

AGENDA
Regular Meeting of the Pierce County Library System Board of Trustees
April 14, 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=T1VGT0ZvbEhhRWVmSXd0TEFwQndrQT09>; 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=T1VGT0ZvbEhhRWVmSXd0TEFwQndrQT09>

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 April 14. Comments will be read aloud to the Board. Time limit for comments is three minutes.</i>	
3:37 pm	03 min.	Consent Agenda	Action
		<ol style="list-style-type: none"> 1. Approval of Minutes of March 10, 2021, Regular Meeting 2. Approval of March 2021 Payroll, Benefits and Vouchers 3. Resolution 2021-02: To Declare Furnishings and Equipment Surplus to Public Service Needs 4. Polaris Annual Maintenance Renewal 5. HVAC Service Contract 	
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. February Financial Report, Cliff Jo 4. Branch Services Report, Jaime Prothro 	
3:55 pm		Unfinished Business	
	15 min.	1. Trustee Vacancy, Georgia Lomax	
	15 min.	2. Electronic Signatures Policy, Georgia Lomax	
	05 min.	3. Graham Property Sale, Cliff Jo	
		a. Resolution 2021-03: To Transfer Set-Asides in the General Fund Balance to the Special Purpose Fund	Action
4:30 pm	05 min.	New Business	
		1. City of Puyallup - Proposed Freeman Road Annexation , Cliff Jo	
4:35 pm	05 min.	Officers Reports	
		<ol style="list-style-type: none"> 1. COVID-19 Update: Technology Services 2. Library Giving Day 3. Women of History Month Recognition 	
4:40 pm	01 min.	Announcements	

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – APRIL 14, 2021**



CALL TO ORDER

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

CONSENT AGENDA

1. Approval of Minutes of March 10, 2021, Regular Meeting
2. Approval of March 2021 Payroll, Benefits and Vouchers
3. Resolution 2021-02: To Declare Furnishings and Equipment Surplus to Public Service Needs
4. Polaris Annual Maintenance Renewal
5. HVAC Service Contract

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

BOARD MEMBER REPORTS

Trustee Jenkins reported he recently read a story in a South Carolina newspaper about libraries exploring the use of outdoor space for their library activities.

ROUTINE REPORTS

Fundraising Performance Report – Foundation Director Dean Carrell provided an update on the recent Library Giving Day. The goal of \$75,000 was exceeded with donations exceeding \$95,000 which is a 51% increase over last year.

Director Lomax and the trustees expressed appreciation to the Foundation and the donors for a successful event.

UNFINISHED BUSINESS

Trustee Vacancy – Director Lomax noted efforts are underway to recruit the next trustee to fill Trustee Allen’s position. The interview process documents were reviewed and discussed. Interviews will be conducted virtually. It was agreed that candidates would receive interview questions 15 minutes prior to the interview.

Electronic Signatures Policy – Director Lomax asked the board for input on the draft policy. Director Lomax said she would bring the updated policy draft for review during the next meeting.

Graham Property Sale – Finance and Business Operations Director Cliff Jo noted revenue was received for the sale of portions of the property. He recommended the proceeds from the sale of the property, less the funds needed to replace the parking spaces, be moved into the future property and buildings special purpose fund and asked for board approval of the transfer of the funds.

Trustee Allen moved for approval Resolution 2021-03: To Transfer Set-Asides in the General Fund Balance to the Special Purpose Fund. Trustee Thomason seconded the motion and it was passed.

NEW BUSINESS

City of Puyallup – Proposed Freeman Road Annexation – Director Jo recommended taking no immediate action and waiting to see what the levy certification will be. He added the Library would make any necessary adjustments at that time.

OFFICERS REPORTS

COVID-19 Update: Technology Services – Director Lomax noted that although the county has been rolled back to phase 2 there is no impact to the Library’s plans for reopening. Customer Experience Director Jaime Prothro noted the Parkland/Spanaway and Buckley libraries will open for technology services April 26.

Director Prothro reported she would be resigning on June 1. The Trustees thanked her for her leadership and professionalism and expressed their appreciation for the work she did to keep them connected to what goes on in the libraries through her branch reports.

Director Lomax thanked Ms. Prothro for her leadership and vision, noting her commitment to the community, staff and the Library has helped the Library grow and thrive.

Women of History Month Recognition – The trustees congratulated Director Lomax on being recognized for her leadership.

ANNOUNCEMENTS

Trustee Penn reported she earned her doctorate and will defend her dissertation next month.

The month of May marks the 75th anniversary of the Pierce County Library System.

ADJOURNMENT

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

Georgia Lomax, Secretary

Pat Jenkins, Chair

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Consent Agenda

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – MARCH 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 3:32 pm. Board members present were Rob Allen, Daren Jones, Jamilyn Penn and Brian Thomason. The meeting was conducted virtually due to the Safe Start Washington Reopening Plan to slow the transmission of the coronavirus.

CONSENT AGENDA

1. Approval of Minutes of February 10, 2021, Regular Meeting
2. Approval of February 2021 Payroll, Benefits and Vouchers

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

BOARD MEMBER REPORTS

There were no Board Reports.

ROUTINE REPORTS

Trustees expressed their appreciation for the depth of information in the statistical reports.

Branch Services Report – Customer Experience Manager Meghan Sullivan reported the Lakewood Library reopened for technology service on February 22. Customers were pleased to be able to reenter the Library to get help with tax forms, printing and other services. Staff reported many positive interactions with customers. The Fife Library will open next week, followed by a focus to provide browsing services in the next phase of reopening.

Executive Director Lomax noted staff and customer safety are a priority as the Library welcomes the community back into its buildings.

UNFINISHED BUSINESS

Equity, Diversity, Inclusion, and Anti-Racism Policies – Director Lomax reported the Racial Equity team selected HenderWorks Consultants to work with the Library to develop a strategic plan and framework to build an inclusive and diverse culture, operations, and service approach.

Trustee Vacancy – Director Lomax shared the draft application form that will be used for the upcoming trustee recruitment. Trustees expressed interest in broadening recruitment efforts to attract a more diverse set of applicants. They also recommended including an EEO statement on the application form.

Lomax and Trustees Thomason and Jenkins will meet to discuss ways the Library could recruit more diversely.

NEW BUSINESS

Policies Review - Electronic Signatures – Trustees agreed on the need for the organization to utilize electronic signatures. A draft policy will be presented next month.

BOARD EDUCATION AND SERVICE

5-year Technology Roadmap Update – IT Manager Stephanie Ratko presented an update on the Library's third year of the technology work plan. She noted much of the unplanned work was related to the needs brought forth due to the pandemic. Lomax noted the importance of plans such as this to improve the organizational maturity of the Library.

The Board expressed appreciation for the report, noting its impact in making decisions on future Library facilities and services.

OFFICERS REPORTS

COVID-19 Update: Technology Services – Customer Experience Director Prothro said the order of reopening locations is dependent on a variety of factors. The Library will balance efficiency, speed and safety. She said Wi-Fi would be expanded into the parking lots and be available during service hours.

ANNOUNCEMENTS

Foundation Director Carrell reported the 3rd Annual Library Giving Day is April 7, 2021. The Foundation’s goal is to raise \$75,000 in honor of Pierce County Library’s 75th year of service to the community. Donations can be made at <https://librarygivingday.org>.

ADJOURNMENT

The meeting was adjourned at 4:29 pm on motion by Trustee Penn, seconded by Trustee Allen.

Georgia Lomax, Secretary

Pat Jenkins, Chair

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

	<u>Source</u>	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	EDEN	3927 - 3928	3/05/2021 - 3/22/2021	\$ 5,250.82
Electronic Payments - Payroll & Acct Payable	EDEN		3/5/2021	799,891.91
Electronic Payments - Payroll & Acct Payable	EDEN		3/22/2021	889,271.91
Accounts Payable Warrants*	EDEN	631708 - 631716	3/5/2021 - 3/22/2021	278,881.96
Accounts Payable Warrants	MUNIS	701185 - 701281	3/9/2021 - 3/26/2021	530,582.64
Total:				\$ 2,503,879.24

** 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 4.2.2021

Check History Listing
Pierce County Library System

Check #	Bank	Date	Paid to	Status	Can/Vd Date	Pay Period Dates	Dir Dep	Amount
3927	key KeyBank N.A.	03/05/2021	MURPHY, LAUREN	C	03/15/2021	02/16/21 - 02/28/21	0.00	2,627.93
3928	key KeyBank N.A.	03/22/2021	MURPHY, LAUREN	C	03/25/2021	03/01/21 - 03/15/21	0.00	2,622.89
Total:							0.00	5,250.82

Checks in report: 2

Grand Total: 0.00 5,250.82

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: 3/05/21 Payroll

Withdrawal Date: 3/5/2021

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	58,145.93
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	51,020.41
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	51,020.41
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	472,664.27
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	11,529.82
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	54,247.74
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	88,809.07
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	7,756.47
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	2,697.79
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	-
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	-
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	
PCL_Company	WA State Support Registry	237100	CC_Library_District	697-00	5100000	2,000.00
Total Deposit						\$ 799,891.91

Certification:

Stacy Karabotsos
 Signature (Department Designee)

3/2/2021
 Date

Comments:

Ad-hoc bank transaction (Withdrawal)

PCL_Company

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Description: Pierce County Rural Library

Contact Name: Stacy Karabotsos
 Contact Phone: 253-548-3451
 Contact e-mail: sdkarabotsos@piercecounyalibrary.org
 Comments: 3/22/21 Payroll

Withdrawal Date: 3/22/2021

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	67,419.46
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	56,631.03
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	56,631.03
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	524,223.81
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	12,260.44
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	60,664.89
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	97,873.18
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	7,831.47
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	2,697.79
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	-
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	211.95
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	826.86
PCL_Company	WA State Support Registry	237100	CC_Library_District	697-00	5100000	2,000.00
Total Deposit						\$ 889,271.91

Certification:

Stacy Karabotsos
 Signature (Department Designee)

3/17/2021
 Date

Comments:

Check History Listing
 Pierce County Library System

Bank code: key

Check #	Date	Vendor	Status	Check Total
631708	03/05/2021	000828 AFSCME AFL-CIO	C	12,709.52
631709	03/05/2021	003985 PACIFCSOURCE ADMINISTRATORS	C	1,849.64
631710	03/05/2021	001181 PIERCE CTY LIBRARY FOUNDATION	C	758.49
631711	03/05/2021	001355 VOLUNTARY EMPLOYEES' BENEFICIA	C	5,584.13
631712	03/08/2021	000175 AWC EMPLOYEE BENEFIT TRUST	C	250,385.43
631713	03/22/2021	003778 AFLAC		4,726.68
631714	03/22/2021	001578 COLONIAL SUPPLEMENTAL INSURANC		259.94
631715	03/22/2021	003985 PACIFCSOURCE ADMINISTRATORS	C	1,849.64
631716	03/22/2021	001181 PIERCE CTY LIBRARY FOUNDATION	C	758.49
key Total:				278,881.96
Total Checks:				278,881.96

9 checks in this report

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
701185	03/09/2021	PRINTED	341	BAKER & TAYLOR	0.00	20,591.95	03/15/2021
701186	03/09/2021	PRINTED	632	BRODART	0.00	460.54	03/16/2021
701187	03/09/2021	PRINTED	998	CINTAS CORPORATION	0.00	891.24	03/24/2021
701188	03/09/2021	PRINTED	1885	DUPREE CR3ATIONS	150.00	0.00	
701189	03/09/2021	PRINTED	390	FAIRVEGA LIBRARY SERVICES	0.00	23.08	03/16/2021
701190	03/09/2021	PRINTED	1806	MARK HENRY	0.00	150.00	03/16/2021
701191	03/09/2021	PRINTED	1883	TIFFANY MIDGE	0.00	350.00	03/25/2021
701192	03/09/2021	PRINTED	211	MIDWEST TAPE	0.00	5,070.60	03/16/2021
701193	03/09/2021	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	214.00	03/15/2021
701194	03/09/2021	PRINTED	762	PRINT NW LLC	0.00	15,343.29	03/15/2021
701195	03/09/2021	PRINTED	61	RICOH USA INC	0.00	1,853.55	03/17/2021
701196	03/09/2021	PRINTED	249	SMITH FIRE SYSTEMS INC	0.00	2,812.00	03/16/2021
701197	03/09/2021	PRINTED	272	STATE AUDITORS OFFICE	0.00	3,438.24	03/17/2021
701198	03/09/2021	PRINTED	595	TYLER TECHNOLOGIES INC	0.00	3,840.00	03/16/2021
701199	03/09/2021	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	641.28	03/16/2021
701200	03/12/2021	PRINTED	341	BAKER & TAYLOR	0.00	5,822.94	03/24/2021
701201	03/12/2021	PRINTED	432	CITY OF BONNEY LAKE	0.00	261.99	03/22/2021
701202	03/12/2021	PRINTED	638	CITY OF BUCKLEY	0.00	267.64	03/24/2021
701203	03/12/2021	PRINTED	662	CENTURYLINK	0.00	1,353.80	03/25/2021
701204	03/12/2021	PRINTED	998	CINTAS CORPORATION	0.00	445.62	03/30/2021
701205	03/12/2021	PRINTED	124	CONSOLIDATED TECHNOLOGY SERVICES	0.00	585.09	03/23/2021
701206	03/12/2021	PRINTED	363	TOWN OF EATONVILLE	0.00	868.11	03/19/2021
701207	03/12/2021	PRINTED	390	FAIRVEGA LIBRARY SERVICES	0.00	850.63	03/19/2021
701208	03/12/2021	PRINTED	399	CITY OF FIFE	0.00	550.08	03/23/2021
701209	03/12/2021	PRINTED	402	FIRGROVE MUTUAL WATER COMPANY	0.00	231.00	03/19/2021
701210	03/12/2021	PRINTED	446	CITY OF GIG HARBOR	0.00	1,612.41	03/22/2021
701211	03/12/2021	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	486.75	03/22/2021
701212	03/12/2021	PRINTED	710	IRON MOUNTAIN INC	0.00	396.99	03/22/2021
701213	03/12/2021	PRINTED	26	LINGO	117.19	0.00	
701214	03/12/2021	PRINTED	197	MERGENT INC	0.00	24,922.40	03/19/2021
701215	03/12/2021	PRINTED	211	MIDWEST TAPE	0.00	3,414.74	03/25/2021
701216	03/12/2021	PRINTED	216	CITY OF MILTON	0.00	546.91	03/22/2021
701217	03/12/2021	PRINTED	227	MOUNTAIN MIST	0.00	31.64	03/19/2021
701218	03/12/2021	PRINTED	520	CITY OF ORTING	0.00	166.75	03/23/2021
701219	03/12/2021	PRINTED	1905	PRESCOTT PUBLIC LIBRARY ILL	8.45	0.00	
701220	03/12/2021	PRINTED	776	PUGET SOUND ENERGY	0.00	6,536.91	03/18/2021
701221	03/12/2021	PRINTED	782	QUALITY BUSINESS SYSTEMS INC	0.00	1,784.22	03/22/2021
701222	03/12/2021	PRINTED	792	WASHINGTON WATER SERVICE	0.00	219.55	03/19/2021
701223	03/12/2021	PRINTED	61	RICOH USA INC	0.00	918.53	03/29/2021
701224	03/12/2021	PRINTED	61	RICOH USA INC	0.00	1,814.29	03/22/2021

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
701225	03/12/2021	PRINTED	269	SPRAGUE PEST SOLUTIONS	0.00	716.13	03/24/2021
701226	03/12/2021	PRINTED	301	TACOMA RUBBER STAMP	0.00	199.58	03/19/2021
701227	03/12/2021	PRINTED	581	TILlicum COMMUNITY SERVICE CEN	0.00	1,862.89	03/24/2021
701228	03/12/2021	PRINTED	605	US BANK	0.00	248,778.36	03/19/2021
701229	03/12/2021	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	689.78	03/22/2021
701230	03/12/2021	PRINTED	810	WAYNES ROOFING INC	0.00	1,334.36	03/19/2021
701231	03/12/2021	PRINTED	811	WCP SOLUTIONS	0.00	765.41	03/19/2021
701232	03/19/2021	PRINTED	341	BAKER & TAYLOR	0.00	23,239.13	03/26/2021
701233	03/19/2021	PRINTED	657	CENGAGE LEARNING	0.00	777.54	03/26/2021
701234	03/19/2021	PRINTED	658	CENTER POINT PUBLISHING	0.00	269.64	03/31/2021
701235	03/19/2021	PRINTED	146	DAILY JOURNAL OF COMMERCE	0.00	193.50	03/26/2021
701236	03/19/2021	PRINTED	1131	DORMAKABA USA INC	0.00	417.51	03/29/2021
701237	03/19/2021	PRINTED	369	EHS-INTERNATIONAL INC	0.00	4,363.75	03/25/2021
701238	03/19/2021	PRINTED	370	ELITE PROPERTY INVESTMENTS LLC	0.00	11,787.07	03/26/2021
701239	03/19/2021	PRINTED	1852	GA CREATIVE INC	3,600.00	0.00	
701240	03/19/2021	PRINTED	1906	IRVING PUBLIC LIBRARY	15.00	0.00	
701241	03/19/2021	PRINTED	742	KITSAP REGIONAL LIBRARY	46.95	0.00	
701242	03/19/2021	PRINTED	211	MIDWEST TAPE	0.00	6,737.28	03/29/2021
701243	03/19/2021	PRINTED	843	MSDSOONLINE INC	0.00	3,007.97	03/29/2021
701244	03/19/2021	PRINTED	512	OETC	0.00	542.26	03/29/2021
701245	03/19/2021	PRINTED	531	PAN ASIAN PUBLICATIONS (USA) INC.	2,835.00	0.00	
701246	03/19/2021	PRINTED	552	PENINSULA LIGHT CO	0.00	877.02	03/25/2021
701247	03/19/2021	PRINTED	1037	PIERCE COUNTY SEWER	0.00	531.19	03/25/2021
701248	03/19/2021	PRINTED	61	RICOH USA INC	0.00	1,178.35	03/29/2021
701249	03/19/2021	PRINTED	61	RICOH USA INC	0.00	289.63	03/29/2021
701250	03/19/2021	PRINTED	1891	SEATTLE PUBLIC LIBRARY	5.99	0.00	
701251	03/19/2021	PRINTED	273	TOWN OF STEILACOOM	0.00	1,347.49	03/25/2021
701252	03/19/2021	PRINTED	284	SUMMIT WATER & SUPPLY CO	0.00	335.60	03/25/2021
701253	03/19/2021	PRINTED	303	TACOMA PIERCE COUNTY CHAMBER	0.00	500.00	03/25/2021
701254	03/19/2021	PRINTED	590	TRI-TEC COMMUNICATIONS INC	0.00	462.68	03/25/2021
701255	03/19/2021	PRINTED	811	WCP SOLUTIONS	0.00	469.51	03/25/2021
701256	03/26/2021	PRINTED	341	BAKER & TAYLOR	11,881.64	0.00	
701257	03/26/2021	PRINTED	657	CENGAGE LEARNING	499.06	0.00	
701258	03/26/2021	PRINTED	663	CERTIF A GIFT CO	8,897.28	0.00	
701259	03/26/2021	PRINTED	390	FAIRVEGA LIBRARY SERVICES	1,800.16	0.00	
701260	03/26/2021	PRINTED	460	GRAY MEDIA PRODUCTIONS LLC	500.00	0.00	
701261	03/26/2021	PRINTED	474	HANBOOKS.COM	1,355.34	0.00	
701262	03/26/2021	PRINTED	486	HILLIS CLARK MARTIN & PETERSON	210.00	0.00	
701263	03/26/2021	PRINTED	703	INGRAM LIBRARY SERVICES	770.05	0.00	
701264	03/26/2021	PRINTED	11	LAKEWOOD WATER DISTRICT	65.54	0.00	

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
701265	03/26/2021	PRINTED	211	MIDWEST TAPE	6,755.42	0.00	
701266	03/26/2021	PRINTED	216	CITY OF MILTON	546.91	0.00	
701267	03/26/2021	PRINTED	510	OCLC INC	4,107.34	0.00	
701268	03/26/2021	PRINTED	512	OETC	118.56	0.00	
701269	03/26/2021	PRINTED	530	PACIFCSOURCE ADMINISTRATORS	130.00	0.00	
701270	03/26/2021	PRINTED	552	PENINSULA LIGHT CO	1,813.79	0.00	
701271	03/26/2021	PRINTED	762	PRINT NW LLC	0.00	3,441.50	03/31/2021
701272	03/26/2021	PRINTED	776	PUGET SOUND ENERGY	3,988.73	0.00	
701273	03/26/2021	PRINTED	782	XEROX CORPORATION	136.31	0.00	
701274	03/26/2021	PRINTED	61	RICOH USA INC	914.47	0.00	
701275	03/26/2021	PRINTED	1898	SOULFIRE HOLISTIC THERAPY LLC	250.00	0.00	
701276	03/26/2021	PRINTED	290	SURPRISE LAKE SQUARE LLC	11,440.25	0.00	
701277	03/26/2021	PRINTED	590	TRI-TEC COMMUNICATIONS INC	1,007.78	0.00	
701278	03/26/2021	PRINTED	672	CITY OF UNIVERSITY PLACE	14.90	0.00	
701279	03/26/2021	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	169.99	0.00	
701280	03/26/2021	PRINTED	831	WORKPOINTE	14,181.55	0.00	
701281	03/26/2021	PRINTED	1095	ZOOBEAN INC	27,365.10	0.00	
					105,698.75	424,883.89	530,582.64

MEMO



Date: April 2, 2021

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

From: Stephanie Ratko, IT Manager

Subject: 2021 Technology Surplus and Recycling

The Library needs to surplus some high value items, and recycle other low value technology items removed from the branches as we refresh public and staff technology. The PCLS IT team replaced the equipment throughout 2020 and 2021 in response to our Staff Technology Refresh project, the Public PC Replacement Project, and in preparation for opening our buildings to the public for limited technology services.

Background

IT equipment valued at \$50 or more and in good working order is sent to Department of Enterprise Services (DES) for surplus. Due to the age, condition and estimated value of the remaining equipment, PCLS recommends the remaining items be recycled.

Inventory Removal Mechanism

With the Board's approval, we will surplus the higher valued items through DES, and we will recycle the remaining equipment through a DES recognized e-cycle vendor.

See spreadsheet on next page for details.

ACTION: Move to approve the surplus and recycling of the technology equipment.

RESOLUTION NO. 2021-02

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PIERCE COUNTY RURAL LIBRARY DISTRICT
TO DECLARE FURNISHINGS AND EQUIPMENT
SURPLUS TO PUBLIC SERVICE NEEDS**

WHEREAS, the Pierce County Library District has identified items of furnishings and equipment surplus to public service needs of the Library District, and

WHEREAS, unless otherwise noted, each item has an estimated value of less than \$50, now, therefore,

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

The item(s) on the attached list be declared surplus and disposed, including but not limited to being sold at public auction and as trade-in value toward replacement.

PASSED AND APPROVED THIS 14th DAY OF APRIL, 2021.

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

Total	IT Recycled Items OVER \$50 in estimated value	estimated value (each)
7	Anthro Yes Cart 36 Unit	\$600
2	RICOH MP C2500 Copier	\$700
6	RICOH MP C3002 Copier	\$1,000
1	APPLE IPAD3 4G LTE MC733LL	\$100
	IT Recycled Items UNDER \$50 in estimated value	estimated value (each)
1	AREA ELECTRONICS SYS P500910 Server	N/A
5	DELL 1908FP BLK Monitor	N/A
10	DELL E190S Monitor	N/A
1	DELL E1913SC Monitor	N/A
30	DELL P190S Monitor	N/A
14	DELL P1913S Monitor	N/A
37	DELL P1914S Monitor	N/A
1	DELL P1914SF Monitor	N/A
4	Dell P1917S Monitor	N/A
1	DELL U3415W Monitor	N/A
2	EPSON TMT88V Receipt Printer	N/A
1	GATEWAY FPD15 Monitor	N/A
2	HONEYWELL 3800G 14E Barcode Scanner	N/A
2	HP L1910 Monitor	N/A
1	HP LA2206XC Monitor	N/A
1	Ring LLC 5AT3S9 Miscellaneous	N/A
4	STAR TSP643U Receipt Printer	N/A
1	TemperatureAlert TM-CELL300 Miscellaneous	N/A
18	TemperatureAlert TM-CELL400 Miscellaneous	N/A
11	VIEWSONIC TD2220 Monitor	N/A
1	VIEWSONIC VS12666-LCD Monitor	N/A
4	VIEWSONIC VS13698-LCD Monitor	N/A
4	VIEWSONIC VS14833-LCD Monitor	N/A
1	Zebra TLP2824 Plus Printer	N/A

MEMO



Date: April 2, 2021

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

From: Stephanie Ratko, IT Manager

Subject: 2021 Polaris Annual Maintenance Renewal

The Library needs to renew Polaris Annual Maintenance in Q2 2021. Polaris Integrated Library System (ILS) is an enterprise resource planning system for the Pierce County Library System (PCLS), used to track items owned, orders made, bills paid, and patrons who have borrowed. Polaris is an essential system for PCLS.

Background

This is a planned purchase identified and budgeted for in the PCLS Five Year Technology Roadmap. The IT Department recommends renewing Polaris Annual Maintenance until year 2022 at an estimated cost of \$200,000.00, including tax.

Currently Polaris is under warranty support from the vendor. The Library's Polaris Annual Maintenance agreement expires in Q2 in 2021.

Purchasing Mechanism

With the Board's approval, we will renew the Polaris Annual Maintenance agreement with the vendor Innovative Interfaces, Inc.

ACTION: Move to approve the purchase of Polaris Annual Maintenance agreement not to exceed \$200,000.00, not including tax.

MEMO



Date: 3/26/21

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

From: Kristina Cintron, Facilities Manager

Subject: HVAC Service Contract

The Library recently completed the Request for Bid (RFB) process for the Quarterly Planned HVAC Maintenance and Service Contract for the Library and selected Hermanson as the successful bidder. Hermanson is our current HVAC Service provider and their bid was the lowest.

Proposals were evaluated by Maintenance Supervisor, Frankie Nickerson, Purchasing Specialist, Gabe Johnson and myself.

We are seeking your approval to enter into an agreement with Hermanson to provide our HVAC Maintenance Services in the amount of \$105,000.

ACTION: Move to authorize the Library to enter into a service contract with Hermanson for Quarterly Planned HVAC Maintenance and Service for \$105,000.

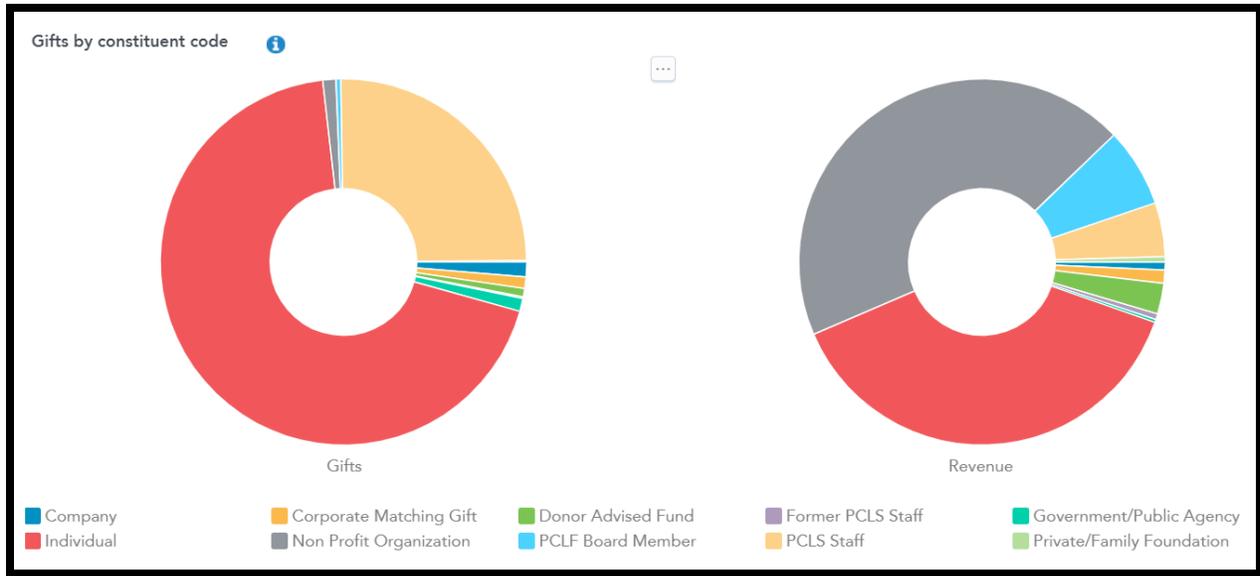
Routine Reports

Pierce County Library Foundation Fundraising Performance Report FY2021: March

Total Committed Revenue: \$99,421 (36.1% of Impact goal of \$275,000) (25.3% of PCLS Agreement)

- Unrestricted Revenue: \$93,131
- Temporarily Restricted Revenue: \$6,290

Constituency Giving



Acquired Donors (YTD)

- Donors 21
- Rate .69%
- Revenue \$3,550
- Rate 3.04%

Recaptured Donors (YTD)

- Donors 131
- Rate 7.2%
- Revenue \$7,880
- Rate 23.6%

Retained Donors (YTD)

- Donors 268
- Rate 22.24%
- Revenue \$87,241
- Rate 25.41%

LYBUNT Donors (YTD)

- Donors 937
- Revenue \$257,215

Retained Donors (1st Year)

- Donors 38
- Rate 10.76%
- Revenue \$3,370
- Rate 4.38%

LYBUNT Donors (1st Year)

- Donors 313
- Revenue \$56,360

In Kind Gifts \$12,602

What's going well

- Capital Campaign: early solicitation calls with lead donors (Foundations, Individuals) and PCLF board members
- Library Giving Day: early solicitations have already raised \$48,504 (65% to \$75,000 goal)
- Nearly ready to launch renewed corporate & foundation giving program

Areas to capitalize on

- Achieving/surpassing \$75,000 fundraising goal for Library Giving Day
- Review investment policy conversation pertaining to endowed funds managed by Greater Tacoma Community Foundation

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 **L**ast **Y**ear **B**ut **U**nfortunately **N**ot **T**his year

LYBUNT (1st Year) — a subset of LYBUNTS

- First time gifts which came in **L**ast **Y**ear **B**ut **U**nfortunately **N**ot **T**his year

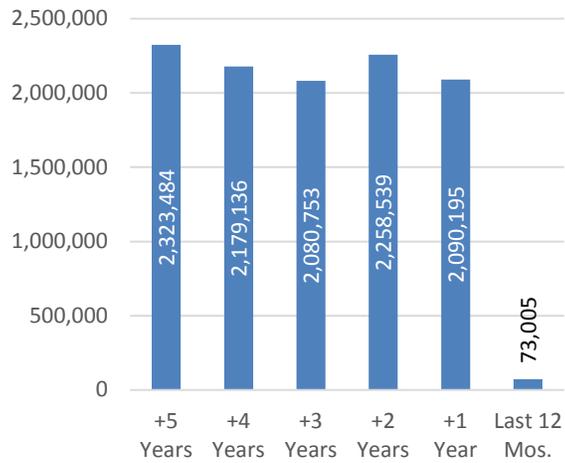
PCLS Statistics During COVID-19 and Severe Weather Conditions

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 19 library locations	6/15/2020 - 6/30/2020	All PCLS Locations, except Anderson Island (AI)
Jul	156,335	51,744	9,757	6,702	5,436	159	15,737	23,011	78,303	66,545	1,149	56	Curbside pickup begins at eight library locations, eventually expands to 18	7/20/2020 - 8/17/2020	All PCLS Locations, except Administrative Center Library (ACL), AI
Aug	155,337	121,246	9,972	11,046	14,613	274	19,688	23,075	94,957	91,879	792	28	Wildfires cause partial system closure, late curbside start	9/8/2020 - 9/9/2020	BLK, BUC, ORT & SUM closed Remaining Curbside start at 1 PM
Sep	148,405	134,873	10,994	9,689	10,691	253	20,284	22,954	101,504	110,178	588	51	Wildfires cause partial system closure	9/10/2020	BLK, BUC & ORT
Oct	150,499	152,931	11,766	13,857	14,422	442	21,905	22,936	101,095	95,785	540	45	Wildfires cause partial system closure, late curbside start	9/11/2020	BLK, BUC & ORT curbside start at 1 PM. All other locations closed.
Nov	149,897	142,549	10,458	13,182	14,496	578	18,723	22,894	88,702	93,389	497	52	Poor air quality: No curbside services, only internal branch & remote work	9/12/2020 - 9/15/2020	All PCLS Locations
Dec	161,011	147,023	9,053	14,416	15,547	624	16,367	23,232	81,091	90,478	456	59	Poor air quality: Modified curbside service available, no deliveries	9/16/2020 - 9/18/2020	All PCLS Locations
Jan	168,348	147,287	9,697	15,145	16,392	641	19,656	24,338	90,342	99,313	412	28	New fall hours for curbside pickup	10/11/2020	All PCLS Locations except ACL
Feb	152,640	141,950	4,608	14,020	14,938	618	19,962	23,854	87,570	91,330	385	36	Curbside pickup expands to 19 library locations	10/14/2020	All previous + Anderson Island
Mar	166,933	155,717	4,320	16,069	16,568	634	27,305	24,443	90,807	97,346	227	22	Storm causes partial curbside services closure	1/13/2021 - 1/15/2021	BLK, GHM & SMT (1/13/2021) GHM (1/13/2021 - 1/15/2021)
													Closed to curbside due to ramps being replaced at all the building entrances	2/2/2021 - 2/6/2021	FIF
													Storm causes partial curbside services closure	2/12/2021	TIL, EAT, ORT, GHM. KC closed for curbside at noon
													Snow causes system closure	2/13/2021 - 2/14/2021	All PCLS Locations
													Limited technology services opens at one location	2/22/2021	LWD
													Limited technology services opens at a second location	3/15/2021	FIF

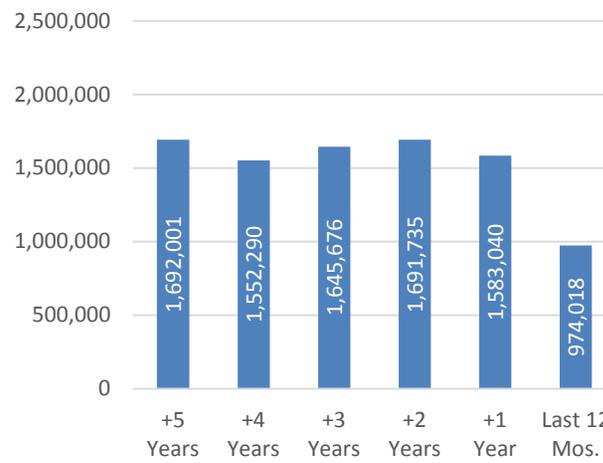
In response to the COVID-19 outbreak, all PCLS locations closed to the public at 6:00 PM on Friday, March 13, 2020. All locations have remained closed to the public through February 2021. Curbside service is now available at all branches except the Administrative Center. Beginning late February 2021, limited technology services opened at one location, and at another in March.

Customers / Visits - February 2021

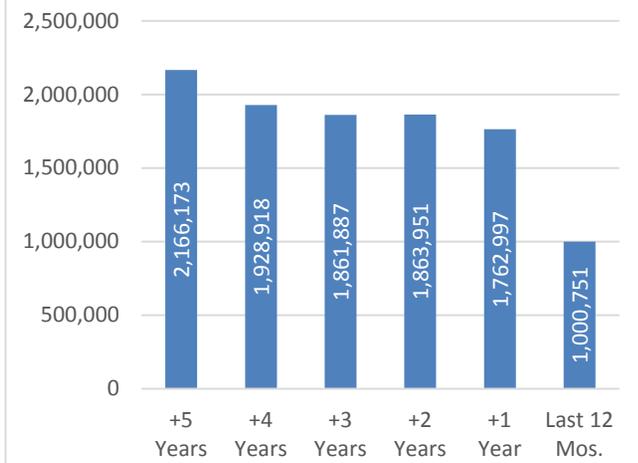
Branch Visits



Catalog Visits



Website Visits



PCLS Cardholder Statistics



February and Rolling 12-Month Comparison

	February 2021	February 2020	% Change Feb. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
Branch Visits	0	165,470	-100.0%	73,005	2,090,195	-96.5%
Catalog Visits	91,330	123,735	-26.2%	974,018	1,583,040	-38.5%
Public Website Visits	87,570	140,529	-37.7%	1,000,751	1,762,997	-43.2%

Technology

	February 2021	February 2020	% Change Feb. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
PC/Laptop Sessions	22	18,556	-99.9%	9,821	305,338	-96.8%
Wi-Fi Sessions	19,962	71,118	-71.9%	192,268	958,062	-79.9%

Public Spaces Usage

	2021	Rolling Last 12 Months	Rolling Last 12 Months	% Change Year Over Year
# of Public Meeting Uses	0	506	11,462	-95.6%
# of Attendees	0	6,165	136,277	-95.5%

In response to the COVID-19 outbreak, all PCLS locations closed to the public at 6:00 PM on Friday, March 13, 2020. All locations have remained closed to the public through February 2021. Curbside service is now available at all branches except the Administrative Center.

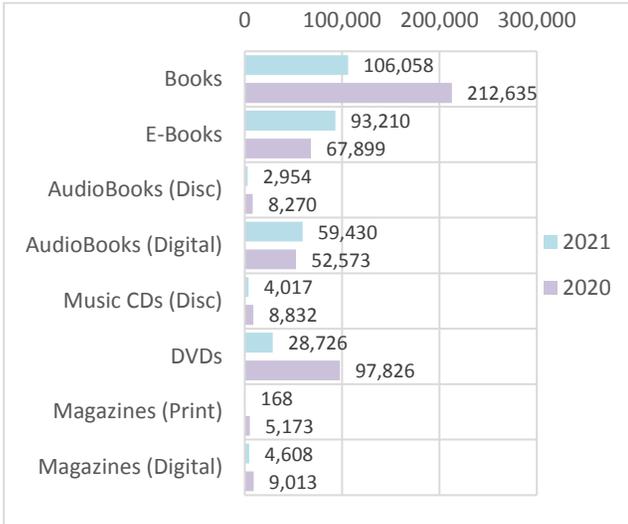
Data Tables Note: New columns were introduced to the above data tables in August 2020 to show the year-over-year change between the current month in 2021 and 2020.

Wi-Fi Sessions Note: Public Wi-Fi was restored in June 2020 for customer use outside of the buildings.

Branch Visits Note: Beginning late February 2021, limited technology services opened at one location.

Collection Use - February 2021

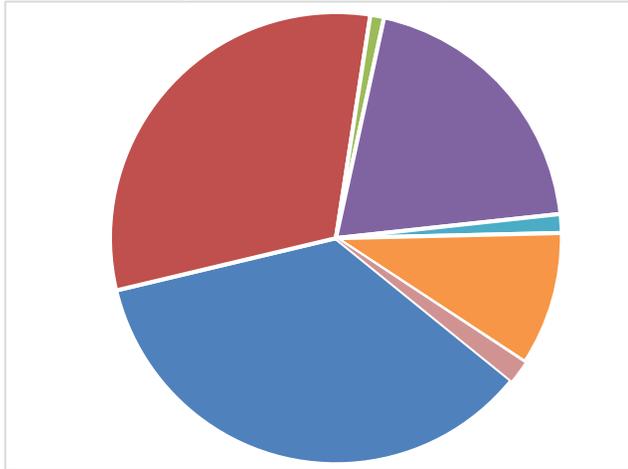
Feb. 2021 vs Feb. 2020 Checkouts



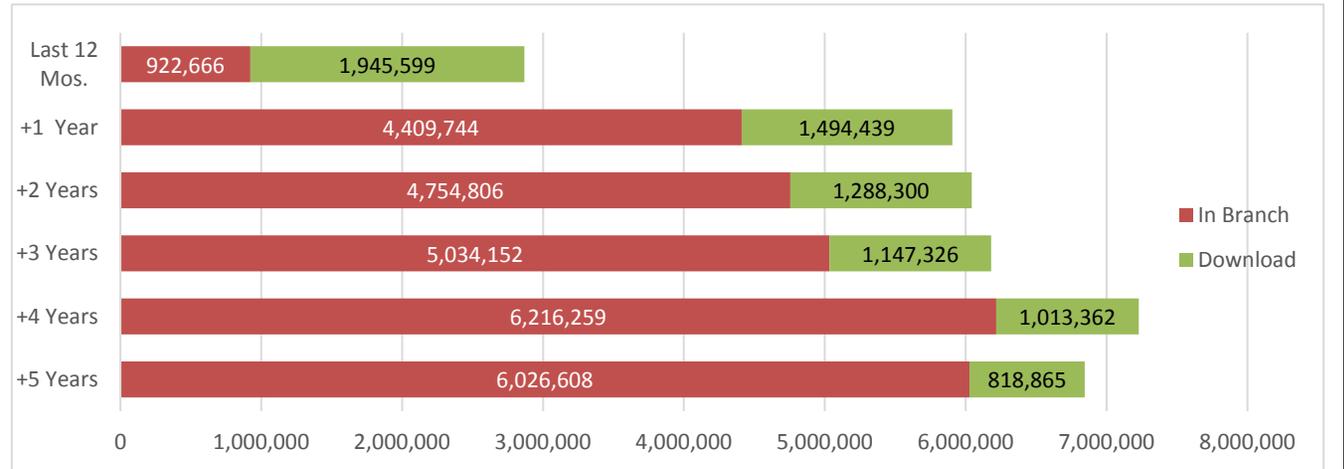
Data Table

Categories	January 2021	February 2021	February 2020	% Change of Feb. Year Over Year	% of Total Feb. 2020 Checkouts	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change 12 Months Year Over Year
Books	109,455	106,058	212,635	-50.12%	35.45%	876,842	2,755,494	-68.18%
E-Books	102,917	93,210	67,899	37.28%	31.16%	1,127,989	804,622	40.19%
AudioBooks (Disc)	3,315	2,954	8,270	-64.28%	0.99%	28,223	119,446	-76.37%
AudioBooks (Digital)	65,431	59,430	52,573	13.04%	19.86%	701,881	601,177	16.75%
Music CDs (Disc)	4,063	4,017	8,832	-54.52%	1.34%	36,410	124,333	-70.72%
DVDs	30,413	28,726	97,826	-70.64%	9.60%	265,279	1,314,109	-79.81%
Magazines (Print)	9	168	5,173	-96.75%	0.06%	3,905	71,063	-94.50%
Magazines (Digital)	9,697	4,608	9,013	-48.87%	1.54%	115,729	88,640	30.56%
Totals:	325,300	299,171	462,221	-35.28%	100.00%	3,156,258	5,878,884	-46.31%

Checkouts By Format - February 2021



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 2020 to show the difference between the current month, and the same month last year. A new chart was also added to visualize this difference.

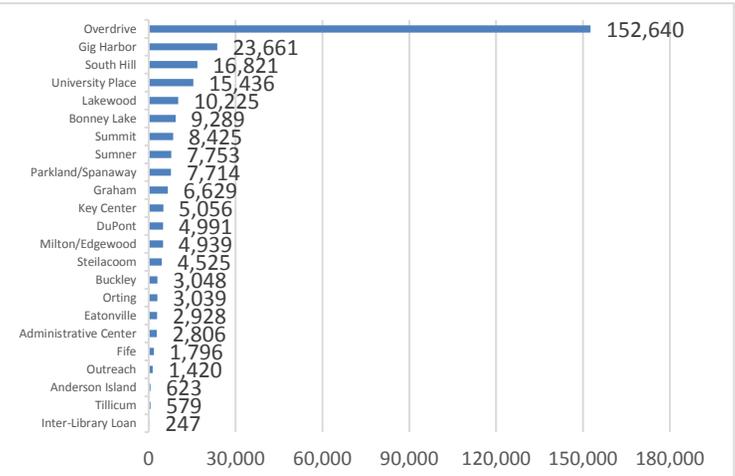
While checkouts of physical media are still historically low due to the system closure, we have seen an increase in circulation thanks to the high demand for curbside pickup services. Use of digital resources also continues to be strong.

In response to the COVID-19 outbreak, all PCLS locations closed to the public at 6:00 PM on Friday, March 13, 2020. All locations have remained closed to the public through February 2021. Curbside service is now available at all branches except the Administrative Center.

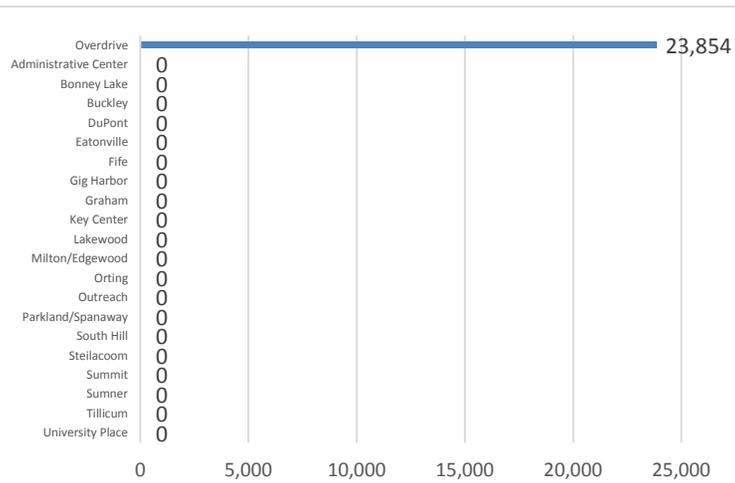
Activity - February 2021

Location	Checkouts				Visitors			
	Feb. 2021	Last 12 Mo.	+1 Year	% Change	Feb. 2021	Last 12 Mo.	+1 Year	% Change
Administrative Center	2,806	16,887	64,772	-73.9%	0	953	4,240	-77.5%
Anderson Island	623	2,824	11,328	-75.1%	No Door Counter for Anderson Island			
Bonney Lake	9,289	55,778	271,462	-79.5%	0	3,759	42,587	-91.2%
Buckley	3,048	23,803	86,105	-72.4%	0	1,528	102,244	-98.5%
DuPont	4,991	39,332	117,664	-66.6%	0	1,789	46,676	-96.2%
Eatonville	2,928	24,656	97,483	-74.7%	0	2,699	54,462	-95.0%
Fife	1,796	20,573	66,294	-69.0%	0	1,191	72,730	-98.4%
Gig Harbor	23,661	197,100	610,352	-67.7%	0	7,550	68,855	-89.0%
Graham	6,629	54,584	237,924	-77.1%	0	3,486	208,111	-98.3%
Inter-Library Loan	247	1,696	4,472	-62.1%	No "visitors" for Inter-Library Loan			
Key Center	5,056	40,742	153,660	-73.5%	0	2,164	88,363	-97.6%
Lakewood	10,225	101,111	428,789	-76.4%	0	9,434	97,847	-90.4%
Milton / Edgewood	4,939	40,529	142,702	-71.6%	0	2,733	227,532	-98.8%
Orting	3,039	24,261	89,843	-73.0%	0	1,660	70,472	-97.6%
Overdrive	152,640	1,829,870	1,405,799	30.2%	23,854	277,461	267,453	3.7%
Outreach	1,420	12,295	56,899	-78.4%	0	425	41,237	-99.0%
Parkland / Spanaway	7,714	72,047	360,110	-80.0%	0	9,680	56,765	-82.9%
South Hill	16,821	142,138	527,370	-73.0%	0	6,100	228,433	-97.3%
Steilacoom	4,525	33,008	116,401	-71.6%	0	3,432	162,981	-97.9%
Summit	8,425	71,353	223,330	-68.1%	0	2,951	84,625	-96.5%
Sumner	7,753	77,809	224,761	-65.4%	0	4,086	93,117	-95.6%
Tillicum	579	6,668	31,899	-79.1%	0	1,438	108,203	-98.7%
University Place	15,436	140,605	486,124	-71.1%	0	5,947	55,812	-89.3%
Total	294,590	3,029,669	5,815,543	-47.9%	23,854	350,466	2,182,745	-83.9%

February Checkouts



February 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 February.				

In response to the COVID-19 outbreak, all PCLS locations closed to the public at 6:00 PM on Friday, March 13, 2020. All locations have remained closed to the public through February 2021. Curbside service is now available at all branches except the Administrative Center.

Visitor Counts Note: Beginning late February 2021, limited technology services opened at one location.

Monthly Financial Reports February 28, 2021

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

General Fund

On March 31, the Library recorded \$2,052,000 of property tax and other County distributed revenue. The amount yet to be collected for 2020 is about \$341,000, of which \$150,000 to \$200,000 will be collected throughout 2021.

February

- On February 28, the Library recorded \$887,000 of property tax and other County distributed revenue. The amount yet to be collected for 2020 is about \$393,000, of which \$200,000 to \$250,000 will be collected throughout 2021.
- **54998.** The US Bank Clearing balance for all of 2020 is now complete and the reconciliation process commences. An estimated total of \$3,275 will be worked on through April prior to filing the annual report. The reconciliation process largely involves the manual processing of credits that occurred on the US Bank statements.

January

- On January 31, the Library recorded \$91,000 of property tax and other County distributed revenue. While this amount is short of the remaining \$440,000 for total 2020 receipts, most will be recovered throughout 2021 and then applied to the Levy Sustainability Fund.
- 54120. Includes annual renewal for Microsoft services.
- 54501. Includes semi-annual payment for UP shared costs.
- 54998. The US Bank Clearing balance through October 2020 is complete and \$2,872,611.81 in total was distributed to the appropriate line items in the General and Capital Funds. November-December will be completed in March.

Capital Improvement Projects Fund

February

- **54120.** Includes payment to the Barsness Group for the 2021 Libraries Reimagined work.
- **54120.** Also includes EHS-I continued work at the Buckley Library.

January

- 56280. Includes payment for Parkland/Spanaway Library furnishings.

Special Purpose Fund

January

- No significant activity.

Levy Sustainability Fund

January

- No significant activity.

Debt Service Fund

January

- 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	11,289.87
October 2020	188,005.75	192,831.00	- 0 -	- 4,825.25
November 2020	664,331.58	664,336.49	- 0 -	- 4.91
December 2020	579,050.24	571,044.85	- 0 -	8,005.39
2020 YTD	\$ 4,104,718.56	\$ 4,057,386.97	\$ 50,606.08	- \$ 3,274.59

<u>Fiscal Month</u>	<u>Original Payment</u>	<u>General Fund Posting</u>	<u>Capital Fund Posting</u>	<u>Outstanding*</u>
January 2021	\$ 157,475.26	TBD	TBD	\$157,475.26
February 2021	270,285.27	TBD	TBD	270,285.27
2021 YTD	\$ 427,760.53	TBD	TBD	\$ 427,760.53

* 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
February 28, 2021**

	GENERAL FUND	SPECIAL PURPOSE FUND	LEVY SUSTAINABILITY FUND	DEBT SERVICE FUND	CAPITAL IMPROVEMENT PROJECTS FUND
ASSETS					
Current Assets					
Cash	\$ 417,734	\$ 2,000	\$ 290,000	\$ 100	\$ (2,449)
Investments	\$ 4,790,917	\$ 3,918,341	\$ 8,178,996	\$ 88,535	\$ 3,129,818
Accrued Interest on Investments	\$ 3,596	\$ (1,355)	\$ 183	\$ 7	\$ (1,919)
Total Current Assets	\$ 5,212,248	\$ 3,918,986	\$ 8,469,178	\$ 88,641	\$ 3,125,450
TOTAL ASSETS	\$ 5,212,248	\$ 3,918,986	\$ 8,469,178	\$ 88,641	\$ 3,125,450
LIABILITIES					
Current Liabilities					
Warrants Payable*	\$ -	\$ -	\$ -	\$ -	\$ -
Sales Tax Payable*	\$ 98	\$ -	\$ -	\$ -	\$ -
Payroll Payable	\$ 157,023	\$ -	\$ -	\$ -	\$ -
US Bank Payable*	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Liabilities	\$ 157,121	\$ -	\$ -	\$ -	\$ -
TOTAL LIABILITIES	\$ 157,121	\$ -	\$ -	\$ -	\$ -
FUND BALANCE					
Reserve for Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -
Election Set-Aside		\$ 1,020,451	\$ -		
Land/Property/Facility Set-Aside		\$ 2,830,117	\$ -		
Unreserved Fund Balance	\$ 5,055,127	\$ 68,419	\$ 8,469,178	\$ 88,641	\$ 3,125,450
TOTAL FUND BALANCE	\$ 5,055,127	\$ 3,918,986	\$ 8,469,178	\$ 88,641	\$ 3,125,450
TOTAL LIABILITIES & FUND BALANCE	\$ 5,212,248	\$ 3,918,986	\$ 8,469,178	\$ 88,641	\$ 3,125,450
BEGINNING FUND BALANCE, 01/01/20					
	\$ 9,676,384	\$ 3,918,105	\$ 8,467,339	\$ 88,623	\$ 3,240,090
YTD Revenue	\$ 1,044,779	\$ 881	\$ 1,839	\$ 19	\$ 699
Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -
YTD Expenditures	\$ (5,666,037)	\$ -	\$ -	\$ -	\$ (115,339)
ENDING FUND BALANCE, 02/28/21	\$ 5,055,127	\$ 3,918,986	\$ 8,469,178	\$ 88,641	\$ 3,125,450
TAXES RECEIVABLE	\$ 41,104,721	\$ -	\$ -	\$ -	\$ -

* 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 February 28, 2021**

	<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>HISTORICAL</i> 11/30/2020	<i>HISTORICAL</i> 12/31/2020	<i>HISTORICAL</i> 1/31/2021	<i>CURRENT</i> 2/28/2021
ASSETS													
Current Assets													
Cash	\$ 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	\$ 105,897	\$ 417,734
Investments	\$ 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	\$ 6,620,411	\$ 4,790,917
Accrued Interest on Investments					\$ 388	\$ 3,597	\$ 3,589	\$ 3,577	\$ 3,577	\$ 3,607	\$ 3,599	\$ 3,599	\$ 3,596
Deposits Refundable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Assets	\$ 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	\$ 6,729,907	\$ 5,212,248
TOTAL ASSETS	\$ 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	\$ 6,729,907	\$ 5,212,248
LIABILITIES													
Current Liabilities													
Warrants Payable*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sales Tax Payable*	\$ 9,747	\$ 10,306	\$ 10,306	\$ 787	\$ 790	\$ 790	\$ 790	\$ (11)	\$ (11)	\$ (11)	\$ (11)	\$ (11)	\$ 98
Payroll Payable	\$ 154,329	\$ 174,402	\$ 130,122	\$ 146,218	\$ 166,532	\$ 129,080	\$ 151,695	\$ 131,399	\$ 131,399	\$ 149,867	\$ 176,335	\$ 137,220	\$ 157,023
Total Current Liabilities	\$ 164,077	\$ 184,708	\$ 140,427	\$ 147,005	\$ 167,321	\$ 129,870	\$ 152,484	\$ 131,388	\$ 131,388	\$ 149,856	\$ 176,324	\$ 137,209	\$ 157,121
TOTAL LIABILITIES	\$ 164,077	\$ 184,708	\$ 140,427	\$ 147,005	\$ 167,321	\$ 129,870	\$ 152,484	\$ 131,388	\$ 131,388	\$ 149,856	\$ 176,324	\$ 137,209	\$ 157,121
FUND BALANCE													
Reserve for Encumbrance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unreserved Fund Balance	\$ 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	\$ 6,592,697	\$ 5,055,127
TOTAL FUND BALANCE	\$ 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	\$ 6,592,697	\$ 5,055,127
TOTAL LIABILITIES & FUND BALANCE	\$ 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	\$ 6,729,907	\$ 5,212,248
PROPERTY TAXES RECEIVABLE	\$ 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	\$ 41,978,393	\$ 41,104,721

* 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 February 28, 2021

GENERAL FUND - 01	2021 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ 38,353,400	\$ 978,309	\$ -	\$ 37,375,091	3%
Other Revenue	\$ 1,044,500	\$ 66,470	\$ -	\$ 978,030	6%
TOTAL REVENUE	\$ 39,397,900	\$ 1,044,779	\$ -	\$ 38,353,121	3%
EXPENDITURES					
Personnel/Taxes and Benefits	\$ 27,623,800	\$ 4,271,832	\$ -	\$ 23,351,968	15%
Materials	\$ 4,582,200	\$ 561,278	\$ -	\$ 4,020,922	12%
Maintenance and Operations	\$ 6,811,900	\$ 832,927	\$ -	\$ 5,978,973	12%
Transfers Out & Reserves	\$ 380,000	\$ -	\$ -	\$ 380,000	0%
TOTAL EXPENDITURES	\$ 39,397,900	\$ 5,666,037	\$ -	\$ 33,731,863	14%
Excess/(Deficit)		\$ (4,621,258)			
Additional Transfers Out		-			
NET EXCESS (DEFICIT)		\$ (4,621,258)			

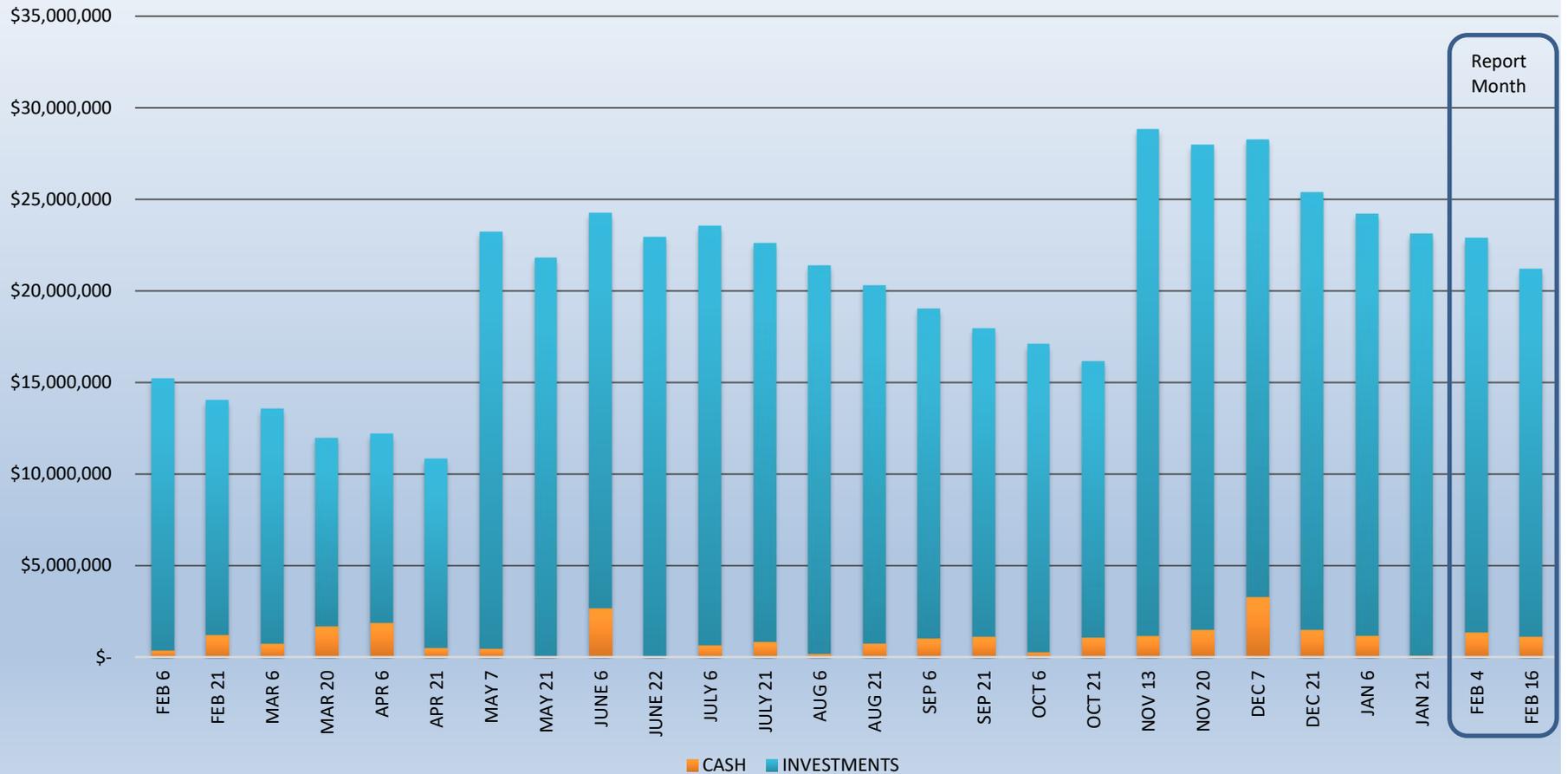
SPECIAL PURPOSE FUND - 15	2021 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 881	\$ -	\$ (881)	-
TOTAL REVENUE	\$ -	\$ 881	\$ -	\$ (881)	-
EXPENDITURES					
Election Costs	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 881			
Additional Transfers In		\$ -			
NET EXCESS (DEFICIT)		\$ 881			

LEVY SUSTAINABILITY FUND - 16	2021 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 1,839	\$ -	\$ (1,839)	-
TOTAL REVENUE	\$ -	\$ 1,839	\$ -	\$ (1,839)	-
EXPENDITURES					
Election Costs	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 1,839			
Additional Transfers In		\$ -			
NET EXCESS (DEFICIT)		\$ 1,839			

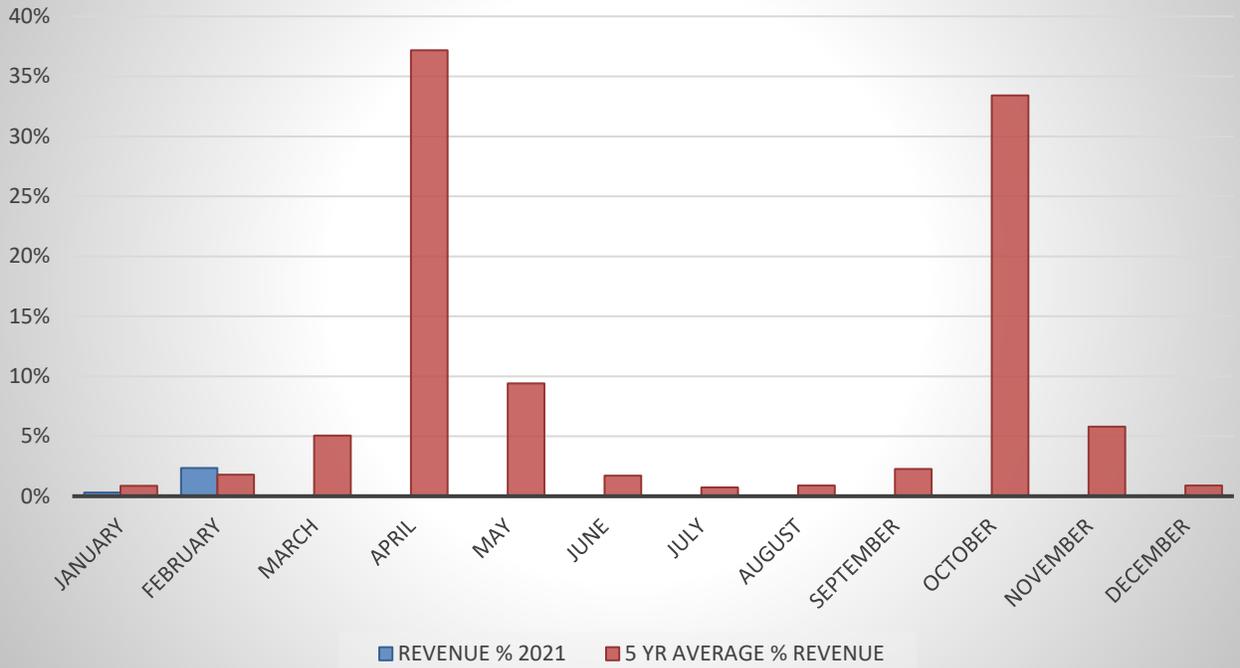
DEBT SERVICE FUND - 20	2021 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ -	\$ -	\$ -	\$ -	-
Other Revenue	\$ -	\$ 19	\$ -	\$ (19)	-
TOTAL REVENUE	\$ -	\$ 19	\$ -	\$ (19)	-
EXPENDITURES					
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
NET EXCESS (DEFICIT)		\$ 19			

CAPITAL IMPROVEMENT PROJECTS FUND - 30	2021 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ 2,095,000	\$ -	\$ -	\$ 2,095,000	0%
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Other Revenue	\$ -	\$ 699	\$ -	\$ (699)	-
TOTAL REVENUE	\$ 2,095,000	\$ 699	\$ -	\$ 2,094,301	0%
EXPENDITURES					
Capital Improvement Projects	\$ 1,845,000	\$ 115,339	\$ -	\$ 1,729,661	6%
TOTAL EXPENDITURES	\$ 1,845,000	\$ 115,339	\$ -	\$ 1,729,661	6%
Excess/(Deficit)		\$ (114,640)			
Additional Transfers In		-			
NET EXCESS (DEFICIT)		\$ (114,640)			

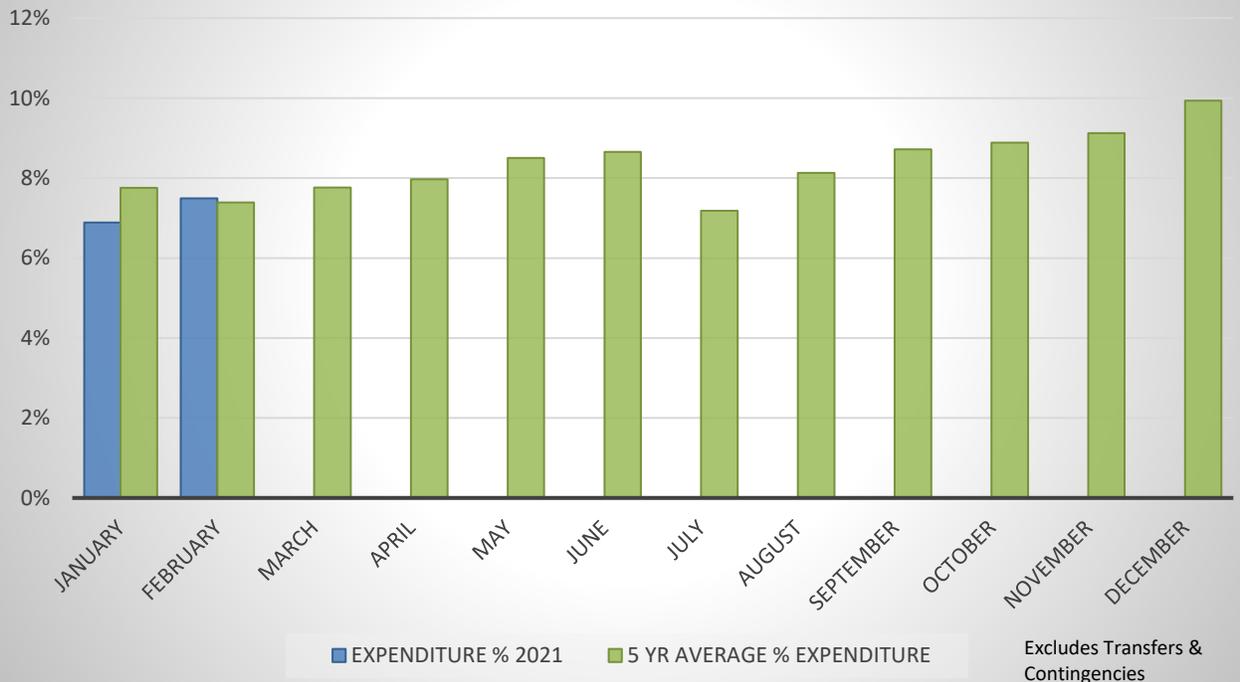
**CASH & INVESTMENTS - SEMI-MONTHLY
2021 - ALL FUNDS COMBINED (EXCLUDES DEBT SERVICE FUND)
- 13 MONTHS MOVING -**



GENERAL FUND - REVENUE TREND (%) THROUGH FEBRUARY 2021



GENERAL FUND - EXPENDITURE TREND (%) THROUGH FEBRUARY 2021



Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 2/28/2021

FUND: GENERAL FUND (01)

Object	2021 Budget	February Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
31111 PROPERTY TAX--CURRENT	37,701,400.00	807,825.25	808,767.70	0.00	36,892,632.30	2.15
31112 PROPERTY TAX--DELINQUENT	478,000.00	56,777.93	146,930.30	0.00	331,069.70	30.74
31113 PROPERTY TAX--KING COUNTY	60,000.00	1,554.21	1,814.64	0.00	58,185.36	3.02
31130 SALE OF TAX TITLE PROPERTY	6,000.00	7,456.27	7,456.27	0.00	(1,456.27)	124.27
31720 LEASEHOLD EXCISE TAX	20,000.00	11,971.53	11,971.53	0.00	8,028.47	59.86
31740 TIMBER EXCISE TAX	63,000.00	0.00	0.00	0.00	63,000.00	0.00
TAXES:	38,328,400.00	885,585.19	976,940.44	0.00	37,351,459.56	2.55
33533 ST FOREST FUNDS/DNR TIMB TRST	15,000.00	0.00	0.00	0.00	15,000.00	0.00
34161 GRAPHICS SERVICES CHARGES	7,500.00	0.00	0.00	0.00	7,500.00	0.00
34730 LIBRARY SERVICES FEES--ILL	0.00	0.00	25.00	0.00	(25.00)	0.00
35970 LIBRARY FINES	10,000.00	1,984.03	4,816.98	0.00	5,183.02	48.17
36110 INVESTMENT EARNINGS	10,000.00	503.41	1,368.92	0.00	8,631.08	13.69
36200 RENTS AND LEASES--KPHC	1,000.00	0.00	0.00	0.00	1,000.00	0.00
36700 DONOR PROCEEDS--FOUNDATION	275,000.00	0.00	0.00	0.00	275,000.00	0.00
36726 REIMBURSEMENTS--OTHER	0.00	0.00	1,875.00	0.00	(1,875.00)	0.00
36790 OPPORTUNITY DONATIONS	160,000.00	0.00	0.00	0.00	160,000.00	0.00
36910 SALE OF SURPLUS--GENERAL	2,000.00	0.00	0.00	0.00	2,000.00	0.00
36915 SALE OF SURPLUS--MATERIALS	4,000.00	0.00	6,412.88	0.00	(2,412.88)	160.32
36991 PAYMENT FOR LOST MATERIALS	5,000.00	0.00	71.00	0.00	4,929.00	1.42
36998 ERATE REIMBURSEMENT	530,000.00	0.00	18,511.03	0.00	511,488.97	3.49
36999 PROCUREMENT CARD REBATES	50,000.00	21,104.93	21,104.93	0.00	28,895.07	42.21
CHARGES OTHER:	1,069,500.00	23,592.37	54,185.74	0.00	1,015,314.26	5.07
39520 INSURANCE RECOVERIES--CAPITAL	0.00	13,652.91	13,652.91	0.00	(13,652.91)	0.00
TOTAL FOR REVENUE ACCOUNTS	39,397,900.00	922,830.47	1,044,779.09	0.00	38,353,120.91	2.65
EXPENSE ACCOUNTS						
51100 SALARIES AND WAGES	20,616,500.00	1,503,218.13	3,055,600.28	0.00	17,560,899.72	14.82
51105 ADDITIONAL HOURS	152,000.00	2,803.85	7,972.24	0.00	144,027.76	5.24
51106 SHIFT DIFFERENTIAL	186,800.00	11,706.49	24,987.31	0.00	161,812.69	13.38
51107 SUBSTITUTE HOURS	155,000.00	616.25	1,965.97	0.00	153,034.03	1.27
51109 TUITION ASSISTANCE	10,000.00	0.00	3,459.89	0.00	6,540.11	34.60
51200 OVERTIME WAGES	19,100.00	331.19	1,121.17	0.00	17,978.83	5.87
51999 ADJ WAGE/SALARY TO MATCH PLAN	(739,900.00)	0.00	0.00	0.00	(739,900.00)	0.00
52001 INDUSTRIAL INSURANCE	200,400.00	8,998.44	18,095.34	0.00	182,304.66	9.03
52002 MEDICAL INSURANCE	2,811,800.00	202,072.35	460,025.26	0.00	2,351,774.74	16.36
52003 FICA	1,616,500.00	113,280.48	230,716.63	0.00	1,385,783.37	14.27
52004 RETIREMENT	2,453,200.00	196,481.54	398,730.98	0.00	2,054,469.02	16.25
52005 DENTAL INSURANCE	255,800.00	18,917.79	37,812.40	0.00	217,987.60	14.78
52006 OTHER BENEFIT	30,800.00	2,400.00	4,720.00	0.00	26,080.00	15.32
52010 LIFE AND DISABILITY INSURANCE	87,800.00	7,396.42	14,455.75	0.00	73,344.25	16.46
52020 UNEMPLOYMENT/ PAID FML INSURANCE	30,000.00	9,861.34	12,168.82	0.00	17,831.18	40.56
52999 ADJ BENEFITS TO MATCH PLAN	(262,000.00)	0.00	0.00	0.00	(262,000.00)	0.00
PERSONNEL	27,623,800.00	2,078,084.27	4,271,832.04	0.00	23,351,967.96	15.46
53100 OFFICE/OPERATING SUPPLIES--DEP	121,900.00	2,581.53	4,850.85	0.00	117,049.15	3.98
53102 OFFICE/OPERATING SUPPLIES--SUP	77,400.00	0.00	0.00	0.00	77,400.00	0.00
53104 OFFICE/OPERATING SUPPLIES--PUB	67,600.00	0.00	0.00	0.00	67,600.00	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 2/28/2021

FUND: GENERAL FUND (01)

Object	2021 Budget	February Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
EXPENSE ACCOUNTS						
53110 CUSTODIAL SUPPLIES	76,500.00	1,450.46	5,566.06	0.00	70,933.94	7.28
53120 MAINTENANCE SUPPLIES	30,000.00	0.00	0.00	0.00	30,000.00	0.00
53130 MATERIAL PROCESSING SUP	16,000.00	0.00	0.00	0.00	16,000.00	0.00
53200 FUEL	35,000.00	0.00	0.00	0.00	35,000.00	0.00
53400 MATERIALS COLLECTION	41,000.00	0.00	0.00	0.00	41,000.00	0.00
53401 ADULT AV - CDS	50,000.00	4,815.64	4,815.64	0.00	45,184.36	9.63
53402 ADULT AV - DVD	490,000.00	53,917.24	53,917.24	0.00	436,082.76	11.00
53404 ADULT AV AUDIOBOOKS	40,000.00	6,818.55	6,818.55	0.00	33,181.45	17.05
53405 ADULT BOOK CLUB KITS	3,500.00	400.07	400.07	0.00	3,099.93	11.43
53406 ADULT FICTION	240,000.00	53,613.92	63,448.79	0.00	176,551.21	26.44
53408 ADULT LARGE PRINT	80,000.00	6,171.78	12,568.28	0.00	67,431.72	15.71
53409 ADULT LUCKY DAY	80,000.00	0.00	1,031.91	0.00	78,968.09	1.29
53410 ADULT NONFICTION	315,000.00	81,502.44	98,160.49	0.00	216,839.51	31.16
53411 ADULT PAPERBACKS	35,000.00	1,085.05	1,284.07	0.00	33,715.93	3.67
53412 ADULT PC READS	0.00	442.24	442.24	0.00	(442.24)	0.00
53413 ADULT REFERENCE	11,500.00	3,103.21	3,103.21	0.00	8,396.79	26.98
53414 ADULT YA FICTION	70,000.00	4,460.24	5,039.62	0.00	64,960.38	7.20
53415 ADULT YA GRAPHIC NOVELS	25,000.00	7,952.75	8,936.58	0.00	16,063.42	35.75
53416 ADULT YA NONFICTION	20,000.00	1,159.51	1,540.79	0.00	18,459.21	7.70
53417 ADULT AV - DVDNF	50,000.00	6,308.37	6,308.37	0.00	43,691.63	12.62
53418 ADULT GRAPHIC NOVELS	15,000.00	4,189.05	4,400.10	0.00	10,599.90	29.33
53421 CHILDREN'S STANDING ORDERS	35,000.00	0.00	0.00	0.00	35,000.00	0.00
53422 CHILDREN'S BOOK CLUB KITS	1,500.00	718.39	718.39	0.00	781.61	47.89
53423 CHILDREN'S COMIC BOOKS	5,000.00	0.00	0.00	0.00	5,000.00	0.00
53424 CHILDREN'S EARLY LEARNING	7,500.00	3,832.12	4,575.48	0.00	2,924.52	61.01
53425 CHILDREN'S FICTION	170,000.00	57,588.79	66,488.56	0.00	103,511.44	39.11
53426 CHILDREN'S GRAPHIC NOVELS	35,000.00	9,852.90	10,442.88	0.00	24,557.12	29.84
53427 CHILDREN'S NONFICTION	160,000.00	40,805.11	50,105.41	0.00	109,894.59	31.32
53428 CHILDREN'S SCIENCE TO GO	4,000.00	2,873.23	2,873.23	0.00	1,126.77	71.83
53429 CHILDREN'S STORYTIME	5,000.00	2,725.77	3,091.00	0.00	1,909.00	61.82
53430 DATABASES	440,000.00	55,591.16	55,591.16	0.00	384,408.84	12.63
53440 EBOOK - REFERENCE	5,000.00	0.00	0.00	0.00	5,000.00	0.00
53441 EBOOKS	745,000.00	15,652.80	15,652.80	0.00	729,347.20	2.10
53442 EDOWNLOADABLE AUDIO	700,000.00	12,148.70	12,148.70	0.00	687,851.30	1.74
53443 ESTREAMING BOOKS	21,900.00	0.00	0.00	0.00	21,900.00	0.00
53444 EHOSTING FEES	13,900.00	0.00	1,200.00	0.00	12,700.00	8.63
53445 EMAGAZINES	75,000.00	0.00	0.00	0.00	75,000.00	0.00
53446 ONLINE BOOK CLUBS	15,000.00	0.00	0.00	0.00	15,000.00	0.00
53450 MAGAZINES	52,000.00	(3,182.78)	(3,633.40)	0.00	55,633.40	(6.99)
53460 VENDOR PROCESSING	0.00	22,127.81	23,914.35	0.00	(23,914.35)	0.00
53464 VENDOR PROCESSING SERVICES	160,000.00	303.30	1,546.28	0.00	158,453.72	0.97
53466 VENDOR CATALOGING	10,000.00	0.00	0.00	0.00	10,000.00	0.00
53467 OCLC BIBLIOGRAPHIC SERVICES	35,000.00	0.00	0.00	0.00	35,000.00	0.00
53468 OCLC RESOURCE SHARING SERVICES	17,000.00	0.00	0.00	0.00	17,000.00	0.00
53470 WORLD - ADULT SPANISH	14,000.00	5,502.74	6,297.11	0.00	7,702.89	44.98
53471 WORLD - CHILDREN'S SPANISH	14,000.00	1,132.15	2,677.45	0.00	11,322.55	19.12
53472 WORLD - CHINESE	5,000.00	0.00	0.00	0.00	5,000.00	0.00
53473 WORLD - DVD	0.00	3,440.16	3,440.16	0.00	(3,440.16)	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 2/28/2021

FUND: GENERAL FUND (01)

Object	2021 Budget	February Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
EXPENSE ACCOUNTS						
53474 WORLD - GERMAN	5,000.00	0.00	0.00	0.00	5,000.00	0.00
53475 WORLD - JAPANESE	5,000.00	0.00	0.00	0.00	5,000.00	0.00
53476 WORLD - KOREAN	19,000.00	4,277.20	8,857.73	0.00	10,142.27	46.62
53477 WORLD - TAGALOG	14,000.00	0.00	1,541.31	0.00	12,458.69	11.01
53478 WORLD - VIETNAMESE	10,000.00	0.00	4,342.47	0.00	5,657.53	43.42
53479 WORLD - RUSSIAN	14,000.00	1,688.06	9,314.02	0.00	4,685.98	66.53
53480 WORLD - SAMOAN	5,000.00	0.00	0.00	0.00	5,000.00	0.00
53481 YOUTH CHILDREN'S AUDIO BOOKS	40,000.00	5,808.71	5,808.71	0.00	34,191.29	14.52
53482 YOUTH DVD - FTY	45,000.00	1,984.27	1,984.27	0.00	43,015.73	4.41
53483 YOUTH YA AUDIO BOOKS	3,000.00	83.53	83.53	0.00	2,916.47	2.78
53490 FOUNDATION FUNDED	110,400.00	0.00	0.00	0.00	110,400.00	0.00
53500 MINOR EQUIPMENT	34,000.00	0.00	0.00	0.00	34,000.00	0.00
53502 TECHNOLOGY HARDWARE--PUBLIC	200,000.00	0.00	0.00	0.00	200,000.00	0.00
53503 TECHNOLOGY HARDWARE--STAFF	300,000.00	3,423.45	3,559.76	0.00	296,440.24	1.19
53504 TECHNOLOGY HARDWARE--GENERAL	40,000.00	0.00	0.00	0.00	40,000.00	0.00
53505 SOFTWARE/LICENSES/HOST--APPS	510,800.00	4,020.00	7,776.63	0.00	503,023.37	1.52
53506 SOFTWARE/LICENSES/HOST--INFRA	423,000.00	0.00	1,373.70	0.00	421,626.30	0.32
53510 FURNISHINGS--PUBLIC	95,000.00	0.00	0.00	0.00	95,000.00	0.00
53515 FURNISHINGS--STAFF	97,500.00	0.00	0.00	0.00	97,500.00	0.00
54100 INDEPENDENT CONTRACTORS	179,700.00	1,875.00	6,920.40	0.00	172,779.60	3.85
54104 INDEPENDENT CONTRACTORS--INFRA	25,000.00	0.00	0.00	0.00	25,000.00	0.00
54110 PERFORMER SERVICES	28,000.00	1,600.00	1,850.00	0.00	26,150.00	6.61
54120 CONTRACTUAL SERVICES	339,100.00	905.91	66,731.87	0.00	272,368.13	19.68
54140 DATA SERVICES	4,500.00	0.00	0.00	0.00	4,500.00	0.00
54150 LEGAL SERVICES	55,000.00	0.00	0.00	0.00	55,000.00	0.00
54162 BIBLIOGRAPHIC & RELATED SERVIC	0.00	4,107.34	8,214.68	0.00	(8,214.68)	0.00
54163 PRINTING AND BINDING	25,800.00	0.00	0.00	0.00	25,800.00	0.00
54165 ILL LOST ITEM CHARGE	3,000.00	46.88	106.88	0.00	2,893.12	3.56
54200 POSTAGE	73,200.00	0.00	10,548.85	0.00	62,651.15	14.41
54210 TELECOM SERVICES--PHONES	50,000.00	1,531.94	3,000.86	0.00	46,999.14	6.00
54211 TELECOM SERVICES--CELLPHONES	76,200.00	0.00	0.00	0.00	76,200.00	0.00
54212 TELECOM SERVICES--INTERNET	668,000.00	0.00	0.00	0.00	668,000.00	0.00
54300 TRAVEL AND TOLLS	53,100.00	0.00	0.00	0.00	53,100.00	0.00
54301 MILEAGE REIMBURSEMENTS	58,500.00	2,852.39	6,780.40	0.00	51,719.60	11.59
54400 ADVERTISING	138,000.00	1,283.50	11,212.58	0.00	126,787.42	8.13
54501 RENTALS/LEASES--BUILDINGS	492,900.00	22,991.40	118,963.31	0.00	373,936.69	24.14
54502 RENTALS/LEASES--EQUIPMENT	188,900.00	7,651.52	14,388.88	0.00	174,511.12	7.62
54600 INSURANCE	270,000.00	0.00	0.00	0.00	270,000.00	0.00
54700 ELECTRICITY	265,000.00	14,118.27	26,953.58	0.00	238,046.42	10.17
54701 NATURAL GAS	12,000.00	1,662.06	3,633.53	0.00	8,366.47	30.28
54702 WATER	30,000.00	1,619.51	4,218.25	0.00	25,781.75	14.06
54703 SEWER	34,000.00	1,716.72	4,258.02	0.00	29,741.98	12.52
54704 REFUSE	36,000.00	290.75	601.66	0.00	35,398.34	1.67
54800 GENERAL REPAIRS/MAINTENANCE	381,500.00	19,077.54	36,996.32	0.00	344,503.68	9.70
54801 CONTRACTED MAINTENANCE	475,300.00	26,617.42	32,840.63	0.00	442,459.37	6.91
54805 VEHICLE REPAIR AND MAINTENANCE	65,000.00	0.00	0.00	0.00	65,000.00	0.00
54810 IT SYSTEMS MAINTENANCE--APPS	6,200.00	0.00	0.00	0.00	6,200.00	0.00
54811 IT SYSTEMS MAINTENANCE--INFRA	70,000.00	0.00	0.00	0.00	70,000.00	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 2/28/2021

FUND: GENERAL FUND (01)

Object	2021 Budget	February Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
54900 INDIVIDUAL REGISTRATIONS	76,300.00	0.00	0.00	0.00	76,300.00	0.00
54901 ORGANIZATIONAL REGISTRATIONS	1,500.00	0.00	0.00	0.00	1,500.00	0.00
54902 DUES AND MEMBERSHIPS	54,000.00	1,125.00	21,283.60	0.00	32,716.40	39.41
54903 LICENSES AND FEES {{OLD}}	0.00	209.00	426.85	0.00	(426.85)	0.00
54904 LICENSES	5,500.00	0.00	0.00	0.00	5,500.00	0.00
54905 FEES	80,500.00	256.00	2,108.32	0.00	78,391.68	2.62
54911 FOUNDATION IMPACT PROJECTS	95,500.00	0.00	0.00	0.00	95,500.00	0.00
54912 CONTINGENCY	270,000.00	0.00	0.00	0.00	270,000.00	0.00
54998 US BANK CLEARING	0.00	270,285.27	427,760.53	0.00	(427,760.53)	0.00
59711 TRANSFERS OUT--FUTURE ELECTION	80,000.00	0.00	0.00	0.00	80,000.00	0.00
59712 TRANSFERS OUT--FUTURE LAND, PR	300,000.00	0.00	0.00	0.00	300,000.00	0.00
ALL OTHER EXPENSES	11,774,100.00	874,193.04	1,394,204.55	0.00	10,379,895.45	11.84
NEED A CATEGORY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR EXPENSE ACCOUNTS	39,397,900.00	2,952,277.31	5,666,036.59	0.00	33,731,863.41	14.38
NET SURPLUS / DEFICIT	0.00	(2,029,446.84)	(4,621,257.50)	0.00	4,621,257.50	0.00

FUND: SPECIAL PURPOSE FUND (15)

Object	2021 Budget	February 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	416.15	880.82	0.00	(880.82)	0.00
CHARGES OTHER:	0.00	416.15	880.82	0.00	(880.82)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	416.15	880.82	0.00	(880.82)	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	416.15	880.82	0.00	(880.82)	0.00

FUND: LEVY SUSTAINABILITY FUND (16)

Object	2021 Budget	February 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	868.96	1,838.90	0.00	(1,838.90)	0.00
CHARGES OTHER:	0.00	868.96	1,838.90	0.00	(1,838.90)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	868.96	1,838.90	0.00	(1,838.90)	0.00
NET SURPLUS / DEFICIT	0.00	868.96	1,838.90	0.00	(1,838.90)	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 2/28/2021

FUND: DEBT SERVICE FUND (20)

Object	2021 Budget	February Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
36110 INVESTMENT EARNINGS	0.00	8.68	18.63	0.00	(18.63)	0.00
CHARGES OTHER:	0.00	8.68	18.63	0.00	(18.63)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	8.68	18.63	0.00	(18.63)	0.00
NET SURPLUS / DEFICIT	0.00	8.68	18.63	0.00	(18.63)	0.00

FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)

Object	2021 Budget	February Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
29150 USE OF FUND BALANCE-BUDGET	2,095,000.00	0.00	0.00	0.00	2,095,000.00	0.00
36110 INVESTMENT EARNINGS	0.00	327.75	698.92	0.00	(698.92)	0.00
CHARGES OTHER:	2,095,000.00	327.75	698.92	0.00	2,094,301.08	0.03
TOTAL FOR REVENUE ACCOUNTS	2,095,000.00	327.75	698.92	0.00	2,094,301.08	0.03
EXPENSE ACCOUNTS						
54100 INDEPENDENT CONTRACTORS	425,000.00	0.00	0.00	0.00	425,000.00	0.00
54120 CONTRACTUAL SERVICES	0.00	89,716.23	91,826.31	0.00	(91,826.31)	0.00
54160 ARCHITECTURAL/ENGR SERVICES	0.00	1,710.63	2,278.13	0.00	(2,278.13)	0.00
54912 CONTINGENCY	250,000.00	0.00	0.00	0.00	250,000.00	0.00
56200 BUILDINGS ACQUISITIONS	120,000.00	0.00	0.00	0.00	120,000.00	0.00
56201 BUILDING IMPROVEMENTS/REFRESHE	350,000.00	0.00	0.00	0.00	350,000.00	0.00
56280 FURNITURE AND FIXTURES	200,000.00	0.00	21,234.57	0.00	178,765.43	10.62
56430 TECHNOLOGY EQUIPMENT	500,000.00	0.00	0.00	0.00	500,000.00	0.00
TOTAL FOR EXPENSE ACCOUNTS	1,845,000.00	91,426.86	115,339.01	0.00	1,729,660.99	6.25
NET SURPLUS / DEFICIT	250,000.00	(91,099.11)	(114,640.09)	0.00	364,640.09	(45.86)

MEMO



Date: March 29, 2021

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

From: Jaime Prothro, Customer Experience Director

Subject: Branch Services Report

Customer Experiences

From the Fife Library: A woman came in who said she's been struggling to get on housing lists, and can't afford the bill to maintain a phone in general, much less one with data, and all the state/county sites have required a computer and an internet connection. She said the lady who checked her in was so helpful and friendly. She said she was so grateful that we are open, and she said when she walked in she suddenly felt even better about being here because of the safety precautions we had taken. She said she felt like it was a clean/safe place to be, and she was glad that we had barriers for staff so that they could stay safe to keep providing the service since we are seeing multiple people a day. She said as she sat down "I'm so excited to use this computer you have no idea!" When she heard we have 30 free pages of printing she said, "stop, you're going to give me a heart attack, you all made my day!"

DuPont staff have shared that customers are sharing their enjoyment with Grab Bag selections. Some leave comments in their next curbside appointment requests, others let us know when they see us how much they have enjoyed the grab bags and one adorable little customer gave us a card to thank us for picking out "fun" stuff for her. The card included butterfly stickers from her personal collection for the "librarians to use on their thank you cards" and confetti pieces shaped like cats and butterflies, her favorites. When she and her mom were putting the card together she kept telling her mom "it's full of good stuff!" When putting together the grab bags, staff have been choosing Science To Go backpacks whenever appropriate and it has been really fun to get them into the customers hands that have never checked them out before. The kids are especially excited to be able to put the backpacks on and carry their own items home as many families walk to the library to pick up their items.

Serving ALICE Households

Workforce and Economic Development Coordinator Lori Ries has developed a partnership with Career Path Services to provide mifi devices to their enrollees in the BankWork\$ program that provides career training for individuals interested in working in the banking industry.

Adult Services Librarian Carlee Osburn provided a Book a Librarian appointment in Lakewood's tech room in which she helped a customer prepare materials to apply for jobs.

Operational Highlights

Progress continues to stand up Parkland and Buckley branches for technology assistance. Additional planning is underway to begin in-building services that will be piloted at Graham, Milton, Steilacoom, and Tillicum libraries.

Work has begun to expand wireless internet intentionally outside of library facilities so customers can access from their cars or socially distanced.

Branches have seen growing interest in mobile printing and tax forms/instructions to continue the value the library provides as a distribution location for tax preparations. Staff are referring customers to community partners who are able to provide virtual assistance.

Initiatives Highlights

Youth Services Librarian Rebecca Ryan has been doing impactful work with the Early Learning Math team, including negotiating with the Zeno Assistant Director of Programs about bringing Zeno games to daycares in Pierce County, and coordinating Math Resource Bags for 25 regional daycares.

Summer Reading planning is in full speed, and the Our Own Expressions program is in its judging phase for the entries received.

Community Engagement Highlights

Pierce County Library locations are now a distribution location for free COVID-19 tests. To date, customers have requested kits from thirteen locations.

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

Buckley staff is collaborating with the Foothills Historical Museum to give out a newsletter to local customers (youth) to learn about the history of Buckley with a few fun facts. The library will be providing information for the next newsletter that will include local historical books and local Washington authors they might like to read.

Unfinished Business

MEMO



Date: April 5, 2021

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

From: Georgia Lomax, Executive Director

Subject: 2021 Trustee Vacancy

Rob Allen will complete his term on the Pierce County Library System’s Board of Trustees on August 4, 2021. His last Board meeting will be July 14.

The Library began recruitment this month, which includes paid print, radio and digital advertising, social media marketing, news release, flyer/applications in curbside pickup at libraries, public web page, and notices to organizations, with the intention of reaching a diverse group of candidates for consideration. Applications are due April 30 and are accepted curbside, by mail and online.

Chair Jenkins and Trustee Thomason met following last month’s meeting, reviewed the current process through an equity-diversity-inclusion lens, and discussed the recruitment strategy. They identified areas of the vacancy process that the Board can effect in order to recruit a diverse pool of qualified candidates, and discussed the interview process.

In 2019, the Trustees established a conversational approach for the interviews to provide a better experience for candidates and better align with how the Board works as a team. Chair Jenkins and Trustee Thomason agreed the conversational approach was a more effective way to welcome and learn about candidates and should continue. They also recommend adding a question specifically about equity, diversity and inclusion. During the meeting I’d like to confirm adding these recommendations to the process, and address any other changes you’d like.

2021 Trustee Vacancy Process Timeline	
Advertise vacancy	April
Applications due	April 30
Interviews	May
Candidate selected	by June 4
Recommendation sent to County Executive	June
County process	June/July
New Trustee orientation	July
New Trustee’s term begins	August

MEMO



Date: April 2, 2021

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

From: Georgia Lomax, Executive Director

Subject: Electronic and Digital Signature Policy Draft

During the March meeting, the Trustees discussed the need and benefit of using electronic signatures for business activities. The ability to use electronic signatures offers both operational efficiencies and reflects changing business practices in response to the COVID 19 pandemic that have become standard procedure.

Attached is a draft policy authorizing the use of Electronic and Digital Signatures for the conduct of Library business.

During the meeting we'll hear your discussion on this draft. Following your review we will either revise the policy based on your discussion, or you may consider approving it.

Action: **Motion to adopt the Electronic and Digital Signature Policy.**

Board Policy



Electronic and Digital Signatures

Policy Statement

The Pierce County Library System encourages electronic transactions and the use of electronic signatures, and recognizes electronic signatures as legally binding and equivalent in force and effect as a handwritten signature.

Purpose

To authorize the use of electronic signatures to promote efficiency in the conduct of Library business and other transactions and provide reasonable assurance of the integrity, authenticity, and non-repudiation of electronic documents when signed with electronic signatures.

Definitions

Signature: The recorded acknowledgement by an authorized person for the authenticity to the content or provisions contained therein to the instrument being signed.

Electronic Signature: An electronic sound, symbol, or process attached to or logically associated with a contract or other record and executed or adopted by a person with the intent to sign the record.

Digital Signature: One type of electronic signature that contains a digital certificate, issued by a licensed certification authority behind the signature or offers authentication when sending a signed electronic document.

Handwritten or Wet Signature: A signature created when a person physically marks a document with the intent to sign the record.

Facsimile Signature: A reproduction of a hand written signature that has been saved electronically or by engraving, imprinting, or stamping.

Authorized Signer: Library Trustees, Executive Director, Deputy Director, Department Heads, other Library employees authorized, and persons authorized to act on the behalf of the Library, to use, create, and/or accept signatures.

Designee: A Pierce County Library employee or person authorized to act on the behalf of the Library who has been designated by an Authorized Signer to sign agreements on their behalf.

Digital Record: Information that is inscribed on a tangible medium or that is stored in an electronic or other medium and is retrievable in perceivable form, except as otherwise defined for the purpose of state or local agency record retention, preservation, or disclosure.

Board Policy



Policy

A digital, electronic, or facsimile signature is an authorized substitute for a handwritten signature unless required by law to be signed in non-electronic media.

Any authorized signer or employee applying an electronic signature shall use their own name.

Authorized signers may use, create, or accept records with electronic signatures.

Authorized signers may appoint a designee to sign documents on their behalf. The designee must use their own electronic signature.

This policy does not preclude the use of handwritten signatures.

If notarization is required for a document, the electronic signature of a notary public satisfies that requirement.

Electronic signatures may be affixed to digital records including, but not limited to:

- Resolutions adopted by the Board of Trustees
- Minutes of Board of Trustee meetings
- Claim vouchers approved by the Executive Director or Trustees
- Invoices approved for payment
- Human Resource forms and documents
- Contracts, agreements, and other forms to which the Library is a party
- Property transactions

The Library's Executive Director is responsible for the administration of this policy and will establish administrative policies or processes necessary to implement the use of electronic signatures consistent with this policy and in compliance with provisions of the Washington Uniform Electronic Transaction Act and the Electronic Signatures in Global and Electronic Commerce Act.

Adopted by the Pierce County Rural Library District Board of Trustees, xx/xx/xxxx.

MEMO



Date: April 2, 2021

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

From: Clifford Jo, Finance & Business Director

Subject: Graham Library Properties

All transactions related to the Graham Library properties sales to Pierce County was completed this week. We received two checks—one directly from Pierce County and the other via escrow—for a total of \$217,164.

Of this amount, we will need to set aside \$30,000 for reconstructing 4 parking stalls onto the southeast portion of the property. The cost estimate received from our architect was \$24,164, which the County agreed to pay upfront. I've included additional funding in case we need it during the course of construction, and the \$30,000 has been recorded into the Capital Improvement Fund.

I recorded the remainder of \$187,164 into the Special Purpose Fund (SPF). Our recommendation is that this amount be added to the Future Land, Property, and Building set-aside that is held within the SPF. In order to commit these funds, auditor rules require that the Board pass a resolution to designate said funds as "committed." Attached is a resolution for your consideration.

Action: Move to pass Resolution 2021-03 as presented.

Next steps include working with the County on the project and separately, reconstructing the parking lots. We will keep the Board apprised as activities progress.

RESOLUTION NO. 2021-03

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

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

WHEREAS, in 2018 Pierce County (County) advised the Library that it intends to widen the road and provide a stoplight in front of the Graham Library, and that Pierce County requires the purchasing of one (1) entire parcel and portions of the other four (4) parcels in order to complete the project, and,

WHEREAS, in December 2020 the Library and County mutually agreed to a total sales price of \$217,164 for all property transactions required for the project, and said payments were received and recorded as Library revenue in March 2021, and,

WHEREAS, a portion of the sales receipts amounting to \$30,000 was recorded into the Capital Fund in order to reconstruct parking at the Graham Library, with the balance of \$187,164 available for the committed set-aside fund for future land, property, and facility needs, now, therefore

BE IT RESOLVED BY THE LIBRARY BOARD OF TRUSTEES THAT:

The \$187,164 receipt from the County for sales related to Graham property parcels be added to the future land, property, and facility needs and all funds now contained therein be “committed” for future project needs and budgeted accordingly.

PASSED AND APPROVED THIS 14TH DAY OF APRIL 2021.

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

New Business

MEMO



Date: April 6, 2021

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

From: Clifford Jo, Finance & Business Director

Subject: Puyallup annexation of Freeman Road area

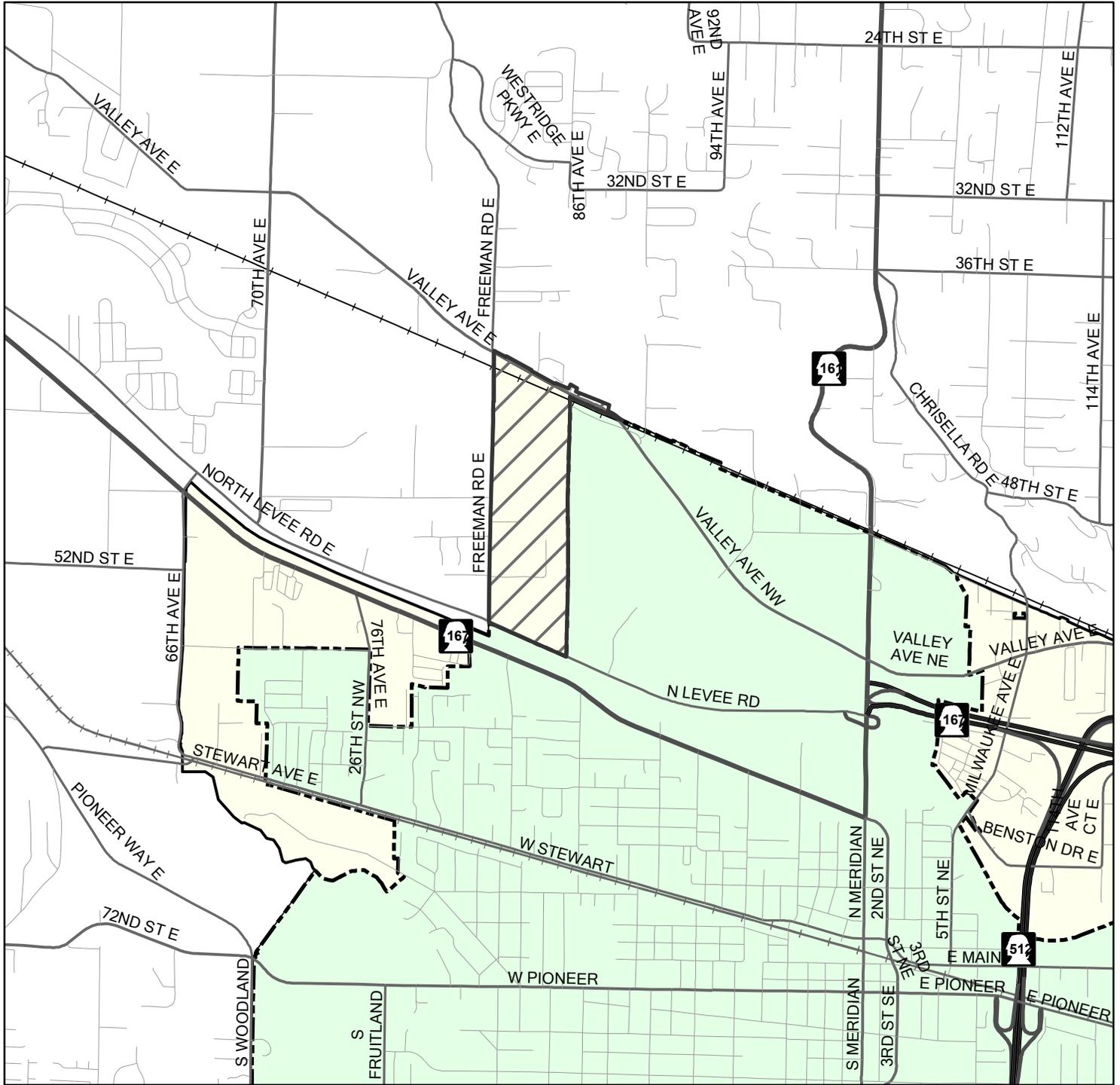
In early March we were notified that City of Puyallup is annexing a portion of unincorporated Pierce County, namely 134 acres east of Freeman Road (see attached maps). There are 26 residential properties, several warehouses, as well as 11 vacant parcels. Property owners in the area presented signed petitions weighted by their property values, which tallied up to more than 60% required for passage and was certified subsequently in June 2020. When approved, the annexation will take effect this year.

In terms of fiscal impact, the notification included an assessed value of the annexation at \$34,763,700. The report further identified that the Library would lose an estimated \$13,758 per year in tax revenue. The actual cost by my calculation is \$15,165 when applying our current mill rate of 43.62¢ per \$1,000 of assessed property values. The difference of \$1,407 is negligible in impact, however.

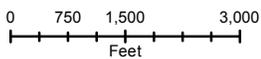
When we certify next year's property taxes, we can offset the loss by requesting the County Assessor to levy the full 1% on the Library's resulting taxing district sans annexed parcels. However, this would necessarily increase our mill rate to account for the property loss due to annexation. At this time, we recommend not offsetting the revenue loss and will make the appropriate levy certifications in November.

Our services to the residents will continue through an existing reciprocal borrowing arrangement that the Library has with the Puyallup City Library, so impacts to resident cardholders will be negligible.

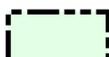
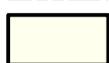
Freeman Road Annexation

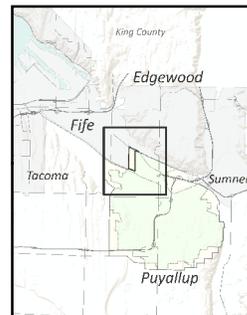


City of Puyallup
Development Services
August 19, 2019



Legend

-  Annexation Boundary
-  City Limits
-  Urban Growth Area



Vicinity Map

The map features are approximate and are intended only to provide an indication of said feature. Additional areas that have not been mapped may be present. This is not a survey. Orthophotos and other data may not align. The County and the City of Puyallup assumes no liability for variations ascertained by actual survey. ALL DATA IS EXPRESSLY PROVIDED 'AS IS' AND WITH ALL FAULTS'. The County and City of Puyallup makes no warranty of fitness for a particular purpose.

Officers Reports

MEMO



Date: April 6, 2021

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

From: Jaime Prothro, Customer Experience Director

Subject: COVID-19 Update: Technology Services

Fife launched their service on March 15 and began serving customers' computing needs. Technology services are gaining momentum and the community has received both Lakewood and Fife's limited reopening with appreciation. Lakewood is serving approximately 100 sessions per week and Fife's appointments are growing as the community becomes aware of the service. Curbside is being offered simultaneously to technology service at these locations.

Efforts are well underway to launch Parkland and Buckley locations in early April, with Key Center and Eatonville to follow. In parallel, planning is underway to launch in-building browsing as the second wave of service recovery. The Library's goal has been to move forward with strong plans that centers on public and staff safety.

MEMO



Date: April 7, 2021
To: Chair Pat Jenkins and Members of the Board of Trustees
From: Dean Carrell, Foundation Director
Subject: Library Giving Day 2021

Library Giving Day began two years ago as a Washington State-based collaborative initiative between Seattle Public Library, King County Library System, and Pierce County Library System, and grew nationally from there.

During the planning for Library Giving Day 2021 campaign, the COVID -19 pandemic still remained something to be considered. With Pierce County Library System still operating mostly remotely, online presence would need to be key, as would a well-timed direct mail campaign with appropriate messaging to donors and cardholders.

Here are a few highlights of Library Giving Day 2021:

- Our vision is to continue to build awareness amongst existing donors, and acquire new donors through a focused online fundraising campaign with a direct mail component.
- Our audience is a blend of current donors, prospective donors, PCLS cardholders, and PCLS patrons. With unique messaging for each group, they are being invited to:
 - become new donors, with matching gift funds applied;
 - increase giving with matching gift funds applied to the amount of the increase over their last gift.
- We are utilizing website promotion, social media (Facebook, Twitter), and email to draw attention to this one day online campaign.

Our Goal

- To raise \$75,000 utilizing \$20,000 in matching gifts

Our Results

- TBD: this memo was written prior to the April 7 Library Giving Day. More complete fundraising results can be reported during April 14 PCLS Trustee meeting.

MEMO



Date: March 23, 2021

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

From: Mary Getchell, Marketing and Communications Director

Subject: Congratulations to Executive Director Georgia Lomax: Women of History

Congratulations to Pierce County Library System Executive Director for being recognized as a Woman of History! During Women's History Month in March, at least two Pierce County entities acknowledged Executive Director Lomax: the City of Sumner and United Way of Pierce County.

City of Sumner Bill Pugh celebrated Executive Director Lomax and other community leaders in the city's e-newsletter:

"Women have been so integral in the success of Sumner through history that it almost seems like there's no need to call it out. Almost. Let's give it a moment anyway...From the heritage of these (Sumner) pioneering women to our more recent leaders, women continue to shape Sumner... There's also Sumner resident Georgia Lomax leading the Pierce County Library System and Dr. Laurie Dent leading the Sumner Bonney Lake School District... Women have always and continue to shape Sumner, and you don't need me to tell you that we're all the better for it. But, once in a while, especially during Women's History Month, it's good for all of us to pause, recognize their accomplishments, and say a heartfelt, thank you."

United Way of Pierce County cheered community leaders throughout the month. On March 11, the nonprofit organization recognized Executive Director Lomax in social media marketing post:



Several countries, including the United States, celebrate Women’s History Month every March. The focus is to recognize, commemorate, and encourage study and celebration of the roles, contributions, and accomplishments of women in history, culture, and society from science, politics, the arts, and other fields.

Pierce County Library FYI Packet
Link List
April 14, 2021

Pierce County Library in the News

- [A trip to the library in Kent as it reopens for indoor visits](#) – KNKX

Miscellaneous

- The Organizer, Spring 2021 – AFSCME (see attached .PDF)

The Organizer

Spring 2021

President's Message

by Aisha Womack

I am going to let you all in on a little secret.

I only work when I am scheduled to work. I don't check Teams, my email, or answer work-related text messages when I am not working. I am entirely and completely off the clock, so to speak. I will admit there are a few exceptions, primarily those due to emergency weather conditions, like snow.

Someone told me not long ago they've always heard "it isn't a big deal to answer a text message or email real quick" when they aren't at work. I disagree. Your time off is **your time off**, and on the same side of that token, there is no reason for anyone to put their personal email address/phone number in an out of office message. There is no kind of library emergency that would merit that information. The few examples I can think of where someone *might* need to contact you when you are away – building burns down, water main breaks and floods your desk and personal items...they can use the emergency contact list to get in touch. That's why they exist.

I know saying this isn't really in line with "library" culture, we want to help all of the time and do anything and everything we can to serve our communities in the best possible way, but your time off, whatever it may be – vacation, sick leave, comp time, or you just plain aren't on the schedule, that time is yours. Yours.

We now have a lot of exempt employees who aren't bound to the 40-hour work week, but we have had numerous discussions about this in Labor/Management meetings and have always been told employees should never be working more than 40 hours and if they are, they should contact their supervisor to make the needed adjustments.

We continue to fight for the 40-hour work week and only as of 2013 was the idea of a two-day weekend every week codified into our Collective Bargaining Agreement.

If you are an hourly employee and **you choose** to respond to something outside of your normal working hours and are an hourly employee, I recommend reviewing article Article 10.9. regarding what you should do.

Please also fill out the survey which was recently sent to you. We really want to hear about where your priorities lie for our upcoming negotiations. The next survey will have more specifics.

In solidarity,

Aisha Womack

aishawombat@gmail.com

The Freedom Foundation

By Tamara Saarinen

Have you been getting emails and/or fliers from the Freedom Foundation encouraging you to opt-out? Do you wonder why you are getting them and who the Freedom Foundation is?

The Washington State Freedom Foundation is a conservative group whose goal is to end both public sector and private unions. They were founded by Bob Williams and Lynn Harsh. The Foundation receives most of its funding from out of state billionaires, including the Koch Brothers, the DeVos family, and the Bradley Foundation. They also received a Paycheck Protection Program loan during the pandemic, despite their advocacy for small-government and limits on government assistance for businesses and people in need.

For public sector workers they want to abolish:

- Healthcare coverage for employees
- Pension Funds
- Annual Cost of Living Increases
- Sick Leave

They only have Foundation Offices in Washington, Oregon, California, and Ohio because these are states that have a history of strong labor movements and employee friendly policies, such as mandatory paid Sick Leave for all workers.

If you would like to “Opt-Out” of receiving emails from the Freedom Foundation, just follow these simple steps:

- Freedom Foundation’s email provider: support@vervemail.com
- The Federal Trade Commission: spam@uce.gov
- Washington Attorney General: CPRcontact@atg.wa.gov

Write: “The Freedom Foundation/Opt Out Today spammed me at work without my permission. Please take appropriate action and ask them to stop sending unsolicited emails.”

Then, just mark the email as “SPAM” or “JUNK.” In most cases, this automatically sends a warning message to their email provider.

One of the many claims made by anti-union groups is that your dues are used to make donations to political groups or parties. This is FALSE. Federal and State laws prevent unions from using dues for political donations. Unions have PACs (Political Action Committees) and you CHOOSE if you want to make donations to your union’s PAC.

Dependent Healthcare Options

By Tamara Saarinen

Washington Apple Healthcare is our state version of Medicaid and Children's Health Insurance Program (CHIP). The difference between the Washington State Health Exchange and Washington Apple Healthcare is the Exchange is only open for enrollment during certain times of the year or for qualifying events. Washington Apple Healthcare is open year round and what you pay is based on your income and family size. If the cost of covering your dependents or spouse are difficult, Washington Apple Healthcare might help. Depending on your family size, you may qualify for free or low cost healthcare plans for your dependents. To find out more, go to the Washington State Health Plan Finder page https://www.wahealthplanfinder.org/_content/index.html and type APPLE HEALTHCARE in the search box. This will send you to the Washington Apple Health site, where you can check to see if you are eligible.

If you are eligible, you will need to submit your social security number, along with your dependents and/or spouse's Social Security numbers, and a month's worth of paystubs. Once you are enrolled, the Washington State Department of Health and Human services will send you a bill and you can pay by check or online through the DSHS site. The CHIP coverage is pretty comprehensive--depending on the plan you chose it can cover physical health, mental health, prescriptions, eye care and dental.

Some people think they won't qualify for Washington State Apple Healthcare for children. During my first 6 years working for PCLS, my children qualified for the low-cost program, and it was a huge life saver, as the premiums were only a tenth of what it costs to cover my kids through PCLS.

In order to maintain Apple Healthcare you are required to submit your paystubs once a year to show your dependents and/or spouse still qualify.

If you do not qualify for Washington Apple Healthcare, there are other options where you can receive assistance in paying your employee premiums for your dependents and/or spouse.

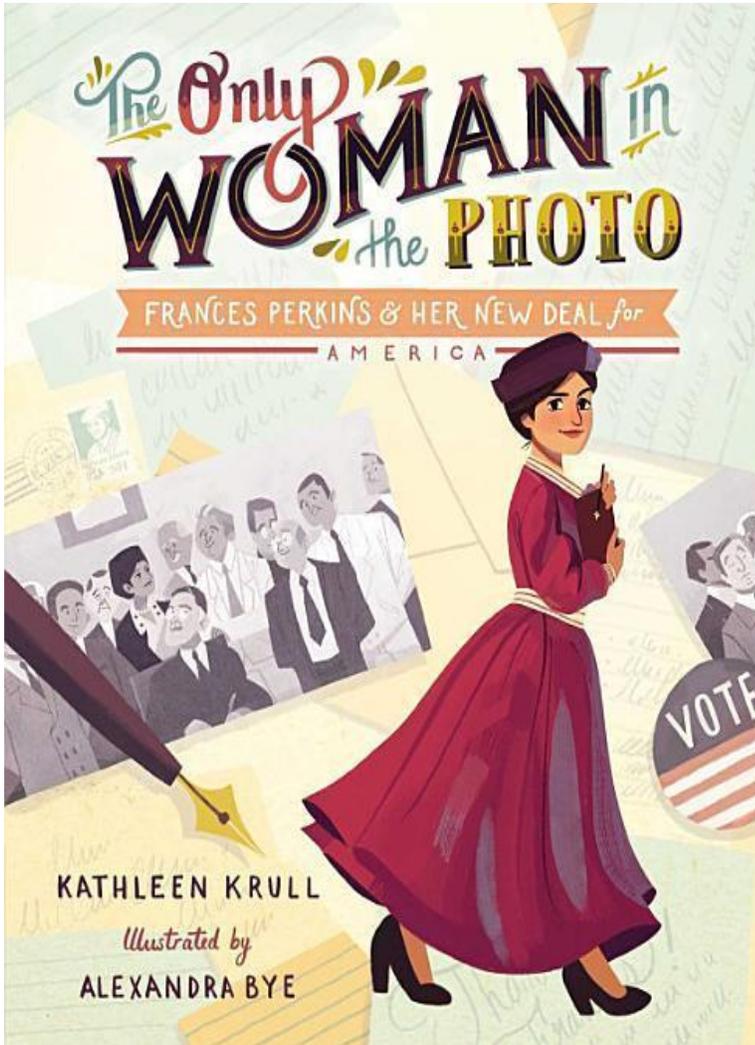
Currently, the Washington State Health Exchange has reopened for enrollment from February 15th to May 15th, 2021 after President Biden signed an Executive Order reopening the Affordable Care Act for people who may have lost coverage due to the impacts of COVID.

HSA/FSA Stores

A member from South Hill shared this wonderful little detail during a recent meeting. If you have an HSA or FSA account there are a wide variety of over the counter products you can purchase with those funds. To make it easy to know what qualifies you can go to HSA Store <https://hsastore.com/> or FSA Store <https://fsastore.com/> You can purchase everything from sunblock to tampons to over the counter medicine to thermometers and more using your HSA or FSA funds.

The Only Woman in the Photo: Frances Perkins and Her New Deal for America by Kathleen Krull

By Tamara Saarinen



Frances Perkins was the first woman in a Presidential Cabinet when President Franklin Roosevelt appointed her to Secretary of Labor. Frances's labor activism resulted from the Triangle Shirtwaist fire which left 145 young women dead due to unsafe working conditions. Her investigations into working conditions, activism, and creating safe workplaces led her to being appointed to boards and commissions in New York State, before she was tapped by FDR. Frances's dream was to protect workers and provide them with a secure future in their old age. She was the architect and driving force in creating Social Security and Unemployment Insurance to protect workers and their families from financial ruin. As the only woman in a room full of men, she was a keen observer of everyone and used what she learned about her male colleagues to her advantage. This delightful book, with cheerful color illustrations and quotes from Frances shows the impact this woman, rarely mentioned in history books, had on the lives of millions of workers past and present through her actions.

2021 Meeting Dates (4th Friday, every other month)

<p>Jan 22 March 26 May 21 - (3rd Friday due to Memorial Day Holiday)</p>	<p>July 23 Sept. 24 Nov. 19 - (3rd Friday due to Thanksgiving Holiday)</p>
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Meet Tamara

My name is Tamara Saarinen, and I am the new Treasurer for Local 3787. I've worked for PCLS as a Youth Services Librarian for over 13 years now. First at Sumner, Bonney Lake, and Orting, and then, for the past 10 years, at Gig Harbor. In college, I worked as a teller at a Credit Union, which turned me into a bit of a "Financial Geek". I love planning budgets and balancing my checking account, and am happy to be Treasurer. Local 3787 is transparent about how funds are spent and used. If you have any questions or concerns, please contact me, and I will answer them.

On a side note, I have house rabbits, and I LOVE to talk about them. My Lionhead Thumper is about 10 years old and a bachelor. He lounges about his pen looking regal and gorgeous. Ginger is about 3 and we think she is Palomino breed. She is spicy like her name. If Ginger is upset with you, she will nip you. Her "husbun" is Shadow, a Rex, who is full of energy. Rex's think they are dogs, and Shadow loves to scratch at the laundry room door and try to sneak in there and hide behind the dryer.



Members needed! We need volunteers to help with projects. If you are interested, or have any questions, please email Michelle Angell at michelleangell.509@gmail.com.

Volunteer opportunities:

- Member Action Team Communication Tree - work with a small group of union members to design a MAT communication system that will work for our union.
- Facebook Page - Help create some general guidelines and resources for posting on our union facebook page, and/or volunteer to be a regular poster.
- Informal Membership Zoom Meet-ups - Help facilitate/schedule informal social membership meetings. Create meeting guidelines and facilitation tips.

Executive Board Members	Council 2 Staff Representative	Trustees
<p>President: Aisha Womack aishawombat@gmail.com</p> <p>Vice-President: Justin Moser</p> <p>Chief Shop Steward: Michelle Angell michelleangell.509@gmail.com</p> <p>Secretary: Katie Baker</p> <p>Treasurer: Tamara Saarinen</p>	<p>Abbie Zulock WSCCCE / AFSCME Council 2 abigailz@council2.com</p>	<p>Robin Bradford Toni Cameron Lisa Oldoski</p>

Shop 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

Reminder: If you get a meeting invite from Staff Experience, please forward it to Michelle Angell and Aisha Womack, along with your **personal email and cell phone number**. They'll make sure one of our friendly stewards is there to represent you.

Union Local 3787, Pierce County Library System, is a member of the Washington State Council of County and City Employees, Council 2. Visit www.council2.com to renew your membership, register for a training, and discover member benefits!