

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – FEBRUARY 10, 2021**



CALL TO ORDER

Chair Pat Jenkins called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:31 pm. Board members present were Rob Allen, Brian Thomason and Daren Jones. Jamilyn Penn joined the meeting at 3:37 pm. 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 January 13, 2021, Regular Meeting
2. Approval of January 2021 Payroll, Benefits and Vouchers

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

BOARD MEMBER REPORTS

There were no Board Reports.

ROUTINE REPORTS

Metrics Dashboard – Deputy Director Chesbro reported that due to a vendor change, statistics will be reflected differently in upcoming months. Trustee Allen praised the Library for checking out over 3 million items despite being closed for nearly a year due to the pandemic.

UNFINISHED BUSINESS

Equity, Diversity, Inclusion, and Anti-Racism Policies – Staff Experience Director Cheree Green shared the revisions to the policies based on trustees' feedback from last month.

Trustee Penn recommended updating the language of the policies using third person pronouns to reflect the role of the Board and executive leadership as stewards of the Library versus owners of the Library.

Director Green acknowledged she would update all policies to reflect those changes.

Trustee Penn recommended the honorifics used when identifying members of the board and Library staff in the meeting minutes align with the updated policies. Future meeting minutes will identify participants of the meeting using their titles, followed by their last name.

Trustee Allen moved for approval of the Equity, Diversity and Inclusion policy as amended. Trustee Penn seconded the motion and it was passed.

Trustee Allen moved for approval of the Equal Employment Opportunity policy as amended. Trustee Thomason seconded the motion and it was passed.

Trustee Allen moved for approval of the Anti-Harassment policy as amended. Trustee Penn seconded the motion and it was passed.

Executive Director Lomax reported the Library interviewed five candidates for the Equity, Diversity, Inclusion and Anti-Racism consultant and expects to announce the successful candidate this week.

NEW BUSINESS

2021 Foundation Addendum

Trustee Allen authorized Executive Director Lomax to sign the 2020 addendum to the Foundation Addendum. Trustee Jones seconded the motion and it was passed.

OFFICERS REPORTS

Virtual All Staff Meeting – Director Lomax reported the 2-day event was well attended by staff and allowed them to engage, learn and discuss the work of the Library.

ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

The meeting was adjourned at 4:15 pm on motion by Trustee Allen, seconded by Trustee Penn.

Georgia Lomax, Secretary

Pat Jenkins, Chair

AGENDA
Regular Meeting of the Pierce County Library System Board of Trustees
February 10, 2021 | 3:30 PM

This is a Virtual Meeting. Attendees may join via either:

- **Phone:** Dial+1.253.215.8782 | Webinar ID: 977 6052 7787| Passcode: 106659; or
- **Web browser** (Zoom user account is required to join via web browser):
<https://zoom.us/j/97760527787?pwd=T1VGT0ZvbEhhRWVmSXdOTEFwQndrQT09>; or
- **App** (Zoom user account is NOT required if joining by app) ([Windows App](#) | [iPad / iPhone App](#) | [Android App](#))
<https://zoom.us/j/97760527787?pwd=T1VGT0ZvbEhhRWVmSXdOTEFwQndrQT09>

3:30 pm	02 min.	Call to Order: Pat Jenkins, Chair	
3:32 pm	05 min.	Public Comment: <i>This is time set aside for members of the public to speak to the Board of Trustees. Unless the item you wish to discuss is of an emergency nature, the Board ordinarily takes matters under advisement before taking action. Please submit comments in writing (including your Name, Address and Topic) to pmcbride@piercecountylibrary.org by 2 pm on February 10. Comments will be read aloud to the Board. Time limit for comments is three minutes.</i>	
3:37 pm	03 min.	Consent Agenda	Action
		<ol style="list-style-type: none"> 1. Approval of Minutes of January 13, 2021, Regular Meeting 2. Approval of January 2021 Payroll, Benefits and Vouchers 	
3:40 pm	05 min.	Board Member Reports	
3:45 pm	10 min.	Routine Reports	
		<ol style="list-style-type: none"> 1. Fundraising Performance Report, Dean Carrell 2. Metrics Dashboard, Melinda Chesbro 3. December Financial Report, Cliff Jo 4. Branch Services Report, Jaime Prothro 	
3:55 pm	10 min.	Unfinished Business	
		<ol style="list-style-type: none"> 1. Equity, Diversity, Inclusion, and Anti-Racism <ol style="list-style-type: none"> a. Policies Update: Equity, Diversity, and Inclusion; Equal Employment Opportunity; Anti-Harassment b. Strategic Plan 	Action
4:05 pm	10 min.	New Business	
		<ol style="list-style-type: none"> 1. 2021 Foundation Addendum, Cliff Jo and Dean Carrell 	Action
4:15 pm	05 min.	Officers Reports	
		<ol style="list-style-type: none"> 1. COVID-19 Update: Technology Services 2. Local 3787 Election Results 3. MARCOM Results Q4 2020 4. Graham Library Update 5. Virtual All Staff Meeting 6. Spring into Reading Program 7. 2020 Materials Checkouts 	
4:20 pm	01 min.	Announcements	
4:21 pm		Adjournment	

**Regular Meeting of the Pierce County Library System Board of Trustees
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<https://zoom.us/j/97760527787?pwd=T1VGT0ZvbEhhRWVmSXdOTEFwQndrQT09>

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4:20 pm	01 min.	Announcements	
4:21 pm		Adjournment	

Consent Agenda

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – JANUARY 13, 2021**



CALL TO ORDER

Chair Pat Jenkins called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:31 pm. Board members present were Rob Allen and Brian Thomason. Jamilyn Penn and Daren Jones joined the meeting at 3:40 pm. 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 December 9, 2020, Regular Meeting
2. Approval of December 2020 Payroll, Benefits and Vouchers
3. ACL Underground Storage Tank Decommissioning
4. Capital Fundraising Campaign Consulting Contract
5. Resolution 2021-01: To Declare Furnishings and Equipment Surplus to Public Service Needs

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

BOARD MEMBER REPORTS

Chair Jenkins noted he was having technical issues preventing him from attending via video and expects this to be resolved by the February meeting.

ROUTINE REPORTS

Fundraising Performance Report – Foundation Director Dean Carrell noted the donations received in 2020 were \$493,252.00. Ms. Lomax thanked Mr. Carrell and the Foundation for their efforts.

BOARD EDUCATION AND SERVICE

Capital Fundraising Campaign Overview– Kristin Barsness and Natalie Lamberjack of the Barsness Group provided an overview of the elements for a successful capital fundraising campaign and shared the Foundation and Library's plan to meet their fundraising goal of \$2 million.

Due to the pandemic, the scope of the original Future Libraries project, which was based on public engagement and the results of the fundraising feasibility study conducted in 2019, has been revised to focus on relocating one library and exploring innovations to increase serving communities, especially those experiencing poverty or that have been disadvantaged or marginalized.

The Capital Fundraising Campaign for the Sumner Pierce County Library and innovative projects begins this quarter.

Chair Jenkins thanked the Barsness Group on behalf of the Board.

NEW BUSINESS

Equal Employment Opportunity, Non-Discrimination and Anti-Harassment, Diversity and Inclusion Policies Update – Staff Experience Director Cheree Green reviewed the recommended updates to the policies for legal compliance and asked the Board for comments.

Ms. Green will bring updated policy drafts based on the feedback to the next meeting for consideration for approval.

DEIA Consultant Request for Qualifications – Ms. Lomax noted the Library will create a Diversity, Equity, Inclusion and Anti-Racism strategic plan in 2021 that will build on the staffing strategy and focus on the organization as a whole, and consider applying an EDI lens to both internal and external work. How the Library designs services and how it engages with the community will also be a focus.

Seven applications were received and finalists will be interviewed in January. The goal is to have the plan completed by July.

Trustee Vacancy Process – Mr. Allen is nearing the end of his term. Ms. Lomax shared preliminary information on the trustee vacancy process and asked the trustees for input to guide the Library as it prepares for recruitment.

The Board considered knowledge and expertise that could strengthen the Board. These include project management, fundraising experience, legal background, a strong commitment to DEI, ecology of landscape (growth and development of libraries across the region), lens to work collaboratively with the community regarding safety and health in light of the pandemic, and a true passion and appreciation for the role libraries play in our community.

2021 Foundation Agreement – *Mr. Allen moved to authorize Ms. Lomax to sign the 2021 Foundation Agreement. Ms. Penn seconded the motion and it was passed.*

The 2021 addendum to the agreement will be presented next month.

OFFICERS REPORTS

2021 Annual Work Plan Summary – Customer Experience Manager Jaime Prothro noted work is underway to form a rapid response team to provide information on high-interest and rapidly evolving topics of interest to the community.

Q1 Marketing Focus – Get Hired – Mr. Allen noted the need for small business operators to learn more about how to use data in order to better understand their business.

ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

The meeting was adjourned at 5:05 pm on motion by Mr. Allen, seconded by Ms. Penn.

Georgia Lomax, Secretary

Pat Jenkins, Chair

**Pierce County Library System
Payroll, Benefits and Vouchers
January 2021**

	<u>Source</u>	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	EDEN	3924	1/21/2021	\$ 2,026.76
Electronic Payments - Payroll & Acct Payable	EDEN		1/6/2021	1,006,826.40
Electronic Payments - Payroll & Acct Payable	EDEN		1/21/2021	919,901.42
Accounts Payable Warrants	MUNIS	701013 - 701095	1/8/2021 - 1/29/2021	518,696.74
Total:				\$ 2,447,451.32

** 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 2.2.2021

Check History Listing
Pierce County Library System

Check #	Bank	Date	Paid to	Status	Can/Vd Date	Pay Period Dates	Dir Dep	Amount
3924	key KeyBank N.A.	01/21/2021	JOHNSON, GABRIEL	C	01/25/2021	01/01/21 - 01/15/21	0.00	2,026.76
Total:							0.00	2,026.76

Check in report: 1

Grand Total: 0.00 2,026.76

Ad-hoc bank transaction (Withdrawal)

PCL_Company

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

Contact Name: Stacy Karabotsos
 Contact Phone: 253-548-3451
 Contact e-mail: sdkarabotsos@piercecounyalibrary.org
 Comments: 1/6/21 Payroll

Withdrawal Date: 1/6/2021

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	74,097.19
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	60,439.48
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	60,439.48
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	563,436.26
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	12,814.09
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	62,815.93
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	103,497.05
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	6,907.00
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	2,429.92
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	57,750.00
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	-
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	
PCL_Company	WA State Support Registry	237100	CC_Library_District	697-00	5100000	2,200.00
Total Deposit						\$ 1,006,826.40

Certification:

Stacy Karabotsos
 Signature (Department Designee)

1/4/2021
 Date

Comments:

Ad-hoc bank transaction (Withdrawal)

PCL_Company

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

Contact Name: Stacy Karabotsos
 Contact Phone: 253-548-3451
 Contact e-mail: sdkarabotsos@piercecounyalibrary.org
 Comments: 1/21/21 Payroll

Withdrawal Date: 1/21/2021

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	68,253.28
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	56,996.67
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	56,996.67
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	532,480.94
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	12,331.87
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	59,980.81
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	98,752.39
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	7,431.47
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	2,454.92
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	(750.00)
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	217.85
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	2508.45
PCL_Company	AWC Annual Membership Fees Invoice	237100	CC_Library_District	697-00	5100000	20046.10
PCL_Company	WA State Support Registry	237100	CC_Library_District	697-00	5100000	2,200.00
Total Deposit						\$ 919,901.42

Certification:

Stacy Karabotsos
 Signature (Department Designee)
 Board Agenda Packet 2-10-2021 Page 7

1/19/2021
 Date

Comments:

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
701013	01/08/2021	PRINTED	341	BAKER & TAYLOR	0.00	36,727.07	01/19/2021
701014	01/08/2021	PRINTED	354	BELLEVUE COLLEGE, ILL LIBRARY MEDIA CENTER	45.00	0.00	
701015	01/08/2021	PRINTED	432	CITY OF BONNEY LAKE , WA	0.00	246.45	01/15/2021
701016	01/08/2021	PRINTED	638	CITY OF BUCKLEY	0.00	267.64	01/20/2021
701017	01/08/2021	PRINTED	657	CENGAGE LEARNING	0.00	3,928.07	01/19/2021
701018	01/08/2021	PRINTED	658	CENTER POINT PUBLISHING	0.00	2,229.63	01/15/2021
701019	01/08/2021	PRINTED	124	CONSOLIDATED TECHNOLOGY SERVICES	0.00	585.48	01/26/2021
701020	01/08/2021	PRINTED	390	FAIRVEGA LIBRARY SERVICES	0.00	7,662.24	01/21/2021
701021	01/08/2021	PRINTED	402	FIRGROVE MUTUAL WATER COMPANY	0.00	229.10	01/15/2021
701022	01/08/2021	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	1,685.03	01/19/2021
701023	01/08/2021	PRINTED	710	IRON MOUNTAIN INC	0.00	170.54	01/14/2021
701024	01/08/2021	PRINTED	26	LINGO	0.00	83.34	01/22/2021
701025	01/08/2021	PRINTED	207	MICROSOFT CORPORATION	0.00	64,515.00	01/19/2021
701026	01/08/2021	PRINTED	216	CITY OF MILTON	0.00	509.80	01/15/2021
701027	01/08/2021	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	630.00	01/14/2021
701028	01/08/2021	PRINTED	531	PAN ASIAN PUBLICATIONS (USA) INC.	0.00	9,217.19	01/20/2021
701029	01/08/2021	PRINTED	552	PENINSULA LIGHT CO	0.00	563.77	01/14/2021
701030	01/08/2021	PRINTED	1855	PHILIPPINE CULTURAL & EDUCATIONAL SERVICES	1,541.31	0.00	
701031	01/08/2021	PRINTED	776	PUGET SOUND ENERGY	0.00	8,569.52	01/14/2021
701032	01/08/2021	PRINTED	782	XEROX CORPORATION	0.00	136.31	01/19/2021
701033	01/08/2021	PRINTED	792	WASHINGTON WATER SERVICE	0.00	215.46	01/14/2021
701034	01/08/2021	PRINTED	61	RICOH USA INC	0.00	1,686.97	01/20/2021
701035	01/08/2021	PRINTED	61	RICOH USA INC	0.00	920.28	01/15/2021
701036	01/08/2021	PRINTED	273	TOWN OF STEILACOOM	0.00	1,519.86	01/14/2021
701037	01/08/2021	PRINTED	1881	TILLAMOOK COUNTY LIBRARY	0.00	15.00	01/29/2021
701038	01/14/2021	PRINTED	341	BAKER & TAYLOR	0.00	15,510.21	01/21/2021
701039	01/14/2021	PRINTED	639	BUCKLEY CHAMBER OF COMMERCE	37.50	0.00	
701040	01/14/2021	PRINTED	669	CHUCKALS INC	0.00	1,562.34	01/20/2021
701041	01/14/2021	PRINTED	367	EDU BUSINESS SOLUTIONS INC	0.00	1,870.00	01/26/2021
701042	01/14/2021	PRINTED	445	GHA TECHNOLOGIES INC	0.00	1,373.70	01/19/2021
701043	01/14/2021	PRINTED	731	KEY PENINSULA BUSINESS ASSOCIATION	0.00	75.00	01/26/2021
701044	01/14/2021	PRINTED	512	OETC	0.00	1,886.63	01/22/2021
701045	01/20/2021	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	1,200.00	01/25/2021
701046	01/20/2021	PRINTED	662	CENTURYLINK	0.00	800.10	01/28/2021
701047	01/20/2021	PRINTED	142	CUMMINS INC	944.22	0.00	
701048	01/20/2021	PRINTED	363	TOWN OF EATONVILLE	0.00	687.78	01/27/2021
701049	01/20/2021	PRINTED	399	CITY OF FIFE	0.00	574.20	01/29/2021
701050	01/20/2021	PRINTED	405	NORTHWEST CASCADE INC	688.82	0.00	
701051	01/20/2021	PRINTED	446	CITY OF GIG HARBOR	0.00	1,612.41	01/27/2021
701052	01/20/2021	PRINTED	240	NEW YORK TIMES	0.00	126.00	01/29/2021

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
701053	01/20/2021	PRINTED	520	CITY OF ORTING	0.00	251.42	01/27/2021
701054	01/20/2021	PRINTED	560	PIERCE COUNTY	0.00	240.00	01/27/2021
701055	01/20/2021	PRINTED	776	PUGET SOUND ENERGY	0.00	733.80	01/25/2021
701056	01/20/2021	PRINTED	61	RICOH USA INC	0.00	918.53	01/27/2021
701057	01/20/2021	PRINTED	61	RICOH USA INC	0.00	878.58	01/27/2021
701058	01/20/2021	PRINTED	284	SUMMIT WATER & SUPPLY CO	0.00	299.99	01/26/2021
701059	01/22/2021	PRINTED	642	BUILDINGWORK LLC	0.00	567.50	01/29/2021
701060	01/22/2021	PRINTED	1036	CATALYST WORKPLACE ACTIVATION	18,487.07	0.00	
701061	01/22/2021	PRINTED	685	COLUMBIA BANK	0.00	876.32	01/29/2021
701062	01/22/2021	PRINTED	379	E-RATE EXPERTISE INC	1,200.00	0.00	
701063	01/22/2021	PRINTED	1864	JONATHAN EVISON LLC	0.00	100.00	01/29/2021
701064	01/22/2021	PRINTED	710	IRON MOUNTAIN INC	0.00	196.43	01/29/2021
701065	01/22/2021	PRINTED	11	LAKEWOOD WATER DISTRICT	0.00	177.41	01/28/2021
701066	01/22/2021	PRINTED	240	NEW YORK TIMES	42.00	0.00	
701067	01/22/2021	PRINTED	510	OCLC INC	4,107.34	0.00	
701068	01/22/2021	PRINTED	762	PRINT NW LLC	0.00	777.49	01/28/2021
701069	01/22/2021	PRINTED	769	PTM DOCUMENTS SYSTEMS	196.17	0.00	
701070	01/22/2021	PRINTED	776	PUGET SOUND ENERGY	0.00	2,949.63	01/27/2021
701071	01/22/2021	PRINTED	61	RICOH USA INC	2,333.00	0.00	
701072	01/22/2021	PRINTED	581	TILlicUM COMMUNITY SERVICE CEN	0.00	1,637.12	01/28/2021
701073	01/22/2021	PRINTED	1882	SHAMAY THOMAS	0.00	150.00	01/28/2021
701074	01/22/2021	PRINTED	594	TYLER BUSINESS FORMS	0.00	287.22	01/29/2021
701075	01/22/2021	PRINTED	595	TYLER TECHNOLOGIES INC	1,920.00	0.00	
701076	01/22/2021	PRINTED	672	CITY OF UNIVERSITY PLACE	63.17	0.00	
701077	01/22/2021	PRINTED	603	UNIVERSITY PLACE CIVIC BUILDING	71,501.25	0.00	
701078	01/22/2021	PRINTED	605	US BANK	157,475.26	0.00	
701079	01/29/2021	PRINTED	336	ATS AUTOMATION INC	5,762.88	0.00	
701080	01/29/2021	PRINTED	998	CINTAS CORPORATION	1,782.48	0.00	
701081	01/29/2021	PRINTED	1001	DATA QUEST LLC	166.50	0.00	
701082	01/29/2021	PRINTED	370	ELITE PROPERTY INVESTMENTS LLC	11,611.61	0.00	
701083	01/29/2021	PRINTED	405	NORTHWEST CASCADE INC	340.82	0.00	
701084	01/29/2021	PRINTED	703	INGRAM LIBRARY SERVICES	223.59	0.00	
701085	01/29/2021	PRINTED	707	INTRACOMMUNICATION NETWORK SYS	2,747.50	0.00	
701086	01/29/2021	PRINTED	1886	LAMAR COMPANIES	9,929.08	0.00	
701087	01/29/2021	PRINTED	199	METCALF ELECTRIC INC	7,451.67	0.00	
701088	01/29/2021	PRINTED	1081	NASIM & SONS INC	7,677.40	0.00	
701089	01/29/2021	PRINTED	1066	PIERCE COUNTY ALARM PROGRAM	100.00	0.00	
701090	01/29/2021	PRINTED	762	PRINT NW LLC	10,548.85	0.00	
701091	01/29/2021	PRINTED	249	SMITH FIRE SYSTEMS INC	453.18	0.00	
701092	01/29/2021	PRINTED	269	SPRAGUE PEST SOLUTIONS	402.63	0.00	

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
701093	01/29/2021	PRINTED	272	STATE AUDITORS OFFICE	3,845.40	0.00	
701094	01/29/2021	PRINTED	290	SURPRISE LAKE SQUARE LLC	12,014.25	0.00	
701095	01/29/2021	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	2,423.23	0.00	
					338,063.18	180,633.56	518,696.74

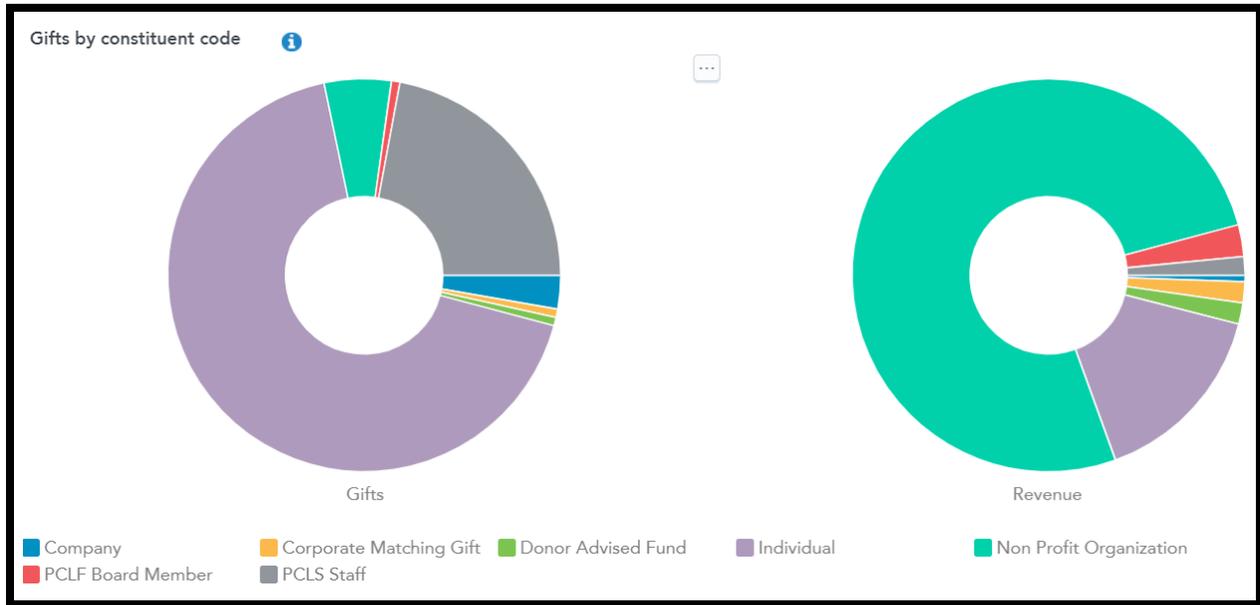
Routine Reports

Pierce County Library Foundation Fundraising Performance Report FY2021: January

Total Committed Revenue: \$57,608 (20.9% of Impact goal of \$275,000) (14.6% of PCLS Agreement)

- Unrestricted Revenue: \$51,438
- Temporarily Restricted Revenue: \$6,170

Constituency Giving



Acquired Donors (YTD)

- Donors 11
- Rate .36%
- Revenue \$1,710
- Rate 1.46%

Recaptured Donors (YTD)

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

Retained Donors (YTD)

- Donors 63
- Rate 5.71%
- Revenue \$6,845
- Rate 4.99%

LYBUNT Donors (YTD)

- Donors 1,040
- Revenue \$143,046

Retained Donors (1st Year)

- Donors 15
- Rate 4.45%
- Revenue \$625
- Rate 2.04%

LYBUNT Donors (1st Year)

- Donors 322
- Revenue \$25,574

In Kind Gifts \$0

What's going well

- Capital Campaign discussions with Foundations
- All volunteer board committees are fully staffed and scheduled for 2021

Areas to capitalize on

- Library Giving Day (April 7) with individual donors
- Early solicitation of corporate funding partners for annual campaign

Fundraising Performance Report: Terms Defined

Total Committed Revenue

- All cash gifts + pledges

Unrestricted Revenue

- Undesignated funds which PCLF Board can commit all or a portion to PCLS for agreed upon programs/services in fiscal year

Temporarily Restricted 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

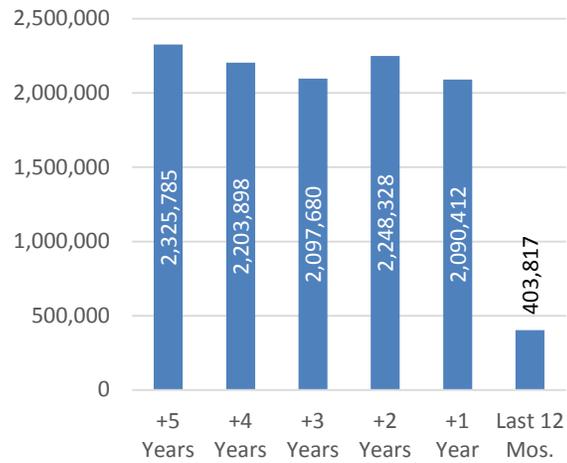
PCLS Statistics During COVID-19 and Severe Weather Conditions

Month	Item Checkouts			In-Person Service				Online Service					PCLS COVID-19 Response & Severe Weather Timeline		
	Online e-book and audiobook (Overdrive)	Physical books and items	Online magazines	Curbside appointments (scheduled)	Visitors (appointments & walk-up)	Print jobs picked up	Wi-Fi	Overdrive visits (e-books 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
Dec	161,011	147,023	9,053	14,416	15,547	624	16,367	23,232	81,091	90,478	456	59	Wildfires cause partial system closure	9/8/2020	BLK, BUC, ORT & SUM
Jan	168,348	147,287	9,697	15,145	16,392	641	19,656	24,338	90,342	99,313	412	28	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 - 9/15/2020	All PCLS Locations
													Poor air quality: Modified curbside service available, no deliveries	9/16/2020-9/18/2020	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
													Storm causes partial curbside services closure	1/13/2021	BLK, GHM & SMT
													Storm causes partial curbside services closure	1/14/2021 - 1/15/2021	GHM

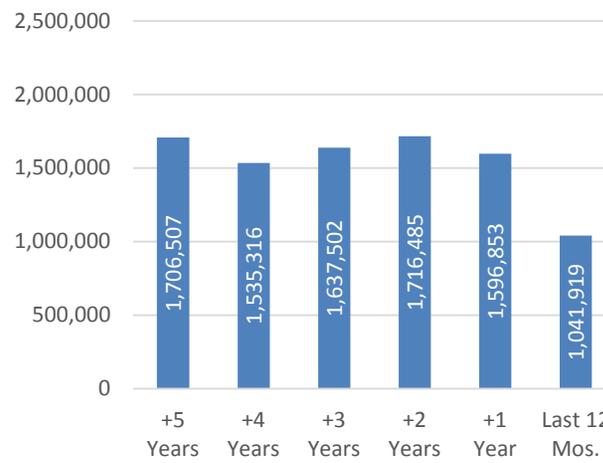
In response to the COVID-19 outbreak, all PCLS branches closed to the public at 6:00 PM on Friday, March 13, 2020. All branches remained closed to the public for the remainder of the month of March, and have remained closed through December. Curbside service is now available at all branches except the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

Customers / Visits - December 2020

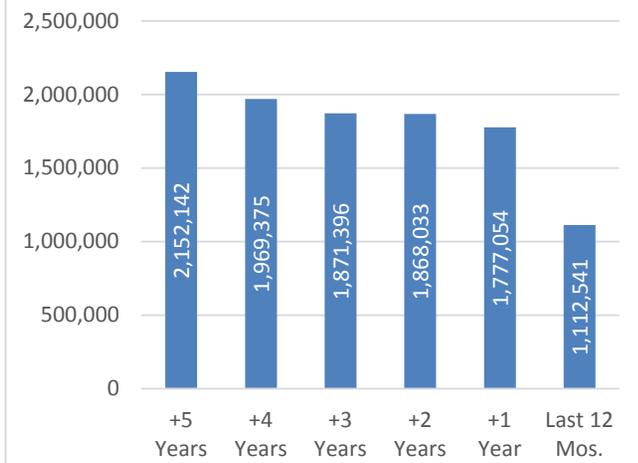
Branch Visits



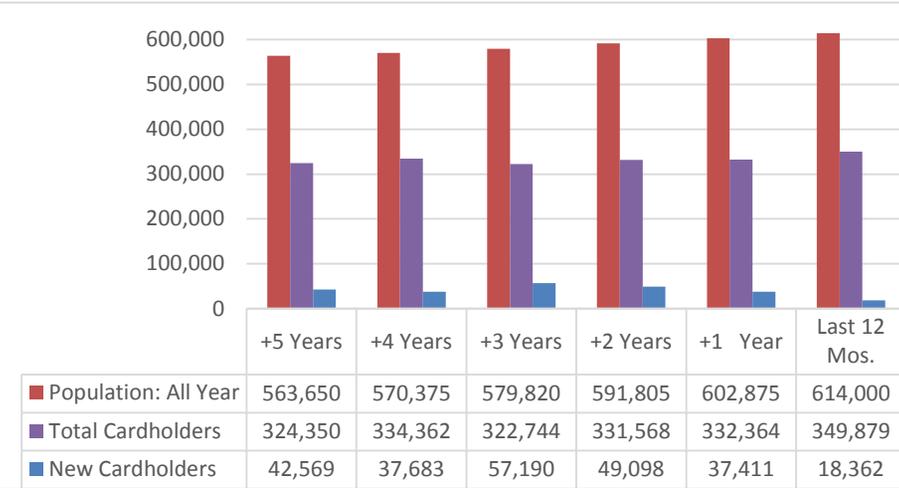
Catalog Visits



Website Visits



PCLS Cardholder Statistics



December and Rolling 12-Month Comparison

	December 2020	December 2019	% Change Dec. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
Branch Visits	0	148,825	-100.0%	403,817	2,090,412	-80.7%
Catalog Visits	90,478	119,329	-24.2%	1,041,919	1,596,853	-34.8%
Public Website Visits	81,091	128,447	-36.9%	1,112,541	1,777,054	-37.4%

Technology

	December 2020	December 2019	% Change Dec. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
PC/Laptop Sessions	0	19,833	-100.0%	50,126	316,477	-84.2%
Wi-Fi Sessions	16,367	67,220	-75.7%	295,055	974,614	-69.7%

Public Spaces Usage

	December 2020	Rolling Last 12 Months	Rolling Last 12 Months	% Change Year Over Year
# of Public Meeting Uses	0	2,589	11,160	-76.8%
# of Attendees	0	30,177	134,153	-77.5%

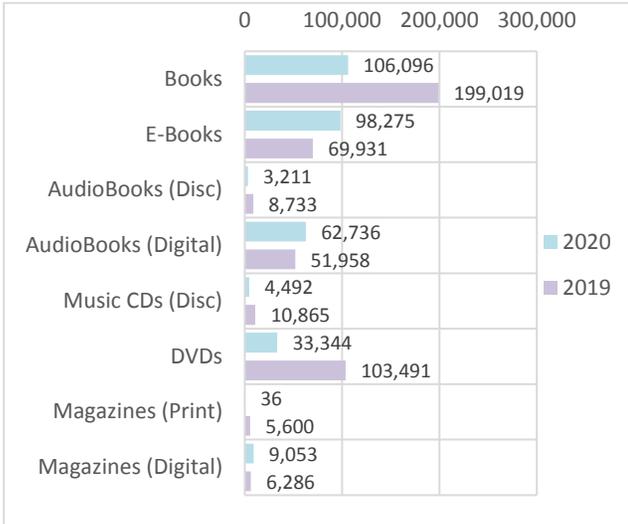
In response to the COVID-19 outbreak, all PCLS branches closed to the public at 6:00 PM on Friday, March 13th 2020. All branches remained closed to the public for the remainder of the month of March, and have remained closed through December. Curbside service is now available at all branches except the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

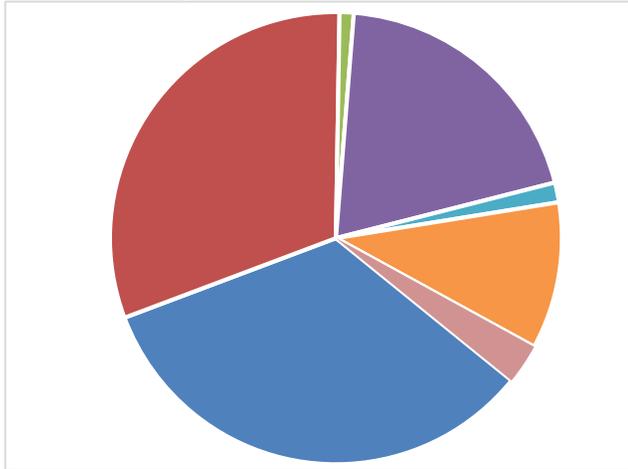
Dec. 2020 vs Dec. 2019 Checkouts



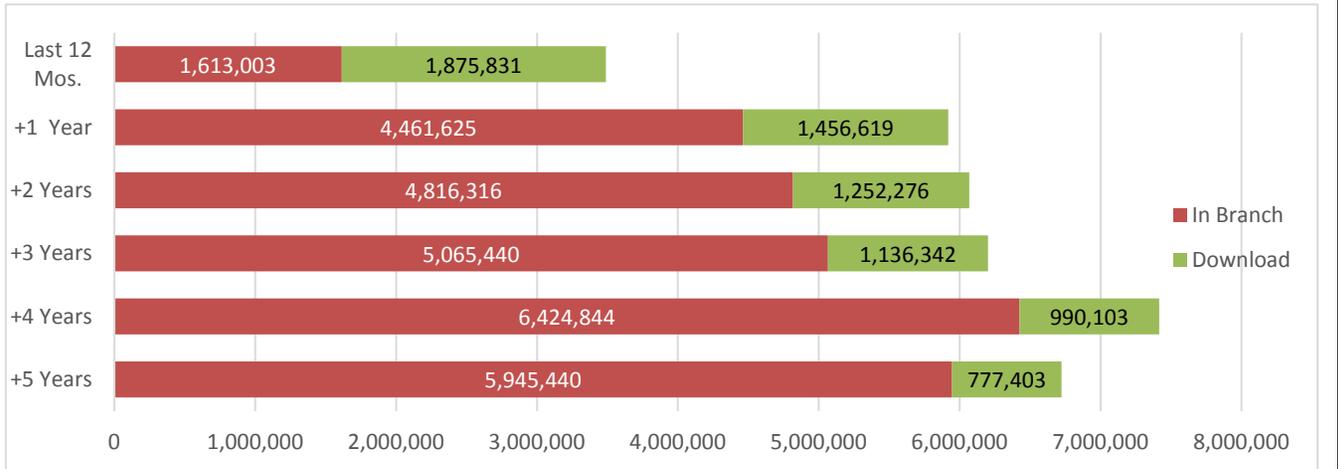
Data Table

Categories	November 2020	December 2020	December 2019	% Change of Dec. Year Over Year	% of Total Dec. 2020 Checkouts	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change 12 Months Year Over Year
Books	106,293	106,096	199,019	-46.69%	33.44%	1,096,330	2,763,694	-60.33%
E-Books	92,064	98,275	69,931	40.53%	30.98%	1,073,072	793,061	35.31%
AudioBooks (Disc)	2,987	3,211	8,733	-63.23%	1.01%	38,915	124,065	-68.63%
AudioBooks (Digital)	57,833	62,736	51,958	20.74%	19.78%	686,301	576,440	19.06%
Music CDs (Disc)	4,157	4,492	10,865	-58.66%	1.42%	46,829	126,763	-63.06%
DVDs	29,094	33,344	103,491	-67.78%	10.51%	409,139	1,346,899	-69.62%
Magazines (Print)	11	36	5,600	-99.36%	0.01%	14,607	72,654	-79.90%
Magazines (Digital)	10,458	9,053	6,286	44.02%	2.85%	116,458	87,118	33.68%
Totals:	302,897	317,243	455,883	-30.41%	100.00%	3,481,651	5,890,694	-40.90%

Checkouts By Format - December 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.

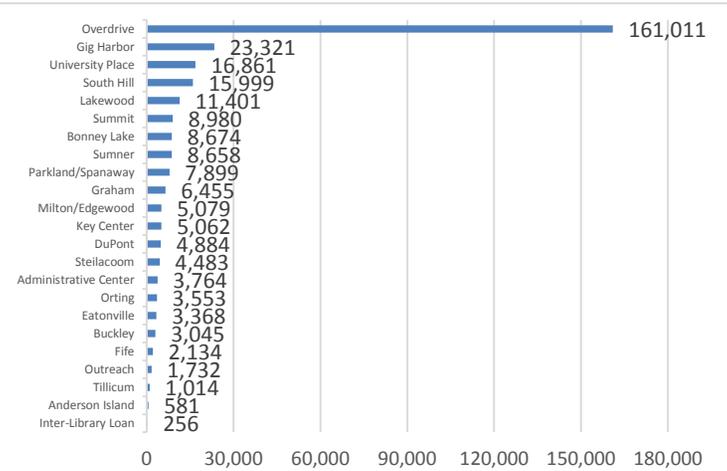
While checkouts of physical media are still historically low due to the system closure, we have seen an increase in circulation thanks to the high demand for curbside pickup services. Use of digital resources also continues to be strong.

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

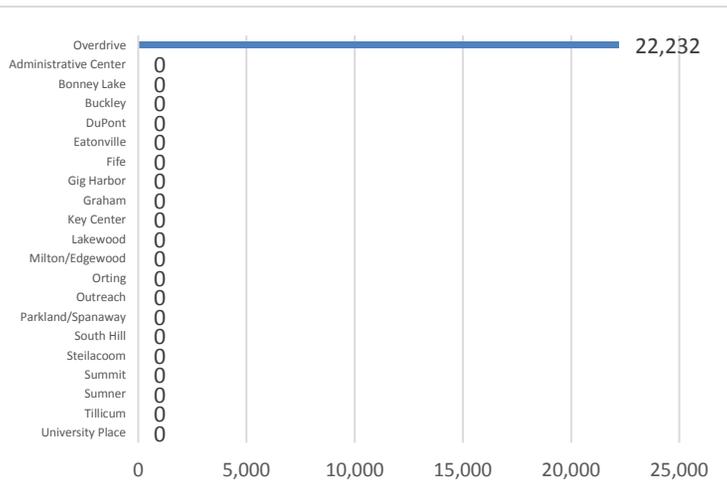
Activity - December 2020

Location	Checkouts				Visitors			
	Dec. 2020	Last 12 Mo.	+1 Year	% Change	Dec. 2020	Last 12 Mo.	+1 Year	% Change
Administrative Center	3,764	24,691	63,810	-61.3%	0	5,193	30,394	-82.9%
Anderson Island	581	3,648	12,519	-70.9%	No Door Counter for Anderson Island			
Bonney Lake	8,674	92,832	270,059	-65.6%	0	20,566	109,280	-81.2%
Buckley	3,045	30,972	87,708	-64.7%	0	8,534	46,361	-81.6%
DuPont	4,884	47,998	118,541	-59.5%	0	9,322	51,784	-82.0%
Eatonville	3,368	32,986	101,706	-67.6%	0	13,100	78,353	-83.3%
Fife	2,134	27,363	66,764	-59.0%	0	6,608	40,218	-83.6%
Gig Harbor	23,321	245,932	616,041	-60.1%	0	42,056	225,333	-81.3%
Graham	6,455	78,985	238,642	-66.9%	0	19,495	94,568	-79.4%
Inter-Library Loan	256	1,688	4,783	-64.7%	No "visitors" for Inter-Library Loan			
Key Center	5,062	54,280	155,253	-65.0%	0	11,078	65,684	-83.1%
Lakewood	11,401	143,817	438,315	-67.2%	0	53,200	261,884	-79.7%
Milton / Edgewood	5,079	53,687	143,808	-62.7%	0	15,138	75,952	-80.1%
Orting	3,553	32,133	89,720	-64.2%	0	8,828	45,694	-80.7%
Overdrive	161,011	1,759,373	1,369,501	28.5%	22,232	273,121	267,748	2.0%
Outreach	1,732	19,142	54,246	-64.7%	0	2,978	13,009	-77.1%
Parkland / Spanaway	7,899	110,916	366,896	-69.8%	0	55,059	244,724	-77.5%
South Hill	15,999	189,140	536,733	-64.8%	0	33,662	174,055	-80.7%
Steilacoom	4,483	42,876	117,005	-63.4%	0	18,908	85,059	-77.8%
Summit	8,980	89,488	224,851	-60.2%	0	16,297	87,492	-81.4%
Sumner	8,658	96,021	228,820	-58.0%	0	22,675	122,714	-81.5%
Tillicum	1,014	10,029	32,157	-68.8%	0	6,730	32,895	-79.5%
University Place	16,861	184,379	493,248	-62.6%	0	34,390	204,959	-83.2%
Total	308,214	3,372,376	5,831,126	-42.2%	22,232	676,938	2,358,160	-71.3%

December Checkouts



December 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 December.				

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

December 31, 2020

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

General Fund

On December 31, the Library recorded \$91,000 of property tax and other County distributed revenue. The amount yet to be collected for 2020 is about \$440,000, most of which will be collected throughout 2021.

December

- **On December 31, the Library recorded \$297,800 of property tax and other County distributed revenue. While this amount is short of the remaining \$523,000 for total 2020 receipts, we anticipate that it will be recovered throughout 2021.**
- **36700. Foundation distributed \$198,000 in December, satisfying the agreement with the Library.**
- **54998. The US Bank Clearing balance through September 2020 is complete and \$2,679,780.81 in total was distributed to the appropriate line items. October-December will be completed within the next two months.**

November

- **On November 30, the Library recorded \$2,751,600 of property tax and other County distributed revenue. While this amount is short of the remaining \$800,000 for total 2020 receipts, we anticipate that it will be recovered over the next several months.**
- **36999. Includes final quarterly disbursement from US Bank, averaging nearly \$19,000 per quarter.**
- **54998. The US Bank Clearing balance through August 2020 is complete and \$2,194,875 in total was distributed to the appropriate line items. September will be completed in December, with the remaining months to be processed prior to yearend closure.**

October

- **On October 31, the Library recorded \$14,618,000 of property tax and other County distributed revenue. While this amount is short of the remaining \$3.47 million for 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

December

- **39700/ Yearend transfer per Board approval.**

- **54120. Includes payments for EHS-I for UST work conducted at Buckley Library, and for Barsness Group for capital campaign feasibility study.**

November

- 56201. Includes payments for the Parkland/Spanaway Library interior refresh project.

October

- 56200. Includes the 9th payment (out of 10) for the University Place 5,000 square feet 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

December

- **39700. Yearend transfer per Board approval.**

November

- No significant activity.

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

December

- **3111X. Deposit of a portion of 2020 property tax revenue towards the Levy Sustainability Fund.**

November

- No significant activity.

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 – December (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	355,295.62	- 0 -	- 42.17
September 2020	445,691.25	434,299.73	101.65	
Thru September	\$ 2,673,330.99	\$ 2,629,174.63	\$ 50,606.08	-\$ 18,926.45
October 2020	188,005.75	TBD	TBD	188,005.75
November 2020	664,331.58	TBD	TBD	664,331.58
December 2020	579,050.24	TBD	TBD	579,050.24
YTD	\$ 4,104,718.56	\$ 2,629,174.63	\$ 50,606.08	\$ 1,424,937.75

* 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
December 31, 2020**

	GENERAL FUND	SPECIAL PURPOSE FUND	LEVY SUSTAINABILITY FUND	DEBT SERVICE FUND	CAPITAL IMPROVEMENT PROJECTS FUND
ASSETS					
Current Assets					
Cash	\$ 2,247,241	\$ 2,000	\$ 290,000	\$ 100	\$ 112,890
Investments	\$ 7,619,546	\$ 3,917,458	\$ 8,177,152	\$ 88,516	\$ 3,129,117
Accrued Interest on Investments	\$ 3,599	\$ (1,353)	\$ 187	\$ 7	\$ (1,917)
Total Current Assets	\$ 9,870,386	\$ 3,918,105	\$ 8,467,339	\$ 88,623	\$ 3,240,090
TOTAL ASSETS	\$ 9,870,386	\$ 3,918,105	\$ 8,467,339	\$ 88,623	\$ 3,240,090
LIABILITIES					
Current Liabilities					
Warrants Payable*	\$ -	\$ -	\$ -	\$ -	\$ -
Sales Tax Payable*	\$ (11)	\$ -	\$ -	\$ -	\$ -
Payroll Payable	\$ 176,335	\$ -	\$ -	\$ -	\$ -
US Bank Payable*	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Liabilities	\$ 176,324	\$ -	\$ -	\$ -	\$ -
TOTAL LIABILITIES	\$ 176,324	\$ -	\$ -	\$ -	\$ -
FUND BALANCE					
Reserve for Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -
Election Set-Aside		\$ 1,020,451	\$ -		
Land/Property/Facility Set-Aside		\$ 2,830,117	\$ -		
Unreserved Fund Balance	\$ 9,694,062	\$ 67,538	\$ 8,467,339	\$ 88,623	\$ 3,240,090
TOTAL FUND BALANCE	\$ 9,694,062	\$ 3,918,105	\$ 8,467,339	\$ 88,623	\$ 3,240,090
TOTAL LIABILITIES & FUND BALANCE	\$ 9,870,386	\$ 3,918,105	\$ 8,467,339	\$ 88,623	\$ 3,240,090
BEGINNING FUND BALANCE, 01/01/20					
	\$ 9,042,172	\$ 2,124,482	\$ 5,450,000	\$ 88,086	\$ 2,182,967
YTD Revenue	\$ 38,918,956	\$ 1,793,623	\$ 3,017,339	\$ 537	\$ 1,962,751
Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -
YTD Expenditures	\$ (38,267,067)	\$ -	\$ -	\$ -	\$ (905,628)
ENDING FUND BALANCE, 12/31/20	\$ 9,694,062	\$ 3,918,105	\$ 8,467,339	\$ 88,623	\$ 3,240,090
TAXES RECEIVABLE	\$ 765,929	\$ -	\$ -	\$ -	\$ -

* 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 December 31, 2020**

	<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>HISTORICAL</i> 10/31/2020	<i>CURRENT</i> 11/30/2020	<i>CURRENT</i> 12/31/2020
ASSETS													
Current Assets													
Cash	\$ 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	\$ 293,860	\$ 2,247,241
Investments	\$ -	\$ 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	\$ 17,617,730	\$ 7,619,546
Accrued Interest on Investments							\$ 388	\$ 3,597	\$ 3,589	\$ 3,577	\$ 3,577	\$ 3,607	\$ 3,599
Deposits Refundable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Assets	\$ 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	\$ 17,915,197	\$ 9,870,386
TOTAL ASSETS	\$ 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	\$ 17,915,197	\$ 9,870,386
LIABILITIES													
Current Liabilities													
Warrants Payable*	\$ (491)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sales Tax Payable*	\$ 6,893	\$ 8,388	\$ 9,747	\$ 10,306	\$ 10,306	\$ 787	\$ 790	\$ 790	\$ 790	\$ (11)	\$ (11)	\$ (11)	\$ (11)
Payroll Payable	\$ 172,006	\$ 131,287	\$ 154,329	\$ 174,402	\$ 130,122	\$ 146,218	\$ 166,532	\$ 129,080	\$ 151,695	\$ 131,399	\$ 131,399	\$ 149,867	\$ 176,335
Total Current Liabilities	\$ 178,407	\$ 139,676	\$ 164,077	\$ 184,708	\$ 140,427	\$ 147,005	\$ 167,321	\$ 129,870	\$ 152,484	\$ 131,388	\$ 131,388	\$ 149,856	\$ 176,324
TOTAL LIABILITIES	\$ 178,407	\$ 139,676	\$ 164,077	\$ 184,708	\$ 140,427	\$ 147,005	\$ 167,321	\$ 129,870	\$ 152,484	\$ 131,388	\$ 131,388	\$ 149,856	\$ 176,324
FUND BALANCE													
Reserve for Encumbrance	\$ (1,861)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unreserved Fund Balance	\$ 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	\$ 17,765,341	\$ 9,694,062
TOTAL FUND BALANCE	\$ 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	\$ 17,765,341	\$ 9,694,062
TOTAL LIABILITIES & FUND BALANCE	\$ 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	\$ 17,915,197	\$ 9,870,386
PROPERTY TAXES RECEIVABLE	\$ 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	\$ 1,058,458	\$ 765,929

* 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 December 31, 2020

GENERAL FUND - 01	2020 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ 37,683,500	\$ 37,788,617	\$ -	\$ (105,117)	100%
Other Revenue	\$ 1,188,500	\$ 1,130,340	\$ -	\$ 58,160	95%
TOTAL REVENUE	\$ 38,872,000	\$ 38,918,956	\$ -	\$ (46,956)	100%
EXPENDITURES					
Personnel/Taxes and Benefits	\$ 25,262,900	\$ 25,006,372	\$ -	\$ 256,528	99%
Materials	\$ 3,971,800	\$ 3,467,600	\$ -	\$ 504,200	87%
Maintenance and Operations	\$ 6,707,300	\$ 6,063,094	\$ -	\$ 644,206	90%
Transfers Out & Reserves	\$ 2,930,000	\$ 3,730,000	\$ -	\$ (800,000)	127%
TOTAL EXPENDITURES	\$ 38,872,000	\$ 38,267,067	\$ -	\$ 604,933	98%
Excess/(Deficit)		\$ 651,890			
Additional Transfers Out		-			
NET EXCESS (DEFICIT)		\$ 651,890			

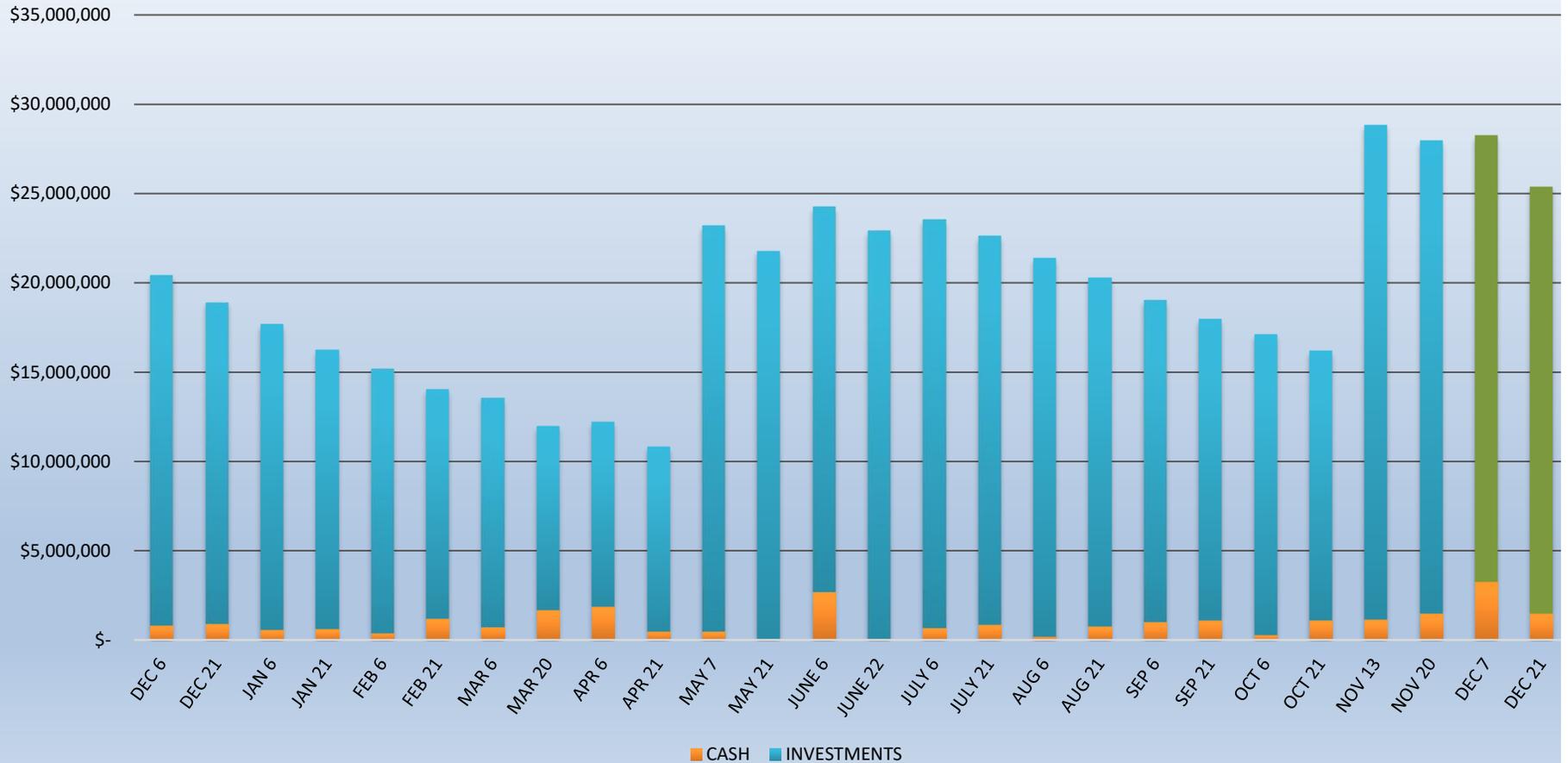
SPECIAL PURPOSE FUND - 15	2020 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ 1,780,000	\$ -	\$ (1,780,000)	-
Investment Income	\$ -	\$ 13,623	\$ -	\$ (13,623)	-
TOTAL REVENUE	\$ -	\$ 1,793,623	\$ -	\$ (1,793,623)	-
EXPENDITURES					
Election Costs	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 1,793,623			
Additional Transfers In		\$ -			
NET EXCESS (DEFICIT)		\$ 1,793,623			

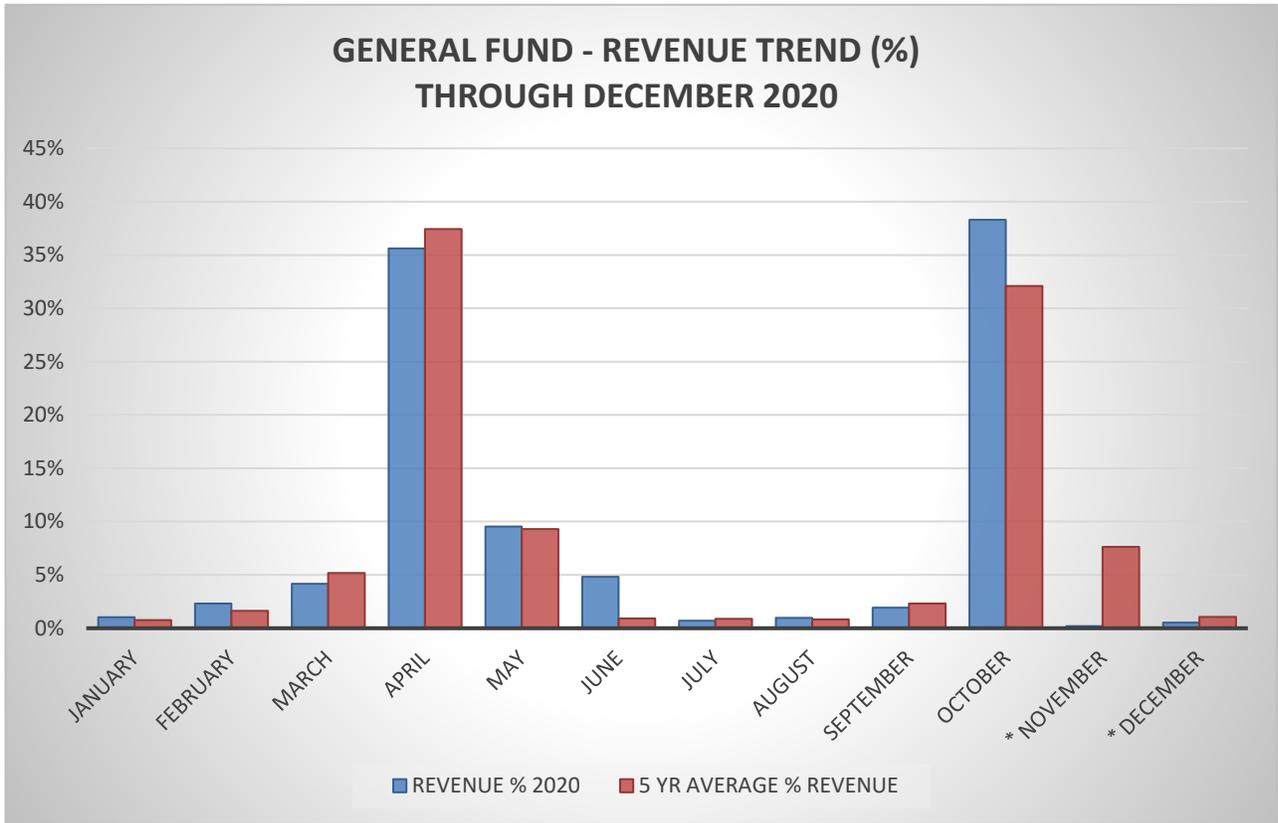
LEVY SUSTAINABILITY FUND - 16	2020 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 34,339	\$ -	\$ (34,339)	-
TOTAL REVENUE	\$ -	\$ 34,339	\$ -	\$ (34,339)	-
EXPENDITURES					
Election Costs	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 34,339			
Additional Transfers In		\$ -			
NET EXCESS (DEFICIT)		\$ 34,339			

DEBT SERVICE FUND - 20	2020 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ -	\$ -	\$ -	\$ -	-
Other Revenue	\$ -	\$ 537	\$ -	\$ (537)	-
TOTAL REVENUE	\$ -	\$ 537	\$ -	\$ (537)	-
EXPENDITURES					
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
NET EXCESS (DEFICIT)		\$ 537			

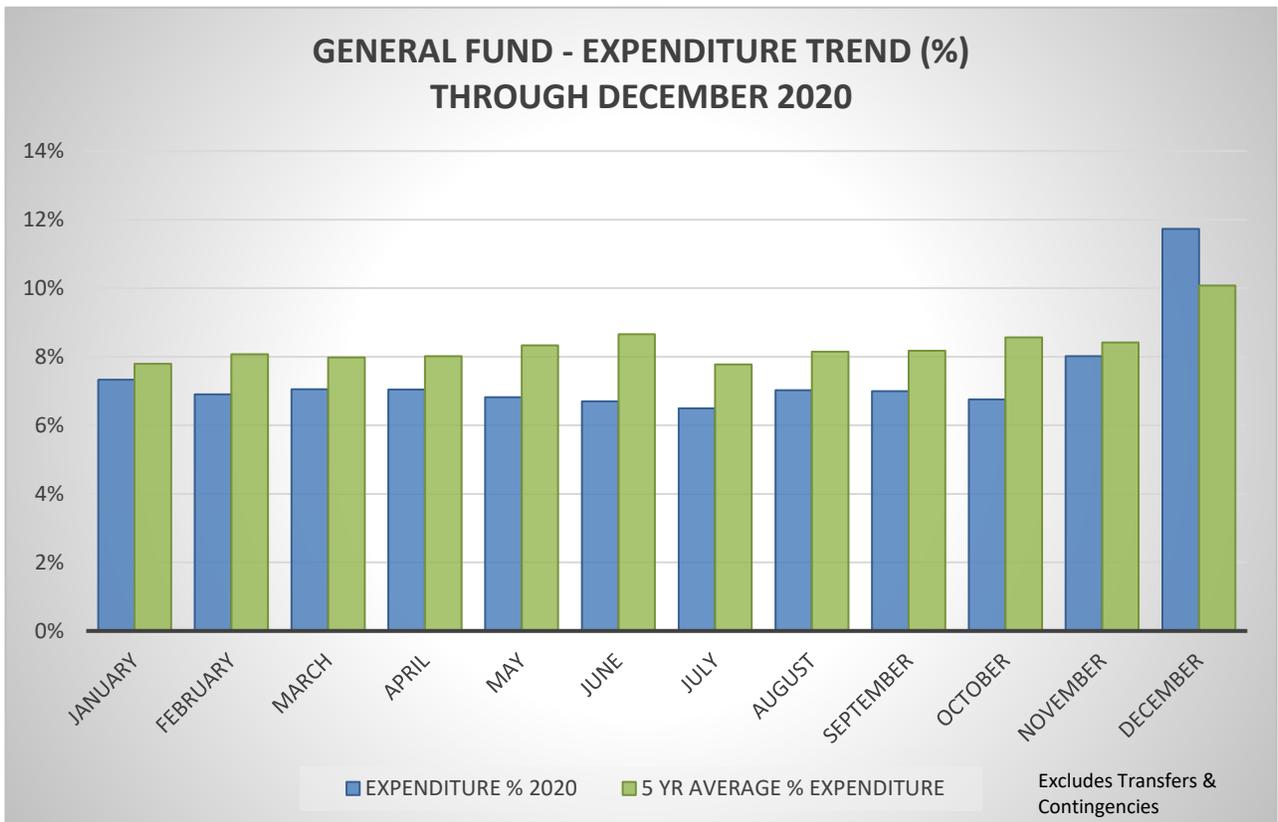
CAPITAL IMPROVEMENT PROJECTS FUND - 30	2020 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ 845,000	\$ -	\$ -	\$ 845,000	0%
Transfers In	\$ 1,350,000	\$ 1,950,000	\$ -	\$ (600,000)	144%
Other Revenue	\$ 150,000	\$ 12,751	\$ -	\$ 137,249	9%
TOTAL REVENUE	\$ 2,345,000	\$ 1,962,751	\$ -	\$ 382,249	84%
EXPENDITURES					
Capital Improvement Projects	\$ 2,345,000	\$ 905,628	\$ -	\$ 1,439,372	39%
TOTAL EXPENDITURES	\$ 2,345,000	\$ 905,628	\$ -	\$ 1,439,372	39%
Excess/(Deficit)		\$ 1,057,123			
Additional Transfers In		-			
NET EXCESS (DEFICIT)		\$ 1,057,123			

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





**Revenue received in November and December were transferred to the Sustainability Fund without passing through the General Fund*



FUND: GENERAL FUND (01)

Object	2020 Budget	December Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
31111 PROPERTY TAX--CURRENT	37,000,400.00	22.81	37,134,555.84	0.00	(134,155.84)	100.36
31112 PROPERTY TAX--DELINQUENT	469,100.00	24.46	398,984.60	0.00	70,115.40	85.05
31113 PROPERTY TAX--KING COUNTY	60,000.00	1,757.16	80,677.92	0.00	(20,677.92)	134.46
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	4,024.50	24,922.96	0.00	(4,922.96)	124.61
31740 TIMBER EXCISE TAX	63,000.00	0.00	100,735.35	0.00	(37,735.35)	159.90
TAXES:	37,618,500.00	5,828.93	37,740,473.98	0.00	(121,973.98)	100.32
33469 STATE GRANT FROM OTHER STATE AGEN	0.00	0.00	5,000.00	0.00	(5,000.00)	0.00
33533 ST FOREST FUNDS/DNR TIMB TRST	15,000.00	0.00	0.00	0.00	15,000.00	0.00
34160 COPIER FEES	7,000.00	4.00	6,723.34	0.00	276.66	96.05
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	24,102.27	0.00	(102.27)	100.43
34163 FAX FEES	5,000.00	0.00	5,303.22	0.00	(303.22)	106.06
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	1,661.66	97,593.55	0.00	(12,593.55)	114.82
36110 INVESTMENT EARNINGS	50,000.00	3,616.08	43,140.64	0.00	6,859.36	86.28
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	198,028.92	273,146.39	0.00	(5,146.39)	101.92
36725 DONATIONS--OTHER	0.00	0.00	682.54	0.00	(682.54)	0.00
36726 REIMBURSEMENTS--OTHER	0.00	0.00	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	0.00	18,281.32	0.00	(8,281.32)	182.81
36920 FOUND MONEY	0.00	0.00	1,267.64	0.00	(1,267.64)	0.00
36990 MISCELLANEOUS OTHER	0.00	0.68	11,534.36	0.00	(11,534.36)	0.00
36991 PAYMENT FOR LOST MATERIALS	10,000.00	0.00	2,014.97	0.00	7,985.03	20.15
36996 JURY DUTY REIMBURSEMENT	0.00	0.00	120.00	0.00	(120.00)	0.00
36998 ERATE REIMBURSEMENT	530,000.00	0.00	540,924.70	0.00	(10,924.70)	102.06
36999 PROCUREMENT CARD REBATES	75,000.00	0.00	75,245.79	0.00	(245.79)	100.33
CHARGES OTHER:	1,249,500.00	203,311.34	1,174,818.91	0.00	74,681.09	94.02
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	209,140.27	38,918,956.20	0.00	(46,956.20)	100.12
EXPENSE ACCOUNTS						
51100 SALARIES AND WAGES	18,352,200.00	1,493,493.94	18,082,561.80	0.00	269,638.20	98.53
51105 ADDITIONAL HOURS	136,200.00	5,440.00	71,341.47	0.00	64,858.53	52.38
51106 SHIFT DIFFERENTIAL	174,600.00	13,308.45	125,326.38	0.00	49,273.62	71.78
51107 SUBSTITUTE HOURS	145,900.00	1,751.03	71,225.28	0.00	74,674.72	48.82
51109 TUITION ASSISTANCE	10,000.00	1,674.00	5,930.20	0.00	4,069.80	59.30
51200 OVERTIME WAGES	22,800.00	1,590.16	16,409.49	0.00	6,390.51	71.97
51999 ADJ WAGE/SALARY TO MATCH PLAN	(471,000.00)	0.00	0.00	0.00	(471,000.00)	0.00
52001 INDUSTRIAL INSURANCE	183,700.00	9,268.86	110,301.20	0.00	73,398.80	60.04
52002 MEDICAL INSURANCE	2,658,500.00	195,408.34	2,444,082.20	0.00	214,417.80	91.93
52003 FICA	1,440,500.00	109,743.67	1,367,053.74	0.00	73,446.26	94.90

FUND: GENERAL FUND (01)

Object	2020 Budget	December Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
52004 RETIREMENT	2,421,800.00	193,585.40	2,323,158.30	0.00	98,641.70	95.93
52005 DENTAL INSURANCE	244,500.00	18,746.66	228,154.57	0.00	16,345.43	93.31
52006 OTHER BENEFIT	9,900.00	2,280.00	25,800.00	0.00	(15,900.00)	260.61
52010 LIFE AND DISABILITY INSURANCE	80,000.00	6,999.69	84,469.23	0.00	(4,469.23)	105.59
52020 UNEMPLOYMENT/ PAID FML INSURANCE	30,000.00	2,128.30	50,558.59	0.00	(20,558.59)	168.53
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	2,055,418.50	25,006,372.45	0.00	256,527.55	98.98
53100 OFFICE/OPERATING SUPPLIES--DEP	146,300.00	15,813.91	178,202.34	0.00	(31,902.34)	121.81
53104 OFFICE/OPERATING SUPPLIES--PUB	0.00	0.00	236.13	0.00	(236.13)	0.00
53110 CUSTODIAL SUPPLIES	76,500.00	6,224.73	89,231.21	0.00	(12,731.21)	116.64
53120 MAINTENANCE SUPPLIES	30,000.00	0.00	17,108.12	0.00	12,891.88	57.03
53130 MATERIAL PROCESSING SUP	16,000.00	0.00	6,115.70	0.00	9,884.30	38.22
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	16,106.07	50,984.92	0.00	749,015.08	6.37
53402 ADULT AV - DVD	92,000.00	111,505.08	295,827.70	0.00	(203,827.70)	321.55
53403 PERIODICALS {{OLD}}	0.00	0.00	(15.02)	0.00	15.02	0.00
53404 ADULT AV AUDIOBOOKS	0.00	738.78	8,267.60	0.00	(8,267.60)	0.00
53405 ADULT BOOK CLUB KITS	60,000.00	371.29	1,418.46	0.00	58,581.54	2.36
53406 ADULT FICTION	675,000.00	15,538.79	117,926.48	0.00	557,073.52	17.47
53407 INTERNATIONAL COLLECTION {{OLD}}	0.00	0.00	(158.76)	0.00	158.76	0.00
53408 ADULT LARGE PRINT	1,160,800.00	1,104.40	18,809.07	0.00	1,141,990.93	1.62
53409 ADULT LUCKY DAY	0.00	0.00	10,499.32	0.00	(10,499.32)	0.00
53410 ADULT NONFICTION	393,000.00	35,216.90	134,055.44	0.00	258,944.56	34.11
53411 ADULT PAPERBACKS	0.00	492.73	6,036.46	0.00	(6,036.46)	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	407.74	1,263.90	0.00	(1,263.90)	0.00
53414 ADULT YA FICTION	0.00	1,088.25	14,412.41	0.00	(14,412.41)	0.00
53415 ADULT YA GRAPHIC NOVELS	0.00	3,689.92	15,253.14	0.00	(15,253.14)	0.00
53416 ADULT YA NONFICTION	0.00	1,607.79	4,306.56	0.00	(4,306.56)	0.00
53417 ADULT AV - DVDNF	487,000.00	11,020.21	33,288.43	0.00	453,711.57	6.84
53418 ADULT GRAPHIC NOVELS	82,000.00	1,526.64	7,059.76	0.00	74,940.24	8.61
53422 CHILDREN'S BOOK CLUB KITS	0.00	217.43	2,085.53	0.00	(2,085.53)	0.00
53423 CHILDREN'S COMIC BOOKS	0.00	0.00	2,475.31	0.00	(2,475.31)	0.00
53424 CHILDREN'S EARLY LEARNING	0.00	1,077.64	3,674.42	0.00	(3,674.42)	0.00
53425 CHILDREN'S FICTION	0.00	19,249.15	89,019.10	0.00	(89,019.10)	0.00
53426 CHILDREN'S GRAPHIC NOVELS	0.00	3,400.59	14,150.68	0.00	(14,150.68)	0.00
53427 CHILDREN'S NONFICTION	0.00	15,327.39	63,674.92	0.00	(63,674.92)	0.00
53428 CHILDREN'S SCIENCE TO GO	0.00	453.94	1,766.44	0.00	(1,766.44)	0.00
53429 CHILDREN'S STORYTIME	0.00	668.02	1,582.87	0.00	(1,582.87)	0.00
53430 DATABASES	0.00	43,095.16	371,085.83	0.00	(371,085.83)	0.00
53440 EBOOK - REFERENCE	0.00	0.00	2,561.98	0.00	(2,561.98)	0.00
53441 EBOOKS	0.00	466,577.61	1,063,267.98	0.00	(1,063,267.98)	0.00
53442 EDOWNLOADABLE AUDIO	0.00	388,436.46	833,232.41	0.00	(833,232.41)	0.00
53443 ESTREAMING BOOKS	0.00	24,700.00	41,900.00	0.00	(41,900.00)	0.00
53444 EHOSTING FEES	0.00	12,000.00	25,200.00	0.00	(25,200.00)	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 12/31/2020

FUND: GENERAL FUND (01)

Object	2020 Budget	December Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
53445 EMAGAZINES	0.00	0.00	65,567.00	0.00	(65,567.00)	0.00
53450 MAGAZINES	0.00	0.00	9,295.25	0.00	(9,295.25)	0.00
53460 VENDOR PROCESSING	0.00	23,050.58	75,200.89	0.00	(75,200.89)	0.00
53464 VENDOR CATALOGING	0.00	637.42	912.72	0.00	(912.72)	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	383.54	3,418.17	0.00	(3,418.17)	0.00
53472 WORLD - CHINESE	0.00	0.00	2,673.03	0.00	(2,673.03)	0.00
53473 WORLD - DVD	0.00	7,898.86	10,593.57	0.00	(10,593.57)	0.00
53475 WORLD - JAPANESE	0.00	0.00	1,992.17	0.00	(1,992.17)	0.00
53476 WORLD - KOREAN	0.00	0.00	6,825.61	0.00	(6,825.61)	0.00
53477 WORLD - TAGALOG	0.00	8,737.05	10,466.14	0.00	(10,466.14)	0.00
53478 WORLD - VIETNAMESE	0.00	2,645.88	3,718.50	0.00	(3,718.50)	0.00
53479 WORLD - RUSSIAN	0.00	0.00	3,226.66	0.00	(3,226.66)	0.00
53481 YOUTH CHILDREN'S AUDIO BOOKS	0.00	7,962.44	18,850.87	0.00	(18,850.87)	0.00
53482 YOUTH DVD - FTY	0.00	6,129.78	18,941.65	0.00	(18,941.65)	0.00
53483 YOUTH YA AUDIO BOOKS	0.00	408.00	545.81	0.00	(545.81)	0.00
53495 GIFT FUNDS	0.00	29.25	45.22	0.00	(45.22)	0.00
53500 MINOR EQUIPMENT	49,800.00	7,060.30	21,269.85	0.00	28,530.15	42.71
53502 TECHNOLOGY HARDWARE--PUBLIC	717,500.00	0.00	179,332.18	0.00	538,167.82	24.99
53503 TECHNOLOGY HARDWARE--STAFF	0.00	136.31	113,593.83	0.00	(113,593.83)	0.00
53505 SOFTWARE/LICENSES/HOST--APPS	841,300.00	113,380.37	415,256.28	0.00	426,043.72	49.36
53506 SOFTWARE/LICENSES/HOST--INFRA	0.00	20,774.90	133,829.73	0.00	(133,829.73)	0.00
53509 MISC ONLINE SUBSCRIPTIONS	0.00	0.00	526.47	0.00	(526.47)	0.00
53510 FURNISHINGS--PUBLIC	49,500.00	0.00	0.00	0.00	49,500.00	0.00
53515 FURNISHINGS--STAFF	0.00	0.00	51,389.93	0.00	(51,389.93)	0.00
54100 INDEPENDENT CONTRACTORS	343,400.00	9,354.97	28,290.10	0.00	315,109.90	8.24
54110 PERFORMER SERVICES	0.00	600.00	20,146.04	0.00	(20,146.04)	0.00
54120 CONTRACTUAL SERVICES	281,100.00	7,799.72	284,848.77	0.00	(3,748.77)	101.33
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	20,641.00	0.00	19,359.00	51.60
54162 BIBLIOGRAPHIC & RELATED SERVIC	0.00	4,107.34	53,395.42	0.00	(53,395.42)	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	168.00	1,021.87	0.00	1,478.13	40.87
54200 POSTAGE	73,000.00	0.00	66,334.58	0.00	6,665.42	90.87
54201 SHIPPING	0.00	0.00	1,971.45	0.00	(1,971.45)	0.00
54210 TELECOM SERVICES--PHONES	47,700.00	1,481.24	75,016.31	0.00	(27,316.31)	157.27
54211 TELECOM SERVICES--CELLPHONES	7,500.00	0.00	29,262.73	0.00	(21,762.73)	390.17
54212 TELECOM SERVICES--INTERNET	595,800.00	0.00	431,198.62	0.00	164,601.38	72.37
54300 TRAVEL AND TOLLS	70,500.00	0.00	15,922.19	0.00	54,577.81	22.58
54301 MILEAGE REIMBURSEMENTS	47,300.00	3,464.54	44,836.43	0.00	2,463.57	94.79
54400 ADVERTISING	81,800.00	17,542.40	55,852.86	0.00	25,947.14	68.28
54501 RENTALS/LEASES--BUILDINGS	474,700.00	76,842.76	540,843.09	0.00	(66,143.09)	113.93
54502 RENTALS/LEASES--EQUIPMENT	140,900.00	7,674.47	100,293.41	0.00	40,606.59	71.18
54600 INSURANCE	270,000.00	266,919.43	532,729.38	0.00	(262,729.38)	197.31
54700 ELECTRICITY	265,000.00	12,752.45	206,211.51	0.00	58,788.49	77.82
54701 NATURAL GAS	12,000.00	3,670.43	10,277.29	0.00	1,722.71	85.64
54702 WATER	30,000.00	3,669.50	41,337.33	0.00	(11,337.33)	137.79

FUND: GENERAL FUND (01)

Object	2020 Budget	December Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
54703 SEWER	34,000.00	2,300.75	37,704.61	0.00	(3,704.61)	110.90
54704 REFUSE	36,000.00	516.72	32,484.51	0.00	3,515.49	90.23
54800 GENERAL REPAIRS/MAINTENANCE	231,500.00	36,917.71	259,812.29	0.00	(28,312.29)	112.23
54801 CONTRACTED MAINTENANCE	411,300.00	10,039.64	212,747.46	0.00	198,552.54	51.73
54803 TELECOM EQUIPMENT MAINTENANCE	0.00	0.00	70.34	0.00	(70.34)	0.00
54805 VEHICLE REPAIR AND MAINTENANCE	65,000.00	0.00	16,543.64	0.00	48,456.36	25.45
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	56,947.43	116,209.32	0.00	(116,209.32)	0.00
54900 INDIVIDUAL REGISTRATIONS	79,300.00	0.00	18,486.55	0.00	60,813.45	23.31
54901 ORGANIZATIONAL REGISTRATIONS	1,000.00	0.00	1,400.00	0.00	(400.00)	140.00
54902 DUES AND MEMBERSHIPS	52,000.00	5,951.28	38,792.33	0.00	13,207.67	74.60
54903 LICENSES AND FEES {{OLD}}	0.00	212.20	2,579.70	0.00	(2,579.70)	0.00
54904 LICENSES	11,500.00	0.00	3,268.97	0.00	8,231.03	28.43
54905 FEES	58,000.00	516.00	15,080.10	0.00	42,919.90	26.00
54906 TAXES AND ASSESSMENTS	44,000.00	0.00	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
54930 OPPORTUNITY DONATIONS/GRANTS	0.00	0.00	4,000.00	0.00	(4,000.00)	0.00
54998 US BANK CLEARING	0.00	579,050.24	1,477,270.38	0.00	(1,477,270.38)	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	80,000.00	80,000.00	0.00	0.00	100.00
59712 TRANSFERS OUT--FUTURE LAND, PR	1,000,000.00	1,700,000.00	1,700,000.00	0.00	(700,000.00)	170.00
59730 TRANSFERS OUT--CAPITAL PROJECT	1,350,000.00	1,950,000.00	1,950,000.00	0.00	(600,000.00)	144.44
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	6,235,390.52	13,260,694.06	0.00	348,405.94	97.44
NEED A CATEGORY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR EXPENSE ACCOUNTS	38,872,000.00	8,290,809.02	38,267,066.51	0.00	604,933.49	98.44
NET SURPLUS / DEFICIT	0.00	(8,081,668.75)	651,889.69	0.00	(651,889.69)	0.00

FUND: SPECIAL PURPOSE FUND (15)

Object	2020 Budget	December 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	357.22	13,622.75	0.00	(13,622.75)	0.00
CHARGES OTHER:	0.00	357.22	13,622.75	0.00	(13,622.75)	0.00
39700 TRANSFERS IN	0.00	1,780,000.00	1,780,000.00	0.00	(1,780,000.00)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	1,780,357.22	1,793,622.75	0.00	(1,793,622.75)	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	1,780,357.22	1,793,622.75	0.00	(1,793,622.75)	0.00

FUND: LEVY SUSTAINABILITY FUND (16)

Object	2020 Budget	December Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
31111 PROPERTY TAX--CURRENT	0.00	271,200.00	2,935,000.00	0.00	(2,935,000.00)	0.00
31112 PROPERTY TAX--DELINQUENT	0.00	17,800.00	48,000.00	0.00	(48,000.00)	0.00
TAXES:	0.00	289,000.00	2,983,000.00	0.00	(2,983,000.00)	0.00
36110 INVESTMENT EARNINGS	0.00	820.64	34,339.28	0.00	(34,339.28)	0.00
CHARGES OTHER:	0.00	820.64	34,339.28	0.00	(34,339.28)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	289,820.64	3,017,339.28	0.00	(3,017,339.28)	0.00
NET SURPLUS / DEFICIT	0.00	289,820.64	3,017,339.28	0.00	(3,017,339.28)	0.00

FUND: DEBT SERVICE FUND (20)

Object	2020 Budget	December Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
36110 INVESTMENT EARNINGS	0.00	11.11	537.19	0.00	(537.19)	0.00
CHARGES OTHER:	0.00	11.11	537.19	0.00	(537.19)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	11.11	537.19	0.00	(537.19)	0.00
NET SURPLUS / DEFICIT	0.00	11.11	537.19	0.00	(537.19)	0.00

FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)

Object	2020 Budget	December 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	233.34	12,750.92	0.00	(12,750.92)	0.00
36998 ERATE REIMBURSEMENT	150,000.00	0.00	0.00	0.00	150,000.00	0.00
CHARGES OTHER:	995,000.00	233.34	12,750.92	0.00	982,249.08	1.28
39700 TRANSFERS IN	1,350,000.00	1,950,000.00	1,950,000.00	0.00	(600,000.00)	144.44
TOTAL FOR REVENUE ACCOUNTS	2,345,000.00	1,950,233.34	1,962,750.92	0.00	382,249.08	83.70
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	52,112.26	152,571.37	0.00	(152,571.37)	0.00
54160 ARCHITECTURAL/ENGR SERVICES	0.00	750.00	6,758.45	0.00	(6,758.45)	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	0.00	120,000.00	0.00	0.00	100.00
56201 BUILDING IMPROVEMENTS/REFRESHE	260,000.00	0.00	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	0.00	126,249.75	0.00	73,750.25	63.12
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	5,016.28	365,271.14	0.00	349,728.86	51.09
TOTAL FOR EXPENSE ACCOUNTS	2,345,000.00	57,878.54	905,627.65	0.00	1,439,372.35	38.62
NET SURPLUS / DEFICIT	0.00	1,892,354.80	1,057,123.27	0.00	(1,057,123.27)	0.00

MEMO

Date: February 3, 2021

To: Chair Pat Jenkins and Members of the Board of Trustees

From: Jaime Prothro, Customer Experience Director

Subject: Branch Services Report

Customer Experiences



Library staff received a nice note of gratitude from a regular curbside customer.

Curbside customers continue to provide positive feedback about curbside services, grab bags and printing services.

“I wanted to share with you the new delight my children get from the library at the curbside pick up...once we get the back inside the car they open the bag and then the sounds of surprise, joy, and claims of ‘I am going to reach this one first,’ fills the car as they discover the new treasures that were picked for them from the library staff...the squeals of delight (they are ages 5 and 7) seem to last halfway home as they discover the new books, and then a sudden silence as they dive into their new books the rest of the way home. Even the child that cannot read is engrossed in a new

adventure in the pages of a book. My teen also has enjoyed the staff picks from the grab bags, please let your librarians know how much they are appreciated by parents who cannot tell them in person.”

South Hill hosted a virtual Family Trivia Night. One of the winners sent the following comment, upon receiving their prize in January: “Brian and I would like to thank you for the two history books and the Home Depot gift card. Delightful surprise! We came in third in the December trivia contest and thoroughly enjoyed playing the game. We really appreciate our UP library and our whole Pierce County System.”

Serving ALICE Households

Youth Services staff are meeting though Zoom or Teams with 27 ECEAP or Head Start classrooms across the county. Presenting block play continues to encourage play, motor skill development, shape and color recognition, counting, and concepts like gravity and balance. Literacy and social emotional learning - even in a virtual space – has been possible as kids are able to connect with each other and even comfort one another when something goes sideways.

The Library’s funding from the Lakewood Cares ACT grant resulted in seven internet MiFi devices being provided to Clover Park Community In



Schools for students who need access. The Lakewood staff created user and information guides to support students.

Operational Highlights

Plans to launch limited technology services at Fife and Lakewood remain the department's priority work.

Continued customer service improvements have been made this month as the main PCLS phone extension is now routed to Bonney Lake, Graham, Summit, and Sumner libraries for customers to receive immediate help. In addition, Customers now receive registration confirmation for virtual programs immediately with the Zoom link as a result of integrating Zoom into the Communico event and calendaring software.

The public website redevelopment project is underway with both design work and content development. As the project progresses, opportunities will be available for focus group feedback with customers and potential customers in advance of launching the site.

Milton staff utilized the storefront by using window-clings and by putting an acrylic sign on our Curbside Pickup table to advertise the Snowflake Craft Packs that was available in December. This enabled staff to have conversations with community members who were just passing by for local businesses and didn't realize that the library was offering services.

Initiatives Highlights

A [webpage](#) of information resources was created by library staff to help customers of all ages in response to the January 6 attack on the Capitol.

Adult Services are at work on a robust line up of virtual programs, including book clubs and author discussions with local author Tiffany Midge, an Indigenous author whose book and subsequent book talk discusses racism, among other topics.

Preparations for the enjoyment [Spring into Reading program](#) were finalized for a February launch.

Community Engagement Highlights

The Customer Experience Department staff were introduced to newly articulated roles and responsibilities for community engagement. This work has long been part of the library's fabric, and the organization's emphasis on community building and collective impact has made it possible to revise and clarify the steps we can take within distinct job descriptions so that engagement is occurring throughout the county.

Graham staff are making connections with the Graham Kapowsin Community Council.

Staff attended the North Pierce County Community Coalition meeting. TPCHD led a presentation on distribution of the COVID-19 vaccines in Pierce County and efforts being made to educate the public about the process. Their goal is to provide accurate information to the communities they serve, as well as the need to equitably distribute to communities who are hardest hit by COVID, and maintain an awareness of historical issues with vaccine distribution. This information has been helpful in answering questions from community members contacting the library about getting the vaccine.

Unfinished Business

MEMO



Date: January 25, 2021

To: Chair Pat Jenkins and Members of the Board of Trustees

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

Subject: Board Policies: Equity, Diversity and Inclusion; Equal Employment Opportunity; and Anti-Harassment

Thank you for the conversation and feedback on three equity, diversity, and inclusion policies at last month's Board of Trustees meeting.

Attached you will find our current and proposed revisions of the following policies with additional changes based on your feedback and input:

- Equity, Diversity, and Inclusion
- Equal Employment Opportunity
- Anti-harassment

Comments from our legal advisors remain in the document for contextual reminders of their suggested changes. I noted in the comments where I made updates based on your feedback from last month's meeting.

During the Board meeting I will be available to answer your questions, and for any additional feedback, revisions or input.

- ***Motion: To approve the revised Equity, Diversity, and Inclusion Policy***
- ***Motion: To approve the revised Equal Employment Opportunity Policy***
- ***Motion: To approve the revised Anti-harassment Policy***

Diversity and Inclusion Policy

Policy Statement

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

Purpose

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

Policy

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

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

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

Related Policies:

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

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

First Revision:

Board Policy



Equity, Diversity and Inclusion Policy

Policy Statement

Pierce County Library System welcomes, values, and celebrates the differences in its employees and members of its communities. The Library actively commits its programs and resources to ensure that barriers to access by both the staff and the public are eliminated, by supporting broader public access to Library programs and services, and providing the public and staff equitable opportunities for growth through employment and education. The Library is actively committed to attracting and retaining a diverse workforce that broadly reflects the communities we serve.

Purpose

At Pierce County Library System, diversity lays a foundation for creativity and innovation and provides for a more multi-dimensional approach to problem solving and decision making. It enhances a culture of collegiality and respect, collaboration, sensitivity and thoughtful interaction among and between our staff and our customers. The Library has a vision of equity, diversity and inclusion for every community member we serve as well as for our staff.

Policy

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

Key principles of this policy include:

- Making a system wide and organizational commitment;
- Eliminating barriers to equity, diversity, and inclusion in Library services, programs, policies, and practices for our staff and communities;
- Affirmatively supporting programs to achieve these ends; and
- Providing equitable access to skills training, resources and employment opportunities for staff and the public.

Deleted: Diversity,

Deleted: inherent

Commented [A1]: Incorporated more "staff and public" within the policy to reflect the feedback from the Board.

Moved (insertion) [1]

Commented [A2]: Moved this from Policy to Purpose based on feedback from the Board.

Moved up [1]: The Library has a vision of equity, diversity and inclusion for every community member we serve as well as for our staff.

Deleted: Descriptors

Board Policy



- Actively committing to cultural responsiveness for staff and the public.
- Actively incorporating suggestions and recommendations from the community into organizational plans.
- Actively committing to collecting and analyzing staff and community data and incorporating accountability within the organizational goals and leadership.

Related Policies:

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

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

First Revision:

Deleted: Nondiscrimination and

Equity, Diversity and Inclusion Policy

Policy Statement

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Policy

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

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

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

Key principles of this policy include:

- Making a system wide and organizational commitment;
- Eliminating barriers to equity, diversity, and inclusion in Library services, programs, policies, and practices for our staff and communities;
- Affirmatively supporting programs to achieve these ends; and
- Providing equitable access to skills training, resources and employment opportunities for staff and the public.

- Actively committing to cultural responsiveness for staff and the public.
- Actively incorporating suggestions and recommendations from the community into organizational plans.
- Actively committing to collecting and analyzing staff and community data and incorporating accountability within the organizational goals and leadership.

Related Policies:

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

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

First Revision:

Equal Employment Opportunity

Policy Statement

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

Purpose

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

Policy

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

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

Related Policies:

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

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

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

Second Revision:

Equal Employment Opportunity

Policy Statement

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Purpose

This policy confirms the Library's commitment to providing equal employment opportunity and to comply with state and federal laws.

Policy

All personnel practices, such as recruitment, hiring, firing, promotions, layoffs, training, wages, benefits, discipline, and other terms and conditions of employment, shall be administered in a manner which does not discriminate against an employee or job applicant on the basis of age, sex, marital or family status, pregnancy, sexual orientation, race, creed, color, national origin, religion, military or honorably discharged veteran status, gender identity, ancestry, disability, genetic information, citizenship or immigration status, or any other basis prohibited by law.

Complaint Procedure. The Library will not tolerate discrimination. Any employee who believes they have been subjected to unlawful discrimination, or any employee who becomes aware of such conduct directed at someone else, should report it to their supervisor, any Library manager, or the Staff Experience Department. The Library encourages employees to use this policy without worrying about whether the conduct involved is considered discrimination in a legal sense. Any manager who receives such a complaint should report it to the Staff Experience Department immediately. Upon receipt of a complaint, the Library will investigate and take appropriate corrective action as may be warranted, up to and including termination. The Library prohibits retaliation or adverse action against employees because of their good faith report of discrimination, or participation in an investigation regarding the same.

Related Policies:

- Anti-Harassment Policy
- Diversity and Inclusion Policy

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

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

Second Revision:

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Deleted: of the United States and the State of Washington

Commented [A1]: I aligned the language between this policy and your anti-discrimination policy

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Commented [A2]: This is not necessarily a protected status under federal or state law for employment purposes (per the EEOC, and RCW 49.60.180). However, it gets a bit tricky, because the EEOC seems to have a liberal approach to this issue, and may construe "caregiver" status under the lens of gender or disability discrimination. Therefore, since you have it in your policy already, I kept it in here.

Commented [A3]: I separated out pregnancy, since a separate law applies to pregnancy discrimination.

Commented [A4]: This is a new addition to the Washington Law Against Discrimination, as of June 11.

Commented [A5]: I included this as a "catch all" provision to accommodate changes in anti-discrimination law.

Deleted: race, color, creed, religion, ancestry, citizenship, national origin, sex, age, presence of HIV or hepatitis C infection (except where sex or age or presence of HIV or hepatitis C infection is a bona fide occupational qualification as defined by the Washington State Human Rights Commission)

Deleted: marital or family status (including pregnancy), sexual orientation, gender or gender identity, presence of any sensory or mental or physical disability (unless such disability effectively prevents the performance of the essential functions required of the position and which cannot be accommodated without undue hardship), honorably discharged veteran or military status, use of a trained dog guide or service animal by a person with a disability, or genetic information

Commented [A8]: I recommend having a clear process for how an employee may file a complaint. This is sample language that you can use.

Having a clear process for complaints alleviates confusion, promotes accountability, and provides guidance and consistency in how complaints are handled (and by whom). You will want to make sure there is a process in place to keep careful records of any complaints of discrimination, harassment, or retaliation. Some employers even have a complaint form that employees may use, which provides ...

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Deleted: Anti-Discrimination/

Equal Employment Opportunity

Policy Statement

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Purpose

This policy confirms the Library's commitment to providing equal employment opportunity and to comply with state and federal laws.

Policy

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Complaint Procedure. The Library will not tolerate discrimination. Any employee who believes they have been subjected to unlawful discrimination, or any employee who becomes aware of such conduct directed at someone else, should report it to their supervisor, any Library manager, or the Staff Experience Department. The Library encourages employees to use this policy without worrying about whether the conduct involved is considered discrimination in a legal sense. Any manager who receives such a complaint should report it to the Staff Experience Department immediately. Upon receipt of a complaint, the Library will investigate and take appropriate corrective action as may be warranted, up to and including termination. The Library prohibits retaliation or adverse action against employees because of their good faith report of discrimination, or participation in an investigation regarding the same.

Related Policies:

- Anti-Harassment Policy
- Diversity and Inclusion Policy

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

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

Second Revision:

Non-Discrimination and Anti-Harassment Policy

Policy Statement

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

Purpose

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

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

Definitions

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

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

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

- Repeated sexual comments or innuendoes
- Displays, jokes, or kidding of a sexual nature
- Offensive comments about a specific gender
- Unwelcome physical contact
- Unwanted sexual advances

- Stating or implying that a job or job benefits are dependent upon compliance with sexual requests.

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

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

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

Policy

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

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

It is the responsibility of all staff members to:

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

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

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

First Revision:

ORIGINAL

Anti-Harassment Policy

Policy Statement

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

Purpose

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

This policy affirms the Library's commitment to the elimination of unlawful harassment which limits human potential, or impedes communication, understanding or access to information. The Library complies with state and federal law.

Definitions

Sexual Harassment: is defined as a form of unlawful discrimination. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment when (1) submission to the conduct is an explicit or implicit term or condition of employment, (2) submission to or rejection of the conduct is used as the basis for an employment decision, or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Workplace Harassment: Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as age, sex, marital or family status, pregnancy, sexual orientation, race, creed, color, national origin, religion, military or honorably discharged veteran status, gender identity, ancestry, disability, genetic information, citizenship or immigration status, or other protected group status. The Library will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment. Such harassment is prohibited by Library policy, even if it occurs off the work site while the employee engaging in the behavior is performing work related duties or representing the Library as the Library's employee.

Examples of Harassment, Library employees are expected to exercise good judgment and avoid engaging in conduct that could be perceived by others as harassment. Examples of harassment include, but are not limited to:

- Verbal: repeated sexual comments or innuendoes, racial or sexual epithets, derogatory slurs, off-color jokes, propositions, threats or suggestive or insulting sounds;

Commented [A1]: The EEO policy and the non-discrimination portion of this policy are duplicative, and both policies encompass the same behavior. This could be confusing for managers and employees. For this reason, I recommend having one policy that incorporates both discrimination and harassment.

For purposes of amending this policy, I left the EEO policy separate, but deleted references to "discrimination" here.

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Deleted: the laws of the United States and the State of Washington.

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

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- Visual/Non-verbal: derogatory posters, cartoons, drawings or emails; suggestive objects or pictures; graphic commentaries; leering; or obscene gestures;
- Physical: unwanted physical contact including touching, interference with an individual's normal work movement or assault; and
- Other: making or threatening reprisals as a result of a negative response to harassment.

Policy

The Library will not tolerate any form of harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive work environment. The Library will not tolerate harassment by employees or of Library employees by anyone, including any co-worker, contractor, vendor, member of the public, or other third party.

All employees are expected to act in a professional and respectful manner that promotes diversity and maintains a harassment-free work environment.

It is the responsibility of all staff members to:

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

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

First Revision:

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Commented [A2]: Added this in based on board feedback.

Deleted: actions, words, jokes, comments, or employment decisions based on an individual's race, color, creed, national origin, religion, gender, gender identity, sexual orientation, marital or family status, age, citizenship, veteran's status, disability, or genetic information.

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

Anti-Harassment Policy

Policy Statement

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

First Revision:

MEMO



Date: February 2, 2021

To: Chair Pat Jenkins and Members of the Board of Trustees

From: Georgia Lomax, Executive Director

Subject: Equity, Diversity, Inclusion, and Anti-Racism Strategic Plan

On January 21, five finalists were interviewed in response to the Library's request for proposals to conduct a process to create a strategic plan that will guide the library as it advances its commitment to integrating equity, diversity, inclusion and anti-racism within the Library and in providing library services to and engaging with the community. Following the interviews, top candidates were identified by the interview team and references are being checked. The successful consultant will begin work in February.

In addition, a staff team is nearly done completing an assessment of the Library's structures and operations using the "Protocol for a Culturally Responsive Organization". When completed, this information will create a baseline for improving the Library's ability to serve communities of color.

New Business

MEMO



Date: February 3, 2021

To: Chair Pat Jenkins and Members of the Board of Trustees

From: Dean Carrell, Foundation Director
Clifford Jo, Finance & Business Director

Subject: 2021 Foundation/Library Addendum

Last month the Board approved the 2021 Agreement with the Foundation, and we mentioned we would provide the addendum in February. Please find the addendum as attached.

The Addendum is an integral addition to the Agreement, to which it promotes and communicates significant benefits to the Library that can include non-monetary activities. It provides a record of the Foundation contributing more than just financial support for the Library, and documents transparency on the full range of activities the Foundation undertakes.

For 2021 it has been updated to reflect the changes the Foundation made in its approach to determining the services it raises funds for which also mirror the Library's strategic plan, and also includes information related to the Capital Fundraising Campaign. Later this year when we have a detailed capital campaign plan, we will recommend that both the Library Board of Trustees and the Library Foundation Board of Directors separate the addendum into two, one for normal fiscal year activities and the other for capital fundraising activities.

Motion: Authorize Georgia Lomax to sign the Addendum as presented.

**ADDENDUM NO. 1 (2021) TO FOUNDATION AGREEMENT
BETWEEN PIERCE COUNTY RURAL LIBRARY DISTRICT
AND PIERCE COUNTY LIBRARY FOUNDATION**

Purpose

The purpose of this Addendum is to identify the specific services that the Pierce County Library Foundation (the “Foundation”) will provide and the specific activities that the Foundation will undertake for the benefit of the Pierce County Rural Library District (the “Library”) during the Library’s fiscal year 2021, including, but not limited to, the estimated distributions that the Foundation will forward to the Library. The effective date of this addendum is for the calendar year of 2021.

Estimated Distributions

The Foundation will make estimated distributions to the Library from gifts, grants, donations, endowments solicited by the Foundation for the benefit of the Library, primarily supporting three strategic funding areas: Technology, online resources, and digital equity; Employment assistance for displaced workers and other job seekers; and Learning at home.

The Foundation will be engaged in a capital fundraising campaign for a future library in Sumner and system-wide innovations. Multi-year commitments will be made by donors, whereby pledge payments on those commitments will be paid over several years. It will be understood that any onetime gifts or pledge payments, in the year they were paid, will be applied towards the annual commitment with the Library in that same year.

Services and Activities

The Library’s Vision is *“We spark success for Pierce County. With 20 libraries, hundreds of events, helpful staff, and more than a million materials to choose from, the possibilities are endless.”*

The Foundation’s Vision is to *“Ignite literacy of all kinds for every child, teen, and adult in Pierce County to build a knowledgeable, aware, engaged, and empowered community, critical to fueling our social and economic prosperity.”*

The Library’s Vision benefits from the Foundation’s Vision. In addition to its fundraising purpose, the Foundation:

- Attracts people and resources to build upon and enhance taxpayer support to strengthen and supplement, not supplant, public funding for the Library.
- Purchases or secures items, including but not limited to food, gifts, and honorariums for the benefit of the Library. Pass through purchases or in-kind gifts are periodic in nature

and are properly recorded, with time expended to complete as “de minimis” in nature, unless otherwise agreed to by the Library Executive Director.

- Engages and stewards a community of Library supporters who understand and effectively advocate for the Library’s purpose, goals, and services to be the community’s choice.
- Raises community awareness through communications about the Library’s value as the largest provider of free books and information in Pierce County. Educates and informs the community of Library services in 20 locations and online.
- Encourages and promotes opportunities for children and adults to learn and enrich their lives through Library programs and services.

To those ends, the Foundation will undertake the following additional services and activities for the benefit of the Library:

Communicating the Library to constituents

The Foundation will communicate with the community and provide updates about what’s happening in the Library. Includes:

- E-newsletters four times a year
- Honor Roll of Donors in Library Annual Report
- Multiple direct mail appeals to retain donors, reengage lapsed donors, increase giving levels, and celebrate giving anniversaries
- Email communications and solicitations
- Personal correspondence and appointments with key prospects and donors (individuals, companies, and private foundations)
- Acknowledgement letters for gifts and personal thank you cards
- Invitations in support of third annual Trivia BEE
- Stewardship calls and correspondence to donors

Bringing awareness of the Library to local businesses and foundations

The Foundation will contact businesses to secure unrestricted support, as well as event sponsorships for the third annual Trivia BEE event. The Foundation will also submit proposals to charitable foundations, local businesses, and corporations on behalf of the Library for selected projects.

- The Foundation will research, apply, and report on Library programs and their benefits to the community.
- Grant and sponsorship proposals will be submitted for programs which have been recommended through the Foundation’s Impact Committee process and voted into approval by the Foundation Board.
- Grantors and sponsors are updated with project reports which include outcomes and expenditures, and are submitted in a timely manner.

Promoting the Library through events

The Foundation will organize and conduct the following events:

- The Foundation will secure sponsors to help underwrite Library programs and events which the Foundation Board committed to fund based upon the Foundation’s Impact Committee recommendations.
- Fundraising event: the Foundation will host its third annual Trivia BEE, a sponsored event to promote and raise financial support for Pierce County Library System and its many programs and services.
- Commemorative naming ceremonies, if appropriate.

Attracting a cadre of loyal library supporters

- Board of Directors: the Foundation will recruit and engage up to 25 active volunteer board members who are passionate ambassadors of the Pierce County Library System.
- Donors: the Foundation will seek to engage and secure a growing number of donors at all recognition levels every fiscal year.
- Grantors and Sponsors: the Foundation will research and submit proposals for awards from charitable foundations, local businesses, and corporations.

Pierce County Library Foundation

Pierce County Rural Library District

Signature

Signature

Printed Name

Printed Name

Title

Title

Date

Date

Officers Reports

MEMO



Date: January 29, 2021

To: Chair Pat Jenkins and Members of the Board of Trustees

From: Jaime Prothro, Customer Experience Director

Subject: COVID-19 Update: Technology Services

The Library continues its work to design and offer technology services from meeting room spaces at Lakewood and Fife libraries.

The planning is nearing the finish line with technology and spaces being set at each location and development of new workflows for safety and sanitization. We are building out the website and schedule booking options in Communico to support advanced appointments, and each branch will have technology to help serve customers who stop by the library without an appointment. Some additional facilities work is underway in early February at Fife to rebuild the exterior ramps. Communications pieces are being finalized and reviewed, and staff readiness and training is in development.

On January 29, the State revised its guidelines for libraries, allowing in-building services at 25% in Phase 1 counties, as well as the previously allowed Phase 2. We anticipate launching the pilot services in February, will use approximately three weeks to experience the service model and determine any adjustments needed, and we are continuing to plan forward with service recovery at additional libraries.

MEMO



Date: January 25, 2021

To: Chair Pat Jenkins and Members of the Board of Trustees

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

Subject: Local 3787 Election Results

Elections were recently held to fill open Executive Board officer positions and a Trustee position in the Library's Union. The following staff members have been elected/appointed to serve during the next term:

Chief Shop Steward - **Michelle Angell**, Librarian, Lakewood
Treasurer - **Tamara Saarinen**, Librarian, Gig Harbor
Vice President - **Justin Moser**, Maintenance Technician, ACL
Trustee – **Robin Bradford**, Collection Management Librarian, ACL

Ongoing Members:

President - **Aisha Womack**, Customer Experience Assistant, Sumner
Secretary - **Katie Baker**, Service Desk and System Support Administrator, ACL
Trustee - **Toni Cameron**, Customer Experience Assistant, Lakewood
Trustee - **Lisa Oldoski**, Collection Management Librarian, ACL

Stewards:

Michelle Angell, Librarian, Lakewood
Katie Baker, Service Desk and System Support Administrator, ACL
Margaret Bliss, Assistant Branch Supervisor, Graham
Yuri Button, Customer Experience Assistant, Lakewood
Dana Brownfield, Librarian, University Place
Heather Kaufman, Senior Collection Management Librarian, ACL
Mellisa Kubi, Customer Experience Assistant, South Hill
Justin Moser, Maintenance Technician, ACL
Sharon Nichols, Supervising Associate, South Hill
Catherine O'Brien, Librarian, Bonney Lake
Lisa Oldoski, Collection Management Librarian, ACL
Irene Poshtkouhi, Customer Experience Assistant, Tillicum
Calvin 'Read' Read, Customer Experience Assistant, Parkland/Spanaway
Tamara Saarinen, Librarian, Gig Harbor
Malia Tui, Supervising Associate, University Place
Aisha Womack, Customer Experience Assistant, Sumner

MEMO



Date: January 11, 2021

To: Chair Pat Jenkins and Members of the Board of Trustees

From: Mary Getchell, Marketing and Communications Director

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

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

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

In response to COVID-19, the Library System renewed its marketing and communications strategies, plans, and activities to enhance brand awareness and build support for using services. In the fourth quarter, the Library System continued with its primary services of online e-books, e-audiobooks, and other online services and Library Curbside, for the pickup of physical books, movies, and other materials. Following is a report of quarter four results, which capture the following highlights:

For news media, the Library System garnered 30 news articles and 30 media mentions/calendar placements. Top news stories included elections and the Library's Voter Point of Assistance, Steilacoom Speaker Series, and Board of Trustees' meetings and budget directions. While the Library has been offering limited services to help reduce the spread of COVID-19, the Library has reduced its news coverage strategies.

In mid-October through mid-November as part of the Library's curbside marketing campaign, the Library invested in digital advertising, which resulted in 963,480 impressions, 810 clicks, and 0.08% click throughs, exceeding industry standard of 0.05%. Through geofencing ads (targeted ads to individuals geographically as they enter various locales) the Library received 997 conversions (people who visited the Library's curbside related web pages from the geofencing ad), at a rate of 0.09%, which is nearly twice the industry standard. Also, as part of the curbside marketing, the Library advertised on Pandora, which showed 277,933 impressions to 171,402 listeners in Pierce County.

With Facebook, Twitter, and Instagram, the Library System exceeded industry standards. During this time frame the Library made 92 Facebook posts, with a reach of 198,000, which amounts to an average of

2,177 people seeing each post, and more than 10,000 engagements (likes, shares, comments), for an average of 117 engagements for each post.

During the fourth quarter of 2020, the Library System distributed 15 email marketing messages to its main distribution list with an average of 82,000 addressees and did not meet industry standards for open rates or Click Through Rates (CTR). In general, for the past six months, the Library System has been issuing approximately one email marketing message a week, as email has been a primary communications asset during the COVID-19 pandemic. Initial email marketing messages met or exceeded industry standards for opens and occasionally for CTR. As online communications is the primary communications method by most organizations during the pandemic, organizations have increasingly inundated the public via online communications. Because of the declining engagement with the Library's email marketing messages and overall public fatigue with online communications, in 2021, during the pandemic, the Library System plans to average two email marketing messages a month.

Internal customers gave the Marketing and Communications Department exceptional marks for both its service and timeliness with products; with 96% of survey respondents saying they were "very satisfied" with the service and 100% stating their product arrived on time.

PIERCE COUNTY LIBRARY SYSTEM
2020 Marketing and Communications Plan
QUARTER FOUR RESULTS, October-December 2020

Overall Evaluation Measures

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

News Media Stories

- Goal: Maintain or exceed 2019 news coverage, which were 67 news articles in Q4 2019.
- Quarter Four (Q4) 2020: 30 news articles and 30 media mentions/calendar placements.

Digital Advertising

Q4 Digital Advertising for Library Curbside.

- Goal for Digital Advertising: meet or exceed industry standards. Click Through Rate (number of times ad clicked on/opened, CTR):
 - .05% CTR targeted display ad (targeted to selected demographic characteristics).
- 943,480 Impressions (number of times ad appeared on targeted digital websites/searches).
- **.08% Overall CTR. Exceeded goal of industry standard and Marketing and Communications Plan goal.**

Email Marketing

- Goal: Meet or exceed industry standards:
 - Open rate: 25.17%.
 - CTR: 2.79%.
- 15 email marketing messages to an average of 82,000 subscribers.
- Average number of people who opened messages: 16,000; 19.35% open rate.
- Average number of people who CTR messages: 403: .5%.
- **Q4 Open rate and CTR goals were below industry standards.**

Social Media Marketing

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

Facebook

- Q4 2019: 6.51% engagement rate.
- Q4 2020: 5.41% engagement rate. 92 posts, with a reach of 198,000 people (2,177 average reach per post), and more than 10,000 engagements including CTR (117 average per post).
- **Q4 Decrease of 1.1% lower engagement than 2019 and met industry standard.**

Twitter

- Q4 2019: 0.84%
- Q4 2020: 1.46%
- **Q4 Increase of .62% higher engagement than 2019 and exceeded industry standard.**

Instagram

- Q4 2020: 8.63%.
- **Q4 Exceeded industry standard.**

Work Order Satisfaction

- Goal: 90% of internal staff customers Very Satisfied with Marketing and Communications Department-produced product/service.
- **Q4 Exceeded goal with 96% Very Satisfied.**

MEMO



Date: February 2, 2021

To: Chair Pat Jenkins and Members of the Board of Trustees

From: Clifford Jo, Finance & Business Director

Subject: Graham Library Properties

With the Board's approval for the sale of certain portions of 5 parcels that the Library owns in Graham, the County will begin moving forward with their portion of the project to install a traffic light and safety improvements. Also of note, the County approved funding the construction of 4 parking spaces on the southeast side of the Library's parking lot, for an estimated cost of under \$26,000. These spaces replace parking spaces that will be removed near the entrance to the Library parking lot as part of the traffic light project. The final set of documents were signed and notarized and sent to the County last month.

We will begin coordinating with the County on the actual construction schedule and specifics. Our portion of the parking lot improvements can be handled independently from the County's work; however, if we are to close the branch due to the County's work at the entrance, we will likely conduct other improvements in the Graham Library during that time. We will keep the Board apprised of progress throughout the year.

MEMO



Date: February 2, 2021

To: Chair Pat Jenkins and Members of the Board of Trustees

From: Melinda Chesbro, Deputy Director

Subject: All Staff Virtual Meeting

On January 26 and 29, we held a virtual all staff learning meeting. We used the Microsoft Teams platform to host the meeting and repeated the content on each day, which allowed us to continue customer service operations during the meetings. Attendance was optional, though most staff chose to attend, with over 200 at some sessions.

The following sessions were offered:

Racial Equity Update / Q&A Session: why this work matters, our commitment to the work, details on what has been accomplished, and our plan for moving forward.

2021 Overview Message- Q&A Session: an opportunity to ask follow-up questions about our 2021 plans to re-connect with customers.

Munis Preview: demonstrations of the Employee Self-Service functionality in our new Employee Management and Payroll system.

Staff Milestone Recognition - Red Carpet Room: a chance to honor staff celebrating major PCLS service milestones.

Fun & Games: facilitated games for staff to join in (or watch).

Employee Connections: allowing staff to re-connect with colleagues and welcome staff who have joined PCLS over the past year.

MEMO



Date: January 26, 2021

To: Chair Pat Jenkins and Members of the Board of Trustees

From: Kim Archer, Enjoyment Initiative Manager

Subject: Spring into Reading Program

Traditionally PCLS hosts “Pierce County Reads” each spring which focuses on a shared reading experience for community members that culminates with a large-scale author event. Due to the current Covid-19 pandemic, we cannot gather in the same way we have in the past. This presented a unique opportunity for the Readers’ Steering Team to explore options for alternative ways to achieve the same goal of building a community of readers by providing a socially distanced, shared reading experience.

“Spring into Reading” is a digital reading challenge that encourages customers of all ages to engage in reading and activities. Participants sign up through Beanstack, an online/app based digital platform for reading programs, and read at least one book from three separate categories to complete the program. Categories include Rainy Day Reads, Nature Reads, and New Year Reads. Once a participant reads three books, they are entered into a drawing for one of four gift cards. Readers are prompted to challenge themselves to additional activities for each category. All activities are tied to library materials, programs and services and are based around the actions of read, do, make, explore and share. Customers can participate individually at any age, or share the experience with family member and friends. A paper version of this program is provided for customers who prefer a non-digital experience.

“Spring into Reading” runs February 1st through April 30th. It will be an engaging opportunity for readers that encourages participants to try new books, explore Library resources and share their love of reading with each other.

Our reasoning for doing a full year of reading programs was based on customer feedback from our Summer Reading Program that indicated customers would like more reading programs throughout the year. Customers also let us know they were looking for opportunities for connecting with others around books and reading, something they were missing due to the pandemic. The overall goal of developing a community of readers can be achieved in many ways. Working with the idea of building connections around books and reading, the team determined to implement three separate reading programs throughout the year, including

Spring into Reading (February 1st through April 30th)

Summer Reading: Reading Colors Your World (June 1st through August 31st)

Fall Reading Program (October 1st through December 31st)

We look forward engaging with customers in each!

MEMO



Date: February 1, 2021

To: Chair Pat Jenkins and Members of the Board of Trustees

From: Tracey Thompson, Collection Manager

Subject: Impacts of COVID to 2020 Materials Checkouts

The checkouts for library materials in 2020 reflects the unusual year. On March 17, the Library closed due to COVID-19, and we stopped circulating physical materials. That left the electronic collections as our customers' only point of access to books, and access them they did.

In 2020, our OverDrive circulation for both eBooks and downloadable audio was 1,759,455 which is over a 28% increase from 2019. We saw an increase in demand for social justice titles, books celebrating the BIPOC community, and a demand to support remote learning. Because of the increase demand and the lack of access to physical materials, we shifted \$987,000 of our budget to OverDrive, and the Selectors really stepped up to the plate with their efforts to meet our customers' need. They knocked it out of the park with carousels and new reading rooms to increase the findability for which titles customers were looking.

Remote learning had a major impact in usage. Checkouts of children's book grew over 110% overall with children's nonfiction showing a record increase of over 255%. This phenomenal increase was due, in part, to remote learning and increased spending in these areas.

The below table shows the percentage increase to OverDrive checkouts from the year before.

	All Formats and Audiences	Children - All	Children - Fiction	Children - NonFiction	Downloadable Audio	eBooks
2017						
2018	17.84%	21.72%	23.41%	1.72%	26.64%	12.62%
2019	13.54%	18.14%	18.00%	20.09%	24.47%	8.22%
2020	28.47%	110.66%	100.36%	255.78%	19.05%	34.93%

The numbers for our physical collection paint a different story. Curbside service began on July 20, 2020 providing access again to books and other physical formats after 4 months of no circulation. Not surprisingly, 2020 checkouts dropped over 63%. The lowest decrease was in children's books with children's biographies and Science to Go backpacks has the least amount of decrease at 12% and 28% respectively.

Lowest Decrease of Change

Collection Code	2019	2020	Percent Change
CHILDREN'S BIOGRAPHY	9,789	8,561	-12.54%
SCIENCE TO GO - K-2	1,323	948	-28.34%
CHILDREN'S NONFICTION	107,299	71,236	-33.61%
SCIENCE TO GO - 3-5	1,075	713	-33.67%
SCIENCE TO GO - PRESCHOOL	1,619	1,039	-35.82%
CHILDREN'S STORYTELLING	2,912	1,815	-37.67%
PICTURE BOOK NONFICTION	84,465	51,084	-39.52%
PICTURE BOOK	267,514	154,714	-42.17%
AUDIOBOOK CHILDREN'S NONFICTION	4,210	2,430	-42.28%
CHILDREN'S FICTION	241,093	137,213	-43.09%
LARGE PRINT FICTION	63,590	35,915	-43.52%

Top Physical Circulating Collections of 2020			
DVD	777,303	356,503	-54.14%
NONFICTION	552,157	216,125	-60.86%
FICTION	332,622	163,210	-50.93%
PICTURE BOOK	267,514	154,714	-42.17%
CHILDREN'S FICTION	241,093	137,213	-43.09%
CHILDREN'S NONFICTION	107,299	71,236	-33.61%
READER	129,144	69,805	-45.95%
PICTURE BOOK NONFICTION	84,465	51,084	-39.52%
CD	76,517	43,088	-43.69%
CHILDREN'S GRAPHIC NOVEL	72,833	39,744	-45.43%
DVD NONFICTION	108,029	36,903	-65.84%
LARGE PRINT FICTION	63,590	35,915	-43.52%

Pierce County Library FYI Packet
Link List
February 10, 2021

Pierce County Library in the News

- [Pierce County Library Celebrates 25 Years Of Teen’s Art And Writing Contest](#) – South Sound Magazine
- [Pierce County Library Celebrates 25 Years of Teen’s Art and Writing Contest](#) – Auburn Examiner
- [Pierce County Library Reveals Most Popular Digital Books in 2020](#) – Pierce County Patch
- [Pierce County Library System Reaches 1.7 Million E-book and Audiobook Checkouts in 2020](#) – Auburn Examiner