

## AGENDA

### Regular Meeting of the Pierce County Library System Board of Trustees June 10, 2020 | 3:30 PM

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

**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 submit comments in writing to <a href="mailto:pmcbride@piercecounitylibrary.org">pmcbride@piercecounitylibrary.org</a> by 2 pm. Comments will be read aloud to the Board.</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 May 13, 2020, Regular Meeting</li> <li>2. Approval of May 2020 Payroll, Benefits and Vouchers</li> <li>3. Buckley Library Site – ESHI Consultant Purchase Order Approval</li> <li>4. Conferencing Software Issues</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. Fundraising Performance Report, Dean Carrell</li> <li>2. Metrics Dashboard, Melinda Chesbro</li> <li>3. Financial Reports: March and April, Cliff Jo</li> </ol>	
3:57 pm	15 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. Cash Status</li> <li>b. Additional Service Measures during COVID</li> <li>c. Customer Service Plans – Your Library, Re-imagined</li> <li>d. Motions for COVID-19 Response to Conducting Library Business</li> </ol> </li> <li>2. 2020 Trustee Vacancy Update, Georgia Lomax</li> </ol>	
4:12 pm	15 min.	<b>New Business</b>	<b>Action</b>
		<ol style="list-style-type: none"> <li>1. Resolution 2020-02: To Close the 2019 Fiscal Year</li> <li>2. Amended 2020 Budget, Melinda Chesbro and Cliff Jo</li> </ol>	
4:27 pm	05 min.	<b>Officers Reports</b>	
		<ol style="list-style-type: none"> <li>1. April 2020 Special Election</li> <li>2. Buckley Library Site Evaluation Update</li> <li>3. Grants to Assist with COVID-19 Response</li> <li>4. Summer Reading Program</li> </ol>	
4:32 pm	02 min.	<b>Announcements</b>	
4:34 pm		<b>Adjournment</b>	

**BOARD OF TRUSTEES  
PIERCE COUNTY LIBRARY SYSTEM  
MEETING MINUTES – JUNE 10, 2020**



**CALL TO ORDER**

Chair Daren Jones called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:32 pm. Board members present were Pat Jenkins, Monica Butler, Rob Allen and Jamilyn Penn. The meeting was conducted by telephone conference due to the Governor's Safe Start Washington Phase 2 plan to slow the transmission of the coronavirus.

**CONSENT AGENDA**

1. Approval of Minutes of May 13, 2020, Regular Meeting
2. Approval of May 2020 Payroll, Benefits and Vouchers
3. Buckley Library Site – EHSI Consultant Purchase Order Approval
4. Conferencing Software Issues

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

**NEW BUSINESS**

*Mr. Allen moved to approve Resolution 2020-05: To Close the 2019 Fiscal Year. Mr. Jenkins seconded the motion and it was passed.*

Amended 2020 Budget – Executive Director Georgia Lomax noted the Library will bring a proposed 2020 amended budget for consideration to the July meeting which will reflect the adjustments necessary as the impacts of the Coronavirus are realized. She noted the Library is prepared to reinvent and adjust its offerings and will listen to its communities for guidance. This is one reason the future libraries work has been put on hold.

Ms. Penn asked if the Library will inform customers of the safety methods it will employ to make the public feel comfortable about returning to libraries, and also added it is important to continue to provide online opportunities to parents who now find themselves educating their children at home. Ms. Lomax said these are both included in the amended budget proposal.

**ROUTINE REPORTS**

Fundraising Performance Report – Foundation Director Dean Carrell reported the Foundation has raised nearly \$238,000 in annual campaign funds. A \$75,000 pass through grant to aid in census work has also been awarded.

Financial Reports – Finance and Business Director Cliff Jo reported the Library received revenue of \$13.7 million which reflects a 20% reduction due to COVID-19.

**UNFINISHED BUSINESS**

COVID-19 Update – Ms. Lomax reported the Library no longer needs the Board to authorize the Library to take emergency actions in response to COVID-19 now that systems are in place to ensure the Board can convene to conduct business.

The Library is in Phase 2 and is permitted to provide limited services when it meets safety protocols established by the Governor's Office and public health officials. Building assessments are underway and each location is being evaluated and safety measures implemented to account for the size and needs of each location. Eight are complete. Book drops will be open shortly, with 72-hour quarantine of returned books and other materials. Plans to turn Wi-Fi on are underway. Curbside service will launch next. The Library will conduct the Summer Reading Program in new ways and will give the public ways to access information online and in person outside of buildings.

Ms. Lomax stated she appreciates that the Governor’s office recognizes libraries as an important part of the community and has listened to recommendations provided by the State’s library leaders. Ms. Penn appreciated the Library’s intent to protect staff safety by adhering to a 72-hour quarantine rather than the recommended 24 hours.

Trustee Vacancy – The interview panel met on June 3, 2020, and interviewed four candidates. The selected candidate has been informed and the panel’s recommendation has been forwarded to Pierce County Executive Bruce Dammeier’s office for appointment, and confirmation by the County Council.

Chair Jones appreciated the process, the strong candidates and the panel. Ms. Penn noted the decision was not easy and the candidate will be a good addition to the Board.

**ANNOUNCEMENTS**

Chair Jones requested a special board meeting for the Board to begin discussions on the library’s role related to racial and social equity.

**ADJOURNMENT**

The meeting was adjourned at 4:13 pm on motion by Ms. Butler, seconded by Mr. Allen.

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Georgia Lomax, Secretary

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Daren Jones, Chair

## AGENDA

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| 4:34 pm |         | <b>Adjournment</b>   |               |

# Consent Agenda

**BOARD OF TRUSTEES  
PIERCE COUNTY LIBRARY SYSTEM  
MEETING MINUTES – MAY 13, 2020**



**CALL TO ORDER**

Chair Daren Jones called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:32 pm. Board members present were Pat Jenkins, Monica Butler. Rob Allen and Jamilyn Penn were 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 April 8, 2020, Regular Meeting
2. Approval of April 2020 Payroll, Benefits and Vouchers
3. Technology Renewals: Microsoft Premier Support, Polaris Annual Maintenance

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

**ROUTINE REPORTS**

Finance and Business Director Cliff Jo reported insurance costs were 15% over budget based on the estimate of actual costs which will be realized when the policy renews at the end of the year. This year includes a 3-year renewal of the mold policy, which is not renewed annually.

**UNFINISHED BUSINESS**

COVID-19 Update – Executive Director Georgia Lomax provided an update 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.

Technology has been converted to meet the needs for remote work. The Library is using the following principles to guide its decisions during the pandemic: safety and health of staff and public; deliver valued service to the public, steward the taxpayer’s investment in the library; respond to the changing environment and knowledge.

Key areas of focus at this time are 1) providing services online and by phone while temporarily out of the buildings, 2) preparations for returning to the buildings when allowed, and 3) financial management and amending the 2020 work plan and budget.

Work currently underway includes planning for social distancing and safety protocols, developing quarantine plans for books and materials being returned, designing curbside service, and transitioning to Microsoft Teams and some elements of Office 365 to better support remote work.

The Governor’s Safe Start Washington reopening plan places libraries in Phase 3 for reopening. Until we have specific guidance on the requirements libraries must meet to reopen, we are using those developed for retail businesses to help us prepare. Reopening will be a slow process, starting with curbside service which will allow people to return their books to us, pick up their holds and begin to get physical books, movies and other materials. Curbside service will likely continue for some time as people may not be immediately comfortable going into buildings.

With reduced revenue due to the closure, the Library is working on a budget amendment to address lost revenue and new costs related to the pandemic, and to ensure cash flow through the low revenue months of October 2020 and April 2021.

The Board expressed appreciation to the Library for its efforts to maintain fiscal responsiveness.

*Ms. Butler 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 May 14, 2020, through June 10, 2020. Mr. Jenkins seconded the motion and it was passed.*

*Ms. Butler 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 June 10, 2020. Mr. Jenkins seconded the motion and it was passed.*

Trustee Vacancy – Applications are due May 15, 2020. Ms. Lomax reported the process will likely be conducted virtually.

### **OFFICERS REPORTS**

Library Giving Day – Foundation Director Dean Carrell reported the event was successful. Regionally, donations have increased from last year. He expressed his appreciation to the donors for their support for the Library. The Board thanked the Foundation for its efforts given the challenges being faced by non-profit organizations.

Graham Property – Ms. Lomax reported a traffic light will be installed in front of the Library and the county has approached the library about purchasing one of the Library’s property parcels adjacent to the site.

Chair Jones thanked the Library and expressed his appreciation to staff for their hard work and perseverance during this time.

### **ADJOURNMENT**

The meeting was adjourned at 4:10 pm on motion by Mr. Jones, seconded by Ms. Butler.

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Georgia Lomax, Secretary

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Daren Jones, Chair

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

	<u>Source</u>	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	EDEN	3909 - 3910	5/1/2020 - 5/31/2020	\$ 2,904.21
Electronic Payments - Payroll & Acct Payable	EDEN		5/6/2020	1,137,646.74
Electronic Payments - Payroll & Acct Payable	EDEN		5/21/2020	890,396.30
Accounts Payable Warrants*	EDEN	631618 - 631624	5/1/2020 - 5/31/2020	25,860.40
Accounts Payable Warrants	MUNIS	700305 - 700409	5/1/2020 - 5/31/2020	774,140.01
<b>Total:</b>				<b>\$ 2,830,947.66</b>

*\* AP Out of Eden is occurring for Payroll-related payments, only (e.g., Employee contributions to additional insurance, Foundation donations, and Union dues)*

As of 5/31/2020

**Check History Listing**  
Pierce County Library System

Check #	Bank	Date	Paid to	Status	Can/Vd Date	Pay Period Dates	Dir Dep	Amount
3909	key KeyBank N.A.	05/06/2020	ACKERMAN, MICHAEL	C	05/12/2020	04/16/20 - 04/30/20	0.00	902.84
3910	key KeyBank N.A.	05/06/2020	CAVANAUGH, CAITLYN	C	05/08/2020	04/16/20 - 04/30/20	0.00	2,001.37
<b>Total:</b>							<b>0.00</b>	<b>2,904.21</b>

Checks in report: 2

**Grand Total:** 0.00 2,904.21

# 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: 5/06/20 Payroll

Withdrawal Date: 05/06/20

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	68,316.08
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	57,477.82
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	57,477.82
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	534,933.26
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	12,257.16
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	60,028.11
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	97,587.69
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	6,997.00
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	238,659.75
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	2,233.65
PCL_Company	Columbia Bank Buffer	237100	CC_Library_District	697-00	5100000	
<b>Total Deposit</b>						<b>\$ 1,137,646.74</b>

Certification:

Stacy Karabotsos  
 Signature (Department Designee)

05/04/20  
 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: 5/21/20 Payroll

Withdrawal Date: 05/21/20

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	68,084.74
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	56,726.27
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	56,726.27
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	529,083.92
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	12,256.42
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	59,221.55
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	96,170.43
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	6,997.00
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	1,006.10
PCL_Company	WA State Support Registry	237100	CC_Library_District	697-00	5100000	2,228.10
PCL_Company	Columbia Bank Buffer	237100	CC_Library_District	697-00	5100000	
<b>Total Deposit</b>						<b>\$ 890,396.30</b>

Certification:

Stacy Karabotsos  
 Signature (Department Designee)

05/19/20  
 Date

Comments:

**Check History Listing**  
Pierce County Library System

Bank code: key

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
631618	05/06/2020	000828 AFSCME AFL-CIO	C	13,361.84
631619	05/06/2020	003985 PACIFCSOURCE ADMINISTRATORS	C	2,607.14
631620	05/06/2020	001181 PIERCE CTY LIBRARY FOUNDATION	C	837.99
631621	05/21/2020	003778 AFLAC		5,411.84
631622	05/21/2020	001578 COLONIAL SUPPLEMENTAL INSURANC		404.80
631623	05/21/2020	003985 PACIFCSOURCE ADMINISTRATORS	C	2,398.80
631624	05/21/2020	001181 PIERCE CTY LIBRARY FOUNDATION		837.99
<b>key Total:</b>				<b>25,860.40</b>
<b>Total Checks:</b>				<b>25,860.40</b>

7 checks in this report

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
700305	05/01/2020	PRINTED	370	ELITE PROPERTY INVESTMENTS LLC	0.00	10,913.27	05/04/2020
700306	05/01/2020	PRINTED	290	SURPRISE LAKE SQUARE LLC	0.00	9,930.90	05/06/2020
700327	05/07/2020	PRINTED	341	BAKER & TAYLOR	0.00	118,429.88	05/11/2020
700328	05/07/2020	PRINTED	662	CENTURYLINK	0.00	776.10	05/19/2020
700329	05/07/2020	PRINTED	685	COLUMBIA BANK	0.00	897.53	05/13/2020
700330	05/07/2020	PRINTED	124	CONSOLIDATED TECHNOLOGY SERVICES	0.00	588.73	05/15/2020
700331	05/07/2020	PRINTED	211	MIDWEST TAPE	0.00	31,386.18	05/19/2020
700332	05/07/2020	PRINTED	227	MOUNTAIN MIST	0.00	6.56	05/12/2020
700333	05/07/2020	PRINTED	1081	NASIM & SONS INC	0.00	7,677.33	05/11/2020
700334	05/07/2020	PRINTED	522	OVERDRIVE INC	0.00	427.30	05/11/2020
700335	05/07/2020	PRINTED	531	PAN ASIAN PUBLICATIONS (USA) INC.	0.00	1,020.52	05/26/2020
700336	05/07/2020	PRINTED	61	RICOH USA INC	0.00	180.45	05/13/2020
700337	05/07/2020	PRINTED	595	TYLER TECHNOLOGIES INC	0.00	3,200.00	05/12/2020
700338	05/07/2020	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	1,556.06	05/13/2020
700339	05/07/2020	PRINTED	1092	XIOLOGIX LLC	0.00	42,615.99	05/11/2020
700340	05/12/2020	PRINTED	341	BAKER & TAYLOR	0.00	31,269.85	05/15/2020
700341	05/12/2020	PRINTED	432	CITY OF BONNEY LAKE , WA	0.00	259.49	05/18/2020
700342	05/12/2020	PRINTED	638	CITY OF BUCKLEY	0.00	266.36	05/20/2020
700343	05/12/2020	PRINTED	657	CENGAGE LEARNING	0.00	3,431.46	05/15/2020
700344	05/12/2020	PRINTED	673	CITY OF TACOMA	0.00	2,029.63	05/15/2020
700345	05/12/2020	PRINTED	146	DAILY JOURNAL OF COMMERCE	0.00	130.20	05/19/2020
700346	05/12/2020	PRINTED	363	TOWN OF EATONVILLE	0.00	558.78	05/15/2020
700347	05/12/2020	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	311.00	05/18/2020
700348	05/12/2020	PRINTED	704	INNOVATIVE INTERFACES INC	0.00	549.50	05/18/2020
700349	05/12/2020	PRINTED	710	IRON MOUNTAIN INC	0.00	167.19	05/18/2020
700350	05/12/2020	PRINTED	26	LINGO	0.00	128.73	05/19/2020
700351	05/12/2020	PRINTED	211	MIDWEST TAPE	0.00	25,712.57	05/20/2020
700352	05/12/2020	PRINTED	522	OVERDRIVE INC	0.00	45,232.66	05/18/2020
700353	05/12/2020	PRINTED	552	PENINSULA LIGHT CO	0.00	382.56	05/15/2020
700354	05/12/2020	PRINTED	776	PUGET SOUND ENERGY	0.00	1,217.61	05/14/2020
700355	05/12/2020	PRINTED	792	RAINIER VIEW WATER CO INC	0.00	181.26	05/15/2020
700356	05/12/2020	PRINTED	61	RICOH USA INC	0.00	1,854.47	05/18/2020
700357	05/12/2020	PRINTED	61	RICOH USA INC	0.00	0.44	05/18/2020
700358	05/12/2020	PRINTED	605	US BANK	0.00	141,073.33	05/19/2020
700359	05/12/2020	PRINTED	1092	XIOLOGIX LLC	0.00	149,979.54	05/18/2020
700360	05/21/2020	PRINTED	336	ATS AUTOMATION INC	0.00	5,762.88	05/27/2020
700361	05/21/2020	PRINTED	341	BAKER & TAYLOR	0.00	10,354.58	05/26/2020
700362	05/21/2020	PRINTED	629	BRIAN DALBALCON PHOTOGRAPHY	0.00	300.00	05/22/2020

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
700363	05/21/2020	PRINTED	657	CENGAGE LEARNING	0.00	83.68	05/26/2020
700364	05/21/2020	PRINTED	670	CIS - CENTER FOR INTERNET SECURITY	940.00	0.00	
700365	05/21/2020	PRINTED	1011	DM DISPOSAL CO INC	0.00	810.79	05/26/2020
700366	05/21/2020	PRINTED	1009	DM RECYCLING CO	0.00	265.39	05/26/2020
700367	05/21/2020	PRINTED	402	FIRGROVE MUTUAL WATER COMPANY	0.00	381.10	05/27/2020
700368	05/21/2020	PRINTED	446	CITY OF GIG HARBOR	0.00	1,259.05	05/27/2020
700369	05/21/2020	PRINTED	475	HAROLD LEMAY ENTERPRISES INC	0.00	650.24	05/26/2020
700370	05/21/2020	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	82.43	05/26/2020
700371	05/21/2020	PRINTED	207	MICROSOFT CORPORATION	0.00	62,360.00	05/26/2020
700372	05/21/2020	PRINTED	216	CITY OF MILTON	0.00	461.18	05/27/2020
700373	05/21/2020	PRINTED	174	MURREYS DISPOSAL COMPANY INC	0.00	92.78	05/26/2020
700374	05/21/2020	PRINTED	1081	NASIM & SONS INC	7,677.33	0.00	
700375	05/21/2020	PRINTED	241	TACOMA NEWS INC.	0.00	4,606.10	05/28/2020
700376	05/21/2020	PRINTED	510	OCLC INC	0.00	4,107.34	05/29/2020
700377	05/21/2020	PRINTED	552	PENINSULA LIGHT CO	0.00	941.15	05/26/2020
700378	05/21/2020	PRINTED	560	PIERCE COUNTY	0.00	240.00	05/28/2020
700379	05/21/2020	PRINTED	1029	PIERCE COUNTY REFUSE	0.00	825.96	05/26/2020
700380	05/21/2020	PRINTED	776	PUGET SOUND ENERGY	0.00	3,280.16	05/22/2020
700381	05/21/2020	PRINTED	61	RICOH USA INC	0.00	2,740.36	05/27/2020
700382	05/21/2020	PRINTED	100	THE SEATTLE TIMES COMPANY	0.00	448.07	05/26/2020
700383	05/21/2020	PRINTED	269	SPRAGUE PEST SOLUTIONS	0.00	576.05	05/28/2020
700384	05/21/2020	PRINTED	273	TOWN OF STEILACOOM	0.00	1,015.19	05/26/2020
700385	05/21/2020	PRINTED	588	TRAVELING LANTERN THEATRE CO	0.00	445.50	05/28/2020
700386	05/21/2020	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	2,359.59	05/27/2020
700387	05/21/2020	PRINTED	1095	ZOOBEAN INC	0.00	6,704.00	05/26/2020
700388	05/29/2020	PRINTED	662	CENTURYLINK	776.10	0.00	
700389	05/29/2020	PRINTED	677	CLOVER PARK SCHOOL DISTRICT	202.50	0.00	
700390	05/29/2020	PRINTED	685	COLUMBIA BANK	897.53	0.00	
700391	05/29/2020	PRINTED	1009	DM RECYCLING CO	138.17	0.00	
700392	05/29/2020	PRINTED	365	EBSCO	8,481.00	0.00	
700393	05/29/2020	PRINTED	399	CITY OF FIFE	933.87	0.00	
700394	05/29/2020	PRINTED	954	DON EHLEN	350.00	0.00	
700395	05/29/2020	PRINTED	11	LAKWOOD WATER DISTRICT	58.08	0.00	
700396	05/29/2020	PRINTED	174	MURREYS DISPOSAL COMPANY INC	499.51	0.00	
700397	05/29/2020	PRINTED	1046	ARLENE THOMAS	150.00	0.00	
700398	05/29/2020	PRINTED	520	CITY OF ORTING	138.42	0.00	
700399	05/29/2020	PRINTED	528	PACIFIC PUBLISHING COMPANY	239.00	0.00	
700400	05/29/2020	PRINTED	560	PIERCE COUNTY	55.00	0.00	

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
700401	05/29/2020	PRINTED	1037	PIERCE COUNTY SEWER	798.82	0.00	
700402	05/29/2020	PRINTED	775	PUGET SOUND EDUCATIONAL SERVICE DISTRICT	81.82	0.00	
700403	05/29/2020	PRINTED	776	PUGET SOUND ENERGY	1,257.77	0.00	
700404	05/29/2020	PRINTED	796	RECORDED BOOKS INC	244.80	0.00	
700405	05/29/2020	PRINTED	61	RICOH USA INC	2,551.35	0.00	
700406	05/29/2020	PRINTED	61	RICOH USA INC	43.92	0.00	
700407	05/29/2020	PRINTED	249	SMITH FIRE SYSTEMS INC	1,133.34	0.00	
700408	05/29/2020	PRINTED	257	SOUND PUBLISHING INC	690.00	0.00	
700409	05/29/2020	PRINTED	284	SUMMIT WATER & SUPPLY CO	304.68	0.00	
					28,643.01	745,497.00	774,140.01

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# MEMO



Date: June 1, 2020

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

From: Clifford Jo, Finance & Business Director

Subject: Buckley Library Site—ESHI Consultant Purchase Order Approval

In May, we received the next proposal for EHSI consulting services related to investigating the full extent and nature of the contamination at the Buckley Library and its vicinity. The proposal includes further testing, mainly offsite further east on Main Street and in the southwest corner of the property. Other work includes replacing a vapor probe, and conducting quarterly measurements as required. Work is expected to occur in June with a report available in the early August timeframe. Unless the plume has extended further beyond these measurement points, I anticipate that this would be the final preliminary work required before moving into the next phase of remediation.

\$100,000 was budgeted for continuing the investigation in 2020, and this work was included in that.

An update of the project is provided in the Officer's Report section of the Board Packet.

**Motion: Move to approve a purchase order for EHS-I consulting services in the amount not to exceed \$84,000.**

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# MEMO



Date: June 5, 2020

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

From: Georgia Lomax, Executive Director

Subject: Conferencing Software Issue

After the May board meeting was underway, we experienced technical difficulties with new teleconference software and some members of the public may have been unable to connect into the phone conference. We have identified the problem and put measures in place to ensure the issue does not occur again, and documented the situation for our COVID-19 records.

As a result of this, we would like to have the following motions from the May Board meeting be approved this month, to ensure compliance with the Open Public Meeting Act.

We also used this software during the April Board meeting. While we are unaware that this issue occurred at that time, we would also like to approve the actions from that meeting as a precaution.

## **April 8, 2020 Meeting**

Approval of Minutes of March 11, 2020 Regular Meeting  
Approval of March 2020 Payroll Benefits and Vouchers

### **2020 Firewall, Routers, and Switches Renewal**

***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.***

### **Emergency Waiver to Purchasing Policy Threshold**

***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**

***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***

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*a manner to be determined by the Executive Director. These actions may include closing buildings, reallocating resources, and paying personnel costs.*

### **May 13, 2020 Meeting**

Approval of Minutes of April 8, 2020 Regular Meeting  
Approval of April 2020 Payroll Benefits and Vouchers

#### **2020 Microsoft Premier Support Renewal**

***ACTION: Move to approve the purchase of Microsoft Premier Support contract not to exceed \$65,000.00, not including tax.***

#### **2020 Polaris Annual Maintenance Renewal**

***ACTION: Move to approve the purchase of Polaris Annual Maintenance agreement not to exceed \$180,000.00, not including tax.***

#### **Emergency Waiver to Purchasing Policy Threshold**

***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 May 14, 2020, through June 10, 2020.***

#### **Authorize the Executive Director to Take Actions in Response to COVID-19**

***Move 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 June 10, 2020.***

# Routine Reports



## Fundraising Performance Report

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



### Support Type

Unrestricted	Restricted	In Kind	Total
\$140,148	\$97,547	\$91,539	\$329,234

#### Memor Society

Reflected when received

Goal = 12 New Members

#### Endowment

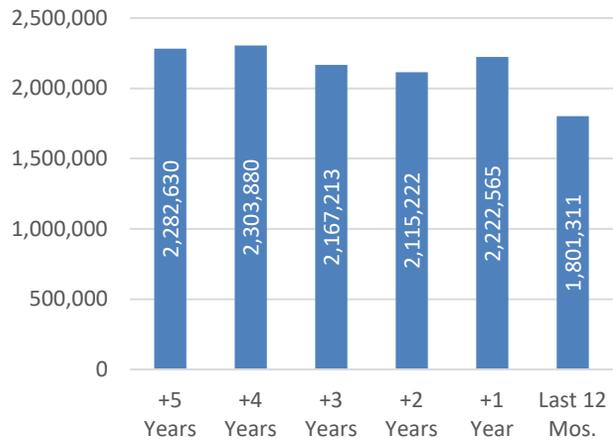
Gifts reflected when received

#### Capital

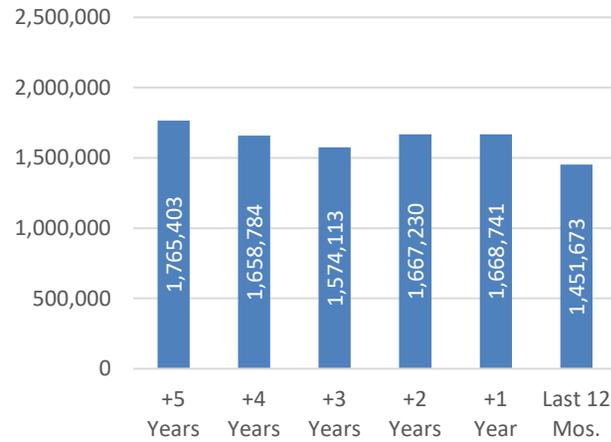
Gifts reflected when received

# Customers / Visits - April 2020

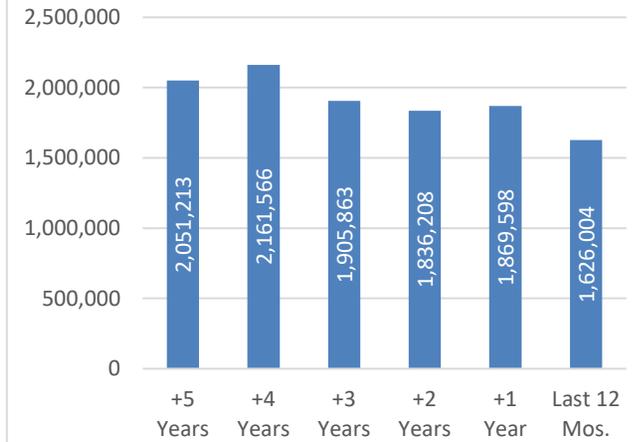
## Branch Visits



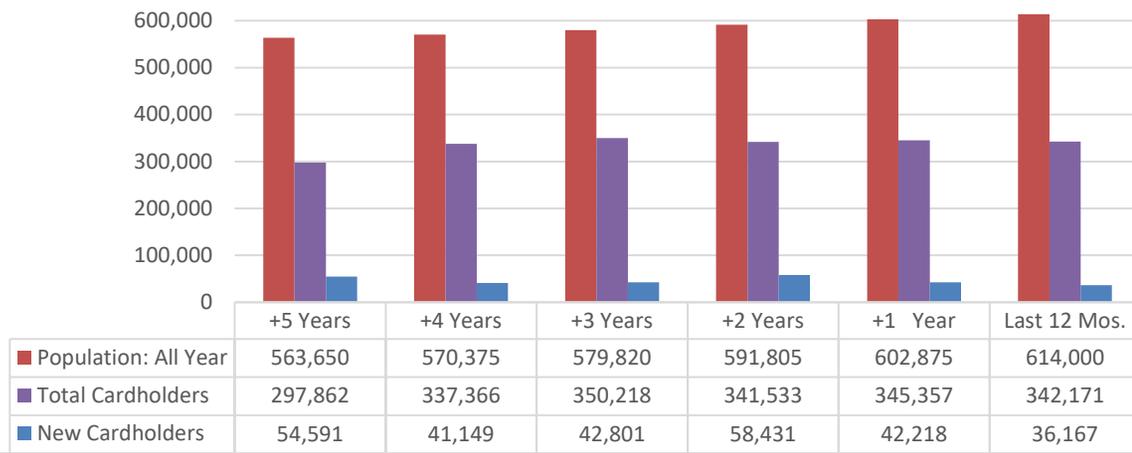
## Catalog Visits



## Website Visits



## PCLS Cardholder Statistics



## April and Rolling 12-Month Comparison

	April 2020	Rolling Last 12 Months	+1 Year	% Change Year Over Year
Branch Visits	204	1,801,311	2,222,565	-19.0%
Catalog Visits	48,970	1,451,673	1,668,741	-13.0%
Public Website Visits	54,621	1,626,004	1,869,598	-13.0%

## Technology

	April 2020	Rolling Last 12 Months	+1 Year	% Change Year Over Year
PC/Laptop Sessions	0	257,362	355,745	-27.7%
Wi-Fi Sessions	181	814,690	999,043	-18.5%

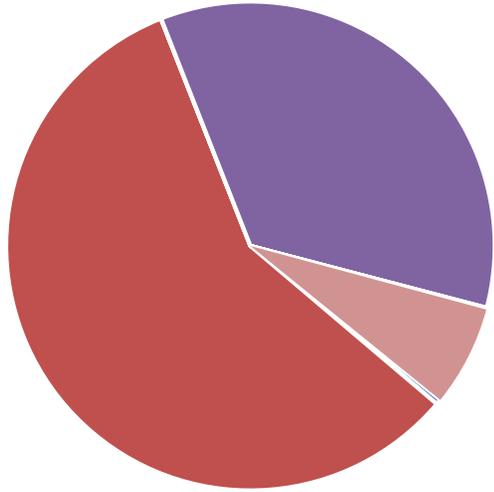
	April 2020	Rolling Last 12 Months	Rolling Last 12 Months	% Change Year Over Year
# of Public Meeting Uses	0	9,985	11,011	-9.3%
# of Attendees	0	117,134	137,944	-15.1%

In response to the COVID-19 outbreak, all PCLS branches closed to the public at 6:00 PM on Friday, March 13<sup>th</sup> 2020. All branches remained closed to the public for the remainder of the month of March, and was closed for all of April.

Wi-Fi Sessions Note: Public Wi-Fi is turned off, but Staff Wi-Fi is still on at ACL accounting for the 181 sessions.

# Collection Use - April 2020

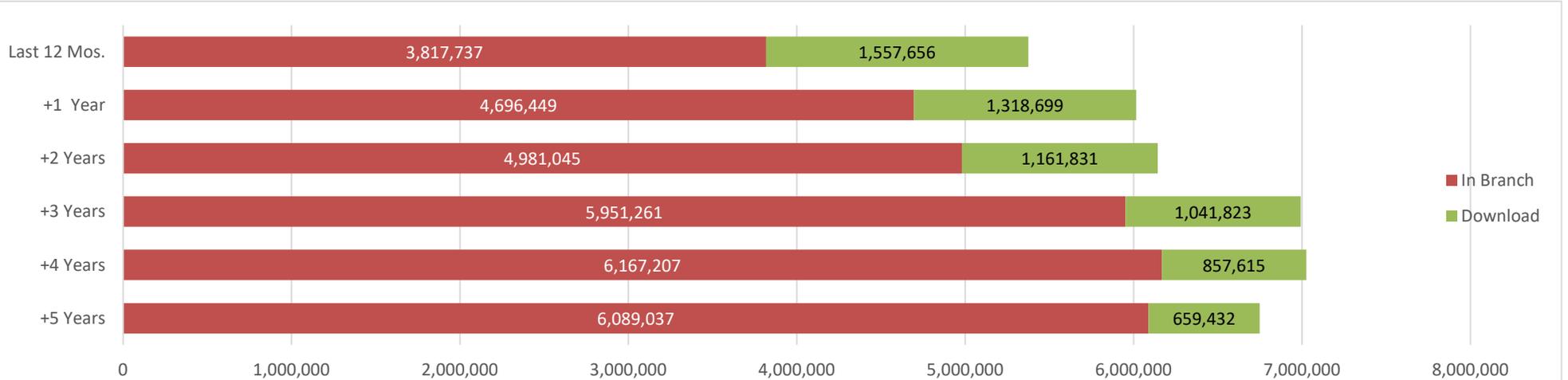
## Checkouts By Format - April 2020



## Data Table

Categories	March 2020	April 2020	% of Total April Checkouts	Rolling Last 12 Months	+1 Year	% Change Year Over Year
Books	109,030	554	0.36%	2,401,601	2,814,548	-14.67%
E-Books	79,486	90,022	57.83%	845,560	759,048	11.40%
AudioBooks (Disc)	4,361	36	0.02%	102,024	143,209	-28.76%
AudioBooks (Digital)	51,508	54,527	35.03%	617,209	498,218	23.88%
Music CDs (Disc)	3,937	38	0.02%	105,791	146,395	-27.74%
DVDs	48,933	145	0.09%	1,126,840	1,464,302	-23.05%
Magazines (Print)	2,542	4	0.00%	61,488	78,469	-21.64%
Magazines (Digital)	9,689	10,346	6.65%	94,887	61,433	54.46%
<b>Totals:</b>	<b>309,486</b>	<b>155,672</b>	<b>100.00%</b>	<b>5,355,400</b>	<b>5,965,622</b>	<b>-10.23%</b>

## Collection Checkouts



## Historical Data Reporting

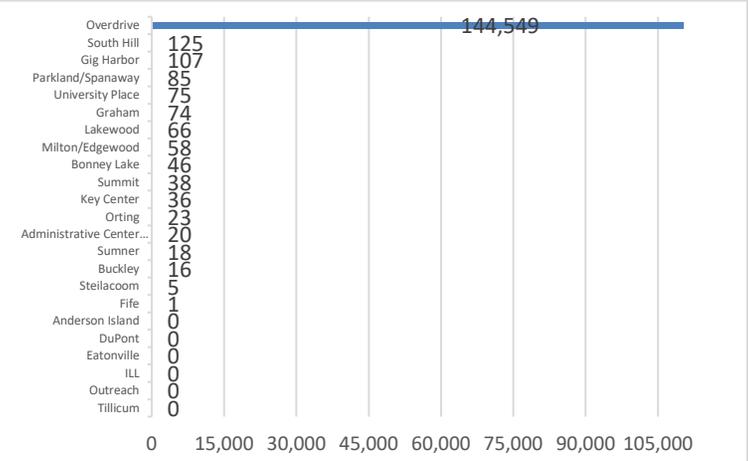
The numbers in the Data Table do not reflect total circulation, only the highlighted categories. In 2018, Digital Downloads were changed to only reflect downloads of materials through Overdrive, and RBDigital e-Magazines. "Other" digital content (such as TumbleBooks) was included in 2017 and earlier. 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

In response to the COVID-19 outbreak, all PCLS branches closed to the public at 6:00 PM on Friday, March 13th 2020. All branches remained closed to the public for the remainder of the month of March, and was closed for all of April. Note regarding April Checkouts of physical media: These numbers represent renewals of previously checked out items. All due dates

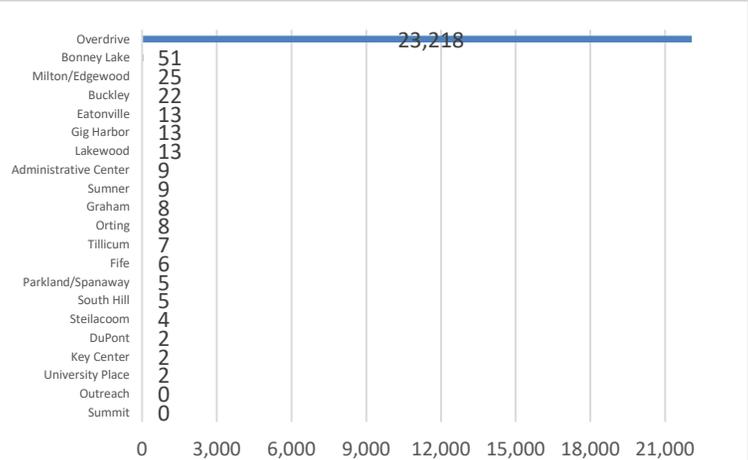
# Customers / Visits - April 2020

Location	Checkouts				Visitors**			
	Apr.2020	Last 12 Mo.	+1 Year	% Change	Apr.2020	Last 12 Mo.	+1 Year	% Change
Administrative Center	20	54,872	71,501	-23.3%	9	25,162	31,065	-19.0%
Anderson Island	0	9,594	15,504	-38.1%	No Door Counter for Anderson Island			
Bonney Lake	46	236,759	274,471	-13.7%	51	97,822	126,321	-22.6%
Buckley	16	75,254	89,296	-15.7%	22	40,120	47,643	-15.8%
DuPont	0	102,552	120,179	-14.7%	2	44,961	53,918	-16.6%
Eatonville	0	83,473	110,364	-24.4%	13	67,432	83,669	-19.4%
Fife	1	56,981	70,757	-19.5%	6	33,511	42,034	-20.3%
Gig Harbor	107	527,632	652,585	-19.1%	13	195,252	231,326	-15.6%
Graham	74	207,130	245,954	-15.8%	8	83,260	98,161	-15.2%
Inter-Library Loan	0	3,670	5,318	-31.0%	No "visitors" for Inter-Library Loan			
Key Center	36	131,749	162,716	-19.0%	2	51,902	72,484	-28.4%
Lakewood	66	370,450	473,332	-21.7%	13	220,742	285,150	-22.6%
Milton / Edgewood	58	124,782	150,508	-17.1%	25	65,427	79,205	-17.4%
Orting	23	78,480	93,096	-15.7%	8	39,426	48,353	-18.5%
Overdrive	144,549	1,462,769	1,257,266	16.3%	23,218	271,919	236,762	14.8%
Outreach	0	49,960	52,420	-4.7%	0	12,282	11,488	6.9%
Parkland / Spanaway	85	311,537	387,956	-19.7%	5	212,437	254,789	-16.6%
South Hill	125	454,452	568,601	-20.1%	5	150,547	185,604	-18.9%
Steilacoom	5	101,575	117,953	-13.9%	4	75,311	91,795	-18.0%
Summit	38	194,965	233,606	-16.5%	0	76,163	93,660	-18.7%
Sumner	18	192,923	246,287	-21.7%	9	103,988	128,115	-18.8%
Tillicum	0	27,675	32,218	-14.1%	7	28,193	37,975	-25.8%
University Place	75	421,272	521,827	-19.3%	2	177,373	219,810	-19.3%
<b>Total</b>	<b>145,342</b>	<b>5,280,506</b>	<b>5,953,715</b>	<b>-11.3%</b>	<b>23,422</b>	<b>2,073,230</b>	<b>2,459,327</b>	<b>-15.7%</b>

## April Checkouts



## April Visitors



## Branch Closure Information - Last 12 Months

Location	Start Date	End Date	Duration	Location	Start Date	End Date	Duration
Full System Closure	3/14/2020	System closure continued into May					

In response to the COVID-19 outbreak, all PCLS branches closed to the public at 6:00 PM on Friday, March 13th 2020. All branches remained closed to the public for the remainder of the month of March, and was closed for all of April. Note on April Visitor Counts: These visits represent custodial and other staff

# Monthly Financial Reports

## March 31, 2020

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

### General Fund

#### March

- **54998. US Bank payments have not yet been distributed to their object codes.**
- **In the US Bank clearing, over half of the added \$567,000 for the month is in IT purchases that will be moved to the Capital Fund.**
- **Due to the Governor's Stay at Home order, significant cash was not reinvested in case emergency funds were needed, as approved by the Board of Trustees.**

#### February

- Accounts Payable is now fully utilizing Munis to pay significantly more invoices and are catching up on the backlog of payments to utilities and materials vendors.
- 54998. US Bank payments have not yet been distributed to their object codes.

#### January

- Most activity was personnel only, due to transitioning to Munis for Accounts Payable.
- 54998. US Bank payments have not yet been distributed to their object codes.

### Capital Improvement Projects Fund

#### March

- **A significant drop in planned activity occurred as a result of the Governor's Stay at Home order.**

#### February

- 56280. Furnishings purchased for various projects.

#### January

- No activity.

**PIERCE COUNTY LIBRARY SYSTEM  
STATEMENT OF FINANCIAL POSITION  
March 31, 2020**

	GENERAL FUND	SPECIAL PURPOSE FUND	LEVY SUSTAINABILITY FUND	DEBT SERVICE FUND	CAPITAL IMPROVEMENT PROJECTS FUND
<b>ASSETS</b>					
<b>Current Assets</b>					
Cash	\$ 3,212,353	\$ 5,996	\$ 13,748	\$ 913	\$ 28,398
Investments	\$ 650,000	\$ 2,127,500	\$ 5,457,500	\$ 87,500	\$ 2,055,000
Deposits Refundable	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Current Assets</b>	<b>\$ 3,862,353</b>	<b>\$ 2,133,496</b>	<b>\$ 5,471,248</b>	<b>\$ 88,413</b>	<b>\$ 2,083,398</b>
<b>TOTAL ASSETS</b>	<b>\$ 3,862,353</b>	<b>\$ 2,133,496</b>	<b>\$ 5,471,248</b>	<b>\$ 88,413</b>	<b>\$ 2,083,398</b>
<b>LIABILITIES</b>					
<b>Current Liabilities</b>					
Warrants Payable	\$ -	\$ -	\$ -	\$ -	\$ -
Sales Tax Payable	\$ 10,306	\$ -	\$ -	\$ -	\$ -
Payroll Payable	\$ 174,402	\$ -	\$ -	\$ -	\$ -
US Bank Payable	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Current Liabilities</b>	<b>\$ 184,708</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL LIABILITIES</b>	<b>\$ 184,708</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FUND BALANCE</b>					
Reserve for Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -
Election Set-Aside		\$ 608,822	\$ -		
Land/Property/Facility Set-Aside		\$ 630,117	\$ -		
Unreserved Fund Balance	\$ 3,677,645	\$ 894,557	\$ 5,471,248	\$ 88,413	\$ 2,083,398
<b>TOTAL FUND BALANCE</b>	<b>\$ 3,677,645</b>	<b>\$ 2,133,496</b>	<b>\$ 5,471,248</b>	<b>\$ 88,413</b>	<b>\$ 2,083,398</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 3,862,353</b>	<b>\$ 2,133,496</b>	<b>\$ 5,471,248</b>	<b>\$ 88,413</b>	<b>\$ 2,083,398</b>
<b>BEGINNING FUND BALANCE, 01/01/20</b>					
	\$ 9,043,433	\$ 2,125,222	\$ 5,450,000	\$ 88,086	\$ 2,182,855
YTD Revenue	\$ 2,909,932	\$ 8,273	\$ 21,248	\$ 327	\$ 8,246
Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -
YTD Expenditures	\$ (8,275,720)	\$ -	\$ -	\$ -	\$ (107,702)
<b>ENDING FUND BALANCE, 03/31/20</b>	<b>\$ 3,677,645</b>	<b>\$ 2,133,496</b>	<b>\$ 5,471,248</b>	<b>\$ 88,413</b>	<b>\$ 2,083,398</b>
<b>TAXES RECEIVABLE</b>	<b>\$ 38,840,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**PIERCE COUNTY LIBRARY SYSTEM  
COMPARATIVE STATEMENT OF FINANCIAL POSITION  
General Fund as of March 31, 2020**

	<i>HISTORICAL</i> 2/28/2019	<i>HISTORICAL</i> 3/31/2019	<i>HISTORICAL</i> 4/30/2019	<i>HISTORICAL</i> 5/31/2019	<i>HISTORICAL</i> 6/30/2019	<i>HISTORICAL</i> 7/31/2019	<i>HISTORICAL</i> 8/31/2019	<i>HISTORICAL</i> 9/30/2019	<i>HISTORICAL</i> 10/31/2019	<i>HISTORICAL</i> 11/30/2019	<i>HISTORICAL</i> 12/31/2019	<i>HISTORICAL</i> 1/31/2020	<i>HISTORICAL</i> 2/29/2020	<i>CURRENT</i> 3/31/2020
<b>ASSETS</b>														
<b>Current Assets</b>														
Cash	\$ 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	\$ 878,667	\$ 1,823,571	\$ 3,212,353
Investments	\$ 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	\$ -	\$ 5,850,000	\$ 3,150,000	\$ 650,000
Deposits Refundable	\$ -	\$ -	\$ -	\$ 25,019	\$ 25,019	\$ 25,888	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Current Assets</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>\$ 6,728,667</b>	<b>\$ 4,973,571</b>	<b>\$ 3,862,353</b>
<b>TOTAL ASSETS</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>\$ 6,728,667</b>	<b>\$ 4,973,571</b>	<b>\$ 3,862,353</b>
<b>LIABILITIES</b>														
<b>Current Liabilities</b>														
Warrants Payable	\$ 79,752	\$ 79,533	\$ 122,578	\$ 125,580	\$ 86,612	\$ 33,290	\$ 98,418	\$ 308,102	\$ 117,447	\$ 122,483	\$ (491)	\$ -	\$ -	\$ -
Sales Tax Payable	\$ 1,967	\$ 1,997	\$ 2,319	\$ 2,516	\$ 2,471	\$ 3,515	\$ 2,825	\$ 2,606	\$ 4,641	\$ 2,909	\$ 6,893	\$ 8,388	\$ 9,747	\$ 10,306
Payroll Payable	\$ 143,867	\$ 110,110	\$ 130,627	\$ 148,517	\$ 170,543	\$ 126,068	\$ 148,456	\$ 171,461	\$ 130,737	\$ 152,520	\$ 172,006	\$ 131,287	\$ 154,329	\$ 174,402
<b>Total Current Liabilities</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>\$ 139,676</b>	<b>\$ 164,077</b>	<b>\$ 184,708</b>
<b>TOTAL LIABILITIES</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>\$ 139,676</b>	<b>\$ 164,077</b>	<b>\$ 184,708</b>
<b>FUND BALANCE</b>														
Reserve for Encumbrance	\$ 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	\$ 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	\$ 6,588,991	\$ 4,809,495	\$ 3,677,645
<b>TOTAL FUND BALANCE</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>\$ 6,588,991</b>	<b>\$ 4,809,495</b>	<b>\$ 3,677,645</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</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>\$ 6,728,667</b>	<b>\$ 4,973,571</b>	<b>\$ 3,862,353</b>
<b>PROPERTY TAXES RECEIVABLE</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>	<b>\$ 41,259,626</b>	<b>\$ 40,435,226</b>	<b>\$ 38,840,000</b>

PIERCE COUNTY LIBRARY SYSTEM  
STATEMENT OF REVENUE & EXPENDITURES  
For the Period Ending March 31, 2020

<b>GENERAL FUND - 01</b>	<b>2020 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	\$ 38,043,400	\$ 2,491,320	\$ -	\$ 35,552,080	7%
Other Revenue	\$ 1,700,500	\$ 418,612	\$ -	\$ 1,281,888	25%
<b>TOTAL REVENUE</b>	<b>\$ 39,743,900</b>	<b>\$ 2,909,932</b>	<b>\$ -</b>	<b>\$ 36,833,968</b>	<b>7%</b>
<b>EXPENDITURES</b>					
Personnel/Taxes and Benefits	\$ 26,432,500	\$ 6,287,323	\$ -	\$ 20,145,177	24%
Materials	\$ 3,824,800	\$ 232,894	\$ -	\$ 3,591,906	6%
Maintenance and Operations	\$ 6,406,600	\$ 1,755,503	\$ -	\$ 4,651,097	27%
Transfers Out & Reserves	\$ 3,080,000	\$ -	\$ -	\$ 3,080,000	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 39,743,900</b>	<b>\$ 8,275,720</b>	<b>\$ -</b>	<b>\$ 31,468,180</b>	<b>21%</b>
Excess/(Deficit)		\$ (5,365,788)			
Additional Transfers Out		-			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ (5,365,788)</b>			

<b>SPECIAL PURPOSE FUND - 15</b>	<b>2020 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	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 8,273	\$ -	\$ (8,273)	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 8,273</b>	<b>\$ -</b>	<b>\$ (8,273)</b>	<b>-</b>
<b>EXPENDITURES</b>					
Election Costs	\$ -	\$ -	\$ -	\$ -	-
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
Excess/(Deficit)		\$ 8,273			
Additional Transfers In		\$ -			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 8,273</b>			

<b>LEVY SUSTAINABILITY FUND - 16</b>	<b>2020 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	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 21,248	\$ -	\$ (21,248)	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 21,248</b>	<b>\$ -</b>	<b>\$ (21,248)</b>	<b>-</b>
<b>EXPENDITURES</b>					
Election Costs	\$ -	\$ -	\$ -	\$ -	-
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
Excess/(Deficit)		\$ 21,248			
Additional Transfers In		\$ -			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 21,248</b>			

<b>DEBT SERVICE FUND - 20</b>	<b>2020 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	\$ -	\$ -	\$ -	\$ -	-
Other Revenue	\$ -	\$ 327	\$ -	\$ (327)	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 327</b>	<b>\$ -</b>	<b>\$ (327)</b>	<b>-</b>
<b>EXPENDITURES</b>					
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 327</b>			

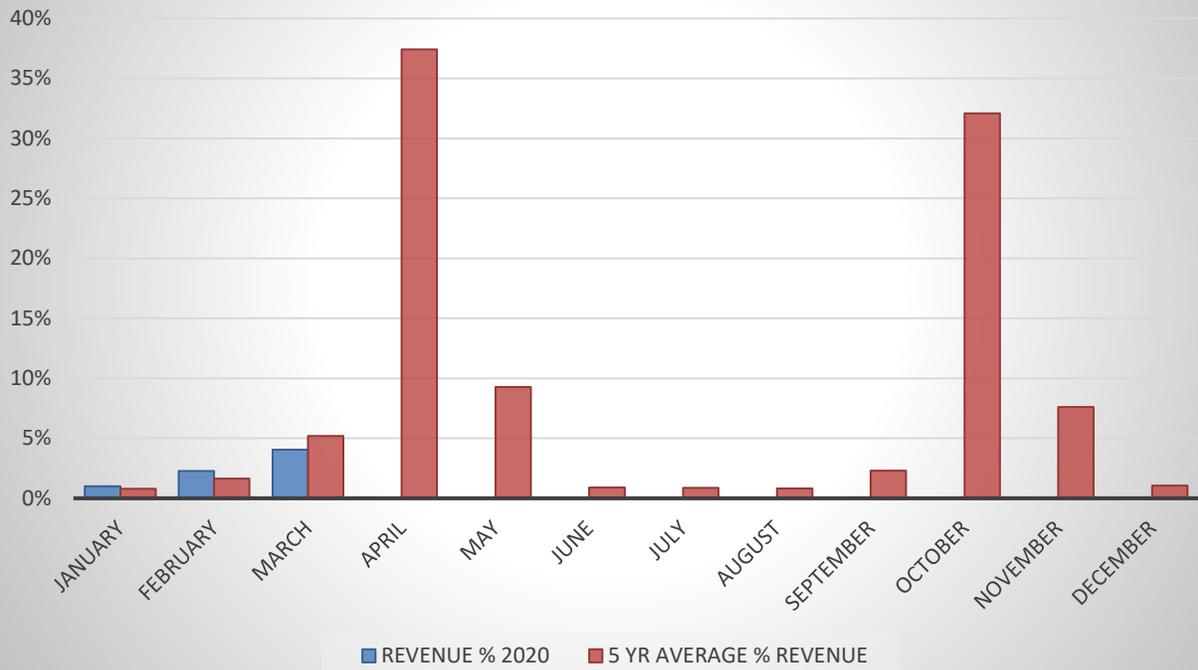
  

<b>CAPITAL IMPROVEMENT PROJECTS FUND - 30</b>	<b>2020 BUDGET</b>	<b>YEAR TO DATE</b>	<b>ENCUMBRANCES</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Other Revenue	\$ -	\$ 8,246	\$ -	\$ (8,246)	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 8,246</b>	<b>\$ -</b>	<b>\$ (8,246)</b>	<b>-</b>
<b>EXPENDITURES</b>					
Capital Improvement Projects	\$ -	\$ 107,702	\$ -	\$ (107,702)	-
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 107,702</b>	<b>\$ -</b>	<b>\$ (107,702)</b>	<b>-</b>
Excess/(Deficit)		\$ (99,456)			
Additional Transfers In		-			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ (99,456)</b>			

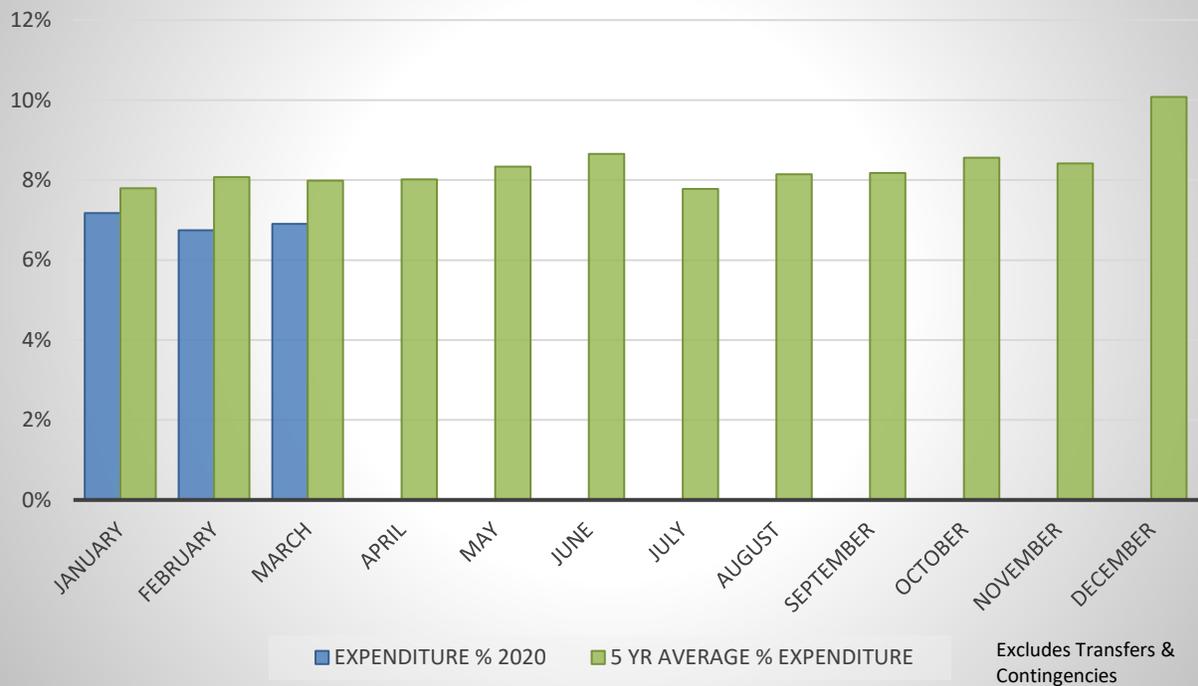
**CASH & INVESTMENTS - SEMI-MONTHLY  
2019 - ALL FUNDS COMBINED (EXCLUDES DEBT SERVICE FUND)  
- 13 MONTHS MOVING -**



### GENERAL FUND - REVENUE TREND (%) THROUGH MARCH 2020



### GENERAL FUND - EXPENDITURE TREND (%) THROUGH MARCH 2020



Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 3/31/2020

**FUND: GENERAL FUND (01)**

Object	2020 Budget	March Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
31111 PROPERTY TAX--CURRENT	37,207,700.00	1,519,036.50	2,277,498.27	0.00	34,930,201.73	6.12
31112 PROPERTY TAX--DELINQUENT	471,700.00	59,410.11	177,566.79	0.00	294,133.21	37.64
31113 PROPERTY TAX--KING COUNTY	60,000.00	6,213.48	6,448.07	0.00	53,551.93	10.75
31130 SALE OF TAX TITLE PROPERTY	6,000.00	307.87	307.87	0.00	5,692.13	5.13
31720 LEASEHOLD EXCISE TAX	20,000.00	0.00	12,107.88	0.00	7,892.12	60.54
31740 TIMBER EXCISE TAX	63,000.00	0.00	0.00	0.00	63,000.00	0.00
<b>TAXES:</b>	<b>37,828,400.00</b>	<b>1,584,967.96</b>	<b>2,473,928.88</b>	<b>0.00</b>	<b>35,354,471.12</b>	<b>6.54</b>
33533 ST FOREST FUNDS/DNR TIMB TRST	15,000.00	0.00	0.00	0.00	15,000.00	0.00
34160 COPIER FEES	30,000.00	1,044.22	6,119.29	0.00	23,880.71	20.40
34161 GRAPHICS SERVICES CHARGES	7,500.00	0.00	4,300.00	0.00	3,200.00	57.33
34162 PRINTER FEES	125,000.00	3,946.79	22,791.77	0.00	102,208.23	18.23
34163 FAX FEES	22,000.00	649.45	4,806.68	0.00	17,193.32	21.85
34170 SALE OF MERCHANDISE: BOOKS	0.00	1.82	9.10	0.00	(9.10)	0.00
34193 ORTING - SERVICE FEES	3,000.00	0.00	0.00	0.00	3,000.00	0.00
34730 LIBRARY SERVICES FEES--ILL	0.00	90.00	90.00	0.00	(90.00)	0.00
35970 LIBRARY FINES	400,000.00	16,060.72	75,506.52	0.00	324,493.48	18.88
36110 INVESTMENT EARNINGS	200,000.00	1,895.25	17,388.91	0.00	182,611.09	8.69
36140 INTEREST INCOME--CONTRACTS & N	0.00	0.00	2.00	0.00	(2.00)	0.00
36200 RENTS AND LEASES--KPHC	1,000.00	0.00	0.00	0.00	1,000.00	0.00
36290 BOOK SALES {{OLD ACCT}}	0.00	0.00	1,109.06	0.00	(1,109.06)	0.00
36700 DONOR PROCEEDS--FOUNDATION	300,000.00	0.00	0.00	0.00	300,000.00	0.00
36720 DONOR REIMBURSEMENTS--FRIENDS	30,000.00	0.00	0.00	0.00	30,000.00	0.00
36725 DONATIONS--OTHER	0.00	17.45	161.51	0.00	(161.51)	0.00
36790 OPPORTUNITY DONATIONS	160,000.00	0.00	0.00	0.00	160,000.00	0.00
36910 SALE OF SURPLUS--GENERAL	2,000.00	0.00	0.00	0.00	2,000.00	0.00
36915 SALE OF SURPLUS--MATERIALS	4,000.00	1,645.77	3,308.42	0.00	691.58	82.71
36920 FOUND MONEY	1,000.00	27.72	134.33	0.00	865.67	13.43
36990 MISCELLANEOUS OTHER	0.00	(12.36)	1,019.90	0.00	(1,019.90)	0.00
36991 PAYMENT FOR LOST MATERIALS	10,000.00	188.61	1,793.12	0.00	8,206.88	17.93
36996 JURY DUTY REIMBURSEMENT	0.00	90.00	120.00	0.00	(120.00)	0.00
36998 ERATE REIMBURSEMENT	530,000.00	0.00	276,844.63	0.00	253,155.37	52.23
36999 PROCUREMENT CARD REBATES	75,000.00	0.00	16,834.63	0.00	58,165.37	22.45
<b>CHARGES OTHER:</b>	<b>1,915,500.00</b>	<b>25,645.44</b>	<b>432,339.87</b>	<b>0.00</b>	<b>1,483,160.13</b>	<b>22.57</b>
39520 INSURANCE RECOVERIES--CAPITAL	0.00	0.00	3,663.31	0.00	(3,663.31)	0.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>39,743,900.00</b>	<b>1,610,613.40</b>	<b>2,909,932.06</b>	<b>0.00</b>	<b>36,833,967.94</b>	<b>7.32</b>
<b>EXPENSE ACCOUNTS</b>						
51100 SALARIES AND WAGES	19,290,100.00	1,440,551.29	4,430,789.87	0.00	14,859,310.13	22.97
51105 ADDITIONAL HOURS	136,200.00	14,943.20	49,298.03	0.00	86,901.97	36.20
51106 SHIFT DIFFERENTIAL	180,800.00	18,165.62	48,119.53	0.00	132,680.47	26.61
51107 SUBSTITUTE HOURS	145,900.00	18,845.65	63,953.06	0.00	81,946.94	43.83
51109 TUITION ASSISTANCE	10,000.00	0.00	0.00	0.00	10,000.00	0.00
51200 OVERTIME WAGES	22,800.00	1,715.00	7,549.77	0.00	15,250.23	33.11
51999 ADJ WAGE/SALARY TO MATCH PLAN	(494,600.00)	0.00	0.00	0.00	(494,600.00)	0.00
52001 INDUSTRIAL INSURANCE	192,900.00	9,498.28	30,061.19	0.00	162,838.81	15.58
52002 MEDICAL INSURANCE	2,704,000.00	196,221.65	646,308.15	0.00	2,057,691.85	23.90
52003 FICA	1,512,800.00	111,519.20	344,015.74	0.00	1,168,784.26	22.74

**FUND: GENERAL FUND (01)**

Object	2020 Budget	March Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>EXPENSE ACCOUNTS</b>						
52004 RETIREMENT	2,543,300.00	185,500.54	575,369.41	0.00	1,967,930.59	22.62
52005 DENTAL INSURANCE	248,700.00	19,296.98	57,883.19	0.00	190,816.81	23.27
52006 OTHER BENEFIT	9,900.00	2,120.00	6,260.00	0.00	3,640.00	63.23
52010 LIFE AND DISABILITY INSURANCE	82,800.00	7,146.52	20,980.57	0.00	61,819.43	25.34
52020 UNEMPLOYMENT/ PAID FML INSURANCE	30,000.00	2,192.38	6,734.84	0.00	23,265.16	22.45
52999 ADJ BENEFITS TO MATCH PLAN	(183,100.00)	0.00	0.00	0.00	(183,100.00)	0.00
<b>PERSONNEL</b>	<b>26,432,500.00</b>	<b>2,027,716.31</b>	<b>6,287,323.35</b>	<b>0.00</b>	<b>20,145,176.65</b>	<b>23.79</b>
53100 OFFICE/OPERATING SUPPLIES--DEP	224,900.00	5,261.21	13,132.80	0.00	211,767.20	5.84
53110 CUSTODIAL SUPPLIES	76,500.00	9,983.55	15,698.22	0.00	60,801.78	20.52
53120 MAINTENANCE SUPPLIES	30,000.00	0.00	0.00	0.00	30,000.00	0.00
53130 MATERIAL PROCESSING SUP	16,000.00	0.00	0.00	0.00	16,000.00	0.00
53200 FUEL	35,000.00	0.00	0.00	0.00	35,000.00	0.00
53401 ADULT AV - CDS	800,000.00	799.66	4,705.51	0.00	795,294.49	0.59
53402 ADULT AV - DVD	92,000.00	8,343.09	19,913.46	0.00	72,086.54	21.65
53403 PERIODICALS {{OLD}}	0.00	0.00	(15.02)	0.00	15.02	0.00
53404 ADULT AV AUDIOBOOKS	0.00	118.19	(829.54)	0.00	829.54	0.00
53405 ADULT BOOK CLUB KITS	60,000.00	0.00	0.00	0.00	60,000.00	0.00
53406 ADULT FICTION	675,000.00	0.00	26,249.03	0.00	648,750.97	3.89
53407 INTERNATIONAL COLLECTION {{OLD}}	0.00	0.00	(158.76)	0.00	158.76	0.00
53408 ADULT LARGE PRINT	1,065,800.00	0.00	8,095.07	0.00	1,057,704.93	0.76
53410 ADULT NONFICTION	393,000.00	0.00	24,918.03	0.00	368,081.97	6.34
53411 ADULT PAPERBACKS	0.00	0.00	3,166.56	0.00	(3,166.56)	0.00
53412 ADULT PC READS	170,000.00	0.00	0.00	0.00	170,000.00	0.00
53413 ADULT REFERENCE	0.00	0.00	124.84	0.00	(124.84)	0.00
53414 ADULT YA FICTION	0.00	0.00	4,428.55	0.00	(4,428.55)	0.00
53415 ADULT YA GRAPHIC NOVELS	0.00	0.00	3,335.56	0.00	(3,335.56)	0.00
53416 ADULT YA NONFICTION	0.00	0.00	320.22	0.00	(320.22)	0.00
53417 ADULT AV - DVDNF	487,000.00	0.00	264.45	0.00	486,735.55	0.05
53418 ADULT GRAPHIC NOVELS	82,000.00	0.00	1,769.18	0.00	80,230.82	2.16
53422 CHILDREN'S BOOK CLUB KITS	0.00	0.00	72.91	0.00	(72.91)	0.00
53424 CHILDREN'S EARLY LEARNING	0.00	0.00	573.23	0.00	(573.23)	0.00
53425 CHILDREN'S FICTION	0.00	0.00	19,435.92	0.00	(19,435.92)	0.00
53426 CHILDREN'S GRAPHIC NOVELS	0.00	0.00	973.86	0.00	(973.86)	0.00
53427 CHILDREN'S NONFICTION	0.00	0.00	8,863.61	0.00	(8,863.61)	0.00
53429 CHILDREN'S STORYTIME	0.00	0.00	440.14	0.00	(440.14)	0.00
53430 DATABASES	0.00	0.00	64,246.38	0.00	(64,246.38)	0.00
53443 ESTREAMING BOOKS	0.00	0.00	17,200.00	0.00	(17,200.00)	0.00
53444 EHOSTING FEES	0.00	0.00	13,200.00	0.00	(13,200.00)	0.00
53450 MAGAZINES	0.00	0.00	596.92	0.00	(596.92)	0.00
53460 VENDOR PROCESSING	0.00	1,420.90	6,899.78	0.00	(6,899.78)	0.00
53464 VENDOR PROCESSING SERVICES {{OLD}}	0.00	0.00	(20.00)	0.00	20.00	0.00
53471 WORLD - CHILDREN'S SPANISH	0.00	0.00	703.61	0.00	(703.61)	0.00
53473 WORLD - DVD	0.00	243.89	487.78	0.00	(487.78)	0.00
53481 YOUTH CHILDREN'S AUDIO BOOKS	0.00	25.43	2,932.57	0.00	(2,932.57)	0.00
53500 MINOR EQUIPMENT	49,800.00	0.00	0.00	0.00	49,800.00	0.00
53502 TECHNOLOGY HARDWARE--PUBLIC	682,500.00	0.00	0.00	0.00	682,500.00	0.00
53505 SOFTWARE/LICENSES/HOST--APPS	841,300.00	0.00	29,217.00	0.00	812,083.00	3.47

Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 3/31/2020

**FUND: GENERAL FUND (01)**

Object	2020 Budget	March Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>EXPENSE ACCOUNTS</b>						
53506 SOFTWARE/LICENSES/HOST--INFRA	0.00	940.00	2,820.00	0.00	(2,820.00)	0.00
53510 FURNISHINGS--PUBLIC	49,500.00	0.00	0.00	0.00	49,500.00	0.00
54100 INDEPENDENT CONTRACTORS	266,100.00	0.00	3,445.00	0.00	262,655.00	1.29
54110 PERFORMER SERVICES	0.00	2,895.54	9,096.54	0.00	(9,096.54)	0.00
54120 CONTRACTUAL SERVICES	281,100.00	1,107.41	6,354.29	0.00	274,745.71	2.26
54130 COLLECTION AGENCY SERVICES	0.00	930.80	3,320.45	0.00	(3,320.45)	0.00
54140 DATA SERVICES	8,500.00	0.00	0.00	0.00	8,500.00	0.00
54150 LEGAL SERVICES	40,000.00	0.00	0.00	0.00	40,000.00	0.00
54162 BIBLIOGRAPHIC & RELATED SERVIC	0.00	8,214.68	12,322.02	0.00	(12,322.02)	0.00
54163 PRINTING AND BINDING	52,000.00	0.00	0.00	0.00	52,000.00	0.00
54165 ILL LOST ITEM CHARGE	2,500.00	0.00	586.88	0.00	1,913.12	23.48
54200 POSTAGE	73,000.00	0.00	3,418.97	0.00	69,581.03	4.68
54210 TELECOM SERVICES--PHONES	0.00	0.00	3,510.26	0.00	(3,510.26)	0.00
54211 TELECOM SERVICES--CELLPHONES	651,000.00	2,494.16	2,494.16	0.00	648,505.84	0.38
54300 TRAVEL AND TOLLS	63,500.00	655.14	990.14	0.00	62,509.86	1.56
54301 MILEAGE REIMBURSEMENTS	47,300.00	2,718.71	10,773.62	0.00	36,526.38	22.78
54400 ADVERTISING	76,800.00	0.00	590.40	0.00	76,209.60	0.77
54501 RENTALS/LEASES--BUILDINGS	474,700.00	82,798.34	166,011.92	0.00	308,688.08	34.97
54502 RENTALS/LEASES--EQUIPMENT	130,900.00	3,910.03	26,827.15	0.00	104,072.85	20.49
54600 INSURANCE	230,000.00	0.00	265,734.95	0.00	(35,734.95)	115.54
54700 ELECTRICITY	265,000.00	807.08	22,066.49	0.00	242,933.51	8.33
54701 NATURAL GAS	12,000.00	101.05	2,887.34	0.00	9,112.66	24.06
54702 WATER	30,000.00	414.59	6,207.11	0.00	23,792.89	20.69
54703 SEWER	34,000.00	1,206.33	7,655.34	0.00	26,344.66	22.52
54704 REFUSE	36,000.00	352.43	4,694.97	0.00	31,305.03	13.04
54800 GENERAL REPAIRS/MAINTENANCE	231,500.00	2,782.36	11,371.62	0.00	220,128.38	4.91
54801 CONTRACTED MAINTENANCE	411,300.00	6,262.87	66,007.97	0.00	345,292.03	16.05
54805 VEHICLE REPAIR AND MAINTENANCE	65,000.00	0.00	0.00	0.00	65,000.00	0.00
54810 IT SYSTEMS MAINTENANCE--APPS	73,100.00	0.00	0.00	0.00	73,100.00	0.00
54811 IT SYSTEMS MAINTENANCE--INFRA	0.00	0.00	54,235.65	0.00	(54,235.65)	0.00
54900 INDIVIDUAL REGISTRATIONS	79,300.00	0.00	(128.50)	0.00	79,428.50	(0.16)
54901 ORGANIZATIONAL REGISTRATIONS	1,000.00	0.00	0.00	0.00	1,000.00	0.00
54902 DUES AND MEMBERSHIPS	52,000.00	1,200.00	21,723.62	0.00	30,276.38	41.78
54903 LICENSES AND FEES {{OLD}}	0.00	217.10	1,882.86	0.00	(1,882.86)	0.00
54904 LICENSES	11,500.00	0.00	134.00	0.00	11,366.00	1.17
54905 FEES	58,000.00	1,439.69	5,000.50	0.00	52,999.50	8.62
54906 TAXES AND ASSESSMENTS	44,000.00	0.00	0.00	0.00	44,000.00	0.00
54911 FOUNDATION IMPACT PROJECTS	300,000.00	0.00	0.00	0.00	300,000.00	0.00
54912 CONTINGENCY	300,000.00	0.00	0.00	0.00	300,000.00	0.00
54998 US BANK CLEARING	0.00	567,102.64	975,419.55	0.00	(975,419.55)	0.00
59711 TRANSFERS OUT--FUTURE ELECTION	80,000.00	0.00	0.00	0.00	80,000.00	0.00
59712 TRANSFERS OUT--FUTURE LAND, PR	1,000,000.00	0.00	0.00	0.00	1,000,000.00	0.00
59730 TRANSFERS OUT--CAPITAL PROJECT	1,500,000.00	0.00	0.00	0.00	1,500,000.00	0.00
59799 ANNUAL SUSTAINABILITY SETASIDE	500,000.00	0.00	0.00	0.00	500,000.00	0.00
<b>ALL OTHER EXPENSES</b>	<b>13,311,400.00</b>	<b>714,746.87</b>	<b>1,988,397.14</b>	<b>0.00</b>	<b>11,323,002.86</b>	<b>14.94</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>

Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 3/31/2020

FUND: GENERAL FUND (01)

Object	2020 Budget	March Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
TOTAL FOR EXPENSE ACCOUNTS	39,743,900.00	2,742,463.18	8,275,720.49	0.00	31,468,179.51	20.82
NET SURPLUS / DEFICIT	0.00	(1,131,849.78)	(5,365,788.43)	0.00	5,365,788.43	0.00

Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 3/31/2020

FUND: SPECIAL PURPOSE FUND (15)

Object	2020 Budget	March Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
TAXES:	0.00	0.00	0.00	0.00	0.00	0.00
36110 INVESTMENT EARNINGS	0.00	2,374.12	8,273.46	0.00	(8,273.46)	0.00
CHARGES OTHER:	0.00	2,374.12	8,273.46	0.00	(8,273.46)	0.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>0.00</b>	<b>2,374.12</b>	<b>8,273.46</b>	<b>0.00</b>	<b>(8,273.46)</b>	<b>0.00</b>
<b>EXPENSE ACCOUNTS</b>						
NEED A CATEGORY	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL FOR EXPENSE ACCOUNTS</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>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>2,374.12</b>	<b>8,273.46</b>	<b>0.00</b>	<b>(8,273.46)</b>	<b>0.00</b>

Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 3/31/2020

**FUND: LEVY SUSTAINABILITY FUND (16)**

Object	2020 Budget	March Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
36110 INVESTMENT EARNINGS	0.00	6,090.12	21,247.66	0.00	(21,247.66)	0.00
<b>CHARGES OTHER:</b>	<b>0.00</b>	<b>6,090.12</b>	<b>21,247.66</b>	<b>0.00</b>	<b>(21,247.66)</b>	<b>0.00</b>
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>0.00</b>	<b>6,090.12</b>	<b>21,247.66</b>	<b>0.00</b>	<b>(21,247.66)</b>	<b>0.00</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>6,090.12</b>	<b>21,247.66</b>	<b>0.00</b>	<b>(21,247.66)</b>	<b>0.00</b>

Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 3/31/2020

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

Object	2020 Budget	March Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
36110 INVESTMENT EARNINGS	0.00	93.55	327.43	0.00	(327.43)	0.00
<b>CHARGES OTHER:</b>	<b>0.00</b>	<b>93.55</b>	<b>327.43</b>	<b>0.00</b>	<b>(327.43)</b>	<b>0.00</b>
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>0.00</b>	<b>93.55</b>	<b>327.43</b>	<b>0.00</b>	<b>(327.43)</b>	<b>0.00</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>93.55</b>	<b>327.43</b>	<b>0.00</b>	<b>(327.43)</b>	<b>0.00</b>

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

Object	2020 Budget	March Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
36110 INVESTMENT EARNINGS	0.00	2,293.21	8,246.18	0.00	(8,246.18)	0.00
<b>CHARGES OTHER:</b>	<b>0.00</b>	<b>2,293.21</b>	<b>8,246.18</b>	<b>0.00</b>	<b>(8,246.18)</b>	<b>0.00</b>
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>0.00</b>	<b>2,293.21</b>	<b>8,246.18</b>	<b>0.00</b>	<b>(8,246.18)</b>	<b>0.00</b>
<b>EXPENSE ACCOUNTS</b>						
53503 TECHNOLOGY HARDWARE--STAFF	0.00	164.85	164.85	0.00	(164.85)	0.00
53505 SOFTWARE/LICENSES/HOST--APPS	0.00	7,970.88	7,970.88	0.00	(7,970.88)	0.00
54100 INDEPENDENT CONTRACTORS	0.00	0.00	1,885.00	0.00	(1,885.00)	0.00
54120 CONTRACTUAL SERVICES	0.00	32,403.74	34,872.64	0.00	(34,872.64)	0.00
54300 TRAVEL AND TOLLS	0.00	3,777.48	3,777.48	0.00	(3,777.48)	0.00
54400 ADVERTISING	0.00	180.60	180.60	0.00	(180.60)	0.00
56280 FURNITURE AND FIXTURES	0.00	0.00	58,851.03	0.00	(58,851.03)	0.00
<b>TOTAL FOR EXPENSE ACCOUNTS</b>	<b>0.00</b>	<b>44,497.55</b>	<b>107,702.48</b>	<b>0.00</b>	<b>(107,702.48)</b>	<b>0.00</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>(42,204.34)</b>	<b>(99,456.30)</b>	<b>0.00</b>	<b>99,456.30</b>	<b>0.00</b>

## Monthly Financial Reports April 30, 2020

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

### General Fund

#### April

- **By April 30 (prior to the large receipts of property tax deposits), the Library's General Fund balance was at \$1.1 million. The Library began to implement cash flow management pre-Levy Lid Lift in anticipation of significant reductions or deferrals of revenue.**
- **On April 30, the Library recorded \$13.7 million of property tax revenue, which in total for the first half of the year amounts to about a 20% reduction.**
- **35970. Fines and Fees have dropped considerably amounting to a permanent loss in revenue for the fiscal year.**
- **54998. US Bank payments have not yet been distributed to their object codes.**

#### January – March (Quarter 1)

- 54998. US Bank payments have not yet been distributed to their object codes.
- In the US Bank clearing, over half of the added \$567,000 for the month is in IT purchases that will be moved to the Capital Fund.
- Due to the Governor's Stay at Home order, significant cash was not reinvested in case emergency funds were needed, as approved by the Board of Trustees.
- Accounts Payable is now fully utilizing Munis to pay significantly more invoices and are catching up on the backlog of payments to utilities and materials vendors.
- Most activity was personnel only, due to transitioning to Munis for Accounts Payable.
- 54998. US Bank payments have not yet been distributed to their object codes.

### Capital Improvement Projects Fund

#### April

- **A significant drop continued in planned activity occurred as a result of the Governor's Stay at Home order.**

#### January – March (Quarter 1)

- A significant drop in planned activity occurred as a result of the Governor’s Stay at Home order.
- 56280. Furnishings purchased for various projects.

#### **Special Purpose Fund**

##### **April**

- **No significant activity.**

##### January – March (Quarter 1)

- \$5.45 million transferred to Levy Sustainability Fund in January

#### **Levy Sustainability Fund**

##### **April**

- **No significant activity.**

##### January – March (Quarter 1)

- Fund was created and Board-approved amounts transferred from set-aside of \$5.45 million temporarily carried in the Special Purpose Fund.

#### **Debt Service Fund**

- **No significant activity.**

**PIERCE COUNTY LIBRARY SYSTEM  
STATEMENT OF FINANCIAL POSITION  
April 30, 2020**

	GENERAL FUND	SPECIAL PURPOSE FUND	LEVY SUSTAINABILITY FUND	DEBT SERVICE FUND	CAPITAL IMPROVEMENT PROJECTS FUND
<b>ASSETS</b>					
<b>Current Assets</b>					
Cash	\$ 14,272,498	\$ 7,440	\$ 17,454	\$ 970	\$ 16,003
Investments	\$ 650,000	\$ 2,127,500	\$ 5,457,500	\$ 87,500	\$ 2,055,000
Deposits Refundable	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Current Assets</b>	<b>\$ 14,922,498</b>	<b>\$ 2,134,940</b>	<b>\$ 5,474,954</b>	<b>\$ 88,470</b>	<b>\$ 2,071,003</b>
<b>TOTAL ASSETS</b>	<b>\$ 14,922,498</b>	<b>\$ 2,134,940</b>	<b>\$ 5,474,954</b>	<b>\$ 88,470</b>	<b>\$ 2,071,003</b>
<b>LIABILITIES</b>					
<b>Current Liabilities</b>					
Warrants Payable	\$ -	\$ -	\$ -	\$ -	\$ -
Sales Tax Payable	\$ 10,306	\$ -	\$ -	\$ -	\$ -
Payroll Payable	\$ 130,122	\$ -	\$ -	\$ -	\$ -
US Bank Payable	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Current Liabilities</b>	<b>\$ 140,427</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL LIABILITIES</b>	<b>\$ 140,427</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FUND BALANCE</b>					
Reserve for Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -
Election Set-Aside		\$ 608,822	\$ -		
Land/Property/Facility Set-Aside		\$ 630,117	\$ -		
Unreserved Fund Balance	\$ 14,782,070	\$ 896,001	\$ 5,474,954	\$ 88,470	\$ 2,071,003
<b>TOTAL FUND BALANCE</b>	<b>\$ 14,782,070</b>	<b>\$ 2,134,940</b>	<b>\$ 5,474,954</b>	<b>\$ 88,470</b>	<b>\$ 2,071,003</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 14,922,498</b>	<b>\$ 2,134,940</b>	<b>\$ 5,474,954</b>	<b>\$ 88,470</b>	<b>\$ 2,071,003</b>
<b>BEGINNING FUND BALANCE, 01/01/20</b>					
	\$ 9,043,433	\$ 2,125,222	\$ 5,450,000	\$ 88,086	\$ 2,182,855
YTD Revenue	\$ 16,752,025	\$ 9,718	\$ 24,954	\$ 384	\$ 9,642
Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -
YTD Expenditures	\$ (11,013,388)	\$ -	\$ -	\$ -	\$ (121,494)
<b>ENDING FUND BALANCE, 04/30/20</b>	<b>\$ 14,782,070</b>	<b>\$ 2,134,940</b>	<b>\$ 5,474,954</b>	<b>\$ 88,470</b>	<b>\$ 2,071,003</b>
<b>TAXES RECEIVABLE</b>	<b>\$ 25,069,543</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**PIERCE COUNTY LIBRARY SYSTEM  
COMPARATIVE STATEMENT OF FINANCIAL POSITION  
General Fund as of April 30, 2020**

	<i>HISTORICAL</i> 3/31/2019	<i>HISTORICAL</i> 4/30/2019	<i>HISTORICAL</i> 5/31/2019	<i>HISTORICAL</i> 6/30/2019	<i>HISTORICAL</i> 7/31/2019	<i>HISTORICAL</i> 8/31/2019	<i>HISTORICAL</i> 9/30/2019	<i>HISTORICAL</i> 10/31/2019	<i>HISTORICAL</i> 11/30/2019	<i>HISTORICAL</i> 12/31/2019	<i>HISTORICAL</i> 1/31/2020	<i>HISTORICAL</i> 2/29/2020	<i>HISTORICAL</i> 3/31/2020	<i>CURRENT</i> 4/30/2020
<b>ASSETS</b>														
<b>Current Assets</b>														
Cash	\$ 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	\$ 878,667	\$ 1,823,571	\$ 3,212,353	\$ 14,272,498
Investments	\$ 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	\$ -	\$ 5,850,000	\$ 3,150,000	\$ 650,000	\$ 650,000
Deposits Refundable	\$ -	\$ -	\$ 25,019	\$ 25,019	\$ 25,888	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Current Assets</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>\$ 6,728,667</b>	<b>\$ 4,973,571</b>	<b>\$ 3,862,353</b>	<b>\$ 14,922,498</b>
<b>TOTAL ASSETS</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>\$ 6,728,667</b>	<b>\$ 4,973,571</b>	<b>\$ 3,862,353</b>	<b>\$ 14,922,498</b>
<b>LIABILITIES</b>														
<b>Current Liabilities</b>														
Warrants Payable	\$ 79,533	\$ 122,578	\$ 125,580	\$ 86,612	\$ 33,290	\$ 98,418	\$ 308,102	\$ 117,447	\$ 122,483	\$ (491)	\$ -	\$ -	\$ -	\$ -
Sales Tax Payable	\$ 1,997	\$ 2,319	\$ 2,516	\$ 2,471	\$ 3,515	\$ 2,825	\$ 2,606	\$ 4,641	\$ 2,909	\$ 6,893	\$ 8,388	\$ 9,747	\$ 10,306	\$ 10,306
Payroll Payable	\$ 110,110	\$ 130,627	\$ 148,517	\$ 170,543	\$ 126,068	\$ 148,456	\$ 171,461	\$ 130,737	\$ 152,520	\$ 172,006	\$ 131,287	\$ 154,329	\$ 174,402	\$ 130,122
<b>Total Current Liabilities</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>\$ 139,676</b>	<b>\$ 164,077</b>	<b>\$ 184,708</b>	<b>\$ 140,427</b>
<b>TOTAL LIABILITIES</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>\$ 139,676</b>	<b>\$ 164,077</b>	<b>\$ 184,708</b>	<b>\$ 140,427</b>
<b>FUND BALANCE</b>														
Reserve for Encumbrance	\$ 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	\$ 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	\$ 6,587,130	\$ 4,807,634	\$ 3,675,784	\$ 14,780,210
<b>TOTAL FUND BALANCE</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>\$ 6,587,130</b>	<b>\$ 4,807,634</b>	<b>\$ 3,675,784</b>	<b>\$ 14,780,210</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</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>\$ 6,726,806</b>	<b>\$ 4,971,710</b>	<b>\$ 3,860,492</b>	<b>\$ 14,920,637</b>
<b>PROPERTY TAXES RECEIVABLE</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>	<b>\$ 41,259,626</b>	<b>\$ 40,435,226</b>	<b>\$ 38,840,000</b>	<b>\$ 25,069,543</b>

PIERCE COUNTY LIBRARY SYSTEM  
STATEMENT OF REVENUE & EXPENDITURES  
For the Period Ending April 30, 2020

<b>GENERAL FUND - 01</b>	<b>2020 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	\$ 38,043,400	\$ 16,239,493	\$ -	\$ 21,803,907	43%
Other Revenue	\$ 1,700,500	\$ 512,533	\$ -	\$ 1,187,967	30%
<b>TOTAL REVENUE</b>	<b>\$ 39,743,900</b>	<b>\$ 16,752,025</b>	<b>\$ -</b>	<b>\$ 22,991,875</b>	<b>42%</b>
<b>EXPENDITURES</b>					
Personnel/Taxes and Benefits	\$ 26,432,500	\$ 8,529,361	\$ -	\$ 17,903,139	32%
Materials	\$ 3,824,800	\$ 391,099	\$ -	\$ 3,433,701	10%
Maintenance and Operations	\$ 6,406,600	\$ 2,092,928	\$ -	\$ 4,313,672	33%
Transfers Out & Reserves	\$ 3,080,000	\$ -	\$ -	\$ 3,080,000	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 39,743,900</b>	<b>\$ 11,013,388</b>	<b>\$ -</b>	<b>\$ 28,730,512</b>	<b>28%</b>
Excess/(Deficit)		\$ 5,738,637			
Additional Transfers Out		-			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 5,738,637</b>			

<b>SPECIAL PURPOSE FUND - 15</b>	<b>2020 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	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 9,718	\$ -	\$ (9,718)	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 9,718</b>	<b>\$ -</b>	<b>\$ (9,718)</b>	<b>-</b>
<b>EXPENDITURES</b>					
Election Costs	\$ -	\$ -	\$ -	\$ -	-
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
Excess/(Deficit)		\$ 9,718			
Additional Transfers In		\$ -			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 9,718</b>			

<b>LEVY SUSTAINABILITY FUND - 16</b>	<b>2020 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	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 24,954	\$ -	\$ (24,954)	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 24,954</b>	<b>\$ -</b>	<b>\$ (24,954)</b>	<b>-</b>
<b>EXPENDITURES</b>					
Election Costs	\$ -	\$ -	\$ -	\$ -	-
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
Excess/(Deficit)		\$ 24,954			
Additional Transfers In		\$ -			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 24,954</b>			

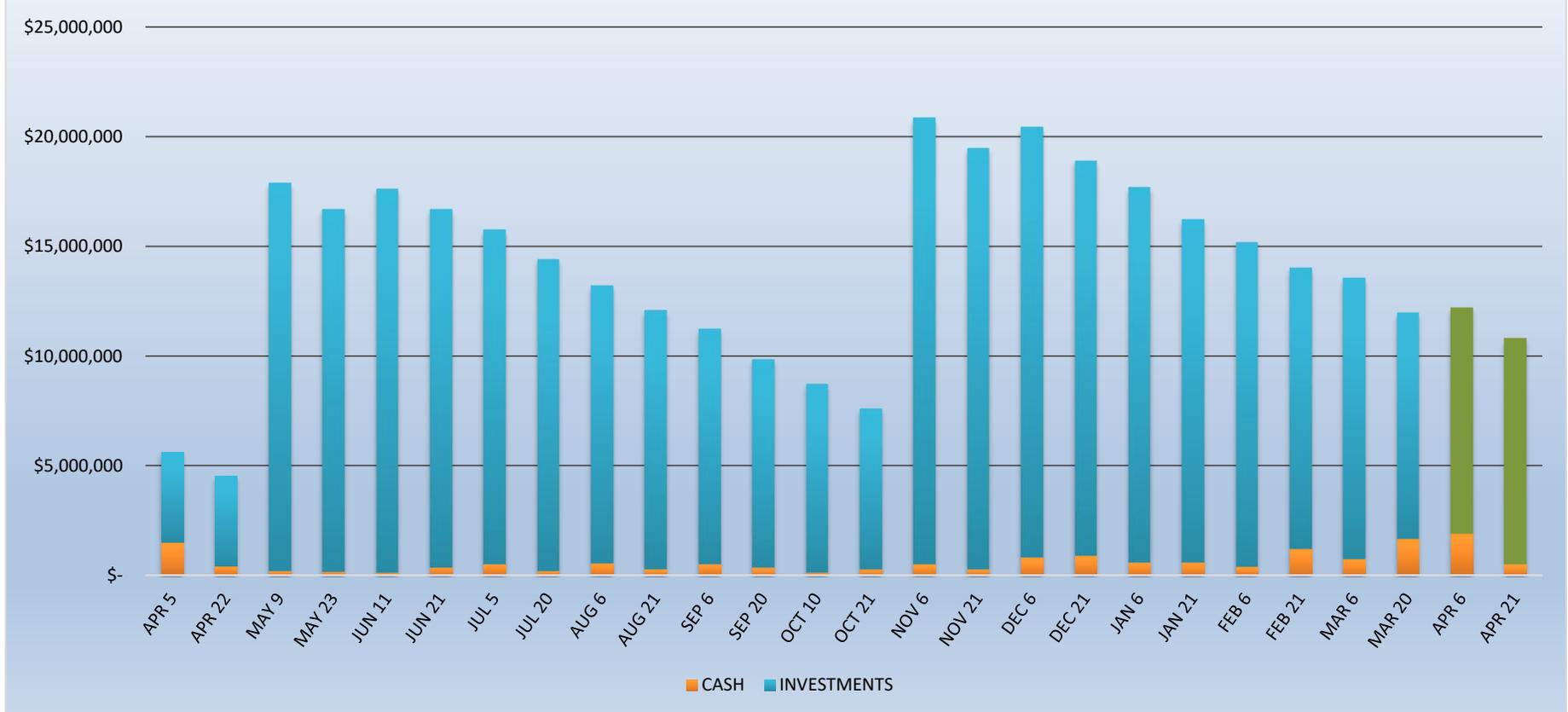
  

<b>DEBT SERVICE FUND - 20</b>	<b>2020 BUDGET</b>	<b>YEAR TO DATE</b>	<b>ENCUMBRANCES</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>					
Property Tax & Related Income	\$ -	\$ -	\$ -	\$ -	-
Other Revenue	\$ -	\$ 384	\$ -	\$ (384)	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 384</b>	<b>\$ -</b>	<b>\$ (384)</b>	<b>-</b>
<b>EXPENDITURES</b>					
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 384</b>			

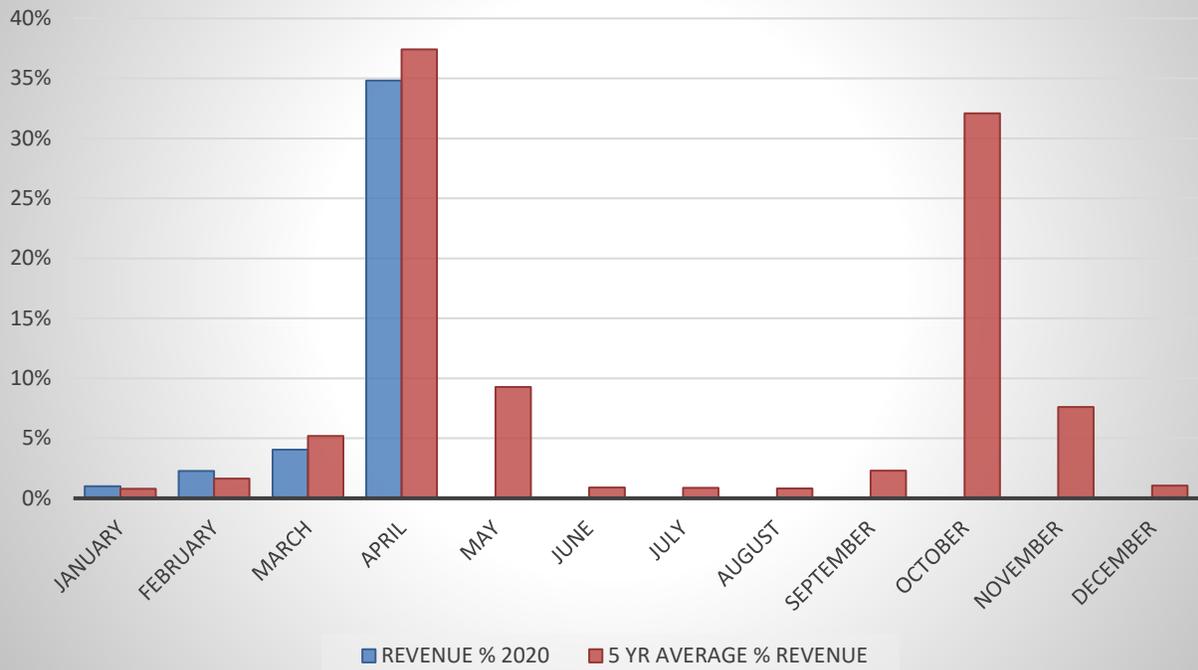
  

<b>CAPITAL IMPROVEMENT PROJECTS FUND - 30</b>	<b>2020 BUDGET</b>	<b>YEAR TO DATE</b>	<b>ENCUMBRANCES</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Other Revenue	\$ -	\$ 9,642	\$ -	\$ (9,642)	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 9,642</b>	<b>\$ -</b>	<b>\$ (9,642)</b>	<b>-</b>
<b>EXPENDITURES</b>					
Capital Improvement Projects	\$ -	\$ 121,494	\$ -	\$ (121,494)	-
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 121,494</b>	<b>\$ -</b>	<b>\$ (121,494)</b>	<b>-</b>
Excess/(Deficit)		\$ (111,852)			
Additional Transfers In		-			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ (111,852)</b>			

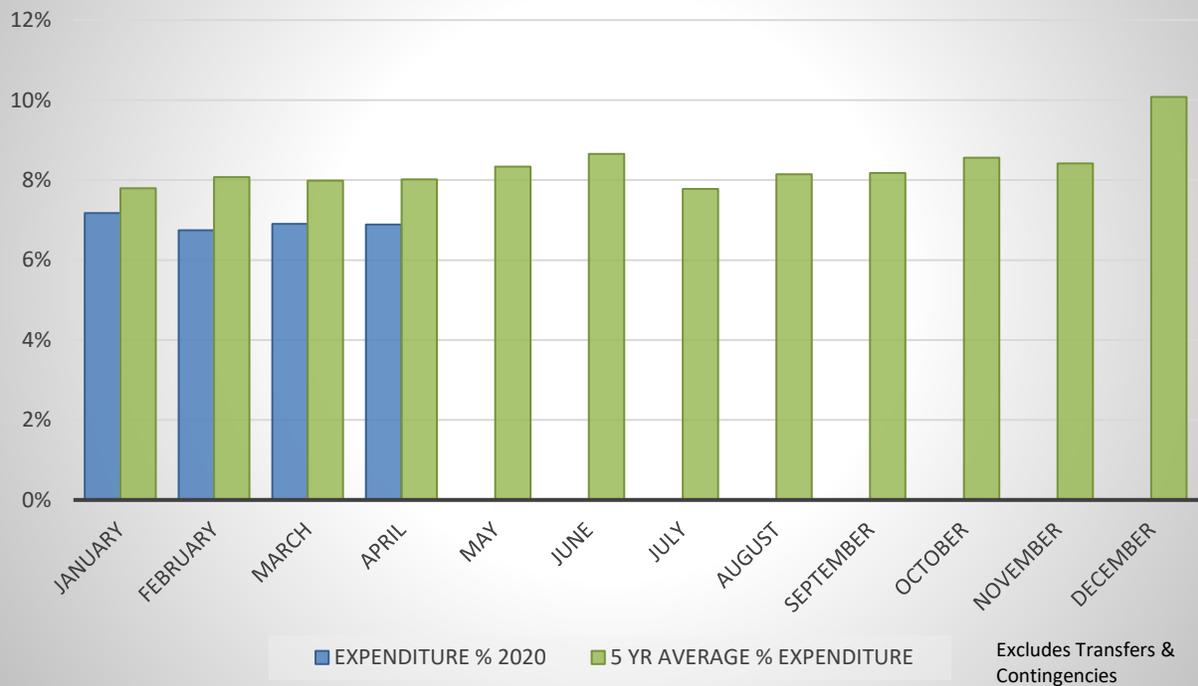
**CASH & INVESTMENTS - SEMI-MONTHLY  
2020 - ALL FUNDS COMBINED (EXCLUDES DEBT SERVICE FUND)  
- 13 MONTHS MOVING -**



### GENERAL FUND - REVENUE TREND (%) THROUGH APRIL 2020



### GENERAL FUND - EXPENDITURE TREND (%) THROUGH APRIL 2020



Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 4/30/2020

**FUND: GENERAL FUND (01)**

Object	2020 Budget	April Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
31111 PROPERTY TAX--CURRENT	37,207,700.00	13,708,716.65	15,986,214.92	0.00	21,221,485.08	42.96
31112 PROPERTY TAX--DELINQUENT	471,700.00	35,941.25	213,508.04	0.00	258,191.96	45.26
31113 PROPERTY TAX--KING COUNTY	60,000.00	1,643.09	8,091.16	0.00	51,908.84	13.49
31130 SALE OF TAX TITLE PROPERTY	6,000.00	1.52	309.39	0.00	5,690.61	5.16
31720 LEASEHOLD EXCISE TAX	20,000.00	1,428.89	13,536.77	0.00	6,463.23	67.68
31740 TIMBER EXCISE TAX	63,000.00	0.00	0.00	0.00	63,000.00	0.00
<b>TAXES:</b>	<b>37,828,400.00</b>	<b>13,747,731.40</b>	<b>16,221,660.28</b>	<b>0.00</b>	<b>21,606,739.72</b>	<b>42.88</b>
33533 ST FOREST FUNDS/DNR TIMB TRST	15,000.00	0.00	0.00	0.00	15,000.00	0.00
34160 COPIER FEES	30,000.00	0.00	6,119.29	0.00	23,880.71	20.40
34161 GRAPHICS SERVICES CHARGES	7,500.00	0.00	4,300.00	0.00	3,200.00	57.33
34162 PRINTER FEES	125,000.00	0.00	22,791.77	0.00	102,208.23	18.23
34163 FAX FEES	22,000.00	0.00	4,806.68	0.00	17,193.32	21.85
34170 SALE OF MERCHANDISE: BOOKS	0.00	0.00	9.10	0.00	(9.10)	0.00
34193 ORTING - SERVICE FEES	3,000.00	0.00	0.00	0.00	3,000.00	0.00
34730 LIBRARY SERVICES FEES--ILL	0.00	0.00	90.00	0.00	(90.00)	0.00
35970 LIBRARY FINES	400,000.00	199.40	75,705.92	0.00	324,294.08	18.93
36110 INVESTMENT EARNINGS	200,000.00	441.38	17,830.29	0.00	182,169.71	8.92
36140 INTEREST INCOME--CONTRACTS & N	0.00	0.00	2.00	0.00	(2.00)	0.00
36200 RENTS AND LEASES--KPHC	1,000.00	0.00	0.00	0.00	1,000.00	0.00
36290 BOOK SALES {{OLD ACCT}}	0.00	0.00	1,109.06	0.00	(1,109.06)	0.00
36700 DONOR PROCEEDS--FOUNDATION	300,000.00	0.00	0.00	0.00	300,000.00	0.00
36720 DONOR REIMBURSEMENTS--FRIENDS	30,000.00	75,000.00	75,000.00	0.00	(45,000.00)	250.00
36725 DONATIONS--OTHER	0.00	453.60	615.11	0.00	(615.11)	0.00
36790 OPPORTUNITY DONATIONS	160,000.00	0.00	0.00	0.00	160,000.00	0.00
36910 SALE OF SURPLUS--GENERAL	2,000.00	0.00	0.00	0.00	2,000.00	0.00
36915 SALE OF SURPLUS--MATERIALS	4,000.00	2,032.80	5,341.22	0.00	(1,341.22)	133.53
36920 FOUND MONEY	1,000.00	0.00	134.33	0.00	865.67	13.43
36990 MISCELLANEOUS OTHER	0.00	0.00	1,019.90	0.00	(1,019.90)	0.00
36991 PAYMENT FOR LOST MATERIALS	10,000.00	5.99	1,799.11	0.00	8,200.89	17.99
36996 JURY DUTY REIMBURSEMENT	0.00	0.00	120.00	0.00	(120.00)	0.00
36998 ERATE REIMBURSEMENT	530,000.00	0.00	276,844.63	0.00	253,155.37	52.23
36999 PROCUREMENT CARD REBATES	75,000.00	16,228.55	33,063.18	0.00	41,936.82	44.08
<b>CHARGES OTHER:</b>	<b>1,915,500.00</b>	<b>94,361.72</b>	<b>526,701.59</b>	<b>0.00</b>	<b>1,388,798.41</b>	<b>27.50</b>
39520 INSURANCE RECOVERIES--CAPITAL	0.00	0.00	3,663.31	0.00	(3,663.31)	0.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>39,743,900.00</b>	<b>13,842,093.12</b>	<b>16,752,025.18</b>	<b>0.00</b>	<b>22,991,874.82</b>	<b>42.15</b>
<b>EXPENSE ACCOUNTS</b>						
51100 SALARIES AND WAGES	19,290,100.00	1,617,179.24	6,047,969.11	0.00	13,242,130.89	31.35
51105 ADDITIONAL HOURS	136,200.00	256.10	49,554.13	0.00	86,645.87	36.38
51106 SHIFT DIFFERENTIAL	180,800.00	7,209.96	55,329.49	0.00	125,470.51	30.60
51107 SUBSTITUTE HOURS	145,900.00	458.24	64,411.30	0.00	81,488.70	44.15
51109 TUITION ASSISTANCE	10,000.00	1,049.80	1,049.80	0.00	8,950.20	10.50
51200 OVERTIME WAGES	22,800.00	1,593.10	9,142.87	0.00	13,657.13	40.10
51999 ADJ WAGE/SALARY TO MATCH PLAN	(494,600.00)	0.00	0.00	0.00	(494,600.00)	0.00
52001 INDUSTRIAL INSURANCE	192,900.00	3,023.85	33,085.04	0.00	159,814.96	17.15
52002 MEDICAL INSURANCE	2,704,000.00	255,851.63	902,159.78	0.00	1,801,840.22	33.36
52003 FICA	1,512,800.00	121,575.24	465,590.98	0.00	1,047,209.02	30.78

**FUND: GENERAL FUND (01)**

Object	2020 Budget	April Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>EXPENSE ACCOUNTS</b>						
52004 RETIREMENT	2,543,300.00	202,989.22	778,358.63	0.00	1,764,941.37	30.60
52005 DENTAL INSURANCE	248,700.00	19,284.39	77,167.58	0.00	171,532.42	31.03
52006 OTHER BENEFIT	9,900.00	2,040.00	8,300.00	0.00	1,600.00	83.84
52010 LIFE AND DISABILITY INSURANCE	82,800.00	7,140.43	28,121.00	0.00	54,679.00	33.96
52020 UNEMPLOYMENT/ PAID FML INSURANCE	30,000.00	2,386.75	9,121.59	0.00	20,878.41	30.41
52999 ADJ BENEFITS TO MATCH PLAN	(183,100.00)	0.00	0.00	0.00	(183,100.00)	0.00
<b>PERSONNEL</b>	<b>26,432,500.00</b>	<b>2,242,037.95</b>	<b>8,529,361.30</b>	<b>0.00</b>	<b>17,903,138.70</b>	<b>32.27</b>
53100 OFFICE/OPERATING SUPPLIES--DEP	224,900.00	472.22	13,605.02	0.00	211,294.98	6.05
53110 CUSTODIAL SUPPLIES	76,500.00	1,392.46	17,090.68	0.00	59,409.32	22.34
53120 MAINTENANCE SUPPLIES	30,000.00	0.00	0.00	0.00	30,000.00	0.00
53130 MATERIAL PROCESSING SUP	16,000.00	0.00	0.00	0.00	16,000.00	0.00
53200 FUEL	35,000.00	0.00	0.00	0.00	35,000.00	0.00
53401 ADULT AV - CDS	800,000.00	9,449.47	14,154.98	0.00	785,845.02	1.77
53402 ADULT AV - DVD	92,000.00	27,793.95	47,707.41	0.00	44,292.59	51.86
53403 PERIODICALS {{OLD}}	0.00	0.00	(15.02)	0.00	15.02	0.00
53404 ADULT AV AUDIOBOOKS	0.00	1,093.60	264.06	0.00	(264.06)	0.00
53405 ADULT BOOK CLUB KITS	60,000.00	0.00	0.00	0.00	60,000.00	0.00
53406 ADULT FICTION	675,000.00	8,320.88	34,569.91	0.00	640,430.09	5.12
53407 INTERNATIONAL COLLECTION {{OLD}}	0.00	0.00	(158.76)	0.00	158.76	0.00
53408 ADULT LARGE PRINT	1,065,800.00	1,400.80	9,495.87	0.00	1,056,304.13	0.89
53409 ADULT LUCKY DAY	0.00	5,742.11	5,742.11	0.00	(5,742.11)	0.00
53410 ADULT NONFICTION	393,000.00	8,166.31	33,084.34	0.00	359,915.66	8.42
53411 ADULT PAPERBACKS	0.00	347.82	3,514.38	0.00	(3,514.38)	0.00
53412 ADULT PC READS	170,000.00	375.44	375.44	0.00	169,624.56	0.22
53413 ADULT REFERENCE	0.00	0.00	124.84	0.00	(124.84)	0.00
53414 ADULT YA FICTION	0.00	698.45	5,127.00	0.00	(5,127.00)	0.00
53415 ADULT YA GRAPHIC NOVELS	0.00	903.35	4,238.91	0.00	(4,238.91)	0.00
53416 ADULT YA NONFICTION	0.00	260.64	580.86	0.00	(580.86)	0.00
53417 ADULT AV - DVDNF	487,000.00	2,184.78	2,449.23	0.00	484,550.77	0.50
53418 ADULT GRAPHIC NOVELS	82,000.00	751.65	2,520.83	0.00	79,479.17	3.07
53422 CHILDREN'S BOOK CLUB KITS	0.00	0.00	72.91	0.00	(72.91)	0.00
53423 CHILDREN'S COMIC BOOKS	0.00	839.53	839.53	0.00	(839.53)	0.00
53424 CHILDREN'S EARLY LEARNING	0.00	166.27	739.50	0.00	(739.50)	0.00
53425 CHILDREN'S FICTION	0.00	2,649.77	22,085.69	0.00	(22,085.69)	0.00
53426 CHILDREN'S GRAPHIC NOVELS	0.00	521.88	1,495.74	0.00	(1,495.74)	0.00
53427 CHILDREN'S NONFICTION	0.00	1,161.09	10,024.70	0.00	(10,024.70)	0.00
53428 CHILDREN'S SCIENCE TO GO	0.00	79.93	79.93	0.00	(79.93)	0.00
53429 CHILDREN'S STORYTIME	0.00	53.99	494.13	0.00	(494.13)	0.00
53430 DATABASES	0.00	0.00	64,246.38	0.00	(64,246.38)	0.00
53441 EBOOKS	0.00	59,902.46	59,902.46	0.00	(59,902.46)	0.00
53442 EDOWNLOADABLE AUDIO	0.00	11,853.62	11,853.62	0.00	(11,853.62)	0.00
53443 ESTREAMING BOOKS	0.00	0.00	17,200.00	0.00	(17,200.00)	0.00
53444 EHOSTING FEES	0.00	0.00	13,200.00	0.00	(13,200.00)	0.00
53450 MAGAZINES	0.00	2,282.03	2,878.95	0.00	(2,878.95)	0.00
53460 VENDOR PROCESSING	0.00	7,733.27	14,633.05	0.00	(14,633.05)	0.00
53464 VENDOR PROCESSING SERVICES {{OLD}}	0.00	0.00	(20.00)	0.00	20.00	0.00
53471 WORLD - CHILDREN'S SPANISH	0.00	184.16	887.77	0.00	(887.77)	0.00

Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 4/30/2020

**FUND: GENERAL FUND (01)**

Object	2020 Budget	April Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
<b>EXPENSE ACCOUNTS</b>						
53473 WORLD - DVD	0.00	1,234.39	1,722.17	0.00	(1,722.17)	0.00
53476 WORLD - KOREAN	0.00	944.53	944.53	0.00	(944.53)	0.00
53479 WORLD - RUSSIAN	0.00	439.60	439.60	0.00	(439.60)	0.00
53481 YOUTH CHILDREN'S AUDIO BOOKS	0.00	273.70	3,206.27	0.00	(3,206.27)	0.00
53482 YOUTH DVD - FTY	0.00	395.41	395.41	0.00	(395.41)	0.00
53500 MINOR EQUIPMENT	49,800.00	0.00	0.00	0.00	49,800.00	0.00
53502 TECHNOLOGY HARDWARE--PUBLIC	682,500.00	0.00	0.00	0.00	682,500.00	0.00
53503 TECHNOLOGY HARDWARE--STAFF	0.00	4,450.95	4,450.95	0.00	(4,450.95)	0.00
53505 SOFTWARE/LICENSES/HOST--APPS	841,300.00	0.00	29,217.00	0.00	812,083.00	3.47
53506 SOFTWARE/LICENSES/HOST--INFRA	0.00	940.00	3,760.00	0.00	(3,760.00)	0.00
53510 FURNISHINGS--PUBLIC	49,500.00	0.00	0.00	0.00	49,500.00	0.00
54100 INDEPENDENT CONTRACTORS	266,100.00	3,975.00	7,420.00	0.00	258,680.00	2.79
54110 PERFORMER SERVICES	0.00	550.00	9,646.54	0.00	(9,646.54)	0.00
54120 CONTRACTUAL SERVICES	281,100.00	398.19	6,752.48	0.00	274,347.52	2.40
54130 COLLECTION AGENCY SERVICES	0.00	0.00	3,320.45	0.00	(3,320.45)	0.00
54140 DATA SERVICES	8,500.00	0.00	0.00	0.00	8,500.00	0.00
54150 LEGAL SERVICES	40,000.00	0.00	0.00	0.00	40,000.00	0.00
54162 BIBLIOGRAPHIC & RELATED SERVIC	0.00	8,214.68	20,536.70	0.00	(20,536.70)	0.00
54163 PRINTING AND BINDING	52,000.00	0.00	0.00	0.00	52,000.00	0.00
54165 ILL LOST ITEM CHARGE	2,500.00	0.00	586.88	0.00	1,913.12	23.48
54200 POSTAGE	73,000.00	0.00	3,418.97	0.00	69,581.03	4.68
54210 TELECOM SERVICES--PHONES	0.00	721.84	4,232.10	0.00	(4,232.10)	0.00
54211 TELECOM SERVICES--CELLPHONES	651,000.00	0.00	2,494.16	0.00	648,505.84	0.38
54300 TRAVEL AND TOLLS	63,500.00	1,300.91	2,291.05	0.00	61,208.95	3.61
54301 MILEAGE REIMBURSEMENTS	47,300.00	1,410.60	12,184.22	0.00	35,115.78	25.76
54400 ADVERTISING	76,800.00	0.00	590.40	0.00	76,209.60	0.77
54501 RENTALS/LEASES--BUILDINGS	474,700.00	9,930.90	175,942.82	0.00	298,757.18	37.06
54502 RENTALS/LEASES--EQUIPMENT	130,900.00	8,442.92	35,270.07	0.00	95,629.93	26.94
54600 INSURANCE	230,000.00	0.00	265,734.95	0.00	(35,734.95)	115.54
54700 ELECTRICITY	265,000.00	20,487.08	42,553.57	0.00	222,446.43	16.06
54701 NATURAL GAS	12,000.00	2,442.15	5,329.49	0.00	6,670.51	44.41
54702 WATER	30,000.00	1,975.41	8,182.52	0.00	21,817.48	27.28
54703 SEWER	34,000.00	2,277.68	9,933.02	0.00	24,066.98	29.21
54704 REFUSE	36,000.00	278.24	4,973.21	0.00	31,026.79	13.81
54800 GENERAL REPAIRS/MAINTENANCE	231,500.00	5,483.64	16,855.26	0.00	214,644.74	7.28
54801 CONTRACTED MAINTENANCE	411,300.00	6,123.32	72,131.29	0.00	339,168.71	17.54
54805 VEHICLE REPAIR AND MAINTENANCE	65,000.00	0.00	0.00	0.00	65,000.00	0.00
54810 IT SYSTEMS MAINTENANCE--APPS	73,100.00	0.00	0.00	0.00	73,100.00	0.00
54811 IT SYSTEMS MAINTENANCE--INFRA	0.00	0.00	54,235.65	0.00	(54,235.65)	0.00
54900 INDIVIDUAL REGISTRATIONS	79,300.00	0.00	(128.50)	0.00	79,428.50	(0.16)
54901 ORGANIZATIONAL REGISTRATIONS	1,000.00	0.00	0.00	0.00	1,000.00	0.00
54902 DUES AND MEMBERSHIPS	52,000.00	0.00	21,723.62	0.00	30,276.38	41.78
54903 LICENSES AND FEES {{OLD}}	0.00	219.80	2,102.66	0.00	(2,102.66)	0.00
54904 LICENSES	11,500.00	0.00	134.00	0.00	11,366.00	1.17
54905 FEES	58,000.00	86.28	5,086.78	0.00	52,913.22	8.77
54906 TAXES AND ASSESSMENTS	44,000.00	20,764.12	20,764.12	0.00	23,235.88	47.19
54911 FOUNDATION IMPACT PROJECTS	300,000.00	0.00	0.00	0.00	300,000.00	0.00
54912 CONTINGENCY	300,000.00	0.00	0.00	0.00	300,000.00	0.00

Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 4/30/2020

**FUND: GENERAL FUND (01)**

Object	2020 Budget	April Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>EXPENSE ACCOUNTS</b>						
54998 US BANK CLEARING	0.00	235,086.31	1,210,505.86	0.00	(1,210,505.86)	0.00
59711 TRANSFERS OUT--FUTURE ELECTION	80,000.00	0.00	0.00	0.00	80,000.00	0.00
59712 TRANSFERS OUT--FUTURE LAND, PR	1,000,000.00	0.00	0.00	0.00	1,000,000.00	0.00
59730 TRANSFERS OUT--CAPITAL PROJECT	1,500,000.00	0.00	0.00	0.00	1,500,000.00	0.00
59799 ANNUAL SUSTAINABILITY SETASIDE	500,000.00	0.00	0.00	0.00	500,000.00	0.00
<b>ALL OTHER EXPENSES</b>	<b>13,311,400.00</b>	<b>495,629.58</b>	<b>2,484,026.72</b>	<b>0.00</b>	<b>10,827,373.28</b>	<b>18.66</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>39,743,900.00</b>	<b>2,737,667.53</b>	<b>11,013,388.02</b>	<b>0.00</b>	<b>28,730,511.98</b>	<b>27.71</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>11,104,425.59</b>	<b>5,738,637.16</b>	<b>0.00</b>	<b>(5,738,637.16)</b>	<b>0.00</b>

Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 4/30/2020

FUND: SPECIAL PURPOSE FUND (15)

Object	2020 Budget	April Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
TAXES:	0.00	0.00	0.00	0.00	0.00	0.00
36110 INVESTMENT EARNINGS	0.00	1,444.67	9,718.13	0.00	(9,718.13)	0.00
CHARGES OTHER:	0.00	1,444.67	9,718.13	0.00	(9,718.13)	0.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>0.00</b>	<b>1,444.67</b>	<b>9,718.13</b>	<b>0.00</b>	<b>(9,718.13)</b>	<b>0.00</b>
<b>EXPENSE ACCOUNTS</b>						
NEED A CATEGORY	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL FOR EXPENSE ACCOUNTS</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>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>1,444.67</b>	<b>9,718.13</b>	<b>0.00</b>	<b>(9,718.13)</b>	<b>0.00</b>

Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 4/30/2020

FUND: LEVY SUSTAINABILITY FUND (16)

Object	2020 Budget	April Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
36110 INVESTMENT EARNINGS	0.00	3,705.89	24,953.55	0.00	(24,953.55)	0.00
<b>CHARGES OTHER:</b>	<b>0.00</b>	<b>3,705.89</b>	<b>24,953.55</b>	<b>0.00</b>	<b>(24,953.55)</b>	<b>0.00</b>
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>0.00</b>	<b>3,705.89</b>	<b>24,953.55</b>	<b>0.00</b>	<b>(24,953.55)</b>	<b>0.00</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>3,705.89</b>	<b>24,953.55</b>	<b>0.00</b>	<b>(24,953.55)</b>	<b>0.00</b>

Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 4/30/2020

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

Object	2020 Budget	April Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
36110 INVESTMENT EARNINGS	0.00	56.56	383.99	0.00	(383.99)	0.00
<b>CHARGES OTHER:</b>	<b>0.00</b>	<b>56.56</b>	<b>383.99</b>	<b>0.00</b>	<b>(383.99)</b>	<b>0.00</b>
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>0.00</b>	<b>56.56</b>	<b>383.99</b>	<b>0.00</b>	<b>(383.99)</b>	<b>0.00</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>56.56</b>	<b>383.99</b>	<b>0.00</b>	<b>(383.99)</b>	<b>0.00</b>

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

Object	2020 Budget	April Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
36110 INVESTMENT EARNINGS	0.00	1,395.44	9,641.62	0.00	(9,641.62)	0.00
<b>CHARGES OTHER:</b>	<b>0.00</b>	<b>1,395.44</b>	<b>9,641.62</b>	<b>0.00</b>	<b>(9,641.62)</b>	<b>0.00</b>
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>0.00</b>	<b>1,395.44</b>	<b>9,641.62</b>	<b>0.00</b>	<b>(9,641.62)</b>	<b>0.00</b>
<b>EXPENSE ACCOUNTS</b>						
53503 TECHNOLOGY HARDWARE--STAFF	0.00	0.00	164.85	0.00	(164.85)	0.00
53505 SOFTWARE/LICENSES/HOST--APPS	0.00	0.00	7,970.88	0.00	(7,970.88)	0.00
54100 INDEPENDENT CONTRACTORS	0.00	0.00	1,885.00	0.00	(1,885.00)	0.00
54120 CONTRACTUAL SERVICES	0.00	9,847.04	44,719.68	0.00	(44,719.68)	0.00
54300 TRAVEL AND TOLLS	0.00	3,944.17	7,721.65	0.00	(7,721.65)	0.00
54400 ADVERTISING	0.00	0.00	180.60	0.00	(180.60)	0.00
56280 FURNITURE AND FIXTURES	0.00	0.00	58,851.03	0.00	(58,851.03)	0.00
<b>TOTAL FOR EXPENSE ACCOUNTS</b>	<b>0.00</b>	<b>13,791.21</b>	<b>121,493.69</b>	<b>0.00</b>	<b>(121,493.69)</b>	<b>0.00</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>(12,395.77)</b>	<b>(111,852.07)</b>	<b>0.00</b>	<b>111,852.07</b>	<b>0.00</b>

# Unfinished Business

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# MEMO



Date: June 5, 2020

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

From: Georgia Lomax, Executive Director

Subject: COVID-19 Update

Last week Governor Inslee's Stay Home, Stay Healthy order expired, and Washington is now working fully under the Safe Start Washington Phased Reopening plan. In addition, Pierce County applied to move to Phase 2 of the Safe Start plan.

Also last week, the Governor's office released requirements that must be met for curbside library service.

Currently, we are obtaining required personal protective equipment, conducting building assessments of staff workspaces, and setting up safety measures in accordance with state and public health requirements. We are providing staff training and orientation to work safely in our buildings, and we are working toward our first steps of opening book drops, turning on Wi-Fi, and safely handling returned books and materials using a quarantining procedure.

This first step will launch softly in select libraries across our service area. Other libraries will follow as they meet readiness requirements.

Public libraries will be allowed to offer limited services outside their buildings when their county moves to Phase 2 of the Safe Start Washington plan, and when they can meet all requirements.

We are excited to return to service from the Library's buildings, but will also continue to develop the virtual library and re-envision services online in order to serve those who must continue to stay at home or who prefer to. In Unfinished Business you'll find updates on some of the re-envisioned online services.

While we are returning to our buildings, we know that libraries will not be returning to the same world and ways before COVID-19. In coming months, we will need to learn how the Library can best help communities recover, especially marginalized and vulnerable communities and those most impacted by the health, economic, and other impacts of COVID-19.

While our immediate focus is on reopening, our next focus will be on re-imagining how the Library will be an active participant in creating a thriving Pierce County for everyone.

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# MEMO



Date: June 1, 2020

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

From: Clifford Jo, Finance & Business Director

Subject: Status of Cash—update

Over the past two months we've been providing the Board an update to our cash as a result of the effects of both the Governor's Stay Home Executive Order and COVID-19's economic impacts.

Last month, we reported having \$23.42 million in cash and investments.

Today June 1, I checked in the County's financial system how much was received from property tax revenue by May 31. The County posted \$3.67 million into our account. Along with the prior three months, total received to-date is down by 10% of anticipated revenue by April 30. As of today, we have \$25.42 million in confirmed cash and investments recorded in the County's financial system. This balance is adequate to sustain library operations through the end of October 2020, at which time we would receive the final large property tax deposit for the year. But, it is not enough to carry us through April 2021.

Additionally, revenue from fines and service fees, such as printing, copying, and faxing, which in total are budgeted at \$577,000, will reflect a permanent revenue loss between \$400,000 and \$470,000 in 2020. The impact on fundraising will likely require an adjustment to Foundation revenue.

Taken together, while property tax revenue for the remainder of 2020 is adequate, our task for having an effective cash and budget strategy for 2021 remains significant. As reported last month, the Library has re-instituted cash flow strategies and activities that were implemented prior to the Levy Lid-Lift. For example in May, the IT Department successfully renegotiated the Polaris renewal for net 60-day terms instead of the usual 30-day payment terms (the renewal is around \$200,000).

It remains necessary to adjust our 2020 budget this year, and will provide assumptions and guidelines during the Board meeting. We should have to you an amended budget for your review in July.

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

# MEMO

Date: May 26, 2020

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

From: Mary Getchell, Marketing and Communications Director  
Jaime Prothro, Customer Experience Director  
Tracey Thompson, Collection Management Manager

Subject: Service Measures during COVID-19: April-May

Following is an update on some of the Pierce County Library System's service measures related to activities while the Library System is serving communities during the novel coronavirus disease 2019 (COVID-19).

## **Collection Management:**

- Added simultaneous use titles in Overdrive Duke Classics with more than 4,000 titles and more than 3,000 circulations since mid-March and Head Over Heels Romance promotion with more than 450 uses since beginning of May.
- Reading Rooms on the Overdrive website are focused, curated collections. We already have a Kids Reading Room, and we added Mystery & Thrillers (May is Mystery Month), DIY (to highlight materials to help while people are home and taking on projects or learning new skills), and Teens (to support learning from home and reading for enjoyment). On June 1, we will launch Romance Reading Room which is our highest circulating genre.
- In April, we welcomed 1,878 new e-book and downloadable audio customers, which is 54% more new customer than in April 2019.
- In April, Overdrive circulation increased by almost 10% from March and 33% from April of last year.

## **Customer Experience**

- My Next Read and readers' services were a major emphasis, and staff hosted three live reading recommendations. As a result, and in addition to public communications, the service is booming and over 75 reading recommendations were made.
- WebReference and service calls continued six days a week. Questions abound regarding online services, anticipation of reopening the physical spaces, and device assistance. 801 customers received assistance by email or phone in May.
- Virtual programming lifted off and can be accessed on the PCLS YouTube channel: <https://www.youtube.com/channel/UC5t-CPKK3oiE2mAev7mKG4g>
- Planning has completed for the June 15's launch of Summer Reading.

## **Communications:**

- News media April 1-May 25: 32 news articles in 18 media sources.
- Social media marketing April 1-May 25:
  - Facebook engagement: 9.9%, exceeding industry standard of 5.4%.
  - Twitter engagement: 1.4%, exceeding industry standard of 0.062%
  - Instagram engagement: 3.5%, exceeding industry standard of 2%
- Email marketing messages April 1-May 25:
  - Email marketing messages: 9
  - Average subscribers per email: 83,495
  - Average open rate/email message: 23,117 opens, for an average open rate of 27.7%, exceeding industry standard of 25.17%
- COVID-19 Resources web page views April 1-May 25: 2,854 in April; 2,685 May 1-25.

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# MEMO



Date: May 26, 2020

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

From: Jaime Prothro, Customer Experience Director

Subject: Your Library, Reimagined

How does a public library's service change as a result of a global pandemic? One step at a time.

PCLS is reimagining public library services now that we have learned how to take branch outposts off the circuit board, are retraining our technicians and staff to work remotely, have determined the scale to which service changes will be required due to COVID-19 (all of them), and are beginning to assess and address priority services that will best reach our communities. Traditional browsers are likely the customers most impacted for the longest period of time, but efforts will remain vigilant to create a strong browsing experience through our online collection platforms.

Gale Analytics, a 2020 project that was funded by the PCLS, was launched for PCLS staff in April so that we can use organizational data and market segmentation analysis to understand how our communities are (and aren't) using library services and collections, and how we can best serve them. Much learning is underway but branch teams are digging into the analysis for insights for how we further adjust service. Specific activities to study this work will result first in understanding communications preferences of our residents, understanding more about the Library's priority audience, and understanding technology needs – all of which is priority for reimagining library services.

Initiative work has been centered on several modified service goals in order to:

- Maintain strong relationships with our customers
- Spark creativity, enjoyment, and play for customers who are isolated and whose access to cultural and civic opportunities are reduced
- Ensure our most vulnerable customers, including those without internet access, have access to learning and engaging experiences
- Help people feel connected to their community

During the Stay Home order, PCLS prioritized the development needed to create a virtual program model that takes PCLS from where it was at to where we aspire to be. This new virtual space weaves together considerations around how customers access live content, how to access content after live, how to market, technology requirements, interest/ability from outside presenters, staff skills and training, limited access to physical materials, attends to how different ages of customers interact with social media and online formats, participant processes, and more. The Library's YouTube channel: <https://www.youtube.com/channel/UC5t-CPKK3oiE2mAcv7mKG4g>. Zoom programming will launch on June 12 with a Humanities Washington presentation.

Booklists, newsletters, emails, virtual meetings, and other supports have been underway to connect our front-line staff to customers. We are examining each of our technology and collections platforms to ensure we have taken advantage of each feature available to us to improve user experience and access. Our technology vendors have quickly developed functionality to assist with virtual and curbside services and we will be using the PCLS mobile app as the basis for our curbside appointments.

Public Wi-Fi and exterior book drops will soon be accessible. Curbside service planning is underway, which will include hold pickup or an option for a grab-bag, in addition to up to 30 free prints, and activity guides for all ages.

As we enter a time in which each step we take creates our pathways forward, community engagement for PCLS will look very different and we will begin to lean more on our professional staff than ever to reconnect, cultivate, and reimagine with our partnerships to meet immediate and long-term community needs.

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Please review the Summer Reading memo to see the extraordinary re-imagination that happened in just two months. We can't wait to launch on June 15!

The Board and our community members will continue to be apprised of subsequent new, remodeled, and reimagined services as we reintroduce them. Please do not hesitate to reach out with any questions.

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# MEMO



Date: June 3, 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

## Concluding the Emergency Waiver to Purchasing Policy Threshold

With the passing of 10 weeks since temporarily closing the Library's buildings and having adjusted our technology and processes for remote operations, and with more knowledge about the impacts of both COVID-19 and the Governor's Stay Home executive order, we are no longer needing to renew the motion allowing an option to temporarily bypass purchasing approvals in an emergency situation.

## Concluding the Executive Director's authority to take actions in response to COVID-19

Similarly, the Library is now proceeding with plans into the State's requirements for Phase 2 and beyond. At this time, we are no longer needing to renew the motion for authorizing the Executive Director to take time and emergency actions, which were related to decisions going into, and during, Phase 1.

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# MEMO



Date: May 29, 2020

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

From: Georgia Lomax, Executive Director

Subject: Trustee Vacancy

The Trustee Interview Panel has selected a candidate to recommend to the County Executive to fill the upcoming vacancy on the Library's Board of Trustees. We are currently confirming with the candidate that they will accept the position if appointed.

Twenty three applications were received. Four finalists were interviewed by on June 3, 2020, and the top candidate was selected to be recommended to be appointed to the Library Board of Trustees.

The successful applicant will replace Trustee Monica Butler, who will complete her term on the Board of Trustees this summer. Ms. Butler's replacement will join us at the August 12 Board meeting.

We appreciate the thoughtful work of the interview panel to identify the Library's next Trustee. Panel members were:

- Eli Taylor, Vice President - Relationship Manager for Key Bank, Library Foundation Board member
- Janece Levien, Senior Program Officer, Greater Tacoma Community Foundation
- Catherine Rudolph, Strategic Advisor for Economic Development for Pierce County Executive Bruce Dammeier
- Jamilyn Penn, Director of Transfer Education at the State Board for Community and Technical Colleges, Board of Trustees member
- Daren Jones, President, Pacific Investing, Inc., Chair, Board of Trustees

The panel's recommendation will be forwarded to Pierce County Executive Bruce Dammeier, who will make the appointment, which is then confirmed by the County Council.

We will update you on the interview panel's decision during the Board meeting.

# New Business

# MEMO



Date: June 2, 2020

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

From: Clifford Jo, Finance & Business Director

Subject: 2019 Yearend Financial Review

Attached are the following 2020 year-end statements:

- Yearend Actuals—General Fund
- Yearend Actuals—Capital Improvement Fund
- Yearend Actuals—Special Purpose Fund
- Yearend Actuals—Levy Sustainability Fund

Below are major aspects of the yearend statements for each fund. Attached is a resolution to close the 2019 fiscal year.

**- GENERAL FUND -**

In Phase 1 of the levy sustainability curve, any property tax revenues that are above our anticipated operational needs are considered for deposits into the Levy Sustainability Fund instead of the General Fund. In December 2019, I made the calculation of estimated yearend revenue needs based on November’s tax receipts and projected expenditures, and proposed increasing the deposit to the Levy Sustainability Fund from \$4.8 million to \$5.45 million, which the Board approved.

**Revenues**

Source	2019 Budget	2019 Actual	Difference	% Difference
Property and other taxes.....	\$ 34,508,500.....	\$ 33,920,510.....	-\$ 587,990.....	-1.70%
Foundation donor distributions .....	350,000.....	314,321.....	-35,659.....	-10.19%
Library fines .....	400,000.....	380,343.....	-19,657.....	-4.91%
E-Rate revenue .....	530,000.....	407,886.....	-112,114.....	-23.04%
Investment income .....	100,000.....	182,338.....	82,338.....	82.34%
Net of other revenue	485,500	404,789	-80,711	-16.62%
Total .....	\$ 36,374,000.....	\$ 35,610,187.....	-\$ 763,813.....	-2.10%

- Foundation donor distributions were anticipated due to staff vacancies in the department.
- E-Rate revenue was received in 2020 instead of 2019.
- Investment returns were higher largely due to increased cash available to invest after the April property taxes had been received, even though rates had declined.

**Expenditures**

<u>Source</u>	<u>2019 Budget</u>	<u>2019 Actual</u>	<u>Difference</u>	<u>% Difference</u>
Personnel .....	\$ 24,332,700.....	\$ 23,731,959.....	-\$ 600,741 .....	-2.47%
Materials.....	3,805,100.....	3,425,618.....	-379,482.....	-9.97%
Budgeted cash savings .....	500,000.....	0.....	-500,000.....	-100.00%
Other expenditures (excl. transfers)	5,176,200	4,589,431	-586,769	-11.34%
<b>Total .....</b>	<b>\$ 33,314,000.....</b>	<b>\$ 31,747,008.....</b>	<b>-\$ 2,066,992.....</b>	<b>-4.70%</b>

- Personnel costs were under budget. We budgeted to support the staffing reorganization in the Customer Experience department for the entire year, but the reorganization was not completed until late in the year.
- Some yearend invoices for materials and insurance were not paid until 2020 due to the financial system transition. We will be recommending amending the 2020 budget to reflect this shift in expenditure timing. We also spent less than expected on contracted maintenance.

The net of revenues and expenditures was a positive balance of \$1,303,179. Of this amount:

- \$500,000 was planned monies to increase the cash reserves in order to pay bills during the low revenue months of April and October.
- \$380,000 were for 2019 materials purchases that were paid in 2020.
- \$220,000 were for 2019 insurance costs that were paid in 2020.

Thus, the net savings is closer to \$203,000, or 0.56% of the overall budget.

**2019 Yearend Cash Balance (General Fund)**

The net effect for the cash balance is recorded as follows:

Beginning Cash & Investments Balance (Jan 1)* .....	\$ 8,427,099.10
Add: Net of revenues less expenditures .....	1,303,179.31
Less: Difference in beginning/ending payables/cross-year payments .....	(507,873.09)
Ending Cash & Investments Balance (Dec 31).....	<u>\$ 9,222,405.32**</u>

\* Includes petty cash, and KeyBank and Columbia Bank cash balances, which combined are \$28,814.54.

\*\* Because the Library’s accounting is “cash basis”, the amount of cash does not reflect the invoices that are recorded but not yet paid. Factoring in all payables, the actual cash available for 2020 operations is reduced by \$178,972.17

**- CAPITAL IMPROVEMENT FUND NOTES -**

**Revenues and Transfers**

Total new revenues were recorded at \$41,281, all of which were investment returns. Transfers to the Capital Improvement Fund to pay for capital projects were as planned at \$1,460,000. 2018's unspent funds of \$217,085 was made available for 2019 projects.

**Expenditures**

The original budget for capital improvement projects was \$1,415,000. Total actual expenditures was \$848,100, most of which paid for the following projects:

- Various Capital Improvements to Buildings, including a mandatory payment to City of Fife for a Local Improvement District's implementation for street improvements
- 2 Feasibility Studies for future libraries and for capital fund raising
- EDEN Financial/HR System Replacement
- University Place 5,000 sq. ft. expansion space (payment year 8 of 10)

**2019 Yearend Cash Balance (Capital Improvement Fund)**

The Capital Improvement Fund balance is therefore recorded as follows:

Beginning Cash & Investments Balance (Jan 1).....	\$ 1,552,927.43
Add: Net of revenues less expenditures .....	631,014.73
Less: Difference in beginning/ending payables/cross-year payments. ....	(1,087.50)
Ending Cash & Investments Balance (Dec 31).....	<u>\$ 2,182,854.66</u>

**- SPECIAL PURPOSE FUND NOTES -**

The Special Purpose Fund is used to pay for projects and programs, and also holds reserved set asides. The Library decided to limit use of the Special Purpose Fund to only hold reserved set asides until the new financial system is implemented, at which time the SPF will begin accounting for projects and programs. For 2019, the only activity was to pay for election costs.

**Revenues and Transfers**

Property tax revenues were recorded at \$5,450,000, taken from the October property tax distribution after calculating projected expenses for the year. Total non-property tax revenues were recorded at \$37,909, all of which is from investment returns. Transfers to the Special Purpose Fund were \$1,100,000.

**Expenditures**

The original budget for special purpose projects was \$625,000, which was largely based on the information provided by Pierce County Auditor's Office for estimating the Library's share of ballot costs

for the November 2018 General Election. Total actual expenditures was \$268,372. We kept this balance and added the planned \$600,000 for restoring available cash for future ballot measures.

**2019 Yearend Cash Balance (Special Purpose Fund)**

The Special Purpose Fund balance is recorded as follows:

Beginning Cash Balance (Jan 1) .....	\$ 1,256,805.26
Add: Net of revenue less expenditures.....	6,319,537.19
Less: Difference in beginning/ending payables/cross-year payments .....	<u>(1,120.28)</u>
Ending Cash Balance (Dec 31) .....	<u>\$ 7,575,222.17</u>

**- LEVY SUSTAINABILITY FUND NOTES -**

In 2019, the Board approved the creation of a new Special Revenue Fund, called the Levy Sustainability Fund. Its purpose is to accumulate funds during the first phase of levy sustainability, when revenue exceeds expenditures, and then release funds to the General Fund when expenditures exceed revenue. The Board approved transferring \$5.45 million out of the Special Purpose Fund effective January 1, 2020 and to be designated as committed for future funding sustainability. In 2019, other than its creation, there was no activity recorded in the fund.

**- DEBT SERVICE FUND NOTES -**

The Debt Service Fund is used to pay debt owed, for example bond payments. The Library has been debt-free since 2002. Any financial activity since then in this fund is due to unanticipated revenues and fees. The Debt Service Fund balance is recorded as follows:

Beginning Cash & Investments Balance (Jan 1).....	\$ 86,170.75
Add: Net of revenue less expenditures.....	1,914.76
Less: Difference in beginning/ending payables/cross-year payments .....	<u>0.00</u>
Ending Cash & Investments Balance (Dec 31).....	<u>\$ 88,085.51</u>

**- TOTAL CASH & INVESTMENTS BALANCES IN ALL FUNDS -**

**DECEMBER 31, 2019**

The Library's total cash & investments balance in all funds is as follows:

General Fund .....	\$ 9,222,405.32
Capital Improvement Fund .....	2,182,854.66
Special Purpose Fund .....	7,575,222.17*
Levy Sustainability Fund .....	0.00
Debt Services .....	<u>88,085.51</u>
Total Combined Cash & Investments Balance .....	<u>\$ 19,068,567.66**</u>
Change since 1/1/2019 .....	+\$ 7,745,565.12

\* Of this amount, \$5,450,000 will be transferred to the Levy Sustainability Fund on 1/1/2020.

\*\* Due to the Library being a cash basis entity (versus modified accrual), these numbers are cash and investments as of 12/31/2019, adjusted by the difference between beginning and ending warrants payable.

## GENERAL FUND

ACTUALS AS OF DECEMBER 31, 2019	2019 Final	2019 Actuals	Change (\$)	Change (%)
<b>-- REVENUE --</b>				
Property Taxes	\$ 34,425,500	\$ 33,817,888.83	\$ (607,611)	-1.77%
Excise Taxes	83,000	102,620.82	19,621	23.64%
Timber Taxes	15,000	59,547.85	44,548	296.99%
Fees (Printer, Fax, Copier)	187,500	187,820.00	320	0.17%
Fines	400,000	380,342.71	(19,657)	-4.91%
Investment Income	101,000	183,163.78	82,164	81.35%
Sales of Goods/Services	4,000	6,311.29	2,311	57.78%
Donors & Reimbursements	540,000	349,220.37	(190,780)	-35.33%
Other (Erate, P-card Rebates, Unclaimed Property)	618,000	523,271.30	(94,729)	-15.33%
<b>TOTAL REVENUE</b>	<b>\$ 36,374,000</b>	<b>\$ 35,610,186.95</b>	<b>\$ (763,813)</b>	<b>-2.10%</b>
<b>-- EXPENDITURES --</b>				
<b>PERSONNEL</b>				
Salaries & Wages	\$ 18,032,550	\$ 17,340,779.37	\$ (691,771)	-3.84%
Overtime Wages	21,150	22,713.28	1,563	7.39%
Employee Benefits	6,279,000	6,368,465.86	89,466	1.42%
<b>TOTAL PERSONNEL</b>	<b>\$ 24,332,700</b>	<b>\$ 23,731,958.51</b>	<b>\$ (600,741)</b>	<b>-2.47%</b>
<b>MAINTENANCE &amp; OPERATIONS</b>				
Supplies and Consumables	\$ 352,800	\$ 386,985.75	\$ 34,186	9.69%
Fuel	35,000	30,470.17	(4,530)	-12.94%
Equipment (Computers, Software, Furnishings)	994,500	1,030,372.87	35,873	3.61%
Professional & Legal Services	611,330	534,102.19	(77,228)	-12.63%
Networking, Phones, Postage	723,400	751,896.67	28,497	3.94%
Travel & Mileage	86,700	76,801.37	(9,899)	-11.42%
Advertising	94,500	60,020.27	(34,480)	-36.49%
Rentals & Leases	551,900	538,762.48	(13,138)	-2.38%
Insurance	222,000	1,067.00	(220,933)	-99.52%
Utilities	377,000	375,960.86	(1,039)	-0.28%
Repairs & Maintenance, Maintenance Contracts	837,050	640,380.75	(196,669)	-23.50%
Registrations	65,700	28,234.81	(37,465)	-57.02%
Dues, Taxes, Licenses, Fees, Misc Expenses	111,920	132,024.56	20,105	17.96%
Contingency	99,400	2,351.38	(97,049)	-97.63%
Intergovernmental	13,000	-	(13,000)	-100.00%
<b>TOTAL MAINTENANCE &amp; OPERATIONS</b>	<b>\$ 5,176,200</b>	<b>\$ 4,589,431.13</b>	<b>\$ (586,769)</b>	<b>-11.34%</b>
<b>MATERIALS</b>				
Books, DVDs, Music, eBooks, Databases	\$ 3,805,100	\$ 3,425,618.00	\$ (379,482)	-9.97%
<b>SET-ASIDES &amp; TRANSFERS</b>				
Transfers Out - CIP	\$ 1,460,000	\$ 1,460,000.00	\$ -	
Transfers Out - SPF	1,100,000	1,100,000.00	-	
Cash Flow Set-Aside	500,000	-	(500,000)	-100.00%
<b>TOTAL SET-ASIDES AND TRANSFERS</b>	<b>\$ 3,060,000</b>	<b>\$ 2,560,000.00</b>	<b>\$ (500,000)</b>	<b>-16.34%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 36,374,000</b>	<b>\$ 34,307,007.64</b>	<b>\$ (2,066,992)</b>	<b>-5.68%</b>
<b>NET OF REVENUE AND EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 1,303,179.31</b>	<b>\$ 1,303,179</b>	<b>new</b>

Actual net savings is approximately \$204,000

## CAPITAL IMPROVEMENT FUND

ACTUALS AS OF DECEMBER 31, 2019	2019 Final	2019 Actuals	Change (\$)	Change (%)	Notes
<b>-- FUNDING SOURCES --</b>					
<b>USE OF FUND BALANCE</b>					
Carryforward funds from prior fiscal year	\$ 217,085	\$ -	\$ (217,085.00)	-100.00%	Prior year cash was not needed and was carried forward to 2020
<b>NEW REVENUE</b>					
Transfer from General Fund	\$ 1,460,000	\$ 1,460,000.00	\$ -		
Investment Income	-	41,281.22	41,281.22	new	
<b>TOTAL NEW REVENUE</b>	<b>\$ 1,460,000</b>	<b>\$ 1,501,281.22</b>	<b>\$ 41,281.22</b>	<b>2.83%</b>	
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 1,677,085</b>	<b>\$ 1,501,281.22</b>	<b>\$ (175,803.78)</b>	<b>-10.48%</b>	
<b>-- EXPENDITURES --</b>					
<b>COMMITMENTS</b>					
UP 5,000 sq ft Expansion (10 years--2012-21)	\$ 120,000	\$ 120,000.00	\$ -		Payment 8 of 10
<b>CURRENT BUILDING IMPROVEMENTS</b>					
Buckley Site Evaluation	\$ 150,000	\$ 65,683.86	\$ (84,316.14)	-56.21%	Ongoing investigatory cost
ACL Space Design & Furnishings	50,000	59,202.69	9,202.69	18.41%	
Welcoming Spaces Project	25,000	31,311.50	6,311.50	25.25%	
Capital Improvements	400,000	107,578.00	(292,422.00)	-73.11%	Carried forward to 2020
Fife Local Improvement District--PCLS Cost	-	47,000.00	47,000.00		new Required payment for Street Improvements
Orting Roof Replacement--PCLS Cost	-	26,166.43	26,166.43		new Required payment per agreement with city
<b>TOTAL CURRENT BUILDING IMPROVEMENTS</b>	<b>\$ 625,000</b>	<b>\$ 336,942.48</b>	<b>\$ (288,057.52)</b>	<b>-46.09%</b>	
<b>FUTURE BUILDINGS (FACILITY MASTER PLAN)</b>					
New building fund raising feasibility	\$ 80,000	\$ 65,380.01	\$ (14,619.99)	-18.27%	Contractor costs were less than budgeted
Capital Campaign feasibility study	75,000	40,193.60	(34,806.40)	-46.41%	Contractor costs were less than budgeted
Exploration of alternate service delivery	15,000		(15,000.00)	-100.00%	Postponed project
<b>TOTAL FUTURE BUILDINGS</b>	<b>\$ 170,000</b>	<b>\$ 105,573.61</b>	<b>\$ (64,426.39)</b>	<b>-37.90%</b>	
<b>TECHNOLOGY UPDATES</b>					
EDEN Financial/HR System Replacement	\$ 450,000	\$ 269,798.16	\$ (180,201.84)	-40.04%	Carried forward balance to 2020
Public Website	25,000	-	(25,000.00)	-100.00%	Moved project to 2020
<b>TOTAL TECHNOLOGY PROJECTS</b>	<b>\$ 475,000</b>	<b>\$ 269,798.16</b>	<b>\$ (205,201.84)</b>	<b>-43.20%</b>	
Contingency	\$ 25,000	\$ 37,952.24	\$ 12,952.24	51.81%	Repairs on 2 vehicles
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,415,000</b>	<b>\$ 870,266.49</b>	<b>\$ (544,733.51)</b>	<b>-38.50%</b>	
<b>NET OF REVENUE AND EXPENDITURES</b>	<b>\$ 262,085</b>	<b>\$ 631,014.73</b>	<b>\$ 368,929.73</b>	<b>140.77%</b>	Remaining funds carried forward to 2020

## SPECIAL PURPOSE FUND

ACTUALS AS OF DECEMBER 31, 2019	2019 Final	2019 Actuals	Change (\$)	Change (%)	Notes
<b>-- FUNDING SOURCES --</b>					
<b>USE OF FUND BALANCE</b>					
Use of Special Purpose Election Set Aside	\$ 625,000	\$ 625,000.00	\$ -		
<b>NEW REVENUE</b>					
Transfer from General Fund	\$ 1,100,000	\$ 1,100,000.00	\$ -		
Property Taxes		5,450,000.00	5,450,000.00		new Original estimate was \$4.8 million
Investment Income	60,000	37,908.90	(22,091.10)	-36.82%	Due to decreased return rates
<b>TOTAL NEW REVENUE</b>	<b>\$ 1,160,000</b>	<b>\$ 6,587,908.90</b>	<b>\$ 5,427,908.90</b>	<b>467.92%</b>	
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 1,785,000</b>	<b>\$ 7,212,908.90</b>	<b>\$ 5,427,908.90</b>	<b>304.08%</b>	
<b>-- EXPENDITURES --</b>					
<b>PROJECTS</b>					
Election costs (2018 incurred costs paid in 2019)	\$ 625,000	\$ 268,371.71	\$ (356,628.29)	-57.06%	Came in under budget
<b>TOTAL PROJECTS</b>	<b>\$ 625,000</b>	<b>\$ 268,371.71</b>	<b>\$ (356,628.29)</b>	<b>-57.06%</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$ 625,000</b>	<b>\$ 268,371.71</b>	<b>\$ (356,628.29)</b>	<b>-57.06%</b>	
<b>NET OF FUNDING SOURCES AND EXPENDITURES</b> (TO BE DESIGNATED AS RESERVED DURING THE FY)	<b>\$ 1,160,000</b>	<b>\$ 6,944,537.19</b>	<b>\$ 5,784,537.19</b>	<b>498.67%</b>	
<b>-- COMMITTED SET-ASIDES IN FUND BALANCE --</b>					
Future Election Costs	\$ 600,000	\$ 940,450.68	\$ 340,450.68	56.74%	Added \$600,000 to the remaining balance
Future Land, Property & Facilities	1,124,263	1,130,116.55	5,853.55	0.52%	Added \$500,000+ to starting balance
Sustainability for Future Operations*	4,805,140	5,450,000.00	644,860.00	13.42%	
<b>TOTAL COMMITTED SET-ASIDES</b>	<b>\$ 6,529,403</b>	<b>\$ 7,520,567.23</b>	<b>\$ 991,164.23</b>	<b>15.18%</b>	

\* This amount was designated by the Board as "Committed" on 12/11/2019 and moved to the Levy Sustainability Fund on 1/1/2020

## LEVY SUSTAINABILITY FUND

ACTUALS AS OF DECEMBER 31, 2019	2019 Budget	2019 Actuals	Change (\$)	Change (%)	Notes
<b>-- FUNDING SOURCES --</b>					
<b>USE OF FUND BALANCE</b>					
Use of Levy Sustainability Set Aside	\$ -	\$ -	\$ -		
<b>NEW REVENUE</b>					
Transfer from Special Purpose Fund	\$ -	\$ -	\$ -		
Property Taxes (Funding Cycle Revenue)	-	-	-		
Investment Income	-	-	-		
<b>TOTAL NEW REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
<b>-- OUTFLOWS --</b>					
<b>EXPENDITURES</b>					
None planned	\$ -	\$ -	\$ -		
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
<b>TRANSFERS OUT</b>					
None planned	\$ -	\$ -	\$ -		
<b>TOTAL TRANSFERS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
<b>NET OF FUNDING SOURCES AND OUTFLOWS</b> (TO BE DESIGNATED AS COMMITTED DURING THE FY)	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
<b>-- COMMITTED SET-ASIDES IN FUND BALANCE --</b>					
<b>PROJECTED BALANCES AS OF 12/31</b>					
Levy Sustainability for Future Operations	\$ -	\$ -	\$ -		
<b>TOTAL COMMITTED SET-ASIDES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		

**RESOLUTION NO. 2020-02**  
**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE**  
**PIERCE COUNTY RURAL LIBRARY DISTRICT**  
**TO CLOSE THE 2019 FISCAL YEAR**

**WHEREAS**, on December 12, 2018, the Board of Trustees approved Pierce County Rural Library District's (the Library) 2019 fiscal year General Fund budget at \$36,374,000, Capital Improvement Fund budget at \$1,415,000, and Special Purpose Fund at \$625,000, and

**WHEREAS**, the Library reviewed fiscal year results for 2019 and determined that compared to the originally approved budget, the net of revenues and expenditures for the General Fund resulted in a positive balance of \$1,303,179.31 contributing to cash flow needs and other uses, and

**WHEREAS**, capital improvement expenditures were less than originally planned and therefore used no fund balance to pay for capital projects, and

**WHEREAS**, special purpose fund project payments (election costs) during the 2019 fiscal year were less than originally planned, and

**WHEREAS**, on December 11, 2019, the Board of Trustees approved the creation of a second Special Revenue Fund called the Levy Sustainability Fund, to accumulate revenues in excess of expenditures, and had neither a budget nor transactions in 2019, and

**WHEREAS**, the Library's Fiscal Management Policy allows the Board of Trustees to transfer unanticipated revenues and savings from one fund to another fund, and

**WHEREAS**, from the 2019 fiscal year results the Library proposes no redistribution of any funds to other funds, and,

**WHEREAS**, the Library affirms significant economic and health conditions arising from Governor Inslee's Stay Home Executive Order as a result of the COVID-19 pandemic, and it is the intention of the Library to bring to the Board of Trustees a revised work plan and budget during an upcoming Board meeting, which may include reallocating funds in the General Fund from 2019 to 2020, and,

**WHEREAS**, the remaining balances from 2019 results will reside within their respective funds to be allocated according to need in 2020, now, therefore,

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

The 2019 fiscal year is hereby closed.

**PASSED AND APPROVED THIS 10TH DAY OF JUNE, 2020.**

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

Daren Jones, Chair \_\_\_\_\_

Pat Jenkins, Vice-Chair \_\_\_\_\_

Robert Allen, Member \_\_\_\_\_

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

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

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# MEMO



Date: June 4, 2020

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

From: Melinda Chesbro and Cliff Jo

Subject: Amended 2020 Budget

Due to the COVID-19 pandemic, the Library's financial situation has changed significantly enough from the 2020 budget approved in December 2019 to warrant an amended budget. As we prepare this amended budget we are using the following budgeting priorities:

- Long term sustainability using our multi-year sustainability strategy budgeting phases
- Careful management of cash flow to address revenues lost/delayed
- Examination of planned projects for priority and relevance in the current environment

## Revenue

The Library's 2020 revenue from certified property taxes and other non-tax sources was projected to be \$42.6 million. We are now estimating it to be \$37.8 million (down by 11%) due to the following factors:

- Property tax revenue is impacted for two reasons: (1) the County's Assessor-Treasurer offered individual property tax payers the option to delay payments until June 1, 2020, and, (2) we are anticipating that economic hardships will result in some property owners not being able to make payments. Unlike business and sales taxes, property taxes stay on the books for up to 20 years until they are paid, and even when foreclosures occur, mortgage companies pay property taxes owed. While it creates a need to manage cash flow, eventually, these taxes will be received.
- No fines will be charged for overdue materials for remainder of the year due to uncertainty as to continuity of public operations as we go through the year, and in recognition of the economic impacts many community members are experiencing due to the pandemic.
- No photocopy or printing fees received during closure

## Expenditures

Savings on planned expenditures due to building closure and changing priorities will include:

- Savings due to vacant positions that have been held open during the closure, including new customer experience positions from the department reorganization
- Reduced need for office supplies during closure
- Fuel savings due to not running delivery routes during closure
- Mileage reimbursement due to reduced staff travel between library locations during closure
- Travel (planned conference attendance and other training has been canceled)
- Training will be limited to webinars and regional training directly related to current priorities

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- In-person programs for the public have been cancelled through at least August 31, and will be re-introduced only when appropriate per state guidelines and internal readiness.

Additional expenditures as a result of the coronavirus pandemic will include:

- Purchase of Personal Protective Equipment and cleaning supplies (partially offset by grants)
- Purchase of software platform to move the Summer Reading program online
- Online programming using Facebook live and Zoom
- Supplies to create grab and go program packets for customer pickup to be used as in conjunction with curbside service
- Additional technology to support staff working remotely
- Additional technology to support staff developing and delivering online programming
- Significant shift from print materials to higher cost online content (Note: we are not recommending any reduction to the overall materials budget to offset these increased costs)
- Roll forward of budgeted items invoiced in 2019 but paid in 2020 due to the financial system implementation: \$200,000 for insurance, \$390,000 for materials

### **Capital Projects**

- We are reviewing planned projects given current environment and priorities

### **Budget Amendment**

We will bring a proposed amended budget to you at the July meeting for discussion. We welcome any input you might have now about the direction we should take.

# Officers Reports

# MEMO



Date: May 20, 2020

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

From: Mary Getchell, Marketing and Communications Director

Subject: April 2020 Special Election Results

The April Special Election contained one ballot measure for Pierce County residents: Orting School District No. 344 Proposition No. 1, a replacement levy for educational programs and operations. In all, of the 9,860 registered voters in the school district’s service area, 4,250 people voted in the April Special Election, a marked increase from the February Special Election where only 3,177 of the then 9,790 registered voters participated. (February Election: 32% turnout; April Election: 43% turnout).

Voters approved the levy with a 58.56% yes vote, a significantly more favorable response to the measure than in the February election where the measure failed at 50.16%, just shy of passage by 10 votes. The higher voter turnout in the county’s vote-by-mail election, with a single ballot measure, during the Governor’s Stay Home, Stay Healthy order, while parents-turned-teachers, combined as positive factors in voters’ approval of the levy.

<b>Primary Election Official Results, Feb. 21, 2020</b>	<b>Special Election Official Results, May 8, 2020</b>
<b><u>Pierce County Elections Office</u></b>	<b><u>Pierce County Elections Office</u></b>
<b>Orting School District No. 344 Proposition No. 1</b> 3,177 ballots, 9,790 registered voters, turnout 32.45%	<b>Orting School District No. 344 Proposition No. 1</b> 4,250 ballots cast, 9,860 voters, turnout 43.10%
Yes: 1,583 – 49.84%	<b>Yes: 2,484 – 58.56%</b>
<b>No: 1,593 – 50.16%</b>	No: 1,758 – 41.44%
Total: 3,176 – 100%	Total: 4,242 – 100%

# MEMO



Date: June 1, 2020

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

From: Clifford Jo, Finance & Business Director

Subject: Buckley Library Site Evaluation Update

In late May, I had a conversation with our consultant at EHS-I, and he gave me an update of where we are in the project. The work that was conducted last October identified that contamination is present in Main Street, to the north and east of the Buckley Library, as far as 200 feet away from the building. Also, the report included the presence of contamination on the southwest corner of the property. The work that is now being performed is to determine the boundaries of where the contamination exists of our property.

Once this work completes, I will meet with our Voluntary Cleanup Program (VCP) Site Manager this year and discuss the findings of EHS-I and map out the next steps. The consultant let me know that modern remediation methods do not necessarily include significant construction, and that most activities include engineering processes conducted biochemically. Once there is at least a full calendar year of measurements indicating success from the remediation, we would receive a No Further Action (NFA) letter from the Washington State Department of Ecology, at which point the case is closed.

Once we know the full extent and nature of the contamination, we will proceed with investigating options for funding the actual remediation and possible cost-recovery of monies already spent.

## UPDATED PROGRESS CHART (BASED ON DEPT. OF ECOLOGY)

Progress	Phase	Task
✓	Pre-Remedial	Site Discovery
✓		Initial Investigation
✓		Reporting
<b>IP</b>		Site Hazard Assessment
✓		i. Nature of issue
✓		ii. Extent of issue
<b>10/19 - 7/20</b>		iii. Offsite testing and evaluation
		Hazard Ranking
✓		Listing on Hazardous Sites List
<b>2020-21</b>	Active Cleanup	Remedial Investigation/Feasibility Study (RIFS)
		Health Plan
		Cleanup Action Plan
		Remediation Work
	Post-Cleanup	Monitoring

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# MEMO



Date: June 3, 2020

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

From: Melinda Chesbro, Deputy Director

Subject: Grants to Assist with COVID-19 Response

The Pierce County Library Foundation has applied for and was awarded two grants that will provide financial assistance to PCLS's COVID-19 response:

FEMA Public Assistance Grant, which provides a 75% cost reimbursement for disinfection of public facilities.

Pierce County Economic Development Department grant of approximately 4,000 disposable masks and 1 infrared thermometer.

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# MEMO



Date: June 2, 2020

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

From: Kim Archer, Enjoyment Initiative Manager, and Anna Shelton, Community Initiative Manager

Subject: Summer Reading 2020

This year's Summer Reading Program quickly shifted gears at the onset of COVID-19. The project had completed the planning for the year, but the identified challenge ahead was clear that PCLS will be serving two distinctly different library customers: those with access to technology and those without access to technology. With that in mind we made the following comprehensive service changes to our program this year:

- The start date for the Summer Reading Program to June 15<sup>th</sup>, with special programs by guest presenters and staff starting July 15<sup>th</sup>, allowing time to develop new program platforms and guidelines. These programs draw crowds of all ages who want to learn and have fun and we have had to determine new ways to reach this audience.
- An online platform for our Summer Reading program called Beanstack will be launched. Beanstack makes it possible for customers to participate in reading challenges for Wee Readers, Kids K-6, Teens/Tweens and Adults. Customers sign up online or through the app and log time read and activities they participate in, earning badges and entries for prizes along the way.
- A modified version of our annual county-wide summer outreach program *On the Road with Summer Reading* is in development to bring free books and activities directly to children at sites throughout the county at apartment complexes, summer meals distribution sites, and where possible at summer neighborhood programs and camps serving low-income families. The library and our partners are working out the details and locations.
- School visits have been a critical connection for reader relationships with students. Staff is working to develop videos to reach students and parents to promote our families.
- Paper reading logs will be offered for customers who take advantage of future curbside services, and also in our Outreach program and in low-income and remote locations where technology may be an issue. Anyone can ask for a paper reading log, but customers will have to choose one or the other – online or paper. Paper logs provide similar opportunities for customers to earn prize entries.
- Incentives have entirely been reimagined. Rather than giving individual incentives this year, we are providing opportunities to earn tickets for prize drawings. This supports safety for customers and staff as it limits the amount of times someone touches items. Each challenge (Wee Readers, Kids, Teen/Tween and Adults) has one age appropriate prize pool.
- In-person programming has been cancelled through at least August 31<sup>st</sup>, and will be re-introduced only when appropriate per state guidelines and internal readiness. Instead, programming is shifted to online,

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hosting several presenters/performers and some staff programming using Facebook Live and Zoom. Staff have been busy making short videos for all ages and will continue to do so. Additionally, branches and Outreach will provide “grab and go” program packets to customers through curbside and *On the Road* activities.

- We will continue to promote reading and the materials collection through book lists in both Beanstack and on the PCLS Summer Reading web page: [summerreading.pcls.us](http://summerreading.pcls.us)