

AGENDA
Regular Meeting of the Pierce County Library System Board of Trustees
November 10, 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@piercecounitylibrary.org by 2 pm on November 10. Comments will be read aloud to the Board. Time limit for comments is three minutes.</i>	
3:37 pm	03 min.	Consent Agenda 1. Approval of Minutes of October 13, 2021, Regular Meeting 2. Approval of October 2021 Payroll, Benefits and Vouchers 3. 2022 Communico Renewal 4. Resolution 2021-14: 2022 Schedule of Recurring Meetings 5. Resolution 2021-15: To Declare Furnishings and Equipment Surplus to Public Service Needs	Action
3:40 pm	05 min.	Board Member Reports	
3:45 pm	10 min.	Routine Reports 1. Fundraising Performance Report, Dean Carrell 2. Metrics Dashboard, Melinda Chesbro 3. September Financial Report, Cliff Jo 4. Customer Experience Services Report, Connie Behe and Kayce Austin	
3:55 pm	30 min.	Unfinished Business 1. Executive Director Recruitment Update, Cheree Green 2. Sumner Library Update, Cliff Jo 3. 2022 Budget and Service Plans: First Reading and Discussion, Georgia Lomax, Melinda Chesbro, Cliff Jo and Connie Behe a. Draft Operating Budget b. Draft Capital Projects Budget c. Draft Elections Fund d. Draft Property and Facility Fund e. Draft Levy Sustainability Fund	
4:25 pm	05 min.	First Public Hearing: 2022 Draft Budget of Revenue and Expenditures 2022 Revenue Sources and 2022 Expense Budget: Consideration of increases in property tax revenues, regarding the 2021 property tax levies for collection in 2022 (per RCW 84.55.120)	
4:30 pm	10 min.	Unfinished Business (cont.) 4. 2022 Budget and Service Plan, Georgia Lomax, Melinda Chesbro, Cliff Jo and Connie Behe a. Resolution 2021-16: To Request Highest Lawful Levy and Levy Certification b. Resolution 2021-17: To Release Banked Levy Capacity 5. Buckley Library Site Evaluation Update, Cliff Jo	Action Action Action
4:40 pm	05 min.	Officers Reports 1. 2021 Fiscal Year Budget Status 2. IRS Tax Form 990 3. Q3 Marketing and Communications Plan Results 4. Q4 Marketing Focus: Online Books, Videos, and Magazines 5. L & I Workers Compensation Update	
4:45 pm	15 min.	Executive Session <i>At this time on the agenda, the Board of Trustees will recess to Executive Session per RCW 42.30.110, to discuss collective bargaining matters.</i>	
5:00 pm	01 min.	Announcements	
5:01 pm		Adjournment	

AGENDA
Regular Meeting of the Pierce County Library System Board of Trustees
November 10, 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@piercecounitylibrary.org by 2 pm on November 10. Comments will be read aloud to the Board. Time limit for comments is three minutes.</i>	
3:37 pm	03 min.	Consent Agenda 1. Approval of Minutes of October 13, 2021, Regular Meeting 2. Approval of October 2021 Payroll, Benefits and Vouchers 3. 2022 Communico Renewal 4. Resolution 2021-14: 2022 Schedule of Recurring Meetings 5. Resolution 2021-15: To Declare Furnishings and Equipment Surplus to Public Service Needs	Action
3:40 pm	05 min.	Board Member Reports	
3:45 pm	10 min.	Routine Reports 1. Fundraising Performance Report, Dean Carrell 2. Metrics Dashboard, Melinda Chesbro 3. September Financial Report, Cliff Jo 4. Customer Experience Services Report, Connie Behe and Kayce Austin	
3:55 pm	30 min.	Unfinished Business 1. Executive Director Recruitment Update, Cheree Green 2. Sumner Library Update, Cliff Jo 3. 2022 Budget and Service Plans: First Reading and Discussion, Georgia Lomax, Melinda Chesbro, Cliff Jo and Connie Behe a. Draft Operating Budget b. Draft Capital Projects Budget c. Draft Elections Fund d. Draft Property and Facility Fund e. Draft Levy Sustainability Fund	
4:25 pm	05 min.	First Public Hearing: 2022 Draft Budget of Revenue and Expenditures 2022 Revenue Sources and 2022 Expense Budget: Consideration of increases in property tax revenues, regarding the 2021 property tax levies for collection in 2022 (per RCW 84.55.120)	
4:30 pm	10 min.	Unfinished Business (cont.) 4. 2022 Budget and Service Plan, Georgia Lomax, Melinda Chesbro, Cliff Jo and Connie Behe a. Resolution 2021-16: To Request Highest Lawful Levy and Levy Certification b. Resolution 2021-17: To Release Banked Levy Capacity 5. Buckley Library Site Evaluation Update, Cliff Jo	Action Action Action
4:40 pm	05 min.	Officers Reports 1. 2021 Fiscal Year Budget Status 2. IRS Tax Form 990 3. Q3 Marketing and Communications Plan Results 4. Q4 Marketing Focus: Online Books, Videos, and Magazines 5. L & I Workers Compensation Update	
4:45 pm	15 min.	Executive Session <i>At this time on the agenda, the Board of Trustees will recess to Executive Session per RCW 42.30.110, to discuss collective bargaining matters.</i>	
5:00 pm	01 min.	Announcements	
5:01 pm		Adjournment	

Consent Agenda

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – 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

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

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	10024 - 10035	10/6/2021-10/21/2021	\$ 17,438.47
Electronic Payments - Payroll & Acct Payable		10/6/2021	\$ 897,553.22
Electronic Payments - Payroll & Acct Payable		10/21/2021	\$ 915,641.01
Accounts Payable Warrants	701993 - 702125	10/1/2021 - 10/29/2021	\$ 1,813,601.38
Total:			<u><u>\$ 3,644,234.08</u></u>

As of 11.4.2021

ALL CHECKS

CHECK DATE FROM: 10/01/2021 TO: 10/31/2021

CHECKING ACCOUNT: 999.000.000.000.111100

EMP #	NAME	ISSUED	ST	CHECK #	AMOUNT
670	BARELLI, DOROTHY I	10/06/2021		10024	.01
1330	BEHE, CONSTANCE	10/06/2021	C	10025	2,663.10
628	CAMPBELL, SARA C	10/06/2021	C	10026	3.57
1358	GAW, BRIAN	10/06/2021	C	10027	1,990.34
1352	HARMON, DAMIAN	10/06/2021	C	10028	908.47
1251	OSBURN, CARLEE	10/06/2021	C	10029	1,802.80
1343	VERMEULEN, RACHEL A	10/06/2021	C	10030	1,346.06
1364	KING, KENNETH	10/21/2021	C	10031	1,534.52
1363	MURRAY, MCKENZIE	10/21/2021	C	10032	815.19
1365	SADLER, TEALA	10/21/2021	C	10033	853.20
1354	SEABROOK, SHARON	10/21/2021	C	10034	2,073.99
1359	STIMSON, MARY	10/21/2021	C	10035	3,447.22
TOTAL CHECKS				12	17,438.47

** END OF REPORT - Generated by CLIFFORD JO **

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: 10/06/21 Payroll

Withdrawal Date: 10/6/2021

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	73,590.88
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	58,967.00
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	58,967.00
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	554,346.98
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	9,481.76
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	53,034.94
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	80,290.22
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	4,241.87
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	2,382.57
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	750.00
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	-
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	-
PCL_Company	WA State Support Registry	237100	CC_Library_District	697-00	5100000	1,500.00
PCL_Company	Columbia Bank Balance Adjustment	237100	CC_Library_District	697-00	5100000	-
Total Deposit						\$ 897,553.22

Certification:

Stacy Karabotsos
 Signature (Department Designee)
 Board Agenda Packet 11-10-2021 Page 7

10/4/2021
 Date

Comments:

Ad-hoc bank transaction (Withdrawal)

PCL_Company

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

Contact Name: Stacy Karabotsos
 Contact Phone: 253-548-3451
 Contact e-mail: sdkarabotsos@piercecounyalibrary.org
 Comments: 10/21/21 Payroll

Withdrawal Date: 10/21/2021

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	77,721.02
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	59,863.48
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	59,863.48
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	562,479.33
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	9,526.44
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	53,573.56
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	81,097.80
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	5,549.17
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	2,382.57
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	-
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	206.30
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	1,877.86
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						\$ 915,641.01

Certification:

Stacy Karabotsos
 Signature (Department Designee)
Board Agenda Packet 11-10-2021 Page 8

10/19/2021
 Date

Comments:

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
701993	10/01/2021	PRINTED	341	BAKER & TAYLOR	0.00	17,213.74	10/08/2021
701994	10/01/2021	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	91.05	10/08/2021
701995	10/01/2021	PRINTED	669	CHUCKALS INC	0.00	1,563.76	10/06/2021
701996	10/01/2021	PRINTED	998	CINTAS CORPORATION	0.00	446.27	10/13/2021
701997	10/01/2021	PRINTED	369	EHS-INTERNATIONAL INC	0.00	137.75	10/06/2021
701998	10/01/2021	PRINTED	405	FLOHAWKS	0.00	3,547.50	10/07/2021
701999	10/01/2021	PRINTED	482	HERMANSON COMPANY LLP	0.00	1,479.71	10/05/2021
702000	10/01/2021	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	45.89	10/12/2021
702001	10/01/2021	PRINTED	710	IRON MOUNTAIN INC	0.00	388.54	10/08/2021
702002	10/01/2021	PRINTED	742	KITSAP REGIONAL LIBRARY	0.00	26.00	10/15/2021
702003	10/01/2021	PRINTED	535	PAPERROLLS-N-MORE.COM	0.00	974.08	10/14/2021
702004	10/01/2021	PRINTED	776	PUGET SOUND ENERGY	0.00	41.97	10/05/2021
702005	10/01/2021	PRINTED	776	PUGET SOUND ENERGY	0.00	1,438.43	10/05/2021
702006	10/01/2021	PRINTED	782	XEROX CORPORATION	0.00	179.33	10/08/2021
702007	10/01/2021	PRINTED	61	RICOH USA INC	0.00	2,257.61	10/07/2021
702008	10/01/2021	PRINTED	269	SPRAGUE PEST SOLUTIONS	0.00	400.79	10/08/2021
702009	10/01/2021	PRINTED	273	TOWN OF STEILACOOM	0.00	1,042.54	10/05/2021
702010	10/01/2021	PRINTED	290	SURPRISE LAKE SQUARE LLC	0.00	11,689.59	10/07/2021
702011	10/01/2021	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	630.50	10/06/2021
702012	10/06/2021	PRINTED	314	AFSCME AFL-CIO	0.00	13,125.46	10/15/2021
702013	10/06/2021	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	2,357.98	10/13/2021
702014	10/06/2021	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	0.00	556.41	10/08/2021
702015	10/08/2021	PRINTED	341	BAKER & TAYLOR	0.00	34,325.40	10/19/2021
702016	10/08/2021	PRINTED	432	CITY OF BONNEY LAKE , WA	0.00	283.65	10/18/2021
702017	10/08/2021	PRINTED	629	BRIAN DALBALCON PHOTOGRAPHY	0.00	1,636.85	10/15/2021
702018	10/08/2021	PRINTED	638	CITY OF BUCKLEY	0.00	522.07	10/20/2021
702019	10/08/2021	PRINTED	642	BUILDINGWORK LLC	0.00	10,048.05	10/18/2021
702020	10/08/2021	PRINTED	998	CINTAS CORPORATION	0.00	446.27	10/22/2021
702021	10/08/2021	PRINTED	685	COLUMBIA BANK	0.00	368.73	10/18/2021
702022	10/08/2021	PRINTED	124	CONSOLIDATED TECHNOLOGY SERVICES	0.00	589.82	10/19/2021
702023	10/08/2021	PRINTED	1001	DATA QUEST LLC	0.00	631.35	10/27/2021
702024	10/08/2021	PRINTED	701	INFOUSA MARKETING INC	0.00	408.11	10/18/2021
702025	10/08/2021	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	191.60	10/19/2021
702026	10/08/2021	PRINTED	742	KITSAP REGIONAL LIBRARY	0.00	28.99	10/29/2021
702027	10/08/2021	PRINTED	211	MIDWEST TAPE	0.00	11,204.09	10/18/2021
702028	10/08/2021	PRINTED	216	CITY OF MILTON	0.00	556.95	10/19/2021
702029	10/08/2021	PRINTED	227	MOUNTAIN MIST	0.00	32.67	10/18/2021
702030	10/08/2021	PRINTED	1081	NASIM & SONS INC	0.00	7,684.78	10/15/2021
702031	10/08/2021	PRINTED	2080	NORTH OLYMPIC LIBRARY SYSTEM	35.00	0.00	
702032	10/08/2021	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	120.00	10/15/2021

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
702033	10/08/2021	PRINTED	540	PARKLAND LIGHT & WATER	0.00	899.54	10/20/2021
702034	10/08/2021	PRINTED	552	PENINSULA LIGHT CO	0.00	412.31	10/15/2021
702035	10/08/2021	PRINTED	560	PIERCE COUNTY FINANCE	0.00	20,651.66	10/19/2021
702036	10/08/2021	PRINTED	563	PIERCE COUNTY RECYCLING	0.00	151.88	10/19/2021
702037	10/08/2021	PRINTED	782	QUALITY BUSINESS SYSTEMS INC	0.00	724.53	10/19/2021
702038	10/08/2021	PRINTED	792	WASHINGTON WATER SERVICE	0.00	389.44	10/15/2021
702039	10/08/2021	PRINTED	61	RICOH USA INC	0.00	836.79	10/22/2021
702040	10/08/2021	PRINTED	61	RICOH USA INC	0.00	1,706.47	10/18/2021
702041	10/08/2021	PRINTED	2082	TIMOTHY SAGE	0.00	44.42	10/18/2021
702042	10/08/2021	PRINTED	249	SMITH FIRE SYSTEMS INC	0.00	1,269.21	10/18/2021
702043	10/08/2021	PRINTED	269	SPRAGUE PEST SOLUTIONS	0.00	338.25	10/21/2021
702044	10/08/2021	PRINTED	581	TILlicum COMMUNITY SERVICE CEN	0.00	1,641.76	10/19/2021
702045	10/08/2021	PRINTED	579	TK ELEVATOR	0.00	3,088.02	10/19/2021
702046	10/08/2021	PRINTED	672	CITY OF UNIVERSITY PLACE	0.00	120,000.00	10/15/2021
702047	10/08/2021	PRINTED	605	US BANK	0.00	350,962.30	10/18/2021
702048	10/08/2021	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	1,833.73	10/18/2021
702049	10/08/2021	PRINTED	2081	WAUTOMA PUBLIC LIBRARY	11.00	0.00	
702050	10/08/2021	PRINTED	2015	WEX BANK	0.00	3,190.78	10/18/2021
702051	10/08/2021	PRINTED	2086	CHICAGO TITLE COMPANY OF WASHINGTON	0.00	525,914.00	10/12/2021
702052	10/11/2021	PRINTED	335	ASSOCIATION OF WASHINGTON CITI	0.00	246,934.15	10/15/2021
702053	10/13/2021	PRINTED	2086	CHICAGO TITLE COMPANY OF WASHINGTON	0.00	1,477.57	10/19/2021
702054	10/15/2021	PRINTED	341	BAKER & TAYLOR	0.00	36,084.18	10/20/2021
702055	10/15/2021	PRINTED	355	BELLINGHAM PUBLIC LIBRARY	0.00	69.95	10/22/2021
702056	10/15/2021	PRINTED	629	BRIAN DALBALCON PHOTOGRAPHY	0.00	386.05	10/20/2021
702057	10/15/2021	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	1,002.40	10/19/2021
702058	10/15/2021	PRINTED	2028	DAVIS DOOR SERVICE INC	0.00	7,420.60	10/19/2021
702059	10/15/2021	PRINTED	363	TOWN OF EATONVILLE	0.00	611.73	10/20/2021
702060	10/15/2021	PRINTED	390	FAIRVEGA LIBRARY SERVICES	0.00	1,808.40	10/20/2021
702061	10/15/2021	PRINTED	405	FLOHAWKS	0.00	509.17	10/21/2021
702062	10/15/2021	PRINTED	455	GORDON THOMAS HONEYWELL LLP	0.00	3,717.50	10/19/2021
702063	10/15/2021	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	660.80	10/22/2021
702064	10/15/2021	PRINTED	26	LINGO	0.00	33.19	10/21/2021
702065	10/15/2021	PRINTED	211	MIDWEST TAPE	0.00	8,690.90	10/21/2021
702066	10/15/2021	PRINTED	228	MULTICULTURAL BOOKS & VIDEOS	0.00	1,476.00	10/25/2021
702067	10/15/2021	PRINTED	241	MCCLATCHY COMPANY LLC	0.00	1,162.50	10/28/2021
702068	10/15/2021	PRINTED	520	CITY OF ORTING	0.00	421.79	10/22/2021
702069	10/15/2021	PRINTED	2063	PACIFICA LAW GROUP LLP	0.00	1,792.00	10/20/2021
702070	10/15/2021	PRINTED	560	PIERCE COUNTY	0.00	240.00	10/21/2021
702071	10/15/2021	PRINTED	1037	PIERCE COUNTY SEWER	0.00	890.94	10/20/2021
702072	10/15/2021	PRINTED	776	PUGET SOUND ENERGY	0.00	800.91	10/21/2021

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
702073	10/15/2021	PRINTED	61	RICOH USA INC	0.00	3,311.08	10/21/2021
702074	10/15/2021	PRINTED	61	RICOH USA INC	0.00	1,147.12	10/20/2021
702075	10/15/2021	PRINTED	249	SMITH FIRE SYSTEMS INC	0.00	702.39	10/20/2021
702076	10/15/2021	PRINTED	284	SUMMIT WATER & SUPPLY CO	0.00	1,578.12	10/19/2021
702077	10/15/2021	PRINTED	285	CITY OF SUMNER	0.00	1,076.51	10/20/2021
702078	10/15/2021	PRINTED	672	CITY OF UNIVERSITY PLACE	0.00	14.62	10/19/2021
702079	10/15/2021	PRINTED	2083	EMILY VIOLA	0.00	200.00	10/21/2021
702080	10/21/2021	PRINTED	313	AFLAC	3,985.00	0.00	
702081	10/21/2021	PRINTED	684	COLONIAL SUPPLEMENTAL INSURANC	200.36	0.00	
702082	10/21/2021	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	2,243.39	10/28/2021
702083	10/21/2021	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	0.00	556.41	10/22/2021
702084	10/21/2021	PRINTED	613	VOLUNTARY EMPLOYEES' BENEFICIA	0.00	14,241.70	10/28/2021
702085	10/22/2021	PRINTED	336	ATS AUTOMATION INC	5,762.88	0.00	
702086	10/22/2021	PRINTED	341	BAKER & TAYLOR	0.00	27,638.86	10/27/2021
702087	10/22/2021	PRINTED	998	CINTAS CORPORATION	892.54	0.00	
702088	10/22/2021	PRINTED	685	COLUMBIA BANK	935.61	0.00	
702089	10/22/2021	PRINTED	379	E-RATE EXPERTISE INC	1,050.00	0.00	
702090	10/22/2021	PRINTED	1015	EASTERN WASHINGTON UNIVERSITY	125.00	0.00	
702091	10/22/2021	PRINTED	369	EHS-INTERNATIONAL INC	0.00	15,244.68	10/27/2021
702092	10/22/2021	PRINTED	370	ELITE PROPERTY INVESTMENTS LLC	0.00	11,596.71	10/26/2021
702093	10/22/2021	PRINTED	497	HUB INTERNATIONAL NORTHWEST LLC	0.00	1,381.00	10/26/2021
702094	10/22/2021	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	205.31	10/29/2021
702095	10/22/2021	PRINTED	1013	METROPOLITAN PARKS DISTRICT OF TACOMA	0.00	75.00	10/27/2021
702096	10/22/2021	PRINTED	211	MIDWEST TAPE	0.00	9,607.32	10/26/2021
702097	10/22/2021	PRINTED	228	MULTICULTURAL BOOKS & VIDEOS	0.00	1,976.00	10/27/2021
702098	10/22/2021	PRINTED	61	RICOH USA INC	0.00	616.62	10/28/2021
702099	10/22/2021	PRINTED	269	SPRAGUE PEST SOLUTIONS	0.00	181.50	10/29/2021
702100	10/22/2021	PRINTED	373	VERTIV SERVICES INC	0.00	18,947.50	10/28/2021
702101	10/22/2021	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	938.21	10/27/2021
702102	10/22/2021	PRINTED	2008	ZPROCIS SOLUTIONS INC	4,416.00	0.00	
702103	10/28/2021	PRINTED	374	EMPLOYMENT SECURITY DEPARTMENT	18,792.31	0.00	
702104	10/29/2021	PRINTED	341	BAKER & TAYLOR	35,707.13	0.00	
702105	10/29/2021	PRINTED	1036	CATALYST WORKPLACE ACTIVATION	4,904.58	0.00	
702106	10/29/2021	PRINTED	657	CENGAGE LEARNING INC / GALE	114.84	0.00	
702107	10/29/2021	PRINTED	661	CENTURION TECHNOLOGIES INC	4,304.95	0.00	
702108	10/29/2021	PRINTED	998	CINTAS CORPORATION	446.27	0.00	
702109	10/29/2021	PRINTED	374	EMPLOYMENT SECURITY DEPARTMENT	6,962.61	0.00	
702110	10/29/2021	PRINTED	390	FAIRVEGA LIBRARY SERVICES	69.30	0.00	
702111	10/29/2021	PRINTED	445	GHA TECHNOLOGIES INC	5,808.00	0.00	
702112	10/29/2021	PRINTED	455	GORDON THOMAS HONEYWELL LLP	5,800.00	0.00	

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
702113	10/29/2021	PRINTED	1945	HENDERWORKS INC	13,200.00	0.00	
702114	10/29/2021	PRINTED	2099	IKE AND TASH	522.50	0.00	
702115	10/29/2021	PRINTED	703	INGRAM LIBRARY SERVICES	1,019.92	0.00	
702116	10/29/2021	PRINTED	211	MIDWEST TAPE	9,621.03	0.00	
702117	10/29/2021	PRINTED	552	PENINSULA LIGHT CO	1,129.46	0.00	
702118	10/29/2021	PRINTED	2096	PEOPLESPLACE INC	9,234.90	0.00	
702119	10/29/2021	PRINTED	762	PRINT NW LLC	22,117.19	0.00	
702120	10/29/2021	PRINTED	776	PUGET SOUND ENERGY	3,233.58	0.00	
702121	10/29/2021	PRINTED	61	RICOH USA INC	1,386.54	0.00	
702122	10/29/2021	PRINTED	249	SMITH FIRE SYSTEMS INC	585.75	0.00	
702123	10/29/2021	PRINTED	290	SURPRISE LAKE SQUARE LLC	11,689.59	0.00	
702124	10/29/2021	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	4,389.68	0.00	
702125	10/29/2021	PRINTED	163	DEPT OF LABOR & INDUSTRIES	42,707.71	0.00	
20211025	10/25/2021	WIRE	168	DEPT OF REVENUE	0.00	1,869.58	10/25/2021
202110061	10/06/2021	WIRE	166	DEPT OF RETIREMENT SERVICES, WASHINGTON STATE	133,325.16	0.00	
202110062	10/06/2021	WIRE	167	DEPT OF RETIREMENT SYSTEM	9,481.76	0.00	
202110063	10/06/2021	WIRE	253	SOCIAL SECURITY ADMINISTRATION	191,524.88	0.00	
202110064	10/06/2021	WIRE	479	HEALTH EQUITY	3,132.57	0.00	
202110065	10/06/2021	WIRE	614	VOYA - VC3371	4,241.87	0.00	
202110066	10/06/2021	WIRE	624	WASHINGTON STATE SUPPORT REGIS	1,500.00	0.00	
202110211	10/21/2021	WIRE	166	DEPT OF RETIREMENT SERVICES, WASHINGTON STATE	134,671.36	0.00	
202110212	10/21/2021	WIRE	167	DEPT OF RETIREMENT SYSTEM	9,526.44	0.00	
202110213	10/21/2021	WIRE	253	SOCIAL SECURITY ADMINISTRATION	197,447.98	0.00	
202110214	10/21/2021	WIRE	479	HEALTH EQUITY	2,382.57	0.00	
202110215	10/21/2021	WIRE	614	VOYA - VC3371	5,549.17	0.00	
202110216	10/21/2021	WIRE	624	WASHINGTON STATE SUPPORT REGIS	1,500.00	0.00	
202110217	10/21/2021	WIRE	479	HEALTH EQUITY	203.60	0.00	
					915,648.59	1,594,309.73	2,509,958.32

MEMO



Date: October 29, 2021

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

From: Stephanie Ratko, IT Manager

Subject: 2022 Communico renewal

The Library needs to renew our Communico license, which expires at the end of November 2021. Communico is an integrated suite of cloud-based applications built specifically for libraries. Pierce County Library System uses Communico as its platform for event and program scheduling with the public, and enables members of the public to RSVP to library events, schedule curbside pickups, and book public meeting rooms. Communico is a critical part of the way that customers interface with Pierce County Library System via our website, and through mobile apps on iOS and Android.

Background

This is a planned purchase identified and budgeted for in the PCLS Five Year Technology Roadmap. The IT Department recommends renewing Communico for year 2022 at an estimated cost of \$60,000, not including tax.

The Library's Communico license expires at the end of November 2021.

Purchasing Mechanism

With the Board's approval, we will renew the Communico license directly from the vendor.

ACTION: Move to approve the renewal of Communico not to exceed \$60,000.00, not including tax.

RESOLUTION NO. 2021-14

**A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE PIERCE COUNTY RURAL LIBRARY DISTRICT
TO SET THE 2022 SCHEDULE OF RECURRING MEETINGS**

WHEREAS, the Board of Trustees of the Pierce County Rural Library District must adopt a schedule of recurring meetings in compliance with Chapter 42.30 of the Revised Code of Washington, and

WHEREAS, the Board of Trustees intends to hold recurring meetings in the year 2022, now, therefore,

BE IT RESOLVED that in 2022, the Board of Trustees of the Pierce County Library System will meet on the second Wednesday of each month at 3:30 PM as per the attached schedule. Unless otherwise noted, the meetings will take place in the Board Room of the Administrative Center & Library, 3005 112th Street East, Tacoma, Washington, 98446.

DATED THIS 10TH DAY OF NOVEMBER, 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	_____

**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: October 29, 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.

Total Qty	IT Surplus Items OVER \$50 in estimated value	estimated value (each)
6	Anthro Yes Cart 36 Unit	\$600
1	Dell OptiPlex 7480 AIO	\$250
1	Dell Latitude 3380	\$80

Total Qty	IT Surplus Items UNDER \$50 in estimated value	estimated value (each)
7	Anthro Yes Cart 36 Unit (missing parts / incomplete)	
19	Dell OptiPlex 9020	
1	Apple iPad 3 MC733LL	
1	Barnes & Noble E-Reader BNRV300	
1	Cisco Camera UltraHD	
10	Dell Monitor 1908FP BLK	
1	Dell Monitor E198FP	
4	Dell Monitor P190S	
1	Dell Monitor P1913S	
1	Epson Receipt Printer TMT88V	
1	Nikon Camera COOLPIX	
3	Star Receipt Printer TSP643U	
2	Viewsonic Monitor VA2231WM-LED	
3	Welch Allyn Barcode Scanner 3800LR-12	
1	Zebra Label Maker TLP 2824 PLUS	

RESOLUTION NO. 2021-15

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

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

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

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

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

PASSED AND APPROVED THIS 10TH DAY OF November, 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	_____

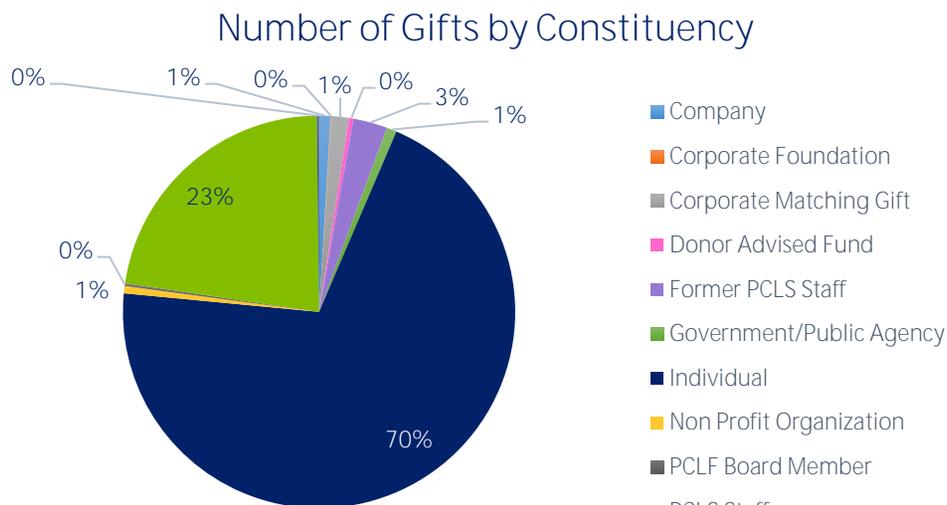
Routine Reports



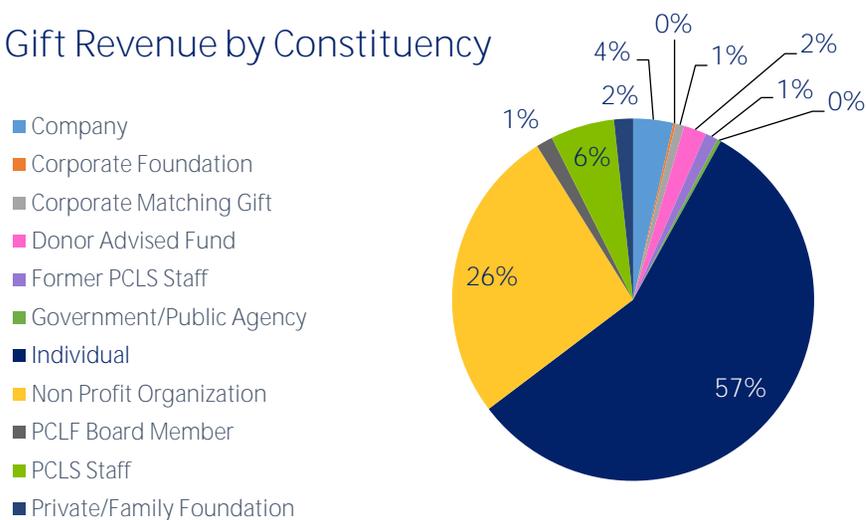
Fundraising Performance Dashboard



Annual Campaign Statistics



Gift Revenue by Constituency



Annual Campaign Donors by Lifecycle Status

Continuing donors - Year to date

Continuing donors	Continuing donor rate	Continuing donor revenue	Continuing donor revenue rate	LYBUNT donors	LYBUNT revenue
568	47.14%	\$188,777.00	54.98%	637	\$158,190.00

Continuing donors - First year donor

Continuing donors	Continuing donor rate	Continuing donor revenue	Continuing donor revenue rate	LYBUNT donors	LYBUNT revenue
104	29.55%	\$16,852	21.89%	248	\$50,601.00

New donors - Year to date

New donors	New donor rate	New donor revenue	New donor revenue rate
183	5.73%	\$147,147	125.89%

Returning donors - Year to date

Returning donors	Returning donor rate	Returning donor revenue	Returning donor revenue rate
284	15.70%	\$37,800	113.10%

Updates

What's going well

- Capital Campaign: property transfer complete; development agreement and MOU drafts are complete and being reviewed
- Planning for FY2022 fundraising activities & communications

Areas to capitalize on

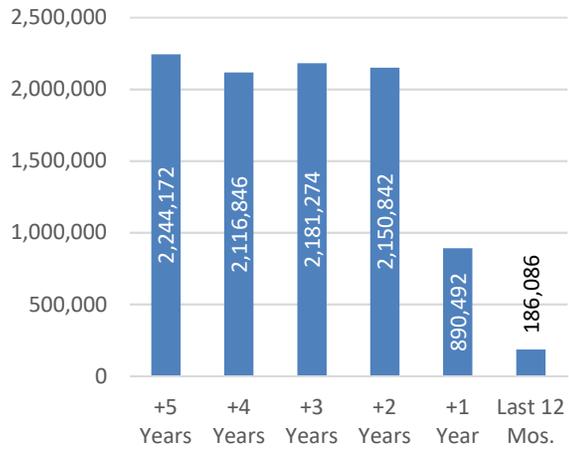
- Trivia BEE participation for November 13 event date
- Continue to connect with FY2020 LYBUNTS

Terms Defined

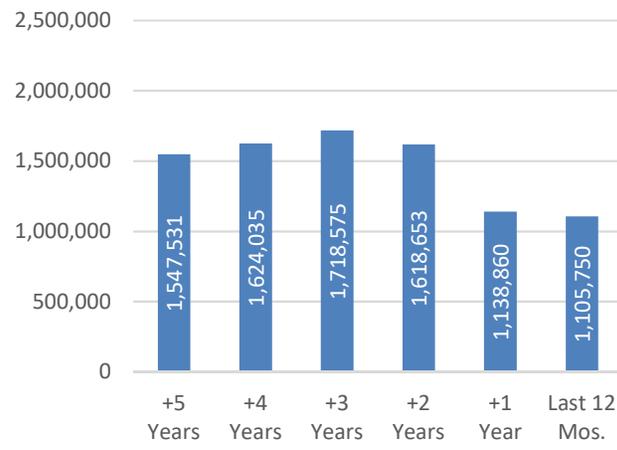
- Total Committed Revenue: All cash gifts + pledges
- Unrestricted Revenue: Undesignated funds which PCLF Board can commit all or a portion to PCLS for agreed upon programs/services in fiscal year
- Temporarily Restricted Revenue: Designated funds (typically) from sources like Friends groups, GTCF, etc.,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

Customers / Visits - September 2021

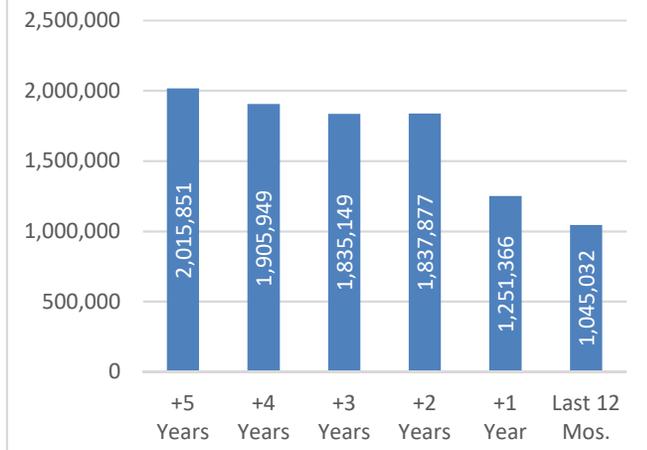
Branch Visits



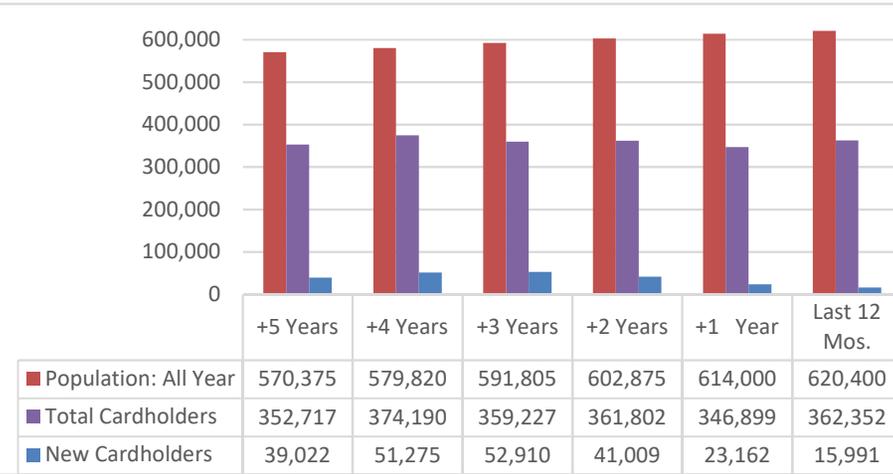
Catalog Visits



Website Visits



PCLS Cardholder Statistics



September and Rolling 12-Month Comparison

	September 2021	September 2020	% Change Sept. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
Branch Visits	69,905	0	-	186,086	890,492	-79.1%
Catalog Visits	91,762	110,178	-16.7%	1,105,750	1,138,860	-2.9%
Public Website Visits	83,338	101,404	-17.8%	1,045,032	1,251,366	-16.5%

Technology

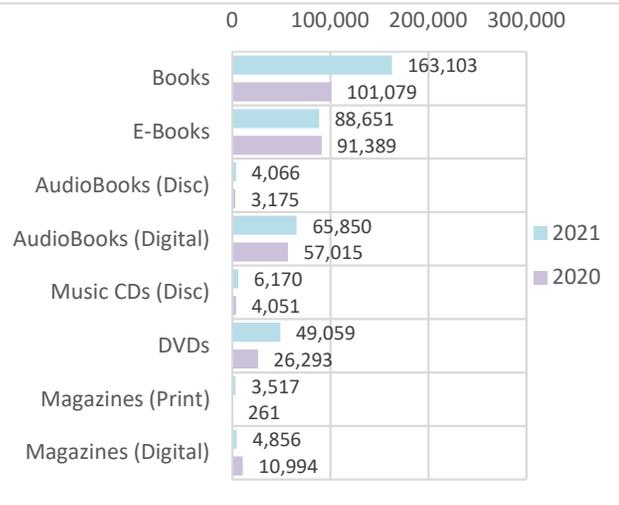
	September 2021	September 2020	% Change Sept. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
PC/Laptop Sessions	6,483	0	-	15,827	117,363	-86.5%
Wi-Fi Sessions	41,822	20,284	106.2%	323,798	462,970	-30.1%

Public Spaces Usage

	2021	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
# of Public Meeting Uses	0	0	5,375	-100.0%
# of Attendees	0	0	66,010	-100.0%

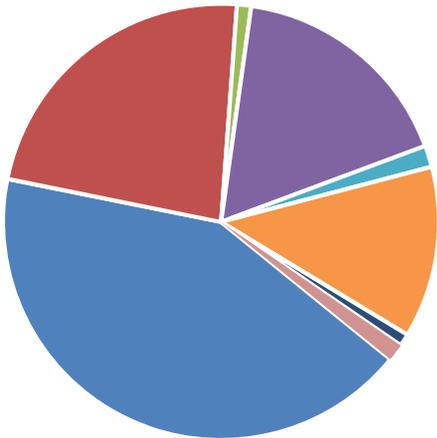
Collection Use - September 2021

September 2021 vs September 2020 Checkouts Data Table

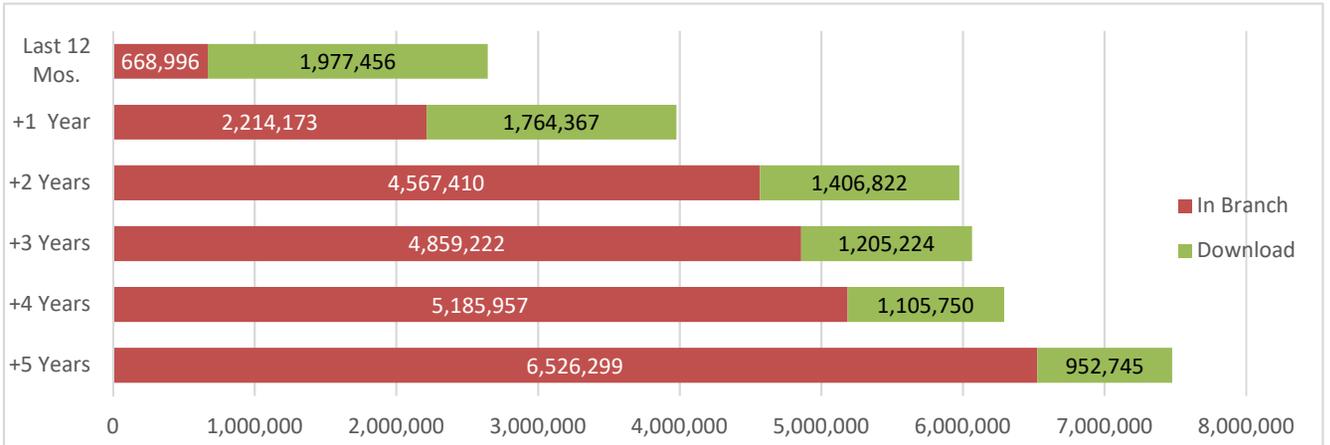


Categories	August 2021	September 2021	September 2020	% Change of Sept. Year Over Year	% of Total Sept. 2021 Checkouts	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change 12 Months Year Over Year
Books	155,757	163,103	101,079	61.36%	42.33%	1,413,392	1,414,131	-0.05%
E-Books	94,696	88,651	91,389	-3.00%	23.01%	1,134,453	994,358	14.09%
AudioBooks (Disc)	3,914	4,066	3,175	28.06%	1.06%	39,521	56,462	-30.00%
AudioBooks (Digital)	68,392	65,850	57,015	15.50%	17.09%	767,091	662,556	15.78%
Music CDs (Disc)	6,329	6,170	4,051	52.31%	1.60%	54,173	64,802	-16.40%
DVDs	45,473	49,059	26,293	86.59%	12.73%	386,330	634,693	-39.13%
Magazines (Print)	3,718	3,517	261	1247.51%	0.91%	13,818	32,114	-56.97%
Magazines (Digital)	4,303	4,856	10,994	-55.83%	1.26%	75,912	107,453	-29.35%
Totals:	382,582	385,272	294,257	30.93%	100.00%	3,884,690	3,966,569	-2.06%

Checkouts By Format - September 2021



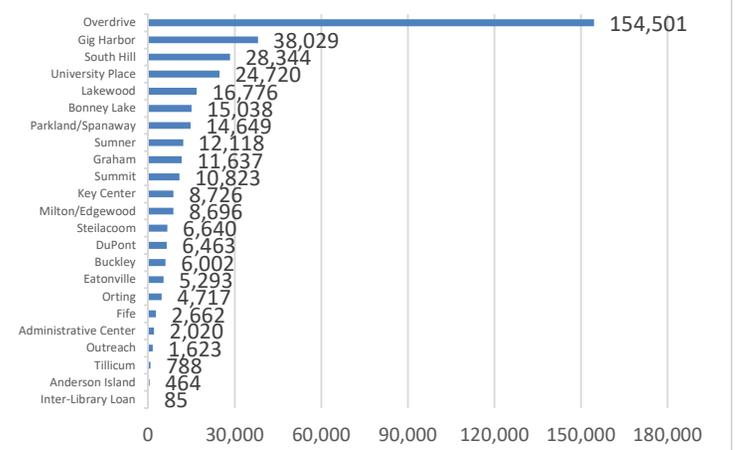
Collection Checkouts



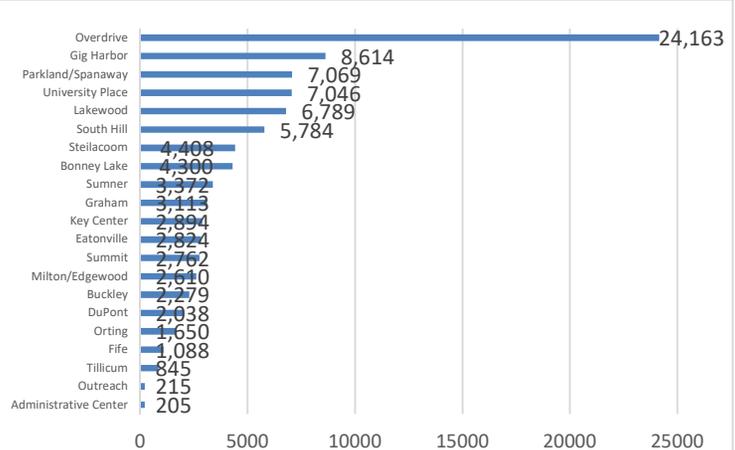
Activity - September 2021

Location	Checkouts				Visitors			
	Sept. 2021	Last 12 Mo.	+1 Year	% Change	Sept. 2021	Last 12 Mo.	+1 Year	% Change
Administrative Center	2,020	30,444	30,822	-1.2%	205	466	5,193	-91.0%
Anderson Island	464	5,113	4,478	14.2%	No Door Counter for Anderson Island			
Bonney Lake	15,038	60,974	130,279	-53.2%	4,300	12,243	27,975	-56.2%
Buckley	6,002	42,449	42,246	0.5%	2,279	6,485	33,816	-80.8%
DuPont	6,463	61,783	60,235	2.6%	2,038	6,821	20,150	-66.1%
Eatonville	5,293	41,115	46,975	-12.5%	2,824	7,545	24,852	-69.6%
Fife	2,662	25,649	36,131	-29.0%	1,088	2,929	24,826	-88.2%
Gig Harbor	38,029	316,415	315,235	0.4%	8,614	23,378	50,899	-54.1%
Graham	11,637	96,664	116,308	-16.9%	3,113	9,144	69,724	-86.9%
Inter-Library Loan	85	2,893	2,103	37.6%	No "visitors" for Inter-Library Loan			
Key Center	8,726	70,399	75,813	-7.1%	2,894	7,894	33,127	-76.2%
Lakewood	16,776	137,996	214,726	-35.7%	6,789	17,322	67,071	-74.2%
Milton / Edgewood	8,696	70,558	71,740	-1.6%	2,610	7,170	79,168	-90.9%
Orting	4,717	40,260	44,491	-9.5%	1,650	3,850	27,196	-85.8%
Overdrive	154,501	1,901,544	1,656,914	14.8%	24,163	284,693	278,100	2.4%
Outreach	1,623	19,081	28,697	-33.5%	215	749	14,146	-94.7%
Parkland / Spanaway	14,649	111,416	171,749	-35.1%	7,069	18,140	58,546	-69.0%
South Hill	28,344	220,447	261,052	-15.6%	5,784	15,061	96,310	-84.4%
Steilacoom	6,640	60,387	56,050	7.7%	4,408	10,418	56,977	-81.7%
Summit	10,823	103,284	117,318	-12.0%	2,762	7,080	36,566	-80.6%
Sumner	12,118	104,946	121,286	-13.5%	3,372	9,113	41,974	-78.3%
Tillicum	788	8,739	15,281	-42.8%	845	2,148	35,432	-93.9%
University Place	24,720	217,663	251,158	-13.3%	7,046	18,130	41,936	-56.8%
Total	380,814	3,750,219	3,871,087	-3.1%	94,068	470,779	1,123,984	-58.1%

September Checkouts



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

Monthly Financial Reports September 30, 2021

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

General Fund

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

September

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

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

September

- **54160. Includes architectural work conducted for the Bonney Lake Library.**

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.

Election Fund (formerly part of Special Purpose Fund)

September

- **The fund is being separated out from the Special Purpose Fund into its own fund, per Auditor recommendations (the financial tables will be separated out for the October report).**

January-August

- No significant activity.

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

September

- **The fund is being separated out from the Special Purpose Fund into its own fund, per Auditor recommendations (the financial tables will be separated out for the October report).**

January-August

- **No significant activity.**

Levy Sustainability Fund

January-September

- **No significant activity.**

Debt Service Fund

January-September

- **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 -
September 2021	502,549.55	497,664.21	4,885.34	- 0 -
2021 YTD	\$ 2,691,806.92	\$ 2,686,921.58	\$ 4,885.34	\$ - 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
September 30, 2021**

	GENERAL FUND	SPECIAL PURPOSE FUND	LEVY SUSTAINABILITY FUND	DEBT SERVICE FUND	CAPITAL IMPROVEMENT PROJECTS FUND
ASSETS					
Current Assets					
Cash	\$ 1,229,914	\$ 2,000	\$ 2,000	\$ 100	\$ 112,830
Investments	\$ 7,558,580	\$ 4,107,846	\$ 8,471,893	\$ 88,585	\$ 2,831,543
Accrued Interest on Investments	\$ 3,598	\$ (1,356)	\$ 180	\$ 7	\$ (1,920)
Total Current Assets	\$ 8,792,092	\$ 4,108,490	\$ 8,474,073	\$ 88,691	\$ 2,942,454
TOTAL ASSETS	\$ 8,792,092	\$ 4,108,490	\$ 8,474,073	\$ 88,691	\$ 2,942,454
LIABILITIES					
Current Liabilities					
Warrants Payable*	\$ 2,533	\$ -	\$ -	\$ -	\$ -
Sales Tax Payable*	\$ 106	\$ -	\$ -	\$ -	\$ -
Payroll Payable	\$ (1,286)	\$ -	\$ -	\$ -	\$ -
US Bank Payable*	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Liabilities	\$ 1,353	\$ -	\$ -	\$ -	\$ -
TOTAL LIABILITIES	\$ 1,353	\$ -	\$ -	\$ -	\$ -
FUND BALANCE					
Reserve for Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -
Election Set-Aside		\$ 1,020,451	\$ -		
Land/Property/Facility Set-Aside		\$ 2,830,117	\$ -		
Unreserved Fund Balance	\$ 8,790,739	\$ 257,923	\$ 8,474,073	\$ 88,691	\$ 2,942,454
TOTAL FUND BALANCE	\$ 8,790,739	\$ 4,108,490	\$ 8,474,073	\$ 88,691	\$ 2,942,454
TOTAL LIABILITIES & FUND BALANCE	\$ 8,792,092	\$ 4,108,490	\$ 8,474,073	\$ 88,691	\$ 2,942,454
BEGINNING FUND BALANCE, 01/01/20					
	\$ 9,743,461	\$ 3,918,105	\$ 8,467,339	\$ 88,623	\$ 3,240,090
YTD Revenue	\$ 24,610,144	\$ 190,385	\$ 6,733	\$ 69	\$ 50,754
Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -
YTD Expenditures	\$ (25,562,867)	\$ -	\$ -	\$ -	\$ (348,390)
ENDING FUND BALANCE, 09/30/21	\$ 8,790,739	\$ 4,108,490	\$ 8,474,073	\$ 88,691	\$ 2,942,454
TAXES RECEIVABLE	\$ 18,384,256	\$ -	\$ -	\$ -	\$ -

* 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 September 30, 2021

	HISTORICAL 9/30/2020	HISTORICAL 10/31/2020	HISTORICAL 11/30/2020	HISTORICAL 12/31/2020	HISTORICAL 1/31/2021	HISTORICAL 2/28/2021	HISTORICAL 3/31/2021	HISTORICAL 4/30/2021	HISTORICAL 5/31/2021	HISTORICAL 6/30/2021	HISTORICAL 7/31/2021	HISTORICAL 8/31/2021	CURRENT 9/30/2021
ASSETS													
Current Assets													
Cash	\$ 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	\$ 1,229,914
Investments	\$ 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	\$ 7,558,580
Accrued Interest on Investments	\$ 3,577	\$ 3,577	\$ 3,607	\$ 3,599	\$ 3,599	\$ 3,596	\$ 3,599	\$ 3,599	\$ 3,599	\$ 3,608	\$ 3,602	\$ 3,600	\$ 3,598
Deposits Refundable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Assets	\$ 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	\$ 8,792,092
TOTAL ASSETS	\$ 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	\$ 8,792,092
LIABILITIES													
Current Liabilities													
Warrants Payable*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,723	\$ 2,533	\$ 2,533	\$ 2,533	\$ 2,533	\$ 2,533
Sales Tax Payable*	\$ (11)	\$ (11)	\$ (11)	\$ (11)	\$ (11)	\$ 98	\$ 98	\$ 98	\$ 98	\$ 98	\$ 98	\$ 110	\$ 106
Payroll Payable	\$ 131,399	\$ 131,399	\$ 149,867	\$ 176,335	\$ 137,220	\$ 157,023	\$ 175,831	\$ 136,354	\$ 156,680	\$ 174,002	\$ (1,286)	\$ (1,286)	\$ (1,286)
Total Current Liabilities	\$ 131,388	\$ 131,388	\$ 149,856	\$ 176,324	\$ 137,209	\$ 157,121	\$ 175,929	\$ 139,175	\$ 159,311	\$ 176,633	\$ 1,344	\$ 1,356	\$ 1,353
TOTAL LIABILITIES	\$ 131,388	\$ 131,388	\$ 149,856	\$ 176,324	\$ 137,209	\$ 157,121	\$ 175,929	\$ 139,175	\$ 159,311	\$ 176,633	\$ 1,344	\$ 1,356	\$ 1,353
FUND BALANCE													
Reserve for Encumbrance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unreserved Fund Balance	\$ 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	\$ 8,790,739
TOTAL FUND BALANCE	\$ 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	\$ 8,790,739
TOTAL LIABILITIES & FUND BALANCE	\$ 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	\$ 8,792,092
PROPERTY TAXES RECEIVABLE	\$ 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	\$ 18,384,256

* 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 September 30, 2021

GENERAL FUND - 01	2021 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ 38,353,400	\$ 23,797,051	\$ -	\$ 14,556,349	62%
Other Revenue	\$ 1,044,500	\$ 813,094	\$ -	\$ 231,406	78%
TOTAL REVENUE	\$ 39,397,900	\$ 24,610,144	\$ -	\$ 14,787,756	62%
EXPENDITURES					
Personnel/Taxes and Benefits	\$ 27,623,800	\$ 18,989,227	\$ -	\$ 8,634,573	69%
Materials	\$ 4,582,200	\$ 2,773,562	\$ -	\$ 1,808,638	61%
Maintenance and Operations	\$ 6,811,900	\$ 3,800,077	\$ -	\$ 3,011,823	56%
Transfers Out & Reserves	\$ 380,000	\$ -	\$ -	\$ 380,000	0%
TOTAL EXPENDITURES	\$ 39,397,900	\$ 25,562,867	\$ -	\$ 13,835,033	65%
Excess/(Deficit)		\$ (952,722)			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ (952,722)			

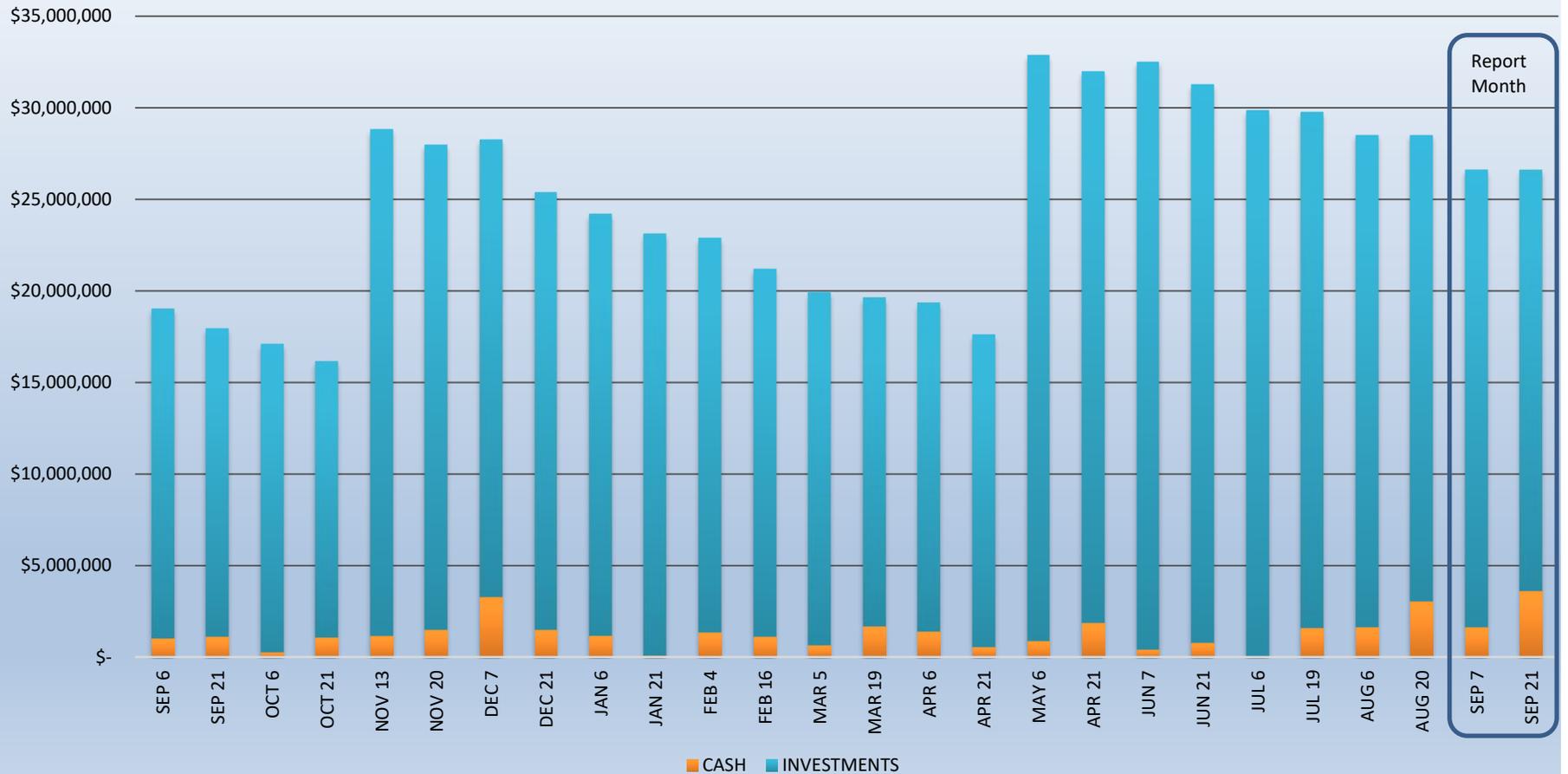
SPECIAL PURPOSE FUND - 15	2021 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 3,221	\$ -	\$ (3,221)	-
TOTAL REVENUE	\$ -	\$ 3,221	\$ -	\$ (3,221)	-
EXPENDITURES					
Election Costs	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 3,221			
Additional Transfers In		\$ -			
NET EXCESS (DEFICIT)		\$ 3,221			

LEVY SUSTAINABILITY FUND - 16	2021 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 6,733	\$ -	\$ (6,733)	-
TOTAL REVENUE	\$ -	\$ 6,733	\$ -	\$ (6,733)	-
EXPENDITURES					
Election Costs	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 6,733			
Additional Transfers In		\$ -			
NET EXCESS (DEFICIT)		\$ 6,733			

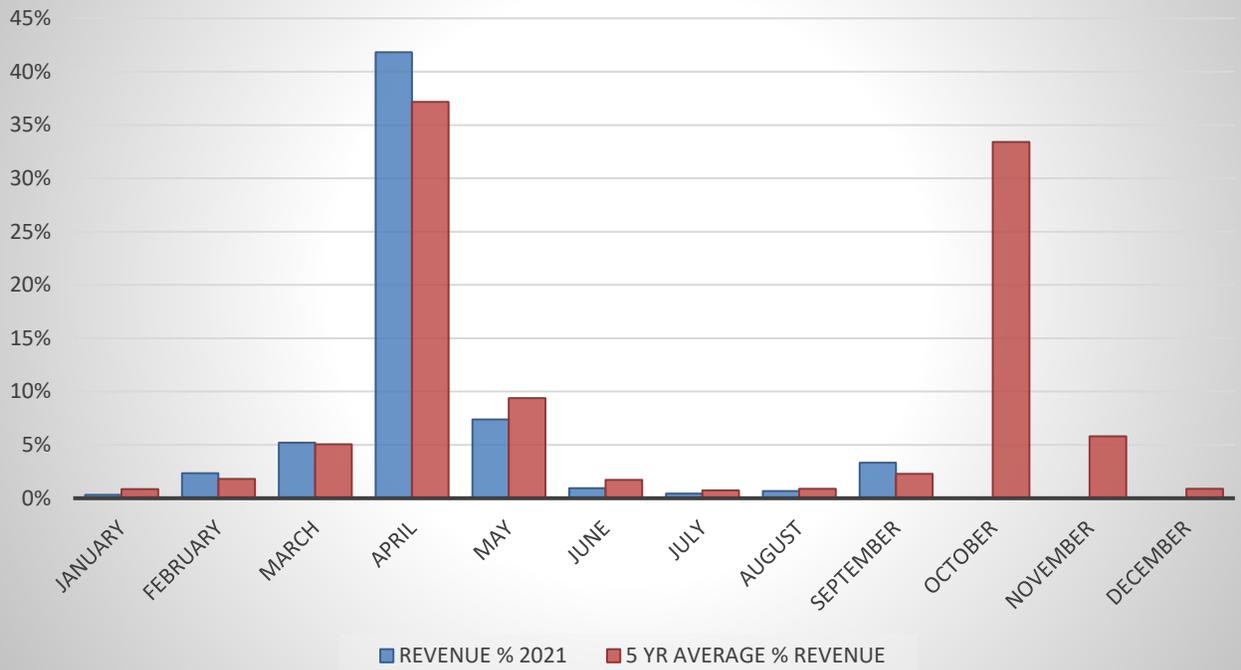
DEBT SERVICE FUND - 20	2021 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ -	\$ -	\$ -	\$ -	-
Other Revenue	\$ -	\$ 69	\$ -	\$ (69)	-
TOTAL REVENUE	\$ -	\$ 69	\$ -	\$ (69)	-
EXPENDITURES					
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
NET EXCESS (DEFICIT)		\$ 69			

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	\$ -	\$ 50,754	\$ -	\$ (50,754)	-
TOTAL REVENUE	\$ 2,095,000	\$ 50,754	\$ -	\$ 2,044,246	2%
EXPENDITURES					
Capital Improvement Projects	\$ 2,095,000	\$ 348,390	\$ -	\$ 1,746,610	17%
TOTAL EXPENDITURES	\$ 2,095,000	\$ 348,390	\$ -	\$ 1,746,610	17%
Excess/(Deficit)		\$ (297,636)			
Additional Transfers In		\$ -			
NET EXCESS (DEFICIT)		\$ (297,636)			

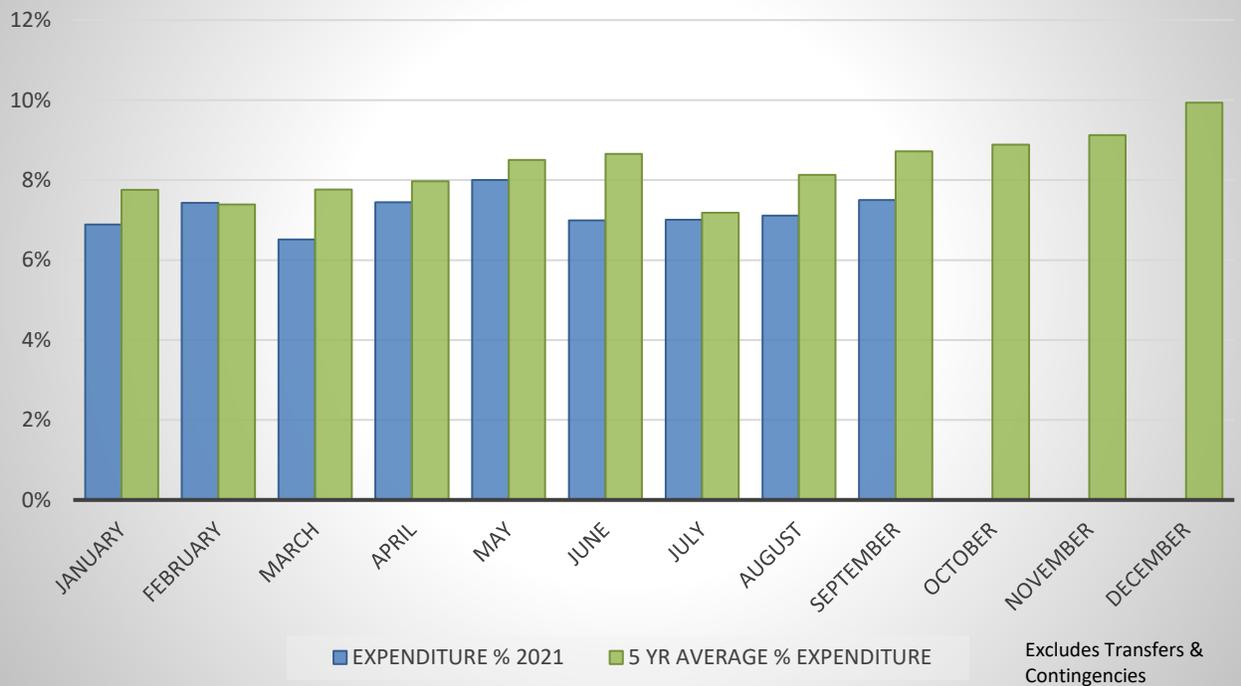
CASH & INVESTMENTS - SEMI-MONTHLY
2021 - ALL FUNDS COMBINED (EXCLUDES DEBT SERVICE FUND)
- 13 MONTHS MOVING -



GENERAL FUND - REVENUE TREND (%) THROUGH SEPTEMBER 2021



GENERAL FUND - EXPENDITURE TREND (%) THROUGH SEPTEMBER 2021



Pierce County Library System
Board Report - Budget to Actual by Object
Report as of: 9/30/2021

FUND: GENERAL FUND (01)

Object	2021 Budget	September Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
31111 PROPERTY TAX--CURRENT	37,701,400.00	632,432.30	23,223,903.71	0.00	14,477,496.29	61.60
31112 PROPERTY TAX--DELINQUENT	478,000.00	11,375.49	445,982.12	0.00	32,017.88	93.30
31113 PROPERTY TAX--KING COUNTY	60,000.00	259.45	52,054.22	0.00	7,945.78	86.76
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	348.22	21,075.70	0.00	(1,075.70)	105.38
31740 TIMBER EXCISE TAX	63,000.00	0.00	39,545.60	0.00	23,454.40	62.77
TAXES:	38,328,400.00	644,415.46	23,790,017.62	0.00	14,538,382.38	62.07
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	82.74	202.38	0.00	(202.38)	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	2,483.58	18,863.46	0.00	(8,863.46)	188.63
36110 INVESTMENT EARNINGS	10,000.00	615.41	7,033.03	0.00	2,966.97	70.33
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	(18,230.91)	(18,230.91)	0.00	178,230.91	(11.39)
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	5,475.17	31,259.91	0.00	(27,259.91)	781.50
36920 FOUND MONEY	0.00	32.50	37.60	0.00	(37.60)	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	(3.36)	(13.51)	0.00	5,013.51	(0.27)
36996 JURY DUTY REIMBURSEMENT	0.00	0.00	90.00	0.00	(90.00)	0.00
36998 ERATE REIMBURSEMENT	530,000.00	673,120.59	693,276.77	0.00	(163,276.77)	130.81
36999 PROCUREMENT CARD REBATES	50,000.00	0.00	67,270.53	0.00	(17,270.53)	134.54
CHARGES OTHER:	1,069,500.00	663,575.72	806,473.74	0.00	263,026.26	75.41
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	1,307,991.18	24,610,144.27	0.00	14,787,755.73	62.47
EXPENSE ACCOUNTS						
51100 SALARIES AND WAGES	20,616,500.00	1,601,215.24	13,877,158.61	0.00	6,739,341.39	67.31
51105 ADDITIONAL HOURS	152,000.00	1,422.22	19,210.01	0.00	132,789.99	12.64
51106 SHIFT DIFFERENTIAL	186,800.00	10,824.02	99,749.07	0.00	87,050.93	53.40
51107 SUBSTITUTE HOURS	155,000.00	725.18	5,322.81	0.00	149,677.19	3.43
51109 TUITION ASSISTANCE	10,000.00	0.00	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	9,803.63	86,167.67	0.00	114,232.33	43.00
52002 MEDICAL INSURANCE	2,811,800.00	189,027.23	1,874,085.51	0.00	937,714.49	66.65
52003 FICA	1,616,500.00	119,885.46	1,042,691.37	0.00	573,808.63	64.50
52004 RETIREMENT	2,453,200.00	161,947.14	1,678,114.50	0.00	775,085.50	68.41
52005 DENTAL INSURANCE	255,800.00	18,751.78	167,375.61	0.00	88,424.39	65.43
52006 OTHER BENEFIT	30,800.00	1,840.65	20,870.25	0.00	9,929.75	67.76
52010 LIFE AND DISABILITY INSURANCE	87,800.00	7,323.15	64,639.81	0.00	23,160.19	73.62
52020 UNEMPLOYMENT/ PAID FML INSURANCE	30,000.00	0.00	33,694.90	0.00	(3,694.90)	112.32
52021 PAID FML INSURANCE	0.00	2,349.82	5,721.53	0.00	(5,721.53)	0.00

FUND: GENERAL FUND (01)

Object	2021 Budget	September 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	2,125,115.52	18,989,227.02	0.00	8,634,572.98	68.74
53100 OFFICE/OPERATING SUPPLIES--DEP	121,900.00	6,740.39	86,076.81	0.00	35,823.19	70.61
53102 OFFICE/OPERATING SUPPLIES--SUP	77,400.00	0.00	11.83	0.00	77,388.17	0.02
53104 OFFICE/OPERATING SUPPLIES--PUB	67,600.00	3,283.90	33,613.54	0.00	33,986.46	49.72
53110 CUSTODIAL SUPPLIES	76,500.00	9,493.38	73,227.22	0.00	3,272.78	95.72
53120 MAINTENANCE SUPPLIES	30,000.00	3,638.29	26,108.85	0.00	3,891.15	87.03
53130 MATERIAL PROCESSING SUP	16,000.00	530.99	13,864.14	0.00	2,135.86	86.65
53140 TRAINING SUPPLIES	0.00	695.90	1,634.96	0.00	(1,634.96)	0.00
53200 FUEL	35,000.00	3,603.50	26,508.79	0.00	8,491.21	75.74
53400 MATERIALS COLLECTION	41,000.00	0.00	0.00	0.00	41,000.00	0.00
53401 ADULT AV - CDS	50,000.00	2,785.04	27,530.54	0.00	22,469.46	55.06
53402 ADULT AV - DVD	490,000.00	20,517.51	196,929.59	0.00	293,070.41	40.19
53403 PERIODICALS {{(OLD)}}	0.00	(298.52)	(298.52)	0.00	298.52	0.00
53404 ADULT AV AUDIOBOOKS	40,000.00	774.12	20,722.89	0.00	19,277.11	51.81
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	23,483.24	227,918.78	0.00	12,081.22	94.97
53408 ADULT LARGE PRINT	80,000.00	1,717.17	42,366.75	0.00	37,633.25	52.96
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	16,457.94	235,460.78	0.00	79,539.22	74.75
53411 ADULT PAPERBACKS	35,000.00	479.15	5,142.28	0.00	29,857.72	14.69
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	3,474.56	25,566.50	0.00	44,433.50	36.52
53415 ADULT YA GRAPHIC NOVELS	25,000.00	1,255.09	21,858.89	0.00	3,141.11	87.44
53416 ADULT YA NONFICTION	20,000.00	1,399.31	9,224.29	0.00	10,775.71	46.12
53417 ADULT AV - DVDNF	50,000.00	2,304.84	40,696.76	0.00	9,303.24	81.39
53418 ADULT GRAPHIC NOVELS	15,000.00	844.23	12,483.07	0.00	2,516.93	83.22
53421 CHILDREN'S STANDING ORDERS	35,000.00	6,488.63	13,049.31	0.00	21,950.69	37.28
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	576.06	7,455.33	0.00	44.67	99.40
53425 CHILDREN'S FICTION	170,000.00	18,982.96	164,301.26	0.00	5,698.74	96.65
53426 CHILDREN'S GRAPHIC NOVELS	35,000.00	3,171.78	26,921.81	0.00	8,078.19	76.92
53427 CHILDREN'S NONFICTION	160,000.00	11,186.44	154,315.39	0.00	5,684.61	96.45
53428 CHILDREN'S SCIENCE TO GO	4,000.00	83.49	6,745.86	0.00	(2,745.86)	168.65
53429 CHILDREN'S STORYTIME	5,000.00	802.81	5,393.20	0.00	(393.20)	107.86
53430 DATABASES	440,000.00	0.00	234,213.50	0.00	205,786.50	53.23
53440 EBOOK - REFERENCE	5,000.00	0.00	0.00	0.00	5,000.00	0.00
53441 EBOOKS	745,000.00	133,256.27	460,006.10	0.00	284,993.90	61.75
53442 EDOWNLOADABLE AUDIO	700,000.00	84,895.83	325,094.59	0.00	374,905.41	46.44
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	6,416.19	44,686.06	0.00	(29,686.06)	297.91
53450 MAGAZINES	52,000.00	0.00	68,956.28	0.00	(16,956.28)	132.61
53460 VENDOR PROCESSING	0.00	7,999.08	82,353.23	0.00	(82,353.23)	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 9/30/2021

FUND: GENERAL FUND (01)

Object	2021 Budget	September Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
53464 VENDOR PROCESSING SERVICES	160,000.00	981.20	5,828.53	0.00	154,171.47	3.64
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	3,465.00	10,107.57	0.00	(5,107.57)	202.15
53473 WORLD - DVD	0.00	1,217.70	4,245.79	0.00	(4,245.79)	0.00
53474 WORLD - GERMAN	5,000.00	1,117.60	6,101.60	0.00	(1,101.60)	122.03
53475 WORLD - JAPANESE	5,000.00	0.00	2,160.00	0.00	2,840.00	43.20
53476 WORLD - KOREAN	19,000.00	3,498.00	21,895.73	0.00	(2,895.73)	115.24
53477 WORLD - TAGALOG	14,000.00	0.00	9,227.31	0.00	4,772.69	65.91
53478 WORLD - VIETNAMESE	10,000.00	0.00	10,582.47	0.00	(582.47)	105.82
53479 WORLD - RUSSIAN	14,000.00	1,716.00	20,883.04	0.00	(6,883.04)	149.16
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	4,299.54	23,777.97	0.00	16,222.03	59.44
53482 YOUTH DVD - FTY	45,000.00	3,607.17	23,147.83	0.00	21,852.17	51.44
53483 YOUTH YA AUDIO BOOKS	3,000.00	0.00	137.21	0.00	2,862.79	4.57
53490 FOUNDATION FUNDED	110,400.00	0.00	0.00	0.00	110,400.00	0.00
53495 GIFT FUNDS	0.00	110,400.00	110,400.00	0.00	(110,400.00)	0.00
53500 MINOR EQUIPMENT	34,000.00	731.65	34,631.20	0.00	(631.20)	101.86
53502 TECHNOLOGY HARDWARE--PUBLIC	200,000.00	4,042.64	131,049.69	0.00	68,950.31	65.52
53503 TECHNOLOGY HARDWARE--STAFF	300,000.00	4,905.69	158,493.86	0.00	141,506.14	52.83
53504 TECHNOLOGY HARDWARE--GENERAL	40,000.00	0.00	0.00	0.00	40,000.00	0.00
53505 SOFTWARE/LICENSES/HOST--APPS	510,800.00	2,286.03	304,522.31	0.00	206,277.69	59.62
53506 SOFTWARE/LICENSES/HOST--INFRA	423,000.00	63,326.40	206,442.14	0.00	216,557.86	48.80
53510 FURNISHINGS--PUBLIC	95,000.00	5,461.50	60,788.40	0.00	34,211.60	63.99
53515 FURNISHINGS--STAFF	97,500.00	2,462.77	28,581.60	0.00	68,918.40	29.31
54100 INDEPENDENT CONTRACTORS	179,700.00	3,028.50	36,060.76	0.00	143,639.24	20.07
54104 INDEPENDENT CONTRACTORS--INFRA	25,000.00	0.00	0.00	0.00	25,000.00	0.00
54110 PERFORMER SERVICES	28,000.00	412.50	7,987.50	0.00	20,012.50	28.53
54120 CONTRACTUAL SERVICES	339,100.00	17,686.56	255,426.54	0.00	83,673.46	75.32
54140 DATA SERVICES	4,500.00	1,475.00	5,530.36	0.00	(1,030.36)	122.90
54150 LEGAL SERVICES	55,000.00	7,402.96	27,904.46	0.00	27,095.54	50.74
54162 BIBLIOGRAPHIC & RELATED SERVIC	0.00	0.00	74,792.24	0.00	(74,792.24)	0.00
54163 PRINTING AND BINDING	25,800.00	0.00	0.00	0.00	25,800.00	0.00
54165 ILL LOST ITEM CHARGE	3,000.00	91.96	449.92	0.00	2,550.08	15.00
54200 POSTAGE	73,200.00	0.00	20,748.41	0.00	52,451.59	28.34
54201 SHIPPING	0.00	15.90	12,955.78	0.00	(12,955.78)	0.00
54210 TELECOM SERVICES--PHONES	50,000.00	13,189.11	67,822.42	0.00	(17,822.42)	135.64
54211 TELECOM SERVICES--CELLPHONES	76,200.00	6,087.04	56,571.81	0.00	19,628.19	74.24
54212 TELECOM SERVICES--INTERNET	668,000.00	57,266.35	467,405.83	0.00	200,594.17	69.97
54300 TRAVEL AND TOLLS	53,100.00	500.00	3,390.50	0.00	49,709.50	6.39
54301 MILEAGE REIMBURSEMENTS	58,500.00	2,014.72	29,584.26	0.00	28,915.74	50.57
54400 ADVERTISING	138,000.00	2,943.91	73,583.47	0.00	64,416.53	53.32
54501 RENTALS/LEASES--BUILDINGS	492,900.00	24,699.65	448,409.26	0.00	44,490.74	90.97
54502 RENTALS/LEASES--EQUIPMENT	188,900.00	14,033.76	106,063.36	0.00	82,836.64	56.15
54600 INSURANCE	270,000.00	0.00	0.00	0.00	270,000.00	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 9/30/2021

FUND: GENERAL FUND (01)

Object	2021 Budget	September Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
54700 ELECTRICITY	265,000.00	15,341.42	203,630.95	0.00	61,369.05	76.84
54701 NATURAL GAS	12,000.00	11.83	7,825.77	0.00	4,174.23	65.21
54702 WATER	30,000.00	5,148.79	28,719.82	0.00	1,280.18	95.73
54703 SEWER	34,000.00	3,081.44	23,194.19	0.00	10,805.81	68.22
54704 REFUSE	36,000.00	4,398.89	34,186.64	0.00	1,813.36	94.96
54800 GENERAL REPAIRS/MAINTENANCE	381,500.00	40,792.18	328,040.89	0.00	53,459.11	85.99
54801 CONTRACTED MAINTENANCE	475,300.00	3,425.86	119,750.31	0.00	355,549.69	25.19
54805 VEHICLE REPAIR AND MAINTENANCE	65,000.00	3,658.25	28,915.38	0.00	36,084.62	44.49
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	5,241.00	24,764.78	0.00	51,535.22	32.46
54901 ORGANIZATIONAL REGISTRATIONS	1,500.00	0.00	661.82	0.00	838.18	44.12
54902 DUES AND MEMBERSHIPS	54,000.00	0.00	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	0.00	2,255.38	0.00	3,244.62	41.01
54905 FEES	80,500.00	624.30	8,676.38	0.00	71,823.62	10.78
54906 TAXES AND ASSESSMENTS	0.00	5.39	24,326.58	0.00	(24,326.58)	0.00
54911 FOUNDATION IMPACT PROJECTS	95,500.00	5,193.02	57,569.19	0.00	37,930.81	60.28
54912 CONTINGENCY	270,000.00	0.00	0.00	0.00	270,000.00	0.00
54999 MISCELLANEOUS	0.00	0.00	21.00	0.00	(21.00)	0.00
59711 TRANSFERS OUT--FUTURE ELECTION	80,000.00	0.00	0.00	0.00	80,000.00	0.00
59712 TRANSFERS OUT--FUTURE LAND, PR	300,000.00	0.00	0.00	0.00	300,000.00	0.00
ALL OTHER EXPENSES	11,774,100.00	828,328.75	6,573,639.58	0.00	5,200,460.42	55.83
NEED A CATEGORY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR EXPENSE ACCOUNTS	39,397,900.00	2,953,444.27	25,562,866.60	0.00	13,835,033.40	64.88
NET SURPLUS / DEFICIT	0.00	(1,645,453.09)	(952,722.33)	0.00	952,722.33	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 9/30/2021

FUND: SPECIAL PURPOSE FUND (15)

Object	2021 Budget	September 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	284.28	3,221.06	0.00	(3,221.06)	0.00
CHARGES OTHER:	0.00	284.28	3,221.06	0.00	(3,221.06)	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	284.28	190,385.06	0.00	(190,385.06)	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	284.28	190,385.06	0.00	(190,385.06)	0.00

FUND: LEVY SUSTAINABILITY FUND (16)

Object	2021 Budget	September 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	586.30	6,733.31	0.00	(6,733.31)	0.00
CHARGES OTHER:	0.00	586.30	6,733.31	0.00	(6,733.31)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	586.30	6,733.31	0.00	(6,733.31)	0.00
NET SURPLUS / DEFICIT	0.00	586.30	6,733.31	0.00	(6,733.31)	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 9/30/2021

FUND: DEBT SERVICE FUND (20)

Object	2021 Budget	September Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
36110 INVESTMENT EARNINGS	0.00	6.01	68.74	0.00	(68.74)	0.00
CHARGES OTHER:	0.00	6.01	68.74	0.00	(68.74)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	6.01	68.74	0.00	(68.74)	0.00
NET SURPLUS / DEFICIT	0.00	6.01	68.74	0.00	(68.74)	0.00

FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)

Object	2021 Budget	September 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	195.96	2,423.16	0.00	(2,423.16)	0.00
CHARGES OTHER:	2,095,000.00	195.96	2,423.16	0.00	2,092,576.84	0.12
39511 SALE OF CAPITAL ASSETS (PCLS)	0.00	0.00	30,000.00	0.00	(30,000.00)	0.00
39520 INSURANCE RECOVERIES--CAPITAL	0.00	0.00	18,330.35	0.00	(18,330.35)	0.00
TOTAL FOR REVENUE ACCOUNTS	2,095,000.00	195.96	50,753.51	0.00	2,044,246.49	2.42
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	13,467.47	156,697.62	0.00	68,302.38	69.64
54150 LEGAL SERVICES	0.00	5,447.50	6,537.50	0.00	(6,537.50)	0.00
54160 ARCHITECTURAL/ENGR SERVICES	0.00	11,238.05	29,913.30	0.00	(29,913.30)	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	4,885.34	26,119.91	0.00	(26,119.91)	0.00
56410 VEHICLES	200,000.00	(164.25)	86,338.54	0.00	113,661.46	43.17
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	34,874.11	348,389.83	0.00	1,746,610.17	16.63
NET SURPLUS / DEFICIT	0.00	(34,678.15)	(297,636.32)	0.00	297,636.32	0.00

MEMO



Date: October 25, 2021

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

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

Subject: Customer Experience Report – October

Customer Experiences

A determined and focused Graham customer arrived with a to-do list in her hands that included faxing, looking for court documents to print, and picking up a Covid test kit. Staff provided assistance along the way until she had “just what I needed.” On her way out, she expressed gratitude by sharing the Library has “excellent people skills!”

Overheard exchange between a couple enthusiastic youngsters and their grown-up (at Graham in the children’s section):

Youngster: "We love Daniel Tiger! Can we get allllllllllll of the Daniel Tiger books?"

Grown-up: "One of the very best things about the library is that we can always come back!"

It was an AMAZING thing to hear. The library will be here for customers to always come back to!

Quotes from a couple Gig Harbor book club members:

“It was good to be with everyone. Connecting to something normal really helped my mental health by giving me some perspective that I’d lost.”

“So there you go, your book club could be directly responsible for saving someone.”

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

Senior Librarian Bonnie Svitavsky attended the North Pierce County Community Coalition (NPCCC) meeting, which focused on providing an update on the use of the Greater Tacoma Community Foundation grant to promote vaccinations among underserved populations. They also reviewed the Essential Needs funding and how to recommend people in need of rent assistance. Bonnie will be sharing with regional staff about how to direct Library customers to NPCCC for limited rent assistance.

We are excited to share our new resource: [Northstar Digital Literacy](#) – a self-paced online learning tool that teaches the basics of digital literacy including computer basics, internet basics, social media, intro to common Microsoft programs and more! It is similar to LinkedIn Learning (formally Lynda) but for people who are just getting started with digital devices. We had our soft launch this month. Staff are

getting acquainted with it and we are just beginning to connect customers and partners to this valuable resource. Northstar is available to us thanks to the generous support of the Washington State Library.

Operational Highlights

Lucie Ferguson from the Summit Library made contact with the Puyallup Tribal Language Program with an eye to getting some of their signs for use and display in our branch.

Added additional self-check machines to most libraries to allow customers to check themselves out in a socially distanced way.

Initiatives Highlights

In collaboration with other youth librarians in the System, Youth Services Librarian Tamara Saarinen (at Gig Harbor location) has begun hosting Dungeons and Dragons virtual programs for grade-schoolers.

A new teen-led book club is in the works thanks to the teen specialist at Gig Harbor reaching out to the new youth activities coordinator at PenMet Parks.

Approximately 100 COVID tests kits per week have been given out at the Gig Harbor location. The community continues to express appreciation for this service.

Community Engagement Highlights

Youth Services Librarian Lisa Cipolla at Graham continues to record craft videos and presentations of her favorite children's nonfiction books for the Library's social media.

Given strong community interest, the Library is continuing to partner with Pierce County Human Services and Tacoma Probono Community Lawyers in a Rental Assistance Program where the Library provides drop-in help, resources and information regarding legal counseling through the month of October. This program is scheduled at four additional locations and has spawned a new partnership with the Pierce County Veterans Assistance Programs.

Library staff recently visited the Mobile Resources Response Team (MRRT) in the Parkland branch service area during one of its site visits. It is operated by New Hope Resource Center in Puyallup and has been visiting locations in East and South Pierce County for just over a year. The MRRT team brings three mobile units that provide showers, washer and dryer, medical help, lunch and assistance accessing other resources for unsheltered folks. Parkland Library staff is looking into ways to help promote this free service.

Unfinished Business

MEMO



Date: October 29, 2021

To: Pat Jenkins and Members of the Board of Trustees

From: Cheree Green, Staff Experience Director

Subject: Executive Director Recruitment

We continue to work with Bradbury Miller Associates as our executive search firm for our Executive Director opening. They have been collaborative partners with this important work.

We finalized our contract on October 20th. Shortly afterwards, you delegated your members of the Search Planning Committee: Pat Jenkins and Abby Sloan. I will provide staffing support for your work. The kick off meeting will occur on November 2nd. The next steps in the tentative timeline include:

Activity	Target Date
Initial meeting with Search Committee + Board and Consultant to review timeline and set schedule	Early-November
Discovery meetings with select library staff and outgoing administrator	Early/Mid November
Feedback surveys open	Early November
Advertisement is approved by Search Committee	Friday, November 26
Post ads, actively recruit candidate pool	November 29 – January 16
Applications Close	Sunday, January 16
All candidate documents sent to Search Committee	Wednesday, January 19
Meet with Search Committee and present the pool of candidates; select 6-8 semifinalists-2-hour meeting (consultant meets with Committee virtually via Zoom)	January 28 (Fri) (2 hour meeting)
Semifinal Interviews via Zoom w/ Search Committee	February 9 (Wed) & 10 (Thu) (4 hours each day)
Reference Reports to Board	Wednesday, February 23
Final Interviews	March 9 (Wed) & 10 (Thu)
Negotiations Completed	Roughly a week
New Library Director Start Date	TBD

I am available to answer any questions or provide any additional updates in the Board Meeting.

MEMO



Date: August 31, 2021

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

From: Clifford Jo, Finance & Business Director

Subject: Sumner New Property—Transaction Complete

In September, the Board authorized the Library to proceed with the purchase of the new property in Sumner upon which to build a new Library. The transaction is now complete, with transfer of payment and filing of recordings having occurred in late October. The total payment with typical fees came to \$527,391.57, and was paid out of the Capital Fund using available cash.

The City has released its interests in the property and we will take over from here. As well, we have released the Quit Claim Deed for the current property, so that the City may dispose of it after we have moved into the new Library.

This is very exciting news for the Sumner community!

MEMO



Date: October 29, 2021

To: Chair 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 Draft Budget

In November, the Board of Trustees reviews the draft budget and holds the first public hearing.

Attached is the draft 2022 budget for the General Fund and Capital Improvement Fund. No budgetary activities are planned for the Election Fund and Property and Facility Fund in 2022, which are also attached.

2022 Budgeting Principles

- Good stewardship of taxpayer's investment in library services.
- Deliver excellent valued and used services as determined by community needs, priorities, and use.
- Maintain long-term organizational, fiscal, and service health.
- Build in flexibility for both expenditures and revenue to ensure ability to respond to changes amid continuing uncertainty caused by the pandemic.
- Increase focus on planning and projects to develop, maintain, and improve the Library's capital investments, including buildings, new and innovative ways to offer library services in communities, and technology.

Levy Sustainability Plan —Year 3 (2022)

In 2019, the Administrative Team worked with the Board of Trustees to create a multi-year funding cycle to provide stable funding for delivering library services for at least five years under the 2018 voter-approved levy reauthorization. As a result of the levy sustainability strategy, we project the 2018 levy reauthorization will provide stable funding through 2029.

Fundamental to the funding cycle is the Levy Sustainability Fund created by the Board of Trustees in 2019, which is planned to receive funds at the beginning of the funding cycle, then a leveling off of funds received with no funds deposited into the fund, and then finally funds from the Levy Sustainability Fund will be used to support the Library's operating costs at the end of the cycle.

In this cycle, initially the Library is receiving more revenue than it spends and the Library System deposits funds not allocated to operating costs into the Levy Sustainability Fund. The Library will be in Year 3 of the first phase in 2022.

Between fiscal years 2019 and 2021, the Library System will have deposited \$11 to \$13 million into the fund, and in 2022, we are projecting an additional deposit of \$1 million to \$2 million. The current goal is to reach approximately \$15 million during Phase 2, the mid-point of the funding cycle, which remains consistent from the development of the multi-year funding cycle plan three years ago.

During Phase 2, revenue and expenditures are projected to be in balance and no funds are planned to be deposited into or withdrawn from the Levy Sustainability Fund.

In Phase 3, expenditures exceed revenues and funds are withdrawn from the Levy Sustainability Fund to close budget shortfalls and continue consistent, excellent services and operations until the fund is reduced and the Library begins the next fiscal sustainability cycle. At that time, the Library will engage with the public to understand the public's priorities for funding library services.

2022 Revenue

Total revenue for 2022 is estimated to be \$44.4 million, of which \$42.6 million is budgeted for 2022 services, operations, and capital investments. \$1 million to \$2 million will be deposited into the Levy Sustainability Fund for future sustainability, and \$1 million in revenue will be allocated to the Property and Facility Fund to provide funds to support work on the facilities master plan during this multi-year sustainability cycle.

The Library has not charged fines on overdue materials for nearly two years, nor has it budgeted for this revenue in 2022. During this time, materials have been returned at about the same rate as when the Library charges fines. Fines on overdue books and other material, and fees for basic services such as printing and faxing, are a barrier to equitable access and use of the library and its resources. In 2022, we'd like to discuss what we've learned with the Board and consider whether to make this change permanent.

2022 General Fund Budget

The budget is balanced with revenues and expenditures set at \$40.4 million. Items of note in the draft budget:

Personnel

- We are currently in Collective Bargaining Agreement negotiations. This budget as presented has an estimate of personnel costs that will be finalized in December.
- Health care costs are projected to increase by about 6.5%.
- Added positions to support capital projects.

Maintenance & Operations

- Provides an adequate contingency in the event a need arises, otherwise unspent funds return to the fund balance.

Materials

- Overall remains at \$4.5 million, though some funds are designated to be deposited in the Capital Improvement Fund and the Property and Facility Fund for future opening day collections.

2022 Levy Sustainability Fund

- For 2022, we plan to add \$1 million to \$2 million to the fund, which will bring the fund balance to between \$13 million and \$14 million (final calculations will be made and presented at the December 2022 Board meeting).
- The current goal is to reach around \$15 million in the Levy Sustainability Fund by the mid-point of the funding cycle, which is anticipated to be 2024 or 2025.
- We will review performance of this fund throughout the year as economic and service conditions change, and annually during the budget process.

2022 Capital Fund Budget: \$3.7 million

- Year 4 of the 5-year Technology Plan.
- Evaluation of the Lakewood and Tillicum location planning process that was paused due to the pandemic. Currently a building assessment of the two facilities is being conducted to understand their current condition and needs of the existing facilities and consider recommendations for how to proceed with these projects.
- Assessments of the Library's other locations to update its needs and priorities for existing facilities and consider how the system best serves the growth in communities. Though the recession was over 10 years ago, there is still significant deferred maintenance for library locations as well as changes to support the public's expectations for services and experiences in the Library's facilities.
- Purchase and replacement of vehicles as part of ongoing fleet maintenance

2022 Elections Fund: No funds allocated

This fund is fully funded and no deposit is needed.

2022 Property and Facility Fund: \$1 million

During the recession and in the years prior to the levy reauthorization, the Library was unable to fully fund needed purchases, replacements, and major maintenance for its facilities. Capital investments were postponed or limited to critical maintenance and repairs. Funds are now needed to address deferred maintenance on buildings and as work increases on the facilities master plan to ensure library facilities serve communities with up-to-date facilities and experiences.

The Board created this fund to set aside revenue over time to support this work.

- This budget allocates \$1 million for deposit into this fund. Additional will be added to this fund in December 2022 if there are unexpended 2022 funds available due to reduced services due to the pandemic, or costs savings from planned projects that are completed under budget.

2022 Cash-flow Needs

The Library has an adequate cash reserve to support expenditures during low revenue months (April and October). No deposit is needed.

**GENERAL FUND
- BUDGET -**

2022 BUDGET DRAFT NOVEMBER 3, 2021	2021 Approved 12/2020	2022 Draft	Change (\$)	Change (%)	Notes
BUDGET SUMMARY					
Use of Fund Balance/Cash Reserves	-	-	-		
NEW REVENUE					
Taxes	\$ 38,328,400	\$ 41,376,500	\$ 3,048,100	7.95%	97.08% of revenues
Intergovernmental	15,000	15,000	-		0.04% of revenues
Charges for Services	7,500	17,500	10,000	133.33%	0.04% of revenues
Fines	10,000	10,000	-		0.02% of revenues
Miscellaneous	1,037,000	1,202,000	165,000	15.91%	2.82% of revenues
TOTAL REVENUES	39,397,900	42,621,000	3,223,100	8.18%	100.00% of revenues
TOTAL AVAILABLE FUNDING SOURCES	39,397,900	42,621,000	3,223,100	8.18%	
EXPENDITURES					
Personnel	27,623,800	28,684,700	1,060,900	3.84%	67.30% of expenditures
Maintenance & Operations	6,811,900	7,355,600	543,700	7.98%	17.26% of expenditures
Materials	4,582,200	4,307,500	(274,700)	-5.99%	10.11% of expenditures (12.00% of tax revenues)
Subtotal	39,017,900	40,347,800	1,329,900	3.41%	94.67% of expenditures
TRANSFERS TO CIP	-	1,100,000	1,100,000	new	2.58% of expenditures (incl. \$100,000 for opening day collection)
TRANSFERS TO ELECTION FUND	80,000	-	(80,000)	-100.00%	0.00% of expenditures
TRANSFERS TO PROPERTY & FAC. FUND	300,000	1,173,200	873,200	291.07%	2.75% of expenditures (incl. \$173,200 for future library collection)
ANNUAL SUSTAINABILITY SET-ASIDE	-	-	-		0.00% of expenditures
Subtotal	380,000	2,273,200	1,893,200	498.21%	5.33% of expenditures
TOTAL EXPENDITURES	39,397,900	42,621,000	3,223,100	8.18%	100.00% of expenditures
NET OF REVS & EXPS	\$ -	\$ -	\$ -		0.00% of expenditures

CAPITAL IMPROVEMENT FUND

DRAFT NOVEMBER 3, 2021	2021 Projected	2022 Draft	Notes
-- FUNDING SOURCES --			
USE OF FUND BALANCE			
Carryforward funds from prior fiscal year	\$ 595,000	\$ 115,000	Includes unspent GF monies in 2021
Available cash in the Capital Fund	1,500,000	2,475,000	
TOTAL USE OF FUND BALANCE	\$ 2,095,000	\$ 2,590,000	
NEW REVENUE			
Transfer from General Fund	\$ -	\$ 1,100,000	Includes add. \$100k for SUM opening day collection
TOTAL NEW REVENUE	\$ -	\$ 1,100,000	
TOTAL FUNDS AVAILABLE	\$ 2,095,000	\$ 3,690,000	
-- EXPENDITURES --			
COMMITMENTS			
UP 5,000 sq ft Expansion (10 Year--2012-21)	\$ 120,000	\$ -	10 year purchase completed in 2021
CURRENT BUILDING IMPROVEMENTS			
Buckley Site Evaluation	\$ 100,000	\$ 250,000	Includes RI/FS work
ACL UST Decommission	\$ 125,000		Project completed with "NFA" letter
ACL Elevator improvements		150,000	Will work on both elevators
Landscaping Refresh & Lot Maintenance		100,000	
Building condition assessments		75,000	
Building upgrades from condition assessments		200,000	
Lighting Upgrade (UP)		75,000	
Branch Refresh (BLK, GHM)			
Building improvements	350,000		
BLK public furniture		95,000	
BLK interior and restrooms		200,000	
Door replacement		75,000	
Staff Furniture		100,000	
Electric Vehicle chargers		75,000	At Fife & ACL (grants may offset 50%)
Vehicle purchases	200,000	300,000	6 vehicles in total
TOTAL CURRENT BUILDING IMPROVEMENTS	\$ 775,000	\$ 1,695,000	
FUTURE BUILDINGS			
Sumner Library Planning Phase	\$ 250,000	600,000	
Alternative Service Delivery Pilot	\$ 200,000	500,000	
TOTAL FUTURE BUILDINGS	\$ 450,000	\$ 1,100,000	
TECHNOLOGY UPDATES			
Infrastructure project (IT Tech Plan)	\$ 500,000	\$ 400,000	May be eligible for E-rate funding
IT Networking and Infrastructure		\$ 120,000	May be eligible for E-rate funding
Branch Wi-Fi equipment replacements		\$ 125,000	May be eligible for E-rate funding
TOTAL TECHNOLOGY PROJECTS	\$ 500,000	\$ 645,000	
Contingency	\$ 250,000	\$ 250,000	
TOTAL EXPENDITURES	\$ 2,095,000	\$ 3,690,000	
NET OF REVENUE AND EXPENDITURES	\$ -	\$ -	

ELECTION FUND

DRAFT AS OF NOVEMBER 3, 2021	2021 Projected	2022 Draft	Change (\$)	Change (%)
-- FUNDING SOURCES --				
USE OF FUND BALANCE				
Use of Election Fund Set Aside	\$ -	\$ -	\$ -	
NEW REVENUE				
Transfer from General Fund for Committed Setasides	\$ 80,000	\$ -	\$ (80,000)	-100.00%
Investment Income	2,000	2,000	-	
TOTAL NEW REVENUE	\$ 82,000	\$ 2,000	\$ (80,000)	-97.56%
TOTAL FUNDS AVAILABLE	\$ 82,000	\$ 2,000	\$ (80,000)	-97.56%
-- EXPENDITURES --				
PROGRAMS				
None planned for 2022	\$ -	\$ -	\$ -	
TOTAL PROGRAMS	\$ -	\$ -	\$ -	
PROJECTS				
None planned for 2022	\$ -	\$ -	\$ -	
TOTAL PROJECTS	\$ -	\$ -	\$ -	
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	
NET OF FUNDING SOURCES AND EXPENDITURES	\$ 82,000	\$ 2,000	\$ (80,000)	-97.56%
(TO BE DESIGNATED AS COMMITTED DURING THE FY)				
-- COMMITTED SET-ASIDES IN FUND BALANCE --				
PROJECTED BALANCES AS OF 12/31				
Election Fund for future Election Costs	\$ 1,100,000	\$ 1,100,000	\$ -	
TOTAL COMMITTED SET-ASIDES	\$ 1,100,000	\$ 1,100,000	\$ -	

PROPERTY AND FACILITY FUND

DRAFT AS OF NOVEMBER 3, 2021	2021 Projected	2022 Draft	Change (\$)	Change (%)
-- FUNDING SOURCES --				
USE OF FUND BALANCE				
Use of Property and Facility Set Aside	\$ -	\$ -	\$ -	
NEW REVENUE				
Transfer from General Fund for Committed Setasides	\$ 300,000	\$ 1,173,200	\$ 873,200	291.07%
Investment Income	3,000	5,000	2,000	66.67%
TOTAL NEW REVENUE	\$ 303,000	\$ 1,178,200	\$ 875,200	288.84%
TOTAL FUNDS AVAILABLE	\$ 303,000	\$ 1,178,200	\$ 875,200	288.84%
-- EXPENDITURES --				
PROGRAMS				
None planned for 2022	\$ -	\$ -	\$ -	
TOTAL PROGRAMS	\$ -	\$ -	\$ -	
PROJECTS				
None planned for 2022	\$ -	\$ -	\$ -	
TOTAL PROJECTS	\$ -	\$ -	\$ -	
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	
NET OF FUNDING SOURCES AND EXPENDITURES (TO BE DESIGNATED AS COMMITTED DURING THE FY)	\$ 303,000	\$ 1,178,200	\$ 875,200	288.84%
-- COMMITTED SET-ASIDES IN FUND BALANCE --				
PROJECTED BALANCES AS OF 12/31				
Property & Facility Fund (for future uses)	\$ 3,130,000	\$ 4,303,200	\$ 1,173,200	37.48%
TOTAL COMMITTED SET-ASIDES	\$ 3,130,000	\$ 4,303,200	\$ 1,173,200	37.48%

LEVY SUSTAINABILITY FUND

DRAFT AS OF NOVEMBER 3, 2021	2021 Projected	2022 Draft	Change (\$)	Change (%)
-- FUNDING SOURCES --				
USE OF FUND BALANCE				
Use of Levy Sustainability Set Aside	\$ -	\$ -	\$ -	
NEW REVENUE				
Property Taxes (Funding Cycle Revenue)	\$ 3,000,000	\$ 1,806,500	\$ (1,193,500)	-39.78%
Investment Income	4,000	10,000	6,000	150.00%
TOTAL NEW REVENUE	\$ 3,004,000	\$ 1,816,500	\$ (1,187,500)	-39.53%
TOTAL FUNDS AVAILABLE	\$ 3,004,000	\$ 1,816,500	\$ (1,187,500)	-39.53%
-- OUTFLOWS --				
EXPENDITURES				
None planned	\$ -	\$ -	\$ -	
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	
TRANSFERS OUT				
None planned		\$ -	-	
TOTAL TRANSFERS	\$ -	\$ -	\$ -	
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	
NET OF FUNDING SOURCES AND OUTFLOWS	\$ 3,004,000	\$ 1,816,500	\$ (1,187,500)	-39.53%
(TO BE DESIGNATED AS COMMITTED DURING THE FY)				
-- COMMITTED SET-ASIDES IN FUND BALANCE --				
PROJECTED BALANCES AS OF 12/31				
Levy Sustainability for Future Operations	11,930,000	13,746,500	1,816,500	15.23%
TOTAL COMMITTED SET-ASIDES	\$ 11,930,000	\$ 13,746,500	\$ 1,816,500	15.23%

FUND ALLOCATIONS

- FY2022 DRAFT -

	<u>2022</u>
Total Revenue (all sources)	\$ 44,427,500
 Fund Allocations	
General	
Personnel	\$ 28,684,700
M&O	7,355,600
Materials	4,307,500
Cash flow Set Aside	-
Total General	\$ 40,347,800
Capital Improvement*	1,100,000
Property & Facilities	1,173,200
Elections	-
Levy Sustainability	1,806,500
Grand total Allocations	\$ 44,427,500
 Net of Revenue & Allocations	 \$ -

* Conducted via GF transfer

MEMO



Date: November 3, 2021

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

From: Connie Behe, Customer Experience Deputy Director

Subject: 2022 Service Plan

Although the pandemic continues, the Library has entered a phase of relative normalcy. We are by no means back to pre-pandemic normal. However, with safety precautions and rapid response protocol established, we are able to start being more proactive in how we envision library services moving forward; knowing post-pandemic library services will not be the same as pre-pandemic library services.

While envisioning new and creative library services, locations, and community engagement, it is grounding to remember the public library's historic mission is to provide fair and equal access to all. Services, staffing, and buildings all change over time. In fact, it would be irresponsible if the library did not change in response to the community, but the historic mission of the library has remained constant. The mission to provide fair and equal access to information, books, and learning is our North Star. It guides moment to moment responses as well as long term decisions. With this in mind we can be as nimble or future oriented as needed.

As we chart our post-pandemic path, we need to actively listen to the community to understand how their needs have changed, what new concerns they have, and how they see themselves engaging with the Library moving forward. Thanks to many years of hard work and perseverance of staff and Library Leadership, the Library is poised to launch several exciting endeavors centered around listening, fair and equal access through equity, diversity, and inclusion, and imagining future library spaces in 2022.

Strategic priorities

- **Priority Audience – Community Listening Project**

This project will provide a structured, supported way for Customer Experience staff to meet and establish meaningful relationships with community partners and organizations. The purpose of the endeavor is to listen to partners to learn more about what they do and the needs of those they serve. These connections to community networks will deepen understanding of which entities are serving people in the Library's service area, or of service agencies serving the whole county. This approach disrupts the often transactional based interactions with partners centered on a single event, or passing on information, and transforms connections into relationships.

- **Organizational Maturity – Equity, Diversity, and Inclusion Framework**

An organizationally mature entity is aligned in its goals, focused in its efforts, and able to repeat successes and learn from failures. Equity, diversity, and inclusion is an important part of moving to a higher level of organizational maturity and ensures that all activities are grounded in providing fair and equitable access to library resources and services to everyone in the community.

- **Future Libraries – Co-location**

We will move forward with the new Sumner Library project, as well as pilot projects for new ways to provide library services in communities without a library building, such as providing lockers to pick up books and other materials. In Sumner we are exploring co-locating with other service providers. A critical component of this project is to work with area service providers on the co-location concept to learn what they and their constituents needs and how the Library can help. This pilot project has the potential to generate a new service model for the Library and could become the flagship for future library facilities. There has been tremendous interest in this project from local non-profits and health organizations.

2022 BUDGET PUBLIC HEARING

Motion: Opening the Public Hearing

“I move that in accordance with RCW 84.55.120, the public hearing be opened for consideration of increases in property tax revenues, regarding 2021 property tax levies for collection in 2022.” (The motion is seconded and passed.)

Public Comment

After presentation of the 2022 budget, the Chair must ask if there was anyone in the audience who would like to comment on the budget.

If there is no response, or when public comments have ended, the public hearing is then closed.

Motion: Closing the Public Hearing

“I move to close the public hearing on the 2022 draft budget of revenue and expenditures.” (The motion is seconded and passed.)

Unfinished Business (cont.)

RESOLUTION NO. 2021-16

**A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE PIERCE COUNTY RURAL LIBRARY DISTRICT
REQUESTING HIGHEST LAWFUL LEVY**

WHEREAS, the **Board of Trustees** of **PIERCE COUNTY RURAL LIBRARY DISTRICT (Library, or District)** has met and considered its budget for the calendar year **2022**; and,

WHEREAS, the District's actual levy amount from previous year (**2021**) was **\$41,760,111.11**; and,

WHEREAS, the population of the District is **MORE THAN 10,000**; and,

WHEREAS, Washington State law limits property tax collection to the lesser of either (1) the sum of regular property tax limit increases, additions due to new construction and improvements, the value of state assessed property, annexations, and refunds, or (2) 50 cents per \$1,000 of the District's assessed property value; and,

WHEREAS, Washington State law limits the percent increase to the highest regular tax which could be levied lawfully to be the lesser of 1% or the Implicit Price Deflator (IPD), which was recorded at **3.860%**; and,

WHEREAS, the Library has been restoring services to pre-COVID levels after all legal directives applicable to the Library were lifted, and therefore needs to set the highest lawful levy as defined in Chapter 84.55 RCW; and,

WHEREAS, as a result of resolution 2020-06 and the creation of banked capacity, the Library certified a lesser amount of levied collections of **\$41,384,337.12** in 2021; and,

WHEREAS, the Library intends to release all banked capacity as provided in the banked capacity resolution (2021-17); and,

WHEREAS, the Board of Trustees, after duly considering all relevant evidence and testimony presented, determined that the Library requires an increase in property tax revenue from the previous year, from the addition of new construction and improvements to property, any increase in the value of state-assessed property, any annexations that have occurred, and refunds made; and now, therefore,

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

1. An increase in the regular property tax levy to be collected be the amount of **\$1,747,768.02**, which is a percentage increase of **4.2233** percent (%) from the previous year of **2021**.

PASSED AND APPROVED THIS 10TH DAY OF November, 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	_____



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, Pat Jenkins,
(Name)

Chair, Board of Trustees, for Pierce County Rural Library, do hereby certify to
(Title) (District Name)

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

of said district requests that the following levy amounts be collected in 2022 as provided in the district's
(Year of Collection)

budget, which was adopted following a public hearing held on Nov 10, 2021:
(Date of Public Hearing)

Regular Levy: \$43,132,105.14
(State the total dollar amount to be levied)

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

Refund Levy: \$0.00
(State the total dollar amount to be levied)

Signature: _____

Date: _____

For tax assistance or to request this document in an alternate format, visit <http://dor.wa.gov/content/taxes/property/default.aspx> or call (360) 534-1400. Teletype (TTY) users may call (360) 705-6718.

REV 64 0100e (w) (10/12/10)

RESOLUTION NO. 2021-17

**A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE PIERCE COUNTY RURAL LIBRARY DISTRICT
TO RELEASE BANKED LEVY CAPACITY**

WHEREAS, the **Board of Trustees** of **PIERCE COUNTY RURAL LIBRARY DISTRICT (Library, or District)** has met and considered its budget for the calendar year **2022**; and,

WHEREAS, Washington State law permits the District to levy property taxes up to its highest lawful limit as established in Chapter 84.55 RCW; and,

WHEREAS, during the November 18, 2020 Board meeting, the Board passed Resolution 2020-06, which created banked levy capacity until such time the Library is capable of funding full services to its communities due to all legally-imposed operational restrictions have been lifted; and,

WHEREAS, the Library Board of Trustees has approved a Levy Certificate resolution (2021-16) to set (1) the highest lawful limit allowed, and (2) to set actual property tax collections to be the full amount lawfully allowed; now, therefore,

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

The District release banked levy capacity beginning with the 2022 property tax collection year.

PASSED AND APPROVED THIS 10TH DAY OF NOVEMBER, 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: November 3, 2021

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

From: Clifford Jo, Finance & Business Director

Subject: Buckley Library Site Evaluation Update

We have arrived at a major milestone in the Buckley Underground Storage Tank remediation project. The final work of characterizing the full nature and scope of the contamination on the site, due to underground storage tanks and their removal a number of decades ago, was completed in September.

We are now ready to proceed with writing the remediation investigation and feasibility study (RI/FS) report that sets off the next steps. The drafting of this report will be coordinated with Department of Ecology. Their input is crucial to receiving approval of engineering approaches to actual remediation, legal steps to investigate former ownership, and establishing a budget for the anticipated cost.

Once the report is finalized and approved, estimated to be about August of 2022, the Library will be cleared to conduct actual mitigation. During the time the report is being worked upon, I will begin investigating funding for the work, which may include several sources. The total work involved will take several years before completed. Afterwards, the site is monitored over time to determine the effectiveness of the effort. If within tolerances (like what happened with the USTs at this facility), the Department will issue a “No Further Action” letter and the Library is free from any further obligation for cleanup.

UPDATED PROGRESS CHART (BASED ON DEPT. OF ECOLOGY)

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

No Board approval is required at this time. We will update the Board mid-way through next year.

Officers Reports

MEMO



Date: November 3, 2021

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

From: Clifford Jo, Finance & Business Director

Subject: 2021 Fiscal Year Budget Status

Last month we mentioned the 2021 budget changes that need to be made. We reviewed our projections for the remainder of the year, and need to make one adjustment to the personnel budget as a result of the significant turnover this year.

Line items 51999 and 52999, are called “Adj Wage/Salary to Match Plan” and “Adj Benefits to Match Plan”, respectively. These are automatic adjustments that account for personnel turnover and the reduced costs associated with positions that are vacant while being recruited. For example, if we project the total personnel budget to be \$10,000,000, a -3% adjustment would reduce the budget by \$300,000, thus creating a final budget of \$9,700,000. This strategy allows us to be more realistic with these costs instead of assuming a full workforce the entire year with no turnover.

We normally set this adjustment to between -2% and -5%. Like most employers, we’ve experienced higher than normal staff turnover. Therefore we’ll need to reset to a higher negative percentage to reduce the total personnel budget by \$2 million. The corresponding reduction in expenditures will then be moved to the yearend transfers, to be conducted in December.

Because the bottom line is not changing, no Board action is needed. Next month, we’ll calculate the final transfers and, per usual process, ask the Board to pass resolutions to record the transfers to the various funds.

MEMO



Date: November 3, 2021

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

From: Clifford Jo, Finance & Business Director

Subject: 2020 IRS Tax Form 990

A finalized 2020 IRS Form 990 and all schedules are nearly completed by the local accounting firm, DP&C for your review. We should have it within the next few days and will send it under separate cover around the Board meeting.

As part of this final process, we ask that each Trustee review the filing and then certify that they have reviewed it. This form will be sent to you under separate cover. All statements will become integral public documents in the final tax return for a period of no less than three years. No Board action is required.

If you have any questions concerning our nonprofit tax return, feel free to contact me.

MEMO



Date: October 11, 2021

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

From: Mary Getchell, Marketing and Communications Director

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

In the third quarter of 2021 (July-September), the Pierce County Library System continued to modify and realign its marketing and communications activities during the COVID-19 pandemic and as the Library System welcomed people to more in-building services in nearly all locations. The Library System's 2021 Marketing and Communications Plan evaluation measures:

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

For news media, the Library System achieved 48 news articles and 24 media mentions/calendar placements. Top news stories included featuring the Our Own Expressions winners and announcing the new Board of Trustees members.

As part of the Summer Reading program marketing campaign, the Library invested in print and digital advertising with ParentMap. The digital advertising resulted in 50,723 impressions (number of times ads appeared), 132 clicks (number of times people clicked on/opened ad), and 0.26% click throughs to content on the Library's website, which exceeded industry standard of 0.05%.

With changes to the Library's Facebook page, it has been declining in engagement for the past year, and in the third quarter of 2021, it did not meet industry standards for the second time in four years. Facebook posts resulting in the highest interest in reach and engagement included Our Own Expressions in July, Summer Reading in August, and Check Out Washington in September. Twitter continues to perform well and exceed industry standard. Top tweets included COVID-19 vaccine clinics in July, cooling centers in August, and Tools for Students in September.

During the third quarter of 2021, the Library System issued eight email-marketing messages to its main distribution list with an average of 59,000 addressees. The Library's open rate exceeded industry standard in the third quarter, with an all-time high for the Library System with a rate of 31%, surpassing the industry standard of 25.17%. The email message garnering the most interest included a mid-August communication about reopening libraries, updates to checking out materials, COVID-19 vaccine clinics, curbside service, Summer Reading, Test Prep e-source, and new trustee appointments.

Every internal customer gave the Marketing and Communications Department the highest marks for both its service and timeliness with products; with 100% of survey respondents saying they were "very satisfied" with the service and their product arriving [on time](#).

PIERCE COUNTY LIBRARY SYSTEM
2021 Marketing and Communications Plan
QUARTER THREE RESULTS, July-September 2021

Overall Evaluation Measures

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

News Media Stories

- Quarter Three (Q3) 2021: 48 news articles and 24 media mentions/calendar placements.

Paid Advertising – Digital Advertising

Summer Reading Marketing Focus (June-August)

- 50,723 impressions (number of times ads appeared)
- 132 clicks (number of times people clicked on/opened ad)
- 0.26% click throughs (CTR) to content on the Library’s website, exceeding industry standard of 0.05%.

Email Marketing

- Goal: Meet or exceed industry standards:
 - Open rate industry standard: 25.17%.
 - CTR industry standard: 2.79%.
- 8 email marketing messages to an average of 59,000 subscribers.
- Average number of people who opened messages: 18,637; 31% open rate.
- Average number of people who CTR’d messages: 700; 1.29%.
- **Q3 Open rate above industry standard – highest rate to date.**

Social Media Marketing

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

Facebook

- Q3 2020: 6.47% engagement rate.
- Q3 2021: 4.1% engagement rate by reach. 84 posts, with a reach of 334,000 people (3,982 average reach per post), and nearly 12,000 engagements including CTR (142.8 average per post).
- **Q3 Decrease of 2.37% lower engagement than 2020 and for the second time in four years did not meet industry standard.**

Twitter

- Q3 2020: 1.96%
- Q3 2021: 1.73%
- **Q3 Decrease of .23% lower engagement than 2020 and exceeded industry standard.**

Work Order Satisfaction

- Goal: 90% of internal staff customers Very Satisfied with Marketing and Communications Department-produced product/service.
- **Q3 Exceeded goal with 100% Very Satisfied.**

MEMO



Date: October 26, 2021

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

From: Mary Getchell, Marketing & Communications Director

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

As part of the Library System's 2021 Marketing and Communications plan, the fourth quarter marketing focus will feature online books, videos, and magazines in November. Building on the 2019 month-long marketing effort for online e-books and audiobooks, staff from Collection Management, Communications and Customer Experience elected to conduct focused marketing attention on online e-books, audiobooks, videos, and magazines. The one-month campaign will highlight the Library's Strategic Focus area for Enjoyment, to help people enjoy their free time.

The goals for this year's marketing focus on online books, videos, and magazines include:

- Engage audiences with the knowledge of the Library's online book, video, and magazine offerings.
- Strategically position Pierce County Library as a leader to inspire imagination, foster the love of reading, and discover new interests through an extensive and diverse choice of online books, videos, and magazines.
- Inform people how reading helps offset the pressures of daily life and helps reduce stress.
- Inspire excitement and build support for and use of these services.

The Library System is employing a variety of marketing and communications tactics and channels to inform and engage audiences, including owned, earned, and paid channels from flyers and bookmarks, guerrilla marketing, social media marketing, and bus shelter partnership advertising, to digital advertising, Pandora advertising and bus advertising. Themes include reducing stress, saving time, and finding joy.

The end-result of the 2019 campaign showed a substantial increase in the number of e-book and audiobook customers with a 25% increase and a significant gain in checkouts of nearly a 14% year-to-year gain. The Library System's goal this year is to increase new e-book and audiobook customers by 5% as well as grow checkouts by 5% during this one-month campaign.

Strategy

Gold premium tactics: flyers for in-library, curbside bags, and guerrilla marketing, bookmarks for holds pickup, translate flyers into Spanish and Korean, posters for stand-up displays, public web homepage ad, Staff Web image, Polaris-generated email message, news release, Facebook and Twitter posts, Facebook, Twitter, LinkedIn, YouTube covers, email marketing message, library event script (introduction only), Google My Business profile, print advertising (TNT), digital advertising, Pandora advertising, bus ads, bus shelter ads, Facebook and Instagram advertising, system-wide direct mail, guerrilla marketing in particular to reach asset limited households-nonprofit partners such as food banks, Sound Outreach, Goodwill, South Sound 2-1-1, United Way's Centers for Strong Families, etc., Fife/Milton/DuPont Library posters in windows, direct ask to partners and request their sharing information to partners such as Asian Pacific Cultural Center, Tacoma Urban League, Korean Women's Association, Centro Latino, Black Collective, etc. Foundation sponsored.

The marketing plan calls for focusing marketing efforts on Enjoyment in the fourth quarter, with an emphasis on online books, videos, and magazines with a call to action to stream video, and check out e-books, e-magazines, as well as audiobooks from the Pierce County Library System. Marketing and communications will reflect the following:

- Pierce County Library is a leader in inspiring imagination through an extensive and diverse collection, so people can discover outlets to offset the pressures of daily life, reduce stress, and relax.
- The Library is a leader in fostering the love of reading.
- The Library offers easy and free opportunities to discover new interests and pursue passions, so people can live balanced lives and find joy.
- The OverDrive website and Libby app can serve as a one-stop shop for the entire family with a large variety of online books, videos, and magazines for all ages and interests.
- People can access online books, videos, and magazines on their mobile phone, laptop, tablet or other device.

Employ a variety of communications channels to inform and engage audiences. Use multiple marketing and communications tactics to engage audiences and feature individual(s) benefiting from the use and enjoyment of streaming video, e-books, e-magazines, and audiobooks.

Goals

- Engage audiences with the knowledge of the Library's online books, videos, and magazine offerings.
- Strategically position Pierce County Library as a leader in inspiring imagination, fostering the love of reading, and discovering new interests through an extensive and diverse choice of online books, videos, and magazines.
- Inform people how reading helps offset the pressures of daily life and helps reduce stress.
- Inspire excitement and build support for and use of these services.

Evaluation/KPIs

- Plan implemented on time and on budget
- Social media engagement:
 - Reach: meet or exceed industry standard
 - Engaged: Goal: meet or exceed industry standard
- Marketing email open rate: meet or exceed industry standard
- Digital advertising: Goal meet or exceed industry standard for ClickThrough Rate (CTR)
- Inspire excitement and build support for and use of the Library's services.
- E-book/audiobook/video/e-magazine customer increase – Goal: 5% increase compared with October 2021
- E-book/audiobook/video/e-magazine checkout increase – Goal: 5% increase compared with October 2021

Activities and Tactics

Tactic	Lead Staff	Target Date
Prepare materials from 2019 campaign for 2021 campaign and provide to Mary Getchell, Lisa Oldoski, Kim Archer for review: <ul style="list-style-type: none"> ▪ Posters: for stand-up displays and window acrylics ▪ Flyers for in-library, curbside bags, guerrilla marketing (to be translated into Spanish and Korean) ▪ Bookmarks for hold pickup items ▪ Public web homepage ad ▪ Staff Web image ▪ Express Check screenshot ▪ Express Check receipt messages ▪ Polaris-generated email message ▪ Print advertisements-Final Oct. 22 ▪ Digital ads-Final Oct. 22 ▪ Direct mail ▪ Email marketing message/MailChimp ▪ News release ▪ Bus and bus shelter ads-Final Oct. 18 ▪ Pandora ad-Final Oct. 22 ▪ Sandwich Boards 	Carol Sheehan (Heather to provide applicable copy changes for 2021)	Oct. 29 Finalize, unless noted otherwise in tactics column
Prepare materials for 2021 campaign and provide: <ul style="list-style-type: none"> ▪ Facebook and Twitter posts ▪ Google My Business profile 	Heather Hernandez Mary Getchell to review	Final Oct. 29

<ul style="list-style-type: none"> ▪ Event script (intro only) ▪ Update website to include streaming videos, and that OverDrive app is no longer supported ▪ Translate flyers for in-library, guerrilla marketing, and curbside bags into Spanish and Korean. 		
<ul style="list-style-type: none"> ▪ Facebook/Twitter ads 	Nicole to post Heather/Carol create	Live Nov. 1
Data gathering from CM	Heather	Dec. 8 Compare Oct. 2021 to Nov. 2021 downloads/streaming
Launch board memo	Heather/Mary	Oct. 22 to Mary for Nov. 10 meeting
Cover to Cover article	Heather	Oct. 22
Results board memo	Heather/Mary	Dec. 15 for Mary to finalize January board packet

MEMO



Date: October 5, 2021

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

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

Subject: L&I – Worker’s Compensation Update

The Library has been working with Sedgwick CMS as our Third Party Administrator (TPA) for the past seven years to manage Washington State Labor & Industries (L&I) claims. Utilizing the services of a TPA for our L&I claims is beneficial because it:

- Provides an overall analysis of our L&I claims in order to maintain a safe workplace, allowing us to respond systemically to our incidents.
- Shifts the complex and administrative work of managing claims from the HR Analyst to the subject matter experts at Sedgwick. This helps us manage claims more timely, efficiently and proactively, allowing front end solutions to our claims.
- Saves money for PCLS and our employees.

Below is a summary of our L&I costs:

- Premium History: 2014 (\$261,357), 2015 (\$216,331), 2016 (\$188,873), 2017 (\$172,826), 2018 (185,467), 2019 (\$179,834)
- PCLS’ projected premium* for the remainder of 2021 is \$171,197 versus our 2020 premium of \$162,414. This is a projected increase of \$8,783 in premiums.
- Our final experience modification impact rating for 2021 was 0.8620. The industry average rating is 1.0 and our objective is to be at 0.75. During the three year window used to determine our experience factor for 2021 we had some large medical claims which factored into our experience rating.
- Based on claims so far, and all things being equal, our projected premium for 2022 will be approximately \$165,758, and our experience modification factor should decrease slightly to 0.8167. This is due to dropping a larger medical claim and picking up a much smaller claim during the factor window period.
 - Looking forward to 2023 we already know our experience factor will increase because we will be assessed on a higher level of claims, however, Sedgwick is currently evaluating our open claims and working to close them expeditiously before June 1st deadline to minimize the impact to our 2023 experience rating.

Under our contract with Sedgwick, we pay 4.5% of our premiums in service fees. This year service fees will be \$7,752.41, which is a slight increase of \$178.96 over our 2020 service fee.

**Premiums are determined by the state’s formula that includes the following factors: class of workers, total hours and L & I claims history (using the past three fiscal rolling years of data—time loss and claims activity). Our premium and reserves are charged to us by the state using this data.*

We will continue focusing on proactively:

- Utilizing the “Stay at Work” program for Washington State to optimize saving by providing light duty opportunities for employees injured at work.
 - We are currently working with Sedgwick to submit the necessary documentation to request reimbursement for three employees who were able to work light duty assignments in 2021 through the Stay at Work program.
- Communicating with and educate PCLS supervisors regarding L&I and their role and expectations to assist with handling claims carefully and timely.
- Monitoring claims and check in regularly in order to partner with Sedgwick and our staff to move through the processes in a timely manner.
- Coordinating our ergonomic equipment and process through our Staff Ergonomic Project to help reduce risk areas and implement our ergonomic plan and approach.

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
November 10, 2021

Pierce County Library in the News

- [United Way of Pierce County is Pleased to Welcome New Board Members](#) – United Way Press Release
- [Director who saw Pierce County libraries as more than a collection of books to retire](#) – The News Tribune
- Tools from Pierce County Library System – Sunrise Living (See attached PDF)

Tools from Pierce County Library System

HELP STUDENTS START THE SCHOOL YEAR OFF RIGHT

BY MARY GETCHELL

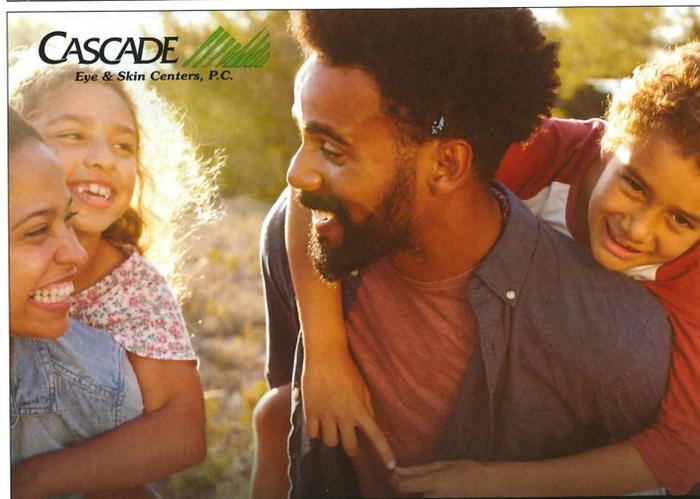
As students return to the classroom, many are looking for tools and resources to start the new school year off right. The Pierce County Library System’s Tools for Students (<http://tools.pcls.us>) provides in-library and online resources including live tutors—and all for free.

Tools for Students include in-depth research tools, biographies, science experiments, math picture books and many other resources. Access to all of these resources is free with a Pierce County library card (<https://www.piercecountylibrary.org/ecard.aspx?id=1502>).



OUTDOOR PORTRAITS
FAMILIES | SENIORS | MATERNITY | BUSINESS CARDS AND MORE

DENISE ANN PHOTOGRAPHY
DENISEANN727@GMAIL.COM



CASCADE
Eye & Skin Centers, P.C.

THE CASCADE COMMITMENT

GENERATIONS OF TRUSTED CARE.

Contact Us Today!
253.848.3000
CascadeEyeSkin.com

UNIVERSITY PLACE | PUYALLUP | SUNRISE
AUBURN | GIG HARBOR | BONNEY LAKE

“Students can achieve higher levels of success as well as simply get help with assignments,” said Pierce County Library Executive Director Georgia Lomax. “When students are stuck and parents or caregivers may not have the answers, tutors can review assignments and help with math homework or any subject. And live tutors are just one of the many services.”

Tools for Students:

- **HOMESCHOOL HELP:** Speak with professional real-time, online tutors and get expert help on essays to calculus.
- **RESEARCH ROCKET:** Articles from familiar kids’ magazines and news sources. Search by topic and reading level.
- **GALE BIOGRAPHY IN CONTEXT:** Review brief biographies with links to articles in newspapers, magazines and websites.
- **GALE IN CONTEXT FOR ELEMENTARY, MIDDLE AND HIGH SCHOOL:** Learn with a combination of reference content with age-appropriate videos, newspapers, magazines and primary sources. Categories cover a range of the most-studied topics including cultures, government, people, U.S. and more.
- **GALE OPPOSING VIEWPOINTS IN CONTEXT:** Compare opinions, articles and reference materials about controversial topics.
- **SCIENCE ONLINE FROM INFOBASE:** Discover experiments, videos, biographies and science research.
- **PRONUNCIATOR:** Learn more than 160 languages.
- **SIRS DISCOVERER:** Access research for middle and elementary school students incorporating articles from 1,400+ publications and selected topic websites.
- **BOOKLISTS:** Improve student-reading levels for every grade with accelerated reader lists—books available in libraries, curbside and online.
- **SCIENCE TO GO BACKPACKS:** STEAM books and activities for grades K-5 in backpacks.