

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



**CALL TO ORDER**

Chair Pat Jenkins called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:30 pm. Board members present were Jamilyn Penn, Brian Thomason and Rob Allen. Daren Jones was excused. The meeting was conducted virtually due to the Safe Start Washington Reopening Plan to slow the transmission of the coronavirus.

**CONSENT AGENDA**

1. Approval of Minutes of June 9, 2021, Regular Meeting
2. Approval of June 2021 Payroll, Benefits and Vouchers
3. Staff Vehicle Purchases
4. Resolution 2021-08: To Declare Furnishings and Equipment Surplus to Public Service Needs

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

**BOARD MEMBER REPORTS**

Trustee Thomason thanked the Board and Library staff for the experience serving on the Board. He praised the relationships between the Library leadership team and the Board.

**ROUTINE REPORTS**

Branch Services Report – Customer Experience Managers Kayce Austin and Meghan Sullivan reported the Summit Library opened today for in building service. Sumner and Eatonville would be opening next. Lakewood and Parkland/Spanaway Libraries are scheduled to open for in-building service later this month. Capacity limits will be expanding in the near future.

Executive Director Lomax thanked the team and expressed her excitement to welcome the public back into the buildings.

Farewell and Thank you to Rob Allen and Brian Thomason – Director Georgia Lomax expressed her gratitude to Trustee Allen for his 10-year service on the Board. She thanked him for his ongoing support of the Library and its communities, noting his advice and guidance have been invaluable.

Director Lomax also thanked Trustee Thomason for his commitment to the Library, as well as his valued perspective, during his short term on the Board.

Fellow Board members added their sentiments of appreciation for Trustee Allen's and Thomason's service.

**UNFINISHED BUSINESS**

Future Libraries Update – Director Lomax provided an overview of the project. The Sumner Library is on the Library's Facilities Master Plan priority list for improvement. The current building is over 40 years old and is difficult to access due to traffic issues. The City of Sumner purchased 1.7 acres on Main Street in 2018 to hold as a location for a potential new library. The public was surveyed in 2019 and indicated a strong interest in a new building and location. The Library conducted a fundraising feasibility study in 2019. The project was paused during the pandemic, and in the summer of 2020, the Library reevaluated the plan and made some changes, including eliminating asking voters to consider funding the project through a property tax bond levy. The project will rely on available funds and philanthropy.

The next step is to transfer ownership of the property from the City to the Library. City and Library staff will work with the City Council and Library Board of Trustees in August and September.

Fundraising efforts continue in the "silent phase". The Capital Campaign Steering Team is speaking with potential donors and community members who they hope will provide lead gifts.

COVID-19 Update on Public Meetings – Director Lomax confirmed that public meetings are still required to be virtual.

**NEW BUSINESS**

2022 Budget Calendar – Finance and Business Operations Director Cliff Jo provided an overview of the budget process for the remainder of the year. He noted property values have increased by 16% or more in Pierce County, which is higher than previous projections.

**EXECUTIVE SESSION**

At 4:15 pm, Trustee Penn moved to recess to Executive Session, per RCW 42.30.110 and RCW 42.30.140, to discuss a periodic personnel evaluation and collective bargaining for approximately 20 minutes. Trustee Allen seconded the motion and it was passed. The Session ended at 4:41 pm.

**OFFICERS REPORTS**

Trustee Vacancy – Director Lomax noted the appointments of the new Trustees should be on the Council's agenda soon. They will join the Board in August.

**ADJOURNMENT**

The meeting was adjourned at 4:45 pm on motion by Trustee Allen, seconded by Trustee Penn.

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Georgia Lomax, Secretary

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Pat Jenkins, Chair

**AGENDA**  
**Regular Meeting of the Pierce County Library System Board of Trustees**  
**July 14, 2021 | 3:30 PM**

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

- **Phone:** Dial+1.253.215.8782 | Webinar ID: 977 6052 7787| Passcode: 106659; or
- **Web browser** (Zoom user account is required to join via web browser):  
<https://zoom.us/j/97760527787?pwd=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.	<b>Call to Order:</b> Pat Jenkins, Chair	
3:32 pm	05 min.	<b>Public Comment:</b> <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. <b>Please submit comments in writing (including your Name, Address and Topic) to <a href="mailto:pmcbride@piercecountylibrary.org">pmcbride@piercecountylibrary.org</a> by 2 pm on July 14. Comments will be read aloud to the Board. Time limit for comments is three minutes.</b></i>	
3:37 pm	03 min.	<b>Consent Agenda</b>	<b>Action</b>
		<ol style="list-style-type: none"> <li>1. Approval of Minutes of June 9, 2021, Regular Meeting</li> <li>2. Approval of June 2021 Payroll, Benefits and Vouchers</li> <li>3. Staff Vehicle Purchases</li> <li>4. Resolution 2021-08: To Declare Furnishings and Equipment Surplus to Public Service Needs</li> </ol>	
3:40 pm	05 min.	<b>Board Member Reports</b>	
3:45 pm	15 min.	<b>Routine Reports</b>	
		<ol style="list-style-type: none"> <li>1. Fundraising Performance Report, Dean Carrell</li> <li>2. Metrics Dashboard, Melinda Chesbro</li> <li>3. May Financial Report, Cliff Jo</li> <li>4. Branch Services Report, Kayce Austin and Meghan Sullivan</li> <li>5. Farewell and Thank you to Rob Allen and Brian Thomason, Georgia Lomax</li> </ol>	
4:00 pm	20 min.	<b>Unfinished Business</b>	
		<ol style="list-style-type: none"> <li>1. Future Libraries Update, Georgia Lomax</li> <li>2. COVID-19 Update on Public Meetings, Georgia Lomax</li> </ol>	
4:20 pm	5 min.	<b>New Business</b>	
		<ol style="list-style-type: none"> <li>1. 2022 Budget Calendar, Cliff Jo</li> </ol>	
4:25 pm	20 min.	<b>Executive Session</b>	
		<i>At this time on the agenda, the Board of Trustees will recess to Executive Session per RCW 42.30.110, to discuss a periodic personnel evaluation and per RCW 42.30.140, to discuss collective bargaining.</i>	
4:45 pm	05 min.	<b>Officers Reports</b>	
		<ol style="list-style-type: none"> <li>1. COVID-19 Update: Reopening Plans</li> <li>2. Trustee Vacancy</li> <li>3. Equity, Diversity and Inclusion Update</li> <li>4. MARCOM Q2 Focus: 75th Anniversary Results</li> </ol>	
4:50 pm	01 min.	<b>Announcements</b>	
4:51 pm		<b>Adjournment</b>	

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# Consent Agenda

**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.

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Georgia Lomax, Secretary

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Pat Jenkins, Chair

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

	<u>Source</u>	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	EDEN	3934 - 3936	6/7/2021 - 6/21/2021	\$ 7,154.14
Electronic Payments - Payroll & Acct Payable	EDEN		6/7/2021	935,200.33
Electronic Payments - Payroll & Acct Payable	EDEN		6/21/2021	961.685.99
Accounts Payable Warrants*	EDEN	631737 - 631745	6/7/2021 - 6/21/2021	278,909.11
Accounts Payable Warrants	MUNIS	701521 - 701618	6/4/2021 - 6/25/2021	644,281.45
<b>Total:</b>				<b>\$ 1,865,545.03</b>

*\* 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 7.6.2021

**Check History Listing**  
Pierce County Library System

Check #	Bank	Date	Paid to	Status	Can/Vd Date	Pay Period Dates	Dir Dep	Amount
3934	key	06/07/2021	DEFORGE, KRISTIN	C	06/09/2021	05/16/21 - 05/31/21	0.00	1,556.78
3935	key	06/21/2021	WOMBLE, DERINDA	V	06/21/2021	06/01/21 - 06/15/21	0.00	2,798.68
3936	key	06/21/2021	WOMBLE, DERINDA	C	06/22/2021	06/01/21 - 06/15/21	0.00	2,798.68
<b>Total:</b>							<b>0.00</b>	<b>7,154.14</b>

Checks in report: 3

**Grand Total: 0.00 7,154.14**

# 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](mailto:sdkarabotsos@piercecounyalibrary.org)  
 Comments: 6/7/21 Payroll

Withdrawal Date: 6/7/2021

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	72,059.86
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	59,530.29
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	59,530.29
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	552,095.61
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	13,995.46
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	62,242.68
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	102,237.88
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	875.00
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	-
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	-
PCL_Company	WA State Support Registry	237100	CC_Library_District	697-00	5100000	2,000.00
<b>Total Deposit</b>						<b>\$ 935,200.33</b>

Certification:

Stacy Karabotsos  
 Signature ( Department Designee)

6/3/2021  
 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@piercecountylibrary.org](mailto:sdkarabotsos@piercecountylibrary.org)  
 Comments: 6/21/21 Payroll

**Withdrawal Date: 6/21/2021**

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	82,893.24
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	61,689.53
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	61,689.53
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	567,538.17
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	13,587.93
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	60,543.71
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	99,502.20
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	7,881.47
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	2,901.33
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	209.00
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	1,249.88
PCL_Company	WA State Support Registry	237100	CC_Library_District	697-00	5100000	2,000.00
<b>Total Deposit</b>						<b>\$ 961,685.99</b>

**Certification:**

Stacy Karabotsos  
 Signature ( Department Designee)

6/18/2021  
**Date**

Comments:

**Check History Listing**  
 Pierce County Library System

Bank code: key

Check #	Date	Vendor	Status	Check Total
631737	06/07/2021	000828 AFSCME AFL-CIO	C	13,474.59
631738	06/07/2021	000175 AWC EMPLOYEE BENEFIT TRUST	C	245,493.47
631739	06/07/2021	003985 PACIFICSOURCE ADMINISTRATORS	C	2,212.14
631740	06/07/2021	001181 PIERCE CTY LIBRARY FOUNDATION	C	767.99
631741	06/21/2021	003778 AFLAC		4,590.26
631742	06/21/2021	001578 COLONIAL SUPPLEMENTAL INSURANC		200.36
631743	06/21/2021	003985 PACIFICSOURCE ADMINISTRATORS	C	2,274.64
631744	06/21/2021	001181 PIERCE CTY LIBRARY FOUNDATION		767.99
631745	06/21/2021	001355 VOLUNTARY EMPLOYEES' BENEFICIA		9,127.67

**key Total: 278,909.11**

9 checks in this report

**Total Checks: 278,909.11**

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
701521	06/04/2021	PRINTED	341	BAKER & TAYLOR	0.00	34,965.27	06/11/2021
701522	06/04/2021	PRINTED	427	BLACKSTONE PUBLISHING	0.00	215.04	06/14/2021
701523	06/04/2021	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	520.93	06/10/2021
701524	06/04/2021	PRINTED	998	CINTAS CORPORATION	0.00	891.24	06/15/2021
701525	06/04/2021	PRINTED	685	COLUMBIA BANK	0.00	368.73	06/14/2021
701526	06/04/2021	PRINTED	390	FAIRVEGA LIBRARY SERVICES	0.00	1,800.16	06/11/2021
701527	06/04/2021	PRINTED	460	GRAY MEDIA PRODUCTIONS LLC	0.00	460.00	06/18/2021
701528	06/04/2021	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	232.63	06/14/2021
701529	06/04/2021	PRINTED	1963	INTERACTIVE SCIENCES INC	0.00	1,680.00	06/22/2021
701530	06/04/2021	PRINTED	1821	KNKX 88.5 FM	0.00	3,160.00	06/17/2021
701531	06/04/2021	PRINTED	216	CITY OF MILTON	0.00	486.77	06/11/2021
701532	06/04/2021	PRINTED	228	MULTICULTURAL BOOKS & VIDEOS	0.00	3,156.00	06/15/2021
701533	06/04/2021	PRINTED	1081	NASIM & SONS INC	0.00	7,677.40	06/15/2021
701534	06/04/2021	PRINTED	235	NATIONAL BUSINESS RESEARCH INS	0.00	7,930.50	06/11/2021
701535	06/04/2021	PRINTED	531	PAN ASIAN PUBLICATIONS (USA) INC.	0.00	1,440.00	06/16/2021
701536	06/04/2021	PRINTED	776	PUGET SOUND ENERGY	0.00	1,122.13	06/09/2021
701537	06/04/2021	PRINTED	776	PUGET SOUND ENERGY	0.00	569.83	06/09/2021
701538	06/04/2021	PRINTED	792	RAINIER VIEW WATER CO INC	0.00	230.17	06/10/2021
701539	06/04/2021	PRINTED	61	RICOH USA INC	0.00	5,704.15	06/15/2021
701540	06/04/2021	PRINTED	61	RICOH USA INC	0.00	1,473.64	06/11/2021
701541	06/04/2021	PRINTED	249	SMITH FIRE SYSTEMS INC	0.00	461.58	06/11/2021
701542	06/04/2021	PRINTED	269	SPRAGUE PEST SOLUTIONS	0.00	239.04	06/15/2021
701543	06/04/2021	PRINTED	272	STATE AUDITORS OFFICE	0.00	1,176.24	06/11/2021
701544	06/04/2021	PRINTED	273	TOWN OF STEILACOOM	0.00	993.71	06/10/2021
701545	06/04/2021	PRINTED	595	TYLER TECHNOLOGIES INC	0.00	434.69	06/15/2021
701546	06/04/2021	PRINTED	672	CITY OF UNIVERSITY PLACE	0.00	14.62	06/14/2021
701547	06/04/2021	PRINTED	811	WCP SOLUTIONS	0.00	88.98	06/10/2021
701548	06/04/2021	PRINTED	1092	XIOLOGIX LLC	0.00	119,152.28	06/10/2021
701549	06/11/2021	PRINTED	341	BAKER & TAYLOR	0.00	26,145.19	06/21/2021
701550	06/11/2021	PRINTED	638	CITY OF BUCKLEY	0.00	296.88	06/22/2021
701551	06/11/2021	PRINTED	642	BUILDINGWORK LLC	0.00	5,820.00	06/18/2021
701552	06/11/2021	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	98.34	06/21/2021
701553	06/11/2021	PRINTED	998	CINTAS CORPORATION	0.00	445.62	06/22/2021
701554	06/11/2021	PRINTED	363	TOWN OF EATONVILLE	0.00	565.10	06/17/2021
701555	06/11/2021	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	579.65	06/18/2021
701556	06/11/2021	PRINTED	26	LINGO	0.00	124.69	06/22/2021
701557	06/11/2021	PRINTED	211	MIDWEST TAPE	0.00	6,146.99	06/21/2021
701558	06/11/2021	PRINTED	227	MOUNTAIN MIST	0.00	24.26	06/17/2021
701559	06/11/2021	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	125.00	06/17/2021
701560	06/11/2021	PRINTED	535	PAPERROLLS-N-MORE.COM	0.00	877.09	06/29/2021

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
701561	06/11/2021	PRINTED	540	PARKLAND LIGHT & WATER	0.00	158.72	06/18/2021
701562	06/11/2021	PRINTED	552	PENINSULA LIGHT CO	0.00	418.49	06/17/2021
701563	06/11/2021	PRINTED	1792	PETTY CASH CUSTODIAN	0.00	55.58	06/17/2021
701564	06/11/2021	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	0.00	500.78	06/18/2021
701565	06/11/2021	PRINTED	762	PRINT NW LLC	0.00	2,302.41	06/16/2021
701566	06/11/2021	PRINTED	776	PUGET SOUND ENERGY	0.00	718.15	06/16/2021
701567	06/11/2021	PRINTED	61	RICOH USA INC	0.00	156.53	06/18/2021
701568	06/11/2021	PRINTED	269	SPRAGUE PEST SOLUTIONS	0.00	452.63	06/21/2021
701569	06/11/2021	PRINTED	285	CITY OF SUMNER	0.00	1,061.32	06/17/2021
701570	06/11/2021	PRINTED	581	TILlicum COMMUNITY SERVICE CEN	0.00	1,380.37	06/18/2021
701571	06/11/2021	PRINTED	605	US BANK	0.00	194,606.26	06/16/2021
701572	06/11/2021	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	1,076.52	06/18/2021
701573	06/21/2021	PRINTED	341	BAKER & TAYLOR	0.00	14,688.41	06/28/2021
701574	06/21/2021	PRINTED	432	CITY OF BONNEY LAKE , WA	0.00	287.93	06/25/2021
701575	06/21/2021	PRINTED	390	FAIRVEGA LIBRARY SERVICES	0.00	59.35	06/24/2021
701576	06/21/2021	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	365.51	06/28/2021
701577	06/21/2021	PRINTED	710	IRON MOUNTAIN INC	0.00	384.38	06/24/2021
701578	06/21/2021	PRINTED	979	CATHERINE MCHUGH	0.00	500.00	06/28/2021
701579	06/21/2021	PRINTED	211	MIDWEST TAPE	0.00	8,371.07	06/29/2021
701580	06/21/2021	PRINTED	520	CITY OF ORTING	0.00	177.62	06/30/2021
701581	06/21/2021	PRINTED	563	PIERCE COUNTY RECYCLING	0.00	631.96	06/29/2021
701582	06/21/2021	PRINTED	1037	PIERCE COUNTY SEWER	0.00	887.56	06/24/2021
701583	06/21/2021	PRINTED	762	PRINT NW LLC	0.00	112.87	06/23/2021
701584	06/21/2021	PRINTED	782	QUALITY BUSINESS SYSTEMS INC	0.00	3,314.87	06/28/2021
701585	06/21/2021	PRINTED	61	RICOH USA INC	0.00	4,536.11	06/29/2021
701586	06/21/2021	PRINTED	61	RICOH USA INC	0.00	1,205.39	06/28/2021
701587	06/21/2021	PRINTED	269	SPRAGUE PEST SOLUTIONS	0.00	172.04	06/28/2021
701588	06/21/2021	PRINTED	284	SUMMIT WATER & SUPPLY CO	0.00	1,101.64	06/24/2021
701589	06/21/2021	PRINTED	579	TK ELEVATOR	2,017.76	0.00	
701590	06/21/2021	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	13.77	06/25/2021
701591	06/21/2021	PRINTED	811	WCP SOLUTIONS	0.00	669.93	06/24/2021
701592	06/21/2021	PRINTED	818	WHATCOM COUNTY LIBRARY SYSTEM	0.00	5.99	06/29/2021
701593	06/25/2021	PRINTED	341	BAKER & TAYLOR	21,477.03	0.00	
701594	06/25/2021	PRINTED	427	BLACKSTONE PUBLISHING	53.82	0.00	
701595	06/25/2021	PRINTED	629	BRIAN DALBALCON PHOTOGRAPHY	385.35	0.00	
701596	06/25/2021	PRINTED	1320	BUSTOS MEDIA HOLDINGS, LLC	1,540.00	0.00	
701597	06/25/2021	PRINTED	1981	CASCADE ELECTRICAL SERVUCE	459.06	0.00	
701598	06/25/2021	PRINTED	1036	CATALYST WORKPLACE ACTIVATION	11,851.42	0.00	
701599	06/25/2021	PRINTED	657	CENGAGE LEARNING INC / GALE	82,914.18	0.00	
701600	06/25/2021	PRINTED	124	CONSOLIDATED TECHNOLOGY SERVICES	585.20	0.00	

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
701601	06/25/2021	PRINTED	146	DAILY JOURNAL OF COMMERCE	122.50	0.00	
701602	06/25/2021	PRINTED	1001	DATA QUEST LLC	343.68	0.00	
701603	06/25/2021	PRINTED	379	E-RATE EXPERTISE INC	112.50	0.00	
701604	06/25/2021	PRINTED	370	ELITE PROPERTY INVESTMENTS LLC	11,596.71	0.00	
701605	06/25/2021	PRINTED	703	INGRAM LIBRARY SERVICES	228.21	0.00	
701606	06/25/2021	PRINTED	1949	KATIE DEAN	800.00	0.00	
701607	06/25/2021	PRINTED	1013	METROPOLITAN PARKS DISTRICT OF TACOMA	150.00	0.00	
701608	06/25/2021	PRINTED	211	MIDWEST TAPE	8,517.22	0.00	
701609	06/25/2021	PRINTED	224	MORNINGSTAR INC	8,417.00	0.00	
701610	06/25/2021	PRINTED	227	MOUNTAIN MIST	46.40	0.00	
701611	06/25/2021	PRINTED	510	OCLC INC	4,107.34	0.00	
701612	06/25/2021	PRINTED	512	OETC	164.85	0.00	
701613	06/25/2021	PRINTED	552	PENINSULA LIGHT CO	1,123.91	0.00	
701614	06/25/2021	PRINTED	1792	PETTY CASH CUSTODIAN	0.00	79.85	06/30/2021
701615	06/25/2021	PRINTED	762	PRINT NW LLC	5,518.56	0.00	
701616	06/25/2021	PRINTED	776	PUGET SOUND ENERGY	0.00	2,173.42	06/30/2021
701617	06/25/2021	PRINTED	61	RICOH USA INC	931.03	0.00	
701618	06/25/2021	PRINTED	269	SPRAGUE PEST SOLUTIONS	295.75	0.00	
					163,759.48	480,521.97	644,281.45

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# MEMO



Date: June 29, 2021

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

From: Melinda Chesbro, Deputy Director

Subject: Vehicle Purchases

In early 2020, the Library conducted a thorough study of the Library's vehicle needs and developed a vehicle lifecycle management system, along with new purchasing guidelines to aid in identifying a replacement plan for its vehicle portfolio. Among the top considerations were fuel efficiency, multi-purpose use, repair costs, safety ratings and driver comfort and ergonomics. As a result, a 3-5 year vehicle replacement and purchasing process has been established for ongoing and future service and operational needs. Funds were allocated for vehicle replacements in the 2021 budget.

The Library is ready to purchase two vehicles. These vehicles will be hybrid-electric, as we do not currently have the infrastructure to support fully electric vehicles.

Specific models, configurations, and options will be determined once we issue the Request for Quotes.

We are seeking your approval to purchase two vehicles, in a total amount not to exceed \$100,000. Should the Library receive Board approval, we will issue an expedited formal Request for Quotes (RFQ) to ensure the best package pricing.

***ACTION: Move to authorize the Library to purchase two (2) vehicles in an amount not to exceed \$100,000.***

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# MEMO



Date: July 1, 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 in preparation for opening our buildings to the public.

## **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.***

<b>Total</b>	<b>IT Surplus Items OVER \$500 in estimated value</b>	<b>estimated value (each)</b>
49	Dell Inc. OptiPlex 3030 AIO	\$150
1	Dell Monitor 34 U3415W	\$400
	<b>IT Surplus Items UNDER \$500 in estimated value</b>	<b>estimated value (each)</b>
2	Cybernet PC	
2	Dell Inc. OptiPlex 7010	
102	Dell Inc. OptiPlex 9020	
20	Dell Monitor 1908FP BLK	
10	Dell Monitor E190S 19"	
1	Dell Monitor E1913S LCD 19"	
2	Dell Monitor E198FP 19	
28	Dell Monitor P190S BLK	
2	Dell Monitor P1913S 19"	
19	Dell Monitor P1914S 19"	
12	Dell Monitor P1917S	
4	HP Monitor L1910 TFT 19" LCD	
1	LG Monitor 17" LCD	
2	STAR Printer TSP600	

**RESOLUTION NO. 2021-08**

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

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

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

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

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

**PASSED AND APPROVED THIS 14TH DAY OF JULY, 2021.**

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

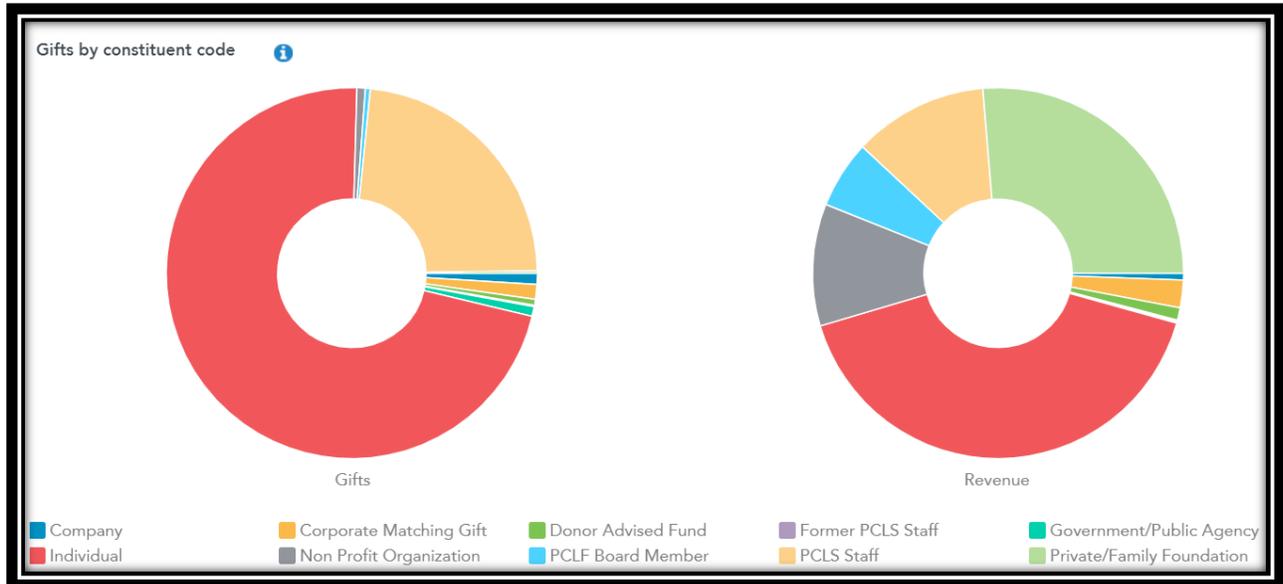
# Routine Reports

## Pierce County Library Foundation Fundraising Performance Report FY2021: June

Total Committed Revenue: \$438,775 (61.4% of Impact goal of \$275,000) (77.2% of PCLS Agreement)

- Unrestricted Revenue: \$171,781
- Temporarily Restricted Revenue: \$261,215

### Constituency Giving



#### Acquired Donors (YTD)

- Donors 139
- Rate 4.41%
- Revenue \$110,667
- Rate 94.64%

#### Recaptured Donors (YTD)

- Donors 223
- Rate 12.3%
- Revenue \$31,944
- Rate 95.6%

#### Retained Donors (YTD)

- Donors 504
- Rate 41.83%
- Revenue \$175,714
- Rate 51.18%

#### LYBUNT Donors (YTD)

- Donors 700
- Revenue \$199,365

#### Retained Donors (1<sup>st</sup> Year)

- Donors 100
- Rate 28.41%
- Revenue \$14,891
- Rate 19.35%

#### LYBUNT Donors (1<sup>st</sup> Year)

- Donors 250
- Revenue \$45,403

In Kind Gifts \$30,637

## What's going well

- Capital Campaign: solicitation process with Campaign Steering Committee and Foundation Board
- Onboarding of new Development Assistant
- Onboarding of new director for Foundation Board

## Areas to capitalize on

- Board development and recruitment; officer succession planning
- Review and realign budget for most impactful activities

## 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 (1<sup>st</sup> Year)

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

### Recaptured Donor Rate (YTD)

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

### Recaptured Revenue Rate (YTD)

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

### LYBUNT (YTD)

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

### LYBUNT (1<sup>st</sup> 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

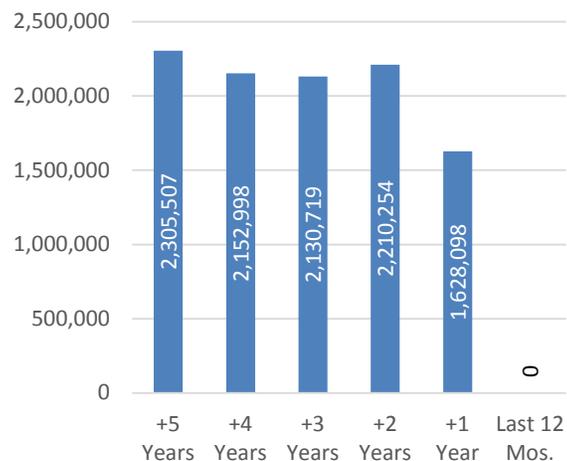
Month	Item Checkouts			In-Person Service				Online Service					PCLS COVID-19 Response & Severe Weather Timeline		
	Online e-book and audiobook (Overdrive)	Physical books and items	Online magazines	Curbside appointments (scheduled)	Visitors (appointments & walk-up)	Print jobs picked up	Wi-Fi	Overdrive visits (e-books and audiobooks)	Website visits	Catalog visits	Reference calls & emails	My Next Read (reading recommendations)	Action Taken	Date	Locations
Jul	156,335	51,744	9,757	6,702	5,436	159	15,737	23,011	78,303	66,545	1,149	56	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)
Aug	155,337	121,246	9,972	11,046	14,613	274	19,688	23,075	94,957	91,879	792	28	Closed to curbside due to ramps being replaced at all the building entrances	2/2/2021- 2/6/2021	FIF
Sep	148,405	134,873	10,994	9,689	10,691	253	20,284	22,954	101,504	110,178	588	51	Storm causes partial curbside services closure	2/12/2021	TIL, EAT, ORT, GHM. KC closed for curbside at noon
Oct	150,499	152,931	11,766	13,857	14,422	442	21,905	22,936	101,095	95,785	540	45	Snow causes system closure	2/13/2021 - 2/14/2021	All PCLS Locations
Nov	149,897	142,549	10,458	13,182	14,496	578	18,723	22,894	88,702	93,389	497	52	Limited technology services opens at one location	2/22/2021	LWD
Dec	161,011	147,023	9,053	14,416	15,547	624	16,367	23,232	81,091	90,478	456	59	Limited technology services opens at a second location	3/15/2021	FIF
Jan	168,348	147,287	9,697	15,145	16,392	641	19,656	24,338	90,342	99,313	412	28	Limited technology services opens at more locations	4/7/2021, 4/26/2021, 4/27/2021	BUC and PKS KC, EAT
Feb	152,640	141,950	4,608	14,020	14,938	618	19,962	23,854	87,570	91,330	385	36	Library closed due to staffing shortage	4/15/2021 - 4/18/2021	LWD, TIL
Mar	166,933	155,717	4,320	16,069	16,568	634	27,305	24,443	90,807	97,346	227	22	Library closed due to staffing shortage	4/24/2021	TIL
Apr	154,815	135,989	4,115	13,732	14,269	544	24,120	23,737	81,841	94,595	294	15	Ten more locations open for in-building services, including limited technology services	June 2021	Wk of 6/7: GHM, MIL, STL, TIL Wk of 6/21: TIL, DPT, BLK, BUC Wk of 6/28: SH, FIF
May	161,627	129,943	4,571	13,501	14,015	530	30,775	23,940	83,126	87,247	241	21	Provided additional customer service hours in response to extreme heat	6/26/2021 - 6/28/2021	BLK, BUC, MIL, and STL BUC, DPT, and GHM
June	158,155	143,052	3,924	<b>7,805</b>	<b>7,745</b>	<b>262</b>	33,022	24,017	87,171	87,668	284	22			

Note: In-Person Service data is in **bold** due to a glitch in the vendor's online reporting. The data represent June 1-15 instead of the entire month.

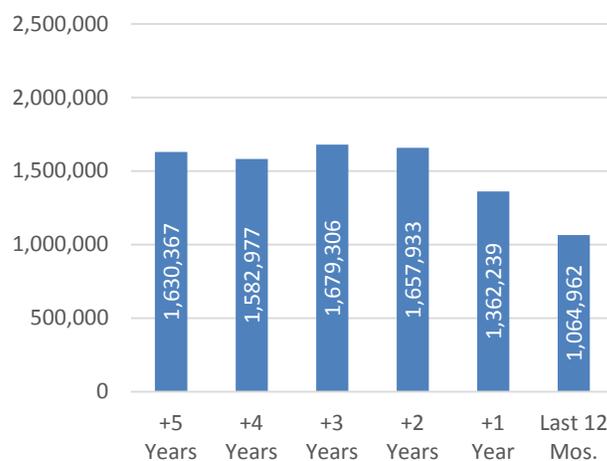
In response to the COVID-19 outbreak, all PCLS locations closed to the public at 6:00 PM on Friday, March 13, 2020, and remained closed to the public through May 2021. Curbside services began in July 2020, expanding to eighteen locations by the end of August 2020. Beginning late February 2021, limited technology services opened at one location, and was available at six locations as of May 30, 2021. Beginning June 2021, locations started opening for in-building services. As of July 1, 2021, 14 locations are providing limited technology services and/or in-building services.

# Customers / Visits - May 2021

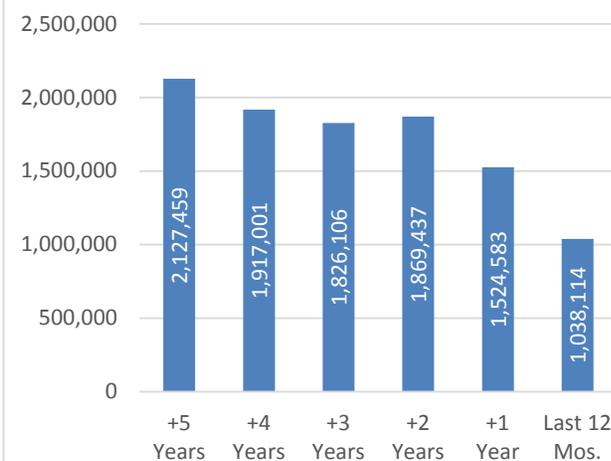
## Branch Visits



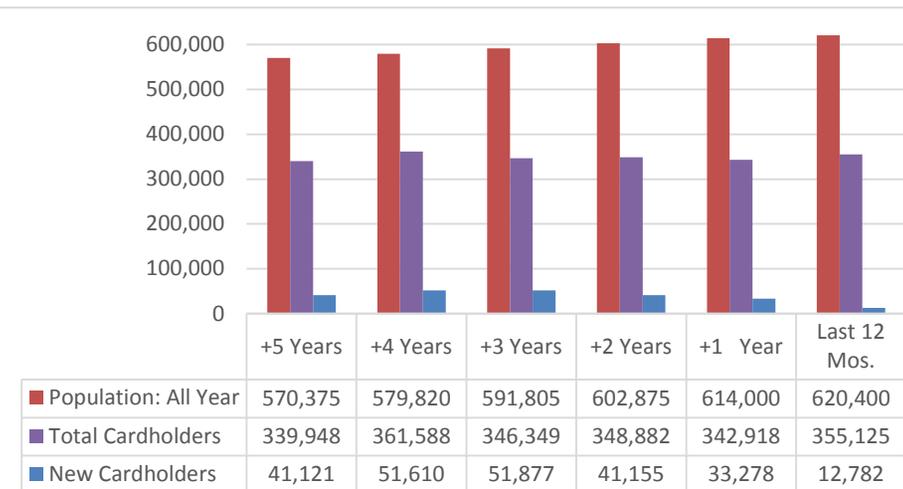
## Catalog Visits



## Website Visits



## PCLS Cardholder Statistics



## May and Rolling 12-Month Comparison

	May 2021	May 2020	% Change Mar. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
Branch Visits	0	0	-	0	1,628,098	-100.0%
Catalog Visits	87,247	45,185	93.1%	1,064,962	1,362,239	-21.8%
Public Website Visits	83,126	48,615	71.0%	1,038,114	1,524,583	-31.9%

## Technology

	May 2021	May 2020	% Change Mar. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
PC/Laptop Sessions	339	0	-	855	230,134	-99.6%
Wi-Fi Sessions	30,775	118	25980.5%	239,179	725,473	-67.0%

## Public Spaces Usage

	2021	Rolling Last 12 Months	Rolling Last 12 Months	% Change Year Over Year
# of Public Meeting Uses	0	0	8,984	-100.0%
# of Attendees	0	0	105,212	-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 remained closed to the public through May 2021. Beginning June 2021, locations started opening for in-building services. As of July 1, 2021, 14 locations are providing limited technology services and/or in-building services.

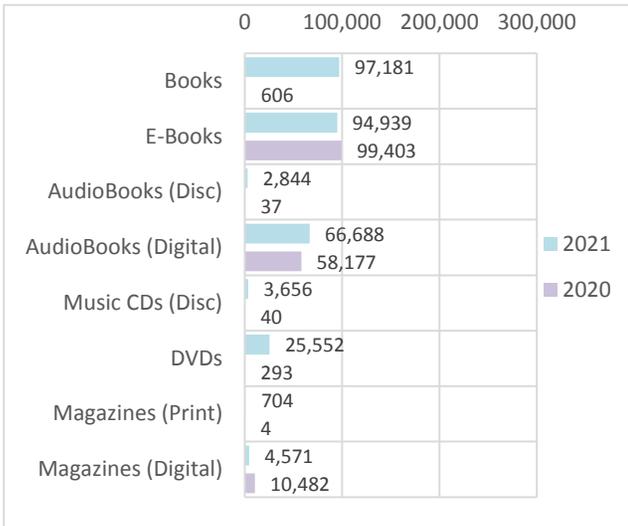
Data Tables Note: New columns were introduced to the above data tables in August 2020 to show the year-over-year change between the current month in 2021 and 2020.

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

# Collection Use - May 2021

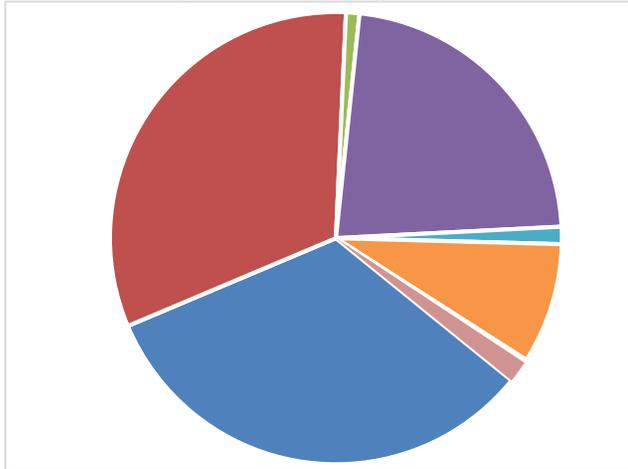
## May 2021 vs May 2020 Checkouts



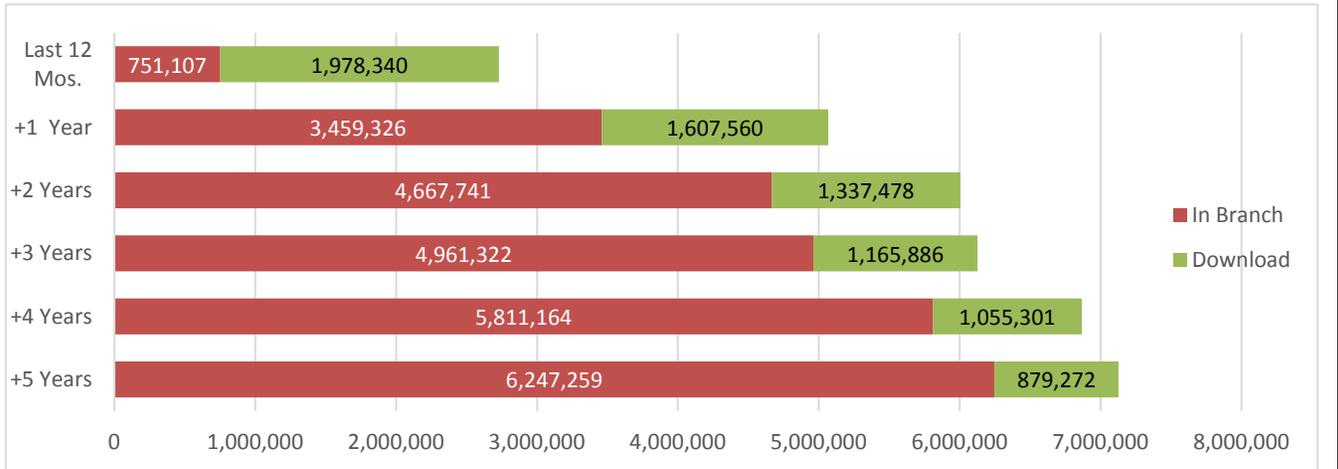
## Data Table

Categories	April 2021	May 2021	May 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	101,586	97,181	606	15936.47%	32.82%	1,082,961	2,180,856	-50.34%
E-Books	91,561	94,939	99,403	-4.49%	32.06%	1,145,930	881,125	30.05%
AudioBooks (Disc)	2,812	2,844	37	7586.49%	0.96%	32,689	91,528	-64.29%
AudioBooks (Digital)	63,254	66,688	58,177	14.63%	22.52%	734,192	628,647	16.79%
Music CDs (Disc)	3,876	3,656	40	9040.00%	1.23%	44,079	95,497	-53.84%
DVDs	27,006	25,552	293	8620.82%	8.63%	298,330	1,017,429	-70.68%
Magazines (Print)	678	704	4	17500.00%	0.24%	3,593	55,587	-93.54%
Magazines (Digital)	4,115	4,571	10,482	-56.39%	1.54%	98,218	97,788	0.44%
<b>Totals:</b>	<b>294,888</b>	<b>296,135</b>	<b>169,042</b>	<b>75.18%</b>	<b>100.00%</b>	<b>3,439,992</b>	<b>5,048,457</b>	<b>-31.86%</b>

## Checkouts By Format - May 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.

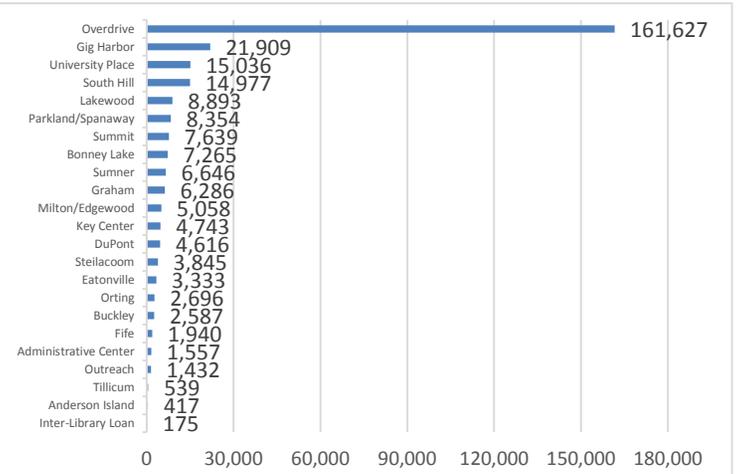
While checkouts of physical media are still historically low due to the system closure, we have seen an increase in circulation thanks to the high demand for curbside pickup services. Use of digital resources also continues to be strong.

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 remained closed to the public through May 2021. Beginning June 2021, locations started opening for in-building services. As of July 1, 2021, 14 locations are providing limited technology services and/or in-building services.

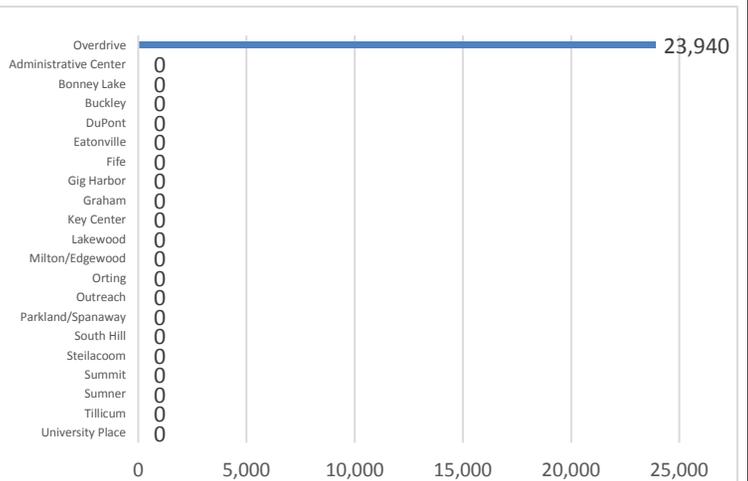
# Activity - May 2021

Location	Checkouts				Visitors			
	May 2021	Last 12 Mo.	+1 Year	% Change	May 2021	Last 12 Mo.	+1 Year	% Change
Administrative Center	1,557	21,445	48,949	-56.2%	0	0	5,193	-100.0%
Anderson Island	417	3,518	8,255	-57.4%	No Door Counter for Anderson Island			
Bonney Lake	7,265	53,690	216,590	-75.2%	0	0	37,791	-100.0%
Buckley	2,587	29,346	67,963	-56.8%	0	0	76,109	-100.0%
DuPont	4,616	49,052	93,456	-47.5%	0	0	36,929	-100.0%
Eatonville	3,333	30,545	75,325	-59.4%	0	0	44,536	-100.0%
Fife	1,940	23,666	51,895	-54.4%	0	0	53,449	-100.0%
Gig Harbor	21,909	243,054	477,422	-49.1%	0	0	65,365	-100.0%
Graham	6,286	65,277	188,580	-65.4%	0	0	153,223	-100.0%
Inter-Library Loan	175	2,408	3,230	-25.4%	No "visitors" for Inter-Library Loan			
Key Center	4,743	50,190	119,448	-58.0%	0	0	66,990	-100.0%
Lakewood	8,893	114,900	334,581	-65.7%	0	0	88,719	-100.0%
Milton / Edgewood	5,058	49,734	113,586	-56.2%	0	0	162,384	-100.0%
Orting	2,696	30,043	71,191	-57.8%	0	0	53,112	-100.0%
Overdrive	161,627	1,880,122	1,509,772	24.5%	23,940	280,512	273,898	2.4%
Outreach	1,432	15,092	45,780	-67.0%	0	0	29,877	-100.0%
Parkland / Spanaway	8,354	83,719	280,882	-70.2%	0	0	63,443	-100.0%
South Hill	14,977	170,506	411,249	-58.5%	0	0	173,097	-100.0%
Steilacoom	3,845	42,106	92,335	-54.4%	0	0	121,717	-100.0%
Summit	7,639	86,906	176,854	-50.9%	0	0	65,602	-100.0%
Sumner	6,646	91,651	175,037	-47.6%	0	0	75,096	-100.0%
Tillicum	539	7,164	25,184	-71.6%	0	0	78,112	-100.0%
University Place	15,036	170,140	381,534	-55.4%	0	0	52,943	-100.0%
<b>Total</b>	<b>291,570</b>	<b>3,314,274</b>	<b>4,969,098</b>	<b>-33.3%</b>	<b>23,940</b>	<b>280,512</b>	<b>1,777,585</b>	<b>-84.2%</b>

## 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 through May 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 remained closed to the public through May 2021.

Visitor Counts Note: Beginning June 2021, locations started opening for in-building services. As of July 1, 2021, 14 locations are providing limited technology services and/or in-building services.

## Monthly Financial Reports

### May 31, 2021

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

#### General Fund

**On June 30, the Library recorded \$355,000 of property tax and other County distributed revenue. The amount yet to be collected for 2020 is about \$232,000, of which \$57,000 to \$87,000 will be collected throughout 2021. In December, we will propose adding the received amounts from 2020 to be added into the Levy Sustainability Fund**

#### May

- **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 \$55,000, of which \$80,000 to \$110,000 will be collected throughout 2021.**
- **54998. The US Bank Clearing balance for all of 2021 has been reconciled fully to the cent through May. We are now fully caught up.**
- **53505. Includes the annual renewal license of \$206,000 for Polaris.**

#### 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

#### May

- **54120. Includes ACL UST removal costs (budget will be corrected from Independent Contractors).**

#### 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-May

- **No significant activity.**

**Levy Sustainability Fund**

**January-May**

- **No significant activity.**

**Debt Service Fund**

**January-May**

- **No significant activity.**

**US BANK Clearing Distributions**

2020 has been fully reconciled to the cent. We're caught up on 2021 as well.

<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	\$ 157,475.26	\$ - 0 -	\$ - 0 -
February 2021	270,285.27	270,285.27	- 0 -	- 0 -
March 2021	248,778.36	248,778.36	- 0 -	- 0 -
April 2021	321,388.23	321,388.23	- 0 -	- 0 -
May 2021	344,914.94	344,914.94	- 0 -	- 0 -
2021 YTD	\$ 1,021,453.83	\$ 1,021,453.83	- 0 -	\$ - 0 -

\* 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  
May 31, 2021**

	GENERAL FUND	SPECIAL PURPOSE FUND	LEVY SUSTAINABILITY FUND	DEBT SERVICE FUND	CAPITAL IMPROVEMENT PROJECTS FUND
<b>ASSETS</b>					
<b>Current Assets</b>					
Cash	\$ 3,643,079	\$ 3,823	\$ 5,850	\$ 139	\$ 62,010
Investments	\$ 14,451,546	\$ 4,104,622	\$ 8,465,152	\$ 88,516	\$ 3,029,117
Accrued Interest on Investments	\$ 3,599	\$ (1,353)	\$ 187	\$ 7	\$ (1,917)
<b>Total Current Assets</b>	<b>\$ 18,098,224</b>	<b>\$ 4,107,092</b>	<b>\$ 8,471,189</b>	<b>\$ 88,662</b>	<b>\$ 3,089,210</b>
<b>TOTAL ASSETS</b>	<b>\$ 18,098,224</b>	<b>\$ 4,107,092</b>	<b>\$ 8,471,189</b>	<b>\$ 88,662</b>	<b>\$ 3,089,210</b>
<b>LIABILITIES</b>					
<b>Current Liabilities</b>					
Warrants Payable*	\$ 2,533	\$ -	\$ -	\$ -	\$ -
Sales Tax Payable*	\$ 98	\$ -	\$ -	\$ -	\$ -
Payroll Payable	\$ 156,680	\$ -	\$ -	\$ -	\$ -
US Bank Payable*	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Current Liabilities</b>	<b>\$ 159,311</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL LIABILITIES</b>	<b>\$ 159,311</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FUND BALANCE</b>					
Reserve for Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -
Election Set-Aside		\$ 1,020,451	\$ -		
Land/Property/Facility Set-Aside		\$ 2,830,117	\$ -		
Unreserved Fund Balance	\$ 17,938,913	\$ 256,525	\$ 8,471,189	\$ 88,662	\$ 3,089,210
<b>TOTAL FUND BALANCE</b>	<b>\$ 17,938,913</b>	<b>\$ 4,107,092</b>	<b>\$ 8,471,189</b>	<b>\$ 88,662</b>	<b>\$ 3,089,210</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 18,098,224</b>	<b>\$ 4,107,092</b>	<b>\$ 8,471,189</b>	<b>\$ 88,662</b>	<b>\$ 3,089,210</b>
<b>BEGINNING FUND BALANCE, 01/01/20</b>					
	\$ 9,743,273	\$ 3,918,105	\$ 8,467,339	\$ 88,623	\$ 3,240,090
YTD Revenue	\$ 22,486,570	\$ 188,987	\$ 3,850	\$ 39	\$ 39,191
Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -
YTD Expenditures	\$ (14,290,930)	\$ -	\$ -	\$ -	\$ (190,071)
<b>ENDING FUND BALANCE, 05/31/21</b>	<b>\$ 17,938,913</b>	<b>\$ 4,107,092</b>	<b>\$ 8,471,189</b>	<b>\$ 88,662</b>	<b>\$ 3,089,210</b>
<b>TAXES RECEIVABLE</b>	<b>\$ 19,774,356</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

\* 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 May 31, 2021

	HISTORICAL 5/31/2020	HISTORICAL 6/30/2020	HISTORICAL 7/31/2020	HISTORICAL 8/31/2020	HISTORICAL 9/30/2020	HISTORICAL 10/31/2020	HISTORICAL 11/30/2020	HISTORICAL 12/31/2020	HISTORICAL 1/31/2021	HISTORICAL 2/28/2021	HISTORICAL 3/31/2021	HISTORICAL 4/30/2021	CURRENT 5/31/2021
<b>ASSETS</b>													
<b>Current Assets</b>													
Cash	\$ 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	\$ 3,643,079
Investments	\$ 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	\$ 14,451,546
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	\$ 3,599
Deposits Refundable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Current Assets</b>	<b>\$ 15,993,947</b>	<b>\$ 15,284,455</b>	<b>\$ 12,999,761</b>	<b>\$ 10,671,418</b>	<b>\$ 20,979,620</b>	<b>\$ 20,979,620</b>	<b>\$ 17,915,197</b>	<b>\$ 9,870,386</b>	<b>\$ 6,729,907</b>	<b>\$ 5,212,248</b>	<b>\$ 4,755,422</b>	<b>\$ 18,325,379</b>	<b>\$ 18,098,224</b>
<b>TOTAL ASSETS</b>	<b>\$ 15,993,947</b>	<b>\$ 15,284,455</b>	<b>\$ 12,999,761</b>	<b>\$ 10,671,418</b>	<b>\$ 20,979,620</b>	<b>\$ 20,979,620</b>	<b>\$ 17,915,197</b>	<b>\$ 9,870,386</b>	<b>\$ 6,729,907</b>	<b>\$ 5,212,248</b>	<b>\$ 4,755,422</b>	<b>\$ 18,325,379</b>	<b>\$ 18,098,224</b>
<b>LIABILITIES</b>													
<b>Current Liabilities</b>													
Warrants Payable*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,723	\$ 2,533
Sales Tax Payable*	\$ 787	\$ 790	\$ 790	\$ 790	\$ (11)	\$ (11)	\$ (11)	\$ (11)	\$ (11)	\$ 98	\$ 98	\$ 98	\$ 98
Payroll Payable	\$ 146,218	\$ 166,532	\$ 129,080	\$ 151,695	\$ 131,399	\$ 131,399	\$ 149,867	\$ 176,335	\$ 137,220	\$ 157,023	\$ 175,831	\$ 136,354	\$ 156,680
<b>Total Current Liabilities</b>	<b>\$ 147,005</b>	<b>\$ 167,321</b>	<b>\$ 129,870</b>	<b>\$ 152,484</b>	<b>\$ 131,388</b>	<b>\$ 131,388</b>	<b>\$ 149,856</b>	<b>\$ 176,324</b>	<b>\$ 137,209</b>	<b>\$ 157,121</b>	<b>\$ 175,929</b>	<b>\$ 139,175</b>	<b>\$ 159,311</b>
<b>TOTAL LIABILITIES</b>	<b>\$ 147,005</b>	<b>\$ 167,321</b>	<b>\$ 129,870</b>	<b>\$ 152,484</b>	<b>\$ 131,388</b>	<b>\$ 131,388</b>	<b>\$ 149,856</b>	<b>\$ 176,324</b>	<b>\$ 137,209</b>	<b>\$ 157,121</b>	<b>\$ 175,929</b>	<b>\$ 139,175</b>	<b>\$ 159,311</b>
<b>FUND BALANCE</b>													
Reserve for Encumbrance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unreserved Fund Balance	\$ 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	\$ 17,938,913
<b>TOTAL FUND BALANCE</b>	<b>\$ 15,846,942</b>	<b>\$ 15,117,133</b>	<b>\$ 12,869,891</b>	<b>\$ 10,518,934</b>	<b>\$ 20,848,232</b>	<b>\$ 20,848,232</b>	<b>\$ 17,765,341</b>	<b>\$ 9,694,062</b>	<b>\$ 6,592,697</b>	<b>\$ 5,055,127</b>	<b>\$ 4,579,493</b>	<b>\$ 18,186,204</b>	<b>\$ 17,938,913</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 15,993,947</b>	<b>\$ 15,284,455</b>	<b>\$ 12,999,761</b>	<b>\$ 10,671,418</b>	<b>\$ 20,979,620</b>	<b>\$ 20,979,620</b>	<b>\$ 17,915,197</b>	<b>\$ 9,870,386</b>	<b>\$ 6,729,907</b>	<b>\$ 5,212,248</b>	<b>\$ 4,755,422</b>	<b>\$ 18,325,379</b>	<b>\$ 18,098,224</b>
<b>PROPERTY TAXES RECEIVABLE</b>	<b>\$ 21,464,956</b>	<b>\$ 19,590,710</b>	<b>\$ 19,322,607</b>	<b>\$ 19,038,022</b>	<b>\$ 3,750,424</b>	<b>\$ 3,750,424</b>	<b>\$ 1,058,458</b>	<b>\$ 765,929</b>	<b>\$ 41,978,393</b>	<b>\$ 41,104,721</b>	<b>\$ 39,044,457</b>	<b>\$ 22,601,596</b>	<b>\$ 19,774,356</b>

\* 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 May 31, 2021

<b>GENERAL FUND - 01</b>	<b>2021 BUDGET</b>	<b>YEAR TO DATE</b>	<b>ENCUMBRANCES</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>					
Property Tax & Related Income	\$ 38,353,400	\$ 22,373,252	\$ -	\$ 15,980,148	58%
Other Revenue	\$ 1,044,500	\$ 113,318	\$ -	\$ 931,182	11%
<b>TOTAL REVENUE</b>	<b>\$ 39,397,900</b>	<b>\$ 22,486,570</b>	<b>\$ -</b>	<b>\$ 16,911,330</b>	<b>57%</b>
<b>EXPENDITURES</b>					
Personnel/Taxes and Benefits	\$ 27,623,800	\$ 10,561,150	\$ -	\$ 17,062,650	38%
Materials	\$ 4,582,200	\$ 1,413,901	\$ -	\$ 3,168,299	31%
Maintenance and Operations	\$ 6,811,900	\$ 2,315,878	\$ -	\$ 4,496,022	34%
Transfers Out & Reserves	\$ 380,000	\$ -	\$ -	\$ 380,000	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 39,397,900</b>	<b>\$ 14,290,930</b>	<b>\$ -</b>	<b>\$ 25,106,970</b>	<b>36%</b>
Excess/(Deficit)		\$ 8,195,640			
Additional Transfers Out		-			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 8,195,640</b>			

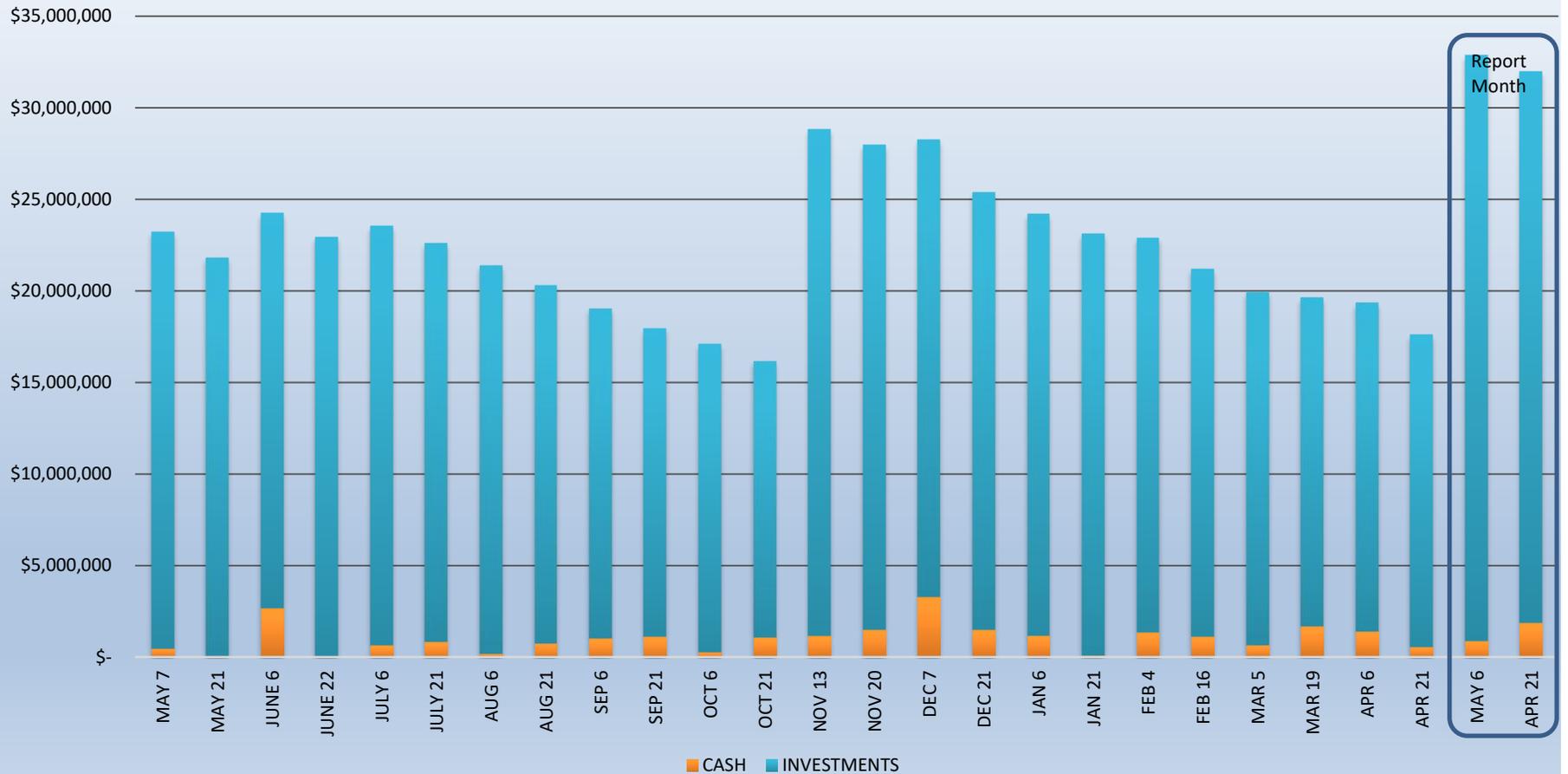
<b>SPECIAL PURPOSE FUND - 15</b>	<b>2021 BUDGET</b>	<b>YEAR TO DATE</b>	<b>ENCUMBRANCES</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 1,823	\$ -	\$ (1,823)	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 1,823</b>	<b>\$ -</b>	<b>\$ (1,823)</b>	<b>-</b>
<b>EXPENDITURES</b>					
Election Costs	\$ -	\$ -	\$ -	\$ -	-
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
Excess/(Deficit)		\$ 1,823			
Additional Transfers In		\$ -			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 1,823</b>			

<b>LEVY SUSTAINABILITY FUND - 16</b>	<b>2021 BUDGET</b>	<b>YEAR TO DATE</b>	<b>ENCUMBRANCES</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 3,850	\$ -	\$ (3,850)	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 3,850</b>	<b>\$ -</b>	<b>\$ (3,850)</b>	<b>-</b>
<b>EXPENDITURES</b>					
Election Costs	\$ -	\$ -	\$ -	\$ -	-
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
Excess/(Deficit)		\$ 3,850			
Additional Transfers In		\$ -			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 3,850</b>			

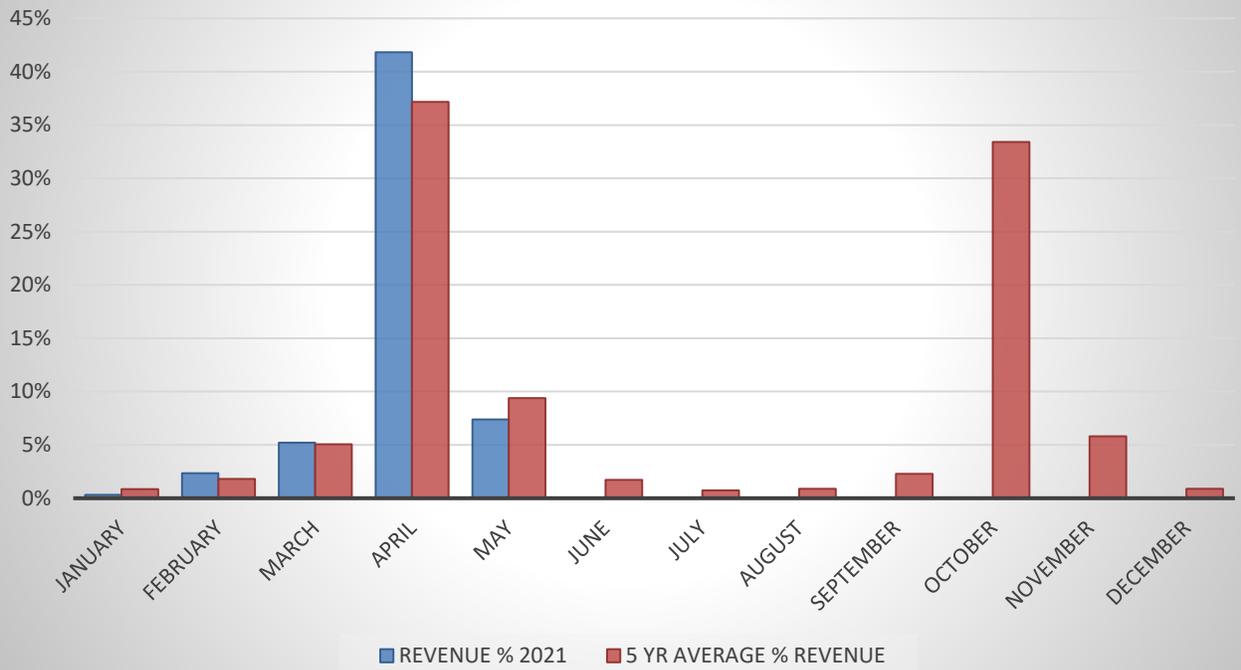
<b>DEBT SERVICE FUND - 20</b>	<b>2021 BUDGET</b>	<b>YEAR TO DATE</b>	<b>ENCUMBRANCES</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>					
Property Tax & Related Income	\$ -	\$ -	\$ -	\$ -	-
Other Revenue	\$ -	\$ 39	\$ -	\$ (39)	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 39</b>	<b>\$ -</b>	<b>\$ (39)</b>	<b>-</b>
<b>EXPENDITURES</b>					
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 39</b>			

<b>CAPITAL IMPROVEMENT PROJECTS FUND - 30</b>	<b>2021 BUDGET</b>	<b>YEAR TO DATE</b>	<b>ENCUMBRANCES</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>					
Use of Fund Balance	\$ 2,095,000	\$ -	\$ -	\$ 2,095,000	0%
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Other Revenue	\$ -	\$ 39,191	\$ -	\$ (39,191)	-
<b>TOTAL REVENUE</b>	<b>\$ 2,095,000</b>	<b>\$ 39,191</b>	<b>\$ -</b>	<b>\$ 2,055,809</b>	<b>2%</b>
<b>EXPENDITURES</b>					
Capital Improvement Projects	\$ 1,845,000	\$ 190,071	\$ -	\$ 1,654,929	10%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,845,000</b>	<b>\$ 190,071</b>	<b>\$ -</b>	<b>\$ 1,654,929</b>	<b>10%</b>
Excess/(Deficit)		\$ (150,880)			
Additional Transfers In		-			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ (150,880)</b>			

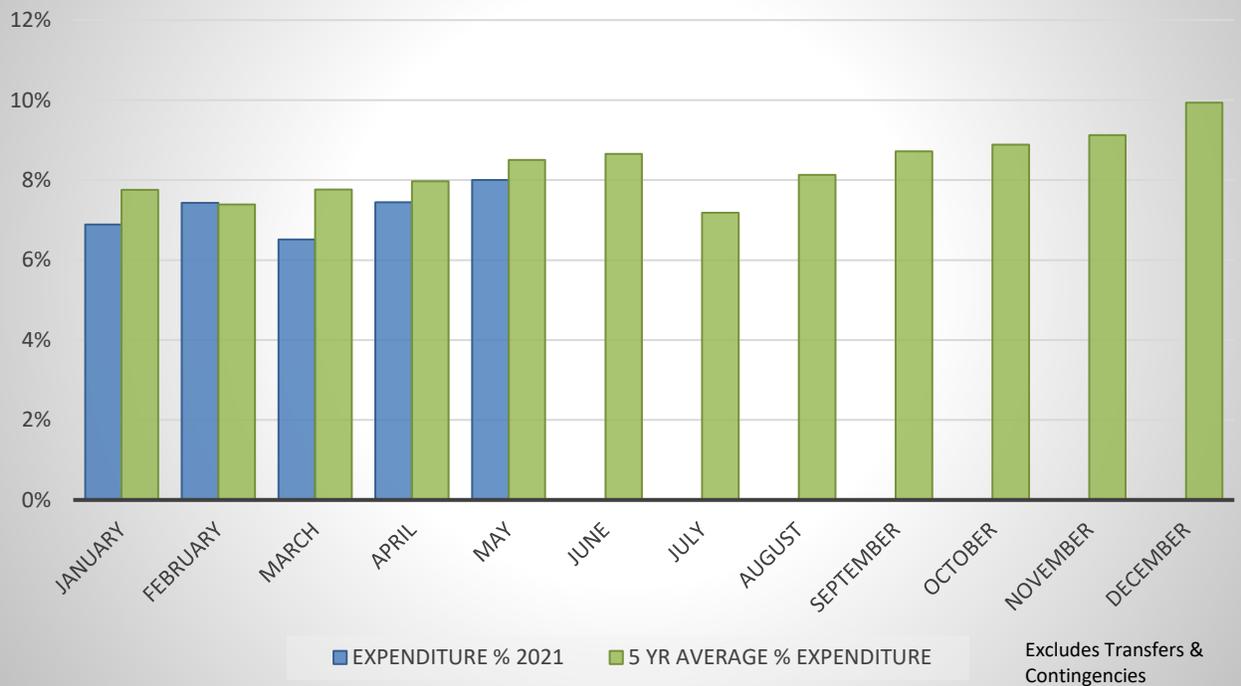
**CASH & INVESTMENTS - SEMI-MONTHLY  
2021 - ALL FUNDS COMBINED (EXCLUDES DEBT SERVICE FUND)  
- 13 MONTHS MOVING -**



### GENERAL FUND - REVENUE TREND (%) THROUGH MAY 2021



### GENERAL FUND - EXPENDITURE TREND (%) THROUGH MAY 2021



Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 5/31/2021

**FUND: GENERAL FUND (01)**

Object	2021 Budget	May Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
31111 PROPERTY TAX--CURRENT	37,701,400.00	2,775,918.25	21,907,570.54	0.00	15,793,829.46	58.11
31112 PROPERTY TAX--DELINQUENT	478,000.00	48,047.34	359,375.63	0.00	118,624.37	75.18
31113 PROPERTY TAX--KING COUNTY	60,000.00	32,504.35	43,217.99	0.00	16,782.01	72.03
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	0.00	13,411.94	0.00	6,588.06	67.06
31740 TIMBER EXCISE TAX	63,000.00	39,545.60	39,545.60	0.00	23,454.40	62.77
<b>TAXES:</b>	<b>38,328,400.00</b>	<b>2,896,015.54</b>	<b>22,370,577.97</b>	<b>0.00</b>	<b>15,957,822.03</b>	<b>58.37</b>
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	1,310.22	10,325.02	0.00	(325.02)	103.25
36110 INVESTMENT EARNINGS	10,000.00	818.06	2,673.66	0.00	7,326.34	26.74
36200 RENTS AND LEASES--KPHC	1,000.00	1,169.86	1,169.86	0.00	(169.86)	116.99
36700 DONOR PROCEEDS--FOUNDATION	275,000.00	0.00	0.00	0.00	275,000.00	0.00
36726 REIMBURSEMENTS--OTHER	0.00	0.00	1,875.00	0.00	(1,875.00)	0.00
36790 OPPORTUNITY DONATIONS	160,000.00	0.00	0.00	0.00	160,000.00	0.00
36910 SALE OF SURPLUS--GENERAL	2,000.00	0.00	674.01	0.00	1,325.99	33.70
36915 SALE OF SURPLUS--MATERIALS	4,000.00	0.00	14,041.14	0.00	(10,041.14)	351.03
36920 FOUND MONEY	0.00	1.00	1.00	0.00	(1.00)	0.00
36991 PAYMENT FOR LOST MATERIALS	5,000.00	26.99	97.99	0.00	4,902.01	1.96
36996 JURY DUTY REIMBURSEMENT	0.00	30.00	50.00	0.00	(50.00)	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	13,780.37	52,895.49	0.00	(2,895.49)	105.79
<b>CHARGES OTHER:</b>	<b>1,069,500.00</b>	<b>17,136.50</b>	<b>102,339.20</b>	<b>0.00</b>	<b>967,160.80</b>	<b>9.57</b>
39520 INSURANCE RECOVERIES--CAPITAL	0.00	0.00	13,652.91	0.00	(13,652.91)	0.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>39,397,900.00</b>	<b>2,913,152.04</b>	<b>22,486,570.08</b>	<b>0.00</b>	<b>16,911,329.92</b>	<b>57.08</b>
<b>EXPENSE ACCOUNTS</b>						
51100 SALARIES AND WAGES	20,616,500.00	1,525,566.97	7,589,527.61	0.00	13,026,972.39	36.81
51105 ADDITIONAL HOURS	152,000.00	35.83	10,109.99	0.00	141,890.01	6.65
51106 SHIFT DIFFERENTIAL	186,800.00	11,003.40	54,991.64	0.00	131,808.36	29.44
51107 SUBSTITUTE HOURS	155,000.00	0.00	1,919.32	0.00	153,080.68	1.24
51109 TUITION ASSISTANCE	10,000.00	0.00	6,007.56	0.00	3,992.44	60.08
51200 OVERTIME WAGES	19,100.00	347.49	3,102.48	0.00	15,997.52	16.24
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	9,804.76	48,014.24	0.00	152,385.76	23.96
52002 MEDICAL INSURANCE	2,811,800.00	198,890.95	1,117,521.89	0.00	1,694,278.11	39.74
52003 FICA	1,616,500.00	114,627.48	570,986.47	0.00	1,045,513.53	35.32
52004 RETIREMENT	2,453,200.00	197,709.54	986,743.19	0.00	1,466,456.81	40.22
52005 DENTAL INSURANCE	255,800.00	18,649.93	94,073.56	0.00	161,726.44	36.78
52006 OTHER BENEFIT	30,800.00	2,520.00	12,320.00	0.00	18,480.00	40.00
52010 LIFE AND DISABILITY INSURANCE	87,800.00	7,353.07	36,557.70	0.00	51,242.30	41.64
52020 UNEMPLOYMENT/ PAID FML INSURANCE	30,000.00	5,807.72	29,274.60	0.00	725.40	97.58
52999 ADJ BENEFITS TO MATCH PLAN	(262,000.00)	0.00	0.00	0.00	(262,000.00)	0.00
<b>PERSONNEL</b>	<b>27,623,800.00</b>	<b>2,092,317.14</b>	<b>10,561,150.25</b>	<b>0.00</b>	<b>17,062,649.75</b>	<b>38.23</b>
53100 OFFICE/OPERATING SUPPLIES--DEP	121,900.00	11,444.56	57,853.91	0.00	64,046.09	47.46

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**FUND: GENERAL FUND (01)**

Object	2021 Budget	May Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>EXPENSE ACCOUNTS</b>						
53102 OFFICE/OPERATING SUPPLIES--SUP	77,400.00	0.00	0.00	0.00	77,400.00	0.00
53104 OFFICE/OPERATING SUPPLIES--PUB	67,600.00	2,757.97	14,492.55	0.00	53,107.45	21.44
53110 CUSTODIAL SUPPLIES	76,500.00	9,442.43	42,478.66	0.00	34,021.34	55.53
53120 MAINTENANCE SUPPLIES	30,000.00	2,873.96	13,573.80	0.00	16,426.20	45.25
53130 MATERIAL PROCESSING SUP	16,000.00	2,119.64	5,576.18	0.00	10,423.82	34.85
53140 TRAINING SUPPLIES	0.00	512.01	856.02	0.00	(856.02)	0.00
53200 FUEL	35,000.00	3,082.45	13,312.22	0.00	21,687.78	38.03
53400 MATERIALS COLLECTION	41,000.00	0.00	0.00	0.00	41,000.00	0.00
53401 ADULT AV - CDS	50,000.00	1,369.10	11,452.01	0.00	38,547.99	22.90
53402 ADULT AV - DVD	490,000.00	15,830.32	109,874.27	0.00	380,125.73	22.42
53404 ADULT AV AUDIOBOOKS	40,000.00	840.58	13,170.56	0.00	26,829.44	32.93
53405 ADULT BOOK CLUB KITS	3,500.00	0.00	856.47	0.00	2,643.53	24.47
53406 ADULT FICTION	240,000.00	22,602.72	126,209.15	0.00	113,790.85	52.59
53408 ADULT LARGE PRINT	80,000.00	5,955.89	24,431.87	0.00	55,568.13	30.54
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	17,373.25	155,865.55	0.00	159,134.45	49.48
53411 ADULT PAPERBACKS	35,000.00	657.80	3,495.58	0.00	31,504.42	9.99
53412 ADULT PC READS	0.00	0.00	442.24	0.00	(442.24)	0.00
53413 ADULT REFERENCE	11,500.00	181.82	3,285.03	0.00	8,214.97	28.57
53414 ADULT YA FICTION	70,000.00	2,891.97	14,019.43	0.00	55,980.57	20.03
53415 ADULT YA GRAPHIC NOVELS	25,000.00	2,804.43	13,751.14	0.00	11,248.86	55.00
53416 ADULT YA NONFICTION	20,000.00	1,535.88	6,088.71	0.00	13,911.29	30.44
53417 ADULT AV - DVDNF	50,000.00	1,538.12	18,294.08	0.00	31,705.92	36.59
53418 ADULT GRAPHIC NOVELS	15,000.00	1,880.71	7,495.43	0.00	7,504.57	49.97
53421 CHILDREN'S STANDING ORDERS	35,000.00	515.52	906.48	0.00	34,093.52	2.59
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	313.98	5,818.22	0.00	1,681.78	77.58
53425 CHILDREN'S FICTION	170,000.00	10,798.83	100,945.84	0.00	69,054.16	59.38
53426 CHILDREN'S GRAPHIC NOVELS	35,000.00	877.19	14,657.59	0.00	20,342.41	41.88
53427 CHILDREN'S NONFICTION	160,000.00	6,133.50	77,350.75	0.00	82,649.25	48.34
53428 CHILDREN'S SCIENCE TO GO	4,000.00	163.27	6,119.97	0.00	(2,119.97)	153.00
53429 CHILDREN'S STORYTIME	5,000.00	69.08	3,685.41	0.00	1,314.59	73.71
53430 DATABASES	440,000.00	0.00	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	81,077.82	224,253.34	0.00	520,746.66	30.10
53442 EDOWNLOADABLE AUDIO	700,000.00	58,183.98	144,760.55	0.00	555,239.45	20.68
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	45,000.00	0.00	30,000.00	60.00
53446 ONLINE BOOK CLUBS	15,000.00	0.00	0.00	0.00	15,000.00	0.00
53450 MAGAZINES	52,000.00	(964.95)	68,981.26	0.00	(16,981.26)	132.66
53460 VENDOR PROCESSING	0.00	5,563.06	44,767.67	0.00	(44,767.67)	0.00
53464 VENDOR PROCESSING SERVICES	160,000.00	0.00	2,515.84	0.00	157,484.16	1.57
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	184.46	9,311.64	0.00	4,688.36	66.51

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**FUND: GENERAL FUND (01)**

Object	2021 Budget	May Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
<b>EXPENSE ACCOUNTS</b>						
53471 WORLD - CHILDREN'S SPANISH	14,000.00	0.00	3,929.05	0.00	10,070.95	28.06
53472 WORLD - CHINESE	5,000.00	0.00	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	1,024.00	3,008.00	0.00	1,992.00	60.16
53475 WORLD - JAPANESE	5,000.00	0.00	720.00	0.00	4,280.00	14.40
53476 WORLD - KOREAN	19,000.00	0.00	10,657.73	0.00	8,342.27	56.09
53477 WORLD - TAGALOG	14,000.00	1,476.00	3,017.31	0.00	10,982.69	21.55
53478 WORLD - VIETNAMESE	10,000.00	0.00	5,392.47	0.00	4,607.53	53.92
53479 WORLD - RUSSIAN	14,000.00	0.00	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	897.92	7,601.19	0.00	32,398.81	19.00
53482 YOUTH DVD - FTY	45,000.00	1,396.65	10,224.57	0.00	34,775.43	22.72
53483 YOUTH YA AUDIO BOOKS	3,000.00	0.00	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	1,157.58	25,630.86	0.00	8,369.14	75.38
53502 TECHNOLOGY HARDWARE--PUBLIC	200,000.00	38,279.38	88,362.16	0.00	111,637.84	44.18
53503 TECHNOLOGY HARDWARE--STAFF	300,000.00	33,679.94	141,970.34	0.00	158,029.66	47.32
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	233,080.53	266,553.61	0.00	244,246.39	52.18
53506 SOFTWARE/LICENSES/HOST--INFRA	423,000.00	119,487.29	136,969.31	0.00	286,030.69	32.38
53510 FURNISHINGS--PUBLIC	95,000.00	10,022.06	21,852.28	0.00	73,147.72	23.00
53515 FURNISHINGS--STAFF	97,500.00	0.00	14,267.41	0.00	83,232.59	14.63
54100 INDEPENDENT CONTRACTORS	179,700.00	2,725.94	23,623.16	0.00	156,076.84	13.15
54104 INDEPENDENT CONTRACTORS--INFRA	25,000.00	0.00	0.00	0.00	25,000.00	0.00
54110 PERFORMER SERVICES	28,000.00	100.00	3,325.00	0.00	24,675.00	11.88
54120 CONTRACTUAL SERVICES	339,100.00	18,427.44	188,974.82	0.00	150,125.18	55.73
54140 DATA SERVICES	4,500.00	986.29	2,958.87	0.00	1,541.13	65.75
54150 LEGAL SERVICES	55,000.00	4,447.00	7,583.00	0.00	47,417.00	13.79
54162 BIBLIOGRAPHIC & RELATED SERVIC	0.00	4,107.34	20,536.70	0.00	(20,536.70)	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	0.00	20,696.99	0.00	52,503.01	28.27
54201 SHIPPING	0.00	15.90	5,574.00	0.00	(5,574.00)	0.00
54210 TELECOM SERVICES--PHONES	50,000.00	2,688.92	32,550.47	0.00	17,449.53	65.10
54211 TELECOM SERVICES--CELLPHONES	76,200.00	5,523.31	28,223.24	0.00	47,976.76	37.04
54212 TELECOM SERVICES--INTERNET	668,000.00	48,665.62	226,198.50	0.00	441,801.50	33.86
54300 TRAVEL AND TOLLS	53,100.00	518.35	1,623.90	0.00	51,476.10	3.06
54301 MILEAGE REIMBURSEMENTS	58,500.00	2,897.49	17,382.02	0.00	41,117.98	29.71
54400 ADVERTISING	138,000.00	22,233.25	42,371.01	0.00	95,628.99	30.70
54501 RENTALS/LEASES--BUILDINGS	492,900.00	94,302.08	261,926.73	0.00	230,973.27	53.14
54502 RENTALS/LEASES--EQUIPMENT	188,900.00	12,160.18	44,446.54	0.00	144,453.46	23.53
54600 INSURANCE	270,000.00	0.00	0.00	0.00	270,000.00	0.00
54700 ELECTRICITY	265,000.00	21,307.01	127,574.40	0.00	137,425.60	48.14
54701 NATURAL GAS	12,000.00	333.32	7,624.48	0.00	4,375.52	63.54
54702 WATER	30,000.00	2,061.17	10,479.01	0.00	19,520.99	34.93
54703 SEWER	34,000.00	3,546.79	12,612.36	0.00	21,387.64	37.10
54704 REFUSE	36,000.00	3,192.55	18,849.43	0.00	17,150.57	52.36
54800 GENERAL REPAIRS/MAINTENANCE	381,500.00	44,771.20	168,442.70	0.00	213,057.30	44.15

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**FUND: GENERAL FUND (01)**

Object	2021 Budget	May Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>EXPENSE ACCOUNTS</b>						
54801 CONTRACTED MAINTENANCE	475,300.00	33,640.63	72,353.03	0.00	402,946.97	15.22
54805 VEHICLE REPAIR AND MAINTENANCE	65,000.00	142.87	14,196.85	0.00	50,803.15	21.84
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	12,533.33	18,729.78	0.00	57,570.22	24.55
54901 ORGANIZATIONAL REGISTRATIONS	1,500.00	575.00	575.00	0.00	925.00	38.33
54902 DUES AND MEMBERSHIPS	54,000.00	895.00	24,451.75	0.00	29,548.25	45.28
54903 LICENSES AND FEES {{OLD}}	0.00	211.95	1,062.70	0.00	(1,062.70)	0.00
54904 LICENSES	5,500.00	53.80	668.18	0.00	4,831.82	12.15
54905 FEES	80,500.00	819.28	5,720.67	0.00	74,779.33	7.11
54906 TAXES AND ASSESSMENTS	0.00	0.02	24,321.21	0.00	(24,321.21)	0.00
54911 FOUNDATION IMPACT PROJECTS	95,500.00	6,429.85	36,289.10	0.00	59,210.90	38.00
54912 CONTINGENCY	270,000.00	0.00	0.00	0.00	270,000.00	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
<b>ALL OTHER EXPENSES</b>	<b>11,774,100.00</b>	<b>1,061,425.58</b>	<b>3,729,779.57</b>	<b>0.00</b>	<b>8,044,320.43</b>	<b>31.68</b>
<b>NEED A CATEGORY</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL FOR EXPENSE ACCOUNTS</b>	<b>39,397,900.00</b>	<b>3,153,742.72</b>	<b>14,290,929.82</b>	<b>0.00</b>	<b>25,106,970.18</b>	<b>36.27</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>(240,590.68)</b>	<b>8,195,640.26</b>	<b>0.00</b>	<b>(8,195,640.26)</b>	<b>0.00</b>

**FUND: SPECIAL PURPOSE FUND (15)**

Object	2021 Budget	May Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
TAXES:	0.00	0.00	0.00	0.00	0.00	0.00
36110 INVESTMENT EARNINGS	0.00	261.14	1,823.30	0.00	(1,823.30)	0.00
CHARGES OTHER:	0.00	261.14	1,823.30	0.00	(1,823.30)	0.00
39511 SALE OF CAPITAL ASSETS (PCLS)	0.00	0.00	187,164.00	0.00	(187,164.00)	0.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>0.00</b>	<b>261.14</b>	<b>188,987.30</b>	<b>0.00</b>	<b>(188,987.30)</b>	<b>0.00</b>
<b>EXPENSE ACCOUNTS</b>						
NEED A CATEGORY	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL FOR EXPENSE ACCOUNTS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>261.14</b>	<b>188,987.30</b>	<b>0.00</b>	<b>(188,987.30)</b>	<b>0.00</b>

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FUND: LEVY SUSTAINABILITY FUND (16)

Object	2021 Budget	May Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
TAXES:	0.00	0.00	0.00	0.00	0.00	0.00
36110 INVESTMENT EARNINGS	0.00	543.34	3,850.12	0.00	(3,850.12)	0.00
CHARGES OTHER:	0.00	543.34	3,850.12	0.00	(3,850.12)	0.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>0.00</b>	<b>543.34</b>	<b>3,850.12</b>	<b>0.00</b>	<b>(3,850.12)</b>	<b>0.00</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>543.34</b>	<b>3,850.12</b>	<b>0.00</b>	<b>(3,850.12)</b>	<b>0.00</b>

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**FUND: DEBT SERVICE FUND (20)**

Object	2021 Budget	May Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
36110 INVESTMENT EARNINGS	0.00	5.46	39.27	0.00	(39.27)	0.00
<b>CHARGES OTHER:</b>	<b>0.00</b>	<b>5.46</b>	<b>39.27</b>	<b>0.00</b>	<b>(39.27)</b>	<b>0.00</b>
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>0.00</b>	<b>5.46</b>	<b>39.27</b>	<b>0.00</b>	<b>(39.27)</b>	<b>0.00</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>5.46</b>	<b>39.27</b>	<b>0.00</b>	<b>(39.27)</b>	<b>0.00</b>

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**FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)**

Object	2021 Budget	May Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
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	194.43	1,448.17	0.00	(1,448.17)	0.00
<b>CHARGES OTHER:</b>	<b>2,095,000.00</b>	<b>194.43</b>	<b>1,448.17</b>	<b>0.00</b>	<b>2,093,551.83</b>	<b>0.07</b>
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	0.00	7,743.29	0.00	(7,743.29)	0.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>2,095,000.00</b>	<b>194.43</b>	<b>39,191.46</b>	<b>0.00</b>	<b>2,055,808.54</b>	<b>1.87</b>
<b>EXPENSE ACCOUNTS</b>						
54100 INDEPENDENT CONTRACTORS	425,000.00	0.00	0.00	0.00	425,000.00	0.00
54120 CONTRACTUAL SERVICES	0.00	49,936.40	158,786.94	0.00	(158,786.94)	0.00
54150 LEGAL SERVICES	0.00	0.00	210.00	0.00	(210.00)	0.00
54160 ARCHITECTURAL/ENGR SERVICES	0.00	7,561.43	9,839.56	0.00	(9,839.56)	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
<b>TOTAL FOR EXPENSE ACCOUNTS</b>	<b>1,845,000.00</b>	<b>57,497.83</b>	<b>190,071.07</b>	<b>0.00</b>	<b>1,654,928.93</b>	<b>10.30</b>
<b>NET SURPLUS / DEFICIT</b>	<b>250,000.00</b>	<b>(57,303.40)</b>	<b>(150,879.61)</b>	<b>0.00</b>	<b>400,879.61</b>	<b>(60.35)</b>

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# MEMO



Date: July 1, 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 - June

## Customer Experiences

Customers have been thrilled to come back into open Library locations. Additional highlights and pictures are included in the COVID-19 Reopening Update.

Parkland/Spanaway customers continue to be thrilled that we are providing technology services and are curious when the location will open for in-branch browsing.

A Summit customer shared that she and her family love the care and thought put into her grab bag requests. Another customer when picking up her order wanted to let Summit staff know how much she loves her grab bags. She said she has found amazing new authors that she would never know about and she looks forward to them.

Sumner Senior Librarian Ben Haines had a wonderful conversation with a mother and her young child about the Library reopening and what having curbside services has meant to her during the pandemic. Curbside bags meant movie nights as a family when they could not go out. Reading storybooks at night together were helpful when her daughter missed her friends at school. What stood out was, "I don't think most people realize exactly how difficult and depressing getting by this year has been without all of the services at the Library we've gotten used to using. There are so many things average families haven't been able to do without you."

## Serving ALICE Households (Asset Limited, Income Constrained, Employed)

At Parkland/Spanaway, Adult Services Librarian Elly Krumwiede and Branch Manager Karen Brooks began conversations with the Trinity Food Bank to determine partnership opportunities, which would include sharing information about Library events.

Milton Supervising Librarian, Bonnie Svitavsky, attended the North Pierce County Community Coalition meeting. Coalition members discussed ways to reach people experiencing homelessness, particularly in Fife.

The new Social Services Coordinator at Pioneer Human Services has reached out to the Summit Senior Librarian, Neil Derksen, and Adult Services Librarian Mejin Turner to begin meeting to discuss support and partnership opportunities.

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## Operational Highlights

As of July 1, the following locations are providing limited technology services and/or in-building services:

Location	Limited Tech Services	In-Building Services
Bonney Lake	X	X
Buckley	X	X
DuPont	X	X
Eatonville	X	
Fife	X	X
Graham	X	X
Key Center	X	
Lakewood	X	
Milton/Edgewood	X	X
Parkland/Spanaway	X	
South Hill	X	X
Steilacoom	X	X
Tillicum	X	X
University Place	X	X

The remaining locations are on track to reopen by the end of July, with the exception of Anderson Island and the Administrative Center and Lobby, which are still under review.

On June 29, Outreach launched “On the Road” in support of summer reading. This summer, kids will receive free books and snack packs. Sites visited include Alta in Parkland, Legacy Park in Lakewood, Canterbury in South Hill, Coventry Court in Midland, Springbrook in Lakewood, and a new site this year – Chateau Rainier in Fife. Kids have been ready and waiting for us and are so excited to choose books. These locations are not walkable to libraries and most kids in these apartments do not have easy access to transportation.

## Initiatives Highlights

Summer staff continued to distribute STEM worksheets with student free meal backpacks.

## Community Engagement Highlights

Youth Services Librarians Jocelyn Kehr and Stephanie Chou provided virtual school visits in the Parkland/Spanaway area to promote summer reading and encourage reading for enjoyment.

All librarians began working on improving the way we provide support to our community locations.

Adult Services Librarian Maureen Ricks Wildish supported the Learning strategic priority by facilitating TalkTime programs.

Summer staff connected with the new Teen coordinator at the YMCA.

Planning is underway for Voter Point of Assistance (VPOA) at 18 PCLS locations in partnership with the Pierce County Elections Office, Puyallup Public Library, and Tacoma Public Library for the Primary Election on August 2.

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# MEMO



Date: July 1, 2021

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

From: Georgia Lomax, Executive Director

Subject: Farewell and Thank You to Rob Allen and Brian Thomason

This month marks the end of Rob Allen’s 10-year service as a Library Trustee.

Trustee Allen joined the Library Board on August 5, 2011. He has provided sound guidance and leadership during his time on the Board and we are grateful for his service.

During his term, the Library experienced a major recession, a successful levy reauthorization election, and a pandemic. Residents of the City of Fife voted to annex into the Library District for their first library service and a new library was built. New facilities replaced undersized buildings to improve library services in University Place and Milton/Edgewood. Over his 10-years of service, Pierce County Library continued to re-envision its services in order to best serve its growing and changing communities.

Brian Thomason will also be leaving the Board due to a career opportunity that takes him out of the state. Though he may be the only trustee who never met his colleagues in person as the Board met virtually during his tenure, Trustee Thomason quickly became an active and valued participant as the Library navigated the unknowns of a pandemic.

During the meeting we will thank Trustees Allen and Thomason for their commitment to the Library’s success and service to the public and wish them well in their next endeavors!

# Unfinished Business

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# MEMO



Date: July 5, 2021

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

From: Georgia Lomax, Executive Director

Subject: Future Libraries Project Update

In 2021, the Library has three key activities related to its Facilities Master Plan – interior refreshes and scheduled major maintenance of the Bonney Lake and Graham locations, and continued progress towards a new, relocated Sumner Library.

The Graham and Bonney Lake projects are underway, after planning during 2020.

Capital fundraising to support the Sumner project launched in January 2021, and we are currently working with the City of Sumner regarding the property that they purchased in 2018 to hold for the location of the new Sumner Library.

On Monday, July 12, the Sumner City Council will discuss planning for the property transfer to the Library in their study session. During the Board meeting we'd like to give you an update on progress on the Sumner project and property, and next steps.

# MEMO



Date: July 2, 2021

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

From: Georgia Lomax, Executive Director

Subject: COVID-19 Update on Public Meetings

On June 30, Governor Inslee lifted restrictions, allowing businesses and organizations to fully reopen. At this time the Open Public Meeting Act Proclamation 20-28.15 remains in effect. This means local governments must continue to conduct their meetings remotely, but allows for an optional in-person component subject to conditions described in the “Miscellaneous Venue” guidance.

We will continue to monitor the requirements on Open Public Meetings and keep you informed about when the Trustees will be able to consider returning to in-person meetings again.

Type of Public Meeting	Required	Optional
Virtual/Remote	Yes. Subject to conditions in <a href="#">Proclamation 20-28.14</a> , at p. 3, including that there be telephonic access, at minimum, and all attendees can “hear each other at the same time.”	No.
In-Person	No.	Yes. Subject to conditions in <a href="#">Proclamation 20-28.14</a> at pp. 3 and 4, including that any person who wishes to attend in person be able to do so, either in meeting room or overflow area. No capacity limits or physical distancing requirements. Masks required for unvaccinated attendees, however no verification requirement.

<https://mrsc.org/Home/Stay-Informed/MRSC-Insight/July-2021/Washington-State-Reopening.aspx>

# New Business

# MEMO



Date: July 7, 2021

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

From: Clifford Jo, Finance & Business Director

Subject: 2022 Budget Calendar

Board Meeting	2022 Budget Activities
July 14	<ul style="list-style-type: none"> <li>Review budget calendar</li> </ul>
August 11	<ul style="list-style-type: none"> <li>Review of Fiscal Management Policy</li> <li>Review initial property value assessment</li> </ul>
September 8	<ul style="list-style-type: none"> <li>Approval of any changes to Fiscal Management Policy</li> <li>Review preliminary levy certificate and impact to budget</li> <li>Review budget drivers (CPI-U, etc)</li> <li>Review Implicit Price Deflator (IPD) and impact to revenue</li> <li>Review banked capacity</li> </ul>
October 13	<ul style="list-style-type: none"> <li>Review project and work plan proposals and their impacts to the budget</li> </ul>
November 10	<p style="text-align: center;"><u>FIRST PUBLIC HEARING OF DRAFT BUDGET</u></p> <ul style="list-style-type: none"> <li>Review first comprehensive draft budget and work plan</li> <li>Review cash-flow and fiscal status of funding cycle</li> <li>Sign levy certificate</li> <li>IPD decision (if necessary)</li> <li>File levy certificate with Pierce and King counties (by November 30)</li> </ul>
December 8	<p style="text-align: center;"><u>SECOND PUBLIC HEARING AND FINAL APPROVAL</u></p> <ul style="list-style-type: none"> <li>Review final work plan</li> <li>Approve General Fund budget</li> <li>Approve Capital Improvement Fund budget</li> <li>Approve Special Purpose Fund budget</li> <li>Approve Levy Sustainability Fund budget</li> <li>Approve inter-fund transfers</li> <li>Approve amount deposited to Sustainability Fund</li> </ul>
January 12, 2022	<ul style="list-style-type: none"> <li>Review amended levy certificates (if any)</li> </ul>

# Officers Reports

# MEMO



Date: July 1, 2021

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

From: Customer Experience Managers Kayce Austin and Meghan Sullivan

Subject: COVID-19 Reopening Update

The Library continues to offer limited Technology Service at Eatonville, Key Center, Lakewood, and Parkland/Spanaway. In addition to these libraries, ten locations are now open for limited In-Building service – Bonney Lake, Buckley, DuPont, Fife, Graham, Milton/Edgewood, South Hill, Steilacoom, Tillicum, and University Place. We plan to have all our remaining locations opened by the end of July with the exception of Anderson Island and the Administrative Center & Lobby, which are still under review.

Services at our newly reopened libraries 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. We will continue to offer virtual programming 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 staff have worked to provide suggestions, ideas, and local solutions to ready our spaces to welcome the public. They have been excited to welcome customers into our open locations, and look forward to fully reopening additional locations.

## **Feedback from Customers:**

Upon hearing that she can come into the branch tomorrow afternoon, a Graham customer promptly exclaimed "I'm going to pop some champagne! This is the best news ever!"

"I missed it! I heard on the radio and came by right away. The last time I was inside a library was end of February 2020. This is my second time here since it reopened. (This customer is retired military and uses the Library's computers and copiers to scan and email sheet music.)

"I got a little teary when I walked in. This feels really good. I just like the smell. It's so different than just picking books up curbside."

"We are so excited! My son can now pick out what he wants to. Curbside has been great but he doesn't get to have that look and feel of being inside the library."

[Young daughter dressed up in her best party dress for the special occasion] “We had this on the calendar. We’ve been checking out books using the pickup service, but it’s so much better to choose in person.”

“I missed being able to come in not knowing what I’m coming in for.”

**Feedback from Library Staff:**

Here at Steilacoom, our first group of customers were excitedly waiting for us to open and were in awe once inside. Everyone was so excited and happy that we all broke out in applause!

I had a wonderful conversation with a mother and her young child about the Library reopening and what having curbside services has meant to her during the pandemic. Curbside bags meant movie nights as a family when they could not go out. Reading storybooks at night together were helpful when her daughter missed her friends at school. What stood out was, “I don’t think most people realize exactly how difficult and depressing getting by this year has been without all of the services at the Library we’ve gotten used to using. There are so many things average families haven’t been able to do without you.” (She did not know about print services or e-sources available and we talked about that a bit afterward.)

“I’m so excited to see some teens here filling their hands with books, literally! They have too many to carry!”

One customer that said that the Library being open to come inside was "literally life-changing.

A DuPont customer came back in for the first time and loudly said, “Honey, I’m home!” She was so excited grabbing tons of books from the Lucky Day and New Book shelves.

A Milton customer was excited to be back in the Library with her grandchild and shared that she was last in the library not long before the shutdown. At the time, a staff member showed her how to use Libby and download materials. She was travelling out of the country at the time of the shutdown and became stuck in quarantine. She said that having Libby was a lifesaver for her and kept her sane while she waited out quarantine and the ability to travel home. That being said, she was very excited to be back in the Library and have the ability to browse, particularly in the New and Lucky Day collections.



A young girl's joy after going into UP on Thursday... she did a little woohoo dance!



A family enjoyed browsing the shelves at Milton and then checked out a few items.



Steilacoom Library Ready to welcome customers in the door!

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# MEMO



Date: July 2, 2021

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

From: Georgia Lomax, Executive Director

Subject: Trustee Vacancy Update

The July 14, 2021, Board of Trustees meeting will be the final meeting for Trustee Rob Allen, who completes two terms on the Board, and Trustee Brian Thompson, who is resigning after accepting a new career opportunity out of state.

In June a panel selected an Edgewood resident and a University Place resident to join the Board in their place. The two candidates' names were forwarded to the County Executive's Office for appointment and the appointment is in process. They will join the Board at the August 11 meeting.

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# MEMO



Date: July 2, 2021

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

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

Subject: Update on Equity, Diversity and Inclusion (EDI) Work

Many teams have been busy so far this year working on furthering the Equity, Diversity and Inclusion work here at the Library. Here are a few updates:

You, the Library's Board of Trustees, used an EDI lens in your recruitment process for a new Trustee. This included removing the education requirement for the Trustee position, creating consistent EDI criteria, as well as broadening advertising for more diverse audiences. You also revised the following EDI policies that were communicated to our staff on March 5th:

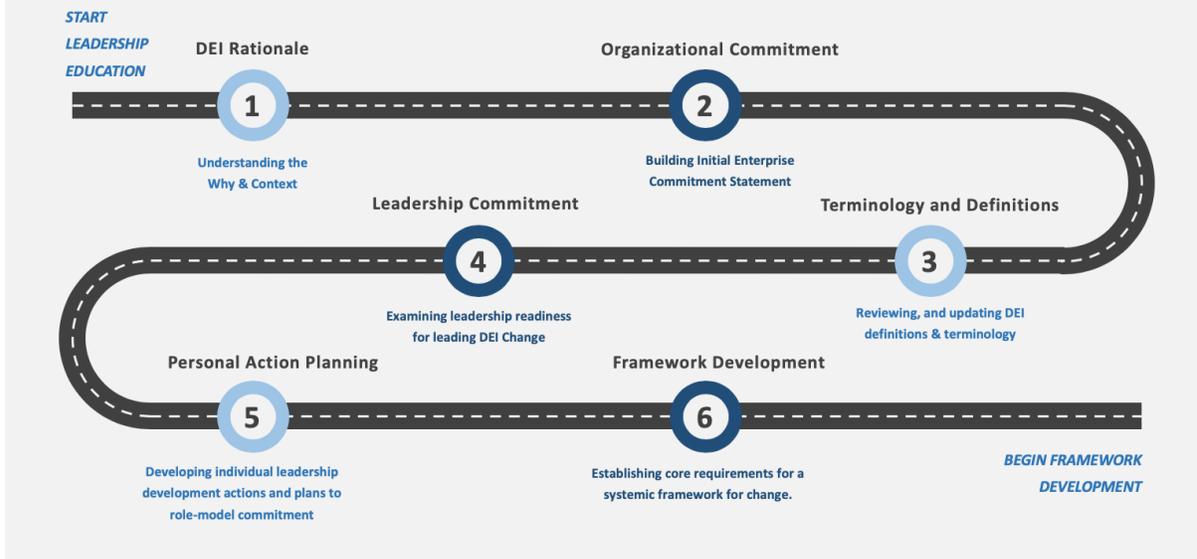
- Equal Employment Opportunity  
[Pierce County Library > Equal Employment Opportunity](#)
- Anti-harassment  
[Pierce County Library > Anti-Harassment Policy](#)
- Equity, Diversity and Inclusion  
[Pierce County Library > Equity Diversity and Inclusion Policy](#)

The Library's next step will be to review any applicable administrative policies and procedures.

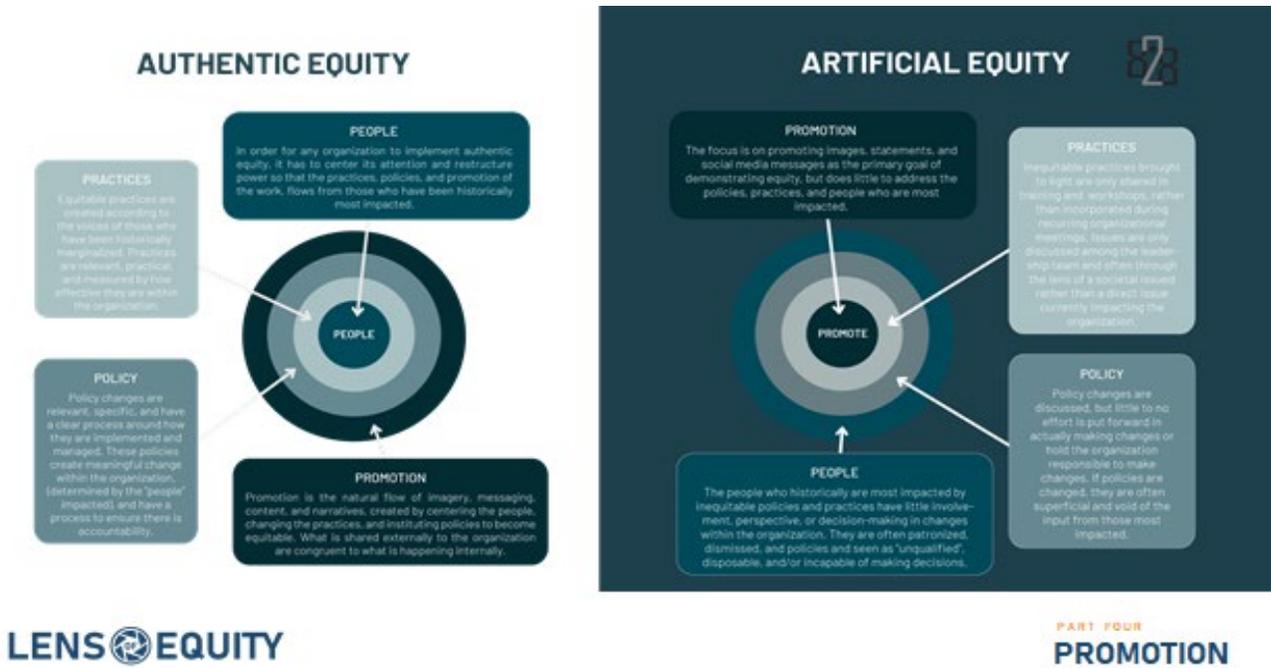
The Leadership Team has been working with Henderworks' EDI Consultant Effenus Henderson. The first phase in this work is leadership readiness. The Team is currently developing a leadership commitment statement that will aid in developing the next steps and an EDI strategic plan for the Library.

Below is the road map outlining the process of the Library's work with Henderworks.

# OVERVIEW OF DEI PROCESS ROADMAP



The Library is also interested in creating authentic equity, not artificial equity. Which makes this work thoughtful and intentional instead of reactive. Slide below courtesy of: Lawrence Garrett (<https://828flow.com/team/>)



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Below are examples of some of the work in which the Library's departments, committees and communities of practice have incorporated elements of EDI:

#### Staff Experience

The department has added in another module specific to EDI in its New Leader Orientation. Each supervisor at PCLS is required to attend this orientation.

#### Communications

The department has been implementing several aspects of the Library's Marketing and Communications Plan, which includes specific elements to reach diverse communities:

- Through KZTM-FM Spanish radio we shared information about JBC, Board of Trustee position, and the Library's 75th Anniversary/The Big Umbrella
- Via Hubbard Radio stations and their YouTube channel communicated about the Board of Trustee position
- With bus ads and bus shelter ads presented information about JBC
- Supported CE with materials and strategies to contact organizations representing diverse groups, and share JBC and 75th Anniversary information.
- Followed any groups representing diverse communities we were not already following on social media, and engage with those groups.
- Continue to create various collateral (flyers, signs, posters) in Spanish, Korean, and other languages.

#### Culture Forward Team

- Remodeling our Core Skill and Quality of Diversity
- Communications and Cover to Cover articles that share stories, provide information, celebrate diversity
- New staff Recognition program
- Culture Opportunity Calendar
- Language Lot

#### Collection Steering Team

- Folk and Fairy Tales
- Collection Diversity Audit project do examine the diversity of our children's picture book collection and make recommendations regarding diversity audits of other collections (with Customer Experience and Collection Management staff)
- Refreshing International Collections with increased budget

#### Customer Experience Team

- International Collection Study, including recommending collection updates based on community demographics
- Updated booklist guidelines to be more inclusive.
- Exclusionary Readers' Advisory Guidelines to help staff and supervisors respond to requests that exclude protected classes based on race, religion, gender identification and sexual orientation.

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### Readers Services Steering Team

- When designing reading programs, the team is incorporating activities, book lists and reading options that encourage reading outside your comfort zone, particularly around diverse books. Additionally, we are creating paper options for low barrier access to customers who may not have internet access.
- Currently working on modifying Grab Bag “Surprise Me” service to minimize exclusionary readers’ advisory requests. Additionally, improvements are responsive to customer feedback (survey) and provide easier access for customers placing multiple requests.
- Readers’ Services Steering Team is working on target topics for Instagram book posts that include cultural and social celebrations.
- Additionally, Readers’ Services Steering Team is also maintaining two catalog book lists that highlight programs and cultural and social celebrations.

### Summer Reading Steering Team

- When designing the Summer Reading Program, the team is incorporating activities, book lists and reading options that encourage reading outside your comfort zone, particularly around diverse books.
- While the program is primarily online using Beanstack, we are creating paper options for low barrier access to customers who may not have internet access.
- We are providing free books to libraries with high percentage of ALICE Families.
- We are designing activity packs that are engaging and require few to no supplies.

### Learning Team

- Serving 67 childcares with books and materials, sites prioritized by those serving a higher number of ALICE families.
- Our Community Adventures – low barrier way for all families to practice early learning skills while having fun together.
- Partnerships maintained with Project Child Success Coalition, which has been focusing on equity issues; partnership with Amara Foster Care who is working to change the disproportionate number of children of color in foster care.
- Checkout Washington – reducing barriers to state parks
- Science to Go – purchasing new materials with a focus on diversity, promoting identity through the inclusion of picture book biographies of diverse scientists.
- Prioritizing partnerships and relationship building with Black and People-of-Color run organizations related to workforce and business. Recently provided content outlining library resources for the National Association of Black Entrepreneurs’ Career Development Conference.

### Teen Services

- Sharing diverse books and promoting/celebrating diverse identities in programming, and social media sharing

- 
- Creating safe and welcoming spaces for teens that support their unique identities; Discord platform has supported a safe space for teens to share about challenges and successes navigating gender identity.

### Adult Services

- Sharing diverse books and promoting/celebrating diverse identities in programming, and social media sharing
- Currently redoing our re-entry packet of support materials for previously incarcerated people (which disproportionately includes higher numbers of Black, Native and Latino people in Pierce County )

### Youth Services

- Sharing diverse books and promoting/celebrating diverse identities in programming and social media sharing
- Creation of activity packs for families who may not be able to connect to us virtually
- Program support for neurodivergent and autistic children in partnership with A Step Ahead; ongoing partnership with UW to improve library experience for autistic youth.
- 2020 work team used WA STEM grant to support childcare providers and children with math games, diverse books, and training, supplies to childcares serving a higher number of diverse and/or rural children.

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# MEMO



Date: June 11, 2021

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

From: Mary Getchell, Marketing and Communications Director

Subject: Marketing and Communications Second Quarter Focus: 75<sup>th</sup> Anniversary Results

Happy 75<sup>th</sup> anniversary Pierce County Library System featured prominently throughout the communities the Library System serves in the second quarter of 2021. From children walking “The Big Umbrella” StoryWalk to elected officials signing proclamations, people of all ages celebrated the Library System’s 75 years of service. From mid-April through the end of May, staff thanked communities for allowing the Pierce County Library to be the community’s choice for the discovery and exchange of information and ideas and to spark success for residents. Following is an overview of the results of this marketing and communications focus.

With the goal to position the Library System as a trusted organization to spark success for residents, the Library exceeded nearly of its objectives:

- News stories: goal two; achieved 7 news stories and 17 calendar postings, including feature story in “Tacoma Weekly” and community event feature on Q13.
- Author video clips: goal 10; achieved 11 author submissions, with 266 views of the video.
- Historical to current images video: 5,882 views.
- Checkouts of “The Big Umbrella”: goal 500; achieved 100.

With the goal to bolster the Library’s visibility in Pierce County communities, the Library also exceeded its objectives:

- Social media engagement: Goal for reach and engagement: meet or exceed industry standard; achieved:
  - On Facebook, the Library posted nine messages, with a total reach of 39,291 (4,365 per post average), and a total engagement of 2,514, for an engagement rate of 6.4%, which exceeded the industry standard of 5.2%.
  - On Twitter, the Library posted ten tweets, with a total reach of 3,848 (348.8 per post average), and a total engagement of 134, for an engagement rate of 3.4%, which exceeded the industry standard of 0.62%.
- Marketing email open rate: meet or exceed industry standard; achieved:
  - 3 email marketing messages to an average of 63,789 active subscribers, with a total of 51,750 open messages (17,250 opens per message) with a 27.1% open rate, exceeding the industry average of 25.17%, which is significant, as the Library System rarely meets or exceeds the industry standard.
- Digital advertising: meet or exceed industry standard; achieved:

- 
- Digital advertising: 805,609 impressions (number of times ads appeared), 1,219 clicks (number of times people clicked on/opened ad), and 0.15% click throughs to content on the Library's website, exceeding industry standard of 0.05%. Through geofencing ads, targeted ads to individuals geographically as they enter various locales the ad appeared on mobile devices, we earned 2,662 conversions (people who visited the Library's 75<sup>th</sup> anniversary related web pages and received the geofencing ad), at a rate of 0.16%, far exceeding the industry standard of .05%.

- Web page visits: 6,471.

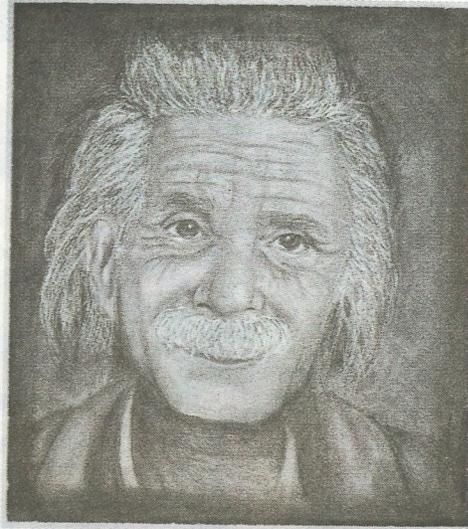
With the goal to engage communities and community leaders in support of the Library's value, contributions, and achievements the Library met nearly all of its objectives:

- Local government proclamations: goal 14 of 17 possible; achieved 5. Please note proclamation signings are being scheduled through the end of 2021.
- Guerrilla marketing: 60 locations.
- South Hill Mall electronic readerboard: 43,000 vehicles drive through the intersection with the readerboard daily, for 2,021,000 impressions during the marketing campaign.
- Survey responses to StoryWalk: 55 people completed the survey with 95% of respondents saying the StoryWalk helped them feel super connected or connected with their community.

**Pierce County Library FYI Packet**  
**Link List**  
**July 14, 2021**

**Pierce County Library in the News**

- [Color the world with reading this summer](#) – Macaroni Kid
- [Color the world with reading this summer](#) – Auburn Examiner
- [Pierce County Library System Reopens for In-Building Services](#) – South Sound Business (also in South Sound Talk)
- [Pierce County Library System reopening for in-building services](#) – South Sound Talk (also Macaroni Kid, Pierce County Patch)
- [Pierce County Library System reopens three locations for limited in-person services](#) – The News Tribune
- [Pierce County Library System reopens Graham library](#) – Dispatch
- [5 More Pierce County Libraries Reopening This Week](#) – Pierce County Patch
- [South Hill, Fife Libraries Latest Pierce Libraries To Reopen](#) – Pierce County Patch
- [Cooling centers open in Pierce County this weekend for people escaping the heat](#) – The News Tribune
- [Where you can keep cool during the Western Washington heat wave](#) – KIRO 7
- Our Own Expressions Winner – Key Pen News (see attached PDF)
- Pierce County Library Birthday – Sunrise Living (see attached PDF)



Key Peninsula Middle School eighth grader Chelsea Bass won second place in the annual Pierce County Library Teen Expressions Art Contest. Her portrait of Albert Einstein was one of three winners in the county selected from over 1,000 entries submitted by 49 middle schools.

"Chelsea is an exceptional artist who worked very hard this year learning how to draw realistic portraits," her art teacher, Richard Miller said.

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## PIERCE COUNTY LIBRARY

## Birthday

BY MARY GETCHELL



PIERCE COUNTY, Washington – The Pierce County Library System thanks communities for the honor of serving it for 75 years! May 1, 2021, the Library System celebrates 75 years of service.

“Happy birthday to the Library System really means a

big thank you to Pierce County communities for the true honor of being the community’s choice for the discovery and exchange of information and ideas and to spark success for residents for 75 years!” said Library Executive Director Georgia Lomax. “The communities have transformed a lot since 1946 and the Library has changed along with them to provide services meeting their most important library needs.”

Would 1946 Pierce County Library recognizes 2021 Pierce County Library? In 1946, the Library System served 55,000 people with 6,385 books, from seven locations, and 1,108 people had library cards. Today, the Library System serves 620,000 with nearly 1 million books, movies and other items, from 20 locations and online, and 360,000 people have library cards – with many of those cards serving an entire family.

“Happy 75th birthday to my treasured Pierce County Library System!” said Gig Harbor resident Nancy Nelson. “I absolutely love and thank the library for its incredible service to our communities. Learning to read is by far the most significant experience for me and I thank libraries for that tremendous gift.”

Nelson has had a Pierce County Library card for more than 40 years.

As with most industries, a significant service difference between 1946 and today is technology. In 1946, none of the libraries envisioned space for computers or printers. Now, via the internet, people can send documents to be printed at a library and pick up copies at the curb, and they can check out books and read them instantly 24/7 from their computer, electronic tablet or phone.

Through the years services changed to meet community needs – from staff helping people research from the card catalog to now engaging with people virtually.

The Library’s commitment to connecting people with valued, reliable resources at the right time continues steadfast. With the public’s investment, the Library System continues to support residents’ growth and curiosity, offer excellent reading choices and work to connect and strengthen growing and changing communities.

The Library System is celebrating and thanking communities with a community activity for all ages, featuring the highly acclaimed picture book “The Big Umbrella” by Amy June Bates and Juniper Bates, a mother-daughter team. Through StoryWalks in English and Spanish throughout the community, the Library will celebrate 75 years of service, which aligns beautifully with “The Big Umbrella” story inspiring inclusion, social consciousness and peace.

As Pierce County expands, its metaphorical umbrella, the Pierce County Library, will continue to change to meet the needs of all people in the many diverse communities, neighborhoods and families the Library is very thankful and appreciative to serve.

Contact: Mary Getchell, Marketing and Communications Director  
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your home is listed with another agent, this is not a solicitation of that listing