

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



CALL TO ORDER

Chair Pat Jenkins called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:31 pm. Board members present were Rob Allen, Jamilyn Penn and Daren Jones. Brian Thomason was excused. The meeting was conducted virtually due to the Safe Start Washington Reopening Plan to slow the transmission of the coronavirus.

CONSENT AGENDA

1. Approval of Minutes of April 14, 2021, Regular Meeting
2. Approval of April 2021 Payroll, Benefits and Vouchers
3. Resolution 2021-04: To Declare Furnishings and Equipment Surplus to Public Service Needs
4. Resolution 2021-05: To Declare Furnishings and Equipment Surplus to Public Service Needs
5. Bonney Lake Roof Replacement
6. Technology: Annual Renewal – Dell Switch and Routers
7. ACL Server Room HVAC Replacement

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

BOARD MEMBER REPORTS

There were no Board member reports.

ROUTINE REPORTS

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

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

UNFINISHED BUSINESS

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

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

NEW BUSINESS

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

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

OFFICERS REPORTS

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

ANNOUNCEMENTS

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

ADJOURNMENT

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

Georgia Lomax, Secretary

Pat Jenkins, Chair

AGENDA
Regular Meeting of the Pierce County Library System Board of Trustees
May 12, 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 May 12. 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 April 14, 2021, Regular Meeting 2. Approval of April 2021 Payroll, Benefits and Vouchers 3. Resolution 2021-04: To Declare Furnishings and Equipment Surplus to Public Service Needs 4. Resolution 2021-05: To Declare Furnishings and Equipment Surplus to Public Service Needs 5. Bonney Lake Roof Replacement 6. Technology: Annual Renewal – Dell Switch and Routers 7. ACL Server Room HVAC Replacement 	
3:40 pm	05 min.	Board Member Reports	
3:45 pm	10 min.	Routine Reports	
		<ol style="list-style-type: none"> 1. Fundraising Performance Report, Dean Carrell 2. Metrics Dashboard, Melinda Chesbro 3. March Financial Report, Cliff Jo 4. Branch Services Report, Jaime Prothro 	
3:55 pm	05 min. 15 min.	Unfinished Business	Action
		<ol style="list-style-type: none"> 1. Trustee Vacancy, Georgia Lomax 2. Electronic Signatures Policy, Georgia Lomax 	
4:15 pm	10 min.	New Business	Action
		<ol style="list-style-type: none"> 1. 75th Anniversary Proclamation, Georgia Lomax 	
4:25 pm	05 min.	Officers Reports	
		<ol style="list-style-type: none"> 1. COVID-19 Update: Technology Services 2. MARCOM Results Q1 2021 3. Q1 Marketing Focus Results – Get Hired 4. 2021 WellCity Award 5. ACL Underground Storage Tank 6. Fife Artwork Signage 7. Summer Reading preview 8. National Library Worker Day 	
4:30 pm	01 min.	Announcements	
4:31 pm		Adjournment	

AGENDA
Regular Meeting of the Pierce County Library System Board of Trustees
May 12, 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 May 12. 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 April 14, 2021, Regular Meeting 2. Approval of April 2021 Payroll, Benefits and Vouchers 3. Resolution 2021-04: To Declare Furnishings and Equipment Surplus to Public Service Needs 4. Resolution 2021-05: To Declare Furnishings and Equipment Surplus to Public Service Needs 5. Bonney Lake Roof Replacement 6. Technology: Annual Renewal – Dell Switch and Routers 7. ACL Server Room HVAC Replacement 	
3:40 pm	05 min.	Board Member Reports	
3:45 pm	10 min.	Routine Reports	
		<ol style="list-style-type: none"> 1. Fundraising Performance Report, Dean Carrell 2. Metrics Dashboard, Melinda Chesbro 3. March Financial Report, Cliff Jo 4. Branch Services Report, Jaime Prothro 	
3:55 pm	05 min.	Unfinished Business	
	15 min.	<ol style="list-style-type: none"> 1. Trustee Vacancy, Georgia Lomax 2. Electronic Signatures Policy, Georgia Lomax 	Action
4:15 pm	10 min.	New Business	
		<ol style="list-style-type: none"> 1. 75th Anniversary Proclamation, Georgia Lomax 	Action
4:25 pm	05 min.	Officers Reports	
		<ol style="list-style-type: none"> 1. COVID-19 Update: Technology Services 2. MARCOM Results Q1 2021 3. Q1 Marketing Focus Results – Get Hired 4. 2021 WellCity Award 5. ACL Underground Storage Tank 6. Fife Artwork Signage 7. Summer Reading preview 8. National Library Worker Day 	
4:30 pm	01 min.	Announcements	
4:31 pm		Adjournment	

Consent Agenda

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



CALL TO ORDER

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

CONSENT AGENDA

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

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

BOARD MEMBER REPORTS

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

ROUTINE REPORTS

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

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

UNFINISHED BUSINESS

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

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

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

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

NEW BUSINESS

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

OFFICERS REPORTS

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

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

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

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

ANNOUNCEMENTS

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

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

ADJOURNMENT

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

Georgia Lomax, Secretary

Pat Jenkins, Chair

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

	<u>Source</u>	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	EDEN	3929 - 3930	4/6/2021 - 4/21/2021	\$ 4,812.71
Electronic Payments - Payroll & Acct Payable	EDEN		4/6/2021	1,014,257.28
Electronic Payments - Payroll & Acct Payable	EDEN		4/21/2021	899,465.42
Accounts Payable Warrants*	EDEN	631717 - 631728	4/6/2021 - 4/26/2021	333,095.07
Accounts Payable Warrants	MUNIS	701282 - 701411	4/2/2021 - 4/30/2021	787,401.62
Total:				\$ 3,039,032.10

** 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 5.3.2021

Check History Listing
Pierce County Library System

Check #	Bank	Date	Paid to	Status	Can/Vd Date	Pay Period Dates	Dir Dep	Amount
3929	key	04/06/2021	GLENN, COURTNEY	C	04/07/2021	03/16/21 - 03/31/21	0.00	2,726.50
3930	key	04/21/2021	FUENTES, GABRIELLE	C	04/26/2021	04/01/21 - 04/15/21	0.00	2,086.21
Total:							0.00	4,812.71

Checks in report: 2

Grand Total: 0.00 4,812.71

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: 4/06/21 Payroll

Withdrawal Date: 4/6/2021

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	74,513.57
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	60,955.07
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	60,955.07
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	561,293.95
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	18,227.97
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	63,922.76
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	104,759.63
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	7,856.47
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	2,772.79
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	57,000.00
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	-
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	
PCL_Company	WA State Support Registry	237100	CC_Library_District	697-00	5100000	2,000.00
Total Deposit						\$ 1,014,257.28

Certification:

Stacy Karabotsos
 Signature (Department Designee)

4/2/2021
 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: 4/21/21 Payroll

Withdrawal Date: 4/21/2021

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	67,704.55
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	57,035.85
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	57,035.85
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	528,505.20
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	12,685.70
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	60,399.35
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	98,860.79
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	7,713.21
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	2,922.79
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	-
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	211.95
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	4390.18
PCL_Company	WA State Support Registry	237100	CC_Library_District	697-00	5100000	2,000.00
Total Deposit						\$ 899,465.42

Certification:

Stacy Karabotsos
 Signature (Department Designee)

4/19/2021
Date

Comments:

Check History Listing
 Pierce County Library System

Bank code: key

Check #	Date	Vendor	Status	Check Total
631717	04/06/2021	000828 AFSCME AFL-CIO	C	13,352.42
631718	04/06/2021	003985 PACIFCSOURCE ADMINISTRATORS	C	1,849.64
631719	04/06/2021	000821 PIERCE COUNTY SUPERIOR COURT		3.26
631720	04/06/2021	001181 PIERCE CTY LIBRARY FOUNDATION	C	758.49
631721	04/08/2021	000175 AWC EMPLOYEE BENEFIT TRUST	C	248,151.19
631722	04/21/2021	003778 AFLAC		4,758.40
631723	04/21/2021	001578 COLONIAL SUPPLEMENTAL INSURANC		217.62
631724	04/21/2021	003985 PACIFCSOURCE ADMINISTRATORS		1,799.64
631725	04/21/2021	000821 PIERCE COUNTY SUPERIOR COURT	V	190.44
631726	04/21/2021	001181 PIERCE CTY LIBRARY FOUNDATION	C	777.99
631727	04/26/2021	003311 DEPT OF LABOR & INDUSTRIES	C	43,059.32
631728	04/26/2021	000041 EMPLOYMENT SECURITY DEPARTMENT	C	18,176.66
key Total:				333,095.07
Total Checks:				333,095.07

12 checks in this report

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
701282	04/02/2021	PRINTED	341	BAKER & TAYLOR	0.00	25,989.77	04/09/2021
701283	04/02/2021	PRINTED	427	BLACKSTONE PUBLISHING	403.00	0.00	
701284	04/02/2021	PRINTED	629	BRIAN DALBALCON PHOTOGRAPHY	0.00	3,162.00	04/07/2021
701285	04/02/2021	PRINTED	638	CITY OF BUCKLEY	0.00	268.01	04/13/2021
701286	04/02/2021	PRINTED	998	CINTAS CORPORATION	0.00	1,336.86	04/16/2021
701287	04/02/2021	PRINTED	688	COMMUNICO LLC	0.00	6,000.00	04/28/2021
701288	04/02/2021	PRINTED	379	E-RATE EXPERTISE INC	0.00	1,912.50	04/20/2021
701289	04/02/2021	PRINTED	374	EMPLOYMENT SECURITY DEPARTMENT	0.00	6,851.64	04/12/2021
701290	04/02/2021	PRINTED	405	FLOHAWKS	0.00	82.43	04/12/2021
701291	04/02/2021	PRINTED	482	HERMANSON COMPANY LLP	0.00	2,798.86	04/08/2021
701292	04/02/2021	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	1,745.72	04/12/2021
701293	04/02/2021	PRINTED	710	IRON MOUNTAIN INC	0.00	397.23	04/12/2021
701294	04/02/2021	PRINTED	26	LINGO	0.00	94.07	04/14/2021
701295	04/02/2021	PRINTED	50	MARKHAM INVESTIGATION & PROTECTION LLC	0.00	11,809.80	04/09/2021
701296	04/02/2021	PRINTED	211	MIDWEST TAPE	0.00	9,747.05	04/12/2021
701297	04/02/2021	VOID	216	CITY OF MILTON	0.00	0.00	
701298	04/02/2021	PRINTED	227	MOUNTAIN MIST	0.00	24.26	04/07/2021
701299	04/02/2021	PRINTED	228	MULTICULTURAL BOOKS & VIDEOS	0.00	1,454.00	04/13/2021
701300	04/02/2021	PRINTED	519	ORBIS CASCADE ALLIANCE	0.00	4,865.50	04/12/2021
701301	04/02/2021	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	130.00	04/08/2021
701302	04/02/2021	PRINTED	552	PENINSULA LIGHT CO	0.00	694.30	04/08/2021
701303	04/02/2021	PRINTED	776	PUGET SOUND ENERGY	0.00	3,057.21	04/07/2021
701304	04/02/2021	PRINTED	61	RICOH USA INC	0.00	794.95	04/13/2021
701305	04/02/2021	PRINTED	61	RICOH USA INC	0.00	1,446.55	04/12/2021
701306	04/02/2021	PRINTED	269	SPRAGUE PEST SOLUTIONS	0.00	859.70	04/13/2021
701307	04/02/2021	PRINTED	272	STATE AUDITORS OFFICE	0.00	3,596.58	04/09/2021
701308	04/02/2021	PRINTED	273	TOWN OF STEILACOOM	0.00	1,422.44	04/09/2021
701309	04/02/2021	PRINTED	1927	LIZETTE TRUJILLO	0.00	150.00	04/12/2021
701310	04/02/2021	PRINTED	595	TYLER TECHNOLOGIES INC	0.00	7,040.00	04/13/2021
701311	04/02/2021	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	995.31	04/09/2021
701312	04/02/2021	PRINTED	810	WAYNES ROOFING INC	0.00	661.27	04/13/2021
701313	04/02/2021	PRINTED	811	WCP SOLUTIONS	0.00	210.82	04/08/2021
701314	04/02/2021	PRINTED	1095	ZOOBEAN INC	0.00	7,095.00	04/12/2021
701315	04/02/2021	PRINTED	216	CITY OF MILTON	0.00	635.11	04/09/2021
701316	04/09/2021	PRINTED	341	BAKER & TAYLOR	0.00	15,930.43	04/16/2021
701317	04/09/2021	PRINTED	341	BAKER & TAYLOR	0.00	1,221.23	04/16/2021
701318	04/09/2021	PRINTED	432	CITY OF BONNEY LAKE	0.00	261.99	04/16/2021
701319	04/09/2021	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	251.19	04/15/2021
701320	04/09/2021	PRINTED	1921	ABRIAN CURINGTON	0.00	150.00	04/15/2021
701321	04/09/2021	PRINTED	1923	BRANDI DOUGLAS	0.00	150.00	04/27/2021

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
701322	04/09/2021	PRINTED	363	TOWN OF EATONVILLE	0.00	739.30	04/15/2021
701323	04/09/2021	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	274.78	04/19/2021
701324	04/09/2021	PRINTED	211	MIDWEST TAPE	0.00	9,356.55	04/21/2021
701325	04/09/2021	PRINTED	228	MULTICULTURAL BOOKS & VIDEOS	0.00	1,546.78	04/20/2021
701326	04/09/2021	PRINTED	520	CITY OF ORTING	0.00	176.72	04/19/2021
701327	04/09/2021	PRINTED	531	PAN ASIAN PUBLICATIONS (USA) INC.	0.00	2,835.00	04/21/2021
701328	04/09/2021	PRINTED	540	PARKLAND LIGHT & WATER	0.00	155.66	04/16/2021
701329	04/09/2021	PRINTED	560	PIERCE COUNTY FINANCE	0.00	10,177.64	04/16/2021
701330	04/09/2021	PRINTED	776	PUGET SOUND ENERGY	0.00	1,671.83	04/14/2021
701331	04/09/2021	PRINTED	792	WASHINGTON WATER SERVICE	0.00	203.17	04/15/2021
701332	04/09/2021	PRINTED	61	RICOH USA INC	0.00	1,141.10	04/20/2021
701333	04/09/2021	PRINTED	1922	LISA JO RODEN	0.00	150.00	04/16/2021
701334	04/09/2021	PRINTED	258	SOUND SECURITY INC	0.00	6,613.78	04/15/2021
701335	04/09/2021	PRINTED	285	CITY OF SUMNER	0.00	1,061.32	04/20/2021
701336	04/09/2021	PRINTED	605	US BANK	0.00	321,388.23	04/19/2021
701337	04/09/2021	PRINTED	810	WAYNES ROOFING INC	0.00	2,164.65	04/16/2021
701338	04/09/2021	PRINTED	811	WCP SOLUTIONS	0.00	1,520.33	04/15/2021
701339	04/10/2021	PRINTED	998	CINTAS CORPORATION	0.00	445.62	04/21/2021
701340	04/10/2021	PRINTED	482	HERMANSON COMPANY LLP	0.00	2,153.21	04/15/2021
701341	04/10/2021	PRINTED	792	WASHINGTON WATER SERVICE	0.00	302.91	04/15/2021
701342	04/10/2021	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	1,150.49	04/16/2021
701343	04/16/2021	PRINTED	341	BAKER & TAYLOR	0.00	11,448.27	04/26/2021
701344	04/16/2021	PRINTED	1036	CATALYST WORKPLACE ACTIVATION	0.00	3,976.97	04/21/2021
701345	04/16/2021	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	204.91	04/23/2021
701346	04/16/2021	PRINTED	658	CENTER POINT PUBLISHING	0.00	93.48	04/23/2021
701347	04/16/2021	PRINTED	669	CHUCKALS INC	0.00	1,562.34	04/21/2021
701348	04/16/2021	PRINTED	998	CINTAS CORPORATION	0.00	445.62	04/29/2021
701349	04/16/2021	PRINTED	124	CONSOLIDATED TECHNOLOGY SERVICES	0.00	585.15	04/23/2021
701350	04/16/2021	PRINTED	1001	DATA QUEST LLC	0.00	45.00	04/30/2021
701351	04/16/2021	PRINTED	365	EBSCO	0.00	8,905.00	04/26/2021
701352	04/16/2021	PRINTED	370	ELITE PROPERTY INVESTMENTS LLC	0.00	11,348.12	04/27/2021
701353	04/16/2021	PRINTED	1852	GA CREATIVE INC	0.00	3,600.00	04/29/2021
701354	04/16/2021	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	217.91	04/26/2021
701355	04/16/2021	PRINTED	211	MIDWEST TAPE	15,749.31	0.00	
701356	04/16/2021	PRINTED	228	MULTICULTURAL BOOKS & VIDEOS	0.00	2,637.14	04/28/2021
701357	04/16/2021	PRINTED	1081	NASIM & SONS INC	0.00	19,732.04	04/26/2021
701358	04/16/2021	PRINTED	510	OCLC INC	0.00	4,107.34	04/26/2021
701359	04/16/2021	PRINTED	560	PIERCE COUNTY FINANCE	0.00	12,467.49	04/23/2021
701360	04/16/2021	PRINTED	1037	PIERCE COUNTY SEWER	0.00	608.36	04/22/2021
701361	04/16/2021	PRINTED	762	PRINT NW LLC	0.00	1,679.90	04/22/2021

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
701362	04/16/2021	PRINTED	782	QUALITY BUSINESS SYSTEMS INC	0.00	1,502.96	04/23/2021
701363	04/16/2021	PRINTED	61	RICOH USA INC	0.00	1,177.87	04/28/2021
701364	04/16/2021	PRINTED	269	SPRAGUE PEST SOLUTIONS	0.00	57.70	04/23/2021
701365	04/16/2021	PRINTED	284	SUMMIT WATER & SUPPLY CO	0.00	343.40	04/22/2021
701366	04/16/2021	PRINTED	287	SUPERIOR SAW & SUPPLY, INC.	0.00	37.36	04/21/2021
701367	04/16/2021	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	648.33	04/23/2021
701368	04/16/2021	PRINTED	815	WEST PIERCE FIRE & RESCUE	110.00	0.00	
701369	04/17/2021	PRINTED	1081	NASIM & SONS INC	0.00	47.99	04/26/2021
701370	04/23/2021	PRINTED	341	BAKER & TAYLOR	33,116.04	0.00	
701371	04/23/2021	PRINTED	1320	BUSTOS MEDIA HOLDINGS, LLC	2,500.00	0.00	
701372	04/23/2021	PRINTED	657	CENGAGE LEARNING	1,556.67	0.00	
701373	04/23/2021	PRINTED	1951	DERKSEN, NEIL	0.00	13.68	04/28/2021
701374	04/23/2021	PRINTED	379	E-RATE EXPERTISE INC	0.00	1,837.50	04/29/2021
701375	04/23/2021	PRINTED	365	EBSCO	73,047.00	0.00	
701376	04/23/2021	PRINTED	1920	FOULPLAY LLC	250.00	0.00	
701377	04/23/2021	PRINTED	703	INGRAM LIBRARY SERVICES	64.46	0.00	
701378	04/23/2021	PRINTED	1937	JAMES STOWE	500.00	0.00	
701379	04/23/2021	PRINTED	211	MIDWEST TAPE	177.91	0.00	
701380	04/23/2021	PRINTED	227	MOUNTAIN MIST	0.00	24.26	04/28/2021
701381	04/23/2021	PRINTED	552	PENINSULA LIGHT CO	0.00	1,725.18	04/29/2021
701382	04/23/2021	PRINTED	560	PIERCE COUNTY FINANCE	0.00	1,676.07	04/30/2021
701383	04/23/2021	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	1,517.44	0.00	
701384	04/23/2021	PRINTED	752	RESERVE ACCOUNT	0.00	10,000.00	04/27/2021
701385	04/23/2021	PRINTED	776	PUGET SOUND ENERGY	0.00	3,144.40	04/28/2021
701386	04/23/2021	PRINTED	794	READ THE BOOKS	2,802.50	0.00	
701387	04/23/2021	PRINTED	61	RICOH USA INC	1,123.23	0.00	
701388	04/23/2021	PRINTED	61	RICOH USA INC	0.00	507.34	04/29/2021
701389	04/23/2021	PRINTED	1857	ISABELLA SOUZA	0.00	75.00	04/30/2021
701390	04/23/2021	PRINTED	581	TILlicum COMMUNITY SERVICE CEN	1,934.28	0.00	
701391	04/23/2021	PRINTED	590	TRI-TEC COMMUNICATIONS INC	0.00	545.10	04/29/2021
701392	04/30/2021	PRINTED	341	BAKER & TAYLOR	9,701.03	0.00	
701393	04/30/2021	PRINTED	427	BLACKSTONE PUBLISHING	104.97	0.00	
701394	04/30/2021	PRINTED	657	CENGAGE LEARNING INC / GALE	81.80	0.00	
701395	04/30/2021	PRINTED	685	COLUMBIA BANK	875.33	0.00	
701396	04/30/2021	PRINTED	685	COLUMBIA BANK	368.73	0.00	
701397	04/30/2021	PRINTED	390	FAIRVEGA LIBRARY SERVICES	1,843.02	0.00	
701398	04/30/2021	PRINTED	703	INGRAM LIBRARY SERVICES	1,303.03	0.00	
701399	04/30/2021	PRINTED	211	MIDWEST TAPE	13,963.87	0.00	
701400	04/30/2021	PRINTED	1081	NASIM & SONS INC	764.01	0.00	
701401	04/30/2021	PRINTED	1955	ORKIN	4,290.03	0.00	

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
701402	04/30/2021	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	684.13	0.00	
701403	04/30/2021	PRINTED	776	PUGET SOUND ENERGY	2,221.63	0.00	
701404	04/30/2021	PRINTED	61	RICOH USA INC	1,031.49	0.00	
701405	04/30/2021	PRINTED	249	SMITH FIRE SYSTEMS INC	2,787.91	0.00	
701406	04/30/2021	PRINTED	269	SPRAGUE PEST SOLUTIONS	151.12	0.00	
701407	04/30/2021	PRINTED	290	SURPRISE LAKE SQUARE LLC	11,440.25	0.00	
701408	04/30/2021	PRINTED	1764	TSAI FONG BOOKS INC	2,232.57	0.00	
701409	04/30/2021	PRINTED	594	TYLER BUSINESS FORMS	384.11	0.00	
701410	04/30/2021	PRINTED	595	TYLER TECHNOLOGIES INC	640.00	0.00	
701411	04/30/2021	PRINTED	672	CITY OF UNIVERSITY PLACE	128.72	0.00	
					189,849.59	597,552.03	787,401.62

MEMO



Date: April 28, 2021

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

From: Stephanie Ratko, IT Manager

Subject: 2021 Technology Surplus and Recycling

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

Background

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

Inventory Removal Mechanism

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

See spreadsheet on next page for details.

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

Quantity IT Recycled Items OVER \$50 in estimated value		Estimated value (each)
1	Acer Aspire One AO722	\$70
5	HP ProBook 4530s	\$110
51	HP Spectre x360 Convertible	\$450
1	Inspiron 910	\$50
1	Latitude 3300	\$100
8	Latitude 3380	\$100
3	Latitude 3470	\$180
1	Latitude 3490 XCTO	\$250
8	OptiPlex 3030 AIO	\$150
Quantity IT Recycled Items UNDER \$50 in estimated value		
47	Cybernet PC	
5	Dell Monitor E190S	
10	Dell Monitor P190S	
14	Dell Monitor P1913S	
1	Dell Monitor P1914S	
1	Dell Monitor P1917S	
121	OptiPlex 7010	
10	OptiPlex 780	
62	OptiPlex 790	
60	OptiPlex 9020	
11	Tripp-Lite Battery Backup	
1	Viewsonic Monitor TD2220	

RESOLUTION NO. 2021-04

**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 12TH DAY OF May, 2021.

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

RESOLUTION NO. 2021-05

**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 12TH DAY OF May, 2021.

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

FACILITIES SURPLUS INVENTORY LISTING

Surplus UNDER \$100 in estimated value*

Model	Serial number	Color		
Tenant Comercial Vacuum Cleaner	#0815101009	Black/Gray	\$	75.00
Tenant Comercial Vacuum Cleaner	#0615102048	Black/Gray	\$	75.00
Tenant Comercial Vacuum Cleaner	#0815101008	Black/Gray	\$	75.00
Rigid Shop Vac	09015R0670	Orange/Black	\$	25.00

Surplus OVER \$100 in estimated value*

Model	Serial number	Color		
Windsor XP18 Vacuum	A61025860	Blue/Gray	\$	300.00
Windsor XP18 Vacuum	A61025682	Blue/Gray	\$	300.00
Windsor XP18 Vacuum	A61023402	Blue/Gray	\$	300.00
Windsor XP18 Vacuum	A61024746	Blue/Gray	\$	300.00
Windsor XP18 Vacuum	A61025863	Blue/Gray	\$	300.00
Windsor Sensor 14in Vacuum	C270008466	Blue/Gray	\$	200.00
Windsor Sensor 14in Vacuum	C270008318	Blue/Gray	\$	200.00
Windsor Sensor 14in Vacuum	C270008317	Blue/Gray	\$	200.00
Windsor Sensor 14in Vacuum	C270008316	Blue/Gray	\$	200.00
Windsor Sensor 14in Vacuum	C270008388	Blue/Gray	\$	200.00
Windsor Sensor 18in Vacuum	B271003218	Blue/Gray	\$	200.00
Windsor Sensor 18in Vacuum	B271003958	Blue/Gray	\$	200.00
Windsor Sensor 18in Vacuum	B271003930	Blue/Gray	\$	200.00
Windsor Sensor 18in Vacuum	C271004247	Blue/Gray	\$	200.00
Windsor Sensor 18in Vacuum	C271004142	Blue/Gray	\$	200.00
Windsor Sensor 18in Vacuum	C271004152	Blue/Gray	\$	200.00
Windsor Sensor 18in Vacuum	B271003933	Blue/Gray	\$	200.00
Windsor Sensor 18in Vacuum	C271004245	Blue/Gray	\$	200.00
Windsor Sensor 18in Vacuum	C271004119	Blue/Gray	\$	200.00
Windsor Sensor 18in Vacuum	C271004250	Blue/Gray	\$	200.00
			Total	\$ 4,750.00

*Estimated used item maximum value (according to recent sold listings on eBay.com)

MEMO



Date: April 4, 2020

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

From: Kristina Cintron, Facilities Manager

Subject: Roof Replacement- Bonney Lake Library

One of the Library's 2021 projects that addresses the Core Service of *Spaces* is the Bonney Lake Refresh Implementation. This project will create a welcoming space for customers of the Bonney Lake Library by redefining the public areas and installing a new roof, front doors, interior paint and furniture.

We are seeking your approval to enter into an agreement with Wayne's Roofing, Inc. for roof replacement services in an amount not to exceed \$125,000.

Upon ratification of an agreement, we anticipate this work to be completed by the end of June.

ACTION: Move to authorize the Library to enter into an agreement with Wayne's Roofing, Inc. for roof replacement services for the Bonney Lake Library in an amount not to exceed \$125,000.

MEMO



Date: April 28, 2021

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

From: Stephanie Ratko, IT Manager

Subject: 2021 Dell Switch and Routers Annual Renewal

The Library needs to renew our service contracts covering our Dell switches and routers for 2021. The Dell switches and routers are an essential component of the PCLS network infrastructure.

Background

This is a planned expense identified and budgeted for in the IT Department 2021 budget. The IT Department recommends renewing our service contracts through year 2022 at an estimated cost of \$110,000.00, not including tax. These expenses will be submitted for e-rate reimbursement consideration. If approved the Library will be reimbursed for some of the expense.

Currently all but two (2) of our switches are under warranty support from the vendor. The two out of warranty switches will be covered under a post-standard support contract. The remaining in-warranty equipment will be covered under Dell's ProSupport Plus service contracts. The Library's current contracts expire in Q2 in 2021. Not supporting the Library's network infrastructure reduces the ability of the PCLS IT Department to provide support and business value to the library system. Maintaining industry-standard network infrastructure is essential in the support of the Library's Cyber Security Strategy.

Purchasing Mechanism

With the Board's approval, we will renew the service contract using the Department of Enterprise Services Washington State Master Contract.

ACTION: Move to approve the purchase of computer equipment from Dell Inc. using the NASPO ValuePoint "2015-2021 Master Price Agreement for Computer Equipment, Peripherals, and Related Services" contract not to exceed \$110,000.00, not including tax.

MEMO



Date: May 12, 2021

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

From: Kristina Cintron, Facilities Manager
Clifford Jo, Finance & Business Director

Subject: ACL Server Room HVAC Replacement

After experiencing significant recent issues with the Computer Server Room HVAC systems we performed a series of deeper maintenance reviews to identify the full nature and scope of the problem. On Monday, we had our contractor, Hermanson, conduct a leak detection assessment, which revealed extensive corrosion in the coils. Hermanson estimated that repairing the coils would cost at least \$20,000 and there was no guarantee that this work would extend the life of the overall units.

These HVACs are under maintenance agreements with Hermanson and had been performing adequately through 2019. Our plan had been to assess the units in 2020 to determine a replacement timeframe, but that was delayed due to other pressing priorities. Instead, the routine maintenance work performed on them extended their useful functioning for another year. Unfortunately, the multitude of leaks in the interior and exterior units require a need for immediate action and we're recommending replacement, instead of a fix that does not extend the life of the overall units.

We are asking the Board to approve an emergency purchase order for our contractor Hermanson to replace the computer server room HVAC systems. The new units have a lifespan of about 15 years. The capital contingency funds will be used to pay the costs.

ACTION: Requesting the Board to approve an emergency purchase order for our contractor Hermanson to replace the computer server room HVAC systems in an amount not to exceed \$130,000.

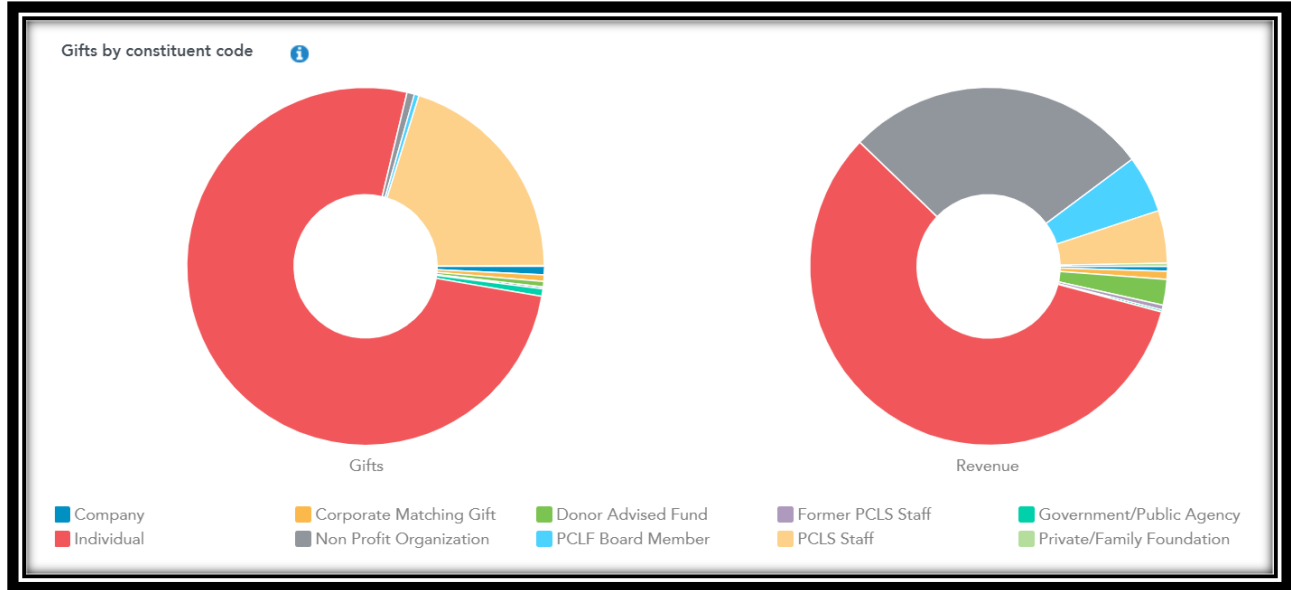
Routine Reports

Pierce County Library Foundation Fundraising Performance Report FY2021: April

Total Committed Revenue: \$159,418 (57.9% of Impact goal of \$275,000) (40.6% of PCLS Agreement)

- Unrestricted Revenue: \$152,978
- Temporarily Restricted Revenue: \$6,440

Constituency Giving



Acquired Donors (YTD)

- Donors 128
- Rate 4.08%
- Revenue \$9,890
- Rate 8.46%

Recaptured Donors (YTD)

- Donors 198
- Rate 11.0%
- Revenue \$14,505
- Rate 43.4%

Retained Donors (YTD)

- Donors 459
- Rate 38.09%
- Revenue \$134,273
- Rate 39.12%

LYBUNT Donors (YTD)

- Donors 745
- Revenue \$210,240

Retained Donors (1st Year)

- Donors 93
- Rate 26.35%
- Revenue \$11,055
- Rate 14.36%

LYBUNT Donors (1st Year)

- Donors 258
- Revenue \$46,979

In Kind Gifts \$30,637

What's going well

- Capital Campaign: solicitation process with Campaign Steering Committee and Foundation Board
- Library Giving Day: total raised \$101,389
- Launched renewed corporate & foundation giving program...see link [PCLF Corporate Giving Opportunities](#)

Areas to capitalize on

- Board development and recruitment
- Review investment policy conversation pertaining to endowed funds managed by Greater Tacoma Community Foundation

Fundraising Performance Report: Terms Defined

Total Committed Revenue

- All cash gifts + pledges

Unrestricted Revenue

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

Temporarily Restricted Revenue

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

Constituency

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

Constituency Gifts

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

Constituency Revenue

- All committed revenue from each donor constituency

Acquired Donor Rate (YTD)

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

Acquired Revenue Rate (YTD)

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

Retained Donor Rate (YTD)

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

Retained Revenue Rate (YTD)

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

Retained Donors (1st Year)

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

Recaptured Donor Rate (YTD)

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

Recaptured Revenue Rate (YTD)

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

LYBUNT (YTD)

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

LYBUNT (1st Year) — a subset of LYBUNTS

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

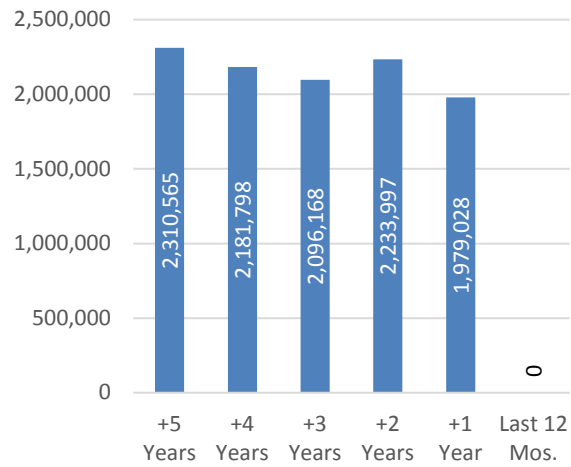
PCLS Statistics During COVID-19 and Severe Weather Conditions

Month	Item Checkouts			In-Person Service				Online Service					PCLS COVID-19 Response & Severe Weather Timeline		
	Online e-book and audiobook (Overdrive)	Physical books and items	Online magazines	Curbside appointments (scheduled)	Visitors (appointments & walk-up)	Print jobs picked up	Wi-Fi	Overdrive visits (e-books and audiobooks)	Website visits	Catalog visits	Reference calls & emails	My Next Read (reading recommendations)	Action Taken	Date	Locations
May	157,580	988	10,482	n/a	n/a	n/a	118	23,212	48,615	45,185	801	64	PCLS closed to the public	3/14/2020	All PCLS Locations
Jun	154,276	561	8,907	n/a	n/a	n/a	4,657	23,128	58,876	46,877	912	27	Wi-Fi service restored for outside of building use	6/15/2020	All PCLS Locations
Jul	156,335	51,744	9,757	6,702	5,436	159	15,737	23,011	78,303	66,545	1,149	56	Bookdrops opened at 19 library locations	6/15/2020 - 6/30/2020	All PCLS Locations, except Anderson Island (AI)
Aug	155,337	121,246	9,972	11,046	14,613	274	19,688	23,075	94,957	91,879	792	28	Curbside pickup begins at eight library locations, eventually expands to 18	7/20/2020 - 8/17/2020	All PCLS Locations, except Administrative Center Library (ACL), AI
Sep	148,405	134,873	10,994	9,689	10,691	253	20,284	22,954	101,504	110,178	588	51	Wildfires cause partial system closure, late curbside start	9/8/2020 - 9/9/2020	BLK, BUC, ORT & SUM closed Remaining Curbside start at 1 PM
Oct	150,499	152,931	11,766	13,857	14,422	442	21,905	22,936	101,095	95,785	540	45	Wildfires cause partial system closure	9/10/2020	BLK, BUC & ORT
Nov	149,897	142,549	10,458	13,182	14,496	578	18,723	22,894	88,702	93,389	497	52	Wildfires cause partial system closure, late curbside start	9/11/2020	BLK, BUC & ORT curbside start at 1 PM. All other locations closed.
Dec	161,011	147,023	9,053	14,416	15,547	624	16,367	23,232	81,091	90,478	456	59	Poor air quality: No curbside services, only internal branch & remote work	9/12/2020 - 9/15/2020	All PCLS Locations
Jan	168,348	147,287	9,697	15,145	16,392	641	19,656	24,338	90,342	99,313	412	28	Poor air quality: Modified curbside service available, no deliveries	9/16/2020 - 9/18/2020	All PCLS Locations
Feb	152,640	141,950	4,608	14,020	14,938	618	19,962	23,854	87,570	91,330	385	36	New fall hours for curbside pickup	10/11/2020	All PCLS Locations except ACL
Mar	166,933	155,717	4,320	16,069	16,568	634	27,305	24,443	90,807	97,346	227	22	Curbside pickup expands to 19 library locations	10/14/2020	All previous + Anderson Island locations
Apr	154,815	135,989	4,115	13,732	14,269	544	24,120	23,737	81,841	94,595	294	15	Storm causes partial curbside services closure	1/13/2021 - 1/15/2021	BLK, GHM & SMT (1/13/2021) GHM (1/13/2021 - 1/15/2021)
													Closed to curbside due to ramps being replaced at all the building entrances	2/2/2021 - 2/6/2021	FIF
													Storm causes partial curbside services closure	2/12/2021	TIL, EAT, ORT, GHM. KC closed for curbside at noon
													Snow causes system closure	2/13/2021 - 2/14/2021	All PCLS Locations
													Limited technology services opens at one location	2/22/2021	LWD
													Limited technology services opens at a second location	3/15/2021	FIF
													Limited technology services opens at more locations	4/7/2021 4/26/2021 4/27/2021	BUC and PKS KC EAT
													Library closed due to staffing shortage	4/15/2021 - 4/18/2021	LWD, TIL
													Library closed due to staffing shortage	4/24/2021	TIL

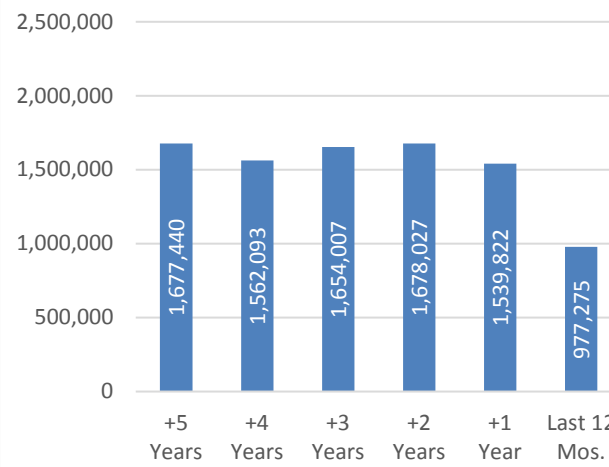
In response to the COVID-19 outbreak, all PCLS locations closed to the public at 6:00 PM on Friday, March 13, 2020. All locations have remained closed to the public through February 2021. Curbside service is now available at all branches except the Administrative Center. Beginning late February 2021,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

Customers / Visits - March 2021

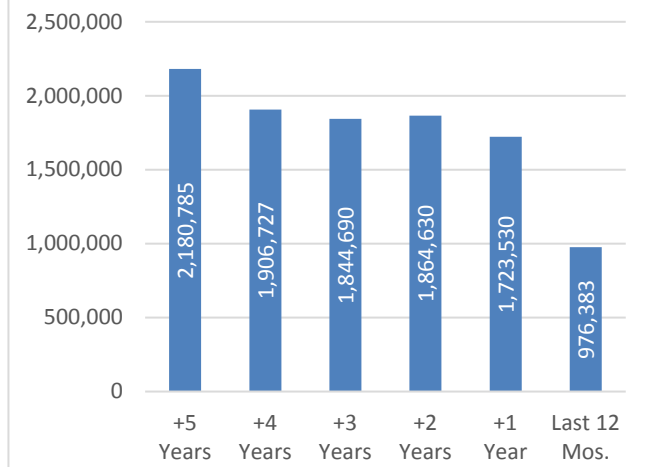
Branch Visits



Catalog Visits



Website Visits



PCLS Cardholder Statistics



March and Rolling 12-Month Comparison

	March 2021	March 2020	% Change Mar. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
Branch Visits	0	73,005	-100.0%	0	1,979,028	-100.0%
Catalog Visits	97,346	94,089	3.5%	977,275	1,539,822	-36.5%
Public Website Visits	90,807	115,175	-21.2%	976,383	1,723,530	-43.3%

Technology

	March 2021	March 2020	% Change Mar. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
PC/Laptop Sessions	223	9,799	-97.7%	245	286,110	-99.9%
Wi-Fi Sessions	27,305	34,990	-22.0%	184,583	906,227	-79.6%

Public Spaces Usage

	2021	Rolling Last 12 Months	Rolling Last 12 Months	% Change Year Over Year
# of Public Meeting Uses	0	0	10,958	-100.0%
# of Attendees	0	0	129,409	-100.0%

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

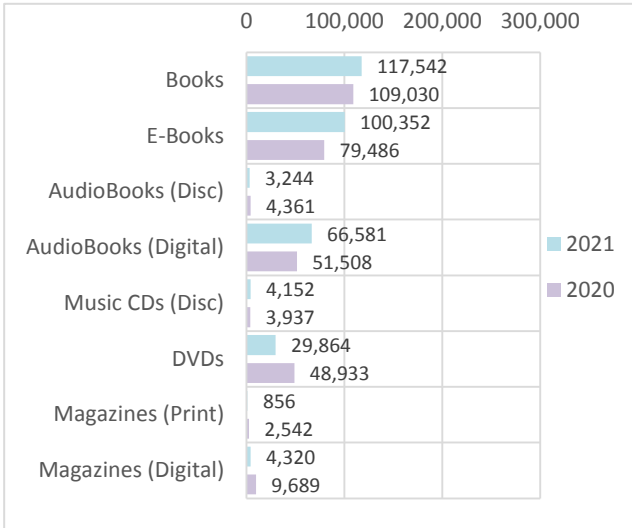
Data Tables Note: New columns were introduced to the above data tables in August 2020 to show the year-over-year change between the current month in 2021 and 2020.

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

Branch Visits Note: Beginning late February 2021, limited technology services opened at one location, and is available at six locations as of April 30, 2021.

Collection Use - March 2021

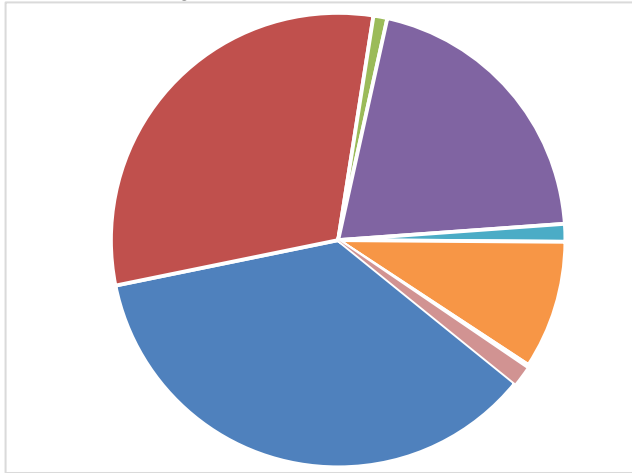
Mar. 2021 vs Mar. 2020 Checkouts



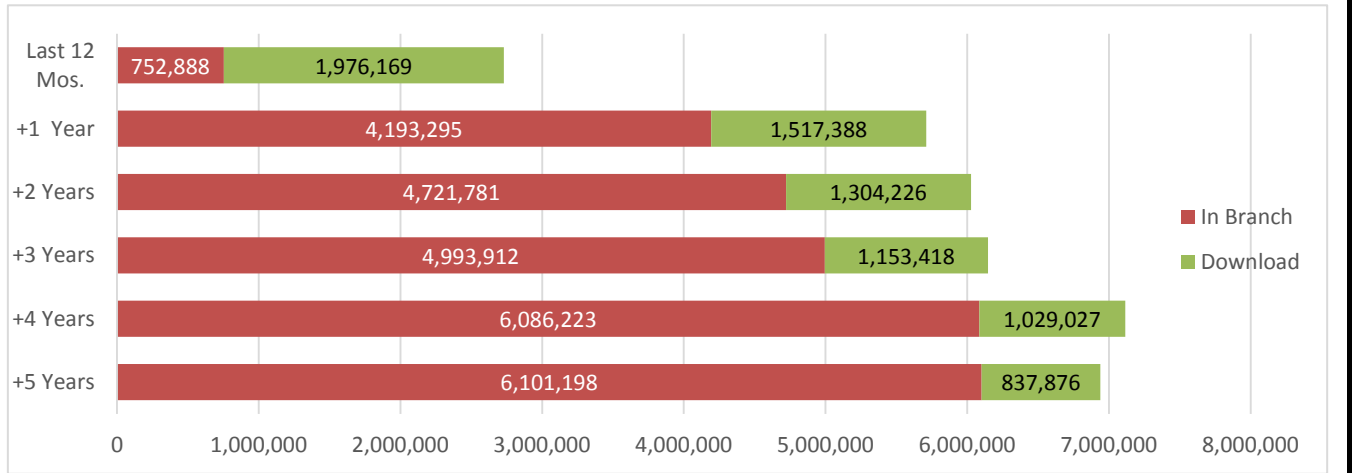
Data Table

Categories	February 2021	March 2021	March 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	106,058	117,542	109,030	7.81%	35.96%	885,354	2,632,588	-66.37%
E-Books	93,210	100,352	79,486	26.25%	30.70%	1,148,855	818,493	40.36%
AudioBooks (Disc)	2,954	3,244	4,361	-25.61%	0.99%	27,106	112,737	-75.96%
AudioBooks (Digital)	59,430	66,581	51,508	29.26%	20.37%	716,954	607,557	18.01%
Music CDs (Disc)	4,017	4,152	3,937	5.46%	1.27%	36,625	116,679	-68.61%
DVDs	28,726	29,864	48,933	-38.97%	9.14%	246,210	1,242,312	-80.18%
Magazines (Print)	168	856	2,542	-66.33%	0.26%	2,219	67,514	-96.71%
Magazines (Digital)	4,608	4,320	9,689	-55.41%	1.32%	110,360	91,338	20.83%
Totals:	299,171	326,911	309,486	5.63%	100.00%	3,173,683	5,689,218	-44.22%

Checkouts By Format - March 2021



Collection Checkouts



Continued change in data reporting

In order to highlight the impact that the system closure had had on collection use, new columns were added to the Data Table in August 2020 to show the difference between the current month, and the same month last year. A new chart was also added to visualize this difference.

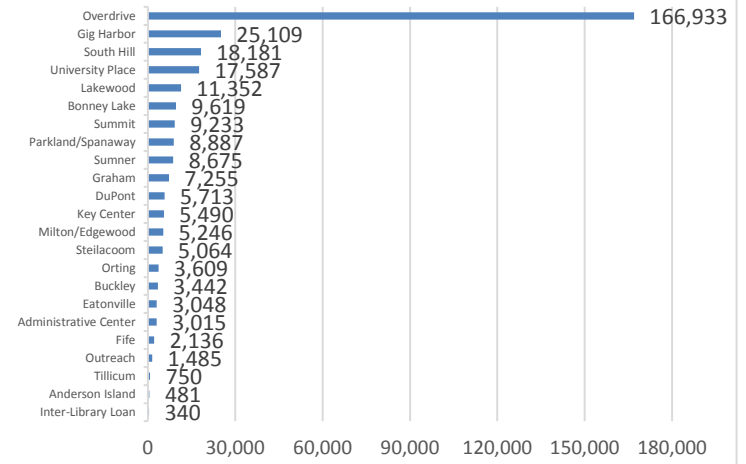
While checkouts of physical media are still historically low due to the system closure, we have seen an increase in circulation thanks to the high demand for curbside pickup services. Use of digital resources also continues to be strong.

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

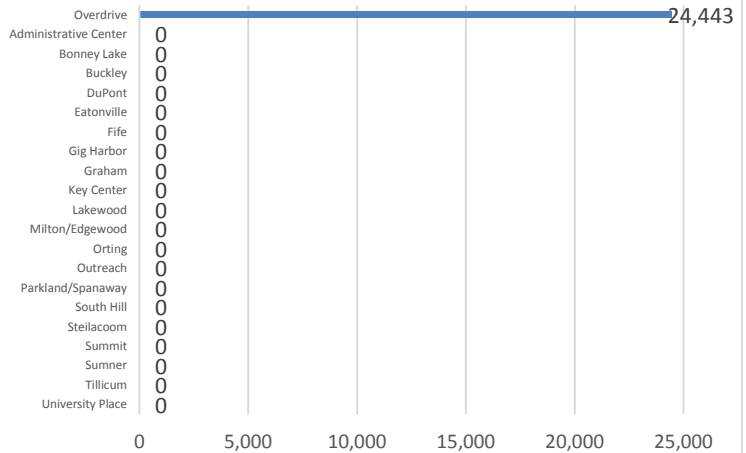
Activity - March 2021

Location	Checkouts				Visitors			
	Mar. 2021	Last 12 Mo.	+1 Year	% Change	Mar. 2021	Last 12 Mo.	+1 Year	% Change
Administrative Center	3,015	17,468	61,288	-71.5%	0	0	5,193	-100.0%
Anderson Island	481	2,710	10,787	-74.9%	No Door Counter for Anderson Island			
Bonney Lake	9,619	48,332	259,355	-81.4%	0	0	43,478	-100.0%
Buckley	3,442	23,936	82,167	-70.9%	0	0	94,933	-100.0%
DuPont	5,713	39,732	112,237	-64.6%	0	0	44,576	-100.0%
Eatonville	3,048	24,112	92,357	-73.9%	0	0	52,831	-100.0%
Fife	2,136	19,922	62,965	-68.4%	0	0	67,188	-100.0%
Gig Harbor	25,109	198,989	579,045	-65.6%	0	0	72,757	-100.0%
Graham	7,255	52,311	226,445	-76.9%	0	0	192,346	-100.0%
Inter-Library Loan	340	1,976	4,160	-52.5%	No "visitors" for Inter-Library Loan			
Key Center	5,490	40,448	145,296	-72.2%	0	0	82,454	-100.0%
Lakewood	11,352	96,878	406,829	-76.2%	0	0	100,253	-100.0%
Milton / Edgewood	5,246	39,521	136,397	-71.0%	0	0	205,082	-100.0%
Orting	3,609	24,407	85,917	-71.6%	0	0	65,488	-100.0%
Overdrive	166,933	1,865,809	1,426,050	30.8%	24,443	279,265	269,225	3.7%
Outreach	1,485	12,034	54,250	-77.8%	0	0	37,764	-100.0%
Parkland / Spanaway	8,887	67,419	342,883	-80.3%	0	0	65,380	-100.0%
South Hill	18,181	140,564	499,688	-71.9%	0	0	211,747	-100.0%
Steilacoom	5,064	33,870	110,700	-69.4%	0	0	151,148	-100.0%
Summit	9,233	71,617	213,831	-66.5%	0	0	79,916	-100.0%
Sumner	8,675	77,671	213,398	-63.6%	0	0	90,079	-100.0%
Tillicum	750	6,070	30,655	-80.2%	0	0	99,062	-100.0%
University Place	17,587	139,574	462,645	-69.8%	0	0	58,823	-100.0%
Total	322,650	3,045,370	5,619,345	-45.8%	24,443	279,265	2,089,723	-86.6%

March Checkouts



March Visitors



Branch Closure Information - Last 12 Months

Location	Start Date	End Date	Duration	Location	Start Date	End Date	Duration
Full System Closure	3/14/2020	System closure continued through February 2021					

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

Visitor Counts Note: Beginning late February 2021, limited technology services opened at one location, and is available at six locations as of April 30, 2021.

Monthly Financial Reports

March 31, 2021

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

General Fund

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.

March

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

February

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

January

- On January 31, the Library recorded \$91,000 of property tax and other County distributed revenue. While this amount is short of the remaining \$440,000 for total 2020 receipts, most will be recovered throughout 2021 and then applied to the Levy Sustainability Fund.
- 54120. Includes annual renewal for Microsoft services.
- 54501. Includes semi-annual payment for UP shared costs.

- 54998. The US Bank Clearing balance through October 2020 is complete and \$2,872,611.81 in total was distributed to the appropriate line items in the General and Capital Funds. November-December will be completed in March.

Capital Improvement Projects Fund

March

- **No significant activity.**

February

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

January

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

Special Purpose Fund

January-March

- **No significant activity.**

Levy Sustainability Fund

January-March

- **No significant activity.**

Debt Service Fund

January-March

- **No significant activity.**

US BANK Clearing Distributions

<u>Fiscal Month</u>	<u>Original Payment</u>	<u>General Fund Posting</u>	<u>Capital Fund Posting</u>	<u>Outstanding*</u>
January 2020	\$ 221,615.20	\$ 223,341.64	\$ 1,510.73	-\$ 3,237.17
February 2020	186,701.71	173,398.39	12,709.94	593.38
March 2020	567,102.64	567,301.22	- 0 -	- 198.58
April 2020	235,086.31	237,643.74	- 0 -	- 2,557.43
May 2020	141,073.33	144,680.38	- 0 -	- 3,607.05
June 2020	262,358.49	265,446.11	- 0 -	- 3,087.62
July 2020	258,448.61	227,767.80	36,283.86	- 5,603.05
August 2020	355,253.45	355,295.62	- 0 -	- 42.17
September 2020	445,691.25	434,299.73	101.65	11,289.87
October 2020	188,005.75	192,831.00	- 0 -	- 4,825.25
November 2020	664,331.58	664,336.49	- 0 -	- 4.91
December 2020	579,050.24	571,044.85	- 0 -	8,005.39
2020 YTD	\$ 4,104,718.56	\$ 4,057,386.97	\$ 50,606.08	- \$ 3,274.59

<u>Fiscal Month</u>	<u>Original Payment</u>	<u>General Fund Posting</u>	<u>Capital Fund Posting</u>	<u>Outstanding*</u>
January 2021	\$ 157,475.26	\$ 157,526.96	\$ - 0 -	-\$ 51.70
February 2021	270,285.27	147,217.21	- 0 -	123,068.06
March 2021	248,778.36	- 0 -	- 0 -	248,778.36
2021 YTD	\$ 676,538.89	TBD	TBD	\$ 371,794.72

* 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
March 31, 2021**

	GENERAL FUND	SPECIAL PURPOSE FUND	LEVY SUSTAINABILITY FUND	DEBT SERVICE FUND	CAPITAL IMPROVEMENT PROJECTS FUND
ASSETS					
Current Assets					
Cash	\$ 2,350,277	\$ 190,410	\$ 4,624	\$ 127	\$ 19,761
Investments	\$ 2,401,546	\$ 3,917,458	\$ 8,465,152	\$ 88,516	\$ 3,129,117
Accrued Interest on Investments	\$ 3,599	\$ (1,353)	\$ 187	\$ 7	\$ (1,917)
Total Current Assets	\$ 4,755,422	\$ 4,106,515	\$ 8,469,963	\$ 88,649	\$ 3,146,961
TOTAL ASSETS	\$ 4,755,422	\$ 4,106,515	\$ 8,469,963	\$ 88,649	\$ 3,146,961
LIABILITIES					
Current Liabilities					
Warrants Payable*	\$ -	\$ -	\$ -	\$ -	\$ -
Sales Tax Payable*	\$ 98	\$ -	\$ -	\$ -	\$ -
Payroll Payable	\$ 175,831	\$ -	\$ -	\$ -	\$ -
US Bank Payable*	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Liabilities	\$ 175,929	\$ -	\$ -	\$ -	\$ -
TOTAL LIABILITIES	\$ 175,929	\$ -	\$ -	\$ -	\$ -
FUND BALANCE					
Reserve for Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -
Election Set-Aside		\$ 1,020,451	\$ -		
Land/Property/Facility Set-Aside		\$ 2,830,117	\$ -		
Unreserved Fund Balance	\$ 4,579,493	\$ 255,948	\$ 8,469,963	\$ 88,649	\$ 3,146,961
TOTAL FUND BALANCE	\$ 4,579,493	\$ 4,106,515	\$ 8,469,963	\$ 88,649	\$ 3,146,961
TOTAL LIABILITIES & FUND BALANCE	\$ 4,755,422	\$ 4,106,515	\$ 8,469,963	\$ 88,649	\$ 3,146,961
BEGINNING FUND BALANCE, 01/01/20					
	\$ 9,676,384	\$ 3,918,105	\$ 8,467,339	\$ 88,623	\$ 3,240,090
YTD Revenue	\$ 3,102,233	\$ 188,410	\$ 2,624	\$ 27	\$ 31,004
Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -
YTD Expenditures	\$ (8,199,125)	\$ -	\$ -	\$ -	\$ (124,133)
ENDING FUND BALANCE, 03/31/21	\$ 4,579,493	\$ 4,106,515	\$ 8,469,963	\$ 88,649	\$ 3,146,961
TAXES RECEIVABLE	\$ 39,044,457	\$ -	\$ -	\$ -	\$ -

* 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 March 31, 2021**

	HISTORICAL	HISTORICAL	HISTORICAL	HISTORICAL	HISTORICAL	HISTORICAL	HISTORICAL	HISTORICAL	HISTORICAL	HISTORICAL	HISTORICAL	HISTORICAL	HISTORICAL	CURRENT
	3/31/2020	4/30/2020	5/31/2020	6/30/2020	7/31/2020	8/31/2020	9/30/2020	10/31/2020	11/30/2020	12/31/2020	1/31/2021	2/28/2021	3/31/2021	
ASSETS														
Current Assets														
Cash	\$ 3,212,353	\$ 14,272,498	\$ 3,713,947	\$ 1,702,067	\$ 538,305	\$ 457,547	\$ 14,759,992	\$ 14,759,992	\$ 293,860	\$ 2,247,241	\$ 105,897	\$ 417,734	\$ 2,350,277	
Investments	\$ 650,000	\$ 650,000	\$ 12,280,000	\$ 13,582,000	\$ 12,457,858	\$ 10,210,283	\$ 6,216,051	\$ 6,216,051	\$ 17,617,730	\$ 7,619,546	\$ 6,620,411	\$ 4,790,917	\$ 2,401,546	
Accrued Interest on Investments				\$ 388	\$ 3,597	\$ 3,589	\$ 3,577	\$ 3,577	\$ 3,607	\$ 3,599	\$ 3,599	\$ 3,596	\$ 3,599	
Deposits Refundable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Current Assets	\$ 3,862,353	\$ 14,922,498	\$ 15,993,947	\$ 15,284,455	\$ 12,999,761	\$ 10,671,418	\$ 20,979,620	\$ 20,979,620	\$ 17,915,197	\$ 9,870,386	\$ 6,729,907	\$ 5,212,248	\$ 4,755,422	
TOTAL ASSETS	\$ 3,862,353	\$ 14,922,498	\$ 15,993,947	\$ 15,284,455	\$ 12,999,761	\$ 10,671,418	\$ 20,979,620	\$ 20,979,620	\$ 17,915,197	\$ 9,870,386	\$ 6,729,907	\$ 5,212,248	\$ 4,755,422	
LIABILITIES														
Current Liabilities														
Warrants Payable*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Sales Tax Payable*	\$ 10,306	\$ 10,306	\$ 787	\$ 790	\$ 790	\$ 790	\$ (11)	\$ (11)	\$ (11)	\$ (11)	\$ (11)	\$ 98	\$ 98	
Payroll Payable	\$ 174,402	\$ 130,122	\$ 146,218	\$ 166,532	\$ 129,080	\$ 151,695	\$ 131,399	\$ 131,399	\$ 149,867	\$ 176,335	\$ 137,220	\$ 157,023	\$ 175,831	
Total Current Liabilities	\$ 184,708	\$ 140,427	\$ 147,005	\$ 167,321	\$ 129,870	\$ 152,484	\$ 131,388	\$ 131,388	\$ 149,856	\$ 176,324	\$ 137,209	\$ 157,121	\$ 175,929	
TOTAL LIABILITIES	\$ 184,708	\$ 140,427	\$ 147,005	\$ 167,321	\$ 129,870	\$ 152,484	\$ 131,388	\$ 131,388	\$ 149,856	\$ 176,324	\$ 137,209	\$ 157,121	\$ 175,929	
FUND BALANCE														
Reserve for Encumbrance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Unreserved Fund Balance	\$ 3,677,645	\$ 14,782,070	\$ 15,846,942	\$ 15,117,133	\$ 12,869,891	\$ 10,518,934	\$ 20,848,232	\$ 20,848,232	\$ 17,765,341	\$ 9,694,062	\$ 6,592,697	\$ 5,055,127	\$ 4,579,493	
TOTAL FUND BALANCE	\$ 3,677,645	\$ 14,782,070	\$ 15,846,942	\$ 15,117,133	\$ 12,869,891	\$ 10,518,934	\$ 20,848,232	\$ 20,848,232	\$ 17,765,341	\$ 9,694,062	\$ 6,592,697	\$ 5,055,127	\$ 4,579,493	
TOTAL LIABILITIES & FUND BALANCE	\$ 3,862,353	\$ 14,922,498	\$ 15,993,947	\$ 15,284,455	\$ 12,999,761	\$ 10,671,418	\$ 20,979,620	\$ 20,979,620	\$ 17,915,197	\$ 9,870,386	\$ 6,729,907	\$ 5,212,248	\$ 4,755,422	
PROPERTY TAXES RECEIVABLE	\$ 38,840,000	\$ 25,069,543	\$ 21,464,956	\$ 19,590,710	\$ 19,322,607	\$ 19,038,022	\$ 3,750,424	\$ 3,750,424	\$ 1,058,458	\$ 765,929	\$ 41,978,393	\$ 41,104,721	\$ 39,044,457	

* 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 March 31, 2021

GENERAL FUND - 01	2021 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ 38,353,400	\$ 3,029,276	\$ -	\$ 35,324,124	8%
Other Revenue	\$ 1,044,500	\$ 72,958	\$ -	\$ 971,542	7%
TOTAL REVENUE	\$ 39,397,900	\$ 3,102,233	\$ -	\$ 36,295,667	8%
EXPENDITURES					
Personnel/Taxes and Benefits	\$ 27,623,800	\$ 6,258,110	\$ -	\$ 21,365,690	23%
Materials	\$ 4,582,200	\$ 694,213	\$ -	\$ 3,887,987	15%
Maintenance and Operations	\$ 6,811,900	\$ 1,246,802	\$ -	\$ 5,565,098	18%
Transfers Out & Reserves	\$ 380,000	\$ -	\$ -	\$ 380,000	0%
TOTAL EXPENDITURES	\$ 39,397,900	\$ 8,199,125	\$ -	\$ 31,198,775	21%
Excess/(Deficit)		\$ (5,096,891)			
Additional Transfers Out		-			
NET EXCESS (DEFICIT)		\$ (5,096,891)			

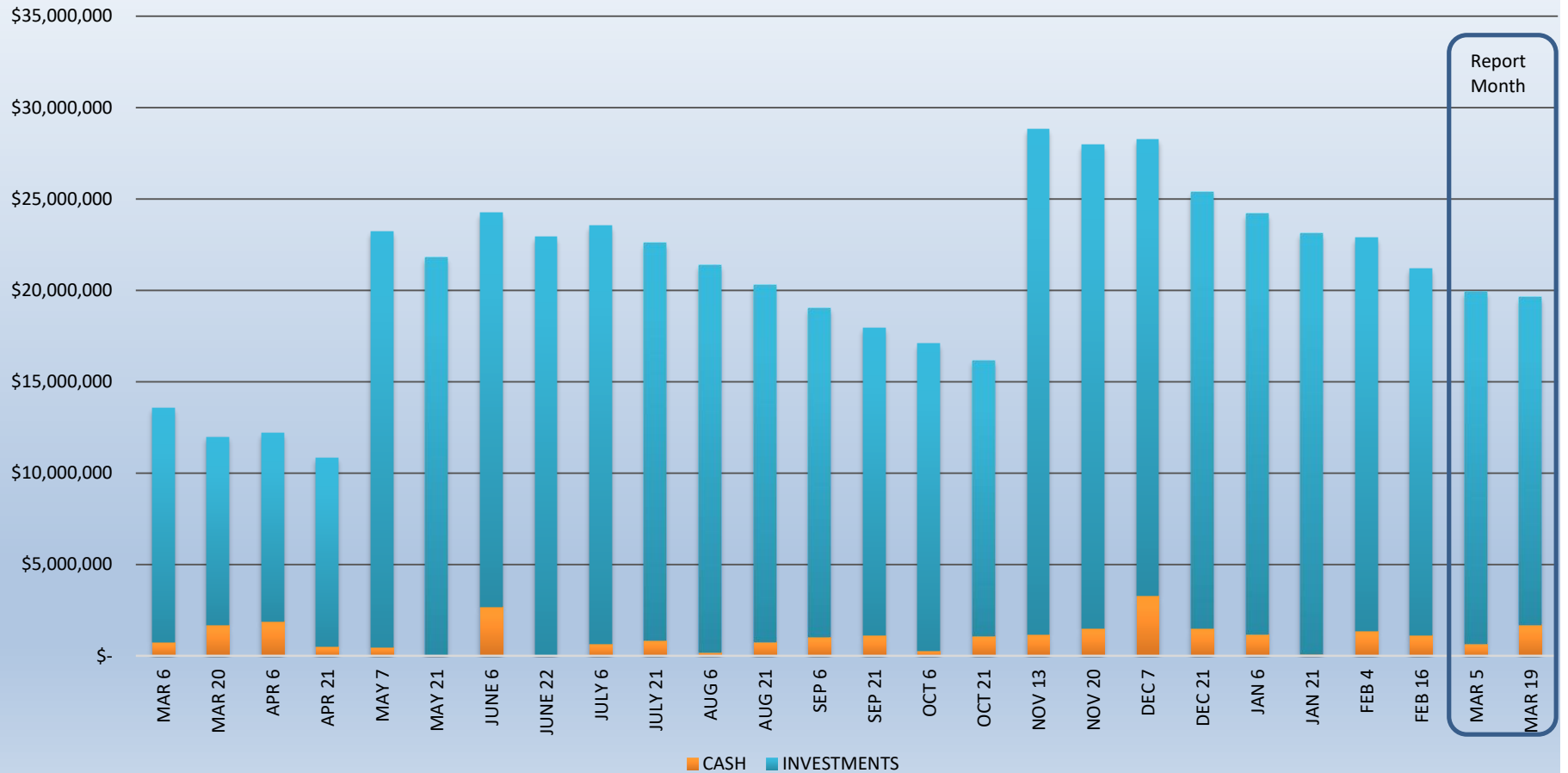
SPECIAL PURPOSE FUND - 15	2021 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 1,246	\$ -	\$ (1,246)	-
TOTAL REVENUE	\$ -	\$ 1,246	\$ -	\$ (1,246)	-
EXPENDITURES					
Election Costs	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 1,246			
Additional Transfers In		\$ -			
NET EXCESS (DEFICIT)		\$ 1,246			

LEVY SUSTAINABILITY FUND - 16	2021 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 2,624	\$ -	\$ (2,624)	-
TOTAL REVENUE	\$ -	\$ 2,624	\$ -	\$ (2,624)	-
EXPENDITURES					
Election Costs	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 2,624			
Additional Transfers In		\$ -			
NET EXCESS (DEFICIT)		\$ 2,624			

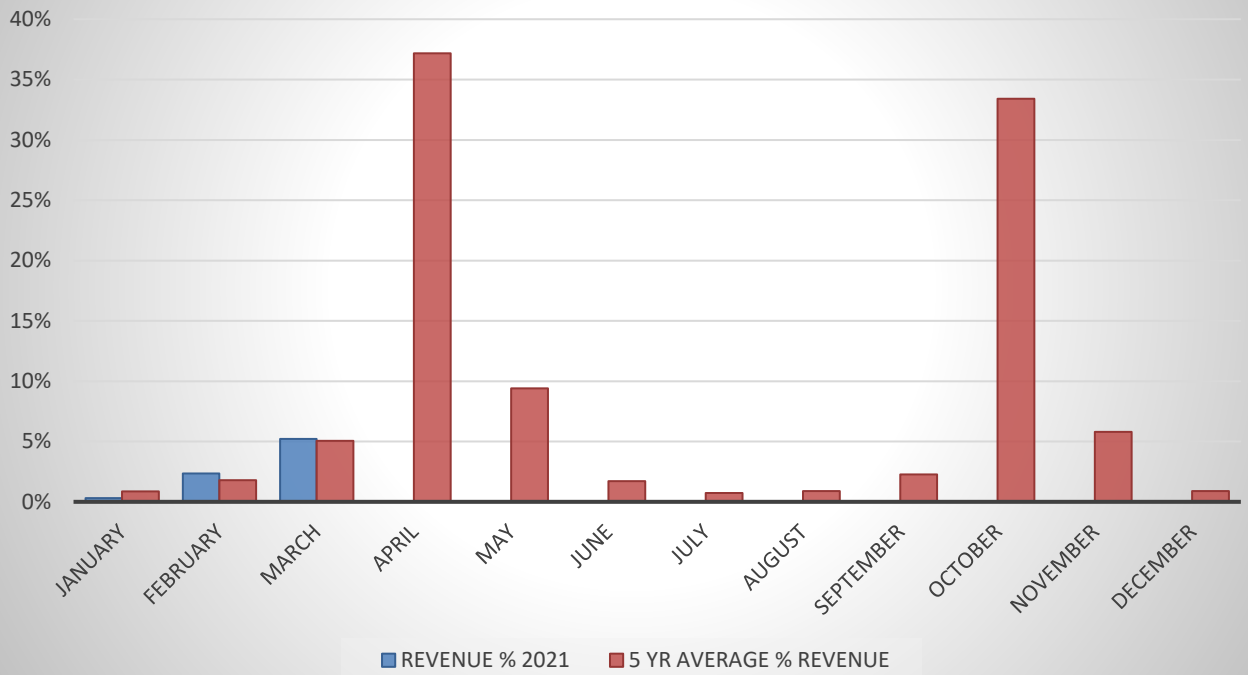
DEBT SERVICE FUND - 20	2021 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ -	\$ -	\$ -	\$ -	-
Other Revenue	\$ -	\$ 27	\$ -	\$ (27)	-
TOTAL REVENUE	\$ -	\$ 27	\$ -	\$ (27)	-
EXPENDITURES					
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
NET EXCESS (DEFICIT)		\$ 27			

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	\$ -	\$ 31,004	\$ -	\$ (31,004)	-
TOTAL REVENUE	\$ 2,095,000	\$ 31,004	\$ -	\$ 2,063,996	1%
EXPENDITURES					
Capital Improvement Projects	\$ 1,845,000	\$ 124,133	\$ -	\$ 1,720,867	7%
TOTAL EXPENDITURES	\$ 1,845,000	\$ 124,133	\$ -	\$ 1,720,867	7%
Excess/(Deficit)		\$ (93,129)			
Additional Transfers In		-			
NET EXCESS (DEFICIT)		\$ (93,129)			

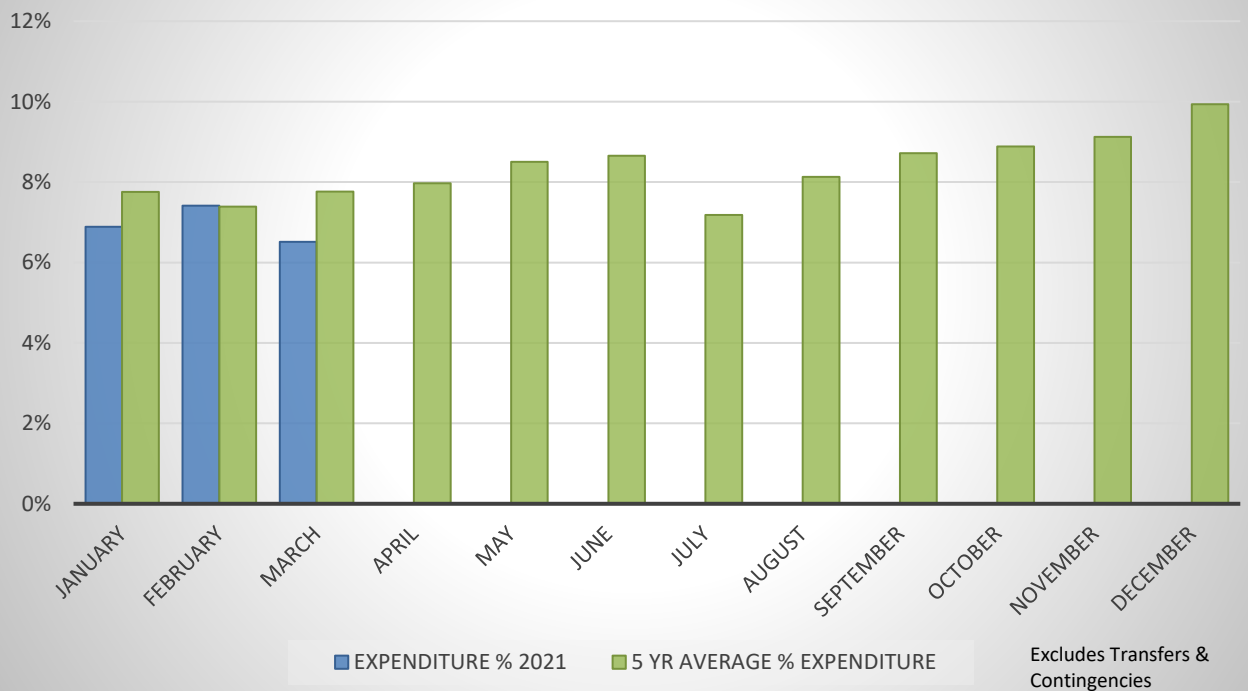
CASH & INVESTMENTS - SEMI-MONTHLY
2021 - ALL FUNDS COMBINED (EXCLUDES DEBT SERVICE FUND)
- 13 MONTHS MOVING -



GENERAL FUND - REVENUE TREND (%) THROUGH MARCH 2021



GENERAL FUND - EXPENDITURE TREND (%) THROUGH MARCH 2021



Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 3/31/2021

FUND: GENERAL FUND (01)

Object	2021 Budget	March Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
31111 PROPERTY TAX--CURRENT	37,701,400.00	1,979,875.50	2,788,643.20	0.00	34,912,756.80	7.40
31112 PROPERTY TAX--DELINQUENT	478,000.00	69,873.12	216,803.42	0.00	261,196.58	45.36
31113 PROPERTY TAX--KING COUNTY	60,000.00	905.46	2,720.10	0.00	57,279.90	4.53
31130 SALE OF TAX TITLE PROPERTY	6,000.00	0.00	7,456.27	0.00	(1,456.27)	124.27
31720 LEASEHOLD EXCISE TAX	20,000.00	0.00	11,971.53	0.00	8,028.47	59.86
31740 TIMBER EXCISE TAX	63,000.00	0.00	0.00	0.00	63,000.00	0.00
TAXES:	38,328,400.00	2,050,654.08	3,027,594.52	0.00	35,300,805.48	7.90
33533 ST FOREST FUNDS/DNR TIMB TRST	15,000.00	0.00	0.00	0.00	15,000.00	0.00
34161 GRAPHICS SERVICES CHARGES	7,500.00	0.00	0.00	0.00	7,500.00	0.00
34730 LIBRARY SERVICES FEES--ILL	0.00	0.00	25.00	0.00	(25.00)	0.00
35970 LIBRARY FINES	10,000.00	2,264.35	7,081.33	0.00	2,918.67	70.81
36110 INVESTMENT EARNINGS	10,000.00	316.40	1,681.05	0.00	8,318.95	16.81
36200 RENTS AND LEASES--KPHC	1,000.00	0.00	0.00	0.00	1,000.00	0.00
36700 DONOR PROCEEDS--FOUNDATION	275,000.00	0.00	0.00	0.00	275,000.00	0.00
36726 REIMBURSEMENTS--OTHER	0.00	0.00	1,875.00	0.00	(1,875.00)	0.00
36790 OPPORTUNITY DONATIONS	160,000.00	0.00	0.00	0.00	160,000.00	0.00
36910 SALE OF SURPLUS--GENERAL	2,000.00	0.00	0.00	0.00	2,000.00	0.00
36915 SALE OF SURPLUS--MATERIALS	4,000.00	4,223.77	10,636.65	0.00	(6,636.65)	265.92
36991 PAYMENT FOR LOST MATERIALS	5,000.00	0.00	71.00	0.00	4,929.00	1.42
36998 ERATE REIMBURSEMENT	530,000.00	0.00	18,511.03	0.00	511,488.97	3.49
36999 PROCUREMENT CARD REBATES	50,000.00	0.00	21,104.93	0.00	28,895.07	42.21
CHARGES OTHER:	1,069,500.00	6,804.52	60,985.99	0.00	1,008,514.01	5.70
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	2,057,458.60	3,102,233.42	0.00	36,295,666.58	7.87
EXPENSE ACCOUNTS						
51100 SALARIES AND WAGES	20,616,500.00	1,436,980.62	4,492,580.90	0.00	16,123,919.10	21.79
51105 ADDITIONAL HOURS	152,000.00	2,006.56	9,978.80	0.00	142,021.20	6.57
51106 SHIFT DIFFERENTIAL	186,800.00	10,795.34	35,782.65	0.00	151,017.35	19.16
51107 SUBSTITUTE HOURS	155,000.00	(46.65)	1,919.32	0.00	153,080.68	1.24
51109 TUITION ASSISTANCE	10,000.00	0.00	3,459.89	0.00	6,540.11	34.60
51200 OVERTIME WAGES	19,100.00	872.06	1,993.23	0.00	17,106.77	10.44
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	9,508.80	27,604.14	0.00	172,795.86	13.77
52002 MEDICAL INSURANCE	2,811,800.00	200,969.28	660,994.54	0.00	2,150,805.46	23.51
52003 FICA	1,616,500.00	107,651.44	338,368.07	0.00	1,278,131.93	20.93
52004 RETIREMENT	2,453,200.00	186,682.25	585,413.23	0.00	1,867,786.77	23.86
52005 DENTAL INSURANCE	255,800.00	18,833.66	56,646.06	0.00	199,153.94	22.14
52006 OTHER BENEFIT	30,800.00	2,520.00	7,240.00	0.00	23,560.00	23.51
52010 LIFE AND DISABILITY INSURANCE	87,800.00	7,376.45	21,832.20	0.00	65,967.80	24.87
52020 UNEMPLOYMENT/ PAID FML INSURANCE	30,000.00	2,127.99	14,296.81	0.00	15,703.19	47.66
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	1,986,277.80	6,258,109.84	0.00	21,365,690.16	22.65
53100 OFFICE/OPERATING SUPPLIES--DEP	121,900.00	1,466.14	11,412.97	0.00	110,487.03	9.36
53102 OFFICE/OPERATING SUPPLIES--SUP	77,400.00	0.00	0.00	0.00	77,400.00	0.00
53104 OFFICE/OPERATING SUPPLIES--PUB	67,600.00	0.00	56.08	0.00	67,543.92	0.08

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 3/31/2021

FUND: GENERAL FUND (01)

Object	2021 Budget	March Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
53110 CUSTODIAL SUPPLIES	76,500.00	2,837.91	10,757.26	0.00	65,742.74	14.06
53120 MAINTENANCE SUPPLIES	30,000.00	0.00	4,893.31	0.00	25,106.69	16.31
53130 MATERIAL PROCESSING SUP	16,000.00	460.54	460.54	0.00	15,539.46	2.88
53140 TRAINING SUPPLIES	0.00	0.00	344.01	0.00	(344.01)	0.00
53200 FUEL	35,000.00	0.00	2,272.27	0.00	32,727.73	6.49
53400 MATERIALS COLLECTION	41,000.00	0.00	0.00	0.00	41,000.00	0.00
53401 ADULT AV - CDS	50,000.00	938.99	5,754.63	0.00	44,245.37	11.51
53402 ADULT AV - DVD	490,000.00	22,167.38	76,084.62	0.00	413,915.38	15.53
53404 ADULT AV AUDIOBOOKS	40,000.00	3,163.06	9,981.61	0.00	30,018.39	24.95
53405 ADULT BOOK CLUB KITS	3,500.00	(297.03)	103.04	0.00	3,396.96	2.94
53406 ADULT FICTION	240,000.00	23,785.33	87,234.12	0.00	152,765.88	36.35
53408 ADULT LARGE PRINT	80,000.00	2,826.34	15,394.62	0.00	64,605.38	19.24
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	19,269.21	117,429.70	0.00	197,570.30	37.28
53411 ADULT PAPERBACKS	35,000.00	966.55	2,250.62	0.00	32,749.38	6.43
53412 ADULT PC READS	0.00	0.00	442.24	0.00	(442.24)	0.00
53413 ADULT REFERENCE	11,500.00	0.00	3,103.21	0.00	8,396.79	26.98
53414 ADULT YA FICTION	70,000.00	3,726.53	8,766.15	0.00	61,233.85	12.52
53415 ADULT YA GRAPHIC NOVELS	25,000.00	1,222.39	10,158.97	0.00	14,841.03	40.64
53416 ADULT YA NONFICTION	20,000.00	1,397.70	2,938.49	0.00	17,061.51	14.69
53417 ADULT AV - DVDNF	50,000.00	3,346.31	9,654.68	0.00	40,345.32	19.31
53418 ADULT GRAPHIC NOVELS	15,000.00	722.44	5,122.54	0.00	9,877.46	34.15
53421 CHILDREN'S STANDING ORDERS	35,000.00	390.96	390.96	0.00	34,609.04	1.12
53422 CHILDREN'S BOOK CLUB KITS	1,500.00	0.00	718.39	0.00	781.61	47.89
53423 CHILDREN'S COMIC BOOKS	5,000.00	0.00	0.00	0.00	5,000.00	0.00
53424 CHILDREN'S EARLY LEARNING	7,500.00	594.56	5,170.04	0.00	2,329.96	68.93
53425 CHILDREN'S FICTION	170,000.00	13,959.72	80,448.28	0.00	89,551.72	47.32
53426 CHILDREN'S GRAPHIC NOVELS	35,000.00	2,239.69	12,682.57	0.00	22,317.43	36.24
53427 CHILDREN'S NONFICTION	160,000.00	13,966.80	64,072.21	0.00	95,927.79	40.05
53428 CHILDREN'S SCIENCE TO GO	4,000.00	55.30	2,928.53	0.00	1,071.47	73.21
53429 CHILDREN'S STORYTIME	5,000.00	525.33	3,616.33	0.00	1,383.67	72.33
53430 DATABASES	440,000.00	24,922.40	84,509.56	0.00	355,490.44	19.21
53440 EBOOK - REFERENCE	5,000.00	0.00	0.00	0.00	5,000.00	0.00
53441 EBOOKS	745,000.00	0.00	0.00	0.00	745,000.00	0.00
53442 EDOWNLOADABLE AUDIO	700,000.00	0.00	0.00	0.00	700,000.00	0.00
53443 ESTREAMING BOOKS	21,900.00	0.00	0.00	0.00	21,900.00	0.00
53444 EHOSTING FEES	13,900.00	0.00	1,200.00	0.00	12,700.00	8.63
53445 EMAGAZINES	75,000.00	0.00	0.00	0.00	75,000.00	0.00
53446 ONLINE BOOK CLUBS	15,000.00	0.00	0.00	0.00	15,000.00	0.00
53450 MAGAZINES	52,000.00	532.61	(3,100.79)	0.00	55,100.79	(5.96)
53460 VENDOR PROCESSING	0.00	7,615.52	31,529.87	0.00	(31,529.87)	0.00
53464 VENDOR PROCESSING SERVICES	160,000.00	459.67	2,005.95	0.00	157,994.05	1.25
53466 VENDOR CATALOGING	10,000.00	0.00	0.00	0.00	10,000.00	0.00
53467 OCLC BIBLIOGRAPHIC SERVICES	35,000.00	0.00	0.00	0.00	35,000.00	0.00
53468 OCLC RESOURCE SHARING SERVICES	17,000.00	0.00	0.00	0.00	17,000.00	0.00
53470 WORLD - ADULT SPANISH	14,000.00	0.00	6,297.11	0.00	7,702.89	44.98
53471 WORLD - CHILDREN'S SPANISH	14,000.00	0.00	2,677.45	0.00	11,322.55	19.12
53472 WORLD - CHINESE	5,000.00	1,050.00	1,050.00	0.00	3,950.00	21.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 3/31/2021

FUND: GENERAL FUND (01)

Object	2021 Budget	March Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
53473 WORLD - DVD	0.00	(412.07)	3,028.09	0.00	(3,028.09)	0.00
53474 WORLD - GERMAN	5,000.00	1,024.00	1,024.00	0.00	3,976.00	20.48
53475 WORLD - JAPANESE	5,000.00	360.00	360.00	0.00	4,640.00	7.20
53476 WORLD - KOREAN	19,000.00	900.00	9,757.73	0.00	9,242.27	51.36
53477 WORLD - TAGALOG	14,000.00	0.00	1,541.31	0.00	12,458.69	11.01
53478 WORLD - VIETNAMESE	10,000.00	525.00	4,867.47	0.00	5,132.53	48.67
53479 WORLD - RUSSIAN	14,000.00	2,637.61	11,951.63	0.00	2,048.37	85.37
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	85.94	5,894.65	0.00	34,105.35	14.74
53482 YOUTH DVD - FTY	45,000.00	2,072.54	4,056.81	0.00	40,943.19	9.02
53483 YOUTH YA AUDIO BOOKS	3,000.00	0.00	83.53	0.00	2,916.47	2.78
53490 FOUNDATION FUNDED	110,400.00	0.00	0.00	0.00	110,400.00	0.00
53500 MINOR EQUIPMENT	34,000.00	0.00	3,695.49	0.00	30,304.51	10.87
53502 TECHNOLOGY HARDWARE--PUBLIC	200,000.00	0.00	9,906.00	0.00	190,094.00	4.95
53503 TECHNOLOGY HARDWARE--STAFF	300,000.00	1,606.77	104,970.95	0.00	195,029.05	34.99
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	3,668.79	13,546.39	0.00	497,253.61	2.65
53506 SOFTWARE/LICENSES/HOST--INFRA	423,000.00	0.00	1,708.71	0.00	421,291.29	0.40
53510 FURNISHINGS--PUBLIC	95,000.00	0.00	1,115.44	0.00	93,884.56	1.17
53515 FURNISHINGS--STAFF	97,500.00	14,181.55	14,267.41	0.00	83,232.59	14.63
54100 INDEPENDENT CONTRACTORS	179,700.00	3,468.24	10,388.64	0.00	169,311.36	5.78
54104 INDEPENDENT CONTRACTORS--INFRA	25,000.00	0.00	0.00	0.00	25,000.00	0.00
54110 PERFORMER SERVICES	28,000.00	400.00	2,250.00	0.00	25,750.00	8.04
54120 CONTRACTUAL SERVICES	339,100.00	31,679.06	121,636.87	0.00	217,463.13	35.87
54140 DATA SERVICES	4,500.00	0.00	0.00	0.00	4,500.00	0.00
54150 LEGAL SERVICES	55,000.00	0.00	1,936.00	0.00	53,064.00	3.52
54162 BIBLIOGRAPHIC & RELATED SERVIC	0.00	4,107.34	12,322.02	0.00	(12,322.02)	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	76.39	183.27	0.00	2,816.73	6.11
54200 POSTAGE	73,200.00	0.00	10,605.25	0.00	62,594.75	14.49
54201 SHIPPING	0.00	0.00	325.70	0.00	(325.70)	0.00
54210 TELECOM SERVICES--PHONES	50,000.00	2,056.08	10,984.98	0.00	39,015.02	21.97
54211 TELECOM SERVICES--CELLPHONES	76,200.00	0.00	4,889.38	0.00	71,310.62	6.42
54212 TELECOM SERVICES--INTERNET	668,000.00	0.00	74,795.62	0.00	593,204.38	11.20
54300 TRAVEL AND TOLLS	53,100.00	0.00	146.80	0.00	52,953.20	0.28
54301 MILEAGE REIMBURSEMENTS	58,500.00	4,338.61	11,119.01	0.00	47,380.99	19.01
54400 ADVERTISING	138,000.00	693.50	12,400.37	0.00	125,599.63	8.99
54501 RENTALS/LEASES--BUILDINGS	492,900.00	24,314.74	143,278.05	0.00	349,621.95	29.07
54502 RENTALS/LEASES--EQUIPMENT	188,900.00	6,968.82	21,811.76	0.00	167,088.24	11.55
54600 INSURANCE	270,000.00	0.00	0.00	0.00	270,000.00	0.00
54700 ELECTRICITY	265,000.00	18,607.26	69,452.97	0.00	195,547.03	26.21
54701 NATURAL GAS	12,000.00	2,688.61	6,322.14	0.00	5,677.86	52.68
54702 WATER	30,000.00	2,890.39	7,108.64	0.00	22,891.36	23.70
54703 SEWER	34,000.00	3,063.74	7,321.76	0.00	26,678.24	21.53
54704 REFUSE	36,000.00	373.06	8,018.50	0.00	27,981.50	22.27
54800 GENERAL REPAIRS/MAINTENANCE	381,500.00	12,754.31	69,344.84	0.00	312,155.16	18.18
54801 CONTRACTED MAINTENANCE	475,300.00	1,957.32	34,797.95	0.00	440,502.05	7.32
54805 VEHICLE REPAIR AND MAINTENANCE	65,000.00	0.00	231.11	0.00	64,768.89	0.36

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 3/31/2021

FUND: GENERAL FUND (01)

Object	2021 Budget	March Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
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	0.00	328.61	0.00	75,971.39	0.43
54901 ORGANIZATIONAL REGISTRATIONS	1,500.00	0.00	0.00	0.00	1,500.00	0.00
54902 DUES AND MEMBERSHIPS	54,000.00	500.00	21,833.60	0.00	32,166.40	40.43
54903 LICENSES AND FEES {{OLD}}	0.00	211.95	638.80	0.00	(638.80)	0.00
54904 LICENSES	5,500.00	0.00	480.38	0.00	5,019.62	8.73
54905 FEES	80,500.00	573.70	3,282.25	0.00	77,217.75	4.08
54911 FOUNDATION IMPACT PROJECTS	95,500.00	27,365.10	27,365.10	0.00	68,134.90	28.65
54912 CONTINGENCY	270,000.00	0.00	0.00	0.00	270,000.00	0.00
54998 US BANK CLEARING	0.00	248,778.36	371,794.72	0.00	(371,794.72)	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	578,829.06	1,941,014.75	0.00	9,833,085.25	16.49
NEED A CATEGORY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR EXPENSE ACCOUNTS	39,397,900.00	2,565,106.86	8,199,124.59	0.00	31,198,775.41	20.81
NET SURPLUS / DEFICIT	0.00	(507,648.26)	(5,096,891.17)	0.00	5,096,891.17	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 3/31/2021

FUND: SPECIAL PURPOSE FUND (15)

Object	2021 Budget	March 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	367.35	1,245.96	0.00	(1,245.96)	0.00
CHARGES OTHER:	0.00	367.35	1,245.96	0.00	(1,245.96)	0.00
39511 SALE OF CAPITAL ASSETS (PCLS)	0.00	187,164.00	187,164.00	0.00	(187,164.00)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	187,531.35	188,409.96	0.00	(188,409.96)	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	187,531.35	188,409.96	0.00	(188,409.96)	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 3/31/2021

FUND: LEVY SUSTAINABILITY FUND (16)

Object	2021 Budget	March 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	789.42	2,623.54	0.00	(2,623.54)	0.00
CHARGES OTHER:	0.00	789.42	2,623.54	0.00	(2,623.54)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	789.42	2,623.54	0.00	(2,623.54)	0.00
NET SURPLUS / DEFICIT	0.00	789.42	2,623.54	0.00	(2,623.54)	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 3/31/2021

FUND: DEBT SERVICE FUND (20)

Object	2021 Budget	March Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
36110 INVESTMENT EARNINGS	0.00	8.14	26.77	0.00	(26.77)	0.00
CHARGES OTHER:	0.00	8.14	26.77	0.00	(26.77)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	8.14	26.77	0.00	(26.77)	0.00
NET SURPLUS / DEFICIT	0.00	8.14	26.77	0.00	(26.77)	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 3/31/2021

FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)

Object	2021 Budget	March 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	293.42	1,003.60	0.00	(1,003.60)	0.00
CHARGES OTHER:	2,095,000.00	293.42	1,003.60	0.00	2,093,996.40	0.05
39511 SALE OF CAPITAL ASSETS (PCLS)	0.00	30,000.00	30,000.00	0.00	(30,000.00)	0.00
TOTAL FOR REVENUE ACCOUNTS	2,095,000.00	30,293.42	31,003.60	0.00	2,063,996.40	1.48
EXPENSE ACCOUNTS						
54100 INDEPENDENT CONTRACTORS	425,000.00	0.00	0.00	0.00	425,000.00	0.00
54120 CONTRACTUAL SERVICES	0.00	8,583.91	100,410.22	0.00	(100,410.22)	0.00
54150 LEGAL SERVICES	0.00	210.00	210.00	0.00	(210.00)	0.00
54160 ARCHITECTURAL/ENGR SERVICES	0.00	0.00	2,278.13	0.00	(2,278.13)	0.00
54912 CONTINGENCY	250,000.00	0.00	0.00	0.00	250,000.00	0.00
56200 BUILDINGS ACQUISITIONS	120,000.00	0.00	0.00	0.00	120,000.00	0.00
56201 BUILDING IMPROVEMENTS/REFRESHE	350,000.00	0.00	0.00	0.00	350,000.00	0.00
56280 FURNITURE AND FIXTURES	200,000.00	0.00	21,234.57	0.00	178,765.43	10.62
56430 TECHNOLOGY EQUIPMENT	500,000.00	0.00	0.00	0.00	500,000.00	0.00
TOTAL FOR EXPENSE ACCOUNTS	1,845,000.00	8,793.91	124,132.92	0.00	1,720,867.08	6.73
NET SURPLUS / DEFICIT	250,000.00	21,499.51	(93,129.32)	0.00	343,129.32	(37.25)

MEMO



Date: April 30, 2021

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

From: Jaime Prothro, Customer Experience Director

Subject: Branch Services Report

Customer Experiences

From Amy Anderson, Lakewood Branch Manager: Lakewood celebrated its first full month of tech services in the month of March. We have helped numerous folks apply for jobs, get food handler's cards, and connect with others through our tech services. It's been a pleasure to have people back in the building. One night, a gentleman came into the tech room with his own laptop and a book. All we provided him with was a place to sit. He happily turned on his laptop, opened his book, and read for the duration of his tech services appointment. It was such a pleasure to see customers relaxing and reading in our building again!

From a University Place customer: "I am so delighted by the grab bag you put together for my daughter this week at the UP branch. I was expecting a couple of books that might spark her interest, and you provided over a dozen amazing options. She's very much enjoying the one she picked to start with, and I can't wait to see what she discovers in the rest of the pile. Thank you for sharing your time and expertise to keep a voracious young reader entertained."

Serving ALICE Households

South Hill Librarians are working to get library activity pages into meal distribution kits to help connect learning and enjoyment in ways that meet community needs.

Operational Highlights

Six libraries are now open for limited technology assistance: Lakewood, Fife, Parkland/Spanaway, Buckley, Eatonville and Key Center. Service recovery planning is underway to begin in-building browsing.

Customer Experience Department leadership updated staff service approaches when customer requests are exclusionary and do not uphold library policies regarding anti-discrimination and diversity. The service goal is to help the customer, however, when customer requests are exclusionary based on race, ethnicity, gender identity or sexuality, religion, or disability staff will guide the customer engagement with the goal to inquire/seek more information to better serve the customer. Department staff are being trained on this approach.

As a result of a thorough study of the county's demographics through a World Languages collection study, several libraries will increase the number of languages represented as well as the quantities of titles. This change is based on changing demographics in the community and languages that are represented in

the collection includes Chinese, German, Japanese, Korean, Russian, Spanish, Tagalog, Vietnamese and Samoan. New distribution vendors are helping to ensure current and quality publications are accessible.

Initiatives Highlights

Staff have been promoting two specific services in the community: Get Hired and the Library's 75th Anniversary. Fliers are being distributed to help connect new library customers to the library.

The South Hill Library Teen Advisory Board hosted their first ever Trivia event on Saturday, March 6th using new software, Crowdpuir, to help manage the program. Teen Advisory Board meets every 2nd and 4th Thursday via Zoom.

Community Engagement Highlights

The Big Umbrella storywalk is up in 21 unique places throughout the county.

Youth Services Specialist Holly Slack has connected with Orting schools to promote library activities. This reach out has resulted in teacher calls to help students to receive their library cards.

Unfinished Business

MEMO



Date: April 5, 2021

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

From: Georgia Lomax, Executive Director

Subject: 2021 Trustee Vacancy

Trustee Rob Allen will complete his second term on the Library's Board of Trustees this summer. In April, the Library recruited for candidates interested in serving as the next member of the Board. The new Trustee's term will begin August 11, 2021.

Thirteen community members submitted applications to be considered for the vacancy.

The Interview Team will review applications and select finalists for interviews this month. They will recommend the successful candidate to the County Executive for appointment. We will bring you results of the process at the June meeting.

Interview Team members are:

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

MEMO



Date: May 3, 2021

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

From: Georgia Lomax, Executive Director

Subject: Electronic and Digital Signature Policy Draft

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

Attached is proposed revised language based on your discussion.

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

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

Board Policy



Electronic and Digital Signatures

Policy Statement

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

Purpose

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

Definitions

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

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

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

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

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

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

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

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

Board Policy



Policy

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

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

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

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

This policy does not preclude the use of handwritten signatures.

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

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

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

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

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

Board Policy



Electronic and Digital Signatures

Policy Statement

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

Purpose

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

Definitions

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

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

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

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

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

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

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

Policy

Board Policy



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

Anyone applying an electronic signature shall use their own name.

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

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

This policy does not preclude the use of handwritten signatures.

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

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

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

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

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

New Business

MEMO



Date: April 19, 2021

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

From: Mary Getchell, Marketing and Communications Director

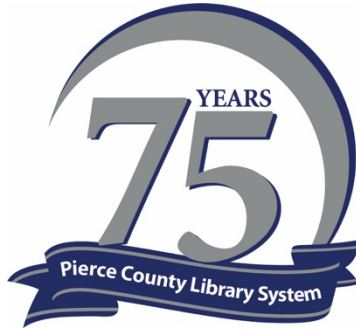
Subject: 75th Anniversary Proclamation

As the Pierce County Library System celebrates 75 years of service, the Library Board of Trustees, Pierce County Council and Pierce County Executive, as well as all 15 cities and towns annexed to the Library System are signing proclamations. May through December 2021, the jurisdictions are signing proclamations. At the May 12, 2021 Board of Trustees meeting we ask the trustees to read and sign the following proclamation.

The proclamation thanks communities for allowing the Pierce County Library to be the community's choice for the discovery and exchange of information and ideas and to spark success for residents, for 75 years! It acknowledges the Library System's dedication to support residents' growth and curiosity, offer excellent reading choices, and work to connect and strengthen growing and changing communities.

April 15-May 31, Pierce County communities are celebrating their Library's diamond anniversary with a significant community engagement featuring the highly acclaimed picture book "The Big Umbrella" by Amy June Bates and Juniper Bates, a mother-daughter team. Through 21 StoryWalks throughout the county, people are enjoying the beautiful picture book and its inspiring story of inclusion, social consciousness, and peace.

ACTION: Move to declare May 1, 2021 through December 31, 2021, as Pierce County Library System's Diamond Anniversary.



Proclamation of the Pierce County Library System Board of Trustees in recognition of the Pierce County Library System's 75 years of service.

Whereas, the Pierce County Library System started serving 55,000 people on May 1, 1946, offering 6,385 books, from seven locations, with 1,108 card holders; and

Whereas, today, the Pierce County Library serves 620,000 people, offering nearly 1 million books, movies, and other items, from 20 locations and online, with approximately 360,000 card holders; and

Whereas, the books and materials, equipment, and requests from the public have transformed in the past 75 years, the Library System continues to be a regional leader reimagining services to meet the public's needs to provide learning resources for all ages; deliver books, materials, and classes for enjoyment; and offer welcoming places and spaces for diverse communities to connect; and

Whereas, 1946 Pierce County Library may not recognize 2021 Pierce County Library with computers, printers, online books instantly available on computers, tablets, and phones, and live online classes and events, 1946 Pierce County Library would know 2021 Pierce County Library by its continued commitment to connect people with valued, reliable resources at the right time; and

Whereas, the Library continues to be a dedicated steward of the public's investment to support residents' growth and curiosity, offer excellent reading choices, and work to connect and strengthen growing and changing communities; and

Whereas, the Pierce County Library thanks Pierce County communities for allowing the Library System to be the community's choice for the discovery and exchange of information and ideas and to spark success for residents for 75 years; and

Now therefore, be it resolved by the Pierce County Library System Board of Trustees that May 1st through December 31st 2021 be proclaimed as:

Pierce County Library System's 75th Diamond Anniversary

PROCLAIMED this May 12th, 2021

Officers Reports

MEMO



Date: May 5, 2021

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

From: Jaime Prothro, Customer Experience Director

Subject: COVID-19 Update: Technology Services

Buckley and Parkland/Spanaway launched their service on April 7, and Key Center and Eatonville at the end of April. Curbside is being offered simultaneously to technology service at these locations. They join Lakewood and Fife.

Planning efforts continue to launch in-building browsing as the second wave of service recovery. The Library's goal has been to move forward with strong plans that centers on public and staff safety.

MEMO



Date: April 9, 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 First Quarter Results

In the first quarter of 2021 (January-March), the Pierce County Library System continues to adjust and readjust its marketing and communications activities during the COVID-19 pandemic to support its goals and evaluative measures outlined in the Library System's 2021 Marketing and Communications Plan:

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 31 news articles and 39 media mentions/calendar placements. Top news stories included the Library's record-breaking 1.7 million e-book/e-audiobook checkouts and its first quarter marketing focus on Job & Business/Get Hired services. While the Library has been offering limited services to help reduce the spread of COVID-19, the Library has reduced its news coverage strategies.

As part of the Job & Business marketing campaign, the Library invested in paid advertising, which resulted in more than 6 million impressions with a 70% reach across the county for bus ads and nearly 7 million impressions with earned advertising on bus shelters. As a new advertising channel, the Library advertised on YouTube, which showed 22,372 views and a 65.59% interaction rate.

With Facebook and Twitter, the Library System met/exceeded industry standards. During this time frame, the Library made 86 Facebook posts, with a reach of 200,000, which amounts to an average of 2,327 people seeing each post, and more than 10,000 engagements (likes, shares, comments), for an average of 121 engagements for each post. Facebook posts earning the most interest included the Our Own Expressions Teen Writing & Art Contest in January, COVID-19 testing at the Library in February, and Enjoy BOOKS! with Spring into Reading in March.

During the first quarter of 2021, the Library System distributed five email-marketing messages to its main distribution list with an average of 75,596 addressees and did not meet industry standards for open rates or Click Through Rates (CTR). The early February email marketing message featuring Job & Business, Library Curbside and tax forms, return of magazines for checkout, Our Own Expressions, and online homework help was the most popular message and exceeded industry standards for open rate.

Internal customers gave the Marketing and Communications Department exceptional marks for both its service and timeliness with products; with 97.78% of survey respondents saying they were "very satisfied" with the service.

PIERCE COUNTY LIBRARY SYSTEM
2021 Marketing and Communications Plan
QUARTER ONE RESULTS, January-March 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 One (Q1) 2021: 31 news articles and 39 media mentions/calendar placements.

Paid Advertising

Job & Business Center/Get Hired Marketing Focus (February-March)

- 12 Bus Tail and 8 Super Bus Tails Advertising:
 - Impressions: 6,098,000
 - Reach: 70% reach of the county
- Bus Shelter Advertising: on 19 shelters for a total of 6,916,000 impressions
- YouTube Advertising:
 - 42,924 impressions
 - 22,372 views/52.12% view rate
 - 28,153 engagements/65.59% interaction rate.

Email Marketing

- Goal: Meet or exceed industry standards:
 - Open rate industry standard: 25.17%.
 - CTR industry standard: 2.79%.
- 5 email marketing messages to an average of 75,596 subscribers.
- Average number of people who opened messages: 17,319; 23% open rate.
- Average number of people who CTR'd messages: 480; .6%.
- **Q1 Open rate and CTR goals were below industry standards.**

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

- Q1 2020: 8.39% engagement rate.
- Q1 2021: 5.2% engagement rate. 86 posts, with a reach of 200,000 people (2,326.8 average reach per post), and more than 10,000 engagements including CTR (121 average per post).
- **Q1 Decrease of 3.9% lower engagement than 2020 and met industry standard.**

Twitter

- Q1 2020: 1%
- Q1 2021: 1.2%
- **Q1 Increase of .2% 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.
- **Q1 Exceeded goal with 97.78% Very Satisfied.**

MEMO



Date: April 12, 2021

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

From: Mary Getchell, Marketing and Communications Director

Subject: Results from Marketing and Communications Quarter 1 Focus: Job and Business Services

With the start of the New Year, and aligning with the theme of New Year, new you, new job, the Pierce County Library System's 2021 Marketing and Communications Quarter 1 focus featured information about the Library's Job and Business services with an emphasis on its Get Hired resources. With a variety of marketing and communications tactics, the Library System increased the public's awareness and grew use of the services. The campaign highlighted services to help people develop skills with technology certifications, improve marketability with winning resumes and interviews, and start or advance small businesses with many online e-sources.

With the goals to inspire excitement, raise awareness, and build support and use of the services, the Library selected a 2% increase in visits to its Job and Business website as the primary marker to determine results. Active marketing during the two-month period of February-March 2021, far exceeded the goal to increase traffic to the website. **In all, traffic to the site increased by 62%!**

- February-March 2019: 2,947 visits
- February-March 2021: 4,786 visits. An increase of 62%, far exceeding the goal of 2%.

Further communications and marketing goals to increase awareness and drive use of the service, included informing audiences of the services and strategically positioning the Library as a leader in providing free resources to strengthen the practical skills and knowledge of Pierce County residents, so they can navigate the world and meet their goals.

- Customer Experience staff shared information at 90 locations, which posted and distributed information about the services, with many of the sites, such as food banks, churches, senior centers, and social service centers serving asset limited households.
- Workforce & Economic Development Coordinator Lori Ries contacted 52 community organizations, including several which represent and serve diverse communities. A dozen of the organizations responded immediately, with most offering further opportunities to connect and four agreeing to share information about the services with their customers and colleagues.
- Social media engagement with 12 Facebook posts:
 - Reach: 18,774 (1,564.5 per post average)
 - Engaged: Goal: meet or exceed industry standard (5.2%). 1,222 engagements (101.8 per post average), which was a 6.5% engagement, which exceeded industry standard.
- Marketing email messages, 3 messages to average of 75,411 recipients in each transmittal, with an average of 18,886 people opening the messages, for an open rate of 24.17%, which is below the industry average of 25.17%.

-
- 12 Bus Tail and 8 Super Bus Tails Advertising in 2 months:
 - Impressions: 6,098,000
 - Reach: 70% reach of the county
 - Bus Shelter Advertising: on 19 shelters for a total of 6,916,000 impressions (364,000 impressions in 2-month period)
 - YouTube advertising:
 - 42,924 impressions
 - 22,372 views/52.12% view rate
 - 28,153 engagements/65.59% interaction rate.
 - 96 spots on Bustos Spanish Radio ads on KZTZ-FM in February.
 - News media coverage: 5 news stories.
 - Direct mail postcard to 106,049 households, with a focus on zip codes serving asset limited neighborhoods.

MEMO



Date: April 19, 2021

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

From: Trisha Muschett, PHR, HR Analyst and Tracey Thompson, Collection Management Manager

Subject: Wellness Program Update

It has been eight years since Pierce County Library System began our partnership with the Association of Washington Cities and we have continued to build a workplace culture where employee health is valued and supported. Pierce County Library System is among the 105 employers who earned the WellCity status this year and did during these challenging times. In 2020, we continued to expand the focus of our Wellness Program, offering multiple campaigns and other activities to promote health and wellness in a new virtual workplace environment. Our work in 2020 included:

- Continued focus on leadership skill development for committee members providing tools and guidance to independently plan and promote various wellness activities throughout the year.
- Committee members virtually attended the Healthy Worksite Summit and Wellness Forum to gain insight about wellness philosophy and learn new ways to improve our Wellness program.
- We held four successful virtual wellness campaigns. Three were AWC campaigns: Wellness Award, Step into Spring, Trailblazers Challenge. We also created an independent program in July which focused on identifying daily stressors and suggested activities to help staff relieve stress.
- We promoted staff participation in three Naturally Slim programs offered by AWC throughout the year.
- We developed three Bulletin Board campaigns to inform staff about health/wellness topics throughout the year. Materials were displayed on staff bulletin boards and staff web which focused on seasonal fruit shopping, health and wellbeing tips for each season, activities to keep you moving, boosting your immune system and tackling seasonal allergies.
- We promoted Wellness awareness through 31 articles written by committee members and published in our weekly Cover To Cover newsletter. The articles covered a wide range of wellness topics including coping with anxiety, stress, safety tips, mindfulness, and gratitude.
- We educated employees about AWC's Healthy Decisions program and published monthly articles highlighting medical, dental, vision and life plan benefits in our weekly Cover To Cover newsletters to encourage employees to take full advantage of their benefits.
- We promoted wellness programs through the Castlight app and internal activities, achieving 64% participation (a 7.8% increase from 2019), and earned a \$1,000 mini-grant. We used the mini-grant award to purchase water bottles with our PCLS logo which will be added to our "Go Live Survival Kits" to support staff and promote stress relief as we implement the final stages of our new Finance/HR system which will be completed in 2021.

Our Wellness Committee consists of 23 members, who have worked hard to plan and champion these activities despite the many challenges we faced with COVID-19, the unexpected shift to remote work environments and virtual meetings to accomplish committee work. This was done with the full support of senior management, managers and supervisors who encouraged staff participation in wellness activities at all 20 locations.

We are very excited to have completed a successful application for 2020 and to be a recipient of the Association of Washington Cities' 2021 WellCity Award for the seventh year in a row! We will receive a 2% rebate on next health care premiums in 2022.

The Wellness Committee is already at work on our 2021 campaigns and operating plan. Our work in 2021 will include:

- An updated Wellness Committee Program Charter and operating plan to organize the work for 2021.
- Based on staff feedback, the Wellness Committee will continue to focus on mental health for 2021. We look forward to collaborating with other Library committees such as the Safety Committee and Culture Forward as well as other departments to support staff as they implement the Library's 2021 focuses and initiatives to restore public library service conveniently and safely and to engage in equity, diversity, inclusion, and anti-racism work to strengthen our internal PCLS community.
- We will take an in-depth look at staff interests and needs expressed in the November, 2020 Wellness Survey. Committee members will help identify and plan programs and activities to offer throughout the year that supports Library work.
- An exciting new project this year will include connecting staff to a community cause. We will work with Customer Experience to connect with one of our partner organizations. Additional work includes evaluating our communications, the AWC walking programs, and mental health education.
- Use the \$500 mini-grant in 2021, to fund efforts to incentivize staff participation in wellness activities.
- Launch wellness walking campaigns: "Race to the Finish" and a fall walking program (TBA).
- Promote the Castlight app (mobile & on-line program) with a variety of choices for employees to engage in healthy activities to earn their annual Wellness Award. (50% participation earns the Library a 2% discount on 2023 medical premiums).
- Attend Health Worksite Summit conference (virtual webinar) and wellness networking forums.
- Submit AWC's WellCity application for 2022.

The ongoing work of the PCLS Wellness Committee and the opportunities it provides for staff shows our continued dedication to building a workplace culture where employee health is valued and supported. Our Wellness Program continues to engage and educate staff by providing a range of activities to meet individual levels of interest and to help improve our staff's overall health and wellbeing. Our ability to increase participation percentages in wellness activities each year demonstrates the success of our program, and shows the importance of continuing to provide education and activities focused on health/wellness. Through our program and targeted communications throughout the year, our staff have gained a better understanding of the importance of maintaining healthy habits at work and home,

and they are more aware of the benefits provided by our healthcare plans. This helps the Library and AWC achieve our goal of helping to reduce the overall cost of healthcare for the Library and to the AWC Trust group.

The work and partnership on our Wellness Program has been a team effort, and our branch and department teams are appreciative of the work of the Wellness Committee and support of the Library.

MEMO



Date: May 4, 2021

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

From: Clifford Jo, Finance & Business Director

Subject: ACL Underground Storage Tanks (UST)—update

Earlier this year we reported to the Board that certain components in the UST tanks at the Administrative facility were failing, and that repairs would be expensive. We decided instead to decommission the tanks and proceeded with that work. The dispensers were used for fueling our fleet vehicles.

In mid-April, both tanks and their dispensers were removed from the ground successfully, and then the location patched. Samples were taken and sent off for analysis. As of now, nearly all preliminary results should no detectable concentrations of petroleum. One measurement below the diesel dispenser is showing some contamination, but is lower than the threshold requiring further cleanup. EHS-I is coordinating the work and will report back to us should further actions need to be taken. If additional work is required, we will inform the Board.

MEMO



Date: April 22, 2021

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

From: Mary Getchell, Marketing and Communications Director

Subject: Art Sign at Fife Pierce County Library

We are pleased to work again with the City of Fife Parks and Recreation Department and the Fife Art Commission for an addition to art displayed at the Fife Pierce County Library. The two community organizations are creating signs for art pieces throughout Fife, including “Whispering Bird” displayed at the Fife Library.

Pierce County Library System Facilities Manager Kristina Cintron and I reviewed the specifications and design for a sign to accompany the “Whispering Bird” art sculpture displayed in the landscaping between the parking lot and the building of the Fife Library.

As part of the opening of the Fife Library in 2011, the Fife Art Commission gifted and selected “Whispering Bird”, with approval from the Library’s Board of Trustees.

The city will cover the cost of the sign and installation. In the coming months, the Parks and Recreation Department and Fife Art Commission will coordinate with Fife Library’s Supervising Librarian Gabby Fuentes to install the sign.

MEMO



Date: April 26, 2021

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

From: Kim Archer, Enjoyment Initiative Manager & Lauren Lindskog Greene, Enjoyment Coordinator

Subject: 2021 Summer Reading Program

The Summer Reading Program for 2021 is in its second year of modification due to Covid-19. The Summer Reading Steering Team solicited input from customers at the end of Summer Reading 2020 and used that information to inform changes and improvements to our online Summer Reading Program. We anticipate increased participation this year and greater interest, especially since we now have various ways for customers to check out both virtual and physical library material. With this in mind, 2021 will include the following:

- The Summer Reading Program will run its normal dates of June 1st through August 31st in 2021.
- The Impact Statement we are focusing on is:
 - Reading for pleasure becomes a natural part of people's everyday life and they are inspired to share their joy of reading with others.
- Goals for this year include:
 - Increase number of registrations by 25%
 - Increase number of active participants by 15%
 - Increase youth participation by 15%
 - Increase number of badges earned Kids (K-6), Teens and Adult by 10%
 - Increase number of challenges completed by 15%
 - Increase overall customer satisfaction by 25%
- The theme for Summer Reading 2021 is "Reading Colors Your World," from iRead.
- We are using Beanstack again for our online Summer Reading Program for all ages. Beanstack has made improvements this year to their product to create a better app and online experience, making sure both platforms have similar appearance and functionality.
- All participants may pick up a corresponding print piece anytime during the summer.
 - Early Learners (ages 0-5) will receive a paper reading log and board book.
 - Kids (ages 6-12) will receive a really cool badge book full of activities, stickers, and a calendar to track daily reading.

-
- Teens (ages 13-18) and Adults (18+) will receive a reading journal with stickers to prompt journaling topics.

These print pieces are meant to engage readers of all ages to participate both online and offline. The print pieces feed to the online experience, and vice versa. Programming around journaling will complement the teen/adult journals. The high-quality print items will take the place of additional giveaways outside grand-prize drawings.

- Based on customer feedback, the Summer Reading Steering Team is making a shift this year to encouraging participants to read at least 20 minutes, every day. Instead of tracking hours read, we will be tracking days read.

This change aligns with the impact statement above around reading becoming a part of everyday life. We know from research that reading, or being read to, for 20 minutes a day has incredible benefits at any age. By creating a healthy daily reading habit, customers will:

- Nurture vocabulary, language and early literacy skills
 - Build confidence to work through difficult challenges
 - Develop social and emotional skills
 - Engage in mental stimulation, “exercising” their brain
 - Reduce stress
 - Improve memory
 - Strengthen critical thinking skills
 - Build empathy
- Outreach to schools will be limited to virtual engagement. A Summer Reading promotional video is being created to be shared with teachers/students, as well as a Virtual Escape Room, which will introduce students to Summer Reading in a full, interactive manner compatible with Covid-19 restrictions.
 - We will continue with virtual, system wide programming rather than in-person programming this summer due to continued Covid-19 restrictions. Further, we hope to leverage library and community green spaces to host staff-led outdoor events during the summer. These potential events will be determined at the branch level and aimed at local communities.
 - We will continue to promote reading and the Library’s collection through book lists in both Beanstack and on the Library’s Summer Reading web page.

MEMO



Date: April 29, 2021

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

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

Subject: National Library Worker Day

On April 6th, the Library recognized our staff in celebration of National Library Workers' Day. We promoted and coordinated celebrations and recognition for our staff. A sub group of our Culture Forward Team thoughtfully planned the fun and celebrations throughout the week for this event. Those staff on the sub team included: Kim Mose, Leon Wright, Juli Powell, Katie Bontempo and myself. The virtual celebrations and fun game events helped us reconnect. Over 130 in total of our staff participated in five fun events to include: Scavenger Hunt, Trivia Game, Pictionary, Mad Libs and PCLS Family Feud.

We also offered five daily prize drawings and three grand prize drawings. Drawings were randomly selected. Staff had fun choosing between the many prize options some of them included: Discover Passes, car washes or for a grand prize, one year membership to headspace.com.

We gave the customers an opportunity to share in our appreciation and recognize the staff at PCLS. We had social media posts to promoted THANKYOU@piercecountylibrary.org as a way to send in a thank you or kudo for the staff.

We were excited to reconnect, celebrate and have some fun with our staff, especially after what we've all been able to overcome together over the last year.

Pierce County Library FYI Packet
Link List
May 12, 2021

Pierce County Library in the News

- [Pierce County Library StoryWalks](#) – ParentMap
- [StoryWalk in the Park](#) – City of Sumner
- [Check Out a Discover Pass Washington program](#) – Macaroni Kid
- [Lakewood Celebrates 25th Anniversary](#) – Tacoma Weekly
- PCLS Celebrates 75th Anniversary (see attached PDFs of ads from ESPN and Food Network, and info re coverage on Q13)
- Summer Reading – ParentMap (see attached tear sheet)
- Lakewood Pierce County Library Reopening with Limited Technology Services – Sunrise Living (see attached PDF)



ESPN+



NFL



NBA



MLB



NHL



Soccer



Golf



Join in Free Community StoryWalks

Learn more: 75.pcls.us



WNBA draft 2021 grades: Dallas aces second consecutive draft

The Wings got exactly what they wanted in the draft and got an A-plus grade to show for it. The Sparks and Lynx also scored high marks.

5h • Mechelle Voepel

Recipes



FEATURED COLLECTION

Our Official List of the Best Food Network Kitchen Recipes

We tweaked these recipes until they were absolutely perfect — and feel 100% confident in calling them our "Bests." Try them, and we bet you'll agree.

What's Cooking



Our 50 Most-Popular Healthy Recipes

[MORE RECIPES](#)

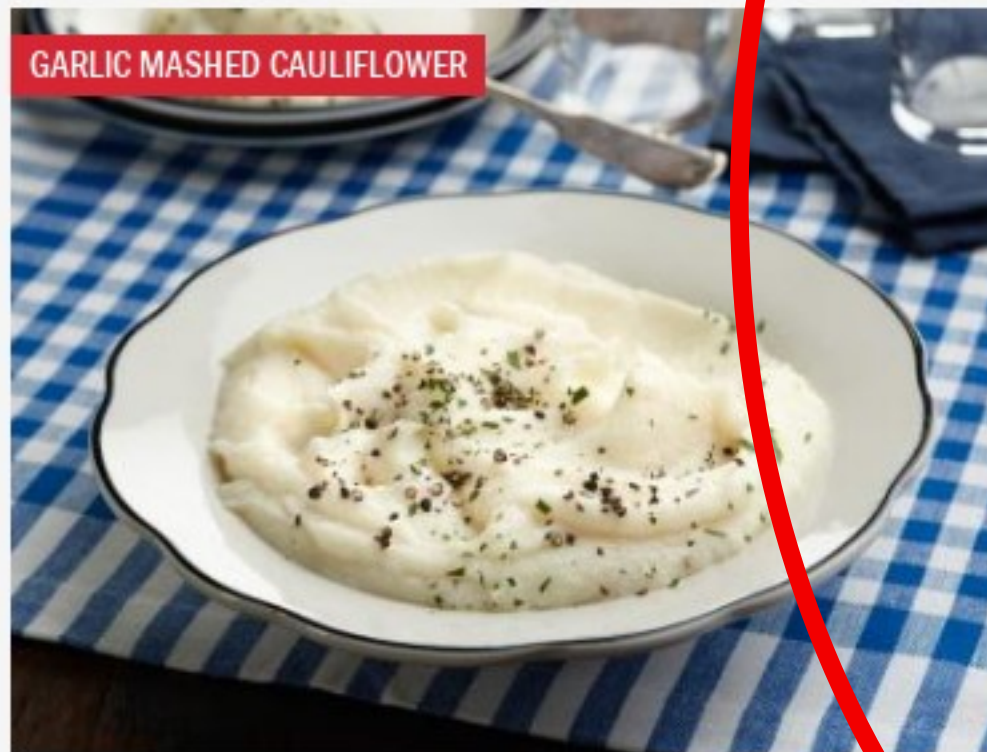
Our Go-To Ingredients

SUPER SLOPPY JOES



50 Ways to Use Ground Beef

GARLIC MASHED CAULIFLOWER



Crave-Worthy Cauliflower Recipes

Cooking from the Pantry



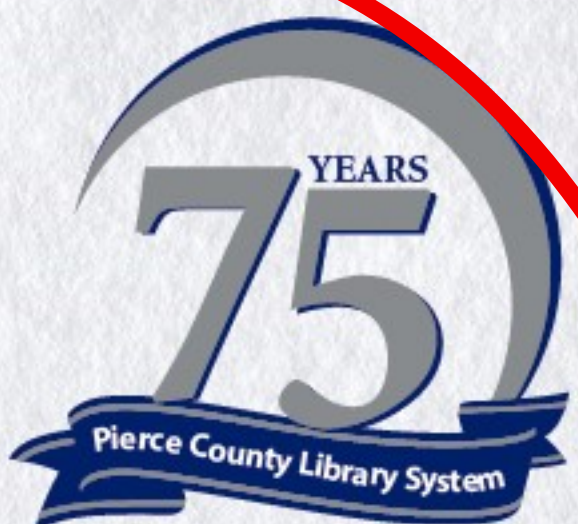
Recipes That Use the Basics




Anything-But-Boring Beans



Make It with Canned Tomatoes




Learn more: 75.pcls.us



Join in Free Community StoryWalks

Pierce County Library System
 piercecountylibrary.org
 253-548-3300

The StoryWalk® Project was created by Anne Farrow of Montpelier, VT, and developed in collaboration with the Vermont State Library. StoryWalk® is a registered service mark of the Vermont State Library.



3 Foods That Fight Memory Loss

Eat these 3 foods daily and watch what happens.

Boston Brain Science [Open >](#)

75th anniversary/The Big Umbrella in the news



by Mary Getchell | Marketing and Communications Director

Thursday, April 29, 2021 12:06 PM

Word about the [Library's 75th anniversary and "The Big Umbrella" StoryWalks](#) continue to spread throughout the county and beyond!

Q13 FOX News viewers will see the above image three times during an upcoming Friday morning Weekend Events Forecast (6:15, 7:15 and 8:15 a.m.) with M.J. McDermott. The meteorologist will mention the 21 StoryWalk locations and that the Library is celebrating its diamond anniversary during the segment.

We continue to receive great feedback from communities of their positive StoryWalk experience. Well done, all!

FEATURE

continued from page 9

Studio East Training for the Performing Arts (Kirkland) •

studio-east.org

Young thespians can learn to write a play, act and sing in these full-day camps based on a variety of themes. Older kids and teens can attend an audition boot camp, learn to act for the camera and more. Some of these camps are virtual, some will take place in person.

Dates: June 21-Aug. 27

Ages: 4-19

Cost: \$325-\$415; scholarships available

Seattle Shakespeare Company (Seattle) •

seattleshakespeare.org

In these production-intensive three-week camps, middle and high school students learn to act for the camera, delve into the Bard's text, build sets and create their own production of one of two plays by William Shakespeare.

Dates: "A Midsummer Night's Dream," July 5-25;

"Macbeth," Aug. 2-22

Grades: 6-12

Cost: virtual, \$500; in-person, \$840; discounts available for families impacted financially by COVID-19

Maple Valley Youth Symphony Orchestra (Kent and Maple Valley) • mvysso.org

Two in-person camps for this summer include full orchestra camp and Jam Club, a camp for students with special needs. Jam Club will offer basic music instruction, and campers will be given a T-shirt and their own sanitized materials. Jam Club is led by a music therapist and a recreation therapist, alongside graduates of MVYSO who act as "buddies" to provide individual help. Both camps culminate in a performance.

Dates: Full orchestra, Aug. 3-7; Jam Club, Aug. 10-14

Ages: Jam Club, grades 2 and up; full orchestra camp is suited for students with at least nine months of playing experience

Cost: \$150

Paint Away! (Redmond) • paintawaynow.com

In these weeklong full-day camps, kids will try glass fusing, pottery painting, painting on canvas and more. Snacks are provided, but students should bring their own lunches.

Dates: weekly, June 21-Aug. 23

Ages: 6-14

Cost: \$385.35



FREE
Reading
colors
your world!



Pierce County
Library System
& Foundation

summerreading.pcls.us
253-548-3300

Be part of Summer Reading
at the Pierce County Library System
June 1 - Aug. 31 • All Ages

Lakewood Pierce County Library

REOPENING WITH LIMITED
TECHNOLOGY SERVICES

BY MARY GETCHELL, MARKETING AND COMMUNICATIONS DIRECTOR

Welcome back to Lakewood Pierce County Library for technology services with computers, Wi-Fi and printers starting today, Feb. 22. The Pierce County Library System is reopening this library with limited technology services in its meeting room as part of a pilot project for reopening libraries according to the Healthy Washington Roadmap to Recovery plan.

“The Library System is reimagining service and is excited to bring more access to technology to Pierce County communities with the launch of this pilot,” said Pierce County Library Executive Director Georgia Lomax. “This location serves communities with among the lowest in-home access to technology in the county. This limited service will help lessen the digital divide that has grown more sharply during the pandemic.”

Technology is a core service the Library has been unable to offer since closing its buildings in March 2020 to help reduce the spread of COVID-19.

People can make advanced appointments to use technology or visit Lakewood Library during technology service hours.

The building will be open:

Sunday: 1-4 p.m.

Monday-Thursday: 10 a.m.-7 p.m. *Closed for cleaning 1-3 p.m.*

Friday: 10 a.m.-6 p.m. *Closed for cleaning 1-3 p.m.*

Saturday: 10 a.m.-5 p.m. *Closed for cleaning 1-3 p.m.*



People can work on job applications and resumes, do homework, catch up on emails, or do other activities on the computers. Individuals of all ages may use the computers on tables spaced six feet a part in the public meeting room.

The health and safety of the public and staff is a top priority in opening the building. In alignment with guidance from the Centers for Disease Control and Prevention and requirements from the Washington State Office of the Governor and Department of Health, facial coverings are required on library property. For further safety, the Library has installed social distance markers, Plexiglas partitions, UV light boxes to clean laptops and mice and staff continuously sanitizes the buildings.

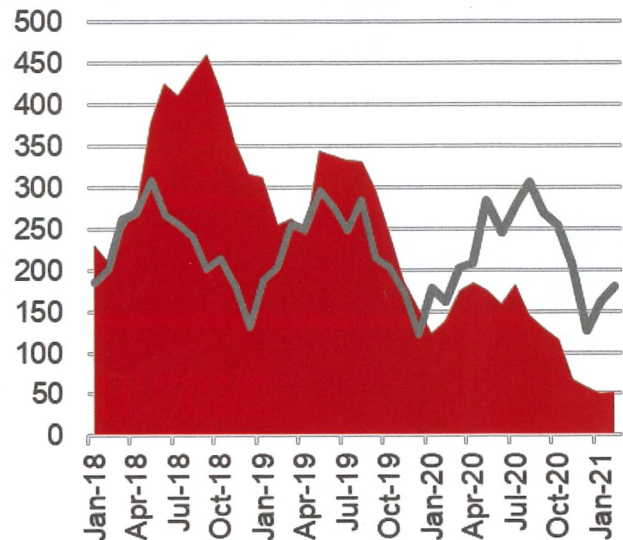
More information: Limited technology services www.piercecountylibrary.org/services/library-reimagined/limited-technology-services.htm Lakewood Pierce County Library reopening with limited technology services



SUPPLY AND DEMAND

The below graph depicts the supply of homes (in red) compared to the homes under contract (gray) in Puyallup. This is extreme demand at work and it spells opportunity for sellers.

Thinking about a move? Our brokers are standing by!



— Active Listings, Number of
— Pending Listings, Number of

Local Agents
Exceptional Results!

RE/MAX®

Honors

(253) 444-0024

10210 123rd Street Ct E-#D Puyallup, WA 98374

Residential listings for Puyallup Information derived from NWMLS. If your home is listed with another agent, this is not a solicitation of that listing