

## AGENDA

### Regular Meeting of the Pierce County Library System Board of Trustees March 11, 2020 | 3:30 PM

3:30 pm	02 min.	<b>Call to Order:</b> Daren Jones, 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 February 12, 2020, Regular Meeting</li> <li>2. Approval of February 2020 Payroll, Benefits and Vouchers</li> <li>3. Technology Upgrades – Compute Storage</li> <li>4. Flooring Replacement – Parkland/Spanaway Library</li> <li>5. Resolution 2020-01: To Declare Furnishings and Equipment Surplus to Public Service Needs</li> <li>6. Groundskeeping Maintenance Contract</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 Reports, Dean Carrell</li> <li>2. Metrics Dashboard, Melinda Chesbro</li> <li>3. December 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	10 min.	<b>Unfinished Business</b>	
		<ol style="list-style-type: none"> <li>1. Trustee Vacancy Process, Georgia Lomax</li> </ol>	
4:05 pm	20 min.	<b>New Business</b>	
		<ol style="list-style-type: none"> <li>1. COVID-19 Preparation and Planning, Risk Management Team               <ol style="list-style-type: none"> <li>a. Emergency Waiver to Purchasing Policy Threshold</li> <li>b. Cash Reserves for COVID-19</li> </ol> </li> <li>2. Levy Sustainability, Georgia Lomax</li> <li>3. Policy Review: Public Comment, Georgia Lomax</li> </ol>	<b>Action Action</b>
5:00 pm	20 min.	<b>Board Education and Service Report</b>	
		<ol style="list-style-type: none"> <li>1. Core Service Report – Focus Area Enjoyment, Kim Archer</li> </ol>	
5:20 pm	05 min.	<b>Officers Reports</b>	
		<ol style="list-style-type: none"> <li>1. 2020 Work Plan</li> <li>2. Pierce County Reads Preview</li> <li>3. Pierce Conservation District Public Agency of the Year Award</li> <li>4. 2019 Marketing &amp; Communications Final Results</li> <li>5. 2020 Census</li> <li>6. Primary Election Results</li> </ol>	
5:25 pm	02 min.	<b>Announcements</b>	
		The Pierce County Reads author event will be held on March 28, 2020, from 1-4 PM, at the McGavick Conference Center, located at 4500 Steilacoom Blvd SW, Lakewood, WA 98499	
		The April 8, 2020, meeting will be held at the Eatonville Library, located at 205 Center St W, Eatonville, WA 98328	
5:27 pm		<b>Adjournment</b>	

**BOARD OF TRUSTEES  
PIERCE COUNTY LIBRARY SYSTEM  
MEETING MINUTES – MARCH 11, 2020**



**CALL TO ORDER**

Chair Daren Jones called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:35 pm. Board members present were Pat Jenkins, Rob Allen and Jamilyn Penn. Monica Butler was excused.

**PUBLIC COMMENT**

Ms. Tamra Cook addressed the Board about equity and equality regarding her request for materials.

**CONSENT AGENDA**

1. Approval of Minutes of February 12, 2020, Regular Meeting
2. Approval of February 2020 Payroll, Benefits and Vouchers
3. Technology Upgrades – Compute Storage
4. Flooring Replacement – Parkland/Spanaway Library
5. Resolution 2020-01: To Declare Furnishings and Equipment Surplus to Public Service Needs
6. Ground Keeping Maintenance Contract

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

**ROUTINE REPORTS**

Executive Director Report – Executive Director Georgia Lomax noted that the Library is responding to guidance by the Tacoma/Pierce County Health Department (TPCHD) and the Department of Health and supporting the efforts taking place related to COVID-19.

Financial Report – Due to the transition to the new financial system, the January and February reports will be presented to the Board next month.

**UNFINISHED BUSINESS**

Trustee Vacancy – Ms. Lomax reported she is awaiting word from Pierce County Executive Bruce Dammeier to move forward with the recruiting process, which will begin in April.

**NEW BUSINESS**

COVID-19 Preparation and Planning – Ms. Lomax provided a briefing on the Library's plans related to COVID-19. Marketing and Communications Director Mary Getchell reported the Library has been monitoring the situation since February with ongoing internal and external communications based on the TPCHD guidelines. The Library will be making further communications to the public based on the Governor's press conference.

Facilities Manager Kristina Cintron reported the Library is complying with the CDC guidelines. Staff has been educated on the differences between cleaning, sanitation and disinfecting. High-touch surfaces such as tables, desks, door handles and light switches are being cleaned more frequently. Additional supplies have been ordered to continue to maintain these. The Library has also secured a vendor to disinfect buildings if required to close. Currently, there is no additional cleaning being done on Library materials, however staff have personal protective equipment at their disposal.

Customer Experience Director Jaime Prothro reported that in response to the Governor's directive, the Library will be canceling programs and public meetings through April 30.

Staff Experience Director Cheree Green reported the Library is communicating regularly to staff, who are concerned and desirous of information. The Library is following recommendations of the Tacoma/Pierce County Health Department (TPCHD) and Washington State Department of Health, as well as the Library's exposure control plan. Library leadership is exploring other ways staff can work within the social distancing guidelines and the possibility of remote work. Staff are being encouraged to practice selfcare and to utilize the Employee Assistance Program, if needed.

Ms. Lomax asked the Board how they wished to proceed with future Board meetings in light of the social distancing guidelines. Trustees agreed they would be flexible while maintaining as much normalcy as possible.

Finance and Business Director Clifford Jo said the Library has reviewed current policy for trustees to allow the Library to raise the purchasing threshold for one-time emergency purchases, such as for technology systems or expenses related to facilities.

*Mr. Jenkins moved to authorize the Library, in the event there is a need for emergency expenditures and there is insufficient time to meet as per the Open Public Meeting Act requirements, or it is not possible to convene a quorum of the Board, to (1) suspend normal Board approval for purchases on \$50,000 or more and (2) to make purchases up to \$500,000 without Board approval for purposes of a COVID-19 response between March 11, 2020 and April 8, 2020. Chair Jones seconded the motion and it was passed.*

Levy Sustainability – Ms. Lomax shared the library's 11-year financial outlook tool called "The Curve", which was developed to depict the Library's financial status. The chart, which outlines the funding cycle under the new levy funding, is built on real projections, current and historical data. It can be used to test the impacts of decisions and to monitor the Library's long-term fiscal position, develop long-term strategies, respond to changing finances or environments and be proactive about the Library's future. It strengthens the Library's ability to be good stewards of the taxpayers' investment and to have a positive impact for its communities.

Public Comment Policy Update – Ms. Lomax presented draft language for the Board's consideration that would broaden the policy, set the purpose and intent of public comment and establish standards to ensure a consistent, structured opportunity for individuals to address the Board on Library-related matters.

The Library will bring an updated draft to the Board based on the Board's discussion.

#### **BOARD EDUCATION AND SERVICE REPORT**

Enjoyment Initiative – Customer Experience Manager Kim Archer presented an overview of the Library's work focusing on enjoyment.

Services the Library provides to build a community of readers include the Summer Reading Program, Pierce County Reads, book discussion groups, and readers advisory. The Library is developing ways to measure for success through these services to better understand its impact on the community.

The Board thanked Ms. Archer for sharing the range of services that capture the richness of the Library.

Ms. Lomax extended her appreciation to the trustees for including enjoyment as one of the three main focus areas of the Strategic Plan and recognizing its positive impacts.

#### **OFFICERS REPORTS**

2020 Census – Mobile display boards will be installed in all Libraries this week to increase awareness and understanding of the importance of the Census, and encourage participation.

Mr. Allen noted the Library's partnerships such as this and the Voter Points of Assistance highlight the Library's role in the community as a trusted place to get and give information.

**ANNOUNCEMENTS**

The Pierce County Reads author event has been postponed due to COVID-19.

**ADJOURNMENT**

The meeting was adjourned at 5:37 pm on motion by Mr. Jenkins, seconded by Mr. Allen.

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Georgia Lomax, Secretary

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Daren Jones, Chair

## AGENDA

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5:27 pm		<b>Adjournment</b>	

# Consent Agenda

**BOARD OF TRUSTEES  
PIERCE COUNTY LIBRARY SYSTEM  
MEETING MINUTES – FEBRUARY 12, 2020**



**CALL TO ORDER**

Chair Daren Jones called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:33 pm. Board members present were Pat Jenkins, Rob Allen and Jamilyn Penn. Monica Butler was excused.

**PUBLIC COMMENT**

Ms. Tamra Cook addressed the Board to share her concerns and suggestions about the Inter-Library Loan process and computer security.

**CONSENT AGENDA**

1. Approval of Minutes of January 8, 2020, Regular Meeting
2. Approval of January 2020 Payroll, Benefits and Vouchers
3. Parkland/Spanaway Furnishing Services Contract
4. 2020 Public PC and Laptop Replacements

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

**ADJOURNMENT**

The meeting was adjourned at 3:42 pm on motion by Mr. Allen, seconded by Ms. Penn.

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Georgia Lomax, Secretary

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Daren Jones, Chair

**Pierce County Library System  
Payroll, Benefits and Vouchers  
January 2020**

	<u>Source</u>	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	EDEN	3899	1/1/2020 - 1/31/2020	\$ 2,161.08
Electronic Payments - Payroll & Acct Payable	EDEN		1/6/2020	1,214,783.99
Electronic Payments - Payroll & Acct Payable	EDEN		1/21/2020	911,236.59
Accounts Payable Warrants	MUNIS	700000 - 700057	1/1/2020 - 1/31/2020	679,122.16
<b>Total:</b>				<b>\$ 2,807,303.82</b>

As of 1/31/2020

**Check History Listing**  
Pierce County Library System

Check #	Bank	Date	Paid to	Status	Can/Vd Date	Pay Period Dates	Dir Dep	Amount
3900	key	02/06/2020	EMMERICH, THECLA			01/16/20 - 01/31/20	29.90	966.73
3901	key	02/06/2020	CHALKER, DARLENE			01/16/20 - 01/31/20	0.00	839.59
<b>Total:</b>							<b>29.90</b>	<b>1,806.32</b>

Checks in report: 2

**Grand Total: 29.90 1,806.32**

# 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: 02/06/20 Payroll

Withdrawal Date: 02/06/20

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	74,361.27
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	60,165.51
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	60,165.51
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	558,863.34
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	12,728.06
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	62,412.30
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	101,551.20
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	6,972.00
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	1,578.40
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	253,825.38
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	2,229.06
<b>Total Deposit</b>						<b>\$ 1,194,852.03</b>

Certification:

Stacy Karabotsos  
 Signature ( Department Designee)

02/04/20  
 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: 02/21/20 Payroll

Withdrawal Date: 02/21/20

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	65,393.41
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	55,382.39
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	55,382.39
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	518,747.78
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	12,293.15
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	57,624.61
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	93,437.26
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	6,972.00
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	1,578.40
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	625.00
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	211.70
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	1,484.64
PCL_Company	WA State Support Registry	237100	CC_Library_District	697-00	5100000	2,223.93
<b>Total Deposit</b>						<b>\$ 871,356.66</b>

Certification:

Stacy Karabotsos  
 Signature ( Department Designee)

02/19/20  
 Date

Comments:

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
700058	02/01/2020	PRINTED	370	ELITE PROPERTY INVESTMENTS LLC	11,767.44	0.00	
700059	02/01/2020	PRINTED	290	SURPRISE LAKE SQUARE LLC	10,735.55	0.00	
700060	02/03/2020	PRINTED	432	CITY OF BONNEY LAKE , WA	270.08	0.00	
700061	02/03/2020	PRINTED	673	CITY OF TACOMA	1,674.62	0.00	
700062	02/07/2020	PRINTED	1010	AMARANTA SANDYS	650.00	0.00	
700063	02/07/2020	PRINTED	998	CINTAS CORPORATION	308.91	0.00	
700064	02/07/2020	PRINTED	142	CUMMINS INC	932.71	0.00	
700065	02/07/2020	PRINTED	365	EBSCO	596.92	0.00	
700066	02/07/2020	PRINTED	402	FIRGROVE MUTUAL WATER COMPANY	369.70	0.00	
700067	02/07/2020	PRINTED	419	GALE	1,200.00	0.00	
700068	02/07/2020	PRINTED	475	HAROLD LEMAY ENTERPRISES INC	633.21	0.00	
700069	02/07/2020	PRINTED	1008	HEALTH WEALTH & WHOLENESS	300.00	0.00	
700070	02/07/2020	PRINTED	482	HERMANSON COMPANY LLP	2,576.06	0.00	
700071	02/07/2020	PRINTED	704	INNOVATIVE INTERFACES INC	6,272.32	0.00	
700072	02/07/2020	PRINTED	710	IRON MOUNTAIN INC	200.77	0.00	
700073	02/07/2020	PRINTED	11	LAKEWOOD WATER DISTRICT	298.87	0.00	
700074	02/07/2020	PRINTED	203	METROPOLITAN PARKS DISTRICT OF TACOMA	96.00	0.00	
700075	02/07/2020	PRINTED	522	OVERDRIVE INC	12,000.00	0.00	
700076	02/07/2020	PRINTED	560	PIERCE COUNTY	740.00	0.00	
700077	02/07/2020	PRINTED	1029	PIERCE COUNTY REFUSE	734.17	0.00	
700078	02/07/2020	PRINTED	1037	PIERCE COUNTY SEWER	2,279.13	0.00	
700079	02/07/2020	PRINTED	776	PUGET SOUND ENERGY	1,003.59	0.00	
700080	02/07/2020	PRINTED	782	QUALITY BUSINESS SYSTEMS INC	1,068.09	0.00	
700081	02/07/2020	PRINTED	794	READ THE BOOKS	2,802.50	0.00	
700082	02/07/2020	PRINTED	61	RICOH USA INC	4,976.93	0.00	
700083	02/07/2020	PRINTED	61	RICOH USA INC	559.04	0.00	
700084	02/07/2020	PRINTED	61	RICOH USA INC	1,564.65	0.00	
700085	02/07/2020	PRINTED	284	SUMMIT WATER & SUPPLY CO	329.39	0.00	
700086	02/07/2020	PRINTED	301	TACOMA RUBBER STAMP	55.38	0.00	
700087	02/07/2020	PRINTED	1031	TUMBLEWEED PRESS INC	17,200.00	0.00	
700088	02/07/2020	PRINTED	1004	WASHINGTON STATE PARKS	1,500.00	0.00	
700089	02/14/2020	PRINTED	341	BAKER & TAYLOR	43,084.68	0.00	
700090	02/14/2020	PRINTED	341	BAKER & TAYLOR	62,993.47	0.00	
700091	02/14/2020	PRINTED	638	CITY OF BUCKLEY	268.30	0.00	
700092	02/14/2020	PRINTED	386	EVERGREEN MAINT LANDSCAPING	5,219.51	0.00	
700093	02/14/2020	PRINTED	414	GABRIELLE FUENTES	275.00	0.00	
700094	02/14/2020	PRINTED	497	HUB INTERNATIONAL NORTHWEST LLC	208.00	0.00	
700095	02/14/2020	PRINTED	1027	METROPOLITAN LIBRARY SYSTEM	27.95	0.00	

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
700096	02/14/2020	PRINTED	217	MITCHELL 1	3,996.00	0.00	
700097	02/14/2020	PRINTED	224	MORNINGSTAR INC	8,172.00	0.00	
700098	02/14/2020	PRINTED	540	PARKLAND LIGHT & WATER	414.02	0.00	
700099	02/14/2020	PRINTED	765	PROQUEST LLC	18,081.16	0.00	
700100	02/14/2020	PRINTED	792	RAINIER VIEW WATER CO INC	75.74	0.00	
700101	02/14/2020	PRINTED	285	CITY OF SUMNER	1,065.40	0.00	
700102	02/14/2020	PRINTED	598	UNIQUE MANAGEMENT SERVICES	1,011.35	0.00	
700103	02/18/2020	PRINTED	379	E-RATE EXPERTISE INC	2,775.00	0.00	
700104	02/18/2020	PRINTED	1047	CHARLES LAMBERT	500.00	0.00	
700105	02/18/2020	PRINTED	211	MIDWEST TAPE	1,930.59	0.00	
700106	02/18/2020	PRINTED	211	MIDWEST TAPE	16,205.47	0.00	
700107	02/21/2020	PRINTED	906	EVA ABRAM	600.00	0.00	
700108	02/21/2020	PRINTED	918	BARBARA B BENEPE	150.00	0.00	
700109	02/21/2020	PRINTED	1050	ELI BOYD	53.84	0.00	
700110	02/21/2020	PRINTED	921	BRELAND, CLAUDIA C	150.00	0.00	
700111	02/21/2020	PRINTED	642	BUILDINGWORK LLC	1,885.00	0.00	
700112	02/21/2020	PRINTED	924	DEBRA M CARSON	50.00	0.00	
700113	02/21/2020	PRINTED	1036	CATALYST WORKPLACE ACTIVATION	58,851.03	0.00	
700114	02/21/2020	PRINTED	657	CENGAGE LEARNING	843.71	0.00	
700115	02/21/2020	PRINTED	658	CENTER POINT PUBLISHING	68.31	0.00	
700116	02/21/2020	PRINTED	660	CENTRAL WASHINGTON UNIVERSITY	224.00	0.00	
700117	02/21/2020	PRINTED	662	CENTURYLINK	765.38	0.00	
700118	02/21/2020	PRINTED	1026	MCMINNVILLE PUBLIC LIBRARY	24.95	0.00	
700119	02/21/2020	PRINTED	669	CHUCKALS INC	1,562.34	0.00	
700120	02/21/2020	PRINTED	998	CINTAS CORPORATION	673.18	0.00	
700121	02/21/2020	PRINTED	670	CIS - CENTER FOR INTERNET SECURITY	940.00	0.00	
700122	02/21/2020	PRINTED	685	COLUMBIA BANK	250.60	0.00	
700123	02/21/2020	PRINTED	124	CONSOLIDATED TECHNOLOGY SERVICES	593.09	0.00	
700124	02/21/2020	PRINTED	1033	CREATE & GOGH	150.00	0.00	
700125	02/21/2020	PRINTED	1001	DATA QUEST LLC	105.00	0.00	
700126	02/21/2020	PRINTED	163	DEPARTMENT OF LABOR & INDUSTRIES	24.23	0.00	
700127	02/21/2020	PRINTED	1014	EASTERN OREGON UNIVERSITY	90.90	0.00	
700128	02/21/2020	PRINTED	1015	EASTERN WASHINGTON UNIVERSITY	125.00	0.00	
700129	02/21/2020	PRINTED	932	LEORA EMERY	100.00	0.00	
700130	02/21/2020	PRINTED	419	GALE	15,000.00	0.00	
700131	02/21/2020	PRINTED	447	GIG HARBOR CHAMBER OF COMMERCE	625.00	0.00	
700132	02/21/2020	PRINTED	1024	KIMI IRENE GINN	200.00	0.00	
700133	02/21/2020	PRINTED	482	HERMANSON COMPANY LLP	29,589.17	0.00	

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
700134	02/21/2020	PRINTED	703	INGRAM LIBRARY SERVICES	1,846.00	0.00	
700135	02/21/2020	PRINTED	704	INNOVATIVE INTERFACES INC	3,297.00	0.00	
700136	02/21/2020	PRINTED	1032	JOHN JENSEN	150.00	0.00	
700137	02/21/2020	PRINTED	1016	KUNA LIBRARY DISTRICT	11.99	0.00	
700138	02/21/2020	PRINTED	6	CITY OF LAKEWOOD	500.00	0.00	
700139	02/21/2020	PRINTED	197	MERGENT INC	24,922.40	0.00	
700140	02/21/2020	PRINTED	227	MOUNTAIN MIST	23.72	0.00	
700141	02/21/2020	PRINTED	520	CITY OF ORTING	169.80	0.00	
700142	02/21/2020	PRINTED	525	PACIFIC LUTHERAN UNIVERSITY	607.31	0.00	
700143	02/21/2020	PRINTED	776	PUGET SOUND ENERGY	873.17	0.00	
700144	02/21/2020	PRINTED	1028	PUYALLUP HISTORICAL SOCIETY AT MEEKER MANSION	50.00	0.00	
700145	02/21/2020	PRINTED	864	EDWIN RAVINA	225.00	0.00	
700146	02/21/2020	PRINTED	61	RICOH USA INC	3,721.54	0.00	
700147	02/21/2020	PRINTED	61	RICOH USA INC	2,005.76	0.00	
700148	02/21/2020	PRINTED	1049	GARY SCHRIER	129.48	0.00	
700149	02/21/2020	PRINTED	886	SIMPLY MAGIC LLC	415.00	0.00	
700150	02/21/2020	PRINTED	269	SPRAGUE PEST SOLUTIONS	730.05	0.00	
700151	02/21/2020	PRINTED	284	SUMMIT WATER & SUPPLY CO	359.21	0.00	
700152	02/21/2020	PRINTED	581	TILLICUM COMMUNITY SERVICE CEN	1,754.84	0.00	
700153	02/21/2020	PRINTED	672	CITY OF UNIVERSITY PLACE	121.50	0.00	
700154	02/21/2020	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	2,060.23	0.00	
700155	02/21/2020	PRINTED	811	WCP SOLUTIONS	190.26	0.00	
700156	02/21/2020	PRINTED	1006	BACKYARD WILDLIFE LLC	50.00	0.00	
700157	02/24/2020	PRINTED	605	US BANK	186,701.71	0.00	
700160	02/28/2020	PRINTED	26	LINGO	133.09	0.00	
700161	02/28/2020	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	219.75	0.00	
700162	02/28/2020	PRINTED	1037	PIERCE COUNTY SEWER	1,039.70	0.00	
700163	02/28/2020	PRINTED	776	PUGET SOUND ENERGY	5,082.10	0.00	
700164	02/28/2020	PRINTED	796	RECORDED BOOKS INC	95.94	0.00	
700165	02/28/2020	PRINTED	61	RICOH USA INC	1,597.44	0.00	
700166	02/28/2020	PRINTED	267	SPOKANE PUBLIC LIBRARY	23.00	0.00	
700167	02/28/2020	PRINTED	273	TOWN OF STEILACOOM	1,726.94	0.00	
700168	02/28/2020	PRINTED	1041	TAHOMA AUDUBON SOCIETY	500.00	0.00	
					607,028.33	0.00	

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# MEMO



Date: February 26, 2020

To: Chair Daren Jones and Members of the Board of Trustees

From: Stephanie Ratko, IT Manager

Subject: 2020 Physical Compute Storage Upgrade

The Library needs to renew the Dell server and physical compute storage support, and expand the Dell Compellent physical compute storage, in Q2 2020. The Dell Compellent equipment is the central data storage for all PCLS virtual servers and backups.

## **Background**

The IT Department recommends renewing the Dell server and storage support, and expanding the Dell Compellent Storage until year 2022 at an estimated cost of \$115,000.00, not including tax. This recommendation is based on the 2019 Cloud study project recommendation.

Currently the Library's compute/storage equipment is under warranty support from the vendor. The Library's support agreement is scheduled to expire in Q2 in 2020. Additionally, expanding the Library's data storage is necessary, based on consumption trends and new systems which are planned for 2020. Not fortifying the Library's compute/storage risks exposing the Library's systems to reduced capacity, which may result in degraded service or failure. Maintaining industry-standard server and data storage is essential in the support of the Library's Cloud Strategy.

## **Purchasing Mechanism**

With the Board's approval, we will purchase the equipment using the Department of Enterprise Services Washington State Master Contract.

***ACTION: Move to approve the purchase of computer equipment from Dell Inc. using the NASPO ValuePoint "2015-2020 Master Price Agreement for Computer Equipment, Peripherals, and Related Services" contract not to exceed \$130,000.00.***

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# MEMO



Date: February 24, 2020

To: Chair Daren Jones and Members of the Board of Trustees

From: Kristina Cintron, Facilities Manager

Subject: Flooring Replacement – Parkland/Spanaway Library

One of the Library’s 2020 projects that addresses the Core Service of *Spaces* is the Parkland Refresh Implementation. This project will create a welcoming space for customers of the Parkland/Spanaway Library by redefining the public areas and installing new carpet and furniture.

We are seeking your approval to enter into an agreement with Great Floors for flooring replacement services in an amount not to exceed \$120,000.

Upon ratification of an agreement, we anticipate this work to be completed by the end of May.

***ACTION: Move to authorize the Library to enter into an agreement with Great Floors for flooring replacement services for the Parkland/Spanaway Library in an amount not to exceed \$120,000.***

**RESOLUTION NO. 2020-01**

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

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

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

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

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

**PASSED AND APPROVED THIS 11th DAY OF MARCH, 2020.**

<b>BOARD OF TRUSTEES, PIERCE COUNTY RURAL LIBRARY DISTRICT</b>	
Daren Jones, Chair	_____
Pat Jenkins, Vice-Chair	_____
Monica Butler, Member	_____
Rob Allen, Member	_____
Jamilyn Penn, Member	_____

Facilities Surplus UNDER \$500 in estimated value

QTY	ITEM	DESCRIPTION	LOCATION
1	Stool	Fabric padded green/grey color	Admin Center
2	Plastic chairs	Black plastic chairs	Admin Center
1	Chair	wooden frame freen padded seat	Admin Center
1	chair	plastic adjustable ooffice chair	Admin Center
1	shelf unit	28x35 shelf unit grey	Admin Center
1	shelf unit	12x30 shelf unit grey	Admin Center
12	desk chairs	red desk chairs	Admin Center
5	task stools	black task chairs	Admin Center
19	task chairs	black task chairs	Admin Center
4	CD-Displays	wooden (stadium seating) CD-Displays	Admin Center
1	desk	30x42 computer desk w/removable leaf	Admin Center
4	table	5' grey folding table	Admin Center
2	metal file cabinet	18"x36" 3 drawer metal file cabinet	Admin Center
2	small bookcase	grey small bookcase	Admin Center
2	drawer metal rolling cart	rolling 3 drawer	Admin Center
1	drawer metal file	2 drawer metal file cabinet	Admin Center
1	drawer elongated cabinet	4 drawer grey cabinet	Admin Center
3	drawer cabinet	2 drawer metal file cabinet	Admin Center
1	conference table	12'x4' grey conference table	Admin Center
3	wooden desks		Admin Center
7	metal desk	5' metal desk	Admin Center
1	self checkout cart	grey top/wooden bottom	Admin Center
1	rolling 2 drawer w/seat on top	grey metal/ fabric top	Admin Center
2	desk metal/wood	2 piece metal/wood desk	Admin Center
8	plastic roller chairs biege		Admin Center
6	computer tables	24"x36" computer table	Admin Center
2	tear drop tables	grey top tear drop shaped table	Admin Center
1	rolling computer table	24"x38" rolling computer table	Admin Center
1	display rack	48" tall computer rack	Admin Center
1	wooden book shelf		Admin Center
1	table	36"x72" table	Admin Center
3	wooden computer table		Admin Center
2	round end tables		Admin Center
2	purple desks	purple office desks	Admin Center
2	drawer file cabinet	4 drawerfile cabinet	Admin Center
1	drawer wooden file cabinet	3 drawer wooden file cabinet	Admin Center
1	DVD Player	Phillips w/ remote	Admin Center
1	Laminator	Stand up Print Laminator	Admin Center

	<b>IT Surplus Items UNDER \$500 in estimated value</b>	<b>estimated value (each)</b>
22	Dell OptiPlex 7010 Computers	N/A
21	Dell OptiPlex 790 Computers	N/A
7	Dell P190S Monitors	N/A
5	Dell 1908FP BLK Monitors	N/A
5	AOC 919VWA Monitors	N/A
4	Tripp-Lite Smartpro UPS Battery Backups	N/A
3	BOFA 3D PrintPro 2 Hose Arms for 3D Printers	N/A
3	Welch Allyn 3800LR-12 Barcode Scanners	N/A
3	LulzBot Mini v1.0 Boxed 3D Printers	N/A
3	Dell E190S Monitors	N/A
3	Dell Monitors	N/A
2	Honeywell Bluetooth MS9535 Barcode Scanner	N/A
2	Gateway Monitors	N/A
1	Mitel 4558 Programmable Key Phone	N/A
1	Mitel 5610 Cordless Handset Phone	N/A
1	Mitel 5330 IP Phone	N/A
1	Jamex 6557 Coin Vending Machine	N/A
1	LG 60" Plasma Television	N/A
1	Dell OptiPlex GX790 AWE computer	N/A
1	Dell B2360DN Laserjet Printer	N/A
1	Honeywell MI9535 Barcode Scanner Base	N/A
1	Dell OptiPlex 780 Computer	N/A
1	Dell OptiPlex 9020 Computer	N/A
1	PowerEdge 2950 Server	N/A
1	Hitachi LCD Projector	N/A
1	Canon Image Document Scanner	N/A
1	Dell E176FP Monitor	N/A
1	Minuteman Battery Backup	N/A
1	Gateway LCD FPD 15 Monitor	N/A
1	Honeywell Hyperion 1300G Barcode Scanner	N/A
1	LG L1752TQ LCD Monitor	N/A
1	HP L1910 TFT 19" LCD Monitor	N/A
1	Dell P1914S Monitor	N/A
1	Dell P1914SF Monitor	N/A
1	Dell P1917S Monitor	N/A
1	AMS RX9258 Server	N/A
1	Star TSP600 Receipt Printer	N/A
1	Viewsonic VA2231WM LED Monitor	N/A
1	Viewsonic VS13698 Monitor	N/A
1	Viewsonic VS14833 Monitor	N/A

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# MEMO



Date: March 9, 2020

To: Chair Daren Jones and Members of the Board of Trustees

From: Kristina Cintron, Facilities Manager

Subject: Groundskeeping Maintenance Contract

The Library recently completed the Request for Proposal (RFP) process for Groundskeeping Services for 13 of our branches and selected Nasim & Sons as the successful bidder.

Proposals were evaluated by Deputy Director Melinda Chesbro, Custodial Supervisor Cameron McKinnon and myself. We are prepared to move forward with a contract, and need your approval to create a purchase order for \$100,000. This amount will be renewed each year for the duration of the engagement, and subsequent approvals are not needed as they will be annual renewals.

Upon ratification of an agreement, we anticipate the contract to start 4/1/2020.

***ACTION: Move to authorize the Library to create a purchase order with Nasim & Sons Groundskeeping services at 13 of our locations, in an amount not to exceed \$100,000.***

# Routine Reports



# Fundraising Performance Report

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



### Support Type

Unrestricted	Restricted	In Kind	Total
\$262,595	\$91,364	\$88,202	\$442,161

### Memor Society

Reflected when received

Goal = 12 New Members

### Endowment

Gifts reflected when received

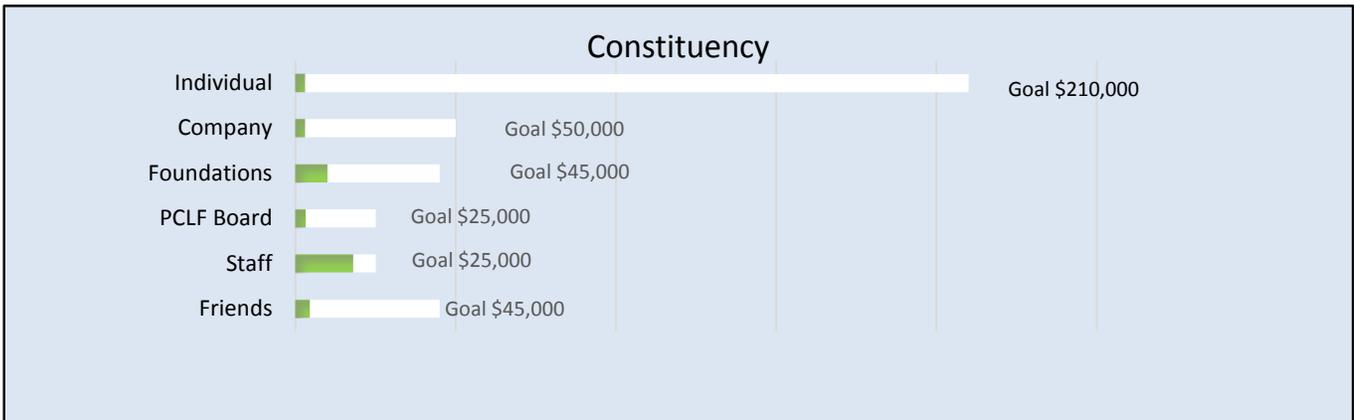
### Capital

Gifts reflected when received



# Fundraising Performance Report

Reporting Period: January 1, 2020 to January 31, 2020



### Support Type

Support Type	Unrestricted	Restricted	In Kind	Total
	\$34,199	\$7,622	\$0	\$41,821

### Memor Society

Reflected when received

Goal = 12 New Members

### Endowment

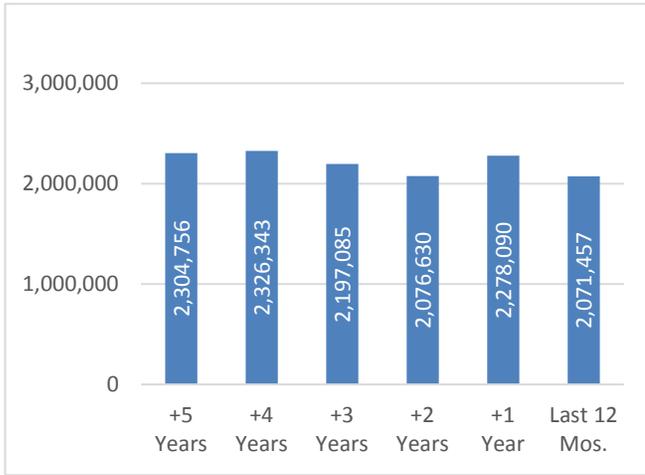
Gifts reflected when received

### Capital

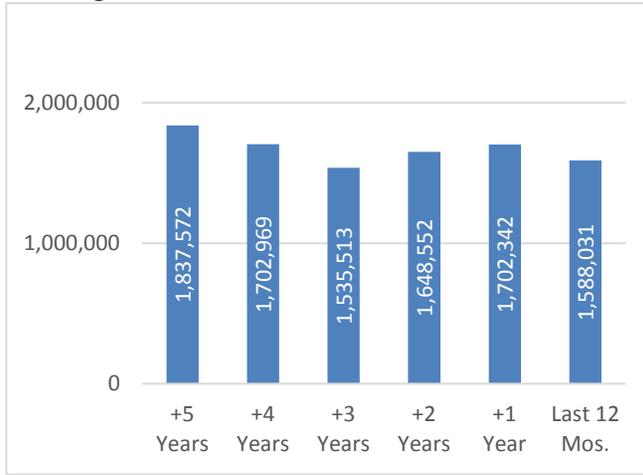
Gifts reflected when received

# Customers / Visits - January 2020

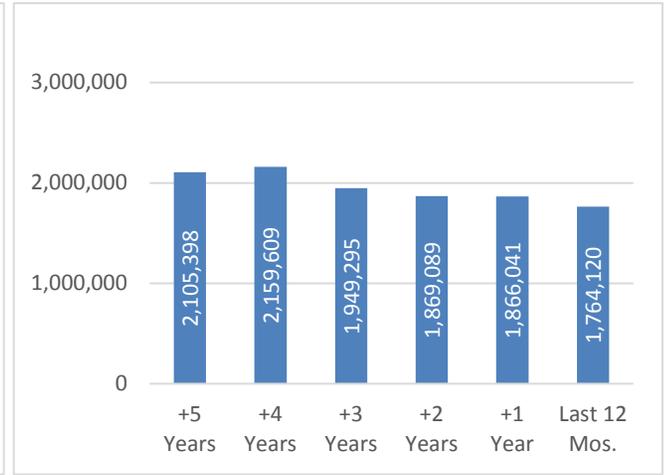
## Branch Visits



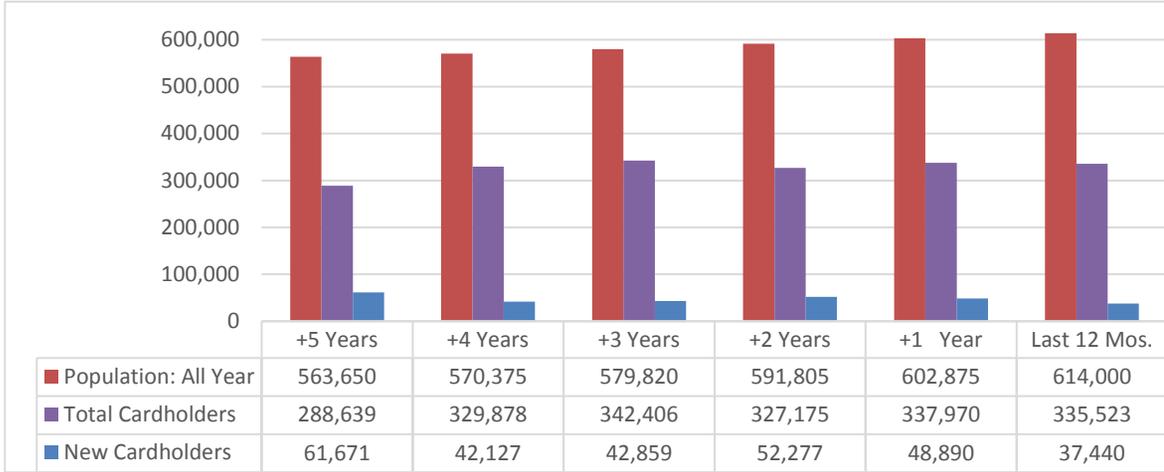
## Catalog Visits



## Website Visits



## PCLS Cardholder Statistics



## January and Rolling 12-Month Comparison

	January 2020	Rolling Last 12 Months	+1 Year	% Change Year Over Year
Branch Visits	165,342	2,071,457	2,278,090	-9.1%
Catalog Visits	134,809	1,588,031	1,702,342	-6.7%
Public Website Visits	149,173	1,764,120	1,866,041	-5.5%

## Technology

	January 2020	Rolling Last 12 Months	+1 Year	% Change Year Over Year
PC/Laptop Sessions	21,771	309,017	373,233	-17.2%
Wi-Fi Sessions	71,287	956,876	966,520	-1.0%

## Public Spaces Usage

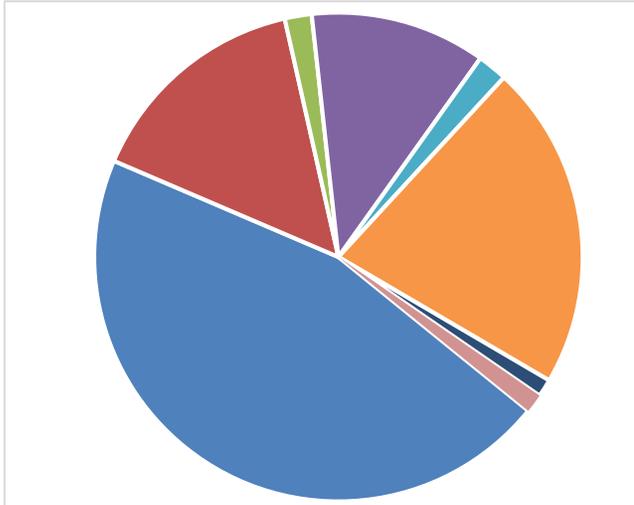
	January 2020	Rolling Last 12 Months
# of Public Meeting Uses	1,008	11,259
# of Attendees	11,457	134,031

### 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 - January 2020

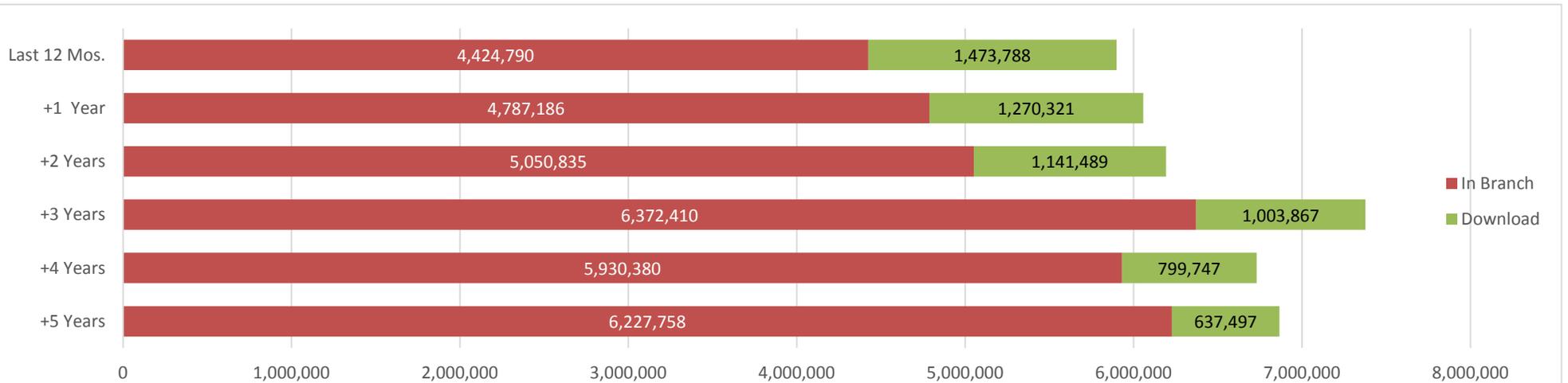
## Checkouts By Format - January 2020



## Data Table

Categories	December 2019	January 2020	% of Total January Checkouts	Rolling Last 12 Months	+1 Year	% Change Year Over Year
Books	199,019	222,366	45.60%	2,754,521	2,847,041	-3.25%
E-Books	69,931	73,311	15.03%	799,395	744,089	7.43%
AudioBooks (Disc)	8,733	8,691	1.78%	121,139	149,826	-19.15%
AudioBooks (Digital)	51,958	56,708	11.63%	588,356	476,012	23.60%
Music CDs (Disc)	10,865	9,667	1.98%	125,288	153,525	-18.39%
DVDs	103,491	105,173	21.57%	1,326,901	1,504,362	-11.80%
Magazines (Print)	5,600	5,706	1.17%	71,720	79,815	-10.14%
Magazines (Digital)	6,286	6,021	1.23%	86,037	50,220	71.32%
<b>Totals:</b>	<b>455,883</b>	<b>487,643</b>	<b>100.00%</b>	<b>5,873,357</b>	<b>6,004,890</b>	<b>-2.19%</b>

## Collection Checkouts



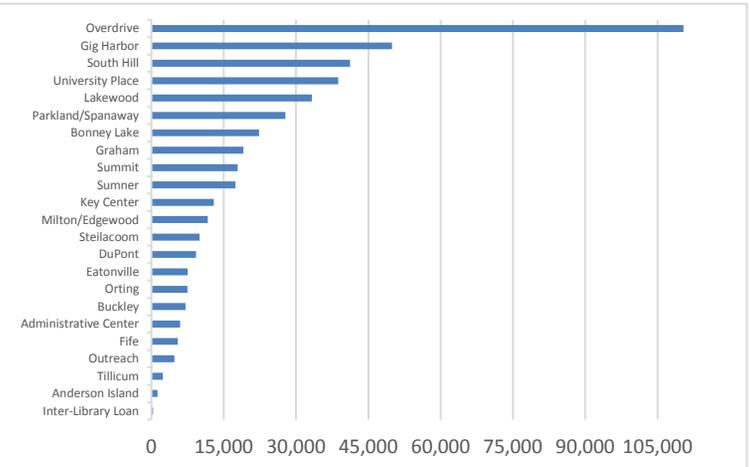
## Historical Data Reporting

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 RBDigital e-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 providers, for all years reported.

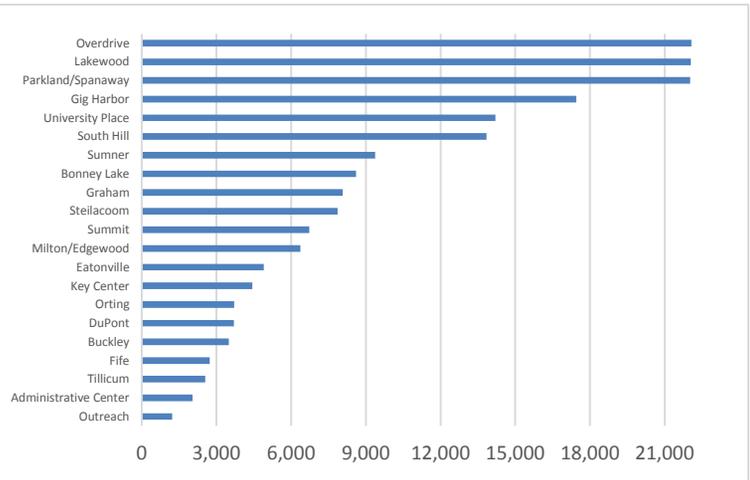
# Customers / Visits - January 2020

Location	Checkouts				Visitors**			
	Jan.2020	Last 12 Mo.	+1 Year	% Change	Jan.2020	Last 12 Mo.	+1 Year	% Change
Administrative Center	5,969	63,465	72,808	-12.8%	2,040	29,841	33,710	-11.5%
Anderson Island	1,257	11,970	11,960	0.1%	No Door Counter for Anderson Island			
Bonney Lake	22,305	271,335	275,860	-1.6%	8,601	110,828	129,181	-14.2%
Buckley	7,075	87,104	88,818	-1.9%	3,491	45,933	47,996	-4.3%
DuPont	9,253	117,488	122,217	-3.9%	3,694	51,166	54,761	-6.6%
Eatonville	7,523	99,253	111,222	-10.8%	4,907	76,764	90,571	-15.2%
Fife	5,494	66,610	73,066	-8.8%	2,725	39,674	43,134	-8.0%
Gig Harbor	49,907	611,475	664,817	-8.0%	17,449	224,056	239,632	-6.5%
Graham	19,088	237,434	248,957	-4.6%	8,071	94,475	99,936	-5.5%
Inter-Library Loan	368	4,711	5,618	-16.1%	No "visitors" for Inter-Library Loan			
Key Center	12,917	154,041	162,076	-5.0%	4,438	63,618	72,446	-12.2%
Lakewood	33,285	432,146	496,273	-12.9%	22,041	257,198	285,728	-10.0%
Milton / Edgewood	11,665	142,533	150,824	-5.5%	6,371	75,364	80,777	-6.7%
Orting	7,457	89,783	95,016	-5.5%	3,711	45,575	47,658	-4.4%
Overdrive	130,019	1,387,751	1,220,101	13.7%	22,215	267,573	222,944	20.0%
Outreach	4,757	55,226	58,370	-5.4%	1,220	13,213	13,306	-0.7%
Parkland / Spanaway	27,824	363,084	396,582	-8.4%	22,026	242,765	254,825	-4.7%
South Hill	41,191	530,610	581,752	-8.8%	13,849	172,772	192,055	-10.0%
Steilacoom	9,957	117,030	117,864	-0.7%	7,866	85,076	93,073	-8.6%
Summit	17,909	223,052	239,760	-7.0%	6,723	87,102	98,318	-11.4%
Sumner	17,412	225,806	251,947	-10.4%	9,368	121,210	132,704	-8.7%
Tillicum	2,384	31,929	32,444	-1.6%	2,551	32,550	40,498	-19.6%
University Place	38,731	488,705	528,935	-7.6%	14,200	202,277	227,781	-11.2%
<b>Total</b>	<b>483,747</b>	<b>5,812,541</b>	<b>6,007,287</b>	<b>-3.2%</b>	<b>187,557</b>	<b>2,339,030</b>	<b>2,501,034</b>	<b>-6.5%</b>

## January Checkouts



## January 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				
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

### December 31, 2019

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

#### General Fund

##### December

- **31XXX. Property tax receipts were adjusted to match actual needs for expenditures, thereby releasing more revenue to be transferred to the Levy Sustainability Fund.**
- **38700. The Foundation transferred its final distribution of the year to satisfy its agreement with the Library.**
- **36998. \$238,000 ERate reimbursements were received and recorded in January.**
- **5XXXX. Most maintenance & operations expense accounts showed lower than normal activity due to cutting off most purchases in December, in order to prepare for the transition to Munis.**
- **59703. The \$500,000 set-aside for short-term funding sustainability was, as planned, unused and flowed back into the General Fund, in order to build up its cash balance every year.**

##### November

- 38700. In December, the Foundation will transfer its final distribution of the year to satisfy its agreement with the Library. This distribution will be recorded and allocated to the various line items prior to year closing.
- 53505. Includes license renewals for Microsoft and Envisionware systems.
- 54100. Payment for services to conduct both audits (state and E-rate).
- 54501. Includes the semiannual payment for UP Condominium costs.

##### October

- 36110. Investment income is projected to be \$180,000 by yearend.
- 36998. Recorded 2 of 2 E-Rate reimbursements that had been withheld earlier this year.
- 53502. Includes significant purchases for computers and paid via P-Card.

##### July – September (Quarter 3)

- 36700. Received the first of three Foundation disbursements.
- 36998. Recorded 1 of 2 E-Rate reimbursements that had been withheld earlier this year.
- 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).
- 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**

#### **December**

- **Very little activity occurred in the Capital Fund, other than to pay invoices related to Munis implementation.**

#### November

- 53501. Includes various payments for furnishings in the ACL facility.

- 54103. Includes payments to Barsness Group for the Capital Campaign Feasibility consulting work, BERK for Public Engagement consulting work, Tyler Technologies for Munis ERP/HCM implementation, and EHS-I (Buckley Site Evaluation).

October

- Line items distributed accordingly to anticipated yearend results.
- 54103. Includes payment for Barsness Group’s work (Capital Campaign Feasibility Study).
- 54902. Payment for Library’s portion of Fife Local Improvement District (LID) costs.

July – September (Quarter 3)

- 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.
- 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.
- 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

### December

- **No significant activity, other than the planned receipt of the General Fund transfer of \$1,100,000.**

### November

- No significant activity.

### October

- 31111. Recorded the portion of property tax revenue for Levy Sustainability.

### July – September (Quarter 3)

- 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  
December 31, 2019**

	GENERAL FUND	SPECIAL PURPOSE FUND	DEBT SERVICE FUND	CAPITAL IMPROVEMENT PROJECTS FUND
<b>ASSETS</b>				
<b>Current Assets</b>				
Cash	\$ 9,222,405	\$ 7,575,222	\$ 88,086	\$ 2,182,855
Investments	\$ -	\$ -	\$ -	\$ -
Deposits Refundable	\$ -	\$ -	\$ -	\$ -
<b>Total Current Assets</b>	<b>\$ 9,222,405</b>	<b>\$ 7,575,222</b>	<b>\$ 88,086</b>	<b>\$ 2,182,855</b>
<b>TOTAL ASSETS</b>	<b>\$ 9,222,405</b>	<b>\$ 7,575,222</b>	<b>\$ 88,086</b>	<b>\$ 2,182,855</b>
<b>LIABILITIES</b>				
<b>Current Liabilities</b>				
Warrants Payable	\$ (491)	\$ -	\$ -	\$ -
Sales Tax Payable	\$ 6,893	\$ -	\$ -	\$ -
Payroll Payable	\$ 172,006	\$ -	\$ -	\$ -
US Bank Payable	\$ -	\$ -	\$ -	\$ -
<b>Total Current Liabilities</b>	<b>\$ 178,407</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL LIABILITIES</b>	<b>\$ 178,407</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FUND BALANCE</b>				
Reserve for Encumbrances	\$ (1,861)	\$ -	\$ -	\$ -
Election Set-Aside		\$ 608,822		
Land/Property/Facility Set-Aside		\$ 630,117		
Unreserved Fund Balance	\$ 9,045,858	\$ 6,336,283	\$ 88,086	\$ 2,182,855
<b>TOTAL FUND BALANCE</b>	<b>\$ 9,043,998</b>	<b>\$ 7,575,222</b>	<b>\$ 88,086</b>	<b>\$ 2,182,855</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 9,222,405</b>	<b>\$ 7,575,222</b>	<b>\$ 88,086</b>	<b>\$ 2,182,855</b>
<b>BEGINNING FUND BALANCE, 01/01/19</b>				
	\$ 7,738,394	\$ 1,255,685	\$ 86,171	\$ 1,551,840
YTD Revenue	\$ 35,608,898	\$ 6,587,909	\$ 1,915	\$ 1,501,281
Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -
YTD Expenditures	\$ (34,303,293)	\$ (268,372)	\$ -	\$ (870,266)
<b>ENDING FUND BALANCE, 12/31/19</b>	<b>\$ 9,043,998</b>	<b>\$ 7,575,222</b>	<b>\$ 88,086</b>	<b>\$ 2,182,855</b>
<b>TAXES RECEIVABLE</b>	<b>\$ 709,314</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

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

	HISTORICAL 11/30/2018	HISTORICAL 12/31/2018	HISTORICAL 1/31/2019	HISTORICAL 2/28/2019	HISTORICAL 3/31/2019	HISTORICAL 4/30/2019	HISTORICAL 5/31/2019	HISTORICAL 6/30/2019	HISTORICAL 7/31/2019	HISTORICAL 8/31/2019	HISTORICAL 9/30/2019	HISTORICAL 10/31/2019	CURRENT 11/30/2019	CURRENT 12/31/2019
<b>ASSETS</b>														
<b>Current Assets</b>														
Cash	\$ 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	\$ 9,491,633	\$ 2,526,528	\$ 9,222,405
Investments	\$ 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	\$ 3,890,000	\$ 10,390,000	\$ -
Deposits Refundable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,019	\$ 25,019	\$ 25,888	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Current Assets</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>\$ 13,381,633</b>	<b>\$ 12,916,528</b>	<b>\$ 9,222,405</b>
<b>TOTAL ASSETS</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>\$ 13,381,633</b>	<b>\$ 12,916,528</b>	<b>\$ 9,222,405</b>
<b>LIABILITIES</b>														
<b>Current Liabilities</b>														
Warrants Payable	\$ 160,876	\$ 516,769	\$ 251,432	\$ 79,752	\$ 79,533	\$ 122,578	\$ 125,580	\$ 86,612	\$ 33,290	\$ 98,418	\$ 308,102	\$ 117,447	\$ 122,483	\$ (491)
Sales Tax Payable	\$ 2,643	\$ 241	\$ 1,438	\$ 1,967	\$ 1,997	\$ 2,319	\$ 2,516	\$ 2,471	\$ 3,515	\$ 2,825	\$ 2,606	\$ 4,641	\$ 2,909	\$ 6,893
Payroll Payable	\$ 129,840	\$ 149,007	\$ 124,676	\$ 143,867	\$ 110,110	\$ 130,627	\$ 148,517	\$ 170,543	\$ 126,068	\$ 148,456	\$ 171,461	\$ 130,737	\$ 152,520	\$ 172,006
<b>Total Current Liabilities</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>\$ 252,825</b>	<b>\$ 277,912</b>	<b>\$ 178,407</b>
<b>TOTAL LIABILITIES</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>\$ 252,825</b>	<b>\$ 277,912</b>	<b>\$ 178,407</b>
<b>FUND BALANCE</b>														
Reserve for Encumbrance	\$ 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	\$ 483,460	\$ 292,123	\$ (1,861)
Unreserved Fund Balance	\$ 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	\$ 12,645,348	\$ 12,346,493	\$ 9,045,858
<b>TOTAL FUND BALANCE</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>\$ 13,128,808</b>	<b>\$ 12,638,616</b>	<b>\$ 9,043,998</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</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>\$ 13,381,633</b>	<b>\$ 12,916,528</b>	<b>\$ 9,222,405</b>
<b>PROPERTY TAXES RECEIVABLE</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>	<b>\$ 3,132,650</b>	<b>\$ 887,773</b>	<b>\$ 709,314</b>

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

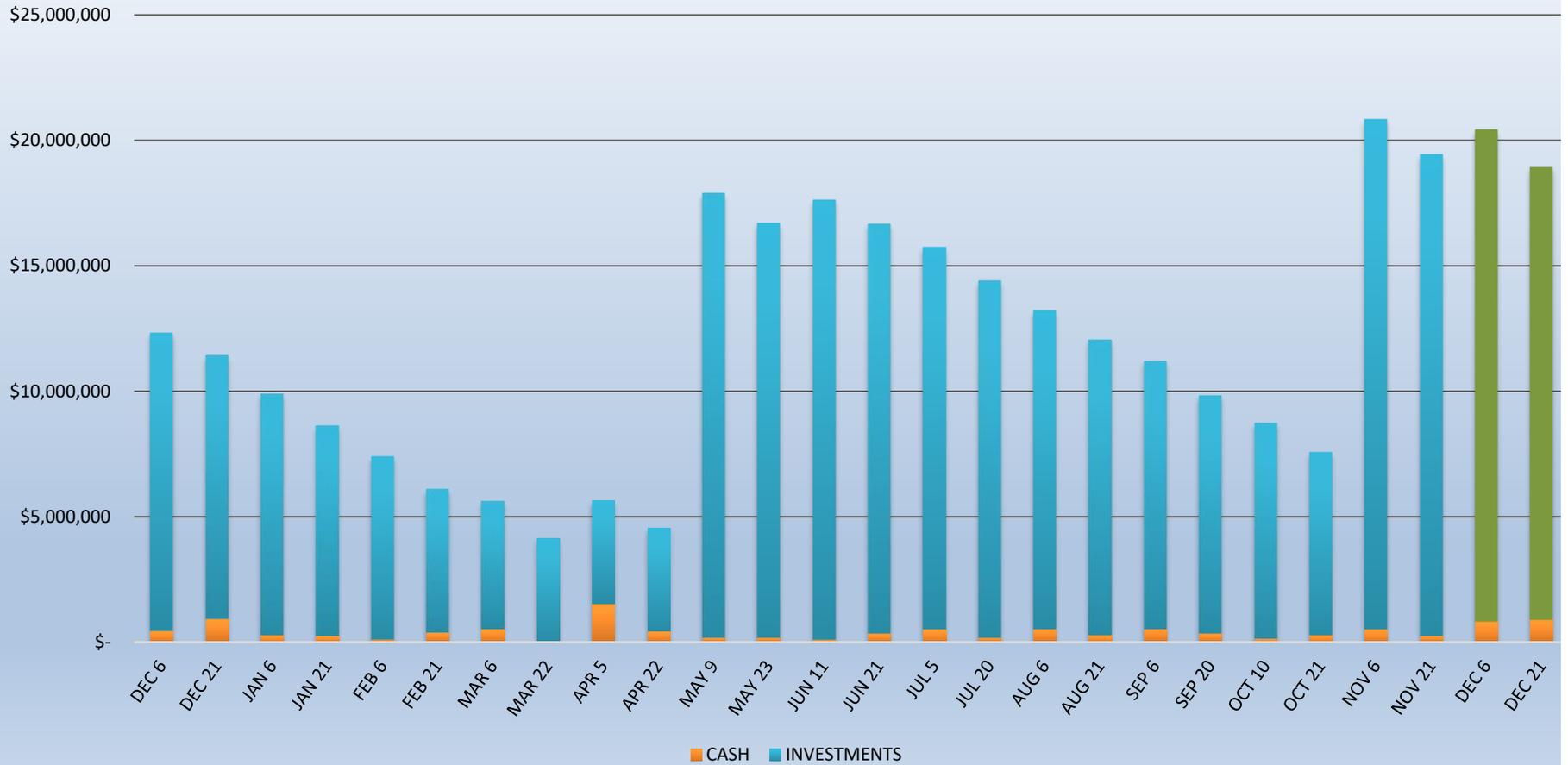
<b>GENERAL FUND - 01</b>	<b>2019 BUDGET</b>	<b>YEAR TO DATE</b>	<b>ENCUMBRANCES</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>					
Property Tax & Related Income	\$ 34,623,500	\$ 34,180,023	\$ -	\$ 443,477	99%
Other Revenue	\$ 1,750,500	\$ 1,428,874	\$ -	\$ 321,626	82%
<b>TOTAL REVENUE</b>	<b>\$ 36,374,000</b>	<b>\$ 35,608,898</b>	<b>\$ -</b>	<b>\$ 765,102</b>	<b>98%</b>
<b>EXPENDITURES</b>					
Personnel/Taxes and Benefits	\$ 24,332,700	\$ 23,731,959	\$ -	\$ 600,741	98%
Materials	\$ 3,805,100	\$ 3,425,618	\$ -	\$ 379,482	90%
Maintenance and Operations	\$ 5,175,000	\$ 4,585,716	\$ -	\$ 589,284	89%
Transfers Out & Reserves	\$ 3,060,000	\$ 2,560,000	\$ -	\$ 500,000	84%
<b>TOTAL EXPENDITURES</b>	<b>\$ 36,372,800</b>	<b>\$ 34,303,293</b>	<b>\$ -</b>	<b>\$ 2,069,507</b>	<b>94%</b>
Excess/(Deficit)		\$ 1,305,604			
Additional Transfers Out		-			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 1,305,604</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	\$ -	\$ -	100%
Investment Income	\$ 60,000	\$ 37,909	\$ -	\$ 22,091	63%
<b>TOTAL REVENUE</b>	<b>\$ 1,785,000</b>	<b>\$ 1,137,909</b>	<b>\$ -</b>	<b>\$ 647,091</b>	<b>64%</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)		\$ 869,537			
Additional Transfers In		\$ -			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 869,537</b>			

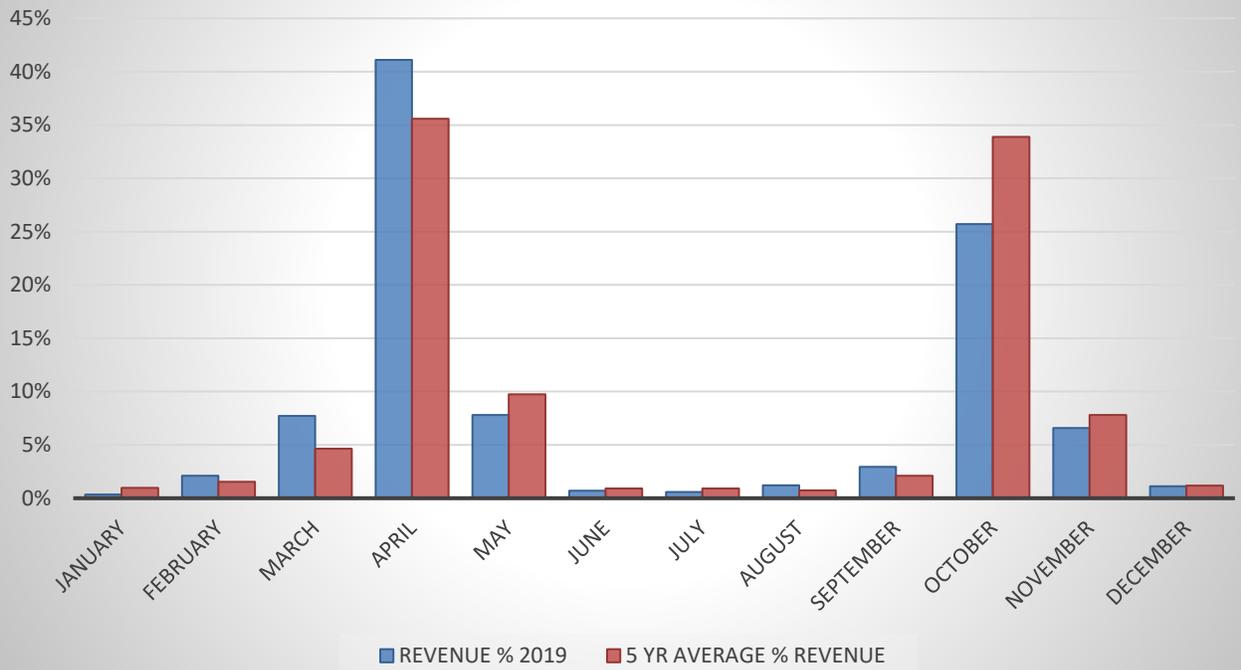
<b>DEBT SERVICE FUND - 20</b>	<b>2019 BUDGET</b>	<b>YEAR TO DATE</b>	<b>ENCUMBRANCES</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>					
Property Tax & Related Income	\$ -	\$ 173	\$ -	\$ (173)	-
Other Revenue	\$ -	\$ 1,742	\$ -	\$ (1,742)	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 1,915</b>	<b>\$ -</b>	<b>\$ (1,915)</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 1,915</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	\$ -	\$ 41,281	\$ -	\$ (41,281)	-
<b>TOTAL REVENUE</b>	<b>\$ 1,677,085</b>	<b>\$ 1,501,281</b>	<b>\$ -</b>	<b>\$ 175,804</b>	<b>90%</b>
<b>EXPENDITURES</b>					
Capital Improvement Projects	\$ 1,415,000	\$ 870,266	\$ -	\$ 544,734	62%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,415,000</b>	<b>\$ 870,266</b>	<b>\$ -</b>	<b>\$ 544,734</b>	<b>62%</b>
Excess/(Deficit)		\$ 631,015			
Additional Transfers In		-			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 631,015</b>			

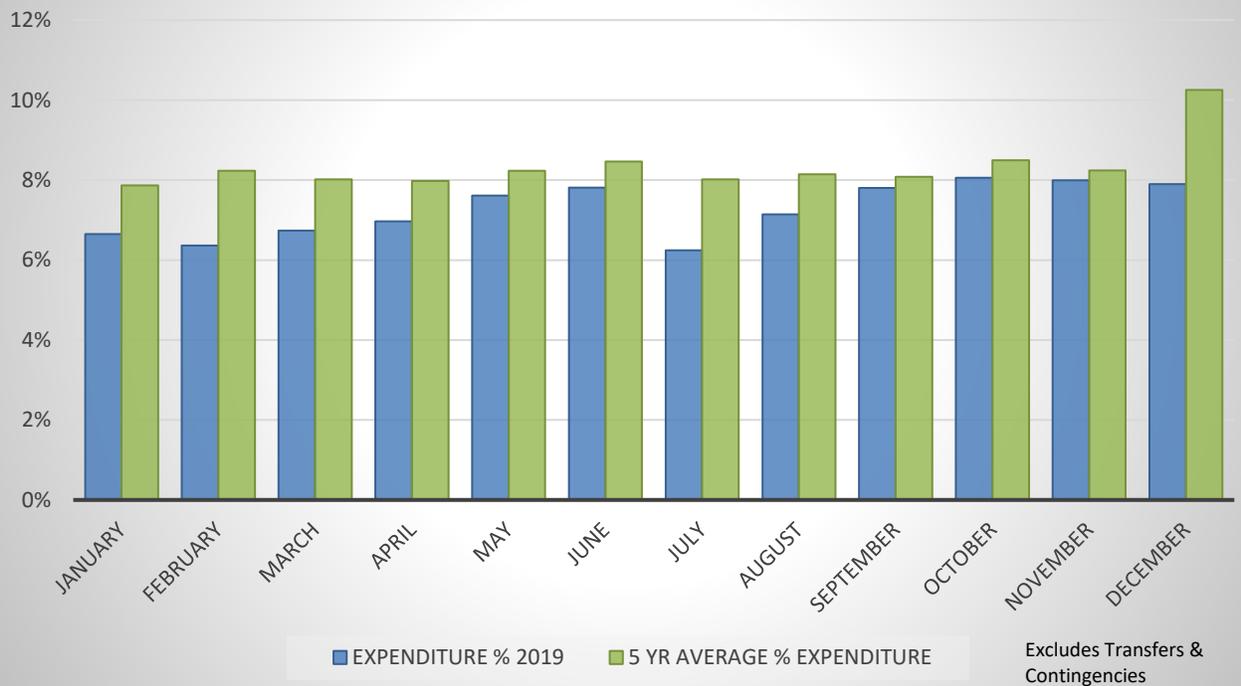
**CASH & INVESTMENTS - SEMI-MONTHLY  
2019 - ALL FUNDS COMBINED (EXCLUDES DEBT SERVICE FUND)  
- 13 MONTHS MOVING -**



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



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



**FUND: GENERAL FUND (01)**

Object	2019 Budget	December Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
31111 PROPERTY TAXES CURRENT	33,934,600.00	162,231.88	33,376,875.98	0.00	557,724.02	98.36
31112 PROPERTY TAXES DELINQUENT	424,900.00	19,019.16	364,033.37	0.00	60,866.63	85.68
31113 PROPERTY TAXES KING COUNTY	60,000.00	2,785.05	60,899.14	0.00	(899.14)	101.50
31130 SALE OF TAX TITLE PROPERTY	6,000.00	0.00	16,080.34	0.00	(10,080.34)	268.01
31720 LEASEHOLD EXCISE TAX	20,000.00	4,144.45	25,448.38	0.00	(5,448.38)	127.24
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>188,180.54</b>	<b>33,920,509.65</b>	<b>0.00</b>	<b>587,990.35</b>	<b>98.30</b>
33533 STATE FOREST FUNDS/DNR TIMBER TRUES	0.00	0.00	59,547.85	0.00	(59,547.85)	0.00
33710 SHARED FIXED ASSETS - TIMBER	15,000.00	0.00	0.00	0.00	15,000.00	0.00
34160 COPIER FEES	30,000.00	2,663.32	34,467.71	0.00	(4,467.71)	114.89
34161 GRAPHICS SERVICES CHARGES	7,500.00	1,165.00	2,005.66	0.00	5,494.34	26.74
34162 PRINTER FEES	125,000.00	8,344.64	122,073.40	0.00	2,926.60	97.66
34163 FAX FEES	22,000.00	2,026.58	25,091.33	0.00	(3,091.33)	114.05
34193 ORTING - SERVICE FEES	3,000.00	0.00	3,240.00	0.00	(240.00)	108.00
34730 INTERLIBRARY LOAN FEES	0.00	129.90	(347.50)	0.00	347.50	0.00
35970 LIBRARY FINES	400,000.00	27,915.53	380,342.71	0.00	19,657.29	95.09
36110 INVESTMENT INCOME	100,000.00	15,037.09	182,338.27	0.00	(82,338.27)	182.34
36140 OTHER INTEREST EARNED - COUNTY	0.00	1.84	45.71	0.00	(45.71)	0.00
36200 KEY PEN HLTH DEPT FACILITY REV	1,000.00	0.00	779.80	0.00	220.20	77.98
36290 BOOK SALES	4,000.00	3.64	6,311.29	0.00	(2,311.29)	157.78
36700 FOUNDATION DONATIONS	350,000.00	0.00	117,450.80	0.00	232,549.20	33.56
36720 FRIENDS' REIMBURSEMENTS	30,000.00	156,500.00	231,345.92	0.00	(201,345.92)	771.15
36725 DONATIONS - OTHER	160,000.00	60.25	423.65	0.00	159,576.35	0.26
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	548.20	993.01	0.00	6.99	99.30
36990 MISCELLANEOUS REVENUE	0.00	114.65	5,130.58	0.00	(5,130.58)	0.00
36991 PAYMENT FOR LOST MATERIALS	10,000.00	377.68	5,132.04	0.00	4,867.96	51.32
36996 JURY DUTY REIMBURSEMENT	0.00	50.00	365.67	0.00	(365.67)	0.00
36998 E RATE REIMBURSEMENT	530,000.00	0.00	407,885.59	0.00	122,114.41	76.96
36999 REBATES - PROCUREMENT CARD	75,000.00	18.50	64,146.90	0.00	10,853.10	85.53
<b>CHARGES OTHER:</b>	<b>1,865,500.00</b>	<b>214,956.82</b>	<b>1,659,227.31</b>	<b>0.00</b>	<b>206,272.69</b>	<b>88.94</b>
39510 SALE OF FIXED ASSETS (GOV)	0.00	0.00	17,581.79	0.00	(17,581.79)	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>403,137.36</b>	<b>35,608,897.55</b>	<b>0.00</b>	<b>765,102.45</b>	<b>97.90</b>
<b>EXPENSE ACCOUNTS</b>						
51100 SALARIES AND WAGES	17,822,600.00	1,380,614.08	16,614,810.43	0.00	1,207,789.57	93.22
51105 ADDITIONAL HOURS	239,400.00	23,715.98	293,215.90	0.00	(53,815.90)	122.48
51106 SHIFT DIFFERENTIAL	161,200.00	18,542.75	185,645.77	0.00	(24,445.77)	115.16
51107 SUBSTITUTE HOURS	262,250.00	23,171.30	241,649.21	0.00	20,600.79	92.14
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	2,769.75	22,713.28	0.00	(1,563.28)	107.39
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	9,404.93	123,650.67	0.00	57,449.33	68.28
52002 MEDICAL INSURANCE	2,310,200.00	194,528.12	2,410,480.16	0.00	(100,280.16)	104.34
52003 F.I.C.A.	1,344,300.00	106,776.59	1,296,874.97	0.00	47,425.03	96.47
52004 RETIREMENT	2,254,500.00	180,106.68	2,165,881.73	0.00	88,618.27	96.07

**FUND: GENERAL FUND (01)**

Object	2019 Budget	December Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>EXPENSE ACCOUNTS</b>						
52005 DENTAL INSURANCE	213,200.00	18,935.07	221,913.06	0.00	(8,713.06)	104.09
52006 OTHER BENEFIT	10,800.00	2,060.00	27,940.00	0.00	(17,140.00)	258.70
52010 LIFE AND DISABILITY INSURANCE	75,900.00	6,582.72	77,847.29	0.00	(1,947.29)	102.57
52020 UNEMPLOYMENT/ PAID FML INSURANCE	50,000.00	2,066.73	43,877.98	0.00	6,122.02	87.76
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>1,969,274.70</b>	<b>23,731,958.51</b>	<b>0.00</b>	<b>600,741.49</b>	<b>97.53</b>
53100 OFFICE/OPERATING SUPPLIES	214,800.00	39,975.05	281,219.82	0.00	(66,419.82)	130.92
53101 CUSTODIAL SUPPLIES	69,000.00	6,299.09	68,449.43	0.00	550.57	99.20
53102 MAINTENANCE SUPPLIES	35,000.00	1,633.39	30,013.96	0.00	4,986.04	85.75
53103 AUDIOVISUAL PROCESSING SUP	16,000.00	140.68	1,540.65	0.00	14,459.35	9.63
53104 BOOK PROCESSING SUPPLIES	18,000.00	87.81	5,761.89	0.00	12,238.11	32.01
53200 FUEL	35,000.00	5,461.27	30,470.17	0.00	4,529.83	87.06
53401 ADULT MATERIALS	739,500.00	108,805.07	705,648.79	0.00	33,851.21	95.42
53403 PERIODICALS	92,000.00	474.45	85,208.92	0.00	6,791.08	92.62
53405 JUVENILE BOOKS	456,954.00	46,103.17	405,450.79	0.00	51,503.21	88.73
53407 INTERNATIONAL COLLECTION	45,000.00	19,142.18	51,205.39	0.00	(6,205.39)	113.79
53408 AUDIOVISUAL MATERIALS - ADULT	725,000.00	148,026.65	625,369.25	0.00	99,630.75	86.26
53409 AUDIOVISUAL MATERIALS - JUV	86,000.00	6,740.45	38,753.23	0.00	47,246.77	45.06
53411 ELECTRONIC INFO SOURCES	528,643.00	38,681.67	537,440.18	0.00	(8,797.18)	101.66
53412 REFERENCE SERIALS	11,500.00	6,587.41	7,358.86	0.00	4,141.14	63.99
53414 ELECTRONIC COLLECTION	972,003.00	0.00	837,285.55	0.00	134,717.45	86.14
53464 VENDOR PROCESSING SERVICES	148,500.00	26,205.66	131,695.80	0.00	16,804.20	88.68
53499 GIFTS - MATERIALS	0.00	0.00	201.69	0.00	(201.69)	0.00
53500 MINOR EQUIPMENT	55,500.00	13,822.38	44,599.72	0.00	10,900.28	80.36
53501 FURNISHINGS	64,000.00	13,254.74	58,905.13	0.00	5,094.87	92.04
53502 TECHNOLOGY HARDWARE	358,500.00	38,074.15	385,206.30	0.00	(26,706.30)	107.45
53505 SOFTWARE/LICENSES/HOSTING	516,500.00	125,202.57	541,661.72	0.00	(25,161.72)	104.87
54100 PROFESSIONAL SERVICES	193,230.00	15,971.97	164,700.45	0.00	28,529.55	85.24
54101 LEGAL SERVICES	55,000.00	3,983.50	37,226.81	0.00	17,773.19	67.69
54103 CONTRACTUAL SERVICES	314,100.00	16,813.30	268,551.45	0.00	45,548.55	85.50
54162 BIBLIOGRAPHIC & RELATED SERVICES	46,500.00	4,107.34	49,908.19	0.00	(3,408.19)	107.33
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	195.46	1,330.36	0.00	1,169.64	53.21
54200 POSTAGE AND SHIPPING	73,000.00	11.00	61,424.36	0.00	11,575.64	84.14
54201 TELECOM SERVICES	650,400.00	63,169.69	690,472.31	0.00	(40,072.31)	106.16
54300 TRAVEL	49,900.00	772.19	28,436.48	0.00	21,463.52	56.99
54301 MILEAGE REIMBURSEMENTS	36,800.00	4,148.81	48,364.89	0.00	(11,564.89)	131.43
54400 ADVERTISING	94,500.00	847.34	60,020.27	0.00	34,479.73	63.51
54501 RENTALS/LEASES - BUILDINGS	421,000.00	40,236.38	404,119.22	0.00	16,880.78	95.99
54502 RENTALS/LEASES - EQUIPMENT	130,900.00	7,680.46	134,643.26	0.00	(3,743.26)	102.86
54504 DATA SERVICES	0.00	0.00	425.00	0.00	(425.00)	0.00
54600 INSURANCE	222,000.00	268.00	1,067.00	0.00	220,933.00	0.48
54700 ELECTRICITY	265,000.00	25,983.38	239,053.26	0.00	25,946.74	90.21
54701 NATURAL GAS	12,000.00	2,437.39	9,792.14	0.00	2,207.86	81.60
54702 WATER	30,000.00	3,617.44	38,025.54	0.00	(8,025.54)	126.75
54703 SEWER	34,000.00	4,520.76	48,560.57	0.00	(14,560.57)	142.83
54704 REFUSE	36,000.00	4,467.03	40,529.35	0.00	(4,529.35)	112.58

Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 12/31/2019

**FUND: GENERAL FUND (01)**

Object	2019 Budget	December Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>EXPENSE ACCOUNTS</b>						
54800 GENERAL REPAIRS/MAINTENANCE	253,500.00	15,405.96	248,883.99	0.00	4,616.01	98.18
54801 CONTRACTED MAINTENANCE	501,450.00	13,159.57	315,354.33	0.00	186,095.67	62.89
54810 IT SYSTEMS MAINTENANCE	82,100.00	19,956.78	76,142.43	0.00	5,957.57	92.74
54900 REGISTRATIONS	62,700.00	383.10	26,886.34	0.00	35,813.66	42.88
54901 DUES AND MEMBERSHIPS	24,120.00	7,335.21	45,734.18	0.00	(21,614.18)	189.61
54902 TAXES AND ASSESSMENTS	29,500.00	45.42	39,880.37	0.00	(10,380.37)	135.19
54903 LICENSES AND FEES	58,300.00	2,630.96	45,046.72	0.00	13,253.28	77.27
54905 ORGANIZATIONAL REGISTRATIONS	3,000.00	0.00	1,348.47	0.00	1,651.53	44.95
54912 CONTINGENCY	98,200.00	0.00	0.00	0.00	98,200.00	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	1,100,000.00	1,100,000.00	0.00	0.00	100.00
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>2,002,866.28</b>	<b>10,571,334.91</b>	<b>0.00</b>	<b>1,468,765.09</b>	<b>87.80</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>3,972,140.98</b>	<b>34,303,293.42</b>	<b>0.00</b>	<b>2,070,706.58</b>	<b>94.31</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>(3,569,003.62)</b>	<b>1,305,604.13</b>	<b>0.00</b>	<b>(1,305,604.13)</b>	<b>0.00</b>

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

Object	2019 Budget	December 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
31111 PROPERTY TAXES CURRENT	0.00	0.00	5,450,000.00	0.00	(5,450,000.00)	0.00
<b>TAXES:</b>	<b>625,000.00</b>	<b>0.00</b>	<b>5,450,000.00</b>	<b>0.00</b>	<b>(4,825,000.00)</b>	<b>872.00</b>
36110 INVESTMENT INCOME	60,000.00	9,471.41	37,908.90	0.00	22,091.10	63.18
<b>CHARGES OTHER:</b>	<b>60,000.00</b>	<b>9,471.41</b>	<b>37,908.90</b>	<b>0.00</b>	<b>22,091.10</b>	<b>63.18</b>
39700 TRANSFERS IN	1,100,000.00	1,100,000.00	1,100,000.00	0.00	0.00	100.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>1,785,000.00</b>	<b>1,109,471.41</b>	<b>6,587,908.90</b>	<b>0.00</b>	<b>(4,802,908.90)</b>	<b>369.07</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>1,109,471.41</b>	<b>6,319,537.19</b>	<b>0.00</b>	<b>(5,159,537.19)</b>	<b>544.79</b>

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

Object	2019 Budget	December 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	122.87	1,742.21	0.00	(1,742.21)	0.00
<b>CHARGES OTHER:</b>	<b>0.00</b>	<b>122.87</b>	<b>1,742.21</b>	<b>0.00</b>	<b>(1,742.21)</b>	<b>0.00</b>
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>0.00</b>	<b>122.87</b>	<b>1,914.76</b>	<b>0.00</b>	<b>(1,914.76)</b>	<b>0.00</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>122.87</b>	<b>1,914.76</b>	<b>0.00</b>	<b>(1,914.76)</b>	<b>0.00</b>

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

Object	2019 Budget	December 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	3,244.36	41,281.22	0.00	(41,281.22)	0.00
<b>CHARGES OTHER:</b>	<b>217,085.00</b>	<b>3,244.36</b>	<b>41,281.22</b>	<b>0.00</b>	<b>175,803.78</b>	<b>19.02</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>3,244.36</b>	<b>1,501,281.22</b>	<b>0.00</b>	<b>175,803.78</b>	<b>89.52</b>
<b>EXPENSE ACCOUNTS</b>						
53100 OFFICE/OPERATING SUPPLIES	800.00	131.88	877.65	0.00	(77.65)	109.71
53501 FURNISHINGS	124,400.00	8,218.46	146,455.99	0.00	(22,055.99)	117.73
53502 TECHNOLOGY HARDWARE	19,000.00	0.00	18,547.51	0.00	452.49	97.62
53505 SOFTWARE/LICENSES/HOSTING	125,000.00	0.00	118,823.88	0.00	6,176.12	95.06
54100 PROFESSIONAL SERVICES	18,100.00	0.00	21,178.19	0.00	(3,078.19)	117.01
54103 CONTRACTUAL SERVICES	192,000.00	34,775.80	248,208.44	0.00	(56,208.44)	129.28
54200 POSTAGE AND SHIPPING	2,900.00	0.00	2,853.18	0.00	46.82	98.39
54300 TRAVEL	70,000.00	5,428.07	18,802.15	0.00	51,197.85	26.86
54400 ADVERTISING	600.00	0.00	999.60	0.00	(399.60)	166.60
54800 GENERAL REPAIRS/MAINTENANCE	2,700.00	835.24	3,450.86	0.00	(750.86)	127.81
54801 CONTRACTED MAINTENANCE	700.00	0.00	661.20	0.00	38.80	94.46
54805 VEHICLE REPAIR - MAJOR	38,000.00	0.00	37,952.24	0.00	47.76	99.87
54900 REGISTRATIONS	4,800.00	0.00	4,750.00	0.00	50.00	98.96
54901 DUES AND MEMBERSHIPS	9,300.00	0.00	9,231.60	0.00	68.40	99.26
54902 TAXES AND ASSESSMENTS	47,000.00	0.00	47,000.00	0.00	0.00	100.00
54903 LICENSES AND FEES	2,000.00	0.00	1,890.00	0.00	110.00	94.50
54912 CONTINGENCY/RESERVE	21,200.00	0.00	0.00	0.00	21,200.00	0.00
56200 BUILDINGS & BLDG IMPROVEMENTS	146,200.00	0.00	146,166.43	0.00	33.57	99.98
56202 ELECTRICAL	0.00	2,384.83	2,384.83	0.00	(2,384.83)	0.00
56300 IMPROVEMENTS OTHER THAN BLDGS	12,000.00	0.00	33,036.12	0.00	(21,036.12)	275.30
56400 MACHINERY & EQUIPMENT	7,000.00	0.00	6,996.62	0.00	3.38	99.95
00000 UNALLOCATED GRP BDGT LINE ITEMS	571,300.00	0.00	0.00	0.00	571,300.00	0.00
<b>TOTAL FOR EXPENSE ACCOUNTS</b>	<b>1,415,000.00</b>	<b>51,774.28</b>	<b>870,266.49</b>	<b>0.00</b>	<b>544,733.51</b>	<b>61.50</b>
<b>NET SURPLUS / DEFICIT</b>	<b>262,085.00</b>	<b>(48,529.92)</b>	<b>631,014.73</b>	<b>0.00</b>	<b>(368,929.73)</b>	<b>240.77</b>

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# MEMO



Date: February 28, 2020

To: Chair Daren Jones and Members of the Board of Trustees

From: Georgia Lomax, Executive Director

Subject: Executive Director Report - February

The Legislature is scheduled to conclude its 60-day short session on March 13. I serve on the Legislative Committee for Public Libraries of Washington and we monitor bills for potential impact on public library governance, funding, policies and intellectual freedom. We continue to follow the progress of SB 6305, which would turn the two-step voting process to create a Library Capital Facilities Area and fund a capital bond into just one step. It passed out of the Senate and House and is on its way to the Governor's desk where we expect it will be signed.

A Request for Qualifications (RFQ) for conceptual design services for the planning phase for potential new libraries in Lakewood and Sumner has been posted and will close on March 31, 2020. Other preparation is underway, including development and training of Library Foundation board members to prepare to launch a capital fundraising campaign, and discussions with organizations regarding the possibility of co-location of other community services with the Library in new facilities. The Library will continue working with Barsness Group as it prepares for a future capital fundraising campaign.

I attended the Public Library Association (PLA) biennial conference. This multi-day event focuses solely on public library issues and trends that may impact libraries. It offers top-quality education and training programs, and features more than 300 vendors. I also volunteered in the career center, providing feedback on resumes and coaching on interview skills for job seekers interested in the library field. 15 staff attended this year to learn, participate in work groups or present.

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# MEMO



Date: February 20, 2020

To: Chair Daren Jones and Members of the Board of Trustees

From: Jaime Prothro, Customer Experience Director

Subject: January 2020 Branch Services Report

**Buckley:** Buckley's meeting room has been a job recruitment location for the US Census Bureau in readying for the 2020 Census.

**Eatonville:** A second computer class was scheduled at Eatonville this month due to the excitement from participants and the library's ability to respond to customer interest.

**Fife:** We had our three children's manipulative/activity boards installed by facilities, which have brightened up the children's area, and have proved to be engaging for small customers.

The branch's new tween club has steadily attracted tween-aged customers to the branch. Youth Services Librarian Lucie Ferguson has facilitated clay jewelry sculpting, a minute to win it championship, and glowing lanterns. We are looking forward to consistently serving this group at the branch on a weekly basis moving forward!

**Graham:** The branch held a "Prime Time Poetry" contest, which ran all month and was sponsored by the Friends of the Graham Library. Seniors really seemed to enjoy expressing their creativity with original poetry.

**Key Center:** A local community member who is a published poet was delighted at the beginning of OOX. She told staff about how many Key Peninsula youth have won in the past and hopes to have many this year as well. She took a hand full flyers to distribute around the community.

Supervising Librarian Corrine Weatherly shared the new WorkSource's Book a Job Coach and the Census 2020 application assistance with the Key Peninsula Business Association, Key Center Community Office, Safe Streets, & Children's Home Society. All are going to promote these in their offices and on their Facebook pages.

**Lakewood:** Invited by Adriana Bayer, the Family Engagement Coordinator at Hudtloff Middle School, Michelle Angell, Seung Kang, and Elise Bodell attended a Deep Equity conversation hosted by the Clover Park School District and open to parents, organizations, and community members. Grant Twyman, the new Equity, Diversity, and Inclusion Specialist at the district, presented on the Deep Equity professional development that teachers are receiving based in cultural responsiveness, equity, inclusion, and excellence.

Teen Library Council volunteers provided information and insight that will be used in presentations to Customer Experience supervisors, as well as Adult Service and Youth Service librarians. Combined with responses from University Place and South Hill Teen Councils, teens answered the following questions:

**What do you wish decision makers understood about what it's like to be a teen right now?**

- We are busy. We have a lot of responsibilities: expectations at school, home, work, church, taking care of younger siblings.
- Our responsibilities take a lot of time and energy - mental energy, emotional energy.
- We're in class for 7-8 hours, then clubs or activities, then homework. We're busy with school for like 10-12 hours a day. And school is not our #1 priority.
- We deal with mental health issues like anxiety and depression every day.
- How lonely it can be.
- Decision makers should make sure that teen voices get heard more. We are used to our ideas being shut down or being left out of important conversations. This doesn't help us find or develop our voice. Our voices matter.

**What do people get wrong about teenagers?**

- We're lazy
- We're angsty / edgy
- We're glued to our screens (okay that's sometimes true)
- We're obsessed with social media. I'm not on Facebook or Instagram or anything.
- That we don't care. We really want to be helpful and contribute. We take on a lot.
- That we're all the same. Our identities influence our journeys.

**What would you like to see at the library for teens?**

- Bigger teen space!
- More activities for teens in the community – just for teens.
- We just need to get out and see other people. Sports and stuff is ok, but a lot of the school clubs are really underfunded. We need a space that's social, to hang out, that's relatively safe.
- Mentors.

**Orting:** As always, some very creative book displays at Orting.



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**South Hill:** Librarian Laura Farrow attended the first-ever WLA Virtual Conference on Jan. 14th. Sessions included: Fact-Checking News Media, Libraries & E-Materials Lending, Equity Diversity & Inclusion in Libraries, and Using Virtual Reality to Engage Youth. The closing keynote was a discussion about library advocacy vs. library activism.

Customers who attended the Altered Art program really enjoyed themselves and made some great pieces of art. One customer remarked how much she liked the program and the fact that it drew so many different age groups, from tweens to seniors.

**Summit:** A customer who recently participated in Book a Librarian sessions with Neil Derksen and Mejin Turner had high praise for the service he received. He called the branch to let staff know that in addition to building his skills with Microsoft Word, he was finally able to properly explain some long-standing issues with his home internet and get them fixed thanks to the vocabulary and concepts he picked up from an earlier session.

**Steilacoom:** Storytime for Babies and Families started back up this month from the winter break - both of these programs are very well attended and are growing.

**Tillicum:** The early learning interactive boards were installed in the Children's Area. These boards were funded by the Pierce County Library Foundation, and have been very popular with children..

The Bilingual Storytime continues to generate interest and draw families from outside of Tillicum. Participant numbers range from 7-10 each week.

**University Place:** Even while the branch, and library system, experienced a public technology outage that disrupted customer service for many, the branch staff heard the following from customers:

- Thank you for showing how to use the laptop! I never knew you guys had this service, so thanks again!
- I can't believe libraries has movies! This is great!
- I'm so glad you all exist. I really appreciate you.
- This was the most help I had from anyone and I feel less afraid of the situation as a result of coming to the library.

# Unfinished Business

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# MEMO



Date: March 2, 2020

To: Chair Daren Jones and Members of the Board of Trustees

From: Georgia Lomax, Executive Director

Subject: 2020 Trustee Vacancy

Next month we will begin the recruitment process for candidates to replace Monica Butler on the Board of Trustees. Monica's term ends August 11, 2020.

During the March Board meeting we will review the timeline and application materials.

Library Trustees are appointed to the Board by the Pierce County Executive. The appointment is confirmed by a vote of the Pierce County Council. In 1991, a competitive vacancy process was established to recruit, interview and select a candidate to recommend to the County Executive for appointment.

<b>2020 Trustee Vacancy Process Timeline</b>	
Advertise vacancy	April
Applications due	April 30
Interviews	May
Candidate selected	by May 29
Recommendation sent to County Executive	June
County process	June/July
New Trustee orientation	July
New Trustee's term begins	August

# New Business

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# MEMO



Date: March 9, 2020

To: Chair Daren Jones and Members of the Board of Trustees

From: Mary Getchell, Marketing and Communications Director

Subject: COVID-19 Preparation and Planning

To plan for and respond to a new coronavirus disease 2019 (COVID-19), the Pierce County Library System enacted its Risk Management Committee to function as an emergency operations center. We are meeting in person at least weekly, online multiple times daily, as well as via conference calls. We are in continuous contact with Tacoma-Pierce County Health Department (TPCHD) and reviewing constant information from TPCHD, Washington State Department of Health (DOH), and Centers for Disease and Prevention (CDC).

## **Preparation, Planning, Response:**

- Developed incident response framework using guidelines for employers from CDC and DOH.
- Provided information to custodians about sanitation and reviewing and planning further cleaning measures, per public health agency guidance.
- Created and implementing communications plan.
- Identified critical tasks, to help our response to a staff shortage or closure.
- Determining work for staff to perform if closure(s) to the public and staff still onsite in libraries.
- Determining work to be performed remotely, if close buildings in consultation with TPCHD.
- Directed Customer Experience staff to remove toys, puzzles, etc. from the children's areas of all locations.
- In consultation with TPCHD, we are not cancelling any Library-presented classes or events at this time. Some of our presenters are cancelling, which has resulted in the cancellation of classes/events provided from external presenters.

## **Staff Communications:**

- Using regular communication channels, such as Monday Messages from executive director, Staff Web bulletin board messages, and "Cover to Cover" internal e-newsletter, to inform and provide direction to staff.
- Created Staff Web page with ongoing updates and links to public health agencies' websites.
- Further implementing communications plan with talking points for supervisors to communicate with staff, printing and distributing informational posters from public health agencies about reducing the spread of germs.

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## **Public Communications**

- Posted TPCHD infographics in multiple languages on the libraries' community bulletin boards about Coronavirus/Covid-19 and actions to prevent the spread of any disease.
- Sharing social media posts from TPCHD, DOH, and CDC.
- Created public web page with information about library operations and links to public health agencies' websites and library resources.
- Further implementing communications plan with talking points for staff to use with the public.

We understand public health agencies and medical professionals studying this virus are sharing fast and changing information, and with our service to the public, we are taking steps to plan and respond.

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# MEMO



Date: March 9, 2020

To: Chair Daren Jones and Members of the Board of Trustees

From: Clifford Jo, Finance & Business Director

Subject: Emergency Waiver to Purchasing Policy Threshold

The Fiscal Management Policy requires Board approval for purchases of \$50,000 or more. As we prepare for potential responses to COVID-19, we have identified the scenario of needing an emergency purchase on short notice that exceeds the purchasing threshold and cannot wait for the next scheduled Board meeting.

Should an emergency situation require a purchase exceeding the \$50,000 threshold, our first action would be to call a special meeting of the Board of Trustees to approve the purchase. This requires a minimum 24-hour notice by law and a quorum of Trustees.

Should the purchase need to be made immediately, or should it not be possible to convene a quorum for the approval, we would like the Board to consider approving a \$1,000,000 waiver on purchases related to a COVID-19 response for a period of one month. Because this is a policy amendment, it must be passed by motion. We recommend that it be re-approved monthly until such time as the waiver is no longer needed.

If approved and should the waiver need to be used, we will keep the Board informed of any purchases made over \$50,000.

**Motion: Move to authorize the Library to (1) suspend normal Board approval for purchases of \$50,000 or more and (2) to make purchases up to \$1,000,000 without Board approval for purposes of a COVID-19 response between March 11, 2020 through April 8, 2020.**

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# MEMO



Date: March 9, 2020

To: Chair Daren Jones and Members of the Board of Trustees

From: Clifford Jo, Finance & Business Director

Subject: Cash Reserves for COVID-19

In the Library's Fiscal Management policy, there is a provision that allows the Board to approve the Library to use cash reserves for certain significant events, such as a natural disaster or a pandemic:

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

5. Upon declaring a need for cash reserves to address a severe emergency having effects that cannot be addressed through the existing budget, the Board may pass a motion to release cash reserves for purposes of continuity of operations and services. Examples of emergencies are a natural disaster or a virulent pandemic.”

At this time, we have an adequate budget and funds to handle anticipated costs as a response to COVID-19. However, as a precaution, we are requesting the Board to authorize the Library to use its cash reserves should a significant need arise that would be difficult for the operating budget to absorb. We will ask the Board every month for this approval, until such time it is no longer needed.

**Action: Move to authorize the Library to use its cash reserves as a secondary source of funding for addressing significant costs in response to COVID-19, for the duration between March 11, 2020 through April 8, 2020.**

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# MEMO



Date: March 2, 2020

To: Chair Daren Jones and Members of the Board of Trustees

From: Georgia Lomax, Executive Director

Subject: Levy Sustainability

The Library begins 2020 with a budget and workplan developed to launch year 1 of our multi-year funding cycle.

As we have discussed, we have developed this concept following voter approval of the Library's re-authorized levy. Our goal is to fulfill the public's expectations of stewardship and the Library's promise of sustainability; to develop an approach that allows us to focus on service and creating and implementing initiatives that help our communities, not continually closing a funding gap; and to establish a long-term, responsive and proactive fiscal strategy.

The funding cycle has three phases. Initially the Library has more revenue than is needed for its operating costs and sets aside unallocated funds to build the Levy Sustainability Fund that the Board established in 2019. In Phase 2 the Levy Sustainability Fund's target goal is reached. Finally, in Phase 3, costs again exceed the Library's revenue and funds are withdrawn from the Levy Sustainability Fund as the Library begins to have conversations with the public to understand their priorities for library services and funding.

In 2019, the Administrative Team worked to rethink budgeting, which in the past had been driven by specific revenue projections. New approaches and strategies were needed to determine the amount of funding to be spent during the first phase when revenue exceeds current operating needs, to develop an understanding of how much funding to set aside for use in Phase 3, and how to predict the length of the funding cycle.

During the meeting we will review the tool we have developed to support the new fiscal strategy and reach our sustainability goals. This tool (we call it "The Curve") is a snapshot in time. It gives us a quick visual of our current situation and the potential future. It is based on projections, and historical and current data from factors that drive or impact the budget.

We will use The Curve to test the impacts of our decisions and to:

- monitor our long-term fiscal position.
- develop long-term strategies for staffing, technology, services, funding and facilities master plan.
- respond to changing finances or environment.
- be proactive about our future.

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With the support of voters, the new fiscal strategy and this tool, we are prepared to plan for and respond to changes in our priorities and the environment. It strengthens our ability to be good stewards of the tax payers' investment and to have a positive impact for our communities.

During the Board meeting, we will share The Curve and introduce you to how it supports achieving our goals.

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# MEMO



Date: March 2, 2020

To: Chair Daren Jones and Members of the Board of Trustees

From: Georgia Lomax, Executive Director

Subject: Public Comment Policy Update

The public comment period of the Board meeting is an important opportunity for the public to share their views with the Board of Trustees. It is also important for the Board to be clear about the purpose of the public comment period and to establish parameters for addressing the Board. It is time to review this policy.

The original policy, adopted in 1992, primarily focused on setting parameters and procedures for addressing the Board.

Attached is draft language to consider that broadens the policy, setting the purpose and intent of public comment and establishing standards to ensure a consistent, structured opportunity for individuals to address the Board on library-related matters. It sets key rules for public comment, adds conduct expectations, and recognizes that public comment also occurs on the agenda during public hearings.

I have attached the original policy, as well as draft language in two forms - with markups and "edits accepted" for readability.

We also recommend removing some of the very specific procedural elements from the policy and asking staff to create guidelines for the public (sample attached). We also recommend removing language related to meeting agendas which more properly falls in the Board's Bylaws.

During the Board meeting we would like to hear your discussion regarding the policy and your expectations for public comment during your meetings. We will use your discussion to revise the policy, or you may choose to approve the draft provided.

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# Board Policy

ORIGINAL



## Public Comment at Board Meetings

Meetings of the Board of Trustees of the Pierce County Library District are open to the public in accordance with RCW 42.30, Open Public Meetings Act, attached. All topics for discussion for a particular meeting must be on the agenda. Certain topics may be discussed in executive session, as outlined in RCW 42.30.110.

Any member of the audience may address the board during a public comment period. Guidelines for those who wish to address the board are as follows:

1. A sign-up register will be available at the entrance to the Board room for persons wishing to address the Board. Persons will be allowed to address the Board in the order in which their names appear on the register. For those persons in the audience who do not wish to address the board, it is not necessary to sign the register.
2. Questions must be directed to the Chair of the Board.
3. An individual addressing the Board, upon being recognized by the Chair, will state whether he or she is a resident of the Library District.
4. There will be a three-minute time limit per individual, unless otherwise ruled by the Chair.
5. Any person or persons judged by the Board and/or Chair of the Board to be causing undue disruption or who do not follow the guidelines established by the Board will be asked to leave the premises. Refusal to leave the premises may result in removal by local authorities.

The public comment period normally will be at the beginning of the regular agenda. The comment period will be limited to twenty (20) minutes unless otherwise ruled by the Chair. The Board will not be expected to act upon a request at the meeting at which it is made. Any specific request for Board action must be concise and submitted in writing for inclusion on a subsequent agenda at least ten (10) days prior to the meeting.

### Board Policy 1.14

**Adopted by the Pierce County Rural Library District Board of Trustees, November 19, 1992.**

## Public Comment at Board Meetings

### Policy Statement

The Pierce County Library Board of Trustees invites and welcomes audience participation during the public comment portion of the Board meeting agenda and provides this opportunity for individuals to address the Board on library matters.

### Purpose

To establish standards to ensure a consistent, structured opportunity for persons to address the Board of Trustees on library-related matters or matters over which it has responsibility and authority.

### Policy

Meetings of the Board of Trustees of the Pierce County Library District are open to the public in accordance with the Open Public Meetings Act (RCW 42.30). ~~Open Public Meetings Act, attached. All topics for discussion for a particular meeting must be on the agenda. Certain topics may be discussed in executive session, as outlined in RCW 42.30.110.~~

Time will be reserved on the meeting agenda for public comment. Individuals are not normally invited to participate or contribute to discussion of business on the agenda except when invited to speak, make a presentation or in some way provide information to the Board.

The public comment period will normally be held at the beginning of the meeting. The total comment period is limited to twenty (20) minutes unless otherwise ruled by the Chair. Individuals are allowed 3 minutes to address the Board unless otherwise ruled by the Chair. Each person is allowed to comment only once.

### Public Comment

Any member of the audience may address the board during the public comment period after providing their full name and address, topic, and any relevant group affiliation.

~~Guidelines for those who wish to address the board are as follows:~~ Comments will be directed to the Board as a whole, not individual trustees. Comments will be relevant to library matters, excluding personnel issues.

The Board does not engage in discussion or debate with speakers during the public comment period or business portion of its meetings. All comments are taken under advisement. The Board will not be expected to respond to or act upon a request at the meeting at which it is made. ~~Any specific request for Board action must be concise and submitted in writing for inclusion on a subsequent agenda at least ten (10) days prior to the meeting.~~ There is no guarantee that suggestions brought forth by the public during the public comment session will be addressed by the Board at a future meeting.

### Comments made during public hearing

Comments during public hearings will be made during the agenda item set for that purpose and are limited to the topic that is the purpose of the public hearing.

Comments made during public hearings become part of the public record of the meeting.

**Conduct**

Respectful and courteous behavior and language is expected of all participants.

In the event that the Board deems the conduct of a speaker to be disruptive or disrespectful, the Chair or Vice Chair may call the session to an end. Any person(s) judged by the Board and/or Chair of the Board to be causing undue disruption, or who does not follow the guidelines established by the Board, will be asked to leave the premises. Refusal to leave the premises may result in removal by local authorities.

**Adopted by the Pierce County Rural Library District Board of Trustees, November 19, 1992.**

**Revised XXXXXXX**

DRAFT

## Public Comment at Board Meetings

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### Policy

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Time will be reserved on the meeting agenda for public comment. Individuals are not normally invited to participate or contribute to discussion of business on the agenda except when invited to speak, make a presentation or in some way provide information to the Board.

The public comment period will normally be held at the beginning of the meeting. The total comment period is limited to twenty (20) minutes unless otherwise ruled by the Chair. Individuals are allowed 3 minutes to address the Board unless otherwise ruled by the Chair. Each person is allowed to comment only once.

### **Public Comment**

Any member of the audience may address the board during the public comment period after providing their full name and address, topic, and any relevant group affiliation.

Comments will be directed to the Board as a whole, not individual trustees. Comments will be relevant to library matters, excluding personnel issues.

The Board does not engage in discussion or debate with speakers during the public comment period or business portion of its meetings. All comments are taken under advisement. The Board will not be expected to respond to or act upon a request at the meeting at which it is made. There is no guarantee that suggestions brought forth by the public during the public comment session will be addressed by the Board at a future meeting.

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Respectful and courteous behavior and language is expected of all participants.

In the event that the Board deems the conduct of a speaker to be disruptive or disrespectful, the Chair or Vice Chair may call the session to an end. Any person(s) judged by the Board and/or Chair of the Board to be causing undue disruption, or who does not follow the guidelines established by the Board, will be asked to leave the premises. Refusal to leave the premises may result in removal by local authorities.

**Adopted by the Pierce County Rural Library District Board of Trustees, November 19, 1992.**

**Revised XXXXXXXX**

DRAFT

Guidelines for individuals addressing the Library Board of Trustees:

A sign-up register is available near the entrance to the Board room. (Persons in the audience who do not wish to address the Board are not required to sign the register.)

1. Persons wishing to address the Board must sign in with their full name, address, topic to be addressed and any relevant group affiliation.
2. Speakers will address the Board in the order in which their names appear on the register.
3. Comments will be directed to the Board as a whole.
4. Each speaker is allowed up to three (3) minutes to address the Board.
5. Each speaker is allowed to comment only once.
6. Speakers will demonstrate respectful and courteous behavior and language.

SAMPLE

# **Board Education and Service Reports**

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# MEMO



Date: 3/11/2020

To: Chair Daren Jones and Members of the Board of Trustees

From: Kim Archer, Enjoyment Initiative Manager

Subject: Enjoyment Initiative

As a key focus area of the Strategic Plan, the Enjoyment Initiative provides programs and services to our communities that are designed to support individuals and families' curiosity and imagination. Enjoyment is, at the heart, about the relationships we build with customers and the experiences and memories that help create a life-long connection with the Library, with reading and with cultural enrichment. We do this in a number of ways including emphasizing programs and services that fuel a passion for reading and creating opportunities to discover new passions and interests. We see these opportunities impacting our customers long-term in a number of ways including:

- Reading for pleasure creates powerful possibilities, transforms lives and enriches communities.<sup>i</sup>
- Reading for pleasure becomes a natural part of people's everyday life and they are inspired to share the joy of reading with others.
- People recognize the importance of reading to their personal success and the economic vitality of the community.
- People discover outlets to offset the pressures of daily life and relax.
- People discover the opportunity to enjoy an intellectually and culturally rich life.
- People discover the Library is the premier place to connect to people, programs, books and other library services in person and online.

We achieve these long-term impacts through a variety of strategies both system-wide and at individual library locations. Standard measurements we currently use include program attendance/participation, statistics about library items that are borrowed, such as books, magazines and DVDs; and survey results from the public. As a next step of developing impacts, we will work directly with staff to develop outcome based measurements that further show the programs and services we offer have immediate and long-term effects on people's lives.

## Access to resources

- *24/7:* Customers can access their library account online and request materials, browse for new reading ideas, immediately download e-books, and more.
- *Collections:* As we learned through the strategic planning process, our customers are expecting popular and new choices available to read and checkout. Our customers expect a wide variety of choices, including books (print books, large print, different languages and digital versions), audio (physical and digital versions), DVDS, magazines and more. Eye-catching displays and removing

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outdated and damaged materials are priorities for staff to ensure collections meet customer expectations, look fresh, and are well used.

- *My Next Reads*: Finding the next title to read is a staple of library service. Customers have always been able to utilize the expertise of staff to ask for reading recommendations, or online tools such as NoveList. *My Next Reads* is a personalized service that allows customers to connect with staff members through email to find new reading opportunities. Customers fill out a form and email it to staff. Staff then review the form, and based on information provided send back three individualized reading recommendations.
- *Book Club Kits for all ages*: Kits for use by branch and community book clubs are available for convenient checkout for group discussions. Each kit contains multiple copies of the book, information about the author and suggested questions for a great conversation about the book. Kits can be scheduled in advance, making it easy for customers to plan their book club reading well in advance.

### **Awareness of services**

- *Marketing and press releases*: Through press releases and marketing activities such as recommended reading lists, flyers announcing events, branch event calendars, social media posts and other printed and online materials, community members have multiple avenues for gaining information about Enjoyment activities. PCLS continues to develop a robust social media presence through Facebook, Instagram and Twitter. Additionally we've added marketing for large scale programs like Pierce County Reads through Pandora ads.
- *Partnerships and Community Engagement*: PCLS deliberately seeks to engage in partnerships and other forms of community engagement across focus areas that furthers our mission, vision and values and aligns with the Strategic Framework. For Enjoyment, we are specifically looking at partnerships on programs and services that emphasize reading and cultural enrichment opportunities.

### **Build a Reading Community**

- *Summer Reading Program for all ages*: Every summer children, teens and adults participate in the largest reading program offered in Pierce County. Promotion to children and teens occurs primarily through school visits each spring where librarians build excitement about the program and invite young people to participate. Pre-readers and adults are also invited to participate and win prizes for reaching reading goals. In 2019 Over 82% of children, teens and adults surveyed stated that they read more often and planned to use the Library more often because they participated in the Summer Reading Program.
- *Pierce County READS*: Pierce County Reads is the Library's one-book/one-author reading program and offers opportunities for county-wide conversations about a specific book, the author and/or the author's body of work. In 2019 we provided an expanded reading experience by providing a new Author Guide and supplemental reading recommendations. This expanded the reading experience beyond the featured book, connecting participants to similar books. Combined

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reading of the set of books promoted through Pierce County Reads resulted in 17,614 checkouts of those specific titles, which is equal to one month's checkout at a mid-sized branch.

- *Read with a Dog:* Practicing reading out loud can help children build reading and vocabulary skills, but it can often be intimidating, especially in front of people. This program offers children an alternative where they practice reading to a dog instead of a person, allowing them to relax and focus on enjoying the moment. It creates a positive opportunity for children to engage in an experience that promotes a love for reading and libraries.

### **Create cultural enrichment opportunities**

- *Our Own Expressions:* This cultural enrichment opportunity is the signature teen creative contest in Pierce County. Teens in grades 7 through 12 compete for cash prizes, recognition, and publication in four categories: short story, poetry, drawing and photography. 2020 is the 24<sup>th</sup> year of this popular premier event.
- *Museum Passes:* As part of a cooperative project among Pierce County Library, Tacoma Public Library, Puyallup Public Library and local museums, Library customers are able to borrow museum passes to six different museums in our area, allowing individuals and families free access to Foss Waterway Seaport, Harbor History Museum, Lakewold Gardens, Museum of Glass, Tacoma Art Museum and Washington State History Museum.
- *Branch created programs:* Each individual library location is provided support for developing programs of interest for their individual communities. This might include staff-led programs like Gingerbread Houses, presenters from Humanities Washington, or paid performers for programs featuring magic, music, science and more.

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DiGiulio, Sara. [“Why ‘getting lost in a good book’ is Good for You, According to Science.”](#) Nbcnews.com. 7.22.2018.

Hammond, Claudia. [“Does Reading Fiction Make Us Better People?”](#) BBC.com; June 2, 2019.

Parker, Holly Ph.D. [“The Real-Life Benefits of Reading Fiction.”](#) Psychologytoday.com. June 7, 2018.

# Officers Reports

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# MEMO



Date: February 24, 2020

To: Chair Daren Jones and Members of the Board of Trustees

From: Melinda Chesbro, Deputy Director

Subject: March 2020 Workplan Update

## Public Computer Replacement Project – Behrooz Madjdi, Customer Experience Specialist

The first phase of public computer replacements began on February 6 and continues through March. During this time, 179 new computers will be installed at branches. A second phase will happen later this spring with 72 additional computers plus public laptops and new laptop charging carts. At the end of the second phase, all locations will be at their recommended levels for public computers, which was determined using a statistical analysis with variables that correlate to public computer use, such as branch door count, and number of cardholders and median income of customers in service areas.

## Collection Management Lean Library Project – Tracey Thompson, Collection Manager

The Lean Library Project kicked off in January to apply lean strategies to speed the processing of new materials with the goal to process 85% in 3 days or less. Lean principles include defining value for the customer and mapping processes to maximize that value. We are focusing on managing peak loads and creating two streams of workflow – one stream will move items such as current popular titles that do not need much attention in and out of the department quickly. The second stream will allow us to spend time on items that need special attention without holding up other materials.

## New Hire Orientation Expansion – Cheree Green, Staff Experience Director

Staff Experience and other stakeholder departments redeveloped existing single day New Employee Orientation experience with updated content and an added day to ensure staff has the training needed to have a successful start to their employment at PCLS. Following are the highlights of the new two-day onboarding process:

- PCLS employee technology with relevant expectations.
- Library policies and human resource-related information such as safety, payroll, Core Skills and Qualities/Leadership Competencies, training, benefits, diversity and inclusion.
- PCLS mission, vision, values and overall plan and direction for the Library.
- Library Land presentation to introduce new staff to the library world in general and PCLS specifically. Most new employees have not worked at PCLS before and many have never worked in any library, so this portion of the orientation focuses on our foundations and what motivates us to do what we do.
- Additional training is provided for staff who need to learn the Polaris library automation system for processes such as checking books in and out, placing holds, setting up customer records, and searching the catalog. This session is led by Customer Experience and Collection Management.

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## Mobile Makers – Stacy Paull, Science Librarian

The Mobile Makers project is a new approach to STEAM (science, technology, engineering, arts, and mathematics) programming, offering materials to engage in a variety of programs as well as an online portal for learning and sharing. The programs have few instructions and encourage participants to practice or develop creativity, teamwork, problem solving, and frustration-resistance skills as well as give participants confidence in their abilities. In the last few months, Customer Experience staff have received training and the materials have been deployed to 10 Library locations. Staff are using the resources at community events as well. Flipgrid videos are also available so that customers can view their work at home. Staff can use the videos to get ideas and learn. In addition, we will use these videos for evaluative purposes. If you'd like to see a sampling of the videos, we've provided links below:

- <https://flipgrid.com/ff75b9f1> to access videos from Gig Harbor's 2/25/2020 Circuit Bug program.
- <https://flipgrid.com/6b050841> to access videos from Sumner's 2/3/2020 afterschool Hobbling Monster STEAM program and some of our training videos.

# MEMO

Date: March 11, 2020

To: Chair Daren Jones and Members of the Board of Trustees

From: Kim Archer, Enjoyment Initiative Manager

Subject: Pierce County Reads Preview

Pierce County Reads 2020 launched February 1<sup>st</sup>. This year's featured author is Amy Stewart. Her mystery series about the Kopp Sisters is based on the true story of one of America's first female deputy sheriffs and her rambunctious sisters.

The author event and book signing will be held on March 28<sup>th</sup> from 1-4 p.m. at the McGavick Conference Center, Clover Park Technical College, 4500 Steilacoom Blvd, Lakewood.

Books will be available for purchase onsite from Kings Books. This year customers have the additional opportunity to win a pre-event meeting with the author. Twelve lucky winners will be randomly selected to have tea and treats with the Amy from 11-12 on March 28<sup>th</sup> at the Steeped in Comfort Tea Room in Lakewood.



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# MEMO



Date: February 20, 2020

To: Chair Daren Jones and Members of the Board of Trustees

From: Jaime Prothro, Customer Experience Director

Subject: PCLS Recipient of Pierce Conservation District Award

Pierce County Library System has been awarded with the Public Agency of the Year Award through Pierce Conservation District. The award will be presented to the Library on Wednesday, March 25 at Pioneer Park Pavilion.

Since 2007, the Library has partnered with Pierce Conservation District by allowing PCD volunteers to pick up and drop off water testing kits at select library branch locations. These kits contain needed equipment to test and sample water conditions in the area, and helps volunteers conduct their work easily throughout the county. Locations have included Bonney Lake, Buckley, DuPont, Eatonville, Fife, Gig Harbor, Lakewood, Orting, Parkland/Spanaway, and South Hill.

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# MEMO



Date: January 24, 2020

To: Chair Daren Jones and Members of the Board of Trustees

From: Mary Getchell, Marketing and Communications Director

Subject: 2019 Marketing and Communications Results

Throughout 2019, 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 advanced in nearly all marketing and communications metrics. Following is a report of 2019 results and highlights of some marketing and communications activities in the fourth quarter of 2019.

For news media, the Library System exceeded its goal to achieve 50% of the news coverage it received in 2018, garnering 285 news articles, which surpassed its goal of 140 news stories by 145 stories. In the fourth quarter news coverage of note included stories in "The News Tribune" and "Suburban Times" about potential new libraries in Lakewood and Sumner, voter Points of Assistance on KNKX and "The News Tribune as well as three other media outlets, a series of articles in "Tacoma Weekly" featuring Our Own Expressions winners, and MakerFest featured in "Puyallup Herald"/"The News Tribune" and two other media outlets.

The Library featured Pierce County READS Series 1 with Kristin Hanna, Pierce County READS Series 2 with Imbolo Mbue, and e-books and audiobooks in digital advertising and exceeded industry standards for click through rate (CTR), with more than 4.5 million impressions and a .13% overall CTR average.

With Facebook and Twitter, the Library exceeded industry standards for engagement, and on Facebook surpassed its engagement compared with 2018. On Facebook, top posts in the fourth quarter included You Saved which engaged people to share how much their checkout receipts showed they saved by checking out books and materials and book sales by Friends of Sumner and Bonney Lake Libraries. In 2019, the Library's Facebook reach was 670,067 (the number of people who saw posts and in this cumulative number some of the same people saw posts) and its engagement (reactions-likes, comments, shares) was 43,907. Last year on Twitter, the Library's reach was 184,276 with 2,539 engagements (reactions-likes, re-tweets). The Library reinvigorated its Instagram channel and plans to place continued focus on growing the high-maintenance social media channel in 2020.

In 2019, the Library System sent 27 email marketing campaigns or messages to an average of 81,564 recipients in each campaign or transmittal, resulting in an average 19.4% open rate and .05% click through rate (CTR), which were below industry standards. The Library's 2020 Marketing and Communications Plan calls for analyzing and developing strategies to increase email marketing campaigns' open rates and CTR.

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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 99% stating their product arrived on time.

**PIERCE COUNTY LIBRARY SYSTEM**  
**2019 Marketing and Communications Plan**  
**2019 RESULTS**

**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 140 News Media Stories, which was 50% of 2018 news coverage, as 2018 news coverage was atypically high with library priorities and restored levy.
- 2019: 285 news stories and 620 calendar placements.
- **2019 Exceeded goal of 140 news media stories by 145 news stories.**

**Digital Advertising**

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2019 Digital Advertising for Pierce County READS Series 1 with Kristin Hanna, Pierce County READS Series 2 with Imbolo Mbue, and e-books and audiobooks.

- Goals for Digital Advertising: meet or exceed industry standards. Click Through Rate (number of times ad clicked on/opened, CTR):
  - .07% CTR targeted display ad (targeted to selected demographic characteristics).
  - .05% CTR geofencing (targeted ads to mobile devices at specific geographic locations).
- 4.5 Million impressions (number of times ads appeared on targeted digital websites/searches)
- **.13% Overall CTR average. Exceeded goal of industry standard.**
- **.18% Geofencing CTR. Exceeded goal of industry standard** for Pierce County READS Series 1, for 33 Geofencing conversions (number of verified individuals that received the ad through geofencing and attended the Pierce County READS event), from approximately three days of impressions.

**Email Marketing**

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- Goal: Meet or exceed industry standards:
  - Open rate: 20.2%.
  - CTR: 2.4%.
- 27 email marketing campaigns/messages to an average of 81,564 addresses in each campaign/transmittal.
- Average number of people who opened messages/campaigns: 15,863; 19.4% open rate.
- Average number of people who clicked through messages/campaigns: 448; .05% CTR.
- **2019 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

- 2018: 5.41% engagement rate.
- 2019: 6.57% engagement rate.
- **2019 Increase of 1.16% higher engagement than 2018 and exceeded industry standard.**

### Twitter

- 2018: 0.95%
- 2019: 0.91%
- **2019 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.
- **2019 Exceeded goal with 96% Very Satisfied.**

# MEMO

Date: February 20, 2020

To: Chair Daren Jones and Members of the Board of Trustees

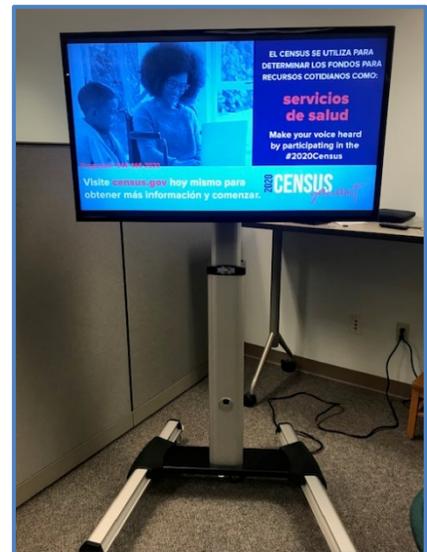
From: Jaime Prothro, Customer Experience Director

Subject: 2020 Census and PCLS efforts

Pierce County Library System is partnering with Tacoma and Puyallup Public Libraries and the Pierce County Elections Office to support county-wide efforts to get people counted in the upcoming 2020 Census. This once-a-decade activity leverages the unique and neutral community role libraries play as a place for all residents to easily access census surveys and information. To help achieve accurate, fair and complete counts, PCLS has the following efforts underway:

1. Partnership with Census to offer meeting room and conference rooms for counts and job recruitment.
2. Recipient of a \$33,000 grant from the State of Washington to invest in mobile display boards to promote the census in nineteen locations. The mobile display boards will share census information in multiple languages, and helps educate library visitors about the importance of getting counted.
3. Co-recipient of a \$75,000 grant from the Greater Tacoma Community Foundation to provide multiple direct mailings from all libraries in Pierce County about the importance of getting counted.
4. Listed as a Questionnaire Assistance Center (QAC) nationally as a place to serve any member of the public who has questions about completing the census, and who need access to technology to complete the survey. As a QAC, the Library will provide:

- Computers with internet access running browsers that are as up-to-date as possible
- Wifi for people to use own devices to complete online census
- Staff with knowledge to guide people to the online self-response census weblink
- Resources list to support staff in helping answer questions the public may have
- People who need language support – offer the toll-free number to speak live in their preferred language with a census worker who can answer their questions or take their census response directly over the phone



We're delighted to have the opportunity to play a leadership role in our communities in supporting the 2020 Census.

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# MEMO



Date: March 4, 2020

To: Chair Daren Jones and Members of the Board of Trustees

From: Mary Getchell, Marketing and Communications Director

Subject: February 2020 Special Election Results

For the most part Pierce County voters supported property tax measures for levies to operate schools and a local fire district in the February 2020 Special Election, and for the most part voters did not support property tax measures for bonds to build schools.

Voters in the Sumner-Bonney Lake School District approved a replacement levy with a 52% yes vote, which was the lowest passage rate for any operating levy in the school district's history. Voters in the Lakewood area approved the Clover Park School District's replacement levy with a more common response to recent years' elections for school levies with a 55% approval. By a similar margin, voters in Eastern Pierce County approved the White River School District's operations levy with a nearly 56% approval. In the November General Election, 53% of the voters rejected the measure. Eatonville voters approved the Eatonville School District's replacement levy with a 53% passage, again lower than school levy passage rates in recent years. Voters on the Key Peninsula and Gig Harbor approved the Peninsula School District's replacement levy by nearly a 62% approval.

Voters in Orting rejected the Orting School District's levy by a 10 votes with a 50.16% rejection.

Tacoma voters were the only voters to approve bond measures, earning the Tacoma School District's \$535 million bond to improve schools and build new schools a nearly 69% passage rate. Voters in Sumner and Bonney Lake rejected a \$205 million bond for new schools and improvements to buildings with a nearly 54% rejection. By the same percentage, Eatonville voters rejected the Eatonville School District's \$4 million bond to improve schools, with a 54% rejection vote. The Washington State Constitution and laws require bond measures to pass with 60% of voters' approval.

News editorials, op-eds from elected officials, and analysis by professionals reviewing these results, point to tax concerns from electorates. Property owners are reviewing their property taxes and noting increases throughout the county.

Please see the following accounting of the election results of all of Pierce County tax-related measures.

**Primary Election Results-Feb. 11, 2020  
Official Results, Feb. 21, 2020**

**Pierce County Elections Office**

100,768 ballots cast, 294,577 voters, turnout 34.21%

**Tacoma School District No. 10 Proposition No. 1**

Neighborhood School Improvements and Safety Upgrades Bond - \$535,000,000

**Approved: 27,792 – 68.57%**  
Rejected: 12,738 – 31.43%  
Total: 40,530 – 100%  
40,567 ballots, 128,853 registered voters, turnout 31.48%  
Needs 60% for passage.

**Carbonado Historical School District No. 19 Proposition No. 1**

Replacement Educational Programs and Operations Levy

**Yes: 181 – 63.07%**  
No: 106 – 36.93%  
Total: 287 – 100%  
287 ballots, 592 registered voters, turnout 48.48%

**Sumner-Bonney Lake School District No. 320 Proposition No. 1**

Replacement Education Programs and Operation Levy

**Yes: 5,749 – 52.44%**  
No: 5,215 – 47.56%  
Total: 10,964 – 100%  
11,020 ballots, 32,403 registered voters, turnout 34.01%

**Sumner-Bonney Lake School District No. 320 Proposition No. 2**

General Obligation Bonds - \$205,000,000

Approved: 5,095 – 46.35%  
**Rejected: 5,897 – 53.65%**  
Total: 10,992 – 100%  
11,020 ballots, 32,403 registered voters, turnout 34.01%  
Needs 60% for passage.

**Orting School District No. 344 Proposition No. 1**

Replacement Educational Programs and Operations Levy

Yes: 1,583 – 49.84%  
**No: 1,593 – 50.16%**  
Total: 3,176 – 100%  
3,177 ballots, 9,790 registered voters, turnout 32.45%

**Clover Park School District No. 44 Proposition No. 1**

Replacement Educational Programs and Operations Levy

**Yes: 5,023 – 55.09%**  
No: 4,095 – 44.91%  
Total: 9,118 – 100%  
9,127 ballots, 34,792 registered voters, turnout 26.23%

**Peninsula School District No. 401 Proposition No. 1**

Educational Programs and Operations Replacement Levy

**Yes: 13,725 – 61.93%**  
No: 8,437 – 38.07%  
Total: 22,162 – 100%  
22,176 ballots, 49,757 registered voters, turnout 44.57%

**Eatonville School District No. 404 Proposition No. 1**

Replacement Educational Programs and Operations Levy

**Yes: 1,659 – 53.38%**  
No: 1,449 – 46.62%  
Total: 3,108 – 100%  
3,118 ballots, 8,713 registered voters, turnout 35.79%

**Eatonville School District No. 404 Proposition No. 2**

General Obligation Bonds - \$4,000,000

Yes: 1,419 – 45.66%  
**No: 1,689 – 54.34%**  
Total: 3,108 – 100%  
3,118 ballots, 8,713 registered voters, turnout 35.79%  
Needs 60% for passage.

## **White River School District No. 416 Proposition No. 1**

Supplemental Educational Programs and Operations Levy

**Yes: 3,571 – 55.81%**

No: 2,827 – 44.19%

Total: 6,398 – 100%

6,402 ballots, 15,456 registered voters, turnout 41.42%

## **Valley Regional Fire Authority Proposition No. 1**

Levy Lid Lift to Restore the Regular Property Tax

**Approved: 1,128 – 71.21%**

Rejected: 456 – 28.79%

Total: 1,584 – 100%

1,615 ballots, 4,985 registered voters, turnout 32.40%

**Pierce County Library FYI Packet**  
**Link List**  
**March 11, 2020**

**Pierce County Library in the News**

- [Craig Paul Hunter obituary](#) – Key Pen News (Craig was a former PCLS employee)
- [Start the New Year with a new job](#) – Tacoma Weekly (+ Macaroni Kid)
- [Volunteers, donations needed for the upcoming Homeless Point-In-Time Count](#) – Pierce County (+ Tacoma Weekly and South Sound Magazine)
- [73 libraries have loaned out 1 million ebooks in 2019](#) – Good ereader
- [Pierce County Library System Announces Record One Million Ebook and Audiobook Checkouts in 2019](#) – South Sound Talk (+ Tacoma Weekly, Tacoma Daily Index)
- [Sumner Students Design New Library Using Legos](#) – Pierce County Patch
- [Pierce County libraries once again host county wide writers, artist competition](#) – Courier Herald
- [Slain photographer's legacy — his images — come home to Key Peninsula](#) – News Tribune (+ Key Pen News)
- [Learn about common legal matters at Pierce County Law Library](#) – Pierce County Patch
- [Black History Month Events In Lakewood](#) – Pierce County Patch
- [Read with a princess at the Buckley Library](#) – Courier Herald
- [Read with a Daffodil Princess at the Pierce County Library System](#) – Dispatch
- Home sweet gingerbread home – Courier Herald (see attached .PDF)
- University Place Library Read to a Dog featured on KOMO-TV. Branch Manager Steve Carmody was interviewed (No story link available)

# Home sweet gingerbread home



PHOTOS BY RAY MILLER-STILL

Dozens of children and their families gathered at the Buckley Library on Saturday, Dec. 14, to decorate their very own gingerbread houses. Above, Malin Goldthwait puts the finishing touches on her house; top right, Noah Salve studiously puts his roof together, and bottom right, from left to right, Cheyenne Kuchera and Leila and Mayliah Miller, who all alternated between decorating their houses and eating the building materials.