

## AGENDA

### Regular Meeting of the Pierce County Library System Board of Trustees November 13, 2019 | 3:30 PM

3:30 pm	02 min.	<b>Call to Order:</b> Rob Allen, Chair	
3:32 pm	05 min.	<b>Public Comment:</b> <i>This is time set aside for members of the public to speak to the Board of Trustees. Unless the item you wish to discuss is of an emergency nature, the Board ordinarily takes matters under advisement before taking action. Please sign up at the time of the meeting to speak during the Public Comment period, and limit your comments to three minutes.</i>	
3:37 pm	03 min.	<b>Consent Agenda</b>	<b>Action</b>
		<ol style="list-style-type: none"> <li>1. Approval of Minutes of October 9, 2019, Regular Meeting</li> <li>2. Approval of Minutes of October 21, 2019, Special Meeting</li> <li>3. Approval of October 2019 Payroll, Benefits and Vouchers</li> <li>4. HVAC Control Systems 5-Year Renewal</li> <li>5. <i>Resolution 2019-07: 2020 Schedule of Recurring Meetings</i></li> </ol>	
3:40 pm	05 min.	<b>Board Member Reports</b>	
3:45 pm	10 min.	<b>Routine Reports</b>	
		<ol style="list-style-type: none"> <li>1. Fundraising Performance Report, Dean Carrell</li> <li>2. Metrics Dashboard, Melinda Chesbro</li> <li>3. September 2019 Financial Report, Cliff Jo</li> <li>4. Executive Director Report, Georgia Lomax</li> <li>5. Branch Services Report, Jaime Prothro</li> </ol>	
3:55 pm	60 min.	<b>Unfinished Business</b>	
		<ol style="list-style-type: none"> <li>1. Future Libraries Project, Georgia Lomax <ol style="list-style-type: none"> <li>a. Capital Fundraising Campaign Feasibility Study Report, The Barsness Group</li> <li>b. Next Steps/Decision Making Process</li> </ol> </li> </ol>	
4:55 pm	20 min.	<b>Executive Session</b>	
		<i>At this time on the agenda, the Board of Trustees will recess to Executive Session per RCW 42.30.110, to discuss labor matters.</i>	
5:15 pm	20 min.	<b>Unfinished Business (cont.)</b>	
		<ol style="list-style-type: none"> <li>2. 2020 Budget: First Reading and Discussion <ol style="list-style-type: none"> <li>a. Draft Operating Budget, Cliff Jo</li> <li>b. Draft Capital Projects Budget, Melinda Chesbro</li> <li>c. Draft Special Purpose Fund, Cliff Jo</li> </ol> </li> </ol>	
5:35 pm	05 min.	<b>Public Hearing: 2020 Draft Budget of Revenue and Expenditures</b>	
		2020 Revenue sources and 2020 Expense Budget: Consideration of increases in property tax revenues, regarding the 2019 property tax levies for collection in 2020 (per RCW 84.55.120)	
5:40 pm	05 min.	<b>Unfinished Business (cont.)</b>	
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5:45 pm	05 min.	<b>Officers Reports</b>	
		<ol style="list-style-type: none"> <li>1. Pierce County Reads: A Year of Reading Series #3</li> <li>2. Universal Service Administrative Company (USAC) Audit</li> <li>3. Marketing &amp; Communication Update - Quarter 3</li> <li>4. Milton Annexation of Unincorporated King County Property</li> </ol>	
5:50 pm	02 min.	<b>Announcements</b>	
5:52 pm		<b>Adjournment</b>	

**BOARD OF TRUSTEES  
PIERCE COUNTY LIBRARY SYSTEM  
MEETING MINUTES – NOVEMBER 13, 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**

Mr. Walter Neary thanked the Library and Board for the work being done to study prospective new buildings. He complimented the Library's consultants for the respect they showed to the communities throughout the process.

**CONSENT AGENDA**

1. Approval of Minutes of October 9, 2019, Regular Meeting
2. Approval of Minutes of October 21, 2019, Special Meeting
3. Approval of October 2019 Payroll, Benefits and Vouchers
4. HVAC Control Systems 5-Year Renewal
5. Resolution 2019-07: 2020 Schedule of Recurring Meetings

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

**BOARD MEMBER REPORTS**

Chair Allen attended the 1st Annual Trivia Bee and encouraged others to attend the next event.

**ROUTINE REPORTS**

September 2019 Financial Report – Finance and Business Director Cliff Jo reported there would be changes to the Special Purpose fund next month.

**UNFINISHED BUSINESS**

Future Libraries Project: Capital Fundraising Campaign Feasibility Study Report – Ms. Lomax introduced Kristin Barsness and Natalie Lamberjack from the Barsness Group, who provided an overview of the study and their recommendations. The Barsness Group began their work in May, working with leadership to design the study, develop the case materials and orient members of the study's Advisory Task Force to guide the process and to open doors to other members of the community.

The Task Force met in August to provide feedback on the case prospectus and recommendations on who the consultants should consider speaking with. 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 (serves on MultiCare's Board of Directors, Co-chair Fundraising Campaign at Tacoma Community House); 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).

**Overall Findings**

Pierce County Library System is well-respected as an important community asset. There is support for addressing libraries for the Sumner and Lakewood/Tillicum communities. Participants view Tillicum as high need and support increasing resources of all types in that community. The new Sumner location was seen as a strong potential community anchor with opportunities for partnerships. Most participants had questions about the Lakewood location and the City's plans for the downtown core.

### Timing and Readiness

Ms. Barsness noted the Library needed time to do outreach and help the community understand more about the Library and the fundraising campaign. She recommended that 2020 work focuses on cultivation and planning, to include staffing, Foundation Board recruitment and refining messages. In 2021, the focus should be on public relations and educating and training the Foundation Board, with fundraising campaign implementation in 2022.

The Barsness Group recommended the Library conduct additional outreach efforts to potential funders. Ms. Barsness encouraged the Library to highlight its services, continue building community partnerships and finding innovative ways to use Library space.

She noted the importance of making a case for support and help potential donors see the vision of the Library and its plans. She also recommended the Foundation form a fundraising campaign planning committee to advocate for the Library and position it for the fundraising campaign.

The Barsness Group recommends a fundraising goal of \$4-6M, noting additional research will be needed to refine the target goal.

Chair Allen thanked the Barsness Group for their work, noting the Board has much to consider.

Discussion ensued about funding options and timelines for next steps.

The Trustees directed the Library to move into a planning phase for potential new libraries in Lakewood and Sumner, with the earliest time to consider for a bond election being February 2022.

Based on the outcomes of the public engagement and feasibility studies, they felt that Sumner and Tillicum are the top priorities and that Lakewood is more complex and will require more preparation.

### **EXECUTIVE SESSION**

At 5:17 pm, Ms. Penn moved to recess to Executive Session, per RCW 42.30.110, to discuss labor matters for approximately 20 minutes. Mr. Jones seconded the motion and it was passed. The Session ended at 5:40 pm.

### **UNFINISHED BUSINESS (CONT.)**

2020 Budget: First Reading and Discussion – Ms. Chesbro provided an overview of the estimated budget. The materials budget has increased slightly from last year and the Foundation is expected to commit additional funds to the budget. The Capital Fund includes current building improvement, future buildings and technology updates. Capital contingency has been increased to \$250,000, which will be transferred from the Capital cash balance.

Mr. Jo said in 2020 the Library will continue to add to set-asides for future election costs and for future land, property and facilities.

In December, the Board will establish the Sustainability Fund that will be built in phase one of the funding cycle and drawn from in phase three.

### **PUBLIC HEARING**

Mr. Jones moved that in accordance with RCW 84.55.120, the public hearing be opened for consideration of increases in property tax revenues, regarding 2019 property tax levies for collection in 2020. Mr. Jenkins seconded the motion and it passed.

Chair Allen then asked if there was anyone in the audience who wished to comment on the 2020 budget.

There being no further comments, Chair Allen moved to close the public hearing on the 2019 budget of estimated revenue and expenditures. Ms. Penn seconded the motion and it passed.

**UNFINISHED BUSINESS (CONT.)**

2020 Budget and Work Plan –

*Ms. Penn moved to approve Resolution 2019-08 as presented: That an increase in the regular property tax levy be the amount of \$1,334,096.85, which is a percentage increase of 3.390 percent (%) from the previous year of 2019. Mr. Jones seconded the motion and it was passed.*

*Mr. Jenkins moved to approve the Levy Certification as presented: That the Regular Levy amount of \$40,686,385.01 be collected. Ms. Penn seconded the motion and it was passed.*

*Ms. Penn moved to approve Resolution 2019-09: To Set Wages and Benefits for Non-Represented Employees for 2020. Mr. Jenkins seconded the motion and it passed.*

**ADJOURNMENT**

The meeting was adjourned at 6:00 pm on motion by Mr. Jenkins, seconded by Ms. Penn.

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Georgia Lomax, Secretary

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Rob Allen, Chair

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# Consent Agenda

**BOARD OF TRUSTEES  
PIERCE COUNTY LIBRARY SYSTEM  
MEETING MINUTES – OCTOBER 9, 2019**



**CALL TO ORDER**

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

**PUBLIC COMMENT**

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

**CONSENT AGENDA**

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

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

**ROUTINE REPORTS**

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

**Unfinished Business**

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

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

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

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

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

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

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

**NEW BUSINESS**

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

**BOARD EDUCATION AND SERVICE**

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

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

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

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

**OFFICERS REPORTS**

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

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

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

**ANNOUNCEMENTS**

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

**ADJOURNMENT**

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

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Georgia Lomax, Secretary

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Rob Allen, Chair



**BOARD OF TRUSTEES  
PIERCE COUNTY LIBRARY SYSTEM  
MEETING MINUTES – OCTOBER 21, 2019**



**CALL TO ORDER**

Chair Rob Allen called to order the special meeting of the Pierce County Rural Library District Board of Trustees at 3:02 pm. Board members present were Daren Jones, Monica Butler, Pat Jenkins and Jamilyn Penn.

**FUTURE LIBRARIES ENGAGEMENT REPORT AND DISCUSSION**

Brian Murphy and Julia Tesch from BERK Consulting, Inc. presented a report and recommendation on the findings from the public engagement activities that began in March 2019. Engagement methods included surveys, open houses, interactive boards, engagement intercepts and participation at community events outside of libraries. Promotion of these activities took place through social media, direct mail and email marketing, news media and community partners.

**Summary of Survey Findings:**

Participants self-selected and tended to be library users

Lakewood/Tillicum

943 people responded via online and print surveys

79% of those were Lakewood residents

66% of Lakewood residents responding value libraries for the help they provide in the community

84% of Lakewood residents responding expressed interest in potential new libraries

73% of Lakewood residents responding ranked libraries within the top 4 priorities for investing in the community

Respondents indicated the most important qualities of a library in Lakewood were to be community-focused and convenient, and in Tillicum to be community-focused and welcoming.

Main concerns pertained to cost, accessibility of a new location, and perceived safety due to use of the Library by people experiencing homelessness. Ms. Tesch noted that while persons experiencing homelessness make some respondents feel unsafe, others commented on their appreciation that the Library serves them.

Some respondents expressed interest in the preservation of the Lakewood Library. Others shared concerns about empty buildings in the downtown core and suggested repurposing an existing building. This indicates that more discussion is needed to better understand interest in, and options for, relocating the Library.

Overall, residents responding feel welcome (92%) and safe (82%) at Lakewood. In Tillicum, residents have more concerns but the majority still feel welcome (88%) and safe (76%).

Sumner

882 people responded via online and print surveys

52% of those were Sumner residents

88% of Sumner residents responding expressed interest in a potential new library

92% of Sumner residents responding said they would use the Library the same or more if it was on Main Street by Fred Meyer.

76% of Sumner residents responding ranked libraries within the top 4 priorities for investing in the community

Sumner respondents expressed substantial interest in a new library in both survey and in-person engagements.

Respondents indicated the most important qualities of a library were to be comfortable and welcoming. There was a greater interest by younger adults in the location on Main Street.

Main concerns pertained to site access, parking and potential traffic congestion, and costs. They also mentioned concerns about loitering and the presence of people experiencing homelessness.

Mr. Murphy recommended the Library pay particular attention to parking considerations and access to the new site during a design phase of a building project.

**Recommended Next Steps:**

As a result of this public engagement, Mr. Murphy recommended the Library continue conversations in both communities with a focus on further understanding their thoughts or questions related to the community priorities and concerns identified. While a majority of residents who participated support new libraries in concept, further discussion with the communities will be needed through a planning phase to further evaluate whether community members as a whole may be willing to support the investment needed to construct new buildings.

The Lakewood conversation will take some time and additional conversation is warranted to further understand resident's interest and readiness. The outcome is perhaps uncertain though there is recognition of the need for further investment in the Tillicum community.

General support seems strong in Sumner, especially with knowledge that the City has purchased property for a new library. Additional conversation should explore interest in a new building and how to mitigate traffic and access concerns.

Additional recommendations for the Lakewood community include:

- Thoughtful consideration to the community concern over cost
- Identify potential new locations and explore options related to the current building vs. repurposing an existing building vs. building a new facility
- Ensure the investment in the Tillicum community is proportionate

Additional recommendations for the Sumner community include:

- Identify ways to ensure older customers maintain access in the new location
- Prioritize ease of access and traffic concerns
- Develop relationships with the business community

Ms. Lomax and the Board thanked BERK for their work on this process.

**FUNDING REVIEW**

Ms. Lomax reviewed funding methods that may be available for potential capital building projects, including a comparison of district-wide bonds and Library Capital Facility Area (LCFA) bonds. Both are voter approved, requiring 60% approval +1 and 40% validation of voters who voted in the most recent general election.

The Board discussed the difficulty of passing bonds and considered the issue and impacts of a future LCFA bond vs. district-wide. Ms. Lomax said should they decide to move any of the projects to a planning phase, she will need to know which bond option would be used in the future. She reminded the Board that in November they are not deciding whether the Library will seek funding, including a possible bond election, but whether to undertake a planning phase that would inform a future decision on whether and how to fund a new building.

**CONSIDERATIONS**

Deputy Director Melinda Chesbro presented information on timelines, planning phase cost estimates and next steps of the process. She emphasized the Board is not making a decision in November to go for a bond but authorizing the Library to continue with work to inform its next steps.

The next phase – planning – would include creating a building program, preliminary design work and cost estimates, plus two rounds of community engagement. It would include development of a funding plan and conclude with a decision by the Board on whether to place a funding measure before the voters.

She reviewed the ideal 16-20 month timeline of planning activities and provided a compressed scenario with a decision that would allow for a bond measure in August 2020, and an expanded scenario for a bond in February 2022. The Board discussed ensuring a realistic timeline and project sequence based on the amount of work needed and adequate time for public engagement. The planning phase would further explore questions and concerns identified in the public engagement report and recommendation.

#### **DISCUSSION**

The Board discussed their key takeaways, questions raised in the Public Engagement report, and considered the pros and cons of the two bonding approaches and the various timelines and areas where a planning phase would provide more information.

At the November Board meeting, The Barsness Group will share the results of the capital campaign feasibility study to help the Library understand the fundraising potential for potential new libraries in Lakewood, Tillicum and Sumner.

#### **ADJOURNMENT**

The meeting was adjourned at 4:52 pm on motion by Mr. Jenkins, seconded by Ms. Penn.

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Georgia Lomax, Secretary

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Rob Allen, Chair

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

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	3881 - 3891	10/1/19 - 10/31/19	\$ 13,092.00
Electronic Payments - Payroll & Acct Payable		10/7/19	1,086,177.15
Electronic Payments - Payroll & Acct Payable		9/20/19	882,664.20
Accounts Payable Warrants	631099 - 631230	10/1/19 - 10/31/19	1,321,141.67
<b>Total:</b>			<b><u>\$ 3,303,075.02</u></b>

As of 11/1/2019

**Check History Listing**  
Pierce County Library System

Check #	Bank	Date	Paid to	Status	Can/Vd Date	Pay Period Dates	Dir Dep	Amount
3881	key	10/07/2019	KeyBank N.A. BERGHAMMER, JOHN			09/16/19 - 09/30/19	0.00	1,561.50
3882	key	10/07/2019	KeyBank N.A. HURLEY, MATTHEW	v	10/17/2019	09/16/19 - 09/30/19	0.00	1,249.30
3883	key	10/07/2019	KeyBank N.A. ELENZANO, GRACE			09/16/19 - 09/30/19	0.00	2,211.03
3884	key	10/07/2019	KeyBank N.A. BRADFORD, ROBIN			09/16/19 - 09/30/19	0.00	2,361.95
3885	key	10/07/2019	KeyBank N.A. BONTEMPO, CATHERINE			09/16/19 - 09/30/19	0.00	970.66
3886	key	10/17/2019	KeyBank N.A. HURLEY, MATTHEW			09/16/19 - 09/30/19	0.00	1,249.30
3887	key	10/21/2019	KeyBank N.A. ANDERSON, AMY			10/01/19 - 10/15/19	0.00	504.27
3888	key	10/21/2019	KeyBank N.A. KLONIZCHII, MATTHEW			10/01/19 - 10/15/19	0.00	372.59
3889	key	10/21/2019	KeyBank N.A. MYKLEGARD, AVRIA			10/01/19 - 10/15/19	0.00	280.34
3890	key	10/21/2019	KeyBank N.A. TAMAYO-STaub, KELSEY			10/01/19 - 10/15/19	0.00	283.26
3891	key	10/21/2019	KeyBank N.A. LEVIN, ADWOA			10/01/19 - 10/15/19	0.00	2,047.80
<b>Total:</b>							<b>0.00</b>	<b>13,092.00</b>

Checks in report: 11

**Grand Total: 0.00 13,092.00**

# Ad-hoc bank transaction (Withdrawal)

## PCL\_Company

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

Contact Name: Stacy Karabotsos  
 Contact Phone: 253-548-3451  
 Contact e-mail: [sdkarabotsos@piercecountylibrary.org](mailto:sdkarabotsos@piercecountylibrary.org)  
 Comments: 10/7/19 Payroll

Withdrawal Date: 10/07/19

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	65,491.12
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	55,184.58
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	55,184.58
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	509,236.30
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	11,551.51
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	56,994.75
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	92,434.75
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	6,089.43
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	1,077.85
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	-
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	231,090.43
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	-
PCL_Company	WA State Support Registry	237100	CC_Library_District	697-00	5100000	2,029.95
<b>CB Checking Account _Transfer &amp; ZERO OUT</b>		237100	CC_Library_District	697-00	5100000	(188.10)
<b>Total Deposit</b>						<b>\$ 1,086,177.15</b>

Certification:

Stacy Karabotsos  
 Signature (Department Designee)

10/03/19  
 Date

Comments:

# Ad-hoc bank transaction (Withdrawal)

## PCL\_Company

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

Contact Name: Stacy Karabotsos  
 Contact Phone: 253-548-3451  
 Contact e-mail: [sdkarabotsos@piercecountylibrary.org](mailto:sdkarabotsos@piercecountylibrary.org)  
 Comments: 10/21/19 Payroll

**Withdrawal Date: 10/21/19**

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	66,776.25
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	56,347.76
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	56,347.76
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	526,868.56
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	11,406.74
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	58,637.46
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	93,854.05
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	6,089.43
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	1,102.85
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	-
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	198.45
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	2,270.79
PCL_Company	WA State Support Registry	237100	CC_Library_District	697-00	5100000	2,026.67
PCL_Company	WA State Unclaimed Property	237100	CC_Library_District	697-00	5100000	737.43
<b>Total Deposit</b>						<b>\$ 882,664.20</b>

Certification:

Stacy Karabotsos  
 Signature ( Department Designee)

10/17/19  
 Date

Comments:

**Check History Listing**  
 Pierce County Library System

Bank code: key

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
631099	10/01/2019	005862 ELITE PROPERTY INVESTMENTS LLC		11,324.94
631100	10/01/2019	006331 SURPRISE LAKE SQUARE LLC		9,317.55
631101	10/07/2019	000828 AFSCME AFL-CIO		13,142.02
631102	10/07/2019	004782 DEPARTMENT OF EDUCATION AWG		220.58
631103	10/07/2019	003311 DEPT OF LABOR & INDUSTRIES		45,920.40
631104	10/07/2019	000041 EMPLOYMENT SECURITY DEPARTMENT	V	17,495.16
631105	10/07/2019	003985 PACIFICSOURCE ADMINISTRATORS		1,912.67
631106	10/07/2019	001181 PIERCE CTY LIBRARY FOUNDATION		728.99
631107	10/07/2019	006555 SOCIAL SECURITY ADMINISTRATION		147.05
631108	10/07/2019	001355 VOLUNTARY EMPLOYEES' BENEFICIA		1,156.86
631109	10/07/2019	000828 AFSCME AFL-CIO		179.52
631110	10/07/2019	000363 OVERALL LAUNDRY SERV. DBA ARAMARK UNII		21.98
631111	10/07/2019	007486 RICK CASSON		50.00
631112	10/07/2019	006577 CATALYST WORKPLACE ACTIVATION		6,836.22
631113	10/07/2019	000182 CHUCKALS INC		1,562.34
631114	10/07/2019	006699 DORMA USA INC		11,455.49
631115	10/07/2019	005081 EHS-INTERNATIONAL INC		3,163.00
631116	10/07/2019	005978 ETH-NOH-TEC		2,700.00
631117	10/07/2019	006984 FALCONER, THE		400.00
631118	10/07/2019	000796 FLOHAWKS		493.65
631119	10/07/2019	007482 GALLUCCIS CATERING		5,362.84
631120	10/07/2019	005428 GRITTON BUILDING CO INC		1,105.59
631121	10/07/2019	006469 HERMANSON COMPANY LLP		303.03
631122	10/07/2019	007302 MARIAN D MAXWELL		200.00
631123	10/07/2019	006913 CATHERINE MCHUGH		4,077.83
631124	10/07/2019	006646 METCALF ELECTRIC INC		5,463.82
631125	10/07/2019	001139 METROPOLITAN PARK DIST OF TACO		970.00



**Check History Listing**  
 Pierce County Library System

Bank code: key

Check #	Date	Vendor	Status	Check Total
631126	10/07/2019	001371 MOUNTAIN MIST		37.93
631127	10/07/2019	000323 NEWS TRIBUNE		16,610.00
631128	10/07/2019	003933 QUALITY BUSINESS SYSTEMS INC		1,775.09
631129	10/07/2019	007478 RADIOVOICE PRODUCTIONS		200.00
631130	10/07/2019	005417 RICOH USA INC		2,497.31
631131	10/07/2019	002282 SEATTLE PUBLIC LIBRARY		26.95
631132	10/07/2019	000730 SMITH FIRE SYSTEMS INC		1,086.04
631133	10/07/2019	005827 SPRAGUE PEST SOLUTIONS		926.64
631134	10/07/2019	007294 SUNDOWNER LLC		4,324.44
631135	10/07/2019	000079 SUPERIOR SAW & SUPPLY, INC.		37.36
631136	10/07/2019	001821 TYLER TECHNOLOGIES INC		12,137.97
631137	10/07/2019	001767 WALTER E NELSON OF WESTERN WAS		1,504.60
631138	10/07/2019	000534 WCP SOLUTIONS		2,039.11
631139	10/07/2019	001378 CHARLES WILLIAMS		350.00
631140	10/07/2019	000830 BAKER & TAYLOR		89,184.30
631141	10/07/2019	007097 BAKER & TAYLOR STANDING ORDER		318.30
631142	10/07/2019	000242 BUCKLEY CITY OF		583.66
631143	10/07/2019	000161 CENGAGE LEARNING		912.16
631144	10/07/2019	000847 CENTER POINT PUBLISHING		66.51
631145	10/07/2019	007509 IMANI CHALK		13.99
631146	10/07/2019	001780 CITY OF UNIVERSITY PLACE		84.51
631147	10/07/2019	007444 FAIRVEGA LIBRARY SERVICES		219.80
631148	10/07/2019	005171 INFOGROUP		407.74
631149	10/07/2019	000243 INGRAM LIBRARY SERVICES		320.83
631150	10/07/2019	001643 LINGO		156.33
631151	10/07/2019	000352 MIDWEST TAPE	V	0.00
631152	10/07/2019	000352 MIDWEST TAPE	V	0.00
631153	10/07/2019	000352 MIDWEST TAPE		16,990.48

**Check History Listing**  
 Pierce County Library System

Bank code: key

Check #	Date	Vendor	Status	Check Total
631154	10/07/2019	000370 PIERCE COUNTY		2,279.13
631155	10/07/2019	000377 PUGET SOUND ENERGY		2,578.89
631156	10/07/2019	007487 TSAI FONG BOOKS INC		4,804.21
631157	10/10/2019	000460 STEILACOOM TOWN OF		1,888.48
631158	10/11/2019	000895 COLUMBIA BANK		250.60
631159	10/11/2019	007483 EMBODIED ASTROLOGY	V	2,250.00
631160	10/11/2019	006478 EVERGREEN MAINT LANDSCAPING		5,219.51
631161	10/11/2019	004022 US BANK		682,203.78
631162	10/18/2019	000041 EMPLOYMENT SECURITY DEPARTMENT		17,495.16
631163	10/21/2019	003778 AFLAC		5,067.64
631164	10/21/2019	001578 COLONIAL SUPPLEMENTAL INSURANC		576.88
631165	10/21/2019	004782 DEPARTMENT OF EDUCATION AWG		212.20
631166	10/21/2019	003985 PACIFICSOURCE ADMINISTRATORS		1,912.67
631167	10/21/2019	001181 PIERCE CTY LIBRARY FOUNDATION		710.24
631168	10/21/2019	006555 SOCIAL SECURITY ADMINISTRATION		141.46
631169	10/21/2019	007324 FRELIMO OMARI AMILI		511.00
631170	10/21/2019	000363 OVERALL LAUNDRY SERV. DBA ARAMARK UNII		21.98
631171	10/21/2019	006391 BERK CONSULTING INC		12,404.37
631172	10/21/2019	007060 CLAUDIA C BRELAND		150.00
631173	10/21/2019	006577 CATALYST WORKPLACE ACTIVATION		11,560.45
631174	10/21/2019	004392 CENTRAL WASHINGTON UNIVERSITY		62.00
631175	10/21/2019	000182 CHUCKALS INC		1,562.34
631176	10/21/2019	006999 CIS		940.00
631177	10/21/2019	000895 COLUMBIA BANK		886.22
631178	10/21/2019	005510 NEIL DERKSEN		52.15
631179	10/21/2019	001024 DWYER PEMBERTON & COULSON PC		3,200.00
631180	10/21/2019	000093 EBSCO		5,385.00
631181	10/21/2019	005283 E-RATE EXPERTISE INC		637.50

Check History Listing  
Pierce County Library System

Bank code: key

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Check #	Date	Vendor	Status	Check Total
631182	10/21/2019	006478 EVERGREEN MAINT LANDSCAPING		4,796.55
631183	10/21/2019	006984 FALCONER, THE		250.00
631184	10/21/2019	004883 FIFE, CITY OF		47,000.00
631185	10/21/2019	000765 GOVERNMENT FINANCE OFFICERS AS		450.00
631186	10/21/2019	005428 GRITTON BUILDING CO INC		5,092.88
631187	10/21/2019	007061 MATTHEW GURNSEY		500.00
631188	10/21/2019	006469 HERMANSON COMPANY LLP		27,790.80
631189	10/21/2019	001345 MICHAEL'S CUSTOM UPHOLSTERY		236.29
631190	10/21/2019	001371 MOUNTAIN MIST		37.93
631191	10/21/2019	007481 THY NGUYEN		600.00
631192	10/21/2019	000360 OCLC INC		4,123.59
631193	10/21/2019	001427 PACIFIC SCIENCE CENTER		810.00
631194	10/21/2019	000370 PIERCE COUNTY		19,461.43
631195	10/21/2019	000857 PIERCE COUNTY RECYCLING		143.02
631196	10/21/2019	003765 BEVERLY POGUE		100.00
631197	10/21/2019	003933 QUALITY BUSINESS SYSTEMS INC		637.09
631198	10/21/2019	005417 RICOH USA INC		6,620.67
631199	10/21/2019	005417 RICOH USA INC		2,718.01
631200	10/21/2019	007484 SOUND DISCIPLINE		2,400.00
631201	10/21/2019	005827 SPRAGUE PEST SOLUTIONS		171.00
631202	10/21/2019	007294 SUNDOWNER LLC		2,493.31
631203	10/21/2019	000497 TILlicum COMMUNITY SERVICE CEN		1,368.64
631204	10/21/2019	007511 TINKERTOPIA LLC		150.00
631205	10/21/2019	001821 TYLER TECHNOLOGIES INC		14,117.36
631206	10/21/2019	003719 UNIQUE MANAGEMENT SERVICES		850.25
631207	10/21/2019	001767 WALTER E NELSON OF WESTERN WAS		1,157.90
631208	10/23/2019	000830 BAKER & TAYLOR		65,368.71
631209	10/23/2019	000161 CENGAGE LEARNING		161.94

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**Check History Listing**  
 Pierce County Library System

Bank code: key

Check #	Date	Vendor	Status	Check Total
631210	10/23/2019	000847 CENTER POINT PUBLISHING		941.97
631211	10/23/2019	001780 CITY OF UNIVERSITY PLACE		76.01
631212	10/23/2019	005300 DANGER ROOM COMICS LLC		970.53
631213	10/23/2019	000093 EBSCO		243.98
631214	10/23/2019	007444 FAIRVEGA LIBRARY SERVICES		347.28
631215	10/23/2019	000243 INGRAM LIBRARY SERVICES		568.17
631216	10/23/2019	000352 MIDWEST TAPE	V	0.00
631217	10/23/2019	000352 MIDWEST TAPE	V	0.00
631218	10/23/2019	000352 MIDWEST TAPE		28,256.99
631219	10/23/2019	007443 PAN ASIAN PUBLICATIONS (USA)		2,661.66
631220	10/23/2019	000377 PUGET SOUND ENERGY		3,942.64
631221	10/23/2019	000463 SUMMIT WATER & SUPPLY CO		2,093.31
631222	10/23/2019	007487 TSAI FONG BOOKS INC		5,897.50
631223	10/23/2019	000541 STATE OF WASHINGTON		593.20
631224	10/24/2019	007001 PETER ALI		325.00
631225	10/24/2019	005417 RICOH USA INC		180.45
631226	10/28/2019	003311 DEPT OF LABOR & INDUSTRIES		666.42
631229	10/29/2019	003985 PACIFICSOURCE ADMINISTRATORS		181.75
631230	10/29/2019	007303 EDWIN RAVINA		100.00
			<b>key Total:</b>	<b>1,321,141.67</b>
			<b>Total Checks:</b>	<b>1,321,141.67</b>

130 checks in this report

# MEMO

Date: November 1, 2019

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

From: Clifford Jo, Finance & Business Director

Subject: ATS Automation Inc. HVAC Control Systems 5-Year Renewal

The Library uses a series of services and products (Direct Digital Controls) related to heating, ventilation and air conditioning (HVAC) systems control, which provide automated and networked handling of the environmental systems throughout all of our facilities. As ATS is the only regional provider of services for the equipment, we continue to sole-source to the vendor.

Its five-year cost is \$104,875 and thus requires Board approval.

***Action: Move to approve the renewal of the five-year DDC Controls Support Agreement with ATS Automated, Inc. and create a purchase order for \$104,875.***

**RESOLUTION NO. 2019-07**

**A RESOLUTION OF THE BOARD OF TRUSTEES  
OF THE PIERCE COUNTY RURAL LIBRARY DISTRICT  
TO SET THE 2020 SCHEDULE OF RECURRING MEETINGS**

**WHEREAS**, the Board of Trustees of the Pierce County Rural Library District must adopt a schedule of recurring meetings in compliance with Chapter 42.30 of the Revised Code of Washington, and

**WHEREAS**, the Board of Trustees intends to hold recurring meetings in the year 2020, now, therefore,

**BE IT RESOLVED** that in 2020, the Board of Trustees of the Pierce County Library System will meet on the second Wednesday of each month at 3:30 PM as per the attached schedule, with the exception of the November 18, 2020, meeting. Unless otherwise noted, the meetings will take place in the Board Room of the Administrative Center & Library, 3005 112th Street East, Tacoma, Washington, 98446.

**DATED THIS 13th DAY OF NOVEMBER, 2019**

**BOARD OF TRUSTEES, PIERCE COUNTY RURAL LIBRARY DISTRICT**

Robert Allen, Chair

\_\_\_\_\_

Daren Jones, Vice-Chair

\_\_\_\_\_

Monica Butler, Member

\_\_\_\_\_

Pat Jenkins, Member

\_\_\_\_\_

Jamilyn Penn, Member

\_\_\_\_\_

**PIERCE COUNTY LIBRARY SYSTEM  
BOARD OF TRUSTEES**

**2020 Meeting Schedule**

---

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

January 8  
February 12  
March 11  
April 8  
May 13  
June 10  
July 8  
August 12  
September 9  
October 14  
November 18  
December 9

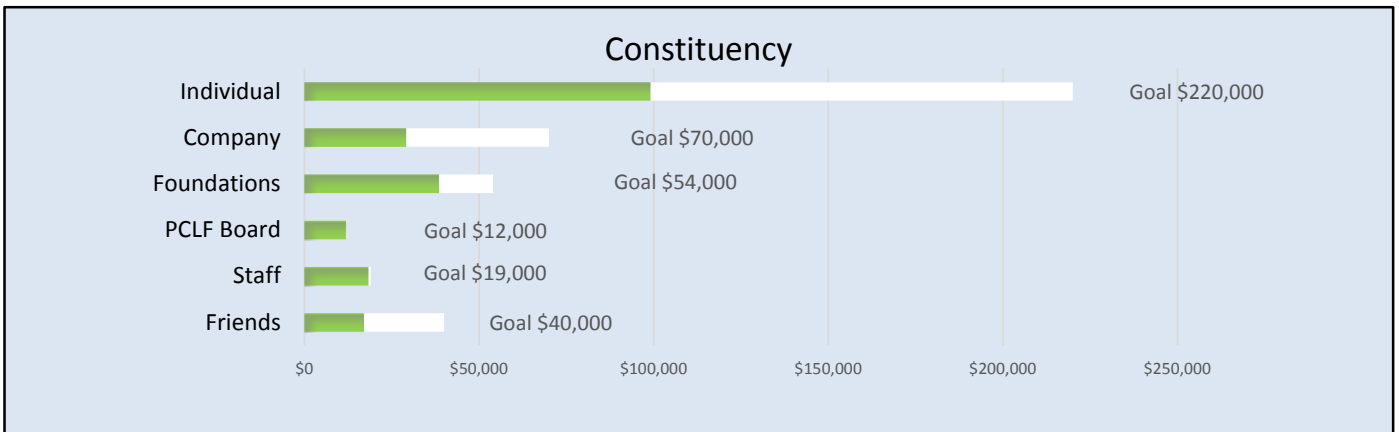
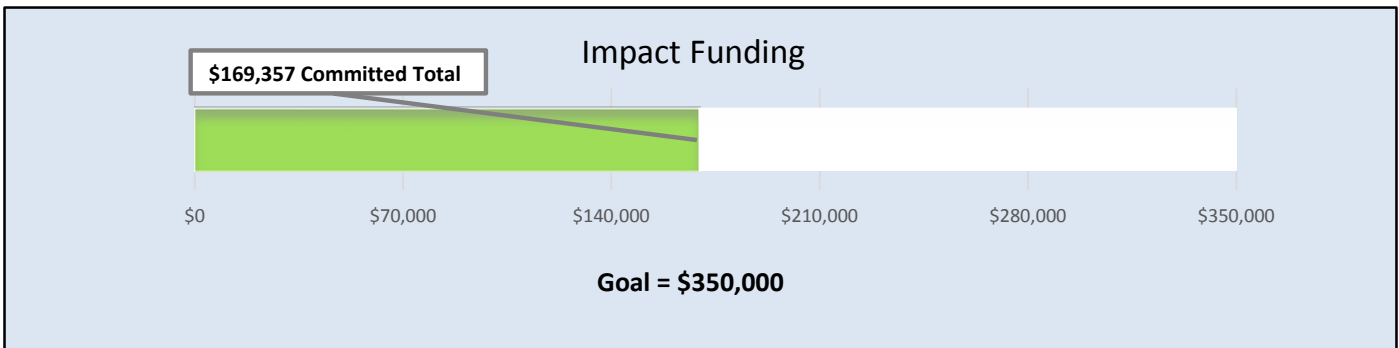
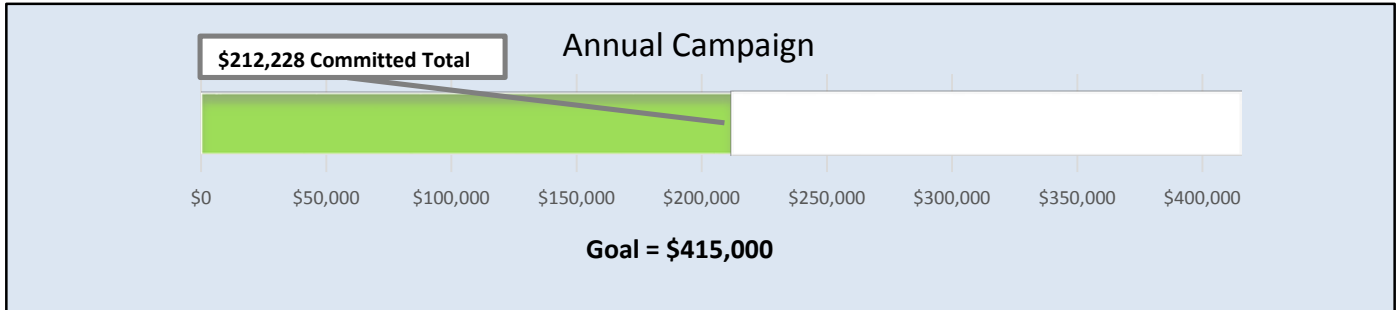
# Routine Reports





# Fundraising Performance Report

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



### Support Type

Unrestricted	Restricted	In Kind	Total
\$152,557	\$59,671	\$85,567	\$297,795

### Memor Society

Reflected when received

Goal = 12 New Members

### Endowment

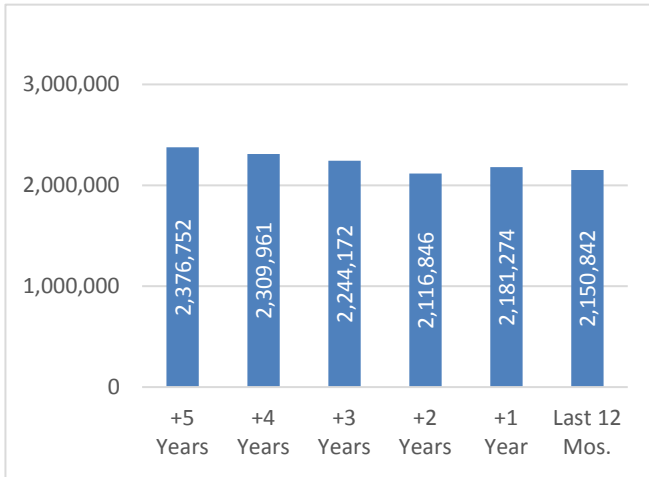
Gifts reflected when received

### Capital

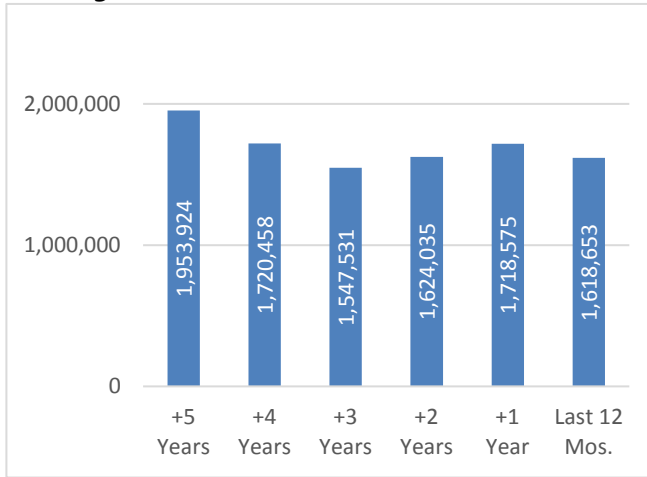
Gifts reflected when received

# Customers / Visits - September 2019

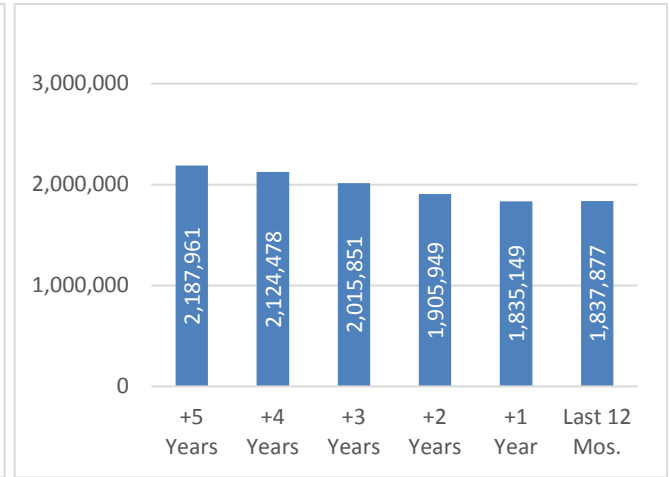
## Branch Visits



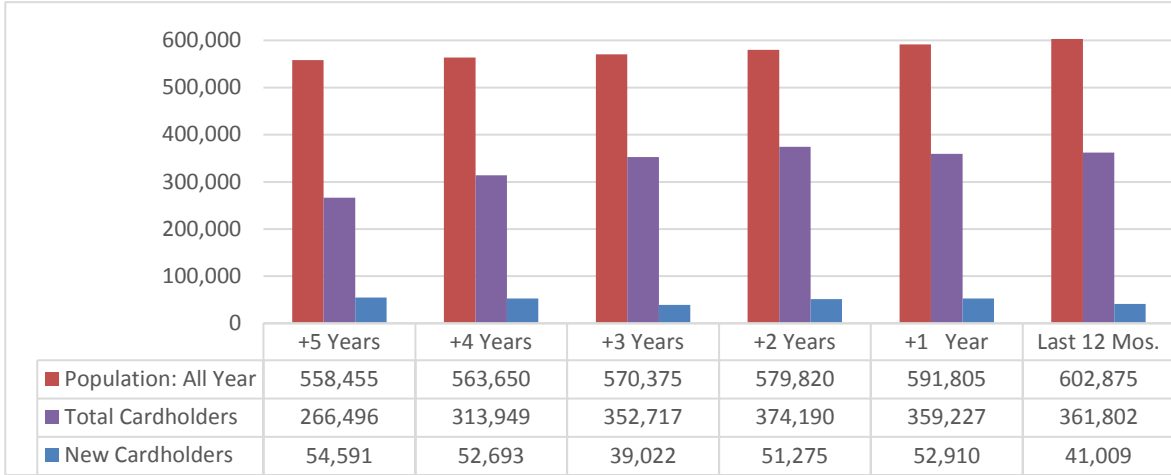
## Catalog Visits



## Website Visits



## PCLS Cardholder Statistics



## September and Rolling 12-Month Comparison

	September 2019	Rolling Last 12 Months	+1 Year	% Change Year Over Year
Branch Visits	165,503	2,150,842	2,181,274	-1.4%
Catalog Visits	131,069	1,618,653	1,718,575	-5.8%
Public Website Visits	144,357	1,837,877	1,835,149	0.1%

## Technology

	September 2019	Rolling Last 12 Months	+1 Year	% Change Year Over Year
PC/Laptop Sessions	26,276	333,884	390,029	-14.4%
Wi-Fi Sessions	78,643	1,034,853	873,885	18.4%

## Public Spaces Usage

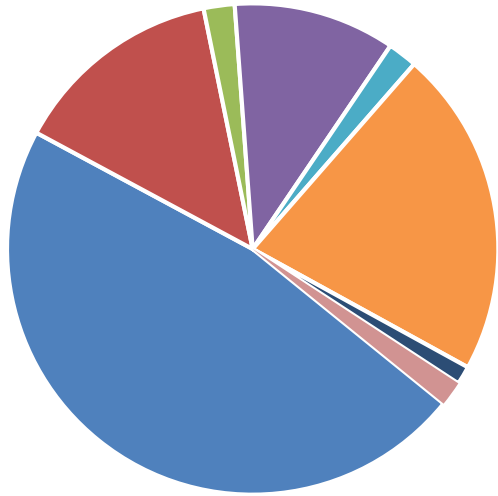
	September 2019	Rolling Last 12 Months
# of Public Meeting Uses	911	11,255
# of Attendees	10,300	135,473

### 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 - September 2019

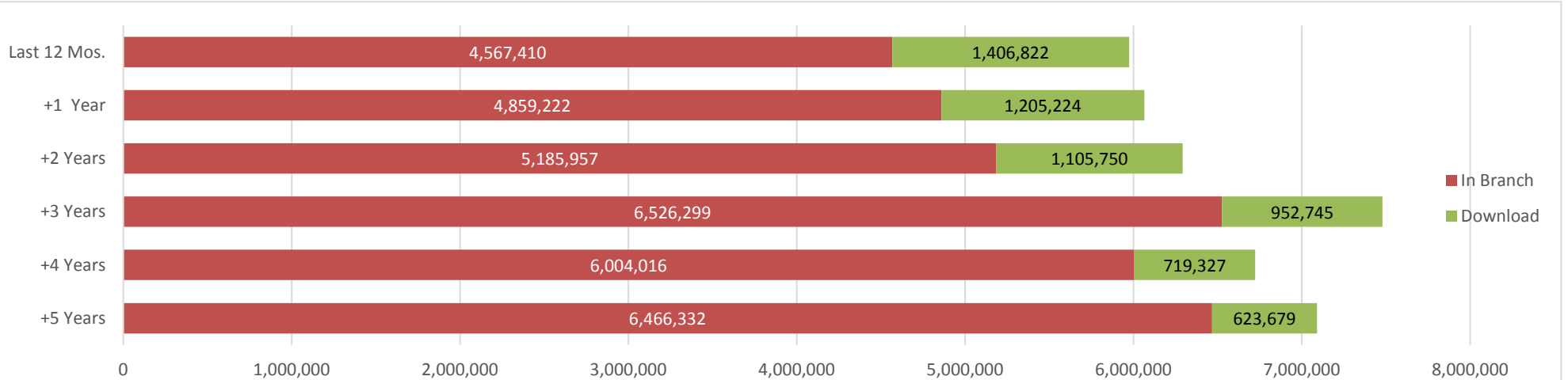
## Checkouts By Format - September 2019



## Data Table

Categories	August 2019	September 2019	% of Total September Checkouts	Rolling Last 12 Months	+1 Year	% Change Year Over Year
Books	248,396	224,810	47.02%	2,791,228	2,884,603	-3.24%
E-Books	69,160	66,656	13.94%	776,561	714,445	8.69%
AudioBooks (Disc)	11,020	9,739	2.04%	131,140	156,105	-15.99%
AudioBooks (Digital)	52,647	50,937	10.65%	545,661	437,060	24.85%
Music CDs (Disc)	10,574	9,293	1.94%	133,872	161,979	-17.35%
DVDs	114,189	103,144	21.57%	1,401,419	1,521,815	-7.91%
Magazines (Print)	6,389	5,797	1.21%	74,398	82,619	-9.95%
Magazines (Digital)	8,680	7,759	1.62%	84,600	35,776	136.47%
<b>Totals:</b>	<b>521,055</b>	<b>478,135</b>	<b>100.00%</b>	<b>5,938,879</b>	<b>5,994,402</b>	<b>-0.93%</b>

## Collection Checkouts



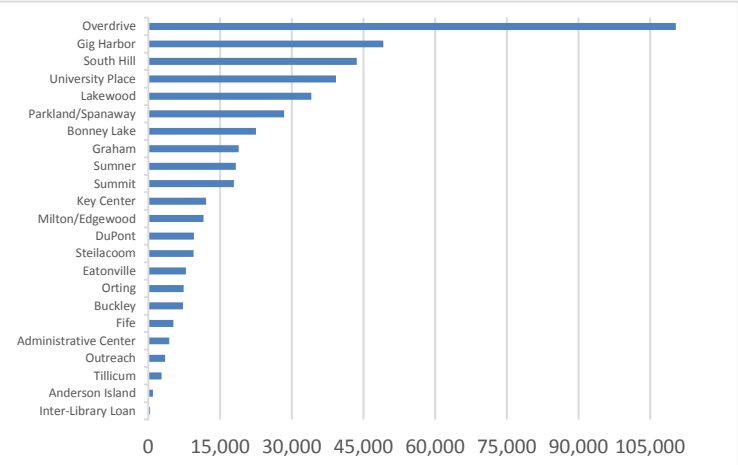
## Historical Data Reporting

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

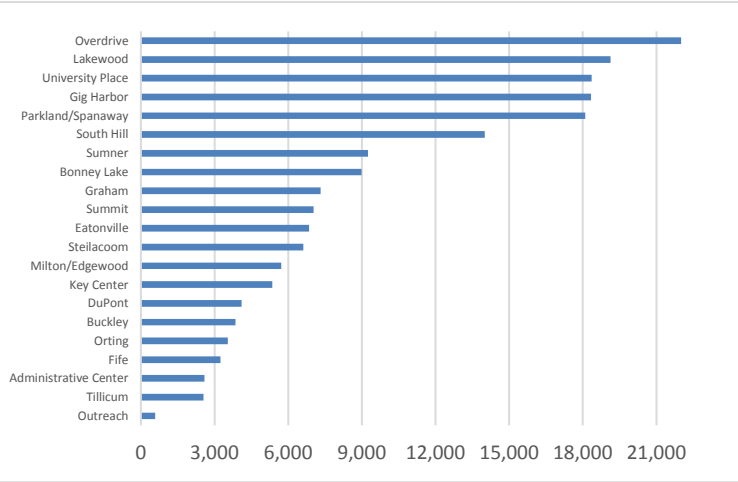
# Customers / Visits - September 2019

Location	Checkouts				Visitors**			
	Sept.2019	Last 12 Mo.	+1 Year	% Change	Sept. 2019	Last 12 Mo.	+1 Year	% Change
Administrative Center	4,402	67,767	72,837	-7.0%	2,589	30,384	38,824	-21.7%
Anderson Island	982	16,288	2017 #s in Outreach		No Door Counter for Anderson Island			
Bonney Lake	22,524	272,144	275,074	-1.1%	8,990	115,116	118,655	-3.0%
Buckley	7,222	90,490	87,173	3.8%	3,850	47,457	44,969	5.5%
DuPont	9,503	119,887	121,877	-1.6%	4,105	52,689	54,285	-2.9%
Eatonville	7,837	106,510	107,549	-1.0%	6,844	81,295	78,397	3.7%
Fife	5,215	67,704	75,412	-10.2%	3,236	40,000	48,479	-17.5%
Gig Harbor	49,190	633,923	674,756	-6.1%	18,338	229,420	245,782	-6.7%
Graham	18,888	242,037	249,566	-3.0%	7,320	95,821	98,167	-2.4%
Inter-Library Loan	366	4,950	5,786	-14.4%	No "visitors" for Inter-Library Loan			
Key Center	12,077	159,137	164,580	-3.3%	5,346	70,772	65,435	8.2%
Lakewood	34,098	450,207	513,252	-12.3%	19,124	272,182	252,755	7.7%
Milton / Edgewood	11,508	148,443	148,078	0.2%	5,717	77,995	77,304	0.9%
Orting	7,397	90,218	94,574	-4.6%	3,545	46,037	43,582	5.6%
Overdrive	117,593	1,322,222	1,151,505	14.8%	22,003	255,092	201,822	26.4%
Outreach	3,478	49,746	71,874	-30.8%	582	11,778	16,079	-26.7%
Parkland / Spanaway	28,408	375,423	406,629	-7.7%	18,099	247,098	217,533	13.6%
South Hill	43,579	550,863	594,090	-7.3%	14,012	178,796	195,630	-8.6%
Steilacoom	9,457	118,299	118,849	-0.5%	6,611	89,731	79,200	13.3%
Summit	17,902	228,565	243,255	-6.0%	7,039	90,465	101,346	-10.7%
Sumner	18,308	236,991	252,388	-6.1%	9,248	125,022	131,806	-5.1%
Tillicum	2,768	32,112	34,699	-7.5%	2,549	34,300	39,828	-13.9%
University Place	39,238	505,706	542,559	-6.8%	18,359	214,484	233,218	-8.0%
<b>Total</b>	<b>471,940</b>	<b>5,889,632</b>	<b>6,006,362</b>	<b>-1.9%</b>	<b>187,506</b>	<b>2,405,934</b>	<b>2,383,096</b>	<b>1.0%</b>

## September Checkouts



## September 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				
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

## September 30, 2019

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

### General Fund

#### September

- **36700. Received the first of three Foundation disbursements.**
- **36998. Recorded the two E-Rate reimbursements that had been withheld earlier this year.**

#### August

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

#### July

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

#### April – June (Quarter 2)

- 53505. Includes annual renewal for Polaris Catalog system.
- 54103. Includes annual renewal for Microsoft Premier Consultant contract.
- 00000. This is the total of group budgets for projects that have budgets but are not ready to allocate to specific line items.
- 36998. We received a portion of the Erate reimbursement for 2018 Q4 and 2019 Q1. USAC is withholding the larger reimbursement of nearly \$190,000 for those quarters for reasons that we are looking into.
- 3111x. We received the first large deposit of property taxes in April, which confirms the levy certificate signed in late November. We are on track to receive \$39.4 million in property tax revenue this year, of which \$34.5 million will be applied to 2019 operations and an estimated \$5 million will be allocated to the Sustainability Fund.
- 36110. The County's WorkDay system is not correctly reporting investment income for April (understated). Once it is corrected in WorkDay, the investment amount will be posted in EDEN.
- 36910. Includes \$10,458 in surplus sales from DES for chromebooks and other laptops.

January – March (Quarter 1)

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

**Capital Improvement Projects Fund**

**September**

- **Reconciliation of expenditures and budgets was conducted and line items will be distributed accordingly in the October statement of activities.**
- **56200. Made the 8th payment of \$120,000 towards the University Place 5,000 sq ft expansion space.**

August

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

July

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

April – June (Quarter 2)

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

January – March (Quarter 1)

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

**Debt Service Fund**

- **No significant activity.**

**Special Purpose Fund**

**September**

- **No significant activity.**

**August**

- **No significant activity.**

**July**

- **No significant activity.**

**April – June (Quarter 2)**

- **No significant activity.**

**January – March (Quarter 1)**

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

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

	GENERAL FUND	SPECIAL PURPOSE FUND	DEBT SERVICE FUND	CAPITAL IMPROVEMENT PROJECTS FUND
<b>ASSETS</b>				
<b>Current Assets</b>				
Cash	\$ 1,253,381	\$ 2,653	\$ 187	\$ 12,612
Investments	\$ 5,940,000	\$ 1,003,000	\$ 87,500	\$ 2,525,000
Deposits Refundable	\$ -	\$ -	\$ -	\$ -
<b>Total Current Assets</b>	<b>\$ 7,193,381</b>	<b>\$ 1,005,653</b>	<b>\$ 87,687</b>	<b>\$ 2,537,612</b>
<b>TOTAL ASSETS</b>	<b>\$ 7,193,381</b>	<b>\$ 1,005,653</b>	<b>\$ 87,687</b>	<b>\$ 2,537,612</b>
<b>LIABILITIES</b>				
<b>Current Liabilities</b>				
Warrants Payable	\$ 308,102	\$ -	\$ -	\$ 34,309
Sales Tax Payable	\$ 2,606	\$ -	\$ -	\$ -
Payroll Payable	\$ 171,461	\$ -	\$ -	\$ -
US Bank Payable	\$ -	\$ -	\$ -	\$ -
<b>Total Current Liabilities</b>	<b>\$ 482,169</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 34,309</b>
<b>TOTAL LIABILITIES</b>	<b>\$ 482,169</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 34,309</b>
<b>FUND BALANCE</b>				
Reserve for Encumbrances	\$ 587,377	\$ -	\$ -	\$ 424,663
Election Set-Aside		\$ 608,822		
Land/Property/Facility Set-Aside		\$ 630,117		
Unreserved Fund Balance	\$ 6,123,836	\$ (233,286)	\$ 87,687	\$ 2,078,640
<b>TOTAL FUND BALANCE</b>	<b>\$ 6,711,213</b>	<b>\$ 1,005,653</b>	<b>\$ 87,687</b>	<b>\$ 2,503,303</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 7,193,381</b>	<b>\$ 1,005,653</b>	<b>\$ 87,687</b>	<b>\$ 2,537,612</b>
<b>BEGINNING FUND BALANCE, 01/01/19</b>				
	\$ 7,738,394	\$ 1,255,685	\$ 86,171	\$ 1,551,840
YTD Revenue	\$ 23,467,993	\$ 18,339	\$ 1,516	\$ 1,489,978
Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -
YTD Expenditures	\$ (24,495,174)	\$ (268,372)	\$ -	\$ (538,516)
<b>ENDING FUND BALANCE, 09/30/19</b>	<b>\$ 6,711,213</b>	<b>\$ 1,005,653</b>	<b>\$ 87,687</b>	<b>\$ 2,503,303</b>
<b>TAXES RECEIVABLE</b>	<b>\$ 17,731,390</b>	<b>\$ -</b>	<b>\$ (0)</b>	<b>\$ -</b>



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

	<i>HISTORICAL</i> 9/30/2018	<i>HISTORICAL</i> 10/31/2018	<i>HISTORICAL</i> 11/30/2018	<i>HISTORICAL</i> 12/31/2018	<i>HISTORICAL</i> 1/31/2019	<i>HISTORICAL</i> 2/28/2019	<i>HISTORICAL</i> 3/31/2019	<i>HISTORICAL</i> 4/30/2019	<i>HISTORICAL</i> 5/31/2019	<i>HISTORICAL</i> 6/30/2019	<i>HISTORICAL</i> 7/31/2019	<i>HISTORICAL</i> 8/31/2019	<i>CURRENT</i> 9/30/2019
<b>ASSETS</b>													
<b>Current Assets</b>													
Cash	\$ 728,164	\$ 11,923,103	\$ 1,999,546	\$ 627,099	\$ 192,800	\$ 958,504	\$ 2,800,867	\$ 15,229,013	\$ 2,894,686	\$ 482,335	\$ 321,593	\$ 577,105	\$ 1,253,381
Investments	\$ 1,800,000	\$ -	\$ 9,250,000	\$ 7,800,000	\$ 5,650,000	\$ 3,200,000	\$ 1,700,000	\$ 1,700,000	\$ 14,100,000	\$ 13,913,000	\$ 10,453,000	\$ 8,143,000	\$ 5,940,000
Deposits Refundable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,019	\$ 25,019	\$ 25,888	\$ -	\$ -
<b>Total Current Assets</b>	<b>\$ 2,528,164</b>	<b>\$ 11,923,103</b>	<b>\$ 11,249,546</b>	<b>\$ 8,427,099</b>	<b>\$ 5,842,800</b>	<b>\$ 4,158,504</b>	<b>\$ 4,500,867</b>	<b>\$ 16,929,013</b>	<b>\$ 17,019,705</b>	<b>\$ 14,420,353</b>	<b>\$ 10,800,481</b>	<b>\$ 8,720,105</b>	<b>\$ 7,193,381</b>
<b>TOTAL ASSETS</b>	<b>\$ 2,528,164</b>	<b>\$ 11,923,103</b>	<b>\$ 11,249,546</b>	<b>\$ 8,427,099</b>	<b>\$ 5,842,800</b>	<b>\$ 4,158,504</b>	<b>\$ 4,500,867</b>	<b>\$ 16,929,013</b>	<b>\$ 17,019,705</b>	<b>\$ 14,420,353</b>	<b>\$ 10,800,481</b>	<b>\$ 8,720,105</b>	<b>\$ 7,193,381</b>
<b>LIABILITIES</b>													
<b>Current Liabilities</b>													
Warrants Payable	\$ 114,808	\$ 118,663	\$ 160,876	\$ 516,769	\$ 251,432	\$ 79,752	\$ 79,533	\$ 122,578	\$ 125,580	\$ 86,612	\$ 33,290	\$ 98,418	\$ 308,102
Sales Tax Payable	\$ 2,827	\$ 2,703	\$ 2,643	\$ 241	\$ 1,438	\$ 1,967	\$ 1,997	\$ 2,319	\$ 2,516	\$ 2,471	\$ 3,515	\$ 2,825	\$ 2,606
Payroll Payable	\$ 144,004	\$ 111,920	\$ 129,840	\$ 149,007	\$ 124,676	\$ 143,867	\$ 110,110	\$ 130,627	\$ 148,517	\$ 170,543	\$ 126,068	\$ 148,456	\$ 171,461
<b>Total Current Liabilities</b>	<b>\$ 261,639</b>	<b>\$ 233,286</b>	<b>\$ 293,359</b>	<b>\$ 666,017</b>	<b>\$ 377,547</b>	<b>\$ 225,587</b>	<b>\$ 191,639</b>	<b>\$ 255,525</b>	<b>\$ 276,613</b>	<b>\$ 259,626</b>	<b>\$ 162,873</b>	<b>\$ 249,699</b>	<b>\$ 482,169</b>
<b>TOTAL LIABILITIES</b>	<b>\$ 261,639</b>	<b>\$ 233,286</b>	<b>\$ 293,359</b>	<b>\$ 666,017</b>	<b>\$ 377,547</b>	<b>\$ 225,587</b>	<b>\$ 191,639</b>	<b>\$ 255,525</b>	<b>\$ 276,613</b>	<b>\$ 259,626</b>	<b>\$ 162,873</b>	<b>\$ 249,699</b>	<b>\$ 482,169</b>
<b>FUND BALANCE</b>													
Reserve for Encumbrance	\$ 745,765	\$ 634,256	\$ 425,324	\$ 22,003	\$ 1,415,795	\$ 1,353,775	\$ 1,240,119	\$ 1,410,091	\$ 1,359,549	\$ 953,035	\$ 884,939	\$ 778,093	\$ 587,377
Unreserved Fund Balance	\$ 1,520,760	\$ 11,055,561	\$ 10,530,864	\$ 7,739,079	\$ 4,049,458	\$ 2,579,143	\$ 3,069,109	\$ 15,263,397	\$ 15,383,543	\$ 13,207,692	\$ 9,752,669	\$ 7,692,313	\$ 6,123,836
<b>TOTAL FUND BALANCE</b>	<b>\$ 2,266,525</b>	<b>\$ 11,689,817</b>	<b>\$ 10,956,188</b>	<b>\$ 7,761,082</b>	<b>\$ 5,465,253</b>	<b>\$ 3,932,917</b>	<b>\$ 4,309,228</b>	<b>\$ 16,673,488</b>	<b>\$ 16,743,092</b>	<b>\$ 14,160,727</b>	<b>\$ 10,637,608</b>	<b>\$ 8,470,406</b>	<b>\$ 6,711,213</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 2,528,164</b>	<b>\$ 11,923,103</b>	<b>\$ 11,249,546</b>	<b>\$ 8,427,099</b>	<b>\$ 5,842,800</b>	<b>\$ 4,158,504</b>	<b>\$ 4,500,867</b>	<b>\$ 16,929,013</b>	<b>\$ 17,019,705</b>	<b>\$ 14,420,353</b>	<b>\$ 10,800,481</b>	<b>\$ 8,720,105</b>	<b>\$ 7,193,381</b>
<b>PROPERTY TAXES RECEIVABLE</b>	<b>\$ 14,311,321</b>	<b>\$ 2,404,814</b>	<b>\$ 695,763</b>	<b>\$ 603,084</b>	<b>\$ 39,841,794</b>	<b>\$ 39,155,533</b>	<b>\$ 36,413,384</b>	<b>\$ 21,545,105</b>	<b>\$ 18,923,154</b>	<b>\$ 18,759,756</b>	<b>\$ 18,640,957</b>	<b>\$ 18,445,389</b>	<b>\$ 17,731,390</b>

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

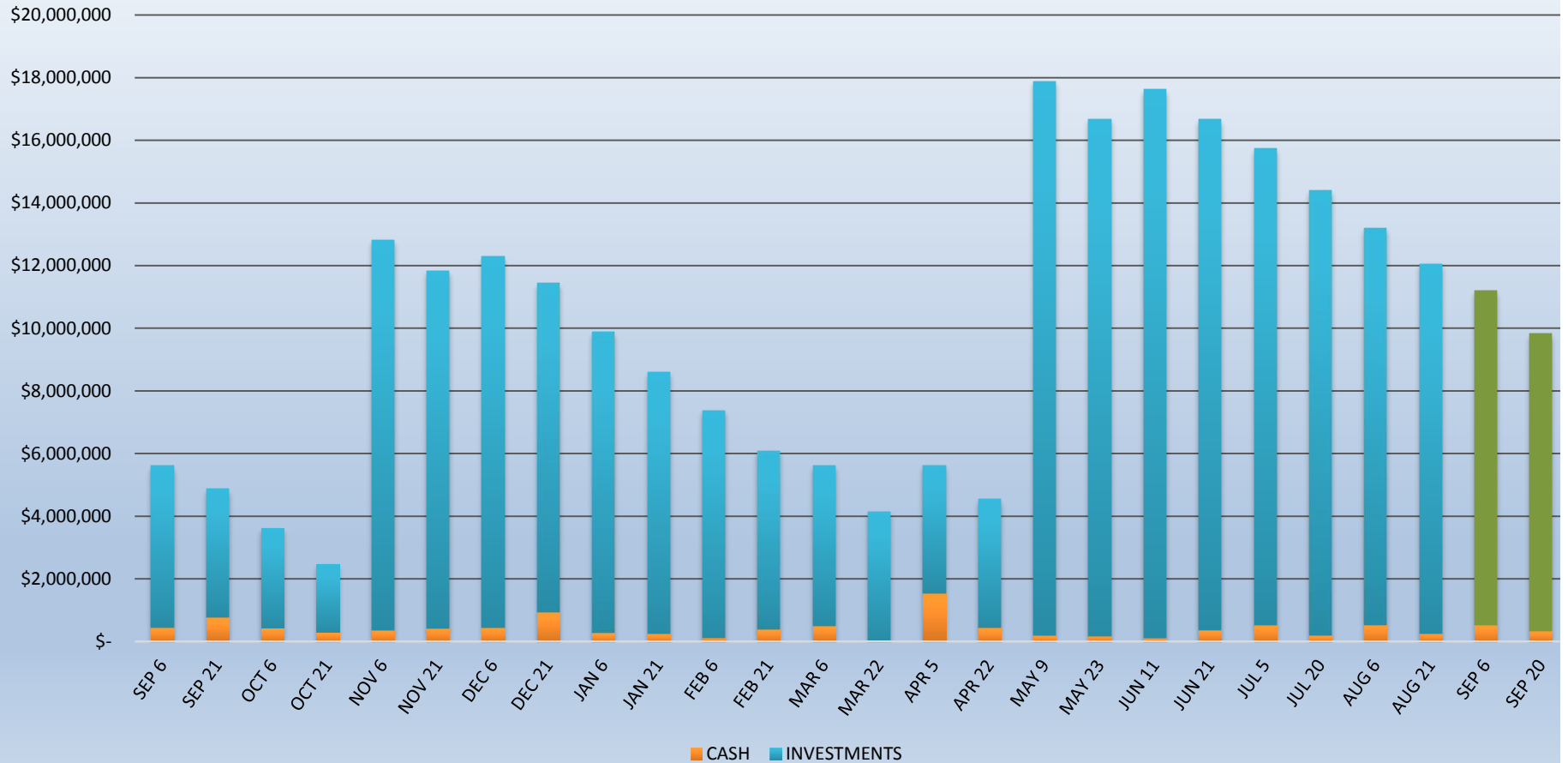
<b>GENERAL FUND - 01</b>	<b>2019 BUDGET</b>	<b>YEAR TO DATE</b>	<b>ENCUMBRANCES</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>					
Property Tax & Related Income	\$ 34,623,500	\$ 22,461,475	\$ -	\$ 12,162,025	65%
Other Revenue	\$ 1,750,500	\$ 1,006,519	\$ -	\$ 743,981	57%
<b>TOTAL REVENUE</b>	<b>\$ 36,374,000</b>	<b>\$ 23,467,993</b>	<b>\$ -</b>	<b>\$ 12,906,007</b>	<b>65%</b>
<b>EXPENDITURES</b>					
Personnel/Taxes and Benefits	\$ 24,332,700	\$ 17,648,966	\$ -	\$ 6,683,734	73%
Materials	\$ 3,805,100	\$ 2,441,769	\$ -	\$ 1,363,331	64%
Maintenance and Operations	\$ 5,175,000	\$ 2,944,440	\$ 589,238	\$ 1,641,322	68%
Transfers Out & Reserves	\$ 3,060,000	\$ 1,460,000	\$ -	\$ 1,600,000	48%
<b>TOTAL EXPENDITURES</b>	<b>\$ 36,372,800</b>	<b>\$ 24,495,174</b>	<b>\$ 589,238</b>	<b>\$ 11,288,388</b>	<b>69%</b>
Excess/(Deficit)		\$ (1,027,181)			
Additional Transfers Out		-			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ (1,027,181)</b>			

<b>SPECIAL PURPOSE FUND - 15</b>	<b>2019 BUDGET</b>	<b>YEAR TO DATE</b>	<b>ENCUMBRANCES</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>					
Use of Fund Balance	\$ 625,000	\$ -	\$ -	\$ 625,000	0%
Transfers In	\$ 1,100,000	\$ -	\$ -	\$ 1,100,000	0%
Investment Income	\$ 60,000	\$ 18,339	\$ -	\$ 41,661	31%
<b>TOTAL REVENUE</b>	<b>\$ 1,785,000</b>	<b>\$ 18,339</b>	<b>\$ -</b>	<b>\$ 1,766,661</b>	<b>1%</b>
<b>EXPENDITURES</b>					
Election Costs	\$ 625,000	\$ 268,372	\$ -	\$ 356,628	43%
<b>TOTAL EXPENDITURES</b>	<b>\$ 625,000</b>	<b>\$ 268,372</b>	<b>\$ -</b>	<b>\$ 356,628</b>	<b>43%</b>
Excess/(Deficit)		\$ (250,032)			
Additional Transfers In		\$ -			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ (250,032)</b>			

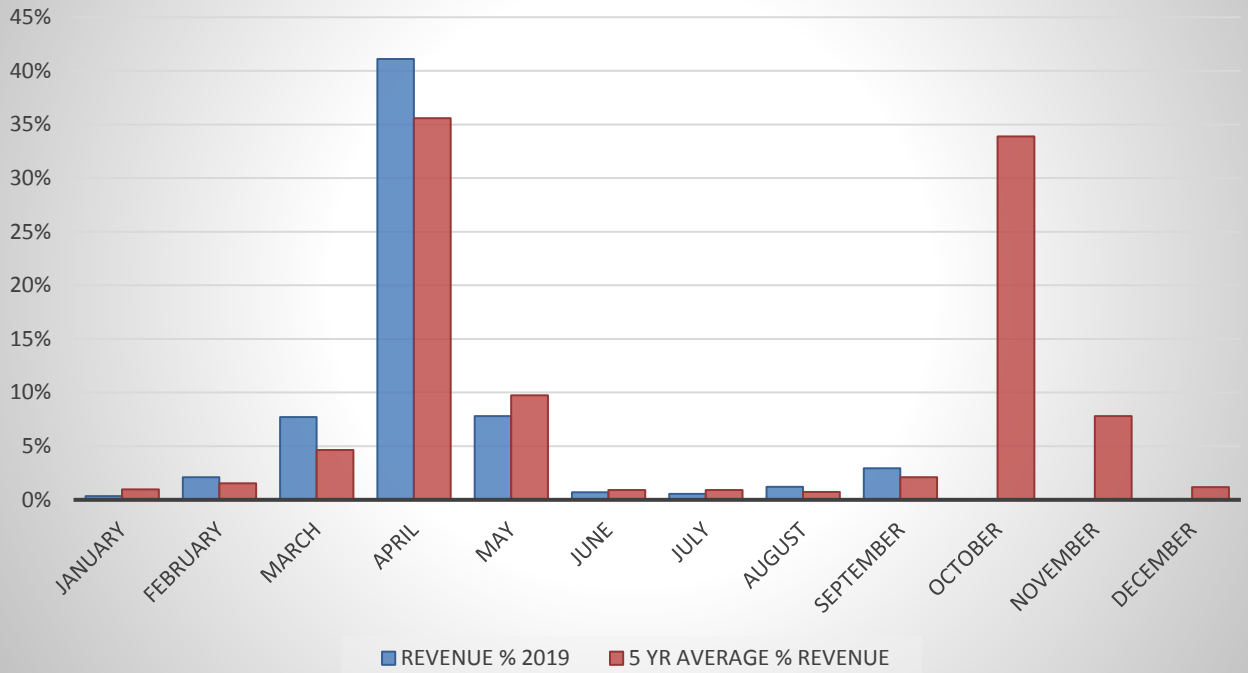
<b>DEBT SERVICE FUND - 20</b>	<b>2019 BUDGET</b>	<b>YEAR TO DATE</b>	<b>ENCUMBRANCES</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>					
Property Tax & Related Income	\$ -	\$ 173	\$ -	\$ (173)	-
Other Revenue	\$ -	\$ 1,344	\$ -	\$ (1,344)	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 1,516</b>	<b>\$ -</b>	<b>\$ (1,516)</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 1,516</b>			

<b>CAPITAL IMPROVEMENT PROJECTS FUND - 30</b>	<b>2019 BUDGET</b>	<b>YEAR TO DATE</b>	<b>ENCUMBRANCES</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>					
Use of Fund Balance	\$ 217,085	\$ -	\$ -	\$ 217,085	0%
Transfers In	\$ 1,460,000	\$ 1,460,000	\$ -	\$ -	100%
Other Revenue	\$ -	\$ 29,978	\$ -	\$ (29,978)	-
<b>TOTAL REVENUE</b>	<b>\$ 1,677,085</b>	<b>\$ 1,489,978</b>	<b>\$ -</b>	<b>\$ 187,107</b>	<b>89%</b>
<b>EXPENDITURES</b>					
Capital Improvement Projects	\$ 1,415,000	\$ 538,516	\$ 424,663	\$ 451,822	68%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,415,000</b>	<b>\$ 538,516</b>	<b>\$ 424,663</b>	<b>\$ 451,822</b>	<b>68%</b>
Excess/(Deficit)		\$ 951,463			
Additional Transfers In		-			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 951,463</b>			

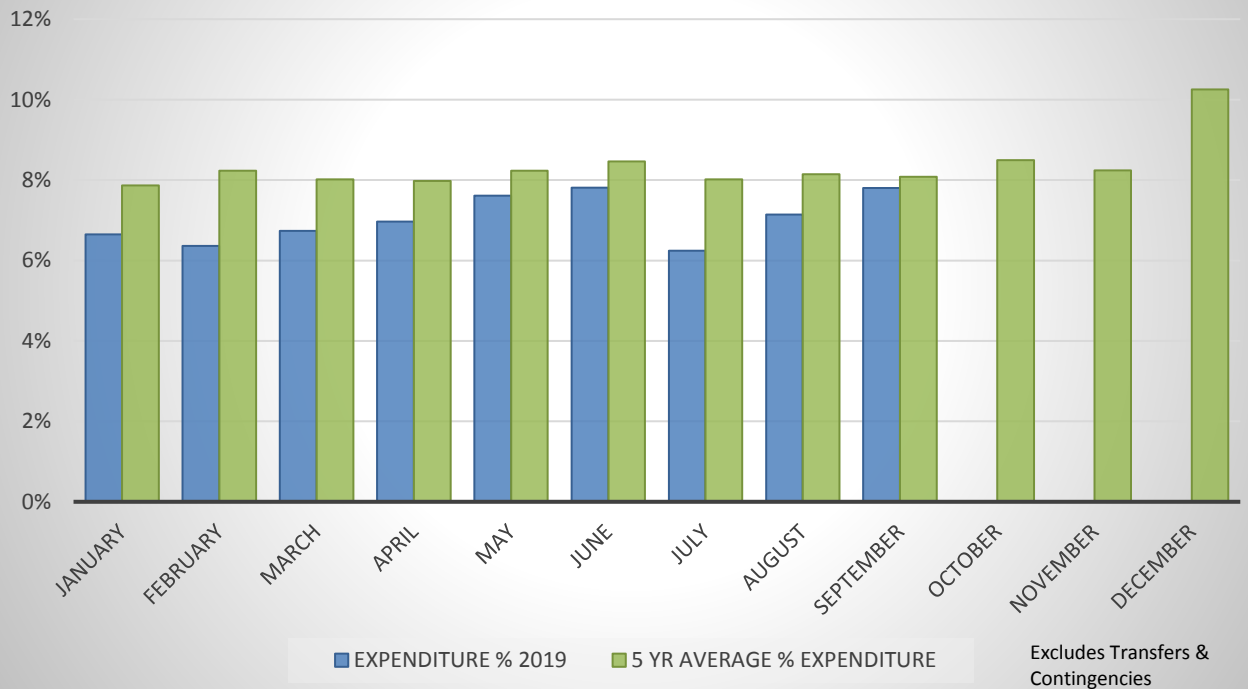
**CASH & INVESTMENTS - SEMI-MONTHLY  
2019 - ALL FUNDS COMBINED (EXCLUDES DEBT SERVICE FUND)  
- 13 MONTHS MOVING -**



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



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



Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 9/30/2019

**FUND: GENERAL FUND (01)**

Object	2019 Budget	September Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
31111 PROPERTY TAXES CURRENT	33,934,600.00	707,049.23	21,850,523.03	0.00	12,084,076.97	64.39
31112 PROPERTY TAXES DELINQUENT	424,900.00	10,466.35	304,007.44	0.00	120,892.56	71.55
31113 PROPERTY TAXES KING COUNTY	60,000.00	233.70	35,253.81	0.00	24,746.19	58.76
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	20,074.10	0.00	(74.10)	100.37
31740 TIMBER EXCISE TAX	63,000.00	0.00	77,172.44	0.00	(14,172.44)	122.50
<b>TAXES:</b>	<b>34,508,500.00</b>	<b>717,749.28</b>	<b>22,288,543.04</b>	<b>0.00</b>	<b>12,219,956.96</b>	<b>64.59</b>
33533 STATE FOREST FUNDS/DNR TIMBER TRU	0.00	0.00	11,918.01	0.00	(11,918.01)	0.00
33710 SHARED FIXED ASSETS - TIMBER	15,000.00	0.00	0.00	0.00	15,000.00	0.00
34160 COPIER FEES	30,000.00	3,044.58	26,557.52	0.00	3,442.48	88.53
34161 GRAPHICS SERVICES CHARGES	7,500.00	10.00	785.86	0.00	6,714.14	10.48
34162 PRINTER FEES	125,000.00	10,109.65	94,199.87	0.00	30,800.13	75.36
34163 FAX FEES	22,000.00	2,110.56	19,380.87	0.00	2,619.13	88.09
34193 ORTING - SERVICE FEES	3,000.00	0.00	3,240.00	0.00	(240.00)	108.00
34730 INTERLIBRARY LOAN FEES	0.00	0.00	(489.40)	0.00	489.40	0.00
35970 LIBRARY FINES	400,000.00	33,229.40	293,579.70	0.00	106,420.30	73.39
36110 INVESTMENT INCOME	100,000.00	12,532.64	143,584.17	0.00	(43,584.17)	143.58
36140 OTHER INTEREST EARNED - COUNTY	0.00	4.41	38.10	0.00	(38.10)	0.00
36200 KEY PEN HLTH DEPT FACILITY REV	1,000.00	0.00	779.80	0.00	220.20	77.98
36290 BOOK SALES	4,000.00	17.15	5,725.27	0.00	(1,725.27)	143.13
36700 FOUNDATION DONATIONS	350,000.00	112,000.00	117,450.80	0.00	232,549.20	33.56
36720 FRIENDS' REIMBURSEMENTS	30,000.00	0.00	49,047.45	0.00	(19,047.45)	163.49
36725 DONATIONS - OTHER	160,000.00	43.80	314.25	0.00	159,685.75	0.20
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	47.72	385.28	0.00	614.72	38.53
36990 MISCELLANEOUS REVENUE	0.00	47.23	5,074.71	0.00	(5,074.71)	0.00
36991 PAYMENT FOR LOST MATERIALS	10,000.00	936.96	4,551.28	0.00	5,448.72	45.51
36996 JURY DUTY REIMBURSEMENT	0.00	30.00	213.00	0.00	(213.00)	0.00
36998 E RATE REIMBURSEMENT	530,000.00	90,325.93	229,100.25	0.00	300,899.75	43.23
36999 REBATES - PROCUREMENT CARD	75,000.00	89,234.36	134,586.45	0.00	(59,586.45)	179.45
<b>CHARGES OTHER:</b>	<b>1,865,500.00</b>	<b>353,724.39</b>	<b>1,150,480.16</b>	<b>0.00</b>	<b>715,019.84</b>	<b>61.67</b>
39510 SALE OF FIXED ASSETS (GOV)	0.00	2,775.31	17,391.44	0.00	(17,391.44)	0.00
39520 INSURANCE RECOVERIES - CAPITAL ASSE	0.00	0.00	11,578.80	0.00	(11,578.80)	0.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>36,374,000.00</b>	<b>1,074,248.98</b>	<b>23,467,993.44</b>	<b>0.00</b>	<b>12,906,006.56</b>	<b>64.52</b>
<b>EXPENSE ACCOUNTS</b>						
51100 SALARIES AND WAGES	17,822,600.00	1,369,164.09	12,337,745.52	0.00	5,484,854.48	69.23
51105 ADDITIONAL HOURS	239,400.00	31,950.53	217,492.17	0.00	21,907.83	90.85
51106 SHIFT DIFFERENTIAL	161,200.00	17,530.22	137,973.80	0.00	23,226.20	85.59
51107 SUBSTITUTE HOURS	262,250.00	17,755.18	174,210.48	0.00	88,039.52	66.43
51109 TUITION ASSISTANCE PROGRAM	10,000.00	0.00	5,458.06	0.00	4,541.94	54.58
51200 OVERTIME WAGES	21,150.00	2,167.19	13,341.03	0.00	7,808.97	63.08
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	10,082.02	91,290.77	0.00	89,809.23	50.41
52002 MEDICAL INSURANCE	2,310,200.00	195,055.03	1,824,561.91	0.00	485,638.09	78.98
52003 F.I.C.A.	1,344,300.00	107,639.24	963,518.78	0.00	380,781.22	71.67
52004 RETIREMENT	2,254,500.00	180,998.47	1,606,850.62	0.00	647,649.38	71.27

**FUND: GENERAL FUND (01)**

Object	2019 Budget	September Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>EXPENSE ACCOUNTS</b>						
52005 DENTAL INSURANCE	213,200.00	18,671.03	165,570.28	0.00	47,629.72	77.66
52006 OTHER BENEFIT	10,800.00	2,040.00	15,640.00	0.00	(4,840.00)	144.81
52010 LIFE AND DISABILITY INSURANCE	75,900.00	6,558.60	57,920.88	0.00	17,979.12	76.31
52020 UNEMPLOYMENT/ PAID FML INSURANCE	50,000.00	2,110.51	37,391.34	0.00	12,608.66	74.78
52999 ADJ BENEFITS TO MATCH PLAN	(161,000.00)	0.00	0.00	0.00	(161,000.00)	0.00
<b>PERSONNEL</b>	<b>24,332,700.00</b>	<b>1,961,722.11</b>	<b>17,648,965.64</b>	<b>0.00</b>	<b>6,683,734.36</b>	<b>72.53</b>
53100 OFFICE/OPERATING SUPPLIES	214,800.00	19,949.83	163,208.58	12,426.47	39,164.95	81.77
53101 CUSTODIAL SUPPLIES	69,000.00	5,402.55	49,762.23	11,426.99	7,810.78	88.68
53102 MAINTENANCE SUPPLIES	35,000.00	2,169.59	22,075.68	2,000.00	10,924.32	68.79
53103 AUDIOVISUAL PROCESSING SUP	16,000.00	152.98	813.87	0.00	15,186.13	5.09
53104 BOOK PROCESSING SUPPLIES	18,000.00	1,359.77	1,992.54	3,451.13	12,556.33	30.24
53200 FUEL	35,000.00	20.81	17,122.58	15,014.13	2,863.29	91.82
53401 ADULT MATERIALS	739,500.00	48,553.25	442,295.33	0.00	297,204.67	59.81
53403 PERIODICALS	92,000.00	(5.67)	78,445.64	0.00	13,554.36	85.27
53405 JUVENILE BOOKS	456,954.00	33,590.04	246,180.86	0.00	210,773.14	53.87
53407 INTERNATIONAL COLLECTION	45,000.00	4,894.23	13,990.01	0.00	31,009.99	31.09
53408 AUDIOVISUAL MATERIALS - ADULT	725,000.00	52,264.38	400,615.25	0.00	324,384.75	55.26
53409 AUDIOVISUAL MATERIALS - JUV	86,000.00	5,000.71	18,128.21	0.00	67,871.79	21.08
53411 ELECTRONIC INFO SOURCES	528,643.00	60,100.00	498,758.51	0.00	29,884.49	94.35
53412 REFERENCE SERIALS	11,500.00	0.00	363.71	0.00	11,136.29	3.16
53414 ELECTRONIC COLLECTION	972,003.00	244,657.32	660,226.78	0.00	311,776.22	67.92
53464 VENDOR PROCESSING SERVICES	148,500.00	10,921.56	82,562.66	0.00	65,937.34	55.60
53499 GIFTS - MATERIALS	0.00	0.00	201.69	0.00	(201.69)	0.00
53500 MINOR EQUIPMENT	55,500.00	1,352.07	26,246.38	23,690.20	5,563.42	89.98
53501 FURNISHINGS	64,000.00	29,247.76	38,865.31	34,247.95	(9,113.26)	114.24
53502 TECHNOLOGY HARDWARE	356,500.00	21,905.13	29,290.18	0.00	327,209.82	8.22
53505 SOFTWARE/LICENSES/HOSTING	516,500.00	9,473.11	350,164.39	9,540.00	156,795.61	69.64
54100 PROFESSIONAL SERVICES	193,230.00	27,470.00	94,563.81	18,398.22	80,267.97	58.46
54101 LEGAL SERVICES	55,000.00	4,040.00	27,603.25	8,097.75	19,299.00	64.91
54103 CONTRACTUAL SERVICES	314,100.00	7,731.32	213,899.87	93,536.75	6,663.38	97.88
54162 BIBLIOGRAPHIC & RELATED SERVICES	46,500.00	4,265.34	37,357.12	0.00	9,142.88	80.34
54163 PRINTING AND BINDING	0.00	0.00	11,797.30	0.00	(11,797.30)	0.00
54165 ILL LOST ITEM CHARGE	2,500.00	14.90	900.85	0.00	1,599.15	36.03
54200 POSTAGE AND SHIPPING	73,000.00	545.08	44,158.12	0.00	28,841.88	60.49
54201 TELECOM SERVICES	650,400.00	120,752.98	506,856.79	110,026.36	33,516.85	94.85
54300 TRAVEL	49,900.00	(40.12)	18,188.30	0.00	31,711.70	36.45
54301 MILEAGE REIMBURSEMENTS	36,800.00	5,826.24	34,565.49	0.00	2,234.51	93.93
54400 ADVERTISING	94,500.00	18,468.62	52,144.54	3,114.00	39,241.46	58.47
54501 RENTALS/LEASES - BUILDINGS	421,000.00	21,606.35	264,377.14	62,153.59	94,469.27	77.56
54502 RENTALS/LEASES - EQUIPMENT	130,900.00	7,640.49	92,628.70	51,267.88	(12,996.58)	109.93
54504 DATA SERVICES	0.00	425.00	425.00	0.00	(425.00)	0.00
54600 INSURANCE	222,000.00	0.00	799.00	0.00	221,201.00	0.36
54700 ELECTRICITY	265,000.00	11,008.94	173,000.41	0.00	91,999.59	65.28
54701 NATURAL GAS	12,000.00	46.32	6,563.91	0.00	5,436.09	54.70
54702 WATER	30,000.00	4,509.81	22,549.00	0.00	7,451.00	75.16
54703 SEWER	34,000.00	3,469.17	34,528.16	0.00	(528.16)	101.55
54704 REFUSE	36,000.00	1,029.86	26,911.49	1,419.88	7,668.63	78.70

Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 9/30/2019

**FUND: GENERAL FUND (01)**

Object	2019 Budget	September Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>EXPENSE ACCOUNTS</b>						
54800 GENERAL REPAIRS/MAINTENANCE	253,500.00	27,648.90	179,148.26	58,998.69	15,353.05	93.94
54801 CONTRACTED MAINTENANCE	501,450.00	43,415.60	240,409.49	70,427.75	190,612.76	61.99
54810 IT SYSTEMS MAINTENANCE	82,100.00	0.00	54,235.65	0.00	27,864.35	66.06
54900 REGISTRATIONS	62,700.00	2,131.85	20,069.88	0.00	42,630.12	32.01
54901 DUES AND MEMBERSHIPS	24,120.00	11,271.00	35,379.97	0.00	(11,259.97)	146.68
54902 TAXES AND ASSESSMENTS	29,500.00	77.56	20,301.50	0.00	9,198.50	68.82
54903 LICENSES AND FEES	58,300.00	2,889.22	30,074.21	0.00	28,225.79	51.59
54905 ORGANIZATIONAL REGISTRATIONS	3,000.00	50.00	1,298.47	0.00	1,701.53	43.28
54912 CONTINGENCY	100,200.00	0.00	0.00	0.00	100,200.00	0.00
55100 INTERGOVERNMENTAL	13,000.00	0.00	162.63	0.00	12,837.37	1.25
59700 TRANSFERS OUT - CIP	1,460,000.00	0.00	1,460,000.00	0.00	0.00	100.00
59702 TRANSFERS OUT - SPF	1,100,000.00	0.00	0.00	0.00	1,100,000.00	0.00
59703 CASH FLOW SET-ASIDE	500,000.00	0.00	0.00	0.00	500,000.00	0.00
<b>ALL OTHER EXPENSES</b>	<b>12,040,100.00</b>	<b>877,303.85</b>	<b>6,846,208.70</b>	<b>589,237.74</b>	<b>4,604,653.56</b>	<b>61.76</b>
00000 UNALLOCATED GRP BDGT LINE ITEMS	1,200.00	0.00	0.00	0.00	1,200.00	0.00
<b>NEED A CATEGORY</b>	<b>1,200.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,200.00</b>	<b>0.00</b>
<b>TOTAL FOR EXPENSE ACCOUNTS</b>	<b>36,374,000.00</b>	<b>2,839,025.96</b>	<b>24,495,174.34</b>	<b>589,237.74</b>	<b>11,289,587.92</b>	<b>68.96</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>(1,764,776.98)</b>	<b>(1,027,180.90)</b>	<b>(589,237.74)</b>	<b>1,616,418.64</b>	<b>0.00</b>

**FUND: SPECIAL PURPOSE FUND (15)**

Object	2019 Budget	September Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
29150 USE OF FUND BALANCE-BUDGET	625,000.00	0.00	0.00	0.00	625,000.00	0.00
<b>TAXES:</b>	<b>625,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>625,000.00</b>	<b>0.00</b>
36110 INVESTMENT INCOME	60,000.00	1,822.28	18,339.35	0.00	41,660.65	30.57
<b>CHARGES OTHER:</b>	<b>60,000.00</b>	<b>1,822.28</b>	<b>18,339.35</b>	<b>0.00</b>	<b>41,660.65</b>	<b>30.57</b>
39700 TRANSFERS IN	1,100,000.00	0.00	0.00	0.00	1,100,000.00	0.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>1,785,000.00</b>	<b>1,822.28</b>	<b>18,339.35</b>	<b>0.00</b>	<b>1,766,660.65</b>	<b>1.03</b>
<b>EXPENSE ACCOUNTS</b>						
<b>PERSONNEL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
54101 LEGAL SERVICES	0.00	0.00	10.08	0.00	(10.08)	0.00
55200 ELECTION COSTS	625,000.00	0.00	268,361.63	0.00	356,638.37	42.94
<b>ALL OTHER EXPENSES</b>	<b>625,000.00</b>	<b>0.00</b>	<b>268,371.71</b>	<b>0.00</b>	<b>356,628.29</b>	<b>42.94</b>
<b>NEED A CATEGORY</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL FOR EXPENSE ACCOUNTS</b>	<b>625,000.00</b>	<b>0.00</b>	<b>268,371.71</b>	<b>0.00</b>	<b>356,628.29</b>	<b>42.94</b>
<b>NET SURPLUS / DEFICIT</b>	<b>1,160,000.00</b>	<b>1,822.28</b>	<b>(250,032.36)</b>	<b>0.00</b>	<b>1,410,032.36</b>	<b>(21.55)</b>



Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 9/30/2019

**FUND: DEBT SERVICE FUND (20)**

Object	2019 Budget	September Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
31112 PROPERTY TAXES DELINQUENT	0.00	0.00	172.55	0.00	(172.55)	0.00
<b>TAXES:</b>	<b>0.00</b>	<b>0.00</b>	<b>172.55</b>	<b>0.00</b>	<b>(172.55)</b>	<b>0.00</b>
36110 INVESTMENT INCOME	0.00	152.33	1,343.73	0.00	(1,343.73)	0.00
<b>CHARGES OTHER:</b>	<b>0.00</b>	<b>152.33</b>	<b>1,343.73</b>	<b>0.00</b>	<b>(1,343.73)</b>	<b>0.00</b>
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>0.00</b>	<b>152.33</b>	<b>1,516.28</b>	<b>0.00</b>	<b>(1,516.28)</b>	<b>0.00</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>152.33</b>	<b>1,516.28</b>	<b>0.00</b>	<b>(1,516.28)</b>	<b>0.00</b>

**FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)**

Object	2019 Budget	September Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
29150 USE OF FUND BALANCE-BUDGET	217,085.00	0.00	0.00	0.00	217,085.00	0.00
36110 INVESTMENT INCOME	0.00	4,723.56	29,978.49	0.00	(29,978.49)	0.00
<b>CHARGES OTHER:</b>	<b>217,085.00</b>	<b>4,723.56</b>	<b>29,978.49</b>	<b>0.00</b>	<b>187,106.51</b>	<b>13.81</b>
39700 TRANSFERS IN	1,460,000.00	0.00	1,460,000.00	0.00	0.00	100.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>1,677,085.00</b>	<b>4,723.56</b>	<b>1,489,978.49</b>	<b>0.00</b>	<b>187,106.51</b>	<b>88.84</b>
<b>EXPENSE ACCOUNTS</b>						
53100 OFFICE/OPERATING SUPPLIES	0.00	0.00	745.77	0.00	(745.77)	0.00
53501 FURNISHINGS	0.00	10,133.22	74,248.82	38,667.04	(112,915.86)	0.00
53502 TECHNOLOGY HARDWARE	0.00	0.00	18,547.51	1,765.41	(20,312.92)	0.00
53505 SOFTWARE/LICENSES/HOSTING	25,000.00	0.00	118,823.88	7,562.28	(101,386.16)	505.54
54100 PROFESSIONAL SERVICES	150,000.00	450.00	9,315.65	0.00	140,684.35	6.21
54103 CONTRACTUAL SERVICES	155,000.00	21,365.95	86,376.60	301,608.98	(232,985.58)	250.31
54300 TRAVEL	0.00	0.00	8,238.75	52,431.89	(60,670.64)	0.00
54400 ADVERTISING	0.00	0.00	999.60	0.00	(999.60)	0.00
54800 GENERAL REPAIRS/MAINTENANCE	0.00	0.00	2,615.62	0.00	(2,615.62)	0.00
54801 CONTRACTED MAINTENANCE	0.00	0.00	661.20	0.00	(661.20)	0.00
54805 VEHICLE REPAIR - MAJOR	0.00	0.00	37,952.24	0.00	(37,952.24)	0.00
54900 REGISTRATIONS	0.00	0.00	4,750.00	0.00	(4,750.00)	0.00
54901 DUES AND MEMBERSHIPS	0.00	0.00	9,231.60	0.00	(9,231.60)	0.00
54903 LICENSES AND FEES	0.00	0.00	1,390.00	0.00	(1,390.00)	0.00
54912 CONTINGENCY/RESERVE	25,000.00	0.00	0.00	0.00	25,000.00	0.00
56200 BUILDINGS & BLDG IMPROVEMENTS	520,000.00	120,000.00	146,166.43	1.00	373,832.57	28.11
56300 IMPROVEMENTS OTHER THAN BLDGS	0.00	11,455.49	11,455.49	22,625.97	(34,081.46)	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
<b>TOTAL FOR EXPENSE ACCOUNTS</b>	<b>1,415,000.00</b>	<b>163,404.66</b>	<b>538,515.78</b>	<b>424,662.57</b>	<b>451,821.65</b>	<b>68.07</b>
<b>NET SURPLUS / DEFICIT</b>	<b>262,085.00</b>	<b>(158,681.10)</b>	<b>951,462.71</b>	<b>(424,662.57)</b>	<b>(264,715.14)</b>	<b>201.00</b>

# MEMO



Date: October 31, 2019

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

From: Georgia Lomax, Executive Director

Subject: Executive Director Report - October

- Pierce County Auditor Julie Anderson and I briefed Secretary of State Kim Wyman and her team on results of the Voter Points of Assistance pilot program during the primary election and answered their questions. The pilot continues on November 5 for the general election and then the program will be evaluated. I spoke with Will James from KNKX about the program, and we've increased marketing of the program after our very soft launch in September.
- The Foundation hosted its first Legacy luncheon to discuss estate planning and charitable giving strategies with interested community members. The first Trivia Bee fundraising event is shaping up to be fun and competitive and we're pleased with the participation level.
- Jaime Prothro and I attended an "Engage Pierce County" work session and participated in a community asset-mapping process to understand the current state of Pierce County as the group considers how to support and increase civic engagement through equity and empowerment.
- Diverse Communities Coordinator Jeffri Walters and I attended the grand opening of the new Tacoma Community House (TCH). The Library has partnered with TCH for many years to provide citizenship classes and access to library resources to immigrants and refugees. I served on the TCH Executive Board during the Capital Campaign and enjoyed seeing the much larger, more welcoming new facility that is now ready to serve.
- I met Ron Banner, the new Superintendent of Clover Park School District, and we compared notes on the work we are each doing and the future.

# MEMO



Date: September 29, 2019

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

From: Jaime Prothro, Customer Experience Director

Subject: Branch Services Report for September 2019

**Bonney Lake:** Friends of the Bonney Lake Library sponsored a drawing based on the book-turned-movie The Art of Racing in the Rain. Participants were asked to rate library materials, services, or programs. Feedback from our customers was very positive!

- “I love your librarians. They are always super helpful to me and my kids as we navigate new material.”
- “Absolutely enjoy the summer reading programs for different age groups. This past summer I was busy reading and encouraged several others to join the program. We had a fun challenge racing to the most books read by end of the summer.”
- “Great selection of material; books/audio books. I love the family programs/community events offered. Friendly staff and environment ☺”

**Eatonville:** Lisa Cipolla (Youth Services Librarian GHM & EAT) hosted a Library Resource Open House for Home School Families and Interested patrons.

**Fife:** Supervising Librarian Gabby Fuentes met with Julie Watts, Managing Director of the Fife Historical Society, to discuss ways the library and the Historical Society can cross promote events, and support each other’s missions and began to plan a “Roaring 20s” series for 2020, which will feature historical talks, artifacts, and hands on activities related to the 1920s in Fife.

**Graham:** Glenn Storbeck taught a class on library resources for starting and growing a business at the Biz Fair at Renton Technical College.

**Key Center:** Staff processed hundreds of cards for the School Card Campaign with Peninsula School District. YS Librarians Holly & Tamara visited all 9<sup>th</sup> graders and Key Center staff issued cards. District personnel are discussing joining the Card in Every Hand program to broaden access even more.

**Lakewood:** The Clover Park School District librarians held their meeting at the library and will continue to meet monthly throughout the school year. Elise Bodell attended to promote PCL resources.

**Milton:** The Falconer: Birds of Prey program was well-attended by children and adults, with some patrons coming to see him speak for the second time. He spoke about birds, but also about environmental issues and ways that people could get started with falconry, as well as changes they could make to their homes to help birds.

**Orting:** The Orting library lobby space was spruced up with a new walk-off mat, brochure holder, bulletin board, and organization efforts as part of the branch's 2019 Welcoming Space goals.

**South Hill:** Book A Librarian appointments are on the rise. This month questions ranged from tutorials on computer basics, assistance with applications, resumes and LinkedIn, as well as e-mail setup and more. One customer remarked: "You are a wonderful teacher with tons of patience & compassion. I have been so overwhelmed, with no direction on where to go and how to get started."

**Summit:** Efforts are underway to begin planning the 4<sup>th</sup> Annual African American Read-in, as well as a partner connection to offer free tax assistance at the branch.

**Sumner:** The branch completed a collections goal to increase access to and expand the fiction collection.

**Tillicum:** Staff assisted a customer who looked like he was experiencing pain while at the library. He was ok, and before he left, he stated "thank you for making me feel important, like I'm a part of this community."

**University Place:** Peer Outreach Specialists with ACT for Youth of the REACH Center, Tacoma Community House attended the September staff meeting, and later in the month offered their first drop-in opportunities for youth and young adults age 13-24, that are experiencing homelessness or housing instability. They will be coming twice monthly, on Wednesday afternoons, including school early release days.

# Unfinished Business

# MEMO



Date: November 1, 2019

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

From: Georgia Lomax, Executive Director

Subject: Future Libraries Project – Capital Fundraising Campaign Feasibility Study and Next Steps

This summer, the Pierce County Library System spoke with residents in the cities of Lakewood and Sumner to learn about their interest in possible new library buildings. At the October 21, 2019 Board of Trustees study session BERK Consulting provided you with *The Lakewood and Sumner Future Library Engagement* report and recommendations.

Also this summer, the Library undertook a capital fundraising campaign feasibility study to understand the capacity and timing for private support for potential new libraries in Lakewood and Sumner and next steps for growth and development for the Library Foundation. The Barsness Group conducted research and interviews, with a citizen’s Advisory Task Force providing input and guidance. On October 30, 2019 the Task Force reviewed the *Building Libraries for All: Capital Campaign Feasibility Study*, a preliminary report with the interview results and recommendations.

At the November Board of Trustees meeting, you will receive a presentation of the report and recommendations from Kristin Barsness and Natalie Lamberjack of Barsness Group, as well as the citizen’s Advisory Task Force. They will answer your questions and discuss the results with you.

With the public engagement phase completed, we will need your direction on whether to continue into a planning phase, and which, if any building project(s) in Lakewood/Tillicum, or Sumner will be part of it.

A planning phase would include further public engagement and exploration around topics identified in the *Lakewood and Sumner Future Library Engagements* report and in the *Building Libraries for All: Capital Campaign Feasibility Study*. Activities would include development of a building program, conceptual designs and construction cost estimates, creation of a funding plan, bonding preparations, fundraising preparation and obtaining partner commitments.

At the end of a planning phase, the Board would decide whether and when to pursue funding and place a bond measure before voters.

If you would like the Library to continue into a planning phase for any projects, we need your direction on:

1. Which projects will be pursued (Lakewood/Tillicum, Sumner)
2. Which bond funding approach would be used (Library Capital Facilities Area, District-wide)
3. What is the target timeline for a potential bond measure
4. Whether to undertake activities to prepare for a capital fundraising campaign

# Executive Session

*Motion to recess to Executive Session per RCW 42.30.110,  
for 20 minutes to discuss labor matters.*



# **Unfinished Business (cont.)**

# MEMO



Date: November 6, 2019

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

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

Subject: 2020 Draft Budget

In November the Board of Trustees reviews the draft 2020 Budget and holds the first public hearing.

Attached is the draft 2020 budget for the General Fund and Capital Improvement Fund. At this time, no 2020 activities are planned for the Special Purpose Fund.

The December budget packet will include updates to cash and cash projections, and the final charts for all three funds, and associated resolutions for final approval.

## Funding Cycle—Year 1 (2020)

As outlined last month, the 2020 budget represents Year 1 of a new sustainability cycle. Characteristics of a Year 1 budget are:

- Revenue exceeds current operational needs;
- Target operational budgets are based on projections to support the sustainability cycle;
- Additional costs may be incurred in the first years of a cycle to recover from deferring maintenance and reducing operating costs;
- Careful choices about how to allocate the Library’s revenues are still needed, but funding will be sufficient to enable us to launch strategic directions that will make an impact for our communities; and,
- Thoughtful set-asides early in the cycle will allow us to manage later phases of this cycle.

*Revenue:* Total revenue for 2020 is estimated to be \$42.3 million, of which \$39.6 million is budgeted for 2020 services, operations, capital investments and set-asides. Remaining revenue will be deposited into the Sustainability Fund.

*Expenditures:* The 2018 and 2019 budgets did not fully fund needed purchases, replacements, maintenance, and operating costs. These decisions were necessary until we knew the outcome of the levy election and whether deeper cuts would be needed if the levy reauthorization was rejected. During these two years—especially 2018—capital investments were largely postponed and limited to bare necessity. While 2019’s budget restored some amounts for capital investments, it was not enough to recover

immediately from the deficit caused by deferring investments needed to serve our communities with up-to-date facilities and technologies.

### 2020 General Fund Budget

The budget is balanced with revenues and expenditures set at \$39,680,900. There are large, one-time increases and shifts in expenditures as we make adjustments to fund our Strategic Direction and provide good stewardship of assets. Items of note in the draft budget:

#### Personnel

- Nearly \$1,000,000 pays for annual increases per the Collective Bargaining Agreement
- Alignments to Customer Experience staffing to provide effective in-branch services and to actively engage with our communities
- Two additional Foundation staff for increasing fundraising

#### Maintenance & Operations

- Recurring annual replacement costs for staff and public technology, including computers and printers, were formerly divided between General Fund and Capital Improvement Fund. In 2020 they are shown only in General Fund which reflects a large increase to *Equipment*.
- Increases to *Travel and Registrations* budget since the Public Library Association Conference is in 2020.
- Increases in *Rentals and Leases* reflects copier leases, which shifted from *Repairs & Maintenance, Maintenance Contracts*
- A new line for *Foundation Impact Projects*. We will have detail on the Foundation Board of Directors' decisions on projects to be funded in the next few weeks. The final 2020 budget in December will distribute this amount to the appropriate budget area.
- Per State Auditor recommendation, costs for our annual audit will shift from *Intergovernmental* to *Professional, Legal, Other Services*.

### 2020 Sustainability Fund

- We deposited \$5,450,000 into the sustainability fund in October, using unallocated but anticipated 2019 revenue from the restored levy. These funds are currently unreserved, in December we will bring a resolution to the Board to identify this amount as reserved for sustainability.
- In late 2020, we are projecting to deposit \$3,400,000 into the sustainability fund from 2020 revenues. This will bring its balance to \$8,850,000. Interest returns will earn between 1.5% and 1.75%.
- The current goal is to reach between \$15 million and \$17 million in the Sustainability Fund by the mid-point of the funding cycle.
- We will review performance of this fund throughout the year as economic and service conditions change, and annually during the budget process.

### 2020 Capital Fund Transfer: \$1,500,000 to pay for...

- Year 2 of the 5-year Technology Plan, including studying cloud computing, and cyber security.
- Final payments for Munis financial system implementation.
- Facilities improvements to existing buildings including landscape maintenance, updated furnishings in children's areas, improvements to Parkland/Spanaway Library, planning for updates to Bonney Lake Library.

- Year 9 of the 10-year payment to City of University Place for expansion space.
- Facilities Master Plan projects toward future buildings.
- An increased capital contingency to accommodate emergency projects or unexpected opportunities (funded from available cash).

2020 Special Purpose Fund Transfer: \$1,080,000 to pay for...

- Replenishing the future election reserve fund.
- \$1,000,000 towards future land and buildings fund.

2020 Cash-flow needs...

- Set aside of \$500,000 for intra-year sustainability.

## GENERAL FUND

AS OF NOVEMBER 7, 2019	2019 Approved 12/2018	2020 Draft	Change (\$)	Change (%)
<b>-- REVENUE --</b>				
Property Taxes	\$ 34,425,500	\$ 37,682,400	\$ 3,256,900	9.46%
Excise Taxes	83,000	83,000	-	
Timber Taxes	15,000	15,000	-	
Fees (Printer, Fax, Copier)	187,500	187,500	-	
Fines	400,000	400,000	-	
Investment Income	100,000	200,000	100,000	100.00%
Sales of Goods/Services	5,000	5,000	-	
Donors & Reimbursements	540,000	490,000	(50,000)	-9.26%
Other (Erate, P-card Rebates, Unclaimed Property)	618,000	618,000	-	
<b>TOTAL REVENUE</b>	<b>\$ 36,374,000</b>	<b>\$ 39,680,900</b>	<b>\$ 3,306,900</b>	<b>9.09%</b>
<b>-- EXPENDITURES --</b>				
<b>PERSONNEL</b>				
Salaries & Wages	\$ 18,032,900	\$ 19,268,400	\$ 1,235,500	6.85%
Overtime Wages	20,800	22,800	2,000	9.62%
Employee Benefits	6,279,000	7,141,300	862,300	13.73%
<b>TOTAL PERSONNEL</b>	<b>\$ 24,332,700</b>	<b>\$ 26,432,500</b>	<b>\$ 2,099,800</b>	<b>8.63%</b>
<b>MAINTENANCE &amp; OPERATIONS</b>				
Supplies and Consumables	\$ 353,800	\$ 347,200	\$ (6,600)	-1.87%
Fuel	35,000	35,000	-	
Equipment (Computers, Software, Furnishings)	764,430	1,623,100	858,670	112.33%
Professional, Legal, Other Services	538,300	625,200	86,900	16.14%
Networking, Phones, Postage	723,400	724,000	600	0.08%
Travel & Mileage	86,700	106,300	19,600	22.61%
Advertising	94,500	76,800	(17,700)	-18.73%
Rentals & Leases	426,900	572,600	145,700	34.13%
Insurance	222,000	230,000	8,000	3.60%
Utilities	377,000	377,000	-	
Repairs & Maintenance, Maintenance Contracts	963,050	780,900	(182,150)	-18.91%
Registrations	64,700	80,300	15,600	24.11%
Dues, Taxes, Licenses, Fees, Misc Expenses	113,420	165,200	51,780	45.65%
Foundation Impact Projects	-	300,000	300,000	new
Contingency	400,000	300,000	(100,000)	-25.00%
Intergovernmental	13,000	-	(13,000)	-100.00%
<b>TOTAL MAINTENANCE &amp; OPERATIONS</b>	<b>\$ 5,176,200</b>	<b>\$ 6,343,600</b>	<b>\$ 1,167,400</b>	<b>22.55%</b>
<b>MATERIALS</b>				
Books, DVDs, Music, eBooks, Databases	\$ 3,805,100	\$ 3,824,800	\$ 19,700	0.52%
<b>SET-ASIDES &amp; TRANSFERS</b>				
Capital Fund Transfer	\$ 1,460,000	1,500,000	\$ 40,000	2.74%
Special Purpose Fund Transfer	1,100,000	1,080,000	(20,000)	-1.82%
Set Aside for Apr/Oct Cashflow	500,000	500,000	-	
<b>TOTAL SET-ASIDES AND TRANSFERS</b>	<b>\$ 3,060,000</b>	<b>\$ 3,080,000</b>	<b>\$ 20,000</b>	<b>0.65%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 36,374,000</b>	<b>\$ 39,680,900</b>	<b>\$ 3,306,900</b>	<b>9.09%</b>
<b>NET OF REVENUE AND EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

## CAPITAL IMPROVEMENT FUND

DRAFT AS OF NOVEMBER 7, 2019	2020 Draft	Notes
<b>-- FUNDING SOURCES --</b>		
<b>USE OF FUND BALANCE</b>		
Carryforward funds from prior fiscal year	\$ 545,000	Unspent funds from 2019 projects
Available cash in the Capital Fund	250,000	Allocated to increase contingency
<b>TOTAL USE OF FUND BALANCE</b>	<b>\$ 795,000</b>	
<b>NEW REVENUE</b>		
Transfer from General Fund	\$ 1,500,000	
<b>TOTAL NEW REVENUE</b>	<b>\$ 1,500,000</b>	
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 2,295,000</b>	
<b>-- EXPENDITURES --</b>		
<b>COMMITMENTS</b>		
UP 5,000 sq ft Expansion (10 years--2012-21)	\$ 120,000	Second to final payment
<b>CURRENT BUILDING IMPROVEMENTS</b>		
Buckley Site Evaluation	\$ 100,000	
Landscaping Refresh & Lot Maintenance	230,000	
PKS Refresh	250,000	
BLK Refresh Study	10,000	
ACL Server Room Refresh Study	10,000	
Furniture Updates	200,000	
<b>TOTAL CURRENT BUILDING IMPROVEMENTS</b>	<b>\$ 800,000</b>	
<b>FUTURE BUILDINGS</b>		
Facility Master Plan Projects	\$ 360,000	Year 2 Implementation
<b>TECHNOLOGY UPDATES</b>		
EDEN Financial/HR System Replacement	\$ 50,000	Carried forward to 2020
IT Technology Plan	500,000	Year 2 Implementation of 5 Year Plan
Server Storage/Cloud Computing/Cyber Security	215,000	Carried forward to 2020
<b>TOTAL TECHNOLOGY PROJECTS</b>	<b>\$ 765,000</b>	
Contingency	\$ 250,000	Increased for unanticipated emergent needs
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,295,000</b>	
<b>NET OF REVENUE AND EXPENDITURES</b>	<b>\$ -</b>	Balanced

## SPECIAL PURPOSE FUND

DRAFT AS OF NOVEMBER 7, 2019	2019 Approved 12/2019	2020 Final	Change (\$)	Change (%)
<b>-- FUNDING SOURCES --</b>				
<b>USE OF FUND BALANCE</b>				
Use of Special Purpose Election Set Aside	\$ 360,000	\$ -	\$ (360,000)	-100.00%
<b>NEW REVENUE</b>				
Transfer from General Fund for Committed Setasides	\$ 1,000,000	\$ 1,100,000	\$ 100,000	10.00%
Investment Income	60,000	120,000	60,000	100.00%
<b>TOTAL NEW REVENUE</b>	<b>\$ 1,060,000</b>	<b>\$ 1,220,000</b>	<b>\$ 160,000</b>	<b>15.09%</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 1,420,000</b>	<b>\$ 1,220,000</b>	<b>\$ (200,000)</b>	<b>-14.08%</b>
<b>-- EXPENDITURES --</b>				
<b>PROGRAMS</b>				
None planned for 2020	\$ -	\$ -	\$ -	
<b>TOTAL PROGRAMS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>PROJECTS</b>				
Election costs (2018 incurred costs paid in 2019)	\$ 35,000	\$ -	\$ (35,000)	-100.00%
None planned for 2020		\$ -	-	
<b>TOTAL PROJECTS</b>	<b>\$ 35,000</b>	<b>\$ -</b>	<b>\$ (35,000)</b>	<b>-100.00%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 35,000</b>	<b>\$ -</b>	<b>\$ (35,000)</b>	<b>-100.00%</b>
<b>NET OF FUNDING SOURCES AND EXPENDITURES</b>	<b>\$ 1,385,000</b>	<b>\$ 1,220,000</b>	<b>\$ (165,000)</b>	<b>-11.91%</b>
(TO BE DESIGNATED AS RESERVED DURING THE FY)				
<b>-- COMMITTED SET-ASIDES IN FUND BALANCE --</b>				
<b>PROJECTED BALANCES AS OF 12/31</b>				
Future Election Costs	\$ 1,200,000	\$ 1,280,000	\$ 80,000	6.67%
Future Land, Property & Facilities	1,130,000	2,130,000	1,000,000	88.50%
Sustainability for Future Operations	5,450,000	8,450,000	3,000,000	55.05%
<b>TOTAL COMMITTED SET-ASIDES</b>	<b>\$ 7,780,000</b>	<b>\$ 11,860,000</b>	<b>\$ 4,080,000</b>	<b>52.44%</b>

# 2020 BUDGET PUBLIC HEARING

**Opening the Public Hearing:**

“I move that in accordance with RCW 84.55.120, the public hearing be opened for consideration of increases in property tax revenues, regarding 2019 property tax levies for collection in 2020.” (The motion is seconded and passed.)

**Public Comment:**

After presentation of the 2020 budget, the Chair must ask if there was anyone in the audience who would like to comment on the budget. If there is no response, or when public comments have ended, the public hearing is then closed.

**Closing the Public Hearing:**

“I move to close the public hearing on the 2020 budget of estimated revenue and expenditures.” (The motion is seconded and passed.)



# **Unfinished Business (cont.)**

# MEMO



Date: November 6, 2019

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

From: Clifford Jo, Finance & Business Director

Subject: 2020 Levy Resolution and Levy Certificate

Attached are the standard two documents that the Board must pass in November, to set the property tax levy for the following fiscal year's property tax revenues.

1. Resolution Requesting Highest Lawful Levy: This sets the "101" calculation, and the tax base from which current and future lawful levies are established. It is inclusive of new construction, state assessed property, annexations, and refunds. It's an increase to the base tax that we are allowed.
2. Levy Certification: This sets total property tax revenues, and is limited to 50 cents per \$1,000 district assessed property values (see line K on the levy calculation page, very bottom number at right).

They need to be passed in this order. These documents must be filed with Pierce County and King County by November 30.

**ACTION:** Move to approve Resolution 2019-08 as presented: That an increase in the regular property tax levy be the amount of \$1,334,096.85, which is a percentage increase of 3.390 percent (%) from the previous year of 2019.

**ACTION:** Move to approve the Levy Certification as presented: That the Regular Levy amount of \$40,686,385.01 be collected.

**RESOLUTION NO. 2019-08**

**A RESOLUTION OF THE BOARD OF TRUSTEES  
OF THE PIERCE COUNTY RURAL LIBRARY DISTRICT  
REQUESTING HIGHEST LAWFUL LEVY**

**WHEREAS**, the **Board of Trustees** of **PIERCE COUNTY RURAL LIBRARY DISTRICT (Library)** has met and considered its budget for the calendar year **2020**; and,

**WHEREAS**, the district's actual levy amount from previous year (**2019**) was **\$39,352,288.16**; and,

**WHEREAS**, the population of the Library District is **MORE THAN 10,000**; and,

**WHEREAS**, Washington State law limits property tax collection to the lesser of either (1) the sum of regular property tax limit increases, additions due to new construction and improvements, the value of state assessed property, annexations, and refunds, or (2) 50 cents per \$1,000 of the Library district's assessed property value; and,

**WHEREAS**, Washington State law limits the percent increase to the highest regular tax which could be levied lawfully to be the lesser of 1% or the Implicit Price Deflator (IPD), which was recorded at **1.396%**; and,

**WHEREAS**, the Board of Trustees, after duly considering all relevant evidence and testimony presented, determined that the Library requires an increase in property tax revenue from the previous year, in addition to that resulting from the addition of new construction and improvements to property, any increase in the value of state-assessed property, any annexations that have occurred, and refunds made; and now, therefore,

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

An **increase** in the regular property tax levy be the amount of **\$1,334,096.85**, which is a percentage increase of **3.390** percent (%) from the previous year of **2019**.

**PASSED AND APPROVED THIS 13TH DAY OF NOVEMBER, 2019.**

**BOARD OF TRUSTEES, PIERCE COUNTY RURAL LIBRARY DISTRICT**

Robert Allen, Chair \_\_\_\_\_

Daren Jones, Vice-chair \_\_\_\_\_

Monica Butler, Member \_\_\_\_\_

Pat Jenkins, Member \_\_\_\_\_

Jamilyn Penn, Member \_\_\_\_\_



# Levy Certification

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

In accordance with RCW 84.52.020, I, Robert Allen,  
(Name)

Chair, Board of Trustees, for Pierce County Rural Library, do hereby certify to  
(Title) (District Name)

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

of said district requests that the following levy amounts be collected in 2019 as provided in the district's  
(Year of Collection)

budget, which was adopted following a public hearing held on Nov 13, 2019:  
(Date of Public Hearing)

Regular Levy: \$40,686,385.01  
(State the total dollar amount to be levied)

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

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

For tax assistance or to request this document in an alternate format, visit <http://dor.wa.gov/content/taxes/property/default.aspx> or call (360) 534-1400. Teletype (TTY) users may call (360) 705-6718.

REV 64 0100e (w) (10/12/10)

**RESOLUTION NO. 2019-09**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
PIERCE COUNTY RURAL LIBRARY DISTRICT  
TO SET WAGES AND BENEFITS FOR NON-REPRESENTED EMPLOYEES**

**WHEREAS**, there are certain Pierce County Library System employees, management and non-management, who are exempt from membership in a union, and

**WHEREAS**, it is necessary for the Board of Trustees to set salary and benefit rates for non-represented employees in these positions, now therefore,

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

1. For January 1, 2020, excepting the Executive Director, all employees working in a regular, non-represented capacity shall be paid in accordance with the current wage scale.
2. For January 1, 2020, excepting the Executive Director, the wages on said scale shall increase for all regular, non-represented employees by 2.25%
3. For January 1, 2020, excepting the Executive Director, all employees working on a regular, non-represented capacity shall accrue 25 vacation days annually, with a maximum accrual of 280 hours.
4. The Executive Director shall be paid in accordance to the salary agreement as established and agreed upon between the Board of Trustees and the Executive Director.
5. Effective January 1, 2020, the Library will pay 100% of the employee-only premiums for vision and life insurance for eligible non-represented employees. The Library will also pay 100% of the employee only premiums for the medical and dental insurance plan selected by the employee.
6. For January 1, 2020, the base wages of all employees working in a non-represented, substitute-only capacity shall be increased by 2.25%

**PASSED AND APPROVED THIS 13<sup>TH</sup> DAY OF NOVEMBER, 2019.**

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**BOARD OF TRUSTEES, PIERCE COUNTY RURAL LIBRARY DISTRICT**

Robert Allen, Chair \_\_\_\_\_

Daren Jones, Vice-Chair \_\_\_\_\_

Monica Butler, Member \_\_\_\_\_

Pat Jenkins, Member \_\_\_\_\_

Jamilyn Penn, Member \_\_\_\_\_

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# Officers Reports

# MEMO

Date: November 1, 2019

To: Chair Rob Allen and the Board of Trustees

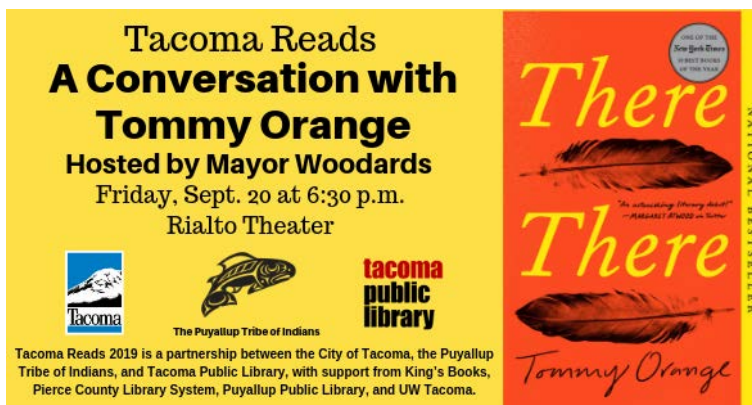
From: Kim Archer, Enjoyment Initiative Manager

Subject: Pierce County READS: A Year of Reading Series 3



On Friday, September 20, 2019 author Tommy Orange spoke to a sold out crowd of approximately 740 people at the Rialto Theater in Tacoma. This was a unique opportunity for PCLS to support Tacoma Public Library in Tacoma Reads, promoting shared reading and literacy within our communities.

By playing a support role, PCLS had no involvement in the author event itself, but instead we supported Tacoma Reads in several ways. Fourteen PCLS branches participated in book discussions and all PCLS branches incorporated feature displays into their libraries highlighting *There, There* as well as books and movies from the Library's collection that were similar or related to Orange's book. Additionally, the Pierce County READS team put together a Reader's Guide featuring information about the author, the book, topics for conversation, and top 10 read-a-likes for both featured books. In addition to the Reader's Guide the team also put together an additional handout featuring movies and books in a wide variety of formats available from the Library's collection. For customers who prefer e-books and e-audiobooks *There, There* was featured along with many read-a-likes on the Library's Overdrive main page. Additionally, for the first time we offered simultaneous check-out for *There, There* through Overdrive. This eliminated the holds cue allowing customers to immediately have access to the book. This was a cost effective way of reducing the need to purchase additional copies of expensive e-books while meeting customer demand.



The image shows a promotional flyer on the left and a book cover on the right. The flyer is yellow and black, announcing a conversation with author Tommy Orange on Friday, Sept. 20 at 6:30 p.m. at the Rialto Theater, hosted by Mayor Woodards. It features logos for Tacoma, the Puyallup Tribe of Indians, and Tacoma Public Library. The book cover is red and yellow, titled 'There, There' by Tommy Orange, and is labeled as a 'NATIONAL BESTSELLER'.

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.

***By the Numbers: (August 15, 2019 through October 31, 2019)***

- **4137** total program checkouts
  - **2113** checkouts of ***There, There*** (physical and electronic copies)
  - **1014** checkouts of all physical copies of read-a-like titles
  - **202** checkouts of all electronic copies of read-a-like titles
  - **8.8** average turnover per copy of ***There, There*** Books
  - **2.43%** average turnover per copy all supplemental titles (physical and electronic copies)
- **506** total holds placed on ***There, There*** (physical and electronic copies)
  - 238 holds on physical copies (print, audio, large print)
  - 268 holds on electronic copies (ebook and e-audiobook)
- **200** total books purchased for the collection to support the program
  - 200 copies of ***There, There*** purchased (print, audio, large print, ebook and e-audiobook)
- Over **800** copies of titles in various formats were highlighted for the program with approximately **25%** of copies purchased
- **200** “Read and Release” copies shared with the community and used for book discussions.
- **14** Book discussions across the county with approx. **80 attendees**
- **1** social media posts
  - **2504** individuals saw the posts
  - **231** total individuals engaged in posts
    - **162** individuals interacted, commented on and shared posts
    - **69** individuals clicked on links and videos

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.

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**Pierce County READS 2019 Team**

Sponsor: Jaime Prothro, Customer Experience Director

Project Manager: Kim Archer, Enjoyment Initiative Manager

Team Members: Gabby Fuentes, Supervising Librarian, Fife; Tara Hoyt, CE Assistant, Lakewood; Nicole Milbradt, Communications Manager; and Carol Sheehan, Graphics Production Supervisor; Lisa Oldoski, Collection Management Librarian.



# MEMO



Date: October 31, 2019

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

From: Clifford Jo, Finance & Business Director

Subject: 2017 Funding Year USAC/E-Rate Audit

We received notice from an auditor at Cotton & Company LLP that Universal Service Administrative Company (USAC) has selected Pierce County Library System for a performance audit of funding year 2017 (July 1, 2017 – June 30, 2018). The CPA firm is one of two non-USAC firms qualified to conduct E-Rate audits of schools and libraries. While USAC itself conducts audits, in our case decided to outsource to a CPA firm familiar with libraries in the E-Rate program. (King County Library System is also being audited for their E-Rate program.)

The nature of the audit is a performance audit, which means ensuring compliance with the rules and regulations, including prescribed policies and practices, regarding anything that has been E-Rate funded during the audit period.

The entrance interview was conducted as a conference call on October 22, and in attendance were Georgia, our E-Rate consultant Claire O’Flaherty, myself. The two auditors from Cotton & Company informed us about the process. Cotton & Company conducts approximately 20 annual audits. We confirmed that the cost of the audit is paid for by USAC.

They gave us 10 business days to submit all of the required documents and responses to two questionnaires. Claire O’Flaherty is an expert on E-Rate and does most of the work related to filings and submissions. She keeps record of all pertinent documents and correspondence, and was largely responsible for the gathering of the materials. We completed the submission by the due date, October 29.

At this time, we anticipate the audit to proceed until around March of next year. We will keep the Board informed of any progress or results.

# MEMO



Date: October 23, 2019

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

From: Mary Getchell, Marketing and Communications Director

Subject: 2019 Marketing and Communications Quarter Three Results

In the third quarter of 2019 (July-September), the Pierce County Library System met or exceeded nearly all of its goals outlined in the Library System's 2019 Marketing and Communications Plan.

Applying the overall evaluation measures to gauge brand awareness and preference and bolster the Library's visibility the Library System continued to advance in nearly all marketing and communications metrics. Following is a report of quarter three results and highlights of some marketing and communications activities.

For news media, the Library System exceeded its goal to achieve 50% of the news coverage it received in 2019, garnering 67 news articles, which surpassed its goal of 45 news stories by 33 stories. The Summer Reading Program, potential new libraries in Lakewood and Sumner, and Get Hired services captured the most news attention.

The Library featured e-books and audiobooks in digital advertising and exceeded industry standards for click through rate (CTR), with more than 3,031,729 impressions and a .15% overall CTR.

With Facebook and Twitter, the Library exceeded industry standards for engagement, and for Facebook the Library System surpassed its engagement compared with the third quarter of 2018. On Facebook, top posts included "I didn't know my library had that..." featuring Checkout Washington, the Library System's partnership with Washington State Parks offering a backpack with park supplies and passes to Washington State Parks, reaching 6,149 people and garnering 336 engagements (reactions-likes, comments, shares); Movies off Main in Sumner, promoting a community event, reaching 3,708 people and earning 210 engagements; and WorkSource workshops, reaching 3,461 people and netting 32 engagements.

During the third quarter of 2019 the Library System distributed email marketing messages to its main distribution list as well as specific lists focused on library customers age 18 and above in Lakewood and Sumner. The Library System sent 10 email marketing campaigns or messages to approximately 38,000 recipients in each campaign or transmittal, resulting in an average 14% open rate and .5% CTR, which were below industry standards.

Internal customers gave the Marketing and Communications Department high marks for both its service and timeliness with products, with 96% of survey respondents saying they were "very satisfied" with the service and 100% stating their product arrived on time.

**PIERCE COUNTY LIBRARY SYSTEM**  
**2019 Marketing and Communications Plan**  
**QUARTER THREE RESULTS, July-September 2019**

**Overall Evaluation Measures**

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

**News Media Stories**

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- Goal of 45 News Media Stories: achieve 50% of 2018 news coverage.
- Quarter Three (Q3) 2019: 67 news stories.
- Q3 2019: 67 news stories and media mentions and 212 calendar placements.
- **Q3 Exceeded goal of 45 news media stories by 33 news stories.**

**Digital Advertising**

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Q3 Digital Advertising for E-books and Audiobooks.

- Goal for Digital Advertising: meet or exceed industry standards. Click Through Rate (number of times ad clicked on/opened, CTR):
  - .07% CTR targeted display ad (targeted to selected demographic characteristics).
- 3,031,729 Impressions (number of times ad appeared on targeted digital websites/searches).
- **.15% Overall CTR. Exceeded goal of industry standard and Marketing and Communications Plan goal.**

**Email Marketing**

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- Goal: Meet or exceed industry standards:
  - Open rate: 20.2%.
  - CTR: 2.4%.
- 10 email marketing messages to an average of 38,000 addressees.
- Average number of people who opened messages: 6,184; 14% open rate.
- Average number of people who clicked through messages: 340; 0.5% CTR.
- **Q3 results below industry standards.**

## Social Media Marketing

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

### Facebook

- Q3 2018: 5.31% engagement rate.
- Q3 2019: 5.78% engagement rate.
- **Q3 Increase of .47% higher engagement than 2018 and exceeded industry standard.**

### Twitter

- Q3 2018: 2.49%
- Q3 2019: 0.83%
- **Q3 Exceeded industry standard.**

## Work Order Satisfaction

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- Goal: 90% of internal staff customers Very Satisfied with Marketing and Communications Department-produced product/service.
- **Q3 Exceeded goal with 96% Very Satisfied.**

# MEMO

Date: October 31, 2019

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

From: Clifford Jo, Finance & Business Director

Subject: City of Milton Annexation of a Portion of Unincorporated King County

The Pierce County Treasurer staff advised us last week that the City of Milton had annexed a portion of unincorporated King County, called "Hill Creek", effective this summer. We had not received notification of this, as there was some miscommunication that had happened with either King County or City of Milton. This annexation is not reflected in the Preliminary Levy Certificate that the Board will approve during the November meeting, but it will show on the revised certificate received in December, which I will sign and return.

The assessed value of the annexation is around \$46,000,000, which will add approximately \$21,000 to PCLS' property tax revenues beginning 1/1/2020.

**Pierce County Library FYI Packet**  
**Link List**  
**November 13, 2019**

**Pierce County Library in the News**

- [Develop an appetite to advocate against hunger with Pierce County Conversations](#) – Tacoma Weekly
- [2019 Fall Play to Learn Schedule](#) – Macaroni Kid (+South Sound Talk)
- [Get hands on help to download e-books and audiobooks on the Digital Bookmobile](#) – Orting News (+Tacoma Weekly)
- [Learn how to download books in Puyallup when Digital Bookmobile comes to town](#) – News Tribune
- [Lose your ballot? Forget to register? Pierce County libraries help with Election Day snafus](#) – KNKX
- [Election Day is Nov. 5 — here is what's on your ballot](#) – Courier Herald
- [Voter Points of Assistance: Interview with Pierce County Auditor Julie Anderson](#) – CityLine
- [Film focuses on early onset dementia](#) – Pierce County website (+Tacoma Weekly)
- [MakerFest celebrates DIY culture | Pierce County Library System](#) – Courier Herald
- MakerFest ad – ParentMap (see attached .PDF)



# How to safeguard children from bullying

continued from page 19

plan (IEP) or 504 plan part of your anti-bullying toolkit. "Make this [harassment, intimidation and bullying] part of your student's IEP meeting so that things like social-emotional growth and self-determination [the student's ability to voice their own needs and wants] become something you're talking about regularly with the school," Cole advises.

While anti-bullying education is now common in schools, some programs are more effective than others. Peer advocacy — teaching students to stand up for others — can be one of the most effective forms of anti-bullying education, says Camenisch. "Bullies are more responsive to peers pointing out that their behavior is wrong than they are to adults."

Outside of school, caregivers can help encourage the growth of proactive social skills that help protect kids from bullying, says Camenisch. "Proactive social skills include the ability to identify and respond to bullying, situational awareness and very fundamentally knowing 'what is a friend.'"

Role-playing through potential playground interactions and reading books like

**"Bullies are more responsive to peers pointing out that their behavior is wrong than they are to adults."**

"Don't Pick on Me" by Susan Eikov Green are ways parents can help promote proactive social skills, says Camenisch.

A combination of peer advocacy and parent education shifted the climate in Cody's kindergarten classroom. His mother used social media and classroom contact list to educate other parents about Cody's condition and to ask for their support. "The class learned more about disability and bullying, and the primary tormenter ended up becoming a strong advocate. "It was an exhausting few months, but it made me aware of the resources that are available for my child," she says.

Most importantly, Cody now feels accepted and included at his school, she says. "He absolutely

likes his friends. He just wants to feel like everyone else." ■

\*Not his real name

Malia Jacobson is a nationally published health and family journalist.



**Make • Fix • Do**

Free Family Event



**PIERCE COUNTY LIBRARY MAKERFEST**


**Saturday, Nov. 2 • 10 a.m.-3 p.m.**

Washington State Fair Events Center  
The AgriPlex • Enter at the Green Gate  
110 9th Ave. S.W., Puyallup

Sponsor: Pierce County Library Foundation

Program Partners: PUYALLUP Public LIBRARY, tacoma public library

[makerfest.pcls.us](http://makerfest.pcls.us)




**Holistic Treatment Programs  
Women & Girls**

Partial Hospitalization & Intensive Outpatient Programs

Transformative DBT Based Treatments  
Anxiety & Depression

Diet & Nutrition | Yoga | Art Therapy  
| Medication Management |  
Family Support



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