

**AGENDA**  
**Regular Meeting of the Pierce County Library System Board of Trustees**  
**April 13, 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) or **App**:  
<https://us06web.zoom.us/j/85331598218?pwd=TVRWcEVYTFY3N0tod0FSa1ZBV2xqQT09>

3:30 pm	02 min.	<b>Call to Order:</b> Jamilyn Penn, Chair	
3:32 pm	05 min.	<b>Public Comment:</b> <i>This is time set aside for members of the public to speak to the Board of Trustees. Unless the item you wish to discuss is of an emergency nature, the Board ordinarily takes matters under advisement before taking action. <b>Please submit comments in writing (including your Full Name, Address, Phone Number and Topic) to <a href="mailto:pmcbride@piercecountylibrary.org">pmcbride@piercecountylibrary.org</a> by 2 pm on April 13. Comments will be read aloud to the Board. Time limit for comments is three minutes.</b></i>	
3:37 pm	03 min.	<b>Consent Agenda</b>	<b>Action</b>
		<ol style="list-style-type: none"> <li>1. Approval of Minutes of March 8, 2022, Special Meeting</li> <li>2. Approval of Minutes of March 9, 2022, Regular Meeting</li> <li>3. Approval of March 2022 Payroll, Benefits and Vouchers</li> <li>4. Holiday Policy Update</li> <li>5. Vehicle Expenditure Request</li> </ol>	
3:40 pm	05 min.	<b>Board Member Reports</b>	
3:45 pm	10 min.	<b>Routine Reports</b>	
		<ol style="list-style-type: none"> <li>1. Fundraising Performance Report, Dean Carrell</li> <li>2. Metrics Dashboard, Melinda Chesbro</li> <li>3. February Financial Report, Cliff Jo</li> <li>4. Customer Experience Services Report, Connie Behe, Alison Eckes and Kayce Hall</li> </ol>	
3:55 pm	45 min.	<b>Board Education and Service</b>	
		<ol style="list-style-type: none"> <li>1. Introduction to Intellectual Freedom, Tamara Meredith, PhD</li> </ol>	
4:40 pm	20 min.	<b>New Business</b>	
		<ol style="list-style-type: none"> <li>1. 2021 Year-End Financial Review, Cliff Jo               <ol style="list-style-type: none"> <li>a. Resolution 2022-05: To Transfer a Portion of the General Fund Balance to the Capital Improvements Fund <b>Action</b></li> <li>b. Resolution 2022-06: To Close the 2021 Fiscal Year <b>Action</b></li> </ol> </li> <li>2. Lakewood Building Issues, Melinda Chesbro               <ol style="list-style-type: none"> <li>a. Interlocal Agreement between PCLS and City of Lakewood, Cliff Jo <b>Action</b></li> </ol> </li> </ol>	
5:00 pm	05 min.	<b>Officers Reports</b>	
		<ol style="list-style-type: none"> <li>1. WellCity Award</li> <li>2. Library Giving Day</li> <li>3. Q2 Marketing and Communications Focus-Welcome (Back) to Your Library</li> <li>4. 2022 Public Meeting Legislation</li> </ol>	
5:05 pm	10 min.	<b>Executive Session</b>	<b>Action</b>
		<i>At this time on the agenda, the Board of Trustees will recess to Executive Session, per RCW 42.30.110, to discuss personnel matters.</i>	
5:15 pm	05 min.	<b>Unfinished Business</b>	
		<ol style="list-style-type: none"> <li>1. Executive Director Salary Agreement, Cheree Green               <ol style="list-style-type: none"> <li>a. Executive Consultant Agreement, Cliff Jo <b>Action</b></li> </ol> </li> </ol>	<b>Action</b>
5:20 pm	05 min.	<b>Announcements</b>	
		Thank you to Executive Director Georgia Lomax for her service to PCLS.	
5:25 pm		<b>Adjournment</b>	<b>Action</b>

# Consent Agenda

**BOARD OF TRUSTEES  
PIERCE COUNTY LIBRARY SYSTEM  
SPECIAL MEETING MINUTES – MARCH 8, 2022**



**CALL TO ORDER**

Chair Jamilyn Penn called to order the special meeting of the Pierce County Rural Library District Board of Trustees at 9:09 am. Board members present were Pat Jenkins, Jamilyn Penn, Neesha Patel and Pam Duncan. Abby Sloan joined the meeting at 9:22 am. The meeting was conducted virtually due to the Safe Start Washington Reopening Plan to slow the transmission of the coronavirus.

**EXECUTIVE SESSION**

At 9:14 am, Trustee Jenkins moved to recess to Executive Session, per RCW 42.30.110, for individual applicant interviews and evaluation of qualifications. Trustee Duncan seconded the motion. Motion carried.

At 1:07 pm, Chair Penn extended the session until 2:15 pm.

At 2:15 pm, Chair Penn extended the session until 2:30 pm.

The session ended at 2:30 pm.

Chair Penn announced the Board made a unanimous decision in their selection of the next Executive Director.

Trustee Jenkins moved to authorize Bradbury Miller Associates to extend an offer of employment for the position of Executive Director, subject to satisfactory negotiation of terms of employment and Board approval. Trustee Duncan seconded the motion. Motion carried.

Executive Director Georgia Lomax thanked the trustees for their thoughtfulness and the effort they put into the process. Chair Penn thanked the library leadership and Bradbury Miller Associates for their assistance in the process.

**ADJOURNMENT**

The meeting was adjourned at 2:38 pm on motion by Trustee Duncan, seconded by Trustee Patel.

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Georgia Lomax, Secretary

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Jamilyn Penn, Chair

**BOARD OF TRUSTEES  
PIERCE COUNTY LIBRARY SYSTEM  
MEETING MINUTES – MARCH 9, 2022**



**CALL TO ORDER**

Chair Jamilyn Penn called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:35 pm. Board members present were Jamilyn Penn, Pat Jenkins, Neesha Patel, Pam Duncan, and Abby Sloan. The meeting was conducted virtually due to the Safe Start Washington Reopening Plan to slow the transmission of the coronavirus.

**CONSENT AGENDA**

1. Approval of Minutes of February 9, 2022, Regular Meeting
2. Approval of February 2022 Payroll, Benefits and Vouchers
3. Polaris Annual Maintenance Renewal
4. Dell Switch and Routers Annual Renewal
5. Lakewood Library Fire Panel Replacement
6. Resolution 2022-03: To Declare Furnishings and Equipment Surplus to Public Service Needs
7. Resolution 2022-04: To Declare Furnishings and Equipment Surplus to Public Service Needs

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

**EXECUTIVE SESSION**

At 3:40 pm, Trustee Jenkins moved to recess to Executive Session, per RCW 42.30.110, to discuss collective bargaining matters for approximately 15 minutes. Trustee Duncan seconded the motion. Motion carried. The session ended at 4:00 pm.

**NEW BUSINESS**

Ratification of 2022-2024 Collective Bargaining Agreement – Staff Experience Director Cheree Green reported that bargaining unit members had ratified the proposed Collective Bargaining Agreement (CBA) for 2022-2024.

Director Green introduced the bargaining team: Aisha Womack, Customer Experience Assistant, Sumner; Michelle Angell, Librarian, Lakewood; Clorissa Ashley, Supervising Associate, Graham; Katie Baker, Service Desk and System Support Administrator, IT; Justin Moser, Maintenance Technician, ACL; Tamara Saarinen, Librarian, Gig Harbor; Pat Miller, Staff Representative, Council 2; Carrie Caffrey, Staff Representative, Council 2; Melinda Chesbro, Deputy Director; Kayce Hall, Customer Experience Manager; Adwoa Levin, HR Generalist.

Director Green expressed appreciation to the Local 3787 bargaining team for their leadership and diligence throughout the negotiations.

Aisha Womack thanked the Library, entire Union team, and Director Chesbro for the collaborative and collegial negotiations, noting this was her fourth time participating in negotiations and it was a rewarding and interesting process.

AFSCME Council 2 Staff Representative Pat Miller, who is retiring at the end of this month, thanked the team for the enlightenment during this process.

Katie Baker echoed everyone's comments, and thanked Aisha Womack for her leadership.

Director Green added this process is never easy or perfect, and she is proud of the work done on behalf of the staff of the Library.

Director Lomax thanked the bargaining team for their efforts and acknowledgement of what was important to each group, demonstrating the Library's core skill and qualities, and leadership competencies. She strongly recommended that the Board ratify the contract for the next three years.

Trustee Duncan commended the entire team for commitment to reaching an agreement. She commended the team for establishing a Memorandum of Understanding to continue to talk about important issues.

Chair Penn expressed excitement for the staff and the Library, adding her appreciation for hearing from the team members and having this moment to recognize them for their efforts.

*Trustee Patel moved to ratify the 2022-2024 Collective Bargaining Agreement. Trustee Sloan seconded the motion. Motion carried.*

### **ROUTINE REPORTS**

Fundraising Performance Report – Foundation Director Dean Carrell thanked Trustee Patel for consulting with him on two occasions as he made enhancements to the report. Director Carrell reported the Foundation recently received a \$500,000 cash gift in support of the capital campaign.

Director Carrell announced the 4<sup>th</sup> annual Library Giving Day will be held on April 6. Over 192 library systems across the nation participate in the event. This year's goal is to raise \$75,000. A \$10,000 anonymous matching gift was received to attract new donors.

Customer Experience Services Report – Customer Experience Deputy Director Connie Behe noted the mask mandate will be lifting on March 12. The Library is working with staff to address their concerns. Director Behe acknowledged Staff Experience leadership for its providing assistance to supervisors to support customers and staff. Chair Penn expressed appreciation for this de-escalation approach.

Director Behe also shared an example of the Library's work related to Equity, Diversity and Inclusion (EDI) and ALICE (Asset Limited, Income Constrained, Employed)-households, which will now provide an adult ticket with every child ticket distributed. Director Behe noted the Library is working with partners to address ALICE concerns at every turn. Chair Penn commented this direction lends towards more equitable and increased access.

### **OFFICERS REPORTS**

Trustee Reappointment – Director Lomax congratulated and thanked Trustee Jenkins for serving on the Board for another five years. Chair Penn also thanked Trustee Jenkins.

**UNFINISHED BUSINESS**

Executive Director Recruitment Update – Director Green reported an offer has been extended to one of three final candidates, noting it could be up to a few more weeks before the offer is accepted and the information can be made public. She thanked Director Getchell and Executive Assistant Petra McBride for their assistance in the process.

Trustees said working with Bradbury Miller was a good experience, and thanked them for their valuable support in the process.

Chair Penn noted it was a good candidate pool and she is looking forward to working with the next Executive Director.

**ANNOUNCEMENTS**

Director Lomax encouraged the Board to share information about the April 6 Library Giving Day event with their network.

**ADJOURNMENT**

The meeting was adjourned at 4:31 pm on motion by Trustee Sloan, seconded by Trustee Jenkins.

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Georgia Lomax, Secretary

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Jamilyn Penn, Chair

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

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	10065	3/7/2022 - 3/21/2022	\$ 694.22
Electronic Payments - Payroll & Acct Payable		3/7/2022	\$ 833,267.67
Electronic Payments - Payroll & Acct Payable		3/21/2022	\$ 926,673.84
Accounts Payable Warrants	702578 - 702687	3/4/2022 - 3/25/2022	\$ 1,092,078.29
<b>Total:</b>			<b><u>\$ 2,852,714.02</u></b>

As of 4.1.2022

**CHECK RECONCILIATION REGISTER**  
**CHECK DATE FROM: 03/01/2022 TO: 03/31/2022**

CHECKING ACCOUNT: 999.000.000.000.111100  
AS-OF DATE: 04/01/2022

EMP #	NAME	ISSUED	CHECK #	AMOUNT
1395	OWENS, TRENTON P	03/07/2022	10065	694.22
		TOTAL CHECKS	1	694.22



# Ad-hoc bank transaction (Withdrawal)

## PCL\_Company

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

Contact Name: Stacy Karabotsos  
 Contact Phone: 253-548-3451  
 Contact e-mail: [sdkarabotsos@piercecounyalibrary.org](mailto:sdkarabotsos@piercecounyalibrary.org)  
 Comments: 3/7/22 Payroll

Withdrawal Date: 3/7/2022

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	62,589.58
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	54,405.83
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	54,405.83
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	517,563.23
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	10,576.88
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	48,333.27
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	73,397.97
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	5,882.50
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	2,937.32
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	1,000.00
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	-
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	675.26
PCL_Company	WA State Support Registry	237100	CC_Library_District	697-00	5100000	1,500.00
PCL_Company	Columbia Bank Balance Adjustment	237100	CC_Library_District	697-00	5100000	
<b>Total Deposit</b>						<b>\$ 833,267.67</b>

Certification:

Stacy Karabotsos  
 Signature ( Department Designee)  
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3/3/2022  
 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@piercecounyalibrary.org](mailto:sdkarabotsos@piercecounyalibrary.org)  
 Comments: 3/21/22 Payroll

**Withdrawal Date: 3/21/2022**

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	72,220.81
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	60,422.68
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	60,422.68
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	575,944.63
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	11,080.79
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	53,418.95
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	81,659.12
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	6,107.28
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	2,806.07
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	-
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	209.00
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	881.83
PCL_Company	WA State Support Registry	237100	CC_Library_District	697-00	5100000	1,500.00
PCL_Company	Columbia Bank Balance Adjustment	237100	CC_Library_District	697-00	5100000	
<b>Total Deposit</b>						<b>\$ 926,673.84</b>

Certification:

\_\_\_\_\_  
 Stacy Karabotsos  
 Signature ( Department Designee)  
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\_\_\_\_\_  
 3/17/2022  
 Date

Comments:

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
702578	03/04/2022	PRINTED	341	BAKER & TAYLOR	0.00	12,212.93	03/14/2022
702579	03/04/2022	PRINTED	1789	BARSNESS GROUP	0.00	19,810.00	03/09/2022
702580	03/04/2022	PRINTED	427	BLACKSTONE PUBLISHING	227.40	0.00	
702581	03/04/2022	PRINTED	638	CITY OF BUCKLEY	0.00	259.06	03/10/2022
702582	03/04/2022	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	167.34	03/08/2022
702583	03/04/2022	PRINTED	998	CINTAS CORPORATION	0.00	452.21	03/29/2022
702584	03/04/2022	PRINTED	685	COLUMBIA BANK	368.73	0.00	
702585	03/04/2022	PRINTED	2028	DAVIS DOOR SERVICE INC	0.00	4,100.86	03/08/2022
702586	03/04/2022	PRINTED	390	FAIRVEGA LIBRARY SERVICES	0.00	1,801.80	03/09/2022
702587	03/04/2022	PRINTED	405	FLOHAWKS	0.00	503.07	03/11/2022
702588	03/04/2022	PRINTED	211	MIDWEST TAPE	0.00	8,510.17	03/10/2022
702589	03/04/2022	PRINTED	216	CITY OF MILTON	0.00	817.33	03/10/2022
702590	03/04/2022	PRINTED	224	MORNINGSTAR INC	8,838.00	0.00	
702591	03/04/2022	PRINTED	227	MOUNTAIN MIST	0.00	32.67	03/09/2022
702592	03/04/2022	PRINTED	1081	NASIM & SONS INC	0.00	7,684.76	03/08/2022
702593	03/04/2022	PRINTED	1037	PIERCE COUNTY SEWER	0.00	1,014.19	03/09/2022
702594	03/04/2022	PRINTED	765	PROQUEST LLC	0.00	18,623.59	03/10/2022
702595	03/04/2022	PRINTED	776	PUGET SOUND ENERGY	0.00	3,316.18	03/09/2022
702596	03/04/2022	PRINTED	782	QUALITY BUSINESS SYSTEMS INC	0.00	1,088.83	03/08/2022
702597	03/04/2022	PRINTED	782	XEROX CORPORATION	0.00	179.16	03/10/2022
702598	03/04/2022	PRINTED	61	RICOH USA INC	0.00	579.80	03/10/2022
702599	03/04/2022	PRINTED	61	RICOH USA INC	0.00	2,484.52	03/08/2022
702600	03/04/2022	PRINTED	2097	SENTINEL PEST CONTROL	0.00	457.94	03/16/2022
702601	03/04/2022	PRINTED	273	TOWN OF STEILACOOM	0.00	1,852.96	03/08/2022
702602	03/04/2022	PRINTED	672	CITY OF UNIVERSITY PLACE	0.00	9.89	03/08/2022
702603	03/04/2022	PRINTED	810	WAYNES ROOFING INC	0.00	1,675.58	03/08/2022
702604	03/04/2022	PRINTED	811	WCP SOLUTIONS	0.00	576.33	03/08/2022
702605	03/04/2022	PRINTED	2015	WEX BANK	0.00	2,909.06	03/09/2022
702606	03/04/2022	PRINTED	831	WORKPOINTE	0.00	2,981.29	03/08/2022
702607	03/07/2022	PRINTED	314	AFSCME AFL-CIO	0.00	13,599.49	03/14/2022
702608	03/07/2022	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	2,792.62	03/18/2022
702609	03/07/2022	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	0.00	635.16	03/11/2022
702610	03/07/2022	PRINTED	613	VOLUNTARY EMPLOYEES' BENEFICIA	0.00	3,098.70	03/14/2022
702611	03/08/2022	PRINTED	335	AWC EMPLOYEE BENEFIT TRUST	0.00	265,470.62	03/16/2022
702612	03/11/2022	PRINTED	341	BAKER & TAYLOR	0.00	25,984.63	03/18/2022
702613	03/11/2022	PRINTED	2134	BLACK 4 ENTERPRISES LLC	0.00	250.00	03/22/2022
702614	03/11/2022	PRINTED	1036	CATALYST WORKPLACE ACTIVATION	0.00	7,543.67	03/15/2022
702615	03/11/2022	PRINTED	657	CENGAGE LEARNING	0.00	81.21	03/15/2022
702616	03/11/2022	PRINTED	669	CHUCKALS INC	0.00	1,563.76	03/15/2022
702617	03/11/2022	PRINTED	998	CINTAS CORPORATION	0.00	452.21	03/18/2022
702618	03/11/2022	PRINTED	1001	DATA QUEST LLC	0.00	285.50	03/22/2022

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
702619	03/11/2022	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	219.59	03/21/2022
702620	03/11/2022	PRINTED	710	IRON MOUNTAIN INC	0.00	417.16	03/15/2022
702621	03/11/2022	PRINTED	211	MIDWEST TAPE	0.00	889.92	03/16/2022
702622	03/11/2022	PRINTED	776	PUGET SOUND ENERGY	0.00	857.26	03/16/2022
702623	03/11/2022	PRINTED	61	RICOH USA INC	0.00	1,167.46	03/16/2022
702624	03/11/2022	PRINTED	61	RICOH USA INC	0.00	1,881.71	03/15/2022
702625	03/11/2022	PRINTED	78	RWC INTERNATIONAL LTD	0.00	2,668.25	03/16/2022
702626	03/11/2022	PRINTED	2097	SENTINEL PEST CONTROL	0.00	77.00	03/23/2022
702627	03/11/2022	PRINTED	249	SMITH FIRE SYSTEMS INC	0.00	2,916.00	03/15/2022
702628	03/11/2022	PRINTED	284	SUMMIT WATER & SUPPLY CO	0.00	351.20	03/16/2022
702629	03/11/2022	PRINTED	581	TILlicum COMMUNITY SERVICE CEN	0.00	2,762.89	03/18/2022
702630	03/11/2022	PRINTED	605	US BANK	0.00	471,075.72	03/21/2022
702631	03/11/2022	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	2,345.83	03/16/2022
702632	03/11/2022	PRINTED	810	WAYNES ROOFING INC	0.00	3,880.79	03/15/2022
702633	03/11/2022	PRINTED	1036	CATALYST WORKPLACE ACTIVATION	0.00	11,871.99	03/17/2022
702634	03/11/2022	PRINTED	1886	LAMAR COMPANIES	0.00	3,273.00	03/22/2022
702635	03/11/2022	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	145.00	03/17/2022
702636	03/18/2022	PRINTED	341	BAKER & TAYLOR	0.00	23,062.71	03/25/2022
702637	03/18/2022	PRINTED	432	CITY OF BONNEY LAKE , WA	0.00	275.58	03/22/2022
702638	03/18/2022	PRINTED	2220	ROBIN BRADFORD	0.00	500.00	03/21/2022
702639	03/18/2022	PRINTED	642	BUILDINGWORK LLC	0.00	460.00	03/23/2022
702640	03/18/2022	PRINTED	1320	BUSTOS MEDIA HOLDINGS, LLC	0.00	2,171.00	03/24/2022
702641	03/18/2022	PRINTED	1036	CATALYST WORKPLACE ACTIVATION	0.00	2,700.66	03/23/2022
702642	03/18/2022	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	568.44	03/24/2022
702643	03/18/2022	PRINTED	998	CINTAS CORPORATION	0.00	904.42	03/25/2022
702644	03/18/2022	PRINTED	124	CONSOLIDATED TECHNOLOGY SERVICES	0.00	594.84	03/25/2022
702645	03/18/2022	PRINTED	2217	ALICE DARNTON	0.00	520.00	03/21/2022
702646	03/18/2022	PRINTED	2218	KATIE R DAUGHERTY	0.00	14.99	03/23/2022
702647	03/18/2022	PRINTED	369	EHS-INTERNATIONAL INC	0.00	630.24	03/23/2022
702648	03/18/2022	PRINTED	2209	EVERETT PUBLIC LIBRARY	25.95	0.00	
702649	03/18/2022	PRINTED	402	FIRGROVE MUTUAL WATER COMPANY	0.00	246.20	03/25/2022
702650	03/18/2022	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	663.87	03/28/2022
702651	03/18/2022	PRINTED	712	JACKSON COUNTY LIBRARY DISTRICT	0.00	26.00	03/29/2022
702652	03/18/2022	PRINTED	211	MIDWEST TAPE	0.00	16,347.55	03/24/2022
702653	03/18/2022	PRINTED	520	CITY OF ORTING	0.00	203.26	03/25/2022
702654	03/18/2022	PRINTED	2063	PACIFICA LAW GROUP LLP	0.00	4,219.50	03/22/2022
702655	03/18/2022	PRINTED	552	PENINSULA LIGHT CO	0.00	1,003.67	03/23/2022
702656	03/18/2022	PRINTED	1037	PIERCE COUNTY SEWER	0.00	1,718.42	03/22/2022
702657	03/18/2022	PRINTED	61	RICOH USA INC	0.00	1,882.76	03/23/2022
702658	03/18/2022	PRINTED	1891	SEATTLE PUBLIC LIBRARY	45.00	0.00	
702659	03/18/2022	PRINTED	2097	SENTINEL PEST CONTROL	0.00	941.52	03/28/2022

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
702660	03/18/2022	PRINTED	2219	CORY SMITH	0.00	345.00	03/22/2022
702661	03/18/2022	PRINTED	2059	BECKY SPRATFORD	0.00	650.00	03/22/2022
702662	03/18/2022	PRINTED	1881	TILLAMOOK COUNTY LIBRARY	25.00	0.00	
702663	03/18/2022	PRINTED	2147	TN GLASS INSTALL LLC	0.00	7,200.00	03/22/2022
702664	03/18/2022	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	37.36	03/23/2022
702665	03/18/2022	PRINTED	811	WCP SOLUTIONS	0.00	2,981.49	03/22/2022
702666	03/21/2022	PRINTED	313	AFLAC	3,684.12	0.00	
702667	03/21/2022	PRINTED	684	COLONIAL SUPPLEMENTAL INSURANC	174.00	0.00	
702668	03/21/2022	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	2,789.67	03/29/2022
702669	03/21/2022	PRINTED	561	PIERCE COUNTY DISTRICT COURT	1,074.06	0.00	
702670	03/21/2022	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	0.00	635.16	03/25/2022
702671	03/21/2022	PRINTED	2224	ASOTIN COUNTY LIBRARY	16.99	0.00	
702672	03/21/2022	PRINTED	642	BUILDINGWORK LLC	0.00	16,107.40	03/25/2022
702673	03/21/2022	PRINTED	370	ELITE PROPERTY INVESTMENTS LLC	0.00	12,049.47	03/30/2022
702674	03/21/2022	PRINTED	2225	SEATTLE PACIFIC UNIVERSITY LIBRARY	75.00	0.00	
702675	03/21/2022	PRINTED	2223	SIUSLAW PUBLIC LIBRARY	0.00	49.95	03/30/2022
702676	03/25/2022	PRINTED	341	BAKER & TAYLOR	20,239.71	0.00	
702677	03/25/2022	PRINTED	688	COMMUNICO LLC	8,405.00	0.00	
702678	03/25/2022	PRINTED	379	E-RATE EXPERTISE INC	0.00	2,175.00	03/30/2022
702679	03/25/2022	PRINTED	399	CITY OF FIFE	0.00	673.52	03/29/2022
702680	03/25/2022	PRINTED	446	CITY OF GIG HARBOR	1,289.69	0.00	
702681	03/25/2022	PRINTED	703	INGRAM LIBRARY SERVICES	263.00	0.00	
702682	03/25/2022	PRINTED	1886	LAMAR COMPANIES	0.00	1,755.00	03/30/2022
702683	03/25/2022	PRINTED	211	MIDWEST TAPE	0.00	11,720.96	03/31/2022
702684	03/25/2022	PRINTED	552	PENINSULA LIGHT CO	0.00	1,829.50	03/29/2022
702685	03/25/2022	PRINTED	782	XEROX CORPORATION	0.00	176.31	03/31/2022
702686	03/25/2022	PRINTED	61	RICOH USA INC	0.00	1,075.36	03/30/2022
702687	03/25/2022	PRINTED	2008	ZPROCIS SOLUTIONS INC	2,760.00	0.00	
					47,511.65	1,044,566.64	1,092,078.29

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# MEMO



Date: March 31, 2022

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

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

Subject: Holiday Board Policy

Please find attached the Board's Holiday policy. With the recent ratification of our collective bargaining agreement, this policy has been updated to include the Juneteenth holiday as an observed and paid holiday for Pierce County Library. We also want to update the policy to reflect the removal of Easter as an unpaid holiday and closure. We are seeking your approval of these changes.

**Motion: To approve the updated Holiday Policy as presented.**

# Board Policy



## Holiday Policy

### Policy Statement

Pierce County Library facilities will close for holidays established by the Board of Trustees.

### Purpose

To identify the holidays of the Pierce County Library.

### Policy

Paid holidays for eligible employees are established by the Board of Trustees.

All Library locations will be closed for holidays on the official date that the holiday is to be observed. On all other days, Pierce County Library facilities will open according to their regular schedules.

The Board of Trustees may negotiate or grant additional or fewer library district holidays as part of employee compensation.

The Board of Trustees may identify days to be recognized as unpaid holidays.

### Paid Holidays

Holiday	Date to be Observed
New Year's Day	January 1
Martin Luther King Jr.	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
<u>Juneteenth</u>	<u>June 19</u>
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
The Day after Thanksgiving	Friday after Thanksgiving
Christmas Eve	December 24
Christmas	December 25

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# Board Policy



Unpaid Holidays

~~All facilities will be closed as an unpaid holiday on Easter Sunday.~~

Adopted by the Board of Trustees of the Pierce County Rural Library District Board of Trustees, January 12, 1995 (Legal Holidays); revised October 4, 2007; revised and renamed September 11, 2013; revised on XXXXXX



# Board Policy

## Holiday Policy

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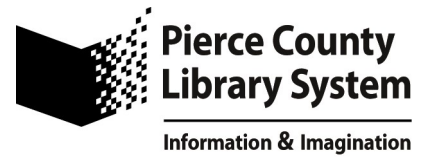
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# Board Policy



**Adopted by the Board of Trustees of the Pierce County Rural Library District Board of Trustees, January 12, 1995 (Legal Holidays); revised October 4, 2007; revised and renamed September 11, 2013; revised on xxxxxx**

DRAFT

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# MEMO



Date: March 29, 2022

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

From: Kristina Cintron, Facilities Manager

Subject: Vehicle Expenditure Request

In early 2020, the Library conducted a thorough study of the Library's vehicle needs and developed a vehicle lifecycle management system, along with new purchasing guidelines to aid in identifying a replacement plan for its vehicle portfolio. Among the top considerations were fuel efficiency, multi-purpose use, repair costs, safety ratings and driver comfort and ergonomics. As a result, a 3-5 year vehicle replacement and purchasing process has been established for ongoing and future service and operational needs. Funds were allocated for vehicle replacements in the 2022 budget.

The Library needs to replace four vehicles in our fleet that are at their end of life: (2) box-style delivery trucks (est. cost of \$90,000 per truck) and (2) maintenance vans to replace the current IT department vans (est. cost of \$60,000 per van).

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

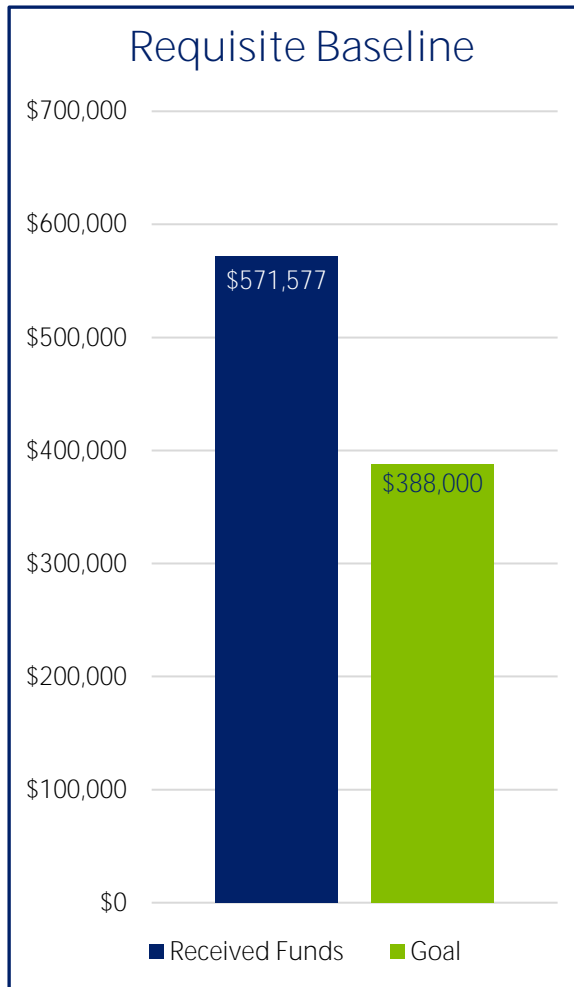
We are seeking your approval to purchase these four vehicles, in a total amount not to exceed \$300,000. Should the Library receive Board approval, we will issue an expedited formal Request for Quotes (RFQ) to ensure the best package pricing.

**Motion: Move to authorize the Library to purchase four vehicles in an amount not to exceed \$300,000.**

# Routine Reports



## Fundraising Performance Dashboard



Goal = PCLS/Foundation annual agreement



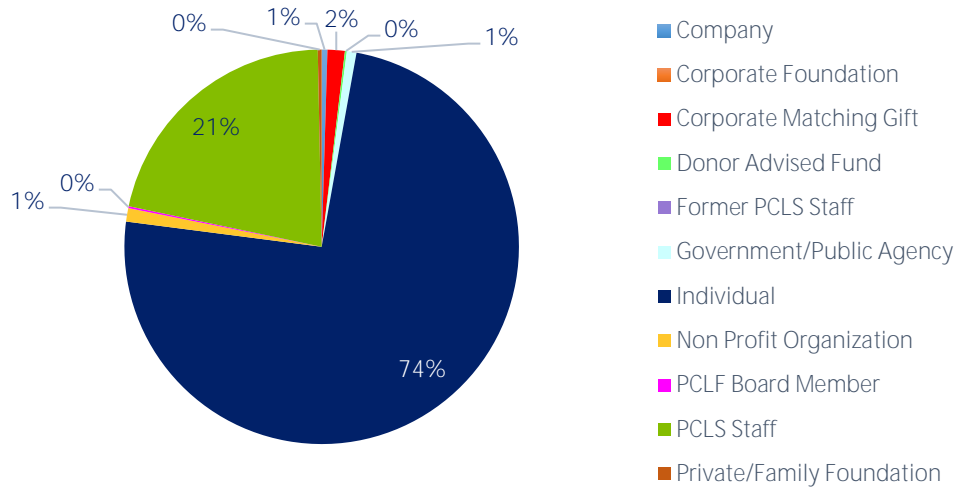
Goal = Impact Commitment (\$300,000) + Foundation budget (\$65,000)



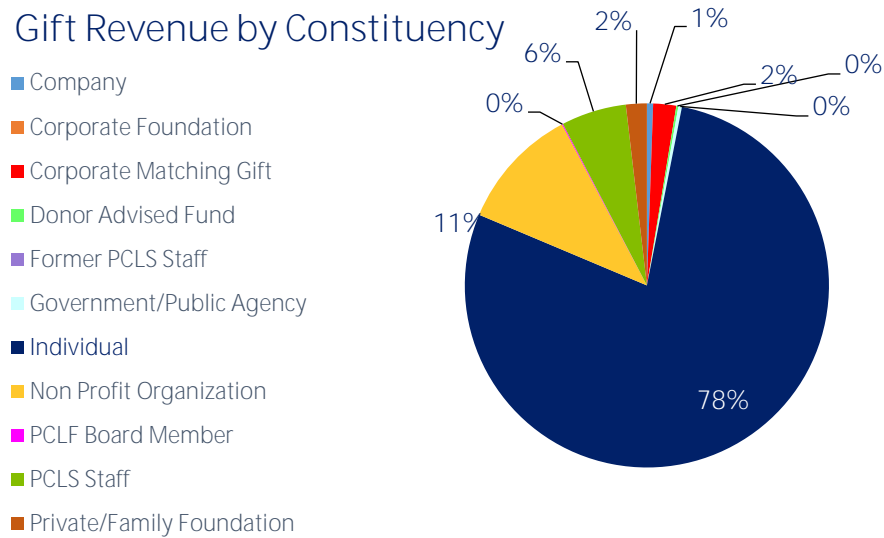
Goal = to achieve by 12/31/2023

# Annual Campaign Statistics

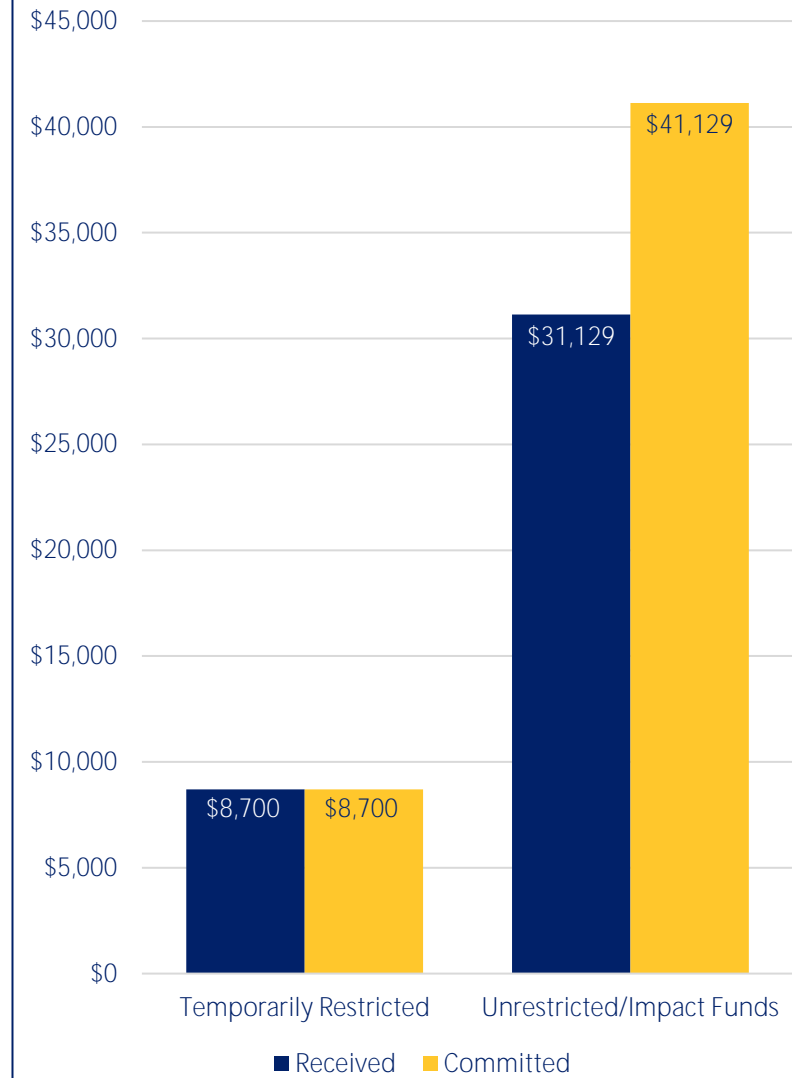
### Number of Gifts by Constituency



### Gift Revenue by Constituency



### Revenue by Type



## Annual Campaign Donors by Lifecycle Status

### Continuing donors - Year to date

Continuing donors	Continuing donor rate	Continuing donor revenue	Continuing donor revenue rate	LYBUNT donors	LYBUNT revenue
264	21.64%	\$46,412.00	12.76%	956	\$179,916.00

### Continuing donors - First year donor

Continuing donors	Continuing donor rate	Continuing donor revenue	Continuing donor revenue rate	LYBUNT donors	LYBUNT revenue
19	10.11%	\$1,600	2.05%	169	\$5,799.00

### New donors - Year to date

New donors	New donor rate	New donor revenue	New donor revenue rate
34	1.23%	\$3,886	10.47%

### Returning donors - Year to date

Returning donors	Returning donor rate	Returning donor revenue	Returning donor revenue rate
83	5.70%	\$4,772	7.30%

## Updates

What's going well

- Library Giving Day fully is planned and being executed on time
- Recruitment meetings & discussions with potential board members

Areas to capitalize on

- Board member recruitment and development
- Working through existing policies; refresh as needed

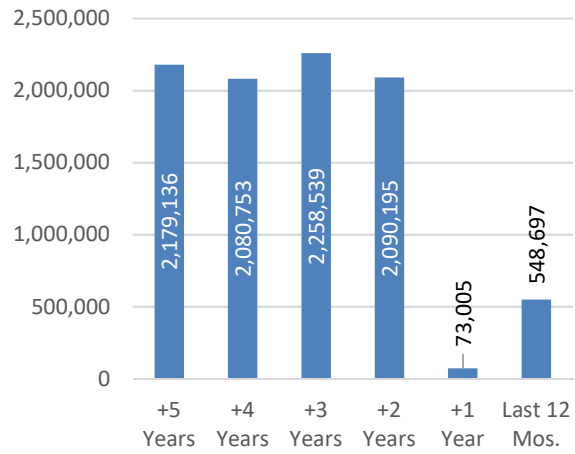
## Terms Defined

- Requisite Baseline: The minimum required amount of funds distributed to PCLS in fulfillment of the annual agreement value between PCLS & Foundation. Funds originate from the annual campaign, capital campaign, or other.
- Annual Campaign: Raised funds are first applied to fulfill the budgeted Impact Commitment with PCLS, and then to fulfill the Foundation's annual operational budget. Funds exceeding goal are applied to a Reserve Fund. \* (\*in process)
- Capital Campaign: Funds required to fulfill the PCLS/PCLF Spark! Future Libraries projects.
- 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

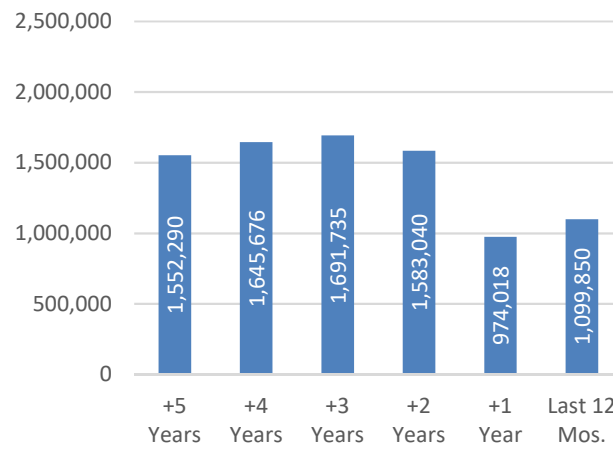


# Customers / Visits - February 2022

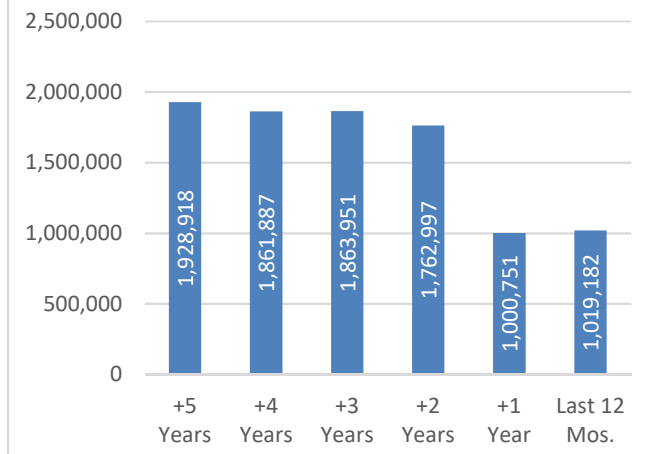
## Branch Visits



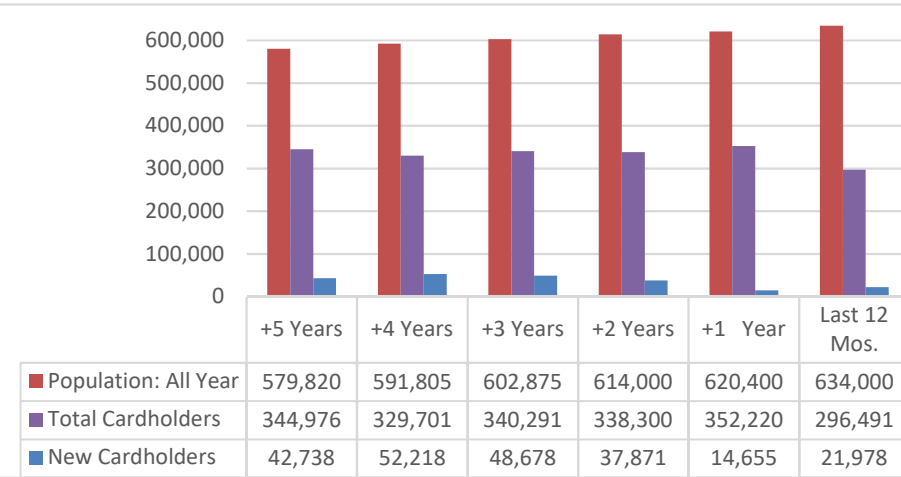
## Catalog Visits



## Website Visits



## PCLS Cardholder Statistics



## February and Rolling 12-Month Comparison

	February 2022	February 2021	% Change Feb. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
Branch Visits	72,193	0	-	548,697	73,005	651.6%
Catalog Visits	86,901	91,330	-4.8%	1,099,850	974,018	12.9%
Public Website Visits	79,843	87,570	-8.8%	1,019,182	1,000,751	1.8%

## Technology

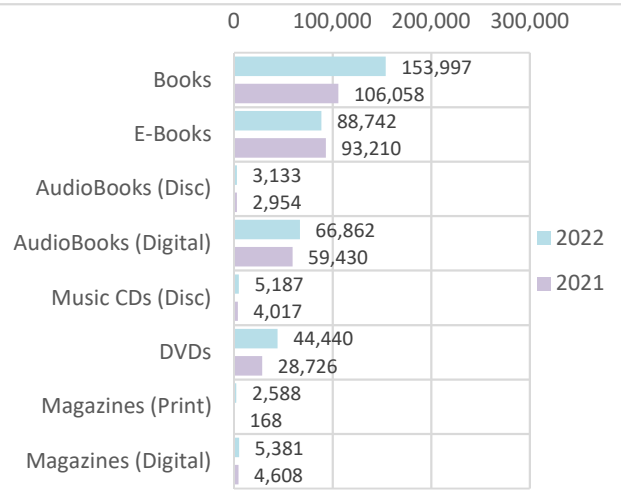
	February 2022	February 2021	% Change Feb. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
PC/Laptop Sessions	8,533	22	38686.4%	53,454	9,821	444.3%
Wi-Fi Sessions	49,750	19,962	149.2%	481,283	192,268	150.3%

## Public Spaces Usage

	2022	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
# of Public Meeting Uses	0	0	506	-100.0%
# of Attendees	0	0	6,165	-100.0%

# Collection Use - February 2022

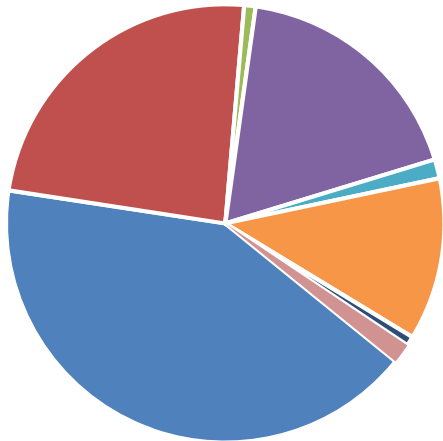
## February 2022 vs February 2021 Checkouts



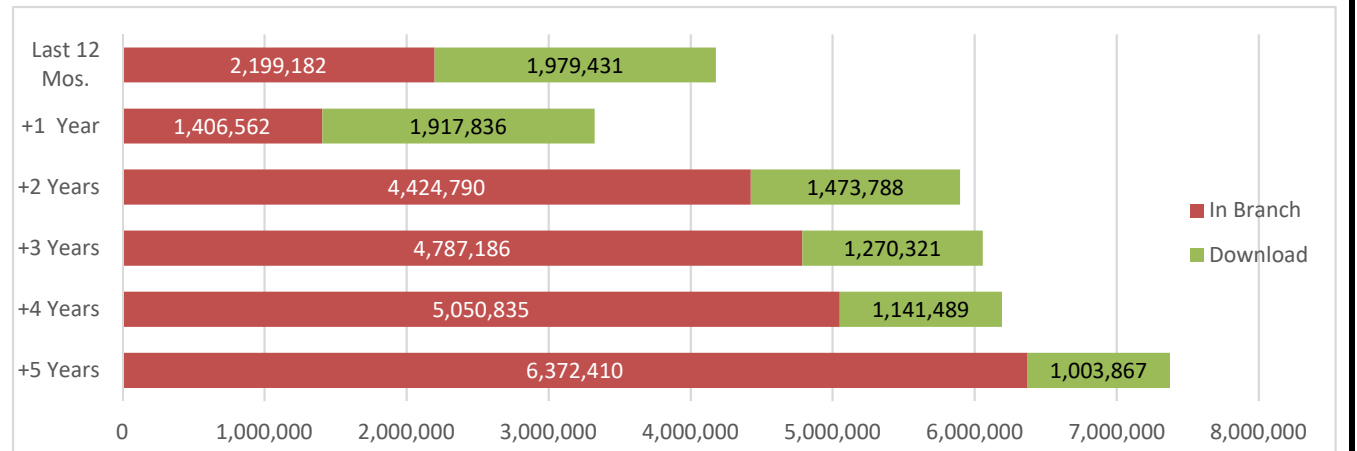
## Data Table

Categories	January 2022	February 2022	February 2021	% Change of Feb. Year Over Year	% of Total Feb. 2022 Checkouts	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change 12 Months Year Over Year
Books	167,191	153,997	106,058	45.20%	41.58%	1,660,288	876,842	89.35%
E-Books	99,427	88,742	93,210	-4.79%	23.96%	1,116,864	1,127,989	-0.99%
AudioBooks (Disc)	3,652	3,133	2,954	6.06%	0.85%	41,187	28,223	45.93%
AudioBooks (Digital)	72,562	66,862	59,430	12.51%	18.05%	804,850	701,881	14.67%
Music CDs (Disc)	5,937	5,187	4,017	29.13%	1.40%	63,028	36,410	73.11%
DVDs	48,671	44,440	28,726	54.70%	12.00%	473,211	265,279	78.38%
Magazines (Print)	2,810	2,588	168	1440.48%	0.70%	26,916	3,905	589.27%
Magazines (Digital)	7,019	5,381	4,608	16.78%	1.45%	61,454	115,729	-46.90%
<b>Totals:</b>	<b>407,269</b>	<b>370,330</b>	<b>299,171</b>	<b>23.79%</b>	<b>100.00%</b>	<b>4,247,798</b>	<b>3,156,258</b>	<b>34.58%</b>

## Checkouts By Format - February 2022



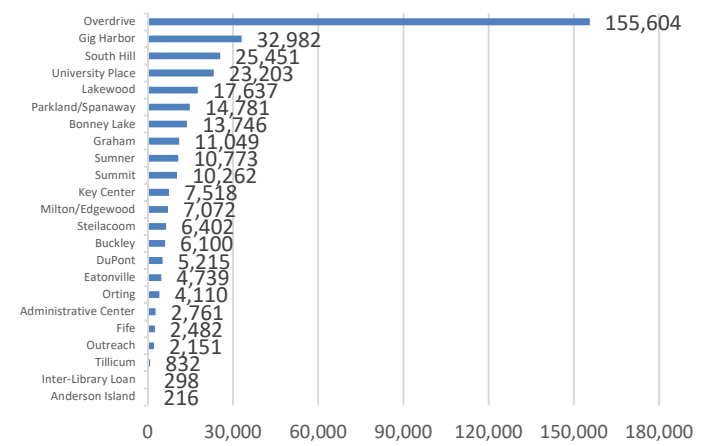
## Collection Checkouts



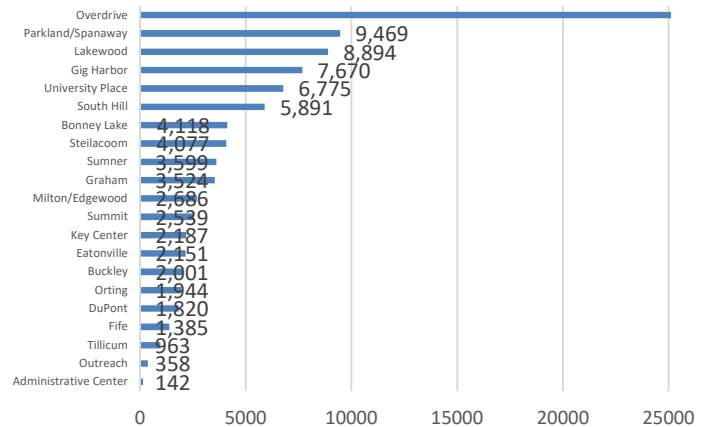
# Activity - February 2022

Location	Checkouts				Visitors			
	Feb. 2022	Last 12 Mo.	+1 Year	% Change	Feb. 2022	Last 12 Mo.	+1 Year	% Change
Administrative Center	2,761	26,798	60,488	-55.7%	142	1,156	0	-
Anderson Island	216	4,610	1,926	139.4%	No Door Counter for Anderson Island			
Bonney Lake	13,746	130,661	19,867	557.7%	4,118	32,543	953	3314.8%
Buckley	6,100	57,141	55,778	2.4%	2,001	17,217	3,759	358.0%
DuPont	5,215	66,422	27,583	140.8%	1,820	16,146	1,528	956.7%
Eatonville	4,739	49,882	35,776	39.4%	2,151	18,719	1,789	946.3%
Fife	2,482	28,565	22,042	29.6%	1,385	9,284	2,699	244.0%
Gig Harbor	32,982	373,348	66,063	465.1%	7,670	64,148	1,191	5286.1%
Graham	11,049	119,542	161,744	-26.1%	3,524	25,623	7,550	239.4%
Inter-Library Loan	298	3,012	41,375	-92.7%	No "visitors" for Inter-Library Loan			
Key Center	7,518	84,952	11,992	608.4%	2,187	20,291	3,486	482.1%
Lakewood	17,637	174,728	51,330	240.4%	8,894	61,478	2,164	2740.9%
Milton / Edgewood	7,072	80,904	89,945	-10.1%	2,686	21,045	9,434	123.1%
Orting	4,110	47,428	36,748	29.1%	1,944	14,104	2,733	416.1%
Overdrive	155,604	1,921,714	1,829,870	5.0%	25,548	293,160	277,461	5.7%
Outreach	2,151	22,251	20,526	8.4%	358	2,334	1,660	40.6%
Parkland / Spanaway	14,781	144,416	25,302	470.8%	9,469	63,162	425	14761.6%
South Hill	25,451	268,200	45,310	491.9%	5,891	43,836	9,680	352.9%
Steilacoom	6,402	70,498	117,709	-40.1%	4,077	32,695	6,100	436.0%
Summit	10,262	112,457	41,561	170.6%	2,539	19,846	3,432	478.3%
Sumner	10,773	118,506	69,917	69.5%	3,599	27,027	2,951	815.9%
Tillicum	832	9,677	63,127	-84.7%	963	7,183	4,086	75.8%
University Place	23,203	257,026	37,417	586.9%	6,775	50,860	1,438	3436.9%
<b>Total</b>	<b>365,384</b>	<b>4,172,738</b>	<b>2,933,396</b>	<b>42.2%</b>	<b>97,741</b>	<b>841,857</b>	<b>344,519</b>	<b>144.4%</b>

## February Checkouts



## February Visitors



## Branch Closure Information - Last 12 Months

Location	Start Date	End Date	Duration	Notes	Location	Start Date	End Date	Duration
System-wide	3/14/2020	6/1/2021	1 yr. 3 mos.	Covid-19				
System-wide	12/26/2021	12/27/2021	2 days	Snow storm				
Key Center	12/28/2021	1/5/2022	9 days	HVAC repairs				
System-wide	12/30/2021	12/30/2021	1 day	Snow storm				

Visitors: February 2022 counts are included in the Last 12 Mo. count for the branch locations.

## Monthly Financial Reports February 28, 2022

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

**January's reports are based on Munis data moved to Eden.  
These reports will be converted in upcoming months to be driven directly by Munis.**

### General Fund

#### February

- **54120. Includes auditor billings, E-Rate consulting, a new staff award system, et al.**
- **54150. Includes legal consultation work related to employment.**

#### January

- The month was on par for typical activity at the beginning of the year.

### Capital Improvement Projects Fund

#### February

- **54120. Includes significant repair work to IT server room environmental controls.**

#### January

- 54150. Includes legal assistance for the Sumner project.

### Special Purpose Fund

#### January-February

- **No activity.**

**Election Fund**

January-February

- No significant activity other than receipt of investment earnings.

**Property & Facility Fund**

January-February

- No significant activity other than receipt of investment earnings.

**Levy Sustainability Fund**

January-February

- No significant activity other than receipt of investment earnings.

**Debt Service Fund**

January-February

- No significant activity other than receipt of investment earnings.

**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 2022	\$ 172,472.87	\$ 172,472.87	\$ - 0 -	\$ - 0 -
February 2022	567,606.76	567,606.76	- 0 -	- 0 -
March 2022				
April 2022				
May 2022				
June 2022				
July 2022				
August 2022				
September 2022				
October 2022				
November 2022				
December 2022				
2022 YTD	\$ 740,079.63	\$ 740,079.63	\$ - 0 -	\$ - 0 -

2021 is fully reconciled

<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	557,969.19	500.00	- 0 -
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	\$ - 0 -

\* Outstanding items from processed months are credits or transactions that require additional work, which will be completed by yearend. We have developed a process involving journal entries that will resolve the outstanding items as noted, which will begin to be applied in November.

**PIERCE COUNTY LIBRARY SYSTEM  
STATEMENT OF FINANCIAL POSITION  
February 28, 2022**

	GENERAL FUND	SPECIAL PURPOSE FUND	LEVY SUSTAINABILITY FUND	ELECTION FUND	PROPERTY AND FACILITY FUND	DEBT SERVICE FUND	CAPITAL IMPROVEMENT PROJECTS FUND	TOTAL ALL FUNDS
<b>ASSETS</b>								
<b>Current Assets</b>								
Cash	\$ 1,153,585	\$ 3,545	\$ 8,793	\$ 419	\$ 1,053	\$ 188	\$ 78,042	\$ 1,245,625
Investments	\$ 4,361,619	\$ (3,519)	\$ 11,119,788	\$ 1,118,651	\$ 3,371,290	\$ 88,530	\$ 5,389,954	\$ 25,446,313
Accrued Interest on Investments	\$ 3,596	\$ 5	\$ 181	\$ (343)	\$ (1,014)	\$ 7	\$ (1,920)	\$ 511
<b>Total Current Assets</b>	<b>\$ 5,518,800</b>	<b>\$ 31</b>	<b>\$ 11,128,763</b>	<b>\$ 1,118,727</b>	<b>\$ 3,371,329</b>	<b>\$ 88,724</b>	<b>\$ 5,466,076</b>	<b>\$ 26,692,449</b>
<b>TOTAL ASSETS</b>	<b>\$ 5,518,800</b>	<b>\$ 31</b>	<b>\$ 11,128,763</b>	<b>\$ 1,118,727</b>	<b>\$ 3,371,329</b>	<b>\$ 88,724</b>	<b>\$ 5,466,076</b>	<b>\$ 26,692,449</b>
<b>LIABILITIES</b>								
<b>Current Liabilities</b>								
Warrants Payable*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sales Tax Payable*	\$ (75)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (75)
Payroll Payable	\$ (1,244)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,244)
US Bank Payable*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Current Liabilities</b>	<b>\$ (1,319)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (1,319)</b>
<b>TOTAL LIABILITIES</b>	<b>\$ (1,319)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (1,319)</b>
<b>FUND BALANCE</b>								
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	\$ 5,520,119	\$ 31	\$ 11,128,763	\$ 97,380	\$ 351,399	\$ 88,724	\$ 5,466,076	\$ 22,652,492
<b>TOTAL FUND BALANCE</b>	<b>\$ 5,520,119</b>	<b>\$ 31</b>	<b>\$ 11,128,763</b>	<b>\$ 1,118,727</b>	<b>\$ 3,371,329</b>	<b>\$ 88,724</b>	<b>\$ 5,466,076</b>	<b>\$ 26,693,768</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 5,518,800</b>	<b>\$ 31</b>	<b>\$ 11,128,763</b>	<b>\$ 1,118,727</b>	<b>\$ 3,371,329</b>	<b>\$ 88,724</b>	<b>\$ 5,466,076</b>	<b>\$ 26,692,449</b>
<b>BEGINNING FUND BALANCE, 01/01/21</b>								
	\$ 10,529,194	\$ 31	\$ 11,127,032	\$ 1,118,558	\$ 3,370,821	\$ 88,711	\$ 5,515,770	\$ 31,750,117
YTD Revenue	\$ 958,369	\$ -	\$ 1,730	\$ 169	\$ 508	\$ 13	\$ 834	\$ 961,623
Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
YTD Expenditures	\$ (5,967,444)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (50,528)	\$ (6,017,972)
<b>ENDING FUND BALANCE, 02/28/22</b>	<b>\$ 5,520,119</b>	<b>\$ 31</b>	<b>\$ 11,128,763</b>	<b>\$ 1,118,727</b>	<b>\$ 3,371,329</b>	<b>\$ 88,724</b>	<b>\$ 5,466,076</b>	<b>\$ 26,693,768</b>
<b>TAXES RECEIVABLE</b>	<b>\$ 42,950,149</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 42,950,149</b>

\* Does not include Munis payables. These will be applied to each month prior to closing the fiscal year.

**PIERCE COUNTY LIBRARY SYSTEM  
COMPARATIVE STATEMENT OF FINANCIAL POSITION  
General Fund as of February 28, 2022**

	<i>HISTORICAL</i> 3/31/2021	<i>HISTORICAL</i> 4/30/2021	<i>HISTORICAL</i> 5/31/2021	<i>HISTORICAL</i> 6/30/2021	<i>HISTORICAL</i> 7/31/2021	<i>HISTORICAL</i> 8/31/2021	<i>HISTORICAL</i> 9/30/2021	<i>HISTORICAL</i> 10/31/2021	<i>HISTORICAL</i> 11/30/2021	<i>HISTORICAL</i> 12/31/2021	<i>HISTORICAL</i> 1/31/2022	<i>CURRENT</i> 2/28/2022
<b>ASSETS</b>												
<b>Current Assets</b>												
Cash	\$ 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	\$ 27,277	\$ 1,153,585
Investments	\$ 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	\$ 7,670,814	\$ 4,361,619
Accrued Interest on Investments	\$ 3,599	\$ 3,599	\$ 3,599	\$ 3,608	\$ 3,602	\$ 3,600	\$ 3,598	\$ 3,599	\$ 3,605	\$ 3,607	\$ 3,606	\$ 3,596
Deposits Refundable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Current Assets</b>	<b>\$ 4,755,422</b>	<b>\$ 18,325,379</b>	<b>\$ 18,098,224</b>	<b>\$ 15,736,585</b>	<b>\$ 12,969,382</b>	<b>\$ 10,437,848</b>	<b>\$ 8,792,092</b>	<b>\$ 20,895,724</b>	<b>\$ 17,803,264</b>	<b>\$ 10,527,468</b>	<b>\$ 7,701,697</b>	<b>\$ 5,518,800</b>
<b>TOTAL ASSETS</b>	<b>\$ 4,755,422</b>	<b>\$ 18,325,379</b>	<b>\$ 18,098,224</b>	<b>\$ 15,736,585</b>	<b>\$ 12,969,382</b>	<b>\$ 10,437,848</b>	<b>\$ 8,792,092</b>	<b>\$ 20,895,724</b>	<b>\$ 17,803,264</b>	<b>\$ 10,527,468</b>	<b>\$ 7,701,697</b>	<b>\$ 5,518,800</b>
<b>LIABILITIES</b>												
<b>Current Liabilities</b>												
Warrants Payable*	\$ -	\$ 2,723	\$ 2,533	\$ 2,533	\$ 2,533	\$ 2,533	\$ 2,533	\$ 2,533	\$ 2,533	\$ 2,533	\$ 34	\$ -
Sales Tax Payable*	\$ 98	\$ 98	\$ 98	\$ 98	\$ 98	\$ 110	\$ 106	\$ 111	\$ 108	\$ 99	\$ (114)	\$ (75)
Payroll Payable	\$ 175,831	\$ 136,354	\$ 156,680	\$ 174,002	\$ (1,286)	\$ (1,286)	\$ (1,286)	\$ (1,286)	\$ (1,244)	\$ (1,244)	\$ (1,244)	\$ (1,244)
<b>Total Current Liabilities</b>	<b>\$ 175,929</b>	<b>\$ 139,175</b>	<b>\$ 159,311</b>	<b>\$ 176,633</b>	<b>\$ 1,344</b>	<b>\$ 1,356</b>	<b>\$ 1,353</b>	<b>\$ 1,358</b>	<b>\$ 1,397</b>	<b>\$ 1,387</b>	<b>\$ (1,324)</b>	<b>\$ (1,319)</b>
<b>TOTAL LIABILITIES</b>	<b>\$ 175,929</b>	<b>\$ 139,175</b>	<b>\$ 159,311</b>	<b>\$ 176,633</b>	<b>\$ 1,344</b>	<b>\$ 1,356</b>	<b>\$ 1,353</b>	<b>\$ 1,358</b>	<b>\$ 1,397</b>	<b>\$ 1,387</b>	<b>\$ (1,324)</b>	<b>\$ (1,319)</b>
<b>FUND BALANCE</b>												
Reserve for Encumbrance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unreserved Fund Balance	\$ 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	\$ 7,703,020	\$ 5,520,119
<b>TOTAL FUND BALANCE</b>	<b>\$ 4,579,493</b>	<b>\$ 18,186,204</b>	<b>\$ 17,938,913</b>	<b>\$ 15,559,953</b>	<b>\$ 12,968,038</b>	<b>\$ 10,436,491</b>	<b>\$ 8,790,739</b>	<b>\$ 20,894,366</b>	<b>\$ 17,801,867</b>	<b>\$ 10,526,081</b>	<b>\$ 7,703,020</b>	<b>\$ 5,520,119</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 4,755,422</b>	<b>\$ 18,325,379</b>	<b>\$ 18,098,224</b>	<b>\$ 15,736,585</b>	<b>\$ 12,969,382</b>	<b>\$ 10,437,848</b>	<b>\$ 8,792,092</b>	<b>\$ 20,895,724</b>	<b>\$ 17,803,264</b>	<b>\$ 10,527,468</b>	<b>\$ 7,701,697</b>	<b>\$ 5,518,800</b>
<b>PROPERTY TAXES RECEIVABLE</b>	<b>\$ 39,044,457</b>	<b>\$ 22,601,596</b>	<b>\$ 19,774,356</b>	<b>\$ 19,417,369</b>	<b>\$ 19,256,366</b>	<b>\$ 19,012,622</b>	<b>\$ 18,384,256</b>	<b>\$ 3,570,533</b>	<b>\$ 917,725</b>	<b>\$ 709,292</b>	<b>\$ 43,677,382</b>	<b>\$ 42,950,149</b>

\* Does not include Munis payables  
These will be applied to each month  
prior to closing the fiscal year.



**PIERCE COUNTY LIBRARY SYSTEM  
STATEMENT OF REVENUE & EXPENDITURES  
For the Period Ending February 28, 2022**



<i>GENERAL FUND - 01</i>	2022 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
<b>REVENUE</b>					
Property Tax & Related Income	\$ 41,557,400	\$ 837,750	\$ -	\$ 40,719,650	2%
Other Revenue	\$ 1,109,500	\$ 120,619	\$ -	\$ 988,881	11%
<b>TOTAL REVENUE</b>	<b>\$ 42,666,900</b>	<b>\$ 958,369</b>	<b>\$ -</b>	<b>\$ 41,708,531</b>	<b>2%</b>
<b>EXPENDITURES</b>					
Personnel/Taxes and Benefits	\$ 28,832,600	\$ 4,502,318	\$ -	\$ 24,330,282	16%
Materials	\$ 4,307,500	\$ 287,691	\$ -	\$ 4,019,809	7%
Maintenance and Operations	\$ 7,253,600	\$ 1,177,436	\$ -	\$ 6,076,164	16%
Transfers Out & Reserves	\$ 2,273,200	\$ -	\$ -	\$ 2,273,200	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 42,666,900</b>	<b>\$ 5,967,444</b>	<b>\$ -</b>	<b>\$ 36,699,456</b>	<b>14%</b>
Excess/(Deficit)		\$ (5,009,076)			
Additional Transfers Out		-			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ (5,009,076)</b>			

<i>CAPITAL IMPROVEMENT PROJECTS FUND - 30</i>	2022 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
<b>REVENUE</b>					
Use of Fund Balance	\$ 1,690,000	\$ -	\$ -	\$ 1,690,000	0%
Transfers In	\$ 2,000,000	\$ -	\$ -	\$ 2,000,000	0%
Other Revenue	\$ -	\$ 834	\$ -	\$ (834)	-
<b>TOTAL REVENUE</b>	<b>\$ 3,690,000</b>	<b>\$ 834</b>	<b>\$ -</b>	<b>\$ 3,689,166</b>	<b>0%</b>
<b>EXPENDITURES</b>					
Capital Improvement Projects	\$ 3,570,000	\$ 50,528	\$ -	\$ 3,519,473	1%
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,570,000</b>	<b>\$ 50,528</b>	<b>\$ -</b>	<b>\$ 3,519,473</b>	<b>1%</b>
Excess/(Deficit)		\$ (49,693)			
Additional Transfers In		-			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ (49,693)</b>			

<i>DEBT SERVICE FUND - 20</i>	2022 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
<b>REVENUE</b>					
Investment Income	\$ -	\$ 13	\$ -	\$ (13)	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 13</b>	<b>\$ -</b>	<b>\$ (13)</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 13</b>			

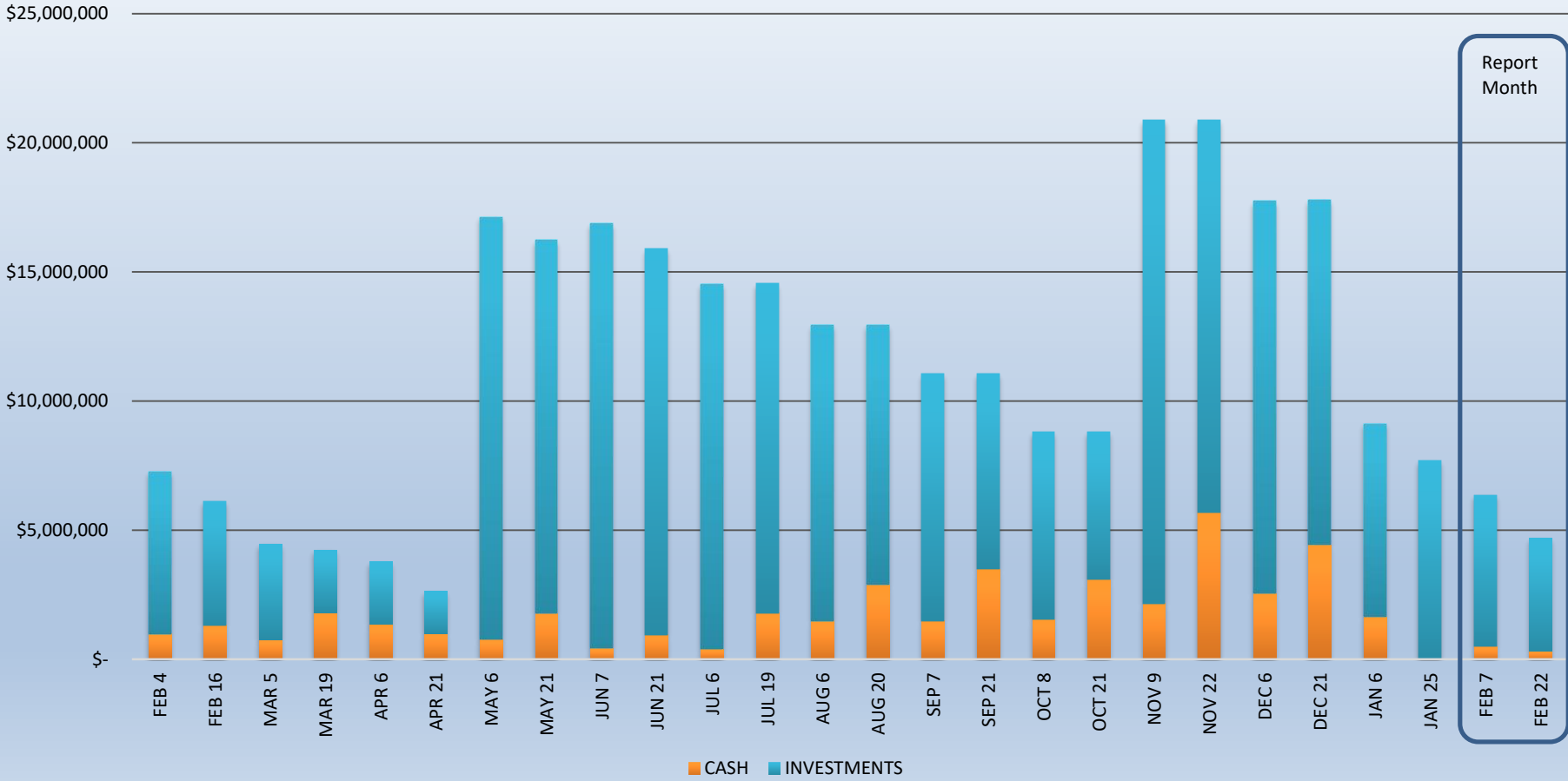
<i>SPECIAL PURPOSE FUND - 15</i>	2022 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
<b>REVENUE</b>					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ -	\$ -	\$ -	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>EXPENDITURES</b>					
Special Purpose Programs & Projects	\$ -	\$ -	\$ -	\$ -	-
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
Excess/(Deficit)		\$ -			
Additional Transfers Out		\$ -			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ -</b>			

<i>LEVY SUSTAINABILITY FUND - 16</i>	2022 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
<b>REVENUE</b>					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 1,730	\$ -	\$ (1,730)	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 1,730</b>	<b>\$ -</b>	<b>\$ (1,730)</b>	<b>-</b>
<b>EXPENDITURES</b>					
Levy Sustainability Transfers	\$ -	\$ -	\$ -	\$ -	-
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
Excess/(Deficit)		\$ 1,730			
Additional Transfers Out		\$ -			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 1,730</b>			

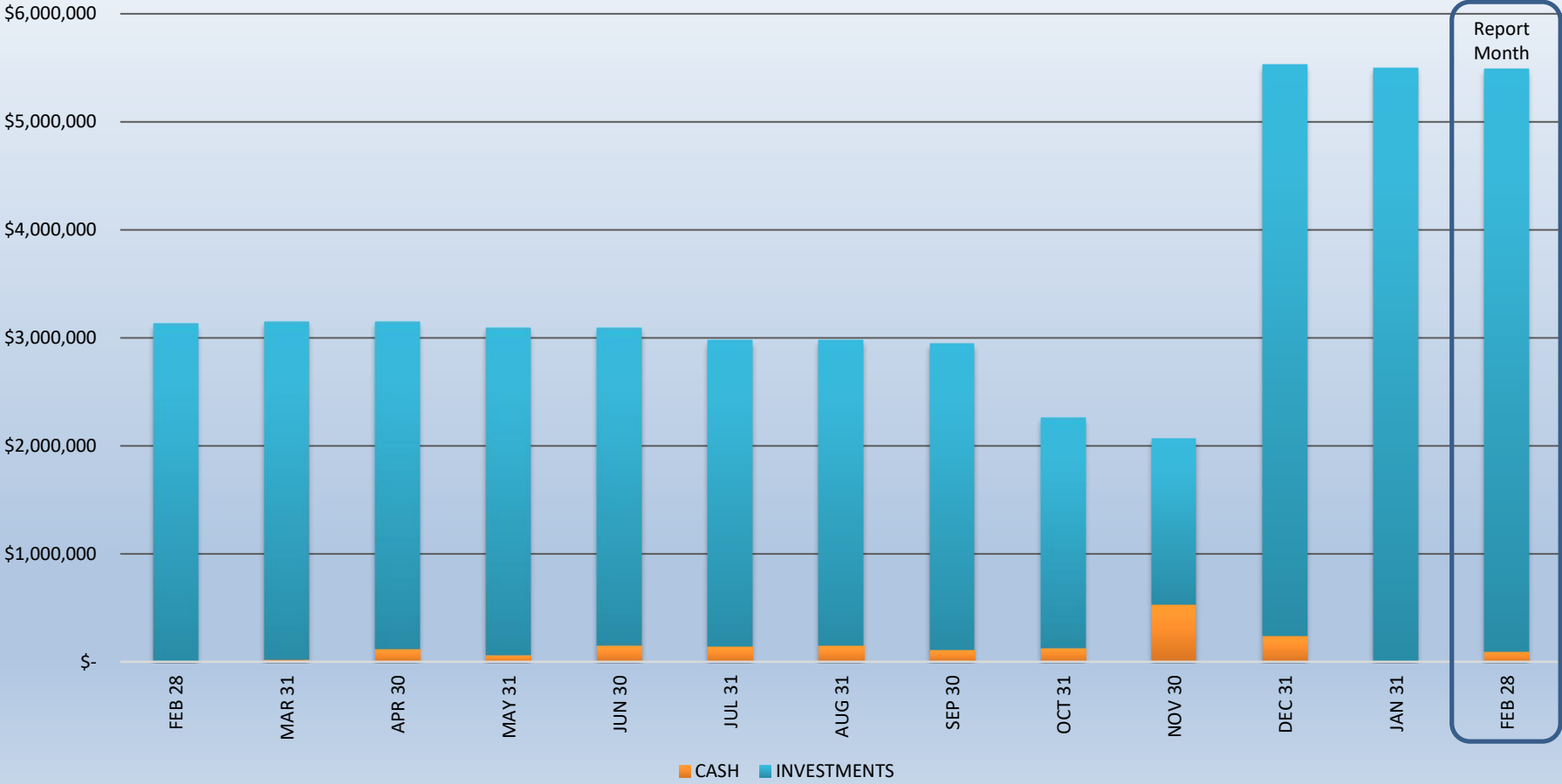
<i>ELECTION FUND - 17</i>	2022 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
<b>REVENUE</b>					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 169	\$ -	\$ (169)	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 169</b>	<b>\$ -</b>	<b>\$ (169)</b>	<b>-</b>
<b>EXPENDITURES</b>					
Election Costs	\$ -	\$ -	\$ -	\$ -	-
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
Excess/(Deficit)		\$ 169			
Additional Transfers Out		\$ -			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 169</b>			

<i>PROPERTY AND FACILITY FUND - 18</i>	2022 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
<b>REVENUE</b>					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 508	\$ -	\$ (508)	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 508</b>	<b>\$ -</b>	<b>\$ (508)</b>	<b>-</b>
<b>EXPENDITURES</b>					
Property and Facilities	\$ -	\$ -	\$ -	\$ -	-
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
Excess/(Deficit)		\$ 508			
Additional Transfers Out		\$ -			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 508</b>			

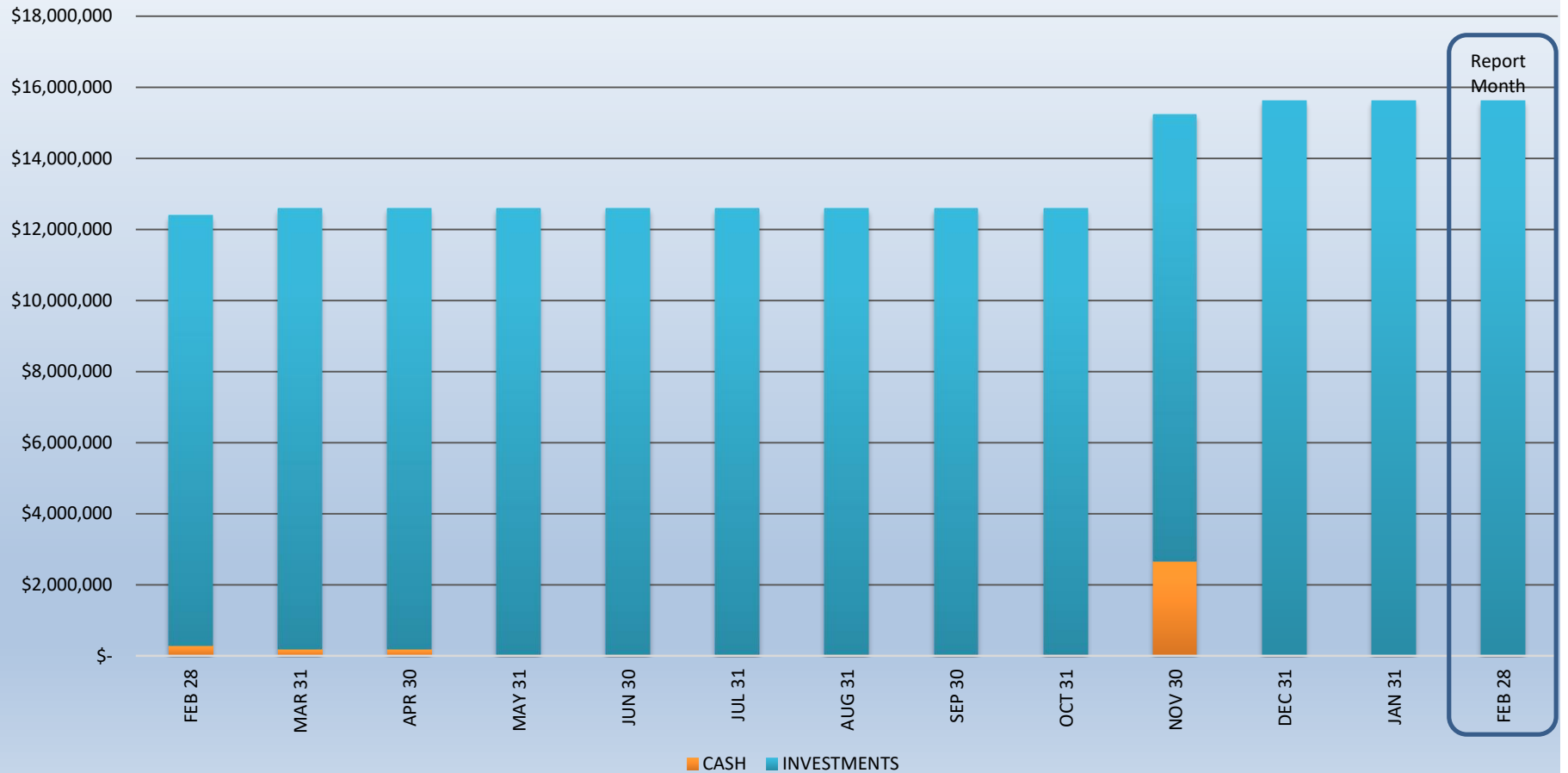
**CASH & INVESTMENTS - SEMI-MONTHLY  
2022 - GENERAL FUND  
- 13 MONTHS MOVING -**



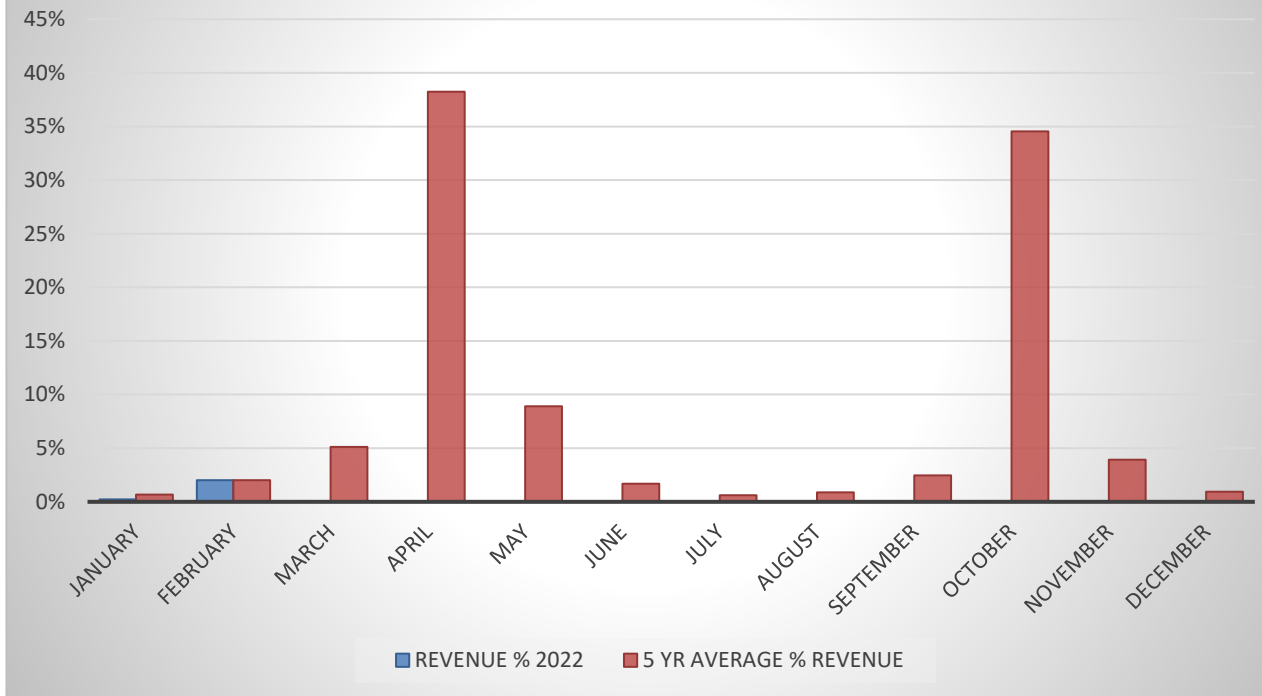
**CASH & INVESTMENTS - MONTHLY  
2022 - CAPITAL IMPROVEMENT FUND  
- 13 MONTHS MOVING -**



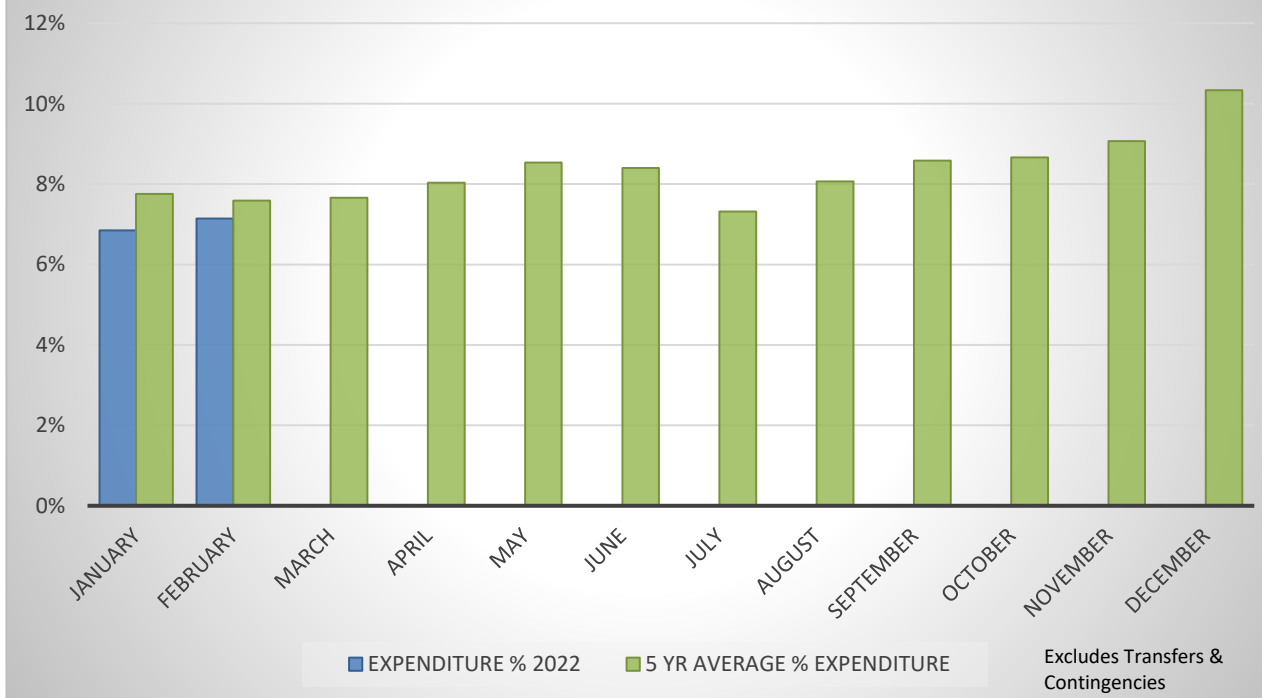
**CASH & INVESTMENTS - MONTHLY  
2022 - SPECIAL REVENUE FUNDS COMBINED  
- 13 MONTHS MOVING -**



### GENERAL FUND - REVENUE TREND (%) THROUGH FEBRUARY 2022



### GENERAL FUND - EXPENDITURE TREND (%) THROUGH FEBRUARY 2022



Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 2/28/2022

**FUND: GENERAL FUND (01)**

Object	2022 Budget	February Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
31111 PROPERTY TAX--CURRENT	40,855,500.00	678,400.67	678,655.33	0.00	40,176,844.67	1.66
31112 PROPERTY TAX--DELINQUENT	517,900.00	55,907.21	138,520.06	0.00	379,379.94	26.75
31113 PROPERTY TAX--KING COUNTY	60,000.00	75.91	349.66	0.00	59,650.34	0.58
31130 SALE OF TAX TITLE PROPERTY	6,000.00	2,671.62	2,671.62	0.00	3,328.38	44.53
31720 LEASEHOLD EXCISE TAX	20,000.00	11,363.95	12,235.78	0.00	7,764.22	61.18
31740 TIMBER EXCISE TAX	63,000.00	0.00	0.00	0.00	63,000.00	0.00
<b>TAXES:</b>	<b>41,522,400.00</b>	<b>748,419.36</b>	<b>832,432.45</b>	<b>0.00</b>	<b>40,689,967.55</b>	<b>2.00</b>
33533 ST FOREST FUNDS/DNR TIMB TRST	15,000.00	1,670.93	1,670.93	0.00	13,329.07	11.14
34161 GRAPHICS SERVICES CHARGES	7,500.00	0.00	3,743.10	0.00	3,756.90	49.91
34162 PRINTER FEES	10,000.00	385.82	514.28	0.00	9,485.72	5.14
35970 LIBRARY FINES	10,000.00	2,239.17	4,413.68	0.00	5,586.32	44.14
36110 INVESTMENT EARNINGS	20,000.00	476.11	1,070.45	0.00	18,929.55	5.35
36140 INTEREST INCOME--CONTRACTS & N	0.00	1.33	1.33	0.00	(1.33)	0.00
36200 RENTS AND LEASES--KPHC	1,000.00	0.00	0.00	0.00	1,000.00	0.00
36700 DONOR PROCEEDS--FOUNDATION	300,000.00	0.00	0.00	0.00	300,000.00	0.00
36725 DONATIONS--OTHER	0.00	0.00	268.00	0.00	(268.00)	0.00
36790 OPPORTUNITY DONATIONS	160,000.00	0.00	0.00	0.00	160,000.00	0.00
36910 SALE OF SURPLUS--GENERAL	2,000.00	0.00	0.00	0.00	2,000.00	0.00
36915 SALE OF SURPLUS--MATERIALS	4,000.00	8,279.21	11,785.23	0.00	(7,785.23)	294.63
36920 FOUND MONEY	0.00	24.00	27.30	0.00	(27.30)	0.00
36990 MISCELLANEOUS OTHER	0.00	0.00	550.00	0.00	(550.00)	0.00
36991 PAYMENT FOR LOST MATERIALS	10,000.00	356.36	378.46	0.00	9,621.54	3.78
36998 ERATE REIMBURSEMENT	530,000.00	80,828.10	80,828.10	0.00	449,171.90	15.25
36999 PROCUREMENT CARD REBATES	75,000.00	18,111.02	18,111.02	0.00	56,888.98	24.15
<b>CHARGES OTHER:</b>	<b>1,144,500.00</b>	<b>112,372.05</b>	<b>123,361.88</b>	<b>0.00</b>	<b>1,021,138.12</b>	<b>10.78</b>
39510 PROCEEDS FROM SALES OF CAPITAL	0.00	2,574.50	2,574.50	0.00	(2,574.50)	0.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>42,666,900.00</b>	<b>863,365.91</b>	<b>958,368.83</b>	<b>0.00</b>	<b>41,708,531.17</b>	<b>2.25</b>
<b>EXPENSE ACCOUNTS</b>						
51100 SALARIES AND WAGES	22,046,500.00	1,640,818.68	3,331,700.85	0.00	18,714,799.15	15.11
51105 ADDITIONAL HOURS	52,000.00	0.00	0.00	0.00	52,000.00	0.00
51106 SHIFT DIFFERENTIAL	199,100.00	15,240.88	24,857.60	0.00	174,242.40	12.48
51107 SUBSTITUTE HOURS	12,000.00	0.00	956.27	0.00	11,043.73	7.97
51109 TUITION ASSISTANCE	12,000.00	722.10	1,760.10	0.00	10,239.90	14.67
51200 OVERTIME WAGES	19,100.00	0.00	3.99	0.00	19,096.01	0.02
51999 ADJ WAGE/SALARY TO MATCH PLAN	(781,900.00)	0.00	0.00	0.00	(781,900.00)	0.00
52001 INDUSTRIAL INSURANCE	204,800.00	9,847.09	17,817.20	0.00	186,982.80	8.70
52002 MEDICAL INSURANCE	2,929,100.00	208,509.38	474,761.15	0.00	2,454,338.85	16.21
52003 FICA	1,708,300.00	122,838.08	249,214.87	0.00	1,459,085.13	14.59
52004 RETIREMENT	2,288,600.00	166,247.15	336,515.58	0.00	1,952,084.42	14.70
52005 DENTAL INSURANCE	252,400.00	19,103.52	38,453.67	0.00	213,946.33	15.24
52006 OTHER BENEFIT	30,800.00	1,683.60	3,387.20	0.00	27,412.80	11.00
52010 LIFE AND DISABILITY INSURANCE	93,600.00	7,237.12	14,580.34	0.00	79,019.66	15.58
52020 UNEMPLOYMENT/ PAID FML INSURANCE	30,000.00	0.00	2,951.11	0.00	27,048.89	9.84
52021 PAID FML INSURANCE	0.00	2,635.96	5,357.64	0.00	(5,357.64)	0.00
52999 ADJ BENEFITS TO MATCH PLAN	(263,800.00)	0.00	0.00	0.00	(263,800.00)	0.00

**FUND: GENERAL FUND (01)**

Object	2022 Budget	February Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>EXPENSE ACCOUNTS</b>						
<b>PERSONNEL</b>	<b>28,832,600.00</b>	<b>2,194,883.56</b>	<b>4,502,317.57</b>	<b>0.00</b>	<b>24,330,282.43</b>	<b>15.62</b>
53100 OFFICE/OPERATING SUPPLIES--DEP	82,000.00	6,776.82	11,715.11	0.00	70,284.89	14.29
53102 OFFICE/OPERATING SUPPLIES--SUP	90,500.00	430.02	755.25	0.00	89,744.75	0.83
53104 OFFICE/OPERATING SUPPLIES--PUB	262,000.00	7,708.55	9,571.95	0.00	252,428.05	3.65
53110 CUSTODIAL SUPPLIES	85,000.00	21,257.03	33,005.55	0.00	51,994.45	38.83
53120 MAINTENANCE SUPPLIES	35,000.00	5,205.39	7,773.01	0.00	27,226.99	22.21
53130 MATERIAL PROCESSING SUP	17,100.00	166.68	3,513.31	0.00	13,586.69	20.55
53140 TRAINING SUPPLIES	0.00	975.69	975.69	0.00	(975.69)	0.00
53200 FUEL	50,000.00	2,735.76	5,490.08	0.00	44,509.92	10.98
53400 MATERIALS COLLECTION	60,000.00	0.00	0.00	0.00	60,000.00	0.00
53401 ADULT AV - CDS	40,000.00	1,747.70	2,962.64	0.00	37,037.36	7.41
53402 ADULT AV - DVD	320,000.00	14,361.08	21,088.06	0.00	298,911.94	6.59
53403 PERIODICALS {{OLD}}	0.00	(20.95)	(40.61)	0.00	40.61	0.00
53404 ADULT AV AUDIOBOOKS	25,000.00	837.68	1,021.52	0.00	23,978.48	4.09
53405 ADULT BOOK CLUB KITS	3,500.00	0.00	0.00	0.00	3,500.00	0.00
53406 ADULT FICTION	240,000.00	13,368.87	22,412.18	0.00	217,587.82	9.34
53408 ADULT LARGE PRINT	50,000.00	1,090.63	3,462.04	0.00	46,537.96	6.92
53409 ADULT LUCKY DAY	300,000.00	549.25	908.37	0.00	299,091.63	0.30
53410 ADULT NONFICTION	20,000.00	10,260.63	28,772.28	0.00	(8,772.28)	143.86
53411 ADULT PAPERBACKS	5,000.00	295.07	480.84	0.00	4,519.16	9.62
53413 ADULT REFERENCE	60,000.00	0.00	0.00	0.00	60,000.00	0.00
53414 ADULT YA FICTION	25,000.00	2,577.14	3,900.58	0.00	21,099.42	15.60
53415 ADULT YA GRAPHIC NOVELS	15,000.00	1,795.88	3,611.75	0.00	11,388.25	24.08
53416 ADULT YA NONFICTION	10,000.00	0.00	468.70	0.00	9,531.30	4.69
53417 ADULT AV - DVDNF	40,000.00	1,640.25	3,955.29	0.00	36,044.71	9.89
53418 ADULT GRAPHIC NOVELS	50,000.00	721.50	1,551.67	0.00	48,448.33	3.10
53421 CHILDREN'S STANDING ORDERS	25,000.00	3,171.23	6,950.94	0.00	18,049.06	27.80
53422 CHILDREN'S BOOK CLUB KITS	5,000.00	0.00	0.00	0.00	5,000.00	0.00
53423 CHILDREN'S COMIC BOOKS	5,000.00	0.00	0.00	0.00	5,000.00	0.00
53424 CHILDREN'S EARLY LEARNING	5,000.00	242.55	669.33	0.00	4,330.67	13.39
53425 CHILDREN'S FICTION	175,000.00	12,398.44	23,654.53	0.00	151,345.47	13.52
53426 CHILDREN'S GRAPHIC NOVELS	25,000.00	2,632.90	4,380.18	0.00	20,619.82	17.52
53427 CHILDREN'S NONFICTION	135,000.00	3,865.24	8,429.67	0.00	126,570.33	6.24
53428 CHILDREN'S SCIENCE TO GO	4,000.00	0.00	0.00	0.00	4,000.00	0.00
53429 CHILDREN'S STORYTIME	2,500.00	0.00	92.84	0.00	2,407.16	3.71
53430 DATABASES	465,000.00	21,750.00	75,161.65	0.00	389,838.35	16.16
53440 EBOOK - REFERENCE	2,500.00	0.00	0.00	0.00	2,500.00	0.00
53441 EBOOKS	800,000.00	40,068.86	40,088.85	0.00	759,911.15	5.01
53442 EDOWNLOADABLE AUDIO	700,000.00	4,423.85	4,423.85	0.00	695,576.15	0.63
53443 ESTREAMING BOOKS	10,000.00	0.00	0.00	0.00	10,000.00	0.00
53444 EHOSTING FEES	15,000.00	0.00	0.00	0.00	15,000.00	0.00
53445 EMAGAZINES	50,000.00	0.00	0.00	0.00	50,000.00	0.00
53446 ONLINE BOOK CLUBS	7,500.00	0.00	10,547.22	0.00	(3,047.22)	140.63
53447 *** Title Not Found ***	150,000.00	0.00	0.00	0.00	150,000.00	0.00
53450 MAGAZINES	60,000.00	544.95	2,211.00	0.00	57,789.00	3.69
53460 VENDOR PROCESSING	160,000.00	4,903.67	8,186.37	0.00	151,813.63	5.12
53464 VENDOR PROCESSING SERVICES	10,000.00	1,214.00	2,438.00	0.00	7,562.00	24.38

**FUND: GENERAL FUND (01)**

Object	2022 Budget	February Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>EXPENSE ACCOUNTS</b>						
53467 OCLC BIBLIOGRAPHIC SERVICES	35,000.00	0.00	0.00	0.00	35,000.00	0.00
53468 OCLC RESOURCE SHARING SERVICES	20,000.00	0.00	0.00	0.00	20,000.00	0.00
53470 WORLD - ADULT SPANISH	15,000.00	143.70	1,042.72	0.00	13,957.28	6.95
53471 WORLD - CHILDREN'S SPANISH	7,500.00	65.03	3,299.51	0.00	4,200.49	43.99
53472 WORLD - CHINESE	10,000.00	0.00	0.00	0.00	10,000.00	0.00
53473 WORLD - DVD	7,500.00	0.00	0.00	0.00	7,500.00	0.00
53474 WORLD - GERMAN	7,500.00	0.00	0.00	0.00	7,500.00	0.00
53475 WORLD - JAPANESE	5,000.00	0.00	0.00	0.00	5,000.00	0.00
53476 WORLD - KOREAN	20,000.00	0.00	0.00	0.00	20,000.00	0.00
53477 WORLD - TAGALOG	15,000.00	0.00	0.00	0.00	15,000.00	0.00
53478 WORLD - VIETNAMESE	7,500.00	0.00	0.00	0.00	7,500.00	0.00
53479 WORLD - RUSSIAN	20,000.00	0.00	0.00	0.00	20,000.00	0.00
53480 WORLD - SAMOAN	5,000.00	0.00	0.00	0.00	5,000.00	0.00
53481 YOUTH CHILDREN'S AUDIO BOOKS	25,000.00	131.97	320.45	0.00	24,679.55	1.28
53482 YOUTH DVD - FTY	30,000.00	706.90	1,238.77	0.00	28,761.23	4.13
53483 YOUTH YA AUDIO BOOKS	2,500.00	0.00	0.00	0.00	2,500.00	0.00
53500 MINOR EQUIPMENT	29,000.00	686.03	2,133.78	0.00	26,866.22	7.36
53502 TECHNOLOGY HARDWARE--PUBLIC	200,000.00	158,437.49	166,979.68	0.00	33,020.32	83.49
53503 TECHNOLOGY HARDWARE--STAFF	202,500.00	166,327.03	166,463.46	0.00	36,036.54	82.20
53504 TECHNOLOGY HARDWARE--GENERAL	40,000.00	0.00	0.00	0.00	40,000.00	0.00
53505 SOFTWARE/LICENSES/HOST--APPS	518,500.00	6,801.45	88,086.52	0.00	430,413.48	16.99
53506 SOFTWARE/LICENSES/HOST--INFRA	393,000.00	9,406.37	14,274.89	0.00	378,725.11	3.63
53510 FURNISHINGS--PUBLIC	50,000.00	1,137.51	1,137.51	0.00	48,862.49	2.28
53515 FURNISHINGS--STAFF	64,500.00	10,524.96	12,728.85	0.00	51,771.15	19.73
54100 INDEPENDENT CONTRACTORS	280,000.00	14,781.98	24,553.61	0.00	255,446.39	8.77
54110 PERFORMER SERVICES	38,000.00	1,000.00	1,000.00	0.00	37,000.00	2.63
54120 CONTRACTUAL SERVICES	457,000.00	38,659.97	64,952.71	0.00	392,047.29	14.21
54140 DATA SERVICES	4,500.00	10.50	10.50	0.00	4,489.50	0.23
54150 LEGAL SERVICES	40,000.00	16,117.00	20,346.00	0.00	19,654.00	50.87
54163 PRINTING AND BINDING	26,000.00	0.00	0.00	0.00	26,000.00	0.00
54165 ILL LOST ITEM CHARGE	1,500.00	320.00	598.89	0.00	901.11	39.93
54200 POSTAGE	61,500.00	8,028.63	8,048.93	0.00	53,451.07	13.09
54201 SHIPPING	20,000.00	369.38	545.06	0.00	19,454.94	2.73
54210 TELECOM SERVICES--PHONES	50,000.00	7,387.61	14,670.83	0.00	35,329.17	29.34
54211 TELECOM SERVICES--CELLPHONES	100,000.00	6,471.42	12,944.95	0.00	87,055.05	12.94
54212 TELECOM SERVICES--INTERNET	667,000.00	55,382.80	111,969.79	0.00	555,030.21	16.79
54300 TRAVEL AND TOLLS	41,500.00	500.00	500.00	0.00	41,000.00	1.20
54301 MILEAGE REIMBURSEMENTS	51,000.00	1,356.91	2,095.33	0.00	48,904.67	4.11
54400 ADVERTISING	135,000.00	2,481.43	9,038.90	0.00	125,961.10	6.70
54501 RENTALS/LEASES--BUILDINGS	493,500.00	25,485.99	120,116.37	0.00	373,383.63	24.34
54502 RENTALS/LEASES--EQUIPMENT	189,600.00	19,231.51	43,163.46	0.00	146,436.54	22.77
54600 INSURANCE	300,000.00	0.00	0.00	0.00	300,000.00	0.00
54700 ELECTRICITY	265,000.00	26,434.29	52,634.53	0.00	212,365.47	19.86
54701 NATURAL GAS	12,000.00	2,207.14	4,883.43	0.00	7,116.57	40.70
54702 WATER	30,000.00	2,053.90	3,717.93	0.00	26,282.07	12.39
54703 SEWER	34,000.00	1,423.56	4,428.38	0.00	29,571.62	13.02
54704 REFUSE	36,000.00	4,273.37	7,847.65	0.00	28,152.35	21.80
54800 GENERAL REPAIRS/MAINTENANCE	251,500.00	35,778.96	63,460.00	0.00	188,040.00	25.23



Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 2/28/2022

**FUND: GENERAL FUND (01)**

Object	2022 Budget	February Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>EXPENSE ACCOUNTS</b>						
54801 CONTRACTED MAINTENANCE	503,000.00	28,516.64	35,813.58	0.00	467,186.42	7.12
54805 VEHICLE REPAIR AND MAINTENANCE	65,000.00	2,668.25	3,596.75	0.00	61,403.25	5.53
54810 IT SYSTEMS MAINTENANCE--APPS	8,000.00	150.00	150.00	0.00	7,850.00	1.88
54811 IT SYSTEMS MAINTENANCE--INFRA	80,000.00	0.00	0.00	0.00	80,000.00	0.00
54900 INDIVIDUAL REGISTRATIONS	87,000.00	3,725.00	7,421.95	0.00	79,578.05	8.53
54901 ORGANIZATIONAL REGISTRATIONS	1,500.00	0.00	0.00	0.00	1,500.00	0.00
54902 DUES AND MEMBERSHIPS	44,000.00	1,501.00	29,388.33	0.00	14,611.67	66.79
54904 LICENSES	6,500.00	0.00	28.40	0.00	6,471.60	0.44
54905 FEES	42,000.00	572.23	2,994.64	0.00	39,005.36	7.13
54906 TAXES AND ASSESSMENTS	44,000.00	0.04	0.01	0.00	43,999.99	0.00
54911 FOUNDATION IMPACT PROJECTS	368,900.00	50.00	1,910.04	0.00	366,989.96	0.52
54912 CONTINGENCY	300,000.00	0.00	0.00	0.00	300,000.00	0.00
59712 TRANSFERS OUT--FUTURE LAND, PR	1,173,200.00	0.00	0.00	0.00	1,173,200.00	0.00
59730 TRANSFERS OUT--CAPITAL PROJECT	1,100,000.00	0.00	0.00	0.00	1,100,000.00	0.00
<b>ALL OTHER EXPENSES</b>	<b>13,834,300.00</b>	<b>851,004.31</b>	<b>1,465,126.78</b>	<b>0.00</b>	<b>12,369,173.22</b>	<b>10.59</b>
<b>NEED A CATEGORY</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL FOR EXPENSE ACCOUNTS</b>	<b>42,666,900.00</b>	<b>3,045,887.87</b>	<b>5,967,444.35</b>	<b>0.00</b>	<b>36,699,455.65</b>	<b>13.99</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>(2,182,521.96)</b>	<b>(5,009,075.52)</b>	<b>0.00</b>	<b>5,009,075.52</b>	<b>0.00</b>

FUND: SPECIAL PURPOSE FUND (15)

Object	2022 Budget	February Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
TAXES:	0.00	0.00	0.00	0.00	0.00	0.00
CHARGES OTHER:	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	0.00	0.00	0.00	0.00	0.00
<b>EXPENSE ACCOUNTS</b>						
ALL OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00
NET SURPLUS / DEFICIT	0.00	0.00	0.00	0.00	0.00	0.00

FUND: LEVY SUSTAINABILITY FUND (16)

Object	2022 Budget	February Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
TAXES:	0.00	0.00	0.00	0.00	0.00	0.00
36110 INVESTMENT EARNINGS	0.00	893.71	1,730.39	0.00	(1,730.39)	0.00
CHARGES OTHER:	0.00	893.71	1,730.39	0.00	(1,730.39)	0.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>0.00</b>	<b>893.71</b>	<b>1,730.39</b>	<b>0.00</b>	<b>(1,730.39)</b>	<b>0.00</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>893.71</b>	<b>1,730.39</b>	<b>0.00</b>	<b>(1,730.39)</b>	<b>0.00</b>

Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 2/28/2022

FUND: ELECTION FUND (17)

Object	2022 Budget	February Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
TAXES:	0.00	0.00	0.00	0.00	0.00	0.00
36110 INVESTMENT EARNINGS	0.00	84.39	168.51	0.00	(168.51)	0.00
CHARGES OTHER:	0.00	84.39	168.51	0.00	(168.51)	0.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>0.00</b>	<b>84.39</b>	<b>168.51</b>	<b>0.00</b>	<b>(168.51)</b>	<b>0.00</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>84.39</b>	<b>168.51</b>	<b>0.00</b>	<b>(168.51)</b>	<b>0.00</b>

FUND: PROPERTY AND FACILITY FUND (18)

Object	2022 Budget	February Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
TAXES:	0.00	0.00	0.00	0.00	0.00	0.00
36110 INVESTMENT EARNINGS	0.00	254.32	507.85	0.00	(507.85)	0.00
CHARGES OTHER:	0.00	254.32	507.85	0.00	(507.85)	0.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>0.00</b>	<b>254.32</b>	<b>507.85</b>	<b>0.00</b>	<b>(507.85)</b>	<b>0.00</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>254.32</b>	<b>507.85</b>	<b>0.00</b>	<b>(507.85)</b>	<b>0.00</b>

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

Object	2022 Budget	February Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
36110 INVESTMENT EARNINGS	0.00	6.94	13.43	0.00	(13.43)	0.00
<b>CHARGES OTHER:</b>	<b>0.00</b>	<b>6.94</b>	<b>13.43</b>	<b>0.00</b>	<b>(13.43)</b>	<b>0.00</b>
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>0.00</b>	<b>6.94</b>	<b>13.43</b>	<b>0.00</b>	<b>(13.43)</b>	<b>0.00</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>6.94</b>	<b>13.43</b>	<b>0.00</b>	<b>(13.43)</b>	<b>0.00</b>

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

Object	2022 Budget	February Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
29150 USE OF FUND BALANCE-BUDGET	1,690,000.00	0.00	0.00	0.00	1,690,000.00	0.00
36110 INVESTMENT EARNINGS	0.00	433.95	834.19	0.00	(834.19)	0.00
<b>CHARGES OTHER:</b>	<b>1,690,000.00</b>	<b>433.95</b>	<b>834.19</b>	<b>0.00</b>	<b>1,689,165.81</b>	<b>0.05</b>
39700 TRANSFERS IN	2,000,000.00	0.00	0.00	0.00	2,000,000.00	0.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>3,690,000.00</b>	<b>433.95</b>	<b>834.19</b>	<b>0.00</b>	<b>3,689,165.81</b>	<b>0.02</b>
<b>EXPENSE ACCOUNTS</b>						
53510 FURNISHINGS--PUBLIC	50,000.00	0.00	0.00	0.00	50,000.00	0.00
53515 FURNISHINGS--STAFF	100,000.00	0.00	0.00	0.00	100,000.00	0.00
54120 CONTRACTUAL SERVICES	925,000.00	31,783.00	35,818.00	0.00	889,182.00	3.87
54150 LEGAL SERVICES	0.00	0.00	14,709.50	0.00	(14,709.50)	0.00
54912 CONTINGENCY	250,000.00	0.00	0.00	0.00	250,000.00	0.00
56201 BUILDING IMPROVEMENTS/REFRESHE	400,000.00	0.00	0.00	0.00	400,000.00	0.00
56220 ELECTRICAL	75,000.00	0.00	0.00	0.00	75,000.00	0.00
56270 DOORS	75,000.00	0.00	0.00	0.00	75,000.00	0.00
56310 PARKING LOT REPAIR & IMPROVEMENT	100,000.00	0.00	0.00	0.00	100,000.00	0.00
56400 MACHINERY & MAJOR EQUIPMENT	650,000.00	0.00	0.00	0.00	650,000.00	0.00
56410 VEHICLES	300,000.00	0.00	0.00	0.00	300,000.00	0.00
56430 TECHNOLOGY EQUIPMENT	645,000.00	0.00	0.00	0.00	645,000.00	0.00
<b>TOTAL FOR EXPENSE ACCOUNTS</b>	<b>3,570,000.00</b>	<b>31,783.00</b>	<b>50,527.50</b>	<b>0.00</b>	<b>3,519,472.50</b>	<b>1.42</b>
<b>NET SURPLUS / DEFICIT</b>	<b>120,000.00</b>	<b>(31,349.05)</b>	<b>(49,693.31)</b>	<b>0.00</b>	<b>169,693.31</b>	<b>(41.41)</b>

# MEMO



Date: April 1, 2022

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

From: Customer Experience Deputy Director Connie Behe  
Customer Experience Managers Kayce Hall and Alison Eckes

Subject: Customer Experience Report – March

## Customer Experiences

Bonney Lake Teen Specialist Katie Higdon shared they assisted a customer who was confused about the Libby audiobook message she was getting on the book she wanted to listen to. Katie found out that our license on the book had expired and after trying a couple of work-arounds and she let the customer know she would email the selectors to make sure that we purchased a new copy. Katie was able to email the customer news that a copy would be available that evening or the next day and received an excited response back.

From Graham Senior Librarian Corrine Weatherly: “A customer commented this afternoon that she loves the Wi-Fi outside and it’s so nice to be able to sit in her car and connect on the days when she "wants to be introverted" and doesn't want to come inside. Thumbs up to the parking lot Wi-Fi boosters!”

Key Center Library staff worked together to help a young customer find books for a school project. He only needed to pick out books to make a "bingo" on his sheet, but he clearly loved reading and his goal was to fill the whole sheet. Staff were able to find books to fill in many of his bingo squares. The family had a large pile of books to check out at the end of the day and the young customer used the time to write an adorable thank you note to staff.

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

36 people attended South Hill’s in-person Housing Help Pop-Up program on February 9<sup>th</sup> making it the most well attended housing program to date. Experts from Tacomaprobono and Pierce County Human Services offered direct assistance to those applying for and asking about housing assistance. Milton Library also hosted their third Housing Help Pop-Up program.

### **Initiatives Highlights**

Thanks to COM, we are now providing Activity Sheets for the Child Cares that we serve – They have book suggestions, rhymes, poetry, fingerplays and activity ideas both for the teachers to lead and for the children to engage in during ‘quiet’ time. These sheets will be created and distributed monthly.

We also delivered the first “Fun Activity Sheet” to the 10 Diaper Banks around Pierce County (in partnership with Help Me Grow) The Diaper Banks will be putting these into the bags that hold the



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distributed diapers. These are very simple activity ideas for the under 3's and we will deliver a new Activity Sheet each month. FYI – in 2021 the 10 Diaper Banks gave out over 266,000 diapers to approximately 9,700 children!

Milton/Edgewood Library staff member shared that the "Books translated from another language" display featured for the 10 to Try has received many great comments from patrons about how it's wonderful we're showcasing these titles! They have been flying off our display!

A Librarian from University Place Library shared that they announced 10 to Try at a Lit Lounge program. Almost everyone is doing it now and loving it. It has been interesting to see how the encouragement of those talking about it has inspired the others to join in and try it. So far, they have reported back each month on their progress. Most comments are that they are indeed trying new things and are grateful for doing so. Most challenging for them has been trying a new format, but doing so has opened a new dimension for them. Many said the booklists are very useful!

### **Community Engagement Highlights**

Staff at the Sumner Library have been out in the community sharing about programs and services in many ways including:

- Teen Specialist Kit Deforge connected with a Career Counselor at the Sumner High School as well as the principal of the alternative high school in town, Elhi Hill. They also attended an Open House at the Pierce County Skills Center aimed at high school junior and seniors and their families.
- Adult Services Librarian Brian Gaw and Youth Services Librarian Rebecca Ryan met with staff at the Step by Step program which works to "transform the lives of at-risk pregnant women" to discuss offering computer skills classes, Story Times, and early literacy coaching for clients and case managers.

University Place Adult Services Librarian Maureen Ricks Wildish presented at the Chamber-Pierce County Library Joint Informational Meeting sharing library business resources. One attendee of the meeting expressed their enthusiasm for the library resources and wished that they had known about them sooner.

South Hill Youth Services Librarian Brandi Gates finished a five-week after school book club with 4th-6th graders at Carson Elementary.

# **Board Education and Service Reports**

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# MEMO



Date: April 5, 2022

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

From: Georgia Lomax, Executive Director

Subject: Introduction to Intellectual Freedom

Intellectual Freedom is a core principle underlying library services. It supports 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. This concept is based in the First Amendment of the Bill of Rights' guarantee of freedom of speech, and is reflected in the Board of Trustees' Philosophy Policy.

In 2022, the Library will review its Selection of Library Materials Policy and procedures and discuss possible updates or revisions with the Board of Trustees. This policy, along with the Public Internet Use Policy and others, is rooted in intellectual freedom principles. It was last reviewed in 2014.

During the meeting, Tamara Meredith, director of the Jefferson County Rural Library District, will provide an introduction to intellectual freedom principles and practices in public libraries. Director Meredith has led public and academic libraries in Washington, Colorado, and Wyoming. She has taught intellectual freedom and advocacy at the University of Washington's iSchool and serves on the UW MLIS Advisory Board and on the executive board of Public Libraries of Washington.

# New Business

# MEMO



Date: March 23, 2022

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

From: Clifford Jo, Finance & Business Director

Subject: 2021 Yearend Financial Review

Attached are the following 2021 year-end statements:

- Yearend Actuals—General Fund
- Yearend Actuals—Capital Fund
- Yearend Actuals—Special Purpose Fund
- Yearend Actuals—Election Fund
- Yearend Actuals—Property & Facility Fund
- Yearend Actuals—Levy Sustainability Fund
- Yearend Actuals—Debt Service Fund

Below are major aspects of the yearend statements for each fund. Attached is a resolution to close the 2021 fiscal year.

<b>- GENERAL FUND -</b>
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## **Revenues**

New revenues were recorded at +\$782,545.35 (1.99%) more than budgeted. Because we are in Phase 1 of the levy sustainability curve, any property tax revenues that are above our anticipated operational needs are considered for deposits into the Levy Sustainability Fund instead of the General Fund.

Items of note:

- Excluding Opportunity donations (a budgeting technique to record donations and grants that weren't in the original budget), Foundation donations were slightly higher than budget, consistent to the yearend report provided to the Board in January.
- Library Fines, the second highest source of revenues (excluding reimbursements), came in higher than the significantly reduced budget by +\$14,347 (143.47%).
- E-Rate and other sources came in considerably higher by +\$387,380 (+65.55%), largely due to an additional E-Rate reimbursement that occurred in 2021.
- Investment returns came in slightly lower than the amended budget by -\$319 (-3.19%) largely due to continuing efforts by the federal government to counter the economic effects of COVID.

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**Expenditures**

Total expenditures came in under budget by -\$3,188 (-0.01%).

Items of note:

- Personnel costs were under budget by -\$2,175,470 (-7.88%). The Library budgeted for full operations, but was not able to begin to reopen buildings for limited services until July due to the pandemic, and continues to operate with limitations. In addition, the Library is seeing a significant number of vacancies consistent with what’s happening in the nation.
- Collection expenditures were under budget -\$339,984 (-7.42%). Nearly all of this was included in the increased transfer to fund a collection for a future library (e.g., Sumner).
- Maintenance and operations, also came in significantly under budget by -\$987,733 (-14.50%) and was largely due to not spending the contingency.
- A capital fund transfer was created to move much of these unanticipated revenue and savings to support necessary building maintenance and improvement projects.

Taken in total, the net of revenues and expenditures was a positive balance of \$785,892. A resolution is included to move this to the capital fund.

**2021 Yearend Cash Balance (General Fund)**

The net effect for the cash balance is recorded as follows:

Beginning Cash & Investments Balance (Jan 1)* .....	\$ 9,896,109.02
Add: Net of revenues less expenditures .....	785,733.01
Less: Difference in beginning/ending payables/cross-year payments .....	(53,758.83)
Ending Cash & Investments Balance (Dec 31).....	<u>\$ 10,628,083.20**</u>

\* Includes petty cash, and KeyBank and Columbia Bank cash balances, which combined are \$14,308.39.

\*\* Because the Library’s accounting is “cash basis”, the amount of cash does not reflect the invoices that are recorded but not yet paid.

**- CAPITAL FUND NOTES -**

**Revenues and Transfers**

Total new revenues were recorded at \$51,249.01, most of which were sales of vehicles and insurance payments. Transfers to the Capital Improvement Fund to pay for capital projects were increased from \$0 to \$3.5 million, largely due to additional funds unspent in the general fund.

**Expenditures**

The original budget for capital improvement projects was \$2,095,000. Total actual expenditures was \$1,275,569.20, most of which paid for the following projects:

- Sumner property purchase

- Vehicles
- Buckley Library Site Evaluation
- Roofing repairs
- University Place 5,000 sq. ft. expansion space (final year of 10 payments)

**2021 Yearend Cash Balance (Capital Improvement Fund)**

The Capital Improvement Fund balance is therefore recorded as follows:

Beginning Cash & Investments Balance (Jan 1).....	\$ 2,240,089.98
Add: Net of revenues less expenditures .....	2,275,679.81
Less: Difference in beginning/ending payables/cross-year payments .....	(0.00)
Ending Cash & Investments Balance (Dec 31).....	<u>\$ 5,515,769.79</u>

<b>- SPECIAL PURPOSE FUND NOTES -</b>
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The Special Purpose Fund (SPF) is used to pay for projects and programs, and also holds committed set asides. For 2021, two new funds were created from splitting out the committed contents in the Special Purpose Fund (an auditor recommendation). All other activity was interest returns and additional transfers.

**Revenues and Transfers**

Total new revenues were recorded at \$190,709.14, most of which was from the sales of portions of the property in Graham.

**Expenditures**

The Library transferred out the contents of the SPF to the Election Fund and Property and Facility Fund, thereby liquidating all cash in the SPF and becoming dormant.

**2021 Yearend Cash Balance (Special Purpose Fund)**

The Special Purpose Fund balance is recorded as follows:

Beginning Cash Balance (Jan 1) .....	\$ 3,918,105.01
Add: Net of revenue less expenditures.....	(3,918,074.47)
Less: Difference in beginning/ending payables/cross-year payments .....	(0.00)
Ending Cash Balance (Dec 31) .....	<u>\$ 0.00</u>

**- ELECTION FUND NOTES -**

The Election Fund is used to pay for future ballot costs related to elections, such as levy lid-lifts and bonds. For 2021, this fund was created to incorporate the set-aside in the SPF (an auditor recommendation). All other activity was interest returns. This fund has reached its \$1 million target level.

**Revenues and Transfers**

Total new revenues were recorded at \$150.55, all of which was from interest returns.

**Expenditures**

There were no expenditures.

**2021 Yearend Cash Balance (Election Fund)**

The Special Purpose Fund balance is recorded as follows:

Beginning Cash Balance (Jan 1) .....	\$ 0.00
Add: Net of revenue less expenditures.....	1,021,346.64
Less: Difference in beginning/ending payables/cross-year payments .....	<u>(0.00)</u>
Ending Cash Balance (Dec 31) .....	<u>\$ 1,021,346.64</u>

**- PROPERTY AND FACILITIES FUND NOTES -**

The Property and Facilities Fund (PFF) is used to pay for land and facility purchases, and construction costs. For 2021, this fund was created to incorporate the set-aside in the SPF (an auditor recommendation). All other activity was interest returns.

**Revenues and Transfers**

Total new revenues were recorded at \$445.33, all of which was from interest returns.

**Expenditures**

There were no expenditures.

**2021 Yearend Cash Balance (Election Fund)**

The Special Purpose Fund balance is recorded as follows:

Beginning Cash Balance (Jan 1) .....	\$ 0.00
Add: Net of revenue less expenditures.....	3,370,821.28
Less: Difference in beginning/ending payables/cross-year payments .....	<u>(0.00)</u>
Ending Cash Balance (Dec 31) .....	<u>\$ 3,370,821.28</u>



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**- LEVY SUSTAINABILITY FUND NOTES -**

In 2019, the Board approved the creation of a new Special Revenue Fund, called the Levy Sustainability Fund (LSF). Its purpose is to accumulate funds during the first phase of levy sustainability, when revenue exceeds expenditures, and then release funds to the General Fund when expenditures exceed revenue. A total of \$2,651,000 was transferred in late 2021 to create a fund balance approaching \$11.2 million. Another \$8,692.84 in investment revenue was added to the fund. This fund's target level is approximately \$15 million.

**2021 Yearend Cash Balance (Levy Sustainability Fund)**

The Levy Sustainability Fund balance is recorded as follows:

Beginning Cash Balance (Jan 1) .....	\$ 8,467,339.28
Add: Net of revenue less expenditures.....	2,659,692.84
Less: Difference in beginning/ending payables/cross-year payments .....	(0.00)
Ending Cash Balance (Dec 31) .....	<u>\$ 11,127,032.12</u>

With this 2021 deposit, the LSF is within \$4 million of becoming vested for future financial sustainability.

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**- DEBT SERVICE FUND NOTES -**

The Debt Service Fund is used to pay debt owed, for example bond payments. The Library has been debt-free since 2002. Any financial activity since then in this fund is due to unanticipated revenues and fees. The Debt Service Fund balance is recorded as follows:

Beginning Cash & Investments Balance (Jan 1).....	\$ 88,622.70
Add: Net of revenue less expenditures.....	87.85
Less: Difference in beginning/ending payables/cross-year payments .....	(0.00)
Ending Cash & Investments Balance (Dec 31).....	<u>\$ 88,710.55</u>

**- TOTAL CASH & INVESTMENTS BALANCES IN ALL FUNDS -**

**DECEMBER 31, 2021**

The Library's total cash & investments balance in all funds is as follows:

General Fund.....	\$ 10,628,083.20
Capital Improvement Fund .....	5,515,769.79
Special Revenue Funds (committed funds)	
Special Purpose Fund.....	0.00
Levy Sustainability Fund .....	11,127,032.12
Election Fund .....	1,021,346.64
Property and Facility Fund.....	3,370,821.28
Debt Services .....	<u>88,710.55</u>
Total Combined Cash & Investments Balance .....	<u>\$ 31,751,763.58*</u>
Change since 1/1/2020.....	+\$ 6,238,709.26

\* Due to the Library being a cash basis entity (versus modified accrual), these numbers are cash and investments as of 12/31/2021, adjusted by the difference between beginning and ending warrants payable.

## GENERAL FUND

YEAREND DECEMBER 31, 2021	2021 Approved 12/20	2021 Actuals	Change (\$)	Change (%)	Notes
<b>-- REVENUE --</b>					
Property Taxes	\$ 38,245,400	\$ 38,793,228	\$ 547,828	1.43%	
Excise Taxes	83,000	65,689	(17,311)	-20.86%	Library has no control over this rev source
Timber Taxes	15,000	2,223	(12,777)	-85.18%	Library has no control over this rev source
Fees (Printer, Fax, Copier)	7,500	502	(6,998)	-93.30%	Continuation of not charging for most services
Fines	10,000	24,347	14,347	143.47%	Continuation of not collecting fines
Investment Income	10,000	9,681	(319)	-3.19%	Return rates are at historic lows
Sales of Goods/Services	1,000	1,170	170	16.99%	
Donors & Reimbursements	435,000	288,307	(146,693)	-33.72%	Opportunity donations (\$160k) were less than budget
Other (Erate, P-card Rebates, Unclaimed Property)	591,000	978,380	387,380	65.55%	Included additional E-rate quarterly reimb.
Capital Recoveries	-	17,077	17,077	new	Includes insurance recoveries
<b>TOTAL REVENUE</b>	<b>\$ 39,397,900</b>	<b>\$ 40,180,604</b>	<b>\$ 782,704</b>	<b>1.99%</b>	
<b>-- EXPENDITURES --</b>					
<b>PERSONNEL</b>					
Salaries & Wages	\$ 20,380,400	\$ 18,901,236	\$ (1,479,164)	-7.26%	Budgeted for full services, which began in July
Overtime Wages	19,100	6,491	(12,609)	-66.02%	"
Employee Benefits	7,224,300	6,540,603	(683,697)	-9.46%	"
<b>TOTAL PERSONNEL</b>	<b>\$ 27,623,800</b>	<b>\$ 25,448,330</b>	<b>\$ (2,175,470)</b>	<b>-7.88%</b>	
<b>MAINTENANCE &amp; OPERATIONS</b>					
Supplies and Consumables	\$ 389,400	\$ 331,491	\$ (57,909)	-14.87%	Budgeted for public printing, which began in July
Fuel	35,000	32,571	(2,429)	-6.94%	
Equipment (Computers, Software, Furnishings)	1,700,300	1,400,877	(299,423)	-17.61%	Purchased less than planned
Professional, Legal, Other Services	660,100	699,999	39,899	6.04%	
Networking, Phones, Postage	867,400	880,288	12,888	1.49%	
Travel & Mileage	111,600	40,892	(70,708)	-63.36%	Impacted by ongoing pandemic
Advertising	138,000	98,319	(39,681)	-28.75%	
Rentals & Leases	681,800	669,234	(12,566)	-1.84%	
Insurance	270,000	297,111	27,111	10.04%	Included increases to rates
Utilities	377,000	395,811	18,811	4.99%	
Repairs & Maintenance, Maintenance Contracts	998,000	743,716	(254,284)	-25.48%	Considerably less needed
Registrations	77,800	28,921	(48,879)	-62.83%	Pandemic affected training opportunities
Dues, Taxes, Licenses, Fees, Misc Expenses	140,000	91,347	(48,653)	-34.75%	Savings from not using collection services
Initiative/Impact Projects	95,500	113,569	18,069	18.92%	
Contingency	270,000	-	(270,000)	-100.00%	None was needed
Other Miscellaneous	-	21	21	new	
<b>TOTAL MAINTENANCE &amp; OPERATIONS</b>	<b>\$ 6,811,900</b>	<b>\$ 5,824,167</b>	<b>\$ (987,733)</b>	<b>-14.50%</b>	
<b>MATERIALS</b>					
Books, DVDs, Music, eBooks, Databases	\$ 4,582,200	\$ 4,242,216	\$ (339,984)	-7.42%	Moved to capital funds for future libraries
<b>SET-ASIDES &amp; TRANSFERS</b>					
Transfers Out--Future Election	\$ 80,000	\$ 80,000	\$ -		
Transfers Out--Future Land and Property	300,000	300,000	-		
Transfers Out--Capital Projects	-	3,500,000	3,500,000	new	Transferred for major upcoming projects
Annual Sustainability Set-Aside	-	-	-		None needed
<b>TOTAL SET-ASIDES AND TRANSFERS</b>	<b>\$ 380,000</b>	<b>\$ 3,880,000</b>	<b>\$ 3,500,000</b>	<b>921.05%</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$ 39,397,900</b>	<b>\$ 39,394,712</b>	<b>\$ (3,188)</b>	<b>-0.01%</b>	Overall expenses came in at slight savings
<b>NET OF REVENUE AND EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 785,892</b>	<b>\$ 785,892</b>	<b>new</b>	\$785,000 to transfer to capital fund

## CAPITAL IMPROVEMENT FUND

FINAL NOVEMBER 25, 2020	2021 Approved 12/2020	2021 Actuals	Notes
<b>-- FUNDING SOURCES --</b>			
<b>USE OF FUND BALANCE</b>			
Carryforward funds from prior fiscal year	\$ 2,095,000	\$ -	Did not need to use
<b>TOTAL USE OF FUND BALANCE</b>	<b>\$ 2,095,000</b>	<b>\$ -</b>	
<b>NEW REVENUE</b>			
Transfer from General Fund	\$ -	\$ 3,500,000	Unanticipated revenues and savings from GF
Sale of Capital Assets		30,000	Sales of surplus vehicles
Insurance Recoveries		18,330	From vehicles that were totaled
Investment Income		2,919	
<b>TOTAL NEW REVENUE</b>	<b>\$ -</b>	<b>\$ 3,551,249</b>	
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 2,095,000</b>	<b>\$ 3,551,249</b>	
<b>-- EXPENDITURES --</b>			
<b>COMMITMENTS</b>			
UP 5,000 sq ft Expansion (10 Year--2012-21)	\$ 120,000	\$ 120,000	Final year of 10 year payment plan
<b>CURRENT BUILDING IMPROVEMENTS</b>			
Buckley Site Evaluation	\$ 100,000	\$ 64,940	RI/FS work continues into 2022
ACL UST Decommission	125,000	49,557	Came in significantly less than budgeted
PKS Refresh	-	26,443	Carried forward costs from 2020
BLK/GHM Refreshes	350,000	128,835	Work continues in 2022
Vehicle Replacements/Purchases	200,000	205,809	
<b>TOTAL CURRENT BUILDING IMPROVEMENTS</b>	<b>\$ 775,000</b>	<b>\$ 475,583</b>	
<b>FUTURE BUILDINGS</b>			
Sumner Library Planning Phase	\$ 250,000	648,322	Includes \$527,000 for property purchase
Expanded Alternative Service Delivery Pilot	200,000	-	
<b>TOTAL FUTURE BUILDINGS</b>	<b>\$ 450,000</b>	<b>\$ 648,322</b>	
<b>TECHNOLOGY UPDATES</b>			
EDEN Financial/HR System Replacement	\$ -	\$ 31,663	PERCY Phase II (Payroll/HR) consulting costs
IT Technology Plan	500,000		
<b>TOTAL TECHNOLOGY PROJECTS</b>	<b>\$ 500,000</b>	<b>\$ 31,663</b>	
Contingency	\$ 250,000	\$ -	None used
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,095,000</b>	<b>\$ 1,275,569</b>	
<b>NET OF REVENUE AND EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 2,275,680</b>	Flows into cash balance

## SPECIAL PURPOSE FUND

ACTUALS AS OF DECEMBER 31, 2021	2021 Final	2021 Actuals	Change (\$)	Change (%)	Notes
<b>-- FUNDING SOURCES --</b>					
<b>USE OF FUND BALANCE</b>					
Use of Special Purpose Election Set Aside	\$ -	\$ -	\$ -		
<b>NEW REVENUE</b>					
Transfer from General Fund	\$ 380,000	\$ -	\$ (380,000)	-100.00%	Amounts transferred to EF & PFF funds
Investment Income	2,000	3,545	1,545	77.26%	
<b>TOTAL NEW REVENUE</b>	<b>\$ 382,000</b>	<b>\$ 3,545</b>	<b>\$ (378,455)</b>	<b>-99.07%</b>	
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 382,000</b>	<b>\$ 3,545</b>	<b>\$ (378,455)</b>	<b>-99.07%</b>	
<b>-- EXPENDITURES --</b>					
<b>TRANSFERS</b>					
Transfers Out--Election Fund	\$ -	\$ 1,038,408	\$ 1,038,408		new
Transfers Out--Property and Facility Fund	-	3,070,376	3,070,376		new
<b>TOTAL PROJECTS</b>	<b>\$ -</b>	<b>\$ 4,108,784</b>	<b>\$ 4,108,784</b>		<b>new</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 4,108,784</b>	<b>\$ 4,108,784</b>		<b>new</b>
<b>NET OF FUNDING SOURCES AND EXPENDITURES</b> (TO BE DESIGNATED AS RESERVED DURING THE FY)	<b>\$ 382,000</b>	<b>\$ (4,105,238)</b>	<b>\$ (4,487,238)</b>	<b>-1174.67%</b>	
<b>-- COMMITTED SET-ASIDES IN FUND BALANCE --</b>					
Future Election Costs	\$ 1,038,408	\$ -	\$ (1,038,408)	-100.00%	Moved to Election Fund
Future Land, Property & Facilities	3,070,376	-	(3,070,376)	-100.00%	Moved to Property & Facility Fund
<b>TOTAL COMMITTED SET-ASIDES</b>	<b>\$ 4,108,784</b>	<b>\$ -</b>	<b>\$ (4,108,784)</b>	<b>-100.00%</b>	

# ELECTION FUND

ACTUALS AS OF DECEMBER 31, 2021	2021 Final	2021 Actuals	Change (\$)	Change (%)	Notes
<b>-- FUNDING SOURCES --</b>					
<b>USE OF FUND BALANCE</b>					
Use of Election Set Aside	\$ -	\$ -	\$ -		
<b>NEW REVENUE</b>					
Transfer from General Fund	\$ -	\$ 80,000	\$ 80,000	new	
Transfer from Special Purpose Fund	-	1,038,408	1,038,408	new	Moved from Special Purpose Fund
Investment Income	-	151	151	new	
<b>TOTAL NEW REVENUE</b>	<b>\$ -</b>	<b>\$ 1,118,558</b>	<b>\$ 1,118,558</b>	<b>new</b>	
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ -</b>	<b>\$ 1,118,558</b>	<b>\$ 1,118,558</b>	<b>new</b>	
<b>-- EXPENDITURES --</b>					
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
<b>NET OF FUNDING SOURCES AND EXPENDITURES</b> (TO BE DESIGNATED AS RESERVED DURING THE FY)	<b>\$ -</b>	<b>\$ 1,118,558</b>	<b>\$ 1,118,558</b>	<b>new</b>	
<b>-- COMMITTED SET-ASIDES IN FUND BALANCE --</b>					
Future Election Costs	\$ -	\$ 1,118,558	\$ 1,118,558	new	Moved from Special Purpose Fund
<b>TOTAL COMMITTED SET-ASIDES</b>	<b>\$ -</b>	<b>\$ 1,118,558</b>	<b>\$ 1,118,558</b>	<b>new</b>	

# PROPERTY FACILITY FUND

ACTUALS AS OF DECEMBER 31, 2021	2021 Final	2021 Actuals	Change (\$)	Change (%)	Notes
<b>-- FUNDING SOURCES --</b>					
<b>USE OF FUND BALANCE</b>					
Use of Property & Facility Fund Set Aside	\$ -	\$ -	\$ -		
<b>NEW REVENUE</b>					
Transfer from General Fund	\$ -	\$ 300,000	\$ 300,000	new	
Transfer from Special Purpose Fund	-	3,070,376	3,070,376	new	Moved from Special Purpose Fund
Investment Income	-	445	445	new	
<b>TOTAL NEW REVENUE</b>	<b>\$ -</b>	<b>\$ 3,370,821</b>	<b>\$ 3,370,821</b>	<b>new</b>	
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ -</b>	<b>\$ 3,370,821</b>	<b>\$ 3,370,821</b>	<b>new</b>	
<b>-- EXPENDITURES --</b>					
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
<b>NET OF FUNDING SOURCES AND EXPENDITURES</b> (TO BE DESIGNATED AS RESERVED DURING THE FY)	<b>\$ -</b>	<b>\$ 3,370,821</b>	<b>\$ 3,370,821</b>	<b>new</b>	
<b>-- COMMITTED SET-ASIDES IN FUND BALANCE --</b>					
Property & Facility Fund	\$ -	\$ 3,370,821	\$ 3,370,821	new	Moved from Special Purpose Fund
<b>TOTAL COMMITTED SET-ASIDES</b>	<b>\$ -</b>	<b>\$ 3,370,821</b>	<b>\$ 3,370,821</b>	<b>new</b>	

## LEVY SUSTAINABILITY FUND

ACTUALS AS OF DECEMBER 31, 2021	2021 Final	2021 Actuals	Change (\$)	Change (%)	Notes
<b>-- FUNDING SOURCES --</b>					
<b>USE OF FUND BALANCE</b>					
Use of Levy Sustainability Set Aside	\$ -	\$ -	\$ -		
<b>NEW REVENUE</b>					
Property Taxes (Funding Cycle Revenue)	\$ 3,000,000	\$ 2,651,000	\$ (349,000)	-11.63%	Delinquent property taxes will be collected in future years
Investment Income	4,000	8,693	4,693	117.32%	
<b>TOTAL NEW REVENUE</b>	<b>\$ 3,004,000</b>	<b>\$ 2,659,693</b>	<b>\$ (344,307)</b>	<b>-11.46%</b>	
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 3,004,000</b>	<b>\$ 2,659,693</b>	<b>\$ (344,307)</b>	<b>-11.46%</b>	
<b>-- OUTFLOWS --</b>					
<b>EXPENDITURES</b>					
None occurred	\$ -	\$ -	\$ -		
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
<b>TRANSFERS OUT</b>					
None occurred	\$ -	\$ -	\$ -		
<b>TOTAL TRANSFERS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
<b>NET OF FUNDING SOURCES AND OUTFLOWS</b> (TO BE DESIGNATED AS COMMITTED DURING THE FY)	<b>\$ 3,004,000</b>	<b>\$ 2,659,693</b>	<b>\$ (344,307)</b>	<b>-11.46%</b>	
<b>-- COMMITTED SET-ASIDES IN FUND BALANCE --</b>					
<b>PROJECTED BALANCES AS OF 12/31</b>					
Levy Sustainability for Future Operations	\$ 8,467,339	\$ 11,127,032	\$ 2,659,693	31.41%	
<b>TOTAL COMMITTED SET-ASIDES</b>	<b>\$ 8,467,339</b>	<b>\$ 11,127,032</b>	<b>\$ 2,659,693</b>	<b>31.41%</b>	



**RESOLUTION NO. 2022-05**

**A RESOLUTION OF THE BOARD OF TRUSTEES  
OF THE PIERCE COUNTY RURAL LIBRARY DISTRICT  
TO TRANSFER A PORTION OF THE GENERAL FUND BALANCE  
TO THE CAPITAL IMPROVEMENTS FUND**

**WHEREAS**, the Capital Fund receives financial support from transfers from the General Fund budget, transfers from fund balances, Foundation funds, and other identified sources of revenue, and

**WHEREAS**, as part of closing the 2021 fiscal year, \$785,000 was determined available within the General Fund to transfer to the Capital Fund for current and future capital improvement projects, and

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

\$785,000 in the General Fund balance be transferred to the Capital Fund for project needs and budgeted accordingly.

**PASSED AND APPROVED THIS 13TH DAY OF APRIL, 2022.**

**BOARD OF TRUSTEES, PIERCE COUNTY RURAL LIBRARY DISTRICT**

Jamilyn Penn, Chair	_____
Pat Jenkins, Vice-Chair	_____
Neesha Patel, Member	_____
Abby Sloan, Member	_____
Pamela Duncan, Member	_____

**RESOLUTION NO. 2022-06**  
**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE**  
**PIERCE COUNTY RURAL LIBRARY DISTRICT**  
**TO CLOSE THE 2021 FISCAL YEAR**

**WHEREAS**, on December 9, 2020 the Board of Trustees approved Pierce County Rural Library District's (the Library) 2020 fiscal year General Fund budget at \$39,397,900 and Capital Fund budget at \$2,095,000, and

**WHEREAS**, the Library reviewed fiscal year results for 2021 and determined that compared to the originally approved budget, the net of revenues and expenditures for the General Fund resulted in a positive balance of \$785,891.50 contributing to cash flow needs and other uses, and

**WHEREAS**, capital improvement expenditures were less than originally planned and therefore used no fund balance to pay for capital projects, and

**WHEREAS**, the Special Purpose Fund was split out into two different funds, the Election Fund and the Property and Facility Fund and their respective amounts appropriated therein, and

**WHEREAS**, the transfer to the Levy Sustainability Fund during the 2021 fiscal year occurred as planned, and

**WHEREAS**, there were no expenditures in any of the four special revenue funds as planned, and

**WHEREAS**, the Debt Service Fund is a passive fund and only accumulates interest from investments, and

**WHEREAS**, the Library's Fiscal Management Policy allows the Board of Trustees to transfer unanticipated revenues and savings from one fund to another fund, and

**WHEREAS**, from the 2021 fiscal year results the Library proposes to transfer the unanticipated revenues and savings of \$785,000 from General Fund cash to the Capital Fund through a separate resolution, and,

**WHEREAS**, the remaining balances from 2021 results will reside within their respective funds to be allocated according to need in 2022, now, therefore,

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

The 2021 fiscal year is hereby closed.

**PASSED AND APPROVED THIS 13TH DAY OF APRIL, 2022.**

**BOARD OF TRUSTEES, PIERCE COUNTY RURAL LIBRARY DISTRICT**

Jamilyn Penn, Chair \_\_\_\_\_

Pat Jenkins, Vice-Chair \_\_\_\_\_

Neesha Patel, Member \_\_\_\_\_

Abby Sloan, Member \_\_\_\_\_

Pamela Duncan, Member \_\_\_\_\_

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# MEMO



Date: April 7, 2022

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

From: Melinda Chesbro, Deputy Director

Subject: Lakewood Building Issues

In February, we alerted you to significant issues that are emerging with the buildings in Lakewood and Tillicum. After determining that the buildings were safe for staff and the public to continue to work and receive services in, we have been evaluating the costs and options to resolve the building condition and service limitation issues.

Pierce County Library System has planned for improved facilities for these locations for years. Extensive community engagement was conducted in 2008-2010, and in 2017 and 2019. Prior planned efforts to take action on improving the buildings have been sidetracked by unexpected events, such as a recession and a pandemic.

Most recently, community input regarding interest in new buildings, and a fundraising feasibility study were completed in November 2019. At that time the Board of Trustees directed staff to begin the preliminary design and cost development process, and a request for qualifications for architectural services was issued. The following week, the Library closed in response to the pandemic.

In October 2021, the Library relaunched its efforts begun in 2019 to consider potential new libraries in Lakewood and its Tillicum community. The Library and the City of Lakewood has discussed partnering to convene a community-based advisory committee later this spring. The committee will be charged with reviewing the current state of the buildings, the costs to make needed repairs and improvements, and assess the buildings' long-term suitability for library services. They will also be tasked with evaluating options identified in the 2019 community engagement process and make recommendations for next steps to ensure the Library is providing library services in welcoming, comfortable, and up-to-date buildings in the City of Lakewood.

The community advisory committee process will launch shortly and we expect recommendations from the committee at the end of summer. We will share more information about the process at future board meetings. Following this discussion, we will ask the Trustees to authorize Executive Director Georgia Lomax to sign an interlocal agreement with the City of Lakewood to share costs for conducting the process. (The Lakewood City Council will discuss the agreement during its April 11 study session and consider action at the following council meeting.)

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In the meantime, several issues are adversely impacting effective delivery of library services from the Lakewood and Tillicum libraries:

#### Lakewood Library

- The Lakewood roof is in poor repair. The structural engineering report recommends replacement of a large portion of it, and the estimated costs for this replacement exceeds the value of the building.

Some highlights of the assessment:

- The lower roof areas to the north and west of the second story (west half of the building) are no longer serviceable. The existing roof system, plywood, and cementitious wood fiber substrate board should be removed to expose the steel structure. Any needed repairs to the steel structure should be performed once exposed.
  - This scope of work will create a condition where the interior under the roof areas noted will be exposed to weather. (The Library System would need to remove books, materials, and furniture from the building during this time.)
  - The rough estimate for the immediate roof repairs is \$600k to 800K and would require architectural and engineering services to re-design the roof.
- 
- We have previously communicated the need for updating the fire panel with potential work to replace wiring. The estimate for this work is between \$60,000 and \$100,000.
  - The rough estimate for the total scope of work needed to be done in the next 3 to 5 years is between \$2.5 and \$3.5 million.
  - Other mechanical and core building system issues include regular flooding of the elevator shaft, sewage blockages, and reaching end of life for the HVAC building.

The Library is evaluating options for short term response. Safety concerns have already been assessed, but the condition of the building needs frequent and considerable taxpayer investment to adequately provide services.

#### Tillicum Library

- The Tillicum Library is a tenant in an aging building. We are working with the Tillicum landlord to address issues with exterior siding and roof, as well as restroom and interior maintenance issues.

We are in the process of determining the most responsible and responsive solution to building condition and service issues, but it looks like there could be a significant cost and we may want to consider options and receive the recommendation of the community advisory committee before investing in any of them.

As a result, we are considering temporarily moving Lakewood Library services to an alternative location for the short term to give us time to fully determine the best path forward for service and stewardship.

The 2022 budget includes funding for anticipated capital improvement projects at existing buildings, but we want to ensure our investments are more than short term fixes and to refrain from investing money into a building if condition issues cannot be resolved effectively. The temporary relocation would allow time for the community advisory committee to evaluate and make a recommendation for the long-term.

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We want to continue to provide services to Lakewood customers despite these challenges and are making contingency plans for short-term and possible mid-term responses.

- Short term – relocate basic services to leased space while the community advisory process is underway.
- Mid-term – if the community advisory committee’s recommendation is to not invest in the current building, relocate full library services to an interim location while we restart the process to bring a new library building to Lakewood.

During the Board meeting we will discuss the latest information we have on these issues and options.

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# MEMO

Date: April 5, 2022

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

From: Clifford Jo, Finance & Business Director

Subject: City of Lakewood Interlocal Agreement

As reported in the last few months, we've been working with City of Lakewood to return to efforts begun prior to the pandemic to ensure the Library System's buildings meet the needs of residents of the City of Lakewood. As part of that process, the Library and the City plan to convene a community-based advisory committee to evaluate the options identified in the 2019 community engagement process and make a recommendation of the preferred direction.

To that end, we've created an Interlocal Agreement (ILA) that allows two public entities to do business together, including access to the resources each may have for a common purpose. In this case, the Library and City of Lakewood would use City of Lakewood's consultant, Berk Consulting, who has also done work for the Library on several occasions over the last 7 years, including the Strategic Plan.

The attached ILA allows the partnership to:

- Work with Berk Consulting to create a community-based advisory committee and process to evaluate information regarding the Lakewood and Tillicum libraries, consider options identified by the community in the 2019 engagement process, and make recommendations of next steps to ensure library buildings are able to provide residents of the City of Lakewood with suitable library services and experiences.
- Split the costs of the work, up to \$60,000 to be shared.
- Include an allowance for another \$25,000, if needed.
- Include an appraisal for the current Lakewood Library.

***Action: Move to Authorize the Executive Director to sign the interlocal agreement between City of Lakewood and PCLS.***

**INTERLOCAL AGREEMENT**  
**BETWEEN**  
**PIERCE COUNTY LIBRARY SYSTEM**  
**AND**  
**THE CITY OF LAKEWOOD**

**THIS INTERLOCAL AGREEMENT (Agreement)** is made and entered into between the Pierce County Library System, its official designees, and other governing bodies acting on its behalf to manage public engagement for the Lakewood and Tillicum libraries, hereinafter referred to as “PCLS” and the City of Lakewood and other entities brought in as part of the Project, hereinafter referred to as “City” pursuant to the authority granted by Chapter 39.34 RCW, the Interlocal Cooperation Act. PCLS and City are hereinafter referred to as “Parties”.

**THE PURPOSE** of this agreement is to set terms and conditions for which the Parties will conduct and pay for library needs to serve the Lakewood and Tillicum communities.

1. **Consultant.** The City has conducted and continues to conduct extensive work with the assistance of BERK Consulting, a firm operating out of Seattle, Washington, hereinafter referred to as “Consultant”, to provide long-term community planning and engagement services in the City’s communities. The Parties desire to share the services and costs of BERK Consulting to engage the Lakewood and Tillicum communities for their needs in library services.
2. **Statement of Work.** The Parties shall develop a statement of work and project schedule to include Consultant’s services, with an estimated consultant budget of \$60,000, the cost of which will be shared in equal portions between the Parties.
3. **Cost Sharing.** The City shall administer all Consultant invoices under its full authority and processes. The City shall record all work that Consultant performed apropos to this Agreement and issue invoices due the City, to include an equal share of all service rates, fees, taxes, and other costs incurred by BERK Consulting. Upon receipt of a verifiable invoice by the City, PCLS shall remit payment within thirty (30) days.

Should the Parties desire further work from BERK, an additional allowance is authorized by mutually written agreement of the Parties, but in no case shall exceed \$25,000 in total. All additional costs from the allowance will be split equally by the Parties.

4. **Property Appraisal.** The City shall contract with a Washington Licensed commercial property appraiser for a Narrative Appraisal of the current PCLS property (parcel no. 503000-2991), located at 6302 Wildaire Road SW, Lakewood, WA 98499 for a cost not to exceed \$10,000. The City will bill PCLS and be reimbursed for the full cost of this Narrative Appraisal.
5. **Advisory Committee.** The City and PCLS shall form a Library Advisory Committee, jointly appointed by our legislative bodies.

6. **Contacts and Agency Representatives.** The following individuals are authorized to represent the interest of each party to this memorandum, and may delegate authority as deemed necessary and appropriate within their respective agencies.

For PCLS: Executive Director Georgia Lomax and her successors.

For City: City Manager John Caulfield and his successors.

7. **Term of Agreement.** This Agreement is effective upon the day and date last signed and executed by the duly authorized representatives of the Parties to this Agreement and shall remain in full force and effect for not longer than twelve (12) months. This Agreement may be terminated, with or without cause, by either party upon sixty (60) days written notice, and none of the Parties shall have any further obligation.

8. **Amendment.** The Parties agree that they may only amend this Agreement by written agreement.

9. **Venue/Applicable Law.** This Agreement shall be interpreted and construed according to the laws of the state of Washington; venue shall be in Pierce County, Washington.

10. **Indemnification.** Each Party shall defend indemnify and hold harmless the other Party, including each of their respective officers, directors, shareholders, employees, representatives, agents, successors and assigns from and against all claims and all associated losses, to the extent arising out of (a) a Party's gross negligence or willful misconduct in performing any of its obligations under this Agreement, or (b) a material breach by a Party of any of its representations, warranties, covenants or agreements under this Agreement.

**PCLS**

**CITY**

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**CONCURRENCE:**



# Officers Reports

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# MEMO



Date: March 31, 2022

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

From: Trisha Muschett, PHR, HR Analyst and Cheree Green, SHRM-CP, Staff Experience Director

Subject: Wellness Program Update

It has been nine years since Pierce County Library System began our partnership with the Association of Washington Cities and we have continued to build a workplace culture where employee health is valued and supported. Pierce County Library System is among the 103 employers who earned the WellCity status in 2021. Last year, we continued to expand the focus of our Wellness Program, offering multiple campaigns and other activities to promote health and wellness in a hybrid work environment. Our work in 2021 included:

- Continue focus on leadership skill development for committee members providing tools and guidance to independently plan and promote various wellness activities throughout the year.
- Expanded member knowledge by attending virtual trainings; Healthy Worksite Summit and Wellness Forum to gain insight about wellness philosophy and learn new ways to improve our Wellness program.
- Created a wellness committee name “Wellness Matters” and graphic icon which we used on promotional materials, flyers, cover-to-cover articles and campaigns to highlight the committee’s activities.
- Held four successful virtual wellness campaigns. Three were AWC campaigns: Wellness Award, Race to the Finish and Walk with Friends. We also created an independent program in July which focused on connecting to a cause identifying multiple volunteer opportunities for staff within our community and coordinated dates staff could work at Mother Earth Farm which provides produce benefiting Pierce County food pantries.
- We promoted staff participation in three Naturally Slim/Wonder programs offered by AWC throughout the year.
- Our “Socktober” campaign collected two 55-gallon barrels of socks which was donated to the Tacoma Rescue Mission. We also collected toys in December which were donated to Toys for Tots.
- We developed three Bulletin Board campaigns to inform staff about health/wellness topics throughout the year. Materials were displayed on staff bulletin boards and staff web which focused on seasonal fruit shopping, health and wellbeing tips for each season, activities to keep you moving, habits to cultivate happiness, mindfulness and sleep tips.
- We promoted Wellness awareness through 31 articles written by committee members and published in our weekly Cover To Cover newsletter. The articles covered a wide range of wellness topics including preventing burnout, mental health awareness, easy ways to reduce stress, mindfulness and getting outdoors and active.

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- We educated employees about AWC’s Healthy Decisions program and published monthly articles highlighting medical, dental, vision and life plan benefits in our weekly Cover To Cover newsletters to encourage employees to take full advantage of their benefits.
  - We promoted wellness programs through the Castlight app and internal activities, achieving 58% participation and earned a \$500 mini-grant. We used the mini-grant award to purchase reusable shopping bags and packages of sanitary wipes printed with our committee name “Wellness Matters” and logo for all staff members.

Our Wellness Committee consists of 25 members, who have worked hard to plan and champion these activities as we navigated the continually changing health and safety rules of COVID and restored public service to our community. Our wellness committee continues to accomplish committee work and program promotion virtually and in person. This was accomplished with the full support of our leadership team, managers and supervisors who encouraged staff participation in wellness activities at all 20 locations.

We are very excited to have completed a successful application for 2021 and to be a recipient of the Association of Washington Cities’ 2022 WellCity Award for the eighth year in a row! We will receive a 2% rebate on next health care premiums in 2023.

The Wellness Committee is already at work on our 2022 campaigns and operating plan. Our work in 2022 will include:

- An updated Wellness Committee Program Charter and operating plan to organize the work for 2022.
- Based on staff feedback, we will focus on providing education and resources to help staff manage stress and mental health wellbeing in 2022. We also look forward to collaborating with other Library committees such as the Safety Committee, Culture Forward and other departments to support staff as they implement the Library’s 2022 initiatives and programs.
- We will take an in-depth look at staff interests and needs expressed in the 2022 Wellness Survey (released in February). Committee members will help identify and plan programs and activities to offer throughout the year that supports Library work.
- We plan to expand on last years’ volunteer opportunities program by partnering with a community organization, such as Habitat for Humanity, to coordinate a one day volunteer event for system wide participation. We will also explore and communicate other volunteer events happening within the communities the library serves.
- We plan to earn and use the \$500 mini-grant in 2022, to fund efforts to incentivize staff participation in wellness activities.
- Launch wellness walking campaigns: “Odyssey Challenge” and a fall walking program (TBA).
- Promote the Castlight app (mobile & on-line program) with a variety of choices for employees to engage in healthy activities to earn their annual Wellness Award. (50% participation earns the Library a 2% discount on 2023 medical premiums).
- Attend the Healthy Worksite Summit conference and wellness networking forums.
- Submit AWC’s WellCity application for 2022.

The ongoing work of the PCLS Wellness Committee and the opportunities it provides for staff shows our continued dedication to building a workplace culture where employee health is valued and supported.

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Our Wellness Program continues to engage and educate staff by providing a range of activities to meet individual levels of interest and to help improve our staff's overall health and wellbeing. Our ability to maintain participation percentages in wellness activities each year demonstrates the success of our program, and shows the importance of continuing to provide education and activities focused on health/wellness. Through our program and targeted communications throughout the year, we believe our staff understand the importance of maintaining healthy habits at work and home, and have utilized the many benefits our healthcare plans offer. This helps the Library and AWC achieve our goal of helping to reduce the overall cost of healthcare for the Library and to the AWC Trust group.

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

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# MEMO



Date: April 13, 2022  
To: Chair Jamilyn Penn and Members of the Board of Trustees  
From: Dean Carrell, Foundation Director  
Subject: Library Giving Day 2022

Library Giving Day began three years ago as a Washington State-based collaborative initiative between Seattle Public Library, King County Library System, and Pierce County Library System, and grew nationally from there.

As Pierce County Library System makes the transition from engaging with customers primarily on a digital platform, to welcoming people back into library locations, COVID-19 continues to influence Library Giving Day messaging and strategy. With the increase in online engagement during the pandemic, the digital component of the campaign remains key to connecting with donors and potential donors. The 2022 multi-channel campaign includes well-timed electronic and direct mail appeals to Foundation constituents and Library customers.

Here are a few highlights of Library Giving Day 2022:

- Our vision is to continue to build awareness, renew and increase giving from existing donors, and to acquire new donors through a focused digital campaign, supported by an expanded direct mail appeal.
- Our audience is a blend of Foundation constituents and PCLS customers. With unique messaging for each group, they are being invited to:
  - become new donors, increasing their impact through a matching gift challenge;
  - renew or increase donations made in prior years; or to
  - make a one-time gift in addition to their 2022 giving for this special campaign.
- We are utilizing website promotion (Foundation and PCLS webpages), social media (Facebook and Twitter), emails, and in-branch materials (posters and curbside flyers) to draw attention to this year's campaign.

## Our Goal

- To raise \$75,000 utilizing \$10,000 in matching gifts

## Our Results

- TBD: this memo was written prior to the April 6 Library Giving Day. More complete fundraising results can be reported during April 13 Board meeting.

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# MEMO

Date: March 22, 2022

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

From: Mary Getchell, Marketing and Communications Director

Subject: Marketing and Communications Quarter 2 2022 Focus: Welcome (back) to Your Library

As part of the Pierce County Library System's 2022 Marketing and Communications Plan, the Library selects one primary service to focus the public's attention each quarter. For the second quarter of 2022, the Library System is developing and deploying marketing and communications tactics welcoming people back to their Pierce County Library – for the first time or for the first time in a couple months/years. The second quarter marketing and communications plan focuses on Pierce County Libraries welcoming all people to visit and enjoy services and uses the theme the Library System is the heart of the community, with buildings set up to safely serve residents, and skilled staff to support learning and enjoyment.

The Marketing and Communications Department is employing a variety of marketing and communications tactics and channels to inform and engage audiences, including owned, earned, and paid channels:

- Posters
- Flyers
- Bookmarks
- Banners
- Website
- Video
- E-newsletter articles
- Guerrilla marketing (by Customer Experience)
- Social media marketing and advertising
- Bus ads
- Digital advertising
- Pandora advertising
- KNKX advertising
- Spanish radio advertising
- Newspaper advertising
- Direct mail
- Incentives (enter to win an iPad thanks to a contribution from the Pierce County Library Foundation)
- And many other assets

## Communications and marketing goals:

1. Engage audiences with the knowledge Pierce County Libraries are open.
2. Position Pierce County Library as leader in inspiring imagination, fostering the love of reading and discovering new interests through an extensive and diverse choice of books, movies, and other materials.
3. Inform people how reading helps offset the pressures of daily life and helps reduce stress, which many people are experiencing with the pandemic and resulting economic downturn. Inspire excitement; build support for, visits to library buildings, and use of library services.
4. Inspire excitement and build support for visits to library buildings and use of library services.

On March 14, 2020, the Pierce County Library System closed its buildings to the public to help slow the spread of COVID-19. In August 2020, the Library System started offering curbside service. In fall 2020, the Library created and implemented a marketing plan to raise awareness and use of curbside services, which yielded an increase of 32% of Library curbside customers making appointments and a 52% increase in the number of holds customers placed on books and other materials for curbside pickup. When the library buildings started

to re-open in February 2021 with limited technology services and then in summer 2021 with more in-building services, the Library System developed and implemented a communications plan to inform communities it was open. The Library System strategically held investing in marketing assets to welcome people back to libraries.

As Pierce County residents continue to live and work with the pandemic, the timing is ripe to market libraries are open and welcome people to visit and use their Pierce County Library. Now, the Library System is investing in marketing tactics to engage audiences with the knowledge the Pierce County Library is open as well as inspiring excitement; building support for visits to library buildings and use of library services. The campaign will run May-June.

**Welcome (Back) to Your Library Q2 2022  
Marketing and Communications Focus  
Marketing and Communications Plan  
February 24, 2022  
Prepared by Mary Getchell**

## **Opportunity**

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- On March 14, 2020, the Pierce County Library System closed its buildings to the public to help slow the spread of COVID-19.
- The Library System continued offering online books and services, as well as adding to these offerings.
- In June 2021, the Library System began a rolling opening of 19 of its 20 libraries and offered in-building services of browsing and checking out books and using technology. The Library created and implemented a communications plan to gain the public's awareness and use of the services, and the Library System communicated continuously about the reopening using a variety of assets.
- As the library buildings reopened, the public has been slow to return to visiting the libraries and using services. Not all locations were open by July 31, 2021; however, the Library offered curbside at 19 of 20 locations.
- Comparing July 2019 (when all buildings were open) with July 2021 (with most buildings open and 19 open for curbside service), overall checkouts (including printed books and physical materials and online books and materials) were down 40%: July 2019-546,122 and July 2021-329,946.
- Comparing the same timeframe for visits to libraries showed a decrease of 74%, with July 2019-200,891 and July 2021-52,133.
- This decline parallels other library systems.
- This reduction gives the Pierce County Library significant opportunity to welcome people (back) to libraries.
- Strategically, the Library System has implemented numerous communications activities to inform the public the library buildings are open and encourage people to visit the libraries.
- In addition, strategically, the Library System has not invested in marketing tactics to raise the public's awareness and inspire them to visit the libraries.
- As Pierce County residents continue to live and work with the pandemic, the timing is ripe to market libraries are open and welcome people to visit and use their Pierce County Library.
- **Marketing and communications timeframe:**
  - **Develop materials:** February-April 2022.
  - **Implement:** May-June 2022.



## Background

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Marketing services during the pandemic has achieved increased awareness and use of library services. In August 2020, the Library System started offering curbside service. The Library created and implemented a marketing plan to raise awareness and use of curbside services. The marketing efforts yielded an increase of 32% of Library curbside customers making appointments and a 52% increase in the number of holds customers placed on books and other materials for curbside pickup.

## Communications Goals

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1. Engage audiences with the knowledge Pierce County Libraries are open.
2. Strategically position Pierce County Library as a leader in inspiring imagination, fostering the love of reading and discovering new interests through an extensive and diverse choice of books, movies, and other materials.
3. Inform people how reading helps offset the pressures of daily life and helps reduce stress, which many people are experiencing with the pandemic and resulting economic downturn.
4. Inspire excitement; build support for visits to library buildings and use of library services.

## Target Audiences

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- Pierce County Library's Board of Trustees
- Pierce County Library staff
- Public-Pierce County residents:
  - Families
  - Individuals who are asset limited or Asset Limited, Income Constrained, and Employed (ALICE). United Ways of the Pacific Northwest's 2020 "ALICE in Washington: A Financial Hardship Study" showed 12% (36,274 households) lived in poverty and 22% (66,503 households) were ALICE. These numbers include Tacoma and all of Pierce County, not exclusively the Library's service area.
  - Diverse communities. Pierce County data shows 10% Hispanic, 7% Black, and 6% Asian race and ethnicity. These numbers include Tacoma and all of Pierce County, not just the Library's service area.

## **Strategy**

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The marketing and communications plan calls for focusing efforts on the local libraries being a central part of communities, with buildings set up to safely serve residents with skilled staff to support learning, enjoyment, and community. From a place with early learning materials and books and movies to help reduce stress to spaces to help people who have been socially isolated, Pierce County Libraries are welcoming to all people.

Employ a variety of marketing and communications tactics to inform audiences that their libraries are open and welcome all people. Use multiple marketing and communications tactics to feature the ease and safety of visiting libraries. From collateral and guerrilla marketing to print, radio, digital, and bus advertising, as well as direct mail to all households, the Library System will develop and execute numerous marketing assets to inform and engage audiences.

Communications staff will harness testimonies from the public to help share their stories of the benefit and value of the Library. In addition, to entice people to visit their Pierce County Library, people may enter to win one of three iPads, thanks to a contribution from the Pierce County Library Foundation.

## **Primary Messengers**

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- All Staff

## **Messages/Message Elements**

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Note messages include a mix of second and third person voice.

Messages will build toward marketing materials and for use in larger format communications, such as e-newsletter articles, and web page(s).

### **Key Messages**

1. Welcome (back) to your Pierce County Library.
2. If this is your first visit to your Pierce County Library, welcome in!
3. If this is your first visit in the past couple of years, welcome back!
4. Your library is a central part of your community, with a building set up to safely serve and skilled staff to support learning, enjoyment, and community.
5. Your Library System sparks success for Pierce County residents and communities.

6. Your library is your free, all access pass to learning, enjoyment, and community.
7. All people are welcome at the Pierce County Library.
8. With 19 open libraries, the Library System provides learning resources for all ages; delivers books, materials, and classes for enjoyment; and offers welcoming places and spaces for diverse communities to connect.
9. Your library offers early learning books and materials, books and movies to help reduce stress, and spaces to help people who have been socially isolated during the COVID-19 pandemic.
10. Your Pierce County Library System supports growth and curiosity. It prepares preschoolers, babies, and toddlers to learn, so children enter kindergarten ready to learn. Your Pierce County Library is a leader in early learning. The libraries are print-rich environments, which are linked to the health of children, families, and communities. Printed/physical books prepare children for school success, in particular in math and sciences.
  - From Science to Go with books and activities for children, the Library System offers a variety of events and classes and online resources to bolster STEAM skills and interests for all ages.
  - The Job + Business services help people develop their technology skills, improve their career marketability to get jobs, and give them resources to start or grow their small business.
11. Your Library System helps people enjoy their free time. It inspires imaginations through an extensive and diverse selection of books, movies and other materials, so people discover outlets to offset the pressures of daily life and relax.
  - Fostering a love of reading, as well as supporting and encouraging people to read more and Enjoy BOOKS! the Library offers many reading and enjoyment services.
  - Always at the core of the Library System is reading – from personal reading shoppers to e-newsletters with reading recommendations, Read to a Dog to build children’s reading skills, and other ways to engage and connect people with reading.

12. Your Library System connects and strengthens communities. It brings people together around shared interests and activities, so people are engaged in their thriving community and optimistic about their community's future.

- The Library System activates Pierce County communities with welcoming, inclusive civic buildings and online spaces, so people have a sense of belonging and embrace the diversity of their community.
- The Library connects people with information and community resources to help navigate life's challenges.

13. The pandemic has fostered isolation. In the library, people can see others, in a socially distanced space.

14. The Library System has taken numerous safety measures to help reduce the spread of COVID-19. Plexiglas separates many areas in the buildings. Staff sanitizes the buildings continuously.

15. Visit your library today. Learn. Enjoy. Connect with your community, in a socially distanced space.

16. Enter to win one of three iPads, thanks to a contribution from the Pierce County Library Foundation.

### **Additional Messages**

1. The Library is committed to demonstrating and delivering value to community members and to earn the public's continued confidence and trust.
2. Today, the Library System offers one million books and movies (661,000 books, movies and other materials on library shelves and 363,000 online/downloadable items). It also offers computers with high-speed Internet access and free Wi-Fi.
3. The Library offers extensive and ever-expanding international/world language choices of books to reflect the interests and needs of diverse communities with materials available in multiple languages.

**Welcome (Back) to Your Library Q2 2022 Marketing and Communications  
Focus  
Marketing and Communications Plan  
February 24, 2022  
Prepared by Mary Getchell**

**Activities/Tactics**

<b>Tactic</b>	<b>Audience</b>	<b>Lead Staff</b>	<b>Target Date</b>
Identify, contact, cultivate testimonials, for use in communications (e.g. e-newsletter, web page, social media marketing)	Public	Heather Hernandez	February 2022
Video highlighting services and run on YouTube, website, social media, e-newsletter. Research welcoming theme options, such as "Welcome Back Kotter"...	Public Customers Potential Customers	Heather	March-April produce May 1 live
Remove curbside banners/yard signs, as they may have some confusion with the public that is the only/primary service at the library, as the library buildings were closed to the public for more than a year. Retain sandwich boards.  Move curbside pickup tables away from front doors, to help reduce appearance that Library Curbside is the main service, and emphasize We are Open Come on in!	Public Customers Potential Customers	Mary/Connie Behe/Customer Experience Supervisors	March
Board memos	Board of Trustees	Mary/Heather	March/April August

Tactic	Audience	Lead Staff	Target Date
Staff Web image	Staff	Carol Sheehan	March-April produce May 1 live
Cover to Cover Articles	Staff	Heather/Mary/Somer Hanson	April 29, June 3, August
Public web home page ad	Public	Mary/Carol/Nicole Milbradt/IT post	March-April produce May 1 live
Lawn banners at Gig Harbor, Lakewood, Parkland/Spanaway, and South Hill Pierce County Libraries	Public	Mary/Carol	March-April produce May 1 live
Update Your Library, Reimagined web page, to align with marketing and communications plan and materials Include cover image of library services video and link to it. Include messages highlighting customers' testimonials Thank you to the Pierce County Library Foundation for funding iPad giveaways.	Public	Nicole	April produce May 1 live
Flyers for in-library, curbside bags and guerrilla marketing Translate into Spanish and Korean	Customers Potential customers	Mary writes/Carol designs Troy prints, distributes	March-April produce May 1 live

Tactic	Audience	Lead Staff	Target Date
Thank you to the Pierce County Library Foundation for funding iPad giveaways.	Pierce County residents: <ul style="list-style-type: none"> <li>▪ Families</li> <li>▪ Asset Limited</li> <li>▪ Diverse communities</li> </ul>	and puts in stores	
Bookmarks inserted into holds pickup items, displayed in libraries Thank you to the Pierce County Library Foundation for funding iPad giveaways.	Customers Potential customers Pierce County residents: <ul style="list-style-type: none"> <li>▪ Families</li> <li>▪ Asset Limited</li> <li>▪ Diverse communities</li> </ul>	Mary writes/Carol designs Troy prints, distributes and puts in stores	March-April produce May 1 live
Posters for stand-up displays, sandwich boards, and, Fife/Milton/DuPont Library posters in windows Thank you to the Pierce County Library Foundation for funding iPad giveaways.	Customers Potential customers	Mary/Carol	March-April produce May 1 live
Polaris-generated email message	Customers	Nicole	April produce May 1 live
Library event script (introduction only)	Customers	Nicole	April

Tactic	Audience	Lead Staff	Target Date
			produce May 1 live
Google My Business profile	Public	Nicole	April produce May 1 live
Guerrilla marketing of flyers to reach asset limited households-nonprofit partners such as apartment complexes-especially new developments, churches, food banks, Sound Outreach, Goodwill, South Sound 2-1-1, United Way's Centers for Strong Families, low-income housing service providers, laundry mats, public health clinics, etc.	Customers Potential customers Potential customers Pierce County residents: <ul style="list-style-type: none"> <li>▪ Families</li> <li>▪ Asset Limited</li> <li>▪ Diverse communities</li> </ul>	Mary/Customer Experience Supervisors	May 1, live
Place flyer in PeachJar	Families	Somer	May 1
E-newsletter articles Link to library services video Include customers' testimonials/stories Thank you to the Pierce County Library Foundation for funding iPad giveaways.	Public	Heather	March-April produce May live June live
Social media messages	Public	Heather/Nicole	April



Tactic	Audience	Lead Staff	Target Date
Explore hashtag (#library) Include message linking to library services video Include message highlighting customers' testimonials/stories			produce May-June, bi-weekly
Convert home page ad Facebook and Twitter posts, Facebook, Twitter, LinkedIn, YouTube covers pages	Public	Nicole	April produce May 1 live
Direct ask to partners and request their sharing information to partners such as Asia Pacific Cultural Center, Tacoma Urban League, Korean Women's Association, Centro Latino, Black Collective, etc. Share flyer, ask to share social media posts, information via e-newsletters, posting flyer at locations	Diverse communities	Anna Shelton/Connie	May
Spanish radio ads and digital images	Public Diverse communities, Spanish-speakers	Heather	March-April produce May 1 live
KNKX ads	Public Customers Potential Customers Families Asset Limited Diverse	Heather	March-April produce May live

Tactic	Audience	Lead Staff	Target Date
	communities		
KNKX Sponsor Spotlight for 2022, with 40 promotional messages on KNKX radio and KNKX.org, yielding 40,000-300 x 250 digital impressions on KNKX.org. 50 word advertorial and inclusion in KNKX e-newsletter.	Public Customers Potential Customers Families Asset Limited Diverse communities	Heather	March-April produce May live
TNT Print and digital ads + digital ads managed through TNT	Public Customers Potential customers Pierce County residents: <ul style="list-style-type: none"> <li>▪ Families</li> <li>▪ Asset Limited</li> <li>▪ Diverse communities</li> </ul>	Mary/Carol	March-April produce May live
Pandora	Public Customers Potential customers	Heather/Carol	March-April produce May live
Bus ads	Public	Mary/Carol	March-April

Tactic	Audience	Lead Staff	Target Date
	Customers Potential customers Pierce County residents: <ul style="list-style-type: none"> <li>▪ Families</li> <li>▪ Asset Limited</li> <li>▪ Diverse communities</li> </ul>		produce May - September live
Facebook and Instagram advertising	Public Customers Potential customers Pierce County residents: <ul style="list-style-type: none"> <li>▪ Families</li> <li>▪ Asset Limited</li> <li>▪ Diverse communities</li> </ul>	Nicole/Carol	April produce May live
Direct mail to all households Thank you to the Pierce County Library Foundation for funding iPad giveaways.	Public Customers Potential customers Pierce County residents	Mary/Carol	March-April produce Drop week of May 9

<b>Tactic</b>	<b>Audience</b>	<b>Lead Staff</b>	<b>Target Date</b>
Banner in Wowbrary e-newsletter	Customers	Heather/Somer/Carol	March-April produce May-June live
News item in Wowbrary e-newsletter Thank you to the Pierce County Library Foundation for funding iPad giveaways.	Customers	Heather/Somer	March-April produce May and May
Staff email tagline	Public Customers Potential customers	Heather/Lisa Lyderson	April produce May-June live
Enter to win iPad drawing boxes Thank you to the Pierce County Library Foundation for funding iPad giveaways.	Public Customers Potential customers	Heather/Carol	April produce May 1 live
Enter to win drawing slips Thank you to the Pierce County Library Foundation for funding iPad giveaways.	Public Customers Potential customers	Heather/Carol	April produce May 1 live

## Evaluation

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1. Plan implemented on time and on budget.
2. Engage audiences with the knowledge Pierce County Libraries are open. Inspire excitement; build support for, visits to library buildings and use of library services.
  - Visits to libraries increase by 2%, compared with March-April 2022
  - iPad drawing entries: 500
3. Position Pierce County Library as leader in inspiring imagination, fostering the love of reading and discovering new interests through an extensive and diverse choice of books, movies, and other materials.
  - Social media engagement:
    - Reach: meet or exceed industry standard
    - Engaged: meet or exceed industry standard
  - Marketing e-newsletter open rate: meet or exceed industry standard
  - Digital advertising: meet or exceed industry standard
  - Video views: meet or exceed industry standard
4. Inform people how reading helps offset the pressures of daily life and helps reduce stress, which many people are experiencing with the pandemic and resulting economic downturn. Inspire excitement; build support for, visits to library buildings and use of library services.
  - Checkouts increase by 2%, compared with March-April 2022

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# MEMO



Date: April 5, 2022

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

From: Georgia Lomax, Executive Director

Subject: 2022 Public Meeting Legislation

In March, Governor Jay Inslee signed two pieces of legislation related to public meetings that apply to the Pierce County Library System's Board of Trustees. These laws are effective June 9, 2022.

ESHB 1329: Concerning public meeting accessibility and participation.

This law requires governing bodies to:

- Provide opportunity for public comment at or before every regular meeting where final action is taken. (The Library already complies.)
- Provide opportunity for an individual to offer remote oral comment at a physical meeting upon request, if feasible. (The Library is able to do this.)
- Allow the public to listen in real time and at no cost to meetings held remotely. (The Library already complies.)
- Post agendas online for regular meetings and for special meetings held remotely. (The Library already complies.)

The law encourages public agencies to:

- Provide remote access to governing body meetings, and to record and post recordings of meetings online for at least six months. (The Library does not currently have the technology to provide remote access to an in-person board meeting.)

ESHB 1630: Establishing restrictions on the possession of weapons in certain locations.

This bill makes it unlawful for a person to knowingly open carry a weapon while in a city, town, county, or other municipality building used in connection with meetings of the governing body of that jurisdiction, or at any location during the meeting or hearing that a governing body is holding.

This applies to the locations where the Library Board meets, during the conduct of that meeting. The Library must post a sign providing notice of the restriction while it is in effect.

Because other jurisdictions use the Library's meeting rooms from time to time for their governing body meetings, the restriction will apply to the meeting room in use at those times. Those jurisdictions will be responsible for posting the appropriate signage.

This restriction does not apply to concealed carry of a weapon by a person with a valid concealed weapon license, or to law enforcement or members of the armed services when on official duty.

The Library's Marketing and Communications Department will have signs prepared for use when the Board of Trustees meets in person.

# Executive Session

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

# Unfinished Business



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# MEMO



Date: April 5, 2022

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

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

Subject: Executive Director Employment Agreement

Gretchen Caserotti has accepted the offer of employment and will start with PCLS on May 16, 2022. We will need to finalize her Employment Agreement and authorize approval for signature as a part of this meeting.

***Motion: To authorize Board Chair Jamilyn Penn to sign the employment agreement between Pierce County Library System and Gretchen Caserotti.***

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# MEMO

Date: April 7, 2022

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

From: Clifford Jo, Finance & Business Director

Subject: Executive Consultant Agreement

The Board and outgoing Executive Director Georgia Lomax have agreed for her to provide executive consultative services to the Library for two general areas:

- Summer Library project development; and
- Executive Director transitioning from her to Gretchen Caserotti.

The Agreement provides executive consultation services to occur through December 31, 2023. Because this agreement is being executed while Georgia is still employed as the Executive Director, approval will require a Board motion. The Agreement's effective date will begin May 16, 2022, with the start of the next executive director's employment. Georgia's last day as a Library employee is May 4, 2022. Once the Agreement is approved, the Library will create a purchase order according to the terms agreed upon and consistent to Library purchasing policies.

***Motion: Authorize Jamilyn Penn, as Board Trustee Chair, to negotiate, approve, and sign an Agreement between the Library and Georgia Lomax.***

**Pierce County Library FYI Packet**  
**Link List**  
**April 13, 2022**

**Pierce County Library in the News**

- [Pierce County Library System Invites Public to Virtually Meet Executive Director Finalists](#) – South Sound Magazine
- [Public can meet Pierce library boss finalists](#) – The Senior Scene
- [Pierce County Library Board selects Gretchen Caserotti as executive director](#) – Suburban Times (and NewsBreak)
- [WSDOT wants input on strategies to improve I-5 corridor from Tumwater to Dupont](#) – The Olympian (PCLS mentioned as a library that provided free Wi-Fi access)
- [County Checks Out 1.9 Million Digital Books](#) – Tacoma Weekly (and Margarethooks Books in March)