

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – AUGUST 11, 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, Daren Jones, Neesha Patel, Jamilyn Penn and Abby Sloan. 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 July 14, 2021, Regular Meeting
2. Approval of July 2021 Payroll, Benefits and Vouchers
3. Resolution 2021-09: To Declare Furnishings and Equipment Surplus to Public Service Needs

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

BOARD MEMBER REPORTS

New Trustees Welcome – Chair Jenkins welcomed new trustees Abby Sloan of University Place and Neesha Patel of Edgewood. Introductions were made and each trustee shared their experiences and inspiration for serving on the Board. Ms. Lomax thanked the trustees for their support, leadership and guidance to ensure the Library provides the right services to its communities.

ROUTINE REPORTS

Fundraising Performance Report – Foundation Director Dean Carrell provided an overview of the report.

Metrics Dashboard – Deputy Director Melinda Chesbro provided an overview of the report. She noted the Library would be surveying customers in the future to learn how beneficial curbside services are to them.

June Financial Report – Finance and Business Operations Director Cliff Jo provided an overview of the report.

Branch Services Report – Customer Experience Managers Kayce Austin provided an overview of the report.

UNFINISHED BUSINESS

Future Libraries Sumner Property – Director Lomax reported on the activities underway related to an intergovernmental transfer of the new Sumner Library. Director Jo provided details on the process and the elements requiring the Board's approval. These include the Purchase and Sale Agreement (PSA) for the current building from the Library to the City; the PSA for the new property from the City to the Library; and the Amended and Restated Agreement for the Library to continue to use the current building until it moves into the new building. Each of these agreements will be executed via an Interlocal Agreement.

Director Jo reported the City of Sumner would provide the Library an allowance of \$200,000 for the site cleanup. Any unspent funds from the allowance remain with the Library.

Trustee Jones moved to approve the Library to "sole source" to NV5/GeoDesign work related to the Sumner site condition evaluation. Trustee Penn seconded the motion and it was passed.

Trustee Penn moved to approve a purchase order not to exceed \$80,000 for NV5/GeoDesign to conduct work related to Sumner site condition evaluation. Trustee Jones seconded the motion and it was passed.

Buckley Underground Storage Tank – Director Jo reported EHSI is completing its report of the contamination and the Department of Ecology will then develop the plan for clean-up, which could take 3-4 months. This is the next step of the process that began in 2016.

Trustee Jones moved to approve a purchase order for final RI/FS work, in an amount not to exceed \$60,000. Trustee Penn seconded the motion and it was passed.

NEW BUSINESS

2022 Budget and Work Plan – Deputy Director Chesbro provided an overview of the Library’s work plan and budget and how they align with its strategic directions. In 2018, the Library shifted to a more community based service offering. Part of that work involved a reorganization of the Customer Experience department. Planning was underway up until the pandemic closed libraries. Moving into 2022, the Library will study how to best serve customers post-pandemic. She noted that planning for services will involve more discussion from the Board, evaluating partnerships and looking at internal and external influences.

Director Lomax noted as the Library considers service delivery and desired results for the community, the Library will need to understand what is or has changed for the public and ensure that informs future decisions.

Fiscal Management Policy Update – Discussion carried forward to the September meeting.

2020-21 Property Values for 2022 Tax Levy – Discussion carried forward to the September meeting.

ADJOURNMENT

The meeting was adjourned at 5:45 pm on motion by Trustee Penn, seconded by Trustee Abby.

Georgia Lomax, Secretary

Pat Jenkins, Chair

AGENDA
Regular Meeting of the Pierce County Library System Board of Trustees
August 11, 2021 | 3:30 PM

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

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

3:30 pm	02 min.	Call to Order: Pat Jenkins, Chair	
3:32 pm	05 min.	Public Comment: <i>This is time set aside for members of the public to speak to the Board of Trustees. Unless the item you wish to discuss is of an emergency nature, the Board ordinarily takes matters under advisement before taking action. Please submit comments in writing (including your Name, Address and Topic) to pmcbride@piercecountylibrary.org by 2 pm on August 11. Comments will be read aloud to the Board. Time limit for comments is three minutes.</i>	
3:37 pm	03 min.	Consent Agenda	Action
		<ol style="list-style-type: none"> 1. Approval of Minutes of July 14, 2021, Regular Meeting 2. Approval of July 2021 Payroll, Benefits and Vouchers 3. Resolution 2021-09: To Declare Furnishings and Equipment Surplus to Public Service Needs 	
3:40 pm	10 min.	Board Member Reports	
		<ol style="list-style-type: none"> 1. New Trustees Welcome, Pat Jenkins and Trustees 	
3:50 pm	15 min.	Routine Reports	
		<ol style="list-style-type: none"> 1. Fundraising Performance Report, Dean Carrell 2. Metrics Dashboard, Melinda Chesbro 3. June Financial Report, Cliff Jo 4. Branch Services Report, Kayce Austin and Meghan Sullivan 	
4:05 pm	30 min.	Unfinished Business	
		<ol style="list-style-type: none"> 1. Future Libraries – Sumner Property, Georgia Lomax, Cliff Jo <ol style="list-style-type: none"> a. Environmental Consultant for Sumner Main Street Property 2. Buckley Underground Storage Tank, Cliff Jo 	Action Action
4:35 pm	30 min.	New Business	
		<ol style="list-style-type: none"> 1. 2022 Budget and Work Plan, Georgia Lomax, Melinda Chesbro and Cliff Jo <ol style="list-style-type: none"> a. 2022 Planning and Budget Overview – Strategic Directions b. Fiscal Management Policy Update c. 2020-21 Property Values for 2022 Tax Levy 	
5:05 pm	05 min.	Officers Reports	
		<ol style="list-style-type: none"> 1. COVID-19 Update: Reopening Plans 2. MARCOM Q2 Results 3. Overdrive Video Format 	
5:10 pm	01 min.	Announcements	
5:11 pm		Adjournment	

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5:10 pm	01 min.	Announcements	
5:11 pm		Adjournment	

Consent Agenda

**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.

Georgia Lomax, Secretary

Pat Jenkins, Chair

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

	<u>Source</u>	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	EDEN	3937 - 3940	7/6/2021	\$ 7,468.55
Electronic Payments - Payroll & Acct Payable	EDEN		7/6/2021	916,297.34
Electronic Payments - Payroll & Acct Payable	MUNIS		7/21/2021	920,144.45
Accounts Payable Warrants*	EDEN	631746 - 631755	7/6/2021 - 7/21/2021	319,848.39
Accounts Payable Warrants	MUNIS	701619 - 701753	7/2/2021 - 7/30/2021	789,155.70
Total:				\$ 2,952,914.43

** 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 8.2.2021

Check History Listing
Pierce County Library System

Check #	Bank	Date	Paid to	Status	Can/Vd Date	Pay Period Dates	Dir Dep	Amount
3937	key	07/06/2021	KeyBank N.A. WOMBLE, DERINDA	C	07/07/2021	06/16/21 - 06/30/21	0.00	2,803.40
3938	key	07/06/2021	KeyBank N.A. MITCHELL, ZOE	C	07/14/2021	06/16/21 - 06/30/21	0.00	1,352.92
3939	key	07/06/2021	KeyBank N.A. JAY, KATIE	C	07/14/2021	06/16/21 - 06/30/21	0.00	1,564.00
3940	key	07/06/2021	KeyBank N.A. HALLEY, DOUGLAS	C	07/08/2021	06/16/21 - 06/30/21	0.00	1,748.23
Total:							0.00	7,468.55

Checks in report: 4

Grand Total: 0.00 7,468.55

Ad-hoc bank transaction (Withdrawal)

PCL_Company

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

Contact Name: Stacy Karabotsos
 Contact Phone: 253-548-3451
 Contact e-mail: sdkarabotsos@piercecounyalibrary.org
 Comments: 7/06/21 Payroll

Withdrawal Date: 7/6/2021

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	73,268.58
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	58,881.07
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	58,881.07
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	539,239.72
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	14,357.02
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	59,941.91
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	98,949.34
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	7,731.47
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	2,797.16
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	750.00
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	-
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	1,500.00
Total Deposit						\$ 916,297.34

Certification:

Stacy Karabotsos
 Signature (Department Designee)

7/2/2021
 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
 Comments: 7/21/21 Payroll

Withdrawal Date: 7/21/2021

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	77,662.15
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	60,373.19
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	60,373.19
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	559,618.93
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	20,098.27
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	51,150.61
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	77,758.48
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	7,731.47
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	3,065.16
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	208.75
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	604.25
PCL_Company	WA State Support Registry	237100	CC_Library_District	697-00	5100000	1,500.00
Total Deposit						\$ 920,144.45

Certification:

Stacy Karabotsos
 Signature (Department Designee)

7/20/2021
 Date

Comments:

Check History Listing
 Pierce County Library System

Bank code: key

Check #	Date	Vendor	Status	Check Total
631746	07/06/2021	000828 AFSCME AFL-CIO	C	13,265.62
631747	07/06/2021	000175 AWC EMPLOYEE BENEFIT TRUST	C	238,123.68
631748	07/06/2021	003985 PACIFCSOURCE ADMINISTRATORS	C	2,274.64
631749	07/06/2021	001181 PIERCE CTY LIBRARY FOUNDATION	C	672.16
631750	07/15/2021	008002 GORDON, AYLWORTH & TAMI, P.C.	C	477.60
631751	07/15/2021	008002 GORDON, AYLWORTH & TAMI, P.C.	C	296.65
631752	07/21/2021	003778 AFLAC		2,221.28
631753	07/21/2021	001578 COLONIAL SUPPLEMENTAL INSURANC		100.18
631754	07/21/2021	003311 DEPT OF LABOR & INDUSTRIES	C	43,536.48
631755	07/21/2021	000041 EMPLOYMENT SECURITY DEPARTMENT	C	18,880.10
key Total:				319,848.39
Total Checks:				319,848.39

10 checks in this report

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
701619	07/02/2021	PRINTED	341	BAKER & TAYLOR	0.00	17,172.29	07/12/2021
701620	07/02/2021	PRINTED	632	BRODART	0.00	1,842.18	07/13/2021
701621	07/02/2021	PRINTED	1999	BRYANT, SANDRA ROSA	0.00	72.34	07/09/2021
701622	07/02/2021	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	124.57	07/13/2021
701623	07/02/2021	PRINTED	998	CINTAS CORPORATION	0.00	891.24	07/12/2021
701624	07/02/2021	PRINTED	685	COLUMBIA BANK	0.00	368.83	07/09/2021
701625	07/02/2021	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	132.72	07/15/2021
701626	07/02/2021	PRINTED	710	IRON MOUNTAIN INC	0.00	383.88	07/12/2021
701627	07/02/2021	PRINTED	26	LINGO	0.00	251.46	07/13/2021
701628	07/02/2021	PRINTED	1910	MICHAEL MAGEE	150.00	0.00	
701629	07/02/2021	PRINTED	211	MIDWEST TAPE	0.00	7,157.46	07/12/2021
701630	07/02/2021	PRINTED	216	CITY OF MILTON	0.00	230.72	07/13/2021
701631	07/02/2021	PRINTED	1081	NASIM & SONS INC	0.00	7,683.40	07/13/2021
701632	07/02/2021	PRINTED	235	NATIONAL BUSINESS RESEARCH INS	0.00	7,930.50	07/13/2021
701633	07/02/2021	PRINTED	520	CITY OF ORTING	0.00	23,800.00	07/12/2021
701634	07/02/2021	PRINTED	552	PENINSULA LIGHT CO	0.00	352.35	07/09/2021
701635	07/02/2021	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	0.00	194.88	07/09/2021
701636	07/02/2021	PRINTED	776	PUGET SOUND ENERGY	0.00	2,171.00	07/08/2021
701637	07/02/2021	PRINTED	61	RICOH USA INC	0.00	809.37	07/12/2021
701638	07/02/2021	PRINTED	273	TOWN OF STEILACOOM	0.00	1,106.29	07/14/2021
701639	07/02/2021	PRINTED	290	SURPRISE LAKE SQUARE LLC	0.00	5,559.68	07/12/2021
701640	07/02/2021	PRINTED	595	TYLER TECHNOLOGIES INC	0.00	3,200.00	07/13/2021
701641	07/09/2021	PRINTED	341	BAKER & TAYLOR	0.00	25,397.70	07/20/2021
701642	07/09/2021	PRINTED	432	CITY OF BONNEY LAKE , WA	0.00	310.75	07/16/2021
701643	07/09/2021	PRINTED	638	CITY OF BUCKLEY	0.00	493.98	07/20/2021
701644	07/09/2021	PRINTED	642	BUILDINGWORK LLC	0.00	3,015.69	07/16/2021
701645	07/09/2021	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	86.05	07/20/2021
701646	07/09/2021	PRINTED	998	CINTAS CORPORATION	0.00	446.03	07/22/2021
701647	07/09/2021	PRINTED	2003	CITY OF HILLSBORO	0.00	30.00	07/23/2021
701648	07/09/2021	PRINTED	124	CONSOLIDATED TECHNOLOGY SERVICES	0.00	585.08	07/16/2021
701649	07/09/2021	PRINTED	1001	DATA QUEST LLC	366.00	0.00	
701650	07/09/2021	PRINTED	363	TOWN OF EATONVILLE	0.00	645.04	07/15/2021
701651	07/09/2021	PRINTED	390	FAIRVEGA LIBRARY SERVICES	0.00	1,810.05	07/15/2021
701652	07/09/2021	PRINTED	402	FIRGROVE MUTUAL WATER COMPANY	0.00	248.10	07/15/2021
701653	07/09/2021	PRINTED	446	CITY OF GIG HARBOR	0.00	1,242.23	07/16/2021
701654	07/09/2021	PRINTED	211	MIDWEST TAPE	0.00	15,585.82	07/19/2021
701655	07/09/2021	PRINTED	216	CITY OF MILTON	0.00	237.30	07/19/2021
701656	07/09/2021	PRINTED	229	MUSEUM OF FLIGHT	0.00	150.00	07/16/2021
701657	07/09/2021	PRINTED	1081	NASIM & SONS INC	0.00	9,611.27	07/15/2021
701658	07/09/2021	PRINTED	241	MCCLATCHY COMPANY LLC	0.00	5,453.12	07/19/2021

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701659	07/09/2021	PRINTED	520	CITY OF ORTING	0.00	150.40	07/19/2021
701660	07/09/2021	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	125.00	07/15/2021
701661	07/09/2021	PRINTED	1037	PIERCE COUNTY SEWER	0.00	890.94	07/15/2021
701662	07/09/2021	PRINTED	776	PUGET SOUND ENERGY	0.00	850.98	07/15/2021
701663	07/09/2021	PRINTED	782	XEROX CORPORATION	0.00	136.31	07/19/2021
701664	07/09/2021	PRINTED	792	WASHINGTON WATER SERVICE	0.00	413.67	07/15/2021
701665	07/09/2021	PRINTED	61	RICOH USA INC	0.00	1,182.65	07/19/2021
701666	07/09/2021	PRINTED	61	RICOH USA INC	0.00	2,008.65	07/16/2021
701667	07/09/2021	PRINTED	1891	SEATTLE PUBLIC LIBRARY	29.00	0.00	
701668	07/09/2021	PRINTED	267	SPOKANE PUBLIC LIBRARY	0.00	21.00	07/28/2021
701669	07/09/2021	PRINTED	269	SPRAGUE PEST SOLUTIONS	0.00	362.68	07/19/2021
701670	07/09/2021	PRINTED	272	STATE AUDITORS OFFICE	0.00	565.50	07/16/2021
701671	07/09/2021	PRINTED	595	TYLER TECHNOLOGIES INC	0.00	12,675.10	07/20/2021
701672	07/09/2021	PRINTED	605	US BANK	0.00	297,195.81	07/15/2021
701673	07/09/2021	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	819.15	07/16/2021
701674	07/16/2021	PRINTED	341	BAKER & TAYLOR	0.00	28,190.15	07/29/2021
701675	07/16/2021	PRINTED	341	BAKER & TAYLOR	0.00	872.45	07/29/2021
701676	07/16/2021	PRINTED	998	CINTAS CORPORATION	446.03	0.00	
701677	07/16/2021	PRINTED	685	COLUMBIA BANK	0.00	882.74	07/23/2021
701678	07/16/2021	PRINTED	142	CUMMINS INC	0.00	990.42	07/26/2021
701679	07/16/2021	PRINTED	161	DEPT OF ENTERPRISE SERVICES	0.00	395.00	07/22/2021
701680	07/16/2021	PRINTED	163	DEPARTMENT OF LABOR & INDUSTRIES	0.00	35.00	07/23/2021
701681	07/16/2021	PRINTED	369	EHS-INTERNATIONAL INC	0.00	16,575.06	07/22/2021
701682	07/16/2021	PRINTED	399	CITY OF FIFE	0.00	1,352.60	07/22/2021
701683	07/16/2021	PRINTED	2013	LISA HEYERDAHL	0.00	6.00	07/23/2021
701684	07/16/2021	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	329.62	07/26/2021
701685	07/16/2021	PRINTED	2017	LOGAN LIBRARY	0.00	7.95	07/28/2021
701686	07/16/2021	PRINTED	211	MIDWEST TAPE	0.00	8,694.75	07/26/2021
701687	07/16/2021	PRINTED	227	MOUNTAIN MIST	0.00	32.67	07/27/2021
701688	07/16/2021	PRINTED	228	MULTICULTURAL BOOKS & VIDEOS	0.00	1,024.00	07/27/2021
701689	07/16/2021	PRINTED	512	OETC	0.00	68.02	07/27/2021
701690	07/16/2021	PRINTED	531	PAN ASIAN PUBLICATIONS (USA) INC.	2,970.00	0.00	
701691	07/16/2021	PRINTED	762	PRINT NW LLC	0.00	286.12	07/22/2021
701692	07/16/2021	PRINTED	61	RICOH USA INC	0.00	3,356.40	07/26/2021
701693	07/16/2021	PRINTED	284	SUMMIT WATER & SUPPLY CO	0.00	2,078.61	07/23/2021
701694	07/16/2021	PRINTED	672	CITY OF UNIVERSITY PLACE	0.00	129.95	07/23/2021
701695	07/16/2021	PRINTED	1705	U.S. POSTAL SERVICE	0.00	322.00	07/26/2021
701696	07/16/2021	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	1,672.73	07/23/2021
701697	07/16/2021	PRINTED	2015	WEX BANK	0.00	13.96	07/23/2021
701698	07/23/2021	PRINTED	336	ATS AUTOMATION INC	0.00	5,762.88	07/28/2021

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
701699	07/23/2021	PRINTED	341	BAKER & TAYLOR	0.00	23,808.38	07/28/2021
701700	07/23/2021	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	4,570.56	07/27/2021
701701	07/23/2021	PRINTED	998	CINTAS CORPORATION	446.03	0.00	
701702	07/23/2021	PRINTED	379	E-RATE EXPERTISE INC	1,575.00	0.00	
701703	07/23/2021	PRINTED	370	ELITE PROPERTY INVESTMENTS LLC	12,048.05	0.00	
701704	07/23/2021	PRINTED	482	HERMANSON COMPANY LLP	0.00	2,967.30	07/27/2021
701705	07/23/2021	PRINTED	2022	HONDA OF SUMNER	0.00	86,745.04	07/27/2021
701706	07/23/2021	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	199.47	07/30/2021
701707	07/23/2021	PRINTED	36	LOGIC INTEGRITY INC	310.00	0.00	
701708	07/23/2021	PRINTED	1013	METROPOLITAN PARKS DISTRICT OF TACOMA	0.00	75.00	07/28/2021
701709	07/23/2021	PRINTED	211	MIDWEST TAPE	0.00	30,405.83	07/29/2021
701710	07/23/2021	PRINTED	1081	NASIM & SONS INC	516.22	0.00	
701711	07/23/2021	PRINTED	552	PENINSULA LIGHT CO	0.00	1,191.22	07/27/2021
701712	07/23/2021	PRINTED	762	PRINT NW LLC	0.00	1,399.03	07/27/2021
701713	07/23/2021	PRINTED	776	PUGET SOUND ENERGY	0.00	2,383.78	07/29/2021
701714	07/23/2021	PRINTED	782	QUALITY BUSINESS SYSTEMS INC	0.00	2,060.99	07/27/2021
701715	07/23/2021	PRINTED	61	RICOH USA INC	0.00	462.22	07/29/2021
701716	07/23/2021	PRINTED	61	RICOH USA INC	0.00	1,468.67	07/28/2021
701717	07/23/2021	PRINTED	1964	SALSANA LLC	1,100.00	0.00	
701718	07/23/2021	PRINTED	269	SPRAGUE PEST SOLUTIONS	269.36	0.00	
701719	07/23/2021	PRINTED	290	SURPRISE LAKE SQUARE LLC	11,689.59	0.00	
701720	07/23/2021	PRINTED	810	WAYNES ROOFING INC	0.00	624.10	07/27/2021
701721	07/21/2021	PRINTED	313	AFLAC	2,221.28	0.00	
701722	07/21/2021	PRINTED	684	COLONIAL SUPPLEMENTAL INSURANC	100.18	0.00	
701723	07/21/2021	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	2,274.64	0.00	
701724	07/21/2021	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	572.16	0.00	
701725	07/30/2021	PRINTED	2024	A-ADVANCED SEPTIC SERVICES INC	3,666.60	0.00	
701726	07/30/2021	PRINTED	341	BAKER & TAYLOR	9,367.07	0.00	
701727	07/30/2021	PRINTED	657	CENGAGE LEARNING INC / GALE	4,274.43	0.00	
701728	07/30/2021	PRINTED	998	CINTAS CORPORATION	446.03	0.00	
701729	07/30/2021	PRINTED	1067	CLACKAMAS COUNTY LIBRARY	23.00	0.00	
701730	07/30/2021	PRINTED	2028	DAVIS DOOR SERVICE INC	1,554.99	0.00	
701731	07/30/2021	PRINTED	1885	DUPREE CR3ATIONS	600.00	0.00	
701732	07/30/2021	PRINTED	2023	EAST BONNER COUNTY LIBRARY DISTRICT	40.67	0.00	
701733	07/30/2021	PRINTED	369	EHS-INTERNATIONAL INC	2,203.75	0.00	
701734	07/30/2021	PRINTED	390	FAIRVEGA LIBRARY SERVICES	1,735.80	0.00	
701735	07/30/2021	PRINTED	482	HERMANSON COMPANY LLP	6,940.19	0.00	
701736	07/30/2021	PRINTED	703	INGRAM LIBRARY SERVICES	1,560.86	0.00	
701737	07/30/2021	PRINTED	707	INTRACOMMUNICATION NETWORK SYS	198.36	0.00	
701738	07/30/2021	PRINTED	11	LAKEWOOD WATER DISTRICT	328.21	0.00	

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
701739	07/30/2021	PRINTED	211	MIDWEST TAPE	6,922.08	0.00	
701740	07/30/2021	PRINTED	216	CITY OF MILTON	578.10	0.00	
701741	07/30/2021	PRINTED	1081	NASIM & SONS INC	1,633.75	0.00	
701742	07/30/2021	PRINTED	519	ORBIS CASCADE ALLIANCE	6,632.00	0.00	
701743	07/30/2021	PRINTED	776	PUGET SOUND ENERGY	493.63	0.00	
701744	07/30/2021	PRINTED	776	PUGET SOUND ENERGY	1,064.10	0.00	
701745	07/30/2021	PRINTED	782	XEROX CORPORATION	136.31	0.00	
701746	07/30/2021	PRINTED	61	RICOH USA INC	485.34	0.00	
701747	07/30/2021	PRINTED	265	SPOKANE VALLEY LIBRARY	7.00	0.00	
701748	07/30/2021	PRINTED	269	SPRAGUE PEST SOLUTIONS	515.93	0.00	
701749	07/30/2021	PRINTED	273	TOWN OF STEILACOOM	1,096.22	0.00	
701750	07/30/2021	PRINTED	581	TILlicum COMMUNITY SERVICE CEN	1,499.09	0.00	
701751	07/30/2021	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	530.42	0.00	
701752	07/30/2021	PRINTED	811	WCP SOLUTIONS	467.35	0.00	
701753	07/30/2021	PRINTED	2008	ZPROCIS SOLUTIONS INC	1,449.00	0.00	
					93,533.82	695,621.88	789,155.70

MEMO



Date: August 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.

Total	IT Surplus Items OVER \$50 in estimated value	estimated value (each)
11	Dell Inc. OptiPlex 3030 AIO	\$150
1	Dell Latitude 3440 Laptop	\$85
	IT Surplus Items UNDER \$50 in estimated value	estimated value (each)
2	Cybernet IONE-GX31MB	
45	Dell OptiPlex 9020	
1	Apple iPad 2 MC954LL/A Tablet	
1	Apple iPad 2 MD528LL/A Tablet	
1	Apple iPad 3 MC733LL Tablet	
1	Apple iPad 3 MD513LL/A Tablet	
13	Dell 1908FP BLK Monitor	
2	Dell E190S Monitor	
21	Dell P190S Monitor	
2	Dell P1913S Monitor	
8	Dell P1914S Monitor	
2	Dell P1917S Monitor	
1	Dell U3415W Monitor	
2	Google Nexus 10 Tablet	
2	HP L1910 Monitor	
1	Star TSP643U Receipt Printer	
1	Welch Allyn 3800LR-12 Barcode Scanner	

RESOLUTION NO. 2021-09

**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 11TH DAY OF AUGUST, 2021.

BOARD OF TRUSTEES, PIERCE COUNTY RURAL LIBRARY DISTRICT	
Pat Jenkins, Chair	_____
Jamilyn Penn, Vice-Chair	_____
Daren Jones, Member	_____
Neesha Patel, Member	_____
Abby Sloan, Member	_____

Board Member Reports

MEMO



Date: August 3, 2021

To: Members of the Board of Trustees

From: Pat Jenkins, Chair

Subject: New Trustee Welcome

Abby Sloan of University Place and Neesha Patel of Edgewood were appointed to the Pierce County Library Board of Trustees by County Executive Bruce Dammeier and confirmed by the Pierce County Council on August 3, 2021. They join the Board at the August meeting.

During our meeting we will welcome them and introduce ourselves.

Here are three questions for existing trustees to think about when you briefly introduce yourselves during the Board meeting:

- What do you wish you'd known when you started that might be helpful to know up front.
- How have you benefited by being a member of the Board?
- What inspired you to apply to serve on Pierce County Library's Board of Trustees?
- What do you bring to the Board?

For our new trustees, consider sharing:

- What inspired you to apply to serve on Pierce County Library's Board of Trustees?
- What do you bring to the Board?



Abby Sloan, a University Place resident, is an elementary school principal with the Tacoma Public Schools. She's a Pierce College Education Program board member, a co-project manager for community food banks and a volunteer with University Place Community Events Collaboration. Trustee Sloan's other community leadership activities include being a guest speaker and alumni contributor for the University of Washington Tacoma's Education Leadership program and serving as co-project manager with the Trust for Public Land Playground Renewal.



Neesha Patel, an Edgewood resident, volunteers with Tacoma Community House and works with underrepresented and marginalized populations to help them develop career skills and complete educational certifications. After completing her degree in England, Patel's early career began as a developer, but after volunteering on a GED program, she was inspired to make a dramatic career change from IT to teaching. She taught math in the Kent School District to students navigating ADHD, created her own mathematics tutoring business and worked part-time as a librarian page. Later, as an instructor at Green River College, she realized her passion for teaching math, and completed her masters in mathematics education from the University of Washington to become a tenured mathematics professor at South Puget Sound Community College for many years. In 2017, the Evergreen State College awarded Patel the Teacher Excellence Award.

1 Sponsored by: Councilmember Ryan Mello

2 Requested by: Executive

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6 **RESOLUTION NO. R2021-133**

7
8
9 **A Resolution of the Pierce County Council Confirming the Appointment of**
10 **One New Member (Abby Sloan) to the Pierce County Library**
11 **District Board of Trustees.**

12
13
14 **Whereas**, the Library District Board of Trustees was established
15 pursuant to the Revised Code of Washington (RCW) 27.12.190 and Pierce County
16 Resolution No. 1872; and

17
18 **Whereas**, a vacancy exists due to the term expiration of Rob Allen on the Pierce
19 County Library District Board of Trustees; and

20
21 **Whereas**, Abby Sloan is an Elementary School Principal in Tacoma Public
22 Schools and an active member in the community; and

23
24 **Whereas**, the Executive has appointed Abby Sloan to fill the vacancy, on the
25 Pierce County Library District Board of Trustees; and

26
27 **Whereas**, the Pierce County Charter, Section 3.30, provides that the
28 appointment of members to boards and commissions shall be made by the Executive,
29 subject to the confirmation by a majority of the Council; and

30
31 **Whereas**, the Council has completed its confirmation review; **Now Therefore**,

32
33 **BE IT RESOLVED by the Council of Pierce County:**

34
35 Section 1. The Council hereby confirms the appointment of Abby Sloan, to fill the
36 vacancy in accordance with Chapter 27.12 RCW on the Pierce County Library District
37 Board of Trustees, which will expire on August 5, 2026.



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Section 2. The Clerk to the Council shall provide a copy of this Resolution to the member confirmed, the Executive Director of the Pierce County Library, and the County Executive.

ADOPTED this _____ day of _____, 2021.

ATTEST:

PIERCE COUNTY COUNCIL
Pierce County, Washington

Denise D. Johnson
Clerk to the Council

Derek Young
Council Chair



1 Sponsored by: Councilmember Marty Campbell
2 Requested by: Executive

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6 **RESOLUTION NO. R2021-134**

7
8
9 **A Resolution of the Pierce County Council Confirming the Appointment of**
10 **One New Member (Neesha Patel) to the Pierce County Library**
11 **District Board of Trustees.**

12
13
14 **Whereas**, the Library District Board of Trustees was established
15 pursuant to the Revised Code of Washington (RCW) 27.12.190 and Pierce County
16 Resolution No. 1872; and

17
18 **Whereas**, a vacancy exists due to the resignation of Brian Thomason on the
19 Pierce County Library District Board of Trustees; and

20
21 **Whereas**, Neesha Patel is an active and engaged community member with a
22 wide range of teaching college mathematics, and a broad experience working with
23 minority, bilingual and learning disability students; and

24
25 **Whereas**, the Executive has appointed Neesha Patel to fill the vacancy on the
26 Pierce County Library District Board of Trustees; and

27
28 **Whereas**, the Pierce County Charter, Section 3.30, provides that the
29 appointment of members to boards and commissions shall be made by the Executive,
30 subject to the confirmation by a majority of the Council; and

31
32 **Whereas**, the Council has completed its confirmation review; **Now Therefore**,

33
34 **BE IT RESOLVED by the Council of Pierce County:**

35
36 Section 1. The Council hereby confirms the appointment of Neesha Patel, to fill
37 the unexpired term in accordance with Chapter 27.12 RCW on the Pierce County
38 Library District Board of Trustees, which will expire on August 11, 2025.



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Section 2. The Clerk to the Council shall provide a copy of this Resolution to the member confirmed, the Executive Director of the Pierce County Library, and the County Executive.

ADOPTED this _____ day of _____, 2021.

ATTEST:

PIERCE COUNTY COUNCIL
Pierce County, Washington

Denise D. Johnson
Clerk to the Council

Derek Young
Council Chair



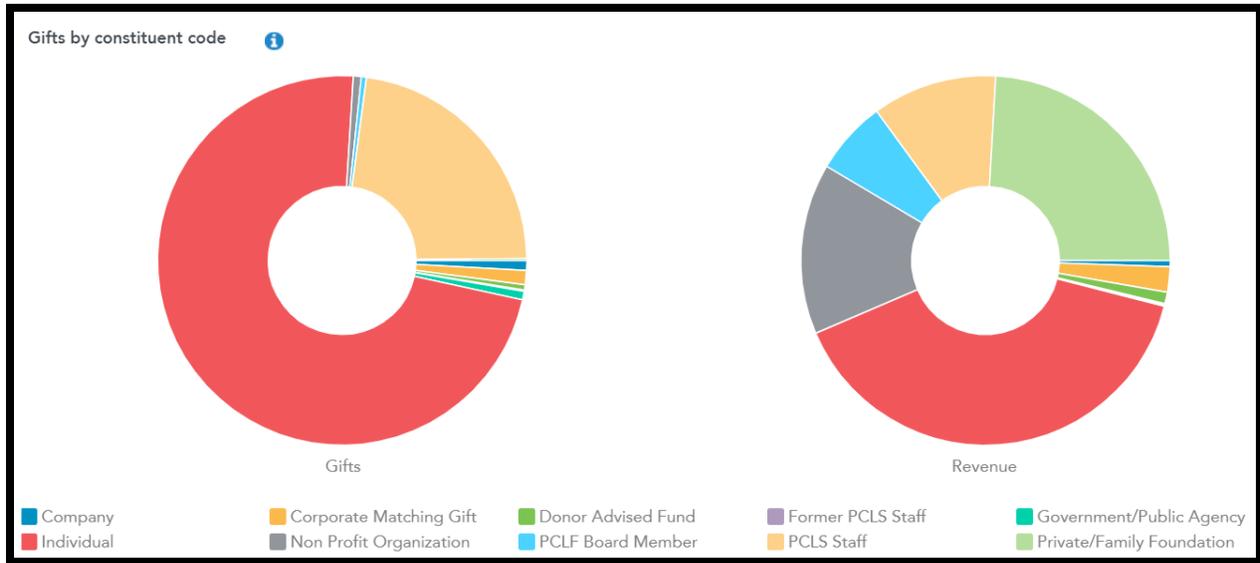
Routine Reports

Pierce County Library Foundation Fundraising Performance Report FY2021: July

Total Committed Revenue: \$478,724 (66% of Impact goal of \$275,000) (85% of PCLS Agreement of \$392,000)

- Unrestricted Revenue: \$181,730
- Temporarily Restricted Revenue: \$291,215

Constituency Giving



Acquired Donors (YTD)

- Donors 156
- Rate 4.93%
- Revenue \$111,994
- Rate 95.82%

Recaptured Donors (YTD)

- Donors 257
- Rate 14.2%
- Revenue \$34,600
- Rate 103.5%

Retained Donors (YTD)

- Donors 556
- Rate 45.31%
- Revenue \$186,929
- Rate 54.44%

LYBUNT Donors (YTD)

- Donors 655
- Revenue \$166,658

Retained Donors (1st Year)

- Donors 102
- Rate 29.06%
- Revenue \$15,275
- Rate 19.86%

LYBUNT Donors (1st Year)

- Donors 246
- Revenue \$44,278

In Kind Gifts \$30,637

What's going well

- Capital Campaign: maintaining momentum & progress while managing multiple channels in silent phase
- Annual Campaign: launch of OverDrive app to generate gifts

Areas to capitalize on

- Board development and recruitment; finalize officer succession planning
- Review and revise gift acceptance policy and gift agreement

Fundraising Performance Report: Terms Defined

Total Committed Revenue

- All cash gifts + pledges

Unrestricted Revenue

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

Temporarily Restricted Revenue

- Designated funds (typically) from sources like Friends groups, GTCF, etc., in support of priority and/or special PCLS projects

Constituency

- A group of donors/prospects categorized to ensure more personalized, meaningful engagement

Constituency Gifts

- The number of gifts, not necessarily number of donors, from each donor constituency

Constituency Revenue

- All committed revenue from each donor constituency

Acquired Donor Rate (YTD)

- How the total number of new donors acquired in the current fiscal year compares to the number of constituents who gave over the previous five years

Acquired Revenue Rate (YTD)

- How much newly acquired donors gave — in total — during the current fiscal year

Retained Donor Rate (YTD)

- How the total number of donors from the previous year — as a percentage — gave again during current year

Retained Revenue Rate (YTD)

- How retained revenue amount compares to previous year's overall giving from retained donors

Retained Donors (1st Year)

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

Recaptured Donor Rate (YTD)

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

Recaptured Revenue Rate (YTD)

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

LYBUNT (YTD)

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

LYBUNT (1st Year) – a subset of LYBUNTS

- First time gifts which came in Last Year But Unfortunately Not This year

PCLS Statistics During COVID-19 and Severe Weather Conditions

Month	Item Checkouts			In-Person Service				Online Service					PCLS COVID-19 Response & Severe Weather Timeline		
	Online e-book and audiobook (Overdrive)	Physical books and items	Online magazines	Curbside appointments (scheduled)	Visitors (appointments & walk-up)	Print jobs picked up	Wi-Fi	Overdrive visits (e-books and audiobooks)	Website visits	Catalog visits	Reference calls & emails	My Next Read (reading recommendations)	Action Taken	Date	Locations
Aug	155,337	121,246	9,972	11,046	14,613	274	19,688	23,075	94,957	91,879	792	28	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)
Sep	148,405	134,873	10,994	9,689	10,691	253	20,284	22,954	101,504	110,178	588	51	Closed to curbside due to ramps being replaced at all the building entrances	2/2/2021- 2/6/2021	FIF
Oct	150,499	152,931	11,766	13,857	14,422	442	21,905	22,936	101,095	95,785	540	45	Storm causes partial curbside services closure	2/12/2021	TIL, EAT, ORT, GHM. KC closed for curbside at noon
Nov	149,897	142,549	10,458	13,182	14,496	578	18,723	22,894	88,702	93,389	497	52	Snow causes system closure	2/13/2021 - 2/14/2021	All PCLS Locations
Dec	161,011	147,023	9,053	14,416	15,547	624	16,367	23,232	81,091	90,478	456	59	Limited technology services opens at one location	2/22/2021	LWD
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 a second location	3/15/2021	FIF
Feb	152,640	141,950	4,608	14,020	14,938	618	19,962	23,854	87,570	91,330	385	36	Limited technology services opens at more locations	April 2021	Wk of 4/5: BUC and PKS Wk of 4/26: KC, EAT
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	4/15/2021 - 4/18/2021	LWD, TIL
Apr	154,815	135,989	4,115	13,732	14,269	544	24,120	23,737	81,841	94,595	294	15	Library closed due to staffing shortage	4/24/2021	TIL
May	161,627	129,943	4,571	13,501	14,015	530	30,775	23,940	83,126	87,247	241	21	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
June	158,155	143,052	3,924	14,174	13,853	499	33,022	24,017	87,171	87,668	284	22	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
July	160,030	169,916	4,241	10,359	10,848	446	32,434	23,899	85,725	85,646	148	14	Eight more locations open for in-building services, including limited technology services	July 2021	Wk of 7/5: GIG, KC WK of 7/13: SMT, SUM, EAT Wk of 7/19: PKS Wk of 7/26: ORT, LWD

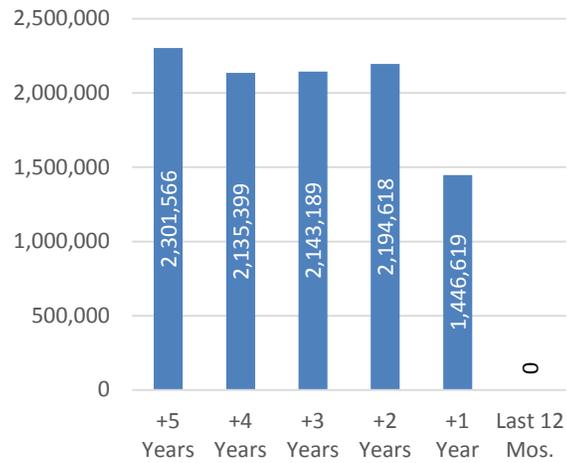
In response to the COVID-19 outbreak, all PCLS locations closed to the public at 6:00 PM on Friday, March 13, 2020, and remained closed to the public through May 2021. Curbside services began in July 2020, expanding to 18 locations by the end of August 2020.

Beginning late February 2021, some locations began opening for limited technology services. Beginning June 2021, other locations began opening for limited in-building services. By the end of June 2021, 16 locations were providing in-building services.

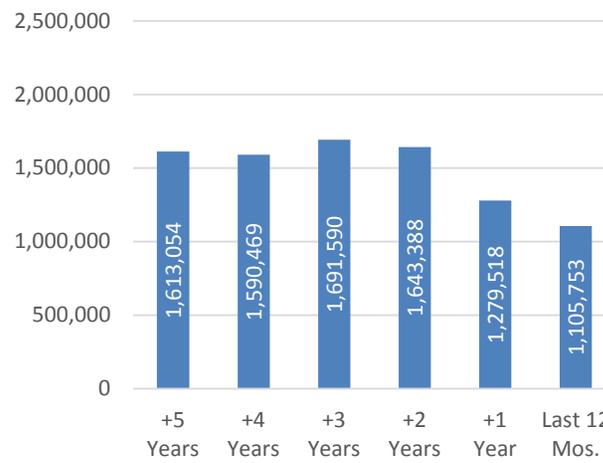
As of July 29, 2021, 18 locations are open and providing limited in-building services.

Customers / Visits - June 2021

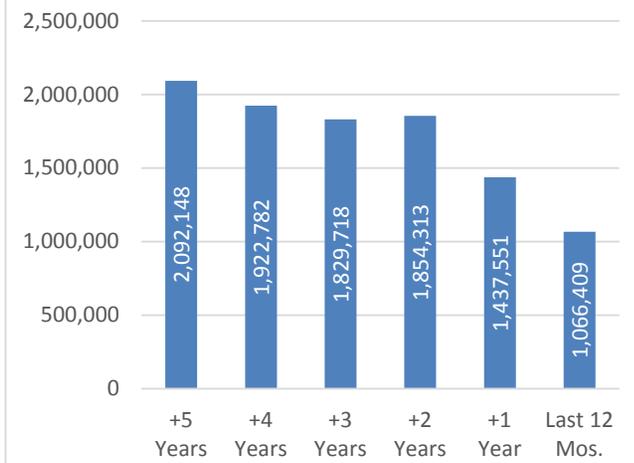
Branch Visits



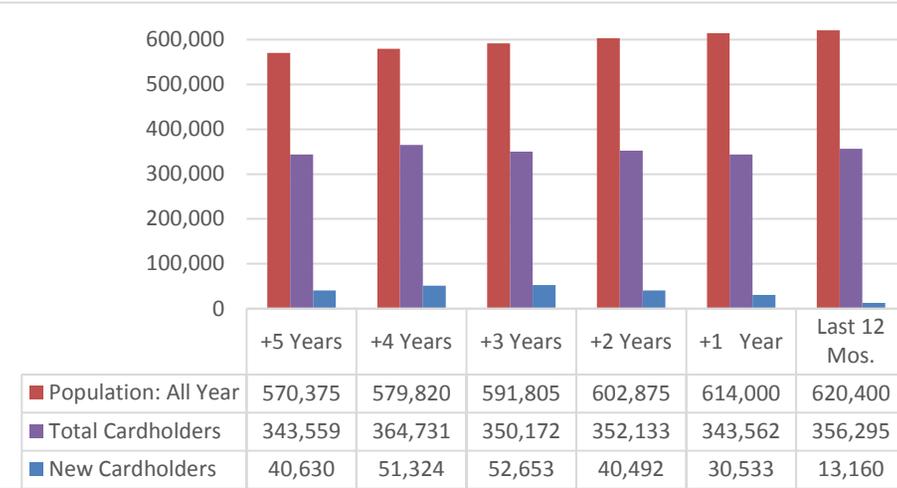
Catalog Visits



Website Visits



PCLS Cardholder Statistics



June and Rolling 12-Month Comparison

	June 2021	June 2020	% Change Mar. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
Branch Visits	0	0	-	0	1,446,619	-100.0%
Catalog Visits	87,668	46,877	87.0%	1,105,753	1,279,518	-13.6%
Public Website Visits	87,171	58,876	48.1%	1,066,409	1,437,551	-25.8%

Technology

	June 2021	June 2020	% Change Mar. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
PC/Laptop Sessions	622	0	-	1,477	202,687	-99.3%
Wi-Fi Sessions	33,022	4,657	609.1%	267,544	647,964	-58.7%

Public Spaces Usage

	2021	Rolling Last 12 Months	Rolling Last 12 Months	% Change Year Over Year
# of Public Meeting Uses	0	0	8,077	-100.0%
# of Attendees	0	0	94,812	-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, and remained closed to the public through May 2021. Curbside services began in July 2020, expanding to 18 locations by the end of August 2020.

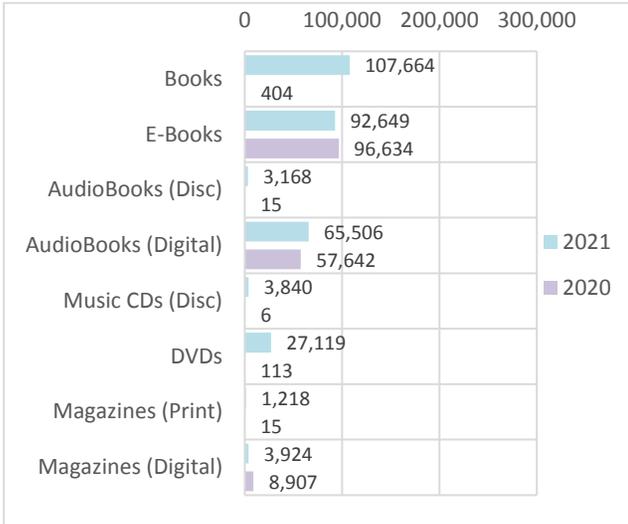
Branch Visits Note: Beginning late February 2021, some locations began opening for limited technology services. Beginning June 2021, additional locations began opening for limited in-building services. By the end of June 2021, 16 locations were providing in-building services. As of July 29, 2021, 18 locations are open and providing limited in-building services.

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

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.

Collection Use - June 2021

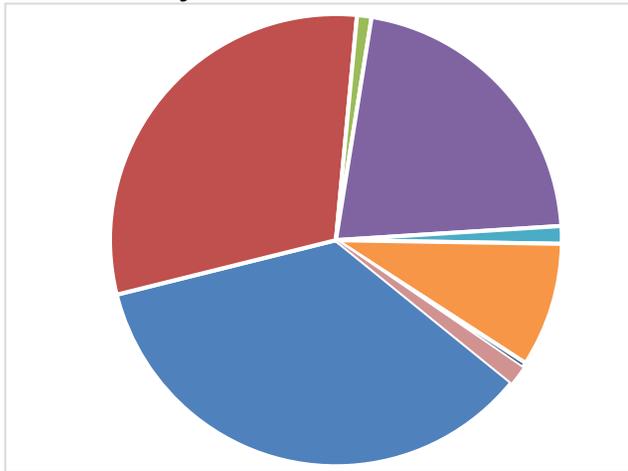
June 2021 vs June 2020 Checkouts



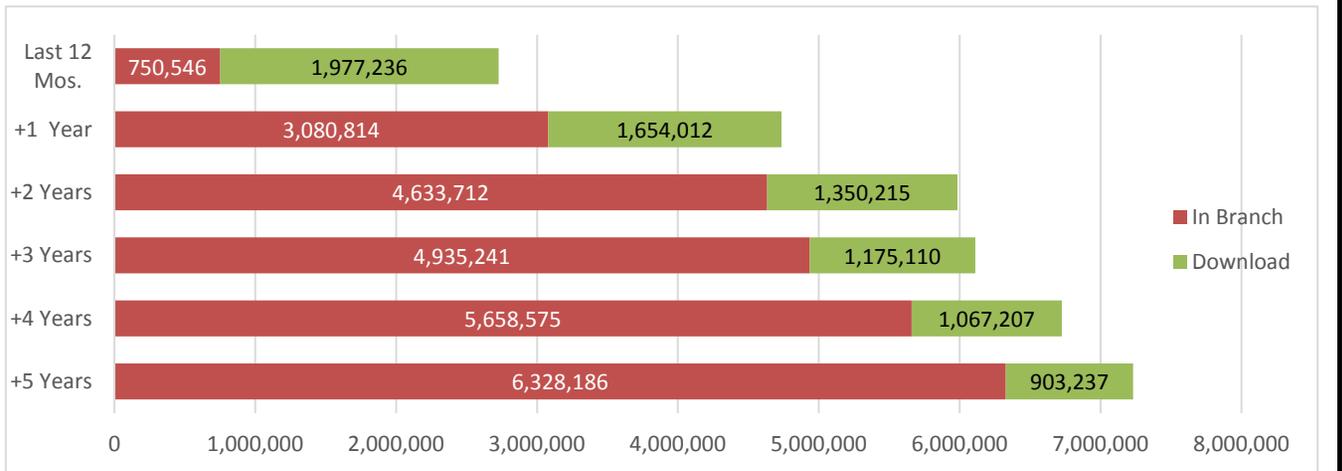
Data Table

Categories	May 2021	June 2021	June 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	97,181	107,664	404	26549.50%	35.29%	1,190,221	1,939,535	-38.63%
E-Books	94,939	92,649	96,634	-4.12%	30.37%	1,141,945	914,084	24.93%
AudioBooks (Disc)	2,844	3,168	15	21020.00%	1.04%	35,842	81,070	-55.79%
AudioBooks (Digital)	66,688	65,506	57,642	13.64%	21.47%	742,056	640,326	15.89%
Music CDs (Disc)	3,656	3,840	6	63900.00%	1.26%	47,913	85,018	-43.64%
DVDs	25,552	27,119	113	23899.12%	8.89%	325,336	908,577	-64.19%
Magazines (Print)	704	1,218	15	8020.00%	0.40%	4,796	49,696	-90.35%
Magazines (Digital)	4,571	3,924	8,907	-55.94%	1.29%	93,235	99,602	-6.39%
Totals:	296,135	305,088	163,736	86.33%	100.00%	3,581,344	4,717,908	-24.09%

Checkouts By Format - June 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.

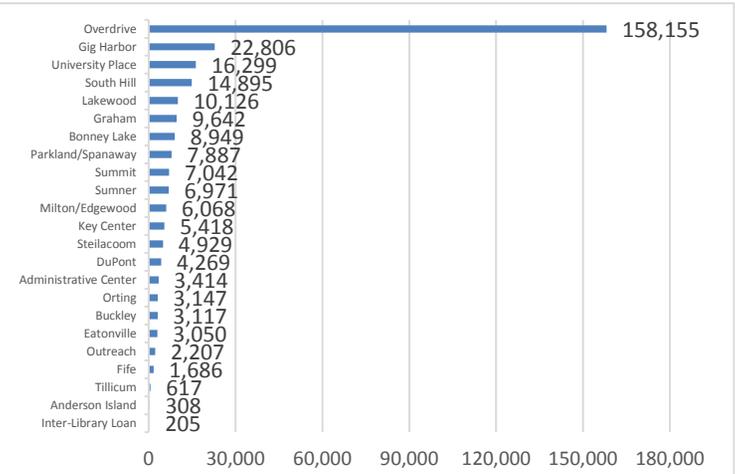
In response to the COVID-19 outbreak, all PCLS locations closed to the public at 6:00 PM on Friday, March 13, 2020, and remained closed to the public through May 2021.

Beginning June 2021, locations started opening for in-building services. As of July 29, 2021, 18 locations are open and providing limited in-building services.

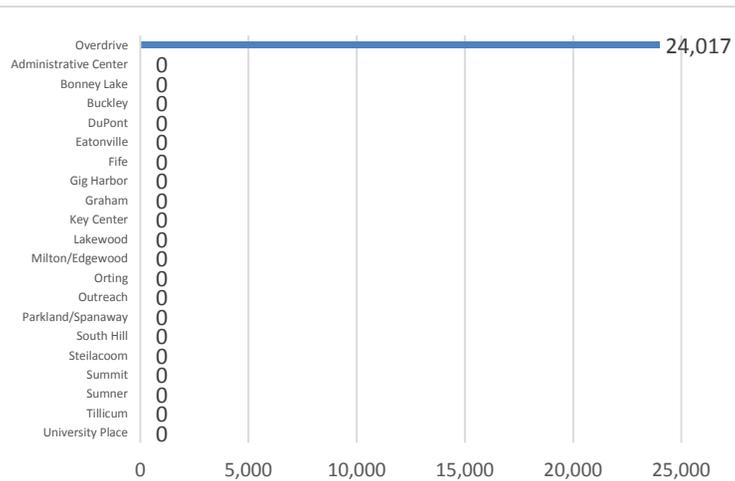
Activity - June 2021

Location	Checkouts				Visitors			
	June 2021	Last 12 Mo.	+1 Year	% Change	June 2021	Last 12 Mo.	+1 Year	% Change
Administrative Center	3,414	24,808	45,011	-44.9%	0	0	5,193	-100.0%
Anderson Island	308	3,826	7,091	-46.0%	No Door Counter for Anderson Island			
Bonney Lake	8,949	56,802	193,858	-70.7%	0	0	35,158	-100.0%
Buckley	3,117	32,432	60,505	-46.4%	0	0	66,016	-100.0%
DuPont	4,269	53,316	82,866	-35.7%	0	0	32,811	-100.0%
Eatonville	3,050	33,595	66,779	-49.7%	0	0	39,730	-100.0%
Fife	1,686	25,349	46,605	-45.6%	0	0	46,501	-100.0%
Gig Harbor	22,806	265,821	425,081	-37.5%	0	0	61,696	-100.0%
Graham	9,642	74,886	168,127	-55.5%	0	0	132,720	-100.0%
Inter-Library Loan	205	2,613	2,871	-9.0%	No "visitors" for Inter-Library Loan			
Key Center	5,418	55,580	107,090	-48.1%	0	0	58,444	-100.0%
Lakewood	10,126	124,970	298,628	-58.2%	0	0	83,707	-100.0%
Milton / Edgewood	6,068	55,793	101,178	-44.9%	0	0	142,020	-100.0%
Orting	3,147	33,184	63,614	-47.8%	0	0	46,961	-100.0%
Overdrive	158,155	1,884,001	1,554,410	21.2%	24,017	281,401	275,435	2.2%
Outreach	2,207	17,270	41,381	-58.3%	0	0	25,884	-100.0%
Parkland / Spanaway	7,887	91,493	248,474	-63.2%	0	0	62,686	-100.0%
South Hill	14,895	185,357	364,174	-49.1%	0	0	154,268	-100.0%
Steilacoom	4,929	47,019	82,079	-42.7%	0	0	105,674	-100.0%
Summit	7,042	93,932	157,541	-40.4%	0	0	57,993	-100.0%
Sumner	6,971	98,580	155,408	-36.6%	0	0	66,914	-100.0%
Tillicum	617	7,781	22,686	-65.7%	0	0	67,654	-100.0%
University Place	16,299	186,404	339,767	-45.1%	0	0	50,436	-100.0%
Total	301,207	3,454,812	4,635,224	-25.5%	24,017	281,401	1,617,901	-82.6%

June Checkouts



June 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, and remained closed to the public through May 2021.

Visitor Counts Note: Beginning June 2021, locations started opening for in-building services. As of July 29, 2021, 18 locations are open and providing limited in-building services.

Monthly Financial Reports

June 30, 2021

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

General Fund

On July 31, the Library recorded \$160,000 of property tax and other County distributed revenue. The amount yet to be collected for 2020 is about \$217,000, of which \$43,000 to \$74,000 will be collected throughout 2021. In December, we will propose adding the received amounts from 2020 to be added into the Levy Sustainability Fund.

June

- **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.**
- **No other significant activity to note outside of normal monthly operations.**

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

June

- **No significant activity.**

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-June

- **No significant activity.**

Levy Sustainability Fund

January-June

- No significant activity.

Debt Service Fund

January-June

- No significant activity.

US BANK Clearing Distributions

<u>Fiscal Month</u>	<u>Original Payment</u>	<u>General Fund Posting</u>	<u>Capital Fund Posting</u>	<u>Outstanding*</u>
January 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 -
June 2021	194,606.26	194,606.26	- 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
June 30, 2021**

	GENERAL FUND	SPECIAL PURPOSE FUND	LEVY SUSTAINABILITY FUND	DEBT SERVICE FUND	CAPITAL IMPROVEMENT PROJECTS FUND
ASSETS					
Current Assets					
Cash	\$ 777,789	\$ 2,000	\$ 2,000	\$ 100	\$ 154,039
Investments	\$ 14,955,189	\$ 4,106,684	\$ 8,469,496	\$ 88,561	\$ 2,930,727
Accrued Interest on Investments	\$ 3,608	\$ (1,353)	\$ 187	\$ 7	\$ (1,917)
Total Current Assets	\$ 15,736,585	\$ 4,107,332	\$ 8,471,683	\$ 88,667	\$ 3,082,848
TOTAL ASSETS	\$ 15,736,585	\$ 4,107,332	\$ 8,471,683	\$ 88,667	\$ 3,082,848
LIABILITIES					
Current Liabilities					
Warrants Payable*	\$ 2,533	\$ -	\$ -	\$ -	\$ -
Sales Tax Payable*	\$ 98	\$ -	\$ -	\$ -	\$ -
Payroll Payable	\$ 174,002	\$ -	\$ -	\$ -	\$ -
US Bank Payable*	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Liabilities	\$ 176,633	\$ -	\$ -	\$ -	\$ -
TOTAL LIABILITIES	\$ 176,633	\$ -	\$ -	\$ -	\$ -
FUND BALANCE					
Reserve for Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -
Election Set-Aside		\$ 1,020,451	\$ -		
Land/Property/Facility Set-Aside		\$ 2,830,117	\$ -		
Unreserved Fund Balance	\$ 15,559,953	\$ 256,764	\$ 8,471,683	\$ 88,667	\$ 3,082,848
TOTAL FUND BALANCE	\$ 15,559,953	\$ 4,107,332	\$ 8,471,683	\$ 88,667	\$ 3,082,848
TOTAL LIABILITIES & FUND BALANCE	\$ 15,736,585	\$ 4,107,332	\$ 8,471,683	\$ 88,667	\$ 3,082,848
BEGINNING FUND BALANCE, 01/01/20					
	\$ 9,743,461	\$ 3,918,105	\$ 8,467,339	\$ 88,623	\$ 3,240,090
YTD Revenue	\$ 22,863,060	\$ 189,227	\$ 4,344	\$ 44	\$ 39,353
Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -
YTD Expenditures	\$ (17,046,568)	\$ -	\$ -	\$ -	\$ (196,594)
ENDING FUND BALANCE, 06/30/21	\$ 15,559,953	\$ 4,107,332	\$ 8,471,683	\$ 88,667	\$ 3,082,848
TAXES RECEIVABLE	\$ 19,417,369	\$ -	\$ -	\$ -	\$ -

* 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 June 30, 2021**

	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	HISTORICAL 5/31/2021	CURRENT 6/30/2021
ASSETS													
Current Assets													
Cash	\$ 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	\$ 777,789
Investments	\$ 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	\$ 14,955,189
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	\$ 3,608
Deposits Refundable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Assets	\$ 15,284,455	\$ 12,999,761	\$ 10,671,418	\$ 20,979,620	\$ 20,979,620	\$ 17,915,197	\$ 9,870,386	\$ 6,729,907	\$ 5,212,248	\$ 4,755,422	\$ 18,325,379	\$ 18,098,224	\$ 15,736,585
TOTAL ASSETS	\$ 15,284,455	\$ 12,999,761	\$ 10,671,418	\$ 20,979,620	\$ 20,979,620	\$ 17,915,197	\$ 9,870,386	\$ 6,729,907	\$ 5,212,248	\$ 4,755,422	\$ 18,325,379	\$ 18,098,224	\$ 15,736,585
LIABILITIES													
Current Liabilities													
Warrants Payable*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,723	\$ 2,533	\$ 2,533
Sales Tax Payable*	\$ 790	\$ 790	\$ 790	\$ (11)	\$ (11)	\$ (11)	\$ (11)	\$ (11)	\$ 98	\$ 98	\$ 98	\$ 98	\$ 98
Payroll Payable	\$ 166,532	\$ 129,080	\$ 151,695	\$ 131,399	\$ 131,399	\$ 149,867	\$ 176,335	\$ 137,220	\$ 157,023	\$ 175,831	\$ 136,354	\$ 156,680	\$ 174,002
Total Current Liabilities	\$ 167,321	\$ 129,870	\$ 152,484	\$ 131,388	\$ 131,388	\$ 149,856	\$ 176,324	\$ 137,209	\$ 157,121	\$ 175,929	\$ 139,175	\$ 159,311	\$ 176,633
TOTAL LIABILITIES	\$ 167,321	\$ 129,870	\$ 152,484	\$ 131,388	\$ 131,388	\$ 149,856	\$ 176,324	\$ 137,209	\$ 157,121	\$ 175,929	\$ 139,175	\$ 159,311	\$ 176,633
FUND BALANCE													
Reserve for Encumbrance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unreserved Fund Balance	\$ 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	\$ 15,559,953
TOTAL FUND BALANCE	\$ 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	\$ 15,559,953
TOTAL LIABILITIES & FUND BALANCE	\$ 15,284,455	\$ 12,999,761	\$ 10,671,418	\$ 20,979,620	\$ 20,979,620	\$ 17,915,197	\$ 9,870,386	\$ 6,729,907	\$ 5,212,248	\$ 4,755,422	\$ 18,325,379	\$ 18,098,224	\$ 15,736,585
PROPERTY TAXES RECEIVABLE	\$ 19,590,710	\$ 19,322,607	\$ 19,038,022	\$ 3,750,424	\$ 3,750,424	\$ 1,058,458	\$ 765,929	\$ 41,978,393	\$ 41,104,721	\$ 39,044,457	\$ 22,601,596	\$ 19,774,356	\$ 19,417,369

* 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 June 30, 2021

GENERAL FUND - 01	2021 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ 38,353,400	\$ 22,741,123	\$ -	\$ 15,612,277	59%
Other Revenue	\$ 1,044,500	\$ 121,936	\$ -	\$ 922,564	12%
TOTAL REVENUE	\$ 39,397,900	\$ 22,863,060	\$ -	\$ 16,534,840	58%
EXPENDITURES					
Personnel/Taxes and Benefits	\$ 27,623,800	\$ 12,753,148	\$ -	\$ 14,870,652	46%
Materials	\$ 4,582,200	\$ 1,649,434	\$ -	\$ 2,932,766	36%
Maintenance and Operations	\$ 6,811,900	\$ 2,643,986	\$ -	\$ 4,167,914	39%
Transfers Out & Reserves	\$ 380,000	\$ -	\$ -	\$ 380,000	0%
TOTAL EXPENDITURES	\$ 39,397,900	\$ 17,046,568	\$ -	\$ 22,351,332	43%
Excess/(Deficit)		\$ 5,816,491			
Additional Transfers Out		-			
NET EXCESS (DEFICIT)		\$ 5,816,491			

SPECIAL PURPOSE FUND - 15	2021 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 2,063	\$ -	\$ (2,063)	-
TOTAL REVENUE	\$ -	\$ 2,063	\$ -	\$ (2,063)	-
EXPENDITURES					
Election Costs	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 2,063			
Additional Transfers In		\$ -			
NET EXCESS (DEFICIT)		\$ 2,063			

LEVY SUSTAINABILITY FUND - 16	2021 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 4,344	\$ -	\$ (4,344)	-
TOTAL REVENUE	\$ -	\$ 4,344	\$ -	\$ (4,344)	-
EXPENDITURES					
Election Costs	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 4,344			
Additional Transfers In		\$ -			
NET EXCESS (DEFICIT)		\$ 4,344			

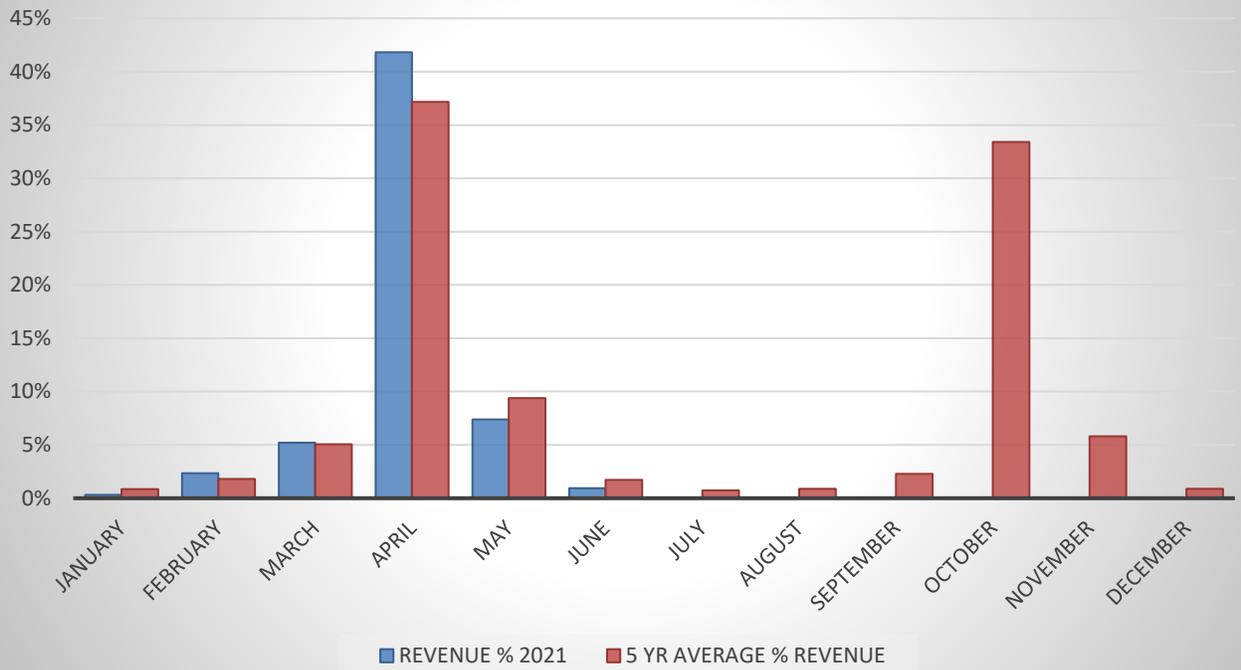
DEBT SERVICE FUND - 20	2021 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ -	\$ -	\$ -	\$ -	-
Other Revenue	\$ -	\$ 44	\$ -	\$ (44)	-
TOTAL REVENUE	\$ -	\$ 44	\$ -	\$ (44)	-
EXPENDITURES					
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
NET EXCESS (DEFICIT)		\$ 44			

CAPITAL IMPROVEMENT PROJECTS FUND - 30	2021 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ 2,095,000	\$ -	\$ -	\$ 2,095,000	0%
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Other Revenue	\$ -	\$ 39,353	\$ -	\$ (39,353)	-
TOTAL REVENUE	\$ 2,095,000	\$ 39,353	\$ -	\$ 2,055,647	2%
EXPENDITURES					
Capital Improvement Projects	\$ 2,095,000	\$ 196,594	\$ -	\$ 1,898,406	9%
TOTAL EXPENDITURES	\$ 2,095,000	\$ 196,594	\$ -	\$ 1,898,406	9%
Excess/(Deficit)		\$ (157,242)			
Additional Transfers In		-			
NET EXCESS (DEFICIT)		\$ (157,242)			

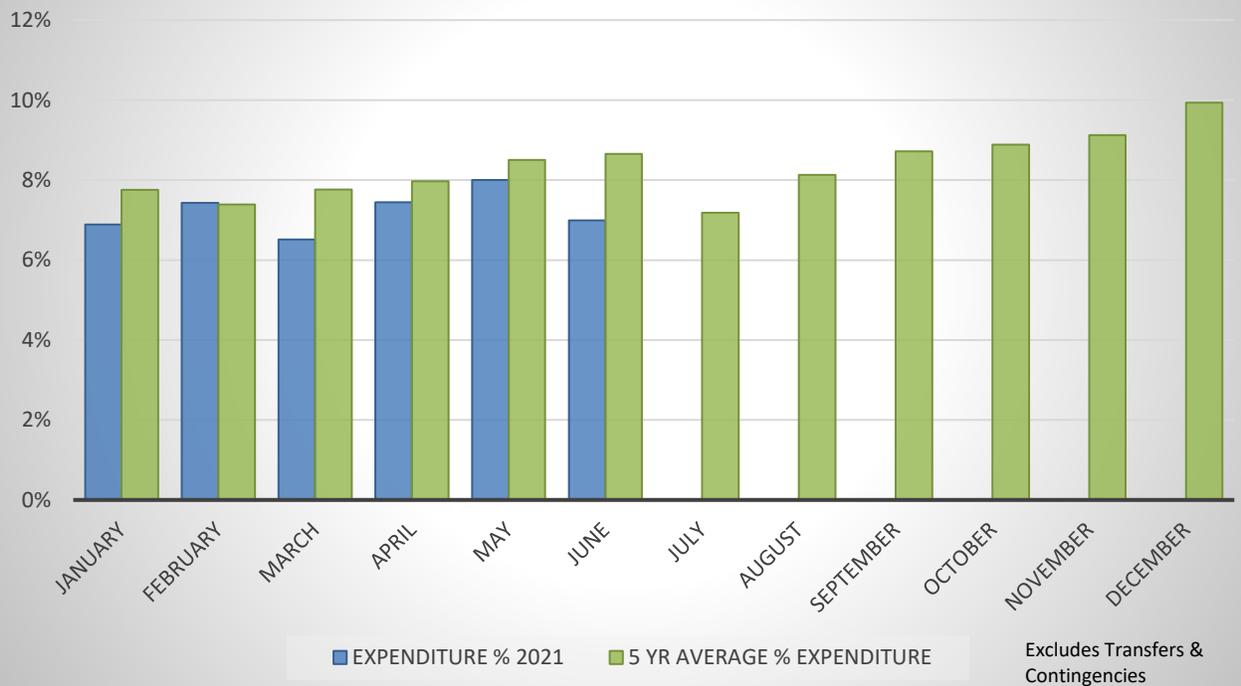
**CASH & INVESTMENTS - SEMI-MONTHLY
2021 - ALL FUNDS COMBINED (EXCLUDES DEBT SERVICE FUND)
- 13 MONTHS MOVING -**



GENERAL FUND - REVENUE TREND (%) THROUGH JUNE 2021



GENERAL FUND - EXPENDITURE TREND (%) THROUGH JUNE 2021



Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 6/30/2021

FUND: GENERAL FUND (01)

Object	2021 Budget	June Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
31111 PROPERTY TAX--CURRENT	37,701,400.00	323,608.41	22,231,178.95	0.00	15,470,221.05	58.97
31112 PROPERTY TAX--DELINQUENT	478,000.00	31,274.62	390,650.25	0.00	87,349.75	81.73
31113 PROPERTY TAX--KING COUNTY	60,000.00	7,933.66	51,151.65	0.00	8,848.35	85.25
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	4,077.22	17,489.16	0.00	2,510.84	87.45
31740 TIMBER EXCISE TAX	63,000.00	0.00	39,545.60	0.00	23,454.40	62.77
TAXES:	38,328,400.00	366,893.91	22,737,471.88	0.00	15,590,928.12	59.32
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	7.99	32.99	0.00	(32.99)	0.00
35970 LIBRARY FINES	10,000.00	1,561.24	11,886.26	0.00	(1,886.26)	118.86
36110 INVESTMENT EARNINGS	10,000.00	934.74	3,651.35	0.00	6,348.65	36.51
36200 RENTS AND LEASES--KPHC	1,000.00	0.00	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
36725 DONATIONS--OTHER	0.00	8.96	8.96	0.00	(8.96)	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	5,392.76	19,433.90	0.00	(15,433.90)	485.85
36920 FOUND MONEY	0.00	1.80	2.80	0.00	(2.80)	0.00
36991 PAYMENT FOR LOST MATERIALS	5,000.00	0.00	97.99	0.00	4,902.01	1.96
36996 JURY DUTY REIMBURSEMENT	0.00	0.00	50.00	0.00	(50.00)	0.00
36998 ERATE REIMBURSEMENT	530,000.00	1,645.15	20,156.18	0.00	509,843.82	3.80
36999 PROCUREMENT CARD REBATES	50,000.00	0.00	52,895.49	0.00	(2,895.49)	105.79
CHARGES OTHER:	1,069,500.00	9,552.64	111,934.79	0.00	957,565.21	10.47
39520 INSURANCE RECOVERIES--CAPITAL	0.00	0.00	13,652.91	0.00	(13,652.91)	0.00
TOTAL FOR REVENUE ACCOUNTS	39,397,900.00	376,446.55	22,863,059.58	0.00	16,534,840.42	58.03
EXPENSE ACCOUNTS						
51100 SALARIES AND WAGES	20,616,500.00	1,612,462.97	9,201,990.58	0.00	11,414,509.42	44.63
51105 ADDITIONAL HOURS	152,000.00	2,512.12	12,622.11	0.00	139,377.89	8.30
51106 SHIFT DIFFERENTIAL	186,800.00	14,329.54	69,321.18	0.00	117,478.82	37.11
51107 SUBSTITUTE HOURS	155,000.00	447.08	2,366.40	0.00	152,633.60	1.53
51109 TUITION ASSISTANCE	10,000.00	0.00	6,007.56	0.00	3,992.44	60.08
51200 OVERTIME WAGES	19,100.00	1,491.07	4,593.55	0.00	14,506.45	24.05
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	9,512.86	57,527.10	0.00	142,872.90	28.71
52002 MEDICAL INSURANCE	2,811,800.00	197,622.87	1,315,144.76	0.00	1,496,655.24	46.77
52003 FICA	1,616,500.00	121,219.82	692,206.29	0.00	924,293.71	42.82
52004 RETIREMENT	2,453,200.00	201,740.08	1,188,483.27	0.00	1,264,716.73	48.45
52005 DENTAL INSURANCE	255,800.00	18,379.24	112,452.80	0.00	143,347.20	43.96
52006 OTHER BENEFIT	30,800.00	2,540.10	14,860.10	0.00	15,939.90	48.25
52010 LIFE AND DISABILITY INSURANCE	87,800.00	7,347.35	43,905.05	0.00	43,894.95	50.01
52020 UNEMPLOYMENT/ PAID FML INSURANCE	30,000.00	2,392.86	31,667.46	0.00	(1,667.46)	105.56
52999 ADJ BENEFITS TO MATCH PLAN	(262,000.00)	0.00	0.00	0.00	(262,000.00)	0.00
PERSONNEL	27,623,800.00	2,191,997.96	12,753,148.21	0.00	14,870,651.79	46.17

FUND: GENERAL FUND (01)

Object	2021 Budget	June Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
53100 OFFICE/OPERATING SUPPLIES--DEP	121,900.00	10,406.30	68,260.21	0.00	53,639.79	56.00
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	4,824.90	19,317.45	0.00	48,282.55	28.58
53110 CUSTODIAL SUPPLIES	76,500.00	7,751.30	50,229.96	0.00	26,270.04	65.66
53120 MAINTENANCE SUPPLIES	30,000.00	3,912.59	17,486.39	0.00	12,513.61	58.29
53130 MATERIAL PROCESSING SUP	16,000.00	2,831.92	8,408.10	0.00	7,591.90	52.55
53140 TRAINING SUPPLIES	0.00	0.00	856.02	0.00	(856.02)	0.00
53200 FUEL	35,000.00	2,879.66	16,191.88	0.00	18,808.12	46.26
53400 MATERIALS COLLECTION	41,000.00	0.00	0.00	0.00	41,000.00	0.00
53401 ADULT AV - CDS	50,000.00	2,338.92	13,790.93	0.00	36,209.07	27.58
53402 ADULT AV - DVD	490,000.00	17,970.74	127,845.01	0.00	362,154.99	26.09
53404 ADULT AV AUDIOBOOKS	40,000.00	2,439.54	15,610.10	0.00	24,389.90	39.03
53405 ADULT BOOK CLUB KITS	3,500.00	52.57	909.04	0.00	2,590.96	25.97
53406 ADULT FICTION	240,000.00	33,807.42	160,016.57	0.00	79,983.43	66.67
53408 ADULT LARGE PRINT	80,000.00	2,216.23	26,648.10	0.00	53,351.90	33.31
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	29,303.98	185,169.53	0.00	129,830.47	58.78
53411 ADULT PAPERBACKS	35,000.00	442.40	3,937.98	0.00	31,062.02	11.25
53412 ADULT PC READS	0.00	0.00	442.24	0.00	(442.24)	0.00
53413 ADULT REFERENCE	11,500.00	0.00	3,285.03	0.00	8,214.97	28.57
53414 ADULT YA FICTION	70,000.00	3,968.41	17,987.84	0.00	52,012.16	25.70
53415 ADULT YA GRAPHIC NOVELS	25,000.00	1,657.16	15,408.30	0.00	9,591.70	61.63
53416 ADULT YA NONFICTION	20,000.00	310.84	6,399.55	0.00	13,600.45	32.00
53417 ADULT AV - DVDNF	50,000.00	3,931.43	22,225.51	0.00	27,774.49	44.45
53418 ADULT GRAPHIC NOVELS	15,000.00	1,432.74	8,928.17	0.00	6,071.83	59.52
53421 CHILDREN'S STANDING ORDERS	35,000.00	2,165.59	3,072.07	0.00	31,927.93	8.78
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	288.39	6,106.61	0.00	1,393.39	81.42
53425 CHILDREN'S FICTION	170,000.00	14,522.18	115,468.02	0.00	54,531.98	67.92
53426 CHILDREN'S GRAPHIC NOVELS	35,000.00	2,614.50	17,272.09	0.00	17,727.91	49.35
53427 CHILDREN'S NONFICTION	160,000.00	14,917.90	92,268.65	0.00	67,731.35	57.67
53428 CHILDREN'S SCIENCE TO GO	4,000.00	0.00	6,119.97	0.00	(2,119.97)	153.00
53429 CHILDREN'S STORYTIME	5,000.00	274.29	3,959.70	0.00	1,040.30	79.19
53430 DATABASES	440,000.00	82,681.44	169,993.50	0.00	270,006.50	38.63
53440 EBOOK - REFERENCE	5,000.00	0.00	0.00	0.00	5,000.00	0.00
53441 EBOOKS	745,000.00	0.00	224,253.34	0.00	520,746.66	30.10
53442 EDOWNLOADABLE AUDIO	700,000.00	0.00	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	0.00	68,981.26	0.00	(16,981.26)	132.66
53460 VENDOR PROCESSING	0.00	8,145.31	52,912.98	0.00	(52,912.98)	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

FUND: GENERAL FUND (01)

Object	2021 Budget	June Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
EXPENSE ACCOUNTS						
53470 WORLD - ADULT SPANISH	14,000.00	0.00	9,311.64	0.00	4,688.36	66.51
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	0.00	3,008.00	0.00	1,992.00	60.16
53475 WORLD - JAPANESE	5,000.00	1,440.00	2,160.00	0.00	2,840.00	43.20
53476 WORLD - KOREAN	19,000.00	0.00	10,657.73	0.00	8,342.27	56.09
53477 WORLD - TAGALOG	14,000.00	3,156.00	6,173.31	0.00	7,826.69	44.10
53478 WORLD - VIETNAMESE	10,000.00	0.00	5,392.47	0.00	4,607.53	53.92
53479 WORLD - RUSSIAN	14,000.00	1,852.92	15,637.68	0.00	(1,637.68)	111.70
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	1,690.14	9,291.33	0.00	30,708.67	23.23
53482 YOUTH DVD - FTY	45,000.00	1,911.92	12,136.49	0.00	32,863.51	26.97
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	115.89	25,746.75	0.00	8,253.25	75.73
53502 TECHNOLOGY HARDWARE--PUBLIC	200,000.00	2,689.11	91,051.27	0.00	108,948.73	45.53
53503 TECHNOLOGY HARDWARE--STAFF	300,000.00	354.32	142,324.66	0.00	157,675.34	47.44
53504 TECHNOLOGY HARDWARE--GENERAL	40,000.00	0.00	0.00	0.00	40,000.00	0.00
53505 SOFTWARE/LICENSES/HOST--APPS	510,800.00	6,078.57	272,632.18	0.00	238,167.82	53.37
53506 SOFTWARE/LICENSES/HOST--INFRA	423,000.00	3,456.11	140,425.42	0.00	282,574.58	33.20
53510 FURNISHINGS--PUBLIC	95,000.00	22,398.43	44,250.71	0.00	50,749.29	46.58
53515 FURNISHINGS--STAFF	97,500.00	11,851.42	26,118.83	0.00	71,381.17	26.79
54100 INDEPENDENT CONTRACTORS	179,700.00	1,563.35	25,186.51	0.00	154,513.49	14.02
54104 INDEPENDENT CONTRACTORS--INFRA	25,000.00	0.00	0.00	0.00	25,000.00	0.00
54110 PERFORMER SERVICES	28,000.00	1,100.00	4,425.00	0.00	23,575.00	15.80
54120 CONTRACTUAL SERVICES	339,100.00	32,998.44	221,973.26	0.00	117,126.74	65.46
54140 DATA SERVICES	4,500.00	1,096.49	4,055.36	0.00	444.64	90.12
54150 LEGAL SERVICES	55,000.00	1,711.50	9,294.50	0.00	45,705.50	16.90
54162 BIBLIOGRAPHIC & RELATED SERVIC	0.00	4,107.34	24,644.04	0.00	(24,644.04)	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	(11.96)	171.31	0.00	2,828.69	5.71
54200 POSTAGE	73,200.00	51.42	20,748.41	0.00	52,451.59	28.34
54201 SHIPPING	0.00	336.34	5,910.34	0.00	(5,910.34)	0.00
54210 TELECOM SERVICES--PHONES	50,000.00	7,172.67	39,723.14	0.00	10,276.86	79.45
54211 TELECOM SERVICES--CELLPHONES	76,200.00	9,688.06	37,911.30	0.00	38,288.70	49.75
54212 TELECOM SERVICES--INTERNET	668,000.00	54,941.49	281,139.99	0.00	386,860.01	42.09
54300 TRAVEL AND TOLLS	53,100.00	571.80	2,195.70	0.00	50,904.30	4.14
54301 MILEAGE REIMBURSEMENTS	58,500.00	4,015.76	21,397.78	0.00	37,102.22	36.58
54400 ADVERTISING	138,000.00	14,870.62	57,241.63	0.00	80,758.37	41.48
54501 RENTALS/LEASES--BUILDINGS	492,900.00	21,693.09	283,619.82	0.00	209,280.18	57.54
54502 RENTALS/LEASES--EQUIPMENT	188,900.00	17,961.62	62,408.16	0.00	126,491.84	33.04
54600 INSURANCE	270,000.00	0.00	0.00	0.00	270,000.00	0.00
54700 ELECTRICITY	265,000.00	22,816.31	150,390.71	0.00	114,609.29	56.75
54701 NATURAL GAS	12,000.00	56.87	7,681.35	0.00	4,318.65	64.01
54702 WATER	30,000.00	3,046.95	13,525.96	0.00	16,474.04	45.09
54703 SEWER	34,000.00	2,184.22	14,796.58	0.00	19,203.42	43.52
54704 REFUSE	36,000.00	3,407.13	22,256.56	0.00	13,743.44	61.82

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 6/30/2021

FUND: GENERAL FUND (01)

Object	2021 Budget	June Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
54800 GENERAL REPAIRS/MAINTENANCE	381,500.00	27,743.60	196,186.30	0.00	185,313.70	51.42
54801 CONTRACTED MAINTENANCE	475,300.00	6,356.29	78,709.32	0.00	396,590.68	16.56
54805 VEHICLE REPAIR AND MAINTENANCE	65,000.00	0.00	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	334.00	19,063.78	0.00	57,236.22	24.99
54901 ORGANIZATIONAL REGISTRATIONS	1,500.00	86.82	661.82	0.00	838.18	44.12
54902 DUES AND MEMBERSHIPS	54,000.00	164.85	24,616.60	0.00	29,383.40	45.59
54903 LICENSES AND FEES {{OLD}}	0.00	209.00	1,271.70	0.00	(1,271.70)	0.00
54904 LICENSES	5,500.00	0.00	668.18	0.00	4,831.82	12.15
54905 FEES	80,500.00	417.03	6,137.70	0.00	74,362.30	7.62
54906 TAXES AND ASSESSMENTS	0.00	0.00	24,321.21	0.00	(24,321.21)	0.00
54911 FOUNDATION IMPACT PROJECTS	95,500.00	7,865.95	44,155.05	0.00	51,344.95	46.24
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
ALL OTHER EXPENSES	11,774,100.00	563,640.53	4,293,420.10	0.00	7,480,679.90	36.46
NEED A CATEGORY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR EXPENSE ACCOUNTS	39,397,900.00	2,755,638.49	17,046,568.31	0.00	22,351,331.69	43.27
NET SURPLUS / DEFICIT	0.00	(2,379,191.94)	5,816,491.27	0.00	(5,816,491.27)	0.00

FUND: SPECIAL PURPOSE FUND (15)

Object	2021 Budget	June Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
TAXES:	0.00	0.00	0.00	0.00	0.00	0.00
36110 INVESTMENT EARNINGS	0.00	247.04	2,062.58	0.00	(2,062.58)	0.00
CHARGES OTHER:	0.00	247.04	2,062.58	0.00	(2,062.58)	0.00
39511 SALE OF CAPITAL ASSETS (PCLS)	0.00	0.00	187,164.00	0.00	(187,164.00)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	247.04	189,226.58	0.00	(189,226.58)	0.00
EXPENSE ACCOUNTS						
NEED A CATEGORY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR EXPENSE ACCOUNTS	0.00	0.00	0.00	0.00	0.00	0.00
NET SURPLUS / DEFICIT	0.00	247.04	189,226.58	0.00	(189,226.58)	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 6/30/2021

FUND: LEVY SUSTAINABILITY FUND (16)

Object	2021 Budget	June Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
TAXES:	0.00	0.00	0.00	0.00	0.00	0.00
36110 INVESTMENT EARNINGS	0.00	509.50	4,343.64	0.00	(4,343.64)	0.00
CHARGES OTHER:	0.00	509.50	4,343.64	0.00	(4,343.64)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	509.50	4,343.64	0.00	(4,343.64)	0.00
NET SURPLUS / DEFICIT	0.00	509.50	4,343.64	0.00	(4,343.64)	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 6/30/2021

FUND: DEBT SERVICE FUND (20)

Object	2021 Budget	June Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
36110 INVESTMENT EARNINGS	0.00	5.20	44.47	0.00	(44.47)	0.00
CHARGES OTHER:	0.00	5.20	44.47	0.00	(44.47)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	5.20	44.47	0.00	(44.47)	0.00
NET SURPLUS / DEFICIT	0.00	5.20	44.47	0.00	(44.47)	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 6/30/2021

FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)

Object	2021 Budget	June Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
29150 USE OF FUND BALANCE-BUDGET	2,095,000.00	0.00	0.00	0.00	2,095,000.00	0.00
36110 INVESTMENT EARNINGS	0.00	180.51	1,609.47	0.00	(1,609.47)	0.00
CHARGES OTHER:	2,095,000.00	180.51	1,609.47	0.00	2,093,390.53	0.08
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
TOTAL FOR REVENUE ACCOUNTS	2,095,000.00	180.51	39,352.76	0.00	2,055,647.24	1.88
EXPENSE ACCOUNTS						
54100 INDEPENDENT CONTRACTORS	450,000.00	0.00	0.00	0.00	450,000.00	0.00
54120 CONTRACTUAL SERVICES	225,000.00	703.36	116,707.34	0.00	108,292.66	51.87
54150 LEGAL SERVICES	0.00	0.00	210.00	0.00	(210.00)	0.00
54160 ARCHITECTURAL/ENGR SERVICES	0.00	5,820.00	15,659.56	0.00	(15,659.56)	0.00
54912 CONTINGENCY	250,000.00	0.00	0.00	0.00	250,000.00	0.00
56100 LAND & PROPERTY ACQUISITION	0.00	0.00	42,782.96	0.00	(42,782.96)	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	0.00	0.00	21,234.57	0.00	(21,234.57)	0.00
56410 VEHICLES	200,000.00	0.00	0.00	0.00	200,000.00	0.00
56430 TECHNOLOGY EQUIPMENT	500,000.00	0.00	0.00	0.00	500,000.00	0.00
TOTAL FOR EXPENSE ACCOUNTS	2,095,000.00	6,523.36	196,594.43	0.00	1,898,405.57	9.38
NET SURPLUS / DEFICIT	0.00	(6,342.85)	(157,241.67)	0.00	157,241.67	0.00

MEMO



Date: July 30, 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 - July

Customer Experiences

Direct quote from a young customer checking out three bags of books at the Graham Library:

“This is EPIC! I can't wait!”

One Sumner parent credited the Library for helping her five and six-year old learn how to read independently. She had checked out approximately 70 books right before the branch closed last year, and thereafter frequently used the Library's curbside service to keep the kids actively engaged in reading.

After hearing the Library was now open, a Sumner customer exclaimed, “You've made my day! I have been using curbside pickup, but I love to come in and smell the books. Thank you, thank you!”

A customer from South Hill Library excitedly shared a Facebook memory wherein seven years ago she and two of her children stood inside the same library. They captured the current moment by taking another shot with the same two children along with their three-year old sibling.

At Brookville Park in Fife, before a ribbon-cutting ceremony even began, young children were selecting books from the new Free Little Library freshly stocked by Fife Library staff. A City employee remarked, “You are appreciated!”

While was picking up their DVD holds, a regular customer from Tillicum gratefully called out to staff “You guys are my medicine!”

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

A 14-year old high school student earned a Unity Certified User certification.

Another customer successfully finished earning MTA certifications (all 12 of them, some taken at PCLS). Demonstrating his acquired knowledge has prepared him to land his dream job as a System Administrator.

Operational Highlights

A big fan of this year's Summer Reading Program, one adult customer from the Graham Library expressed their gratitude for all the fun program materials offered for both adults and children (board

book, badge book, or reading journal), which greatly exceeded their expectations of a single one-page coloring sheet like they had growing up. “What an amazing way to encourage reading!”

Initiatives Highlights

Early Learning is featuring “Puppet Stories” – a unique, four-week, staff-led virtual program where preschool and elementary kids enjoy discovering new and old stories told by some very funny puppets. Lively discussions follow as the kids and their families examine the stories from different character perspectives.

Storytimes for younger children continues virtually, and remains well attended. By the end of August, South Hill Youth Services Librarian Brandi Gates estimates reaching over 6,600 attendees through 200+ virtual programs (since June 2020).

Tween Escape Club is celebrating its one-year birthday! A group of 15 dedicated tweens meets weekly to create digital Escape Rooms for the Pierce County Library community to enjoy (school teachers and families are active users of this fun group activity). The collaborative tween environment allows valuable growth opportunities such as learning how to compromise and make decisions together, and provides a place to sharpen computer science skills and logic.

Teen Volunteer League launched and is going strong this summer, with virtual programs including presentations from authors, publishers and educators. Using Discord (a VoIP, instant messaging and digital distribution platform designed for creating communities), teens are interacting and engaging in robust conversations sharing information about themselves, their cultures and their passions. The Teen Advisory Board and Teen Volunteer Youth Advisors meetings are well attended and active this summer.

Community Engagement Highlights

On the Road with Summer Reading has continued to serve large numbers of people and provide giveaway books. During one routine stop at an apartment complex, 95 people accessed giveaway books and snack packs.

Buckley Supervising Librarian Kathy Norbeck continues to engage with the local Friends group and attended their recent meeting.

Buckley Youth Librarian Bob Taylor visited the Buckley Youth Center to share in-person the PCLS Teens’ “Pocket Art Collective” zine (June edition).

Fife Library staff provided summer reading materials to Munchkinland Day Care, Fife Aquatic Center, and Free Little Libraries in three Fife Parks (Dacca, Wedge, and Brookville Gardens), Motel 6 and St. Martin of Tours Food Bank.

South Hill staff attended the opening of the new Frederickson Community Center on Saturday, July 24. They reported interacting with at least 100 people at the event, including distributing communication about Summer Reading and open hours.

Unfinished Business

MEMO



Date: August 3, 2021

To: Pat Jenkins and Members of the Board of Trustees

From: Georgia Lomax, Executive Director

Subject: Sumner Main Street Property

The Sumner Pierce County Library building on Fryar Avenue was built in 1979 and until the early 1990s housed the City's Senior Center. In 1992, the City of Sumner and Pierce County Library entered into a long-term agreement to provide space for library services in the facility.

Under the agreement the City and the Library co-own the building (50% each), and the Library is responsible for providing library services, and maintenance and operating costs of the building. Major repairs, such as roof replacements, are shared 50/50 between the Library and the City. The City owns the property that the building occupies. After 40 years of service, first as a community center and now as a library, the building is aging and in need of significant repairs.

In 2018, the City of Sumner acquired three parcels in the 15200 block of Main Street (the Main Street Property) with the goal of collaborating with the Library in order to relocate the Sumner Library to a more central and accessible location. This would vacate the current Fryar Avenue property for repurposing as part of the city's Town Center Plan. To date the City has invested \$1,350,914 in the Main Street Property. This includes the original purchase, demolition of structures, storm system and contamination clean up and monitoring.

At the same time, the Library began a process to consider how best to serve the Sumner and surrounding communities through its Sumner location. In 2019, the Library conducted a public input process to understand the community's interest and support for a new Library, as well as a fundraising feasibility study to determine the potential for private support for funding such a project. In 2020 the Library began planning for the project and launched a capital fundraising campaign in January 2021. The Library developed a funding plan for the project that includes public funding from the Library and support from the City, private philanthropy through a capital fundraising campaign, and a public/private partnership with a lead donor.

The next step in the project is to transfer ownership of the Main Street Property to the Pierce County Library. The City Council is preparing the surplusing of the Main Street Property in August, which would then allow the City and the Library to transfer ownership.

Finance and Business Director Clifford Jo and Attorney Jemima McCullum of Gordon Thomas Honeywell, who advises the Library on matters related to property and buildings, have been working with the City regarding the transaction.

During the meeting we will discuss the process and actions needed, details regarding the property, and proposed costs. With your feedback and direction we will continue to work with the City in August to finalize details of the proposed transfer for consideration by both governing bodies in September.

MEMO



Date: August 4, 2021

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

From: Clifford Jo, Finance & Business Director

Subject: Environmental Consultant for Sumner Main Street Property

In support of the Library's project to build a new Sumner Library, the City of Sumner purchased property to hold as a future site for the new Library. The three parcels at the 15200 block of Main Street previously housed single family homes that the City has removed. The homes had underground oil heating tanks and were also removed, which automatically triggers a review to evaluate the site for potential contamination.

The City of Sumner has been working with an environmental consultant, NV5/GeoDesign, to identify potential contamination and propose remediation. To continue the work, the Library needs to contract with an environmental consultant to proceed with further site work to produce the Remedial Investigation/Feasibility Study report. Upon approval by Department of Ecology, the consultant can help us proceed with remediation, which can be conducted as part of the development of the land in preparation for constructing a library.

Because the City of Sumner has already conducted its due diligence with selecting a consultant, we are asking to sole-source to NV5/GeoDesign as our environmental vendor for this project. To ensure the consultant is a good firm, I had our consultant working on the Buckley site, EHS-I, vet NV5/GeoDesign's initial report and they determined it to be well-constructed.

We recommend contracting with NV5/GeoDesign to gather further samples and conduct further research on the property. In order to work with this firm, which has gained significant knowledge of our site since April 2019, we need the Board to approve by motion to sole source the continuing work to them as we determined that the need for expedience means foregoing formal bidding requirements during the current phases of site condition research.

Further, NV5/GeoDesign has provided an initial cost of \$77,000 to conduct the next phase of site investigation (tasks similar to what we did at the Buckley property 2 years ago). I would like the Board's approval to issue a purchase order in the amount not to exceed \$80,000 for this work. We will be coming back for subsequent approvals as work progresses.

During the Board meeting I will provide more details on the project and our next steps, as well as answer any questions you may have.

Action: Move to approve the Library to "sole source" to NV5/GeoDesign work related to Sumner site condition evaluation.

Action: Move to approve a purchase order not to exceed \$80,000 for NV5/GeoDesign to conduct work related to Sumner site condition evaluation.

MEMO



Date: July 30, 2021

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

From: Clifford Jo, Finance & Business Director

Subject: Buckley Library Site Evaluation Update

We are nearing a major milestone in the Buckley Underground Storage Tank remediation project, which began in 2016. The majority of the work thus far was in characterizing the full nature and scope of the contamination on the site, due to underground storage tanks and their removal a number of decades ago, prior to when the Library was built in the early 1990s.

Once we have the remediation investigation and feasibility study (RI/FS) report that sets off the next steps, including Department of Ecology’s approval of engineering approaches to actual remediation, legal steps to investigate former ownership, and establishing a budget for the anticipated cost. The total work involved may take several years before completed, at which point the site enters into periodic measurements as to the efficacy of the remediation effort. If within tolerances, the Department will issue a “No Further Action” letter, at which point the Library is free from any further obligation for cleanup.

UPDATED PROGRESS CHART (BASED ON DEPT. OF ECOLOGY)

Progress	Phase	Task
✓	Pre-Remedial	Site Discovery
✓		Initial Investigation
✓		Reporting
IP		Site Hazard Assessment
✓		i. Nature of issue
✓		ii. Extent of issue
10/19 – 8/21		iii. Offsite testing and evaluation
		Hazard Ranking
✓		Listing on Hazardous Sites List
Imminent	Active Cleanup	Remedial Investigation/Feasibility Study (RI/FS)
		Health Plan
		Cleanup Action Plan
		Remediation Work
		Post-Cleanup

At this time, we need Board approval for a purchase order to authorize payment for the final services to create the RI/FS report and an action plan. EHS-I estimated the cost to be \$58,930.

Action: Move to approve a purchase order for final RI/FS work, in an amount not to exceed \$60,000.

New Business

MEMO



Date: August 3, 2021

To: Pat Jenkins and Members of the Board of Trustees

From: Georgia Lomax, Executive Director

Subject: 2022 Planning Overview

As the Library develops its annual work plan and budget, we start with a review of the implementation framework that was established during the 2017 strategic planning process. The implementation framework guides the Library in the creation of an annual strategic plan through intentional investments of resources and efforts that spark success in our communities.

During the meeting, Deputy Director Melinda Chesbro will review the planning process and the Library's strategic framework and directions.

The strategic framework to spark success for Pierce County communities was developed through public engagement processes in 2016 and 2018, and with staff input through engagement surveys and suggestions for success. It includes focus areas for library services in learning, enjoyment, and community connections to meet the needs and priorities described by the public during the public input process, as well as core services that the public can always count on.

With adoption in 2019 of the Library's fiscal sustainability plan, strategic directions were identified to serve as priorities through the multi-year funding cycle. They build on and deepen the work being done under the strategic framework and add the next level of strategy and clarity for priorities and use of resources.

The strategic directions are:

- Outward facing – Priority Audience
 - Asset-limited, income constrained, employed (ALICE) community members who have challenges meeting basic needs
- Inward facing – Organizational Excellence
 - Organizational maturity and resilience
- Future facing – Capital Investments
 - Long term strategies to provide spaces and technology to respond to and meet the needs of growing and changing communities

As the pandemic evolves and people adapt, we continue to explore if and how the public's use of and expectations of libraries, their services and the experiences they desire are changing.

In the coming year, the Library will continue to consider the changes required by the public to ensure the Library offers services the community values, needs and uses, and that we understand how expectations of the Library and of using the Library are evolving.

As we begin to prepare the 2022 work plan and budget, we would like to hear your discussion on:

How the Library's near- and long-term service priorities might need to change to respond and remain relevant for our customers and communities.

MEMO



Date: July 30, 2021

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

From: Clifford Jo, Finance & Business Director

Subject: Fiscal Management Policy Review

Please find attached the Board's Fiscal Management policy. The review serves as a reminder of the Board's and Library's fiscal philosophies and also as an opportunity to consider any revisions as the next fiscal year's budget is being prepared.

The latest revision, conducted in fall of 2019, included the concept of the Funding Cycle and authorized the creation of the Sustainability fund, as well as other minor amendments.

Auditor Recommendations

For this year's review, we need to incorporate State Auditor recommendations for renaming the Special Purpose Fund to be less generic and more descriptive to its existence. Currently, the Special Purpose Fund houses two board-approved set-asides: The Future Land, Property, and Buildings set-aside and Future Election set-aside. Their balances at the end of 2020 were \$2.83 million and \$1.02 million, respectively. There are two options:

1. Rename the fund itself to something else, such as Future Investment Fund, or the like. This requires a simple resolution approved by the Board, and no other changes are needed. It will continue to accumulate deposits as approved by the Board, typically each December.
2. Pull out both of the set-asides and create separate funds for each, with descriptive names. This requires a series of Board actions to create the funds, approve resolutions to move monies from the Special Purpose Fund to them, and increases the overall number of resolutions each year. Like above, any deposits are approved by the Board at year end.

Board Approval Threshold of Purchases

The Board currently reviews and approves purchases that are \$50,000 and above, which is established in an administrative policy (Purchasing and Contracting). This level was approved by the Board eleven years ago during its March 2010 Board meeting, which at the time was \$25,000 and had been in place since September 2002. Since 2010, the Library's annual operating budget has increased 40%, and it might be time to review this threshold. On a monthly basis, the Board approves all warrants and payments of any level retrospectively and can see the vendor and cost.

If the Board is interested, we will provide information for your discussion at a future board meeting on current best practices on purchase thresholds, and those in use by other library districts, and similar public agencies.

Board Policy



Fiscal Management

Policy Statement

The Pierce County Library System (“Library”) Board of Trustees shall implement and maintain sound financial management of the entrusted resources provided by the taxpayers and other sources of funding, consistent with the Library’s mission.

In accordance with state law, RCW 27.12.070, the Pierce County Office of the Assessor-Treasurer serves duly as the Library’s fiscal agent, and the Library implements all accounting rules and processes required by the Assessor-Treasurer.

As authorized by the State Auditor, the Library implements the cash basis of accounting, but can choose to implement modified accrual or full accrual basis of accounting. Cash basis of accounting does not conform to Generally Accepted Accounting Principles (GAAP) and the State Auditor notes this status in annual audit reports.

Definitions

Budget: A statement of anticipated revenues to be used for planned expenditures.

Capital Improvement Fund: A fund that is set aside for major asset and system purchases, maintenance, and improvements.

Cash: The actual cash contained on hand or in a financial institution, to include any cash invested through the Pierce County Treasurer.

Cash reserves: A portion of cash that is set aside in any fund for short-term, mid-term, and long-term sustainability without needing to incur debt.

Current Year Revenue: A combination of new revenue, use of fund balance, and transfers from a Levy Sustainability Fund.

Expenditure management: A process to capture and report actual expenditures compared to the budget of planned projects and operations.

Fund Balance: The projected available cash after satisfying all recorded liabilities and accruals to be paid.

Funding Cycle: A multiyear fiscal strategy will likely have three phases that may or may not be sequential. Phase 1: The Library receives more money than is expended, and additional funds are deposited into the Levy Sustainability Fund. Phase 2: Revenue and expenditures are in balance and no funds are deposited into or withdrawn from the Levy Sustainability Fund. Phase 3: Expenditures exceed revenue and funds are withdrawn from the Levy Sustainability Fund to close the shortfall.

Board Policy



General Fund: A public sector accounting term for the primary fund to operate a governmental entity. It records all financial activities to conduct day-to-day business.

Levy Sustainability Fund: A Special Revenue Fund that is used to accumulate cash at the beginning of a Funding Cycle in order to balance subsequent budgets without incurring major reductions in services.

Special Revenue Fund: A fund that is designated by the governing body as having a restricted or committed use for specific purposes.

Policy

The Library Board of Trustees establishes the following fiscal management policy, which requires Board Action to enforce, make decisions, make exceptions, or otherwise implement to the extent law allows:

1. Current year general fund operations are funded from current year revenues.
2. Cash may be transferred among funds.
3. Debt may be incurred as a last resort.
4. Cash reserves is a fiscal resource to stabilize long-term library sustainability. Cash reserves may be used but not as a sole substitute for budget reductions to meet economic challenges.
5. Upon declaring a need for cash reserves to address a severe emergency having effects that cannot be addressed through the existing budget, the Board may pass a motion to release cash reserves for purposes of continuity of operations and services. Examples of emergencies are a natural disaster or a virulent pandemic.
6. Cash reserves in all funds shall maintain positive fund balances that plan and account for fiscal year patterns of revenues and expenses. The General Fund shall have adequate cash reserves beginning January 1 of every fiscal year to pay for anticipated expenses until the first major property value receipt occurs on or around May 1. The Capital Improvement Fund shall have adequate cash reserves beginning January 1 of every fiscal year to pay for anticipated expenses until the General Fund transfer occurs during the fiscal year. Specific guidelines shall be managed under Library Responsibility below.
7. The Library Board of Trustees may set cash reserve balances for any Fund as circumstances require.
8. For purposes of managing the Library's finances, additional fund types may be implemented.
9. To pay for capital improvement projects, a Capital Improvement Fund is established and funded appropriately by and through General Fund transfers and other multiple funding sources including but not limited to, grants, donations and distributions from external sources such as a Foundation, restricted or unrestricted revenues, special set-asides, and other sources of revenue.

Board Policy



10. To pay for special purpose projects, a Special Revenue Fund called the Special Purpose Fund is established and funded appropriately by and through multiple funding sources including but not limited to, grants, donations and distributions from external sources such as a Foundation, restricted or unrestricted revenues, General Fund transfers, special set-asides, and other sources of revenue.
11. To manage funds for a funding cycle's fiscal sustainability, a Special Revenue Fund called the Levy Sustainability Fund is established and funded appropriately by and through multiple funding sources including, but not limited to, direct tax revenue receipts, General Fund transfers, and any other sources designated for fiscal sustainability.
12. When there are unanticipated revenues and savings, the Board will consider transferring all or some portion thereof to any other fund.
13. The Board approves an annual budget for revenues and expenditures in each fund, and any substantial modifications throughout the year.
14. The annual budget process anticipates the need for long-term sustainability of services and future system expansion and improvement, and allocates revenue accordingly. The Board recognizes that in the absence of new revenue sources such as annexations, levy lid-lifts, or bonds, additional services from system growth will need to be funded mostly through reductions in operational costs.

Library Responsibilities

The Board expects the Library staff to carry out the following responsibilities:

1. Establish and administer a budget and expenditure management system to meet the goals of this policy.
2. Establish and maintain financial procedures for managing the Library's cash. Document, keep prudently current, and enforce such financial procedures as an implementation of this fiscal policy.
3. Establish a multiyear Funding Cycle and maintain a Sustainability Fund strategy to sustain services to the Library's communities.
4. Establish and maintain a current year cash-flow solvency strategy to sustain positive balances that ensure short-term debt is not used to pay for operations. Cash of at least four months of anticipated operating costs shall be available in the fund balance as of January 1 of each fiscal year. This four-month cash balance is calculated with all yearend payables having been satisfied.

Board Policy



5. Develop and manage fiscal practices and strategies so that cash reserves have at least two percent (2.00%) of the following year's anticipated revenues in addition to the amount set aside for General Fund solvency.
6. Administer a long-term cash-flow projection as an anticipatory approach to budget for and meet the Library's expenditure needs for future operations, including bill management.
7. Implement the State of Washington's Budget, Accounting, and Reporting System (BARS).
8. Furnish to the Board appropriate financial reports on a monthly basis, and deliver the annual report to the Board subsequent to filing it with the State of Washington.
9. Make efforts to reduce operational costs as part of the annual budget process anticipating that future service expansion may need to be met without significant future revenue increases.
10. Maintain a goal of 4% of average annual General Fund revenues in the year-end Capital Improvement Fund Balance over a ten-year period.
11. Bring to the board for approval purchase orders or payments above a Board-designated dollar threshold as stated in the Administrative Policy. Purchases of materials (books, movies, databases and related subscriptions, etc.) are exempt from this clause.

The Board of Trustees shall review this fiscal management policy prior to or in conjunction with considerations of the annual fiscal year budget process, and amend it as deemed appropriate.

Board Policy 3.15

Adopted by the Pierce County Rural Library District Board of Trustees, August 3, 1995. Revised and approved on: June 13, 1996; July 23, 1998; June 9, 2004; August 8, 2007; October 14, 2009, November 18, 2015, September 13, 2017, July 10, 2019, December 11, 2019

MEMO



Date: July 30, 2021

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

From: Clifford Jo, Finance & Business Director

Subject: Estimated 2021 Property Values for 2022 Tax Levy

The Pierce County Assessor-Treasurers Office recently released their annual report on property revaluations in Pierce County.

Countywide the Assessor-Treasurer reports that residential properties increased by a weighted average of 16.33%, which is nearly twice that of last year's. The commercial property revaluation report is usually released in September, and has a lesser impact on the levy certificate. These reports offer an early and reasonably accurate glimpse for both new construction and the mill rate, which we will use as we begin budget development and until the preliminary certificate is received.

After factoring out cities that are not within our taxing district, I am estimating:

- overall property value change to land between 13% and 17%,
- 1.00% increase of \$415,000 (assuming the IPD is at least 1% or if less, the Board passes a "substantial need" resolution),
- revenue from new construction is projected to be between \$600,000 and \$900,000, and
- our mill rate to drop from 43.6 cents per \$1,000 to between 38 and 41 cents per \$1,000 of assessed value.

The Assessor has until August 31 to calculate new construction, at which point the preliminary certificate is drafted. The County will send us the preliminary certificate in early September, which will be used to construct the revenue side of the 2022 budget.

During an upcoming Board meeting, we will need to discuss the banked capacity that the Board approved last year. At the time, the Board elected to both override the IPD and not take the 1.00% increase, effectively created banked capacity. The going assumption was to draw down the banked capacity over three years, beginning with fiscal year 2022. The total banked capacity is estimated to be between \$400,000 and \$500,000, which will be finalized once we receive the preliminary certificate next month.

Please see attached data tables for the County breakdown of property value changes for residential and commercial properties.

Pierce County Assessor-Treasurer 2021 Residential Revaluation Report

Average Assessed Value(AV) Change by City

City	*Included Accounts	Prev Yr Avg AV	Curr Yr Avg AV	\$ Chg Avg AV	% Chg Avg AV
AUBURN	2,454	\$431,409	\$483,069	\$51,659	11.975%
BONNEY LAKE	6,758	\$423,166	\$488,392	\$65,227	15.414%
BUCKLEY	1,784	\$355,408	\$410,727	\$55,319	15.565%
CARBONADO	240	\$293,372	\$336,690	\$43,318	14.765%
DUPONT	2,809	\$367,017	\$427,388	\$60,371	16.449%
EATONVILLE	974	\$262,062	\$318,134	\$56,072	21.396%
EDGEWOOD	4,313	\$445,604	\$514,360	\$68,756	15.430%
FIFE	1,948	\$350,771	\$401,697	\$50,926	14.518%
FIRCREST	2,303	\$408,771	\$475,264	\$66,493	16.267%
GIG HARBOR	3,928	\$513,568	\$583,457	\$69,889	13.609%
LAKEWOOD	13,708	\$367,199	\$430,832	\$63,632	17.329%
MILTON	1,886	\$367,435	\$416,588	\$49,153	13.377%
ORTING	2,764	\$324,468	\$383,184	\$58,716	18.096%
PACIFIC	3	\$238,433	\$296,567	\$58,133	24.381%
PUYALLUP	10,706	\$374,480	\$436,923	\$62,443	16.675%
ROY	262	\$258,223	\$311,022	\$52,798	20.447%
RUSTON	388	\$479,636	\$569,304	\$89,668	18.695%
SOUTH PRAIRIE	119	\$227,872	\$269,866	\$41,993	18.428%
STEILACOOM	2,327	\$446,910	\$497,613	\$50,703	11.345%
SUMNER	2,574	\$365,869	\$428,291	\$62,422	17.061%
TACOMA	59,615	\$352,322	\$414,690	\$62,368	17.702%
UNINCORPORATED	121,501	\$385,446	\$447,120	\$61,673	16.000%
UNIVERSITY PLACE	9,255	\$453,643	\$526,254	\$72,610	16.006%
WILKESON	220	\$232,298	\$284,529	\$52,231	22.484%

*Accounts where AV changed due to revaluation only.

Officers Reports

MEMO



Date: July 30, 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

We are excited to share that as of July 29, 18 of our 20 full service Libraries are now open for limited in-building library services. In-Building service hours were limited initially at locations, but are already increasing with the goal to match open curbside hours by the end of August. Planning conversations to open Anderson Island and the Administrative Center & Library for in-building services are continuing.

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 open our spaces. 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 and welcome back the public.

We are excited to have customers in our buildings, and we hope that you will visit us at an open Library location if you have not already.

MEMO



Date: July 12, 2021

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

From: Mary Getchell, Marketing and Communications Director

Subject: 2021 Pierce County Library System Marketing and Communications Second Quarter Results

In the second quarter of 2021 (April-June), the Pierce County Library System continued to adjust and readjust its marketing and communications activities during the COVID-19 pandemic and as businesses and individuals are reopening and responding to fewer pandemic restrictions. The Library's System's 2021 Marketing and Communications Plan evaluation measures:

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

For news media, the Library System garnered 54 news articles and 28 media mentions/calendar placements. Top news stories included the libraries reopening with browsing services and celebrating the Library's 75th anniversary.

As part of the 75th anniversary marketing campaign, the Library invested in print and digital advertising. The digital advertising resulted in 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, which exceeded industry standard of 0.05%.

With changes to the Library's Facebook page, it has been declining in engagement for the past year, and in the second quarter of 2021, it did not meet industry standards for the first time in four years. Twitter continues to perform well and exceeds industry standard and year-to-year comparisons. Facebook posts earning the most interest included the Library's 75th anniversary in April, "The Big Umbrella" StoryWalks in May, and My Next Read in June.

During the second quarter of 2021, the Library System distributed eight email-marketing messages to its main distribution list with an average of 63,000 addressees. Response to the Library's email marketing messages has increased, as the Library System is maintaining the list with a purging of the subscriber list for inactivity each quarter and applying best practices more broadly. The Library's open rate exceeded industry standard in the second quarter, with an impressive rate of 29%, surpassing the industry standard of 25.17%. The top performing message included an early June communication about reopening libraries, curbside services, Summer Reading, Demographics Now, and Wowbrary.

Internal customers gave the Marketing and Communications Department exceptional marks for both its service and timeliness with products; with 98.23% of survey respondents saying they were "very satisfied" with the service.

PIERCE COUNTY LIBRARY SYSTEM
2021 Marketing and Communications Plan
QUARTER TWO RESULTS, April-June 2021

Overall Evaluation Measures

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

News Media Stories

- Quarter Two (Q2) 2021: 54 news articles and 28 media mentions/calendar placements.

Paid Advertising – Digital Advertising

75th Anniversary Marketing Focus (April-May)

- 805,609 impressions (number of times ads appeared)
- 1,219 clicks (number of times people clicked on/opened ad)
- 0.15% click throughs (CTR) 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, the Library earned 2,662 conversions (people who visited the Library's 75th anniversary related web pages and received the geofencing ad), at a rate of 0.16%, far exceeding the industry standard of .05%.

Email Marketing

- Goal: Meet or exceed industry standards:
 - Open rate industry standard: 25.17%.
 - CTR industry standard: 2.79%.
- 8 email marketing messages to an average of 63,000 subscribers.
- Average number of people who opened messages: 18,194; 29% open rate.
- Average number of people who CTR'd messages: 635; 1.4%.
- **Q2 Open rate above industry standard.**

Social Media Marketing

- Goal: Increase by 2% over 2020 engagement rate and exceed Facebook nonprofit organization's industry standard of 5.2% engagement rate and Twitter nonprofit organization's industry standard of 0.062% engagement rate.

Facebook

- Q2 2020: 8.74% engagement rate.
- Q2 2021: 4.65% engagement rate. 89 posts, with a reach of 328,000 people (3,688 average reach per post), and more than 15,000 engagements including CTR (171 average per post).
- **Q2 Decrease of 4.09% lower engagement than 2020 and for the first time in four years, did not meet industry standard.**

Twitter

- Q2 2020: 1.99%
- Q2 2021: 2.04%
- **Q2 Increase of .06% higher engagement than 2020 and exceeded industry standard.**

Work Order Satisfaction

- Goal: 90% of internal staff customers Very Satisfied with Marketing and Communications Department-produced product/service.
- **Q2 Exceeded goal with 98.23% Very Satisfied.**

MEMO

Date: July 23, 2021

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

From: Lisa Oldoski, Collection Management Librarian

Subject: Overdrive Video

The Library began offering a soft launch of streaming video through the Overdrive website on June 7. (Overdrive Video is not available through Libby at this time). As of July 23, there 2019 titles in the video collection with 288 check out. A reading room/viewing room for video was added on June 22 which features lists of Newly Added titles, Most Popular, Try Something Different, and Popular Children's Videos. The Children's Video list also appears in the Kid's Reading Room. OverDrive contains approximately 40,000 titles, with a variety of content available including:

- Content in 51 Languages - with more substantial collections in Chinese, French, German, Korean, Polish, Russian, Spanish, including three of the four top spoken languages in Pierce County: Spanish, Korean and Russian.
- Foreign films – “A Man Called Ove,” “The Girl with the Dragon Tattoo,” “Let the Right One In,” “The Missing” (TV show).
- Children's interest – “Sonic the Hedgehog,” “Curious George,” “The Berenstain Bears,” “Inspector Gadget,” “Benji,” “Redwall,” “The Magic School Bus,” “Paddington Bear,” “Smart Babies.”
- Fitness - yoga, tai chi, meditation, workout.
- Education programming - learn to play instruments, National Geographic films, dog training, cooking programs, PBS programs, travel.
- Documentaries – “RBG,” “Forks Over Knives,” “Freakonomics,” “John Lewis: Good Trouble,” “Food Inc.,” “The Fight.”
- Back list feature films – “Spy Kids,” “Imitation Game,” “Serena,” “Lonesome Dove,” “Main Street,” “Please Standby,” “Little Fish,” “As I Lay Dying,” “Bernie.”

Adding OverDrive video will help fill a gap in our collection, and it supports the Asset Limited Income Constrained Employed (ALICE) community. The top two marketing segments in the ALICE community are Digitally Savvy, Influenced by Influencer. Streaming videos will use the same checkout process as e-books and downloadable audio, and the checkout period is three weeks.

A full launch and promotion of the collection will take place in September in conjunction with already scheduled Overdrive promotions.

Pierce County Library FYI Packet
Link List
August 11, 2021

Pierce County Library in the News

- [Pierce County Showcases Teen Writing and Art Contest Winners](#) – South Sound Magazine
- [Library director stepping down to take job in Washington](#) – Daily Inter Lake
- [All full service Pierce County libraries will be open by end of July. Here's what to know](#) – The News Tribune
- [County Libraries Reopen Services](#) – Tacoma Weekly
- [Sumner Library Among Three Pierce Libraries Reopening This Week](#) – Pierce County Patch
- [Library Reopens With Limited Hours](#) – Sumner News Index
- Reopening for In-Building Services – Sunrise Living (See attached PDF)
- [Auburn Teen Among Winners of Pierce County Library System's Art Contest](#) – Auburn Examiner
- [Graham teen places third in Pierce County Library contest](#) – Dispatch
- [Puyallup School District: PSD Students Place In Competitive Writing And Art Contest](#) – Pierce County Patch

PIERCE COUNTY LIBRARY

Reopening for In-Building Services



PIERCE COUNTY, Washington – the Pierce County Library System is reopening Graham and Steilacoom Pierce County Libraries. The libraries will open with some in-building services, for the first time since it closed buildings more than a year ago to help reduce the spread of COVID-19.

At these pilot locations, people may come into the buildings to browse bookshelves, check out books and movies and access technology.

“We are thrilled to welcome people safely back inside library buildings,” said Pierce County Library Executive Director Georgia Lomax. “We know people have been eager to visit their libraries and search for and discover books and movies on their own. We took time

to consider and create the best possible experience – to ensure the public and staff members are safe.”

In addition to checking out books, movies, magazines and other materials, people may also use computers, printers and Wi-Fi, as well as scan, copy and fax a limited number of pages free. Seating is limited and is mostly for people to use technology services, such as computers.

The Library encourages visitors to limit their time in the buildings to ensure others may also enjoy in-building services, as capacity is limited.

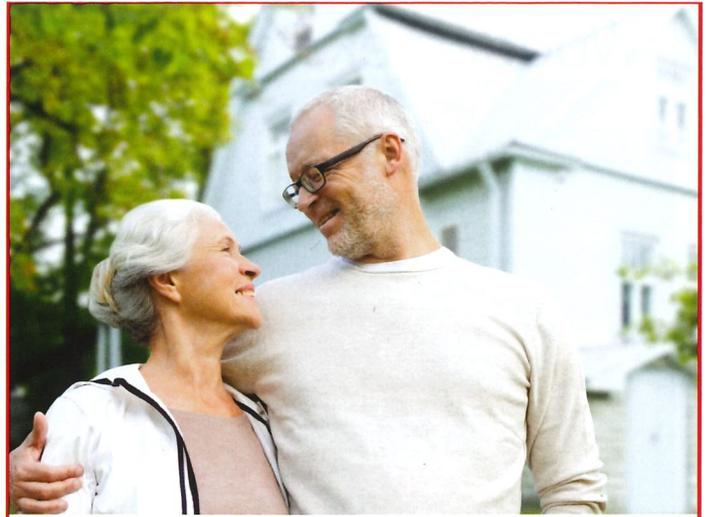
To continue to help reduce the spread of COVID-19, library buildings will continue to be closed for some services, including study rooms, conference rooms and meeting rooms and the Library System continues to offer online classes and events (<https://calendar.piercecountylibrary.org/events>).

The Library encourages visitors to limit their time in the buildings to ensure others may also enjoy in-building services, as capacity is limited.

The Library System selected these locations because they represent a breadth of the Library’s service area in geography, size of buildings and are good models to learn from as it prepares to open more libraries.

The Library System aligned plans to offer in-building services safely with the State of Washington’s Roadmap to Recovery. The health and safety of the public and staff is a top priority of the Library’s reopening plans, from mask requirements in buildings and social distance markers to Plexiglas partitions and ongoing sanitizing.

Throughout the summer, the Library plans to open 18 of its 20 locations for browsing services, as it learns from this pilot. The Library System will continue to offer curbside (curbside.pcls.us) pick up of books, movies and other items at 19 Pierce County locations.



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