

AGENDA

**Regular Meeting of the Pierce County Library System Board of Trustees
January 12, 2022 | 3:30 PM**

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

- **Phone:** Dial+1.253.215.8782 | Webinar ID: 853 3159 8218 | Passcode: 305939; or
- **Web browser** (Zoom user account is required to join via web browser):
<https://us06web.zoom.us/j/85331598218?pwd=TVRWcEVYTFY3N0tod0FSa1ZBV2xqQT09>; or
- **App** (Zoom user account is NOT required if joining by app) ([Windows App](#) | [iPad / iPhone App](#) | [Android App](#))
<https://us06web.zoom.us/j/85331598218?pwd=TVRWcEVYTFY3N0tod0FSa1ZBV2xqQT09>

3:30 pm	02 min.	Call to Order: Jamilyn Penn, 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 January 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 December 8, 2021, Regular Meeting 2. Approval of December 2021 Payroll, Benefits and Vouchers 3. Public Computer Replacements 4. Staff Computer Replacements 5. 2022 Network Switch Replacements 	
3:40 pm	05 min.	Board Member Reports	
		<ol style="list-style-type: none"> 1. Welcome Pamela Duncan, Jamilyn Penn 	
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. November Financial Report, Cliff Jo 4. Customer Experience Services Report, Connie Behe and Kayce Austin 	
3:55 pm	35 min.	Unfinished Business	Action
		<ol style="list-style-type: none"> 1. 2021 Fund Transfers <ol style="list-style-type: none"> a. Resolution 2022-01: To Transfer the Set-Aside in the General Fund to the Election Fund b. Resolution 2022-02: To Transfer the Set-Aside in the General Fund to the Property and Facility Fund 2. Executive Director Recruitment Update, Cheree Green 3. 2022 Work Plan and Budget, Georgia Lomax, Melinda Chesbro, Connie Behe, Cliff Jo <ol style="list-style-type: none"> a. Annual Work Plan Summary b. Work Plan Project List c. Levy Sustainability Strategy – The Curve d. Removing Economic Barriers to Accessing the Library 	
4:30 pm	10 min.	New Business	Action
		<ol style="list-style-type: none"> 1. 2022 Foundation/Library Agreement and Addendum, Cliff Jo and Dean Carrell 2. 2020 Fiscal Audit, Cliff Jo 	
4:40 pm	05 min.	Officers Reports	
		<ol style="list-style-type: none"> 1. Q1 Marketing Focus - JBC 2. Q4 Marketing Results – Online Books, Videos, Magazines 	
4:45 pm	15 min.	Executive Session	
		<i>At this time on the agenda, the Board of Trustees will recess to Executive Session per RCW 42.30.110, to discuss collective bargaining matters.</i>	
5:00 pm	01 min.	Announcements	
5:01 pm		Adjournment	

Consent Agenda

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – DECEMBER 8, 2021**



CALL TO ORDER

Chair Pat Jenkins called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:34 pm. Board members present were Neesha Patel and Abby Sloan. Jamilyn Penn joined the meeting at 3:55 pm. 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 November 10, 2021, Regular Meeting
2. Approval of November 2021 Payroll, Benefits and Vouchers
3. Approval of Insurance Policy
4. Tri-Care Managed Support Renewal
5. Tyler Support Renewal

Trustee Sloan moved for approval of the consent agenda. Trustee Patel seconded the motion and it was passed.

BOARD MEMBER REPORTS

There were no Board member reports.

ROUTINE REPORTS

October Financial Report –Executive Director Georgia Lomax reported the final tax levy was received today. Official details will be presented in January.

Customer Experience Services Report – Customer Experience Deputy Director Connie Behe reported on recent public behavior issues at the Lakewood and Graham libraries. The Risk Management Team will be addressing the concerns and working toward solutions.

The Board shared their concern for staff and thanked them for their ongoing commitment to serving the Library's customer.

UNFINISHED BUSINESS

Executive Director Recruitment Update – Staff Experience Director Cheree Green reported the Executive Director position has been posted and will be open through mid-January. Interviews for semi-finalist are scheduled for February and finalists will be interviewed in March.

2021 Transfers

Trustee Patel moved to approve Resolution 2021-18: To Transfer Set-Asides in the General Fund Balance to the Capital Facilities Fund. Trustee Sloan seconded. Motion carried.

Trustee Patel moved to approve Resolution 2021-19: To Record All Deposited Property Tax Revenues to the Levy Sustainability Fund. Trustee Sloan seconded. Motion carried.

2022 Budget and Service Plans – Executive Director Lomax reported the Library is budgeting for full operations and use levels in order to be prepared despite the ongoing pandemic. The Capital fund is larger than previous years to allow for additional maintenance planned for several locations. The Levy Sustainability fund is projected to reach its target goal of \$15 million in 2024. Projections reflect that revenue will balance with the budget in 2025, and in

following years, costs to provide library services and operate buildings will exceed revenue. At that time funds will be drawn from the Levy Sustainability fund to balance the budget.

Chair Jenkins commented the budget is well received and represents excellent stewardship of the public trust. Trustee Penn commended the Library for its outstanding navigation of the budgeting process. Trustees Sloan and Patel concurred.

Public Hearing: 2022 Budget of Revenue and Expenditures

Trustee Sloan moved that in accordance with RCW 84.55.120, the public hearing be opened for consideration of increases in property tax revenues, regarding 2021 property tax levies for collection in 2022. Trustee Patel seconded the motion. Motion carried.

Chair Jenkins then asked if there was anyone in the audience who wished to comment on the 2022 budget. There being no further comments, Trustee Penn moved to close the public hearing on the 2022 budget of revenue and expenditures. Trustee Patel seconded the motion. Motion carried.

UNFINISHED BUSINESS (CONT.)

Trustee Sloan moved for approval of:

- *Resolution 2021-20: To Adopt the 2022 General Fund Budget*
- *Resolution 2021-21: To Adopt the 2022 Capital Improvement Fund Budget*
- *Resolution 2021-22: To Adopt the 2022 Election Fund Budget*
- *Resolution 2021-23: To Adopt the 2022 Levy Sustainability Fund Budget*
- *Resolution 2021-24: To Adopt the 2022 Property and Facility Fund Budget*
- *Resolution 2021-25: To Set Wages and Benefits for Non-Represented Employees for 2022*

Trustee Penn seconded the motion. Motion carried.

NEW BUSINESS

2022 Election of Officers –

Trustee Patel moved to approve the slate of officers for 2022 with Trustee Penn as Chair and Trustee Jenkins as Vice-Chair. Trustee Sloan seconded the motion. Motion carried.

2022 Board Calendar of Work – Director Lomax presented an overview of the major work expected to come before the Board next year.

OFFICERS REPORTS

Future Libraries 2022 – The Sumner project will move into a more active phase in 2022 as design begins. Building assessments will take place for all locations with special focus on the Lakewood and Tillicum libraries. The Library will explore new and innovative ways to deliver library services that do not have a building.

EXECUTIVE SESSION

At 4:34 pm, Trustee Patel moved to recess to Executive Session, per RCW 42.30.110, to discuss collective bargaining matters for approximately 15 minutes. Trustee Penn seconded the motion. Motion carried.

The session ended at 4:47 pm.

ANNOUNCEMENTS

Director Lomax thanked the Board for another great year and extended wishes for a happy and safe holiday.

ADJOURNMENT

The meeting was adjourned at 4:47 pm on motion by Trustee Sloan seconded by Trustee Patel.

Georgia Lomax, Secretary

Pat Jenkins, Chair

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

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	10051 - 10055	12/06/2021 - 12/21/2021	\$ 6,942.70
Electronic Payments - Payroll & Acct Payable		12/6/2021	\$ 935,651.31
Electronic Payments - Payroll & Acct Payable		12/21/2021	\$ 935,349.25
Accounts Payable Warrants	702233 - 702371	12/3/2021 - 12/31/2021	\$ 2,096,745.52
Total:			<u>\$ 3,974,688.78</u>

As of 1.5.2021

ALL CHECKS

CHECK DATE FROM: 12/01/2021 TO: 12/31/2021

CHECKING ACCOUNT: 999.000.000.000.111100

EMP #	NAME	ISSUED	ST CHECK #	AMOUNT
1379	GABUMPA, SUSIE	12/06/2021	10051	1,775.85
1371	SMITH, AMBER	12/06/2021	10052	546.63
1337	EDWARDS, VIVIAN	12/21/2021	10053	913.85
1382	LE, GIANG QUYNH	12/21/2021	10054	875.93
1367	MCCRORY, RYAN H	12/21/2021	10055	2,830.44
TOTAL CHECKS			5	6,942.70

** END OF REPORT - Generated by MEGAN TURNER **

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: 12/6/21 Payroll

Withdrawal Date: 12/6/2021

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	74,105.45
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	59,669.85
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	59,669.85
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	583,464.14
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	10,362.56
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	54,335.99
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	82,614.22
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	6,057.50
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	3,432.57
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	206.30
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	-
PCL_Company	WA State Support Registry	237100	CC_Library_District	697-00	5100000	1,500.00
PCL_Company	Pennsylvania Dept of Revenue	237100	CC_Library_District	697-00	5100000	232.88
Total Deposit						\$ 935,651.31

Certification:

Stacy Karabotsos
 Signature (Department Designee)
 Board Agenda Packet 01-12-2022 Page 7

12/2/2021
 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@piercecounyalibrary.org
 Comments: 12/21/21 Payroll

Withdrawal Date: 12/21/2021

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	73,783.46
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	58,973.13
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	58,973.13
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	582,103.21
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	10,556.90
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	54,543.34
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	83,071.14
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	6,057.50
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	3,317.41
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	633.33
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	212.20
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	1,547.84
PCL_Company	WA State Support Registry	237100	CC_Library_District	697-00	5100000	1,576.66
PCL_Company	Pennsylvania Dept of Revenue	237100	CC_Library_District	697-00	5100000	
Total Deposit						\$ 935,349.25

Certification:

Stacy Karabotsos
 Signature (Department Designee)
 Board Agenda Packet 01-12-2022 Page 8

12/17/2021
 Date

Comments:

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
702233	12/03/2021	PRINTED	341	BAKER & TAYLOR	0.00	24,157.96	12/07/2021
702234	12/03/2021	PRINTED	2136	BOBBI ROSE ALCH	0.00	200.00	12/08/2021
702235	12/03/2021	PRINTED	1088	KAREN BROOKS	0.00	194.10	12/21/2021
702236	12/03/2021	PRINTED	638	CITY OF BUCKLEY	0.00	250.51	12/09/2021
702237	12/03/2021	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	74.65	12/07/2021
702238	12/03/2021	PRINTED	998	CINTAS CORPORATION	0.00	446.27	12/15/2021
702239	12/03/2021	PRINTED	124	CONSOLIDATED TECHNOLOGY SERVICES	0.00	588.33	12/10/2021
702240	12/03/2021	PRINTED	1001	DATA QUEST LLC	0.00	446.90	12/15/2021
702241	12/03/2021	PRINTED	2028	DAVIS DOOR SERVICE INC	0.00	1,944.75	12/07/2021
702242	12/03/2021	PRINTED	379	E-RATE EXPERTISE INC	0.00	1,387.50	12/15/2021
702243	12/03/2021	PRINTED	405	FLOHAWKS	0.00	4,462.18	12/09/2021
702244	12/03/2021	PRINTED	445	GHA TECHNOLOGIES INC	0.00	1,331.00	12/08/2021
702245	12/03/2021	PRINTED	2099	IKE AND TASH	0.00	522.50	12/08/2021
702246	12/03/2021	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	240.26	12/15/2021
702247	12/03/2021	PRINTED	710	IRON MOUNTAIN INC	0.00	392.62	12/09/2021
702248	12/03/2021	PRINTED	211	MIDWEST TAPE	0.00	12,101.92	12/09/2021
702249	12/03/2021	PRINTED	216	CITY OF MILTON	0.00	415.48	12/08/2021
702250	12/03/2021	PRINTED	1081	NASIM & SONS INC	0.00	4,257.63	12/08/2021
702251	12/03/2021	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	120.00	12/07/2021
702252	12/03/2021	PRINTED	2096	PEOPLESOURCE INC	0.00	7,387.93	12/09/2021
702253	12/03/2021	PRINTED	762	PRINT NW LLC	0.00	16,924.12	12/07/2021
702254	12/03/2021	PRINTED	776	PUGET SOUND ENERGY	0.00	2,451.47	12/08/2021
702255	12/03/2021	PRINTED	2137	SHRUTI BALA PURKAYASTHA	0.00	200.00	
702256	12/03/2021	PRINTED	782	QUALITY BUSINESS SYSTEMS INC	0.00	901.77	12/08/2021
702257	12/03/2021	PRINTED	782	XEROX CORPORATION	0.00	179.33	12/07/2021
702258	12/03/2021	PRINTED	61	RICOH USA INC	0.00	160.68	12/08/2021
702259	12/03/2021	PRINTED	269	SPRAGUE PEST SOLUTIONS	0.00	60.67	12/09/2021
702260	12/03/2021	PRINTED	273	TOWN OF STEILACOOM	0.00	1,138.71	12/08/2021
702261	12/03/2021	PRINTED	892	SUNDOWNER LLC	0.00	9,331.19	12/14/2021
702262	12/03/2021	PRINTED	290	SURPRISE LAKE SQUARE LLC	0.00	11,689.59	12/09/2021
702263	12/03/2021	PRINTED	594	TYLER BUSINESS FORMS	0.00	66.54	12/08/2021
702264	12/03/2021	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	2,623.66	12/08/2021
702265	12/03/2021	PRINTED	2015	WEX BANK	0.00	2,803.09	12/07/2021
702266	12/06/2021	PRINTED	314	AFSCME AFL-CIO	0.00	13,540.73	12/13/2021
702267	12/06/2021	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	2,213.39	12/14/2021
702268	12/06/2021	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	0.00	525.16	12/08/2021
702269	12/07/2021	PRINTED	998	CINTAS CORPORATION	0.00	446.27	12/16/2021
702270	12/07/2021	PRINTED	146	DAILY JOURNAL OF COMMERCE	0.00	111.80	12/15/2021
702271	12/07/2021	PRINTED	2145	ENMU GOLDEN LIBRARY	0.00	60.00	
702272	12/07/2021	PRINTED	1852	GA CREATIVE INC	0.00	1,725.00	12/16/2021

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
702273	12/07/2021	PRINTED	1081	NASIM & SONS INC	0.00	7,684.77	12/13/2021
702274	12/07/2021	PRINTED	235	NATIONAL BUSINESS RESEARCH INS	0.00	1,000.00	12/13/2021
702275	12/08/2021	PRINTED	335	ASSOCIATION OF WASHINGTON CITI	0.00	249,959.58	12/15/2021
702276	12/10/2021	PRINTED	2146	AMS SIDING LLC	0.00	17,210.00	12/15/2021
702277	12/10/2021	PRINTED	2036	BACKSTAGE LIBRARY WORKS	0.00	4,179.70	12/14/2021
702278	12/10/2021	PRINTED	341	BAKER & TAYLOR	0.00	36,208.77	12/17/2021
702279	12/10/2021	PRINTED	432	CITY OF BONNEY LAKE , WA	0.00	269.04	12/14/2021
702280	12/10/2021	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	190.29	12/15/2021
702281	12/10/2021	PRINTED	1015	EASTERN WASHINGTON UNIVERSITY LIBRARIES	0.00	125.00	12/22/2021
702282	12/10/2021	PRINTED	363	TOWN OF EATONVILLE	0.00	589.13	12/15/2021
702283	12/10/2021	PRINTED	482	HERMANSON COMPANY LLP	0.00	535.59	12/14/2021
702284	12/10/2021	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	135.74	12/20/2021
702285	12/10/2021	PRINTED	211	MIDWEST TAPE	0.00	16,425.55	12/16/2021
702286	12/10/2021	PRINTED	227	MOUNTAIN MIST	0.00	32.67	12/16/2021
702287	12/10/2021	PRINTED	228	MULTICULTURAL BOOKS & VIDEOS	0.00	3,360.00	12/22/2021
702288	12/10/2021	PRINTED	1081	NASIM & SONS INC	0.00	3,331.53	12/16/2021
702289	12/10/2021	PRINTED	241	NEWS TRIBUNE	0.00	4,391.82	12/20/2021
702290	12/10/2021	PRINTED	1895	NEWSBANK INC	0.00	11,716.00	12/16/2021
702291	12/10/2021	PRINTED	520	CITY OF ORTING	0.00	348.00	12/16/2021
702292	12/10/2021	PRINTED	531	PAN ASIAN PUBLICATIONS (USA) INC.	0.00	1,050.00	12/15/2021
702293	12/10/2021	PRINTED	540	PARKLAND LIGHT & WATER	0.00	280.56	12/17/2021
702294	12/10/2021	PRINTED	552	PENINSULA LIGHT CO	0.00	594.41	12/14/2021
702295	12/10/2021	PRINTED	1037	PIERCE COUNTY SEWER	0.00	890.94	12/15/2021
702296	12/10/2021	PRINTED	776	PUGET SOUND ENERGY	0.00	444.62	12/15/2021
702297	12/10/2021	PRINTED	776	PUGET SOUND ENERGY	0.00	469.65	12/15/2021
702298	12/10/2021	PRINTED	792	WASHINGTON WATER SERVICE	0.00	199.71	12/14/2021
702299	12/10/2021	PRINTED	2114	ROSE WONG	0.00	200.00	12/20/2021
702300	12/10/2021	PRINTED	285	CITY OF SUMNER	0.00	1,080.85	12/14/2021
702301	12/10/2021	PRINTED	672	CITY OF UNIVERSITY PLACE	0.00	55.02	12/14/2021
702302	12/10/2021	PRINTED	605	US BANK	0.00	393,538.73	
702303	12/16/2021	PRINTED	78	RWC INTERNATIONAL LTD	0.00	4,417.98	12/20/2021
702304	12/17/2021	PRINTED	341	BAKER & TAYLOR	0.00	54,695.85	12/30/2021
702305	12/17/2021	PRINTED	427	BLACKSTONE PUBLISHING	0.00	247.52	12/29/2021
702306	12/17/2021	PRINTED	2078	JOSEPH BRODNIK	0.00	475.00	
702307	12/17/2021	PRINTED	1036	CATALYST WORKPLACE ACTIVATION	0.00	3,756.55	12/23/2021
702308	12/17/2021	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	588.14	12/29/2021
702309	12/17/2021	PRINTED	998	CINTAS CORPORATION	0.00	446.27	12/29/2021
702310	12/17/2021	PRINTED	688	COMMUNICO LLC	0.00	59,800.00	
702311	12/17/2021	PRINTED	379	E-RATE EXPERTISE INC	0.00	2,362.50	12/27/2021
702312	12/17/2021	PRINTED	365	EBSCO	0.00	132.14	12/28/2021

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
702313	12/17/2021	PRINTED	369	EHS-INTERNATIONAL INC	0.00	8,874.48	12/29/2021
702314	12/17/2021	PRINTED	370	ELITE PROPERTY INVESTMENTS LLC	0.00	11,596.71	12/30/2021
702315	12/17/2021	PRINTED	933	EMILY'S PAPERCRAFTS	0.00	100.00	01/03/2022
702316	12/17/2021	PRINTED	390	FAIRVEGA LIBRARY SERVICES	0.00	1,818.30	12/23/2021
702317	12/17/2021	PRINTED	486	HILLIS CLARK MARTIN & PETERSON	0.00	42.00	12/24/2021
702318	12/17/2021	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	106.50	12/31/2021
702319	12/17/2021	PRINTED	704	INNOVATIVE INTERFACES INC	0.00	14,511.53	12/28/2021
702320	12/17/2021	PRINTED	707	INTRACOMMUNICATION NETWORK SYS	0.00	945.20	
702321	12/17/2021	PRINTED	26	LINGO	0.00	327.86	12/30/2021
702322	12/17/2021	PRINTED	2077	SILKE MARKOWSKI	0.00	475.00	12/31/2021
702323	12/17/2021	PRINTED	53	MARTIN SIGNS & FABRICATION INC	0.00	11,493.90	12/23/2021
702324	12/17/2021	PRINTED	1081	NASIM & SONS INC	0.00	580.59	12/24/2021
702325	12/17/2021	PRINTED	241	MCCLATCHY COMPANY LLC	0.00	7,325.00	12/29/2021
702326	12/17/2021	PRINTED	1895	NEWSBANK INC	0.00	2,830.25	12/28/2021
702327	12/17/2021	PRINTED	513	OFFICE DEPOT	0.00	2,106.70	12/27/2021
702328	12/17/2021	PRINTED	522	OVERDRIVE INC	0.00	427,289.00	12/27/2021
702329	12/17/2021	PRINTED	531	PAN ASIAN PUBLICATIONS (USA) INC.	0.00	4,980.00	12/31/2021
702330	12/17/2021	PRINTED	100	THE SEATTLE TIMES COMPANY	0.00	2,202.98	12/23/2021
702331	12/17/2021	PRINTED	105	SENTIMENTAL PRODUCTIONS	0.00	160.00	12/27/2021
702332	12/17/2021	PRINTED	284	SUMMIT WATER & SUPPLY CO	0.00	359.00	12/23/2021
702333	12/17/2021	PRINTED	2147	TN GLASS INSTALL LLC	0.00	1,200.00	12/23/2021
702334	12/17/2021	PRINTED	590	TRI-TEC COMMUNICATIONS INC	0.00	59,847.70	12/23/2021
702335	12/17/2021	PRINTED	810	WAYNES ROOFING INC	0.00	16,834.50	12/23/2021
702336	12/17/2021	PRINTED	811	WCP SOLUTIONS	0.00	754.65	12/23/2021
702337	12/17/2021	PRINTED	2008	ZPROCIS SOLUTIONS INC	0.00	5,796.00	
702338	12/21/2021	PRINTED	313	AFLAC	0.00	4,015.04	
702339	12/21/2021	PRINTED	684	COLONIAL SUPPLEMENTAL INSURANC	0.00	200.36	
702340	12/21/2021	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	2,212.11	
702341	12/21/2021	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	0.00	525.16	01/03/2022
702342	12/23/2021	PRINTED	341	BAKER & TAYLOR	0.00	1,363.33	01/03/2022
702343	12/23/2021	PRINTED	427	BLACKSTONE PUBLISHING	0.00	239.97	12/29/2021
702344	12/23/2021	PRINTED	2157	BRADBURY MILLER ASSOCIATES	0.00	6,000.00	12/29/2021
702345	12/23/2021	PRINTED	629	BRIAN DALBALCON PHOTOGRAPHY	0.00	386.05	
702346	12/23/2021	PRINTED	642	BUILDINGWORK LLC	0.00	8,879.23	
702347	12/23/2021	PRINTED	998	CINTAS CORPORATION	0.00	446.27	12/31/2021
702348	12/23/2021	PRINTED	185	DWYER PEMBERTON & COULSON PC	0.00	3,600.00	12/29/2021
702349	12/23/2021	PRINTED	369	EHS-INTERNATIONAL INC	0.00	1,292.00	
702350	12/23/2021	PRINTED	497	HUB INTERNATIONAL NORTHWEST LLC	0.00	295,457.84	12/30/2021
702351	12/23/2021	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	378.57	
702352	12/23/2021	PRINTED	1908	LAST MILE GEAR	0.00	4,510.02	12/30/2021

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
702353	12/23/2021	PRINTED	2156	MFR LAW GROUP, PLLC	0.00	7,425.00	
702354	12/23/2021	PRINTED	211	MIDWEST TAPE	0.00	19,013.80	12/29/2021
702355	12/23/2021	PRINTED	1081	NASIM & SONS INC	0.00	5,229.77	12/28/2021
702356	12/23/2021	PRINTED	512	OETC	0.00	128.82	
702357	12/23/2021	PRINTED	2063	PACIFICA LAW GROUP LLP	0.00	630.00	12/28/2021
702358	12/23/2021	PRINTED	552	PENINSULA LIGHT CO	0.00	1,670.31	12/30/2021
702359	12/23/2021	PRINTED	2096	PEOPLESPLACE INC	0.00	1,846.98	
702360	12/23/2021	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	0.00	938.51	01/03/2022
702361	12/23/2021	PRINTED	776	PUGET SOUND ENERGY	0.00	3,530.73	12/29/2021
702362	12/23/2021	PRINTED	269	SPRAGUE PEST SOLUTIONS	0.00	181.50	12/29/2021
702363	12/23/2021	PRINTED	581	TILlicum COMMUNITY SERVICE CEN	0.00	1,558.17	
702364	12/23/2021	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	71.55	12/29/2021
702365	12/23/2021	PRINTED	810	WAYNES ROOFING INC	0.00	1,032.38	12/29/2021
702366	12/28/2021	PRINTED	445	GHA TECHNOLOGIES INC	0.00	40,977.75	
702367	12/28/2021	PRINTED	207	MICROSOFT CORPORATION	0.00	68,392.50	
702368	12/31/2021	PRINTED	341	BAKER & TAYLOR	0.00	13,840.59	
702369	12/31/2021	PRINTED	216	CITY OF MILTON	0.00	924.96	
702370	12/31/2021	PRINTED	776	PUGET SOUND ENERGY	0.00	4,683.77	
702371	12/31/2021	PRINTED	273	TOWN OF STEILACOOM	0.00	1,109.35	
					0.00	2,096,745.52	2,096,745.52

MEMO



Date: December 29, 2021

To: Chair Jamilyn Penn and Members of the Board of Trustees

From: Stephanie Ratko, IT Manager

Subject: PCLS Public Computer Lifecycle Replacements

The Library needs to replace some PCLS Public computers. Public computers are used by members of the public to access the web, and a variety of online resources. The PubTech IT Portfolio recommends the purchase of new laptops to replace laptops whose warranties expired at the end of 2021, and also those that will expire in 2022, as well as additional All-in-One desktops for use as fixed public PCs.

Background

This is a planned purchase identified and budgeted for in the PCLS Five Year Technology Roadmap. The computers in scope of the purchase are to replace Public laptops that are at or approaching end of life, and to purchase additional All-in-One desktops to increase the capacity of our fixed public PC to meet demand. The PubTech IT Portfolio recommends purchasing 164 laptops and 49 All-in-One PCs at the estimated cost of \$234,000.00, including tax.

Purchasing Mechanism

With the Board's approval, we will purchase the equipment 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 (expires 7/31/2022) not to exceed \$234,000.00.

MEMO



Date: December 29, 2021

To: Chair Jamilyn Penn and Members of the Board of Trustees

From: Stephanie Ratko, IT Manager

Subject: PCLS Staff Computer Lifecycle Replacements

The Library needs to replace some PCLS staff computers. Staff computers are needed to provide public services to the community and operate day-to-day library business functions. The StaffTech IT Portfolio recommends the purchase of new laptops to replace laptops whose warranties expired at the end of 2021, and also those that will expire in 2022, as well as to provide laptops to new hires.

Background

This is a planned purchase identified and budgeted for in the PCLS Five Year Technology Roadmap. The computers in scope of the purchase are staff laptops that are at or approaching end of life. The StaffTech IT Portfolio recommends also purchasing 142 laptops at the estimated cost of \$175,000.00, including tax.

Purchasing Mechanism

With the Board's approval, we will purchase the equipment 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 (expires 7/31/2022) not to exceed \$175,000.00.

MEMO



Date: December 31, 2021

To: Chair Jamilyn Penn and Members of the Board of Trustees

From: Stephanie Ratko, IT Manager

Subject: 2022 Network Switch Replacements

The Library needs to replace core networking switches in 2022 because they are reaching the end of their support life from the manufacturer this year. The switches are an essential component of the PCLS network infrastructure.

Background

This is a planned purchase identified and budgeted for in the PCLS Five Year Technology Roadmap. The IT Department recommends the purchase of replacement Dell Network Routers with 5 years of support included, and all necessary cables to support the replacement at an estimated cost of \$125,000, including tax.

Currently the Library's switches are under warranty support from the vendor. The Library's warranty support agreement expires in Q2 in 2022. Not fortifying the Library's network infrastructure risks exposing the Library's systems to external bad actors and reduces the ability of the PCLS IT Department to provide increased 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 purchase the equipment 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 (expires 7/31/2022), not to exceed \$125,000.00.

Board Member Reports

MEMO

Date: January 3, 2022
To: Members of the Board of Trustees
From: Jamilyn Penn, Chair
Subject: New Trustee Welcome – Pamela Duncan

Pamela E. Duncan was appointed to the Pierce County Library Board of Trustees by County Executive Bruce Dammeier and will be confirmed by the Pierce County Council on January 11, 2022. She will join the Board of Trustees at the January meeting.



Duncan is the founder and chief executive officer (CEO) of Tierra Sólida Enterprises, which is dedicated to building and sustaining businesses and economies and helping people who are economically disadvantaged discover lives that are more purposeful. Trustee Duncan's career also includes overseeing the renovation and development of buildings and teaching high school and higher education students.

Previously Duncan worked as the president and CEO of the Metropolitan Development Council and the human services manager with the City of Tacoma.

Duncan also serves the Washington Low-Income Housing Alliance and serves as the Chair of its Equity and Racial Justice Committee. Trustee Duncan is a tremendous community volunteer and was a long-time tutor with Tacoma Community House's Read2Me Program and an elementary school volunteer.

During the meeting we will welcome her and introduce ourselves.

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

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

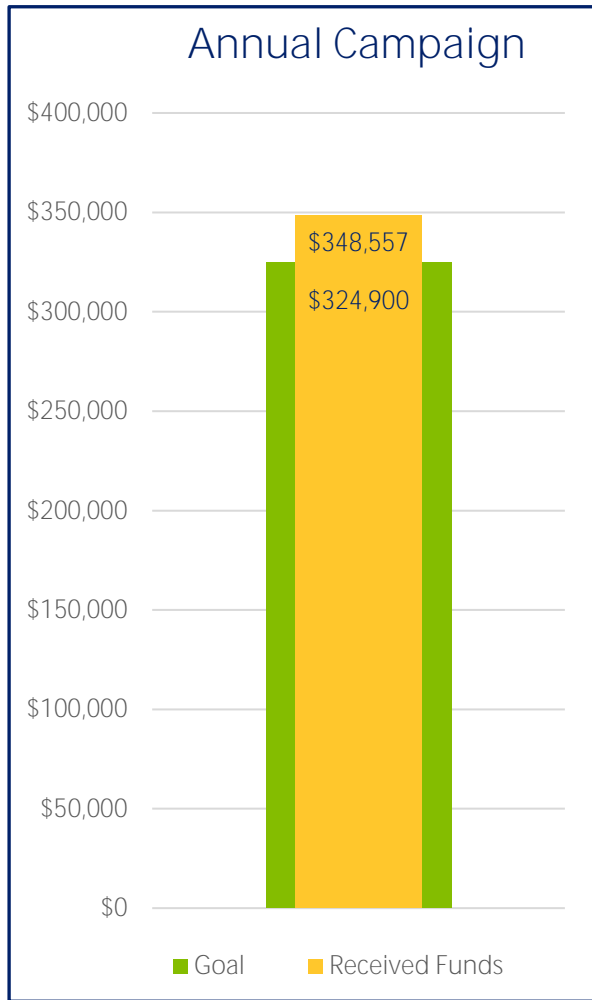
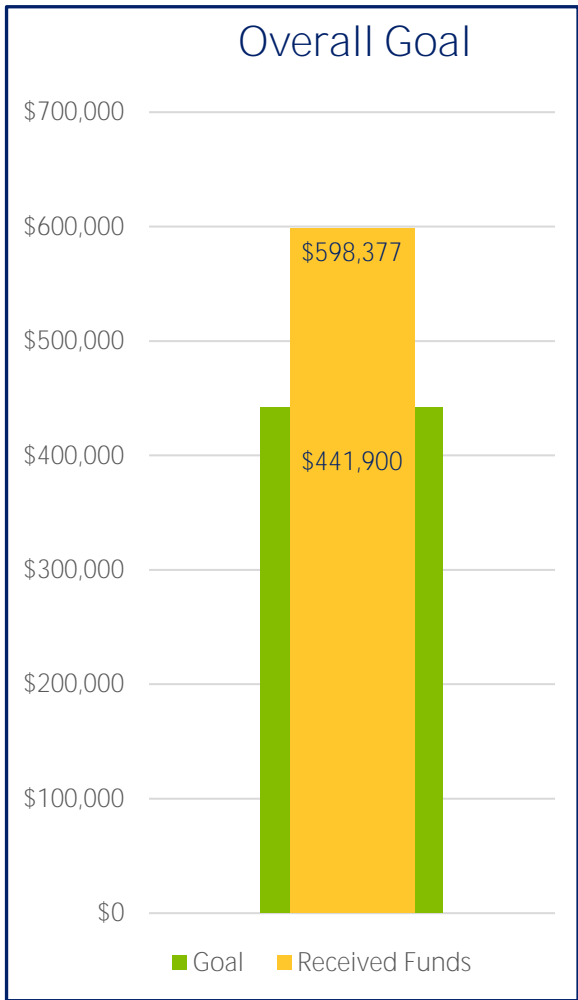
And for our new trustee, consider these questions:

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

Routine Reports

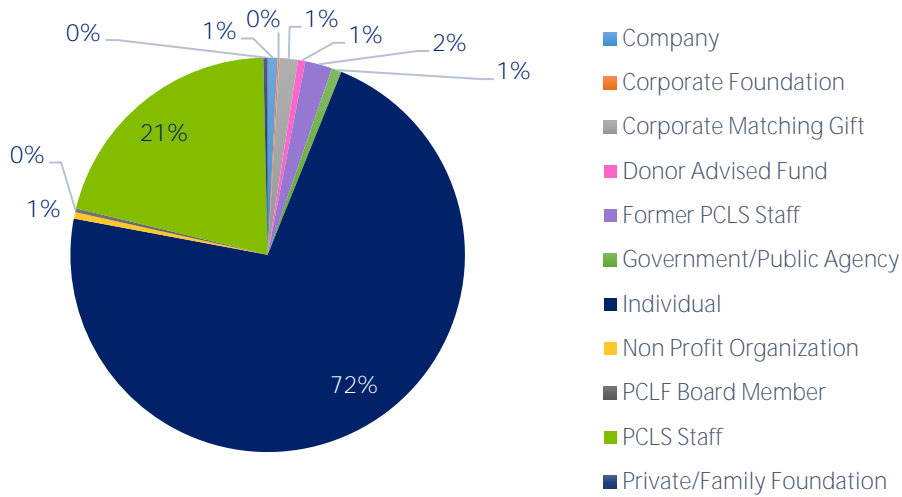


Fundraising Performance Dashboard

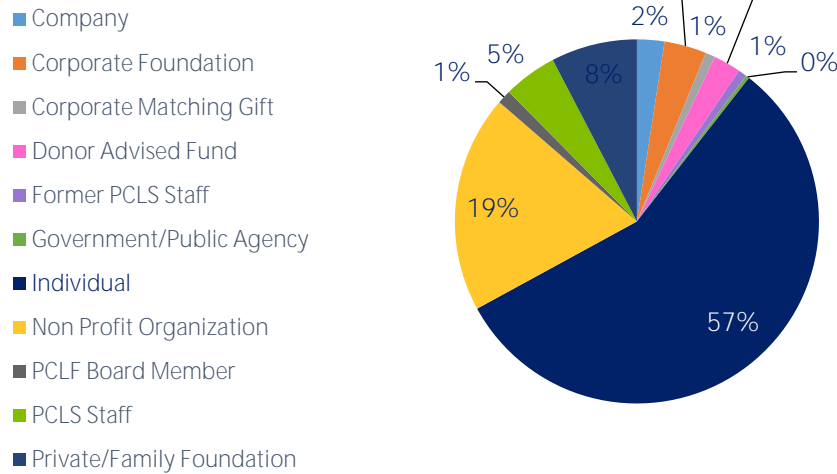


Annual Campaign Statistics

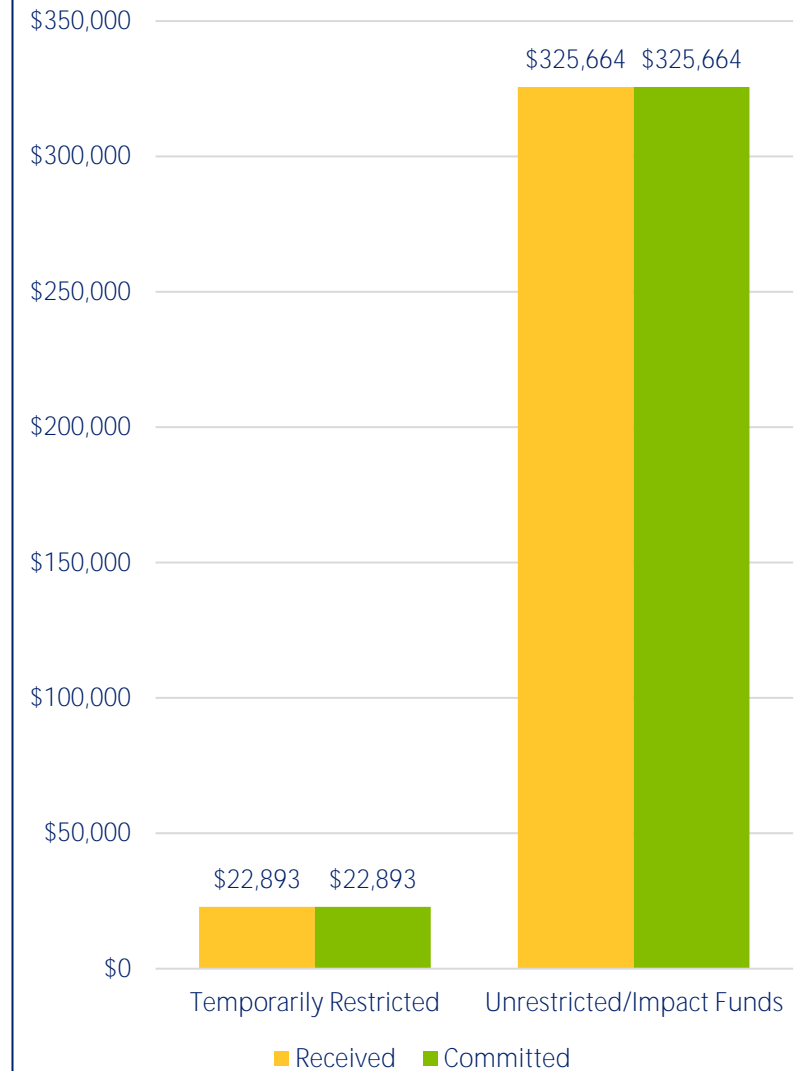
Number of Gifts by Constituency



Gift Revenue by Constituency



Revenue by Type



Annual Campaign Donors by Lifecycle Status

Continuing donors - Year to date					
Continuing donors	Continuing donor rate	Continuing donor revenue	Continuing donor revenue rate	LYBUNT donors	LYBUNT revenue
947	58.62%	\$376,284.00	167.67%	452	\$195,778.00

Continuing donors - First year donor					
Continuing donors	Continuing donor rate	Continuing donor revenue	Continuing donor revenue rate	LYBUNT donors	LYBUNT revenue
109	31.20%	\$19,912	55.00%	217	\$14,604.00

New donors - Year to date			
New donors	New donor rate	New donor revenue	New donor revenue rate
221	7.04%	\$106,226	177.52%

Returning donors - Year to date			
Returning donors	Returning donor rate	Returning donor revenue	Returning donor revenue rate
391	12.15%	\$60,226	100.64%

Updates

What's going well

- Annual Campaign exceeded goal!
- Total Revenue received was just shy of \$600,000

Areas to capitalize on

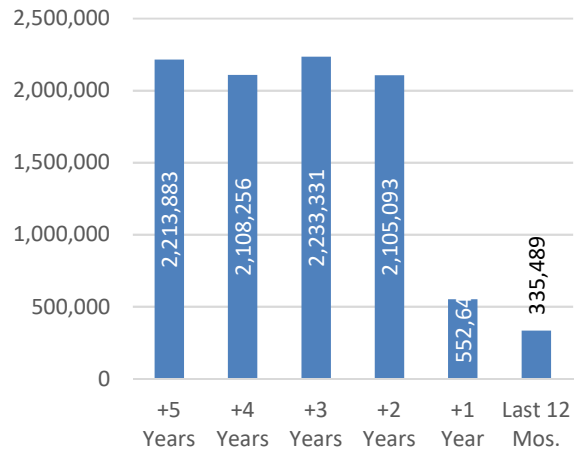
- Solidifying funding priorities and potential funders for 2022
- Board member development

Terms Defined

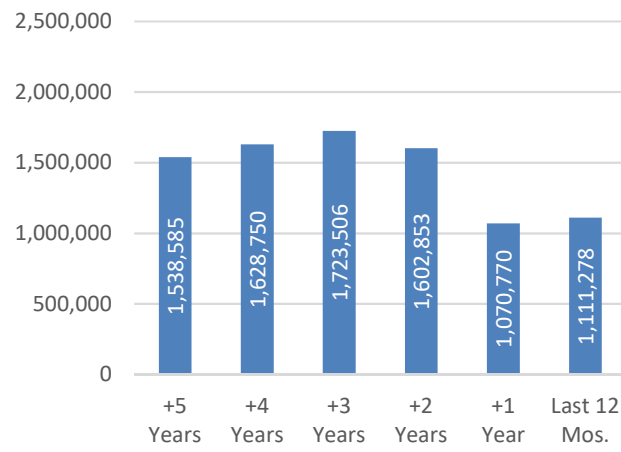
- Total Committed Revenue: All cash gifts + pledges
- Unrestricted Revenue: Undesignated funds which PCLF Board can commit all or a portion to PCLS for agreed upon programs/services in fiscal year
- Temporarily Restricted Revenue: Designated funds (typically) from sources like Friends groups, GTCF, etc., 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
- New 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
- New Donor Revenue Rate (YTD): How much new donors gave - in total - during the current fiscal year
- Continuing Donor Rate (YTD): How the total number of donors from the previous year - as a percentage - gave again during current year
- Continuing Donor Revenue Rate (YTD): How retained revenue amount compares to previous year's overall giving from retained donors
- Continuing Donors (1st year): A donor who gave their first gift in the previous fiscal year and again in the current fiscal year
- Returning 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
- Returning Donor Revenue Rate (YTD): How returning donor revenue amount compares to the previous fiscal year's returning donor revenue
- LYBUNT (YTD): All gifts received in the Last Year But Unfortunately Not yet received In this year
- LYBUNT (1st year): A subset of LYBUNTs, all first time gifts received in the Last Year But Unfortunately Not yet received In this year

Customers / Visits - November 2021

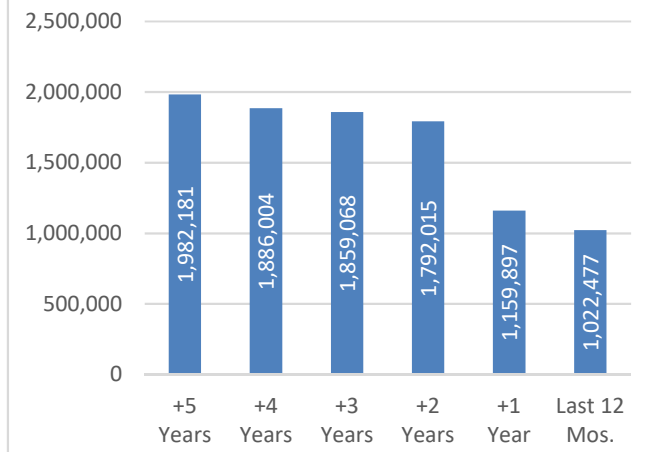
Branch Visits



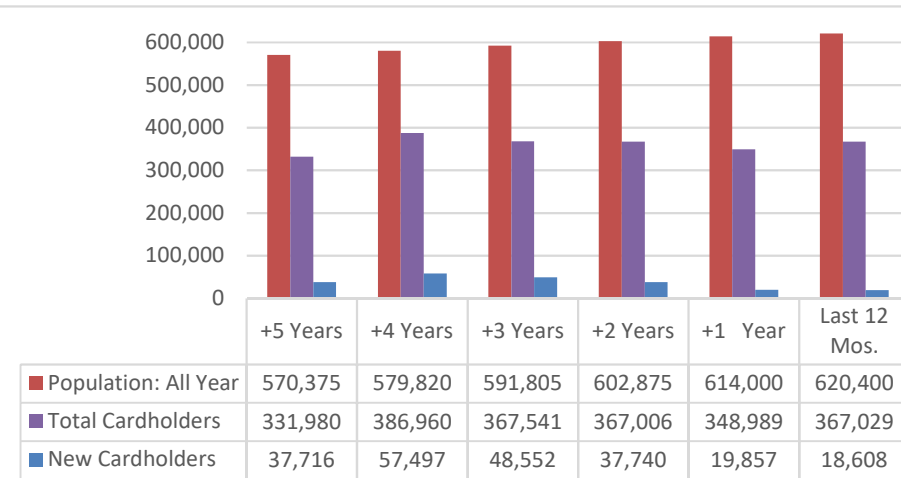
Catalog Visits



Website Visits



PCLS Cardholder Statistics



November and Rolling 12-Month Comparison

	November 2021	November 2020	% Change Nov. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
Branch Visits	71,221	0	-	335,489	552,642	-39.3%
Catalog Visits	97,124	93,389	4.0%	1,111,278	1,070,770	3.8%
Public Website Visits	83,630	88,702	-5.7%	1,022,477	1,159,897	-11.8%

Technology

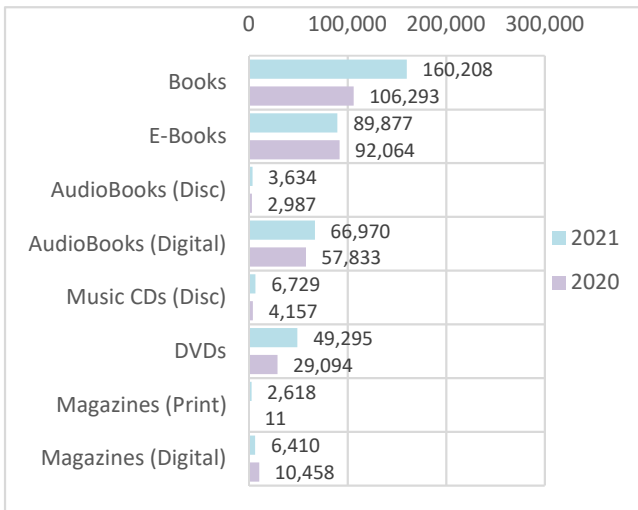
	November 2021	November 2020	% Change Nov. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
PC/Laptop Sessions	7,031	0	-	30,544	69,959	-56.3%
Wi-Fi Sessions	50,486	18,723	169.6%	387,787	345,908	12.1%

Public Spaces Usage

	2021	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
# of Public Meeting Uses	0	0	3,401	-100.0%
# of Attendees	0	0	39,246	-100.0%

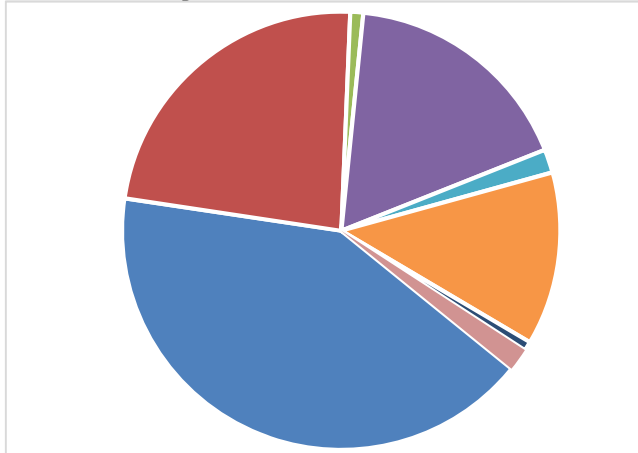
Collection Use - November 2021

November 2021 vs November 2020 Checkouts Data Table

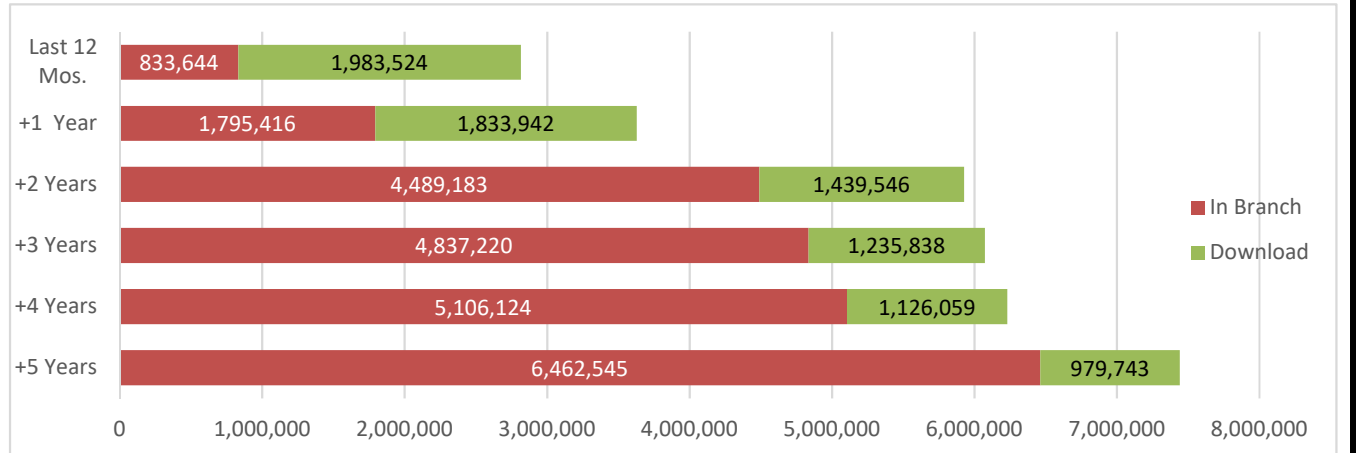


Categories	October 2021	November 2021	November 2020	% Change of Nov. Year Over Year	% of Total Nov. 2021 Checkouts	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change 12 Months Year Over Year
Books	172,440	160,208	106,293	50.72%	41.53%	1,525,795	1,189,253	28.30%
E-Books	91,732	89,877	92,064	-2.38%	23.30%	1,131,924	1,044,728	8.35%
AudioBooks (Disc)	4,158	3,634	2,987	21.66%	0.94%	40,799	44,437	-8.19%
AudioBooks (Digital)	67,901	66,970	57,833	15.80%	17.36%	785,704	675,523	16.31%
Music CDs (Disc)	6,431	6,729	4,157	61.87%	1.74%	58,328	53,202	9.63%
DVDs	50,584	49,295	29,094	69.43%	12.78%	426,728	479,286	-10.97%
Magazines (Print)	3,269	2,618	11	23700.00%	0.68%	19,527	20,171	-3.19%
Magazines (Digital)	5,798	6,410	10,458	-38.71%	1.66%	65,896	113,691	-42.04%
Totals:	402,313	385,741	302,897	27.35%	100.00%	4,054,701	3,620,291	12.00%

Checkouts By Format - November 2021



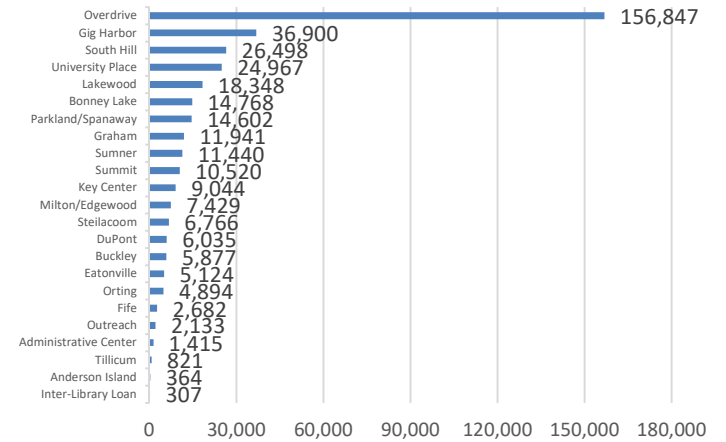
Collection Checkouts



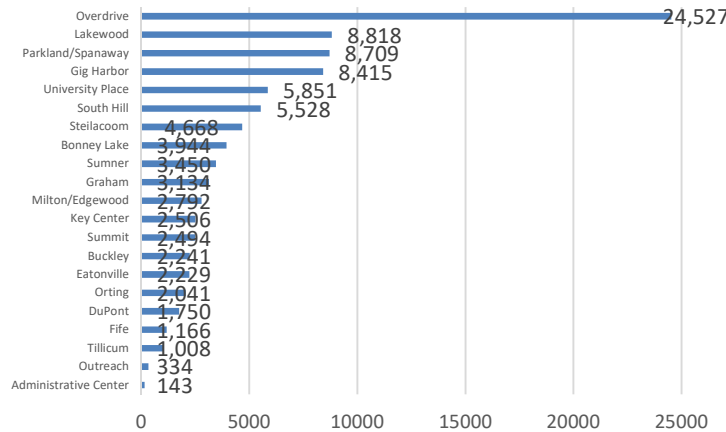
Activity - November 2021

Location	Checkouts				Visitors			
	Nov. 2021	Last 12 Mo.	+1 Year	% Change	Nov. 2021	Last 12 Mo.	+1 Year	% Change
Administrative Center	1,415	28,138	26,497	6.2%	143	788	5,193	-84.8%
Anderson Island	364	5,402	3,609	49.7%	No Door Counter for Anderson Island			
Bonney Lake	14,768	54,486	103,995	-47.6%	3,944	20,604	22,511	-8.5%
Buckley	5,877	48,857	34,264	42.6%	2,241	11,141	16,003	-30.4%
DuPont	6,035	64,396	51,466	25.1%	1,750	10,619	12,393	-14.3%
Eatonville	5,124	45,321	36,980	22.6%	2,229	12,557	16,555	-24.1%
Fife	2,682	26,445	30,149	-12.3%	1,166	5,363	11,938	-55.1%
Gig Harbor	36,900	345,114	266,666	29.4%	8,415	41,317	44,534	-7.2%
Graham	11,941	107,258	90,485	18.5%	3,134	15,580	34,397	-54.7%
Inter-Library Loan	307	2,891	1,835	57.5%	No "visitors" for Inter-Library Loan			
Key Center	9,044	78,598	60,927	29.0%	2,506	13,659	17,790	-23.2%
Lakewood	18,348	152,305	165,685	-8.1%	8,818	34,676	57,473	-39.7%
Milton / Edgewood	7,429	75,530	59,176	27.6%	2,792	12,835	34,440	-62.7%
Orting	4,894	43,898	35,317	24.3%	2,041	8,134	14,358	-43.3%
Overdrive	156,847	1,917,628	1,720,251	11.5%	24,527	287,692	273,157	5.3%
Outreach	2,133	20,249	21,963	-7.8%	334	1,336	6,179	-78.4%
Parkland / Spanaway	14,602	124,758	129,907	-4.0%	8,709	35,419	56,104	-36.9%
South Hill	26,498	242,338	209,849	15.5%	5,528	26,746	54,584	-51.0%
Steilacoom	6,766	64,860	47,124	37.6%	4,668	20,224	30,402	-33.5%
Summit	10,520	108,498	98,064	10.6%	2,494	12,641	22,914	-44.8%
Sumner	11,440	110,679	103,627	6.8%	3,450	16,230	28,582	-43.2%
Tillicum	821	8,888	11,656	-23.7%	1,008	4,256	15,935	-73.3%
University Place	24,967	235,827	206,175	14.4%	5,851	31,364	36,713	-14.6%
Total	379,722	3,912,364	3,515,667	11.3%	95,748	623,181	812,155	-23.3%

November Checkouts



November Visitors



Branch Closure Information - Last 12 Months

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

Visitors: November 2021 counts are included in the Last 12 Mo. count for the branch locations.

Monthly Financial Reports November 30, 2021

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

General Fund

On December 31, the Library recorded \$229,000 of property tax and other County distributed revenue. The amount yet to be collected for 2020 is about \$154,000. The remaining balance will be collected over the next 18 years, with most of it coming in within 2 years.

November

- **On November 30, the Library recorded \$2,676,000 of property tax and other County distributed revenue. The amount yet to be collected for 2020 is about \$165,000, of which up to \$26,000 will be collected in December 2021. The remaining balance will be collected over the next 18 years, with most of it coming in within 2 years.**
- **54150. Includes payments towards establishing various legal agreements for the Sumner Library project and legal fees related to employment law.**

October

- On October 31, the Library recorded \$14,821,000 of property tax and other County distributed revenue. The amount yet to be collected for 2020 is about \$182,000, of which \$8,000 to \$43,000 will be collected throughout 2021. In December, we will propose adding the received amounts from 2020 to be added into the Levy Sustainability Fund.
- 36998. Final E-rate reimbursement distribution was approved and received.

July - September

- On September 30, the Library recorded \$644,000 of property tax and other County distributed revenue. The amount yet to be collected for 2020 is about \$194,000, of which \$20,000 to \$51,000 will be collected throughout 2021.
- 36998. Significant E-rate reimbursement distributions were approved and received. There will be one or two more distributions for the remainder of the year, which will put us near \$1 million in reimbursements for FY2021. A portion of these additional reimbursements will be transferred to other funds, as recommended in December.
- On August 31, the Library recorded \$224,000 of property tax and other County distributed revenue. The amount yet to be collected for 2020 is about \$202,000, of which \$28,000 to \$59,000 will be collected throughout 2021.

- August 2021 was the first full month of payroll processed in Munis; Eden is now being used for recording accounts receivables and historical reports.
- On June 30, the Library recorded \$160,000 of property tax and other County distributed revenue. The amount yet to be collected for 2020 is about \$217,000, of which \$43,000 to \$74,000 will be collected throughout 2021.
- 54501. Includes a \$23,800 catchup payments to the City of Orting for the lease of the facility (they were sending invoices to a non-existent email account, which has since been corrected on their end).

April - June

- On June 30, the Library recorded \$355,000 of property tax and other County distributed revenue. The amount yet to be collected for 2020 is about \$232,000, of which \$57,000 to \$87,000 will be collected throughout 2021.
- No other significant activity to note outside of normal monthly operations.
- On May 31, the Library recorded \$2,824,000 of property tax and other County distributed revenue. The amount yet to be collected for 2020 is about \$255,000, of which \$80,000 to \$110,000 will be collected throughout 2021.
- 54998. The US Bank Clearing balance for all of 2021 has been reconciled fully to the cent through May. We are now fully caught up.
- 53505. Includes the annual renewal license of \$206,000 for Polaris.
- On April 30, the Library recorded \$16,438,000 of property tax and other County distributed revenue. The amount yet to be collected for 2020 is about \$288,000, of which \$100,000 to \$150,000 will be collected throughout 2021.
- 54998. The US Bank Clearing balance for all of 2020 has been reconciled fully to the cent. We are now working on 2021. The reconciliation process largely involves the manual processing of credits that occurred on the US Bank statements.
- No other significant activity to note outside of normal monthly operations.

January - March

- On April 30, the Library recorded \$16,438,000 of property tax and other County distributed revenue. The amount yet to be collected for 2020 is about \$341,000, of which \$150,000 to \$200,000 will be collected throughout 2021.
- 54998. The US Bank Clearing balance for all of 2020 is no being reconciled. An estimated total of \$3,275 will be worked on through April prior to filing the annual report. The reconciliation process largely involves the manual processing of credits that occurred on the US Bank statements.
- No other significant activity to note outside of normal monthly operations.
- On February 28, the Library recorded \$887,000 of property tax and other County distributed revenue. The amount yet to be collected for 2020 is about \$393,000, of which \$200,000 to \$250,000 will be collected throughout 2021.
- 54998. The US Bank Clearing balance for all of 2020 is now complete and the reconciliation process commences. An estimated total of \$3,275 will be worked on through April prior to filing

the annual report. The reconciliation process largely involves the manual processing of credits that occurred on the US Bank statements.

- On January 31, the Library recorded \$91,000 of property tax and other County distributed revenue. While this amount is short of the remaining \$440,000 for total 2020 receipts, most will be recovered throughout 2021 and then applied to the Levy Sustainability Fund.
- 54120. Includes annual renewal for Microsoft services.
- 54501. Includes semi-annual payment for UP shared costs.
- 54998. The US Bank Clearing balance through October 2020 is complete and \$2,872,611.81 in total was distributed to the appropriate line items in the General and Capital Funds. November-December will be completed in March.

Capital Improvement Projects Fund

November

- **56250. Includes payment for the Bonney Lake Library roof replacement.**
- **56410. Includes payment for Board-approved vehicle replacement purchases.**

October

- 56100. Recorded the purchase of the new Sumner Library properties.
- 56200. Recorded the 10th and final payment for the University Place Library expansion unit.

July - September

- 54160. Includes architectural work conducted for the Bonney Lake Library.
- 39520. Received insurance payment for a totaled vehicle that occurred earlier this year.
- 54120. Includes \$12,000 payment to EHS-I for continuing work at the Buckley Library for site assessment.
- 56410. Includes Board-approved purchases for two vehicles totaling \$76,700.

April - June

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

January - March

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

Special Purpose Fund

November

- **No activity.**

October

- All contents of the fund have been transferred to the new created Election Fund and Property and Facility Fund.

July - September

- The contents of the fund are being separated out into two separate funds, per Auditor recommendations (the financial tables will be separated out for the October report).

January - August

- No significant activity.

Election Fund (formerly part of Special Purpose Fund)

November

- **The fund is now active for its first full month and is collecting interest.**

October

- The fund has being created and funds from the Election Set-Aside in the Special Purpose Fund have been transferred separated out. October is the first month in which the financials have been posted in the new fund

Property & Facility Fund (formerly part of Special Purpose Fund)

November

- **The fund is now active for its first full month and is collecting interest.**

October

- The fund has being created and funds from the Land and Property Set-Aside in the Special Purpose Fund have been transferred separated out. October is the first month in which the financials have been posted in the new fund

Levy Sustainability Fund

November

- **31111. Includes the Board-approved deposit of \$2.65 million of property tax revenue into the Levy Sustainability Fund, to be used for future operations. The fund balance is now at \$11.1 million, with an estimated \$3 - \$4 million to be deposited over the next 2 years.**

January - October

- No significant activity.

Debt Service Fund

January - November

- **No significant activity.**

Note on investments: we are investing available cash at an average of \$24.8 million per month across the year, and anticipate investment revenue to return to pre-Covid rates as the Federal Government begins tightening borrowing rates as early as April 2022. Every point increase adds about \$250,000 per year (we're currently receiving one-tenth of that).

US BANK Clearing Distributions

<u>Fiscal Month</u>	<u>Original Payment</u>	<u>General Fund Posting</u>	<u>Capital Fund Posting</u>	<u>Outstanding*</u>
January 2021	\$ 157,475.26	\$ 157,475.26	\$ - 0 -	\$ - 0 -
February 2021	270,285.27	270,285.27	- 0 -	- 0 -
March 2021	248,778.36	248,778.36	- 0 -	- 0 -
April 2021	321,388.23	321,388.23	- 0 -	- 0 -
May 2021	344,914.94	344,914.94	- 0 -	- 0 -
June 2021	194,606.26	194,606.26	- 0 -	- 0 -
July 2021	297,195.81	297,195.81	- 0 -	- 0 -
August 2021	354,613.24	354,613.24	- 0 -	- 0 -
September 2021	502,549.55	497,664.21	4,885.34	- 0 -
October 2021	350,962.30	350,598.53	363.77	- 0 -
November 2021	558,469.19	558,257.54	500.00	(288.35)
2021 YTD	\$ 3,601,238.41	\$ 3,595,777.65	\$ 5,749.11	\$ (288.35)

* 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
November 30, 2021

	GENERAL FUND	SPECIAL PURPOSE FUND	LEVY SUSTAINABILITY FUND	ELECTION FUND	PROPERTY AND FACILITY FUND	DEBT SERVICE FUND	CAPITAL IMPROVEMENT PROJECTS FUND	TOTAL ALL FUNDS
ASSETS								
Current Assets								
Cash	\$ 2,589,527	\$ -	\$ 2,653,000	\$ 578	\$ 1,708	\$ 100	\$ 530,486	\$ 5,775,399
Investments	\$ 15,210,131	\$ -	\$ 8,473,083	\$ 1,038,245	\$ 3,069,896	\$ 88,598	\$ 1,531,844	\$ 29,411,798
Accrued Interest on Investments	\$ 3,605	\$ -	\$ 184	\$ (343)	\$ (1,014)	\$ 7	\$ (1,919)	\$ 519
Total Current Assets	\$ 17,803,264	\$ -	\$ 11,126,267	\$ 1,038,480	\$ 3,070,590	\$ 88,704	\$ 2,060,411	\$ 35,187,716
TOTAL ASSETS	\$ 17,803,264	\$ -	\$ 11,126,267	\$ 1,038,480	\$ 3,070,590	\$ 88,704	\$ 2,060,411	\$ 35,187,716
LIABILITIES								
Current Liabilities								
Warrants Payable*	\$ 2,533	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,533
Sales Tax Payable*	\$ 108	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 108
Payroll Payable	\$ (1,244)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,244)
US Bank Payable*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Liabilities	\$ 1,397	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,397
TOTAL LIABILITIES	\$ 1,397	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,397
FUND BALANCE								
Reserve for Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Election Set-Aside	\$ -	\$ -	\$ -	\$ 1,021,347	\$ -	\$ -	\$ -	\$ 1,021,347
Land/Property/Facility Set-Aside	\$ -	\$ -	\$ -	\$ -	\$ 3,019,930	\$ -	\$ -	\$ 3,019,930
Unreserved Fund Balance	\$ 17,801,867	\$ -	\$ 11,126,267	\$ 17,133	\$ 50,660	\$ 88,704	\$ 2,060,411	\$ 31,145,043
TOTAL FUND BALANCE	\$ 17,801,867	\$ -	\$ 11,126,267	\$ 1,038,480	\$ 3,070,590	\$ 88,704	\$ 2,060,411	\$ 35,186,320
TOTAL LIABILITIES & FUND BALANCE	\$ 17,803,264	\$ -	\$ 11,126,267	\$ 1,038,480	\$ 3,070,590	\$ 88,704	\$ 2,060,411	\$ 35,187,716
BEGINNING FUND BALANCE, 01/01/21								
	\$ 9,743,461	\$ 3,918,105	\$ 8,467,339	\$ -	\$ -	\$ 88,623	\$ 3,240,090	\$ 25,457,618
YTD Revenue	\$ 39,673,897	\$ 190,679	\$ 2,658,928	\$ 1,038,480	\$ 3,070,590	\$ 81	\$ 51,056	\$ 46,683,711
Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
YTD Expenditures	\$ (31,615,492)	\$ (4,108,784)	\$ -	\$ -	\$ -	\$ -	\$ (1,230,734)	\$ (36,955,009)
ENDING FUND BALANCE, 11/30/21	\$ 17,801,867	\$ -	\$ 11,126,267	\$ 1,038,480	\$ 3,070,590	\$ 88,704	\$ 2,060,411	\$ 35,186,320
TAXES RECEIVABLE	\$ 917,725	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 917,725

* 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 November 30, 2021**

	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>CURRENT</i>
	12/31/2020	1/31/2021	2/28/2021	3/31/2021	4/30/2021	5/31/2021	6/30/2021	7/31/2021	8/31/2021	9/30/2021	10/31/2021	11/30/2021	
ASSETS													
Current Assets													
Cash	\$ 2,247,241	\$ 105,897	\$ 417,734	\$ 2,350,277	\$ 16,720,235	\$ 3,643,079	\$ 777,789	\$ 208,546	\$ 376,285	\$ 1,229,914	\$ 15,190,579	\$ 2,589,527	
Investments	\$ 7,619,546	\$ 6,620,411	\$ 4,790,917	\$ 2,401,546	\$ 1,601,546	\$ 14,451,546	\$ 14,955,189	\$ 12,757,233	\$ 10,057,963	\$ 7,558,580	\$ 5,701,546	\$ 15,210,131	
Accrued Interest on Investments	\$ 3,599	\$ 3,599	\$ 3,596	\$ 3,599	\$ 3,599	\$ 3,599	\$ 3,608	\$ 3,602	\$ 3,600	\$ 3,598	\$ 3,599	\$ 3,605	
Deposits Refundable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Current Assets	\$ 9,870,386	\$ 6,729,907	\$ 5,212,248	\$ 4,755,422	\$ 18,325,379	\$ 18,098,224	\$ 15,736,585	\$ 12,969,382	\$ 10,437,848	\$ 8,792,092	\$ 20,895,724	\$ 17,803,264	
TOTAL ASSETS	\$ 9,870,386	\$ 6,729,907	\$ 5,212,248	\$ 4,755,422	\$ 18,325,379	\$ 18,098,224	\$ 15,736,585	\$ 12,969,382	\$ 10,437,848	\$ 8,792,092	\$ 20,895,724	\$ 17,803,264	
LIABILITIES													
Current Liabilities													
Warrants Payable*	\$ -	\$ -	\$ -	\$ -	\$ 2,723	\$ 2,533	\$ 2,533	\$ 2,533	\$ 2,533	\$ 2,533	\$ 2,533	\$ 2,533	\$ 2,533
Sales Tax Payable*	\$ (11)	\$ (11)	\$ 98	\$ 98	\$ 98	\$ 98	\$ 98	\$ 98	\$ 110	\$ 106	\$ 111	\$ 108	
Payroll Payable	\$ 176,335	\$ 137,220	\$ 157,023	\$ 175,831	\$ 136,354	\$ 156,680	\$ 174,002	\$ (1,286)	\$ (1,286)	\$ (1,286)	\$ (1,286)	\$ (1,244)	
Total Current Liabilities	\$ 176,324	\$ 137,209	\$ 157,121	\$ 175,929	\$ 139,175	\$ 159,311	\$ 176,633	\$ 1,344	\$ 1,356	\$ 1,353	\$ 1,358	\$ 1,397	
TOTAL LIABILITIES	\$ 176,324	\$ 137,209	\$ 157,121	\$ 175,929	\$ 139,175	\$ 159,311	\$ 176,633	\$ 1,344	\$ 1,356	\$ 1,353	\$ 1,358	\$ 1,397	
FUND BALANCE													
Reserve for Encumbrance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Unreserved Fund Balance	\$ 9,694,062	\$ 6,592,697	\$ 5,055,127	\$ 4,579,493	\$ 18,186,204	\$ 17,938,913	\$ 15,559,953	\$ 12,968,038	\$ 10,436,491	\$ 8,790,739	\$ 20,894,366	\$ 17,801,867	
TOTAL FUND BALANCE	\$ 9,694,062	\$ 6,592,697	\$ 5,055,127	\$ 4,579,493	\$ 18,186,204	\$ 17,938,913	\$ 15,559,953	\$ 12,968,038	\$ 10,436,491	\$ 8,790,739	\$ 20,894,366	\$ 17,801,867	
TOTAL LIABILITIES & FUND BALANCE	\$ 9,870,386	\$ 6,729,907	\$ 5,212,248	\$ 4,755,422	\$ 18,325,379	\$ 18,098,224	\$ 15,736,585	\$ 12,969,382	\$ 10,437,848	\$ 8,792,092	\$ 20,895,724	\$ 17,803,264	
PROPERTY TAXES RECEIVABLE	\$ 765,929	\$ 41,978,393	\$ 41,104,721	\$ 39,044,457	\$ 22,601,596	\$ 19,774,356	\$ 19,417,369	\$ 19,256,366	\$ 19,012,622	\$ 18,384,256	\$ 3,570,533	\$ 917,725	

* 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 November 30, 2021



GENERAL FUND - 01	2021 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ 38,353,400	\$ 38,646,661	\$ -	\$ (293,261)	101%
Other Revenue	\$ 1,044,500	\$ 1,027,237	\$ -	\$ 17,263	98%
TOTAL REVENUE	\$ 39,397,900	\$ 39,673,897	\$ -	\$ (275,997)	101%
EXPENDITURES					
Personnel/Taxes and Benefits	\$ 27,623,800	\$ 23,271,933	\$ -	\$ 4,351,867	84%
Materials	\$ 4,582,200	\$ 3,490,917	\$ -	\$ 1,091,283	76%
Maintenance and Operations	\$ 6,811,900	\$ 4,852,642	\$ -	\$ 1,959,258	71%
Transfers Out & Reserves	\$ 380,000	\$ -	\$ -	\$ 380,000	0%
TOTAL EXPENDITURES	\$ 39,397,900	\$ 31,615,492	\$ -	\$ 7,782,408	80%
Excess/(Deficit)		\$ 8,058,406			
Additional Transfers Out		-			
NET EXCESS (DEFICIT)		\$ 8,058,406			

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	\$ -	\$ 51,056	\$ -	\$ (51,056)	-
TOTAL REVENUE	\$ 2,095,000	\$ 51,056	\$ -	\$ 2,043,944	2%
EXPENDITURES					
Capital Improvement Projects	\$ 2,095,000	\$ 1,230,734	\$ -	\$ 864,266	59%
TOTAL EXPENDITURES	\$ 2,095,000	\$ 1,230,734	\$ -	\$ 864,266	59%
Excess/(Deficit)		\$ (1,179,679)			
Additional Transfers In		-			
NET EXCESS (DEFICIT)		\$ (1,179,679)			

DEBT SERVICE FUND - 20	2021 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Investment Income	\$ -	\$ 81	\$ -	\$ (81)	-
TOTAL REVENUE	\$ -	\$ 81	\$ -	\$ (81)	-
EXPENDITURES					
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
NET EXCESS (DEFICIT)		\$ 81			

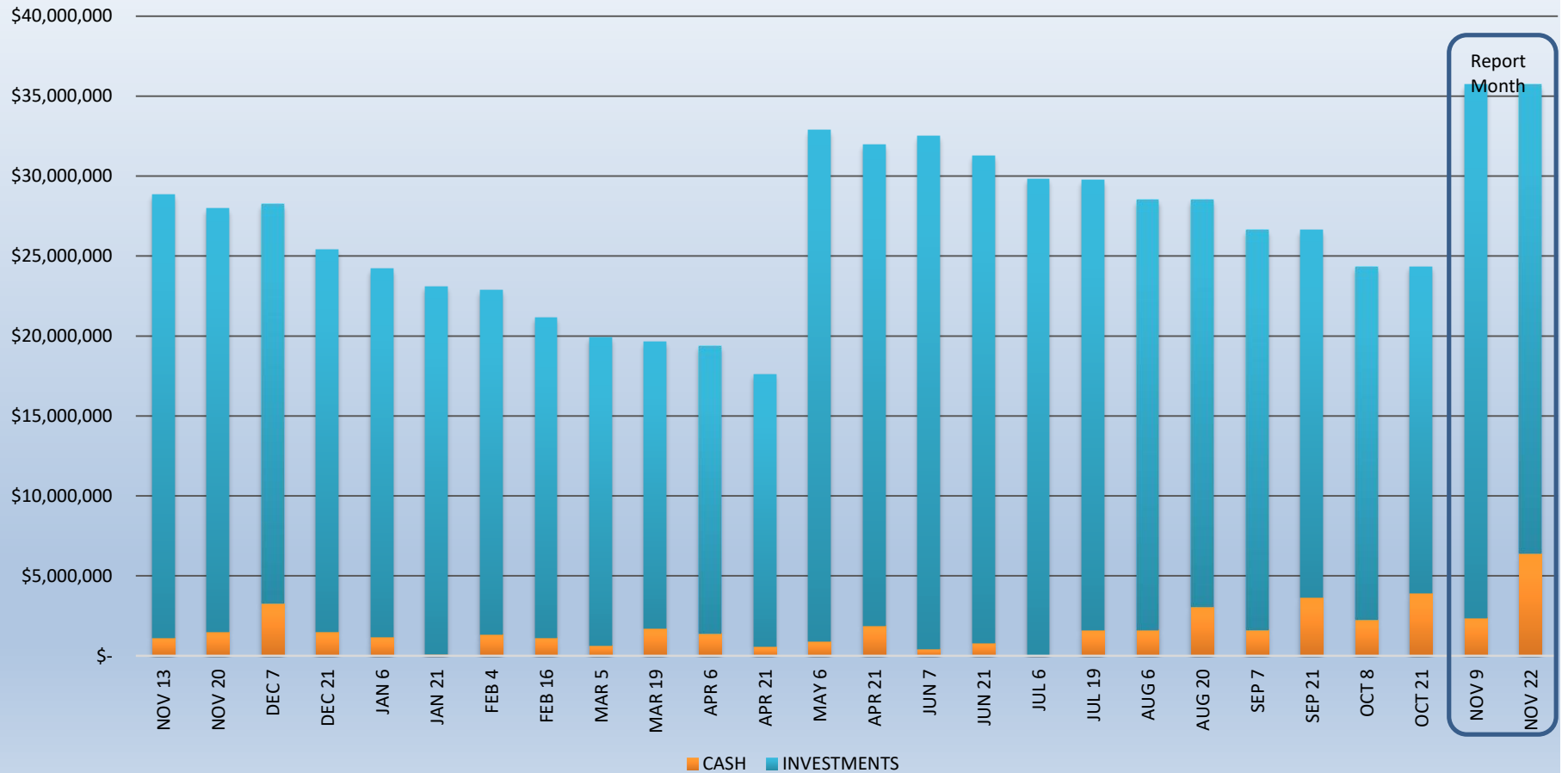
SPECIAL PURPOSE FUND - 15	2021 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 3,515	\$ -	\$ (3,515)	-
TOTAL REVENUE	\$ -	\$ 3,515	\$ -	\$ (3,515)	-
EXPENDITURES					
Special Purpose Programs & Projects	\$ -	\$ 4,108,784	\$ -	\$ (4,108,784)	-
TOTAL EXPENDITURES	\$ -	\$ 4,108,784	\$ -	\$ (4,108,784)	-
Excess/(Deficit)		\$ (4,105,269)			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ (4,105,269)			

LEVY SUSTAINABILITY FUND - 16	2021 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 7,928	\$ -	\$ (7,928)	-
TOTAL REVENUE	\$ -	\$ 7,928	\$ -	\$ (7,928)	-
EXPENDITURES					
Levy Sustainability Transfers	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 7,928			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ 7,928			

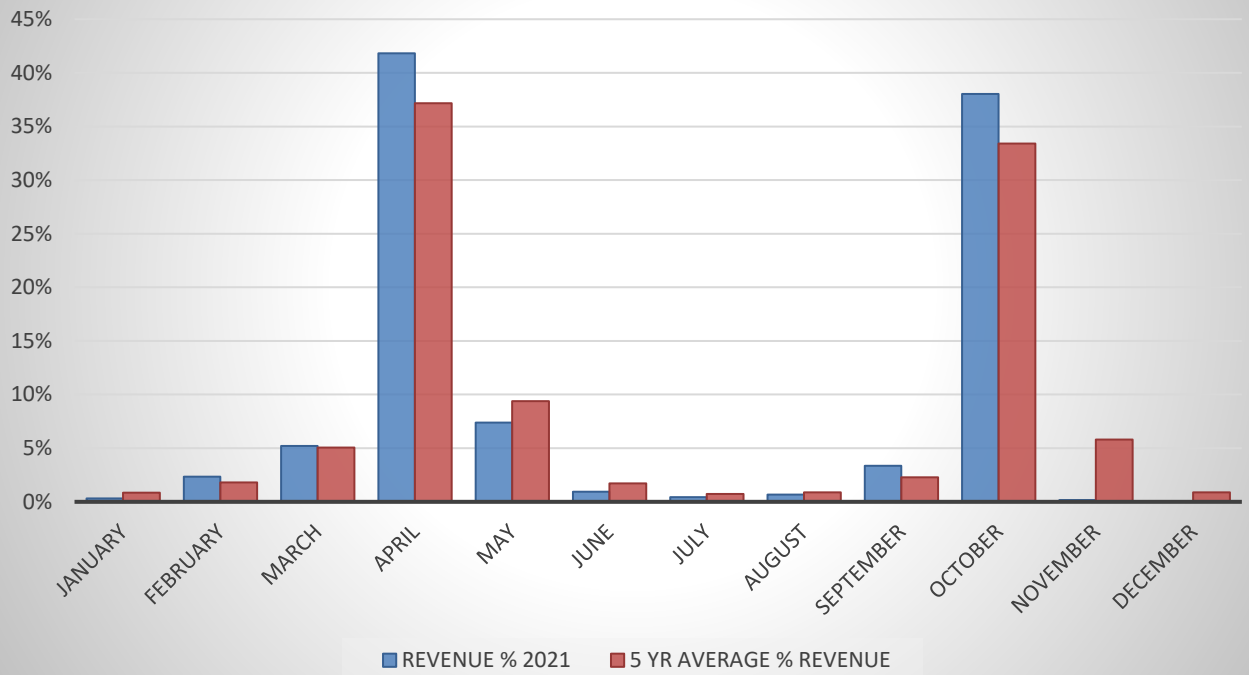
ELECTION FUND - 17	2021 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ 1,038,408	\$ -	\$ (1,038,408)	-
Investment Income	\$ -	\$ 72	\$ -	\$ (72)	-
TOTAL REVENUE	\$ -	\$ 1,038,480	\$ -	\$ (1,038,480)	-
EXPENDITURES					
Election Costs	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 1,038,480			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ 1,038,480			

PROPERTY AND FACILITY FUND - 18	2021 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ 3,070,376	\$ -	\$ (3,070,376)	-
Investment Income	\$ -	\$ 214	\$ -	\$ (214)	-
TOTAL REVENUE	\$ -	\$ 3,070,590	\$ -	\$ (3,070,590)	-
EXPENDITURES					
Property and Facilities	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 3,070,590			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ 3,070,590			

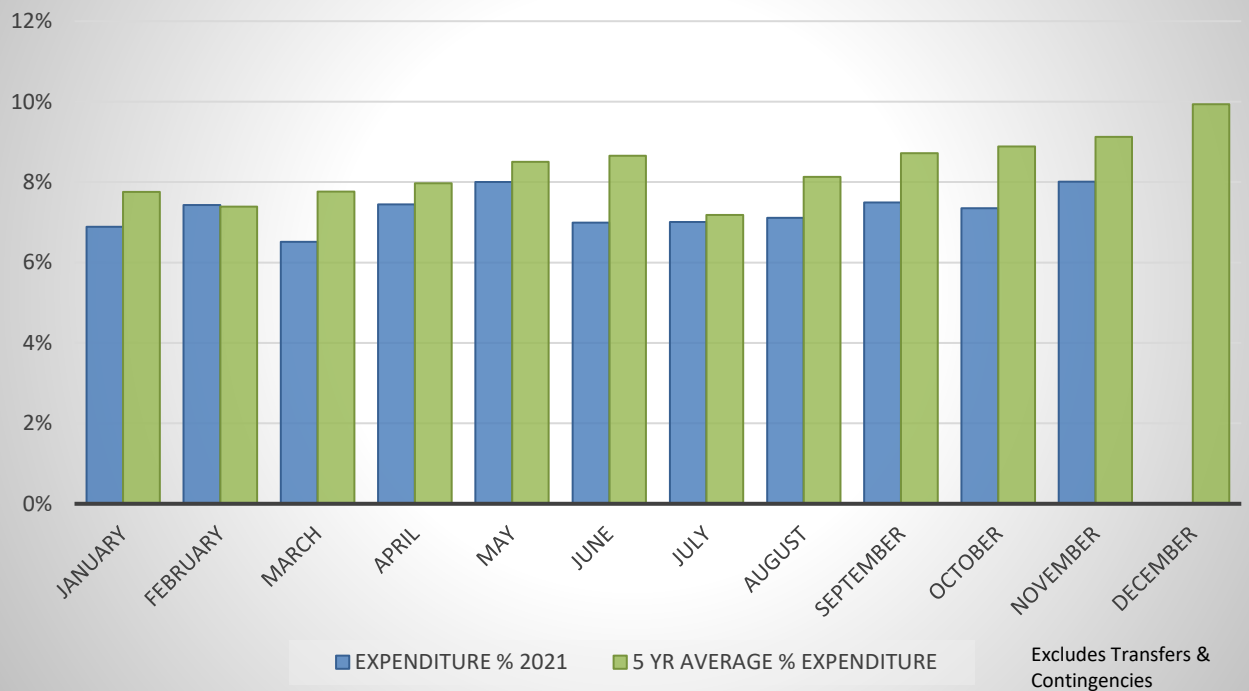
**CASH & INVESTMENTS - SEMI-MONTHLY
2021 - ALL FUNDS COMBINED (EXCLUDES DEBT SERVICE FUND)
- 13 MONTHS MOVING -**



GENERAL FUND - REVENUE TREND (%) THROUGH NOVEMBER 2021



GENERAL FUND - EXPENDITURE TREND (%) THROUGH NOVEMBER 2021



Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 11/30/2021

FUND: GENERAL FUND (01)

Object	2021 Budget	November Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
31111 PROPERTY TAX--CURRENT	37,701,400.00	55.42	38,019,687.75	0.00	(318,287.75)	100.84
31112 PROPERTY TAX--DELINQUENT	478,000.00	28.24	468,789.67	0.00	9,210.33	98.07
31113 PROPERTY TAX--KING COUNTY	60,000.00	23,693.15	76,749.32	0.00	(16,749.32)	127.92
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	3,157.04	24,509.82	0.00	(4,509.82)	122.55
31740 TIMBER EXCISE TAX	63,000.00	0.00	39,545.60	0.00	23,454.40	62.77
TAXES:	38,328,400.00	26,933.85	38,636,738.43	0.00	(308,338.43)	100.80
33533 ST FOREST FUNDS/DNR TIMB TRST	15,000.00	523.47	523.47	0.00	14,476.53	3.49
34161 GRAPHICS SERVICES CHARGES	7,500.00	0.00	0.00	0.00	7,500.00	0.00
34162 PRINTER FEES	0.00	102.18	435.93	0.00	(435.93)	0.00
34730 LIBRARY SERVICES FEES--ILL	0.00	0.00	58.98	0.00	(58.98)	0.00
35970 LIBRARY FINES	10,000.00	1,563.22	22,892.57	0.00	(12,892.57)	228.93
36110 INVESTMENT EARNINGS	10,000.00	966.97	8,592.21	0.00	1,407.79	85.92
36200 RENTS AND LEASES--KPHC	1,000.00	0.00	1,169.86	0.00	(169.86)	116.99
36700 DONOR PROCEEDS--FOUNDATION	275,000.00	0.00	0.00	0.00	275,000.00	0.00
36725 DONATIONS--OTHER	0.00	1.00	15.96	0.00	(15.96)	0.00
36726 REIMBURSEMENTS--OTHER	0.00	0.00	1,875.00	0.00	(1,875.00)	0.00
36790 OPPORTUNITY DONATIONS	160,000.00	3,618.00	3,618.00	0.00	156,382.00	2.26
36910 SALE OF SURPLUS--GENERAL	2,000.00	0.00	3,787.19	0.00	(1,787.19)	189.36
36915 SALE OF SURPLUS--MATERIALS	4,000.00	8,599.90	39,859.81	0.00	(35,859.81)	996.50
36920 FOUND MONEY	0.00	1.00	50.75	0.00	(50.75)	0.00
36990 MISCELLANEOUS OTHER	0.00	0.00	47.10	0.00	(47.10)	0.00
36991 PAYMENT FOR LOST MATERIALS	5,000.00	6.05	78.35	0.00	4,921.65	1.57
36996 JURY DUTY REIMBURSEMENT	0.00	50.00	150.00	0.00	(150.00)	0.00
36998 ERATE REIMBURSEMENT	530,000.00	0.00	851,756.56	0.00	(321,756.56)	160.71
36999 PROCUREMENT CARD REBATES	50,000.00	20,517.22	87,787.75	0.00	(37,787.75)	175.58
CHARGES OTHER:	1,069,500.00	35,949.01	1,022,699.49	0.00	46,800.51	95.62
39510 PROCEEDS FROM SALES OF CAPITAL	0.00	806.55	806.55	0.00	(806.55)	0.00
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	63,689.41	39,673,897.38	0.00	(275,997.38)	100.70
EXPENSE ACCOUNTS						
51100 SALARIES AND WAGES	20,616,500.00	1,606,618.51	17,087,361.19	0.00	3,529,138.81	82.88
51105 ADDITIONAL HOURS	152,000.00	1,415.70	22,478.23	0.00	129,521.77	14.79
51106 SHIFT DIFFERENTIAL	186,800.00	15,976.22	129,100.33	0.00	57,699.67	69.11
51107 SUBSTITUTE HOURS	155,000.00	316.28	5,639.09	0.00	149,360.91	3.64
51109 TUITION ASSISTANCE	10,000.00	0.00	8,963.49	0.00	1,036.51	89.63
51200 OVERTIME WAGES	19,100.00	0.00	6,490.86	0.00	12,609.14	33.98
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	9,770.96	106,130.29	0.00	94,269.71	52.96
52002 MEDICAL INSURANCE	2,811,800.00	195,392.59	2,261,094.76	0.00	550,705.24	80.41
52003 FICA	1,616,500.00	118,672.20	1,280,194.05	0.00	336,305.95	79.20
52004 RETIREMENT	2,453,200.00	163,094.98	2,002,597.50	0.00	450,602.50	81.63
52005 DENTAL INSURANCE	255,800.00	19,331.04	205,721.40	0.00	50,078.60	80.42
52006 OTHER BENEFIT	30,800.00	1,016.30	24,620.95	0.00	6,179.05	79.94
52010 LIFE AND DISABILITY INSURANCE	87,800.00	7,484.96	79,551.97	0.00	8,248.03	90.61
52020 UNEMPLOYMENT/ PAID FML INSURANCE	30,000.00	0.00	40,657.51	0.00	(10,657.51)	135.53

FUND: GENERAL FUND (01)

Object	2021 Budget	November Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
52021 PAID FML INSURANCE	0.00	3,261.30	11,331.41	0.00	(11,331.41)	0.00
52999 ADJ BENEFITS TO MATCH PLAN	(262,000.00)	0.00	0.00	0.00	(262,000.00)	0.00
PERSONNEL	27,623,800.00	2,142,351.04	23,271,933.03	0.00	4,351,866.97	84.25
53100 OFFICE/OPERATING SUPPLIES--DEP	121,900.00	11,579.23	107,710.95	0.00	14,189.05	88.36
53102 OFFICE/OPERATING SUPPLIES--SUP	77,400.00	122.25	134.08	0.00	77,265.92	0.17
53104 OFFICE/OPERATING SUPPLIES--PUB	67,600.00	7,609.26	46,598.48	0.00	21,001.52	68.93
53110 CUSTODIAL SUPPLIES	76,500.00	7,916.13	92,129.41	0.00	(15,629.41)	120.43
53120 MAINTENANCE SUPPLIES	30,000.00	5,129.73	34,646.16	0.00	(4,646.16)	115.49
53130 MATERIAL PROCESSING SUP	16,000.00	5,799.89	20,066.09	0.00	(4,066.09)	125.41
53140 TRAINING SUPPLIES	0.00	0.00	1,634.96	0.00	(1,634.96)	0.00
53200 FUEL	35,000.00	2,877.71	32,449.31	0.00	2,550.69	92.71
53400 MATERIALS COLLECTION	41,000.00	0.00	0.00	0.00	41,000.00	0.00
53401 ADULT AV - CDS	50,000.00	4,171.15	34,251.62	0.00	15,748.38	68.50
53402 ADULT AV - DVD	490,000.00	26,247.30	248,776.27	0.00	241,223.73	50.77
53403 PERIODICALS {{OLD}}	0.00	0.00	(298.52)	0.00	298.52	0.00
53404 ADULT AV AUDIOBOOKS	40,000.00	678.36	22,074.98	0.00	17,925.02	55.19
53405 ADULT BOOK CLUB KITS	3,500.00	874.74	3,413.58	0.00	86.42	97.53
53406 ADULT FICTION	240,000.00	21,609.28	281,884.48	0.00	(41,884.48)	117.45
53408 ADULT LARGE PRINT	80,000.00	1,681.77	46,292.42	0.00	33,707.58	57.87
53409 ADULT LUCKY DAY	80,000.00	1,117.48	8,095.17	0.00	71,904.83	10.12
53410 ADULT NONFICTION	315,000.00	36,248.88	296,733.93	0.00	18,266.07	94.20
53411 ADULT PAPERBACKS	35,000.00	218.51	6,040.32	0.00	28,959.68	17.26
53412 ADULT PC READS	0.00	0.00	442.24	0.00	(442.24)	0.00
53413 ADULT REFERENCE	11,500.00	290.00	5,550.97	0.00	5,949.03	48.27
53414 ADULT YA FICTION	70,000.00	4,218.32	36,745.22	0.00	33,254.78	52.49
53415 ADULT YA GRAPHIC NOVELS	25,000.00	3,342.78	26,305.07	0.00	(1,305.07)	105.22
53416 ADULT YA NONFICTION	20,000.00	1,984.60	12,643.54	0.00	7,356.46	63.22
53417 ADULT AV - DVDNF	50,000.00	2,045.62	46,572.41	0.00	3,427.59	93.14
53418 ADULT GRAPHIC NOVELS	15,000.00	1,301.07	14,311.37	0.00	688.63	95.41
53421 CHILDREN'S STANDING ORDERS	35,000.00	1,808.53	16,289.92	0.00	18,710.08	46.54
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	979.89	8,964.15	0.00	(1,464.15)	119.52
53425 CHILDREN'S FICTION	170,000.00	30,183.92	228,229.38	0.00	(58,229.38)	134.25
53426 CHILDREN'S GRAPHIC NOVELS	35,000.00	1,565.46	31,304.97	0.00	3,695.03	89.44
53427 CHILDREN'S NONFICTION	160,000.00	17,739.60	177,690.41	0.00	(17,690.41)	111.06
53428 CHILDREN'S SCIENCE TO GO	4,000.00	0.00	6,941.55	0.00	(2,941.55)	173.54
53429 CHILDREN'S STORYTIME	5,000.00	470.29	6,426.04	0.00	(1,426.04)	128.52
53430 DATABASES	440,000.00	0.00	234,213.50	0.00	205,786.50	53.23
53440 EBOOK - REFERENCE	5,000.00	0.00	0.00	0.00	5,000.00	0.00
53441 EBOOKS	745,000.00	97,950.16	626,071.81	0.00	118,928.19	84.04
53442 EDOWNLOADABLE AUDIO	700,000.00	64,899.25	464,119.81	0.00	235,880.19	66.30
53443 ESTREAMING BOOKS	21,900.00	0.00	0.00	0.00	21,900.00	0.00
53444 EHOSTING FEES	13,900.00	0.00	1,200.00	0.00	12,700.00	8.63
53445 EMAGAZINES	75,000.00	0.00	45,000.00	0.00	30,000.00	60.00
53446 ONLINE BOOK CLUBS	15,000.00	490.39	46,172.68	0.00	(31,172.68)	307.82
53450 MAGAZINES	52,000.00	50,789.86	120,464.82	0.00	(68,464.82)	231.66

FUND: GENERAL FUND (01)

Object	2021 Budget	November Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
53460 VENDOR PROCESSING	0.00	9,081.70	101,086.22	0.00	(101,086.22)	0.00
53464 VENDOR PROCESSING SERVICES	160,000.00	703.90	7,344.63	0.00	152,655.37	4.59
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	9,311.64	0.00	4,688.36	66.51
53471 WORLD - CHILDREN'S SPANISH	14,000.00	0.00	3,929.05	0.00	10,070.95	28.06
53472 WORLD - CHINESE	5,000.00	2,310.00	12,417.57	0.00	(7,417.57)	248.35
53473 WORLD - DVD	0.00	0.00	4,245.79	0.00	(4,245.79)	0.00
53474 WORLD - GERMAN	5,000.00	2,226.40	10,501.60	0.00	(5,501.60)	210.03
53475 WORLD - JAPANESE	5,000.00	1,782.00	3,942.00	0.00	1,058.00	78.84
53476 WORLD - KOREAN	19,000.00	0.00	21,895.73	0.00	(2,895.73)	115.24
53477 WORLD - TAGALOG	14,000.00	1,749.00	12,599.91	0.00	1,400.09	90.00
53478 WORLD - VIETNAMESE	10,000.00	0.00	10,582.47	0.00	(582.47)	105.82
53479 WORLD - RUSSIAN	14,000.00	1,795.20	24,473.44	0.00	(10,473.44)	174.81
53480 WORLD - SAMOAN	5,000.00	0.00	0.00	0.00	5,000.00	0.00
53481 YOUTH CHILDREN'S AUDIO BOOKS	40,000.00	1,637.79	26,789.20	0.00	13,210.80	66.97
53482 YOUTH DVD - FTY	45,000.00	2,535.32	27,617.97	0.00	17,382.03	61.37
53483 YOUTH YA AUDIO BOOKS	3,000.00	0.00	137.21	0.00	2,862.79	4.57
53490 FOUNDATION FUNDED	110,400.00	0.00	0.00	0.00	110,400.00	0.00
53495 GIFT FUNDS	0.00	0.00	110,400.00	0.00	(110,400.00)	0.00
53500 MINOR EQUIPMENT	34,000.00	437.16	35,725.07	0.00	(1,725.07)	105.07
53502 TECHNOLOGY HARDWARE--PUBLIC	200,000.00	73,576.35	229,324.40	0.00	(29,324.40)	114.66
53503 TECHNOLOGY HARDWARE--STAFF	300,000.00	62,863.79	253,918.14	0.00	46,081.86	84.64
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	22,880.11	338,488.32	0.00	172,311.68	66.27
53506 SOFTWARE/LICENSES/HOST--INFRA	423,000.00	2,676.31	239,910.06	0.00	183,089.94	56.72
53510 FURNISHINGS--PUBLIC	95,000.00	(55.89)	60,795.10	0.00	34,204.90	63.99
53515 FURNISHINGS--STAFF	97,500.00	7,466.84	50,187.92	0.00	47,312.08	51.47
54100 INDEPENDENT CONTRACTORS	179,700.00	1,387.50	44,937.16	0.00	134,762.84	25.01
54104 INDEPENDENT CONTRACTORS--INFRA	25,000.00	0.00	0.00	0.00	25,000.00	0.00
54110 PERFORMER SERVICES	28,000.00	625.00	8,887.50	0.00	19,112.50	31.74
54120 CONTRACTUAL SERVICES	339,100.00	45,446.26	356,681.32	0.00	(17,581.32)	105.18
54140 DATA SERVICES	4,500.00	0.00	5,530.36	0.00	(1,030.36)	122.90
54150 LEGAL SERVICES	55,000.00	23,669.00	60,705.96	0.00	(5,705.96)	110.37
54162 BIBLIOGRAPHIC & RELATED SERVIC	0.00	0.00	74,792.24	0.00	(74,792.24)	0.00
54163 PRINTING AND BINDING	25,800.00	0.00	0.00	0.00	25,800.00	0.00
54165 ILL LOST ITEM CHARGE	3,000.00	0.00	696.15	0.00	2,303.85	23.21
54200 POSTAGE	73,200.00	10,000.00	52,877.20	0.00	20,322.80	72.24
54201 SHIPPING	0.00	207.11	13,647.51	0.00	(13,647.51)	0.00
54210 TELECOM SERVICES--PHONES	50,000.00	13,111.11	82,793.36	0.00	(32,793.36)	165.59
54211 TELECOM SERVICES--CELLPHONES	76,200.00	10,684.05	82,804.75	0.00	(6,604.75)	108.67
54212 TELECOM SERVICES--INTERNET	668,000.00	102,903.02	584,078.85	0.00	83,921.15	87.44
54300 TRAVEL AND TOLLS	53,100.00	36.75	3,768.47	0.00	49,331.53	7.10
54301 MILEAGE REIMBURSEMENTS	58,500.00	2,636.27	34,674.79	0.00	23,825.21	59.27
54400 ADVERTISING	138,000.00	1,094.69	90,203.80	0.00	47,796.20	65.37
54501 RENTALS/LEASES--BUILDINGS	492,900.00	34,772.47	507,772.71	0.00	(14,872.71)	103.02
54502 RENTALS/LEASES--EQUIPMENT	188,900.00	12,001.93	127,453.72	0.00	61,446.28	67.47

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 11/30/2021

FUND: GENERAL FUND (01)

Object	2021 Budget	November Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
54600 INSURANCE	270,000.00	272.00	1,653.00	0.00	268,347.00	0.61
54700 ELECTRICITY	265,000.00	26,071.58	245,713.69	0.00	19,286.31	92.72
54701 NATURAL GAS	12,000.00	1,437.04	9,274.61	0.00	2,725.39	77.29
54702 WATER	30,000.00	4,459.74	38,607.29	0.00	(8,607.29)	128.69
54703 SEWER	34,000.00	3,341.70	27,590.71	0.00	6,409.29	81.15
54704 REFUSE	36,000.00	4,142.82	41,875.37	0.00	(5,875.37)	116.32
54800 GENERAL REPAIRS/MAINTENANCE	381,500.00	33,223.43	398,494.37	0.00	(16,994.37)	104.45
54801 CONTRACTED MAINTENANCE	475,300.00	29,383.91	155,771.63	0.00	319,528.37	32.77
54805 VEHICLE REPAIR AND MAINTENANCE	65,000.00	2,020.49	32,080.88	0.00	32,919.12	49.36
54810 IT SYSTEMS MAINTENANCE--APPS	6,200.00	0.00	0.00	0.00	6,200.00	0.00
54811 IT SYSTEMS MAINTENANCE--INFRA	70,000.00	17,236.05	17,236.05	0.00	52,763.95	24.62
54900 INDIVIDUAL REGISTRATIONS	76,300.00	1,820.00	27,598.78	0.00	48,701.22	36.17
54901 ORGANIZATIONAL REGISTRATIONS	1,500.00	0.00	661.82	0.00	838.18	44.12
54902 DUES AND MEMBERSHIPS	54,000.00	1,430.00	30,147.37	0.00	23,852.63	55.83
54903 LICENSES AND FEES {{OLD}}	0.00	0.00	1,271.70	0.00	(1,271.70)	0.00
54904 LICENSES	5,500.00	268.20	2,523.58	0.00	2,976.42	45.88
54905 FEES	80,500.00	209.35	10,515.39	0.00	69,984.61	13.06
54906 TAXES AND ASSESSMENTS	0.00	0.01	44,978.28	0.00	(44,978.28)	0.00
54911 FOUNDATION IMPACT PROJECTS	95,500.00	22,484.02	90,601.73	0.00	4,898.27	94.87
54912 CONTINGENCY	270,000.00	0.00	0.00	0.00	270,000.00	0.00
54999 MISCELLANEOUS	0.00	0.00	21.00	0.00	(21.00)	0.00
59711 TRANSFERS OUT--FUTURE ELECTION	80,000.00	0.00	0.00	0.00	80,000.00	0.00
59712 TRANSFERS OUT--FUTURE LAND, PR	300,000.00	0.00	0.00	0.00	300,000.00	0.00
ALL OTHER EXPENSES	11,774,100.00	1,013,982.89	8,343,558.48	0.00	3,430,541.52	70.86
NEED A CATEGORY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR EXPENSE ACCOUNTS	39,397,900.00	3,156,333.93	31,615,491.51	0.00	7,782,408.49	80.25
NET SURPLUS / DEFICIT	0.00	(3,092,644.52)	8,058,405.87	0.00	(8,058,405.87)	0.00

FUND: SPECIAL PURPOSE FUND (15)

Object	2021 Budget	November 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	0.00	3,514.60	0.00	(3,514.60)	0.00
CHARGES OTHER:	0.00	0.00	3,514.60	0.00	(3,514.60)	0.00
39511 SALE OF CAPITAL ASSETS (PCLS)	0.00	0.00	187,164.00	0.00	(187,164.00)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	0.00	190,678.60	0.00	(190,678.60)	0.00
EXPENSE ACCOUNTS						
59711 TRANSFERS OUT--FUTURE ELECTION	0.00	0.00	1,038,407.66	0.00	(1,038,407.66)	0.00
59712 TRANSFERS OUT--FUTURE LAND, PR	0.00	0.00	3,070,375.95	0.00	(3,070,375.95)	0.00
ALL OTHER EXPENSES	0.00	0.00	4,108,783.61	0.00	(4,108,783.61)	0.00
NEED A CATEGORY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR EXPENSE ACCOUNTS	0.00	0.00	4,108,783.61	0.00	(4,108,783.61)	0.00
NET SURPLUS / DEFICIT	0.00	0.00	(3,918,105.01)	0.00	3,918,105.01	0.00

FUND: LEVY SUSTAINABILITY FUND (16)

Object	2021 Budget	November Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
31111 PROPERTY TAX--CURRENT	0.00	2,650,800.00	2,650,800.00	0.00	(2,650,800.00)	0.00
31113 PROPERTY TAX--KING COUNTY	0.00	200.00	200.00	0.00	(200.00)	0.00
TAXES:	0.00	2,651,000.00	2,651,000.00	0.00	(2,651,000.00)	0.00
36110 INVESTMENT EARNINGS	0.00	590.40	7,927.73	0.00	(7,927.73)	0.00
CHARGES OTHER:	0.00	590.40	7,927.73	0.00	(7,927.73)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	2,651,590.40	2,658,927.73	0.00	(2,658,927.73)	0.00
NET SURPLUS / DEFICIT	0.00	2,651,590.40	2,658,927.73	0.00	(2,658,927.73)	0.00

FUND: ELECTION FUND (17)

Object	2021 Budget	November 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	72.35	72.35	0.00	(72.35)	0.00
CHARGES OTHER:	0.00	72.35	72.35	0.00	(72.35)	0.00
39700 TRANSFERS IN	0.00	0.00	1,038,407.66	0.00	(1,038,407.66)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	72.35	1,038,480.01	0.00	(1,038,480.01)	0.00
NET SURPLUS / DEFICIT	0.00	72.35	1,038,480.01	0.00	(1,038,480.01)	0.00

FUND: PROPERTY AND FACILITY FUND (18)

Object	2021 Budget	November 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	213.93	213.93	0.00	(213.93)	0.00
CHARGES OTHER:	0.00	213.93	213.93	0.00	(213.93)	0.00
39700 TRANSFERS IN	0.00	0.00	3,070,375.95	0.00	(3,070,375.95)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	213.93	3,070,589.88	0.00	(3,070,589.88)	0.00
NET SURPLUS / DEFICIT	0.00	213.93	3,070,589.88	0.00	(3,070,589.88)	0.00

FUND: DEBT SERVICE FUND (20)

Object	2021 Budget	November Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
36110 INVESTMENT EARNINGS	0.00	5.95	81.39	0.00	(81.39)	0.00
CHARGES OTHER:	0.00	5.95	81.39	0.00	(81.39)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	5.95	81.39	0.00	(81.39)	0.00
NET SURPLUS / DEFICIT	0.00	5.95	81.39	0.00	(81.39)	0.00

FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)

Object	2021 Budget	November 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	134.37	2,725.38	0.00	(2,725.38)	0.00
CHARGES OTHER:	2,095,000.00	134.37	2,725.38	0.00	2,092,274.62	0.13
39511 SALE OF CAPITAL ASSETS (PCLS)	0.00	0.00	30,000.00	0.00	(30,000.00)	0.00
39520 INSURANCE RECOVERIES--CAPITAL	0.00	0.00	18,330.35	0.00	(18,330.35)	0.00
TOTAL FOR REVENUE ACCOUNTS	2,095,000.00	134.37	51,055.73	0.00	2,043,944.27	2.44
EXPENSE ACCOUNTS						
54100 INDEPENDENT CONTRACTORS	450,000.00	0.00	522.50	0.00	449,477.50	0.12
54120 CONTRACTUAL SERVICES	225,000.00	0.00	171,942.30	0.00	53,057.70	76.42
54150 LEGAL SERVICES	0.00	0.00	12,337.50	0.00	(12,337.50)	0.00
54160 ARCHITECTURAL/ENGR SERVICES	0.00	0.00	44,033.75	0.00	(44,033.75)	0.00
54904 LICENSES	0.00	0.00	40.75	0.00	(40.75)	0.00
54912 CONTINGENCY	250,000.00	0.00	0.00	0.00	250,000.00	0.00
56100 LAND & PROPERTY ACQUISITION	0.00	(232.82)	569,941.71	0.00	(569,941.71)	0.00
56200 BUILDINGS ACQUISITIONS	120,000.00	0.00	120,000.00	0.00	0.00	100.00
56201 BUILDING IMPROVEMENTS/REFRESHE	350,000.00	0.00	0.00	0.00	350,000.00	0.00
56250 ROOFING	0.00	83,674.59	83,674.59	0.00	(83,674.59)	0.00
56280 FURNITURE AND FIXTURES	0.00	0.00	26,442.93	0.00	(26,442.93)	0.00
56410 VEHICLES	200,000.00	115,459.76	201,798.30	0.00	(1,798.30)	100.90
56430 TECHNOLOGY EQUIPMENT	500,000.00	0.00	0.00	0.00	500,000.00	0.00
TOTAL FOR EXPENSE ACCOUNTS	2,095,000.00	198,901.53	1,230,734.33	0.00	864,265.67	58.75
NET SURPLUS / DEFICIT	0.00	(198,767.16)	(1,179,678.60)	0.00	1,179,678.60	0.00

MEMO



Date: December 28, 2021

To: Chair Jamilyn Penn and Members of the Board of Trustees

From: Customer Experience Deputy Director Connie Behe, Customer Experience Manager Kayce Austin

Subject: Customer Experience Report – December

Customer Experiences

Customers at the Sumner Library continue to comment how the books, movies and more available from the Library are helping them remain positive in the face of enormous stress due to the ongoing pandemic.

At University Place Library:

- Customers have expressed gratitude over not being charged fines for overdue books or fees for copying and faxing. A few customers indicated such was the most positive thing in their lives for that day.
- When Customer Experience Assistant Larissa Vogel went to the new bakery that recently opened next door to the Library, an employee thanked her because she helped her get her new job!
- Adult Services Librarian Kristine Countryman helped a patron who told her he was in his eighties and had just received his first card ever! He said he was too busy working (60-70 hours a week) to read until he retired late in life. Now he reads all of the time.

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

Sumner Library leadership is exploring resources and training on Community-led librarianship, including the Working Together handbook and the Skills for Community Centered Libraries training from the Philadelphia Free Library. Librarians Brian Gaw and Rebecca Ryan met with the new director at the Sumner Community Food Bank to discuss how the Library might support a new 5-PC computer lab recently installed at that location.

Operational Highlights

All library locations continue to partner with the Tacoma Pierce County Health Department to distribute COVID test kits. These kits are available for customers to pick up at library locations, take home, and complete the test from home.

Initiatives Highlights

Fife and Summit Libraries hosted Tacoma probono and Pierce County Human Services for a Housing Help Pop-Up event. Approximately 30 customers received direct assistance from the Library's community partners. Many of the participants at the Sumner event were new to the Library; we're glad the Library's marketing efforts reached them.

How the library could help support minority students has been the topic of several discussions between two librarians at the Sumner Library and the director of equity and language services at the Sumner Bonney Lake School District.

Community Engagement Highlights

Staff at the Buckley Library hosted an independent Food Drive benefiting the community's local Food Bank located one block from the Library.

Take & Make activity kits are a hit with customers of all ages at the Graham Library:

- Teen customers are taking an interest in the Library thanks to the Teen Services librarians creating a Cozy Mug Take & Make that includes a mug to decorate, instructions, cocoa, reading suggestions, and more. After promoting the Take & Make on the Library's Teen Discord channel, four teens came into the Library the same day to get theirs. Staff is really enjoying seeing the teens take an interest in the Library and enjoy what it has to offer.
- A Writer's Support Kit [promoting the National Novel Writing Month (NaNoWriMo)] included writing ideas, treats, a small notebook (repurposed summer reading program booklets!), book ideas, and more. Twenty teens and twenty adults picked up a kit within the first two weeks, and the accompanying book displays cleared out fast from interest.
- Family Play Club Take & Make provided supplies and directions for Minute to Win It games. All 20 were claimed in less-than two weeks and staff received many positive reviews. One staff member reported she took one home for her kids and they had a great time playing the games with Grandma and Grandpa.

Unfinished Business

MEMO



Date: January 6, 2022

To: Chair Jamilyn Penn and Members of the Board of Trustees

From: Clifford Jo, Finance & Business Director

Subject: 2021 Fund Transfers

Following up with 2021 yearend transfers, we've begun closing out the fiscal year and need the Board to approve two resolutions to transfer the \$80,000 contained in the General Fund to the newly created Election Fund and \$300,000 also contained in the General Fund to the newly created Property and Facility Fund. These transfers were budgeted as part of the 2021 fiscal year budget approved by the Board in December 2020. The resolutions are provided below, and a simple motion is needed to approve each motion:

Action: Move to Approve Resolution 2022-01 as presented.

Action: Move to Approve Resolution 2022-02 as presented.

RESOLUTION NO. 2022-01

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PIERCE COUNTY RURAL LIBRARY DISTRICT (“LIBRARY”)
TO TRANSFER THE SET-ASIDE IN THE GENERAL FUND BALANCE
TO THE ELECTION FUND**

WHEREAS, the Pierce County Rural Library District has an established Election Fund to receive financial support from transfers from the General Fund budget, Foundation funds, and other identified sources of revenue, and

WHEREAS, \$80,000 was set-aside within the General Fund in 2021 to pay for future election costs, and the Board identifies these costs as a committed set-aside, now, therefore

BE IT RESOLVED BY THE LIBRARY BOARD OF TRUSTEES THAT:

The \$80,000 future election cost set-aside in the General Fund balance be transferred to the Election Fund effective December 2021 and that all current balances for this set-aside and the transfer contained herein be “committed” as said set-aside to be accumulated for future project needs and budgeted accordingly.

PASSED AND APPROVED THIS 12TH DAY OF JANUARY 2022.

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

RESOLUTION NO. 2022-02

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PIERCE COUNTY RURAL LIBRARY DISTRICT (“LIBRARY”)
TO TRANSFER THE SET-ASIDE IN THE GENERAL FUND BALANCE
TO THE PROPERTY AND FACILITY FUND**

WHEREAS, the Pierce County Rural Library District has an established Property and Facility Fund to receive financial support from transfers from the General Fund budget, Foundation funds, and other identified sources of revenue, and

WHEREAS, \$300,000 was set-aside within the General Fund in 2021 to pay for future land, property, and facility costs, and the Board identifies these costs as a committed set-aside, now, therefore

BE IT RESOLVED BY THE LIBRARY BOARD OF TRUSTEES THAT:

The \$300,000 future property and facility cost set-aside in the General Fund balance be transferred to the Property and Facility Fund effective December 2021 and that all current balances for this set-aside and the transfer contained herein be “committed” as said set-aside to be accumulated for future project needs and budgeted accordingly.

PASSED AND APPROVED THIS 12TH DAY OF JANUARY 2022.

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

MEMO



Date: December 22, 2021

To: Chair Jamilyn Penn and Members of the Board of Trustees

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

Subject: Executive Director Recruitment Update

We are continuing our work with Bradbury Miller Associates as our executive search firm in the search process. They are our collaborative partners with this important work. The search committee has worked with Bradbury Miller and the position was posted on December 3rd. The posting can be found here: <https://bradburymiller.com/job/pcls/> Our timeline for the process is listed below. I am available to answer any questions or provide any additional updates in the Board Meeting.

Activity	Target Date
Initial meeting with Search Committee + Board and Consultant to review timeline and set schedule	Completed
Discovery meetings with select library staff and outgoing administrator	Completed
Feedback surveys open	Completed
Advertisement is approved by Search Committee	Completed
Post ads, actively recruit candidate pool	December 3 – January 16
Applications Close	Sunday, January 16
All candidate documents sent to Search Committee	Wednesday, January 19
Meet with Search Committee and present the pool of candidates; select 6-8 semifinalists-2-hour meeting (consultant meets with Committee virtually via Zoom)	January 28 (Fri) (9:15-11:15 am)
Semifinal Interviews via Zoom w/ Search Committee	February 10 (Thu) & 11 (Fri) 7 am – 11 am
Reference Reports to Board	Wednesday, February 23

Final Interviews	March 7 (Mon) & 8 (Tue)
Negotiations Completed	Roughly a week
New Library Director Start Date	TBD

MEMO



Date: January 3, 2022

To: Chair Jamilyn Penn and Members of the Board of Trustees

From: Melinda Chesbro, Deputy Director, and Connie Behe, Customer Experience Deputy Director

Subject: 2022 Annual Work Plan Summary

All Pierce County Library System plans, services, and operations are guided by the Library's promise to provide equitable access to everybody in Pierce County. With the tidal waves of change and disruption brought on by the pandemic and external circumstances, it is helpful to return to the Library's guiding documents and principles to chart a path forward.

[The Library Board Philosophy Policy](#) describes the Library's responsibility to the public to provide reasonable and fair access to all kinds of information.

Pierce County Library operates under the fundamental belief that libraries play a vital role in a democracy by **supporting an individual's access to the information they seek and the privacy to explore ideas, form opinions and make decisions on issues affecting their lives.** The highest potential of American democracy can only be realized when a full range of ideas is accessible to the people as embodied in the U.S. Constitution's First Amendment and Article 1 of the Washington State Constitution. The Board of Trustees believe operating in pursuit of these democratic principles will lead to successful individuals and families and thriving communities.

The Board's Philosophy of Service supplies the umbrella for all services as outlined in the [2021 Strategic Plan](#) and the Library's Guiding Principles, from which the yearly work plan flows.

The Pierce County Guiding Principles are to be "creative, community-focused, and system strong.

We pledge to:

Be true to communities by listening and responding to what is important to you.

- Innovate strategically by finding inventive ways to serve you.
- Provide access for all by serving everyone with the same degree of interest and respect.
- Deliver convenience by making resources accessible and easy to use.

- Play the right role by using strengths as a library to get results and to support community partners.
- Be financially sustainable by responsibly managing your public resources for today and tomorrow.”

From the Library’s Equity, Diversity, and Inclusion efforts to the Facility Department’s plan to analyze and update library spaces, the projects captured in the work plan will contribute to better access to high quality information and library services for all of Pierce County.

2022 PCLS WORK PLAN

SPARK SUCCESS



Board Policy



Philosophy Board Policy

Policy Statement

The Pierce County Library is a proactive civic leader engaged in the unique role of supporting individuals and the community as they pursue their interests, further their education, obtain information, engage their imagination and explore a wide variety of ideas.

The Library is a place for individuals and the community to gather, to build connections, and to contribute to creating a vibrant and healthy community.

Pierce County Library operates under the fundamental belief that libraries play a vital role in a democracy by supporting an individual's access to the information they seek and the privacy to explore ideas, form opinions and make decisions on issues affecting their lives. The highest potential of American democracy can only be realized when a full range of ideas is accessible to the people as embodied in the U.S. Constitution's First Amendment and Article 1 of the Washington State Constitution. The Board of Trustees believe operating in pursuit of these democratic principles will lead to successful individuals and families and thriving communities.

Purpose

To serve as a core document describing principles that support and guide Pierce County Library's operations, services and decisions.

Policy

Through community leadership, services, resources, programs, partnerships, facilities and customer assistance, the Library connects people to the world of information and imagination and provides opportunities for individuals to connect with others in the community.

The Library creates an environment that allows each individual or family to explore and make choices within their personal values and interests, and accomplish their individual goals.

The following principles guide the work and decisions of the Board of Trustees and the staff of the Pierce County Library:

The Library:

- Offers current, up-to-date, customer-focused services, experiences, facilities, technology and resources.
- Provides welcoming places for the community to gather and interact.

- Demonstrates leadership in the Library field, embracing the spirit of innovation and thoughtful risk taking in service of the community and its residents.
- Actively engages communities and residents about what they value and want from the Library and uses this input to inform Library actions and choices.
- Is an innovative community leader and cooperates, collaborates and partners with agencies, community groups, organizations and others to achieve common goals and to effectively and efficiently support, provide and deliver resources and services the community needs and values.
- Operates as a System in order to provide equitable service for all communities in its service area, and in recognition that the best use of money and resources is achieved by sharing materials and resources, professional skills and knowledge, and administrative support.
- Acts as a good steward of the taxpayer's dollar and makes decisions that best serve the community.
- Seeks to serve residents where they want, when they want and how they want, including in Library facilities, in the community and online.

*Adopted by the Pierce County Rural Library District Board of Trustees, July 17, 1974.
Revised January 8, 2014.*



2021 STRATEGIC PLAN

SERVING ALL PEOPLE OF PIERCE COUNTY



The background of the page is a photograph of a library aisle. On the left, there are tall bookshelves filled with books. On the right, there are shorter bookshelves. In the center background, a bulletin board is visible with several items pinned to it, including a poster that says "I AM I AM I AM", a portrait of a woman, and a poster that says "IN THEIR OWN WORDS".

While the COVID-19 pandemic continues to challenge all of us, your Pierce County Library System adapted re-imagined services to serve all diverse communities.

In summer 2021, during the writing of this Strategic Plan document, the Library System achieved its major goal for 2021 and re-opened all 18 full-service libraries safely and thoughtfully.

While most library buildings were closed during the first half of 2021, the Library System offered curbside services including checking out books and movies, as well as picking up printed materials via the print from home service. In addition to curbside services, the Library encouraged people to use its Job + Business Center services to help people develop technology skills, improve marketability to get a job, and access resources to start or grow a small business. During the economic downturn from COVID-19, now, more than ever, people need the free, high-quality, credible resources from their Library.

In 2021, the Library Board of Trustees took a thoughtful step to further reduce more economic burdens on Pierce County residents. The Board did not take all of the tax monies it could have received. Rather, the Board prepared a flat budget by levying property taxes at a lower amount than legally authorized from homeowners and other property owners. By law, the Library may increase taxes by 1% more than it levied the previous year, while not exceeding the legal levy amount of 50 cents per \$1,000 of assessed property value. For 2021 this would have been an increase of \$406,000.

The Library System also took another action to reduce residents' financial concerns. In 2021, the Library System is continuing not assessing fines on books, movies, and other materials people are late returning to the Library.

We hope these efforts in some way help those in our communities struggling as a result of the COVID-19 economic downturn.

We are inspired and heartened with the public's response in returning to the library buildings. We are incredibly grateful to offer in-building services and talking with and seeing people back in the libraries!

As we all adapt during these tumultuous times in the pandemic, your Library System will continue to evolve to best meet your library needs. Thank you.

Sincerely,

Pat Jenkins
Chair, Board of Trustees

Sparking success for Pierce County for more than 75 years.

With 20 libraries, virtual events, curbside services, helpful staff, and more than a million books, movies, and other materials—the possibilities are endless.



LEARNING...inspire lifelong learning

- Support for your growth and curiosity.
- Prepare preschoolers, babies, and toddlers to learn.
- Support school and career success.
- Strengthen your practical skills and knowledge, so you can navigate the real world and meet your goals.

Overview of 2021 services:

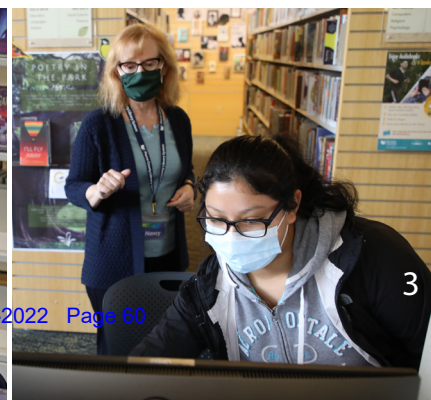
Job + Business Center



- **Job + Business Center:** Providing services to help people develop technology skills, improve their marketability to get a job, and offer resources to start or grow a small business.
- **Technical Certifications:** Offering technical certifications and other resources to help people get jobs and improve their career opportunities.
- **WorkSource Pierce Connection Sites:** 16 Library locations are now certified as WorkSource Pierce Partner Satellite locations. This collaboration with WorkSource Pierce provides additional training and workforce services.
- **Tools for Students:** Giving students online tools for research, live online homework help, tutorials, and reading suggestions.

"I'm so excited to use this computer you have no idea!"

- Fife Library customer





ENJOYMENT...foster the love of reading

- Help you enjoy your free time.
- Inspire imagination through an extensive and diverse selection of books, movies, and other materials.
- Foster your love of reading.
- Create opportunities for you to discover new interests and pursue passions.

Overview of 2021 services:



- **Enjoy BOOKS!:** Launching with three series—spring, summer, and fall to support residents’ reading, engaging, and talking about great books to build and grow a community of readers.

- The program emphasizes the connection among reading, books, community, and the Library System, and advances the Library’s goal to fuel a passion for reading and make reading a part of people’s everyday lives.

“I’m just excited! I read about 150 books during the pandemic. I know what I want to read but I’d rather hold them in my hands.”
- Graham Library customer

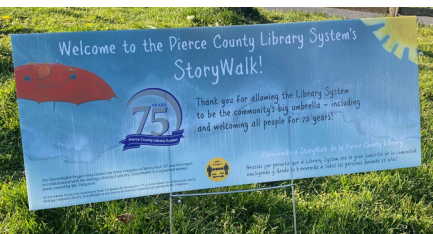




COMMUNITY...engaging with residents

- Connect and strengthen your communities.
- Bring people together around shared interests and activities.
- Activate Pierce County communities with welcoming, inclusive civic buildings and online spaces.
- Connect you with information and community resources to help you navigate life's challenges.

Overview of 2021 services:



- **75th Anniversary:** The Pierce County Library System thanked communities for the honor of serving them for 75 years! In honor of the silver anniversary, the Library hosted more than 20 StoryWalks throughout the county, featuring "The Big Umbrella" by Amy June Bates and Juniper Bates.



- **Equity, diversity, and inclusion:** Continuing the Library's Equity, Diversity, and Inclusion (EDI) strategy and immersing EDI as a sustainable part of the organization.
- **Community engagement through pop-up libraries:** Focusing on partnerships, exploring, and continuing the Library's commitment and dedication to the community using a pop-up library format. Taking the Library System on the road allows the Library to show up where and when people need it most, and provide access to technology, Wi-Fi, and other services.

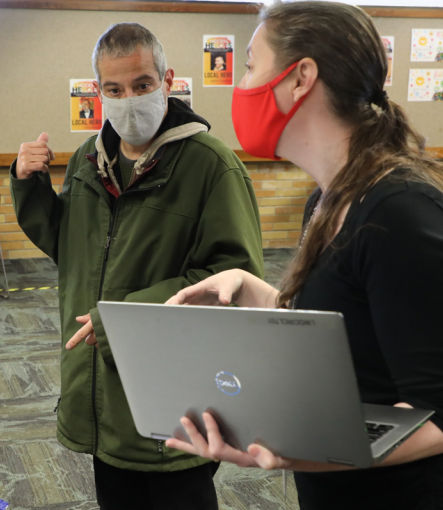


"I don't think most people realize exactly how difficult and depressing getting by this year has been without all of the services at the Library we've gotten used to using. There are so many things average families haven't been able to do without you."

—Sumner Library customer

Core Services

These Core Services are the Pierce County Library System's commitment to you.



MATERIALS

Offer books and resources you want, need, and value.



STAFF

Connects you to the right resource at the right time.



SPACES

Welcoming spaces for everyone in the community.



TECHNOLOGY

Meet your needs with today's technology.



PARTNERSHIPS

Collaborate with others to best serve you.



CLASSES AND EVENTS

Provide skill-building classes and engaging events.



BUSINESS PROCESSES

Invest in sound and sustainable operations.



Overview of some of 2021 services:

- **Materials:** Curbside services give people quick, easy, safe access to books and materials. Curbside service continues, as library buildings are re-opened.
- **Spaces:** New location and building for the Sumner Pierce County Library: Continuing to work with the City of Sumner to build a new library on Main Street in Sumner.
- **Technology:**
 - Re-opened some libraries with limited technology services where people could work on job applications, catch up on emails, do homework, or do other activities on computers. The limited services helped bridge the digital divide for people without internet access at home.
 - Re-building an engaging, modern website to result in high-quality experiences.
- **Business Processes:** Examining fees customers pay to use some library services through the Fines and Fees Study project.

“The most exciting part is my kids are seeing me read and they’re just starting to love to read.”
- Milton/Edgewood Library customer



Guiding Principles

We are creative, community-focused, and system strong.

We pledge to:

Be true to communities by listening and responding to what is important to you.

- Innovate strategically by finding inventive ways to serve you.
- Provide access for all by serving everyone with the same degree of interest and respect.
- Deliver convenience by making resources accessible and easy to use.
- Play the right role by using strengths as a library to get results and to support community partners.
- Be financially sustainable by responsibly managing your public resources for today and tomorrow.



3005 112th St. E. Tacoma, WA 98446-2215
piercecountylibrary.org • 253-548-3300



To request this document in an alternate format, call 253-548-3426 for Washington Relay TTY 711.

10/21 (1M)

MEMO



Date: January 6, 2022

To: Chair Jamilyn Penn and Members of the Board of Trustees

From: Melinda Chesbro, Deputy Director

Subject: 2022 Work Plan Project List

2022 Work Plan

This list highlights the many ways that the Library's annual work plan and projects align with the guiding principles. These projects are in addition to routine service delivery and operational support.

Innovate strategically by finding inventive ways to serve you.

Library Service Innovations

This project will explore Library service delivery options. These options may be implemented at library branches to extend services beyond staffed hours or may be co-located in partner space.

Analytics on Demand

Analytics on Demand is a subscription tool that helps staff better understand our communities, their needs and use of PCLS collections, services and facilities.

Strategic Planning for Customer Experience

This project will align Customer Experience planning, processes, and practices with the overall Library plans. There will be a 3-year road map for department development that assesses current practices, identifies where we need to go now and post-pandemic, and coalesces several system-wide efforts into a single map for the Customer Experience Department.

Provide access for all by serving everyone with the same degree of interest and respect.

Enjoy Books! -- Try 10 to read

This new reading program encourages customers to try 10 new titles or reading areas.

Readers' Advisory Training

This ongoing training prepares staff to engage customers in successful conversations about reading and aid customers in finding additional reading materials. The 2022 training will focus on providing staff with tools and knowledge to recommend a wider diversity of titles and authors.

International Collection Implementation

This project will implement recommendations from a 2020 study on improvements to our international collection of materials in a variety of languages.

Collection Diversity Audit

This project will follow through on recommendations to add an assessment tool to understand diversity gaps in the library's materials collections.

Branch Reopening Technology & Furnishings

This project will complete public technology updates and assess furnishings in branches to ensure that we are meeting customer needs.

Public Website update

This project started in 2021 and continues in 2022. It will move the PCLS website to a more modern, fully functional platform with a focus on creating a positive user experience that helps customers find the information they need about PCLS services.

2022 Equity, Diversity and Inclusion Strategy

This project will create a multi-year, strategic framework and implementation plan to embed equity, diversity, and inclusion (EDI) core concepts into daily work, library services, and community interactions at PCLS.

Summer Reading Program

This ongoing program supports retention of reading ability and academic skills for students in summer months. It also emphasizes reading for enjoyment for customers of all ages.

Bonney Lake Refresh Study

The doors and roof at Bonney Lake were replaced in 2021. This project will focus on remaining work including updating restrooms, new furniture, and interior paint.

Our Own Expressions

This ongoing program provides the opportunity for teens throughout Pierce County to demonstrate their creativity through writing, photography and drawing.

Deliver convenience by making resources accessible and easy to use.

Priority Audience

ALICE – “Asset Limited, Income Constrained, Employed is a new way of defining and understanding the struggles of households that earn above the Federal Poverty Level, but not enough to afford a bare-bones household budget.” -United Way

By designing services with the ALICE priority audience in mind, the library will be able to address many equity and access issues for a large population of Pierce County. ALICE families typically have scarce time, don't have adequate transportation, and are often faced with choosing between two necessities. For example, choosing between buying milk or paying a library fine.

Library Signage Implementation

This project continues work to update interior wayfinding signs in library branches. In 2022, signs at the Lakewood and Milton/Edgewood libraries will be updated.

Play the right role by using strengths as a library to get results and to support community partners.

Community Listening Initiative

This project will work to create meaningful relationships between the Library and community partners, and to establish a practice of engaging with community through a process of inquiry and listening. Staff already connect with partners: this effort builds on those connections and invites us to shift our focus and intent when creating new relationships, expanding the possibilities of what we can do together, and developing a deeper understanding of our communities.

Summer Library project

This project will work on the new Sumner library through the planning, construction, interior furnishings, fixtures and equipment, and selection of additional books and other materials.

Community Partner space

This project will develop parameters for sharing library space with a community partner to deliver needed services. We have an exciting opportunity to pilot this concept as we develop the Sumner library project.

Friends of the Library Memoranda of Understanding

This project will provide better support for Friends of Library groups and reduce risk to PCLS through creating a Memorandum of Understanding with each Friends group.

Voter Point of Assistance

This program is in support of Pierce County Elections Office implementation of Same Day Registration. It allows PCLS to act as a conduit for voter services on Election Day.

Be financially sustainable by responsibly managing your public resources for today and tomorrow.

Organizational infrastructure

Policy and Procedure Review

This project will review Customer Experience owned policies and procedures, which were last updated between 2017-2019. It is important to be on a regular cycle of review for these practices to ensure that library staff have the tools and training needed to do their work most efficiently. It is also important to make updates to the procedures to ensure that they reflect current practices.

Organizational Maturity

This project will provide foundational assessment and toolkits for all departments to increase coordination, alignment with strategic goals and customer focus.

Knowledge Management system

This project will review the variety of systems used to manage and store digitally produced staff work to ensure we are using the best tools and practices.

Technology infrastructure

Interior Wi-Fi Replacements

This project will update interior Wi-Fi equipment to ensure responsive connectivity for customer-owned and library devices.

IT Infrastructure replacements

This project is part of the 5-year Technology plan and will replace the switches, routers and storage that support our network and data infrastructure.

Tyler/Munis Post Implementation updates

This project will review our implementation to ensure business processes are well documented and understood. Additional features such as contract management and project budgeting will be implemented.

Cyber Security

This project will take a proactive approach to Cybersecurity. It will determine annual mandatory Cybersecurity training, identify PCLS cybersecurity risks and provide recommendations to the Leadership team on which risks should be addressed and how.

Risk Management Multi-factor Authentication & Business Continuity/Disaster Recovery

These projects will address how staff securely access PCLS systems when working remotely and develop plans for disaster response.

Facilities infrastructure

ACL Server Room HVAC replacement

This project will update the HVAC system that supports our servers. The new system has been ordered, but supply chain issues have delayed installation.

Facilities Work Order Study

This project began in 2021 and will continue into 2022 as we use our documented business processes to identify a work order/asset management system that meets our needs and plan to transition to it.

Building Condition Assessments for Lakewood, Tillicum and Graham libraries

This project will begin the process of developing a multi-year plan to address our existing buildings through structural assessments and updates based on customer service needs and sustainability goals.

Staff development and support

Leadership Development

This project will provide a focused and intentional approach to developing the leadership competencies in our supervisory group and emerging/influential leaders. It will build and strengthen our leadership pipeline, capacity and leadership competencies in 2022.

Learning Management System

PCLS does not have a comprehensive learning management system to support staff learning. This project will gather business requirements and improve current processes in preparation for implementing a system later.

Staff Engagement Survey

This ongoing project periodically surveys PCLS staff to assess staff engagement and implements follow-up actions to improve identified areas.

Staff Ergonomics Implementation

This ongoing project will operationalize assessment and purchase of ergonomic equipment for staff. In 2022, we will focus on branch library workrooms, most of which were designed and built prior to the introduction of personal computers as an essential work tool.

MEMO



Date: January 4, 2022

To: Chair Jamilyn Penn and Members of the Board of Trustees

From: Georgia Lomax, Executive Director

Subject: Levy Sustainability Strategy 2022

The Library begins 2022 with a budget and work plan developed under the Board’s multi-year funding cycle for fiscal sustainability. The levy sustainability strategy is both a strategy and a daily tool that helps us evaluate the Library’s financial position, maintain consistent funding focused on excellent services the public tells us they want, make decisions about resources, and consider long-range planning impacts.

The levy sustainability strategy was developed after voters reauthorized the Library levy in 2018. Its goal is to fulfill the public’s expectations of stewardship and the Library’s promise of fiscal sustainability; to allow the Library to focus on service and creating and implementing initiatives that help communities; and to increase stewardship by operating under a long-term, responsive and proactive fiscal strategy during all economic conditions.

The funding cycle has three phases. Initially the Library has more revenue than is needed to operate and provide services and it allocates those revenues to build the Levy Sustainability Fund that the Board established in 2019. In phase 2, the levy sustainability fund’s target goal is reached and no funds are deposited or withdrawn from it. Finally, in the last phase, costs to operate exceed the Library’s revenue and funds are withdrawn from the Levy Sustainability Fund to balance the budget as the Library begins conversations with the public to understand their priorities for library services and funding in the next multi-year funding cycle.

Prior to the levy sustainability strategy, the budget was driven by each year’s specific revenue projections. New approaches were needed to determine the amount of funding to be spent on operations during the first phase when revenue exceeds operating costs, to develop an understanding of how much funding to set aside for use in phase 3, and how to predict the overall duration of the funding cycle.

Cliff Jo, Finance and Business Director, developed a tool to support the fiscal strategy and help the Library reach its sustainability goals. The tool (we call it “The Curve”) is a snapshot in time. It gives us a quick visual depiction of the Library’s current situation and the potential future. It is based on projections, and historical and current data from factors that drive or impact the budget.

We use The Curve to test the impacts of decisions and to:

- Monitor long-term fiscal position.
- Develop long-term strategies for staffing, technology, services, funding, and facilities master plan.
- Respond to changing finances or the prevailing economic environment.
- Be proactive about our future.

With support of voters, the levy sustainability strategy, and this tool, we are able to plan for and respond to changes in priorities and the environment. It strengthens the Library's ability to be a good steward of the tax payers' investment and to have a positive impact for our communities.

During the Board meeting we'll introduce the new Trustees to The Curve and review it based on the 2022 budget you approved last month.

MEMO



Date: January 6, 2022

To: Chair Jamilyn Penn and Members of the Board of Trustees

From: Georgia Lomax, Executive Director

Subject: Removing Economic Barriers to Accessing the Library

In March 2020, when the Pierce County Library System closed due to the COVID-19 pandemic, it made a variety of decisions to support community members and to respond to the uncertainty of Library accessibility and operations, as well as to reduce further economic burdens brought on by the pandemic. One decision was that the Library would not charge fines for overdue materials and it would not charge fees and collect money for other services, such as photocopying, printing, and faxing.

As the pandemic continued, the Library extended cash-free service in 2021, and for 2022 has not budgeted fines or fees.

During this time, we've had the chance to observe the impacts of being fine- and fee-free. We've seen that removing economic barriers increases the opportunity for use of the Library and its services and resources. We've been able to try other ways to achieve the same results and services without fees and fines. The use of non-economic measures to manage use of library services aligns with the Library's values, guiding principles, and its commitment to access, equity, and inclusion.

Now, two years after the pandemic began, we're at a point to either prepare to return to charging fines and fees or to consider whether, where appropriate, it would better serve the public and Library System by creating new, non-economic ways to get the same results. To make this change we would inventory where fines and fees are charged and the purpose of those charges. We'd evaluate which services would benefit from replacing charges with structure and processes that support effective operations, benefit the public, and continue good stewardship of resources.

For instance, traditionally in the Library industry, fines are levied to ensure customers return materials so others may use them. Research does not necessarily support the effectiveness of this. Libraries today seek to remove barriers to using the library and offer alternate ways to successfully and equitably achieve the same result of ensuring materials are returned, such as by limiting checkouts at a designated threshold until materials are returned. Many libraries in Washington State and across the country have successfully eliminated overdue fines and replaced them with other methods of ensuring materials are returned.

Pierce County Library has evaluated fines and fees through the years, most recently in 2008 and 1999. To date, the Library has retained fines, though at a reduced level, and it has eliminated fees for some services. Most recently this has included eliminating fees for using meeting rooms, for visitor library cards, and for non-resident library cards. In each case non-monetary processes or structures replaced the fees. For

instance, reciprocal borrowing agreements with neighboring libraries replaced non-resident charges paid by individuals.

Fees the library charges are often intended to offset some costs of providing a convenience – such as photocopying and printing. However, the cost to collect, manage, and account for those fees exceed the fees themselves so do they do not generally contribute to offsetting items such as the cost of paper and toner.

Fines and fees have also been considered a significant revenue source for libraries. That is less the case for Pierce County Library as it operates under its fiscal sustainability strategy. Fine revenue has steadily decreased in recent years as use of online books, which automatically return themselves on time, have grown.

2019 is the most recent year the Library System collected fines and fees:

Fines & Lost Book Charges	Amount
Fines	\$ 380,342.71
Lost book charges	\$ 5,132.04
Fees	
Copier fees	\$ 34,467.71
Printer fees	\$ 122,073.40
Fax fees	\$ 25,091.33
Total 2019 revenue from fines and fees	\$ 567,107.19

If this same amount was collected to support the 2022 budget, it would cover 1.5% of the Library’s operating costs:

2022 operating budget	\$ 39,397,900.00
2019 Fines & Fees	\$ 567,107.19
Fines/fees percent of operating costs	1.5%

We are interested in reevaluating charging fines and fees and determining how it might benefit the public. We would like to hear your thoughts on the concept and whether you might like the Library to consider eliminating fines and/or fees.

Points to consider:

- What are your thoughts on the financial implications?
- Would this support the Board of Trustees’ Equity, Diversity, and Inclusion Policy, and the Board’s Philosophy Policy (attached)?
- How might this change benefit the community, benefit the Library?
- Who might benefit from the removal of fines/fees and how?
- What might be challenging or of concern?
- What questions do you have and what information would you want to further understand and consider this?

We look forward to hearing your discussion during the meeting.

Board Policy



Equity, Diversity and Inclusion Policy

Policy Statement

Pierce County Library System welcomes, values, and celebrates the differences in its employees and members of its communities. The Library actively commits its programs and resources to ensure that barriers to access by both the staff and the public are eliminated, by supporting broader public access to Library programs and services, and providing the public and staff equitable opportunities for growth through employment and education. The Library is actively committed to attracting and retaining a diverse workforce that broadly reflects the communities it serves.

Purpose

At Pierce County Library System, diversity lays a foundation for creativity and innovation and provides for a more multi-dimensional approach to problem solving and decision making. It enhances a culture of collegiality and respect, collaboration, sensitivity and thoughtful interaction among and between its staff and its customers. The Library has a vision of equity, diversity and inclusion for every community member it serves as well as for the staff.

Policy

The Library is committed to a culture of inclusion and mutual respect that welcomes the vibrant differences and variety of backgrounds, perspectives, interests and talents represented by the residents served and its staff members.

All employees are expected to contribute to creating and maintaining a workplace modeled on these principles, which are embedded and reflected in key Library documents, including:

- The Library's Mission, Vision and Values
- Core Skills and Qualities
- Leadership Competencies
- Library Rules of Conduct
- Foundations of a Learning Organization

Key principles of this policy include:

- Making a system wide and organizational commitment;
- Eliminating barriers to equity, diversity, and inclusion in Library services, programs, policies, and practices for our staff and communities;
- Affirmatively supporting programs to achieve these ends;
- Providing equitable access to skills training, resources and employment opportunities for staff and the public;

Board Policy



- Actively committing to cultural responsiveness for staff and the public;
- Actively incorporating suggestions and recommendations from the community into organizational plans; and
- Actively committing to collecting and analyzing staff and community data and incorporating accountability within the organizational goals and leadership.

Related Policies:

- Equal Employment Opportunity Policy
- Anti-Harassment Policy
- Access to Library Services for Persons with Disabilities
- Washington Library Association's Intellectual Freedom Statement

Adopted by the Pierce County Library System Board of Trustees June 13, 2012 (as Diversity and Inclusion Policy).

First Revision: February 10, 2021

Board Policy



Philosophy Board Policy

Policy Statement

The Pierce County Library is a proactive civic leader engaged in the unique role of supporting individuals and the community as they pursue their interests, further their education, obtain information, engage their imagination and explore a wide variety of ideas.

The Library is a place for individuals and the community to gather, to build connections, and to contribute to creating a vibrant and healthy community.

Pierce County Library operates under the fundamental belief that libraries play a vital role in a democracy by supporting an individual's access to the information they seek and the privacy to explore ideas, form opinions and make decisions on issues affecting their lives. The highest potential of American democracy can only be realized when a full range of ideas is accessible to the people as embodied in the U.S. Constitution's First Amendment and Article 1 of the Washington State Constitution. The Board of Trustees believe operating in pursuit of these democratic principles will lead to successful individuals and families and thriving communities.

Purpose

To serve as a core document describing principles that support and guide Pierce County Library's operations, services and decisions.

Policy

Through community leadership, services, resources, programs, partnerships, facilities and customer assistance, the Library connects people to the world of information and imagination and provides opportunities for individuals to connect with others in the community.

The Library creates an environment that allows each individual or family to explore and make choices within their personal values and interests, and accomplish their individual goals.

The following principles guide the work and decisions of the Board of Trustees and the staff of the Pierce County Library:

The Library:

- Offers current, up-to-date, customer-focused services, experiences, facilities, technology and resources.
- Provides welcoming places for the community to gather and interact.

- Demonstrates leadership in the Library field, embracing the spirit of innovation and thoughtful risk taking in service of the community and its residents.
- Actively engages communities and residents about what they value and want from the Library and uses this input to inform Library actions and choices.
- Is an innovative community leader and cooperates, collaborates and partners with agencies, community groups, organizations and others to achieve common goals and to effectively and efficiently support, provide and deliver resources and services the community needs and values.
- Operates as a System in order to provide equitable service for all communities in its service area, and in recognition that the best use of money and resources is achieved by sharing materials and resources, professional skills and knowledge, and administrative support.
- Acts as a good steward of the taxpayer's dollar and makes decisions that best serve the community.
- Seeks to serve residents where they want, when they want and how they want, including in Library facilities, in the community and online.

*Adopted by the Pierce County Rural Library District Board of Trustees, July 17, 1974.
Revised January 8, 2014.*

New Business

MEMO



Date: January 4, 2022
To: Chair Jamilyn Penn and Members of the Board of Trustees
From: Dean Carrell, Foundation Director
Clifford Jo, Finance & Business Director
Subject: 2022 Foundation/Library Agreement and Addendum

Each year the Foundation and Library enter into an agreement that allows the Library to fund staff and resources for Foundation-related work and in turn, the Library receives benefits from those activities. The purpose of this memo is to (1) report on the performance of the expiring agreement and (2) introduce the new agreement for approval by both Library Board of Trustees and Foundation Board of Directors.

2021 Results

The 2021 agreement stated that the Library would provide \$392,000 in value of support by funding the Development Office, space, and equipment, and that the Foundation would provide benefits to the Library through its fundraising efforts and other promotional activities. The Foundation exceeded that commitment by \$128,963.44 as noted below.

Foundation distributions:	\$ 282,742.91
*Foundation deposits:	<u>238,220.53</u>
Less Agreement:.....	<u>392,000.00</u>
Net performance:.....	\$ 128,963.44

*Beginning in 2021, the Library is recording confirmed Foundation deposits made into a separate Foundation-owned bank account from which the Library will benefit from in the future. For example, proceeds stemming from fundraising for the Sumner Library project, but used later, will be recorded in this account and also totaled into the agreement’s performance.

The Agreement includes an Addendum to promote and communicate significant benefits to the Library that are non-monetary. It has been updated to reflect the changes the Foundation made in the approach to determining the programs to fundraise and also mirrors the Library’s strategic plan.

We will be adding another Addendum next month related to the next set of work associated with the Capital Fundraising Campaign, the new Sumner Library project, and the Innovation Fund.

Provided on the following page is a historical table of actual distributions compared to supporting costs identified in the agreement, which is based on an auditor-approved formula that accounts for a proportion of staff time on Foundation work, along with prorated technology costs and facility uses. 2017

distributions were lower, due to the Foundation’s 6 month fiscal year change to align with the calendar year. Fundraising still continued in 2017 and the results were distributed in 2018.

Record of Actual Distributions Compared to Agreement for Supporting Costs

Library Fiscal Year	Actual Deposits & Distributions	Agreement for Supporting Costs	Difference from Distributions
2022	Recorded at yearend	\$ 388,000	Recorded at yearend
2021	\$ 520,963	392,000	\$ 128,963
2020	273,146	273,000	146
2019	271,451	265,000	6,451
2018	350,000	278,000	72,000
2017 ¹	211,008	251,000	<u>-39,992</u>
			2017-18: 32,008
2016	287,081	228,000	59,081
2015 ²	438,771	219,000	219,771
2014 ³	537,093	216,000	321,093
2013	266,982	185,000	81,982
2012 ⁴	252,257	208,000	44,257

¹ 2017 included only 6 months due to fiscal year transition.

² Includes WorkForce Central funding (\$137,068).

³ Includes Interactive Development Platform and Science to Go (\$204,066).

⁴ First year of Addendum.

2022 Agreement and Addendum

In 2022, the value of staffing, services, space, and equipment which the Library provides for the department working on the Foundation’s Annual Development Plan is estimated at \$388,000 and distributions and deposits are projected to exceed the agreement value. The change, a slight decrease, is due to less expenses incurred in 2021. Future years will have moderate increases.

All Addenda records that the Foundation contributes more than just the money that it raises and provides transparency on the full range of activities the Foundation will undertake.

Attached are the Agreement and Addendum. The Agreement and Addendum may have different amendment needs and are considered separate documents. Therefore, each needs to be approved by the Board. We recommend that the Board pass two motions:

Motion: Authorize Georgia Lomax to sign the Foundation Agreement as presented.

Motion: Authorize Georgia Lomax to sign the Addendum as presented.

AGREEMENT

THIS AGREEMENT is made and entered into this _____ of _____, _____ by and between the Pierce County Rural Library District, a municipal corporation herein after referred to as “Library”, and the Pierce County Library Foundation, a non-profit corporation designed to provide assistance and aid in the development, maintenance, and promotion of growth and preservation of the Library and its staff, herein after referred to as “Foundation”.

WHEREAS, pursuant to RCW 27.12.210(5), the Library Board of Trustees is authorized to control the finances of the Library; and

WHEREAS, pursuant to RCW 27.12.210(6), the Library Board of Trustees is authorized to accept gifts of money or property for Library purposes; and

WHEREAS, pursuant to RCW 27.12.210(10), the Library Board of Trustees is authorized to all acts necessary for the orderly and efficient management and control of the Library; and

WHEREAS, the Library Board of Trustees desires to have a Foundation as a tax-exempt non-profit corporation organized and operated exclusively to receive and administer property for the benefit of the Library and to make contributions, grants, gifts, bequests, trusts, and property to the Library; and

WHEREAS, the Foundation is empowered to provide services to the Library related to the solicitation of contributions, grants, gifts, bequests, trusts, and property for the benefit of the Library and other fundraising activities; and

WHEREAS, the purpose of the Foundation is to support the mission of the Library; and

WHEREAS, the Foundation desires to provide certain financial services for the Library as described in this Agreement in furtherance of its corporate purpose;

NOW, THEREFORE, in consideration of the mutual exchange of services and the other covenants and agreements hereinafter mentioned, the parties hereto covenant and agree as follows:

A. THE FOUNDATION AGREES TO:

1. Encourage continuous philanthropic support and development of relationships for the benefit of the Library.

2. Establish rules, regulations, and procedures for the necessary management of all affairs of the Foundation in consonance with the laws and regulations described in section 501(c)(3) of the Internal Revenue Code as now enacted or hereafter amended or supplemented.

3. Accept, hold, administer, invest, and disperse such funds and properties in accordance with its purpose as established within the Foundation Articles of Incorporation and Bylaws.

4. Use all assets and earnings of the Foundation exclusively for Library purposes.

5. Engage in and disperse all parts of its funds for any and all lawful activities permitted by the laws and regulations governing tax exempt charitable corporations at the time of dispersal, and which may be necessary or incidental to the furtherance of the purposes of the Foundation.

6. Use reasonable portions of its funds and income to pay the administrative expenses of the Foundation.

7. Pursuant to RCW 27.12.300, tender to the Library donations and instruments deemed by the Foundation as gifts it may receive for which may be forwarded to the Library in accordance to the distribution plans the Foundation and Library agree to.

8. Be responsible for and account for, in its own records, all donations and instruments deemed gifts where the donor names the Foundation as the recipient. In the event the Library receives a check and it appears to be a gift intended for the Foundation to receive, confirmation will be made with the donor regarding their intent. If confirmed as a gift to the Foundation, the Library will endorse the check over to the Foundation.

9. Maintain its stated purposes of existence as set forth herein and in its Articles and Bylaws during the lifetime of this Agreement.

10. Provide such other services and undertake such other activities for the benefit of the Library as the Foundation and the Library shall identify from time to time by written addenda to this Agreement.

B. THE LIBRARY AGREES TO:

1. Provide professional staff and services to Foundation, consistent with the Library Board-approved Library budget, including without limiting the generality of the foregoing a Foundation Director, including necessary office space, clerical support, utilities, equipment and furniture, consumable office supplies, telephone service, office equipment including but not limited to photocopiers and facsimile machines, computer hardware, software, productivity tools, network connectivity, printers, and other computer peripherals, all in partial payment for Library services as described herein. The Library further agrees to maintain proper accounting records of the costs of such services.

2. Establish the value of the aforementioned services, space, and equipment which the Library provides to the Foundation, not to exceed the total amount of 388,000 during the Library fiscal year 2022. The Library, pursuant to its budgeting and fiscal policies, shall review the actual costs to assure that this agreement's value of services is not exceeded or will be

adjusted accordingly in subsequent agreements. Such reports and information shall be made available to the Foundation.

3. Purchase any items, including but not limited to food, gifts, and honorariums specifically funded by the Foundation and for the benefit of the Library. Pass through purchases shall be periodic in nature and properly recorded. Time spent to make said purchases shall be “de minimis” in nature, unless otherwise agreed to by the Library Executive Director.

C. ANNUAL EVALUATION AND REVIEW

The Foundation and the Library shall annually identify the specific services that the Foundation will provide and the specific activities that the Foundation will undertake for the benefit of the Library, which shall be described in addenda to this Agreement signed by the parties. The Foundation shall provide the Library with a written report annually, which shall confirm that it has fully complied with its obligation to expend its best efforts to seek to accrue gifts, grants, donations, endowments for the benefit of the Library, and set forth its progress in furtherance of the identified activities and services, and list its other accomplishments for the preceding year. For this purpose, the Foundation will share with the Library its revenue and expense statements for the preceding year and its end-of-year balance sheet.

D. TERM OF AGREEMENT

The initial term of this Agreement shall be one year, but such term shall be automatically extended on each anniversary date hereof for an additional one year period unless either party shall have given written notice to the other, at least 30 days prior to the next anniversary date hereof, of its desire not to extend this Agreement.

E. MODIFICATION

No alteration or modification of any terms of this Agreement shall be valid unless made in writing and signed by the parties.

F. TERMINATION

Notwithstanding the provisions of Term of Agreement, either party may terminate this Agreement effective at the end of any Library fiscal year, with or without cause, upon 30 days written notice to the other party.

G. ASSIGNMENT

Neither party may assign or transfer this Agreement.

H. GOVERNING LAW AND DISPUTES

This agreement shall be construed and enforced in accordance with, and the validity and performance hereof shall be governed by the laws of the State of Washington. Venue for all litigation arising out of this Agreement shall be Pierce County, Washington.

Pierce County Library Foundation

Pierce County Rural Library District

Signature

Signature

Printed Name

Printed Name

Title

Title

Date

Date

**ADDENDUM NO. 1 (2022) TO FOUNDATION AGREEMENT
BETWEEN PIERCE COUNTY RURAL LIBRARY DISTRICT
AND PIERCE COUNTY LIBRARY FOUNDATION**

Purpose

The purpose of this Addendum is to identify the specific services that the Pierce County Library Foundation (the “Foundation”) will provide and the specific activities that the Foundation will undertake for the benefit of the Pierce County Rural Library District (the “Library”) during the Library’s fiscal year 2022, including, but not limited to, the estimated distributions that the Foundation will forward to the Library. The effective date of this addendum is for the calendar year of 2022.

Estimated Distributions

The Foundation will make estimated distributions to the Library from gifts, grants, donations, endowments solicited by the Foundation for the benefit of the Library, primarily supporting three strategic funding areas: Technology, online resources, and digital equity; Employment assistance for displaced workers and other job seekers; and Learning at home.

The Foundation will be engaged in a capital fundraising campaign for a future library in Sumner and system-wide innovations. Multi-year commitments will be made by donors, whereby pledge payments on those commitments will be paid over several years. It will be understood that any onetime gifts or pledge payments, in the year they were paid, will be applied towards the annual commitment with the Library in that same year.

Services and Activities

The Library’s Vision is *“We spark success for Pierce County. With 20 libraries, hundreds of events, helpful staff, and more than a million materials to choose from, the possibilities are endless.”*

The Foundation’s Vision is to *“Ignite literacy of all kinds for every child, teen, and adult in Pierce County to build a knowledgeable, aware, engaged, and empowered community, critical to fueling our social and economic prosperity.”*

The Library’s Vision benefits from the Foundation’s Vision. In addition to its fundraising purpose, the Foundation:

- Attracts people and resources to build upon and enhance taxpayer support to strengthen and supplement, not supplant, public funding for the Library.
- Purchases or secures items, including but not limited to food, gifts, and honorariums for the benefit of the Library. Pass through purchases or in-kind gifts are periodic in nature

and are properly recorded, with time expended to complete as “de minimis” in nature, unless otherwise agreed to by the Library Executive Director.

- Engages and stewards a community of Library supporters who understand and effectively advocate for the Library’s purpose, goals, and services to be the community’s choice.
- Raises community awareness through communications about the Library’s value as the largest provider of free books and information in Pierce County. Educates and informs the community of Library services in 20 locations and online.
- Encourages and promotes opportunities for children and adults to learn and enrich their lives through Library programs and services.

To those ends, the Foundation will undertake the following additional services and activities for the benefit of the Library:

Communicating the Library to constituents

The Foundation will communicate with the community and provide updates about what’s happening in the Library. Includes:

- E-newsletters four times a year
- Honor Roll of Donors in Library Annual Report
- Multiple direct mail appeals to retain donors, reengage lapsed donors, increase giving levels, and celebrate giving anniversaries
- Email communications and solicitations
- Personal correspondence and appointments with key prospects and donors (individuals, companies, and private foundations)
- Acknowledgement letters for gifts and personal thank you cards
- Invitations in support of fourth annual Trivia BEE
- Stewardship calls and correspondence to donors

Bringing awareness of the Library to local businesses and foundations

The Foundation will contact businesses to secure unrestricted support, as well as event sponsorships for the fourth annual Trivia BEE event. The Foundation will also submit proposals to charitable foundations, local businesses, and corporations on behalf of the Library for selected projects.

- The Foundation will research, apply, and report on Library programs and their benefits to the community.
- Grant and sponsorship proposals will be submitted for programs which have been recommended through the Foundation’s Impact Committee process and voted into approval by the Foundation Board.
- Grantors and sponsors are updated with project reports which include outcomes and expenditures, and are submitted in a timely manner.

Promoting the Library through events

The Foundation will organize and conduct the following events:

- The Foundation will secure sponsors to help underwrite Library programs and events which the Foundation Board committed to fund based upon the Foundation’s Impact Committee recommendations.
- Fundraising event: the Foundation will host its fourth annual Trivia BEE, a sponsored event to promote and raise financial support for Pierce County Library System and its many programs and services.
- Commemorative naming ceremonies, if appropriate.

Attracting a cadre of loyal library supporters

- Board of Directors: the Foundation will recruit and engage up to 25 active volunteer board members who are passionate ambassadors of the Pierce County Library System.
- Donors: the Foundation will seek to engage and secure a growing number of donors at all recognition levels every fiscal year.
- Grantors and Sponsors: the Foundation will research and submit proposals for awards from charitable foundations, local businesses, and corporations.

Pierce County Library Foundation

Pierce County Rural Library District

Signature

Signature

Printed Name

Printed Name

Title

Title

Date

Date

MEMO



Date: January 4, 2022

To: Chair Jamilyn Penn and Members of the Board of Trustees

From: Clifford Jo, Finance & Business Director

Subject: 2020 Fiscal and Accountability Audit

A couple weeks ago the State Auditor contacted me to let us know that they are ready to begin the 2020 fiscal audit in January. Our usual Port Orchard team will not conduct the audit this year; instead, the Tacoma team will be assigned to us as it has more capacity.

Our audit will focus on the usual areas:

- Internal controls, policies and procedures, enforcements
- Agreements, contracts, and public work projects
- Banking activities, cash receipting, and purchasing
- Various reconciliations required to ensure accuracy among the banks we have
- General accounting, financial handling, and financial statements
- Compliance with applicable Washington State laws and regulations, including Open Public Meetings and Public Records
- Follow ups on recommendations from the prior audit
- Other areas of auditing interest by auditors, management, and Board trustees

This year, some work may be required to ensure that the general ledger amounts for accounts payable in Eden are accurately transferred over to Munis.

We will have an audit entrance meeting sometime in the upcoming weeks. A Board member participates in both the entrance and exit meetings. During the January Board meeting we will confirm for a representative and schedule the meeting accordingly.

Officers Reports

MEMO



Date: December 21, 2021

To: Chair Jamilyn Penn and Members of the Board of Trustees

From: Mary Getchell, Marketing and Communications Director

Subject: Marketing and Communications Quarter 1 2022 Focus: Job + Business Center

As part of the Pierce County Library System's 2022 Marketing and Communications plan, the first quarter marketing and communications focus will feature Job + Business Center services. The Library System will develop and deploy marketing and communications tactics to increase the awareness and grow use of the services offered. The Library offers a wide range of services to help people develop technology skills, gain digital literacy, and get help with resumes and interviews.

For the past decade, the Library has enhanced these services with a focus on helping people Get Hired. In 2010-2011, the Library increased its services to respond to the demand for job and career help, strengthening online, in-library, and in community resources. Today, Pierce County Library continues to offer an array of robust services to help people improve their career marketability and get hired. With changes to the labor market brought on by the COVID-19 pandemic, people need new tools and resources to get the skills to help get the jobs they want.

The marketing and communications will highlight the following Job + Business Center services:

- Earning technology certifications
- Gaining digital literacy
- Improving resumes and interview techniques

Communications and Marketing goals:

1. Inform audiences of the Library's Job + Business services and resources.
2. Strategically position Pierce County Library as a leader in providing free resources to strengthen the practical skills and knowledge of Pierce County residents, so people can navigate the changing economic climate and meet their goals.
3. Help support people with proven tools for career success.
4. Inspire excitement and build support for and use of these services.

With a variety of marketing and communications tactics, the Library will inform audiences about the Job + Business services and encourage people to use them. Using mass marketing tactics including printed and online products, Spanish radio ads to reach Spanish speaking people, bus ads and direct mailing to reach asset limited individuals, and social media ads to reach target audiences. Thanks to the Library's partnership with Pierce Transit, the Library will advertise for free on 15 bus shelters throughout the county. In addition, the plan calls for direct marketing tactics including guerrilla marketing to reach asset limited households through nonprofit partners such as food banks, Sound Outreach, Goodwill, and churches. It also includes direct asks to reach diverse groups via communications with partners such as Asia Pacific Cultural Center, Black Collective, Centro Latino, Korean Women's Association, and Tacoma Urban League.

**Job + Business Services Q1 2022
Marketing Focus
Marketing and Communications Plan
November 12, 2021
Prepared by Heather Hernandez**

Opportunity

- The Pierce County Library System offers robust services to help people develop their technology skills, gain digital literacy knowledge, and improve their career marketability for getting jobs.
- In the first quarter of 2022, the Library System will develop and deploy a variety of marketing and communications tactics to increase the public's awareness and grow use of these services.
- **Marketing and communications timeframe:**
 - **Develop materials:** November/December 2021-January 2022.
 - **Implement:** February-March 2022.

Background

For decades, Pierce County Library has provided services to help people find and get the jobs they want. With the economic downturn from 2007 to 2009 after the U.S. housing bubble burst and the global financial crisis, people turned to the Library for even more assistance.

For the past decade, the Library has enhanced these services with a focus on helping people Get Hired. In 2010-2011, the Library increased its services to respond to the demand for job and career help, strengthening online, in-library, and in community resources. The Library significantly added to the job and business services available at all 20 library locations to help people improve job skills, search for and get jobs, as well as start and retain small businesses. In addition, the Library took classes for job seekers and small business entrepreneurs on the road via mobile computer labs.

Today, Pierce County Library continues to offer an array of robust services to help people improve their career marketability and get hired. With changes to the labor market brought on by the COVID-19 pandemic, people need new tools and resources to improve their opportunities to get the skills to get the jobs they want.

Learn about Microsoft Word and Excel, social media and much more with the Library System's newest resource--Northstar Digital Literacy, a simple, self-paced learning platform. With everyday tasks at home, school and work relying more and more on evolving technology, Northstar helps people get the skills they need to navigate the digital world.

Technology certifications are simple and free to earn through the Pierce County Library. The Library System updated its technology certifications in late 2020, giving people access to the learning paths online as well as virtually proctored exams. Since the technology certification service pivot, more than 150 people have enrolled in a learning path and more than two dozen have completed their certifications through Pierce County Library.

Additionally, the Library offers resources to help people write winning resumes. Through JobNow, people can download free resume templates, get live expert help and submit a resume for professional feedback.

Communications Goals

1. Inform audiences of the Library's Job + Business services and resources.
2. Strategically position Pierce County Library as a leader in providing free resources to strengthen the practical skills and knowledge of Pierce County residents, so people can navigate the changing economic climate and meet their goals.
3. Help support people with proven tools for career success.
4. Inspire excitement and build support for and use of these services.

Target Audiences

- Pierce County Library's Board of Trustees
- Pierce County Library staff
- Public-Pierce County residents, age 18-60, especially job seekers
 - Millennial (Born 1981-1996)
 - Generation X (Born 1961-1980)
 - Younger Baby Boomers (Born 1946-1960)
 - Individuals who are asset limited or Asset Limited, Income Constrained, and Employed (ALICE). United Ways of the Pacific Northwest's 2020 "ALICE in Washington: A Financial Hardship Study" showed 12% (36,274 households) lived in poverty and 22% (66,503 households) were ALICE. These numbers include Tacoma and all of Pierce County, not just the Library's service area.
 - Older segment of Generation Z (born 1995-2009) in 2021, ages 18-24 (per definition this generation's full age span in 2021 is 12-26)
 - Diverse groups, people of color. Pierce County data shows 10% Hispanic, 7% Black, and 6% Asian race and ethnicity. These numbers include Tacoma and all of Pierce County, not just the Library's service area.
- News media
- Partners, such as:
 - Goodwill
 - WorkSource Pierce
 - Asian Pacific Cultural Center
 - Tacoma Urban League
 - Korean Women's Association
 - Centro Latino
 - Black Collective

Strategy

The marketing and communications activities and tactics focus on the Library's Strategic Plan Initiative of Learning, with an emphasis on inspiring life-long learning. The marketing and communications plan leads residents to the Library's services to help people find and get jobs they want. The marketing and communications will reflect the following:

- Pierce County Library is a leader in inspiring people to strengthen their practical skills and knowledge, so they can navigate the real world and meet their goals.
- The Library is a leader in providing free resources to help people build their technology skills and get jobs.

With a variety of marketing and communications tactics, the Library will inform audiences about the Job + Business services and encourage people to use them. Using mass marketing tactics such as printed and online products, Spanish radio ads to reach Spanish speaking people, bus ads and direct mailing to reach asset limited individuals, and social media ads to reach target audiences. In addition, the plan calls for direct marketing tactics including guerrilla marketing to reach asset limited households through nonprofit partners such as food banks, Sound Outreach, Goodwill, South Sound 2-1-1, United Way's Centers for Strong Families, low-income housing service providers, churches, laundry mats, public health clinics, etc. It also includes direct ask to reach diverse groups via communications with partners such as Asia Pacific Cultural Center, Tacoma Urban League, Korean Women's Association, Centro Latino, and Black Collective.

Primary Messengers

- All Staff

Messages/Message Elements

Note: Primarily third person voice used below.

1. The Pierce County Library System’s Job+ Business services help people develop their technology skills, gain digital literacy knowledge, and improve their career marketability to get the jobs they want.
2. Now, more than ever, people need the free, high quality, credible resources of the Library System to help them improve their job skills and get the skills to get the jobs they want.
3. An individual would pay hundreds of dollars to purchase these quality career resources and services.
4. In 2021, the Library introduced a new resource—Northstar Digital Literacy, a simple, self-paced learning platform to help teach the skills needed when applying for jobs, going back to school, and searching for credible information.
5. With everyday tasks relying more and more on evolving technology, Northstar helps navigate today’s online world. People can learn computer and internet basics including Microsoft Word and Excel, social media and much more.
6. The Library offers certifications in more than 30 programs including expert level certifications, as well as Microsoft Office Specialist (MOS), Microsoft Technology Associate (MTA), Adobe, QuickBooks and more.
7. The certifications build confidence, improve job skills, and help advance careers or get new jobs.
8. Applicants with technology certifications show they take initiative and are self-starters.
9. Employers report the certifications give job seekers an edge in highly competitive job markets.
10. Hiring managers see technology certifications as a validation of job candidates’ knowledge and the certifications link to increased earning power for job seekers or employees looking to move ahead in their current workplaces.
11. The Library System also offers online resume templates and online live expert help to build a solid, standout resume as well as live interview help from professional career coaches.
12. Thank you to the Pierce County Library Foundation and its donors for helping to fund these important services.
13. For any of the services all a person needs is a Pierce County Library card, computer and internet access.
14. Get started at jbc.mypcls.org.

Activities/Tactics

Tactics	Lead Staff	Target Date
<p>Retain images and update materials from 2021 campaign for 2022 campaign and provide for Mary Getchell to review, followed by Blythe Summers and Lori Ries:</p> <ul style="list-style-type: none"> • Flyers for in library and guerrilla marketing, translated into Spanish, Korean, and Russian • Bookmarks for in library and holds pickup items • Posters • Fife/Milton/DuPont Library posters in windows • Sandwich boards • External banners • Public web homepage ad • Staff Web image • Direct mail (demographically targeted to ALICE households and those with a household annual income under \$60k) • News item in Wowbrary • Wowbrary banner (468x60 or 695x60) • E-newsletter article/email marketing messages • News release • Bus and bus shelter ads • Spanish radio ads 	<p>Heather Hernandez, Carol Sheehan to design Mary Getchell to review, followed by Blythe Summers and Lori Ries</p>	<p>Feb. 1, 2022 live</p>
<p>Prepare materials for 2022 campaign and provide:</p> <ul style="list-style-type: none"> • Facebook and Twitter posts (Heather/Nicole Milbradt) 	<p>Heather Mary to review</p>	<p>Feb. 1</p>

Tactics	Lead Staff	Target Date
<ul style="list-style-type: none"> • Facebook ads (Heather/Nicole) • Facebook, Twitter, LinkedIn, YouTube covers (Heather/Carol create, Nicole to post) • Library event script (Nicole--intro only) • Google My Business profile (Heather/Carol to create, Nicole to post) • Express Check receipt messages (Nicole) • Polaris-generated email message (Nicole) • Staff email tagline 	Carol to design (if needed) *Nicole Milbradt as where indicated	
Launch board memo	Heather/Mary	Jan. 15 for Feb. 9 meeting
Cover to Cover articles	Heather/Mary/Somer Hanson	Jan. 28 Feb. 11 March 11 or 18 for mid-campaign review By April 29 for results
Results board memo	Heather/Mary	April 15 for May 11 meeting
Direct ask to partners and request their sharing information to partners such as Asia Pacific Cultural Center, Tacoma Urban League, Korean Women’s Association, Centro Latino, and Black Collective	Lori/Blythe	Ongoing February and March

Evaluation

1. Plan implemented on time and on budget
2. Social media engagement:
 - Reach: meet or exceed industry standard
 - Engaged: Goal: meet or exceed industry standard
3. E-newsletter/email marketing open rate: meet or exceed industry standard
4. Inspire excitement and build support for and use of the Library’s services.

5. Job + Business website visits – Goal: 2% increase compared with February 2021
6. Learners in Northstar – Goal: 3% increase compared with January 2022
7. Tech certifications and JobNow customers – Goal: 3% increase compared to January 2022

MEMO



Date: January 4, 2022

To: Chair Jamilyn Penn and Members of the Board of Trustees

From: Mary Getchell, Marketing and Communications Director

Subject: Quarterly Marketing Focus: Online Books, Videos and Magazines Results

As part of the Library System’s 2021 Marketing and Communications plan, the fourth quarter marketing and communications focus featured online books, videos, and magazines in November 2021. Following are the results from the focused marketing effort, which overall showed a noticeable impact on the use of the service.

Building on the 2019 month-long marketing effort for online e-books and audiobooks, staff from Collection Management, Communications, and Customer Experience elected to conduct focused marketing attention on online e-books, audiobooks, videos, and magazines. The one-month campaign highlighted the Library’s Strategic Focus area for Enjoyment, to help people enjoy their free time.

Overall, the campaign was a tremendous success, with the end result showing a 9% increase in e-book, audiobook, video, and magazine customers, and a 9% increase in checkouts compared with months when the Library System was not conducting focused marketing on the service.

The campaign surpassed its goal to increase new online e-book, audiobook, video, and magazine customers by 5% in comparison to November of 2020, with 897 new customers in November 2020 and 980 new customers in November 2021. The campaign also surpassed its goal to grow checkouts of these items by 5% during the one-month campaign. In November of 2020, the Library averaged 22,864 e-book and audiobook customers, with an average checkout of 149,897. Compared to the focused marketing efforts in November 2021, marketing yielded 163,786 checkouts during the month, which was a 9% increase from November of 2020.

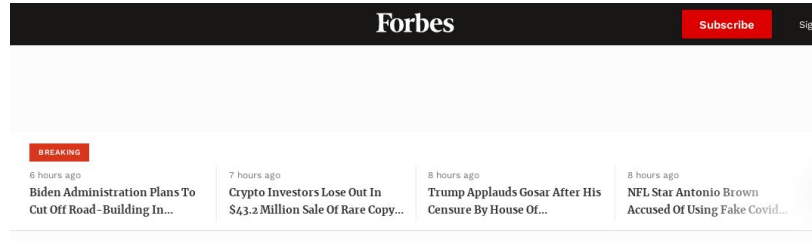
The campaign employed a variety of marketing techniques to grow awareness and increase use of the service, including website home page ad and page content, social media marketing, in-library marketing collateral (posters, flyers, sandwich boards-on the exterior of buildings), direct mail to all households in the Library district, bus and bus shelter ads, paid advertising with “The News Tribune,” digital online ads and Pandora ads, and email marketing. Additionally, the Library communicated internally with staff via “Cover to Cover” and Staff Web.

Impacts and results

- **Online e-book, audiobook, video, and magazine customers: 9% increase** in customers, with 897 new customers in November 2020 and 980 new customers in November 2021.

-
- **Downloads/checkouts of e-books, audiobooks, videos, and e-magazines: 9% increase** in checkouts with 149,897 in November 2020 and 163,786 in November 2021.
 - **Web page views: 114% increase** with 15,271 views in November 2021 compared to 7,114 views in November 2020.
 - **Paid print advertising reach: 2 print ad concepts ran 7 times:** daily circulation/reach of 30,945; Sunday circulation/reach of 37,255, for a total reach of 68,200.
 - **Digital advertising engagement: 510,981 impressions**, with 614 clicks for a click through rate (CTR) of 0.12%, exceeding the industry standard of .07%.
 - **Pandora advertising impressions and reach: 435,541 impressions and 70,296 reach.**
 - **Email marketing engagement: 117,698 total recipients, with a 42.5% open rate, exceeding industry standard of 20.25%** and a click through rate of 1.8%, which was below the industry standard of 2.79%.
 - **Facebook and Instagram:**
 - **Total reach for posts 12,022**, and total engagement 372, and an engagement rate of 3.09%. The industry standard of 5.2% was not met.
 - **Total reach for ads 20,338**, and total engagement 458, and an engagement rate of 2.25%. The industry standard was not met.
 - **Direct mail: 232,605 houses reached**
 - **Bus ads: 575,000 estimated impressions**

Following are screenshots of digital ads appearing on CNN.com, Forbes.com, and People.com. As well as ads on Pandora radio, in the print edition of "The News Tribune," and images of ads on buses and in bus shelters.



Highlights from the 2021 Latin Grammy Awards

'King Richard' puts Will Smith on center court as Venus and Serena's dad

'Ghostbusters: Afterlife' calls back to the original while adding a teenage twist

U.S. Edition

With An 80% IPO Pop, Sweetgreen Is Seeing Green

By Kevin Dawd Forbes Staff

Public investors can't get enough of Sweetgreen, activist investors can't convince SSE to break up and more from the day in deals.

FOR YOU

Indian Prime Minister Modi Repeals Controversial Farm Laws After A Year...

Show me something different

FOR YOU

NBA 2K22 Update: Second Player Ratings Update With Risers, Fallers...

Show me something different

Popular Editors' Picks

10,984 READERS

183 'Check Your Inbox!' \$2 Billion In Student Loan...

142 Gemini Raises \$400 Million To Build A Metaverse Outs...

68 These Borrowers Don't Qualify For Limited Studen...

54 Hundreds Of Billions Lost As Major Cryptocurrencies—...

34 Sudden \$400 Billion Crypto Price Rout Sees Bitcoin Cra...

28 The 'World's Wealthiest Canine' Is 'Selling' Miami...

TOP STORIES

Watch Lil Nas X get caught in a love triangle on 'Maury'

Tom Holland and Zendaya don't want to talk about it

'Pam & Tommy' trailer gives good mullet and

FORBES

Gemini Raises \$400 Million To Build A Metaverse Outside Facebook's Walled Garden

After years of paying for the Gemini cryptocurrency growth out of pocket, Tyler and Cameron Winklevoss have finally accepted outside capital to help build new financial ecosystems, and an entirely new digital world.

Enjoy online books, videos and more!

EASY CONVENIENT RELIABLE

Pierce County Library System

253.248.3300

1100 COMMUNITY COLLEGE



Julia Roberts Celebrates Twins Hazel and Phinnaeus' 17th Birthday with Rare Photo: 'Sweetest Years of Life'

The *Pretty Woman* star shares the twins with husband and cinematographer Danny Moder

Tom Holland and Zendaya Are the 'Most Adorable Couple Ever,' Spider-



Enjoy ^{FREE} online books, videos and more! Pierce County Library System downloads.pcls.us



Falling Like The Stars

James Arthur YOU (Explicit)



0:07 3:31

Lawsuit claims racial discrimination in Pierce Sheriff's Department

BY STACIA GLENN
sglenn@news TRIBUNE.com

Three African-American women who work for the Pierce County Sheriff's Department have filed a lawsuit against the county alleging a long-standing pattern of discrimination, harassment and retaliation against minority employees.

T. Charla James-Hutchison and Sgt. Dione Alexander and Sabrina Draswell-Bowyer are the highest-ranking Black women in the department's 168-hour history.

Their attorneys filed the suit on their behalf Monday, claiming that the women — who all work in Pierce County Jail — have suffered emotional distress, economic losses and damage to their reputations due to the decades of discrimination.

Excessive speed cited in motorcycle fatality near Fircrest

BY DEBBIE COCKRELL
dcockrell@news TRIBUNE.com

A motorcyclist died Friday evening after colliding with a vehicle making a turn at a Fircrest-area intersection.

for the Sheriff's Department, according to county statistics. There are 47 Black sworn employees in the department out of about 614.

"For decades, the top echelons of the Defendant PCSD have both participated in and ignored racial harassment and discrimination, as well as gender-based discrimination, and allowed the culture of animosity towards African Americans and women to grow and fester," according to the lawsuit.

Adam Ekers, spokesman for the Prosecutor's Office, which represents the Sheriff's Department in legal matters, said he cannot comment on pending litigation.

The women have been subjected to racial slurs, told they were only hired or promoted to "fill a quota," called thugs because of their hairstyles, had colleagues make comments about how the COVID-19 vaccines should be tested on Black people before white people, subjected to hell Hitler salutes during

training meetings and called an "angry Black woman," the suit says.

When they complained, they were allegedly retaliated against by having their positions altered or ignored all together.

Correctional deputies launched a "snear campaign" against James-Hutchison when she reported certain behaviors and several filed "baseless complaints" against her, attorneys John Connelly, Meaghan M. Driscoll and Hollie Connelly wrote in the lawsuit.

After Alexander filed a complaint with the department's Equal Employment Opportunity Services, the county allegedly failed to respond for more than a year. The suit says that when white employees complained about Alexander, the complaints were promptly investigated.

James-Hutchison, 54, has worked for the department since 1989. Alexander, 56, was hired in 1995. Draswell-Bowyer, 53, has been with the department since 1990.

Police Department, the accident occurred at 9:35 p.m. The motorcyclist, a 24-year-old male, allegedly traveling at a high rate of speed southbound on South Orchard Street, struck a car making a left turn onto Orchard from South Emerson Street.

The motorcyclist died on scene, according to Haddow. Investigators cited excessive speed involved in the crash.

The accident shut down the intersection for several hours as investigators worked at the scene.

Debbie Cockrell: 253-537-8364, @Debbie_Cockrell

Enjoy online books, videos and more!



70,000 titles
Easy • Convenient • Flexible
Reduce stress! Save time! Find joy!

Read, listen or watch today with your Pierce County Library System: downloads.pcls.us

Worst Pierce County flooding is over for now, officials say

BY JOSEPHINE PETERSON
jpeterson@news TRIBUNE.com

First responders in Central and East Pierce County were busy on Friday closing roads and rescuing residents from rising waters, but they say Saturday was quieter than expected.

Tirefighter crews responded to a water rescue on Friday afternoon, when two residents were stranded on an island in the middle of the White River off of the 8th Street bridge in Pacific, East Pierce County Fire & Rescue's Assistant Chief Kerin Strabenfeldt told The News Tribune.

"They were trapped by the rising river currents and could not get off the island. Crews used rafts to reach them and bring them to safety. Strabenfeldt said. There were no major injuries.

Heavy rain hit western Washington late this week, drenching much of the area.

Pierce County weather monitoring stations reported that over the last week, the foothills saw nearly 4 inches of rain. Puyallup had 3.14 inches of rain, and Tacoma had 3.03 inches of rain.

By Saturday morning, the waters had calmed. In East Pierce County, there have been no major impacts to roads, and some rivers are even receding, Strabenfeldt said.

"Several rivers are running over their normal capacity, but hopefully today the water recedes over the next couple of

days," he said. "Carbon [River], White [River] and the Puyallup [River] are in a good spot today."

Areas that have historically flooded like South Prairie and Sumner are not in peril.

Rivers on the cusp of flooding announced by the National Weather Service on Friday afternoon included Pierce's South Prairie Creek, the Nisqually, and the Puyallup rivers.

"This is expected to be a long duration event of breezy/windy conditions extending into Monday," a NWS tweet said. "With saturated soils, this increases the possibility of fallen trees/power outages."

Some areas, like Puyallup, are still under a

flood warning. Puyallup announced the closure of the Riverwalk Trail, which sits along the Puyallup River.

Much of Mt. Rainier has been closed. The Carbon River has "completely washed out."

"Recreational access is extremely limited, and hikers and bicyclists will have to navigate off trail through dense rainforest to access the Carbon River Trail," the Facebook post said.

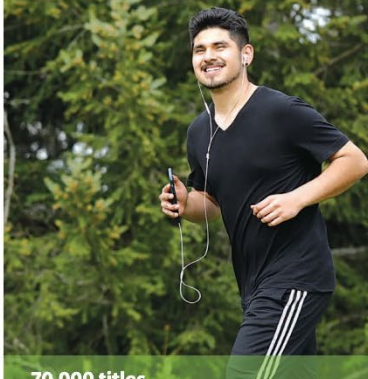
Josephine Peterson: (253) 597-8258

Public Online Auction
COSTELLA'S ITALIAN RESTAURANT AND MARKET
Restaurant & Bar Equipment
Auction: 11AM | November 11 - November 18
Preview: 8AM to 4PM | November 17
214 39th Ave SW, Puyallup, WA 98373

2016 BEECH OVEN REG1830	BLODGETT ZEPHAIRE 200-E
(5) TURBO AIR TBB-25B	RADIANCE

Bid Online - murfphyauction.com - 425.486.1246

Enjoy online books, videos and more!



70,000 titles
Easy • Convenient • Flexible
Reduce stress! Save time! Find joy!

Read, listen or watch today with your Pierce County Library System: downloads.pcls.us

Paid Advertisement

THE HARD FACTS:

MORE THAN HALF OF ALL MEN EXPERIENCE ERECTILE DYSFUNCTION

MEDICATIONS FOR ED ONLY WORK IN ABOUT 50% OF CASES

IT IS NOT UNCOMMON FOR MEN OF ALL AGES TO EXPERIENCE ED STARTING AS EARLY AS YOUR 20'S

OUR BREAKTHROUGH TECHNOLOGY IS CLINICALLY PROVEN TO INCREASE BLOOD FLOW AND REPAIR SOFT TISSUE

FINALLY!
THERE IS A SOLUTION FOR ED!
IT'S TOTALLY NON-INVASIVE!

NO NEEDLES! NO PILLS! NO SURGERY!

\$650 FREE GIFT!

SCHEDULE YOUR FREE CONSULTATION WITHIN 24 HOURS AND RECEIVE:

- FREE blood flow ultrasound
- FREE consultation from our licensed medical doctors
- FREE gift that provides instant results

CALL 206-670-9000 TODAY!
- OR - VISIT OUR WEBSITE AT WWW.BAYSIDEMEDICALCLINIC.COM

These statements have not been evaluated by the Food & Drug Administration

Paid Advertisement

THE HARD FACTS:

MORE THAN HALF OF ALL MEN EXPERIENCE ERECTILE DYSFUNCTION

MEDICATIONS FOR ED ONLY WORK IN ABOUT 50% OF CASES

IT IS NOT UNCOMMON FOR MEN OF ALL AGES TO EXPERIENCE ED STARTING AS EARLY AS YOUR 20'S

OUR BREAKTHROUGH TECHNOLOGY IS CLINICALLY PROVEN TO INCREASE BLOOD FLOW AND REPAIR SOFT TISSUE

FINALLY!
THERE IS A SOLUTION FOR ED!
IT'S TOTALLY NON-INVASIVE!

NO NEEDLES! NO PILLS! NO SURGERY!

\$650 FREE GIFT!

SCHEDULE YOUR FREE CONSULTATION WITHIN 24 HOURS AND RECEIVE:

- FREE blood flow ultrasound
- FREE consultation from our licensed medical doctors
- FREE gift that provides instant results

CALL 206-670-9000 TODAY!
- OR - VISIT OUR WEBSITE AT WWW.BAYSIDEMEDICALCLINIC.COM

These statements have not been evaluated by the Food & Drug Administration



Pierce County Library FYI Packet
Link List
January 12, 2022

Pierce County Library in the News

- [Key Center Library Welcomes Visitors](#) – Key Pen News
- [Pierce Libraries Double-Down On No Contact With Parking Lot Wifi](#) – Pierce County Patch
- [Cultural Center To Be Transformed](#) – Tacoma Weekly
- [Washington health officials call for boosters immediately](#) – Tri-City Herald
- [What offices are closed on Christmas eve in Pierce County](#) – The News Tribune
- [Snow falls in Western Washington](#) – Q13 FOX
- [Thursday's latest on snow, cold & traffic in Tacoma/Pierce County](#) – The News Tribune