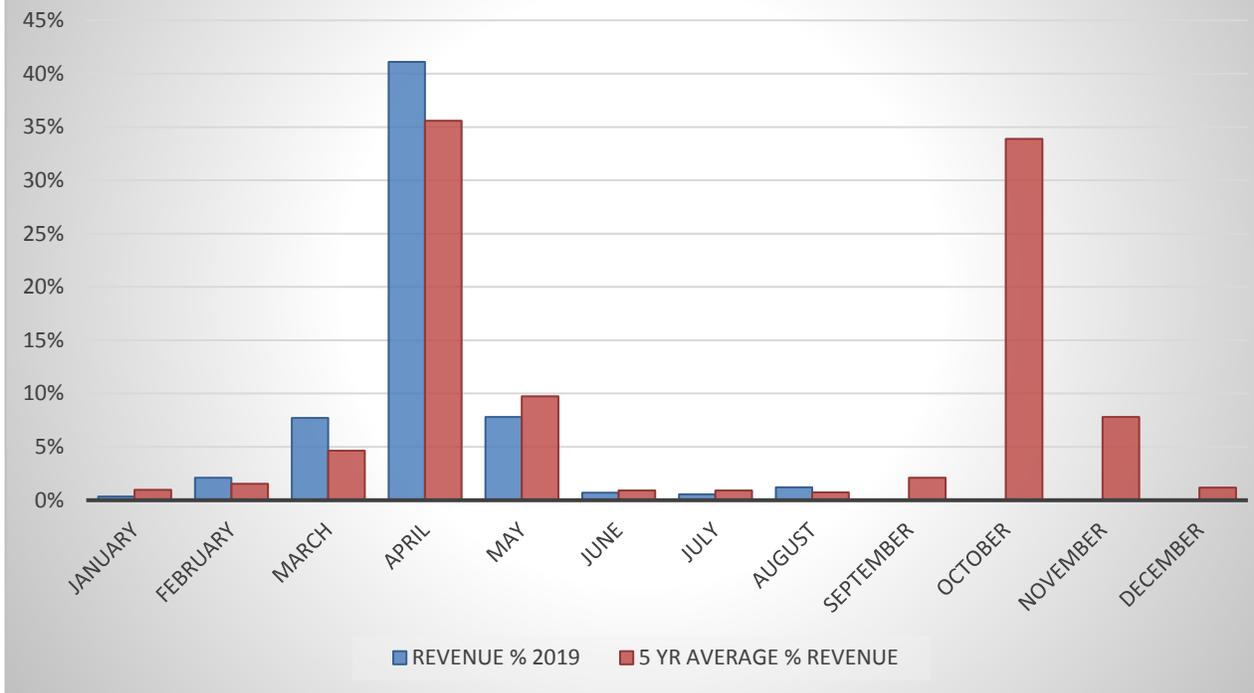
DEBT SERVICE FUND - 20	2019 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ -	\$ 173	\$ -	\$ (173)	-
Other Revenue	\$ -	\$ 1,191	\$ -	\$ (1,191)	-
TOTAL REVENUE	\$ -	\$ 1,364	\$ -	\$ (1,364)	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
NET EXCESS (DEFICIT)		\$ 1,364			

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	\$ -	\$ -	100%
Other Revenue	\$ -	\$ 25,255	\$ -	\$ (25,255)	-
TOTAL REVENUE	\$ 1,677,085	\$ 1,485,255	\$ -	\$ 191,830	89%
EXPENDITURES					
Capital Improvement Projects	\$ 1,415,000	\$ 375,111	\$ 561,005	\$ 478,884	66%
TOTAL EXPENDITURES	\$ 1,415,000	\$ 375,111	\$ 561,005	\$ 478,884	66%
Excess/(Deficit)		\$ 1,110,144			
Additional Transfers In		-			
NET EXCESS (DEFICIT)		\$ 1,110,144			

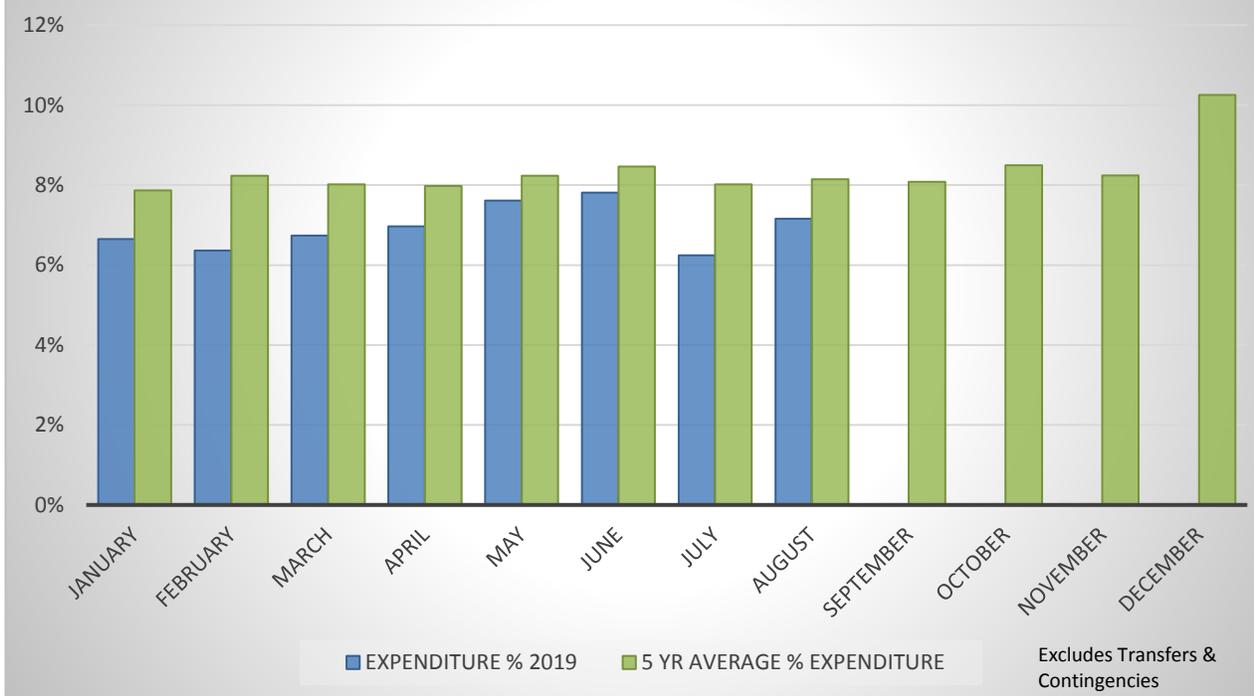
**CASH & INVESTMENTS - SEMI-MONTHLY
2019 - ALL FUNDS COMBINED (EXCLUDES DEBT SERVICE FUND)
- 13 MONTHS MOVING -**



GENERAL FUND - REVENUE TREND (%) THROUGH AUGUST 2019



GENERAL FUND - EXPENDITURE TREND (%) THROUGH AUGUST 2019



Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 8/31/2019

FUND: GENERAL FUND (01)

Object	2019 Budget	August Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
31111 PROPERTY TAXES CURRENT	33,934,600.00	183,756.01	21,143,473.80	0.00	12,791,126.20	62.31
31112 PROPERTY TAXES DELINQUENT	424,900.00	14,816.51	293,541.09	0.00	131,358.91	69.08
31113 PROPERTY TAXES KING COUNTY	60,000.00	105.85	35,020.11	0.00	24,979.89	58.37
31130 SALE OF TAX TITLE PROPERTY	6,000.00	0.00	1,512.22	0.00	4,487.78	25.20
31720 LEASEHOLD EXCISE TAX	20,000.00	3,097.77	20,074.10	0.00	(74.10)	100.37
31740 TIMBER EXCISE TAX	63,000.00	58,549.79	77,172.44	0.00	(14,172.44)	122.50
TAXES:	34,508,500.00	260,325.93	21,570,793.76	0.00	12,937,706.24	62.51
33533 STATE FOREST FUNDS/DNR TIMBER TRU	0.00	0.00	11,918.01	0.00	(11,918.01)	0.00
33710 SHARED FIXED ASSETS - TIMBER	15,000.00	0.00	0.00	0.00	15,000.00	0.00
34160 COPIER FEES	30,000.00	3,031.92	23,512.94	0.00	6,487.06	78.38
34161 GRAPHICS SERVICES CHARGES	7,500.00	436.00	775.86	0.00	6,724.14	10.34
34162 PRINTER FEES	125,000.00	10,674.13	84,090.22	0.00	40,909.78	67.27
34163 FAX FEES	22,000.00	2,354.92	17,270.31	0.00	4,729.69	78.50
34193 ORTING - SERVICE FEES	3,000.00	810.00	3,240.00	0.00	(240.00)	108.00
34730 INTERLIBRARY LOAN FEES	0.00	0.00	(489.40)	0.00	489.40	0.00
35970 LIBRARY FINES	400,000.00	29,547.30	260,350.30	0.00	139,649.70	65.09
36110 INVESTMENT INCOME	100,000.00	17,312.85	131,051.53	0.00	(31,051.53)	131.05
36140 OTHER INTEREST EARNED - COUNTY	0.00	5.46	33.69	0.00	(33.69)	0.00
36200 KEY PEN HLTH DEPT FACILITY REV	1,000.00	0.00	779.80	0.00	220.20	77.98
36290 BOOK SALES	4,000.00	3,407.11	5,708.12	0.00	(1,708.12)	142.70
36700 FOUNDATION DONATIONS	350,000.00	0.00	5,450.80	0.00	344,549.20	1.56
36720 FRIENDS' REIMBURSEMENTS	30,000.00	48,300.13	49,047.45	0.00	(19,047.45)	163.49
36725 DONATIONS - OTHER	160,000.00	24.58	270.45	0.00	159,729.55	0.17
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	36.55	337.56	0.00	662.44	33.76
36990 MISCELLANEOUS REVENUE	0.00	51.11	5,027.48	0.00	(5,027.48)	0.00
36991 PAYMENT FOR LOST MATERIALS	10,000.00	524.51	3,614.32	0.00	6,385.68	36.14
36996 JURY DUTY REIMBURSEMENT	0.00	40.00	183.00	0.00	(183.00)	0.00
36998 E RATE REIMBURSEMENT	530,000.00	46,099.43	138,774.32	0.00	391,225.68	26.18
36999 REBATES - PROCUREMENT CARD	75,000.00	12,177.54	45,352.09	0.00	29,647.91	60.47
CHARGES OTHER:	1,865,500.00	174,833.54	796,755.77	0.00	1,068,744.23	42.71
39510 SALE OF FIXED ASSETS (GOV)	0.00	2,101.47	14,616.13	0.00	(14,616.13)	0.00
39520 INSURANCE RECOVERIES - CAPITAL ASSE	0.00	0.00	11,578.80	0.00	(11,578.80)	0.00
TOTAL FOR REVENUE ACCOUNTS	36,374,000.00	437,260.94	22,393,744.46	0.00	13,980,255.54	61.57
EXPENSE ACCOUNTS						
51100 SALARIES AND WAGES	17,822,600.00	1,418,660.44	10,968,581.43	0.00	6,854,018.57	61.54
51105 ADDITIONAL HOURS	239,400.00	27,630.98	185,541.64	0.00	53,858.36	77.50
51106 SHIFT DIFFERENTIAL	161,200.00	14,695.63	120,443.58	0.00	40,756.42	74.72
51107 SUBSTITUTE HOURS	262,250.00	20,207.04	156,455.30	0.00	105,794.70	59.66
51109 TUITION ASSISTANCE PROGRAM	10,000.00	0.00	5,458.06	0.00	4,541.94	54.58
51200 OVERTIME WAGES	21,150.00	1,842.91	11,173.84	0.00	9,976.16	52.83
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	11,063.09	81,208.75	0.00	99,891.25	44.84
52002 MEDICAL INSURANCE	2,310,200.00	189,254.75	1,629,506.88	0.00	680,693.12	70.54
52003 F.I.C.A.	1,344,300.00	111,169.47	855,879.54	0.00	488,420.46	63.67
52004 RETIREMENT	2,254,500.00	185,201.97	1,425,852.15	0.00	828,647.85	63.24

FUND: GENERAL FUND (01)

Object	2019 Budget	August Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
52005 DENTAL INSURANCE	213,200.00	18,268.25	146,899.25	0.00	66,300.75	68.90
52006 OTHER BENEFIT	10,800.00	2,020.00	13,600.00	0.00	(2,800.00)	125.93
52010 LIFE AND DISABILITY INSURANCE	75,900.00	6,465.85	51,362.28	0.00	24,537.72	67.67
52020 UNEMPLOYMENT/ PAID FML INSURANCE	50,000.00	2,175.59	35,280.83	0.00	14,719.17	70.56
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	2,008,655.97	15,687,243.53	0.00	8,645,456.47	64.47
53100 OFFICE/OPERATING SUPPLIES	214,800.00	20,317.62	142,189.49	18,187.52	54,422.99	74.66
53101 CUSTODIAL SUPPLIES	69,000.00	4,315.35	44,359.68	14,095.91	10,544.41	84.72
53102 MAINTENANCE SUPPLIES	35,000.00	3,287.12	19,906.09	2,000.00	13,093.91	62.59
53103 AUDIOVISUAL PROCESSING SUP	16,000.00	0.00	660.89	0.00	15,339.11	4.13
53104 BOOK PROCESSING SUPPLIES	18,000.00	0.00	632.77	4,387.98	12,979.25	27.89
53200 FUEL	35,000.00	40.81	17,101.77	15,014.13	2,884.10	91.76
53401 ADULT MATERIALS	739,500.00	68,874.62	393,742.08	0.00	345,757.92	53.24
53403 PERIODICALS	92,000.00	2,775.03	78,451.31	0.00	13,548.69	85.27
53405 JUVENILE BOOKS	456,954.00	33,708.93	212,590.82	0.00	244,363.18	46.52
53407 INTERNATIONAL COLLECTION	45,000.00	2,615.81	9,095.78	0.00	35,904.22	20.21
53408 AUDIOVISUAL MATERIALS - ADULT	725,000.00	44,903.62	348,350.87	0.00	376,649.13	48.05
53409 AUDIOVISUAL MATERIALS - JUV	86,000.00	2,296.61	13,127.50	0.00	72,872.50	15.26
53411 ELECTRONIC INFO SOURCES	528,643.00	60,100.00	498,758.51	0.00	29,884.49	94.35
53412 REFERENCE SERIALS	11,500.00	0.00	363.71	0.00	11,136.29	3.16
53414 ELECTRONIC COLLECTION	972,003.00	93,556.30	420,393.41	0.00	551,609.59	43.25
53464 VENDOR PROCESSING SERVICES	148,500.00	9,870.96	71,641.10	0.00	76,858.90	48.24
53499 GIFTS - MATERIALS	0.00	0.00	201.69	0.00	(201.69)	0.00
53500 MINOR EQUIPMENT	55,500.00	619.28	24,134.91	759.40	30,605.69	44.85
53501 FURNISHINGS	64,000.00	2,646.97	9,617.55	26,724.71	27,657.74	56.78
53502 PC HARDWARE	356,500.00	496.89	7,385.05	0.00	349,114.95	2.07
53505 SOFTWARE/LICENSES/HOSTING	516,500.00	6,592.26	340,691.28	10,480.00	165,328.72	67.99
54100 PROFESSIONAL SERVICES	193,230.00	25,405.00	66,843.81	26,840.50	99,545.69	48.48
54101 LEGAL SERVICES	55,000.00	0.00	23,563.25	11,436.75	20,000.00	63.64
54103 CONTRACTUAL SERVICES	314,100.00	19,141.94	205,637.05	98,220.89	10,242.06	96.74
54162 BIBLIOGRAPHIC & RELATED SERVICES	46,500.00	4,929.24	33,091.78	0.00	13,408.22	71.17
54163 PRINTING AND BINDING	0.00	0.00	11,797.30	0.00	(11,797.30)	0.00
54165 ILL LOST ITEM CHARGE	2,500.00	236.99	885.95	0.00	1,614.05	35.44
54200 POSTAGE AND SHIPPING	73,000.00	35,735.44	43,605.69	0.00	29,394.31	59.73
54201 TELECOM SERVICES	650,400.00	41,766.09	385,396.30	213,665.68	51,338.02	92.11
54300 TRAVEL	49,900.00	345.08	18,228.42	0.00	31,671.58	36.53
54301 MILEAGE REIMBURSEMENTS	36,800.00	3,343.92	28,739.25	0.00	8,060.75	78.10
54400 ADVERTISING	94,500.00	1,967.39	33,675.92	17,224.00	43,600.08	53.86
54501 RENTALS/LEASES - BUILDINGS	421,000.00	25,530.35	194,742.79	82,162.28	144,094.93	65.77
54502 RENTALS/LEASES - EQUIPMENT	130,900.00	10,186.85	80,960.19	61,598.15	(11,658.34)	108.91
54600 INSURANCE	222,000.00	0.00	799.00	0.00	221,201.00	0.36
54700 ELECTRICITY	265,000.00	24,272.55	160,614.73	0.00	104,385.27	60.61
54701 NATURAL GAS	12,000.00	274.48	6,517.59	0.00	5,482.41	54.31
54702 WATER	30,000.00	5,443.05	18,039.19	0.00	11,960.81	60.13
54703 SEWER	34,000.00	6,065.71	31,058.99	0.00	2,941.01	91.35
54704 REFUSE	36,000.00	4,311.05	23,299.06	1,678.67	11,022.27	69.38
54800 GENERAL REPAIRS/MAINTENANCE	253,500.00	6,482.77	151,499.36	64,426.34	37,574.30	85.18

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 8/31/2019

FUND: GENERAL FUND (01)

Object	2019 Budget	August Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
54801 CONTRACTED MAINTENANCE	501,450.00	19,196.16	196,993.89	111,050.84	193,405.27	61.43
54810 IT SYSTEMS MAINTENANCE	82,100.00	0.00	54,235.65	0.00	27,864.35	66.06
54900 REGISTRATIONS	62,700.00	543.32	17,938.03	0.00	44,761.97	28.61
54901 DUES AND MEMBERSHIPS	24,120.00	280.00	24,108.97	0.00	11.03	99.95
54902 TAXES AND ASSESSMENTS	29,500.00	81.46	20,223.94	0.00	9,276.06	68.56
54903 LICENSES AND FEES	58,300.00	2,999.37	27,184.99	0.00	31,115.01	46.63
54905 ORGANIZATIONAL REGISTRATIONS	3,000.00	251.00	1,248.47	0.00	1,751.53	41.62
54912 CONTINGENCY	100,200.00	0.00	0.00	0.00	100,200.00	0.00
55100 INTERGOVERNMENTAL	13,000.00	0.00	162.63	0.00	12,837.37	1.25
59700 TRANSFERS OUT - CIP	1,460,000.00	0.00	1,460,000.00	0.00	0.00	100.00
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	12,040,100.00	595,807.39	5,974,488.45	779,953.75	5,285,657.80	56.10
00000 UNALLOCATED GRP BDGT LINE ITEMS	1,200.00	0.00	0.00	0.00	1,200.00	0.00
NEED A CATEGORY	1,200.00	0.00	0.00	0.00	1,200.00	0.00
TOTAL FOR EXPENSE ACCOUNTS	36,374,000.00	2,604,463.36	21,661,731.98	779,953.75	13,932,314.27	61.70
NET SURPLUS / DEFICIT	0.00	(2,167,202.42)	732,012.48	(779,953.75)	47,941.27	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 8/31/2019

FUND: SPECIAL PURPOSE FUND (15)

Object	2019 Budget	August 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	2,001.78	16,517.07	0.00	43,482.93	27.53
CHARGES OTHER:	60,000.00	2,001.78	16,517.07	0.00	43,482.93	27.53
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	2,001.78	16,517.07	0.00	1,768,482.93	0.93
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
NEED A CATEGORY	0.00	0.00	0.00	0.00	0.00	0.00
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	2,001.78	(251,854.64)	0.00	1,411,854.64	(21.71)

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 8/31/2019

FUND: DEBT SERVICE FUND (20)

Object	2019 Budget	August 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	162.63	1,191.40	0.00	(1,191.40)	0.00
CHARGES OTHER:	0.00	162.63	1,191.40	0.00	(1,191.40)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	162.63	1,363.95	0.00	(1,363.95)	0.00
NET SURPLUS / DEFICIT	0.00	162.63	1,363.95	0.00	(1,363.95)	0.00

FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)

Object	2019 Budget	August 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	5,357.51	25,254.93	0.00	(25,254.93)	0.00
CHARGES OTHER:	217,085.00	5,357.51	25,254.93	0.00	191,830.07	11.63
39700 TRANSFERS IN	1,460,000.00	0.00	1,460,000.00	0.00	0.00	100.00
TOTAL FOR REVENUE ACCOUNTS	1,677,085.00	5,357.51	1,485,254.93	0.00	191,830.07	88.56
EXPENSE ACCOUNTS						
53100 OFFICE/OPERATING SUPPLIES	0.00	504.00	745.77	0.00	(745.77)	0.00
53501 FURNISHINGS	0.00	50,080.99	64,115.60	26,471.77	(90,587.37)	0.00
53502 PC HARDWARE	0.00	4,945.45	18,547.51	1,765.41	(20,312.92)	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	150,000.00	450.00	8,865.65	0.00	141,134.35	5.91
54103 CONTRACTUAL SERVICES	155,000.00	13,316.00	65,010.65	319,588.85	(229,599.50)	248.13
54300 TRAVEL	0.00	0.00	8,238.75	52,431.89	(60,670.64)	0.00
54400 ADVERTISING	0.00	0.00	999.60	0.00	(999.60)	0.00
54800 GENERAL REPAIRS/MAINTENANCE	0.00	0.00	2,615.62	0.00	(2,615.62)	0.00
54801 CONTRACTED MAINTENANCE	0.00	0.00	661.20	0.00	(661.20)	0.00
54805 VEHICLE REPAIR - MAJOR	0.00	0.00	37,952.24	0.00	(37,952.24)	0.00
54900 REGISTRATIONS	0.00	0.00	4,750.00	0.00	(4,750.00)	0.00
54901 DUES AND MEMBERSHIPS	0.00	0.00	9,231.60	0.00	(9,231.60)	0.00
54903 LICENSES AND FEES	0.00	0.00	1,390.00	0.00	(1,390.00)	0.00
54912 CONTINGENCY/RESERVE	25,000.00	0.00	0.00	0.00	25,000.00	0.00
56200 BUILDINGS & BLDG IMPROVEMENTS	520,000.00	26,166.43	26,166.43	120,001.00	373,832.57	28.11
56300 IMPROVEMENTS OTHER THAN BLDGS	0.00	0.00	0.00	33,184.03	(33,184.03)	0.00
56400 MACHINERY & EQUIPMENT	450,000.00	0.00	6,996.62	0.00	443,003.38	1.55
00000 UNALLOCATED GRP BDGT LINE ITEMS	90,000.00	0.00	0.00	0.00	90,000.00	0.00
TOTAL FOR EXPENSE ACCOUNTS	1,415,000.00	95,462.87	375,111.12	561,005.23	478,883.65	66.16
NET SURPLUS / DEFICIT	262,085.00	(90,105.36)	1,110,143.81	(561,005.23)	(287,053.58)	209.53

MEMO



Date: September 30, 2019

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

From: Georgia Lomax, Executive Director

Subject: Executive Director Report - September

I met with the interim City Administrator at Sumner, Jason Wilson. Jason was formerly Administrative Services Director and will be acting through the end of the year, when the Mayor is expected to decide how to proceed with replacing former City Administrator John Galle.

I updated him on the public engagement work regarding a potential new Sumner Library and the Board's timeline to consider next steps. We also discussed our shared ownership of the current building.

I also met with Lakewood City Manager John Caulfield to update him on the same topics regarding potential new libraries in Lakewood.

We closed the public engagement work for the Future Libraries project with a final email push asking residents to provide their perspective through the online survey. Our city partners promoted the survey through their emails and newsletters. I shared information on the project with members of the Rotary Club of Lakewood and the Rotary Club of Sumner and gathered their input through an online interactive poll and discussion.

Pierce County Workforce Development Council presented a plaque to the Library recognizing the acceptance of 18 library locations as satellite sites of the WorkSource Pierce system.

Jaime Prothro and I joined 75 library leaders, state employees and IT big thinkers at the Washington State Library's Symposium on Broadband to learn and consider how libraries can help everyone in Washington have access to information and learning through high-speed internet. This launches ongoing work to be led by the State Library.

I met with Chair Rob Allen to receive my performance review and look forward to another year working with you and serving our communities and staff. Thank you.

MEMO

Date: September 29, 2019

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

From: Jaime Prothro, Customer Experience Director

Subject: Branch Services Report for August 2019

Bonney Lake: The Washington Midsummer Renaissance Faire comes to Bonney Lake every summer the first part of August and stays three weekends. Several of the participants visit our library to use our Wi-Fi, computers, books, and other resources. One booth owner (Hair Wraps) said the libraries have been a second home to her family. She homeschooled, so the computer and books were invaluable to them. Now that her children have graduated, she said they still search out the library first thing when they roll into town.

Buckley: Buckley staffed a table at Rainier School Summerfest. Staff spoke with many existing library customers, connected with many new customers, and used the opportunity to highlight downloadable collections.

Eatonville: Eatonville staff attended National Night out event at Glacier Park as well as the Ashford Safety Fair in August. At both events, staff promoted voter registration and Summer Reading. The events promoted communities and neighborhoods coming together and getting to know one and other, as well as emergency preparedness. . Eatonville Police Dept., Pierce County Sheriff's Dept. Swat Team, Pierce County Search and Rescue, C.E.R.T (Citizen Emergency Response Team), Emergency management and Town Government were all represented.



Fife: The Screen Printing program attracted over 50 customers, and was an absolute hit! We had a line from the teen area to the help desk, as the presenter Silvana Dailey described the screen printing process, and helped customers young and old screen print bags and t-shirts.

Graham: Stargazing at the Library, was a great success! The Tacoma Astronomical Society came with telescopes big and small, and planisphers – like star maps – for participants to make. The evening started out cloudy, so we made some craters (dropped rocks in pans of flour), dissolved some moon rocks (squirted vinegar on baking soda balls), and made glow in the dark moon phase mobiles! When the clouds finally cleared around 9:30pm, we saw Jupiter and four of its moons AND Saturn and its rings!

Key Center: Local Boy Scouts from Den 7 Pack 222 were selling popcorn and someone bought a tin and told them to “pay it forward”. They decided that the Key Center Library does so much for the community that they wanted to give it to us as a thank you.

Lakewood: Teen volunteers created a *Tools for Students* scavenger hunt to highlight library resources for school. The scavenger hunt is up throughout the library now. Comments from teens included:

- Surprised to use and learn so many computer skills.
- Learned about what it means to actually work in a library – the different kinds of work, education, and career paths. Working at the library is more about people than books (but a lot of books too).
- It was exciting to see people check out books from their displays and shelf-talkers!



Orting: Youth Services staff attended a meeting at The Haven, a non-profit organization in Orting that hosts and supports programming for teens during the summer and after school. Staff at both locations are engaged in conversation about possible partnerships this fall where library programming could be done at The Haven.

South Hill: Teen programs this month included Stranger Things Escape Room, Out of this World Movie and Crafternoon, and Teen Book Club. Book Club was co-facilitated by Teen Volunteer members and it was fantastic! The branch also held the Art of Storytelling Mural Workshop funded by Pierce County Arts Commission and led by artist Rahman Barika. Participants created a three panel mural that will be hung in the library in September. The Teen Volunteer League wrapped up with an End of Summer Pizza party where members received a thank-you gift, Certificate of Achievement, and a letter stating their total hours worked over the summer.

Steilacoom: The branch updated its shelving for the Lucky Day collections and customers have responded to the change positively.

Summit: Staff reports that the efforts to highlight Friends of the Library volunteerism when adult customers inquire about volunteer opportunities has been fruitful. As a result, the Summit Friends have received several new members in the month of August.

Sumner: The Friends of the Library purchased a shelving unit to feature new fiction and non-fiction was installed this month and customers are appreciating the new front-and-center display. Additional collections changes are underway within the adult collections to open up shelving in the long stacks of non-fiction for display and visibility.

Tillicum: Amanda Ellis shared with staff that a returning customer from Philadelphia came to the library to say “thanks” for Amanda’s assistance one year ago when this customer was trying hard to get her daughter into college. She shared her deep gratitude and the fact that her daughter is now attending college.

University Place: Outreach took many shapes in UP this month. Youth Services Librarian Dana Brownfield met a Peer Outreach Specialist with ACT for Youth of the REACH Center, Tacoma Community House. ACT for Youth will visit UP staff at their September staff meeting and discuss a partnership, offering drop-in opportunities for youth and young adults age 13-24 that are experiencing homelessness or housing instability. Supervising Librarian Genevieve Dettmer and Senior Branch Assistant Christina Pederson spoke with 1,000 enthusiastic kids and families at the Kidz Kraze event in Chambers Creek Regional Park. Adult Services Librarian Kristine Countryman promoted library services and the collection at the Curran Apple Orchard Apple Squeeze event.

Unfinished Business

MEMO



Date: October 1, 2019

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

From: Clifford Jo, Finance & Business Director
Melinda Chesbro, Deputy Director
Georgia Lomax, Executive Director

Subject: 2020 Budget Strategy and Funding Cycle Overview

Overview: Budgeting to the Phases in the Funding Cycle

During recent board meetings we have discussed the development of the multi-year funding cycle that is central to the Library's stable, sustainable funding strategy for delivering library services for at least five years.

In this cycle, initially the Library receives more revenue than is expended and unallocated funds are deposited into a sustainability fund. During phase 2, revenue and expenditures are in balance and no funds are deposited into or withdrawn from the sustainability fund. In phase 3, expenditures exceed revenue and funds are withdrawn from the sustainability fund to close budget gaps. Critical to the funding cycle is a sustainability fund that increases, levels off, and decreases when used to balance budgets during the third phase.

To make full use of the sustainability fund through the cycle, budgeting approaches, assumptions and priorities must change in each of the three phases. As a point of context, the funding period bracketed by the 2006 and the 2018 levy lid-lift elections reflected different budgeting processes and strategies at different stages in time, especially during the recession and the final two years before the 2018 levy election.

In past years we have presented an unbalanced estimated budget for Board review in October and the draft balanced budget in November. Previously, the estimated budget was an operating budget created to match projected revenues. With the restored levy funding, revenues exceed what is needed for expenditures and a new approach is needed to set the budget target. One that takes the long view. One that ensures a sustainable multi-year funding cycle.

This year we would like to use this meeting to review the sustainability cycle and assumptions that are emerging about the fiscal strategies and budget practices necessary to build annual budgets, manage revenues, and operate sustainably over a designated period of time.

Building a shared understanding of the concepts that will be used over a multi-year funding cycle is important to developing budgets that meet the Board's expectations and fulfill the stewardship of the voter's investment in maintaining library services.

In November, we will bring a work plan and draft budget that reflects these concepts and fully initiates phase 1 of the sustainable funding cycle.

Sustainability Fund Target

The Library's initial projections indicate that a Sustainability Fund balance of \$15 to \$17 million by the end of the first phase will support an anticipated 10-year funding cycle. This amount includes both annual deposits into the fund and investment returns. Once this target is reached, no further deposits are planned for the Sustainability Fund, however we will continue to build the land and buildings set-aside or other Board-designated priorities.

We would begin drawing down the Sustainability Fund during the third phase of the funding cycle when expenditures are projected to exceed annual revenue.

Funding Cycle Budgeting

Phase 1 Budgeting: The first few years of the funding cycle will have the following characteristics:

- Managing with good stewardship when revenue exceeds operating costs;
- Revenue exceeds current operational needs;
- Target operational budgets are based on projections to support the sustainability cycle;
- Careful choices about how to allocate the Library's revenues are still needed, but funding will be sufficient to enable us to launch strategic directions that will make an impact for our communities; and,
- Thoughtful set-asides early in the cycle will allow us to manage later phases of this cycle.

Phase 2 Budgeting: During this time, which may be short, the Library should have reached the target goal for the Sustainability Fund. Budgeting approaches for these middle years would be determined shortly before entering this phase.

Phase 3 Budgeting: During the final phase, the Library's budget approach would be similar to that used for 2017-2019 as the Library has more focused engagement with the public about the public's priorities for funding library services, and would reflect the following elements:

- Managing with good stewardship when operating costs are higher than revenues;
- Current operational needs exceed revenue;
- Operational budgets will not reflect as many longer term commitments and capital investments;
- Incremental reductions to operations and services begin, including deferring some maintenance and making smaller capital investments; and,
- Conversations begin in order to understand the public's priorities for funding library services, and prepare for the next funding cycle.

2019 Review

The 2019 fiscal year's budget represents "Year 0" of the new funding cycle, a time of catching up and resetting approaches that had been shaped by the end of the previous funding cycle when operating costs were higher than revenues, and by preparing to respond to the funding path the community would choose for the Library.

"Year 0" is a transition year, and the budget begins to restore funding for staffing and service adjustments that had been held or reduced, and capital improvements and set-asides that had been reduced, deferred or eliminated over the previous few years. The budget was one of two prepared last year: one to sustain and one to reduce services and operations, depending on the outcome of the levy election.

For the remainder of 2019, we have confirmed that revenue and expenditures budgeted are adequate for the fiscal year's needs. We anticipate ending the year with some unexpended funds in the General Fund, but are not recommending any bottom line adjustments. As is our practice, we will bring a recommendation to the Board for any unexpended funds.

2020 (Year 1) Budgeting Concepts—Funding Cycle's Phase 1

Revenue: As reported last month, total revenue for 2020 is estimated to be \$42.3 million, of which \$38.7 million would be budgeted for services and operations, capital investments and set-asides. The remaining amount would be deposited into the Sustainability Fund. The \$38.7 million target becomes the overall task in which to create and present the draft budget in November, which will include the operating budget, capital investments, and set-asides for future uses.

Expenditure Concepts: The 2018 and 2019 budgets did not fully fund needed purchases, replacements, and maintenance. This was necessary until we knew the outcome of the levy election and whether deeper cuts would be needed if the levy reauthorization was rejected. During these two years—especially 2018—capital investments were largely postponed and limited to bare necessity. While 2019's budget restored some amounts for capital investments, it was not enough to recover immediately from the deficit caused by deferring investments needed to serve our communities with up-to-date facilities and technologies.

Next month's draft budget includes the following set-asides and investments in current assets and infrastructure and set-asides for long-term sustainability:

General Fund Operating Budget

Operating costs generally increase about 4% to 7% annually due to cost increases that affect all organizations. The budget will also support an updated staffing strategy to enable us to deliver services the public values and needs.

Special Purpose Fund

- \$80,000 for costs of a future election. We will continue an annual allocation until the set-aside balance is about \$1.2 million, at which point it will accumulate interest until it is released for the next election. This target assumes funding for future potential levy lid-lift elections and potential bond and/or Library Capital Facility Area elections to support implementation of the Facilities Master Plan. Currently the balance is \$356,700 prior to adding \$600,000 in December 2019.

-
- \$1 million for acquisition of future land and buildings. We will continue an annual allocation through the funding cycle while we determine the use and the allocation target of this fund. Currently the balance is \$630,000 prior to adding \$500,000 in December 2019.

Capital Improvement Fund & General Fund

In previous years, we included replacement costs for items such as furniture or computer equipment in the Capital Improvement Fund. In preparation for replacing Eden, the Library's current financial system, we conducted a complete assessment of our funds and chart of accounts using guidance offered by the State Auditor's online resources.

Generally, capital fund accounting doesn't include costs for replacement of existing equipment, which should be in the General Fund, leaving the Capital Improvement Fund for true capital expenditures such as a new building, major technology introductions, or new vehicles. Next month's draft budget will reflect this direction.

We will continue to allocate approximately \$1.5 million annually for updates to existing buildings and assets, technology and costs associated with implementing the Facilities Master Plan's vision of future buildings, alternative service approaches and welcoming community spaces. These budget lines will be in either the General Fund or Capital Improvement Fund as appropriate.

- \$500,000 for progress toward future buildings. This includes items such as costs for public engagement processes or architect fees for preliminary conceptual drawings.
- \$500,000 for progress on the 5-year Technology Roadmap. For 2020 this includes investments in studying Cloud computing, Cyber-security as well as replacement of staff and public computers, most of which are now out of warranty and at end of life with Microsoft's recent announcement that it will end support for Windows 7 in January 2020. In 2020 we will identify a replacement cycle for computers and add that to the General Fund as an ongoing operating cost.
- \$500,000 for updating existing buildings and assets. For 2020 this includes significant landscape maintenance, updated furnishings in children's areas, refresh of the Parkland/Spanaway Library and planning for updates to the Bonney Lake Library including roof replacement and restroom updates.
- Additionally, we will increase contingency in the Capital Improvement Fund to accommodate emergency projects or unexpected opportunities that arise. Funding of the contingency will come from available cash.

Attached is a summary of the Implementation Framework that provides context for the work plan and budget development and decisions, and the Strategic Directions identified for this sustainability cycle.

Implementation Framework

The Implementation Framework provides context for the work plan and budgeting decisions that we make year to year and long term.

Vision: We spark success for Pierce County

The Library's Vision describes the energy and impact the Library seeks to bring to its work.

Guiding Principles

Guiding Principles describe how the Library approaches its work:

- **Be true to our communities:** We listen and respond to what is important to you
- **Innovate Strategically:** We find inventive ways to serve you
- **Provide access for all:** We serve everyone with the same degree of interest and respect
- **Deliver convenience:** Your life is busy and we make our resources easy for you to use
- **Play the right role:** We use our strengths as a library to get results and to support our community partners
- **Be financially sustainable:** You trust us with public resources and we manage them for today and for the future

Roles

The Library plays four broad Roles, which provide general guidance for investment of resources: time, money, space, etc. The Library commits greater resources to areas where it is a Leader and Partner. Leadership roles are largely system-wide efforts. Partner, Support, and Host roles vary considerably by location and in response to local needs.

- **Leader:** PCLS is a leader in the district in providing x.
- **Partner:** PCLS engages with other entities in the district to provide x.
- **Host:** PCLS offers its facilities and other services as a means for x to happen.
- **Support:** PCLS provides a spectrum of support to collaborate with partner organizations and individuals so x is achieved.

particular audience or goal in mind.

Core Services

Core Services represent the fundamental services that Library users can always count on the Pierce County Library System to deliver. The Library annually identifies ways to improve or update its Core Services.

- **Materials**
- **Partnerships**
- **Staff**
- **Business Processes**
- **Spaces**
- **Classes & Events**
- **Technology**

Strategic Directions

Strategic Directions are multi-year endeavors that orient staff, resources, and the public to a course of action that will be developed in order to ensure alignment and impact for the community and organizational growth. They describe a long-term path for what the Library is seeking to accomplish through Focus Areas and Initiatives, answering questions such as the following:

- Why are we doing this?
- Who will be reached by this work?
- What is the impact we will see if we achieve this work? if we don't achieve this work?

Goals & Desired Impacts

Goals are time-bound, single or multi-year efforts to move the Library toward achieving a Strategic Direction through improving or innovating in specific aspects of Library services or operations in significant ways. In general, the Library will plan Goals for the upcoming 2 years, and annually make concrete plans for the first of those years.

Desired Impacts provide an increased understanding of the Library's work and our commitment to serving people, and draw attention to the social, economic and support value created by the Library. Desired Impact statements represent a stretch in Library ambitions. In many cases, the Library cannot achieve these on its own. Community partners are often working in these areas and with combined efforts, the Library and community partners can move the needle on these big ambitions.

Focus Areas & Initiatives

Focus Areas are thematic emphases that motivate the Library's provision of Core Services. While Core Services describe the infrastructure and programs the Library delivers, Focus Areas communicate why, to what end.

- **Learning:** We support your growth and curiosity
- **Enjoyment:** We help you enjoy your free time
- **Community:** We connect and strengthen your communities

The Library advances each Focus Area through supporting Initiatives. Initiatives communicate a grouping of projects and services in a Focus Area, which are smaller scale, discrete, time-bound efforts with a specific audience or outcome.

Performance Management

The Library's approach to organizational and strategic performance management is based on:

- A balanced approach with both quantitative and qualitative measures, including data, stories, and observations.
- Measures and industry tools to balance thoroughness with an appropriate level of effort.
- Consistent communication with key stakeholders, including staff, the Library's Board of Trustees, and the public.
- Consistent project and portfolio management processes to support a collaborative approach to annual work plan and budget administration.

Strategic Directions

The Library has established three Strategic Directions for this sustainability cycle:

- **Strategic Direction 1** is outward facing, focusing on how we provide value and impact to our communities.

We'll establish "asset limited residents" as our focus audience and consider how the Library and its services and literacy work contribute to financially strengthening individuals and communities. Asset limited individuals are employed and earning above poverty level, but are still not able to achieve financial stability. This will build on the underlying purpose of many library services and partnerships, from technology training and job classes to preparing children to succeed in school.

- **Strategic Direction 2** is inward facing, focusing on organizational excellence and resilience.

We'll define and begin to use a model that allows us to assess current and future levels of organizational maturity expressed through staff, technology, policies, processes, and data to most effectively manage our resources and respond to changes.

- **Strategic Direction 3** is future facing, focusing on how we manage capital investments in our spaces and technology.

We'll explore opportunities to expand, update or improve facilities and spaces, and technology to meet population growth, projected service needs, and create a sense of place in our communities.

As we continue our work to spark success through initiatives focused on learning, enjoyment and community, these multi-year strategic directions guide us towards a common service vision, leverage the Library's expertise in literacy to strengthen communities, and ensure residents find value in the library.

In November we'll bring you specifics on our work plan as we begin to explore these directions and consider them in service delivery and project planning.

MEMO

Date: September 19, 2019

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

From: Clifford Jo, Finance & Business Director

Subject: 2020 Levy Certificate and Implicit Price Deflator

Attached is the preliminary levy certificate issued by Pierce County Assessor-Treasurer's Office and the Municipal Research and Services Center's (MRSC) report of this year's Implicit Price Deflator (IPD).

The preliminary levy certificate applied the 1% increase (line A) and new construction. The increase calculates to \$1,334,057 for the 2020 budget.

MRSC reported the IPD to be 1.396% (last year it was 2.169%). Washington State laws limit property tax increases over the previous year to 1.00% or the Implicit Price Deflator, whichever is less, plus new construction. For the 2020 Budget, because the IPD is greater than 1%, property taxes can increase by up to 1% without the Board of Trustees issuing a substantial need resolution.

In terms of the mill rate, the district's property values increased by 9.74%, which means the mill rate dropped from 50.00¢/\$1,000 Assessed Value (AV) to 47.10¢/\$1,000 AV. While properties were assessed at higher than projected rates, indications continue to show a correction happening over the next 5 to 6 years.

No action is required now, as the certificate does not need to be submitted until after the November Board meeting.



2401 South 35th Street, Room 142
Tacoma, Washington 98409-7498
(253) 798-6111 • FAX (253) 798-3142
ATLAS (253) 798-3333
www.piercecountywa.org/atr

Mike Lonergan
Assessor-Treasurer

MEMORANDUM

DATE: September 16, 2019
TO: Pierce County Taxing Districts
FROM: Mike Lonergan, Assessor-Treasurer
RE: **Preliminary Certification of Assessed Values/Levy Limit Factor**

Enclosed is the Preliminary Certification of Assessed Values for your taxing district. These values include last year's State Assessed Property Values.

For budget preparation assistance to applicable districts, Levy limit factor worksheets, court ordered refund information, and sample ordinance/resolutions are included. *The amount of the prior year's additional revenue from increase in state assessed property listed on the preliminary values memo may be added to the levy limit calculation for estimating budget purposes.*

Submit original ad valorem Budget / Levy Certifications & an approved Ordinance or Resolution no later than November 30th (due to the date falling on a weekend this year, documents will be accepted through December 2nd):

Pierce County Council
Attention: Clerk, Rm. 1046
County City Building
930 Tacoma Ave. S
Tacoma, WA 98402

And a copy to:
Pierce County Assessor-Treasurer
Attention: Levy Dept.
2401 S. 35th St. Rm. 142
Tacoma, WA 98409

(Failure to submit a budget request & the district's Resolution/Ordinance may adversely affect next year's Levy collection)

Preliminary Values Are Subject to Change.

Districts will receive **Final** values in late December.

Amended Levy Certifications may be submitted to the Pierce County Council & Pierce County Assessor-Treasurer after final values have been calculated.

The district's Ordinance/Resolution **must** identify these three components.

- The **dollar amount of the previous year's levy**. The actual levy received, including refunds.
- The **dollar amount of increase** reflects the difference between the previous year's actual levy and the 1% growth of the highest lawful levy, or a lesser amount if banking levy capacity.
- The **percent of increase** equals the change over the prior year's actual levy plus the dollar amount of increase equal to the district's highest lawful levy for this year, or a lesser amount if banking levy capacity.

The sample Ordinance/Resolution enclosed provides the amounts for districts wishing to request their highest lawful levy.

See reverse for answers to frequently asked questions.

Contact Kim Fleshman for questions (253) 798-7924, Kim.Fleshman@piercecountywa.gov

Levy FAQs

Q. How should the Ordinance/Resolution read if the district is limited at a lesser amount due to the statutory maximum rate limit?

A. Prepare the document as though there is no limit due to the statutory maximum rate. Add language to inform the district's taxpayers of the rate limit and the projected allowable levy to the Ordinance/Resolution.

The Ordinance/Resolution must contain three amounts; last year's actual levy, the dollar amount & percent of increase needed for the following year. The intent of the district must be clear in the Ordinance/Resolution.

Q. Why does the sample Ordinance/Resolution show more/less than 1%?

A. The 1% limit refers to the limitation of increase to a district's highest lawful levy known as the Levy Limit Factor. The percent of increase approved in a district's Ordinance/Resolution equals the change over the prior year's actual amount levied plus the dollar amount of increase for the next year's budget needs.

- The simple act of passing an Ordinance/Resolution allows a district to increase the Highest Lawful levy by the lesser of 1% or the IPD, depending on the size of the district.
- The increase authorized in the document identifies how much of that increase is required for the next year's budget needs.

Q. Why does the sample show \$0 increase and an increase of 0%?

A. The total amount levied in the prior year is more than this year's increase from the limit factor, the district should ask for a \$0 and 0% increase. This does not affect any increase allowed by the limit factor increase of the highest lawful levy. Once a district passes the Ordinance/Resolution the Highest Lawful levy is allowed to increase by the limit factor.

A district's Ordinance or Resolution controls two levy limitations;

1. **The act of passing a resolution/ordinance allows the Limit Factor increase (lesser of 1% or the IPD) to the highest lawful levy.**
2. **The authorized percent and dollar amount stated increase over the prior year's actual, Certified levy request.**

Q. What documents need to be submitted by November 30?

A. No later than November 30, provide a copy of the approved Ordinance/Resolution & the Levy Certification (Budget Request).

FAILURE TO PROVIDE THESE DOCUMENTS BY THE DUE DATE COULD ADVERSLEY AFFECT YOUR LEVY.



Pierce County

Mike Lonergan, Assessor-Treasurer

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September 16, 2019

OFFICIAL NOTIFICATION TO: **PIERCE COUNTY RURAL LIBRARY-**

Pierce Values Only

RE: 2019 PRELIMINARY ASSESSED VALUES

FOR REGULAR LEVY

Total Taxable Regular Value	86,373,589,218
Highest lawful regular levy amount since 1985	39,352,288.16
Last year's actual levy amount (including refunds)	39,352,288.16
Additional revenue from current year's NC&I	821,274.88
Additional revenue from annexations (RCW 84.55)	0
Additional revenue from administrative refunds (RCW 84.69)	119,299.09

No additional revenue from administrative refunds will be allowed if you are limited by your statutory rate limit.

Last year's additional revenue from increase in state-assessed property **61,327.90**

(this amount may be added to the preliminary levy limit as an estimate of the final levy limit)

FOR EXCESS LEVY

Taxable Value	84,657,287,291
Timber Assessed Value	
Total Taxable Excess Value	84,657,287,291

2019 New Construction and Improvement Value 1,642,549,754

*If you need assistance or have any questions regarding this information, please contact Kim Fleshman
253.798.7114 kim.fleshman@piercecountywa.gov*



Pierce County

Mike Lonergan, Assessor-Treasurer

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PRELIMINARY HIGHEST LAWFUL LEVY LIMIT 2019 FOR 2020

RURAL LIBRARY

> 10,000

REGULAR TAX LEVY LIMIT:

2018

A. Highest regular tax which could have been lawfully levied beginning with the 1985 levy [refund levy not included] times limit factor (as defined in RCW 84.55.005).	39,352,288.16 1.01 39,745,811.04
B. Current year's assessed value of new construction, improvements and wind turbines in original districts before annexation occurred times last year's levy rate (if an error occurred or an error correction was made in the previous year, use the rate that would have been levied had no error occurred).	1,642,549,754 0.500000000000 821,274.88
C. Current year's state assessed property value in original district if annexed less last year's state assessed property value. The remainder to be multiplied by last year's regular levy rate (or the rate that should have been levied).	1,039,427,189 1,039,427,189 0.00 0.500000000000 0.00
D. REGULAR PROPERTY TAX LIMIT (A + B + C)	40,567,085.92

ADDITIONAL LEVY LIMIT DUE TO ANNEXATIONS:

E. To find rate to be used in F, take the levy limit as shown in Line D above and divide it by the current assessed value of the district, excluding the annexed area.	40,567,085.92 86,373,589,218 0.469670026288
F. Annexed area's current assessed value including new construction and improvements times rate found in E above.	0.00 0.469670026288 0.00
G. NEW LEVY LIMIT FOR ANNEXATION (D + F)	40,567,085.92

LEVY FOR REFUNDS:

H. RCW 84.55.070 provides that the levy limit will not apply to the levy for taxes refunded or to be refunded pursuant to Chapters 84.68 or 84.69 RCW. (D or G + refund if any)	40,567,085.92 119,299.09 40,686,385.01
I. TOTAL ALLOWABLE LEVY AS CONTROLLED BY THE LEVY LIMIT (D,G,or H)	40,686,385.01
J. Amount of levy under statutory rate limitation.	86,373,589,218 0.500000000000 43,186,794.61
K. LESSER OF I OR J	40,686,385.01

**EXAMPLE OF ORDINANCE/RESOLUTION
REQUESTING HIGHEST LAWFUL LEVY**

**Ordinance/Resolution No. _____
RCW 84.55.120**

WHEREAS, the _____ of **RURAL LIBRARY** has met and considered
(Governing body of the taxing district) (Name of the taxing district)
its budget for the calendar year 2020 ; and,

WHEREAS, the districts actual levy amount from the previous year was \$ **39,352,288.16** and,
Previous Year's Levy Amount

WHEREAS, the population of this district is more than or less than 10,000; and now, therefore,
(Check One)

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the **2020** tax year.
(Year of Collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ **393,522.88**
which is a percentage increase of **1.00%** from the previous year. This increase is exclusive of
(Percentage Increase)

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this _____ day of _____, _____.

SAMPLE

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax. This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at:

For tax assistance, visit <http://dor.wa.gov/content/taxes/property/default.aspx> or call (360) 570-5900. To inquire about the availability of this document in an alternate format for the visually impaired, please call (360) 705-6715. Teletype (TTY) users may call 1-800-451-7985.



Levy Certification

Submit this document to the county legislative authority on or before November 30 of the year preceding the year in which the levy amounts are to be collected and forward a copy to the assessor.

In accordance with RCW 84.52.020, I, _____,
(Name)

_____, for _____, do hereby certify to
(Title) (District Name)

the _____ County legislative authority that the _____
(Name of County) (Commissioners, Council, Board, etc.)

of said district requests that the following levy amounts be collected in _____ as provided in the district's
(Year of Collection)

budget, which was adopted following a public hearing held on _____ :
(Date of Public Hearing)

Regular Levy: _____
(State the total dollar amount to be levied)

Excess Levy: _____
(State the total dollar amount to be levied)

Refund Levy: _____
(State the total dollar amount to be levied)

Signature: _____

Date: _____

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REV 64 0100e (w) (2/21/12)



Implicit Price Deflator

This page provides information on the implicit price deflator (IPD) index for personal consumption expenditures and how it affects property tax rate setting for local governments in Washington State. It includes current and historical IPD data, as well as sample resolutions and ordinances of substantial need in case the IPD falls below 1 percent.

Overview

The implicit price deflator for personal consumption expenditures is a figure used to measure inflation, and it can impact how much property tax revenue a jurisdiction can collect in any year.

The definition of "inflation" for setting a property tax levy ([RCW 84.55.005](#)) is:

"Inflation" means the percentage change in the implicit price deflator for personal consumption expenditures for the United States as published for the most recent twelve-month period by the bureau of economic analysis of the federal department of commerce by September 25th of the year before the taxes are payable.

Under state law, no local government may increase its property tax levy more than 1% in a given year, and local governments with a population of 10,000 or more are limited to the lesser of 1% or the rate of inflation ([RCW 84.55.005 - .010](#)). However, if inflation falls below 1%, a jurisdiction with a population of 10,000 or more may adopt a resolution of "substantial need" allowing it to increase the levy (or bank the excess capacity) up to the full 1 percent.

Inflation Rate for Setting 2020 Property Taxes

The inflation rate for 2018-2019 (as of August 29, 2019) is **1.396%**, which means all local governments in Washington may increase their property taxes the full 1% (or bank the capacity) for 2020 without adopting a resolution/ordinance of substantial need. (The August data release is the final federal release before the September 25 statutory deadline listed in [RCW 84.55.005](#).)

How is the IPD Calculated?

The state Department of Revenue (DOR) calculates the IPD using the most recent quarterly numbers reported by the federal Bureau of Economic Analysis (BEA).

Every month BEA publishes an estimate of the quarterly IPD numbers. These quarterly numbers are seasonally adjusted each year in July, and these seasonal numbers form the basis for the prior year IPD personal consumption expenditure number that is used by DOR to calculate inflation. The most recent publication available on September 25 is typically the August publication.

Note that BEA uses anywhere from one to three decimal places.

Resolution or Ordinance of Substantial Need

If the IPD falls below one percent, local governments with a population of 10,000 or more may not increase their property tax levies above the rate of inflation (or bank the excess capacity) unless they adopt a resolution or ordinance of substantial need ([RCW 84.55.0101](#)).

Note that you will have to adopt a separate resolution or ordinance for every levy your jurisdiction imposes. For instance, if your county has a current expense levy, a road levy, and a conservation futures levy, and assuming you want to levy the full 1% increase for all three levies, you will need to adopt three separate substantial need findings. Likewise, if a city or a fire district has a separate EMS levy on top of its regular/general fund levy, it would need to adopt findings of substantial need for both levies.

If the local legislative body has five or more members, the resolution must be approved by a "majority plus one" supermajority for passage. If the legislative body has four members or less, it must be approved by a simple majority.

There is no clear definition of "substantial need," and it depends on the needs and requirements of each individual jurisdiction. Each jurisdiction should document its evidence to support those needs in written findings that are included within the ordinance/resolution (such as a documented increase in the costs of services in excess of current inflation factors).

Local governments with a population under 10,000 may increase their property tax levies up to 1% regardless of the latest inflation data, so they do not need to adopt a resolution or ordinance of substantial need.

Examples of Substantial Need Resolutions/Ordinances

Below are examples of resolutions and ordinances of substantial need from a variety of local governments in Washington.

General Template

- [Washington Department of Revenue Example Resolution #2](#) (2010) - Sample language for a resolution of substantial need

City Regular/General Fund Levies

- [Anacortes Resolution No. 1935](#) (2015)
- [Covington Resolution No. 15-13](#) (2015)
- [Kirkland Resolution No. R-5167](#) (2015)
- [Lynden Resolution No. 933](#) (2015)
- [Richland Ordinance No. 67-15](#) (2015)

Counties - General Fund/Current Expense

- [Asotin County Resolution No. 15-40](#) (2015)
- [Cowlitz County Resolution No. 15-098](#) (2015)
- [Jefferson County Resolution No. 49-15](#) (2015)
- [San Juan County Resolution No. 37-2015](#) (2015)

Counties - Road District/Fund

- [Asotin County Resolution No. 15-41](#) (2015)
- [Cowlitz County Resolution No. 15-099](#) (2015)
- [Jefferson County Resolution No. 50-15](#) (2015)
- [San Juan County Resolution No. 39-2015](#) (2015)

Counties - Flood Control

- [Asotin County Resolution No. 15-42](#) (2015)

Counties - Conservation Futures Fund

- [Jefferson County Resolution No. 48-15](#) (2015)
- [San Juan County Resolution No. 38-2015](#) (2015)

EMS Levies

- [Cheney Ordinance No. W-73](#) (2015)
- [Gig Harbor Fire & Medic One Resolution No. 2015-14](#) (2015)

Special Purpose Districts

- [Klickitat County Port District No. 1 Resolution No. 2-2015](#) (2015)
- [Spokane County Library District Resolution No. 15-07](#) (2015)
- [Tukwila Pool Metropolitan Park District Resolution No. 2015-10](#) (2015)

Current Quarterly IPD Data (Base Year 2012)

The top row of data in the following table represents the preliminary and revised implicit price deflator for personal consumption expenditures published by BEA. The second row represents the cumulative percentage change in the preliminary or revised index from the second quarter. The third row represents the actual percentage change of the IPD over the preceding 12 months.

Recent Quarterly Index and Cumulative Percentage Change										
Year	2017				2018				2019	
Quarter	I	II	III	IV	I	II	III	IV	I	II
Index	105.35	105.591	106.029	106.729	107.396	107.984	108.408	108.768	108.875	109.491
% Change Over Previous Quarter	0.349	0.229	0.415	0.660	0.625	0.548	0.393	0.332	0.098	0.566

Recent Quarterly Index and Cumulative Percentage Change										
% Change Over Previous 12 Months	1.86224	1.49955	1.48161	1.66216	1.94210	2.26629	2.24373	1.91045	1.37715	1.39558

Source: Table 1.1.9. Implicit Price Deflator for Personal Consumption Expenditures. Last revised on: August 29, 2019.
Next release date: September 26, 2019

Historical IPD Increases

Below are the historical percentage changes in the implicit price deflator for personal consumption expenditures dating back to 2000.

Please note that these percentage changes are the official calculations used for property tax levy setting, as declared by the Washington Department of Revenue on September 25 of each year. These inflation rates are never revised and do not reflect any adjustments to the IPD that may have been made after September 25 of each year.

Dates	Percent
Qtr. 2 2017 to Qtr. 2 2018	2.169
Qtr. 2 2016 to Qtr. 2 2017	1.553
Qtr. 2 2015 to Qtr. 2 2016	0.953
June 2014 to June 2015	0.251
June 2013 to June 2014	1.591
July 2012 to July 2013	1.314
July 2011 to July 2012	1.295
July 2010 to July 2011	2.755
July 2009 to July 2010	1.539
July 2008 to July 2009	-0.848
July 2007 to July 2008	4.527
July 2006 to July 2007	2.084
July 2005 to July 2006	3.419
July 2004 to July 2005	2.541
July 2003 to July 2004	2.387
July 2002 to July 2003	1.84
July 2001 to July 2002	1.16
July 2000 to July 2001	1.89

Source: Table B-1 for years 2001-2013 and NIPA Table 1.1.9. for 2014 and beyond published by the Bureau of Economic Analysis.

Last Modified: August 29, 2019

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MEMO



Date: September 29, 2019

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

From: Jaime Prothro, Customer Experience Director

Subject: Library Code of Conduct and Exclusion from Library Services Policies

Two draft policy proposals were brought for discussion during the September 11 Board of Trustees meeting. In this conversation, Board members shared initial thoughts and questions with Library staff. This conversation will continue during the October 9 meeting. Based on the September discussion, the Library Code of Conduct policy and the Exclusion from Library Services policy have been revised to include small language updates to provide better overall clarity, strengthen the Library's position for zero tolerance for discriminatory behaviors, and to move issuance of a permanent trespass from the Board of Trustees to Library administration. These updated policies are provided to you for further review.

Dependent upon the discussion, the Library Board will be asked to consider two motions to approve the proposed policies.

Motion Language

Move to approve the Library Rules of Conduct policy as presented

Move to approve the Exclusion from Library Services policy as presented

Board Policy

Library Rules of Conduct



Policy Statement

The Pierce County Library System creates inclusive, welcoming, and respectful spaces and experiences for all community members. The Library supports activities and usage that are safe, non-discriminatory, and supports the varied ways users' choose to engage with the Library. Specific behaviors are required to maintain this positive and beneficial environment.

Purpose

To establish the Library's expectations that ensure a safe, welcoming, and respectful environment for the public, staff, and volunteers through all service locations (e.g., in-person, by phone, mobile services, and online) so that library services can be the greatest benefit to the greatest number of people.

Policy

Adherence to the Library Rules of Conduct is necessary so that all people can experience the Library as an enjoyable space. Staff applies these rules in a fair, respectful and consistent manner for the benefit of all. Any behavior that unreasonably interferes with others' use and enjoyment of the Library may result in actions outlined in the Exclusion from Library Services policy.

The following behaviors and activities are defined as unacceptable and will not be permitted:

- Disruptive behavior, such as creating loud noises, loud talking, or screaming.
- Participating in unsafe activities and behaving in manners that are unsafe.
- Failure to be fully clothed, including shoes.
- Bodily hygiene that unreasonably interferes with others' use and enjoyment of the Library.
- Using library facilities and grounds for purposes other than those intended by the Library (e.g., bathing, camping, washing).
- Neglecting to provide necessary supervision to children.
- Verbally intimidating or using discriminatory language to other customers, staff, and volunteers.
- Smoking or vaping on library grounds.
- Soliciting (e.g., sales, canvassing) and panhandling.
- Possessing animals other than service animals on library grounds.
- Consuming food or beverages in areas not authorized by the Library.
- Sleeping or appearing to be sleeping in the Library, having feet on furniture, or blocking aisles, exits, or entrances.
- Engaging in any activity in violation of a library policy.
- Gambling.

- Using audible devices without headphones or in a manner that disturbs others.
- Littering.
- Failing to comply with a reasonable staff request to cease behavior that interferes with the effective functioning of the Library.

The following behaviors and activities are prohibited:

- Behavior that is prohibited by law.
- Carrying weapons in violation of state or federal law or leaving a weapon unattended.
- Displaying weapons in a manner, under circumstances, and at a time and place that either manifests an intent to intimidate another or that warrants alarm for the safety of other persons.
- Exhibiting sexual misconduct, including obscene acts.
- Inappropriately using library property in library facilities and on library grounds, including technology and other equipment.
- Trespassing in non-public areas of the Library.
- Fighting or assault.
- Threatening other people using the Library, staff, or volunteers verbally, physically, or in writing.
- Selling, using, or possessing illegal controlled substances or alcohol in library facilities and on library grounds.
- Being under the influence of alcohol or controlled substances.
- Damaging or stealing library equipment.
- Refusing to leave the Library after being issued a trespass or returning within a trespass period.

Each person using the Library is responsible for their safety, the safety of children in their care, and the security of their personal belongings. The Pierce County Library System is not responsible for the safety of the users against their own acts or the acts of other library users.

Adopted by the Board of Trustees of the Pierce County Library System on April 11, 2007. Revised November 10, 2010; XXXX

Board Policy

Exclusion from Library Services



Policy Statement

The Pierce County Library System enforces established rules of conduct to create safe, welcoming, and respectful environments for the public, staff, and volunteers. Enforcement of these rules are applied in a fair, respectful and consistent manner across all service locations; behavior at one Pierce County Library System service point will impact use across all service locations.

Purpose

To establish support for staff action(s) when addressing customer behavior and activities that unreasonably interfere with others' enjoyment of the Library to establish the framework for excluding an individual from library service for any amount of time so that library service can be the greatest benefit to the greatest number of people. This policy also establishes the steps individuals can take to appeal any ban or trespass issuance that is beyond seven (7) consecutive days.

Definitions

- **Ban:** a system-wide withdrawal of permission to remain in library facilities or on library grounds, or access staff assistance through library service locations for a specific length of time. A ban is issued in writing by library staff for a specific length of time, from one (1) day up to one (1) year. Bans are generally based on a person's unwillingness to correct unacceptable behavior as defined in the Rules of Conduct.
- **Criminal Trespass:** a system-wide withdrawal of permission to remain in library facilities or on library grounds, or access staff assistance from any library service location for a specific length of time. Criminal trespasses include the removal of library card privileges. A criminal trespass is issued by local law enforcement for a specific length of time, generally six (6) months to one (1) year, and is generally based on prohibited or illegal behavior as defined in the Rules of Conduct.
- **Permanent Trespass:** In extreme circumstances, a permanent system-wide trespass may be imposed that includes withdrawal of permission to remain in library facilities and on library grounds or receive assistance from any service point, and removal of access to staff assistance and all library card privileges.

Policy

The Pierce County Library System will enforce rules of conduct and will apply any decision that results in the exclusion of service to people in a fair, consistent, and respectful manner. Library staff and/or law enforcement officers have the right to intervene to stop prohibited and/or unacceptable activities and behaviors.

Enforcement:

Bans are generally issued after staff have described the appropriate behaviors needed to continue using the Library.

Criminal trespasses will be issued by PCLS staff and law enforcement. A ban may be issued simultaneously with a criminal trespass. Criminal behaviors will result in arrest and possible prosecution. Trespasses may be issued immediately if the behavior is unsafe or harassing in nature.

Permanent trespasses are issued by the Deputy Director after a review of all incident documentation that identifies the behavior and activities demonstrated by the person are prohibited and illegal.

Appeal:

Individuals who have received a ban or criminal trespass for any length of time beyond seven (7) days may appeal this decision to the Library's Deputy Director. When a permanent trespass has been issued, appeals may be made after twenty-one (21) days to the Executive Director and, if denied, an appeal for a permanent trespass may be considered again after five (5) years.

Trespass restrictions remain in effect during the appeal process.

Delegation:

The Library Board of Trustees delegates to the Library Director the authority to adopt policies, procedures, and guidelines to implement this policy, including timelines and procedures for appeals.

Adopted by the Board of Trustees of the Pierce County Library System on X,XX,XXXX

New Business

MEMO



Date: September 27, 2019

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

From: Georgia Lomax, Executive Director

Subject: Proposed 2020 Board Meeting Schedule

In November, the Board of Trustees adopts a resolution scheduling its meetings for the next year. Attached is a proposed schedule of 2020 Board of Trustee meeting dates. The meetings would be held on the second Wednesday of the month at 3:30 pm.

In 2020, the regular November Trustee meeting will fall on November 11, the Veteran's Day holiday. The Administrative Team recommends rescheduling the meeting to the following Wednesday, November 18. This allows time to prepare the draft budget for the first budget hearing. There will be adequate time between a later November meeting and the regular December meeting to prepare the final budget.

In 2016, the Trustees began holding meetings at library locations, and in 2019 held four traveling meetings.

In addition to meetings at our regular location at the Administrative Center & Library, the Customer Experience team recommends the following traveling meetings:

- April – Eatonville
- June – Bonney Lake
- August – Steilacoom
- October – Parkland/Spanaway

In order to prepare the resolution for the 2020 meetings, we would like to determine how you would like to handle the November holiday conflict, confirm the proposed schedule, the number of traveling meetings, and the locations you would like to visit.

Previous meetings have been held in Fife, Graham, Key Center and Lakewood (2019); Buckley, South Hill and Gig Harbor (2018); Sumner and University Place (2017); and Milton/Edgewood (2016).

PIERCE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

2020 Meeting Schedule

Meetings are regularly scheduled at 3:30 pm on the second Wednesday of the month. The dates of the 2020 Board of Trustee meetings are as follows:

January 8
February 12
March 11
April 8
May 13
June 10
July 8
August 12
September 9
October 14
November – TBD (regular date is Veteran's Day)
December 9

Board Education and Service Reports

MEMO



Date: September 30, 2019

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

From: Jill Merritt, Acting Branch Manager, Lakewood Pierce County Library

Subject: Lakewood Library and Community

On behalf of the Lakewood staff, I would like to welcome the Board of Trustees to the Lakewood Library! The original library in Lakewood opened in February 1947 in the Hobbyville on Steilacoom Blvd. From 1948-1963 the library was housed in several locations, including the Sunshine Gift Shop and Park Lodge School. The current building was funded by the Tenzler Foundation and opened in 1963. The building was owned by the Friends of the Lakes District Library and was officially renamed to Lakewood Library in 1982. In 1991, the Friends of Lakewood Library donated the building and \$350,000 for renovation to the Pierce County Library System. Over the next several years it was renovated and updated with generous donations from the Friends of Lakewood Library and members of the community.

The City of Lakewood's 60,538 residents include people from all socioeconomic backgrounds and have diverse needs that the Lakewood Library meets with dynamic programs, collections, and services. Our proximity to Joint Base Lewis McChord (JBLM) brings in many service members and their families to enjoy library services, including use of CAC (common access card) readers. The Lakewood Library also houses a large collection of International language materials to serve the 22.16% of the population that speaks languages other than English. This year alone, the Lakewood Library has served over 178,730 customers, with 37,479 items circulated to our diverse community members.

The Lakewood Library is the largest library in the Pierce County Library System, with 35,592 square feet of space. It houses 44 fixed computers and 10 multi-functional laptops to serve the technology needs of the community, with a large computer lab on the second floor that includes the Job and Business Center and Law Library Kiosk. There are also welcoming spaces designated for children and teens, allowing them to have a space they can call their own. There is a large meeting room, a smaller conference room and 5 study rooms available for public use. Children's programs bring in families with young children from 0-6 years of age, and including Play to Learn program in partnership with the Children's Museum of Tacoma and Prime Time Family Reading program in partnership with Humanities of Washington, Pacific Lutheran University, and Custer Elementary School.

The Lakewood Library Teen Council developed from the summer Teen Volunteer League and offers teens a voice in library programs and services. Wednesday Hangouts offer teens a weekly afterschool opportunity to connect with each other and the library through games, art, and STEM activities. Teen Librarian, Elise Bodell, has also had really great success this year with a STEAM career intensive Game Jam event, a collaboration with the Puyallup Public Library and IGNITE (Inspiring Girls in Technology) held at Pierce College Ft. Steilacoom in January, as well as summer programs including the four day mural painting series The Art of Storytelling and four Escape Rooms with full attendance.

Partnerships with JBLM, WorkSource, Pierce County Law library, Small Business Administration, and Adult Basic Education offer the adults of Lakewood a chance to learn and develop new skills. Tech Help on Wednesdays brings together people from the community to get help with technology questions that range from cell phones, tablets, computers, and more. Other great programs are developed by our Adult Services and Youth Services Librarians and offered to the community throughout the year, including diverse author events, Fermentation, Frugal Shopping, STEAM programs, and more.

Outreach to the community, consist of school visits within the Clover Park School District, including schools on JBLM, the Lakewood Farmers Market in the summer, the Lakewood Senior Center, Summerfest, Film, Art, and Books Festival (FAB), Youth Press Projects (House of Matthew) offer a great way for us to reach our community outside the walls of the library. Several of Lakewood's Librarians participate on community boards, including the Lakewood Promise Advisory Committee to the Lakewood City Council.

The Friends of Lakewood Library are a great addition to the Lakewood and Tillicum communities supporting both libraries through their book sales. Their contributions have included \$11,000 for programs at Lakewood, \$24,000 for furniture at Lakewood, and \$2000 for programs at Tillicum. Their next Book Sale is right around the corner on October 18 and 19, in the basement of the Lakewood Library.

Thank you for visiting the Lakewood Library!

Officers Reports

MEMO



Date: September 27, 2019

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

From: Anna Shelton, Community Initiative Manager

Subject: National Friends of Libraries Week 2019

Thank you to Pierce County Library System’s Friends of the Library groups for their commitment, enthusiasm, and contributions to bolster library services throughout Pierce County. October 20-26, 2019 marks National Friends of Libraries Week to recognize and celebrate Friends groups for volunteering time and resources to help support libraries.

Pierce County Library System is indebted to the amazing support our seventeen Friends groups give every day to enhance library service in our communities.

Friends groups foster public interest and support of the Library in many ways:

- Advocating for and increasing public awareness about library services, needs, and goals.
- Fundraising through book sales and other activities.
- Supporting Library events and activities that promote learning, enjoyment, and community connection.

Over the course of the last year, Friends of the Library groups contributed approximately \$105,000 to support library service. Highlights of recent Friends support include:

- Books as summer reading prizes for children and teens
- Support for system programs like MakerFest and Pierce County Conversations
- New seating throughout the building—Lakewood Library
- Bench in front of library – Eatonville Library
- Shelving support – Sumner Library

Along with other recognition to celebrate National Friends of Libraries Week, we are asking Pierce County Library’s Board of Trustees to issue the following proclamation to proclaim October 20-26, 2019, as “Friends of Libraries Week” in Pierce County, Washington.

Friends of Libraries Week

Proclamation of the Pierce County Library Board of Trustees in recognition of Pierce County Library Friends.

Whereas, Friends of Pierce County Library raise funds through book sales and other activities to purchase services, materials, equipment and furnishings to enhance customer experiences;

Whereas, Friends advocate and raise awareness about Pierce County Library System's services, needs and goals in the community;

Whereas, Friends are ambassadors in our libraries and in our communities to share information about Library programs and services;

Whereas, the Friends' gift of time and enthusiastic commitment to Pierce County Library exemplifies strong volunteerism and leads to positive civic engagement and the betterment of our community;

NOW, THEREFORE, be it resolved that the Pierce County Library Board of Trustees proclaims October 20 through 26, 2019, as

Friends of Libraries Week

in Pierce County, Washington,

and urges everyone to join a Pierce County Library Friends' organization, and thanks the Friends for the time and resources provided to make our Library and community great.

PROCLAIMED this day, Wednesday, October 9, 2019.



MEMO



Date: October 2, 2019

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

From: Clifford Jo, Finance & Business Director

Subject: 2018 IRS Tax Form 990

Attached is the near-finalized 2018 IRS Form 990 and all schedules, available for your review, prepared by the local accounting firm, DP&C. As part of this final process, we ask that each Trustee review the filing and then certify that they have reviewed it. All statements will become integral public documents in the final tax return for a period of no less than three years.

DP&C advised me that we might be subject to filing Schedule T, an implementation of new taxation laws. This law requires disclosure for both for-profits and non-profits of providing parking to staff, which would be considered a benefit and thus some calculated payment would be made to the IRS. We will determine the correct action and file all forms accordingly prior to the November 15 filing date, and will keep you informed should Schedule T be required.

If you have any questions concerning our nonprofit tax return, feel free to contact me.

PIERCE COUNTY RURAL LIBRARY DISTRICT

BOARD OF TRUSTEE REVIEW

2018 IRS FORM 990

I have reviewed the 2018 IRS Form 990 for the PIERCE COUNTY RURAL LIBRARY DISTRICT. The extent of the review included all sections of IRS Form 990 and schedules, including Schedule O, as prepared by the Library's Finance Department and the accounting firm, DP&C. I understand that this filing will be made available for public inspection for a period of not less than three (3) years.

Signature

Printed Name

Board Title (Chair, Vice Chair, or Member)

Date

Form **990**

Return of Organization Exempt From Income Tax
Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

OMB No. 1545-0047

2018

Department of the Treasury
Internal Revenue Service

▶ Do not enter social security numbers on this form as it may be made public.
▶ Go to www.irs.gov/Form990 for instructions and the latest information.

Open to Public Inspection

A For the 2018 calendar year, or tax year beginning and ending

B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	C Name of organization PIERCE COUNTY RURAL LIBRARY DISTRICT Doing business as Number and street (or P.O. box if mail is not delivered to street address) Room/suite 3005 112TH ST E City or town, state or province, country, and ZIP or foreign postal code TACOMA, WA 98446-2215 F Name and address of principal officer: GEORGIA LOMAX 3005 112TH ST E, TACOMA, WA 98446	D Employer identification number ** - * * * * * E Telephone number 253-536-6500 G Gross receipts \$ 32,280,003. H(a) Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No H(b) Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach a list. (see instructions) H(c) Group exemption number ▶
I Tax-exempt status: <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) () (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527		
J Website: ▶ WWW.PIERCECOUNTYLIBRARY.ORG		
K Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other ▶		
L Year of formation: 1946		M State of legal domicile: WA

Part I Summary

1	Briefly describe the organization's mission or most significant activities: TO BRING THE WORLD OF INFORMATION AND IMAGINATION TO ALL PEOPLE OF OUR COMMUNITY		
2	Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
3	Number of voting members of the governing body (Part VI, line 1a)	3	5
4	Number of independent voting members of the governing body (Part VI, line 1b)	4	5
5	Total number of individuals employed in calendar year 2018 (Part V, line 2a)	5	410
6	Total number of volunteers (estimate if necessary)	6	138
7a	Total unrelated business revenue from Part VIII, column (C), line 12	7a	0.
7b	Net unrelated business taxable income from Form 990-T, line 38	7b	0.
8	Contributions and grants (Part VIII, line 1h)	Prior Year	Current Year
9	Program service revenue (Part VIII, line 2g)	328,275.	448,192.
10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	30,493,971.	31,697,496.
11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	55,033.	134,315.
12	Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	0.	0.
13	Grants and similar amounts paid (Part IX, column (A), lines 1-3)	30,877,279.	32,280,003.
14	Benefits paid to or for members (Part IX, column (A), line 4)	0.	0.
15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	0.	0.
16a	Professional fundraising fees (Part IX, column (A), line 11e)	21,845,018.	22,492,526.
16b	Total fundraising expenses (Part IX, column (D), line 25) ▶ 294,459.	0.	0.
17	Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	10,323,068.	8,835,236.
18	Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	32,168,086.	31,327,762.
19	Revenue less expenses. Subtract line 18 from line 12	-1,290,807.	952,241.
20	Total assets (Part X, line 16)	Beginning of Current Year	End of Year
21	Total liabilities (Part X, line 26)	24,463,157.	24,653,752.
22	Net assets or fund balances. Subtract line 21 from line 20	2,055,652.	1,294,006.
22		22,407,505.	23,359,746.

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer GEORGIA LOMAX, EXECUTIVE DIRECTOR Type or print name and title	Date
Paid Preparer Use Only	Print/Type preparer's name ED E. RAMOS, CPA	Preparer's signature Date
	Firm's name ▶ DP&C Firm's address ▶ P.O. BOX 1614 TACOMA, WA 98401-1614	Check if self-employed <input type="checkbox"/> PTIN P00601133 Firm's EIN ▶ ** - * * * * * Phone no. 253.572.9922

May the IRS discuss this return with the preparer shown above? (see instructions) Yes No

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III

1 Briefly describe the organization's mission: TO BRING THE WORLD OF INFORMATION AND IMAGINATION TO ALL PEOPLE OF OUR COMMUNITY

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? Yes No

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? Yes No

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses.

4a (Code:) (Expenses \$ 27,895,470. including grants of \$) (Revenue \$ 31,697,496.) IN 2018, PEOPLE MADE 2,248,328 VISITS TO THE PIERCE COUNTY LIBRARY SYSTEM'S 20 LOCATIONS AND CHECKED OUT 7,135,795 BOOKS, DVDS AND OTHER MATERIALS.

4b (Code:) (Expenses \$ including grants of \$) (Revenue \$)

4c (Code:) (Expenses \$ including grants of \$) (Revenue \$)

4d Other program services (Describe in Schedule O.) (Expenses \$ including grants of \$) (Revenue \$)

4e Total program service expenses 27,895,470.

Part IV Checklist of Required Schedules

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? <i>If "Yes," complete Schedule A</i>	X	
2 Is the organization required to complete <i>Schedule B, Schedule of Contributors</i> ?	X	
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? <i>If "Yes," complete Schedule C, Part I</i>		X
4 Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If "Yes," complete Schedule C, Part II</i>		X
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? <i>If "Yes," complete Schedule C, Part III</i>		X
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? <i>If "Yes," complete Schedule D, Part I</i>		X
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? <i>If "Yes," complete Schedule D, Part II</i>		X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If "Yes," complete Schedule D, Part III</i>		X
9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? <i>If "Yes," complete Schedule D, Part IV</i>		X
10 Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi-endowments? <i>If "Yes," complete Schedule D, Part V</i>		X
11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? <i>If "Yes," complete Schedule D, Part VI</i>	X	
b Did the organization report an amount for investments - other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VII</i>		X
c Did the organization report an amount for investments - program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VIII</i>		X
d Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part IX</i>		X
e Did the organization report an amount for other liabilities in Part X, line 25? <i>If "Yes," complete Schedule D, Part X</i>		X
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? <i>If "Yes," complete Schedule D, Part X</i>		X
12a Did the organization obtain separate, independent audited financial statements for the tax year? <i>If "Yes," complete Schedule D, Parts XI and XII</i>		X
b Was the organization included in consolidated, independent audited financial statements for the tax year? <i>If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional</i>		X
13 Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If "Yes," complete Schedule E</i>		X
14a Did the organization maintain an office, employees, or agents outside of the United States?		X
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? <i>If "Yes," complete Schedule F, Parts I and IV</i>		X
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? <i>If "Yes," complete Schedule F, Parts II and IV</i>		X
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? <i>If "Yes," complete Schedule F, Parts III and IV</i>		X
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? <i>If "Yes," complete Schedule G, Part I</i>		X
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If "Yes," complete Schedule G, Part II</i>		X
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If "Yes," complete Schedule G, Part III</i>		X
20a Did the organization operate one or more hospital facilities? <i>If "Yes," complete Schedule H</i>		X
b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?		
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II</i>		X

Part IV Checklist of Required Schedules (continued)

Table with 3 columns: Question number, Yes, No. Rows 22-38. Includes questions about grants, compensation, tax-exempt bonds, excess benefit transactions, and contributions.

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V []

Table with 3 columns: Question number, Yes, No. Rows 1a, 1b, 1c. Includes questions about Form 1096, Forms W-2G, and backup withholding rules.

Part V Statements Regarding Other IRS Filings and Tax Compliance (continued)

Table with columns for question number, description, and Yes/No checkboxes. Includes questions 2a through 16 regarding employee counts, tax returns, unrelated business income, foreign accounts, prohibited transactions, and charitable contributions.

Part VI Governance, Management, and Disclosure For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions.

Check if Schedule O contains a response or note to any line in this Part VI [X]

Section A. Governing Body and Management

Table with 3 columns: Question, Yes, No. Rows include: 1a Enter the number of voting members of the governing body at the end of the tax year; 1b Enter the number of voting members included in line 1a, above, who are independent; 2 Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?; 3 Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, or trustees, or key employees to a management company or other person?; 4 Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?; 5 Did the organization become aware during the year of a significant diversion of the organization's assets?; 6 Did the organization have members or stockholders?; 7a Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?; 7b Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?; 8 Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following: a The governing body? b Each committee with authority to act on behalf of the governing body?; 9 Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses in Schedule O.

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

Table with 3 columns: Question, Yes, No. Rows include: 10a Did the organization have local chapters, branches, or affiliates?; 10b If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?; 11a Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?; 11b Describe in Schedule O the process, if any, used by the organization to review this Form 990.; 12a Did the organization have a written conflict of interest policy? If "No," go to line 13; 12b Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?; 12c Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this was done; 13 Did the organization have a written whistleblower policy?; 14 Did the organization have a written document retention and destruction policy?; 15 Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?; 15a The organization's CEO, Executive Director, or top management official; 15b Other officers or key employees of the organization; 16a Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?; 16b If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?

Section C. Disclosure

- 17 List the states with which a copy of this Form 990 is required to be filed WA
18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.
19 Describe in Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.
20 State the name, address, and telephone number of the person who possesses the organization's books and records

PIERCE COUNTY RURAL LIBRARY DISTRICT - 253-536-6500
3005 112TH ST E, TACOMA, WA 98446

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.

List persons in the following order: individual trustees or directors; institutional trustees; officers; key employees; highest compensated employees; and former such persons.

Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and Title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) ROBERT ALLEN TRUSTEE/CHAIR	2.00	X		X				0.	0.	0.
(2) DONNA ALBERS TRUSTEE/VICE-CHAIR	2.00	X		X				0.	0.	0.
(3) MONICA BUTLER TRUSTEE/MEMBER	2.00	X						0.	0.	0.
(4) DAREN JONES TRUSTEE/MEMBER	2.00	X						0.	0.	0.
(5) PAT JENKINS TRUSTEE/MEMBER	2.00	X						0.	0.	0.
(6) GEORGIA LOMAX EXECUTIVE DIRECTOR	40.00			X				154,981.	0.	31,694.
(7) CLIFFORD JO FINANCE/BUSINESS DIRECTOR	40.00			X				142,036.	0.	19,748.
(8) MELINDA CHESBRO DEPUTY DIRECTOR	40.00					X		122,814.	0.	25,504.
(9) CHEREE GREEN STAFF EXPERIENCE DIRECTOR	40.00					X		128,785.	0.	18,038.
(10) TERESA COVINGTON APPLICATIONS SERVICES MGR	40.00					X		119,345.	0.	16,612.
(11) STEPHANIE RATKO IT MANAGER	40.00					X		121,669.	0.	16,930.
(12) MARY GETCHELL MARKETING & COMMUNICATIONS DIRECTOR	40.00					X		121,501.	0.	24,263.

Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII

			(A)	(B)	(C)	(D)	
			Total revenue	Related or exempt function revenue	Unrelated business revenue	Revenue excluded from tax under sections 512 - 514	
Contributions, Gifts, Grants and Other Similar Amounts	1 a Federated campaigns	1a					
	b Membership dues	1b					
	c Fundraising events	1c					
	d Related organizations	1d					
	e Government grants (contributions)	1e	1,925.				
	f All other contributions, gifts, grants, and similar amounts not included above	1f	446,267.				
	g Noncash contributions included in lines 1a-1f: \$						
	h Total. Add lines 1a-1f			448,192.			
	Program Service Revenue	2 a TAXES	Business Code				
		900099	30,317,241.	30,317,241.			
b REFUNDS		900099	722,622.	722,622.			
c OVERDUE FINES		519100	432,928.	432,928.			
d GOODS & SERVICES		900099	202,394.	202,394.			
e SURPLUS BOOK SALES		453310	4,580.	4,580.			
f All other program service revenue		900099	17,731.	17,731.			
g Total. Add lines 2a-2f				31,697,496.			
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)		134,315.			134,315.	
	4 Income from investment of tax-exempt bond proceeds						
	5 Royalties						
	6 a Gross rents	(i) Real	(ii) Personal				
		b Less: rental expenses					
		c Rental income or (loss)					
	d Net rental income or (loss)						
	7 a Gross amount from sales of assets other than inventory	(i) Securities	(ii) Other				
		b Less: cost or other basis and sales expenses					
		c Gain or (loss)					
	d Net gain or (loss)						
	8 a Gross income from fundraising events (not including \$ _____ of contributions reported on line 1c). See Part IV, line 18	a					
		b Less: direct expenses	b				
c Net income or (loss) from fundraising events							
9 a Gross income from gaming activities. See Part IV, line 19	a						
	b Less: direct expenses	b					
	c Net income or (loss) from gaming activities						
10 a Gross sales of inventory, less returns and allowances	a						
	b Less: cost of goods sold	b					
	c Net income or (loss) from sales of inventory						
Miscellaneous Revenue		Business Code					
11 a _____							
	b _____						
	c _____						
	d All other revenue						
	e Total. Add lines 11a-11d						
12 Total revenue. See instructions			32,280,003.	31,697,496.	0.	134,315.	

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	348,459.		348,459.	
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	16,149,298.	14,836,256.	1,092,054.	220,988.
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	1,990,262.	1,824,017.	138,099.	28,146.
9 Other employee benefits	2,779,456.	2,582,280.	169,048.	28,128.
10 Payroll taxes	1,225,051.	1,107,695.	101,194.	16,162.
11 Fees for services (non-employees):				
a Management	517,527.	422,645.	94,882.	
b Legal	51,949.	6,012.	45,937.	
c Accounting	11,756.		11,756.	
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Sch. O.)	297,556.	297,556.		
12 Advertising and promotion	60,192.	57,011.	3,181.	
13 Office expenses	500,618.	486,808.	13,462.	348.
14 Information technology	1,345,202.	1,342,914.	2,288.	
15 Royalties				
16 Occupancy	1,157,134.	1,118,939.	38,195.	
17 Travel	98,307.	89,736.	7,918.	653.
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings	28,408.	22,323.	6,085.	
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	770,846.		770,846.	
23 Insurance	213,081.		213,081.	
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a LIBRARY MATERIALS	3,419,862.	3,419,862.		
b EQUIPMENT AND FURNISHIN	149,972.	147,378.	2,594.	
c CAPITAL IMPROVEMENTS	117,500.	117,500.		
d DUES & MEMBERSHIPS	48,627.	1,660.	46,946.	21.
e All other expenses	46,699.	14,878.	31,808.	13.
25 Total functional expenses. Add lines 1 through 24e	31,327,762.	27,895,470.	3,137,833.	294,459.
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation.				

Check here if following SOP 98-2 (ASC 958-720)

Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X

		(A)		(B)		
		Beginning of year		End of year		
Assets	1 Cash - non-interest-bearing		1,016,654.	1	1,341,095.	
	2 Savings and temporary cash investments		9,948,000.	2	10,585,000.	
	3 Pledges and grants receivable, net			3		
	4 Accounts receivable, net			4		
	5 Loans and other receivables from current and former officers, directors, trustees, key employees, and highest compensated employees. Complete Part II of Schedule L			5		
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instr). Complete Part II of Sch L			6		
	7 Notes and loans receivable, net			7		
	8 Inventories for sale or use			8		
	9 Prepaid expenses and deferred charges			9		
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a	28,805,754.			
	b Less: accumulated depreciation	10b	16,078,097.	13,498,503.	10c	12,727,657.
	11 Investments - publicly traded securities			11		
	12 Investments - other securities. See Part IV, line 11			12		
	13 Investments - program-related. See Part IV, line 11			13		
	14 Intangible assets			14		
	15 Other assets. See Part IV, line 11			15		
16 Total assets. Add lines 1 through 15 (must equal line 34)			24,463,157.	16	24,653,752.	
Liabilities	17 Accounts payable and accrued expenses		2,055,652.	17	1,294,006.	
	18 Grants payable			18		
	19 Deferred revenue			19		
	20 Tax-exempt bond liabilities			20		
	21 Escrow or custodial account liability. Complete Part IV of Schedule D			21		
	22 Loans and other payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L			22		
	23 Secured mortgages and notes payable to unrelated third parties			23		
	24 Unsecured notes and loans payable to unrelated third parties			24		
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D			25		
	26 Total liabilities. Add lines 17 through 25			2,055,652.	26	1,294,006.
Net Assets or Fund Balances	Organizations that follow SFAS 117 (ASC 958), check here <input type="checkbox"/> and complete lines 27 through 29, and lines 33 and 34.					
	27 Unrestricted net assets			27		
	28 Temporarily restricted net assets			28		
	29 Permanently restricted net assets			29		
	Organizations that do not follow SFAS 117 (ASC 958), check here <input checked="" type="checkbox"/> and complete lines 30 through 34.					
	30 Capital stock or trust principal, or current funds		8,909,002.	30	10,632,089.	
	31 Paid-in or capital surplus, or land, building, or equipment fund		13,498,503.	31	12,727,657.	
	32 Retained earnings, endowment, accumulated income, or other funds		0.	32	0.	
33 Total net assets or fund balances			22,407,505.	33	23,359,746.	
34 Total liabilities and net assets/fund balances			24,463,157.	34	24,653,752.	

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI

1	Total revenue (must equal Part VIII, column (A), line 12)	1	32,280,003.
2	Total expenses (must equal Part IX, column (A), line 25)	2	31,327,762.
3	Revenue less expenses. Subtract line 2 from line 1	3	952,241.
4	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	4	22,407,505.
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain in Schedule O)	9	0.
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 33, column (B))	10	23,359,746.

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII

		Yes	No
1	Accounting method used to prepare the Form 990: <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual <input type="checkbox"/> Other		
If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.			
2a	Were the organization's financial statements compiled or reviewed by an independent accountant?		X
If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both:			
<input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis			
b	Were the organization's financial statements audited by an independent accountant?		X
If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both:			
<input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis			
c	If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant?		
If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O.			
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?		X
b	If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits		

Form 990 (2018)

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2014	(b) 2015	(c) 2016	(d) 2017	(e) 2018	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	554,490.	476,801.	563,398.	328,275.	448,192.	2,371,156.
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf	24,791,798.	26,854,883.	28,470,513.	29,285,461.	30,317,241.	139,719,896.
3 The value of services or facilities furnished by a governmental unit to the organization without charge ...						
4 Total. Add lines 1 through 3	25,346,288.	27,331,684.	29,033,911.	29,613,736.	30,765,433.	142,091,052.
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public support. Subtract line 5 from line 4.						142,091,052.

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2014	(b) 2015	(c) 2016	(d) 2017	(e) 2018	(f) Total
7 Amounts from line 4	25,346,288.	27,331,684.	29,033,911.	29,613,736.	30,765,433.	142,091,052.
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources ...	6,909.	7,788.	22,098.	55,033.	134,315.	226,143.
9 Net income from unrelated business activities, whether or not the business is regularly carried on ...						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)	16,382.	15,202.	11,972.	6,702.	4,580.	54,838.
11 Total support. Add lines 7 through 10						142,372,033.
12 Gross receipts from related activities, etc. (see instructions)					12	2,288,679.
13 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here						<input type="checkbox"/>

Section C. Computation of Public Support Percentage

14 Public support percentage for 2018 (line 6, column (f) divided by line 11, column (f))	14	99.80 %
15 Public support percentage from 2017 Schedule A, Part II, line 14	15	99.88 %
16a 33 1/3% support test - 2018. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization		<input checked="" type="checkbox"/>
b 33 1/3% support test - 2017. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
17a 10% -facts-and-circumstances test - 2018. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
b 10% -facts-and-circumstances test - 2017. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions		<input type="checkbox"/>

Schedule A (Form 990 or 990-EZ) 2018

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ►	(a) 2014	(b) 2015	(c) 2016	(d) 2017	(e) 2018	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 Public support. (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2014	(b) 2015	(c) 2016	(d) 2017	(e) 2018	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 Total support. (Add lines 9, 10c, 11, and 12.)						

14 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here**

Section C. Computation of Public Support Percentage

15 Public support percentage for 2018 (line 8, column (f), divided by line 13, column (f))	15	%
16 Public support percentage from 2017 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2018 (line 10c, column (f), divided by line 13, column (f))	17	%
18 Investment income percentage from 2017 Schedule A, Part III, line 17	18	%

19a 33 1/3% support tests - 2018. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization

b 33 1/3% support tests - 2017. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization

20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions

Part IV Supporting Organizations

(Complete only if you checked a box in line 12 on Part I. If you checked 12a of Part I, complete Sections A and B. If you checked 12b of Part I, complete Sections A and C. If you checked 12c of Part I, complete Sections A, D, and E. If you checked 12d of Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

	Yes	No
1 Are all of the organization's supported organizations listed by name in the organization's governing documents? <i>If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.</i>		
2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? <i>If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).</i>		
3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? <i>If "Yes," answer (b) and (c) below.</i>		
b Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? <i>If "Yes," describe in Part VI when and how the organization made the determination.</i>		
c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? <i>If "Yes," explain in Part VI what controls the organization put in place to ensure such use.</i>		
4a Was any supported organization not organized in the United States ("foreign supported organization")? <i>If "Yes," and if you checked 12a or 12b in Part I, answer (b) and (c) below.</i>		
b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? <i>If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.</i>		
c Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? <i>If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.</i>		
5a Did the organization add, substitute, or remove any supported organizations during the tax year? <i>If "Yes," answer (b) and (c) below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).</i>		
b Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
c Substitutions only. Was the substitution the result of an event beyond the organization's control?		
6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? <i>If "Yes," provide detail in Part VI.</i>		
7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? <i>If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).</i>		
8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? <i>If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).</i>		
9a Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? <i>If "Yes," provide detail in Part VI.</i>		
b Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? <i>If "Yes," provide detail in Part VI.</i>		
c Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? <i>If "Yes," provide detail in Part VI.</i>		
10a Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? <i>If "Yes," answer 10b below.</i>		
b Did the organization have any excess business holdings in the tax year? <i>(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)</i>		

Part IV Supporting Organizations (continued)

	Yes	No
11 Has the organization accepted a gift or contribution from any of the following persons?		
a A person who directly or indirectly controls, either alone or together with persons described in (b) and (c) below, the governing body of a supported organization?		
b A family member of a person described in (a) above?		
c A 35% controlled entity of a person described in (a) or (b) above? If "Yes" to a, b, or c, provide detail in Part VI .		

Section B. Type I Supporting Organizations

	Yes	No
1 Did the directors, trustees, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's directors or trustees at all times during the tax year? If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove directors or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.		
2 Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.		

Section C. Type II Supporting Organizations

	Yes	No
1 Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).		

Section D. All Type III Supporting Organizations

	Yes	No
1 Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?		
2 Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).		
3 By reason of the relationship described in (2), did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.		

Section E. Type III Functionally Integrated Supporting Organizations

1 Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).		
a <input type="checkbox"/> The organization satisfied the Activities Test. Complete line 2 below.		
b <input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete line 3 below.		
c <input type="checkbox"/> The organization supported a governmental entity. Describe in Part VI how you supported a government entity (see instructions).		
2 Activities Test. Answer (a) and (b) below.		
a Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.	Yes	No
b Did the activities described in (a) constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.		
3 Parent of Supported Organizations. Answer (a) and (b) below.		
a Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? Provide details in Part VI .		
b Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If "Yes," describe in Part VI the role played by the organization in this regard.		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

1 Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI.) **See instructions.** All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	Adjusted Net Income (subtract lines 5, 6, and 7 from line 4)	8	

Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	Total (add lines 1a, 1b, and 1c)	1d	
e	Discount claimed for blockage or other factors (explain in detail in Part VI):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d	3	
4	Cash deemed held for exempt use. Enter 1-1/2% of line 3 (for greater amount, see instructions)	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by .035	6	
7	Recoveries of prior-year distributions	7	
8	Minimum Asset Amount (add line 7 to line 6)	8	

Section C - Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, Column A)	1	
2	Enter 85% of line 1	2	
3	Minimum asset amount for prior year (from Section B, line 8, Column A)	3	
4	Enter greater of line 2 or line 3	4	
5	Income tax imposed in prior year	5	
6	Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions)	6	
7	<input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)

Section D - Distributions	Current Year
1 Amounts paid to supported organizations to accomplish exempt purposes	
2 Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	
3 Administrative expenses paid to accomplish exempt purposes of supported organizations	
4 Amounts paid to acquire exempt-use assets	
5 Qualified set-aside amounts (prior IRS approval required)	
6 Other distributions (describe in Part VI). See instructions.	
7 Total annual distributions. Add lines 1 through 6.	
8 Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions.	
9 Distributable amount for 2018 from Section C, line 6	
10 Line 8 amount divided by line 9 amount	

Section E - Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2018	(iii) Distributable Amount for 2018
1 Distributable amount for 2018 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2018 (reasonable cause required- explain in Part VI). See instructions.			
3 Excess distributions carryover, if any, to 2018			
a From 2013			
b From 2014			
c From 2015			
d From 2016			
e From 2017			
f Total of lines 3a through e			
g Applied to underdistributions of prior years			
h Applied to 2018 distributable amount			
i Carryover from 2013 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from 3f.			
4 Distributions for 2018 from Section D, line 7: \$			
a Applied to underdistributions of prior years			
b Applied to 2018 distributable amount			
c Remainder. Subtract lines 4a and 4b from 4.			
5 Remaining underdistributions for years prior to 2018, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in Part VI . See instructions.			
6 Remaining underdistributions for 2018. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI . See instructions.			
7 Excess distributions carryover to 2019. Add lines 3j and 4c.			
8 Breakdown of line 7:			
a Excess from 2014			
b Excess from 2015			
c Excess from 2016			
d Excess from 2017			
e Excess from 2018			

Part VI **Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

Horizontal lines for supplemental information input.

DRAFT

Schedule B

(Form 990, 990-EZ, or 990-PF)

Department of the Treasury
Internal Revenue Service

Schedule of Contributors

▶ Attach to Form 990, Form 990-EZ, or Form 990-PF.
▶ Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2018

Name of the organization

PIERCE COUNTY RURAL LIBRARY DISTRICT

Employer identification number

** - * * * * *

Organization type (check one):

Filers of:

Section:

Form 990 or 990-EZ

501(c)(3) (enter number) organization

4947(a)(1) nonexempt charitable trust **not** treated as a private foundation

527 political organization

Form 990-PF

501(c)(3) exempt private foundation

4947(a)(1) nonexempt charitable trust treated as a private foundation

501(c)(3) taxable private foundation

Check if your organization is covered by the **General Rule** or a **Special Rule**.

Note: Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

General Rule

For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

Special Rules

For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33 1/3% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990 or 990-EZ), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of (1) \$5,000; or (2) 2% of the amount on (i) Form 990, Part VIII, line 1h; or (ii) Form 990-EZ, line 1. Complete Parts I and II.

For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000 *exclusively* for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I (entering "N/A" in column (b) instead of the contributor name and address), II, and III.

For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling \$5,000 or more during the year ▶ \$ _____

Caution: An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990, 990-EZ, or 990-PF), but it **must** answer "No" on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990, 990-EZ, or 990-PF).

Name of organization PIERCE COUNTY RURAL LIBRARY DISTRICT	Employer identification number ** - * * * * *
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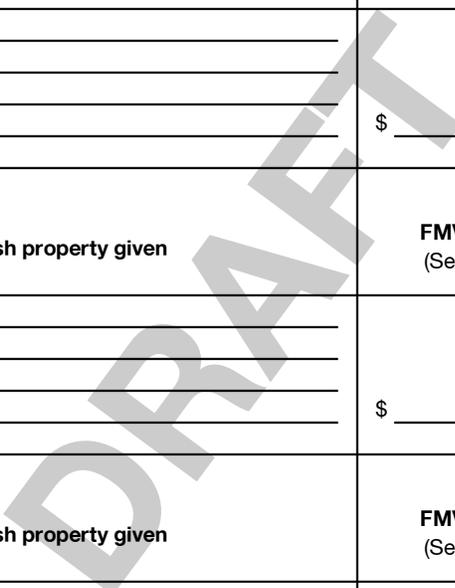
Part I Contributors (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	PIERCE COUNTY LIBRARY FOUNDATION 3005 112TH ST E TACOMA, WA 98446	\$ 403,265.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
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		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)

Name of organization PIERCE COUNTY RURAL LIBRARY DISTRICT	Employer identification number **-*****
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Part II Noncash Property (see instructions). Use duplicate copies of Part II if additional space is needed.

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		\$ _____	_____
		\$ _____	_____
		\$ _____	_____
		\$ _____	_____
		\$ _____	_____
		\$ _____	_____
		\$ _____	_____



Name of organization PIERCE COUNTY RURAL LIBRARY DISTRICT	Employer identification number * * _ * * * * * *
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Part III Exclusively religious, charitable, etc., contributions to organizations described in section 501(c)(7), (8), or (10) that total more than \$1,000 for the year from any one contributor. Complete columns (a) through (e) and the following line entry. For organizations completing Part III, enter the total of exclusively religious, charitable, etc., contributions of \$1,000 or less for the year. (Enter this info. once.) ▶ \$ _____
Use duplicate copies of Part III if additional space is needed.

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	
(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	
(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	
(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	

SCHEDULE D
(Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Financial Statements

▶ **Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.**
▶ **Attach to Form 990.**

▶ **Go to www.irs.gov/Form990 for instructions and the latest information.**

OMB No. 1545-0047

2018

Open to Public Inspection

Name of the organization **PIERCE COUNTY RURAL LIBRARY DISTRICT** Employer identification number ****-*******

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts. Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year		
2 Aggregate value of contributions to (during year)		
3 Aggregate value of grants from (during year)		
4 Aggregate value at end of year		
5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control?		<input type="checkbox"/> Yes <input type="checkbox"/> No
6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit?		<input type="checkbox"/> Yes <input type="checkbox"/> No

Part II Conservation Easements. Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).
 Preservation of land for public use (e.g., recreation or education) Preservation of a historically important land area
 Protection of natural habitat Preservation of a certified historic structure
 Preservation of open space

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

	Held at the End of the Tax Year
a Total number of conservation easements	2a
b Total acreage restricted by conservation easements	2b
c Number of conservation easements on a certified historic structure included in (a)	2c
d Number of conservation easements included in (c) acquired after 7/25/06, and not on a historic structure listed in the National Register	2d

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ▶ _____

4 Number of states where property subject to conservation easement is located ▶ _____

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds?

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ _____

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ \$ _____

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)?

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement, and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under SFAS 116 (ASC 958), not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide, in Part XIII, the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under SFAS 116 (ASC 958), to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:

(i) Revenue included on Form 990, Part VIII, line 1

(ii) Assets included in Form 990, Part X

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under SFAS 116 (ASC 958) relating to these items:

a Revenue included on Form 990, Part VIII, line 1

b Assets included in Form 990, Part X

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule D (Form 990) 2018

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets (continued)

3 Using the organization's acquisition, accession, and other records, check any of the following that are a significant use of its collection items (check all that apply):

- a Public exhibition
- b Scholarly research
- c Preservation for future generations
- d Loan or exchange programs
- e Other _____

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? Yes No

Part IV Escrow and Custodial Arrangements. Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? Yes No

b If "Yes," explain the arrangement in Part XIII and complete the following table:

	Amount
c Beginning balance	1c
d Additions during the year	1d
e Distributions during the year	1e
f Ending balance	1f

2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? Yes No

b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII

Part V Endowment Funds. Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

- a Board designated or quasi-endowment _____ %
- b Permanent endowment _____ %
- c Temporarily restricted endowment _____ %

The percentages on lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

	Yes	No
(i) unrelated organizations	3a(i)	
(ii) related organizations	3a(ii)	
b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R?	3b	

4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land		3,774,094.		3,774,094.
b Buildings		25,031,660.	16,078,097.	8,953,563.
c Leasehold improvements				
d Equipment				
e Other				
Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				12,727,657.

Part VII Investments - Other Securities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely-held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
Total. (Col. (b) must equal Form 990, Part X, col. (B) line 12.) ▶		

Part VIII Investments - Program Related.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. (Col. (b) must equal Form 990, Part X, col. (B) line 13.) ▶		

Part IX Other Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 15.) ▶	

Part X Other Liabilities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 25.) ▶	

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FIN 48 (ASC 740). Check here if the text of the footnote has been provided in Part XIII

**SCHEDULE J
(Form 990)**

Compensation Information

OMB No. 1545-0047

2018

Open to Public Inspection

For certain Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

▶ Complete if the organization answered "Yes" on Form 990, Part IV, line 23.

▶ Attach to Form 990.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

Department of the Treasury
Internal Revenue Service

Name of the organization

PIERCE COUNTY RURAL LIBRARY DISTRICT

Employer identification number

-***

Part I Questions Regarding Compensation

1a Check the appropriate box(es) if the organization provided any of the following to or for a person listed on Form 990, Part VII, Section A, line 1a. Complete Part III to provide any relevant information regarding these items.

- | | |
|--|--|
| <input type="checkbox"/> First-class or charter travel | <input type="checkbox"/> Housing allowance or residence for personal use |
| <input type="checkbox"/> Travel for companions | <input type="checkbox"/> Payments for business use of personal residence |
| <input type="checkbox"/> Tax indemnification and gross-up payments | <input type="checkbox"/> Health or social club dues or initiation fees |
| <input type="checkbox"/> Discretionary spending account | <input type="checkbox"/> Personal services (such as maid, chauffeur, chef) |

b If any of the boxes on line 1a are checked, did the organization follow a written policy regarding payment or reimbursement or provision of all of the expenses described above? If "No," complete Part III to explain

2 Did the organization require substantiation prior to reimbursing or allowing expenses incurred by all directors, trustees, and officers, including the CEO/Executive Director, regarding the items checked on line 1a?

3 Indicate which, if any, of the following the filing organization used to establish the compensation of the organization's CEO/Executive Director. Check all that apply. Do not check any boxes for methods used by a related organization to establish compensation of the CEO/Executive Director, but explain in Part III.

- | | |
|--|---|
| <input type="checkbox"/> Compensation committee | <input checked="" type="checkbox"/> Written employment contract |
| <input type="checkbox"/> Independent compensation consultant | <input type="checkbox"/> Compensation survey or study |
| <input type="checkbox"/> Form 990 of other organizations | <input checked="" type="checkbox"/> Approval by the board or compensation committee |

4 During the year, did any person listed on Form 990, Part VII, Section A, line 1a, with respect to the filing organization or a related organization:

- a** Receive a severance payment or change-of-control payment?
- b** Participate in, or receive payment from, a supplemental nonqualified retirement plan?
- c** Participate in, or receive payment from, an equity-based compensation arrangement?
- If "Yes" to any of lines 4a-c, list the persons and provide the applicable amounts for each item in Part III.

Only section 501(c)(3), 501(c)(4), and 501(c)(29) organizations must complete lines 5-9.

5 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the revenues of:

- a** The organization?
- b** Any related organization?
- If "Yes" on line 5a or 5b, describe in Part III.

6 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the net earnings of:

- a** The organization?
- b** Any related organization?
- If "Yes" on line 6a or 6b, describe in Part III.

7 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization provide any nonfixed payments not described on lines 5 and 6? If "Yes," describe in Part III

8 Were any amounts reported on Form 990, Part VII, paid or accrued pursuant to a contract that was subject to the initial contract exception described in Regulations section 53.4958-4(a)(3)? If "Yes," describe in Part III

9 If "Yes" on line 8, did the organization also follow the rebuttable presumption procedure described in Regulations section 53.4958-6(c)?

	Yes	No
1b		
2		
4a		X
4b		X
4c		X
5a		X
5b		X
6a		X
6b		X
7		X
8		X
9		

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990.

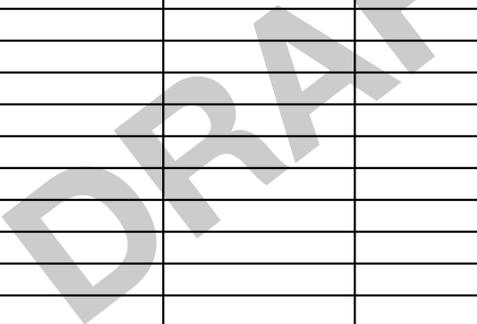
Schedule J (Form 990) 2018

Part II Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees. Use duplicate copies if additional space is needed.

For each individual whose compensation must be reported on Schedule J, report compensation from the organization on row (i) and from related organizations, described in the instructions, on row (ii). Do not list any individuals that aren't listed on Form 990, Part VII.

Note: The sum of columns (B)(i)-(iii) for each listed individual must equal the total amount of Form 990, Part VII, Section A, line 1a, applicable column (D) and (E) amounts for that individual.

(A) Name and Title		(B) Breakdown of W-2 and/or 1099-MISC compensation			(C) Retirement and other deferred compensation	(D) Nontaxable benefits	(E) Total of columns (B)(i)-(D)	(F) Compensation in column (B) reported as deferred on prior Form 990
		(i) Base compensation	(ii) Bonus & incentive compensation	(iii) Other reportable compensation				
(1) GEORGIA LOMAX EXECUTIVE DIRECTOR	(i)	154,981.	0.	0.	19,672.	12,022.	186,675.	0.
	(ii)	0.	0.	0.	0.	0.	0.	0.
(2) CLIFFORD JO FINANCE/BUSINESS DIRECTOR	(i)	142,036.	0.	0.	18,122.	1,626.	161,784.	0.
	(ii)	0.	0.	0.	0.	0.	0.	0.
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
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	(ii)							

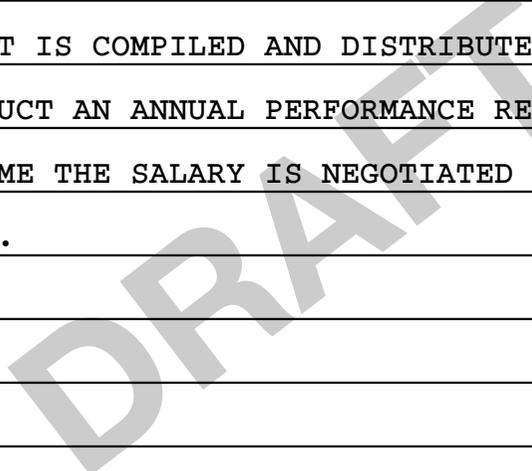


Part III Supplemental Information

Provide the information, explanation, or descriptions required for Part I, lines 1a, 1b, 3, 4a, 4b, 4c, 5a, 5b, 6a, 6b, 7, and 8, and for Part II. Also complete this part for any additional information.

PART I, LINE 3:

THE LIBRARY DIRECTOR AND FINANCE/BUSINESS DIRECTOR'S TOTAL COMPENSATION, INCLUDING BENEFITS, IS GREATER THAN \$150,000. THE LIBRARY DIRECTOR'S COMPENSATION IS BASED ON A REVIEW THAT IS COMPILED AND DISTRIBUTED TO THE BOARD MEMBERS. THE BOARD MEMBERS CONDUCT AN ANNUAL PERFORMANCE REVIEW FOR THE LIBRARY DIRECTOR, DURING WHICH TIME THE SALARY IS NEGOTIATED AND A WRITTEN EMPLOYMENT CONTRACT IS SIGNED.



**SCHEDULE M
(Form 990)**

Noncash Contributions

OMB No. 1545-0047

2018

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

- ▶ Complete if the organizations answered "Yes" on Form 990, Part IV, lines 29 or 30.
- ▶ Attach to Form 990.
- ▶ Go to www.irs.gov/Form990 for instructions and the latest information.

Name of the organization **PIERCE COUNTY RURAL LIBRARY DISTRICT** Employer identification number ****-*******

Part I Types of Property

	(a) Check if applicable	(b) Number of contributions or items contributed	(c) Noncash contribution amounts reported on Form 990, Part VIII, line 1g	(d) Method of determining noncash contribution amounts
1 Art - Works of art				
2 Art - Historical treasures				
3 Art - Fractional interests				
4 Books and publications	X			SEE PART II
5 Clothing and household goods				
6 Cars and other vehicles				
7 Boats and planes				
8 Intellectual property				
9 Securities - Publicly traded				
10 Securities - Closely held stock				
11 Securities - Partnership, LLC, or trust interests				
12 Securities - Miscellaneous				
13 Qualified conservation contribution - Historic structures				
14 Qualified conservation contribution - Other				
15 Real estate - Residential				
16 Real estate - Commercial				
17 Real estate - Other				
18 Collectibles				
19 Food inventory				
20 Drugs and medical supplies				
21 Taxidermy				
22 Historical artifacts				
23 Scientific specimens				
24 Archeological artifacts				
25 Other ()				
26 Other ()				
27 Other ()				
28 Other ()				

29 Number of Forms 8283 received by the organization during the tax year for contributions for which the organization completed Form 8283, Part IV, Donee Acknowledgement **29**

	Yes	No
30a During the year, did the organization receive by contribution any property reported in Part I, lines 1 through 28, that it must hold for at least three years from the date of the initial contribution, and which isn't required to be used for exempt purposes for the entire holding period?		X
b If "Yes," describe the arrangement in Part II.		
31 Does the organization have a gift acceptance policy that requires the review of any nonstandard contributions?	X	
32a Does the organization hire or use third parties or related organizations to solicit, process, or sell noncash contributions?	X	
b If "Yes," describe in Part II.		
33 If the organization didn't report an amount in column (c) for a type of property for which column (a) is checked, describe in Part II.		

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990. Schedule M (Form 990) 2018

Part II

Supplemental Information. Provide the information required by Part I, lines 30b, 32b, and 33, and whether the organization is reporting in Part I, column (b), the number of contributions, the number of items received, or a combination of both. Also complete this part for any additional information.

SCHEDULE M, LINE 32B:

NEARLY ALL OF THE 20 PHYSICAL LIBRARY BRANCH LOCATIONS HAVE AN ORGANIZED GROUP CALLED "FRIENDS". MANY, BUT NOT ALL, HOLD 501(C)(3) STATUS AND SOLICIT AND PROCESS PRIVATE CONTRIBUTIONS OF NONCASH FORMS, WHICH ARE TYPICALLY USED BOOKS THAT ARE DESIGNATED FOR RESALE. THESE NONCASH CONTRIBUTIONS ARE INDIVIDUALLY NOMINAL IN VALUE AND ARE NOT APPRAISED OR ASSIGNED A VALUE UPON RECEIPT. THE PROCEEDS ARE USED SUBSEQUENTLY TO PURCHASE TECHNOLOGY, FURNISHINGS, OR SERVICES FOR THE SPECIFIC BRANCH LOCATION.

DRAFT

SCHEDULE O
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or 990-EZ.

▶ Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2018

Open to Public
Inspection

Name of the organization

PIERCE COUNTY RURAL LIBRARY DISTRICT

Employer identification number

** - *****

FORM 990, PART VI, SECTION B, LINE 11B:

EACH MEMBER OF THE BOARD OF DIRECTORS IS PROVIDED WITH A COPY OF THE FORM 990 BEFORE IT IS FILED. WHEN EACH BOARD MEMBER COMPLETES THEIR REVIEW OF THE FORM 990 THEY SIGN AND DATE A DOCUMENT STATING THEY HAVE COMPLETED THEIR REVIEW. THE SIGNED DOCUMENT IS RETAINED WITH A COPY OF THE FORM 990.

FORM 990, PART VI, SECTION B, LINE 12C:

IF A POSSIBLE CONFLICT OF INTEREST OCCURS, EACH BOARD MEMBER IS REQUIRED TO DISCLOSE THE POSSIBLE CONFLICT AT THE NEXT MEETING OF THE BOARD OF DIRECTORS. THE BOARD OF DIRECTORS WILL THEN DISCUSS THE BEST RESOLUTION OF THE CONFLICT.

FORM 990, PART VI, SECTION B, LINE 15:

COMPENSATION OF THE LIBRARY DIRECTOR IS BASED ON A REVIEW THAT IS COMPILED AND DISTRIBUTED TO THE BOARD MEMBERS. THE BOARD MEMBERS CONDUCT AN ANNUAL PERFORMANCE REVIEW OF THE EXECUTIVE DIRECTOR, DURING WHICH TIME THE SALARY IS NEGOTIATED.

FORM 990, PART VI, SECTION C, LINE 18:

COPIES OF FORM 990 AND FORM 1023 ARE PROVIDED TO ANYONE WHO REQUESTS A COPY.

FORM 990, PART VI, SECTION C, LINE 19:

COPIES OF THE CONFLICT OF INTEREST POLICY ARE PROVIDED TO ANYONE WHO REQUESTS A COPY.

Related Organizations and Unrelated Partnerships

▶ Complete if the organization answered "Yes" on Form 990, Part IV, line 33, 34, 35b, 36, or 37.
▶ Attach to Form 990.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

Name of the organization **PIERCE COUNTY RURAL LIBRARY DISTRICT** Employer identification number
* * - * * * * * *

Part I Identification of Disregarded Entities. Complete if the organization answered "Yes" on Form 990, Part IV, line 33.

(a) Name, address, and EIN (if applicable) of disregarded entity	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Total income	(e) End-of-year assets	(f) Direct controlling entity

Part II Identification of Related Tax-Exempt Organizations. Complete if the organization answered "Yes" on Form 990, Part IV, line 34, because it had one or more related tax-exempt organizations during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Exempt Code section	(e) Public charity status (if section 501(c)(3))	(f) Direct controlling entity	(g) Section 512(b)(13) controlled entity?	
						Yes	No
PIERCE COUNTY LIBRARY FOUNDATION - 51-0180293, 3005 112TH ST E, TACOMA, WA 98446-2200	FUNDRAISING	WASHINGTON	170 (B)(1)(A)(VI)	501(C)(3)			X

Part III Identification of Related Organizations Taxable as a Partnership. Complete if the organization answered "Yes" on Form 990, Part IV, line 34, because it had one or more related organizations treated as a partnership during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Direct controlling entity	(e) Predominant income (related, unrelated, excluded from tax under sections 512-514)	(f) Share of total income	(g) Share of end-of-year assets	(h) Disproportionate allocations?		(i) Code V-UBI amount in box 20 of Schedule K-1 (Form 1065)	(j) General or managing partner?		(k) Percentage ownership
							Yes	No		Yes	No	

Part IV Identification of Related Organizations Taxable as a Corporation or Trust. Complete if the organization answered "Yes" on Form 990, Part IV, line 34, because it had one or more related organizations treated as a corporation or trust during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Direct controlling entity	(e) Type of entity (C corp, S corp, or trust)	(f) Share of total income	(g) Share of end-of-year assets	(h) Percentage ownership	(i) Section 512(b)(13) controlled entity?	
								Yes	No

Part V Transactions With Related Organizations. Complete if the organization answered "Yes" on Form 990, Part IV, line 34, 35b, or 36.

Note: Complete line 1 if any entity is listed in Parts II, III, or IV of this schedule.

1 During the tax year, did the organization engage in any of the following transactions with one or more related organizations listed in Parts II-IV?

	Yes	No
a Receipt of (i) interest, (ii) annuities, (iii) royalties, or (iv) rent from a controlled entity		X
b Gift, grant, or capital contribution to related organization(s)		X
c Gift, grant, or capital contribution from related organization(s)	X	
d Loans or loan guarantees to or for related organization(s)		X
e Loans or loan guarantees by related organization(s)		X
f Dividends from related organization(s)		X
g Sale of assets to related organization(s)		X
h Purchase of assets from related organization(s)		X
i Exchange of assets with related organization(s)		X
j Lease of facilities, equipment, or other assets to related organization(s)		X
k Lease of facilities, equipment, or other assets from related organization(s)		X
l Performance of services or membership or fundraising solicitations for related organization(s)		X
m Performance of services or membership or fundraising solicitations by related organization(s)		X
n Sharing of facilities, equipment, mailing lists, or other assets with related organization(s)	X	
o Sharing of paid employees with related organization(s)	X	
p Reimbursement paid to related organization(s) for expenses		X
q Reimbursement paid by related organization(s) for expenses		X
r Other transfer of cash or property to related organization(s)		X
s Other transfer of cash or property from related organization(s)		X

2 If the answer to any of the above is "Yes," see the instructions for information on who must complete this line, including covered relationships and transaction thresholds.

(a) Name of related organization	(b) Transaction type (a-s)	(c) Amount involved	(d) Method of determining amount involved
(1) PIERCE COUNTY LIBRARY FOUNDATION	C	438,598.	FMV - ACCRUAL BASIS
(2)			
(3)			
(4)			
(5)			
(6)			

Part VII Supplemental Information.

Provide additional information for responses to questions on Schedule R. See instructions.

Lined area for supplemental information with a large diagonal 'DRAFT' watermark.

MEMO



Date: September 20, 2019

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

From: Clifford Jo, Finance & Business Director

Subject: Buckley Library Site Evaluation Update

Following is an update of the Buckley Site evaluation. We applied for Department of Ecology’s Voluntary Cleanup Program (VCP), and our application has been accepted. VCP is flexible in terms of remediation strategies and offers possible grant re-funding of up to 50% of the remediation costs upon issuance of a No Further Action (NFA) letter. Our assigned VCP manager is retiring at this year’s end and we are waiting for a new VCP manager to be assigned.

In the meantime, the last evaluative work will happen on areas offsite to the property. EHS-I is set to do the final drillings for offsite measurement wells, the results of which will become available in late November or early December. That report could become the final piece that completes the Remedial Investigation/Feasibility Study (RIFS) phase, although EHS-I advised me that VCP could ask for further evaluative work necessary to creating an action plan. Once the report is accepted, we begin constructing the remedial strategy and engineering assessments, and a funding plan.

EHS-I confirmed to me that actual physical remediation is years away.

UPDATED PROGRESS CHART (BASED ON DEPT. OF ECOLOGY)

Progress	Phase	Task
✓	Pre-Remedial	Site Discovery
✓		Initial Investigation
✓		Reporting
IP		Site Hazard Assessment
✓		i. Nature of issue
✓		ii. Extent of issue
Oct 2019		iii. Offsite testing and evaluation (if needed)
		Hazard Ranking
✓		Listing on Hazardous Sites List
Dec 2019	Active Cleanup	Remedial Investigation/Feasibility Study (RIFS)
		Health Plan
		Cleanup Action Plan
		Remediation Work
	Post-Cleanup	Monitoring

MEMO



Date: September 20, 2019

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

From: Karen Brooks – Branch Manager, Gig Harbor and Summer Reading Project Manager

Subject: Summer Reading 2019: A Universe of Stories

Pierce County Library System had a truly out of the world Summer Reading Program in 2019. For the first time, representatives from our Adult Services and Youth Services Communities of Practice joined forces to plan a fully integrated and coordinated Summer Reading Program, considering the needs of customers and staff alike. We implemented several changes, including introducing online registration and centralized program planning.

Likely due to the ease of online registration, we beat all previous year's registration statistics: 12,313 adults registered for the program, and over 25,000 kids signed up! That's an increase of more than 60% from 2018. About 16% of our participants registered themselves online. We also had statistically significant increases in completion and hours read for adult participants and for children finishing at least ten hours. An increase in the number of "Additional Hours Read" coupons turned in also indicates a substantial interest in sustained achievement.

We offered fewer in-house events in 2019, allowing staff to focus on high-quality events while remaining cognizant of the personnel capacity challenges present this year. As a result, we did not meet our goals regarding program attendance. However, we were successful in implementing centralized program planning and we expect to see increases in the number of programs offered as the process evolves..

Studies show that children who have books in their homes will have better reading skills. For several years we have been working to provide books for kids to bring home. This year for the first time we were able to offer free books to *every* individual who completed the program: Wee Readers received a board book; kids and teens received a free book for every fifteen hours read; adults received a free book from the Friends of the Library book sale. On the evaluations completed by customers, many mentioned the free books as their favorite part of summer reading.

Using Project Outcome, an evaluation service from the Public Library Association, we were able to analyze the benefits customers received through participation in our Summer Reading Program. When compared to benchmark libraries, we are on par with our peers both throughout Washington and nationally. Our greatest opportunity is "knowledge" – 79% of respondents indicated that they learned something new. For comparison, 81% enjoy reading more ("confidence"), 82% read more often ("application / new skills") and 86% want to use the Library more often ("awareness of resources").

Summer Reading funding was made possible by the Pierce County Library Foundation, who supported with over \$80,000 in contributions and sponsorships, as well as the Friends of the Library groups across the county who contributed over \$10,000 to support the impact for supporting our community of readers.

Customers and staff alike loved this year’s “Universe of Stories” Summer Reading Theme, and we’re excited to see what the 2020 “Imagine Your Story” theme brings!

Questions? Please contact Jaime Prothro (253-548-3425) or Karen Brooks (253-548-3573).

**Pierce County Library System
2019 Adult Summer Reading Program**

Participation	2017	2018	2019
Adults registered (Based of # of 5 hour coupons received)	2,722 (+485) +17%	3,541 (+819) +23%	(Online registration) 12,313
Hours read	73,760 (-4,785) -6%	62,625 (-11,135) -17%	110,410 (+47,785) +76%
Completed 15 hours	2,442 (+604) +24.7%	2,963 (+512) +17%	3,325 (+362) +12%
Number of hours read	12,210 (+3,020) +24.7%	14,815 (+2,605) +17%	16,625 (+1,810) +12%
Friends of the Library Coupons redeemed	540	902	874
Total dollar amount of Friends of the Library items	\$721.35	\$1,079.40	\$931.65
Completed Summer Reading Survey	983 (+657) +201%	1,131 (+148) +13%	157 (via Project Outcome)
Would participate again	Not asked	Not asked	Not Asked
Average from 1-5 on how much participants enjoyed the program	4.81 (0) 0%	4.86 (+.05) 0%	Not Asked

Program Attendance	Number of Programs	Child	Adult	Total
Total Programs (Advertised as Adult Programs)	20	102	70	172

**Pierce County Library System
2019 Summer Reading Program**

Target: Participation by 50% of the 5 – 9 year-olds in our service area (50% = 19,296). 2010 census numbers indicate 38,592 children 5-9 yrs. live in target area. (Pierce County minus Tacoma, City of Puyallup, Fircrest)

Achievement: 89% children participated by taking a log book.

Promotion: Librarian visits to Schools	Visits to child cares	# of Elementary (K – 3rd gr)	# of Middle Schools
# of Schools	0	66	14
Students	0	24,345	2,140
Teachers	0	687	59
Total students/teachers	0	25,032 (-742) -1%	2,129 (+70) +1%

Participation	Wee Ones 0 – 4	Children Pre K- Grade 5	Teens Grade 6-12	Adults/ Parents	Total
Children registered	2,597	16,730	5,242	N/A	24,566 (+9,400) +61%
Booklets: Number of Booklets handed out	1,952	17,366	6,161	N/A	23,527 (-1,457) -6%
Wee Ones: Number of Children read to by an Adult for 31 Days (received book)	784	N/A	N/A	N/A	784 (+294) +60%
Number of 10 hour fine forgiveness coupons distributed (Children and Teens)	N/A	8,761		N/A	8,761 (+2,2606) +44%
Number of 15 hour child/tween completion	N/A	7,828		N/A	7,864 (-36) -1%

Program Attendance	Number of Programs	Child	Adult	Total
Summer Stories: Families, Babies, Toddlers,	103 (-11)	1,324 (-86)	892 (-249)	2,216 (-335)
Discover Summer/Summer Stories & Crafts	126 (-11)	1,705 (-97)	1,047 (-91)	2,752 (-130)
Puppet Shows	27 (-1)	745 (+50)	383 (+24)	1,128 (+74)
Summer Theme Programs (Friends, Foundation & PCLS)	90 (-79)	1,963 (-699)	996 (-452)	2,959 (-1,151)
Teen Programs	15 (-39)	159 (-332)	60 (+7)	219 (-325)
Kit Programs	112	1,074	514	1,588
Summer Lunch Program (PKS and SMT) *Adult attendance not recorded	155	1,834	n/a	1,834
Rainer's Game	1	334 (-18)	64 (-108)	399 (-125)
Total Programs	629 (-97)	9,138	3,956 (-982)	13,095 (-2,494)

(-1,435)

SUMMARY OF OVERALL SUMMER READING STATISTICS FOR PREVIOUS 3 YEARS

	2016	2017	2018	2019
Students Visited in classrooms	26,213 k-3rd grade (-9%) Summer work w/child cares revised 3,425 teens students visited (-13%)	31,364 k-3rd grade (+16%) Summer work w/child cares revised 2,778 teens students visited (-18%)	25,774 k-3rd grade (-18%) Summer work w/child cares revised 2,129 teens students visited (-23%)	24,345 k-3rd grade (-5%) Summer work w/child cares revised 2,140 teens students visited (+1%)
Students Reached	30,332(+3%) (booklets, wee readers, logs, online teen registration)	18,892 (-13%) (booklets, wee readers, logs, online teen registration)	15,166 (-20%) (booklets, wee readers, logs, online teen registration)	24,566 (Children registered)
Kids Hours Read/ Completion (0 to 12 yrs)	143,620 hours read (+16%) 6,963 completed 15 hours (+9%) 6,190 hours read for wee readers (+10%) 619 completed (+10%)	295,680 hours read (+51%) 7,326 completed 15 hours (+5%) 4,770 hours read for wee readers (-23%) 477 completed (-23%)	165,910 hours read (-43%) 7,864 completed 15 hours (+7%) 5,990 hours read for wee readers (+26%) 599 completed (+26%)	169,915 (+2%) 7,828 completed 15 hours (-1%) Hours not tracked in 2019 784 completed (+30%)
Teen Participation	7,145 hours reading (-40%)	6,958 hours of reading (-2%)		
Badges earned	1,148 badges earned (+4%),	1,301 badges earned (+11)	No badges or activities in 2018	No badges or activities in 2019
Hours engaged	11,925 activities completed (-11%)	16,895 activities completed (+29%)		
Program Attendance	17,408 (-3%)	17,401 (no change)	15,589 (-10%)	13,095 (-19%)
# of programs	632 programs (+8%)	583 program (-7%)	726 program (+25%)	629 programs (-13%)
Circulation of YS/YA materials	645,066 items checked out (includes e-books) (+14%)	711,971 items checked out (includes e-books) (+10%)	521,379 items checked out (includes e-books) (-26%)	471,525 items checked out (includes e-books) (-9%)
Unique users	32,114 unique users (excludes e-users)	38,573 unique users (excludes e-users)	55,119 unique users (excludes e-users)	23,362 unique users (excludes e-users)

MEMO



Date: September 17, 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 October 2019

September marks our final of nearly four-months of concentrated engagement with the public to learn about their interest in potential new libraries in new locations in Lakewood and Sumner. In September Pierce County Library System staff continued with public engagement activities in libraries, communities, and online.

This month the Library System sent another email message to residents in Lakewood and Sumner seeking additional input through an online survey. The Library also cultivated further engagement via Facebook and Twitter social media posts. To date, more than 1,300 people completed online surveys and nearly 400 people responded to print surveys. Residents are continuing to share their opinions via the surveys in libraries and online as well as at community events through the end of September.

Following are results of the impact from the public engagement to date:

- **News media coverage—surpassed goal:** 14 news stories including print and TV. Goal: 2.
- **Web page views:** 1,483 total views (1,244 unique).
- **Email marketing engagement—Sumner engagement was near industry standard:**
 - Lakewood residents: 3 email marketing messages to approximately 17,156 individuals in each transmittal, age 18+, an average open rate of 2,413 (14.6%) and an average click through rate (CTR) of 159 (0.61%).
 - Sumner residents: 3 email marketing messages to approximately 8,237 individuals in each transmittal, age 18+, an average open rate of 1,585 (19.67%) and an average click through rate (CTR) of 170 (2.13%).
 - Industry standard open rate: 20.25%; Industry standard CTR 2.4%.
- **Facebook—engagement and CTR exceeded industry standards:** 13 posts with a combined reach of 27,696 (average of 2,130.5/post); 950 total engagement (likes, shares averaged 73.1/post) for an engagement rate of 3.43%. Industry standard engagement: .27%. 603 CTR (average of 46.4 clicks/post)
- **Twitter—engagement exceeded industry standards:** 12 posts with a combined reach of 6,702 (558.5/post); 64 total engagements (average of 5.3/post) for an engagement rate of 0.96%. Industry standard for good engagement: 0.051%.
- **Direct mail:** 28,627 Lakewood households/reached; 5,631 Sumner households/reach.
- **Articles/posts by local governments/organizations:** 10.

Library staff and volunteers have been collating the results from the public's input which includes surveys and interactive display boards. Executive Director Georgia Lomax and I are working with the Library's public engagement consulting firm, BERK Consulting, to analyze the data and feedback. At the October Board of Trustees' study session on October 21, BERK will present a report and recommendations for next steps for the Library's Board of Trustees' consideration. Final tallies and input from the public engagement activities will be included in the report.

MEMO



Date: September 10, 2019

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

From: Mary Getchell, Marketing and Communications Director

Subject: Quarterly Marketing Focus: E-books/Audiobooks Impacts

In August 2019, the Pierce County Library System conducted its quarterly marketing focus featuring e-books and audiobooks. Following are the impacts from that focused marketing effort which showed a positive difference when the Library marketed e-books and audiobooks compared with periods when it was not marketing this service. Overall, the concentrated communications increased awareness and grew use: of the Library's Strategic Focus Area for Enjoyment with a spotlight on e-books and audiobooks. **Overall the campaign was a significant success, with the end result showing a 25% increase in the number of e-book and audiobook customers and a healthy gain in checkouts of 14% year-to-year gain.**

Building upon the Library's 2018 e-book and audiobook two-month marketing effort, the Library created a Quarterly Marketing Focus E-books/Audiobooks Marketing Plan for 2019. The Communications Department, along with leaders from the Customer Experience and Collection Management Departments, shaped the plan to highlight the Library's Strategic Focus area for Enjoyment, to help people enjoy their free time and build a reading community with the Library's e-book and audiobook offerings. Messaging featured the easy, convenient, free offering of e-books and audiobooks and stress-reducing and life-balancing benefits.

The campaign employed a variety of marketing techniques to grow awareness and increase use: public web, social media, video, in-library marketing collateral, direct mail, paid advertising in print newspaper, digital, and Pandora, and email marketing. The plan built on the marketing materials from the 2018 campaign and created four additional demographically targeted personas or themes, for use in digital advertising, Pandora advertising, and social media marketing. Those themes included reaching commuters, stressed individuals, vacationers, and retirees. The Library also contracted with a videographer to create a series of how-to and social media videos. The Library communicated internally with staff via Cover to Cover.

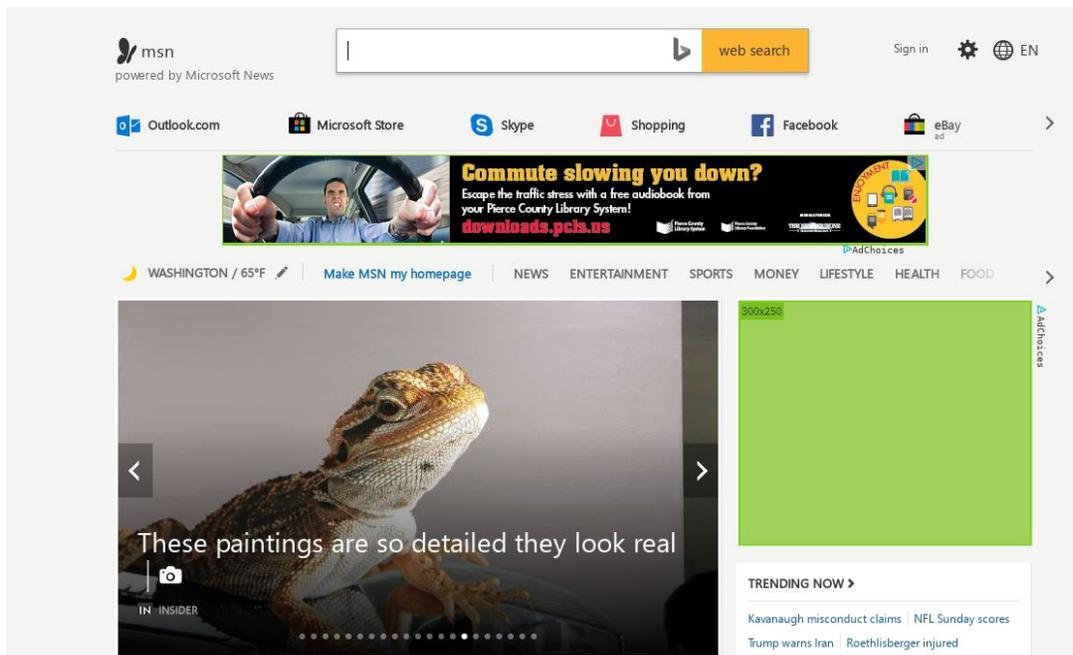
The campaign surpassed its goal to increase new e-book and audiobook customers by 5% as well as grow checkouts by 5% during the one-month campaign, with an increase in customers year to year by 25% and an increase in checkouts by 14%. Also, of note is a comparison in new customers and checkouts in a non-marketing time period. **February-July 2019 the Library averaged 844 new e-book/audiobook customers a month with an average checkout of 109,897 per month. Compared to the focused marketing in August 2019, marketing yielded 1,466 new customers, showing a marked 74% more customers and 121,807 checkouts, showing 11% more checkouts.** Indeed this impact notes the significant benefits of the marketing campaign.

Impacts and Results

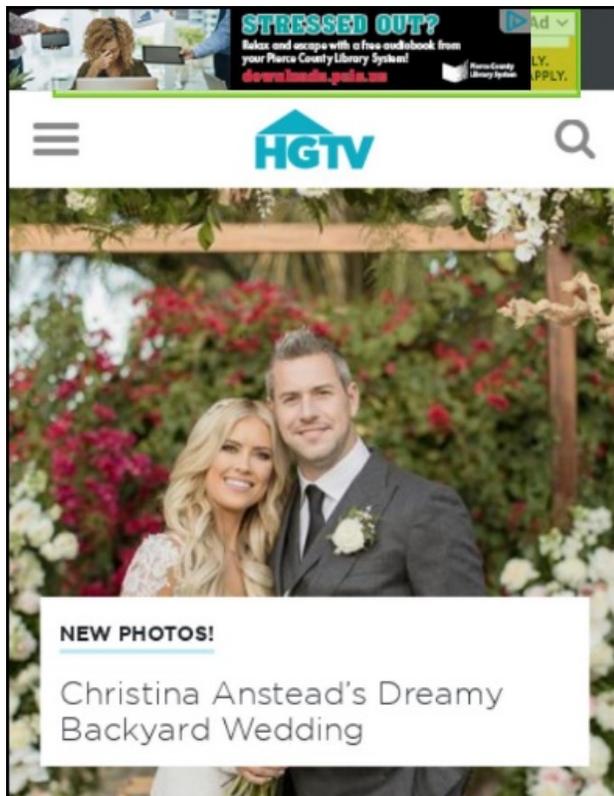
- **E-book/audiobook customers—25% increase:** August 2018: 17,913; August 2019: 22,466.
- **Downloads/checkouts of e-books and audiobooks—14% increase:** August 2018: 107,208; August 2019: 121,807.
- **Web page views—134% increase:** August 2018: 9,671; August 2019: 22,662.
- **Videos:** 6 videos, **views: 3,408.**
- **Paid print advertising reach—2 print ad concepts ran 28 times:** daily circulation/reach-69,000; Sunday circulation/reach-91,995, for a **total of 160,995 reach.**
- **Digital advertising engagement—5 demographic persona digital ads; outperformed industry standards:** 3,031,729 impressions; 4,562 clicks for a 0.15% Click Through Rate (CTR-clicking on the message for more content). Industry standard CTR: .07%.
- **Pandora advertising impressions:** 280,695 and a **reach of 53,082.**
- **Email marketing engagement:** 2 messages; distribution average of each message: 99,676 email recipients; average opens of email messages: 17,163 average opens (17.25%); 1,399 average CT (1.04% CTR). Industry standard open rate: 20.25%; Industry standard CTR 2.4%.
- **Facebook—exceeded industry standards:** Nine posts; reach of 19,596 (average of 2,177 per post); 631 total engagement (likes, shares averaged 70 per post) for an engagement rate of 3.22%. Industry standard engagement: .27%. 1,790 total clicks on the posts (average of 20 clicks per post).
- **Twitter—exceeded industry standard:** Nine posts; reach of 2,835 (315 per post); 29 total engagements (average of 3.2 per post) for an engagement rate of 1.02%. Industry standard for good engagement: 0.051%.
- **Direct mail: 242,614 households/reached.**

Following are screenshots of demographically targeted digital ads appearing on MSN and HGTV's websites:

Desktop:



Mobile:



MEMO



Date: September 19, 2019

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

From: Clifford Jo, Finance & Business Director

Subject: UP Deed of Trust Reconveyance

In 2006, the Library secured the building of the new University Place Library (the current one) with a Deed of Trust for a parcel(s) of City of University Place-owned property, in case the City was unable to deliver a new library. The property is on the west side of Bridgeport, just north of Trader Joes. The City also issued a promissory note valuing \$4.1 million to secure construction funding for a new library under a backup plan scenario.

The Deed of Trust was to be reconveyed upon completion of the new library in 2011. However, in August 2009, the City requested that the Library release the Deed of Trust and Promissory Note so that the City could sell the bonds required to complete the financing for the Town Center project. On August 12, 2009, the Library reconveyed the Deed of Trust to the City and cancelled the Promissory Note.

Earlier this summer, as the City of University Place staff was preparing to sell the property, the title search showed Pierce County Library System as still being the beneficiary of the Deed of Trust. This needed to be cleared in order for the City to complete the transaction.

In conversations with the City's attorney and their legal staff, it was determined that the original Deed of Trust was missing. The Library's property attorney Jemima McCullum advised me to first search for the Deed of Trust. During the search I found correspondence confirming that the original had been released to the City. Since neither parties had the Deed of Trust, the Library signed and delivered documents to the City of University Place to satisfy the original arrangement agreed upon in 2006 as amended in 2009. As the then-Board of Trustees in 2006 and 2009 approved these transactions, no current Board action was required. This closes the original transaction and allows the City to proceed with sale of its property.

Pierce County Library FYI Packet
Link List
October 9, 2019

Pierce County Library in the News

- [COMEDY, JUGGLING AND PHYSICS—THE ZANIAC DELIGHTS YOUNG SCIENTISTS](#) – Key Pen News
- [LIBRARY TRUSTEES HEAR PRAISE FOR THE KEY CENTER BRANCH](#) – Key Pen News
- [Pierce County Library Board To Mull New Lakewood, Sumner Branches](#) – Pierce County Patch
- [New community scavenger hunt encourages reading, being active](#) – Courier Herald
- [Pierce Co. Library Offering Scavenger Hunt Game](#) – Pierce County Patch
- [Our Community Adventure: A New Way for Families Connect](#) – South Sound Magazine
- [STEAM at Pierce County Libraries](#) – South Sound Magazine
- [Tacoma’s Urban Indians draw strength from each other, will share their culture this fall](#) – News Tribune (re Tacoma Reads. PCLS is a supporter of the event)

Miscellaneous

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

The Organizer

Summer 2019

President's Message

by Aisha Womack

I hope you all had a wonderful and safe Labor Day.

We recently returned from Council 2's convention at the beautiful Tulalip resort in Marysville. While the other members of our group attended workshops, I was assigned to the resolutions committee, whose sole job is to review the resolutions submitted by the membership. Resolutions are crafted to guide Council 2's direction and focus for the next two years and are voted on by the attending body of delegates at each convention. Most resolutions pass easily because they cost nothing or take a stand on a specific issue.

I am proud to say we had a hand in four: one in support of health care for retirees, another in favor of library worker safety, and a third recognizing Council 2's longtime trainer, Diana Prenguber and naming a continuing education scholarship in her name. Our last resolution asked Council 2 to implement a companion miniature golf tournament alongside their current regular golf tournament. Council 2 has a wonderful scholarship program, which has awarded over \$737,000 over the past twelve years. However, many members do not play golf and would love to support the program in another way. We thought a family-friendly miniature golf tournament could be a way for that to happen.

The committee makes a recommendation to the attending delegates to approve or deny each resolution. The first three got a recommendation to approve from the committee. Miniature golf, on the other hand, got no recommendation to approve or deny because it specifically asked for Council 2 to spend money on something new. The first three passed the membership with overwhelming ease. Mini-golf received a friendly amendment on the floor to have an adult-only mini golf event as well as a family-friendly event. At the end of the day, our resolution was tabled, meaning it will not move forward, and will instead be a footnote in convention history. I am slightly disappointed, but I also know it was a major ask of Council 2. And while it was tabled, it will bring about more discussion for these types of events in the future.

We have been exploring the idea of Union-related social events. Please take this super quick two-question survey on non-work time here: <https://www.surveymonkey.com/r/86CZB3W>

I had a great time at convention and returned reinvigorated to keep doing this work. I had wonderful conversations with other members, forged closer relationships, and it was a personal point of pride to see our delegation on the floor every day.

But.

We are nearing the end of this phase of the Customer Experience reorganization and I am proud of the work we have done at the table. I believe there are positive changes in our near future.

I know change and transition can be difficult. We're here for you. Please email me directly: aishawombat@gmail.com. I will get back to you within a week.

One of the questions I am often asked is: why aren't negotiations open, why can't we know all of the ins and outs of what is being bargained?

For the same reason we elect representatives to our local governments and don't herd cats. People argue that open negotiations would provide transparency on both sides, but much of the time our conversations are incredibly sensitive and personal for members. Any issue we bargain will go through several rounds of changes and bargaining before being implemented or communicated. Along the way, union officers will seek feedback, in as much detail as possible, from our members. We do this through advisory teams, membership meetings, steward meetings, and talking to the members who will be directly affected by the change.

The best way for you all to find out what's happening is to volunteer for an advisory team, go to a steward training, or come to a membership meeting. You can also email me at aishawombat@gmail.com. Membership meetings are the absolute best way to find out what's goin' on.

2019 General Membership Meeting Date

November 22nd: Elections Meeting for the two year terms of President and Secretary as well as one three-year Trustee.

Meetings are held at 7pm in the ACL Public Meeting Rooms. Stay tuned for 2020 dates!

Executive Board Members	Council 2 Staff Representative
<p>President: Aisha Womack aishawombat@gmail.com Vice-President: Margaret Bliss Chief Shop Steward: Michelle Angell michelleangell.509@gmail.com Secretary: Katie Baker Treasurer: Justin Moser</p>	<p>Abbie Zulock WSCCCE / AFSCME Council 2 abigailz@council2.com</p>

Resolution 22: A Delegate's Perspective

by Lisa Oldoski

Health care for retirees, stable and secure pensions, living wages, employee privacy, opposition to outsourcing of public sector jobs and opposition to Medicaid cuts were some of the topics of the resolutions that were passed at the Council 2 August convention. It was during this last session that I learned the most about the work Council 2 and individual locals from around the state are doing to support their members.

"Whereas: Public libraries support and defend the access of library services to all"

So begins Resolution 22, Council 2 Commitment to Prevent Acts of Workplace Violence in Libraries, put forth at the Council 2 conference as a joint proposal from the presidents of local 1875 (King County Library System, president Carrie Rolph) and local 3787 (Pierce County Library System, president Aisha Womack). A similar proposal was submitted by local 3758 (Timberland Regional Library, president Lhisa Reish) and was combined with Resolution 22.

The resolution continues with descriptions of libraries in Florida, California, and New Mexico where violent acts led to the injuries and deaths of nine library employees and patrons. It goes on to explain the work front line staff do everyday "to monitor, deescalate, and prevent violent threats and situations in their workplaces."

It concludes with a call to advocacy and support.

"Whereas: No library staff members should have to fear for their lives or leave their chosen profession to protect their safety:"

"Therefore be it resolved: That Council 2 continue to support members of library locals in their quest for safety in their workplaces:

and

That Council 2 advocate for measures to help prevent library workplace violence, including adequate library staffing, increased access to safety-related training, appropriate compensation, trauma leave and mental health benefits for employees, increased numbers of dedicated staff for security and social services; and

That Council 2 advocate for legislation or regulations to prevent workplace violence, and advocate funding for resources and services for the marginalized, unsheltered and the mentally ill."

After the reading of the resolution and a statement from a Council 2 member who spoke to the importance of the initiative and their personal shock at the realization that library employees had been killed in the process of doing their jobs, the resolution passed unanimously.

Local 3787 Delegates Attend 2019 State Convention

by Margaret Bliss

The Washington State Council of County and City Employees, Council 2, AFSCME AFL-CIO held their 54th convention at the Tulalip Resort Casino during the first weekend of August this year. Local 3787 sent seven delegates to the convention to join their sisters and brothers in solidarity for three days of learning, fellowship and celebration.

The delegation assembled on Friday morning and Ron Fredin, Council 2 Vice-President opened the convention. Guest speakers included Chris Dugovich, Council 2 President/Executive Director; King County Executive Dow Constantine and Congressman Rick Larsen.

Chris Dugovich gave the President's Report and included topics such as the passage of RCW 41.56.037 which gives the bargaining unit "reasonable access" of no less than thirty minutes to new employees for the purpose of presenting information about the Union. He also reported that despite the June 2018 Supreme Court decision on the Janus case, which totally upended 40 years of settled labor law, and despite the unprecedented efforts of the Freedom Foundation to destroy labor unions, over 97% of Council 2 membership has been retained. This good news helps remind us that being a member of Council 2 is what makes collective bargaining for workers possible, leads to higher wages, better benefits and a united team that can be counted on when help is needed.

Here are some eye-opening statistics shared by Council 2 comparing the advantages enjoyed by union workers over nonunion workers:

- Health insurance for 85% of union members, compared to only 54% of nonunion workers.
- Retirement plans for 88% of union members, compared to only 48% of nonunion workers.
- Guaranteed, defined-benefit pensions for 77% of union members, vs. 17% for nonunion.
- Paid sick leave for 84% of union members, compared with only 62% of nonunion workers.

Also of note were Congressman Rick Larsen's comments on his legislative support for measures in support of a livable minimum wage, workers' rights to organize, strengthening OSHA and labor standards and ensuring rest breaks, and supporting retirement security.

After adjournment, delegates were treated to a hosted lunch and then attended various workshops. In the words of Kathleen McConnell, WSCCCE Secretary-Treasurer, Council 2, AFSCME, the event was a great opportunity for us to reflect on "our commitment to organize and protect working people and challenge management to treat them with fairness, dignity and respect".

Convention Report

by Justin Moser

This was my first convention and I thought it was really empowering. I attended two workshops, one on "Grievances from an Arbitrator's View," where a local arbitrator talked about the arbitration process and how to make it effective for bargaining unit members. I also attended the workshop "Opt in or Lose Out," which discussed connecting with new employees to share the importance and benefits of union membership. There were several speakers including King County Executive Dow Constantine who talked about how growing up in a union family and working in union shops provided his family with benefits and fair wages that allowed him to go to college and progress in his career. I had the opportunity to meet with other local library union members and discuss how they are addressing the challenges they are facing. Attending a convention allows union members to really see how the union works, understand our common goals and be a more active participant through attending workshops, voting in elections and participating in resolutions.

Convention Report

by Lisa Oldoski

The Council 2 conference was in many ways, all of the things I expected a union conference to be. An opportunity to talk with and ask questions of other locals, both library and not. A chance to take workshops, learn what is going on within Council 2, and a chance to take away ideas and initiatives that we can use in our local. But the thing that I did not expect is the thing I am most grateful for.

I remember going with my mom to the grocery store once when I was a little kid and having her abruptly turn the car around in the parking lot and tell me we were going somewhere else. Even then I was surprised, because that was our grocery store, and my mom with two small children and very little enthusiasm for driving around the city, didn't spontaneously change plans when running errands. She explained that we supported the people who worked at our grocery store and that was who the people marching and carrying signs were. They were doing that because they weren't being treated fairly, so we were going somewhere else because we did not cross picket lines. While my mother would never be considered an activist, she gave me my first lesson in workers' rights, and in supporting the people of our community with our actions. The Council 2 conference was a needed reminder and amplification of that message.

I left the conference with a renewed sense of purpose, determination, and hope for workers. I left wanting to make sure I was doing my part to support the workers of PCLS Local 3787. In a time when we are told that healthcare isn't for everyone, that workers and living wages don't matter, and when many would eagerly take away our right to bargain and our pensions I was reminded of the importance of the work we do and the importance of solidarity. There is power in this. There is power in a union. <https://www.youtube.com/watch?v=DwbzxemJZlc>

Sights of the Convention

Pictures by Michelle Angell



Right: Kathleen McConnell - Council 2 Secretary-Treasurer

Left: Larry Brown -President of WA State Labor Council

Meet Abbie

by Katie Baker

Abbie Zulock has been serving as Pierce County Library System's Council 2 Representative since the beginning of the year. This means she's one of the people (along with Aisha and Michelle) who meets regularly with management, both to bargain issues like the re-organization and to talk about day to day issues.

Abbie plays the accordion and enjoys spending time with her dog. One of her favorite recent reads was Grayson.

She represents 14 organizations, including two other libraries (Tacoma and the Timberland Supervisors). Of these 14 organizations, 9 are bargaining contracts right now! She can be reached at abigailz@council2.com, but remember Aisha (aishawombat@gmail.com) and Michelle (michelleangell.509@gmail.com), are also a great place to start.

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

Please send any submissions and ideas for The Organizer to Katie at katiejanebaker@gmail.com