

**AGENDA**

**Regular Meeting of the Pierce County Library System Board of Trustees  
November 18, 2020 | 3:30 PM**

***This is a Virtual Meeting***

Attendees may join via either:

- **Phone:** Dial+1.253.215.8782 | Webinar ID: 938 4199 8876| Passcode: 090783; or
- **Web browser** (Zoom user account is required to join via web browser):  
<https://zoom.us/j/93841998876?pwd=WDZZTERFa0NSb01tQlROdHlzbERzQT09>; or
- **App** (Zoom user account is NOT required if joining by app) ([Windows App](#) | [iPad / iPhone App](#) | [Android App](#))  
<https://zoom.us/j/93841998876?pwd=WDZZTERFa0NSb01tQlROdHlzbERzQT09>

3:30 pm	02 min.	<b>Call to Order:</b> Daren Jones, Chair	
3:32 pm	05 min.	<b>Public Comment:</b> <i>This is time set aside for members of the public to speak to the Board of Trustees. Unless the item you wish to discuss is of an emergency nature, the Board ordinarily takes matters under advisement before taking action. Please submit comments in writing (including your Name, Address and Topic) to <a href="mailto:pmcbride@piercescountylibrary.org">pmcbride@piercescountylibrary.org</a> by 2 pm on November 18. Comments will be read aloud to the Board. Time limit for comments is three minutes.</i>	
3:37 pm	03 min.	<b>Consent Agenda</b> 1. Approval of Minutes of October 14, 2020, Regular Meeting 2. Approval of October 2020 Payroll, Benefits and Vouchers 3. <i>Resolution 2020-03: 2021 Schedule of Recurring Meetings</i> 4. PCLS Staff Computer Refresh – Additional Purchases	<b>Action</b>
3:40 pm	05 min.	<b>Board Member Reports</b>	
3:45 pm	10 min.	<b>Routine Reports</b> 1. Fundraising Performance Report, Dean Carrell 2. Metrics Dashboard, Melinda Chesbro 3. September Financial Report, Cliff Jo 4. Branch Services Report, Jaime Prothro	
3:55 pm	20 min.	<b>Unfinished Business</b> 1. 2021 Budget and Service Plan: First Reading and Discussion, Georgia Lomax, Cliff Jo, Melinda Chesbro a. Draft Operating Budget b. Draft Capital Projects Budget c. Draft Special Purpose Fund d. Draft Levy Sustainability Fund	
4:15 pm	05 min.	<b>Public Hearing: 2021 Draft Budget of Revenue and Expenditures</b> 2021 Revenue Sources and 2021 Expense Budget: Consideration of increases in property tax revenues, regarding the 2020 property tax levies for collection in 2021 (per RCW 84.55.120)	
4:20 pm	05 min.	<b>Unfinished Business (cont.)</b> 3. 2021 Budget and Service Plan a. <i>Resolution 2020-04: Declaring a Substantial Need to Override the IPD</i> b. <i>Resolution 2020-05: To Request Highest Lawful Levy and Levy Certification</i> c. <i>Resolution 2020-06: To Create Banked Levy Capacity</i> d. <i>Resolution 2020-07: To Set Wages and Benefits for Non-Represented Employees for 2021</i>	<b>Action</b> <b>Action</b> <b>Action</b> <b>Action</b>
4:25 pm	05 min.	<b>Officers Reports</b> 1. Future Libraries Re-imagined 2. IRS Tax Form 990 3. 2019 Fiscal Accountability Audit 4. Q3 Marketing and Communications Plan Results 5. Reopening Communications Plan 6. Service During COVID-19 – September/October 7. Voter Point of Assistance Efforts	
4:30 pm	01 min.	<b>Announcements</b>	
4:31 pm		<b>Adjournment</b>	

**BOARD OF TRUSTEES  
PIERCE COUNTY LIBRARY SYSTEM  
MEETING MINUTES – NOVEMBER 18, 2020**



**CALL TO ORDER**

Chair Daren Jones called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:31 pm. Board members present were Pat Jenkins, Rob Allen, Jamilyn Penn and Brian Thomason. 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 October 14, 2020, Regular Meeting
2. Approval of October 2020 Payroll, Benefits and Vouchers
3. Resolution 2020-03: 2021 Schedule of Recurring Meetings
4. PCLS Staff Computer Refresh – Additional Purchases

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

**BOARD MEMBER REPORTS**

There were no Board member reports.

**ROUTINE REPORTS**

Foundation Director Dean Carrell reported 2<sup>nd</sup> Annual Trivia Bee – Home Edition was well attended. Over \$20,000 was raised to date.

Branch Services Report – Trustees expressed interest in hearing more about how the Library impacts its community members in the time of the pandemic.

**UNFINISHED BUSINESS**

2021 Budget and Service Plan: First Reading and Discussion – The balanced draft budget was presented and reviewed by the Board. Ms. Lomax noted department heads developed a flexible budget that will keep the Library moving forward with services that provide impact to the public. It balances fiscal responsibility during a time of financial hardship and uncertainty, with maintaining excellent services within current limitations, and long-term sustainability. It continues investment in Library infrastructure and technology and keeps the Library on track with the levy sustainability fund and the special purpose fund.

Chair Jones expressed his thanks to the Library and team for their efforts.

**Public Hearing: 2021 Draft Budget of Revenue and Expenditures**

Mr. Allen moved that in accordance with RCW 84.55.120, the public hearing be opened for consideration of increases in property tax revenues, regarding 2020 property tax levies for collection in 2021. Mr. Jenkins seconded the motion and it passed.

Chair Jones then asked if there was anyone in the audience who wished to comment on the 2021 draft budget. There being no further comments, Ms. Penn moved to close the public hearing on the 2021 budget of estimated revenue and expenditures. Mr. Allen seconded the motion and it passed.

**UNFINISHED BUSINESS (CONT.)**

*Mr. Allen moved for approval of Resolution 2020-04: Declaring a Substantial Need to Override the IPD. Mr. Jenkins seconded the motion and it was passed.*

*Mr. Allen moved for approval of Resolution 2020-05: To Request Highest Lawful Levy and Levy Certification. Mr. Thomason seconded the motion and it was passed.*

*Mr. Jenkins moved for approval of Resolution 2020-06: To Create Banked Levy Capacity. Mr. Allen seconded the motion and it was passed.*

*Ms. Penn moved for approval of Resolution 2020-07: To Set Wages and Benefits for Non-Represented Employees for 2021. Mr. Allen seconded the motion and it was passed.*

**OFFICERS REPORTS**

Reopening Communications Plan - Ms. Lomax reported that the Library continues to prepare to open two locations for limited in-library services by the end of the year. With the Governor’s new guidelines as a result of increasing Covid-19 cases, the Library will not open in-library locations before December 14 when the new restrictions expire, or longer depending on updates from public health and State officials.

Voter Point of Assistance Efforts – Customer Experience Initiative Manager Anna Shelton reported over 150 people were helped with obtaining or replacing ballots and voting in the November 3 General Election. Election turnout was very high and the Library was pleased to be a part of this partnership with the Pierce County Election Office and the Puyallup and Tacoma public libraries. 150 people used the online resources available to voters on the Library’s website.

Trustees thanked the Library for its efforts in serving voters in Pierce County.

**ADJOURNMENT**

The meeting was adjourned at 4:30 pm on motion by Mr. Allen, seconded by Ms. Penn.

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Georgia Lomax, Secretary

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Daren Jones, Chair

**AGENDA**

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4:31 pm		<b>Adjournment</b>	

# Consent Agenda

**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 2<sup>nd</sup> 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 2<sup>nd</sup> 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.

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Georgia Lomax, Secretary

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Pat Jenkins, Vice- Chair

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

	<u>Source</u>	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	EDEN	3916 - 3917	10/1/2020 - 10/31/2020	\$ 4,000.71
Electronic Payments - Payroll & Acct Payable	EDEN		10/6/2020	890,516.64
Electronic Payments - Payroll & Acct Payable	EDEN		10/21/2020	888,623.40
Accounts Payable Warrants*	EDEN	631658 - 631668	10/1/2020 - 10/31/2020	323,420.61
Accounts Payable Warrants	MUNIS	700700 - 700797	10/1/2020 - 10/31/2020	796,979.27
<b>Total:</b>				<b>\$ 2,903,540.63</b>

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

As of 10.31.2020

**Check History Listing**  
Pierce County Library System

Check #	Bank	Date	Paid to	Status	Can/Vd Date	Pay Period Dates	Dir Dep	Amount
3916	key	10/06/2020	HACKE, MELISSA	C	10/07/2020	09/16/20 - 09/30/20	0.00	2,038.74
3917	key	10/06/2020	SMITH, JAYNA	C	10/08/2020	09/16/20 - 09/30/20	0.00	1,961.97
<b>Total:</b>							<b>0.00</b>	<b>4,000.71</b>

Checks in report: 2

**Grand Total:** 0.00 4,000.71

# 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](mailto:sdkarabotsos@piercecounyalibrary.org)  
 Comments: 10/06/20 Payroll

Withdrawal Date: 10/06/20

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	68,208.77
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	56,832.33
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	56,832.33
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	528,256.00
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	11,214.40
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	59,804.41
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	97,875.55
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	1,600.40
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	750.00
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
<b>PCL_Company</b>	<b>Columbia Bank Balance Adjustment</b>	<b>237100</b>	<b>CC_Library_District</b>	<b>697-00</b>	<b>5100000</b>	
Total Deposit						\$ 890,516.64

Certification:

Stacy Karabotsos  
 Signature ( Department Designee)

10/02/20  
 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@piercecounitylibrary.org](mailto:sdkarabotsos@piercecounitylibrary.org)  
 Comments: 10/21/20 Payroll

Withdrawal Date: 10/21/20

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	67,704.72
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	91,384.40
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	21,428.06
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	528,823.53
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	11,147.65
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	59,375.46
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	97,146.30
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	1,600.40
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	220.30
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	1,082.95
PCL_Company	WA State Support Registry	237100	CC_Library_District	697-00	5100000	2,170.45
<b>PCL_Company</b>	<b>Columbia Bank Balance Adjustment</b>	<b>237100</b>	<b>CC_Library_District</b>	<b>697-00</b>	<b>5100000</b>	<b>(432.82)</b>
Total Deposit						\$ 888,623.40

Certification:

Stacy Karabotsos  
 Signature ( Department Designee)

10/19/20  
 Date

Comments:

**Check History Listing**  
 Pierce County Library System

Bank code: key

Check #	Date	Vendor	Status	Check Total
631658	10/06/2020	000828 AFSCME AFL-CIO	C	13,046.57
631659	10/06/2020	003985 PACIFCSOURCE ADMINISTRATORS	C	2,441.19
631660	10/06/2020	001181 PIERCE CTY LIBRARY FOUNDATION	C	705.99
631661	10/07/2020	000175 ASSOCIATION OF WASHINGTON CITI	C	236,022.32
631662	10/21/2020	003778 AFLAC		5,259.32
631663	10/21/2020	001578 COLONIAL SUPPLEMENTAL INSURANC		217.62
631664	10/21/2020	003311 DEPT OF LABOR & INDUSTRIES	C	43,999.31
631665	10/21/2020	008002 GORDON, AYLWORTH & TAMI, P.C.		477.60
631666	10/21/2020	003985 PACIFCSOURCE ADMINISTRATORS	C	2,128.69
631667	10/21/2020	001181 PIERCE CTY LIBRARY FOUNDATION	C	705.99
631668	10/21/2020	000041 EMPLOYMENT SECURITY DEPARTMENT	C	18,416.01
			<b>key Total:</b>	<b>323,420.61</b>
11 checks in this report			<b>Total Checks:</b>	<b>323,420.61</b>

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
700700	10/01/2020	PRINTED	370	ELITE PROPERTY INVESTMENTS LLC	0.00	11,642.44	10/06/2020
700701	10/01/2020	PRINTED	290	SURPRISE LAKE SQUARE LLC	0.00	12,014.25	10/06/2020
700702	10/01/2020	PRINTED	399	CITY OF FIFE	0.00	1,711.92	10/06/2020
700703	10/01/2020	PRINTED	1081	NASIM & SONS INC	0.00	7,677.34	10/06/2020
700704	10/01/2020	PRINTED	520	CITY OF ORTING	0.00	3,400.00	10/09/2020
700705	10/01/2020	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	380.00	10/07/2020
700706	10/01/2020	PRINTED	61	RICOH USA INC	0.00	1,003.53	10/09/2020
700707	10/01/2020	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	1,183.22	10/07/2020
700708	10/02/2020	PRINTED	147	DANGER ROOM COMICS LLC	850.57	0.00	
700709	10/02/2020	PRINTED	11	LAKEWOOD WATER DISTRICT	0.00	655.02	10/06/2020
700710	10/02/2020	PRINTED	552	PENINSULA LIGHT CO	0.00	1,145.07	10/06/2020
700711	10/02/2020	PRINTED	776	PUGET SOUND ENERGY	0.00	2,325.75	10/07/2020
700712	10/02/2020	PRINTED	61	RICOH USA INC	0.00	1,102.34	10/09/2020
700713	10/06/2020	PRINTED	1816	BACKBONE CAMPAIGN	0.00	250.00	10/29/2020
700714	10/06/2020	PRINTED	432	CITY OF BONNEY LAKE , WA	0.00	270.93	10/14/2020
700715	10/06/2020	PRINTED	921	CLAUDIA BRELAND	0.00	150.00	10/14/2020
700716	10/06/2020	PRINTED	638	CITY OF BUCKLEY	0.00	780.10	10/15/2020
700717	10/06/2020	PRINTED	642	BUILDINGWORK LLC	0.00	2,798.45	10/14/2020
700718	10/06/2020	PRINTED	1001	DATA QUEST LLC	0.00	45.00	10/20/2020
700719	10/06/2020	PRINTED	363	TOWN OF EATONVILLE	0.00	703.25	10/15/2020
700720	10/06/2020	PRINTED	472	BEN HAINES	0.00	55.00	10/15/2020
700721	10/06/2020	PRINTED	710	IRON MOUNTAIN INC	0.00	363.62	10/13/2020
700722	10/06/2020	PRINTED	26	LINGO	0.00	115.99	10/15/2020
700723	10/06/2020	PRINTED	1040	LIZ MANGUAL	0.00	2,700.00	10/15/2020
700724	10/06/2020	PRINTED	216	CITY OF MILTON	0.00	578.11	10/14/2020
700725	10/06/2020	PRINTED	227	MOUNTAIN MIST	0.00	6.56	10/13/2020
700726	10/06/2020	PRINTED	552	PENINSULA LIGHT CO	0.00	244.10	10/13/2020
700727	10/06/2020	PRINTED	762	PRINT NW LLC	0.00	8,508.33	10/13/2020
700728	10/06/2020	PRINTED	776	PUGET SOUND ENERGY	0.00	1,490.10	10/09/2020
700729	10/06/2020	PRINTED	782	QUALITY BUSINESS SYSTEMS INC	0.00	1,272.89	10/13/2020
700730	10/06/2020	PRINTED	792	WASHINGTON WATER SERVICE	0.00	839.34	10/13/2020
700731	10/06/2020	PRINTED	61	RICOH USA INC	0.00	1,686.97	10/15/2020
700732	10/06/2020	PRINTED	61	RICOH USA INC	0.00	1,195.58	10/13/2020
700733	10/06/2020	PRINTED	886	SIMPLY MAGIC LLC	0.00	450.00	10/15/2020
700734	10/06/2020	PRINTED	269	SPRAGUE PEST SOLUTIONS	0.00	460.33	10/13/2020
700735	10/06/2020	PRINTED	273	TOWN OF STEILACOOM	0.00	1,426.93	10/13/2020
700736	10/06/2020	PRINTED	285	CITY OF SUMNER	0.00	1,044.20	10/14/2020
700737	10/06/2020	PRINTED	290	SURPRISE LAKE SQUARE LLC	0.00	10,355.29	10/13/2020

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
700738	10/06/2020	PRINTED	894	LISA TAYLOR	0.00	250.00	10/26/2020
700739	10/06/2020	PRINTED	1814	ASHLEY CRUTE	0.00	300.00	10/15/2020
700740	10/06/2020	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	1,519.52	10/13/2020
700741	10/06/2020	PRINTED	811	WCP SOLUTIONS	0.00	3,812.88	10/13/2020
700742	10/09/2020	PRINTED	341	BAKER & TAYLOR	0.00	16,265.71	10/19/2020
700743	10/09/2020	PRINTED	390	FAIRVEGA LIBRARY SERVICES	0.00	1,063.83	10/19/2020
700744	10/09/2020	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	241.49	10/19/2020
700745	10/09/2020	PRINTED	211	MIDWEST TAPE	0.00	34,190.90	10/20/2020
700746	10/09/2020	PRINTED	241	TACOMA NEWS INC.	0.00	4,500.00	10/20/2020
700747	10/09/2020	PRINTED	522	OVERDRIVE INC	0.00	18,440.76	10/19/2020
700748	10/09/2020	PRINTED	531	PAN ASIAN PUBLICATIONS (USA) INC.	0.00	2,011.31	10/21/2020
700749	10/09/2020	PRINTED	776	PUGET SOUND ENERGY	0.00	349.21	10/16/2020
700750	10/09/2020	PRINTED	61	RICOH USA INC	0.00	1,086.03	10/19/2020
700751	10/09/2020	PRINTED	1764	TSAI FONG BOOKS INC	0.00	1,777.99	10/19/2020
700752	10/09/2020	PRINTED	605	US BANK	0.00	188,005.75	10/14/2020
700753	10/16/2020	PRINTED	341	BAKER & TAYLOR	0.00	8,764.51	10/26/2020
700754	10/16/2020	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	473.51	10/29/2020
700755	10/16/2020	PRINTED	211	MIDWEST TAPE	0.00	2,685.73	10/26/2020
700756	10/16/2020	PRINTED	522	OVERDRIVE INC	0.00	6,033.47	10/23/2020
700757	10/21/2020	PRINTED	336	ATS AUTOMATION INC	0.00	5,762.88	10/27/2020
700758	10/21/2020	PRINTED	1320	BUSTOS MEDIA HOLDINGS, LLC	6,509.30	0.00	
700759	10/21/2020	PRINTED	1036	CATALYST WORKPLACE ACTIVATION	5,433.46	0.00	
700760	10/21/2020	PRINTED	662	CENTURYLINK	0.00	791.67	10/27/2020
700761	10/21/2020	PRINTED	124	CONSOLIDATED TECHNOLOGY SERVICES	0.00	585.00	10/27/2020
700762	10/21/2020	PRINTED	379	E-RATE EXPERTISE INC	0.00	712.50	10/28/2020
700763	10/21/2020	PRINTED	464	GREAT FLOORS COMMERCIAL SALES	0.00	108,411.40	10/27/2020
700764	10/21/2020	PRINTED	497	HUB INTERNATIONAL NORTHWEST LLC	0.00	75.00	10/29/2020
700765	10/21/2020	PRINTED	704	INNOVATIVE INTERFACES INC	1,099.00	0.00	
700766	10/21/2020	PRINTED	1821	KNKX 88.5 FM	0.00	5,030.00	10/26/2020
700767	10/21/2020	PRINTED	211	MIDWEST TAPE	0.00	1,012.04	10/29/2020
700768	10/21/2020	PRINTED	510	OCLC INC	0.00	4,107.34	10/29/2020
700769	10/21/2020	PRINTED	512	OETC	0.00	76,025.36	10/30/2020
700770	10/21/2020	PRINTED	520	CITY OF ORTING	0.00	3,800.50	10/28/2020
700771	10/21/2020	PRINTED	540	PARKLAND LIGHT & WATER	0.00	854.66	10/28/2020
700772	10/21/2020	PRINTED	776	PUGET SOUND ENERGY	0.00	384.67	10/26/2020
700773	10/21/2020	PRINTED	61	RICOH USA INC	0.00	1,178.35	10/27/2020
700774	10/21/2020	PRINTED	61	RICOH USA INC	0.00	903.39	10/28/2020
700775	10/21/2020	PRINTED	1808	STEILACOOM TRIBAL CULTURAL CENTER	150.00	0.00	

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
700776	10/21/2020	PRINTED	284	SUMMIT WATER & SUPPLY CO	0.00	526.48	10/27/2020
700777	10/21/2020	PRINTED	581	TILLICUM COMMUNITY SERVICE CEN	0.00	1,511.18	10/27/2020
700778	10/21/2020	PRINTED	672	CITY OF UNIVERSITY PLACE	0.00	120,076.12	10/30/2020
700779	10/22/2020	PRINTED	1799	KAREN BARNETT	50.00	0.00	
700780	10/22/2020	PRINTED	1036	CATALYST WORKPLACE ACTIVATION	1,483.32	0.00	
700781	10/22/2020	PRINTED	405	FLOHAWKS	247.28	0.00	
700782	10/22/2020	PRINTED	405	NORTHWEST CASCADE INC	0.00	1,043.25	10/28/2020
700783	10/22/2020	PRINTED	530	PACIFCSOURCE ADMINISTRATORS	0.00	185.00	10/27/2020
700784	10/22/2020	PRINTED	552	PENINSULA LIGHT CO	0.00	1,032.80	10/27/2020
700785	10/22/2020	PRINTED	1037	PIERCE COUNTY SEWER	0.00	798.82	10/28/2020
700786	10/22/2020	PRINTED	776	PUGET SOUND ENERGY	0.00	1,747.22	10/28/2020
700787	10/22/2020	PRINTED	249	SMITH FIRE SYSTEMS INC	0.00	9,463.00	10/28/2020
700788	10/22/2020	PRINTED	581	TILLICUM COMMUNITY SERVICE CEN	0.00	1,852.13	10/27/2020
700789	10/29/2020	PRINTED	1036	CATALYST WORKPLACE ACTIVATION	4,839.03	0.00	
700790	10/29/2020	PRINTED	1015	EASTERN WASHINGTON UNIVERSITY	125.00	0.00	
700791	10/29/2020	PRINTED	227	MOUNTAIN MIST	24.26	0.00	
700792	10/29/2020	PRINTED	1081	NASIM & SONS INC	24,940.50	0.00	
700793	10/29/2020	PRINTED	560	PIERCE COUNTY FINANCE	20,484.46	0.00	
700794	10/29/2020	PRINTED	776	PUGET SOUND ENERGY	1,051.08	0.00	
700795	10/29/2020	PRINTED	61	RICOH USA INC	921.56	0.00	
700796	10/29/2020	PRINTED	91	SCHOLASTIC INC	7,018.05	0.00	
700797	10/29/2020	PRINTED	672	CITY OF UNIVERSITY PLACE	77.09	0.00	
					75,303.96	721,675.31	796,979.27

**RESOLUTION NO. 2020-03**

**A RESOLUTION OF THE BOARD OF TRUSTEES  
OF THE PIERCE COUNTY RURAL LIBRARY DISTRICT  
TO SET THE 2021 SCHEDULE OF RECURRING MEETINGS**

**WHEREAS**, the Board of Trustees of the Pierce County Rural Library District must adopt a schedule of recurring meetings in compliance with Chapter 42.30 of the Revised Code of Washington, and

**WHEREAS**, the Board of Trustees intends to hold recurring meetings in the year 2021, now, therefore,

**BE IT RESOLVED** that in 2021, the Board of Trustees of the Pierce County Library System will meet on the second Wednesday of each month at 3:30 PM as per the attached schedule. Unless otherwise noted, the meetings will take place in the Board Room of the Administrative Center & Library, 3005 112th Street East, Tacoma, Washington, 98446.

**DATED THIS 18 DAY OF NOVEMBER, 2020**

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

Daren Jones, Chair	_____
Pat Jenkins, Vice-Chair	_____
Robert Allen, Member	_____
Jamilyn Penn, Member	_____
Brian Thomason, Member	_____

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# MEMO



Date: November 4, 2020

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

From: Stephanie Ratko, IT Manager

Subject: PCLS Staff Computer Refresh Continued

The Library needs to refresh PCLS staff computers. Staff computers are needed to provide public services to the community and operate day-to-day library business functions. The StaffTech IT Portfolio recommends the purchase of All-in-One desktop computers, monitors, docking stations, and peripherals (licenses, docking stations, cables, connectors, scanners, keyboards and mice) to support the PCLS Staff Computer Refresh project. This purchase is in addition to the laptop purchases approved by the Board last month.

## **Background**

This is a planned purchase identified and budgeted for in the PCLS Five Year Technology Roadmap. The computers in scope of the purchase are Windows 7 fixed public PCs and are at end of life. The StaffTech IT Portfolio recommends purchasing 80 All-in-one desktop computers, 330 monitors, 310 docking stations, 315 wireless keyboard and mouse combos, and 268 wireless mice, and a 2% spares pool at the estimated cost of \$260,000.00, including tax.

## **Purchasing Mechanism**

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

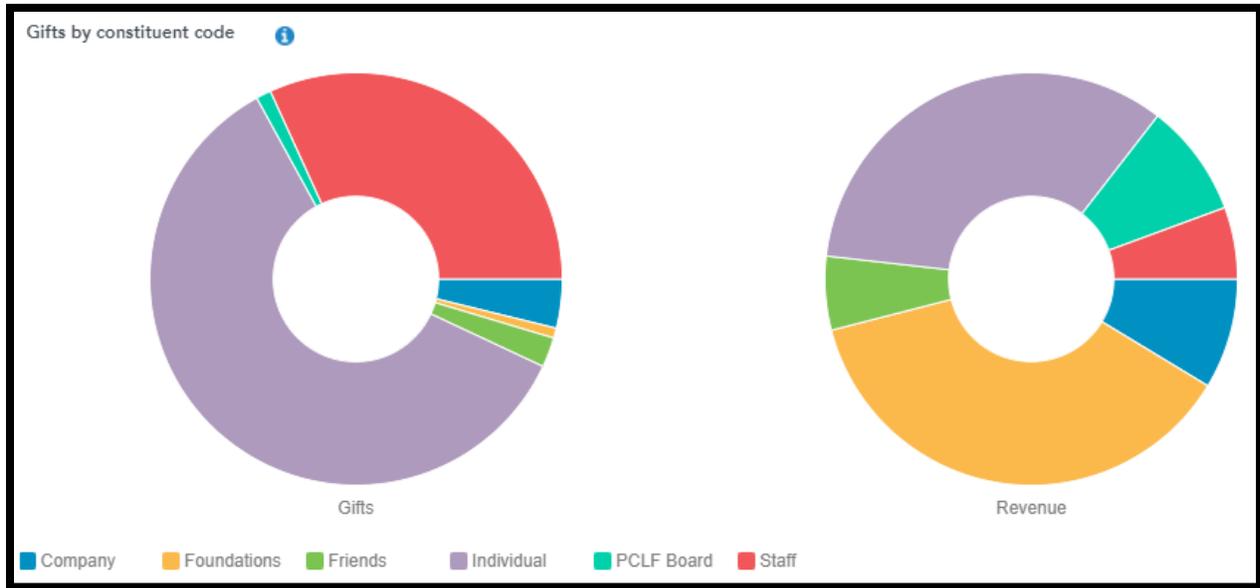
# Routine Reports

## Pierce County Library Foundation Fundraising Performance Report FY2020: January - October

Total Committed Revenue: \$314,075

- Impact Revenue: \$215,833 (Goal: \$300,000) (71.9% to goal)
- Community Support Revenue: \$98,242 (no goal)

### Constituency Giving



#### Acquired Donors (YTD)

- Donors 322
- Rate 9.66%
- Revenue \$55,632
- Rate 154.63%

#### Recaptured Donors (YTD)

- Donors 85
- Rate 4.9%
- Revenue \$9,709
- Rate 24.7%

#### Retained Donors (YTD)

- Donors 300
- Rate 23.55%
- Revenue \$246,233
- Rate 88.34%

#### LYBUNT Donors (YTD)

- Donors 636
- Revenue \$98,902

#### Retained Donors (1<sup>st</sup> Year)

- Donors 62
- Rate 16.71%
- Revenue \$19,910
- Rate 60.03%

#### LYBUNT Donors (1<sup>st</sup> Year)

- Donors 293
- Revenue \$19,366

In Kind Gifts \$91,539

## What's going well

- Currently onboarding new Development Assistant
- Organizational maturity & operations headway via work with consultant, Barsness Group
- Trivia BEE: Home Edition is shaping up nicely

## Areas to capitalize on

- 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 (1<sup>st</sup> 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 (1<sup>st</sup> 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.	Oct.
Online ebook and audiobook (Overdrive)	144,549	157,580	154,276	156,335	155,337	148,405	150,499
Physical books and items	793	988	561	51,744	121,246	134,873	152,931
Online magazines	10,346	10,482	8,907	9,757	9,972	10,994	11,766

In-Person Service	Apr.	May	June	July	Aug.	Sept.	Oct.
Curbside appointments (scheduled)	n/a	n/a	n/a	6,702	11,046	9,689	13,857
Visitors (appointments & walk-up)	n/a	n/a	n/a	5,436	14,613	10,691	14,422
Print jobs picked up	n/a	n/a	n/a	159	274	253	442
Activity Packs**	n/a	n/a	n/a	891	1,840	1,948	429
WiFi	181	118	4,657	15,737	19,688	20,284	21,905

Online Service	Apr.	May	June	July	Aug.	Sept.	Oct.
Overdrive visits (ebooks and audiobooks)	23,218	23,212	23,128	23,011	23,075	22,954	22,936
Website visits	54,621	48,615	58,876	78,303	94,957	101,504	101,095
Catalog visits	48,970	45,185	46,877	66,545	91,879	110,178	95,785
Reference calls & emails	400	801	912	1,149	792	588	540
My Next Read (reading recommendations)	5	64	27	56	28	51	45

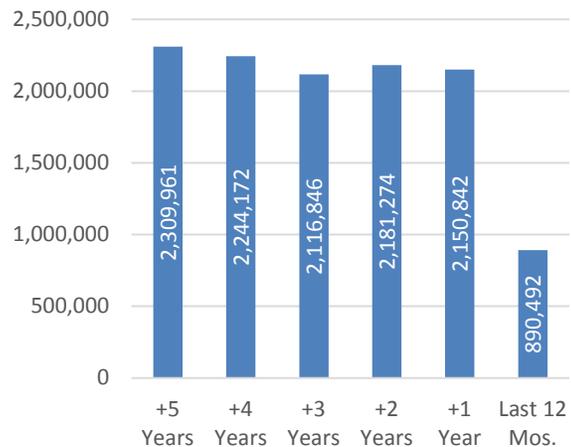
In response to the COVID-19 outbreak, all PCLS branches closed to the public at 6:00 PM on Friday, March 13th 2020. All branches remained closed to the public for the remainder of the month of March, and have remained closed through October. Curbside service is now available at all branches except the Administrative Center.

\*\* PCLS stopped distributing activity packs at curbside pickup on 10/12/2020.

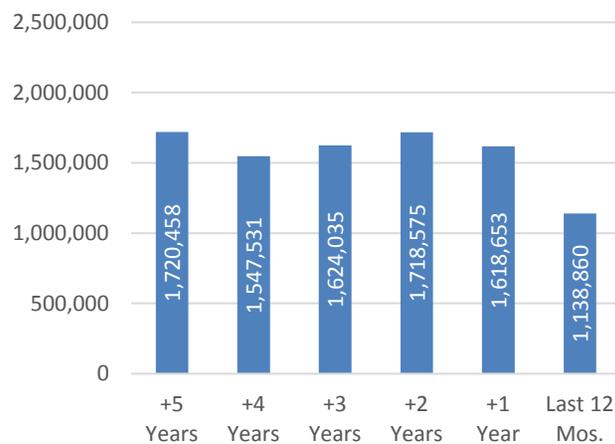
PCLS COVID-19 Response & Severe Weather Timeline		
Action Taken	Date	Locations
PCLS closed to the public	3/14/2020	All PCLS Locations
Wi-Fi service restored for outside of building use	6/15/2020	All PCLS Locations
Bookdrops opened at select library locations	6/15/2020	FIF, GIG, LWD, PKS, SH, SUM, SMT, 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
New fall hours for curbside pickup	10/11/2020	All PCLS Locations except Administrative Center Library
Curbside pickup expands to nineteen library locations	10/14/2020	All previous + Anderson Island library locations

# Customers / Visits - September 2020

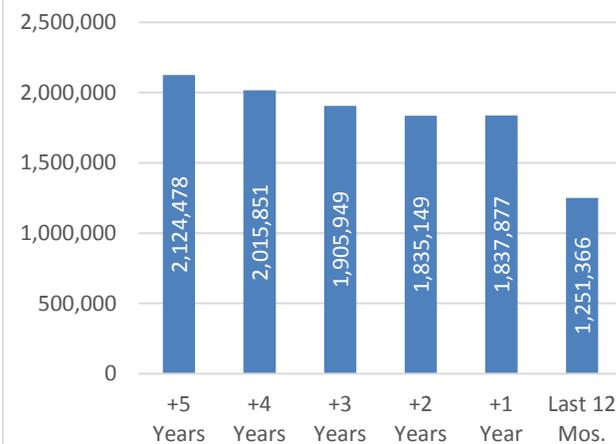
## Branch Visits



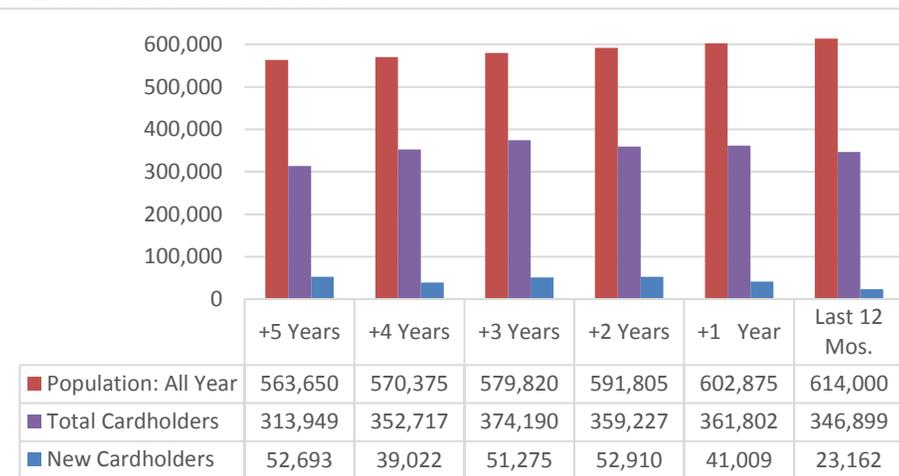
## Catalog Visits



## Website Visits



## PCLS Cardholder Statistics



## September and Rolling 12-Month Comparison

	September 2020	September 2019	% Change Sept. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
Branch Visits	0	165,503	-100.0%	890,492	2,150,842	-58.6%
Catalog Visits	110,178	131,069	-15.9%	1,138,860	1,618,653	-29.6%
Public Website Visits	101,404	144,357	-29.8%	1,251,366	1,837,877	-31.9%

## Technology

	September 2020	September 2019	% Change Sept. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
PC/Laptop Sessions	0	26,276	-100.0%	117,363	333,884	-64.8%
Wi-Fi Sessions	20,284	78,643	-74.2%	462,970	1,034,853	-55.3%

## Public Spaces Usage

	September 2020	Rolling Last 12 Months	Rolling Last 12 Months	% Change Year Over Year
# of Public Meeting Uses	0	5,375	11,255	-52.2%
# of Attendees	0	66,010	135,473	-51.3%

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

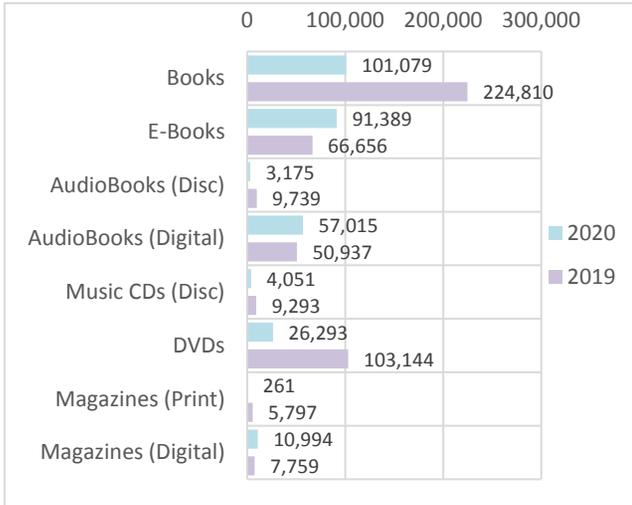
**Data Tables Note:** New columns were introduced to the above data tables in August to show the year over year change between the current month in 2020 and 2019.

**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 - September 2020

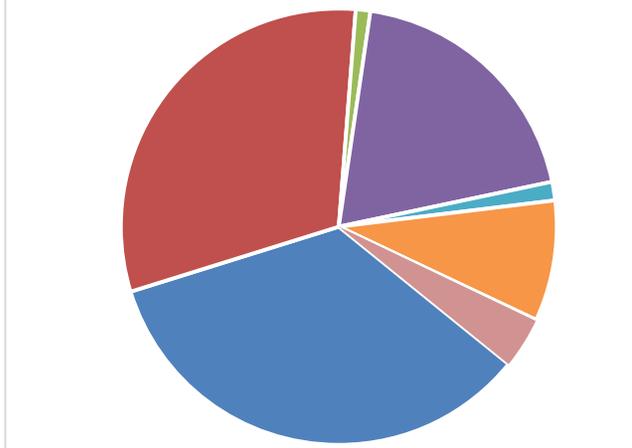
## Sept. 2020 vs Sept. 2019 Checkouts



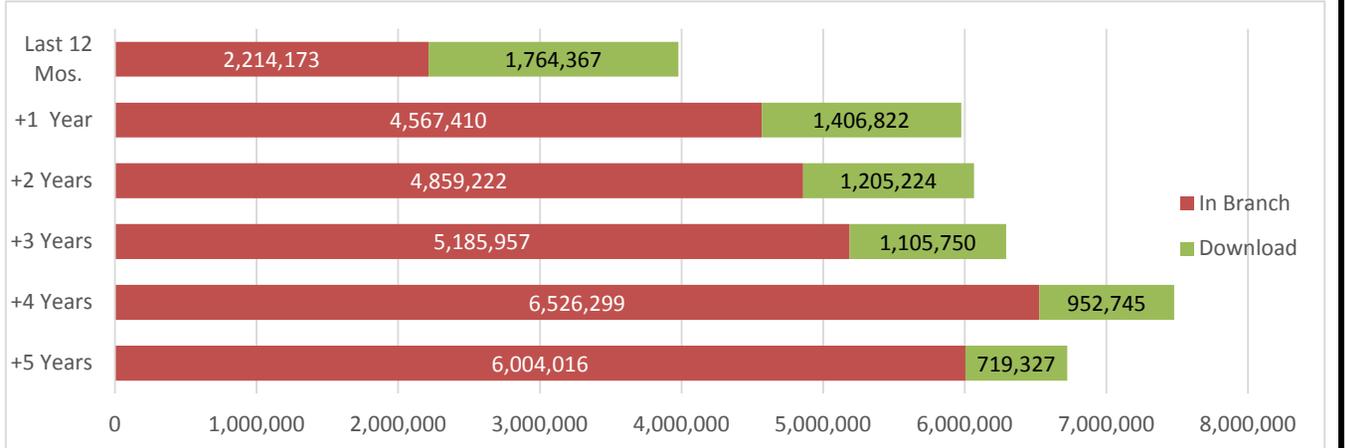
## Data Table

Categories	August 2020	September 2020	September 2019	% Change of Sept. Year Over Year	% of Total Sept. 2020 Checkouts	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change 12 Months Year Over Year
Books	87,292	101,079	224,810	-55.04%	34.35%	1,414,131	2,791,228	-49.34%
E-Books	95,693	91,389	66,656	37.11%	31.06%	994,358	776,561	28.05%
AudioBooks (Disc)	3,342	3,175	9,739	-67.40%	1.08%	56,462	131,140	-56.95%
AudioBooks (Digital)	59,644	57,015	50,937	11.93%	19.38%	662,556	545,661	21.42%
Music CDs (Disc)	4,560	4,051	9,293	-56.41%	1.38%	64,802	133,872	-51.59%
DVDs	25,624	26,293	103,144	-74.51%	8.94%	634,693	1,401,419	-54.71%
Magazines (Print)	396	261	5,797	-95.50%	0.09%	32,114	74,398	-56.83%
Magazines (Digital)	9,972	10,994	7,759	41.69%	3.74%	107,453	84,600	27.01%
<b>Totals:</b>	<b>286,523</b>	<b>294,257</b>	<b>478,135</b>	<b>-38.46%</b>	<b>100.00%</b>	<b>3,966,569</b>	<b>5,938,879</b>	<b>-33.21%</b>

## Checkouts By Format - September 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.

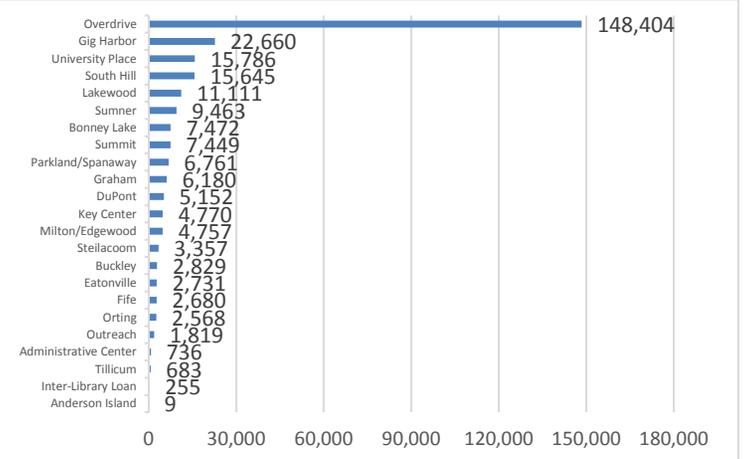
While checkouts of physical media are still historically low due to the system closure, we have seen an increase in circulation thanks to the high demand for curbside pickup services. Use of digital resources also continues to be strong.

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 September.

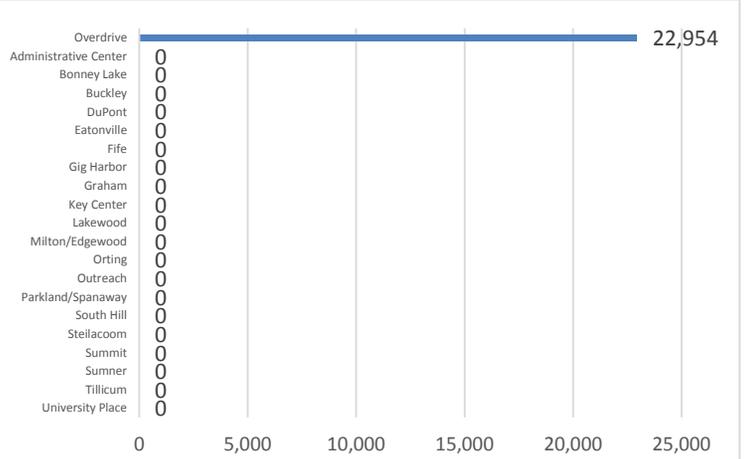
# Activity - September 2020

Location	Checkouts				Visitors			
	Sept. 2020	Last 12 Mo.	+1 Year	% Change	Sept. 2020	Last 12 Mo.	+1 Year	% Change
Administrative Center	736	30,822	67,767	-54.5%	0	12,602	30,384	-58.5%
Anderson Island	9	4,478	16,288	-72.5%	No Door Counter for Anderson Island			
Bonney Lake	7,472	130,279	272,144	-52.1%	0	45,848	115,116	-60.2%
Buckley	2,829	42,246	90,490	-53.3%	0	19,362	47,457	-59.2%
DuPont	5,152	60,235	119,887	-49.8%	0	21,074	52,689	-60.0%
Eatonville	2,731	46,975	106,510	-55.9%	0	31,318	81,295	-61.5%
Fife	2,680	36,131	67,704	-46.6%	0	15,451	40,000	-61.4%
Gig Harbor	22,660	315,235	633,923	-50.3%	0	92,285	229,420	-59.8%
Graham	6,180	116,308	242,037	-51.9%	0	41,544	95,821	-56.6%
Inter-Library Loan	255	2,103	4,950	-57.5%	No "visitors" for Inter-Library Loan			
Key Center	4,770	75,813	159,137	-52.4%	0	24,949	70,772	-64.7%
Lakewood	11,111	214,726	450,207	-52.3%	0	117,230	272,182	-56.9%
Milton / Edgewood	4,757	71,740	148,443	-51.7%	0	33,506	77,995	-57.0%
Orting	2,568	44,491	90,218	-50.7%	0	19,996	46,037	-56.6%
Overdrive	148,404	1,656,914	1,322,222	25.3%	22,954	278,100	255,092	9.0%
Outreach	1,819	28,697	49,746	-42.3%	0	6,465	11,778	-45.1%
Parkland / Spanaway	6,761	171,749	375,423	-54.3%	0	117,707	247,098	-52.4%
South Hill	15,645	261,052	550,863	-52.6%	0	71,731	178,796	-59.9%
Steilacoom	3,357	56,050	118,299	-52.6%	0	39,177	89,731	-56.3%
Summit	7,449	117,318	228,565	-48.7%	0	35,596	90,465	-60.7%
Sumner	9,463	121,286	236,991	-48.8%	0	51,377	125,022	-58.9%
Tillicum	683	15,281	32,112	-52.4%	0	14,276	34,300	-58.4%
University Place	15,786	251,158	505,706	-50.3%	0	78,998	214,484	-63.2%
<b>Total</b>	<b>283,277</b>	<b>3,871,087</b>	<b>5,889,632</b>	<b>-34.3%</b>	<b>22,954</b>	<b>1,168,592</b>	<b>2,405,934</b>	<b>-51.4%</b>

### September Checkouts



### September 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 through Sept.					

In response to the COVID-19 outbreak, all PCLS locations closed to the public at 6:00 PM on Friday, March 13th 2020, and have remained closed to the public through September, 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 September 30, 2020

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

### General Fund

#### September

- **On September 30, the Library recorded \$708,000 of property tax revenue, which is the typical pattern for property tax payments leading up to the October 31 due date.**
- **36790. Includes LSTA Cares Grant Reimbursement for \$20,000.**
- **53450. We have canceled several newspaper subscriptions due to non-use, and have received refunds.**
- **54998. The majority of the balance through June 2020 is complete and \$1,229,487 in total was distributed to the appropriate line items. July - September will be completed next month.**

#### 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.
- 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

### September

- **54120. Includes EHS-I's continued work on the Buckley Library property.**
- **56270. Includes reworking PCLS share of cost to retrofit UP common area doors to be motion activated in order to reduce contact of doors and knobs.**

### 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 – September

- **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 – September**

- **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 – September (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	237,643.74	- 0 -	- 2,557.43
May 2020	141,073.33	144,680.38	- 0 -	- 3,607.05
June 2020	262,358.49	265,446.11	- 0 -	- 3,087.62
July 2020	258,448.61			
August 2020	355,253.45			
September 2020	445,691.25			
October 2020	TBD			
November 2020	TBD			
December 2020	TBD			
YTD	\$ 2,673,330.99	\$ 1,229,487.36	\$ 14,220.67	-\$ 13,281.23

\* Outstanding items from processed months are credits or transactions that require additional work, which will be completed by yearend. We have developed a process involving journal entries that will resolve the outstanding items as noted, which will begin to be applied in November.

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

	GENERAL FUND	SPECIAL PURPOSE FUND	LEVY SUSTAINABILITY FUND	DEBT SERVICE FUND	CAPITAL IMPROVEMENT PROJECTS FUND
<b>ASSETS</b>					
<b>Current Assets</b>					
Cash	\$ 1,139,998	\$ 14,421	\$ 33,484	\$ 666	\$ 115,421
Investments	\$ 7,578,089	\$ 2,124,140	\$ 5,449,000	\$ 87,919	\$ 1,566,441
Accrued Interest on Investments	\$ 3,265	\$ (1,427)	\$ -	\$ 2	\$ (1,992)
<b>Total Current Assets</b>	<b>\$ 8,721,352</b>	<b>\$ 2,137,134</b>	<b>\$ 5,482,484</b>	<b>\$ 88,587</b>	<b>\$ 1,679,870</b>
<b>TOTAL ASSETS</b>	<b>\$ 8,721,352</b>	<b>\$ 2,137,134</b>	<b>\$ 5,482,484</b>	<b>\$ 88,587</b>	<b>\$ 1,679,870</b>
<b>LIABILITIES</b>					
<b>Current Liabilities</b>					
Warrants Payable	\$ -	\$ -	\$ -	\$ -	\$ -
Sales Tax Payable	\$ 453	\$ -	\$ -	\$ -	\$ -
Payroll Payable	\$ 171,288	\$ -	\$ -	\$ -	\$ -
US Bank Payable	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Current Liabilities</b>	<b>\$ 171,740</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL LIABILITIES</b>	<b>\$ 171,740</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FUND BALANCE</b>					
Reserve for Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -
Election Set-Aside		\$ 940,451	\$ -		
Land/Property/Facility Set-Aside		\$ 1,130,117	\$ -		
Unreserved Fund Balance	\$ 8,549,612	\$ 66,567	\$ 5,482,484	\$ 88,587	\$ 1,679,870
<b>TOTAL FUND BALANCE</b>	<b>\$ 8,549,612</b>	<b>\$ 2,137,134</b>	<b>\$ 5,482,484</b>	<b>\$ 88,587</b>	<b>\$ 1,679,870</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 8,721,352</b>	<b>\$ 2,137,134</b>	<b>\$ 5,482,484</b>	<b>\$ 88,587</b>	<b>\$ 1,679,870</b>
<b>BEGINNING FUND BALANCE, 01/01/20</b>					
	\$ 9,042,172	\$ 2,124,482	\$ 5,450,000	\$ 88,086	\$ 2,182,967
YTD Revenue	\$ 23,742,473	\$ 12,652	\$ 32,484	\$ 502	\$ 12,107
Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -
YTD Expenditures	\$ (24,235,033)	\$ -	\$ -	\$ -	\$ (515,204)
<b>ENDING FUND BALANCE, 09/30/20</b>	<b>\$ 8,549,612</b>	<b>\$ 2,137,134</b>	<b>\$ 5,482,484</b>	<b>\$ 88,587</b>	<b>\$ 1,679,870</b>
<b>TAXES RECEIVABLE</b>	<b>\$ 18,346,037</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

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

	<i>HISTORICAL</i> 9/30/2019	<i>HISTORICAL</i> 10/31/2019	<i>HISTORICAL</i> 11/30/2019	<i>HISTORICAL</i> 12/31/2019	<i>HISTORICAL</i> 1/31/2020	<i>HISTORICAL</i> 2/29/2020	<i>HISTORICAL</i> 3/31/2020	<i>HISTORICAL</i> 4/30/2020	<i>HISTORICAL</i> 5/31/2020	<i>HISTORICAL</i> 6/30/2020	<i>HISTORICAL</i> 7/31/2020	<i>HISTORICAL</i> 8/31/2020	<i>CURRENT</i> 9/30/2020
<b>ASSETS</b>													
<b>Current Assets</b>													
Cash	\$ 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	\$ 1,139,998
Investments	\$ 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	\$ 7,578,089
Accrued Interest on Investments										\$ 388	\$ 3,597	\$ 3,589	\$ 3,265
Deposits Refundable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Current Assets</b>	<b>\$ 7,193,381</b>	<b>\$ 13,381,633</b>	<b>\$ 12,916,528</b>	<b>\$ 9,222,405</b>	<b>\$ 6,728,667</b>	<b>\$ 4,973,571</b>	<b>\$ 3,862,353</b>	<b>\$ 14,922,498</b>	<b>\$ 15,993,947</b>	<b>\$ 15,284,455</b>	<b>\$ 12,999,761</b>	<b>\$ 10,671,418</b>	<b>\$ 8,721,352</b>
<b>TOTAL ASSETS</b>	<b>\$ 7,193,381</b>	<b>\$ 13,381,633</b>	<b>\$ 12,916,528</b>	<b>\$ 9,222,405</b>	<b>\$ 6,728,667</b>	<b>\$ 4,973,571</b>	<b>\$ 3,862,353</b>	<b>\$ 14,922,498</b>	<b>\$ 15,993,947</b>	<b>\$ 15,284,455</b>	<b>\$ 12,999,761</b>	<b>\$ 10,671,418</b>	<b>\$ 8,721,352</b>
<b>LIABILITIES</b>													
<b>Current Liabilities</b>													
Warrants Payable	\$ 308,102	\$ 117,447	\$ 122,483	\$ (491)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sales Tax Payable	\$ 2,606	\$ 4,641	\$ 2,909	\$ 6,893	\$ 8,388	\$ 9,747	\$ 10,306	\$ 10,306	\$ 787	\$ 790	\$ 790	\$ 790	\$ 453
Payroll Payable	\$ 171,461	\$ 130,737	\$ 152,520	\$ 172,006	\$ 131,287	\$ 154,329	\$ 174,402	\$ 130,122	\$ 146,218	\$ 166,532	\$ 129,080	\$ 151,695	\$ 171,288
<b>Total Current Liabilities</b>	<b>\$ 482,169</b>	<b>\$ 252,825</b>	<b>\$ 277,912</b>	<b>\$ 178,407</b>	<b>\$ 139,676</b>	<b>\$ 164,077</b>	<b>\$ 184,708</b>	<b>\$ 140,427</b>	<b>\$ 147,005</b>	<b>\$ 167,321</b>	<b>\$ 129,870</b>	<b>\$ 152,484</b>	<b>\$ 171,740</b>
<b>TOTAL LIABILITIES</b>	<b>\$ 482,169</b>	<b>\$ 252,825</b>	<b>\$ 277,912</b>	<b>\$ 178,407</b>	<b>\$ 139,676</b>	<b>\$ 164,077</b>	<b>\$ 184,708</b>	<b>\$ 140,427</b>	<b>\$ 147,005</b>	<b>\$ 167,321</b>	<b>\$ 129,870</b>	<b>\$ 152,484</b>	<b>\$ 171,740</b>
<b>FUND BALANCE</b>													
Reserve for Encumbrance	\$ 587,377	\$ 483,460	\$ 292,123	\$ (1,861)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unreserved Fund Balance	\$ 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	\$ 8,549,612
<b>TOTAL FUND BALANCE</b>	<b>\$ 6,711,213</b>	<b>\$ 13,128,808</b>	<b>\$ 12,638,616</b>	<b>\$ 9,043,998</b>	<b>\$ 6,588,991</b>	<b>\$ 4,809,495</b>	<b>\$ 3,677,645</b>	<b>\$ 14,782,070</b>	<b>\$ 15,846,942</b>	<b>\$ 15,117,133</b>	<b>\$ 12,869,891</b>	<b>\$ 10,518,934</b>	<b>\$ 8,549,612</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 7,193,381</b>	<b>\$ 13,381,633</b>	<b>\$ 12,916,528</b>	<b>\$ 9,222,405</b>	<b>\$ 6,728,667</b>	<b>\$ 4,973,571</b>	<b>\$ 3,862,353</b>	<b>\$ 14,922,498</b>	<b>\$ 15,993,947</b>	<b>\$ 15,284,455</b>	<b>\$ 12,999,761</b>	<b>\$ 10,671,418</b>	<b>\$ 8,721,352</b>
<b>PROPERTY TAXES RECEIVABLE</b>	<b>\$ 17,731,390</b>	<b>\$ 3,132,650</b>	<b>\$ 887,773</b>	<b>\$ 709,314</b>	<b>\$ 41,259,626</b>	<b>\$ 40,435,226</b>	<b>\$ 38,840,000</b>	<b>\$ 25,069,543</b>	<b>\$ 21,464,956</b>	<b>\$ 19,590,710</b>	<b>\$ 19,322,607</b>	<b>\$ 19,038,022</b>	<b>\$ 18,346,037</b>

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

<b>GENERAL FUND - 01</b>	<b>2020 BUDGET</b>	<b>YEAR TO DATE</b>	<b>ENCUMBRANCES</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>					
Property Tax & Related Income	\$ 37,683,500	\$ 23,102,880	\$ -	\$ 14,580,620	61%
Other Revenue	\$ 1,188,500	\$ 639,593	\$ -	\$ 548,907	54%
<b>TOTAL REVENUE</b>	<b>\$ 38,872,000</b>	<b>\$ 23,742,473</b>	<b>\$ -</b>	<b>\$ 15,129,527</b>	<b>61%</b>
<b>EXPENDITURES</b>					
Personnel/Taxes and Benefits	\$ 25,262,900	\$ 18,844,761	\$ -	\$ 6,418,139	75%
Materials	\$ 3,971,800	\$ 1,310,303	\$ -	\$ 2,661,497	33%
Maintenance and Operations	\$ 6,707,300	\$ 4,079,970	\$ -	\$ 2,627,330	61%
Transfers Out & Reserves	\$ 2,930,000	\$ -	\$ -	\$ 2,930,000	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 38,872,000</b>	<b>\$ 24,235,033</b>	<b>\$ -</b>	<b>\$ 14,636,967</b>	<b>62%</b>
Excess/(Deficit)		\$ (492,561)			
Additional Transfers Out		-			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ (492,561)</b>			

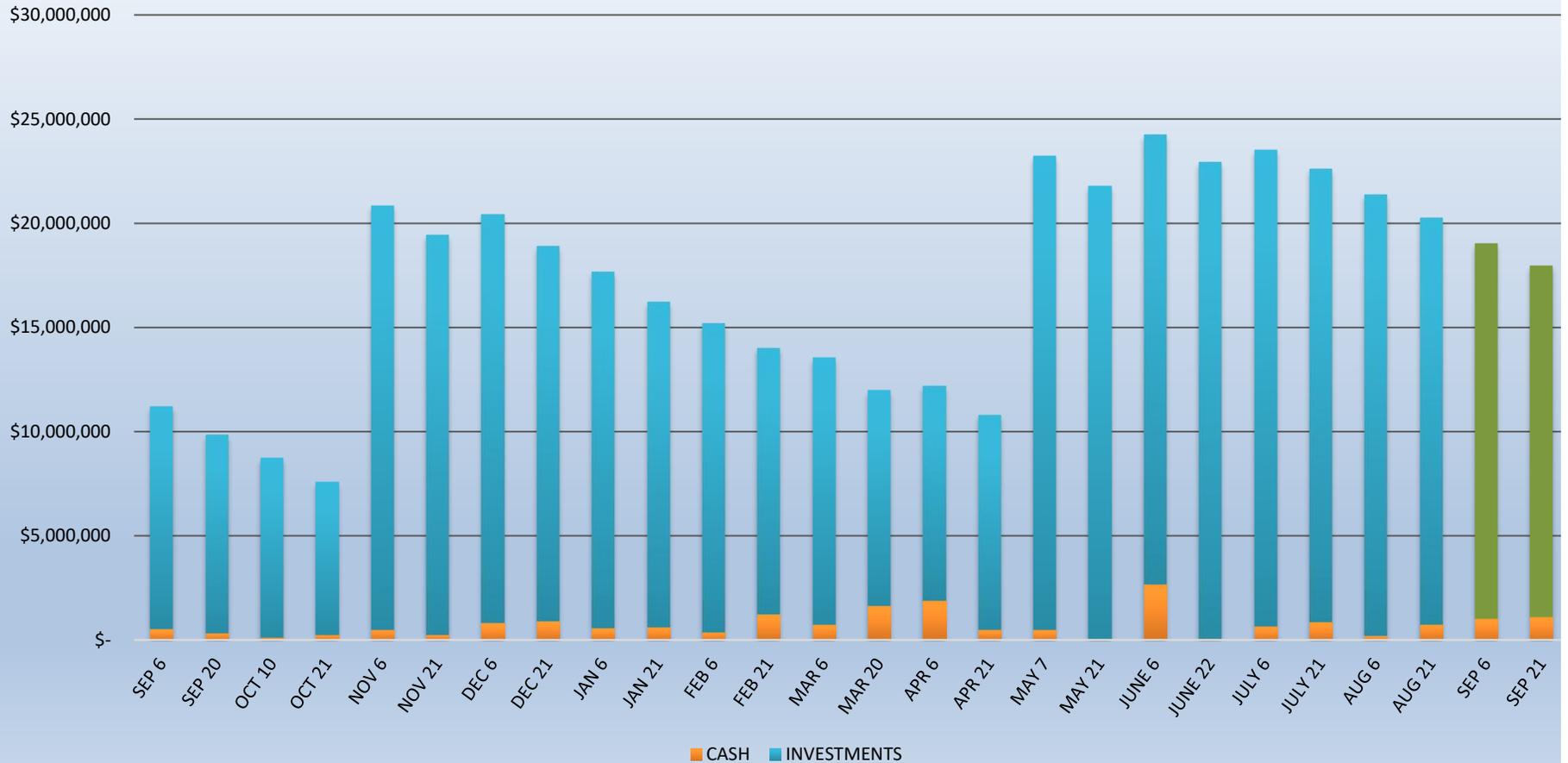
<b>SPECIAL PURPOSE FUND - 15</b>	<b>2020 BUDGET</b>	<b>YEAR TO DATE</b>	<b>ENCUMBRANCES</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 12,652	\$ -	\$ (12,652)	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 12,652</b>	<b>\$ -</b>	<b>\$ (12,652)</b>	<b>-</b>
<b>EXPENDITURES</b>					
Election Costs	\$ -	\$ -	\$ -	\$ -	-
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
Excess/(Deficit)		\$ 12,652			
Additional Transfers In		\$ -			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 12,652</b>			

<b>LEVY SUSTAINABILITY FUND - 16</b>	<b>2020 BUDGET</b>	<b>YEAR TO DATE</b>	<b>ENCUMBRANCES</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 32,484	\$ -	\$ (32,484)	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 32,484</b>	<b>\$ -</b>	<b>\$ (32,484)</b>	<b>-</b>
<b>EXPENDITURES</b>					
Election Costs	\$ -	\$ -	\$ -	\$ -	-
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
Excess/(Deficit)		\$ 32,484			
Additional Transfers In		\$ -			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 32,484</b>			

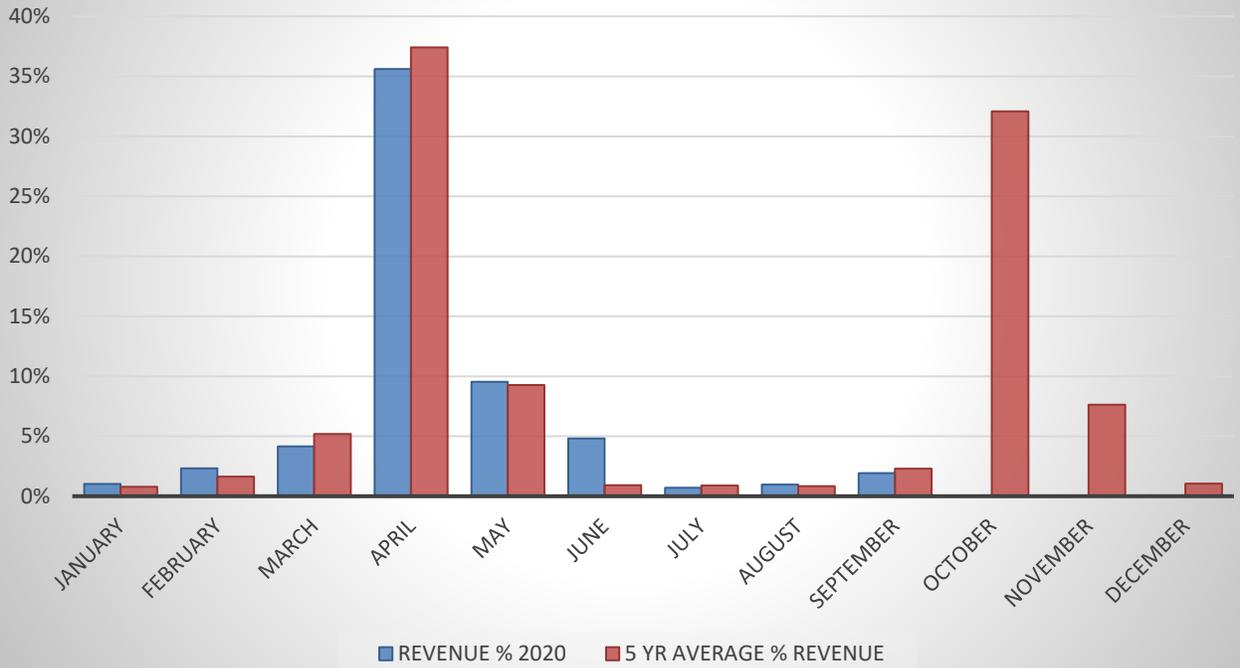
<b>DEBT SERVICE FUND - 20</b>	<b>2020 BUDGET</b>	<b>YEAR TO DATE</b>	<b>ENCUMBRANCES</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>					
Property Tax & Related Income	\$ -	\$ -	\$ -	\$ -	-
Other Revenue	\$ -	\$ 502	\$ -	\$ (502)	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 502</b>	<b>\$ -</b>	<b>\$ (502)</b>	<b>-</b>
<b>EXPENDITURES</b>					
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 502</b>			

<b>CAPITAL IMPROVEMENT PROJECTS FUND - 30</b>	<b>2020 BUDGET</b>	<b>YEAR TO DATE</b>	<b>ENCUMBRANCES</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>					
Use of Fund Balance	\$ 845,000	\$ -	\$ -	\$ 845,000	0%
Transfers In	\$ 1,350,000	\$ -	\$ -	\$ 1,350,000	0%
Other Revenue	\$ 150,000	\$ 12,107	\$ -	\$ 137,893	8%
<b>TOTAL REVENUE</b>	<b>\$ 2,345,000</b>	<b>\$ 12,107</b>	<b>\$ -</b>	<b>\$ 2,332,893</b>	<b>1%</b>
<b>EXPENDITURES</b>					
Capital Improvement Projects	\$ 2,345,000	\$ 515,204	\$ -	\$ 1,829,797	22%
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,345,000</b>	<b>\$ 515,204</b>	<b>\$ -</b>	<b>\$ 1,829,797</b>	<b>22%</b>
Excess/(Deficit)		\$ (503,097)			
Additional Transfers In		-			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ (503,097)</b>			

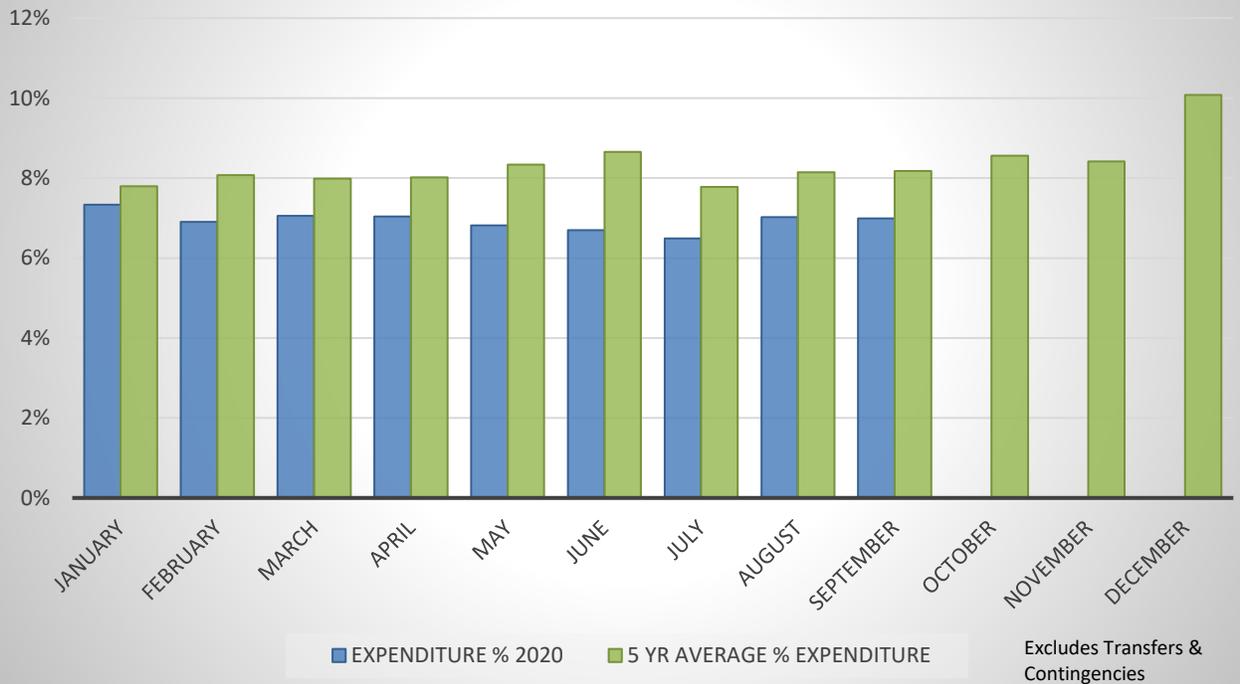
**CASH & INVESTMENTS - SEMI-MONTHLY  
2020 - ALL FUNDS COMBINED (EXCLUDES DEBT SERVICE FUND)  
- 13 MONTHS MOVING -**



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



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



Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 9/30/2020

**FUND: GENERAL FUND (01)**

Object	2020 Budget	September Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
31111 PROPERTY TAX--CURRENT	37,000,400.00	689,956.53	22,545,112.45	0.00	14,455,287.55	60.93
31112 PROPERTY TAX--DELINQUENT	469,100.00	17,911.00	374,612.30	0.00	94,487.70	79.86
31113 PROPERTY TAX--KING COUNTY	60,000.00	605.36	51,131.44	0.00	8,868.56	85.22
31130 SALE OF TAX TITLE PROPERTY	6,000.00	0.00	597.31	0.00	5,402.69	9.96
31720 LEASEHOLD EXCISE TAX	20,000.00	0.00	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
<b>TAXES:</b>	<b>37,618,500.00</b>	<b>708,472.89</b>	<b>23,033,693.08</b>	<b>0.00</b>	<b>14,584,806.92</b>	<b>61.23</b>
33469 STATE GRANT FROM OTHER STATE AGEN	0.00	0.00	5,000.00	0.00	(5,000.00)	0.00
33533 ST FOREST FUNDS/DNR TIMB TRST	15,000.00	0.00	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	2,957.98	91,610.56	0.00	(6,610.56)	107.78
36110 INVESTMENT EARNINGS	50,000.00	1,451.80	33,421.36	0.00	16,578.64	66.84
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	1,843.21	1,843.21	0.00	(843.21)	184.32
36290 BOOK SALES {{OLD ACCT}}	0.00	0.00	1,727.06	0.00	(1,727.06)	0.00
36700 DONOR PROCEEDS--FOUNDATION	268,000.00	0.00	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	0.00	682.54	0.00	(682.54)	0.00
36726 REIMBURSEMENTS--OTHER	0.00	3,283.92	3,283.92	0.00	(3,283.92)	0.00
36790 OPPORTUNITY DONATIONS	160,000.00	28,321.48	55,346.00	0.00	104,654.00	34.59
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	2,799.63	14,899.87	0.00	(4,899.87)	149.00
36920 FOUND MONEY	0.00	0.00	1,267.64	0.00	(1,267.64)	0.00
36990 MISCELLANEOUS OTHER	0.00	65.09	11,479.22	0.00	(11,479.22)	0.00
36991 PAYMENT FOR LOST MATERIALS	10,000.00	0.00	1,978.16	0.00	8,021.84	19.78
36996 JURY DUTY REIMBURSEMENT	0.00	0.00	120.00	0.00	(120.00)	0.00
36998 ERATE REIMBURSEMENT	530,000.00	0.00	276,844.63	0.00	253,155.37	52.23
36999 PROCUREMENT CARD REBATES	75,000.00	0.00	59,309.27	0.00	15,690.73	79.08
<b>CHARGES OTHER:</b>	<b>1,249,500.00</b>	<b>40,723.11</b>	<b>705,116.18</b>	<b>0.00</b>	<b>544,383.82</b>	<b>56.43</b>
39520 INSURANCE RECOVERIES--CAPITAL	4,000.00	0.00	3,663.31	0.00	336.69	91.58
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>38,872,000.00</b>	<b>749,196.00</b>	<b>23,742,472.57</b>	<b>0.00</b>	<b>15,129,527.43</b>	<b>61.08</b>
<b>EXPENSE ACCOUNTS</b>						
51100 SALARIES AND WAGES	18,352,200.00	1,520,541.80	13,598,909.84	0.00	4,753,290.16	74.10
51105 ADDITIONAL HOURS	136,200.00	3,635.28	60,592.67	0.00	75,607.33	44.49
51106 SHIFT DIFFERENTIAL	174,600.00	15,220.57	83,504.21	0.00	91,095.79	47.83
51107 SUBSTITUTE HOURS	145,900.00	1,277.28	66,812.69	0.00	79,087.31	45.79
51109 TUITION ASSISTANCE	10,000.00	530.60	4,256.20	0.00	5,743.80	42.56
51200 OVERTIME WAGES	22,800.00	674.99	11,457.71	0.00	11,342.29	50.25
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	9,452.56	81,496.39	0.00	102,203.61	44.36
52002 MEDICAL INSURANCE	2,658,500.00	189,755.22	1,863,325.67	0.00	795,174.33	70.09

**FUND: GENERAL FUND (01)**

Object	2020 Budget	September Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>EXPENSE ACCOUNTS</b>						
52003 FICA	1,440,500.00	115,092.52	1,032,934.98	0.00	407,565.02	71.71
52004 RETIREMENT	2,421,800.00	194,728.54	1,743,400.23	0.00	678,399.77	71.99
52005 DENTAL INSURANCE	244,500.00	18,703.18	171,718.27	0.00	72,781.73	70.23
52006 OTHER BENEFIT	9,900.00	2,140.00	18,960.00	0.00	(9,060.00)	191.52
52010 LIFE AND DISABILITY INSURANCE	80,000.00	6,999.85	63,361.40	0.00	16,638.60	79.20
52020 UNEMPLOYMENT/ PAID FML INSURANCE	30,000.00	2,261.46	44,030.45	0.00	(14,030.45)	146.77
52999 ADJ BENEFITS TO MATCH PLAN	(176,700.00)	0.00	0.00	0.00	(176,700.00)	0.00
<b>PERSONNEL</b>	<b>25,262,900.00</b>	<b>2,081,013.85</b>	<b>18,844,760.71</b>	<b>0.00</b>	<b>6,418,139.29</b>	<b>74.59</b>
53100 OFFICE/OPERATING SUPPLIES--DEP	146,300.00	2,750.85	81,355.93	0.00	64,944.07	55.61
53104 OFFICE/OPERATING SUPPLIES--PUB	0.00	0.00	236.13	0.00	(236.13)	0.00
53110 CUSTODIAL SUPPLIES	76,500.00	2,775.86	52,371.35	0.00	24,128.65	68.46
53120 MAINTENANCE SUPPLIES	30,000.00	0.00	15,171.69	0.00	14,828.31	50.57
53130 MATERIAL PROCESSING SUP	16,000.00	0.00	6,032.69	0.00	9,967.31	37.70
53140 TRAINING SUPPLIES	0.00	0.00	79.83	0.00	(79.83)	0.00
53200 FUEL	20,000.00	2,359.44	12,221.41	0.00	7,778.59	61.11
53400 MATERIALS COLLECTION	52,000.00	0.00	0.00	0.00	52,000.00	0.00
53401 ADULT AV - CDS	800,000.00	6,595.08	28,427.72	0.00	771,572.28	3.55
53402 ADULT AV - DVD	92,000.00	49,551.15	137,590.04	0.00	(45,590.04)	149.55
53403 PERIODICALS {{OLD}}	0.00	0.00	(15.02)	0.00	15.02	0.00
53404 ADULT AV AUDIOBOOKS	0.00	1,133.00	6,273.89	0.00	(6,273.89)	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	5,554.27	79,355.82	0.00	595,644.18	11.76
53407 INTERNATIONAL COLLECTION {{OLD}}	0.00	0.00	(158.76)	0.00	158.76	0.00
53408 ADULT LARGE PRINT	1,160,800.00	1,727.75	15,638.83	0.00	1,145,161.17	1.35
53409 ADULT LUCKY DAY	0.00	0.00	10,499.32	0.00	(10,499.32)	0.00
53410 ADULT NONFICTION	393,000.00	6,551.63	75,910.90	0.00	317,089.10	19.32
53411 ADULT PAPERBACKS	0.00	104.77	5,299.69	0.00	(5,299.69)	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	501.80	10,709.18	0.00	(10,709.18)	0.00
53415 ADULT YA GRAPHIC NOVELS	0.00	1,278.62	9,419.08	0.00	(9,419.08)	0.00
53416 ADULT YA NONFICTION	0.00	95.97	676.83	0.00	(676.83)	0.00
53417 ADULT AV - DVDNF	487,000.00	6,327.57	13,581.55	0.00	473,418.45	2.79
53418 ADULT GRAPHIC NOVELS	82,000.00	292.28	3,558.49	0.00	78,441.51	4.34
53422 CHILDREN'S BOOK CLUB KITS	0.00	0.00	1,753.09	0.00	(1,753.09)	0.00
53423 CHILDREN'S COMIC BOOKS	0.00	0.00	1,624.74	0.00	(1,624.74)	0.00
53424 CHILDREN'S EARLY LEARNING	0.00	111.69	1,923.92	0.00	(1,923.92)	0.00
53425 CHILDREN'S FICTION	0.00	4,314.60	51,475.07	0.00	(51,475.07)	0.00
53426 CHILDREN'S GRAPHIC NOVELS	0.00	760.23	6,956.17	0.00	(6,956.17)	0.00
53427 CHILDREN'S NONFICTION	0.00	2,973.80	29,977.87	0.00	(29,977.87)	0.00
53428 CHILDREN'S SCIENCE TO GO	0.00	0.00	1,214.03	0.00	(1,214.03)	0.00
53429 CHILDREN'S STORYTIME	0.00	0.00	772.25	0.00	(772.25)	0.00
53430 DATABASES	0.00	0.00	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	275,705.30	0.00	(275,705.30)	0.00
53442 EDOWNLOADABLE AUDIO	0.00	0.00	225,241.79	0.00	(225,241.79)	0.00
53443 ESTREAMING BOOKS	0.00	0.00	17,200.00	0.00	(17,200.00)	0.00

Pierce County Library System  
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**FUND: GENERAL FUND (01)**

Object	2020 Budget	September Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>EXPENSE ACCOUNTS</b>						
53444 EHOSTING FEES	0.00	0.00	13,200.00	0.00	(13,200.00)	0.00
53445 EMAGAZINES	0.00	0.00	65,567.00	0.00	(65,567.00)	0.00
53450 MAGAZINES	0.00	(1,091.76)	9,279.37	0.00	(9,279.37)	0.00
53460 VENDOR PROCESSING	0.00	10,616.69	39,215.54	0.00	(39,215.54)	0.00
53464 VENDOR CATALOGING	0.00	3.30	275.30	0.00	(275.30)	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	456.68	1,312.77	0.00	(1,312.77)	0.00
53473 WORLD - DVD	0.00	0.00	2,117.72	0.00	(2,117.72)	0.00
53475 WORLD - JAPANESE	0.00	543.00	1,436.28	0.00	(1,436.28)	0.00
53476 WORLD - KOREAN	0.00	0.00	3,963.02	0.00	(3,963.02)	0.00
53478 WORLD - VIETNAMESE	0.00	684.19	684.19	0.00	(684.19)	0.00
53479 WORLD - RUSSIAN	0.00	1,063.83	2,162.83	0.00	(2,162.83)	0.00
53481 YOUTH CHILDREN'S AUDIO BOOKS	0.00	370.04	9,359.71	0.00	(9,359.71)	0.00
53482 YOUTH DVD - FTY	0.00	3,447.98	5,122.63	0.00	(5,122.63)	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	4,157.23	0.00	45,642.77	8.35
53502 TECHNOLOGY HARDWARE--PUBLIC	717,500.00	0.00	147,016.84	0.00	570,483.16	20.49
53503 TECHNOLOGY HARDWARE--STAFF	0.00	0.00	6,333.72	0.00	(6,333.72)	0.00
53505 SOFTWARE/LICENSES/HOST--APPS	841,300.00	1,000.00	278,797.17	0.00	562,502.83	33.14
53506 SOFTWARE/LICENSES/HOST--INFRA	0.00	0.00	33,663.03	0.00	(33,663.03)	0.00
53509 MISC ONLINE SUBSCRIPTIONS	0.00	0.00	106.76	0.00	(106.76)	0.00
53510 FURNISHINGS--PUBLIC	49,500.00	0.00	0.00	0.00	49,500.00	0.00
53515 FURNISHINGS--STAFF	0.00	4,064.10	44,664.28	0.00	(44,664.28)	0.00
54100 INDEPENDENT CONTRACTORS	343,400.00	187.50	16,785.94	0.00	326,614.06	4.89
54110 PERFORMER SERVICES	0.00	3,025.00	15,521.04	0.00	(15,521.04)	0.00
54120 CONTRACTUAL SERVICES	281,100.00	759.74	194,021.68	0.00	87,078.32	69.02
54130 COLLECTION AGENCY SERVICES	0.00	662.30	3,982.75	0.00	(3,982.75)	0.00
54140 DATA SERVICES	8,500.00	0.00	1,429.00	0.00	7,071.00	16.81
54150 LEGAL SERVICES	40,000.00	0.00	13,323.00	0.00	26,677.00	33.31
54162 BIBLIOGRAPHIC & RELATED SERVIC	0.00	4,107.34	41,073.40	0.00	(41,073.40)	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	10,991.86	66,167.78	0.00	6,832.22	90.64
54201 SHIPPING	0.00	0.00	1,303.70	0.00	(1,303.70)	0.00
54210 TELECOM SERVICES--PHONES	47,700.00	1,509.03	48,802.11	0.00	(1,102.11)	102.31
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	206,923.62	0.00	388,876.38	34.73
54300 TRAVEL AND TOLLS	70,500.00	0.00	15,416.19	0.00	55,083.81	21.87
54301 MILEAGE REIMBURSEMENTS	47,300.00	4,677.85	34,399.83	0.00	12,900.17	72.73
54400 ADVERTISING	81,800.00	0.00	16,495.99	0.00	65,304.01	20.17
54501 RENTALS/LEASES--BUILDINGS	474,700.00	23,174.52	392,414.10	0.00	82,285.90	82.67
54502 RENTALS/LEASES--EQUIPMENT	140,900.00	7,185.73	73,639.39	0.00	67,260.61	52.26
54600 INSURANCE	270,000.00	0.00	265,734.95	0.00	4,265.05	98.42
54700 ELECTRICITY	265,000.00	3,585.74	146,240.98	0.00	118,759.02	55.19
54701 NATURAL GAS	12,000.00	72.21	5,619.07	0.00	6,380.93	46.83
54702 WATER	30,000.00	3,056.73	25,289.06	0.00	4,710.94	84.30
54703 SEWER	34,000.00	3,345.00	29,446.73	0.00	4,553.27	86.61

Pierce County Library System  
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**FUND: GENERAL FUND (01)**

Object	2020 Budget	September Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>EXPENSE ACCOUNTS</b>						
54704 REFUSE	36,000.00	248.89	28,364.96	0.00	7,635.04	78.79
54800 GENERAL REPAIRS/MAINTENANCE	231,500.00	1,677.77	118,879.13	0.00	112,620.87	51.35
54801 CONTRACTED MAINTENANCE	411,300.00	213.14	149,537.07	0.00	261,762.93	36.36
54805 VEHICLE REPAIR AND MAINTENANCE	65,000.00	0.00	10,654.26	0.00	54,345.74	16.39
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	4,576.24	59,261.89	0.00	(59,261.89)	0.00
54900 INDIVIDUAL REGISTRATIONS	79,300.00	0.00	11,637.08	0.00	67,662.92	14.67
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	22,554.07	0.00	29,445.93	43.37
54903 LICENSES AND FEES {{OLD}}	0.00	214.40	1,935.00	0.00	(1,935.00)	0.00
54904 LICENSES	11,500.00	415.40	3,118.97	0.00	8,381.03	27.12
54905 FEES	58,000.00	6.00	12,696.88	0.00	45,303.12	21.89
54906 TAXES AND ASSESSMENTS	44,000.00	0.00	21,051.18	0.00	22,948.82	47.84
54911 FOUNDATION IMPACT PROJECTS	0.00	117.47	117.47	0.00	(117.47)	0.00
54912 CONTINGENCY	820,000.00	0.00	0.00	0.00	820,000.00	0.00
54998 US BANK CLEARING	0.00	445,691.25	1,328,913.26	0.00	(1,328,913.26)	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
<b>ALL OTHER EXPENSES</b>	<b>13,609,100.00</b>	<b>636,419.52</b>	<b>5,390,272.47</b>	<b>0.00</b>	<b>8,218,827.53</b>	<b>39.61</b>
<b>NEED A CATEGORY</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL FOR EXPENSE ACCOUNTS</b>	<b>38,872,000.00</b>	<b>2,717,433.37</b>	<b>24,235,033.18</b>	<b>0.00</b>	<b>14,636,966.82</b>	<b>62.35</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>(1,968,237.37)</b>	<b>(492,560.61)</b>	<b>0.00</b>	<b>492,560.61</b>	<b>0.00</b>

Pierce County Library System  
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FUND: SPECIAL PURPOSE FUND (15)

Object	2020 Budget	September Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
TAXES:	0.00	0.00	0.00	0.00	0.00	0.00
36110 INVESTMENT EARNINGS	0.00	353.24	12,652.20	0.00	(12,652.20)	0.00
CHARGES OTHER:	0.00	353.24	12,652.20	0.00	(12,652.20)	0.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>0.00</b>	<b>353.24</b>	<b>12,652.20</b>	<b>0.00</b>	<b>(12,652.20)</b>	<b>0.00</b>
<b>EXPENSE ACCOUNTS</b>						
NEED A CATEGORY	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL FOR EXPENSE ACCOUNTS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>353.24</b>	<b>12,652.20</b>	<b>0.00</b>	<b>(12,652.20)</b>	<b>0.00</b>

Pierce County Library System  
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**FUND: LEVY SUSTAINABILITY FUND (16)**

Object	2020 Budget	September Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
36110 INVESTMENT EARNINGS	0.00	906.09	32,484.35	0.00	(32,484.35)	0.00
<b>CHARGES OTHER:</b>	<b>0.00</b>	<b>906.09</b>	<b>32,484.35</b>	<b>0.00</b>	<b>(32,484.35)</b>	<b>0.00</b>
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>0.00</b>	<b>906.09</b>	<b>32,484.35</b>	<b>0.00</b>	<b>(32,484.35)</b>	<b>0.00</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>906.09</b>	<b>32,484.35</b>	<b>0.00</b>	<b>(32,484.35)</b>	<b>0.00</b>

Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 9/30/2020

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

Object	2020 Budget	September Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
36110 INVESTMENT EARNINGS	0.00	14.19	501.51	0.00	(501.51)	0.00
<b>CHARGES OTHER:</b>	<b>0.00</b>	<b>14.19</b>	<b>501.51</b>	<b>0.00</b>	<b>(501.51)</b>	<b>0.00</b>
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>0.00</b>	<b>14.19</b>	<b>501.51</b>	<b>0.00</b>	<b>(501.51)</b>	<b>0.00</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>14.19</b>	<b>501.51</b>	<b>0.00</b>	<b>(501.51)</b>	<b>0.00</b>

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

Object	2020 Budget	September Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
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	272.54	12,106.81	0.00	(12,106.81)	0.00
36998 ERATE REIMBURSEMENT	150,000.00	0.00	0.00	0.00	150,000.00	0.00
<b>CHARGES OTHER:</b>	<b>995,000.00</b>	<b>272.54</b>	<b>12,106.81</b>	<b>0.00</b>	<b>982,893.19</b>	<b>1.22</b>
39700 TRANSFERS IN	1,350,000.00	0.00	0.00	0.00	1,350,000.00	0.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>2,345,000.00</b>	<b>272.54</b>	<b>12,106.81</b>	<b>0.00</b>	<b>2,332,893.19</b>	<b>0.52</b>
<b>EXPENSE ACCOUNTS</b>						
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	20,173.61	90,352.52	0.00	(90,352.52)	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
56270 DOORS	0.00	8,250.00	8,250.00	0.00	(8,250.00)	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
<b>TOTAL FOR EXPENSE ACCOUNTS</b>	<b>2,345,000.00</b>	<b>28,423.61</b>	<b>515,203.50</b>	<b>0.00</b>	<b>1,829,796.50</b>	<b>21.97</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>(28,151.07)</b>	<b>(503,096.69)</b>	<b>0.00</b>	<b>503,096.69</b>	<b>0.00</b>

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# MEMO



Date: November 6, 2020

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

From: Jaime Prothro, Customer Experience Director

Subject: Branch Services Report

Branch monthly reports were recently modified to align with PCLS' strategic directions regarding service to ALICE households, organizational maturity, initiative impact areas, and community engagement. Instead of providing updates by branch locations, the Board will receive highlights regarding efforts that align with these strategies.

## **Serving ALICE Households**

Customer Experience staff have been centering their learning on services to marginalized, vulnerable, and at-risk communities. Many staff have reported reading articles, books, and taking the 21 Day Racial Equity challenge, in addition to key sessions at the Washington Library Association related to service. "Trans 101", which discussed best practices to create welcoming spaces for Trans and gender non-conforming persons, as well as "Autism-Ready Libraries Focus Group" that helped connect staff to a toolkit for responsive services to children and adults on the autism spectrum. Staff completed training on Homelessness in the Library and Whole-Person Librarianship, which helped explore the many social needs staff need to stay aware of when serving customers who experience trauma. One noteworthy webinar attended by Lakewood and University Place staff was "Stand with the Facts: How Election Disinformation Targets People of Color" and helped to explore the library's role as an information resource.

Equity of access and understanding the changing needs of the community are helping to influence plans for reopening library services, promotion of services, and reimagining services

The Priority Audience Steering Team provided an assessment of pre-COVID-19 wifi and computer use and county demographics to determine where technology needs are highest in order to help with service decisions. As a result of this assessment the Library selected Lakewood and Fife as the two branch locations to begin expanded service by the end of the year.

The Sumner Library and Building Beyond the Walls have partnered to place a Little Free Food Pantry on the Fryar side of the library parking lot, and staff are working with the Sumner Community Food Bank to keep it stocked.

## **Operations Highlights**

Customers are enjoying their Grab Bags! 2573 selections were made in the month of October. Staff have received compliments from customers by email, phone, or even thank you notes as they discover new titles that are selected specifically for them by staff. Staff have worked to ensure that BIPOC perspectives

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and hidden gems are included in the Grab Bags. When appropriate, staff are helping connect students with Science 2 Go backpacks to fill math, science, technology, or engineering Grab Bags.

Library Curbside service was introduced at Anderson Island in October. Bagging and appointment changes were trialed in September as a result of wildfires and were implemented as a service improvement in mid-October.

Staff are working towards completing two safety trainings: one on Cybersecurity and the other related to general safety.

### **Initiative Impacts**

Teen Volunteer League continues in a virtual environment and the teens have identified a collaborative project to work on together. Teen Services continues to provide creative and inspiring opportunities for teens to connect. Despite the COVID-19 disruption of Our Own Expressions, winners have been selected and are being celebrated.

Reimagining the Card in Every Hand for school districts is underway, with several new districts expressing interest to join the program. Youth Services Librarians have been actively reaching out to school contacts to help provide support for virtual learning. Connections have been made with homeschoolers, and with educators at elementary, middle, and high schools.

The Microsoft Technology Certification program has re-launched with virtual proctoring. Learn more at [techcert.pcls.us](http://techcert.pcls.us).

Book clubs, stories for kids and adults, STEM learning, and more was offered this month virtually. Fantastic Tales has been offered weekly for elementary aged kids, and Miss Brandi shares her e-book screen so everyone can read the book out loud together. The book club's main purpose is to promote reading for pleasure, and generally results in several chapters being read aloud by Miss Brandi followed by a group discussion. However, during the past several meetings different kids have volunteered to read a chapter out loud! Their willingness to participate, pay attention, and be vulnerable has been so heartwarming. It's also wonderful to see the encouragement the other kids provide to the one who volunteers and the commendation the volunteer receives after reading is a huge boost for their self-confidence.

### **Community Engagement Highlights**

Staff are distributing curbside marketing and promotional material into the community. In addition, staff are calling customers who haven't used the library since establishing curbside service as a way to reconnect.

Elise Bodell and Jaime Prothro are participating on sub-teams with the Pierce County Community Engagement Task Force who will present a virtual learning series in 2021 to advance racial equity work among government, non-profit, for-profit, and community-based organizations.

Early Learning Supervising Librarian Susan Anderson-Newham has been invited to sit on the steering committee for the Washington Chapter of the American Academy of Pediatrics' First Year Families efforts. WCAAP has a long history of advocating for Washington's children, their families, and their health care providers.

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Buckley staff is collaborating with the Foothills Historical Museum to distribute a local history newsletter that features books, local authors, and fun facts about the area.

In addition to significant outreach to educators, community connections were made this month with the Bonney Lake-Summer Chamber collective, Prairie Ridge Community Coalition, Families First Coalition, South Hill Puyallup Rotary, and North Pierce County Community Coalition.

# Unfinished Business

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# MEMO



Date: November 10, 2020

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

From: Georgia Lomax, Executive Director  
Melinda Chesbro, Deputy Director  
Cliff Jo, Finance and Business Director

Subject: 2021 Budget and Service Plan

Over the past three months, the Board of Trustees has considered the impacts of the coronavirus pandemic and public health safety measures on the community and on library services. Through these discussions you identified guiding principles to be used to develop the Library's 2021 budget and service plan at a time when Pierce County residents and communities are facing challenges and economic hardship. You determined that balancing the tax impact on the public with maintaining the long-term sustainability of the Library and its services is key.

In November, the Board of Trustees reviews the draft budget and holds the first public hearing.

Attached is the draft 2021 budget for the General Fund and Capital Improvement Fund. No budgetary activities are planned for the Special Purpose Fund and the Levy Sustainability Fund in 2021.

## **2021 Budgeting Principles**

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

## **Levy Sustainability Plan —Year 2 (2021)**

In 2019, a multi-year funding cycle was created to provide stable funding for delivering library services for at least five years under the 2018 voter-approved levy reauthorization. As a result of the levy sustainability strategy, we project the 2018 levy reauthorization will provide stable funding for up to 10 years.

Critical to the funding cycle is creation of a Levy Sustainability Fund that increases, levels off, and then decreases over time.

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In this cycle, initially the Library receives more revenue than is expended and unallocated funds are deposited into the Levy Sustainability Fund. The Library is currently in Year 2 of this first phase.

Between fiscal years 2019 and 2020, about \$9 million will have been deposited into the fund, and in 2021, we are projecting an additional deposit of \$2 million to \$3 million. The current goal is to reach approximately \$15 million during Phase 2, the mid-point of the funding cycle, which remains consistent from its development two years ago.

During Phase 2, revenue and expenditures are in balance and no funds are deposited into or withdrawn from the Levy Sustainability Fund.

In Phase 3, expenditures exceed revenues and funds are withdrawn from the Levy Sustainability Fund to close budget shortfalls.

### **2021 Revenue**

Total revenue for 2021 is estimated to be \$42.5 million, of which \$39.4 million is budgeted for 2021 services, operations, capital investments and set-asides. Remaining revenue will be deposited into the Levy Sustainability Fund.

All other sources of revenue are anticipated to decrease between \$700,000 and \$800,000, down from \$1.9 million. The reduction is primarily due to a loss of charges for services such as copying, printing, and faxing, and significant drops in investment returns. In addition, the Library will continue to not charge fines for late materials at this time due to the economic impacts of the pandemic.

### **Setting Property Taxes for 2021 and Future Levies**

During the past two meetings, the Board discussed whether, because of the coronavirus pandemic's impacts on the community and during a time of economic hardship and unemployment, different budgeting decisions should be considered. You reviewed a variety of property tax levy options and their impact on the Library and on the tax payer. After deliberation, the Board directed the Library to develop a budget taxing at a level similar to 2020, and providing for the ability to restore property tax revenues in a later fiscal year.

The Board affirmed that future service needs and sustaining future operations required a declaration of substantial need for raising the highest lawful limit above the 2020 Implicit Price Deflator. However the Library should not yet levy property taxes at the maximum amount allowable. This decision creates banked levy capacity and allows future property taxes to be levied at a rate higher than 1%. To do that, the Board must approve the substantial need resolution with a supermajority vote (60%), and declare its intentions to bank capacity not levied in 2021.

### **2021 General Fund Budget**

The budget is balanced with revenues and expenditures set at \$39,397,900. Items of note in the draft budget:

#### Personnel

- 2021 personnel increases are lower than normal years, due to providing reduced services under public health limitations during the pandemic.

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- The wage scale for represented staff is based on the June-June CPI-U for the Seattle-Tacoma-Bellevue area, which was recorded at 0.9%. Under the Collective Bargaining Agreement the wage scale adjustment is a minimum of 1%.
  - Health care costs are projected to increase by 7%.
  - Added a Custodial Lead position and aligned Facilities staffing to provide increased service support and better ability to recruit
  - Added purchasing positions in Facilities and IT to better support purchasing and asset management

#### Maintenance & Operations

- Recurring replacement costs for staff and public furnishings were formerly divided between General Fund and Capital Improvement Fund. In 2021 the Library completes the transition and they are shown only in the General Fund, which reflects an increase to Furnishings.
- Provides an adequate contingency in the event a need arises, otherwise unspent funds return to the fund balance

#### Materials

- Increase of \$500,000 to the Materials budget

#### **2021 Levy Sustainability Fund**

- For 2021, we plan to add \$2 million to \$3 million to the fund (final calculation will be made in December), which will bring the fund balance to between \$11 million and \$12 million. Interest returns will earn about 0.1%, a fraction of what it was, due to the Federal Reserve Bank's proactive response to mitigate economic impacts from the pandemic.
- The current goal is to reach around \$15 million in the Levy Sustainability Fund by the mid-point of the funding cycle, which is anticipated to be 2024 or 2025.
- We will review performance of this fund throughout the year as economic and service conditions change, and annually during the budget process.

#### **2021 Capital Fund Budget: \$2,095,000 to pay for...**

- Year 3 of the 5-year Technology Plan, including studying cloud computing, and cyber security
- Facilities improvements to existing buildings including Bonney Lake and Graham Libraries
- Anticipated work on the Buckley underground storage tank (UST) site and decommissioning the USTs at the Administrative Center & Library
- Purchase and replacement of vehicles as part of ongoing fleet maintenance
- Final payment to City of University Place for expansion space
- Facilities Master Plan projects toward future buildings and alternative service delivery
- An increased capital contingency to accommodate emergency projects or unexpected opportunities (funded from available cash)

#### **2021 Special Purpose Fund Transfer: \$380,000 to save for...**

- The future election reserve fund

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- The future land and buildings fund. (An additional \$700,000 will be added to this fund in December 2020 from unexpended 2020 funds resulting from this year's reduced services due to the pandemic.)

### **2021 Cash-flow Needs**

Normally, the Library sets aside \$500,000 in cash annually to be unspent. This strategy builds the fund balance in order to have adequate cash during low revenue months (April and October) in a fiscal year. As the Library is maintaining the 2021 budget at a level similar to 2020, there is no need to increase the fund balance. Once expenditures return to normal service levels, the Library will restore this budgetary item.

# GENERAL FUND

DRAFT NOVEMBER 10, 2020 NOVEMBER 10, 2020	2020 Approved 12/2019	2020 Amending	2021 Draft	Change (\$)	Change (%)	Notes
Property Taxes	\$ 37,745,400	\$ 37,535,500	\$ 38,245,400	\$ 500,000	1.32%	Offset increased materials budget
Excise Taxes	83,000	83,000	83,000	-		
Timber Taxes	15,000	15,000	15,000	-		
Fees (Printer, Fax, Copier)	187,500	43,500	7,500	(180,000)	-96.00%	Very little revenue is anticipated in 2021
Fines	400,000	85,000	10,000	(390,000)	-97.50%	Very little revenue is anticipated in 2021
Investment Income	200,000	50,000	10,000	(190,000)	-95.00%	Return rates are at historic lows
Sales of Goods/Services	5,000	1,000	1,000	(4,000)	-80.00%	
Donors & Reimbursements	490,000	428,000	435,000	(55,000)	-11.22%	Revenue from Friends are not anticipated
Other (Erate, P-card Rebates, Unclaimed Property)	618,000	631,000	591,000	(27,000)	-4.37%	
<b>TOTAL REVENUE</b>	<b>\$ 39,743,900</b>	<b>\$ 38,872,000</b>	<b>\$ 39,397,900</b>	<b>\$ (346,000)</b>	<b>-0.87%</b>	
<b>-- EXPENDITURES --</b>						
<b>PERSONNEL</b>						
Salaries & Wages	\$ 19,268,400	\$ 18,347,900	\$ 20,417,600	\$ 1,149,200	5.96%	Factors in reduced services due to pandemic limitations
Overtime Wages	22,800	22,800	19,100	(3,700)	-16.23%	
Employee Benefits	7,141,300	6,892,200	7,240,600	99,300	1.39%	Includes reduction in DRS rates
<b>TOTAL PERSONNEL</b>	<b>\$ 26,432,500</b>	<b>\$ 25,262,900</b>	<b>\$ 27,677,300</b>	<b>\$ 1,244,800</b>	<b>4.71%</b>	
<b>MAINTENANCE &amp; OPERATIONS</b>						
Supplies and Consumables	\$ 366,100	\$ 268,800	\$ 376,400	\$ 10,300	2.81%	
Fuel	35,000	20,000	35,000	-		
Equipment (Computers, Software, Furnishings)	1,608,600	1,608,600	1,517,400	(91,200)	-5.67%	
Professional, Legal, Other Services	777,000	777,000	901,900	124,900	16.07%	
Networking, Phones, Postage	724,000	724,000	868,200	144,200	19.92%	Includes significant inv. in mobile accounts
Travel & Mileage	117,800	117,800	119,600	1,800	1.53%	
Advertising	81,800	81,800	108,000	26,200	32.03%	Includes increased adv. for 2021 needs
Rentals & Leases	615,600	615,600	680,200	64,600	10.49%	Includes increases to MIL & UP costs
Insurance	230,000	270,000	270,000	40,000	17.39%	Actual amount established in late 2021
Utilities	377,000	377,000	377,000	-		
Repairs & Maintenance, Maintenance Contracts	780,900	780,900	866,600	85,700	10.97%	
Registrations	80,300	80,300	83,400	3,100	3.86%	
Dues, Taxes, Licenses, Fees, Misc Expenses	165,500	165,500	204,600	39,100	23.63%	
Initiative/Impact Projects	-	-	275,000	275,000		new Funded by Foundation donors
Contingency	300,000	820,000	185,500	(114,500)	-38.17%	
<b>TOTAL MAINTENANCE &amp; OPERATIONS</b>	<b>\$ 6,259,600</b>	<b>\$ 6,707,300</b>	<b>\$ 6,868,800</b>	<b>\$ 609,200</b>	<b>9.73%</b>	
<b>MATERIALS</b>						
Books, DVDs, Music, eBooks, Databases	\$ 3,971,800	\$ 3,971,800	\$ 4,471,800	\$ 500,000	12.59%	Increased materials for our communities
<b>SET-ASIDES &amp; TRANSFERS</b>						
Capital Fund Transfer	\$ 1,500,000	\$ 1,350,000	-	\$ (1,500,000)	-100.00%	Capital projects will use fund balance
Special Purpose Fund Transfer	1,080,000	1,080,000	80,000	(1,000,000)	-92.59%	Future Elections (Operating & Bond)
Set Aside for Future Sustainability	-	-	300,000	300,000		new \$700,000 transferred in December 2021
Set Aside for Apr/Oct Cashflow	500,000	500,000	-	(500,000)	-100.00%	None needed due to reduced expenditures
<b>TOTAL SET-ASIDES AND TRANSFERS</b>	<b>\$ 3,080,000</b>	<b>\$ 2,930,000</b>	<b>\$ 380,000</b>	<b>\$ (2,700,000)</b>	<b>-87.66%</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$ 39,743,900</b>	<b>\$ 38,872,000</b>	<b>\$ 39,397,900</b>	<b>\$ (346,000)</b>	<b>-0.87%</b>	
<b>NET OF REVENUE AND EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		Balanced budget

# CAPITAL IMPROVEMENT FUND

DRAFT NOVEMBER 10, 2020	2020 Approved 12/2019	2020 Projected	2021 Draft	Notes
<b>-- FUNDING SOURCES --</b>				
<b>USE OF FUND BALANCE</b>				
Carryforward funds from prior fiscal year	\$ 595,000	\$ 595,000	\$ 595,000	Includes unspent GF monies in 2020
Available cash in the Capital Fund	250,000	250,000	1,500,000	
<b>TOTAL USE OF FUND BALANCE</b>	<b>\$ 845,000</b>	<b>\$ 845,000</b>	<b>\$ 2,095,000</b>	
<b>NEW REVENUE</b>				
Transfer from General Fund	\$ 1,500,000	\$ 1,945,000	\$ -	2021 Strategy: No transfer, use CF funds
E-Rate Reimbursement		150,000		
<b>TOTAL NEW REVENUE</b>	<b>\$ 1,500,000</b>	<b>\$ 2,095,000</b>	<b>\$ -</b>	
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 2,345,000</b>	<b>\$ 2,940,000</b>	<b>\$ 2,095,000</b>	
<b>-- EXPENDITURES --</b>				
<b>COMMITMENTS</b>				
UP 5,000 sq ft Expansion (10 Year--2012-21)	\$ 120,000	\$ 120,000	\$ 120,000	Final year of 10 year payment plan
<b>CURRENT BUILDING IMPROVEMENTS</b>				
Buckley Site Evaluation	\$ 100,000	\$ 100,000	\$ 100,000	
ACL UST Decommission			125,000	
Landscaping Refresh & Lot Maintenance	230,000	230,000	-	
PKS Refresh	250,000	250,000	-	
BLK Refresh Study	10,000	10,000	-	
BLK/GHM Refreshes			350,000	
ACL Server Room Refresh Study	10,000	10,000	-	Study Project to be conducted in 2022
Furniture Updates	200,000	200,000	-	
Vehicle Replacements/Purchases			200,000	
<b>TOTAL CURRENT BUILDING IMPROVEMENTS</b>	<b>\$ 800,000</b>	<b>\$ 800,000</b>	<b>\$ 775,000</b>	
<b>FUTURE BUILDINGS</b>				
Lakewood, Tillicum, Sumner Libraries Planning Phase	\$ 360,000	\$ 360,000	\$ -	
Sumner Library Planning Phase			250,000	
Expanded Alternative Service Delivery Pilot			200,000	
<b>TOTAL FUTURE BUILDINGS</b>	<b>\$ 360,000</b>	<b>\$ 360,000</b>	<b>\$ 450,000</b>	
<b>TECHNOLOGY UPDATES</b>				
EDEN Financial/HR System Replacement	\$ 100,000	\$ 100,000	\$ -	Capital payments completed in 2020
IT Technology Plan	500,000	500,000	500,000	Includes Cloud Computing/Cyber Security
Server Storage/Cloud Computing/Cyber Security	215,000	215,000		
<b>TOTAL TECHNOLOGY PROJECTS</b>	<b>\$ 815,000</b>	<b>\$ 815,000</b>	<b>\$ 500,000</b>	
Contingency	\$ 250,000	\$ 250,000	\$ 250,000	
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,345,000</b>	<b>\$ 2,345,000</b>	<b>\$ 2,095,000</b>	
<b>NET OF REVENUE AND EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 595,000</b>	<b>\$ -</b>	<< Balance from unspent 2020GF xferred to CF

## SPECIAL PURPOSE FUND

DRAFT AS OF NOVEMBER 9, 2020	2020 Projected	2021 Draft	Change (\$)	Change (%)
<b>-- FUNDING SOURCES --</b>				
<b>USE OF FUND BALANCE</b>				
Use of Special Purpose Election Set Aside	\$ -	\$ -	\$ -	
<b>NEW REVENUE</b>				
Transfer from General Fund for Committed Setasides	\$ 1,100,000	\$ 580,000	\$ (520,000)	-47.27%
Additional Transfer to Future Land, Properties, Fac*	700,000		(700,000)	-100.00%
Investment Income	5,000	2,000	(3,000)	-60.00%
<b>TOTAL NEW REVENUE</b>	<b>\$ 1,805,000</b>	<b>\$ 582,000</b>	<b>\$ (1,223,000)</b>	<b>-67.76%</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 1,805,000</b>	<b>\$ 582,000</b>	<b>\$ (1,223,000)</b>	<b>-67.76%</b>
<b>-- EXPENDITURES --</b>				
<b>PROGRAMS</b>				
None planned for 2021	\$ -	\$ -	\$ -	
<b>TOTAL PROGRAMS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>PROJECTS</b>				
None planned for 2021	\$ -	\$ -	\$ -	
<b>TOTAL PROJECTS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>NET OF FUNDING SOURCES AND EXPENDITURES</b>	<b>\$ 1,805,000</b>	<b>\$ 582,000</b>	<b>\$ (1,223,000)</b>	<b>-67.76%</b>
(TO BE DESIGNATED AS RESERVED DURING THE FY)				
<b>-- COMMITTED SET-ASIDES IN FUND BALANCE --</b>				
<b>PROJECTED BALANCES AS OF 12/31</b>				
Future Election Costs	\$ 1,020,000	\$ 1,100,000	\$ 80,000	7.84%
Future Land, Property & Facilities*	2,630,000	3,130,000	500,000	19.01%
<b>TOTAL COMMITTED SET-ASIDES</b>	<b>\$ 3,650,000</b>	<b>\$ 4,230,000</b>	<b>\$ 580,000</b>	<b>15.89%</b>

\* The additional transfer proposed for 2020 is due to significantly less spent as a result of reduced services that occurred in 2020, and therefore accelerating half of 2021's payment in 2020. The final amount will be proposed in the December 2020 Board meeting.

## LEVY SUSTAINABILITY FUND

DRAFT AS OF NOVEMBER 9, 2020	2020 Projected	2021 Draft
<b>-- FUNDING SOURCES --</b>		
<b>USE OF FUND BALANCE</b>		
Use of Levy Sustainability Set Aside	\$ -	\$ -
<b>NEW REVENUE</b>		
Transfer from Special Purpose Fund	\$ 5,450,000	\$ -
Property Taxes (Funding Cycle Revenue)	3,470,000	TBD in 12/2020*
Investment Income	10,000	4,000
<b>TOTAL NEW REVENUE</b>	<b>\$ 8,930,000</b>	<b>\$ 4,000</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 8,930,000</b>	<b>\$ 4,000</b>
<b>-- OUTFLOWS --</b>		
<b>EXPENDITURES</b>		
None planned	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TRANSFERS OUT</b>		
None planned		\$ -
<b>TOTAL TRANSFERS</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>
<b>NET OF FUNDING SOURCES AND OUTFLOWS</b>	<b>\$ 8,930,000</b>	<b>\$ 4,000</b>
(TO BE DESIGNATED AS COMMITTED DURING THE FY)		
<b>-- COMMITTED SET-ASIDES IN FUND BALANCE --</b>		
<b>PROJECTED BALANCES AS OF 12/31</b>		
Levy Sustainability for Future Operations*	8,930,000	TBD in 12/2020*
<b>TOTAL COMMITTED SET-ASIDES</b>	<b>\$ 8,930,000</b>	<b>TBD in 12/2020*</b>

\* We are continuing to calculate the impact of reduced services, revenue losses, and other factors that influence the budget for 2021 receipts. A final amount will be set in December 2020. It is estimated to be between \$2 and \$3 million.

# 2021 BUDGET PUBLIC HEARING

## **Motion: Opening the Public Hearing**

“I move that in accordance with RCW 84.55.120, the public hearing be opened for consideration of increases in property tax revenues, regarding 2020 property tax levies for collection in 2021.” (The motion is seconded and passed.)

## **Public Comment**

After presentation of the 2021 budget, the Chair must ask if there was anyone in the audience who would like to comment on the budget.

If there is no response, or when public comments have ended, the public hearing is then closed.

## **Motion: Closing the Public Hearing**

“I move to close the public hearing on the 2021 draft budget of revenue and expenditures.” (The motion is seconded and passed.)

# **Unfinished Business (continued)**

**RESOLUTION NO. 2020-04**

**A RESOLUTION OF THE BOARD OF TRUSTEES  
OF THE PIERCE COUNTY RURAL LIBRARY DISTRICT  
DECLARING A “SUBSTANTIAL NEED” TO OVERRIDE THE IPD**

**WHEREAS**, the Board of Trustees of PIERCE COUNTY RURAL LIBRARY DISTRICT (Library) has met and considered its budget for the calendar year 2021; and,

**WHEREAS**, the population of the Library district is MORE THAN 10,000; and,

**WHEREAS**, the September 2020 Implicit Price Deflator is recorded at 0.60152% which is less than the 1.00% increase to the regular property tax levy allowed by Washington State law; and,

**WHEREAS**, Washington State law permits the Board of Trustees as the Library’s governing body to override the Implicit Price Deflator with a supermajority vote (60%) by stating a “substantial need” to establish a highest lawful levy under Chapter 84.55 RCW, of up to a 1.00% increase; and,

**WHEREAS**, the Board of Trustees has determined that, to ensure long term ability to sustain appropriate Library services, staffing, materials, technology infrastructure, and facility maintenance (substantial need), the Board of Trustees finds that there is a substantial need to increase the regular property tax limit factor above the rate of inflation as established by the Implicit Price Deflator and to set the levy limit factor at 101 percent in the event that this levy capacity is needed in the future; and,

**WHEREAS**, the calculation of said substantial need for future use, exclusive of new construction, annexations, and refunds, is \$286,745.31, an increase of 0.70 percent (%) of the actual 2020 levied amount of \$40,683,119.03; now, therefore,

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

The limit factor for the tax year 2021 shall be 1.00 percent.

**PASSED AND APPROVED THIS 18TH DAY OF NOVEMBER, 2020.**

BOARD OF TRUSTEES, PIERCE COUNTY RURAL LIBRARY DISTRICT	
Daren Jones, Chair	_____
Pat Jenkins, Vice-Chair	_____
Rob Allen, Member	_____
Jamilyn Penn, Member	_____
Brian Thomason, Member	_____

**RESOLUTION NO. 2020-05**

**A RESOLUTION OF THE BOARD OF TRUSTEES  
OF THE PIERCE COUNTY RURAL LIBRARY DISTRICT  
REQUESTING HIGHEST LAWFUL LEVY**

**WHEREAS**, the **Board of Trustees** of **PIERCE COUNTY RURAL LIBRARY DISTRICT (Library, or District)** has met and considered its budget for the calendar year **2021**; and,

**WHEREAS**, the District’s actual levy amount from previous year (**2020**) was **\$40,564,222.12**; and,

**WHEREAS**, the population of the District is **MORE THAN 10,000**; and,

**WHEREAS**, Washington State law limits property tax collection to the lesser of either (1) the sum of regular property tax limit increases, additions due to new construction and improvements, the value of state assessed property, annexations, and refunds, or (2) 50 cents per \$1,000 of the District’s assessed property value; and,

**WHEREAS**, Washington State law limits the percent increase to the highest regular tax which could be levied lawfully to be the lesser of 1% or the Implicit Price Deflator (IPD), which was recorded at **0.60152%**; and,

**WHEREAS**, the Library created a COVID-19 operational strategy to address current needs, and determined that the future impact of this year’s IPD required a resolution declaring a “substantial need” to override it, and did so with a supermajority vote (60%); and,

**WHEREAS**, the Library acknowledges the economic hardships Pierce County residents are experiencing, and as a result is reinventing services in accordance to the COVID-19 levels authorized by Washington State Governor Inslee’s directives, and therefore elects not to impose an actual levy calculated at the highest lawful levy as defined in Chapter 84.55 RCW, inclusive of the Substantial Need resolution (2020-04); and,

**WHEREAS**, the Library intends to restore services to pre-COVID levels once all legal directives applicable to the Library allow such services, and therefore needs to set the highest lawful levy as defined in Chapter 84.55 RCW, inclusive of the Substantial Need resolution (2020-04); and,

**WHEREAS**, the Library intends to create banked capacity using the difference between the highest lawful levy and actual levy, as described in the Banked Capacity resolution (2020-06) for future tax levies; and,

**WHEREAS**, the Board of Trustees, after duly considering all relevant evidence and testimony presented, determined that the Library requires an increase in property tax revenue from the previous year, solely from the addition of new construction and improvements to property, any increase in the value of state-assessed property, any annexations that have occurred, and refunds made; and now, therefore,

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

1. An increase in the regular property tax levy to be collected be the amount of **\$0.00**, which is a percentage increase of **0.00** percent (%) from the previous year of **2020**.

**PASSED AND APPROVED THIS 18TH DAY OF NOVEMBER, 2020.**

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

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

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

Rob Allen, Member \_\_\_\_\_

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

Brian Thomason, Member \_\_\_\_\_



# Levy Certification

Submit this document to the county legislative authority on or before November 30 of the year preceding the year in which the levy amounts are to be collected and forward a copy to the assessor.

In accordance with RCW 84.52.020, I, Daren Jones,  
(Name)

Chair, Board of Trustees, for Pierce County Rural Library, do hereby certify to  
(Title) (District Name)

the Pierce County legislative authority that the Board of Trustees  
(Name of County) (Commissioners, Council, Board, etc.)

of said district requests that the following levy amounts be collected in 2021 as provided in the district's  
(Year of Collection)

budget, which was adopted following a public hearing held on Nov 18, 2020:  
(Date of Public Hearing)

Regular Levy: \$41,384,337.12  
(State the total dollar amount to be levied)

Excess Levy: \_\_\_\_\_  
(State the total dollar amount to be levied)

Refund Levy: \$0.00  
(State the total dollar amount to be levied)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

For tax assistance or to request this document in an alternate format, visit <http://dor.wa.gov/content/taxes/property/default.aspx> or call (360) 534-1400. Teletype (TTY) users may call (360) 705-6718.

REV 64 0100e (w) (10/12/10)

**RESOLUTION NO. 2020-06**

**A RESOLUTION OF THE BOARD OF TRUSTEES  
OF THE PIERCE COUNTY RURAL LIBRARY DISTRICT  
TO CREATE BANKED LEVY CAPACITY**

**WHEREAS**, the **Board of Trustees** of **PIERCE COUNTY RURAL LIBRARY DISTRICT (Library, or District)** has met and considered its budget for the calendar year **2021**; and,

**WHEREAS**, Washington State law permits the District to levy property taxes up to its highest lawful limit as established in Chapter 84.55 RCW; and,

**WHEREAS**, the District may elect to levy actual property taxes lesser than the highest lawful limit, thereby creating the potential for banked levy capacity; and,

**WHEREAS**, the Library Board of Trustees has approved a Substantial Need resolution (2020-04) to override the IPD; and,

**WHEREAS**, the Library Board of Trustees has approved a Levy Certificate resolution (2020-05); and,

**WHEREAS**, the Library's purpose for creating available banked levy capacity is to fully fund services once legally imposed operational restrictions are lifted; and,

**WHEREAS**, any banked levy capacity needs to be recalculated annually; now, therefore,

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

The District create banked levy capacity beginning with the 2021 property tax collection year, to be recalculated annually and applied towards future levy certificates, until such time there is no more banked levy capacity.

**PASSED AND APPROVED THIS 18TH DAY OF NOVEMBER, 2020.**

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

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

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

Rob Allen, Member \_\_\_\_\_

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

Brian Thomason, Member \_\_\_\_\_

**RESOLUTION NO. 2020-07**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
PIERCE COUNTY RURAL LIBRARY DISTRICT  
TO SET WAGES AND BENEFITS FOR NON-REPRESENTED EMPLOYEES**

**WHEREAS**, there are certain Pierce County Library System employees, management and non-management, who are exempt from membership in a union, and

**WHEREAS**, it is necessary for the Board of Trustees to set salary and benefit rates for non-represented employees in these positions, now therefore,

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

1. For January 1, 2021, excepting the Executive Director, all employees working in a regular, non-represented capacity shall be paid in accordance with the current wage scale.
2. For January 1, 2021, excepting the Executive Director, the wages on said scale shall increase for all regular, non-represented employees by 1.25%
3. For January 1, 2021, excepting the Executive Director, all employees working on a regular, non-represented capacity shall accrue 25 vacation days annually, with a maximum accrual of 280 hours.
4. The Executive Director shall be paid in accordance to the salary agreement as established and agreed upon between the Board of Trustees and the Executive Director.
5. Effective January 1, 2021, the Library will pay 100% of the employee-only premiums for vision and life insurance for eligible non-represented employees. The Library will also pay 100% of the employee only premiums for the medical and dental insurance plan selected by the employee.
6. For January 1, 2021, the base wages of all employees working in a non-represented, substitute-only capacity shall be increased by 1.25%

**PASSED AND APPROVED THIS 18<sup>TH</sup> DAY OF NOVEMBER, 2020.**

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

Daren Jones, Chair	_____
Pat Jenkins, Vice-Chair	_____
Rob Allen, Member	_____
Jamilyn Penn, Member	_____
Brian Thomason, Member	_____

# Officers Reports

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# MEMO



Date: November 2, 2020

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

From: Georgia Lomax, Executive Director

Subject: Revised Future Libraries Plan

In November 2019, the Board of Trustees heard reports of the results of public engagement regarding interest in possible new libraries in Lakewood, Tillicum and Sumner, as well as the recommendations of a Capital Fundraising Campaign Feasibility Study to determine the inclination and capacity for public support for potential future libraries.

After discussing the recommendations, Trustees directed the Library to move forward with a preliminary design process and develop a conceptual design, detailed building program, and project budget. A Request for Qualifications for this work was issued in February, but withdrawn in mid-March when the Library's buildings were closed due to the coronavirus pandemic. The Future Libraries project was paused in April when the Library began to re-prioritize its projects as a result of the impacts of the ongoing public health emergency.

This summer we began to revisit the project because of the need to address issues at the Sumner Library. In light of current and future impacts of the pandemic we decided to reduce the project scope to focus only on the Sumner Library, and also to explore and pilot what the Facility Master Plan called "alternative service delivery" ideas. These would be innovations that help the Library provide services in areas where we do not have brick and mortar buildings.

By reducing the scope of the project, it will also reduce the project's cost, timeline and complexity and eliminate the need for a voter-approved bond. We are doing preliminary planning work at this time and will be discussing the project further with the Board in early 2021.

This fall a Capital Fundraising Campaign Steering Committee was recruited. It will be co-chaired by City of Sumner Mayor Bill Pugh and Community Leader John Folsom. This committee will develop a plan and lead fundraising efforts for the project. They have established a \$2 million fundraising goal.

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# MEMO



Date: November 9, 2020

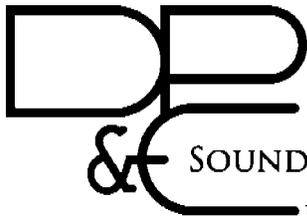
To: Chair Daren Jones and Members of the Board of Trustees

From: Clifford Jo, Finance & Business Director

Subject: 2019 IRS Tax Form 990

A near-finalized 2019 IRS Form 990 and all schedules has been prepared by the local accounting firm, DP&C, and is herewith attached for your review. As part of this final process, we ask that each Trustee review the filing and then certify that they have reviewed it. This form will be sent to you under separate cover. All statements will become integral public documents in the final tax return for a period of no less than three years.

If you have any questions concerning our nonprofit tax return, feel free to contact me.



SOUND SUCCESS BEGINS HERE.

CLIFFORD JO  
PIERCE COUNTY RURAL LIBRARY DISTRICT  
3005 112TH ST E  
TACOMA, WA 98446-2215

DEAR CLIFF,

ENCLOSED ARE THE ORIGINAL AND ONE COPY OF THE 2019 EXEMPT ORGANIZATION RETURN, AS FOLLOWS...

2019 FORM 990

WE HAVE PREPARED THE RETURN FROM INFORMATION YOU FURNISHED US WITHOUT VERIFICATION. UPON EXAMINATION OF THE RETURN BY TAX AUTHORITIES, REQUESTS MAY BE MADE FOR UNDERLYING DATA. WE THEREFORE RECOMMEND THAT YOU PRESERVE ALL RECORDS WHICH YOU MAY BE CALLED UPON TO PRODUCE IN CONNECTION WITH SUCH POSSIBLE EXAMINATIONS.

PLEASE REVIEW THE RETURN FOR COMPLETENESS AND ACCURACY.

WE RECOMMEND YOU RETAIN YOUR TAX RETURNS AND SUPPORTING DOCUMENTATION INDEFINITELY.

WE SINCERELY APPRECIATE THE OPPORTUNITY TO SERVE YOU. PLEASE CONTACT US IF YOU HAVE ANY QUESTIONS CONCERNING THE TAX RETURN.

SINCERELY,

ED E. RAMOS, CPA  
SHAREHOLDER

# TAX RETURN FILING INSTRUCTIONS

FORM 990

FOR THE YEAR ENDING  
DECEMBER 31, 2019

<b>Prepared for</b>	CLIFFORD JO PIERCE COUNTY RURAL LIBRARY DISTRICT 3005 112TH ST E TACOMA, WA 98446-2215
<b>Prepared by</b>	DP&C P.O. BOX 1614 TACOMA, WA 98401-1614
<b>Amount due or refund</b>	NOT APPLICABLE
<b>Make check payable to</b>	NOT APPLICABLE
<b>Mail tax return and check (if applicable) to</b>	NOT APPLICABLE
<b>Return must be mailed on or before</b>	NOT APPLICABLE
<b>Special Instructions</b>	THIS RETURN HAS BEEN PREPARED FOR ELECTRONIC FILING. IF YOU WISH TO HAVE IT TRANSMITTED ELECTRONICALLY TO THE IRS, PLEASE SIGN, DATE, AND RETURN FORM 8879-EO TO OUR OFFICE. WE WILL THEN SUBMIT THE ELECTRONIC RETURN TO THE IRS. DO NOT MAIL A PAPER COPY OF THE RETURN TO THE IRS.

**Return of Organization Exempt From Income Tax**  
Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

▶ Do not enter social security numbers on this form as it may be made public.  
▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

**A For the 2019 calendar year, or tax year beginning and ending**

<b>B</b> Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	<b>C Name of organization</b> PIERCE COUNTY RURAL LIBRARY DISTRICT		<b>D Employer identification number</b> ** - *****
	Doing business as		<b>E Telephone number</b> 253-536-6500
	Number and street (or P.O. box if mail is not delivered to street address)	Room/suite	
	3005 112TH ST E		<b>G Gross receipts \$</b> 41,141,264.
	City or town, state or province, country, and ZIP or foreign postal code TACOMA, WA 98446-2215		
<b>F Name and address of principal officer:</b> GEORGIA LOMAX 3005 112TH ST E, TACOMA, WA 98446		<b>H(a) Is this a group return for subordinates?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>H(b) Are all subordinates included?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach a list. (see instructions) <b>H(c) Group exemption number</b> ▶	

**I Tax-exempt status:**  501(c)(3)  501(c) ( ) (insert no.)  4947(a)(1) or  527

**J Website:** ▶ WWW.PIERCECOUNTYLIBRARY.ORG

**K Form of organization:**  Corporation  Trust  Association  Other ▶ **L Year of formation:** 1946 **M State of legal domicile:** WA

**Part I Summary**

<b>Activities &amp; Governance</b>	<b>1</b> Briefly describe the organization's mission or most significant activities: <b>TO BRING THE WORLD OF INFORMATION AND IMAGINATION TO ALL PEOPLE OF OUR COMMUNITY</b>		
	<b>2</b> Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	<b>3</b> Number of voting members of the governing body (Part VI, line 1a)	<b>3</b>	5
	<b>4</b> Number of independent voting members of the governing body (Part VI, line 1b)	<b>4</b>	5
	<b>5</b> Total number of individuals employed in calendar year 2019 (Part V, line 2a)	<b>5</b>	412
	<b>6</b> Total number of volunteers (estimate if necessary)	<b>6</b>	289
	<b>7a</b> Total unrelated business revenue from Part VIII, column (C), line 12	<b>7a</b>	0.
<b>b</b> Net unrelated business taxable income from Form 990-T, line 39	<b>7b</b>	0.	
<b>Revenue</b>	<b>8</b> Contributions and grants (Part VIII, line 1h)	Prior Year	Current Year
	<b>9</b> Program service revenue (Part VIII, line 2g)	448,192.	349,220.
	<b>10</b> Investment income (Part VIII, column (A), lines 3, 4, and 7d)	31,697,496.	40,528,555.
	<b>11</b> Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	134,315.	263,489.
	<b>12</b> Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	0.	0.
<b>Expenses</b>	<b>13</b> Grants and similar amounts paid (Part IX, column (A), lines 1-3)	32,280,003.	41,141,264.
	<b>14</b> Benefits paid to or for members (Part IX, column (A), line 4)	0.	0.
	<b>15</b> Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	0.	0.
	<b>16a</b> Professional fundraising fees (Part IX, column (A), line 11e)	22,492,526.	23,731,959.
	<b>b</b> Total fundraising expenses (Part IX, column (D), line 25) ▶ 300,851.	0.	0.
	<b>17</b> Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	8,835,236.	9,924,534.
	<b>18</b> Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	31,327,762.	33,656,493.
<b>19</b> Revenue less expenses. Subtract line 18 from line 12	952,241.	7,484,771.	
<b>Net Assets or Fund Balances</b>	<b>20</b> Total assets (Part X, line 16)	Beginning of Current Year	End of Year
	<b>21</b> Total liabilities (Part X, line 26)	24,653,752.	31,718,906.
	<b>22</b> Net assets or fund balances. Subtract line 21 from line 20	1,294,006.	874,389.
		23,359,746.	30,844,517.

**Part II Signature Block**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

<b>Sign Here</b>	▶ Signature of officer	Date			
	▶ GEORGIA LOMAX, EXECUTIVE DIRECTOR Type or print name and title				
<b>Paid Preparer Use Only</b>	Print/Type preparer's name ED E. RAMOS, CPA	Preparer's signature	Date	Check if self-employed <input type="checkbox"/>	PTIN P00601133
	Firm's name ▶ DP&C	Firm's EIN ▶ ** - *****	Firm's address ▶ P.O. BOX 1614 TACOMA, WA 98401-1614	Phone no. 253.572.9922	

May the IRS discuss this return with the preparer shown above? (see instructions)  Yes  No

**Part III Statement of Program Service Accomplishments**

Check if Schedule O contains a response or note to any line in this Part III

**1** Briefly describe the organization's mission:  
**TO BRING THE WORLD OF INFORMATION AND IMAGINATION TO ALL PEOPLE OF OUR COMMUNITY**

**2** Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ?  Yes  No  
If "Yes," describe these new services on Schedule O.

**3** Did the organization cease conducting, or make significant changes in how it conducts, any program services?  Yes  No  
If "Yes," describe these changes on Schedule O.

**4** Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

**4a** (Code: \_\_\_\_\_) (Expenses \$ 30,432,877. including grants of \$ \_\_\_\_\_) (Revenue \$ 40,528,555.)  
**IN 2019, PEOPLE MADE 2,090,000 VISITS TO THE PIERCE COUNTY LIBRARY SYSTEM'S 20 LOCATIONS AND CHECKED OUT 5,918,000 BOOKS, DVDS AND OTHER MATERIALS.**

**4b** (Code: \_\_\_\_\_) (Expenses \$ \_\_\_\_\_ including grants of \$ \_\_\_\_\_) (Revenue \$ \_\_\_\_\_)

**4c** (Code: \_\_\_\_\_) (Expenses \$ \_\_\_\_\_ including grants of \$ \_\_\_\_\_) (Revenue \$ \_\_\_\_\_)

**4d** Other program services (Describe on Schedule O.)  
(Expenses \$ \_\_\_\_\_ including grants of \$ \_\_\_\_\_) (Revenue \$ \_\_\_\_\_)

**4e** Total program service expenses **▶ 30,432,877.**

**Part IV Checklist of Required Schedules**

	Yes	No
<b>1</b> Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? <i>If "Yes," complete Schedule A</i> .....	<b>1</b> X	
<b>2</b> Is the organization required to complete <i>Schedule B, Schedule of Contributors?</i> .....	<b>2</b> X	
<b>3</b> Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? <i>If "Yes," complete Schedule C, Part I</i> .....	<b>3</b>	X
<b>4 Section 501(c)(3) organizations.</b> Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If "Yes," complete Schedule C, Part II</i> .....	<b>4</b>	X
<b>5</b> Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? <i>If "Yes," complete Schedule C, Part III</i> .....	<b>5</b>	X
<b>6</b> Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? <i>If "Yes," complete Schedule D, Part I</i> .....	<b>6</b>	X
<b>7</b> Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? <i>If "Yes," complete Schedule D, Part II</i> .....	<b>7</b>	X
<b>8</b> Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If "Yes," complete Schedule D, Part III</i> .....	<b>8</b>	X
<b>9</b> Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? <i>If "Yes," complete Schedule D, Part IV</i> .....	<b>9</b>	X
<b>10</b> Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi endowments? <i>If "Yes," complete Schedule D, Part V</i> .....	<b>10</b>	X
<b>11</b> If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.		
<b>a</b> Did the organization report an amount for land, buildings, and equipment in Part X, line 10? <i>If "Yes," complete Schedule D, Part VI</i> .....	<b>11a</b> X	
<b>b</b> Did the organization report an amount for investments - other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VII</i> .....	<b>11b</b>	X
<b>c</b> Did the organization report an amount for investments - program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VIII</i> .....	<b>11c</b>	X
<b>d</b> Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part IX</i> .....	<b>11d</b>	X
<b>e</b> Did the organization report an amount for other liabilities in Part X, line 25? <i>If "Yes," complete Schedule D, Part X</i> .....	<b>11e</b>	X
<b>f</b> Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? <i>If "Yes," complete Schedule D, Part X</i> .....	<b>11f</b>	X
<b>12a</b> Did the organization obtain separate, independent audited financial statements for the tax year? <i>If "Yes," complete Schedule D, Parts XI and XII</i> .....	<b>12a</b>	X
<b>b</b> Was the organization included in consolidated, independent audited financial statements for the tax year? <i>If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional</i> .....	<b>12b</b>	X
<b>13</b> Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If "Yes," complete Schedule E</i> .....	<b>13</b>	X
<b>14a</b> Did the organization maintain an office, employees, or agents outside of the United States? .....	<b>14a</b>	X
<b>b</b> Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? <i>If "Yes," complete Schedule F, Parts I and IV</i> .....	<b>14b</b>	X
<b>15</b> Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? <i>If "Yes," complete Schedule F, Parts II and IV</i> .....	<b>15</b>	X
<b>16</b> Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? <i>If "Yes," complete Schedule F, Parts III and IV</i> .....	<b>16</b>	X
<b>17</b> Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? <i>If "Yes," complete Schedule G, Part I</i> .....	<b>17</b>	X
<b>18</b> Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If "Yes," complete Schedule G, Part II</i> .....	<b>18</b>	X
<b>19</b> Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If "Yes," complete Schedule G, Part III</i> .....	<b>19</b>	X
<b>20a</b> Did the organization operate one or more hospital facilities? <i>If "Yes," complete Schedule H</i> .....	<b>20a</b>	X
<b>b</b> If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return? .....	<b>20b</b>	
<b>21</b> Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II</i> .....	<b>21</b>	X

**Part IV Checklist of Required Schedules** (continued)

	Yes	No
<b>22</b> Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? If "Yes," complete Schedule I, Parts I and III		X
<b>23</b> Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? If "Yes," complete Schedule J	X	
<b>24a</b> Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a		X
<b>b</b> Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
<b>c</b> Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		
<b>d</b> Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?		
<b>25a Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations.</b> Did the organization engage in an excess benefit transaction with a disqualified person during the year? If "Yes," complete Schedule L, Part I		X
<b>b</b> Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I		X
<b>26</b> Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? If "Yes," complete Schedule L, Part II		X
<b>27</b> Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? If "Yes," complete Schedule L, Part III		X
<b>28</b> Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions, for applicable filing thresholds, conditions, and exceptions):		
<b>a</b> A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? If "Yes," complete Schedule L, Part IV		X
<b>b</b> A family member of any individual described in line 28a? If "Yes," complete Schedule L, Part IV		X
<b>c</b> A 35% controlled entity of one or more individuals and/or organizations described in lines 28a or 28b? If "Yes," complete Schedule L, Part IV		X
<b>29</b> Did the organization receive more than \$25,000 in non-cash contributions? If "Yes," complete Schedule M	X	
<b>30</b> Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? If "Yes," complete Schedule M		X
<b>31</b> Did the organization liquidate, terminate, or dissolve and cease operations? If "Yes," complete Schedule N, Part I		X
<b>32</b> Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? If "Yes," complete Schedule N, Part II		X
<b>33</b> Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? If "Yes," complete Schedule R, Part I		X
<b>34</b> Was the organization related to any tax-exempt or taxable entity? If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1	X	
<b>35a</b> Did the organization have a controlled entity within the meaning of section 512(b)(13)?		X
<b>b</b> If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," complete Schedule R, Part V, line 2		
<b>36 Section 501(c)(3) organizations.</b> Did the organization make any transfers to an exempt non-charitable related organization? If "Yes," complete Schedule R, Part V, line 2		X
<b>37</b> Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? If "Yes," complete Schedule R, Part VI		X
<b>38</b> Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? <b>Note:</b> All Form 990 filers are required to complete Schedule O	X	

**Part V Statements Regarding Other IRS Filings and Tax Compliance**

Check if Schedule O contains a response or note to any line in this Part V

	Yes	No
<b>1a</b> Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable		
<b>b</b> Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable		
<b>c</b> Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?		

**Part V** Statements Regarding Other IRS Filings and Tax Compliance (continued)

		Yes	No
<b>2a</b>	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return ..... <b>2a</b> 412		
<b>b</b>	If at least one is reported on line 2a, did the organization file all required federal employment tax returns? ..... <b>2b</b>	X	
<b>Note:</b> If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions) .....			
<b>3a</b>	Did the organization have unrelated business gross income of \$1,000 or more during the year? ..... <b>3a</b>		X
<b>b</b>	If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation on Schedule O ..... <b>3b</b>		
<b>4a</b>	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)? ..... <b>4a</b>		X
<b>b</b>	If "Yes," enter the name of the foreign country ▶ _____ See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
<b>5a</b>	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year? ..... <b>5a</b>		X
<b>b</b>	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction? ..... <b>5b</b>		X
<b>c</b>	If "Yes" to line 5a or 5b, did the organization file Form 8886-T? ..... <b>5c</b>		
<b>6a</b>	Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions? ..... <b>6a</b>		X
<b>b</b>	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible? .....		
<b>7</b>	<b>Organizations that may receive deductible contributions under section 170(c).</b>		
<b>a</b>	Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor? ..... <b>7a</b>		X
<b>b</b>	If "Yes," did the organization notify the donor of the value of the goods or services provided? .....		
<b>c</b>	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282? .....		X
<b>d</b>	If "Yes," indicate the number of Forms 8282 filed during the year ..... <b>7d</b>		
<b>e</b>	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract? .....		
<b>f</b>	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract? .....		
<b>g</b>	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required? ...		
<b>h</b>	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?		
<b>8</b>	<b>Sponsoring organizations maintaining donor advised funds.</b> Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year? .....		
<b>9</b>	<b>Sponsoring organizations maintaining donor advised funds.</b>		
<b>a</b>	Did the sponsoring organization make any taxable distributions under section 4966? .....		
<b>b</b>	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person? .....		
<b>10</b>	<b>Section 501(c)(7) organizations.</b> Enter:		
<b>a</b>	Initiation fees and capital contributions included on Part VIII, line 12 ..... <b>10a</b>		
<b>b</b>	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities ..... <b>10b</b>		
<b>11</b>	<b>Section 501(c)(12) organizations.</b> Enter:		
<b>a</b>	Gross income from members or shareholders ..... <b>11a</b>		
<b>b</b>	Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.) ..... <b>11b</b>		
<b>12a</b>	<b>Section 4947(a)(1) non-exempt charitable trusts.</b> Is the organization filing Form 990 in lieu of Form 1041? ..... <b>12a</b>		
<b>b</b>	If "Yes," enter the amount of tax-exempt interest received or accrued during the year ..... <b>12b</b>		
<b>13</b>	<b>Section 501(c)(29) qualified nonprofit health insurance issuers.</b>		
<b>a</b>	Is the organization licensed to issue qualified health plans in more than one state? ..... <b>13a</b>		
<b>Note:</b> See the instructions for additional information the organization must report on Schedule O.			
<b>b</b>	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans ..... <b>13b</b>		
<b>c</b>	Enter the amount of reserves on hand ..... <b>13c</b>		
<b>14a</b>	Did the organization receive any payments for indoor tanning services during the tax year? ..... <b>14a</b>		X
<b>b</b>	If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation on Schedule O ..... <b>14b</b>		
<b>15</b>	Is the organization subject to the section 4960 tax on payment(s) of more than \$1,000,000 in remuneration or excess parachute payment(s) during the year? ..... <b>15</b>		X
If "Yes," see instructions and file Form 4720, Schedule N.			
<b>16</b>	Is the organization an educational institution subject to the section 4968 excise tax on net investment income? ..... <b>16</b>		X
If "Yes," complete Form 4720, Schedule O.			

Part VI Governance, Management, and Disclosure For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions.

Check if Schedule O contains a response or note to any line in this Part VI [X]

Section A. Governing Body and Management

Table with 3 columns: Question, Yes, No. Rows include: 1a Enter the number of voting members... 1b Enter the number of voting members included... 2 Did any officer, director, trustee, or key employee have a family relationship... 3 Did the organization delegate control over management duties... 4 Did the organization make any significant changes to its governing documents... 5 Did the organization become aware during the year of a significant diversion of the organization's assets... 6 Did the organization have members or stockholders... 7a Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body... 7b Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body... 8 Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following: a The governing body? b Each committee with authority to act on behalf of the governing body? 9 Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses on Schedule O

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

Table with 3 columns: Question, Yes, No. Rows include: 10a Did the organization have local chapters, branches, or affiliates? 10b If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes? 11a Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form? 11b Describe in Schedule O the process, if any, used by the organization to review this Form 990. 12a Did the organization have a written conflict of interest policy? If "No," go to line 13 12b Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts? 12c Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this was done 13 Did the organization have a written whistleblower policy? 14 Did the organization have a written document retention and destruction policy? 15 Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision? 15a The organization's CEO, Executive Director, or top management official 15b Other officers or key employees of the organization If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions). 16a Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year? 16b If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?

Section C. Disclosure

- 17 List the states with which a copy of this Form 990 is required to be filed WA
18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.
19 Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.
20 State the name, address, and telephone number of the person who possesses the organization's books and records

**Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors**

Check if Schedule O contains a response or note to any line in this Part VII

**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees**

**1a** Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations. See instructions for the order in which to list the persons above.

Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) ROBERT ALLEN TRUSTEE/CHAIR	2.00	X		X				0.	0.	0.
(2) DONNA ALBERS TRUSTEE/VICE-CHAIR	2.00	X		X				0.	0.	0.
(3) MONICA BUTLER TRUSTEE/MEMBER	2.00	X						0.	0.	0.
(4) DAREN JONES TRUSTEE/MEMBER	2.00	X						0.	0.	0.
(5) PAT JENKINS TRUSTEE/MEMBER	2.00	X						0.	0.	0.
(6) GEORGIA LOMAX EXECUTIVE DIRECTOR	40.00			X				158,352.	0.	32,732.
(7) CLIFFORD JO FINANCE/BUSINESS DIRECTOR	40.00			X				150,326.	0.	21,239.
(8) MELINDA CHESBRO DEPUTY DIRECTOR	40.00					X		129,071.	0.	27,418.
(9) CHEREE GREEN STAFF EXPERIENCE DIRECTOR	40.00					X		136,399.	0.	19,414.
(10) MARY GETCHELL MARKETING & COMMUNICATIONS	40.00					X		126,705.	0.	17,880.
(11) STEPHANIE RATKO IT MANAGER	40.00					X		126,523.	0.	17,879.
(12) TERESA COVINGTON APPLICATIONS SERVICES MANAGER	40.00					X		122,837.	0.	17,383.



**Part VIII Statement of Revenue**

Check if Schedule O contains a response or note to any line in this Part VIII

			(A)	(B)	(C)	(D)	
			Total revenue	Related or exempt function revenue	Unrelated business revenue	Revenue excluded from tax under sections 512 - 514	
<b>Contributions, Gifts, Grants and Other Similar Amounts</b>	<b>1 a</b> Federated campaigns .....	<b>1a</b>					
	<b>b</b> Membership dues .....	<b>1b</b>					
	<b>c</b> Fundraising events .....	<b>1c</b>					
	<b>d</b> Related organizations .....	<b>1d</b>					
	<b>e</b> Government grants (contributions) .....	<b>1e</b>					
	<b>f</b> All other contributions, gifts, grants, and similar amounts not included above ...	<b>1f</b>	349,220.				
	<b>g</b> Noncash contributions included in lines 1a-1f .....	<b>1g</b>	\$				
	<b>h Total.</b> Add lines 1a-1f .....			349,220.			
<b>Program Service Revenue</b>	<b>2 a TAXES</b> .....	<b>Business Code</b>					
		900099	39,447,639.	39,447,639.			
	<b>b REFUNDS</b> .....	900099	472,033.	472,033.			
	<b>c OVERDUE FINES</b> .....	519100	381,285.	381,285.			
	<b>d GOODS &amp; SERVICES</b> .....	900099	187,658.	187,658.			
	<b>e SURPLUS BOOK SALES</b> .....	453310	16,768.	16,768.			
	<b>f</b> All other program service revenue .....	900099	23,172.	23,172.			
<b>g Total.</b> Add lines 2a-2f .....			40,528,555.				
<b>Other Revenue</b>	<b>3</b> Investment income (including dividends, interest, and other similar amounts) .....		263,489.			263,489.	
	<b>4</b> Income from investment of tax-exempt bond proceeds .....						
	<b>5</b> Royalties .....						
	<b>6 a</b> Gross rents .....	<b>6a</b>	(i) Real				
			(ii) Personal				
	<b>b</b> Less: rental expenses .....	<b>6b</b>					
	<b>c</b> Rental income or (loss) .....	<b>6c</b>					
	<b>d</b> Net rental income or (loss) .....						
	<b>7 a</b> Gross amount from sales of assets other than inventory .....	<b>7a</b>	(i) Securities				
			(ii) Other				
	<b>b</b> Less: cost or other basis and sales expenses .....	<b>7b</b>					
	<b>c</b> Gain or (loss) .....	<b>7c</b>					
	<b>d</b> Net gain or (loss) .....						
<b>8 a</b> Gross income from fundraising events (not including \$ _____ of contributions reported on line 1c). See Part IV, line 18 .....	<b>8a</b>						
<b>b</b> Less: direct expenses .....	<b>8b</b>						
<b>c</b> Net income or (loss) from fundraising events .....							
<b>9 a</b> Gross income from gaming activities. See Part IV, line 19 .....	<b>9a</b>						
<b>b</b> Less: direct expenses .....	<b>9b</b>						
<b>c</b> Net income or (loss) from gaming activities .....							
<b>10 a</b> Gross sales of inventory, less returns and allowances .....	<b>10a</b>						
<b>b</b> Less: cost of goods sold .....	<b>10b</b>						
<b>c</b> Net income or (loss) from sales of inventory .....							
<b>Miscellaneous Revenue</b>	<b>11 a</b> _____	<b>Business Code</b>					
	<b>b</b> _____						
	<b>c</b> _____						
	<b>d</b> All other revenue .....						
	<b>e Total.</b> Add lines 11a-11d .....						
<b>12 Total revenue.</b> See instructions .....			41,141,264.	40,528,555.	0.	263,489.	

**Part IX Statement of Functional Expenses**

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	362,649.		362,649.	
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	17,000,844.	15,749,470.	1,025,216.	226,158.
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	2,165,882.	1,961,746.	175,106.	29,030.
9 Other employee benefits	2,905,709.	2,717,269.	162,575.	25,865.
10 Payroll taxes	1,296,875.	1,179,439.	100,776.	16,660.
11 Fees for services (nonemployees):				
a Management	766,762.	675,823.	90,939.	
b Legal	37,237.		37,237.	
c Accounting				
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Sch. O.)	583,716.	583,716.		
12 Advertising and promotion	60,520.	53,255.	6,752.	513.
13 Office expenses	586,784.	561,984.	23,700.	1,100.
14 Information technology	1,830,854.	1,797,656.	33,198.	
15 Royalties				
16 Occupancy	1,157,983.	1,117,494.	40,489.	
17 Travel	126,073.	115,605.	9,393.	1,075.
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings	32,985.	28,278.	4,707.	
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	770,846.		770,846.	
23 Insurance	1,067.		1,067.	
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a <b>LIBRARY MATERIALS</b>	3,425,618.	3,425,618.		
b <b>EQUIPMENT AND FURNISHIN</b>	249,961.	249,961.		
c <b>CAPITAL IMPROVEMENTS</b>	188,584.	188,584.		
d <b>DUES &amp; MEMBERSHIPS</b>	54,966.	9,716.	44,800.	450.
e All other expenses	50,578.	17,263.	33,315.	
25 <b>Total functional expenses.</b> Add lines 1 through 24e	33,656,493.	30,432,877.	2,922,765.	300,851.
26 <b>Joint costs.</b> Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720)				

**Part X Balance Sheet**

Check if Schedule O contains a response or note to any line in this Part X

		(A)		(B)		
		Beginning of year		End of year		
<b>Assets</b>	<b>1</b> Cash - non-interest-bearing .....	1,341,095.	<b>1</b>	19,496,158.		
	<b>2</b> Savings and temporary cash investments .....	10,585,000.	<b>2</b>	265,938.		
	<b>3</b> Pledges and grants receivable, net .....		<b>3</b>			
	<b>4</b> Accounts receivable, net .....		<b>4</b>			
	<b>5</b> Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons .....		<b>5</b>			
	<b>6</b> Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B) .....		<b>6</b>			
	<b>7</b> Notes and loans receivable, net .....		<b>7</b>			
	<b>8</b> Inventories for sale or use .....		<b>8</b>			
	<b>9</b> Prepaid expenses and deferred charges .....		<b>9</b>			
	<b>10a</b> Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D .....	<b>10a</b> 28,805,754.				
	<b>b</b> Less: accumulated depreciation .....	<b>10b</b> 16,848,944.	12,727,657.	<b>10c</b>	11,956,810.	
	<b>11</b> Investments - publicly traded securities .....			<b>11</b>		
	<b>12</b> Investments - other securities. See Part IV, line 11 .....			<b>12</b>		
	<b>13</b> Investments - program-related. See Part IV, line 11 .....			<b>13</b>		
	<b>14</b> Intangible assets .....			<b>14</b>		
	<b>15</b> Other assets. See Part IV, line 11 .....			<b>15</b>		
<b>16 Total assets.</b> Add lines 1 through 15 (must equal line 33) .....		24,653,752.	<b>16</b>	31,718,906.		
<b>Liabilities</b>	<b>17</b> Accounts payable and accrued expenses .....	1,294,006.	<b>17</b>	874,389.		
	<b>18</b> Grants payable .....		<b>18</b>			
	<b>19</b> Deferred revenue .....		<b>19</b>			
	<b>20</b> Tax-exempt bond liabilities .....		<b>20</b>			
	<b>21</b> Escrow or custodial account liability. Complete Part IV of Schedule D .....		<b>21</b>			
	<b>22</b> Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons .....		<b>22</b>			
	<b>23</b> Secured mortgages and notes payable to unrelated third parties .....		<b>23</b>			
	<b>24</b> Unsecured notes and loans payable to unrelated third parties .....		<b>24</b>			
	<b>25</b> Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D .....		<b>25</b>			
	<b>26 Total liabilities.</b> Add lines 17 through 25 .....		1,294,006.	<b>26</b>	874,389.	
<b>Net Assets or Fund Balances</b>	<b>Organizations that follow FASB ASC 958, check here</b> <input type="checkbox"/> <b>and complete lines 27, 28, 32, and 33.</b>					
	<b>27</b> Net assets without donor restrictions .....		<b>27</b>			
	<b>28</b> Net assets with donor restrictions .....		<b>28</b>			
	<b>Organizations that do not follow FASB ASC 958, check here</b> <input checked="" type="checkbox"/> <b>and complete lines 29 through 33.</b>					
	<b>29</b> Capital stock or trust principal, or current funds .....	10,632,089.	<b>29</b>	18,887,707.		
	<b>30</b> Paid-in or capital surplus, or land, building, or equipment fund .....	12,727,657.	<b>30</b>	11,956,810.		
	<b>31</b> Retained earnings, endowment, accumulated income, or other funds .....	0.	<b>31</b>	0.		
	<b>32 Total net assets or fund balances</b> .....	23,359,746.	<b>32</b>	30,844,517.		
<b>33 Total liabilities and net assets/fund balances</b> .....	24,653,752.	<b>33</b>	31,718,906.			

**Part XI Reconciliation of Net Assets**

Check if Schedule O contains a response or note to any line in this Part XI

1	Total revenue (must equal Part VIII, column (A), line 12)	1	41,141,264.
2	Total expenses (must equal Part IX, column (A), line 25)	2	33,656,493.
3	Revenue less expenses. Subtract line 2 from line 1	3	7,484,771.
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	23,359,746.
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain on Schedule O)	9	0.
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	30,844,517.

**Part XII Financial Statements and Reporting**

Check if Schedule O contains a response or note to any line in this Part XII

	Yes	No
1 Accounting method used to prepare the Form 990: <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual <input type="checkbox"/> Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.		
2a Were the organization's financial statements compiled or reviewed by an independent accountant? _____ If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		X
b Were the organization's financial statements audited by an independent accountant? _____ If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		X
c If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? _____ If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.		
3a As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133? _____		X
b If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits _____		

Form 990 (2019)



**Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in) ▶	(a) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(f) Total
<b>1</b> Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.") .....	476,801.	563,398.	328,275.	448,192.	349,220.	2,165,886.
<b>2</b> Tax revenues levied for the organization's benefit and either paid to or expended on its behalf .....	26,854,883.	28,470,513.	29,285,461.	30,317,241.	39,447,639.	154,375,737.
<b>3</b> The value of services or facilities furnished by a governmental unit to the organization without charge ...						
<b>4 Total.</b> Add lines 1 through 3 .....	27,331,684.	29,033,911.	29,613,736.	30,765,433.	39,796,859.	156,541,623.
<b>5</b> The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f) .....						
<b>6 Public support.</b> Subtract line 5 from line 4.						156,541,623.

**Section B. Total Support**

Calendar year (or fiscal year beginning in) ▶	(a) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(f) Total
<b>7</b> Amounts from line 4 .....	27,331,684.	29,033,911.	29,613,736.	30,765,433.	39,796,859.	156,541,623.
<b>8</b> Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources ...	7,788.	22,098.	55,033.	134,315.	263,489.	482,723.
<b>9</b> Net income from unrelated business activities, whether or not the business is regularly carried on ...						
<b>10</b> Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.) .....	15,202.	11,972.	6,702.	4,580.	16,768.	55,224.
<b>11 Total support.</b> Add lines 7 through 10						157,079,570.
<b>12</b> Gross receipts from related activities, etc. (see instructions) .....					12	2,110,992.
<b>13 First five years.</b> If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and <b>stop here</b> .....						<input type="checkbox"/>

**Section C. Computation of Public Support Percentage**

<b>14</b> Public support percentage for 2019 (line 6, column (f) divided by line 11, column (f)) .....	<b>14</b>	99.66 %
<b>15</b> Public support percentage from 2018 Schedule A, Part II, line 14 .....	<b>15</b>	99.80 %
<b>16a 33 1/3% support test - 2019.</b> If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and <b>stop here.</b> The organization qualifies as a publicly supported organization .....		<input checked="" type="checkbox"/>
<b>b 33 1/3% support test - 2018.</b> If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and <b>stop here.</b> The organization qualifies as a publicly supported organization .....		<input type="checkbox"/>
<b>17a 10% -facts-and-circumstances test - 2019.</b> If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and <b>stop here.</b> Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization .....		<input type="checkbox"/>
<b>b 10% -facts-and-circumstances test - 2018.</b> If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and <b>stop here.</b> Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization .....		<input type="checkbox"/>
<b>18 Private foundation.</b> If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions .....		<input type="checkbox"/>

**Part III Support Schedule for Organizations Described in Section 509(a)(2)**

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in) ►	(a) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(f) Total
<b>1</b> Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.") .....						
<b>2</b> Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose .....						
<b>3</b> Gross receipts from activities that are not an unrelated trade or business under section 513 .....						
<b>4</b> Tax revenues levied for the organization's benefit and either paid to or expended on its behalf .....						
<b>5</b> The value of services or facilities furnished by a governmental unit to the organization without charge .....						
<b>6 Total.</b> Add lines 1 through 5 .....						
<b>7a</b> Amounts included on lines 1, 2, and 3 received from disqualified persons .....						
<b>b</b> Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year .....						
<b>c</b> Add lines 7a and 7b .....						
<b>8 Public support.</b> (Subtract line 7c from line 6.)						

**Section B. Total Support**

Calendar year (or fiscal year beginning in) ►	(a) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(f) Total
<b>9</b> Amounts from line 6 .....						
<b>10a</b> Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources .....						
<b>b</b> Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975 .....						
<b>c</b> Add lines 10a and 10b .....						
<b>11</b> Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on .....						
<b>12</b> Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.) .....						
<b>13 Total support.</b> (Add lines 9, 10c, 11, and 12.)						

**14 First five years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** .....

**Section C. Computation of Public Support Percentage**

<b>15</b> Public support percentage for 2019 (line 8, column (f), divided by line 13, column (f)) .....	<b>15</b>	%
<b>16</b> Public support percentage from 2018 Schedule A, Part III, line 15 .....	<b>16</b>	%

**Section D. Computation of Investment Income Percentage**

<b>17</b> Investment income percentage for 2019 (line 10c, column (f), divided by line 13, column (f)) .....	<b>17</b>	%
<b>18</b> Investment income percentage from 2018 Schedule A, Part III, line 17 .....	<b>18</b>	%

**19a 33 1/3% support tests - 2019.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization .....

**b 33 1/3% support tests - 2018.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization .....

**20 Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions .....

**Part IV Supporting Organizations**

(Complete only if you checked a box in line 12 on Part I. If you checked 12a of Part I, complete Sections A and B. If you checked 12b of Part I, complete Sections A and C. If you checked 12c of Part I, complete Sections A, D, and E. If you checked 12d of Part I, complete Sections A and D, and complete Part V.)

**Section A. All Supporting Organizations**

	Yes	No
<b>1</b> Are all of the organization's supported organizations listed by name in the organization's governing documents? <i>If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.</i>		
<b>2</b> Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? <i>If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).</i>		
<b>3a</b> Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? <i>If "Yes," answer (b) and (c) below.</i>		
<b>b</b> Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? <i>If "Yes," describe in Part VI when and how the organization made the determination.</i>		
<b>c</b> Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? <i>If "Yes," explain in Part VI what controls the organization put in place to ensure such use.</i>		
<b>4a</b> Was any supported organization not organized in the United States ("foreign supported organization")? <i>If "Yes," and if you checked 12a or 12b in Part I, answer (b) and (c) below.</i>		
<b>b</b> Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? <i>If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.</i>		
<b>c</b> Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? <i>If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.</i>		
<b>5a</b> Did the organization add, substitute, or remove any supported organizations during the tax year? <i>If "Yes," answer (b) and (c) below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).</i>		
<b>b Type I or Type II only.</b> Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
<b>c Substitutions only.</b> Was the substitution the result of an event beyond the organization's control?		
<b>6</b> Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? <i>If "Yes," provide detail in Part VI.</i>		
<b>7</b> Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? <i>If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).</i>		
<b>8</b> Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? <i>If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).</i>		
<b>9a</b> Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? <i>If "Yes," provide detail in Part VI.</i>		
<b>b</b> Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? <i>If "Yes," provide detail in Part VI.</i>		
<b>c</b> Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? <i>If "Yes," provide detail in Part VI.</i>		
<b>10a</b> Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? <i>If "Yes," answer 10b below.</i>		
<b>b</b> Did the organization have any excess business holdings in the tax year? <i>(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)</i>		

**Part IV Supporting Organizations** (continued)

	Yes	No
<b>11</b> Has the organization accepted a gift or contribution from any of the following persons?		
<b>a</b> A person who directly or indirectly controls, either alone or together with persons described in (b) and (c) below, the governing body of a supported organization?		
<b>b</b> A family member of a person described in (a) above?		
<b>c</b> A 35% controlled entity of a person described in (a) or (b) above? If "Yes" to a, b, or c, provide detail in Part VI.		

**Section B. Type I Supporting Organizations**

	Yes	No
<b>1</b> Did the directors, trustees, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's directors or trustees at all times during the tax year? If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove directors or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.		
<b>2</b> Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.		

**Section C. Type II Supporting Organizations**

	Yes	No
<b>1</b> Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).		

**Section D. All Type III Supporting Organizations**

	Yes	No
<b>1</b> Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?		
<b>2</b> Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).		
<b>3</b> By reason of the relationship described in (2), did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.		

**Section E. Type III Functionally Integrated Supporting Organizations**

<b>1</b> Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).		
<b>a</b> <input type="checkbox"/> The organization satisfied the Activities Test. Complete line 2 below.		
<b>b</b> <input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete line 3 below.		
<b>c</b> <input type="checkbox"/> The organization supported a governmental entity. Describe in Part VI how you supported a government entity (see instructions).		
<b>2</b> Activities Test. Answer (a) and (b) below.		
<b>a</b> Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.	Yes	No
<b>b</b> Did the activities described in (a) constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.		
<b>3</b> Parent of Supported Organizations. Answer (a) and (b) below.		
<b>a</b> Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? Provide details in Part VI.		
<b>b</b> Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If "Yes," describe in Part VI the role played by the organization in this regard.		

**Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations**

1  Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI). **See instructions.** All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

<b>Section A - Adjusted Net Income</b>		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3.	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	<b>Adjusted Net Income</b> (subtract lines 5, 6, and 7 from line 4)	8	

<b>Section B - Minimum Asset Amount</b>		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	<b>Total</b> (add lines 1a, 1b, and 1c)	1d	
e	<b>Discount</b> claimed for blockage or other factors (explain in detail in <b>Part VI</b> ):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d.	3	
4	Cash deemed held for exempt use. Enter 1-1/2% of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by .035.	6	
7	Recoveries of prior-year distributions	7	
8	<b>Minimum Asset Amount</b> (add line 7 to line 6)	8	

<b>Section C - Distributable Amount</b>			Current Year
1	Adjusted net income for prior year (from Section A, line 8, Column A)	1	
2	Enter 85% of line 1.	2	
3	Minimum asset amount for prior year (from Section B, line 8, Column A)	3	
4	Enter greater of line 2 or line 3.	4	
5	Income tax imposed in prior year	5	
6	<b>Distributable Amount.</b> Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	
7	<input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).		

**Part V** Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)

Section D - Distributions	Current Year
<b>1</b> Amounts paid to supported organizations to accomplish exempt purposes	
<b>2</b> Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	
<b>3</b> Administrative expenses paid to accomplish exempt purposes of supported organizations	
<b>4</b> Amounts paid to acquire exempt-use assets	
<b>5</b> Qualified set-aside amounts (prior IRS approval required)	
<b>6</b> Other distributions (describe in <b>Part VI</b> ). See instructions.	
<b>7 Total annual distributions.</b> Add lines 1 through 6.	
<b>8</b> Distributions to attentive supported organizations to which the organization is responsive (provide details in <b>Part VI</b> ). See instructions.	
<b>9</b> Distributable amount for 2019 from Section C, line 6	
<b>10</b> Line 8 amount divided by line 9 amount	

Section E - Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2019	(iii) Distributable Amount for 2019
<b>1</b> Distributable amount for 2019 from Section C, line 6			
<b>2</b> Underdistributions, if any, for years prior to 2019 (reasonable cause required- explain in <b>Part VI</b> ). See instructions.			
<b>3</b> Excess distributions carryover, if any, to 2019			
<b>a</b> From 2014			
<b>b</b> From 2015			
<b>c</b> From 2016			
<b>d</b> From 2017			
<b>e</b> From 2018			
<b>f Total</b> of lines 3a through e			
<b>g</b> Applied to underdistributions of prior years			
<b>h</b> Applied to 2019 distributable amount			
<b>i</b> Carryover from 2014 not applied (see instructions)			
<b>j</b> Remainder. Subtract lines 3g, 3h, and 3i from 3f.			
<b>4</b> Distributions for 2019 from Section D, line 7: \$			
<b>a</b> Applied to underdistributions of prior years			
<b>b</b> Applied to 2019 distributable amount			
<b>c</b> Remainder. Subtract lines 4a and 4b from 4.			
<b>5</b> Remaining underdistributions for years prior to 2019, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in <b>Part VI</b> . See instructions.			
<b>6</b> Remaining underdistributions for 2019. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in <b>Part VI</b> . See instructions.			
<b>7 Excess distributions carryover to 2020.</b> Add lines 3j and 4c.			
<b>8</b> Breakdown of line 7:			
<b>a</b> Excess from 2015			
<b>b</b> Excess from 2016			
<b>c</b> Excess from 2017			
<b>d</b> Excess from 2018			
<b>e</b> Excess from 2019			

**Part VI**

**Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

Lined area for supplemental information with a large diagonal 'DRAFT' watermark.

**Schedule B**

(Form 990, 990-EZ, or 990-PF)

Department of the Treasury  
Internal Revenue Service

**Schedule of Contributors**

▶ Attach to Form 990, Form 990-EZ, or Form 990-PF.  
▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest information.

OMB No. 1545-0047

**2019**

Name of the organization

PIERCE COUNTY RURAL LIBRARY DISTRICT

Employer identification number

\*\*-\*\*\*\*\*

Organization type (check one):

**Filers of:**

**Section:**

Form 990 or 990-EZ

501(c)( 3 ) (enter number) organization

4947(a)(1) nonexempt charitable trust **not** treated as a private foundation

527 political organization

Form 990-PF

501(c)(3) exempt private foundation

4947(a)(1) nonexempt charitable trust treated as a private foundation

501(c)(3) taxable private foundation

Check if your organization is covered by the **General Rule** or a **Special Rule**.

**Note:** Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

**General Rule**

For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

**Special Rules**

For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33 1/3% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990 or 990-EZ), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of **(1)** \$5,000; or **(2)** 2% of the amount on (i) Form 990, Part VIII, line 1h; or (ii) Form 990-EZ, line 1. Complete Parts I and II.

For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000 *exclusively* for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I, II, and III.

For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling \$5,000 or more during the year ..... ▶ \$ \_\_\_\_\_

**Caution:** An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990, 990-EZ, or 990-PF), but it **must** answer "No" on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990, 990-EZ, or 990-PF).

Name of organization  <b>PIERCE COUNTY RURAL LIBRARY DISTRICT</b>	Employer identification number  <b>** _ * * * * *</b>
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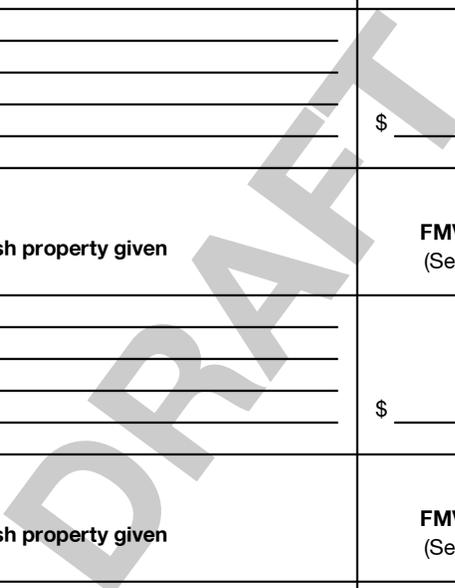
**Part I Contributors** (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	PIERCE COUNTY LIBRARY FOUNDATION  3005 112TH ST E  TACOMA, WA 98446	\$ 314,321.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$ _____	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$ _____	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$ _____	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$ _____	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$ _____	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$ _____	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)

Name of organization  <b>PIERCE COUNTY RURAL LIBRARY DISTRICT</b>	Employer identification number  <b>**-*****</b>
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**Part II Noncash Property** (see instructions). Use duplicate copies of Part II if additional space is needed.

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		\$ _____	_____
		\$ _____	_____
		\$ _____	_____
		\$ _____	_____
		\$ _____	_____
		\$ _____	_____
		\$ _____	_____



Name of organization  <b>PIERCE COUNTY RURAL LIBRARY DISTRICT</b>	Employer identification number  * * _ * * * * * *
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**Part III** Exclusively religious, charitable, etc., contributions to organizations described in section 501(c)(7), (8), or (10) that total more than \$1,000 for the year from any one contributor. Complete columns (a) through (e) and the following line entry. For organizations completing Part III, enter the total of exclusively religious, charitable, etc., contributions of \$1,000 or less for the year. (Enter this info. once.) ▶ \$ \_\_\_\_\_  
Use duplicate copies of Part III if additional space is needed.

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
<b>(e) Transfer of gift</b>			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	
<b>(e) Transfer of gift</b>			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	
<b>(e) Transfer of gift</b>			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	
<b>(e) Transfer of gift</b>			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	
<b>(e) Transfer of gift</b>			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	
<b>(e) Transfer of gift</b>			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	

**SCHEDULE D**  
**(Form 990)**

Department of the Treasury  
Internal Revenue Service

**Supplemental Financial Statements**

▶ **Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.**

▶ **Attach to Form 990.**

▶ **Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.**

OMB No. 1545-0047

**2019**

**Open to Public Inspection**

Name of the organization **PIERCE COUNTY RURAL LIBRARY DISTRICT** Employer identification number **\*\*-\*\*\*\*\***

**Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.** Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year .....		
2 Aggregate value of contributions to (during year) .....		
3 Aggregate value of grants from (during year) .....		
4 Aggregate value at end of year .....		
5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Part II Conservation Easements.** Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).

Preservation of land for public use (for example, recreation or education)  Preservation of a historically important land area

Protection of natural habitat  Preservation of a certified historic structure

Preservation of open space

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

	Held at the End of the Tax Year
a Total number of conservation easements .....	2a
b Total acreage restricted by conservation easements .....	2b
c Number of conservation easements on a certified historic structure included in (a) .....	2c
d Number of conservation easements included in (c) acquired after 7/25/06, and not on a historic structure listed in the National Register .....	2d

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ▶ \_\_\_\_\_

4 Number of states where property subject to conservation easement is located ▶ \_\_\_\_\_

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? .....

Yes  No

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ \_\_\_\_\_

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ \$ \_\_\_\_\_

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? .....

Yes  No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:

(i) Revenue included on Form 990, Part VIII, line 1 .....

▶ \$ \_\_\_\_\_

(ii) Assets included in Form 990, Part X .....

▶ \$ \_\_\_\_\_

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items:

a Revenue included on Form 990, Part VIII, line 1 .....

▶ \$ \_\_\_\_\_

b Assets included in Form 990, Part X .....

▶ \$ \_\_\_\_\_

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule D (Form 990) 2019

**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets** (continued)

- 3 Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply):
- a  Public exhibition
  - b  Scholarly research
  - c  Preservation for future generations
  - d  Loan or exchange program
  - e  Other \_\_\_\_\_
- 4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.
- 5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection?  Yes  No

**Part IV Escrow and Custodial Arrangements.** Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

- 1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X?  Yes  No
- b If "Yes," explain the arrangement in Part XIII and complete the following table:
- |                                 | Amount |
|---------------------------------|--------|
| c Beginning balance             | 1c     |
| d Additions during the year     | 1d     |
| e Distributions during the year | 1e     |
| f Ending balance                | 1f     |
- 2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability?  Yes  No
- b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII

**Part V Endowment Funds.** Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

- 2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:
- a Board designated or quasi-endowment  \_\_\_\_\_ %
  - b Permanent endowment  \_\_\_\_\_ %
  - c Term endowment  \_\_\_\_\_ %
- The percentages on lines 2a, 2b, and 2c should equal 100%.
- 3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:
- |  | Yes    | No |
|--|--------|----|
| (i) Unrelated organizations  | 3a(i)  |    |
| (ii) Related organizations   | 3a(ii) |    |
| b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R? | 3b     |    |
- 4 Describe in Part XIII the intended uses of the organization's endowment funds.

**Part VI Land, Buildings, and Equipment.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land		3,774,094.		3,774,094.
b Buildings		25,031,660.	16,848,944.	8,182,716.
c Leasehold improvements				
d Equipment				
e Other				
<b>Total.</b> Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				<b>11,956,810.</b>

**Part VII Investments - Other Securities.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives .....		
(2) Closely held equity interests .....		
(3) Other .....		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
<b>Total.</b> (Col. (b) must equal Form 990, Part X, col. (B) line 12.) ▶		

**Part VIII Investments - Program Related.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
<b>Total.</b> (Col. (b) must equal Form 990, Part X, col. (B) line 13.) ▶		

**Part IX Other Assets.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
<b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 15.) ▶	

**Part X Other Liabilities.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
<b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 25.) ▶	

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII...



**SCHEDULE J  
(Form 990)**

**Compensation Information**

OMB No. 1545-0047

**2019**

Open to Public Inspection

Department of the Treasury  
Internal Revenue Service

For certain Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees  
 ▶ Complete if the organization answered "Yes" on Form 990, Part IV, line 23.  
 ▶ Attach to Form 990.  
 ▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

Name of the organization

**PIERCE COUNTY RURAL LIBRARY DISTRICT**

Employer identification number  
 \*\* - \* \* \* \* \*

**Part I Questions Regarding Compensation**

- 1a** Check the appropriate box(es) if the organization provided any of the following to or for a person listed on Form 990, Part VII, Section A, line 1a. Complete Part III to provide any relevant information regarding these items.
- |  |  |
|--|--|
| <input type="checkbox"/> First-class or charter travel             | <input type="checkbox"/> Housing allowance or residence for personal use   |
| <input type="checkbox"/> Travel for companions                     | <input type="checkbox"/> Payments for business use of personal residence   |
| <input type="checkbox"/> Tax indemnification and gross-up payments | <input type="checkbox"/> Health or social club dues or initiation fees     |
| <input type="checkbox"/> Discretionary spending account            | <input type="checkbox"/> Personal services (such as maid, chauffeur, chef) |
- b** If any of the boxes on line 1a are checked, did the organization follow a written policy regarding payment or reimbursement or provision of all of the expenses described above? If "No," complete Part III to explain .....
- 2** Did the organization require substantiation prior to reimbursing or allowing expenses incurred by all directors, trustees, and officers, including the CEO/Executive Director, regarding the items checked on line 1a? .....
- 3** Indicate which, if any, of the following the organization used to establish the compensation of the organization's CEO/Executive Director. Check all that apply. Do not check any boxes for methods used by a related organization to establish compensation of the CEO/Executive Director, but explain in Part III.
- |  |   |
|--|---|
| <input type="checkbox"/> Compensation committee              | <input checked="" type="checkbox"/> Written employment contract                     |
| <input type="checkbox"/> Independent compensation consultant | <input checked="" type="checkbox"/> Compensation survey or study                    |
| <input type="checkbox"/> Form 990 of other organizations     | <input checked="" type="checkbox"/> Approval by the board or compensation committee |
- 4** During the year, did any person listed on Form 990, Part VII, Section A, line 1a, with respect to the filing organization or a related organization:
- a** Receive a severance payment or change-of-control payment? .....
- b** Participate in, or receive payment from, a supplemental nonqualified retirement plan? .....
- c** Participate in, or receive payment from, an equity-based compensation arrangement? .....
- If "Yes" to any of lines 4a-c, list the persons and provide the applicable amounts for each item in Part III.
- Only section 501(c)(3), 501(c)(4), and 501(c)(29) organizations must complete lines 5-9.**
- 5** For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the revenues of:
- a** The organization? .....
- b** Any related organization? .....
- If "Yes" on line 5a or 5b, describe in Part III.
- 6** For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the net earnings of:
- a** The organization? .....
- b** Any related organization? .....
- If "Yes" on line 6a or 6b, describe in Part III.
- 7** For persons listed on Form 990, Part VII, Section A, line 1a, did the organization provide any nonfixed payments not described on lines 5 and 6? If "Yes," describe in Part III .....
- 8** Were any amounts reported on Form 990, Part VII, paid or accrued pursuant to a contract that was subject to the initial contract exception described in Regulations section 53.4958-4(a)(3)? If "Yes," describe in Part III .....
- 9** If "Yes" on line 8, did the organization also follow the rebuttable presumption procedure described in Regulations section 53.4958-6(c)? .....

	Yes	No
<b>1b</b>		
<b>2</b>		
<b>4a</b>		X
<b>4b</b>		X
<b>4c</b>		X
<b>5a</b>		X
<b>5b</b>		X
<b>6a</b>		X
<b>6b</b>		X
<b>7</b>		X
<b>8</b>		X
<b>9</b>		

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990.

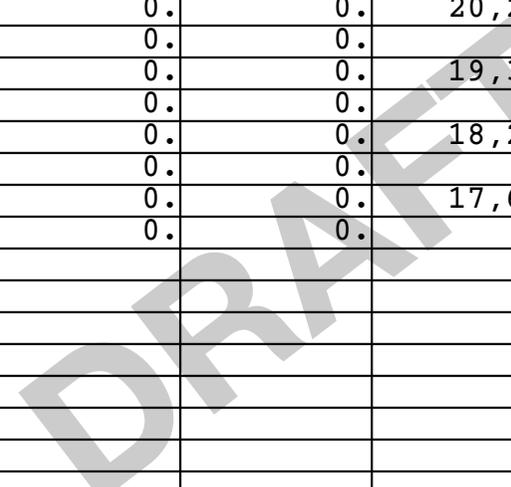
Schedule J (Form 990) 2019

**Part II Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees.** Use duplicate copies if additional space is needed.

For each individual whose compensation must be reported on Schedule J, report compensation from the organization on row (i) and from related organizations, described in the instructions, on row (ii). Do not list any individuals that aren't listed on Form 990, Part VII.

**Note:** The sum of columns (B)(i)-(iii) for each listed individual must equal the total amount of Form 990, Part VII, Section A, line 1a, applicable column (D) and (E) amounts for that individual.

(A) Name and Title		(B) Breakdown of W-2 and/or 1099-MISC compensation			(C) Retirement and other deferred compensation	(D) Nontaxable benefits	(E) Total of columns (B)(i)-(D)	(F) Compensation in column (B) reported as deferred on prior Form 990
		(i) Base compensation	(ii) Bonus & incentive compensation	(iii) Other reportable compensation				
(1) GEORGIA LOMAX EXECUTIVE DIRECTOR	(i)	158,352.	0.	0.	20,228.	12,504.	191,084.	0.
	(ii)	0.	0.	0.	0.	0.	0.	0.
(2) CLIFFORD JO FINANCE/BUSINESS DIRECTOR	(i)	150,326.	0.	0.	19,302.	1,937.	171,565.	0.
	(ii)	0.	0.	0.	0.	0.	0.	0.
(3) MELINDA CHESBRO DEPUTY DIRECTOR	(i)	129,071.	0.	0.	18,286.	9,132.	156,489.	0.
	(ii)	0.	0.	0.	0.	0.	0.	0.
(4) CHEREE GREEN STAFF EXPERIENCE DIRECTOR	(i)	136,399.	0.	0.	17,622.	1,792.	155,813.	0.
	(ii)	0.	0.	0.	0.	0.	0.	0.
	(i)							
	(ii)							
	(i)							
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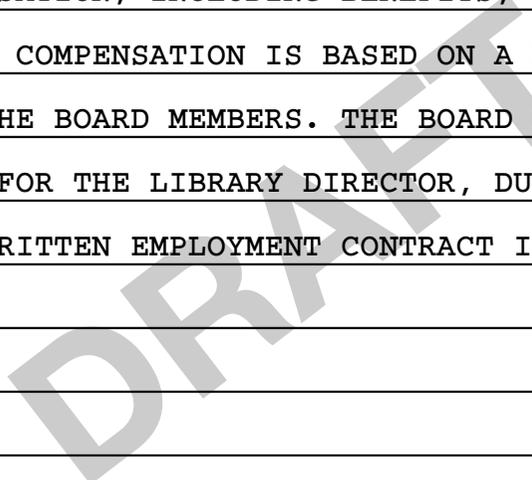


**Part III Supplemental Information**

Provide the information, explanation, or descriptions required for Part I, lines 1a, 1b, 3, 4a, 4b, 4c, 5a, 5b, 6a, 6b, 7, and 8, and for Part II. Also complete this part for any additional information.

PART I, LINE 3:

THE LIBRARY DIRECTOR, FINANCE/BUSINESS DIRECTOR, DEPUTY DIRECTOR, AND STAFF EXPERIENCE DIRECTOR HAVE TOTAL COMPENSATION, INCLUDING BENEFITS, GREATER THAN \$150,000. THE LIBRARY DIRECTOR'S COMPENSATION IS BASED ON A REVIEW THAT IS COMPILED AND DISTRIBUTED TO THE BOARD MEMBERS. THE BOARD MEMBERS CONDUCT AN ANNUAL PERFORMANCE REVIEW FOR THE LIBRARY DIRECTOR, DURING WHICH TIME THE SALARY IS NEGOTIATED AND A WRITTEN EMPLOYMENT CONTRACT IS SIGNED.



**SCHEDULE M  
(Form 990)**

**Noncash Contributions**

OMB No. 1545-0047

**2019**

Open to Public Inspection

Department of the Treasury  
Internal Revenue Service

- ▶ Complete if the organizations answered "Yes" on Form 990, Part IV, lines 29 or 30.
- ▶ Attach to Form 990.
- ▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

Name of the organization **PIERCE COUNTY RURAL LIBRARY DISTRICT** Employer identification number **\*\*-\*\*\*\*\***

Part I Types of Property	(a) Check if applicable	(b) Number of contributions or items contributed	(c) Noncash contribution amounts reported on Form 990, Part VIII, line 1g	(d) Method of determining noncash contribution amounts
1 Art - Works of art .....				
2 Art - Historical treasures .....				
3 Art - Fractional interests .....				
4 Books and publications .....	X			SEE PART II
5 Clothing and household goods .....				
6 Cars and other vehicles .....				
7 Boats and planes .....				
8 Intellectual property .....				
9 Securities - Publicly traded .....				
10 Securities - Closely held stock .....				
11 Securities - Partnership, LLC, or trust interests .....				
12 Securities - Miscellaneous .....				
13 Qualified conservation contribution - Historic structures .....				
14 Qualified conservation contribution - Other .....				
15 Real estate - Residential .....				
16 Real estate - Commercial .....				
17 Real estate - Other .....				
18 Collectibles .....				
19 Food inventory .....				
20 Drugs and medical supplies .....				
21 Taxidermy .....				
22 Historical artifacts .....				
23 Scientific specimens .....				
24 Archeological artifacts .....				
25 Other ▶ ( _____ )				
26 Other ▶ ( _____ )				
27 Other ▶ ( _____ )				
28 Other ▶ ( _____ )				

29 Number of Forms 8283 received by the organization during the tax year for contributions for which the organization completed Form 8283, Part IV, Donee Acknowledgement ..... **29**

	Yes	No
30a During the year, did the organization receive by contribution any property reported in Part I, lines 1 through 28, that it must hold for at least three years from the date of the initial contribution, and which isn't required to be used for exempt purposes for the entire holding period? .....		X
b If "Yes," describe the arrangement in Part II.		
31 Does the organization have a gift acceptance policy that requires the review of any nonstandard contributions? .....	X	
32a Does the organization hire or use third parties or related organizations to solicit, process, or sell noncash contributions? .....	X	
b If "Yes," describe in Part II.		
33 If the organization didn't report an amount in column (c) for a type of property for which column (a) is checked, describe in Part II.		

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990. Schedule M (Form 990) 2019

**Part II**

**Supplemental Information.** Provide the information required by Part I, lines 30b, 32b, and 33, and whether the organization is reporting in Part I, column (b), the number of contributions, the number of items received, or a combination of both. Also complete this part for any additional information.

SCHEDULE M, LINE 32B:

NEARLY ALL OF THE 20 PHYSICAL LIBRARY BRANCH LOCATIONS HAVE AN ORGANIZED GROUP CALLED "FRIENDS". MANY, BUT NOT ALL, HOLD 501(C)(3) STATUS AND SOLICIT AND PROCESS PRIVATE CONTRIBUTIONS OF NONCASH FORMS, WHICH ARE TYPICALLY USED BOOKS THAT ARE DESIGNATED FOR RESALE. THESE NONCASH CONTRIBUTIONS ARE INDIVIDUALLY NOMINAL IN VALUE AND ARE NOT APPRAISED OR ASSIGNED A VALUE UPON RECEIPT. THE PROCEEDS ARE USED SUBSEQUENTLY TO PURCHASE TECHNOLOGY, FURNISHINGS, OR SERVICES FOR THE SPECIFIC BRANCH LOCATION.

DRAFT

**SCHEDULE O**  
**(Form 990 or 990-EZ)**

Department of the Treasury  
Internal Revenue Service

**Supplemental Information to Form 990 or 990-EZ**

Complete to provide information for responses to specific questions on  
Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or 990-EZ.

▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest information.

OMB No. 1545-0047

**2019**

Open to Public  
Inspection

Name of the organization

PIERCE COUNTY RURAL LIBRARY DISTRICT

Employer identification number

\*\* - \*\*\*\*\*

FORM 990, PART VI, SECTION B, LINE 11B:

EACH MEMBER OF THE BOARD OF DIRECTORS IS PROVIDED WITH A COPY OF THE FORM 990 BEFORE IT IS FILED. WHEN EACH BOARD MEMBER COMPLETES THEIR REVIEW OF THE FORM 990 THEY SIGN AND DATE A DOCUMENT STATING THEY HAVE COMPLETED THEIR REVIEW. THE SIGNED DOCUMENT IS RETAINED WITH A COPY OF THE FORM 990.

FORM 990, PART VI, SECTION B, LINE 12C:

IF A POSSIBLE CONFLICT OF INTEREST OCCURS, EACH BOARD MEMBER IS REQUIRED TO DISCLOSE THE POSSIBLE CONFLICT AT THE NEXT MEETING OF THE BOARD OF DIRECTORS. THE BOARD OF DIRECTORS WILL THEN DISCUSS THE BEST RESOLUTION OF THE CONFLICT.

FORM 990, PART VI, SECTION B, LINE 15:

COMPENSATION OF THE LIBRARY DIRECTOR IS BASED ON A REVIEW THAT IS COMPILED AND DISTRIBUTED TO THE BOARD MEMBERS. THE BOARD MEMBERS CONDUCT AN ANNUAL PERFORMANCE REVIEW OF THE EXECUTIVE DIRECTOR, DURING WHICH TIME THE SALARY IS NEGOTIATED.

FORM 990, PART VI, SECTION C, LINE 18:

COPIES OF FORM 990 AND FORM 1023 ARE PROVIDED TO ANYONE WHO REQUESTS A COPY.

FORM 990, PART VI, SECTION C, LINE 19:

COPIES OF THE CONFLICT OF INTEREST POLICY ARE PROVIDED TO ANYONE WHO REQUESTS A COPY.

**SCHEDULE R  
(Form 990)**

Department of the Treasury  
Internal Revenue Service

**Related Organizations and Unrelated Partnerships**

▶ **Complete if the organization answered "Yes" on Form 990, Part IV, line 33, 34, 35b, 36, or 37.**  
▶ **Attach to Form 990.**

▶ **Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.**

OMB No. 1545-0047

**2019**  
**Open to Public Inspection**

Name of the organization **PIERCE COUNTY RURAL LIBRARY DISTRICT** Employer identification number **\*\*\_\*\*\*\*\***

**Part I Identification of Disregarded Entities.** Complete if the organization answered "Yes" on Form 990, Part IV, line 33.

(a) Name, address, and EIN (if applicable) of disregarded entity	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Total income	(e) End-of-year assets	(f) Direct controlling entity

**Part II Identification of Related Tax-Exempt Organizations.** Complete if the organization answered "Yes" on Form 990, Part IV, line 34, because it had one or more related tax-exempt organizations during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Exempt Code section	(e) Public charity status (if section 501(c)(3))	(f) Direct controlling entity	(g) Section 512(b)(13) controlled entity?	
						Yes	No
PIERCE COUNTY LIBRARY FOUNDATION - 51-0180293, 3005 112TH ST E, TACOMA, WA 98446-2200	FUNDRAISING	WASHINGTON	170 (B)(1)(A)(VI)	501(C)(3)			X

For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule R (Form 990) 2019

**Part III Identification of Related Organizations Taxable as a Partnership.** Complete if the organization answered "Yes" on Form 990, Part IV, line 34, because it had one or more related organizations treated as a partnership during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Direct controlling entity	(e) Predominant income (related, unrelated, excluded from tax under sections 512-514)	(f) Share of total income	(g) Share of end-of-year assets	(h) Disproportionate allocations?		(i) Code V-UBI amount in box 20 of Schedule K-1 (Form 1065)	(j) General or managing partner?		(k) Percentage ownership
							Yes	No		Yes	No	

**Part IV Identification of Related Organizations Taxable as a Corporation or Trust.** Complete if the organization answered "Yes" on Form 990, Part IV, line 34, because it had one or more related organizations treated as a corporation or trust during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Direct controlling entity	(e) Type of entity (C corp, S corp, or trust)	(f) Share of total income	(g) Share of end-of-year assets	(h) Percentage ownership	(i) Section 512(b)(13) controlled entity?	
								Yes	No

**Part V Transactions With Related Organizations.** Complete if the organization answered "Yes" on Form 990, Part IV, line 34, 35b, or 36.

**Note:** Complete line 1 if any entity is listed in Parts II, III, or IV of this schedule.

	Yes	No
<b>1</b> During the tax year, did the organization engage in any of the following transactions with one or more related organizations listed in Parts II-IV?		
<b>a</b> Receipt of <b>(i)</b> interest, <b>(ii)</b> annuities, <b>(iii)</b> royalties, or <b>(iv)</b> rent from a controlled entity .....		X
<b>b</b> Gift, grant, or capital contribution to related organization(s) .....		X
<b>c</b> Gift, grant, or capital contribution from related organization(s) .....	X	
<b>d</b> Loans or loan guarantees to or for related organization(s) .....		X
<b>e</b> Loans or loan guarantees by related organization(s) .....		X
<b>f</b> Dividends from related organization(s) .....		X
<b>g</b> Sale of assets to related organization(s) .....		X
<b>h</b> Purchase of assets from related organization(s) .....		X
<b>i</b> Exchange of assets with related organization(s) .....		X
<b>j</b> Lease of facilities, equipment, or other assets to related organization(s) .....		X
<b>k</b> Lease of facilities, equipment, or other assets from related organization(s) .....		X
<b>l</b> Performance of services or membership or fundraising solicitations for related organization(s) .....		X
<b>m</b> Performance of services or membership or fundraising solicitations by related organization(s) .....		X
<b>n</b> Sharing of facilities, equipment, mailing lists, or other assets with related organization(s) .....	X	
<b>o</b> Sharing of paid employees with related organization(s) .....	X	
<b>p</b> Reimbursement paid to related organization(s) for expenses .....		X
<b>q</b> Reimbursement paid by related organization(s) for expenses .....		X
<b>r</b> Other transfer of cash or property to related organization(s) .....		X
<b>s</b> Other transfer of cash or property from related organization(s) .....		X

**2** If the answer to any of the above is "Yes," see the instructions for information on who must complete this line, including covered relationships and transaction thresholds.

(a) Name of related organization	(b) Transaction type (a-s)	(c) Amount involved	(d) Method of determining amount involved
(1) PIERCE COUNTY LIBRARY FOUNDATION	C	314,321.	FMV - ACCRUAL BASIS
(2)			
(3)			
(4)			
(5)			
(6)			



**Part VII Supplemental Information**

Provide additional information for responses to questions on Schedule R. See instructions.

Lined area for supplemental information with a large diagonal 'DRAFT' watermark.

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# MEMO



Date: November 9, 2020

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

From: Clifford Jo, Finance & Business Director

Subject: 2019 Fiscal and Accountability Audit

The 2019 fiscal year audit began last week. I received word from our assigned auditor a couple weeks ago that the audit will commence in early November and end sometime in December. The audit is about two months later than typical, but I was told it should complete by yearend.

I anticipate our audit will focus on the usual areas:

- Internal controls, policies and procedures, enforcements
- Agreements, contracts, and Public Work projects
- Banking activities, cash receipting, and purchasing
- Various reconciliations required to ensure accuracy among the banks we have
- General accounting, financial handling, and financial statements
- Compliance with applicable Washington State laws and regulations, including Open Public Meetings and Public Records
- Other areas of auditing interest by auditors, management, and Board trustees

We will have an audit entrance meeting sometime in the next few weeks. A Board member participates in both the entrance and exit meetings. During the November Board meeting we will confirm for a representative and schedule the meeting accordingly.

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# MEMO



Date: October 21, 2020

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

From: Mary Getchell, Marketing and Communications Director

Subject: 2020 Pierce County Library System Marketing and Communications Quarter Three Results

In the third quarter of 2020 (July-September), the Pierce County Library System continued to meet and exceed nearly all of its goals and evaluation measures outlined in the Library System's 2020 Marketing and Communications Plan:

1. Enhance brand awareness and preference for the Pierce County Library System.
2. Position Pierce County Library as the spark for success for residents.
3. Bolster the Library's visibility in Pierce County communities.
4. Inspire excitement and build support for and use of the Library's services.
5. Engage communities and community leaders in support of the Library's value, contributions, and achievements.

Although, many of the marketing and communications activities planned in 2020 have taken a sharp or rather round 360, the Library has continued to implement new marketing and communications strategies, plans, and activities to gauge brand awareness and preference and bolster the Library's visibility. In the third quarter, the Library System transitioned from solely offering online services to provide curbside pickup of physical books, movies, and other materials, while continuing to reimagine services for communities during the COVID-19 pandemic. Following is a report of quarter three results, which capture the following highlights.

For news media, the Library System garnered 56 news articles and 51 media mentions/calendar placements. Library Curbside, online services for students, and the results from the card design contest acquired the top news coverage. While the Library has been offering limited services to help reduce the spread of COVID-19, in balance the Library has had reduced opportunities to seek news coverage. Following a significant rollout of Library Curbside via primarily earned and owned communications channels, including news media, the Library System created and implemented a marketing plan with a significant focus on paid channels to help bolster awareness and build use of the new service.

With Facebook, Twitter, and Instagram, the Library System exceeded industry standards. During this time frame the Library made 104 Facebook posts, with a reach of 289,000, which amounts to an average of 2,782 people seeing each post, and nearly 19,000 engagements (likes, shares, comments), for an average of 181 engagements for each post.

During the second quarter of 2020, the Library System distributed 18 email marketing messages to its main distribution list with an average of 61,000 addressees and exceeded industry standards for open rates. In recent months, the Library System has transitioned to using email marketing messages as a weekly e-newsletter concept to keep in regular contact with the public, especially as library buildings are closed to the public.

Internal customers gave the Marketing and Communications Department high marks for both its service and timeliness with products; with 98% of survey respondents saying they were “very satisfied” with the service and 100% stating their product arrived on time.

**PIERCE COUNTY LIBRARY SYSTEM**  
**2020 Marketing and Communications Plan**  
**QUARTER THREE RESULTS, July-September 2020**

**Overall Evaluation Measures**

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- Enhance brand awareness and preference for the Pierce County Library System.
- Position Pierce County Library as the spark for success for residents.
- Bolster the Library's visibility in Pierce County communities.
- Inspire excitement and build support for and use of the Library's services.
- Engage communities and community leaders in support of the Library's value, contributions, and achievements.

**News Media Stories**

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- Goal: Maintain or exceed 2019 news coverage, which was 67 news articles in Q3 2019.
- Quarter Three (Q3) 2020: 56 news articles and 51 media mentions/calendar placements.

**Email Marketing**

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- Goal: Meet or exceed industry standards:
  - Open rate: 25%.
  - CTR: 2.79%.
- 18 email marketing messages to an average of 61,000 subscribers, noting some email marketing to targeted audiences such as community leaders and Foundation donors. The main email marketing list continues to maintain an active list of approximately 84,000 subscribers.
- Average number of people who opened messages: 23,000; 41.91% open rate.
- Average number of people who CTR messages: 1,400; 5.74%.
- **Q3 Exceeded open rate and CTR goals by exceeding industry standards.**

**Social Media Marketing**

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- Goal: Increase by 2% over 2019 engagement rate and exceed Facebook nonprofit organization's industry standard of 5.4% engagement rate, Twitter nonprofit organization's industry standard of 0.062% engagement rate, and Instagram nonprofit organization's industry standard of 1% and 3%.

**Facebook**

- Q3 2019: 7.08% engagement rate.
- Q3 2020: 6.47% engagement rate. 104 posts, with a reach of 289,000 people (2,782 average reach per post), and nearly 19,000 engagements including CTR (181 average per post).
- **Q3 Decrease of .61% lower engagement than 2019 and exceeded industry standard.**

**Twitter**

- Q3 2019: 0.83%
- Q3 2020: 1.22%
- **Q3 Increase of .69% higher engagement than 2019 and exceeded industry standard.**

#### Instragram

- Q3 2020: 5.51%.
- **Q2 Exceeded industry standard.**

#### Work Order Satisfaction

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- Goal: 90% of internal staff customers Very Satisfied with Marketing and Communications Department-produced product/service.
- **Q3 Exceeded goal with 98% Very Satisfied.**

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# MEMO



Date: October 29, 2020

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

From: Mary Getchell, Marketing and Communications Director

Subject: Opening Libraries Communications Plan

The Pierce County Library System is planning to reopen two libraries with limited technology services by the end of this year, as part of a pilot project to reimagine service during the COVID-19 pandemic. The Library System plans to offer limited technology services in communities with low in-home access to technology such as computers and Wi-Fi, initially serving residents from its Fife and Lakewood Pierce County Libraries.

On October 6, 2020, the State of Washington updated the State's Safe Start plan, which includes allowing libraries in Phase 2 to offer some in-building activities at 25% capacity. Pierce County Library is reviewing the Safe Start guidelines for in-building library service and developing plans based on this direction.

The health and safety of the public and staff is a top priority of the Library's reopening plans. The Library System will continue to monitor COVID-19 cases in Pierce County and follow the guidance and information from state and local health officials, to determine the dates the Library System may safely reopen Fife and Lakewood Libraries with technology services. The Library System is excited to continue to serve Pierce County communities.

#### Communications Goals:

1. Inform audiences about the opening.
2. Emphasize service focus.
3. Continue to encourage curbside and online services.
4. Inspire excitement for offering more service.

Since, October 6, the Library System has informed staff and the public about the State's Safe Start plan update to allow libraries to reopen and the Library System's plans to align with the state's requirements to prepare for reopening.

The communications strategy includes keeping staff and the public informed as the Library prepares the pilot opening at Fife and Lakewood Libraries. The Library System will employ many of the Library System's owned and earned communications channels, with a slight use of paid channels, to announce the plans and services for the pilot reopening.

## **Opportunity**

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- On October 6, 2020, the State of Washington updated the State's Safe Start plan, which includes allowing libraries in Phase 2 to offer some in-building activities at 25% capacity.
- Pierce County Library System reviewed the Safe Start guidelines for in-building library service and developed plans based on this direction.
- The Pierce County Library is reimagining service to reopen Lakewood and Fife Pierce County Libraries with technology services by the end of the year.
- The Library System will offer technology services in communities with low in-home access to technology such as computers and Wi-Fi, initially serving residents from its Fife and Lakewood Pierce County Libraries.
- The health and safety of the public and staff is a top priority of the Library's reopening plans.
- The Library continues to encourage people to use its curbside service and pick up books, movies and other items as well as access the Library's many online resources including e-books, audiobooks and e-sources for learning and enjoyment.
- The Library continues to offer virtual classes and events for all ages: babies and toddlers, school-aged students, teens, and adults.
- On March 14, 2020, the Library System closed its buildings to the public to help reduce the spread of COVID-19.
- Communication timeframe:
  - **October-December 2020.**

## **Communications Goals**

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1. Inform audiences about the opening.
2. Emphasize service focus.
3. Continue to encourage curbside and online services.
4. Inspire excitement for offering more service.

## **Target Audiences**

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- Pierce County Library's Board of Trustees
- Staff
- Public-Pierce County residents, in particular those in Fife and Lakewood areas

## Strategy

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The strategy includes keeping staff and the public informed as the Library prepares to open Fife and Lakewood Libraries as a pilot opening. At the same time, staff will be involved in preparing for the opening. The Library System will employ many of the Library System's owned and earned channels, with a slight use of paid channels, to announce the opening dates and service for the pilot reopening.

## Background

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Informed staff and public of Washington State's Safe Start Plan for Phase 2 counties to reopen libraries with 25% capacity and the Library System preparing its plans to align with guidance to reopen some libraries with limited services:

Oct. 6, 2020, mid-afternoon	Informed Leadership Team, via email
Oct. 6, late-afternoon	Informed staff, via email
Oct. 7	Informed public, via advisory-home page public web, information on Reimagined web page, email marketing message, and social media
Oct. 9	Updated COVID-19 Talking Points/Q&A for staff, via Cover to Cover article

Informed staff and public of plans to open one to two libraries with limited services by the end of the year:

Oct. 12	Informed staff, via Monday Message
Oct. 12	Informed public, via advisory-home page public web, information on Reimagined web page, email marketing message, and social media
Oct. 16	Updated COVID-19 Talking Points/Q&A for staff, via Cover to Cover article

## Primary Messengers

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- Georgia Lomax, Executive Director
- Mary Getchell, Marketing and Communications Director
- Jaime Prothro, Customer Experience Director
- All Staff

## Message Elements

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Messages written in AP Style, third person.

### **Key Messages, Oct. 22 and 23, for staff and/or public**

1. Thank you for the ideas and collaboration of staff who helped create services to prepare the Pierce County Library System for welcoming people into libraries, what we called Phase 3 and is now a part of a modified Phase 2, under Washington State's Safe Start plan.
2. The Library's Labor Management Team will be talking with Union representatives as the Library System moves to in-building service to the public, as part of a change in working conditions.
3. The Pierce County Library is reimagining service to reopen Lakewood and Fife Pierce County Libraries with technology services by the end of the year.
4. The Library System is reviewing Washington State's Safe Start requirements, for reopening libraries in Phase 2 counties up to 25% capacity
5. The Library is aligning its plans with the state's requirements to offer technology services safely in Fife and Lakewood Libraries.
6. The Library System selected these two locations because they serve communities with among the lowest in-home access to technology in Pierce County.
7. Technology, such as computers with internet access, is a core library service, which the Library has been unable to offer since closing its buildings in March 2020 to help reduce the spread of COVID-19.
8. The health and safety of the public and staff is a top priority of the Library's reopening plans.
9. The Library System will continue to monitor COVID-19 cases in Pierce County and follow the guidance and information from state and local health officials, to determine the dates the Library System may safely reopen Fife and Lakewood Libraries with technology services.
10. The Library System is excited to continue to serve Pierce County communities. Watch the Library's website and other channels for information about the Library System's plan and timeline.

### **Additional Messages, Ongoing**

1. The Library System continues to encourage people to use the Library's curbside service and pick up books, movies and other items as well as access the Library's many online resources including e-books, audiobooks and e-sources for learning and enjoyment.
2. The Library System continues to invite people to join its Virtual Library classes and events for early learners, students, teenagers and adults.

### **Key Messages, Day of Opening, for public**

1. The Library System welcomes the public to Fife and Lakewood Pierce County Libraries to use computers, printers, and in-building Wi-Fi starting Dec. XX, 2020.
2. Up to XX number of people may use these services at Lakewood Library at the same time and up to XX number of people may use these services at Fife Library.
3. With laptops sanitized between each person's use at socially distanced tables, people can work on job applications and resumes, do their homework, catch up on emails or do other activities on the computers.
4. People may use the laptops on tables spaced six feet apart in the public meeting rooms as well as check out laptops in the lobbies of the libraries for use in parking lots.
5. People may also use more stable Wi-Fi inside the buildings in the meeting rooms, using their own computers, phones or other digital devices.
6. People may also print up to 30 copies of 8½ x 11 inch size prints, which are up to \$3 in typical print charges per week, with a library card. That works out to 30 black and white copies, 6 color copies or a combination.
7. In the lobbies of the libraries, people may also check out Mi-Fi mobile hot spot devices for use in their homes.
8. The goal of this limited service is to help lessen the digital divide that has grown more sharply during the pandemic.
9. The health and safety of the public and staff is a top priority in opening the buildings, from mask requirements on library property and social distance markers to Plexiglas partitions at the greeting station when people walk in and UV light boxes to clean laptops and mice and ongoing sanitizing.

10. The buildings will be open: XX dates/hours.

11. The Library System plans to review and adjust this pilot service as it plans to open more buildings in 2021.

**Additional Messages, Day of Opening, for public**

1. In October, the State of Washington updated the State's Safe Start plan, which includes allowing libraries in Phase 2 to offer some in-building activities at 25% capacity.
2. Pierce County Library System reviewed the Safe Start guidelines for in-building library service and developed plans based on this direction.

## **Activities and Tactics**

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### **Reopening Buildings Communications Preparation**

- The Library will use the following activities and tactics to inform staff and the public of the locations and service for the pilot opening: Fife and Lakewood Libraries with technology service.
- The Library will continue to employ these activities and tactics with a similar cascade rhythm as the Library System prepares for the pilot reopening.

<b>Activity/Tactic</b>	<b>Audience</b>	<b>Lead Staff</b>	<b>Target Date</b>
Email Opening Libraries Update and Communications Cascade	Board of Trustees	Georgia writes, based on communications materials and plan	Oct. 22, 2020, morning
Email Opening Libraries Communications Plan	Leadership Team	Mary sends	Oct. 22, morning
Email	Customer Experience Staff	Mary drafts Jaime finalizes and sends	Draft-Oct. 19 Finalize and send-Oct. 22
Updated COVID-19 Talking Points/Q&A Cover to Cover article	All staff	Melinda Chesbro writes Alec Dionne publishes and posts to Staff Web	Write-Oct. 21 Publish and post-Oct. 23, 12 p.m.

Advisory-home page public web	Public	Mary writes Nicole Milbradt posts	Draft-Oct. 19 Finalize-Oct. 21 Post-Oct. 23, 1 p.m.
Information posted on Reimagined web page	Public	Mary writes, based on advisory Nicole posts	Finalize-Oct. 21 Post-Oct. 23, 2 p.m.
Email Marketing Message	Public/customers	Mary writes, based on advisory Alec publishes	Finalize-Oct. 21 Publish-Oct. 23, 3 p.m.
Social Media Post	Public/customers	Mary writes, based on advisory Nicole posts	Finalize-Oct. 21 Post-Oct. 23, 5 p.m.

**Reopening Buildings Communications for Openings**

<b>Tactic</b>	<b>Audience</b>	<b>Lead Staff</b>	<b>Target Date</b>
Home page ad	Public	Mary writes/Carol Sheehan designs/IT posts	Write: Nov. 6 Design: Nov. 20 Live Day 1, by 9 a.m. morning
Update Reimagined Library Services web page	Public	Nicole	Update: Nov. 20 Live Day 1, by 9 a.m.
Update COVID-19 web page	Public	Nicole	Update: Nov. 20 Live Day 1, by 9 a.m.

Tactic	Audience	Lead Staff	Target Date
Update locations web page	Public	Nicole	Update: Nov. 20 Live Day 1, by 9 a.m.
Create and distribute talking points to supervisors for staff use with customers	Customers	Mary writes	Write: Nov. 6 Distribute: Dec. 2
Posters with mask image, social distance image, thanks for your patience message	Customers	Mary writes Carol designs Troy prints and distributes	Write: Nov. 6 Design: Nov. 20 Print and distribute: Dec. 2 Live Day 1
Posters with informational instructions Translate to Spanish, Korean, Russian, and Marshallese	Customers	Kayce Austin provides bullet points Mary writes Carol designs and coordinates translation Troy prints and distributes	Provide bullet points: Oct. 30 Write: Nov. 6 Design and coordinate translation: Nov. 20 Print and distribute: Dec. 2 Live Day 1
Retractable banners with mask image, social distance image, thanks for your patience message	Customers	Mary writes Carol designs Print NW prints Troy distributes	Write: Nov. 6 Design: Nov. 13 Print: Nov. 27 Distribute: Dec. 2 Live Day 1

<b>Tactic</b>	<b>Audience</b>	<b>Lead Staff</b>	<b>Target Date</b>
Social distance decals with book/library image for outdoors and indoors for social distance queuing	Customers	Carol designs Facilities installs	Design: Nov. 13 Produce: Dec. 2 Live Day 1
Capacity signs for lobby	Customers	Kayce provides information Carol designs Troy prints and distributes	Provide info: Nov. 6 Design: Nov. 20 Print and distribute: Dec. 2 Live Day 1
Signage with hours and information on buildings	Public	Kayce provides information Carol designs Troy prints and distributes	Provide info: Nov. 6 Design: Nov. 20 Print and distribute: Dec. 2 Live Day 1
Thank you for Physical Distancing buttons for staff	Customers	Troy distributes	Dec. 2
News release – email message, social media content will be based off of news release	Media/public	Mary	Write: Nov. 6 Issue: Live Day 1, morning, 9 a.m.
Email marketing message	Public	Mary writes Sommer Hanson publishes	Write: Nov. 20 Publish: Live Day 1, 3 p.m.
Social media messages	Public	Mary writes	Write: Nov. 20

Tactic	Audience	Lead Staff	Target Date
		Nicole posts	Posts: Live Day 1, 5:30 p.m.
Seek information sharing with City of Lakewood and Fife and Clover Park and Fife Schools	Public	Mary	Day 1
Update channels and communications as open more library buildings	Staff/Public/Customers	Mary	Ongoing

## **Evaluation**

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1. Plan executed on time.
2. Messages emphasized service offering.
3. Communications included encouragement to use curbside and online services.

# MEMO



Date: October 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 September-October

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:

- PCLS has partnered with two additional schools to provide access to PCLS Overdrive content via their school app, Sora: Peninsula School District and Holy Rosy Bilingual Academy.
- We have passed 1 million checkout for Overdrive once again joining the top 80 circulating Overdrive libraries in the world. The all-time checkouts are over 8.5 million.
- Circulation of children's ebooks and downloadable audio has more than doubled since this time last year. Overdrive reading rooms and carousels are highlighting timely content, and there has been more concentrated buying for this audience as PCLS has sought ways to support remote learners. Reading Rooms are a dedicated collections on the website or on the Libby app that contains titles selected by the Collection Management Librarians.

## Communications:

- News media: 11 news articles in 8 media sources.
- Social media marketing:
  - Facebook engagement: 4.9%, exceeding industry standard of 5.4%. Total reach: 79,347 (2,404 average number of people reached per post), average engagements per post 117.
  - Twitter engagement: 2%, exceeding industry standard of 0.062%. Total reach: 12,788 (375 average number of people reached per post), average engagements per post 7.3.
  - Instagram engagement: 3.03%, exceeding industry standard of 2%. Total reach: 16,793 (254.4 average number of people reached per post), average engagements per post 18.2.
- Email marketing messages:
  - Email marketing messages: 5.
  - Average subscribers per email: 83,156.
  - Average open rate/email message: 25,712 opens, for an average open rate of 30.68%, above industry standard of 25.17%.
  - 3.12% click through rate, above 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 firsts when we have exceeded it.
- Web page visits to curbside.pcls.us: 21,351 visits with 16,259 of those unique visitors.

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# MEMO



Date: November 5, 2020

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

From: Anna Shelton, Community Initiative Manager  
Meghan Sullivan, Customer Experience Manager

Subject: Voter Points of Assistance Efforts

In service of voters unable to reach the Pierce County Voting Center, Pierce County Library System once again joined with Tacoma Public Library and Puyallup Public Library to provide Voter Points of Assistance (VPOA) services for the General Election on Tuesday 11/3/20.

## Background

- VPOA allows voters to visit a library during expanded hours through 8 PM on Election day to:
  - Register to vote
  - Update voter registration
  - Get a ballot and vote
  - Replace ballots that were lost, damaged, or miss-marked
- Developed in partnership with the Pierce County Auditor's office and the three public library systems in Pierce County, Voter Points of Assistance is designed to assist voters on Election Day when it is impossible or very inconvenient for a voter to travel to Pierce County's designated Voting Center, due to lack of time, transportation, or information to register and vote on Election Day. The partnership was piloted in August 2019. A total of at least 917 voters had accessed VPOA services at all public library locations through the August 2020 primary.
- In the 2019 Primary election, the average voter who used VPOA at a public library saved 14.4 miles one way (28.8 miles round trip) traveling to a local library instead of Pierce County Voting Center.
- Eight Pierce County Library locations have hard-sided exterior ballot drop boxes located on library property and maintained by the Pierce County Auditor's office. On-site ballot drop boxes at public libraries are separate from VPOA efforts, but are another important aspect of the partnership between public libraries and the Pierce County Auditor's office.

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## Preparation for November 3 General Election

- Earlier this fall, Pierce County Auditor's office replaced existing exterior ballot drop boxes at the Parkland/Spanaway library and the Sumner library with larger capacity exterior drop boxes, given increasing numbers of ballot returns noted at both of those locations. The ballot drop box at the Parkland/Spanaway library was also relocated to provide greater visibility and access.
- Voter Points of Assistance services were modified to be conducted curbside and socially distanced to help prevent the spread of COVID-19, just as in the August 2020 primary election. Library staff welcomed walk-up voters, connected them to the Election office to get started with their voting assistance needs by phone, printed individualized ballot packets, and delivered them outside to voters who could complete the ballot and return it on-site.
- The Pierce County Auditor's office coordinated volunteer presence of Rotary volunteers to provide ballot drop box assistance at exterior drop box locations in the parking lots of six Pierce County Library locations: Gig Harbor, Parkland/Spanaway, South Hill, Steilacoom, Summit, and Sumner.
- We will provide a further update on November 3 Voter Points of Assistance Election Day activities during the November board meeting.

**Pierce County Library FYI Packet**  
**Link List**  
**November 18, 2020**

**Pierce County Library in the News**

- Get it curbside ad – tearsheet from The News Tribune (see attached PDF)
- [Technology and internet access are essential needs under Covid-19 conditions](#) – Greater Tacoma Community Foundation
- [Gov. Jay Inslee loosens COVID-19 restrictions for some activities in Washington state](#) – The News Tribune
- [Lute Vote prepares for busy election season](#) – Mast Media

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