

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – JUNE 9, 2021**



CALL TO ORDER

Chair Pat Jenkins called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:30 pm. Board members present were Jamilyn Penn, Daren Jones and Brian Thomason. Rob Allen was excused. Executive Director Georgia Lomax was also 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 May 12, 2021, Regular Meeting
2. Approval of May 2021 Payroll, Benefits and Vouchers
3. Resolution 2021-06: To Declare Furnishings and Equipment Surplus to Public Service Needs

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

BOARD MEMBER REPORTS

Trustee Thomason has accepted a position as a VP of Finance in a university in Southern California. He expressed his gratitude to everyone who welcomed him and their graciousness as he transitions off the Board. Chair Jenkins and the trustees offered their congratulations.

ROUTINE REPORTS

Deputy Director Melinda Chesbro reported Collection Manager Tracey Thompson has accepted a position with King County Library System.

April Financial Report – Cliff Jo reported the Library received \$2.8M in revenue at the end of May.

Branch Services Report – Customer Experience Manager Kayce Austin reported Graham, Milton/Edgewood and Steilacoom libraries have reopened for in-building browsing. Hours will be limited for the time being. Staff was excited to welcome customers back and customers were happy to return.

Trustees expressed appreciation of staff who worked diligently to open the libraries.

NEW BUSINESS

2020 Year-end Financial Review – Director Jo reported expenditures were managed conservatively throughout last year which allowed additional funds to be transferred into the sustainability fund. Funds from the capital fund were not expended as anticipated in 2020 and were transferred to the 2021 budget. The audit of the 2020 budget will begin in approximately 4 months.

Trustee Jones moved to approve Resolution 2021-07: To Close the 2020 Fiscal Year. Trustee Thomas seconded the motion and it was passed.

BOARD EDUCATION AND SERVICE

Library Foundation Progress and Corporate Giving Program – Foundation Director Dean Carrell thanked the Board of Trustees for their support and investment in the library to provide services to the community. He presented information on fundraising efforts of the Foundation, praising Executive Director Lomax for her exceptional efforts over the past 18 months to cultivate relationships and share the work of the Library, resulting in strong financial support from donors.

Director Carrell reported the Foundation received its first structured gift from a donor who deeded a portion of their property to the Foundation. He noted the efforts on the capital campaign are supported by campaign counselors Kristin Barsness and Natalie Lamberjack of The Barsness Group, and a strong campaign task force who is readily reaching out to the community.

Major Gifts Officer Christina Greene presented information on efforts around Corporate Giving Opportunities and provided an overview of a marketing resource that is being shared with donors.

Trustees expressed satisfaction with the strategy outlined and thanked the Foundation for its work leading the capital campaign.

OFFICERS REPORTS

2019 Fiscal and Accountability Audit – Trustee Penn asked where the \$3000 will be pulled from and how will that be reflected. Director Jo indicated he budgets higher than the auditor’s estimate. The library will adjust on either the revenue or expenditure side to account for the cost.

Chair Jenkins reported that the auditor praised Director Jo and the Library for their efforts and support during the process.

Trustee Vacancy – Chair Jenkins noted the interview panel would be expanding the interview process to look for an additional candidate to complete the remainder of Trustee Thomason’s term.

Wowbrary – Customer Experience Initiative Manager Kim Archer reported customers can now sign up for the e-Newsletter service and the marketing materials are being deployed.

United Way of Pierce County Board Appointment – Chair Jenkins offered congratulations to Director Lomax on her position on the Board.

ADJOURNMENT

The meeting was adjourned at 4:20 pm on motion by Trustee Penn, seconded by Trustee Jones.

Georgia Lomax, Secretary

Pat Jenkins, Chair

AGENDA

**Regular Meeting of the Pierce County Library System Board of Trustees
June 9, 2021 | 3:30 PM**

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

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

3:30 pm	02 min.	Call to Order: Pat Jenkins, Chair	
3:32 pm	05 min.	Public Comment: <i>This is time set aside for members of the public to speak to the Board of Trustees. Unless the item you wish to discuss is of an emergency nature, the Board ordinarily takes matters under advisement before taking action. Please submit comments in writing (including your Name, Address and Topic) to pmcbride@piercecountylibrary.org by 2 pm on June 9. 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 May 12, 2021, Regular Meeting 2. Approval of May 2021 Payroll, Benefits and Vouchers 3. Resolution 2021-06: To Declare Furnishings and Equipment Surplus to Public Service Needs 	
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. April Financial Report, Cliff Jo 4. Branch Services Report, Kayce Austin and Meghan Sullivan 	
3:55 pm	10 min.	New Business	
		<ol style="list-style-type: none"> 1. 2020 Year-end Financial Review, Cliff Jo <ol style="list-style-type: none"> a. Resolution 2021-07: To Close the 2020 Fiscal Year 	Action
4:05 pm	20 min.	Board Education and Service	
		<ol style="list-style-type: none"> 1. Library Foundation Progress and Corporate Giving Program, Dean Carrell 	
4:25 pm	05 min.	Officers Reports	
		<ol style="list-style-type: none"> 1. COVID-19 Update: Reopening Plans 2. 2019 Fiscal and Accountability Audit 3. Opening More In-Library Services/Browsing Communications Plan 4. International Collection Study Results 5. Trustee Vacancy 6. April 2021 Special Election Results 7. Spring into Reading Report 8. Wowbrary 9. 2021 Mid-year Staff Training & Participation Report 10. United Way of Pierce County Board Appointment 11. Beverly Cleary Celebration 	
4:30 pm	01 min.	Announcements	
4:31 pm		Adjournment	

AGENDA

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4:30 pm	01 min.	Announcements	
4:31 pm		Adjournment	

Consent Agenda

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – MAY 12, 2021**



CALL TO ORDER

Chair Pat Jenkins called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:31 pm. Board members present were Rob Allen, Jamilyn Penn and Daren Jones. Brian Thomason 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 April 14, 2021, Regular Meeting
2. Approval of April 2021 Payroll, Benefits and Vouchers
3. Resolution 2021-04: To Declare Furnishings and Equipment Surplus to Public Service Needs
4. Resolution 2021-05: To Declare Furnishings and Equipment Surplus to Public Service Needs
5. Bonney Lake Roof Replacement
6. Technology: Annual Renewal – Dell Switch and Routers
7. ACL Server Room HVAC Replacement

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

BOARD MEMBER REPORTS

There were no Board member reports.

ROUTINE REPORTS

Fundraising Performance Report – Foundation Director Dean Carrell noted the Library Giving Day donations are still being received. The total funds raised to date are over \$103,000, which is a 63% increase over last year. The number of donors increased 49% over last year, with 88 of them being new donors.

The Board expressed gratitude for the generosity of the members of the community.

UNFINISHED BUSINESS

Trustee Vacancy – Executive Director Georgia Lomax reported 13 candidates applied for the position. The selection panel is identifying top candidates to interview in June.

Electronic Signatures Policy – *Trustee Allen moved adopt the Electronic and Digital Signature Policy. Trustee Penn seconded the motion and it was passed.*

NEW BUSINESS

75th Anniversary Proclamation – Director Lomax was pleased to share the Library reached its 75 year milestone. City and County partners will be joining in recognizing the Library at various events.

Trustee Allen moved to declare May 1, 2021 through December 31, 2021, as Pierce County Library System's Diamond Anniversary. Trustee Penn seconded the motion and it was passed.

OFFICERS REPORTS

National Library Worker Day – Trustee Allen thanked staff for their work and service to the community.

ANNOUNCEMENTS

Director Lomax invited attendees to take a Storywalk in various locations in the community and to read "The Big Umbrella" in celebration of the Library's 75th Anniversary.

ADJOURNMENT

The meeting was adjourned at 3:55 pm on motion by Trustee Allen, seconded by Trustee Penn.

Georgia Lomax, Secretary

Pat Jenkins, Chair

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

	<u>Source</u>	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	EDEN	3931 - 3933	5/6/2021 - 5/21/2021	\$ 3,998.21
Electronic Payments - Payroll & Acct Payable	EDEN		5/6/2021	904,707.24
Electronic Payments - Payroll & Acct Payable	EDEN		5/21/2021	894,162.38
Accounts Payable Warrants*	EDEN	631729 - 631736	5/6/2021 - 5/21/2021	270,922.85
Accounts Payable Warrants	MUNIS	701412 - 701520	5/7/2021 - 5/28/2021	980,650.36
Total:				\$ 3,054,441.04

** 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 6.2.2021

Check History Listing
Pierce County Library System

Check #	Bank	Date	Paid to	Status	Can/Vd Date	Pay Period Dates	Dir Dep	Amount
3931	key	05/06/2021	LINDEN, CAROLYN	C	05/10/2021	04/16/21 - 04/30/21	0.00	1,130.33
3932	key	05/06/2021	LAUER, AMANDA	C	05/10/2021	04/16/21 - 04/30/21	0.00	1,139.20
3933	key	05/21/2021	KHALIFA, SAMEERA			05/01/21 - 05/15/21	0.00	1,728.68
Total:							0.00	3,998.21

Checks in report: 3

Grand Total: 0.00 3,998.21

Ad-hoc bank transaction (Withdrawal)

PCL_Company

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

Contact Name: Stacy Karabotsos
 Contact Phone: 253-548-3451
 Contact e-mail: sdkarabotsos@piercecountylibrary.org
 Comments: 5/06/21 Payroll

Withdrawal Date: 5/6/2021

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	69,181.63
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	57,799.54
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	57,799.54
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	535,049.18
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	11,785.02
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	60,869.50
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	99,589.57
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	2,801.79
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						\$ 904,707.24

Certification:

Stacy Karabotsos
 Signature (Department Designee)

5/4/2021
 Date

Comments:

Ad-hoc bank transaction (Withdrawal)

PCL_Company

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

Contact Name: Stacy Karabotsos
 Contact Phone: 253-548-3451
 Contact e-mail: sdkarabotsos@piercecounyalibrary.org
 Comments: 5/21/21 Payroll

Withdrawal Date: 5/21/2021

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	67,025.89
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	56,827.94
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	56,827.94
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	528,777.97
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	11,917.69
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	59,957.23
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	98,119.97
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	2,801.79
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	1862.54
PCL_Company	WA State Support Registry	237100	CC_Library_District	697-00	5100000	2,000.00
Total Deposit						\$ 894,162.38

Certification:

Stacy Karabotsos
 Signature (Department Designee)

5/19/2021
 Date

Comments:

Check History Listing
 Pierce County Library System

Bank code: key

Check #	Date	Vendor	Status	Check Total
631729	05/06/2021	000828 AFSCME AFL-CIO	C	13,339.96
631730	05/06/2021	000175 AWC EMPLOYEE BENEFIT TRUST	C	247,150.50
631731	05/06/2021	003985 PACIFICSOURCE ADMINISTRATORS	C	1,799.64
631732	05/06/2021	001181 PIERCE CTY LIBRARY FOUNDATION	C	777.99
631733	05/21/2021	003778 AFLAC		4,655.64
631734	05/21/2021	001578 COLONIAL SUPPLEMENTAL INSURANC		208.99
631735	05/21/2021	003985 PACIFICSOURCE ADMINISTRATORS		2,212.14
631736	05/21/2021	001181 PIERCE CTY LIBRARY FOUNDATION	C	777.99
			key Total:	270,922.85
8 checks in this report			Total Checks:	270,922.85

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
701412	05/07/2021	PRINTED	341	BAKER & TAYLOR	0.00	18,203.48	05/14/2021
701413	05/07/2021	PRINTED	1892	BAY CONCRETE LLC	0.00	3,989.24	05/13/2021
701414	05/07/2021	PRINTED	427	BLACKSTONE PUBLISHING	0.00	197.56	05/17/2021
701415	05/07/2021	PRINTED	432	CITY OF BONNEY LAKE	0.00	261.99	05/14/2021
701416	05/07/2021	PRINTED	638	CITY OF BUCKLEY	0.00	272.39	05/18/2021
701417	05/07/2021	PRINTED	1320	BUSTOS MEDIA HOLDINGS, LLC	0.00	3,460.00	05/17/2021
701418	05/07/2021	PRINTED	657	CENGAGE LEARNING	0.00	86.76	05/13/2021
701419	05/07/2021	PRINTED	998	CINTAS CORPORATION	0.00	1,336.86	05/19/2021
701420	05/07/2021	PRINTED	671	CITY OF LAKEWOOD ALARM PROGRAM	100.00	0.00	
701421	05/07/2021	PRINTED	685	COLUMBIA BANK	0.00	368.73	05/13/2021
701422	05/07/2021	PRINTED	1001	DATA QUEST LLC	0.00	180.00	05/18/2021
701423	05/07/2021	PRINTED	363	TOWN OF EATONVILLE	0.00	735.21	05/13/2021
701424	05/07/2021	PRINTED	374	EMPLOYMENT SECURITY DEPARTMENT	0.00	3,553.12	05/14/2021
701425	05/07/2021	PRINTED	402	FIRGROVE MUTUAL WATER COMPANY	0.00	229.10	05/13/2021
701426	05/07/2021	PRINTED	445	GHA TECHNOLOGIES INC	0.00	1,655.74	05/14/2021
701427	05/07/2021	PRINTED	460	GRAY MEDIA PRODUCTIONS LLC	0.00	410.00	05/14/2021
701428	05/07/2021	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	196.65	05/17/2021
701429	05/07/2021	PRINTED	704	INNOVATIVE INTERFACES INC	0.00	206,050.71	05/17/2021
701430	05/07/2021	PRINTED	710	IRON MOUNTAIN INC	0.00	613.30	05/13/2021
701431	05/07/2021	PRINTED	1821	KNKX 88.5 FM	0.00	1,840.00	05/21/2021
701432	05/07/2021	PRINTED	26	LINGO	0.00	139.87	05/17/2021
701433	05/07/2021	PRINTED	1918	KEVIN J MILLER	0.00	100.00	05/18/2021
701434	05/07/2021	PRINTED	216	CITY OF MILTON	0.00	55.27	05/14/2021
701435	05/07/2021	PRINTED	228	MULTICULTURAL BOOKS & VIDEOS	0.00	1,660.46	05/17/2021
701436	05/07/2021	PRINTED	1081	NASIM & SONS INC	0.00	9,788.29	05/13/2021
701437	05/07/2021	PRINTED	512	OETC	0.00	118.56	05/18/2021
701438	05/07/2021	PRINTED	552	PENINSULA LIGHT CO	0.00	596.15	05/13/2021
701439	05/07/2021	PRINTED	560	PIERCE COUNTY	0.00	120.00	05/17/2021
701440	05/07/2021	PRINTED	762	PRINT NW LLC	0.00	8,023.64	05/12/2021
701441	05/07/2021	PRINTED	776	PUGET SOUND ENERGY	0.00	713.83	05/12/2021
701442	05/07/2021	PRINTED	782	QUALITY BUSINESS SYSTEMS INC	0.00	967.26	05/14/2021
701443	05/07/2021	PRINTED	782	XEROX CORPORATION	0.00	136.31	05/17/2021
701444	05/07/2021	PRINTED	792	WASHINGTON WATER SERVICE	0.00	196.00	05/13/2021
701445	05/07/2021	PRINTED	61	RICOH USA INC	0.00	1,686.97	05/18/2021
701446	05/07/2021	PRINTED	61	RICOH USA INC	0.00	974.28	05/14/2021
701447	05/07/2021	PRINTED	249	SMITH FIRE SYSTEMS INC	0.00	489.58	05/13/2021
701448	05/07/2021	PRINTED	269	SPRAGUE PEST SOLUTIONS	0.00	1,021.09	05/18/2021
701449	05/07/2021	PRINTED	272	STATE AUDITORS OFFICE	0.00	1,379.82	05/14/2021
701450	05/07/2021	PRINTED	273	TOWN OF STEILACOOM	0.00	1,198.43	05/14/2021
701451	05/07/2021	PRINTED	590	TRI-TEC COMMUNICATIONS INC	0.00	13,420.99	05/14/2021

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
701452	05/07/2021	PRINTED	595	TYLER TECHNOLOGIES INC	0.00	2,560.00	05/17/2021
701453	05/07/2021	PRINTED	603	UNIVERSITY PLACE CIVIC BUILDING	0.00	69,346.00	05/13/2021
701454	05/07/2021	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	971.79	05/18/2021
701455	05/07/2021	PRINTED	811	WCP SOLUTIONS	0.00	456.05	05/13/2021
701456	05/14/2021	PRINTED	341	BAKER & TAYLOR	0.00	19,036.36	05/24/2021
701457	05/14/2021	PRINTED	427	BLACKSTONE PUBLISHING	0.00	55.80	05/25/2021
701458	05/14/2021	PRINTED	399	CITY OF FIFE	0.00	973.58	05/26/2021
701459	05/14/2021	PRINTED	400	FIFE MILTON EDGEWOOD CHAMBER	300.00	0.00	
701460	05/14/2021	PRINTED	446	CITY OF GIG HARBOR	0.00	1,346.63	05/21/2021
701461	05/14/2021	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	263.79	05/24/2021
701462	05/14/2021	PRINTED	211	MIDWEST TAPE	0.00	9,913.37	05/24/2021
701463	05/14/2021	PRINTED	520	CITY OF ORTING	0.00	166.75	05/24/2021
701464	05/14/2021	PRINTED	1037	PIERCE COUNTY SEWER	0.00	851.57	05/20/2021
701465	05/14/2021	PRINTED	776	PUGET SOUND ENERGY	0.00	745.75	05/20/2021
701466	05/14/2021	PRINTED	284	SUMMIT WATER & SUPPLY CO	0.00	341.84	05/20/2021
701467	05/14/2021	PRINTED	336	ATS AUTOMATION INC	0.00	5,762.88	05/24/2021
701468	05/14/2021	PRINTED	998	CINTAS CORPORATION	0.00	445.62	05/25/2021
701469	05/14/2021	PRINTED	690	HUBBARD RADIO SEATTLE	0.00	2,500.00	05/20/2021
701470	05/14/2021	PRINTED	690	2060 DIGITAL SEATTLE	0.00	2,500.00	05/20/2021
701471	05/14/2021	PRINTED	581	TILlicum COMMUNITY SERVICE CEN	0.00	1,715.01	05/20/2021
701472	05/14/2021	PRINTED	605	US BANK	0.00	344,914.94	05/19/2021
701473	05/14/2021	PRINTED	811	WCP SOLUTIONS	0.00	808.29	05/20/2021
701474	05/21/2021	PRINTED	341	BAKER & TAYLOR	0.00	23,585.31	05/28/2021
701475	05/21/2021	PRINTED	642	BUILDINGWORK LLC	7,561.43	0.00	
701476	05/21/2021	PRINTED	657	CENGAGE LEARNING	0.00	4,940.60	05/27/2021
701477	05/21/2021	PRINTED	662	CENTURYLINK	851.43	0.00	
701478	05/21/2021	PRINTED	163	DEPARTMENT OF LABOR & INDUSTRIES	116.20	0.00	
701479	05/21/2021	PRINTED	369	EHS-INTERNATIONAL INC	0.00	4,340.00	05/27/2021
701480	05/21/2021	PRINTED	370	ELITE PROPERTY INVESTMENTS LLC	12,296.64	0.00	
701481	05/21/2021	PRINTED	405	FLOHAWKS	1,264.01	0.00	
701482	05/21/2021	PRINTED	445	GHA TECHNOLOGIES INC	0.00	717.71	05/27/2021
701483	05/21/2021	PRINTED	482	HERMANSON COMPANY LLP	0.00	26,138.77	05/27/2021
701484	05/21/2021	PRINTED	703	INGRAM LIBRARY SERVICES	205.73	0.00	
701485	05/21/2021	PRINTED	1908	LAST MILE GEAR	0.00	5,706.13	05/28/2021
701486	05/21/2021	PRINTED	211	MIDWEST TAPE	2,067.16	0.00	
701487	05/21/2021	PRINTED	228	MULTICULTURAL BOOKS & VIDEOS	1,024.00	0.00	
701488	05/21/2021	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	125.00	05/27/2021
701489	05/21/2021	PRINTED	61	RICOH USA INC	1,722.16	0.00	
701490	05/21/2021	PRINTED	61	RICOH USA INC	443.19	0.00	
701491	05/21/2021	PRINTED	269	SPRAGUE PEST SOLUTIONS	0.00	180.35	05/27/2021

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
701492	05/21/2021	PRINTED	579	TK ELEVATOR	5,630.76	0.00	
701493	05/21/2021	PRINTED	672	CITY OF UNIVERSITY PLACE	95.50	0.00	
701494	05/21/2021	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	509.66	05/28/2021
701495	05/28/2021	PRINTED	341	BAKER & TAYLOR	12,373.92	0.00	
701496	05/28/2021	PRINTED	341	BAKER & TAYLOR	494.93	0.00	
701497	05/28/2021	PRINTED	657	CENGAGE LEARNING INC / GALE	114.73	0.00	
701498	05/28/2021	PRINTED	998	CINTAS CORPORATION	891.24	0.00	
701499	05/28/2021	PRINTED	124	CONSOLIDATED TECHNOLOGY SERVICES	585.08	0.00	
701500	05/28/2021	PRINTED	379	E-RATE EXPERTISE INC	112.50	0.00	
701501	05/28/2021	PRINTED	369	EHS-INTERNATIONAL INC	42,782.96	0.00	
701502	05/28/2021	PRINTED	703	INGRAM LIBRARY SERVICES	948.81	0.00	
701503	05/28/2021	PRINTED	11	LAKEWOOD WATER DISTRICT	73.00	0.00	
701504	05/28/2021	PRINTED	211	MIDWEST TAPE	11,009.88	0.00	
701505	05/28/2021	PRINTED	227	MOUNTAIN MIST	31.64	0.00	
701506	05/28/2021	PRINTED	241	MCCLATCHY COMPANY LLC	5,453.12	0.00	
701507	05/28/2021	PRINTED	510	OCLC INC	4,107.34	0.00	
701508	05/28/2021	PRINTED	552	PENINSULA LIGHT CO	1,278.35	0.00	
701509	05/28/2021	PRINTED	1066	PIERCE COUNTY ALARM PROGRAM	100.00	0.00	
701510	05/28/2021	PRINTED	762	PRINT NW LLC	912.30	0.00	
701511	05/28/2021	PRINTED	776	PUGET SOUND ENERGY	2,232.72	0.00	
701512	05/28/2021	PRINTED	776	PUGET SOUND ENERGY	259.06	0.00	
701513	05/28/2021	PRINTED	782	XEROX CORPORATION	136.31	0.00	
701514	05/28/2021	PRINTED	61	RICOH USA INC	957.65	0.00	
701515	05/28/2021	PRINTED	61	RICOH USA INC	2,505.32	0.00	
701516	05/28/2021	PRINTED	114	SILKROAD TECHNOLOGY INC	20,282.90	0.00	
701517	05/28/2021	PRINTED	269	SPRAGUE PEST SOLUTIONS	402.63	0.00	
701518	05/28/2021	PRINTED	290	SURPRISE LAKE SQUARE LLC	11,689.59	0.00	
701519	05/28/2021	PRINTED	810	WAYNES ROOFING INC	8,734.85	0.00	
701520	05/28/2021	PRINTED	811	WCP SOLUTIONS	154.13	0.00	
					162,303.17	818,347.19	980,650.36

MEMO



Date: May 25, 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.

Total	IT Surplus Items OVER \$500 in estimated value	estimated value (each)
9	DELL OptiPlex 3030 AIO	\$150
Total	IT Surplus Items UNDER \$500 in estimated value	estimated value (each)
4	Cybernet PC	
6	DELL OptiPlex 7010	
5	DELL OptiPlex 790	
5	DELL OptiPlex 9020	
5	DELL 1908FP BLK Monitor	
1	DELL E190S Monitor	
2	DELL P190S Monitor	
3	DELL P1913S Monitor	
3	DELL P1914S Monitor	
1	Dell P1917S Monitor	
2	VIEWSONIC TD2220 Monitor	

RESOLUTION NO. 2021-06

**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 9th DAY OF JUNE, 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	_____

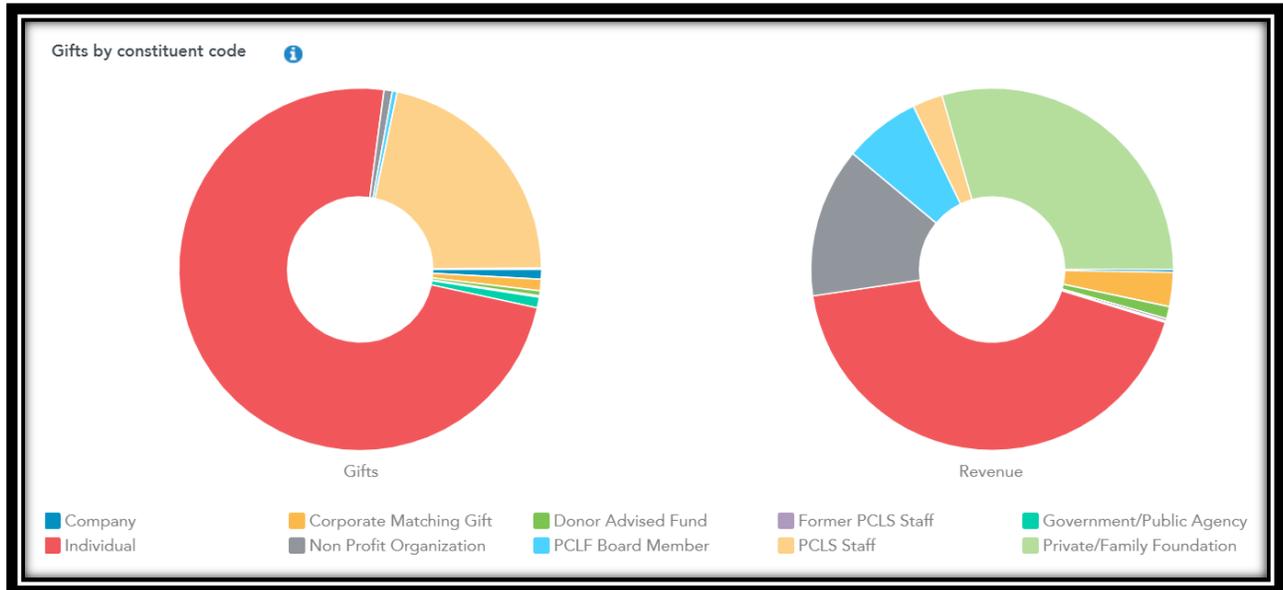
Routine Reports

Pierce County Library Foundation Fundraising Performance Report FY2021: May

Total Committed Revenue: \$340,937 (61.4% of Impact goal of \$275,000) (77.2% of PCLS Agreement)

- Unrestricted Revenue: \$162,452
- Temporarily Restricted Revenue: \$178,485

Constituency Giving



Acquired Donors (YTD)

- Donors 135
- Rate 4.29%
- Revenue \$110,072
- Rate 94.13%

Recaptured Donors (YTD)

- Donors 211
- Rate 11.7%
- Revenue \$15,310
- Rate 45.8%

Retained Donors (YTD)

- Donors 486
- Rate 40.33%
- Revenue \$142,805
- Rate 41.60%

LYBUNT Donors (YTD)

- Donors 718
- Revenue \$202,485

Retained Donors (1st Year)

- Donors 98
- Rate 27.84%
- Revenue \$13,560
- Rate 17.62%

LYBUNT Donors (1st Year)

- Donors 252
- Revenue \$45,553

In Kind Gifts \$30,637

What's going well

- Capital Campaign: solicitation process with Campaign Steering Committee and Foundation Board
- New Development Assistant hired, begins employment June 16, 2021
- Launched renewed corporate & foundation giving program...see link [PCLF Corporate Giving Opportunities](#)

Areas to capitalize on

- Summer production in preparation for Fall solicitations
- Board development and recruitment; officer succession planning
- 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 Last Year But Unfortunately Not This year

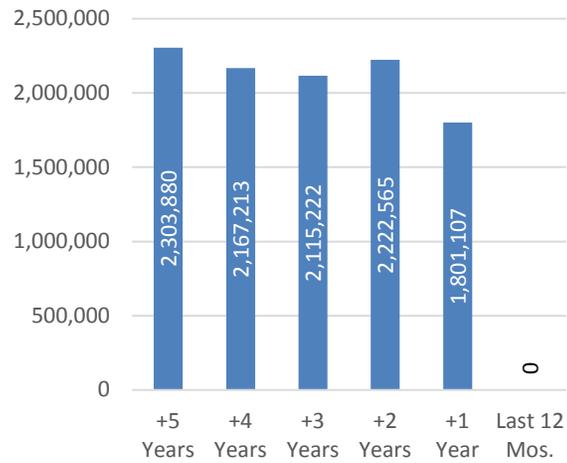
PCLS Statistics During COVID-19 and Severe Weather Conditions

Month	Item Checkouts			In-Person Service				Online Service					PCLS COVID-19 Response & Severe Weather Timeline		
	Online e-book and audiobook (Overdrive)	Physical books and items	Online magazines	Curbside appointments (scheduled)	Visitors (appointments & walk-up)	Print jobs picked up	Wi-Fi	Overdrive visits (e-books and audiobooks)	Website visits	Catalog visits	Reference calls & emails	My Next Read (reading recommendations)	Action Taken	Date	Locations
Jun	154,276	561	8,907	n/a	n/a	n/a	4,657	23,128	58,876	46,877	912	27	PCLS closed to the public	3/14/2020	All PCLS Locations
Jul	156,335	51,744	9,757	6,702	5,436	159	15,737	23,011	78,303	66,545	1,149	56	Wi-Fi service restored for outside of building use	6/15/2020	All PCLS Locations
Aug	155,337	121,246	9,972	11,046	14,613	274	19,688	23,075	94,957	91,879	792	28	Bookdrops opened at 19 library locations	6/15/2020 - 6/30/2020	All PCLS Locations, except Anderson Island (AI)
Sep	148,405	134,873	10,994	9,689	10,691	253	20,284	22,954	101,504	110,178	588	51	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
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	9/8/2020 - 9/9/2020	BLK, BUC, ORT & SUM closed Remaining Curbside start at 1 PM
Nov	149,897	142,549	10,458	13,182	14,496	578	18,723	22,894	88,702	93,389	497	52	Wildfires cause partial system closure	9/10/2020	BLK, BUC & ORT
Dec	161,011	147,023	9,053	14,416	15,547	624	16,367	23,232	81,091	90,478	456	59	Wildfires cause partial system closure, late curbside start	9/11/2020	BLK, BUC & ORT curbside start at 1 PM. All other locations closed.
Jan	168,348	147,287	9,697	15,145	16,392	641	19,656	24,338	90,342	99,313	412	28	Poor air quality: No curbside services, only internal branch & remote work	9/12/2020 - 9/15/2020	All PCLS Locations
Feb	152,640	141,950	4,608	14,020	14,938	618	19,962	23,854	87,570	91,330	385	36	Poor air quality: Modified curbside service available, no deliveries	9/16/2020 - 9/18/2020	All PCLS Locations
Mar	166,933	155,717	4,320	16,069	16,568	634	27,305	24,443	90,807	97,346	227	22	New fall hours for curbside pickup	10/11/2020	All PCLS Locations except ACL
Apr	154,815	135,989	4,115	13,732	14,269	544	24,120	23,737	81,841	94,595	294	15	Curbside pickup expands to 19 library locations	10/14/2020	All previous + Anderson Island locations
May	161,627	129,943	4,571	13,501	14,015	530	30,775	23,940	83,126	87,247	241	21	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
													Limited technology services opens at more locations	4/7/2021 4/26/2021 4/27/2021	BUC and PKS KC EAT
													Library closed due to staffing shortage	4/15/2021 - 4/18/2021	LWD, TIL
													Library closed due to staffing shortage	4/24/2021	TIL

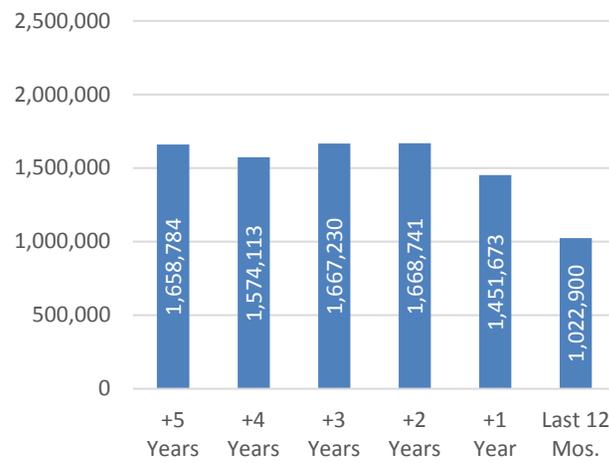
In response to the COVID-19 outbreak, all PCLS locations closed to the public at 6:00 PM on Friday, March 13, 2020. All locations have remained closed to the public through April 2021. Curbside service is now available at all branches except the Administrative Center. Beginning late February 2021, limited technology services opened at one location, and is available at six locations as of April 30, 2021.

Customers / Visits - April 2021

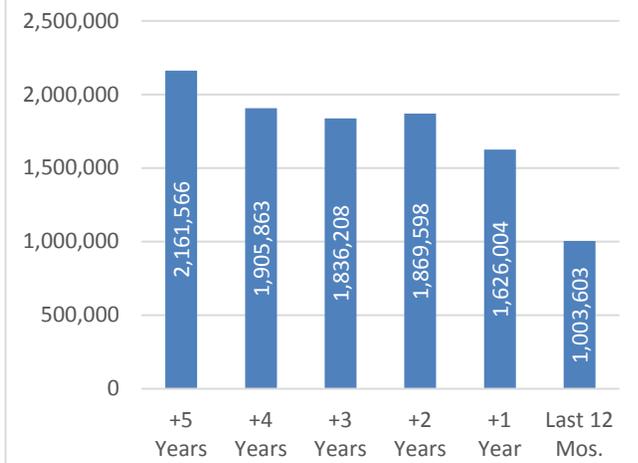
Branch Visits



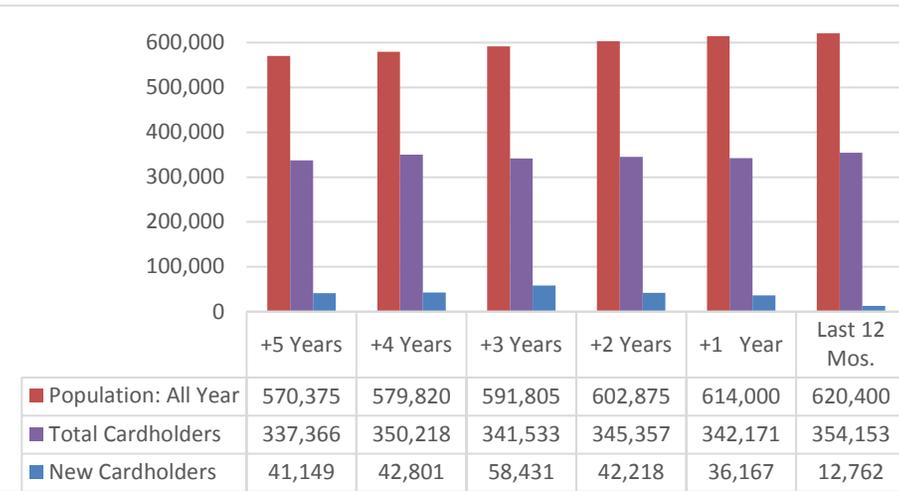
Catalog Visits



Website Visits



PCLS Cardholder Statistics



April and Rolling 12-Month Comparison

	April 2021	April 2020	% Change Mar. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
Branch Visits	0	0	-	0	1,801,107	-100.0%
Catalog Visits	94,595	48,970	93.2%	1,022,900	1,451,673	-29.5%
Public Website Visits	81,841	54,621	49.8%	1,003,603	1,626,004	-38.3%

Technology

	April 2021	April 2020	% Change Mar. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
PC/Laptop Sessions	271	0	-	516	257,362	-99.8%
Wi-Fi Sessions	24,120	181	13226.0%	208,522	814,690	-74.4%

Public Spaces Usage

	2021	Rolling Last 12 Months	Rolling Last 12 Months	% Change Year Over Year
# of Public Meeting Uses	0	0	9,985	-100.0%
# of Attendees	0	0	117,134	-100.0%

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 April 2021. Curbside service is now available at all branches except the Administrative Center.

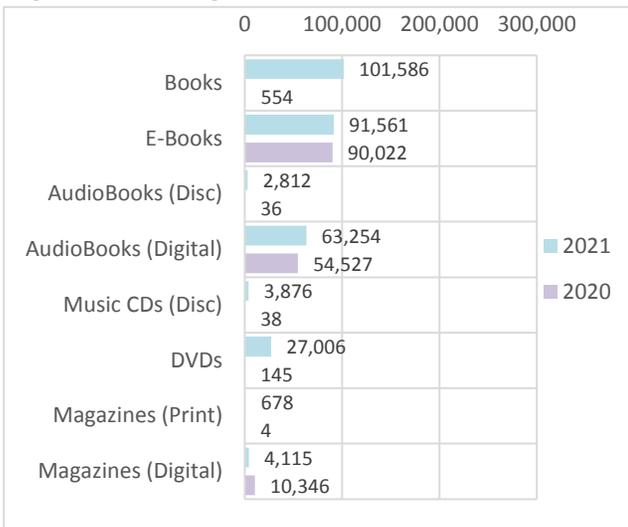
Data Tables Note: New columns were introduced to the above data tables in August 2020 to show the year-over-year change between the current month in 2021 and 2020.

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, and is available at six locations as of April 30, 2021.

Collection Use - April 2021

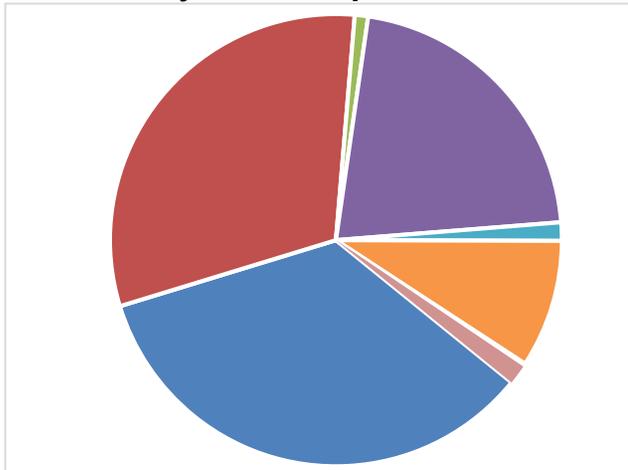
Apr. 2021 vs Apr. 2020 Checkouts



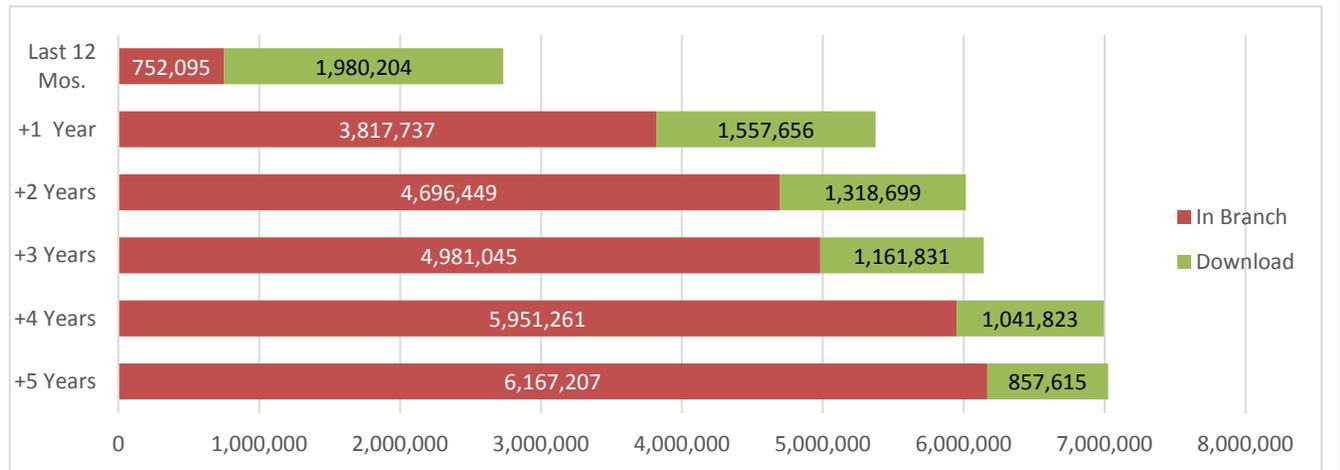
Data Table

Categories	March 2021	April 2021	April 2020	% Change of Mar. Year Over Year	% of Total Mar. 2020 Checkouts	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change 12 Months Year Over Year
Books	117,542	101,586	554	18236.82%	34.45%	986,386	2,401,601	-58.93%
E-Books	100,352	91,561	90,022	1.71%	31.05%	1,150,394	845,560	36.05%
AudioBooks (Disc)	3,244	2,812	36	7711.11%	0.95%	29,882	102,024	-70.71%
AudioBooks (Digital)	66,581	63,254	54,527	16.00%	21.45%	725,681	617,209	17.57%
Music CDs (Disc)	4,152	3,876	38	10100.00%	1.31%	40,463	105,791	-61.75%
DVDs	29,864	27,006	145	18524.83%	9.16%	273,071	1,126,840	-75.77%
Magazines (Print)	856	678	4	16850.00%	0.23%	2,893	61,488	-95.30%
Magazines (Digital)	4,320	4,115	10,346	-60.23%	1.40%	104,129	94,887	9.74%
Totals:	326,911	294,888	155,672	89.43%	100.00%	3,312,899	5,355,400	-38.14%

Checkouts By Format - April 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.

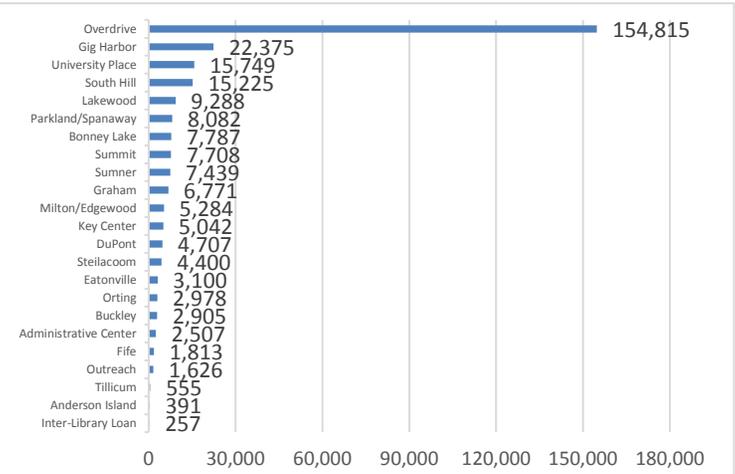
While checkouts of physical media are still historically low due to the system closure, we have seen an increase in circulation thanks to the high demand for curbside pickup services. Use of digital resources also continues to be strong.

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 April 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 is available at six locations as of April 30, 2021.

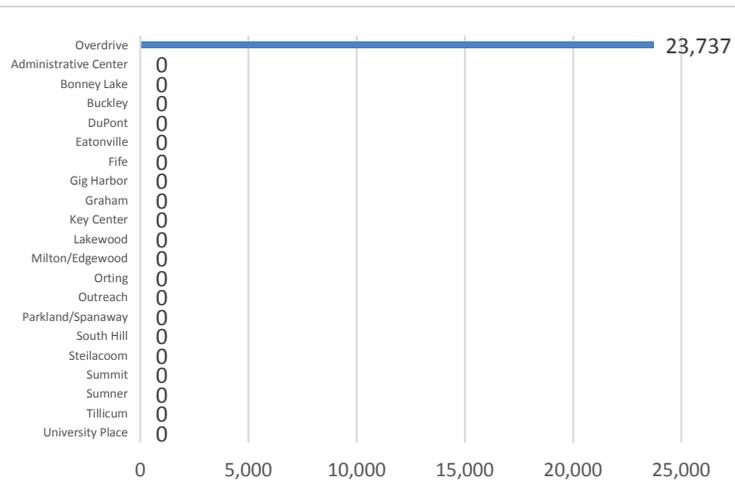
Activity - April 2021

Location	Checkouts				Visitors			
	Apr. 2021	Last 12 Mo.	+1 Year	% Change	Apr. 2021	Last 12 Mo.	+1 Year	% Change
Administrative Center	2,507	19,955	54,872	-63.6%	0	0	5,193	-100.0%
Anderson Island	391	3,101	9,594	-67.7%	No Door Counter for Anderson Island			
Bonney Lake	7,787	51,191	236,759	-78.4%	0	0	40,526	-100.0%
Buckley	2,905	26,825	75,254	-64.4%	0	0	85,739	-100.0%
DuPont	4,707	44,439	102,552	-56.7%	0	0	40,886	-100.0%
Eatonville	3,100	27,212	83,473	-67.4%	0	0	48,737	-100.0%
Fife	1,813	21,734	56,981	-61.9%	0	0	60,927	-100.0%
Gig Harbor	22,375	221,257	527,632	-58.1%	0	0	68,953	-100.0%
Graham	6,771	59,008	207,130	-71.5%	0	0	172,678	-100.0%
Inter-Library Loan	257	2,233	3,670	-39.2%	No "visitors" for Inter-Library Loan			
Key Center	5,042	45,454	131,749	-65.5%	0	0	74,835	-100.0%
Lakewood	9,288	106,100	370,450	-71.4%	0	0	94,022	-100.0%
Milton / Edgewood	5,284	44,747	124,782	-64.1%	0	0	182,667	-100.0%
Orting	2,978	27,362	78,480	-65.1%	0	0	59,092	-100.0%
Overdrive	154,815	1,876,075	1,462,769	28.3%	23,737	279,784	271,919	2.9%
Outreach	1,626	13,660	49,960	-72.7%	0	0	33,568	-100.0%
Parkland / Spanaway	8,082	75,416	311,537	-75.8%	0	0	64,363	-100.0%
South Hill	15,225	155,664	454,452	-65.7%	0	0	191,035	-100.0%
Steilacoom	4,400	38,265	101,575	-62.3%	0	0	135,788	-100.0%
Summit	7,708	79,287	194,965	-59.3%	0	0	72,696	-100.0%
Sumner	7,439	85,092	192,923	-55.9%	0	0	82,541	-100.0%
Tillicum	555	6,625	27,675	-76.1%	0	0	88,034	-100.0%
University Place	15,749	155,248	421,272	-63.1%	0	0	55,846	-100.0%
Total	290,804	3,185,950	5,280,506	-39.7%	23,737	279,784	1,930,045	-85.5%

April Checkouts



April 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 April 2021					

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 April 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, and is available at six locations as of April 30, 2021.

Monthly Financial Reports April 30, 2021

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

General Fund

On May 31, the Library recorded \$2,824,000 of property tax and other County distributed revenue. The amount yet to be collected for 2020 is about \$255,000, of which \$80,000 to \$110,000 will be collected throughout 2021. At this time, we have no further concerns about property taxes through 2021.

April

- **On April 30, the Library recorded \$16,438,000 of property tax and other County distributed revenue. The amount yet to be collected for 2020 is about \$288,000, of which \$100,000 to \$150,000 will be collected throughout 2021.**
- **54998. The US Bank Clearing balance for all of 2020 has been reconciled fully to the cent. We are now working on 2021. The reconciliation process largely involves the manual processing of credits that occurred on the US Bank statements.**
- **No other significant activity to note outside of normal monthly operations.**

January - March

- On April 30, the Library recorded \$16,438,000 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.
- 54998. The US Bank Clearing balance for all of 2020 is no being reconciled. 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.
- No other significant activity to note outside of normal monthly operations.
- 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.

- 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

April

- **No significant activity.**

January - March

- 54120. Includes payment to the Barsness Group for the 2021 Libraries Reimagined work.
- 54120. Also includes EHS-I continued work at the Buckley Library.
- 56280. Includes payment for Parkland/Spanaway Library furnishings.

Special Purpose Fund

January-April

- **No significant activity.**

Levy Sustainability Fund

January-April

- **No significant activity.**

Debt Service Fund

January-April

- **No significant activity.**

US BANK Clearing Distributions

2020 has been fully reconciled to the cent. We're now working on getting caught up on 2021.

<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	\$ 157,526.96	\$ - 0 -	-\$ 51.70
February 2021	270,285.27	147,217.21	- 0 -	123,068.06
March 2021	248,778.36	- 0 -	- 0 -	248,778.36
April 2021	344,914.94	- 0 -	- 0 -	344,914.94
2021 YTD	\$ 1,021,453.83	TBD	TBD	\$ 716,709.66

* 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
April 30, 2021**

	GENERAL FUND	SPECIAL PURPOSE FUND	LEVY SUSTAINABILITY FUND	DEBT SERVICE FUND	CAPITAL IMPROVEMENT PROJECTS FUND
ASSETS					
Current Assets					
Cash	\$ 16,720,235	\$ 190,726	\$ 5,307	\$ 134	\$ 119,314
Investments	\$ 1,601,546	\$ 3,917,458	\$ 8,465,152	\$ 88,516	\$ 3,029,117
Accrued Interest on Investments	\$ 3,599	\$ (1,353)	\$ 187	\$ 7	\$ (1,917)
Total Current Assets	\$ 18,325,379	\$ 4,106,831	\$ 8,470,646	\$ 88,657	\$ 3,146,514
TOTAL ASSETS	\$ 18,325,379	\$ 4,106,831	\$ 8,470,646	\$ 88,657	\$ 3,146,514
LIABILITIES					
Current Liabilities					
Warrants Payable*	\$ 2,723	\$ -	\$ -	\$ -	\$ -
Sales Tax Payable*	\$ 98	\$ -	\$ -	\$ -	\$ -
Payroll Payable	\$ 136,354	\$ -	\$ -	\$ -	\$ -
US Bank Payable*	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Liabilities	\$ 139,175	\$ -	\$ -	\$ -	\$ -
TOTAL LIABILITIES	\$ 139,175	\$ -	\$ -	\$ -	\$ -
FUND BALANCE					
Reserve for Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -
Election Set-Aside		\$ 1,020,451	\$ -		
Land/Property/Facility Set-Aside		\$ 2,830,117	\$ -		
Unreserved Fund Balance	\$ 18,186,204	\$ 256,264	\$ 8,470,646	\$ 88,657	\$ 3,146,514
TOTAL FUND BALANCE	\$ 18,186,204	\$ 4,106,831	\$ 8,470,646	\$ 88,657	\$ 3,146,514
TOTAL LIABILITIES & FUND BALANCE	\$ 18,325,379	\$ 4,106,831	\$ 8,470,646	\$ 88,657	\$ 3,146,514
BEGINNING FUND BALANCE, 01/01/20					
	\$ 9,743,273	\$ 3,918,105	\$ 8,467,339	\$ 88,623	\$ 3,240,090
YTD Revenue	\$ 19,573,418	\$ 188,726	\$ 3,307	\$ 34	\$ 38,997
Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -
YTD Expenditures	\$ (11,130,487)	\$ -	\$ -	\$ -	\$ (132,573)
ENDING FUND BALANCE, 04/30/21	\$ 18,186,204	\$ 4,106,831	\$ 8,470,646	\$ 88,657	\$ 3,146,514
TAXES RECEIVABLE	\$ 22,601,596	\$ -	\$ -	\$ -	\$ -

* 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 April 30, 2021**

	<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>HISTORICAL</i> 2/28/2021	<i>HISTORICAL</i> 3/31/2021	<i>CURRENT</i> 4/30/2021
ASSETS													
Current Assets													
Cash	\$ 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	\$ 2,350,277	\$ 16,720,235
Investments	\$ 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	\$ 2,401,546	\$ 1,601,546
Accrued Interest on Investments			\$ 388	\$ 3,597	\$ 3,589	\$ 3,577	\$ 3,577	\$ 3,607	\$ 3,599	\$ 3,599	\$ 3,596	\$ 3,599	\$ 3,599
Deposits Refundable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Assets	\$ 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	\$ 4,755,422	\$ 18,325,379
TOTAL ASSETS	\$ 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	\$ 4,755,422	\$ 18,325,379
LIABILITIES													
Current Liabilities													
Warrants Payable*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,723
Sales Tax Payable*	\$ 10,306	\$ 787	\$ 790	\$ 790	\$ 790	\$ (11)	\$ (11)	\$ (11)	\$ (11)	\$ (11)	\$ 98	\$ 98	\$ 98
Payroll Payable	\$ 130,122	\$ 146,218	\$ 166,532	\$ 129,080	\$ 151,695	\$ 131,399	\$ 131,399	\$ 149,867	\$ 176,335	\$ 137,220	\$ 157,023	\$ 175,831	\$ 136,354
Total Current Liabilities	\$ 140,427	\$ 147,005	\$ 167,321	\$ 129,870	\$ 152,484	\$ 131,388	\$ 131,388	\$ 149,856	\$ 176,324	\$ 137,209	\$ 157,121	\$ 175,929	\$ 139,175
TOTAL LIABILITIES	\$ 140,427	\$ 147,005	\$ 167,321	\$ 129,870	\$ 152,484	\$ 131,388	\$ 131,388	\$ 149,856	\$ 176,324	\$ 137,209	\$ 157,121	\$ 175,929	\$ 139,175
FUND BALANCE													
Reserve for Encumbrance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unreserved Fund Balance	\$ 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	\$ 4,579,493	\$ 18,186,204
TOTAL FUND BALANCE	\$ 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	\$ 4,579,493	\$ 18,186,204
TOTAL LIABILITIES & FUND BALANCE	\$ 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	\$ 4,755,422	\$ 18,325,379
PROPERTY TAXES RECEIVABLE	\$ 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	\$ 39,044,457	\$ 22,601,596

* 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 April 30, 2021

GENERAL FUND - 01	2021 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ 38,353,400	\$ 19,476,418	\$ -	\$ 18,876,982	51%
Other Revenue	\$ 1,044,500	\$ 97,000	\$ -	\$ 947,500	9%
TOTAL REVENUE	\$ 39,397,900	\$ 19,573,418	\$ -	\$ 19,824,482	50%
EXPENDITURES					
Personnel/Taxes and Benefits	\$ 27,623,800	\$ 8,468,833	\$ -	\$ 19,154,967	31%
Materials	\$ 4,582,200	\$ 893,931	\$ -	\$ 3,688,269	20%
Maintenance and Operations	\$ 6,811,900	\$ 1,767,723	\$ -	\$ 5,044,177	26%
Transfers Out & Reserves	\$ 380,000	\$ -	\$ -	\$ 380,000	0%
TOTAL EXPENDITURES	\$ 39,397,900	\$ 11,130,487	\$ -	\$ 28,267,413	28%
Excess/(Deficit)		\$ 8,442,931			
Additional Transfers Out		-			
NET EXCESS (DEFICIT)		\$ 8,442,931			

SPECIAL PURPOSE FUND - 15	2021 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 1,562	\$ -	\$ (1,562)	-
TOTAL REVENUE	\$ -	\$ 1,562	\$ -	\$ (1,562)	-
EXPENDITURES					
Election Costs	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 1,562			
Additional Transfers In		\$ -			
NET EXCESS (DEFICIT)		\$ 1,562			

LEVY SUSTAINABILITY FUND - 16	2021 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 3,307	\$ -	\$ (3,307)	-
TOTAL REVENUE	\$ -	\$ 3,307	\$ -	\$ (3,307)	-
EXPENDITURES					
Election Costs	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 3,307			
Additional Transfers In		\$ -			
NET EXCESS (DEFICIT)		\$ 3,307			

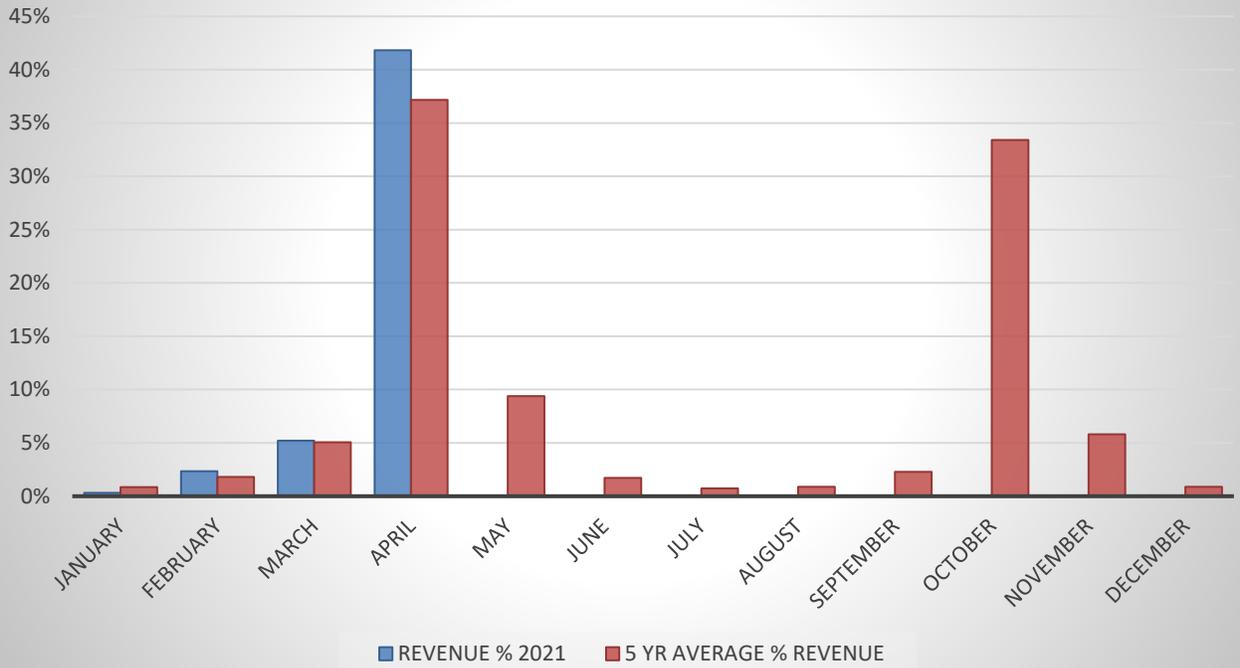
DEBT SERVICE FUND - 20	2021 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ -	\$ -	\$ -	\$ -	-
Other Revenue	\$ -	\$ 34	\$ -	\$ (34)	-
TOTAL REVENUE	\$ -	\$ 34	\$ -	\$ (34)	-
EXPENDITURES					
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
NET EXCESS (DEFICIT)		\$ 34			

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	\$ -	\$ 38,997	\$ -	\$ (38,997)	-
TOTAL REVENUE	\$ 2,095,000	\$ 38,997	\$ -	\$ 2,056,003	2%
EXPENDITURES					
Capital Improvement Projects	\$ 1,845,000	\$ 132,573	\$ -	\$ 1,712,427	7%
TOTAL EXPENDITURES	\$ 1,845,000	\$ 132,573	\$ -	\$ 1,712,427	7%
Excess/(Deficit)		\$ (93,576)			
Additional Transfers In		-			
NET EXCESS (DEFICIT)		\$ (93,576)			

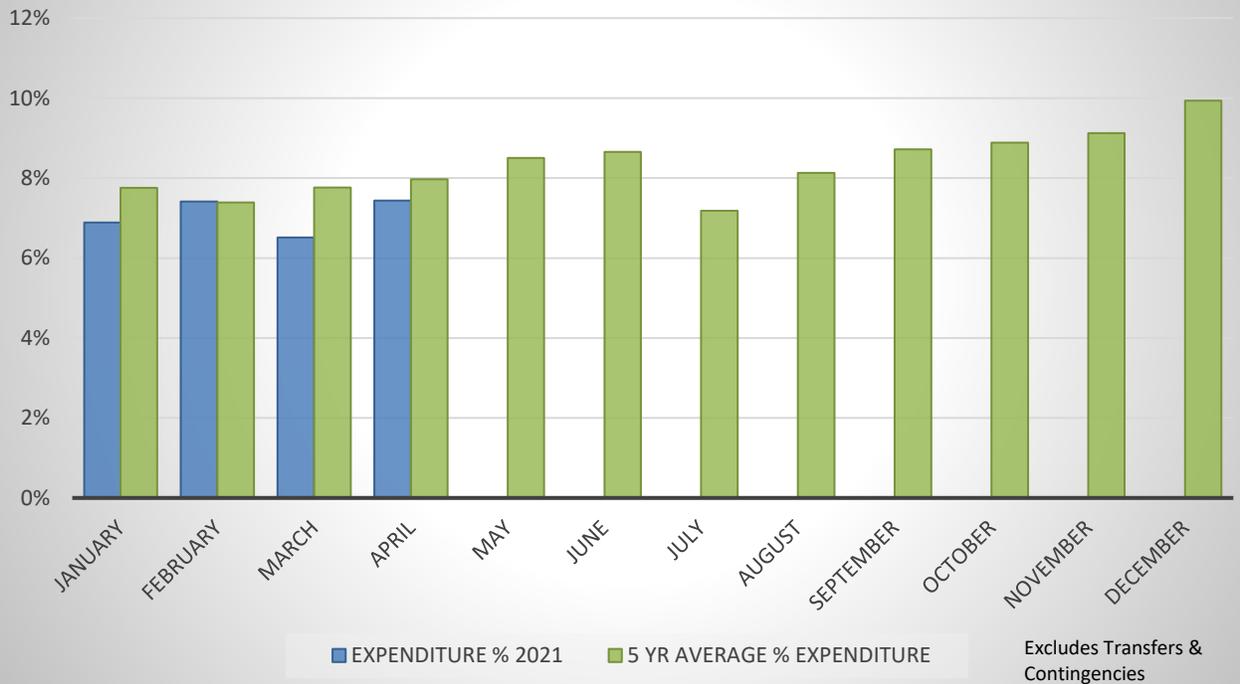
**CASH & INVESTMENTS - SEMI-MONTHLY
2021 - ALL FUNDS COMBINED (EXCLUDES DEBT SERVICE FUND)
- 13 MONTHS MOVING -**



GENERAL FUND - REVENUE TREND (%) THROUGH APRIL 2021



GENERAL FUND - EXPENDITURE TREND (%) THROUGH APRIL 2021



Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 4/30/2021

FUND: GENERAL FUND (01)

Object	2021 Budget	April Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
31111 PROPERTY TAX--CURRENT	37,701,400.00	16,343,009.09	19,131,652.29	0.00	18,569,747.71	50.75
31112 PROPERTY TAX--DELINQUENT	478,000.00	94,524.87	311,328.29	0.00	166,671.71	65.13
31113 PROPERTY TAX--KING COUNTY	60,000.00	7,993.54	10,713.64	0.00	49,286.36	17.86
31130 SALE OF TAX TITLE PROPERTY	6,000.00	0.00	7,456.27	0.00	(1,456.27)	124.27
31720 LEASEHOLD EXCISE TAX	20,000.00	1,440.41	13,411.94	0.00	6,588.06	67.06
31740 TIMBER EXCISE TAX	63,000.00	0.00	0.00	0.00	63,000.00	0.00
TAXES:	38,328,400.00	16,446,967.91	19,474,562.43	0.00	18,853,837.57	50.81
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	1,933.47	9,014.80	0.00	985.20	90.15
36110 INVESTMENT EARNINGS	10,000.00	174.55	1,855.60	0.00	8,144.40	18.56
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	674.01	674.01	0.00	1,325.99	33.70
36915 SALE OF SURPLUS--MATERIALS	4,000.00	3,404.49	14,041.14	0.00	(10,041.14)	351.03
36991 PAYMENT FOR LOST MATERIALS	5,000.00	0.00	71.00	0.00	4,929.00	1.42
36996 JURY DUTY REIMBURSEMENT	0.00	20.00	20.00	0.00	(20.00)	0.00
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	18,010.19	39,115.12	0.00	10,884.88	78.23
CHARGES OTHER:	1,069,500.00	24,216.71	85,202.70	0.00	984,297.30	7.97
39520 INSURANCE RECOVERIES--CAPITAL	0.00	0.00	13,652.91	0.00	(13,652.91)	0.00
TOTAL FOR REVENUE ACCOUNTS	39,397,900.00	16,471,184.62	19,573,418.04	0.00	19,824,481.96	49.68
EXPENSE ACCOUNTS						
51100 SALARIES AND WAGES	20,616,500.00	1,571,379.74	6,063,960.64	0.00	14,552,539.36	29.41
51105 ADDITIONAL HOURS	152,000.00	95.36	10,074.16	0.00	141,925.84	6.63
51106 SHIFT DIFFERENTIAL	186,800.00	8,205.59	43,988.24	0.00	142,811.76	23.55
51107 SUBSTITUTE HOURS	155,000.00	0.00	1,919.32	0.00	153,080.68	1.24
51109 TUITION ASSISTANCE	10,000.00	2,547.67	6,007.56	0.00	3,992.44	60.08
51200 OVERTIME WAGES	19,100.00	761.76	2,754.99	0.00	16,345.01	14.42
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	10,605.34	38,209.48	0.00	162,190.52	19.07
52002 MEDICAL INSURANCE	2,811,800.00	257,636.40	918,630.94	0.00	1,893,169.06	32.67
52003 FICA	1,616,500.00	117,990.92	456,358.99	0.00	1,160,141.01	28.23
52004 RETIREMENT	2,453,200.00	203,620.42	789,033.65	0.00	1,664,166.35	32.16
52005 DENTAL INSURANCE	255,800.00	18,777.57	75,423.63	0.00	180,376.37	29.49
52006 OTHER BENEFIT	30,800.00	2,560.00	9,800.00	0.00	21,000.00	31.82
52010 LIFE AND DISABILITY INSURANCE	87,800.00	7,372.43	29,204.63	0.00	58,595.37	33.26
52020 UNEMPLOYMENT/ PAID FML INSURANCE	30,000.00	9,170.07	23,466.88	0.00	6,533.12	78.22
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	2,210,723.27	8,468,833.11	0.00	19,154,966.89	30.66
53100 OFFICE/OPERATING SUPPLIES--DEP	121,900.00	3,726.12	15,139.09	0.00	106,760.91	12.42
53102 OFFICE/OPERATING SUPPLIES--SUP	77,400.00	0.00	0.00	0.00	77,400.00	0.00

FUND: GENERAL FUND (01)

Object	2021 Budget	April Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
53104 OFFICE/OPERATING SUPPLIES--PUB	67,600.00	13.68	69.76	0.00	67,530.24	0.10
53110 CUSTODIAL SUPPLIES	76,500.00	5,022.23	15,779.49	0.00	60,720.51	20.63
53120 MAINTENANCE SUPPLIES	30,000.00	0.00	4,893.31	0.00	25,106.69	16.31
53130 MATERIAL PROCESSING SUP	16,000.00	0.00	460.54	0.00	15,539.46	2.88
53140 TRAINING SUPPLIES	0.00	0.00	344.01	0.00	(344.01)	0.00
53200 FUEL	35,000.00	0.00	2,272.27	0.00	32,727.73	6.49
53400 MATERIALS COLLECTION	41,000.00	0.00	0.00	0.00	41,000.00	0.00
53401 ADULT AV - CDS	50,000.00	4,328.28	10,082.91	0.00	39,917.09	20.17
53402 ADULT AV - DVD	490,000.00	17,959.33	94,043.95	0.00	395,956.05	19.19
53404 ADULT AV AUDIOBOOKS	40,000.00	2,348.37	12,329.98	0.00	27,670.02	30.82
53405 ADULT BOOK CLUB KITS	3,500.00	753.43	856.47	0.00	2,643.53	24.47
53406 ADULT FICTION	240,000.00	15,373.65	102,607.77	0.00	137,392.23	42.75
53408 ADULT LARGE PRINT	80,000.00	3,081.36	18,475.98	0.00	61,524.02	23.09
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	21,062.60	138,492.30	0.00	176,507.70	43.97
53411 ADULT PAPERBACKS	35,000.00	587.16	2,837.78	0.00	32,162.22	8.11
53412 ADULT PC READS	0.00	0.00	442.24	0.00	(442.24)	0.00
53413 ADULT REFERENCE	11,500.00	0.00	3,103.21	0.00	8,396.79	26.98
53414 ADULT YA FICTION	70,000.00	2,361.31	11,127.46	0.00	58,872.54	15.90
53415 ADULT YA GRAPHIC NOVELS	25,000.00	787.74	10,946.71	0.00	14,053.29	43.79
53416 ADULT YA NONFICTION	20,000.00	1,614.34	4,552.83	0.00	15,447.17	22.76
53417 ADULT AV - DVDNF	50,000.00	7,072.05	16,726.73	0.00	33,273.27	33.45
53418 ADULT GRAPHIC NOVELS	15,000.00	492.18	5,614.72	0.00	9,385.28	37.43
53421 CHILDREN'S STANDING ORDERS	35,000.00	0.00	390.96	0.00	34,609.04	1.12
53422 CHILDREN'S BOOK CLUB KITS	1,500.00	0.00	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	334.20	5,504.24	0.00	1,995.76	73.39
53425 CHILDREN'S FICTION	170,000.00	9,373.94	89,822.22	0.00	80,177.78	52.84
53426 CHILDREN'S GRAPHIC NOVELS	35,000.00	1,097.83	13,780.40	0.00	21,219.60	39.37
53427 CHILDREN'S NONFICTION	160,000.00	7,092.29	71,164.50	0.00	88,835.50	44.48
53428 CHILDREN'S SCIENCE TO GO	4,000.00	3,028.17	5,956.70	0.00	(1,956.70)	148.92
53429 CHILDREN'S STORYTIME	5,000.00	0.00	3,616.33	0.00	1,383.67	72.33
53430 DATABASES	440,000.00	2,802.50	87,312.06	0.00	352,687.94	19.84
53440 EBOOK - REFERENCE	5,000.00	0.00	0.00	0.00	5,000.00	0.00
53441 EBOOKS	745,000.00	0.00	0.00	0.00	745,000.00	0.00
53442 EDOWNLOADABLE AUDIO	700,000.00	0.00	0.00	0.00	700,000.00	0.00
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	73,047.00	69,946.21	0.00	(17,946.21)	134.51
53460 VENDOR PROCESSING	0.00	7,674.74	39,204.61	0.00	(39,204.61)	0.00
53464 VENDOR PROCESSING SERVICES	160,000.00	9.89	2,015.84	0.00	157,984.16	1.26
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	2,830.07	9,127.18	0.00	4,872.82	65.19
53471 WORLD - CHILDREN'S SPANISH	14,000.00	1,111.16	3,788.61	0.00	10,211.39	27.06

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FUND: GENERAL FUND (01)

Object	2021 Budget	April Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
53472 WORLD - CHINESE	5,000.00	3,282.57	4,332.57	0.00	667.43	86.65
53473 WORLD - DVD	0.00	0.00	3,028.09	0.00	(3,028.09)	0.00
53474 WORLD - GERMAN	5,000.00	960.00	1,984.00	0.00	3,016.00	39.68
53475 WORLD - JAPANESE	5,000.00	360.00	720.00	0.00	4,280.00	14.40
53476 WORLD - KOREAN	19,000.00	900.00	10,657.73	0.00	8,342.27	56.09
53477 WORLD - TAGALOG	14,000.00	0.00	1,541.31	0.00	12,458.69	11.01
53478 WORLD - VIETNAMESE	10,000.00	525.00	5,392.47	0.00	4,607.53	53.92
53479 WORLD - RUSSIAN	14,000.00	1,833.13	13,784.76	0.00	215.24	98.46
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	808.62	6,703.27	0.00	33,296.73	16.76
53482 YOUTH DVD - FTY	45,000.00	4,771.11	8,827.92	0.00	36,172.08	19.62
53483 YOUTH YA AUDIO BOOKS	3,000.00	53.68	137.21	0.00	2,862.79	4.57
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	3,695.49	0.00	30,304.51	10.87
53502 TECHNOLOGY HARDWARE--PUBLIC	200,000.00	0.00	9,906.00	0.00	190,094.00	4.95
53503 TECHNOLOGY HARDWARE--STAFF	300,000.00	545.10	105,516.05	0.00	194,483.95	35.17
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	6,000.00	19,546.39	0.00	491,253.61	3.83
53506 SOFTWARE/LICENSES/HOST--INFRA	423,000.00	0.00	1,708.71	0.00	421,291.29	0.40
53510 FURNISHINGS--PUBLIC	95,000.00	3,976.97	5,092.41	0.00	89,907.59	5.36
53515 FURNISHINGS--STAFF	97,500.00	0.00	14,267.41	0.00	83,232.59	14.63
54100 INDEPENDENT CONTRACTORS	179,700.00	10,508.58	20,897.22	0.00	158,802.78	11.63
54104 INDEPENDENT CONTRACTORS--INFRA	25,000.00	0.00	0.00	0.00	25,000.00	0.00
54110 PERFORMER SERVICES	28,000.00	975.00	3,225.00	0.00	24,775.00	11.52
54120 CONTRACTUAL SERVICES	339,100.00	33,531.93	155,168.80	0.00	183,931.20	45.76
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	1,936.00	0.00	53,064.00	3.52
54162 BIBLIOGRAPHIC & RELATED SERVIC	0.00	4,107.34	16,429.36	0.00	(16,429.36)	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	0.00	183.27	0.00	2,816.73	6.11
54200 POSTAGE	73,200.00	10,000.00	20,605.25	0.00	52,594.75	28.15
54201 SHIPPING	0.00	4,865.50	5,191.20	0.00	(5,191.20)	0.00
54210 TELECOM SERVICES--PHONES	50,000.00	679.22	11,664.20	0.00	38,335.80	23.33
54211 TELECOM SERVICES--CELLPHONES	76,200.00	0.00	4,889.38	0.00	71,310.62	6.42
54212 TELECOM SERVICES--INTERNET	668,000.00	0.00	74,795.62	0.00	593,204.38	11.20
54300 TRAVEL AND TOLLS	53,100.00	0.00	146.80	0.00	52,953.20	0.28
54301 MILEAGE REIMBURSEMENTS	58,500.00	3,365.52	14,484.53	0.00	44,015.47	24.76
54400 ADVERTISING	138,000.00	2,500.00	14,900.37	0.00	123,099.63	10.80
54501 RENTALS/LEASES--BUILDINGS	492,900.00	24,346.60	167,624.65	0.00	325,275.35	34.01
54502 RENTALS/LEASES--EQUIPMENT	188,900.00	7,061.14	28,872.90	0.00	160,027.10	15.28
54600 INSURANCE	270,000.00	0.00	0.00	0.00	270,000.00	0.00
54700 ELECTRICITY	265,000.00	8,526.72	77,979.69	0.00	187,020.31	29.43
54701 NATURAL GAS	12,000.00	969.02	7,291.16	0.00	4,708.84	60.76
54702 WATER	30,000.00	1,309.20	8,417.84	0.00	21,582.16	28.06
54703 SEWER	34,000.00	1,743.81	9,065.57	0.00	24,934.43	26.66
54704 REFUSE	36,000.00	268.98	8,287.48	0.00	27,712.52	23.02
54800 GENERAL REPAIRS/MAINTENANCE	381,500.00	34,918.28	104,263.12	0.00	277,236.88	27.33
54801 CONTRACTED MAINTENANCE	475,300.00	2,639.45	37,437.40	0.00	437,862.60	7.88

Pierce County Library System
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FUND: GENERAL FUND (01)

Object	2021 Budget	April Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
54805 VEHICLE REPAIR AND MAINTENANCE	65,000.00	0.00	231.11	0.00	64,768.89	0.36
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
54900 INDIVIDUAL REGISTRATIONS	76,300.00	(210.00)	118.61	0.00	76,181.39	0.16
54901 ORGANIZATIONAL REGISTRATIONS	1,500.00	0.00	0.00	0.00	1,500.00	0.00
54902 DUES AND MEMBERSHIPS	54,000.00	0.00	21,833.60	0.00	32,166.40	40.43
54903 LICENSES AND FEES {{OLD}}	0.00	211.95	850.75	0.00	(850.75)	0.00
54904 LICENSES	5,500.00	110.00	590.38	0.00	4,909.62	10.73
54905 FEES	80,500.00	1,005.33	4,287.58	0.00	76,212.42	5.33
54906 TAXES AND ASSESSMENTS	0.00	24,321.19	24,321.19	0.00	(24,321.19)	0.00
54911 FOUNDATION IMPACT PROJECTS	95,500.00	2,494.15	29,859.25	0.00	65,640.75	31.27
54912 CONTINGENCY	270,000.00	0.00	0.00	0.00	270,000.00	0.00
54998 US BANK CLEARING	0.00	321,388.23	693,182.95	0.00	(693,182.95)	0.00
59711 TRANSFERS OUT--FUTURE ELECTION	80,000.00	0.00	0.00	0.00	80,000.00	0.00
59712 TRANSFERS OUT--FUTURE LAND, PR	300,000.00	0.00	0.00	0.00	300,000.00	0.00
ALL OTHER EXPENSES	11,774,100.00	720,638.94	2,661,653.69	0.00	9,112,446.31	22.61
NEED A CATEGORY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR EXPENSE ACCOUNTS	39,397,900.00	2,931,362.21	11,130,486.80	0.00	28,267,413.20	28.25
NET SURPLUS / DEFICIT	0.00	13,539,822.41	8,442,931.24	0.00	(8,442,931.24)	0.00

FUND: SPECIAL PURPOSE FUND (15)

Object	2021 Budget	April 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	316.20	1,562.16	0.00	(1,562.16)	0.00
CHARGES OTHER:	0.00	316.20	1,562.16	0.00	(1,562.16)	0.00
39511 SALE OF CAPITAL ASSETS (PCLS)	0.00	0.00	187,164.00	0.00	(187,164.00)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	316.20	188,726.16	0.00	(188,726.16)	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	316.20	188,726.16	0.00	(188,726.16)	0.00

FUND: LEVY SUSTAINABILITY FUND (16)

Object	2021 Budget	April 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	683.24	3,306.78	0.00	(3,306.78)	0.00
CHARGES OTHER:	0.00	683.24	3,306.78	0.00	(3,306.78)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	683.24	3,306.78	0.00	(3,306.78)	0.00
NET SURPLUS / DEFICIT	0.00	683.24	3,306.78	0.00	(3,306.78)	0.00

Pierce County Library System
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FUND: DEBT SERVICE FUND (20)

Object	2021 Budget	April Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
36110 INVESTMENT EARNINGS	0.00	7.04	33.81	0.00	(33.81)	0.00
CHARGES OTHER:	0.00	7.04	33.81	0.00	(33.81)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	7.04	33.81	0.00	(33.81)	0.00
NET SURPLUS / DEFICIT	0.00	7.04	33.81	0.00	(33.81)	0.00

Pierce County Library System
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 Report as of: 4/30/2021

FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)

Object	2021 Budget	April 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	250.14	1,253.74	0.00	(1,253.74)	0.00
CHARGES OTHER:	2,095,000.00	250.14	1,253.74	0.00	2,093,746.26	0.06
39511 SALE OF CAPITAL ASSETS (PCLS)	0.00	0.00	30,000.00	0.00	(30,000.00)	0.00
39520 INSURANCE RECOVERIES--CAPITAL	0.00	7,743.29	7,743.29	0.00	(7,743.29)	0.00
TOTAL FOR REVENUE ACCOUNTS	2,095,000.00	7,993.43	38,997.03	0.00	2,056,002.97	1.86
EXPENSE ACCOUNTS						
54100 INDEPENDENT CONTRACTORS	425,000.00	0.00	0.00	0.00	425,000.00	0.00
54120 CONTRACTUAL SERVICES	0.00	8,440.32	108,850.54	0.00	(108,850.54)	0.00
54150 LEGAL SERVICES	0.00	0.00	210.00	0.00	(210.00)	0.00
54160 ARCHITECTURAL/ENGR SERVICES	0.00	0.00	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	8,440.32	132,573.24	0.00	1,712,426.76	7.19
NET SURPLUS / DEFICIT	250,000.00	(446.89)	(93,576.21)	0.00	343,576.21	(37.43)

MEMO



Date: May 27, 2021

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

From: Customer Experience Managers Kayce Austin and Meghan Sullivan

Subject: Branch Services Report

Customer Experiences

A customer from Fife let us know that the technology she used at the Library helped her send groceries to her children in Spokane, as she was able to redeem the Monopoly tokens through Safeway's online shopping portal. And many customers who don't have access to technology at home have come in to use the computers to renew their licenses online (as the Department of Licensing offices are booking out several months).

One customer from Graham was so impressed with the system's Interlibrary Loan (ILL) service: He just read a book that "came from Arkansas!" and asked "How do we do that?" After briefly hearing about the worldwide catalog and how the Library can get books from anywhere, he said he thought King County was a good system, but that Pierce County system is better.

Two young customers from Eatonville sent cards expressing their love for the library: "I have enjoyed getting books this year. I love the library! Thank you! "Thank you for all the books. Some of them I have really liked. My Favorite books that we got from you recently were the Theodore Boone Books. Another customer wrote, "I want to be a lawyer when I grow up, and it was a bout a kid lawyer so I really enjoyed it. Plus it was by John Grisham (a good author)."

After exchanging several emails fine-tuning a Grab Bag Request, a customer from Buckley responded with a nice thank you email: "The funny thing is, the last time I used the library for a lot of serious research it was before the library had computers. Thanks so much for your suggestions!"

Serving ALICE Households

Our Priority Audience Committee has begun work on a report for each library location that will share local statistics and living situations of ALICE households. This information will help branch staff better understand ALICE households in their service area. This understanding will enable them to evaluate what programs would be valuable, where the Library can help the most, and what adjustments could be made locally to better support ALICE households.

The Library created and presented training on Gale Analytics, and Mosaic profiles to help staff identify ALICE households in their community, and common characteristics that the households may share.

Operational Highlights

Staff at GHM, MIL, STL, and TIL are actively preparing for reopening. Frontline staff have worked to provide suggestions, ideas, and local solutions to ready our spaces to welcome the public.

Initiatives Highlights

Four staff from Graham have been helping serve outreach customers homebound service by researching materials and placing holds for their customers. Staff have received comments from their customers about the outstanding work they do. This message was sent to one of our BOSs (Branch Outreach Staff) in April: The home manager of one particular home said, "Everyone loves to be surprised at the selections you provide." So thank you all for helping bring the element of surprise and great selections to these happy customers.

Community Engagement Highlights

Staff at multiple locations continue to promote the Library's Big Umbrella StoryWalk. Tillicum staff have been communicating with local community organizations: Andrew Kruse, director of Tillicum Faith Center for placing Big Umbrella activity booklets out for children who attend the Center; Clover Park School District to finalize the MOU for Big Umbrella; and with representatives of the Tillicum Elementary School and Head Start for promoting the Big Umbrella. From a StoryWalk survey card received at SUM: "We were surprised, amazed, and loved to walk through a book in our favorite park, such an added feature to our frequent visits there."

University Place resident (and former City of University Place Mayor) Debbie Klosowski, emailed a kind note to members of the UP for Arts group: Walked the Chambers Bay Loop this morning. If you start at north parking lot near playground and head north to the overlook before going down the hill, there are several small banners with a story called "The Umbrella" --- it's really neat!

New Business

MEMO



Date: June 1, 2021

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

From: Clifford Jo, Finance & Business Director

Subject: 2020 Yearend Financial Review

Attached are the following 2020 year-end statements:

- Yearend Actuals—General Fund
- Yearend Actuals—Special Purpose Fund
- Yearend Actuals—Levy Sustainability Fund

(The Yearend Actuals for the Capital Improvement Fund to be provided during the July 2021 Board meeting.)

Below are major aspects of the yearend statements for each fund. Attached is a resolution to close the 2020 fiscal year.

- GENERAL FUND -

Revenues

New revenues were recorded at +\$42,375 (0.11%) more than the amended budget, which was reduced last summer in response to anticipated financial impacts due to COVID. Because we are in Phase 1 of the levy sustainability curve, any property tax revenues that are above our anticipated operational needs are considered for deposits into the Levy Sustainability Fund instead of the General Fund. In December 2020, we estimated yearend revenue needs based on November's tax receipts, and deposited nearly \$3 million of available property taxes into the Levy Sustainability Fund.

Donations, including Foundation donor distributions, were slightly higher than budget, consistent to the yearend report provided to the Board in January. Library Fines, the second highest source of revenues (excluding reimbursements), came in higher than the amended budget by +\$12,594 (14.82%). E-Rate and other sources came in slightly higher by +\$23,157 (+3.67%). Investment returns came in significantly lower than the amended budget by -\$11,441 (-22.88%) largely due to continuing efforts by the federal government to counter the economic effects of COVID. The net of all other non-tax revenue was over by +\$42,375 (+0.11%) than budgeted. The desirable outcome of revenue is to be right around budget as the remainder of the monies are placed into the Levy Sustainability Fund for future operating use.

Expenditures

Total expenditures came in under budget by -\$658,726 (-1.69%). Of this amount \$500,000 was planned.

- Personnel costs were under budget by -\$256,528 (-1.02%) due in part to the staffing strategies implemented in response to limited library services as well as the impacts from the Governor’s orders regarding COVID.
- Collection expenditures were under budget -\$172,551 (-4.34%). Some purchases made in late 2020 were paid in January 2021, largely due to late year timing of accounts payable.
- Maintenance and operations, also came in significantly under budget by -\$1,029,648 (-15.35%) and was largely due to not spending the contingency, which was a planned strategy for the amended budget.
- Transfers increased to the Future Land, Property, and Facilities committed setaside in the Special Purpose Fund. Transfer to the Capital Improvement Fund was also increased.

Taken in total, the net of revenues and expenditures was a positive balance of \$701,101. Of this amount, \$500,000 was planned. Thus, the net savings is closer to \$201,000.

2020 Yearend Cash Balance (General Fund)

The net effect for the cash balance is recorded as follows:

Beginning Cash & Investments Balance (Jan 1)*	\$ 9,189,093.16
Add: Net of revenues less expenditures	701,101.76
Less: Difference in beginning/ending payables/cross-year payments	<u>5,914.10</u>
Ending Cash & Investments Balance (Dec 31).....	<u>\$ 9,896,109.02**</u>

* Excludes petty cash, and KeyBank and Columbia Bank cash balances, which combined are \$19,997.54.

** Because the Library’s accounting is “cash basis”, the amount of cash does not reflect the invoices that are recorded but not yet paid.

- CAPITAL IMPROVEMENT FUND NOTES -

Revenues and Transfers

Total new revenues were recorded at \$12,750.92, all of which were investment returns. Transfers to the Capital Improvement Fund to pay for capital projects were increased from \$1.35 million to \$1.95 million, which was a strategy done to increase the cash balance available in 2021 to pay for projects while postponing the usual full transfer.

Expenditures

The original budget for capital improvement projects was \$2,345,000. Total actual expenditures was \$905,627.65, most of which paid for the following projects:

- Parkland/Spanaway Library refresh
- EDEN Financial/HR System Replacement
- Buckley Library Site Evaluation
- University Place 5,000 sq. ft. expansion space (payment year 9 of 10)

2020 Yearend Cash Balance (Capital Improvement Fund)

The Capital Improvement Fund balance is therefore recorded as follows:

Beginning Cash & Investments Balance (Jan 1).....	\$ 2,182,966.71
Add: Net of revenues less expenditures.....	1,057,123.27
Less: Difference in beginning/ending payables/cross-year payments.....	(0.00)
Ending Cash & Investments Balance (Dec 31).....	<u>\$ 3,240,089.98</u>

- SPECIAL PURPOSE FUND NOTES -

The Special Purpose Fund is used to pay for projects and programs, and also holds committed set asides. For 2020, the only activity was interest returns.

Revenues and Transfers

Total new revenues were recorded at \$13,622.75, all of which is from investment returns. Transfers to the Special Purpose Fund for future uses were \$1,780,000, an increase of 700,000 over the original budget.

Expenditures

The only expenditure in the SPF was to transfer 2019 property tax revenue of \$5,450,000 over to the newly created Levy Sustainability Fund.

2020 Yearend Cash Balance (Special Purpose Fund)

The Special Purpose Fund balance is recorded as follows:

Beginning Cash Balance (Jan 1)	\$ 7,574,482.26
Add: Net of revenue less expenditures.....	(3,656,377.25)
Less: Difference in beginning/ending payables/cross-year payments	(0.00)
Ending Cash Balance (Dec 31)	<u>\$ 3,918,105.01</u>

- LEVY SUSTAINABILITY FUND NOTES -

In 2019, the Board approved the creation of a new Special Revenue Fund, called the Levy Sustainability Fund. Its purpose is to accumulate funds during the first phase of levy sustainability, when revenue exceeds expenditures, and then release funds to the General Fund when expenditures exceed revenue. The Board approved transferring \$5.45 million out of the Special Purpose Fund effective January 1, 2020 and to be designated as committed for future funding sustainability. An additional \$2,983,000 was transferred in late 2020 to create a fund balance approaching \$8.5 million. Another \$34,339.28 in investment revenue was added to the fund.

2020 Yearend Cash Balance (Levy Sustainability Fund)

The Special Purpose Fund balance is recorded as follows:

Beginning Cash Balance (Jan 1)	\$ - 0 -
Add: Net of revenue less expenditures.....	8,467,339.28
Less: Difference in beginning/ending payables/cross-year payments	(0.00)
Ending Cash Balance (Dec 31)	<u>\$ 8,467,339.28</u>

- DEBT SERVICE FUND NOTES -

The Debt Service Fund is used to pay debt owed, for example bond payments. The Library has been debt-free since 2002. Any financial activity since then in this fund is due to unanticipated revenues and fees. The Debt Service Fund balance is recorded as follows:

Beginning Cash & Investments Balance (Jan 1).....	\$ 88,085.21
Add: Net of revenue less expenditures.....	537.19
Less: Difference in beginning/ending payables/cross-year payments	(0.00)
Ending Cash & Investments Balance (Dec 31).....	<u>\$ 88,622.70</u>

- TOTAL CASH & INVESTMENTS BALANCES IN ALL FUNDS -

DECEMBER 31, 2020

The Library’s total cash & investments balance in all funds is as follows:

General Fund.....	\$ 9,896,109.02
Capital Improvement Fund	3,240,089.98
Special Purpose Fund.....	3,918,105.01
Levy Sustainability Fund	8,467,339.28
Debt Services	<u>88,622.70</u>
Total Combined Cash & Investments Balance	<u>\$ 25,610,265.99*</u>
Change since 1/1/2020.....	+\$ 6,575,638.65

* Due to the Library being a cash basis entity (versus modified accrual), these numbers are cash and investments as of 12/31/2020, adjusted by the difference between beginning and ending warrants payable.

GENERAL FUND

YEAREND DECEMBER 31, 2020	2020 Amending	2020 Yearend	Change (\$)	Change (%)
-- REVENUE --				
Property Taxes	\$ 37,535,500	\$ 37,614,816	\$ 79,316	0.21%
Excise Taxes (Leasehold & Timber)	83,000	125,658	42,658	51.40%
Intergovernmental Sources (e.g., Grants)	15,000	33,884	18,884	125.89%
Fees (Printer, Fax, Copier)	43,500	41,150	(2,350)	-5.40%
Fines	85,000	97,594	12,594	14.82%
Investment Income	50,000	38,559	(11,441)	-22.88%
Sales of Goods/Services	1,000	1,845	845	84.52%
Donors & Reimbursements	268,000	280,250	12,250	4.57%
Opportunity Donations	160,000	26,462	(133,538)	-83.46%
Other (Erate, P-card Rebates, Unclaimed Property)	631,000	654,157	23,157	3.67%
TOTAL REVENUE	\$ 38,872,000	\$ 38,914,375	\$ 42,375	0.11%
-- EXPENDITURES --				
PERSONNEL				
Salaries & Wages	\$ 18,347,900	\$ 18,356,385	\$ 8,485	0.05%
Overtime Wages	22,800	16,409	(6,391)	-28.03%
Employee Benefits	6,892,200	6,633,578	(258,622)	-3.75%
TOTAL PERSONNEL	\$ 25,262,900	\$ 25,006,372	\$ (256,528)	-1.02%
MAINTENANCE & OPERATIONS				
Supplies and Consumables	\$ 268,800	\$ 376,498	\$ 107,698	40.07%
Fuel	20,000	13,633	(6,367)	-31.84%
Equipment (Computers, Software, Furnishings)	1,658,100	1,484,881	(173,219)	-10.45%
Professional, Legal, Other Services	727,500	455,346	(272,154)	-37.41%
Networking, Phones, Postage	724,000	860,833	136,833	18.90%
Travel & Mileage	117,800	59,256	(58,544)	-49.70%
Advertising	81,800	75,343	(6,457)	-7.89%
Rentals & Leases	615,600	649,248	33,648	5.47%
Insurance	270,000	532,729	262,729	97.31%
Utilities	377,000	369,833	(7,167)	-1.90%
Repairs & Maintenance, Maintenance Contracts	780,900	676,027	(104,873)	-13.43%
Registrations	80,300	13,090	(67,211)	-83.70%
Dues, Taxes, Licenses, Fees, Misc Expenses	165,500	107,630	(57,870)	-34.97%
Contingency	820,000	4,572	(815,428)	-99.44%
Other Miscellaneous	-	(1,268)	(1,268)	new
TOTAL MAINTENANCE & OPERATIONS	\$ 6,707,300	\$ 5,677,652	\$ (1,029,648)	-15.35%
MATERIALS				
Books, DVDs, Music, eBooks, Databases	\$ 3,971,800	\$ 3,799,249	\$ (172,551)	-4.34%
SET-ASIDES & TRANSFERS				
Capital Fund Transfer	\$ 1,350,000	1,950,000	\$ 600,000	44.44%
Special Purpose Fund Transfer	1,080,000	1,780,000	700,000	64.81%
Annual Sustainability Setaside	500,000	-	(500,000)	-100.00%
TOTAL SET-ASIDES AND TRANSFERS	\$ 2,930,000	\$ 3,730,000	\$ 800,000	27.30%
TOTAL EXPENDITURES	\$ 38,872,000	\$ 38,213,274	\$ (658,726)	-1.69%
NET OF REVENUE AND EXPENDITURES	\$ -	\$ 701,101	\$ 701,101	new

SPECIAL PURPOSE FUND

ACTUALS AS OF DECEMBER 31, 2020	2020 Amended	2020 Actuals	Change (\$)	Change (%)	Notes
-- FUNDING SOURCES --					
USE OF FUND BALANCE					
Use of Special Purpose Election Set Aside	\$ -	\$ -	\$ -		
NEW REVENUE					
Transfer from General Fund	\$ 1,080,000	\$ 1,780,000.00	\$ 700,000.00	64.81%	Additional amounts transferred
Investment Income	30,000	13,622.75	(16,377.25)	-54.59%	Due to decreased return rates
TOTAL NEW REVENUE	\$ 1,110,000	\$ 1,793,622.75	\$ 683,622.75	61.59%	
TOTAL FUNDS AVAILABLE	\$ 1,110,000	\$ 1,793,622.75	\$ 683,622.75	61.59%	
-- EXPENDITURES --					
PROJECTS					
None occurred in 2020	\$ -	\$ -	\$ -		
TOTAL PROJECTS	\$ -	\$ -	\$ -		
TOTAL EXPENDITURES	\$ -	\$ -	\$ -		
NET OF FUNDING SOURCES AND EXPENDITURES (TO BE DESIGNATED AS RESERVED DURING THE FY)	\$ 1,110,000	\$ 1,793,622.75	\$ 683,622.75	61.59%	
-- COMMITTED SET-ASIDES IN FUND BALANCE --					
Future Election Costs	\$ 940,451	\$ 1,020,450.68	\$ 80,000.00	8.51%	
Future Land, Property & Facilities	1,130,117	2,830,116.55	1,700,000.00	150.43%	
Sustainability for Future Operations*	5,503,915	5,450,000.00	(53,915.03)	-0.98%	Balance to be transferred in 2021
TOTAL COMMITTED SET-ASIDES	\$ 7,574,482	\$ 9,300,567.23	\$ 1,726,084.97	22.79%	

* This amount was designated by the Board as "Committed" on 12/11/2019 and \$5.45 million was moved to the Levy Sustainability Fund on 1/1/2020

LEVY SUSTAINABILITY FUND

ACTUALS AS OF DECEMBER 31, 2020	2020 Final	2020 Actuals	Change (\$)	Change (%)	Notes
-- FUNDING SOURCES --					
USE OF FUND BALANCE					
Use of Levy Sustainability Set Aside	\$ -	\$ -	\$ -		
NEW REVENUE					
Transfer from Special Purpose Fund	\$ 5,450,000	\$ 5,450,000	\$ -		
Property Taxes (Funding Cycle Revenue)	3,473,600	2,983,000	(490,600)	-14.12%	
Investment Income	60,000	34,339	(25,661)	-42.77%	
TOTAL NEW REVENUE	\$ 8,983,600	\$ 8,467,339	\$ (516,261)	-5.75%	
TOTAL FUNDS AVAILABLE	\$ 8,983,600	\$ 8,467,339	\$ (516,261)	-5.75%	
-- OUTFLOWS --					
EXPENDITURES					
None occurred	\$ -	\$ -	\$ -		
TOTAL EXPENDITURES	\$ -	\$ -	\$ -		
TRANSFERS OUT					
None occurred	\$ -	\$ -	\$ -		
TOTAL TRANSFERS	\$ -	\$ -	\$ -		
TOTAL EXPENDITURES	\$ -	\$ -	\$ -		
NET OF FUNDING SOURCES AND OUTFLOWS (TO BE DESIGNATED AS COMMITTED DURING THE FY)	\$ 8,983,600	\$ 8,467,339	\$ (516,261)	-5.75%	
-- COMMITTED SET-ASIDES IN FUND BALANCE --					
PROJECTED BALANCES AS OF 12/31					
Levy Sustainability for Future Operations	\$ -	\$ 8,144,000	\$ 8,144,000	new	Unreserved cash will be designated as
TOTAL COMMITTED SET-ASIDES	\$ -	\$ 8,144,000	\$ 8,144,000	new	"committed" in December 2021

RESOLUTION NO. 2021-07
A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PIERCE COUNTY RURAL LIBRARY DISTRICT
TO CLOSE THE 2020 FISCAL YEAR

WHEREAS, on December 11, 2019 the Board of Trustees approved Pierce County Rural Library District's (the Library) 2020 fiscal year General Fund budget at \$39,743,900 and Capital Improvement Fund budget at \$2,345,000, and

WHEREAS, on July 8, 2020, the Board of Trustees approved an amended budget as a response to the economic realities due to COVID, and

WHEREAS, the Library reviewed fiscal year results for 2020 and determined that compared to the originally approved budget, the net of revenues and expenditures for the General Fund resulted in a positive balance of \$701,101.76 contributing to cash flow needs and other uses, and

WHEREAS, capital improvement expenditures were less than originally planned and therefore used no fund balance to pay for capital projects, and

WHEREAS, special purpose fund project transfer to the levy sustainability fund during the 2020 fiscal year occurred as planned, and

WHEREAS, there were no expenditures in the levy sustainability fund as planned, and

WHEREAS, the Library's Fiscal Management Policy allows the Board of Trustees to transfer unanticipated revenues and savings from one fund to another fund, and

WHEREAS, from the 2020 fiscal year results the Library proposes no redistribution of any funds to other funds, and,

WHEREAS, the remaining balances from 2020 results will reside within their respective funds to be allocated according to need in 2021, now, therefore,

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

The 2020 fiscal year is hereby closed.

PASSED AND APPROVED THIS 9TH DAY OF JUNE, 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 _____

Board Education and Service Reports

MEMO



Date: June 9, 2021
To: Chair Pat Jenkins and Members of the Board of Trustees
From: Dean Carrell, Foundation Director
Subject: Foundation Progress

The Pierce County Library Foundation celebrated its 50th anniversary last year, and is honored to promote and build support for the Pierce County Library System as it celebrates its 75th anniversary.

The Library Board of Trustees has invested in the Library Foundation's progress over the years, including supporting a recent fundraising feasibility study regarding the potential for a capital fundraising campaign for new library buildings, and growing the Library's Foundation Department to support its efforts to increase and expand resources for the Library. These investments will help firmly establish Pierce County Library System on the philanthropic map, will assist the Pierce County Library Foundation in becoming one of the premier boards to serve on in Pierce County, and will help transform the Foundation Board and Staff for long-term organizational maturity, sustainability, and success.

During the Board meeting, the Foundation is pleased to share a high-level summary regarding how it has progressed since its origins, its current state, and a vision for its future.



Corporate Giving Opportunities



Pierce County
Library Foundation



Learning at Home

Employment Assistance
&
Readiness

Technology
Access for All

Corporate & Foundation Giving Program

The Corporate and Foundation Giving Program offers rewarding recognition opportunities for local businesses, corporations and foundations that make significant investments in the Pierce County Library System services and programs.

Corporate and Foundation partner businesses are recognized by the Pierce County Library Foundation and receive multiple marketing and engagement benefits.

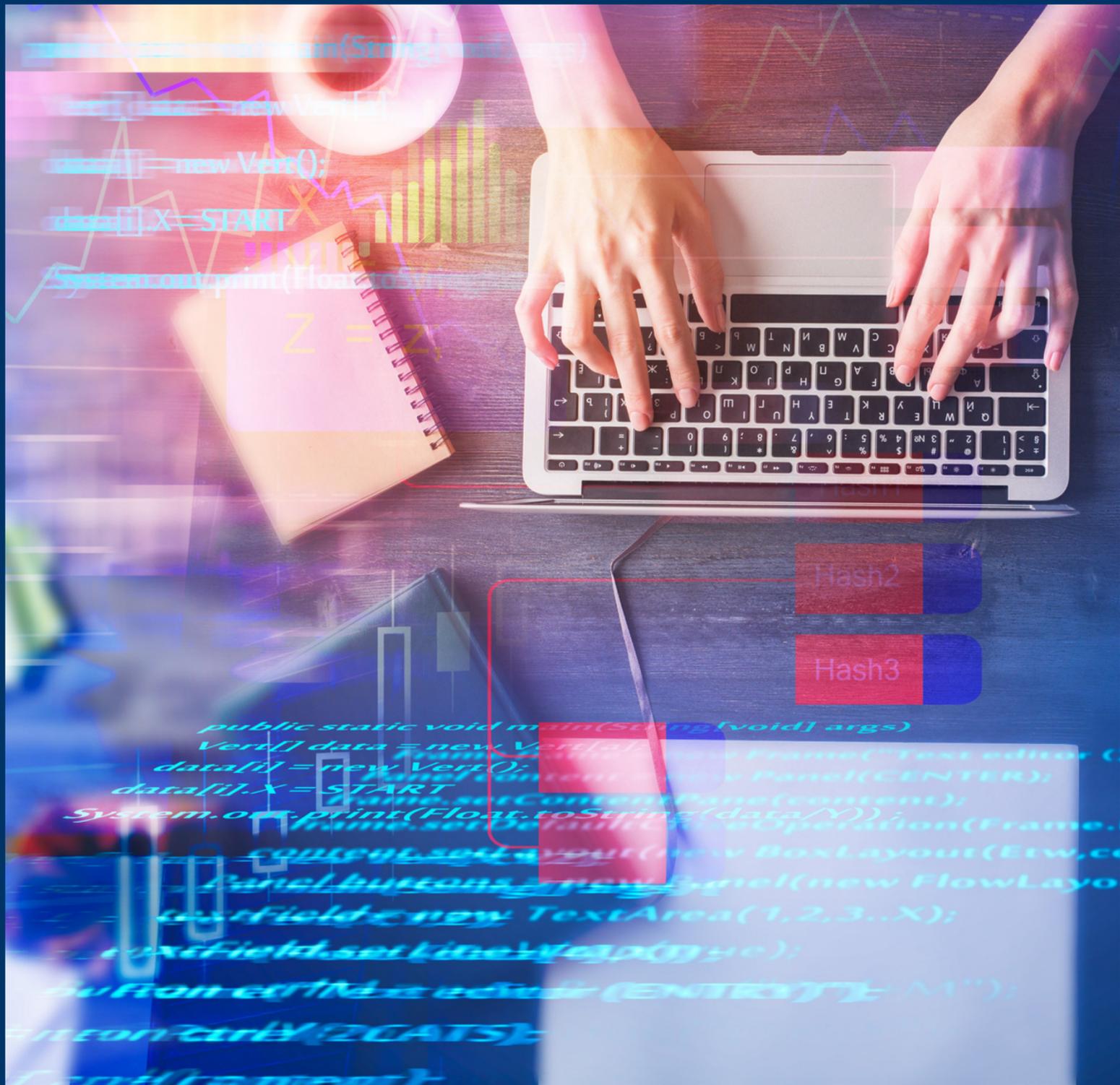


Make an impact.

Generous funding from corporate and foundation donors contribute to a thriving Pierce County Library System (PCLS) and develop a stronger, better future for everyone in our community.

Spark success.





Strategic Support Areas

Your generosity strengthens the Library's ability to meet the needs of our diverse community, and acts as an investment to enhance services and resources in three strategic areas of support.

Learning at Home

...additional learn from home resources for students and parents.

Employment Assistance

...the Job + Business Center provides tools for customers to assist in the job search, create resumes, prepare for interviews, and update professional skills through online certifications.

Technology Access

...increase customer access to technology through services such as mobile printing and expanded free WiFi.

Corporate Giving Program - Benefits

\$1,000 TO \$2,499

- An invitation for four (4) to the PCLF Signature Trivia BEE Event
- Name recognition as an annual Foundation Corporate Partner in the Library's Annual Report to customers (digital & print)
- Name recognition as an annual Foundation Corporate Partner in the Library's e-newsletter to customers (reaching approximately 75,000 households)

\$2,500 TO \$4,999

- An invitation for four (4) the PCLF Signature Trivia BEE Event
- Logo recognition as an annual Foundation Corporate Partner in the Library's Annual Report to customers (digital & print)
- Logo recognition as an annual Foundation Corporate Partner in the Library's e-newsletter to customers (reaching approximately 75,000 households)

\$5,000 AND HIGHER

All of the above, plus:

- An invitation for six (6) to the PCLF Signature Trivia BEE Event
- Program sponsorship recognition, including your logo with a link to your business website on dedicated promotional materials



Let's Connect

The Pierce County Library Foundation offers several unique sponsorship opportunities that can amplify your business support and involvement in the Library community.

Contact Christina Greene, Major Gifts Officer, to start your partnership journey to support the critical work of the Pierce County Library System.

E: cgreene@piercecountylibrary.org

O: 253-548-3458

The Foundation accepts gifts of cash or in-kind goods and services. Donations are tax-deductible to the extent allowed by the law.

EIN: 51-0180293



Thank You.



Officers Reports

MEMO



Date: June 1, 2021

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

From: Kayce Austin, Customer Experience Manager and Meghan Sullivan, Customer Experience Manager

Subject: COVID-19 Reopening Update

The Library continues to offer technology services in person at six locations. They include Lakewood, Parkland/Spanaway, Buckley, Fife, Key Center, and Eatonville. In addition to these libraries, planning efforts continue to launch in-building browsing and technology services at our other locations. We expect to have three locations, Graham, Milton/Edgewood, and Steilacoom, open with limited hours and capacity in early June. We will work to open additional locations regularly in the following weeks.

Services at our newly reopened libraries will include browsing the collection, picking up holds, utilizing technology, printing, copying, and faxing. The Library will provide limited free prints, copies, and faxes to the public. Curbside service will be offered simultaneously at open locations to provide flexibility of service for customers. Virtual programming will continue to be offered to allow everyone in the community the opportunity to participate in library programming.

Staff have been working hard across the Pierce County Library System to make this reopening successful. IT has provided updated technology to ensure that we have the ability to fully serve customers upon their return. Facilities has been hard at work installing barriers and moving furniture to allow for social distancing. Communications has worked to develop needed avenues to communicate our services to the public. Finally, our frontline staff have worked to provide suggestions, ideas, and local solutions to ready our spaces to welcome the public.

We look forward to inviting our customers back into our buildings, and we hope that you will visit us at an open library location.

MEMO



Date: June 1, 2021

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

From: Clifford Jo, Finance & Business Director

Subject: 2019 Fiscal and Accountability Audit

The 2019 fiscal year audit completed several weeks ago and we conducted a virtual exit interview on May 13, 2021. In attendance were Gina Allen, our assigned auditor along with 2 other State Auditor managers, Pat Jenkins from our Board, and Georgia and me.

The auditor delivered a clean report for 2019, and included two suggestions:

- Include cash from our local bank accounts, such as Columbia Bank and KeyBank, not just our main county account, and
- Rename the Special Purpose Fund to something more descriptive.

These changes are minor and we will work on these in coming months.

Our next audit is scheduled to begin in October, per usual. We received word that the budget for the audit will need to increase by around \$3,000. We generally budget higher than the auditor's initial estimate, so this increase will not have a material impact to this year's budget.

MEMO



Date: May 3, 2021

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

From: Mary Getchell, Marketing and Communications Director

Subject: Opening In-Library Services Communications Plan

The Pierce County Library System is planning to reopen four libraries with some in-building services, for the first time since it closed buildings more than a year ago to help reduce the spread of COVID-19. At these pilot locations people may come into the library buildings and find and check out books, movies, magazines, and other materials as well as use computers, printers, and Wi-Fi. The Library selected these locations because they represent a breadth of the Library's service area in geography, size of buildings, and are good models to learn from as the Library System prepares to open more libraries.

The Library System is thrilled to welcome people safely back inside library buildings so people of all ages may browse bookshelves and find books and movies on their own. The health and safety of the public and staff is a top priority of the Library's reopening plans, from mask requirements on library property and social distance markers to Plexiglas partitions and ongoing sanitizing. Throughout the summer, the Library plans to open 18 of its 20 locations for browsing services, as it learns from this pilot. The Library is continuing to consider plans for services from the Administrative Center and Anderson Island Pierce County Libraries.

Communications Goals:

1. Inform audiences about the opening.
2. Emphasize service focus.
3. Inspire excitement for offering more service and welcoming people back inside libraries.

The Library System will employ many of the Library System's owned and earned communications channels, with a slight use of paid channels, to announce the plans and services for the pilot reopening. Tactics will include talking points, posters, flyers, banners, buttons, website, news media, email marketing messages, social media messages, and potentially a video of staff welcoming people back.

MEMO



Date: May 28, 2021

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

From: Tracey Thompson, Collection Manager

Subject: International Collection Study Results

A cross-departmental team from Customer Experience and Collection Management undertook a study to better understand what languages are currently spoken in our service area, near which library locations do the world language populations live, and how can the Pierce County Library System better manage the International Collection.

The scope of the project included:

- Assessments:
 - Analyze demographic data resources including American Community Survey
 - Review of Foreign Films and International Collection Films and defining the collections
 - Current International Collection Health
 - Gather feedback from branch staff
- Develop Recommendations for:
 - Languages for which the Library will build collections
 - Which languages each branches should house
 - Refreshing collections
 - 2021 Budget Allocations

To be more inclusive, the International Collection will be renamed to World Language Collection.

The assessments showed that the top four languages other than English spoken in Pierce County are Spanish, Russian, Korean, and Tagalog. Based on the results and feedback, PCLS will continue to purchase materials Chinese, German, Japanese, Korean, Russian, Spanish, Tagalog, and Vietnamese. Later this year or early in 2022, materials in Samoan will be added at Parkland and Summit locations. Due to lack of publishing, Samoan materials are more difficult to obtain, but the Library will aim to maintain a minimum of 50 titles.

Arabic and French are two languages the Library collected in the past, but Collection Management will pause on any further purchases for the time being due to declining Arabic and French speaking populations in Pierce County. PCLS will keep the current materials in Arabic and French but are consolidating those items at ACL Closed Stacks pending further re-evaluation. Items will still be available for checkout by customers.

Traditionally, world language DVDs were housed in two collections, Foreign Films and International Collection. This is a legacy from VHS tapes not always containing subtitles. If the tape contained subtitles, it was house in Foreign Films with the other DVD collections. If it didn't contain subtitles, it was housed in International Collections with the other international materials. In an effort to be more inclusive and improve findability, the two collections will be combined into World Language DVD. Based on film merits, awards, and demand, PCLS does purchase films outside the nine main languages collected.

An analysis of the current collection health and purchasing revealed a dated collection and difficulty obtaining the materials. Additional vendors were found, and the World Language Collections are in the process of being refreshed. After reviewing fund allocations, the World Language allocations were approximately doubled from 2019 amounts to better serve world language customers.

Additional vendors have been found, and the Library has developed successful relationships with them. Materials are now more easily obtained. Locations have been weeding their collections based on age and condition, and additional purchasing is refreshing the collections. The Foreign Film and International Collection DVDs will be combined in the fall along with other work in shifting collection to account for adjustments made to size of the collections. A similar study will be conducted approximately every three years to allow the Library to adjust to changing demographics and changing customer needs.

MEMO



Date: May 29, 2021

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

From: Georgia Lomax, Executive Director

Subject: Trustee Vacancy

Thirteen applications were received from community members interested in being considered to serve on the Library's Board of Trustees.

The Trustee Selection Team has identified five finalists to interview on June 17. Following the interviews, the Team will select its top candidate to recommend to the Pierce County Executive for appointment. Library Trustees are appointed by the Pierce County Executive and confirmed by the Pierce County Council.

The successful applicant will replace Trustee Rob Allen, who will complete his second term on the Board of Trustees this summer. Trustee Allen's replacement will join us at the August 11 Board meeting.

We appreciate the thoughtful work of the interview panel to identify the Library's next Trustee. Panel members are:

- Janece Levien, Senior Program Officer, Greater Tacoma Community Foundation
- Catherine Rudolph, Strategic Advisor for Economic Development for Pierce County Executive Bruce Dammeier
- Dr. Jamilyn Penn, Director of Transfer Education at the State Board for Community and Technical Colleges, Board of Trustees member
- Pat Jenkins, Program director, Senior Media Services at Lutheran Community Services Northwest, Library Board of Trustees Chair
- Lori Forte Harnick, CEO & President, Goodwill of the Olympics and Rainier Region

The panel's recommendation will be forwarded to Pierce County Executive Bruce Dammeier, who will make the appointment, which is then confirmed by the County Council.

In July we will update you on results of the selection process.

MEMO



Date: May 21, 2021

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

From: Mary Getchell, Marketing and Communications Director

Subject: April 2021 Special Election Results

The April 2021 Special Election contained one ballot measure for Pierce County residents: Fire Protection District No. 18 Proposition No. 1, a benefit charge for the Orting Valley Fire & Rescue. Of the 10,597 registered voters in the fire district’s service area, 2,452 people voted in the April Special Election, for a turnout of 23.14%. Voters in the Orting Fire Department’s service area soundly passed the fire district’s Fire Benefit Charge, with 65.93% of votes cast approving the measure.

The benefit charge will reduce the maximum property tax rate levied by the fire district from \$1.50 to \$1.00 per \$1,000 of assessed property value and at the same time, the valuation will impose a six-year Fire Benefit Charge. The charge is based on the square footage of a home and not the assessed value. The fire district projected the charge will allow for stable funding and proper staffing.

Fire Protection District No. 18 - Proposition No. 1 Benefit Charge (Orting Valley Fire & Rescue)

Imposing a benefit charge each year for six years.

Yes: 1,616 65.93% - Passed

No: 835 34.07%

Total: 2,451 100.00%

2,452 ballots of 10,597 registered voters, for a turnout of 23.14%.

MEMO



Date: May 27, 2021

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

From: Kim Archer, Enjoyment Initiative Manager

Subject: Spring into Reading Report

Spring into Reading is the first of three reading programs PCLS will host in 2021 with the intent of engaging readers throughout the year. With Covid-19 affecting large scale programming, we were initially looking at opportunities to engage adult readers during a time when we normally host Pierce County Reads. We quickly recognized we had an opportunity to expand the program to include all ages.

We worked towards the goal of building a community of readers, ensuring that customers had options for participating in the program by themselves, or sharing the experience with family and friends.

All our reading programs this year will utilize Beanstack, allowing customers to track their reading online or through an app and participate in activities. Each Beanstack “Reading Challenge” is made up of badges that a customer can earn. Each badge has a set of activities to complete. For example of a badge is the bonus badge for New Year Reads. An activity included in that badge was to “start a gratitude or kindness journal (or, for younger kids, a [kindness jar!](#)). As part of the activity, participants were asked “what is something you are grateful for, or a kindness you shared?” All activities for this program focused on “read,” “do,” “make,” “explore” and “share” opportunities.

Throughout the program we emphasized the connection between reading, books, community and the library, advancing our goal of “fueling a passion for reading” and making reading a part of people’s everyday lives. Even though number of completions indicate low participation, we can see through activities, badges and customer feedback this new program was very successful. People shared reading, read book they wouldn’t normally pick up, and enjoyed themselves. We did learn some things about how to better layout our reading challenges to ensure better completion rates. We will implement those changes for our fall reading program.

Summary of Success:

- 1301 people registered for the program
- 120 completed the program by reading a total of three books, one from each category
- 1058 individual activities were completed around Read, Do, Make, Explore & Share
- 440 books were read for the three reading challenges
- 67 people set personal reading goals for 2021
- 41 Book reviews written
- Most popular activities were focused on reading:
 - Read a book about someone you admire

- Read a book that takes you on an adventure
- Read or listen to a book outside.

Customer Feedback:

- “My daughter already loves reading, but this makes it more of a game and therefore even more fun for her.”
- Enjoyed “the chance to try new genres of literature with your recommendations.”
- “Thinking about the categories and choosing books based on different things gave my reading variety.”
- “I appreciate that this is open to families because it’s something we do together.”
- “I read new books I’d never heard of.”
- “Keep doing these activities.”
- Enjoyed “seeing my kid read more to earn rewards.”

Participation by age:

Age	Participation Totals	Completion Totals	% of Completion
0-5 yrs.	155	21	13.50%
6-12 yrs.	284	37	13%
13-18 yrs.	221	18	8.10%
19+ yrs.	641	44	6.80%
Total	1301	120	9.20%

Completion by Activity:

Activities Completed	Read	Do	Make	Explore	Share	Totals
New Year Reads	169	58	67	137	54	485
Rainy Day Activities	143	30	36	37	32	278
Nature Activities	128	85	32	28	22	295
Totals	440	173	135	202	108	1058

Completion by Badges:

Individual Challenge Badges	Totals
New Registration Badge	480
Completion Badge	120
Nature Reads	128
New Year Reads	169
Bonus New Year Activities	53
Bonus Nature Activities	30
Bonus Rainy Day Activities	36
Rainy Day Reads	143
Totals	1159

MEMO



Date: May 26, 2021

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

From: Kim Archer, Enjoyment Initiative Manager

Subject: Wowbrary e-Newsletter

The Library has acquired a new e-Newsletter service called Wowbrary that provides weekly emails of all new material added to our catalog each week. We shared the service with staff in May so they could familiarize themselves with the product. We will be launching this service to the public early-mid June. By signing up, customers will:

- Receive free weekly email alerts
- Discover the latest books, DVDs and CDs
- Filter by subject, collection and genre
- Reserve bestsellers instantly
- Enjoy early notification of new items

The service is “completely private” and “wildly convenient.” Wowbrary does give customers the option for placing holds or purchasing the item for amazon.com. The Library is credited dollars earned as discount on next year’s fees.

With the Library still limited to curbside service, this e-Newsletter service will provide customers who normally rely on browsing the new bookshelves or Lucky Day shelves an easy way to access new material in the Library’s catalog. Post-pandemic we expect the service to continue to be valuable to customers who prefer to online browsing, expanding access to those with limited time to spend in branch. We believe our customers will be very excited by this service. To sign-up, visit their site at wowbrary.org and click sign-up. Enter your zip code. Select Pierce County Library System and enjoy!

Once launched, we plan on exploring other options they provide with the subscription to the e-Newsletter such as direct social media posts and a scrolling book widget for the website. We are also able to add notifications for special events and new services, as seen in the example below.

Wowbrary is a project of Interactive Sciences, Inc., a California Nonprofit 501(C)(3) Public Benefit Corporation that uses technology to help with social needs.

Select a category below:

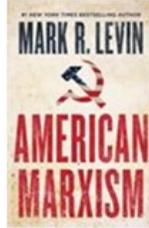
- Top Choices (20)**
- DVDs (46)**
- Non-Fiction**
 - Arts & Photography (2)
 - Biographies & Memoirs (28)
 - Business & Investing (9)
 - Computers & Internet (1)
 - History (10)
 - Reference
 - Science (2)
 - Society (12)
- Recreation**
 - Audiobooks & Courses (6)
 - CDs: Music & Shows (19)
 - Cooking, Food & Wine (24)
 - Entertainment (3)
 - Home & Garden (27)
 - Outdoors & Nature
 - Sports (3)
 - Travel (1)
- Personal Growth**
 - Health, Mind & Body (13)
 - Parenting & Family (5)
 - Professional & Technical
 - Religion & Spirituality (5)
- Fiction**
 - Literature & Fiction (51)
 - Mysteries & Thrillers (39)
 - Romance (28)
 - Science Fiction & Fantasy (6)
- Young People**
 - Children's Books (149)

Pierce County Library System

May 19, 2021

This Week's Top Choices

[Previous Week - More New Items by Category](#)



American Marxism

[More Info](#) [Borrow](#)

By Mark R. Levin. From *Threshold Editions*.



The six-time #1 *New York Times* bestselling author, *Fox News* star, and radio host Mark R. Levin explains how the dangers he warned against in the "timely yet timeless" (*David Limbaugh*, author of *Jesus Is Risen*) bestseller *Liberty and Tyranny* have come to pass.

In 2009, Mark R. Levin galvanized conservatives with his unforgettable manifesto *Liberty and Tyranny*, by providing a philosophical, historical, and practical framework for halting the liberal assault on Constitution-based values.



Celebrate 75 Years with the Pierce County Library System!

Have you seen or participated in one of the 21 [StoryWalks](#) throughout Pierce County? The Pierce County Library System is celebrating and thanking communities for 75 years of service with a community activity for all ages, featuring the picture book "The Big Umbrella" by Amy June Bates and Juniper Bates.

Be inspired by the picture book's story of inclusion, social consciousness, and peace. Thank you for allowing the Library System to include and welcome all people for 75 years.

MEMO



Date: May 24, 2021

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

From: Melinda Chesbro, Deputy Director

Subject: 2021 Mid-year Staff Training & Participation Report

Staff learning and participation continues to be primarily an online experience. Below is a recap of professional development activities, presentations, and/or events in which staff have participated thus far this year:

Collection Management: Eight staff attended a three-session webinar titled: Equity in Action: Fostering an Antiracist Library Culture, and one attended a webinar titled: Equity in Action: Building Diverse Collections.

The annual Innovative Users Group (IUG) conference was held online this year, and ten staff from three departments were in attendance. Customer Experience, Collection Management, and Information Technology.

In May, Association of Washington Cities (AWC) also held their annual Labor Relations Institute online. In attendance were three staff from Staff Experience, one from Facilities, and two from Customer Experience.

In the Facilities/Maintenance Department, one staff member recently earned his Washington BOC (Building Operator Certification) Level I.

Coming up:

June:

Dismantling Racism in Collaborative Collections is a webinar that already has 11 staff from Collection Management registered.

American Library Association (ALA) will hold their annual conference online. Six staff from three departments are currently registered, and one person from IT will present a session titled Navigating Patron Privacy Concerns in the Digital Age.

The International Public Library Fundraising conference is also in June and Foundation Director Dean Carrell and Executive Director Georgia Lomax will be joined by City of Sumner Mayor and the Library's capital campaign counsel Kristin Barsness to share information about launching the capital campaign for a new Sumner Library and system-wide Innovations Fund during a pandemic, in "Campaign Yoga: Developing strength and flexibility in a campaign".

MEMO



Date: May 29, 2021

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

From: Georgia Lomax, Executive Director

Subject: United Way of Pierce County Appointment

I was recently appointed to serve on the United Way of Pierce County Board of Directors. I'll be serving a three-year term through 2024.

The Library partners with the United Way regularly and has many aligned activities, including focuses on literacy, access to resources, connecting people to services available to them, and a focus on asset-limited people and families.

MEMO



Date: June 1, 2021

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

From: Susan Anderson-Newham

Subject: Ramona Rocks: A Celebration of the Life and Work of Beverly Cleary

On Sunday May 16, The University of Washington ISchool held a gathering on Zoom to celebrate the life of Beverly Cleary. Ms. Cleary was one of the ISchool's most famous alumni. She died on March 25, two weeks before her 105th birthday.

People joined "*Ramona Rocks: A Celebration of the Life and Work of Beverly Cleary.*" from all over the world. Chris Szekely, Chief Librarian of the Alexander Turnbull Library at the National Library of New Zealand, read from his Ramona-inspired Maori novel, Rona. (Which was hilarious). Mike Eisenberg and Harry Bruce (Former ISchool Directors) sang an original song, "Cleverly Beverly" (*VERY* catchy) and several Librarians from around the State read favorite passages from Ms. Cleary's books.

I was elated to represent Pierce County Library System in that reading and I chose one of my favorite passages from Ramona the Pest: Ramona's first day of Kindergarten where her teacher sings the "Dawnzer Lee Light" song (the National Anthem) and Ramona figures a 'dawnzer' must be some sort of lamp. Also on this day, Ramona finally gets to ask her teacher the question that always springs to her mind when someone reads a book to her – a question that books never seem to cover – When do people in stories go to the bathroom and why don't books ever write about that??? Ms. Cleary was masterful in utterly capturing childhood in the characters she wrote.

It was wonderful to participate in the Celebration. I was proud to represent Pierce County Library System. Ramona rocks, indeed!

Pierce County Library FYI Packet
Link List
June 9, 2021

Pierce County Library in the News

- [75 years and counting for Pierce County libraries](#) – Senior Scene
- [Pierce County Libraries Recognized For 75 Years Of Service](#) – Pierce County Patch
- [Pierce County Library System’s Board proclaims 75 years of service](#) – Macaroni Kid (also in Suburban Times)
- 75th Anniversary Digital Ads [1](#) and [2](#) – ParentMap
- [Pierce County Library StoryWalks](#) – Macaroni Kid
- [Tacoma Public Library joins the trend, opting to permanently end fines for overdue items](#) – Seattle Times
- [Pierce County sees more than 100 new COVID 19 cases on Thursday](#) – The News Tribune
- Limited Tech Services ad – City of Fife publication (see attached PDF)
- 75 Years StoryWalks ad – Parent Map publication (see attached PDF)

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1080marriage.com). What we found is that almost every modern couple falls into the trap of 50/50 fairness. It's a mindset in relationships that leads you to keep an elaborate mental scorecard of everything you do and, often, everything your partner doesn't do. The problem with this mindset is that it destroys relationship resilience. The moment things get stressful, the moment dinnertime conversation turns tense, this natural desire for fairness leads to a downward spiral of resentment, stress and hurt feelings.

To boost relationship resilience, the key is to begin changing your relationship mindset. Instead of striving for 50/50 fairness, see what happens when you shift your mindset to what we call "radical generosity." Try going beyond doing your fair share." Try striving to contribute to your marriage and your life together at

80 percent or more. We understand the math doesn't work and that this may seem crazy. But here's a simple way to start experiencing this shift: Contribute one radically generous act each day. Unload the dishwasher three times in a row, leave your partner a love note on their bedside table or make them a cup of coffee in the morning.

2. Create more mental space.

When we interviewed modern couples, we also found that you can distill the modern experience of marriage and parenting into two words: *no space*. There's often no space for date nights and connection as a couple. There's often no space on the calendar to pursue our individual interests and hobbies. There's often no space from the demands of work and career.

And yet there's another, subtler form of

space that's missing. It's what we call mental space or headspace. Mental space gives you the superhuman ability to experience a stinging criticism from your partner or the shock of walking into your child's room and noticing they just projectile-vomited all over their bed without losing your cool. It's that instantaneous mental pause that gives you the opportunity to respond rather than react, to take a couple of breaths instead of acting on your worst impulses.

To create more mental space, you might try a simple mindfulness practice. Set aside five to 10 minutes each day, close your eyes and bring your full attention to the sensations of each breath. When your mind wanders to thoughts about the past or the future, just notice and bring your attention back to the breath. The science on mindfulness is clear. It cultivates greater

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