

AGENDA

Regular Meeting of the Pierce County Library System Board of Trustees July 8, 2020 | 3:30 PM

This Meeting will be Held via Conference Call

Dial +1-510-338-9438 | Access code: 623 788 004 # | Attendee ID: #

3:30 pm	02 min.	Call to Order: Daren Jones, 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 to pmcbride@piercecounitylibrary.org by 2 pm. Comments will be read aloud to the Board. Time limit for comments is three minutes.</i>	
3:37 pm	05 min.	Consent Agenda	Action
		<ol style="list-style-type: none"> 1. Approval of Minutes of June 10, 2020, Regular Meeting 2. Approval of Minutes of June 18, 2020, Special Meeting 3. Approval of June 2020 Payroll, Benefits and Vouchers 	
3:42 pm	05 min.	Board Member Reports	
3:47 pm	10 min.	Routine Reports	
		<ol style="list-style-type: none"> 1. Fundraising Performance Report, Dean Carrell 2. Metrics Dashboard, Melinda Chesbro 3. May Financial Report, Cliff Jo 4. Farewell and Thank You to Monica Butler, Georgia Lomax 	
3:57 pm	20 min.	Unfinished Business	
		<ol style="list-style-type: none"> 1. COVID-19 Update, Risk Management Team <ol style="list-style-type: none"> a. Cash Status b. Services During COVID-19 2. Amended 2020 Budget, Melinda Chesbro and Cliff Jo 	Action
4:27 pm	05 min.	Officers Reports	
		<ol style="list-style-type: none"> 1. Graham Property Update 2. 2017 Funding Year USAC/E-Rate Audit—Final Report 	
4:32 pm	10 min.	Executive Session	
		<i>At this time on the agenda, the Board of Trustees will recess to Executive Session per RCW 42.30.110, to discuss personnel matters.</i>	
4:42 pm	02 min.	Announcements	
4:44 pm		Adjournment	

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – JULY 8, 2020**



CALL TO ORDER

Chair Daren Jones called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:32 pm. Board members present were Pat Jenkins, Monica Butler, Rob Allen and Jamilyn Penn. The meeting was conducted by telephone conference due to the Governor's Stay Home, Stay Healthy order to slow the transmission of the coronavirus.

CONSENT AGENDA

1. Approval of Minutes of June 10, 2020, Regular Meeting
2. Approval of Minutes of June 18, 2020, Special Meeting
3. Approval of June 2020 Payroll, Benefits and Vouchers

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

ROUTINE REPORTS

Metrics Dashboard – Executive Director Georgia Lomax noted the Library included comparisons for the same period last year to see how eBook and downloadable checkouts have increased. The Collections Management department has been purchasing more online materials to ensure customer access. The Library will learn what the appropriate balance between online and paper materials will be once they are again provided.

May Financial Report – Finance and Business Director Cliff Jo reported the special purpose fund balance is \$2.1M and the Levy Sustainability fund balance is \$5.5M.

Farewell and Thank You to Monica Butler – Ms. Lomax reported the County Council board appointments had been on hold until last week but she expects they will be taking action on the new Trustee recommendation soon.

Ms. Lomax and the Trustees thanked Ms. Butler for her insight and her commitment to the value of public libraries and serving its communities. They expressed appreciation for her stories and observations of public libraries and for making a difference for the Library and its customers.

Ms. Butler said it was an honor serving on the Board and learning about how much the Library does for the community. She praised the staff for their creativity and Ms. Lomax for her leadership, noting the Board and staff accomplished great things during her tenure. She expressed confidence that the Board and staff will rise to the occasion to all the challenges facing the Library.

UNFINISHED BUSINESS

COVID-19 Update – Ms. Lomax reported that the Library is moving into its fifth month operating under the pandemic. The Library will be welcoming customers back with curbside service and will then begin planning for how to provide library services and a safe experience inside buildings for the public and staff in the future under Phase 3 of the governor's reopening plan. Customers will have an opportunity to respond to a survey to help the Library understand how comfortable they think they will be inside library buildings in the future, what services they'll want to use the most, and how they'd like the Library to handle limitations required by the reopening guidelines. This survey will help the Library as it plans for various scenarios. The Library is also working on a plan in the event Pierce County is rolled back to Phase 1.

Services During COVID-19 – Customer Experience Director Jaime Prothro reported on the new curbside service delivery that will soft-launch next week at eight locations. Customers will be able to schedule a time to drive up or walk/bike up and pick up their books and other materials, and can also choose activity packs designed for a various age groups. Customers can also drop in without a reservation.

The Board thanked the Library for its work and intentionality to provide broad services to the public.

Amended 2020 Budget – The Library presented an amended budget due to the impacts of Covid-19 and subsequent changes to revenue and expenditure. The Library incorporated reduced/lost/delayed revenue into its spending plan to ensure there will be necessary cash on hand during the low revenue months of October 2020 and April 2021. Property tax revenue was delayed, but down only slightly. Any further revenue from overdue fines, printing and other use fees was eliminated, and projections for fundraising by the Foundation and Friends of the Library groups was reduced. Because of the uncertain nature of costs related to safety and revising service delivery due to the pandemic, the contingency fund was increased and funding will be allocated into appropriate budget line items as needed. While there are increased costs because of COVID, there are also savings related to the building closures, holding vacancies open, and elimination of activities such as travel. The Library has been approved for FEMA reimbursements though the timeline for receipt of those funds is not clear, and has received some funding through the CARES Act.

Mr. Allen moved to adopt amended 2020 budget as provided. Ms. Butler seconded the motion and it was passed.

OFFICERS REPORTS

Graham Property Update – Mr. Jo reported the Library and the County will sign an Interlocal agreement related to the County’s traffic light project, and the County will reimburse the Library for the cost of relocating the parking spaces impacted by the right-of-way.

2017 Funding Year USAC/E-Rate Audit – Ms. Lomax noted the e-rate audit has been completed.

EXECUTIVE SESSION

At 4:22 pm, Mr. Allen moved to recess to Executive Session, per RCW 42.30.110 to discuss personnel matters for approximately 10 minutes. Mr. Jones seconded the motion and it was passed. The Session ended at 4:32 pm.

ADJOURNMENT

The meeting was adjourned at 4:10 pm on motion by Mr. Allen, seconded by Mr. Jones.

Georgia Lomax, Secretary

Daren Jones, Chair

AGENDA

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4:44 pm		Adjournment	

Consent Agenda

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – JUNE 10, 2020**



CALL TO ORDER

Chair Daren Jones called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:32 pm. Board members present were Pat Jenkins, Monica Butler, Rob Allen and Jamilyn Penn. The meeting was conducted by telephone conference due to the Governor’s Safe Start Washington Phase 2 plan to slow the transmission of the coronavirus.

CONSENT AGENDA

1. Approval of Minutes of May 13, 2020, Regular Meeting
2. Approval of May 2020 Payroll, Benefits and Vouchers
3. Buckley Library Site – EHSI Consultant Purchase Order Approval
4. Conferencing Software Issues

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

NEW BUSINESS

Mr. Allen moved to approve Resolution 2020-05: To Close the 2019 Fiscal Year. Mr. Jenkins seconded the motion and it was passed.

Amended 2020 Budget – Executive Director Georgia Lomax noted the Library will bring a proposed 2020 amended budget for consideration to the July meeting which will reflect the adjustments necessary as the impacts of the Coronavirus are realized. She noted the Library is prepared to reinvent and adjust its offerings and will listen to its communities for guidance. This is one reason the future libraries work has been put on hold.

Ms. Penn asked if the Library will inform customers of the safety methods it will employ to make the public feel comfortable about returning to libraries, and also added it is important to continue to provide online opportunities to parents who now find themselves educating their children at home. Ms. Lomax said these are both included in the amended budget proposal.

ROUTINE REPORTS

Fundraising Performance Report – Foundation Director Dean Carrell reported the Foundation has raised nearly \$238,000 in annual campaign funds. A \$75,000 pass through grant to aid in census work has also been awarded.

Financial Reports – Finance and Business Director Cliff Jo reported the Library received revenue of \$13.7 million which reflects a 20% reduction due to COVID-19.

UNFINISHED BUSINESS

COVID-19 Update – Ms. Lomax reported the Library no longer needs the Board to authorize the Library to take emergency actions in response to COVID-19 now that systems are in place to ensure the Board can convene to conduct business.

The Library is in Phase 2 and is permitted to provide limited services when it meets safety protocols established by the Governor’s Office and public health officials. Building assessments are underway and each location is being evaluated and safety measures implemented to account for the size and needs of each location. Eight are complete. Book drops will be open shortly, with 72-hour quarantine of returned books and other materials. Plans to turn Wi-Fi on are underway. Curbside service will launch next. The Library will conduct the Summer Reading Program in new ways and will give the public ways to access information online and in person outside of buildings.

Ms. Lomax stated she appreciates that the Governor’s office recognizes libraries as an important part of the community and has listened to recommendations provided by the State’s library leaders. Ms. Penn appreciated the Library’s intent to protect staff safety by adhering to a 72-hour quarantine rather than the recommended 24 hours.

Trustee Vacancy – The interview panel met on June 3, 2020, and interviewed four candidates. The selected candidate has been informed and the panel’s recommendation has been forwarded to Pierce County Executive Bruce Dammeier’s office for appointment, and confirmation by the County Council.

Chair Jones appreciated the process, the strong candidates and the panel. Ms. Penn noted the decision was not easy and the candidate will be a good addition to the Board.

ANNOUNCEMENTS

Chair Jones requested a special board meeting for the Board to begin discussions on the library’s role related to racial and social equity.

ADJOURNMENT

The meeting was adjourned at 4:13 pm on motion by Ms. Butler, seconded by Mr. Allen.

Georgia Lomax, Secretary

Daren Jones, Chair

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



CALL TO ORDER

Chair Daren Jones called to order the special meeting of the Pierce County Rural Library District Board of Trustees at 4:02 pm. Board members present were Pat Jenkins, Monica Butler, Rob Allen, and Jamilyn Penn. The meeting was conducted by telephone conference due to the Governor’s Safe Start Washington Reopening plan to slow the transmission of the coronavirus.

PUBLIC COMMENT

There was no public comment.

NEW BUSINESS

Chair Jones asked the Board to engage in conversation about current events related to racial and social equity to aid in identifying the direction of the Library and some of the work that is ahead for the Library and the Board.

He reminded the Board that they are speaking from their perspective as members of the policy and governing Board of the Library and that they were thinking about the response and actions of the Library as a public organization.

Discussion ensued on what the Library’s role is when communities are wrestling with, and addressing, important societal issues, such as racism.

Trustees expressed satisfaction with the Library’s demonstration of carrying out its mission, vision and values and being a welcoming space to all.

While the Board did not feel it necessary to make an additional statement outside of their full support of the ULC Statement on Racial and Social Equity that the Library joined in 2017, there was consensus that additional measures should be considered to attract and retain a more diverse staff, increase library materials that address racial and social inequities, review policies through an equity lens, and coaching, mentorship and leadership development of staff of color. The Board also recognized the importance of reaching and developing a broader, more diverse pool of candidates for future trustee vacancies, as well as training for Board members.

There was additional discussion on the use of equity audit tools to assess policies and procedures, the materials collection, services, etc. The Board agreed on the importance to understand where the Library may be falling short on equity related issues in order to take the necessary steps to improve.

The Board will hold a Study Session in August to review core documents, policies, projects, and data to understand the starting point in relation to racial/social equity, diversity and inclusion work.

ADJOURNMENT

The meeting was adjourned at 4:47 pm on motion by Mr. Allen, seconded by Ms. Butler.

Georgia Lomax, Secretary

Daren Jones, Chair

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

	<u>Source</u>	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	EDEN	None in June	6/1/2020 - 6/30/2020	\$ -
Electronic Payments - Payroll & Acct Payable	EDEN		6/5/2020	1,061,664.09
Electronic Payments - Payroll & Acct Payable	EDEN		6/22/2020	880,213.26
Accounts Payable Warrants*	EDEN	631625 - 631631	6/1/2020 - 6/30/2020	25,211.80
Accounts Payable Warrants	MUNIS	700410 - 700478	6/1/2020 - 6/30/2020	629,381.83
Total:				\$ 2,596,470.98

** 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 6/30/2020

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: 6/05/20 Payroll

Withdrawal Date: 06/05/20

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	61,469.32
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	52,839.69
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	52,839.69
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	493,716.78
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	11,335.04
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	56,032.48
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	90,713.75
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	6,997.00
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	1,678.40
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	-
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	-
PCL_Company	AWC (only on 6th paycheck)	237100	CC_Library_District	697-00	5100000	233,607.47
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	(2,000.00)
PCL_Company	WA State Support Registry	237100	CC_Library_District	697-00	5100000	2,434.47
Total Deposit						\$ 1,061,664.09

Certification:

Stacy Karabotsos
 Signature (Department Designee)

06/03/20
 Date

Comments:

Ad-hoc bank transaction (Withdrawal)

PCL_Company

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

Contact Name: Stacy Karabotsos
 Contact Phone: 253-548-3451
 Contact e-mail: sdkarabotsos@piercecounyalibrary.org
 Comments: 6/22/20 Payroll

Withdrawal Date: 06/22/20

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	67,131.19
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	55,981.88
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	55,981.88
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	522,015.88
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	11,611.99
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	59,242.80
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	96,104.89
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	6,997.00
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	1,698.40
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	-
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	217.10
PCL_Company	AWC (only on 6th paycheck)	237100	CC_Library_District	697-00	5100000	405.97
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	417.83
PCL_Company	WA State Support Registry	237100	CC_Library_District	697-00	5100000	2,406.45
Total Deposit						\$ 880,213.26

Certification:

Stacy Karabotsos
 Signature (Department Designee)

06/18/20
 Date

Comments:

Check History Listing
 Pierce County Library System

Bank code: key

Check #	Date	Vendor	Status	Check Total
631625	06/05/2020	000828 AFSCME AFL-CIO	C	12,886.34
631626	06/05/2020	003985 PACIFCSOURCE ADMINISTRATORS	C	2,398.80
631627	06/05/2020	001181 PIERCE CTY LIBRARY FOUNDATION	C	837.99
631628	06/22/2020	003778 AFLAC		5,447.08
631629	06/22/2020	001578 COLONIAL SUPPLEMENTAL INSURANC		404.80
631630	06/22/2020	003985 PACIFCSOURCE ADMINISTRATORS	C	2,398.80
631631	06/22/2020	001181 PIERCE CTY LIBRARY FOUNDATION		837.99
key Total:				25,211.80
Total Checks:				25,211.80

7 checks in this report

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
700410	06/01/2020	PRINTED	370	ELITE PROPERTY INVESTMENTS LLC	0.00	11,216.48	06/10/2020
700411	06/01/2020	PRINTED	290	SURPRISE LAKE SQUARE LLC	0.00	12,014.25	06/08/2020
700412	06/05/2020	PRINTED	1036	CATALYST WORKPLACE ACTIVATION	0.00	15,854.26	06/10/2020
700413	06/05/2020	PRINTED	998	CINTAS CORPORATION	0.00	329.66	06/15/2020
700414	06/05/2020	PRINTED	673	CITY OF TACOMA	0.00	806.72	06/24/2020
700415	06/05/2020	PRINTED	379	E-RATE EXPERTISE INC	0.00	1,800.00	06/16/2020
700416	06/05/2020	PRINTED	365	EBSCO	0.00	35,268.00	06/11/2020
700417	06/05/2020	PRINTED	405	FLOHAWKS	0.00	715.52	06/15/2020
700418	06/05/2020	PRINTED	482	HERMANSON COMPANY LLP	0.00	1,425.10	06/09/2020
700419	06/05/2020	PRINTED	1746	J HUBER & ASSOCIATES	0.00	35,119.65	06/23/2020
700420	06/05/2020	PRINTED	710	IRON MOUNTAIN INC	0.00	167.19	06/09/2020
700421	06/05/2020	PRINTED	1084	MAD SCIENCE OF SNO-KING	0.00	434.00	06/30/2020
700422	06/05/2020	PRINTED	227	MOUNTAIN MIST	0.00	6.56	06/10/2020
700423	06/05/2020	PRINTED	535	PAPERROLLS-N-MORE.COM	0.00	798.08	06/16/2020
700424	06/05/2020	PRINTED	776	PUGET SOUND ENERGY	0.00	936.29	06/09/2020
700425	06/05/2020	PRINTED	61	RICOH USA INC	0.00	1,041.24	06/11/2020
700426	06/05/2020	PRINTED	61	RICOH USA INC	0.00	4.72	06/10/2020
700427	06/05/2020	PRINTED	100	THE SEATTLE TIMES COMPANY	0.00	545.70	06/11/2020
700428	06/05/2020	PRINTED	269	SPRAGUE PEST SOLUTIONS	0.00	170.26	06/12/2020
700429	06/05/2020	PRINTED	810	WAYNES ROOFING INC	0.00	930.86	06/09/2020
700430	06/12/2020	PRINTED	432	CITY OF BONNEY LAKE , WA	0.00	239.93	06/17/2020
700431	06/12/2020	PRINTED	638	CITY OF BUCKLEY	0.00	267.64	06/18/2020
700432	06/12/2020	PRINTED	26	LINGO	0.00	114.45	06/18/2020
700433	06/12/2020	PRINTED	216	CITY OF MILTON	0.00	319.84	06/17/2020
700434	06/12/2020	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	214.00	06/16/2020
700435	06/12/2020	PRINTED	552	PENINSULA LIGHT CO	0.00	668.95	06/16/2020
700436	06/12/2020	PRINTED	776	PUGET SOUND ENERGY	0.00	297.96	06/19/2020
700437	06/12/2020	PRINTED	61	RICOH USA INC	0.00	1,686.97	06/17/2020
700438	06/12/2020	PRINTED	273	TOWN OF STEILACOOM	0.00	684.11	06/18/2020
700439	06/12/2020	PRINTED	581	TILlicum COMMUNITY SERVICE CEN	0.00	2,117.34	06/16/2020
700440	06/12/2020	PRINTED	605	US BANK	0.00	262,358.49	06/17/2020
700441	06/19/2020	PRINTED	662	CENTURYLINK	0.00	776.10	06/26/2020
700442	06/19/2020	PRINTED	670	CIS - CENTER FOR INTERNET SECURITY	940.00	0.00	
700443	06/19/2020	PRINTED	124	CONSOLIDATED TECHNOLOGY SERVICES	0.00	585.00	06/26/2020
700444	06/19/2020	PRINTED	1009	DM RECYCLING CO	0.00	209.96	06/24/2020
700445	06/19/2020	PRINTED	379	E-RATE EXPERTISE INC	2,362.50	0.00	
700446	06/19/2020	PRINTED	363	TOWN OF EATONVILLE	0.00	424.29	06/25/2020
700447	06/19/2020	PRINTED	475	HAROLD LEMAY ENTERPRISES INC	0.00	450.12	06/24/2020

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
700448	06/19/2020	PRINTED	704	INNOVATIVE INTERFACES INC	0.00	174,140.14	06/24/2020
700449	06/19/2020	PRINTED	174	MURREYS DISPOSAL COMPANY INC	0.00	453.85	06/24/2020
700450	06/19/2020	PRINTED	510	OCLC INC	0.00	4,107.34	06/25/2020
700451	06/19/2020	PRINTED	540	PARKLAND LIGHT & WATER	0.00	163.31	06/24/2020
700452	06/19/2020	PRINTED	552	PENINSULA LIGHT CO	0.00	1,187.99	06/23/2020
700453	06/19/2020	PRINTED	1029	PIERCE COUNTY REFUSE	0.00	767.40	06/26/2020
700454	06/19/2020	PRINTED	1037	PIERCE COUNTY SEWER	0.00	798.82	06/24/2020
700455	06/19/2020	PRINTED	776	PUGET SOUND ENERGY	0.00	567.60	06/24/2020
700456	06/19/2020	PRINTED	782	QUALITY BUSINESS SYSTEMS INC	0.00	1,756.05	06/24/2020
700457	06/19/2020	PRINTED	792	RAINIER VIEW WATER CO INC	0.00	196.63	06/23/2020
700458	06/19/2020	PRINTED	61	RICOH USA INC	0.00	1,086.03	06/25/2020
700459	06/19/2020	PRINTED	61	RICOH USA INC	0.00	22.82	06/24/2020
700460	06/19/2020	PRINTED	269	SPRAGUE PEST SOLUTIONS	0.00	115.08	06/26/2020
700461	06/19/2020	PRINTED	284	SUMMIT WATER & SUPPLY CO	376.43	0.00	
700462	06/19/2020	PRINTED	285	CITY OF SUMNER	0.00	1,046.32	06/24/2020
700463	06/19/2020	PRINTED	672	CITY OF UNIVERSITY PLACE	0.00	65.34	06/29/2020
700464	06/19/2020	PRINTED	811	WCP SOLUTIONS	0.00	1,335.89	06/23/2020
700465	06/26/2020	PRINTED	432	CITY OF BONNEY LAKE	24.00	0.00	
700466	06/26/2020	PRINTED	998	CINTAS CORPORATION	990.15	0.00	
700467	06/26/2020	PRINTED	365	EBSCO	1,108.59	0.00	
700468	06/26/2020	PRINTED	470	GUARDIAN SECURITY	213.14	0.00	
700469	06/26/2020	PRINTED	704	INNOVATIVE INTERFACES INC	9,736.46	0.00	
700470	06/26/2020	PRINTED	1081	NASIM & SONS INC	7,677.34	0.00	
700471	06/26/2020	PRINTED	520	CITY OF ORTING	21,933.58	0.00	
700472	06/26/2020	PRINTED	528	PACIFIC PUBLISHING COMPANY	239.00	0.00	
700473	06/26/2020	PRINTED	61	RICOH USA INC	1,632.82	0.00	
700474	06/26/2020	PRINTED	1747	SCIENCE TELLERS	520.00	0.00	
700475	06/26/2020	PRINTED	100	THE SEATTLE TIMES COMPANY	0.00	433.63	06/30/2020
700476	06/26/2020	PRINTED	1760	DAVID E SMITH	300.00	0.00	
700477	06/26/2020	PRINTED	269	SPRAGUE PEST SOLUTIONS	302.31	0.00	
700478	06/26/2020	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	1,781.58	0.00	
					50,137.90	579,243.93	629,381.83

Routine Reports



Fundraising Performance Report

Reporting Period: January 1, 2020 to June 26, 2020



Support Type

Unrestricted	Restricted	In Kind	Total
\$133,818	\$97,567	\$91,539	\$322,924

Memor Society

Reflected when received

Goal = 12 New Members

Endowment

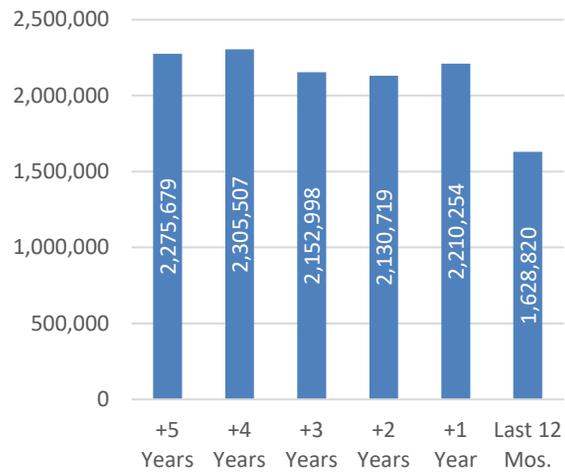
Gifts reflected when received

Capital

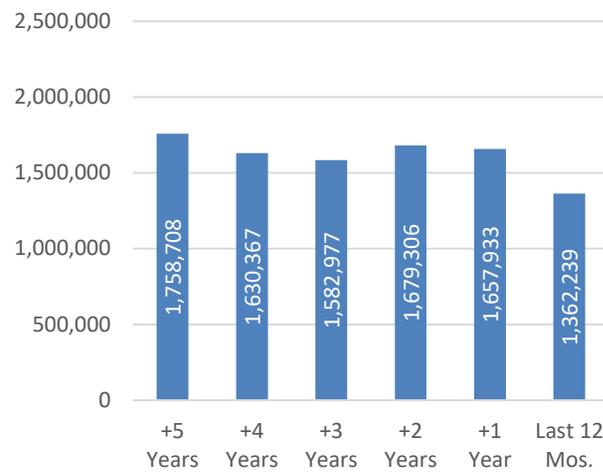
Gifts reflected when received

Customers / Visits - May 2020

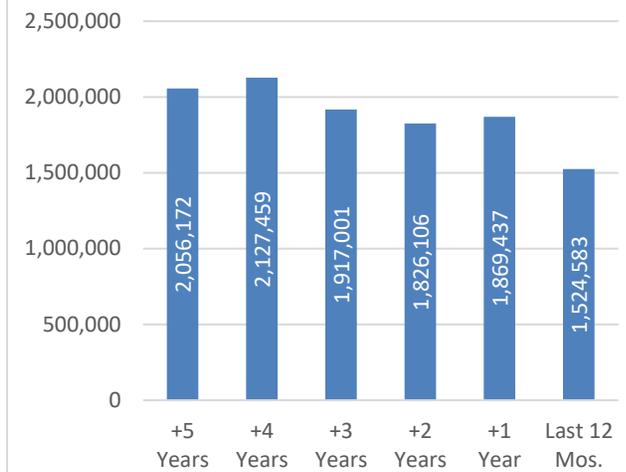
Branch Visits



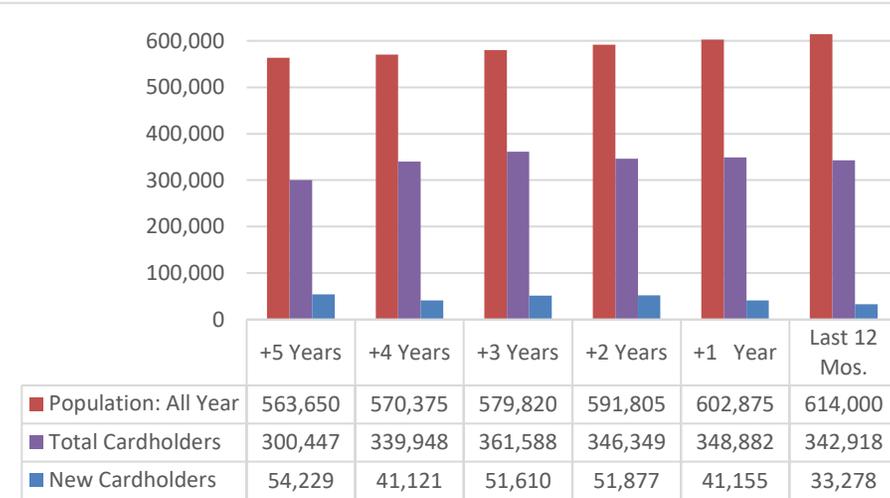
Catalog Visits



Website Visits



PCLS Cardholder Statistics



May and Rolling 12-Month Comparison

	May 2020	May 2019	% Change May Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
Branch Visits	518	173,009	-99.7%	1,628,820	2,210,254	-26.3%
Catalog Visits	45,185	134,619	-66.4%	1,362,239	1,657,933	-17.8%
Public Website Visits	48,615	150,036	-67.6%	1,524,583	1,869,437	-18.4%

Technology

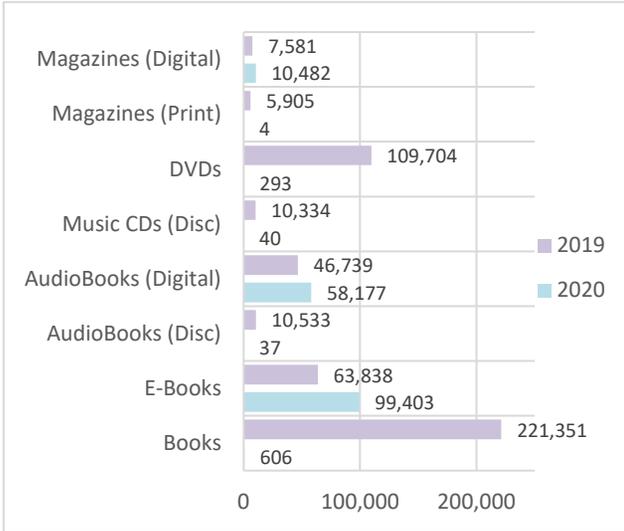
	May 2020	May 2019	% Change May Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
PC/Laptop Sessions	0	27,228	-100.0%	230,134	351,655	-34.6%
Wi-Fi Sessions	118	89,335	-99.9%	725,473	1,012,904	-28.4%

	May 2020	Rolling Last 12 Months	Rolling Last 12 Months	% Change Year Over Year
# of Public Meeting Uses	0	8,984	11,032	-18.6%
# of Attendees	0	105,212	136,995	-23.2%

In response to the COVID-19 outbreak, all PCLS branches closed to the public at 6:00 PM on Friday, March 13th 2020. All branches remained closed to the public for the remainder of the month of March, and was closed for all of April and May. Wi-Fi Sessions Note: Public Wi-Fi is turned off, but Staff Wi-Fi is still on at ACL accounting for the 118 sessions. New columns have been added to the above data tables to show the year over year change between May 2019 and May 2020.

Collection Use - May 2020

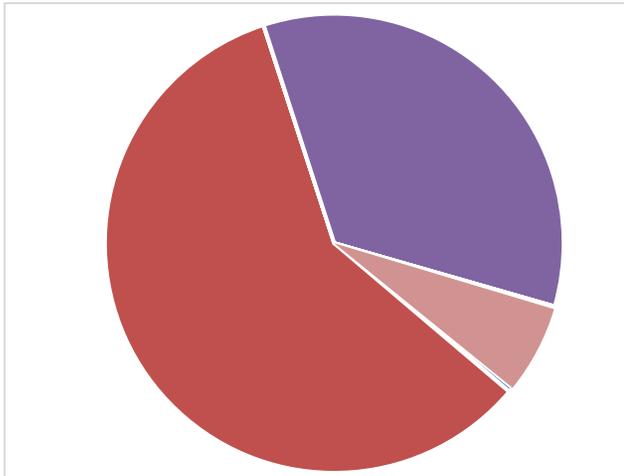
May 2020 vs May 2019 Checkouts



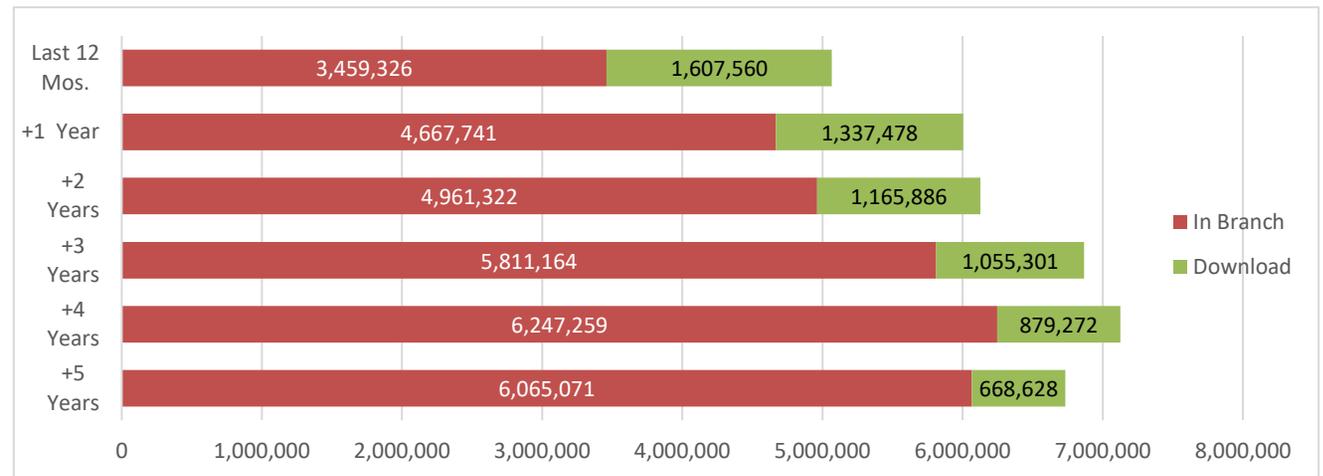
Data Table

Categories	April 2020	May 2020	May 2019	% Change of May Year Over Year	% of Total May 2020 Checkouts	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change 12 Months Year Over Year
Books	554	606	221,351	-99.73%	0.36%	2,180,856	2,809,666	-22.38%
E-Books	90,022	99,403	63,838	55.71%	58.80%	881,125	763,607	15.39%
AudioBooks (Disc)	36	37	10,533	-99.65%	0.02%	91,528	140,881	-35.03%
AudioBooks (Digital)	54,527	58,177	46,739	24.47%	34.42%	628,647	507,256	23.93%
Music CDs (Disc)	38	40	10,334	-99.61%	0.02%	95,497	143,093	-33.26%
DVDs	145	293	109,704	-99.73%	0.17%	1,017,429	1,449,810	-29.82%
Magazines (Print)	4	4	5,905	-99.93%	0.00%	55,587	77,692	-28.45%
Magazines (Digital)	10,346	10,482	7,581	38.27%	6.20%	97,788	66,615	46.80%
Totals:	155,672	169,042	475,985	-64.49%	100.00%	5,048,457	5,958,620	-15.27%

Checkouts By Format - May 2020



Collection Checkouts



Change in Data Reporting This Period

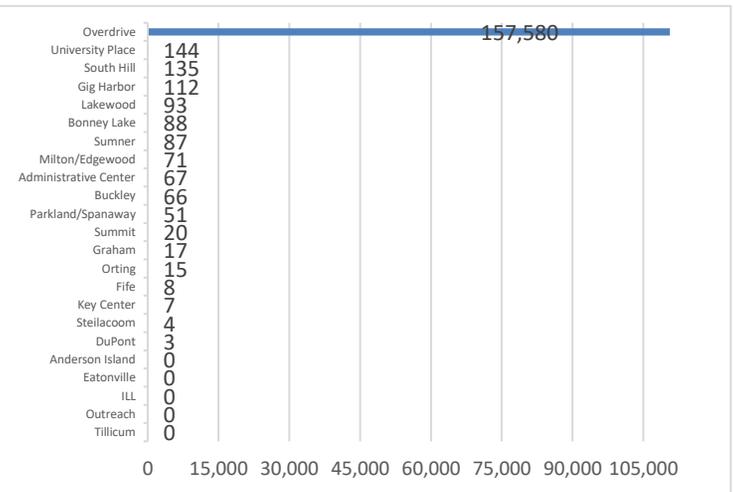
In order to highlight the impact that the system closure had had on collection use, new columns have been added to the Data Table to show the year over year change between May 2019 and May 2020. A new chart was added to the left of the data table to provide a visual of this year over year change. While checkouts of physical media are down dramatically due to the system closure, use of digital resources continue to grow as our customers recognize the value and convenience of accessing this content while our branches remain closed.

In response to the COVID-19 outbreak, all PCLS branches closed to the public at 6:00 PM on Friday, March 13th 2020. All branches remained closed to the public for the remainder of the month of March, and was closed for all of April and May. Note regarding April and May Checkouts of physical media: These numbers represent renewals of previously checked out items. All due dates have been extended to 8/1/2020.

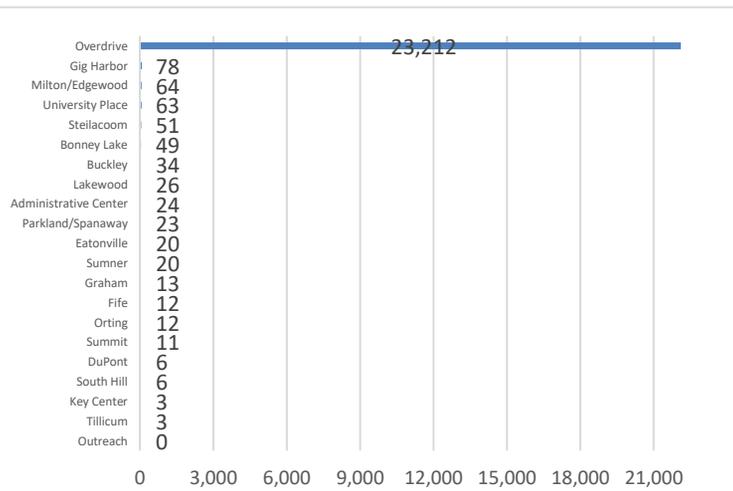
Activity - May 2020

Location	Checkouts				Visitors**			
	May 2020	Last 12 Mo.	+1 Year	% Change	May 2020	Last 12 Mo.	+1 Year	% Change
Administrative Center	67	48,949	72,174	-32.2%	24	22,451	30,819	-27.2%
Anderson Island	0	8,255	16,650	-50.4%	No Door Counter for Anderson Island			
Bonney Lake	88	216,590	272,386	-20.5%	49	88,241	123,949	-28.8%
Buckley	66	67,963	89,878	-24.4%	34	36,197	47,893	-24.4%
DuPont	3	93,456	119,531	-21.8%	6	40,766	53,518	-23.8%
Eatonville	0	75,325	109,684	-31.3%	20	59,974	84,095	-28.7%
Fife	8	51,895	69,606	-25.4%	12	29,935	41,507	-27.9%
Gig Harbor	112	477,422	649,185	-26.5%	78	175,875	231,402	-24.0%
Graham	17	188,580	245,524	-23.2%	13	75,428	98,029	-23.1%
Inter-Library Loan	0	3,230	5,292	-39.0%	No "visitors" for Inter-Library Loan			
Key Center	7	119,448	162,184	-26.4%	3	46,602	72,498	-35.7%
Lakewood	93	334,581	467,542	-28.4%	26	200,485	282,264	-29.0%
Milton / Edgewood	71	113,586	149,973	-24.3%	64	59,511	78,900	-24.6%
Orting	15	71,191	92,071	-22.7%	12	35,747	47,887	-25.4%
Overdrive	157,580	1,509,772	1,270,863	18.8%	23,212	273,898	241,318	13.5%
Outreach	0	45,780	50,496	-9.3%	0	11,362	11,220	1.3%
Parkland / Spanaway	51	280,882	385,646	-27.2%	23	194,522	253,958	-23.4%
South Hill	135	411,249	565,031	-27.2%	6	136,482	183,998	-25.8%
Steilacoom	4	92,335	118,174	-21.9%	51	68,268	91,653	-25.5%
Summit	20	176,854	232,037	-23.8%	11	68,729	92,704	-25.9%
Sumner	87	175,037	243,567	-28.1%	20	94,086	127,508	-26.2%
Tillicum	0	25,184	32,279	-22.0%	3	25,293	37,407	-32.4%
University Place	144	381,534	518,831	-26.5%	63	158,866	219,045	-27.5%
Total	158,568	4,969,098	5,938,604	-16.3%	23,730	1,902,718	2,451,572	-22.4%

May Checkouts



May 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 into June					

In response to the COVID-19 outbreak, all PCLS branches closed to the public at 6:00 PM on Friday, March 13th 2020. All branches remained closed to the public for the remainder of the month of March, and was closed for all of April and May.

Note on May Visitor Counts: These visits represent custodial and other staff performing essential work at branches.

Monthly Financial Reports

May 31, 2020

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

General Fund

May

- **On May 31, the Library recorded \$3.7 million of property tax revenue, which in total for the first half of the year amounts to about a 10% reduction, an improvement over the previous month.**
- **54120. Includes Microsoft Premier Support annual renewal.**

April

- By April 30 (prior to the large receipts of property tax deposits), the Library's General Fund balance was at \$1.1 million. The Library began to implement cash flow management pre-Levy Lid Lift in anticipation of significant reductions or deferrals of revenue.
- On April 30, the Library recorded \$13.7 million of property tax revenue, which in total for the first half of the year amounts to about a 20% reduction.
- 35970. Fines and Fees have dropped considerably amounting to a permanent loss in revenue for the fiscal year.
- 54998. US Bank payments have not yet been distributed to their object codes.

January – March (Quarter 1)

- 54998. US Bank payments have not yet been distributed to their object codes.
- In the US Bank clearing, over half of the added \$567,000 for the month is in IT purchases that will be moved to the Capital Fund.
- Due to the Governor's Stay at Home order, significant cash was not reinvested in case emergency funds were needed, as approved by the Board of Trustees.
- Accounts Payable is now fully utilizing Munis to pay significantly more invoices and are catching up on the backlog of payments to utilities and materials vendors.
- Most activity was personnel only, due to transitioning to Munis for Accounts Payable.
- 54998. US Bank payments have not yet been distributed to their object codes.

Capital Improvement Projects Fund

May

- **56430. Dell networking equipment and training purchased through Xioloogix, LLC (\$192,595) was part of the implementation of the 5-year technology plan. 85% of this amount was approved for E-Rate reimbursement, to occur later this year.**

April

- A significant drop continued in planned activity occurred as a result of the Governor’s Stay at Home order.

January – March (Quarter 1)

- A significant drop in planned activity occurred as a result of the Governor’s Stay at Home order.
- 56280. Furnishings purchased for various projects.

Special Purpose Fund

April – May

- **No significant activity.**

January – March (Quarter 1)

- \$5.45 million transferred to Levy Sustainability Fund in January

Levy Sustainability Fund

April – May

- **No significant activity.**

January – March (Quarter 1)

- Fund was created and Board-approved amounts transferred from set-aside of \$5.45 million temporarily carried in the Special Purpose Fund.

Debt Service Fund

- **No significant activity.**

**PIERCE COUNTY LIBRARY SYSTEM
STATEMENT OF FINANCIAL POSITION
May 31, 2020**

	GENERAL FUND	SPECIAL PURPOSE FUND	LEVY SUSTAINABILITY FUND	DEBT SERVICE FUND	CAPITAL IMPROVEMENT PROJECTS FUND
ASSETS					
Current Assets					
Cash	\$ 3,713,947	\$ 1,353	\$ 2,794	\$ 506	\$ 50,563
Investments	\$ 12,280,000	\$ 2,134,500	\$ 5,474,500	\$ 88,000	\$ 1,825,000
Deposits Refundable	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Assets	\$ 15,993,947	\$ 2,135,853	\$ 5,477,294	\$ 88,506	\$ 1,875,563
TOTAL ASSETS	\$ 15,993,947	\$ 2,135,853	\$ 5,477,294	\$ 88,506	\$ 1,875,563
LIABILITIES					
Current Liabilities					
Warrants Payable	\$ -	\$ -	\$ -	\$ -	\$ -
Sales Tax Payable	\$ 787	\$ -	\$ -	\$ -	\$ -
Payroll Payable	\$ 146,218	\$ -	\$ -	\$ -	\$ -
US Bank Payable	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Liabilities	\$ 147,005	\$ -	\$ -	\$ -	\$ -
TOTAL LIABILITIES	\$ 147,005	\$ -	\$ -	\$ -	\$ -
FUND BALANCE					
Reserve for Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -
Election Set-Aside		\$ 940,451	\$ -		
Land/Property/Facility Set-Aside		\$ 1,130,117	\$ -		
Unreserved Fund Balance	\$ 15,846,942	\$ 65,286	\$ 5,477,294	\$ 88,506	\$ 1,875,563
TOTAL FUND BALANCE	\$ 15,846,942	\$ 2,135,853	\$ 5,477,294	\$ 88,506	\$ 1,875,563
TOTAL LIABILITIES & FUND BALANCE	\$ 15,993,947	\$ 2,135,853	\$ 5,477,294	\$ 88,506	\$ 1,875,563
BEGINNING FUND BALANCE, 01/01/20					
	\$ 9,043,433	\$ 2,125,222	\$ 5,450,000	\$ 88,086	\$ 2,182,855
YTD Revenue	\$ 20,466,638	\$ 10,631	\$ 27,294	\$ 420	\$ 10,445
Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -
YTD Expenditures	\$ (13,663,130)	\$ -	\$ -	\$ -	\$ (317,736)
ENDING FUND BALANCE, 05/31/20	\$ 15,846,942	\$ 2,135,853	\$ 5,477,294	\$ 88,506	\$ 1,875,563
TAXES RECEIVABLE	\$ 21,464,956	\$ -	\$ -	\$ -	\$ -

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

	HISTORICAL	HISTORICAL	HISTORICAL	HISTORICAL	HISTORICAL	HISTORICAL	CURRENT								
	3/31/2019	4/30/2019	5/31/2019	6/30/2019	7/31/2019	8/31/2019	9/30/2019	10/31/2019	11/30/2019	12/31/2019	1/31/2020	2/29/2020	3/31/2020	4/30/2020	5/31/2020
ASSETS															
Current Assets															
Cash	\$ 2,800,867	\$ 15,229,013	\$ 2,894,686	\$ 482,335	\$ 321,593	\$ 577,105	\$ 1,253,381	\$ 9,491,633	\$ 2,526,528	\$ 9,222,405	\$ 878,667	\$ 1,823,571	\$ 3,212,353	\$ 14,272,498	\$ 3,713,947
Investments	\$ 1,700,000	\$ 1,700,000	\$ 14,100,000	\$ 13,913,000	\$ 10,453,000	\$ 8,143,000	\$ 5,940,000	\$ 3,890,000	\$ 10,390,000	\$ -	\$ 5,850,000	\$ 3,150,000	\$ 650,000	\$ 650,000	\$ 12,280,000
Deposits Refundable	\$ -	\$ -	\$ 25,019	\$ 25,019	\$ 25,888	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Assets	\$ 4,500,867	\$ 16,929,013	\$ 17,019,705	\$ 14,420,353	\$ 10,800,481	\$ 8,720,105	\$ 7,193,381	\$ 13,381,633	\$ 12,916,528	\$ 9,222,405	\$ 6,728,667	\$ 4,973,571	\$ 3,862,353	\$ 14,922,498	\$ 15,993,947
TOTAL ASSETS	\$ 4,500,867	\$ 16,929,013	\$ 17,019,705	\$ 14,420,353	\$ 10,800,481	\$ 8,720,105	\$ 7,193,381	\$ 13,381,633	\$ 12,916,528	\$ 9,222,405	\$ 6,728,667	\$ 4,973,571	\$ 3,862,353	\$ 14,922,498	\$ 15,993,947
LIABILITIES															
Current Liabilities															
Warrants Payable	\$ 79,533	\$ 122,578	\$ 125,580	\$ 86,612	\$ 33,290	\$ 98,418	\$ 308,102	\$ 117,447	\$ 122,483	\$ (491)	\$ -	\$ -	\$ -	\$ -	\$ -
Sales Tax Payable	\$ 1,997	\$ 2,319	\$ 2,516	\$ 2,471	\$ 3,515	\$ 2,825	\$ 2,606	\$ 4,641	\$ 2,909	\$ 6,893	\$ 8,388	\$ 9,747	\$ 10,306	\$ 10,306	\$ 787
Payroll Payable	\$ 110,110	\$ 130,627	\$ 148,517	\$ 170,543	\$ 126,068	\$ 148,456	\$ 171,461	\$ 130,737	\$ 152,520	\$ 172,006	\$ 131,287	\$ 154,329	\$ 174,402	\$ 130,122	\$ 146,218
Total Current Liabilities	\$ 191,639	\$ 255,525	\$ 276,613	\$ 259,626	\$ 162,873	\$ 249,699	\$ 482,169	\$ 252,825	\$ 277,912	\$ 178,407	\$ 139,676	\$ 164,077	\$ 184,708	\$ 140,427	\$ 147,005
TOTAL LIABILITIES	\$ 191,639	\$ 255,525	\$ 276,613	\$ 259,626	\$ 162,873	\$ 249,699	\$ 482,169	\$ 252,825	\$ 277,912	\$ 178,407	\$ 139,676	\$ 164,077	\$ 184,708	\$ 140,427	\$ 147,005
FUND BALANCE															
Reserve for Encumbrance	\$ 1,240,119	\$ 1,410,091	\$ 1,359,549	\$ 953,035	\$ 884,939	\$ 778,093	\$ 587,377	\$ 483,460	\$ 292,123	\$ (1,861)	\$ -	\$ -	\$ -	\$ -	\$ -
Unreserved Fund Balance	\$ 3,069,109	\$ 15,263,397	\$ 15,383,543	\$ 13,207,692	\$ 9,752,669	\$ 7,692,313	\$ 6,123,836	\$ 12,645,348	\$ 12,346,493	\$ 9,045,858	\$ 6,588,991	\$ 4,809,495	\$ 3,677,645	\$ 14,782,070	\$ 15,846,942
TOTAL FUND BALANCE	\$ 4,309,228	\$ 16,673,488	\$ 16,743,092	\$ 14,160,727	\$ 10,637,608	\$ 8,470,406	\$ 6,711,213	\$ 13,128,808	\$ 12,638,616	\$ 9,043,998	\$ 6,588,991	\$ 4,809,495	\$ 3,677,645	\$ 14,782,070	\$ 15,846,942
TOTAL LIABILITIES & FUND BALANCE	\$ 4,500,867	\$ 16,929,013	\$ 17,019,705	\$ 14,420,353	\$ 10,800,481	\$ 8,720,105	\$ 7,193,381	\$ 13,381,633	\$ 12,916,528	\$ 9,222,405	\$ 6,728,667	\$ 4,973,571	\$ 3,862,353	\$ 14,922,498	\$ 15,993,947
PROPERTY TAXES RECEIVABLE	\$ 36,413,384	\$ 21,545,105	\$ 18,923,154	\$ 18,759,756	\$ 18,640,957	\$ 18,445,389	\$ 17,731,390	\$ 3,132,650	\$ 887,773	\$ 709,314	\$ 41,259,626	\$ 40,435,226	\$ 38,840,000	\$ 25,069,543	\$ 21,464,956

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

GENERAL FUND - 01	2020 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ 38,043,400	\$ 19,924,220	\$ -	\$ 18,119,180	52%
Other Revenue	\$ 1,700,500	\$ 542,418	\$ -	\$ 1,158,082	32%
TOTAL REVENUE	\$ 39,743,900	\$ 20,466,638	\$ -	\$ 19,277,262	51%
EXPENDITURES					
Personnel/Taxes and Benefits	\$ 26,432,500	\$ 10,599,895	\$ -	\$ 15,832,605	40%
Materials	\$ 3,824,800	\$ 655,081	\$ -	\$ 3,169,719	17%
Maintenance and Operations	\$ 6,406,600	\$ 2,408,154	\$ -	\$ 3,998,446	38%
Transfers Out & Reserves	\$ 3,080,000	\$ -	\$ -	\$ 3,080,000	0%
TOTAL EXPENDITURES	\$ 39,743,900	\$ 13,663,130	\$ -	\$ 26,080,770	34%
Excess/(Deficit)		\$ 6,803,509			
Additional Transfers Out		-			
NET EXCESS (DEFICIT)		\$ 6,803,509			

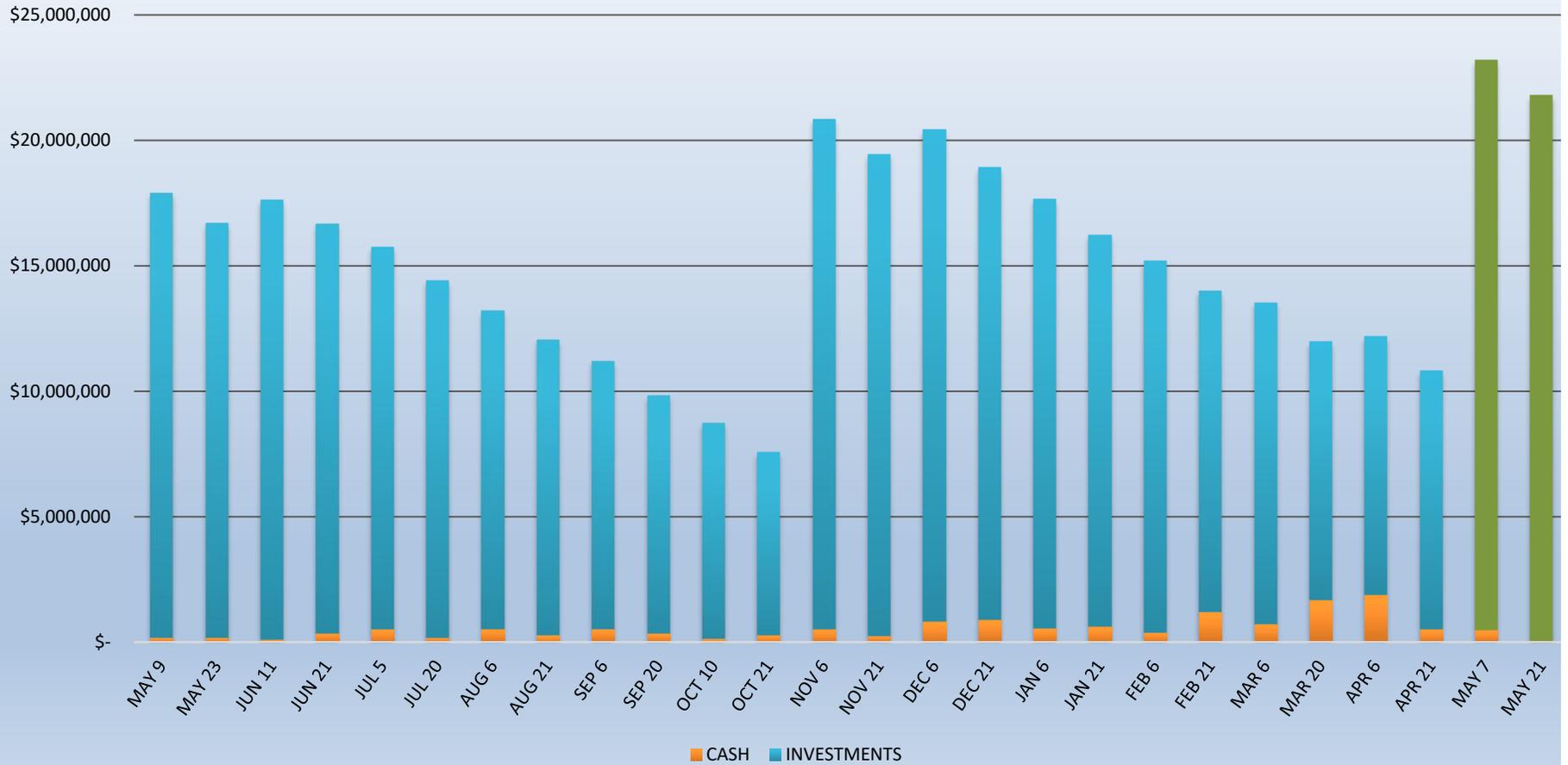
SPECIAL PURPOSE FUND - 15	2020 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 10,631	\$ -	\$ (10,631)	-
TOTAL REVENUE	\$ -	\$ 10,631	\$ -	\$ (10,631)	-
EXPENDITURES					
Election Costs	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 10,631			
Additional Transfers In		\$ -			
NET EXCESS (DEFICIT)		\$ 10,631			

LEVY SUSTAINABILITY FUND - 16	2020 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 27,294	\$ -	\$ (27,294)	-
TOTAL REVENUE	\$ -	\$ 27,294	\$ -	\$ (27,294)	-
EXPENDITURES					
Election Costs	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 27,294			
Additional Transfers In		\$ -			
NET EXCESS (DEFICIT)		\$ 27,294			

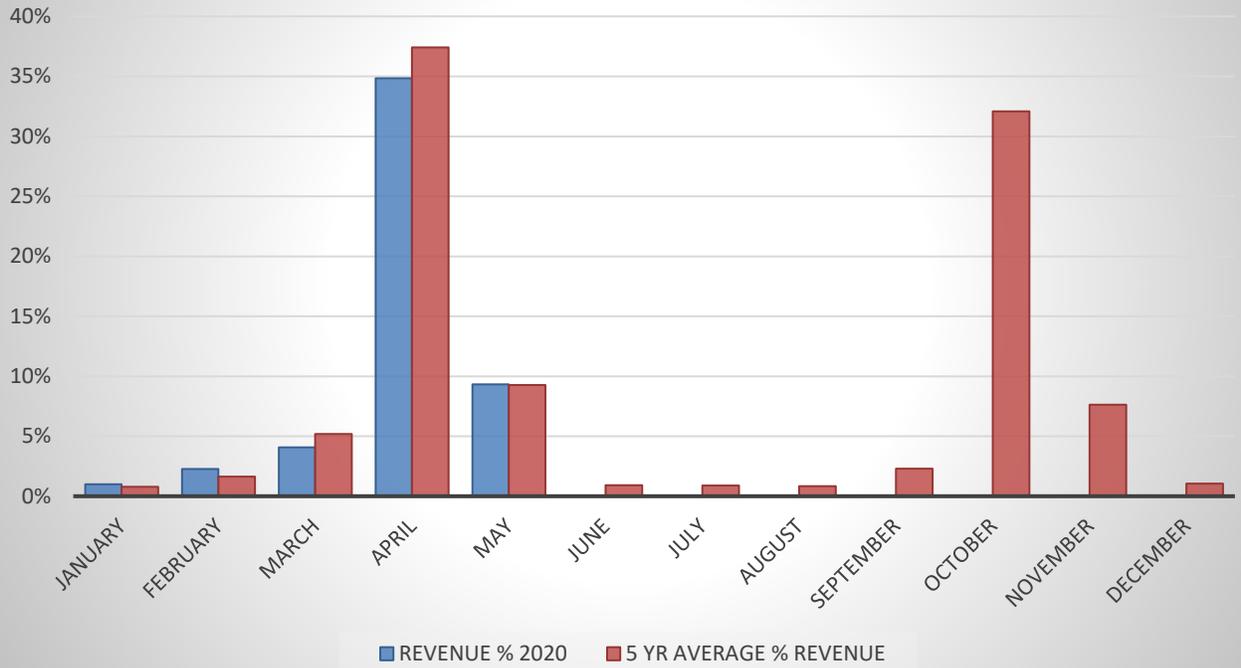
DEBT SERVICE FUND - 20	2020 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ -	\$ -	\$ -	\$ -	-
Other Revenue	\$ -	\$ 420	\$ -	\$ (420)	-
TOTAL REVENUE	\$ -	\$ 420	\$ -	\$ (420)	-
EXPENDITURES					
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
NET EXCESS (DEFICIT)		\$ 420			

CAPITAL IMPROVEMENT PROJECTS FUND - 30	2020 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ 845,000	\$ -	\$ -	\$ 845,000	0%
Transfers In	\$ 1,500,000	\$ -	\$ -	\$ 1,500,000	0%
Other Revenue	\$ -	\$ 10,445	\$ -	\$ (10,445)	-
TOTAL REVENUE	\$ 2,345,000	\$ 10,445	\$ -	\$ 2,334,555	0%
EXPENDITURES					
Capital Improvement Projects	\$ 2,345,000	\$ 317,736	\$ -	\$ 2,027,264	14%
TOTAL EXPENDITURES	\$ 2,345,000	\$ 317,736	\$ -	\$ 2,027,264	14%
Excess/(Deficit)		\$ (307,292)			
Additional Transfers In		-			
NET EXCESS (DEFICIT)		\$ (307,292)			

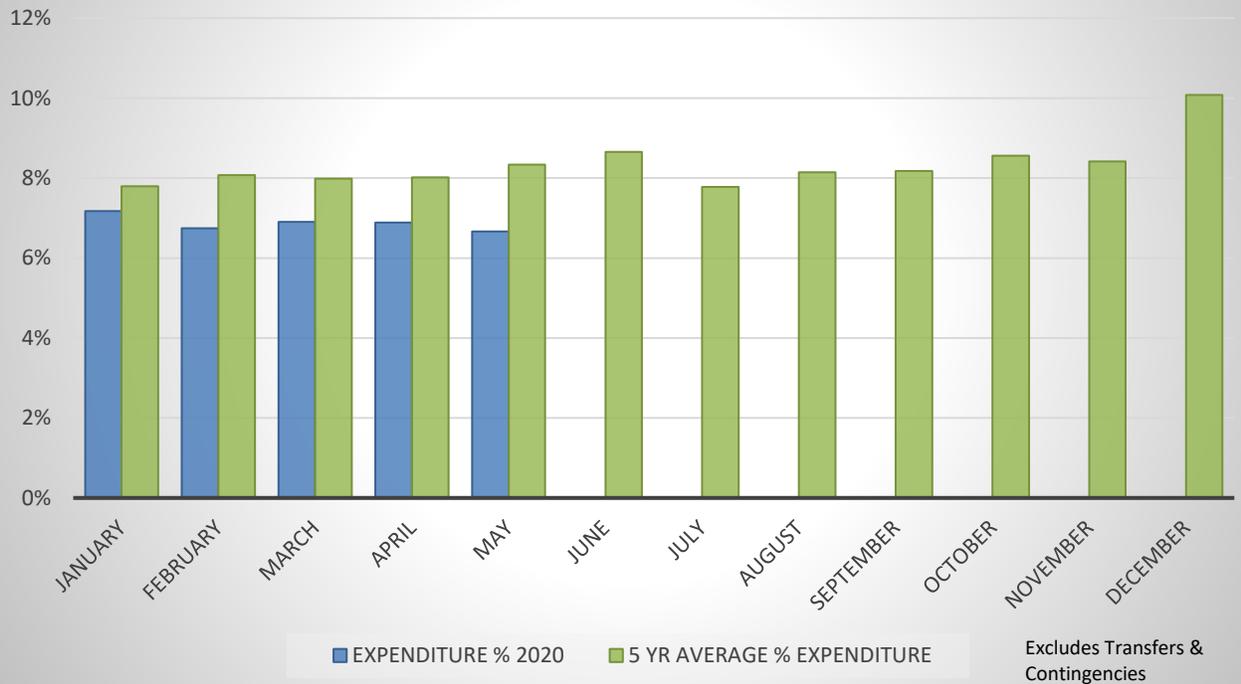
**CASH & INVESTMENTS - SEMI-MONTHLY
2020 - ALL FUNDS COMBINED (EXCLUDES DEBT SERVICE FUND)
- 13 MONTHS MOVING -**



GENERAL FUND - REVENUE TREND (%) THROUGH MAY 2020



GENERAL FUND - EXPENDITURE TREND (%) THROUGH MAY 2020



Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 5/31/2020

FUND: GENERAL FUND (01)

Object	2020 Budget	May Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
31111 PROPERTY TAX--CURRENT	37,207,700.00	3,558,138.44	19,544,353.36	0.00	17,663,346.64	52.53
31112 PROPERTY TAX--DELINQUENT	471,700.00	44,542.81	258,050.85	0.00	213,649.15	54.71
31113 PROPERTY TAX--KING COUNTY	60,000.00	30,493.02	38,584.18	0.00	21,415.82	64.31
31130 SALE OF TAX TITLE PROPERTY	6,000.00	287.92	597.31	0.00	5,402.69	9.96
31720 LEASEHOLD EXCISE TAX	20,000.00	0.00	13,536.77	0.00	6,463.23	67.68
31740 TIMBER EXCISE TAX	63,000.00	41,955.75	41,955.75	0.00	21,044.25	66.60
TAXES:	37,828,400.00	3,675,417.94	19,897,078.22	0.00	17,931,321.78	52.60
33469 STATE GRANT FROM OTHER STATE AGEN	0.00	5,000.00	5,000.00	0.00	(5,000.00)	0.00
33533 ST FOREST FUNDS/DNR TIMB TRST	15,000.00	0.00	0.00	0.00	15,000.00	0.00
34160 COPIER FEES	30,000.00	13.19	6,708.69	0.00	23,291.31	22.36
34161 GRAPHICS SERVICES CHARGES	7,500.00	0.00	4,300.00	0.00	3,200.00	57.33
34162 PRINTER FEES	125,000.00	32.44	24,041.27	0.00	100,958.73	19.23
34163 FAX FEES	22,000.00	3.18	5,244.80	0.00	16,755.20	23.84
34170 SALE OF MERCHANDISE: BOOKS	0.00	0.00	9.10	0.00	(9.10)	0.00
34193 ORTING - SERVICE FEES	3,000.00	0.00	0.00	0.00	3,000.00	0.00
34730 LIBRARY SERVICES FEES--ILL	0.00	0.00	90.00	0.00	(90.00)	0.00
35970 LIBRARY FINES	400,000.00	1,984.66	83,223.63	0.00	316,776.37	20.81
36110 INVESTMENT EARNINGS	200,000.00	4,309.41	22,139.70	0.00	177,860.30	11.07
36140 INTEREST INCOME--CONTRACTS & N	0.00	0.00	2.00	0.00	(2.00)	0.00
36200 RENTS AND LEASES--KPHC	1,000.00	0.00	0.00	0.00	1,000.00	0.00
36290 BOOK SALES {{OLD ACCT}}	0.00	0.00	1,109.06	0.00	(1,109.06)	0.00
36700 DONOR PROCEEDS--FOUNDATION	300,000.00	0.00	0.00	0.00	300,000.00	0.00
36720 DONOR REIMBURSEMENTS--FRIENDS	30,000.00	0.00	75,000.00	0.00	(45,000.00)	250.00
36725 DONATIONS--OTHER	0.00	0.00	616.59	0.00	(616.59)	0.00
36790 OPPORTUNITY DONATIONS	160,000.00	0.00	0.00	0.00	160,000.00	0.00
36910 SALE OF SURPLUS--GENERAL	2,000.00	0.00	0.00	0.00	2,000.00	0.00
36915 SALE OF SURPLUS--MATERIALS	4,000.00	3,692.00	9,033.22	0.00	(5,033.22)	225.83
36920 FOUND MONEY	1,000.00	0.00	135.13	0.00	864.87	13.51
36990 MISCELLANEOUS OTHER	0.00	0.00	1,020.94	0.00	(1,020.94)	0.00
36991 PAYMENT FOR LOST MATERIALS	10,000.00	0.00	1,913.17	0.00	8,086.83	19.13
36996 JURY DUTY REIMBURSEMENT	0.00	0.00	120.00	0.00	(120.00)	0.00
36998 ERATE REIMBURSEMENT	530,000.00	0.00	276,844.63	0.00	253,155.37	52.23
36999 PROCUREMENT CARD REBATES	75,000.00	16,281.75	49,344.93	0.00	25,655.07	65.79
CHARGES OTHER:	1,915,500.00	31,316.63	565,896.86	0.00	1,349,603.14	29.54
39520 INSURANCE RECOVERIES--CAPITAL	0.00	0.00	3,663.31	0.00	(3,663.31)	0.00
TOTAL FOR REVENUE ACCOUNTS	39,743,900.00	3,706,734.57	20,466,638.39	0.00	19,277,261.61	51.50
EXPENSE ACCOUNTS						
51100 SALARIES AND WAGES	19,290,100.00	1,526,590.46	7,574,559.57	0.00	11,715,540.43	39.27
51105 ADDITIONAL HOURS	136,200.00	278.73	49,832.86	0.00	86,367.14	36.59
51106 SHIFT DIFFERENTIAL	180,800.00	1,543.77	56,873.26	0.00	123,926.74	31.46
51107 SUBSTITUTE HOURS	145,900.00	0.00	64,411.30	0.00	81,488.70	44.15
51109 TUITION ASSISTANCE	10,000.00	0.00	1,049.80	0.00	8,950.20	10.50
51200 OVERTIME WAGES	22,800.00	212.11	9,354.98	0.00	13,445.02	41.03
51999 ADJ WAGE/SALARY TO MATCH PLAN	(494,600.00)	0.00	0.00	0.00	(494,600.00)	0.00
52001 INDUSTRIAL INSURANCE	192,900.00	9,349.18	42,434.22	0.00	150,465.78	22.00
52002 MEDICAL INSURANCE	2,704,000.00	194,011.03	1,096,170.81	0.00	1,607,829.19	40.54

FUND: GENERAL FUND (01)

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EXPENSE ACCOUNTS						
52003 FICA	1,512,800.00	114,204.09	579,795.07	0.00	933,004.93	38.33
52004 RETIREMENT	2,543,300.00	193,758.12	972,116.75	0.00	1,571,183.25	38.22
52005 DENTAL INSURANCE	248,700.00	19,116.14	96,283.72	0.00	152,416.28	38.71
52006 OTHER BENEFIT	9,900.00	2,100.00	10,400.00	0.00	(500.00)	105.05
52010 LIFE AND DISABILITY INSURANCE	82,800.00	7,127.08	35,248.08	0.00	47,551.92	42.57
52020 UNEMPLOYMENT/ PAID FML INSURANCE	30,000.00	2,242.88	11,364.47	0.00	18,635.53	37.88
52999 ADJ BENEFITS TO MATCH PLAN	(183,100.00)	0.00	0.00	0.00	(183,100.00)	0.00
PERSONNEL	26,432,500.00	2,070,533.59	10,599,894.89	0.00	15,832,605.11	40.10
53100 OFFICE/OPERATING SUPPLIES--DEP	224,900.00	2,954.68	16,491.36	0.00	208,408.64	7.33
53110 CUSTODIAL SUPPLIES	76,500.00	3,915.65	21,006.33	0.00	55,493.67	27.46
53120 MAINTENANCE SUPPLIES	30,000.00	0.00	0.00	0.00	30,000.00	0.00
53130 MATERIAL PROCESSING SUP	16,000.00	0.00	0.00	0.00	16,000.00	0.00
53200 FUEL	35,000.00	0.00	0.00	0.00	35,000.00	0.00
53401 ADULT AV - CDS	800,000.00	6,869.87	21,024.85	0.00	778,975.15	2.63
53402 ADULT AV - DVD	92,000.00	37,987.10	85,694.51	0.00	6,305.49	93.15
53403 PERIODICALS {{OLD}}	0.00	0.00	(15.02)	0.00	15.02	0.00
53404 ADULT AV AUDIOBOOKS	0.00	4,474.43	4,738.49	0.00	(4,738.49)	0.00
53405 ADULT BOOK CLUB KITS	60,000.00	445.77	445.77	0.00	59,554.23	0.74
53406 ADULT FICTION	675,000.00	38,002.05	72,571.96	0.00	602,428.04	10.75
53407 INTERNATIONAL COLLECTION {{OLD}}	0.00	0.00	(158.76)	0.00	158.76	0.00
53408 ADULT LARGE PRINT	1,065,800.00	4,212.78	13,708.65	0.00	1,052,091.35	1.29
53409 ADULT LUCKY DAY	0.00	4,757.21	10,499.32	0.00	(10,499.32)	0.00
53410 ADULT NONFICTION	393,000.00	36,274.93	69,359.27	0.00	323,640.73	17.65
53411 ADULT PAPERBACKS	0.00	1,625.64	5,140.02	0.00	(5,140.02)	0.00
53412 ADULT PC READS	170,000.00	0.00	375.44	0.00	169,624.56	0.22
53413 ADULT REFERENCE	0.00	0.00	124.84	0.00	(124.84)	0.00
53414 ADULT YA FICTION	0.00	5,080.38	10,207.38	0.00	(10,207.38)	0.00
53415 ADULT YA GRAPHIC NOVELS	0.00	3,901.55	8,140.46	0.00	(8,140.46)	0.00
53416 ADULT YA NONFICTION	0.00	0.00	580.86	0.00	(580.86)	0.00
53417 ADULT AV - DVDNF	487,000.00	4,200.67	6,649.90	0.00	480,350.10	1.37
53418 ADULT GRAPHIC NOVELS	82,000.00	745.38	3,266.21	0.00	78,733.79	3.98
53422 CHILDREN'S BOOK CLUB KITS	0.00	227.68	300.59	0.00	(300.59)	0.00
53423 CHILDREN'S COMIC BOOKS	0.00	0.00	839.53	0.00	(839.53)	0.00
53424 CHILDREN'S EARLY LEARNING	0.00	1,072.73	1,812.23	0.00	(1,812.23)	0.00
53425 CHILDREN'S FICTION	0.00	24,888.05	46,973.74	0.00	(46,973.74)	0.00
53426 CHILDREN'S GRAPHIC NOVELS	0.00	4,700.20	6,195.94	0.00	(6,195.94)	0.00
53427 CHILDREN'S NONFICTION	0.00	16,979.37	27,004.07	0.00	(27,004.07)	0.00
53428 CHILDREN'S SCIENCE TO GO	0.00	1,134.10	1,214.03	0.00	(1,214.03)	0.00
53429 CHILDREN'S STORYTIME	0.00	278.12	772.25	0.00	(772.25)	0.00
53430 DATABASES	0.00	0.00	64,246.38	0.00	(64,246.38)	0.00
53441 EBOOKS	0.00	26,793.19	86,695.65	0.00	(86,695.65)	0.00
53442 EDOWNLOADABLE AUDIO	0.00	18,866.77	30,720.39	0.00	(30,720.39)	0.00
53443 ESTREAMING BOOKS	0.00	0.00	17,200.00	0.00	(17,200.00)	0.00
53444 EHOSTING FEES	0.00	0.00	13,200.00	0.00	(13,200.00)	0.00
53450 MAGAZINES	0.00	448.07	1,721.02	0.00	(1,721.02)	0.00
53460 VENDOR PROCESSING	0.00	13,480.28	28,113.33	0.00	(28,113.33)	0.00
53464 VENDOR PROCESSING SERVICES {{OLD}}	0.00	0.00	(20.00)	0.00	20.00	0.00

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FUND: GENERAL FUND (01)

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EXPENSE ACCOUNTS						
53470 WORLD - ADULT SPANISH	0.00	38.28	38.28	0.00	(38.28)	0.00
53471 WORLD - CHILDREN'S SPANISH	0.00	370.87	1,258.64	0.00	(1,258.64)	0.00
53473 WORLD - DVD	0.00	395.55	2,117.72	0.00	(2,117.72)	0.00
53476 WORLD - KOREAN	0.00	961.10	1,905.63	0.00	(1,905.63)	0.00
53479 WORLD - RUSSIAN	0.00	0.00	439.60	0.00	(439.60)	0.00
53481 YOUTH CHILDREN'S AUDIO BOOKS	0.00	5,728.85	8,935.12	0.00	(8,935.12)	0.00
53482 YOUTH DVD - FTY	0.00	556.00	951.41	0.00	(951.41)	0.00
53483 YOUTH YA AUDIO BOOKS	0.00	90.92	90.92	0.00	(90.92)	0.00
53500 MINOR EQUIPMENT	49,800.00	0.00	0.00	0.00	49,800.00	0.00
53502 TECHNOLOGY HARDWARE--PUBLIC	682,500.00	0.00	0.00	0.00	682,500.00	0.00
53503 TECHNOLOGY HARDWARE--STAFF	0.00	0.00	4,450.95	0.00	(4,450.95)	0.00
53505 SOFTWARE/LICENSES/HOST--APPS	841,300.00	15,734.50	44,951.50	0.00	796,348.50	5.34
53506 SOFTWARE/LICENSES/HOST--INFRA	0.00	940.00	4,700.00	0.00	(4,700.00)	0.00
53510 FURNISHINGS--PUBLIC	49,500.00	0.00	0.00	0.00	49,500.00	0.00
54100 INDEPENDENT CONTRACTORS	266,100.00	300.00	7,720.00	0.00	258,380.00	2.90
54110 PERFORMER SERVICES	0.00	945.50	10,592.04	0.00	(10,592.04)	0.00
54120 CONTRACTUAL SERVICES	281,100.00	62,811.51	69,563.99	0.00	211,536.01	24.75
54130 COLLECTION AGENCY SERVICES	0.00	0.00	3,320.45	0.00	(3,320.45)	0.00
54140 DATA SERVICES	8,500.00	0.00	0.00	0.00	8,500.00	0.00
54150 LEGAL SERVICES	40,000.00	0.00	0.00	0.00	40,000.00	0.00
54162 BIBLIOGRAPHIC & RELATED SERVIC	0.00	4,107.34	24,644.04	0.00	(24,644.04)	0.00
54163 PRINTING AND BINDING	52,000.00	0.00	0.00	0.00	52,000.00	0.00
54165 ILL LOST ITEM CHARGE	2,500.00	0.00	586.88	0.00	1,913.12	23.48
54200 POSTAGE	73,000.00	0.00	3,418.97	0.00	69,581.03	4.68
54210 TELECOM SERVICES--PHONES	0.00	2,269.66	6,501.76	0.00	(6,501.76)	0.00
54211 TELECOM SERVICES--CELLPHONES	651,000.00	0.00	2,494.16	0.00	648,505.84	0.38
54300 TRAVEL AND TOLLS	63,500.00	0.00	2,291.05	0.00	61,208.95	3.61
54301 MILEAGE REIMBURSEMENTS	47,300.00	1,147.28	13,331.50	0.00	33,968.50	28.18
54400 ADVERTISING	76,800.00	5,535.10	6,125.50	0.00	70,674.50	7.98
54501 RENTALS/LEASES--BUILDINGS	474,700.00	20,813.34	196,756.16	0.00	277,943.84	41.45
54502 RENTALS/LEASES--EQUIPMENT	130,900.00	7,370.99	42,641.06	0.00	88,258.94	32.58
54600 INSURANCE	230,000.00	0.00	265,734.95	0.00	(35,734.95)	115.54
54700 ELECTRICITY	265,000.00	10,157.07	52,710.64	0.00	212,289.36	19.89
54701 NATURAL GAS	12,000.00	329.29	5,658.78	0.00	6,341.22	47.16
54702 WATER	30,000.00	2,172.65	10,355.17	0.00	19,644.83	34.52
54703 SEWER	34,000.00	2,938.18	12,871.20	0.00	21,128.80	37.86
54704 REFUSE	36,000.00	3,435.64	8,408.85	0.00	27,591.15	23.36
54800 GENERAL REPAIRS/MAINTENANCE	231,500.00	16,543.00	33,398.26	0.00	198,101.74	14.43
54801 CONTRACTED MAINTENANCE	411,300.00	6,338.93	78,470.22	0.00	332,829.78	19.08
54805 VEHICLE REPAIR AND MAINTENANCE	65,000.00	0.00	0.00	0.00	65,000.00	0.00
54810 IT SYSTEMS MAINTENANCE--APPS	73,100.00	0.00	0.00	0.00	73,100.00	0.00
54811 IT SYSTEMS MAINTENANCE--INFRA	0.00	0.00	54,235.65	0.00	(54,235.65)	0.00
54900 INDIVIDUAL REGISTRATIONS	79,300.00	0.00	(128.50)	0.00	79,428.50	(0.16)
54901 ORGANIZATIONAL REGISTRATIONS	1,000.00	0.00	0.00	0.00	1,000.00	0.00
54902 DUES AND MEMBERSHIPS	52,000.00	0.00	21,723.62	0.00	30,276.38	41.78
54903 LICENSES AND FEES {{OLD}}	0.00	217.10	2,319.76	0.00	(2,319.76)	0.00
54904 LICENSES	11,500.00	0.00	134.00	0.00	11,366.00	1.17
54905 FEES	58,000.00	2,205.29	8,043.37	0.00	49,956.63	13.87

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EXPENSE ACCOUNTS						
54906 TAXES AND ASSESSMENTS	44,000.00	0.00	21,051.17	0.00	22,948.83	47.84
54911 FOUNDATION IMPACT PROJECTS	300,000.00	0.00	0.00	0.00	300,000.00	0.00
54912 CONTINGENCY	300,000.00	0.00	0.00	0.00	300,000.00	0.00
54998 US BANK CLEARING	0.00	141,073.33	1,351,579.19	0.00	(1,351,579.19)	0.00
59711 TRANSFERS OUT--FUTURE ELECTION	80,000.00	0.00	0.00	0.00	80,000.00	0.00
59712 TRANSFERS OUT--FUTURE LAND, PR	1,000,000.00	0.00	0.00	0.00	1,000,000.00	0.00
59730 TRANSFERS OUT--CAPITAL PROJECT	1,500,000.00	0.00	0.00	0.00	1,500,000.00	0.00
59799 ANNUAL SUSTAINABILITY SETASIDE	500,000.00	0.00	0.00	0.00	500,000.00	0.00
ALL OTHER EXPENSES	13,311,400.00	579,843.92	3,063,234.65	0.00	10,248,165.35	23.01
NEED A CATEGORY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR EXPENSE ACCOUNTS	39,743,900.00	2,650,377.51	13,663,129.54	0.00	26,080,770.46	34.38
NET SURPLUS / DEFICIT	0.00	1,056,357.06	6,803,508.85	0.00	(6,803,508.85)	0.00

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FUND: SPECIAL PURPOSE FUND (15)

Object	2020 Budget	May 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	912.47	10,630.60	0.00	(10,630.60)	0.00
CHARGES OTHER:	0.00	912.47	10,630.60	0.00	(10,630.60)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	912.47	10,630.60	0.00	(10,630.60)	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	912.47	10,630.60	0.00	(10,630.60)	0.00

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FUND: LEVY SUSTAINABILITY FUND (16)

Object	2020 Budget	May Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
36110 INVESTMENT EARNINGS	0.00	2,340.38	27,293.93	0.00	(27,293.93)	0.00
CHARGES OTHER:	0.00	2,340.38	27,293.93	0.00	(27,293.93)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	2,340.38	27,293.93	0.00	(27,293.93)	0.00
NET SURPLUS / DEFICIT	0.00	2,340.38	27,293.93	0.00	(27,293.93)	0.00

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FUND: DEBT SERVICE FUND (20)

Object	2020 Budget	May Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
36110 INVESTMENT EARNINGS	0.00	36.36	420.35	0.00	(420.35)	0.00
CHARGES OTHER:	0.00	36.36	420.35	0.00	(420.35)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	36.36	420.35	0.00	(420.35)	0.00
NET SURPLUS / DEFICIT	0.00	36.36	420.35	0.00	(420.35)	0.00

FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)

Object	2020 Budget	May Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
29150 USE OF FUND BALANCE-BUDGET	845,000.00	0.00	0.00	0.00	845,000.00	0.00
36110 INVESTMENT EARNINGS	0.00	802.97	10,444.59	0.00	(10,444.59)	0.00
CHARGES OTHER:	845,000.00	802.97	10,444.59	0.00	834,555.41	1.24
39700 TRANSFERS IN	1,500,000.00	0.00	0.00	0.00	1,500,000.00	0.00
TOTAL FOR REVENUE ACCOUNTS	2,345,000.00	802.97	10,444.59	0.00	2,334,555.41	0.45
EXPENSE ACCOUNTS						
53503 TECHNOLOGY HARDWARE--STAFF	0.00	0.00	164.85	0.00	(164.85)	0.00
53505 SOFTWARE/LICENSES/HOST--APPS	0.00	0.00	7,970.88	0.00	(7,970.88)	0.00
54100 INDEPENDENT CONTRACTORS	460,000.00	0.00	1,885.00	0.00	458,115.00	0.41
54120 CONTRACTUAL SERVICES	0.00	3,516.80	48,236.48	0.00	(48,236.48)	0.00
54300 TRAVEL AND TOLLS	0.00	0.00	7,721.65	0.00	(7,721.65)	0.00
54400 ADVERTISING	0.00	130.20	310.80	0.00	(310.80)	0.00
54912 CONTINGENCY	250,000.00	0.00	0.00	0.00	250,000.00	0.00
56200 BUILDINGS ACQUISITIONS	120,000.00	0.00	0.00	0.00	120,000.00	0.00
56201 BUILDING IMPROVEMENTS/REFRESHE	260,000.00	0.00	0.00	0.00	260,000.00	0.00
56202 LAND & PROPERTY IMPROVEMENTS	230,000.00	0.00	0.00	0.00	230,000.00	0.00
56280 FURNITURE AND FIXTURES	200,000.00	0.00	58,851.03	0.00	141,148.97	29.43
56300 OTHER IMPROVEMENTS--NONBUILDIN	10,000.00	0.00	0.00	0.00	10,000.00	0.00
56400 MACHINERY & MAJOR EQUIPMENT	100,000.00	0.00	0.00	0.00	100,000.00	0.00
56430 TECHNOLOGY EQUIPMENT	715,000.00	192,595.53	192,595.53	0.00	522,404.47	26.94
TOTAL FOR EXPENSE ACCOUNTS	2,345,000.00	196,242.53	317,736.22	0.00	2,027,263.78	13.55
NET SURPLUS / DEFICIT	0.00	(195,439.56)	(307,291.63)	0.00	307,291.63	0.00

MEMO



Date: June 29, 2020

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

From: Georgia Lomax, Executive Director

Subject: Farewell and Thank You to Monica Butler

This month marks the end of Monica Butler's five-year service as a Library Trustee.

Ms. Butler joined the Library Board on August 12, 2015. She has provided sound guidance and leadership during her time on the Board and we are grateful for her service.

Her strong belief in the value of libraries, along with her depth and breadth of experience in the finance industry have proven valuable to Pierce County Library System, especially during the period in which the Library evaluated its funding and operating strategies and subsequently sought voter approval for a levy lid lift.

During the meeting we will thank Ms. Butler for her commitment to the Library's success and to serving the public. We wish her well in her next endeavors!

Unfinished Business

MEMO



Date: July 1, 2020

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

From: Clifford Jo, Finance & Business Director

Subject: Status of Cash—update

Since April, we've been providing the Board an update to our cash as a result of the effects of both the Governor's Stay Home Executive Order and COVID-19's economic impacts.

Last month, we reported having \$25.42 million in cash and investments.

Today July 1, I checked in the County's financial system how much was received from property tax revenue by June 30. The County posted \$1.87 million into our account. Along with the prior four months, total received to-date is down by about 1% of anticipated revenue by the normal April 30 deadline.

As of today, we have \$24.48 million in confirmed cash and investments recorded in the County's financial system. This balance is adequate to sustain library operations through the end of October 2020, at which time we would receive the final large property tax deposit for the year. The impact to our revenue is thus focused largely on our non-property tax revenue, which in the amended budget accounts for about a \$640,000 reduction.

While the first half of 2020 has had a manageable effect on property tax revenue, we won't know for sure until November 1 what the full amount will be for 2020. Regardless, we will plan both a budget and cash management strategy for the foreseeable future.

We will keep the Board apprised during coming months both of cash and our plans for responding to the financial uncertainty.

MEMO

Date: June 24, 2020

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

From: Mary Getchell, Marketing and Communications Director
Jaime Prothro, Customer Experience Director
Tracey Thompson, Collection Management Manager

Subject: Service during COVID-19: End of May-June

Following is an update on some of the Pierce County Library System's service measures related to activities while the Library System is serving communities during the novel coronavirus disease 2019 (COVID-19).

Collection Management:

- Overdrive is donating simultaneous use ebook packages to libraries in response to both COVID-19 and the Black Lives Matter Movement. A children's package is currently available, and the adult package will be announced shortly. The four titles for the Black Lives Matter Community Reads are:
 - The Hate You Give Us (eBook and eAudio) – Checkouts: 1751 Available 22nd – July 19th
 - So You Want to Talk About Race (eAudio) – Checkouts: 331 Available June 29th – July 26th
 - Me and White Supremacy (eBook)– Checkouts: 503 Available June 22nd – July 12th
 - New Jim Crow (eBook and eAudio) – Checkouts: 893 Available June 15th – July 15th.
- The checkout of children's fiction in Overdrive has more than doubled from June last year 9,923 to June this year at 19,948. This is a trend seen in libraries across the nation.
- The overall checkout has declined slightly from last month by 3,306, but it is still an increase over June last year by 44,640.
- For the first six months of 2020, ebook and downloadable audiobook checkout was 837,948 compared to the first six months of 2019 at 652,981.

Customer Experience

- By June 29, all branch book drops have been opened for returns and materials are being quarantined for 72 hours.
- 56 virtual programs were offered, from Storytime and Creative Games to a Humanities Washington presentation for adults. Summer programming will be ramping up mid-July.
- Curbside service delivery was a focal point for the department, resulting in logistical plans for service delivery to begin at eight branch locations: Fife, Gig Harbor, Lakewood, Parkland/Spanaway, South Hill, Summit, Sumner, and University Place. Other branch locations will soon follow.
- Virtual programming continues to be offered, with growing numbers of viewers both on Facebook Live and on the Library's YouTube channel.
- Summer Reading launched on June 15 with online challenges and reading logs.
- 28 customers took advantage of My Next Read Services, and staff fielded 912 emails and phone calls.

Communications:

- News media May 26-June 22: 28 news articles in 17 media sources.

- Social media marketing May 26-June 22:
 - Facebook engagement: 8.99%, exceeding industry standard of 5.4%.
 - Twitter engagement: 2.9%, exceeding industry standard of 0.062%
 - Instagram engagement: 2.7%, exceeding industry standard of 2%

- Email marketing messages May 28-June 15:
 - Email marketing messages: 5
 - Average subscribers per email: 84,756
 - Average open rate/email message: 28,422 opens, for an average open rate of 32.3%, exceeding industry standard of 25.17%

MEMO



Date: July 1, 2020

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

From: Clifford Jo, Finance & Business Director

Subject: 2020 Amending Budget

As mentioned during previous Board meetings, we prepared an amending budget for fiscal year 2020. This is necessary to absorb the impacts to revenue losses, whether permanent or delayed. Attached are the proposed budgets for the General Fund and Capital Fund.

These budgets acknowledge the revenue losses through reductions in expenditures and transfers, and also increased contingency should something arise. We confirmed the work plan for the remainder of the year.

Major amendments to revenue:

- \$140,000 reduction to fees for printing, faxing, and copying
- \$315,000 reduction in late fees
- \$150,000 reduction to interest revenue due to significantly lower return rates
- \$68,000 reduction to donations from Foundation and Friends

Major amendments to expenditures:

- \$97,300 reduction in office supplies due to less needed while buildings are closed to the public
- \$15,000 reduction in fuel
- \$1.17 million reduction in personnel cost to match likely YE actual due to vacancies held open during COVID
- \$40,000 increase in insurance to match actual
- \$150,000 reduction in the CIP transfer, which is offset by the E-Rate revenue anticipated later this year for Dell equipment purchased through Xiologix
- \$520,000 increase to contingency

Because the bottom line on the Capital Fund has not changed, there is no need to approve a motion.

Motion: Move to approve the 2020 amending budget as presented.

GENERAL FUND

PROPOSED JULY 8, 2020	2020 Approved 12/2019	2020 Amending	Change (\$)	Change (%)
-- REVENUE --				
Property Taxes	\$ 37,745,400	\$ 37,535,500	\$ (209,900)	-0.56%
Excise Taxes	83,000	83,000	-	
Timber Taxes	15,000	15,000	-	
Fees (Printer, Fax, Copier)	187,500	43,500	(144,000)	-76.80%
Fines	400,000	85,000	(315,000)	-78.75%
Investment Income	200,000	50,000	(150,000)	-75.00%
Sales of Goods/Services	5,000	1,000	(4,000)	-80.00%
Donors & Reimbursements	490,000	428,000	(62,000)	-12.65%
Other (Erate, P-card Rebates, Unclaimed Property)	618,000	631,000	13,000	2.10%
TOTAL REVENUE	\$ 39,743,900	\$ 38,872,000	\$ (871,900)	-2.19%
-- EXPENDITURES --				
PERSONNEL				
Salaries & Wages	\$ 19,268,400	\$ 18,347,900	\$ (920,500)	-4.78%
Overtime Wages	22,800	22,800	-	
Employee Benefits	7,141,300	6,892,200	(249,100)	-3.49%
TOTAL PERSONNEL	\$ 26,432,500	\$ 25,262,900	\$ (1,169,600)	-4.42%
MAINTENANCE & OPERATIONS				
Supplies and Consumables	\$ 366,100	\$ 268,800	\$ (97,300)	-26.58%
Fuel	35,000	20,000	(15,000)	-42.86%
Equipment (Computers, Software, Furnishings)	1,658,100	1,658,100	-	
Professional, Legal, Other Services	727,500	727,500	-	
Networking, Phones, Postage	724,000	724,000	-	
Travel & Mileage	117,800	117,800	-	
Advertising	81,800	81,800	-	
Rentals & Leases	615,600	615,600	-	
Insurance	230,000	270,000	40,000	17.39%
Utilities	377,000	377,000	-	
Repairs & Maintenance, Maintenance Contracts	780,900	780,900	-	
Registrations	80,300	80,300	-	
Dues, Taxes, Licenses, Fees, Misc Expenses	165,500	165,500	-	
Contingency	300,000	820,000	520,000	173.33%
Intergovernmental	-	-	-	
TOTAL MAINTENANCE & OPERATIONS	\$ 6,259,600	\$ 6,707,300	\$ 447,700	7.15%
MATERIALS				
Books, DVDs, Music, eBooks, Databases	\$ 3,971,800	\$ 3,971,800	\$ -	
SET-ASIDES & TRANSFERS				
Capital Fund Transfer	\$ 1,500,000	1,350,000	\$ (150,000)	-10.00%
Special Purpose Fund Transfer	1,080,000	1,080,000	-	
Set Aside for Apr/Oct Cashflow	500,000	500,000	-	
TOTAL SET-ASIDES AND TRANSFERS	\$ 3,080,000	\$ 2,930,000	\$ (150,000)	-4.87%
TOTAL EXPENDITURES	\$ 39,743,900	\$ 38,872,000	\$ (871,900)	-2.19%
NET OF REVENUE AND EXPENDITURES	\$ -	\$ -	\$ -	

CAPITAL IMPROVEMENT FUND

PROPOSED JULY 8, 2020	2020 Approved 12/2019	2020 Amending	Notes
-- FUNDING SOURCES --			
USE OF FUND BALANCE			
Carryforward funds from prior fiscal year	\$ 595,000	\$ 595,000	
Available cash in the Capital Fund	250,000	250,000	
TOTAL USE OF FUND BALANCE	\$ 845,000	\$ 845,000	
NEW REVENUE			
Transfer from General Fund	\$ 1,500,000	\$ 1,350,000	Offset from E-Rate reimbursement
E-Rate Reimbursement		150,000	USAC approved category 2 reimbursement
TOTAL NEW REVENUE	\$ 1,500,000	\$ 1,500,000	
TOTAL FUNDS AVAILABLE	\$ 2,345,000	\$ 2,345,000	
-- EXPENDITURES --			
COMMITMENTS			
UP 5,000 sq ft Expansion (10 years--2012-21)	\$ 120,000	\$ 120,000	
CURRENT BUILDING IMPROVEMENTS			
Buckley Site Evaluation	\$ 100,000	\$ 100,000	
Landscaping Refresh & Lot Maintenance	230,000	230,000	
PKS Refresh	250,000	250,000	
BLK Refresh Study	10,000	10,000	
ACL Server Room Refresh Study	10,000	10,000	
Furniture Updates	200,000	200,000	
TOTAL CURRENT BUILDING IMPROVEMENTS	\$ 800,000	\$ 800,000	
FUTURE BUILDINGS			
Lakewood, Tillicum, Sumner Libraries Planning Phase	\$ 360,000	\$ 360,000	
TECHNOLOGY UPDATES			
EDEN Financial/HR System Replacement	\$ 100,000	\$ 100,000	
IT Technology Plan	500,000	500,000	
Server Storage/Cloud Computing/Cyber Security	215,000	215,000	
TOTAL TECHNOLOGY PROJECTS	\$ 815,000	\$ 815,000	
Contingency	\$ 250,000	\$ 250,000	
TOTAL EXPENDITURES	\$ 2,345,000	\$ 2,345,000	
NET OF REVENUE AND EXPENDITURES	\$ -	\$ -	Balanced

Officers Reports

MEMO



Date: June 29, 2020

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

From: Clifford Jo, Finance & Business Director

Subject: Pierce County Purchase of Parts of Graham Library Properties—Update & Timeline

As reported to the Board in May, the County is moving forward to purchase parts of our five Graham Library parcels in order to widen the street and install a stop light. Facilities Manager Kristina Cintron, Senior Librarian David Seckman, and I met with County officials in early June to receive further details on their plans, which included several design options for the entryway and effects to parking lots. Although we are consulting with our architect on these and other designs to understand the full scope and cost, we are enthusiastic and eager to have the road work underway next year to improve the safety of the area.

Following is a timeline of activities and when Board involvement will occur:

- July: Determine scope and cost of redoing some of our parking stalls
- August: Preliminary review with Board
- September: Preliminary design for cost estimates
- October: First review of interlocal agreements with Board
- November: Board approval for (1) sale of property and (2) easements required
- Early 2021: Pierce County and PCLS release Request For Bids for respective contractors and begin construction
- Board approval of selected contractor for parking lot construction
- Mid-2021: Construction complete

We will keep the Board apprised of progress.

MEMO



Date: June 29, 2020

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

From: Clifford Jo, Finance & Business Director

Subject: 2017 Funding Year USAC/E-Rate Audit—Final Report

Last October we received notice from Cotton & Company LLP that Universal Service Administrative Company (USAC) had selected Pierce County Library System for a performance audit of funding year 2017 (July 1, 2017 – June 30, 2018). Through the next three months we, along with our consultant Claire O’Flaherty, submitted documents requested by the E-Rate auditors.

The actual audit work concluded about 2 months early, due in large part to the Library’s responsiveness. We received notice in February regarding preliminary results and were anticipating an exit audit several weeks later. Due to concerns regarding COVID-19, USAC delayed the actual exit conference to June 4, which Georgia, Claire, and I attended via WebEx.

The audit spanned the breadth of accountability and financial perspectives, the latter of which was a comprehensive review of \$527,596 disbursed to the Library. The final results of the audit included:

- No findings for accountability; and
- Two findings for financial (\$628 and \$1,885), for a total monetary value of \$2,513 to be refunded to USAC. The two findings were related to telephone reimbursements and a submission of one WAVE invoice outside of the funding year. In the former’s case, telephone eligibility has been completely phased out as of last year. The invoice had to do with a misunderstanding of the invoice date versus service date.

In both cases, we have already made necessary adjustments to our processes.

As with other audits, we take the opportunity to learn from the activity so that we can improve our processes. With this audit we learned not only about auditing standards regarding E-Rate, but also auditing of grants, which will help us as we pursue more and larger grants over time.

Executive Session

Motion to recess to Executive Session per RCW 42.30.110,
for 10 minutes to discuss personnel matters.

Pierce County Library FYI Packet
Link List
July 8, 2020

Pierce County Library in the News

- [Recommending Diverse Voices](#) - American Libraries Magazine blog (featuring Robin Bradford, collection development librarian at the Library)
- [Pierce County Library System Launches Virtual Library with Online Events and Classes](#) - South Sound Talk (+ Courier Herald, Macaroni Kid)
- [Pierce County Libraries Opening Book Drops and Offering Free Wi-Fi](#) - South Sound Magazine (+ Patch)
- [Online Summer Reading Program Coming to Pierce County](#) - SouthSoundTalk
- [Encouraging Summer Reading](#) - South Sound Magazine
- [Vote For The Next Pierce County Library Card Designs](#) - Pierce County Patch
- [KTQA Daily Briefing](#) - (Interview with Mary Getchell, the Library's Marketing and Communications Director, begins at 10:30)
- [Phase 2: Pierce County Library Information](#) - Macaroni Kid
- [Pierce County Library System service changes due to COVID-19](#) - South Sound Talk (+ Tacoma Weekly)
- [Pierce County Library System's Buildings Will Be Closed to the Public Starting, Saturday, March 14](#) - South Sound Talk
- [Coronavirus: New Pierce Co. Library Policies Address Concerns](#) - Pierce County Patch
- [Washington State Library to Help Distribute CARES Funds to Libraries and Museums](#) - South Sound Business
- Summer Reading Ad - June Parentmap (see attached PDF)
- Latest Phase II recovery developments for Gig Harbor, Key Peninsula, in brief - Peninsula Gateway (see excerpt on attached PDF)
- Pierce County Libraries expand online reading options - Q13 Fox News (see attached PDF)
- Bored at Home? Pierce County Libraries Still Have Tons of Resources Online! - AM 880 KIXI (see attached PDF)

Washington State



Developmental Disabilities Endowment Trust Fund
Protect today, provide for tomorrow

<https://ddetf.wa.gov/>

Summer Camp Central



Discover the **best camps and classes** around the Sound. Explore by location and type, plus get our editor's picks for the top local programs.

Get planning!

ParentMap [ParentMap.com/camps](https://parentmap.com/camps)

FREE

DIG DEEPER: Read, Investigate, Discover.

Be part of Summer Reading at the Pierce County Library System
June 15 - Aug. 31 • All Ages



Pierce County Library System & Foundation

summerreading.pcls.us
253-548-3300

30 • June 2020 • parentmap.com

ages + stages

Raising an Only Child in Quarantine

continued from page 29

Let the feelings roll

Our surroundings might be unchanging, but the emotional terrain we're collectively navigating has developed serious ups and downs. Having a sibling doesn't guarantee a peer willing to listen, but at least it's a possibility.

Marisol Hanley, a Seattle psychologist and mother of an 11-year-old only child, is navigating a newly remote practice, while her research-scientist husband still goes to his lab. In between sessions with stressed-out clients, she

I have noticed that for all types of families, bragging on social media — expect for the occasional bread-baking triumph — has been toned down.

helps her extroverted daughter connect to friends, do schoolwork and process her emotions relating to the changes.

There have been many hard moments, such as the announcement that schools had closed for the rest of the year.

Meltdowns have come in waves. "We had to just wait it out," says Hanley. "If I had just gotten mad and impatient, it would have made it worse."

A "we're in it together" approach also helps. "We have more success when we can approach things like we're a family unit," she says.

One sign of maturity: Her daughter recently initiated a family meeting to say her piece about how she wanted things to go in the house.

Compassion instead of comparison

Monica Cagayat, a Kenmore mother to a 3-year-old only child, brought up an unexpected silver lining of isolation with an only child that had not occurred to me before.

Although her family has been challenged by many things during quarantine, Cagayat, who works as a marriage and family therapist, has appreciated the opportunity to spend extra time with her daughter, who is usually in day care.

"I've been really encouraged by noticing all the ways my daughter continues to make strides in her language, and in learning new things developmentally," she says. "It's such a great time to notice this because there are no other kids to compare her to! Instead, it's all her. I love that."

I love that, too. I have noticed that for all types of families, bragging on social media — expect for the occasional bread-baking triumph — has been toned down. No one is taking 10-mile hikes with their kids or winning soccer trophies. Instead, parents are commiserating over homeschooling failures, how hard all of this is and — at the end of the day — how lucky many of us are to be able to huddle with our families, big or small. ■

Elisa Murray is a Seattle-based freelance writer and editor who is editor of the guidebook "52 Seattle Adventures With Kids" (parentmap.com/52adventures) and the former managing editor of ParentMap.

Latest Phase II recovery developments for Gig Harbor, Key Peninsula, in brief

BY GATEWAY STAFF
June 17, 2020 12:00 AM

Virtual library open

Pierce County Libraries, including those in Gig Harbor and the Key Peninsula, remain closed, but the county library system has recently opened a virtual library with free online classes, games and activities. These include:

- **Virtual Story Times** at 10 a.m. Mondays, Wednesdays and Fridays on Facebook at www.facebook.com/groups/PCLSFamilies

- **Fantastic Tales on Facebook Live** at 12:30 p.m. Monday through Friday. Miss Brandi reads aloud for elementary-age kids at lunchtime.

Creative Creations and Games on Zoom. Create masterpieces, do science projects, and play games. Ages 5-10. Registration required at piercecountylibrary.org/calendar. Tuesdays, June 16, 23, and 30 at 2:30 p.m.

A complete schedule of online classes and events is at <https://calendar.piercecountylibrary.org/events>

Read more here: <https://www.thenewstribune.com/news/local/community/gateway/g-news/article243502951.html#storylink=cpy>

Pierce County Libraries expand online reading options

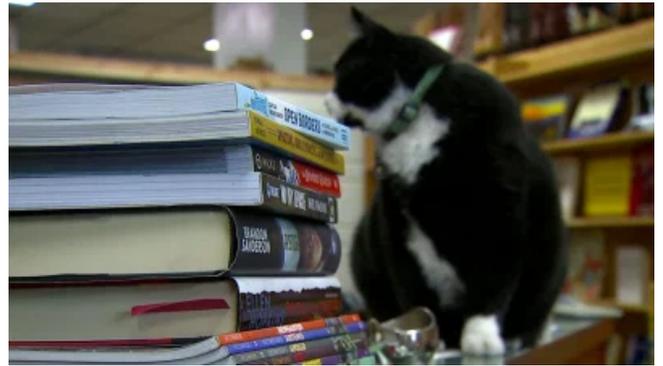
POSTED 1:05 PM, JUNE 9, 2020, BY OMAR LEWIS, UPDATED AT 01:08PM, JUNE 9, 2020



TACOMA – With so many Washingtonians stuck at home in quarantine, The Pierce County Library System is making it easier for readers to access books online.

Through their online eReading Rooms, users can browse digital books on the internet.

The concept takes the idea of the physical reading rooms to the digital space with books selected and categorized by librarians like Lisa Oldoski.



“By having these reading rooms it really targets and makes it easy for people to find things based on genre, or the audience, or the subject they are looking for,” said Oldoski, a Pierce County Librarian.

Pierce County residents can access the eReading Rooms with a free library card. The rooms are categorized into genres like DIY books, mystery books, and current events.

“We had launched a kids reading room last year to help parents access books for children and help them find ways to engage with reading,” said Oldoski. “We wanted to expand that especially now when so many people are learning from home and creating their entire life from their living room.”

Bored at Home? Pierce County Libraries Still Have Tons of Resources Online!

AM 880 KIXI
3-30-20

Does it feel like you've watched literally everything on Netflix AND Hulu? Are you kids bored with Disney+ and every toy they own? Well good news, the Pierce County Library is here to help!

Due to the Coronavirus pandemic and in line with Gov. Inslee's "Stay Home, Stay Healthy Order" all libraries in Pierce County are closed, however, the Library System's online library is always open and they have a huge amount of resources to help you stay entertained and educated while you are stuck at home.

For All Ages

- [Library card](#): Don't have a library card? Sign up online and start using it today, with access to all online library services.
- [E-books, audiobooks, and magazines online](#): The Library has added even more choices to reduce the holds queue.
- [Online e-sources](#): Many robust resources from Lynda.com and Universal Class to full newspapers from around the globe. The Library also now offers access to Ancestry Library, which is typically just for in-library use but is now available from home during this public health crisis.

For Young Children

- [Tumblebook Library](#): Online animated, talking picture books.
- [Our Community Adventure](#): Parents are encouraged to download this community scavenger hunt and use while taking walks in their neighborhoods with their children. Available in both [English](#) and [Spanish](#).

Tools for Students

Pierce County Library has a [huge set of student tools online](#), including:

- [HelpNow](#): Speak with professional real-time, online tutors and get expert help on essays to calculus.
- [Gale Virtual Reference Library](#): Access hundreds of full-text electronic books covering a wide range of subjects from biography and business to law and literature.
- [Gale Biography in Context](#): Review brief biographies with links to articles in newspapers, magazines and websites.
- [Culture Grams](#): Explore the cultures of hundreds of countries, provinces and states, including famous people and recipes.

- [Gale Opposing Viewpoints in Context](#): Compare opinions, articles and reference materials about controversial topics.
- [Science Online from Infobase](#): Discover experiments, videos, biographies and science research.
- [Pronunciator](#): Learn nearly 90 languages.
- [SIRS Discoverer](#): Access research for middle and elementary students incorporating articles from 1,400+ publications and selected topic websites.
- [Booklists](#): Get booklists for every grade and [accelerated reader lists](#) to help improve student reading levels. Many of these books are also available [online](#).

As this pandemic is a constantly evolving situation, Pierce County Library will continue to adjust and respond quickly. At this time, it is not setting a time period for this temporary closure, or a date when the libraries will reopen. All due dates for books have been extended to April 30th and all fines have been waived while the libraries are closed. If you have books that are due, the Library encourages you to **keep them and not return them** to your local library until they have re-opened.