

Consent Agenda

**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 2nd 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.

Georgia Lomax, Secretary

Daren Jones, Chair

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

	<u>Source</u>	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	EDEN	3918 - 3920	11/1/2020 - 11/30/2020	\$ 3,541.22
Electronic Payments - Payroll & Acct Payable	EDEN		11/6/2020	907,452.89
Electronic Payments - Payroll & Acct Payable	EDEN		11/20/2020	858,610.82
Accounts Payable Warrants*	EDEN	631669 - 631679	11/1/2020 - 11/30/2020	260,577.87
Accounts Payable Warrants	MUNIS	700798 - 70886	11/1/2020 - 11/30/2020	1,124,595.39
Total:				<u>\$ 3,154,778.19</u>

** 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 11.30.2020

Check #	Bank		Date	Paid to	Status	Can/Vd Date	Pay Period Dates	Dir Dep	Amount
3918	key	KeyBank N.A.	11/20/2020	JACKSON, AMANDA	C	11/25/2020	11/01/20 - 11/15/20	0.00	673.53
3919	key	KeyBank N.A.	11/20/2020	AUVE, JULIA	C	11/27/2020	11/01/20 - 11/15/20	0.00	1,303.68
3920	key	KeyBank N.A.	11/20/2020	WARNOCK, DERRICK	C	11/23/2020	11/01/20 - 11/15/20	0.00	1,564.01
Total:								0.00	3,541.22

Checks in report: 3

Grand Total: 0.00 3,541.22

Ad-hoc bank transaction (Withdrawal)

PCL_Company

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

Contact Name: Stacy Karabotsos
Contact Phone: 253-548-3451
Contact e-mail: sdkarabotsos@piercecountylibrary.org
Comments: 11/06/20 Payroll

Withdrawal Date: 11/6/2020

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	71,651.96
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	57,143.17
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	57,143.17
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	541,553.10
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	10,777.32
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	60,134.29
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	98,357.03
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	6,972.00
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	1,550.40
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	-
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	-
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	-
PCL_Company	WA State Support Registry	237100	CC_Library_District	697-00	5100000	2,170.45
Total Deposit						\$ 907,452.89

Certification:

Stacy Karabotsos
Signature (Department Designee)

11/4/2020
Date

Comments:

Ad-hoc bank transaction (Withdrawal)

PCL_Company

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

Contact Name: Stacy Karabotsos
Contact Phone: 253-548-3451
Contact e-mail: sdkarabotsos@piercecountylibrary.org
Comments: 11/20/20 Payroll

Withdrawal Date: 11/20/2020

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	66,415.88
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	53,993.36
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	53,993.36
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	512,379.25
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	10,618.51
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	56,821.88
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	92,793.79
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	7,247.00
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	1,671.38
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	212.20
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	293.76
PCL_Company	WA State Support Registry	237100	CC_Library_District	697-00	5100000	2,170.45
Total Deposit						\$ 858,610.82

Certification:

Stacy Karabotsos
Signature (Department Designee)

11/18/2020
Date

Comments:

Check History Listing
Pierce County Library System

Bank code: key

Check #	Date	Vendor	Status	Check Total
631669	11/06/2020	000828 AFSCME AFL-CIO	C	13,164.35
631670	11/06/2020	008002 GORDON, AYLWORTH & TAMI, P.C.		296.65
631671	11/06/2020	003985 PACIFICSOURCE ADMINISTRATORS	C	2,128.69
631672	11/06/2020	001181 PIERCE CTY LIBRARY FOUNDATION	C	805.99
631673	11/09/2020	000175 ASSOCIATION OF WASHINGTON CITI	C	235,061.46
631674	11/09/2020	000821 PIERCE COUNTY SUPERIOR COURT	C	369.35
631675	11/09/2020	000821 PIERCE COUNTY SUPERIOR COURT	C	412.26
631676	11/20/2020	003778 AFLAC		5,259.32
631677	11/20/2020	001578 COLONIAL SUPPLEMENTAL INSURANC		217.62
631678	11/20/2020	003985 PACIFICSOURCE ADMINISTRATORS	C	2,078.69
631679	11/20/2020	001181 PIERCE CTY LIBRARY FOUNDATION		783.49

key Total: 260,577.87

11 checks in this report

Total Checks: 260,577.87

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
700798	11/01/2020	PRINTED	370	ELITE PROPERTY INVESTMENTS LLC	0.00	11,191.10	11/04/2020
700799	11/01/2020	PRINTED	290	SURPRISE LAKE SQUARE LLC	0.00	12,014.25	11/05/2020
700800	11/01/2020	PRINTED	595	TYLER TECHNOLOGIES INC	0.00	4,480.00	11/05/2020
700801	11/03/2020	PRINTED	341	BAKER & TAYLOR	0.00	287.53	11/09/2020
700802	11/03/2020	PRINTED	998	CINTAS CORPORATION	0.00	2,409.88	11/13/2020
700803	11/03/2020	PRINTED	1848	JULIE COLDEEN	0.00	359.31	11/10/2020
700804	11/03/2020	PRINTED	685	COLUMBIA BANK	0.00	875.72	11/09/2020
700805	11/03/2020	PRINTED	1849	KANSAS CITY, KANSAS PUBLIC LIBRARY	0.00	19.99	11/13/2020
700806	11/03/2020	PRINTED	535	PAPERROLLS-N-MORE.COM	877.09	0.00	
700807	11/03/2020	PRINTED	1810	PIERCE COUNTY LIBRARY FOUNDATION	0.00	4,000.00	11/05/2020
700808	11/03/2020	PRINTED	782	QUALITY BUSINESS SYSTEMS INC	0.00	9,597.97	11/09/2020
700809	11/03/2020	PRINTED	249	SMITH FIRE SYSTEMS INC	0.00	741.98	11/09/2020
700810	11/03/2020	PRINTED	269	SPRAGUE PEST SOLUTIONS	0.00	735.54	11/10/2020
700811	11/03/2020	PRINTED	590	TRI-TEC COMMUNICATIONS INC	0.00	70.34	11/10/2020
700812	11/03/2020	PRINTED	1834	TWIN FALLS PUBLIC LIBRARY	0.00	32.00	11/23/2020
700813	11/03/2020	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	1,465.86	11/10/2020
700814	11/06/2020	PRINTED	432	CITY OF BONNEY LAKE , WA	0.00	262.89	11/13/2020
700815	11/06/2020	PRINTED	638	CITY OF BUCKLEY	0.00	558.91	11/19/2020
700816	11/06/2020	PRINTED	642	BUILDINGWORK LLC	0.00	3,210.00	11/16/2020
700817	11/06/2020	PRINTED	363	TOWN OF EATONVILLE	0.00	631.20	11/16/2020
700818	11/06/2020	PRINTED	365	EBSCO	0.00	35,268.00	11/17/2020
700819	11/06/2020	PRINTED	402	FIRGROVE MUTUAL WATER COMPANY	0.00	229.10	11/13/2020
700820	11/06/2020	PRINTED	446	CITY OF GIG HARBOR	0.00	1,612.41	11/16/2020
700821	11/06/2020	PRINTED	710	IRON MOUNTAIN INC	0.00	342.71	11/13/2020
700822	11/06/2020	PRINTED	211	MIDWEST TAPE	0.00	25,798.77	11/13/2020
700823	11/06/2020	PRINTED	216	CITY OF MILTON	0.00	405.26	11/16/2020
700824	11/06/2020	PRINTED	552	PENINSULA LIGHT CO	0.00	312.76	11/13/2020
700825	11/06/2020	PRINTED	762	PRINT NW LLC	0.00	653.73	11/12/2020
700826	11/06/2020	PRINTED	776	PUGET SOUND ENERGY	0.00	1,529.45	11/13/2020
700827	11/06/2020	PRINTED	792	WASHINGTON WATER SERVICE	0.00	934.61	11/13/2020
700828	11/06/2020	PRINTED	61	RICOH USA INC	0.00	1,686.97	11/17/2020
700829	11/06/2020	PRINTED	61	RICOH USA INC	0.00	1,214.44	11/16/2020
700830	11/06/2020	PRINTED	249	SMITH FIRE SYSTEMS INC	774.80	0.00	
700831	11/06/2020	PRINTED	273	TOWN OF STEILACOOM	0.00	1,210.01	11/13/2020
700832	11/06/2020	PRINTED	1031	TUMBLEWEED PRESS INC	0.00	2,500.00	11/19/2020
700833	11/06/2020	PRINTED	617	WALLA WALLA UNIVERSITY	90.00	0.00	
700834	11/06/2020	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	4,556.54	11/16/2020
700835	11/06/2020	PRINTED	811	WCP SOLUTIONS	0.00	2,014.12	11/12/2020
700836	11/13/2020	PRINTED	341	BAKER & TAYLOR	0.00	51,991.26	11/20/2020
700837	11/13/2020	PRINTED	702	INFORMATION TODAY INC	0.00	304.53	11/20/2020

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
700838	11/13/2020	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	838.35	11/23/2020
700839	11/13/2020	PRINTED	211	MIDWEST TAPE	0.00	11,129.29	11/23/2020
700840	11/13/2020	PRINTED	1081	NASIM & SONS INC	0.00	7,677.34	11/20/2020
700841	11/13/2020	PRINTED	1764	TSAL FONG BOOKS INC	0.00	585.21	11/23/2020
700842	11/13/2020	PRINTED	605	US BANK	0.00	664,331.58	11/27/2020
700843	11/20/2020	PRINTED	326	ANDREW'S FIXTURE CO INC	0.00	1,208.90	11/24/2020
700844	11/20/2020	PRINTED	341	BAKER & TAYLOR	0.00	25,079.45	11/25/2020
700845	11/20/2020	PRINTED	1036	CATALYST WORKPLACE ACTIVATION	0.00	44,740.58	11/24/2020
700846	11/20/2020	PRINTED	657	CENGAGE LEARNING	0.00	86,766.29	11/23/2020
700847	11/20/2020	PRINTED	658	CENTER POINT PUBLISHING	0.00	163.59	11/25/2020
700848	11/20/2020	PRINTED	662	CENTURYLINK	0.00	791.67	11/27/2020
700849	11/20/2020	PRINTED	998	CINTAS CORPORATION	852.39	0.00	
700850	11/20/2020	PRINTED	124	CONSOLIDATED TECHNOLOGY SERVICES	585.24	0.00	
700851	11/20/2020	PRINTED	147	DANGER ROOM COMICS LLC	91.81	0.00	
700852	11/20/2020	PRINTED	1001	DATA QUEST LLC	180.00	0.00	
700853	11/20/2020	PRINTED	379	E-RATE EXPERTISE INC	1,387.50	0.00	
700854	11/20/2020	PRINTED	365	EBSCO	0.00	15.88	11/27/2020
700855	11/20/2020	PRINTED	369	EHS-INTERNATIONAL INC	4,479.71	0.00	
700856	11/20/2020	PRINTED	399	CITY OF FIFE	0.00	1,228.44	11/25/2020
700857	11/20/2020	PRINTED	405	NORTHWEST CASCADE INC	2,013.88	0.00	
700858	11/20/2020	PRINTED	1852	GA CREATIVE INC	10,080.00	0.00	
700859	11/20/2020	PRINTED	482	HERMANSON COMPANY LLP	0.00	25,813.07	11/24/2020
700860	11/20/2020	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	2,359.00	11/27/2020
700861	11/20/2020	PRINTED	704	INNOVATIVE INTERFACES INC	0.00	3,297.00	11/25/2020
700862	11/20/2020	PRINTED	11	LAKEWOOD WATER DISTRICT	0.00	827.29	11/24/2020
700863	11/20/2020	PRINTED	26	LINGO	0.00	123.35	11/27/2020
700864	11/20/2020	PRINTED	211	MIDWEST TAPE	0.00	3,013.47	11/24/2020
700865	11/20/2020	PRINTED	1846	KIM MOSE	49.99	0.00	
700866	11/20/2020	PRINTED	849	GLORIA MUHAMMAD	400.00	0.00	
700867	11/20/2020	PRINTED	1081	NASIM & SONS INC	0.00	7,677.34	11/30/2020
700868	11/20/2020	PRINTED	501	NORTHWEST DOOR LLC	0.00	1,203.22	11/24/2020
700869	11/20/2020	PRINTED	510	OCLC INC	4,107.34	0.00	
700870	11/20/2020	PRINTED	520	CITY OF ORTING	3,695.42	0.00	
700871	11/20/2020	PRINTED	531	PAN ASIAN PUBLICATIONS (USA) INC.	0.00	1,031.41	11/27/2020
700872	11/20/2020	PRINTED	1855	PHILIPPINE CULTURAL & EDUCATIONAL SERVICES	1,729.09	0.00	
700873	11/20/2020	PRINTED	1037	PIERCE COUNTY SEWER	0.00	798.82	11/24/2020
700874	11/20/2020	PRINTED	762	PRINT NW LLC	0.00	1,391.60	11/24/2020
700875	11/20/2020	PRINTED	776	PUGET SOUND ENERGY	0.00	578.53	11/25/2020
700876	11/20/2020	PRINTED	782	QUALITY BUSINESS SYSTEMS INC	0.00	2,556.05	11/23/2020
700877	11/20/2020	PRINTED	61	RICOH USA INC	0.00	918.53	11/27/2020

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
700878	11/20/2020	PRINTED	61	RICOH USA INC	0.00	933.99	11/27/2020
700879	11/20/2020	PRINTED	269	SPRAGUE PEST SOLUTIONS	0.00	691.13	11/30/2020
700880	11/20/2020	PRINTED	284	SUMMIT WATER & SUPPLY CO	0.00	445.13	11/24/2020
700881	11/20/2020	PRINTED	581	TILlicum COMMUNITY SERVICE CEN	0.00	1,818.75	11/27/2020
700882	11/20/2020	PRINTED	590	TRI-TEC COMMUNICATIONS INC	0.00	5,303.78	11/24/2020
700883	11/20/2020	PRINTED	595	TYLER TECHNOLOGIES INC	0.00	640.00	11/25/2020
700884	11/20/2020	PRINTED	672	CITY OF UNIVERSITY PLACE	0.00	75.15	11/30/2020
700885	11/20/2020	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	1,445.20	11/25/2020
700886	11/20/2020	PRINTED	811	WCP SOLUTIONS	0.00	193.61	11/24/2020
					31,394.26	1,093,201.13	1,124,595.39

MEMO



Date: November 25, 2020

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

From: Clifford Jo, Finance & Business Director

Subject: 2021 Insurance Renewal

This year's insurance policies coverages remain the same as the expiring ones. No major changes to the policies were made.

The policies are increasing from a total of \$233,000 to \$278,000. Most of the increase is due to the cost of excess coverage above \$15 million, particularly for automotive coverage. We will reevaluate the amount of excess coverage needed in 2021.

We will have ended up paying for two renewals in 2020 because the original renewal payment in December 2019 was moved to January 2020 due to the Munis go-live of accounts payable on January 1, 2020. We have ensured there is enough in the 2020 budget to cover the current renewal cost.

The pollution policy coverage for the USTs at this building, which is not part of December's package, renews early in the fiscal year and costs around \$1,000 per year.

The Board has consistently rejected terrorism coverage for board members, which costs over \$21,000 per year. Unless the Board directs me otherwise, I will continue to reject terrorism coverage automatically.

We ask the Board to approve payment of the Library's 2021 insurance policy renewals, not to exceed the budgeted amount of \$278,000. Should anything change with the policies, we will inform the Board in January.

ACTION: Move to approve the 2021 insurance renewal policy package premium, not to exceed the amount of \$278,000, and reject terrorism coverage.

MEMO



Date: November 18, 2020

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

From: Stephanie Ratko, IT Manager

Subject: 2021 Tri-Care Managed Support renewal

The Library needs to renew Tri-Care Managed Support. Tri-Care Managed Support provides managed support for the Library's Mitel phone system. Tri-Care Managed Support helps the Pierce County Library System (PCLS) implement and support Mitel phone systems and devices. The Mitel phone systems are essential components of the Library's public services.

Background

This is a planned purchase identified and budgeted for in the PCLS Five Year Technology Roadmap. The IT Department recommends renewing Tri-Care Managed Support at an estimated cost of \$60,000.00.

Currently the Library's Mitel phone systems are under managed support from the vendor. The Library's Tri-Care Managed Support agreement expires on December 31, 2020.

Purchasing Mechanism

With the Board's approval, we will renew the Tri-Care Managed Support with an authorized Mitel vendor.

ACTION: Move to approve the purchase of Tri-Care Managed Support not to exceed \$60,000.00.

MEMO



Date: November 18, 2020

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

From: Stephanie Ratko, IT Manager

Subject: 2021 Microsoft Premier Support renewal

The Library needs to renew Microsoft Premier Support. Microsoft Premier Support is part of Microsoft Enterprise Services. Microsoft Enterprise Services is composed of digital advisors, engineers, consultants and support professionals. Microsoft Enterprise Services helps the Pierce County Library System (PCLS) implement and support Microsoft products. Microsoft products and technologies are essential components of the PCLS network infrastructure.

Background

This is a planned purchase identified and budgeted for in the PCLS Five Year Technology Roadmap. The IT Department recommends renewing Microsoft Premier Support at an estimated cost of \$75,000.00.

Currently all the Library's Microsoft products are under warranty support from the vendor. The Library's Microsoft Premier Support agreement expires on December 31, 2020.

Purchasing Mechanism

With the Board's approval, we will renew the Microsoft Premier Support agreement with an authorized Microsoft reseller.

ACTION: Move to approve the purchase of Microsoft Premier Support contract not to exceed \$75,000.00, not including tax.

MEMO



Date: December 9, 2020

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

From: Stephanie Ratko, IT Manager

Subject: 2021 MUNIS/EDEN Support Renewal

The Library needs to renew MUNIS/EDEN Support and License renewal and Tyler Disaster Recovery Service. MUNIS/EDEN Support provides managed support for the Library's financial and benefits system. MUNIS/EDEN Support helps the Pierce County Library System (PCLS) implement and support MUNIS/EDEN systems and devices. The MUNIS/EDEN systems are essential components of the Library services.

Background

This is a planned purchase identified and budgeted for in the PCLS Five Year Technology Roadmap. The IT Department recommends renewing MUNIS/EDEN Support and License renewal and Tyler Disaster Recovery Service at an estimated cost of \$80,000.00.

Currently the Library's MUNIS/EDEN systems are under managed support from the vendor. The Library's MUNIS/EDEN Support agreement expires on December 31, 2020.

Purchasing Mechanism

With the Board's approval, we will renew the MUNIS/EDEN Support and License renewal and Tyler Disaster Recovery Service with an authorized MUNIS/EDEN vendor.

ACTION: Move to approve the purchase of MUNIS/EDEN Support not to exceed \$80,000.00.

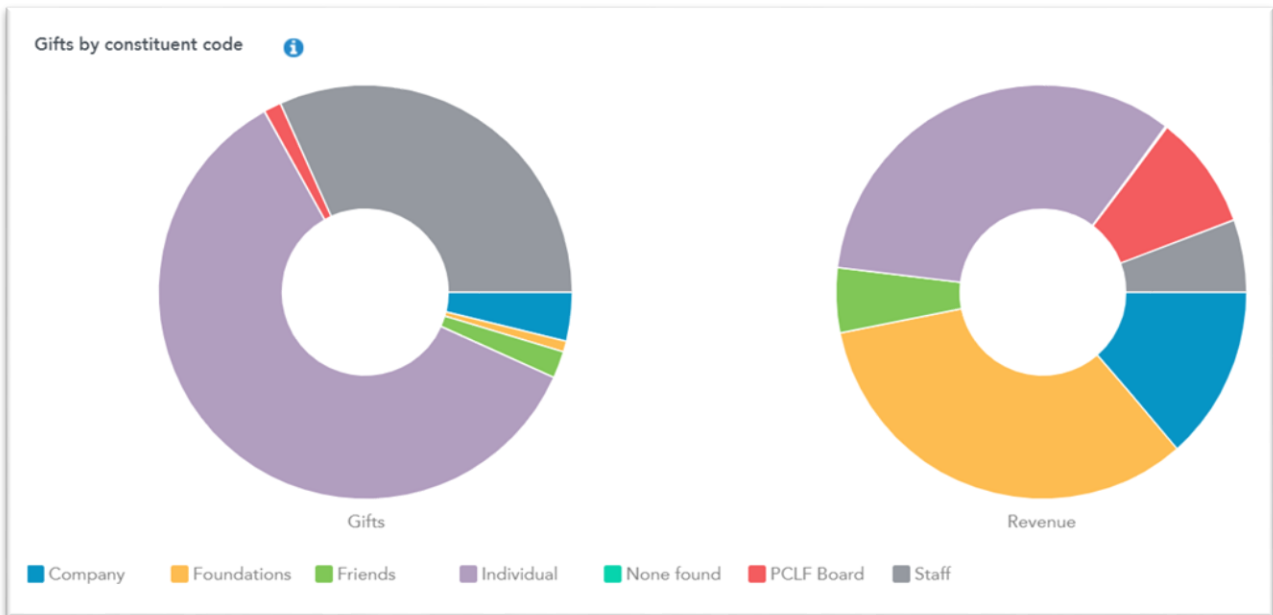
Routine Reports

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

Total Committed Revenue: \$357,781

- Impact Revenue: \$259,483 (Goal: \$300,000) (86.4% to goal)
- Community Support Revenue: \$98,297 (no goal)

Constituency Giving



Acquired Donors (YTD)

- Donors 352
- Rate 10.48%
- Revenue \$78,672
- Rate 218.97%

Recaptured Donors (YTD)

- Donors 92
- Rate 5.3%
- Revenue \$10,766
- Rate 27.4%

Retained Donors (YTD)

- Donors 330
- Rate 25.90%
- Revenue \$265,342
- Rate 95.20%

LYBUNT Donors (YTD)

- Donors 616
- Revenue \$88,931

Retained Donors (1st Year)

- Donors 69
- Rate 18.65%
- Revenue \$21,035
- Rate 63.52%

LYBUNT Donors (1st Year)

- Donors 286
- Revenue \$18,941

In Kind Gifts \$91,539

What's going well

- Trivia BEE: Home Edition was a success, raising just over \$20,000
- Discussions begun regarding a Board Reserve Fund and Unrestricted Endowment (both as strategies to ensure future stability, responsiveness, and growth), and board maturity to launch next 50 years of service to PCLS
- Final direct mail/email campaign scheduled for year-end push

Areas to capitalize on

- Year-end fundraising with individual donors, personal follow up from board members
- Identifying foundation and corporate funding partners for 2021, for annual campaign and capital campaign

Fundraising Performance Report: Terms Defined

Total Committed Revenue

- All cash gifts + pledges

Impact Revenue

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

Community Support Revenue

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

Constituency

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

Constituency Gifts

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

Constituency Revenue

- All committed revenue from each donor constituency

Acquired Donor Rate (YTD)

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

Acquired Revenue Rate (YTD)

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

Retained Donor Rate (YTD)

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

Retained Revenue Rate (YTD)

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

Retained Donors (1st Year)

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

Recaptured Donor Rate (YTD)

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

Recaptured Revenue Rate (YTD)

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

LYBUNT (YTD)

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

LYBUNT (1st Year) — a subset of LYBUNTS

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

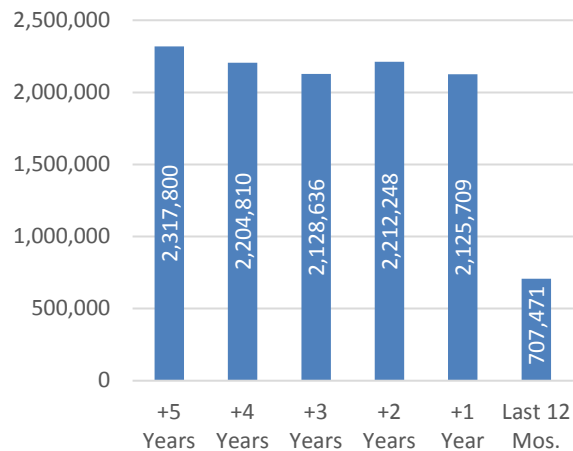
PCLS Statistics During COVID-19 and Severe Weather Conditions

Month	Item Checkouts			In-Person Service				Online Service					PCLS COVID-19 Response & Severe Weather Timeline		
	Online ebook and audiobook (Overdrive)	Physical books and items	Online magazines	Curbside appointments (scheduled)	Visitors (appointments & walk-up)	Print jobs picked up	WiFi	Overdrive visits (ebooks and audiobooks)	Website visits	Catalog visits	Reference calls & emails	My Next Read (reading recommendations)	Action Taken	Date	Locations
Apr	144,549	793	10,346	n/a	n/a	n/a	181	23,218	54,621	48,970	400	5	PCLS closed to the public	3/14/2020	All PCLS Locations
May	157,580	988	10,482	n/a	n/a	n/a	118	23,212	48,615	45,185	801	64	Wi-Fi service restored for outside of building use	6/15/2020	All PCLS Locations
Jun	154,276	561	8,907	n/a	n/a	n/a	4,657	23,128	58,876	46,877	912	27	Bookdrops opened at select library locations	6/15/2020	FIF, GIG, LWD, PKS, SH, SUM, SMT, UP
Jul	156,335	51,744	9,757	6,702	5,436	159	15,737	23,011	78,303	66,545	1,149	56	Bookdrops opened at additional library locations	6/30/2020	Previous + ACL, BLK, BUC, DPT, EAT, GHM, KC, MIL, ORT, STL & TIL
Aug	155,337	121,246	9,972	11,046	14,613	274	19,688	23,075	94,957	91,879	792	28	Curbside pickup begins at eight library locations	7/20/2020	FIF, GIG, LWD, PKS, SH, SUM, SMT & UP
Sep	148,405	134,873	10,994	9,689	10,691	253	20,284	22,954	101,504	110,178	588	51	Curbside pickup expands to fifteen library locations	8/3/2020	Previous + BUC, DPT, EAT, KC, MIL, ORT & TIL
Oct	150,499	152,931	11,766	13,857	14,422	442	21,905	22,936	101,095	95,785	540	45	Curbside pickup expands to sixteen library locations	8/10/2020	Previous + GHM
Nov	149,897	142,549	10,458	13,182	14,496	578	18,723	22,894	88,702	93,389	497	52	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

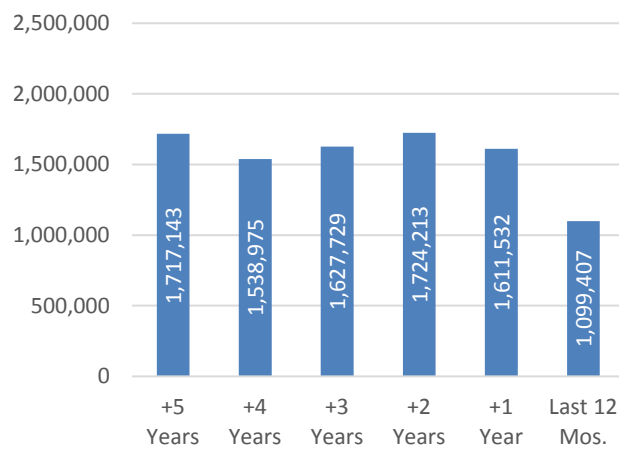
In response to the COVID-19 outbreak, all PCLS branches closed to the public at 6:00 PM on Friday, March 13th 2020. All branches remained closed to the public for the remainder of the month of March, and have remained closed through November. Curbside service is now available at all branches except the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

Customers / Visits - October 2020

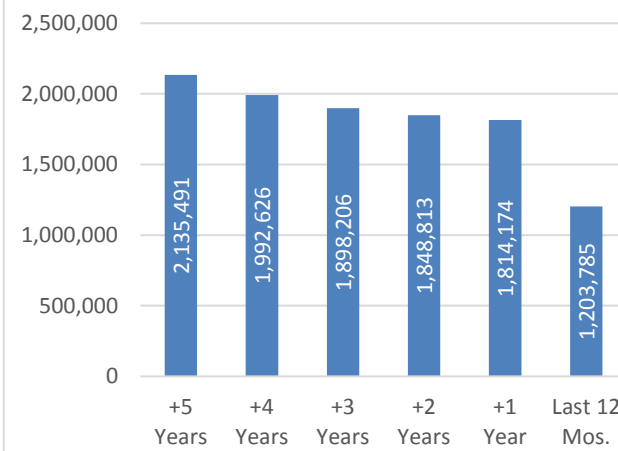
Branch Visits



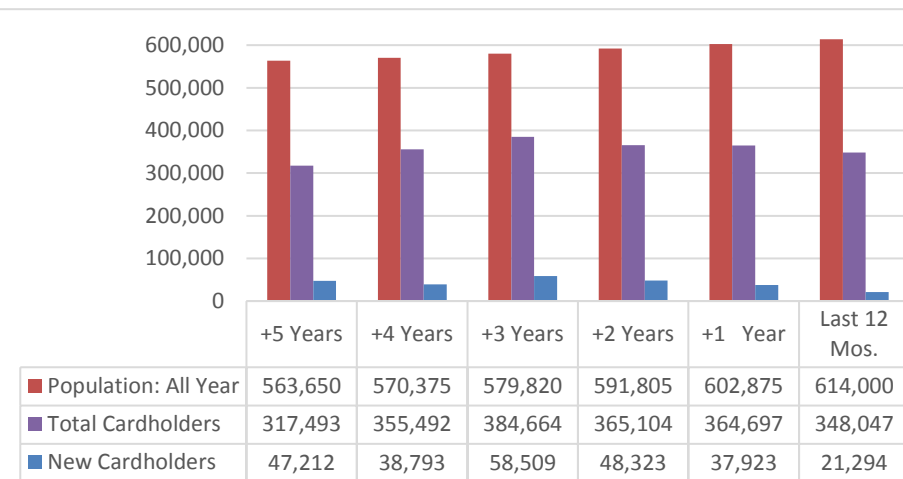
Catalog Visits



Website Visits



PCLS Cardholder Statistics



October and Rolling 12-Month Comparison

	October 2020	October 2019	% Change Oct. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
Branch Visits	0	183,021	-100.0%	707,471	2,125,709	-66.7%
Catalog Visits	95,785	135,238	-29.2%	1,099,407	1,611,532	-31.8%
Public Website Visits	101,095	148,676	-32.0%	1,203,785	1,814,174	-33.6%

Technology

	October 2020	October 2019	% Change Oct. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
PC/Laptop Sessions	0	25,667	-100.0%	91,696	326,832	-71.9%
Wi-Fi Sessions	21,905	84,763	-74.2%	400,112	1,012,721	-60.5%

Public Spaces Usage

	October 2020	Rolling Last 12 Months	Rolling Last 12 Months	% Change Year Over Year
# of Public Meeting Uses	0	4,331	11,238	-61.5%
# of Attendees	0	52,192	135,737	-61.5%

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.

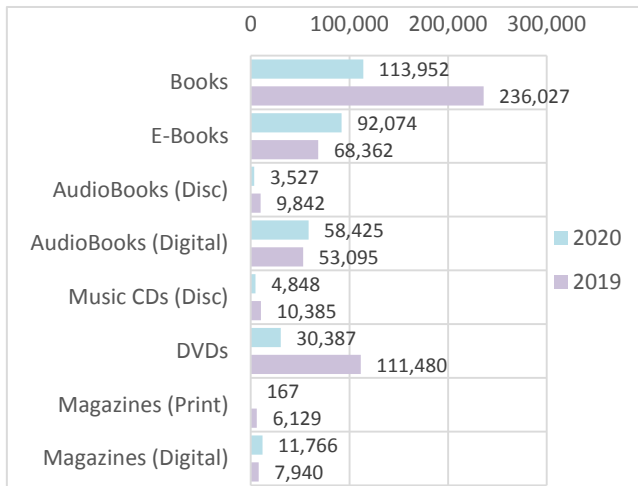
Data Tables Note: New columns were introduced to the above data tables in August to show the year over year change between the current month in 2020 and 2019.

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 - October 2020

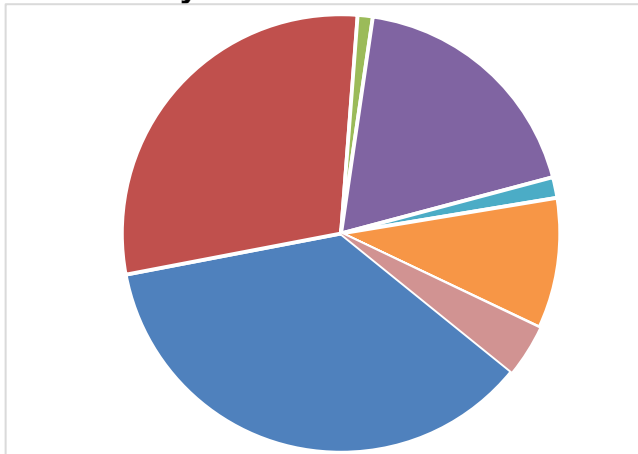
Oct. 2020 vs Oct. 2019 Checkouts



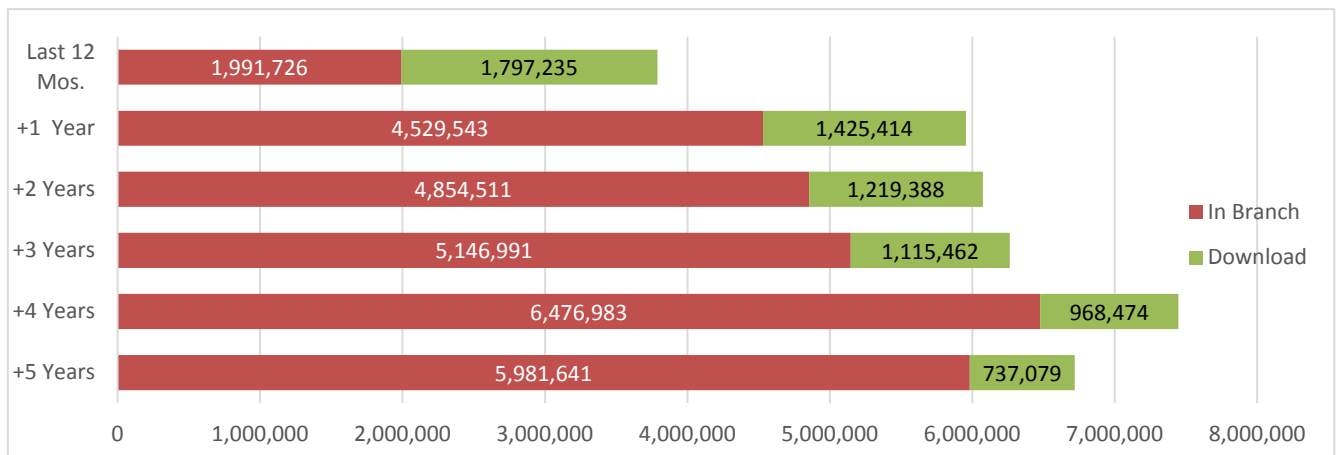
Data Table

Categories	September 2020	October 2020	October 2019	% Change of Oct. Year Over Year	% of Total Oct. 2020 Checkouts	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change 12 Months Year Over Year
Books	101,079	113,952	236,027	-51.72%	36.16%	1,292,056	2,779,535	-53.52%
E-Books	91,389	92,074	68,362	34.69%	29.22%	1,018,070	782,191	30.16%
AudioBooks (Disc)	3,175	3,527	9,842	-64.16%	1.12%	50,147	128,639	-61.02%
AudioBooks (Digital)	57,015	58,425	53,095	10.04%	18.54%	667,886	555,855	20.15%
Music CDs (Disc)	4,051	4,848	10,385	-53.32%	1.54%	59,265	132,049	-55.12%
DVDs	26,293	30,387	111,480	-72.74%	9.64%	553,600	1,383,343	-59.98%
Magazines (Print)	261	167	6,129	-97.28%	0.05%	26,152	73,544	-64.44%
Magazines (Digital)	10,994	11,766	7,940	48.19%	3.73%	111,279	87,368	27.37%
Totals:	294,257	315,146	503,260	-37.38%	100.00%	3,778,455	5,922,524	-36.20%

Checkouts By Format - October 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.

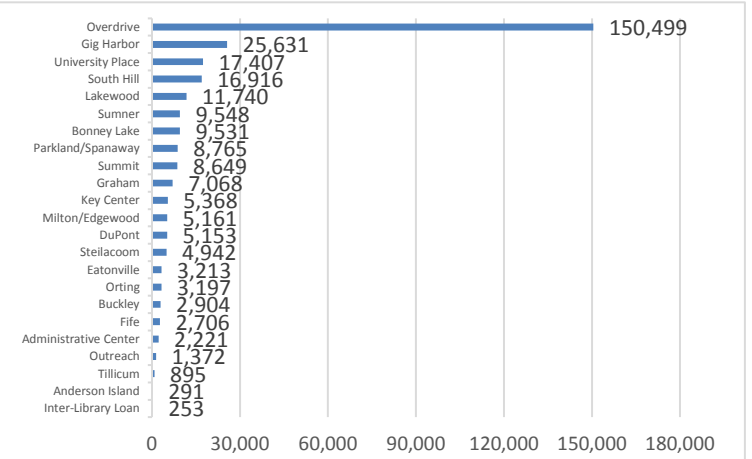
While checkouts of physical media are still historically low due to the system closure, we have seen an increase in circulation thanks to the high demand for curbside pickup services. Use of digital resources also continues to be strong.

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 October.

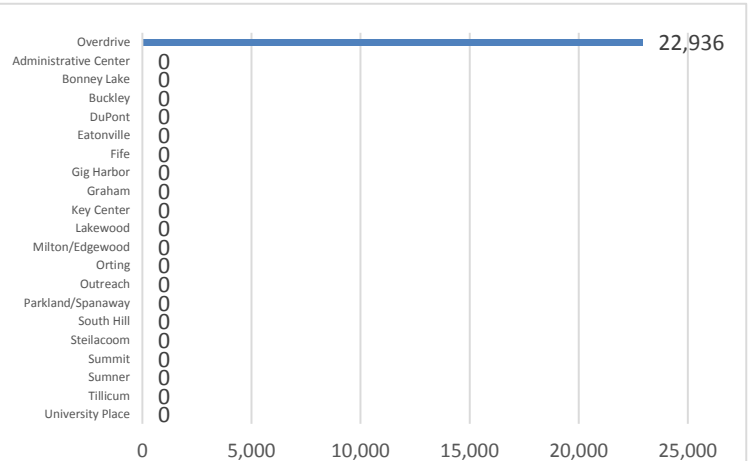
Activity - October 2020

Location	Checkouts				Visitors			
	Oct. 2020	Last 12 Mo.	+1 Year	% Change	Oct. 2020	Last 12 Mo.	+1 Year	% Change
Administrative Center	2,221	26,841	67,227	-60.1%	0	9,349	30,708	-69.6%
Anderson Island	291	3,730	14,273	-73.9%	No Door Counter for Anderson Island			
Bonney Lake	9,531	115,652	271,931	-57.5%	0	36,280	112,516	-67.8%
Buckley	2,904	37,748	89,696	-57.9%	0	15,257	47,238	-67.7%
DuPont	5,153	55,295	119,905	-53.9%	0	16,240	52,357	-69.0%
Eatonville	3,213	41,492	105,231	-60.6%	0	24,156	79,463	-69.6%
Fife	2,706	33,261	66,900	-50.3%	0	12,103	39,294	-69.2%
Gig Harbor	25,631	290,183	627,769	-53.8%	0	73,069	228,037	-68.0%
Graham	7,068	102,414	240,931	-57.5%	0	33,183	95,150	-65.1%
Inter-Library Loan	253	1,956	4,842	-59.6%	No "visitors" for Inter-Library Loan			
Key Center	5,368	67,981	158,009	-57.0%	0	19,756	69,513	-71.6%
Lakewood	11,740	189,740	445,545	-57.4%	0	92,673	269,109	-65.6%
Milton / Edgewood	5,161	64,730	147,327	-56.1%	0	27,096	77,236	-64.9%
Orting	3,197	39,337	90,015	-56.3%	0	15,583	45,770	-66.0%
Overdrive	150,499	1,685,956	1,338,046	26.0%	22,936	278,826	258,380	7.9%
Outreach	1,372	25,443	50,077	-49.2%	0	5,285	11,874	-55.5%
Parkland / Spanaway	8,765	150,012	371,699	-59.6%	0	96,377	245,060	-60.7%
South Hill	16,916	233,842	546,362	-57.2%	0	57,873	176,004	-67.1%
Steilacoom	4,942	51,110	117,913	-56.7%	0	31,736	88,061	-64.0%
Summit	8,649	106,931	226,507	-52.8%	0	28,248	89,649	-68.5%
Sumner	9,548	112,496	234,684	-52.1%	0	40,826	123,768	-67.0%
Tillicum	895	13,342	32,114	-58.5%	0	11,527	33,524	-65.6%
University Place	17,407	228,190	500,586	-54.4%	0	60,854	211,378	-71.2%
Total	303,430	3,677,682	5,867,589	-37.3%	22,936	986,297	2,384,089	-58.6%

October Checkouts



October 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 October.					

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 October, even though curbside pickup services have started at all locations except the Administrative Center.

Visitor Counts Note: Branches remain closed to the public.

Monthly Financial Reports

October 31, 2020

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

General Fund

On November 30, the Library recorded \$2,751,600 of property tax and other County distributed revenue, which thus far confirms a repeating of the pattern from the first half of the year. The amount yet to be collected is about \$800,000, most of which is expected to be received by February.

October

- **On October 31, the Library recorded \$14,618,000 of property tax and other County distributed revenue. This amount is \$3.47 million short of anticipated total 2020 receipts. We anticipate that it will be recovered over the next several months, with the largest being received in November.**
- **36998. Final E-Rate distribution received for 2020.**
- **53506. Includes Microsoft software annual renewals (SQLserver and Office 365).**
- **54501. Includes a one-time reconciliation for 2019 CAM charges that the Milton/Edgewood Library leasing office provided to us.**
- **54998. The US Bank Clearing balance through July 2020 is complete and \$1,890,084 in total was distributed to the appropriate line items. August will be completed in early December, with the remaining months to be processed prior to yearend closure.**

July – September (Quarter 3)

- **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.**
- **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
- 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

October

- **56200. Includes the 9th payment (out of 10) for the University Place 5,000 square foot additional space.**
- **56201. Includes payments for the Parkland/Spanaway Library interior refresh project.**

July – September (Quarter 3)

- 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.
- 56430. Includes significant Dell equipment purchases.

April – June (Quarter 2)

- 56430. Dell networking equipment and training purchased through Xioloogix, 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

October

- **No significant activity.**

July – September (Quarter 3)

- 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

October

- **No significant activity.**

July – September (Quarter 3)

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 – October (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	227,767.80	36,283.86	- 5,603.05
August 2020	355,253.45			
September 2020	445,691.25			
October 2020	188,005.75			
November 2020	TBD			
December 2020	TBD			
YTD	\$ 2,861,336.74	\$ 1,839,579.28	\$ 50,504.43	-\$ 18,884.28

* 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
October 31, 2020**

	GENERAL FUND	SPECIAL PURPOSE FUND	LEVY SUSTAINABILITY FUND	DEBT SERVICE FUND	CAPITAL IMPROVEMENT PROJECTS FUND
ASSETS					
Current Assets					
Cash	\$ 14,759,992	\$ 2,000	\$ 1,000	\$ 100	\$ 228,927
Investments	\$ 6,216,051	\$ 2,136,820	\$ 5,481,613	\$ 88,494	\$ 1,178,712
Accrued Interest on Investments	\$ 3,577	\$ (1,356)	\$ 178	\$ 7	\$ (1,919)
Total Current Assets	\$ 20,979,620	\$ 2,137,464	\$ 5,482,791	\$ 88,600	\$ 1,405,720
TOTAL ASSETS	\$ 20,979,620	\$ 2,137,464	\$ 5,482,791	\$ 88,600	\$ 1,405,720
LIABILITIES					
Current Liabilities					
Warrants Payable*	\$ -	\$ -	\$ -	\$ -	\$ -
Sales Tax Payable*	\$ (11)	\$ -	\$ -	\$ -	\$ -
Payroll Payable	\$ 131,399	\$ -	\$ -	\$ -	\$ -
US Bank Payable*	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Liabilities	\$ 131,388	\$ -	\$ -	\$ -	\$ -
TOTAL LIABILITIES	\$ 131,388	\$ -	\$ -	\$ -	\$ -
FUND BALANCE					
Reserve for Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -
Election Set-Aside		\$ 940,451	\$ -		
Land/Property/Facility Set-Aside		\$ 1,130,117	\$ -		
Unreserved Fund Balance	\$ 20,848,232	\$ 66,897	\$ 5,482,791	\$ 88,600	\$ 1,405,720
TOTAL FUND BALANCE	\$ 20,848,232	\$ 2,137,464	\$ 5,482,791	\$ 88,600	\$ 1,405,720
TOTAL LIABILITIES & FUND BALANCE	\$ 20,979,620	\$ 2,137,464	\$ 5,482,791	\$ 88,600	\$ 1,405,720
BEGINNING FUND BALANCE, 01/01/20					
YTD Revenue	\$ 38,630,886	\$ 12,982	\$ 32,791	\$ 515	\$ 12,343
Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -
YTD Expenditures	\$ (26,824,826)	\$ -	\$ -	\$ -	\$ (789,590)
ENDING FUND BALANCE, 10/31/20	\$ 20,848,232	\$ 2,137,464	\$ 5,482,791	\$ 88,600	\$ 1,405,720
TAXES RECEIVABLE	\$ 3,750,424	\$ -	\$ -	\$ -	\$ -

* Does not include Munis payables
These will be applied to each month
prior to closing the fiscal year.

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

	<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>HISTORICAL</i> 9/30/2020	<i>CURRENT</i> 10/31/2020
ASSETS													
Current Assets													
Cash	\$ 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	\$ 14,759,992	\$ 14,759,992
Investments	\$ 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	\$ 6,216,051	\$ 6,216,051
Accrued Interest on Investments									\$ 388	\$ 3,597	\$ 3,589	\$ 3,577	\$ 3,577
Deposits Refundable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Assets	\$ 13,381,633	\$ 12,916,528	\$ 9,222,405	\$ 6,728,667	\$ 4,973,571	\$ 3,862,353	\$ 14,922,498	\$ 15,993,947	\$ 15,284,455	\$ 12,999,761	\$ 10,671,418	\$ 20,979,620	\$ 20,979,620
TOTAL ASSETS	\$ 13,381,633	\$ 12,916,528	\$ 9,222,405	\$ 6,728,667	\$ 4,973,571	\$ 3,862,353	\$ 14,922,498	\$ 15,993,947	\$ 15,284,455	\$ 12,999,761	\$ 10,671,418	\$ 20,979,620	\$ 20,979,620
LIABILITIES													
Current Liabilities													
Warrants Payable*	\$ 117,447	\$ 122,483	\$ (491)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sales Tax Payable*	\$ 4,641	\$ 2,909	\$ 6,893	\$ 8,388	\$ 9,747	\$ 10,306	\$ 10,306	\$ 787	\$ 790	\$ 790	\$ 790	\$ (11)	\$ (11)
Payroll Payable	\$ 130,737	\$ 152,520	\$ 172,006	\$ 131,287	\$ 154,329	\$ 174,402	\$ 130,122	\$ 146,218	\$ 166,532	\$ 129,080	\$ 151,695	\$ 131,399	\$ 131,399
Total Current Liabilities	\$ 252,825	\$ 277,912	\$ 178,407	\$ 139,676	\$ 164,077	\$ 184,708	\$ 140,427	\$ 147,005	\$ 167,321	\$ 129,870	\$ 152,484	\$ 131,388	\$ 131,388
TOTAL LIABILITIES	\$ 252,825	\$ 277,912	\$ 178,407	\$ 139,676	\$ 164,077	\$ 184,708	\$ 140,427	\$ 147,005	\$ 167,321	\$ 129,870	\$ 152,484	\$ 131,388	\$ 131,388
FUND BALANCE													
Reserve for Encumbrance	\$ 483,460	\$ 292,123	\$ (1,861)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unreserved Fund Balance	\$ 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	\$ 20,848,232	\$ 20,848,232
TOTAL FUND BALANCE	\$ 13,128,808	\$ 12,638,616	\$ 9,043,998	\$ 6,588,991	\$ 4,809,495	\$ 3,677,645	\$ 14,782,070	\$ 15,846,942	\$ 15,117,133	\$ 12,869,891	\$ 10,518,934	\$ 20,848,232	\$ 20,848,232
TOTAL LIABILITIES & FUND BALANCE	\$ 13,381,633	\$ 12,916,528	\$ 9,222,405	\$ 6,728,667	\$ 4,973,571	\$ 3,862,353	\$ 14,922,498	\$ 15,993,947	\$ 15,284,455	\$ 12,999,761	\$ 10,671,418	\$ 20,979,620	\$ 20,979,620
PROPERTY TAXES RECEIVABLE	\$ 3,132,650	\$ 887,773	\$ 709,314	\$ 41,259,626	\$ 40,435,226	\$ 38,840,000	\$ 25,069,543	\$ 21,464,956	\$ 19,590,710	\$ 19,322,607	\$ 19,038,022	\$ 3,750,424	\$ 3,750,424

* Does not include Munis payables
These will be applied to each month
prior to closing the fiscal year.

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

GENERAL FUND - 01	2020 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ 37,683,500	\$ 37,721,032	\$ -	\$ (37,532)	100%
Other Revenue	\$ 1,188,500	\$ 909,854	\$ -	\$ 278,646	77%
TOTAL REVENUE	\$ 38,872,000	\$ 38,630,886	\$ -	\$ 241,114	99%
EXPENDITURES					
Personnel/Taxes and Benefits	\$ 25,262,900	\$ 20,907,117	\$ -	\$ 4,355,783	83%
Materials	\$ 3,971,800	\$ 1,593,690	\$ -	\$ 2,378,110	40%
Maintenance and Operations	\$ 6,707,300	\$ 4,324,019	\$ -	\$ 2,383,281	64%
Transfers Out & Reserves	\$ 2,930,000	\$ -	\$ -	\$ 2,930,000	0%
TOTAL EXPENDITURES	\$ 38,872,000	\$ 26,824,826	\$ -	\$ 12,047,174	69%
Excess/(Deficit)		\$ 11,806,060			
Additional Transfers Out		-			
NET EXCESS (DEFICIT)		\$ 11,806,060			

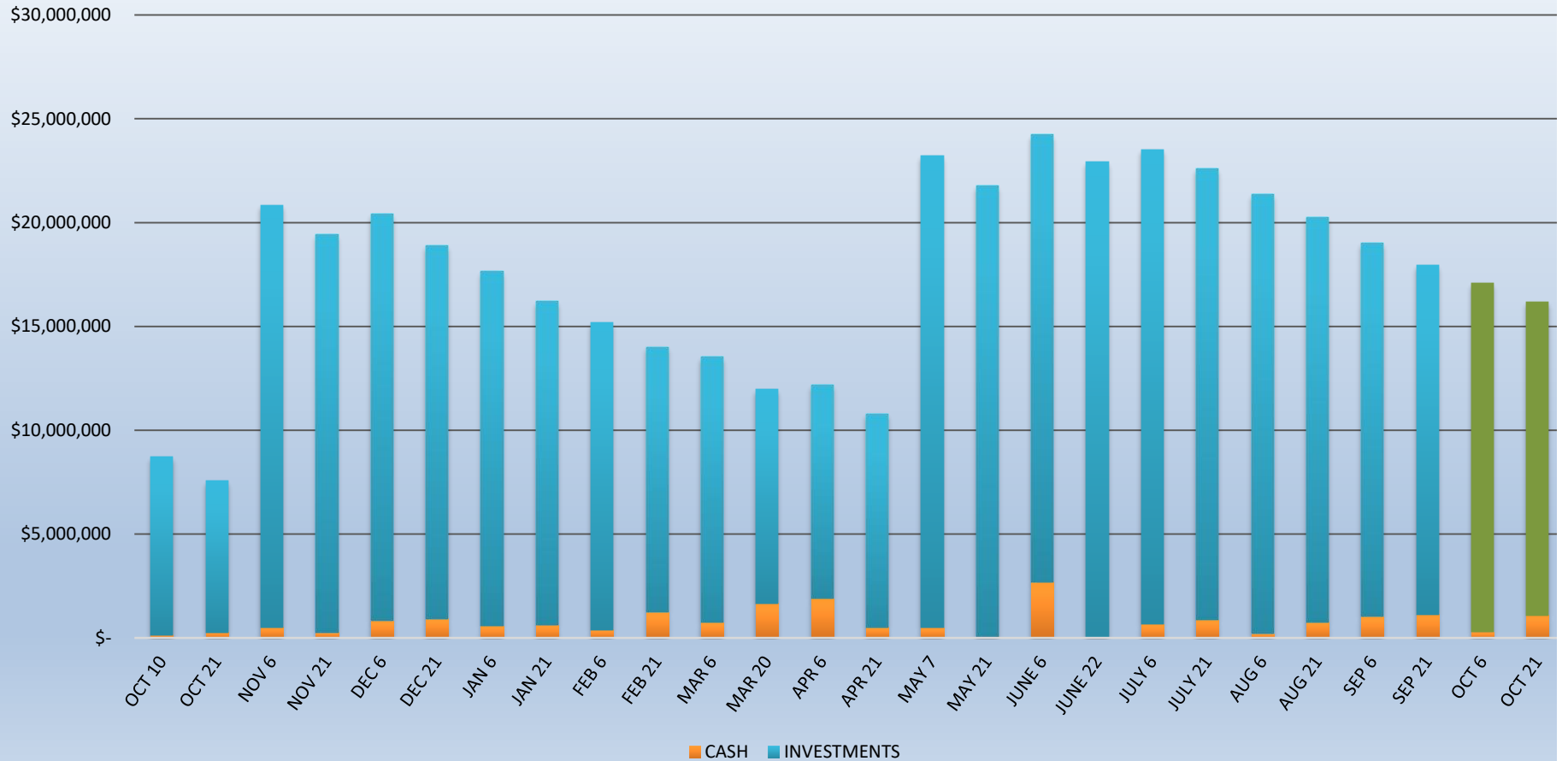
SPECIAL PURPOSE FUND - 15	2020 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 12,982	\$ -	\$ (12,982)	-
TOTAL REVENUE	\$ -	\$ 12,982	\$ -	\$ (12,982)	-
EXPENDITURES					
Election Costs	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 12,982			
Additional Transfers In		\$ -			
NET EXCESS (DEFICIT)		\$ 12,982			

LEVY SUSTAINABILITY FUND - 16	2020 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 32,791	\$ -	\$ (32,791)	-
TOTAL REVENUE	\$ -	\$ 32,791	\$ -	\$ (32,791)	-
EXPENDITURES					
Election Costs	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 32,791			
Additional Transfers In		\$ -			
NET EXCESS (DEFICIT)		\$ 32,791			

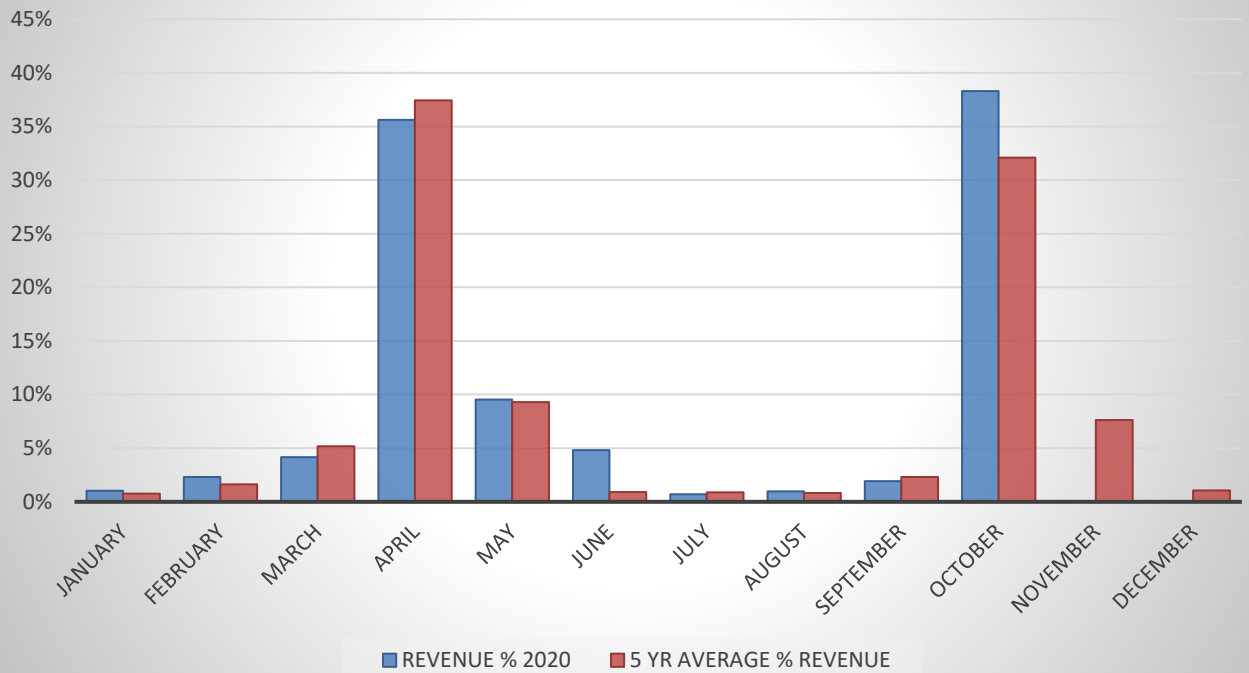
DEBT SERVICE FUND - 20	2020 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ -	\$ -	\$ -	\$ -	-
Other Revenue	\$ -	\$ 515	\$ -	\$ (515)	-
TOTAL REVENUE	\$ -	\$ 515	\$ -	\$ (515)	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
NET EXCESS (DEFICIT)		\$ 515			

CAPITAL IMPROVEMENT PROJECTS FUND - 30	2020 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ 845,000	\$ -	\$ -	\$ 845,000	0%
Transfers In	\$ 1,350,000	\$ -	\$ -	\$ 1,350,000	0%
Other Revenue	\$ 150,000	\$ 12,343	\$ -	\$ 137,657	8%
TOTAL REVENUE	\$ 2,345,000	\$ 12,343	\$ -	\$ 2,332,657	1%
EXPENDITURES					
Capital Improvement Projects	\$ 2,345,000	\$ 789,590	\$ -	\$ 1,555,410	34%
TOTAL EXPENDITURES	\$ 2,345,000	\$ 789,590	\$ -	\$ 1,555,410	34%
Excess/(Deficit)		\$ (777,247)			
Additional Transfers In		-			
NET EXCESS (DEFICIT)		\$ (777,247)			

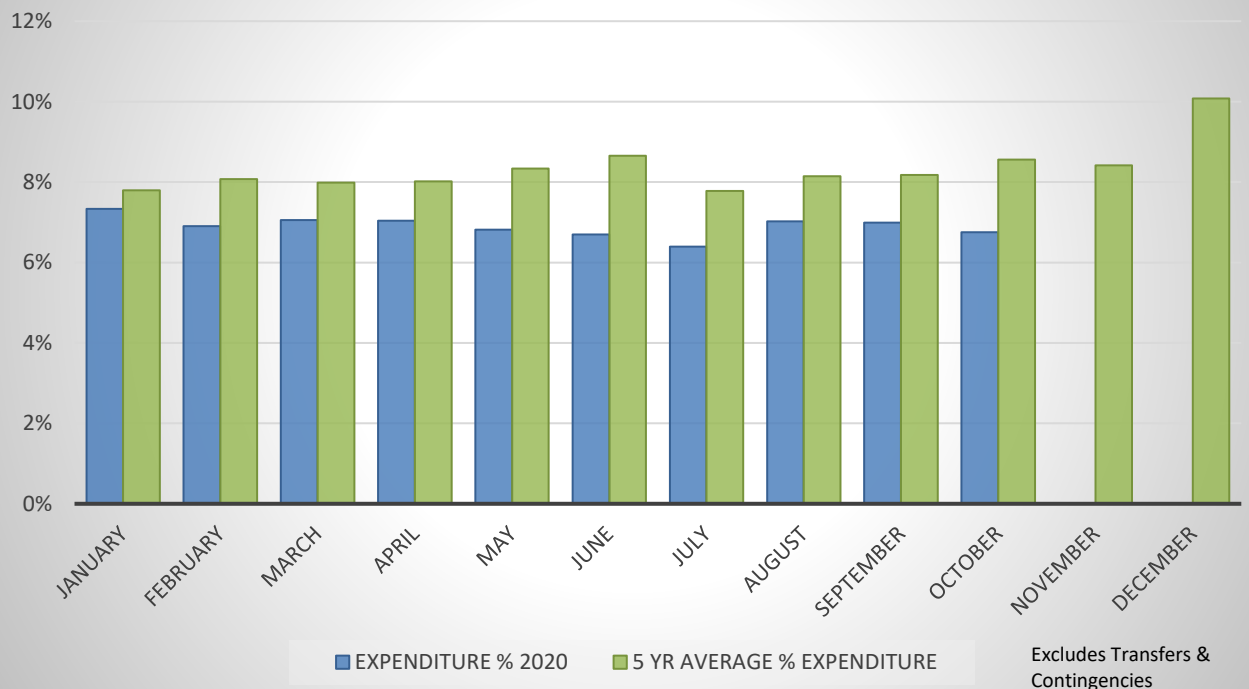
CASH & INVESTMENTS - SEMI-MONTHLY
2020 - ALL FUNDS COMBINED (EXCLUDES DEBT SERVICE FUND)
- 13 MONTHS MOVING -



GENERAL FUND - REVENUE TREND (%) THROUGH OCTOBER 2020



GENERAL FUND - EXPENDITURE TREND (%) THROUGH OCTOBER 2020



FUND: GENERAL FUND (01)

Object	2020 Budget	October Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
31111 PROPERTY TAX--CURRENT	37,000,400.00	14,589,404.34	37,134,516.79	0.00	(134,116.79)	100.36
31112 PROPERTY TAX--DELINQUENT	469,100.00	24,306.72	398,919.02	0.00	70,180.98	85.04
31113 PROPERTY TAX--KING COUNTY	60,000.00	1,131.26	52,262.70	0.00	7,737.30	87.10
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	614.63	20,898.46	0.00	(898.46)	104.49
31740 TIMBER EXCISE TAX	63,000.00	0.00	41,955.75	0.00	21,044.25	66.60
TAXES:	37,618,500.00	14,615,456.95	37,649,150.03	0.00	(30,650.03)	100.08
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	2,236.95	93,847.51	0.00	(8,847.51)	110.41
36110 INVESTMENT EARNINGS	50,000.00	2,147.69	36,116.92	0.00	13,883.08	72.23
36140 INTEREST INCOME--CONTRACTS & N	0.00	0.00	2.00	0.00	(2.00)	0.00
36200 RENTS AND LEASES--KPHC	1,000.00	0.00	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	3,136.89	6,420.81	0.00	(6,420.81)	0.00
36790 OPPORTUNITY DONATIONS	160,000.00	0.00	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	806.96	15,706.83	0.00	(5,706.83)	157.07
36920 FOUND MONEY	0.00	0.00	1,267.64	0.00	(1,267.64)	0.00
36990 MISCELLANEOUS OTHER	0.00	0.00	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	264,080.07	540,924.70	0.00	(10,924.70)	102.06
36999 PROCUREMENT CARD REBATES	75,000.00	0.00	59,309.27	0.00	15,690.73	79.08
CHARGES OTHER:	1,249,500.00	272,408.56	978,072.61	0.00	271,427.39	78.28
39520 INSURANCE RECOVERIES--CAPITAL	4,000.00	0.00	3,663.31	0.00	336.69	91.58
TOTAL FOR REVENUE ACCOUNTS	38,872,000.00	14,887,865.51	38,630,885.95	0.00	241,114.05	99.38
EXPENSE ACCOUNTS						
51100 SALARIES AND WAGES	18,352,200.00	1,502,799.56	15,101,709.40	0.00	3,250,490.60	82.29
51105 ADDITIONAL HOURS	136,200.00	2,196.59	62,789.26	0.00	73,410.74	46.10
51106 SHIFT DIFFERENTIAL	174,600.00	12,097.37	95,601.58	0.00	78,998.42	54.75
51107 SUBSTITUTE HOURS	145,900.00	1,175.44	67,988.13	0.00	77,911.87	46.60
51109 TUITION ASSISTANCE	10,000.00	0.00	4,256.20	0.00	5,743.80	42.56
51200 OVERTIME WAGES	22,800.00	931.17	12,388.88	0.00	10,411.12	54.34
51999 ADJ WAGE/SALARY TO MATCH PLAN	(471,000.00)	0.00	0.00	0.00	(471,000.00)	0.00
52001 INDUSTRIAL INSURANCE	183,700.00	10,088.94	91,585.33	0.00	92,114.67	49.86
52002 MEDICAL INSURANCE	2,658,500.00	194,172.74	2,057,498.41	0.00	601,001.59	77.39

FUND: GENERAL FUND (01)

Object	2020 Budget	October Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
52003 FICA	1,440,500.00	113,238.56	1,146,173.54	0.00	294,326.46	79.57
52004 RETIREMENT	2,421,800.00	195,021.85	1,938,422.08	0.00	483,377.92	80.04
52005 DENTAL INSURANCE	244,500.00	19,014.51	190,732.78	0.00	53,767.22	78.01
52006 OTHER BENEFIT	9,900.00	2,300.00	21,260.00	0.00	(11,360.00)	214.75
52010 LIFE AND DISABILITY INSURANCE	80,000.00	7,093.79	70,455.19	0.00	9,544.81	88.07
52020 UNEMPLOYMENT/ PAID FML INSURANCE	30,000.00	2,225.76	46,256.21	0.00	(16,256.21)	154.19
52999 ADJ BENEFITS TO MATCH PLAN	(176,700.00)	0.00	0.00	0.00	(176,700.00)	0.00
PERSONNEL	25,262,900.00	2,062,356.28	20,907,116.99	0.00	4,355,783.01	82.76
53100 OFFICE/OPERATING SUPPLIES--DEP	146,300.00	10,916.75	119,592.39	0.00	26,707.61	81.74
53104 OFFICE/OPERATING SUPPLIES--PUB	0.00	0.00	236.13	0.00	(236.13)	0.00
53110 CUSTODIAL SUPPLIES	76,500.00	2,702.74	58,101.40	0.00	18,398.60	75.95
53120 MAINTENANCE SUPPLIES	30,000.00	0.00	15,565.34	0.00	14,434.66	51.88
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	0.00	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	3,409.98	31,837.70	0.00	768,162.30	3.98
53402 ADULT AV - DVD	92,000.00	24,374.97	161,965.01	0.00	(69,965.01)	176.05
53403 PERIODICALS {{OLD}}	0.00	0.00	(15.02)	0.00	15.02	0.00
53404 ADULT AV AUDIOBOOKS	0.00	860.16	7,134.05	0.00	(7,134.05)	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	5,696.61	85,052.43	0.00	589,947.57	12.60
53407 INTERNATIONAL COLLECTION {{OLD}}	0.00	0.00	(158.76)	0.00	158.76	0.00
53408 ADULT LARGE PRINT	1,160,800.00	0.00	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	4,921.31	80,832.21	0.00	312,167.79	20.57
53411 ADULT PAPERBACKS	0.00	126.39	5,426.08	0.00	(5,426.08)	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	791.68	11,500.86	0.00	(11,500.86)	0.00
53415 ADULT YA GRAPHIC NOVELS	0.00	649.58	10,068.66	0.00	(10,068.66)	0.00
53416 ADULT YA NONFICTION	0.00	0.00	676.83	0.00	(676.83)	0.00
53417 ADULT AV - DVDNF	487,000.00	2,066.14	15,647.69	0.00	471,352.31	3.21
53418 ADULT GRAPHIC NOVELS	82,000.00	460.66	4,019.15	0.00	77,980.85	4.90
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	850.57	2,475.31	0.00	(2,475.31)	0.00
53424 CHILDREN'S EARLY LEARNING	0.00	277.35	2,201.27	0.00	(2,201.27)	0.00
53425 CHILDREN'S FICTION	0.00	5,924.65	57,384.39	0.00	(57,384.39)	0.00
53426 CHILDREN'S GRAPHIC NOVELS	0.00	1,454.85	8,411.02	0.00	(8,411.02)	0.00
53427 CHILDREN'S NONFICTION	0.00	2,367.00	32,344.87	0.00	(32,344.87)	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	142.60	914.85	0.00	(914.85)	0.00
53430 DATABASES	0.00	0.00	195,602.20	0.00	(195,602.20)	0.00
53440 EBOOK - REFERENCE	0.00	0.00	2,561.98	0.00	(2,561.98)	0.00
53441 EBOOKS	0.00	18,399.70	369,571.97	0.00	(369,571.97)	0.00
53442 EDOWNLOADABLE AUDIO	0.00	6,074.53	290,140.97	0.00	(290,140.97)	0.00
53443 ESTREAMING BOOKS	0.00	0.00	17,200.00	0.00	(17,200.00)	0.00

FUND: GENERAL FUND (01)

Object	2020 Budget	October Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
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	0.00	9,279.37	0.00	(9,279.37)	0.00
53460 VENDOR PROCESSING	0.00	5,834.49	45,050.03	0.00	(45,050.03)	0.00
53464 VENDOR CATALOGING	0.00	0.00	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	167.16	1,425.80	0.00	(1,425.80)	0.00
53472 WORLD - CHINESE	0.00	1,360.26	2,673.03	0.00	(2,673.03)	0.00
53473 WORLD - DVD	0.00	576.99	2,694.71	0.00	(2,694.71)	0.00
53475 WORLD - JAPANESE	0.00	0.00	1,436.28	0.00	(1,436.28)	0.00
53476 WORLD - KOREAN	0.00	1,889.52	5,852.54	0.00	(5,852.54)	0.00
53478 WORLD - VIETNAMESE	0.00	388.43	1,072.62	0.00	(1,072.62)	0.00
53479 WORLD - RUSSIAN	0.00	1,063.83	3,226.66	0.00	(3,226.66)	0.00
53481 YOUTH CHILDREN'S AUDIO BOOKS	0.00	541.40	9,901.11	0.00	(9,901.11)	0.00
53482 YOUTH DVD - FTY	0.00	3,340.13	8,462.76	0.00	(8,462.76)	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	5,271.63	0.00	44,528.37	10.59
53502 TECHNOLOGY HARDWARE--PUBLIC	717,500.00	0.00	173,233.76	0.00	544,266.24	24.14
53503 TECHNOLOGY HARDWARE--STAFF	0.00	0.00	14,626.13	0.00	(14,626.13)	0.00
53505 SOFTWARE/LICENSES/HOST--APPS	841,300.00	1,099.00	291,289.15	0.00	550,010.85	34.62
53506 SOFTWARE/LICENSES/HOST--INFRA	0.00	76,025.36	110,382.41	0.00	(110,382.41)	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	4,862.73	49,527.01	0.00	(49,527.01)	0.00
54100 INDEPENDENT CONTRACTORS	343,400.00	712.50	17,547.63	0.00	325,852.37	5.11
54110 PERFORMER SERVICES	0.00	4,300.00	19,821.04	0.00	(19,821.04)	0.00
54120 CONTRACTUAL SERVICES	281,100.00	8,916.95	238,249.52	0.00	42,850.48	84.76
54130 COLLECTION AGENCY SERVICES	0.00	0.00	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	14,841.00	0.00	25,159.00	37.10
54162 BIBLIOGRAPHIC & RELATED SERVIC	0.00	4,107.34	45,180.74	0.00	(45,180.74)	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	125.00	711.88	0.00	1,788.12	28.48
54200 POSTAGE	73,000.00	0.00	66,334.58	0.00	6,665.42	90.87
54201 SHIPPING	0.00	0.00	1,467.20	0.00	(1,467.20)	0.00
54210 TELECOM SERVICES--PHONES	47,700.00	1,492.66	66,156.87	0.00	(18,456.87)	138.69
54211 TELECOM SERVICES--CELLPHONES	7,500.00	0.00	21,676.98	0.00	(14,176.98)	289.03
54212 TELECOM SERVICES--INTERNET	595,800.00	0.00	307,282.64	0.00	288,517.36	51.57
54300 TRAVEL AND TOLLS	70,500.00	0.00	15,422.19	0.00	55,077.81	21.88
54301 MILEAGE REIMBURSEMENTS	47,300.00	3,445.43	37,845.26	0.00	9,454.74	80.01
54400 ADVERTISING	81,800.00	16,039.30	35,893.79	0.00	45,906.21	43.88
54501 RENTALS/LEASES--BUILDINGS	474,700.00	42,990.36	435,632.46	0.00	39,067.54	91.77
54502 RENTALS/LEASES--EQUIPMENT	140,900.00	9,077.75	85,494.94	0.00	55,405.06	60.68
54600 INSURANCE	270,000.00	75.00	265,809.95	0.00	4,190.05	98.45
54700 ELECTRICITY	265,000.00	10,493.35	171,738.84	0.00	93,261.16	64.81
54701 NATURAL GAS	12,000.00	846.60	6,465.67	0.00	5,534.33	53.88
54702 WATER	30,000.00	7,284.35	32,573.41	0.00	(2,573.41)	108.58
54703 SEWER	34,000.00	2,553.56	32,000.29	0.00	1,999.71	94.12

Pierce County Library System
Board Report - Budget to Actual by Object
Report as of: 10/31/2020

FUND: GENERAL FUND (01)

Object	2020 Budget	October Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
54704 REFUSE	36,000.00	514.54	28,879.50	0.00	7,120.50	80.22
54800 GENERAL REPAIRS/MAINTENANCE	231,500.00	43,371.37	189,251.26	0.00	42,248.74	81.75
54801 CONTRACTED MAINTENANCE	411,300.00	7,496.10	157,638.05	0.00	253,661.95	38.33
54805 VEHICLE REPAIR AND MAINTENANCE	65,000.00	0.00	13,191.67	0.00	51,808.33	20.29
54810 IT SYSTEMS MAINTENANCE--APPS	73,100.00	0.00	0.00	0.00	73,100.00	0.00
54811 IT SYSTEMS MAINTENANCE--INFRA	0.00	0.00	59,261.89	0.00	(59,261.89)	0.00
54900 INDIVIDUAL REGISTRATIONS	79,300.00	0.00	13,290.62	0.00	66,009.38	16.76
54901 ORGANIZATIONAL REGISTRATIONS	1,000.00	0.00	1,400.00	0.00	(400.00)	140.00
54902 DUES AND MEMBERSHIPS	52,000.00	13.18	32,803.55	0.00	19,196.45	63.08
54903 LICENSES AND FEES {{OLD}}	0.00	220.30	2,155.30	0.00	(2,155.30)	0.00
54904 LICENSES	11,500.00	0.00	3,268.97	0.00	8,231.03	28.43
54905 FEES	58,000.00	571.00	13,445.03	0.00	44,554.97	23.18
54906 TAXES AND ASSESSMENTS	44,000.00	20,484.46	41,535.64	0.00	2,464.36	94.40
54911 FOUNDATION IMPACT PROJECTS	0.00	0.00	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	188,005.75	987,200.08	0.00	(987,200.08)	0.00
54999 MISCELLANEOUS	0.00	0.00	500.00	0.00	(500.00)	0.00
56241 PAINTING--INTERIOR	0.00	0.00	211.34	0.00	(211.34)	0.00
56280 FURNITURE AND FIXTURES	0.00	0.00	43.95	0.00	(43.95)	0.00
59711 TRANSFERS OUT--FUTURE ELECTION	80,000.00	0.00	0.00	0.00	80,000.00	0.00
59712 TRANSFERS OUT--FUTURE LAND, PR	1,000,000.00	0.00	0.00	0.00	1,000,000.00	0.00
59730 TRANSFERS OUT--CAPITAL PROJECT	1,350,000.00	0.00	0.00	0.00	1,350,000.00	0.00
59799 ANNUAL SUSTAINABILITY SETASIDE	500,000.00	0.00	0.00	0.00	500,000.00	0.00
ALL OTHER EXPENSES	13,609,100.00	562,754.37	5,917,708.83	0.00	7,691,391.17	43.48
NEED A CATEGORY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR EXPENSE ACCOUNTS	38,872,000.00	2,625,110.65	26,824,825.82	0.00	12,047,174.18	69.01
NET SURPLUS / DEFICIT	0.00	12,262,754.86	11,806,060.13	0.00	(11,806,060.13)	0.00

FUND: SPECIAL PURPOSE FUND (15)

Object	2020 Budget	October Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
TAXES:	0.00	0.00	0.00	0.00	0.00	0.00
36110 INVESTMENT EARNINGS	0.00	332.54	12,981.96	0.00	(12,981.96)	0.00
CHARGES OTHER:	0.00	332.54	12,981.96	0.00	(12,981.96)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	332.54	12,981.96	0.00	(12,981.96)	0.00
EXPENSE ACCOUNTS						
NEED A CATEGORY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR EXPENSE ACCOUNTS	0.00	0.00	0.00	0.00	0.00	0.00
NET SURPLUS / DEFICIT	0.00	332.54	12,981.96	0.00	(12,981.96)	0.00

FUND: LEVY SUSTAINABILITY FUND (16)

Object	2020 Budget	October Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
36110 INVESTMENT EARNINGS	0.00	852.99	32,791.20	0.00	(32,791.20)	0.00
CHARGES OTHER:	0.00	852.99	32,791.20	0.00	(32,791.20)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	852.99	32,791.20	0.00	(32,791.20)	0.00
NET SURPLUS / DEFICIT	0.00	852.99	32,791.20	0.00	(32,791.20)	0.00

FUND: DEBT SERVICE FUND (20)

Object	2020 Budget	October Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
36110 INVESTMENT EARNINGS	0.00	13.39	514.90	0.00	(514.90)	0.00
CHARGES OTHER:	0.00	13.39	514.90	0.00	(514.90)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	13.39	514.90	0.00	(514.90)	0.00
NET SURPLUS / DEFICIT	0.00	13.39	514.90	0.00	(514.90)	0.00

FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)

Object	2020 Budget	October Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
29150 USE OF FUND BALANCE-BUDGET	845,000.00	0.00	0.00	0.00	845,000.00	0.00
36110 INVESTMENT EARNINGS	0.00	235.61	12,343.47	0.00	(12,343.47)	0.00
36998 ERATE REIMBURSEMENT	150,000.00	0.00	0.00	0.00	150,000.00	0.00
CHARGES OTHER:	995,000.00	235.61	12,343.47	0.00	982,656.53	1.24
39700 TRANSFERS IN	1,350,000.00	0.00	0.00	0.00	1,350,000.00	0.00
TOTAL FOR REVENUE ACCOUNTS	2,345,000.00	235.61	12,343.47	0.00	2,332,656.53	0.53
EXPENSE ACCOUNTS						
53100 OFFICE/OPERATING SUPPLIES--DEP	0.00	0.00	62.36	0.00	(62.36)	0.00
53503 TECHNOLOGY HARDWARE--STAFF	0.00	0.00	164.85	0.00	(164.85)	0.00
53505 SOFTWARE/LICENSES/HOST--APPS	0.00	0.00	7,970.88	0.00	(7,970.88)	0.00
54100 INDEPENDENT CONTRACTORS	460,000.00	0.00	1,885.00	0.00	458,115.00	0.41
54120 CONTRACTUAL SERVICES	0.00	0.00	90,352.52	0.00	(90,352.52)	0.00
54160 ARCHITECTURAL/ENGR SERVICES	0.00	2,798.45	2,798.45	0.00	(2,798.45)	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	120,000.00	120,000.00	0.00	0.00	100.00
56201 BUILDING IMPROVEMENTS/REFRESHE	260,000.00	108,411.40	108,411.40	0.00	151,588.60	41.70
56202 LAND & PROPERTY IMPROVEMENTS	230,000.00	0.00	0.00	0.00	230,000.00	0.00
56270 DOORS	0.00	0.00	8,250.00	0.00	(8,250.00)	0.00
56280 FURNITURE AND FIXTURES	200,000.00	6,893.08	81,509.17	0.00	118,490.83	40.75
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	360,153.21	0.00	354,846.79	50.37
TOTAL FOR EXPENSE ACCOUNTS	2,345,000.00	238,102.93	789,590.29	0.00	1,555,409.71	33.67
NET SURPLUS / DEFICIT	0.00	(237,867.32)	(777,246.82)	0.00	777,246.82	0.00

MEMO

Date: November 20, 2020

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

From: Jaime Prothro, Customer Experience Director

Subject: Branch Services Report

Based on feedback from the October meeting, a new section of this report has been added to include impact stories, comments, and communications from our community.

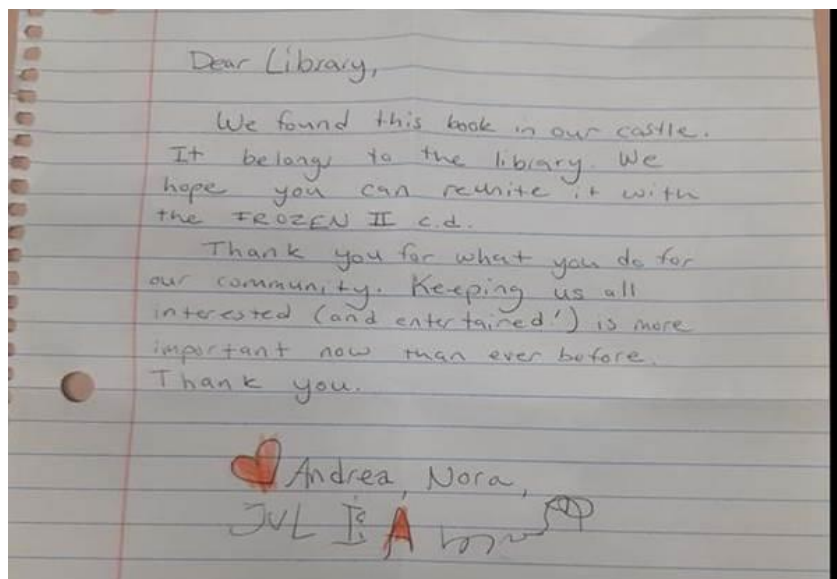
Customer Experiences

Received by email: "I want to complement our librarians at the University Place branch. I asked for some books for a young person I know who is experiencing sadness and the librarians picked nine perfect choices to read aloud with my young friend. Your thoughtful choices have helped open some good conversations. I appreciate your help."

Parkland staff received a call from a customer who has selected four Grab Bags and passed along gratitude for new titles.

Staff at Buckley were curious why a customer was outside crumpling up leaves and smelling them. Staff inquired, then learned from the customer about the Katsura trees, whose dried leaves give off a cotton candy or burnt sugar like smell. Even in a pandemic, Libraries can still be a space for connection and learning in the Fall!

And a customer from the Gig Harbor location sent us the following note:



Serving ALICE Households

Members of the Priority Audience Steering Team attended the annual United Way “From Poverty to Possibilities Summit,” and had a partner conversation with Amy Diehr from Tacoma Community House to learn how COVID-19 has impacted their services to clients.

Talk Time is now being offered virtually for non-native English speakers to connect as a community of learners and practice language skills in a supportive environment.

Operational Highlights

Branch staff did a phenomenal job balancing workflow and communications challenges from both quarantining materials due to COVID-19 and impacts from wildfire and dangerous air quality closures. The process improvement changes that were quickly made to restore curbside service in such extraordinary conditions have been maintained due to positive customer and staff feedback.

The Public Website redevelopment project has launched. Staff are at work to define the site’s navigation in advance of working with creative consultants who are assisting with the initial graphics design.

The fall Polaris library catalog upgrade was completed in October.

Planning continues for restoring limited services.

Initiatives Highlights

Youth Services Librarian Rebecca Ryan facilitated a virtual meetup for Homeschooling families with a representative with the Washington Homeschool Organization, where she was able to share information about the Library's resources for students and caregivers, as well as listen to the challenges Homeschooling families face going into this school year.

The Early Learning Team has done all the preliminary work to bring back our deposit collections for childcare centers, and book bags for home and family childcare providers.

In addition to offering Move to Learn programs, Youth Services Librarians recently recorded a "Silly Walk" video for Pen Met Parks, and we are working on a scarecrow to display outside their building as part of a "drive by" Scarecrow Festival that will take place in Gig Harbor in October.

Community Engagement Highlights

Many Youth Services Librarians have been attending virtual school board meetings in order to understand the challenges students and families are experiencing this year.

Voter Points of Assistance were successful on Election Day, with each location serving at least 1 voter who needed to reprint their ballot. In total, at least 115 people used a Library location to get a replacement ballot and vote; at least 25 people deposited mail-in ballots in a soft-sided ballot drop-box at a Library location. This combined total is more than 140 voters assisted directly on a single day with generating a ballot, same-day voter registration, or accepting a completed ballot, and this tally does not include other general voter questions that library staff helped answer.

Unfinished Business

MEMO



Date: November 23, 2020

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

From: Georgia Lomax, Executive Director

Subject: Proposed 2021 Final Budget

During the November Board of Trustees meeting, Trustees reviewed the first draft budget and held a public hearing. During the December Board meeting, you will review the final proposed budget, hold the second public hearing, and approve resolutions to adopt the 2021 budget.

In November the Board approved resolutions to set 2021 taxing at a level similar to 2020 and providing for the ability to restore property tax revenues in a future fiscal year when the coronavirus pandemic's impacts on the community and the economy may be less.

As a result, we project that the 2021 mill rate will be approximately 43.7 cents per \$1000/assessed property value. The owner of an average valued Pierce County home will pay \$166 to the Pierce County Library District in 2021. The owner of an average valued business will pay \$621.

We have completed a final review of the draft 2021 budget with each Department Head. There are minor modifications throughout the General Fund budget, but the bottom line is unchanged at \$39,397,900, which represents a 2020 to 2021 reduction of -\$346,000.

As we have discussed, the 2021 budget was developed with a focus on flexibility as the Library continues to adjust operations and services in response to the pandemic. Staff will continue to monitor the changing situation and the impacts on the Library on an ongoing basis. We expect to conduct a review of expenditures and revenue in summer 2021 to assess adjustments that may be needed in light of services allowed and use by public during the first half of the service year. We will bring a proposed amended budget if needed. We will also evaluate the budget, and amend if needed, if the public health situation allows us to return to more normal operations.

BUDGET SUMMARIES

2021

GENERAL FUND (OPERATING BUDGET)

CAPITAL FUND

SPECIAL PURPOSE FUND

LEVY SUSTAINABILITY FUND

GENERAL FUND

FINAL NOVEMBER 25, 2020 NOVEMBER 10, 2020	2020 Approved 12/2019	2020 Amending	2021 Final	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%	
TOTAL REVENUE	\$ 39,743,900	\$ 38,872,000	\$ 39,397,900	\$ (346,000)	-0.87%	
-- EXPENDITURES --						
PERSONNEL						
Salaries & Wages	\$ 19,268,400	\$ 18,347,900	\$ 20,380,400	\$ 1,112,000	5.77%	Factors in reduced services due to pandemic
Overtime Wages	22,800	22,800	19,100	(3,700)	-16.23%	
Employee Benefits	7,141,300	6,892,200	7,224,300	83,000	1.16%	Includes reduction in DRS rates
TOTAL PERSONNEL	\$ 26,432,500	\$ 25,262,900	\$ 27,623,800	\$ 1,191,300	4.51%	
MAINTENANCE & OPERATIONS						
Supplies and Consumables	\$ 366,100	\$ 268,800	\$ 389,400	\$ 23,300	6.36%	
Fuel	35,000	20,000	35,000	-		
Equipment (Computers, Software, Furnishings)	1,608,600	1,608,600	1,507,800	(100,800)	-6.27%	
Professional, Legal, Other Services	777,000	777,000	852,600	75,600	9.73%	
Networking, Phones, Postage	724,000	724,000	867,400	143,400	19.81%	Includes significant inv. in mobile accounts
Travel & Mileage	117,800	117,800	111,600	(6,200)	-5.26%	Anticipating less travel in 2021
Advertising	81,800	81,800	138,000	56,200	68.70%	Includes increased adv. for 2021 needs
Rentals & Leases	615,600	615,600	681,800	66,200	10.75%	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	998,000	217,100	27.80%	
Registrations	80,300	80,300	77,800	(2,500)	-3.11%	
Dues, Taxes, Licenses, Fees, Misc Expenses	165,500	165,500	140,000	(25,500)	-15.41%	Eliminated ULC membership
Initiative/Impact Projects	-	-	95,500	95,500		new Funded by Foundation donors
Contingency	300,000	820,000	270,000	(30,000)	-10.00%	
TOTAL MAINTENANCE & OPERATIONS	\$ 6,259,600	\$ 6,707,300	\$ 6,811,900	\$ 552,300	8.82%	
MATERIALS						
Books, DVDs, Music, eBooks, Databases	\$ 3,971,800	\$ 3,971,800	\$ 4,582,200	\$ 610,400	15.37%	Increased materials for our communities and Foundation added \$110,400 more
SET-ASIDES & TRANSFERS						
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
TOTAL SET-ASIDES AND TRANSFERS	\$ 3,080,000	\$ 2,930,000	\$ 380,000	\$ (2,700,000)	-87.66%	
TOTAL EXPENDITURES	\$ 39,743,900	\$ 38,872,000	\$ 39,397,900	\$ (346,000)	-0.87%	
NET OF REVENUE AND EXPENDITURES	\$ -	\$ -	\$ -	\$ -		Balanced budget

CAPITAL IMPROVEMENT FUND

FINAL NOVEMBER 25, 2020	2020 Approved 12/2019	2020 Projected	2021 Final	Notes
-- FUNDING SOURCES --				
USE OF FUND BALANCE				
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	
TOTAL USE OF FUND BALANCE	\$ 845,000	\$ 845,000	\$ 2,095,000	
NEW REVENUE				
Transfer from General Fund	\$ 1,500,000	\$ 1,945,000	\$ -	2021 Strategy: No transfer, use CF funds
E-Rate Reimbursement		150,000		
TOTAL NEW REVENUE	\$ 1,500,000	\$ 2,095,000	\$ -	
TOTAL FUNDS AVAILABLE	\$ 2,345,000	\$ 2,940,000	\$ 2,095,000	
-- EXPENDITURES --				
COMMITMENTS				
UP 5,000 sq ft Expansion (10 Year--2012-21)	\$ 120,000	\$ 120,000	\$ 120,000	Final year of 10 year payment plan
CURRENT BUILDING IMPROVEMENTS				
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	
TOTAL CURRENT BUILDING IMPROVEMENTS	\$ 800,000	\$ 800,000	\$ 775,000	
FUTURE BUILDINGS				
Lakewood, Tillicum, Sumner Libraries Planning Phase	\$ 360,000	\$ 360,000	\$ -	
Sumner Library Planning Phase			250,000	
Expanded Alternative Service Delivery Pilot			200,000	
TOTAL FUTURE BUILDINGS	\$ 360,000	\$ 360,000	\$ 450,000	
TECHNOLOGY UPDATES				
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		
TOTAL TECHNOLOGY PROJECTS	\$ 815,000	\$ 815,000	\$ 500,000	
Contingency	\$ 250,000	\$ 250,000	\$ 250,000	
TOTAL EXPENDITURES	\$ 2,345,000	\$ 2,345,000	\$ 2,095,000	
NET OF REVENUE AND EXPENDITURES	\$ -	\$ 595,000	\$ -	<< Balance from unspent 2020GF xferred to CF

SPECIAL PURPOSE FUND

FINAL AS OF NOVEMBER 25, 2020	2020 Projected	2021 Final	Change (\$)	Change (%)
-- FUNDING SOURCES --				
USE OF FUND BALANCE				
Use of Special Purpose Election Set Aside	\$ -	\$ -	\$ -	
NEW REVENUE				
Transfer from General Fund for Committed Setasides	\$ 1,100,000	\$ 380,000	\$ (720,000)	-65.45%
Additional Transfer to Future Land, Properties, Fac*	700,000		(700,000)	-100.00%
Investment Income	5,000	2,000	(3,000)	-60.00%
TOTAL NEW REVENUE	\$ 1,805,000	\$ 382,000	\$ (1,423,000)	-78.84%
TOTAL FUNDS AVAILABLE	\$ 1,805,000	\$ 382,000	\$ (1,423,000)	-78.84%
-- EXPENDITURES --				
PROGRAMS				
None planned for 2021	\$ -	\$ -	\$ -	
TOTAL PROGRAMS	\$ -	\$ -	\$ -	
PROJECTS				
None planned for 2021	\$ -	\$ -	\$ -	
TOTAL PROJECTS	\$ -	\$ -	\$ -	
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	
NET OF FUNDING SOURCES AND EXPENDITURES	\$ 1,805,000	\$ 382,000	\$ (1,423,000)	-78.84%
(TO BE DESIGNATED AS RESERVED DURING THE FY)				
-- COMMITTED SET-ASIDES IN FUND BALANCE --				
PROJECTED BALANCES AS OF 12/31				
Future Election Costs	\$ 1,020,000	\$ 1,100,000	\$ 80,000	7.84%
Future Land, Property & Facilities*	2,830,000	3,130,000	300,000	10.60%
TOTAL COMMITTED SET-ASIDES	\$ 3,850,000	\$ 4,230,000	\$ 380,000	9.87%

* 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.

LEVY SUSTAINABILITY FUND

FINAL AS OF NOVEMBER 25, 2020	2020 Projected	2021 Final
-- FUNDING SOURCES --		
USE OF FUND BALANCE		
Use of Levy Sustainability Set Aside	\$ -	\$ -
NEW REVENUE		
Transfer from Special Purpose Fund	\$ 5,450,000	\$ -
Property Taxes (Funding Cycle Revenue)	3,470,000	3,000,000
Investment Income	10,000	4,000
TOTAL NEW REVENUE	\$ 8,930,000	\$ 3,004,000
TOTAL FUNDS AVAILABLE	\$ 8,930,000	\$ 3,004,000
-- OUTFLOWS --		
EXPENDITURES		
None planned	\$ -	\$ -
TOTAL EXPENDITURES	\$ -	\$ -
TRANSFERS OUT		
None planned		\$ -
TOTAL TRANSFERS	\$ -	\$ -
TOTAL EXPENDITURES	\$ -	\$ -
NET OF FUNDING SOURCES AND OUTFLOWS	\$ 8,930,000	\$ 3,004,000
(TO BE DESIGNATED AS COMMITTED DURING THE FY)		
-- COMMITTED SET-ASIDES IN FUND BALANCE --		
PROJECTED BALANCES AS OF 12/31		
Levy Sustainability for Future Operations*	8,930,000	11,934,000
TOTAL COMMITTED SET-ASIDES	\$ 8,930,000	\$ 11,934,000

* We will continue to calculate the impact of reduced services, revenue losses, and other factors that influence the budget for 2021-22 receipts.

CASHFLOW SUMMARIES

2021

GENERAL FUND (OPERATING BUDGET)

CAPITAL FUND

SPECIAL PURPOSE FUND

LEVY SUSTAINABILITY FUND

**GENERAL FUND
- CASHFLOW -**

FINAL AS OF NOVEMBER 25, 2020	2021 Projected
BEGINNING FUND BALANCE (1/1 EST)	\$ 9,000,000
-- FUNDING SOURCES --	
Property-based Taxes	38,328,400
All Other Revenue	1,069,500
TOTAL FUNDS AVAILABLE	48,397,900
-- EXPENDITURES --	
Personnel	27,623,800
Maintenance And Operations	6,811,900
Materials	4,582,200
Transfers (Excludes annual setaside for cashflow)	380,000
TOTAL EXPENDITURES	39,397,900
NET OF FUNDING SOURCES LESS EXPENDITURES	9,000,000
ENDING FUND BALANCE (12/31 EST)	\$ 9,000,000

CAPITAL IMPROVEMENT FUND
- CASHFLOW -

FINAL AS OF NOVEMBER 25, 2020	2021 Projected	2022 Projected
BEGINNING FUND BALANCE (1/1 EST)	\$ 2,500,000	\$ 1,000,000
-- FUNDING SOURCES --		
Carryforward funds from prior fiscal year	595,000	TBD
General Fund Transfer	-	1,500,000
TOTAL FUNDS AVAILABLE	3,095,000	2,500,000
-- EXPENDITURES --		
Capital Projects	2,095,000	1,500,000
TOTAL EXPENDITURES	2,095,000	1,500,000
NET OF FUNDING SOURCES LESS EXPENDITURES	1,000,000	1,000,000
Contingency (Unspent funds returned to fund balance)	250,000	250,000
Spent funds replenished through added transfers		
ENDING FUND BALANCE (12/31 EST)	\$ 1,000,000	\$ 1,000,000

**SPECIAL PURPOSE FUND
- CASHFLOW -**

FINAL AS OF NOVEMBER 25, 2020	2021 Projected	2022 Projected
BEGINNING FUND BALANCE (1/1 EST)	\$ 2,824,500	\$ 3,209,500
-- FUNDING SOURCES --		
Transfer from General Fund	380,000	1,080,000
Investment Income (will vary due to return rates)	5,000	5,000
TOTAL FUNDS AVAILABLE	3,209,500	4,294,500
-- RESERVED SETASIDES IN FUND BALANCE --		
Future Election Cost	1,160,000	1,240,000
Future land, property, and facility needs	2,130,000	3,130,000
TOTAL RESERVED SETASIDES	3,290,000	4,370,000
-- EXPENDITURES --		
Programs	-	TBD
Projects	-	TBD
TOTAL EXPENDITURES	-	-
ENDING FUND BALANCE (12/31 EST)	\$ 3,209,500	\$ 4,294,500
(TO BE DESIGNATED AS COMMITTED DURING THE FY)		

LEVY SUSTAINABILITY FUND
- CASHFLOW -

FINAL AS OF NOVEMBER 25, 2020	2021 Projected	2022 Projected
BEGINNING FUND BALANCE (1/1 EST)	\$ 8,952,000	\$ 11,962,000
-- FUNDING SOURCES --		
Property Tax Revenue	3,000,000	2,700,000
Investment Income (will vary due to return rates)	10,000	11,000
TOTAL FUNDS AVAILABLE	11,962,000	14,673,000
-- RESERVED SETASIDES IN FUND BALANCE --		
Levy Sustainability for Funding Cycle	11,952,000	14,662,000
TOTAL RESERVED SETASIDES	11,952,000	14,662,000
-- EXPENDITURES AND OUTFLOWS --		
Programs and Projects	-	-
Transfers out to General Fund	-	-
TOTAL EXPENDITURES AND OUTFLOWS	-	-
ENDING FUND BALANCE (12/31 EST)	\$ 11,962,000	\$ 14,673,000
(TO BE DESIGNATED AS COMMITTED DURING THE FY)		

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 is 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 budget of revenue and expenditures.” (The motion is seconded and passed.)

Unfinished Business (continued)

BUDGET RESOLUTIONS

2021

2020-08: TO ADOPT THE 2021 GENERAL FUND BUDGET

2020-09: TO ADOPT THE 2021 CAPITAL FUND BUDGET

2020-10: TO ADOPT THE 2021 SPECIAL PURPOSE FUND BUDGET

2020-11: TO ADOPT THE 2021 LEVY SUSTAINABILITY FUND BUDGET

The Board may either (1) approve each resolution separately or (2) choose to approve all resolutions with a single motion using the following wording:

Action: Move to Approve Resolutions 2020-08 through 2020-11 as presented.

In either case, each resolution needs to be signed.

RESOLUTION NO. 2020-08

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PIERCE COUNTY RURAL LIBRARY DISTRICT
TO ADOPT THE 2021 GENERAL FUND BUDGET**

WHEREAS, the Pierce County Rural Library District (Library) has an established General Fund to pay for regular operations, and

WHEREAS, the Pierce County Assessor's Office has provided the Library with a preliminary estimate of assessed valuation of \$94,767,797.527 for the real property located within District boundaries, and

WHEREAS, during the November 18, 2020 regular meeting the Board of Trustees certified \$41,384,337.12 in the preliminary levy certificate to be collected, and anticipates one or more revised levy certificate(s) in December 2020 to be incorporated into the 2021 General Fund budget therein, and

WHEREAS, the Library calculated \$37,701,400 of current property tax revenues, and estimated \$642,000 in other forms of tax revenues as collectible in 2021 to be budgeted as General Fund revenue, and

WHEREAS, the Library estimated a balance of \$3,000,000 of tax revenues as collectible in 2021 to be recorded directly into the Levy Sustainability Fund during the fiscal year and be designated as "committed", and

WHEREAS, the Library estimated other sources of new revenue at \$1,037,000 to be budgeted in the General Fund, and

WHEREAS, the Library has created a 2021 operating budget of expenditures, transfers, and set-asides totaling \$39,397,900, and

WHEREAS, by Fiscal Management Policy the Library has created a balanced budget having expenditures match revenues, now therefore,

BE IT RESOLVED BY THE LIBRARY BOARD OF TRUSTEES THAT:

The 2021 General Fund budget for the Library in the amount of \$39,397,900 is hereby adopted in its final form and content.

PASSED AND APPROVED THIS 9TH DAY OF DECEMBER, 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. 2020-09

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PIERCE COUNTY RURAL LIBRARY DISTRICT
TO ADOPT THE 2021 CAPITAL FUND BUDGET**

WHEREAS, the Pierce County Rural Library District (Library) has an established Capital Fund to pay for projects included in the Capital Improvements Plan, and

WHEREAS, the Library has developed a Capital Improvement Plan which identifies significant projects to be accomplished in 2021, and

WHEREAS, the Capital Fund receives financial support from transfers from the General Fund, the Capital Fund balance, the Foundation, carry-forwards, rebates and reimbursements, and other identified sources of revenue and transfers, and

WHEREAS, the Library has reviewed the Capital Improvement Plan for 2021 and has determined that eight (8) projects amounting to \$1,845,000 and a \$250,000 contingency should be funded through the Capital Fund, now therefore,

BE IT RESOLVED BY THE LIBRARY BOARD OF TRUSTEES THAT:

The 2021 Capital Fund budget for the Library in the amount of \$2,095,000 is hereby adopted in its final form and content.

PASSED AND APPROVED THIS 9TH DAY OF DECEMBER, 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. 2020-10

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PIERCE COUNTY RURAL LIBRARY DISTRICT
TO ADOPT THE 2021 SPECIAL PURPOSE FUND BUDGET**

WHEREAS, the Pierce County Rural Library District (Library) has an established Special Purpose Fund that funds projects, programs, and set-asides to be managed in the Special Purpose Fund in the fiscal year 2021, and

WHEREAS, the Special Purpose Fund receives financial support from transfers from the General Fund budget, transfers from any fund balances, Foundation funds, carry-forwards, and other identified sources of revenue, and

WHEREAS, the Library has reviewed the Special Purpose Fund for 2021 and has determined that no (0) carry-forwards are necessary and no (0) special purpose projects requiring expenditures will occur in 2021, now therefore,

BE IT RESOLVED BY THE LIBRARY BOARD OF TRUSTEES THAT:

The 2021 Special Purpose Fund budget for the Pierce County Library District in the amount of \$0 is hereby adopted in its final form and content.

PASSED AND APPROVED THIS 9TH DAY OF DECEMBER, 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. 2020-11

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PIERCE COUNTY RURAL LIBRARY DISTRICT
TO ADOPT THE 2021 LEVY SUSTAINABILITY FUND BUDGET**

WHEREAS, the Pierce County Rural Library District (Library) maintains a funding cycle set-aside to be managed in the Levy Sustainability Fund in the fiscal year 2021, and

WHEREAS, the Levy Sustainability Fund receives financial support funded by a variety of revenue sources, such as direct tax receipts, General Fund transfers, and any other sources designated for fiscal sustainability, and

WHEREAS, the Library has reviewed the Levy Sustainability Fund for 2021 and has determined that no (0) carry-forwards are necessary and no (0) fiscal sustainability programs or projects requiring expenditures will occur in 2021, now therefore,

BE IT RESOLVED BY THE LIBRARY BOARD OF TRUSTEES THAT:

The 2021 Levy Sustainability Fund budget for the Library in the amount of \$0 is hereby adopted in its final form and content.

PASSED AND APPROVED THIS 9TH DAY OF DECEMBER, 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

BUDGET RESOLUTIONS

2020 YEAREND TRANSFERS

2020-12: TO TRANSFER SET-ASIDES IN THE GENERAL FUND BALANCE
TO THE CAPITAL IMPROVEMENT FUND

2020-13: TO TRANSFER SET-ASIDES IN THE GENERAL FUND BALANCE
TO THE SPECIAL PURPOSE FUND AND DECLARE THE AMOUNTS
IN THE FUND AS “COMMITTED”

2020-14: TO RECORD A PORTION OF PROPERTY TAX REVENUE
TO THE LEVY SUSTAINABILITY FUND AND DECLARE THE
AMOUNTS IN THE FUND AS “COMMITTED”.

Action: Move to Approve Resolution 2020-12 through 2020-14 as presented.

RESOLUTION NO. 2020-12

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PIERCE COUNTY RURAL LIBRARY DISTRICT (“LIBRARY”)
TO TRANSFER SET-ASIDES IN THE GENERAL FUND BALANCE
TO THE CAPITAL IMPROVEMENT FUND**

WHEREAS, the Pierce County Rural Library District has an established Capital Improvement Fund to receive financial support from transfers from the General Fund budget, Foundation funds, and other identified sources of revenue, and

WHEREAS, \$1,500,000 was set-aside in the 2020 General Fund budget for transfer to the Capital Improvement Fund for proposed capital projects, and

WHEREAS, on July 8, 2020, the Board approved an amended budget that reduced the transfer to \$1,350,000 due to anticipated E-Rate reimbursements of \$150,000 occurring in 2020, and

WHEREAS, due to the impact of COVID-19 and the governor’s restrictions for business operations, the Library has sufficient unexpended funds to increase the transfer to \$1,950,000, now, therefore

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

\$1,950,000 be transferred from the General Fund to the Capital Improvement Fund for current and upcoming capital projects.

PASSED AND APPROVED THIS 9TH DAY OF DECEMBER 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. 2020-13

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PIERCE COUNTY RURAL LIBRARY DISTRICT (“LIBRARY”)
TO TRANSFER SET-ASIDES IN THE GENERAL FUND BALANCE
TO THE SPECIAL PURPOSE FUND**

WHEREAS, the Pierce County Rural Library District has an established Special Purpose Fund to receive financial support from transfers from the General Fund budget, Foundation funds, and other identified sources of revenue, and

WHEREAS, \$80,000 was set-aside within the General Fund in 2020 to pay for future election costs, and the Board identifies these costs as a committed set-aside, and

WHEREAS, \$1,000,000 was set-aside within the General Fund in 2020 to invest in future land, property, and facility needs, and the Board identifies this as a committed set-aside, and,

WHEREAS, due to the impact of COVID-19 and the governor’s restrictions for business operations, the Library has sufficient unexpended funds to increase the transfer to \$1,700,000 for future land, property, and facility needs, now, therefore

BE IT RESOLVED BY THE LIBRARY BOARD OF TRUSTEES THAT:

The \$80,000 future election cost set-aside in the General Fund balance and the \$1,700,000 future land, property, and facility needs set-aside in the General Fund balance be each transferred to the Special Purpose Fund and that all current balances for these two set-asides and the transfers contained herein be “committed” as said set-asides to be accumulated for future project needs and budgeted accordingly.

PASSED AND APPROVED THIS 9TH DAY OF DECEMBER 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. 2020-14

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PIERCE COUNTY RURAL LIBRARY DISTRICT
("LIBRARY") TO RECORD A PORTION OF PROPERTY TAX
REVENUE TO THE LEVY SUSTAINABILITY FUND**

WHEREAS, the Pierce County Rural Library District Board of Trustees has established a Levy Sustainability Fund for purposes of accumulating and distributing committed funds during the funding cycle, and

WHEREAS, the Levy Sustainability Fund receives financial support funded by a variety of revenue sources, such as direct tax receipts, General Fund transfers, and any other sources designated for fiscal sustainability, and

WHEREAS, the Library estimated as part of the 2020 fiscal year budget that approximately \$3,473,600 in property tax revenue receipts would be available to deposit into the Levy Sustainability fund, and

WHEREAS, \$2,694,057 in property tax revenue was recorded on November 30, 2020 as available revenue for fiscal sustainability, and

WHEREAS, the Library anticipates a substantial portion of the balance of \$795,056 that remains to be collected will be distributed to the Library in 2021, and along with other delinquent receipts, will be sufficient to create a final deposit of \$779,600 into the Levy Sustainability Fund, which the Board will conduct to complete its 2020 commitment to deposit the full amount of \$3,473,600, now therefore,

BE IT RESOLVED BY THE LIBRARY BOARD OF TRUSTEES THAT:

\$2,694,000 be recorded as revenue into the Levy Sustainability Fund and that all current balances contained herein be "committed" as said set-aside to be accumulated for future fiscal sustainability needs and budgeted accordingly.

PASSED AND APPROVED THIS 9TH DAY OF DECEMBER 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

MEMO



Date: December 1, 2020

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

From: Clifford Jo, Finance & Business Director

Subject: Pierce County Purchase of Parts of Graham Library Properties

We've been working with our architects and with Pierce County Planning and Public Works (County) to move to the next stage of County Road Project (CRP) 5819, which is to finalize the property transactions, agree upon the cost of restoring lost parking spaces, and go to bid for contractors.

We have selected one of three options that our architects provided for replacing the parking spaces displaced from entrance improvements. These will be relocated to the southeast side of the parking lot. The cost is estimated to be \$26,000, which the County said is a reasonable cost and we are working with them to create a final reimbursement agreement.

The specific transactions required include:

- Six (6) statutory warranty deeds:
 - West-most parcel sale in its entirety to the County (2 required, due to different taxing requirements for that parcel, as it will contain a pond and the right-of-way).
 - Partial property sales along the street for the remaining 4 parcels for street improvements, a traffic light, and entrance improvements for the Library (4 required, 1 for each parcel).
- Five (5) property sales, reflected in the statutory warranty deeds as outlined above.
- Two (2) easements: one perpetual and one temporary for construction.

There may be other business required to complete the transactions and project, to which we will advise the Board accordingly.

All of these documents are straightforward and reflect both the design documents and intentions that the County has conveyed to us. The entrance design, as well as the street improvements being planned for the intersection of 92nd Ave East and 224th Street East, are in our best interests and will go to great lengths to improve safety for the public, staff, and commuters.

Property transactions require the Board to authorize the Library to sign these documents.

Motion: Move to authorize the Library to execute the necessary statutory warranty deeds, property sales, and easements between Pierce County Library System and Pierce County, which in their entirety represent the transactions required for the County's project CRP 5819.

New Business

MEMO

Date: November 25, 2020

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

From: Georgia Lomax, Executive Director

Subject: Election of 2021 Board of Trustee Officers

In January of 2019, the Board established a rotation to determine Board of Trustee officers that would allow each Trustee to serve as Vice-Chair and Chair during their term.

2020 and 2021 are transition years into a rotation that allows Trustees in their 3rd year to serve as Vice-Chair and in their 4th year to serve as Chair.

Based on the above, officers for the next three years will be:

2021

Year	Trustee	Term Exp.	Officers	Term#
1	Brian	2025		1
2	Daren	2024		1 st full
3	Jamilyn	2024	VChair	1
4	Pat	2022	Chair	1
5	Rob	2021 (Aug)		2

2022

Year	Trustee	Term Exp.	Officers	Term#
1	X	2026		1
2	Brian	2025		1
3	Daren	2024	VChair	1 st full
4	Jamilyn	2024	Chair	1
5	Pat	2022 (Mar)		1

2023

Year	Trustee	Term Exp.	Officers	Term#
1	X (Pat term 2 or new trustee)	2027		
2	X	2026		1
3	Brian	2025	VChair	1
4	Daren	2024	Chair	1 st full
5	Jamilyn	2024 (Aug)		1

For 2021, the proposed slate of officers is:

- Pat Jenkins – Chair
- Jamilyn Penn – Vice-Chair

Action: Motion to approve the slate of officers for 2021

MEMO



Date: November 23, 2020

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

From: Georgia Lomax, Executive Director

Subject: 2021 Board of Trustees Calendar of Major Work

Each year the Board develops a projected calendar of work to aid in planning meetings for the coming year.

As the governing board for the Library, Trustees assume fiscal oversight and policy direction. By State law, primary duties include fiscal responsibility, planning for the future (including setting long-term strategic direction and goals), adopting policies to govern operations and services, hiring and evaluating the Executive Director, obtaining land and buildings, and accepting gifts of money or property.

Below are required or anticipated work. During the meeting please let us know if there are other topics you'd like to add, and we will create the annual Board work plan based on your direction.

2021 Major Work

1. Budget and Work Plan
 - a. 2020 annual report (Q1)
 - b. 2020 Fiscal Year-end Review (Q1)
 - c. IRS 990 tax form review (Q4)
 - d. Mid-year budget review (Q3)
 - e. 2022 Service Plan and Budget (Q3,4)
 - f. Certification of Property Taxes to be levied for collection in 2022 (Q4)
2. 2020 Fiscal Audit (Q4)
3. 2020 Executive Director Evaluation (Q3,4)
4. Trustee Appointment (Rob's term expires in August) (Q2,3)
5. Facilities Master Plan– SUM + System Innovations planning and fundraising project (Q1-4)

Policy Review, Updates, Revisions

Fiscal Management (annual review Q3)

Continued legal review of Human Resource policies

Policies supporting capital fundraising campaign

We expect to review some policies through an equity, diversity, inclusion lens tool this year

Education

Facilities Master Plan/capital building project processes review

Capital fundraising campaigns

Equity, diversity, inclusion, and anti-racism plan

Officers Reports

MEMO



Date: November 30, 2020

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

From: Mary Getchell, Marketing and Communications Director

Subject: COVID-19 Staff Case Communications Strategy Updated

Following is an updated communications strategy in preparation for Pierce County Library System staff members testing positive for COVID-19 in the course of their work or personal activities and interactions. The Pierce County Library is prepared to communicate confirmed cases with staff and the public under certain conditions outlined in the updated plan, with the primary instance being staff persons are infected with a confirmed case of COVID-19 and worked onsite at a Library System building. The Library System will not communicate the name or specific health of staff, as that is private and protected by law.

The update to this plan aligns with Pierce County now experiencing its third surge of COVID-19 cases, which is yielding more cases than the first (spring 2020) and second surge (summer 2020) combined. The primary update to the plan notes the Library System will communicate confirmed cases with staff and the public in the following instance: the number of staff COVID-19 cases meets the Tacoma Pierce County Health Department's (TPCHD) threshold for public reporting.

The Library's Administrative Team considered the importance and weight of communicating with staff and the public if the virus infects a staff person. It determined proactive communications with the public on this important public health issue, in alignment with the Health Department's threshold for reporting to the public, is critical. Such thoughtful communications are important to respect the privacy of individuals and support any undue concern for staff in the workplace. Further, the Administrative Team agreed such serious communications are important to inform and support the public for whom the Library provides services and for who pay taxes for library services. During this public health crisis, it is important to inform the public with credible, timely, information that could affect their health.

The communications strategy sets the framework for clear, concise, and comprehensive communications. With the importance and sensitivity of the communications, the strategy shows the cascade of communications to launch in one day during the course of four hours, using some of the Library's primary communications channels.

Situation

- Pierce County is experiencing its third surge of COVID-19 cases, yielding more cases now than compared with the first (spring 2020) and second surge (summer 2020) combined.
- Staff working at the Pierce County Library System may become infected with COVID-19 in the course of their work or in personal activities and interactions, and may not be able to point to a single point (place or time) of infection when receiving notice of a COVID-19 test result that is positive.
- The Pierce County Library has two different protocols for communicating staff COVID-19 cases:
 - One for the number of cases not meet the Tacoma-Pierce County Health Department's (TPCHD) threshold for public reporting and
 - One for when the number of cases does meet the TPCHD's threshold for public reporting.
- In any instance – communications with the public and/or communications with staff, the Library System will not share the identity of the staff person who was infected or any additional information about a staff person's medical condition beyond a confirmed COVID-19 infection, per Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Communications Protocol: Cases NOT Meeting TPCHD's Public Reporting

- The Library System will not proactively communicate with all staff and the public where confirmed COVID-19 infected staff persons did not provide service to the public/work onsite at a Pierce County Library building during the period of potential spread of the virus.
 - In those instances, in concert with protocol from TPCHD, the Library System and/or TPCHD will only contact Library staff identified through contact tracing who may have had contact with the individual infected with COVID-19.
 - The Library System will disinfect the work area and associated spaces the staff person worked.

Communications Protocol: Cases Meeting TPCHD's Public Reporting

- The Pierce County Library will be prepared to assess the information available and communicate confirmed cases with staff and the public in the following instance:
 - The individuals with confirmed cases of COVID-19 worked onsite at the Library System within the period of potential spread of the virus and 14 days of testing positive with the virus (or whatever timeframe of potential spread defined by the Centers for Disease Prevention and Control's guidance.)
 - The number of staff COVID-19 cases meets the TPCHD threshold for public reporting.
 - The Library System will close and disinfect the library(s) where the staff person provided service for a (24) 72-hour period following the time of onsite work of the staff members, if the TPCHD provides such guidance or requirement. If not, the Library System will disinfect the workspace and area the staff person worked.
- **Communications timeframe for proactive communications when the number of cases meets TPCHD's threshold for public reporting:**
 - **Finalize public statement/messages:** Day 1, Hour 0-2.
 - **Inform Board:** Day 1, Hour 2.
 - **Inform Staff:**
 - Day 1, Hour 2.25: Email Leadership Team.
 - Day 1, Hour 2.5: Post information on Staff Web bulletin board.
 - **Inform Public:**
 - Day 1, Hour 3, if library building(s) closure: Post sign at library(s) closed for disinfecting.
 - Day 1, Hour 3.25, if library building(s) closure. If no closure: Hour 3: Post on Library's public web page.
 - Day 1, Hour 3.5: Issue news release.
 - Day 1, Hour 4: Post social media message.

Opportunity

- Proactive communications with the public on this important public health issue, in alignment with the Health Department's threshold for reporting to the public, is critical.
- Such thoughtful communications is important to respect the privacy of individuals and support any undue concern for staff in the workplace as well as the delivery of valued library services.
- Such serious communications is important to inform and support the public for whom the Library provides services and for who pay taxes for library services.

- During this public health crisis, it is important to inform the public with credible, timely, information that could affect their health.
- Proactive communications links to the Library's brand, identity, and reputation and connects directly to the Library's promise to be a valued asset and collaborate with communities.
- Transparency with such important information is an imperative to being a trusted community resource and partner to the communities the Library serves.

Risks

- Chase, follow, and respond to the message. If the Library does not share such important, potentially far-reaching information, another source likely will. As a result, the Library System would be in a chase, follow, and responder to such information.
- In response, in a reactive mode, people may not hear the Library, and people may view others as more credible and trusted messengers.
- People may view the Library as an untrusted organization.
- People may be reluctant to use the Library's services for fear of contracting the virus.

Messages

Will finalize with confirmed cases, in alignment with the Health Department's threshold for reporting to the public.

1. The Pierce County Library System is sad to share staff members have become infected with COVID-19.
2. The Library System is informing the public to ensure it provides important information to the people it serves, during this difficult public health crisis. It is offering this information to be transparent about the community's library. This is an important step in the Library's overall, multi-step plans to ensure materials used by Library customers are safe.
3. The Library will not discuss the specific health of the staff persons, as that is private and protected by law.
4. The Library supports the staff persons as they receive any medical care needed and wish them a healthy recovery.
5. The staff persons worked at NAME Pierce County Library on DATES.

6. The Library is working with the Tacoma Pierce County Health Department as it conducts contact tracing with any staff or members of the public who may have come in contact with the staff person during that time.
7. The Library System closed NAME Library through DATE and is disinfecting the library OR The Library System disinfected the library area where the staff persons worked.
8. The Library System continues to take health and safety actions to ensure its staff and the public it serves are safe. From cleaning and disinfecting its buildings and sanitizing high-touch areas daily, quarantining of books and library materials for four days, wearing of masks, frequent hand washing, and social distancing, to ongoing health and safety training and information and wearing gloves when handling library materials and serving the public with contactless service.

Activities and Tactics for communications in alignment with TPCHD's threshold for public reporting

Tactic	Audience	Lead Staff	Target Date
Finalize public statement from messages and information about the case – where, when staff persons worked, etc. to be used in response to inquiries and for use in other communication tactics	Public	Mary Getchell	Day 1, Hour 0-2
Email Board of Trustees	Board	Georgia Lomax	Day 1, Hour 2
Email Message to Leadership Team	Leadership Team	Cheree Green	Day 1, Hour 2.25
Bulletin Board Message	Staff	Cheree	Day 1, Hour 2.5
Post Sign at Library(s) if closure	Public	Mary-finalizes/Jaime Prothro posts	Day 1, Hour 3
Post to Public Web	Public	Mary/Nicole Milbradt	Day 1, Hour 3.25
News Release	Public/Media	Mary	Day 1, Hour 3.5
Social Media Post	Public	Mary/Nicole Milbradt	Day 1, Hour 4

MEMO



Date: November 20, 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 October-November

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:

- Fall is the busiest publishing season of the year, and in October, PCLS processed 14,088 new items with over 65% of those processed and sent to branches within 2 days.
- Overdrive circulation of children's materials continues to grow, and it has doubled over what it was a year ago.
- Earlier this year, Overdrive was bought by KKR which also owns RBDigital. KKR is sunsetting RBDigital and merging all content onto the Overdrive platform. RBDigital audiobooks have already migrated to Overdrive and the RBDigital/Zinio magazines are projected to migrate the first quarter of 2021. This will move the majority of our electronic collections to one platform.

Communications:

- News media: 10 news articles in 7 media sources.
- Social media marketing:
 - Facebook engagement: 4.6%, exceeding industry standard of 5.4%. Total reach: 52,417 (2,018 average number of people reached per post), average engagements per post 93.
 - Twitter engagement: 1.3%, exceeding industry standard of 0.062%. Total reach: 8,943 (372 average number of people reached per post), average engagements per post 4.7.
 - Instagram engagement: 9.1%, exceeding industry standard of 2%. Total reach: 5,792 (275.8 average number of people reached per post), average engagements per post 9.6.
- Email marketing messages:
 - Email marketing messages: 3.
 - Average subscribers per email: 82,591.
 - Average open rate/email message: 21,721 opens, for an average open rate of 26.3%, above industry standard of 25.17%.
 - 1.93% click through rate, below industry standard of 2.79%.
- Web page visits to curbside.pcls.us: 29,319 visits with 24,823 unique visitors.

MEMO



Date: November 24, 2020
To: Chair Daren Jones and Members of the Board of Trustees
From: Dean Carrell, Foundation Director
Subject: 2020 Trivia BEE: Home Edition

The Pierce County Library Foundation's second annual Trivia BEE: Home Edition was successful as an online and livestreaming fundraising event.

This year definitely tested the Foundation's fundraising efforts, especially with the decision to pivot in June 2020 from an in-person Trivia BEE to a virtual experience. We were able to contract with the same production company as last year, and conducted the event from a production studio located in the South Lake Union neighborhood of Seattle, utilizing all COVID precautions and social-distancing measures.

Thanks to our board participation in recruitment efforts, we had over 80 participants play as part of a team or as individuals. All were entertained by our talented emcee, AJ Garcia, who was engaged last minute due to our original emcee, Casey Catherwood, needing to attend an out of state family matter.

Thanks to the generosity of our donors and sponsors, the Foundation raised over \$20,000 to further support PCLS efforts and innovations in the following priority areas:

- Technology, online resources, and digital equity
- Employment Assistance for displaced workers and other job seekers
- Learning at Home

Our third annual Trivia BEE: Home Edition is already scheduled for Saturday, November 13th, and plans are underway to make it an even more successful and entertaining experience for our participants and donors.

The Foundation never could have imagined celebrating a 50th anniversary of supporting Pierce County Library System in quite this way, but we sure are glad we did.

Date: November 30, 2020

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

From: Melinda Chesbro, Deputy Director

Subject: 2020 Staff Training & Participation Report

While physical travel to training events was not an option after March, learning did not stop this year, even during a pandemic. PCLS offered multiple on-site learning time and training for all PCLS employees, and below is a recap of other professional development activities, presentations, and/or events in which staff participated:

The bi-annual Public Library Association (PLA) conference was held in February in Nashville (pre-pandemic). Eleven staff from the Customer Experience department attended, two from Collection Management, and one from IT. Georgia also attended.

The Association of Bookmobile and Outreach Services (ABOS) conference was held online this year, and three staff from Customer Experience attended.

Georgia Lomax and Meghan Sullivan led a Voters Point of Assistance virtual presentation at the annual Washington Library Association (WLA) conference.

Communications Department: Mary Getchell participated in the Washington Marketing Summit

The Foundation Department staff attended multiple professional development webinars, including Library Giving Day; How to Have Your Best Year-End Fundraising; Untapped Potential – Fundraising with Your Cardholders; and Corporate Giving Network’s Black Lives Matter (a webinar on equity and diversity in board development). Additionally, staff participated in these online events:

- “Let’s Make Fundraising Less Racist!”: online community-centric fundraising event
- CenterLink’s 2nd Annual E-Summit: online educational event providing insights and information for those serving the LGBTQIA+ community
- Association of Fundraising Professional’s South Sound Summit: online educational and networking event for fundraising professionals in the South Sound

Staff from the IT Department attended the Governor’s Lean Conference, Microsoft System Center Configuration Manager (SCCM), and training on Microsoft Teams.

Staff from Collection Management attended multiple webinars, including Collection Diversity Audits; Diversity and Inclusion in Collections; and Publisher booktalks. Staff also attended a couple virtual conferences, including Innovative Users Group; Negotiating License Agreements – e-sources; and Washington State Library Association.

In the Facilities/Maintenance Department, one staff member is enrolled in Washington BOC (Building Operator Certification) Level I.

MEMO



Date: November 25, 2020

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

From: Mary Getchell, Marketing and Communications Director

Subject: November 2020 General Election Results

The General Election contained four statewide advisory votes related to funding measures and five funding ballot measures for Pierce County residents.

Voters throughout Washington State and Pierce County advised the Washington State Legislature to repeal each of the taxes it passed during the 2020 legislative session. Voters in Pierce County voted for repealing at a higher margin than statewide results showed.

Voters in Pierce County approved three fire district levies, with strong support, ranging from 68.27%-72.79%. Each of the levies required a simple majority for approval. Voters in the Town of Carbonado approved a six-year levy for EMT/paramedic services. Carbonado is not annexed to the Library System for service, and, therefore, not part of the Library's service area.

Voters served by the Puyallup School District approved a levy for supplemental services, with 39,484 yes votes with a passage of 68.27%. This measure also required a simple majority for approval. The Puyallup School District is the largest school district in the Pierce County Library System's service area, straddling service for residents in the City of Puyallup and Pierce County, with the county residents in the Library's service area. The new levy will cost homeowners an increase of \$76 per \$100,000 of assessed home value.

The only library measure on ballots in the region was in Multnomah County, Oregon. Voters approved a bond for Multnomah County Library with an approval of 59.64%. Bonds for libraries in Oregon State require a simple majority for passage, unlike libraries in Washington State, which need a super majority for approval. The bond will expand and renovate existing libraries, as well as build new library buildings.

General Election Results, Nov. 3, 2020
Official Pierce County Results, Nov. 24, 2020

Statewide Measures

Advisory Vote No. 32

A sales tax on carry out bags at certain retail establishments for approx. \$32,000,000 over 10 years.

Pierce County:

Yes:	142,052	32.2%
No:	299,541	67.8% - Repealed
Total:	441,593	100%

467,072 ballots of 567,803 voters for a turnout rate of 82.26% in Pierce County.

Statewide:

Yes:	1,488,767	38.77%
No:	2,350,996	61.23% - Repealed
Total	3,839,763	100%

Advisory Vote No. 33

A tax on rental equipment dealers for approx. \$103,000,000 over ten years.

Pierce County:

Yes:	150,744	34.41%
No:	287,315	65.59% - Repealed
Total:	438,059	100%

467,072 ballots of 567,803 voters for a turnout rate of 82.26% in Pierce County.

Statewide:

Yes:	1,533,746	40.4%
No:	2,262,993	59.6% - Repealed
Total	3,796,739	100%

Advisory Vote No. 34

A tax on certain business and occupations for approx. \$843,000,000 over ten years.

Pierce County:

Yes:	138,974	32.06%
No:	294,510	67.94% - Repealed
Total	433,484	100%

467,072 ballots of 567,803 voters for a turnout rate of 82.26% in Pierce County.

Statewide:

Yes:	1,430,112	37.99%
No:	2,334,609	62.01% - Repealed
Total:	3,764,721	100%

Advisory Vote No. 35

A tax on commercial airline producers for approx. \$1,024,000,000 over ten years

Pierce County:

Yes:	175,506	40.38%
------	---------	--------

No: 259,086 59.62% - Repealed
Total: 434,592 100%
467,072 ballots of 567,803 voters for a turnout rate of 82.26% in Pierce County.

Statewide:

Yes: 1,725,885 45.53%
No: 2,064,701 54.47% - Repealed
Total: 3,790,586 100%

Pierce County Levies

Fire District No. 14 - Proposition No. 1 (Riverside Fire District)—serves lower Puyallup River Valley primarily with volunteer firefighters)

Replacing current levy for a 6 year 50 cents per \$1,000.00 levy, approx. \$50 per \$100,000 of home value.

Yes: 709 72.79% - Passed
No: 265 27.21%
Total: 974 100.00%

1,029 ballots of 1,295 registered voters, for a turnout of 79.46%.

Fire District No. 14 - Proposition No. 2 (Riverside Fire District)

Replacing expiring M&O Levy reducing from 84 to 72 cents per \$1,000, approx. \$72 per \$100,000 of home value.

Yes: 647 66.91% - Passed
No: 320 33.09%
Total: 967 100.00%

1,029 ballots of 1,295 registered voters, for a turnout of 79.46%.

Fire District No. 21- Proposition No. 1 (Graham Fire & Rescue)

Graham Fire would change from a property tax levy to a tax based on square footage of a property to fund 60% of its budget.

Yes: 20,532 68.27% - Passed
No: 9,543 31.73%
Total: 30,075 100.00%

35,302 ballots of 43,353 registered voters, for a turnout of 81.43%.

Puyallup School District No. 3 - Proposition No. 1

A new levy for supplemental services not covered by state funding, 76 cents per \$1,000, approx. \$76 per \$100,000 of home value.

Yes: 39,484 58.61% - Passed
No: 27,882 41.39%
Total: 67,366 100.00%

74,894 ballots of 89,137 registered voters, for a turnout of 84.02%.

Town of Carbonado - Proposition No. 1

A continuation of a six year Levy for EMT/Paramedic services, at 50 cents per \$1,000, approx. \$50 per \$100,000 of home value.

Yes: 313 84.37% - Passed

No: 58 15.63%

Total: 371 100%

419 ballots of 478 registered voters, for a turnout of 87.66%.

Multnomah County (OR) Library Levy

Measure 26-211, Bonds to Expand, Renovate, Construct Library Branches, Facilities; Increase Safety

A measure to grant \$387,000,000 to renovate, modernize, and construct Library branches in Multnomah County.

Yes: 264,711 59.64% - Passed (simple majority needed for approval)

No: 179,102 40.36%

Total 443,813 100.00%

469,852 ballots of 571,415 registered voters, for a turnout of 82.22%.