

AGENDA

**Regular Meeting of the Pierce County Library System Board of Trustees
February 9, 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 February 9. Comments will be read aloud to the Board. Time limit for comments is three minutes.</i>	
3:37 pm	03 min.	Consent Agenda	Action
		1. Approval of Minutes of January 12, 2022, Regular Meeting	
		2. Approval of January 2022 Payroll, Benefits and Vouchers	
3:40 pm	05 min.	Board Member Reports	
3:45 pm	10 min.	Routine Reports	
		1. Fundraising Performance Report, Dean Carrell	
		2. Metrics Dashboard, Melinda Chesbro	
		3. December Financial Report, Cliff Jo	
		4. Customer Experience Services Report, Connie Behe and Kayce Austin	
3:55 pm	10 min.	Unfinished Business	
		1. Executive Director Recruitment Update, Cheree Green	
4:05 pm	30 min.	New Business	
		1. Trustee Reappointment – Pat Jenkins, Georgia Lomax	
		2. 2022 Foundation Addendum, Cliff Jo and Dean Carrell	Action
		3. Cash Free Services, Melinda Chesbro and Connie Behe	
4:35 pm	05 min.	Officers Reports	
		1. Lakewood Library Update	
		2. Q4 2021 MARCOM Results	
4:40 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>	
4:55 pm	01 min.	Announcements	
4:56 pm		Adjournment	

Consent Agenda

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – JANUARY 12, 2022**



CALL TO ORDER

Chair Jamilyn Penn called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:34 pm. Board members present were Pat Jenkins, Neesha Patel and Pam Duncan. Abby Sloan joined at 3:49 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 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

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

BOARD MEMBER REPORTS

Chair Penn extended a welcome to the library's newest trustee, Pam Duncan. Trustees introduced themselves and shared briefly their experiences and perspectives serving on the Board.

Vice Chair Jenkins thanked former trustee Daren Jones for his service and contribution to the Board.

Trustee Duncan shared her personal love for libraries, considering them a national treasure, a safe place, and a place that contained so many different worlds within its resources. She thanked the Board for the warm welcome.

ROUTINE REPORTS

Fundraising Performance Report – Foundation Director Dean Carrell reported the Foundation exceeded its overall funding goals in 2021.

Metrics Dashboard – Deputy Director Melinda Chesbro reported usage since fully reopened is 60-70% of what it was in 2019 pre-pandemic.

November Financial Report – Finance and Business Director Clifford Jo provided an overview of the financial reports.

Customer Experience Services Report – Customer Experience Manager Kayce Austin reported Covid test kits are being replenished daily due to the high demand. Tacoma Pierce County Health Department has been a strong partner in supplying kits and working with the Library to distribute them.

Chair Penn stressed the importance of providing accessibility, inclusion and equity related to distribution of writer's support kits. Austin noted the Our Own Expressions contest will begin soon and will give greater opportunity to young writers/artist to participate system wide.

UNFINISHED BUSINESS

2021 Transfers –

Trustee Patel moved to approve Resolution 2022-01: To Transfer Set-Asides in the General Fund Balance to the Election Fund. Trustee Duncan seconded. Motion carried.

Trustee Duncan moved to approve Resolution 2022-02: To Transfer Set-Asides in the General Fund Balance to the Property and Facility Fund. Trustee Jenkins seconded. Motion carried.

Executive Director Recruitment Update – Staff Experience Director Cheree Green reported the Executive Director posting closes on January 16. First round screening interviews are scheduled for January 28.

2022 Work Plan and Budget – Executive Director Lomax introduced the work being done that is being supported by the budget approved by the Board in December.

Annual Work Plan Summary – Customer Experience Deputy Director Connie Behe shared an overview of how the Library will approach 2022 services and how they are grounded in the Library's guiding principles.

Work Plan Project List– Director Chesbro shared a listing of projects the Library will be undertaking in 2022.

Levy Sustainability Strategy (The Curve) – Director Lomax shared a chart showing the Library's levy sustainability based on the approved 2022 budget. The Library is projected to continue in phase 1, when funding exceeds operating costs and money is set aside for use in the future, until 2024. At that time, the Library will begin to draw on the Levy Sustainability Fund to balance the budget as costs exceed revenue. Current projections show the Levy Sustainability Fund supporting operations through 2029. At that time the Library would engage with the public to understand their interests in services and funding levels.

Removing Economic Barriers to Accessing the Library – Director Lomax asked the Board for guidance on whether they would like the Library to bring them additional information to consider whether or not to continue not charging fines for books and other materials that are returned late. The Board asked to continue the discussion for further exploration and discussion on the next agenda.

NEW BUSINESS

2022 Foundation/Library Agreement and Addendum –

Trustee Jenkins moved to authorize Georgia Lomax to sign the Foundation Agreement as presented. Trustee Patel seconded the motion. Motion carried.

Trustee Patel moved to authorize Georgia Lomax to sign the Foundation Addendum as presented. Trustee Duncan seconded the motion. Motion carried.

2022 Fiscal Audit – Director Jo noted the auditors will begin work as early as next week. Director Lomax asked trustees to let her know if they would be interested in participating in the entrance and exit conferences.

EXECUTIVE SESSION

At 5:15 pm, Trustee Sloan moved to recess to Executive Session, per RCW 42.30.110, to discuss collective bargaining matters for approximately 15 minutes. Trustee Jenkins seconded the motion. Motion carried. The session ended at 5:28 pm.

ADJOURNMENT

The meeting was adjourned at 5:34 pm on motion by Trustee Patel seconded by Trustee Duncan.

Georgia Lomax, Secretary

Jamilyn Penn, Chair

**Pierce County Library System
Payroll, Benefits and Vouchers
January 2022**

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	10056 - 10060	1/6/2022 - 1/21/2022	\$ 7,488.34
Electronic Payments - Payroll & Acct Payable		1/6/2022	\$ 1,035,456.43
Electronic Payments - Payroll & Acct Payable		1/21/2022	\$ 943,689.50
Accounts Payable Warrants	702372 - 702481	1/5/2022 - 1/31/2022	\$ 1,401,388.17
Total:			<u><u>\$ 3,388,022.44</u></u>

As of 2.2.2022

ALL CHECKS

CHECK DATE FROM: 01/01/2022 TO: 01/31/2022

CHECKING ACCOUNT: 999.000.000.000.111100

EMP #	NAME	ISSUED	ST	CHECK #	AMOUNT
1384	ECKES, ALISON	01/06/2022	C	10056	3,369.94
1386	EISEMANN, EMILY	01/06/2022	C	10057	553.63
1389	BROWN, ROBERTA	01/21/2022		10058	292.30
1387	SODERLUND, JENSEN	01/21/2022	C	10059	822.92
1385	WULFERS, MICAH	01/21/2022		10060	2,449.55
TOTAL CHECKS				5	7,488.34

** 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@piersecountylibrary.org
 Comments: 1/06/22 Payroll

Withdrawal Date: 1/6/2022

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	76,866.44
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	64,703.88
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	64,703.88
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	597,308.81
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	12,312.24
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	56,826.62
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	86,732.97
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	16,183.76
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	2,618.98
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	54,116.67
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	-
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	-
PCL_Company	WA State Support Registry	237100	CC_Library_District	697-00	5100000	1,584.17
PCL_Company	Pennsylvania Dept of Revenue	237100	CC_Library_District	697-00	5100000	545.56
PCL_Company	Pennsylvania Dept of Revenue	237100	CC_Library_District	697-00	5100000	952.45
PCL_Company	Columbia Bank Balance Adjustment	237100	CC_Library_District	697-00	5100000	
Total Deposit						\$ 1,035,456.43

Certification:

Stacy Karabotsos
 Signature (Department Designee)

1/5/2022
 Date

Comments:

Ad-hoc bank transaction (Withdrawal)

PCL_Company

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

Contact Name: Stacy Karabotsos
 Contact Phone: 253-548-3451
 Contact e-mail: sdkarabotsos@piercecountylibrary.org
 Comments: 1/21/22 Payroll

Withdrawal Date: 1/21/2022

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	73,870.40
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	61,672.91
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	61,672.91
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	583,857.10
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	11,037.16
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	54,623.25
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	83,535.46
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	6,007.50
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	2,653.99
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	203.60
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	2,971.97
PCL_Company	WA State Support Registry	237100	CC_Library_District	697-00	5100000	1,583.25
PCL_Company	Columbia Bank Balance Adjustment	237100	CC_Library_District	697-00	5100000	-
Total Deposit						\$ 943,689.50

Certification:

Stacy Karabotsos
 Signature (Department Designee)
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1/19/2022
 Date

Comments:

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
702372	01/05/2022	PRINTED	605	US BANK	393,538.73	0.00	
702373	01/06/2022	PRINTED	313	AFLAC	0.00	4,113.20	01/14/2022
702374	01/06/2022	PRINTED	314	AFSCME AFL-CIO	0.00	13,517.41	01/20/2022
702375	01/06/2022	VOID	335	AWC EMPLOYEE BENEFIT TRUST	0.00	0.00	
702375	01/06/2022	VOID	335	AWC EMPLOYEE BENEFIT TRUST	0.00	0.00	
702376	01/06/2022	PRINTED	163	DEPT OF LABOR & INDUSTRIES	41,738.18	0.00	
702377	01/06/2022	PRINTED	374	EMPLOYMENT SECURITY DEPARTMENT	26,442.34	0.00	
702378	01/06/2022	PRINTED	530	PACIFCSOURCE ADMINISTRATORS	0.00	2,678.03	01/20/2022
702379	01/06/2022	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	0.00	615.16	01/11/2022
702380	01/07/2022	PRINTED	336	ATS AUTOMATION INC	0.00	5,762.88	01/18/2022
702381	01/07/2022	PRINTED	341	BAKER & TAYLOR	0.00	14,390.97	01/18/2022
702382	01/07/2022	PRINTED	638	CITY OF BUCKLEY	0.00	252.70	01/19/2022
702383	01/07/2022	PRINTED	124	CONSOLIDATED TECHNOLOGY SERVICES	0.00	591.03	01/14/2022
702384	01/07/2022	PRINTED	1001	DATA QUEST LLC	0.00	60.00	01/19/2022
702385	01/07/2022	PRINTED	402	FIRGROVE MUTUAL WATER COMPANY	0.00	251.90	01/26/2022
702386	01/07/2022	PRINTED	710	IRON MOUNTAIN INC	0.00	393.37	01/14/2022
702387	01/07/2022	PRINTED	26	LINGO	0.00	134.40	01/20/2022
702388	01/07/2022	PRINTED	1013	METROPOLITAN PARKS DISTRICT OF TACOMA	75.00	0.00	
702389	01/07/2022	PRINTED	211	MIDWEST TAPE	0.00	8,461.92	01/19/2022
702390	01/07/2022	PRINTED	240	NEW YORK TIMES	2,139.80	0.00	
702391	01/07/2022	PRINTED	520	CITY OF ORTING	0.00	6,800.00	01/19/2022
702392	01/07/2022	PRINTED	530	PACIFCSOURCE ADMINISTRATORS	0.00	645.00	01/13/2022
702393	01/07/2022	PRINTED	552	PENINSULA LIGHT CO	0.00	701.98	01/13/2022
702394	01/07/2022	PRINTED	776	PUGET SOUND ENERGY	0.00	1,220.20	01/12/2022
702395	01/07/2022	PRINTED	782	QUALITY BUSINESS SYSTEMS INC	0.00	1,534.06	01/19/2022
702396	01/07/2022	PRINTED	61	RICOH USA INC	0.00	3,124.22	01/14/2022
702397	01/07/2022	PRINTED	264	SPOKANE COUNTY LIBRARY DISTRICT	0.00	15.00	01/25/2022
702398	01/07/2022	PRINTED	290	SURPRISE LAKE SQUARE LLC	0.00	11,762.59	01/21/2022
702399	01/06/2022	PRINTED	335	AWC EMPLOYEE BENEFIT TRUST	0.00	264,849.47	01/06/2022
702400	01/14/2022	PRINTED	341	BAKER & TAYLOR	0.00	7,722.64	01/24/2022
702401	01/14/2022	PRINTED	432	CITY OF BONNEY LAKE , WA	0.00	269.04	01/20/2022
702402	01/14/2022	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	81.21	01/19/2022
702403	01/14/2022	PRINTED	669	CHUCKALS INC	0.00	1,563.76	01/19/2022
702404	01/14/2022	PRINTED	998	CINTAS CORPORATION	0.00	892.54	01/21/2022
702405	01/14/2022	PRINTED	685	COLUMBIA BANK	0.00	897.53	01/21/2022
702406	01/14/2022	VOID	2168	DAVIS COUNTY LIBRARY	47.95	0.00	
702407	01/14/2022	PRINTED	367	EDU BUSINESS SOLUTIONS INC	0.00	1,870.20	01/21/2022
702408	01/14/2022	PRINTED	455	GORDON THOMAS HONEYWELL LLP	0.00	14,794.50	01/20/2022
702409	01/14/2022	PRINTED	482	HERMANSON COMPANY LLP	0.00	398.52	01/19/2022
702410	01/14/2022	PRINTED	742	KITSAP REGIONAL LIBRARY	20.95	0.00	

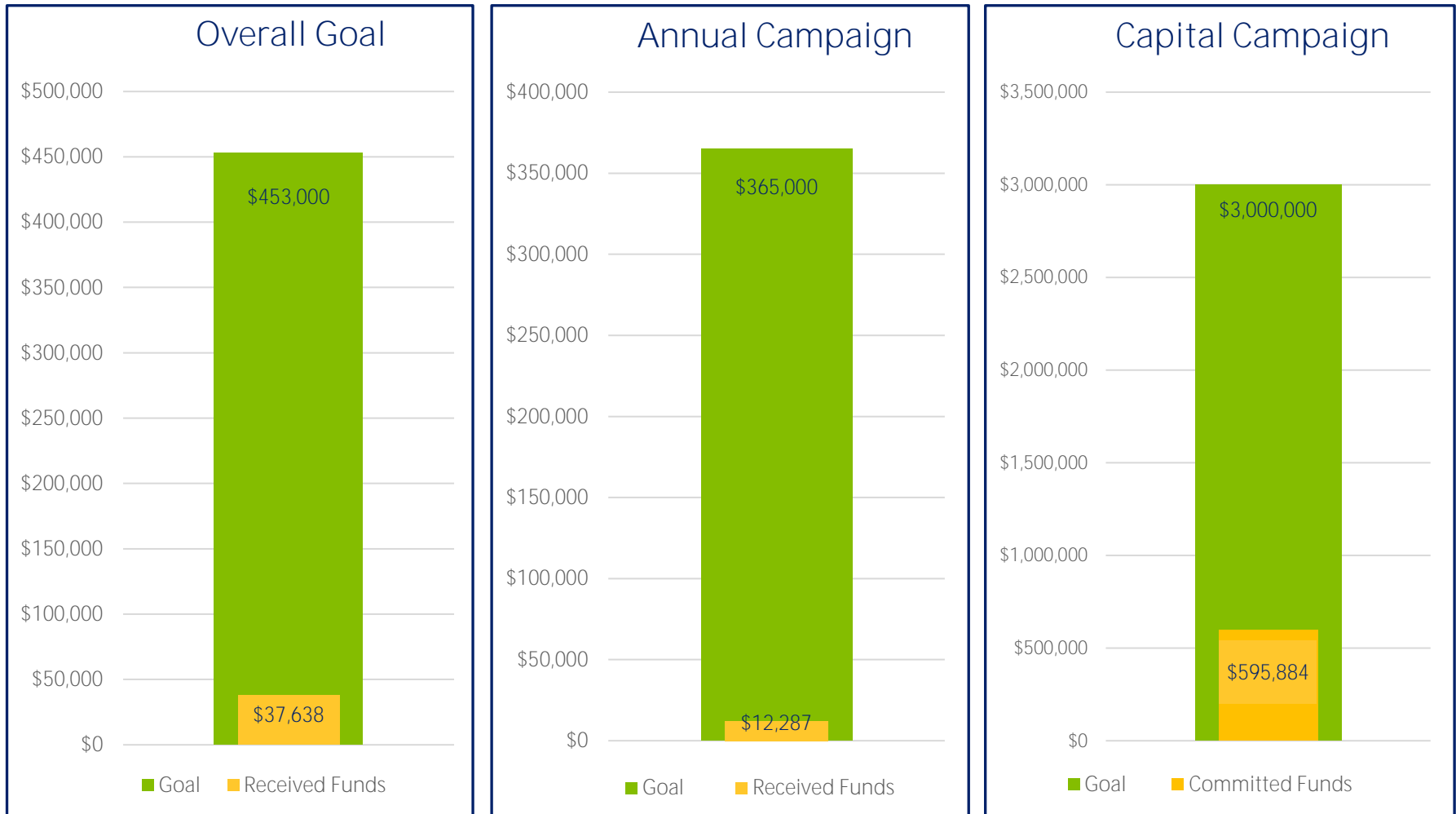
CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
702411	01/14/2022	PRINTED	1908	LAST MILE GEAR	0.00	13,968.49	01/20/2022
702412	01/14/2022	PRINTED	1081	NASIM & SONS INC	0.00	8,111.93	01/24/2022
702413	01/14/2022	PRINTED	512	OETC	0.00	2,158.11	01/20/2022
702414	01/14/2022	PRINTED	520	CITY OF ORTING	0.00	220.42	01/21/2022
702415	01/14/2022	PRINTED	535	PAPERROLLS-N-MORE.COM	0.00	1,230.08	01/31/2022
702416	01/14/2022	PRINTED	560	PIERCE COUNTY	0.00	500.00	01/21/2022
702417	01/14/2022	PRINTED	1066	PIERCE COUNTY ALARM PROGRAM	0.00	100.00	01/21/2022
702418	01/14/2022	PRINTED	776	PUGET SOUND ENERGY	0.00	876.88	01/19/2022
702419	01/14/2022	PRINTED	782	XEROX CORPORATION	0.00	179.33	01/21/2022
702420	01/14/2022	PRINTED	61	RICOH USA INC	0.00	2,938.34	01/20/2022
702421	01/14/2022	PRINTED	91	SCHOLASTIC INC	0.00	40.15	01/19/2022
702422	01/14/2022	PRINTED	111	SHOUTBOMB LLC	0.00	4,020.00	01/21/2022
702423	01/14/2022	PRINTED	249	SMITH FIRE SYSTEMS INC	0.00	308.00	01/19/2022
702424	01/14/2022	PRINTED	2059	BECKY SPRATFORD	0.00	650.00	01/20/2022
702425	01/14/2022	PRINTED	595	TYLER TECHNOLOGIES INC	0.00	68,539.02	01/21/2022
702426	01/14/2022	PRINTED	605	US BANK	0.00	172,472.87	01/27/2022
702427	01/14/2022	PRINTED	373	VERTIV SERVICES INC	0.00	6,682.50	01/21/2022
702428	01/14/2022	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	864.19	01/20/2022
702429	01/14/2022	PRINTED	810	WAYNES ROOFING INC	0.00	10,950.40	01/21/2022
702430	01/14/2022	PRINTED	2015	WEX BANK	0.00	2,683.48	01/20/2022
702431	01/14/2022	PRINTED	818	WHATCOM COUNTY LIBRARY SYSTEM	0.00	14.99	01/20/2022
702432	01/14/2022	PRINTED	2008	ZPROCIS SOLUTIONS INC	0.00	3,174.00	01/25/2022
702433	01/21/2022	PRINTED	313	AFLAC	3,779.82	0.00	
702434	01/21/2022	PRINTED	684	COLONIAL SUPPLEMENTAL INSURANC	174.00	0.00	
702435	01/21/2022	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	2,907.21	0.00	
702436	01/21/2022	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	0.00	615.16	01/28/2022
702437	01/21/2022	PRINTED	2100	ARCHIVESOCIAL INC	0.00	2,988.00	01/28/2022
702438	01/21/2022	PRINTED	2169	ASSOCIATION OF WASHINGTON CITIES	0.00	20,648.42	01/31/2022
702439	01/21/2022	PRINTED	341	BAKER & TAYLOR	0.00	12,781.43	01/27/2022
702440	01/21/2022	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	1,200.00	01/27/2022
702441	01/21/2022	PRINTED	124	CONSOLIDATED TECHNOLOGY SERVICES	587.61	0.00	
702442	01/21/2022	PRINTED	163	DEPARTMENT OF LABOR & INDUSTRIES	0.00	378.40	01/31/2022
702443	01/21/2022	PRINTED	379	E-RATE EXPERTISE INC	0.00	750.00	01/27/2022
702444	01/21/2022	PRINTED	370	ELITE PROPERTY INVESTMENTS LLC	0.00	12,048.05	01/31/2022
702445	01/21/2022	PRINTED	399	CITY OF FIFE	0.00	633.22	01/27/2022
702446	01/21/2022	PRINTED	446	CITY OF GIG HARBOR	0.00	1,299.17	01/26/2022
702447	01/21/2022	PRINTED	700	INFOBASE PUBLISHING	0.00	8,510.49	01/27/2022
702448	01/21/2022	PRINTED	703	INGRAM LIBRARY SERVICES	679.72	0.00	
702449	01/21/2022	PRINTED	2159	INSTITUTE FOR PARTICIPATORY MANAGEMENT & PLANNII	0.00	5,197.63	01/28/2022
702450	01/21/2022	PRINTED	2176	O'GRADY LIBRARY	90.00	0.00	

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
702451	01/21/2022	PRINTED	560	PIERCE COUNTY	0.00	240.00	01/27/2022
702452	01/21/2022	PRINTED	764	PRONUNCIATOR	4,995.00	0.00	
702453	01/21/2022	PRINTED	765	PROQUEST LLC	0.00	12,147.16	01/31/2022
702454	01/21/2022	PRINTED	794	READ THE BOOKS	0.00	3,059.00	01/26/2022
702455	01/21/2022	PRINTED	61	RICOH USA INC	0.00	1,883.64	01/27/2022
702456	01/21/2022	PRINTED	61	RICOH USA INC	0.00	1,817.34	01/31/2022
702457	01/21/2022	PRINTED	2166	SCELZI ENTERPRISES INC	0.00	928.50	01/26/2022
702458	01/21/2022	PRINTED	249	SMITH FIRE SYSTEMS INC	0.00	412.50	01/26/2022
702459	01/21/2022	PRINTED	284	SUMMIT WATER & SUPPLY CO	0.00	346.52	01/25/2022
702460	01/21/2022	PRINTED	1031	TUMBLEWEED PRESS INC	24,700.00	0.00	
702461	01/21/2022	PRINTED	594	TYLER BUSINESS FORMS	0.00	381.11	01/25/2022
702462	01/21/2022	PRINTED	811	WCP SOLUTIONS	0.00	311.31	01/25/2022
702463	01/21/2022	PRINTED	819	WHITWORTH UNIVERSITY LIBRARY	0.00	90.00	01/31/2022
702464	01/28/2022	PRINTED	341	BAKER & TAYLOR	24,139.20	0.00	
702465	01/28/2022	PRINTED	1036	CATALYST WORKPLACE ACTIVATION	2,203.89	0.00	
702466	01/28/2022	PRINTED	657	CENGAGE LEARNING INC / GALE	513.50	0.00	
702467	01/28/2022	PRINTED	998	CINTAS CORPORATION	1,338.81	0.00	
702468	01/28/2022	PRINTED	1852	GA CREATIVE INC	4,035.00	0.00	
702469	01/28/2022	PRINTED	2115	JORDAN LINDSAY	400.00	0.00	
702470	01/28/2022	PRINTED	211	MIDWEST TAPE	3,943.85	0.00	
702471	01/28/2022	PRINTED	552	PENINSULA LIGHT CO	2,124.61	0.00	
702472	01/28/2022	PRINTED	1037	PIERCE COUNTY SEWER	890.94	0.00	
702473	01/28/2022	PRINTED	771	PUBLIC LIBRARIES OF WASHINGTON	6,608.91	0.00	
702474	01/28/2022	PRINTED	776	PUGET SOUND ENERGY	5,288.92	0.00	
702475	01/28/2022	PRINTED	782	XEROX CORPORATION	179.33	0.00	
702476	01/28/2022	PRINTED	61	RICOH USA INC	4,143.17	0.00	
702477	01/28/2022	PRINTED	290	SURPRISE LAKE SQUARE LLC	11,762.59	0.00	
702478	01/28/2022	PRINTED	672	CITY OF UNIVERSITY PLACE	129.78	0.00	
702479	01/28/2022	PRINTED	603	UNIVERSITY PLACE CIVIC BUILDING	69,425.96	0.00	
702480	01/28/2022	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	2,494.29	0.00	
702481	01/31/2022	PRINTED	163	DEPARTMENT OF LABOR & INDUSTRIES	133.45	0.00	
					641,672.51	759,715.66	1,401,388.17

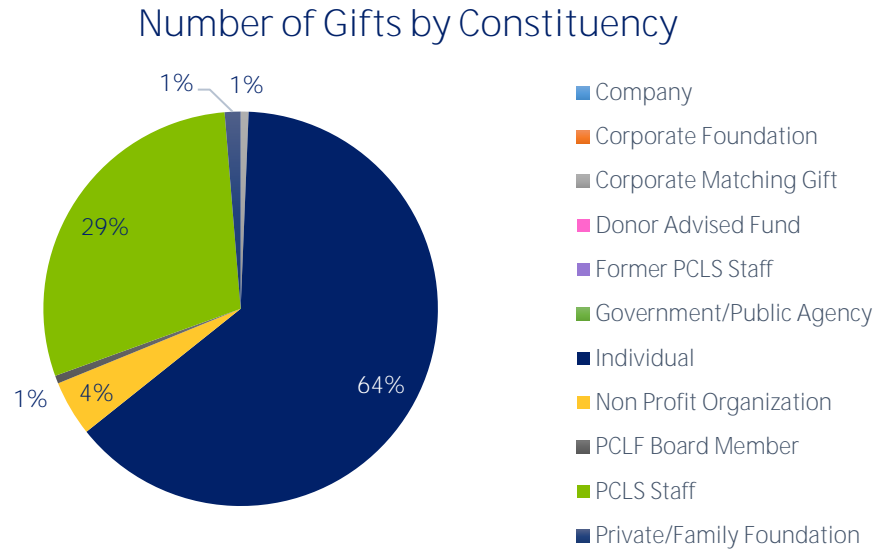
Routine Reports



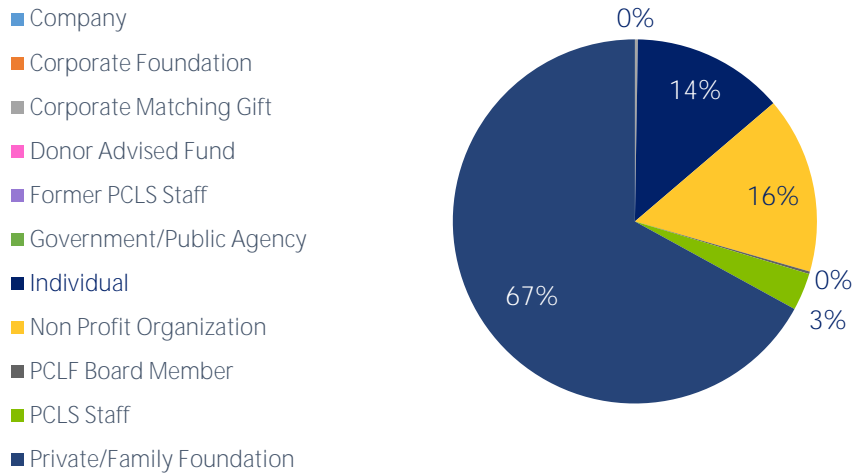
Fundraising Performance Dashboard



Annual Campaign Statistics



Gift Revenue by Constituency



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
111	9.09%	\$11,564.00	3.14%	1110	\$205,424.00

Continuing donors - First year donor

Continuing donors	Continuing donor rate	Continuing donor revenue	Continuing donor revenue rate	LYBUNT donors	LYBUNT revenue
9	4.74%	\$700	0.84%	181	\$5,799.00

New donors - Year to date

New donors	New donor rate	New donor revenue	New donor revenue rate
10	0.36%	\$25,446	14.78%

Returning donors - Year to date

Returning donors	Returning donor rate	Returning donor revenue	Returning donor revenue rate
8	0.50%	\$515	0.80%

Updates

What's going well

- Annual Campaign got off to a good start with slightly over \$12,000 raised
- Potential funders already being connected with

Areas to capitalize on

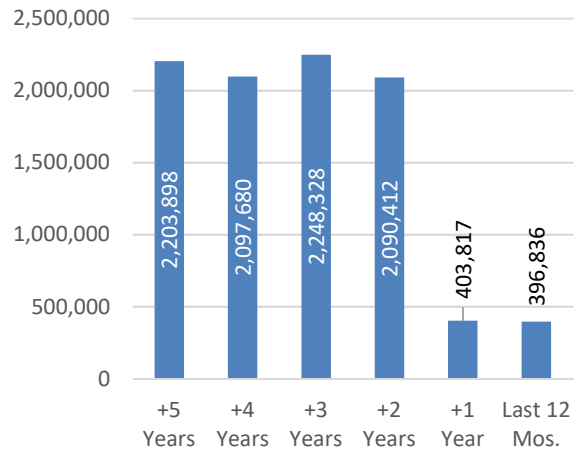
- Further organizational maturity with renewed gift acceptance policy and new focus for investment portfolio
- Board member development

Terms Defined

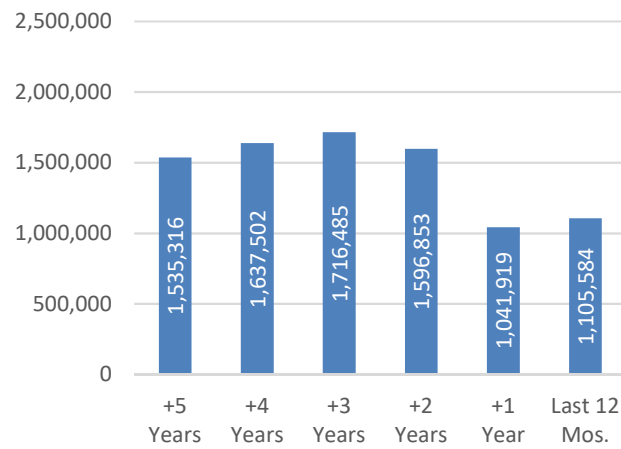
- Total Committed Revenue: All cash gifts + pledges
- Unrestricted Revenue: Undesignated funds which PCLF Board can commit all or a portion to PCLS for agreed upon programs/services in fiscal year
- Temporarily Restricted Revenue: Designated funds (typically) from sources like Friends groups, GTCF, etc., 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 - December 2021

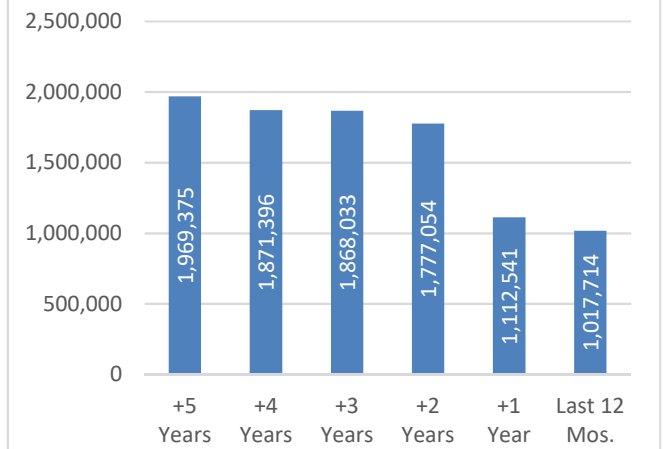
Branch Visits



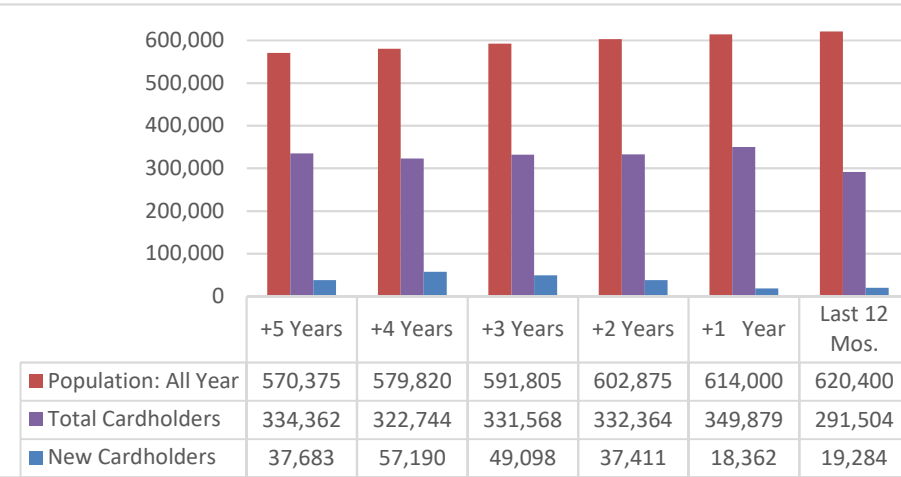
Catalog Visits



Website Visits



PCLS Cardholder Statistics



December and Rolling 12-Month Comparison

	December 2021	December 2020	% Change Dec. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
Branch Visits	61,347	0	-	396,836	403,817	-1.7%
Catalog Visits	84,784	90,478	-6.3%	1,105,584	1,041,919	6.1%
Public Website Visits	76,328	81,091	-5.9%	1,017,714	1,112,541	-8.5%

Technology

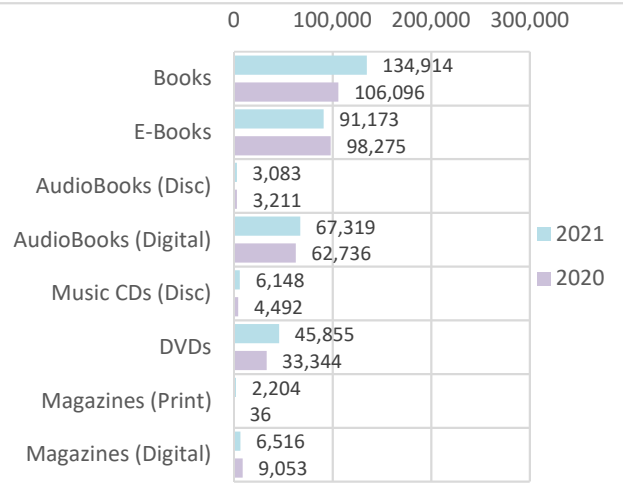
	December 2021	December 2020	% Change Dec. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
PC/Laptop Sessions	6,346	0	-	36,890	50,126	-26.4%
Wi-Fi Sessions	50,043	16,367	205.8%	421,463	295,055	42.8%

Public Spaces Usage

	2021	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
# of Public Meeting Uses	0	0	2,589	-100.0%
# of Attendees	0	0	30,177	-100.0%

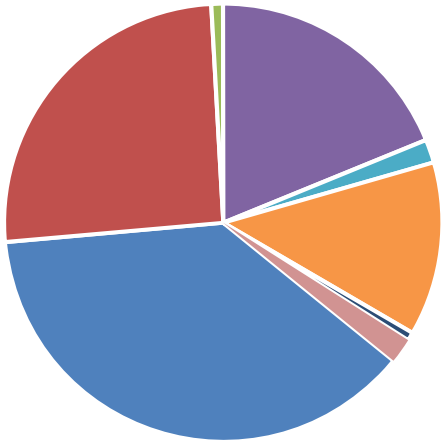
Collection Use - December 2021

December 2021 vs December 2020 Checkouts Data Table

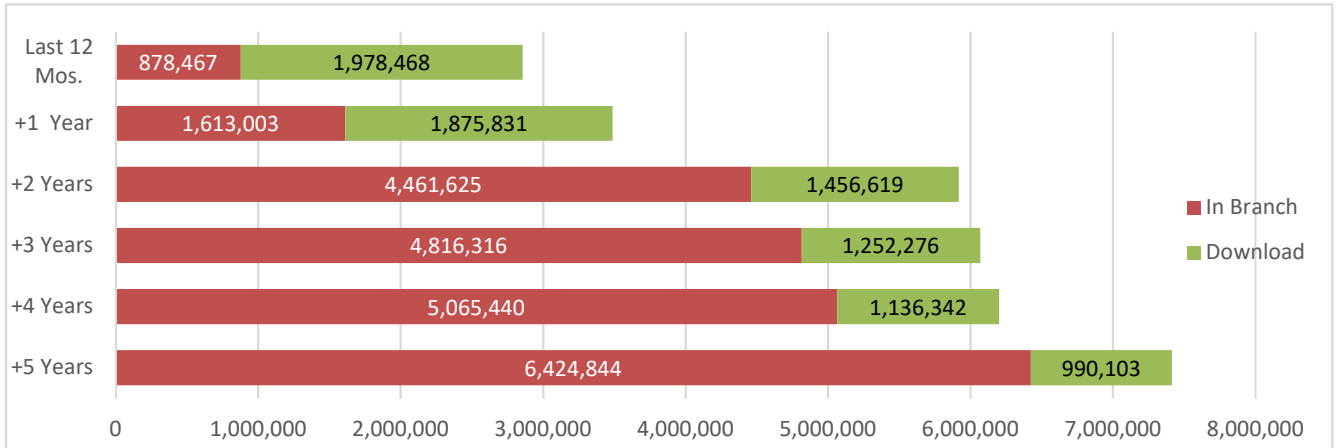


Categories	November 2021	December 2021	December 2020	% Change of Dec. Year Over Year	% of Total Dec. 2021 Checkouts	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change 12 Months Year Over Year
Books	160,208	134,914	106,096	27.16%	37.77%	1,554,613	1,096,330	41.80%
E-Books	89,877	91,173	98,275	-7.23%	25.52%	1,124,822	1,073,072	4.82%
AudioBooks (Disc)	3,634	3,083	3,211	-3.99%	0.86%	40,671	38,915	4.51%
AudioBooks (Digital)	66,970	67,319	62,736	7.31%	18.85%	790,287	686,301	15.15%
Music CDs (Disc)	6,729	6,148	4,492	36.87%	1.72%	59,984	46,829	28.09%
DVDs	49,295	45,855	33,344	37.52%	12.84%	439,239	409,139	7.36%
Magazines (Print)	2,618	2,204	36	6022.22%	0.62%	21,695	14,607	48.52%
Magazines (Digital)	6,410	6,516	9,053	-28.02%	1.82%	63,359	116,458	-45.59%
Totals:	385,741	357,212	317,243	12.60%	100.00%	4,094,670	3,481,651	17.61%

Checkouts By Format - December 2021



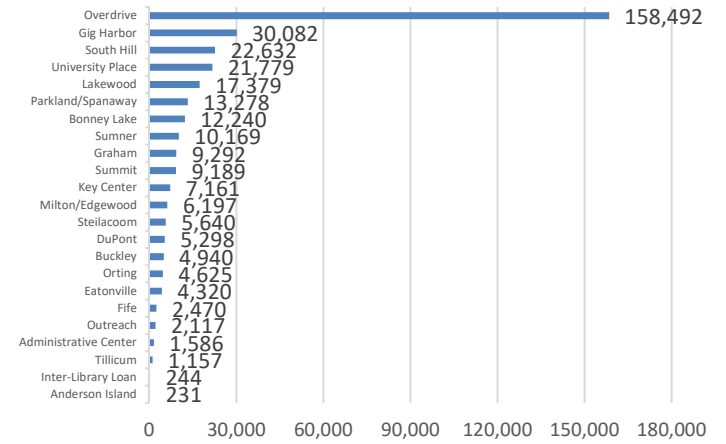
Collection Checkouts



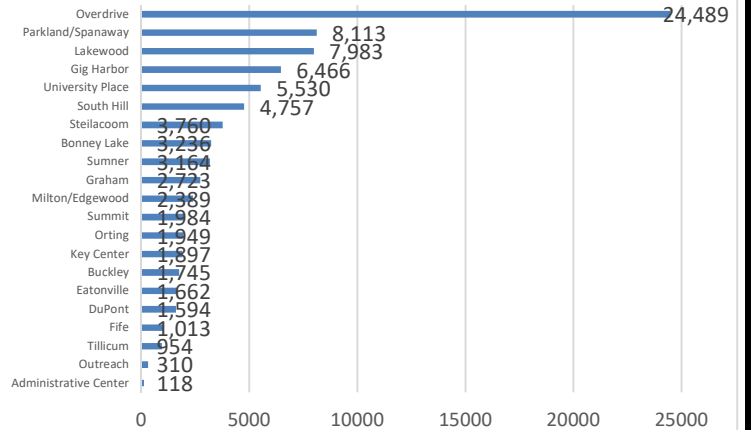
Activity - December 2021

Location	Checkouts				Visitors			
	Dec. 2021	Last 12 Mo.	+1 Year	% Change	Dec. 2021	Last 12 Mo.	+1 Year	% Change
Administrative Center	1,586	25,960	24,691	5.1%	118	906	5,193	-82.6%
Anderson Island	231	5,052	3,648	38.5%	No Door Counter for Anderson Island			
Bonney Lake	12,240	136,376	92,832	46.9%	3,236	23,840	20,566	15.9%
Buckley	4,940	50,752	30,972	63.9%	1,745	12,886	8,534	51.0%
DuPont	5,298	64,810	47,998	35.0%	1,594	12,213	9,322	31.0%
Eatonville	4,320	46,273	32,986	40.3%	1,662	14,219	13,100	8.5%
Fife	2,470	26,781	27,363	-2.1%	1,013	6,376	6,608	-3.5%
Gig Harbor	30,082	351,875	245,932	43.1%	6,466	47,783	42,056	13.6%
Graham	9,292	110,095	78,985	39.4%	2,723	18,303	19,495	-6.1%
Inter-Library Loan	244	2,879	1,688	70.6%	No "visitors" for Inter-Library Loan			
Key Center	7,161	80,697	54,280	48.7%	1,897	15,556	11,078	40.4%
Lakewood	17,379	158,283	143,817	10.1%	7,983	42,659	53,200	-19.8%
Milton / Edgewood	6,197	76,648	53,687	42.8%	2,389	15,224	15,138	0.6%
Orting	4,625	44,970	32,133	39.9%	1,949	10,083	8,828	14.2%
Overdrive	158,492	1,915,109	1,759,373	8.9%	24,489	289,949	273,121	6.2%
Outreach	2,117	20,634	19,142	7.8%	310	1,646	2,978	-44.7%
Parkland / Spanaway	13,278	130,137	110,916	17.3%	8,113	43,532	55,059	-20.9%
South Hill	22,632	248,971	189,140	31.6%	4,757	31,503	33,662	-6.4%
Steilacoom	5,640	66,017	42,876	54.0%	3,760	23,984	18,908	26.8%
Summit	9,189	108,707	89,488	21.5%	1,984	14,625	16,297	-10.3%
Sumner	10,169	112,190	96,021	16.8%	3,164	19,394	22,675	-14.5%
Tillicum	1,157	9,031	10,029	-10.0%	954	5,210	6,730	-22.6%
University Place	21,779	240,745	184,379	30.6%	5,530	36,894	34,390	7.3%
Total	350,518	4,032,992	3,372,376	19.6%	85,836	686,785	676,938	1.5%

December Checkouts



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

Monthly Financial Reports December 31, 2021

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

General Fund

December

- **Preliminary General Fund budget results for 2021 show expenditures slightly exceeding the \$39.4 million budget by \$59.53. Revenues exceeded the budget by nearly \$783,000. These numbers will change as final purchase card invoices are processed, along with any adjusting entries that need to be made.**
- **The graph charts have been split out to show the General Fund independent of the other funds.**
- **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.**
- **36700. Foundation made its final distribution in December.**
- **597XX. Transfers were conducted as per Board approved resolutions.**

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

December

- **54160. Architectural work for Graham and Bonney Lake libraries.**
- **56250. Includes emergency roof repairs to Lakewood Library.**

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

December

- **No activity.**

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)

December

- **Includes Board-approved transfers. Election Fund is fully funded and no more transfers are scheduled.**

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)

December

- **Includes Board-approved transfers.**

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

December

- **No significant activity.**

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 - December

- **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	557,763.03	500.00	206.16
December 2021	393,538.73	389,569.03	3,969.70	- 0 -
2021 YTD	\$ 3,601,238.41	\$ 3,595,777.65	\$ 5,749.11	\$ 206.16

* 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
December 31, 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	\$ 1,043,643	\$ -	\$ 100	\$ 100	\$ 100	\$ 100	\$ 235,651	\$ 1,279,694
Investments	\$ 9,480,219	\$ -	\$ 11,126,683	\$ 1,118,800	\$ 3,371,733	\$ 88,604	\$ 5,281,974	\$ 30,468,013
Accrued Interest on Investments	\$ 3,607	\$ -	\$ 184	\$ (342)	\$ (1,012)	\$ 7	\$ (1,919)	\$ 525
Total Current Assets	\$ 10,527,468	\$ -	\$ 11,126,968	\$ 1,118,558	\$ 3,370,821	\$ 88,711	\$ 5,515,706	\$ 31,748,232
TOTAL ASSETS	\$ 10,527,468	\$ -	\$ 11,126,968	\$ 1,118,558	\$ 3,370,821	\$ 88,711	\$ 5,515,706	\$ 31,748,232
LIABILITIES								
Current Liabilities								
Warrants Payable*	\$ 2,533	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,533
Sales Tax Payable*	\$ 99	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 99
Payroll Payable	\$ (1,244)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,244)
US Bank Payable*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Liabilities	\$ 1,387	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,387
TOTAL LIABILITIES	\$ 1,387	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,387
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	\$ 10,526,081	\$ -	\$ 11,126,968	\$ 97,212	\$ 350,892	\$ 88,711	\$ 5,515,706	\$ 27,705,568
TOTAL FUND BALANCE	\$ 10,526,081	\$ -	\$ 11,126,968	\$ 1,118,558	\$ 3,370,821	\$ 88,711	\$ 5,515,706	\$ 31,746,845
TOTAL LIABILITIES & FUND BALANCE	\$ 10,527,468	\$ -	\$ 11,126,968	\$ 1,118,558	\$ 3,370,821	\$ 88,711	\$ 5,515,706	\$ 31,748,232
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	\$ 40,180,579	\$ 190,679	\$ 2,659,629	\$ 1,118,558	\$ 3,370,821	\$ 88	\$ 3,551,185	\$ 51,071,539
Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
YTD Expenditures	\$ (39,397,960)	\$ (4,108,784)	\$ -	\$ -	\$ -	\$ -	\$ (1,275,569)	\$ (44,782,312)
ENDING FUND BALANCE, 12/31/21	\$ 10,526,081	\$ -	\$ 11,126,968	\$ 1,118,558	\$ 3,370,821	\$ 88,711	\$ 5,515,706	\$ 31,746,845
TAXES RECEIVABLE	\$ 709,292	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 709,292

* 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 December 31, 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>
	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	12/31/2021	12/31/2021
ASSETS													
Current Assets													
Cash	\$ 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	\$ 1,043,643	\$ 1,043,643
Investments	\$ 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	\$ 9,480,219	\$ 9,480,219
Accrued Interest on Investments	\$ 3,599	\$ 3,596	\$ 3,599	\$ 3,599	\$ 3,599	\$ 3,608	\$ 3,602	\$ 3,600	\$ 3,598	\$ 3,599	\$ 3,605	\$ 3,607	\$ 3,607
Deposits Refundable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Assets	\$ 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	\$ 10,527,468	\$ 10,527,468
TOTAL ASSETS	\$ 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	\$ 10,527,468	\$ 10,527,468
LIABILITIES													
Current Liabilities													
Warrants Payable*	\$ -	\$ -	\$ -	\$ 2,723	\$ 2,533	\$ 2,533	\$ 2,533	\$ 2,533	\$ 2,533	\$ 2,533	\$ 2,533	\$ 2,533	\$ 2,533
Sales Tax Payable*	\$ (11)	\$ 98	\$ 98	\$ 98	\$ 98	\$ 98	\$ 98	\$ 110	\$ 106	\$ 111	\$ 108	\$ 99	\$ 99
Payroll Payable	\$ 137,220	\$ 157,023	\$ 175,831	\$ 136,354	\$ 156,680	\$ 174,002	\$ (1,286)	\$ (1,286)	\$ (1,286)	\$ (1,286)	\$ (1,244)	\$ (1,244)	\$ (1,244)
Total Current Liabilities	\$ 137,209	\$ 157,121	\$ 175,929	\$ 139,175	\$ 159,311	\$ 176,633	\$ 1,344	\$ 1,356	\$ 1,353	\$ 1,358	\$ 1,397	\$ 1,387	\$ 1,387
TOTAL LIABILITIES	\$ 137,209	\$ 157,121	\$ 175,929	\$ 139,175	\$ 159,311	\$ 176,633	\$ 1,344	\$ 1,356	\$ 1,353	\$ 1,358	\$ 1,397	\$ 1,387	\$ 1,387
FUND BALANCE													
Reserve for Encumbrance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unreserved Fund Balance	\$ 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	\$ 10,526,081	\$ 10,526,081
TOTAL FUND BALANCE	\$ 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	\$ 10,526,081	\$ 10,526,081
TOTAL LIABILITIES & FUND BALANCE	\$ 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	\$ 10,527,468	\$ 10,527,468
PROPERTY TAXES RECEIVABLE	\$ 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	\$ 709,292	\$ 709,292

* 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 December 31, 2021**



<i>GENERAL FUND - 01</i>	2021 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ 38,353,400	\$ 38,874,245	\$ -	\$ (520,845)	101%
Other Revenue	\$ 1,044,500	\$ 1,306,334	\$ -	\$ (261,834)	125%
TOTAL REVENUE	\$ 39,397,900	\$ 40,180,579	\$ -	\$ (782,679)	102%
EXPENDITURES					
Personnel/Taxes and Benefits	\$ 27,623,800	\$ 25,448,330	\$ -	\$ 2,175,470	92%
Materials	\$ 4,582,200	\$ 4,241,531	\$ -	\$ 340,669	93%
Maintenance and Operations	\$ 6,811,900	\$ 5,828,099	\$ -	\$ 983,801	86%
Transfers Out & Reserves	\$ 380,000	\$ 3,880,000	\$ -	\$ (3,500,000)	1021%
TOTAL EXPENDITURES	\$ 39,397,900	\$ 39,397,960	\$ -	\$ (60)	100%
Excess/(Deficit)		\$ 782,620			
Additional Transfers Out		-			
NET EXCESS (DEFICIT)		\$ 782,620			

<i>CAPITAL IMPROVEMENT PROJECTS FUND - 30</i>	2021 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ 2,095,000	\$ -	\$ -	\$ 2,095,000	0%
Transfers In	\$ -	\$ 3,500,000	\$ -	\$ (3,500,000)	-
Other Revenue	\$ -	\$ 51,185	\$ -	\$ (51,185)	-
TOTAL REVENUE	\$ 2,095,000	\$ 3,551,185	\$ -	\$ (1,456,185)	170%
EXPENDITURES					
Capital Improvement Projects	\$ 2,095,000	\$ 1,275,569	\$ -	\$ 819,431	61%
TOTAL EXPENDITURES	\$ 2,095,000	\$ 1,275,569	\$ -	\$ 819,431	61%
Excess/(Deficit)		\$ 2,275,616			
Additional Transfers In		-			
NET EXCESS (DEFICIT)		\$ 2,275,616			

<i>DEBT SERVICE FUND - 20</i>	2021 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Investment Income	\$ -	\$ 88	\$ -	\$ (88)	-
TOTAL REVENUE	\$ -	\$ 88	\$ -	\$ (88)	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
NET EXCESS (DEFICIT)		\$ 88			

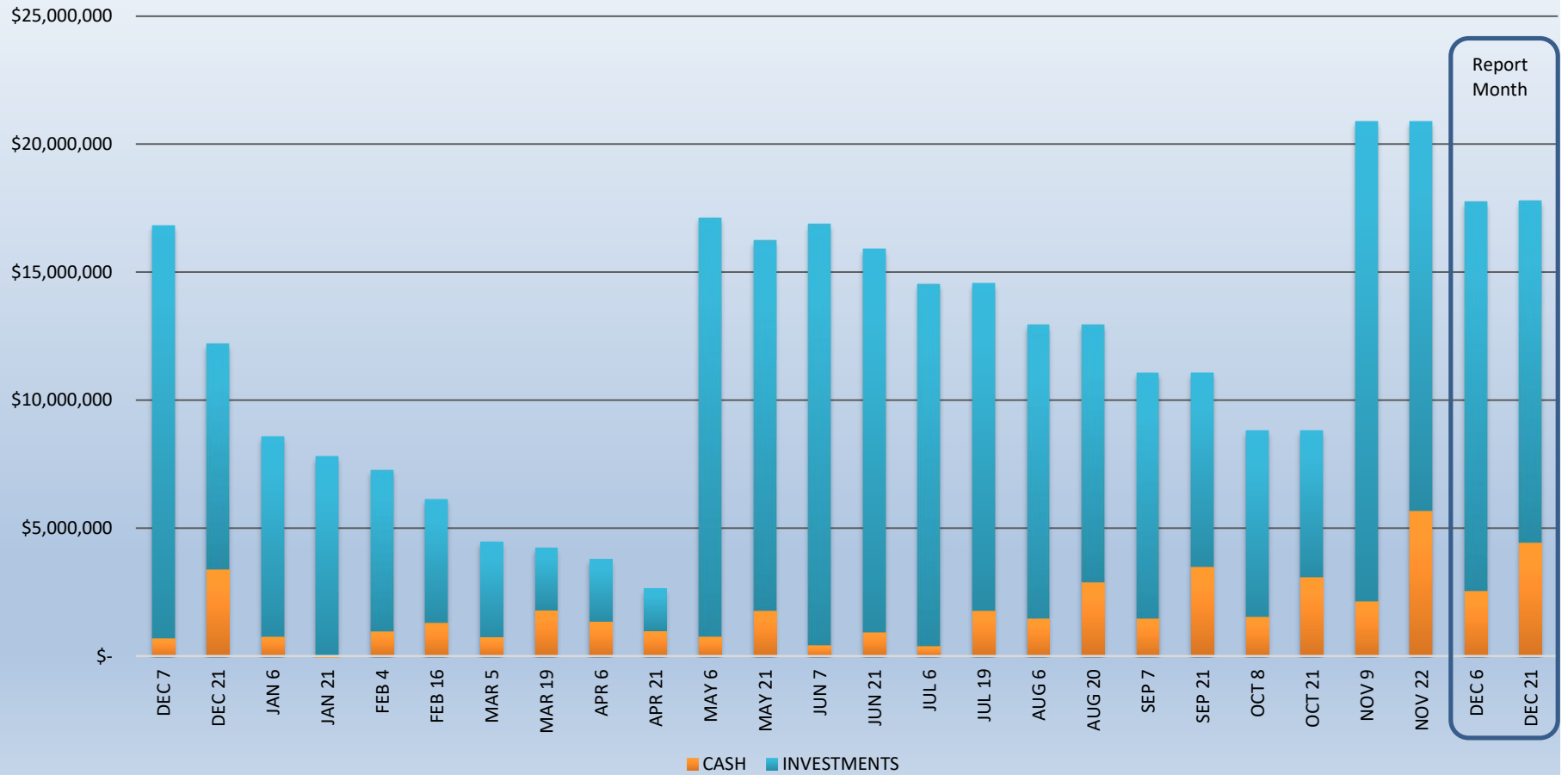
<i>SPECIAL PURPOSE FUND - 15</i>	2021 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 3,515	\$ -	\$ (3,515)	-
TOTAL REVENUE	\$ -	\$ 3,515	\$ -	\$ (3,515)	-
EXPENDITURES					
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)			

<i>LEVY SUSTAINABILITY FUND - 16</i>	2021 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 8,629	\$ -	\$ (8,629)	-
TOTAL REVENUE	\$ -	\$ 8,629	\$ -	\$ (8,629)	-
EXPENDITURES					
Levy Sustainability Transfers	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 8,629			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ 8,629			

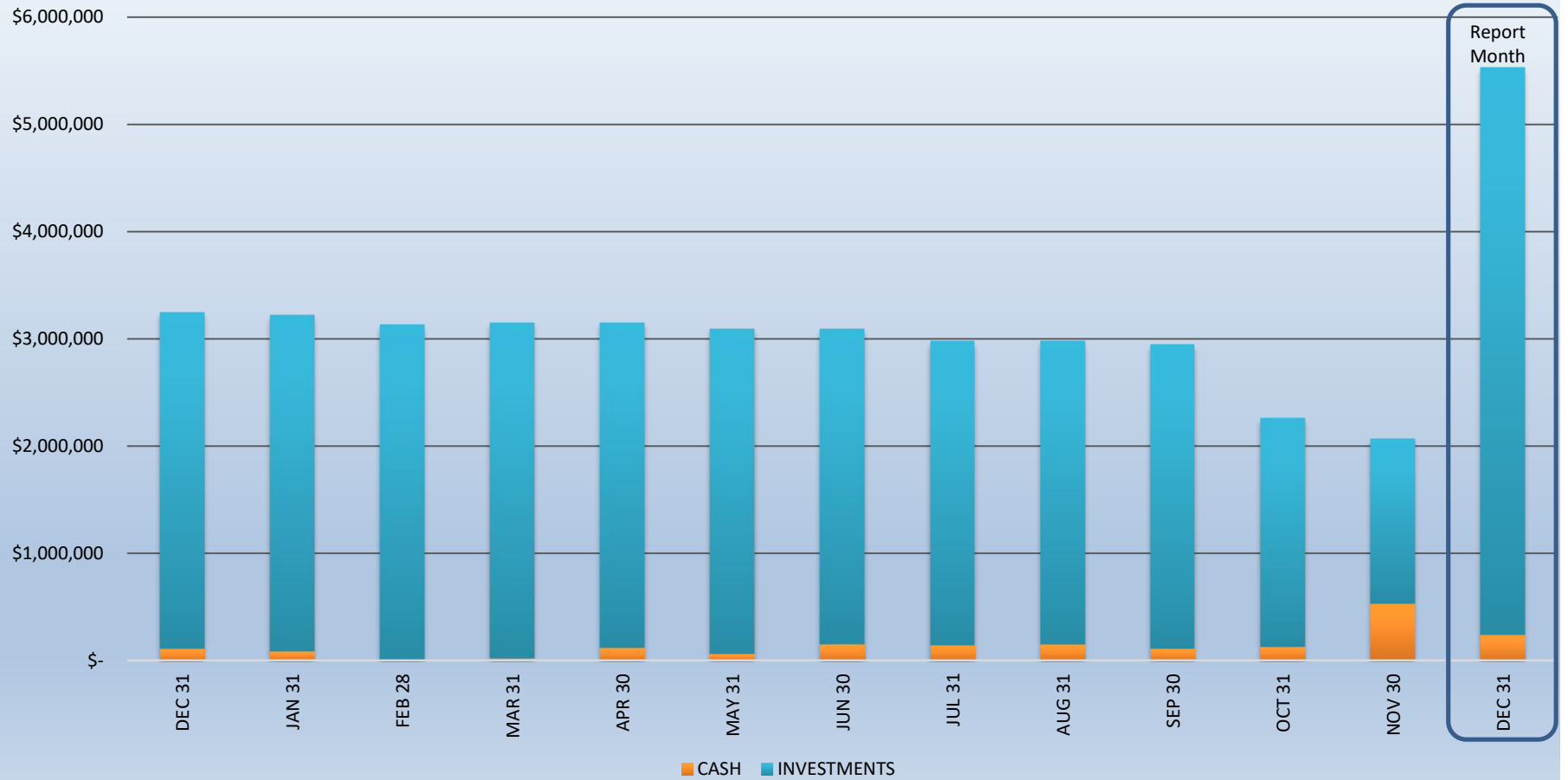
<i>ELECTION FUND - 17</i>	2021 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ 1,118,408	\$ -	\$ (1,118,408)	-
Investment Income	\$ -	\$ 151	\$ -	\$ (151)	-
TOTAL REVENUE	\$ -	\$ 1,118,558	\$ -	\$ (1,118,558)	-
EXPENDITURES					
Election Costs	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 1,118,558			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ 1,118,558			

<i>PROPERTY AND FACILITY FUND - 18</i>	2021 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ 3,370,376	\$ -	\$ (3,370,376)	-
Investment Income	\$ -	\$ 445	\$ -	\$ (445)	-
TOTAL REVENUE	\$ -	\$ 3,370,821	\$ -	\$ (3,370,821)	-
EXPENDITURES					
Property and Facilities	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 3,370,821			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ 3,370,821			

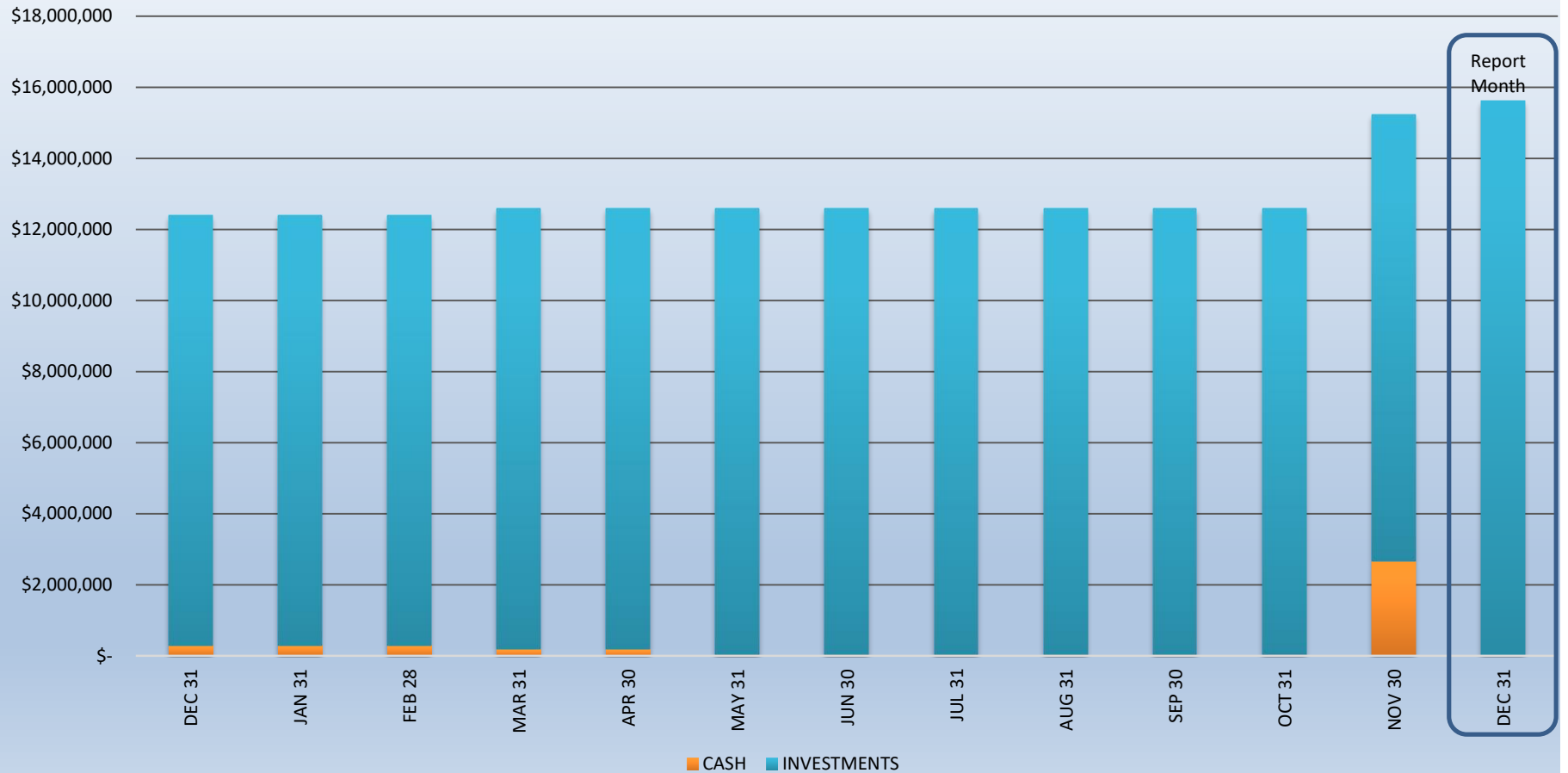
**CASH & INVESTMENTS - SEMI-MONTHLY
2021 - GENERAL FUND
- 13 MONTHS MOVING -**



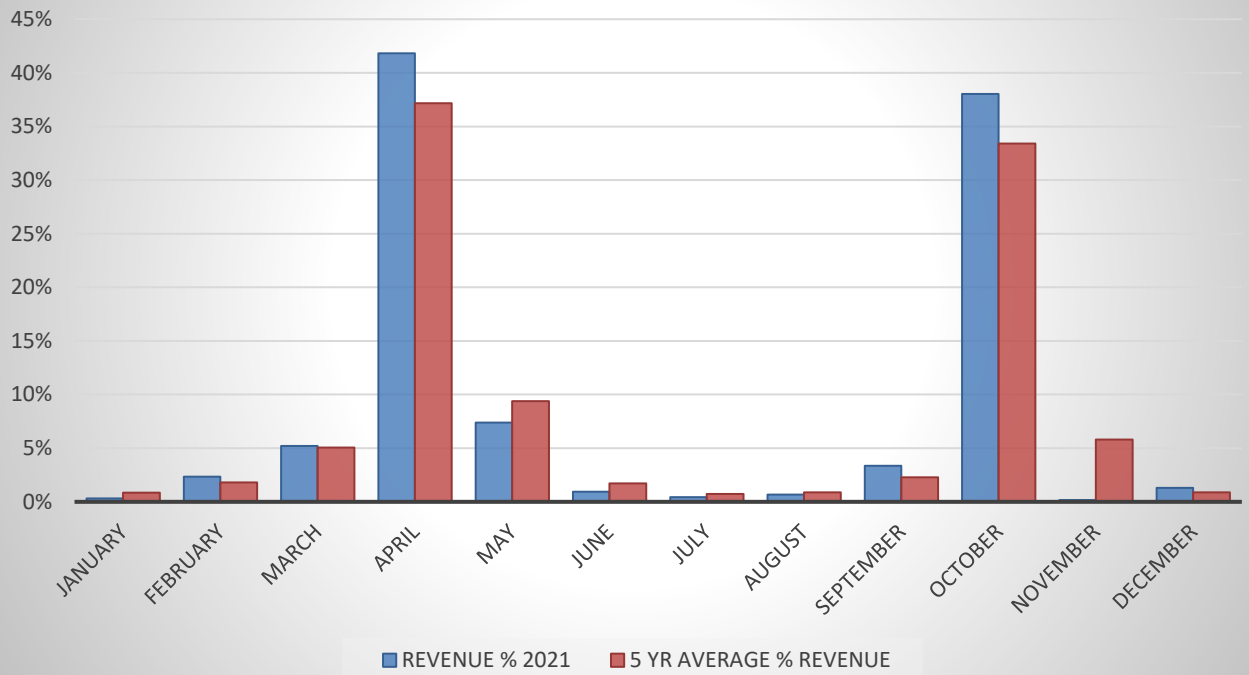
**CASH & INVESTMENTS - MONTHLY
2021 - CAPITAL IMPROVEMENT FUND
- 13 MONTHS MOVING -**



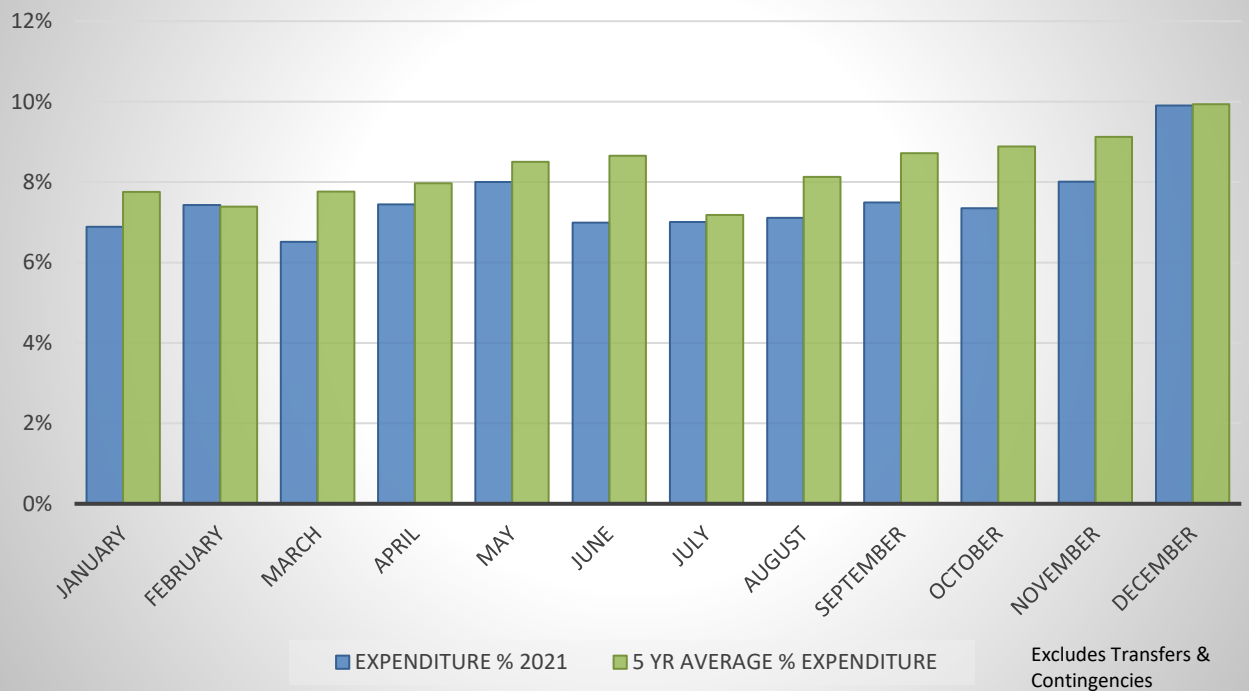
**CASH & INVESTMENTS - MONTHLY
2021 - SPECIAL REVENUE FUNDS COMBINED
- 13 MONTHS MOVING -**



GENERAL FUND - REVENUE TREND (%) THROUGH DECEMBER 2021



GENERAL FUND - EXPENDITURE TREND (%) THROUGH DECEMBER 2021



FUND: GENERAL FUND (01)

Object	2021 Budget	December Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
31111 PROPERTY TAX--CURRENT	37,701,400.00	199,442.16	38,219,129.91	0.00	(517,729.91)	101.37
31112 PROPERTY TAX--DELINQUENT	478,000.00	16,777.11	485,566.78	0.00	(7,566.78)	101.58
31113 PROPERTY TAX--KING COUNTY	60,000.00	3,921.80	80,671.12	0.00	(20,671.12)	134.45
31130 SALE OF TAX TITLE PROPERTY	6,000.00	403.95	7,860.22	0.00	(1,860.22)	131.00
31720 LEASEHOLD EXCISE TAX	20,000.00	1,633.63	26,143.45	0.00	(6,143.45)	130.72
31740 TIMBER EXCISE TAX	63,000.00	0.00	39,545.60	0.00	23,454.40	62.77
TAXES:	38,328,400.00	222,178.65	38,858,917.08	0.00	(530,517.08)	101.38
33533 ST FOREST FUNDS/DNR TIMB TRST	15,000.00	1,699.16	2,222.63	0.00	12,777.37	14.82
34161 GRAPHICS SERVICES CHARGES	7,500.00	0.00	0.00	0.00	7,500.00	0.00
34162 PRINTER FEES	0.00	7.28	443.21	0.00	(443.21)	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	1,454.52	24,347.09	0.00	(14,347.09)	243.47
36110 INVESTMENT EARNINGS	10,000.00	1,088.36	9,680.57	0.00	319.43	96.81
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	282,742.91	282,742.91	0.00	(7,742.91)	102.82
36725 DONATIONS--OTHER	0.00	55.00	70.96	0.00	(70.96)	0.00
36726 REIMBURSEMENTS--OTHER	0.00	0.00	1,875.00	0.00	(1,875.00)	0.00
36790 OPPORTUNITY DONATIONS	160,000.00	0.00	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	0.00	39,859.81	0.00	(35,859.81)	996.50
36920 FOUND MONEY	0.00	11.00	61.75	0.00	(61.75)	0.00
36990 MISCELLANEOUS OTHER	0.00	(5,173.15)	(5,126.05)	0.00	5,126.05	0.00
36991 PAYMENT FOR LOST MATERIALS	5,000.00	0.00	78.35	0.00	4,921.65	1.57
36996 JURY DUTY REIMBURSEMENT	0.00	0.00	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	0.00	87,787.75	0.00	(37,787.75)	175.58
CHARGES OTHER:	1,069,500.00	281,885.08	1,304,584.57	0.00	(235,084.57)	121.98
39510 PROCEEDS FROM SALES OF CAPITAL	0.00	2,617.99	3,424.54	0.00	(3,424.54)	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	506,681.72	40,180,579.10	0.00	(782,679.10)	101.99
EXPENSE ACCOUNTS						
51100 SALARIES AND WAGES	20,616,500.00	1,634,119.69	18,721,480.88	0.00	1,895,019.12	90.81
51105 ADDITIONAL HOURS	152,000.00	481.23	22,959.46	0.00	129,040.54	15.10
51106 SHIFT DIFFERENTIAL	186,800.00	12,920.28	142,020.61	0.00	44,779.39	76.03
51107 SUBSTITUTE HOURS	155,000.00	172.42	5,811.51	0.00	149,188.49	3.75
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	9,502.50	115,632.79	0.00	84,767.21	57.70
52002 MEDICAL INSURANCE	2,811,800.00	203,803.91	2,464,898.67	0.00	346,901.33	87.66
52003 FICA	1,616,500.00	118,642.98	1,398,837.03	0.00	217,662.97	86.53
52004 RETIREMENT	2,453,200.00	165,685.36	2,168,282.86	0.00	284,917.14	88.39
52005 DENTAL INSURANCE	255,800.00	19,418.15	225,139.55	0.00	30,660.45	88.01
52006 OTHER BENEFIT	30,800.00	1,752.20	26,373.15	0.00	4,426.85	85.63
52010 LIFE AND DISABILITY INSURANCE	87,800.00	7,589.31	87,141.28	0.00	658.72	99.25
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	December Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
52021 PAID FML INSURANCE	0.00	2,308.70	13,640.11	0.00	(13,640.11)	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	2,176,396.73	25,448,329.76	0.00	2,175,470.24	92.12
53100 OFFICE/OPERATING SUPPLIES--DEP	121,900.00	8,075.09	115,786.04	0.00	6,113.96	94.98
53102 OFFICE/OPERATING SUPPLIES--SUP	77,400.00	0.00	134.08	0.00	77,265.92	0.17
53104 OFFICE/OPERATING SUPPLIES--PUB	67,600.00	6,744.97	53,343.45	0.00	14,256.55	78.91
53110 CUSTODIAL SUPPLIES	76,500.00	10,921.96	103,051.37	0.00	(26,551.37)	134.71
53120 MAINTENANCE SUPPLIES	30,000.00	2,741.49	37,387.65	0.00	(7,387.65)	124.63
53130 MATERIAL PROCESSING SUP	16,000.00	0.00	20,066.09	0.00	(4,066.09)	125.41
53140 TRAINING SUPPLIES	0.00	87.01	1,721.97	0.00	(1,721.97)	0.00
53200 FUEL	35,000.00	121.64	32,570.95	0.00	2,429.05	93.06
53400 MATERIALS COLLECTION	41,000.00	0.00	0.00	0.00	41,000.00	0.00
53401 ADULT AV - CDS	50,000.00	4,329.32	38,580.94	0.00	11,419.06	77.16
53402 ADULT AV - DVD	490,000.00	20,226.98	269,003.25	0.00	220,996.75	54.90
53403 PERIODICALS {{OLD}}	0.00	0.00	(298.52)	0.00	298.52	0.00
53404 ADULT AV AUDIOBOOKS	40,000.00	1,672.13	23,747.11	0.00	16,252.89	59.37
53405 ADULT BOOK CLUB KITS	3,500.00	0.00	3,413.58	0.00	86.42	97.53
53406 ADULT FICTION	240,000.00	11,987.31	293,871.79	0.00	(53,871.79)	122.45
53408 ADULT LARGE PRINT	80,000.00	2,132.59	48,425.01	0.00	31,574.99	60.53
53409 ADULT LUCKY DAY	80,000.00	5,699.79	13,794.96	0.00	66,205.04	17.24
53410 ADULT NONFICTION	315,000.00	30,977.00	327,025.93	0.00	(12,025.93)	103.82
53411 ADULT PAPERBACKS	35,000.00	219.92	6,260.24	0.00	28,739.76	17.89
53412 ADULT PC READS	0.00	0.00	442.24	0.00	(442.24)	0.00
53413 ADULT REFERENCE	11,500.00	0.00	5,550.97	0.00	5,949.03	48.27
53414 ADULT YA FICTION	70,000.00	2,957.49	39,702.71	0.00	30,297.29	56.72
53415 ADULT YA GRAPHIC NOVELS	25,000.00	1,909.57	28,214.64	0.00	(3,214.64)	112.86
53416 ADULT YA NONFICTION	20,000.00	364.05	13,007.59	0.00	6,992.41	65.04
53417 ADULT AV - DVDNF	50,000.00	2,803.79	49,376.20	0.00	623.80	98.75
53418 ADULT GRAPHIC NOVELS	15,000.00	1,270.04	15,581.41	0.00	(581.41)	103.88
53421 CHILDREN'S STANDING ORDERS	35,000.00	232.08	16,522.00	0.00	18,478.00	47.21
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	1,605.70	10,569.85	0.00	(3,069.85)	140.93
53425 CHILDREN'S FICTION	170,000.00	11,948.73	240,178.11	0.00	(70,178.11)	141.28
53426 CHILDREN'S GRAPHIC NOVELS	35,000.00	2,053.60	33,358.57	0.00	1,641.43	95.31
53427 CHILDREN'S NONFICTION	160,000.00	9,071.23	186,761.64	0.00	(26,761.64)	116.73
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	194.62	6,620.66	0.00	(1,620.66)	132.41
53430 DATABASES	440,000.00	2,830.25	237,043.75	0.00	202,956.25	53.87
53440 EBOOK - REFERENCE	5,000.00	0.00	0.00	0.00	5,000.00	0.00
53441 EBOOKS	745,000.00	284,581.87	910,653.68	0.00	(165,653.68)	122.24
53442 EDOWNLOADABLE AUDIO	700,000.00	298,308.01	762,427.82	0.00	(62,427.82)	108.92
53443 ESTREAMING BOOKS	21,900.00	9,204.76	9,204.76	0.00	12,695.24	42.03
53444 EHOSTING FEES	13,900.00	0.00	1,200.00	0.00	12,700.00	8.63
53445 EMAGAZINES	75,000.00	0.00	45,000.00	0.00	30,000.00	60.00
53446 ONLINE BOOK CLUBS	15,000.00	0.00	46,172.68	0.00	(31,172.68)	307.82
53450 MAGAZINES	52,000.00	18,602.94	139,067.76	0.00	(87,067.76)	267.44

FUND: GENERAL FUND (01)

Object	2021 Budget	December Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
53460 VENDOR PROCESSING	0.00	7,220.19	108,306.41	0.00	(108,306.41)	0.00
53464 VENDOR PROCESSING SERVICES	160,000.00	814.00	8,158.63	0.00	151,841.37	5.10
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	406.94	9,718.58	0.00	4,281.42	69.42
53471 WORLD - CHILDREN'S SPANISH	14,000.00	1,294.09	5,223.14	0.00	8,776.86	37.31
53472 WORLD - CHINESE	5,000.00	1,155.00	13,572.57	0.00	(8,572.57)	271.45
53473 WORLD - DVD	0.00	0.00	4,245.79	0.00	(4,245.79)	0.00
53474 WORLD - GERMAN	5,000.00	0.00	10,501.60	0.00	(5,501.60)	210.03
53475 WORLD - JAPANESE	5,000.00	1,188.00	5,130.00	0.00	(130.00)	102.60
53476 WORLD - KOREAN	19,000.00	0.00	21,895.73	0.00	(2,895.73)	115.24
53477 WORLD - TAGALOG	14,000.00	3,696.00	16,295.91	0.00	(2,295.91)	116.40
53478 WORLD - VIETNAMESE	10,000.00	4,290.00	14,872.47	0.00	(4,872.47)	148.72
53479 WORLD - RUSSIAN	14,000.00	1,795.20	26,268.64	0.00	(12,268.64)	187.63
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	3,241.07	30,030.27	0.00	9,969.73	75.08
53482 YOUTH DVD - FTY	45,000.00	1,014.74	28,632.71	0.00	16,367.29	63.63
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	3,425.33	39,150.40	0.00	(5,150.40)	115.15
53502 TECHNOLOGY HARDWARE--PUBLIC	200,000.00	70,746.89	300,071.29	0.00	(100,071.29)	150.04
53503 TECHNOLOGY HARDWARE--STAFF	300,000.00	576.66	254,494.80	0.00	45,505.20	84.83
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	8,970.95	347,459.27	0.00	163,340.73	68.02
53506 SOFTWARE/LICENSES/HOST--INFRA	423,000.00	103,133.06	343,043.12	0.00	79,956.88	81.10
53510 FURNISHINGS--PUBLIC	95,000.00	0.00	60,795.10	0.00	34,204.90	63.99
53515 FURNISHINGS--STAFF	97,500.00	5,674.81	55,862.73	0.00	41,637.27	57.30
54100 INDEPENDENT CONTRACTORS	179,700.00	13,738.50	58,675.66	0.00	121,024.34	32.65
54104 INDEPENDENT CONTRACTORS--INFRA	25,000.00	0.00	0.00	0.00	25,000.00	0.00
54110 PERFORMER SERVICES	28,000.00	1,325.00	10,212.50	0.00	17,787.50	36.47
54120 CONTRACTUAL SERVICES	339,100.00	123,955.74	480,637.06	0.00	(141,537.06)	141.74
54140 DATA SERVICES	4,500.00	0.00	5,530.36	0.00	(1,030.36)	122.90
54150 LEGAL SERVICES	55,000.00	8,864.50	69,570.46	0.00	(14,570.46)	126.49
54162 BIBLIOGRAPHIC & RELATED SERVIC	0.00	4,179.70	78,971.94	0.00	(78,971.94)	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	185.00	881.15	0.00	2,118.85	29.37
54200 POSTAGE	73,200.00	0.00	52,877.20	0.00	20,322.80	72.24
54201 SHIPPING	0.00	270.31	13,917.82	0.00	(13,917.82)	0.00
54210 TELECOM SERVICES--PHONES	50,000.00	2,778.25	85,571.61	0.00	(35,571.61)	171.14
54211 TELECOM SERVICES--CELLPHONES	76,200.00	6,746.81	89,551.56	0.00	(13,351.56)	117.52
54212 TELECOM SERVICES--INTERNET	668,000.00	54,290.94	638,369.79	0.00	29,630.21	95.56
54300 TRAVEL AND TOLLS	53,100.00	500.00	4,268.47	0.00	48,831.53	8.04
54301 MILEAGE REIMBURSEMENTS	58,500.00	1,948.85	36,623.64	0.00	21,876.36	62.60
54400 ADVERTISING	138,000.00	8,115.09	98,318.89	0.00	39,681.11	71.25
54501 RENTALS/LEASES--BUILDINGS	492,900.00	31,446.83	539,219.54	0.00	(46,319.54)	109.40
54502 RENTALS/LEASES--EQUIPMENT	188,900.00	2,561.09	130,014.81	0.00	58,885.19	68.83

FUND: GENERAL FUND (01)

Object	2021 Budget	December Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
54600 INSURANCE	270,000.00	295,457.84	297,110.84	0.00	(27,110.84)	110.04
54700 ELECTRICITY	265,000.00	22,418.29	268,131.98	0.00	(3,131.98)	101.18
54701 NATURAL GAS	12,000.00	1,558.37	10,832.98	0.00	1,167.02	90.27
54702 WATER	30,000.00	2,106.98	40,714.27	0.00	(10,714.27)	135.71
54703 SEWER	34,000.00	2,156.65	29,747.36	0.00	4,252.64	87.49
54704 REFUSE	36,000.00	4,509.28	46,384.65	0.00	(10,384.65)	128.85
54800 GENERAL REPAIRS/MAINTENANCE	381,500.00	66,614.87	465,109.24	0.00	(83,609.24)	121.92
54801 CONTRACTED MAINTENANCE	475,300.00	1,293.94	157,065.57	0.00	318,234.43	33.05
54805 VEHICLE REPAIR AND MAINTENANCE	65,000.00	4,417.98	36,498.86	0.00	28,501.14	56.15
54810 IT SYSTEMS MAINTENANCE--APPS	6,200.00	7,590.00	7,590.00	0.00	(1,390.00)	122.42
54811 IT SYSTEMS MAINTENANCE--INFRA	70,000.00	59,847.70	77,083.75	0.00	(7,083.75)	110.12
54900 INDIVIDUAL REGISTRATIONS	76,300.00	660.00	28,258.78	0.00	48,041.22	37.04
54901 ORGANIZATIONAL REGISTRATIONS	1,500.00	0.00	661.82	0.00	838.18	44.12
54902 DUES AND MEMBERSHIPS	54,000.00	135.00	30,282.37	0.00	23,717.63	56.08
54903 LICENSES AND FEES {{OLD}}	0.00	0.00	1,271.70	0.00	(1,271.70)	0.00
54904 LICENSES	5,500.00	0.00	2,523.58	0.00	2,976.42	45.88
54905 FEES	80,500.00	1,385.21	11,990.25	0.00	68,509.75	14.89
54906 TAXES AND ASSESSMENTS	0.00	(0.01)	44,978.27	0.00	(44,978.27)	0.00
54911 FOUNDATION IMPACT PROJECTS	95,500.00	22,967.27	113,569.00	0.00	(18,069.00)	118.92
54912 CONTINGENCY	270,000.00	0.00	0.00	0.00	270,000.00	0.00
54998 US BANK CLEARING	0.00	0.00	121.80	0.00	(121.80)	0.00
54999 MISCELLANEOUS	0.00	0.00	21.00	0.00	(21.00)	0.00
59711 TRANSFERS OUT--FUTURE ELECTION	80,000.00	80,000.00	80,000.00	0.00	0.00	100.00
59712 TRANSFERS OUT--FUTURE LAND, PR	300,000.00	300,000.00	300,000.00	0.00	0.00	100.00
59730 TRANSFERS OUT--CAPITAL PROJECT	0.00	3,500,000.00	3,500,000.00	0.00	(3,500,000.00)	0.00
ALL OTHER EXPENSES	11,774,100.00	5,606,544.84	13,949,629.77	0.00	(2,175,529.77)	118.48
NEED A CATEGORY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR EXPENSE ACCOUNTS	39,397,900.00	7,782,941.57	39,397,959.53	0.00	(59.53)	100.00
NET SURPLUS / DEFICIT	0.00	(7,276,259.85)	782,619.57	0.00	(782,619.57)	0.00

FUND: SPECIAL PURPOSE FUND (15)

Object	2021 Budget	December 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	December Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
31111 PROPERTY TAX--CURRENT	0.00	0.00	2,650,800.00	0.00	(2,650,800.00)	0.00
31113 PROPERTY TAX--KING COUNTY	0.00	0.00	200.00	0.00	(200.00)	0.00
TAXES:	0.00	0.00	2,651,000.00	0.00	(2,651,000.00)	0.00
36110 INVESTMENT EARNINGS	0.00	700.83	8,628.56	0.00	(8,628.56)	0.00
CHARGES OTHER:	0.00	700.83	8,628.56	0.00	(8,628.56)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	700.83	2,659,628.56	0.00	(2,659,628.56)	0.00
NET SURPLUS / DEFICIT	0.00	700.83	2,659,628.56	0.00	(2,659,628.56)	0.00

FUND: ELECTION FUND (17)

Object	2021 Budget	December 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	78.20	150.54	0.00	(150.54)	0.00
CHARGES OTHER:	0.00	78.20	150.54	0.00	(150.54)	0.00
39700 TRANSFERS IN	0.00	80,000.00	1,118,407.66	0.00	(1,118,407.66)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	80,078.20	1,118,558.20	0.00	(1,118,558.20)	0.00
NET SURPLUS / DEFICIT	0.00	80,078.20	1,118,558.20	0.00	(1,118,558.20)	0.00

FUND: PROPERTY AND FACILITY FUND (18)

Object	2021 Budget	December 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	231.40	445.34	0.00	(445.34)	0.00
CHARGES OTHER:	0.00	231.40	445.34	0.00	(445.34)	0.00
39700 TRANSFERS IN	0.00	300,000.00	3,370,375.95	0.00	(3,370,375.95)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	300,231.40	3,370,821.29	0.00	(3,370,821.29)	0.00
NET SURPLUS / DEFICIT	0.00	300,231.40	3,370,821.29	0.00	(3,370,821.29)	0.00

FUND: DEBT SERVICE FUND (20)

Object	2021 Budget	December Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
36110 INVESTMENT EARNINGS	0.00	6.46	87.85	0.00	(87.85)	0.00
CHARGES OTHER:	0.00	6.46	87.85	0.00	(87.85)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	6.46	87.85	0.00	(87.85)	0.00
NET SURPLUS / DEFICIT	0.00	6.46	87.85	0.00	(87.85)	0.00

FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)

Object	2021 Budget	December 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	129.61	2,854.99	0.00	(2,854.99)	0.00
CHARGES OTHER:	2,095,000.00	129.61	2,854.99	0.00	2,092,145.01	0.14
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
39700 TRANSFERS IN	0.00	3,500,000.00	3,500,000.00	0.00	(3,500,000.00)	0.00
TOTAL FOR REVENUE ACCOUNTS	2,095,000.00	3,500,129.61	3,551,185.34	0.00	(1,456,185.34)	169.51
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	12,277.53	184,219.83	0.00	40,780.17	81.88
54150 LEGAL SERVICES	0.00	0.00	12,337.50	0.00	(12,337.50)	0.00
54160 ARCHITECTURAL/ENGR SERVICES	0.00	8,879.23	52,912.98	0.00	(52,912.98)	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	0.00	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	19,708.41	103,383.00	0.00	(103,383.00)	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	3,969.70	205,768.00	0.00	(5,768.00)	102.88
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	44,834.87	1,275,569.20	0.00	819,430.80	60.89
NET SURPLUS / DEFICIT	0.00	3,455,294.74	2,275,616.14	0.00	(2,275,616.14)	0.00

MEMO



Date: January 28, 2022

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 – January

Customer Experiences

Customers at the Tillicum Library expressed gratitude:

“You have always been so helpful. I appreciate you so much, you always treat me with respect.”

“Thank you for caring about me. You have done so much to help me find an apartment.”

From a customer who had been unhoused for several months. She had stopped by the library every day to use the library's reference help for receiving services. The day after she got an apartment, she traveled back by bus to share her joy and play the voicemail from the apartment management telling her she had been accepted. When she walked into the library she exclaimed loudly, “I am housed!!!” Everyone celebrated together doing a little happy dance and shedding some happy tears. It's interactions like these that connect the library to its community and is a reminder that in addition to offering a variety of materials, the library provides *valuable services*.

A Spanish speaking customer called ahead requesting to speak with a staff member who spoke Spanish. The Library's customer experience specialist took the call in Spanish, and later when the customer came into the Library showed him the International Collection where he was able to find an Argentinian movie and another starring one of his favorite actors. The customer expressed appreciation for the Library's selection of movies in his language and said he'd been driving around to different locations to browse their selections since he does not have cable at home. He then spoke at length in Spanish about various things including the holidays and the passing of his mother. It was an engaging interaction, and he left with an emphatic “¡Muchas Gracias!”

Initiatives Highlights

A teacher from the Tillicum Head Start Early Childhood Education and Assistance Program (ECEAP) dropped by to introduce herself and express appreciation for our outreach partnership.

Community Engagement Highlights

The adult services staff at South Hill Library began highlighting the New Books collection using fun, colorful “Staff Picks” shelf-talkers, with engaging, short descriptions. Over 10 highlighted titles were checked-out in the first two weeks.

(From December):

University Place Library staff participated in the UP Holiday Cheer reverse car parade, handing out craft packets and answering questions about library services from over 200 UP community members.

The Friends of Buckley Library gave 10 boxes of new books to the Buckley Fire Department to use during their Holiday gift giving.

Unfinished Business

MEMO



Date: January 28, 2022

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 posting was closed on January 16. We received fourteen applications for our Executive Director position. Twelve of those candidates met or exceeded our minimum qualifications. Out of the twelve candidates, we will be moving seven of them forward for semi-finalist interviews with the search committee on February 10 and 11. 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	Completed
Applications Close	Completed
All candidate documents sent to Search Committee	Completed
Meet with Search Committee and present the pool of candidates; select 6-8 semifinalists-2-hour meeting (consultant meets with Committee virtually via Zoom)	Completed
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

New Business

MEMO



Date: January 31, 2022

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

From: Georgia Lomax, Executive Director

Subject: Reappointment of Pat Jenkins to the Board of Trustees

Trustee Pat Jenkins will complete his first term on the Pierce County Library Board of Trustees on March 31, 2022. He has expressed interested in reappointment to a second term as a Trustee.

During the Board meeting, I will ask for your direction to submit Pat's name to Pierce County Executive Bruce Dammeier for reappointment to the Board of Trustees for a second five-year term. The term would be April 1, 2022 through March 31, 2027.

MEMO



Date: January 31, 2022

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

From: Clifford Jo, Finance & Business Director
Dean Carrell, Foundation Director

Subject: 2022 Foundation/Library Addendum #2

Beginning this year, we are incorporating a second addendum to the annual Library/Foundation agreement that the Board approved during its last meeting. Attached herein is Addendum #2, which is specific to the Sumner Library fundraising efforts.

The Addendum outlines:

- Its purpose;
- The Foundation's high-level work towards the new Sumner Library;
- Financial transaction handling that adds a new format of recording receipts; and
- The two leases (facility lease and land lease) that set the expectation for bidirectional costs flowing between the Foundation and Library.

It will be an addendum reviewed, amended, and approved at least annually for years to come, and will be incorporated into the annual Library/Foundation report and approvals that we bring January of each year. It is possible that there will be amended addendum sometime this year, as the fundraising side of the project becomes material in its progress.

Like the other two documents, Addendum #2 needs both governing body's approvals.

Action: Move to authorize the Executive Director to sign the Foundation and Library Addendum #2 as presented.

**ADDENDUM NO. 2 (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 (“Foundation”) will provide and the specific activities that the Foundation will undertake in 2022 for the benefit towards a new Sumner Library for the Pierce County Rural Library District (“Library”), including, but not limited to, Financial Transactions as described herein. The effective date of this addendum is for the calendar year of 2022 and may be renewed annually or as needed.

Services and Activities

To serve our growing communities the Library must expand in creative ways to meet people where they are—whether that be in person, online, or through community partnerships. The Library has the opportunity to create a modern library for Sumner, which will serve as an anchor for library services, and be a community resource for East Pierce County.

The Foundation’s efforts to help make this happen will be to:

- Consult regularly with contracted fundraising counsel on best practices and strategy;
- Engage a volunteer driven Campaign Steering Committee on a monthly basis to provide necessary information, check on progress, determine appropriate strategies;
- Identify, cultivate, solicit potential donors;
- Work with key donors to leverage their gifts amongst other potential donors;
- Steward all donors with appropriate levels of recognition, including establishing naming opportunities; and
- Manage all aspects of a successful fundraising campaign.

Financial Transactions

The Foundation is engaged in a capital fundraising campaign for a future library in the City of Sumner community. The Foundation may make distributions or deposits (collectively, “Financial Transactions”) from gifts, grants, donations, and endowments solicited by the Foundation for the benefit of the Sumner Library. Multi-year commitments may be made by donors, whereby pledge payments on those commitments may be paid over several years.

Actual Financial Transactions shall be recorded in the calendar year that they are made in, and count towards the prime agreement that the Foundation and Library have that’s currently in force at the time these transactions are made. The annual performance report for the prime agreement

shall separate Financial Transactions made under this Addendum from other fundraising transactions not apropos to this Addendum.

Whenever the Foundation chooses to deposit funds into its own bank account, said funds shall have properly recorded documentation submitted to the Library, to include proof of deposits and monthly statements. This bank account shall be separate from other bank accounts that the Foundation owns. The Foundation agrees that all deposited funds shall be used for paying the costs towards a future Sumner Library.

Leases

The Foundation and Library agree to develop and ratify a standard facility lease beginning in 2022 for the new Sumner Library, which shall have effect prior to and after it opens to the public. Any facility lease rate changes will be provided to the Library with notification no later than December 1 of the calendar year prior to when the new lease rate will be in effect. All factors comprised in the facility lease shall be for the sole benefit of a new Sumner Library. The Library shall remit quarterly facility lease payments during the months of January, April, July, and October.

Further, the Foundation and Library agree to develop and ratify a land lease beginning in 2022 upon which the Foundation will construct and deliver a library to the Sumner community. The Foundation shall make annual payments to the land lease no later than December 1 of the calendar year. Any land lease rate changes will be provided to the Foundation with notification no later than December 1 of the calendar year prior to when the new lease rate will be in effect. All factors comprised in the land lease shall be for the benefit of a new Sumner Library.

Pierce County Library Foundation

Pierce County Rural Library District

Signature

Signature

Printed Name

Printed Name

Title

Title

Date

Date

MEMO



Date: February 1, 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: Cash Free Service Discussion

Last month we introduced the concept of eliminating fines for books and other materials that are returned late as well as fees associated with library services. Library administration and staff are interested in eliminating fines and fees in order to provide better access to the entire public the Library serves. We have set time aside for you to discuss your thoughts on the concept, and to determine what information you need to consider how or if to move forward.

When the pandemic started in 2020, the Library temporarily stopped collecting and charging fines and fees because of the limitations on money handling, and the economic impact fines have on lower income community members and those affected by the economic impacts of the pandemic. As the pandemic continued, the Library extended cash free service in 2021, and for 2022 has not budgeted fines or fees. The Library has not budgeted or charged fines for over two years.

During this time, we observed the impacts of being fine and fee-free. We have not seen a decrease in the rate of materials returned due to the elimination of fines. We are exploring other methods to achieve the same results and services with good stewardship. 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.

Last month we gave you these 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 heard from you some of the potential concerns that may arise with eliminating fines and fees, paraphrased below:

Philosophical

- Fines help build responsibility, especially for children.
- Libraries always charge fines.
- Without fines books won't be returned on time and holds won't get filled.
- Shouldn't we be recouping costs associated with printing, copying, and faxing?
- Is it fiscally responsible to eliminate revenue stream?

-
- There need to be consequences for bad behavior

Budgetary

- Does the library need this revenue to operate?
- Why would you go to voters for a levy lift if you're leaving revenue on the table?
- Is this being a good steward of public funds?
- Does this change how the auditor looks at our operations?

Mechanics

- How would we handle damaged materials?
- How would we handle lost items?
- How will we get our books back?

Below are the reasons for our recommendation to eliminate fines and fees:

Philosophical

- Libraries are a significant public resource, connecting people to information, leisure activities and technology; and, fines and fees are an economic barrier to library use.
- Over the past 30 years, many public libraries have gone fine free to enhance their core mission of providing access.
- In the last 5 years several Washington libraries have eliminated fines with input from the State Auditor's office.
- Fines are an outdated incentive to return books on time and to help pay for replacements; there are other ways to manage behavior and revenue.
- Fines hinder the Library's ability to fulfill its mission to provide reasonable and equitable access to all.

Budgetary

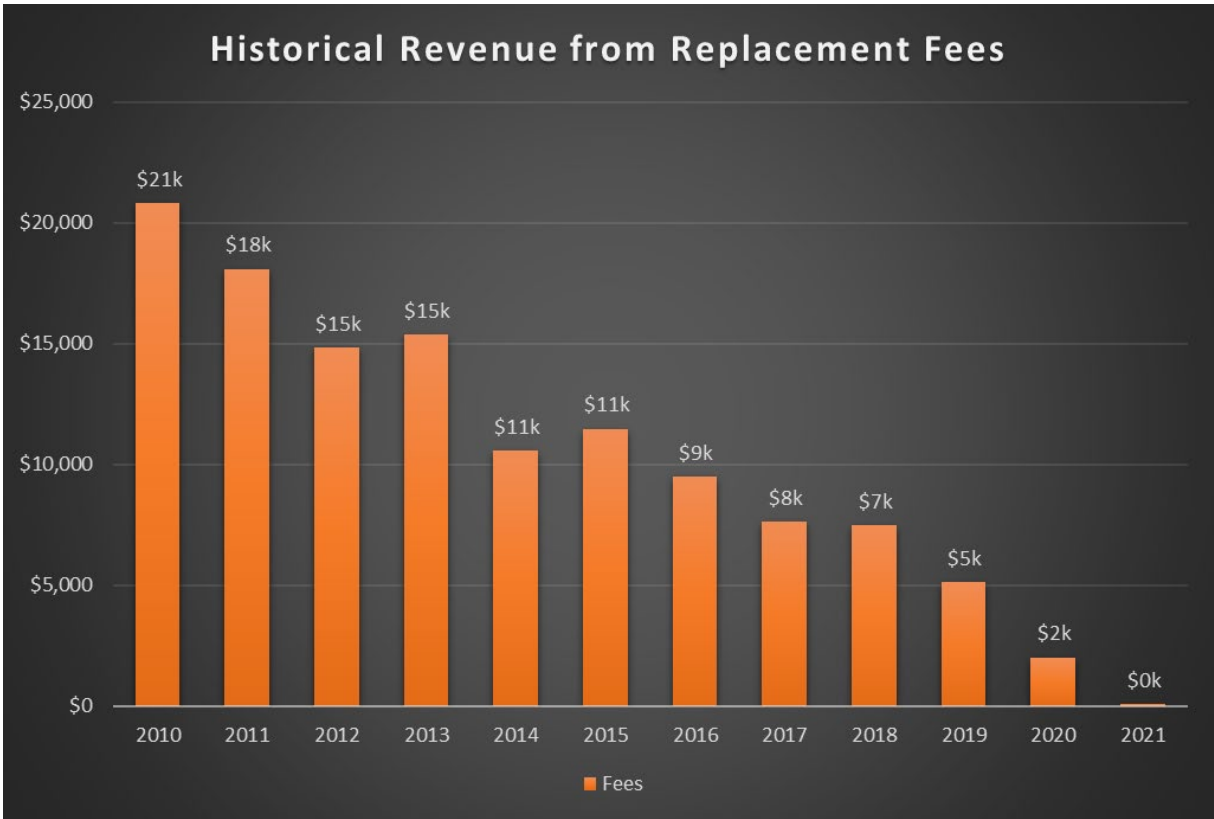
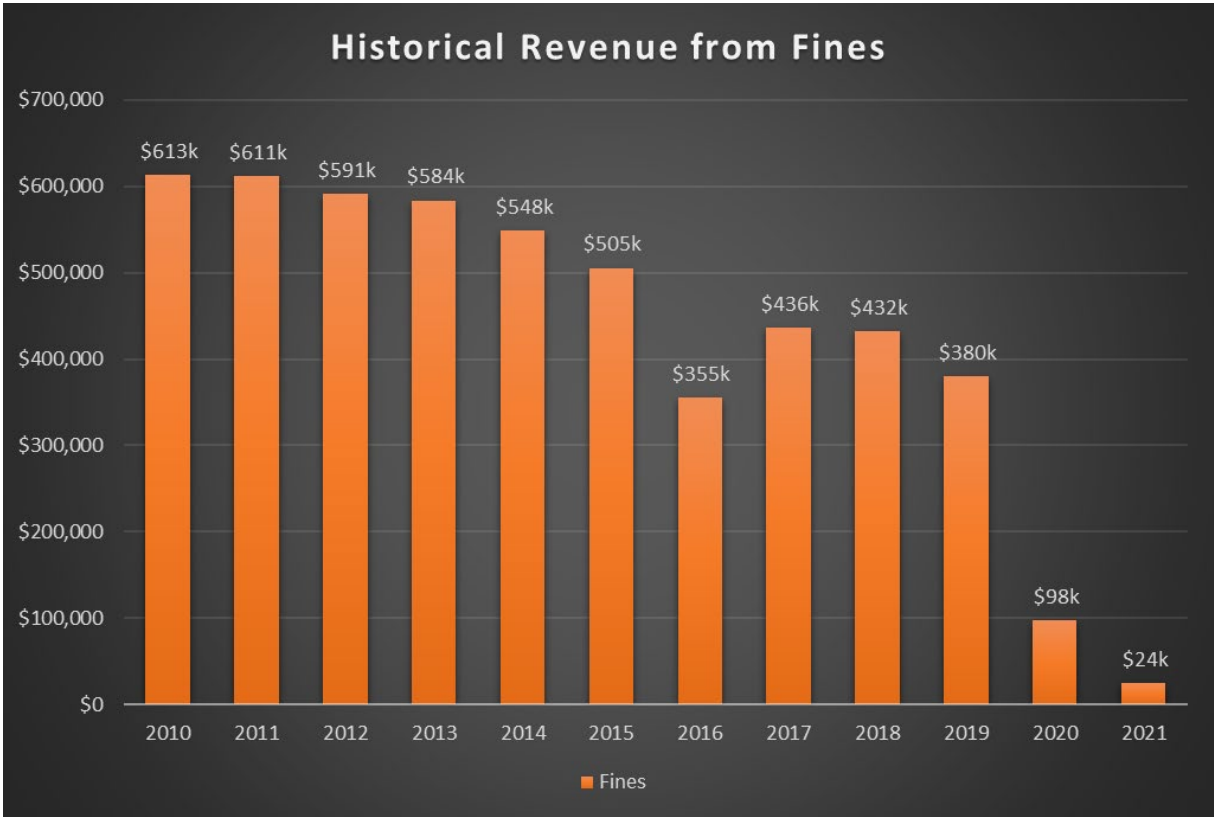
- Fines have been a decreasing revenue item over the past decade (see attached chart).
- The Library incurs significant costs to collect money at individual branches.
- Staff time can be redirected toward more positive and value-added customer experience activities.

Mechanics

- We have several mechanisms we can use to meet demand for individual titles while ensuring that fewer items go overdue.

We look forward to hearing more of your thoughts and questions so we can provide you with any information you may need to determine if going fine free is something that should be seriously considered.

To help us determine the level of effort we should make on this concept, we would appreciate your guidance on whether this concept is 1) not of interest, 2) of interest but you will need more research and information to consider before we should develop details of how it might be implemented, or 3) of interest and you would like us to develop a proposal for how it might be implemented.



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.*

Officers Reports

MEMO



Date: February 1, 2022

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

From: Kristina Cintron, Facilities Manager

Subject: Lakewood Library

We wanted to bring to your attention some significant issues that we've encountered with the Lakewood Library building, in particular its roof and fire panel.

Roof (estimated cost: \$250,000 to \$500,000)

The lower slope and flat roof areas on the entirety of the building are in immediate need of repair due to water damage. This damage varies from severe in some places, to heavy in others. The lower roof area and middle basin need complete replacement. Due to the severity of conditions, we are also assessing the extent of any structural damage. We authorized our roofing vendor to conduct some emergency repairs, which included installing tarps over the sink holes in the roof. This temporary fix will not prevent all water from entering.

We've hired a building envelope consultant who is collecting data from our roofing vendor. We've also enlisted the help of a structural engineer. Both are developing a proposal for next steps. But the process takes time because there is considerable information to gather due to the age of the roof, sourcing discontinued materials, and the availability of structural engineers. We anticipate a preliminary quote by the time the Board meets and will update you with more accurate costs.

Fire Panel (estimated cost: \$50,000 to \$100,000)

The building's fire panel must be replaced because it has reached end of life. During the last repair we were told that the fix could work for minutes or years, and a full replacement would be needed as there is nothing else that can be done with such outdated equipment.

We are working with our fire systems vendor to develop costs for a new panel. A working fire panel is a requirement for operating in the building, so this is a high priority to replace before it fails completely.

Given these issues, and our interest in an improved and relocated library in Lakewood, we are also exploring alternatives. We will keep the Board informed.

MEMO



Date: January 25, 2022

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

From: Mary Getchell, Marketing and Communications Director

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

The Pierce County Library System rounded out the year with exceptional marketing and communications results, exceeding evaluation measures in all assets to enhance the public's awareness of the Library System and inspire their use of library services. In the fourth quarter of 2021 (October-December), the Library System continued to implement the 2021 Marketing and Communications Plan and adjust to communicate emergent issues as the Library System serves people during the COVID-19 pandemic safely. The Library System's 2021 Marketing and Communications Plan evaluation measures:

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

For news media, the Library System achieved 31 news articles and 35 media mentions/calendar placements. Top news stories included featuring the Library's fourth quarter marketing and communications focus on online books, videos, and magazines and coverage of library services and closures during the snowstorm in December.

As part of the Online Books, Videos, and Magazines Fourth Quarter marketing campaign, the Library invested in print and digital advertising with The News Tribune, online digital, and Pandora digital. The print advertising resulted in a reach of 99,145. Online digital was largely successful with 510,981 impressions, 614 clicks, and a click through rate of 0.12%, exceeding the industry standard of .07%. Pandora ads yielded 435,541 impressions and 70,296 reach.

In the fourth quarter of 2021, the Library System started to show a (possible) come back from declines resulting from changes to the Library's Facebook page a year ago. For the first time in recent quarters, engagement and followers exceeded industry standards. Facebook posts resulting in the highest interest in reach and engagement included "Dune" novel turned movie, holiday recipes, and expanded Wi-Fi at the libraries. Twitter's strong and steady performance continued in quarter four and exceeded industry standards for engagement. Top tweets included online Hispanic and Latinx e-books and audiobooks, Native American stories, and snow closures and opens.

During the fourth quarter of 2021, the Library System issued four email-marketing messages to its main distribution list with an average of 59,000 addressees. The Library's open rate exceeded industry standard in the fourth quarter, surpassing its all-time high achieved last quarter. This quarter the Library System's hit an impressive 42% open rate, surpassing the industry standard of 25.17%. The email marketing messages gaining the most attention focused on the Online Books, Videos, and Magazines

campaign.

The fourth quarter paralleled the third quarter with every internal customer giving the department the highest marks for service, with 100% of survey respondents saying they were “very satisfied” with the department’s service.

Georgia Lomax, Executive Director ■ 3005 112th St. E., Tacoma, WA 98446-2215 ■ 253-548-3300 ■ FAX 253-537-4600 ■ piercecountylibrary.org

PIERCE COUNTY LIBRARY SYSTEM
2021 Marketing and Communications Plan
QUARTER FOUR RESULTS, October-December 2021

Overall Evaluation Measures

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

News Media Stories

- Quarter Four (Q4) 2021: 31 news articles and 35 media mentions/calendar placements.

Paid Advertising – Digital Advertising

Online Books, Videos, Magazines Marketing Focus (November)

- 510,981 impressions (number of times ads appeared)
- 614 clicks (number of times people clicked on/opened ad)
- 0.12% click throughs (CTR) to content on the Library's website, exceeding industry standard of 0.07%.

Email Marketing

- Goal: Meet or exceed industry standards:
 - Open rate industry standard: 25.17%.
 - CTR industry standard: 2.79%.
- 4 email marketing messages to an average of 59,000 subscribers.
- Average number of people who opened messages: 97,891; 42% open rate.
- Average number of people who CTR'd messages: 3,187; 1.38%.
- **Q4 Open rate above industry standard – highest rate to date.**

Social Media Marketing

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

Facebook

- Q4 2020: 8.74% engagement rate.
- Q4 2021: 5.73% engagement rate by reach. 84 posts, with a reach of 242,000 people (2,884 average reach per post), and nearly 14,000 engagements including CTR (169.5 average per post).
- **Q4 Exceeded industry standard. Decrease of 3.01% engagement compared with 2020.**

Twitter

- Q4 2020: 1.99% engagement rate.
- Q4 2021: 1.93% engagement rate.
- **Q3 Exceeded industry standard. Decrease of .06% lower engagement than 2020.**

Work Order Satisfaction

- Goal: 90% of internal staff customers Very Satisfied with Marketing and Communications Department-produced product/service.
- **Q4 Exceeded goal with 100% Very Satisfied.**

Executive Session

***Motion: To recess to Executive Session per RCW 42.30.110
for 15 minutes to discuss collective bargaining matters***

Pierce County Library FYI Packet
Link List
February 9, 2022

Pierce County Library in the News

- [The Pierce County Library Annual Teen Writing and Art Contest is Here](#) – South Sound Magazine
- [PCLS opens annual Our Own Expressions art and writing contest](#) – Courier Herald
- [Our Own Expressions contest awarding prizes in four categories](#) – Gig Harbor Now
- [County Checks Out 1.9 Million Digital Books](#) – Tacoma Weekly
- [Over 120 library systems reach 1 million digital checkouts in 2021](#) – OverDrive
- [Pierce County Testing Sites Struggle to Handle Surging Demand](#) – Pierce County Patch (msn.com also linked to the article)
- [Historic Vaughn Library Hall Damaged by Car Crash](#) – Key Pen News
- [Return from winter break has some school districts ramping up COVID-19 testing, vaccine efforts](#) – Q13
- [With case counts soaring, demand for COVID tests causing long waits](#) – KNKX
- [Health department to launch new COVID test site as Pierce County tries to meet demand](#) – News Tribune