

**AGENDA**  
**Regular Meeting of the Pierce County Library System Board of Trustees**  
**May 11, 2022 | 3:30 PM**

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

- **Phone:** Dial+1.253.215.8782 | Webinar ID: 853 3159 8218| Passcode: 305939; or
- **Web browser** (Zoom user account is required to join via web browser) or **App:**  
<https://us06web.zoom.us/j/85331598218?pwd=TVRWcEVYTFY3N0tod0FSa1ZBV2xqQT09>

3:30 pm	02 min.	<b>Call to Order:</b> Jamilyn Penn, Chair	
3:32 pm	05 min.	<b>Public Comment:</b> <i>This is time set aside for members of the public to speak to the Board of Trustees. Unless the item you wish to discuss is of an emergency nature, the Board ordinarily takes matters under advisement before taking action. <b>Please submit request to comment in writing (including your Full Name, Address, Phone Number and Topic) to <a href="mailto:pmcbride@piercecountylibrary.org">pmcbride@piercecountylibrary.org</a> by 2 pm on May 11. Comments will be read aloud to the Board. Time limit for comments is three minutes.</b></i>	
3:37 pm	03 min.	<b>Consent Agenda</b>	<b>Action</b>
		<ol style="list-style-type: none"> <li>1. Approval of Minutes of April 13, 2022, Regular Meeting</li> <li>2. Approval of April 2022 Payroll, Benefits and Vouchers</li> <li>3. Administrative Center Library (ACL) Elevator Modernization</li> <li>4. Resolution 2022-07: To Declare Furnishings and Equipment Surplus to Public Service Needs</li> </ol>	
3:40 pm	10 min.	<b>Board Member Reports</b>	
3:50 pm	10 min.	<b>Routine Reports</b>	
		<ol style="list-style-type: none"> <li>1. Fundraising Performance Report, Dean Carrell</li> <li>2. Metrics Dashboard, Melinda Chesbro</li> <li>3. March Financial Report, Cliff Jo</li> <li>4. Customer Experience Services Report, Connie Behe, Alison Eckes and Kayce Hall</li> </ol>	
4:00 pm	30 min.	<b>Unfinished Business</b>	
		<ol style="list-style-type: none"> <li>1. Lakewood Building Issues, Melinda Chesbro</li> </ol>	
4:30 pm	05 min.	<b>New Business</b>	<b>Action</b>
		<ol style="list-style-type: none"> <li>1. New Executive Director Signing Authority, Cliff Jo               <ol style="list-style-type: none"> <li>a. Resolution 2022-08: To Designate Primary and Alternate Signatory, Investment and Auditing Officers</li> </ol> </li> </ol>	
4:35 pm	05 min.	<b>Officers Reports</b>	
		<ol style="list-style-type: none"> <li>1. National Library Workers Day</li> <li>2. Metrics – Pre-pandemic and Current Comparison and Progress</li> <li>3. Q1 2022 MARCOM Results</li> <li>4. Q1 2022 MARCOM Focus: Jobs + Business Services Results</li> </ol>	
4:40 pm	05 min.	<b>Announcements</b>	
4:45 pm		<b>Adjournment</b>	<b>Action</b>

# Consent Agenda

**BOARD OF TRUSTEES  
PIERCE COUNTY LIBRARY SYSTEM  
MEETING MINUTES – APRIL 13, 2022**



**CALL TO ORDER**

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

**PUBLIC COMMENT**

Marcellus Turner, former Executive Director of the Seattle Public Library and current Executive Director of the Charlotte Mecklenburg Library, expressed his appreciation and admiration of Executive Director Georgia Lomax and her work at Pierce County Library System.

**CONSENT AGENDA**

1. Approval of Minutes of March 8, 2022, Special Meeting
2. Approval of Minutes of March 9, 2022, Regular Meeting
3. Approval of March 2022 Payroll, Benefits and Vouchers
4. Holiday Policy Update
5. Vehicle Expenditure Request

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

**ROUTINE REPORTS**

Fundraising Performance Report – Foundation Director Dean Carrell reported the Library Giving Day fundraising event held on April 6, 2022 raised approximately \$54,000 to date. He thanked the trustees for their support and for sharing the information about the event within their networks.

Metrics Dashboard – Deputy Director Melinda Chesbro reported the number of library visitors rose rapidly when in-branch services were offered after the extended closure due to the pandemic and have since leveled off. She anticipates seeing an increase in the number of visitors when in-branch programming resumes.

Customer Experience Services Report – Customer Experience Deputy Director Connie Behe reported she has been working with Friends of the Library to develop plans for resuming book sales.

**BOARD EDUCATION AND SERVICE**

Director Lomax introduced the Board to Tamara Meredith, PhD, Director of Jefferson County Library District. Dr. Meredith provided an informational overview on the concept of Intellectual Freedom and how libraries abide by the First Amendment right to seek and receive information from all points of view without restriction.

## **NEW BUSINESS**

2021 Year-End Financial Review

*Trustee Duncan moved to approve Resolution 2022-05: To Transfer a Portion of the General Fund Balance to the Capital Improvements Fund. Trustee Jenkins seconded the motion. Motion carried.*

*Trustee Patel moved to approve Resolution 2022-06: To Close the 2021 Fiscal Year. Trustee Duncan seconded the motion. Motion carried.*

Lakewood Building Issues – Director Lomax provided an overview of the 2019 future libraries study on the Lakewood and Tillicum libraries. The process involved community engagement, fundraising feasibility studies and assessments of the condition of the libraries. The progress was halted by the pandemic and subsequently postponed.

Both the Lakewood and Tillicum libraries are undergoing problematic structural issues which will require major repairs. Studies are underway to assess the full extent of costs. It is evident the Lakewood Library roof will need to be removed and replaced. The Library will develop a plan to provide service in a temporary location while working to fully understand costs, impact and options for addressing the situation.

The Library has been in discussions with the City of Lakewood to partner in convening a community advisory committee to review the situation, evaluate options and bring recommendations for next steps to ensure the Library is providing services in welcoming, comfortable and up-to-date buildings in the City of Lakewood.

The Library and City of Lakewood have created an Interlocal Agreement to share the costs for conducting the process.

*Trustee Patel moved to approve authorize the Executive Director to sign the Interlocal Agreement between the City of Lakewood and PCLS. Trustee Duncan seconded the motion. Motion carried.*

## **EXECUTIVE SESSION**

At 5:17 pm, Trustee Duncan moved to recess to Executive Session, per RCW 42.30.110, to discuss personnel matters for approximately 10 minutes. Trustee Jenkins seconded the motion. Motion carried. The session ended at 5:28 pm.

## **UNFINISHED BUSINESS**

Executive Director Executive Director Salary Agreement

*Trustee Patel moved to authorize Board Chair Jamilyn Penn to sign the employment agreement between Pierce County Library System and Gretchen Caserotti. Trustee Jenkins seconded the motion. Motion carried.*

Executive Consultant Agreement

*Trustee Jenkins moved to authorize Jamilyn Penn, as Board Trustee Chair, to negotiate, approve, and sign an Agreement between the Library and Georgia Lomax. Trustee Patel seconded the motion. Motion carried.*

**ANNOUNCEMENTS**

Thank you to Executive Director Georgia Lomax for her service to PCLS.

Following many sentiments of appreciation and gratitude from the trustees to Director Lomax for her service to Pierce County Library System, she responded with thanks to the trustees for their kind words and for recognizing and supporting the work she led to provide library services to the communities. Lomax shared her pride in the Library System, its staff and volunteers, Friends of the Library and the Foundation, adding her excitement to see incoming Executive Director Gretchen Caserotti lead the system forward and continue the great work accomplished by so many. Lomax expressed her gratitude for the opportunity to lead the Pierce County Library System and noted she was honored to be a part its history.

**ADJOURNMENT**

The meeting was adjourned at 5:50 pm on motion by Trustee Jenkins, seconded by Trustee Duncan.

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Melinda Chesbro, Interim Secretary

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Jamilyn Penn, Chair

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

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	10066 - 10070	4/6/2022 - 4/21/2022	\$ 8,336.27
Electronic Payments - Payroll & Acct Payable		4/6/2022	\$ 1,241,588.27
Electronic Payments - Payroll & Acct Payable		4/21/2022	\$ 1,006,132.78
Accounts Payable Warrants	702688 - 702839	4/1/2022 - 4/29/2022	\$ 1,485,949.62
<b>Total:</b>			<b><u>\$ 3,742,006.94</u></b>

As of 5.2.2022

**CHECK RECONCILIATION REGISTER**  
**CHECK DATE FROM: 04/01/2022 TO: 04/30/2022**

CHECKING ACCOUNT: 999.000.000.000.111100  
AS-OF DATE: 05/02/2022

EMP #	NAME	ISSUED	CHECK #	AMOUNT
1406	BOSS, MICHAEL P	04/06/2022	10066	1,061.53
1399	HALL, BRYTANI	04/06/2022	10067	2,429.95
1398	HILTON, ANNDEE	04/06/2022	10068	1,394.56
1414	GRIER, GWENDOLEN G	04/21/2022	10069	874.92
1405	NEVILLE-NEIL, CHRISTINA	04/21/2022	10070	2,575.31
TOTAL CHECKS			5	8,336.27

# Ad-hoc bank transaction (Withdrawal)

## PCL\_Company

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

Contact Name: Stacy Karabotsos  
 Contact Phone: 253-548-3451  
 Contact e-mail: [sdkarabotsos@piercecounyalibrary.org](mailto:sdkarabotsos@piercecounyalibrary.org)  
 Comments: 4/06/22 Payroll

Withdrawal Date: 4/6/2022

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	106,640.31
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	77,959.24
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	77,959.24
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	727,273.45
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	12,875.96
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	68,363.23
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	104,640.78
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	6,069.99
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	2,806.07
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	55,500.00
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	-
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	-
PCL_Company	WA State Support Registry	237100	CC_Library_District	697-00	5100000	1,500.00
<b>Total Deposit</b>						<b>\$ 1,241,588.27</b>

Certification:

Stacy Karabotsos  
 Signature ( Department Designee)

4/4/2022  
 Date

Comments:



# Ad-hoc bank transaction (Withdrawal)

## PCL\_Company

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

Contact Name: Stacy Karabotsos  
 Contact Phone: 253-548-3451  
 Contact e-mail: [sdkarabotsos@piercecounyalibrary.org](mailto:sdkarabotsos@piercecounyalibrary.org)  
 Comments: 4/21/22 Payroll

Withdrawal Date: 4/21/2022

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	85,885.92
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	65,704.26
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	65,704.26
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	617,716.47
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	13,808.55
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	59,191.73
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	86,866.48
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	5,894.99
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	2,606.07
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	-
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	203.60
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	1,050.45
PCL_Company	WA State Support Registry	237100	CC_Library_District	697-00	5100000	1,500.00
<b>Total Deposit</b>						<b>\$ 1,006,132.78</b>

Certification:

Stacy Karabotsos  
 Signature ( Department Designee)

4/19/2022  
 Date

Comments:

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
702688	04/01/2022	PRINTED	341	BAKER & TAYLOR	0.00	16,927.87	04/11/2022
702689	04/01/2022	PRINTED	2241	GRETCHEN CASEROTTI	0.00	10,000.00	04/11/2022
702690	04/01/2022	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	543.04	04/07/2022
702691	04/01/2022	PRINTED	998	CINTAS CORPORATION	0.00	452.21	04/11/2022
702692	04/01/2022	PRINTED	390	FAIRVEGA LIBRARY SERVICES	0.00	1,798.50	04/06/2022
702693	04/01/2022	PRINTED	455	GORDON THOMAS HONEYWELL LLP	0.00	3,910.00	04/06/2022
702694	04/01/2022	PRINTED	482	HERMANSON COMPANY LLP	0.00	121,000.00	04/05/2022
702695	04/01/2022	PRINTED	497	HUB INTERNATIONAL NORTHWEST LLC	0.00	75.00	04/05/2022
702696	04/01/2022	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	316.32	04/11/2022
702697	04/01/2022	PRINTED	197	MERGENT INC	0.00	25,795.00	04/05/2022
702698	04/01/2022	PRINTED	211	MIDWEST TAPE	0.00	11,042.15	04/07/2022
702699	04/01/2022	PRINTED	227	MOUNTAIN MIST	0.00	40.87	04/08/2022
702700	04/01/2022	PRINTED	776	PUGET SOUND ENERGY	0.00	8,590.07	04/06/2022
702701	04/01/2022	PRINTED	61	RICOH USA INC	0.00	463.84	04/06/2022
702702	04/01/2022	PRINTED	2097	SENTINEL PEST CONTROL	0.00	457.94	04/15/2022
702703	04/01/2022	PRINTED	273	TOWN OF STEILACOOM	0.00	1,477.96	04/06/2022
702704	04/01/2022	PRINTED	290	SURPRISE LAKE SQUARE LLC	0.00	11,762.59	04/12/2022
702705	04/01/2022	PRINTED	303	TACOMA PIERCE COUNTY CHAMBER	0.00	500.00	04/05/2022
702706	04/01/2022	PRINTED	2237	UNIVERSITY OF IDAHO LIBRARY	0.00	127.94	04/29/2022
702707	04/01/2022	PRINTED	672	CITY OF UNIVERSITY PLACE	0.00	15.16	04/06/2022
702708	04/01/2022	PRINTED	815	WEST PIERCE FIRE & RESCUE	0.00	110.00	04/28/2022
702709	04/01/2022	PRINTED	2227	WEST SLOPE COMMUNITY LIBRARY	32.98	0.00	
702710	04/01/2022	PRINTED	2162	WOODLAND PARK ZOO	0.00	200.00	04/06/2022
702711	04/04/2022	PRINTED	998	CINTAS CORPORATION	0.00	452.21	04/13/2022
702712	04/04/2022	PRINTED	387	EVERGREEN STATE COLLEGE	0.00	67.00	04/15/2022
702713	04/04/2022	PRINTED	710	IRON MOUNTAIN INC	0.00	419.66	04/08/2022
702714	04/04/2022	PRINTED	6	CITY OF LAKEWOOD	0.00	60.00	04/11/2022
702715	04/06/2022	PRINTED	314	AFSCME AFL-CIO	0.00	14,648.50	04/12/2022
702716	04/06/2022	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	2,795.57	04/12/2022
702717	04/06/2022	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	0.00	635.16	04/07/2022
702718	04/07/2022	PRINTED	335	AWC EMPLOYEE BENEFIT TRUST	0.00	261,493.54	04/14/2022
702719	04/08/2022	PRINTED	341	BAKER & TAYLOR	0.00	14,567.67	04/15/2022
702720	04/08/2022	PRINTED	432	CITY OF BONNEY LAKE , WA	0.00	282.97	04/12/2022
702721	04/08/2022	PRINTED	2157	BRADBURY MILLER ASSOCIATES	0.00	22,000.00	04/14/2022
702722	04/08/2022	PRINTED	638	CITY OF BUCKLEY	0.00	261.36	04/14/2022
702723	04/08/2022	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	88.59	04/14/2022
702724	04/08/2022	PRINTED	124	CONSOLIDATED TECHNOLOGY SERVICES	0.00	600.88	04/15/2022
702725	04/08/2022	PRINTED	1001	DATA QUEST LLC	0.00	90.00	04/15/2022
702726	04/08/2022	PRINTED	2028	DAVIS DOOR SERVICE INC	0.00	656.96	04/12/2022
702727	04/08/2022	PRINTED	2209	EVERETT PUBLIC LIBRARY	0.00	19.00	04/21/2022
702728	04/08/2022	PRINTED	1945	HENDERWORKS INC	0.00	12,000.00	04/14/2022

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
702729	04/08/2022	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	514.94	04/18/2022
702730	04/08/2022	PRINTED	211	MIDWEST TAPE	0.00	8,675.39	04/14/2022
702731	04/08/2022	PRINTED	216	CITY OF MILTON	0.00	601.41	04/14/2022
702732	04/08/2022	PRINTED	843	MSDSOONLINE INC	0.00	3,010.71	04/14/2022
702733	04/08/2022	PRINTED	1081	NASIM & SONS INC	0.00	8,858.87	04/12/2022
702734	04/08/2022	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	145.00	04/12/2022
702735	04/08/2022	PRINTED	540	PARKLAND LIGHT & WATER	0.00	201.63	04/13/2022
702736	04/08/2022	PRINTED	552	PENINSULA LIGHT CO	0.00	861.41	04/12/2022
702737	04/08/2022	PRINTED	560	PIERCE COUNTY FINANCE	0.00	46,355.14	04/14/2022
702738	04/08/2022	PRINTED	776	PUGET SOUND ENERGY	0.00	1,063.96	04/13/2022
702739	04/08/2022	PRINTED	61	RICOH USA INC	0.00	1,909.65	04/13/2022
702740	04/08/2022	PRINTED	62	RIGHT SYSTEMS INC	0.00	24,103.72	04/15/2022
702741	04/08/2022	PRINTED	272	STATE AUDITORS OFFICE	0.00	6,873.12	04/19/2022
702742	04/08/2022	PRINTED	579	TK ELEVATOR	0.00	2,623.50	04/19/2022
702743	04/08/2022	PRINTED	605	US BANK	0.00	335,110.90	04/15/2022
702744	04/08/2022	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	479.32	04/13/2022
702745	04/08/2022	PRINTED	2193	WETHERHOLT AND ASSOCIATES INC	0.00	951.35	04/15/2022
702746	04/08/2022	PRINTED	642	BUILDINGWORK LLC	0.00	2,290.00	04/15/2022
702747	04/08/2022	PRINTED	2015	WEX BANK	0.00	4,348.62	04/14/2022
702748	04/13/2022	PRINTED	2267	SCOTT E ALEXANDER	0.00	994.26	04/13/2022
702749	04/15/2022	PRINTED	2253	AMY ANDERSON	0.00	518.75	04/20/2022
702750	04/15/2022	PRINTED	341	BAKER & TAYLOR	0.00	11,301.72	04/21/2022
702751	04/15/2022	PRINTED	427	BLACKSTONE PUBLISHING	0.00	149.82	04/22/2022
702752	04/15/2022	PRINTED	2220	ROBIN BRADFORD	0.00	194.63	04/20/2022
702753	04/15/2022	PRINTED	2254	DANA BROWNFIELD	504.96	0.00	
702754	04/15/2022	PRINTED	2238	BYLINE FINANCIAL GROUP	618.00	0.00	
702755	04/15/2022	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	229.68	04/22/2022
702756	04/15/2022	PRINTED	1087	TAMI CHAPMAN	586.20	0.00	
702757	04/15/2022	PRINTED	669	CHUCKALS INC	0.00	1,713.36	04/19/2022
702758	04/15/2022	PRINTED	998	CINTAS CORPORATION	0.00	452.21	04/26/2022
702759	04/15/2022	PRINTED	2257	LISA M CIPOLLA	587.42	0.00	
702760	04/15/2022	PRINTED	2255	MARGARETE CRELLING	0.00	528.57	04/21/2022
702761	04/15/2022	PRINTED	365	EBSCO	0.00	75,213.90	04/20/2022
702762	04/15/2022	PRINTED	2251	CHEREE GREEN	0.00	534.68	04/20/2022
702763	04/15/2022	PRINTED	2259	MARCY HORST	0.00	346.28	04/21/2022
702764	04/15/2022	PRINTED	520	CITY OF ORTING	0.00	196.66	04/22/2022
702765	04/15/2022	PRINTED	531	PAN ASIAN PUBLICATIONS (USA) INC.	0.00	540.00	04/20/2022
702766	04/15/2022	PRINTED	2252	KATI PEREZ	0.00	703.96	04/19/2022
702767	04/15/2022	PRINTED	776	PUGET SOUND ENERGY	0.00	874.95	04/19/2022
702768	04/15/2022	PRINTED	2260	REBECCA RYAN	0.00	508.97	04/28/2022
702769	04/15/2022	PRINTED	100	THE SEATTLE TIMES COMPANY	0.00	634.40	04/19/2022

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
702770	04/15/2022	PRINTED	284	SUMMIT WATER & SUPPLY CO	0.00	405.80	04/19/2022
702771	04/15/2022	PRINTED	2247	WASHINGTON STATE UNIVERSITY	0.00	115.00	04/20/2022
702772	04/21/2022	PRINTED	313	AFLAC	3,779.82	0.00	
702773	04/21/2022	PRINTED	684	COLONIAL SUPPLEMENTAL INSURANC	174.00	0.00	
702774	04/21/2022	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	2,792.62	0.00	
702775	04/21/2022	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	0.00	635.16	04/26/2022
702776	04/21/2022	PRINTED	613	VOLUNTARY EMPLOYEES' BENEFICIA	0.00	3,820.93	04/29/2022
702777	04/22/2022	PRINTED	341	BAKER & TAYLOR	0.00	14,825.23	04/27/2022
702778	04/22/2022	PRINTED	629	BRIAN DALBALCON PHOTOGRAPHY	0.00	689.10	04/28/2022
702779	04/22/2022	PRINTED	1320	BUSTOS MEDIA HOLDINGS, LLC	1,830.00	0.00	
702780	04/22/2022	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	169.80	04/26/2022
702781	04/22/2022	PRINTED	998	CINTAS CORPORATION	0.00	886.34	04/29/2022
702782	04/22/2022	PRINTED	685	COLUMBIA BANK	0.00	895.32	04/29/2022
702783	04/22/2022	PRINTED	369	EHS-INTERNATIONAL INC	0.00	8,175.00	04/27/2022
702784	04/22/2022	PRINTED	370	ELITE PROPERTY INVESTMENTS LLC	11,829.61	0.00	
702785	04/22/2022	PRINTED	390	FAIRVEGA LIBRARY SERVICES	0.00	445.50	04/26/2022
702786	04/22/2022	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	498.27	04/29/2022
702787	04/22/2022	PRINTED	710	IRON MOUNTAIN INC	0.00	196.43	04/28/2022
702788	04/22/2022	PRINTED	211	MIDWEST TAPE	0.00	6,411.05	04/27/2022
702789	04/22/2022	PRINTED	2261	MISSISSIPPI VALLEY LIBRARY DISTRICT	6.25	0.00	
702790	04/22/2022	PRINTED	1037	PIERCE COUNTY SEWER	0.00	1,262.89	04/26/2022
702791	04/22/2022	PRINTED	762	PRINT NW LLC	0.00	403.55	04/26/2022
702792	04/22/2022	PRINTED	61	RICOH USA INC	0.00	710.91	04/28/2022
702793	04/22/2022	PRINTED	2097	SENTINEL PEST CONTROL	994.70	0.00	
702794	04/22/2022	PRINTED	249	SMITH FIRE SYSTEMS INC	0.00	4,266.66	04/26/2022
702795	04/22/2022	PRINTED	285	CITY OF SUMNER	0.00	1,098.82	04/27/2022
702796	04/22/2022	PRINTED	603	UNIVERSITY PLACE CIVIC BUILDING	76,211.32	0.00	
702797	04/22/2022	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	1,090.20	04/27/2022
702798	04/22/2022	PRINTED	810	WAYNES ROOFING INC	0.00	2,594.37	04/26/2022
702799	04/28/2022	PRINTED	155	DELL MARKETING LP	1,238.12	0.00	
702800	04/28/2022	PRINTED	2063	PACIFICA LAW GROUP LLP	2,305.50	0.00	
702801	04/28/2022	PRINTED	762	PRINT NW LLC	26,935.84	0.00	
702802	04/28/2022	PRINTED	782	XEROX CORPORATION	182.01	0.00	
702803	04/28/2022	PRINTED	61	RICOH USA INC	3,819.25	0.00	
702804	04/28/2022	PRINTED	2059	BECKY SPRATFORD	650.00	0.00	
702805	04/28/2022	PRINTED	1814	ASHLEY CRUTE	200.00	0.00	
702806	04/28/2022	PRINTED	1095	ZOOBEAN INC	7,095.00	0.00	
702807	04/29/2022	PRINTED	341	BAKER & TAYLOR	13,744.92	0.00	
702808	04/29/2022	PRINTED	341	BAKER & TAYLOR	4,731.83	0.00	
702809	04/29/2022	PRINTED	1789	BARSNESS GROUP	19,810.00	0.00	
702810	04/29/2022	PRINTED	427	BLACKSTONE PUBLISHING	105.75	0.00	

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
702811	04/29/2022	PRINTED	2172	KENDARE BLAKE LLC	375.00	0.00	
702812	04/29/2022	PRINTED	642	BUILDINGWORK LLC	2,282.80	0.00	
702813	04/29/2022	PRINTED	657	CENGAGE LEARNING INC / GALE	425.74	0.00	
702814	04/29/2022	PRINTED	2185	ARTHUR HAL MENG	250.00	0.00	
702815	04/29/2022	PRINTED	998	CINTAS CORPORATION	467.42	0.00	
702816	04/29/2022	PRINTED	129	COOS BAY PUBLIC LIBRARY	27.95	0.00	
702817	04/29/2022	PRINTED	155	DELL MARKETING LP	51,664.07	0.00	
702818	04/29/2022	PRINTED	365	EBSCO	9,671.96	0.00	
702819	04/29/2022	PRINTED	405	FLOHAWKS	247.50	0.00	
702820	04/29/2022	PRINTED	455	GORDON THOMAS HONEYWELL LLP	3,450.85	0.00	
702821	04/29/2022	PRINTED	482	HERMANSON COMPANY LLP	38,787.53	0.00	
702822	04/29/2022	PRINTED	703	INGRAM LIBRARY SERVICES	335.69	0.00	
702823	04/29/2022	PRINTED	1886	LAMAR COMPANIES	1,755.00	0.00	
702824	04/29/2022	PRINTED	2245	FAITH MATTHEWS	375.00	0.00	
702825	04/29/2022	PRINTED	2244	MCCLURE & SCOTT MANUFACTURING LLC	375.00	0.00	
702826	04/29/2022	PRINTED	211	MIDWEST TAPE	11,366.83	0.00	
702827	04/29/2022	PRINTED	227	MOUNTAIN MIST	41.05	0.00	
702828	04/29/2022	PRINTED	520	CITY OF ORTING	10,200.00	0.00	
702829	04/29/2022	PRINTED	552	PENINSULA LIGHT CO	1,688.62	0.00	
702830	04/29/2022	PRINTED	776	PUGET SOUND ENERGY	3,692.24	0.00	
702831	04/29/2022	PRINTED	776	PUGET SOUND ENERGY	811.97	0.00	
702832	04/29/2022	PRINTED	61	RICOH USA INC	463.84	0.00	
702833	04/29/2022	PRINTED	2097	SENTINEL PEST CONTROL	307.16	0.00	
702834	04/29/2022	PRINTED	249	SMITH FIRE SYSTEMS INC	640.00	0.00	
702835	04/29/2022	PRINTED	290	SURPRISE LAKE SQUARE LLC	11,762.59	0.00	
702836	04/29/2022	PRINTED	2246	LYDIA K VALENTINE	375.00	0.00	
702837	04/29/2022	PRINTED	811	WCP SOLUTIONS	1,726.16	0.00	
702838	04/29/2022	PRINTED	2193	WETHERHOLT AND ASSOCIATES INC	7,623.25	0.00	
702839	04/29/2022	PRINTED	2008	ZPROCIS SOLUTIONS INC	3,036.00	0.00	
					344,992.32	1,140,957.30	1,485,949.62

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# MEMO



Date: May 3, 2022

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

From: Kristina Cintron, Facilities Manager

Subject: Administrative Center Library (ACL) Elevator Modernization

The two existing elevators in ACL were built with components (Dover DMC) that will be obsolete and no longer be manufactured for replacement after June 2023. If replacement parts are required for repairs, there will not be a source to procure those parts.

A modernization project is proposed to upgrade the elevator system with new, more readily available components and bring the fire and life safety features to current codes. The modernization of the elevators will increase durability and reliability, reduce energy consumption, and reduce operational cost. This project will keep the elevators operational without fear of disruption of service to search for irreplaceable parts should repairs be needed in the future.

The estimate for elevator #1 is approximately \$113,000 plus tax and elevator #2 is approximately \$110,000 plus tax. A 10% price increase is expected in or after June 2022, if we are not in signed contract with the vendor (TK Elevator Corp.) to do this work.

We are seeking approval to initiate a contract with TK Elevator Corp. to perform the modernization of both elevators. Total project cost will be approximately \$250,000 for both elevators. Upon Board approval, we will enter into contract with TK Elevator Corp. to modernize each car sequentially to ensure the building will always have one operating elevator during the project.

Given the emergent nature of the project and the cost savings in getting the work done sooner than later, two Board motions are required. TK Elevator Corp. currently performs service maintenance to these elevators, so we ask that we continue with them as they know our elevators and environment, rather than to solicit public bids. Because this project is ending up over \$150,000, we need the Board to approve the purchase order. While the project was in the budget, the actual scope of the work will require adjustments to capital spending, which we will do accordingly.

***Motion #1: Move to approve a sole-source contract with TK Elevator Corp. to perform the work as stated.***

***Motion #2: Move to approve a purchase order in the amount not to exceed \$250,000 with TK Elevator Corp. to perform the work as stated.***

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# MEMO



Date: 4/29/2022

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

From: Kristina Cintron, Facilities Manager

Subject: Facilities Equipment Surplus and Recycling Request

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

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

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

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

**Surplus valued at \$50 or more**

QTY	ITEM	REASON FOR DISPOSAL	Est. Value (total)	Location
1	Oklahoma Sound Lectern	No longer using for COVID response	\$100	Bluebird Garage
1	Bookcase	Obsolete	\$100	System Storage
1	Rolling pedestal cabinet	Obsolete	\$51	System storage
1	Puppet stage	Program discontinued	\$100	System Storage
2	6x3.5-ft whiteboards	Obsolete	\$50	System Storage
2	11-ft wide whiteboards	Obsolete	\$200	Bluebird garage
1	Flammable Supply storage cabinet	Obsolete	\$200	COM print shop

**Surplus valued UNDER \$50**

QTY	ITEM	REASON FOR DISPOSAL	Est. Value (total)	Location
1	Medium-sized whiteboard	Obsolete	\$25	System Storage



**RESOLUTION NO. 2022-07**

**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.

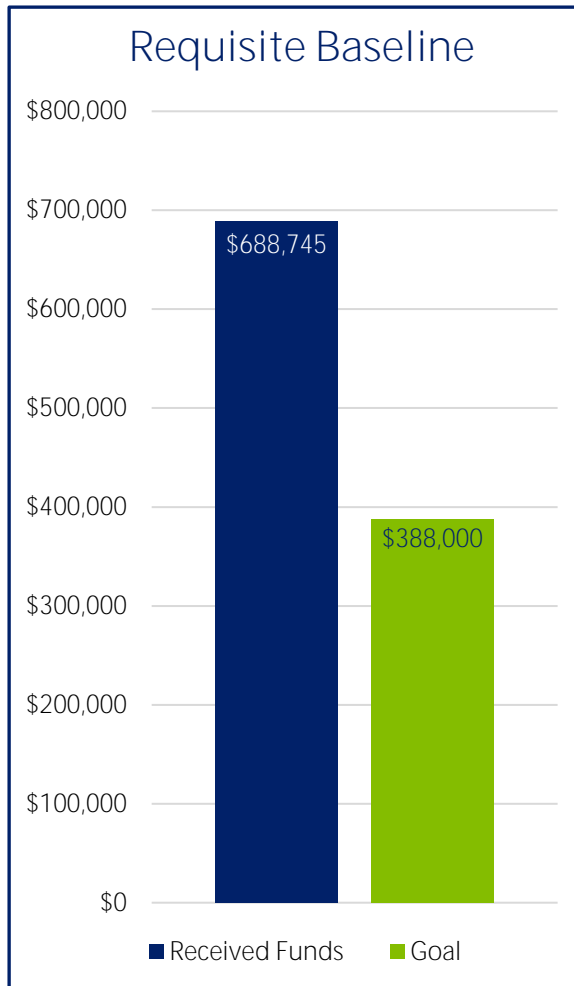
**PASSED AND APPROVED THIS 11TH DAY OF MAY, 2022.**

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

# Routine Reports



## Fundraising Performance Dashboard



Goal = PCLS/Foundation annual agreement

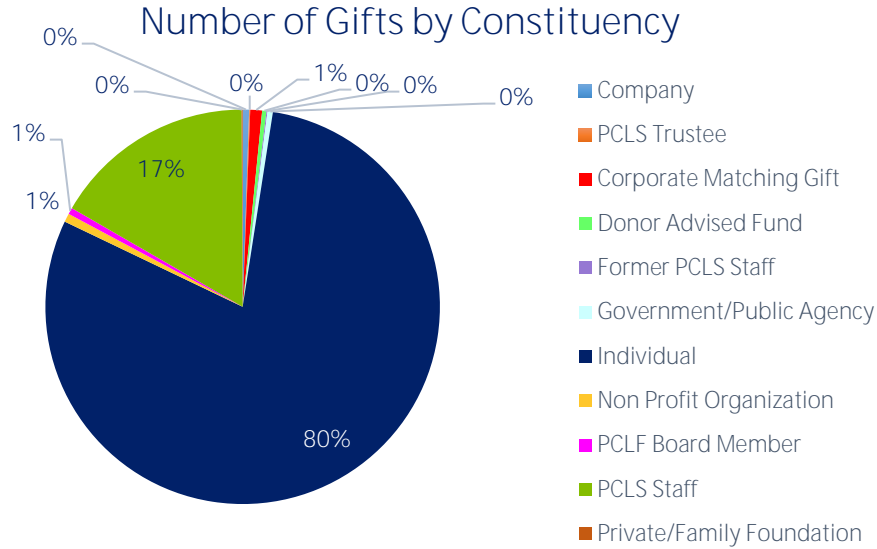


Goal = Impact Commitment (\$300,000) + Foundation budget (\$65,000)

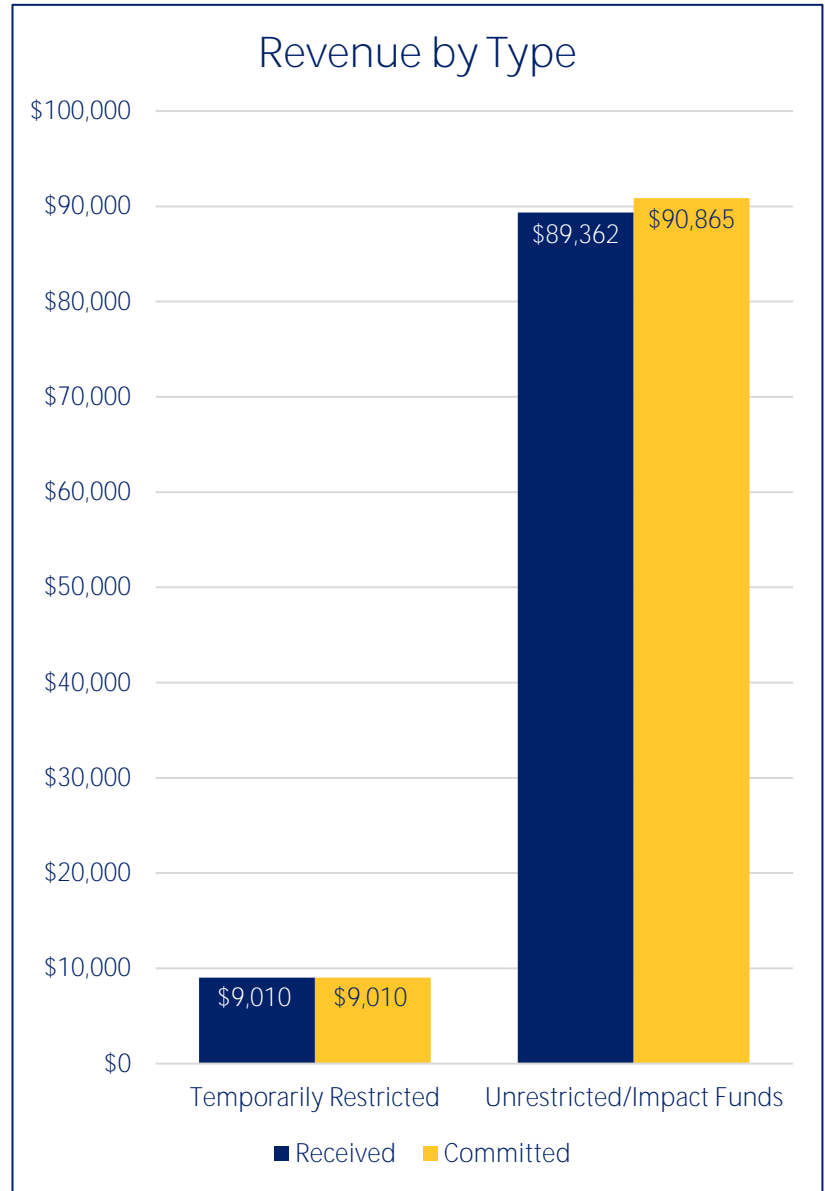
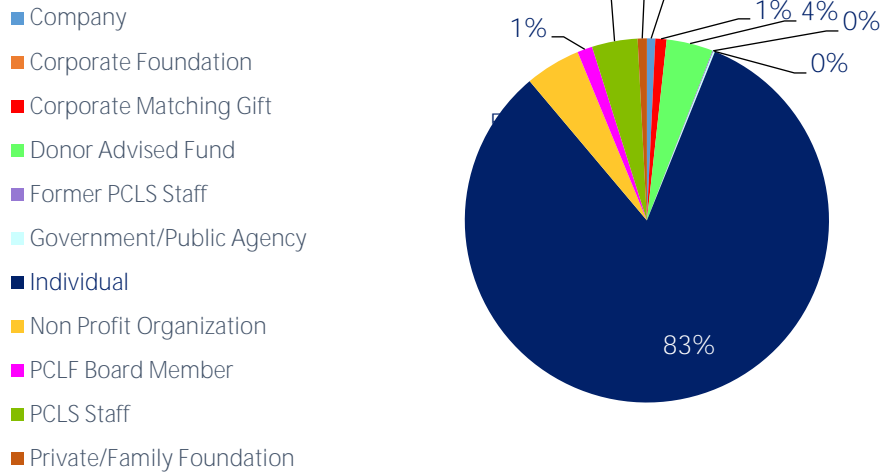


Goal = to achieve by 12/31/2023

# Annual Campaign Statistics



### Gift Revenue by Constituency



## Annual Campaign Donors by Lifecycle Status

### Continuing donors - Year to date

Continuing donors	Continuing donor rate	Continuing donor revenue	Continuing donor revenue rate	LYBUNT donors	LYBUNT revenue
473	38.83%	\$81,666.00	22.44%	745	\$328,803.00

### Continuing donors - First year donor

Continuing donors	Continuing donor rate	Continuing donor revenue	Continuing donor revenue rate	LYBUNT donors	LYBUNT revenue
49	26.34%	\$4,280	5.51%	137	\$17,562.00

### New donors - Year to date

New donors	New donor rate	New donor revenue	New donor revenue rate
91	3.22%	\$8,453	22.95%

### Returning donors - Year to date

Returning donors	Returning donor rate	Returning donor revenue	Returning donor revenue rate
145	9.90%	\$9,335	14.30%

## Updates

What's going well

- Recruitment meetings & discussions with potential board members
- Wrapping up Library Giving Day final tabulations
- Submission of LCIP grant request
- Planned Giving Program forming into more formal program

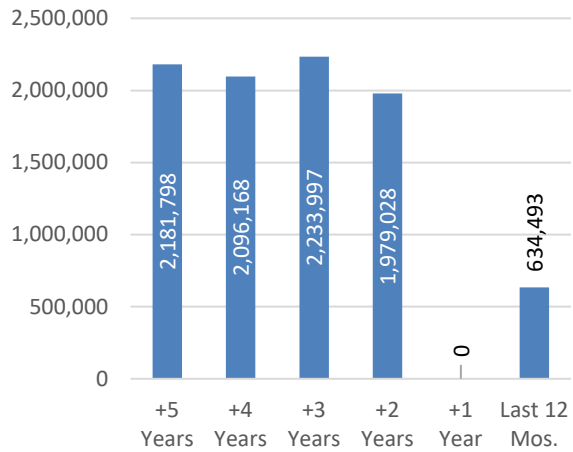
Areas to capitalize on

## Terms Defined

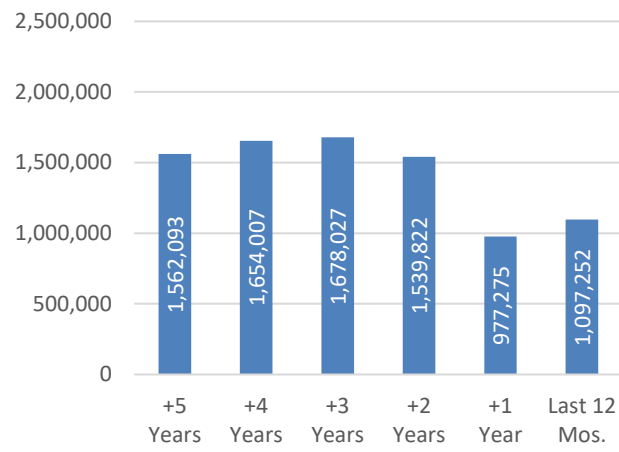
- Requisite Baseline: The minimum required amount of funds distributed to PCLS in fulfillment of the annual agreement value between PCLS & Foundation. Funds originate from the annual campaign, capital campaign, or other.
- Annual Campaign: Raised funds are first applied to fulfill the budgeted Impact Commitment with PCLS, and then to fulfill the Foundation's annual operational budget. Funds exceeding goal are applied to a Reserve Fund. \* (\*in process)
- Capital Campaign: Funds required to fulfill the PCLS/PCLF Spark! Future Libraries projects.
- Total Committed Revenue: All cash gifts + pledges
- Unrestricted Revenue: Undesignated funds which PCLF Board can commit all or a portion to PCLS for agreed upon programs/services in fiscal year
- Temporarily Restricted Revenue: Designated funds (typically) from sources like Friends groups, GTCF, etc., in support of priority and/or special PCLS projects
- Constituency: A group of donors/prospects categorized to ensure more personalized, meaningful engagement
- Constituency Gifts: The number of gifts, not necessarily number of donors, from each donor constituency
- Constituency Revenue: All committed revenue from each donor constituency
- New Donor Rate (YTD): How the total number of new donors acquired in the current fiscal year compares to the number of constituents who gave over the previous five years
- New Donor Revenue Rate (YTD): How much new donors gave - in total - during the current fiscal year
- Continuing Donor Rate (YTD): How the total number of donors from the previous year - as a percentage - gave again during current year
- Continuing Donor Revenue Rate (YTD): How retained revenue amount compares to previous year's overall giving from retained donors
- Continuing Donors (1st year): A donor who gave their first gift in the previous fiscal year and again in the current fiscal year
- Returning Donor Rate (YTD): How the total number of donors who lapsed in their giving last year and have given again this year compares to everyone who gave two to five years ago but not last year

# Customers / Visits - March 2022

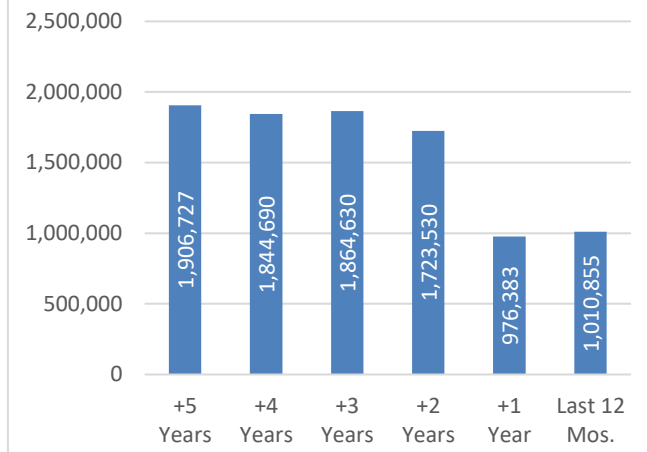
## Branch Visits



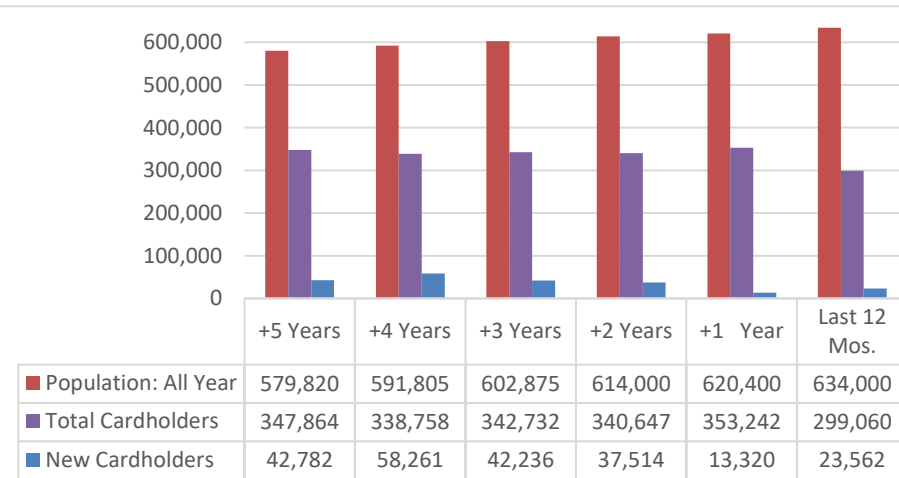
## Catalog Visits



## Website Visits



## PCLS Cardholder Statistics



## March and Rolling 12-Month Comparison

	March 2022	March 2021	% Change Mar. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
Branch Visits	85,796	0	-	634,493	0	-
Catalog Visits	94,748	97,346	-2.7%	1,097,252	977,275	12.3%
Public Website Visits	82,480	90,807	-9.2%	1,010,855	976,383	3.5%

## Technology

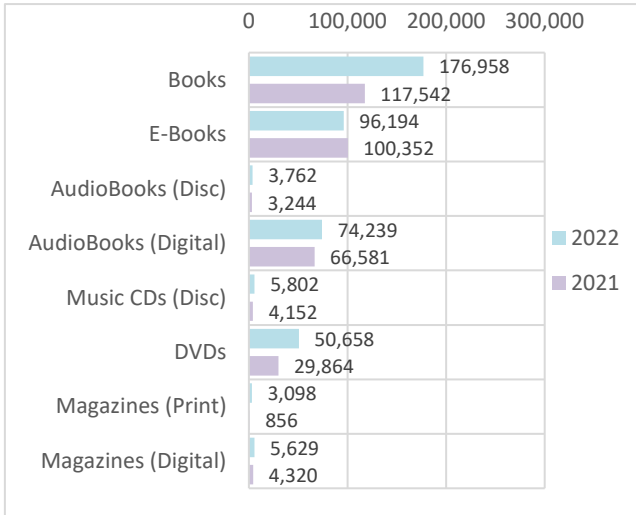
	March 2022	March 2021	% Change Mar. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
PC/Laptop Sessions	10,363	223	4547.1%	63,594	245	25856.7%
Wi-Fi Sessions	52,925	27,305	93.8%	506,903	184,583	174.6%

## Public Spaces Usage

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

# Collection Use - March 2022

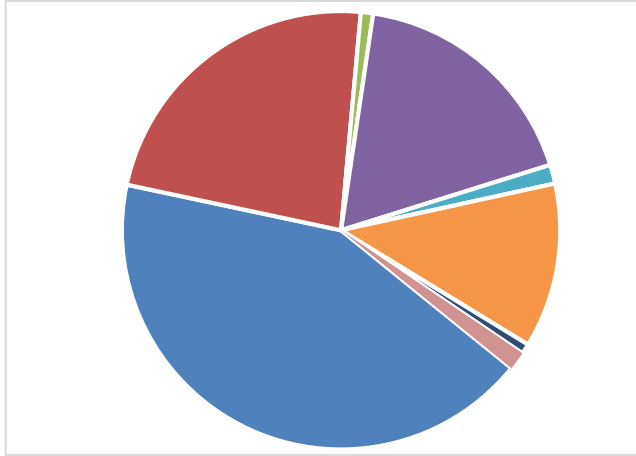
## March 2022 vs March 2021 Checkouts



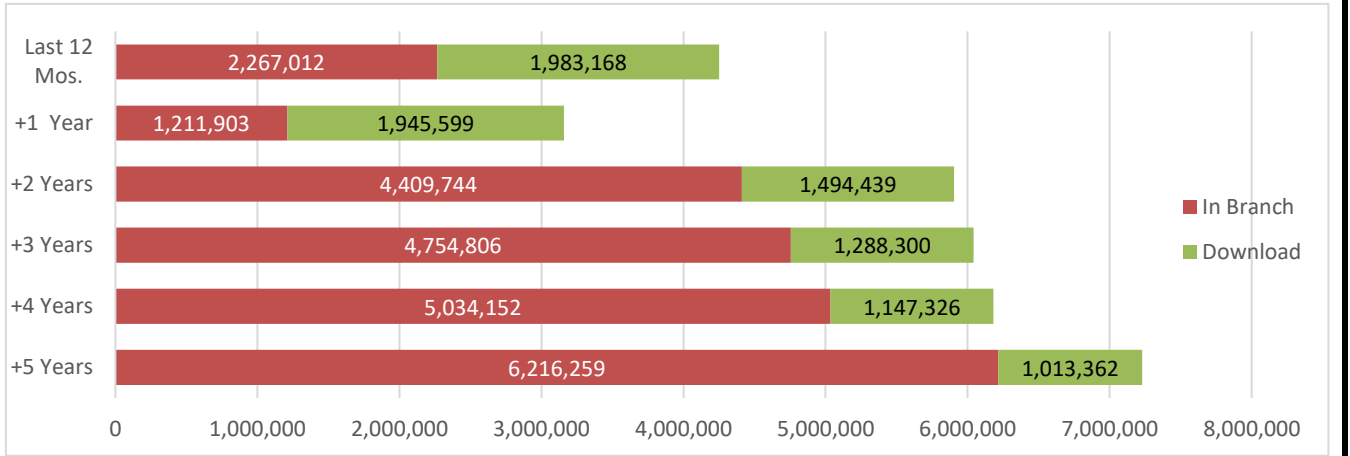
## Data Table

Categories	February 2022	March 2022	March 2021	% Change of Mar. Year Over Year	% of Total Mar. 2022 Checkouts	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change 12 Months Year Over Year
Books	153,997	176,958	117,542	50.55%	42.50%	1,719,704	885,354	94.24%
E-Books	88,742	96,194	100,352	-4.14%	23.10%	1,112,706	1,148,855	-3.15%
AudioBooks (Disc)	3,133	3,762	3,244	15.97%	0.90%	41,705	27,106	53.86%
AudioBooks (Digital)	66,862	74,239	66,581	11.50%	17.83%	812,508	716,954	13.33%
Music CDs (Disc)	5,187	5,802	4,152	39.74%	1.39%	64,678	36,625	76.60%
DVDs	44,440	50,658	29,864	69.63%	12.17%	494,005	246,210	100.64%
Magazines (Print)	2,588	3,098	856	261.92%	0.74%	29,158	2,219	1214.02%
Magazines (Digital)	5,381	5,629	4,320	30.30%	1.35%	62,763	110,360	-43.13%
<b>Totals:</b>	<b>370,330</b>	<b>416,340</b>	<b>326,911</b>	<b>27.36%</b>	<b>100.00%</b>	<b>4,337,227</b>	<b>3,173,683</b>	<b>36.66%</b>

## Checkouts By Format - March 2022



## Collection Checkouts

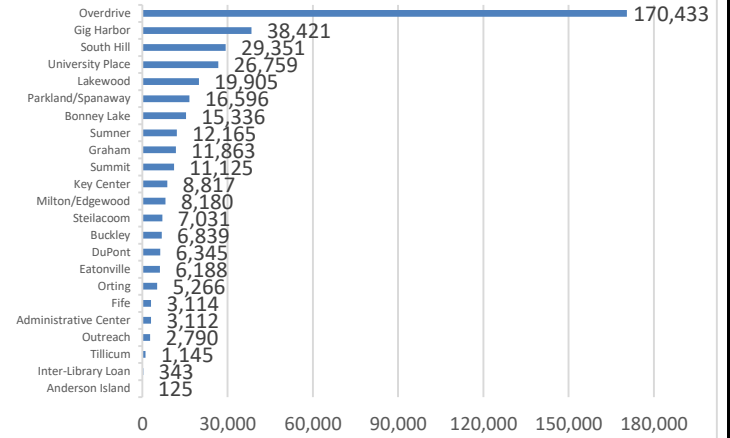




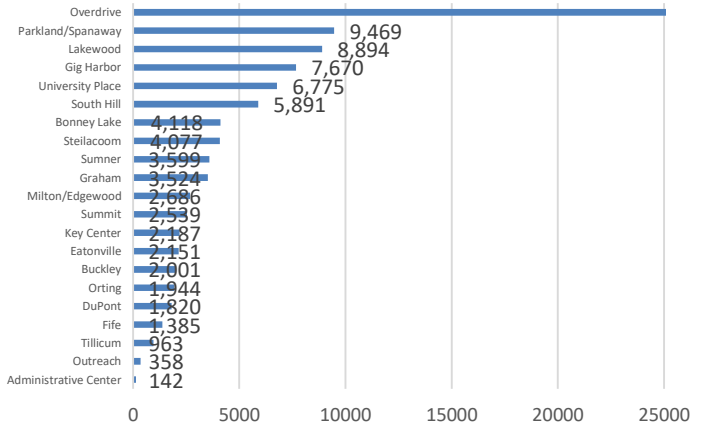
# Activity - March 2022

Location	Checkouts				Visitors			
	Mar. 2022	Last 12 Mo.	+1 Year	% Change	Mar. 2022	Last 12 Mo.	+1 Year	% Change
Administrative Center	3,112	26,895	49,988	-46.2%	142	1,156	0	-
Anderson Island	125	4,254	1,954	117.7%	No Door Counter for Anderson Island			
Bonney Lake	15,336	127,881	28,891	342.6%	4,118	32,543	953	3314.8%
Buckley	6,839	60,538	48,332	25.3%	2,001	17,217	3,759	358.0%
DuPont	6,345	67,054	29,987	123.6%	1,820	16,146	1,528	956.7%
Eatonville	6,188	53,022	33,511	58.2%	2,151	18,719	1,789	946.3%
Fife	3,114	29,543	20,586	43.5%	1,385	9,284	2,699	244.0%
Gig Harbor	38,421	386,660	88,385	337.5%	7,670	64,148	1,191	5286.1%
Graham	11,863	124,150	145,779	-14.8%	3,524	25,623	7,550	239.4%
Inter-Library Loan	343	3,015	32,187	-90.6%	No "visitors" for Inter-Library Loan			
Key Center	8,817	88,279	17,422	406.7%	2,187	20,291	3,486	482.1%
Lakewood	19,905	183,281	56,898	222.1%	8,894	61,478	2,164	2740.9%
Milton / Edgewood	8,180	83,838	79,606	5.3%	2,686	21,045	9,434	123.1%
Orting	5,266	49,085	34,103	43.9%	1,944	14,104	2,733	416.1%
Overdrive	170,433	1,925,214	1,865,809	3.2%	25,548	293,160	277,461	5.7%
Outreach	2,790	23,556	18,548	27.0%	358	2,334	1,660	40.6%
Parkland / Spanaway	16,596	152,125	32,443	368.9%	9,469	63,162	425	14761.6%
South Hill	29,351	279,370	61,510	354.2%	5,891	43,836	9,680	352.9%
Steilacoom	7,031	72,465	103,018	-29.7%	4,077	32,695	6,100	436.0%
Summit	11,125	114,349	46,592	145.4%	2,539	19,846	3,432	478.3%
Sumner	12,165	121,996	69,623	75.2%	3,599	27,027	2,951	815.9%
Tillicum	1,145	10,072	55,064	-81.7%	963	7,183	4,086	75.8%
University Place	26,759	266,198	53,656	396.1%	6,775	50,860	1,438	3436.9%
<b>Total</b>	<b>411,249</b>	<b>4,252,840</b>	<b>2,973,892</b>	<b>43.0%</b>	<b>97,741</b>	<b>841,857</b>	<b>344,519</b>	<b>144.4%</b>

## March Checkouts



## March Visitors



## Branch Closure Information - Last 12 Months

Location	Start Date	End Date	Duration	Notes	Location	Start Date	End Date	Duration
System-wide	3/14/2020	6/1/2021	1 yr. 3 mos.	Covid-19				
System-wide	12/26/2021	12/27/2021	2 days	Snow storm				
Key Center	12/28/2021	1/5/2022	9 days	HVAC repairs				
System-wide	12/30/2021	12/30/2021	1 day	Snow storm				
Graham	3/10/2022	3/10/2022	1 day	Road construction				

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

# Monthly Financial Reports

## March 31, 2022

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

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

### General Fund

#### March

- **53502. Includes computer replacements.**
- **54120. Includes auditor billings, Barsness Group, et al.**
- **54150. Includes legal consultation work related to Sumner.**

#### February

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

#### January

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

### Capital Improvement Projects Fund

#### March

- **54160. Includes BuildingWork architectural services for creating standard building templates.**
- **56420. Includes equipment for IT server room environmental controls.**

#### February

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

#### January

- 54150. Includes legal assistance for the Sumner project.

**Special Purpose Fund**

January-March

- No activity.

**Election Fund**

January- March

- No significant activity other than receipt of investment earnings.

**Property & Facility Fund**

January- March

- No significant activity other than receipt of investment earnings.

**Levy Sustainability Fund**

January- March

- No significant activity other than receipt of investment earnings.

**Debt Service Fund**

January- March

- No significant activity other than receipt of investment earnings.

**US BANK Clearing Distributions**

<u>Fiscal Month</u>	<u>Original Payment</u>	<u>General Fund Posting</u>	<u>Capital Fund Posting</u>	<u>Outstanding*</u>
January 2022	\$ 172,472.87	\$ 172,472.87	\$ - 0 -	\$ - 0 -
February 2022	567,606.76	567,606.76	- 0 -	- 0 -
March 2022	471,075.72	472,780.46	- 0 -	(1,704.74)
April 2022				
May 2022				
June 2022				
July 2022				
August 2022				
September 2022				
October 2022				
November 2022				
December 2022				
2022 YTD	\$ 1,211,155.35	\$ 1,212,860.09	\$ - 0 -	\$ (1,704.74)

PIERCE COUNTY LIBRARY SYSTEM  
STATEMENT OF FINANCIAL POSITION  
March 31, 2022

	GENERAL FUND	SPECIAL PURPOSE FUND	LEVY SUSTAINABILITY FUND	ELECTION FUND	PROPERTY AND FACILITY FUND	DEBT SERVICE FUND	CAPITAL IMPROVEMENT PROJECTS FUND	TOTAL ALL FUNDS
<b>ASSETS</b>								
<b>Current Assets</b>								
Cash	\$ 2,165,105	\$ -	\$ 3,879	\$ 480	\$ 1,245	\$ 130	\$ 231,864	\$ 2,402,702
Investments	\$ 2,570,219	\$ -	\$ 11,126,683	\$ 1,118,800	\$ 3,371,733	\$ 88,604	\$ 5,091,974	\$ 23,368,013
Accrued Interest on Investments	\$ 3,607	\$ -	\$ 184	\$ (342)	\$ (1,012)	\$ 7	\$ (1,919)	\$ 525
<b>Total Current Assets</b>	<b>\$ 4,738,930</b>	<b>\$ -</b>	<b>\$ 11,130,747</b>	<b>\$ 1,118,938</b>	<b>\$ 3,371,966</b>	<b>\$ 88,740</b>	<b>\$ 5,321,919</b>	<b>\$ 25,771,240</b>
<b>TOTAL ASSETS</b>	<b>\$ 4,738,930</b>	<b>\$ -</b>	<b>\$ 11,130,747</b>	<b>\$ 1,118,938</b>	<b>\$ 3,371,966</b>	<b>\$ 88,740</b>	<b>\$ 5,321,919</b>	<b>\$ 25,771,240</b>
<b>LIABILITIES</b>								
<b>Current Liabilities</b>								
Warrants Payable*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sales Tax Payable*	\$ 35	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35
Payroll Payable	\$ (1,244)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,244)
US Bank Payable*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Current Liabilities</b>	<b>\$ (1,208)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (1,208)</b>
<b>TOTAL LIABILITIES</b>	<b>\$ (1,208)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (1,208)</b>
<b>FUND BALANCE</b>								
Reserve for Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Election Set-Aside		\$ -	\$ -	\$ 1,021,347	\$ -			\$ 1,021,347
Land/Property/Facility Set-Aside		\$ -	\$ -	\$ -	\$ 3,019,930			\$ 3,019,930
Unreserved Fund Balance	\$ 4,740,139	\$ -	\$ 11,130,747	\$ 97,591	\$ 352,036	\$ 88,740	\$ 5,321,919	\$ 21,731,172
<b>TOTAL FUND BALANCE</b>	<b>\$ 4,740,139</b>	<b>\$ -</b>	<b>\$ 11,130,747</b>	<b>\$ 1,118,938</b>	<b>\$ 3,371,966</b>	<b>\$ 88,740</b>	<b>\$ 5,321,919</b>	<b>\$ 25,772,449</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 4,738,930</b>	<b>\$ -</b>	<b>\$ 11,130,747</b>	<b>\$ 1,118,938</b>	<b>\$ 3,371,966</b>	<b>\$ 88,740</b>	<b>\$ 5,321,919</b>	<b>\$ 25,771,240</b>
<hr/>								
<b>BEGINNING FUND BALANCE, 01/01/21</b>	<b>\$ 10,529,353</b>	<b>\$ -</b>	<b>\$ 11,126,968</b>	<b>\$ 1,118,558</b>	<b>\$ 3,370,821</b>	<b>\$ 88,711</b>	<b>\$ 5,515,706</b>	<b>\$ 31,750,117</b>
YTD Revenue	\$ 3,147,453	\$ -	\$ 3,779	\$ 380	\$ 1,145	\$ 30	\$ 1,782	\$ 3,154,568
Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
YTD Expenditures	\$ (8,936,667)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (195,569)	\$ (9,132,236)
<b>ENDING FUND BALANCE, 03/31/22</b>	<b>\$ 4,740,139</b>	<b>\$ -</b>	<b>\$ 11,130,747</b>	<b>\$ 1,118,938</b>	<b>\$ 3,371,966</b>	<b>\$ 88,740</b>	<b>\$ 5,321,919</b>	<b>\$ 25,772,449</b>
<b>TAXES RECEIVABLE</b>	<b>\$ 40,900,205</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 40,900,205</b>

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

**PIERCE COUNTY LIBRARY SYSTEM  
COMPARATIVE STATEMENT OF FINANCIAL POSITION  
General Fund as of March 31, 2022**

	<i>HISTORICAL</i> 4/30/2021	<i>HISTORICAL</i> 5/31/2021	<i>HISTORICAL</i> 6/30/2021	<i>HISTORICAL</i> 7/31/2021	<i>HISTORICAL</i> 8/31/2021	<i>HISTORICAL</i> 9/30/2021	<i>HISTORICAL</i> 10/31/2021	<i>HISTORICAL</i> 11/30/2021	<i>HISTORICAL</i> 12/31/2021	<i>HISTORICAL</i> 1/31/2022	<i>HISTORICAL</i> 2/28/2022	<i>CURRENT</i> 3/31/2022
<b>ASSETS</b>												
<b>Current Assets</b>												
Cash	\$ 16,720,235	\$ 3,643,079	\$ 777,789	\$ 208,546	\$ 376,285	\$ 1,229,914	\$ 15,190,579	\$ 2,589,527	\$ 1,043,643	\$ 27,277	\$ 1,153,585	\$ 2,165,105
Investments	\$ 1,601,546	\$ 14,451,546	\$ 14,955,189	\$ 12,757,233	\$ 10,057,963	\$ 7,558,580	\$ 5,701,546	\$ 15,210,131	\$ 9,480,219	\$ 7,670,814	\$ 4,361,619	\$ 2,570,219
Accrued Interest on Investments	\$ 3,599	\$ 3,599	\$ 3,608	\$ 3,602	\$ 3,600	\$ 3,598	\$ 3,599	\$ 3,605	\$ 3,607	\$ 3,606	\$ 3,596	\$ 3,607
Deposits Refundable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Current Assets</b>	<b>\$ 18,325,379</b>	<b>\$ 18,098,224</b>	<b>\$ 15,736,585</b>	<b>\$ 12,969,382</b>	<b>\$ 10,437,848</b>	<b>\$ 8,792,092</b>	<b>\$ 20,895,724</b>	<b>\$ 17,803,264</b>	<b>\$ 10,527,468</b>	<b>\$ 7,701,697</b>	<b>\$ 5,518,800</b>	<b>\$ 4,738,930</b>
<b>TOTAL ASSETS</b>	<b>\$ 18,325,379</b>	<b>\$ 18,098,224</b>	<b>\$ 15,736,585</b>	<b>\$ 12,969,382</b>	<b>\$ 10,437,848</b>	<b>\$ 8,792,092</b>	<b>\$ 20,895,724</b>	<b>\$ 17,803,264</b>	<b>\$ 10,527,468</b>	<b>\$ 7,701,697</b>	<b>\$ 5,518,800</b>	<b>\$ 4,738,930</b>
<b>LIABILITIES</b>												
<b>Current Liabilities</b>												
Warrants Payable*	\$ 2,723	\$ 2,533	\$ 2,533	\$ 2,533	\$ 2,533	\$ 2,533	\$ 2,533	\$ 2,533	\$ 2,533	\$ 34	\$ -	\$ -
Sales Tax Payable*	\$ 98	\$ 98	\$ 98	\$ 98	\$ 110	\$ 106	\$ 111	\$ 108	\$ 99	\$ (114)	\$ (75)	\$ 35
Payroll Payable	\$ 136,354	\$ 156,680	\$ 174,002	\$ (1,286)	\$ (1,286)	\$ (1,286)	\$ (1,286)	\$ (1,244)	\$ (1,244)	\$ (1,244)	\$ (1,244)	\$ (1,244)
<b>Total Current Liabilities</b>	<b>\$ 139,175</b>	<b>\$ 159,311</b>	<b>\$ 176,633</b>	<b>\$ 1,344</b>	<b>\$ 1,356</b>	<b>\$ 1,353</b>	<b>\$ 1,358</b>	<b>\$ 1,397</b>	<b>\$ 1,387</b>	<b>\$ (1,324)</b>	<b>\$ (1,319)</b>	<b>\$ (1,208)</b>
<b>TOTAL LIABILITIES</b>	<b>\$ 139,175</b>	<b>\$ 159,311</b>	<b>\$ 176,633</b>	<b>\$ 1,344</b>	<b>\$ 1,356</b>	<b>\$ 1,353</b>	<b>\$ 1,358</b>	<b>\$ 1,397</b>	<b>\$ 1,387</b>	<b>\$ (1,324)</b>	<b>\$ (1,319)</b>	<b>\$ (1,208)</b>
<b>FUND BALANCE</b>												
Reserve for Encumbrance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unreserved Fund Balance	\$ 18,186,204	\$ 17,938,913	\$ 15,559,953	\$ 12,968,038	\$ 10,436,491	\$ 8,790,739	\$ 20,894,366	\$ 17,801,867	\$ 10,526,081	\$ 7,703,020	\$ 5,520,119	\$ 4,740,139
<b>TOTAL FUND BALANCE</b>	<b>\$ 18,186,204</b>	<b>\$ 17,938,913</b>	<b>\$ 15,559,953</b>	<b>\$ 12,968,038</b>	<b>\$ 10,436,491</b>	<b>\$ 8,790,739</b>	<b>\$ 20,894,366</b>	<b>\$ 17,801,867</b>	<b>\$ 10,526,081</b>	<b>\$ 7,703,020</b>	<b>\$ 5,520,119</b>	<b>\$ 4,740,139</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 18,325,379</b>	<b>\$ 18,098,224</b>	<b>\$ 15,736,585</b>	<b>\$ 12,969,382</b>	<b>\$ 10,437,848</b>	<b>\$ 8,792,092</b>	<b>\$ 20,895,724</b>	<b>\$ 17,803,264</b>	<b>\$ 10,527,468</b>	<b>\$ 7,701,697</b>	<b>\$ 5,518,800</b>	<b>\$ 4,738,930</b>
<b>PROPERTY TAXES RECEIVABLE</b>	<b>\$ 22,601,596</b>	<b>\$ 19,774,356</b>	<b>\$ 19,417,369</b>	<b>\$ 19,256,366</b>	<b>\$ 19,012,622</b>	<b>\$ 18,384,256</b>	<b>\$ 3,570,533</b>	<b>\$ 917,725</b>	<b>\$ 709,292</b>	<b>\$ 43,677,382</b>	<b>\$ 42,950,149</b>	<b>\$ 40,900,205</b>

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

**PIERCE COUNTY LIBRARY SYSTEM  
STATEMENT OF REVENUE & EXPENDITURES  
For the Period Ending March 31, 2022**



<i>GENERAL FUND - 01</i>	2022 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
<b>REVENUE</b>					
Property Tax & Related Income	\$ 41,557,400	\$ 2,883,133	\$ -	\$ 38,674,267	7%
Other Revenue	\$ 1,109,500	\$ 264,320	\$ -	\$ 845,180	24%
<b>TOTAL REVENUE</b>	<b>\$ 42,666,900</b>	<b>\$ 3,147,453</b>	<b>\$ -</b>	<b>\$ 39,519,447</b>	<b>7%</b>
<b>EXPENDITURES</b>					
Personnel/Taxes and Benefits	\$ 28,832,600	\$ 6,584,160	\$ -	\$ 22,248,440	23%
Materials	\$ 4,307,500	\$ 692,258	\$ -	\$ 3,615,242	16%
Maintenance and Operations	\$ 7,253,600	\$ 1,660,249	\$ -	\$ 5,593,351	23%
Transfers Out & Reserves	\$ 2,273,200	\$ -	\$ -	\$ 2,273,200	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 42,666,900</b>	<b>\$ 8,936,667</b>	<b>\$ -</b>	<b>\$ 33,730,233</b>	<b>21%</b>
Excess/(Deficit)		\$ (5,789,214)			
Additional Transfers Out		-			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ (5,789,214)</b>			

<i>CAPITAL IMPROVEMENT PROJECTS FUND - 30</i>	2022 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
<b>REVENUE</b>					
Use of Fund Balance	\$ 1,690,000	\$ -	\$ -	\$ 1,690,000	0%
Transfers In	\$ 2,000,000	\$ -	\$ -	\$ 2,000,000	0%
Other Revenue	\$ -	\$ 1,782	\$ -	\$ (1,782)	-
<b>TOTAL REVENUE</b>	<b>\$ 3,690,000</b>	<b>\$ 1,782</b>	<b>\$ -</b>	<b>\$ 3,688,218</b>	<b>0%</b>
<b>EXPENDITURES</b>					
Capital Improvement Projects	\$ 3,570,000	\$ 195,569	\$ -	\$ 3,374,431	5%
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,570,000</b>	<b>\$ 195,569</b>	<b>\$ -</b>	<b>\$ 3,374,431</b>	<b>5%</b>
Excess/(Deficit)		\$ (193,787)			
Additional Transfers In		-			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ (193,787)</b>			

<i>DEBT SERVICE FUND - 20</i>	2022 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
<b>REVENUE</b>					
Investment Income	\$ -	\$ 30	\$ -	\$ (30)	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 30</b>	<b>\$ -</b>	<b>\$ (30)</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 30</b>			

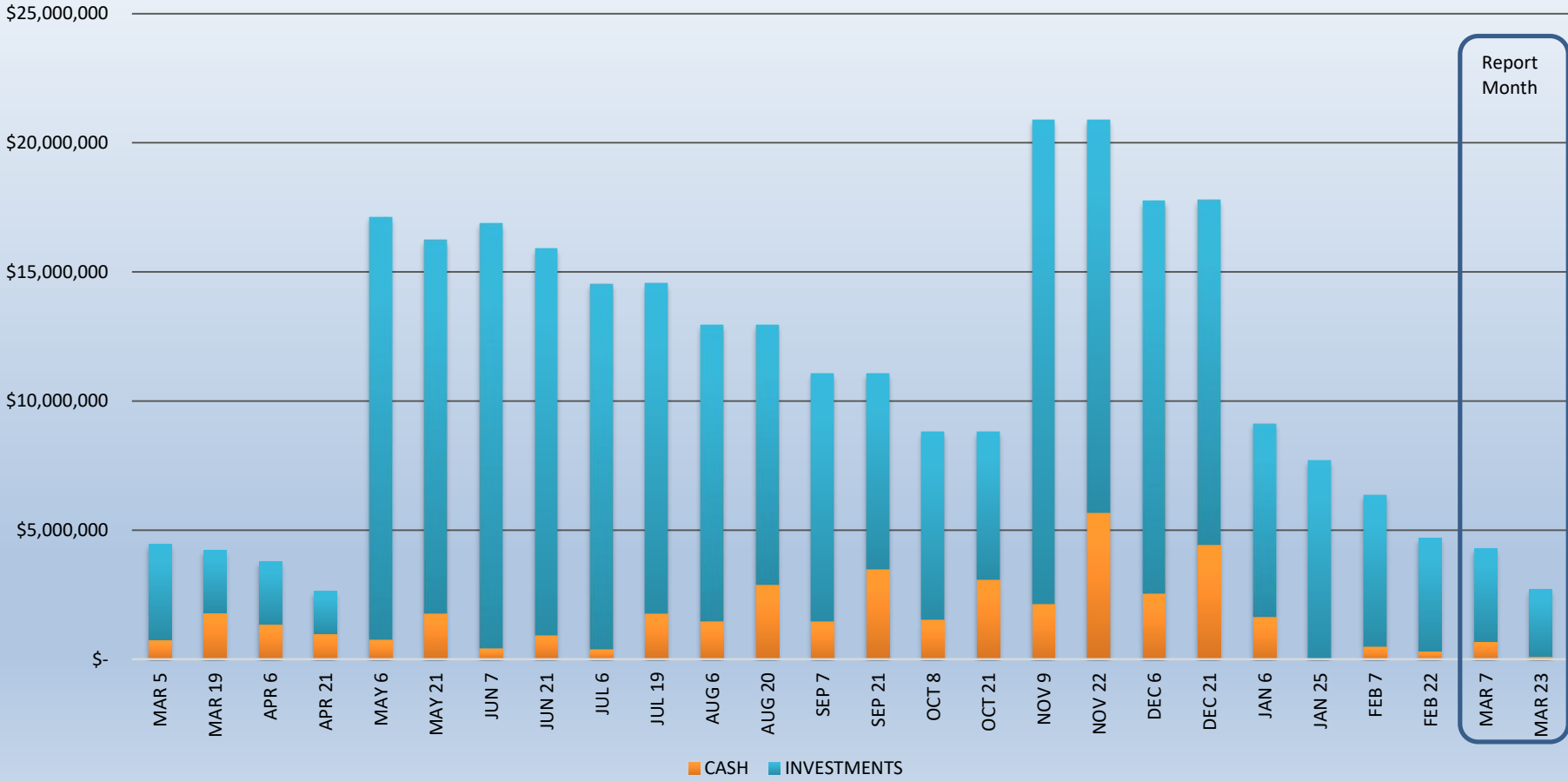
<i>SPECIAL PURPOSE FUND - 15</i>	2022 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
<b>REVENUE</b>					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ -	\$ -	\$ -	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>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

<i>LEVY SUSTAINABILITY FUND - 16</i>	2022 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
<b>REVENUE</b>					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 3,779	\$ -	\$ (3,779)	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 3,779</b>	<b>\$ -</b>	<b>\$ (3,779)</b>	<b>-</b>
<b>EXPENDITURES</b>					
Levy Sustainability Transfers	\$ -	\$ -	\$ -	\$ -	-
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
Excess/(Deficit)		\$ 3,779			
Additional Transfers Out		\$ -			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 3,779</b>			

<i>ELECTION FUND - 17</i>	2022 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
<b>REVENUE</b>					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 380	\$ -	\$ (380)	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 380</b>	<b>\$ -</b>	<b>\$ (380)</b>	<b>-</b>
<b>EXPENDITURES</b>					
Election Costs	\$ -	\$ -	\$ -	\$ -	-
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
Excess/(Deficit)		\$ 380			
Additional Transfers Out		\$ -			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 380</b>			

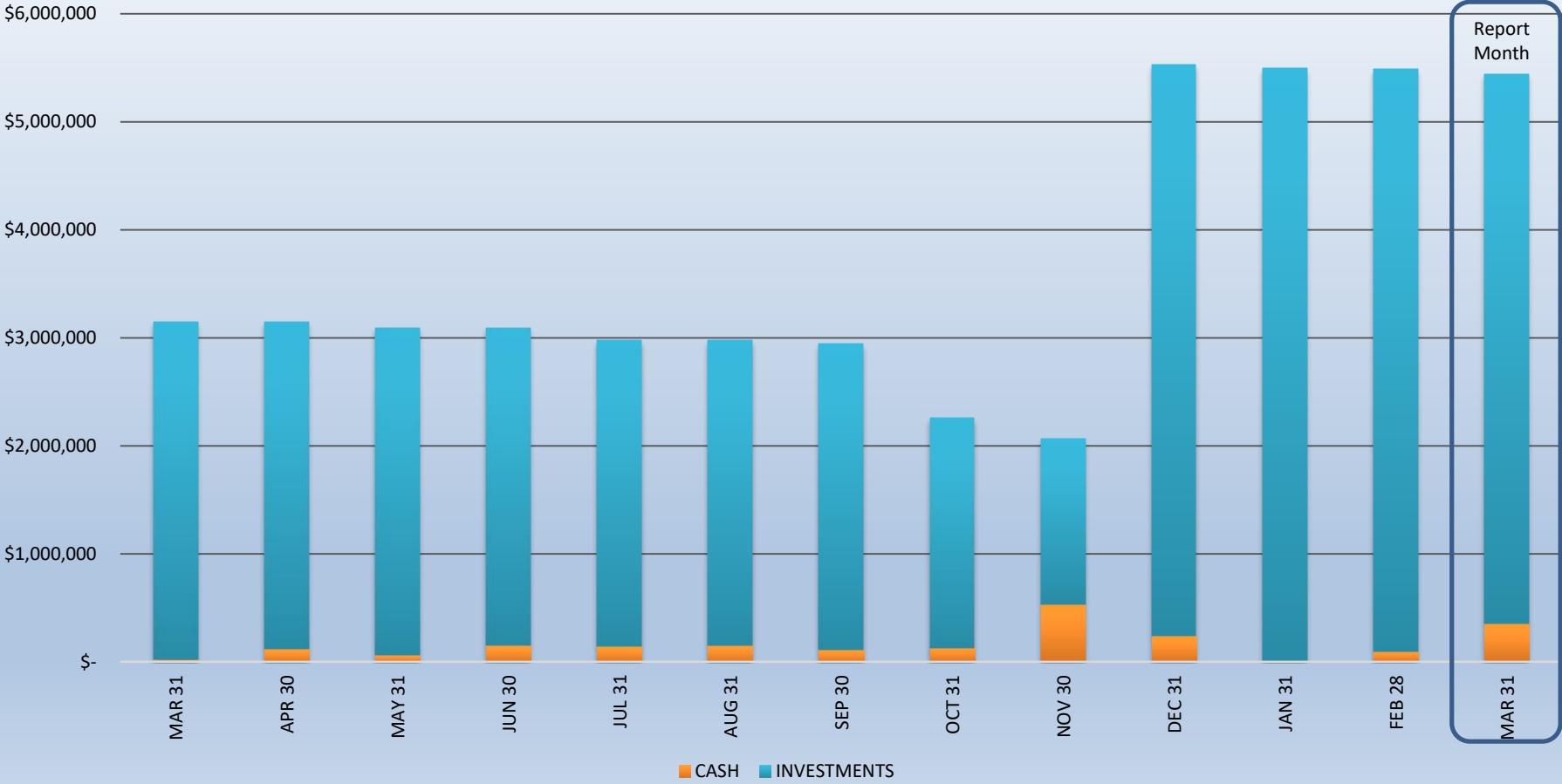
<i>PROPERTY AND FACILITY FUND - 18</i>	2022 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
<b>REVENUE</b>					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 1,145	\$ -	\$ (1,145)	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 1,145</b>	<b>\$ -</b>	<b>\$ (1,145)</b>	<b>-</b>
<b>EXPENDITURES</b>					
Property and Facilities	\$ -	\$ -	\$ -	\$ -	-
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
Excess/(Deficit)		\$ 1,145			
Additional Transfers Out		\$ -			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 1,145</b>			

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

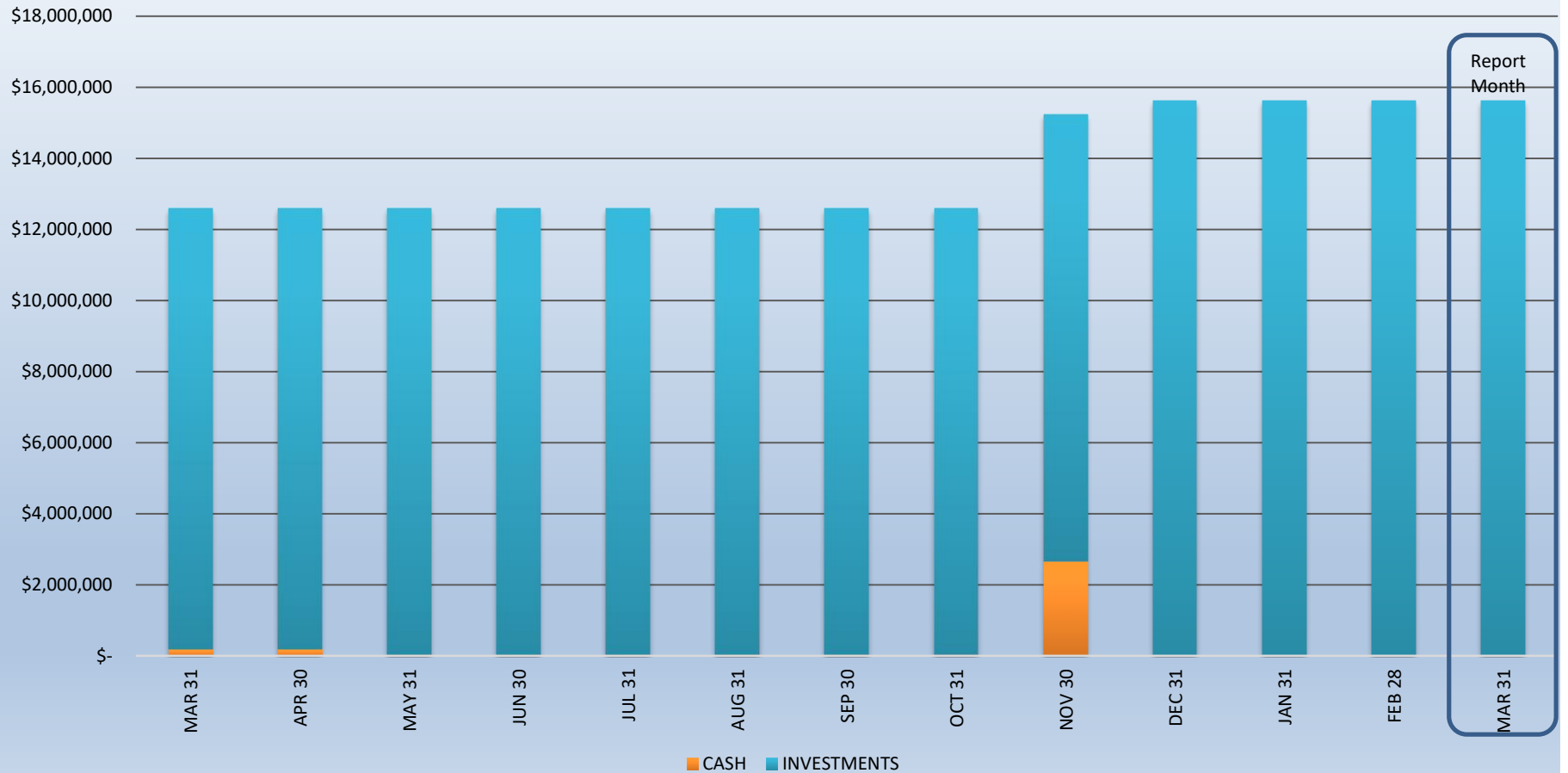




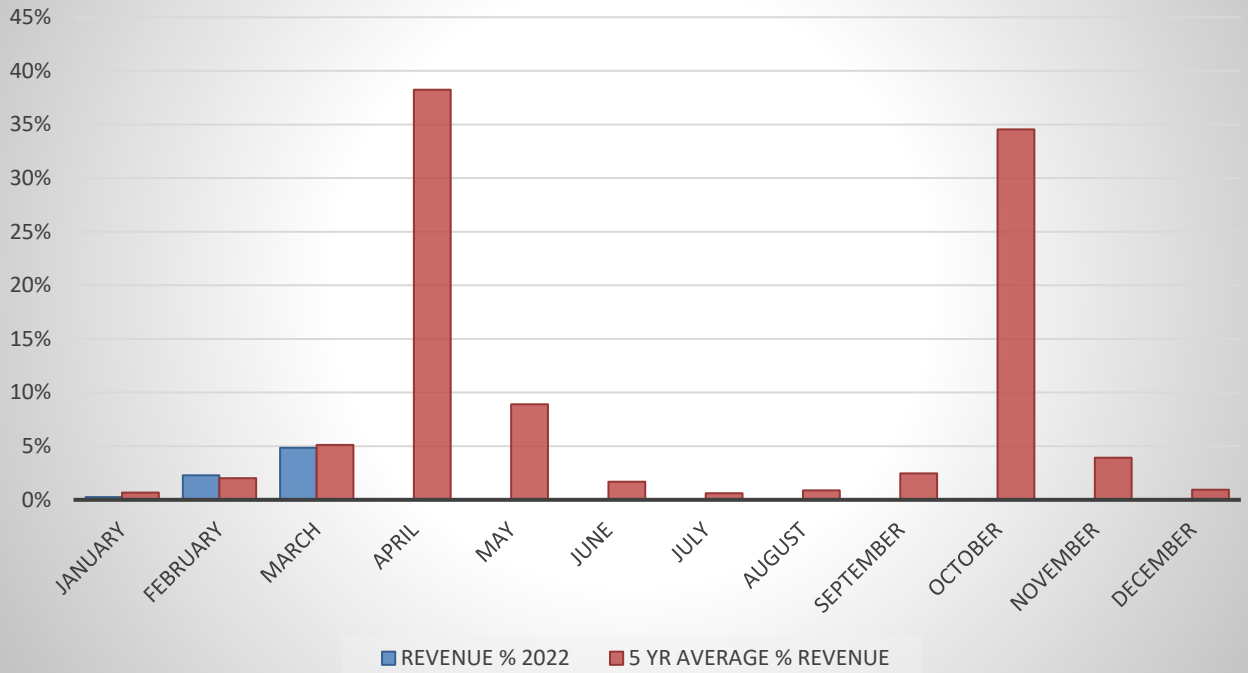
**CASH & INVESTMENTS - MONTHLY  
2022 - CAPITAL IMPROVEMENT FUND  
- 13 MONTHS MOVING -**



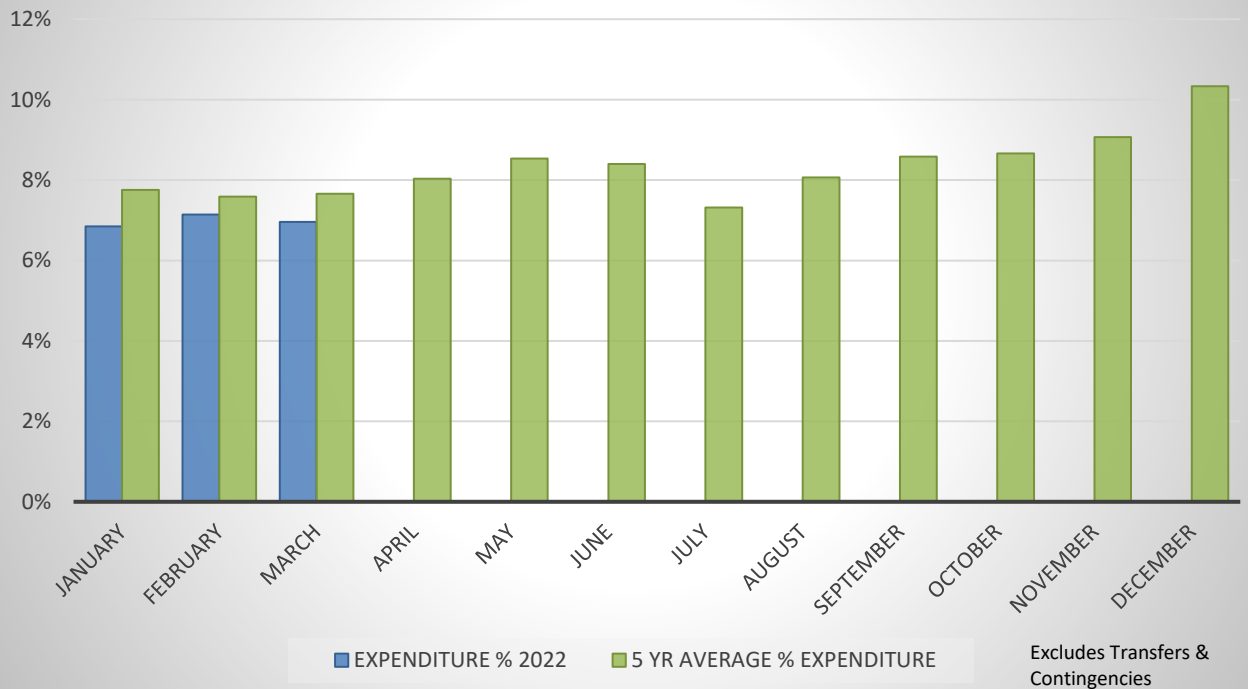
**CASH & INVESTMENTS - MONTHLY  
2022 - SPECIAL REVENUE FUNDS COMBINED  
- 13 MONTHS MOVING -**



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



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



Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 3/31/2022

**FUND: GENERAL FUND (01)**

Object	2022 Budget	March Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
31111 PROPERTY TAX--CURRENT	40,855,500.00	1,981,371.86	2,660,027.19	0.00	38,195,472.81	6.51
31112 PROPERTY TAX--DELINQUENT	517,900.00	62,626.11	201,146.17	0.00	316,753.83	38.84
31113 PROPERTY TAX--KING COUNTY	60,000.00	122.64	472.30	0.00	59,527.70	0.79
31130 SALE OF TAX TITLE PROPERTY	6,000.00	0.00	2,671.62	0.00	3,328.38	44.53
31720 LEASEHOLD EXCISE TAX	20,000.00	498.05	12,733.83	0.00	7,266.17	63.67
31740 TIMBER EXCISE TAX	63,000.00	0.00	0.00	0.00	63,000.00	0.00
<b>TAXES:</b>	<b>41,522,400.00</b>	<b>2,044,618.66</b>	<b>2,877,051.11</b>	<b>0.00</b>	<b>38,645,348.89</b>	<b>6.93</b>
33533 ST FOREST FUNDS/DNR TIMB TRST	15,000.00	0.00	1,670.93	0.00	13,329.07	11.14
34161 GRAPHICS SERVICES CHARGES	7,500.00	0.00	7,486.20	0.00	13.80	99.82
34162 PRINTER FEES	10,000.00	590.27	1,618.83	0.00	8,381.17	16.19
35970 LIBRARY FINES	10,000.00	1,624.21	10,451.57	0.00	(451.57)	104.52
36110 INVESTMENT EARNINGS	20,000.00	660.79	1,833.90	0.00	18,166.10	9.17
36140 INTEREST INCOME--CONTRACTS & N	0.00	1.36	2.69	0.00	(2.69)	0.00
36200 RENTS AND LEASES--KPHC	1,000.00	0.00	0.00	0.00	1,000.00	0.00
36700 DONOR PROCEEDS--FOUNDATION	300,000.00	0.00	0.00	0.00	300,000.00	0.00
36725 DONATIONS--OTHER	0.00	0.00	536.00	0.00	(536.00)	0.00
36790 OPPORTUNITY DONATIONS	160,000.00	0.00	0.00	0.00	160,000.00	0.00
36910 SALE OF SURPLUS--GENERAL	2,000.00	11,088.35	11,088.35	0.00	(9,088.35)	554.42
36915 SALE OF SURPLUS--MATERIALS	4,000.00	9,297.98	32,868.44	0.00	(28,868.44)	821.71
36920 FOUND MONEY	0.00	51.02	105.62	0.00	(105.62)	0.00
36990 MISCELLANEOUS OTHER	0.00	0.00	1,100.00	0.00	(1,100.00)	0.00
36991 PAYMENT FOR LOST MATERIALS	10,000.00	86.50	843.42	0.00	9,156.58	8.43
36996 JURY DUTY REIMBURSEMENT	0.00	10.00	10.00	0.00	(10.00)	0.00
36998 ERATE REIMBURSEMENT	530,000.00	0.00	161,656.20	0.00	368,343.80	30.50
36999 PROCUREMENT CARD REBATES	75,000.00	0.00	36,222.04	0.00	38,777.96	48.30
<b>CHARGES OTHER:</b>	<b>1,144,500.00</b>	<b>23,410.48</b>	<b>267,494.19</b>	<b>0.00</b>	<b>877,005.81</b>	<b>23.37</b>
39510 PROCEEDS FROM SALES OF CAPITAL	0.00	0.00	2,574.50	0.00	(2,574.50)	0.00
53450 MAGAZINES	0.00	333.05	333.05	0.00	(333.05)	0.00
<b>NEED A CATEGORY</b>	<b>0.00</b>	<b>333.05</b>	<b>333.05</b>	<b>0.00</b>	<b>(333.05)</b>	<b>0.00</b>
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>42,666,900.00</b>	<b>2,068,362.19</b>	<b>3,147,452.85</b>	<b>0.00</b>	<b>39,519,447.15</b>	<b>7.38</b>
<b>EXPENSE ACCOUNTS</b>						
51100 SALARIES AND WAGES	22,046,500.00	1,541,160.28	4,872,861.13	0.00	17,173,638.87	22.10
51105 ADDITIONAL HOURS	52,000.00	0.00	0.00	0.00	52,000.00	0.00
51106 SHIFT DIFFERENTIAL	199,100.00	11,314.75	36,172.35	0.00	162,927.65	18.17
51107 SUBSTITUTE HOURS	12,000.00	358.44	1,314.71	0.00	10,685.29	10.96
51109 TUITION ASSISTANCE	12,000.00	0.00	1,760.10	0.00	10,239.90	14.67
51200 OVERTIME WAGES	19,100.00	0.00	3.99	0.00	19,096.01	0.02
51999 ADJ WAGE/SALARY TO MATCH PLAN	(781,900.00)	0.00	0.00	0.00	(781,900.00)	0.00
52001 INDUSTRIAL INSURANCE	204,800.00	8,960.35	26,777.55	0.00	178,022.45	13.07
52002 MEDICAL INSURANCE	2,929,100.00	209,926.53	684,687.68	0.00	2,244,412.32	23.38
52003 FICA	1,708,300.00	114,828.51	364,043.38	0.00	1,344,256.62	21.31
52004 RETIREMENT	2,288,600.00	155,057.09	491,572.67	0.00	1,797,027.33	21.48
52005 DENTAL INSURANCE	252,400.00	18,806.77	57,260.44	0.00	195,139.56	22.69
52006 OTHER BENEFIT	30,800.00	11,689.00	15,076.20	0.00	15,723.80	48.95
52010 LIFE AND DISABILITY INSURANCE	93,600.00	7,266.48	21,846.82	0.00	71,753.18	23.34

**FUND: GENERAL FUND (01)**

Object	2022 Budget	March Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>EXPENSE ACCOUNTS</b>						
52020 UNEMPLOYMENT/ PAID FML INSURANCE	30,000.00	0.00	2,951.11	0.00	27,048.89	9.84
52021 PAID FML INSURANCE	0.00	2,473.89	7,831.53	0.00	(7,831.53)	0.00
52999 ADJ BENEFITS TO MATCH PLAN	(263,800.00)	0.00	0.00	0.00	(263,800.00)	0.00
<b>PERSONNEL</b>	<b>28,832,600.00</b>	<b>2,081,842.09</b>	<b>6,584,159.66</b>	<b>0.00</b>	<b>22,248,440.34</b>	<b>22.84</b>
53100 OFFICE/OPERATING SUPPLIES--DEP	82,000.00	7,095.71	18,715.76	0.00	63,284.24	22.82
53102 OFFICE/OPERATING SUPPLIES--SUP	90,500.00	0.00	755.25	0.00	89,744.75	0.83
53104 OFFICE/OPERATING SUPPLIES--PUB	262,000.00	3,945.45	13,517.40	0.00	248,482.60	5.16
53110 CUSTODIAL SUPPLIES	85,000.00	9,941.11	42,946.66	0.00	42,053.34	50.53
53120 MAINTENANCE SUPPLIES	35,000.00	1,795.84	9,568.85	0.00	25,431.15	27.34
53130 MATERIAL PROCESSING SUP	17,100.00	0.00	3,513.31	0.00	13,586.69	20.55
53140 TRAINING SUPPLIES	0.00	0.00	975.69	0.00	(975.69)	0.00
53200 FUEL	50,000.00	2,909.06	8,399.14	0.00	41,600.86	16.80
53400 MATERIALS COLLECTION	60,000.00	0.00	0.00	0.00	60,000.00	0.00
53401 ADULT AV - CDS	40,000.00	2,410.92	5,373.56	0.00	34,626.44	13.43
53402 ADULT AV - DVD	320,000.00	35,723.72	56,811.78	0.00	263,188.22	17.75
53403 PERIODICALS {{OLD}}	0.00	0.00	(81.22)	0.00	81.22	0.00
53404 ADULT AV AUDIOBOOKS	25,000.00	1,321.57	2,343.09	0.00	22,656.91	9.37
53405 ADULT BOOK CLUB KITS	3,500.00	212.28	212.28	0.00	3,287.72	6.07
53406 ADULT FICTION	240,000.00	24,274.04	46,686.22	0.00	193,313.78	19.45
53408 ADULT LARGE PRINT	50,000.00	2,100.62	5,562.66	0.00	44,437.34	11.13
53409 ADULT LUCKY DAY	50,000.00	6,338.57	7,246.94	0.00	42,753.06	14.49
53410 ADULT NONFICTION	300,000.00	13,444.61	42,216.89	0.00	257,783.11	14.07
53411 ADULT PAPERBACKS	20,000.00	388.47	869.31	0.00	19,130.69	4.35
53413 ADULT REFERENCE	5,000.00	0.00	0.00	0.00	5,000.00	0.00
53414 ADULT YA FICTION	60,000.00	2,383.75	6,284.33	0.00	53,715.67	10.47
53415 ADULT YA GRAPHIC NOVELS	25,000.00	3,747.34	7,359.09	0.00	17,640.91	29.44
53416 ADULT YA NONFICTION	10,000.00	824.60	1,293.30	0.00	8,706.70	12.93
53417 ADULT AV - DVDNF	40,000.00	2,971.57	6,926.86	0.00	33,073.14	17.32
53418 ADULT GRAPHIC NOVELS	15,000.00	1,790.58	3,342.25	0.00	11,657.75	22.28
53421 CHILDREN'S STANDING ORDERS	25,000.00	1,431.61	8,382.55	0.00	16,617.45	33.53
53422 CHILDREN'S BOOK CLUB KITS	5,000.00	0.00	0.00	0.00	5,000.00	0.00
53423 CHILDREN'S COMIC BOOKS	5,000.00	0.00	0.00	0.00	5,000.00	0.00
53424 CHILDREN'S EARLY LEARNING	5,000.00	742.33	1,411.66	0.00	3,588.34	28.23
53425 CHILDREN'S FICTION	175,000.00	22,628.31	46,282.84	0.00	128,717.16	26.45
53426 CHILDREN'S GRAPHIC NOVELS	25,000.00	7,856.29	12,236.47	0.00	12,763.53	48.95
53427 CHILDREN'S NONFICTION	135,000.00	7,925.60	16,355.27	0.00	118,644.73	12.12
53428 CHILDREN'S SCIENCE TO GO	4,000.00	0.00	0.00	0.00	4,000.00	0.00
53429 CHILDREN'S STORYTIME	2,500.00	268.65	361.49	0.00	2,138.51	14.46
53430 DATABASES	465,000.00	68,256.59	143,418.24	0.00	321,581.76	30.84
53440 EBOOK - REFERENCE	2,500.00	0.00	0.00	0.00	2,500.00	0.00
53441 EBOOKS	800,000.00	81,162.73	121,251.58	0.00	678,748.42	15.16
53442 EDOWNLOADABLE AUDIO	700,000.00	43,770.41	48,194.26	0.00	651,805.74	6.88
53443 ESTREAMING BOOKS	10,000.00	0.00	0.00	0.00	10,000.00	0.00
53444 EHOSTING FEES	15,000.00	12,000.00	12,000.00	0.00	3,000.00	80.00
53445 EMAGAZINES	50,000.00	45,000.00	45,000.00	0.00	5,000.00	90.00
53446 ONLINE BOOK CLUBS	7,500.00	0.00	10,547.22	0.00	(3,047.22)	140.63
53447 EVIDEO	150,000.00	0.00	0.00	0.00	150,000.00	0.00

Pierce County Library System  
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**FUND: GENERAL FUND (01)**

Object	2022 Budget	March Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
<b>EXPENSE ACCOUNTS</b>						
53450 MAGAZINES	60,000.00	(129.89)	1,589.41	0.00	58,410.59	2.65
53460 VENDOR PROCESSING	160,000.00	9,789.83	17,976.20	0.00	142,023.80	11.24
53464 VENDOR PROCESSING SERVICES	10,000.00	447.00	2,885.00	0.00	7,115.00	28.85
53467 OCLC BIBLIOGRAPHIC SERVICES	35,000.00	0.00	0.00	0.00	35,000.00	0.00
53468 OCLC RESOURCE SHARING SERVICES	20,000.00	0.00	0.00	0.00	20,000.00	0.00
53470 WORLD - ADULT SPANISH	15,000.00	0.00	1,042.72	0.00	13,957.28	6.95
53471 WORLD - CHILDREN'S SPANISH	7,500.00	97.08	3,396.59	0.00	4,103.41	45.29
53472 WORLD - CHINESE	10,000.00	0.00	0.00	0.00	10,000.00	0.00
53473 WORLD - DVD	7,500.00	0.00	0.00	0.00	7,500.00	0.00
53474 WORLD - GERMAN	7,500.00	0.00	0.00	0.00	7,500.00	0.00
53475 WORLD - JAPANESE	5,000.00	0.00	0.00	0.00	5,000.00	0.00
53476 WORLD - KOREAN	20,000.00	0.00	0.00	0.00	20,000.00	0.00
53477 WORLD - TAGALOG	15,000.00	0.00	0.00	0.00	15,000.00	0.00
53478 WORLD - VIETNAMESE	7,500.00	0.00	0.00	0.00	7,500.00	0.00
53479 WORLD - RUSSIAN	20,000.00	3,597.00	3,597.00	0.00	16,403.00	17.99
53480 WORLD - SAMOAN	5,000.00	0.00	0.00	0.00	5,000.00	0.00
53481 YOUTH CHILDREN'S AUDIO BOOKS	25,000.00	873.06	1,193.51	0.00	23,806.49	4.77
53482 YOUTH DVD - FTY	30,000.00	1,116.94	2,355.71	0.00	27,644.29	7.85
53483 YOUTH YA AUDIO BOOKS	2,500.00	0.00	0.00	0.00	2,500.00	0.00
53500 MINOR EQUIPMENT	29,000.00	692.84	2,826.62	0.00	26,173.38	9.75
53502 TECHNOLOGY HARDWARE--PUBLIC	200,000.00	69,710.44	236,690.12	0.00	(36,690.12)	118.35
53503 TECHNOLOGY HARDWARE--STAFF	202,500.00	631.58	167,095.04	0.00	35,404.96	82.52
53504 TECHNOLOGY HARDWARE--GENERAL	40,000.00	0.00	0.00	0.00	40,000.00	0.00
53505 SOFTWARE/LICENSES/HOST--APPS	518,500.00	1,682.20	89,768.72	0.00	428,731.28	17.31
53506 SOFTWARE/LICENSES/HOST--INFRA	393,000.00	33,854.03	48,128.92	0.00	344,871.08	12.25
53510 FURNISHINGS--PUBLIC	50,000.00	0.00	1,137.51	0.00	48,862.49	2.28
53515 FURNISHINGS--STAFF	64,500.00	14,572.65	27,301.50	0.00	37,198.50	42.33
54100 INDEPENDENT CONTRACTORS	280,000.00	12,458.12	37,011.73	0.00	242,988.27	13.22
54110 PERFORMER SERVICES	38,000.00	200.00	1,200.00	0.00	36,800.00	3.16
54120 CONTRACTUAL SERVICES	457,000.00	47,821.51	112,774.22	0.00	344,225.78	24.68
54140 DATA SERVICES	4,500.00	0.00	10.50	0.00	4,489.50	0.23
54150 LEGAL SERVICES	40,000.00	20,358.00	40,704.00	0.00	(704.00)	101.76
54163 PRINTING AND BINDING	26,000.00	0.00	0.00	0.00	26,000.00	0.00
54165 ILL LOST ITEM CHARGE	1,500.00	359.86	958.75	0.00	541.25	63.92
54200 POSTAGE	61,500.00	8.95	8,057.88	0.00	53,442.12	13.10
54201 SHIPPING	20,000.00	0.00	545.06	0.00	19,454.94	2.73
54210 TELECOM SERVICES--PHONES	50,000.00	7,276.44	21,947.27	0.00	28,052.73	43.89
54211 TELECOM SERVICES--CELLPHONES	100,000.00	6,471.39	19,416.34	0.00	80,583.66	19.42
54212 TELECOM SERVICES--INTERNET	667,000.00	96,994.96	208,964.75	0.00	458,035.25	31.33
54300 TRAVEL AND TOLLS	41,500.00	1,257.00	1,757.00	0.00	39,743.00	4.23
54301 MILEAGE REIMBURSEMENTS	51,000.00	1,459.72	3,555.05	0.00	47,444.95	6.97
54400 ADVERTISING	135,000.00	7,204.15	16,243.05	0.00	118,756.95	12.03
54501 RENTALS/LEASES--BUILDINGS	493,500.00	25,732.52	145,848.89	0.00	347,651.11	29.55
54502 RENTALS/LEASES--EQUIPMENT	189,600.00	18,056.48	61,219.94	0.00	128,380.06	32.29
54600 INSURANCE	300,000.00	75.00	75.00	0.00	299,925.00	0.03
54700 ELECTRICITY	265,000.00	32,073.70	84,708.23	0.00	180,291.77	31.97
54701 NATURAL GAS	12,000.00	2,645.83	7,529.26	0.00	4,470.74	62.74
54702 WATER	30,000.00	2,149.67	5,867.60	0.00	24,132.40	19.56

Pierce County Library System  
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**FUND: GENERAL FUND (01)**

Object	2022 Budget	March Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>EXPENSE ACCOUNTS</b>						
54703 SEWER	34,000.00	6,121.30	10,549.68	0.00	23,450.32	31.03
54704 REFUSE	36,000.00	3,564.67	11,412.32	0.00	24,587.68	31.70
54800 GENERAL REPAIRS/MAINTENANCE	251,500.00	30,401.31	93,861.31	0.00	157,638.69	37.32
54801 CONTRACTED MAINTENANCE	503,000.00	2,565.29	38,378.87	0.00	464,621.13	7.63
54805 VEHICLE REPAIR AND MAINTENANCE	65,000.00	633.97	4,230.72	0.00	60,769.28	6.51
54810 IT SYSTEMS MAINTENANCE--APPS	8,000.00	0.00	150.00	0.00	7,850.00	1.88
54811 IT SYSTEMS MAINTENANCE--INFRA	80,000.00	0.00	0.00	0.00	80,000.00	0.00
54900 INDIVIDUAL REGISTRATIONS	87,000.00	6,334.88	13,621.83	0.00	73,378.17	15.66
54901 ORGANIZATIONAL REGISTRATIONS	1,500.00	60.00	60.00	0.00	1,440.00	4.00
54902 DUES AND MEMBERSHIPS	44,000.00	3,651.88	33,040.21	0.00	10,959.79	75.09
54904 LICENSES	6,500.00	110.00	138.40	0.00	6,361.60	2.13
54905 FEES	42,000.00	478.89	3,473.53	0.00	38,526.47	8.27
54906 TAXES AND ASSESSMENTS	44,000.00	0.00	0.01	0.00	43,999.99	0.00
54911 FOUNDATION IMPACT PROJECTS	368,900.00	20.33	1,930.37	0.00	366,969.63	0.52
54912 CONTINGENCY	300,000.00	0.00	0.00	0.00	300,000.00	0.00
59712 TRANSFERS OUT--FUTURE LAND, PR	1,173,200.00	0.00	0.00	0.00	1,173,200.00	0.00
59730 TRANSFERS OUT--CAPITAL PROJECT	1,100,000.00	0.00	0.00	0.00	1,100,000.00	0.00
<b>ALL OTHER EXPENSES</b>	<b>13,834,300.00</b>	<b>888,142.91</b>	<b>2,352,507.32</b>	<b>0.00</b>	<b>11,481,792.68</b>	<b>17.00</b>
<b>NEED A CATEGORY</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL FOR EXPENSE ACCOUNTS</b>	<b>42,666,900.00</b>	<b>2,969,985.00</b>	<b>8,936,666.98</b>	<b>0.00</b>	<b>33,730,233.02</b>	<b>20.95</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>(901,622.81)</b>	<b>(5,789,214.13)</b>	<b>0.00</b>	<b>5,789,214.13</b>	<b>0.00</b>

FUND: SPECIAL PURPOSE FUND (15)

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



FUND: LEVY SUSTAINABILITY FUND (16)

Object	2022 Budget	March Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
TAXES:	0.00	0.00	0.00	0.00	0.00	0.00
36110 INVESTMENT EARNINGS	0.00	2,102.73	3,778.92	0.00	(3,778.92)	0.00
CHARGES OTHER:	0.00	2,102.73	3,778.92	0.00	(3,778.92)	0.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>0.00</b>	<b>2,102.73</b>	<b>3,778.92</b>	<b>0.00</b>	<b>(3,778.92)</b>	<b>0.00</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>2,102.73</b>	<b>3,778.92</b>	<b>0.00</b>	<b>(3,778.92)</b>	<b>0.00</b>

FUND: ELECTION FUND (17)

Object	2022 Budget	March Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
TAXES:	0.00	0.00	0.00	0.00	0.00	0.00
36110 INVESTMENT EARNINGS	0.00	211.37	379.88	0.00	(379.88)	0.00
CHARGES OTHER:	0.00	211.37	379.88	0.00	(379.88)	0.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>0.00</b>	<b>211.37</b>	<b>379.88</b>	<b>0.00</b>	<b>(379.88)</b>	<b>0.00</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>211.37</b>	<b>379.88</b>	<b>0.00</b>	<b>(379.88)</b>	<b>0.00</b>

Pierce County Library System  
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FUND: PROPERTY AND FACILITY FUND (18)

Object	2022 Budget	March Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
TAXES:	0.00	0.00	0.00	0.00	0.00	0.00
36110 INVESTMENT EARNINGS	0.00	637.00	1,144.85	0.00	(1,144.85)	0.00
CHARGES OTHER:	0.00	637.00	1,144.85	0.00	(1,144.85)	0.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>0.00</b>	<b>637.00</b>	<b>1,144.85</b>	<b>0.00</b>	<b>(1,144.85)</b>	<b>0.00</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>637.00</b>	<b>1,144.85</b>	<b>0.00</b>	<b>(1,144.85)</b>	<b>0.00</b>

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

Object	2022 Budget	March Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
36110 INVESTMENT EARNINGS	0.00	16.13	29.56	0.00	(29.56)	0.00
<b>CHARGES OTHER:</b>	<b>0.00</b>	<b>16.13</b>	<b>29.56</b>	<b>0.00</b>	<b>(29.56)</b>	<b>0.00</b>
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>0.00</b>	<b>16.13</b>	<b>29.56</b>	<b>0.00</b>	<b>(29.56)</b>	<b>0.00</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>16.13</b>	<b>29.56</b>	<b>0.00</b>	<b>(29.56)</b>	<b>0.00</b>

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

Object	2022 Budget	March Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
29150 USE OF FUND BALANCE-BUDGET	1,690,000.00	0.00	0.00	0.00	1,690,000.00	0.00
36110 INVESTMENT EARNINGS	0.00	974.72	1,782.43	0.00	(1,782.43)	0.00
<b>CHARGES OTHER:</b>	<b>1,690,000.00</b>	<b>974.72</b>	<b>1,782.43</b>	<b>0.00</b>	<b>1,688,217.57</b>	<b>0.11</b>
39700 TRANSFERS IN	2,000,000.00	0.00	0.00	0.00	2,000,000.00	0.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>3,690,000.00</b>	<b>974.72</b>	<b>1,782.43</b>	<b>0.00</b>	<b>3,688,217.57</b>	<b>0.05</b>
<b>EXPENSE ACCOUNTS</b>						
53510 FURNISHINGS--PUBLIC	50,000.00	0.00	0.00	0.00	50,000.00	0.00
53515 FURNISHINGS--STAFF	100,000.00	(307.05)	(307.05)	0.00	100,307.05	(0.31)
54100 INDEPENDENT CONTRACTORS	0.00	951.35	951.35	0.00	(951.35)	0.00
54120 CONTRACTUAL SERVICES	925,000.00	630.24	36,448.24	0.00	888,551.76	3.94
54150 LEGAL SERVICES	0.00	3,910.00	18,619.50	0.00	(18,619.50)	0.00
54160 ARCHITECTURAL/ENGR SERVICES	0.00	18,857.40	18,857.40	0.00	(18,857.40)	0.00
54912 CONTINGENCY	250,000.00	0.00	0.00	0.00	250,000.00	0.00
56201 BUILDING IMPROVEMENTS/REFRESHE	400,000.00	0.00	0.00	0.00	400,000.00	0.00
56220 ELECTRICAL	75,000.00	0.00	0.00	0.00	75,000.00	0.00
56270 DOORS	75,000.00	0.00	0.00	0.00	75,000.00	0.00
56310 PARKING LOT REPAIR & IMPROVEMENT	100,000.00	0.00	0.00	0.00	100,000.00	0.00
56400 MACHINERY & MAJOR EQUIPMENT	650,000.00	0.00	0.00	0.00	650,000.00	0.00
56410 VEHICLES	300,000.00	0.00	0.00	0.00	300,000.00	0.00
56420 HVAC AND MECHANICALS	0.00	121,000.00	121,000.00	0.00	(121,000.00)	0.00
56430 TECHNOLOGY EQUIPMENT	645,000.00	0.00	0.00	0.00	645,000.00	0.00
<b>TOTAL FOR EXPENSE ACCOUNTS</b>	<b>3,570,000.00</b>	<b>145,041.94</b>	<b>195,569.44</b>	<b>0.00</b>	<b>3,374,430.56</b>	<b>5.48</b>
<b>NET SURPLUS / DEFICIT</b>	<b>120,000.00</b>	<b>(144,067.22)</b>	<b>(193,787.01)</b>	<b>0.00</b>	<b>313,787.01</b>	<b>(161.49)</b>

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# MEMO



Date: April 29,2022

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

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

Subject: Customer Experience Report – April

## **Customer Experiences**

A customer was referred to the Gig Harbor Library by the Pierce County Law Library for a legal form. Staff were able to find what she needed and she emailed back, “Thank you so much for the forms. You have helped me more than the Pierce County Courts...Wish there were more of you everywhere in life... Keep up the good work!”

Parkland and Eatonville Youth Services Librarian, Bob Taylor re-arranged the picture books onto lower shelving. The new arrangement has been very popular with emergent readers of Easy Readers. On the lower shelves, they can now reach and browse all the collection.

A returning Tillicum customer just lost her husband and shared to staff the two of them would consistently come together in the past to check out movies. Recently she was able to return to the library and shared how she was comforted by returning to the library and checking out movies they used to watch together. “When watching them, it was like having him there with me.”

PCLS staff Maureen Ricks Wildish and Rayisa Petrovska attended a service day at the Edgewood Community Food Bank on April 9th. They spoke with people about library services and programs. This food bank sees predominantly Russian and Ukrainian-speaking individuals. Staff have seen self-identified Ukrainian refugees coming into the library, and they are trying to find ways to reach more of this audience. The staff at the food bank extended an open invitation to return and share news about the library in the future.

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

Early Learning Supervising Librarian Susan Anderson-Newham and her team created activity sheets that were delivered by staff to over 10 Diaper Banks across the county.

## **Initiatives Highlights**

A regular customer of the Tillicum Library for several years expressed appreciation over the help she had received as she navigated online courses from Northstar. She had been coming in regularly to work on computer skills courses and update her resume.

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### **Operational Highlights**

Through the library's partnership with the Pierce County Auditor's Office, Customer Experience teams at Graham, Parkland/Spanaway, South Hill and Summit Libraries provided Voter Points of Assistance (VPOA) service for the Special Election on April 26. A customer shared with staff that he wasn't going to vote and had not saved his ballot. A young person told him how much it would mean to them if he voted so he came to the library for assistance to print a replacement ballot. He took a photo of the ballot box to share with the person who encouraged him to vote.

### **Community Engagement Highlights**

Senior Librarian Corrine Weatherly attended the Graham Business Association and shared JBC information and VPOA details. She also swapped stacks of flyers with Bethel School District staff; Corrine brought back school district levy information to put on their community boards in the library. Bethel SD Community Connections Director Jay Brower took Teen/Tween & Kids Events flyers, the open hours flyer, and JBC flyers to share in the community.

Milton/Edgewood Library's Customer Experience Specialist Caleb Campbell and Customer Experience Clerk Diana Adamson attended the Opening Ceremony of Edgewood Community Park. There were hundreds of community members in attendance and library staff created several new library cards, distributed marketing materials for library services and events, and made countless buttons for youth. This was part of a growing partnership between the library and the City of Edgewood.

South Hill Librarian Laura Farrow along with Outreach Librarian Marcy Horst met with the Dementia Services Program Director from Lutheran Community Services to discuss the upcoming library senior-focused program called Nostalgia Hour. They also discussed opportunities for staff to take the Dementia Friends training.

# Unfinished Business



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# MEMO



Date: May 3, 2022

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

From: Melinda Chesbro, Deputy Director

Subject: Lakewood Building Issues

Last month we updated you on building condition issues with the two libraries in Lakewood. Since that time, we've worked to understand our options and to consider our best next steps. The context in which we're making our decision includes:

- The availability of vacant retail space in the nearby Lakewood Towne Center.
- The need to remove and secure our assets (materials, furnishings and equipment) from the building before next winter.
- The planned activities and schedule of the Lakewood's Library Buildings Advisory Committee.

We have a bit more due diligence to do, but our working assumption is that we cannot accomplish the needed tasks without temporarily stopping service in the current Lakewood building and relocating library services to another location while a long-term solution is determined. This would entail a complete building closure in early June, while continuing with out-of-the-building community engagement commitments, for a few months. Current staff will be reassigned within the Library System. We are working with our architect to understand a possible layout, service plan and timeline for outfitting a new temporary library space in Lakewood Towne Center.

We are actively working with the Friends of Lakewood Library to provide support as they plan to clear their book sale space.

In April, the Library and City advertised for community volunteers to apply to serve on the Lakewood's Library Buildings Advisory Committee which will:

- Review public input about Lakewood and Tillicum Pierce County Libraries from 2019.
- Study the significant needs of the current facilities.
- Provide a recommendation to the Library System on preferred options for providing library services for Lakewood.
- Participate in approximately five online meetings, planned from June to September 2022.

Nearly 30 applications were received and are being reviewed to select committee members. The advisory committee will meet four to five times from June to September and make a recommendation in October.

In June we expect to bring you more details on the temporary location and the plan. We'll update you with the latest information at the meeting.

# New Business

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# MEMO



Date: May 4, 2022

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

From: Clifford Jo, Finance and Business Director

Subject: Banking Authority Resolution

With Georgia's departure, we need to update the authorities to sign on bank accounts, investments, and auditing. I remain the primary officer for the Library. With Gretchen Caserotti stepping in as the Executive Director, consistent with Georgia's role Gretchen remains as an alternate officer. Best practices is to have at least three officers as able to sign and represent the Library in this capacity, so we will keep Deputy Director Melinda Chesbro and add Finance Manager Mary Stimson, both as alternate officers.

Attached is a resolution for the Board of Trustees to pass, authorizing banks to accept the signers on our accounts.

**RESOLUTION NO. 2022-08**

**A RESOLUTION OF THE BOARD OF TRUSTEES  
OF THE PIERCE COUNTY RURAL LIBRARY DISTRICT  
TO DESIGNATE PRIMARY AND ALTERNATE SIGNATORY, INVESTMENT, AND  
AUDITING OFFICERS**

**WHEREAS**, Board of Trustees Resolution Number 2017-03, dated May 10, 2017, appointed Clifford Jo, Finance and Business Director, primary signatory for the Deposit Accounts; primary investment officer; and primary auditing officer (in compliance with R.C.W. 42.24.080); Georgia Lomax, Executive Director, alternate signatory for the Deposit Accounts; alternate investment officer; and alternate auditing officer (in compliance with R.C.W. 42.24.080); Melinda Chesbro, Deputy Director, alternate signatory for the Deposit Accounts; alternate investment officer; and alternate auditing officer (in compliance with R.C.W. 42.24.080); and

**WHEREAS**, since the passage of resolution 2017-03, Executive Director Georgia Lomax has retired, now, therefore,

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

All resolutions pertaining to signatories, inclusive of Resolution 2017-03 are hereby rescinded; and

Clifford Jo, Finance & Business Director, be appointed primary signatory for the Deposit Accounts; be appointed primary investment officer; and primary auditing officer (in compliance with R.C.W. 42.24.080); and

Gretchen Caserotti, Executive Director, be appointed alternate signatory for the Deposit Accounts; alternate investment officer; and alternate auditing officer (in compliance with R.C.W. 42.24.080); and

Melinda Chesbro, Deputy Director, be appointed alternate signatory for the Deposit Accounts; alternate investment officer; and alternate auditing officer (in compliance with R.C.W. 42.24.080); and

Mary Stimson, Finance Manager, be appointed alternate signatory for the Deposit Accounts; alternate investment officer; and alternate auditing officer (in compliance with R.C.W. 42.24.080).

**PASSED AND APPROVED THIS 11TH DAY OF MAY, 2022.**

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

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

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

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

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

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

# Officers Reports

# MEMO

Date: April 26, 2022

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

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

Subject: National Library Workers Day

On April 5<sup>th</sup>, the Library recognized our staff in celebration of National Library Workers Day. A sub group of our Culture Forward Team thoughtfully planned fun and celebrations throughout the week for this event. Those staff on the sub team included: Kim Mose, Lauren Angelo, Katie Bontempo and myself. We set aside a \$10 per employee budget for supervisors to purchase snacks/treats or something that might help boost morale (espresso machine, maybe?) during National Library Week (April 3-9). Supervisors led and coordinated the local celebrations with staff.

We offered a few sessions to “see” each other virtually and play a few games together: Mystery Objects, Reverse Pictionary and Scavenger Hunt.

We gave the customers an opportunity to share in our appreciation and recognize the staff at PCLS. We asked our communities to share their stories and kudos of the great work they had seen happening in our libraries ([thankyou@piercecountylibrary.org](mailto:thankyou@piercecountylibrary.org)). This information was shared directly with the subject(s) of praise. We promoted National Library Workers Day in the branches with posters and on social media for our communities to see.

We were excited to reconnect, celebrate and have some fun with our staff, especially after what we’ve all been able to overcome together over the last few years.











# MEMO



Date: May 4, 2022

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

From: Melinda Chesbro, Deputy Director

Subject: Metrics – Pre-pandemic and Current Comparison and Progress

I have been periodically updating you on how our use statistics compare to pre-pandemic levels. Below is a comparison of activity measures for the period September 2021 through February 2022 and September 2019 through February 2020. During this time, branches were open for in-branch use of collections and technology but did not offer public programming.

Activity	2019-2020 overall	2021-2022 overall	% of pre-pandemic use overall	trend
Visitors (door counts)	982,990	432,516	44%	range is 42% to 48% during this time
In-Branch Checkouts	2,051,858	1,304,212	64%	range is 59% to 66% during this time
Public Internet PC & Laptop sessions	133,840	44,132	33%	increasing month to month, as of February up to 46%
Wi-Fi sessions	445,958	295,920	66%	increased from 53% in September 2021 and has been around 70 to 75% November through February

In-Branch Checkouts by format	2019-2020 overall	2021-2022 overall	% of pre-pandemic use overall	trend
Books	1,316,322	951,853	72%	range is 66% to 77% during this time
DVDs	627,231	287,904	46%	range is 43% to 49% during this time
Music CDs	59,451	36,602	62%	range is 58% to 66% during this time

In-Branch Checkouts by format	2019-2020 overall	2021-2022 overall	% of pre-pandemic use overall	trend
AudioBooks	55,150	21,726	39%	range is 35% to 43% during this time
Magazines	34,657	17,006	49%	range is 39% to 55% during this time <i>note: not all magazine subscriptions re-started immediately</i>

Digital Checkouts by format	2019-2020 overall	2021-2022 overall	% of pre-pandemic use overall	trend
eBooks	412,363	549,602	133%	range is 128% to 138% during this time
eAudio	310,619	407,464	131%	range is 125% to 146% during this time
eMagazines	45,805	35,980	79%	range varies widely from month to month from 56% to 117%; <i>note: eMagazine platform changed during the pandemic and customers had to register on new platform which negatively impacted use.</i>

*Note: streaming video service was added in Fall 2021. It's not included here as there was no comparable service in 2019/2020.*

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# MEMO



Date: April 25, 2022

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

From: Mary Getchell, Marketing and Communications Director

Subject: 2022 Pierce County Library System Marketing and Communications First Quarter Results

The Pierce County Library System started the year with excellent marketing and communications results, exceeding evaluation measures in all assets to enhance the public's awareness of the Library System and inspire their use of library services. In the first quarter of 2022 (January-March), the Library System launched its 2022 Marketing and Communications Plan. The Library System's 2022 Marketing and Communications Plan evaluation measures include the following:

1. Enhance brand awareness and preference for the Pierce County Library.
2. Position the 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.

For news media, the Library System achieved 71 news articles and 72 media mentions/calendar placements. Top news stories included books and materials, COVID-19 tests, Our Own Expressions, as well as executive director finalists. This is a remarkable gain in news media coverage, compared with 2021.

As part of the Jobs + Business services' marketing and communications campaign in the first quarter, the Library invested in bus ads on Pierce Transit, Spanish radio ads on KZTM, and digital advertising with Le Radio De Seattle's Facebook and Instagram pages. The bus advertising gained an estimated 400,000 impressions with a mix ads of the sides and backs of 12 buses. The combined Facebook and Instagram ads on LeRadio De Seattle earned 28,321 impressions and 23,976 reach.

In the first quarter of 2022, the Library System continued to show a comeback from declines resulting from changes to the Library's Facebook page in 2020. For the second time in recent quarters, engagement exceeded industry standards. Facebook posts resulting in the highest interest in reach and engagement included virtual events, romance novels for Valentine's Day, Libby app with a feature that supports people with dyslexia. Top tweets included New Year's resolutions, Black voices and Black history books, and road construction to increase access to the Graham Pierce County Library.

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During the first quarter of 2022, the Library System issued two email-marketing messages and three e-newsletters to its main distribution list with an average of 59,000 subscribers. The Library's open rate exceeded industry standard in the first quarter, surpassing its all-time high achieved in 2021. The Library System realized an extraordinary 49.8% open rate, nearly doubling the industry standard of 25.17%. In January, the Library System launched its first e-newsletter in nearly 10 years. Its February 2022 e-newsletter yielded the highest open rate of the quarter and in the Library System's email marketing/e-newsletter lifetime, with 31,361 people opening the email, which was an open rate of 53.9%.

The first quarter showed 94% of internal customers saying they were "very satisfied" with the department's service.

**PIERCE COUNTY LIBRARY SYSTEM**  
**2022 Marketing and Communications Plan**  
**QUARTER ONE RESULTS, January-March 2022**

**Overall Evaluation Measures**

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- Enhance brand awareness and preference for the Pierce County Library System.
- Position the 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.

**News Media Stories**

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- Goal: Maintain or exceed 2021 news coverage.
- Quarter One (Q1) 2021: 31 news articles and 39 media mentions/calendar placements.
- Quarter One (Q1) 2022: 71 news articles and 72 media mentions/calendar placements.
- **Q1 2022 exceeded Q1 2021 news coverage by 129% for news articles and by 85% for media mentions/calendar placements.**

**Paid Advertising – Digital Advertising**

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Jobs + Business services marketing and communications focus (February-March 2022)

- 400,000 bus ad impressions (number of times ads appeared).
- Spanish Radio ads: ads ran 218 times on KZTM.
- Spanish Radio digital ads (ads ran on Le Radio De Seattle’s Facebook and Instagram pages):
  - Facebook ads: 27,549 impressions; 23,204 reach.
  - Instagram ads: 772 impressions; 772 reach.

**Email Marketing and E-newsletter**

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- Goal: Meet or exceed industry standards:
  - Open rate industry standard: 25.17%.
  - CTR industry standard: 2.79%.
- 2 email marketing messages and 3 e-newsletters to an average of 59,000 subscribers.
- Average number of email messages/e-newsletters opened: 144,669; 49.8% open rate.
- Average number of people who CTR’d messages: 2,673; 0.94%.
- **Q1 Open rate exceeded industry standard – highest rate to date.**

## Social Media Marketing

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- Goal: Maintain 2021 engagement rate for Facebook nonprofit organization's industry standard of 5.2% engagement rate and Twitter nonprofit organization's industry standard of 0.062% engagement rate.

### Facebook

- Q1 2021: 5.20% engagement rate.
- Q1 2022: 6.40% engagement rate. 76 posts, with a reach of 300,600 people (3,956 average reach per post), and nearly 20,000 engagements including CTR (257.5 average per post).
- **Q1 Exceeded industry standard by 1.20%. Increase of 1.20% higher engagement than 2021.**

### Twitter

- Q1 2021: 1.20% engagement rate.
- Q1 2022: 2.29% engagement rate.
- **Q1 Exceeded industry standard by 0.062%. Increase of 1.09% higher engagement than 2021.**

## Work Order Satisfaction

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- Goal: 90% of internal staff customers Very Satisfied with Marketing and Communications Department-produced product/service.
- **Q1 Exceeded goal with 94% Very Satisfied.**

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# MEMO



Date: April 25, 2022

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

From: Mary Getchell, Marketing and Communications Director

Subject: First Quarter Marketing Focus: Job + Business Services Results

As part of the Pierce County Library System's 2022 Marketing and Communications plan, the first quarter marketing and communications focus featured Job + Business services. Following are the results from the focused marketing effort, which overall showed a significant impact on the use of the services.

Building on the 2021 marketing effort for JBC services, the Communications Department and Customer Experience Department elected to conduct focused marketing attention on selected Job + Business services. The two-month (February-March 2022) campaign highlighted the Library's Strategic Focus area for Learning, to help people get the skills they need to get the job they want.

Overall, the campaign was a success **with an average\* 36% increase in technology certification enrollment in comparison to January 2022, an average\* 74% increase in learners in Northstar in comparison to January 2022, an average\* of 35% increase in JobNow customers in comparison to January 2022.**

Northstar Digital Literacy is a new e-source offered at the Library System. The self-paced online learning platform helps people learn computer and internet basics, including Microsoft Word and Excel and social media. The campaign surpassed its goal to increase visits to the Job + Business services' website by 2% in comparison to February of 2021, with 10,061 views in February 2021 and 14,548 views in February and March 2022.

With a variety of marketing and communications tactics, the Library informed audiences about the Job + Business services and encouraged people to use them. Using mass marketing tactics including printed and online products, Spanish radio ads to reach Spanish speaking people, bus ads and direct mailing to reach asset limited individuals, and social media ads to reach target audiences. Thanks to the Library's partnership with Pierce Transit, the Library advertised for free on 15 bus shelters throughout the county. In addition, the plan called for direct marketing tactics including guerrilla marketing to reach asset limited households through nonprofit partners such as food banks, Sound Outreach, Goodwill, and churches. In addition, the marketing and communications plan included direct asks to reach diverse groups via communications with partners such as Asia Pacific Cultural Center, Black Collective, Centro Latino, Korean Women's Association, and Tacoma Urban League.

## Impacts and results

- **Learners in Northstar: 74% increase** in customers, with 31 new customers in January 2022 and 57 in February 2022 and 54 in March 2022.
- **JobNow customers: 35% increase** in customers with 45 new customers in January 2022 and 54 in February 2022 and 84 in March 2022.



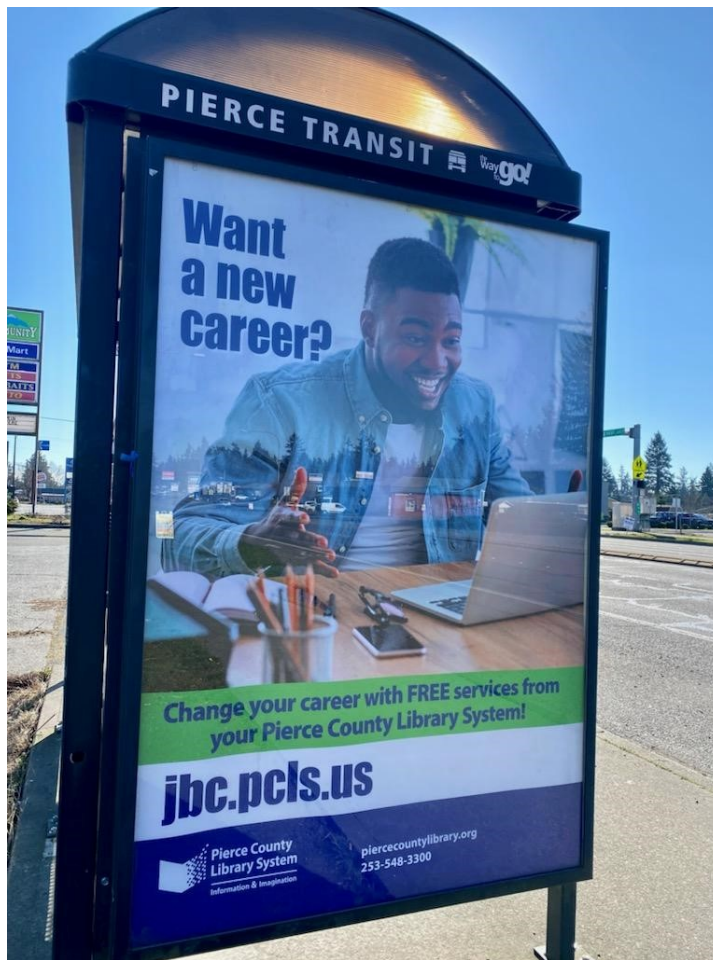
- **Technology Certification customers: 36% increase** in customers with 11 customers enrolled in January 2022, and 16 in February and 14 in March 2022.
- **Web page views: 45% increase** with 14,548 views in February and March 2022 compared to 10,061 views in February 2021.
- **Spanish Radio ads:** ads ran **218 times** on KZTM over the course of the two-month campaign.
- **Spanish Radio digital ads** (ads ran on Le Radio De Seattle’s Facebook and Instagram pages): **27,549 impressions**, with a reach of 23,204 for Facebook ads, and 772 impressions, with a reach of 772 for Instagram ads.
- **Email marketing engagement:** Two email marketing messages sent with an average of **59,000 recipients**, with an average open rate of **50%**, exceeding the industry standard of **25.17%** and an average click through rate of 0.8%, which was below the industry standard of 2.79%.
- **Facebook and Instagram:**
  - Posts: 7.21% engagement rate, exceeding the industry standard of 5.2%. Issued five posts, with a reach of 9,738 people (1,947 average reach per post), and 702 total engagement (140 average engagement per post).
  - Ad: 2.79% engagement rate, which is below the industry standard of 5.2%. Published one ad, with a reach of 46,623, and 1,300 total engagement.
- **Direct mail: 68,929 houses reached, in zip codes identified as asset limited.**
- **Bus ads: 400,000 estimated impressions.**
- **Guerilla marketing:** Customer Experience staff shared information at **87 locations.**
- **Outreach to agencies and businesses:** Workforce & Economic Development Coordinator Lori Ries contacted more than 100 agencies and businesses to share about the new Northstar e-source. Additionally, Lori sent an email message with the Jobs + Business services’ flyer to more than 200 recipients.

\* Averaged results from February and March to reflect one month of service, for comparison to January.










**La Radio De Seattle**  
 February 15 at 10:30 AM · 🌐  
<http://www.piercecountylibrary.org/>

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 laradiodeseattle Más información   
[www.piercecountylibrary.org/](http://www.piercecountylibrary.org/)  
 February 15 · See translation

**Pierce County Library FYI Packet**  
**Link List**  
**May 11, 2022**

**Pierce County Library in the News**

- [Pierce's new library leader coming from Idaho](#) – Senior Scene
- [Volunteer to Help Plan Library Facilities in Lakewood & Tillicum](#) – City of Lakewood (+Newsbreak)
- [Volunteers Sought To Help Revitalize Lakewood Libraries](#) – Pierce County Patch
- [What to do about Lakewood's dilapidated library branches? You can help decide](#) – The News Tribune
- [Feel Good Friday: Research, Virtual Reality, and Outdoor Reading](#) – South Sound Magazine
- [Pierce County Daffodil Parades: Pedal Powered for Generations](#) – South Sound Talk