

AGENDA

Regular Meeting of the Pierce County Library System Board of Trustees

October 14, 2020 | 3:30 PM

This is a Virtual Meeting

Attendees may join via either:

- **Phone:** Dial+1.253.215.8782 | Webinar ID: 972 4148 2087 | Passcode: 090783; or
- **Web browser** (Zoom user account is required to join via web browser):
<https://zoom.us/j/97241482087?pwd=RkRwU2k4NnJvM28vMk1pZUxITVZBdz09>; or
- **App** (Zoom user account is NOT needed if joining by app) ([Windows App](#) | [iPad / iPhone App](#) | [Android App](#))
<https://zoom.us/j/97241482087?pwd=RkRwU2k4NnJvM28vMk1pZUxITVZBdz09>

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@piercescountylibrary.org by 2 pm on October 14. Comments will be read aloud to the Board. Time limit for comments is three minutes.</i>	
3:37 pm	03 min.	Consent Agenda	Action
		<ol style="list-style-type: none"> 1. Approval of Minutes of September 9, 2020, Regular Meeting 2. Approval of September 2020 Payroll, Benefits and Vouchers 3. Technology Purchase – Microsoft Support Renewal 4. 2020 Monitor and PC Recycling 	
3:40 pm	05 min.	Board Member Reports	
3:45 pm	10 min.	Routine Reports	
		<ol style="list-style-type: none"> 1. Fundraising Performance Report, Dean Carrell 2. Metrics Dashboard, Melinda Chesbro 3. August Financial Report, Cliff Jo 	
3:55 pm	5 min.	Unfinished Business	
		<ol style="list-style-type: none"> 1. COVID-19 Update, Risk Management Team <ol style="list-style-type: none"> a. Cash Status b. COVID-19 Services - September 	
	30 min.	<ol style="list-style-type: none"> 2. 2021 Budget and Service Plan, Georgia Lomax, Melinda Chesbro, Cliff Jo <ol style="list-style-type: none"> a. Preliminary Levy Certificate b. Conceptual Budget c. Service Overview 	
4:30 pm	15 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 labor matters.</i>	
4:45 pm	5 min.	New Business	
		<ol style="list-style-type: none"> 1. Proposed 2021 Board Meeting Schedule, Georgia Lomax 	
4:50 pm	05 min.	Officers Reports	
		<ol style="list-style-type: none"> 1. National Friends of the Library Proclamation 2. Summer Reading Results 3. Graham Property Update 4. Library Curbside Marketing Plan 5. PCLS Staff Elected to WA Library Association Positions 	
4:55 pm	01 min.	Announcements	
		Due to the Veteran's Day holiday, the November Board Meeting will be held on November 18, 2020.	
4:56 pm		Adjournment	

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – OCTOBER 14, 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 3:31 pm. Board members present were Rob Allen, Jamilyn Penn and Brian Thomason. Daren Jones was excused. The meeting was conducted virtually due to the Safe Start Washington Reopening Plan to slow the transmission of the coronavirus.

CONSENT AGENDA

1. Approval of Minutes of September 9, 2020, Regular Meeting
2. Approval of September 2020 Payroll, Benefits and Vouchers
3. Technology Purchase – Microsoft Support Renewal
4. 2020 Monitor and PC Recycling

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

BOARD MEMBER REPORTS

There were no Board member reports.

ROUTINE REPORTS

Foundation Director Dean Carrell reported the 2nd Annual Trivia Bee will be held November 14. Funds raised during the online, live streaming event will support digital equity efforts by the Library, including online technology and resources.

Deputy Director Melinda Chesbro noted overall checkouts of material are at approximately 25% of the number of checkouts in months prior to COVID closures.

UNFINISHED BUSINESS

COVID-19 Update – Executive Director Georgia Lomax reported libraries in phase 2 are now allowed to offer limited services, with no more than 25% capacity of the public in buildings. The Library has been planning for re-opening and is addressing how it provides technology access, how the spaces in buildings are used and how services will be provided. Timing will depend on receipt of supplies and resources needed to meet reopening requirements, as well as guidance by public health officials. Staff teams have identified criteria on how to decide which locations should open first. There is a strong focus on communities that have higher technology access needs. Curbside will continue to be the main method of service delivery. Many service limitations will still be in place.

2021 Budget and Service Plan – Ms. Lomax presented a conceptual budget based on previous Board discussion and asked the Board for direction on setting the 2021 mill rate as work to complete the draft budget by the November meeting continues.

The Board discussed four scenarios. All support robust operations under the limited services allowed, fund the sustainability fund, improve technology and continue to serve the communities with excellence.

The trustees agreed on the importance of doing what's best for the taxpayers while ensuring the Library can meet its obligations. They directed the Library to maintain the tax rate between 2020 and 2021 and bank the unspent capacity.

Ms. Lomax remarked that due to the combined efforts of the Board's sound fiscal decisions, leadership's work on fiscal strategies and staff's efforts to best serve the public the Library is in a fortunate situation to acknowledge the impact of the pandemic and economic situation on taxpayers. She shared her appreciation of the trustees' care for the Library, its staff and the communities it serves.

The draft budget will be presented to the board in November.

EXECUTIVE SESSION

At 4:32 pm, Mr. Thomason moved to recess to Executive Session, per RCW 42.30.110, to discuss labor matters for approximately 15 minutes. Ms. Penn seconded the motion and it was passed. The Session ended at 4:50 pm.

NEW BUSINESS

Proposed 2021 Board Meeting Schedule – Ms. Lomax presented the proposed schedule for the Board's review.

OFFICERS REPORTS

National Friends of the Library Proclamation – The Trustees and the Library extended their thanks and gratitude to the Friends of the Libraries for their contributions to Pierce County Library System and its communities.

ANNOUNCEMENT

Due to the Veteran's Day holiday, the November Board Meeting will be held on November 18, 2020.

The 2nd Annual Trivia Bee will be held on November 14, 2020.

ADJOURNMENT

The meeting was adjourned at 4:56 pm on motion by Mr. Allen, seconded by Mr. Thomason.

Georgia Lomax, Secretary

Pat Jenkins, Vice- Chair

AGENDA

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4:56 pm		Adjournment	

Consent Agenda

**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

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

	<u>Source</u>	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	EDEN	3914 - 3915	9/1/2020 - 9/30/2020	\$ 3,734.97
Electronic Payments - Payroll & Acct Payable	EDEN		9/8/2020	893,697.71
Electronic Payments - Payroll & Acct Payable	EDEN		9/21/2020	911,794.08
Accounts Payable Warrants*	EDEN	631650 - 631657	9/1/2020 - 9/30/2020	257,627.66
Accounts Payable Warrants	MUNIS	700625 - 700699	9/1/2020 - 9/30/2020	660,599.12
Total:				\$ 2,727,453.54

** 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 09.30.2020

Check History Listing
Pierce County Library System

Check #	Bank	Date	Paid to	Status	Can/Vd Date	Pay Period Dates	Dir Dep	Amount
3914	key	09/21/2020	KeyBank N.A. RIES, LORI	C	09/28/2020	09/01/20 - 09/15/20	0.00	2,174.95
3915	key	09/21/2020	KeyBank N.A. TURNER, MEGAN	C	09/23/2020	09/01/20 - 09/15/20	0.00	1,560.02
Total:							0.00	3,734.97

Checks in report: 2

Grand Total: 0.00 3,734.97

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: 9/08/20 Payroll

Withdrawal Date: 09/08/20

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	68,402.75
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	56,890.67
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	56,890.67
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	533,604.40
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	10,812.04
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	59,551.20
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	96,680.13
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	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						\$ 893,697.71

Certification:

Stacy Karabotsos
 Signature (Department Designee)

09/03/20
 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: 9/21/20 Payroll

Withdrawal Date: 09/21/20

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	71,985.85
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	58,201.85
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	58,201.85
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	542,658.57
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	11,206.42
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	59,894.47
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	98,048.41
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	6,972.00
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	1,698.40
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	541.41
PCL_Company	WA State Support Registry	237100	CC_Library_District	697-00	5100000	2,170.45
Total Deposit						\$ 911,794.08

Certification:

Stacy Karabotsos
 Signature (Department Designee)

09/17/20
 Date

Comments:

Check History Listing
Pierce County Library System

Bank code: key

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
631650	09/08/2020	000828 AFSCME AFL-CIO	C	12,713.23
631651	09/08/2020	003985 PACIFICSOURCE ADMINISTRATORS	C	2,364.07
631652	09/08/2020	001181 PIERCE CTY LIBRARY FOUNDATION	C	705.99
631653	09/09/2020	000175 ASSOCIATION OF WASHINGTON CITI	C	232,985.21
631654	09/21/2020	003778 AFLAC		5,307.18
631655	09/21/2020	001578 COLONIAL SUPPLEMENTAL INSURANC		404.80
631656	09/21/2020	003985 PACIFICSOURCE ADMINISTRATORS	C	2,441.19
631657	09/21/2020	001181 PIERCE CTY LIBRARY FOUNDATION		705.99
			key Total:	257,627.66
8 checks in this report			Total Checks:	257,627.66

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
700625	09/01/2020	PRINTED	370	ELITE PROPERTY INVESTMENTS LLC	0.00	11,735.98	09/04/2020
700626	09/01/2020	PRINTED	290	SURPRISE LAKE SQUARE LLC	0.00	12,014.25	09/03/2020
700638	09/11/2020	PRINTED	329	ARAMARK UNIFORM SERVICES	0.00	21.98	09/21/2020
700639	09/11/2020	PRINTED	334	ASSOCIATED PETROLEUM PRODUCTS	0.00	2,359.44	09/21/2020
700640	09/11/2020	PRINTED	341	BAKER & TAYLOR	0.00	1,314.22	09/21/2020
700641	09/11/2020	PRINTED	432	CITY OF BONNEY LAKE , WA	0.00	239.93	09/22/2020
700642	09/11/2020	PRINTED	638	CITY OF BUCKLEY	0.00	742.87	09/23/2020
700643	09/11/2020	PRINTED	1036	CATALYST WORKPLACE ACTIVATION	0.00	4,064.10	09/21/2020
700644	09/11/2020	PRINTED	998	CINTAS CORPORATION	0.00	1,656.40	09/24/2020
700645	09/11/2020	PRINTED	163	DEPT OF LABOR & INDUSTRIES	0.00	415.40	09/23/2020
700646	09/11/2020	PRINTED	379	E-RATE EXPERTISE INC	0.00	187.50	09/22/2020
700647	09/11/2020	PRINTED	369	EHS-INTERNATIONAL INC	0.00	15,250.09	09/24/2020
700648	09/11/2020	PRINTED	390	FAIRVEGA LIBRARY SERVICES	0.00	219.80	09/21/2020
700649	09/11/2020	PRINTED	446	CITY OF GIG HARBOR	0.00	1,612.41	09/22/2020
700650	09/11/2020	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	469.22	09/21/2020
700651	09/11/2020	PRINTED	26	LINGO	0.00	133.02	09/24/2020
700652	09/11/2020	PRINTED	211	MIDWEST TAPE	0.00	28,300.19	09/24/2020
700653	09/11/2020	PRINTED	216	CITY OF MILTON	0.00	477.13	09/23/2020
700654	09/11/2020	PRINTED	227	MOUNTAIN MIST	0.00	6.56	09/21/2020
700655	09/11/2020	PRINTED	520	CITY OF ORTING	0.00	299.15	09/23/2020
700656	09/11/2020	PRINTED	552	PENINSULA LIGHT CO	0.00	358.05	09/21/2020
700657	09/11/2020	PRINTED	762	PRINT NW LLC	0.00	602.76	09/18/2020
700658	09/11/2020	PRINTED	776	PUGET SOUND ENERGY	0.00	1,570.80	09/21/2020
700659	09/11/2020	PRINTED	792	WASHINGTON WATER SERVICE	0.00	496.61	09/25/2020
700660	09/11/2020	PRINTED	61	RICOH USA INC	0.00	2,337.66	09/22/2020
700661	09/11/2020	PRINTED	61	RICOH USA INC	0.00	1,494.18	09/22/2020
700662	09/11/2020	PRINTED	269	SPRAGUE PEST SOLUTIONS	0.00	181.34	09/21/2020
700663	09/11/2020	PRINTED	273	TOWN OF STEILACOOM	0.00	1,030.38	09/21/2020
700664	09/11/2020	PRINTED	588	TRAVELING LANTERN THEATRE CO	0.00	2,700.00	09/21/2020
700665	09/11/2020	PRINTED	1764	TSAI FONG BOOKS INC	0.00	1,713.27	09/28/2020
700666	09/11/2020	PRINTED	595	TYLER TECHNOLOGIES INC	0.00	4,480.00	09/22/2020
700667	09/11/2020	PRINTED	672	CITY OF UNIVERSITY PLACE	0.00	14.64	09/25/2020
700668	09/11/2020	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	610.51	09/22/2020
700669	09/11/2020	PRINTED	811	WCP SOLUTIONS	0.00	392.42	09/21/2020
700670	09/17/2020	PRINTED	762	PRINT NW LLC	0.00	10,991.86	09/24/2020
700671	09/17/2020	PRINTED	883	SEATTLE ARTISTS WAY CENTER	0.00	325.00	09/24/2020
700672	09/17/2020	PRINTED	598	UNIQUE MANAGEMENT SERVICES	0.00	662.30	09/23/2020
700673	09/17/2020	PRINTED	605	US BANK	0.00	445,691.25	09/25/2020

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700674	09/22/2020	PRINTED	341	BAKER & TAYLOR	0.00	23,849.80	09/29/2020
700675	09/22/2020	PRINTED	657	CENGAGE LEARNING	0.00	1,727.75	09/28/2020
700676	09/22/2020	PRINTED	662	CENTURYLINK	790.89	0.00	
700677	09/22/2020	PRINTED	124	CONSOLIDATED TECHNOLOGY SERVICES	0.00	585.12	09/29/2020
700678	09/22/2020	PRINTED	1001	DATA QUEST LLC	135.00	0.00	
700679	09/22/2020	PRINTED	363	TOWN OF EATONVILLE	0.00	610.49	09/28/2020
700680	09/22/2020	PRINTED	390	FAIRVEGA LIBRARY SERVICES	0.00	847.33	09/28/2020
700681	09/22/2020	PRINTED	402	FIRGROVE MUTUAL WATER COMPANY	223.40	0.00	
700682	09/22/2020	PRINTED	470	GUARDIAN SECURITY	213.14	0.00	
700683	09/22/2020	PRINTED	211	MIDWEST TAPE	0.00	46,618.34	09/29/2020
700684	09/22/2020	PRINTED	501	NORTHWEST DOOR LLC	0.00	1,136.72	09/25/2020
700685	09/22/2020	PRINTED	510	OCLC INC	4,107.34	0.00	
700686	09/22/2020	PRINTED	1810	PIERCE COUNTY LIBRARY FOUNDATION	117.47	0.00	
700687	09/22/2020	PRINTED	1037	PIERCE COUNTY SEWER	0.00	798.82	09/28/2020
700688	09/22/2020	PRINTED	1812	JAMIE PROTHRO	2,201.22	0.00	
700689	09/22/2020	PRINTED	776	PUGET SOUND ENERGY	0.00	767.89	09/25/2020
700690	09/22/2020	PRINTED	61	RICOH USA INC	0.00	2,096.88	09/29/2020
700691	09/22/2020	PRINTED	61	RICOH USA INC	0.00	1,257.01	09/29/2020
700692	09/22/2020	PRINTED	1813	ANNA SHELTON	0.00	150.65	09/29/2020
700693	09/22/2020	PRINTED	269	SPRAGUE PEST SOLUTIONS	0.00	359.71	09/28/2020
700694	09/22/2020	PRINTED	284	SUMMIT WATER & SUPPLY CO	0.00	416.12	09/25/2020
700695	09/22/2020	PRINTED	590	TRI-TEC COMMUNICATIONS INC	0.00	4,576.24	09/29/2020
700696	09/22/2020	PRINTED	672	CITY OF UNIVERSITY PLACE	80.17	0.00	
700697	09/22/2020	PRINTED	603	UNIVERSITY PLACE CIVIC BUILDING	8,250.00	0.00	
700698	09/22/2020	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	508.95	09/29/2020
700699	09/22/2020	PRINTED	1095	ZOOBEAN INC	1,000.00	0.00	
					17,118.63	643,480.49	660,599.12

MEMO



Date: September 21, 2020

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

From: Stephanie Ratko, IT Manager

Subject: 2020 Microsoft Enrollment for Education Solutions (EES) Agreement Renewal

The Library needs to renew its Microsoft EES Agreement. Windows licenses are required to provide a variety of services and platforms for the public and staff to use on a day-to-day basis.

Background

This is a planned purchase identified and budgeted for in the PCLS Five Year Technology Roadmap. The agreement renews Microsoft licenses for the Pierce County Library System (PCLS) IT Infrastructure (server licenses, SQL licenses, and client licenses). The IT Department recommends renewing its Microsoft EES Agreement at an estimated cost of \$77,000, including tax.

Purchasing Mechanism

With the Board's approval, we will renew the Microsoft EES Agreement through an authorized Microsoft reseller.

ACTION: Move to approve the purchase of the renewal of the Microsoft EES Agreement not to exceed \$77,000.

MEMO



Date: September 21, 2020

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

From: Stephanie Ratko, IT Manager

Subject: 2020 Monitor and PC Recycling

PCLS replaced PCs and monitors during the 2019-2020 public PC refresh activities. The Library needs to recycle the old PCs and monitors.

Background

IT equipment valued at \$50 or more is sent to Department of Enterprise Services (DES) for surplus. We were planning to surplus the monitors through DES. However, at this time they are not picking up or facilitating the sale of surplus equipment due to COVID-19 restrictions. PCLS recommends the monitors be recycled.

PCLS has removed and destroyed the hard drives of the recovered PCs. The PCs are valued at less than \$50. PCLS recommends they, too, be recycled.

See attached document for details.

Recycling Mechanism

With the Board's approval, we will recycle PCs and the monitors through a DES recognized e-cycle vendor.

ACTION: Move to approve the recycling of the PCs and the monitors.

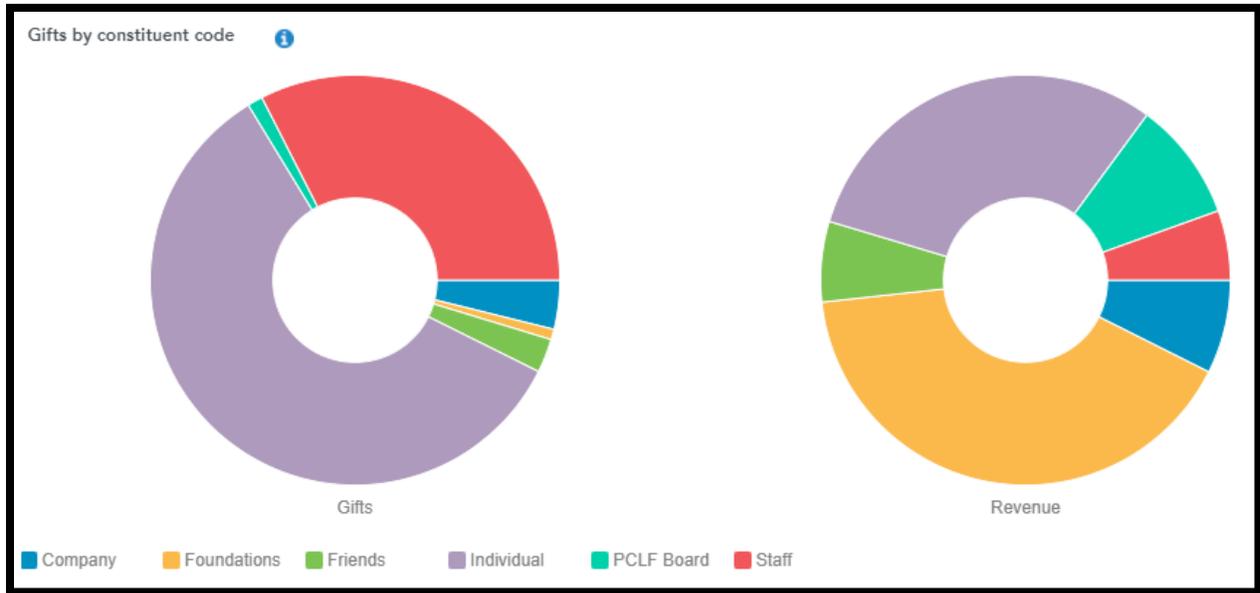
Routine Reports

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

Total Committed Revenue: \$285,633

- Impact Revenue: \$187,431 (Goal: \$300,000) (62.4% to goal)
- Community Support Revenue: \$98,202 (no goal)

Constituency Giving



Acquired Donors (YTD)

- Donors 314
- Rate 9.45%
- Revenue \$49,937
- Rate 138.80%

Recaptured Donors (YTD)

- Donors 78
- Rate 4.5%
- Revenue \$7,287
- Rate 18.6%

Retained Donors (YTD)

- Donors 270
- Rate 21.19%
- Revenue \$225,659
- Rate 80.96%

LYBUNT Donors (YTD)

- Donors 1,004
- Revenue \$137,096

Retained Donors (1st Year)

- Donors 58
- Rate 15.63%
- Revenue \$18,810
- Rate 56.71%

LYBUNT Donors (1st Year)

- Donors 310
- Revenue \$23,066

In Kind Gifts \$91,539

What's going well

- Board engagement with Trivia BEE
- Ability to successfully rehire Development Assistant position
- Boost to our fundraising operations

Areas to capitalize on

- Personal follow-up with Fall solicitation by staff and board members
- Maximizing Trivia BEE; specifically to help fund digital resources
- Discussions begin regarding a Board Reserve Fund and Unrestricted Endowment (both as strategies to ensure future stability, responsiveness, and growth)

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 and Severe Weather Conditions

Item Checkouts	Apr.	May	June	July	Aug.	Sept.
Online ebook and audiobook (Overdrive)	144,549	157,580	154,276	156,335	155,337	148,405
Physical books and items	793	988	561	51,744	121,246	134,873
Online magazines	10,346	10,482	8,907	9,757	9,972	10,994

In-Person Service	Apr.	May	June	July	Aug.	Sept.
Curbside appointments (scheduled)	n/a	n/a	n/a	6,702	11,046	9,689
Visitors (appointments & walk-up)	n/a	n/a	n/a	5,436	14,613	10,691
Print jobs picked up	n/a	n/a	n/a	159	274	253
Activity Packs	n/a	n/a	n/a	891	1,840	1,948
WiFi	181	118	4,657	15,737	19,688	20,284

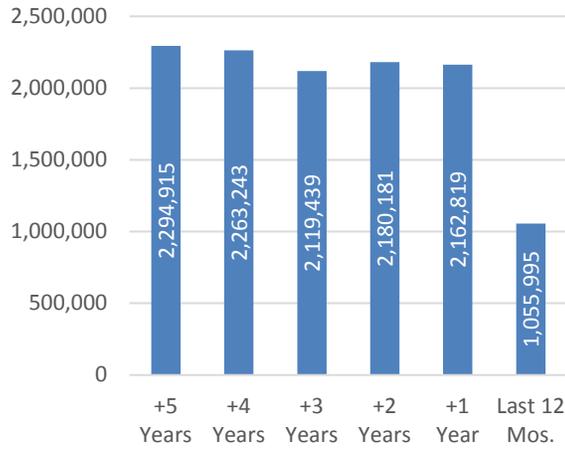
Online Service	Apr.	May	June	July	Aug.	Sept.
Overdrive visits (ebooks and audiobooks)	23,218	23,212	23,128	23,011	23,075	22,954
Website visits	54,621	48,615	58,876	78,303	94,957	101,504
Catalog visits	48,970	45,185	46,877	66,545	91,879	110,178
Reference calls & emails	400	801	912	1,149	792	588
My Next Read (reading recommendations)	5	64	27	56	28	51

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 September. Curbside service is now available at all branches except the Administrative Center and Anderson Island.

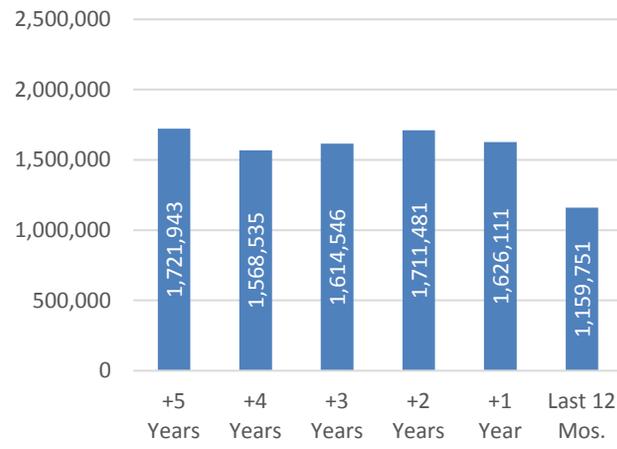
PCLS COVID-19 Response & Severe Weather Timeline		
Action Taken	Date	Locations
PCLS closed to the public	3/14/2020	All PCLS Locations
Wi-Fi service restored for outside of building use	6/15/2020	All PCLS Locations
Bookdrops opened at select library locations	6/15/2020	FIF, GIG, LWD, PKS, SH, SUM, SMT, 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
Wildfires cause partial system closure	9/8/2020	BLK, BUC, ORT & SUM
Wildfires cause partial system closure, late curbside start	9/9/2020	BLK, BUC, ORT & SUM closed Remaining Curbside start at 1 PM
Wildfires cause partial system closure	9/10/2020	BLK, BUC & ORT
Wildfires cause partial system closure, late curbside start	9/11/2020	BLK, BUC & ORT curbside start at 1 PM. All other locations closed.
Poor air quality: No curbside services, only internal branch & remote work	9/12/2020	All PCLS Locations
Poor air quality: No curbside services, only internal branch & remote work	9/13/2020	All PCLS Locations
Poor air quality: No curbside services, only internal branch & remote work	9/14/2020	All PCLS Locations
Poor air quality: No curbside services, only internal branch & remote work	9/15/2020	All PCLS Locations
Poor air quality: Modified curbside service available, no deliveries	9/16/2020	All PCLS Locations
Poor air quality: Modified curbside service available, no deliveries	9/17/2020	All PCLS Locations
Poor air quality: Modified curbside service available, no deliveries	9/18/2020	All PCLS Locations

Customers / Visits - August 2020

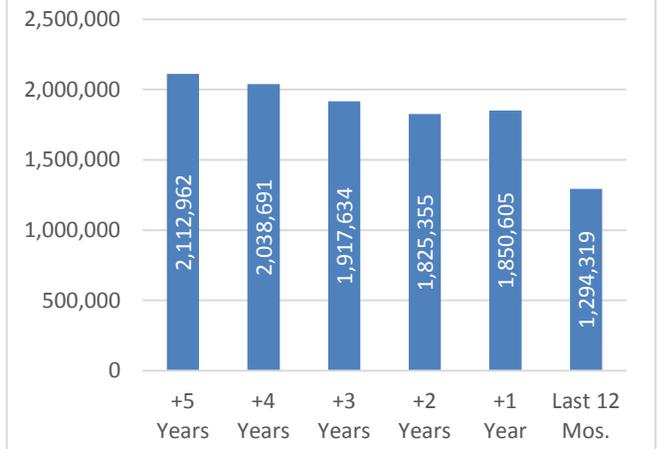
Branch Visits



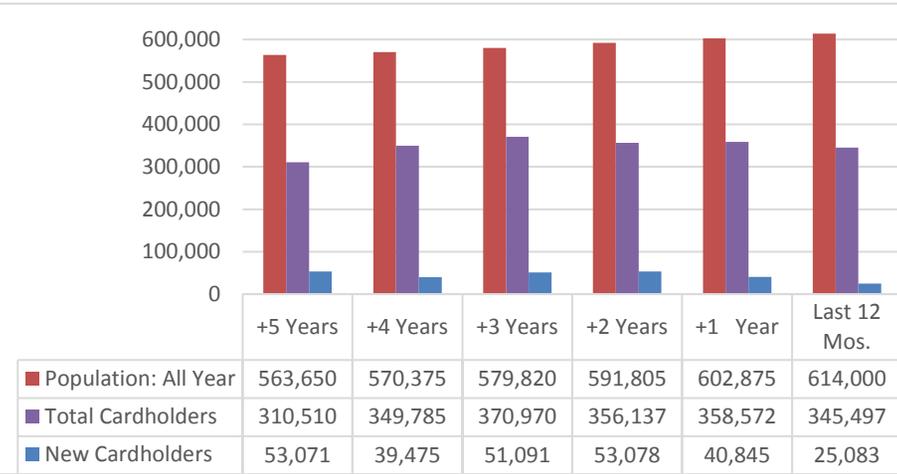
Catalog Visits



Website Visits



PCLS Cardholder Statistics



August and Rolling 12-Month Comparison

	August 2020	August 2019	% Change Aug. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
Branch Visits	0	189,733	-100.0%	1,055,995	2,162,819	-51.2%
Catalog Visits	91,879	137,653	-33.3%	1,159,751	1,626,111	-28.7%
Public Website Visits	94,957	163,211	-41.8%	1,294,319	1,850,605	-30.1%

Technology

	August 2020	August 2019	% Change Aug. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
PC/Laptop Sessions	0	30,154	-100.0%	143,639	337,927	-57.5%
Wi-Fi Sessions	19,688	81,771	-75.9%	521,329	1,038,840	-49.8%

Public Spaces Usage

	August 2020	Rolling Last 12 Months	Rolling Last 12 Months	% Change Year Over Year
# of Public Meeting Uses	0	6,286	11,143	-43.6%
# of Attendees	0	76,310	134,889	-43.4%

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. Curbside service is now available at all branches except the Administrative Center and Anderson Island.

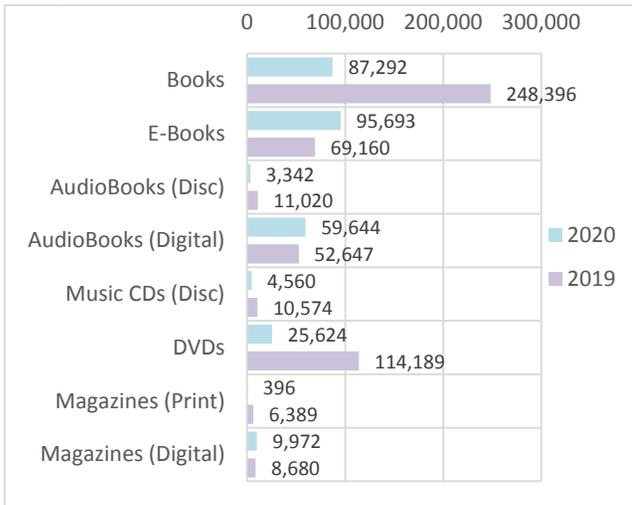
Data Tables Note: New columns were introduced to the above data tables in August to show the year over year change between the current month in 2020 and 2019.

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 - August 2020

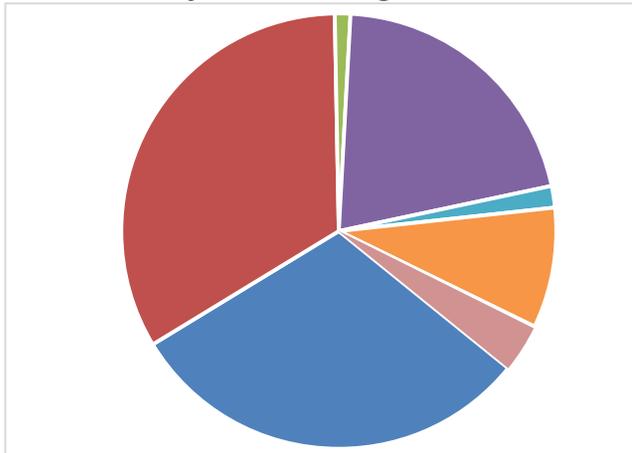
August 2020 vs August 2019 Checkouts



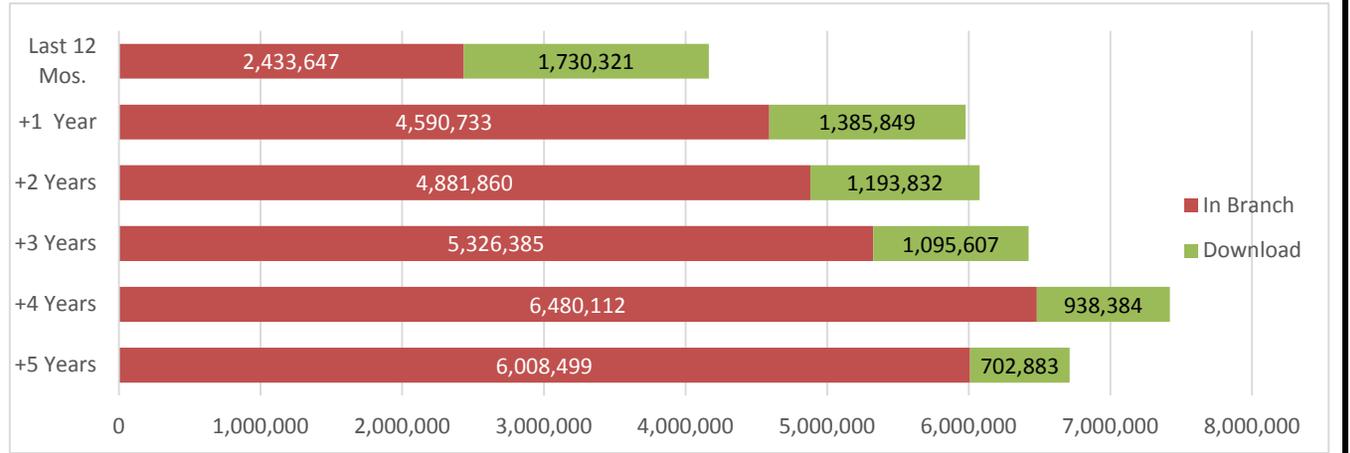
Data Table

Categories	July 2020	August 2020	August 2019	% Change of Aug. Year Over Year	% of Total Aug. 2020 Checkouts	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change 12 Months Year Over Year
Books	36,023	87,292	248,396	-64.86%	30.47%	1,537,862	2,793,834	-44.96%
E-Books	96,822	95,693	69,160	38.36%	33.40%	969,625	771,290	25.71%
AudioBooks (Disc)	1,263	3,342	11,020	-69.67%	1.17%	63,026	133,463	-52.78%
AudioBooks (Digital)	59,513	59,644	52,647	13.29%	20.82%	656,478	534,824	22.75%
Music CDs (Disc)	2,201	4,560	10,574	-56.88%	1.59%	70,044	136,146	-48.55%
DVDs	11,914	25,624	114,189	-77.56%	8.94%	711,544	1,414,644	-49.70%
Magazines (Print)	292	396	6,389	-93.80%	0.14%	37,650	75,004	-49.80%
Magazines (Digital)	9,757	9,972	8,680	14.88%	3.48%	104,218	79,735	30.71%
Totals:	217,785	286,523	521,055	-45.01%	100.00%	4,150,447	5,938,940	-30.11%

Checkouts By Format - August 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.

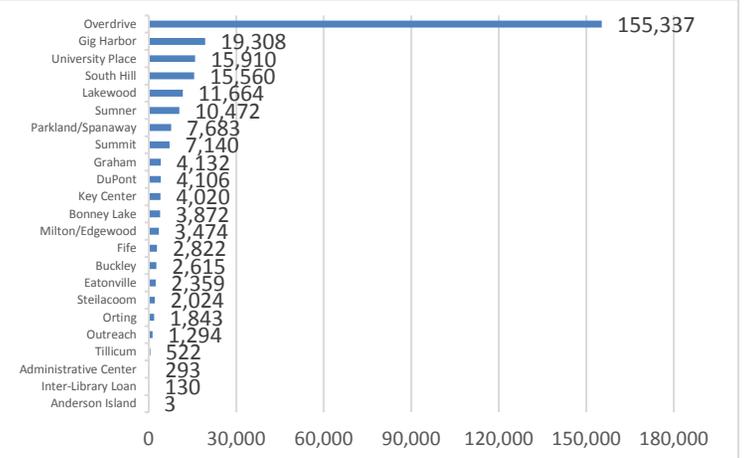
While checkouts of physical media are still historically low due to the system closure, we expect a jump in circulation thanks to the strong demand for curbside pickup services. Use of digital resources continues to grow each month.

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 August.

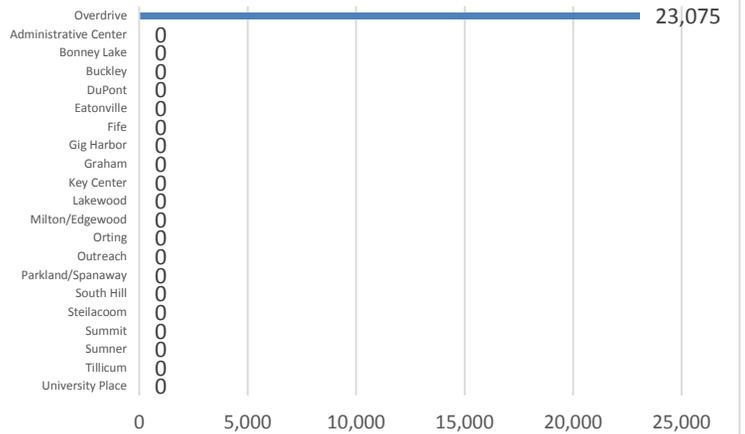
Activity - August 2020

Location	Checkouts				Visitors			
	Aug. 2020	Last 12 Mo.	+1 Year	% Change	Aug 2020	Last 12 Mo.	+1 Year	% Change
Administrative Center	293	34,488	70,304	-50.9%	0	15,191	30,296	-49.9%
Anderson Island	3	5,451	16,401	-66.8%	No Door Counter for Anderson Island			
Bonney Lake	3,872	145,331	271,660	-46.5%	0	54,838	117,538	-53.3%
Buckley	2,615	46,639	89,772	-48.0%	0	23,212	47,210	-50.8%
DuPont	4,106	64,586	119,916	-46.1%	0	25,179	52,538	-52.1%
Eatonville	2,359	52,081	107,138	-51.4%	0	38,162	81,418	-53.1%
Fife	2,822	38,666	68,038	-43.2%	0	18,687	40,204	-53.5%
Gig Harbor	19,308	341,765	636,252	-46.3%	0	110,623	229,333	-51.8%
Graham	4,132	129,016	243,164	-46.9%	0	48,864	96,179	-49.2%
Inter-Library Loan	130	2,214	5,012	-55.8%	No "visitors" for Inter-Library Loan			
Key Center	4,020	83,120	159,932	-48.0%	0	30,295	70,768	-57.2%
Lakewood	11,664	237,713	454,702	-47.7%	0	136,354	274,345	-50.3%
Milton / Edgewood	3,474	78,491	148,896	-47.3%	0	39,223	78,021	-49.7%
Orting	1,843	49,320	90,384	-45.4%	0	23,541	46,223	-49.1%
Overdrive	155,337	1,626,103	1,306,114	24.5%	23,075	277,149	251,772	10.1%
Outreach	1,294	30,356	50,254	-39.6%	0	7,047	11,887	-40.7%
Parkland / Spanaway	7,683	193,396	378,749	-48.9%	0	135,806	249,535	-45.6%
South Hill	15,560	288,986	553,337	-47.8%	0	85,743	179,956	-52.4%
Steilacoom	2,024	62,150	118,355	-47.5%	0	45,788	90,464	-49.4%
Summit	7,140	127,771	229,757	-44.4%	0	42,635	90,876	-53.1%
Sumner	10,472	130,131	238,380	-45.4%	0	60,625	125,934	-51.9%
Tillicum	522	17,366	32,089	-45.9%	0	16,825	34,674	-51.5%
University Place	15,910	274,610	508,241	-46.0%	0	97,357	215,420	-54.8%
Total	276,583	4,059,750	5,896,847	-31.2%	23,075	1,333,144	2,414,591	-44.8%

August Checkouts



August 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 August					

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 all locations except the Administrative Center and Anderson Island.

Visitor Counts Note: Branches remain closed to the public.

Monthly Financial Reports August 31, 2020

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

General Fund

August

- On August 31, the Library recorded \$283,000 of property tax revenue, which catches up to nominal levels expected for the first half of a fiscal year's property tax distributions.
- **36790. Includes LSTA Cares Grant Reimbursement for \$20,000.**
- **36920. All of the monies are due to depositing all cash residing at the branches, less the authorized amount. The balance is due to coins discharged from the coin operating machines.**
- **36990. Accounts for Reimbursement from Clover Park Technical College and fixing the netting of bank fees.**
- **54120. Includes \$27,500 payment to Print NW for curbside promotion.**
- **54210, 54211, 54212. Budget amounts are corrected.**
- **54501. Includes semi-annual payment of \$57,000 to University Place for Library share of condominium costs.**
- **54998. The majority of March 2020 is complete and \$567,301 was distributed to the appropriate line items. April and May will be completed next month.**
- **A new table is added to this report on the last page, which shows the distributions of the US Bank clearing amounts posted to the General Fund and Capital 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

August

- **No major activity.**

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 – August

- **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 – August

- **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

January – August (YTD)

- **No significant activity.**

US BANK Clearing Distributions

<u>Fiscal Month</u>	<u>Original Payment</u>	<u>General Fund Posting</u>	<u>Capital Fund Posting</u>	<u>Outstanding*</u>
January 2020	\$ 221,615.20	\$ 223,341.64	\$ 1,510.73	-\$ 3,237.17
February 2020	186,701.71	173,398.39	12,709.94	- 593.38
March 2020	567,102.64	567,301.22	- 0 -	- 198.58
April 2020	235,086.31			
May 2020	141,073.33			
June 2020	262,358.49			
July 2020	258,448.61			
August 2020	355,253.45			
September 2020	TBD			
October 2020	TBD			
November 2020	TBD			
December 2020	TBD			
YTD	\$ 2,227,639.74	\$ 964,041.25	\$ 14,220.67	\$ 1,249,377.82

* Outstanding items from processed months are credits or transactions that require additional work, which will be completed by yearend.

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

	GENERAL FUND	SPECIAL PURPOSE FUND	LEVY SUSTAINABILITY FUND	DEBT SERVICE FUND	CAPITAL IMPROVEMENT PROJECTS FUND
ASSETS					
Current Assets					
Cash	\$ 457,547	\$ 1,769	\$ 1,000	\$ 164	\$ 31,738
Investments	\$ 10,210,283	\$ 2,136,363	\$ 5,479,846	\$ 88,402	\$ 1,678,201
Accrued Interest on Investments	\$ 3,589	\$ (1,353)	\$ 186	\$ 7	\$ (1,917)
Total Current Assets	\$ 10,671,418	\$ 2,136,778	\$ 5,481,032	\$ 88,573	\$ 1,708,022
TOTAL ASSETS	\$ 10,671,418	\$ 2,136,778	\$ 5,481,032	\$ 88,573	\$ 1,708,022
LIABILITIES					
Current Liabilities					
Warrants Payable	\$ -	\$ -	\$ -	\$ -	\$ -
Sales Tax Payable	\$ 790	\$ -	\$ -	\$ -	\$ -
Payroll Payable	\$ 151,695	\$ -	\$ -	\$ -	\$ -
US Bank Payable	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Liabilities	\$ 152,484	\$ -	\$ -	\$ -	\$ -
TOTAL LIABILITIES	\$ 152,484	\$ -	\$ -	\$ -	\$ -
FUND BALANCE					
Reserve for Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -
Election Set-Aside		\$ 940,451	\$ -		
Land/Property/Facility Set-Aside		\$ 1,130,117	\$ -		
Unreserved Fund Balance	\$ 10,518,934	\$ 66,211	\$ 5,481,032	\$ 88,573	\$ 1,708,022
TOTAL FUND BALANCE	\$ 10,518,934	\$ 2,136,778	\$ 5,481,032	\$ 88,573	\$ 1,708,022
TOTAL LIABILITIES & FUND BALANCE	\$ 10,671,418	\$ 2,136,778	\$ 5,481,032	\$ 88,573	\$ 1,708,022
BEGINNING FUND BALANCE, 01/01/20					
	\$ 9,044,033	\$ 2,124,482	\$ 5,450,000	\$ 88,086	\$ 2,182,967
YTD Revenue	\$ 22,993,824	\$ 12,296	\$ 31,032	\$ 487	\$ 11,835
Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -
YTD Expenditures	\$ (21,518,924)	\$ -	\$ -	\$ -	\$ (486,780)
ENDING FUND BALANCE, 08/31/20	\$ 10,518,934	\$ 2,136,778	\$ 5,481,032	\$ 88,573	\$ 1,708,022
TAXES RECEIVABLE	\$ 19,038,022	\$ -	\$ -	\$ -	\$ -

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

	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>CURRENT</i>
	8/31/2019	9/30/2019	10/31/2019	11/30/2019	12/31/2019	1/31/2020	2/29/2020	3/31/2020	4/30/2020	5/31/2020	6/30/2020	7/31/2020	8/31/2020	
ASSETS														
Current Assets														
Cash	\$ 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	\$ 457,547	
Investments	\$ 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	\$ 10,210,283	
Accrued Interest on Investments										\$ 388	\$ 3,597	\$ 3,589		
Deposits Refundable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Current Assets	\$ 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	\$ 10,671,418	
TOTAL ASSETS	\$ 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	\$ 10,671,418	
LIABILITIES														
Current Liabilities														
Warrants Payable	\$ 98,418	\$ 308,102	\$ 117,447	\$ 122,483	\$ (491)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Sales Tax Payable	\$ 2,825	\$ 2,606	\$ 4,641	\$ 2,909	\$ 6,893	\$ 8,388	\$ 9,747	\$ 10,306	\$ 10,306	\$ 787	\$ 790	\$ 790	\$ 790	
Payroll Payable	\$ 148,456	\$ 171,461	\$ 130,737	\$ 152,520	\$ 172,006	\$ 131,287	\$ 154,329	\$ 174,402	\$ 130,122	\$ 146,218	\$ 166,532	\$ 129,080	\$ 151,695	
Total Current Liabilities	\$ 249,699	\$ 482,169	\$ 252,825	\$ 277,912	\$ 178,407	\$ 139,676	\$ 164,077	\$ 184,708	\$ 140,427	\$ 147,005	\$ 167,321	\$ 129,870	\$ 152,484	
TOTAL LIABILITIES	\$ 249,699	\$ 482,169	\$ 252,825	\$ 277,912	\$ 178,407	\$ 139,676	\$ 164,077	\$ 184,708	\$ 140,427	\$ 147,005	\$ 167,321	\$ 129,870	\$ 152,484	
FUND BALANCE														
Reserve for Encumbrance	\$ 778,093	\$ 587,377	\$ 483,460	\$ 292,123	\$ (1,861)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Unreserved Fund Balance	\$ 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	\$ 10,518,934	
TOTAL FUND BALANCE	\$ 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	\$ 10,518,934	
TOTAL LIABILITIES & FUND BALANCE	\$ 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	\$ 10,671,418	
PROPERTY TAXES RECEIVABLE	\$ 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	\$ 19,038,022	

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

GENERAL FUND - 01	2020 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ 37,683,500	\$ 22,393,503	\$ -	\$ 15,289,997	59%
Other Revenue	\$ 1,188,500	\$ 600,322	\$ -	\$ 588,178	51%
TOTAL REVENUE	\$ 38,872,000	\$ 22,993,824	\$ -	\$ 15,878,176	59%
EXPENDITURES					
Personnel/Taxes and Benefits	\$ 25,262,900	\$ 16,763,747	\$ -	\$ 8,499,153	66%
Materials	\$ 3,971,800	\$ 1,121,221	\$ -	\$ 2,850,579	28%
Maintenance and Operations	\$ 6,707,300	\$ 3,633,956	\$ -	\$ 3,073,344	54%
Transfers Out & Reserves	\$ 2,930,000	\$ -	\$ -	\$ 2,930,000	0%
TOTAL EXPENDITURES	\$ 38,872,000	\$ 21,518,924	\$ -	\$ 17,353,076	55%
Excess/(Deficit)		\$ 1,474,901			
Additional Transfers Out		-			
NET EXCESS (DEFICIT)		\$ 1,474,901			

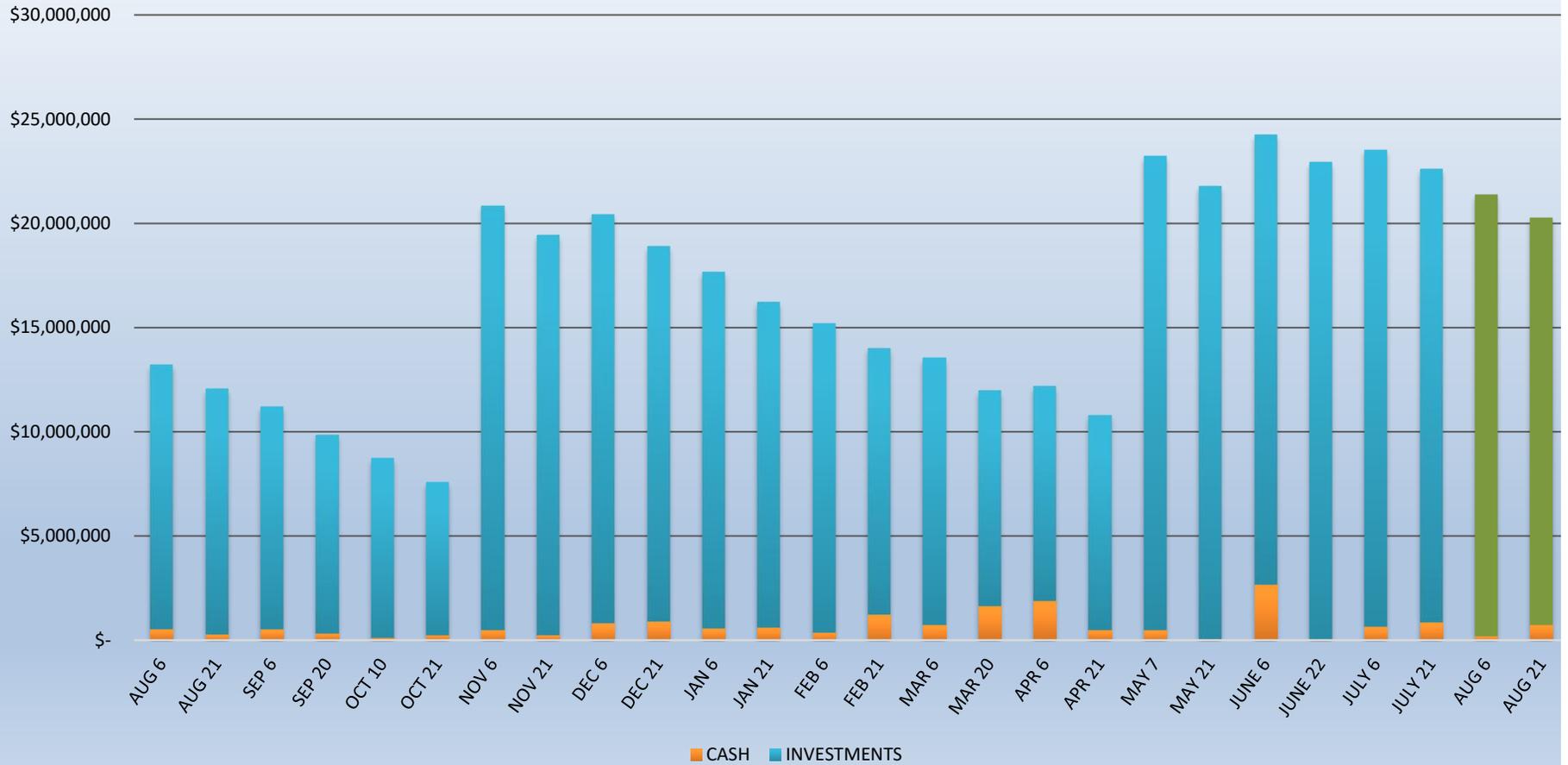
SPECIAL PURPOSE FUND - 15	2020 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 12,296	\$ -	\$ (12,296)	-
TOTAL REVENUE	\$ -	\$ 12,296	\$ -	\$ (12,296)	-
EXPENDITURES					
Election Costs	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 12,296			
Additional Transfers In		\$ -			
NET EXCESS (DEFICIT)		\$ 12,296			

LEVY SUSTAINABILITY FUND - 16	2020 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 31,032	\$ -	\$ (31,032)	-
TOTAL REVENUE	\$ -	\$ 31,032	\$ -	\$ (31,032)	-
EXPENDITURES					
Election Costs	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 31,032			
Additional Transfers In		\$ -			
NET EXCESS (DEFICIT)		\$ 31,032			

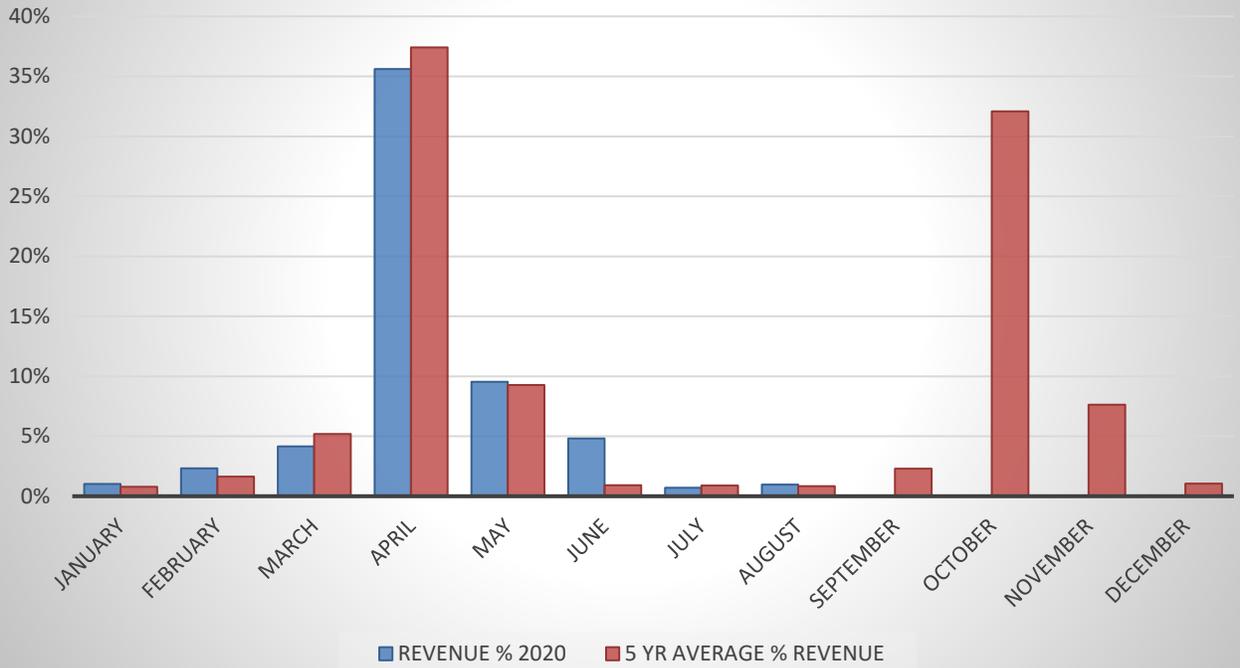
DEBT SERVICE FUND - 20	2020 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ -	\$ -	\$ -	\$ -	-
Other Revenue	\$ -	\$ 487	\$ -	\$ (487)	-
TOTAL REVENUE	\$ -	\$ 487	\$ -	\$ (487)	-
EXPENDITURES					
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
NET EXCESS (DEFICIT)		\$ 487			

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	\$ 1,350,000	\$ -	\$ -	\$ 1,350,000	0%
Other Revenue	\$ 150,000	\$ 11,835	\$ -	\$ 138,165	8%
TOTAL REVENUE	\$ 2,345,000	\$ 11,835	\$ -	\$ 2,333,165	1%
EXPENDITURES					
Capital Improvement Projects	\$ 2,345,000	\$ 486,780	\$ -	\$ 1,858,220	21%
TOTAL EXPENDITURES	\$ 2,345,000	\$ 486,780	\$ -	\$ 1,858,220	21%
Excess/(Deficit)		\$ (474,945)			
Additional Transfers In		-			
NET EXCESS (DEFICIT)		\$ (474,945)			

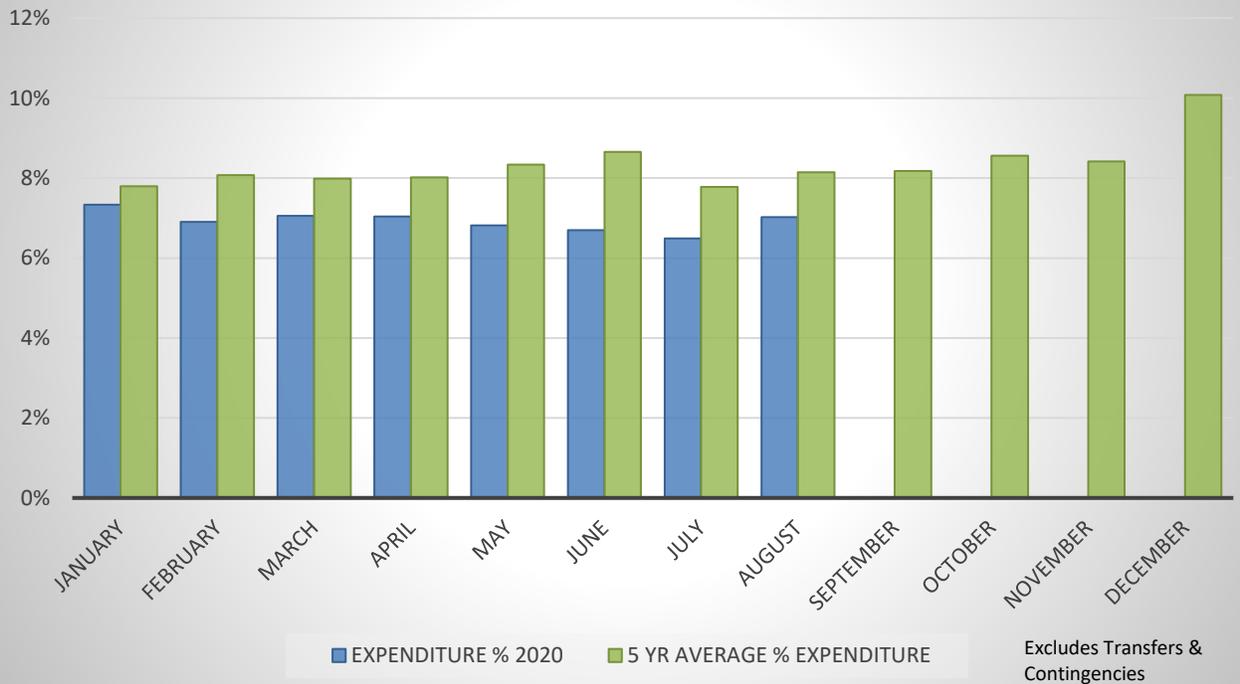
**CASH & INVESTMENTS - SEMI-MONTHLY
2020 - ALL FUNDS COMBINED (EXCLUDES DEBT SERVICE FUND)
- 13 MONTHS MOVING -**



GENERAL FUND - REVENUE TREND (%) THROUGH AUGUST 2020



GENERAL FUND - EXPENDITURE TREND (%) THROUGH AUGUST 2020



FUND: GENERAL FUND (01)

Object	2020 Budget	August Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
31111 PROPERTY TAX--CURRENT	37,000,400.00	264,487.28	21,855,155.92	0.00	15,145,244.08	59.07
31112 PROPERTY TAX--DELINQUENT	469,100.00	19,324.87	356,701.30	0.00	112,398.70	76.04
31113 PROPERTY TAX--KING COUNTY	60,000.00	5,514.36	50,526.08	0.00	9,473.92	84.21
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	3,773.35	20,283.83	0.00	(283.83)	101.42
31740 TIMBER EXCISE TAX	63,000.00	0.00	41,955.75	0.00	21,044.25	66.60
TAXES:	37,618,500.00	293,099.86	22,325,220.19	0.00	15,293,279.81	59.35
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	30,763.25	30,763.25	0.00	(15,763.25)	205.09
34160 COPIER FEES	7,000.00	0.00	6,719.34	0.00	280.66	95.99
34161 GRAPHICS SERVICES CHARGES	7,500.00	0.00	4,300.00	0.00	3,200.00	57.33
34162 PRINTER FEES	24,000.00	0.00	24,051.32	0.00	(51.32)	100.21
34163 FAX FEES	5,000.00	0.00	5,250.26	0.00	(250.26)	105.01
34170 SALE OF MERCHANDISE: BOOKS	0.00	0.00	9.10	0.00	(9.10)	0.00
34730 LIBRARY SERVICES FEES--ILL	0.00	0.00	90.00	0.00	(90.00)	0.00
35970 LIBRARY FINES	85,000.00	2,599.47	88,652.58	0.00	(3,652.58)	104.30
36110 INVESTMENT EARNINGS	50,000.00	2,416.47	32,517.43	0.00	17,482.57	65.03
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	618.00	1,727.06	0.00	(1,727.06)	0.00
36700 DONOR PROCEEDS--FOUNDATION	268,000.00	117.47	117.47	0.00	267,882.53	0.04
36720 DONOR REIMBURSEMENTS--FRIENDS	0.00	0.00	75,000.00	0.00	(75,000.00)	0.00
36725 DONATIONS--OTHER	0.00	65.95	682.54	0.00	(682.54)	0.00
36790 OPPORTUNITY DONATIONS	160,000.00	27,024.52	27,024.52	0.00	132,975.48	16.89
36910 SALE OF SURPLUS--GENERAL	2,000.00	0.00	0.00	0.00	2,000.00	0.00
36915 SALE OF SURPLUS--MATERIALS	10,000.00	0.00	12,100.24	0.00	(2,100.24)	121.00
36920 FOUND MONEY	0.00	1,132.51	1,267.64	0.00	(1,267.64)	0.00
36990 MISCELLANEOUS OTHER	0.00	10,393.19	11,414.13	0.00	(11,414.13)	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	9,964.34	59,309.27	0.00	15,690.73	79.08
CHARGES OTHER:	1,249,500.00	85,095.17	664,940.94	0.00	584,559.06	53.22
39520 INSURANCE RECOVERIES--CAPITAL	4,000.00	0.00	3,663.31	0.00	336.69	91.58
TOTAL FOR REVENUE ACCOUNTS	38,872,000.00	378,195.03	22,993,824.44	0.00	15,878,175.56	59.15
EXPENSE ACCOUNTS						
51100 SALARIES AND WAGES	18,352,200.00	1,511,354.70	12,078,368.04	0.00	6,273,831.96	65.81
51105 ADDITIONAL HOURS	136,200.00	1,839.77	56,957.39	0.00	79,242.61	41.82
51106 SHIFT DIFFERENTIAL	174,600.00	11,047.08	68,283.64	0.00	106,316.36	39.11
51107 SUBSTITUTE HOURS	145,900.00	715.78	65,535.41	0.00	80,364.59	44.92
51109 TUITION ASSISTANCE	10,000.00	1,626.00	3,725.60	0.00	6,274.40	37.26
51200 OVERTIME WAGES	22,800.00	712.46	10,782.72	0.00	12,017.28	47.29
51999 ADJ WAGE/SALARY TO MATCH PLAN	(471,000.00)	0.00	0.00	0.00	(471,000.00)	0.00
52001 INDUSTRIAL INSURANCE	183,700.00	10,431.86	72,043.83	0.00	111,656.17	39.22
52002 MEDICAL INSURANCE	2,658,500.00	191,586.17	1,673,570.45	0.00	984,929.55	62.95
52003 FICA	1,440,500.00	113,917.52	917,842.46	0.00	522,657.54	63.72

FUND: GENERAL FUND (01)

Object	2020 Budget	August Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
52004 RETIREMENT	2,421,800.00	194,470.48	1,548,671.69	0.00	873,128.31	63.95
52005 DENTAL INSURANCE	244,500.00	18,835.66	153,015.09	0.00	91,484.91	62.58
52006 OTHER BENEFIT	9,900.00	2,100.00	16,820.00	0.00	(6,920.00)	169.90
52010 LIFE AND DISABILITY INSURANCE	80,000.00	6,999.10	56,361.55	0.00	23,638.45	70.45
52020 UNEMPLOYMENT/ PAID FML INSURANCE	30,000.00	26,003.93	41,768.99	0.00	(11,768.99)	139.23
52999 ADJ BENEFITS TO MATCH PLAN	(176,700.00)	0.00	0.00	0.00	(176,700.00)	0.00
PERSONNEL	25,262,900.00	2,091,640.51	16,763,746.86	0.00	8,499,153.14	66.36
53100 OFFICE/OPERATING SUPPLIES--DEP	146,300.00	13,335.32	68,640.69	0.00	77,659.31	46.92
53104 OFFICE/OPERATING SUPPLIES--PUB	0.00	0.00	215.83	0.00	(215.83)	0.00
53110 CUSTODIAL SUPPLIES	76,500.00	11,769.18	46,506.27	0.00	29,993.73	60.79
53120 MAINTENANCE SUPPLIES	30,000.00	0.00	14,677.88	0.00	15,322.12	48.93
53130 MATERIAL PROCESSING SUP	16,000.00	0.00	5,246.88	0.00	10,753.12	32.79
53140 TRAINING SUPPLIES	0.00	0.00	79.83	0.00	(79.83)	0.00
53200 FUEL	20,000.00	9,861.97	9,861.97	0.00	10,138.03	49.31
53400 MATERIALS COLLECTION	52,000.00	0.00	0.00	0.00	52,000.00	0.00
53401 ADULT AV - CDS	800,000.00	807.79	21,832.64	0.00	778,167.36	2.73
53402 ADULT AV - DVD	92,000.00	2,344.38	88,038.89	0.00	3,961.11	95.69
53403 PERIODICALS {{OLD}}	0.00	0.00	(15.02)	0.00	15.02	0.00
53404 ADULT AV AUDIOBOOKS	0.00	287.15	5,140.89	0.00	(5,140.89)	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	73,801.55	0.00	601,198.45	10.93
53407 INTERNATIONAL COLLECTION {{OLD}}	0.00	0.00	(158.76)	0.00	158.76	0.00
53408 ADULT LARGE PRINT	1,160,800.00	202.43	13,911.08	0.00	1,146,888.92	1.20
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	123.57	7,253.98	0.00	479,746.02	1.49
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	785.21	1,624.74	0.00	(1,624.74)	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	47,160.47	0.00	(47,160.47)	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	10,987.82	140,502.20	0.00	(140,502.20)	0.00
53440 EBOOK - REFERENCE	0.00	0.00	2,561.98	0.00	(2,561.98)	0.00
53441 EBOOKS	0.00	0.00	194,692.74	0.00	(194,692.74)	0.00
53442 EDOWNLOADABLE AUDIO	0.00	0.00	221,712.63	0.00	(221,712.63)	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

FUND: GENERAL FUND (01)

Object	2020 Budget	August Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
53445 EMAGAZINES	0.00	0.00	65,567.00	0.00	(65,567.00)	0.00
53450 MAGAZINES	0.00	(16.50)	9,799.13	0.00	(9,799.13)	0.00
53460 VENDOR PROCESSING	0.00	469.99	28,598.85	0.00	(28,598.85)	0.00
53464 VENDOR CATALOGING	0.00	292.00	272.00	0.00	(272.00)	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	384.16	856.09	0.00	(856.09)	0.00
53473 WORLD - DVD	0.00	0.00	2,117.72	0.00	(2,117.72)	0.00
53475 WORLD - JAPANESE	0.00	893.28	893.28	0.00	(893.28)	0.00
53476 WORLD - KOREAN	0.00	2,057.39	3,963.02	0.00	(3,963.02)	0.00
53479 WORLD - RUSSIAN	0.00	659.40	1,099.00	0.00	(1,099.00)	0.00
53481 YOUTH CHILDREN'S AUDIO BOOKS	0.00	54.55	8,989.67	0.00	(8,989.67)	0.00
53482 YOUTH DVD - FTY	0.00	723.24	1,674.65	0.00	(1,674.65)	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	4,080.24	0.00	45,719.76	8.19
53502 TECHNOLOGY HARDWARE--PUBLIC	717,500.00	0.00	124,794.97	0.00	592,705.03	17.39
53503 TECHNOLOGY HARDWARE--STAFF	0.00	0.00	6,131.64	0.00	(6,131.64)	0.00
53505 SOFTWARE/LICENSES/HOST--APPS	841,300.00	0.00	271,356.89	0.00	569,943.11	32.25
53506 SOFTWARE/LICENSES/HOST--INFRA	0.00	940.00	18,512.91	0.00	(18,512.91)	0.00
53510 FURNISHINGS--PUBLIC	49,500.00	0.00	0.00	0.00	49,500.00	0.00
53515 FURNISHINGS--STAFF	0.00	0.00	40,545.94	0.00	(40,545.94)	0.00
54100 INDEPENDENT CONTRACTORS	343,400.00	1,392.50	16,598.44	0.00	326,801.56	4.83
54110 PERFORMER SERVICES	0.00	650.00	12,496.04	0.00	(12,496.04)	0.00
54120 CONTRACTUAL SERVICES	281,100.00	28,978.80	155,995.46	0.00	125,104.54	55.49
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	3,144.00	0.00	36,856.00	7.86
54162 BIBLIOGRAPHIC & RELATED SERVIC	0.00	4,107.34	36,966.06	0.00	(36,966.06)	0.00
54163 PRINTING AND BINDING	52,000.00	0.00	0.00	0.00	52,000.00	0.00
54165 ILL LOST ITEM CHARGE	2,500.00	0.00	586.88	0.00	1,913.12	23.48
54200 POSTAGE	73,000.00	0.00	55,010.92	0.00	17,989.08	75.36
54201 SHIPPING	0.00	0.00	499.58	0.00	(499.58)	0.00
54210 TELECOM SERVICES--PHONES	47,700.00	1,507.13	40,429.59	0.00	7,270.41	84.76
54211 TELECOM SERVICES--CELLPHONES	7,500.00	0.00	12,479.44	0.00	(4,979.44)	166.39
54212 TELECOM SERVICES--INTERNET	595,800.00	0.00	92,833.12	0.00	502,966.88	15.58
54300 TRAVEL AND TOLLS	70,500.00	(125.00)	14,800.98	0.00	55,699.02	20.99
54301 MILEAGE REIMBURSEMENTS	47,300.00	8,266.64	29,721.98	0.00	17,578.02	62.84
54400 ADVERTISING	81,800.00	0.00	13,098.11	0.00	68,701.89	16.01
54501 RENTALS/LEASES--BUILDINGS	474,700.00	87,018.17	357,447.08	0.00	117,252.92	75.30
54502 RENTALS/LEASES--EQUIPMENT	140,900.00	10,013.01	63,758.74	0.00	77,141.26	45.25
54600 INSURANCE	270,000.00	0.00	265,734.95	0.00	4,265.05	98.42
54700 ELECTRICITY	265,000.00	6,871.83	127,920.67	0.00	137,079.33	48.27
54701 NATURAL GAS	12,000.00	459.80	5,546.86	0.00	6,453.14	46.22
54702 WATER	30,000.00	2,556.24	21,237.30	0.00	8,762.70	70.79
54703 SEWER	34,000.00	2,057.90	25,717.14	0.00	8,282.86	75.64
54704 REFUSE	36,000.00	291.72	20,291.09	0.00	15,708.91	56.36
54800 GENERAL REPAIRS/MAINTENANCE	231,500.00	9,312.04	103,542.05	0.00	127,957.95	44.73
54801 CONTRACTED MAINTENANCE	411,300.00	55,108.62	145,961.71	0.00	265,338.29	35.49

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 8/31/2020

FUND: GENERAL FUND (01)

Object	2020 Budget	August Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
54805 VEHICLE REPAIR AND MAINTENANCE	65,000.00	0.00	10,140.09	0.00	54,859.91	15.60
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	8,167.47	0.00	71,132.53	10.30
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	214.40	1,720.60	0.00	(1,720.60)	0.00
54904 LICENSES	11,500.00	1,440.00	2,703.57	0.00	8,796.43	23.51
54905 FEES	58,000.00	5,182.23	12,340.73	0.00	45,659.27	21.28
54906 TAXES AND ASSESSMENTS	44,000.00	0.00	21,051.17	0.00	22,948.83	47.84
54912 CONTINGENCY	820,000.00	0.00	0.00	0.00	820,000.00	0.00
54998 US BANK CLEARING	0.00	355,253.45	1,263,598.49	0.00	(1,263,598.49)	0.00
54999 MISCELLANEOUS	0.00	0.00	500.00	0.00	(500.00)	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	1,350,000.00	0.00	0.00	0.00	1,350,000.00	0.00
59799 ANNUAL SUSTAINABILITY SETASIDE	500,000.00	0.00	0.00	0.00	500,000.00	0.00
ALL OTHER EXPENSES	13,609,100.00	637,519.15	4,755,176.65	0.00	8,853,923.35	34.94
NEED A CATEGORY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR EXPENSE ACCOUNTS	38,872,000.00	2,729,159.66	21,518,923.51	0.00	17,353,076.49	55.36
NET SURPLUS / DEFICIT	0.00	(2,350,964.63)	1,474,900.93	0.00	(1,474,900.93)	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 8/31/2020

FUND: SPECIAL PURPOSE FUND (15)

Object	2020 Budget	August 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	457.53	12,296.17	0.00	(12,296.17)	0.00
CHARGES OTHER:	0.00	457.53	12,296.17	0.00	(12,296.17)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	457.53	12,296.17	0.00	(12,296.17)	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	457.53	12,296.17	0.00	(12,296.17)	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 8/31/2020

FUND: LEVY SUSTAINABILITY FUND (16)

Object	2020 Budget	August Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
36110 INVESTMENT EARNINGS	0.00	1,174.64	31,032.12	0.00	(31,032.12)	0.00
CHARGES OTHER:	0.00	1,174.64	31,032.12	0.00	(31,032.12)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	1,174.64	31,032.12	0.00	(31,032.12)	0.00
NET SURPLUS / DEFICIT	0.00	1,174.64	31,032.12	0.00	(31,032.12)	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 8/31/2020

FUND: DEBT SERVICE FUND (20)

Object	2020 Budget	August Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
36110 INVESTMENT EARNINGS	0.00	18.27	487.32	0.00	(487.32)	0.00
CHARGES OTHER:	0.00	18.27	487.32	0.00	(487.32)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	18.27	487.32	0.00	(487.32)	0.00
NET SURPLUS / DEFICIT	0.00	18.27	487.32	0.00	(487.32)	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 8/31/2020

FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)

Object	2020 Budget	August 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	364.16	11,835.33	0.00	(11,835.33)	0.00
36998 ERATE REIMBURSEMENT	150,000.00	0.00	0.00	0.00	150,000.00	0.00
CHARGES OTHER:	995,000.00	364.16	11,835.33	0.00	983,164.67	1.19
39700 TRANSFERS IN	1,350,000.00	0.00	0.00	0.00	1,350,000.00	0.00
TOTAL FOR REVENUE ACCOUNTS	2,345,000.00	364.16	11,835.33	0.00	2,333,164.67	0.50
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	4,970.68	70,178.91	0.00	(70,178.91)	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	0.00	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	0.00	323,869.35	0.00	391,130.65	45.30
TOTAL FOR EXPENSE ACCOUNTS	2,345,000.00	4,970.68	486,779.89	0.00	1,858,220.11	20.76
NET SURPLUS / DEFICIT	0.00	(4,606.52)	(474,944.56)	0.00	474,944.56	0.00

Unfinished Business

MEMO



Date: October 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 \$20.01 million in cash and investments.

Today October 1, the County's financial system posted \$708,000 into our account for property tax revenues posted in August. Total received year-to-date is about on target of anticipated revenue by this time of the year.

As of today, we have \$18.02 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 this month, at which time we would receive the final large property tax deposit for the year.

In a month we will know be able to calculate an accurate final projection for 2020. While we factored in the loss of non-property tax revenue, the amount of cash is thus far is projected to be adequate to operate through the end of April 2021, but this could change should upcoming 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.

MEMO



Date: September 28, 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 August-September

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:

- When retail bookstores and libraries closed in the spring, many release dates for titles were pushed back to summer and then fall. Fall publishing season is already normally the busiest season. Add to mix that one of the two major US printers declared bankruptcy in April, and publishers are struggling to get their books printed. Many publishing dates are shifting with little notice due, and you may see delays with the non-bestselling authors. It is anticipated that first time authors will be especially impacted.
- Overdrive checkouts dipped slightly from 155,339 in August to 148,405 in September, but that is fairly standard for this time of the year.
- New users for Overdrive did increase a small amount from 920 in August to 1090 in September.
- We have added electronic collection TumbleMath this month. TumbleMath uses animated and narrated stories to teach math concepts. Included with each book are games, quizzes, and lesson plans. It helps make math fun.
- The annual Polaris library catalog upgrade is scheduled for October 28, and there will be some anticipated downtime which will be announced on the public website.

Communications:

- By News media: 15 news articles in 5 media sources.
- Social media marketing:
 - Facebook engagement: 6.7%, exceeding industry standard of 5.4%. Total reach: 69,523 (1,782 average number of people reached per post), average engagements per post 119.
 - Twitter engagement: 1.9%, exceeding industry standard of 0.062%. Total reach: 16,952 (458 average number of people reached per post), average engagements per post 8.9.
 - Instagram engagement: 10%, exceeding industry standard of 2%. Total reach: 5,046 (252.3 average number of people reached per post), average engagements per post 25.2.
- Email marketing messages:
 - Email marketing messages: 4.
 - Average subscribers per email: 84,132.
 - Average open rate/email message: 24,869 opens, for an average open rate of 29.56%, above industry standard of 25.17%.
 - 3.55% click through rate, below industry standard of 2.79%, which is a remarkable achievement, as we have been employing strategies to meet industry standard and this is among the first time we have met and exceeded it.

MEMO

Date: October 2, 2020

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

From: Clifford Jo, Finance & Business Director

Subject: 2021 Preliminary Levy Certificate

Attached is the preliminary levy certificate issued by Pierce County Assessor-Treasurer's Office.

Because the Implicit Price Deflator (IPD) is less than 1.00%, the preliminary levy certificate applied 0.60152% increase (line A) and new construction in the amount of \$781,353. The increase calculates to \$1,025,355 (line G minus line A) for the 2021 budget. In August and September, we reported the IPD would be less than 1.00% and briefed the Board of its impact. Washington State laws limit property tax increases over the previous year to 1.00% or the Implicit Price Deflator, whichever is less, plus new construction. For the 2021 Budget, should the Board of Trustees choose to override the IPD to be the full 1.00% for increasing property taxes, a substantial need resolution would need to be passed. The difference between 1.00% and 0.60152% is \$161,640.

In terms of the mill rate, the district's property values increased by 9.72%, in line with recent projections. This means the mill rate went from 47.15¢/\$1,000 Assessed Value (AV) to 43.89¢/\$1,000 AV. While properties were assessed at higher than projected rates, indications continue to show a correction happening. Case-Shiller data suggests that growth will average about 3.7% per year over the next 5 years. It remains unclear to what degree COVID-19 will affect property values.

No action is required now, as the certificate and, if so adopted a substantial need resolution, do not need to be submitted until after the November Board meeting.



2401 South 35th Street, Room 142
Tacoma, Washington 98409-7498
(253) 798-6111 • FAX (253) 798-3142
ATLAS (253) 798-3333
www.piercecountywa.org/atr

MEMORANDUM

DATE: September 22, 2020
TO: Pierce County Taxing Districts
FROM: Mike Lonergan, Assessor-Treasurer
RE: **Preliminary Certification of Assessed Values/Levy Limit Factor**

Enclosed is the Preliminary Certification of Assessed Values for your taxing district. These values include last year's State Assessed Property Values.

For budget preparation assistance to applicable districts, Levy limit factor worksheets, court ordered refund information, and sample ordinance/resolutions are included. *The amount of the prior year's additional revenue from increase in state assessed property listed on the preliminary values memo may be added to the levy limit calculation for estimating budget purposes and preparing Levy Certifications.*

Submit original ad valorem Budget / Levy Certifications & an approved Ordinance or Resolution no later than November 30th:

Pierce County Council
Attention: Clerk, Rm. 1046
County City Building
930 Tacoma Ave. S
Tacoma, WA 98402

And a copy to:
Pierce County Assessor-Treasurer
Attention: Levy Dept.
2401 S. 35th St. Rm. 142
Tacoma, WA 98409

email: kim.fleshman@piercecountywa.gov

DUE TO THE GOVERNOR'S STAY HOME STAY HEALTHY ORDER PLEASE EMAIL 2ND COPIES IN PDF FOR THE ASSESSOR-TREASURER TO KIM FLESHMAN

(Failure to submit a budget request & the district's Resolution/Ordinance may adversely affect next year's Levy collection)

Preliminary Values Are Subject to Change.

Districts will receive **Final** values in late December.

Amended Levy Certifications may be submitted to the Pierce County Council & Pierce County Assessor-Treasurer after final values have been calculated.

The district's Ordinance/Resolution **must** identify these three components.

- The **dollar amount of the previous year's levy**. The actual levy received, including refunds.
- The **dollar amount of increase** reflects the difference between the previous year's actual levy and the 1% growth of the highest lawful levy, or a lesser amount if banking levy capacity.
- The **percent of increase** equals the change over the prior year's actual levy plus the dollar amount of increase equal to the district's highest lawful levy for this year, or a lesser amount if banking levy capacity.

The sample Ordinance/Resolution enclosed provides the amounts for districts wishing to request their highest lawful levy.

Levy FAQs

Q. How should the Ordinance/Resolution read if the district is limited at a lesser amount due to the statutory maximum rate limit?

A. Prepare the document as though there is no limit due to the statutory maximum rate. Add language to inform the district's taxpayers of the rate limit and the projected allowable levy to the Ordinance/Resolution.

The Ordinance/Resolution must contain three amounts; last year's actual levy, the dollar amount & percent of increase needed for the following year. The intent of the district must be clear in the Ordinance/Resolution.

Q. Why does the sample Ordinance/Resolution show more/less than 1%?

A. The 1% limit refers to the limitation of increase to a district's highest lawful levy known as the Levy Limit Factor. The percent of increase approved in a district's Ordinance/Resolution equals the change over the prior year's actual amount levied plus the dollar amount of increase for the next year's budget needs.

- **The simple act of passing an Ordinance/Resolution allows a district to increase the Highest Lawful levy by the lesser of 1% or the IPD, depending on the size of the district.**
- **The increase authorized in the document identifies how much of that increase is required for the next year's budget needs.**

Q. Why does the sample show \$0 increase and an increase of 0%?

A. The total amount levied in the prior year is more than this year's increase from the limit factor, the district should ask for a \$0 and 0% increase. This does not affect any increase allowed by the limit factor increase of the highest lawful levy. Once a district passes the Ordinance/Resolution the Highest Lawful levy is allowed to increase by the limit factor.

A district's Ordinance or Resolution controls two levy limitations;

- 1. The act of passing a resolution/ordinance allows the Limit Factor increase (lesser of 1% or the IPD) to the highest lawful levy.**
- 2. The authorized percent and dollar amount stated increase over the prior year's actual, Certified levy request.**

Q. What documents need to be submitted by November 30?

A. No later than November 30, provide a copy of the approved Ordinance/Resolution & the Levy Certification (Budget Request).

FAILURE TO PROVIDE THESE DOCUMENTS BY THE DUE DATE COULD ADVERSLEY AFFECT YOUR LEVY.



Pierce County

Mike Lonergan, Assessor-Treasurer

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September 22, 2020

OFFICIAL NOTIFICATION TO: PIERCE COUNTY RURAL LIBRARY-

Pierce Values ONLY

RE: 2020 PRELIMINARY ASSESSED VALUES

FOR REGULAR LEVY

Total Taxable Regular Value	94,767,797,527
Highest lawful regular levy amount since 1985	40,564,222.12
Last year's actual levy amount (including refunds)	40,683,119.03
Additional revenue from current year's NC&I	781,353.45
Additional revenue from annexations (RCW 84.55)	0
Additional revenue from administrative refunds (RCW 84.69)	38,761.55

No additional revenue from administrative refunds will be allowed if you are limited by your statutory rate limit.

Prior Year's Additional revenue from increase in state-assessed property 0.00

FOR EXCESS LEVY

Taxable Value	93,039,079,655
Timber Assessed Value	
Total Taxable Excess Value	93,039,079,655

2020 New Construction and Improvement Value 1,657,165,326

*If you need assistance or have any questions regarding this information, please contact Kim Fleshman
253.798.7114 kim.fleshman@piercecountywa.gov*



Pierce County

Mike Lonergan, Assessor-Treasurer

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PRELIMINARY HIGHEST LAWFUL LEVY LIMIT 2020 FOR 2021

RURAL LIBRARY

> 10,000

Pierce Only

REGULAR TAX LEVY LIMIT:

2019

A. <u>Highest regular tax which could have been lawfully levied beginning with the 1985 levy</u> [refund levy not included] times limit factor (as defined in RCW 84.55.005).	40,564,222.12 1.0060152 40,808,224.03
B. Current year's assessed value of new construction, improvements and wind turbines in original districts before annexation occurred times last year's levy rate (if an error occurred or an error correction was made in the previous year, use the rate that would have been levied had no error occurred).	1,657,165,326 0.47150000000 781,353.45
C. Current year's state assessed property value in original district if annexed less last year's state assessed property value. The remainder to be multiplied by last year's regular levy rate (or the rate that should have been levied).	873,833,449 873,833,449 0.00 0.47150000000 0.00
D. REGULAR PROPERTY TAX LIMIT (A + B + C)	41,589,577.48

ADDITIONAL LEVY LIMIT DUE TO ANNEXATIONS:

E. To find rate to be used in F, take the levy limit as shown in Line D above and divide it by the current assessed value of the district, excluding the annexed area.	41,589,577.48 94,767,797,527 0.438857698136
F. Annexed area's current assessed value including new construction and improvements times rate found in E above.	0.00 0.438857698136 0.00
G. NEW LEVY LIMIT FOR ANNEXATION (D + F)	41,589,577.48

LEVY FOR REFUNDS:

H. RCW 84.55.070 provides that the levy limit will not apply to the levy for taxes refunded or to be refunded pursuant to Chapters 84.68 or 84.69 RCW. (D or G + refund if any)	41,589,577.48 38,761.55 41,628,339.03
I. TOTAL ALLOWABLE LEVY AS CONTROLLED BY THE LEVY LIMIT (D,G,or H)	41,628,339.03
J. Amount of levy under statutory rate limitation.	94,767,797,527 0.500000000000 47,383,898.76
K. LESSER OF I OR J	41,628,339.03

MEMO



Date: October 2, 2020

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

From: Georgia Lomax, Executive Director

Subject: 2021 Conceptual Budget

Over the past months, the Board of Trustees has been discussing how to determine the 2021 mill rate and levy certificate. You have considered whether, because of the coronavirus pandemic's impacts on the community and during a time of economic hardship and unemployment, different decisions regarding the budget might be appropriate.

You established that the 2021 budget should balance tax impact on the public with maintaining the long-term sustainability of Library operations and the Library's ability to respond to changing conditions and requirements due to COVID-19 and the economy, and ensuring the Library is able to meet the service needs of the public.

In September you considered a variety of budget strategies and the impacts of each on the Library and on the tax payer. Based on your discussion, we have narrowed the options and provided further detail including a conceptual budget and summary of long-term fiscal impact with and without using banked capacity.

The Library is in Phase 1 of the Levy Sustainability Plan, a period of time when revenue exceeds operating costs and funds are set aside for future use when costs are higher than revenue. As a result, the Library is able to fund and accomplish the same level of service and operations in each scenario. The impact to the Library occurs when looking at long-term revenue, amount of funding available for the special purpose fund set aside and the levy sustainability fund, and timing of when the next levy would be considered. In 2018 when voter's approved reauthorizing the Library's levy, the Library promised the public that funding would maintain services for at least five year. All scenarios maintains services for 10 years.

Because the scenarios are long-term there are many variables and opportunities to adjust the specifics over the 10-year period, so these are our best estimates of future impacts for comparison purposes.

During the meeting we will discuss the scenarios, the conceptual budget and long-term fiscal impact with and without using banked capacity.

Conceptual Budget

Conceptual budget		2020		2021			
Revenue	Original	Adjusted	Scenario A (101)	Scenario B (IPD)	Scenario C (no change)	Scenario D (-\$5)	
Property Tax	\$ 37,828,400	\$ 37,618,500	\$ 38,642,000	\$ 38,480,000	\$ 38,042,000	\$ 37,642,000	
Other Revenue	\$ 1,915,500	\$ 1,253,500	\$ 1,158,500	\$ 1,158,500	\$ 1,158,500	\$ 1,158,500	
Expenditures							
Personnel	\$ 26,432,500	\$ 25,262,900	\$ 26,578,900	\$ 26,578,900	\$ 26,578,900	\$ 26,578,900	
Materials	\$ 3,971,800	\$ 3,971,800	\$ 4,471,800	\$ 4,471,800	\$ 4,471,800	\$ 4,471,800	
Maintenance and Operations	\$ 6,259,600	\$ 6,707,300	\$ 6,779,500	\$ 6,779,500	\$ 6,779,500	\$ 6,779,500	
Contingency	\$ 300,000	\$ 820,000	\$ 240,000	\$ 240,000	\$ 240,000	\$ 240,000	
Transfers & Reserves							
Special Purpose Fund	\$ 1,080,000	\$ 1,080,000	\$ 2,080,000	\$ 1,830,000	\$ 1,080,000	\$ 1,080,000	
Levy Sustainability Fund	\$ 3,386,700	\$ 3,089,500	\$ 3,148,000	\$ 3,148,000	\$ 3,148,000	\$ 2,973,000	
Capital Improvement Fund	\$ 1,500,000	\$ 1,350,000	Using Existing Cash in CF				
Building up Reserves	\$ 500,000	\$ 500,000	Not needed until 2023				

Banked Capacity

	2020		2021			
	Original	Adjusted	Scenario A (101)	Scenario B (IPD)	Scenario C (no change)	Scenario D (-\$5)
Banked Capacity (if chosen)	N/A	N/A	\$ -	\$ 164,000	\$ 407,000	\$ 1,200,000
10 year impact (no banked capacity)						
Total revenue over 10 years			\$ 454,373,884	\$ 452,682,768	\$ 450,129,969	\$ 442,081,733
Property Tax Revenue			Baseline	\$ (1,755,082)	\$ (4,355,600)	\$ (12,842,063)
Special Purpose Fund			\$ 8,728,963	\$ 6,511,450	\$ 3,630,935	No Impact
10 year impact (banked capacity ovr 3 yrs)						
Total revenue over 10 years			\$ 454,373,884	\$ 453,830,768	\$ 452,978,969	\$ 450,481,733
Property Tax Revenue			Baseline	\$ (607,082)	\$ (1,506,600)	\$ (4,442,063)
Special Purpose Fund			\$ 8,728,963	\$ 6,416,370	\$ 3,630,935	No Impact
Undesignated Surplus due to using banked cap.			\$ -	\$ 1,148,000	\$ 2,849,000	\$ 8,400,000

In order to prepare the draft budget for November, we will need the following decisions:

1. Which is the preferred scenario to be used to complete the draft 2021 budget?
2. Should the Library accept or override the Implicit Price Deflator?
3. Should the Library bank capacity?

Based on your decisions, we will prepare the draft budget and the actions needed for approving the final budget. In November you will review the proposal and provide feedback and hold the first public hearing. In December you will review the final budget proposal and hold the second public hearing. Following the hearing you will approve the final budget.

MEMO



Date: October 1, 2020

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

From: Jaime Prothro, Customer Experience Director

Subject: 2021 Service Overview

The impact that COVID-19 has had on Pierce County communities and library operations will continue to re-shape library services into 2021. COVID-19 has clearly shown that the library must be bigger than a building in order to remain relevant to our communities – both existing and potential customers. In 2021, PCLS services will be outwardly focused.

The foundational cornerstones laid by PCLS over the past several years – establishing a strategic framework, identifying a priority audience, public and staff technology investments, updating staffing and positions – will continue to provide the infrastructure and philosophies that guides our work. And, in reimagining services, PCLS will intentionally integrate and align efforts with several long-range collective impacts. Learning, Enjoyment, and Community remain key service initiative areas, and multiple impact statements have been defined to achieve a unified service direction.

The library supports our communities with a commitment that people’s life and health outcomes are no longer predicted by race, income, gender, sexual orientation, or where they were born, and in 2021 will advance the following impacts:

Learning:

1. parents and caregivers have the resources and knowledge to raise thriving children
2. youth and adults are fluent in reading and STEAM literacies (science, technology, engineering, art and math) to ensure success in life
3. teens and adults possess life skills, including digital, business, and financial literacies, to ensure stable and productive lives

Enjoyment:

1. reading for pleasure creates powerful possibilities, transforms lives and enriches communities
2. reading for pleasure becomes a natural part of people’s everyday life and they are inspired to share their joy of reading with others
3. people discover outlets to offset the pressure of daily life and relax

Community:

1. people have knowledge and resources to determine the course of their life, define their identity, make confident choices, and access needed services

-
2. newcomers, immigrants, and individuals in transition in Pierce County feel welcome, valued, and able to reorient to their new realities
 3. people feel a sense of hope and possibility about their lives

Specific projects will deliver collections outside of our library buildings – hold pickup lockers or other access methods. Technology enhancements will be seen in the public website and expansion of Wi-Fi access, and continuing the convenience of curbside holds in a post-pandemic service state are other important components of our service planning for 2021. Materials collections will be audited for representation and diversity of content with recommended strategies for ongoing development. Our community connections will expand and staff will learn about and grow their abilities to serve diverse customers by proactively reaching out to listen and learn from service providers and our residents: learning from and supporting others, discovering voices unheard, and determining how the library system can be a stronger bridge – both as a local or county-wide partner, and as a culturally responsive organization. Our service efforts will center on becoming an anti-racist library and to help residents who are struggling to attain economic stability.

Service in 2021 will be a curious blend of PCLS’ innovative past paired with the strength of community engagement – a combination that can positively impact the county. PCLS will report on specific projects and tactics throughout the year that are helping to advance these impacts.

Executive Session

***Motion: To recess to Executive Session per RCW 42.30.110
for 15 minutes to discuss labor matters.***

New Business

MEMO



Date: October 1, 2020

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

From: Georgia Lomax, Executive Director

Subject: Proposed 2021 Board Meeting Schedule

In November, the Board of Trustees adopts a resolution scheduling its meetings for the next year. Attached is a proposed schedule of 2021 Board of Trustee meeting dates. Meetings are currently held on the second Wednesday of the month at 3:30 pm.

Meetings will continue to be held virtually until public health officials and Safe Start Washington allow a return to in person meetings. At that time the Board will determine locations and dates for traveling meetings.

During the meeting, we will discuss if you would like any changes to the 2021 meeting schedule.

**PIERCE COUNTY LIBRARY SYSTEM
BOARD OF TRUSTEES**

2021 Meeting Schedule

Meetings are regularly scheduled at 3:30 pm on the second Wednesday of the month. The dates of the 2021 Board of Trustee meetings are as follows:

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

2021 Conferences	
January 22-26	American Library Association (ALA) Midwinter, Virtual Event
June 24-29	American Library Association (ALA) Annual, Chicago, IL
September 30-October 2	Washington Library Association (WLA), Bellevue, WA

Officers Reports

MEMO



Date: September 30, 2020

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

From: Anna Shelton, Community Initiative Manager

Subject: National Friends of Libraries Week 2020

Thank you to Pierce County Library System's Friends of the Library groups for their commitment, enthusiasm, and contributions to bolster library services throughout Pierce County.

October 18-24, 2020 marks National Friends of Libraries Week to recognize and celebrate Friends groups for volunteering time and resources to help support libraries. Pierce County Library System is grateful for the amazing support our seventeen Friends groups give every day to enhance library service in our communities.

Friends groups foster public interest and support of the Library in many ways:

- Advocating for and increasing public awareness about library services, needs, and goals.
- Fundraising through book sales and other activities.
- Supporting Library events and activities that promote learning, enjoyment, and community connection.

Over the course of the last year, Friends of the Library groups contributed approximately **\$111,000** to support library service.

Since Library buildings were closed to volunteers in mid-March to help reduce the spread of COVID-19, we have deeply missed the in-person connections with our valued Friends members. Our Friends groups have served an incredibly important role during this time period of modified service, helping the community understand how the Library is still available to serve the needs of the public even though Library services may look different.

Along with other recognition to celebrate National Friends of Libraries Week, we are asking Pierce County Library's Board of Trustees to issue the following proclamation to proclaim October 18-24, 2020, as "Friends of Libraries Week" in Pierce County, Washington.

Friends of Libraries Week

Proclamation of the Pierce County Library Board of Trustees in recognition of Pierce County Library Friends.

Whereas, Friends of Pierce County Library raise funds through book sales and other activities to purchase services, materials, equipment and furnishings to enhance customer experiences;

Whereas, Friends advocate and raise awareness about Pierce County Library System's services, needs and goals in the community;

Whereas, Friends are ambassadors in our libraries and in our communities to share information about Library programs and services;

Whereas, the Friends' gift of time and enthusiastic commitment to Pierce County Library exemplifies strong volunteerism and leads to positive civic engagement and the betterment of our community;

NOW, THEREFORE, be it resolved that the Pierce County Library Board of Trustees proclaims October 18 through 24, 2020, as

Friends of Libraries Week

in Pierce County, Washington,

and urges everyone to join a Pierce County Library Friends' organization, and thanks the Friends for the time and resources provided to make our Library and community great.

PROCLAIMED this day, Wednesday, October 14, 2020.



MEMO



Date: September 29, 2020

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

From: Kim Archer, Enjoyment Initiative Manager

Subject: Summer Reading Program Report

Pierce County Library System launched its Summer Reading Program (SRP), *Dig Deeper: Read, Investigate, Discover!* on June 15th this year, two weeks later than anticipated. Due to COVID-19 the SRP planning team faced many challenges in re-imagining our Summer Reading Program. When we closed our doors in March, we were 90% prepared for our regular Summer Reading Program with a clear path to a June 1st launch date. Outreach to schools was cancelled and our communication to the children and customers was significantly reduced. We were determined, however, and quickly shifted gears. We evaluated our options, re-aligned our budget and strategized a new best approach.

The Summer Reading Program launched in a new online format using Beanstack, an online/app and web service used by libraries and schools to host reading programs. The team also created paper reading logs for those customers who preferred or needed an offline environment, which could be printed from the Library's website or picked up at curbside once the service started. Paper logs were collected primarily via email or mail and library staff entered offline users into Beanstack to ensure they were included in prize drawings.

The opportunity to reimagine Summer Reading brought in 4,034 children, teens and adults for the online program in Beanstack and they read a total of 31,422 hours. Beanstack breaks data down differently than how we've captured it in the past, so we cannot compare exact numbers from 2019 to 2020 beyond registrants and time read. However, overall we can see participation in 2020 is a serious reduction in participation from 2019 and clearly shows the impact of the closure due to Covid-19. In 2019, 37,313 people (all ages) signed up and completed 280,325 hours. In 2020 participation made up only 12.8% of the previous year and 11.2% of hours read the previous year.

Beanstack allowed participants to write book reviews, something we haven't been able to do before, and 267 participants wrote 503 reviews. Harry Potter titles had the most reviews, and other titles ranged from children's books like *Esperanza Rising* to adult titles like Michelle Obama's *Becoming*. In addition to tracking minutes read, the program featured a number badge challenges with activities that included everything from gardening to writing poetry and cooking. As participants completed activities under a badge, they earned entries into a prize drawing. Adults completed 55% of all activities, Teens completed 48% of all activities, Children completed 58% of all activities and Wee Readers completed 81% of all activities. As part of the activities, participants were asked to submit Flipgrid videos to show how they participated. These videos can be viewed at <https://flipgrid.com/pclsummerreading>.

Participation Comparison 2020 to 2019

NOTE: program changes and COVID-19 impacted statistics and participation significantly.

Participation	2020	2019
WEE READERS (0-5 yrs.)		
# Enrolled	518	2597
# Hours Read to	630.65 Hrs.	(N/A, tracked days read to)
# Badges Earned	1300	(N/A, not tracked)
% Activities Completed	81%	(N/A, not tracked)
CHILDREN (5-12 yrs.)		
# Enrolled	1594	16,730
# Hours Read to	12,247.62	169,915
# Badges Earned	3,829	(N/A, not tracked)
% Activities Completed	58%	(N/A, not tracked)
TEEN (12-18 yrs.)		
# Enrolled	537	5243
# Hours Read	3,436.22	(N/A, not tracked)
# Badges Earned	1238	(N/A, not tracked)
% Activities Completed	48%	(N/A, not tracked)
ADULTS (18+)		
# Enrolled	1385	12,313
# Hours Read	15,197.25	110,410
# Badges Earned	4252	(N/A, not tracked)
% Activities Completed	55%	(N/A, not tracked)

In-person programming turned virtual, and by the end of summer children’s staff were engaged in a new Facebook channel, Pierce County Library for Families with Kids, which featured a variety of programs including story times and other interactive programs for children, parents and caregivers. Additionally our teen staff were actively engaged in Pierce County Library Teen Instagram page. Other programming started to take place in Zoom as well, including regular book discussion groups. Staff also created videos on a variety topics including story time activities and author talks. Videos can be viewed at the Library’s YouTube Channel, <https://www.youtube.com/channel/UC5t-CPKK3oiE2mAcv7mKG4g>. Specifically for the Summer Reading Program we featured two performer videos, Science Teller’s “Dragons: Return of the Ice Sorceress” and Travelling Lantern’s “Sherlock Holmes Takes the Case.” We also handed out 4,385 age appropriate activity packets at curbside for children (0-11), teens (12-18) and adults (18+) in July and August.

Overall, we spent significantly less money on Summer Reading 2020 than previous years, primarily due to the impact of Covid-19. Our original budget was \$83,000 and we reduced it to \$53,500. Based on the many challenges we faced this year, the Summer Reading Program was very successful. We learned a lot from our customers on how to improve the program for next year. For example, we will reconsider prizes and how we mark reading milestones. We will rethink how we track reading, looking at days vs. minutes. We will rethink how we offer paper options for participation for customers who need an offline experience. The Summer Reading planning team has reviewed all feedback and will make recommendations for program improvements for 2021 planning. Based on feedback, we do know the program had significant impact on many of our participants, as reflected in the customer feedback from Parents/Caregivers of children and teens who participated and from Adult Readers.

Feedback from Parents/Caregivers:

“She loved the online program you offered this year, with the badges and ability to unlock printables. This year, she increased the difficulty and length of the books she reads. Thank you so much for being creative and keeping this summer reading tradition alive. It makes so much difference in our lives!”

“She liked competing with her brother, and working towards prizes for reading that she already does.”

“We always enjoy the reading program. Prior to COVID-19 closure we visited the library weekly. Greatly appreciated the Summer Reading Program still being offered! My child appreciated the variety of activities, as well as reading.”

“He really got into logging hours and would pick up a book regularly, read for an hour or more (usually) and want me to put his hours in.”

“My wee reader liked the activities part better, while my 6 year old liked the reading part better.”

Feedback from Adult Readers:

“It really encourages me to read more. It helps to see how many minutes I have read.”

“My grandchildren and I compete every summer to see who reads the most books.”

“I liked that you went out of your way to have a service like this during this time. Although I dropped the ball on keeping up even though I WAS reading. Please do it again!”

“I was impressed with the creativeness of the summer reading program having to deal with all the aspects of the Covid/social distancing regulations.”

“I really liked the program; after I worked my way through it a few times...it did become easier. I loved working toward the badges; the activities really challenged me. Specifically, I wrote two poems and handed copies of them to friends! I really don't know how the program could have been improved, except the reading program would have been more fun visiting the library in person.”

MEMO



Date: October 5, 2020

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

From: Clifford Jo, Finance & Business Director

Subject: Pierce County Purchase of Parts of Graham Library Properties—Update & Timeline

We are about a month behind in the timeline provided in June due to the severe smoke conditions that occurred in August and September. However, today we received preliminary designs from the architect that offered three options, all of which are in the southwest side of the parking lot. The architects concluded that adding parking in the front of the library would not be feasible, in part due to safety concerns for children.

Pierce County (PC) is moving forward with its part, which includes plans for issuing construction bid requests for their share of the work. At this time, because the additional parking spaces is in a significantly different part of the property, it appears that the combined work between PC and the Library does not have to be done simultaneously.

Next tasks for us:

- We will confirm the design and begin creating bid documents for prospective contractors. We will then coordinate with PC for reimbursement costs.
- Begin discussing legal documents related to sale of property and easements required. These documents may be ready for your review as early as the November board meeting.

Following is a revised timeline of activities that will require Board involvement:

October:	Preliminary review with Board Decide on preliminary design for cost estimates
November:	First review of property-related agreements with Board
Nov or Dec:	Board approval for sale of property and easements required
Oct – early 2021:	PC and PCLS release RFBs for respective contractors; PC coordinates with PCLS to schedule construction activities
Dec – early 2021:	Board approval of selected contractor for parking lot construction
Mid-2021:	Construction for both PC and PCLS complete

We will keep the Board apprised of progress.

MEMO



Date: September 24, 2020

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

From: Mary Getchell, Marketing and Communications Director

Subject: Library Curbside Marketing Plan

The Pierce County Library System launched Library Curbside in four phases July-August 2020. The Library used a variety of communications channels to communicate the service: public website-home page ad and pages, talking points, sandwich boards, lawn signs, news media-news releases and interviews, email marketing messages, social media marketing, and information shared by local governments. Most of those channels continue to communicate this new service.

Customers with a history of regular and often large volumes of checkouts are using Library Curbside to check out books and movies. With the majority of cardholders not using the service, the Library has a strong opportunity to grow curbside customers from existing cardholders and enticing new cardholders and curbside customers. To increase the public's knowledge and use of Library Curbside, we created the following marketing plan with a sustained marketing focus for October through December 2020. The plan employs unused funds from some of the planned marketing activities for Pierce County READS and MakerFest, as well as funds allocated for opportunistic marketing. Marketing a new service during a pandemic certainly calls for opportunistic marketing.

The goals outlined in the Library Curbside Marketing Plan include:

1. Engage audiences with the knowledge of Library Curbside.
2. Strategically position Pierce County Library as a leader in inspiring imagination, fostering the love of reading and discovering new interests through an extensive and diverse choice of books, movies, and other materials.
3. Inform people how reading helps offset the pressures of daily life and helps reduce stress, which many people are experiencing with the pandemic and resulting economic downturn.
4. Inspire excitement, build support for, and use of Library Curbside.

The marketing plan includes a mix of mass marketing and direct marketing, using a combination of owned, paid, and earned marketing channels. Some of the mass media owned and earned channels include an animated video showing people how to place holds and make curbside appointments, lawn banners, and window posters. Some of the mass media paid channels include ads/sponsorships in The News Tribune, Pandora, NPR-KNKX, and Spanish radio stations. The earned direct marketing includes guerrilla marketing with demographically targeted flyers with QR codes and direct phone calls to customers.

Opportunity

- The Pierce County Library System launched Library Curbside in four phases July-August 2020.
- The Library used a variety of communications channels to communicate the service: public website-home page ad and pages, talking points, sandwich boards, lawn signs, news media-news releases and interviews, email marketing messages, social media marketing, information shared by local governments.
- After the library buildings have been closed for four months to help reduce the spread of COVID-19 and the buildings continue to be closed to the public, curbside service is the first physical check out of items for the public in months.
- Power customers are checking out books and movies via curbside service. Those customers have routinely used the Library's online catalog to select and hold materials and they represent approximately 15% of the Library's 363,000 cardholders for 54,000 people. However, behind each cardholder is often a household, thus this may be representative of more people.
- With the majority of cardholders not using the service, the Library has a strong opportunity to grow curbside customers from existing cardholders and enticing new cardholders and curbside customers.
- Communication timeframe:
 - **Sustained marketing focus October-December.**

Marketing Goals

1. Engage audiences with the knowledge of Library Curbside.
2. Strategically position Pierce County Library as a leader in inspiring imagination, fostering the love of reading and discovering new interests through an extensive and diverse choice of books, movies, and other materials.
3. Inform people how reading helps offset the pressures of daily life and helps reduce stress, which many people are experiencing with the pandemic and resulting economic downturn.
4. Inspire excitement, build support for, and use Library Curbside.

Target Audiences

- Pierce County Library's Board of Trustees
- Public-Pierce County residents, age 16+, noting parents selecting for or promoting with children and teenagers
 - Parents-turned teachers
 - Parents with young children

Strategy

The marketing plan calls for focusing marketing efforts on the Library's Strategic Plan Initiative of Enjoyment, with an emphasis on the robust, free offering of books, movies, CDs, and audiobooks and a call to action—to easily and safely check out these items from the Pierce County Library. Marketing will reflect the following:

- Pierce County Library is a leader in inspiring imagination through an extensive and diverse collection, so people can discover outlets to offset the pressures of daily life, reduce stress, and relax.
- The Library is a leader in fostering the love of reading.
- The Library offers opportunities to discover new interests and pursue passions, so people can live balanced lives and find joy during these difficult times.

Employ a variety of marketing tactics to inform audiences about these services and encourage their use. Use multiple marketing tactics to feature the ease and safety of using the service. From mass media with digital and print earned and paid channels to guerrilla marketing and direct phone calls, inform and engage audiences. Each library location to identify and provide flyers for posting with QR Code linking to curbside web page, from child cares to churches.

Primary Messengers

- All Staff

Themes/Information to Relay

Could use some themes/information in event calendars/social media with “I didn’t know my library...” or “tell your neighbors my library...” Note – second person voice used below.

1. Library Curbside is easy, fast, convenient, and safe.
2. With 800,000 titles to choose from, the Pierce County Library offers a wide selection of books and movies in multiple languages.
3. The system-wide contactless service gets books, movies and materials safely to people.
4. You can choose from many genres from romance, fantasy and mysteries to non-fiction and biographies for children, teenagers, and adults.
5. You may check out items for four weeks – one week longer than is typically offered.
6. As long as no one else is waiting for the item, you may renew items and keep them longer.
7. Offered at 18 Pierce County Libraries, six to seven days a week.
8. The service keeps people connected to their local Pierce County Library as an essential part of communities, especially during this difficult time.
9. People who use the service love it! The free, contactless service gets books, movies and other materials directly to people.
10. It’s easy:
 - If you don’t already have one, get a free Pierce County Library card online 24/7 and start using it now: librarycard.pcls.us.
 - Select the books, movies, CD, audiobooks you want: catalog.pcls.us. The Library will text, email, or call you when your items are ready. Then, schedule your pickup time at curbside.pcls.us
 - Don’t know what you want? Get a Grab Bag and staff will choose three books or movies based upon your interests.
 - Get Print Pickup where you can send a print job from home and pick it up at the library.

11. You may walk-up or bike-up for Library Curbside appointments and those without an appointment can follow information posted outside of the library buildings. Although, people without appointments should expect longer wait times.
12. Nothing spells stress like 2020. Reading is a known stress-reliever—pick up some books curbside and start offsetting the pressures of daily life and these unprecedented times.
13. Social distancing and masks are required for contactless Library Curbside service. In compliance with guidance from the Centers for Disease Control and Prevention and requirements from the Washington State Office of the Governor and Department of Health, everyone age five and over must wear a face-covering while on library grounds.
14. Get started at curbside.pcls.us.

Activities and Tactics

Tactic	Lead Staff	Target Date
<p>Owned/Earned Channels:</p> <ul style="list-style-type: none"> ▪ Staff web image-Carol ▪ Virtual Library event script (intro only)- Nicole ▪ How to hold materials and reserve curbside appointment video-Nicole coordinate with Grey Videography ▪ Lawn banners at 5 largest locations-Mary/Carol ▪ Email direct to book club kit customers-Mary ▪ Posters in windows at Fife, MIL/EDG, DPT*-Mary/Carol ▪ Email Marketing Message/MailChimp (Ongoing) ▪ Virtual Library calendar (Ongoing) ▪ Facebook and Twitter posts (Ongoing) ▪ Email marketing messages (Ongoing) ▪ Email tagline (Done) ▪ Public web homepage ad (Done) ▪ Web pages (Done) ▪ Yard signs (Done) ▪ Videos (Done) ▪ Photos for communications (Done) 	<p>Mary Getchell/Carol Sheehan/Nicole Milbradt</p>	<p>September-October: prepare October-November: launch</p>

Tactic	Lead Staff	Target Date
<ul style="list-style-type: none"> ▪ Polaris-generated email message (Done) ▪ Google My Business profile (Done) ▪ Social media covers (Done) 		
<p>Paid:</p> <ul style="list-style-type: none"> ▪ Print Advertisements*-Mary/Carol ▪ Digital Ads*-Sammie ticket to IT, 4 weeks in advance of launch-Mary/Carol ▪ Pandora ads-Mary ▪ NPR Sponsorship-Mary ▪ Spanish radio ads-Mary ▪ Facebook ads-Nicole/Carol 	Mary/Carol/Nicole	September-October: prepare October-November: launch
<p>Earned:</p> <ul style="list-style-type: none"> ▪ Demographically targeted guerrilla marketing flyers with QR code*. Each location identifies and completes a minimum of five places to post flyers-Mary/Carol ▪ Direct phone calls to customers, ages 18+ who checked out physical item in past year. Create script.-Mary/CE Staff ▪ Local government partners shared via channels (Done) ▪ News release-media stories (Done) 	Mary/Carol/CE Staff	September-October: prepare October-November: launch

*The News Tribune media sponsor

Get short URL for catalog.pcls.us.-Mary

Evaluation

1. Plan implemented on time and on budget
2. Social media engagement:
 - Reach: meet or exceed industry standard
 - Engaged: Goal: meet or exceed industry standard
3. Marketing email open rate: meet or exceed industry standard
4. Digital advertising: Goal: meet or exceed industry standard for Click Through Rate (CTR)

5. Inspire excitement and build support for and use of Library Curbside.
6. Curbside customer increase – Goal: 5% increase compared with September 2020.
7. Curbside checkout increase – Goal: 5% increase compared with September 2020.
8. Cardholder number increase.

MEMO



Date: October 7, 2020

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

From: Georgia Lomax, Executive Director

Subject: PCLS Staff Elected to Washington Library Association Positions

I'm pleased to share that two of the Library's staff have recently been elected to leadership positions in the Washington Library Association (WLA).

Brandi Gates, Youth Services Librarian at South Hill: Children & Young Adult Services Division (CAYAS) Vice Chair/Chair-Elect. CAYAS is one of the largest and most active Sections of WLA. Its members include public library staff serving children and young adults, and a large number of school library-media specialists. Regular continuing education workshops are held in various locations of the state providing opportunities to learn, share ideas, and spark continued enthusiasm for library service to youth.

Kayce Austin, Customer Experience Manager: Washington Library Trainers (WALT) Chair. The primary purposes of Washington Library Trainers is to share information, communication, learning, and support for those involved in or interested in training, career development, and continuing education for library staff, and education and instruction for library users.

Pierce County Library FYI Packet
Link List
October 14, 2020

Pierce County Library in the News

- [Pierce County libraries offer new curbside pickup service for members](#) – Puyallup Post (also posted in Sumner’s Community Connect)
- [Pierce County Library System offers help for students](#) – Dispatch
- [Arts and Crafts with Pierce County Library](#) – ParentMap
- [Creative Creations and Games with the Pierce County Library](#) – ParentMap
- [Virtual Preschool Adventure Time with Miss Brandi with Pierce County Library](#) – ParentMap
- [Where to Get Real Books for Kids Around Seattle This Fall](#) – ParentMap
- [Vote for the next two student designed Pierce County Library System cards](#) – Press release published in Courier Herald
- [Key Center Library Offers Curbside Service](#) – Key Pen News
- [Happy 25th Birthday University Place](#) – City of UP website (the library is mentioned)
- Pierce libraries remain closed but online offerings being expanded – Courier Herald (see attached)

Pierce libraries remain closed, but online offerings being expanded

Branches of the Pierce County Library System remain closed to the public, but some positive steps are being taken now that the county is firmly in Phase 2 of the reopening process.

For example, it was announced last week that library materials can now be dropped off at eight of the system's 20 libraries. Since the closure of libraries due to the COVID-19 pandemic, customers have been holding on to their books, movies and other library items.

Last week's announcement doesn't immediately help Plateau residents, as the Buckley and Bonney

Lake branches remain fully closed. The closest branch for local residents to turn in library materials is in Summer. Other branches taking returns are in Fife, Gig Harbor, Lakewood, Parkland/Spanaway, South Hill, Summit and University Place.

Buckley customers may not have to wait much longer, however. A press release issued by PCLS noted, "In the coming weeks, the library will open book drops at its other locations. The Library thanks people for holding onto library books, movies and other items for the past several months."

Because library materials could not be returned, there have been no late fees assessed, a policy that will continue for the rest of the calendar year. "Given the ongoing economic burden brought on by the pandemic as well as the overall disruption to library services, the Library System will not assess fines for overdue books and materials for the remainder of 2020," the release stated.

SUMMER READING PROGRAM

This year's Summer Reading program from the Pierce County

Library System is going virtual. The system has reimaged this year's program and will:

- Host online events
- Families can watch from home.
- Offer electronic tracking tools to help readers earn badges.
- Give out grab-and-go-activity packs.
- Provide booklists with e-book and audio-book options for all ages.

"While the library buildings are closed to help reduce the spread of COVID-19, we are bringing Summer Reading directly to the homes of kids, teenagers and

adults mostly online," said Pierce County Library System's Executive Director Georgia Lomax.

To get started with the Summer Reading program, families may download the Beanstack Tracker app from Google Play or the App Store to get started. Once readers have registered for the program, they can track their reading progress and earn badges and prizes. The app will also include appealing booklists for specific readers and includes online resources. If a person does not have access to

the app, visit piercecountylibrary.beanstack.org/reader365.

The Library will offer virtual events online throughout the summer and will include Summer Reading program favorites such as Science Tellers and Traveling Lantern. Library events such as story time and STEAM - science, technology, engineering, arts and math - activities will also be available online.

The Summer Reading program is free thanks to the sponsorship of the Pierce County