

AGENDA

Regular Meeting of the Pierce County Library System Board of Trustees September 9, 2020 | 3:30 PM

This is a Virtual Meeting

Attendees may join via either:

- **Phone:** Dial+1.253.215.8782 | Webinar ID: 931 2785 0657 | Passcode: 090783; or
- **Web browser** (Zoom user account is required to join via web browser):
<https://zoom.us/j/93127850657?pwd=enZ0VtEYnZRdmNkK0UzTDliSVRLdz09>; or
- **App** (Zoom user account is NOT needed if joining by app) (Windows App | iPad / iPhone App | Android App)
<https://zoom.us/j/93127850657?pwd=enZ0VtEYnZRdmNkK0UzTDliSVRLdz09>

3:30 pm	02 min.	Call to Order: Daren Jones, Chair	
3:32 pm	05 min.	Public Comment: <i>This is time set aside for members of the public to speak to the Board of Trustees. Unless the item you wish to discuss is of an emergency nature, the Board ordinarily takes matters under advisement before taking action. Please submit comments in writing (including your Name, Address and Topic) to pmcbride@piercecountylibrary.org by 2 pm on September 9. Comments will be read aloud to the Board. Time limit for comments is three minutes.</i>	
3:37 pm	05 min.	Consent Agenda	Action
		1. Approval of Minutes of August 12, 2020, Regular Meeting	
		2. Approval of August 2020 Payroll, Benefits and Vouchers	
		3. Technology Purchase - Staff Laptops	
3:42 pm	05 min.	Board Member Reports	
3:47 pm	10 min.	Routine Reports	
		1. Fundraising Performance Report, Dean Carrell	
		2. Metrics Dashboard, Melinda Chesbro	
		3. July Financial Report, Cliff Jo	
3:57 pm	5 min.	Unfinished Business	
		1. COVID-19 Update, Risk Management Team	
		a. Cash Status	
		b. COVID-19 Services July-August	
	30 min.	2. 2021 Budget and Work Plan, Melinda Chesbro and Cliff Jo	
		a. Implicit Price Deflator	
4:32 pm	10 min.	Executive Session	
		<i>At this time on the agenda, the Board of Trustees will recess to Executive Session per RCW 42.30.110, to discuss personnel matters.</i>	
4:42 pm	05 min.	New Business	Action
		1. 2021 Executive Director Salary Agreement, Cheree Green	
4:47 pm	20 min.	Board Education and Service Reports	
		1. Racial and Social Equity, Diversity and Inclusion	
5:07 pm	05 min.	Officers Reports	
		1. Public Opinion Survey Results	
		2. Parkland Spanaway Library Refresh	
		3. Teen Volunteer League	
		4. August Primary Election Results	
5:12 pm	02 min.	Announcements	
5:14 pm		Adjournment	

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – SEPTEMBER 9, 2020**



CALL TO ORDER

Vice-Chair Pat Jenkins called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:33 pm. Board members present were Daren Jones, Rob Allen, Jamilyn Penn and Brian Thomason. The meeting was conducted virtually due to the Governor’s Safe Start Washington Reopening Plan to slow the transmission of the coronavirus.

CONSENT AGENDA

1. Approval of Minutes of August 12, 2020, Regular Meeting
2. Approval of August 2020 Payroll, Benefits and Vouchers
3. Technology Purchase - Staff Laptops

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

BOARD MEMBER REPORTS

There were no Board member reports.

ROUTINE REPORTS

Metrics Dashboard – Ms. Lomax reported the dashboard includes metrics on the services during Phase 2 of the Stay Home order showing how the Library is adapting services to limitations caused by the pandemic. The dashboard will continue to evolve as the Library adapts to upcoming changes.

UNFINISHED BUSINESS

COVID-19 Update – Ms. Lomax reported the Library is monitoring expenses closely. Customer Experience Director Jaime Prothro reported the Summer Reading Program has concluded. The Library’s mobile app now features 342 Classic books in its collection. Curbside customer feedback has been positive. Ms. Lomax added there are a number of teams in place as the Library prepares to welcome customers back into the buildings. Teams will focus on how customers are going to be utilizing the public spaces, technology support needs for customers, and service points that are efficient and safe. Design principles are being implemented to ensure customers are well served.

Cash Status – Finance and Business Director Cliff Jo reported the cash status will be clearer once the Library receives September tax receipts.

2021 Budget and Work Plan – Ms. Lomax provided an overview of the Library’s budget process. She noted this year the Library has an opportunity to build the budget differently as a result of the Implicit Price Deflator (IPD). Ms. Lomax asked for guidance on how to determine the 2021 budget and the level it will set for taxes based on three options: accepting the IPD, overriding the IPD by passing a substantial need resolution, or overriding the IPD and collect an amount less than 1%, which creates banked capacity that can be used in the future.

Ms. Penn briefly left the meeting at 4:24 pm, returning at 4:49 pm.

Trustees discussed the impacts of each option, agreeing on the importance of providing some financial relief to taxpayers while ensuring the Library is able to provide services to customers while maintaining future sustainability.

EXECUTIVE SESSION

At 4:50 pm, Mr. Allen moved to recess to Executive Session, per RCW 42.30.110, to discuss personnel matters for approximately 15 minutes. Mr. Jones seconded the motion and it was passed. The Session ended at 5:12 pm.

NEW BUSINESS

2021 Executive Director Salary Agreement – *Mr. Allen moved to authorize Chair Jones to implement a salary agreement with the Executive Director for 2021. Mr. Jones seconded the motion and it was passed.*

BOARD EDUCATION AND SERVICE REPORTS

Racial and Social Equity, Diversity and Inclusion – Ms. Lomax reviewed the Access and Philosophy policies with the Board. These policies are considered the high-level framework to the Library’s work and how they support equity, diversity and inclusion.

Staff Experience Director Cheree Green provided an overview of the Diversity and Inclusion, Access to Library Services for Persons with Disabilities, Equal Employment Opportunity and Non-discrimination and Anti-harassment policies. She noted several of them need legal review and updating to meet the current needs of the Library, its staff and its customers and to ensure compliance with Washington State laws.

Discussion ensued as the Trustees were asked where they felt there may be gaps or need for additional considerations and revisions.

Trustees noted several updates were necessary and stressed the importance of living up to the Library’s policy statements and measuring outcomes. Ms. Lomax reported the Library will undergo an organizational assessment to help identify blind spots where more work is needed. From that work, the Library will develop ways to measure success and progress in this area.

Recommendations will be brought before the Board for review and will be included on the 2021 Board calendar of work. Ms. Lomax extended the offer to Trustees to participate in future training on racial equity.

OFFICERS REPORTS

Parkland Spanaway Library Refresh – Ms. Lomax said this work is underway and as a result of the Library being closed to the public is not an inconvenience to Library’s customers.

Teen Volunteer League – Ms. Lomax noted this year’s program is being implemented with social distancing guidelines in place.

ANNOUNCEMENT

There were no announcements.

ADJOURNMENT

The meeting was adjourned at 5:48 pm on motion by Mr. Allen, seconded by Mr. Thomason.

Georgia Lomax, Secretary

Pat Jenkins, Vice- Chair

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Consent Agenda

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



CALL TO ORDER

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

CONSENT AGENDA

1. Approval of Minutes of July 8, 2020, Regular Meeting
2. Approval of July 2020 Payroll, Benefits and Vouchers

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

BOARD MEMBER REPORTS

New Trustee Welcome - Executive Director Georgia Lomax introduced new trustee, Brian Thomason. The trustees welcomed him and expressed their pleasure in having the opportunity to serve with him.

ROUTINE REPORTS

Fundraising Performance Report – Foundation Director Dean Carrell reported he is developing an updated report that provides more details on donor activity. Trustees recommended additional narrative on the report and an opportunity to discuss what may be impacting fundraising outcomes.

Mr. Carrell reported the Foundation will likely not achieve the \$300,000 goal due to the pandemic. Ms. Lomax noted the amended budget approved in July addresses this.

Mr. Jenkins expressed gratitude to the donors who are supporting the Library.

Metrics Dashboard – Ms. Lomax reported the next dashboard will include metrics reflecting how the library is adapting services to limitations caused by the pandemic.

UNFINISHED BUSINESS

COVID-19 Update

Cash Status – Finance and Business Director Cliff Jo reported the Library recorded nearly \$1.9 million of property tax revenue, which in total for the first half of the year amounts to about a combined 1% delay. As of August 3, 2020, the Library had \$22.4 M in the bank.

Curbside Service Launch – Customer Experience Director Jaime Prothro reported the Graham, Bonney Lake and Steilacoom Libraries will be open for curbside next week. Plans are underway for outreach and out of building visits. Work will continue on how to safely, smartly and effectively adjust processes as the Library continues to how to serve the public and what their priorities for library services are at this time. The Library will continue to adjust and respond as the needs of the community change.

Ms. Penn noted her appreciation for considering equity in the planning process for how to provide access to the Library’s customers.

Communications to the Public in the Event of COVID-19 Infection – Ms. Lomax reported that the Library will communicate proactively should there be a COVID-19 infection.

NEW BUSINESS

2021 Budget and Work Plan – Ms. Lomax reviewed the Library’s levy sustainability plan to maintain services for at least five years per the levy promise. The Library is currently in phase 1, when revenue is more than needed for services and operations and unallocated funds are placed in the levy sustainability fund for withdrawal in the future when revenue is less than that needed for services and operations. She noted the Library will continue to develop its budget in response to the public’s service needs, interest and use.

Ms. Lomax reviewed the Implicit Price Deflator (IPD) which is projected to fall below 1% and limit the Library’s allowable revenue increase unless the Board passes a resolution of substantial need to override it. The IPD will be known in September.

Ms. Lomax asked the Board for guidance about how they would like staff to approach the 2021 budget and whether the pandemic’s impacts on individuals, businesses and the community will require different choices than normal.

Discussion ensued around the possibility of levying at a lower rate but ensuring the Library will still be able to maintain operations in the future as a result.

The trustees agreed due to the uncertainty of future impacts of the pandemic, it would be important to develop a conservative and flexible approach, while balancing the burden on taxpayers with maintaining the long term health of the Library and its services and its ability to serve the public now and in the future.

Mr. Jenkins stated the importance of having the lowest impact on communities as possible, noting the communities put their trust in the Library and are rewarded for that trust with very good stewardship of its funds.

Ms. Lomax asked the Board to share their thoughts on the Library’s service direction for next year.

The trustees recommended the Library remain flexible, monitor changing trends in what the public wants and uses, and learn how it can help those who are most affected.

Ms. Lomax said the restructured Customer Experience department now provide positions focusing specifically on workforce development and technology/digital literacy, two important service needs during the pandemic. She said there is much uncertainty about when the Library can welcome people back into its buildings so the Library will need to determine how to best serve people without technology or who do not have strong digital literacy skills so they aren’t further left behind.

Ms. Lomax added that the Library will need to listen to the public and put its resources into the services most important to the community, and deliver them in the best way to reach the customers and communities they are intended to serve.

BOARD EDUCATION AND SERVICE REPORTS

Racial and Social Equity, Diversity and Inclusion – Ms. Lomax reviewed the Trustee Bylaws, key library laws in the Revised Code of Washington, and the Library’s Mission Vision and Values, stating they provide a foundation for the work of the Board as it relates to equity, diversity and inclusion. Ms. Lomax noted the Library must develop a strategy to guide the work and make decisions in the long term.

The trustees agreed on the importance of updating the Mission, Vision and Values to identify opportunities for improvement and make it more relevant to the work the Library does related to equity. Ms. Lomax will add this to the Board’s 2021 work plan.

Staff Experience Director Cheree Green provided an overview of the work the Library has been doing related to staffing diversity, equity and inclusion. This work is part of a plan that began when Ms. Lomax was selected for the Executive Director position and made this a priority for the organization.

The Library is in its third year of the 5-year strategy, having spent two years assessing demographics as they relate to the community and conducting an internal assessment to revise processes to better increase diversity. The recruiting budget was increased to broaden the pool of diverse candidates and support this strategy. The Library's goal is to continue this work approved by the Board. Plans are underway to identify and select a consultant to review the Library's work and recommend adjustments to the strategy.

There was discussion on the challenges in the library field to attract a more diverse pool of applicants into library schools. Ms. Lomax said the Library's Staff Experience department has been adapting its hiring process to be less library centric so those without library experience can see themselves working for the organization. Changes have been made to position titles and job requirements as a result of this work.

ANNOUNCEMENT

Pierce County Reads event featuring author Amy Stewart, is scheduled as a virtual event via Facebook Live on August 29, at 1:30 PM.

ADJOURNMENT

The meeting was adjourned at 5:36 pm on motion by Mr. Allen, seconded by Ms. Penn.

Georgia Lomax, Secretary

Daren Jones, Chair

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

	<u>Source</u>	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	EDEN	3911 - 3913	8/1/2020 - 8/31/2020	\$ 5,726.70
Electronic Payments - Payroll & Acct Payable	EDEN		8/6/2020	936,410.50
Electronic Payments - Payroll & Acct Payable	EDEN		8/21/2020	917,687.25
Accounts Payable Warrants*	EDEN	631641 - 631649	8/1/2020 - 8/31/2020	853,409.31
Accounts Payable Warrants	MUNIS	700544 - 700637	8/1/2020 - 8/31/2020	657,785.13
Total:				\$ 3,371,018.89

** 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 8/31/2020

Check History Listing
Pierce County Library System

Check #	Bank	Date	Paid to	Status	Can/Vd Date	Pay Period Dates	Dir Dep	Amount
3911	key	08/21/2020	KeyBank N.A. DIONNE, ALEC	C	08/24/2020	08/01/20 - 08/15/20	0.00	1,466.21
3912	key	08/21/2020	KeyBank N.A. NICKERSON, FRANKIE	C	08/24/2020	08/01/20 - 08/15/20	0.00	2,221.89
3913	key	08/21/2020	KeyBank N.A. CALIXTO, ASHLEY	C	08/27/2020	08/01/20 - 08/15/20	0.00	2,038.60
Total:							0.00	5,726.70

Checks in report: 3

Grand Total: 0.00 5,726.70

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@piercecounyalibrary.org
 Comments: 8/06/20 Payroll

Withdrawal Date: 08/06/20

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	73,081.18
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	59,476.69
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	59,476.69
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	557,995.69
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	11,941.54
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	62,288.47
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	101,280.90
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	1,698.40
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	237100	CC_Library_District	697-00	5100000	3.49
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	2,170.45
Total Deposit						\$ 936,410.50

Certification:

Stacy Karabotsos
 Signature (Department Designee)

08/04/20
 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@piercecounyalibrary.org
 Comments: 8/21/20 Payroll

Withdrawal Date: 08/21/20

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	63,885.89
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	54,440.83
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	54,440.83
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	507,107.08
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	11,548.88
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	57,444.34
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	93,189.58
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	1,698.40
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	214.40
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	271.63
PCL_Company	WA State Support Registry	237100	CC_Library_District	697-00	5100000	2,170.45
Total Deposit						\$ 853,409.31

Certification:

Stacy Karabotsos
 Signature (Department Designee)

08/19/20
 Date

Comments:

Check History Listing
 Pierce County Library System

Bank code: key

Check #	Date	Vendor	Status	Check Total
631641	08/06/2020	000828 AFSCME AFL-CIO	C	13,318.87
631642	08/06/2020	003985 PACIFICSOURCE ADMINISTRATORS		2,711.30
631643	08/06/2020	001181 PIERCE CTY LIBRARY FOUNDATION	C	825.99
631644	08/12/2020	000175 ASSOCIATION OF WASHINGTON CITI	C	232,847.33
631645	08/21/2020	003778 AFLAC		5,364.52
631646	08/21/2020	001578 COLONIAL SUPPLEMENTAL INSURANC		404.80
631647	08/21/2020	003985 PACIFICSOURCE ADMINISTRATORS	C	2,476.07
631648	08/21/2020	001181 PIERCE CTY LIBRARY FOUNDATION	C	705.99
631649	08/24/2020	008002 GORDON, AYLWORTH & TAMI, P.C.	C	1,163.35

key Total: 259,818.22

9 checks in this report

Total Checks: 259,818.22

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
700544	08/01/2020	PRINTED	998	CINTAS CORPORATION	0.00	331.28	08/10/2020
700545	08/01/2020	PRINTED	370	ELITE PROPERTY INVESTMENTS LLC	0.00	11,316.52	08/05/2020
700546	08/01/2020	PRINTED	61	RICOH USA INC	0.00	1,086.03	08/19/2020
700547	08/01/2020	PRINTED	61	RICOH USA INC	0.00	194.33	08/06/2020
700548	08/01/2020	PRINTED	269	SPRAGUE PEST SOLUTIONS	0.00	115.40	08/06/2020
700549	08/01/2020	PRINTED	290	SURPRISE LAKE SQUARE LLC	0.00	12,014.25	08/05/2020
700559	08/06/2020	PRINTED	341	BAKER & TAYLOR	0.00	337.92	08/11/2020
700560	08/06/2020	PRINTED	657	CENGAGE LEARNING	0.00	202.43	08/10/2020
700561	08/06/2020	PRINTED	670	CIS - CENTER FOR INTERNET SECURITY	0.00	940.00	08/31/2020
700562	08/06/2020	PRINTED	677	CLOVER PARK SCHOOL DISTRICT	0.00	213.75	08/19/2020
700563	08/06/2020	PRINTED	147	DANGER ROOM COMICS LLC	0.00	785.21	08/20/2020
700564	08/06/2020	PRINTED	390	FAIRVEGA LIBRARY SERVICES	0.00	219.80	08/11/2020
700565	08/06/2020	PRINTED	413	FUELCARE INC	0.00	6,855.56	08/12/2020
700566	08/06/2020	PRINTED	460	GRAY MEDIA PRODUCTIONS LLC	0.00	605.00	08/19/2020
700567	08/06/2020	PRINTED	482	HERMANSON COMPANY LLP	0.00	25,424.63	08/11/2020
700568	08/06/2020	PRINTED	710	IRON MOUNTAIN INC	0.00	971.05	08/11/2020
700569	08/06/2020	PRINTED	26	LINGO	0.00	131.24	08/12/2020
700570	08/06/2020	PRINTED	211	MIDWEST TAPE	0.00	3,463.17	08/13/2020
700571	08/06/2020	PRINTED	216	CITY OF MILTON	0.00	480.34	08/12/2020
700572	08/06/2020	PRINTED	227	MOUNTAIN MIST	0.00	6.56	08/11/2020
700573	08/06/2020	PRINTED	531	PAN ASIAN PUBLICATIONS (USA) INC.	0.00	1,961.28	08/31/2020
700574	08/06/2020	PRINTED	552	PENINSULA LIGHT CO	0.00	315.19	08/12/2020
700575	08/06/2020	PRINTED	762	PRINT NW LLC	0.00	27,499.00	08/10/2020
700576	08/06/2020	PRINTED	776	PUGET SOUND ENERGY	0.00	1,268.37	08/10/2020
700577	08/06/2020	PRINTED	61	RICOH USA INC	0.00	1,932.78	08/11/2020
700578	08/06/2020	PRINTED	61	RICOH USA INC	0.00	1,663.38	08/12/2020
700579	08/06/2020	PRINTED	269	SPRAGUE PEST SOLUTIONS	0.00	582.25	08/12/2020
700580	08/06/2020	PRINTED	273	TOWN OF STEILACOOM	0.00	681.29	08/11/2020
700581	08/06/2020	PRINTED	1764	TSAI FONG BOOKS INC	0.00	1,311.28	08/17/2020
700582	08/06/2020	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	6,252.63	08/11/2020
700583	08/06/2020	PRINTED	811	WCP SOLUTIONS	0.00	3,630.53	08/10/2020
700584	08/13/2020	PRINTED	1791	TACOMA-PIERCE COUNTY HEALTH DEPARTMENT	0.00	1,440.00	08/21/2020
700585	08/14/2020	PRINTED	334	ASSOCIATED PETROLEUM PRODUCTS	0.00	3,006.41	08/20/2020
700586	08/14/2020	PRINTED	1789	BARSNESS GROUP	3,520.00	0.00	
700587	08/14/2020	PRINTED	432	CITY OF BONNEY LAKE , WA	0.00	246.45	08/24/2020
700588	08/14/2020	PRINTED	638	CITY OF BUCKLEY	0.00	364.00	08/25/2020
700589	08/14/2020	PRINTED	662	CENTURYLINK	0.00	790.89	08/25/2020
700590	08/14/2020	PRINTED	685	COLUMBIA BANK	0.00	3.04	08/24/2020

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
700591	08/14/2020	PRINTED	363	TOWN OF EATONVILLE	0.00	430.80	08/21/2020
700592	08/14/2020	PRINTED	540	PARKLAND LIGHT & WATER	0.00	407.90	08/21/2020
700593	08/14/2020	PRINTED	776	PUGET SOUND ENERGY	0.00	345.91	08/24/2020
700594	08/14/2020	PRINTED	792	WASHINGTON WATER SERVICE	0.00	251.65	08/20/2020
700595	08/14/2020	PRINTED	1035	SCOTT PETERSON	0.00	650.00	08/28/2020
700596	08/14/2020	PRINTED	61	RICOH USA INC	0.00	1,003.53	08/25/2020
700597	08/14/2020	PRINTED	284	SUMMIT WATER & SUPPLY CO	0.00	411.71	08/20/2020
700598	08/14/2020	PRINTED	285	CITY OF SUMNER	0.00	1,037.84	08/20/2020
700599	08/14/2020	PRINTED	595	TYLER TECHNOLOGIES INC	0.00	680.00	08/25/2020
700600	08/14/2020	PRINTED	605	US BANK	0.00	355,253.45	08/20/2020
700601	08/21/2020	PRINTED	629	BRIAN DALBALCON PHOTOGRAPHY	300.00	0.00	
700602	08/21/2020	PRINTED	998	CINTAS CORPORATION	662.56	0.00	
700603	08/21/2020	PRINTED	124	CONSOLIDATED TECHNOLOGY SERVICES	0.00	585.00	08/28/2020
700604	08/21/2020	PRINTED	142	CUMMINS INC	0.00	1,091.67	08/31/2020
700605	08/21/2020	PRINTED	1001	DATA QUEST LLC	0.00	295.00	08/31/2020
700606	08/21/2020	PRINTED	482	HERMANSON COMPANY LLP	0.00	25,424.63	08/27/2020
700607	08/21/2020	PRINTED	510	OCLC INC	0.00	4,107.34	08/31/2020
700608	08/21/2020	PRINTED	520	CITY OF ORTING	0.00	3,400.00	08/28/2020
700609	08/21/2020	PRINTED	1792	PETTY CASH CUSTODIAN	55.58	0.00	
700610	08/21/2020	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	0.00	4,900.29	08/24/2020
700611	08/21/2020	PRINTED	1037	PIERCE COUNTY SEWER	0.00	798.82	08/31/2020
700612	08/21/2020	PRINTED	776	PUGET SOUND ENERGY	0.00	711.74	08/27/2020
700613	08/21/2020	PRINTED	782	QUALITY BUSINESS SYSTEMS INC	0.00	3,341.00	08/27/2020
700614	08/21/2020	PRINTED	61	RICOH USA INC	0.00	2,932.91	08/31/2020
700615	08/21/2020	PRINTED	61	RICOH USA INC	0.00	913.08	08/31/2020
700616	08/21/2020	PRINTED	91	SCHOLASTIC INC	0.00	8,659.25	08/31/2020
700617	08/21/2020	PRINTED	269	SPRAGUE PEST SOLUTIONS	763.74	0.00	
700618	08/21/2020	PRINTED	1065	MEGHAN SULLIVAN	983.40	0.00	
700619	08/21/2020	PRINTED	284	SUMMIT WATER & SUPPLY CO	0.00	397.01	08/28/2020
700620	08/21/2020	PRINTED	581	TILlicum COMMUNITY SERVICE CEN	0.00	3,819.77	08/28/2020
700621	08/21/2020	PRINTED	595	TYLER TECHNOLOGIES INC	0.00	640.00	08/28/2020
700622	08/21/2020	PRINTED	603	UNIVERSITY PLACE CIVIC BUILDING	0.00	57,025.00	08/28/2020
700623	08/21/2020	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	4,522.71	08/31/2020
700624	08/21/2020	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	0.00	272.90	08/24/2020
700627	08/28/2020	PRINTED	341	BAKER & TAYLOR	155.97	0.00	
700628	08/28/2020	PRINTED	379	E-RATE EXPERTISE INC	487.50	0.00	
700629	08/28/2020	PRINTED	374	EMPLOYMENT SECURITY DEPARTMENT	23,765.52	0.00	
700630	08/28/2020	PRINTED	390	FAIRVEGA LIBRARY SERVICES	439.60	0.00	

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
700631	08/28/2020	PRINTED	211	MIDWEST TAPE	818.23	0.00	
700632	08/28/2020	PRINTED	1081	NASIM & SONS INC	7,677.34	0.00	
700633	08/28/2020	PRINTED	552	PENINSULA LIGHT CO	1,209.80	0.00	
700634	08/28/2020	PRINTED	765	PROQUEST LLC	10,987.82	0.00	
700635	08/28/2020	PRINTED	776	PUGET SOUND ENERGY	2,327.30	0.00	
700636	08/28/2020	PRINTED	61	RICOH USA INC	286.97	0.00	
700637	08/28/2020	PRINTED	1764	TSAI FONG BOOKS INC	389.65	0.00	
					54,830.98	602,954.15	657,785.13

MEMO



Date: August 25, 2020

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

From: Stephanie Ratko, IT Manager

Subject: Technology Purchase – Staff Laptops

The Library needs to replace PCLS staff computers that are at end of life. Staff computers are needed to provide public services to the community and operate day to day library business functions.

Background

This is a planned purchase identified and budgeted for in the PCLS Five Year Technology Roadmap. The computers in scope of the purchase are Windows 7 fixed public pc's and are at end of life. The IT Department recommends purchasing 276 laptops at an estimated cost of \$286,000, including tax.

Purchasing Mechanism

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

ACTION: Move to approve the purchase of computer equipment from Dell Inc. using the NASPO ValuePoint "2015-2020 Master Price Agreement for Computer Equipment, Peripherals, and Related Services" contract not to exceed \$286,000.

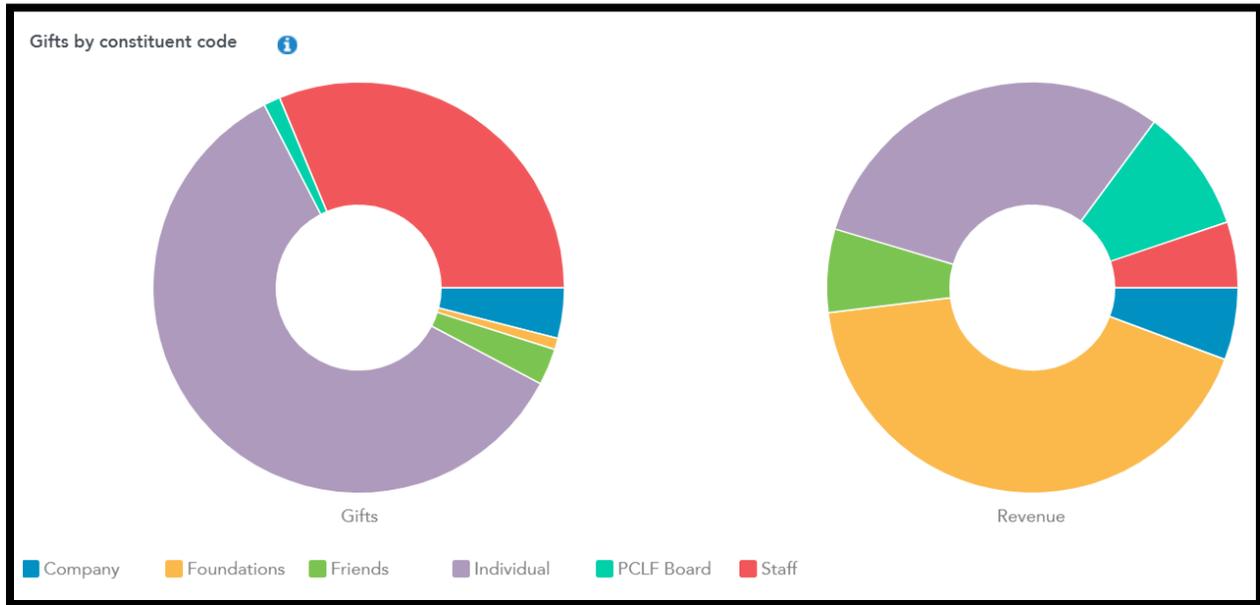
Routine Reports

Pierce County Library Foundation
Fundraising Performance Report
FY2020: January - August

Total Committed Revenue: \$275,813

- Impact Revenue: \$177,631 (Goal: \$300,000) (59.2% to goal)
- Community Support Revenue: \$98,182 (no goal)

Constituency Giving



Acquired Donors (YTD)

- Donors 312
- Rate 9.41%
- Revenue \$44,070
- Rate 116.04%

Recaptured Donors (YTD)

- Donors 76
- Rate 4.4%
- Revenue \$6,717
- Rate 17.1%

Retained Donors (YTD)

- Donors 264
- Rate 20.72%
- Revenue \$222,276
- Rate 79.74%

LYBUNT Donors (YTD)

- Donors 1,002
- Revenue \$137,096

Retained Donors (1st Year)

- Donors 58
- Rate 15.63%
- Revenue \$18,605
- Rate 56.10%

LYBUNT Donors (1st Year)

- Donors 310
- Revenue \$23,066

In Kind Gifts \$91,539

What's going well:

- Regular communication with donors (current and past)
- Keeping on track with COVID-19 adjusted solicitation schedule

Areas to capitalize on:

- Personal follow-up with Fall solicitation
- Maximizing Trivia BEE; specifically to help fund digital resources
- Personal follow-up with Calendar Year-End solicitation

Fundraising Performance Report: Terms Defined

Total Committed Revenue

- All cash gifts + pledges

Impact Revenue

- Funds which PCLF Board commit to PCLS for agreed upon programs/services during fiscal year

Community Support Revenue

- Designated funds (typically) from sources like Friends groups, GTCF, etc., in support of priority and/or special PCLS projects

Constituency

- A group of donors/prospects categorized to ensure more personalized, meaningful engagement

Constituency Gifts

- The number of gifts, not necessarily number of donors, from each donor constituency

Constituency Revenue

- All committed revenue from each donor constituency

Acquired Donor Rate (YTD)

- How the total number of new donors acquired in the current fiscal year compares to the number of constituents who gave over the previous five years

Acquired Revenue Rate (YTD)

- How much newly acquired donors gave — in total — during the current fiscal year

Retained Donor Rate (YTD)

- How the total number of donors from the previous year — as a percentage — gave again during current year

Retained Revenue Rate (YTD)

- How retained revenue amount compares to previous year's overall giving from retained donors

Retained Donors (1st Year)

- A donor who gave their first gift last fiscal year and gave again in the current fiscal year

Recaptured Donor Rate (YTD)

- How the total number of donors who lapsed in their giving last year and have given again this year compares to everyone who gave two to five years ago but not last year

Recaptured Revenue Rate (YTD)

- How recaptured revenue amount compares to the previous fiscal year's recaptured revenue

LYBUNT (YTD)

- Gifts which came in Last Year But Unfortunately Not This year

LYBUNT (1st Year) – a subset of LYBUNTS

- First time gifts which came in Last Year But Unfortunately Not This year

PCLS Statistics During COVID-19

Item Checkouts	April	May	June	July	August
Online ebook and audiobook (Overdrive)	144,549	157,580	154,276	156,335	155,337
Physical books and items	793	988	561	51,744	121,246
Online magazines	10,346	10,482	8,907	9,757	9,972

In-Person Service	April	May	June	July	August
Curbside appointments scheduled	n/a	n/a	n/a	6,702	11,046
Checkouts (appointments & walk-up)	n/a	n/a	n/a	5,436	14,613
Print jobs picked up	n/a	n/a	n/a	159	274
Activity Packs	n/a	n/a	n/a	891	1,840
WiFi	181	118	4,657	15,737	19,688

Online Service	April	May	June	July	August
Overdrive visits (ebooks and audiobooks)	23,218	23,212	23,128	23,011	23,075
Website visits	54,621	48,615	58,876	78,303	94,957
Catalog visits	48,970	45,185	46,877	66,545	91,879
Reference calls & emails	400	801	912	1,149	792
My Next Read (reading recommendations)	5	64	27	56	28

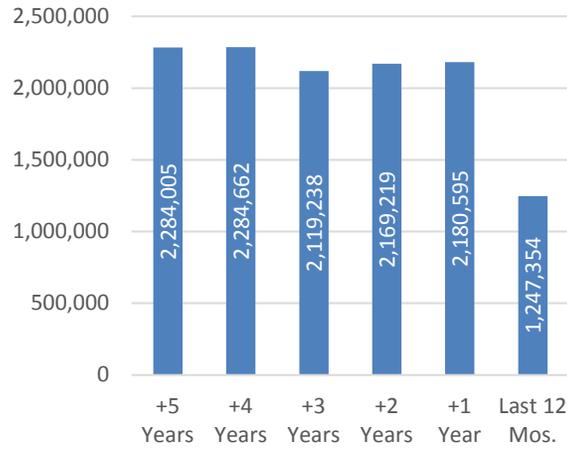
PCLS COVID-19 Response Timeline

Action Taken	Start Date	Locations
PCLS closed to the public	3/14/2020	All PCLS Locations
Wi-Fi service restored for outside of building use	6/15/2020	All PCLS Locations
Bookdrops opened at select library locations	6/15/2020	FIF, GIG, LWD, PKS, SH, SUM, SMT, UP
Bookdrops opened at additional library locations	6/30/2020	Previous + ACL, BLK, BUC, DPT, EAT, GHM, KC, MIL, ORT, STL & TIL
Curbside pickup begins at eight library locations	7/20/2020	FIF, GIG, LWD, PKS, SH, SUM, SMT & UP
Curbside pickup expands to fifteen library locations	8/3/2020	Previous + BUC, DPT, EAT, KC, MIL, ORT & TIL
Curbside pickup expands to sixteen library locations	8/10/2020	Previous + GHM
Curbside pickup expands to eighteen library locations	8/17/2020	Previous + BLK, STL

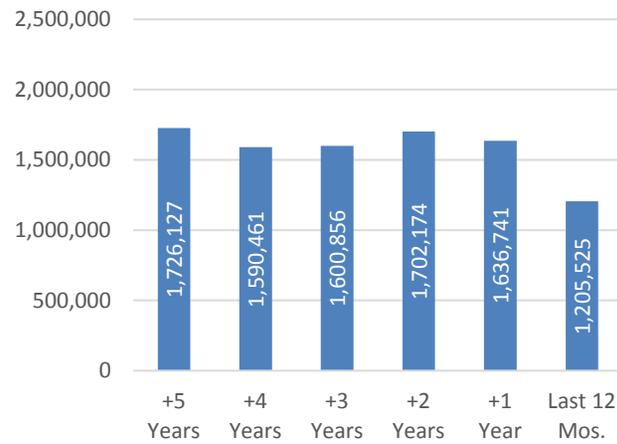
In response to the COVID-19 outbreak, all PCLS branches closed to the public at 6:00 PM on Friday, March 13th 2020. All branches remained closed to the public for the remainder of the month of March, and has remained closed through August.

Customers / Visits - July 2020

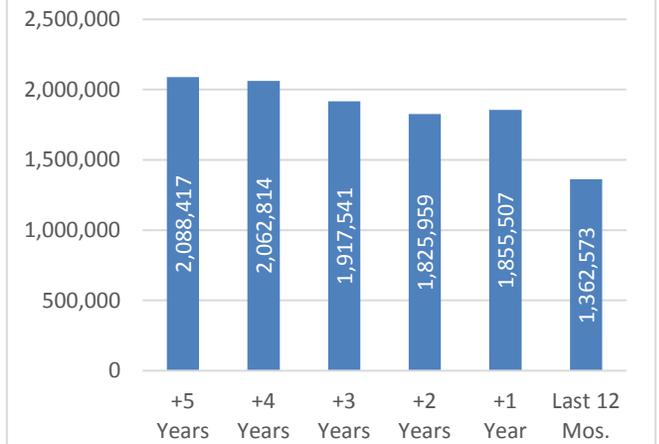
Branch Visits



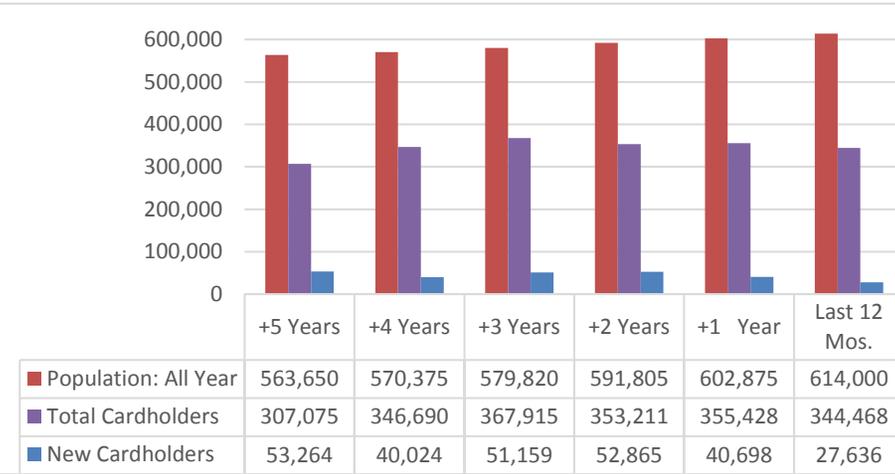
Catalog Visits



Website Visits



PCLS Cardholder Statistics



July and Rolling 12-Month Comparison

	July 2020	July 2019	% Change July Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
Branch Visits	0	200,891	-100.0%	1,247,354	2,180,595	-42.8%
Catalog Visits	66,545	140,538	-52.6%	1,205,525	1,636,741	-26.3%
Public Website Visits	78,303	153,281	-48.9%	1,362,573	1,855,507	-26.6%

Technology

	July 2020	July 2019	% Change July Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
PC/Laptop Sessions	22	28,894	-99.9%	173,832	343,059	-49.3%
Wi-Fi Sessions	15,737	80,289	-80.4%	583,412	1,031,023	-43.4%

Public Spaces Usage

	July 2020	Rolling Last 12 Months	Rolling Last 12 Months	% Change Year Over Year
# of Public Meeting Uses	0	7,196	11,116	-35.3%
# of Attendees	0	86,132	135,055	-36.2%

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 has remained closed through July. Curbside service started at 8 locations on 7/20/2020.

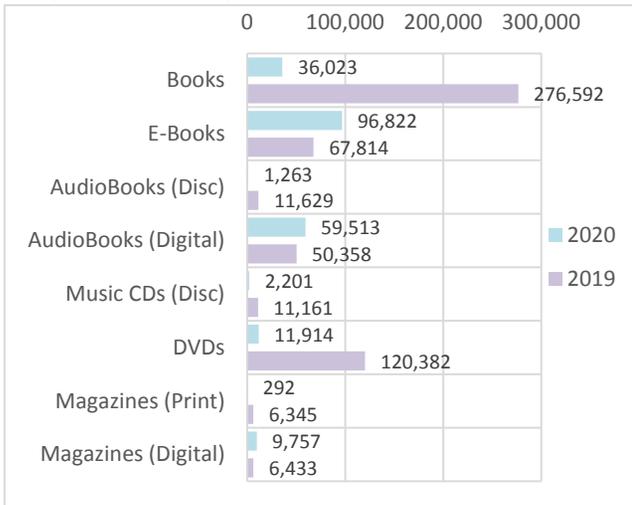
Data Tables Note: New columns were introduced to the above data tables in August to show the year over year change between the current month in 2020 and 2019.

Wi-Fi Sessions Note: Public Wi-Fi was restored in June for customer use outside of the buildings. Branches remain closed to the public.

Branch Visits Note: Branches remain closed to the public.

Collection Use - July 2020

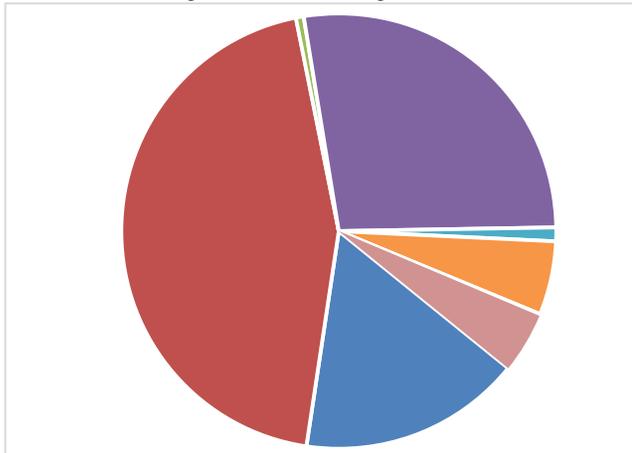
July 2020 vs July 2019 Checkouts



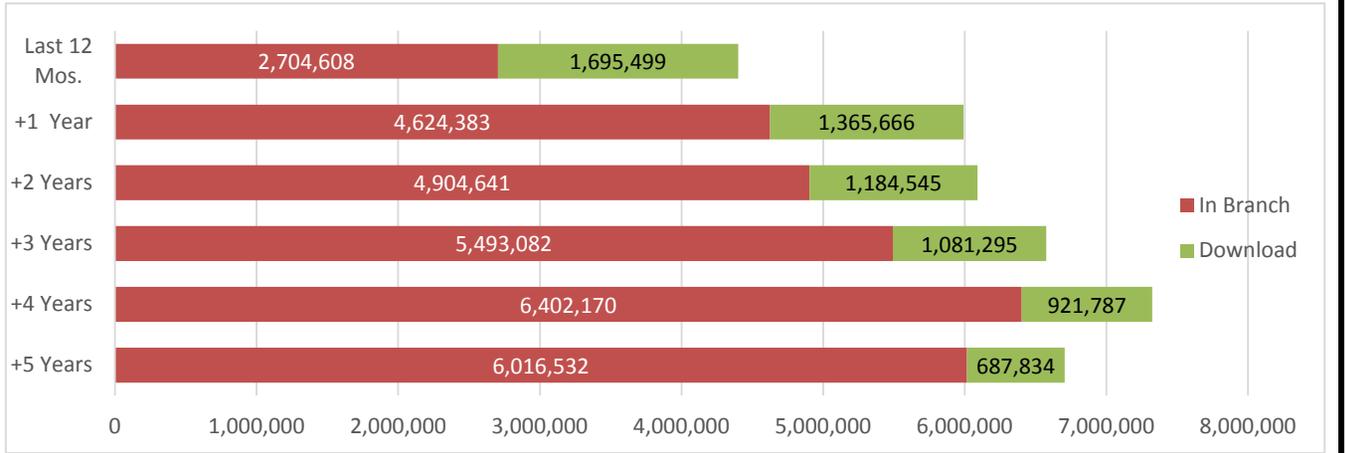
Data Table

Categories	June 2020	July 2020	July 2019	% Change of July Year Over Year	% of Total July 2020 Checkouts	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change 12 Months Year Over Year
Books	404	36,023	276,592	-86.98%	16.54%	1,698,966	2,803,376	-39.40%
E-Books	96,634	96,822	67,814	42.78%	44.46%	943,092	767,557	22.87%
AudioBooks (Disc)	15	1,263	11,629	-89.14%	0.58%	70,704	135,821	-47.94%
AudioBooks (Digital)	57,642	59,513	50,358	18.18%	27.33%	649,481	523,958	23.96%
Music CDs (Disc)	6	2,201	11,161	-80.28%	1.01%	76,058	138,512	-45.09%
DVDs	113	11,914	120,382	-90.10%	5.47%	800,109	1,430,031	-44.05%
Magazines (Print)	15	292	6,345	-95.40%	0.13%	43,643	76,123	-42.67%
Magazines (Digital)	8,907	9,757	6,433	51.67%	4.48%	102,926	74,151	38.81%
Totals:	163,736	217,785	550,714	-60.45%	100.00%	4,384,979	5,949,529	-26.30%

Checkouts By Format - July 2020



Collection Checkouts



Continued change in data reporting

In order to highlight the impact that the system closure had had on collection use, new columns were added to the Data Table in August to show the difference between the current month, and the same month last year. A new chart was also added to visualize this difference.

While checkouts of physical media are still historically low due to the system closure, we expect a jump in circulation thanks to the strong demand for curbside pickup services. Use of digital resources continues to grow each month.

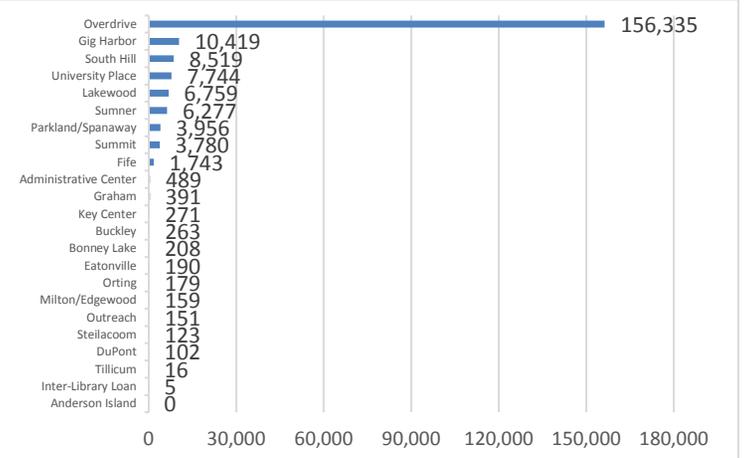
In response to the COVID-19 outbreak, all PCLS branches closed to the public at 6:00 PM on Friday, March 13th 2020, and have remained closed to the public through July.

July Checkouts of physical media represent renewals of previously checked out items. All due dates have been extended to 8/24/2020. The increase in July 2020 checkouts reflect the introduction of curbside checkout services at 8 locations starting on 7/20/2020.

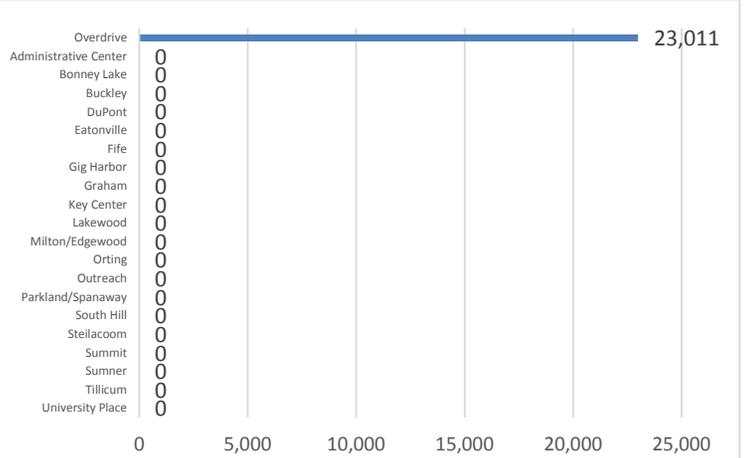
Activity - July 2020

Location	Checkouts				Visitors			
	July 2020	Last 12 Mo.	+1 Year	% Change	July 2020	Last 12 Mo.	+1 Year	% Change
Administrative Center	489	40,609	69,797	-41.8%	0	17,428	30,520	-42.9%
Anderson Island	0	6,273	17,176	-63.5%	No Door Counter for Anderson Island			
Bonney Lake	208	166,589	271,746	-38.7%	0	66,162	119,727	-44.7%
Buckley	263	51,863	89,921	-42.3%	0	27,692	47,565	-41.8%
DuPont	102	71,320	120,827	-41.0%	0	30,614	52,972	-42.2%
Eatonville	190	57,965	108,577	-46.6%	0	45,550	82,800	-45.0%
Fife	1,743	41,554	68,688	-39.5%	0	22,406	40,718	-45.0%
Gig Harbor	10,419	376,573	641,162	-41.3%	0	132,563	230,129	-42.4%
Graham	391	145,258	245,345	-40.8%	0	57,635	97,093	-40.6%
Inter-Library Loan	5	2,471	5,125	-51.8%	No "visitors" for Inter-Library Loan			
Key Center	271	93,065	161,365	-42.3%	0	36,027	71,545	-49.6%
Lakewood	6,759	263,528	459,943	-42.7%	0	157,964	276,664	-42.9%
Milton / Edgewood	159	87,650	149,931	-41.5%	0	46,476	78,371	-40.7%
Orting	179	55,520	91,265	-39.2%	0	27,793	46,670	-40.4%
Overdrive	156,335	1,592,573	1,291,515	23.3%	23,011	276,540	248,195	11.4%
Outreach	151	34,519	49,479	-30.2%	0	8,530	11,403	-25.2%
Parkland / Spanaway	3,956	217,629	382,481	-43.1%	0	155,083	250,896	-38.2%
South Hill	8,519	320,513	557,633	-42.5%	0	102,547	181,522	-43.5%
Steilacoom	123	70,703	118,534	-40.4%	0	52,895	90,949	-41.8%
Summit	3,780	139,766	231,104	-39.5%	0	50,956	91,848	-44.5%
Sumner	6,277	140,001	240,225	-41.7%	0	71,756	126,964	-43.5%
Tillicum	16	19,765	32,035	-38.3%	0	19,831	35,436	-44.0%
University Place	7,744	301,474	512,024	-41.1%	0	117,446	216,803	-45.8%
Total	208,079	4,297,181	5,915,898	-27.4%	23,011	1,523,894	2,428,790	-37.3%

July Checkouts



July 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 July					

In response to the COVID-19 outbreak, all PCLS locations closed to the public at 6:00 PM on Friday, March 13th 2020, and has remained closed to the public through July, even though curbside pickup services have started at 8 locations.
 Note on July 2020 Visitor Counts: Branches remain closed to the public.

Monthly Financial Reports

July 31, 2020

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

General Fund

July

- **On July 31, the Library recorded \$270,000 of property tax revenue, which in total for the first half of the year amounts to about a combined 0.5% delay, which is about 2020's cash flow at nominal levels.**
- **54200. Include significant postage for mailing curbside announcements to residents.**
- **54211 & 54212. The report is incorrect due to the transfer of data from Munis to Eden. The total amounts are correct, however their allocation to the specific line items are not. This will be fixed for the next month's report. Also, most telecommunication payments are being made by US Bank Purchase Card so they will not be reflected in their line items until later this year.**
- **54998. Continued spreading the US Bank clearing charges to the line items. February 2020 is nearly complete. Once totally caught up, this line item will be \$0 and all charges will be in their correct line items.**

April – June (Quarter 2)

- On June 30, the Library recorded nearly \$1.9 million of property tax revenue, which in total for the first half of the year amounts to about a combined 1% delay, which restores 2020's cash flow to near nominal levels.
- Added an "Accrued Revenue on Interest" balance sheet line item and began reconciling to the counterpart account in the County's system. This change is for reconciliation purposes only and does not affect the total amount of assets.
- 53505. Includes the renewal for Polaris.
- 54120. Includes contract for "LEAN" consulting services.
- 54501. Includes 6 month lease payment to the City of Orting for the Orting Library building.
- 54998. Began spreading the US Bank clearing charges to the line items. January 2020 is nearly complete. Once totally caught up, in October, this line item will be \$0 and all charges will be in their correct line items.
- On May 31, the Library recorded \$3.7 million of property tax revenue, which in total for the first half of the year amounts to about a 10% reduction, an improvement over the previous month.
- 54120. Includes Microsoft Premier Support annual renewal.

- 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

July

- **56430. Includes significant Dell equipment purchases.**

April – June (Quarter 2)

- 56430. Dell networking equipment and training purchased through Xiologix, LLC (\$192,595) was part of the implementation of the 5-year technology plan. 85% of this amount was approved for E-Rate reimbursement, to occur later this year.
- 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

July

- **No significant activity.**

April – June (Quarter 2)

- No significant activity.

January – March (Quarter 1)

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

Levy Sustainability Fund

July

- **No significant activity.**

April – June (Quarter 2)

- 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
July 31, 2020**

	GENERAL FUND	SPECIAL PURPOSE FUND	LEVY SUSTAINABILITY FUND	DEBT SERVICE FUND	CAPITAL IMPROVEMENT PROJECTS FUND
ASSETS					
Current Assets					
Cash	\$ 538,305	\$ 11,769	\$ 1,000	\$ 164	\$ (3,292)
Investments	\$ 12,457,858	\$ 2,125,904	\$ 5,478,667	\$ 88,384	\$ 1,717,836
Accrued Interest on Investments	\$ 3,597	\$ (1,352)	\$ 190	\$ 7	\$ (1,916)
Total Current Assets	\$ 12,999,761	\$ 2,136,321	\$ 5,479,857	\$ 88,555	\$ 1,712,629
TOTAL ASSETS	\$ 12,999,761	\$ 2,136,321	\$ 5,479,857	\$ 88,555	\$ 1,712,629
LIABILITIES					
Current Liabilities					
Warrants Payable	\$ -	\$ -	\$ -	\$ -	\$ -
Sales Tax Payable	\$ 790	\$ -	\$ -	\$ -	\$ -
Payroll Payable	\$ 129,080	\$ -	\$ -	\$ -	\$ -
US Bank Payable	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Liabilities	\$ 129,870	\$ -	\$ -	\$ -	\$ -
TOTAL LIABILITIES	\$ 129,870	\$ -	\$ -	\$ -	\$ -
FUND BALANCE					
Reserve for Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -
Election Set-Aside		\$ 940,451	\$ -		
Land/Property/Facility Set-Aside		\$ 1,130,117	\$ -		
Unreserved Fund Balance	\$ 12,869,891	\$ 65,754	\$ 5,479,857	\$ 88,555	\$ 1,712,629
TOTAL FUND BALANCE	\$ 12,869,891	\$ 2,136,321	\$ 5,479,857	\$ 88,555	\$ 1,712,629
TOTAL LIABILITIES & FUND BALANCE	\$ 12,999,761	\$ 2,136,321	\$ 5,479,857	\$ 88,555	\$ 1,712,629
BEGINNING FUND BALANCE, 01/01/20					
	\$ 9,044,061	\$ 2,124,482	\$ 5,450,000	\$ 88,086	\$ 2,182,967
YTD Revenue	\$ 22,615,629	\$ 11,839	\$ 29,857	\$ 469	\$ 11,471
Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -
YTD Expenditures	\$ (18,789,800)	\$ -	\$ -	\$ -	\$ (481,809)
ENDING FUND BALANCE, 07/31/20	\$ 12,869,891	\$ 2,136,321	\$ 5,479,857	\$ 88,555	\$ 1,712,629
TAXES RECEIVABLE	\$ 19,322,607	\$ -	\$ -	\$ -	\$ -

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

	HISTORICAL 7/31/2019	HISTORICAL 8/31/2019	HISTORICAL 9/30/2019	HISTORICAL 10/31/2019	HISTORICAL 11/30/2019	HISTORICAL 12/31/2019	HISTORICAL 1/31/2020	HISTORICAL 2/29/2020	HISTORICAL 3/31/2020	HISTORICAL 4/30/2020	HISTORICAL 5/31/2020	HISTORICAL 6/30/2020	CURRENT 7/31/2020
ASSETS													
Current Assets													
Cash	\$ 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	\$ 3,713,947	\$ 1,702,067	\$ 538,305
Investments	\$ 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	\$ 12,280,000	\$ 13,582,000	\$ 12,457,858
Accrued Interest on Investments												\$ 388	\$ 3,597
Deposits Refundable	\$ 25,888	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Assets	\$ 10,800,481	\$ 8,720,105	\$ 7,193,381	\$ 13,381,633	\$ 12,916,528	\$ 9,222,405	\$ 6,728,667	\$ 4,973,571	\$ 3,862,353	\$ 14,922,498	\$ 15,993,947	\$ 15,284,455	\$ 12,999,761
TOTAL ASSETS	\$ 10,800,481	\$ 8,720,105	\$ 7,193,381	\$ 13,381,633	\$ 12,916,528	\$ 9,222,405	\$ 6,728,667	\$ 4,973,571	\$ 3,862,353	\$ 14,922,498	\$ 15,993,947	\$ 15,284,455	\$ 12,999,761
LIABILITIES													
Current Liabilities													
Warrants Payable	\$ 33,290	\$ 98,418	\$ 308,102	\$ 117,447	\$ 122,483	\$ (491)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sales Tax Payable	\$ 3,515	\$ 2,825	\$ 2,606	\$ 4,641	\$ 2,909	\$ 6,893	\$ 8,388	\$ 9,747	\$ 10,306	\$ 10,306	\$ 787	\$ 790	\$ 790
Payroll Payable	\$ 126,068	\$ 148,456	\$ 171,461	\$ 130,737	\$ 152,520	\$ 172,006	\$ 131,287	\$ 154,329	\$ 174,402	\$ 130,122	\$ 146,218	\$ 166,532	\$ 129,080
Total Current Liabilities	\$ 162,873	\$ 249,699	\$ 482,169	\$ 252,825	\$ 277,912	\$ 178,407	\$ 139,676	\$ 164,077	\$ 184,708	\$ 140,427	\$ 147,005	\$ 167,321	\$ 129,870
TOTAL LIABILITIES	\$ 162,873	\$ 249,699	\$ 482,169	\$ 252,825	\$ 277,912	\$ 178,407	\$ 139,676	\$ 164,077	\$ 184,708	\$ 140,427	\$ 147,005	\$ 167,321	\$ 129,870
FUND BALANCE													
Reserve for Encumbrance	\$ 884,939	\$ 778,093	\$ 587,377	\$ 483,460	\$ 292,123	\$ (1,861)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unreserved Fund Balance	\$ 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	\$ 14,782,070	\$ 15,846,942	\$ 15,117,133	\$ 12,869,891
TOTAL FUND BALANCE	\$ 10,637,608	\$ 8,470,406	\$ 6,711,213	\$ 13,128,808	\$ 12,638,616	\$ 9,043,998	\$ 6,588,991	\$ 4,809,495	\$ 3,677,645	\$ 14,782,070	\$ 15,846,942	\$ 15,117,133	\$ 12,869,891
TOTAL LIABILITIES & FUND BALANCE	\$ 10,800,481	\$ 8,720,105	\$ 7,193,381	\$ 13,381,633	\$ 12,916,528	\$ 9,222,405	\$ 6,728,667	\$ 4,973,571	\$ 3,862,353	\$ 14,922,498	\$ 15,993,947	\$ 15,284,455	\$ 12,999,761
PROPERTY TAXES RECEIVABLE	\$ 18,640,957	\$ 18,445,389	\$ 17,731,390	\$ 3,132,650	\$ 887,773	\$ 709,314	\$ 41,259,626	\$ 40,435,226	\$ 38,840,000	\$ 25,069,543	\$ 21,464,956	\$ 19,590,710	\$ 19,322,607

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

GENERAL FUND - 01	2020 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ 38,043,400	\$ 22,067,223	\$ -	\$ 15,976,177	58%
Other Revenue	\$ 1,700,500	\$ 548,406	\$ -	\$ 1,152,094	32%
TOTAL REVENUE	\$ 39,743,900	\$ 22,615,629	\$ -	\$ 17,128,271	57%
EXPENDITURES					
Personnel/Taxes and Benefits	\$ 26,432,500	\$ 14,672,106	\$ -	\$ 11,760,394	56%
Materials	\$ 3,824,800	\$ 831,023	\$ -	\$ 2,993,777	22%
Maintenance and Operations	\$ 6,406,600	\$ 3,286,670	\$ -	\$ 3,119,930	51%
Transfers Out & Reserves	\$ 3,080,000	\$ -	\$ -	\$ 3,080,000	0%
TOTAL EXPENDITURES	\$ 39,743,900	\$ 18,789,800	\$ -	\$ 20,954,100	47%
Excess/(Deficit)		\$ 3,825,830			
Additional Transfers Out		-			
NET EXCESS (DEFICIT)		\$ 3,825,830			

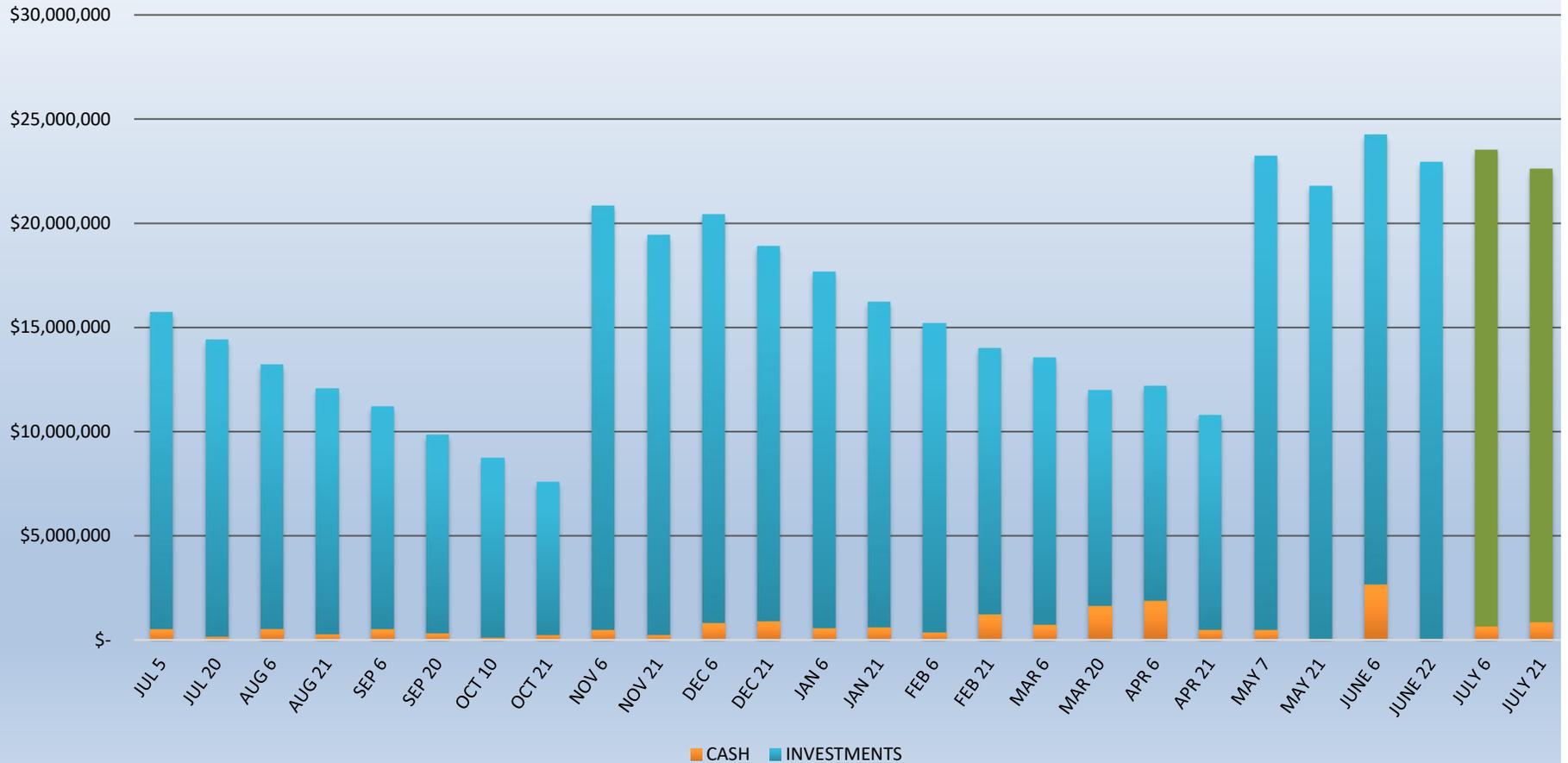
SPECIAL PURPOSE FUND - 15	2020 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 11,839	\$ -	\$ (11,839)	-
TOTAL REVENUE	\$ -	\$ 11,839	\$ -	\$ (11,839)	-
EXPENDITURES					
Election Costs	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 11,839			
Additional Transfers In		\$ -			
NET EXCESS (DEFICIT)		\$ 11,839			

LEVY SUSTAINABILITY FUND - 16	2020 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 29,857	\$ -	\$ (29,857)	-
TOTAL REVENUE	\$ -	\$ 29,857	\$ -	\$ (29,857)	-
EXPENDITURES					
Election Costs	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 29,857			
Additional Transfers In		\$ -			
NET EXCESS (DEFICIT)		\$ 29,857			

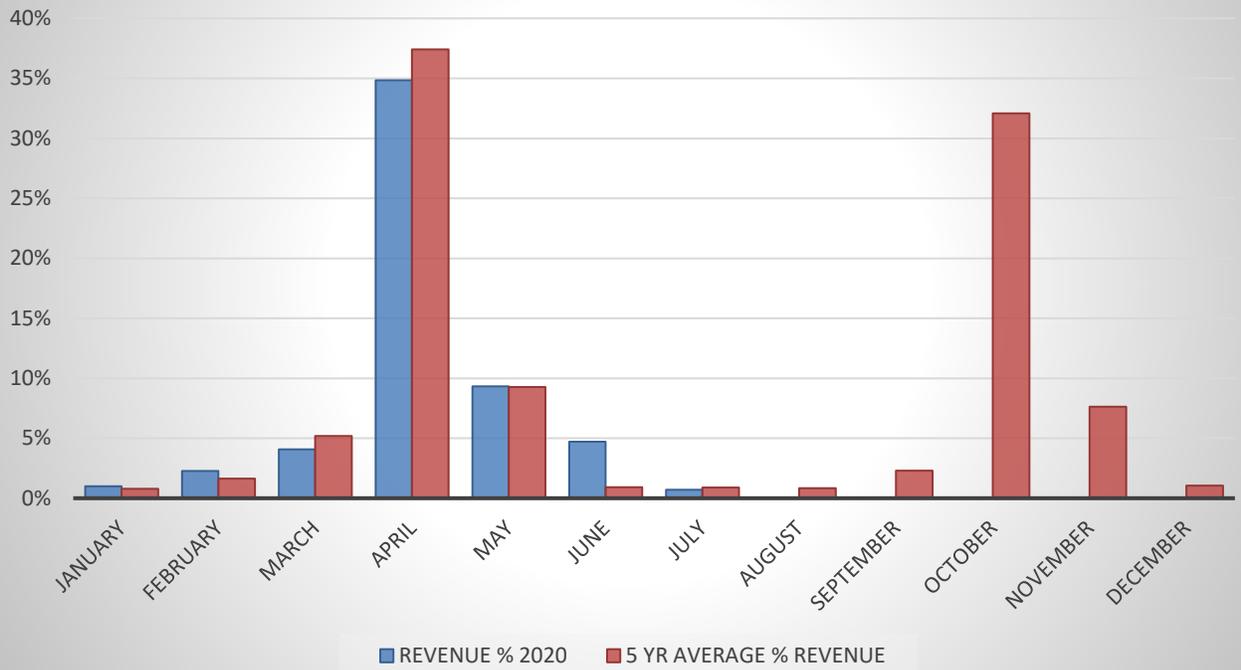
DEBT SERVICE FUND - 20	2020 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ -	\$ -	\$ -	\$ -	-
Other Revenue	\$ -	\$ 469	\$ -	\$ (469)	-
TOTAL REVENUE	\$ -	\$ 469	\$ -	\$ (469)	-
EXPENDITURES					
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
NET EXCESS (DEFICIT)		\$ 469			

CAPITAL IMPROVEMENT PROJECTS FUND - 30	2020 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ 845,000	\$ -	\$ -	\$ 845,000	0%
Transfers In	\$ 1,500,000	\$ -	\$ -	\$ 1,500,000	0%
Other Revenue	\$ -	\$ 11,471	\$ -	\$ (11,471)	-
TOTAL REVENUE	\$ 2,345,000	\$ 11,471	\$ -	\$ 2,333,529	0%
EXPENDITURES					
Capital Improvement Projects	\$ 2,345,000	\$ 481,809	\$ -	\$ 1,863,191	21%
TOTAL EXPENDITURES	\$ 2,345,000	\$ 481,809	\$ -	\$ 1,863,191	21%
Excess/(Deficit)		\$ (470,338)			
Additional Transfers In		-			
NET EXCESS (DEFICIT)		\$ (470,338)			

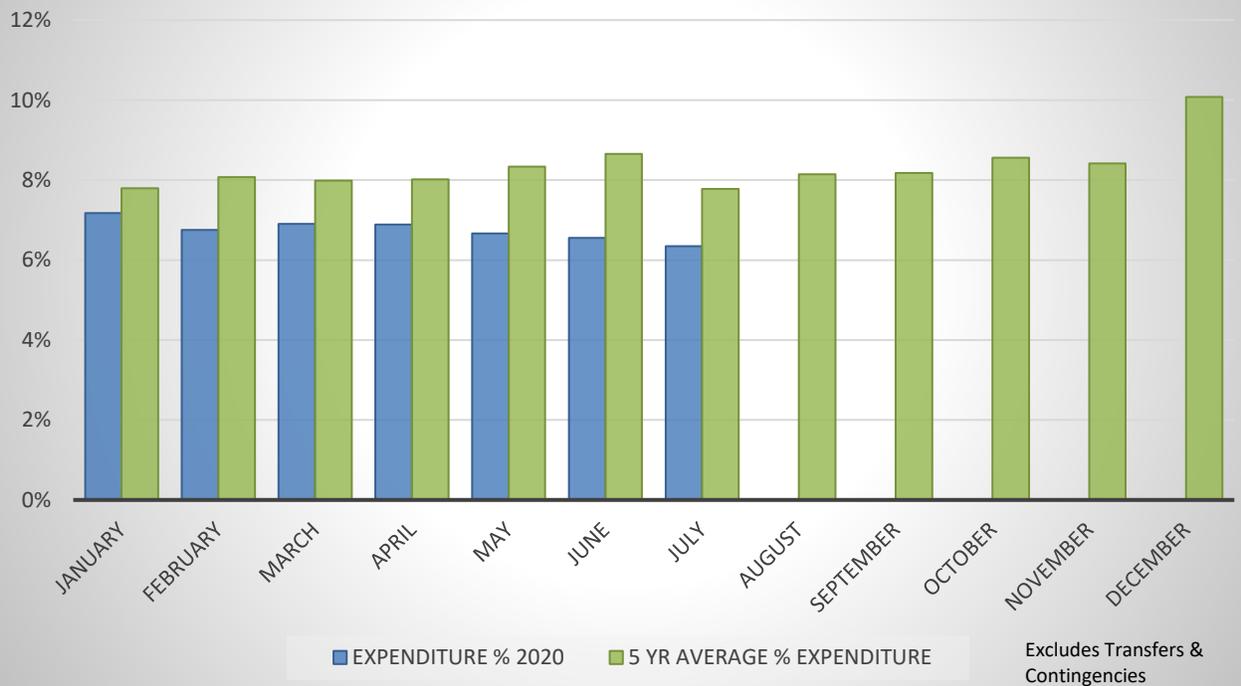
**CASH & INVESTMENTS - SEMI-MONTHLY
2020 - ALL FUNDS COMBINED (EXCLUDES DEBT SERVICE FUND)
- 13 MONTHS MOVING -**



GENERAL FUND - REVENUE TREND (%) THROUGH JULY 2020



GENERAL FUND - EXPENDITURE TREND (%) THROUGH JULY 2020



Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 7/31/2020

FUND: GENERAL FUND (01)

Object	2020 Budget	July Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
31111 PROPERTY TAX--CURRENT	37,207,700.00	246,802.15	21,590,668.64	0.00	15,617,031.36	58.03
31112 PROPERTY TAX--DELINQUENT	471,700.00	22,640.57	337,376.43	0.00	134,323.57	71.52
31113 PROPERTY TAX--KING COUNTY	60,000.00	1,153.48	45,011.72	0.00	14,988.28	75.02
31130 SALE OF TAX TITLE PROPERTY	6,000.00	0.00	597.31	0.00	5,402.69	9.96
31720 LEASEHOLD EXCISE TAX	20,000.00	0.00	16,510.48	0.00	3,489.52	82.55
31740 TIMBER EXCISE TAX	63,000.00	0.00	41,955.75	0.00	21,044.25	66.60
TAXES:	37,828,400.00	270,596.20	22,032,120.33	0.00	15,796,279.67	58.24
33469 STATE GRANT FROM OTHER STATE AGEN	0.00	0.00	5,000.00	0.00	(5,000.00)	0.00
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	6,719.34	0.00	23,280.66	22.40
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	24,051.32	0.00	100,948.68	19.24
34163 FAX FEES	22,000.00	0.00	5,250.26	0.00	16,749.74	23.86
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	1,199.32	86,053.11	0.00	313,946.89	21.51
36110 INVESTMENT EARNINGS	200,000.00	3,430.69	30,100.96	0.00	169,899.04	15.05
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	75,000.00	0.00	(45,000.00)	250.00
36725 DONATIONS--OTHER	0.00	0.00	616.59	0.00	(616.59)	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	0.00	12,100.24	0.00	(8,100.24)	302.51
36920 FOUND MONEY	1,000.00	0.00	135.13	0.00	864.87	13.51
36990 MISCELLANEOUS OTHER	0.00	0.00	1,020.94	0.00	(1,020.94)	0.00
36991 PAYMENT FOR LOST MATERIALS	10,000.00	0.00	1,978.16	0.00	8,021.84	19.78
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	0.00	49,344.93	0.00	25,655.07	65.79
CHARGES OTHER:	1,915,500.00	4,630.01	579,845.77	0.00	1,335,654.23	30.27
39520 INSURANCE RECOVERIES--CAPITAL	0.00	0.00	3,663.31	0.00	(3,663.31)	0.00
TOTAL FOR REVENUE ACCOUNTS	39,743,900.00	275,226.21	22,615,629.41	0.00	17,128,270.59	56.90
EXPENSE ACCOUNTS						
51100 SALARIES AND WAGES	19,290,100.00	1,537,085.87	10,567,013.34	0.00	8,723,086.66	54.78
51105 ADDITIONAL HOURS	136,200.00	4,783.05	55,117.62	0.00	81,082.38	40.47
51106 SHIFT DIFFERENTIAL	180,800.00	140.90	57,236.56	0.00	123,563.44	31.66
51107 SUBSTITUTE HOURS	145,900.00	167.92	64,819.63	0.00	81,080.37	44.43
51109 TUITION ASSISTANCE	10,000.00	1,049.80	2,099.60	0.00	7,900.40	21.00
51200 OVERTIME WAGES	22,800.00	206.10	10,070.26	0.00	12,729.74	44.17
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	10,059.83	61,611.97	0.00	131,288.03	31.94
52002 MEDICAL INSURANCE	2,704,000.00	193,156.61	1,481,984.28	0.00	1,222,015.72	54.81

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 7/31/2020

FUND: GENERAL FUND (01)

Object	2020 Budget	July Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
52003 FICA	1,512,800.00	115,342.78	803,924.94	0.00	708,875.06	53.14
52004 RETIREMENT	2,543,300.00	195,323.80	1,354,201.21	0.00	1,189,098.79	53.25
52005 DENTAL INSURANCE	248,700.00	18,835.68	134,179.43	0.00	114,520.57	53.95
52006 OTHER BENEFIT	9,900.00	2,120.00	14,720.00	0.00	(4,820.00)	148.69
52010 LIFE AND DISABILITY INSURANCE	82,800.00	7,039.35	49,362.45	0.00	33,437.55	59.62
52020 UNEMPLOYMENT/ PAID FML INSURANCE	30,000.00	2,263.03	15,765.06	0.00	14,234.94	52.55
52999 ADJ BENEFITS TO MATCH PLAN	(183,100.00)	0.00	0.00	0.00	(183,100.00)	0.00
PERSONNEL	26,432,500.00	2,087,574.72	14,672,106.35	0.00	11,760,393.65	55.51
53100 OFFICE/OPERATING SUPPLIES--DEP	224,900.00	1,216.19	43,673.50	0.00	181,226.50	19.42
53104 OFFICE/OPERATING SUPPLIES--PUB	0.00	0.00	80.58	0.00	(80.58)	0.00
53110 CUSTODIAL SUPPLIES	76,500.00	2,344.26	33,481.08	0.00	43,018.92	43.77
53120 MAINTENANCE SUPPLIES	30,000.00	0.00	7,320.14	0.00	22,679.86	24.40
53130 MATERIAL PROCESSING SUP	16,000.00	4,422.37	5,246.88	0.00	10,753.12	32.79
53200 FUEL	35,000.00	0.00	0.00	0.00	35,000.00	0.00
53401 ADULT AV - CDS	800,000.00	0.00	21,024.85	0.00	778,975.15	2.63
53402 ADULT AV - DVD	92,000.00	0.00	85,694.51	0.00	6,305.49	93.15
53403 PERIODICALS {{OLD}}	0.00	0.00	(15.02)	0.00	15.02	0.00
53404 ADULT AV AUDIOBOOKS	0.00	0.00	4,853.74	0.00	(4,853.74)	0.00
53405 ADULT BOOK CLUB KITS	60,000.00	0.00	445.77	0.00	59,554.23	0.74
53406 ADULT FICTION	675,000.00	0.00	73,212.75	0.00	601,787.25	10.85
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	13,708.65	0.00	1,052,091.35	1.29
53409 ADULT LUCKY DAY	0.00	0.00	10,499.32	0.00	(10,499.32)	0.00
53410 ADULT NONFICTION	393,000.00	0.00	69,359.27	0.00	323,640.73	17.65
53411 ADULT PAPERBACKS	0.00	0.00	5,194.92	0.00	(5,194.92)	0.00
53412 ADULT PC READS	170,000.00	0.00	375.44	0.00	169,624.56	0.22
53413 ADULT REFERENCE	0.00	0.00	674.34	0.00	(674.34)	0.00
53414 ADULT YA FICTION	0.00	0.00	10,207.38	0.00	(10,207.38)	0.00
53415 ADULT YA GRAPHIC NOVELS	0.00	0.00	8,140.46	0.00	(8,140.46)	0.00
53416 ADULT YA NONFICTION	0.00	0.00	580.86	0.00	(580.86)	0.00
53417 ADULT AV - DVDNF	487,000.00	0.00	6,649.90	0.00	480,350.10	1.37
53418 ADULT GRAPHIC NOVELS	82,000.00	0.00	3,266.21	0.00	78,733.79	3.98
53422 CHILDREN'S BOOK CLUB KITS	0.00	0.00	1,753.09	0.00	(1,753.09)	0.00
53423 CHILDREN'S COMIC BOOKS	0.00	0.00	839.53	0.00	(839.53)	0.00
53424 CHILDREN'S EARLY LEARNING	0.00	0.00	1,812.23	0.00	(1,812.23)	0.00
53425 CHILDREN'S FICTION	0.00	0.00	46,973.74	0.00	(46,973.74)	0.00
53426 CHILDREN'S GRAPHIC NOVELS	0.00	0.00	6,195.94	0.00	(6,195.94)	0.00
53427 CHILDREN'S NONFICTION	0.00	0.00	27,004.07	0.00	(27,004.07)	0.00
53428 CHILDREN'S SCIENCE TO GO	0.00	0.00	1,214.03	0.00	(1,214.03)	0.00
53429 CHILDREN'S STORYTIME	0.00	0.00	772.25	0.00	(772.25)	0.00
53430 DATABASES	0.00	0.00	99,514.38	0.00	(99,514.38)	0.00
53441 EBOOKS	0.00	0.00	161,342.92	0.00	(161,342.92)	0.00
53442 EDOWNLOADABLE AUDIO	0.00	0.00	87,169.13	0.00	(87,169.13)	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	7,952.43	0.00	(7,952.43)	0.00
53460 VENDOR PROCESSING	0.00	15.53	28,128.86	0.00	(28,128.86)	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 7/31/2020

FUND: GENERAL FUND (01)

Object	2020 Budget	July Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
53464 VENDOR CATALOGING	0.00	0.00	(20.00)	0.00	20.00	0.00
53470 WORLD - ADULT SPANISH	0.00	0.00	38.28	0.00	(38.28)	0.00
53471 WORLD - CHILDREN'S SPANISH	0.00	0.00	1,258.64	0.00	(1,258.64)	0.00
53472 WORLD - CHINESE	0.00	471.93	471.93	0.00	(471.93)	0.00
53473 WORLD - DVD	0.00	0.00	2,117.72	0.00	(2,117.72)	0.00
53476 WORLD - KOREAN	0.00	0.00	1,905.63	0.00	(1,905.63)	0.00
53479 WORLD - RUSSIAN	0.00	0.00	439.60	0.00	(439.60)	0.00
53481 YOUTH CHILDREN'S AUDIO BOOKS	0.00	0.00	8,935.12	0.00	(8,935.12)	0.00
53482 YOUTH DVD - FTY	0.00	0.00	951.41	0.00	(951.41)	0.00
53483 YOUTH YA AUDIO BOOKS	0.00	0.00	137.81	0.00	(137.81)	0.00
53500 MINOR EQUIPMENT	49,800.00	0.00	2,475.82	0.00	47,324.18	4.97
53502 TECHNOLOGY HARDWARE--PUBLIC	682,500.00	0.00	1,654.06	0.00	680,845.94	0.24
53503 TECHNOLOGY HARDWARE--STAFF	0.00	0.00	5,025.34	0.00	(5,025.34)	0.00
53505 SOFTWARE/LICENSES/HOST--APPS	841,300.00	30,767.69	269,511.39	0.00	571,788.61	32.04
53506 SOFTWARE/LICENSES/HOST--INFRA	0.00	0.00	16,891.44	0.00	(16,891.44)	0.00
53510 FURNISHINGS--PUBLIC	49,500.00	0.00	0.00	0.00	49,500.00	0.00
53515 FURNISHINGS--STAFF	0.00	9,106.72	35,775.66	0.00	(35,775.66)	0.00
54100 INDEPENDENT CONTRACTORS	266,100.00	2,255.00	15,159.50	0.00	250,940.50	5.70
54110 PERFORMER SERVICES	0.00	0.00	11,846.04	0.00	(11,846.04)	0.00
54120 CONTRACTUAL SERVICES	281,100.00	167.19	115,871.04	0.00	165,228.96	41.22
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	4,107.34	32,858.72	0.00	(32,858.72)	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	51,584.60	55,010.92	0.00	17,989.08	75.36
54201 SHIPPING	0.00	0.00	491.83	0.00	(491.83)	0.00
54210 TELECOM SERVICES--PHONES	0.00	1,481.25	22,573.14	0.00	(22,573.14)	0.00
54211 TELECOM SERVICES--CELLPHONES	651,000.00	0.00	9,985.38	0.00	641,014.62	1.53
54212 TELECOM SERVICES--INTERNET	0.00	0.00	56,164.08	0.00	(56,164.08)	0.00
54300 TRAVEL AND TOLLS	63,500.00	0.00	5,581.07	0.00	57,918.93	8.79
54301 MILEAGE REIMBURSEMENTS	47,300.00	6,619.32	21,455.34	0.00	25,844.66	45.36
54400 ADVERTISING	76,800.00	1,153.90	9,474.16	0.00	67,325.84	12.34
54501 RENTALS/LEASES--BUILDINGS	474,700.00	26,537.19	269,973.88	0.00	204,726.12	56.87
54502 RENTALS/LEASES--EQUIPMENT	130,900.00	3,658.37	53,023.73	0.00	77,876.27	40.51
54600 INSURANCE	230,000.00	0.00	265,734.95	0.00	(35,734.95)	115.54
54700 ELECTRICITY	265,000.00	9,889.52	101,026.27	0.00	163,973.73	38.12
54701 NATURAL GAS	12,000.00	(670.13)	5,087.06	0.00	6,912.94	42.39
54702 WATER	30,000.00	2,198.77	18,581.66	0.00	11,418.34	61.94
54703 SEWER	34,000.00	3,650.03	23,572.64	0.00	10,427.36	69.33
54704 REFUSE	36,000.00	1,893.99	16,377.46	0.00	19,622.54	45.49
54800 GENERAL REPAIRS/MAINTENANCE	231,500.00	11,678.06	75,305.48	0.00	156,194.52	32.53
54801 CONTRACTED MAINTENANCE	411,300.00	6,594.39	90,628.09	0.00	320,671.91	22.03
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	54,685.65	0.00	(54,685.65)	0.00
54900 INDIVIDUAL REGISTRATIONS	79,300.00	0.00	2,611.16	0.00	76,688.84	3.29

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 7/31/2020

FUND: GENERAL FUND (01)

Object	2020 Budget	July Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
54901 ORGANIZATIONAL REGISTRATIONS	1,000.00	0.00	1,400.00	0.00	(400.00)	140.00
54902 DUES AND MEMBERSHIPS	52,000.00	0.00	21,813.62	0.00	30,186.38	41.95
54903 LICENSES AND FEES {{OLD}}	0.00	(1,030.66)	1,506.20	0.00	(1,506.20)	0.00
54904 LICENSES	11,500.00	0.00	602.57	0.00	10,897.43	5.24
54905 FEES	58,000.00	(3,056.93)	6,483.88	0.00	51,516.12	11.18
54906 TAXES AND ASSESSMENTS	44,000.00	0.00	21,051.17	0.00	22,948.83	47.84
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	258,448.61	1,475,646.26	0.00	(1,475,646.26)	0.00
56280 FURNITURE AND FIXTURES	0.00	0.00	43.95	0.00	(43.95)	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
ALL OTHER EXPENSES	13,311,400.00	435,504.50	4,117,693.45	0.00	9,193,706.55	30.93
NEED A CATEGORY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR EXPENSE ACCOUNTS	39,743,900.00	2,523,079.22	18,789,799.80	0.00	20,954,100.20	47.28
NET SURPLUS / DEFICIT	0.00	(2,247,853.01)	3,825,829.61	0.00	(3,825,829.61)	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 7/31/2020

FUND: SPECIAL PURPOSE FUND (15)

Object	2020 Budget	July Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
TAXES:	0.00	0.00	0.00	0.00	0.00	0.00
36110 INVESTMENT EARNINGS	0.00	556.39	11,838.64	0.00	(11,838.64)	0.00
CHARGES OTHER:	0.00	556.39	11,838.64	0.00	(11,838.64)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	556.39	11,838.64	0.00	(11,838.64)	0.00
EXPENSE ACCOUNTS						
NEED A CATEGORY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR EXPENSE ACCOUNTS	0.00	0.00	0.00	0.00	0.00	0.00
NET SURPLUS / DEFICIT	0.00	556.39	11,838.64	0.00	(11,838.64)	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 7/31/2020

FUND: LEVY SUSTAINABILITY FUND (16)

Object	2020 Budget	July Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
36110 INVESTMENT EARNINGS	0.00	1,431.18	29,857.48	0.00	(29,857.48)	0.00
CHARGES OTHER:	0.00	1,431.18	29,857.48	0.00	(29,857.48)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	1,431.18	29,857.48	0.00	(29,857.48)	0.00
NET SURPLUS / DEFICIT	0.00	1,431.18	29,857.48	0.00	(29,857.48)	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 7/31/2020

FUND: DEBT SERVICE FUND (20)

Object	2020 Budget	July Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
36110 INVESTMENT EARNINGS	0.00	22.55	469.05	0.00	(469.05)	0.00
CHARGES OTHER:	0.00	22.55	469.05	0.00	(469.05)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	22.55	469.05	0.00	(469.05)	0.00
NET SURPLUS / DEFICIT	0.00	22.55	469.05	0.00	(469.05)	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 7/31/2020

FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)

Object	2020 Budget	July Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
29150 USE OF FUND BALANCE-BUDGET	845,000.00	0.00	0.00	0.00	845,000.00	0.00
36110 INVESTMENT EARNINGS	0.00	464.39	11,471.17	0.00	(11,471.17)	0.00
CHARGES OTHER:	845,000.00	464.39	11,471.17	0.00	833,528.83	1.36
39700 TRANSFERS IN	1,500,000.00	0.00	0.00	0.00	1,500,000.00	0.00
TOTAL FOR REVENUE ACCOUNTS	2,345,000.00	464.39	11,471.17	0.00	2,333,528.83	0.49
EXPENSE ACCOUNTS						
53100 OFFICE/OPERATING SUPPLIES--DEP	0.00	0.00	62.36	0.00	(62.36)	0.00
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	460,000.00	0.00	1,885.00	0.00	458,115.00	0.41
54120 CONTRACTUAL SERVICES	0.00	2,813.44	65,208.23	0.00	(65,208.23)	0.00
54300 TRAVEL AND TOLLS	0.00	0.00	7,721.65	0.00	(7,721.65)	0.00
54400 ADVERTISING	0.00	0.00	310.80	0.00	(310.80)	0.00
54912 CONTINGENCY	250,000.00	0.00	0.00	0.00	250,000.00	0.00
56200 BUILDINGS ACQUISITIONS	120,000.00	0.00	0.00	0.00	120,000.00	0.00
56201 BUILDING IMPROVEMENTS/REFRESHE	260,000.00	0.00	0.00	0.00	260,000.00	0.00
56202 LAND & PROPERTY IMPROVEMENTS	230,000.00	0.00	0.00	0.00	230,000.00	0.00
56280 FURNITURE AND FIXTURES	200,000.00	3,289.56	74,616.09	0.00	125,383.91	37.31
56300 OTHER IMPROVEMENTS--NONBUILDIN	10,000.00	0.00	0.00	0.00	10,000.00	0.00
56400 MACHINERY & MAJOR EQUIPMENT	100,000.00	0.00	0.00	0.00	100,000.00	0.00
56430 TECHNOLOGY EQUIPMENT	715,000.00	131,273.82	323,869.35	0.00	391,130.65	45.30
TOTAL FOR EXPENSE ACCOUNTS	2,345,000.00	137,376.82	481,809.21	0.00	1,863,190.79	20.55
NET SURPLUS / DEFICIT	0.00	(136,912.43)	(470,338.04)	0.00	470,338.04	0.00

Unfinished Business

MEMO



Date: September 1, 2020

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

From: Clifford Jo, Finance & Business Director

Subject: Status of Cash—update

Since April, 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 \$22.36 million in cash and investments.

Today September 1, the County's financial system posted \$289,000 into our account for property tax revenues posted in August. Along with the prior six months, total received to-date is about on target of anticipated revenue by the normal April 31 deadline.

As of today, we have \$20.01 million in confirmed cash and investments recorded in the County's financial system. This balance remains 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.

We won't know for sure until November 1 what the full amount will be for 2020. After factoring in the loss of non-property tax revenue as well as the amended budget, the amount of cash is also projected to be adequate to operate through the end of April 2021, but this could change should October's receipts be significantly lower. Regardless, we will continue to plan both a budget and cash management strategy for the foreseeable future.

We will continue to keep the Board apprised during coming months both of cash and our plans for responding to the financial uncertainty, especially as part of the 2021 budget creation.

MEMO

Date: August 25, 2020

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

From: Mary Getchell, Marketing and Communications Director
Tracey Thompson, Collection Management Manager

Subject: Service during COVID-19: End of July-August

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:

- Overdrive downloadable book usage has increased to 155,339 for the month of August, 2020 compared to 121,809 for August, 2019.
- Unique users checking out downloadable books for August, 2020 was 23,075 compared to 22,466 for August, 2019.
- PCLS will partner with school libraries such as Clover Park School District to allow students to access PCLS Overdrive materials through their school app called Sora removing barriers to their access. Content is filtered to show age appropriate materials as determined by the school. There is no additional cost for PCLS.
- Ancestry.com, a genealogical research database, has extended their remote access through December 31. This resource is normally limited to in-library use only. It received 8,906 uses during the month of July, 2020 compared to 1,392 for July, 2019.

Communications:

- By News media July 23-August 21: 23 news articles in 12 media sources.
- Social media marketing July 29-August 21:
 - Facebook engagement: 6.13%, exceeding industry standard of 5.4%. Total reach: 82,282 (3,291 average number of people reached per post), average engagements per post 202.
 - Twitter engagement: 3.51%, exceeding industry standard of 0.062%. Total reach: 7,656 (394 average number of people reached per post), average engagements per post 5.2.
 - Instagram engagement: 9.21%, exceeding industry standard of 2%. Total reach: 4,787 (266 average number of people reached per post), average engagements per post 27.6.
- Email marketing messages July 21-August 21:
 - Email marketing messages: 4.
 - Average subscribers per email: 84,202.
 - Average open rate/email message: 22,330 opens, for an average open rate of 26.4%, above industry standard of 25.17%.
 - 1.2% click through rate, below industry standard of 2.79%.

MEMO



Date: September 1, 2020

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

From: Georgia Lomax, Executive Director

Subject: 2021 Budget and Work Plan

Last month the Board of Trustees discussed whether the pandemic and economy required different decisions regarding the budget, talked about the big picture of library services for 2021, and the importance of balancing tax impact on the public with maintaining the long-term sustainability of the Library and its services.

From your discussion we identified the following budgeting principles to use for 2021:

- Good stewardship of tax payers investment
- Balance tax impact on community with needed library services with consideration for long-term organizational, fiscal and service health
- Build in flexibility for both expenditures and revenue to ensure ability to respond to changes amid ongoing uncertainty and unknown impacts
- Deliver excellent services to a community impacted by the pandemic and economy as determined by their needs, priorities, and use

During the September meeting we'll provide information to help you consider options to balance impact on the tax payer with the Library's continued sustainable operations and service. Your discussion and direction related to establishing the 2021 mill rate and levy certificate will guide development of the preliminary service work plan and budget draft.

Stewardship

In setting the mill rate for 2021, the Board has three options that would impact the taxpayer by (1) increasing their tax rate, (2) maintaining the current rate with no increase, or (3) reducing the rate and corresponding taxes.

As projected, the Implicit Price Deflator (IPD), an economic indicator, has fallen below 1% and further limits the Library's taxing capacity beyond the normal 1% increase limit set by voters. The IPD limit can be overridden, allowing the library to tax at its maximum 1% increase. To do so the Board would need to declare a substantial need and approve a resolution to override the IPD limitation. During the meeting we will discuss how the IPD and banked capacity works. More information on this is in the memo from Finance and Business Director Cliff Jo and information from the Municipal Research and Services Center (MRSC).

As we discussed last month, with passage of the levy the Library is in Phase 1 of its Levy Sustainability Plan. During this phase, costs to provide service and operate buildings are less than revenue received. Funds above those needed for operations are set aside in the levy sustainability fund (LSF) to be withdrawn in future years to balance the budget when costs are higher than revenue.

Because the Library is not using its full revenue to fund services and operations during this phase, but saving it for use in the future, the Board could choose to defer collecting some or all of the funds that are planned to be set aside in the levy sustainability fund by using “banked capacity”. By banking the capacity to tax for that amount, tax payers would pay less in taxes now and the Library would have the option of collecting that revenue in the future when there may be less adverse impact on the tax payer.

The sample scenarios below show how each impacts the tax payer and the Library.

	Budget Scenario and Strategy	Residential Owner		Commercial Owner		PCLS Impact	
		Impact on Owner*	PCLS Tax Levy Per Property*	Impact on Owner**	PCLS Tax Levy Per Property**	Tax Revenue ***	Mill Rate ***
A	1% tax revenue increase (with substantial need and IPD override)	+\$2	\$170	+\$7	\$636	+1,157,000	44.81
B	0.60% increase (accept IPD)	+\$1	\$169	+\$4	\$634	+995,000	44.64
C	No change from 2020 to 2021	\$0	\$168	\$0	\$629	N/A	44.33
D	Reduce LSF deposit	-\$5	\$163	-\$19	\$624	-1,211,000	43.01
E	Reduce LSF deposit	-\$10	\$158	-\$37	\$619	-2,423,000	41.69
F	Defer LSF deposit; slight decrease to operating budget	-\$15	\$153	-\$56	\$614	-3,634,000	40.37
G	Defer LSF deposit; reduce operating budget	-\$20	\$148	-\$75	\$609	-4,846,000	39.05
H	Defer LSF deposit; reduce operating budget	-\$25	\$143	-\$94	\$604	-6,057,000	37.73

*Based on the recently announced average assessed home value of \$379,000 in 2020 for 2021 tax collection and factors in an estimated district growth of 8.1%.

**Based on the recently announced average assessed commercial value of \$1.42 million in 2020 for 2021 tax collection and factors in an estimated district growth of 8.1%.

***Included in A and B is new construction estimate of \$750,000. The mill rate is expressed as ¢ per \$1,000 of assessed property values.

During the meeting we will review these scenarios and impacts with you and hear your discussion. Based on your direction, we will bring you a service overview and preliminary budget information for review and discussion during the October Board meeting.

MEMO



Date: September 2, 2020

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

From: Clifford Jo, Finance & Business Director

Subject: 2020 IPD for 2021 Tax Calculations

Last month we provided Municipal Research and Services Center's (MRSC) estimate of 0.57418% for this year's Implicit Price Deflator (IPD). The final number, at 0.60152%, is slightly higher (see attached).

Washington State law limits property tax collections over the previous year to either 1% or the Implicit Price Deflator, whichever is less, plus new construction, provided the sum of the new amount does not exceed the statutory limit of 50¢ per \$1,000 of assessed value. For 2021 revenue, because the IPD is less than 1%, property taxes can increase by up to 1% only if the governing body issues a substantial need resolution. Its maximum is otherwise the IPD rate.

Had the IPD been 1% or greater, the Library could increase its property taxes by \$407,000, plus new construction. (New construction is still estimated to be between \$700,000 and \$800,000, and is not impacted by the IPD formula.) Without a "substantial need" resolution to override the IPD limit, the maximum increase would be around \$244,900, plus new construction.

We provided the Board three options last month:

1. Accept the IPD limit and increase the actual tax levy by \$244,900 plus new construction.
2. Pass a "substantial need" resolution in November and increase the actual tax levy by \$407,000 plus new construction.
3. Pass a "substantial need" resolution in November but set the actual tax levy at an amount less than \$407,000 plus new construction.

As the Library's governing body, the Board has a responsibility to pass the Levy Certificate in November, which includes two key decisions, which are set in State law and interrelate:

- Determine the dollar and percentage change from the previous year.
- If the IPD is less than 1%, determine whether to pass a "substantial need" resolution to collect up to the 1% limit.

Since IPD limitations went into effect, the Library has passed two Substantial Need resolutions, in 2015 and 2016, and decided not to pass one in 2009. Every year since 2002, the Library requested the tax levy be its maximum allowed. However, this is not a requirement; the Library can set its maximum tax levy and yet direct the Pierce County Assessor-Treasurer to collect less, which creates banked capacity.

Attached is more information about banked levy capacity from MRSC. The specific section on banked capacity is about 2/3rds down the article.



Implicit Price Deflator

This page provides information on the implicit price deflator (IPD) index for personal consumption expenditures and how it affects property tax rate setting for local governments in Washington State. It includes recent IPD data, as well as sample resolutions and ordinances of substantial need if the IPD falls below 1%.

Overview

The implicit price deflator for personal consumption expenditures is a figure used to measure inflation, and it can impact how much property tax revenue a jurisdiction can collect in any year.

The definition of "inflation" for setting a property tax levy ([RCW 84.55.005](#)) is:

"Inflation" means the percentage change in the implicit price deflator for personal consumption expenditures for the United States as published for the most recent twelve-month period by the bureau of economic analysis of the federal department of commerce by September 25th of the year before the taxes are payable.

Under state law, no local government may increase its property tax levy more than 1% in a given year, and local governments with a population of 10,000 or more are limited to the lesser of 1% or the rate of inflation ([RCW 84.55.005 - .010](#)). However, if inflation falls below 1%, a jurisdiction with a population of 10,000 or more may adopt a resolution of "substantial need" allowing it to increase the levy (or bank the excess capacity) up to the full 1 percent.

A few jurisdictions also use the implicit price deflator as an inflation index for certain fees or benefits, although it is more common to use the [Consumer Price Index](#).

Inflation Rate for Setting 2021 Property Taxes

The inflation rate for 2019-2020 (as of August 27, 2020) has been sharply reduced to **0.60152%**, which means local governments in Washington with populations 10,000 or greater should plan to adopt a resolution/ordinance of substantial need in order to receive the full 1% increase as allowed by statute. See below for examples. The August 27 data release is the final release before the September 25 statutory deadline in [RCW 84.55.005](#).

How is the IPD Calculated?

The state Department of Revenue (DOR) calculates the IPD using the most recent quarterly numbers reported by the federal Bureau of Economic Analysis (BEA).

Every month BEA publishes an estimate of the quarterly IPD numbers. These quarterly numbers are seasonally adjusted each year in July, and these seasonal numbers form the basis for the prior year IPD personal consumption expenditure number that is used by DOR to calculate inflation. The most recent publication available on September 25 is typically the August publication.

Note that BEA uses anywhere from one to three decimal places.

Resolution or Ordinance of Substantial Need

If the IPD falls below one percent, local governments with a population of 10,000 or more may not increase their property tax levies above the rate of inflation (or bank the excess capacity) unless they adopt a resolution or ordinance of substantial need ([RCW 84.55.0101](#)).

Note that you will have to adopt a separate resolution or ordinance for every levy your jurisdiction imposes. For instance, if your county has a current expense levy, a road levy, and a conservation futures levy, and assuming you want to levy the full 1% increase for all three levies, you will need to adopt three separate substantial need findings. Likewise, if a city or a fire district has a separate EMS levy on top of its regular/general fund levy, it would need to adopt findings of substantial need for both levies.

If the local legislative body has five or more members, the resolution must be approved by a "majority plus one" supermajority for passage. If the legislative body has four members or less, it must be approved by a simple majority.

There is no clear definition of "substantial need," and it depends on the needs and requirements of each individual jurisdiction. Each jurisdiction should document its evidence to support those needs in written findings that are included within the ordinance/resolution (such as a documented increase in the costs of services in excess of current inflation factors).

Local governments with a population under 10,000 may increase their property tax levies up to 1% regardless of the latest inflation data, so they do not need to adopt a resolution or ordinance of substantial need.

Examples of Substantial Need Resolutions/Ordinances

Below are examples of resolutions and ordinances of substantial need from a variety of local governments in Washington.

General Template

- [Washington Department of Revenue Example Resolution #2](#) (2010) – Sample language for a resolution of substantial need

City Regular/General Fund Levies

- [Anacortes Resolution No. 1935](#) (2015) – Reasons cited include labor contracts, utility tax decrease, and depletion of general fund reserves
- [Covington Resolution No. 15-13](#) (2015) – Reasons cited include increased costs and declining and unstable revenues from utility taxes, REET, and other sources
- [Kirkland Resolution No. R-5167](#) (2015) – Reasons cited include previously adopted budget assumptions, short-term and long-term revenue losses, and addition of new firefighter position

- Lynden Resolution No. 933 (2015) – Reasons cited include 3% labor contract increases and increases in health care costs and retirement benefits

Counties - General Fund/Current Expense

- Asotin County Resolution No. 15-40 (2015) – Reasons cited include increase in maintenance and operation expenses and anticipated reductions in state funding
- Cowlitz County Resolution No. 15-098 (2015) – Reason cited is significant revenue shortfall
- San Juan County Resolution No. 37-2015 (2015) – Reason cited is service costs increases exceeding inflation

Counties - Road District/Fund

- Asotin County Resolution No. 15-41 (2015) – Reasons cited include significant capital cost increases, increases in costs of materials, and anticipated delays in state revenues
- Cowlitz County Resolution No. 15-099 (2015) – Reasons cited is expenses rising faster than inflation; provides specific percentage increases for health insurance, retirement contributions, and utility costs
- San Juan County Resolution No. 39-2015 (2015) – Reason cited is increased road costs

Counties - Flood Control

- Asotin County Resolution No. 15-42 (2015) – Reason cited is significant capital cost increases due to drainage project

Counties - Conservation Futures Fund

- Jefferson County Resolution No. 48-15 (2015) – Reason cited is service demands related to open space, agricultural, and timber lands
- San Juan County Resolution No. 38-2015 (2015) – Reasons cited include cost increases exceeding inflation, debt service requirements, and core operation requirements

EMS Levies

- Cheney Ordinance No. W-73 (2015) – Reason cited is fire department staffing needs
- Gig Harbor Fire & Medic One Resolution No. 2015-14 (2015) – Reason cited is increased operating costs for fire protection and EMS

Special Purpose Districts

- Klickitat County Port District No. 1 Resolution No. 2-2015 (2015) – Reason cited is expenses growing faster than inflation
- Spokane County Library District Resolution No. 15-07 (2015) – Reasons cited include limited revenue options, PERS contribution increases, medical insurance increases, and revenue reduction due to annexation; includes very detailed analysis
- Tukwila Pool Metropolitan Park District Resolution No. 2015-10 (2015) – Reason cited is costs increases

Current Quarterly IPD Data (Base Year 2012)

The top row of data in the following table represents the preliminary and revised implicit price deflator for personal consumption expenditures published by BEA. The second row represents the cumulative percentage change in the preliminary or revised index from the second quarter. The third row represents the actual percentage change of the IPD over the preceding 12 months.

Recent Quarterly Index and Cumulative Percentage Change										
Year	2018				2019				2020	
Quarter	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
Index	107.481	108.077	108.498	108.885	109.039	109.722	110.104	110.525	110.878	110.382
% Change Over Previous Quarter	0.705	0.555	0.390	0.357	0.141	0.626	0.348	0.382	0.319	-0.447
% Change Over Previous 12 Months	2.02278	2.35437	2.32861	2.02007	1.44956	1.52206	1.48021	1.50618	1.68655	0.60152

Source: BLS National Income and Product Accounts (NIPA) [Table 1.1.9: Implicit Price Deflators for Gross Domestic Product](#). See Line 2, Personal Consumption Expenditures. *Last revised on August 27, 2020. Next release date: September 30, 2020.*

Historical IPD Increases

Below are the recent historical percentage changes in the implicit price deflator for personal consumption expenditures. Red indicates when the IPD fell below 1%, affecting the ability of local governments with a population of 10,000 or more to increase their property tax levies for the following year.

Please note that these percentage changes are the official calculations used for property tax levy setting, as declared by the Washington Department of Revenue on September 25 of each year. These inflation rates are never revised and do not reflect any adjustments to the IPD that may have been made after September 25 of each year.

Dates	Percent
Q2 2019 to Q2 2020	0.60512
Q2 2018 to Q2 2019	1.396
Q2 2017 to Q2 2018	2.169
Q2 2016 to Q2 2017	1.553
Q2 2015 to Q2 2016	0.953
June 2014 to June 2015	0.251
June 2013 to June 2014	1.591
July 2012 to July 2013	1.314
July 2011 to July 2012	1.295
July 2010 to July 2011	2.755
July 2009 to July 2010	1.539

Dates	Percent
July 2008 to July 2009	-0.848
July 2007 to July 2008	4.527

Source: Table B-1 for years up to 2013 and NIPA Table 1.1.9 for 2014 and beyond published by the Bureau of Economic Analysis.

Last Modified: August 31, 2020

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Property Tax in Washington State

The Washington State property tax is one of the most complicated in the nation. This page provides an overview of property taxes in Washington State, including property tax limits, levy calculations, and banked capacity for local governments.

For a more comprehensive discussion of the intricacies of the property tax in Washington State, refer to MRSC's [City Revenue Guide](#) and [County Revenue Guide](#), or the Department of Revenue's [Property Tax Levies Operations Manual](#).

Budget-Based Property Tax

Washington State has a budget-based system of property taxation. There are three main components to the property tax:

- Levy amount
- Assessed value (AV)
- Levy rate

As part of the budget process, the taxing jurisdiction establishes the amount of property tax revenue needed to fund the budget. That amount needed to fund the budget is called the levy amount, or just simply the levy. It is the total amount to be collected from the taxpayers by a taxing district.

By November 30 of each year, the amount of taxes to be levied by taxing districts are certified to the county assessor. The county assessor then calculates the levy rate necessary to raise that amount of revenue by dividing the total levy amount by the assessed value of taxable property in the district.

By law, this number is expressed in terms of a dollar rate per \$1,000 of valuation. For example, a rate of \$0.00025 is expressed as \$0.25 per \$1,000 of assessed value.

Property Tax Formula

Under the budget-based system, a taxing district establishes its desired levy amount first (subject to several restrictions), and then the assessed valuation is used to calculate the subsequent levy rate that property owners must pay. This formula is expressed as:

$$\text{Levy Amount} \div \text{Assessed Value (000s)} = \text{Levy Rate (per \$1,000 AV)}$$

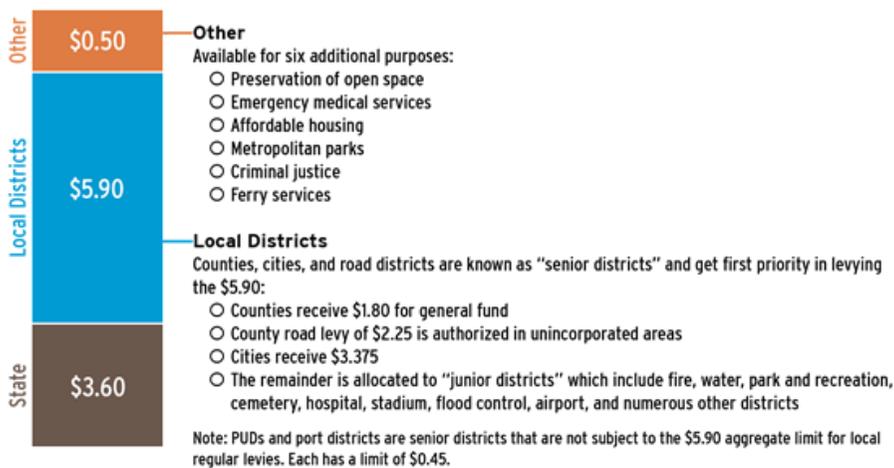
Property Tax Limits

The property tax levy is constrained by the overall limits on the regular levy rate and the limit on annual levy increases.

Regular Levy Rate Limits

The Washington State Constitution limits the annual rate of property taxes that may be imposed on an individual parcel of property to 1% of its true and fair value. Since tax rates are stated in terms of dollars per \$1,000 of value, the 1% limit is the same as \$10 per \$1,000 and is often referred to as the \$10 limit. Taxes imposed under this limit are termed "regular" levies, while those outside the limit are "excess" or "special" levies.

The following chart shows how the \$10 limit is allocated. The aggregate limit for cities, counties and most special districts is \$5.90 per \$1,000 assessed value.



Special Considerations Relating to Levy Rate Limitations

What if the sum of the levy rates imposed by the various taxing authorities goes over the limit?

It's complicated. First, there are two limits:

- One is the 1% constitutional limit.
- The other is the \$5.90 limit on cities, counties and junior taxing districts.

If either of those limits are exceeded, then the junior taxing district levies involved must be reduced through prorationing. See [RCW 84.52.010](#).

Which levies are lowered in prorationing, by how much and in what order, depends upon whether the \$5.90 limit or the 1% limit has been exceeded. The Department of Revenue [Property Tax Levies Operations Manual](#) and [WAC 458-19-075](#) include step by step instructions for calculating prorationing. The Department of Revenue has developed Prorationing Worksheets for both the \$5.90 Aggregate Limit ([REV 64 0097](#)) and the 1% Aggregate Limit ([REV 64 0096](#)) to help in making these calculations.

Can a county raise its regular general fund (current expense) levy rate above \$1.80?

A county can raise its general fund levy rate up to \$2.475 per \$1,000 AV, provided the total of the levy rates for the general fund and road fund do not exceed \$4.05 per \$1,000 AV and the increase in the general fund levy does not result in a reduction in the levy of any other taxing district through prorationing. See [RCW 84.52.043](#).

What if my city has a firefighters' pension fund?

If your city has a pre-LEOFF firefighters' pension fund, it can levy an additional \$0.225 per \$1,000 assessed valuation, resulting in a maximum levy rate of \$3.60 per \$1,000 AV (if it is not annexed to a fire or library district) or, if it is annexed, a maximum rate of \$3.825 minus the fire/library district levy rates (see below). See [RCW 41.16.060](#).

What if my city belongs to a fire and/or library district?

For cities that belong to a fire district and/or a library district, the rules are a little more complicated. Nominally they have a maximum rate of \$3.60 per \$1,000 assessed value (or \$3.825 if they also have a pre-LEOFF firefighters' pension fund as described above). But, they can never collect that much because the levy of the special districts must be subtracted from that amount ([RCW 27.12.390](#) and [52.04.081](#)).

The library district levy has a maximum rate of \$0.50 per \$1,000 assessed value ([RCW 27.12.050](#)) and the fire district levy can be as high as \$1.50 ([RCW 52.16.130](#), [52.16.140](#), and [52.16.160](#) each provide for a levy of \$0.50 per \$1,000 assessed value). Therefore, if a city belongs to both a fire district and a library district, and if these districts are currently levying their maximum amount, then the city's levy rate can be no higher than \$1.60 ($\$3.60 - 1.50 - 0.50 = \1.60).

If, for some reason, one (or both) of the special districts is not currently levying the maximum amount, the city's current levy could be higher. For instance, if the fire district is only levying \$1.00 per \$1,000 assessed value, the maximum city levy rate would be $\$3.60 - 1.00 - 0.50 = \2.10 . But, if the fire district raises its levy rate in the future, then the city must reduce its levy rate by the same amount so that the total is never above \$3.60. Such a forced reduction can cause fiscal problems if it is not anticipated.

If no one in your city hall knows what rate the special districts are currently levying, your county assessor can help you.

Levy Increase Limit

In addition to the limit on the overall levy rate, there is a 1% limit on the amount an individual taxing district can increase the property tax levy (the total amount of taxes that will be collected) each year.

In Washington, property tax increases are not based on the increasing value of properties, but rather the amount of the property taxes that were assessed in the prior year. Each year's levy may be increased by no more than 1%, unless the public votes for a greater increase (commonly called a "[levy lid lift](#)") or the jurisdiction uses banked capacity (see below). Consult the Washington State Department of Revenue's [Resolution/Ordinance Procedures for Increasing Property Tax Revenue](#) for the proper procedures for increasing the property tax levy.

Taxes on new construction, changes in value of state-assessed utility property, and newly annexed property (hereafter referred to as "add-ons") are exempt from the limit factor for taxing districts of any size and may be added to the tax levy that is requested under the limit factor. See [RCW 84.55.010](#) and [WAC 458-19-035](#).

Calculating the Property Tax Levy

The complexity of the property tax means that year-to-year changes in collected taxes may not be intuitive. Glenn Olson, former Deputy County Administrator of Clark County, developed the below examples of how property tax bills may change based on various factors.

Example #1

Imagine a county that has only one parcel and one house that is brand new. This property is worth \$100,000. As its only property, its value is also the entire assessed value of the county. Suppose further that the levy rate in that county is \$2.00. That means this property owner must pay \$2.00 for each \$1,000 that his or her property is worth.

In the first year after its construction, the taxes on that home would be calculated as follows:

$$\text{Assessed value of the county in thousands (\$100)} \times \text{Levy rate (2.00)} = \text{Tax bill and Year 1 levy (\$200.00)}$$

The only time taxes are calculated this way is for new construction – i.e. the first year after the home is built. In every following year it works differently.

In Year 2 the county may only increase its levy by 1%. So following our example:

$$\text{Last year's levy (\$200)} + \text{Additional 1\% (\$2.00)} = \text{Tax bill and Year 2 levy (\$202.00)}$$

Let's assume the value of this county's one home doubled from \$100,000 in Year 1 to \$200,000 in Year 2. Its tax bill would still be \$202.00. No matter how much the assessed value in the county increases, its levy may increase only 1%. So the county adjusts the levy rate to make it fit the new assessed value:

$$\text{New levy amount (\$202.00)} \div \text{New assessed value in thousands (\$200)} = \text{New levy rate (1.01)}$$

Any new homes that might be built in Year 2 would be taxed at this new levy rate.

Example #2

Now suppose our imaginary county had started with two new homes, but that each one was worth only \$50,000. The assessed value would still total \$100,000 in year 1.

With the same \$2.00 levy rate, the levy in the first year would still be \$200. But instead of one home paying the entire levy, the two equal-value homes would split the levy equally and pay \$100 each. In year 2 the levy would still increase by only 1% to \$202. And if the value of both homes together increased to \$200,000, the levy rate would still drop to 1.01.

But suppose to get to that \$200,000 value, one home tripled in value to \$150,000 and the other stayed the same at \$50,000. Then their respective tax bills would look like this:

Year 1			
	Home 1	Home 2	Countywide Total
AV (in thousands)	\$50	\$50	\$100
Times the levy rate	x \$2.00	x \$2.00	x \$2.00
For a tax bill of:	\$100	\$100	\$200

Year 1			
Year 2			
	Home 1	Home 2	Countywide Total
AV (in thousands)	\$150	\$50	\$200
Times the levy rate	x \$1.01	x \$1.01	x \$1.01
For a tax bill of:	\$151.50 (52% increase)	\$50.50 (50% decrease)	\$202 (1% increase)

The total levy is still \$202, but more of it is borne by the home that increased in value and less of it by the home that did not increase. The total countywide levy increased the maximum 1%, but the tax bill for Home 1 increased by 52% while the tax bill for Home 2 decreased by 50%.

Assessed value only determines a home's share of the levy. If all home values were to change by the same percentage, then each home's share of the levy would stay the same and everyone's taxes would increase by exactly 1%.

Complications

The above examples are extremely simple. In reality, one home is usually in several taxing districts that overlap. Voted levies, levy shifts, excess levies, or levy lid lifts may be in effect, or a jurisdiction may be tapping its "banked" capacity (see below). And finally fees for numerous things from improvement districts to utilities may show up on a tax bill. These all affect what looks like our property tax bill.

But at the core of our property tax system, taxes may only increase by 1% per year unless local governments (1) tap banked capacity, or (2) seek voter approval through a levy lid lift or excess levy.

What is Banking Levy Capacity?

Some taxing districts have levied less than the maximum amount allowed over the years. [RCW 84.55.092](#) allows these districts to retain the right to use that "banked" capacity at some future date. Thus when comparing a district's current year levy to their prior levy it may reflect a change of more than 1% if they are using their banked capacity or less than 1% if they don't feel they need the levy increase. Many districts have never used that capacity even though they could have done so at any time.

Here are two examples:

- Assume that for this year a city had the assessor set a tax rate that resulted in the same levy as last year plus add-ons. (It did not take the allowable 1% increase.) When doing the budget for next year, however, the city realizes that it needs more revenue from the property tax because sales tax receipts have fallen off. [RCW 84.55.092](#) allows the city to ask the assessor to set a tax rate for next year that raises the levy by 1% and then 1% again $1.01 \times 1.01 = 1.0201$ for a compounded increase of over 2% (assuming that it does not put the city over the statutory levy rate limit.)
- Now, let's examine a more complicated case where a city actually lowers its tax rate. Assume that during the current year (2018), a city has experienced a revenue windfall and has more money than it needs to fund the 2019 budget. It could put the excess funds in a contingency fund or a "rainy day" fund, but the city council decides to give the taxpayers a break by lowering the property tax for 2019. During 2019 it receive no revenue windfall and it

needs more property tax revenue for the 2020 budget. [RCW 84.55.092](#) allows it to levy the maximum amount that it could have levied in 2019, plus an additional 1% unless that puts the city over the maximum statutory rate. In 2019 it didn't use its maximum taxing capacity, but it didn't lose it because it can "bank" the extra capacity.

How do we bank capacity?

The statutory authority for banking capacity is provided in [Chapter 84.55 RCW](#). The chapter provides procedures for two different classifications that are defined in [RCW 84.55.005](#) as taxing districts with populations less than 10,000 and all others (meaning 10,000 or more in population).

Assuming that you have held your public hearing on revenue sources for the general fund as required by [RCW 84.55.120](#) and the legislative body has determined that they do not need the entire 1% increase as allowed by law, you must adopt an ordinance or resolution specifically stating what the increase, if any, may be. This must be stated in terms of both dollars and percentage. Even if you are not increasing your property tax levy, you should adopt an ordinance/resolution saying that you are increasing your levy by \$0.00 which is a 0% increase. This will bank the unused capacity of your levy.

Below are the most important procedures that jurisdictions must follow. The Department of Revenue provides [detailed guidance](#) on procedures related to increasing property tax revenue.

Taxing Districts with Populations Under 10,000

The taxing district must adopt an [ordinance or resolution](#) for increasing property tax revenue, and levying a percentage increase less than 1% will automatically "bank" capacity. Without the resolution, the district cannot bank excess levying capacity.

Taxing Districts with Populations of 10,000 or More

Taxing districts with a population of 10,000 or more may only increase their levy by 1% or the implicit price deflator, whichever is less. If the implicit price deflator, released each year in late September, is greater than 1%, then the procedures are the same as those for populations less than 10,000.

However, if the implicit price deflator is less than 1%, the jurisdiction may not increase its levy (or bank the capacity) beyond the IPD rate. For instance, if the IPD is 0.5% and the jurisdiction chooses not to increase its levy, it may only bank a 0.5% increase for that year under the normal procedures.

But there is an exception – if the IPD falls below 1%, the jurisdiction may increase its levy beyond the IPD rate and up to the full 1% by adopting an ordinance or resolution making a finding of "substantial need." If the jurisdiction chooses not to increase its levy, it may bank the excess capacity beyond the IPD rate and up to the full 1% by adopting [an ordinance or resolution making a finding of "future substantial need"](#) (see example 2).

For more information on this process, see our page [Implicit Price Deflator](#).

Using Banked Capacity

While jurisdictions may bank capacity for later use, they are still limitations on its use based on the maximum allowable levy, which can be obtained from the assessor. Below is an example of the procedures for using banked capacity.

Assume that the maximum allowed levy amount is \$110,000 for the levy you made in 2017 for 2018 and the city only levied \$100,000 for 2018. When making a levy for 2019, the assessor will raise the maximum allowable levy by 1% to \$111,100 ($\$110,000 \times 1.01$) exclusive of add-ons. If the city increases its current levy by 1%, it would be \$101,000 ($\$100,000 \times 1.01$) plus add-ons, so it has \$10,100 of banked capacity.

In this example, the city wants to increase the levy by \$7,000. When you write your resolution/ordinance to satisfy the requirement for [RCW 84.55.120](#), you put \$7,000 in the blank that gives the dollar amount of the increase over the actual levy from the previous year – 2018 (excluding "add-ons") – representing a percentage increase of 7% ($\$7,000/\$100,000$). \$1,000 of the increase comes from your 1% annual limit. For the other \$6,000, you have used banked capacity.

When you complete the levy certification form, you put in \$107,000 plus the dollar amount of "add-ons" as the amount of the regular property tax levy in the [levy certification form](#).

Examples of Local Property Tax Ordinances

Below are examples of general property tax ordinances from local governments in Washington State. We will be adding more examples soon. We also have additional examples of [levy lid lifts](#), [emergency medical services \(EMS\) levies](#), and (in case the implicit price deflator falls below 1%) [resolutions of substantial need](#).

Cities

- [Buckley Ordinance Nos. 21-19 and 22-19 \(2019\)](#) – Setting property tax levy amount (dollars and percent increase) for regular (general fund) levy and EMS levy; city took less than 1% increase and banked the capacity.
- [Kirkland Ordinance No. O-4709 \(2019\)](#) – Setting property tax levy amount (dollars and percent increase) for second year of biennial budget, plus excess levy for repayment of bonds. City took the full 1% increase; ordinance clearly shows calculations.
- [Kirkland Ordinance No. O-4705 \(2019\)](#) – Setting property taxes to be levied in an area formerly served by a fire protection district and now annexed to a code city for repayment of debt incurred by fire district prior to annexation, under [RCW 35A.14.500](#) and [RCW 35A.14.801\(5\)](#).
- [SeaTac Ordinance No. 19-0122 \(2019\)](#) – Setting the property tax levy amount (dollars and percent increase) for second year of biennial budget; city took a 0% increase and automatically banked the capacity
- [Shoreline Ordinance No. 873 \(2019\)](#) – Setting property tax levy amount (dollars and percent increase) for regular (general fund) levy, plus excess levy for repayment of bonds. Ordinance clearly shows calculations; regular levy increase exceeded 1% due to multi-year levy lid lift tied to Seattle CPI-U.
- [Tukwila Ordinance Nos. 2617 and 2618 \(2019\)](#) – Setting the property tax levy amount (dollars, percent increase, and levy rate) for regular (general fund) levy and excess levy for repayment of bonds

Counties

- [Snohomish County Ordinance Nos. 19-064 and 19-065 \(2019\)](#) – Setting the property tax levy amount (dollars, percent increase, and levy rate) for general (current expense) levy; county took a 0% increase and banked the capacity.

Recommended Resources

- Department of Revenue:
 - [Property Tax Levies Operations Manual](#)
 - [Resolution/Ordinance Procedures for Increasing Property Tax Revenue \(2010\)](#)
 - [Local Taxing District Levy Detail](#) – Includes assessed values, levy rates, and levy amounts for all cities, counties, and special purpose district in recent years - see the [levy detail column title descriptions](#) for understanding of the taxing district codes
- [MRSC: Understanding Property Tax in Washington State \(2017\)](#) – 1-hour recorded webinar provides an overview of property taxes, including types of tax limits, types of levies and rates, and calculating the property tax levy.

Last Modified: December 12, 2019

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Executive Session

Motion to recess to Executive Session per RCW 42.30.110,
for 10 minutes to discuss personnel matters.

New Business

MEMO



Date: August 26, 2020

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

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

Subject: 2021 Executive Director Salary Agreement

In order to set the 2021 wage for the Executive Director, the Board needs to pass the following motion to authorize the agreement.

Move to authorize (a representative of the Board) to implement a salary agreement with the Executive Director for 2021

Board Education and Service Reports

MEMO



Date: September 1, 2020

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

From: Georgia Lomax, Executive Director; Cheree Green, Staff Experience Director

Subject: Racial and Social Equity, Diversity and Inclusion

As the Pierce County Library System increases its commitment and efforts related to equity and anti-racism, the Board of Trustees held a special meeting on June 18, 2020. You asked staff to provide an overview of foundational and key documents, policies, projects, data, and activities to gain further understanding of the Library's current environment, work, and services in this context. Your discussions will help to develop future strategies that support our community's priorities towards an equitable Pierce County, and the Library's responsibilities as an inclusive and anti-racist organization.

To provide time for both learning and discussion, we are bringing you information over several meetings.

In August you reviewed the Library's governing documents, staff and leadership demographics, and the Staff Diversity and Inclusion Strategy.

This month the Board will review key policies that support equity, diversity, and inclusion, including those that reflect foundational principles:

- Access
- Diversity and Inclusion
- Philosophy

and those that reflect legal requirements:

- Access to library services for persons with disabilities
- Equal Employment Opportunity
- Non-discrimination and anti-harassment

(This year legal counsel is reviewing human resource policies to ensure they reflect current legal requirements. Any attorney recommendations will be included in proposed policy drafts brought to you in the future.)

During the meeting we'll review these policies and hear your discussion, which will help us provide initial updated drafts for consideration. The Board may identify policies that it would like to have more in depth discussion about at future meetings. We will add any such policies to your work plan.

Questions to consider:

1. How well do the policies reflect the purpose, principles and philosophies of the Library? Do any need potentially significant updating?
2. What gaps or additional considerations would you like us to research and include in our review and proposed revisions to the policies?
3. Are there policies that you would like to have further in depth discussion on?
4. What is your timeline and priority to review and update these policies?

Board Policy

Access

Policy Statement

Pierce County Library System operates under the fundamental belief that libraries play a vital role in a democracy by supporting an individual's access to the information they seek. Pierce County Library System provides free and equitable access to library resources, services and materials.

Purpose

This policy affirms the Library's commitment to free and equitable access to library resources, services and materials to all library customers.

Definitions

Resources: For the purpose of this policy, the term "resources" encompasses resources, as well as services and materials.

Policy

Pierce County Library System develops resources to meet the diverse information needs, interests and beliefs of the community. Resources that fulfill the needs and interests of Library customers at different stages in their personal development are an essential part of Library service. The needs and interests of each Library customer, and resources appropriate to meet those needs and interests, must be determined by each individual.

The Library is committed to providing Library customers with free and equitable access to the entire range of Library resources. With the exception of Internet use (see [Public Internet Use Policy](#)), the Library does not place restrictions on the use of library resources based on age.

The Library creates an environment that allows each individual or family to explore and make choices within their personal values and interests, and accomplish their individual goals.

Minors

Pierce County Library System offers a wide variety of resources for all ages and reading levels. The Library provides resources to assist parents in guiding their child's use of the library. In compliance with the Children's Internet Protection Act (CIPA), youth under age 17 are limited to filtered Internet access on Library computers and electronic devices.

The Library affirms the rights and responsibilities of parents or guardians to guide and direct the library use of their own minor child and determine which resources will best fulfill their needs.

Pierce County Library System maintains that parents--and only parents--have the right and the responsibility to restrict the access of their children--and only their children--to library resources. Parents or legal guardians who do not want their children to have access to certain library services, materials or facilities, should so advise their children.

Library staff cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. The Library cannot determine which resources will best fulfill the needs and interests of any individual based on chronological age or level of education.

Related Policies:

[Public Internet Use Policy](#)

[Selection of Library Materials Policy](#)

[Philosophy Policy](#)

**Board Policy 1.4 Adopted June 30, 1972; amended July 1, 1981, by the ALA Council.
Adopted by the Pierce County Rural Library District Board of Trustees, August 15, 1984.
Revised December 14, 1995. Revised and retitled May 14, 2014.**

Board Policy



Diversity and Inclusion Policy

Policy Statement

Pierce County Library System welcomes, values, and celebrates the differences inherent in its employees and members of its communities.

Purpose

At Pierce County Library System, diversity lays a foundation for creativity and innovation and provides for a more multi-dimensional approach to problem solving and decision making. It enhances a culture of collegiality and respect, collaboration, sensitivity and thoughtful interaction among and between our staff and our customers.

Policy

The Library is committed to a culture of inclusion and mutual respect that welcomes the vibrant differences and variety of backgrounds, perspectives, interests and talents represented by the residents served and its staff members.

All employees are expected to contribute to creating and maintaining a workplace modeled on these principles, which are embedded and reflected in key Library documents, including:

- The Library's Mission, Vision and Values
- Core Skills and Qualities
- Leadership Descriptors
- Library Rules of Conduct
- Foundations of a Learning Organization

Related Policies:

- Equal Employment Opportunity Policy
- Nondiscrimination and Anti-harassment Policy
- Access to Library Services for Persons with Disabilities
- Washington Library Association's Intellectual Freedom Statement

Board Policy 4.17 Adopted by the Pierce County Library System Board of Trustees June 13, 2012.

First Revision:

Board Policy



Philosophy Board Policy

Policy Statement

The Pierce County Library is a proactive civic leader engaged in the unique role of supporting individuals and the community as they pursue their interests, further their education, obtain information, engage their imagination and explore a wide variety of ideas.

The Library is a place for individuals and the community to gather, to build connections, and to contribute to creating a vibrant and healthy community.

Pierce County Library operates under the fundamental belief that libraries play a vital role in a democracy by supporting an individual's access to the information they seek and the privacy to explore ideas, form opinions and make decisions on issues affecting their lives. The highest potential of American democracy can only be realized when a full range of ideas is accessible to the people as embodied in the U.S. Constitution's First Amendment and Article 1 of the Washington State Constitution. The Board of Trustees believe operating in pursuit of these democratic principles will lead to successful individuals and families and thriving communities.

Purpose

To serve as a core document describing principles that support and guide Pierce County Library's operations, services and decisions.

Policy

Through community leadership, services, resources, programs, partnerships, facilities and customer assistance, the Library connects people to the world of information and imagination and provides opportunities for individuals to connect with others in the community.

The Library creates an environment that allows each individual or family to explore and make choices within their personal values and interests, and accomplish their individual goals.

The following principles guide the work and decisions of the Board of Trustees and the staff of the Pierce County Library:

The Library:

- Offers current, up-to-date, customer-focused services, experiences, facilities, technology and resources.
- Provides welcoming places for the community to gather and interact.

- Demonstrates leadership in the Library field, embracing the spirit of innovation and thoughtful risk taking in service of the community and its residents.
- Actively engages communities and residents about what they value and want from the Library and uses this input to inform Library actions and choices.
- Is an innovative community leader and cooperates, collaborates and partners with agencies, community groups, organizations and others to achieve common goals and to effectively and efficiently support, provide and deliver resources and services the community needs and values.
- Operates as a System in order to provide equitable service for all communities in its service area, and in recognition that the best use of money and resources is achieved by sharing materials and resources, professional skills and knowledge, and administrative support.
- Acts as a good steward of the taxpayer's dollar and makes decisions that best serve the community.
- Seeks to serve residents where they want, when they want and how they want, including in Library facilities, in the community and online.

*Adopted by the Pierce County Rural Library District Board of Trustees, July 17, 1974.
Revised January 8, 2014.*

Board Policy



Access to Library Services for Persons with Disabilities

Policy Statement

The Pierce County Library District complies with the Americans with Disabilities Act.

Policy

Pierce County Library is committed to serving all residents of its community. In accordance with Federal and State law, the Library monitors its compliance with Title II of the Americans with Disabilities Act of 1990 to ensure the Library and its programs are accessible to and usable by individuals with disabilities.

The Library offers reasonable accommodations to persons with disabilities.

The Library provides a grievance procedure to ensure that if an individual believes he or she has been denied access to Library services or has been otherwise discriminated against because of a disability, the issue can be resolved as promptly and harmoniously as possible.

The Library designates the Human Resources Director as its ADA Coordinator, to coordinate its efforts to comply with and carry out its ADA responsibilities.

Related Policies/Procedures

[Access to Library Services for Persons with Disabilities: Grievance Process](#)

[Equal Employment Opportunity Policy](#)

Board Policy 4.16

Adopted by the Pierce County Library District Board of Trustees March 9, 2011

Board Policy



Equal Employment Opportunity

Policy Statement

It is the policy of the Pierce County Library System to provide equal opportunity to all employees and applicants for employment.

Purpose

This policy confirms the Library's commitment to providing equal employment opportunity and to comply with the laws of the United States and the State of Washington.

Policy

All personnel practices, such as recruitment, hiring, promotions, training, discipline and privileges of employment, shall be administered in a manner which does not discriminate against an employee or job applicant on the basis of: race, color, creed, religion, ancestry, citizenship, national origin, sex, age, presence of HIV or hepatitis C infection (except where sex or age or presence of HIV or hepatitis C infection is a bona fide occupational qualification as defined by the Washington State Human Rights Commission), marital or family status (including pregnancy), sexual orientation, gender or gender identity, presence of any sensory or mental or physical disability (unless such disability effectively prevents the performance of the essential functions required of the position and which cannot be accommodated without undue hardship), honorably discharged veteran or military status, use of a trained dog guide or service animal by a person with a disability, or genetic information.

The Library's legal obligations under equal employment opportunity statutes are not expanded or diminished by adoption of these policies. Legal obligation shall be determined solely by the law in effect at the time of any legal action.

Related Policies:

- Anti-Discrimination/Anti-Harassment Policy
- Diversity and Inclusion Policy

Board Policy 4.1 Adopted by the Pierce County Library System Board of Trustees June 17, 1999 (Replacing the Affirmative Action Policy).

Revised by the Pierce County Library System Board of Trustees June 13, 2012.

Second Revision:

Board Policy



Non-Discrimination and Anti-Harassment Policy

Policy Statement

Pierce County Library System commits to promoting a workplace environment that reflects the diversity of its community, and is free of unlawful discriminatory or harassing behaviors.

Purpose

It is the Pierce County Library System's goal to provide a work environment that promotes mutual respect and is free from all forms of discrimination and harassment because it damages the workplace and negatively affects morale, motivation, and job performance.

This policy affirms the Library's commitment to equal employment opportunities and to the elimination of unlawful discrimination or harassment which limits human potential, or impedes communication, understanding or access to information. The Library complies with the laws of the United States and the State of Washington.

Definitions

Discrimination: unlawful discrimination in employment occurs when an employer makes employment decisions about employees (or potential employees) based on race, color, creed, ancestry, national origin, gender, gender identity, marital or family status, religion, age, sexual orientation, citizenship, honorably discharged veteran or military status, disability, genetic information, or other class protected by federal, state, or local laws. This applies to all types of employment decisions, including hiring, firing, promotions, layoffs, training, wages, benefits, or other terms and conditions of employment.

Sexual Harassment: is defined as a form of unlawful discrimination under Title VII of the Civil Rights Act of 1964 and the Washington Law Against Discrimination. It is repeated, unwanted conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that interferes with work performance, affects employment decisions, or is serious and frequent enough to create a hostile, intimidating, or offensive work environment or requires submission to sexual conduct in exchange for job related benefits.

Examples of conduct that may give rise to Sexual Harassment include, but are not limited to:

- Repeated sexual comments or innuendoes
- Displays, jokes, or kidding of a sexual nature
- Offensive comments about a specific gender
- Unwelcome physical contact
- Unwanted sexual advances
- Stating or implying that a job or job benefits are dependent upon compliance with sexual requests.

Board Policy



Workplace Harassment: is defined by the U.S. Equal Employment Opportunity Commission as repeated, inappropriate, unwelcome, or offensive conduct or speech directed toward individuals – or their relatives, friends, or associates – because of their race, color, national origin, gender, gender identity, sexual orientation, religion, disability, or age. The conduct or speech must be serious and frequent enough to create a hostile, intimidating, or offensive work environment; unreasonably interfere with an employee’s work performance; or negatively affect a person’s employment opportunities, benefits, or rights. Such harassment is prohibited by Library policy, whether it occurs on or off the work site, while the employee engaging in the behavior is performing work related duties or representing the Library as the Library’s employee.

Examples of Workplace Harassment include, but are not limited to:

- Offensive or derogatory jokes, cartoons, pictures, or graffiti.
- Mimicking language or accents.
- Racial or ethnic slurs.
- Unwelcome comments about religious garments.
- Threats.
- Intimidating or hostile acts.
- Posting offensive materials on physical or online walls, staff bulletin boards, or system email that denigrate or show hostility toward a person or group because of their membership in a protected class.
- Engaging in behavior that would be highly offensive to a person who is a member of a protected class with the intent to cause embarrassment or offense.

Policy

The Library will not tolerate actions, words, jokes, comments, or employment decisions based on an individual’s race, color, creed, national origin, religion, gender, gender identity, sexual orientation, marital or family status, age, citizenship, veteran’s status, disability, or genetic information.

All employees shall act in a professional, respectful manner that promotes diversity and maintains a harassment-free work environment.

It is the responsibility of all staff members to:

- Not engage in behavior that constitutes unlawful discrimination or harassment.
- Fully cooperate in carrying out this policy.
- Communicate any concerns regarding discrimination, harassment, or retaliation to the Staff Experience Director or a Human Resources Generalist.

It is the Library’s responsibility to take investigatory steps if there are allegations of discrimination, harassment, or retaliation, and to take corrective action if misconduct occurs.

Board Policy



Board Policy 4.4 Adopted by the Pierce County Library System Board of Trustees June 13, 2012.

First Revision:

Officers Reports

MEMO



Date: August 11, 2020

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

From: Mary Getchell, Marketing and Communications Director

Subject: Library Services Now Survey Results

In July, the Pierce County Library System conducted a public opinion survey to learn how it can best serve people in the coming months as it continues to provide services during the novel coronavirus pandemic 2019 (COVID-19). The Library asked people to share their thoughts and opinions in the How to Serve You Now online survey for nearly three weeks. In all, 2,603 people responded to the survey.

Feedback in the survey is important as the Library System reinvents its services with a focus on Library Curbside and online services, and as it prepares services, buildings, and staff to safely serve communities when buildings reopen for the public. Responses to the survey will help the Library reimagine current and in-building services during the pandemic.

Overall, 70% of respondents said they would be “very comfortable” (37%) to “somewhat comfortable” (33%) coming into a Pierce County Library when they reopen. Although, 59% said there are activities they would feel uncomfortable doing in the buildings. Using shared computers and printers, participating in events and classes, sitting, reading and studying, and using a public restroom or drinking fountain, topped the list of what people said they would not be comfortable doing in the libraries. Respondents selected almost every health and safety option offered in the survey for what steps the Library could take to help people feel more comfortable from staff wearing masks and gloves and limiting the number of people in the buildings to extra spaces between chairs and computers and Plexiglas at Help Desks.

Since library buildings closed to the public in March to help reduce the spread of COVID-19, the Library’s online services and use of them have increased. In all, 79% of the survey respondents said online e-books and audiobooks were “very valued” (61%) or “somewhat valued” (18%). At the same time, print books continue to be of equal value with 81% of respondents saying books to check out of the libraries were “very valued” (53%) or “somewhat valued” (28%) at this time. Books continue to be the most valued service from the Library System.

In selecting services of the most importance at this time respondents, were clear and unified in their top choices:

- Browsing shelves and checking out books and materials: 71%, 1,839 people
- Resources for at home school and learning: 41%, 1,053 people
- The Library space as a place to be: 22%, 577 people

Respondents mostly noted classes and events as “not very valued” or “not valued at all”:

-
- Online classes and events for children: 61%, 1,571 people
 - In-library classes and events for children: 76%, 1,956 people
 - In-library classes and events for adults: 70%, 1,819 people

While responses were mixed for online classes and events for adults with 32% saying they were “somewhat valued” with 25% saying they were “not valued at all.”

Respondents saw staff as a valued service with 84% saying they were “very valued” (45%) and “somewhat valued” (39%).

The survey ran while the Library System was gearing up to offer and launch curbside service. Respondents strongly favored the service with 82% of respondents calling the service “very valued” or “somewhat valued.” A part of curbside service includes picking up print jobs people send to the library. This component of the service was not of interest with 74% of respondents saying it was “not very valued” or “not valued at all.”

The Library is using the input as it continues its curbside and online services and prepares for in building and in community services.

MEMO



Date: August 31, 2020

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

From: Meghan Sullivan, Customer Experience Manager

Subject: Parkland/Spanaway Library Refresh

The Parkland/Spanaway Library will be undergoing a Refresh from Tuesday, Sept. 8 thru Saturday, Sept. 26. These planned improvements will be done with funding from a restored levy approved by voters in 2018. This project was originally scheduled for May 2020 and was deferred to September 2020 due to COVID-19.

Parkland/Spanaway staff will be assisted in this work by the efforts of departments across the system. The IT, Facilities, and Collection Management departments have played integral roles in the planning and the execution of the work in making this project a reality.

During this time, workers will put in new carpet and furniture throughout the 16,000 square foot building. Construction workers will also carve out a larger and more defined area for teenagers to give them a space and place to themselves – separate from the children’s area and places where adults read and study. Overall, the new layout will help separate noisy group activities from quiet reading areas for all ages.

In addition, the remodel will create more areas for study and collaborative work, keeping in mind needs to maintain social distancing when the building reopens to the public. The building will provide more seating with attached desks/tables, so people can more simply use laptops and tablets they bring in or borrow from the library.

During the remodel, customers will be able to pick up books, movies and other items they have placed on hold through Library Curbside. Curbside service hours at Parkland/Spanaway Library will include the following:

Monday-Friday, 2-6 p.m.

Saturday, 10 a.m.-5 p.m.

MEMO



Date: August 27, 2020

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

From: SandraRosa Bryant (Teen Services Librarian)
Anna Shelton (Community Initiative Manager)

Subject: Teen Volunteer League 2020

This fall, Pierce County Library System will offer our third year of Teen Volunteer League (TVL) – and our first year of a fully-virtual program. During a time when job, internship, and volunteer opportunities for young people have been impacted by the global pandemic, Teen Volunteer League is especially important.

Over the course of 8 weeks, teen participants will earn volunteer service hours, get mentorship from library staff, receive resume support and job skills training, and build leadership skills. As part of the program, teen volunteers will develop content to be shared with other teens, including book reviews, book talks, and creative and artistic expression. TVL participants will also be encouraged to work together on a project over the course of the program that is fully created and pioneered by them with library staff in a support role. Teens will meet twice weekly with library staff in addition to asynchronous opportunities to connect with each other. As a result of Teen Volunteer League, our hope is to contribute to a priority impact statement that is connected to the Library's Community Initiative: people establish personal connections to relevant and supportive communities where their identities are affirmed.

Teens ages 14-18 are welcome and encouraged to apply, with a priority application deadline of September 13. The application form is available on our public website:
<https://www.piercecountylibrary.org/kids-teens/teens/teen-volunteer-league.htm>

While the program takes place virtually, teens without regular internet access are also encouraged to apply, and alternative options are available for offline participation.

We look forward to connecting virtually with teen participants through this program. We know Teen Volunteer League participants will build a stronger and more connected teen community in Pierce County and will make lasting contributions to Pierce County Library System.

MEMO



Date: August 26, 2020

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

From: Mary Getchell, Marketing and Communications Director

Subject: August 2020 Primary Election Results

The Primary Special Election contained two funding ballot measures for Pierce County residents.

Voters approved a measure for Fire District No. 16 - Proposition No. 1 (Key Peninsula Fire District) for a maintenance and operation levy, with a 65.42% approval. In Fircrest, which is not part of the Pierce County Library System's service area, voters approved a measure for the City of Fircrest - Proposition No. 1 Emergency Medical Care Services with a 61% approval. Both measures were stated to be a continuation of current services.

Voters in Pierce County turned out in historically record numbers in the August primary, with 548,803 ballots issued for the primary and 51.9% of voters casting their ballots, which is more than Pierce County has seen in decades. For perspective, the 2016 primary yielded a 36.7% turnout and the 2012 primary recorded a 36.1% showing.

Another record was set at the South Hill Pierce County Library for the most popular place to vote, with people dropping off 13,113 ballots at the drop box located at South Hill Library – by far the highest number of ballots at a Pierce County drop box. The Pierce County Annex earned a distant second for the highest number of ballots in its drop box with 10,761 ballots.

**Primary Election Results-Aug. 4, 2020
Official Results, Aug. 10, 2020**

Pierce County Elections Office

Fire District No. 16 - Proposition No. 1 (Key Peninsula Fire District)

M&O Levy. .25 cents/\$1,000 assessed property value = appx. \$100 more for average home valued at \$400,000.

Yes: 4,719 65.42% Passed
No: 2,494 34.58%
Total: 7,213 100.00%
12,765 registered voters; 7,213 ballots, 56.51% turnout

City of Fircrest - Proposition No. 1 Emergency Medical Care Services

Six year levy continuation at 50 cents/\$1,000 of assessed property value = \$50 for home valued at \$100,000.

Yes: 2,248 75.61% Passed
No: 725 24.39%
Total: 2,973 100.00%
5047 registered voters; 3698 ballots, 73.27% turnout

Pierce County Library FYI Packet
Link List
September 9, 2020

Pierce County Library in the News

- [Gig Harbor girl drew on her imagination. Now there's a Sasquatch on our library cards](#) – The News Tribune
- [Gig Harbor Student Named Winner of Library Card Design Contest](#) – Pierce County Patch
- [Pierce County READS Author Event Going Online](#) – South Sound Talk
- [Pierce County Library System Welcomes New Board of Trustees Member](#) – South Sound Business
- [Curbside Pickup Expands to More Pierce County Libraries](#) – South Sound Business
- [Pierce County Library System expands curbside program to Eatonville](#) – Dispatch
- [Curbside Pickup Now Offered At 15 Pierce County Libraries](#) – Pierce County Patch
- [Buckley residents can now get books from library](#) – Courier Herald
- [Here's What I think About That](#) – Key Pen News
- [Your library can help you 'borrow' a free Discover Pass](#) – Courier Herald
- [What do you want in library services now?](#) – Orting News
- [City Council allocates CARES Act funds to local partners](#) – Pierce County Patch
- [Here's Where You Drop Your Ballot in Western Washington](#) – 107.7 The End blog
- Pierce County Library 2019 Annual Report (tear sheet from The News Tribune – See attached PDF. Digital ads were also featured on their website)
- Pierce County Library 2020 Strategic Plan – See attached PDF

Your Learning, Enjoyment, Community Resource

Pierce County Library System's 2019 ANNUAL REPORT TO THE COMMUNITY



SIGNIFICANT ACCOMPLISHMENTS

RESTORED LEVY

2019 marked the first year the Pierce County Library System operated with funding from a restored levy approved by voters in 2018.

With the public's investment, the Library System continues:

- Supporting residents' growth and curiosity
- Offering excellent reading choices
- Working to connect and strengthen growing and changing communities

LEARNING

Check Out Washington



KBTC Public Television's Journey to Jobs



ENJOYMENT

A Year of Reading: Pierce County READS, the community one-book program, personal reading shoppers and more



Read to a dog

E-books and Online Audiobooks

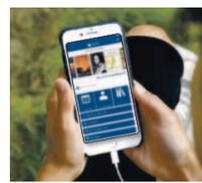


COMMUNITY

Voter Points of Assistance



Mobile app



CORE SERVICES



Spaces: Spoke with residents in Lakewood, Tillicum, and Sumner to learn their interest about potential new libraries, in new locations



Partnerships: committed to strategic partnerships with numerous organizations to advance the Library's services and serve all people.

FAST FACTS 2019



3,867,493 Visits

2,090,412 to 20 libraries and 1,777,081 to website



5,918,248 books/materials checked out

4,461,625 from shelves 1,456,623 from online e-books and audiobooks



1,485,579

Uses of online databases/e-sources

DEMOGRAPHICS NOW Business and People



ancestry.com



115,045 Event and Class Attendance



9,555 Public meeting room bookings



362,779 cardholders



84% of Lakewood survey respondents are interested in new libraries in Lakewood.

88% of Sumner survey respondents are interested in a new library in Sumner.

LIBRARY SYSTEM'S COMMITMENT TO YOU IN 2020

Learning...encouraging lifelong learning



STEAM-Science to Go: pick up backpacks at Library Curbside



Enjoyment...inspiring the love of reading

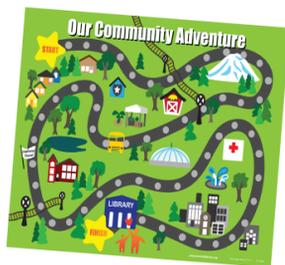
Library Curbside: pick-up for books, movies and other materials



Community...engaging with residents

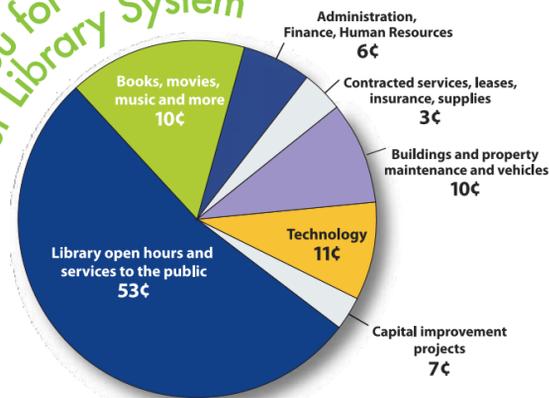
Parkland/Spanaway Pierce County Library: refresh interior of the library

Our Community Adventure: inspire young families with a community scavenger hunt



Read full report: annualreport.pcls.us

Thank you for investing in your Library System



Thank you to Pierce County Library Foundation and Friends of the Libraries for contributing:

- \$353,959 from 1,267 Donors to the Foundation
- \$88,202 In-kind from 6 Donors
- \$111,537 from 17 Friends organizations

2019 Board of Trustees

- Robert Allen, Chair • Daren Jones, Vice Chair
- Donna Albers (January-July 2019) • Monica Butler
- Pat Jenkins • Jamilyn Penn (August 2019-Present)
- Georgia Lomax, Executive Director

LEARNING • ENJOYMENT • COMMUNITY



piercecountylibrary.org
253-548-3300





YOUR LIBRARY
SPARKS SUCCESS
FOR PIERCE COUNTY

2020
STRATEGIC
PLAN



**Pierce County
Library System**

Information & Imagination

In 2020, we are learning that plans are meant to change! As the Pierce County Library System was preparing this document, the world and our communities were changing in response to the novel coronavirus pandemic 2019 (COVID-19). In response, the Library changed to provide library services our communities need and value, and in this case, during a pandemic.

With library buildings closed under the Washington State Governor's Stay Home, Stay Healthy order, we pivoted to help people by phone, email and online. We also bolstered our online services with more e-books, downloadable audiobooks and online learning resources to support parents-turned teachers. Our staff created videos and offered classes and events online. We also delivered library resources to food sites at local schools and Centro Latino.

2020 marks the Pierce County Library's second year operating with funding from a restored levy approved by voters in 2018. With the public's investment, the Library System continues to support residents' growth and curiosity, offer excellent reading choices, and work to connect and strengthen growing and changing communities, even during a pandemic.

As our communities move through and forward from this devastating public health emergency and the resulting economic crisis, we are committed to assuring your investment in the Library provides services to best help our communities as they change and recover.

While many people are experiencing uncertainty, the Library is here for you with access to free learning, enjoyment and community resources. These high-quality services save you money.

Now more than ever, Library staff is here for you, with trusted and reliable resources to help as we all navigate these difficult times and forge new paths. The Library is here; to support our communities to thrive again as we all look optimistically toward the future.

Thank you for the privilege to support your learning, enjoyment and community every day!



Daren Jones
Chair, Board of Trustees



LEARNING...inspire lifelong learning

- Support for your growth and curiosity.
- Prepare preschoolers, babies and toddlers to learn.
- Support school and career success.
- Strengthen your practical skills and knowledge, so you can navigate the real world and meet your goals.

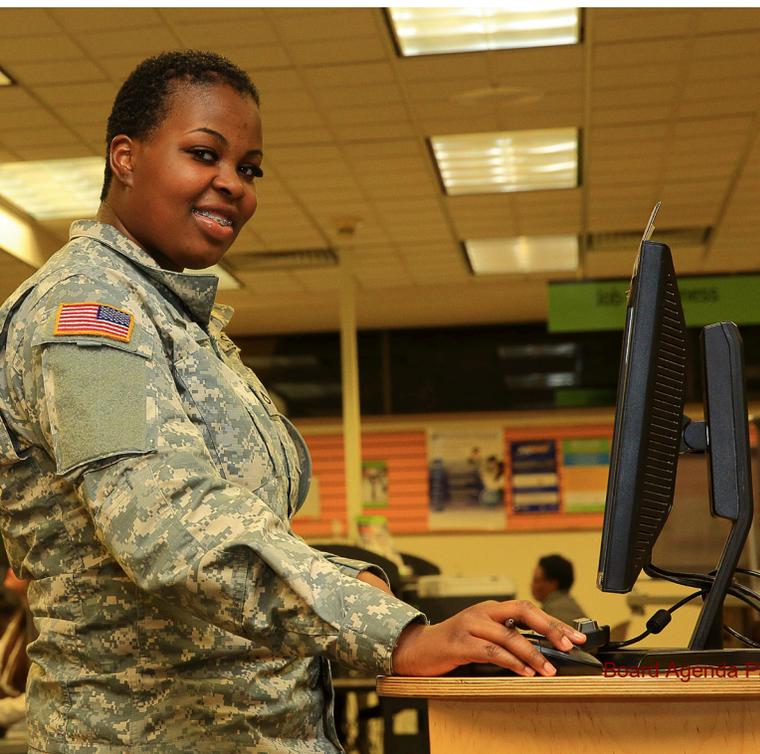
Overview of some of 2020 services:

Add Move to Learn, a collaborative project with Pierce County Project Child Success and associated early learning partners, to the popular early learning Play to Learn project, along with Paint to Learn and Cook to Learn. Children, ages 0-5, and their caregivers will move, dance and learn, which combined support literacy learning, reading and thinking.



Expand STEAM – Science, Technology, Engineering, Art and Math – activities, which have proven to build critical problem solving and adaptability skills, including frustration resilience. These activities use STEAM components to provide learning opportunities in an away-from-school safe environment where people can experiment, learn and grow.

Activate technology for elementary students with coding backpacks as part of the Library's Science to Go service. Inspire young minds with Mobile Maker cart programs filled with hands-on, minds-on projects to enhance student learning and creativity.



Help people find and get jobs in response to the economic fallout from the pandemic, resulting in approximately 80,000 people seeking employment in Pierce County. The Library's **Get Hired** services help people create resumes, prepare for interviews and improve their technology skills.



ENJOYMENT...foster the love of reading

- Help you enjoy your free time.
- Inspire imagination through an extensive and diverse selection of books, movies and other materials.
- Foster your love of reading.
- Create opportunities for you to discover new interests and pursue passions.

Overview of some of 2020 services:

Get e-books and other materials to you faster. Currently, it takes weeks to get new e-books, movies and other materials onto library shelves and online and into your hands. The Library is creating a process to get those items to you in days.

Added more e-books and online audiobooks in response to the significant demand while library buildings were closed, resulting in a 58% increase in new online customers and a 21% increase in online checkouts in March and April 2020, compared with March and April 2019.

Expand international/world language choices of books to reflect the interests and needs of diverse communities.

Engage residents with **Poetry in the Park** featuring signs with selected poems in parks in Pierce County, to inspire curiosity through reading, writing and nature. The Library System collaborates with the Tahoma Audubon Society and libraries in the region for this program.

Reinventing Summer Reading as primarily an online experience for all ages and grab and go activity kits for people to pick up from a library and take home to make and keep. Excite people of all ages in the Summer Reading program to foster reading for enjoyment. For students, the program also helps keep kids reading all year long so they return to school ready to learn.





COMMUNITY...engaging with residents

- Connect and strengthen your communities.
- Bring people together around shared interests and activities.
- Activate Pierce County communities with welcoming, inclusive civic buildings and online spaces.
- Connect you with information and community resources to help you navigate life's challenges.

Overview of some of 2020 services

As a Strategic Direction, **determine how people want to use the library** buildings and online spaces today and tomorrow, with a significant pivot to online services during the pandemic.

As a Strategic Direction, **study the needs of individuals and families who are asset limited**, which in 2019 showed at least 30% of Pierce County households earning income less than the amount needed to meet basic household needs. Also, the Library plans to develop a multi-year plan attending to public and staff support needed to advance racial equity work in the Library. Based upon understanding the needs, create and identify library services.

Take Summer Reading on the Road to children in low-income neighborhoods and with limited access to books and reading in the summer months.



Core Services

These Core Services are the Pierce County Library System's commitment to you.



MATERIALS

Offer books and resources you want, need and value.



STAFF

Connects you to the right resource at the right time.



SPACES

Welcoming spaces for everyone in our community.



TECHNOLOGY

Meet your needs with today's technology.



PARTNERSHIPS

Collaborate with others to best serve you.



CLASSES & EVENTS

Provide skill-building classes and engaging events.



BUSINESS PROCESSES

Invest in sound and sustainable operations.





Overview of some of 2020 services:

Offer curbside pick-up for books, movies and printing to library printers.

Grow a workplace reflecting the community the Library System serves.

Update technology for public use, including our youngest visitors, with modern software and offer mobile printing to create easy access to needed services.

Build an engaging, modern website, resulting in high-quality public experiences.

Update the Parkland/Spanaway Pierce County Library physical spaces. Create a welcoming space in the Parkland/Spanaway Library for the public to use and enjoy, and, in particular, clearly define an area for teenagers.



Guiding Principles

We are creative, community-focused, and system strong. We pledge to:

Be true to our communities by listening and responding to what is important to you.

- Innovate strategically by finding inventive ways to serve you.
- Provide access for all by serving everyone with the same degree of interest and respect.
- Deliver convenience by making resources accessible and easy to use.
- Play the right role by using our strengths as a library to get results and to support our community partners.
- Be financially sustainable by responsibly managing your public resources for today and tomorrow.

