

**AGENDA**  
**Regular Meeting of the Pierce County Library System Board of Trustees**  
**June 8, 2022 | 3:30 PM**

Attendees may join in person at 3005 112th St E, Tacoma WA 98446, or virtually via:

- **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>If attending virtually, please submit request to comment in writing (including your full name, address and topic) to <a href="mailto:pmcbride@piercecounitylibrary.org">pmcbride@piercecounitylibrary.org</a> by 3 pm on June 8. 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 May 11, 2022, Regular Meeting</li> <li>2. Approval of May 2022 Payroll, Benefits and Vouchers</li> <li>3. Resolution 2022-09: To Declare Furnishings and Equipment Surplus to Public Service Needs</li> <li>4. Resolution 2022-10: Appointing The Agent To Receive Claims For Damages</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. Inaugural Executive Director Report, Gretchen Caserotti</li> <li>2. Fundraising Performance Report, Dean Carrell</li> <li>3. Metrics Dashboard, Melinda Chesbro</li> <li>4. April Financial Report, Cliff Jo</li> <li>5. Customer Experience Services Report, Connie Behe, Alison Eckes and Kayce Hall</li> </ol>	
3:55 pm	30 min.	<b>Unfinished Business</b>	
		<ol style="list-style-type: none"> <li>1. Lakewood Building Condition, Connie Behe and Melinda Chesbro               <ol style="list-style-type: none"> <li>a. Interim Service Plan/Temporary Branch Development</li> <li>b. Lakewood's Libraries Building Advisory Committee</li> </ol> </li> </ol>	
4:25 pm	10 min.	<b>New Business</b>	
		<ol style="list-style-type: none"> <li>1. 2023 Budget Calendar, Cliff Jo</li> </ol>	
4:35 pm	05 min.	<b>Officers Reports</b>	
		<ol style="list-style-type: none"> <li>1. The Great Resignation – Impacts on PCLS, Chereé Green</li> <li>2. April 2022 Special Election Results, Mary Getchell</li> <li>3. 2022 Fiscal Audit, Cliff Jo</li> <li>4. Buckley Library Site Evaluation Update, Cliff Jo</li> <li>5. 2022 Mid-Year Staff Training and Participation, Melinda Chesbro</li> </ol>	
4:40 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 property matters.</i>	
4:50 pm	05 min.	<b>New Business (cont.)</b>	<b>Action</b>
		<ol style="list-style-type: none"> <li>2. Lakewood Library Lease, Cliff Jo           <ol style="list-style-type: none"> <li>a. Authorization to Sign Letter of Intent</li> <li>b. Authorization for Broker Representation</li> <li>c. Authorization to Extend Architectural Firm Contract</li> </ol> </li> </ol>	
4:55 pm	05 min.	<b>Announcements</b>	
5:00 pm		<b>Adjournment</b>	<b>Action</b>

# Consent Agenda

**BOARD OF TRUSTEES  
PIERCE COUNTY LIBRARY SYSTEM  
MEETING MINUTES – MAY 11, 2022**



**CALL TO ORDER**

Chair Jamilyn Penn called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:31 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.

**PUBLIC COMMENT**

Robert Estrada, President of the Friends of the Lakewood Library, commented on the activities of the Friends support at the Lakewood Library. They will be holding a book sale on May 20, 21, 27 and 28.

**CONSENT AGENDA**

1. Approval of Minutes of April 13, 2022, Special Meeting
2. Approval of April 2022 Payroll, Benefits and Vouchers
3. Administrative Center Library (ACL) Elevator Modernization
4. Resolution 2022-07: To Declare Furnishings and Equipment Surplus to Public Service Needs

*Trustee Jenkins moved for approval of the consent agenda. Trustee Duncan seconded the motion. Motion carried.*

**BOARD MEMBER REPORTS**

Chair Penn welcomed audience member and new Executive Director Gretchen Caserotti to the meeting.

**ROUTINE REPORTS**

Fundraising Performance Report – Foundation Director Dean Carrell reported donations have increased. The Foundation welcomed 55 new donors, with 17 are recurring donors who will contribute a monthly gift throughout the year. The Foundation Board adopted a resolution formalizing a Planned Giving program.

Metrics Dashboard – Deputy Director Melinda Chesbro reported she would provide comparative use statistics to the Board every quarter.

March Financial Report – Director Cliff Jo reported the Library received \$17 million in property taxes on April 30, 2022.

Customer Experience Services Report – Customer Experience Deputy Director Connie Behe reported staff have conducted many community outreach activities over the past month, including engaging with the ALICE community. She expressed the Library's great appreciation for the Friends of the Lakewood Library for the important work they do and the value they bring to the Lakewood community and recognized the impact on Lakewood Library staff during the upcoming closure.

**UNFINISHED BUSINESS**

Lakewood Building Issues – Director Chesbro reported the importance in closing service in the Lakewood Library and plan for temporary services in a new location.

Chair Penn expressed interest in learning how the Library will be addressing staff’s needs in an upcoming report. She also expressed appreciation to the Lakewood Friends and their continued support during this transition. She encouraged the trustees who haven’t visited the Library to do so before the facility closes.

Trustee Sloan added how valuable the Friends have been to the Library in her community.

Director Behe noted over 40 applications were received for the Lakewood Community Advisory Committee and represent a wide variety of diversity in their experiences and work in the Lakewood community. She noted staff and the wider community will have additional opportunities to provide input and feedback. Those community outreach plans are still being developed.

**NEW BUSINESS**

New Executive Director Signing Authority

*Trustee Jenkins moved to approve Resolution 2022-08: To Designate Primary and Alternate Signatory, Investment and Auditing Officers. Trustee Duncan seconded the motion. Motion carried.*

**ANNOUNCEMENTS**

The Friends of Lakewood Library Book Sale will be held the last two Fridays and Saturdays of the month.

**ADJOURNMENT**

The meeting was adjourned at 4:50 pm on motion by Trustee Patel, seconded by Trustee Duncan.

\_\_\_\_\_  
Gretchen Caserotti, Secretary

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

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

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	10071 - 10073	5/6/2022 - 5/20/2022	\$ 3,339.32
Electronic Payments - Payroll & Acct Payable		5/6/2022	\$ 933,910.58
Electronic Payments - Payroll & Acct Payable		5/20/2022	\$ 932,070.54
Accounts Payable Warrants	702840 - 702980	5/2/2022 - 5/27/2022	\$ 1,378,604.05
<b>Total:</b>			<b><u><u>\$ 3,247,924.49</u></u></b>

As of 6.2.2022

**CHECK RECONCILIATION REGISTER**  
**CHECK DATE FROM: 05/01/2022 TO: 05/31/2022**

CHECKING ACCOUNT: 999.000.000.000.111100  
AS-OF DATE: 06/02/2022

EMP #	NAME	ISSUED	CHECK #	AMOUNT
1416	JOHNSON, KJERSTI	05/06/2022	10071	899.11
1418	BIDDLE, LAURA	05/20/2022	10072	1,459.41
1407	ROBERTS, CALVIN	05/20/2022	10073	980.80
TOTAL CHECKS			3	3,339.32

# Ad-hoc bank transaction (Withdrawal)

## PCL\_Company

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

Contact Name: Stacy Karabotsos  
 Contact Phone: 253-548-3451  
 Contact e-mail: [sdkarabotsos@piercecountylibrary.org](mailto:sdkarabotsos@piercecountylibrary.org)  
 Comments: 5/06/22 Payroll

Withdrawal Date: 5/6/2022

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	77,214.42
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	99,542.28
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	23,280.02
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	580,544.20
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	12,052.14
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	49,966.68
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	80,209.78
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	5,894.99
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	2,706.07
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	-
PCL_Company	WA State Support Registry	237100	CC_Library_District	697-00	5100000	1,500.00
<b>Total Deposit</b>						<b>\$ 933,910.58</b>

Certification:

Stacy Karabotsos  
 Signature ( Department Designee)

5/4/2022  
 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: 5/20/22 Payroll

**Withdrawal Date: 5/20/2022**

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	72,493.20
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	61,166.50
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	61,166.50
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	560,004.65
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	35,494.32
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	51,403.27
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	79,803.04
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	5,794.99
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	2,706.07
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	203.60
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	334.40
PCL_Company	WA State Support Registry	237100	CC_Library_District	697-00	5100000	1,500.00
<b>Total Deposit</b>						<b>\$ 932,070.54</b>

Certification:

Stacy Karabotsos  
 Signature ( Department Designee)

5/18/2022  
 Date

Comments:



CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
702840	05/02/2022	PRINTED	163	DEPT OF LABOR & INDUSTRIES	0.00	6,882.50	05/06/2022
702841	05/02/2022	PRINTED	374	EMPLOYMENT SECURITY DEPARTMENT	0.00	7,987.30	05/06/2022
702842	05/02/2022	PRINTED	163	DEPT OF LABOR & INDUSTRIES	0.00	36,371.32	05/06/2022
702843	05/02/2022	PRINTED	374	EMPLOYMENT SECURITY DEPARTMENT	0.00	15,137.63	05/06/2022
702844	05/06/2022	PRINTED	314	AFSCME AFL-CIO	0.00	13,871.29	05/13/2022
702845	05/06/2022	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	2,792.62	05/10/2022
702846	05/06/2022	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	0.00	635.16	05/10/2022
702847	05/06/2022	PRINTED	2291	ADA COMMUNITY LIBRARY	0.00	19.95	05/13/2022
702848	05/06/2022	PRINTED	341	BAKER & TAYLOR	0.00	11,421.83	05/12/2022
702849	05/06/2022	PRINTED	638	CITY OF BUCKLEY	0.00	261.36	05/12/2022
702850	05/06/2022	PRINTED	2238	BYLINE FINANCIAL GROUP	0.00	618.00	05/16/2022
702851	05/06/2022	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	93.52	05/12/2022
702852	05/06/2022	PRINTED	998	CINTAS CORPORATION	0.00	467.42	05/12/2022
702853	05/06/2022	PRINTED	1001	DATA QUEST LLC	0.00	266.00	05/16/2022
702854	05/06/2022	PRINTED	379	E-RATE EXPERTISE INC	0.00	2,587.50	05/16/2022
702855	05/06/2022	PRINTED	365	EBSCO	0.00	468.10	05/11/2022
702856	05/06/2022	PRINTED	369	EHS-INTERNATIONAL INC	0.00	5,158.20	05/11/2022
702857	05/06/2022	PRINTED	374	EMPLOYMENT SECURITY DEPARTMENT	0.00	879.05	05/12/2022
702858	05/06/2022	PRINTED	482	HERMANSON COMPANY LLP	0.00	8,936.38	05/10/2022
702859	05/06/2022	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	1,065.61	05/13/2022
702860	05/06/2022	PRINTED	704	INNOVATIVE INTERFACES INC	0.00	221,706.09	05/10/2022
702861	05/06/2022	PRINTED	710	IRON MOUNTAIN INC	0.00	436.40	05/11/2022
702862	05/06/2022	PRINTED	735	KING COUNTY LIBRARY	79.60	0.00	
702863	05/06/2022	PRINTED	211	MIDWEST TAPE	0.00	9,363.69	05/12/2022
702864	05/06/2022	PRINTED	216	CITY OF MILTON	0.00	676.81	05/17/2022
702865	05/06/2022	PRINTED	1081	NASIM & SONS INC	0.00	8,858.86	05/10/2022
702866	05/06/2022	PRINTED	512	OETC	0.00	118.67	05/16/2022
702867	05/06/2022	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	145.00	05/10/2022
702868	05/06/2022	PRINTED	552	PENINSULA LIGHT CO	0.00	818.55	05/10/2022
702869	05/06/2022	PRINTED	560	PIERCE COUNTY	0.00	280.00	05/16/2022
702870	05/06/2022	PRINTED	563	PIERCE COUNTY RECYCLING	0.00	557.65	05/17/2022
702871	05/06/2022	PRINTED	762	PRINT NW LLC	0.00	11,567.91	05/11/2022
702872	05/06/2022	PRINTED	776	PUGET SOUND ENERGY	0.00	2,358.82	05/11/2022
702873	05/06/2022	PRINTED	792	WASHINGTON WATER SERVICE	0.00	278.62	05/12/2022
702874	05/06/2022	PRINTED	1891	SEATTLE PUBLIC LIBRARY	0.00	17.95	05/20/2022
702875	05/06/2022	PRINTED	2097	SENTINEL PEST CONTROL	0.00	251.18	05/26/2022
702876	05/06/2022	PRINTED	272	STATE AUDITORS OFFICE	0.00	3,564.27	05/11/2022
702877	05/06/2022	PRINTED	273	TOWN OF STEILACOOM	0.00	1,357.10	05/11/2022
702878	05/06/2022	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	1,177.50	05/13/2022
702879	05/06/2022	PRINTED	2015	WEX BANK	0.00	3,695.84	05/11/2022
702880	05/09/2022	PRINTED	335	AWC EMPLOYEE BENEFIT TRUST	0.00	257,836.51	05/17/2022

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
702881	05/13/2022	PRINTED	341	BAKER & TAYLOR	0.00	14,052.69	05/19/2022
702882	05/13/2022	PRINTED	432	CITY OF BONNEY LAKE , WA	0.00	296.35	05/17/2022
702883	05/13/2022	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	319.92	05/20/2022
702884	05/13/2022	PRINTED	460	GRAY MEDIA PRODUCTIONS LLC	0.00	2,350.00	05/17/2022
702885	05/13/2022	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	38.96	05/19/2022
702886	05/13/2022	PRINTED	1886	LAMAR COMPANIES	0.00	1,518.00	05/17/2022
702887	05/13/2022	PRINTED	211	MIDWEST TAPE	0.00	8,350.06	05/17/2022
702888	05/13/2022	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	0.00	965.40	05/20/2022
702889	05/13/2022	PRINTED	1037	PIERCE COUNTY SEWER	0.00	1,263.19	05/18/2022
702890	05/13/2022	PRINTED	2269	THE PIPE GUYS	0.00	2,791.25	05/18/2022
702891	05/13/2022	PRINTED	776	PUGET SOUND ENERGY	0.00	800.90	05/18/2022
702892	05/13/2022	PRINTED	61	RICOH USA INC	0.00	2,392.87	05/18/2022
702893	05/13/2022	PRINTED	61	RICOH USA INC	0.00	5,354.99	05/19/2022
702894	05/13/2022	PRINTED	2097	SENTINEL PEST CONTROL	229.60	0.00	
702895	05/13/2022	PRINTED	284	SUMMIT WATER & SUPPLY CO	0.00	193.09	05/18/2022
702896	05/13/2022	PRINTED	581	TILLICUM COMMUNITY SERVICE CEN	0.00	5,482.42	05/18/2022
702897	05/13/2022	PRINTED	579	TK ELEVATOR	0.00	1,966.25	05/19/2022
702898	05/13/2022	PRINTED	672	CITY OF UNIVERSITY PLACE	0.00	158.04	05/18/2022
702899	05/13/2022	PRINTED	605	US BANK	0.00	324,627.82	05/19/2022
702900	05/13/2022	PRINTED	811	WCP SOLUTIONS	0.00	1,042.82	05/17/2022
702901	05/13/2022	PRINTED	1092	XIOLOGIX LLC	0.00	78,173.48	05/17/2022
702902	05/13/2022	PRINTED	61	RICOH USA INC	0.00	225.70	05/18/2022
702903	05/20/2022	PRINTED	313	AFLAC	3,779.82	0.00	
702904	05/20/2022	PRINTED	684	COLONIAL SUPPLEMENTAL INSURANC	174.00	0.00	
702905	05/20/2022	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	2,747.62	05/27/2022
702906	05/20/2022	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	0.00	635.16	05/23/2022
702907	05/20/2022	PRINTED	613	VOLUNTARY EMPLOYEES' BENEFICIA	0.00	16,539.06	05/27/2022
702908	05/20/2022	PRINTED	341	BAKER & TAYLOR	0.00	19,338.03	05/26/2022
702909	05/20/2022	PRINTED	2294	MARIANNE BINETTI	500.00	0.00	
702910	05/20/2022	PRINTED	642	BUILDINGWORK LLC	0.00	4,719.70	05/24/2022
702911	05/20/2022	PRINTED	1036	CATALYST WORKPLACE ACTIVATION	0.00	11,422.85	05/24/2022
702912	05/20/2022	PRINTED	2304	JUSTINA CHEN	0.00	500.00	05/24/2022
702913	05/20/2022	PRINTED	998	CINTAS CORPORATION	0.00	934.84	05/27/2022
702914	05/20/2022	PRINTED	124	CONSOLIDATED TECHNOLOGY SERVICES	0.00	595.19	05/27/2022
702915	05/20/2022	PRINTED	155	DELL MARKETING LP	0.00	72,614.90	05/27/2022
702916	05/20/2022	PRINTED	1885	D'MARIO CARTER	375.00	0.00	
702917	05/20/2022	PRINTED	369	EHS-INTERNATIONAL INC	0.00	9,930.00	05/25/2022
702918	05/20/2022	PRINTED	399	CITY OF FIFE	0.00	1,062.24	05/24/2022
702919	05/20/2022	PRINTED	402	FIRGROVE MUTUAL WATER COMPANY	0.00	259.50	05/27/2022
702920	05/20/2022	PRINTED	446	CITY OF GIG HARBOR	0.00	1,299.17	05/25/2022
702921	05/20/2022	PRINTED	2116	TARA GOEDJEN	0.00	450.00	05/27/2022

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
702922	05/20/2022	PRINTED	482	HERMANSON COMPANY LLP	0.00	417.79	05/24/2022
702923	05/20/2022	PRINTED	2302	HIGH PLAINS LIBRARY DISTRICT	29.99	0.00	
702924	05/20/2022	PRINTED	703	INGRAM LIBRARY SERVICES	54.96	0.00	
702925	05/20/2022	PRINTED	1886	LAMAR COMPANIES	0.00	1,755.00	05/24/2022
702926	05/20/2022	PRINTED	2301	LINCC	17.00	0.00	
702927	05/20/2022	PRINTED	2303	MARTHA BROCKENBROUGH	0.00	500.00	05/25/2022
702928	05/20/2022	PRINTED	510	OCLC INC	0.00	1,794.97	05/26/2022
702929	05/20/2022	PRINTED	520	CITY OF ORTING	0.00	204.01	05/26/2022
702930	05/20/2022	PRINTED	552	PENINSULA LIGHT CO	0.00	1,602.68	05/24/2022
702931	05/20/2022	PRINTED	762	PRINT NW LLC	0.00	23,202.80	05/24/2022
702932	05/20/2022	PRINTED	61	RICOH USA INC	0.00	94.60	05/25/2022
702933	05/20/2022	PRINTED	1891	SEATTLE PUBLIC LIBRARY	18.95	0.00	
702934	05/20/2022	PRINTED	2097	SENTINEL PEST CONTROL	688.94	0.00	
702935	05/20/2022	PRINTED	1219	SONITROL PACIFIC	0.00	2,205.50	05/24/2022
702936	05/20/2022	PRINTED	284	SUMMIT WATER & SUPPLY CO	0.00	328.75	05/24/2022
702937	05/20/2022	PRINTED	287	SUPERIOR SAW & SUPPLY, INC.	0.00	22.17	05/24/2022
702938	05/20/2022	PRINTED	1814	ASHLEY CRUTE	0.00	200.00	05/24/2022
702939	05/20/2022	PRINTED	595	TYLER TECHNOLOGIES INC	0.00	350.00	05/25/2022
702940	05/20/2022	PRINTED	811	WCP SOLUTIONS	0.00	528.46	05/24/2022
702941	05/20/2022	PRINTED	2193	WETHERHOLT AND ASSOCIATES INC	0.00	1,751.46	05/26/2022
702942	05/27/2022	PRINTED	2143	AWARDCO INC	1,718.00	0.00	
702943	05/27/2022	PRINTED	341	BAKER & TAYLOR	26,927.94	0.00	
702944	05/27/2022	PRINTED	1088	KAREN BROOKS	857.60	0.00	
702945	05/27/2022	PRINTED	1036	CATALYST WORKPLACE ACTIVATION	250.00	0.00	
702946	05/27/2022	PRINTED	657	CENGAGE LEARNING INC / GALE	1,609.42	0.00	
702947	05/27/2022	PRINTED	669	CHUCKALS INC	1,713.36	0.00	
702948	05/27/2022	PRINTED	998	CINTAS CORPORATION	467.42	0.00	
702949	05/27/2022	PRINTED	2298	CINDY DARGAN	50.00	0.00	
702950	05/27/2022	PRINTED	2217	ALICE DARNTON	93.37	0.00	
702951	05/27/2022	PRINTED	2028	DAVIS DOOR SERVICE INC	866.07	0.00	
702952	05/27/2022	PRINTED	379	E-RATE EXPERTISE INC	487.50	0.00	
702953	05/27/2022	PRINTED	382	MISTEL ERICKSON	207.50	0.00	
702954	05/27/2022	PRINTED	703	INGRAM LIBRARY SERVICES	128.36	0.00	
702955	05/27/2022	PRINTED	1963	INTERACTIVE SCIENCES INC	1,674.27	0.00	
702956	05/27/2022	PRINTED	36	LOGIC INTEGRITY INC	7,980.00	0.00	
702957	05/27/2022	PRINTED	1058	GEORGIA LOMAX	87.12	0.00	
702958	05/27/2022	PRINTED	211	MIDWEST TAPE	5,458.55	0.00	
702959	05/27/2022	PRINTED	2297	AMANDA MOORE	177.74	0.00	
702960	05/27/2022	PRINTED	227	MOUNTAIN MIST	44.70	0.00	
702961	05/27/2022	PRINTED	1081	NASIM & SONS INC	7,738.18	0.00	
702962	05/27/2022	PRINTED	2299	KATHY NORBECK	40.00	0.00	

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
702963	05/27/2022	PRINTED	2243	GEODESIGN INC	7,507.50	0.00	
702964	05/27/2022	PRINTED	2063	PACIFICA LAW GROUP LLP	3,175.50	0.00	
702965	05/27/2022	PRINTED	776	PUGET SOUND ENERGY	1,595.35	0.00	
702966	05/27/2022	PRINTED	782	XEROX CORPORATION	179.16	0.00	
702967	05/27/2022	PRINTED	61	RICOH USA INC	139.37	0.00	
702968	05/27/2022	PRINTED	2322	SHARON SEABROOK	471.16	0.00	
702969	05/27/2022	PRINTED	2097	SENTINEL PEST CONTROL	305.76	0.00	
702970	05/27/2022	PRINTED	2219	CORY SMITH	238.91	0.00	
702971	05/27/2022	PRINTED	272	STATE AUDITORS OFFICE	1,625.40	0.00	
702972	05/27/2022	PRINTED	290	SURPRISE LAKE SQUARE LLC	15,667.89	0.00	
702973	05/27/2022	PRINTED	1782	BONNIE SVITAVSKY	70.00	0.00	
702974	05/27/2022	PRINTED	590	TRI-TEC COMMUNICATIONS INC	271.70	0.00	
702975	05/27/2022	PRINTED	594	TYLER BUSINESS FORMS	459.22	0.00	
702976	05/27/2022	PRINTED	595	TYLER TECHNOLOGIES INC	5,760.00	0.00	
702977	05/27/2022	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	1,940.36	0.00	
702978	05/27/2022	PRINTED	2008	ZPROCIS SOLUTIONS INC	2,898.00	0.00	
702979	05/27/2022	PRINTED	2327	LATHEEFA ALSTON	0.00	207.50	05/31/2022
702980	05/27/2022	PRINTED	2326	MARY STIMSON	207.50	0.00	
					107,037.74	1,271,566.31	1,378,604.05

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# MEMO



Date: May 31, 2022

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

From: Christina Cintron, Facilities Manager

Subject: Facilities Equipment Surplus and Recycling Request

The Library needs to surplus a number of items that have reached their end-of-life. The PCLS Facilities team continues to carry out regular surplus efforts in keeping with our obligation to maintain our facilities, and be responsible stewards of taxpayer money as well as our environment.

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

**Inventory Removal Mechanism:** With the Board's approval, we will surplus the higher valued items through DES, and we will recycle the remaining equipment through a DES recognized recycling program. See spreadsheet on next page for details.

***ACTION: Move to approve the surplus and recycling of the furnishings, supplies & equipment.***

**FAC Surplus Items LESS THAN \$50 in estimated value**

<b>Quantity</b>	<b>Item</b>
44	Metal-frame chair
41	Upholstered chair
13	Rolling chair
8	Industrial rolling bins
6	Meeting tables
10	Study tables
8	Curbside Cabinets
25	Covid barriers
6	End tables
1	Display racks
2	Lamps
4	Sign holders
10	Book trucks
6	Upholstered foot rest
4	Book drop bin
2	Desk
4	Book display
6	Podium
4	Timers
3	Rolling cart

Item type	Total	Estimated Value (per unit)
Metal-frame chair	44	<\$50
Upholstered chair	41	<\$50
Rolling chair	13	<\$50
Industrial rolling bins	8	<\$50
Meeting tables	6	<\$50
Study tables	10	<\$50
Curbside Cabinets	8	<\$50
Covid barriers	25	<\$50
End tables	6	<\$50
Display racks	1	<\$50
Lamps	2	<\$50
Sign holders	4	<\$50
Book trucks	10	<\$50
Upholstered foot rest	6	<\$50
Book drop bin	4	<\$50
Desk	2	<\$50
Book display	4	<\$50
Podium	6	<\$50
Timers	4	<\$50
Rolling cart	3	<\$50

**RESOLUTION NO. 2022-09**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
PIERCE COUNTY RURAL LIBRARY DISTRICT  
TO DECLARE FURNISHINGS AND EQUIPMENT  
SURPLUS TO PUBLIC SERVICE NEEDS**

**WHEREAS**, the Pierce County Library District has identified items of furnishings and equipment surplus to public service needs of the Library District, and

**WHEREAS**, unless otherwise noted, each item has an estimated value of less than \$50, now, therefore,

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

The item(s) on the attached list be declared surplus and disposed, including but not limited to being sold at public auction and as trade-in value toward replacement.

**PASSED AND APPROVED THIS 8TH DAY OF JUNE, 2022.**

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



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# MEMO



Date: May 20, 2022

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

From: Clifford Jo, Finance and Business Director

Subject: Claims for Damages Resolution

A contact to receive claims for damages is required to be filed with the Pierce County Auditor. Gretchen Caserotti needs to replace Georgia Lomax as the primary contact. This must be done by Board resolution, which I will then file with the Pierce County Auditor along with other required documents.

Attached is a resolution for the Board of Trustees to pass, authorizing the change of contacts.

***Action: Move to Approve Resolution 2022-10, to appoint the agent to receive claims for damages.***

**RESOLUTION NO. 2022-10**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
PIERCE COUNTY LIBRARY SYSTEM APPOINTING THE  
AGENT TO RECEIVE CLAIMS FOR DAMAGES  
PURSUANT TO RCW 4.96.020**

**WHEREAS**, RCW 4.96.020 requires that “The governing body of each local government entity shall appoint an agent to receive any claim for damages made under this chapter” and record the designation with the county auditor “where the entity is located”; and

**WHEREAS**, The Board of Trustees wishes to appoint an agent to receive claims for damages pursuant to RCW 4.96.020, now therefore,

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

1. Georgia Lomax, former Executive Director, is hereby removed as the Pierce County Library System’s Damage Claim Agent, and
2. Gretchen Caserotti, Executive Director, is hereby designated as the Pierce County Library System’s Damage Claim Agent and as such is authorized to receive, on behalf of the Pierce County Library System claim for damages. The Damage Claim Agent may be reached during normal business hours at Administrative Center and Library, 3005 112th Street E., Tacoma, WA 98446-2215, and
3. This designation shall be recorded with the Pierce County Auditors’ office.

**PASSED AND APPROVED THIS 8TH DAY OF JUNE, 2022.**

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

# Routine Reports

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# MEMO



Date: June 1, 2022

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

From: Gretchen Caserotti, Executive Director

Subject: Inaugural Executive Director Report

On my first day at Pierce County Library System, I was warmly welcomed. I want to extend a compliment to the Staff Experience and IT departments who clearly have worked hard to create an organized, thorough onboarding experience for new employees. I had everything I needed and was ready to go on Day One! While learning a new library system, in a new county, in a new state, I am grateful to have such high-quality support in the leaders of PCLS. Many thanks to Executive Assistant Petra McBride for shepherding me through all the systems and facilitating all of my many meetings.

I indicated through my interview process that listening and learning would be my top priorities. The majority of my time during these two weeks has been spent meeting with library leadership, participating in staff training, and learning the organization's systems/processes. I have been able to identify several priorities which will guide me as I develop my first 90-days road map.

These include:

## **Community**

- Meeting community members following a strategic communications plan across the county. Priority will be given to the communities of Lakewood and Sumner due to the current pressing facility projects.
- Attending community and library events, branch tours, presenting at civic clubs and private meetings or phone calls are on the docket.

## **Policies**

- Developing an internal review process and performing a comprehensive review of current policies using an EDI lens.
- Preparing additional training on the First Amendment for the Board of Trustees and library workers as we look to update related policies.

## **Budget/Facilities**

- Understanding the landscape of the Library's finances and projections, as well as the condition of all facilities.
- Identifying the future planning needs in order to provide robust service to our communities.

There are many initiatives already underway to improve our organizational maturity and culture and I will continue to support and get involved in those being led by Deputy Directors Melinda Chesbro and Connie Behe and the Administrative Team. In order to best serve our community and deliver library services, we need to follow through on our commitment to develop and support library staff across the organization. This includes seeing our Equity,

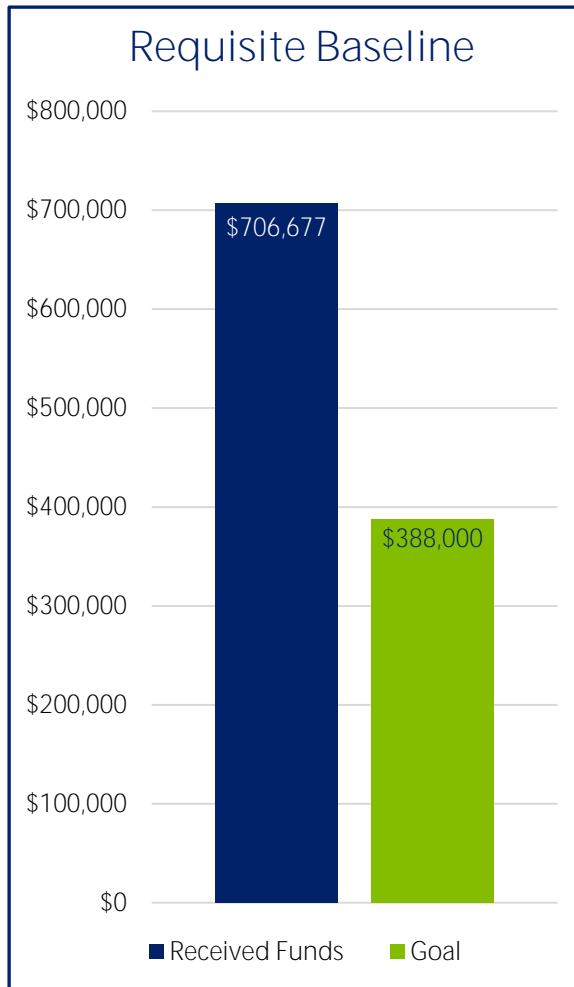
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Diversity, Inclusion project with Effenus Henderson through the first phase which is currently nearing completion and continue recruiting efforts to return to full staffing levels.

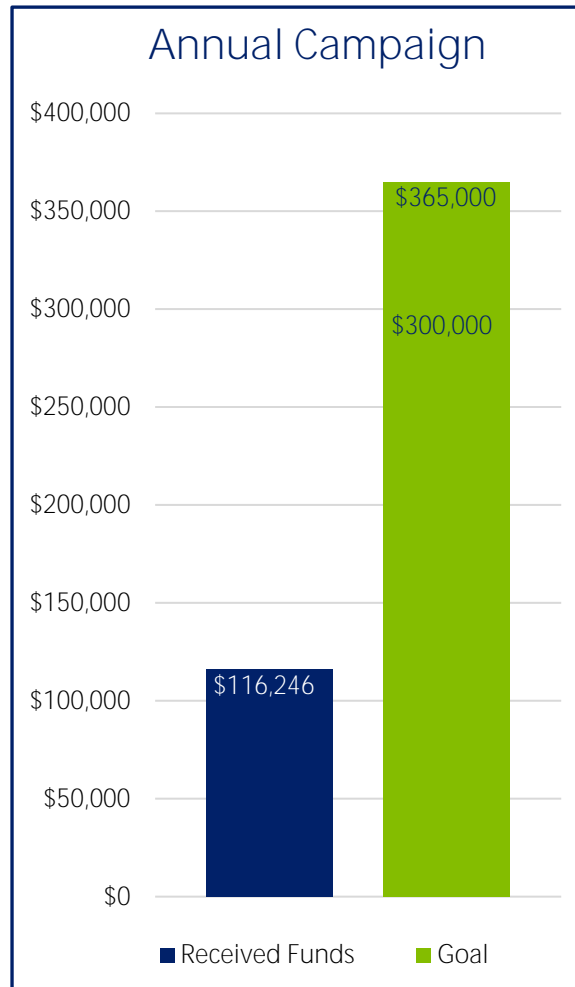
I am grateful to be able to lean on the strong leadership in the organization to inform me as I learn more about the numerous projects underway. I am also very much looking forward to meeting, listening to, and learning more from library staff, our patrons and our communities over the next several months.



## Fundraising Performance Dashboard



Goal = PCLS/Foundation annual agreement

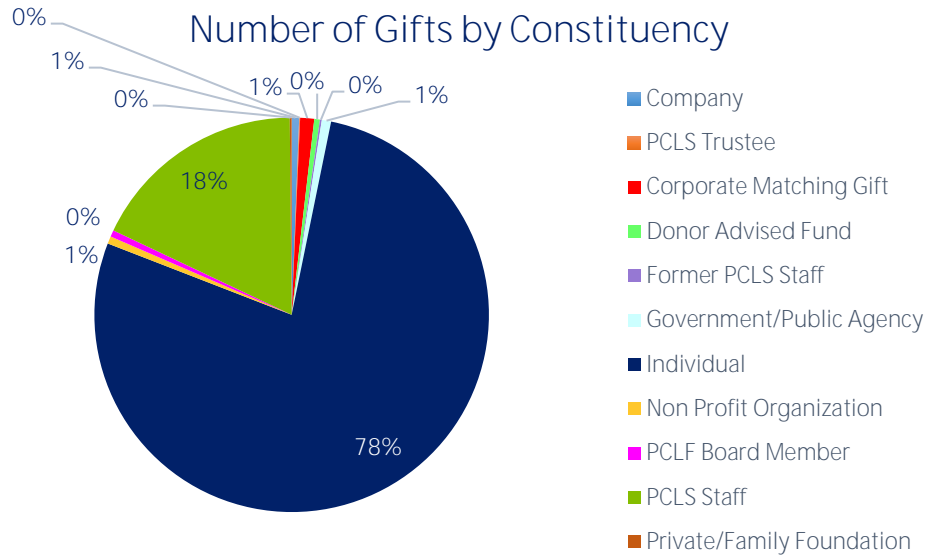


Goal = Impact Commitment (\$300,000) + Foundation budget (\$65,000)

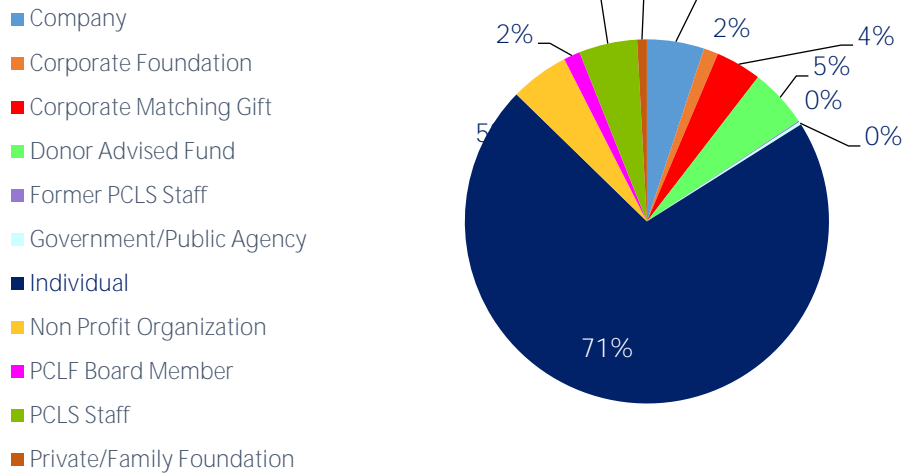


Goal = to achieve by 12/31/2023

# Annual Campaign Statistics



### Gift Revenue by Constituency



## Annual Campaign Donors by Lifecycle Status

### Continuing donors - Year to date

Continuing donors	Continuing donor rate	Continuing donor revenue	Continuing donor revenue rate	LYBUNT donors	LYBUNT revenue
492	40.39%	\$136,692.00	34.80%	723	\$220,963.00

### Continuing donors - First year donor

Continuing donors	Continuing donor rate	Continuing donor revenue	Continuing donor revenue rate	LYBUNT donors	LYBUNT revenue
49	26.34%	\$31,959	41.19%	135	\$17,437.00

### New donors - Year to date

New donors	New donor rate	New donor revenue	New donor revenue rate
98	3.46%	\$11,379	31.00%

### Returning donors - Year to date

Returning donors	Returning donor rate	Returning donor revenue	Returning donor revenue rate
151	10.30%	\$9,715	14.90%

## Updates

What's going well

- Recruitment contacts with potential board members
- Planning for Trivia BEE

Areas to capitalize on

- Board member recruitment and development
- Board member solicitations for Trivia BEE sponsorships

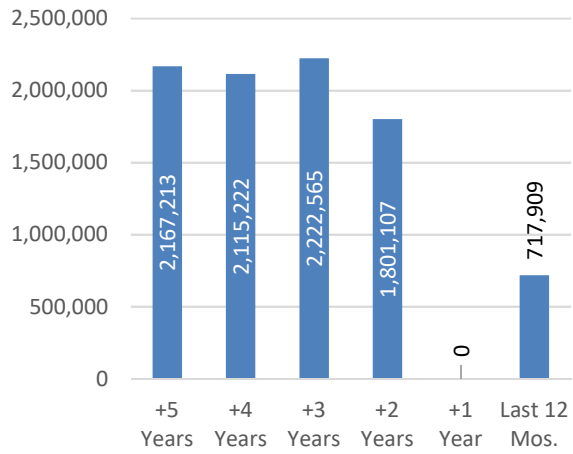


## Terms Defined

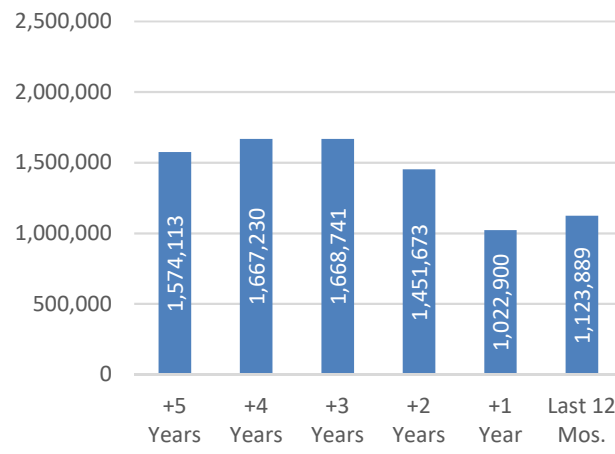
- Requisite Baseline: The minimum required amount of funds distributed to PCLS in fulfillment of the annual agreement value between PCLS & Foundation. Funds originate from the annual campaign, capital campaign, or other.
- Annual Campaign: Raised funds are first applied to fulfill the budgeted Impact 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 - April 2022

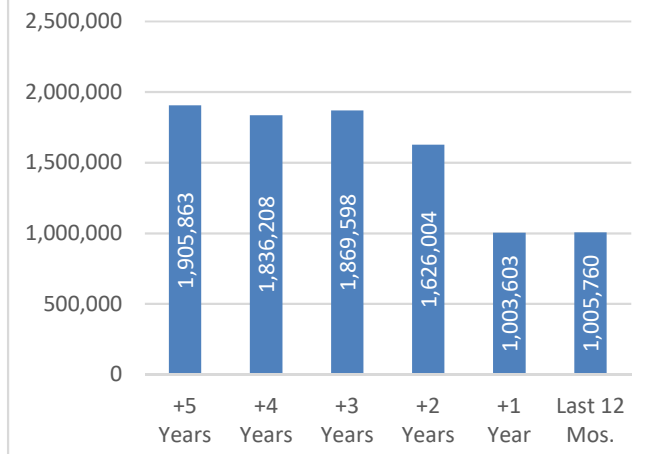
## Branch Visits



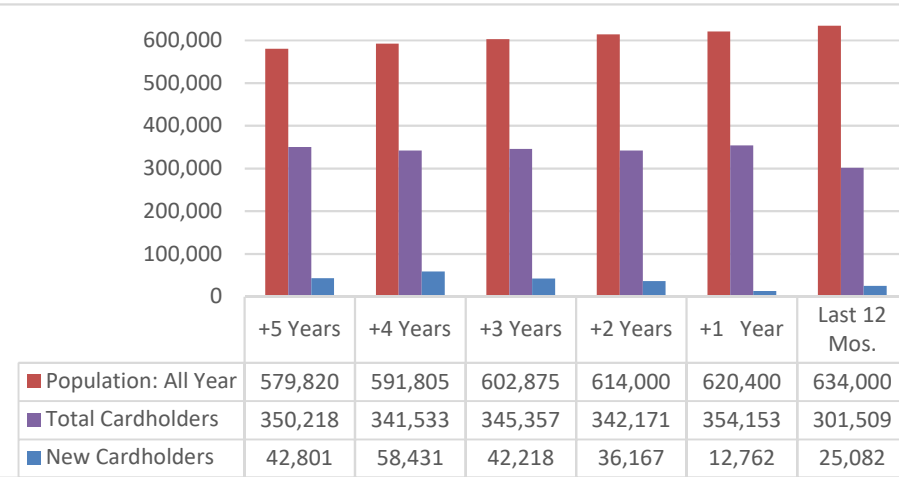
## Catalog Visits



## Website Visits



## PCLS Cardholder Statistics



## April and Rolling 12-Month Comparison

	April 2022	April 2021	% Change Apr. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
Branch Visits	83,416	0	-	717,909	0	-
Catalog Visits	121,232	94,595	28.2%	1,123,889	1,022,900	9.9%
Public Website Visits	76,746	81,841	-6.2%	1,005,760	1,003,603	0.2%

## Technology

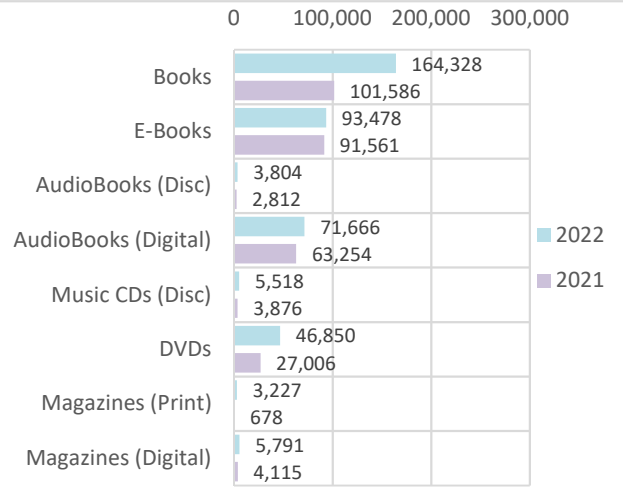
	April 2022	April 2021	% Change Apr. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
PC/Laptop Sessions	10,465	271	3761.6%	73,788	516	14200.0%
Wi-Fi Sessions	50,318	24,120	108.6%	533,101	208,522	155.7%

## Public Spaces Usage

	2022	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
# of Public Meeting Uses	0	0	0	-
# of Attendees	0	0	0	-

# Collection Use - April 2022

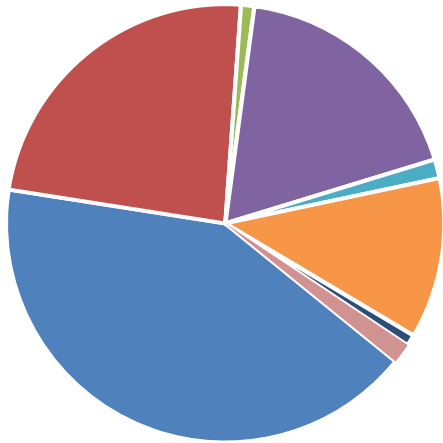
## April 2022 vs April 2021 Checkouts



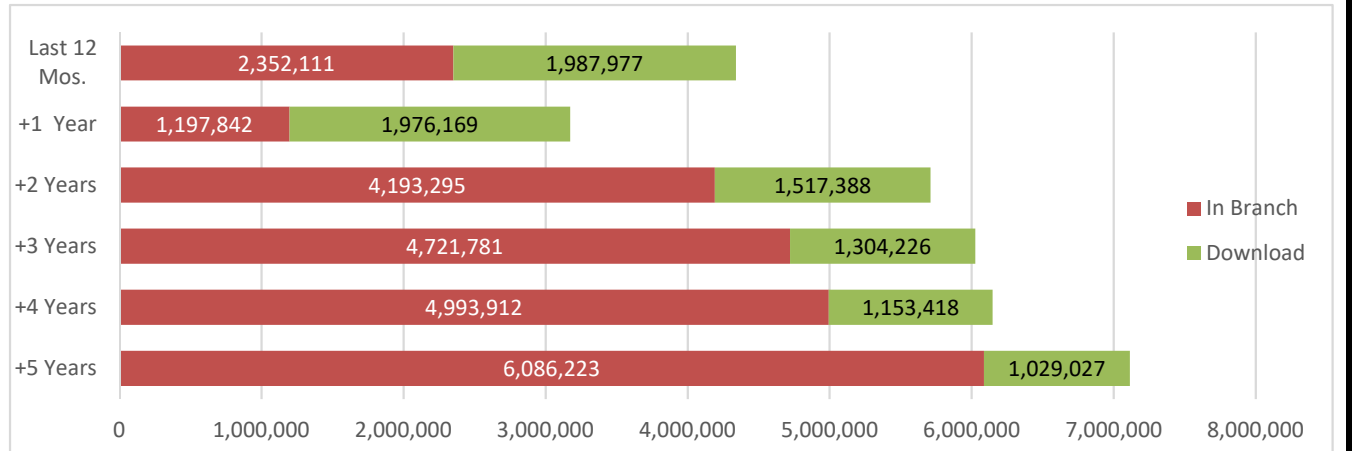
## Data Table

Categories	March 2022	April 2022	April 2021	% Change of Apr. Year Over Year	% of Total Apr. 2022 Checkouts	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change 12 Months Year Over Year
Books	176,958	164,328	101,586	61.76%	41.64%	1,782,446	986,386	80.70%
E-Books	96,194	93,478	91,561	2.09%	23.69%	1,114,623	1,150,394	-3.11%
AudioBooks (Disc)	3,762	3,804	2,812	35.28%	0.96%	42,697	29,882	42.89%
AudioBooks (Digital)	74,239	71,666	63,254	13.30%	18.16%	820,920	725,681	13.12%
Music CDs (Disc)	5,802	5,518	3,876	42.36%	1.40%	66,320	40,463	63.90%
DVDs	50,658	46,850	27,006	73.48%	11.87%	513,849	273,071	88.17%
Magazines (Print)	3,098	3,227	678	375.96%	0.82%	31,707	2,893	995.99%
Magazines (Digital)	5,629	5,791	4,115	40.73%	1.47%	64,439	104,129	-38.12%
<b>Totals:</b>	<b>416,340</b>	<b>394,662</b>	<b>294,888</b>	<b>33.83%</b>	<b>100.00%</b>	<b>4,437,001</b>	<b>3,312,899</b>	<b>33.93%</b>

## Checkouts By Format - April 2022



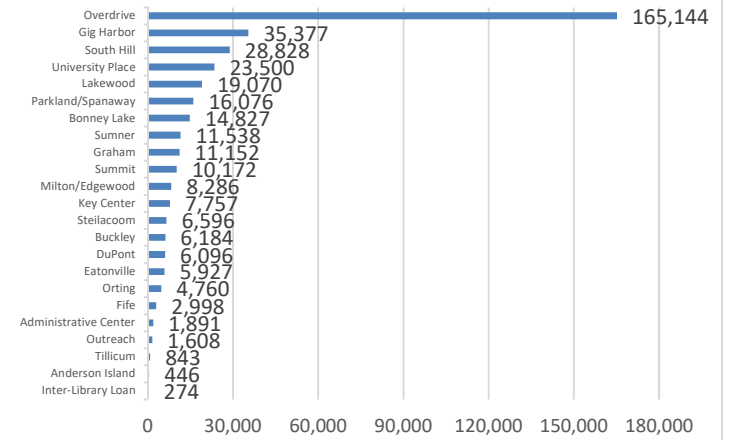
## Collection Checkouts



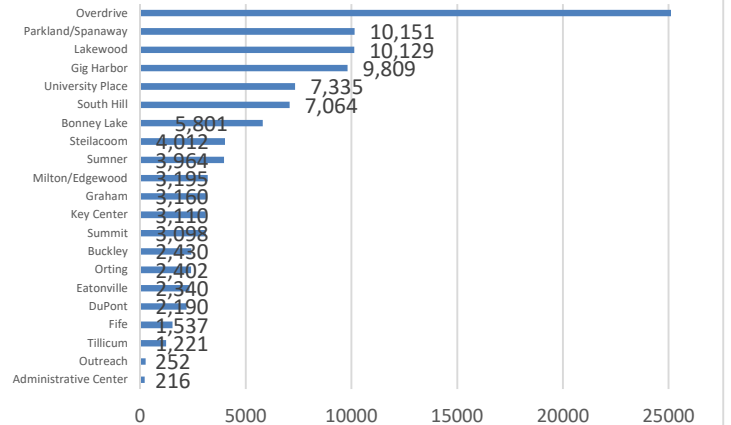
# Activity - April 2022

Location	Checkouts				Visitors			
	Apr. 2022	Last 12 Mo.	+1 Year	% Change	Apr. 2022	Last 12 Mo.	+1 Year	% Change
Administrative Center	1,891	26,279	19,955	31.7%	216	1,531	0	-
Anderson Island	446	4,309	3,101	39.0%	No Door Counter for Anderson Island			
Bonney Lake	14,827	126,278	74,354	69.8%	5,801	43,396	0	-
Buckley	6,184	63,817	26,825	137.9%	2,430	22,181	0	-
DuPont	6,096	68,443	44,439	54.0%	2,190	20,668	0	-
Eatonville	5,927	55,849	27,212	105.2%	2,340	23,711	0	-
Fife	2,998	30,728	21,734	41.4%	1,537	12,539	0	-
Gig Harbor	35,377	399,662	221,257	80.6%	9,809	84,130	0	-
Graham	11,152	128,531	59,008	117.8%	3,160	32,152	0	-
Inter-Library Loan	274	3,032	2,233	35.8%	No "visitors" for Inter-Library Loan			
Key Center	7,757	90,994	45,454	100.2%	3,110	26,254	0	-
Lakewood	19,070	193,063	106,100	82.0%	10,129	81,914	0	-
Milton / Edgewood	8,286	86,840	44,747	94.1%	3,195	27,536	0	-
Orting	4,760	50,867	27,362	85.9%	2,402	18,866	0	-
Overdrive	165,144	1,935,543	1,876,075	3.2%	25,797	296,763	279,784	6.1%
Outreach	1,608	23,538	13,660	72.3%	252	3,036	0	-
Parkland / Spanaway	16,076	160,119	75,416	112.3%	10,151	83,643	0	-
South Hill	28,828	292,973	155,664	88.2%	7,064	57,950	0	-
Steilacoom	6,596	74,661	38,265	95.1%	4,012	41,597	0	-
Summit	10,172	116,813	79,287	47.3%	3,098	26,149	0	-
Sumner	11,538	126,095	85,092	48.2%	3,964	35,202	0	-
Tillicum	843	10,360	6,625	56.4%	1,221	9,574	0	-
University Place	23,500	273,949	155,248	76.5%	7,335	65,880	0	-
<b>Total</b>	<b>389,350</b>	<b>4,342,743</b>	<b>3,209,113</b>	<b>35.3%</b>	<b>109,213</b>	<b>1,014,672</b>	<b>279,784</b>	<b>262.7%</b>

## April Checkouts



## April 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				
Graham	3/10/2022	3/10/2022	1 day	Road construction				

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

## Monthly Financial Reports April 30, 2022

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

**2022'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

#### April

- **54120. Includes final payment for executive search firm.**
- **54800. Includes significant repairs to ACL's HVAC system.**
- **54906. Includes payment for property taxes.**

#### January - March

- 53502. Includes computer replacements.
- 54120. Includes auditor billings, Barsness Group, et al.
- 54150. Includes legal consultation work related to Sumner.
- 54120. Includes auditor billings, E-Rate consulting, a new staff award system, et al.
- 54150. Includes legal consultation work related to employment.
- The month was on par for typical activity at the beginning of the year.

### Capital Improvement Projects Fund

#### April

- **54160. Includes payment to Barsness Group for capital campaign consultation.**
- **56430. Includes the posting of P-card purchases for computer equipment.**

#### January - March

- 54160. Includes BuildingWork architectural services for creating standard building templates.
- 56420. Includes equipment for IT server room environmental controls.
- 54120. Includes significant repair work to IT server room environmental controls.
- 54150. Includes legal assistance for the Sumner project.

**Special Purpose Fund**

January-April

- No activity.

**Election Fund**

January- April

- No significant activity other than receipt of investment earnings.

**Property & Facility Fund**

January- April

- No significant activity other than receipt of investment earnings.

**Levy Sustainability Fund**

January- April

- No significant activity other than receipt of investment earnings.

**Debt Service Fund**

January- April

- 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	471,075.72	472,780.46	- 0 -	(1,704.74)
April 2022	335,110.90	336,259.40	- 0 -	(1,148.50)
May 2022				
June 2022				
July 2022				
August 2022				
September 2022				
October 2022				
November 2022				
December 2022				
2022 YTD	\$ 1,546,266.25	\$ 1,549,119.45	\$ - 0 -	\$ (2,853.24)

PIERCE COUNTY LIBRARY SYSTEM  
STATEMENT OF FINANCIAL POSITION  
April 30, 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	\$ 17,304,332	\$ -	\$ 5,920	\$ 854	\$ 2,371	\$ 145	\$ 139,212	\$ 17,452,833
Investments	\$ 871,292	\$ -	\$ 11,128,419	\$ 1,118,800	\$ 3,371,733	\$ 88,617	\$ 5,092,811	\$ 21,671,674
Accrued Interest on Investments	\$ 3,604	\$ -	\$ 179	\$ (342)	\$ (1,012)	\$ 7	\$ (1,922)	\$ 513
<b>Total Current Assets</b>	<b>\$ 18,179,227</b>	<b>\$ -</b>	<b>\$ 11,134,518</b>	<b>\$ 1,119,312</b>	<b>\$ 3,373,092</b>	<b>\$ 88,768</b>	<b>\$ 5,230,102</b>	<b>\$ 39,125,019</b>
<b>TOTAL ASSETS</b>	<b>\$ 18,179,227</b>	<b>\$ -</b>	<b>\$ 11,134,518</b>	<b>\$ 1,119,312</b>	<b>\$ 3,373,092</b>	<b>\$ 88,768</b>	<b>\$ 5,230,102</b>	<b>\$ 39,125,019</b>
<b>LIABILITIES</b>								
<b>Current Liabilities</b>								
Warrants Payable*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sales Tax Payable*	\$ 70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70
Payroll Payable	\$ (1,244)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,244)
US Bank Payable*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Current Liabilities</b>	<b>\$ (1,174)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (1,174)</b>
<b>TOTAL LIABILITIES</b>	<b>\$ (1,174)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (1,174)</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	\$ 18,180,402	\$ -	\$ 11,134,518	\$ 97,965	\$ 353,162	\$ 88,768	\$ 5,230,102	\$ 35,084,917
<b>TOTAL FUND BALANCE</b>	<b>\$ 18,180,402</b>	<b>\$ -</b>	<b>\$ 11,134,518</b>	<b>\$ 1,119,312</b>	<b>\$ 3,373,092</b>	<b>\$ 88,768</b>	<b>\$ 5,230,102</b>	<b>\$ 39,126,194</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 18,179,227</b>	<b>\$ -</b>	<b>\$ 11,134,518</b>	<b>\$ 1,119,312</b>	<b>\$ 3,373,092</b>	<b>\$ 88,768</b>	<b>\$ 5,230,102</b>	<b>\$ 39,125,019</b>
<b>BEGINNING FUND BALANCE, 01/01/21</b>								
	\$ 10,530,099	\$ -	\$ 11,126,968	\$ 1,118,558	\$ 3,370,821	\$ 88,711	\$ 5,515,706	\$ 31,750,863
YTD Revenue	\$ 20,090,185	\$ -	\$ 7,550	\$ 754	\$ 2,271	\$ 58	\$ 3,558	\$ 20,104,376
Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
YTD Expenditures	\$ (12,439,882)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (289,163)	\$ (12,729,045)
<b>ENDING FUND BALANCE, 04/30/22</b>	<b>\$ 18,180,402</b>	<b>\$ -</b>	<b>\$ 11,134,518</b>	<b>\$ 1,119,312</b>	<b>\$ 3,373,092</b>	<b>\$ 88,768</b>	<b>\$ 5,230,102</b>	<b>\$ 39,126,194</b>
<b>TAXES RECEIVABLE</b>	<b>\$ 23,852,374</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 23,852,374</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 April 30, 2022**

	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>CURRENT</i>
	5/31/2021	6/30/2021	7/31/2021	8/31/2021	9/30/2021	10/31/2021	11/30/2021	12/31/2021	1/31/2022	2/28/2022	3/31/2022	4/30/2022
<b>ASSETS</b>												
<b>Current Assets</b>												
Cash	\$ 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	\$ 2,165,105	\$ 17,304,332
Investments	\$ 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	\$ 2,570,219	\$ 871,292
Accrued Interest on Investments	\$ 3,599	\$ 3,608	\$ 3,602	\$ 3,600	\$ 3,598	\$ 3,599	\$ 3,605	\$ 3,607	\$ 3,606	\$ 3,596	\$ 3,607	\$ 3,604
Deposits Refundable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Current Assets</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>\$ 4,738,930</b>	<b>\$ 18,179,227</b>
<b>TOTAL ASSETS</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>\$ 4,738,930</b>	<b>\$ 18,179,227</b>
<b>LIABILITIES</b>												
<b>Current Liabilities</b>												
Warrants Payable*	\$ 2,533	\$ 2,533	\$ 2,533	\$ 2,533	\$ 2,533	\$ 2,533	\$ 2,533	\$ 2,533	\$ 34	\$ -	\$ -	\$ -
Sales Tax Payable*	\$ 98	\$ 98	\$ 98	\$ 110	\$ 106	\$ 111	\$ 108	\$ 99	\$ (114)	\$ (75)	\$ 35	\$ 70
Payroll Payable	\$ 156,680	\$ 174,002	\$ (1,286)	\$ (1,286)	\$ (1,286)	\$ (1,286)	\$ (1,244)	\$ (1,244)	\$ (1,244)	\$ (1,244)	\$ (1,244)	\$ (1,244)
<b>Total Current Liabilities</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>\$ (1,208)</b>	<b>\$ (1,174)</b>
<b>TOTAL LIABILITIES</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>\$ (1,208)</b>	<b>\$ (1,174)</b>
<b>FUND BALANCE</b>												
Reserve for Encumbrance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unreserved Fund Balance	\$ 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	\$ 4,740,139	\$ 18,180,402
<b>TOTAL FUND BALANCE</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>\$ 4,740,139</b>	<b>\$ 18,180,402</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</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>\$ 4,738,930</b>	<b>\$ 18,179,227</b>
<b>PROPERTY TAXES RECEIVABLE</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>	<b>\$ 40,900,205</b>	<b>\$ 23,852,374</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 April 30, 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	\$ 19,929,904	\$ -	\$ 21,627,496	48%
Other Revenue	\$ 1,109,500	\$ 160,281	\$ -	\$ 949,219	14%
<b>TOTAL REVENUE</b>	<b>\$ 42,666,900</b>	<b>\$ 20,090,185</b>	<b>\$ -</b>	<b>\$ 22,576,715</b>	<b>47%</b>
<b>EXPENDITURES</b>					
Personnel/Taxes and Benefits	\$ 28,832,600	\$ 9,156,870	\$ -	\$ 19,675,730	32%
Materials	\$ 4,307,500	\$ 1,033,810	\$ -	\$ 3,273,690	24%
Maintenance and Operations	\$ 7,253,600	\$ 2,249,202	\$ -	\$ 5,004,398	31%
Transfers Out & Reserves	\$ 2,273,200	\$ -	\$ -	\$ 2,273,200	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 42,666,900</b>	<b>\$ 12,439,882</b>	<b>\$ -</b>	<b>\$ 30,227,018</b>	<b>29%</b>
Excess/(Deficit)		\$ 7,650,303			
Additional Transfers Out		-			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 7,650,303</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	\$ -	\$ 3,558	\$ -	\$ (3,558)	-
<b>TOTAL REVENUE</b>	<b>\$ 3,690,000</b>	<b>\$ 3,558</b>	<b>\$ -</b>	<b>\$ 3,686,442</b>	<b>0%</b>
<b>EXPENDITURES</b>					
Capital Improvement Projects	\$ 3,570,000	\$ 289,163	\$ -	\$ 3,280,837	8%
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,570,000</b>	<b>\$ 289,163</b>	<b>\$ -</b>	<b>\$ 3,280,837</b>	<b>8%</b>
Excess/(Deficit)		\$ (285,604)			
Additional Transfers In		-			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ (285,604)</b>			

<i>DEBT SERVICE FUND - 20</i>	2022 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
<b>REVENUE</b>					
Investment Income	\$ -	\$ 58	\$ -	\$ (58)	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 58</b>	<b>\$ -</b>	<b>\$ (58)</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 58</b>			

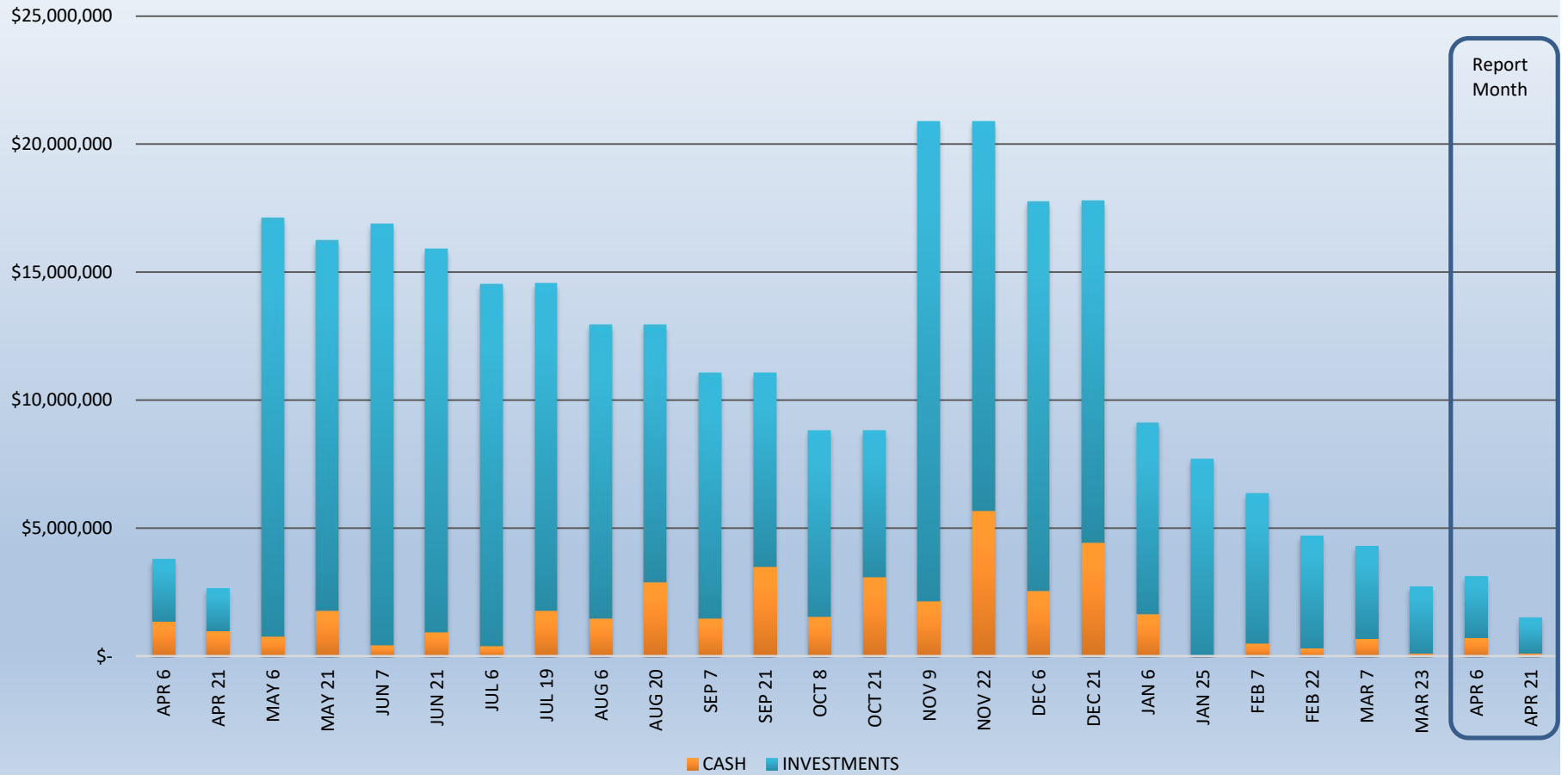
<i>SPECIAL PURPOSE FUND - 15</i>	2022 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
<b>REVENUE</b>					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ -	\$ -	\$ -	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<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	\$ -	\$ 7,550	\$ -	\$ (7,550)	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 7,550</b>	<b>\$ -</b>	<b>\$ (7,550)</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)		\$ 7,550			
Additional Transfers Out		\$ -			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 7,550</b>			

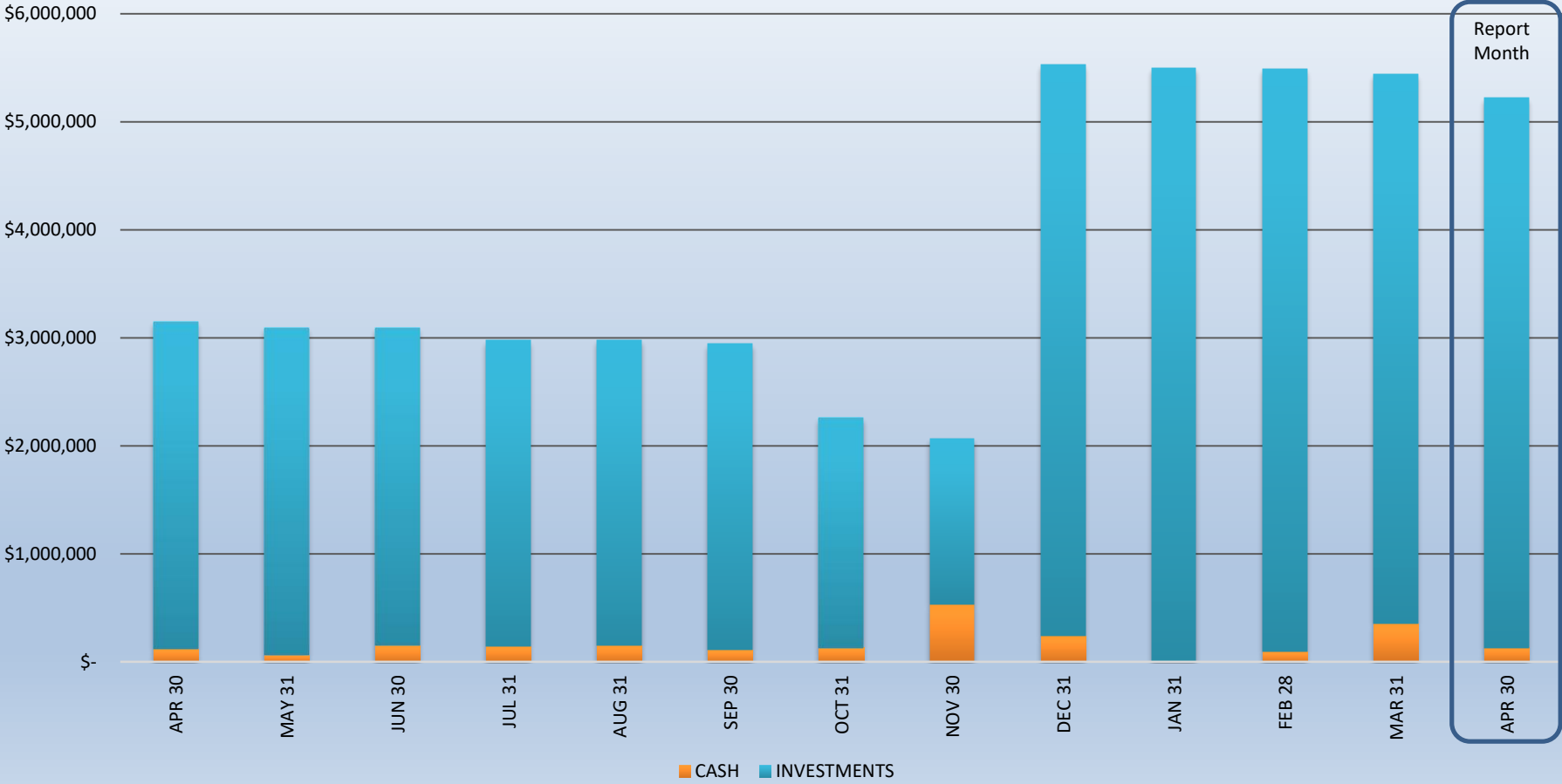
<i>ELECTION FUND - 17</i>	2022 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
<b>REVENUE</b>					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 754	\$ -	\$ (754)	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 754</b>	<b>\$ -</b>	<b>\$ (754)</b>	<b>-</b>
<b>EXPENDITURES</b>					
Election Costs	\$ -	\$ -	\$ -	\$ -	-
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
Excess/(Deficit)		\$ 754			
Additional Transfers Out		\$ -			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 754</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	\$ -	\$ 2,271	\$ -	\$ (2,271)	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 2,271</b>	<b>\$ -</b>	<b>\$ (2,271)</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)		\$ 2,271			
Additional Transfers Out		\$ -			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 2,271</b>			

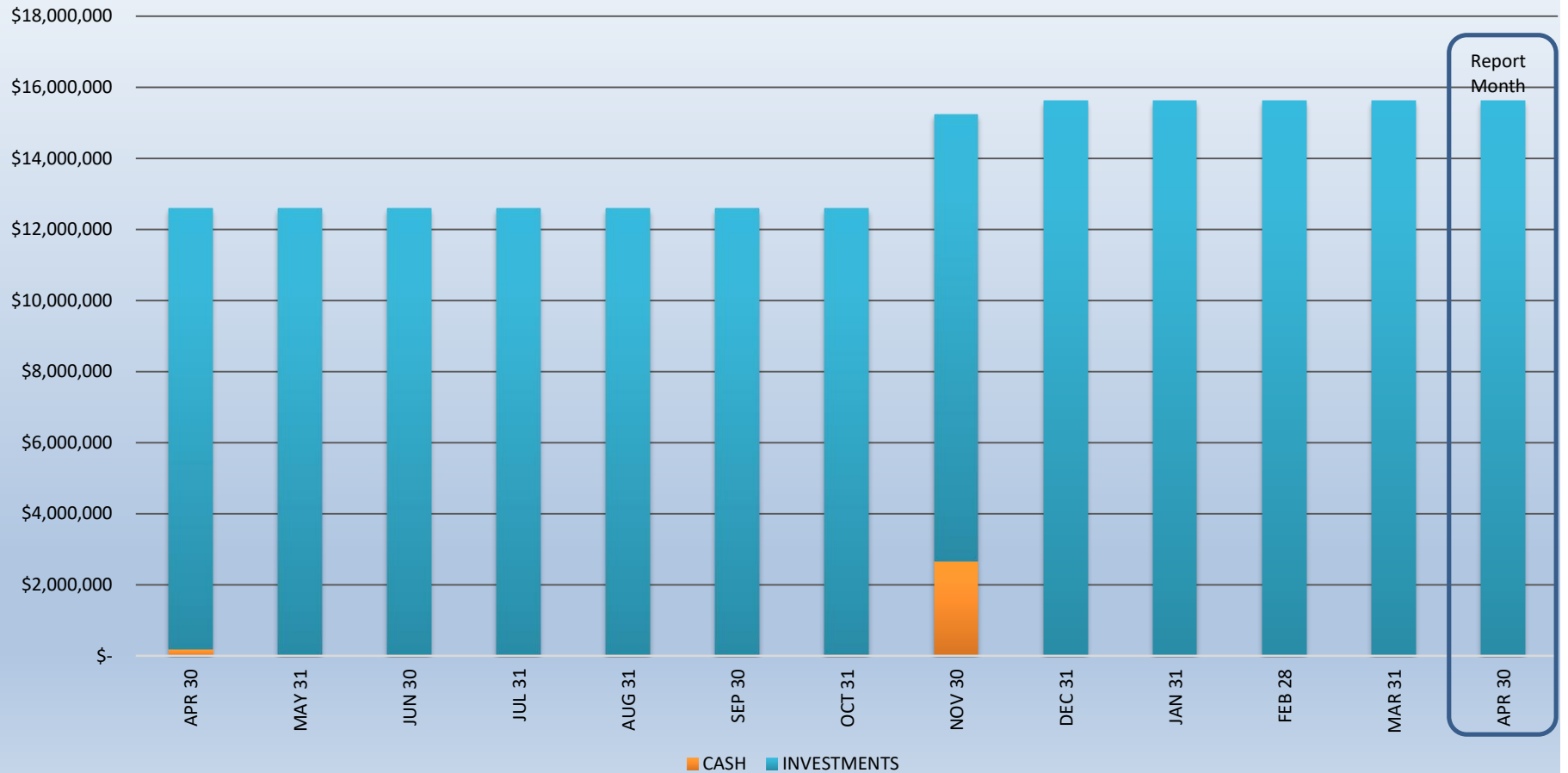
**CASH & INVESTMENTS - SEMI-MONTHLY  
2022 - GENERAL FUND  
- 13 MONTHS MOVING -**



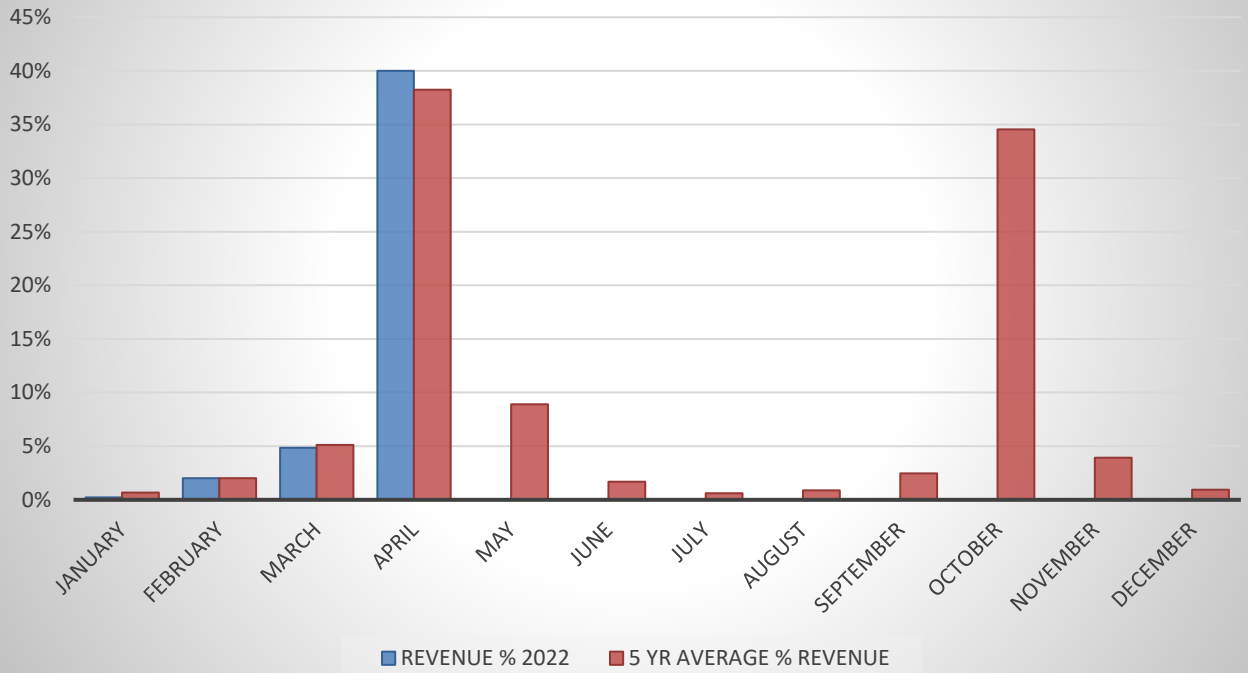
**CASH & INVESTMENTS - MONTHLY  
2022 - CAPITAL IMPROVEMENT FUND  
- 13 MONTHS MOVING -**



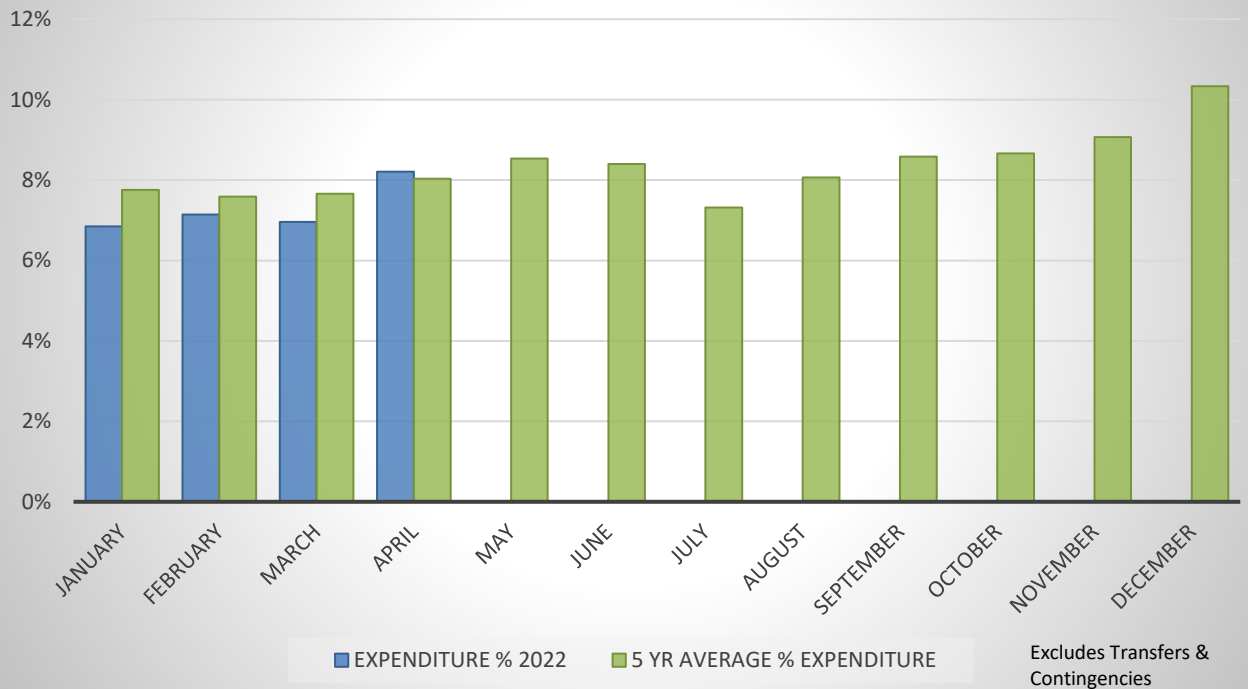
**CASH & INVESTMENTS - MONTHLY  
2022 - SPECIAL REVENUE FUNDS COMBINED  
- 13 MONTHS MOVING -**



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



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



Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 4/30/2022

**FUND: GENERAL FUND (01)**

Object	2022 Budget	April Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
31111 PROPERTY TAX--CURRENT	40,855,500.00	16,964,992.82	19,625,020.01	0.00	21,230,479.99	48.04
31112 PROPERTY TAX--DELINQUENT	517,900.00	61,984.23	263,130.40	0.00	254,769.60	50.81
31113 PROPERTY TAX--KING COUNTY	60,000.00	19,201.21	19,673.51	0.00	40,326.49	32.79
31130 SALE OF TAX TITLE PROPERTY	6,000.00	0.00	2,671.62	0.00	3,328.38	44.53
31720 LEASEHOLD EXCISE TAX	20,000.00	0.00	12,733.83	0.00	7,266.17	63.67
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>17,046,178.26</b>	<b>19,923,229.37</b>	<b>0.00</b>	<b>21,599,170.63</b>	<b>47.98</b>
33533 ST FOREST FUNDS/DNR TIMB TRST	15,000.00	0.00	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	855.13	1,959.68	0.00	8,040.32	19.60
34730 LIBRARY SERVICES FEES--ILL	0.00	92.55	92.55	0.00	(92.55)	0.00
35970 LIBRARY FINES	10,000.00	1,634.03	7,671.92	0.00	2,328.08	76.72
36110 INVESTMENT EARNINGS	20,000.00	695.12	2,426.36	0.00	17,573.64	12.13
36140 INTEREST INCOME--CONTRACTS & N	0.00	0.00	2.69	0.00	(2.69)	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	11,088.35	0.00	(9,088.35)	554.42
36915 SALE OF SURPLUS--MATERIALS	4,000.00	0.00	21,083.21	0.00	(17,083.21)	527.08
36920 FOUND MONEY	0.00	7.62	85.94	0.00	(85.94)	0.00
36990 MISCELLANEOUS OTHER	0.00	82.65	632.65	0.00	(632.65)	0.00
36991 PAYMENT FOR LOST MATERIALS	10,000.00	0.00	464.96	0.00	9,535.04	4.65
36996 JURY DUTY REIMBURSEMENT	0.00	30.00	40.00	0.00	(40.00)	0.00
36998 ERATE REIMBURSEMENT	530,000.00	0.00	80,828.10	0.00	449,171.90	15.25
36999 PROCUREMENT CARD REBATES	75,000.00	13,878.62	31,989.64	0.00	43,010.36	42.65
<b>CHARGES OTHER:</b>	<b>1,144,500.00</b>	<b>17,275.72</b>	<b>164,048.08</b>	<b>0.00</b>	<b>980,451.92</b>	<b>14.33</b>
39510 PROCEEDS FROM SALES OF CAPITAL	0.00	0.00	2,574.50	0.00	(2,574.50)	0.00
53450 MAGAZINES	0.00	0.00	333.05	0.00	(333.05)	0.00
<b>NEED A CATEGORY</b>	<b>0.00</b>	<b>0.00</b>	<b>333.05</b>	<b>0.00</b>	<b>(333.05)</b>	<b>0.00</b>
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>42,666,900.00</b>	<b>17,063,453.98</b>	<b>20,090,185.00</b>	<b>0.00</b>	<b>22,576,715.00</b>	<b>47.09</b>
<b>EXPENSE ACCOUNTS</b>						
51100 SALARIES AND WAGES	22,046,500.00	1,925,782.55	6,798,643.68	0.00	15,247,856.32	30.84
51105 ADDITIONAL HOURS	52,000.00	0.00	0.00	0.00	52,000.00	0.00
51106 SHIFT DIFFERENTIAL	199,100.00	11,754.10	47,926.45	0.00	151,173.55	24.07
51107 SUBSTITUTE HOURS	12,000.00	73.98	1,388.69	0.00	10,611.31	11.57
51109 TUITION ASSISTANCE	12,000.00	0.00	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	10,530.47	37,308.02	0.00	167,491.98	18.22
52002 MEDICAL INSURANCE	2,929,100.00	259,613.75	944,301.43	0.00	1,984,798.57	32.24
52003 FICA	1,708,300.00	144,245.59	508,288.97	0.00	1,200,011.03	29.75
52004 RETIREMENT	2,288,600.00	189,530.18	681,102.85	0.00	1,607,497.15	29.76
52005 DENTAL INSURANCE	252,400.00	18,424.19	75,684.63	0.00	176,715.37	29.99
52006 OTHER BENEFIT	30,800.00	1,663.60	16,739.80	0.00	14,060.20	54.35

**FUND: GENERAL FUND (01)**

Object	2022 Budget	April Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>EXPENSE ACCOUNTS</b>						
52010 LIFE AND DISABILITY INSURANCE	93,600.00	7,120.63	28,967.45	0.00	64,632.55	30.95
52020 UNEMPLOYMENT/ PAID FML INSURANCE	30,000.00	879.05	3,830.16	0.00	26,169.84	12.77
52021 PAID FML INSURANCE	0.00	3,092.49	10,924.02	0.00	(10,924.02)	0.00
52999 ADJ BENEFITS TO MATCH PLAN	(263,800.00)	0.00	0.00	0.00	(263,800.00)	0.00
<b>PERSONNEL</b>	<b>28,832,600.00</b>	<b>2,572,710.58</b>	<b>9,156,870.24</b>	<b>0.00</b>	<b>19,675,729.76</b>	<b>31.76</b>
53100 OFFICE/OPERATING SUPPLIES--DEP	82,000.00	12,094.75	30,905.57	0.00	51,094.43	37.69
53102 OFFICE/OPERATING SUPPLIES--SUP	90,500.00	0.00	755.25	0.00	89,744.75	0.83
53104 OFFICE/OPERATING SUPPLIES--PUB	262,000.00	5,627.94	19,145.34	0.00	242,854.66	7.31
53110 CUSTODIAL SUPPLIES	85,000.00	5,210.21	48,156.87	0.00	36,843.13	56.66
53120 MAINTENANCE SUPPLIES	35,000.00	1,529.18	11,098.03	0.00	23,901.97	31.71
53130 MATERIAL PROCESSING SUP	17,100.00	0.00	3,513.31	0.00	13,586.69	20.55
53140 TRAINING SUPPLIES	0.00	0.00	975.69	0.00	(975.69)	0.00
53200 FUEL	50,000.00	4,348.62	12,747.76	0.00	37,252.24	25.50
53400 MATERIALS COLLECTION	60,000.00	0.00	0.00	0.00	60,000.00	0.00
53401 ADULT AV - CDS	40,000.00	2,279.25	7,652.81	0.00	32,347.19	19.13
53402 ADULT AV - DVD	320,000.00	23,521.57	80,333.35	0.00	239,666.65	25.10
53403 PERIODICALS {{OLD}}	0.00	0.00	(40.61)	0.00	40.61	0.00
53404 ADULT AV AUDIOBOOKS	25,000.00	1,752.07	4,095.16	0.00	20,904.84	16.38
53405 ADULT BOOK CLUB KITS	3,500.00	0.00	212.28	0.00	3,287.72	6.07
53406 ADULT FICTION	240,000.00	19,964.11	66,650.33	0.00	173,349.67	27.77
53408 ADULT LARGE PRINT	50,000.00	2,154.27	7,716.93	0.00	42,283.07	15.43
53409 ADULT LUCKY DAY	50,000.00	4,298.76	11,545.70	0.00	38,454.30	23.09
53410 ADULT NONFICTION	300,000.00	16,833.84	59,050.73	0.00	240,949.27	19.68
53411 ADULT PAPERBACKS	20,000.00	443.21	1,312.52	0.00	18,687.48	6.56
53413 ADULT REFERENCE	5,000.00	0.00	0.00	0.00	5,000.00	0.00
53414 ADULT YA FICTION	60,000.00	2,730.15	9,014.48	0.00	50,985.52	15.02
53415 ADULT YA GRAPHIC NOVELS	25,000.00	2,394.91	9,754.00	0.00	15,246.00	39.02
53416 ADULT YA NONFICTION	10,000.00	671.77	1,965.07	0.00	8,034.93	19.65
53417 ADULT AV - DVDNF	40,000.00	1,241.85	8,168.71	0.00	31,831.29	20.42
53418 ADULT GRAPHIC NOVELS	15,000.00	1,283.76	4,626.01	0.00	10,373.99	30.84
53421 CHILDREN'S STANDING ORDERS	25,000.00	1,393.21	9,775.76	0.00	15,224.24	39.10
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	654.81	2,066.47	0.00	2,933.53	41.33
53425 CHILDREN'S FICTION	175,000.00	11,353.78	57,636.62	0.00	117,363.38	32.94
53426 CHILDREN'S GRAPHIC NOVELS	25,000.00	2,240.88	14,477.35	0.00	10,522.65	57.91
53427 CHILDREN'S NONFICTION	135,000.00	5,221.80	21,577.07	0.00	113,422.93	15.98
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	162.52	524.01	0.00	1,975.99	20.96
53430 DATABASES	465,000.00	0.00	143,418.24	0.00	321,581.76	30.84
53440 EBOOK - REFERENCE	2,500.00	0.00	0.00	0.00	2,500.00	0.00
53441 EBOOKS	800,000.00	80,338.47	201,590.05	0.00	598,409.95	25.20
53442 EDOWNLOADABLE AUDIO	700,000.00	70,515.28	118,709.54	0.00	581,290.46	16.96
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	12,000.00	0.00	3,000.00	80.00
53445 EMAGAZINES	50,000.00	0.00	45,000.00	0.00	5,000.00	90.00
53446 ONLINE BOOK CLUBS	7,500.00	0.00	10,547.22	0.00	(3,047.22)	140.63



**FUND: GENERAL FUND (01)**

Object	2022 Budget	April Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>EXPENSE ACCOUNTS</b>						
53447 EVIDEO	150,000.00	0.00	0.00	0.00	150,000.00	0.00
53450 MAGAZINES	60,000.00	76,585.04	78,666.15	0.00	(18,666.15)	131.11
53460 VENDOR PROCESSING	160,000.00	6,844.93	24,821.13	0.00	135,178.87	15.51
53464 VENDOR PROCESSING SERVICES	10,000.00	776.00	3,661.00	0.00	6,339.00	36.61
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	461.38	1,504.10	0.00	13,495.90	10.03
53471 WORLD - CHILDREN'S SPANISH	7,500.00	22.36	3,418.95	0.00	4,081.05	45.59
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	594.00	594.00	0.00	4,406.00	11.88
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	3,597.00	0.00	16,403.00	17.99
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	1,709.42	2,902.93	0.00	22,097.07	11.61
53482 YOUTH DVD - FTY	30,000.00	2,575.83	4,931.54	0.00	25,068.46	16.44
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	113.99	2,940.61	0.00	26,059.39	10.14
53502 TECHNOLOGY HARDWARE--PUBLIC	200,000.00	759.27	237,449.39	0.00	(37,449.39)	118.72
53503 TECHNOLOGY HARDWARE--STAFF	202,500.00	136.43	167,231.47	0.00	35,268.53	82.58
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	3,195.22	92,963.94	0.00	425,536.06	17.93
53506 SOFTWARE/LICENSES/HOST--INFRA	393,000.00	85,901.91	134,030.83	0.00	258,969.17	34.10
53510 FURNISHINGS--PUBLIC	50,000.00	0.00	1,137.51	0.00	48,862.49	2.28
53515 FURNISHINGS--STAFF	64,500.00	0.00	27,301.50	0.00	37,198.50	42.33
54100 INDEPENDENT CONTRACTORS	280,000.00	7,002.60	44,014.33	0.00	235,985.67	15.72
54110 PERFORMER SERVICES	38,000.00	200.00	1,400.00	0.00	36,600.00	3.68
54120 CONTRACTUAL SERVICES	457,000.00	34,705.49	147,479.71	0.00	309,520.29	32.27
54140 DATA SERVICES	4,500.00	1,974.38	1,984.88	0.00	2,515.12	44.11
54150 LEGAL SERVICES	40,000.00	11,840.50	52,544.50	0.00	(12,544.50)	131.36
54163 PRINTING AND BINDING	26,000.00	403.55	403.55	0.00	25,596.45	1.55
54165 ILL LOST ITEM CHARGE	1,500.00	266.70	1,225.45	0.00	274.55	81.70
54200 POSTAGE	61,500.00	26,976.94	35,034.82	0.00	26,465.18	56.97
54201 SHIPPING	20,000.00	721.59	1,266.65	0.00	18,733.35	6.33
54210 TELECOM SERVICES--PHONES	50,000.00	8,402.51	30,349.78	0.00	19,650.22	60.70
54211 TELECOM SERVICES--CELLPHONES	100,000.00	6,405.66	25,822.00	0.00	74,178.00	25.82
54212 TELECOM SERVICES--INTERNET	667,000.00	55,382.16	264,346.91	0.00	402,653.09	39.63
54300 TRAVEL AND TOLLS	41,500.00	6,037.88	7,794.88	0.00	33,705.12	18.78
54301 MILEAGE REIMBURSEMENTS	51,000.00	3,004.29	6,559.34	0.00	44,440.66	12.86
54400 ADVERTISING	135,000.00	8,471.91	24,714.96	0.00	110,285.04	18.31
54501 RENTALS/LEASES--BUILDINGS	493,500.00	112,778.45	258,627.34	0.00	234,872.66	52.41
54502 RENTALS/LEASES--EQUIPMENT	189,600.00	13,098.58	74,318.52	0.00	115,281.48	39.20
54600 INSURANCE	300,000.00	(9,129.00)	(9,054.00)	0.00	309,054.00	(3.02)
54700 ELECTRICITY	265,000.00	25,016.12	109,724.35	0.00	155,275.65	41.41
54701 NATURAL GAS	12,000.00	1,215.68	8,744.94	0.00	3,255.06	72.87

Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 4/30/2022

**FUND: GENERAL FUND (01)**

Object	2022 Budget	April Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>EXPENSE ACCOUNTS</b>						
54702 WATER	30,000.00	1,796.07	7,663.67	0.00	22,336.33	25.55
54703 SEWER	34,000.00	2,474.43	13,024.11	0.00	20,975.89	38.31
54704 REFUSE	36,000.00	4,228.21	15,640.53	0.00	20,359.47	43.45
54800 GENERAL REPAIRS/MAINTENANCE	251,500.00	78,480.36	172,341.67	0.00	79,158.33	68.53
54801 CONTRACTED MAINTENANCE	503,000.00	4,516.30	42,895.17	0.00	460,104.83	8.53
54805 VEHICLE REPAIR AND MAINTENANCE	65,000.00	82.93	4,313.65	0.00	60,686.35	6.64
54810 IT SYSTEMS MAINTENANCE--APPS	8,000.00	0.00	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	3,846.00	17,602.83	0.00	69,397.17	20.23
54901 ORGANIZATIONAL REGISTRATIONS	1,500.00	0.00	60.00	0.00	1,440.00	4.00
54902 DUES AND MEMBERSHIPS	44,000.00	503.48	33,543.69	0.00	10,456.31	76.24
54904 LICENSES	6,500.00	30.00	168.40	0.00	6,331.60	2.59
54905 FEES	42,000.00	2,356.55	5,830.08	0.00	36,169.92	13.88
54906 TAXES AND ASSESSMENTS	44,000.00	46,355.14	46,355.15	0.00	(2,355.15)	105.35
54911 FOUNDATION IMPACT PROJECTS	368,900.00	10,360.17	12,290.54	0.00	356,609.46	3.33
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>929,742.38</b>	<b>3,283,012.07</b>	<b>0.00</b>	<b>10,551,287.93</b>	<b>23.73</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>3,502,452.96</b>	<b>12,439,882.31</b>	<b>0.00</b>	<b>30,227,017.69</b>	<b>29.16</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>13,561,001.02</b>	<b>7,650,302.69</b>	<b>0.00</b>	<b>(7,650,302.69)</b>	<b>0.00</b>

FUND: SPECIAL PURPOSE FUND (15)

Object	2022 Budget	April 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
<b>TOTAL FOR REVENUE ACCOUNTS</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>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
<b>TOTAL FOR EXPENSE ACCOUNTS</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>NET SURPLUS / DEFICIT</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>

FUND: LEVY SUSTAINABILITY FUND (16)

Object	2022 Budget	April 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	3,716.91	7,550.03	0.00	(7,550.03)	0.00
CHARGES OTHER:	0.00	3,716.91	7,550.03	0.00	(7,550.03)	0.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>0.00</b>	<b>3,716.91</b>	<b>7,550.03</b>	<b>0.00</b>	<b>(7,550.03)</b>	<b>0.00</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>3,716.91</b>	<b>7,550.03</b>	<b>0.00</b>	<b>(7,550.03)</b>	<b>0.00</b>

FUND: ELECTION FUND (17)

Object	2022 Budget	April 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	373.62	753.50	0.00	(753.50)	0.00
CHARGES OTHER:	0.00	373.62	753.50	0.00	(753.50)	0.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>0.00</b>	<b>373.62</b>	<b>753.50</b>	<b>0.00</b>	<b>(753.50)</b>	<b>0.00</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>373.62</b>	<b>753.50</b>	<b>0.00</b>	<b>(753.50)</b>	<b>0.00</b>

**FUND: PROPERTY AND FACILITY FUND (18)**

Object	2022 Budget	April 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	1,125.99	2,270.84	0.00	(2,270.84)	0.00
CHARGES OTHER:	0.00	1,125.99	2,270.84	0.00	(2,270.84)	0.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>0.00</b>	<b>1,125.99</b>	<b>2,270.84</b>	<b>0.00</b>	<b>(2,270.84)</b>	<b>0.00</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>1,125.99</b>	<b>2,270.84</b>	<b>0.00</b>	<b>(2,270.84)</b>	<b>0.00</b>

Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 4/30/2022

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

Object	2022 Budget	April Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
36110 INVESTMENT EARNINGS	0.00	28.38	57.94	0.00	(57.94)	0.00
<b>CHARGES OTHER:</b>	<b>0.00</b>	<b>28.38</b>	<b>57.94</b>	<b>0.00</b>	<b>(57.94)</b>	<b>0.00</b>
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>0.00</b>	<b>28.38</b>	<b>57.94</b>	<b>0.00</b>	<b>(57.94)</b>	<b>0.00</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>28.38</b>	<b>57.94</b>	<b>0.00</b>	<b>(57.94)</b>	<b>0.00</b>

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

Object	2022 Budget	April 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	1,749.33	3,558.24	0.00	(3,558.24)	0.00
<b>CHARGES OTHER:</b>	<b>1,690,000.00</b>	<b>1,749.33</b>	<b>3,558.24</b>	<b>0.00</b>	<b>1,686,441.76</b>	<b>0.21</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>1,749.33</b>	<b>3,558.24</b>	<b>0.00</b>	<b>3,686,441.76</b>	<b>0.10</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	(307.05)	0.00	100,307.05	(0.31)
54100 INDEPENDENT CONTRACTORS	0.00	7,623.25	8,574.60	0.00	(8,574.60)	0.00
54120 CONTRACTUAL SERVICES	925,000.00	27,985.00	64,433.24	0.00	860,566.76	6.97
54150 LEGAL SERVICES	0.00	3,016.50	21,636.00	0.00	(21,636.00)	0.00
54160 ARCHITECTURAL/ENGR SERVICES	0.00	2,282.80	21,140.20	0.00	(21,140.20)	0.00
54800 GENERAL REPAIRS/MAINTENANCE	0.00	1,021.52	1,021.52	0.00	(1,021.52)	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
56420 HVAC AND MECHANICALS	0.00	0.00	121,000.00	0.00	(121,000.00)	0.00
56430 TECHNOLOGY EQUIPMENT	645,000.00	51,664.07	51,664.07	0.00	593,335.93	8.01
<b>TOTAL FOR EXPENSE ACCOUNTS</b>	<b>3,570,000.00</b>	<b>93,593.14</b>	<b>289,162.58</b>	<b>0.00</b>	<b>3,280,837.42</b>	<b>8.10</b>
<b>NET SURPLUS / DEFICIT</b>	<b>120,000.00</b>	<b>(91,843.81)</b>	<b>(285,604.34)</b>	<b>0.00</b>	<b>405,604.34</b>	<b>(238.00)</b>



# MEMO



Date: May 27, 2022

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

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

Subject: Customer Experience Report – May

## Customer Experiences

A customer at Fife told staff they had received a library card during COVID because they had moved to the area during that time. They said they were appreciative of the library and how efficiently we ran the curbside pickup.

Two customers at Milton/Edgewood who regularly use the computers to write letters shared how much they appreciate the staff for their patience when helping them with technology and research questions.

Key Center leaned into National Poetry month. Staff combined efforts to create both a Poet-Tree on the meeting room doors where the leaves were favorite and famous poets. There was also two baskets of "Poems for your pockets", printed poems rolled up for customers to take home with them. One customer reported that she was so thrilled with her poem that for the rest of the day she shared it with anyone she ran into.

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

South Hill Library organized and hosted a weekly series of presentations on Financial Literacy topics, led by Lyn Peters of the Washington State Department of Financial Institutions. These talks were recorded and are available on the library's YouTube page.

## Community Engagement Highlights

The new Lakewood Seed Library has given away more than 400 packets of free seeds to community members since it started in late February. Demand has been high enough that staff have had to streamline the packaging process to keep up and are utilizing the Pierce Conservation District Seed Library's stock of seed to continue to provide this very popular service. This program provides learning and enjoyment opportunities to our community by offering free seeds, promoting our collection and connecting customers to ongoing virtual and in-person system program offerings.

Teen Librarian Elise Bodell had her first lunch visit since the pandemic at Clover Park High School. The table was set up during lunch to spend time with the high school students during their free period, spotlight the library, and promote the upcoming Youth Summit event. Elise spoke with almost 70 teens, a mix of new faces and teens not seen for over two years!

South Hill's Adult Services Librarian Sharon Seabrook attended the Small Business Roundtable discussion hosted in-person by the Tacoma Pierce County Chamber of Commerce to provide reference support for small business owners and connect them with relevant library resources.

# Unfinished Business

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# MEMO



Date: May 31, 2022

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

From: Connie Behe, Deputy Director for Public Services

Subject: Lakewood Interim Service Plan and Temporary Branch Development

Last month we updated you on building condition issues with the Lakewood Library. Though the building is safe for access now, the roof is in critical condition and needs to be redesigned and rebuilt. The Library's responsibility to the public is to provide safe and equitable access to information and services. If we do not act now by relocating services, assets, and Staff, we could compromise our ability to do so in the future. We are committed to providing progressively more services following the closure of the current Lakewood Library and the opening of an interim space. As well as planning with the community for long-term services in Lakewood. Safe and equitable services to the Lakewood community is at the forefront of all decisions involving the building and service design moving forward.

To serve the public well into the future, we need to care for Staff by relocating them to open positions at other locations, and we need to remove and secure library assets (materials, furnishings, and equipment) before next winter, when a major storm or several months of rain could pose a safety issue. Although it is difficult for the community and Staff, we cannot accomplish the move to a temporary branch without stopping service at the current location. Completing this work now while designing a temporary branch, providing Summer Reading programming and developing a community outreach plan will allow for continuity of library services.

Our temporary closure started June 5. The project to close this building and open a temporary branch has multiple simultaneous parts:

- Proactively and responsively communicating with customers, the public and staff.
  - Attending the Lakewood United and Steilacoom Friends of the Library meetings to listen to concerns and supply information
  - Implementing communication plans including Staff, media, Friends of the Library, City of Lakewood and responding to community concerns.
  - Creating a civic club outreach plan.
- Reassigning and supporting Staff as they transfer to open positions at other locations.
- Supporting the Friends of Lakewood Library as they remove their materials and plan for how to support the Library through the transition.
- Providing interim services through planned summer reading programming.
- Creating a community engagement plan that will go beyond summer programming, launching in the fall.

- 
- Plan to include working with community partners to deliver library services including collections and technology access during closure.
  - Emptying the building of PCLS assets including, technology, books, CDs, programming supplies, etc.
  - Working with the City of Lakewood to support and provide information to the Lakewood's Library Buildings Advisory Committee.
  - Securing space for a temporary service location in the nearby Lakewood Towne Center.

#### Interim Service plan

- Closure and interruption in service will last several months while we build out the temporary branch space.
- Summer reading programming (out of the building) already planned for summer months will continue.
- Community engagement plan that will include working with community partners to deliver library services to launch in the fall.

#### Temporary Branch Development

- Identified space for a temporary library
- Anticipated timeline is 6-9 months from closing on the lease, though construction delays are frequent
- We have sufficient cash in the Capital Improvement Fund for this project. We will bring a budget amendment before the Board when we have an estimated budget (likely in August).

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# MEMO



Date: June 1, 2022

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

From: Connie Behe, Deputy Director of Public Services

Subject: Lakewood's Library Advisory Committee

The Library subcommittee has submitted 6 recommended committee members to the City of Lakewood. The City of Lakewood will appoint committee members at their Monday, June 6, 2022, meeting.

The first meeting of the committee is projected to take place in mid-June.

The Committee members will participate in approximately five online meetings. They will review public input about Lakewood and Tillicum Pierce County Libraries from 2019, study the significant needs of the current facilities and provide a recommendation to the Library System on preferred options for providing library services for Lakewood.

# New Business

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# MEMO



Date: May 31, 2022

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

From: Clifford Jo, Business & Finance Director

Subject: 2023 Budget Process

In July, we start on the 2023 work plan and budget. At that time we'll bring you a calendar of activities. This month we want to provide an overview of the process and answer any questions you might have or identify any additional information you might want.

The Fiscal Management Policy is reviewed annually as part of the budget process, and we do not have any suggested changes to the policy, but the Board can make and approve any change.

There are several items to review prior to signing our levy certificate:

- Initial property value assessment, which is posted by the County Assessor in late June and serves as an indicator for the mill rate as well as new construction
- Preliminary levy certificate and impacts to our budget
- Implicit Price Deflator (IPD) – only needed in times when the rate of inflation is less than 1%
- Work plan development is largely done by staff, but we have several checkpoints with the Board:
  - Strategic Framework and Strategic Priorities
  - known budget drivers such as contractual increases or inflation
  - capital projects

# Officers Reports



# MEMO



Date: May 26, 2022

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

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

Subject: The Great Resignation

Resignation rates in organizations continue to set records in early 2022, with over 4.5 million Americans quitting their jobs in March. This significant increase over the last 18 months has caused many to deem this as “The Great Resignation.”

“The Great Resignation” is affecting many organizations across the country. According to a Microsoft survey, 41% of the global workforce are considering resigning from their current roles. There are many reasons for this. During the COVID-19 pandemic, employees paused any job searches, looking to stay at their current employer for security. Now many have found new passions, personal and professional priorities and locations to live and are now looking for a career change. Many are also feeling stalled, burnt out and are looking for a career transition to change that. Experts say that this may continue for at least another year while employees continue to prioritize work and their personal lives differently than they have in the past.

This is also affecting employment at Pierce County Library System. We are seeing similar reasons and resignations. We offer confidential exit interviews to all departing employees that provide us with insight on their specific reasons for departure. Although our annualized turnover through the first quarter of 2022 is low, we anticipate a similar rate of turnover to 2021, which is a few percentages above our previous 5 years.

2022 Annualized Turnover Rate (Q1)	5.4%
2021 Turnover Rate	14.5%
2020 Turnover Rate	9.5%
2019 Turnover Rate	10.6%
2018 Turnover Rate	11.3%
2017 Turnover Rate	11.4%

Because of this, we have seen an increase in our applicant pools for open positions. In some positions, we have seen the number of applicants nearly double and triple from previous years. This is an indicator that we are being considered as an employer for a broader range of candidates than before. The Staff Experience department is working to fill these open positions and manage the increased volume so that we can staff the Library system to serve our communities.

Over the last 15 month period (1/1/2021 – 3/31/2022), we filled 112 open positions in an overall average of 45 days. This is lower than the previous period, which was 51 days. Our average time to fill non-management positions (103) is 44 days. Our average time to fill management positions (9) is 54 days.

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30.35 % of our vacancies are filled internally. A best practice for recruitment is around 42 days, but it can range from three weeks to two months, depending on the nature of the position.

With the implementation of the new HR and Finance system, the Library is exploring ways to gather additional data to track and analyze trends that will aid in understanding more about reasons staff choose to end their employment. This information will enable the Library to continue efforts to improve the workplace experience and retention of its valued employees.

# MEMO



Date: May 10, 2022

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

From: Mary Getchell, Marketing and Communications Director

Subject: April 2022 Special Election Results

The April 2022 Special Election in Pierce County included two ballot measures for one taxing district, the Bethel School District. After voters rejected both measures in the February 2022 Special Election, with nearly 6,000 more voters casting votes, supporters approved both measures by solid margins.

Proposition No. 1 will fund educational programs and operations, and is an excess levy, which is also known as a maintenance and operations (M&O) levy. The levy funds activities such as teacher salaries, athletics, arts, music and other activities not funded by the state. In April, voters approved the measure at nearly the same proportion that voters failed the measure in February.

### April 2022 Special Election

#### Bethel School District No. 403 – Proposition No. 1

23,431 ballots, 75,057 registered voters, turnout 31.22%

Yes:	13,127	56.37%	<b>APPROVED</b>
No:	10,160	43.63%	
Total:	23,287	100.00%	

### February 2022 Special Election

#### Bethel School District No. 403 – Proposition No. 1

17,853 ballots, 74,878 registered voters, turnout 23.84%

Yes:	7,797	43.93%	
No:	9,953	56.07%	<b>FAILED</b>
Total:	17,750	100.00%	

Proposition No. 2 will fund technology. The four-year tech levy will fund new technology, replacing and upgrading computers and telecommunications systems, training, and improving cybersecurity. In April, this measure gained 10 percent more of the vote compared with February, to approve the measure.

### April 2022 Special Election

#### Bethel School District No. 403 – Proposition No. 2

23,431 ballots, 75,057 registered voters, turnout 31.22%

Yes:	13,386	57.28%	<b>APPROVED</b>
No:	9,983	42.72%	
Total:	23,369	100.00%	

### February 2022 Special Election

Yes:	8,338	46.81%	
No:	9,476	53.19%	<b>FAILED</b>
Total:	17,814	100.00%	

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# MEMO



Date: May 31, 2022

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

From: Clifford Jo, Finance & Business Director

Subject: 2020 Fiscal and Accountability Audit Update

Our 2020 fiscal and accountability audit is nearing completion, and we anticipate a draft report within the next several weeks. At this time, our auditor hasn't advised us of anything unusual and an exit conference will likely be scheduled for the end of June. We usually have a Board member attend these meetings along with Executive Director Gretchen Caserotti and myself.

The entrance conference was attended by Trustee Neesha Patel and the Board typically chooses the same Trustee for both conferences, who will then report out during the next Board meeting.

The exit conference is typically 30 minutes. Please advise as to who would attend and Executive Assistant Petra McBride will help coordinate this.

# MEMO



Date: May 27, 2022

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

From: Clifford Jo, Finance & Business Director

Subject: Buckley Library Site Evaluation Update

EHS-I has prepared a near-final remediation investigation and feasibility study (RI/FS) report and will be sending it to Department of Ecology via the Voluntary Cleanup Program we were accepted into. EHS-I provided three options with various effectiveness of remediation along with costs. We decided to move forward with the best solution that provides a No Further Action (NFA) letter within the next 4-5 years. The other two options would wait out nature to take its course, which means no NFA until measurements fall below acceptable thresholds, which could take decades. And, if any work needed to be performed on the property, we would likely have to do significant remediation anyway.

The cost estimate is about \$600,000, but I anticipate it will be upwards of \$1,000,000, due to the unknown amount of water that would need removal, plus any other contingencies required. Once the RI/FS has been submitted, I will contact our attorney and an insurance archeologist to strategize the funding of the effort. In addition, there are grant monies available and EHS-I has begun researching our options.

After engineering plans are drafted and permits issued, construction will be set for summer of 2023. The actual work would take 6-8 weeks, after which we monitor the levels for several years to ensure success. Then, the Department of Ecology will issue an NFA and the Library is free from any further obligation.

### UPDATED PROGRESS CHART (BASED ON DEPT. OF ECOLOGY)

Progress	Phase	Task
✓	Pre-Remedial	Site Discovery
✓		Initial Investigation
✓		Reporting
✓		Site Hazard Assessment
✓		i. Nature of issue
✓		ii. Extent of issue
✓		iii. Offsite testing and evaluation
		Hazard Ranking
✓		Listing on Hazardous Sites List
11/21-9/22		Active Cleanup
	Health Plan	
	Cleanup Action Plan	
7/23-8/23	Post-Cleanup	Remediation Work
		Monitoring

No Board approval is required at this time. We will update the Board once we are cleared for remediation.

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# MEMO



Date: May 24, 2022

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

From: Melinda Chesbro, Deputy Director

Subject: 2022 Mid-year Staff Training & Participation Report

Staff learning and participation opportunities continued to be offered in a virtual environment, and, beginning in March, a few in-person events returned. Below is a recap of professional development activities, presentations, and/or events in which staff have participated thus far this year:

The Public Library Association (PLA) held their conference in-person in Portland, OR, and 18 staff from four departments were in attendance (Customer Experience, Collection Management, Facilities/Maintenance, Staff Experience). One staff member from IT attended the virtual sessions.

Washington Library Association (WLA) held their annual conference in-person this year. Nine staff from Customer Experience attended, and some presented as follows:

Process Over Product: A Year of Virtual Programming (& Anxiety) by Alex Byrne, Youth Services Librarian. Learn about how to continue a mindset of programming for process rather than product, and what environments are needed to let it thrive.

Touting the Towner Nominees, by co-speaker Brandi Gates, Youth Services Librarian. Focus on ways to introduce the new ten 2023 Towner Award Nominees nonfiction picture books to their target audience: seven through twelve-year-olds. Get strategies for lesson plans, story times, library displays, and text collections.

Memes with Teens: Building Connections & Community with Discord, by co-speakers Caitlyn Cavanaugh, Teen Services Librarian; Customer Specialists Katie Higdon and Kit DeForge. Attendees will learn how to use Discord as a tool to support programs, build relationships with teens, understand the differences between Discord and other programming platforms such as Zoom and Instagram Live, and encourage teen participation and ownership of the server. Presenters will also share successes and pitfalls to prepare for, tips for bringing Discord to library management, and feedback from real live teenagers.

The annual Innovative Users Group (IUG) conference was held online this year, and six staff from three departments were in attendance (Customer Experience, Collection Management, and Information Technology).

In May, Association of Washington Cities (AWC) held their annual Labor Relations Institute in-person. In attendance were two staff from Staff Experience, and one each from Customer Experience, Facilities/Maintenance, and Finance.

Tyler Connect: Five staff members from Staff Experience, Finance, and IT attended this year's in-person conference held in Indianapolis, IN.

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**Coming up:**

Crucial Conversations mandatory training began in the fall for all PCLS supervisors, and will continue with the next module, Crucial Conversations – Accountability, in summer. The training will be offered to all staff this fall.

# Executive Session

***Motion: To recess to Executive Session per RCW 42.30.110  
for 10 minutes to discuss property matters.***



# New Business (cont.)

Motion to:

- *Authorize the Library to sign a letter of intent and all subsequent documents as required to complete the transaction for a leased facility in Lakewood Town Center for the Lakewood Library*
- *Authorize the Library to sole-source commercial broker representation to Jeff Williams at Berkadia*
- *Authorize the Library to extend BuildingWork Architects contract to include the design of the leased space for the Lakewood Library*

## Pierce County Library in the News

June 8, 2022

- [New library executive director promises community engagement](#) – The News Tribune (+ Spot On WA)
- [State Parks Expands 'Check Out Washington' Program](#) – Pierce County Patch
- [Check Out Washington program expands with new adventure packs, partner and additional funding](#) – Tacoma Daily Index (+ KXRO.com, Yahoo News, Spokesman Review)
- [Lakewood Library to close next month, cites extensive damage](#) – The News Tribune (+ Spot On WA, Newsbreak)
- [County library officials announce closing date for Lakewood branch, which needs repairs](#) – The News Tribune (+ Spot On WA, Pierce County Patch)
- [Spring Book Sale](#) – Pierce County Patch (+ Tacoma Weekly)
- [Pierce County's Law Library Grand Opening at Sumner Library – May 23](#) – City of Sumner
- [Get the talents to get a brand new job](#) – techy-job.com
- [May Day! It's time to fill your W. WA garden with annuals](#) – The News Tribune (PCLS mentioned as sponsoring a class re gardening)
- Welcome Back to Your Pierce County Library System – The News Tribune (see attached advertisement)

# Welcome back

to Your Pierce County Library System!



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Make community connections

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