AGENDA
Regular Meeting of the Pierce County Library System Board of Trustees
September 11, 2019 | 3:30 PM

3:30 pm	02 min.	**Call to Order:** Rob Allen, Chair

3:32 pm	05 min.	**Public Comment**: *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.*

3:37 pm   03 min.   Consent Agenda   **Action**
1. Approval of Minutes of August 14, 2019, Regular Meeting
2. Approval of August 2019 Payroll, Benefits and Vouchers

3:40 pm   05 min.   Board Member Reports

3:45 pm   10 min.   Routine Reports
1. Fundraising Performance Report, Dean Carrell
2. Metrics Dashboard, Melinda Chesbro
3. July 2019 Financial Report, Cliff Jo
4. Executive Director Report, Georgia Lomax
5. Branch Services Report, Jaime Prothro

3:55 pm   30 min.   Unfinished Business
1. Future Libraries Project
   a. Next Steps/Decision Making Process, Georgia Lomax
   b. Capital Fundraising Campaign Feasibility Study, Dean Carrell

4:25 pm   20 min.   New Business
1. 2020 Budget and Work Plan, Melinda Chesbro and Cliff Jo
   a. Estimated 2019 Property Values for 2020 Tax Levy
   b. Budget Drivers
2. Policy Updates, Melinda Chesbro and Jaime Prothro
   a. Rules of Conduct   **Action**
   b. Exclusion from Library Services   **Action**

4:45 pm   15 min.   Executive Session
At this time on the agenda, the Board of Trustees will recess to Executive Session per RCW 42.30.110, to discuss personnel matters.

5:00 pm   05 min.   New Business (cont.)
3. 2020 Executive Director Salary Agreement, Cheree Green   **Action**

5:05 pm   05 min.   Officers Reports
1. PLA Conference
2. Foundation Fundraising Event - Trivia Bee
3. Voter Point of Assistance Pilot
4. Future Libraries Project – Public Engagement
5. 2019 Work Plan Update
6. 2019 Primary Election Results
7. Fiscal Accountability Audit
8. Pierce County Reads: A Year of Reading Series 2
9. KBTC/PBS Journey to Jobs

5:10 pm   02 min.   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 October 9 Board Meeting will be held at the Lakewood Library, located at 6300 Wildaire Rd. SW, Lakewood, WA 98499.

5:12 pm   Adjournment

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

AGENDA
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Consent Agenda

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

PUBLIC COMMENT
Danna Webster, president of the Key Peninsula Healthy Community Coalition, thanked the board for coming to Key Center.

RECOGNITION
WorkSource Satellite Connection Site – Customer Experience Director Jaime Prothro reported the Library has been awarded certification as a WorkSource Pierce Satellite Connection site at its eighteen full-service branches.

CONSENT AGENDA
1. Approval of Minutes of the July 10, 2019, Regular Meeting
2. July 2019 Payroll, Benefits and Vouchers totaling $2,457,111.89
3. 2019 PC Replacement Cost
4. Catalyst Purchase (Furnishings)
5. Resolution 2019-06: To Declare Furnishings and Equipment Surplus to Public Service Needs

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

BOARD MEMBER REPORTS
New Trustee Welcome – Jamilyn Penn of Steilacoom was introduced. She was appointed to replace Donna Albers who completed her term. The Trustees participated in a check-in session to introduce themselves, their passion for libraries, and about their experience serving on the board.

ROUTINE REPORTS
June 2019 Financial Report – Finance and Business Director Cliff Jo reported that property tax for 2020 has just been posted. He will calculate for the Library's district and report next month. He reviewed the three stages of the Library's funding cycle.

Executive Director Report – Ms. Lomax commented that she and Deputy Director Melinda Chesbro participated in a visioning workshop with key leaders at the City of Fife. The City is interested in developing a civic center and exploring the possibility of including the Library on its campus.

NEW BUSINESS
2020 Budget and Work Plan – Ms. Lomax reviewed the Library's three strategic directions to further the impact and value of its services under the Strategic Framework. She noted the Library's outward facing strategic direction will apply the Library's expertise in literacy through a lens focused on how it can help individuals and communities build economic self-sufficiency. She added that partnerships with community organizations will be vital to the Library's work in this area. The Library will also focus inward on organizational growth and maturity, and look to the future in its capital investments on spaces and technology.

BOARD EDUCATION AND SERVICE
Key Center Library and Community Presentation – Ms. Prothro introduced Supervising Librarian Corrine Weatherly who thanked the Trustees for visiting the branch.

Ms. Weatherly introduced staff members Karen Brooks, Gig Harbor Branch Manager; Librarians Adam Jackman and Holly Smith; Storyteller Carol Dike; Senior Branch Assistants Dorothy Barelli, Carolyn Kane, Teddy Emmerich; and Page Brittany Pressey. Ms. Weatherly shared information about the Key Center community, noting it is a census designated area. She thanked those in attendance for their partnership with the Library, and shared stories about customers who have used the Library's services to get jobs and the Library's collaboration with the Food Backpacks 4 Kids program.

Delia McGinnis, president of Two Waters Arts Alliance commented on its partnership with the Library. It is an all-volunteer organization, and since 2001, has worked with the Key Center Library, offering programs and activities to the community and displaying local artwork.

Friends of the Library in attendance were Ann Campy, President; CJ Clawson, Secretary; Bill Gerald, member at large, and Rosina Vertz. Ms. Vertz commented on the Friends' strong sense of civic responsibility and their integral part in the success of the Key Center Library.

The Board thanked the Friends, community and the Key Center staff and recognized them for their personal touch and true spirit of public service.

EXECUTIVE SESSION
At 4:41 pm, Mr. Jenkins moved to recess to Executive Session, per RCW 42.30.110, to discuss personnel matters for approximately 10 minutes. Mr. Jones seconded the motion and it was passed. The Session ended at 4:56 pm.

ADJOURNMENT
The meeting was adjourned at 4:58 pm on motion by Ms. Butler, seconded by Mr. Jones.

_____   _____
Georgia Lomax, Secretary   Rob Allen, Chair

Pierce County Library System
Payroll, Benefits and Vouchers
August 2019

	Warrant Numbers	Date(s)	Amount
Payroll Warrants	3859 - 3863	8/1/19 - 8/31/19	$ 9,699.92
Electronic Payments - Payroll & Acct Payable		8/6/19	1,112,987.79
Electronic Payments - Payroll & Acct Payable		8/21/19	846,692.03
Accounts Payable Warrants	630869 - 630990	8/1/19 - 8/31/19	711,616.66
Total:			**$ 2,680,996.40**

As of 9/3/2019

Check History Listing

Pierce County Library System

Check #	Bank		Date	Paid to	Status	Can/Vd Date	Pay Period Dates	Dir Dep	Amount
3864	key	KeyBank N.A.	08/06/2019	BENEDICT, TESLIN	C	08/20/2019	07/16/19 - 07/31/19	0.00	638.62
3865	key	KeyBank N.A.	08/06/2019	ABTOUCHE, KENZA	V	08/16/2019	07/16/19 - 07/31/19	0.00	1,999.52
3866	key	KeyBank N.A.	08/16/2019	ABTOUCHE, KENZA	C	08/19/2019	07/16/19 - 07/31/19	0.00	1,999.52
3867	key	KeyBank N.A.	08/21/2019	KRUMWIEDE, ELLY	C	08/23/2019	08/01/19 - 08/15/19	0.00	2,043.67
3868	key	KeyBank N.A.	08/21/2019	WATTNEM, SHAN	C	08/26/2019	08/01/19 - 08/15/19	0.00	3,018.59
							Total:	**0.00**	**9,699.92**

Checks in report: 5

Grand Total: **0.00**   **9,699.92**

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:	8/6/19 Payroll

Withdrawal Date: 08/06/19

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	69,233.59
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	56,902.04
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	56,902.04
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	530,652.86
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	11,561.47
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	58,883.64
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	95,113.37
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	6,039.43
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	1,191.60
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	
PCL_Company	AWC (only on 6th paycheck)	237100	CC_Library_District	697-00	5100000	224,476.62
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	2,031.13
					Total Deposit	$ 1,112,987.79

Certification:

Stacy Karabotsos

Signature (Department Designee)

08/02/19

Date

Comments:

Ad-hoc bank transaction (Withdrawal)

PCL_Company

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Description: Pierce County Rural Library

Contact Name:	Stacy Karabotsos
Contact Phone:	253-548-3451
Contact e-mail:	sdkarabotsos@piercecountylibrary.org
Comments:	8/21/19 Payroll

Withdrawal Date: 08/21/19

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	64,753.74
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	54,267.43
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	54,267.43
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	504,102.34
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	11,507.73
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	55,908.81
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	90,088.60
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	5,989.43
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	1,191.60
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	-
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	210.38
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	2,377.48
PCL_Company	WA State Support Registry	237100	CC_Library_District	697-00	5100000	2,027.06
					Total Deposit	$ 846,692.03

Certification:

Stacy Karabotsos

Signature (Department Designee)

08/19/19

Date

Comments:

Check History Listing
Pierce County Library System

Bank code: key

Check #	Date	Vendor	Status	Check Total
630869	08/01/2019	005862 ELITE PROPERTY INVESTMENTS LLC	C	10,882.44
630870	08/01/2019	006331 SURPRISE LAKE SQUARE LLC	C	9,317.55
630878	08/06/2019	000828 AFSCME AFL-CIO	C	13,418.01
630879	08/06/2019	004782 DEPARTMENT OF EDUCATION AWG	C	234.26
630880	08/06/2019	003985 PACIFICSOURCE ADMINISTRATORS	C	1,671.75
630881	08/06/2019	001181 PIERCE CTY LIBRARY FOUNDATION	C	728.99
630882	08/06/2019	006555 SOCIAL SECURITY ADMINISTRATION		156.17
630883	08/06/2019	001168 ANIMAL CRACKERS	C	600.00
630884	08/06/2019	000363 OVERALL LAUNDRY SERV. DBA ARAMARK UNII	C	21.98
630885	08/06/2019	000830 BAKER & TAYLOR	C	868.00
630886	08/06/2019	007468 RAHMAN BARIKA	C	1,200.00
630887	08/06/2019	007470 BARSNESS GROUP	C	13,316.00
630888	08/06/2019	007108 BARBARA B BENEPE	C	200.00
630889	08/06/2019	007010 BUILDINGWORK LLC	C	975.00
630890	08/06/2019	003423 ALEXANDER BYRNE	C	37.63
630891	08/06/2019	004829 CLOVER PARK SCHOOL DISTRICT	C	393.75
630892	08/06/2019	004829 CLOVER PARK SCHOOL DISTRICT	C	213.75
630893	08/06/2019	000600 CLOVER PARK TECHNICAL COLLEGE		1,920.00
630894	08/06/2019	000895 COLUMBIA BANK	C	250.60
630895	08/06/2019	003378 NICHOLE DAVIS	C	200.00
630896	08/06/2019	007036 DYNAMIC LANGUAGE	C	1,222.18
630897	08/06/2019	006478 EVERGREEN MAINT LANDSCAPING	C	5,219.51
630898	08/06/2019	006421 MARKHAM INVESTIGATION - (MIP)	C	5,165.84
630899	08/06/2019	004674 MCHUGH MANAGEMENT CONSULTING	C	7,065.90
630900	08/06/2019	007337 MEGAN GALLAGHER PHOTOGRAPHY		150.00
630901	08/06/2019	001345 MICHAEL'S CUSTOM UPHOLSTERY	C	463.78
630902	08/06/2019	001371 MOUNTAIN MIST	C	37.93

Bank code: key

Check #	Date	Vendor	Status	Check Total
630903	08/06/2019	003933 QUALITY BUSINESS SYSTEMS INC	C	2,065.62
630904	08/06/2019	007303 EDWIN RAVINA	C	100.00
630905	08/06/2019	005417 RICOH USA INC	C	3,007.83
630906	08/06/2019	005417 RICOH USA INC	C	496.89
630907	08/06/2019	005827 SPRAGUE PEST SOLUTIONS	C	515.40
630908	08/06/2019	000497 TILLICUM COMMUNITY SERVICE CEN	C	1,716.46
630909	08/06/2019	007069 TRAVELING LANTERN THEATRE CO	C	445.50
630910	08/06/2019	001821 TYLER TECHNOLOGIES INC	C	6,417.39
630911	08/06/2019	001767 WALTER E NELSON OF WESTERN WAS	C	583.91
630912	08/06/2019	000534 WCP SOLUTIONS	C	1,417.12
630913	08/06/2019	000830 BAKER & TAYLOR	C	50,410.50
630914	08/06/2019	004199 BRAINFUSE INC	V	60,100.00
630915	08/06/2019	000242 BUCKLEY CITY OF	C	279.34
630916	08/06/2019	000161 CENGAGE LEARNING	C	4,049.50
630917	08/06/2019	000243 INGRAM LIBRARY SERVICES	C	439.37
630918	08/06/2019	001643 LINGO	C	121.25
630919	08/06/2019	000352 MIDWEST TAPE	V	0.00
630920	08/06/2019	000352 MIDWEST TAPE	V	0.00
630921	08/06/2019	000352 MIDWEST TAPE	C	22,544.57
630922	08/06/2019	000323 NEWS TRIBUNE	C	572.00
630923	08/06/2019	007469 DONGSON OH	C	14.99
630924	08/06/2019	000362 ORTING CITY OF	C	1,331.19
630925	08/06/2019	000377 PUGET SOUND ENERGY	C	2,621.69
630926	08/06/2019	000451 SEATTLE TIMES SEATTLE PI	C	2,196.99
630927	08/06/2019	000460 STEILACOOM TOWN OF	C	1,409.52
630928	08/06/2019	000541 STATE OF WASHINGTON	C	595.98
630929	08/09/2019	000765 GOVERNMENT FINANCE OFFICERS AS	C	280.00
630930	08/09/2019	007035 MICHELLE KUCERA-JEWELL	C	150.00

Check History Listing

Pierce County Library System

Bank code: key

Check #	Date	Vendor	Status	Check Total
630931	08/09/2019	007344 SIBSON CONSULTING	C	1,900.00
630932	08/09/2019	004022 US BANK	C	231,581.28
630933	08/21/2019	003778 AFLAC		5,082.84
630934	08/21/2019	001578 COLONIAL SUPPLEMENTAL INSURANC		576.88
630935	08/21/2019	004782 DEPARTMENT OF EDUCATION AWG	C	214.96
630936	08/21/2019	003985 PACIFICSOURCE ADMINISTRATORS	C	1,862.67
630937	08/21/2019	001181 PIERCE CTY LIBRARY FOUNDATION		728.99
630938	08/21/2019	006555 SOCIAL SECURITY ADMINISTRATION		143.31
630939	08/21/2019	004732 ALEX ZERBE ENTERTAINMENT	C	7,475.00
630940	08/21/2019	000363 OVERALL LAUNDRY SERV. DBA ARAMARK UNII	C	21.98
630941	08/21/2019	001089 ASIA PACIFIC CULTURAL CENTER	C	260.00
630942	08/21/2019	007471 AUTHORS UNBOUND AGENCY	C	3,650.00
630943	08/21/2019	006391 BERK CONSULTING INC		8,671.40
630944	08/21/2019	001650 CALIFORNIA STATE UNIVERSITY	C	100.00
630945	08/21/2019	006577 CATALYST WORKPLACE ACTIVATION	C	25,062.43
630946	08/21/2019	006999 CIS		940.00
630947	08/21/2019	006873 DATA QUEST LLC	C	171.50
630948	08/21/2019	000041 EMPLOYMENT SECURITY DEPARTMENT	C	4,145.00
630949	08/21/2019	007419 GROUP 6IX	C	990.00
630950	08/21/2019	006815 IDEA HATCH STEAM FOR KIDS	C	5,865.00
630951	08/21/2019	006545 IRON MOUNTAIN INC	C	331.71
630952	08/21/2019	007035 MICHELLE KUCERA-JEWELL		150.00
630953	08/21/2019	004822 MUSEUM OF FLIGHT	C	1,200.00
630954	08/21/2019	000360 OCLC INC	C	4,929.24
630955	08/21/2019	000362 ORTING CITY OF	C	26,166.43
630956	08/21/2019	007472 OTTO F LINN LIBRARY	C	75.00
630957	08/21/2019	003985 PACIFICSOURCE ADMINISTRATORS	C	176.00
630958	08/21/2019	001534 PEDERSON PAINTING	C	5,824.70

Bank code: key

Check #	Date	Vendor	Status	Check Total
630959	08/21/2019	007416 PEGASUS PUPPET THEATRE		1,800.00
630960	08/21/2019	001822 PENINSULA SCHOOL DISTRICT		1,125.22
630961	08/21/2019	001005 PETTY CASH CUSTODIAN		116.58
630962	08/21/2019	000370 PIERCE COUNTY	C	240.00
630963	08/21/2019	001681 PITNEY BOWES	C	15,000.00
630964	08/21/2019	007303 EDWIN RAVINA	C	100.00
630965	08/21/2019	005417 RICOH USA INC	C	4,166.17
630966	08/21/2019	005417 RICOH USA INC	C	2,885.51
630967	08/21/2019	005827 SPRAGUE PEST SOLUTIONS	C	628.60
630968	08/21/2019	001821 TYLER TECHNOLOGIES INC	C	9,531.97
630969	08/21/2019	003719 UNIQUE MANAGEMENT SERVICES	C	1,172.45
630970	08/21/2019	001767 WALTER E NELSON OF WESTERN WAS	C	3,227.86
630971	08/23/2019	000830 BAKER & TAYLOR		52,335.41
630972	08/23/2019	000161 CENGAGE LEARNING	C	2,595.75
630973	08/23/2019	000847 CENTER POINT PUBLISHING	C	1,357.17
630974	08/23/2019	001780 CITY OF UNIVERSITY PLACE	C	274.88
630975	08/23/2019	007460 ALICE DARNTON	C	53.51
630976	08/23/2019	007476 MARCIA DYER		39.99
630977	08/23/2019	000093 EBSCO	C	25.46
630978	08/23/2019	007444 FAIRVEGA LIBRARY SERVICES	C	1,314.40
630979	08/23/2019	007480 NICOLE FORTINO		61.92
630980	08/23/2019	007477 ADELLE GONZALEZ		10.75
630981	08/23/2019	000243 INGRAM LIBRARY SERVICES	C	471.78
630982	08/23/2019	000352 MIDWEST TAPE	V	0.00
630983	08/23/2019	000352 MIDWEST TAPE	V	0.00
630984	08/23/2019	000352 MIDWEST TAPE	C	26,081.03
630985	08/23/2019	007329 STACY PAULL	C	231.48
630986	08/23/2019	000370 PIERCE COUNTY	C	2,279.13

<div align="center">

Check History Listing

Pierce County Library System

</div>

Bank code: key

Check #	Date	Vendor	Status	Check Total
630987	08/23/2019	000377 PUGET SOUND ENERGY	C	3,288.07
630988	08/23/2019	000406 RECORDED BOOKS LLC	C	191.89
630989	08/23/2019	000541 STATE OF WASHINGTON	C	595.54
630990	08/26/2019	000463 SUMMIT WATER & SUPPLY CO	C	2,303.79

<div align="right">

key Total: **711,616.66**

</div>

115 checks in this report

<div align="right">

**Total Checks:**   **711,616.66**

</div>

Routine Reports

**Pierce County
Library Foundation**

Fundraising Performance Report

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

Annual Campaign

$191,818 Committed Total

| $0 | $50,000 | $100,000 | $150,000 | $200,000 | $250,000 | $300,000 | $350,000 | $400,000 |

Goal = $415,000

Impact Funding

$148,948 Committed Total

| $0 | $70,000 | $140,000 | $210,000 | $280,000 | $350,000 |

Goal = $350,000

Constituency

Individual		Goal $220,000
Company		Goal $70,000
Foundations		Goal $54,000
PCLF Board		Goal $12,000
Staff		Goal $19,000
Friends		Goal $40,000

| $0 | $50,000 | $100,000 | $150,000 | $200,000 | $250,000 |

Support Type

Unrestricted	Restricted	In Kind	Total
$134,148	$57,671	$85,568	$277,386

Memoir Society

Reflected when received

Goal = 12 New Members

Endowment

Gifts reflected when received

Capital

Gifts reflected when received

Customers / Visits - July 2019

Branch Visits

Year	Value
+5 Years	2,406,412
+4 Years	2,284,005
+3 Years	2,284,662
+2 Years	2,119,238
+1 Year	2,169,219
Last 12 Mos.	2,180,595

Catalog Visits

Year	Value
+5 Years	1,999,925
+4 Years	1,726,127
+3 Years	1,590,461
+2 Years	1,600,856
+1 Year	1,702,174
Last 12 Mos.	1,636,741

Website Visits

Year	Value
+5 Years	2,238,188
+4 Years	2,088,417
+3 Years	2,062,814
+2 Years	1,917,541
+1 Year	1,825,959
Last 12 Mos.	1,855,507
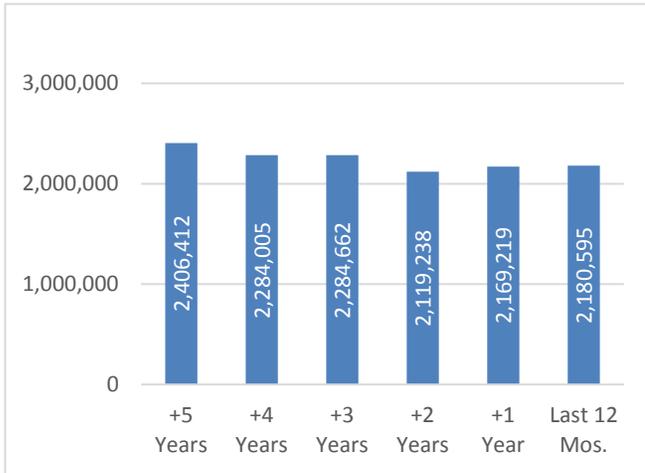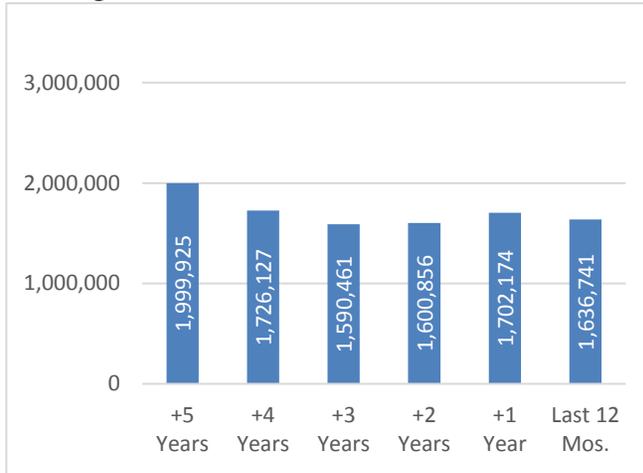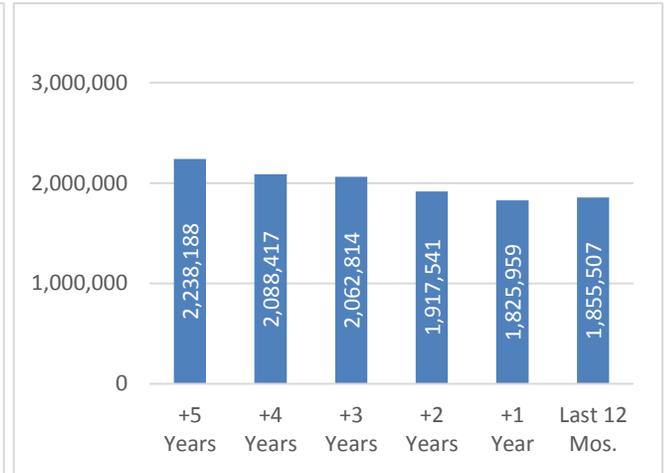
PCLS Cardholder Statistics

	+5 Years	+4 Years	+3 Years	+2 Years	+1 Year	Last 12 Mos.
Population: All Year	558,455	563,650	570,375	579,820	591,805	602,875
Population: Current	267,315	307,075	346,690	367,915	353,211	355,428
Population: New	55,376	53,264	40,024	51,159	52,865	40,698
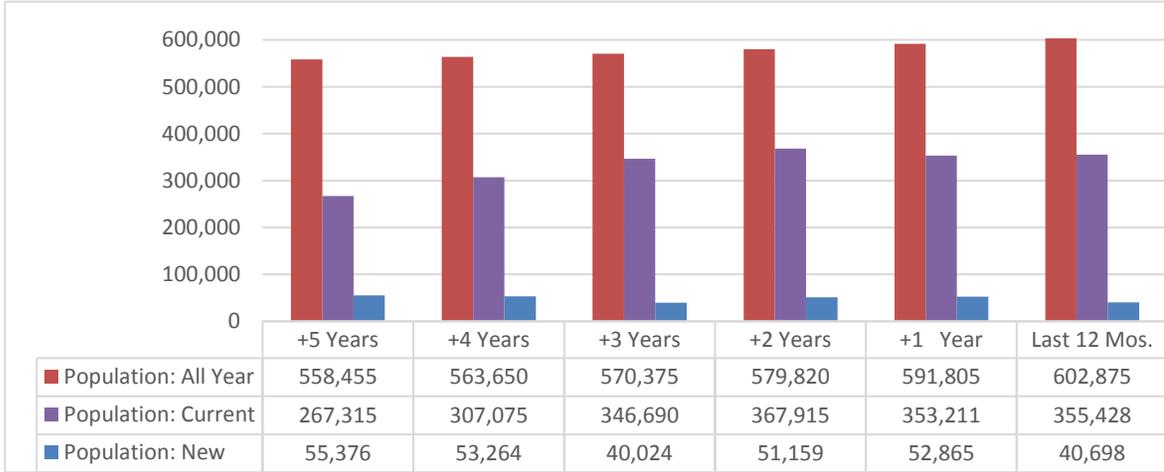
July and Rolling 12-Month Comparison

	July 2019	Rolling Last 12 Months	+1 Year	% Change Year Over Year
Branch Visits	200,891	2,180,595	2,169,219	0.5%
Catalog Visits	140,538	1,636,741	1,702,174	-3.8%
Public Website Visits	153,281	1,855,507	1,825,959	1.6%

Technology

	July 2019	Rolling Last 12 Months	+1 Year	% Change Year Over Year
PC/Laptop Sessions	28,894	343,059	398,084	-13.8%
Wi-Fi Sessions	80,289	1,031,023	867,478	18.9%

Public Spaces Usage

	July 2019	Rolling Last 12 Months
# of Public Meeting Uses	881	11,116
# of Attendees	8,680	135,055

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 - July 2019

Checkouts By Format - July 2019
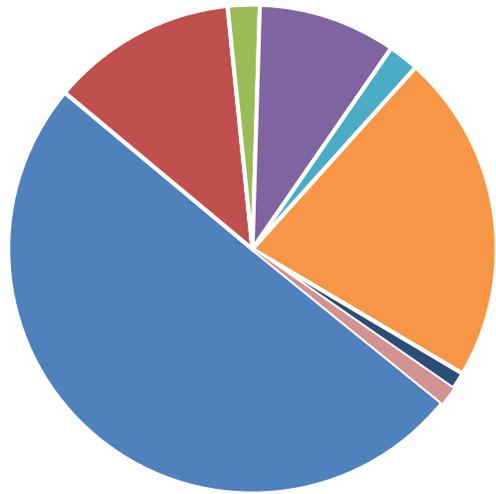
Data Table

Categories	June 2019	July 2019	% of Total July Checkouts	Rolling Last 12 Months	+1 Year	% Change Year Over Year
Books	241,725	276,592	50.22%	2,803,376	2,909,014	-3.63%
E-Books	63,675	67,814	12.31%	767,557	699,087	9.79%
AudioBooks (Disc)	10,473	11,629	2.11%	135,821	160,498	-15.38%
AudioBooks (Digital)	45,963	50,358	9.14%	523,958	419,024	25.04%
Music CDs (Disc)	10,485	11,161	2.03%	138,512	167,274	-17.19%
DVDs	108,965	120,382	21.86%	1,430,031	1,530,835	-6.58%
Magazines (Print)	5,906	6,345	1.15%	76,123	84,115	-9.50%
Magazines (Digital)	7,093	6,433	1.17%	74,151	36,377	103.84%
Totals:	494,285	550,714	100.00%	5,949,529	6,006,224	-0.94%

Collection Checkouts
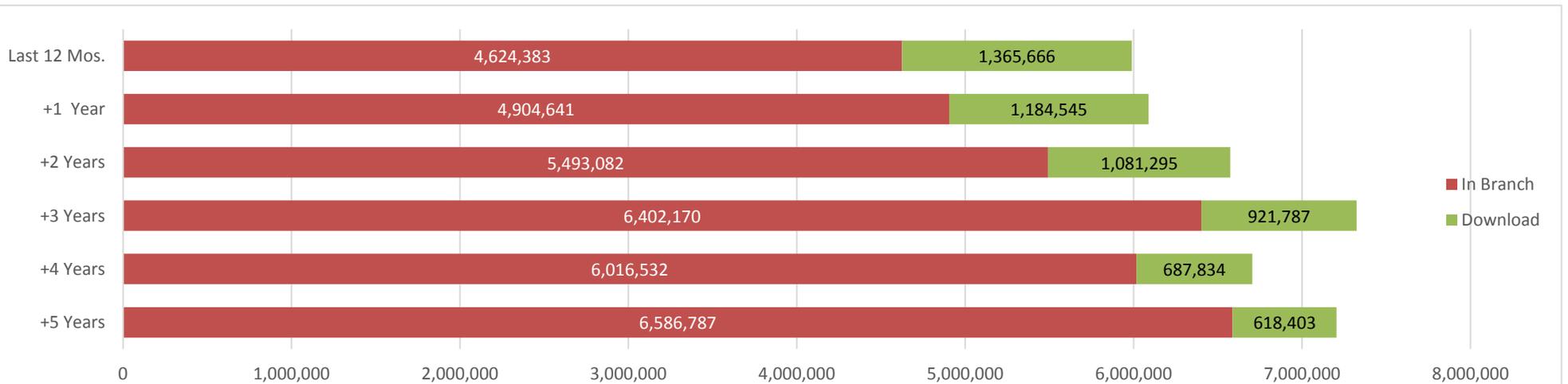
Historical Data Reporting

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

Activity - July 2019

Location	Checkouts July 2019	Last 12 Mo.	+1 Year	% Change	Visitors** July 2019	Last 12 Mo.	+1 Year	% Change
Administrative Center	4,891	69,797	69,503	0.4%	2,423	30,520	40,839	-25.3%
Anderson Island	818	17,176	2017 #s in Outreach		No Door Counter for Anderson Island			
Bonney Lake	27,477	271,746	277,679	-2.1%	12,029	119,727	109,531	9.3%
Buckley	8,905	89,921	87,747	2.5%	4,512	47,565	44,352	7.2%
DuPont	11,648	120,827	121,235	-0.3%	5,392	52,972	51,746	2.4%
Eatonville	9,004	108,577	107,626	0.9%	7,498	82,800	71,028	16.6%
Fife	6,794	68,688	76,487	-10.2%	3,884	40,718	49,982	-18.5%
Gig Harbor	58,927	641,162	681,686	-5.9%	22,919	230,129	249,057	-7.6%
Graham	23,260	245,345	250,923	-2.2%	9,270	97,093	98,315	-1.2%
Inter-Library Loan	405	5,125	5,736	-10.7%	No "visitors" for Inter-Library Loan			
Key Center	14,296	161,365	165,382	-2.4%	5,599	71,545	63,804	12.1%
Lakewood	41,859	459,943	521,509	-11.8%	22,227	276,664	252,007	9.8%
Milton / Edgewood	13,687	149,931	149,234	0.5%	7,025	78,371	77,431	1.2%
Orting	8,273	91,265	94,481	-3.4%	4,015	46,670	53,630	-13.0%
Overdrive	118,172	1,291,515	1,118,111	15.5%	21,906	248,195	194,135	27.8%
Outreach	7,013	49,479	77,780	-36.4%	2,076	11,403	17,098	-33.3%
Parkland / Spanaway	34,801	382,481	409,850	-6.7%	20,636	250,896	202,656	23.8%
South Hill	52,180	557,633	599,685	-7.0%	17,916	181,522	197,849	-8.3%
Steilacoom	11,499	118,534	119,145	-0.5%	7,797	90,949	75,345	20.7%
Summit	21,555	231,104	248,070	-6.8%	9,597	91,848	103,280	-11.1%
Sumner	21,684	240,225	253,800	-5.3%	11,930	126,964	134,543	-5.6%
Tillicum	2,937	32,035	35,133	-8.8%	2,962	35,436	40,219	-11.9%
University Place	46,037	512,024	550,280	-7.0%	21,184	216,803	236,507	-8.3%
Total	**546,122**	**5,915,898**	**6,021,082**	**-1.7%**	**222,797**	**2,428,790**	**2,363,354**	**2.8%**

July Checkouts
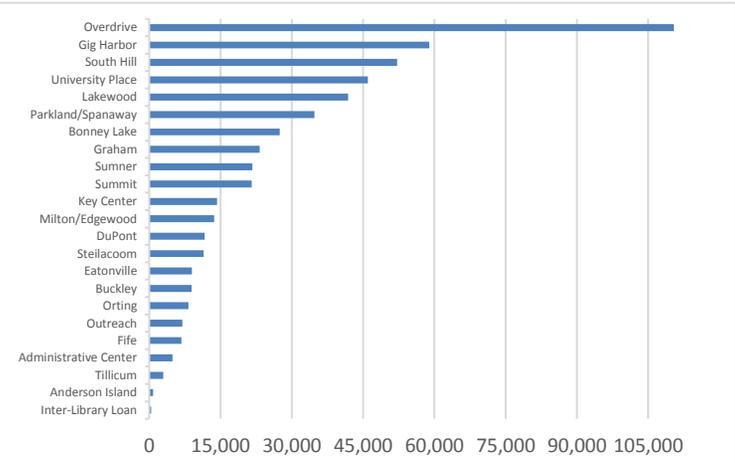
July Visitors
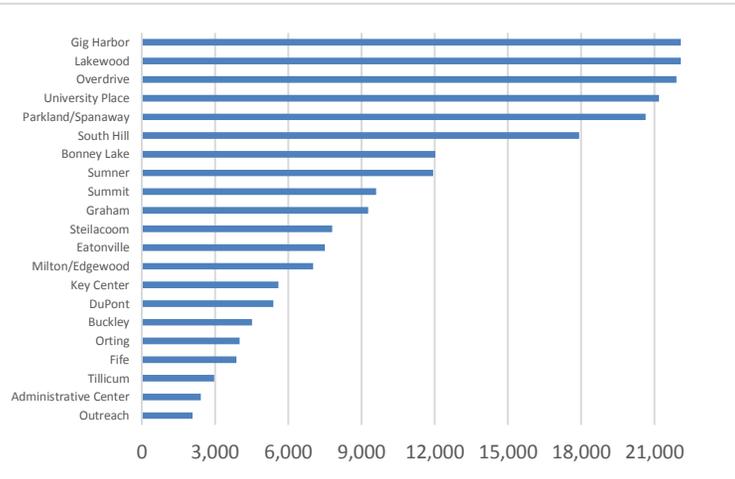
Branch Closure Information - Last 12 Months

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
July 31, 2019

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

General Fund

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

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

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
July 31, 2019

	GENERAL FUND	SPECIAL PURPOSE FUND	DEBT SERVICE FUND	CAPITAL IMPROVEMENT PROJECTS FUND
ASSETS				
Current Assets				
Cash	$ 321,593	$ 11,829	$ 372	$ 29,732
Investments	$ 10,453,000	$ 990,000	$ 87,000	$ 2,755,000
Deposits Refundable	$ 25,888	$ -	$ -	$ -
Total Current Assets	$ 10,800,481	$ 1,001,829	$ 87,372	$ 2,784,732
TOTAL ASSETS	$ 10,800,481	$ 1,001,829	$ 87,372	$ 2,784,732
LIABILITIES				
Current Liabilities				
Warrants Payable	$ 33,290	$ -	$ -	$ 32,643
Sales Tax Payable	$ 3,515	$ -	$ -	$ -
Payroll Payable	$ 126,068	$ -	$ -	$ -
US Bank Payable	$ -	$ -	$ -	$ -
Total Current Liabilities	$ 162,873	$ -	$ -	$ 32,643
TOTAL LIABILITIES	$ 162,873	$ -	$ -	$ 32,643
FUND BALANCE				
Reserve for Encumbrances	$ 884,939	$ -	$ -	$ 611,016
Election Set-Aside		$ 608,822		
Land/Property/Facility Set-Aside		$ 630,117		
Unreserved Fund Balance	$ 9,752,669	$ (237,110)	$ 87,372	$ 2,141,073
TOTAL FUND BALANCE	$ 10,637,608	$ 1,001,829	$ 87,372	$ 2,752,089
TOTAL LIABILITIES & FUND BALANCE	$ 10,800,481	$ 1,001,829	$ 87,372	$ 2,784,732
BEGINNING FUND BALANCE, 01/01/19	$ 7,738,394	$ 1,255,685	$ 86,171	$ 1,551,840
YTD Revenue	$ 21,956,484	$ 14,515	$ 1,201	$ 1,479,897
Transfers In/(Out)	$ -	$ -	$ -	$ -
YTD Expenditures	$ (19,057,269)	$ (268,372)	$ -	$ (279,648)
ENDING FUND BALANCE, 07/31/19	$ 10,637,608	$ 1,001,829	$ 87,372	$ 2,752,089
TAXES RECEIVABLE	$ 18,640,957	$ -	$ (0)	$ -

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

|	HISTORICAL 7/31/2018	HISTORICAL 8/31/2018	HISTORICAL 9/30/2018	HISTORICAL 10/31/2018	HISTORICAL 11/30/2018	HISTORICAL 12/31/2018	HISTORICAL 1/31/2019	HISTORICAL 2/28/2019	HISTORICAL 3/31/2019	HISTORICAL 4/30/2019	HISTORICAL 5/31/2019	CURRENT 6/30/2019	CURRENT 7/31/2019
ASSETS													
Current Assets													
Cash	$ 305,347	$ 338,006	$ 728,164	$ 11,923,103	$ 1,999,546	$ 627,099	$ 192,800	$ 958,504	$ 2,800,867	$ 15,229,013	$ 2,894,686	$ 482,335	$ 321,593
Investments	$ 6,630,000	$ 4,200,000	$ 1,800,000	$ -	$ 9,250,000	$ 7,800,000	$ 5,650,000	$ 3,200,000	$ 1,700,000	$ 1,700,000	$ 14,100,000	$ 13,913,000	$ 10,453,000
Deposits Refundable	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 25,019	$ 25,019	$ 25,888
Total Current Assets	$ 6,935,347	$ 4,538,006	$ 2,528,164	$ 11,923,103	$ 11,249,546	$ 8,427,099	$ 5,842,800	$ 4,158,504	$ 4,500,867	$ 16,929,013	$ 17,019,705	$ 14,420,353	$ 10,800,481
TOTAL ASSETS	$ 6,935,347	$ 4,538,006	$ 2,528,164	$ 11,923,103	$ 11,249,546	$ 8,427,099	$ 5,842,800	$ 4,158,504	$ 4,500,867	$ 16,929,013	$ 17,019,705	$ 14,420,353	$ 10,800,481
LIABILITIES													
Current Liabilities													
Warrants Payable	$ 142	$ 6,629	$ 114,808	$ 118,663	$ 160,876	$ 516,769	$ 251,432	$ 79,752	$ 79,533	$ 122,578	$ 125,580	$ 86,612	$ 33,290
Sales Tax Payable	$ 2,149	$ 2,757	$ 2,827	$ 2,703	$ 2,643	$ 241	$ 1,438	$ 1,967	$ 1,997	$ 2,319	$ 2,516	$ 2,471	$ 3,515
Payroll Payable	$ 112,963	$ 130,996	$ 144,004	$ 111,920	$ 129,840	$ 149,007	$ 124,676	$ 143,867	$ 110,110	$ 130,627	$ 148,517	$ 170,543	$ 126,068
Total Current Liabilities	$ 115,255	$ 140,382	$ 261,639	$ 233,286	$ 293,359	$ 666,017	$ 377,547	$ 225,587	$ 191,639	$ 255,525	$ 276,613	$ 259,626	$ 162,873
TOTAL LIABILITIES	$ 115,255	$ 140,382	$ 261,639	$ 233,286	$ 293,359	$ 666,017	$ 377,547	$ 225,587	$ 191,639	$ 255,525	$ 276,613	$ 259,626	$ 162,873
FUND BALANCE													
Reserve for Encumbrance	$ 927,759	$ 720,874	$ 745,765	$ 634,256	$ 425,324	$ 22,003	$ 1,415,795	$ 1,353,775	$ 1,240,119	$ 1,410,091	$ 1,359,549	$ 953,035	$ 884,939
Unreserved Fund Balance	$ 5,892,334	$ 3,676,750	$ 1,520,760	$ 11,055,561	$ 10,530,864	$ 7,739,079	$ 4,049,458	$ 2,579,143	$ 3,069,109	$ 15,263,397	$ 15,383,543	$ 13,207,692	$ 9,752,669
TOTAL FUND BALANCE	$ 6,820,093	$ 4,397,624	$ 2,266,525	$ 11,689,817	$ 10,956,188	$ 7,761,082	$ 5,465,253	$ 3,932,917	$ 4,309,228	$ 16,673,488	$ 16,743,092	$ 14,160,727	$ 10,637,608
TOTAL LIABILITIES & FUND BALANCE	$ 6,935,347	$ 4,538,006	$ 2,528,164	$ 11,923,103	$ 11,249,546	$ 8,427,099	$ 5,842,800	$ 4,158,504	$ 4,500,867	$ 16,929,013	$ 17,019,705	$ 14,420,353	$ 10,800,481
PROPERTY TAXES RECEIVABLE	$ 14,479,270	$ 14,311,321	$ 14,311,321	$ 2,404,814	$ 695,763	$ 603,084	$ 39,841,794	$ 39,155,533	$ 36,413,384	$ 21,545,105	$ 18,923,154	$ 18,759,756	$ 18,640,957

GENERAL FUND - 01	2019 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	$ 34,623,500	$ 21,448,667	$ -	$ 13,174,833	62%
Other Revenue	$ 1,750,500	$ 507,816	$ -	$ 1,242,684	29%
TOTAL REVENUE	**$ 36,374,000**	**$ 21,956,484**	**$ -**	**$ 14,417,516**	**60%**
EXPENDITURES					
Personnel/Taxes and Benefits	$ 24,332,700	$ 13,678,588	$ -	$ 10,654,112	56%
Materials	$ 3,805,100	$ 1,728,015	$ 279	$ 2,076,806	45%
Maintenance and Operations	$ 5,175,000	$ 2,190,666	$ 886,521	$ 2,097,813	59%
Transfers Out & Reserves	$ 3,060,000	$ 1,460,000	$ -	$ 1,600,000	48%
TOTAL EXPENDITURES	**$ 36,372,800**	**$ 19,057,269**	**$ 886,800**	**$ 16,428,731**	**55%**
Excess/(Deficit)		$ 2,899,215			
Additional Transfers Out		-			
NET EXCESS (DEFICIT)		**$ 2,899,215**			

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	$ 14,515	$ -	$ 45,485	24%
TOTAL REVENUE	**$ 1,785,000**	**$ 14,515**	**$ -**	**$ 1,770,485**	**1%**
EXPENDITURES					
Election Costs	$ 625,000	$ 268,372	$ -	$ 356,628	43%
TOTAL EXPENDITURES	**$ 625,000**	**$ 268,372**	**$ -**	**$ 356,628**	**43%**
Excess/(Deficit)		$ (253,856)			
Additional Transfers In		$ -			
NET EXCESS (DEFICIT)		**$ (253,856)**			

DEBT SERVICE FUND - 20	2019 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	$ -	$ 173	$ -	$ (173)	-
Other Revenue	$ -	$ 1,029	$ -	$ (1,029)	-
TOTAL REVENUE	**$ -**	**$ 1,201**	**$ -**	**$ (1,201)**	**-**
TOTAL EXPENDITURES	$ -	$ -	$ -	$ -	-
NET EXCESS (DEFICIT)		**$ 1,201**			

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	$ -	$ 19,897	$ -	$ (19,897)	-
TOTAL REVENUE	**$ 1,677,085**	**$ 1,479,897**	**$ -**	**$ 197,188**	**88%**
EXPENDITURES					
Capital Improvement Projects	$ 1,415,000	$ 279,648	$ 611,016	$ 524,336	63%
TOTAL EXPENDITURES	**$ 1,415,000**	**$ 279,648**	**$ 611,016**	**$ 524,336**	**63%**
Excess/(Deficit)		$ 1,200,249			
Additional Transfers In		-			
NET EXCESS (DEFICIT)		**$ 1,200,249**			

Prepared by Clifford Y. Jo, Finance & Business Director　　　　*Unaudited Statement*　　　　*7/31/2019*

CASH & INVESTMENTS - SEMI-MONTHLY
2019 - ALL FUNDS COMBINED (EXCLUDES DEBT SERVICE FUND)
- 13 MONTHS MOVING -
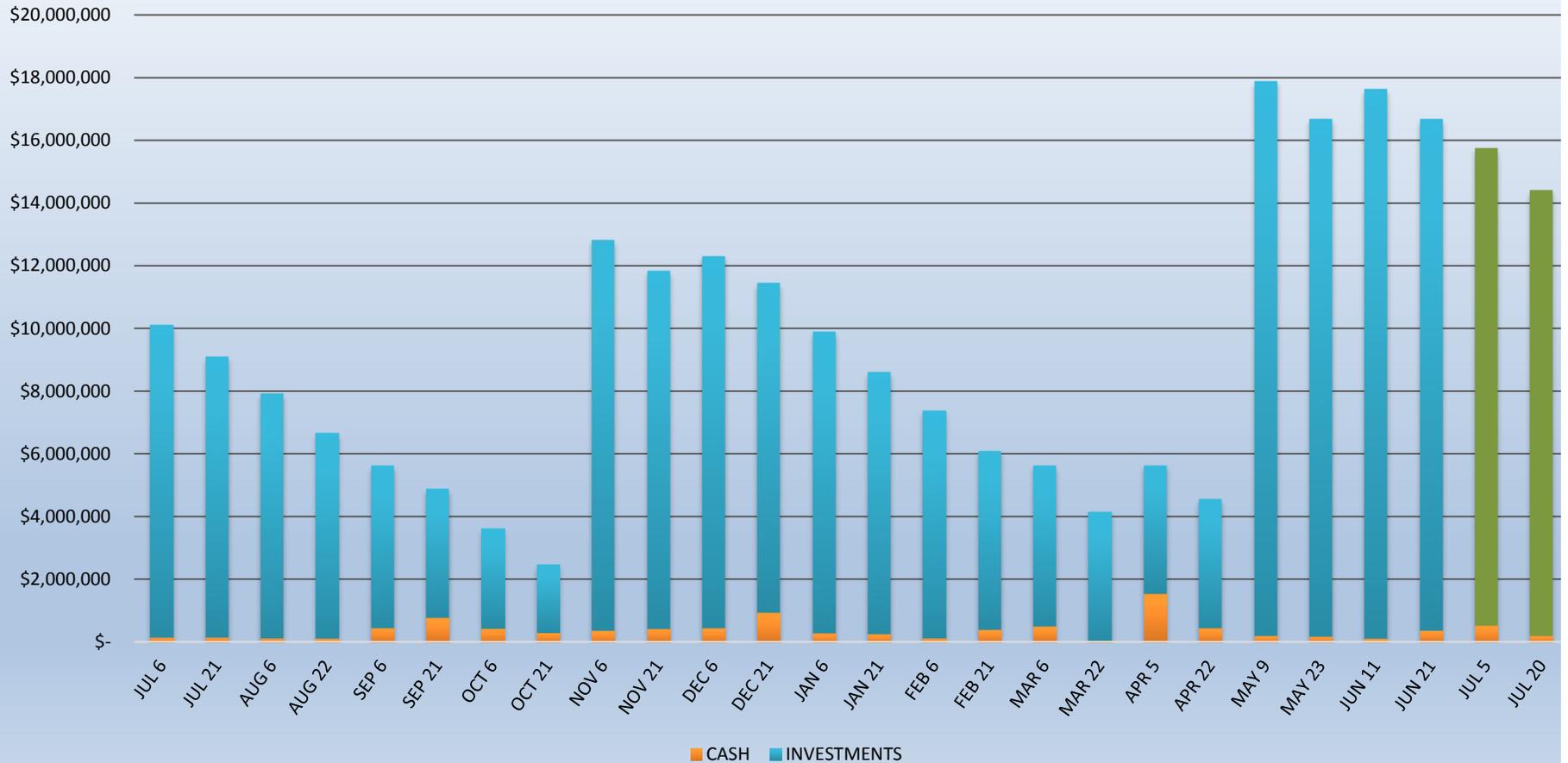
GENERAL FUND - REVENUE TREND (%)
THROUGH JULY 2019

Legend: ■ REVENUE % 2019 ■ 5 YR AVERAGE % REVENUE
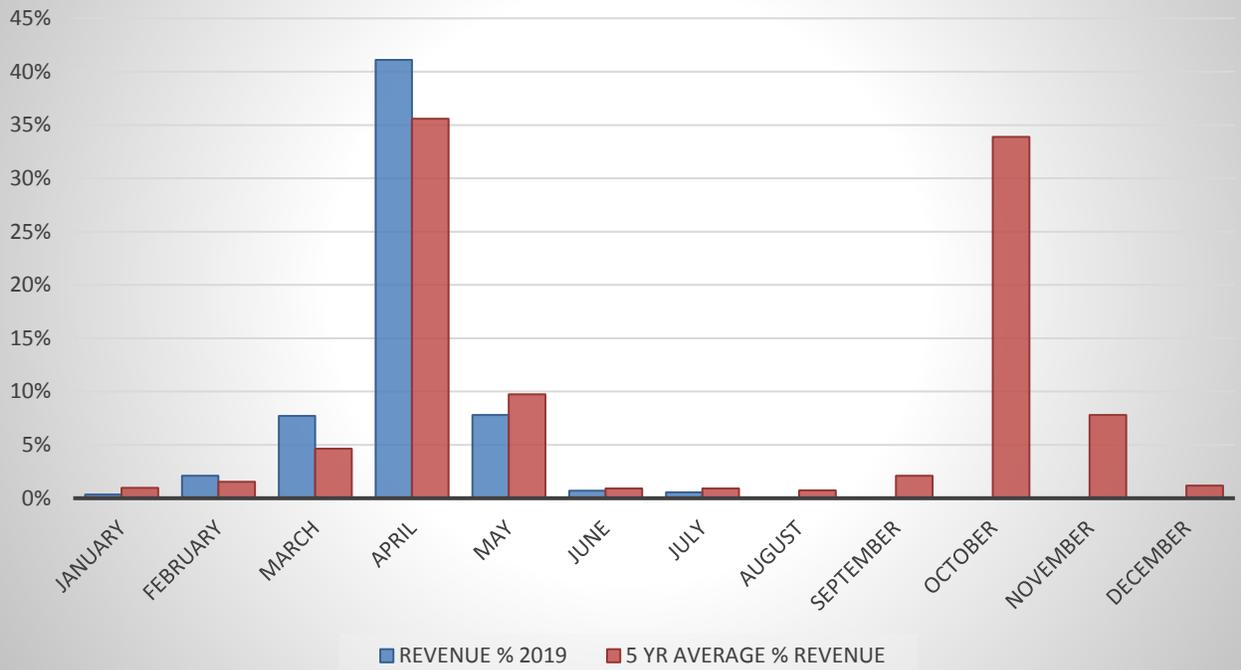
GENERAL FUND - EXPENDITURE TREND (%)
THROUGH JULY 2019
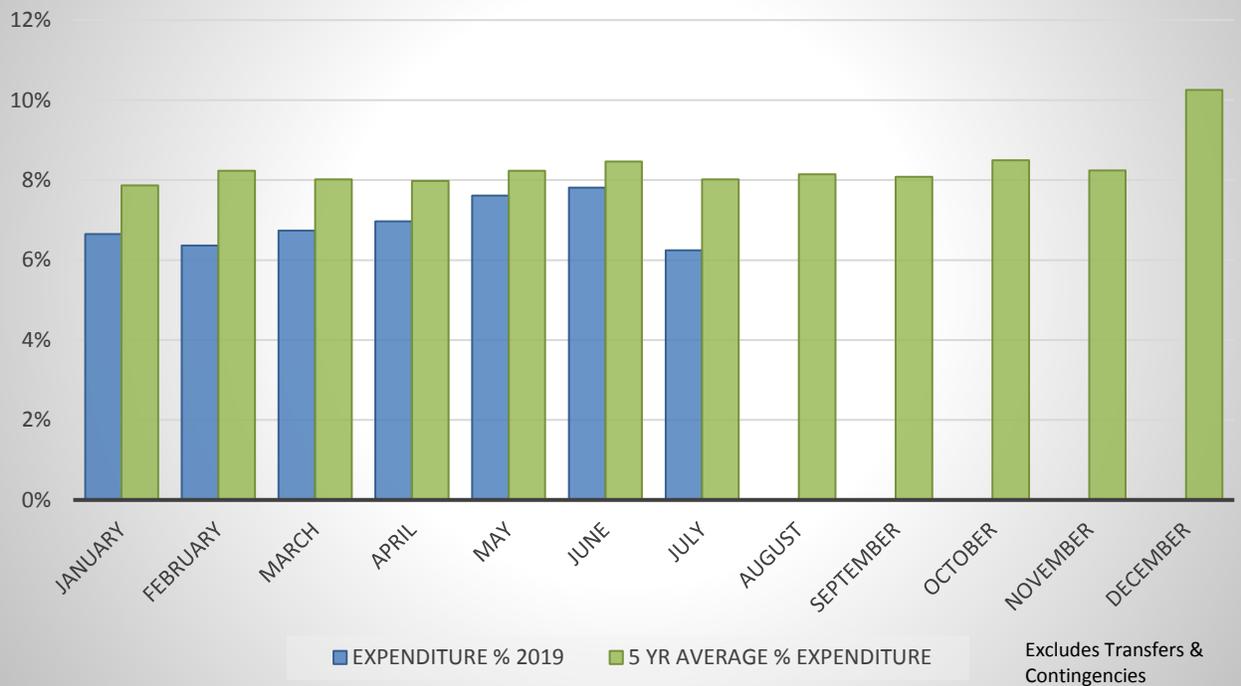
Legend: ■ EXPENDITURE % 2019 ■ 5 YR AVERAGE % EXPENDITURE

Excludes Transfers & Contingencies

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FUND: GENERAL FUND (01)

Object	2019 Budget	July Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
REVENUE ACCOUNTS						
31111 PROPERTY TAXES CURRENT	33,934,600.00	108,658.45	20,959,717.79	0.00	12,974,882.21	61.77
31112 PROPERTY TAXES DELINQUENT	424,900.00	17,323.87	278,724.58	0.00	146,175.42	65.60
31113 PROPERTY TAXES KING COUNTY	60,000.00	81.47	34,914.26	0.00	25,085.74	58.19
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	0.00	16,976.33	0.00	3,023.67	84.88
31740 TIMBER EXCISE TAX	63,000.00	0.00	18,622.65	0.00	44,377.35	29.56
TAXES:	**34,508,500.00**	**126,063.79**	**21,310,467.83**	**0.00**	**13,198,032.17**	**61.75**
33533 STATE FOREST FUNDS/DNR TIMBER TRUST	0.00	775.76	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	3,073.09	20,481.02	0.00	9,518.98	68.27
34161 GRAPHICS SERVICES CHARGES	7,500.00	220.38	339.86	0.00	7,160.14	4.53
34162 PRINTER FEES	125,000.00	11,467.72	73,416.09	0.00	51,583.91	58.73
34163 FAX FEES	22,000.00	2,529.84	14,915.39	0.00	7,084.61	67.80
34193 ORTING - SERVICE FEES	3,000.00	2,430.00	2,430.00	0.00	570.00	81.00
34730 INTERLIBRARY LOAN FEES	0.00	(1,289.40)	(489.40)	0.00	489.40	0.00
35970 LIBRARY FINES	400,000.00	33,593.54	230,803.00	0.00	169,197.00	57.70
36110 INVESTMENT INCOME	100,000.00	25,978.29	113,738.68	0.00	(13,738.68)	113.74
36140 OTHER INTEREST EARNED - COUNTY	0.00	3.14	28.23	0.00	(28.23)	0.00
36200 KEY PEN HLTH DEPT FACILITY REV	1,000.00	391.49	779.80	0.00	220.20	77.98
36290 BOOK SALES	4,000.00	663.33	2,301.01	0.00	1,698.99	57.53
36700 FOUNDATION DONATIONS	350,000.00	0.00	5,450.80	0.00	344,549.20	1.56
36720 FRIENDS' REIMBURSEMENTS	30,000.00	747.32	747.32	0.00	29,252.68	2.49
36725 DONATIONS - OTHER	160,000.00	24.80	245.87	0.00	159,754.13	0.15
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	20.27	301.01	0.00	698.99	30.10
36990 MISCELLANEOUS REVENUE	0.00	6.94	4,976.37	0.00	(4,976.37)	0.00
36991 PAYMENT FOR LOST MATERIALS	10,000.00	552.42	3,089.81	0.00	6,910.19	30.90
36996 JURY DUTY REIMBURSEMENT	0.00	10.00	143.00	0.00	(143.00)	0.00
36998 E RATE REIMBURSEMENT	530,000.00	0.00	92,674.89	0.00	437,325.11	17.49
36999 REBATES - PROCUREMENT CARD	75,000.00	0.00	33,174.55	0.00	41,825.45	44.23
CHARGES OTHER:	**1,865,500.00**	**81,198.93**	**621,922.23**	**0.00**	**1,243,577.77**	**33.34**
39510 SALE OF FIXED ASSETS (GOV)	0.00	554.32	12,514.66	0.00	(12,514.66)	0.00
39520 INSURANCE RECOVERIES - CAPITAL ASSE	0.00	(730.00)	11,578.80	0.00	(11,578.80)	0.00
TOTAL FOR REVENUE ACCOUNTS	**36,374,000.00**	**207,087.04**	**21,956,483.52**	**0.00**	**14,417,516.48**	**60.36**
EXPENSE ACCOUNTS						
51100 SALARIES AND WAGES	17,822,600.00	1,338,404.07	9,549,920.99	0.00	8,272,679.01	53.58
51105 ADDITIONAL HOURS	239,400.00	28,090.63	157,910.66	0.00	81,489.34	65.96
51106 SHIFT DIFFERENTIAL	161,200.00	17,835.31	105,747.95	0.00	55,452.05	65.60
51107 SUBSTITUTE HOURS	262,250.00	19,136.82	136,248.26	0.00	126,001.74	51.95
51109 TUITION ASSISTANCE PROGRAM	10,000.00	2,269.50	5,458.06	0.00	4,541.94	54.58
51200 OVERTIME WAGES	21,150.00	1,321.72	9,330.93	0.00	11,819.07	44.12
51999 ADJ WAGE/SALARY TO MATCH PLAN	(462,900.00)	0.00	0.00	0.00	(462,900.00)	0.00
52001 INDUSTRIAL INSURANCE	181,100.00	10,107.75	70,145.66	0.00	110,954.34	38.73
52002 MEDICAL INSURANCE	2,310,200.00	190,926.15	1,440,252.13	0.00	869,947.87	62.34
52003 F.I.C.A.	1,344,300.00	105,191.80	744,710.07	0.00	599,589.93	55.40
52004 RETIREMENT	2,254,500.00	175,319.09	1,240,650.18	0.00	1,013,849.82	55.03

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FUND: GENERAL FUND (01)

Object	2019 Budget	July Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
EXPENSE ACCOUNTS						
52005 DENTAL INSURANCE	213,200.00	18,286.74	128,631.00	0.00	84,569.00	60.33
52006 OTHER BENEFIT	10,800.00	2,020.00	11,580.00	0.00	(780.00)	107.22
52010 LIFE AND DISABILITY INSURANCE	75,900.00	6,479.00	44,896.43	0.00	31,003.57	59.15
52020 UNEMPLOYMENT/ PAID FML INSURANCE	50,000.00	6,206.04	33,105.24	0.00	16,894.76	66.21
52999 ADJ BENEFITS TO MATCH PLAN	(161,000.00)	0.00	0.00	0.00	(161,000.00)	0.00
PERSONNEL	**24,332,700.00**	**1,921,594.62**	**13,678,587.56**	**0.00**	**10,654,112.44**	**56.21**
53100 OFFICE/OPERATING SUPPLIES	214,800.00	11,988.62	121,871.87	10,649.56	82,278.57	61.70
53101 CUSTODIAL SUPPLIES	69,000.00	7,734.98	40,044.33	17,016.17	11,939.50	82.70
53102 MAINTENANCE SUPPLIES	35,000.00	1,767.82	16,618.97	2,000.00	16,381.03	53.20
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	1,516.62	15,850.61	11.94
53200 FUEL	35,000.00	20.00	17,060.96	15,014.13	2,924.91	91.64
53401 ADULT MATERIALS	739,500.00	31,476.97	324,867.46	278.78	414,353.76	43.97
53403 PERIODICALS	92,000.00	910.15	75,676.28	0.00	16,323.72	82.26
53405 JUVENILE BOOKS	456,954.00	30,030.81	178,881.89	0.00	278,072.11	39.15
53407 INTERNATIONAL COLLECTION	45,000.00	1,417.56	6,479.97	0.00	38,520.03	14.40
53408 AUDIOVISUAL MATERIALS - ADULT	725,000.00	26,846.52	303,447.25	0.00	421,552.75	41.85
53409 AUDIOVISUAL MATERIALS - JUV	86,000.00	1,217.52	10,830.89	0.00	75,169.11	12.59
53411 ELECTRONIC INFO SOURCES	528,643.00	0.00	438,658.51	0.00	89,984.49	82.98
53412 REFERENCE SERIALS	11,500.00	0.00	363.71	0.00	11,136.29	3.16
53414 ELECTRONIC COLLECTION	972,003.00	57,503.34	326,837.11	0.00	645,165.89	33.63
53464 VENDOR PROCESSING SERVICES	148,500.00	6,764.00	61,770.14	0.00	86,729.86	41.60
53499 GIFTS - MATERIALS	0.00	0.00	201.69	0.00	(201.69)	0.00
53500 MINOR EQUIPMENT	55,500.00	8,372.80	23,515.63	759.40	31,224.97	43.74
53501 FURNISHINGS	84,000.00	448.94	6,970.58	26,244.09	50,785.33	39.54
53502 PC HARDWARE	241,500.00	438.47	6,888.16	0.00	234,611.84	2.85
53505 SOFTWARE/LICENSES/HOSTING	590,500.00	13,298.95	334,099.02	13,431.68	242,969.30	58.85
54100 PROFESSIONAL SERVICES	213,230.00	16,051.50	41,438.81	34,054.60	137,736.59	35.40
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	6,245.28	186,495.11	100,347.02	27,257.87	91.32
54162 BIBLIOGRAPHIC & RELATED SERVICES	46,500.00	4,195.22	28,162.54	0.00	18,337.46	60.56
54163 PRINTING AND BINDING	0.00	0.00	11,797.30	415.35	(12,212.65)	0.00
54165 ILL LOST ITEM CHARGE	2,500.00	147.93	648.96	0.00	1,851.04	25.96
54200 POSTAGE AND SHIPPING	73,000.00	6,612.00	7,870.25	20,149.87	44,979.88	38.38
54201 TELECOM SERVICES	650,400.00	55,963.56	343,630.21	241,205.68	65,564.11	89.92
54300 TRAVEL	49,900.00	4,470.71	17,883.34	0.00	32,016.66	35.84
54301 MILEAGE REIMBURSEMENTS	36,800.00	3,596.91	25,395.33	0.00	11,404.67	69.01
54400 ADVERTISING	94,500.00	2,938.82	31,708.53	24,066.00	38,725.47	59.02
54501 RENTALS/LEASES - BUILDINGS	421,000.00	22,374.72	169,212.44	104,170.97	147,616.59	64.94
54502 RENTALS/LEASES - EQUIPMENT	130,900.00	6,987.34	70,773.34	70,746.77	(10,620.11)	108.11
54600 INSURANCE	222,000.00	0.00	799.00	0.00	221,201.00	0.36
54700 ELECTRICITY	265,000.00	19,920.45	136,342.18	0.00	128,657.82	51.45
54701 NATURAL GAS	12,000.00	203.94	6,243.11	0.00	5,756.89	52.03
54702 WATER	30,000.00	4,269.16	12,596.14	0.00	17,403.86	41.99
54703 SEWER	34,000.00	3,839.32	24,993.28	0.00	9,006.72	73.51
54704 REFUSE	36,000.00	825.25	18,988.01	1,678.67	15,333.32	57.41
54800 GENERAL REPAIRS/MAINTENANCE	253,500.00	(29,985.96)	145,016.59	61,633.45	46,849.96	81.52

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FUND: GENERAL FUND (01)

Object	2019 Budget	July Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
EXPENSE ACCOUNTS						
54801 CONTRACTED MAINTENANCE	502,450.00	15,833.37	177,797.73	129,984.38	194,667.89	61.26
54810 IT SYSTEMS MAINTENANCE	82,100.00	0.00	54,235.65	0.00	27,864.35	66.06
54900 REGISTRATIONS	62,700.00	818.15	17,394.71	0.00	45,305.29	27.74
54901 DUES AND MEMBERSHIPS	24,120.00	450.00	23,828.97	0.00	291.03	98.79
54902 TAXES AND ASSESSMENTS	29,500.00	63.57	20,142.48	0.00	9,357.52	68.28
54903 LICENSES AND FEES	58,300.00	2,527.16	24,185.62	0.00	34,114.38	41.48
54905 ORGANIZATIONAL REGISTRATIONS	3,000.00	25.00	997.47	0.00	2,002.53	33.25
54912 CONTINGENCY	100,200.00	0.00	0.00	0.00	100,200.00	0.00
55100 INTERGOVERMENTAL	13,000.00	0.00	162.63	0.00	12,837.37	1.25
59700 TRANSFERS OUT - CIP	1,460,000.00	1,460,000.00	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**	**1,808,610.85**	**5,378,681.06**	**886,799.94**	**5,774,619.00**	**52.04**
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**	**3,730,205.47**	**19,057,268.62**	**886,799.94**	**16,429,931.44**	**54.83**
NET SURPLUS / DEFICIT	**0.00**	**(3,523,118.43)**	**2,899,214.90**	**(886,799.94)**	**(2,012,414.96)**	**0.00**

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FUND: SPECIAL PURPOSE FUND (15)

Object	2019 Budget	July Actual	Year-To-Date Actual	Encumbrances	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	2,090.93	14,515.29	0.00	45,484.71	24.19
CHARGES OTHER:	**60,000.00**	**2,090.93**	**14,515.29**	**0.00**	**45,484.71**	**24.19**
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**	**2,090.93**	**14,515.29**	**0.00**	**1,770,484.71**	**0.81**
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**	**2,090.93**	**(253,856.42)**	**0.00**	**1,413,856.42**	**(21.88)**

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FUND: DEBT SERVICE FUND (20)

Object	2019 Budget	July Actual	Year-To-Date Actual	Encumbrances	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	176.33	1,028.77	0.00	(1,028.77)	0.00
CHARGES OTHER:	**0.00**	**176.33**	**1,028.77**	**0.00**	**(1,028.77)**	**0.00**
TOTAL FOR REVENUE ACCOUNTS	**0.00**	**176.33**	**1,201.32**	**0.00**	**(1,201.32)**	**0.00**
NET SURPLUS / DEFICIT	**0.00**	**176.33**	**1,201.32**	**0.00**	**(1,201.32)**	**0.00**

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FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)

Object	2019 Budget	July Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
REVENUE ACCOUNTS						
29150 USE OF FUND BALANCE-BUDGET	217,085.00	0.00	0.00	0.00	217,085.00	0.00
36110 INVESTMENT INCOME	0.00	3,791.12	19,897.42	0.00	(19,897.42)	0.00
CHARGES OTHER:	**217,085.00**	**3,791.12**	**19,897.42**	**0.00**	**197,187.58**	**9.17**
39700 TRANSFERS IN	1,460,000.00	1,460,000.00	1,460,000.00	0.00	0.00	100.00
TOTAL FOR REVENUE ACCOUNTS	**1,677,085.00**	**1,463,791.12**	**1,479,897.42**	**0.00**	**197,187.58**	**88.24**
EXPENSE ACCOUNTS						
53100 OFFICE/OPERATING SUPPLIES	0.00	241.77	241.77	0.00	(241.77)	0.00
53501 FURNISHINGS	0.00	14,034.61	14,034.61	76,950.04	(90,984.65)	0.00
53502 PC HARDWARE	0.00	11,070.24	13,602.06	1,765.41	(15,367.47)	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	4,227.53	8,415.65	0.00	141,584.35	5.61
54103 CONTRACTUAL SERVICES	155,000.00	23,329.10	51,694.65	292,954.85	(189,649.50)	222.35
54300 TRAVEL	0.00	3,269.36	8,238.75	52,431.89	(60,670.64)	0.00
54400 ADVERTISING	0.00	499.80	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	661.20	661.20	0.00	(661.20)	0.00
54805 VEHICLE REPAIR - MAJOR	0.00	37,952.24	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	9,231.60	9,231.60	0.00	(9,231.60)	0.00
54903 LICENSES AND FEES	0.00	1,390.00	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	0.00	0.00	146,167.43	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**	**105,907.45**	**279,648.25**	**611,015.93**	**524,335.82**	**62.94**
NET SURPLUS / DEFICIT	**262,085.00**	**1,357,883.67**	**1,200,249.17**	**(611,015.93)**	**(327,148.24)**	**224.83**

MEMO

Pierce County
Library System
Information & Imagination

Date: August 27, 2019

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

From: Georgia Lomax, Executive Director

Subject: Executive Director Report - August

Much of this month involved the Future Libraries project, including public events and open houses in Lakewood, Tillicum and Sumner. I spoke at the Lakewood Chamber of Commerce and the Clover Park Rotary Club. The Capital Campaign Fundraising Feasibility Task Force, six community leaders who are providing input and guidance to the study, met for the first of two meetings. They discussed a draft case statement on the need for new library buildings. This will help shape upcoming discussions with community leaders regarding the project. In their final meeting, the Task Force will provide feedback on study results and recommendations.

Library Night at the Rainiers saw 900 readers walking the infield in the Parade of Readers. Kids who completed the summer reading program were eligible for free tickets to the game. Drawing winners joined players on the infield for the opening ceremony and a young lady from DuPont threw out the first pitch. The Library Foundation hosted a donor recognition event on one of Cheney Stadium's party decks, which was a great chance to spend some time with those who support the Library's work. 59 community members and staff who contributed $250 or more in 2018 or 2019 joined us.

The Summer Teen Volunteer program is almost over, and I met with my final groups of teens from the Lakewood and Parkland/Spanaway branches this month. We enjoyed conversations on libraries, jobs, interviewing, books, life after high school, college, video games and more.

I met with Michelle Douglas, the new Executive Director of the Emergency Food Network. We discussed our partnership, including their appreciation of the food drives we offer as part of the Summer Reading Program. Since 2012 our customers and staff have contributed nearly 21,000 pounds of food to help those in our community who are hungry. They appreciate our partnership and support. I also toured the facility and we discussed other areas where our work aligned.

I also met with Andy Takata, the City of DuPont's new City Administrator. He gave me an update on their process to consider building a community center.

Melinda Chesbro, Cliff Jo and I met with Fife City Manager Hyun Kim and Community Development Director Steve Friddle for an update on their government center feasibility study. The City Council received recommendations last week and will next conduct a design study. In early 2020, the Council is expected to make a decision on whether to move forward with the project.

Melinda, Cliff and I also met with Orting City Administrator Mark Bethune and Scott Larson, Treasurer. The City will begin construction of its civic building next month. Completion is expected in June 2020.

Georgia Lomax, Executive Director ■ 3005 112th St. E., Tacoma, WA 98446-2215 ■ 253-548-3300 ■ FAX 253-537-4600 ■ piercecountylibrary.org

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The building will bring together in one facility administration, police, courts, council, and parks and recreation. At that time their use of the multipurpose center, which also houses the Orting Library, will change. We discussed how that will change our agreement and cost sharing. We will be working with them on an updated agreement and lease.

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MEMO

Date: August 29, 2019

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

From: Jaime Prothro, Customer Experience Director

Subject: Branch Services July Report

Bonney Lake: Bill Farmin, a Bonney Lake customer, shared with staff that he has been writing his first book entirely using library computers. Staff learned that his non-fiction book titled *Seatroit, Washington: the city within the city of Seattle* is being typeset and Bill hopes will be published by the end of 2019.

Buckley: Pierce County staff participated in Wilkeson's Handcar Race Parade and hosted a crafts and information table at the community event.

Dupont: Staff cohosted Summer Reading Program Adult Trivia night at McNamara's along with the regular host of their standing Trivia night on Wednesday July 24. There were 43 attendees and Susan McBride signed up 17 adults for Summer Reading.

Eatonville: A new bench (donated by the Eatonville Friends of the Library) outside of the entrance to the Eatonville Branch is getting much use from customers. Branch staff reports great comments from residents.

Fife: Despite access issues to the parking lot, ten customers join us to learn about and create a Mars Rover! Young engineers shared their creations with the group, explaining how they realized their designs needed to consider balance, weight, and other factors to move. Here is a sampling of creations:

Fife staff is collaborating with Logic Staffing to schedule a job fair at the branch in early August. This collaboration has opened up communication about resources and postings for Fife's warehouse and Port job seekers.

Gig Harbor: A customer called the Library in July to renew her books – she was in labor and was taking care of last minute things before she went to the hospital.

In mid-July a customer approximately 12 years of age approached the help desk and asked if the library had any books on World War II. When we went to the stacks to find materials, she confided to staff that she was Jewish and many of her family had been harassed, turned down for jobs or lost their life in a concentration camp. She was so knowledgeable it was amazing. She also shared she had a learning disability where words would float on the page. Since she had started reading about WW ll her reading had improved immensely and the floating words were almost stable.

Graham: Graham reports outstanding participation from their Teen Volunteer League. From stomp rockets to slime, their help has been invaluable this summer, and the quality of the work they have been doing is undeniable – from working with kids and parents at our family programs, to bringing the Teen area of the library to life with window art, teen made displays and participatory end caps.

Lakewood: Tech Help has seen high attendance numbers in July, with a total of 41 customers helped during the month.

A customer came in and told Tija she wanted to thank her for sharing a community connection. The customer was having issues with her landlord in the city of Tacoma, so Tija shared the contact information for the Tacoma Tenants Organizing Committee. Lakewood held a program earlier in 2019 on housing justice in which TTOC participated. The customer gave them a call and explained her situation, and a member of the group immediately advocated for her and intervened on her behalf with the landlord. The outcome was that the customer saved several hundred dollars in this dispute, and was very thankful to both TTOC as well as the library for making this connection.

Orting: The Friends have been going to the Farmers Market in Orting again this summer and are selling buttons and books. Sales have been brisk and Friends report they have made an average of $50 for each Friday at the market.

South Hill: A 6-part program series entitled "Powerful Tools for Caregivers" culminated on July 18th, with a total of 53 participants attending the series, in total. This was offered in partnership with the Aging Disability & Resource Center. Positive survey feedback from the Powerful Tools for Caregivers workshop series included, "I now feel like I have the skills to be a better caregiver." And, "Leaders were extremely helpful. Information was excellent."

Steilacoom: Branch staff got several days of "winter weather" practice over the course of three days July: winds caused a tree branch to fall on the sidewalk, the building lost power for a period of time, and internet service was disrupted. Each situation was handled deftly by IT and Facilities staff and provided some good problem-solving opportunities for staff.

Summit: The branch has made furniture decisions for updating public computing spaces, and space for customers to use multi-function laptops. This work has been identified as one of the branch's Welcoming Spaces goals in 2019.

Sumner: Future Libraries events at the Senior Center and Emmanuel Food Pantry gave Senior Librarian Ben Haines a chance to talk to residents he don't normally interact with. Ben shared, "It's easy to develop myopia from behind the Help Desk, thinking that the folks who come through the doors are representative of the community as a whole. A reminder that there's more to Sumner than we see in the branch is always appreciated."

Tillicum: The garden series cooking class taught by WSU Extension EFNEP (Martha Hykel) has been very successful. Martha was able to use vegetables raised in the Tillicum Community Garden for some of her recipes.

King 5 News visited the Tillicum Community Garden on July 31 and aired a short piece about how the TIL Branch engages with the garden as an outreach program in the community.

University Place: Staff has been hard at work maintaining the materials collection. This month they prioritized the management of capacity inflows from floating collections and improving access to collections by removing materials from the bottom of shelves for biography, audiobook, and large print collections.

Unfinished Business

MEMO

Date: August 27, 2019

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

From: Georgia Lomax, Executive Director

Subject: Future Libraries Next Steps/Decision Making Process

In February, Pierce County Library System began multi-year work under its Facilities Master Plan (FMP) to begin to address the Library System's building needs and its strategic priority of welcoming spaces that support library services communities need and value.

The cities of Lakewood and Sumner had been working with the Library for some time related to their interests in relocating local libraries in support of their master plans and strategic priorities. Both cities have obtained land to hold for possible relocated libraries and support library service as a valued community resource.

Site selection criteria in the FMP includes placing libraries in locations compatible with community plans and supporting local development and/or revitalization efforts. The FMP also points to the Library being flexible to respond to "development opportunities that arise from partners, land availability, and/or special funding opportunities." Potential new libraries in Lakewood and Sumner align with the FMP Site Selection Criteria, and also present partnership opportunities.

Since March, the Library has conducted public engagement activities to gather input on interest in potential new libraries in Lakewood, Tillicum and Sumner, as well as a capital fundraising campaign feasibility study to determine the capacity and timing of private support for such libraries. Project teams will report to the Board of Trustees on their findings and recommendations this fall.

- September – overview of fundraising feasibility study process
- October – public engagement report and recommendations on community interest in potential new libraries
- November – fundraising feasibility report and recommendations

Trustees will then consider the next step for possible new buildings in either of these communities. In October, Library leaders and public engagement consultants will provide information about the public's interest in new buildings. In November, Library leaders and fundraising consultants will provide information about the feasibility of private funding for new buildings.

With this information, we would like the Board of Trustees to consider next steps. If the results of this summer's public engagement shows the public's interest in potential new buildings, the next step would engage the community in a facility planning process to develop concepts for new buildings, determine size, preliminary building designs and conceptual images, costing, identify locations if not already determined, and confirm potential partners for the building. The next steps would also include obtaining

public input on any plans developed, gaining an understanding of the process for a Library Capital Facilities Area (LCFA) election and a bond election, and launching a capital fundraising campaign.

This work would lead to a decision by the Trustees on whether or not to place a bond and creation of a LCFA on an upcoming ballot for either of these communities.

Future Libraries Projected Project Phases

PHASE	PURPOSE	ACTIVITIES	DECISION
Public Input	To understand community interest/readiness for potential new libraries	Conduct public engagement in communities regarding interest in potential new buildings	Board of Trustees – Which, if any, potential building project(s) moves to Planning Phase
Fundraising Study	To understand the fundraising feasibility for potential new libraries, and a plan and strategy to reach those goals	Conduct fundraising feasibility study to determine potential private support for new buildings	Board of Trustees – Decide whether to conduct capital campaign
Planning	To develop facility plan and determine costs for building project(s)	Community engagement process, preliminary building design and conceptual images, cost estimates, locations if needed, timelines; Funding plan; Public input on facility plan and costs; Bond/LCFA research and preparation	Board of Trustees – Whether and when to place bond/LCFA measure(s) before voters in either community
Fundraising	To raise private funding to support new buildings	Conduct capital fundraising campaign	
Election	To obtain voter consideration of public funding to support new buildings	Bond/LCFA election	Voters – If voters approve both LCFA and bond, move to implementation
Building Project	To construct a new library building(s)	Design and construction	

During the meeting we will discuss a process that supports the Board in moving towards a November decision on whether to advance any of the potential building projects to the planning phase.

MEMO

Date: August 26, 2019

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

From: Dean Carrell, Foundation Director

Subject: PCLS Capital Campaign Feasibility Study Update

This memo serves as an update on the efforts of the Barsness Group (Kristin Barsness and co-consultant Natalie Lamberjack), and how they are conducting a feasibility study to determine the capacity and timing of a capital fund raising campaign for potential new libraries in Sumner, Lakewood and Tillicum.

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

Process and Timeline
- Prepare: May – August
  - ☑ Design study
  - ☑ develop case and study materials
  - ☑ recruit and orient a Study Advisory Task Force and receive feedback,
  - ☑ invite study participants (in process)

  The focus in August was to conduct the first of two Study Advisory Task Force meetings. Facilitated by The Barsness Group, this group of individuals met to review, discuss, and provide important feedback on a case statement which will be presented to study participants in September/early October. We are grateful for their willing participation.

  Task Force members include:
  - Bill Pugh, Mayor, City of Sumner
  - Donna Albers, retired Managing Partner, Albers & Co.; Former Trustee, Pierce County Library System; Former Board Member, Pierce County Library Foundation
  - Holly Bamford-Hunt, Director, Bamford Foundation
  - John Folsom, Retired. He headed regional and publicly held insurance brokerages prior to his retirement. Volunteers a lot (e.g., MultiCare's Board of Directors, Co-chair Fundraising Campaign at TCH)
  - Kathryn McCarthy, Strategic Communications and Marketing Manager, Tacoma Public Schools; Vice President & Board Member, Pierce County Library Foundation
  - Mike Harle, Retired. Current Chair of Mary Bridge Children's Foundation Board of Directors

- Conduct interviews with study participants and analyze findings: September/early October
- Conduct second Task Force meeting: September
- Review any final report materials: October
- Present recommendations and final report to PCLS Board of Trustees and Pierce County Library Foundation board members at November PCLS Board of Trustees meeting: November

During the meeting Kristin Barsness and Natalie Lamberjack will present an overview of the fundraising feasibility study process and what can be learned from it and how that information can be used. In November, you will receive their final report and recommendations.

New Business

MEMO

Pierce County
Library System
Information & Imagination

Date: August 19, 2019

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

From: Clifford Jo, Finance & Business Director

Subject: Estimated 2019 Property Values for 2020 Tax Levy

As mentioned during August's Board meeting, the Pierce County Assessor-Treasurers Office released their annual report on property revaluations in Pierce County just prior to our meeting.

Countywide the Assessor-Treasurer reports that,
- residential properties increased by an unweighted average of 7.49%, and
- commercial properties increased by an unweighted average of 17.65%.

The commercial property revaluation report was released alongside the residential revaluation, the former of which is usually not released for at least another month. These two reports offer an earlier and more accurate glimpse for both new construction and the mill rate.

Post levy-lid lift, our property tax revenue reverts to the formula of 1.00% increase over 2019 plus new construction. After factoring out cities in both revaluation reports that are not within our taxing district, I am estimating:
- overall property value change to land between 7.5% and 8.5%,
- 1.00% increase of $393,000,
- new construction to land between $500,000 and $750,000, and
- our mill rate to drop from 50.0 cents per $1,000 to between 47.0 and 48.0 cents per $1,000 of assessed value.

The Assessor has until August 31 to calculate new construction, at which point the preliminary certificate is drafted. The County will send us the preliminary certificate in early September, which will be used to construct the revenue side of the 2020 budget.

Please see attached data tables for the County breakdown of property value changes for residential and commercial properties. As you may note, there appears to be a typographical error in the commercial revaluation, which shows Tacoma's values to be the same as the overall average for Pierce County.

Pierce County Assessor-Treasurer 2019 Residential Revaluation Report

Average Assessed Value (AV) Change by City

City	Prior Year Avg AV	Current Year Avg AV	Change in Avg AV	% Change in Avg AV
AUBURN	$380,854	$400,172	$19,318	5.072%
BONNEY LAKE	$366,547	$391,321	$24,774	6.759%
BUCKLEY	$300,475	$321,530	$21,055	7.007%
CARBONADO	$245,062	$260,303	$15,241	6.219%
DUPONT	$320,008	$334,392	$14,383	4.495%
EATONVILLE	$213,485	$234,637	$21,152	9.908%
EDGEWOOD	$395,393	$424,097	$28,703	7.259%
FIFE	$298,108	$319,291	$21,183	7.106%
FIRCREST	$349,404	$375,257	$25,852	7.399%
GIG HARBOR	$454,464	$481,640	$27,176	5.980%
LAKEWOOD	$311,734	$332,753	$21,019	6.743%
MILTON	$306,026	$332,666	$26,641	8.705%
ORTING	$271,141	$287,473	$16,332	6.023%
PACIFIC	$197,833	$223,567	$25,733	13.008%
PUYALLUP	$327,026	$347,574	$20,548	6.283%
ROY	$231,350	$247,416	$16,066	6.944%
RUSTON	$404,160	$431,341	$27,181	6.725%
SOUTH PRAIRIE	$202,729	$210,042	$7,313	3.607%
STEILACOOM	$382,020	$410,421	$28,401	7.435%
SUMNER	$313,346	$341,916	$28,569	9.117%
TACOMA	$293,101	$321,083	$27,982	9.547%
UNIVERSITY PLACE	$384,142	$411,198	$27,056	7.043%
WILKESON	$200,087	$206,745	$6,658	3.328%
UNINCORPORATED	$327,453	$350,484	$23,030	7.033%

Pierce County Assessor-Treasurer 2019 Commercial Revaluation Report

Total Assessed Value Change by City

City	Count	Total Prev AV	Total New AV	Difference	Avg % Chg
AUBURN	459	$307,397,000	$354,651,900	$47,254,900	15.37%
BONNEY LAKE	299	$474,438,100	$578,618,300	$104,180,200	21.96%
BUCKLEY	145	$79,263,400	$99,902,400	$20,639,000	26.04%
CARBONADO	1	$169,200	$169,200	$0	0.00%
DUPONT	321	$556,625,767	$695,266,200	$138,640,433	24.91%
EATONVILLE	145	$42,447,900	$44,696,800	$2,248,900	5.30%
EDGEWOOD	171	$177,956,200	$193,045,500	$15,089,300	8.48%
FIFE	717	$1,649,544,760	$1,844,527,400	$194,982,640	11.82%
FIRCREST	114	$112,164,300	$140,764,900	$28,600,600	25.50%
GIG HARBOR	846	$1,426,732,960	$1,509,700,500	$82,967,540	5.82%
LAKEWOOD	2,192	$2,484,034,780	$2,811,981,800	$327,947,020	13.20%
MILTON	173	$246,712,300	$282,954,500	$36,242,200	14.69%
ORTING	71	$36,489,800	$37,770,200	$1,280,400	3.51%
PACIFIC	189	$172,171,800	$204,433,900	$32,262,100	18.74%
PUYALLUP	1,486	$2,661,137,100	$2,993,653,500	$332,516,400	12.50%
ROY	30	$7,000,000	$7,453,200	$453,200	6.47%
RUSTON	136	$100,309,046	$108,987,600	$8,678,554	8.65%
SOUTH PRAIRIE	41	$7,596,500	$17,226,500	$9,630,000	126.77%
STEILACOOM	192	$75,889,800	$92,213,900	$16,324,100	21.51%
SUMNER	716	$1,975,439,100	$2,261,446,100	$286,007,000	14.48%
TACOMA	9,018	$8,912,200,041	$9,978,285,400	$1,066,085,359	11.96%
UNINCORPORATED	5,419	$4,696,800,652	$5,246,678,500	$549,877,848	11.71%
UNIVERSITY PLACE	839	$726,406,200	$843,863,000	$117,456,800	16.17%
WILKESON	19	$2,206,700	$2,161,300	-$45,400	-2.06%
Average	989	$8,912,200,041	$9,978,285,400	$1,066,085,359	17.65%

*Taxable Value Change - Exempt and State Assessed Excluded.

MEMO

Date: August 28, 2019

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

From: Clifford Jo, Finance & Business Director

Subject: 2020 Budget Drivers

In August of each year, we begin constructing the following year's estimated budget of revenues and expenditures. Certain factors—budget drivers—create the starting point for making budget-related decisions. In coming months we will offer a balanced budget, factoring in current and future needs during this funding cycle. For 2020, the budget drivers are:

REVENUE

- Property tax receipts are anticipated to increase by $390,000 from the 1% statutory increase plus $600,000 from new construction, for a total estimate of $40.3 million. This will be updated once we have the Preliminary Certificate, which is provided to us in mid-September.

- All other sources of revenue are anticipated to remain flat at just under $1.9 million. These include donors, fines, charges for printing and faxing, and E-rate reimbursements.

- Per the recently updated fiscal management policy, we are in the beginning of the funding cycle during which time we won't spend all of the $40.3 million, but instead set aside monies to sustain operations later in the cycle when expenditures exceed revenue.

EXPENDITURES (PLANNED AND CONTRACTUALLY OBLIGATED)

- The wage scale adjustment for represented employees is based on the June-June CPI-U for Seattle-Tacoma-Bellevue area, which was recorded at 2.3% (see attached). Under the current Collective Bargaining Agreement, the wage scale adjustment is 90% of CPI-U, which would therefore be 2.07%. The total cost increase is estimated at $500,000 (total cost includes wages, FICA, and retirement).

- All union-represented regular/part-time employees covered by the Collective Bargaining Agreement who are not at the end of their pay range will receive a step increase on their anniversary dates. The cost increase is estimated at $420,000. (Total cost includes wages, FICA, and retirement.)

- Healthcare cost increases are projected to be 4%, which calculates to $200,000.

- Although the retirement contribution rate will remain the same as a percentage of gross wages, the cost will increase accordingly and is included in the amounts calculated above.

- Budgets for maintenance/operations and materials are in development and will be provided during the October Board meeting.

- $500,000 will be set aside in the General Fund for short-term cash flow needs (April and October).

Georgia Lomax, Executive Director ■ 3005 112th St. E., Tacoma, WA 98446-2215 ■ 253-548-3300 ■ FAX 253-537-4600 ■ piercecountylibrary.org

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- Funding for capital investments require $1.5 million for the following needs:
  - $500,000 for technology projects as identified in the 5-Year Technology Plan.
  - $500,000 for facilities master plan progress.
  - $500,000 for facilities maintenance and improvements, some of which will be expended from the General Fund and the remainder from the Capital Fund.
- Funding for special purpose set-asides will total nearly $1.1 million towards the following:
  - $1,000,000 for future land and buildings
  - $80,000 for anticipated increased costs of a future election
- Any remaining unallocated revenue determined in November 2020 will be transferred to the sustainability fund.

CONSUMER PRICE INDEXES PACIFIC CITIES AND U. S. CITY AVERAGE
JULY 2019

(All items indexes. 1982-84=100 unless otherwise noted. Not seasonally adjusted.)

MONTHLY DATA	All Urban Consumers (CPI-U)						Urban Wage Earners and Clerical Workers (CPI-W)					
	Indexes			Percent Change			Indexes			Percent Change		
				Year ending		1 Month ending				Year ending		1 Month ending
	Jul 2018	Jun 2019	Jul 2019	Jun 2019	Jul 2019	Jul 2019	Jul 2018	Jun 2019	Jul 2019	Jun 2019	Jul 2019	Jul 2019
U. S. City Average.........................	252.006	256.143	256.571	1.6	1.8	0.2	246.155	249.747	250.236	1.4	1.7	0.2
West................................	263.971	270.957	271.029	2.7	2.7	0.0	255.931	262.418	262.401	2.6	2.5	0.0
West – Size Class A[1]................	272.296	279.446	279.726	2.8	2.7	0.1	262.441	269.007	269.338	2.7	2.6	0.1
West – Size Class B/C[2]............	153.464	157.564	157.465	2.6	2.6	-0.1	153.326	157.258	157.058	2.5	2.4	-0.1
Mountain[3].........................	102.451	105.131	105.099	2.5	2.6	0.0	102.946	105.489	105.383	2.3	2.4	-0.1
Pacific[3]...........................	102.619	105.347	105.397	2.8	2.7	0.0	102.687	105.316	105.349	2.7	2.6	0.0
Los Angeles-Long Beach-Anaheim, CA..........	266.007	274.380	274.682	3.3	3.3	0.1	256.632	264.640	265.012	3.3	3.3	0.1

BI-MONTHLY DATA (Published for odd months)	Indexes			Percent Change			Indexes			Percent Change		
				Year ending		2 Months ending				Year ending		2 Months ending
	Jul 2018	May 2019	Jul 2019	May 2019	Jul 2019	Jul 2019	Jul 2018	May 2019	Jul 2019	May 2019	Jul 2019	Jul 2019
Riverside-San Bernardino-Ontario, CA[3]...........	103.139	105.959	105.816	2.9	2.6	-0.1	103.181	106.159	105.815	3.0	2.6	-0.3
San Diego-Carlsbad, CA…….......................	295.185	300.303	299.333	3.8	1.4	-0.3	279.145	281.727	281.391	3.0	0.8	-0.1
Urban Hawaii…………….........................	277.389	282.271	281.928	2.1	1.6	-0.1	273.619	278.551	278.099	2.1	1.6	-0.2

BI-MONTHLY DATA (Published for even months)	Indexes			Percent Change			Indexes			Percent Change		
				Year ending		2 Months ending				Year ending		2 Months ending
	Jun 2018	Apr 2019	Jun 2019	Apr 2019	Jun 2019	Jun 2019	Jun 2018	Apr 2019	Jun 2019	Apr 2019	Jun 2019	Jun 2019
Phoenix-Mesa-Scottsdale, AZ[4].....................	139.861	141.642	142.997	2.3	2.2	1.0	138.420	140.153	141.580	2.7	2.3	1.0
San Francisco-Oakland-Hayward, CA...............	286.062	294.801	295.259	4.0	3.2	0.2	280.219	288.266	288.581	3.7	3.0	0.1
Seattle-Tacoma-Bellevue, WA.........................	272.395	276.765	278.631	2.4	2.3	0.7	268.957	272.393	273.488	2.1	1.7	0.4
Urban Alaska……………..........................	228.555	228.553	234.179	2.7	2.5	2.5	224.381	225.713	229.121	2.3	2.1	1.5

[1] Population over 2,500,000   [2] Population 2,500,000 and under, Dec 1996 = 100   [3] Dec 2017=100   [4] Dec 2001=100   Dash (-) = Not available

NOTE: In January 2018, BLS introduced a new geographic area sample for the Consumer Price Index (CPI): www.bls.gov/regions/west/factsheet/2018cpirevisionwest.pdf

1967=100 base year indexes and historical tables including semiannual and annual average data are available at: www.bls.gov/regions/west/data/cpi_tables.pdf

Release date August 13, 2019. The next release date is scheduled for September 12, 2019. For questions, please contact us at BLSinfoSF@bls.gov or (415) 625-2270.

MEMO

Pierce County
Library System

Information & Imagination

Date: August 29, 2019

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

From: Jaime Prothro, Customer Experience Director

Subject: Library Rules of Conduct and Exclusion from Library Policies

Over the past year, a team of Customer Experience staff have worked to identify improvements and updates to the Library Rules of Conduct policy that best support the welcoming and respectful environment PCLS seeks to create.

Please find attached the Board's Library Rules of Conduct policy with our recommendations for updating language. Specific changes includes:
- Distinguishing customer behaviors into two categories (unacceptable and prohibited) to assist staff and customers to understand the wide span and impact of behaviors.
- A description of the values of respect and inclusion that help make libraries amazing for the greatest number of people.
- The addition of behaviors that more accurately describes unacceptable or prohibited activities.
- The removal of trespass language is included in a new Exclusion from Library Services policy.

Please also find attached a proposed new policy for Exclusion from Library Services to provide clarity for how staff will intervene when behaviors are impacting the enjoyment of the library for others. Our recommendation for this policy updates the consequences for specific behavior(s) and updates the terminology for when a customer is trespassed from the library: ban (unacceptable behaviors are handled by staff), criminal trespass (prohibited behaviors are handled with police assistance) and permanent trespass (extreme circumstances issued by the Board of Trustees). Within this policy, we have provided language that describes the consequence(s) an individual will experience based on the severity of the behavior(s) as well as the steps an individual can take to appeal a ban or trespass of any length beyond seven days.

The original Library Rules of Conduct policy and the proposed revised policy are attached. The proposed new Exclusion from Library Services policy is also attached for your consideration.

During the Board meeting I will be available answer your questions.

A motion is required to update the Library Rules of Conduct Policy. A separate motion is required to institute a new Exclusion from Library Services Policy.

> **Motion Language**
> *Move to approve the Library Rules of Conduct Policy as presented.*
>
> *Move to approve the Exclusion from Library Services Policy as presented.*

Georgia Lomax, Executive Director ■ 3005 112th St. E., Tacoma, WA 98446-2215 ■ 253-548-3300 ■ FAX 253-537-4600 ■ piercecountylibrary.org

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Board Policy

Library Rules of Conduct

The Pierce County Library System's mission is to bring the world of information and imagination to all people of our community.

These Rules of Conduct guide staff in creating and enforcing an environment that encourages all customers to use Pierce County Libraries in an appropriate and respectful manner. This policy supports staff members' actions when a person's behavior or activities are unreasonably interfering with others' enjoyment of the Library.

The following behaviors and activities are not allowed:

- Behavior that is prohibited by law.
- Activity that unreasonably interferes with others' use and enjoyment of the library or with the functioning of library staff.
- Behavior that is unsafe.
- Activity that can reasonably be expected to damage library property or the property of others.
- Carrying weapons in violation of state or federal law or leaving a lawfully possessed 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.
- Sexual misconduct.
- Bodily hygiene so offensive as to unreasonably interfere with others' use and enjoyment of the Library.
- Using library facilities for purposes other than those normally associated with a library (e.g., sleeping, bathing, washing clothes).
- Soliciting (e.g., sales, canvassing).
- Animals other than service animals.
- Trespassing in non-public areas of the Library.

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

It is the intent of Pierce County Library System that enforcement of these rules will be conducted in a fair and reasonable manner. Library staff and/or local law enforcement officers have the right to intervene to stop prohibited activities and behaviors. Failure to comply with the Library's established rules and policies could result in removal from the premises and expulsion from the Library for a period of one day to one year, or in arrest or prosecution. Violations could also result in the restriction or termination of Library privileges, including the use of Library computers and other equipment. (RCW 27.12.290)

Board Policy 2.14
Adopted by the Board of Trustees of the Pierce County Library System on April 11, 2007. **Revised November 10, 2010.**

Board Policy

Library Rules of Conduct

Pierce County Library System
Information & Imagination

Policy Statement

Pierce County Library System seeks to create inclusive, welcoming, and respectful spaces and experiences for all community members. The Library supports activities and use that is 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 ensures 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 service can be the greatest benefit to the greatest number of people.

Policy

Pierce County Library System asks for cooperation so that all people can experience the library as an enjoyable space. Staff makes every effort to apply these rules in a fair, dignified and positive 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 Library's Exclusion of Library Service 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 System (e.g., bathing, camping, washing).
- Neglecting to provide necessary supervision to children.
- Verbally intimidating 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 or 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 facility 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. Pierce County Library System is not responsible for the safety of the users against their own acts or the acts of other Library users.

Board Policy 2.14
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

Pierce County
Library System

Information & Imagination

Policy Statement

The Pierce County Library System enforces established rules of conduct to create safe, welcoming, and respectful service environments for the public, staff, and volunteers. Enforcement of these rules are applied in a fair 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 and establishes the framework for when staff decisions to exclude library service from an individual in any duration 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 behavior as defined in the Rules of Conduct.
- Permanent Trespass: In extreme circumstances, the Library Board of Trustees may impose a permanent system-wide trespass 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 and reasonable 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 bans may be issued simultaneously with a criminal trespass. Criminal behaviors will result in arrest and probable prosecution. Trespasses can be issued immediately if the behavior is unsafe or harassing in nature.

Permanent trespasses are issued after Board review of all incident documentation that identifies the behavior and activities demonstrated by the person that 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 and, if denied, an appeal for a permanent trespass may be considered by the Board of Trustees again after 5 years.

Trespass restrictions remain in effect during the appeal process.

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

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

Executive Session

*Motion to recess to Executive Session per RCW 42.30.110,
for 15 minutes to discuss personnel matters.*

New Business (cont.)

MEMO

Date: August 28, 2019

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

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

Subject: 2020 Executive Director Salary Agreement

In order to set the 2020 wage for the Executive Director, the Board needs to pass the following motion to authorize the agreement.

Move to authorize (a representative of the Board) to implement a salary agreement with the Executive Director for 2020.

Georgia Lomax, Executive Director ■ 3005 112th St. E., Tacoma, WA 98446-2215 ■ 253-548-3300 ■ FAX 253-537-4600 ■ piercecountylibrary.org

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Officers Reports

MEMO

Date: August 23, 2019

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

From: Georgia Lomax, Executive Director

Subject: 2020 Public Library Association Conference, Board Attendance

The Public Library Association will hold its biennial conference February 26-29, 2020, in Nashville.

This conference is the premier national learning and networking event for public libraries, known for its high quality classes. It is a chance to meet others, learn about trends and best practices, and hear from libraries across the nation. Many Trustees attend this conference.

For budgeting purposes, if you are interested in attending, please let Petra know. The Library pays travel and registration for Trustees.

Your final decision about attending will be needed by September 30 to take advantage of early registration cost savings and to ensure a hotel room. The session topics have not been released yet. I'll share them with you when they are available.

Georgia Lomax, Executive Director ∎ 3005 112th St. E., Tacoma, WA 98446-2215 ∎ 253-548-3300 ∎ FAX 253-537-4600 ∎ piercecountylibrary.org

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MEMO

Date: August 26, 2019

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

From: Dean Carrell, Foundation Director

Subject: Pierce County Library Trivia BEE 2019

A constant reality for most non-profits (including Pierce County Library Foundation), is to increase and maintain a donor fan base. Non-profit organizations must seek and find those potential supporters with whom their mission resonates, then authentically engage and, hopefully develop, them into the next generation of donors. To do this successfully, non-profits must remain true to their mission and risk being innovative in how they approach their work.

Continually attracting our next generation of donors is an ongoing challenge for any Foundation. Must they be library users? Can they simply believe in the benefit of public libraries? Can they be a blend of both? What will attract them, engage them, and encourage them to the point of wanting to make a financial contribution?

Pierce County Library Trivia BEE is a new event idea to attract and engage the next generation of fans and donors to the Pierce County Library System. This Foundation hosted event is designed to achieve multiple goals: increase audience engagement and fundraise for PCLS.

All proceeds from Pierce County Library Trivia BEE will help strengthen literacy wellness for the residents of Pierce County by providing additional and necessary funding for critical literacy services for adults, youth, and families served by the Pierce County Library System.

Trivia teams and audience members will enjoy an exciting evening of food, drinks, and fierce trivia competition, all to support literacy wellness in Pierce County. Three rounds of questions will advance winners from corporate and community-based teams, making room for one team to victoriously lift the Pierce County Library Trivia BEE trophy, a commissioned piece of art by Hilltop Artists which will serve as the BEE's perpetual championship award.

DATE: Saturday, November 9, 2019
TIME: 6:30 – 10:00 PM
LOCATION: Foss Waterway Seaport

Additional information about the event, including links to purchase tickets and sponsorship opportunities, can be found here: https://foundation.piercecountylibrary.org/trivia-bee-event/.

Georgia Lomax, Executive Director ■ 3005 112th St. E., Tacoma, WA 98446-2215 ■ 253-548-3300 ■ FAX 253-537-4600 ■ piercecountylibrary.org

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MEMO

Date: August 29, 2019

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

From: Jaime Prothro, Customer Experience Director

Subject: Voter Point of Assistance

The Pierce County Library System, Puyallup Public Library, and Tacoma Public Library collaborated on a pilot program with the Pierce County Auditor's Office to create access points at public library branches for voters who need day-of election assistance. The Voter Point of Assistance pilot program's intention was to explore how libraries could serve as a physical extension of the Tacoma office to ensure that transportation, among other barriers, would not prevent a resident from voting. The opportunity to decrease the cost of voting for isolated individuals and those who experience poverty were key drivers for each organization.

The Election's office provides centralized center services by design due to increased cybersecurity threats and complexities, and limited full-time staff. However, the county's need for access due to increased populations and traffic congestion, as well as growing diversity of needs and limited financial means, creates a desire for de-centralized center services. This constraint led PCLS and the Auditor's Office into conversations about the asset of libraries throughout the entirety of the county.

Libraries have historically served in a neutral community role that supports both the democratic process and civic literacies. Libraries currently provide voter pamphlets and many PCLS locations have ballot drop boxes. Libraries value commitments to diversity and inclusion, neutrality, and support for all which aligns us well for elections support.

Voter Point of Assistance, as an inter-agency partnership, required a defined scope for voter services in a way that would not place libraries as an alternate voting office, but would allow customers to gain access to assistance and connect them to the Elections Office in their local community. Provided services included registering to vote on Election Day (a new policy as of July 2019), reprinting ballots at no cost, and updating voter contact information. Connections between the Library and the Elections Office occurred online and by phone throughout the day to ensure every voter's scenario was handled with accuracy.

The August primary election was selected because of anticipated low turnout, and has allowed each agency to study the workflow processes and communications for ongoing improvements. Voter Points of Assistance intentions are to be day-of assistance and a safety net for voters on Election Day and marketing of the service began 'just in time' for the vote. Staff training, memorandums of understandings, and ongoing planning communications between agencies provided a strong platform for the pilot to continue to be successful for future elections. PCLS staff have provided their input to the process, and community members were also surveyed.

Georgia Lomax, Executive Director ■ 3005 112th St. E., Tacoma, WA 98446-2215 ■ 253-548-3300 ■ FAX 253-537-4600 ■ piercecountylibrary.org

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Throughout the day, 68 voters were assisted in a number of ways: 50 individuals reprinted their ballots at library locations, 8 individuals received assistance with their vote by mail, and 10 individuals took advantage of the service (8 of whom visited a PCLS specific branch). Looking ahead, continued work will prepare agencies for the November elections and libraries throughout the nation are learning about this innovative partnership in a recent Library Journal article:

https://www.libraryjournal.com/?detailStory=washington-state-library-systems-collaborate-to-help-local-voters

At the Gig Harbor branch, a young voter drove from the Key Peninsula to reprint her ballot. She shared this was the second election she was eligible to vote in and did not want to miss the opportunity. When staff asked how she knew to come to the library, she said, "This is what libraries do!"

While the pilot returned a small sample of customer feedback (13 in total), 100% of participants feel the libraries were friendly and welcoming, 100% of participants got the assistance they needed, and 31% indicated they would have skipped the election if it hadn't been for the Point of Assistance. This outcome is predicted to grow as the service strengthens over time.

Georgia Lomax, Executive Director ■ 3005 112th St. E., Tacoma, WA 98446-2215 ■ 253-548-3300 ■ FAX 253-537-4600 ■ piercecountylibrary.org

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MEMO

Date: August 22, 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 September 2019

The Pierce County Library System is in the home stretch of concentrated engagement with the public to learn about their interest in potential new libraries in new locations in Lakewood and Sumner. In September, staff is continuing with public engagement activities in libraries, communities, and online.

The week-long open houses in Lakewood, Tillicum, and Sumner Libraries resulted in focused conversations with residents asking questions and overall sharing interest in more modern buildings with space for quiet reading and studying as well as space for group activities.

Following direct mailings to the 28,600 Lakewood residences and 5,600 Sumner households, we saw a response in people taking the online surveys. To date, nearly 1,200 people have completed online surveys. Residents are continuing to share their opinions via print surveys in libraries and at community events.

In August and September, we are continuing to conduct media relations, social media, and email marketing to engage residents.

The public engagement activities will continue through September. We will collate the public's input in late August through early October and work with our public engagement consulting firm, BERK Consulting, Inc., to analyze the data and feedback. At the October Board of Trustees meeting, library leaders and the consulting firm plan to present recommendations for next steps for the Library's Board of Trustees' consideration.

MEMO

Pierce County Library System
Information & Imagination

Date: August 28, 2019

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

From: Melinda Chesbro, Deputy Director

Subject: 2019 Work Plan Update

Leadership Development Training – Cheree Green, Project Manager
This project continues our focused and intentional approach to developing leadership competencies in our supervisory group and emerging leaders. We just completed Coaching Lab for a cohort of 14 supervisors. Coaching Lab includes group sessions, individual session and focused individual work. On September 27 we'll host a full day workshop for all supervisors that focuses on two specific leadership competencies: Demonstrates Leadership and Manages and Develops People. This work is a part of our succession planning efforts and helps build and strengthen our leadership pipeline, capacity and leadership competencies.

Public and Staff Computer Management – Matt Creley, Project Manager
IT has a project underway to implement a software system to help manage, update, and repair staff and public Library computers. This software is Microsoft's SCCM (Software Center Configuration Manager), and is expected to increase IT's efficiency in these areas over the current toolset and methods. In the last month we've installed the software with support from Microsoft, and are currently training IT staff in this product. Our next steps will be configuring the software for our environment and migrating from our current processes and tools to SCCM. The project is set to wrap up in November.

Safety Compliance Training – Misty Erickson, Project Manager
This project has consolidated several safety training topics into a refresher training course that all staff are required to complete in September. The training includes key safety topics such as accident reporting, hazardous materials exposures, and safety responsibilities. Course topics may be addressed in staff meetings or staff can use their learning time or drop in to the Learning Lab to complete the training.

Resource Capacity – Melinda Chesbro, Project Manager
This project includes identifying tools to capture capacity, make that capacity visible so project leads can negotiate resources more efficiently and effectively and hold ourselves accountable to not over-reach. The major activities regarding the project are incorporated into the planning for 2020. We've generated a large list of ideas with input from all levels of staff. The ideas were then reviewed and prioritized. Managers assessed the resources needed to support the highest priority ideas, and we've created a tentative Wall of Work for PCLS for 2020. We are now adding detail through the chartering process, focusing on further identifying resources needed and time commitments to reach the stated goals. Finally, we've agreed on an approach to scheduling projects that will allow us to prioritize activities and build a realistic calendar quarter by quarter for 2020.

Georgia Lomax, Executive Director ■ 3005 112th St. E., Tacoma, WA 98446-2215 ■ 253-548-3300 ■ FAX 253-537-4600 ■ piercecountylibrary.org

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MEMO

Date: August 23, 2019

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

From: Mary Getchell, Marketing and Communications Director

Subject: 2019 Primary Elections Results

Voters showed support in Washington State for library services and in Pierce County for tax-payer supported services in the 2019 primary election. With moderate voter turnout and about half of the voter turnout from the 2018 general election, voters in the 2019 primary election favored backing levy lid lifts or a levy renewal for three public libraries as well as an annexation to a library system for service. In Pierce County, voters said yes to pay more in property taxes for local fire districts.

In Seattle, a community that traditionally provides strong support for library services, voters passed the City of Seattle's levy renewal for The Seattle Public Library with a 76% approval rate. The seven-year, $219.1 million levy renewal plans to support basic operations, increase open hours, add more digital materials, and create more early learning programs. The levy will also fund making seismic upgrades to three buildings and eliminating fines on overdue books and other materials.

Spokane voters supported a levy lid lift for the Spokane County Library District with a solid passing rate of 55%, raising the levy from 43 cents to 50 cents per $1,000 of assessed property value. With the additional funding, the library system plans to maintain current levels of service, increase digital services, expand mobile services, and enhance safety and security in its buildings.

In Pend Oreille County, 64% of voters raised the levy by a significant amount, increasing from 37 to 50 cents per $1,000 of assessed property value, to support services at the Pend Oreille County Library District. The additional funding will maintain services, add mobile outreach services to more rural areas, expand hours and/or days of operation, and replace outdated computers.

In Pierce County, voters approved two levy lid lifts, an excess levy, and a permanent levy for four fire districts, with passage rates of 62-68%.

Please see the following accounting of the elections results of all of these measures.

Primary Election Results-August 6, 2019
Certified Results, August 20, 2019

Washington State Library Election Results

Spokane County Library District Prop 1: Regular Library Operations and Maintenance Levy

This measure would restore the property tax levy that funds daily operations and maintenance of its libraries to 50 cents per $1,000 assessed value. Currently the levy rate is at approximately 43 cents per $1,000 assessed value. For the owner of a home with a $235,000 home value, the cost would increase $16.45 per year.

112,094 ballots cast, 326,213 voters, turnout 34.36%

Approved: **32,977 – 55.00%**
Rejected: 26,978 – 45.00%
Total: 59,955 – 100%

City of Seattle Proposition No. 1: Property Tax Levy Renewal for The Seattle Public Library

If approved, this proposition would sustain investments and increase spending for Library operating hours, materials, technology, children's programming, and building maintenance, including earthquake retrofits. It would increase regular property taxes for seven years. The 2020 tax increase, up to $0.122/$1,000 of assessed value, would be used to compute limitations for subsequent levies, with up to 1% annual increases.

454,817 ballots, 1,320,581 registered voters, turnout 34.44%

Approved: **147,685 – 76%**
Rejected: 46,631 – 24%
Total: 194,316 – 100%

Pend Oreille County Library District Proposition No. 1: Regular Library Operations and Maintenance Levy

To restore the property tax levy that funds daily operations and maintenance of its libraries to 50 cents per $1,000 assessed value. Currently the levy rate is about 37 cents per $1,000 assessed value.

3,576 ballots, 9,380 registered votes, turnout 38.12%

Approved: **2,283 – 64.13%**
Rejected: 1,277 – 35.87%
Total: 3,560 – 100%

City of College Place Annexation of City of College Place into Walla Walla Rural Library District

If approved, landowners would be subject to a property tax levy for the library district of 47 cents per $1,000 of assessed property valuation.

7,824 ballots, 26,722 registered voters, turnout 29.28%

Approved: 1,057 – 65.77%
Rejected: 550 – 34.23%
Total: 1,607 – 100%

Pierce County Election Results

106,467 ballots, 517,411 registered voters, turnout 20.58%

Fire Protection District No. 3 Proposition No. 1: Excess Property Tax Levy for Maintenance and Operation Expenses (West Pierce Fire & Rescue)

Requesting renewal of the maintenance and operation levy for a period of four years. It will cost approximately $1.20 per thousand dollars of assessed value in 2020.

If approved the law prohibits any further tax levies for M&O support of the fire district during this four-year period.

Approved: **9,790 – 68.74%**
Rejected: 4,452 – 31.26%
Total: 14,242 – 100%

2

Fire Protection District No. 3 Proposition No. 2: Six-Year Levy Lid Lift (West Pierce Fire & Rescue)

> West Pierce Fire & Rescue responded to 16,320 community requests—a 28% increase in calls for service since 2011. The statutorily-approved $1.50 regular levy rate is projected to fall to $1.29 in 2020.

> Passage of this measure would maintain the levy rate of $1.50 per $1,000 of assessed value for 2020 and provide for a limit factor of up to 6% in the succeeding five years. A taxpayer with the average home value of $303,160 would anticipate an increased tax of $1.89 per month.

Approved:　**9,235 – 62.91%**
Rejected:　5,445 – 37.09%
Total:　14,680 – 100%

Fire Protection District No. 3 Proposition No. 3: Six-Year Levy Lid Lift (EMS) (West Pierce Fire & Rescue)

> Of the 16,320 responses made to community requests in 2018, 75% were for medical aid. The statutorily-approved $.50 EMS levy rate is projected to fall to $.42 in 2020. A taxpayer with the average home value of $303,160 would anticipate an increased tax of $.63 per month.

> If approved, Proposition No. 3 will restore the District's regular property tax levy for emergency medical services to 50 cents per thousand dollars of assessed valuation in 2019, set the limit factor at 106% for each of the five succeeding years and use the 2025 levy dollar amount for computing the limitation for subsequent levies.

Approved:　**9,791 – 66.54%**
Rejected:　4,923 – 33.46%
Total:　14,714 – 100%

3

Fire Protection District No. 16 Proposition No. 1: Permanent Regular Property Tax Levy (EMS)
(Key Peninsula Fire Department)

> Since 2017, the District's operating budget for emergency medical services has decreased by nearly $63,000. This measure would restore those funding cuts and preserve current levels of service within the service area District.
>
> Request to authorize a permanent EMS levy property tax not to exceed $.50 per thousand dollars of assessed valuation for EMS. Passage of this measure shall maintain the current level of emergency medical services provided to District residents.

Approved: **2,367 – 63.46%**
Rejected: 1,363 – 36.54%
Total: 3,730 – 100%

4

MEMO

Date: August 19, 2019

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

From: Clifford Jo, Finance & Business Director

Subject: 2018 Fiscal and Accountability Audit

I received word from our Washington State assigned auditor that they will commence work on our 2018 fiscal audit and will be onsite beginning on or around October 1, 2019. Our audits typically focus on:

- Internal controls, policies and procedures, enforcements

- Agreements, contracts, and Public Work projects

- Banking activities, cash receipting, and purchasing

- Various reconciliations required to ensure accuracy among the banks we have

- General accounting, financial handling, and financial statements

- Compliance with applicable Washington State laws and regulations, including Open Public Meetings and Public Records

- Other areas of auditing interest by auditors, management, and Board trustees

We will have an audit entrance meeting around middle of October. A Board member participates in both the entrance and exit meetings. During the September Board meeting we will confirm for a representative and schedule the meeting accordingly.

MEMO

Date: August 23, 2019

To: Chair Rob Allen and the Board of Trustees

From: Kim Archer, Enjoyment Initiative Manager

Subject: Pierce County READS: A Year of Reading Series 2

On Sunday, June 9, 2019 Author Imbolo Mbue talked about her best-selling book **Behold the Dreamer** and about her writing and her own experiences as a new immigrant in the United States. This program was a partnership with Puyallup Public Library, and 175 people attended the event. Attendees were excited to meet the author and found the event enjoyable and informative.

Pierce County Library System declared 2019 "A Year of Reading" after the community expressed that reading and library materials are one of the most important services PCLS provides library customers. With this in mind, PCLS decided to expand the Pierce County READS program into a three part series in 2019 designed to engage adult readers in author events, shared literacy and social engagement. The series connects readers to the Library's existing collection with recommended read-a-likes, deepens people's relationships with reading and inspires individuals to become passionate about their reading experience.

Imbolo Mbue was an excellent choice to feature in Series 2. **Behold the Dreamers**, a story about new immigrants, the struggles they face and the realities of the American Dream explores current, relevant topics that resonated with many library customers. The book gained national awareness after becoming an Oprah Book Club Selection. The book also won the PEN/Faulkner Award for Fiction, the Blue Metropolis Words to Change Award and was named a Notable Book of the Year by the *New York Times* and the *Washington Post*. The book was also adapted into a stage play in Seattle, WA and was recently optioned for a movie.

Ms. Mbue was well received by the audience and her personality, wit and humor connected with program attendees. The audience was diverse and included people of all ages and walks of life, as well as families. The majority of attendees waited patiently in line to get their books signed and take a picture with the author.

In addition to the main author event, ten PCLS branches participated in book discussions and all PCLS branches incorporated feature displays into their libraries highlighting the book and read-a-likes from the collection. Additionally, the Pierce County READs team put together a Reader's Guide featuring information about the program, the author, the featured books, topics for conversation, the top 10 read-a-likes and other titles of interest. For customers who prefer e-books and e-audiobooks, copies of **Behold the Dreamer** were made available in both formats and were featured along with many read-a-likes on the Library's Overdrive main page.

Georgia Lomax, Executive Director ■ 3005 112th St. E., Tacoma, WA 98446-2215 ■ 253-548-3300 ■ FAX 253-537-4600 ■ piercecountylibrary.org

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This program was a partnership with the Puyallup Public Library. Individual Friends groups contributed funds to purchase 217 "Read and Release" copies. The Pierce County Library Foundation sponsored the program.

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

By the Numbers: (May 1 through July 31)

- **3,350** total program checkouts
    - **1,165** checkouts of *Behold the Dreamers* (physical and electronic copies)
    - **2185** checkouts of all physical and electronic copies of read-a-likes
    - **4.5** avreage turnover per copy of *Behold the Dreamers* (physical and electronic copies)
    - **1.64** average turnover per copy supplemental titles (physical and electronic copies)

- **1075** total holds placed (physical and electronic copies)
    - 564 holds on physical copies (print, audio, large print)
    - 511 holds on electronic copies (ebook and e-audiobook)

- **315** total books purchased for the collection to support the program
    - **200** copies of *Behold the Dreamers*
    - **115** copies of other titles purchased to support the program

- **1811** individual copies of titles in various formats were highlighted for the program with **17%** of copies purchased (Mbue title and read-a-like titles)

- **217** "Read and Release" copies shared with the community

- **175** people attended the Author Event

- **10** Book discussions across the county with approx. **65** attendees

- **7** Facebook posts
  - **22,069** individuals saw the posts
  - **938** total individuals engaged in posts
  - **3153** average reach per post
  - **134** average engagement per post
- **3** Twitter posts
  - **2336** individuals saw the posts
  - **16** individuals engaged in the post
  - **778** average reach per post
  - **5.33** average engagement per post

- News Tribune marketing included:
  - **8** Print ads, Sunday and Friday, premium days.
  - **750,395** Digital Ad Impressions (number of times ad appeared on targeted digital websites/searches)
  - **.14%** CTR for digital ads, with goal of industry standard .07%, thus exceeded goal and industry standard

- **370,098** impressions with the Pandora ad

Pierce County READS 2019 Team
Sponsor: Jaime Prothro, Customer Experience Director
Project Leader: Kim Archer, Enjoyment Initiative Manager
Team Members: Gabby Fuentes, Supervising Librarian, Fife; Tara Hoyt, SBA Milton/Edgewood; Nicole Milbradt, Communications Manager; and Carol Sheehan, Graphics Production Supervisor; Lisa Oldoski, Collection Management Librarian

MEMO

Date: August 20, 2019

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

From: Mary Getchell, Marketing and Communications Director

Subject: Journey to Jobs KBTC and PBS Story

KBTC and PBS selected the Pierce County Library System's Job + Business Center service to be featured in an upcoming story and series called "Journey to Jobs." The story of the Library System's help and remarkable services for job seekers and small business owners/want-to-be owners will be featured in the nationally distributed PBS program "Journey to Jobs" in October. The week of September 16, KBTC will begin airing the five-minute Pierce County Library spot as a stand-alone leading into the "Journey to Jobs" hour-long program. On October 8 at 9 p.m., KBTC will air the "Journey to Jobs" program, featuring a small portion of the Library System's service.

Thanks to Foundation Director Dean Carrell for sharing about this service with KBTC Director of Development Sherri Stanton, which led to Library staff working with KBTC producers. For the past year, staff worked with KBTC producers to share the Library System's story of how it supports people looking for jobs, seeking to increase their job skills, or start or grow a business.

Reference Associate Behrooz Madjdi and Customer Experience Director Jaime Prothro artfully and compellingly described how the Library's resources, classes, and partnerships support job seekers and small business owners.

Communications staff is working with KBTC on a rollout plan to promote the upcoming stories and series. Elements of the rollout plan are expected to include the following:

- Social media posts
- Whiteboard mentions in libraries
- Email marketing messages
- Website link to YouTube channel with full story
- South Sound Magazine ad (September/October issue)
- KBTC Program Guide (October issue)
- News release

Check out the five-minute feature: https://www.youtube.com/watch?v=rdpZV-z5eLM&feature=youtu.be

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Pierce County Library FYI Packet
Link List
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Pierce County Library in the News

- [Creative Colloquy invites writers to create work inspired by Tacoma Reads selection](#) (PCLS is a supporter of the event) – Tacoma Weekly
- [WorkSource expands to library locations](#) – Dispatch
- [Pierce County Libraries Partner with WorkSource to Assist Local Jobseekers](#) – South Sound Business
- [Library locations countywide now home to WorkSource services](#) – Tacoma Weekly (and News Tribune)
- [BOOKS: A reading 'universe' at the library](#) – Senior Scene
- [Steilacoom Woman Appointed To Pierce Library Board](#) – Pierce County Patch
- [After 125 years, trustees hold first meeting at Key Center library](#) – Peninsula Gateway
- [Pierce County Library System Proposes New Libraries](#) – South Sound Business
- ['Get Hired' session will be coming to Buckley library](#) – Courier Herald
- [Teen 'Star Wars'-Themed Escape Room](#) – South Sound Magazine
- [Have you voted? What to know for Tuesday's primary election](#) – News Tribune
- Full page ad for Enjoy Audiobooks & e-books – News Tribune (see attached PDF)
- Washington State Library Systems Collaborate To Help Local Voters – Library Journal Magazine (see attached PDF)
- Building Social Infrastructure to Strengthen Communities – Public Libraries Magazine (see attached PDF)
- Get expert job help from PCLS – Sunrise Living Magazine (see attached PDF)
- Imagine new libraries in Sumner and Lakewood – Sunrise Living Magazine (see attached PDF)

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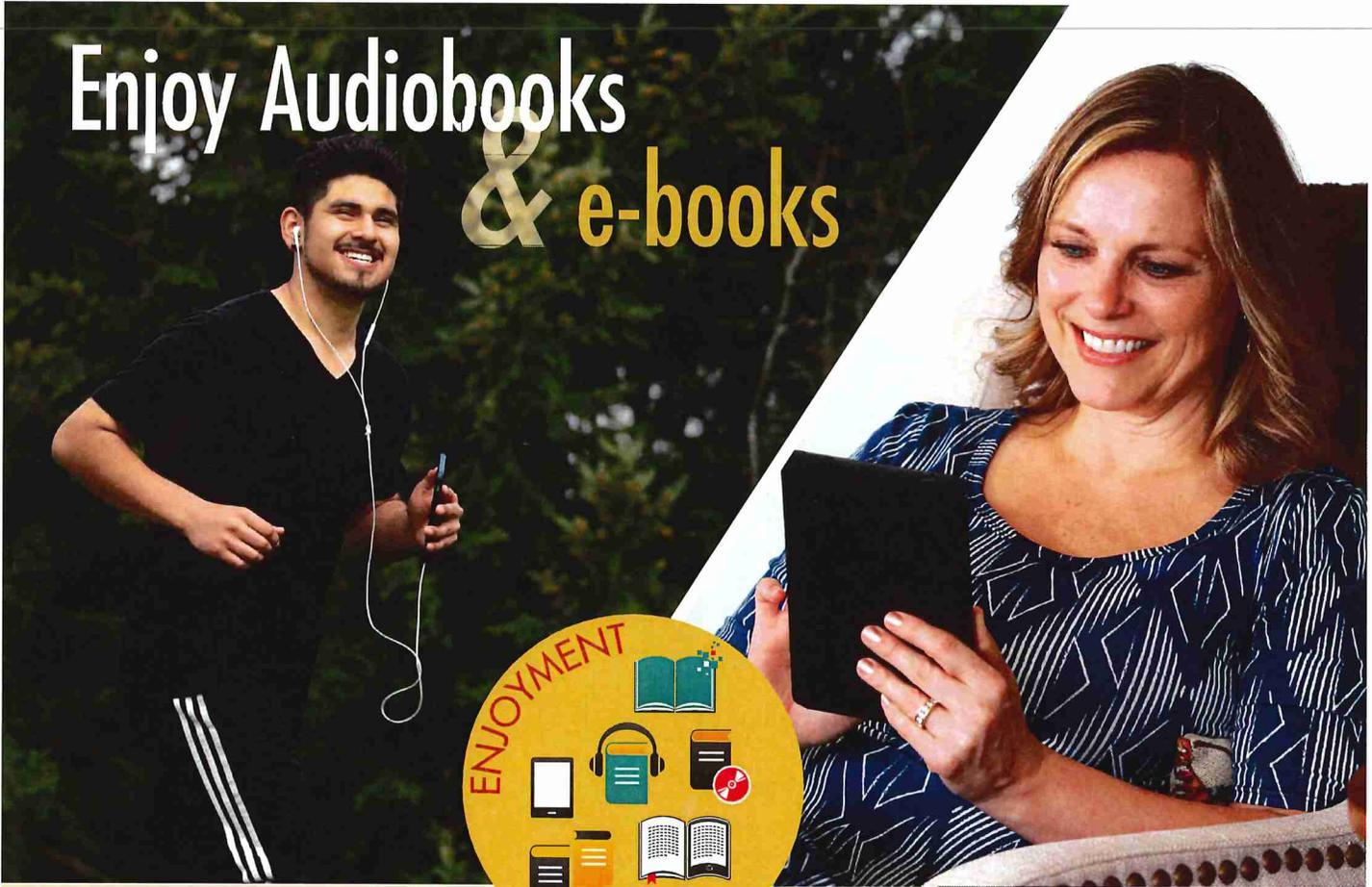
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piercecountylibrary.org • 253-548-3300

Washington State Library Systems Collaborate To Help Local Voters

by Elizabeth Kobert

Aug 23, 2019 | Filed in News

Washington State has made great strides in helping its citizens exercise their right to vote, but gaps in service and information remain. Public libraries have stepped in to ensure that all voters have access to the ballot box on Election Day.

Since 2011, all voting in Washington has taken place by mail. Registered voters receive their ballot in the mail at least 18 days before each election, and ballots must be postmarked or dropped in a ballot box by Election Day. In July 2019, a new policy went into effect to allow same-day voter registration. Because of the need to verify the voter's identity, same-day registration had to take place in person at the local county's elections office.

Georgia Lomax, director of the Pierce County Library System (PCLS), reached out to Pierce County Auditor Julie Anderson earlier this year after learning of the new same-day voter registration law. Both Lomax and Anderson recognized that, while this policy was a major win for voter rights, the impact would be limited if the only place to register to vote was the Pierce County elections office in Tacoma,with its staff of 13 and a voter base of over 500,000 people. Anderson was eager to collaborate with the public libraries in the county.

LOWERING BALLOT BARRIERS

Led by Lomax, the three public library systems of Pierce County—PCLS, Tacoma Public Library, and Puyallup Public Library—collaborated with the county Auditor's Office to develop a program called Points of Assistance that would help voters register, print a replacement ballot (at no cost), or securely deposit their ballot at their local library on Election Day. Between the PCLS's 20 branches, Tacoma's eight branches, and Puyallup's single branch, every public library in the county was represented in the program, which simplified communication around this initiative.

For Lomax, "The real goal and intention was to ensure that every voter who wanted to vote had the opportunity to have their voice heard and to participate in the democratic process." Puyallup Library Director Patty Ross agreed that while it's "in our nature as librarians to be pretty neutral on things...we are pro getting people to vote." Tacoma Public Library Director Kate Larsen also expressed the importance of reaching disenfranchised voters in the underserved communities of Tacoma.

"Washington State has just about eliminated every barrier possible to voters with new election laws and technology, but the one remaining barrier is, as always, poverty," said Anderson. By enabling voters to walk or take a bus to their local library on Election Day, instead of journeying to the only election office in the county, Anderson hoped that "stranded voters" would have the opportunity to fully participate in the election process.

PRIMARY PILOT

The recent primary election on August 6 was intentionally chosen as the pilot for the new Points of Assistance program because of anticipated low turnout. The goal was to test the logistics and identify any major issues to prepare for larger elections, including a general election this November and the presidential election in 2020. Kyle Haugh, Pierce County election specialist, reported that about 50 people visited a Point of Assistance to print a replacement ballot and cast their vote, and another ten both registered and cast their vote on Election Day at their local library.

One benefit of partnering with the Auditor's Office was the low impact on the libraries' budgets. Due to complicated rules and regulations surrounding elections, largely based on concerns of ballot security and integrity, the Auditor's Office took the lead on the logistics of the program to ensure legal compliance. In addition to meeting with each of the library partners, Auditor's Office staff provided a training video and other materials like flowcharts to help librarians navigate Election Day processes. Relatively minor costs, like waiving printing charges or scheduling one extra staff member to work on Election Day, made up the entire financial buy-in from the libraries.

Despite the value of same-day voter registration, the libraries and the Auditor's Office did not want to encourage this practice as the norm but rather as an "emergency safety net for voters," according to Lomax. Anderson clarified that while they served as "conduits between voters and the election center," the libraries were not administering elections and the branches were not polling sites. One drawback of this framing of the service was that the libraries could not widely publicize it. Larsen said that although the Points of Assistance program was prominently featured in the county's local voters' pamphlet, the libraries could not start promoting the initiative on social media until the weekend before Election Day.

On the whole, the libraries were pleased with the outcome of this pilot program. PCLS Customer Experience Director Jaime Prothro reported that the technological aspects were well-planned and staff felt prepared to handle the logistics on Election Day. Ross commended the Auditor's Office for taking the time to learn about the different library systems' needs and making appropriate accommodations to help all voters across Pierce County. Larsen said that while everything went smoothly, some communication issues could be resolved before the next election.

While this was the first major collaboration among the Pierce County public libraries, all involved say it won't be the last. Ross said she was "really proud to take three different library systems and work together," and Larsen said that "this is a perfect example to show that municipal and county libraries can partner together to have a greater impact." The three library systems have already partnered on the Tacoma Reads 2019 initiative, and Anderson has expressed an interest in continuing to collaborate with the public libraries outside of Election Day, particularly in promoting year-round programs to keep people engaged with their voter registration status.

| Pierce County Library System | Tacoma Public Library | Puyallup Public Library | voting |

Building Social Infrastructure to Strengthen Communities

Krista Riggs / *krista.riggs@fresnolibrary.org*

Krista is Supervising Librarian, Programming and Eservices, Fresno County (CA) Public Library.
She is currently reading *Maybe You Should Talk to Someone* by Lori Gottlieb.

With an election year looming, uncertainty builds upon polarization and isolation in many communities throughout the United States. People search for accessible places to connect with trusted information and with each other. In his book, *Palaces for the People*, Eric Klinenberg writes about the public library's role in strengthening social infrastructure within a community: connecting people, resources, and organizations through welcoming spaces. Beyond physical space, staff create experiences that "uphold a principled commitment to openness and inclusivity and foster social cohesion among clients who might otherwise keep to themselves."[1] He uses Emile Durkheim's term *collective effervescence* to describe witnessing "the camaraderie, the joy of watching people who hardly know one another turn their neighborhood into a community."[2]

As part of the Libraries Transforming Communities initiative, the American Library Association (ALA) and the National Coalition for Dialogue & Deliberation (NCDD) offer a list of resources to help libraries build social connections through conversation. Approaches include Conversation Cafés, Essential Partners' Reflective Structured Dialogue, Everyday Democracy's Dialogue to Change, Future Search, The Harwood Institute for Public Innovation's community conversations, National Issues Forum for positive deliberation, and The World Cafés for "evolving rounds of dialogue."[3] Through innovative approaches, libraries across the nation facilitate conversations and encourage participants to take action to influence positive change in their communities.

Sacramento Public Library

www.saclibrary.org/Event/Special-Events/Let-s-Talk

Sacramento (CA) Public Library (SPL) engages the community in conversations on topical issues of concern through the Let's Talk About series. Each program starts with a panel discussion of speakers representing various viewpoints and experiences, moderated by an outside guest. Time is reserved at the end for questions

from the audience. The series provides opportunities to, "Get facts from those on the front lines of an issue, use the opportunity to ask a question that concerns you, and [coming soon] use provided tools to continue the conversation in your community."[4] SPL's Community Engagement Manager Cathy Crosthwaite explains that the series started with Library Director Rivkah Sass noticing that "conversation was becoming a skill as opposed to a regular habit and that we could provide the safe space to have those difficult conversations."[5]

Topics are drawn from survey responses and from themes that emerge from Harwood community conversations. The moderator sets the tone and keeps the conversation focused and respectful. As Crosthwaite explains, "He meets with the panelists before the program to make sure they are all comfortable in how it will play out. Our moderator basically runs the show, along with the Q&A and is a big reason these discussions are such a success."[6] To move beyond conversation to action, participants are encouraged to continue discussions after the program. As Crosthwaite notes, "Now, it's up to the audience members to take this information, these facts, these questions, and be prepared to have their own fact-based conversations."[7]

Looking ahead, SPL sees the next presidential election and Census 2020 as opportunities for more civil conversations and civic engagement. "The discus-

sion I'm really looking forward to is the one we have scheduled for February 2020. We're going to be discussing civility as we head into the March 5th primary and the Census 2020 count. We will all need to revisit civility so that we can share important information that will help us make the best decisions possible," Crosthwaite states.[8]

Pierce County Library System

www.piercecountylibrary.org/programs/
pierce-county-conversations.htm

Pierce County (WA) Library System (PCLS) provides space for community connection through Pierce County Conversations. The series encourages participants to, "Get informed. Be empowered. Join the conversation."[9] With a different topic for each season, the multifaceted series includes book clubs, informational programs, stories of impact, and opportunities to take action. Created by the library's Leadership Team, the series undergoes further development by a cross-departmental/branch planning committee.[10]

PCLS listened to public input when planning the series. As Marketing and Communications Director Mary Getchell describes, "We asked them what was important in their lives, in their communities, and how the library system could best support them and their communities. . . . We heard [there was] an interest in [having] the library system participating in the community

as a community convener [to] bring people together to learn varying viewpoints and discern information and perspectives."[11]

For the topic of "Housing Justice," multiple branches hosted book discussions, a roundtable with a partner organization, informational sessions from social service organizations, and a strategy conversation. The Wisdom Café at multiple branches provided older adults with a space to connect. Beyond conversations, the library also held a resource fair and highlighted stories from local youth who experienced homelessness. To encourage action, PCLS hosted registration for Habitat for Humanity and collected donations of clothing and supplies for local individuals experiencing homelessness.

As Getchell states, "Libraries have always been a convener for ideas. In Pierce County Conversations, the library system serves as an impartial facilitator in a neutral location, and we encourage and welcome all people to share and explore diverse opinions and ideas. With accurate information, individuals can better form conclusions that benefit their communities and society."[12]

Dallas Public Library

https://dallaslibrary2.org/homeless

Beyond conversations, civic engagement includes providing relevant and meaningful programs and services based on

GET EXPERT JOB HELP
from Pierce County Library System

BY MARY GETCHELL, MARKETING AND COMMUNICATIONS DIRECTOR

Whether it is a first job or a career change, job seekers can gain the skills to get hired with free classes from the Pierce County Library System.

"How people find and apply for jobs and career advancement has changed with technology," said the Pierce County Library's Executive Director Georgia Lomax. "Connecting job seekers with employment experts provides them with skills training and proven techniques about the job search process, which can be the difference in landing an interview and getting hired."

At the Library System's Get Hired classes people will learn to use technology to make connections and assist in their job search. The classes will also help job seekers analyze skills to determine qualifications or address what truly can be over-qualification. The courses are designed to help job seekers get the edge needed to compete in the job market.

Job seekers can improve their job-hunting skills through workshops including:

Job Seeker's Guide to the Cloud

Learn how cloud technologies such as Google Drive, Microsoft OneDrive and Dropbox can assist in the job search. Registration required.

Friday, Aug. 30, 2-4 p.m., Graham Pierce County Library, 9202 224th St. E.

Get Hired Help

Job search process stalled? Want to learn more tech skills? Need to write a resume? Get help with tech and job-related questions.

Wednesday, Aug. 21, 2-4 p.m., Parkland/Spanaway Pierce County Library, 13718 Pacific Ave. S., Tacoma

Thursday, Aug. 29, 2-4 p.m., Milton/Edgewood Pierce County Library, 900 Meridian E., Suite 29, Milton

Friday, Sept. 20, 2-4 p.m., Buckley Pierce County Library, 123 S. River Ave.

Job Hunting for Mature Workers

Concerned that age is hurting the job search? Address issues such as over-qualification or career changes. Registration required.

Tuesday, Sept. 24, 11 a.m.-1 p.m., Gig Harbor Pierce County Library, 4424 Point Fosdick Drive NW.

Get Hired also offers free technology certifications. Enroll at http://techcert.pcls.us, take online courses and practice tests, and certify at the Library. Certifications are available for:

Adobe products: Animate, Dreamweaver, Flash, Illustrator, InDesign, Photoshop and Premiere Pro

Microsoft programs: Access 2016, Excel 2016, Outlook 2016, PowerPoint 2016 and Word 2016

Block Based Languages, Cloud, Database, HTML and CSS, HTML5, Java, JavaScript, Mobility and Devices, Networking, Python, Security, Software Development, Windows OS and Windows Server

QuickBooks Desktop and QuickBooks Online

Additional learning opportunities, technology support and online resources to help people get hired are also available through the Pierce County Library. Thanks to the Pierce County Library Foundation for sponsoring the Get Hired program. The Library partners with WorkForce Central and WorkSource to bring expert job help to support career success and help people realize their employment goals. Find more resources to help strengthen practical skills and knowledge at http://gethired.pcls.us.

About Pierce County Library System
The nationally acclaimed Pierce County Library System serves 603,000 people throughout Pierce County with 20 libraries and online services. The system is the fourth largest in the state and is funded primarily through property taxes. People may choose from 1.1 million books, e-books, audiobooks, movies and other materials. Pierce County Library is committed to directing services in three primary areas: learning, enjoyment and community connection. Its services and programs spark success for Pierce County residents. More than 2 million people visit Pierce County Libraries each year. The Library provides services and programs directly to people in adult care facilities or who are homebound, and to children in child care centers and schools. Pierce County Libraries are located at Anderson Island, Bonney Lake, Buckley, DuPont, Eatonville, Fife, Gig Harbor, Graham, Key Center, Lakewood, Milton/Edgewood, Orting, Parkland/Spanaway, Pierce County Library Administrative Center, South Hill, Steilacoom, Summit, Sumner, Tillicum and University Place. Pierce County Library is an independent municipal corporation and operates as a junior taxing district. Visit piercecountylibrary.org, facebook.com/PierceCoLibrary, twitter.com/PierceCoLibrary.

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Imagine
NEW LIBRARIES IN SUMNER AND LAKEWOOD...

BY MARY GETCHELL, MARKETING AND COMMUNICATIONS DIRECTOR

The Pierce County Library System wants to learn the public's interests and readiness for new libraries in new locations in Sumner and Lakewood replacing the current libraries.

The current libraries were created for books, not people. Today, people compete for quiet reading spaces with active learning spaces in buildings built primarily for quiet activity. A future library would be created around how people want to use the library and not just for books, but absolutely including books.

The Sumner library is on land owned by the City of Sumner in a building co-owned by the city and the library. The building is aging and will close because it is in need of costly repairs. The community has an opportunity to build a new library on city property on East Main, with services and design reflective of community desires.

The Lakewood library building doesn't support how people use the library today or tomorrow – the building is dated, hard to maintain, and would require millions of dollars in upgrades. The City of Lakewood's recently adopted Downtown Plan named library services as a community priority. The city would like to see a new Lakewood library in the downtown core. Also, the Lakewood Tillicum library is in a small, aging, shared facility in poor physical condition. The current layout also does not support how people use the library today or tomorrow.

During the next several months, the Library System will talk with residents to learn what they would imagine in a new library.

Open houses:
SUMNER LIBRARY:
1116 Fryar Ave, July 28-Aug 3
LAKEWOOD LIBRARY:
6300 Wildaire Road SW, Aug 12-Aug 17
TILLICUM LIBRARY,
14916 Washington Ave SW, Aug 12-Aug 17
For more information and online survey: imagine.pcls.us.

10 THINGS YOU LOVE ABOUT US!

What do you think about us? Are we BFFs? Do we deliver the types of stories and content you want to read each month? Do you visit our advertisers or used their products or services? Which ones and why? Have you enjoyed our features? Do we live on your kitchen counter all month long? Do you attend the local events we let you know about? What do you like best about us being in and writing about your community? Tell us what you love about us! We'll love you back with a Starbucks gift card if we use your comments in a future edition! Send your feedback to mderosia@bestversionmedia.com!

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