

AGENDA

**Regular Meeting of the Pierce County Library System Board of Trustees
October 13, 2021 | 3:30 PM**

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

- **Phone:** Dial+1.253.215.8782 | Webinar ID: 977 6052 7787| Passcode: 106659; or
- **Web browser** (Zoom user account is required to join via web browser):
<https://zoom.us/j/97760527787?pwd=T1VGT0ZvbEhhRWVmSXdOTEFwQndrQT09>; or
- **App** (Zoom user account is NOT required if joining by app) ([Windows App](#) | [iPad / iPhone App](#) | [Android App](#))
<https://zoom.us/j/97760527787?pwd=T1VGT0ZvbEhhRWVmSXdOTEFwQndrQT09>

3:30 pm	02 min.	Call to Order: Pat Jenkins, Chair	
3:32 pm	05 min.	Public Comment: <i>This is time set aside for members of the public to speak to the Board of Trustees. Unless the item you wish to discuss is of an emergency nature, the Board ordinarily takes matters under advisement before taking action. Please submit comments in writing (including your Name, Address and Topic) to pmcbride@piercecountylibrary.org by 2 pm on October 13. Comments will be read aloud to the Board. Time limit for comments is three minutes.</i>	
3:37 pm	03 min.	Consent Agenda	Action
		<ol style="list-style-type: none"> 1. Approval of Minutes of September 8, 2021, Regular Meeting 2. Approval of Minutes of September 29, 2021, Special Meeting 3. Approval of September 2021 Payroll, Benefits and Vouchers 4. 2022 Microsoft Premier Support Renewal 5. Resolution 2021-11: To Declare Furnishings and Equipment Surplus to Public Service Needs 	
3:40 pm	05 min.	Board Member Reports	
3:45 pm	15 min.	Routine Reports	
		<ol style="list-style-type: none"> 1. Introduction of New CE Deputy Director, Georgia Lomax 2. Fundraising Performance Report, Dean Carrell 3. Metrics Dashboard, Melinda Chesbro 4. August Financial Report, Cliff Jo 5. Branch Services Report, Kayce Austin and Meghan Sullivan 	
4:00 pm	40 min.	Unfinished Business	
		<ol style="list-style-type: none"> 1. 2022 Budget and Work Plan, Georgia Lomax, Melinda Chesbro, Cliff Jo and Connie Behe <ol style="list-style-type: none"> a. Preliminary Levy Certificate and Implicit Price Deflator 2. 2021 Inter-Fund Transfers <ol style="list-style-type: none"> b. Resolution 2021-12: To Create an Election Fund c. Resolution 2021-13: To Create a Property and Facility Fund 3. Executive Director Recruitment, Cheree Green 4. Policy Update: Communication with the Public, Mary Getchell 	Action Action Action
4:40 pm	10 min.	New Business	
		<ol style="list-style-type: none"> 1. Proposed 2022 Board Meeting Schedule, Georgia Lomax 2. National Friends of the Library Proclamation 	
4:50 pm	05 min.	Officers Reports	
		<ol style="list-style-type: none"> 1. Staff Demographics – Census Comparison 2. Library Conference Attendance 3. Summer Reading Program 	
4:55 pm	15 min.	Executive Session	
		<i>At this time on the agenda, the Board of Trustees will recess to Executive Session per RCW 42.30.110, to discuss collective bargaining matters.</i>	
5:10 pm	01 min.	Announcements	
5:11 pm		Adjournment	

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – OCTOBER 13, 2021**



CALL TO ORDER

Chair Pat Jenkins called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:30 pm. Board members present were, Daren Jones, Neesha Patel and Abby Sloan. Jamilyn Penn joined the meeting at 3:55 pm. The meeting was conducted virtually due to the Safe Start Washington Reopening Plan to slow the transmission of the coronavirus.

CONSENT AGENDA

1. Approval of Minutes of September 8, 2021, Regular Meeting
2. Approval of Minutes of September 29, 2021, Special Meeting
3. Approval of September 2021 Payroll, Benefits and Vouchers
4. 2022 Microsoft Premier Support Renewal
5. Resolution 2021-11: To Declare Furnishings and Equipment Surplus to Public Service Needs

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

BOARD MEMBER REPORTS

There were no Board member reports.

ROUTINE REPORTS

Introduction of New Customer Experience Deputy Director – Executive Director Georgia Lomax introduced Customer Experience Deputy Director Connie Behe to the Board. Director Behe shared her library background and expressed enthusiasm for her new role at Pierce County Library System.

Fundraising Performance Report – Foundation Director Dean Carrell noted the report has a new look and will continue to provide a quick visual on the overall, annual and capital campaign goals. He thanked the Board for their support of the capital campaign.

Branch Services Report – The trustees expressed their appreciation for the ways the Library is providing personal service to its communities.

UNFINISHED BUSINESS

2022 Budget and Work Plan – Director Lomax provided background on the Library's multi-year funding cycle. The long-term fiscal strategy is to build the Levy Sustainability Fund to the goal of \$14-15 million. These funds will be used to balance the budget and maintain operations in the future when expenditures exceed revenue. Other funds have been established to budget for future elections, land and buildings or one time capital needs. These are meant to be used during the current funding cycle.

Directors Cliff Jo and Melinda Chesbro provided an overview of 2022 estimated revenue and expenditures.

Director Chesbro noted the Library develops its work and service plan and subsequently builds the budget to achieve it. She noted the personnel budget has not been established at this point, but that operational expenditures will be similar to 2021. The materials budget will remain steady at approximately \$4.5 Million, however the Library may set some of those funds for materials needed in the new Sumner Library. Director Chesbro reported the Library is budgeting for facility updates, vehicle replacements, the 5-year technology plan, and the Sumner building project out of its Capital Improvement fund.

Director Lomax noted the Library will again plan to remain nimble and flexible in order to respond to situational events that may arise throughout the year as the pandemic continues.

Preliminary Levy Certificate and Implicit Price Deflator – Director Lomax asked the Board for direction regarding options for next year’s levy. While the Library is in the first phase of the sustainability plan it receives more tax funds than needed for operations. This allows the trustees to consider options when setting the levy: to levy the full lawful amount, or to levy at a lower rate and bank capacity of the amount that is not collected.

Trustees directed staff to develop a budget based on levying at the full legally authorized amount for 2022, plus new construction and releasing the levying capacity banked in 2021.

2021 Inter-Fund Transfers – In response to the Board passing the revised fiscal management policy at the September meeting, Director Jo requested authorization to create new funds based on the auditor’s recommendations.

Resolution 2021-12: To Create an Election Fund

Trustee Patel moved to authorize the Library to create the Election Fund and transfer the set-aside in the Special Purpose Fund to it. Trustee Penn seconded the motion and it was passed.

Resolution 2021-13: To Create a Property and Facility Fund

Trustee Sloan moved authorize the Library to create the Property and Facility Fund and transfer the corresponding set-aside in the Special Purpose Fund to it. Trustee Jones seconded the motion and it was passed.

Executive Director Recruitment – Staff Experience Director Cheree Green reported the contract with Bradbury Miller Associates has been signed. The detailed recruitment plan will be developed next.

Policy Update: Communication with the Public – Marketing and Communications Director Mary Getchell presented the revised policy draft.

Trustee Patel moved to approve the Communication with the Public Policy as presented. Trustee Penn seconded the motion and it was passed.

NEW BUSINESS

Proposed 2022 Board Meeting Schedule – Director Lomax shared the schedule which will be brought forward for approval at the November meeting.

National Friends of the Library Proclamation – The Trustees and the Library extended their thanks and gratitude to the Friends of the Libraries for their support to Pierce County Library System and its communities.

OFFICERS REPORTS

Library Conference Attendance – Director Lomax reminded the trustees to let her know if they are interested in attending a conference in 2022.

EXECUTIVE SESSION

At 4:34 pm, Trustee Penn moved to recess to Executive Session, per RCW 42.30.110, to discuss collective bargaining matters for approximately 15 minutes. Trustee Patel seconded the motion and it was passed. The ended at 4:52 pm.

ANNOUNCEMENTS

The 3rd annual Trivia Bee will be held virtually on November 13, 2021.

ADJOURNMENT

The meeting was adjourned at 4:53 pm on motion by Trustee Sloan, seconded by Trustee Patel.

Georgia Lomax, Secretary

Pat Jenkins, Chair

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Consent Agenda

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



CALL TO ORDER

Chair Pat Jenkins called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:30 pm. Board members present were, Daren Jones, Neesha Patel, Jamilyn Penn and Abby Sloan. The meeting was conducted virtually due to the Safe Start Washington Reopening Plan to slow the transmission of the coronavirus.

CONSENT AGENDA

1. Approval of Minutes of August 11, 2021, Regular Meeting
2. Approval of August 2021 Payroll, Benefits and Vouchers
3. Vehicle Purchases
4. 2021 Microsoft EES Agreement Renewal
5. Resolution 2021-10: To Declare Furnishings and Equipment Surplus to Public Service Needs

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

BOARD MEMBER REPORTS

Trustee Penn reported the current issue of American Libraries magazine highlights design showcases of new libraries.

ROUTINE REPORTS

Fundraising Performance Report – Foundation Director Dean Carrell reported the Foundation is meeting its fundraising goals for 2021.

Metrics Dashboard – Deputy Director Melinda Chesbro provided an overview of the report. She shared statistics on current use in 2021 compared to 2019, noting the Library will monitor these statistics to assess recovery from the pandemic closures.

June Financial Report – Finance and Business Operations Director Cliff Jo provided an overview of the report. He noted the reports will begin changing as the Library adapts to the new financial software.

Branch Services Report – Customer Experience Manager Kayce Austin provided an overview of the report, noting Anderson Island Library will reopen soon. Customer feedback on curbside service has been favorable.

UNFINISHED BUSINESS

Future Libraries Sumner Property – Director Lomax reported she attended the Sumner City Council meeting at which the members approved the surplus of three parcels on Main Street and the Purchase and Sale Agreement that would allow the Library to purchase the property for a new Sumner Library.

Director Jo presented the required documents to legally transfer the property and allow the Library to continue service in the current location on Fryar Avenue for three years, with the option of two 6-month extensions if needed.

Trustee Patel moved to approve all documents as presented and authorize the Executive Director to sign (1) the Purchase and Sale Agreement for the Main Street property, the Purchase and Sale Agreement from the Fryer Avenue property, and the Amended and Restated Lease Agreement for the Fryer Avenue property and (2) any other documents as required to complete the transaction. Trustee Penn seconded the motion and it was passed.

The sale will close in early October.

2022 Budget and Work Plan – Trustees shared their thoughts about how the Library’s priorities may need to change in response to its customers and communities. Ideas included alternative service options such as kiosks and drive-through pick-up windows; podcasts; digital design labs and studio spaces; a greater focus on e-sources; more diversity in the collection; increased focus on accessibility; literacy programs; in-person outreach; and continued curbside services.

Director Lomax thanked the Trustees for their input, noting the Library will also engage the public for future discussion and planning.

Fiscal Management, Purchasing and Procurement, Surplus Policies – Director Jo presented the policies for Board consideration.

Trustee Jones moved to approve the Fiscal Management Policy as presented. Trustee Penn seconded the motion and it was passed.

Trustee Penn moved to approve the Board Policy on Purchasing and Procurement as presented. Trustee Patel seconded the motion and it was passed.

Trustee Penn moved to approve the Board Policy on Surplus as presented. Trustee Jones seconded the motion and it was passed.

2020-21 Property Values for 2022 Tax Levy – Director Jo provided an overview of the forecasted data and projections that aid the Library in planning for expenditures in the 2022 budget.

NEW BUSINESS

Communications with the Public Policy – Marketing and Communications Director Mary Getchell provided an overview of the recommended updates to the policy. Trustees requested additional time to review the policy. No action was taken.

2022 Budget and Work Plan – Deputy Director Chesbro provided an overview of the Library’s work plan and budget and how both align with the Library’s strategic directions. In 2018, the Library shifted to a more community based service offering. Part of that work involved a reorganization of the Customer Experience department. Planning was underway up until the pandemic closed libraries. Moving into 2022, the Library will study how to best serve customers post-pandemic. She noted that planning for services will involve more discussion from the Board, evaluating partnerships and looking at internal and external influences.

EXECUTIVE SESSION

At 4:59 pm, Trustee Jones moved to recess to Executive Session, per RCW 42.30.110, to discuss a periodic personnel evaluation for approximately 30 minutes. Trustee Penn seconded the motion and it was passed. The Session was extended for an additional 15 minutes and ended at 5:47 pm.

NEW BUSINESS (CONT.)

2022 Executive Director Employment and Agreement – *Trustee Jones moved to authorize Chair Jenkins to implement a salary agreement with the Executive Director for 2022. Trustee Penn seconded the motion and it was passed.*

Director Lomax said she looks forward to continuing working for the Library until her planned retirement in the first half of 2022. She thanked Trustees and staff for the honor of working for PCLS.

The Board discussed the recruitment process for a new Executive Director and plan to do a national recruitment with the support of a search firm that specializes in libraries.

Trustee Penn moved to authorize Staff Experience Director Green to engage in conversation with Bradbury Miller Associates based on the Library's previous experience with them and in the interest of expediting the recruitment process. Trustee Jones seconded the motion and it was passed.

ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

The meeting was adjourned at 6:16 pm on motion by Trustee Patel, seconded by Trustee Penn.

Georgia Lomax, Secretary

Pat Jenkins, Chair

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
SPECIAL MEETING MINUTES – SEPTEMBER 29, 2021**



CALL TO ORDER

Chair Pat Jenkins called to order the special meeting of the Pierce County Rural Library District Board of Trustees at 10:00 am. Board members present were Neesha Patel, Jamilyn Penn and Abby Sloan. Daren Jones joined the meeting at 10:08 am. The meeting was conducted virtually due to the Safe Start Washington Reopening Plan to slow the transmission of the coronavirus.

PUBLIC COMMENT

There was no public comment.

NEW BUSINESS

Staff Experience Director Cheree Green had interviewed Bradbury Miller Associates and recommended the Board move forward with engaging the firm to recruit for the Library System's next executive director.

Discussion ensued on the variety of recruitment channels employed by Bradbury Miller Associates.

Trustee Patel moved to authorize Staff Experience Director Cheree Green to sole source and enter into a contract with Bradbury Miller Associates to recruit nationally for an executive director for Pierce County Library System. Trustee Penn seconded the motion and it was passed.

ADJOURNMENT

The meeting was adjourned at 10:18 am on motion by Trustee Penn, seconded by Trustee Patel.

Georgia Lomax, Secretary

Pat Jenkins, Chair

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

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	10014-10018	9/7/2021	\$ 6,973.82
Payroll Warrants	10019 -10023	9/21/2021	\$ 6,685.48
Electronic Payments - Payroll & Acct Payable		9/7/2021	\$ 929,567.88
Electronic Payments - Payroll & Acct Payable		9/21/2021	\$ 897,163.22
Accounts Payable Warrants	701874 - 701992	9/3/2021 - 9/24/2021	\$ 1,150,694.75
Total:			<u>\$ 2,991,085.15</u>

As of 10.1.2021

CURRENT CHECK REGISTER - SEMI MONTH

WARRANT: 090721 08/16/2021 to 08/31/2021 CHECK DATE: 09/07/2021

EMP #	NAME	TYP	NET PAY	CHECK #	LOC	CHECK DATE	SPECIAL
1344	ELLIS, CAROLE	CK	905.58	000010014	ACL	09/07/2021	
1334	ESPARRAGOZA, BEATRIZ	CK	2,118.61	000010015	PKS	09/07/2021	
1339	HILDERBRAND, BARBARA	CK	2,531.09	000010016	ACL	09/07/2021	
104	LEE, LISA A.	CK	0.00	000010017	SH	09/07/2021	
1341	MORRIS, ZOE	CK	1,418.54	000010018	SH	09/07/2021	
5 **	TOTAL CHECK(S)		6,973.82				

CURRENT CHECK REGISTER - SEMI MONTH

WARRANT: 090721 08/16/2021 to 08/31/2021 CHECK DATE: 09/07/2021

VOIDED CHECK # CHECK AMOUNT

** END OF REPORT - Generated by STACY KARABOTSOS **

CURRENT CHECK REGISTER - SEMI MONTH

WARRANT: 092121 09/01/2021 to 09/15/2021 CHECK DATE: 09/21/2021

EMP #	NAME	TYP	NET PAY	CHECK #	LOC	CHECK DATE	SPECIAL
1345	GONZALEZ, EMILIO	CK	1,901.07	000010019	LWD	09/21/2021	
1002	HUTCHINSON, JAMIE	CK	1,361.22	000010020	ACL	09/21/2021	
1342	KOSICK, ERIK	CK	1,519.94	000010021	SH	09/21/2021	
1348	MANGES, SUZANNA X.	CK	949.43	000010022	SUM	09/21/2021	
1351	TAUVELA, SETU	CK	953.82	000010023	BLK	09/21/2021	
5 **	TOTAL CHECK(S)		6,685.48				

** END OF REPORT - Generated by STACY KARABOTSOS **

Ad-hoc bank transaction (Withdrawal)

PCL_Company

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

Contact Name: Stacy Karabotsos
 Contact Phone: 253-548-3451
 Contact e-mail: sdkarabotsos@piercecounyalibrary.org
 Comments: 9/07/21 Payroll

Withdrawal Date: 9/7/2021

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	76,890.25
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	61,136.57
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	61,136.57
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	570,858.03
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	12,060.62
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	54,116.53
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	82,143.27
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	7,256.47
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	2,470.07
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	-
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	-
PCL_Company	WA State Support Registry	237100	CC_Library_District	697-00	5100000	1,500.00
PCL_Company	Columbia Bank Balance Adjustment	237100	CC_Library_District	697-00	5100000	(0.50)
Total Deposit						\$ 929,567.88

Certification:

Stacy Karabotsos
 Signature (Department Designee)

9/2/2021
 Date

Comments:

Ad-hoc bank transaction (Withdrawal)

PCL_Company

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

Contact Name: Stacy Karabotsos
 Contact Phone: 253-548-3451
 Contact e-mail: sdkarabotsos@piercecountylibrary.org
 Comments: 9/21/21 Payroll

Withdrawal Date: 9/21/2021

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	72,545.75
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	58,748.89
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	58,748.89
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	552,262.78
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	9,850.93
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	52,517.60
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	79,803.87
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	6,906.47
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	2,532.57
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	-
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	200.65
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	1,544.82
PCL_Company	WA State Support Registry	237100	CC_Library_District	697-00	5100000	1,500.00
PCL_Company	Columbia Bank Balance Adjustment	237100	CC_Library_District	697-00	5100000	-
Total Deposit						\$ 897,163.22

Certification:

Stacy Karabotsos
 Signature (Department Designee)

9/17/2021
 Date

Comments:

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
701874	09/03/2021	PRINTED	341	BAKER & TAYLOR	0.00	22,199.22	09/13/2021
701875	09/03/2021	PRINTED	998	CINTAS CORPORATION	0.00	446.03	09/14/2021
701876	09/03/2021	PRINTED	685	COLUMBIA BANK	368.73	0.00	
701877	09/03/2021	PRINTED	482	HERMANSON COMPANY LLP	0.00	2,550.90	09/10/2021
701878	09/03/2021	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	956.11	09/13/2021
701879	09/03/2021	PRINTED	1908	LAST MILE GEAR	0.00	21,390.91	09/15/2021
701880	09/03/2021	PRINTED	211	MIDWEST TAPE	0.00	4,653.85	09/14/2021
701881	09/03/2021	PRINTED	216	CITY OF MILTON	0.00	548.68	09/15/2021
701882	09/03/2021	PRINTED	1081	NASIM & SONS INC	0.00	7,709.26	09/10/2021
701883	09/03/2021	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	120.00	09/10/2021
701884	09/03/2021	PRINTED	776	PUGET SOUND ENERGY	0.00	1,619.68	09/10/2021
701885	09/03/2021	PRINTED	2050	IMAN PURNELL	250.00	0.00	
701886	09/03/2021	PRINTED	782	QUALITY BUSINESS SYSTEMS INC	0.00	398.59	09/13/2021
701887	09/03/2021	PRINTED	792	RAINIER VIEW WATER CO INC	0.00	448.64	09/10/2021
701888	09/03/2021	PRINTED	61	RICOH USA INC	0.00	1,501.08	09/14/2021
701889	09/03/2021	PRINTED	61	RICOH USA INC	0.00	1,707.86	09/13/2021
701890	09/03/2021	PRINTED	269	SPRAGUE PEST SOLUTIONS	0.00	417.70	09/15/2021
701891	09/03/2021	PRINTED	273	TOWN OF STEILACOOM	0.00	1,175.19	09/10/2021
701892	09/03/2021	PRINTED	595	TYLER TECHNOLOGIES INC	0.00	1,280.00	09/14/2021
701893	09/03/2021	PRINTED	672	CITY OF UNIVERSITY PLACE	0.00	14.62	09/15/2021
701894	09/03/2021	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	250.52	09/13/2021
701895	09/07/2021	PRINTED	314	AFSCME AFL-CIO	0.00	13,029.66	09/20/2021
701896	09/07/2021	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	2,274.64	09/14/2021
701897	09/07/2021	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	0.00	556.41	09/13/2021
701898	09/07/2021	PRINTED	335	ASSOCIATION OF WASHINGTON CITI	0.00	238,792.89	09/24/2021
701899	09/07/2021	PRINTED	989	PATRICK O'REILLY CASSON	100.00	0.00	
701900	09/11/2021	PRINTED	341	BAKER & TAYLOR	0.00	20,102.10	09/14/2021
701901	09/11/2021	PRINTED	432	CITY OF BONNEY LAKE , WA	0.00	261.99	09/14/2021
701902	09/11/2021	PRINTED	432	CITY OF BONNEY LAKE	0.00	9.74	09/14/2021
701903	09/11/2021	PRINTED	638	CITY OF BUCKLEY	0.00	462.94	09/16/2021
701904	09/11/2021	PRINTED	642	BUILDINGWORK LLC	0.00	1,190.00	09/14/2021
701905	09/11/2021	PRINTED	989	PATRICK O'REILLY CASSON	150.00	0.00	
701906	09/11/2021	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	111.56	09/14/2021
701907	09/11/2021	PRINTED	998	CINTAS CORPORATION	0.00	446.03	09/20/2021
701908	09/11/2021	PRINTED	2033	BRITTNEY DIAS	0.00	250.00	09/30/2021
701909	09/11/2021	PRINTED	379	E-RATE EXPERTISE INC	0.00	900.00	09/17/2021
701910	09/11/2021	PRINTED	363	TOWN OF EATONVILLE	0.00	695.40	09/14/2021
701911	09/11/2021	PRINTED	390	FAIRVEGA LIBRARY SERVICES	0.00	1,221.00	09/15/2021
701912	09/11/2021	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	573.14	09/15/2021
701913	09/11/2021	PRINTED	1908	LAST MILE GEAR	0.00	2,954.66	09/15/2021

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
701914	09/11/2021	PRINTED	26	LINGO	0.00	104.78	09/17/2021
701915	09/11/2021	PRINTED	211	MIDWEST TAPE	0.00	10,580.22	09/16/2021
701916	09/11/2021	PRINTED	227	MOUNTAIN MIST	0.00	32.67	09/16/2021
701917	09/11/2021	PRINTED	228	MULTICULTURAL BOOKS & VIDEOS	0.00	1,016.00	09/21/2021
701918	09/11/2021	PRINTED	512	OETC	0.00	62,991.09	09/15/2021
701919	09/11/2021	PRINTED	520	CITY OF ORTING	0.00	420.99	09/16/2021
701920	09/11/2021	PRINTED	552	PENINSULA LIGHT CO	0.00	507.36	09/14/2021
701921	09/11/2021	PRINTED	1037	PIERCE COUNTY SEWER	0.00	890.94	09/15/2021
701922	09/11/2021	PRINTED	2057	POWELL, JULI	15.95	0.00	
701923	09/11/2021	PRINTED	776	PUGET SOUND ENERGY	0.00	67.54	09/16/2021
701924	09/11/2021	PRINTED	776	PUGET SOUND ENERGY	0.00	891.79	09/15/2021
701925	09/11/2021	PRINTED	61	RICOH USA INC	0.00	1,872.14	09/16/2021
701926	09/11/2021	PRINTED	61	RICOH USA INC	0.00	1,616.86	09/16/2021
701927	09/11/2021	PRINTED	605	US BANK	0.00	502,549.55	09/15/2021
701928	09/11/2021	PRINTED	811	WCP SOLUTIONS	0.00	1,353.52	09/14/2021
701929	09/11/2021	PRINTED	2015	WEX BANK	0.00	2,755.95	09/14/2021
701930	09/17/2021	PRINTED	341	BAKER & TAYLOR	0.00	25,398.53	09/22/2021
701931	09/17/2021	PRINTED	1036	CATALYST WORKPLACE ACTIVATION	0.00	2,462.77	09/21/2021
701932	09/17/2021	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	292.02	09/21/2021
701933	09/17/2021	PRINTED	998	CINTAS CORPORATION	0.00	446.27	09/27/2021
701934	09/17/2021	PRINTED	369	EHS-INTERNATIONAL INC	7,697.72	0.00	
701935	09/17/2021	PRINTED	370	ELITE PROPERTY INVESTMENTS LLC	0.00	12,048.05	09/24/2021
701936	09/17/2021	PRINTED	390	FAIRVEGA LIBRARY SERVICES	0.00	1,725.90	09/22/2021
701937	09/17/2021	PRINTED	455	GORDON THOMAS HONEYWELL LLP	0.00	9,206.96	09/21/2021
701938	09/17/2021	PRINTED	482	HERMANSON COMPANY LLP	0.00	6,151.06	09/21/2021
701939	09/17/2021	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	605.81	09/22/2021
701940	09/17/2021	PRINTED	1821	KNKX 88.5 FM	0.00	3,160.00	09/21/2021
701941	09/17/2021	PRINTED	211	MIDWEST TAPE	0.00	7,700.41	09/21/2021
701942	09/17/2021	PRINTED	1081	NASIM & SONS INC	0.00	4,857.14	09/24/2021
701943	09/17/2021	PRINTED	512	OETC	0.00	113.12	09/22/2021
701944	09/17/2021	PRINTED	2060	OFFICE OF THE SECRETARY OF STATE, OSOS	0.00	18,230.91	09/22/2021
701945	09/17/2021	PRINTED	531	PAN ASIAN PUBLICATIONS (USA) INC.	2,100.00	0.00	
701946	09/17/2021	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	0.00	243.85	09/24/2021
701947	09/17/2021	PRINTED	563	PIERCE COUNTY RECYCLING	0.00	139.66	09/28/2021
701948	09/17/2021	PRINTED	61	RICOH USA INC	0.00	2,668.04	09/23/2021
701949	09/17/2021	PRINTED	249	SMITH FIRE SYSTEMS INC	0.00	12,326.21	09/21/2021
701950	09/17/2021	PRINTED	269	SPRAGUE PEST SOLUTIONS	0.00	1,012.83	09/29/2021
701951	09/17/2021	PRINTED	284	SUMMIT WATER & SUPPLY CO	0.00	1,271.60	09/21/2021
701952	09/17/2021	PRINTED	581	TILlicum COMMUNITY SERVICE CEN	0.00	1,673.82	09/23/2021
701953	09/17/2021	PRINTED	595	TYLER TECHNOLOGIES INC	0.00	3,200.00	09/22/2021

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
701954	09/17/2021	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	597.67	09/22/2021
701955	09/21/2021	PRINTED	313	AFLAC	3,985.00	0.00	
701956	09/21/2021	PRINTED	684	COLONIAL SUPPLEMENTAL INSURANC	200.36	0.00	
701957	09/21/2021	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	2,274.64	09/28/2021
701958	09/21/2021	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	0.00	556.41	09/24/2021
701959	09/24/2021	PRINTED	2069	JEAN ALLISON	8.99	0.00	
701960	09/24/2021	PRINTED	341	BAKER & TAYLOR	30,416.96	0.00	
701961	09/24/2021	PRINTED	1036	CATALYST WORKPLACE ACTIVATION	0.00	5,461.50	09/28/2021
701962	09/24/2021	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	101.71	09/29/2021
701963	09/24/2021	PRINTED	998	CINTAS CORPORATION	446.27	0.00	
701964	09/24/2021	PRINTED	124	CONSOLIDATED TECHNOLOGY SERVICES	585.48	0.00	
701965	09/24/2021	PRINTED	129	NORTH BEND PUBLIC LIBRARY	13.97	0.00	
701966	09/24/2021	PRINTED	1001	DATA QUEST LLC	417.00	0.00	
701967	09/24/2021	PRINTED	2028	DAVIS DOOR SERVICE INC	0.00	1,022.12	09/28/2021
701968	09/24/2021	PRINTED	161	DEPT OF ENTERPRISE SERVICES	0.00	395.00	09/28/2021
701969	09/24/2021	PRINTED	399	CITY OF FIFE	0.00	1,564.98	09/28/2021
701970	09/24/2021	PRINTED	402	FIRGROVE MUTUAL WATER COMPANY	0.00	405.85	09/28/2021
701971	09/24/2021	PRINTED	446	CITY OF GIG HARBOR	0.00	1,261.21	09/29/2021
701972	09/24/2021	PRINTED	703	INGRAM LIBRARY SERVICES	81.71	0.00	
701973	09/24/2021	PRINTED	710	IRON MOUNTAIN INC	0.00	392.34	09/29/2021
701974	09/24/2021	PRINTED	2070	CHARLES W JOHNSON	17.99	0.00	
701975	09/24/2021	PRINTED	11	LAKEWOOD WATER DISTRICT	0.00	348.48	09/30/2021
701976	09/24/2021	PRINTED	36	LOGIC INTEGRITY INC	1,162.50	0.00	
701977	09/24/2021	PRINTED	211	MIDWEST TAPE	0.00	18,911.08	09/28/2021
701978	09/24/2021	PRINTED	1846	KIM MOSE	35.00	0.00	
701979	09/24/2021	PRINTED	235	NATIONAL BUSINESS RESEARCH INS	0.00	800.00	09/30/2021
701980	09/24/2021	PRINTED	2063	PACIFICA LAW GROUP LLP	0.00	2,270.00	09/28/2021
701981	09/24/2021	PRINTED	531	PAN ASIAN PUBLICATIONS (USA) INC.	4,230.00	0.00	
701982	09/24/2021	PRINTED	2068	KATIE M PANSKE	28.41	0.00	
701983	09/24/2021	PRINTED	552	PENINSULA LIGHT CO	0.00	1,133.79	09/28/2021
701984	09/24/2021	PRINTED	776	PUGET SOUND ENERGY	0.00	2,402.85	09/29/2021
701985	09/24/2021	PRINTED	61	RICOH USA INC	0.00	136.33	09/29/2021
701986	09/24/2021	PRINTED	1219	SONITROL PACIFIC	0.00	467.51	09/28/2021
701987	09/24/2021	PRINTED	269	SPRAGUE PEST SOLUTIONS	345.09	0.00	
701988	09/24/2021	PRINTED	595	TYLER TECHNOLOGIES INC	0.00	640.00	09/29/2021
701989	09/24/2021	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	22.97	09/29/2021
701990	09/24/2021	PRINTED	811	WCP SOLUTIONS	0.00	91.83	09/28/2021
701991	09/24/2021	PRINTED	818	WHATCOM COUNTY LIBRARY SYSTEM	0.00	5.99	09/30/2021
701992	09/24/2021	PRINTED	2008	ZPROCIS SOLUTIONS INC	966.00	0.00	
					53,623.13	1,097,071.62	1,150,694.75

MEMO



Date: September 30, 2021

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

From: Stephanie Ratko, IT Manager

Subject: 2022 Microsoft Premier Support Renewal

The Library needs to renew Microsoft Premier Support in December 2021. Microsoft Premier Support is part of Microsoft Enterprise Services. Microsoft Enterprise Services is composed of digital advisors, engineers, consultants and support professionals. Microsoft Enterprise Services helps the Pierce County Library System (PCLS) implement and support Microsoft products. Microsoft products and technologies are essential components of the PCLS network infrastructure.

Background

This is a planned purchase identified and budgeted for in the PCLS Five Year Technology Roadmap. The IT Department recommends renewing Microsoft Premier Support for year 2022 at an estimated cost of \$75,000, not including tax.

Currently all the Library's Microsoft products are under warranty support from the vendor. The Library's Microsoft Premier Support agreement expires in December in 2021.

Purchasing Mechanism

With the Board's approval, we will renew the Microsoft Premier Support agreement with an authorized Microsoft reseller.

ACTION: Move to approve the purchase of Microsoft Premier Support contract not to exceed \$75,000.00, not including tax.

Surplus Items Cover Sheet

Technology Surplus Memo

- **IT Surplus Inventory List**

Vehicle Surplus Memo

- **Facilities Surplus Inventory List**
- **Vehicle Repair Estimate**
- **Vehicle Purchase Offer**

Resolution 2021-11

MEMO



Date: September 30, 2021

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

From: Stephanie Ratko, IT Manager

Subject: 2021 Technology Surplus and Recycling

The Library needs to surplus some high value items, and recycle other low value technology items removed from the branches as we refresh public and staff technology. The PCLS IT team replaced the equipment as a continuation of our work to replace technology that is no longer under support from the manufacturer, and in support of our branches reopening.

Background

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

Inventory Removal Mechanism

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

See spreadsheet on next page for details.

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

Qty	IT Surplus Items OVER \$50 in estimated value	estimated value (each)
4	Dell Inc. OptiPlex 3030 AIO	\$150
1	HP HP Spectre x360 Convertible 13-w0XX	\$220
1	Dell Inc. Latitude 6430U	\$90

Qty	IT Surplus Items UNDER \$50 in estimated value	estimated value (each)
42	Dell Inc. OptiPlex 9020	
1	Cybernet Manufacturing Inc. IONE-GX45	
1	Amazon E-Reader D01200	
2	AOC Monitor 919VWA	
2	Apple iPad 3 16GB	
2	Apple iPad Mini 16 GB	
1	BROTHER Fax Machine 2840	
8	DELL Monitor 1908FP BLK	
1	DELL Monitor E190S	
1	DELL Monitor E1913S	
27	DELL Monitor P190S	
2	DELL Monitor P1913S	
8	DELL Monitor P1914S	
4	Dell Monitor P1917S	
2	HP Monitor L1910	
1	Kodak Camera PIXPRO FZ53	
1	Sony E-Reader PRS-T1	
3	STAR Receipt Printer TSP643U	
1	VIEWSONIC Monitor TD2220	
5	WELCH ALLYN Barcode Scanner 3800LR-12	

MEMO



Date: October 6, 2021

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

From: Kristina Cintron, Facilities Manager

Subject: Vehicle Surplus and Recycling Request

The Library is requesting surplus disposal of the following non-running Isuzu delivery truck.

Year/Make/Model: 2008 Isuzu NPR delivery truck

License plate: 94738C

VIN: JALC4W16387003449

The repair costs are estimated to be greater than the value of the truck. Our repair vendor, RWC has given us a repair estimate for a new long block engine with assembly and installation at \$15,089.14, while the total value of the vehicle has been estimated at \$2,508.46 in its current state. Market price for a working 2008 Isuzu NPR truck, estimated from a number of reselling websites, is about \$15,000. See attached supporting documents for reference.

With the Board's approval, we will surplus the vehicle via Washington State's Department of Enterprise Services (DES). DES will recommend the most environmentally and fiscally responsible disposal method for the property, which will either be re-selling the vehicle at auction or selling it to a metal scrap and salvaging partner.

FACILITIES SURPLUS INVENTORY LISTING AS OF 13 SEPTEMBER 2021

Surplus over \$100 in estimated value

QTY	ITEM	DESCRIPTION
1	2008 Isuzu NPR-HD (over 190k miles)	Recent quote (attached) estimates repair costs for the blown engine over \$15,000, which is more than the truck's value of \$2,508.00.



RWC Group - Tacoma, WA (Isuzu)

2312 Milwaukee Way Tacoma, Washington 98421
 Phone: (253) 448-2512



Case Number: 8753908 - Repair Order Number: RA103001485
 Purchase Order Number: n/a
 Service Writer: Hartwig, Katie - Case Date: 06/09/21 02:14 pm PDT

Pierce County Library	Unit #:		
Address: 3005 112TH STREET EAST TACOMA, WA 98446	Asset: 2008 Isuzu Nprhd	Miles 194,721	 387003449
Phone: (253) 536-6500	Serial #: 387003449		
Fax:	VIN: JALC4W16387003449		
Cust #: 12089	Engine: 4HK1-TC		
	Engine Hours:		

Operation	Operation	Labor	Parts	Core Charge	Total
1	DIAGNOSE COOLANT LOSS,NO WARNING LIGHTS,RUNS ROUGH	\$330.00	\$0.00	\$0.00	\$330.00
2	R&R TSTATS AND LOWER RAD HOSE PRESSURE TEST COOLING SYSTEM Parts: (1.0) N/A	\$742.50	\$180.00	\$0.00	\$922.50
3	DIAGNOSE ENGINE RUNS ROUGH ,POSSIBLE INJECTOR CONCERN	\$330.00	\$0.00	\$0.00	\$330.00
4	COOLING SYSTEM IS BUILDING PRESSURE-NEED TO REMOVE HEAD FOR FURTHER INSPECTION	\$1,485.00	\$0.00	\$0.00	\$1,485.00
5	R&R LONG BLOCK ENGINE ASSEMBLY Parts: (1.0) STEELE	\$7,425.00	\$2,200.00	\$0.00	\$9,625.00

Notes: [6/15/2021 at 09:54 am PDT] - Approval Requested for the estimate version 1, total \$1,929.38. [View the estimate](#). NOTE: see updated estimate for approval Repair status set to Hold (auth).

[6/16/2021 at 09:00 am PDT] - Good Morning, I have received approval to move forward on this. Attached is the signed estimate. Thank you, Jacob Marsh | Facilities Operations Lead Pierce County Library System Main: (253) 548-3399 www.piercecountylibrary.org<<http://www.piercecountylibrary.org>> Sent via Email

[6/28/2021 at 07:58 am PDT] - Approval Requested for the estimate version 2, total \$3,762.23. [View the estimate](#). NOTE: SEE UPDATED EST FOR APPROVAL

Repair status set to Hold (auth).

[6/28/2021 at 08:35 am PDT] - Good Morning, I have attached the signed quote for repairs. Thank you, Jacob Marsh | Facilities Operations Lead Pierce County Library System Main: (253) 548-3399 www.piercecountylibrary.org<<http://www.piercecountylibrary.org>> Sent via Email

[6/30/2021 at 02:24 pm PDT] - Approval Requested for the estimate version 3, total \$15,089.14. [View the estimate](#). NOTE: JACOB-SEE NOTES ON FINDINGS. PULLED TO SHOP, DRAINED COOLANT, AND DISASSEMBLED CLOSELY INSPECTING AS CAME APART. ONCE CYL HEAD REMOVED I INSPECTED GASKET, HEAD, AND BLOCK. PIN POINTED THE ISSUE TO BE AT THE COOLANT PORT AT REAR OF BLOCK BETWEEN #3 AND #4 CYL. THE LINER PORTRUSION IS LOW AND THE THE AREA OF BLOCK WHERE THE GASKET SEALS THE COOLANT IS WORN AWAY ALLOWING THE COMBUSTION GASSES TO ENTER COOLING SYSTEM. BLOCK CAN NOT BE MACHINED. PUT IN P/A TO REPLACE THE LONG BLOCK. * IN REMOVING THE POS. LEAD FROM THE ALTERNATOR THE NUT LOCKED AND TORE THE TERMINAL. INCLUDED IN P/A TO CORRECT THIS ISSUE.

Repair status set to Hold (auth).

Parts:	\$2,380.00
Labor:	\$10,312.50
Core:	\$0.00
Haz. Waste:	\$0.00
Shop:	\$1,000.00
Freight:	\$0.00
Tax:	\$1,396.64
TOTAL:	\$15,089.14

This estimate is subject to teardown and inspection and is valid for 30 days from date above. I, the undersigned, authorize you to perform the repairs and furnish the necessary materials. I understand any costs verbally quoted are an estimate only and not binding. Your employees may operate vehicle for inspecting, testing and delivery at my risk. You will not be responsible for loss or damage to vehicle or articles left in it. AUTHORIZED
 BY: _____ DATE: ___/___/___

From: CashForCars.com
To: [Gabe Johnson](#)
Subject: Your Instant Cash Offer for your Vehicle Expires in 7 Days
Date: Monday, September 13, 2021 2:32:54 PM



Get Offer

How it Works



[1-800-227-2893](tel:1-800-227-2893)

Your Offer is Ready!

Call Now [1-888-987-2699](tel:1-888-987-2699)

Hi Pierce county,

Thank you for requesting an online cash offer for your **2008 ISUZU NPR**. Based on the vehicle information you provided, we are pleased to present an offer of

\$2508.46

If you would like to accept our offer, please contact us as soon as possible, as this offer expires in 7 days.

Please call us at [888-987-2699](tel:888-987-2699), Monday through Friday, 8am-7pm EST, if you would like to accept our offer or if you have any questions.

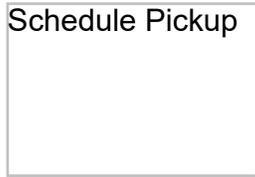
The CashForCars.com Team
[888-987-2699](tel:888-987-2699)
CashForCars.com

How it Works



Get an Offer

Call us at 888-987-2699 or fill out our form.



Schedule Pickup

Accept our offer, and we'll schedule a pickup time.



Get Paid

Collect your payment & we tow away your car for free!

Get an Instant Offer

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RESOLUTION NO. 2021-11

**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 \$100, 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 13TH DAY OF OCTOBER, 2021.

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

Routine Reports

MEMO



Date: September 29, 2021

To: Pat Jenkins and Members of the Board of Trustees

From: Georgia Lomax, Executive Director

Subject: Welcome Connie Behe, Customer Experience Deputy Director

During the meeting we'll introduce you to Connie Behe, the Library's new Customer Experience Deputy Director. She joined Pierce County Library on September 16, 2021, and replaces Jaime Prothro who is now Director of Libraries for the Wichita (KS) Public Library.

Most recently Connie was Executive Director of the ImagineIf Libraries in Kalispell Montana. (She was previously Assistant Director there.) She also worked at Ft. Vancouver (WA) Regional Library and for the Tillamook County (OR) Library.

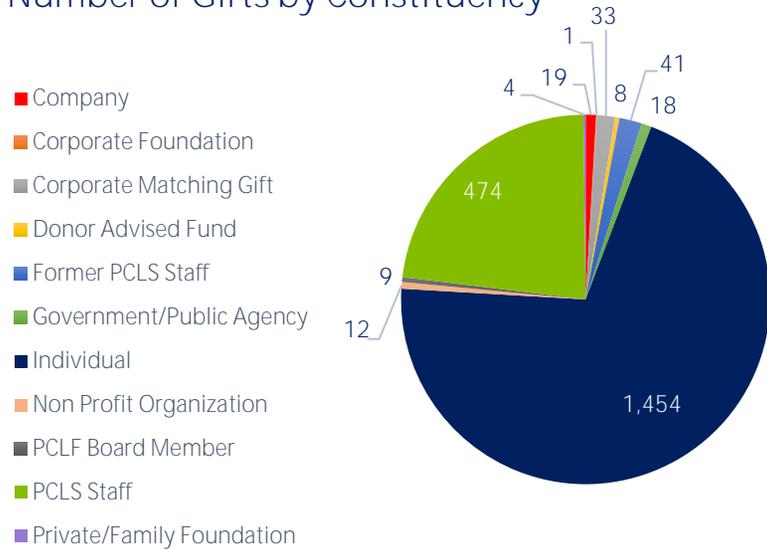
During her career, Connie has focused on systems thinking, manager and staff development, and community participation. She also has lead development of an equity, diversity and inclusion initiative that included social justice and anti-racism training for staff, redesign of hiring processes, policy review, and collection diversity audits.

We're very excited to have her leadership in providing valued and highly used library services to Pierce County.

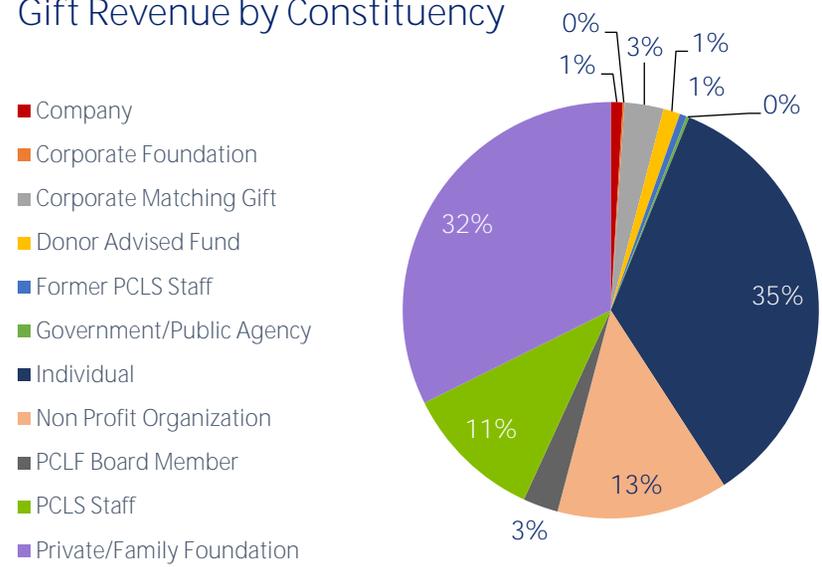
Fundraising Performance Dashboard



Number of Gifts by Constituency



Gift Revenue by Constituency



Revenue by Type



Donors by Lifecycle Status

Retention - Year to date

Retained donors	Donor retention rate	Retained revenue	Revenue retention rate	LYBUNT donors	LYBUNT revenue
565	46.89%	\$210,471.00	61.30%	640	\$188,978.00

Retention - First year donor

Retained donors	Donor retention rate	Retained revenue	Revenue retention rate	LYBUNT donors	LYBUNT revenue
103	29.34%	\$16,570	21.54%	248	\$45,278.00

Acquisition - Year to date

Acquired donors	Donor acquisition rate	Acquired revenue	Revenue acquisition rate
174	5.46%	\$115,187	98.55%

Recaptured - Year to date

Recaptured donors	Recapture rate	Recaptured revenue	Revenue recapture rate
281	15.60%	\$37,150	111.20%

Updates

What's going well

- Capital Campaign: property transfer is almost complete, development agreement moving forward
- New efforts being emphasized with planned giving efforts

Areas to capitalize on

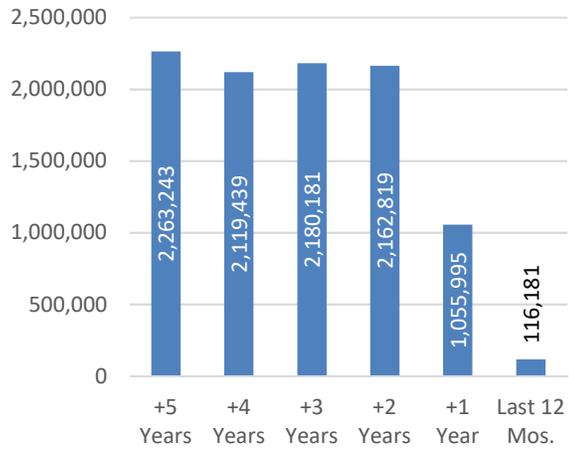
- Connecting early with FY 20 LYBUNTs
- Focus on conducting successful Trivia BEE
- Review and revise gift acceptance policy and gift agreement

Terms Defined

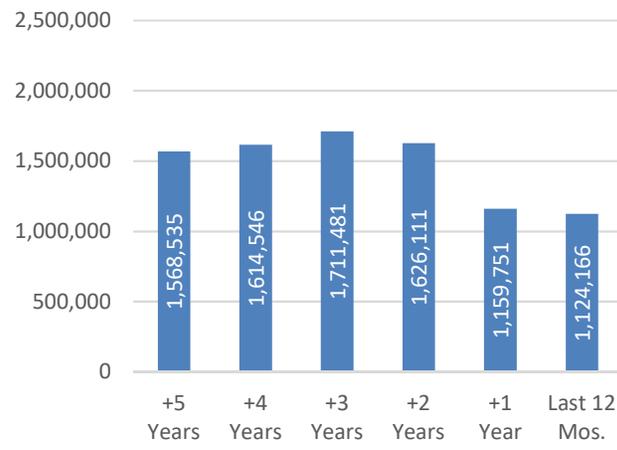
- Total Committed Revenue: All cash gifts + pledges
- Unrestricted Revenue: Undesignated funds which PCLF Board can commit all or a portion to PCLS for agreed upon programs/services in fiscal year
- Temporarily Restricted Revenue: Designated funds (typically) from sources like Friends groups, GTCF, etc., in support of priority and/or special PCLS projects
- Constituency: A group of donors/prospects categorized to ensure more personalized, meaningful engagement
- Constituency Gifts: The number of gifts, not necessarily number of donors, from each donor constituency
- Constituency Revenue: All committed revenue from each donor constituency
- Acquired Donor Rate (YTD): How the total number of new donors acquired in the current fiscal year compares to the number of constituents who gave over the previous five years
- Acquired Revenue Rate (YTD): How much newly acquired donors gave - in total - during the current fiscal year
- Retained Donor Rate (YTD): How the total number of donors from the previous year - as a percentage - gave again during current year
- Retained Revenue Rate (YTD): How retained revenue amount compares to previous year's overall giving from retained donors
- Retained Donors (1st year): A donor who gave their first gift last fiscal year and gave again in the current fiscal year
- Recaptured Donor Rate (YTD): How the total number of donors who lapsed in their giving last year and have given again this year compares to everyone who gave two to five years ago but not last year
- Recaptured Revenue Rate (YTD): How recaptured revenue amount compares to the previous fiscal year's recaptured revenue
- LYBUNT (YTD): Gifts which came in Last Year But Unfortunately Not In This year
- LYBUNT (1st year): A subset of LYBUNTs, first time gifts which came in Last Year But Unfortunately Not In This year

Customers / Visits - August 2021

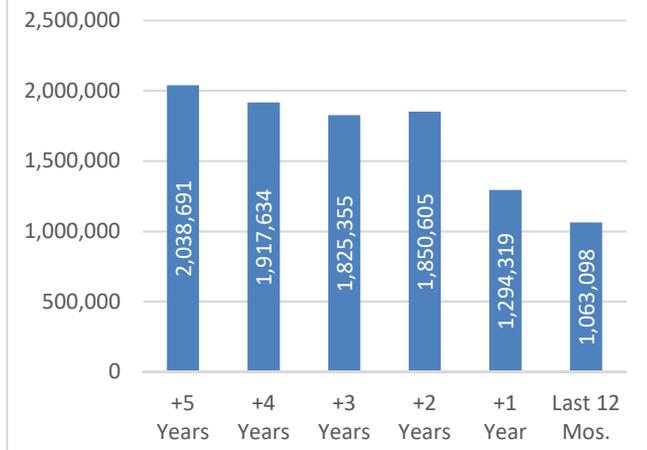
Branch Visits



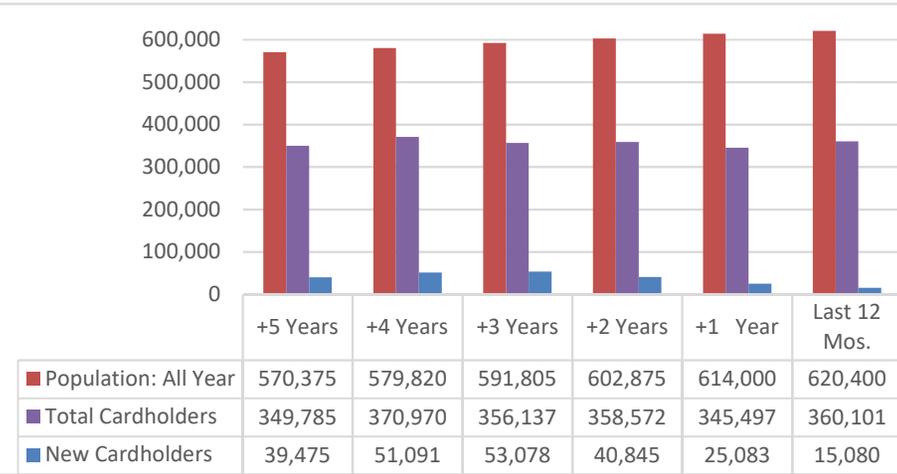
Catalog Visits



Website Visits



PCLS Cardholder Statistics



August and Rolling 12-Month Comparison

	August 2021	August 2020	% Change Aug. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
Branch Visits	64,048	0	-	116,181	1,055,995	-89.0%
Catalog Visits	91,191	91,879	-0.7%	1,124,166	1,159,751	-3.1%
Public Website Visits	84,224	94,957	-11.3%	1,063,098	1,294,319	-17.9%

Technology

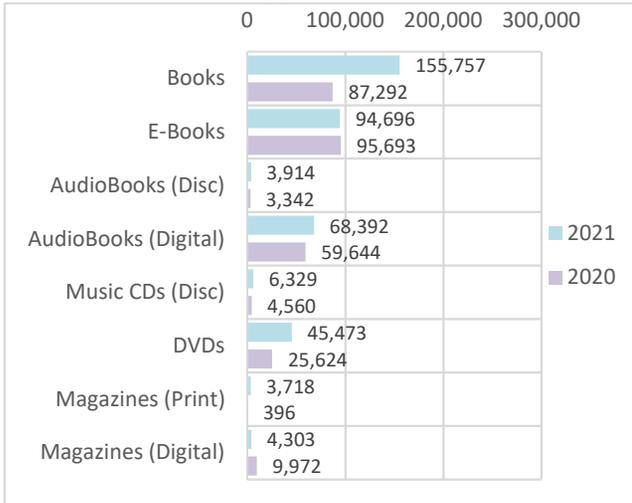
	August 2021	August 2020	% Change Aug. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
PC/Laptop Sessions	5,737	0	-	9,344	143,639	-93.5%
Wi-Fi Sessions	37,707	19,688	91.5%	302,260	521,329	-42.0%

Public Spaces Usage

	2021	Rolling Last 12 Months	Rolling Last 12 Months	% Change Year Over Year
# of Public Meeting Uses	0	0	6,286	-100.0%
# of Attendees	0	0	76,310	-100.0%

Collection Use - August 2021

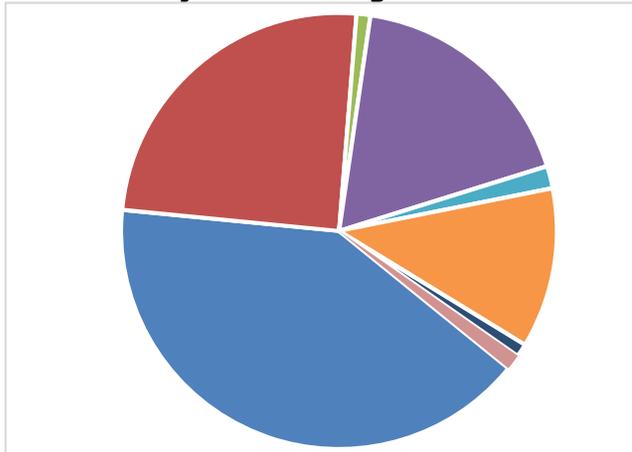
August 2021 vs August 2020 Checkouts



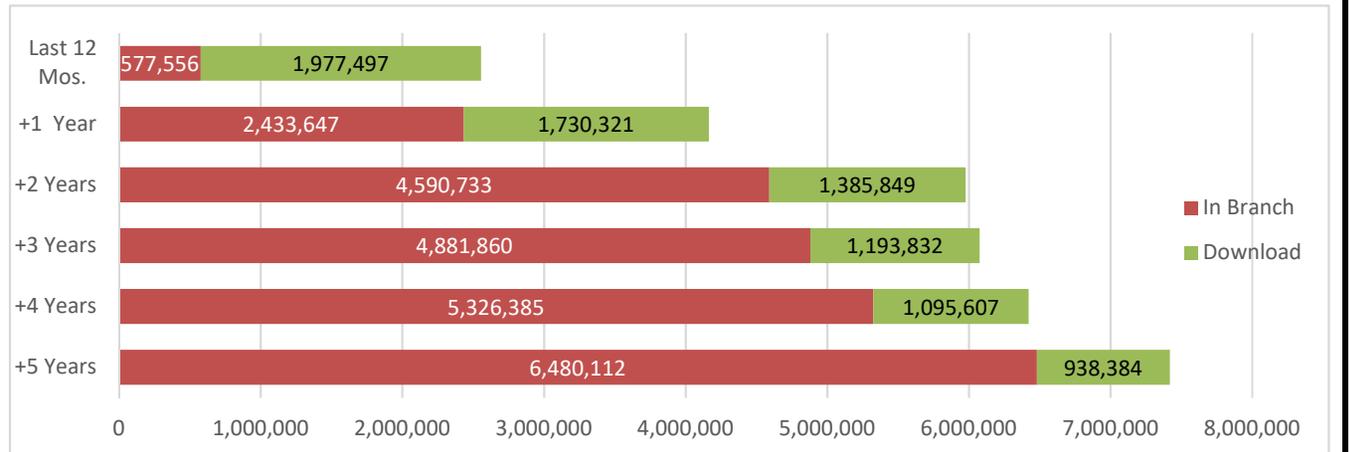
Data Table

Categories	July 2021	August 2021	August 2020	% Change of Aug. Year Over Year	% of Total Aug. 2021 Checkouts	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change 12 Months Year Over Year
Books	128,705	155,757	87,292	78.43%	40.71%	1,351,368	1,537,862	-12.13%
E-Books	93,065	94,696	95,693	-1.04%	24.75%	1,137,191	969,625	17.28%
AudioBooks (Disc)	3,479	3,914	3,342	17.12%	1.02%	38,630	63,026	-38.71%
AudioBooks (Digital)	66,965	68,392	59,644	14.67%	17.88%	758,256	656,478	15.50%
Music CDs (Disc)	4,573	6,329	4,560	38.79%	1.65%	52,054	70,044	-25.68%
DVDs	30,293	45,473	25,624	77.46%	11.89%	363,564	711,544	-48.90%
Magazines (Print)	2,736	3,718	396	838.89%	0.97%	10,562	37,650	-71.95%
Magazines (Digital)	4,241	4,303	9,972	-56.85%	1.12%	82,050	104,218	-21.27%
Totals:	334,057	382,582	286,523	33.53%	100.00%	3,793,675	4,150,447	-8.60%

Checkouts By Format - August 2021



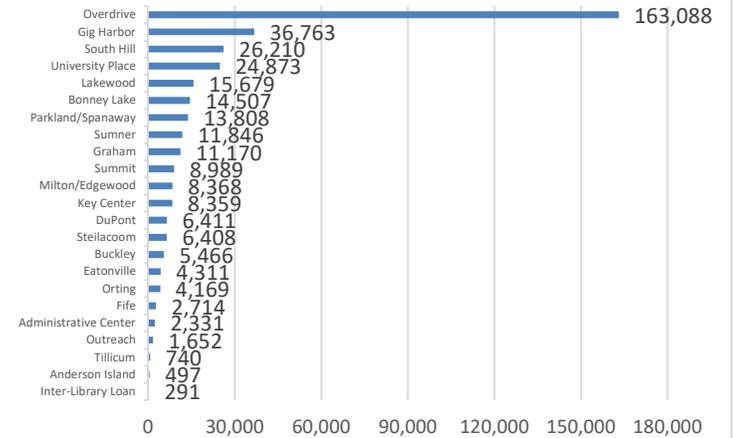
Collection Checkouts



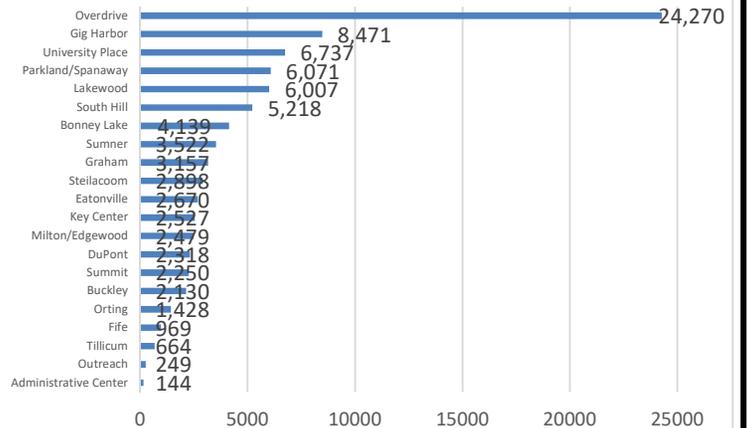
Activity - August 2021

Location	Checkouts				Visitors			
	Aug. 2021	Last 12 Mo.	+1 Year	% Change	Aug. 2021	Last 12 Mo.	+1 Year	% Change
Administrative Center	2,331	29,160	34,488	-15.4%	144	261	5,193	-95.0%
Anderson Island	497	4,658	5,451	-14.5%	No Door Counter for Anderson Island			
Bonney Lake	14,507	62,444	145,331	-57.0%	4,139	7,943	30,564	-74.0%
Buckley	5,466	39,276	46,639	-15.8%	2,130	4,206	42,806	-90.2%
DuPont	6,411	60,472	64,586	-6.4%	2,318	4,783	24,000	-80.1%
Eatonville	4,311	38,553	52,081	-26.0%	2,670	4,721	28,957	-83.7%
Fife	2,714	25,667	38,666	-33.6%	969	1,841	31,670	-94.2%
Gig Harbor	36,763	301,046	341,765	-11.9%	8,471	14,764	54,135	-72.7%
Graham	11,170	91,207	129,016	-29.3%	3,157	6,031	88,062	-93.2%
Inter-Library Loan	291	3,063	2,214	38.3%	No "visitors" for Inter-Library Loan			
Key Center	8,359	66,443	83,120	-20.1%	2,527	5,000	40,447	-87.6%
Lakewood	15,679	132,331	237,713	-44.3%	6,007	10,533	72,417	-85.5%
Milton / Edgewood	8,368	66,619	78,491	-15.1%	2,479	4,560	98,292	-95.4%
Orting	4,169	38,111	49,320	-22.7%	1,428	2,200	32,913	-93.3%
Overdrive	163,088	1,895,447	1,626,103	16.6%	24,270	283,484	277,149	2.3%
Outreach	1,652	19,277	30,356	-36.5%	249	534	17,691	-97.0%
Parkland / Spanaway	13,808	103,528	193,396	-46.5%	6,071	11,071	59,128	-81.3%
South Hill	26,210	207,748	288,986	-28.1%	5,218	9,277	114,409	-91.9%
Steilacoom	6,408	57,104	62,150	-8.1%	2,898	6,010	70,989	-91.5%
Summit	8,989	99,910	127,771	-21.8%	2,250	4,318	43,177	-90.0%
Sumner	11,846	102,291	130,131	-21.4%	3,522	5,741	49,013	-88.3%
Tillicum	740	8,634	17,366	-50.3%	664	1,303	44,680	-97.1%
University Place	24,873	208,729	274,610	-24.0%	6,737	11,084	44,485	-75.1%
Total	378,650	3,661,718	4,059,750	-9.8%	88,318	399,665	1,270,177	-68.5%

August Checkouts



August Visitors



Branch Closure Information - Last 12 Months

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

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

Monthly Financial Reports

August 31, 2021

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

General Fund

On September 30, the Library recorded \$644,000 of property tax and other County distributed revenue. The amount yet to be collected for 2020 is about \$194,000, of which \$20,000 to \$51,000 will be collected throughout 2021. In December, we will propose adding the received amounts from 2020 to be added into the Levy Sustainability Fund.

August

- **On August 31, the Library recorded \$224,000 of property tax and other County distributed revenue. The amount yet to be collected for 2020 is about \$202,000, of which \$28,000 to \$59,000 will be collected throughout 2021.**
- **August 2021 was the first full month of payroll processed in Munis; Eden is now being used for recording accounts receivables and historical reports.**

July

- On June 30, the Library recorded \$160,000 of property tax and other County distributed revenue. The amount yet to be collected for 2020 is about \$217,000, of which \$43,000 to \$74,000 will be collected throughout 2021.
- 54501. Includes a \$23,800 catchup payments to the City of Orting for the lease of the facility (they were sending invoices to a non-existent email account, which has since been corrected on their end).

April - June

- On June 30, the Library recorded \$355,000 of property tax and other County distributed revenue. The amount yet to be collected for 2020 is about \$232,000, of which \$57,000 to \$87,000 will be collected throughout 2021.
- No other significant activity to note outside of normal monthly operations.
- On May 31, the Library recorded \$2,824,000 of property tax and other County distributed revenue. The amount yet to be collected for 2020 is about \$255,000, of which \$80,000 to \$110,000 will be collected throughout 2021.
- 54998. The US Bank Clearing balance for all of 2021 has been reconciled fully to the cent through May. We are now fully caught up.

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

January - March

- On April 30, the Library recorded \$16,438,000 of property tax and other County distributed revenue. The amount yet to be collected for 2020 is about \$341,000, of which \$150,000 to \$200,000 will be collected throughout 2021.
- 54998. The US Bank Clearing balance for all of 2020 is no being reconciled. An estimated total of \$3,275 will be worked on through April prior to filing the annual report. The reconciliation process largely involves the manual processing of credits that occurred on the US Bank statements.
- No other significant activity to note outside of normal monthly operations.
- On February 28, the Library recorded \$887,000 of property tax and other County distributed revenue. The amount yet to be collected for 2020 is about \$393,000, of which \$200,000 to \$250,000 will be collected throughout 2021.
- 54998. The US Bank Clearing balance for all of 2020 is now complete and the reconciliation process commences. An estimated total of \$3,275 will be worked on through April prior to filing the annual report. The reconciliation process largely involves the manual processing of credits that occurred on the US Bank statements.
- On January 31, the Library recorded \$91,000 of property tax and other County distributed revenue. While this amount is short of the remaining \$440,000 for total 2020 receipts, most will be recovered throughout 2021 and then applied to the Levy Sustainability Fund.
- 54120. Includes annual renewal for Microsoft services.
- 54501. Includes semi-annual payment for UP shared costs.
- 54998. The US Bank Clearing balance through October 2020 is complete and \$2,872,611.81 in total was distributed to the appropriate line items in the General and Capital Funds. November-December will be completed in March.

Capital Improvement Projects Fund

August

- **39520. Received insurance payment for a totaled vehicle that occurred earlier this year.**

July

- 54120. Includes \$12,000 payment to EHS-I for continuing work at the Buckley Library for site assessment.
- 56410. Includes Board-approved purchases for two vehicles totaling \$76,700.

April - June

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

January - March

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

Special Purpose Fund

January-August

- **No significant activity.**

Levy Sustainability Fund

January-August

- **No significant activity.**

Debt Service Fund

January-August

- **No significant activity.**

US BANK Clearing Distributions

<u>Fiscal Month</u>	<u>Original Payment</u>	<u>General Fund Posting</u>	<u>Capital Fund Posting</u>	<u>Outstanding*</u>
January 2021	\$ 157,475.26	\$ 157,475.26	\$ - 0 -	\$ - 0 -
February 2021	270,285.27	270,285.27	- 0 -	- 0 -
March 2021	248,778.36	248,778.36	- 0 -	- 0 -
April 2021	321,388.23	321,388.23	- 0 -	- 0 -
May 2021	344,914.94	344,914.94	- 0 -	- 0 -
June 2021	194,606.26	194,606.26	- 0 -	- 0 -
July 2021	297,195.81	297,195.81	- 0 -	- 0 -
August 2021	354,613.24	354,613.24	- 0 -	- 0 -
2021 YTD	\$ 2,189,257.37	\$ 2,189,257.37	\$ - 0 -	\$ - 0 -

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

**PIERCE COUNTY LIBRARY SYSTEM
STATEMENT OF FINANCIAL POSITION
August 31, 2021**

	GENERAL FUND	SPECIAL PURPOSE FUND	LEVY SUSTAINABILITY FUND	DEBT SERVICE FUND	CAPITAL IMPROVEMENT PROJECTS FUND
ASSETS					
Current Assets					
Cash	\$ 376,285	\$ 2,000	\$ 2,000	\$ 100	\$ 147,705
Investments	\$ 10,057,963	\$ 4,107,561	\$ 8,471,304	\$ 88,579	\$ 2,831,346
Accrued Interest on Investments	\$ 3,600	\$ (1,355)	\$ 182	\$ 7	\$ (1,919)
Total Current Assets	\$ 10,437,848	\$ 4,108,206	\$ 8,473,486	\$ 88,685	\$ 2,977,132
TOTAL ASSETS	\$ 10,437,848	\$ 4,108,206	\$ 8,473,486	\$ 88,685	\$ 2,977,132
LIABILITIES					
Current Liabilities					
Warrants Payable*	\$ 2,533	\$ -	\$ -	\$ -	\$ -
Sales Tax Payable*	\$ 110	\$ -	\$ -	\$ -	\$ -
Payroll Payable	\$ (1,286)	\$ -	\$ -	\$ -	\$ -
US Bank Payable*	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Liabilities	\$ 1,356	\$ -	\$ -	\$ -	\$ -
TOTAL LIABILITIES	\$ 1,356	\$ -	\$ -	\$ -	\$ -
FUND BALANCE					
Reserve for Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -
Election Set-Aside		\$ 1,020,451	\$ -		
Land/Property/Facility Set-Aside		\$ 2,830,117	\$ -		
Unreserved Fund Balance	\$ 10,436,491	\$ 257,639	\$ 8,473,486	\$ 88,685	\$ 2,977,132
TOTAL FUND BALANCE	\$ 10,436,491	\$ 4,108,206	\$ 8,473,486	\$ 88,685	\$ 2,977,132
TOTAL LIABILITIES & FUND BALANCE	\$ 10,437,848	\$ 4,108,206	\$ 8,473,486	\$ 88,685	\$ 2,977,132
BEGINNING FUND BALANCE, 01/01/20					
	\$ 9,743,461	\$ 3,918,105	\$ 8,467,339	\$ 88,623	\$ 3,240,090
YTD Revenue	\$ 23,302,099	\$ 190,101	\$ 6,147	\$ 63	\$ 50,558
Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -
YTD Expenditures	\$ (22,609,069)	\$ -	\$ -	\$ -	\$ (313,516)
ENDING FUND BALANCE, 08/31/21	\$ 10,436,491	\$ 4,108,206	\$ 8,473,486	\$ 88,685	\$ 2,977,132
TAXES RECEIVABLE	\$ 19,012,622	\$ -	\$ -	\$ -	\$ -

* 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 August 31, 2021

	HISTORICAL	HISTORICAL	HISTORICAL	HISTORICAL	HISTORICAL	HISTORICAL	HISTORICAL	HISTORICAL	HISTORICAL	HISTORICAL	HISTORICAL	HISTORICAL	HISTORICAL	CURRENT
	8/31/2020	9/30/2020	10/31/2020	11/30/2020	12/31/2020	1/31/2021	2/28/2021	3/31/2021	4/30/2021	5/31/2021	6/30/2021	7/31/2021	8/31/2021	
ASSETS														
Current Assets														
Cash	\$ 457,547	\$ 14,759,992	\$ 14,759,992	\$ 293,860	\$ 2,247,241	\$ 105,897	\$ 417,734	\$ 2,350,277	\$ 16,720,235	\$ 3,643,079	\$ 777,789	\$ 208,546	\$ 376,285	
Investments	\$ 10,210,283	\$ 6,216,051	\$ 6,216,051	\$ 17,617,730	\$ 7,619,546	\$ 6,620,411	\$ 4,790,917	\$ 2,401,546	\$ 1,601,546	\$ 14,451,546	\$ 14,955,189	\$ 12,757,233	\$ 10,057,963	
Accrued Interest on Investments	\$ 3,589	\$ 3,577	\$ 3,577	\$ 3,607	\$ 3,599	\$ 3,599	\$ 3,596	\$ 3,599	\$ 3,599	\$ 3,599	\$ 3,608	\$ 3,602	\$ 3,600	
Deposits Refundable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Current Assets	\$ 10,671,418	\$ 20,979,620	\$ 20,979,620	\$ 17,915,197	\$ 9,870,386	\$ 6,729,907	\$ 5,212,248	\$ 4,755,422	\$ 18,325,379	\$ 18,098,224	\$ 15,736,585	\$ 12,969,382	\$ 10,437,848	
TOTAL ASSETS	\$ 10,671,418	\$ 20,979,620	\$ 20,979,620	\$ 17,915,197	\$ 9,870,386	\$ 6,729,907	\$ 5,212,248	\$ 4,755,422	\$ 18,325,379	\$ 18,098,224	\$ 15,736,585	\$ 12,969,382	\$ 10,437,848	
LIABILITIES														
Current Liabilities														
Warrants Payable*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,723	\$ 2,533	\$ 2,533	\$ 2,533	\$ 2,533	
Sales Tax Payable*	\$ 790	\$ (11)	\$ (11)	\$ (11)	\$ (11)	\$ (11)	\$ 98	\$ 98	\$ 98	\$ 98	\$ 98	\$ 98	\$ 110	
Payroll Payable	\$ 151,695	\$ 131,399	\$ 131,399	\$ 149,867	\$ 176,335	\$ 137,220	\$ 157,023	\$ 175,831	\$ 136,354	\$ 156,680	\$ 174,002	\$ (1,286)	\$ (1,286)	
Total Current Liabilities	\$ 152,484	\$ 131,388	\$ 131,388	\$ 149,856	\$ 176,324	\$ 137,209	\$ 157,121	\$ 175,929	\$ 139,175	\$ 159,311	\$ 176,633	\$ 1,344	\$ 1,356	
TOTAL LIABILITIES	\$ 152,484	\$ 131,388	\$ 131,388	\$ 149,856	\$ 176,324	\$ 137,209	\$ 157,121	\$ 175,929	\$ 139,175	\$ 159,311	\$ 176,633	\$ 1,344	\$ 1,356	
FUND BALANCE														
Reserve for Encumbrance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Unreserved Fund Balance	\$ 10,518,934	\$ 20,848,232	\$ 20,848,232	\$ 17,765,341	\$ 9,694,062	\$ 6,592,697	\$ 5,055,127	\$ 4,579,493	\$ 18,186,204	\$ 17,938,913	\$ 15,559,953	\$ 12,968,038	\$ 10,436,491	
TOTAL FUND BALANCE	\$ 10,518,934	\$ 20,848,232	\$ 20,848,232	\$ 17,765,341	\$ 9,694,062	\$ 6,592,697	\$ 5,055,127	\$ 4,579,493	\$ 18,186,204	\$ 17,938,913	\$ 15,559,953	\$ 12,968,038	\$ 10,436,491	
TOTAL LIABILITIES & FUND BALANCE	\$ 10,671,418	\$ 20,979,620	\$ 20,979,620	\$ 17,915,197	\$ 9,870,386	\$ 6,729,907	\$ 5,212,248	\$ 4,755,422	\$ 18,325,379	\$ 18,098,224	\$ 15,736,585	\$ 12,969,382	\$ 10,437,848	
PROPERTY TAXES RECEIVABLE	\$ 19,038,022	\$ 3,750,424	\$ 3,750,424	\$ 1,058,458	\$ 765,929	\$ 41,978,393	\$ 41,104,721	\$ 39,044,457	\$ 22,601,596	\$ 19,774,356	\$ 19,417,369	\$ 19,256,366	\$ 19,012,622	

* 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 August 31, 2021

GENERAL FUND - 01	2021 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ 38,353,400	\$ 23,152,020	\$ -	\$ 15,201,380	60%
Other Revenue	\$ 1,044,500	\$ 150,079	\$ -	\$ 894,421	14%
TOTAL REVENUE	\$ 39,397,900	\$ 23,302,099	\$ -	\$ 16,095,801	59%
EXPENDITURES					
Personnel/Taxes and Benefits	\$ 27,623,800	\$ 16,863,758	\$ -	\$ 10,760,042	61%
Materials	\$ 4,582,200	\$ 2,294,207	\$ -	\$ 2,287,993	50%
Maintenance and Operations	\$ 6,811,900	\$ 3,451,104	\$ -	\$ 3,360,796	51%
Transfers Out & Reserves	\$ 380,000	\$ -	\$ -	\$ 380,000	0%
TOTAL EXPENDITURES	\$ 39,397,900	\$ 22,609,069	\$ -	\$ 16,788,831	57%
Excess/(Deficit)		\$ 693,030			
Additional Transfers Out		-			
NET EXCESS (DEFICIT)		\$ 693,030			

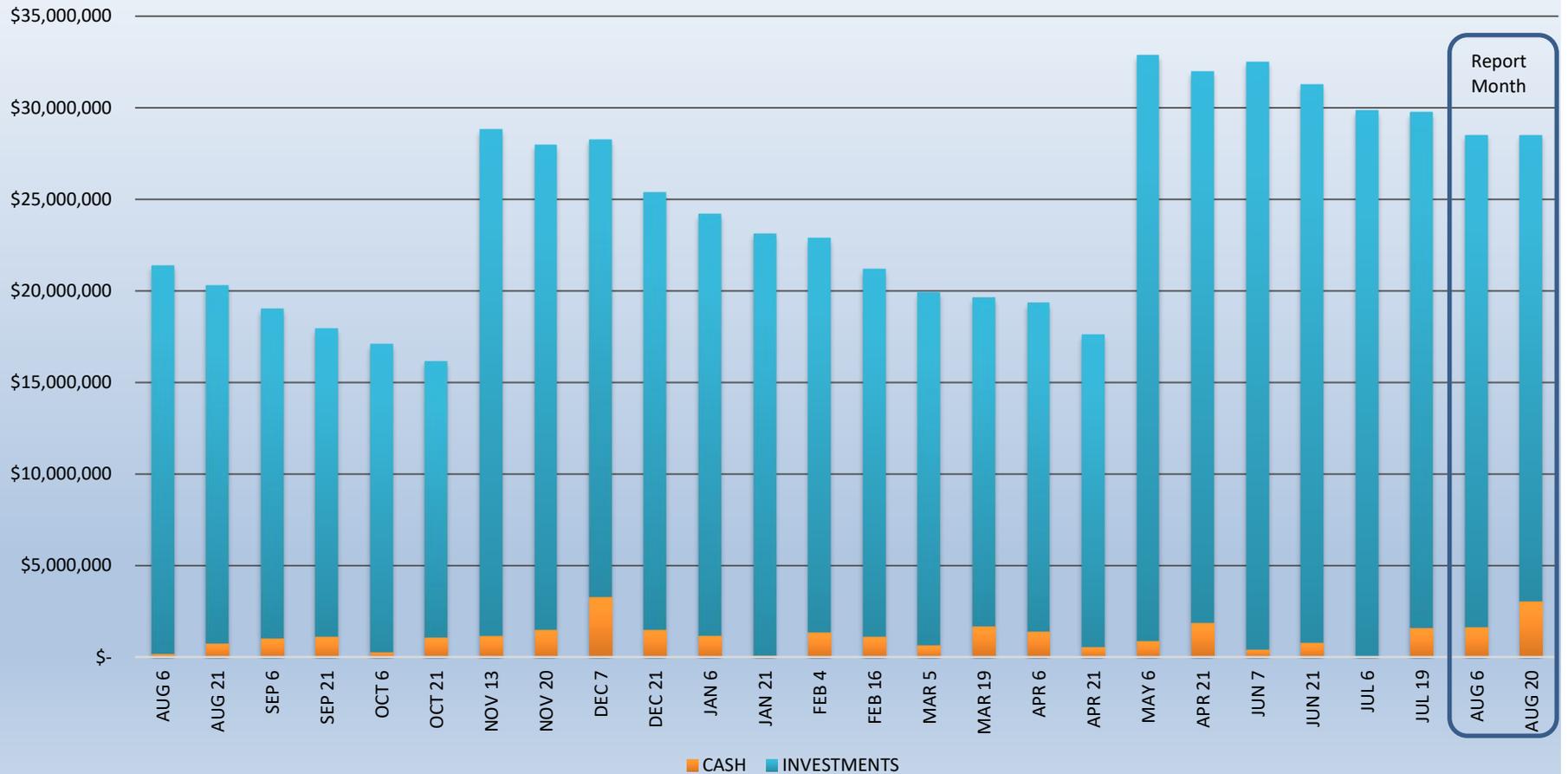
SPECIAL PURPOSE FUND - 15	2021 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 2,937	\$ -	\$ (2,937)	-
TOTAL REVENUE	\$ -	\$ 2,937	\$ -	\$ (2,937)	-
EXPENDITURES					
Election Costs	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 2,937			
Additional Transfers In		\$ -			
NET EXCESS (DEFICIT)		\$ 2,937			

LEVY SUSTAINABILITY FUND - 16	2021 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 6,147	\$ -	\$ (6,147)	-
TOTAL REVENUE	\$ -	\$ 6,147	\$ -	\$ (6,147)	-
EXPENDITURES					
Election Costs	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 6,147			
Additional Transfers In		\$ -			
NET EXCESS (DEFICIT)		\$ 6,147			

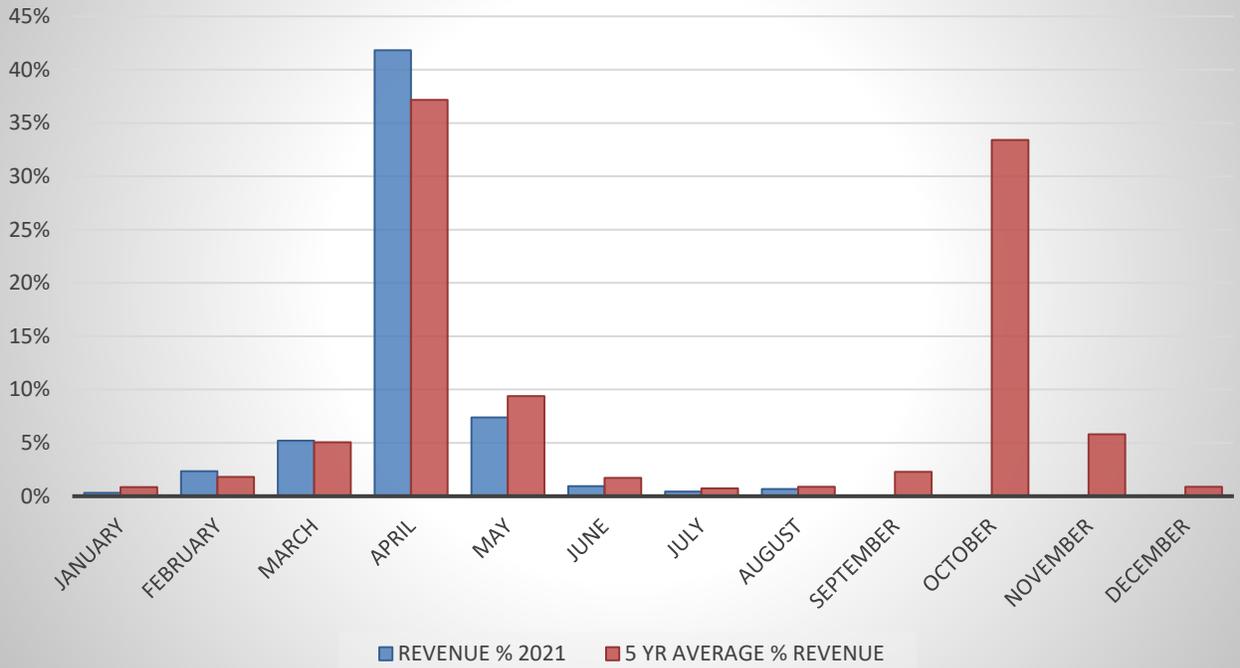
DEBT SERVICE FUND - 20	2021 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ -	\$ -	\$ -	\$ -	-
Other Revenue	\$ -	\$ 63	\$ -	\$ (63)	-
TOTAL REVENUE	\$ -	\$ 63	\$ -	\$ (63)	-
EXPENDITURES					
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
NET EXCESS (DEFICIT)		\$ 63			

CAPITAL IMPROVEMENT PROJECTS FUND - 30	2021 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ 2,095,000	\$ -	\$ -	\$ 2,095,000	0%
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Other Revenue	\$ -	\$ 50,558	\$ -	\$ (50,558)	-
TOTAL REVENUE	\$ 2,095,000	\$ 50,558	\$ -	\$ 2,044,442	2%
EXPENDITURES					
Capital Improvement Projects	\$ 2,095,000	\$ 313,516	\$ -	\$ 1,781,484	15%
TOTAL EXPENDITURES	\$ 2,095,000	\$ 313,516	\$ -	\$ 1,781,484	15%
Excess/(Deficit)		\$ (262,958)			
Additional Transfers In		-			
NET EXCESS (DEFICIT)		\$ (262,958)			

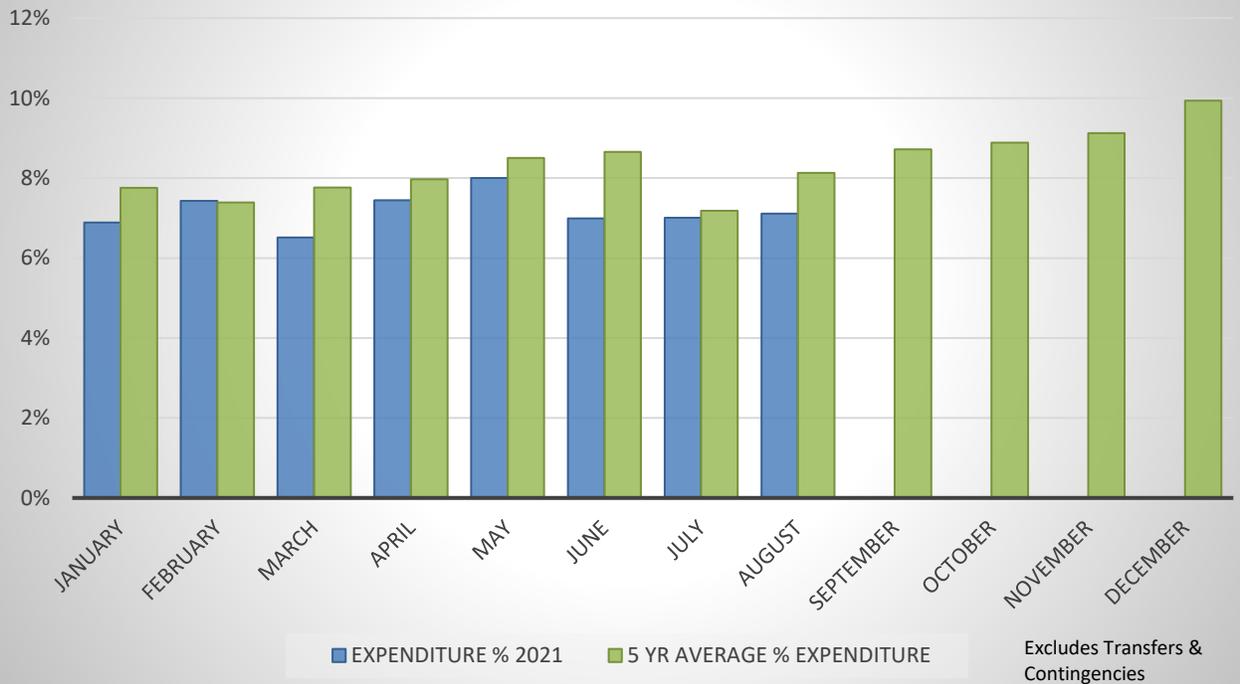
**CASH & INVESTMENTS - SEMI-MONTHLY
2021 - ALL FUNDS COMBINED (EXCLUDES DEBT SERVICE FUND)
- 13 MONTHS MOVING -**



GENERAL FUND - REVENUE TREND (%) THROUGH AUGUST 2021



GENERAL FUND - EXPENDITURE TREND (%) THROUGH AUGUST 2021



Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 8/31/2021

FUND: GENERAL FUND (01)

Object	2021 Budget	August Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
31111 PROPERTY TAX--CURRENT	37,701,400.00	221,819.74	22,591,471.41	0.00	15,109,928.59	59.92
31112 PROPERTY TAX--DELINQUENT	478,000.00	21,963.52	434,606.63	0.00	43,393.37	90.92
31113 PROPERTY TAX--KING COUNTY	60,000.00	160.72	51,794.77	0.00	8,205.23	86.32
31130 SALE OF TAX TITLE PROPERTY	6,000.00	0.00	7,456.27	0.00	(1,456.27)	124.27
31720 LEASEHOLD EXCISE TAX	20,000.00	3,238.32	20,727.48	0.00	(727.48)	103.64
31740 TIMBER EXCISE TAX	63,000.00	0.00	39,545.60	0.00	23,454.40	62.77
TAXES:	38,328,400.00	247,182.30	23,145,602.16	0.00	15,182,797.84	60.39
33533 ST FOREST FUNDS/DNR TIMB TRST	15,000.00	0.00	0.00	0.00	15,000.00	0.00
34161 GRAPHICS SERVICES CHARGES	7,500.00	0.00	0.00	0.00	7,500.00	0.00
34162 PRINTER FEES	0.00	119.64	119.64	0.00	(119.64)	0.00
34730 LIBRARY SERVICES FEES--ILL	0.00	0.00	58.98	0.00	(58.98)	0.00
35970 LIBRARY FINES	10,000.00	1,922.41	16,326.02	0.00	(6,326.02)	163.26
36110 INVESTMENT EARNINGS	10,000.00	726.65	6,417.62	0.00	3,582.38	64.18
36200 RENTS AND LEASES--KPHC	1,000.00	0.00	1,169.86	0.00	(169.86)	116.99
36700 DONOR PROCEEDS--FOUNDATION	275,000.00	0.00	0.00	0.00	275,000.00	0.00
36725 DONATIONS--OTHER	0.00	0.00	14.96	0.00	(14.96)	0.00
36726 REIMBURSEMENTS--OTHER	0.00	0.00	1,875.00	0.00	(1,875.00)	0.00
36790 OPPORTUNITY DONATIONS	160,000.00	0.00	0.00	0.00	160,000.00	0.00
36910 SALE OF SURPLUS--GENERAL	2,000.00	0.00	3,518.58	0.00	(1,518.58)	175.93
36915 SALE OF SURPLUS--MATERIALS	4,000.00	6,350.84	25,784.74	0.00	(21,784.74)	644.62
36920 FOUND MONEY	0.00	1.30	5.10	0.00	(5.10)	0.00
36990 MISCELLANEOUS OTHER	0.00	0.00	47.10	0.00	(47.10)	0.00
36991 PAYMENT FOR LOST MATERIALS	5,000.00	(144.09)	(10.15)	0.00	5,010.15	(0.20)
36996 JURY DUTY REIMBURSEMENT	0.00	0.00	90.00	0.00	(90.00)	0.00
36998 ERATE REIMBURSEMENT	530,000.00	0.00	20,156.18	0.00	509,843.82	3.80
36999 PROCUREMENT CARD REBATES	50,000.00	14,375.04	67,270.53	0.00	(17,270.53)	134.54
CHARGES OTHER:	1,069,500.00	23,351.79	142,844.16	0.00	926,655.84	13.36
39520 INSURANCE RECOVERIES--CAPITAL	0.00	0.00	13,652.91	0.00	(13,652.91)	0.00
TOTAL FOR REVENUE ACCOUNTS	39,397,900.00	270,534.09	23,302,099.23	0.00	16,095,800.77	59.15
EXPENSE ACCOUNTS						
51100 SALARIES AND WAGES	20,616,500.00	1,485,976.73	12,275,943.37	0.00	8,340,556.63	59.54
51105 ADDITIONAL HOURS	152,000.00	2,542.46	17,787.79	0.00	134,212.21	11.70
51106 SHIFT DIFFERENTIAL	186,800.00	12,060.40	88,925.05	0.00	97,874.95	47.60
51107 SUBSTITUTE HOURS	155,000.00	1,122.43	4,597.63	0.00	150,402.37	2.97
51109 TUITION ASSISTANCE	10,000.00	1,450.23	7,934.51	0.00	2,065.49	79.35
51200 OVERTIME WAGES	19,100.00	0.00	6,490.86	0.00	12,609.14	33.98
51999 ADJ WAGE/SALARY TO MATCH PLAN	(739,900.00)	0.00	0.00	0.00	(739,900.00)	0.00
52001 INDUSTRIAL INSURANCE	200,400.00	9,371.60	76,364.04	0.00	124,035.96	38.11
52002 MEDICAL INSURANCE	2,811,800.00	182,391.44	1,684,705.11	0.00	1,127,094.89	59.92
52003 FICA	1,616,500.00	111,327.65	922,805.91	0.00	693,694.09	57.09
52004 RETIREMENT	2,453,200.00	151,449.65	1,516,167.36	0.00	937,032.64	61.80
52005 DENTAL INSURANCE	255,800.00	18,185.09	148,623.83	0.00	107,176.17	58.10
52006 OTHER BENEFIT	30,800.00	1,860.65	19,029.60	0.00	11,770.40	61.78
52010 LIFE AND DISABILITY INSURANCE	87,800.00	7,038.30	57,316.66	0.00	30,483.34	65.28
52020 UNEMPLOYMENT/ PAID FML INSURANCE	30,000.00	872.41	33,694.90	0.00	(3,694.90)	112.32
52021 PAID FML INSURANCE	0.00	2,186.69	3,371.71	0.00	(3,371.71)	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 8/31/2021

FUND: GENERAL FUND (01)

Object	2021 Budget	August Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
52999 ADJ BENEFITS TO MATCH PLAN	(262,000.00)	0.00	0.00	0.00	(262,000.00)	0.00
PERSONNEL	27,623,800.00	1,987,835.73	16,863,758.33	0.00	10,760,041.67	61.05
53100 OFFICE/OPERATING SUPPLIES--DEP	121,900.00	4,529.54	79,336.42	0.00	42,563.58	65.08
53102 OFFICE/OPERATING SUPPLIES--SUP	77,400.00	11.83	11.83	0.00	77,388.17	0.02
53104 OFFICE/OPERATING SUPPLIES--PUB	67,600.00	5,055.37	30,329.64	0.00	37,270.36	44.87
53110 CUSTODIAL SUPPLIES	76,500.00	6,624.91	63,733.84	0.00	12,766.16	83.31
53120 MAINTENANCE SUPPLIES	30,000.00	1,311.00	22,470.56	0.00	7,529.44	74.90
53130 MATERIAL PROCESSING SUP	16,000.00	2,907.01	13,333.15	0.00	2,666.85	83.33
53140 TRAINING SUPPLIES	0.00	83.04	939.06	0.00	(939.06)	0.00
53200 FUEL	35,000.00	2,910.06	22,905.29	0.00	12,094.71	65.44
53400 MATERIALS COLLECTION	41,000.00	0.00	0.00	0.00	41,000.00	0.00
53401 ADULT AV - CDS	50,000.00	4,031.20	24,745.50	0.00	25,254.50	49.49
53402 ADULT AV - DVD	490,000.00	25,927.38	176,412.08	0.00	313,587.92	36.00
53404 ADULT AV AUDIOBOOKS	40,000.00	804.03	19,948.77	0.00	20,051.23	49.87
53405 ADULT BOOK CLUB KITS	3,500.00	0.00	1,054.38	0.00	2,445.62	30.13
53406 ADULT FICTION	240,000.00	21,861.72	204,435.54	0.00	35,564.46	85.18
53408 ADULT LARGE PRINT	80,000.00	1,356.48	40,649.58	0.00	39,350.42	50.81
53409 ADULT LUCKY DAY	80,000.00	0.00	1,031.91	0.00	78,968.09	1.29
53410 ADULT NONFICTION	315,000.00	16,795.53	219,002.84	0.00	95,997.16	69.52
53411 ADULT PAPERBACKS	35,000.00	313.70	4,663.13	0.00	30,336.87	13.32
53412 ADULT PC READS	0.00	0.00	442.24	0.00	(442.24)	0.00
53413 ADULT REFERENCE	11,500.00	0.00	3,285.03	0.00	8,214.97	28.57
53414 ADULT YA FICTION	70,000.00	1,254.38	22,091.94	0.00	47,908.06	31.56
53415 ADULT YA GRAPHIC NOVELS	25,000.00	1,925.86	20,603.80	0.00	4,396.20	82.42
53416 ADULT YA NONFICTION	20,000.00	982.01	7,824.98	0.00	12,175.02	39.12
53417 ADULT AV - DVDNF	50,000.00	(1,642.88)	38,391.92	0.00	11,608.08	76.78
53418 ADULT GRAPHIC NOVELS	15,000.00	1,228.76	11,638.84	0.00	3,361.16	77.59
53421 CHILDREN'S STANDING ORDERS	35,000.00	598.61	6,560.68	0.00	28,439.32	18.74
53422 CHILDREN'S BOOK CLUB KITS	1,500.00	0.00	718.39	0.00	781.61	47.89
53423 CHILDREN'S COMIC BOOKS	5,000.00	0.00	0.00	0.00	5,000.00	0.00
53424 CHILDREN'S EARLY LEARNING	7,500.00	307.94	6,879.27	0.00	620.73	91.72
53425 CHILDREN'S FICTION	170,000.00	12,546.74	145,318.30	0.00	24,681.70	85.48
53426 CHILDREN'S GRAPHIC NOVELS	35,000.00	4,459.39	23,750.03	0.00	11,249.97	67.86
53427 CHILDREN'S NONFICTION	160,000.00	16,400.98	143,128.95	0.00	16,871.05	89.46
53428 CHILDREN'S SCIENCE TO GO	4,000.00	108.72	6,662.37	0.00	(2,662.37)	166.56
53429 CHILDREN'S STORYTIME	5,000.00	34.54	4,590.39	0.00	409.61	91.81
53430 DATABASES	440,000.00	55,100.00	234,213.50	0.00	205,786.50	53.23
53440 EBOOK - REFERENCE	5,000.00	0.00	0.00	0.00	5,000.00	0.00
53441 EBOOKS	745,000.00	76,354.38	326,749.83	0.00	418,250.17	43.86
53442 EDOWNLOADABLE AUDIO	700,000.00	39,982.52	240,198.76	0.00	459,801.24	34.31
53443 ESTREAMING BOOKS	21,900.00	0.00	0.00	0.00	21,900.00	0.00
53444 EHOSTING FEES	13,900.00	0.00	1,200.00	0.00	12,700.00	8.63
53445 EMAGAZINES	75,000.00	0.00	45,000.00	0.00	30,000.00	60.00
53446 ONLINE BOOK CLUBS	15,000.00	11,563.51	38,269.87	0.00	(23,269.87)	255.13
53450 MAGAZINES	52,000.00	0.00	68,956.28	0.00	(16,956.28)	132.61
53460 VENDOR PROCESSING	0.00	8,115.83	74,354.15	0.00	(74,354.15)	0.00
53464 VENDOR PROCESSING SERVICES	160,000.00	1,740.00	4,847.33	0.00	155,152.67	3.03

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 8/31/2021

FUND: GENERAL FUND (01)

Object	2021 Budget	August Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
EXPENSE ACCOUNTS						
53466 VENDOR CATALOGING	10,000.00	0.00	0.00	0.00	10,000.00	0.00
53467 OCLC BIBLIOGRAPHIC SERVICES	35,000.00	0.00	0.00	0.00	35,000.00	0.00
53468 OCLC RESOURCE SHARING SERVICES	17,000.00	0.00	0.00	0.00	17,000.00	0.00
53470 WORLD - ADULT SPANISH	14,000.00	0.00	9,311.64	0.00	4,688.36	66.51
53471 WORLD - CHILDREN'S SPANISH	14,000.00	0.00	3,929.05	0.00	10,070.95	28.06
53472 WORLD - CHINESE	5,000.00	2,310.00	6,642.57	0.00	(1,642.57)	132.85
53473 WORLD - DVD	0.00	0.00	3,028.09	0.00	(3,028.09)	0.00
53474 WORLD - GERMAN	5,000.00	0.00	4,984.00	0.00	16.00	99.68
53475 WORLD - JAPANESE	5,000.00	0.00	2,160.00	0.00	2,840.00	43.20
53476 WORLD - KOREAN	19,000.00	4,770.00	18,397.73	0.00	602.27	96.83
53477 WORLD - TAGALOG	14,000.00	0.00	9,227.31	0.00	4,772.69	65.91
53478 WORLD - VIETNAMESE	10,000.00	4,290.00	10,582.47	0.00	(582.47)	105.82
53479 WORLD - RUSSIAN	14,000.00	0.00	19,167.04	0.00	(5,167.04)	136.91
53480 WORLD - SAMOAN	5,000.00	0.00	0.00	0.00	5,000.00	0.00
53481 YOUTH CHILDREN'S AUDIO BOOKS	40,000.00	4,325.83	19,478.43	0.00	20,521.57	48.70
53482 YOUTH DVD - FTY	45,000.00	4,483.29	19,540.66	0.00	25,459.34	43.42
53483 YOUTH YA AUDIO BOOKS	3,000.00	0.00	137.21	0.00	2,862.79	4.57
53490 FOUNDATION FUNDED	110,400.00	0.00	0.00	0.00	110,400.00	0.00
53500 MINOR EQUIPMENT	34,000.00	265.57	33,899.55	0.00	100.45	99.70
53502 TECHNOLOGY HARDWARE--PUBLIC	200,000.00	30,189.38	127,007.05	0.00	72,992.95	63.50
53503 TECHNOLOGY HARDWARE--STAFF	300,000.00	8,939.26	153,588.17	0.00	146,411.83	51.20
53504 TECHNOLOGY HARDWARE--GENERAL	40,000.00	0.00	0.00	0.00	40,000.00	0.00
53505 SOFTWARE/LICENSES/HOST--APPS	510,800.00	16,946.54	302,236.28	0.00	208,563.72	59.17
53506 SOFTWARE/LICENSES/HOST--INFRA	423,000.00	2,355.31	143,115.74	0.00	279,884.26	33.83
53510 FURNISHINGS--PUBLIC	95,000.00	182.60	55,326.90	0.00	39,673.10	58.24
53515 FURNISHINGS--STAFF	97,500.00	0.00	26,118.83	0.00	71,381.17	26.79
54100 INDEPENDENT CONTRACTORS	179,700.00	4,511.75	33,032.26	0.00	146,667.74	18.38
54104 INDEPENDENT CONTRACTORS--INFRA	25,000.00	0.00	0.00	0.00	25,000.00	0.00
54110 PERFORMER SERVICES	28,000.00	1,375.00	7,575.00	0.00	20,425.00	27.05
54120 CONTRACTUAL SERVICES	339,100.00	13,483.38	237,739.98	0.00	101,360.02	70.11
54140 DATA SERVICES	4,500.00	0.00	4,055.36	0.00	444.64	90.12
54150 LEGAL SERVICES	55,000.00	11,207.00	20,501.50	0.00	34,498.50	37.28
54162 BIBLIOGRAPHIC & RELATED SERVIC	0.00	50,148.20	74,792.24	0.00	(74,792.24)	0.00
54163 PRINTING AND BINDING	25,800.00	0.00	0.00	0.00	25,800.00	0.00
54165 ILL LOST ITEM CHARGE	3,000.00	87.03	357.96	0.00	2,642.04	11.93
54200 POSTAGE	73,200.00	0.00	20,748.41	0.00	52,451.59	28.34
54201 SHIPPING	0.00	163.95	12,939.88	0.00	(12,939.88)	0.00
54210 TELECOM SERVICES--PHONES	50,000.00	7,464.21	54,633.31	0.00	(4,633.31)	109.27
54211 TELECOM SERVICES--CELLPHONES	76,200.00	5,836.59	50,484.77	0.00	25,715.23	66.25
54212 TELECOM SERVICES--INTERNET	668,000.00	57,425.48	410,139.48	0.00	257,860.52	61.40
54300 TRAVEL AND TOLLS	53,100.00	48.00	2,890.50	0.00	50,209.50	5.44
54301 MILEAGE REIMBURSEMENTS	58,500.00	3,218.77	27,569.54	0.00	30,930.46	47.13
54400 ADVERTISING	138,000.00	9,872.44	70,639.56	0.00	67,360.44	51.19
54501 RENTALS/LEASES--BUILDINGS	492,900.00	95,120.30	423,709.61	0.00	69,190.39	85.96
54502 RENTALS/LEASES--EQUIPMENT	188,900.00	21,933.36	92,029.60	0.00	96,870.40	48.72
54600 INSURANCE	270,000.00	0.00	0.00	0.00	270,000.00	0.00
54700 ELECTRICITY	265,000.00	21,427.09	188,289.53	0.00	76,710.47	71.05
54701 NATURAL GAS	12,000.00	12.84	7,813.94	0.00	4,186.06	65.12

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 8/31/2021

FUND: GENERAL FUND (01)

Object	2021 Budget	August Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
54702 WATER	30,000.00	4,336.97	23,571.03	0.00	6,428.97	78.57
54703 SEWER	34,000.00	2,209.73	20,112.75	0.00	13,887.25	59.16
54704 REFUSE	36,000.00	3,249.61	29,787.75	0.00	6,212.25	82.74
54800 GENERAL REPAIRS/MAINTENANCE	381,500.00	53,398.39	287,248.71	0.00	94,251.29	75.29
54801 CONTRACTED MAINTENANCE	475,300.00	28,709.83	116,324.45	0.00	358,975.55	24.47
54805 VEHICLE REPAIR AND MAINTENANCE	65,000.00	9,169.90	25,257.13	0.00	39,742.87	38.86
54810 IT SYSTEMS MAINTENANCE--APPS	6,200.00	0.00	0.00	0.00	6,200.00	0.00
54811 IT SYSTEMS MAINTENANCE--INFRA	70,000.00	0.00	0.00	0.00	70,000.00	0.00
54900 INDIVIDUAL REGISTRATIONS	76,300.00	65.00	19,523.78	0.00	56,776.22	25.59
54901 ORGANIZATIONAL REGISTRATIONS	1,500.00	0.00	661.82	0.00	838.18	44.12
54902 DUES AND MEMBERSHIPS	54,000.00	1,182.77	26,024.37	0.00	27,975.63	48.19
54903 LICENSES AND FEES {{OLD}}	0.00	0.00	1,271.70	0.00	(1,271.70)	0.00
54904 LICENSES	5,500.00	1,587.20	2,255.38	0.00	3,244.62	41.01
54905 FEES	80,500.00	527.70	8,052.08	0.00	72,447.92	10.00
54906 TAXES AND ASSESSMENTS	0.00	0.00	24,321.19	0.00	(24,321.19)	0.00
54911 FOUNDATION IMPACT PROJECTS	95,500.00	1,600.53	52,376.17	0.00	43,123.83	54.84
54912 CONTINGENCY	270,000.00	0.00	0.00	0.00	270,000.00	0.00
54999 MISCELLANEOUS	0.00	21.00	21.00	0.00	(21.00)	0.00
59711 TRANSFERS OUT--FUTURE ELECTION	80,000.00	0.00	0.00	0.00	80,000.00	0.00
59712 TRANSFERS OUT--FUTURE LAND, PR	300,000.00	0.00	0.00	0.00	300,000.00	0.00
ALL OTHER EXPENSES	11,774,100.00	814,035.89	5,745,310.83	0.00	6,028,789.17	48.80
NEED A CATEGORY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR EXPENSE ACCOUNTS	39,397,900.00	2,801,871.62	22,609,069.16	0.00	16,788,830.84	57.39
NET SURPLUS / DEFICIT	0.00	(2,531,337.53)	693,030.07	0.00	(693,030.07)	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 8/31/2021

FUND: SPECIAL PURPOSE FUND (15)

Object	2021 Budget	August Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
TAXES:	0.00	0.00	0.00	0.00	0.00	0.00
36110 INVESTMENT EARNINGS	0.00	266.19	2,936.78	0.00	(2,936.78)	0.00
CHARGES OTHER:	0.00	266.19	2,936.78	0.00	(2,936.78)	0.00
39511 SALE OF CAPITAL ASSETS (PCLS)	0.00	0.00	187,164.00	0.00	(187,164.00)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	266.19	190,100.78	0.00	(190,100.78)	0.00
EXPENSE ACCOUNTS						
NEED A CATEGORY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR EXPENSE ACCOUNTS	0.00	0.00	0.00	0.00	0.00	0.00
NET SURPLUS / DEFICIT	0.00	266.19	190,100.78	0.00	(190,100.78)	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 8/31/2021

FUND: LEVY SUSTAINABILITY FUND (16)

Object	2021 Budget	August Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
TAXES:	0.00	0.00	0.00	0.00	0.00	0.00
36110 INVESTMENT EARNINGS	0.00	548.99	6,147.01	0.00	(6,147.01)	0.00
CHARGES OTHER:	0.00	548.99	6,147.01	0.00	(6,147.01)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	548.99	6,147.01	0.00	(6,147.01)	0.00
NET SURPLUS / DEFICIT	0.00	548.99	6,147.01	0.00	(6,147.01)	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 8/31/2021

FUND: DEBT SERVICE FUND (20)

Object	2021 Budget	August Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
36110 INVESTMENT EARNINGS	0.00	5.63	62.73	0.00	(62.73)	0.00
CHARGES OTHER:	0.00	5.63	62.73	0.00	(62.73)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	5.63	62.73	0.00	(62.73)	0.00
NET SURPLUS / DEFICIT	0.00	5.63	62.73	0.00	(62.73)	0.00

FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)

Object	2021 Budget	August Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
29150 USE OF FUND BALANCE-BUDGET	2,095,000.00	0.00	0.00	0.00	2,095,000.00	0.00
36110 INVESTMENT EARNINGS	0.00	183.49	2,227.20	0.00	(2,227.20)	0.00
CHARGES OTHER:	2,095,000.00	183.49	2,227.20	0.00	2,092,772.80	0.11
39511 SALE OF CAPITAL ASSETS (PCLS)	0.00	0.00	30,000.00	0.00	(30,000.00)	0.00
39520 INSURANCE RECOVERIES--CAPITAL	0.00	10,587.06	18,330.35	0.00	(18,330.35)	0.00
TOTAL FOR REVENUE ACCOUNTS	2,095,000.00	10,770.55	50,557.55	0.00	2,044,442.45	2.41
EXPENSE ACCOUNTS						
54100 INDEPENDENT CONTRACTORS	450,000.00	0.00	0.00	0.00	450,000.00	0.00
54120 CONTRACTUAL SERVICES	225,000.00	2,816.00	143,230.15	0.00	81,769.85	63.66
54150 LEGAL SERVICES	0.00	880.00	1,090.00	0.00	(1,090.00)	0.00
54160 ARCHITECTURAL/ENGR SERVICES	0.00	0.00	18,675.25	0.00	(18,675.25)	0.00
54912 CONTINGENCY	250,000.00	0.00	0.00	0.00	250,000.00	0.00
56100 LAND & PROPERTY ACQUISITION	0.00	0.00	42,782.96	0.00	(42,782.96)	0.00
56200 BUILDINGS ACQUISITIONS	120,000.00	0.00	0.00	0.00	120,000.00	0.00
56201 BUILDING IMPROVEMENTS/REFRESHE	350,000.00	0.00	0.00	0.00	350,000.00	0.00
56280 FURNITURE AND FIXTURES	0.00	0.00	21,234.57	0.00	(21,234.57)	0.00
56410 VEHICLES	200,000.00	(242.25)	86,502.79	0.00	113,497.21	43.25
56430 TECHNOLOGY EQUIPMENT	500,000.00	0.00	0.00	0.00	500,000.00	0.00
TOTAL FOR EXPENSE ACCOUNTS	2,095,000.00	3,453.75	313,515.72	0.00	1,781,484.28	14.96
NET SURPLUS / DEFICIT	0.00	7,316.80	(262,958.17)	0.00	262,958.17	0.00

MEMO



Date: September 30, 2021

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

From: Customer Experience Managers Kayce Austin and Meghan Sullivan

Subject: Branch Services Report – September

Customer Experiences

A Milton family who has been enjoying the library for many years stopped by to tell staff of their upcoming move and express their appreciation for the branch and staff.

A Gig Harbor customer came in for tech assistance with her recently updated laptop. Somehow during the update, she had lost the ability to Email and find her pictures. She had retired from being a translator around the world and had photos from all her positions and was distraught at losing them. She also had friends around the world and not having Email left her feeling very lonely during this time. A Librarian helped her re-connect her Email and find the photos on her laptop. Afterwards she sent a note saying how wonderful it was that we were able to fix her problems and she did not need to travel across the bridge and pay the toll, since she is on a fixed income.

When asked, "What do you like most about Preschool Explorers?" one South Hill customer said, "The thoughtful lesson planning. [We] felt connected to the book and was an appropriate balance between lesson and activity to keep my toddler engaged. Also appreciated the ability to build connections with teachers and see them routinely especially in these virtual settings which we prefer in these challenging times."

When asked, "What do you like most about STEAM at Home?" one South Hill customer said, "It was a great opportunity to do a project with other kids. This is also incredibly helpful for those, like us, who are still staying home because a family member is immunocompromised. Thank you for these! We have enjoyed them."

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

Communities for Families Coalition: Staff at Bonney Lake are collaborating with members of the coalition to update the resource guide for the communities of Bonney Lake, Sumner, and Buckley.

Lighthouse is a COVID quarantine site in Pierce County for people experiencing homelessness that have no place to go. We are delivering a box of Outreach adult giveaway books for folks at the site to enjoy.

Operational Highlights

Anderson Island returned to offering in building library services. Outreach staff visit the island one day a week to bring library services to the island.

Initiatives Highlights

Cindy Dargan (Eatonville Supervising Librarian) and Jessica Ehli (Eatonville Clerk/CEA sub) attended the Ashford Safety Fair. They issued 10 new library cards and spoke to over forty people about library services.

Community Engagement Highlights

Two staff members from the Gig Harbor branch spent an hour visiting local businesses in downtown Gig Harbor handing out the library's open hours flyers. Many people did not know the library had re-opened and were very excited to hear the news. At a local bank an employee actually applauded when they hear the news.

Customer Experience Specialists (CES) have been busy:

- Katie Higdon, CES at Bonney Lake, is working with the Sumner Library to start a Joint Teen Council.
- CES Bob Taylor and Youth Librarian Brandi Gates are in contact with the Buckley Youth Center to coordinate outdoor library programming hosted on their property.

Unfinished Business

MEMO



Date: September 29, 2021

To: Pat Jenkins and Members of the Board of Trustees

From: Georgia Lomax, Executive Director
Melinda Chesbro, Deputy Director
Cliff Jo, Finance and Business Director

Subject: 2022 Work Plan and Budget

In 2022, Pierce County Library System will continue to be in phase 1 of the Levy Sustainability Plan. During this phase, the Library's mill levy provides more revenue than is needed to deliver library services and operate locations. In order to provide long-term, consistent and stable funding and services, a portion of the sustainability revenue is committed to a special purpose fund to be used in the future when costs to operate the library exceed the funding provided by tax payers. At that time money will be withdrawn from the fund to balance the budget.

During phase 1, when revenue is more than operating costs, the Board of Trustees considers current and long-term needs and any other factors that may impact funding needs when setting the levy rate.

As phase 1 progresses and the Levy Sustainability Fund gets closer to reaching its fund target, some funding will become available for one-time uses, such as current or future buildings or technology projects.

The pandemic offered a unique situation for 2021 and after funding all obligations, the Board chose to hold the levy at a level similar to 2020 and not collect the one-time funds, in order to reduce costs for tax payers, especially those economically impacted by the COVID-19 pandemic. In addition to responding to the pandemic and its impact on individuals, businesses and communities served by the Library System, this action also reflected the Library's guiding principles to be financially sustainable and thoughtful stewards of the tax payers' investment in library services.

PRELIMINARY OPERATING BUDGET REVENUE

In November, the Board will review the preliminary operating budget. The Library's Administrative Team currently projects that after fully funding operations and services, plus the designated annual contribution to the Levy Sustainability Fund for future use when costs exceed property taxes, and planned 2022 Capital Fund investments in technology and buildings, funds will be available for one-time projects. The reserve fund and the future levy funds are fully funded and do not need additional deposits in 2022.

In October, during phase 1 of the Levy Sustainability Plan, the Board of Trustees provides guidance on how it would like to set the mill rate, which allows managers to complete the comprehensive draft budget for review in November.

Trustees may choose to approve the highest lawful property tax levy as described in the memo on the preliminary levy certificate, or to approve some amount less than that.

In 2022, the Administrative Team recommends that the Board return to its regular practice of certifying the highest lawful property tax levy, plus 1% more than the previous year as allowed by law, plus taxes from new construction. In addition, the Administrative Team recommends the Board release the banked property tax capacity (approximately \$510,000) created last year. By creating banked capacity, the Library levied property taxes at a reduced level in 2021 in recognition of the impacts of the pandemic.

During the meeting, we would like to hear your discussion and direction in order to prepare the budget proposal and any additional information you will need to consider in November.

MEMO

Date: September 30, 2021

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

From: Clifford Jo, Finance & Business Director

Subject: 2022 Levy Certificate and Implicit Price Deflator

Attached are the preliminary levy certificate issued by Pierce County Assessor-Treasurer's Office and Municipal Research and Services Center's (MRSC) report of this year's Implicit Price Deflator (IPD).

The preliminary levy certificate applied the 1% increase (line A) and new construction. The increase calculates to \$1,333,912 for the 2022 budget. MRSC reported the IPD to be 3.86% (last year it was 0.60152%). Washington State laws limit property tax increases over the previous year to 1.00% or the Implicit Price Deflator, whichever is less, plus new construction. For the 2022 Budget, because the IPD is greater than 1%, property taxes can increase by up to 1% without the governing body issuing a substantial need resolution.

In terms of the mill rate, the district's property values increased by 15.01%, which means the mill rate went down from 44.15¢/\$1,000 Assessed Value (AV) to 39.55¢/\$1,000 AV. While properties were assessed at higher than projected rates, indications show one more year at or near double digit increases, and then a correction happening over the next 8 to 9 years. These projections, of course, can change dramatically in one year's time.

No action is required now, as the certificate does not need to be submitted until after the November Board meeting.



2401 South 35th Street, Room 142
Tacoma, Washington 98409-7498
(253) 798-6111 • FAX (253) 798-3142
ATLAS (253) 798-3333
www.piercecountywa.org/atr

MEMORANDUM

DATE: September 13, 2021
TO: Pierce County Taxing Districts
FROM: Mike Lonergan, Assessor-Treasurer
RE: **Preliminary Certification of Assessed Values/Levy Limit Factor**

Enclosed is the Preliminary Certification of Assessed Values for your taxing district. These values include last year's State Assessed Property Values.

For budget preparation assistance to applicable districts, Levy limit factor worksheets, court ordered refund information, and sample ordinance/resolutions are included. Limit factor worksheets are prepared with an assumption the IPD is more than 1%. Amended calculations will be sent to affected districts should the IPD notification to counties fall below 1%.

Submit original ad valorem Budget / Levy Certifications & an approved Ordinance or Resolution no later than November 30th:

Pierce County Council
Attention: Clerk, Rm. 1046
County City Building
930 Tacoma Ave. S
Tacoma, WA 98402

And a copy to:
Pierce County Assessor-Treasurer
Attention: Levy Dept.
2401 S. 35th St. Rm. 142
Tacoma, WA 98409
email: kim.alflen@piercecountywa.gov

YOU MAY EMAIL COPIES IN PDF FOR THE ASSESSOR-TREASURER TO KIM ALFLEN

(Failure to submit a budget request & the district's Resolution/Ordinance may adversely affect next year's Levy collection)

Preliminary Values Are Subject to Change.

Districts will receive **Final** values in late December.

Amended Levy Certifications may be submitted to the Pierce County Council & Pierce County Assessor-Treasurer after final values have been calculated.

The district's Ordinance/Resolution **must** identify these three components.

- The **dollar amount of the previous year's levy**. The actual levy received, including refunds.
- The **dollar amount of increase** reflects the difference between the previous year's actual levy and the 1% growth of the highest lawful levy, or a lesser amount if banking levy capacity.
- The **percent of increase** equals the change over the prior year's actual levy plus the dollar amount of increase equal to the district's highest lawful levy for this year, or a lesser amount if banking levy capacity.

The sample Ordinance/Resolution enclosed provides the amounts for districts wishing to request their highest lawful levy.

Levy FAQs

Q. How should the Ordinance/Resolution read if the district is limited at a lesser amount due to the statutory maximum rate limit?

A. Prepare the document as though there is no limit due to the statutory maximum rate. Add language to inform the district's taxpayers of the rate limit and the projected allowable levy to the Ordinance/Resolution.

The Ordinance/Resolution must contain three amounts; last year's actual levy, the dollar amount & percent of increase needed for the following year. The intent of the district must be clear in the Ordinance/Resolution.

Q. Why does the sample Ordinance/Resolution show more/less than 1%?

A. The 1% limit refers to the limitation of increase to a district's highest lawful levy known as the Levy Limit Factor. The percent of increase approved in a district's Ordinance/Resolution equals the change over the prior year's actual amount levied plus the dollar amount of increase for the next year's budget needs.

- The simple act of passing an Ordinance/Resolution allows a district to increase the Highest Lawful levy by the lesser of 1% or the IPD, depending on the size of the district.
- The increase authorized in the document identifies how much of that increase is required for the next year's budget needs.

Q. Why does the sample show \$0 increase and an increase of 0%?

A. The total amount levied in the prior year is more than this year's increase from the limit factor, the district should ask for a \$0 and 0% increase. This does not affect any increase allowed by the limit factor increase of the highest lawful levy. Once a district passes the Ordinance/Resolution the Highest Lawful levy is allowed to increase by the limit factor.

A district's Ordinance or Resolution controls two levy limitations;

1. The act of passing a resolution/ordinance allows the Limit Factor increase (lesser of 1% or the IPD) to the highest lawful levy.
2. The authorized percent and dollar amount stated increase over the prior year's actual, Certified levy request.

Q. What documents need to be submitted by November 30?

A. No later than November 30, provide a copy of the approved Ordinance/Resolution & the Levy Certification (Budget Request).

FAILURE TO PROVIDE THESE DOCUMENTS BY THE DUE DATE COULD ADVERSLEY AFFECT YOUR LEVY.



Pierce County

Mike Lonergan, Assessor-Treasurer

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PRELIMINARY HIGHEST LAWFUL LEVY LIMIT 2021 FOR 2022

**RURAL LIBRARY
> 10,000**

Pierce & King Joint

REGULAR TAX LEVY LIMIT:

2020

A. <u>Highest regular tax which could have been lawfully levied beginning with the 1985 levy</u> [refund levy not included] times limit factor (as defined in RCW 84.55.005).	41,760,111.11
	1.0100000
	42,177,712.22
B. Current year's assessed value of new construction, improvements and wind turbines in original districts before annexation occurred times last year's levy rate (if an error occurred or an error correction was made in the previous year, use the rate that would have been levied had no error occurred).	2,100,474,766
	0.436240000000
	916,311.11
C. Current year's state assessed property value in original district if annexed less last year's state assessed property value. The remainder to be multiplied by last year's regular levy rate (or the rate that should have been levied).	892,664,901
	892,664,901
	0.00
	0.436240000000
	0.00
D. REGULAR PROPERTY TAX LIMIT (A + B + C)	43,094,023.33

ADDITIONAL LEVY LIMIT DUE TO ANNEXATIONS:

E. To find rate to be used in F, take the levy limit as shown in Line D above and divide it by the current assessed value of the district, excluding the annexed area.	43,094,023.33
	109,101,554,237
	0.394990003895
F. Annexed area's current assessed value including new construction and improvements times rate found in E above.	0.00
	0.394990003895
	0.00
G. NEW LEVY LIMIT FOR ANNEXATION (D + F)	43,094,023.33

LEVY FOR REFUNDS:

H. RCW 84.55.070 provides that the levy limit will not apply to the levy for taxes refunded or to be refunded pursuant to Chapters 84.68 or 84.69 RCW. (D or G + refund if any)	43,094,023.33
	38,081.81
	43,132,105.14
I. TOTAL ALLOWABLE LEVY AS CONTROLLED BY THE LEVY LIMIT (D,G,or H)	43,132,105.14
J. Amount of levy under statutory rate limitation.	109,101,554,237
	0.500000000000
	54,550,777.12
K. LESSER OF I OR J	43,132,105.14

**EXAMPLE OF ORDINANCE/RESOLUTION
REQUESTING HIGHEST LAWFUL LEVY**

**Ordinance/Resolution No. _____
RCW 84.55.120**

WHEREAS, the _____ of RURAL LIBRARY has met and considered
(Governing body of the taxing district) (Name of the taxing district)
its budget for the calendar year 2022 ; and,

WHEREAS, the districts actual levy amount from the previous year was \$ 41,383,842.75 and,
Previous Year's Levy Amount

WHEREAS, the population of this district is more than or less than 10,000; and now, therefore,
(Check One)

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy
is hereby authorized for the levy to be collected in the 2022 tax year.
(Year of Collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 793,869.47
which is a percentage increase of 1.92% from the previous year. This increase is exclusive of
(Percentage Increase)

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines,
any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this _____ day of _____, _____.

SAMPLE

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at:

For tax assistance, visit <http://dor.wa.gov/content/taxes/property/default.aspx> or call (360) 570-5900. To inquire about the availability of this document in an alternate format for the visually impaired, please call (360) 705-6715. Teletype (TTY) users may call 1-800-451-7985.



Pierce County

Mike Lonergan, Assessor-Treasurer

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September 13, 2021

OFFICIAL NOTIFICATION TO: PIERCE COUNTY RURAL LIBRARY-

Pierce Values ONLY

RE: 2021 PRELIMINARY ASSESSED VALUES

FOR REGULAR LEVY

Total Taxable Regular Value	109,101,554,237
Highest lawful regular levy amount since 1985	41,760,111.11
Last year's actual levy amount (including refunds)	41,383,842.75
Additional revenue from current year's NC&I	916,311.11
Additional revenue from annexations (RCW 84.55)	0
Additional revenue from administrative refunds (RCW 84.69)	38,081.81
<i>No additional revenue from administrative refunds will be allowed if you are limited by your statutory rate limit.</i>	
Additional revenue from increase in state-assessed property	0.00

FOR EXCESS LEVY

Taxable Value	108,320,996,457
Timber Assessed Value	
Total Taxable Excess Value	108,320,996,457
 2021 New Construction and Improvement Value	 2,100,474,766

*If you need assistance or have any questions regarding this information, please contact Kim Alflen
253.798.7114 kim.alflen@piercecountywa.gov*



Levy Certification

Submit this document to the county legislative authority on or before November 30 of the year preceding the year in which the levy amounts are to be collected and forward a copy to the assessor.

In accordance with RCW 84.52.020, I, _____ ,
(Name)

_____, for _____, do hereby certify to
(Title) (District Name)

the _____ County legislative authority that the _____
(Name of County) (Commissioners, Council, Board, etc.)

of said district requests that the following levy amounts be collected in _____ as provided in the district's
(Year of Collection)

budget, which was adopted following a public hearing held on _____ :
(Date of Public Hearing)

Regular Levy: _____
(State the total dollar amount to be levied)

Excess Levy: _____
(State the total dollar amount to be levied)

Refund Levy: _____
(State the total dollar amount to be levied)

Signature: _____

Date: _____

To ask about the availability of this publication in an alternate format for the visually impaired, please call (360) 705-6715. Teletype (TTY) users, please call (360) 705-6718. For tax assistance, call (360) 534-1400.

REV 64 0100e (w) (2/21/12)

Implicit Price Deflator

This page provides information on the implicit price deflator (IPD) and how it affects property tax rate setting for local governments in Washington State, as well as recent IPD data and sample resolutions/ordinances of "substantial need" if the IPD falls below 1%.

IPD Rate for Setting 2022 Property Taxes: The inflation rate for 2020-2021 as of August 26, 2021 (the final IPD data release before the September 25 statutory deadline) is **3.86%**. While this data will not be official until Monday, September 27, 2021, we do not expect it to change. This means local governments with populations 10,000 or greater should be able to take the full 1% levy increase in 2022 without adopting a resolution/ordinance of "substantial need."

Overview

The implicit price deflator for personal consumption expenditures is a figure used to measure inflation, and it can impact how much property tax revenue a jurisdiction can collect in any year.

Under state law, no local government may increase its property tax levy more than 1% in a given year, and local governments with a population of 10,000 or more are limited to the lesser of 1% or the annual rate of inflation as measured by the IPD ([RCW 84.55.005 - .010](#)). However, if inflation falls below 1%, a jurisdiction with a population of 10,000 or more may adopt a resolution of "substantial need" allowing it to increase the levy (or bank the excess capacity) up to the full 1 percent.

A few jurisdictions also use the implicit price deflator as an inflation index for certain fees or benefits, although it is more common to use the [Consumer Price Index](#).

How is the IPD Calculated?

The definition of "inflation" for setting a property tax levy ([RCW 84.55.005](#)) is:

"Inflation" means the percentage change in the implicit price deflator for personal consumption expenditures for the United States as published for the most recent twelve-month period by the bureau of economic analysis of the federal department of commerce by September 25th of the year before the taxes are payable.

The state Department of Revenue (DOR) calculates the IPD using the most recent quarterly numbers reported by the federal Bureau of Economic Analysis (BEA).

Near the end of every month, BEA publishes an estimate of the gross domestic product and IPD numbers from the previous calendar year quarter. For instance, every January BEA releases the first estimate, or "advance estimate," of the numbers for the preceding fourth quarter (October-December). In February, BEA releases a revised "second estimate" of the numbers for Q4, and in March BEA publishes the revised "third estimate" for Q4. In April, BEA publishes the advance estimate for Q1 (January-March), and so on.

These quarterly numbers are seasonally adjusted each year in July, and these seasonal numbers form the basis for the prior year IPD personal consumption expenditure number that is used by DOR to calculate inflation.

The most recent publication available on September 25 is typically the August publication, or the "second estimate" for Q2. This means that, for property tax purposes, the rate of change in the IPD is typically calculated by comparing the "second estimate" for Q2 to the revised Q2 data from the previous year.

Current IPD Data

To see the most recent IPD data, refer to the BEA National Income and Product Accounts (NIPA) [Table 1.1.9: Implicit Price Deflators for Gross Domestic Product](#). See Line 2, Personal Consumption Expenditures.

Every September, we will publish the new IPD rate for property tax purposes at the top of this page. For historical IPD increases for property tax purposes, see the section at the bottom of this page.

Resolution or Ordinance of Substantial Need

If the IPD falls below one percent, local governments with a population of 10,000 or more may not increase their property tax levies above the rate of inflation (or bank the excess capacity) unless they adopt a resolution or ordinance of substantial need ([RCW 84.55.0101](#)).

This resolution or ordinance of substantial need is separate from the property tax levy ordinance, and separate resolutions/ordinances must be adopted for each individual levy. For instance, if the IPD falls below 1% and your county has a current expense levy, a road levy, and a conservation futures levy, and assuming you want to levy the full 1% increase for all three levies, you would need to adopt three separate substantial need findings. Likewise, if a city or a fire district has a separate EMS levy on top of its regular/general fund levy, it would need to adopt findings of substantial need for both levies.

If the local legislative body has five or more members, the resolution must be approved by a "majority plus one" supermajority for passage. If the legislative body has four members or less, it must be approved by a simple majority. The statute does not require a separate public hearing for the finding of substantial need, but presumably the substantial need finding would be established during the public hearing on revenue sources and property tax increases required by [RCW 84.55.120](#).

Practice Tip: There is no clear definition of "substantial need," and it depends on the needs and requirements of each individual jurisdiction. Each jurisdiction should document its evidence to support those needs in written findings that are included within the ordinance/resolution (such as a documented increase in the costs of services in excess of current inflation factors). See the examples below.

Local governments with a population under 10,000 may increase their property tax levies up to 1% regardless of the latest inflation data, so they do not need to adopt a resolution or ordinance of substantial need.

Examples of Substantial Need Resolutions/Ordinances

Below are examples of resolutions and ordinances of substantial need from a variety of local governments in Washington.

General Template

- Washington Department of Revenue Example Resolution #2 (2010) – Sample language for a resolution of substantial need

City Regular/General Fund Levies

- Anacortes Resolution No. 1935 (2015) – Reasons cited include labor contracts, utility tax decrease, and depletion of general fund reserves
- Covington Resolution No. 15-13 (2015) – Reasons cited include increased costs and declining and unstable revenues from utility taxes, REET, and other sources
- Issaquah Resolution No. 2020-15 (2020) – Reasons cited include the fiscal impacts of the COVID-19 pandemic and increases in employee compensation costs
- Kirkland Resolution No. R-5167 (2015) – Reasons cited include previously adopted budget assumptions, short-term and long-term revenue losses, and addition of new firefighter position
- Lynden Resolution No. 933 (2015) – Reasons cited include 3% labor contract increases and increases in health care costs and retirement benefits

Counties - General Fund/Current Expense

- Asotin County Resolution No. 15-40 (2015) – Reasons cited include increase in maintenance and operation expenses and anticipated reductions in state funding
- Cowlitz County Resolution No. 15-098 (2015) – Reason cited is significant revenue shortfall
- San Juan County Resolution No. 37-2015 (2015) – Reason cited is service costs increases exceeding inflation

Counties - Road District/Fund

- Asotin County Resolution No. 15-41 (2015) – Reasons cited include significant capital cost increases, increases in costs of materials, and anticipated delays in state revenues
- Cowlitz County Resolution No. 15-099 (2015) – Reasons cited is expenses rising faster than inflation; provides specific percentage increases for health insurance, retirement contributions, and utility costs
- San Juan County Resolution No. 39-2015 (2015) – Reason cited is increased road costs

Counties - Flood Control

- Asotin County Resolution No. 15-42 (2015) – Reason cited is significant capital cost increases due to drainage project

Counties - Conservation Futures Fund

- Jefferson County Resolution No. 48-15 (2015) – Reason cited is service demands related to open space, agricultural, and timber lands
- San Juan County Resolution No. 38-2015 (2015) – Reasons cited include cost increases exceeding inflation, debt service requirements, and core operation requirements

EMS Levies

- Cheney Ordinance No. W-73 (2015) – Reason cited is fire department staffing needs
- Gig Harbor Fire & Medic One Resolution No. 2015-14 (2015) – Reason cited is increased operating costs for fire protection and EMS

Special Purpose Districts

- Klickitat County Port District No. 1 Resolution No. 2-2015 (2015) – Reason cited is expenses growing faster than inflation
- Spokane County Library District Resolution No. 15-07 (2015) – Reasons cited include limited revenue options, PERS contribution increases, medical insurance increases, and revenue reduction due to annexation; includes very detailed analysis
- Tukwila Pool Metropolitan Park District Resolution No. 2015-10 (2015) – Reason cited is costs increases

Historical IPD Increases

Below are the recent historical percentage changes in the implicit price deflator for personal consumption expenditures. Red indicates when the IPD fell below 1%, affecting the ability of local governments with a population of 10,000 or more to increase their property tax levies for the following year.

Please note that these percentage changes are the official calculations used for property tax levy setting, as declared by the Washington Department of Revenue on September 25 of each year. These inflation rates are never revised and do not reflect any adjustments to the IPD that may have been made after September 25 of each year.

Dates	Percent
Q2 2019 to Q2 2020	0.60512
Q2 2018 to Q2 2019	1.396
Q2 2017 to Q2 2018	2.169
Q2 2016 to Q2 2017	1.553
Q2 2015 to Q2 2016	0.953
June 2014 to June 2015	0.251
June 2013 to June 2014	1.591
July 2012 to July 2013	1.314

Dates	Percent
July 2011 to July 2012	1.295
July 2010 to July 2011	2.755

Last Modified: September 21, 2021

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MEMO



Date: October 5, 2021

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

From: Clifford Jo, Finance & Business Director

Subject: 2021 Interfund Transfers

In 2021, The Board of Trustees approved a budget which was developed with a focus on flexibility to allow the Library to adjust operations and services in response to the pandemic. The Library budgeted for returning to full services, but expected that some money would be unspent depending on governmental and public health rules and restrictions.

The Library was able to offer online and curbside services for the first half of 2020. It began to open buildings with limited hours and technology services in February. In July we initiated in-building services, again with limited hours. As of October, all locations are open, though not for the full hours or services offered prior to the pandemic.

Our initial yearend financial assessment includes making the following adjustments:

- Account for significant staffing turnover, holding positions unfilled during building closures and service limitations, and reduced operations that occurred throughout 2021 and thus, account for unspent funds;
- Account for lower use of physical books and other materials and the resulting impact on shelving space due to building closures, resulting in unspent funds for materials to be used in the future;
- Account for material variations in the maintenance and operations line items due to handling pandemic-related services and safety, and issues resulting from supply chain delays; and
- Account for 2021 property taxes that exceed our operating needs, which is a routine process related to the funding cycle that results in deposits to the Levy Sustainability Fund.

These will require amending the 2021 budget as well as passing resolutions to transfer funds, which we will bring to you in November.

In preparation for those actions, we need the Board to conduct business related to last month's approval of the revised fiscal management policy. Those actions include:

- Creating the Elections Fund and transferring the set-aside in the Special Purpose Fund to it; and
- Creating the Property and Facility Fund and transferring the corresponding set-aside in the Special Purpose Fund to it.

The two resolutions are provided herein.

Once these actions are taken, the financial system will be adjusted to reflect them. Also, the Special Purpose Fund will, for all intents and purposes, become dormant until such time it may be needed.

Motions:

Authorize the Library to create the Elections Fund and transfer the set-aside in the Special Purpose Fund to it.

Authorize the Library to create the Property and Facility Fund and transfer the corresponding set-aside in the Special Purpose Fund to it.

RESOLUTION NO. 2021-12

**A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE PIERCE COUNTY RURAL LIBRARY DISTRICT
CREATING AN ELECTION FUND**

WHEREAS, the Pierce County Rural Library District (Library) currently has established and manages four active funds to conduct library business: the General Fund, Capital Fund, Special Purpose Fund, and Levy Sustainability Fund; and,

WHEREAS, during the 2019 Fiscal Year audit which concluded earlier this year, the State Auditor recommended that the Special Purpose Fund be named more specifically to its intentions and use; and,

WHEREAS, during the September 2021 regular Board of Trustees meeting the Board approved a revised Fiscal Management policy to create the Election Fund and transfer the committed set-aside within the Special Purpose Fund; and

WHEREAS, Washington State governmental accounting guidelines stipulate that revenues entering into a Special Revenue Fund will be designated as “Committed” or “Restricted” in terms of associated uses, as approved by the Board of Trustees; and now, therefore,

BE IT RESOLVED BY THE LIBRARY BOARD OF TRUSTEES THAT:

1. A third Special Revenue Fund be created and managed in accordance to the policies and procedures established by the Library, and the working name of said fund will be the Elections Fund; and
2. The contents of the Future Election set-aside contained within the Special Purpose Fund be released from its “committed” status and transferred to the newly created Elections Fund; and
3. Said transferred contents be designated by the Board of Trustees as “committed” funds, to be released and budgeted accordingly at such time when needed; and
4. Any unrestricted cash balance and investments proportional within the Special Purpose Fund be also transferred to the new fund’s unrestricted cash balance and investments.

PASSED AND APPROVED THIS 13TH DAY OF OCTOBER, 2021.

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

RESOLUTION NO. 2021-13

**A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE PIERCE COUNTY RURAL LIBRARY DISTRICT
CREATING A PROPERTY AND FACILITY FUND**

WHEREAS, the Pierce County Rural Library District (Library) currently has established and manages four active funds to conduct library business: the General Fund, Capital Fund, Special Purpose Fund, and Levy Sustainability Fund; and,

WHEREAS, during the 2019 Fiscal Year audit which concluded earlier this year, the State Auditor recommended that the Special Purpose Fund be named more specifically to its intentions and use; and,

WHEREAS, during the September 2021 regular Board of Trustees meeting the Board approved a revised Fiscal Management policy to create the Property and Facility Fund and transfer the committed set-aside within the Special Purpose Fund; and

WHEREAS, Washington State governmental accounting guidelines stipulate that revenues entering into a Special Revenue Fund will be designated as “Committed” or “Restricted” in terms of associated uses, as approved by the Board of Trustees; and now, therefore,

BE IT RESOLVED BY THE LIBRARY BOARD OF TRUSTEES THAT:

1. A fourth Special Revenue Fund be created and managed in accordance to the policies and procedures established by the Library, and the working name of said fund will be the Property and Facility Fund; and
2. The contents of the Future Land, Property and Buildings set-aside contained within the Special Purpose Fund be released from its “committed” status and transferred to the newly created Property and Facility Fund; and
3. Said transferred contents be designated by the Board of Trustees as “committed” funds, to be released and budgeted accordingly at such time when needed; and
4. Any unrestricted cash balance and investments proportional within the Special Purpose Fund be also transferred to the new fund’s unrestricted cash balance and investments.

PASSED AND APPROVED THIS 13TH DAY OF OCTOBER, 2021.

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

MEMO



Date: October 4, 2021

To: Pat Jenkins and Members of the Board of Trustees

From: Cheree Green, Staff Experience Director

Subject: Executive Director Recruitment

Thank you for your approval to move forward with Bradbury Miller Associates as our executive search firm. They will be our collaborative partners with this important work.

During the week of October 4th, we will finalize our contract with them. Shortly afterwards, I will set up a meeting with them to kick off the process. After that meeting, I will bring forward the next steps for your consideration. Those next steps will include how we will approach the recruitment process as well as who you want involved. I am available to answer any questions or provide any additional updates in the Board Meeting.

MEMO



Date: September 28, 2021

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

From: Mary Getchell, Marketing and Communications Director

Subject: Communication with the Public Policy Update and Approval

Following is an update to the Board Policy for Communication with the Public, which shows the redline tracking of proposed changes, as well as a version showing all changes accepted. During the September Board meeting, trustees reviewed and discussed the proposed changes, which included discussion of other laws and policies outside of the scope of the Communication with the Public policy.

Some of those laws and policies discussed during the September Board meeting included Title IV of the Americans with Disabilities Act, which requires the telecommunication relay services. In Washington State, Telecommunication Relay Services is also known as Washington Relay. The Washington State Department of Social and Health Services' Office of the Deaf and Hard of Hearing provides this free service to ensure equal communication access to telephone service for people who are deaf, deaf-blind, hard of hearing, and speech disabled. The Pierce County Library uses this service and communicates its availability to offer publications with a longer shelf life (e.g. annual report, story time schedules, booklists) in an alternate format. As an equitable, diverse, and inclusive organization, the Library System translates some publications into Spanish, Korean, and sometimes Russian as well as other languages. In addition, the Library uses Google Translate for people to translate its website into more than 100 languages. Another policy touched on at the September meeting, is the News Media Policy, which gives staff direction on working with news media.

The purpose of the Communication with the Public Policy is to describe and direct Pierce County Library's commitment to communicate and maintain adequate and effective opportunities and methods for collaborative communication with the public. The policy states the Library's pledge to respond to requests from the public as well as its dedication to seek opportunities to collaborate with individuals and organizations to plan and evaluate library services and align those services with community priorities.

Following a legal review and update to the policy, the Administrative and Leadership teams reviewed and approved the proposed update, and Library management reviewed the impacts of the draft changes with the Library's union leaders.

A primary change to the policy is adding a section entitled Staff Communications to the Public to provide guidance and direction for staff communicating with the public, giving clarity as it relates to a staff person's authorization to speak with the public within the scope of their position. In addition, this section describes how staff should communicate when the Library System has not authorized staff to communicate with the public on behalf of the Library.

Another change includes further clarity in the Communications Tools section with a brief description of the types of communications tools the Library uses.

At the October 13, 2021 Board of Trustees meeting, we are seeking the Board's discussion and approval to review the proposed update. Below is motion language, should the Board decide to approve the updated policy. Thank you for your review and consideration.

Action: Move to approve the Communication with the Public Policy as presented.

Communication with the Public

Policy Statement

The Pierce County Library System is dedicated to communicating with the public to provide services ~~that to help~~ meet the needs of the communities it serves. The Library's Board of Trustees recognizes ~~that in order~~ to meet the needs of communities and fulfill the responsibilities as Trustees, the Board and Library staff, acting on behalf of the Board, must maintain adequate and effective opportunities for and methods of collaborative communication with the public.

Definitions

Communications: the act or process of providing or exchanging thoughts, opinions, or information through various written, spoken, visual, or other collaborative forms.

Public: the people constituting a community.

Confidential information: material that is internal to the organization for operational purposes, such as operational planning, marketing plans, technology plans, etc. about members of the organization or the organization, which without authorization, staff is not authorized to communicate,

Policy

Public Audience

The Library communicates and collaborates with people living in ~~or who have an influence upon people in its service area~~ its service area, as well as those who have an influence upon people in its service area.

The Library communicates and collaborates with people who use or who may use its services, as well as individuals who have an opportunity to support the use of library services.

The Library communicates and collaborates with the communities it serves and the individuals and organizations that influence those communities.

Purpose of Communication

The Library welcomes the opportunity to respond to requests from the public. The Board affirms it is ~~importance-important~~ for the Library to develop and maintain communications through participation in community activities and by seeking opportunities to collaborate with individuals and organizations to plan and evaluate library services and align those services with community priorities.

Staff Communications to the Public

The Marketing and Communications Department is responsible for the coordination and release of information to the public. Library staff ~~often authorized to speak communicate to~~ with the public on behalf of the organization within the scope of their position. ~~In such instances, staff~~ may use talking points or other Library prepared materials. Internal, confidential information may not be released to the public without prior authorization from the Library.

Library staff not authorized to communicate to the public on behalf of the Library should avoid identifying themselves as a Library employee in public statements or must clearly state ~~that~~ they are speaking in their personal capacity and not in their official capacity as a Library employee. Use of personal social media to conduct Library business can trigger application of the Public Records Act and other laws governing the conduct of municipal government. For that reason, staff should not use personal social

media to conduct Library business.- Staff assigned to conduct social media on the Library's platforms use their personal social media accounts as entrance to the Library's social media accounts, and this policy allows that entrance practice for the purpose of conducting Library social media business.

The Library's external social media and other public information channels are intended for authorized Library communications to the public. Staff ~~are~~is encouraged to use internal communication resources for internal questions, concerns, or other communications.

Communication Tools

~~The Library solicits advice and opinions from Friends of the Library groups, the Pierce County Library Foundation Board, and communications people living in the communities the Library serves.~~

The Library uses a variety of communication tools including, but not limited to, written materials, online content, recorded videos, and in-person or online presentations. The Library solicits advice and opinions from Friends of the Library groups, the Pierce County Library Foundation Board, and people living in the communities the Library serves.

Related Policies Procedures

[Public Records Request](#)

[Public Records Request Process](#)

Board Policy 1.17

Adopted by the Board of Trustees of the Pierce County Rural Library District on March 13, 1997.

Revised February 17, 2000. Revised February 10, 2010, [Revised ##, ##, 2021](#)

[Download or print PDF of policy](#)

Communication with the Public

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Revised February 17, 2000. Revised February 10, 2010, Revised ##, ##, 2021

[Download or print PDF of policy](#)

New Business

MEMO



Date: October 1, 2021

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

From: Georgia Lomax, Executive Director

Subject: Proposed 2022 Board Meeting Schedule

In November, the Board of Trustees adopts a resolution scheduling its meetings for the next year. Attached is a proposed schedule of 2022 Board of Trustee meeting dates. Meetings are currently held on the second Wednesday of the month at 3:30 pm.

At this time the Open Public Meeting Act Proclamation 20-28.15 remains in effect due to the COVID-19 pandemic. It requires local governments to continue to conduct their meetings remotely and meet the conditions in Proclamation 20-28.14, which includes the ability for all attendees to hear each other at the same time.

We will monitor the requirements on open public meetings and keep you informed about when the Trustees will be able to consider returning to in-person meetings again.

During the meeting, we will discuss if you would like any changes to the 2022 meeting schedule.

**PIERCE COUNTY LIBRARY SYSTEM
BOARD OF TRUSTEES**

2022 Meeting Schedule

Meetings are regularly scheduled at 3:30 pm on the second Wednesday of the month. The dates of the 2022 Board of Trustee meetings are as follows:

January 12
February 9
March 9
April 13
May 11
June 8
July 13
August 10
September 14
October 12
November 9
December 14

MEMO



Date: September 30, 2021

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

From: Anna Shelton, Community Initiative Manager

Subject: National Friends of Libraries Week 2021

Thank you to Pierce County Library System's Friends of the Library groups for their commitment, enthusiasm, and contributions to bolster library services throughout Pierce County.

October 17-23, 2021, marks National Friends of Libraries Week to recognize and celebrate Friends groups for volunteering time and resources to help support libraries. Pierce County Library System is grateful for the amazing support our seventeen Friends groups give every day to enhance library service in our communities.

Friends groups foster public interest and support of the Library in many ways:

- Advocating for and increasing public awareness about library services, needs, and goals.
- Fundraising through book sales and other activities.
- Supporting Library events and activities that promote learning, enjoyment, and community connection.

During just the first few months of 2020, prior to the start of the pandemic, the 17 Friends of the Library organizations contributed more than \$18,000 to support countywide services. Since Library buildings were closed to volunteers and Friends activities in March 2020 to help reduce the spread of COVID-19, we have deeply missed the in-person connections with our valued Friends members. Throughout this time period, our Friends groups have continued to serve an incredibly important role, helping raise community awareness as Library services evolved and expanded.

Along with other recognition to celebrate National Friends of Libraries Week, we are asking Pierce County Library's Board of Trustees to issue the following proclamation to proclaim October 17-23, 2021, as "Friends of Libraries Week" in Pierce County, Washington.

Friends of Libraries Week

Proclamation of the Pierce County Library Board of Trustees in recognition of Pierce County Library Friends.

Whereas, Friends of Pierce County Library raise funds through book sales and other activities to purchase services, materials, equipment and furnishings to enhance customer experiences;

Whereas, Friends advocate and raise awareness about Pierce County Library System's services, needs and goals in the community;

Whereas, Friends are ambassadors in our libraries and in our communities to share information about Library programs and services;

Whereas, the Friends' gift of time and enthusiastic commitment to Pierce County Library exemplifies strong volunteerism and leads to positive civic engagement and the betterment of our community;

NOW, THEREFORE, be it resolved that the Pierce County Library Board of Trustees proclaims October 17-23, 2021, as

Friends of Libraries Week

in Pierce County, Washington,

and urges everyone to join a Pierce County Library Friends' organization, and thanks the Friends for the time and resources provided to make our Library and community strong.

PROCLAIMED this day, Wednesday, October 13, 2021.



Officers Reports

MEMO



Date: September 24, 2021

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

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

Subject: Staff Demographic Information, Census Comparison

Pierce County Library 2021 Staff Demographics

Racial Diversity (as of June 30, 2021)

Leadership

Team	% Persons of Color
Administrative Team	43%
Leadership Team	13%
Supervisors	19%

All Staff

Year	% Persons of Color
2005	11%
2010	12%
2017	16%
2018	16%
2019	17%
2020	19%
2021 (as of 6/30/2021)	21%

Detail – Leadership

Administrative Team (6 Female/1 Male)

Ethnicity	Ethnicity # Emp	Ethnicity %
Asian	1	14.29%
Black	1	14.29%
Hispanic	1	14.29%
American Indian	0	0.00%
Two or More	0	0.00%
Pacific Islander	0	0.00%
White	4	57.14%
Total -	7	

Leadership Team (20 Female/3 Male)

Ethnicity	Ethnicity # Emp	Ethnicity %
Asian	1	4.35%
Black	1	4.35%
Hispanic	1	4.35%
American Indian	0	0.00%
Two or More	0	0.00%
Pacific Islander	0	0.00%
White	20	86.96%
Total -	23	

Supervisors (50 Female/13 Male)

Ethnicity	Ethnicity # Emp	Ethnicity %
Asian	4	6.35%
Black	2	3.17%
Hispanic	2	3.17%
American Indian	0	0.00%
Two or More	2	3.17%
Pacific Islander	0	0.00%
White	53	84.13%
Total -	63	

Pierce County Library 2021 Staff Demographics

Detail – All Staff

Notes:

- Census % based on all Pierce County, including jurisdictions that are outside PCLS service area including Tacoma and Puyallup.
- Data is based on EEOC forms completed by employees at the time of hire.
- PCLS% may not equal 100% due to rounding to whole numbers.

2021

[Census data found United States Census Bureau \(http://www.census.gov/\)](http://www.census.gov/)

PCLS percentages are based off 319 total employees.

Census Age Range	# Employees	PCLS %	Census %
20-24	3	1%	
25-29	20	6%	
30-39	86	27%	
40-49	71	22%	
50-59	70	22%	
60-69	61	19%	
70-74	6	2%	

Ethnicity	# Employees	PCLS %	Census %
Asian	14	4%	
Black	18	6%	
Hispanic	18	6%	
American Indian	4	1%	
Pacific Islander	0	0%	
Two or More	12	4%	
Caucasian	251	79%	

Gender	# Employees	PCLS %	Census %
Females	252	79%	
Male	62	20%	
Nonbinary	3	1%	

*(census data for 2021 not available until July, 2022)

2020

[Census data found United States Census Bureau \(http://www.census.gov/\)](http://www.census.gov/)

PCLS percentages are based off 322 total employees.

Census Age Range	# Employees	PCLS %	Census %
20-24	8	2%	10%
25-29	20	6%	12%
30-39	78	24%	22%
40-49	66	20%	18%
50-59	71	22%	18%
60-69	74	23%	16%
70-74	5	2%	6%

Ethnicity	# Employees	PCLS %	Census %
Asian	15	5%	8%
Black	16	5%	8%
Hispanic	17	5%	10%
American Indian	5	2%	2%
Pacific Islander	1	0%	2%
Two or More	6	2%	5%
Caucasian	262	81%	76%

Gender	# Employees	PCLS %	Census %
Females	257	80%	50%
Male	62	19%	50%
Nonbinary	3	1%	Not Reported

MEMO



Date: September 29, 2021

To: Pat Jenkins and Members of the Board of Trustees

From: Georgia Lomax, Executive Director

Subject: 2022 Library Conferences - Board Attendance

Two national library conferences are planned for 2022 that Trustees may want to consider attending if interested.

The Public Library Association will hold its [biennial conference March 23-25, 2022](#), in Portland, OR. (It is planned as an in-person event, but may be changed to virtual, depending on the status of the COVID-19 pandemic.)

This conference is the premier national learning and networking event for public libraries, known for its high quality learning opportunities. It is a chance to meet others, learn about trends and best practices, and hear from public libraries across the nation. Many trustees attend this conference.

For budgeting purposes, if you may be interested in attending, please let Petra know. The Library pays travel and registration for trustees.

Your final decision about attending will be needed no later than December 31, 2021, but the sooner the better to ensure a hotel room that is in a location close to the conference venue. The titles for learning sessions have just been released and you can [view them online](#). More detail about the sessions will be available soon.

In addition, the American Library Association will offer a new virtual conference, [LibLearnX](#): The Library Learning Experience, January 21-24, 2022.

This is a new online-only learning event and sessions will be announced in October. I will share the topics when they become available.

Again, for budgeting purposes, if you may be interested in participating, let Petra know. We would need a final decision no later than November 30, 2021, for registration.

MEMO



Date: September 30, 2021

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

From: Lauren Lindskog Greene, Enjoyment Coordinating Library

Subject: Summer Reading Program Report

Pierce County Library System launched its' 2021 Summer Reading Program, *Color Your World*, on June 1st to an uncertain world, but one that was slowly opening up for in-person interactions. We were pleased to be able to offer a hybrid program, including online tracking and activities via the Beanstack app, as well as a new approach to print tracking logs for all ages. Our goal was to reach the Pierce County community wherever they were – at home, via curbside, and at all open branches. Challenges continued to abound: a shifting customer service landscape, changing open hours, inequity of tech access, and general screen fatigue. Despite this, we were able to deliver a robust program to children, teens and adults.

The Summer Reading Program continued to use Beanstack, an online/app service used by libraries and schools to host reading programs, which PCLS adopted in 2020 as part of our Covid-19 response. The goal was to continue to offer customized online tracking for customers who preferred or needed to participate remotely, while also reintegrating print logs for those able to visit the library. We were very aware of the uncertain and uneven nature of re-opening and attempted to create a program that could be delivered by staff easily and with minimal material handling. We took this as an opportunity to continue reducing the number of small (often plastic) prizes typical of Summer Reading, pivoting to reading-related prizes at registration, and certificates/buttons at completion.

The opportunity to reimagine Summer Reading brought in 5350 children, teens and adults who read a total of 38,845 days (kids and teens) and 6227 books (adults). This was a 32.6% increase in engagement over 2020. Our participation numbers were still considerably lower than pre-COVID, which feels like a natural consequence of our uncertain times. Librarians were unable to perform in-person outreach for Summer Reading through schools and community partners and many branches had yet to open at the beginning of summer. Those that were open had restricted hours and reduced staffing. We're happy that the customers we *did* reach responded positively to the program, and that there was an increase in participation from 2020. Furthermore, survey response data indicates that 80% of parents felt the program maintained or increased their child's reading skills.

For children this year the team also tried something new by purchasing "badge/sticker books" as a substitute for our traditional elementary tracking logs. Survey data from 2020 showed that participants were disappointed to not have a physical prize and were looking for a way to track reading on paper. We opted to meet both needs by offering the badge/sticker books as a reading log and prize, given at sign-up rather than completion. Kids were able to use stickers to track their daily reading, while also completing fun literacy-based activities like "Storytime Mad-Libs" and "Draw What Happens Next!" Response to this has been overwhelmingly positive. Storage and distribution of the hardbound materials did prove

difficult, and we also found from survey responses that some parents were unaware of the print option, or were confused and thought they had to complete both the print and digital versions of the challenge. We hope to simplify and clarify for 2022, and to incorporate the much loved parts of the badge book (stickers! Fun activities!) into a robust, interactive paper log for kids.

After much consideration, and based on feedback from 2020, we opted to create a reading challenge for adults that focused on books read (rather than time read) – which is more in line with our Enjoyment focus on adult reading for pleasure and personal enrichment. This means that we unfortunately cannot compare reading engagement from this year to last, but we look forward to refining this new approach in 2022 to see how adult readers respond. Survey responses to the approach were mixed, possibly because of an app update right at the beginning of the challenge, which affected book logging functionality. Adults and teens who participated with print materials were offered a reading journal and sticker prompts, which prompted open-ended interaction with books and opportunities to reflect on their reading.

Beyond reading tracking, Beanstack allowed participants of all ages to participate in literacy-based activities to earn badges. As participants completed activities under a badge, they earned entries into a prize drawing. Overall, 20,740 challenge badges were earned, and 470 book reviews were written.

Chart Comparison 2021 to 2019

Participation	2021	2020	2019
WEE READERS (0-5 yrs)			
# Enrolled	969	518	2597
# Days of Reading	8603	(N/A, not tracked)	(N/A, not tracked)
# Badges Earned	4653	1300	(N/A, not tracked)
Completed Activities	6554		
CHILDREN (5-12 yrs)			
# Enrolled	2534	1594	16,730
# Days of Reading	24,869	(N/A, not tracked)	(N/A, not tracked)
# Badges Earned	13,766	3,829	(N/A, not tracked)
Completed Activities	14,684		
TEEN (12-18 yrs)			
# Enrolled	515	537	5243
# Days of Reading	5407	(N/A, not tracked)	(N/A, not tracked)
# Badges Earned	2492	1238	(N/A, not tracked)
Activities Completed	3492		

ADULTS (18+)			
# Enrolled	1332	1385	12,313
# Books Read	6227	(N/A, not tracked)	(N/A, not tracked)
# Badges Earned	6130	4252	(N/A, not tracked)
Activities Completed	5656		

In-person programming continued to be virtual in 2021, anchored by our CE-managed Facebook channel, Pierce County Library for Families with Kids, which features a variety of programs including story times and other interactive programs for children, parents and caregivers. Additionally, our teen staff were actively engaged in Pierce County Library Teen Instagram page, and on the PCLS Teens Discord server. Adults hosted virtual drawing classes (which were total hit!) as well as spoken word workshops with local poet D’Mario Carter and a Sci-Fi Trivia Night hosted by our own Patrick Rayment.

Another bright spot was our second year of Summer Reading activity packs, which were well received in both 2020 and 2021. We expanded the activity pack options this year to include Spanish-language packets for early learners, and monthly packets for each age range (early learners, kids and teens), which rolled out throughout the summer. Anecdotal reporting from the branches was highly positive, and we quickly ran out of each print run as customers snapped these up via curbside. Overall we distributed at least 7950 packets to kids ages 2-18. Teen services used the opportunity of a teen activity pack to create a zine called “The Pocket Art Collective”, which featured inspiring teen art and writing.

Overall, we spent significantly less money on Summer Reading 2021 than in pre-COVID years, primarily due to a decrease in programming. Prior to Covid-19, we spent approximately \$95,000 each year on the Summer Reading Program. In 2021 we reduced our budget to approximately \$64,000. The Summer Reading Program was very successful, despite the challenges encountered. We learned a tremendous amount from our customers in 2020, and were able to offer multiple avenues for participation. We look forward to incorporating the lessons learned from both 2020 and 2021 to continue offering digital logging - while focusing on offering literacy-based activities for kids and families. Based on feedback, we know the program had significant impact on many of our participants, as reflected in the customer feedback:

“We loved being able to log our books to keep track of what we read and also, earning badges. The kids made sure to keep me on my toes to read for the challenge!”

“I absolutely loved the sturdy binder that held them accountable. My kids love to have something tangible in their hands, and this was absolutely perfect!”

“It helps set reading goals while school is out.”

“The books were cute, and the stickers were fun to use.”

“Logging reading days helped encourage daily reading for my child and myself.”

“It was simple, liked that I could log online instead of keeping up with a paper all summer.”

“We love the incentives and activities associated with the documentation. There were great options for teens to participate.”

“Awesome log book. We are so grateful for Curbside pick-up books. The librarians are spot on with their picks for us every time.”

“I think that during this pandemic, the team really rose to the occasion to address the hardships of this quarantine. The work that you folks have put into this program and other library services have most definitely been a balm during this hard time.”

“It encourages me to read. I was a prize winner last year!”

Executive Session

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

Pierce County Library FYI Packet
Link List
October 13, 2021

Pierce County Library in the News

- [Pierce County Library System Executive Director to Retire After 35 Years of Library Leadership](#) – South Sound Magazine, and South Sound Business
- [Pierce County Library's Free Tools for Students Help Start the School Year Off Right](#) – Auburn Examiner, and Dispatch
- [Visit Your Favorite Local Family-Friendly Museums for Free](#) – ParentMap
- [Kids reconnect safely through outdoor library programs](#) – Gig Harbor Now
- [Trivia BEE](#) – Tacoma Weekly
- [In-Building Services Now Open at All Full-Service Libraries](#) – Macaroni Kid
- [Public Invited to Review Draft Action Plan](#) – Tacoma Weekly (Buckley Library mentioned as a place to pick up the draft Carbon River Corridor Cooperative Action Plan)
- [As Eviction Moratorium Looms Pierce County Offers Rental Aid](#) – Pierce County Patch, also [KING 5.com](#) (Parkland/Spanaway Library mentioned as a place to attend an in-person event)
- [Looking for a COVID 19 test during the Delta surge](#) – News Tribune (Pierce County Library mentioned as a place to obtain free test kits)
- Meet Jill Merritt, Fife's New Librarian – City of Fife Magazine (see attached PDF)
- Annual Report 2020 Ad – News Tribune (see attached PDF)

MEET JILL MERRITT

Fife's new librarian

FIFE PIERCE COUNTY LIBRARY

Where: 6622 20th St. E., Fife

Contact: 253-548-3323

Hours: Visit piercecountylibrary.org

Fife has a new librarian! In July, Jill Merritt began her role as the supervising librarian at the Fife Pierce County Library.

Her own journey with libraries began as a kindergartener. "My mom was a reader and I read from kindergarten on. I was always reading something. And the library just seemed to fit. And it was my first job in high school," she said.

Since then, she's held just about every position at a library – from sorting books to running the service desk to overseeing library operations. She's also worked at a variety of libraries, including the library in Washington state that serves prison inmates. "It was, for a lot of inmates, the first time they had ever been in a library. It was great to see them become readers and develop that reading habit as an adult," she said.

"I was looking for a smaller location that was more in touch with the community," said Merritt of her new job

in Fife. Previously, she worked at the larger Lakewood Pierce County Library. "I love the opportunity to be directly in touch with the community," she said.

In recent weeks, Merritt has overseen a gradual reopening of the Fife Library and a return of some of its in-person services, plus she's auditing the library's offerings of books and other materials for updating.

Merritt said she feels right at home in Fife. "Getting in touch with the community has been so much fun. We've been putting books in the city's little free libraries (located at Brookville Gardens Park, Dacca Park and Wedge Park). And we're so pleased to see people taking books and people are starting to come back into the library, it's been really nice."

Welcome to Fife, Jill!

Below find a message from Merritt and Fife Pierce County Library.

Get to know your library

By Jill Merritt
Supervising Librarian

The Fife Pierce County Library opened its doors on December 3, 2011. The day was cold, but sunny with many people

from around the county there to see the new building. The staff welcomed children and adults with hot chocolate, balloons and photos with Lily the Ladybug Librarian. The library boasted 25,000 books, movies, audiobooks, 19 computers, a Cyberbar, dedicated children's area, teen space and meeting and study spaces.

adding more computers, laptops, scanning and Wi-Fi to the library's services.

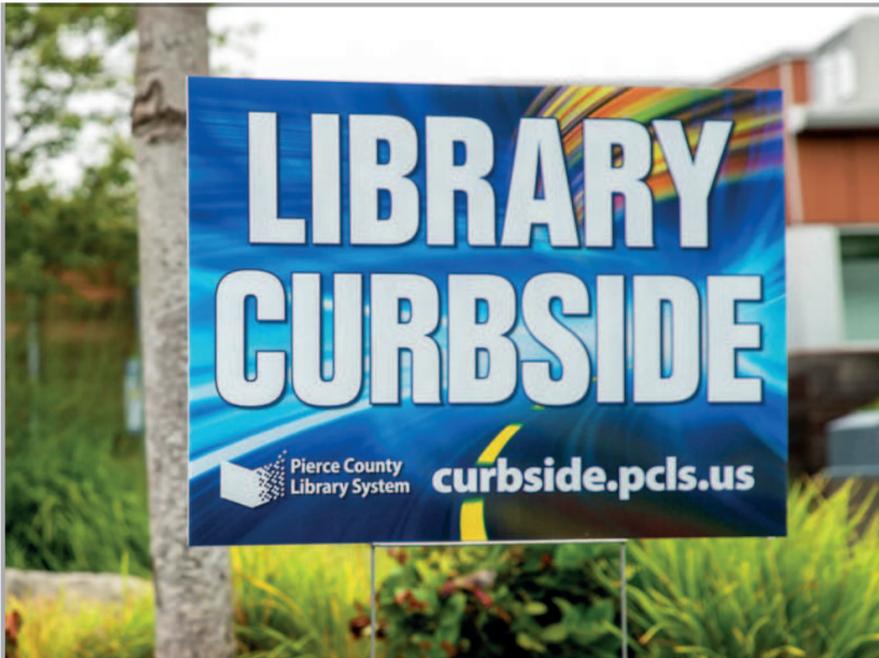
The latest changes have been adapting to serve the community during a pandemic. As many businesses did, Fife Library closed for a time, then moved to curbside pickup of materials, offered some technology access in the form of modified hours, and now a year and half later the library has opened its doors again. Although, when the building was closed, people continued to check out books and magazines through the online library, which is open 24/7. Story times and other classes and events switched to an online format, too. The month of September will see a return of an in-person outdoor STEAM class for ages 5-10, weekly on Tuesdays. We plan to offer in-building programs soon. To learn more about all events and classes visit www.piercecountylibrary.org.

The Fife community has grown during the past 10 years and the library has expanded and changed to continue to meet the diverse needs of Fife. The Fife Library has more than 8,000 active card holders and people check out thousands of books a year. Classes and events for all ages have been offered throughout the years, and staff continues to serve the community in numerous ways. The library added a Native American collection, and local museum and park passes. Technology has also advanced in the last 10 years, with the library



Board Agenda Book 4, Nov 2021, Page 94





Learn, Enjoy, Connect with your Community

Pierce County Library System's 2020 ANNUAL REPORT TO THE COMMUNITY

SIGNIFICANT ACCOMPLISHMENTS



Innovation during difficult times

Your Pierce County Library System evolved in response to the COVID-19 pandemic:

- Increased offerings of e-books, audiobooks and other online services
- Offered curbside pickup of books and movies
- Hosted online skill-building classes and engaging events

LEARNING

STEAM (Science, Technology, Engineering, Art and Math) backpacks for kids



ENJOYMENT

Reinvented Summer Reading online program



COMMUNITY

Census partnership



CORE SERVICES



Technology
Offered Wi-Fi in library parking lots

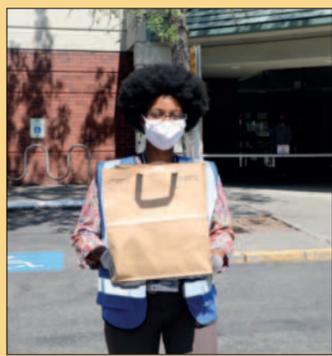
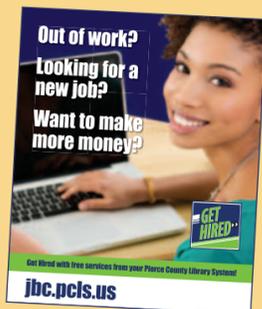


Spaces
Continued planning towards a new library in Sumner

COMMITMENT TO YOU IN 2021

LEARNING... encouraging lifelong learning

Job + Business Center



ENJOYMENT... inspiring the love of reading
Thank YOU for letting us serve you for 75 years!



COMMUNITY... engaging with residents

Pop-up libraries: Taking the library on the road



FAST FACTS 2020



1,774,347 total visits

- 594,400 to 20 libraries
- 81,454 curbside
- 1,098,493 to website



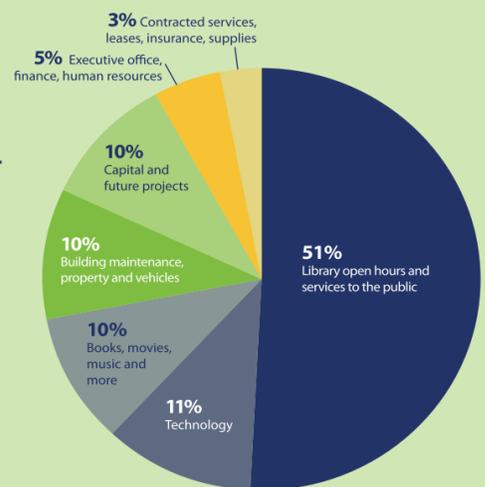
3,487,137 total books/materials checked out

- 1,611,241 from shelves
- 1,875,896 from online e-books and audiobooks



353,583 cardholders

Thanks for investing in your library system



Thank you to the Pierce County Library Foundation and Friends of the Libraries for supporting valued services:

- \$493,652 Foundation Donor contributions
- \$18,000+ Friends group contributions

2020 Board of Trustees

- Daren Jones - Chair • Pat Jenkins - Vice-Chair
- Rob Allen • Monica Butler (January-July)
- Jamilyn Penn • Brian Thomason (August-December)
- Georgia Lomax, Executive Director

Read full report: annualreport.pcls.us

LEARNING • ENJOYMENT • COMMUNITY



piercecountylibrary.org
253-548-3300



Media Sponsor

