

## AGENDA

### Regular Meeting of the Pierce County Library System Board of Trustees April 8, 2020 | 3:30 PM

***This Meeting will be Held via Conference Call***

*No physical location will be available in compliance with Governor's Proclamation 20-25*

**Dial+ 1-510-338-9438**

**Access code: 623 788 004 #**

**Attendee ID: #**

- |         |         |  |                          |
|---------|---------|--|--------------------------|
| 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. <b>Please contact <a href="mailto:pmcbride@piercecounyalibrary.org">pmcbride@piercecounyalibrary.org</a> to reserve time to speak during the Public Comment period.</b> Time limit for comments is three minutes.</i> |                          |
| 3:37 pm | 05 min. | <b>Consent Agenda</b>  | <b>Action</b>            |
|         |         | <ol style="list-style-type: none"> <li>1. Approval of Minutes of March 11, 2020, Regular Meeting</li> <li>2. Approval of March 2020 Payroll, Benefits and Vouchers</li> <li>3. Technology Warranty Renewals – Firewall, Routers, Switches</li> </ol>   |                          |
| 3:42 pm | 05 min. | <b>Board Member Reports</b>  |                          |
| 3:47 pm | 10 min. | <b>Routine Reports</b>   |                          |
|         |         | <ol style="list-style-type: none"> <li>1. Branch Services Report, Jaime Prothro</li> </ol>   |                          |
| 3:57 pm | 10 min. | <b>Unfinished Business</b>   |                          |
|         |         | <ol style="list-style-type: none"> <li>1. COVID-19 Update, Risk Management Team               <ol style="list-style-type: none"> <li>a. Status of Cash</li> <li>b. Emergency Waiver to Purchasing Policy Threshold</li> <li>c. Authorize the Executive Director to Take Actions in Response to COVID-19</li> </ol> </li> </ol>   | <b>Action<br/>Action</b> |
| 4:07 pm | 05 min. | <b>Officers Reports</b>  |                          |
|         |         | <ol style="list-style-type: none"> <li>1. E-Book Purchasing Changes, Tracey Thompson</li> </ol>  |                          |
| 4:12 pm | 02 min. | <b>Announcements</b>   |                          |
|         |         | The 2nd Annual Library Giving Day is April 23, 2020. Donations can be made at <a href="https://librarygivingday.org">https://librarygivingday.org</a> .  |                          |
| 4:14 pm |         | <b>Adjournment</b>   |                          |

**BOARD OF TRUSTEES  
PIERCE COUNTY LIBRARY SYSTEM  
MEETING MINUTES – APRIL 8, 2020**



**CALL TO ORDER**

Chair Daren Jones called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:25 pm. Board members present were Pat Jenkins, Rob Allen and Monica Butler. Jamilyn Penn was excused. The meeting was conducted by telephone conference due to the Governor's Stay Home, Stay Healthy order to slow the transmission of the coronavirus.

**CONSENT AGENDA**

1. Approval of Minutes of March 11, 2020, Regular Meeting
2. Approval of March 2020 Payroll, Benefits and Vouchers
3. Technology Warranty Renewals – Firewall, Routers, Switches

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

**UNFINISHED BUSINESS**

COVID-19 Preparation and Planning – Executive Director Georgia Lomax and the Risk Management team reported on the Library's response to the COVID-19 pandemic and how the Library is serving its community under the Governor's Stay Home, Stay Healthy order.

Customer Experience Director Jaime Prothro reported on the Library's services and engagement with community partners. Public services have been modified and staff are answering questions and helping customers by telephone and email. Staff will be reporting to work remotely over the next several weeks. Library facilities have been monitored during the closure.

Deputy Director Melinda Chesbro reported the Library is maintaining critical services remotely and phasing more staff in to support important and useful work. She outlined the planning phases the Library has put in place to respond to current and future scenarios.

Ms. Lomax noted there is much work and planning taking place, using a variety of new methods, including the use of teleconference resources. She expressed appreciation of staff for their flexibility, responsiveness and creativity as they think about the needs of the community, and dealing with the challenges of the Library not being available as a physical space. She added that the Library will continue to provide services that are important to the public.

Ms. Lomax noted the Library's technology is working well due to investments in infrastructure guided by the 5-year Technology Roadmap, and quick response by the IT team. The Library does not offer Wi-Fi at this time based on recommendations of the Tacoma Pierce County Health Department and concerns about people congregating without staff on hand to ensure social distancing protocols are followed. The Library understands the difficulty for those not able to access the internet and helps direct individuals to free hotspots throughout the community.

Clifford Jo provided an update on the Library's financial position. The Library is working to understand possible changes in revenue and is evaluating likely scenarios. The property tax deadline has been extended to June 1, so the Library will not know if collections are on target or lower until then. Revenues from fines, fees and other non-tax sources will be lower, and the Library anticipates a loss of at least \$1 million in revenue. The Library will be drafting an amended 2020 budget for the Board as more information is gathered. The Library is assessing the 2020 work plan in light of the circumstances and is thinking about what the changes might be made once the public is no longer under the Stay Home, Stay Healthy order.

Mr. Allen moved to authorize the Pierce County Library System, 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 of \$50,000 or more and (2) to make purchases up to \$500,000 without Board approval for purposes of a COVID-19 response between April 9, 2020, through May 13, 2020. Ms. Butler seconded the motion and it was passed.

Mr. Allen moved to authorize the Executive Director to take timely and appropriate emergency actions which balance service to the public, staff and resource investments, and long-term sustainability in response to COVID-19, in a manner to be determined by the Executive Director. These actions may include closing buildings, reallocating resources, and paying personnel costs. This authorization expires when the Library resumes normal operations and will be effective through May 13, 2020. Ms. Butler seconded the motion and it was passed.

#### **OFFICERS REPORTS**

E-Book Purchasing Changes– Collection Management Manager Tracey Thompson reported that while the E-book publishers are offering different purchasing options, pricing has not changed for the online material. She noted many vendors are finding ways to help the community and increase visibility during the pandemic. It is unclear how this will change in the future. She reported that many databases are offering 3-4 months of free access. This provides a greater opportunity for the Library to share online resources with the community.

#### **ANNOUNCEMENTS**

The 2<sup>nd</sup> Annual Library Giving Day is April 23, 2020. A total of \$20,000 in matching grants have been made by an individual donor and the Foundation Board of Directors. Donations can be made at <https://librarygivingday.org>.

The Pierce County Reads Author event has been postponed.

#### **ADJOURNMENT**

The meeting was adjourned at 4:25 pm on motion by Mr. Jenkins, seconded by Ms. Butler.

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Georgia Lomax, Secretary

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Daren Jones, Chair

## AGENDA

### Regular Meeting of the Pierce County Library System Board of Trustees April 8, 2020 | 3:30 PM

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| 4:14 pm |         | <b>Adjournment</b>   |                          |

# Consent Agenda

**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

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

|  | <u>Source</u> | <u>Warrant Numbers</u> | <u>Date(s)</u>       | <u>Amount</u>          |
|--|---------------|------------------------|----------------------|------------------------|
| Payroll Warrants                             | EDEN          | 3902 - 3904            | 3/1/2020 - 3/31/2020 | \$ 3,862.12            |
| Electronic Payments - Payroll & Acct Payable | EDEN          |                        | 3/6/2020             | 1,086,513.78           |
| Electronic Payments - Payroll & Acct Payable | EDEN          |                        | 3/20/2020            | 898,106.55             |
| Accounts Payable Warrants                    | MUNIS         | 700158 - 700248        | 3/1/2020 - 3/31/2020 | 775,636.31             |
| <b>Total:</b>                                |               |                        |                      | <b>\$ 2,764,118.76</b> |

As of 3/31/2020

**Check History Listing**  
Pierce County Library System

| Check #       | Bank | Date       | Paid to                         | Status | Can/Vd Date | Pay Period Dates    | Dir Dep     | Amount          |
|---------------|------|------------|---------------------------------|--------|-------------|---------------------|-------------|-----------------|
| 3902          | key  | 03/06/2020 | KeyBank N.A.<br>DIXON, DANIELLE |        |             | 02/16/20 - 02/29/20 | 0.00        | 967.05          |
| 3903          | key  | 03/20/2020 | KeyBank N.A.<br>ANGELO, LAUREN  |        |             | 03/01/20 - 03/15/20 | 0.00        | 1,709.30        |
| 3904          | key  | 03/20/2020 | KeyBank N.A.<br>RICKER, TIMOTHY |        |             | 03/01/20 - 03/15/20 | 0.00        | 1,185.77        |
| <b>Total:</b> |      |            |                                 |        |             |                     | <b>0.00</b> | <b>3,862.12</b> |

Checks in report: 3

**Grand Total: 0.00 3,862.12**

## Ad-hoc bank transaction (Withdrawal)

### PCL\_Company

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

Contact Name: Stacy Karabotsos  
 Contact Phone: 253-548-3451  
 Contact e-mail: [sdkarabotsos@piercecountylibrary.org](mailto:sdkarabotsos@piercecountylibrary.org)  
 Comments: 3/06/20 Payroll

Withdrawal Date: 03/06/20

| Company              | Description                 | Revenue/Spend Category | Cost Center         | Fund   | Business Unit | Total                  |
|----------------------|-----------------------------|------------------------|---------------------|--------|---------------|------------------------|
| PCL_Company          | FIT EE and EIC              | 237100                 | CC_Library_District | 697-00 | 5100000       | 63,483.10              |
| PCL_Company          | FICA EE and Medicare        | 237100                 | CC_Library_District | 697-00 | 5100000       | 54,333.06              |
| PCL_Company          | FICA ER and Medicare        | 237100                 | CC_Library_District | 697-00 | 5100000       | 54,333.06              |
| PCL_Company          | DIR DEP                     | 237100                 | CC_Library_District | 697-00 | 5100000       | 507,048.76             |
| PCL_Company          | Deferred Comp. Plan         | 237100                 | CC_Library_District | 697-00 | 5100000       | 12,228.20              |
| PCL_Company          | DRS (PERS) EE               | 237100                 | CC_Library_District | 697-00 | 5100000       | 56,770.05              |
| PCL_Company          | DRS (PERS) ER               | 237100                 | CC_Library_District | 697-00 | 5100000       | 91,757.03              |
| 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       | 1,678.40               |
| 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       | 235,675.65             |
| 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       | 2,234.47               |
| <b>Total Deposit</b> |                             |                        |                     |        |               | <b>\$ 1,086,513.78</b> |

Certification:

Stacy Karabotsos  
 Signature ( Department Designee)

03/04/20  
 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: 3/20/20 Payroll

Withdrawal Date: 03/20/20

| Company     | Description                 | Revenue/Spend Category | Cost Center         | Fund   | Business Unit | Total         |
|-------------|-----------------------------|------------------------|---------------------|--------|---------------|---------------|
| PCL_Company | FIT EE and EIC              | 237100                 | CC_Library_District | 697-00 | 5100000       | 72,042.85     |
| PCL_Company | FICA EE and Medicare        | 237100                 | CC_Library_District | 697-00 | 5100000       | 57,186.14     |
| PCL_Company | FICA ER and Medicare        | 237100                 | CC_Library_District | 697-00 | 5100000       | 57,186.14     |
| PCL_Company | DIR DEP                     | 237100                 | CC_Library_District | 697-00 | 5100000       | 529,667.10    |
| PCL_Company | Deferred Comp. Plan         | 237100                 | CC_Library_District | 697-00 | 5100000       | 12,299.85     |
| PCL_Company | DRS (PERS) EE               | 237100                 | CC_Library_District | 697-00 | 5100000       | 57,808.72     |
| PCL_Company | DRS (PERS) ER               | 237100                 | CC_Library_District | 697-00 | 5100000       | 93,743.51     |
| PCL_Company | VOYA                        | 237100                 | CC_Library_District | 697-00 | 5100000       | 7,047.00      |
| PCL_Company | H.S.A Employee Deductions   | 237100                 | CC_Library_District | 697-00 | 5100000       | 1,678.40      |
| 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       | 217.10        |
| PCL_Company | AWC (only on 6th paycheck)  | 237100                 | CC_Library_District | 697-00 | 5100000       |               |
| PCL_Company | Department of Revenue       | 237100                 | CC_Library_District | 697-00 | 5100000       | 2,000.00      |
| PCL_Company | WA State Support Registry   | 237100                 | CC_Library_District | 697-00 | 5100000       | 2,229.74      |
| PCL_Company | Columbia Bank Buffer        | 237100                 | CC_Library_District | 697-00 | 5100000       | 5,000.00      |
|             |                             |                        |                     |        | Total Deposit | \$ 898,106.55 |

Certification:

Stacy Karabotsos  
 Signature ( Department Designee)  
 Board Agenda Packet 4-8-2020 Page 8

03/18/20  
 Date

Comments:

| CHECK NUMBER | CHECK DATE | CHECK TYPE | VENDOR NUMBER | VENDOR NAME                             | UNCLEARED | CLEARED    | CLEAR DATE |
|--------------|------------|------------|---------------|---|-----------|------------|------------|
| 700158       | 03/01/2020 | PRINTED    | 370           | ELITE PROPERTY INVESTMENTS LLC          | 0.00      | 10,913.32  | 03/03/2020 |
| 700159       | 03/01/2020 | PRINTED    | 290           | SURPRISE LAKE SQUARE LLC                | 0.00      | 9,930.90   | 03/05/2020 |
| 700169       | 03/09/2020 | PRINTED    | 329           | ARAMARK UNIFORM SERVICES                | 0.00      | 65.94      | 03/16/2020 |
| 700170       | 03/09/2020 | PRINTED    | 638           | CITY OF BUCKLEY                         | 0.00      | 268.55     | 03/18/2020 |
| 700171       | 03/09/2020 | PRINTED    | 989           | PATRICK O'REILLY CASSON                 | 50.00     | 0.00       |            |
| 700172       | 03/09/2020 | PRINTED    | 124           | CONSOLIDATED TECHNOLOGY SERVICES        | 0.00      | 596.71     | 03/17/2020 |
| 700173       | 03/09/2020 | PRINTED    | 146           | DAILY JOURNAL OF COMMERCE               | 0.00      | 310.20     | 03/17/2020 |
| 700174       | 03/09/2020 | PRINTED    | 369           | EHS-INTERNATIONAL INC                   | 0.00      | 2,468.90   | 03/16/2020 |
| 700175       | 03/09/2020 | PRINTED    | 402           | FIRGROVE MUTUAL WATER COMPANY           | 0.00      | 316.50     | 03/13/2020 |
| 700176       | 03/09/2020 | PRINTED    | 446           | CITY OF GIG HARBOR                      | 0.00      | 1,429.91   | 03/16/2020 |
| 700177       | 03/09/2020 | PRINTED    | 470           | GUARDIAN SECURITY                       | 0.00      | 213.14     | 03/16/2020 |
| 700178       | 03/09/2020 | PRINTED    | 203           | METROPOLITAN PARKS DISTRICT OF TACOMA   | 0.00      | 140.00     | 03/17/2020 |
| 700179       | 03/09/2020 | PRINTED    | 216           | CITY OF MILTON                          | 0.00      | 607.90     | 03/23/2020 |
| 700180       | 03/09/2020 | PRINTED    | 552           | PENINSULA LIGHT CO                      | 0.00      | 610.98     | 03/13/2020 |
| 700181       | 03/09/2020 | PRINTED    | 1066          | PIERCE COUNTY ALARM PROGRAM             | 0.00      | 24.00      | 03/19/2020 |
| 700182       | 03/09/2020 | PRINTED    | 762           | PRINT NW LLC                            | 0.00      | 3,418.97   | 03/11/2020 |
| 700183       | 03/09/2020 | PRINTED    | 776           | PUGET SOUND ENERGY                      | 0.00      | 2,947.48   | 03/12/2020 |
| 700184       | 03/09/2020 | PRINTED    | 782           | QUALITY BUSINESS SYSTEMS INC            | 1,220.20  | 0.00       |            |
| 700185       | 03/09/2020 | PRINTED    | 792           | RAINIER VIEW WATER CO INC               | 0.00      | 208.73     | 03/13/2020 |
| 700186       | 03/09/2020 | PRINTED    | 61            | RICOH USA INC                           | 0.00      | 1,464.40   | 03/16/2020 |
| 700187       | 03/09/2020 | PRINTED    | 61            | RICOH USA INC                           | 0.00      | 3,129.52   | 03/16/2020 |
| 700188       | 03/09/2020 | PRINTED    | 882           | JEFFREY SAXON                           | 0.00      | 350.00     | 03/16/2020 |
| 700189       | 03/09/2020 | PRINTED    | 1065          | MEGHAN SULLIVAN                         | 0.00      | 60.00      | 03/19/2020 |
| 700190       | 03/09/2020 | PRINTED    | 581           | TILLICUM COMMUNITY SERVICE CEN          | 0.00      | 1,884.53   | 03/16/2020 |
| 700191       | 03/09/2020 | PRINTED    | 672           | CITY OF UNIVERSITY PLACE                | 0.00      | 72.54      | 03/16/2020 |
| 700192       | 03/09/2020 | PRINTED    | 815           | WEST PIERCE FIRE & RESCUE               | 0.00      | 110.00     | 03/19/2020 |
| 700193       | 03/09/2020 | PRINTED    | 456           | GOVERNMENT FINANCE OFFICERS ASSOCIATION | 0.00      | 10,225.00  | 03/16/2020 |
| 700194       | 03/09/2020 | PRINTED    | 595           | TYLER TECHNOLOGIES INC                  | 0.00      | 19,525.40  | 03/16/2020 |
| 700195       | 03/13/2020 | PRINTED    | 341           | BAKER & TAYLOR                          | 0.00      | 201.28     | 03/17/2020 |
| 700196       | 03/13/2020 | PRINTED    | 432           | CITY OF BONNEY LAKE , WA                | 0.00      | 279.05     | 03/17/2020 |
| 700197       | 03/13/2020 | PRINTED    | 211           | MIDWEST TAPE                            | 0.00      | 10,749.88  | 03/19/2020 |
| 700198       | 03/13/2020 | PRINTED    | 510           | OCLC INC                                | 0.00      | 8,214.68   | 03/19/2020 |
| 700199       | 03/13/2020 | PRINTED    | 520           | CITY OF ORTING                          | 0.00      | 169.80     | 03/18/2020 |
| 700200       | 03/13/2020 | PRINTED    | 1037          | PIERCE COUNTY SEWER                     | 0.00      | 883.54     | 03/18/2020 |
| 700201       | 03/13/2020 | PRINTED    | 249           | SMITH FIRE SYSTEMS INC                  | 0.00      | 2,171.31   | 03/18/2020 |
| 700202       | 03/13/2020 | PRINTED    | 284           | SUMMIT WATER & SUPPLY CO                | 0.00      | 338.21     | 03/17/2020 |
| 700203       | 03/13/2020 | PRINTED    | 605           | US BANK                                 | 0.00      | 567,102.64 | 03/17/2020 |
| 700204       | 03/13/2020 | PRINTED    | 608           | VERIZON WIRELESS                        | 0.00      | 2,494.16   | 03/26/2020 |

| CHECK NUMBER | CHECK DATE | CHECK TYPE | VENDOR NUMBER | VENDOR NAME                             | UNCLEARED | CLEARED   | CLEAR DATE |
|--------------|------------|------------|---------------|---|-----------|-----------|------------|
| 700205       | 03/16/2020 | PRINTED    | 324           | ANDERSON ISLAND COMMUNITY CENTER        | 4,960.00  | 0.00      |            |
| 700206       | 03/16/2020 | PRINTED    | 918           | BARBARA B BENEPE                        | 150.00    | 0.00      |            |
| 700207       | 03/16/2020 | PRINTED    | 998           | CINTAS CORPORATION LOC 461              | 0.00      | 673.60    | 03/31/2020 |
| 700208       | 03/16/2020 | PRINTED    | 670           | CIS - CENTER FOR INTERNET SECURITY      | 0.00      | 940.00    | 03/30/2020 |
| 700209       | 03/16/2020 | PRINTED    | 1033          | CREATE & GOGH                           | 0.00      | 150.00    | 03/23/2020 |
| 700210       | 03/16/2020 | PRINTED    | 1001          | DATA QUEST LLC                          | 0.00      | 182.00    | 03/24/2020 |
| 700211       | 03/16/2020 | PRINTED    | 386           | EVERGREEN MAINT LANDSCAPING             | 0.00      | 5,219.51  | 03/25/2020 |
| 700212       | 03/16/2020 | PRINTED    | 400           | FIFE MILTON EDGEWOOD CHAMBER            | 0.00      | 300.00    | 03/24/2020 |
| 700213       | 03/16/2020 | PRINTED    | 405           | FLOHAWKS                                | 0.00      | 329.70    | 03/26/2020 |
| 700214       | 03/16/2020 | PRINTED    | 1052          | FREEDOM MARTIAL ARTS ACADEMY            | 0.00      | 192.32    | 03/27/2020 |
| 700215       | 03/16/2020 | PRINTED    | 456           | GOVERNMENT FINANCE OFFICERS ASSOCIATION | 0.00      | 225.00    | 03/26/2020 |
| 700216       | 03/16/2020 | PRINTED    | 1017          | JADE & CO LLC                           | 0.00      | 307.72    | 03/25/2020 |
| 700217       | 03/16/2020 | PRINTED    | 725           | KCDA PURCHASING COOPERATIVE             | 0.00      | 244.04    | 03/24/2020 |
| 700218       | 03/16/2020 | PRINTED    | 530           | PACIFICSOURCE ADMINISTRATORS            | 0.00      | 219.75    | 03/24/2020 |
| 700219       | 03/16/2020 | PRINTED    | 762           | PRINT NW LLC                            | 0.00      | 925.41    | 03/25/2020 |
| 700220       | 03/16/2020 | PRINTED    | 776           | PUGET SOUND ENERGY                      | 0.00      | 908.13    | 03/23/2020 |
| 700221       | 03/16/2020 | PRINTED    | 61            | RICOH USA INC                           | 0.00      | 1,655.71  | 03/24/2020 |
| 700222       | 03/16/2020 | PRINTED    | 1018          | THE SCREENTIME CONSULTANT LLC           | 0.00      | 600.00    | 03/30/2020 |
| 700223       | 03/16/2020 | PRINTED    | 249           | SMITH FIRE SYSTEMS INC                  | 0.00      | 103.31    | 03/23/2020 |
| 700224       | 03/16/2020 | PRINTED    | 889           | JENNY LYNN SOUSA                        | 0.00      | 375.00    | 03/23/2020 |
| 700225       | 03/16/2020 | PRINTED    | 303           | TACOMA-PIERCE COUNTY CHAMBER            | 0.00      | 500.00    | 03/27/2020 |
| 700226       | 03/16/2020 | PRINTED    | 588           | TRAVELING LANTERN THEATRE CO            | 0.00      | 445.50    | 03/23/2020 |
| 700227       | 03/16/2020 | PRINTED    | 595           | TYLER TECHNOLOGIES INC                  | 0.00      | 10,849.16 | 03/23/2020 |
| 700228       | 03/16/2020 | PRINTED    | 603           | UNIVERSITY PLACE CIVIC BUILDING         | 0.00      | 57,025.00 | 03/24/2020 |
| 700229       | 03/24/2020 | PRINTED    | 434           | BOOK IT REPERTORY THEATRE               | 675.00    | 0.00      |            |
| 700231       | 03/31/2020 | PRINTED    | 341           | BAKER & TAYLOR                          | 1,346.16  | 0.00      |            |
| 700232       | 03/31/2020 | PRINTED    | 1087          | TAMI CHAPMAN                            | 585.31    | 0.00      |            |
| 700233       | 03/31/2020 | PRINTED    | 669           | CHUCKALS INC                            | 1,562.34  | 0.00      |            |
| 700234       | 03/31/2020 | PRINTED    | 998           | CINTAS CORPORATION LOC 461              | 673.60    | 0.00      |            |
| 700235       | 03/31/2020 | PRINTED    | 146           | DAILY JOURNAL OF COMMERCE               | 180.60    | 0.00      |            |
| 700236       | 03/31/2020 | PRINTED    | 1058          | GEORGIA LOMAX                           | 250.00    | 0.00      |            |
| 700237       | 03/31/2020 | PRINTED    | 227           | MOUNTAIN MIST                           | 30.82     | 0.00      |            |
| 700238       | 03/31/2020 | PRINTED    | 563           | PIERCE COUNTY RECYCLING                 | 352.43    | 0.00      |            |
| 700239       | 03/31/2020 | PRINTED    | 61            | RICOH USA INC                           | 2,254.32  | 0.00      |            |
| 700240       | 03/31/2020 | PRINTED    | 1063          | DAVID SECKMAN                           | 150.00    | 0.00      |            |
| 700241       | 03/31/2020 | PRINTED    | 1057          | REBEKAH SMITH                           | 39.89     | 0.00      |            |
| 700242       | 03/31/2020 | PRINTED    | 1085          | SUSAN SORENSEN                          | 24.95     | 0.00      |            |
| 700243       | 03/31/2020 | PRINTED    | 269           | SPRAGUE PEST SOLUTIONS                  | 1,221.40  | 0.00      |            |

| CHECK NUMBER | CHECK DATE | CHECK TYPE | VENDOR NUMBER | VENDOR NAME                              | UNCLEARED | CLEARED    | CLEAR DATE |
|--------------|------------|------------|---------------|--|-----------|------------|------------|
| 700244       | 03/31/2020 | PRINTED    | 1086          | TRACEY THOMPSON                          | 416.93    | 0.00       |            |
| 700245       | 03/31/2020 | PRINTED    | 595           | TYLER TECHNOLOGIES INC                   | 1,618.32  | 0.00       |            |
| 700246       | 03/31/2020 | PRINTED    | 598           | UNIQUE MANAGEMENT SERVICES               | 930.80    | 0.00       |            |
| 700247       | 03/31/2020 | PRINTED    | 618           | WALTER E NELSON CO OF WESTERN WASHINGTON | 8,636.35  | 0.00       |            |
| 700248       | 03/31/2020 | PRINTED    | 811           | WCP SOLUTIONS                            | 2,037.96  | 0.00       |            |
|              |            |            |               |  | 29,367.38 | 746,268.93 |            |

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# MEMO



Date: March 26, 2020

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

From: Stephanie Ratko, IT Manager

Subject: 2020 Firewall, Routers, and Switches Renewal

The Library needs to renew firewall, routers, and switches warranty support in Q2 2020. The SonicWALL firewall is our critical security device for all data information that enters and leaves Pierce County Library System's (PCLS). The SonicWALL provides centralized content filtering configured to comply with Children's Internet Protection Act (CIPA) requirements. The Dell switches and routers are an essential component of the PCLS network infrastructure.

## **Background**

This is a planned purchase identified and budgeted for in the PCLS Five Year Technology Roadmap – Cyber Security Project. The IT Department recommends renewing SonicWALL Firewall until year 2023(3-year renewal) and renewing Dell Network Routers and Switches until year 2022 (2-year renewal) at an estimated cost of \$185,000, not including tax. The IT Department also recommends SonicWALL Firewall training for staff at an estimated cost of \$16,000, not including tax. This purchase has been submitted for e-rate reimbursement consideration. If approved the Library will be reimbursed for some of the expense.

Currently the Library's firewall, routers, and switches are under warranty support from the vendor. The Library's warranty support agreement expires in Q2 in 2020. Not fortifying the Library's network infrastructure risks exposing the Library's systems to external bad actors and reduces the ability of the PCLS IT Department to provide increased business value to the library system. Maintaining industry-standard network infrastructure is essential in the support of the Library's Cybersecurity 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" purchase order not to exceed \$201,000.00, not including tax.***

# Routine Reports

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# MEMO



Date: April 1, 2020

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

From: Jaime Prothro, Customer Experience Director

Subject: Branch Services Report for February 2020

**Bonney Lake:** The branch signage was updated in January and many customers have commented on the refresh, which features the mountain. Youth Services Librarian Catherine O’Brien reports that preschool storytimes have reached capacity, and the branch is brainstorming how to meet demand.

**Buckley:** Supervising Librarian Kathy Norbeck shared a fun exchange she had recently with high school friends who all shared jobs at the A&W. After reminiscing, the topic turned to the library and Kathy got everyone set up with cards, Libby apps, and checked out books before saying goodnight.

**Eatonville:** The branch reports good customer engagement with the Pierce County READS title *Girl Waits with Gun*, both in book check outs and with book discussion attendance.

**Fife:** Multiple customers mentioned new lucky day movies that came in this month exceeded their expectations. One customer saw the lucky days getting put out in the morning and excitedly exclaimed “all this, at my small library?!”

A customer came into the branch looking for help finding jobs. She asked about the WorkSource Wednesday program, and said she had just moved to the area. Eli and Gabby described websites to search for local work, with the port, warehouses, schools, the census, city of Tacoma, etc., as well as broader job search engines. The customer left saying she was going to apply to work at the Fife Schools lunchroom, and said her daughter suggested she come to the library, and said she felt incredibly hesitant. She said she had no idea the library would be so helpful, especially with job information, and said her library in Los Angeles was never so helpful.

**Graham:** The Create and Gogh art classes have been popular for people of all ages, and each class registration continues to fill up quickly.

**Key Center:** Key Center staff is in development to bring together community members, the Library, and WorkSource to promote Book a Job Coach on the peninsula.

**Lakewood:** On Saturday February 29th, Elise Bodell and Mary Moser from Clover Park High School took a team of slam poets to the Louder Than a Bomb “Crossing the Street” poetry workshop at TCC. Poets got to meet other writers from 15 other schools in Pierce County and work with poet Robert Lashley. One of the Clover Park poets got up on stage to read at her first ever Open Mic.

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

**South Hill:** Customers of all ages, but especially Teens enjoyed the Steven Universe Escape Room Extravaganza! The event also featured karaoke, button making, bookmark making and the opportunity to watch the show “Gravity Falls.” Two Friends of the Library and a bunch of staff people helped make this after hours program a success. Children’s programs this month included Petite Picasso: Fizzy Heart Art, Tinker Thursday: LED Friendship Bracelets and a Create Your Own Magical Creature program.

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

**Summit:** The 4<sup>th</sup> annual African American Read-In event was held on 2/26 – our featured presenter was local author and poet Jayna A’Janee Smith, who facilitated our open mic segment and read selections from her book *Moon Phases*. This event had special significance, as it strengthened connections with the Franklin Pierce High School librarian and student volunteers and marked the first start-to-finish collaborative program between our AS and YS staff.



**Sumner:** The library is co-sponsoring a family music performer at the August Family Arts Festival in downtown Sumner, along with the Sumner Arts Commission and the Sumner Veterinary Hospital.

**Tillicum:** Amanda Ellis attended the Tillicum Elementary School’s parent night. She was able to give a short presentation about PCLS resources including Homework Help and additional Brainfuse services. Teachers and parents showed a high interest in these resources.

# Unfinished Business

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# MEMO



Date: April 3, 2020

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

From: Georgia Lomax, Executive Director

Subject: COVID-19 Update

During the Board meeting we would like to answer your questions and briefly update you on Library service and operations as we comply with the Governor's "Stay Home, Stay Healthy" order, and continue to serve our communities during this public health emergency.

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# MEMO



Date: April 2, 2020

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

From: Clifford Jo, Finance & Business Director

Subject: Status of Cash

While we have been working on a variety of plans, administration, and services in response to COVID-19 and the Pierce County Library System's building closures to help reduce the spread of the virus and subsequently in compliance with Governor Inslee's "Stay Home, Stay Safe" executive order, we also have been closely monitoring local and national economic conditions. The economic realities will require us to update our financial plan in response to this public health crisis as we move forward.

With the voters' approval of a restored levy/levy lid lift in 2018, we created a multi-year funding plan for sustaining library operations and services until such time as costs to run the libraries exceed revenues, at which time we would consult with the public and determine whether a restored levy would be needed again. An outcome of the funding plan was the creation of a levy sustainability fund that would accumulate a certain portion of property tax revenue during the first phase, and then expend those funds during the third phase. The second phase was anticipated to be brief, one or two years, when revenue matched expenditures. The plan also set aside \$500,000 each year to build up the general fund balance so that we are able to pay bills until the two large property tax distributions occurred in April and October.

Initial research suggests that while various other taxes such as B&O and sales taxes will take a substantial and permanent hit due to the COVID-19 pandemic, property tax collections may be deferred until such time property owners can make up their mortgage payments, but eventually the Library expects to receive these revenues.

As of today, we have \$13.54 million in cash and investments recorded in the County, \$5.45 million of which is allocated to the Levy Sustainability Fund, \$2.1 million to the Special Purpose Fund, and \$2.1 million to the Capital Fund. This leaves a balance of approximately \$3.9 million, which will pay for normal operations for approximately 6 weeks or through the middle of May.

We anticipate April's property tax revenue to be lower than usual due to the County Assessor-Treasurer's waiver to defer property tax payments. However, this waiver does not apply to lenders and escrowed property tax amounts—only to individual property taxpayers – so we expect some portion to be collected on schedule. On May 2 we will know how much of our anticipated revenue will be received. At this time we are working on the assumption that the Library will only receive 50% of normal distributions, or about \$7.5 million, and developing options based on that. That amount will be sufficient for an additional 10 weeks allowing us to finalize and begin implementation of plans to mitigate cash concerns.

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If we receive less, then we will begin assessing how we reduce operational costs to ensure sustainability. We have funds set aside in the Capital Fund and for Board-committed Special Purpose Fund that can be reallocated, if needed temporarily, as we engage in this process.

It's important to note that, while deferrals can impact short-term cash needs, eventually all revenue will be received over time. In this manner, I am anticipating that phase 2 of the funding strategy will be prolonged several more years as delinquent property taxes are paid.

We will keep the Board apprised during coming months both of cash and our plans for responding to the financial uncertainty.

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# MEMO



Date: April 2, 2020

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

From: Clifford Jo, Finance & Business Director

Subject: Motions for COVID-19 Response to Conducting Library Business

## Emergency Waiver to Purchasing Policy Threshold

As amended and approved by the Board last month, we are asking for the Emergency Waiver for purchasing threshold to be renewed for the next month. Since the last Board meeting, we have not had to implement any purchases under this emergency waiver.

**Motion: Move to authorize the Pierce County Library System, 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 of \$50,000 or more and (2) to make purchases up to \$500,000 without Board approval for purposes of a COVID-19 response between April 9, 2020, through May 13, 2020.**

## Authorize the Executive Director to take actions in response to COVID-19

Beginning March 14, 2020, we closed all library buildings to the public and to staff in support of direction from government and health officials to limit the spread of the coronavirus during this public health emergency. During that time we continued to offer robust online services to customers as well as responding to web reference and phone calls about our services. Employees scheduled to work have been paid using Administrative Leave at their regular rate as a response to COVID-19. Some staff worked periodically during this time period, and were paid using their regular pay codes for this work.

This period allowed the Pierce County Library System time to plan working schedules and conditions should Governor Inslee's "Stay Home, Stay Safe" executive order be extended and/or our determination that the public health crisis, based upon information from public health agencies warranted the continued closure of library buildings. The question arose as to whether this constitutes a gift of public funds, and the Washington State Attorney General's Office issued an opinion stating that it does not, as it is an action that considers the public's safety as well as that of staff.

We would like the Board, as the highest legislative authority of the Library, to formally affirm their approval of this action by the Executive Director, both in terms of having the authority recorded and serving as documentation to be provided to the State Auditor's Office, should it be requested.

**Motion: Move to authorize the Executive Director to take timely and appropriate actions which balance service to the public, staff and resource investments, and long term sustainability in response to COVID-19, in a manner to be determined by the Executive Director. These actions may include closing buildings, reallocating resources, and paying personnel costs.**

# Officers Reports

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# MEMO



Date: April 3, 2020

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

From: Tracey Thompson, Collection Manager

Subject: eBook Purchasing Changes

In light of Governor Inslee’s “Stay Home, Stay Healthy” order and how that can affect our customers’ needs, the focus of collection development has been on online resources. Over 2,000 new customers used Overdrive during March. This is a 41% increase over March 2019, and the highest growth of any month over the last three years. The number of checkouts and holds have been growing steadily with 10,524 more checkouts in March than February. To help meet the growing demand, we have shifted some of the materials budget from print to e-books and e-audio on Overdrive.

One of our purchasing priorities is to lower the ratio of holds to copies owned for e-formats to reduce wait times for customers. We are using a tiered approach based on price. For example, “The Face of a Stranger” audio book by Anne Perry and Davina Porter has a price of \$109, and we are using a hold ratio of 1:10. “The Call of the Wild” by Jack London audio book is \$18.87, and we are using a hold ratio of 1:5. By using this approach, we have been able to lower the average wait time, even with the increased number of holds, from 30 days to 27 days.

We are promoting our current collection through normal marketing channels and Overdrive carousels. The Overdrive carousels, seen on both the PCLS website and the Libby app, are virtual book displays, and they have proven to be very successful in connecting customers to books. We have begun refreshing the carousels on a weekly basis to keep the content fresh for customers who may be visiting more frequently.

Publishers have been supportive of libraries trying to meet customers’ needs during these challenging times:

- During the next few months, Ancestry Online, a genealogy database that has been limited to in branch only will be available for remote access through the PCLS website.
- Duke Classics e-book titles have been offered to libraries for no charge.
- Macmillan cancelled their e-book embargo, which had limited libraries to a single copy of new titles
- Penguin Random House is offering additional purchasing options.