

AGENDA

Regular Meeting of the Pierce County Library System Board of Trustees

February 8, 2023 | 3:30 p.m.

The meeting will be held in person at: 3005 112th St E, Tacoma WA 98446

Optional virtual attendance available via:

Phone: Dial+1.253.205.0468 | Webinar ID: 819 4170 0672 | Passcode: 419305

Web Browser or App: <https://us06web.zoom.us/j/81941700672?pwd=N1hQY0hXWkxEaXZjSnhaQ3RyTkN4QT09>

(Zoom user account is required to join via web browser)

Call to Order: Jamilyn Penn, Chair

Public Comment: *This is time set aside for members of the public to speak to the Board of Trustees. Comments will be limited to three (3) minutes. To provide comments virtually, sign up by emailing pmcbride@piercescountylibrary.org by 2:00 p.m. on February 8. Written comments must be provided 24 hours prior to the meeting.*

Board Development

1. Bond Financing, Dave Trageser, Managing Director of Local Government Finance, D.A. Davidson & Co.

Consent Agenda [ACTION]: *Consent agenda items are considered to be routine and are acted on with one motion. There will be no separate discussion on these items unless a member of the Library Board requests an item to be removed from the Consent Agenda for discussion.*

1. Approval of Minutes of January 11, 2023, Regular Meeting
2. Approval of January 2023 Payroll, Benefits and Vouchers
3. Resolution 2023-02 To Declare Furnishings and Equipment Surplus to Public Service Needs

Executive Session [ACTION]: *At this time on the agenda, the Board of Trustees will recess to Executive Session, per RCW 42.30.110, to discuss property matters and a periodic personnel evaluation (estimated time: 20 minutes).*

Executive Director Report

1. Executive Director Report
 - a. Fundraising Performance Report
 - b. Metrics Dashboard
 - c. December 2022 Financial Report
 - d. Public Services Report

Unfinished Business

1. 2023 Foundation/Library Addendum #2 [ACTION]
2. Interim Lakewood Library
3. Downtown Lakewood Library
4. Sumner Library Capital Project
5. 2023 Annual Work Plan Summary

Officers Reports: *Brief, informational updates or reports about the Library, its staff and activities*

1. Overtime Report
2. Q4 2022 Marketing Focus Results – Online E-books
3. Q4 2022 Marketing and Communications Overall Results
4. Q1 2023 Marketing Focus – Job + Business Services Launch

Announcements

Adjournment [ACTION]

Board Development

Bond Financing

Presented by

Dave Trageser, Managing Director of Local Government Finance,
D.A. Davidson & Co.

Consent Agenda

CALL TO ORDER

Chair Jamilyn Penn called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:31 pm. Board members present were Jamilyn Penn, Pat Jenkins, Abby Sloan, Neesha Patel and Pam Duncan. The meeting was conducted in person, with the option of virtual attendance.

PUBLIC COMMENT

Public comments relating to the Lakewood Library were made by Lakewood resident Bob Warfield.

BOARD DEVELOPMENT

Attorney Daniel Gottlieb, partner with Hillis, Clark, Martin & Peterson PS, presented information to the Board on the Library Capital Facilities Area (LCFA), which was established over 25 years ago to aid libraries in funding capital projects through property taxes by creating a smaller taxing district within the library's taxing district. He provided an overview of historical ballot measures and the process of forming an LCFA.

Parties involved in forming the LCFA include the Board of Trustees, library administrators, City or County Council, city attorney and the county prosecutor.

The creation of the LCFA would begin with the Trustees directing Library administrators to request that the County Council pass a resolution to place the measure on the ballot. The measure requires a 60% super majority, with a 40% validation, to pass. Once a resolution has been submitted, an MOU would be formed among the Library District and the City with an understanding that if the ballot proposition is successful, that document will serve as the basis for the creation of a 3-party Interlocal agreement with the Library, City and LCFA.

The request to Pierce County Council to form an LCFA must include a description of the boundaries of the LCFA and a copy of the resolution approving the creation and outlining how election costs are paid. The deadline for getting on the ballot next primary election is May 12, 2023. Initial costs for ballot propositions are approximately \$2,800. Funding the election would include production of voters' pamphlet, mailing, and legal document preparation.

Mr. Gottlieb identified the forms required to proceed with the process. These include an explanatory statement, for and against committee forms.

If the vote is successful and the LCFA is created, a separate board comprised of three county council members is formed to manage the LCFA. Their sole power is to issue bonds to finance a capital facility. Once the LCFA is formed, it will adopt bylaws, enter into an Interlocal Agreement to delineate roles once the bonds are issued and adhere to any statutory agreements. Bonds can be sold in a number of ways, including through a public offering or directly to a financial institution. Each has different legal requirements.

The LCFA can retain title to the library or transfer to the Library District or any city or town. When the bonds are paid off, the LCFA can dissolve itself.

Trustees expressed their thanks to Mr. Gottlieb.

CONSENT AGENDA

1. Approval of Minutes of December 8, 2022, Study Session
2. Approval of Minutes of December 14, 2022, Regular Meeting
3. Approval of December 2022 Payroll, Benefits and Vouchers
4. Resolution 2023-01 To Declare Furnishings and Equipment Surplus to Public Service Needs

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

EXECUTIVE DIRECTOR REPORTS

Executive Director Report – Executive Director Gretchen Caserotti noted the Library has undergone much change in the past year and leadership is prepared to understand the best ways to stabilize the organization and to continue to improve staff culture in the spirit of improving library services to the community.

She noted the Foundation met and exceeded fundraising goals for 2022, the Bonney Lake Library refresh is progressing as planned and the Library continues to see growth trends in collection usage in the online space.

Executive Director Caserotti is reaching out to many elected officials as the new legislative session is now underway. She will be advocating for support related to the request for funding for the Bonney Lake and Sumner library projects out of the state budget. Items of note before the legislators that are of interest to libraries this session are the tax structure, homelessness, and behavioral and mental health services which are also top of mind for many of our elected officials.

Executive Director Caserotti commended staff for their outreach efforts to meaningfully provide library services outside the brick and mortar facilities.

UNFINISHED BUSINESS

Lakewood Libraries Discussion – There was discussion about the need to hold an upcoming study session. Trustees expressed interest in knowing whether purchasing the Tillicum Library building was feasible. If so, they noted the Board would need additional information to make that decision, including cost, structure viability, and availability.

Executive Director Caserotti noted the library, as tenants of the building, merely hired the architects to conduct a visual assessment of the building. A comprehensive evaluation of the facility has not been done. She remarked she has strong reservations on using public funds to restore the building in such poor condition. She noted this option is counter to the Community Advisory Committee's (CAC) recommendations to prioritize having a shared space for community partners over restoring a building in poor condition.

Deputy Director Connie Behe shared information on the trends and needs demonstrated in the Tillicum community related to technology and access to basic services. Tillicum Library staff partner with several entities outside of the building such as popup events in parks. They also participate in local community events offered by the community center, such as back-to-school giveaways and trunk-or-treat.

There is also participation in community events. There is a strong need for bilingual story times and for senior technology assistance. Crafting, story times and STEAM-related events are popular. Other resources made available to the Tillicum community include legal and housing assistance. Deputy Director Behe noted the partnerships are abundant and exist both within and outside the community center, which is an important place for gathering. She identified SeaMar Health Clinic as the major tenant with additional social services using the space, including WIC, community garden, Senior Center meal provisions and a clothing and food bank.

Trustee Jenkins commented that renovating on the existing site does not seem viable and stressed the importance exploring other options that consider financial and logistical impacts and have community support.

Trustees noted the value of the partnerships within the building as opposed to close physical proximity to those partners, who currently facilitate events out of the community center.

Questions arose about which entity shoulders the cost of these partnerships and how that might look in the future. Executive Director Caserotti noted the partners in the current center have their own agreements with the property owners, of which the Library has no knowledge of the terms.

The question arose that should the library move, is there a sense of understanding that the other partners will remain in the community center and the resources would continue to be offered. The Library is unaware of any future plans of those entities.

When asked if there are other spaces to relocate the library, Executive Director Caserotti suggested the Trustees take future action to asking Library administrators to engage a real estate broker to present options.

Trustee Jenkins reiterated exploring other options, stressing the focus must be on the Library's patrons and what's best for them.

When asked if any other libraries share property with other services, Deputy Director Melinda Chesbro noted the Anderson Island Library is housed in a community center. Key Center Library is a HUD building owned by the Library and houses the local health center as a tenant. University Place Library is a condo agreement. Orting Library is in space owned by the city of Orting and shared with a community programming space. Sumner Library is being leased from the city of Sumner until 2024.

Chair Penn asked Library administrators to engage PCLS' real estate broker to provide additional property options for the Lakewood locations.

Discussion ensued on the Lakewood Library. Executive Director Caserotti noted there was an awareness that renovating the current facility would not be feasible for the Library today. The Library has engaged in conversation about the Douglas fir artifact to find options for relocation within the city of Lakewood. If

the library is asked to pursue the recommendation to rebuild on the current site, staff will prepare additional information at the February meeting for necessary steps the Library will need to take.

She suggested engaging the real estate broker to compile additional properties available for sale in the Lakewood city limits as well as Tillicum. The previous knowledge-based decision making exercise was done with respect to leasing rather than property acquisition. She noted it would be important to know what would fit on the property and would engage an architect to provide this information. The Library administrators will bring additional information to the Board at an upcoming meeting to better understand these considerations.

Executive Director Caserotti reported the interim library planning is ongoing. Architects continue working on finalizing designs and plans, which will be presented to the Board upon completion. She added that whatever direction the Library takes on a permanent location will take time and funds, likely including a ballot measure.

Trustees stressed the importance of being mindful of milestones needed to carry out the work as expeditiously as possible, noting this is a rare opportunity to establish a new Lakewood facility that will be in existence for many years and serve the community well as a 21st century library.

Sumner Capital Project Proposal – Executive Director Caserotti recommended a joint meeting with the Board and the Sumner City Council to share information and issues in order to build consensus and expedite information sharing. Information shared at this meeting will include the relative size and estimated cost of the building, potential household tax impacts, and precincts defining boundary lines.

The Board will be evaluating the scope of the project, understand what the library can afford and following procedural steps outlined for them. Executive Director Caserotti continues to coordinate with Pierce County Executive Dammeier and his staff as well as City of Sumner officials.

Executive Director Caserotti noted the education being received on LCFAs in Sumner will be helpful when the Library replicates this process for the Lakewood facility.

The Library is interested in hearing from the community about the future Sumner location and has embarked on a public engagement campaign which includes interactive exhibits in the branches, surveys and open houses on January 31, 2023, at 11:00 am and 3:00 pm in the Sumner Library.

NEW BUSINESS

Policy Revision - Real Property – Business and Compliance Director Cliff Jo shared the policy noting the amendments are required due to the impending possibility of necessary removal of the library building on the current Lakewood property, as well as consideration of the possibilities of selling libraries in the future.

Trustee Duncan moved to approve the amendments as presented on the Board policy for Real Property. Trustee Sloan seconded the motion. Motion carried.

2023 Foundation/Library Agreement and Addendum – Director Jo provided an overview of the agreement. Foundation Director Dean Carrell provided an overview of the addendum #1, which depicts the activities the Foundation will be providing to the Library in support of the agreement.

Addendum #2 was erroneously omitted from the Board agenda packet and will be presented at the upcoming February 8, 2023, meeting.

Trustee Jenkins moved to authorize Executive Director Gretchen Caserotti to sign the Foundation Agreement as presented. Trustee Patel seconded the motion. Motion carried.

Trustee Patel moved to authorize Executive Director Gretchen Caserotti to sign Addendum #1 as presented. Trustee Duncan seconded the motion. Motion carried.

OFFICERS REPORTS

Buckley Library Site Evaluation Update – Director Jo reported he recently met with the consultant and is awaiting a “No Further Action” designation. He noted Restorical Research only receives compensation if the insurance claims are approved.

Public Opinion Poll – Trustees appreciate the report and are looking forward to the result of the poll in March.

Chair Penn thanked the Library administrators and staff for the work they do in providing relevant training and information to meet the needs of the Board.

ANNOUNCEMENTS

Sumner Library open houses will be held January 31, 2023, at 11:00 am and 3:00 pm, at 1116 Fryer Avenue, Sumner.

Executive Director Caserotti will be scheduling another Community Conversation with District 6 Councilmember Jani Hitchen.

Executive Director Caserotti will be attending Library Legislative Day on February 9, 2023. She invited Trustees to let her know if they are interested in joining her.

ADJOURNMENT

The meeting was adjourned at 5:07 pm on motion by Trustee Jenkins, seconded by Trustee Duncan.

Gretchen Caserotti, Secretary

Jamilyn Penn, Chair

**Pierce County Library System
Payroll, Benefits and Vouchers
January 2023**

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	10123- 10124	01/06/2023 - 01/20/2023	\$ 4,605.91
Electronic Payments - Payroll & Acct Payable		1/6/2023	\$ 1,040,168.26
Electronic Payments - Payroll & Acct Payable		1/20/2023	\$ 959,051.14
Accounts Payable Warrants	703886 - 703996	01/01/2023 - 01/31/2023	\$ 1,182,671.46
Total:			<u>\$ 3,186,496.77</u>

As of 02.02.2023

ALL CHECKS

CHECK DATE FROM: 01/01/2023 TO: 01/31/2023

CHECKING ACCOUNT: 999.000.000.000.111100

EMP #	NAME	ISSUED	ST	CHECK #	AMOUNT
1464	WALKER, RAYMOND J	01/06/2023	C	10123	1,684.32
1465	STEWART, ESPERANZA	01/20/2023		10124	2,921.59
TOTAL CHECKS				2	4,605.91

** END OF REPORT - Generated by MARY STIMSON **

Ad-hoc bank transaction (Withdrawal)

PCL_Company

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

Contact Name: Stacy Karabotsos
 Contact Phone: 253-548-3451
 Contact e-mail: sdkarabotsos@piercecounyalibrary.org
 Comments: 1/06/23 Payroll

Withdrawal Date: 1/6/2023

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	77,360.33
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	64,718.08
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	64,718.08
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	618,609.69
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	11,304.54
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	55,972.19
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	88,491.76
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	5,319.99
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	2,673.60
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	51,000.00
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	-
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	-
Total Deposit						\$ 1,040,168.26

Certification:

Stacy Karabotsos
 Signature (Department Designee)

1/4/2023
 Date

Comments:

Ad-hoc bank transaction (Withdrawal)

PCL_Company

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

Contact Name: Stacy Karabotsos
 Contact Phone: 253-548-3451
 Contact e-mail: sdkarabotsos@piercecountylibrary.org
 Comments: 1/20/23 Payroll

Withdrawal Date: 1/20/2023

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	75,331.83
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	62,612.62
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	62,612.62
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	596,472.27
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	11,143.01
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	54,066.85
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	85,517.92
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	5,503.32
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	2,673.60
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	625.00
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	189.85
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	2,302.25
Total Deposit						\$ 959,051.14

Certification:

Stacy Karabotsos
 Signature (Department Designee)

1/18/2023
 Date

Comments:

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
703886	01/06/2023	PRINTED	314	AFSCME AFL-CIO	0.00	13,335.96	01/13/2023
703887	01/06/2023	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	2,458.88	01/17/2023
703888	01/06/2023	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	0.00	534.33	01/06/2023
703889	01/06/2023	PRINTED	2100	ARCHIVESOCIAL INC	0.00	3,137.40	01/20/2023
703890	01/06/2023	PRINTED	341	BAKER & TAYLOR	0.00	24,270.85	01/17/2023
703891	01/06/2023	PRINTED	427	BLACKSTONE PUBLISHING	0.00	139.76	01/17/2023
703892	01/06/2023	PRINTED	432	CITY OF BONNEY LAKE	0.00	282.97	01/13/2023
703893	01/06/2023	PRINTED	638	CITY OF BUCKLEY	0.00	259.06	01/13/2023
703894	01/06/2023	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	270.71	01/18/2023
703895	01/06/2023	PRINTED	998	CINTAS CORPORATION	0.00	739.82	01/17/2023
703896	01/06/2023	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	1,500.92	01/23/2023
703897	01/06/2023	PRINTED	1886	LAMAR COMPANIES	0.00	1,755.00	01/19/2023
703898	01/06/2023	PRINTED	211	MIDWEST TAPE	0.00	24,222.19	01/18/2023
703899	01/06/2023	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	630.00	01/12/2023
703900	01/06/2023	PRINTED	552	PENINSULA LIGHT CO	0.00	3,231.45	01/12/2023
703901	01/06/2023	PRINTED	776	PUGET SOUND ENERGY	0.00	9,949.94	01/13/2023
703902	01/06/2023	PRINTED	782	XEROX CORPORATION	0.00	179.16	01/17/2023
703903	01/06/2023	PRINTED	61	RICOH USA INC	0.00	3,907.66	01/13/2023
703904	01/06/2023	PRINTED	61	RICOH USA INC	0.00	48.96	01/13/2023
703905	01/06/2023	PRINTED	111	SHOUTBOMB LLC	0.00	5,832.00	01/17/2023
703906	01/06/2023	PRINTED	273	TOWN OF STEILACOOM	0.00	2,331.00	01/12/2023
703907	01/06/2023	PRINTED	290	SURPRISE LAKE SQUARE LLC	0.00	12,019.41	01/18/2023
703908	01/06/2023	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	823.00	01/13/2023
703909	01/06/2023	PRINTED	811	WCP SOLUTIONS	0.00	217.80	01/12/2023
703910	01/11/2023	PRINTED	335	AWC EMPLOYEE BENEFIT TRUST	0.00	267,071.07	01/20/2023
703911	01/13/2023	PRINTED	2169	ASSOCIATION OF WASHINGTON CITIES	0.00	21,742.53	01/20/2023
703912	01/13/2023	PRINTED	341	BAKER & TAYLOR	0.00	14,879.30	01/20/2023
703913	01/13/2023	PRINTED	2238	BYLINE FINANCIAL GROUP	0.00	454.67	01/23/2023
703914	01/13/2023	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	2,002.31	01/19/2023
703915	01/13/2023	PRINTED	669	CHUCKALS INC	0.00	1,916.20	01/18/2023
703916	01/13/2023	PRINTED	998	CINTAS CORPORATION	0.00	739.82	01/26/2023
703917	01/13/2023	PRINTED	124	CONSOLIDATED TECHNOLOGY SERVICES	0.00	587.87	01/24/2023
703918	01/13/2023	PRINTED	146	DAILY JOURNAL OF COMMERCE	0.00	243.80	01/19/2023
703919	01/13/2023	PRINTED	2428	EMC RESEARCH INC	0.00	31,850.00	01/20/2023
703920	01/13/2023	PRINTED	399	CITY OF FIFE	0.00	656.32	01/18/2023
703921	01/13/2023	PRINTED	402	FIRGROVE MUTUAL WATER COMPANY	0.00	286.85	01/18/2023
703922	01/13/2023	PRINTED	405	FLOHAWKS	0.00	165.00	01/18/2023
703923	01/13/2023	PRINTED	2495	CHARLOTTE FOUTCH	57.12	0.00	
703924	01/13/2023	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	1,593.72	01/23/2023
703925	01/13/2023	PRINTED	2493	JOHNSON COUNTY PUBLIC LIBRARY	30.00	0.00	
703926	01/13/2023	PRINTED	735	KING COUNTY LIBRARY SYSTEM	141.90	0.00	

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
703927	01/13/2023	PRINTED	1886	LAMAR COMPANIES	1,755.00	0.00	
703928	01/13/2023	PRINTED	211	MIDWEST TAPE	0.00	3,640.47	01/20/2023
703929	01/13/2023	PRINTED	216	CITY OF MILTON	0.00	852.02	01/19/2023
703930	01/13/2023	PRINTED	224	MORNINGSTAR INC	0.00	9,103.00	01/31/2023
703931	01/13/2023	PRINTED	240	NEW YORK TIMES	0.00	1,436.86	01/24/2023
703932	01/13/2023	PRINTED	241	NEWS TRIBUNE	0.00	390.00	01/23/2023
703933	01/13/2023	PRINTED	520	CITY OF ORTING	0.00	207.81	01/20/2023
703934	01/13/2023	PRINTED	1037	PIERCE COUNTY SEWER	0.00	1,262.89	01/19/2023
703935	01/13/2023	PRINTED	764	PRONUNCIATOR	4,995.00	0.00	
703936	01/13/2023	PRINTED	765	PROQUEST LLC	0.00	11,605.21	01/19/2023
703937	01/13/2023	PRINTED	776	PUGET SOUND ENERGY	0.00	823.67	01/19/2023
703938	01/13/2023	PRINTED	61	RICOH USA INC	0.00	2,596.33	01/24/2023
703939	01/13/2023	PRINTED	2497	SAINT MARTIN'S UNIVERSITY	90.00	0.00	
703940	01/13/2023	PRINTED	264	SPOKANE COUNTY LIBRARY DISTRICT	0.00	13.00	01/30/2023
703941	01/13/2023	PRINTED	284	SUMMIT WATER & SUPPLY CO	0.00	349.64	01/18/2023
703942	01/13/2023	PRINTED	1834	TWIN FALLS PUBLIC LIBRARY	0.00	29.95	01/26/2023
703943	01/13/2023	PRINTED	594	TYLER BUSINESS FORMS	0.00	168.44	01/19/2023
703944	01/13/2023	PRINTED	672	CITY OF UNIVERSITY PLACE	0.00	15.16	01/20/2023
703945	01/13/2023	PRINTED	605	US BANK	0.00	178,192.66	01/18/2023
703946	01/13/2023	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	971.90	01/19/2023
703947	01/13/2023	PRINTED	2385	WASHINGTON COUNTY COOPERATIVE LIBRARY SERVICES	25.00	0.00	
703948	01/20/2023	PRINTED	313	AFLAC	3,762.32	0.00	
703949	01/20/2023	PRINTED	684	COLONIAL SUPPLEMENTAL INSURANC	174.00	0.00	
703950	01/20/2023	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	2,458.88	01/24/2023
703951	01/20/2023	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	0.00	494.33	01/20/2023
703952	01/20/2023	PRINTED	341	BAKER & TAYLOR	0.00	12,254.76	01/27/2023
703953	01/20/2023	PRINTED	642	BUILDINGWORK LLC	0.00	845.00	01/25/2023
703954	01/20/2023	PRINTED	652	CASCADE COMPUTING LLC	300.00	0.00	
703955	01/20/2023	PRINTED	657	CENGAGE LEARNING	0.00	83.67	01/27/2023
703956	01/20/2023	PRINTED	1001	DATA QUEST LLC	0.00	135.00	01/30/2023
703957	01/20/2023	PRINTED	370	ELITE PROPERTY INVESTMENTS LLC	0.00	12,049.47	01/30/2023
703958	01/20/2023	PRINTED	2337	GEORGIA LOMAX CONSULTING	412.50	0.00	
703959	01/20/2023	PRINTED	446	CITY OF GIG HARBOR	0.00	783.13	01/25/2023
703960	01/20/2023	PRINTED	486	HILLIS CLARK MARTIN & PETERSON	0.00	140.00	01/25/2023
703961	01/20/2023	PRINTED	703	INGRAM LIBRARY SERVICES	309.47	0.00	
703962	01/20/2023	PRINTED	36	LOGIC INTEGRITY INC	0.00	1,520.00	01/26/2023
703963	01/20/2023	PRINTED	227	MOUNTAIN MIST	0.00	27.28	01/25/2023
703964	01/20/2023	PRINTED	1081	NASIM LANDSCAPE	0.00	12,429.70	01/24/2023
703965	01/20/2023	PRINTED	771	PUBLIC LIBRARIES OF WASHINGTON	0.00	6,761.68	01/24/2023
703966	01/20/2023	PRINTED	2097	SENTINEL PEST CONTROL	0.00	1,016.56	01/31/2023
703967	01/20/2023	PRINTED	2015	WEX BANK	0.00	3,766.53	01/24/2023

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
703968	01/27/2023	PRINTED	341	BAKER & TAYLOR	16,699.65	0.00	
703969	01/27/2023	PRINTED	657	CENGAGE LEARNING INC / GALE	155.87	0.00	
703970	01/27/2023	PRINTED	2112	CRUCIAL LEARNING	3,590.00	0.00	
703971	01/27/2023	PRINTED	365	EBSCO	0.00	112.39	01/31/2023
703972	01/27/2023	PRINTED	374	EMPLOYMENT SECURITY DEPARTMENT	0.00	3,496.00	01/31/2023
703973	01/27/2023	PRINTED	2386	GATEWAY CONSTRUCTION SERVICES INC	207,573.26	0.00	
703974	01/27/2023	PRINTED	700	INFOBASE PUBLISHING	8,850.91	0.00	
703975	01/27/2023	PRINTED	703	INGRAM LIBRARY SERVICES	608.48	0.00	
703976	01/27/2023	PRINTED	704	INNOVATIVE INTERFACES INC	660.00	0.00	
703977	01/27/2023	PRINTED	707	INTRACOMMUNICATION NETWORK SYS	300.85	0.00	
703978	01/27/2023	PRINTED	710	IRON MOUNTAIN INC	440.71	0.00	
703979	01/27/2023	PRINTED	742	KITSAP REGIONAL LIBRARY	30.00	0.00	
703980	01/27/2023	PRINTED	2338	LIBRARY IDEAS LLC	274.58	0.00	
703981	01/27/2023	PRINTED	36	LOGIC INTEGRITY INC	1,520.00	0.00	
703982	01/27/2023	PRINTED	211	MIDWEST TAPE	8,273.90	0.00	
703983	01/27/2023	PRINTED	2243	GEODESIGN INC	4,049.72	0.00	
703984	01/27/2023	PRINTED	552	PENINSULA LIGHT CO	0.00	2,837.38	01/31/2023
703985	01/27/2023	PRINTED	776	PUGET SOUND ENERGY	0.00	4,967.42	01/31/2023
703986	01/27/2023	PRINTED	782	QUALITY BUSINESS SYSTEMS INC	533.63	0.00	
703987	01/27/2023	PRINTED	785	QUIPU GROUP LLC	3,342.00	0.00	
703988	01/27/2023	PRINTED	61	RICOH USA INC	246.69	0.00	
703989	01/27/2023	PRINTED	61	RICOH USA INC	2,242.62	0.00	
703990	01/27/2023	PRINTED	2097	SENTINEL PEST CONTROL	459.90	0.00	
703991	01/27/2023	PRINTED	290	SURPRISE LAKE SQUARE LLC	12,257.41	0.00	
703992	01/27/2023	PRINTED	606	VALUE LINE PUBLISHING	22,075.00	0.00	
703993	01/27/2023	PRINTED	831	WORKPOINTE	69,730.96	0.00	
703994	01/27/2023	PRINTED	2008	ZPROCIS SOLUTIONS INC	2,760.00	0.00	
703995	01/30/2023	PRINTED	163	DEPT OF LABOR & INDUSTRIES	40,432.47	0.00	
703996	01/30/2023	PRINTED	374	EMPLOYMENT SECURITY DEPARTMENT	29,404.66	0.00	
					448,565.58	734,105.88	1,182,671.46

MEMO



Date: January 26, 2023

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

From: Stephanie Ratko, IT Director

Subject: 2023 Technology Surplus and Recycling

The Library needs to recycle other low value technology items as part of an effort to reduce old assets on hand. The PCLS IT team identified technology to recycle that was at end of support from the manufacturer or damaged and unusable.

Background

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

Inventory Removal Mechanism

With the Board's approval, we will recycle the equipment through a DES recognized e-cycle vendor.

See spreadsheet on next page for details.

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

**Total Information Technology Surplus Items
estimated value (each) >\$50**

2	Alienware 17
6	APPLIANCE
1	APPLIANCE CISCO WIRELESS AP CONTR
2	DELL POWERSHIELD MD1000
3	Dell Server
1	Google G100
1	Google GB 7007
1	HARD DRIVE ARRAY 8 DOCK 2 U
1	IONE-GX31MB ECKO
1	Latitude 3380
2	MONITOR LG 60" PLASMA
1	MS-9258 Server
1	NST-5000
1	OptiPlex 7040
1	PAC SQL Production Server
1	PC SERVER DELL POWERSHIELD MD3200
2	PC SERVER RX9258
4	PowerEdge 2950
3	PowerEdge R610
1	PowerEdge R710
1	Precision Tower 5810
2	SERVER BUFFALO TERASTATION III
2	SWITCH DELL 4810
4	SWITCH DELL N2048P
4	SWITCH DELL S55
2	SWITCH DELL S6000

RESOLUTION NO. 2023-02

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

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

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

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

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

PASSED AND APPROVED THIS 8TH DAY OF FEBRUARY, 2023

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

Executive Session

***Motion: To recess to Executive Session per RCW 42.30.110
to discuss a property matters and a periodic personnel evaluation for
approximately 20 minutes.***

(Board Chair states time Executive Session will end)

Executive Director Report (Routine Reports)

MEMO



Date: February 2, 2023

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

From: Gretchen Caserotti, Executive Director

Subject: Executive Director Report

As expected, the start of the New Year has been busy here at PCLS.

The Washington State Legislature opened their Session in early January and we prepared communications to state elected officials in Pierce County requesting their support for the two PCLS capital projects included in the Commerce Library Capital Improvement Program budget recommended for approval by the Legislature. Later in January, we began preparing for Library Legislative Day on February 9, 2023, which I will attend and represent the Library. I will advocate for our capital projects and provide any additional support as requested by the Public Libraries of Washington group of Directors for any legislation that may come up through the course of the Session.

While staff continue to work through the Interim Lakewood Library project, many of us administrators kicked off public engagement activities for the new Sumner Library project. Many thanks to Mary Getchell, Marketing and Communications Director, for her thorough and efficient plan to engage citizens and get feedback with which we can test our assumptions about public support of capital funding ballot measures before we commit to moving forward on the new library facility Library Capital Facilities Area (LCFA) bond measure. The first quarter of this year is very full and I'm pleased that our work is on schedule and on track.

January is a month with lots of events across the county from State of the Cities in Puyallup/Sumner to the Tacoma Metro Chamber's Economic Horizons breakfast event. I enjoyed attending these and learning more directly from the community leaders about their successes, their priorities for the coming year, and their challenges which are not too dissimilar from our own; labor, affordable housing/cost of living, inflation and continued high costs of construction. Local economists forecast a mild recession mid-year 2023. One speaker commented "It's not how you go into a recession, it's how you come out that matters." The Federal interest rate hikes are a major driver of current conditions. We can expect to see rates stay where they are (high) while things stabilize following major economic stimulus investments infused into the economy over the last 3 years conclude. Economic trends impacting the library include continued pressures keeping construction costs high, as well as rising wages keeping pace with the higher cost of living in our area with the lack of affordable housing playing a major factor. We will watch these trends closely. The entire Pierce County Economic Index Report is available online <https://www.tacomachamber.org/pcei-report.html>.

While the “Great Resignation” isn’t talked about quite as much these days, we continue to experience the major transitions in employment and in January, with heavy hearts, we said farewell to IT Director, Stephanie Ratko, who accepted a terrific opportunity to lead as the Deputy Director for Operations at Sound Transit. We all benefitted from her strong leadership in her time here at PCLS and wish her continued success in her new career path. Stephanie developed an incredibly strong IT team and they will do a great job continuing to keep all our systems running in the interim. The IT Director position is currently in the recruitment process.

I am grateful to Connie Behe, Deputy Director of Public Services and Melinda Chesbro, Deputy Director of Operations and the entire Administrative Team for their leadership in deeply considering the 2023 Work Plan in light of all the changes and challenges before our organization. As I shared last month, given the massive transitions in 2022, a number of projects are being carried forward into 2023 to be completed with very few new projects outside of our capital commitments in Sumner and Lakewood. This focused commitment from PCLS leadership to the presented projects will provide the necessary stabilization we need before we can meaningfully and strategically move forward as a library system.



Fundraising Performance Dashboard



Goal = PCLS/Foundation annual agreement

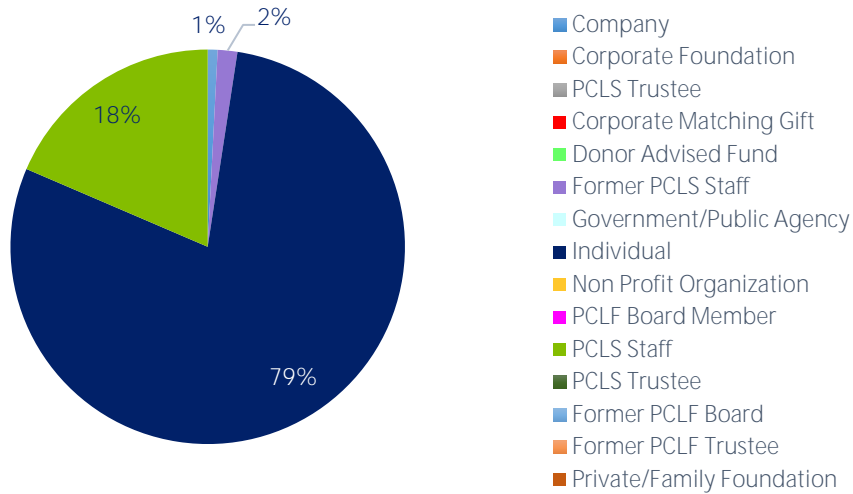


Goal = Annual Campaign Goal (\$310,000) + Foundation budget (\$102,955)

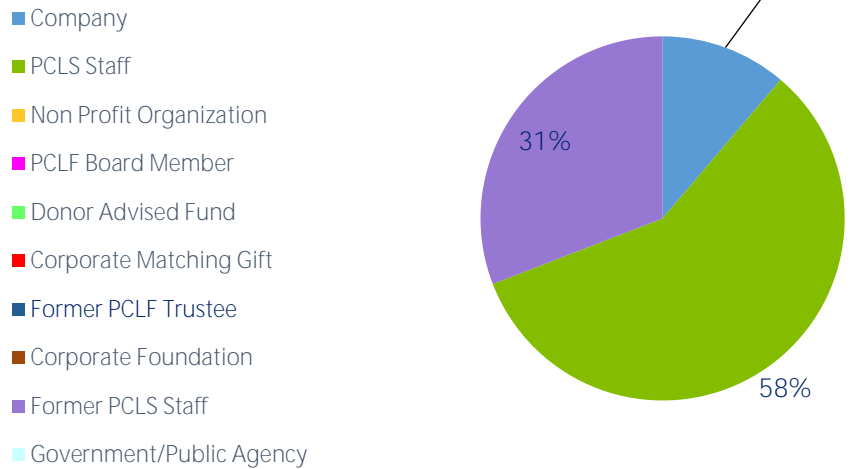


Annual Campaign Statistics

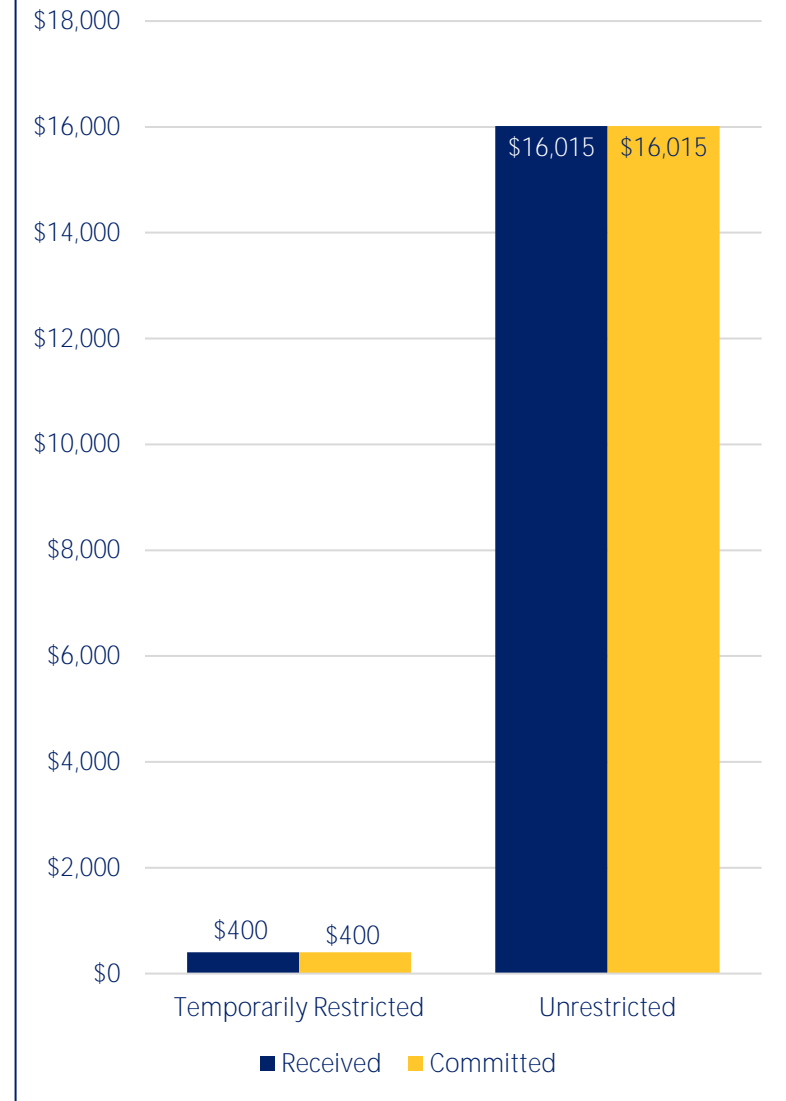
Number of Gifts by Constituency



Gift Revenue by Constituency



Revenue by Type



Annual Campaign Donors by Lifecycle Status

Continuing Individual donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
106	10.13%	\$14,290	4.71%	940	\$806,229

Continuing Corporate/Foundation donors - Year to date

# of Donors	Donor rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
1	1.30%	\$25,000	6.79%	76	\$189,323

Continuing Individual donors - First year donor

# of Donors	Donor rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
7	5.22%	\$227	4.00%	127	\$545,341

Continuing Corporate/Foundation donors - First year donor

# of Donors	Donor rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
0	0.00%	\$0	0.00%	28	\$119,650

New Individual donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate		
5	20.00%	\$350	2.19%		

New Corporate/Foundation donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate		
0	0.00%	\$0	0.00%		

Returning Individual donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate		
15	1.10%	\$1,297	5.50%		

Returning Corporate/Foundation donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate		
1	1.80%	\$100	50.00%		

Updates

What's going well

- Launched fiscal year with emphasis on planned giving
- Annual Campaign: working to send out first solicitation in February
- Board recruitment advertising has already caught the early attention of two solid candidates

Areas to capitalize on

- Revise bylaws with renewed vision & mission statements
- Working with various PCLS departments to support solicitation proposals

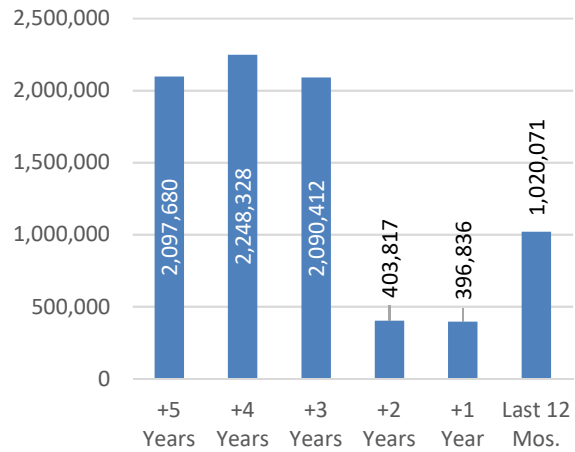
Terms Defined

- 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

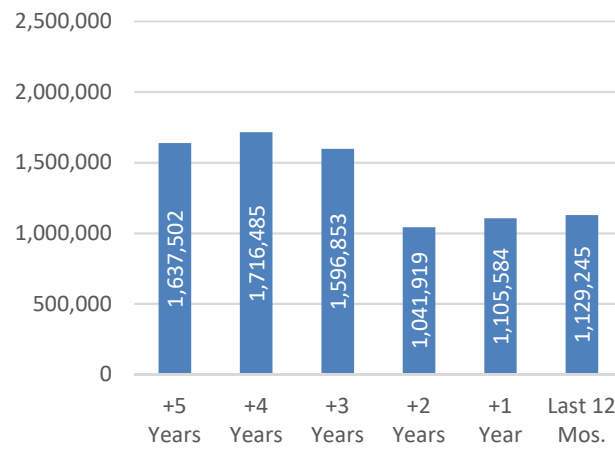
- Continuing Donors (1st year): A donor who gave their first gift in the previous fiscal year and again in the current fiscal year
- Returning Donor Rate (YTD): How the total number of donors who lapsed in their giving last year and have given again this year compares to everyone who gave two to five years ago but not last year
- Returning Donor Revenue Rate (YTD): How returning donor revenue amount compares to the previous fiscal year's returning donor revenue
- LYBUNT (YTD): All gifts received in the Last Year But Unfortunately Not yet received In this year
- LYBUNT (1st year): A subset of LYBUNTs, all first time gifts received in the Last Year But Unfortunately Not yet received In this year

Customers / Visits - December 2022

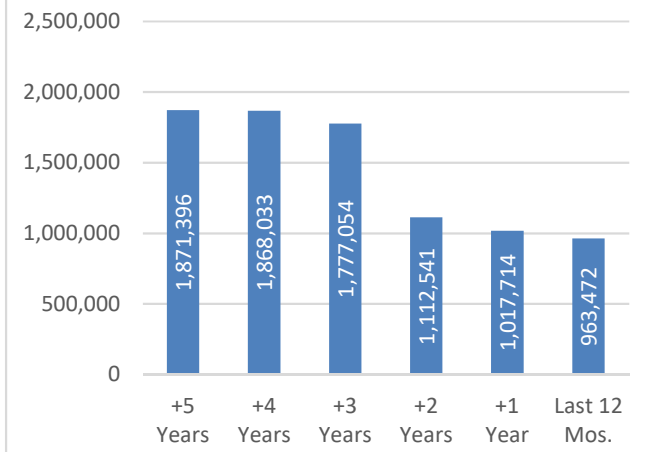
Branch Visits



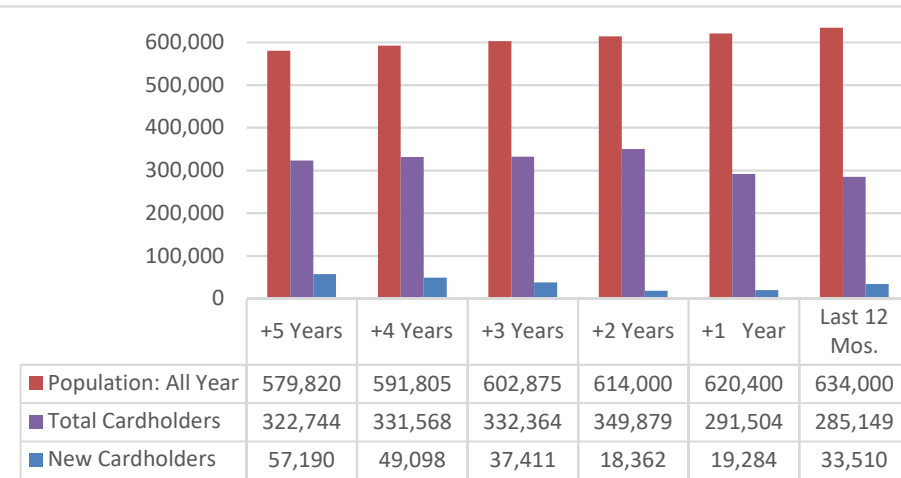
Catalog Visits



Website Visits



PCLS Cardholder Statistics



December and Rolling 12-Month Comparison

	December 2022	December 2021	% Change Dec. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
Branch Visits	77,362	61,347	26.1%	1,020,071	396,836	157.1%
Catalog Visits	85,359	84,784	0.7%	1,129,245	1,105,584	2.1%
Public Website Visits	71,992	76,328	-5.7%	963,472	1,017,714	-5.3%

Technology

	December 2022	December 2021	% Change Dec. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
PC/Laptop Sessions	9,150	6,346	44.2%	120,938	36,890	227.8%
Wi-Fi Sessions	44,772	50,043	-10.5%	606,993	421,463	44.0%

Public Spaces Usage

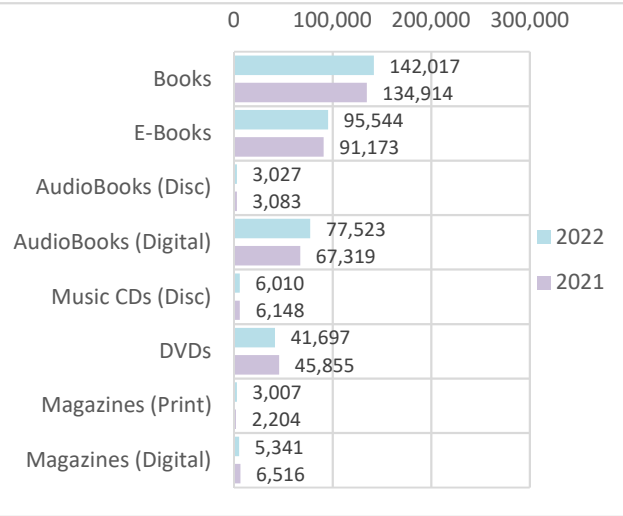
	December 2022	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
# of Public Meeting Uses	848	3,438	0	-
# of Attendees	4,240	16,038	0	-

Notes:

Public Spaces Usage: Use of public meeting rooms restarted in September 2022

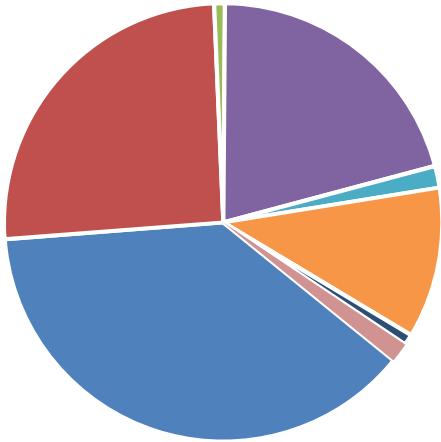
Collection Use - December 2022

December 2022 vs December 2021 Checkouts Data Table

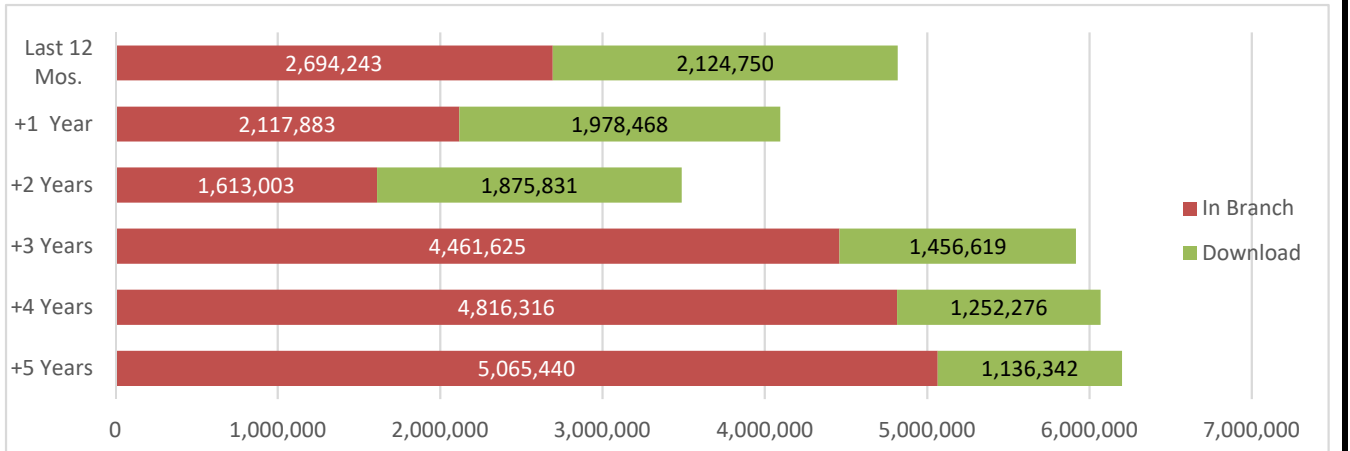


Categories	November 2022	December 2022	December 2021	% Change of Dec. Year Over Year	% of Total Dec. 2022 Checkouts	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change 12 Months Year Over Year
Books	152,426	142,017	134,914	5.26%	37.96%	2,006,608	1,554,613	29.07%
E-Books	94,266	95,544	91,173	4.79%	25.54%	1,151,943	1,124,822	2.41%
AudioBooks (Disc)	2,930	3,027	3,083	-1.82%	0.81%	42,168	40,671	3.68%
AudioBooks (Digital)	74,266	77,523	67,319	15.16%	20.72%	903,100	790,287	14.27%
Music CDs (Disc)	5,072	6,010	6,148	-2.24%	1.61%	66,275	59,984	10.49%
DVDs	40,512	41,697	45,855	-9.07%	11.14%	536,103	439,239	22.05%
Magazines (Print)	3,083	3,007	2,204	36.43%	0.80%	37,561	21,695	73.13%
Magazines (Digital)	5,949	5,341	6,516	-18.03%	1.43%	69,707	63,359	10.02%
Totals:	378,504	374,166	357,212	4.75%	100.00%	4,813,465	4,094,670	17.55%

Checkouts By Format - December 2022



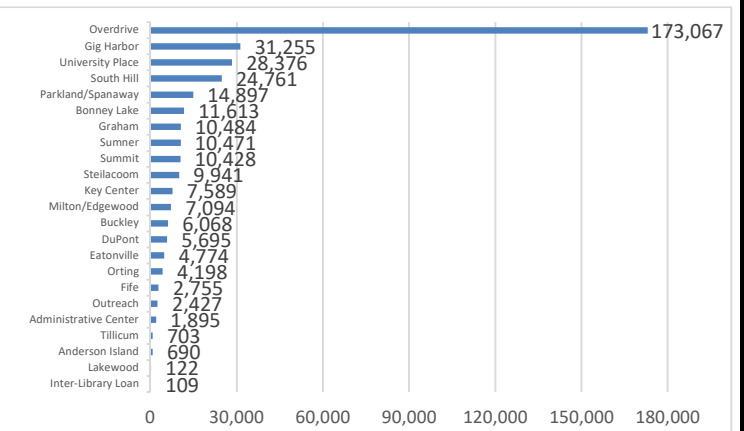
Collection Checkouts



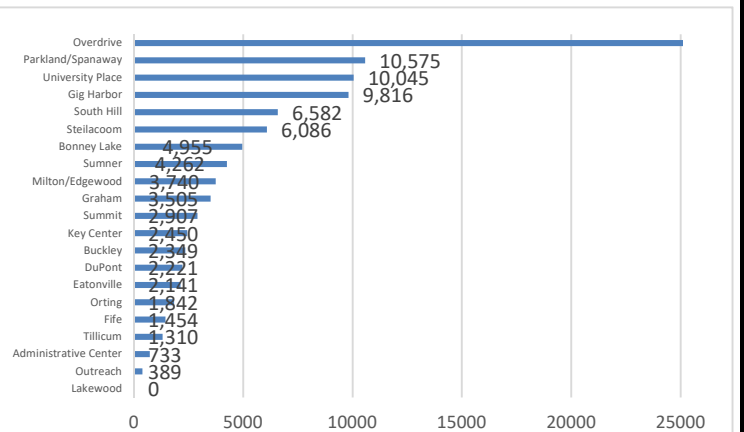
Activity - December 2022

Location	Checkouts				Visitors			
	December, 2022	Last 12 Mo.	+1 Year	% Change	December, 2022	Last 12 Mo.	+1 Year	% Change
Administrative Center	1,895	32,004	25,960	23.3%	733	4,259	906	370.1%
Anderson Island	690	5,966	5,052	18.1%	No Door Counter for Anderson Island			
Bonney Lake	11,613	179,279	136,376	31.5%	4,955	65,653	23,840	175.4%
Buckley	6,068	72,752	50,752	43.3%	2,349	30,585	12,886	137.4%
DuPont	5,695	74,382	64,810	14.8%	2,221	29,027	12,213	137.7%
Eatonville	4,774	64,200	46,273	38.7%	2,141	33,973	14,219	138.9%
Fife	2,755	37,012	26,781	38.2%	1,454	20,759	6,376	225.6%
Gig Harbor	31,255	431,776	351,875	22.7%	9,816	128,488	47,783	168.9%
Graham	10,484	139,650	110,095	26.8%	3,505	44,020	18,303	140.5%
Inter-Library Loan	109	3,194	2,879	10.9%	No "visitors" for Inter-Library Loan			
Key Center	7,589	95,586	80,697	18.5%	2,450	35,307	15,556	127.0%
Lakewood	122	100,963	158,283	-36.2%	0	53,311	42,659	25.0%
Milton / Edgewood	7,094	99,874	76,648	30.3%	3,740	41,470	15,224	172.4%
Orting	4,198	57,443	44,970	27.7%	1,842	27,628	10,083	174.0%
Overdrive	173,067	2,055,043	1,915,109	7.3%	27,902	321,001	289,949	10.7%
Outreach	2,427	27,531	20,634	33.4%	389	4,181	1,646	154.0%
Parkland / Spanaway	14,897	199,803	130,137	53.5%	10,575	121,367	43,532	178.8%
South Hill	24,761	348,115	248,971	39.8%	6,582	92,732	31,503	194.4%
Steilacoom	9,941	112,613	66,017	70.6%	6,086	68,157	23,984	184.2%
Summit	10,428	131,081	108,707	20.6%	2,907	39,808	14,625	172.2%
Sumner	10,471	138,909	112,190	23.8%	4,262	54,014	19,394	178.5%
Tillicum	703	10,680	9,031	18.3%	1,310	14,457	5,210	177.5%
University Place	28,376	331,430	240,745	37.7%	10,045	110,875	36,894	200.5%
Total	369,412	4,749,286	4,032,992	17.8%	105,264	1,341,072	686,785	95.3%

December Checkouts



December Visitors



Branch Closure Information - Last 12 Months

Location	Start Date	End Date	Duration	Notes	Location	Start Date	End Date	Duration	Notes
System-wide	12/26/2021	12/27/2021	2 days	Snow storm	Tillicum	9/10/2022	9/10/2022	1 day	Anticipated heat, HVAC not working
Key Center	12/28/2021	1/5/2022	9 days	HVAC repairs	Bonney Lake	11/13/2022	11/27/2022	15 days	Building updates
System-wide	12/30/2021	12/30/2021	1 day	Snow storm	System-wide	12/1/2022	12/1/2022	1 day	Snow storm
Graham	3/10/2022	3/10/2022	1 day	Road construction	System-wide	12/23/2022	12/23/2022	1 day	Snow storm
Lakewood	6/5/2022	ongoing		Closed for in-branch services	Graham	12/26/2022	12/26/2022	1 day	Power outage
Key Center	7/2/2022	7/2/2022	1 day	Staff shortage					
Milton	8/10/2022	8/10/2022	1 day	Power outage					

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

Monthly Financial Reports December 31, 2022

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

2022's reports are based on Munis data moved to Eden.

These reports will be converted in upcoming months to be driven directly by Munis.

General Fund

December

- **33405. Received ARPA grant funds.**
- **36110. Investments continue to follow the Fed's rate increases.**
- **36700. Foundation submitted annual funds**
- **36998. Received the final USAC reimbursement for Erate funded telecommunication services.**
- **39510. Includes the insurance recovery of a totaled vehicle.**
- **53506. Contractual renewals for the phone system, financial/HR system, and Microsoft**
- **54600. Records the board-approved payment for insurance renewal.**
- **59730. Records the board-approved transfer increases to the Capital Fund.**

November

- 31111/2. The recorded property tax receipt is the remainder after depositing \$1,608,000 into the Levy Sustainability Fund.
- 53506. Includes renewal of the Communico system.

October

- 31111. The second of two main property taxes were recorded in October, with approximately \$3.3 million left to collect, of which a substantial portion will be recorded to the Levy Sustainability Fund by yearend.
- 53506. Includes various technology license renewals.

July - September

- 36998. E-rate reimbursement for 2022 Q1 was received (second of two).
- 54100. Includes significant rental costs for carts to help with Lakewood clear out.
- 54501. Includes the Lakewood ground lease deposit to BETA Holdings.
- 36998. E-rate reimbursement for 2022 Q1 was received (second of two).

- 54100. Includes significant rental costs for carts to help with Lakewood clear out.
- 54800. Includes significant plumbing repairs at Parkland/Spanaway Library.
- 36110. Investments continue to increase due to increased rates.
- 36998. E-rate reimbursement for 2022 Q1 was received.
- 54120. Includes payment towards DEI consulting services.
- 53199. Began the implementation of Foundation pass-through payments using a specific object code that allows better tracking.

April - June

- 54100. Payments towards consultants for CE retreat and Crucial Conversations.
- 54800. Payment for Bonney Lake Library door replacement.
- Budget was adjusted to match what the Board approved in December 2021.
- Beginning in May, posted interest returns will be substantially more as the federal government works to reduce inflation. This will be true across all funds, most notably in the Levy Sustainability Fund.
- 36998. E-rate reimbursement for 2021 Q4 was received.
- 36999. Purchase card reimbursement for 2022 Q1 was received and on target to exceed budget.
- 53505. Annual support, licensing, and maintenance payment made to Innovative Interfaces for the Polaris Integrated Library System.
- 54120. Payment for “Welcome Back” mailed postcards, and printed items for Summer Reading.
- 54120. Includes final payment for executive search firm.
- 54800. Includes significant repairs to ACL’s HVAC system.
- 54906. Includes payment for property taxes.

January - March

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

Capital Improvement Projects Fund

December

- **39700. Records the Board-approved increase in transfers from the general fund and property and facility fund.**
- **54120. Includes Library’s portion for BERK’s coordination of the Lakewood Advisory Committee.**
- **54160. Architectural services for Lakewood Interim Library.**

- **56400. Payment to conduct elevator upgrades at ACL.**
- **56430. Final payment to Dell for computer equipment purchases.**

November

- 54120. Includes Library's portion for BERK's coordination of the Lakewood Advisory Committee.
- 54160. Architectural services for Lakewood Interim Library.
- 56310. Payment to the contractor for the South Hill and Graham parking lot improvements.

October

- 54120. Includes payment to Barsness Group for capital campaign consultation, and Library's portion for BERK's coordination of the Lakewood Advisory Committee.
- 54150. Includes legal consultation regarding Lakewood Library.
- 54160. Architectural services for Lakewood Interim Library.

July - September

- 54120. Includes payment to Barsness Group for capital campaign consultation, and Library's portion for BERK's coordination of the Lakewood Advisory Committee.
- 56410. Includes vehicle purchase to replace stolen van, which was destroyed beyond all recognition.
- 54160. Architectural services for Lakewood Interim Library.
- 54120. Payment to Geodesign/NV2 for monitoring at new Sumner property.
- 54160. Architectural services for both Lakewood and Sumner libraries.
- 56430. Includes another round of posting P-card purchases for computer equipment.
- 54120. Payment to EHSI ground contamination monitoring at Buckley property.
- 54150. Legal services for negotiating Lakewood lease.
- 54160. Architectural services for both Lakewood and Sumner libraries.
- 56250. Bonney Lake roof repairs.
- 56310. Payments towards engineering consultation on Gig Harbor and South Hill libraries parking lot repair and improvements.

April - June

- 54120. Payment to NV5 ground contamination monitoring at new Sumner property.
- 56310. Payments towards engineering consultation on Gig Harbor and South Hill libraries parking lot repair and improvements.
- Budget was adjusted to match what the Board approved in December 2021
- 54120. Includes payments to EHS-I for Buckley contamination mitigation.
- 56430. Includes another round of posting P-card purchases for computer equipment.
- 54120. Includes payment to Barsness Group for capital campaign consultation.
- 56430. Includes the posting of P-card purchases for computer equipment.

January - March

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

Special Purpose Fund

January – November

- **No activity.**

Election Fund

January - December

- **No significant activity other than receipt of investment earnings.**

Property & Facility Fund

December

- **Records the Board-approved transfer to the capital fund.**

January - November

- **No significant activity other than receipt of investment earnings.**

Levy Sustainability Fund

December

- **No significant activity other than receipt of investment earnings.**

November

- 3111X. Recorded \$1,608,000 of property tax collections directly into the fund.

January - October

- **No significant activity other than receipt of investment earnings.**

Debt Service Fund

January - November

- **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	471,075.72	- 0 -	- 0 -
April 2022	335,110.90	335,110.90	- 0 -	- 0 -
May 2022	324,627.82	324,627.82	- 0 -	- 0 -
June 2022	302,597.40	301,597.40	1,000.00	- 0 -
July 2022	209,432.59	204,657.27	4,755.32	- 0 -
August 2022	169,768.32	168,076.32	1,692.00	- 0 -
September 2022	481,633.90	481,633.90	- 0 -	- 0 -
October 2022	378,026.96	365,769.99	12,256.97	- 0 -
November 2022	271,230.79	265,816.44	5,414.35	- 0 -
December 2022	281,533.90	281,380.90	153.00	- 0 -
2022 YTD	\$ 3,965,117.93	\$ 3,939,826.29	\$ 25,291.64	\$ - 0 -

US Bank payments and postings are fully reconciled to the cent.

**PIERCE COUNTY LIBRARY SYSTEM
STATEMENT OF FINANCIAL POSITION
December 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
ASSETS								
Current Assets								
Cash	\$ 768,443	\$ -	\$ 103	\$ 100	\$ 99	\$ 100	\$ 101,045	\$ 869,889
Investments	\$ 11,327,254	\$ -	\$ 12,920,424	\$ 1,137,459	\$ 2,427,854	\$ 90,014	\$ 8,834,021	\$ 36,737,026
Accrued Interest on Investments	\$ 869	\$ -	\$ 661	\$ 66	\$ 198	\$ -	\$ 206	\$ 2,000
Total Current Assets	\$ 12,096,565	\$ -	\$ 12,921,188	\$ 1,137,625	\$ 2,428,151	\$ 90,114	\$ 8,935,272	\$ 37,608,915
TOTAL ASSETS	\$ 12,096,565	\$ -	\$ 12,921,188	\$ 1,137,625	\$ 2,428,151	\$ 90,114	\$ 8,935,272	\$ 37,608,915
LIABILITIES								
Current Liabilities								
Warrants Payable*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sales Tax Payable*	\$ 971	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 971
Payroll Payable	\$ 92	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 92
US Bank Payable*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Liabilities	\$ 1,063	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,063
TOTAL LIABILITIES	\$ 1,063	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,063
FUND BALANCE								
Reserve for Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Election Set-Aside		\$ -	\$ -	\$ 1,101,347	\$ -			\$ 1,101,347
Land/Property/Facility Set-Aside		\$ -	\$ -	\$ -	\$ 3,319,930			\$ 3,319,930
Unreserved Fund Balance	\$ 12,095,501	\$ -	\$ 12,921,188	\$ 36,278	\$ (891,779)	\$ 90,114	\$ 8,935,272	\$ 33,186,575
TOTAL FUND BALANCE	\$ 12,095,501	\$ -	\$ 12,921,188	\$ 1,137,625	\$ 2,428,151	\$ 90,114	\$ 8,935,272	\$ 37,607,851
TOTAL LIABILITIES & FUND BALANCE	\$ 12,096,565	\$ -	\$ 12,921,188	\$ 1,137,625	\$ 2,428,151	\$ 90,114	\$ 8,935,272	\$ 37,608,915
BEGINNING FUND BALANCE, 01/01/21								
	\$ 10,530,099	\$ -	\$ 11,126,968	\$ 1,118,558	\$ 3,370,821	\$ 88,711	\$ 5,515,706	\$ 31,750,863
YTD Revenue	\$ 43,194,766	\$ -	\$ 1,794,221	\$ 19,067	\$ 57,329	\$ 1,404	\$ 5,344,169	\$ 50,410,955
Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
YTD Expenditures	\$ (41,629,364)	\$ -	\$ -	\$ -	\$ (1,000,000)	\$ -	\$ (1,924,603)	\$ (44,553,967)
ENDING FUND BALANCE, 12/31/22	\$ 12,095,501	\$ -	\$ 12,921,188	\$ 1,137,625	\$ 2,428,151	\$ 90,114	\$ 8,935,272	\$ 37,607,851
TAXES RECEIVABLE	\$ 763,772	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 763,772

* 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 December 31, 2022**

	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>CURRENT</i>
	1/31/2022	2/28/2022	3/31/2022	4/30/2022	5/31/2022	6/30/2022	7/31/2022	8/31/2022	9/30/2022	10/31/2022	11/30/2022	12/31/2022	12/31/2022
ASSETS													
Current Assets													
Cash	\$ 27,277	\$ 1,153,585	\$ 2,165,105	\$ 17,304,332	\$ 4,088,315	\$ 624,285	\$ 426,661	\$ 1,063,845	\$ 1,202,005	\$ 17,309,825	\$ 2,646,020	\$ 768,443	\$ 768,443
Investments	\$ 7,670,814	\$ 4,361,619	\$ 2,570,219	\$ 871,292	\$ 14,721,292	\$ 15,492,423	\$ 12,961,603	\$ 9,882,915	\$ 7,099,991	\$ 3,913,522	\$ 16,757,569	\$ 11,327,254	\$ 11,327,254
Accrued Interest on Investments	\$ 3,606	\$ 3,596	\$ 3,607	\$ 3,604	\$ 3,604	\$ 3,698	\$ 3,653	\$ 3,577	\$ 3,577	\$ 3,577	\$ -	\$ 869	\$ 869
Deposits Refundable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Assets	\$ 7,701,697	\$ 5,518,800	\$ 4,738,930	\$ 18,179,227	\$ 18,813,211	\$ 16,120,405	\$ 13,391,917	\$ 10,950,336	\$ 8,305,573	\$ 21,226,924	\$ 19,403,589	\$ 12,096,565	\$ 12,096,565
TOTAL ASSETS	\$ 7,701,697	\$ 5,518,800	\$ 4,738,930	\$ 18,179,227	\$ 18,813,211	\$ 16,120,405	\$ 13,391,917	\$ 10,950,336	\$ 8,305,573	\$ 21,226,924	\$ 19,403,589	\$ 12,096,565	\$ 12,096,565
LIABILITIES													
Current Liabilities													
Warrants Payable*	\$ 34	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sales Tax Payable*	\$ (114)	\$ (75)	\$ 35	\$ 70	\$ 179	\$ 296	\$ 390	\$ 531	\$ 637	\$ 765	\$ 880	\$ 971	\$ 971
Payroll Payable	\$ (1,244)	\$ (1,244)	\$ (1,244)	\$ (1,244)	\$ (359)	\$ (359)	\$ (359)	\$ (359)	\$ (359)	\$ (359)	\$ 92	\$ 92	\$ 92
Total Current Liabilities	\$ (1,324)	\$ (1,319)	\$ (1,208)	\$ (1,174)	\$ (180)	\$ (64)	\$ 30	\$ 172	\$ 277	\$ 406	\$ 972	\$ 1,063	\$ 1,063
TOTAL LIABILITIES	\$ (1,324)	\$ (1,319)	\$ (1,208)	\$ (1,174)	\$ (180)	\$ (64)	\$ 30	\$ 172	\$ 277	\$ 406	\$ 972	\$ 1,063	\$ 1,063
FUND BALANCE													
Reserve for Encumbrance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unreserved Fund Balance	\$ 7,703,020	\$ 5,520,119	\$ 4,740,139	\$ 18,180,402	\$ 18,813,391	\$ 16,120,469	\$ 13,391,887	\$ 10,950,164	\$ 8,305,296	\$ 21,226,518	\$ 19,402,617	\$ 12,095,501	\$ 12,095,501
TOTAL FUND BALANCE	\$ 7,703,020	\$ 5,520,119	\$ 4,740,139	\$ 18,180,402	\$ 18,813,391	\$ 16,120,469	\$ 13,391,887	\$ 10,950,164	\$ 8,305,296	\$ 21,226,518	\$ 19,402,617	\$ 12,095,501	\$ 12,095,501
TOTAL LIABILITIES & FUND BALANCE	\$ 7,701,697	\$ 5,518,800	\$ 4,738,930	\$ 18,179,227	\$ 18,813,211	\$ 16,120,405	\$ 13,391,917	\$ 10,950,336	\$ 8,305,573	\$ 21,226,924	\$ 19,403,589	\$ 12,096,565	\$ 12,096,565
PROPERTY TAXES RECEIVABLE	\$ 43,677,382	\$ 42,950,149	\$ 40,900,205	\$ 23,852,374	\$ 20,427,400	\$ 20,210,428	\$ 20,063,192	\$ 19,858,561	\$ 19,240,444	\$ 3,341,795	\$ 936,477	\$ 763,772	\$ 763,772

* 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 December 31, 2022**



<i>GENERAL FUND - 01</i>	2022 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ 41,644,200	\$ 42,075,712	\$ -	\$ (431,512)	101%
Other Revenue	\$ 1,109,500	\$ 1,119,055	\$ -	\$ (9,555)	101%
TOTAL REVENUE	\$ 42,753,700	\$ 43,194,766	\$ -	\$ (441,066)	101%
EXPENDITURES					
Personnel/Taxes and Benefits	\$ 28,919,400	\$ 26,760,868	\$ -	\$ 2,158,532	93%
Materials	\$ 4,307,500	\$ 3,955,069	\$ -	\$ 352,431	92%
Maintenance and Operations	\$ 7,253,600	\$ 6,640,227	\$ -	\$ 613,373	92%
Transfers Out & Reserves	\$ 2,273,200	\$ 4,273,200	\$ -	\$ (2,000,000)	188%
TOTAL EXPENDITURES	\$ 42,753,700	\$ 41,629,364	\$ -	\$ 1,124,336	97%
Excess/(Deficit)		\$ 1,565,403			
Additional Transfers Out		-			
NET EXCESS (DEFICIT)		\$ 1,565,403			

<i>CAPITAL IMPROVEMENT PROJECTS FUND - 30</i>	2022 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ 2,590,000	\$ -	\$ -	\$ 2,590,000	0%
Transfers In	\$ 1,100,000	\$ 5,273,200	\$ -	\$ (4,173,200)	479%
Other Revenue	\$ -	\$ 70,969	\$ -	\$ (70,969)	-
TOTAL REVENUE	\$ 3,690,000	\$ 5,344,169	\$ -	\$ (1,654,169)	145%
EXPENDITURES					
Capital Improvement Projects	\$ 3,690,000	\$ 1,924,603	\$ -	\$ 1,765,397	52%
TOTAL EXPENDITURES	\$ 3,690,000	\$ 1,924,603	\$ -	\$ 1,765,397	52%
Excess/(Deficit)		\$ 3,419,566			
Additional Transfers In		-			
NET EXCESS (DEFICIT)		\$ 3,419,566			

<i>DEBT SERVICE FUND - 20</i>	2022 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Investment Income	\$ -	\$ 1,404	\$ -	\$ (1,404)	-
TOTAL REVENUE	\$ -	\$ 1,404	\$ -	\$ (1,404)	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
NET EXCESS (DEFICIT)		\$ 1,404			

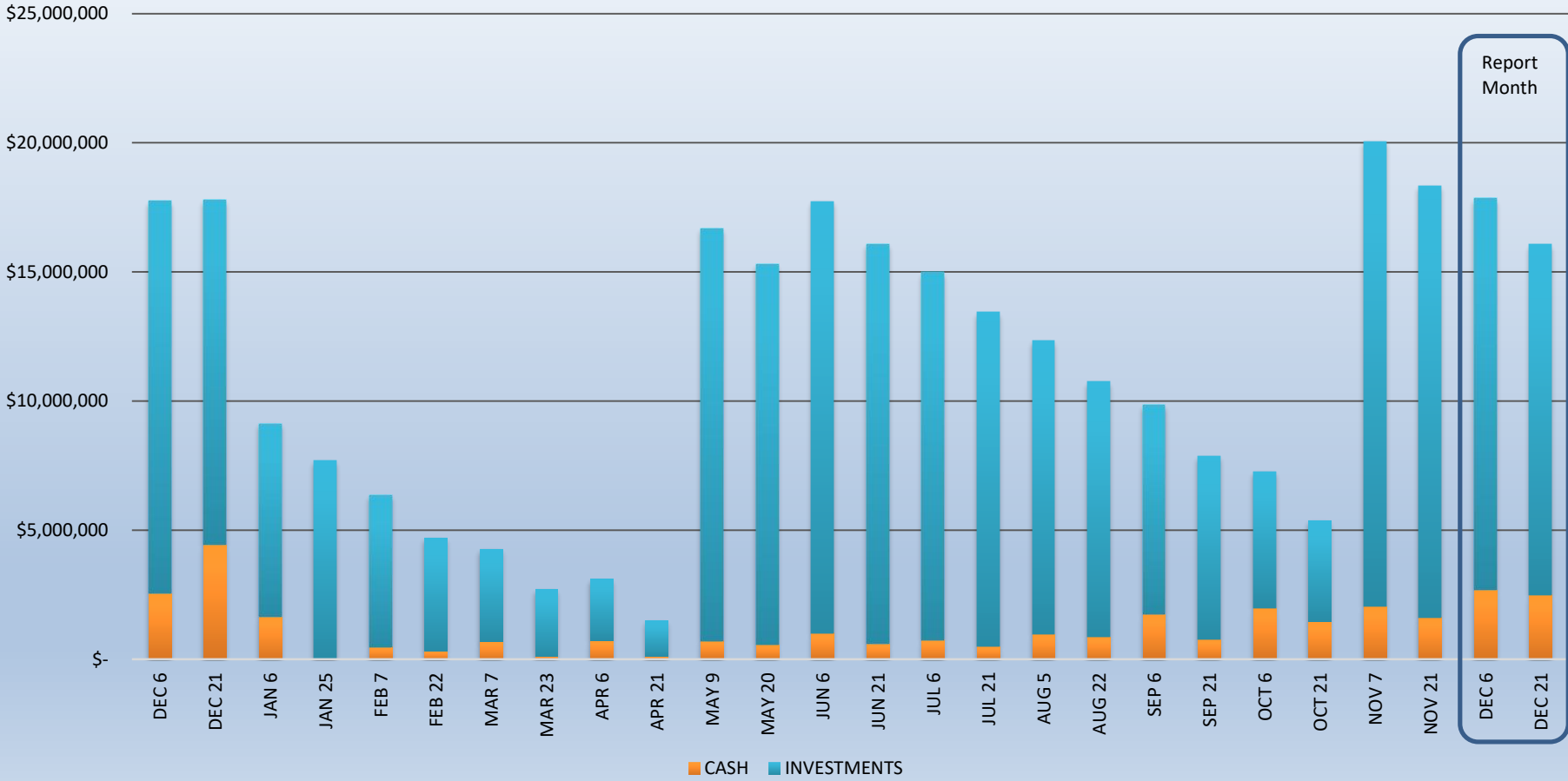
<i>SPECIAL PURPOSE FUND - 15</i>	2022 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ -	\$ -	\$ -	-
TOTAL REVENUE	\$ -	\$ -	\$ -	\$ -	-
EXPENDITURES					
Special Purpose Programs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

<i>LEVY SUSTAINABILITY FUND - 16</i>	2022 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 186,221	\$ -	\$ (186,221)	-
TOTAL REVENUE	\$ -	\$ 186,221	\$ -	\$ (186,221)	-
EXPENDITURES					
Levy Sustainability Transfers	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 186,221			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ 186,221			

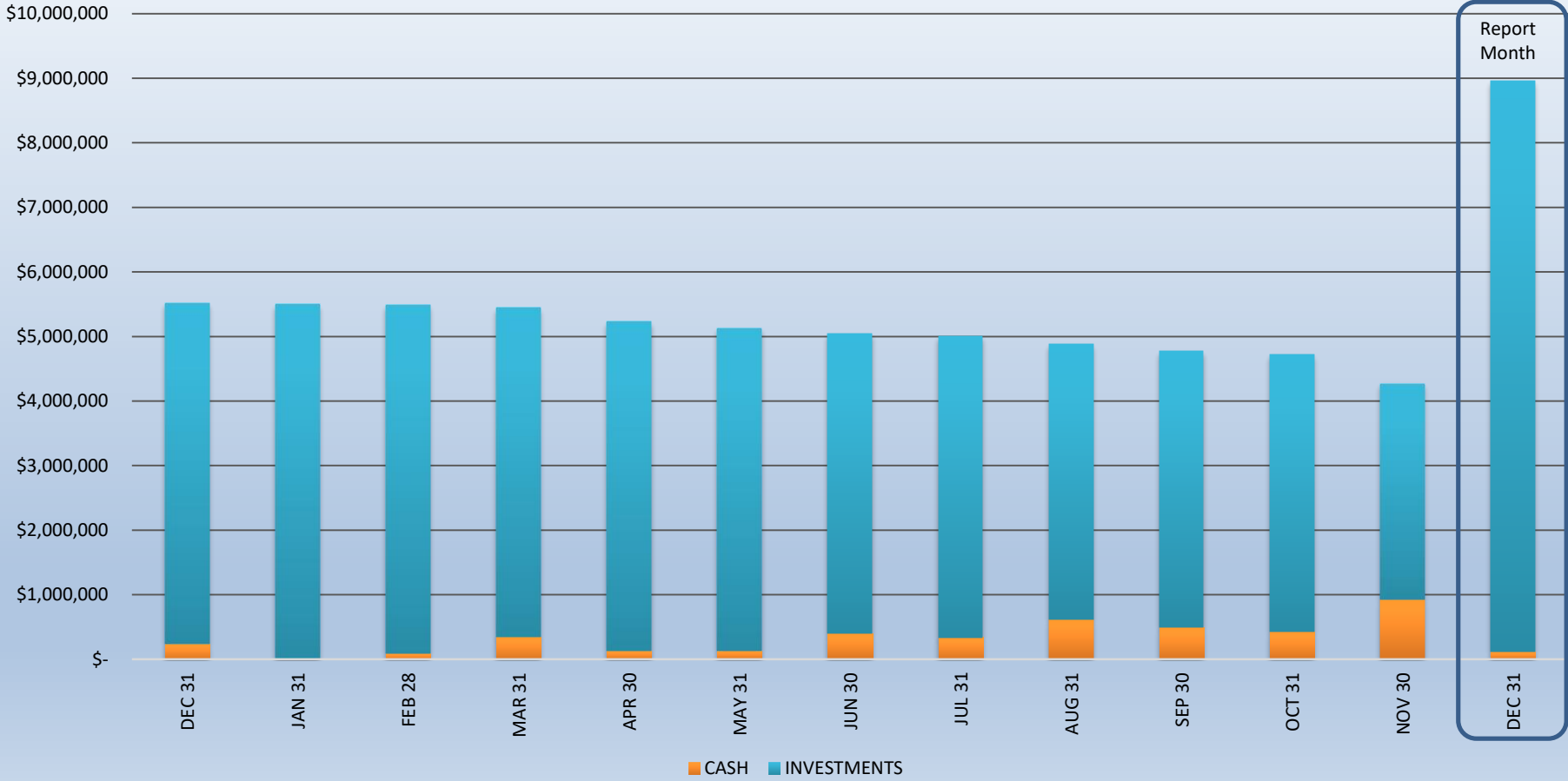
<i>ELECTION FUND - 17</i>	2022 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 19,067	\$ -	\$ (19,067)	-
TOTAL REVENUE	\$ -	\$ 19,067	\$ -	\$ (19,067)	-
EXPENDITURES					
Election Costs	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 19,067			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ 19,067			

<i>PROPERTY AND FACILITY FUND - 18</i>	2022 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 57,329	\$ -	\$ (57,329)	-
TOTAL REVENUE	\$ -	\$ 57,329	\$ -	\$ (57,329)	-
EXPENDITURES					
Property and Facilities	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 57,329			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ 57,329			

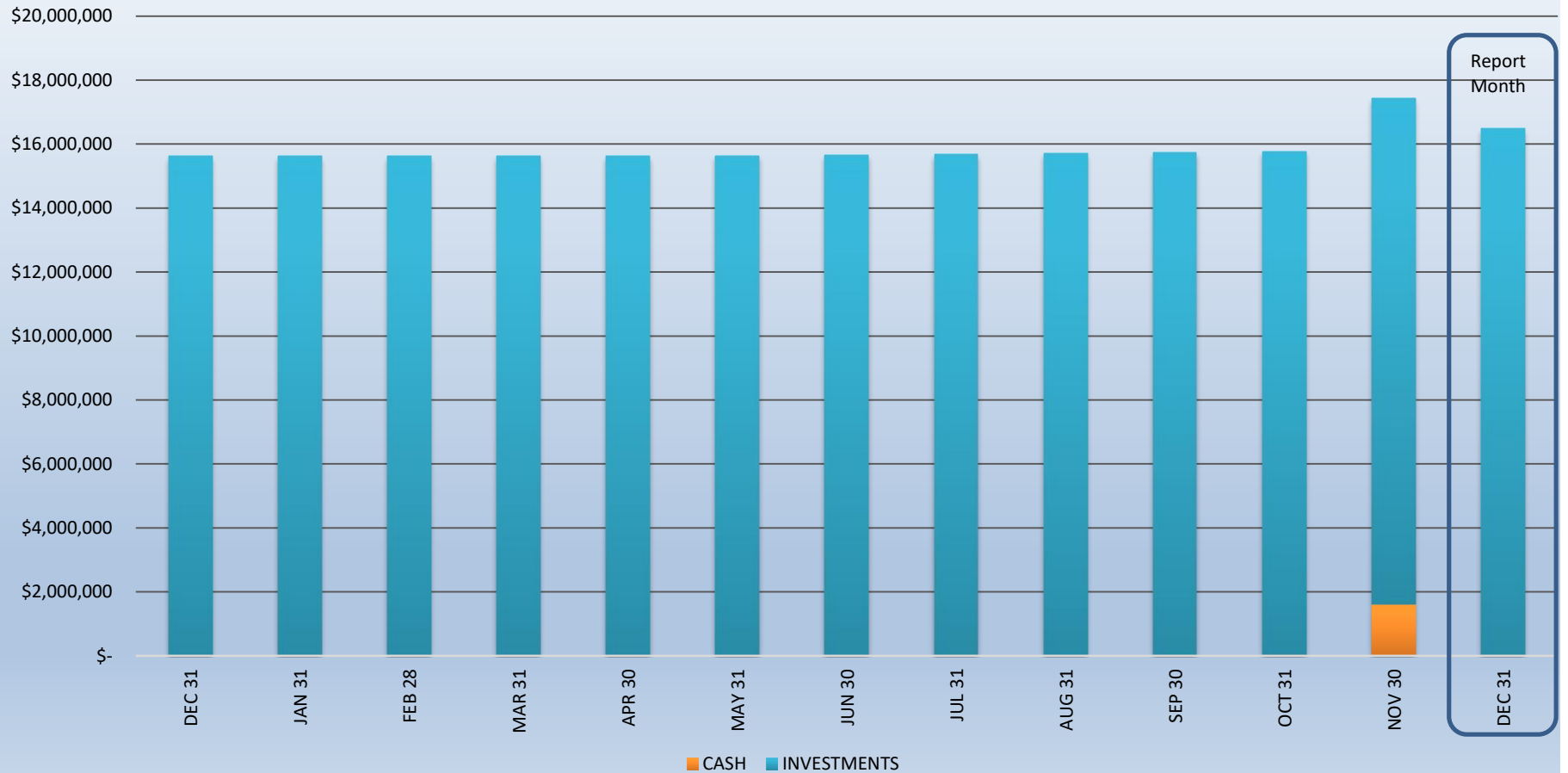
**CASH & INVESTMENTS - SEMI-MONTHLY
2022 - GENERAL FUND
- 13 MONTHS MOVING -**



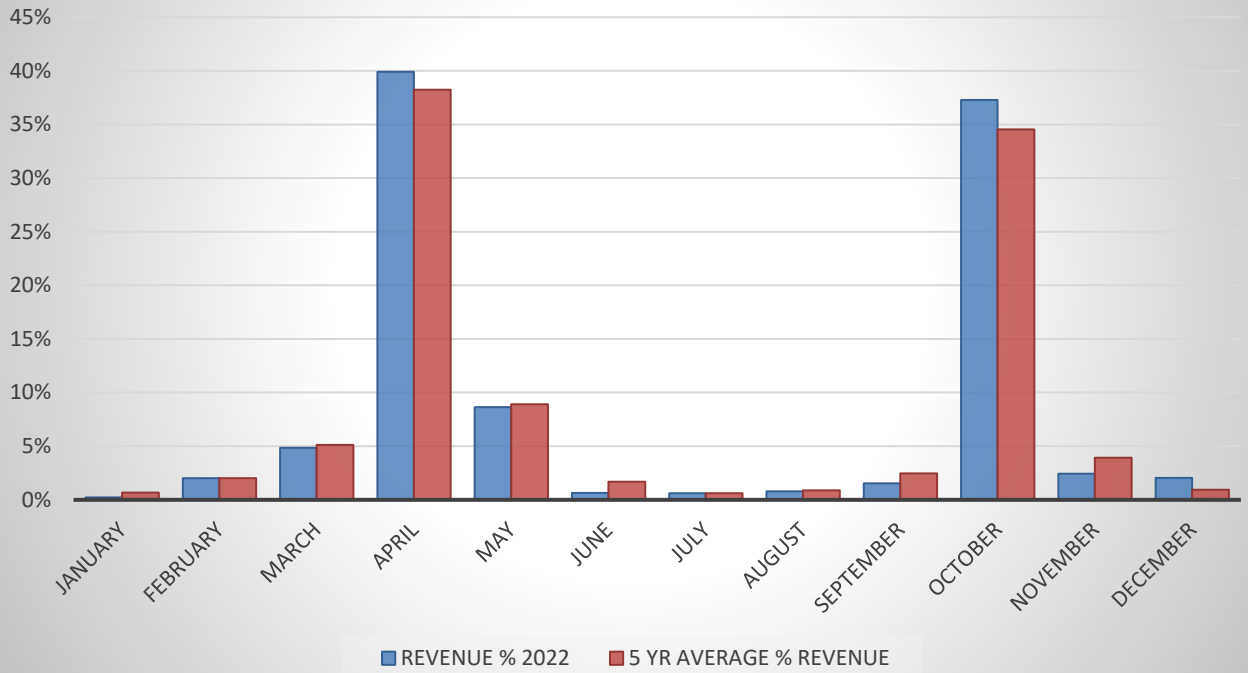
**CASH & INVESTMENTS - MONTHLY
2022 - CAPITAL IMPROVEMENT FUND
- 13 MONTHS MOVING -**



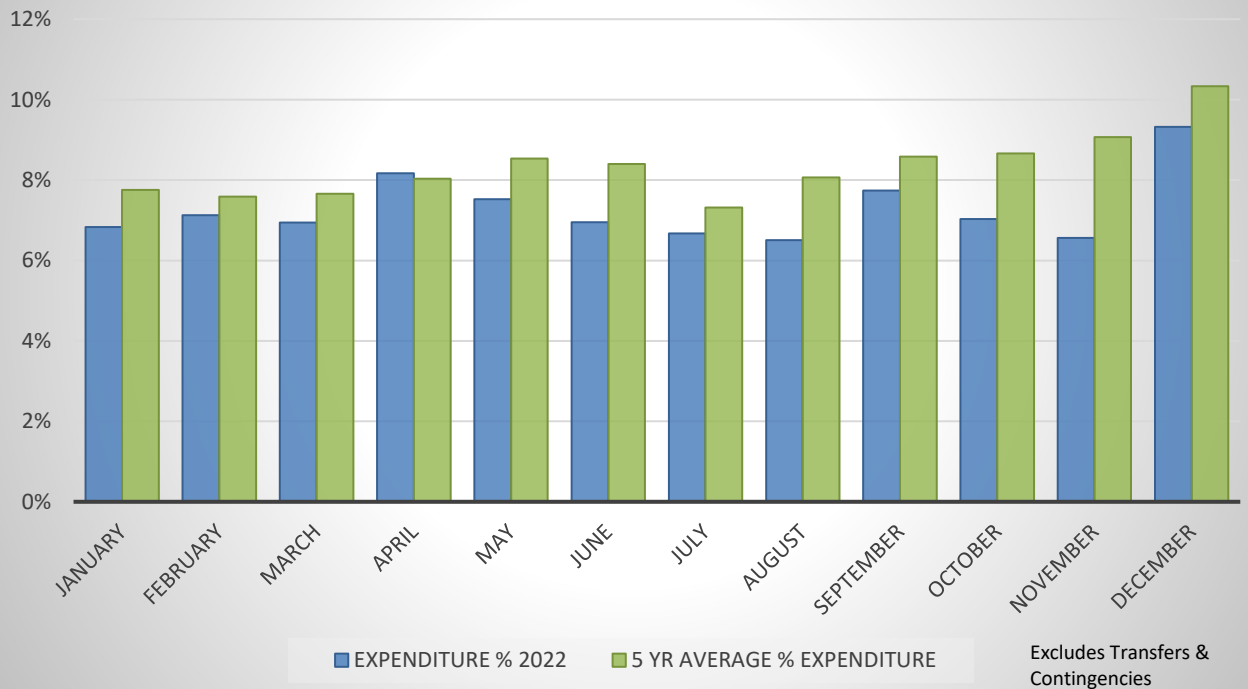
**CASH & INVESTMENTS - MONTHLY
2022 - SPECIAL REVENUE FUNDS COMBINED
- 13 MONTHS MOVING -**



GENERAL FUND - REVENUE TREND (%) THROUGH DECEMBER 2022



GENERAL FUND - EXPENDITURE TREND (%) THROUGH DECEMBER 2022



FUND: GENERAL FUND (01)

Object	2022 Budget	December Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
31111 PROPERTY TAX--CURRENT	40,942,300.00	178,324.34	40,982,361.75	0.00	(40,061.75)	100.10
31112 PROPERTY TAX--DELINQUENT	517,900.00	13,704.13	434,071.09	0.00	83,828.91	83.81
31113 PROPERTY TAX--KING COUNTY	60,000.00	9,432.54	86,491.26	0.00	(26,491.26)	144.15
31130 SALE OF TAX TITLE PROPERTY	6,000.00	0.00	2,705.96	0.00	3,294.04	45.10
31720 LEASEHOLD EXCISE TAX	20,000.00	1,668.21	29,027.10	0.00	(9,027.10)	145.14
31740 TIMBER EXCISE TAX	63,000.00	0.00	72,943.11	0.00	(9,943.11)	115.78
TAXES:	41,609,200.00	203,129.22	41,607,600.27	0.00	1,599.73	100.00
33405 STATE GRANT FROM STATE LIBRARY	0.00	148,945.64	160,313.00	0.00	(160,313.00)	0.00
33533 ST FOREST FUNDS/DNR TIMB TRST	15,000.00	3,444.13	15,456.02	0.00	(456.02)	103.04
34160 COPIER FEES	0.00	0.00	35.09	0.00	(35.09)	0.00
34161 GRAPHICS SERVICES CHARGES	7,500.00	107.80	3,850.90	0.00	3,649.10	51.35
34162 PRINTER FEES	10,000.00	935.55	10,939.41	0.00	(939.41)	109.39
34730 LIBRARY SERVICES FEES--ILL	0.00	19.99	179.49	0.00	(179.49)	0.00
35970 LIBRARY FINES	10,000.00	1,429.04	19,141.83	0.00	(9,141.83)	191.42
36110 INVESTMENT EARNINGS	20,000.00	51,753.47	185,499.09	0.00	(165,499.09)	927.50
36140 INTEREST INCOME--CONTRACTS & N	0.00	49.38	117.01	0.00	(117.01)	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	292,387.54	292,993.62	0.00	7,006.38	97.66
36720 DONOR REIMBURSEMENTS--FRIENDS	0.00	0.00	205.70	0.00	(205.70)	0.00
36725 DONATIONS--OTHER	0.00	0.00	279.00	0.00	(279.00)	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	4,725.00	32,448.58	0.00	(30,448.58)	1,622.43
36915 SALE OF SURPLUS--MATERIALS	4,000.00	2,806.61	51,809.94	0.00	(47,809.94)	1,295.25
36920 FOUND MONEY	0.00	0.00	130.02	0.00	(130.02)	0.00
36990 MISCELLANEOUS OTHER	0.00	0.00	667.65	0.00	(667.65)	0.00
36991 PAYMENT FOR LOST MATERIALS	10,000.00	100.99	735.82	0.00	9,264.18	7.36
36996 JURY DUTY REIMBURSEMENT	0.00	0.00	150.00	0.00	(150.00)	0.00
36998 ERATE REIMBURSEMENT	530,000.00	154,979.90	605,580.53	0.00	(75,580.53)	114.26
36999 PROCUREMENT CARD REBATES	75,000.00	0.00	88,057.86	0.00	(13,057.86)	117.41
CHARGES OTHER:	1,144,500.00	661,685.04	1,468,590.56	0.00	(324,090.56)	128.32
39510 PROCEEDS FROM SALES OF CAPITAL	0.00	15,928.10	106,726.15	0.00	(106,726.15)	0.00
39520 INSURANCE RECOVERIES--CAPITAL	0.00	0.00	11,516.14	0.00	(11,516.14)	0.00
53450 MAGAZINES	0.00	0.00	333.05	0.00	(333.05)	0.00
NEED A CATEGORY	0.00	0.00	333.05	0.00	(333.05)	0.00
TOTAL FOR REVENUE ACCOUNTS	42,753,700.00	880,742.36	43,194,766.17	0.00	(441,066.17)	101.03
EXPENSE ACCOUNTS						
51100 SALARIES AND WAGES	22,119,900.00	1,672,359.20	20,056,385.17	0.00	2,063,514.83	90.67
51105 ADDITIONAL HOURS	52,000.00	0.00	0.00	0.00	52,000.00	0.00
51106 SHIFT DIFFERENTIAL	199,100.00	9,522.73	142,923.80	0.00	56,176.20	71.78
51107 SUBSTITUTE HOURS	12,000.00	3,001.42	14,509.16	0.00	(2,509.16)	120.91
51109 TUITION ASSISTANCE	12,000.00	0.00	8,881.09	0.00	3,118.91	74.01
51200 OVERTIME WAGES	19,100.00	0.00	13.89	0.00	19,086.11	0.07
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	8,351.34	111,023.63	0.00	93,776.37	54.21
52002 MEDICAL INSURANCE	2,929,100.00	203,877.32	2,532,350.48	0.00	396,749.52	86.45

FUND: GENERAL FUND (01)

Object	2022 Budget	December Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
52003 FICA	1,708,300.00	120,901.34	1,492,831.80	0.00	215,468.20	87.39
52004 RETIREMENT	2,302,000.00	169,969.45	2,013,585.28	0.00	288,414.72	87.47
52005 DENTAL INSURANCE	252,400.00	17,780.78	217,401.06	0.00	34,998.94	86.13
52006 OTHER BENEFIT	30,800.00	1,104.45	17,186.35	0.00	13,613.65	55.80
52010 LIFE AND DISABILITY INSURANCE	93,600.00	6,886.23	83,678.64	0.00	9,921.36	89.40
52020 UNEMPLOYMENT/ PAID FML INSURANCE	30,000.00	0.00	38,020.86	0.00	(8,020.86)	126.74
52021 PAID FML INSURANCE	0.00	2,561.72	32,076.65	0.00	(32,076.65)	0.00
52999 ADJ BENEFITS TO MATCH PLAN	(263,800.00)	0.00	0.00	0.00	(263,800.00)	0.00
PERSONNEL	28,919,400.00	2,216,315.98	26,760,867.86	0.00	2,158,532.14	92.54
53100 OFFICE/OPERATING SUPPLIES--DEP	82,000.00	11,493.23	108,134.55	0.00	(26,134.55)	131.87
53102 OFFICE/OPERATING SUPPLIES--SUP	90,500.00	1,137.40	8,030.43	0.00	82,469.57	8.87
53104 OFFICE/OPERATING SUPPLIES--PUB	262,000.00	11,183.66	62,951.54	0.00	199,048.46	24.03
53110 CUSTODIAL SUPPLIES	85,000.00	8,618.09	110,754.04	0.00	(25,754.04)	130.30
53120 MAINTENANCE SUPPLIES	35,000.00	3,332.19	38,075.63	0.00	(3,075.63)	108.79
53130 MATERIAL PROCESSING SUP	17,100.00	165.96	12,829.03	0.00	4,270.97	75.02
53140 TRAINING SUPPLIES	0.00	41.49	1,098.53	0.00	(1,098.53)	0.00
53199 FOUNDATION PASSTHROUGH-SUP	0.00	10,736.96	111,690.72	0.00	(111,690.72)	0.00
53200 FUEL	50,000.00	3,900.92	47,974.29	0.00	2,025.71	95.95
53400 MATERIALS COLLECTION	60,000.00	0.00	(532.31)	0.00	60,532.31	(0.89)
53401 ADULT AV - CDS	40,000.00	4,839.04	37,574.78	0.00	2,425.22	93.94
53402 ADULT AV - DVD	320,000.00	29,141.79	269,724.09	0.00	50,275.91	84.29
53403 PERIODICALS {{OLD}}	0.00	0.00	(672.09)	0.00	672.09	0.00
53404 ADULT AV AUDIOBOOKS	25,000.00	434.88	12,861.87	0.00	12,138.13	51.45
53405 ADULT BOOK CLUB KITS	3,500.00	0.00	3,489.78	0.00	10.22	99.71
53406 ADULT FICTION	240,000.00	13,131.47	256,194.42	0.00	(16,194.42)	106.75
53408 ADULT LARGE PRINT	50,000.00	2,886.10	42,624.47	0.00	7,375.53	85.25
53409 ADULT LUCKY DAY	50,000.00	3,056.77	43,177.63	0.00	6,822.37	86.36
53410 ADULT NONFICTION	300,000.00	40,135.61	286,941.17	0.00	13,058.83	95.65
53411 ADULT PAPERBACKS	20,000.00	78.58	2,773.29	0.00	17,226.71	13.87
53413 ADULT REFERENCE	5,000.00	0.00	4,625.86	0.00	374.14	92.52
53414 ADULT YA FICTION	60,000.00	3,810.87	42,249.54	0.00	17,750.46	70.42
53415 ADULT YA GRAPHIC NOVELS	25,000.00	5,407.46	27,677.62	0.00	(2,677.62)	110.71
53416 ADULT YA NONFICTION	10,000.00	2,627.62	15,794.15	0.00	(5,794.15)	157.94
53417 ADULT AV - DVDNF	40,000.00	7,146.93	36,720.59	0.00	3,279.41	91.80
53418 ADULT GRAPHIC NOVELS	15,000.00	3,460.97	17,739.32	0.00	(2,739.32)	118.26
53421 CHILDREN'S STANDING ORDERS	25,000.00	1,404.20	24,615.73	0.00	384.27	98.46
53422 CHILDREN'S BOOK CLUB KITS	5,000.00	86.26	2,599.62	0.00	2,400.38	51.99
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	904.89	5,974.15	0.00	(974.15)	119.48
53425 CHILDREN'S FICTION	175,000.00	18,610.91	172,203.36	0.00	2,796.64	98.40
53426 CHILDREN'S GRAPHIC NOVELS	25,000.00	4,454.54	46,043.67	0.00	(21,043.67)	184.17
53427 CHILDREN'S NONFICTION	135,000.00	5,663.33	102,899.75	0.00	32,100.25	76.22
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	205.39	2,224.67	0.00	275.33	88.99
53430 DATABASES	465,000.00	0.00	331,909.93	0.00	133,090.07	71.38
53440 EBOOK - REFERENCE	2,500.00	0.00	0.00	0.00	2,500.00	0.00
53441 EBOOKS	800,000.00	188,468.81	989,588.69	0.00	(189,588.69)	123.70

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 12/31/2022

FUND: GENERAL FUND (01)

Object	2022 Budget	December Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
53442 EDOWNLOADABLE AUDIO	700,000.00	157,334.00	731,112.45	0.00	(31,112.45)	104.44
53443 ESTREAMING BOOKS	10,000.00	0.00	0.00	0.00	10,000.00	0.00
53444 EHOSTING FEES	15,000.00	0.00	12,000.00	0.00	3,000.00	80.00
53445 EMAGAZINES	50,000.00	0.00	45,000.00	0.00	5,000.00	90.00
53446 ONLINE BOOK CLUBS	7,500.00	0.00	10,547.22	0.00	(3,047.22)	140.63
53447 EVIDEO	150,000.00	0.00	0.00	0.00	150,000.00	0.00
53448 ESTREAMING FILMS	0.00	0.00	27,000.00	0.00	(27,000.00)	0.00
53450 MAGAZINES	60,000.00	2,769.02	124,421.77	0.00	(64,421.77)	207.37
53460 VENDOR PROCESSING	160,000.00	9,096.61	87,923.92	0.00	72,076.08	54.95
53464 VENDOR PROCESSING SERVICES	10,000.00	268.00	6,688.80	0.00	3,311.20	66.89
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	1,800.34	19,968.75	0.00	(4,968.75)	133.13
53471 WORLD - CHILDREN'S SPANISH	7,500.00	1,611.97	9,837.74	0.00	(2,337.74)	131.17
53472 WORLD - CHINESE	10,000.00	5,544.00	10,962.00	0.00	(962.00)	109.62
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	7,452.03	0.00	47.97	99.36
53475 WORLD - JAPANESE	5,000.00	1,848.00	4,521.00	0.00	479.00	90.42
53476 WORLD - KOREAN	20,000.00	6,121.50	16,324.00	0.00	3,676.00	81.62
53477 WORLD - TAGALOG	15,000.00	5,280.00	14,638.80	0.00	361.20	97.59
53478 WORLD - VIETNAMESE	7,500.00	3,861.00	10,296.00	0.00	(2,796.00)	137.28
53479 WORLD - RUSSIAN	20,000.00	0.00	3,597.00	0.00	16,403.00	17.99
53480 WORLD - SAMOAN	5,000.00	0.00	0.00	0.00	5,000.00	0.00
53481 YOUTH CHILDREN'S AUDIO BOOKS	25,000.00	4,592.94	21,377.83	0.00	3,622.17	85.51
53482 YOUTH DVD - FTY	30,000.00	652.23	14,042.85	0.00	15,957.15	46.81
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	2,360.58	13,267.70	0.00	15,732.30	45.75
53502 TECHNOLOGY HARDWARE--PUBLIC	200,000.00	27,690.88	292,388.32	0.00	(92,388.32)	146.19
53503 TECHNOLOGY HARDWARE--STAFF	202,500.00	46,573.53	226,261.11	0.00	(23,761.11)	111.73
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	91,458.62	488,760.11	0.00	29,739.89	94.26
53506 SOFTWARE/LICENSES/HOST--INFRA	393,000.00	101,608.01	496,409.36	0.00	(103,409.36)	126.31
53510 FURNISHINGS--PUBLIC	50,000.00	241.99	1,379.50	0.00	48,620.50	2.76
53515 FURNISHINGS--STAFF	64,500.00	2,241.15	58,306.02	0.00	6,193.98	90.40
54100 INDEPENDENT CONTRACTORS	280,000.00	18,529.50	188,276.86	0.00	91,723.14	67.24
54110 PERFORMER SERVICES	38,000.00	200.00	17,590.00	0.00	20,410.00	46.29
54120 CONTRACTUAL SERVICES	457,000.00	118,611.17	466,439.77	0.00	(9,439.77)	102.07
54140 DATA SERVICES	4,500.00	0.00	4,747.84	0.00	(247.84)	105.51
54150 LEGAL SERVICES	40,000.00	2,040.00	73,039.50	0.00	(33,039.50)	182.60
54162 BIBLIOGRAPHIC & RELATED SERVIC	0.00	0.00	54,646.48	0.00	(54,646.48)	0.00
54163 PRINTING AND BINDING	26,000.00	0.00	2,267.45	0.00	23,732.55	8.72
54165 ILL LOST ITEM CHARGE	1,500.00	154.65	2,469.70	0.00	(969.70)	164.65
54200 POSTAGE	61,500.00	19.80	45,625.65	0.00	15,874.35	74.19
54201 SHIPPING	20,000.00	237.16	9,491.59	0.00	10,508.41	47.46
54210 TELECOM SERVICES--PHONES	50,000.00	7,355.95	90,946.83	0.00	(40,946.83)	181.89
54211 TELECOM SERVICES--CELLPHONES	100,000.00	11,356.28	76,004.52	0.00	23,995.48	76.00
54212 TELECOM SERVICES--INTERNET	667,000.00	56,303.78	672,430.35	0.00	(5,430.35)	100.81
54300 TRAVEL AND TOLLS	41,500.00	701.09	35,464.83	0.00	6,035.17	85.46

FUND: GENERAL FUND (01)

Object	2022 Budget	December Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
54301 MILEAGE REIMBURSEMENTS	51,000.00	2,732.76	32,290.86	0.00	18,709.14	63.32
54400 ADVERTISING	135,000.00	24,234.47	133,607.94	0.00	1,392.06	98.97
54501 RENTALS/LEASES--BUILDINGS	493,500.00	40,659.62	667,861.80	0.00	(174,361.80)	135.33
54502 RENTALS/LEASES--EQUIPMENT	189,600.00	11,626.73	188,897.76	0.00	702.24	99.63
54600 INSURANCE	300,000.00	365,792.98	347,893.32	0.00	(47,893.32)	115.96
54700 ELECTRICITY	265,000.00	21,374.12	260,355.06	0.00	4,644.94	98.25
54701 NATURAL GAS	12,000.00	754.43	12,044.33	0.00	(44.33)	100.37
54702 WATER	30,000.00	3,649.84	46,231.70	0.00	(16,231.70)	154.11
54703 SEWER	34,000.00	3,410.05	36,371.56	0.00	(2,371.56)	106.98
54704 REFUSE	36,000.00	3,990.56	50,470.15	0.00	(14,470.15)	140.19
54800 GENERAL REPAIRS/MAINTENANCE	251,500.00	36,796.69	500,980.93	0.00	(249,480.93)	199.20
54801 CONTRACTED MAINTENANCE	503,000.00	113,441.25	260,954.99	0.00	242,045.01	51.88
54805 VEHICLE REPAIR AND MAINTENANCE	65,000.00	2,236.53	49,271.21	0.00	15,728.79	75.80
54810 IT SYSTEMS MAINTENANCE--APPS	8,000.00	3,300.00	3,450.00	0.00	4,550.00	43.13
54811 IT SYSTEMS MAINTENANCE--INFRA	80,000.00	60,804.70	65,127.70	0.00	14,872.30	81.41
54900 INDIVIDUAL REGISTRATIONS	87,000.00	399.00	40,715.20	0.00	46,284.80	46.80
54901 ORGANIZATIONAL REGISTRATIONS	1,500.00	35.00	220.00	0.00	1,280.00	14.67
54902 DUES AND MEMBERSHIPS	44,000.00	155.00	39,932.35	0.00	4,067.65	90.76
54904 LICENSES	6,500.00	0.00	1,159.33	0.00	5,340.67	17.84
54905 FEES	42,000.00	230.25	14,233.50	0.00	27,766.50	33.89
54906 TAXES AND ASSESSMENTS	44,000.00	0.00	46,355.58	0.00	(2,355.58)	105.35
54911 FOUNDATION IMPACT PROJECTS	93,500.00	0.00	23,858.45	0.00	69,641.55	25.52
54912 CONTINGENCY	575,400.00	0.00	0.00	0.00	575,400.00	0.00
54999 MISCELLANEOUS	0.00	0.00	523.92	0.00	(523.92)	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	4,273,200.00	4,273,200.00	0.00	(3,173,200.00)	388.47
ALL OTHER EXPENSES	13,834,300.00	6,043,854.05	14,868,495.80	0.00	(1,034,195.80)	107.48
NEED A CATEGORY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR EXPENSE ACCOUNTS	42,753,700.00	8,260,170.03	41,629,363.66	0.00	1,124,336.34	97.37
NET SURPLUS / DEFICIT	0.00	(7,379,427.67)	1,565,402.51	0.00	(1,565,402.51)	0.00

FUND: SPECIAL PURPOSE FUND (15)

Object	2022 Budget	December Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
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
EXPENSE ACCOUNTS						
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	December Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
31111 PROPERTY TAX--CURRENT	0.00	0.00	1,585,000.00	0.00	(1,585,000.00)	0.00
31112 PROPERTY TAX--DELINQUENT	0.00	0.00	23,000.00	0.00	(23,000.00)	0.00
TAXES:	0.00	0.00	1,608,000.00	0.00	(1,608,000.00)	0.00
36110 INVESTMENT EARNINGS	0.00	39,397.44	186,220.59	0.00	(186,220.59)	0.00
CHARGES OTHER:	0.00	39,397.44	186,220.59	0.00	(186,220.59)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	39,397.44	1,794,220.59	0.00	(1,794,220.59)	0.00
NET SURPLUS / DEFICIT	0.00	39,397.44	1,794,220.59	0.00	(1,794,220.59)	0.00

FUND: ELECTION FUND (17)

Object	2022 Budget	December Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
TAXES:	0.00	0.00	0.00	0.00	0.00	0.00
36110 INVESTMENT EARNINGS	0.00	3,943.32	19,066.64	0.00	(19,066.64)	0.00
CHARGES OTHER:	0.00	3,943.32	19,066.64	0.00	(19,066.64)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	3,943.32	19,066.64	0.00	(19,066.64)	0.00
NET SURPLUS / DEFICIT	0.00	3,943.32	19,066.64	0.00	(19,066.64)	0.00

FUND: PROPERTY AND FACILITY FUND (18)

Object	2022 Budget	December Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
TAXES:	0.00	0.00	0.00	0.00	0.00	0.00
36110 INVESTMENT EARNINGS	0.00	11,771.77	57,329.41	0.00	(57,329.41)	0.00
CHARGES OTHER:	0.00	11,771.77	57,329.41	0.00	(57,329.41)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	11,771.77	57,329.41	0.00	(57,329.41)	0.00
EXPENSE ACCOUNTS						
59730 TRANSFERS OUT--CAPITAL PROJECT	0.00	1,000,000.00	1,000,000.00	0.00	(1,000,000.00)	0.00
ALL OTHER EXPENSES	0.00	1,000,000.00	1,000,000.00	0.00	(1,000,000.00)	0.00
TOTAL FOR EXPENSE ACCOUNTS	0.00	1,000,000.00	1,000,000.00	0.00	(1,000,000.00)	0.00
NET SURPLUS / DEFICIT	0.00	(988,228.23)	(942,670.59)	0.00	942,670.59	0.00

FUND: DEBT SERVICE FUND (20)

Object	2022 Budget	December Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
36110 INVESTMENT EARNINGS	0.00	296.63	1,403.53	0.00	(1,403.53)	0.00
CHARGES OTHER:	0.00	296.63	1,403.53	0.00	(1,403.53)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	296.63	1,403.53	0.00	(1,403.53)	0.00
NET SURPLUS / DEFICIT	0.00	296.63	1,403.53	0.00	(1,403.53)	0.00

FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)

Object	2022 Budget	December Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
29150 USE OF FUND BALANCE-BUDGET	2,590,000.00	0.00	0.00	0.00	2,590,000.00	0.00
36110 INVESTMENT EARNINGS	0.00	12,263.26	70,968.57	0.00	(70,968.57)	0.00
CHARGES OTHER:	2,590,000.00	12,263.26	70,968.57	0.00	2,519,031.43	2.74
39700 TRANSFERS IN	1,100,000.00	5,273,200.00	5,273,200.00	0.00	(4,173,200.00)	479.38
TOTAL FOR REVENUE ACCOUNTS	3,690,000.00	5,285,463.26	5,344,168.57	0.00	(1,654,168.57)	144.83
EXPENSE ACCOUNTS						
53100 OFFICE/OPERATING SUPPLIES--DEP	0.00	0.00	275.06	0.00	(275.06)	0.00
53500 MINOR EQUIPMENT	0.00	0.00	4,775.32	0.00	(4,775.32)	0.00
53510 FURNISHINGS--PUBLIC	50,000.00	0.00	0.00	0.00	50,000.00	0.00
53515 FURNISHINGS--STAFF	100,000.00	0.00	(614.10)	0.00	100,614.10	(0.61)
54100 INDEPENDENT CONTRACTORS	250,000.00	1,723.93	36,437.37	0.00	213,562.63	14.57
54120 CONTRACTUAL SERVICES	675,000.00	16,671.57	258,673.80	0.00	416,326.20	38.32
54150 LEGAL SERVICES	0.00	0.00	66,149.58	0.00	(66,149.58)	0.00
54160 ARCHITECTURAL/ENGR SERVICES	0.00	43,098.70	144,544.61	0.00	(144,544.61)	0.00
54502 RENTALS/LEASES--EQUIPMENT	0.00	918.51	7,630.82	0.00	(7,630.82)	0.00
54800 GENERAL REPAIRS/MAINTENANCE	0.00	0.00	1,021.52	0.00	(1,021.52)	0.00
54904 LICENSES	0.00	0.00	171.59	0.00	(171.59)	0.00
54905 FEES	0.00	153.00	2,320.67	0.00	(2,320.67)	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
56250 ROOFING	0.00	0.00	35,936.37	0.00	(35,936.37)	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	443,503.82	0.00	(343,503.82)	443.50
56400 MACHINERY & MAJOR EQUIPMENT	1,050,000.00	184,803.12	246,404.17	0.00	803,595.83	23.47
56410 VEHICLES	300,000.00	0.00	57,026.44	0.00	242,973.56	19.01
56420 HVAC AND MECHANICALS	120,000.00	0.00	121,000.00	0.00	(1,000.00)	100.83
56430 TECHNOLOGY EQUIPMENT	245,000.00	352,653.09	499,345.95	0.00	(254,345.95)	203.81
TOTAL FOR EXPENSE ACCOUNTS	3,690,000.00	600,021.92	1,924,602.99	0.00	1,765,397.01	52.16
NET SURPLUS / DEFICIT	0.00	4,685,441.34	3,419,565.58	0.00	(3,419,565.58)	0.00

MEMO



Date: January 31, 2023

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

From: Public Services Deputy Director Connie Behe
Customer Experience Directors Kayce Hall, Alison Eckes, Melissa Munn

Subject: Public Services Report – January

Customer Experiences

From Bonney Lake:

- A customer interested in checking out Consumer Reports magazines was elated to learn that his library card provided free access to the Consumer Reports website: “Really? I can do that? You have made my day! My week! I’m jumping up and down inside, ‘cuz I don’t do it so well myself!”
- After receiving assistance with a lengthy fax document and additional informational services, a grateful couple was so pleased with the level of service received that they came back in later that day bearing a beautiful bouquet of flowers for the staff member to thank her for her assistance.

Community Engagement Highlights

From Summit Library:

- Our Savior Lutheran Church, an existing community partner responsible for supplying and maintaining the Little Free Pantry, has expressed interest in hosting technology troubleshooting sessions on-site for regional adult services staff.

From Key Center Library:

- We’ve had great turnout at all of our programs this month! Weekly family story time has averaged 30+ people, and this month’s kids’ maker program featured shrinky-dinks and drew over 20 children.
- A customer experience specialist and librarian teamed up to bring Block Play to two Early Childhood Education and Assistance Program (ECEAP) sites; Vaughn and Evergreen Elementary Schools. The same librarian also visited The Red Barn Youth Center that afternoon to connect with teens in the community.

From Bonney Lake Library:

- Bonney Lake librarians attended three different monthly community coalition meetings, including the Sumner-Bonney Lake Communities for Families group, the Prairie Ridge Community Coalition, and the White River Families First Coalition. Each of these meetings helps to build and maintain relationships with local groups in the area who share the library’s goal of meeting a wide range of needs within its service area. The meetings also keep the Library informed about

community activities and events, further partnership opportunities, and serve as a platform to brainstorm and implement better ways to serve those in this community.

- A rotational display of community artwork in the children's area at the Bonney Lake Library is currently in the works. For the first year, the Library will be partnering with art teachers from two local school districts to display student artwork and invite students, families, and others from the school communities to visit the library and see the artwork on display. The first display is scheduled to debut at the end of February and will feature student artwork from the annual Sumner-Bonney Lake School District Art Show. In future years, the plan is to expand the space to also feature art from community arts organizations and local artists as well as art that is created as part of library programming.

Unfinished Business

MEMO



Date: December 28, 2022

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

From: Clifford Jo, Business & Compliance Director
Dean Carrell, Foundation Director

Subject: 2023 Foundation/Library Agreement – Addendum #2

Addendum #2 to the 2023 Foundation/Library Agreement, associated with the Capital Campaign Feasibility Study, was erroneously omitted from the January 11, 2023, board agenda packet.

We have attached the full report presented last month for your reference and would respectfully ask for approval at the February 8, 2023, meeting.

Motion: Authorize Executive Director Gretchen Caserotti to sign Addendum #2 as presented.

MEMO



Date: December 28, 2022

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

From: Clifford Jo, Business & Compliance Director
Dean Carrell, Foundation Director

Subject: 2023 Foundation/Library Agreement and Addendum

Each year the Foundation and Library enter into an agreement that allows the Library to fund staff and resources for Foundation-related work and in turn, the Library receives benefits from those activities. The purpose of this memo is to (1) report on the performance of the expiring agreement and (2) introduce the new agreement for approval by both Library Board of Trustees and Foundation Board of Directors.

2022 Results

The 2022 agreement stated that the Library would provide \$388,000 in value of support by funding the Development Office, space, and equipment, and that the Foundation would provide benefits to the Library through its fundraising efforts and other promotional activities.

Foundation distributions	\$ 292,993.62
*Foundation deposits	689,943.91
Subtotal distributions & deposits	\$ <u>982,937.53</u>
Less Agreement.....	<u>388,000.00</u>
Net Results	\$ 594,937.53

*Beginning in 2021, the Library is recording confirmed Foundation deposits made into a separate Foundation-owned bank account from which the Library will benefit from in the future. For example, proceeds stemming from fundraising for the Sumner Library project, but used later, will be recorded in this account and also totaled into the agreement’s performance.

Given that the net results are positive, indeed substantially, the agreement has been satisfied.

Addenda

The Agreement is accompanied by the following addenda:

1. An addendum to promote and communicate significant benefits to the Library that are non-monetary. It has been updated to reflect the changes the Foundation made in the approach to determining the programs to fundraise and also mirrors the Library’s strategic plan. This addendum and its variations began in 2012 and has carried forward annually since then.
2. An addendum associated with the Capital Campaign Feasibility Study.

The following page shows a historical table of actual distributions compared to supporting costs identified in the agreement, which is based on an auditor-approved formula that accounts for a proportion of staff time on Foundation work, along with prorated technology costs and facility uses.

Record of Actual Distributions Compared to Agreement for Supporting Costs

<u>Library Fiscal Year</u>	<u>Actual Deposits & Distributions</u>	<u>Agreement for Supporting Costs</u>	<u>Difference from Distributions</u>
2023	Recorded at yearend	\$ 395,000	Recorded at yearend
2022 ¹	\$ 982,938	388,000	\$ 594,938
2021	520,963	392,000	128,963
2020	273,146	273,000	146
2019	271,451	265,000	6,451
2018	350,000	278,000	72,000
2017 ²	211,008	251,000	<u>-39,992</u>
			2017-18: 32,008
2016	287,081	228,000	59,081
2015 ³	438,771	219,000	219,771
2014 ⁴	537,093	216,000	321,093
2013	266,982	185,000	81,982

- ¹ First year of Addendum #2 regarding capital fund development.
- ² 2017 included only 6 months due to fiscal year transition.
- ³ Includes WorkForce Central funding (\$137,068).
- ⁴ Includes Interactive Development Platform and Science to Go (\$204,066).

2023 Agreement and Addenda

In 2023, the value of staffing, services, space, and equipment which the Library provides for the department working on the Foundation’s Annual Development Plan is estimated at \$395,000 and distributions and deposits are projected to exceed the agreement value. The change, a moderate increase, is due to typical inflationary costs. Future years will have similar increases.

Both addenda record that the Foundation contributes more than just the money that it raises and provides transparency on the full range of activities the Foundation undertakes.

Attached are the Agreement and Addenda. The Agreement and Addenda may have different amendment needs and are considered separate documents. Therefore, each needs to be approved by the Board annually. We recommend that the Board pass three motions:

Motion: Authorize Gretchen Caserotti to sign the Foundation Agreement as presented.

Motion: Authorize Gretchen Caserotti to sign Addendum #1 as presented.

Motion: Authorize Gretchen Caserotti to sign Addendum #2 as presented.

**ADDENDUM NO. 2 (2023) TO FOUNDATION AGREEMENT
BETWEEN PIERCE COUNTY RURAL LIBRARY DISTRICT
AND PIERCE COUNTY LIBRARY FOUNDATION**

Purpose

The purpose of this Addendum is to identify the specific services that the Pierce County Library Foundation (“Foundation”) will provide and the specific activities that the Foundation will undertake in 2023 for the benefit towards a new Sumner Library for the Pierce County Rural Library District (“Library”), including, but not limited to, Financial Transactions as described herein. The effective date of this addendum is for the calendar year of 2023 and may be renewed annually or as needed.

Services and Activities

To serve our growing communities the Library must expand in creative ways to meet people where they are—whether that be in person, online, or through community partnerships. The Library has the opportunity to create a modern library for Sumner, which will serve as an anchor for library services, and be a community resource for East Pierce County.

The Foundation’s efforts to help make this happen will be to:

- Consult regularly with contracted fundraising counsel on best practices and strategy;
- Engage a volunteer driven Campaign Steering Committee on a monthly basis to provide necessary information, check on progress, determine appropriate strategies;
- Identify, cultivate, solicit potential donors;
- Work with key donors to leverage their gifts amongst other potential donors;
- Steward all donors with appropriate levels of recognition, including establishing naming opportunities; and
- Manage all aspects of a successful fundraising campaign.

Financial Transactions

The Foundation is engaged in a capital fundraising campaign for a future library in the City of Sumner community. The Foundation may make distributions or deposits (collectively, “Financial Transactions”) from gifts, grants, donations, and endowments solicited by the Foundation for the benefit of the Sumner Library. Multi-year commitments may be made by donors, whereby pledge payments on those commitments may be paid over several years.

Actual Financial Transactions shall be recorded in the calendar year that they are made in, and count towards the prime agreement that the Foundation and Library have that’s currently in force at the time these transactions are made. The annual performance report for the prime agreement

shall separate Financial Transactions made under this Addendum from other fundraising transactions not apropos to this Addendum.

Whenever the Foundation chooses to deposit funds into its own bank account, said funds shall have properly recorded documentation submitted to the Library, to include proof of deposits and monthly statements. This bank account shall be separate from other bank accounts that the Foundation owns. The Foundation agrees that all deposited funds shall be used for paying the costs towards a future Sumner Library.

Because these funds are recorded as “cash basis” in the Foundation’s accounting and reporting, the Library will not record actual distributed funds to the Library once project expenses occur, as they have already been recorded upon the Foundation’s receipts.

Pierce County Library Foundation

Pierce County Rural Library District

Signature

Signature

Printed Name

Printed Name

Title

Title

Date

Date

MEMO



Date: February 3, 2023

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

From: Gretchen Caserotti, Executive Director

Subject: Interim Lakewood Library

At the January 11, 2023, Regular Board meeting, we shared that the Requests for Bids has been released and we anticipated having a Special Meeting in late January to ask the Board to approve contracts. That Special Meeting was not called. We received one qualified bid response to the RFB and are still working the next steps of the bid award process. Staff will request another meeting if needed or will provide an update at the March Regular Board meeting.

MEMO



Date: January 26, 2023

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

From: Gretchen Caserotti, Executive Director

Subject: Downtown Lakewood Library

At the January 11, 2023, meeting the Board continued discussion of the Lakewood Libraries Community Advisory Committee (CAC) recommendations. At that time the Board asked staff to gather the following information:

1. What size building will the current 1.67-acre site accommodate (commonly known as a test fit)?

BuildingWork architects have done a preliminary test fit which indicates the site could accommodate a one-story library of up to 25,000 to 27,000 square feet or a two-story library of 36,000 to 38,000 square feet. This estimate was conducted using public record information for property lines. Parking and building setbacks are per City of Lakewood standards, but may not meet our needs for adequate parking. An exact survey would be needed to refine this test fit if PCLS decides to pursue this option.

2. What are the estimated construction costs for such a building?

Construction costs continue to increase due to inflation and supply chain issues. Last year, we would have estimated \$900 per square foot for project cost with \$500 to \$700 per square foot of that for construction. Other recent public library building projects are coming in around \$900 to \$1,100 per square foot for construction alone. We know that constructing a new permanent building of the size needed to serve a large city will be a significant cost and require drawing on multiple sources of funding including a voter approved bond. It is reasonable to conclude that constructing a new branch in the current market could cost anywhere from \$25,000,000 to \$38,000,000 (estimating \$1,000/square foot multiplied against the smallest and largest sizes listed above in bullet 1).

3. Are there suitable properties available in Lakewood that meet the criteria articulated in the CAC recommendations?

We are engaged in conversation with our broker to identify alternative suitable sites upon which a permanent building could serve the community. Consideration of acquisition of real estate will occur in Executive Session. In the meantime, I would like to draw your attention to the [City of Lakewood's Downtown subarea plan](https://cityoflakewood.us/downtown-plan/) (<https://cityoflakewood.us/downtown-plan/>), which includes the desirability of a library located adjacent to a civic campus. For many years the City of Lakewood has been an active partner in working with PCLS to identify potential locations to relocate the downtown and Tillicum neighborhood libraries, including purchasing property that could be used for Tillicum.

MEMO



Date: January 26, 2023

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

From: Gretchen Caserotti, Executive Director

Subject: Sumner Library Capital Facility Area

We continue to plan and gather information in preparation for your consideration of a potential Library Capital Facility Area (LCFA) measure for a new Sumner Library. The next step in this process is a joint PCLS Board meeting with Sumner City Council on Monday, February 13 at 6 pm. The meeting will cover many details, including:

- Modern public library building design trends
- Proposed size and estimated cost of the Sumner Library project
- Review of the LCFA legal process and roles/responsibilities
- Potential precincts to be included in the Sumner LCFA boundary and draft a legal description of the boundary
- Estimated household tax impact of a measure calculated from the market valuation of properties within the proposed boundaries

To assist the Board in being well-prepared for this meeting, I will review the draft agenda and ask if there is further information you need. This joint-meeting is an opportunity for the governing bodies to meet, hear, and comment on the same presentations at the same time from PCLS staff, City of Sumner staff, library architects, and our attorney. No action items are planned for this study session.

MEMO



Date: January 8, 2023

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

From: Connie Behe, Deputy Director of Public Services and
Melinda Chesbro, Deputy Director of Operations

Subject: 2023 Annual Work Plan Summary

All Pierce County Library System plans, services, and operations are guided by the Library's promise to provide equitable access to everybody in Pierce County.

[The Library Board Philosophy Policy](#) describes the Library's responsibility to the public to provide reasonable and fair access to all kinds of information.

Pierce County Library operates under the fundamental belief that libraries play a vital role in a democracy by **supporting an individual's access to the information they seek and the privacy to explore ideas, form opinions and make decisions on issues affecting their lives.** The highest potential of American democracy can only be realized when a full range of ideas is accessible to the people as embodied in the U.S. Constitution's First Amendment and Article 1 of the Washington State Constitution. The Board of Trustees believe operating in pursuit of these democratic principles will lead to successful individuals and families and thriving communities.

[The Library Board Equity, Diversity, and Inclusion Policy](#) is the Board's commitment to developing diverse staff and services, and to nurture a culture of inclusion through Library operations and services, including staff resources.

Pierce County Library System welcomes, values, and celebrates the differences in its employees and members of its communities. The Library actively commits its programs and resources to ensure that barriers to access by both the staff and the public are eliminated, by supporting broader public access to Library programs and services, and providing the public and staff equitable opportunities for growth through employment and education. The Library is actively committed to attracting and retaining a diverse workforce that broadly reflects the communities it serves.

The projects captured in the 2023 Work Plan focus the Library's resources on developing and delivering high quality information and services to all of Pierce County, with a focus on removing barriers to access and working toward a vision of a culture of inclusion and belonging.

This is not an exhaustive list of projects and primarily focuses on EDI efforts, new facilities, and services to the public. Staff regularly report to you on these and more operational projects in officers' reports throughout the year.

Future Libraries

Lakewood Library Interim Opening

The project to open an interim Lakewood Library is ongoing. The outcome will be a new, modern library facility in an accessible area with amenities that Lakewood residents can use for several years until a permanent library facility is built.

Sumner Library Funding

This is a yearlong project to secure funding for a new library facility in Sumner through various revenue streams. Possible revenue streams include seeking voter-approval of the creation of a Library Capital Facility Area, ballot measure passage of a bond for construction and pursuing capital funding through the State of Washington. With secure funding, the Library will be able to move into the design phase of the project in 2024.

Public Opinion Survey

As part of the Pierce County Library System's Marketing and Communications Plan, the Library System is conducting its biennial public opinion awareness/preference poll in quarter 1. Building upon the 2018 public opinion research, we plan to learn information about the public's value for the Library System and its service to communities.

Customer Service

Public Services 3-year Plan

The Public Services (PS) division has restructured the Library management model from individual libraries within a single system to a regional service model. The regional service model will provide more support for staff, make resource sharing more efficient and effective, and increase the availability of resources dedicated to direct service to the public. The next phase of the project is to complete the documentation of a 3-year plan, or road map, by the end of quarter 1. Work will include updating governance, policies, procedures and practices to increase clarity and capacity and will pave the way for stability, increase in staff support and engagement, and preparation for 2024 strategic planning.

Fines & Fees

We are evaluating all fines and fees that the Library issues in order to recommend to the Board any needed changes by quarter 4. Removing fines and fees decreases barriers to library services for our community.

Sensory and STEM Learning and Play Support

This project is a yearlong effort to implement staff training on Sensory support using the University of Washington's toolkit as part of the Library's new Autism Ready program pilot. The project will also include the development of a Science Technology Engineering and Math (STEM) strategy and training for Youth Services staff. Staff will have access to new STEM resources to use with the public. They will understand our approach to STEM programming and will begin designing programs in alignment with that approach. Staff will be equipped with tools and training to design and host story times and other early learning programming for Autistic/neurodivergent youth specifically, and how to make existing programs more inclusive.

Review of Science to Go

By the end of quarter 3, the Learning Initiative Team and Collection Management Staff will assess Science to Go programming materials for alignment with STEM goals, cost of service, and resource allocation. The assessment will guide decision-making about how to simplify the service. We will have a sustainable strategy for how we effectively support STEM learning with our collection that balances our staff resources with the needs of both public and homeschool families in a county that has more STEM jobs than trained youth/adults.

Summer Reading Program

Planning, delivering and evaluating the Summer Reading Program for all ages is a yearlong process. The program builds a reading community by supporting customers of all ages to read for enjoyment and to discover the resources PCLS has to offer, helps prevent the summer learning slide and builds a reading community by supporting customers of all ages to read for enjoyment and to discover the resources PCLS has to offer.

Technology Infrastructure

Public Website Launch

A new Library website will launch by the end of quarter 1. The new website will improve customer experiences and ensure ADA compliance. The website will offer online services, connection to community resources, and point people to information about the library services

Public Meeting Room Technology

By the end of quarter 2, modern technology will be installed in all the Library's public meeting rooms. This will provide better and more reliable technology in public meeting rooms for story times and for when the public uses the rooms for public meetings

Organizational infrastructure

Equity, Diversity and Inclusion Framework Development (Pillar work)

By quarter 2, staff action teams will have presented their recommendations for activities the Library can undertake between now and the end of 2025 to advance EDI work. The teams are each focused on a pillar, or focus area, of identified needs. The pillars are: Respectful and Inclusive Work Environment, Building Diversity in Business Planning, Design and Delivery and Inclusive Systems, Processes, and Practices. The Leadership Team will select the final recommendations to move forward. Implementation of the recommendations is slated to begin in May-June. This work will build the framework for EDI initiatives in 2023-2025.

Policy Framework

By the end of quarter 2, the project to establish a clear and consistent process to review policies on a schedule and to clean up the number of existing policies will be complete. The outcome will ensure policies are reviewed and updated consistently, resulting in improved stability within the organization by providing clarity about PCLS governance and decision-making.

Leadership Development

In quarter 1, the Library is exploration partnering with a new leadership development training consultant. The future training will provide consistent expectations and skills-building for leadership.

Incident Response

By quarter 4, the Library will review incident response and public spaces management holistically and recommend long term changes to increase staff safety and ensure safe management of public library spaces. Supporting and empowering staff will result in better experiences for staff and patrons.

Officers Reports

MEMO



Date: January 25, 2023

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

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

Subject: Overtime Follow Up

In the January Board of Trustees meeting, we committed to following up on questions regarding our overtime expenditures. We have done some further research on this. We found that increased amount of overtime use was primarily due to our large vacancies and staffing coverage needs in 2022. Some of these coverage needs included facilities and IT support as well as public service. As you recall, the Library experienced record high vacancy rates in 2022, similar to many other organizations across the country. Some of the additional smaller amounts of overtime are due to the transition to the new HR/Payroll system which requires clocking in and clocking out. This system and these processes are still being integrated into our processes at each branch and department.

Please let me know if you'd like any additional information or have any questions.

MEMO



Date: January 30, 2023

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

From: Mary Getchell, Marketing and Communications Director

Subject: Marketing Quarter 4 2022 Focus: Online Books, Videos, and Magazines Results

As part of the Library System's 2022 Marketing and Communications plan, the fourth quarter marketing and communications focus featured online books, videos, and magazines in October and November 2022. Following are the results from the focused marketing effort, which overall showed a noticeable impact on the use of the service.

Building on the 2021 month-long marketing effort for online e-books and audiobooks, staff from Collection Management, Communications, and Customer Experience departments elected to conduct focused marketing attention on online e-books, audiobooks, videos, and magazines. The two-month campaign highlighted the Library's Strategic Focus area for Enjoyment, to help people enjoy their free time.

Overall, the campaign was a tremendous success, with the result showing a 44% average increase in e-book, audiobook, video, and magazine cardholders; and a 9% average increase in checkouts compared with November 2021 when the Library System conducted focused marketing on the service.

The campaign surpassed its goal to increase new online e-book, audiobook, video, and magazine cardholders by 2% in comparison to November of 2021, with 980 new digital cardholders in November 2021 and 2,813 new digital cardholders combined in October and November 2022 (for a one-month average of 1,407). The campaign surpassed its goal to grow checkouts of these items by 2% during the two-month campaign. In November of 2021, marketing yielded 163,786 checkouts. In October and November 2022, marketing yielded 355,687 checkouts (for a one-month average of 177,843), which was an average 9% increase from November of 2021.

The campaign employed a variety of marketing techniques to grow awareness and increase use of services, including owned, earned, and paid marketing channels from flyers and bookmarks, community marketing, social media marketing, bus shelter partnership advertising, digital advertising, radio advertising (KNKX and Spanish radio), and print ads (The News Tribune and Parent Map). Themes included reducing stress, saving time, and finding joy.

Impacts and results

- **Online e-book, audiobook, video, and magazine cardholders: 44% increase** in digital cardholders, with 980 new customers in November 2021 and 2,813 new customers in October and November 2022, for a one-month average of 1,407.

- **Downloads/checkouts of e-books, audiobooks, videos, and e-magazines: 9% increase** in checkouts with 163,897 in November 2021 and 355,687 in October and November 2022, for a one-month average of 177,843.
- **Web page views: 83.6% increase** with 5,576 average views in October and November 2022 compared to 3,037 views in August and September 2022, without a marketing campaign.
- **Spanish Radio ads: 130 spots** on KZTM during the course of the two-month campaign.
- **KNKX Radio sponsorship ads: 94 spots with 284,400 impressions.**
- **Parent Map advertising: 20,175 impressions and 42,551 average reach.**
- **Email marketing engagement: 121,484 total recipients, with a 55.2% open rate, exceeding industry standard** of 25.17% and a click through rate of 1.45%, which was below the industry standard of 2.79%.
- **Facebook and Instagram:**
 - **Total reach for posts 10,159** and total engagement 811, and an **engagement rate of 7.98%, exceeding the industry standard** of 5.2%.
 - **Total reach for ads 42,848** and total engagement 1,731, and an engagement rate of 4.04%.
- **Bus ads: 575,000 estimated impressions.**



LOCAL

Second health system in Tacoma hit with data breach, this one ensnaring employees

BY DEBBIE COCKRELL
OCTOBER 19, 2022 10:42 AM





La Radio De Seattle agregó una foto nueva.
Publicidad · 🌐



MEMO



Date: January 31, 2023

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

From: Mary Getchell, Marketing and Communications Director

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

The Pierce County Library System's fourth quarter marketing and communications activities realized a successful conclusion to the Library System's strategic promotional efforts, by meeting or exceeding all evaluation metrics. 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 51 news articles and 26 media mentions/calendar placements. The most extensive news coverage focused on plans for Lakewood and Tillicum Pierce County Libraries, autism-ready story times, improvements at the Bonney Lake Pierce County Library, and system-wide closures for poor weather and road conditions. Our goal was to maintain or exceed 2021 news coverage, and we far surpassed this goal with a 65% increase in news coverage compared with the fourth quarter of 2021.

As part of the online e-books, audiobooks, magazines, and videos marketing and communications focus in the fourth quarter, the Library invested in advertising channels:

- Spanish radio ads on KZTM-FM.
- KNKX Radio sponsorship ads.
- The News Tribune print and digital ads.
- Digital display advertising on targeted websites.

In the fourth quarter, the Library System appears to have stabilized its Facebook social media marketing, with an impressive engagement rate of 10.11%, nearly doubling the industry standard of 5.2% as well as the Library's engagement in quarter for of 2021 of 5.73%. Facebook posts producing the highest interest in reach and engagement included humorous posts about dinosaurs


taking over the Summer Pierce County Library’s children’s area, pacing oneself at Thanksgiving, and snuggling up with a good book on New Year’s Eve.

Post details
✕

Pierce County Library

Published by Hootsuite [?] · ★ Favorites · October 21, 2022 · 🌐

One of the librarians at the Summer location discovered school was in session in the kid's area... dino school! Follow these prehistoric readers to a Pierce County Library location near you! <http://www.piercecountylibrary.org>



8,364

People reached

1,095

Engagements

Boost again

Boosted on Oct 24, 2022 Completed
By Nicole Milbradt

<div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: #1877f2; border-radius: 50%; margin-right: 5px;"></div> <div> <p>People Reached</p> <p style="font-weight: bold; font-size: 1.2em;">4.0K</p> </div> </div>	<div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: #ccc; border-radius: 50%; margin-right: 5px;"></div> <div> <p>Post engagement</p> <p style="font-weight: bold; font-size: 1.2em;">440</p> </div> </div>
---	--

[View results](#)

395

8 comments 23 shares

Like

Comment

Share

Performance for your post

8,364 People Reached

467 Reactions, Comments & Shares 📊

<p>337</p> <p> Like</p>	<p>318</p> <p>On Post</p>	<p>19</p> <p>On Shares</p>
<p>86</p> <p> Love</p>	<p>76</p> <p>On Post</p>	<p>10</p> <p>On Shares</p>
<p>8</p> <p> Haha</p>	<p>5</p> <p>On Post</p>	<p>3</p> <p>On Shares</p>
<p>12</p> <p>Comments</p>	<p>8</p> <p>On Post</p>	<p>4</p> <p>On Shares</p>
<p>24</p> <p>Shares</p>	<p>23</p> <p>On Post</p>	<p>1</p> <p>On Shares</p>

628 Post Clicks

<p>28</p> <p>Photo views</p>	<p>12</p> <p>Link clicks 📊</p>	<p>588</p> <p>Other clicks 📊</p>
-------------------------------------	--	--

NEGATIVE FEEDBACK

<p>3 Hide post</p>	<p>0 Hide all posts</p>
<p>0 Report as spam</p>	<p>0 Unlike Page</p>

Reported stats may be delayed from what appears on posts



Pierce County Library

Published by Hootsuite [?] · ★ Favorites · November 23, 2022 · 🌐

Don't forget to pace yourself this weekend!



13,685

People reached

2,014

Engagements

[Boost again](#)

Boosted on Nov 23, 2022
By Nicole Milbradt

Completed

People Reached

5.4K

Post engagement

1.6K

[View results](#)

👍❤️ 964

12 comments 235 shares

[Like](#)

[Comment](#)

[Share](#)



Performance for your post

13,685 People Reached

1,708 Reactions, Comments & Shares

617 Like | **434** On Post | **183** On Shares

27 Love | **14** On Post | **13** On Shares

759 Haha | **539** On Post | **220** On Shares

2 Wow | **2** On Post | **0** On Shares

2 Sad | **1** On Post | **1** On Shares

74 Comments | **12** On Post | **62** On Shares

235 Shares | **235** On Post | **0** On Shares

306 Post Clicks

144 Photo views | **0** Link clicks | **162** Other clicks

NEGATIVE FEEDBACK

1 Hide post | **1** Hide all posts


0 Report as spam | **0** Unlike Page

Reported stats may be delayed from what appears on posts

Post details ×

Pierce County Library
Published by Hootsuite [?] · ★ Favorites · December 30, 2022 · 🌐

New Year's Eve is a perfect night to snuggle up with a good book. But let's be honest... EVERY night is a good night to snuggle up with a good book! Hope there are many good books in your 2023! <http://catalog.pcls.us>



My Plan For New Year's Night

Performance for your post

6,208 People Reached

476 Reactions, Comments & Shares 📊

335 Like	322 On Post	13 On Shares
66 Love	61 On Post	5 On Shares
17 Haha	15 On Post	2 On Shares
21 Comments	12 On Post	9 On Shares
38 Shares	38 On Post	0 On Shares

234 Post Clicks

53 Photo views	4 Link clicks 📊	177 Other clicks 📊
--------------------------	--	---

NEGATIVE FEEDBACK

1 Hide post	0 Hide all posts
0 Report as spam	0 Unlike Page

Reported stats may be delayed from what appears on posts

6,208 People reached

710 Engagements

Boost again

Boosted on Dec 30, 2022 Completed
By Nicole Milbradt

People Reached 4.0K	Post engagement 520
----------------------------	----------------------------

[View results](#)

👍❤️ 392 12 comments 38 shares

👍 Like
💬 Comment
➦ Share
⋮

During the fourth quarter, the Library System issued three e-newsletters to its main distribution list with an average of 61,000 active subscribers. The Library's open rate exceeded industry standard in all e-newsletters, with the open rate more than doubling the industry standard. Overall, the open rate averaged 56.9%, significantly exceeding the industry average of 25.17%. This year, we have realized significant gains in meeting and then exceeding the email/e-newsletter industry standard open rate, by applying some industry best practices as well as launching our first e-newsletter in nine years.

In addition, to the system-wide e-newsletter, the e-newsletter for Lakewood residents (launched in June) reaches nearly 18,000 people and continues to perform above industry standard with an open rate of 34%.

In the fourth quarter, 97% of internal customers said they were "very satisfied" with the Marketing and Communications Department's service.

Following are clips from some of the top news stories featuring the Library System in the fourth quarter.

PIERCE COUNTY LIBRARY SYSTEM
2022 Marketing and Communications Plan
FOURTH QUARTER RESULTS, October-December 2022

Overall Evaluation Measures

- 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

- Goal: Maintain or exceed 2021 news coverage.
- Quarter Four (Q4) 2021: 31 news articles and 35 media mentions/calendar placements.
- Quarter Four (Q4) 2022: 51 news articles and 26 media mentions/calendar placements.
- **Q4 2022 exceeded Q4 2021 news coverage by 65%.**

Paid/Sponsorship Advertising

Online e-books, audiobooks, magazines, and videos marketing and communications focus (October-November 2022)

- Spanish Radio ads on KZTM-FM: ad spots/number of times ads ran: 130.
 - Spanish Radio digital ads (ads ran on Le Radio De Seattle's Facebook and Instagram pages):
 - Facebook ads: 4,408 impressions; 4,381 reach.
 - Instagram ads: 187 impressions; 187 reach.
- KNKX Radio sponsorship ads:
 - Ads spots: 94.
 - Impressions: 284,400.
- ParentMap:
 - Impressions: 20,175
 - Reach: 42,551

E-newsletter

- Goal: Meet or exceed industry standards:
 - Open rate industry standard: 25.17%.
 - CTR industry standard: 2.79%.
- 3 e-newsletters to an average of 61,000 active subscribers.
- Average number of e-newsletters opened: 34,278; 56.9% open rate.
- Average number of people who CTR'd messages: 1,132; 1.9%.
- **Q4 Open rate exceeded industry standard by 126%.**

Social Media Marketing

- 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

- Q4 2021: 5.73% engagement rate.
- Q4 2022: 10.11% engagement rate. 71 posts, with a reach of more than 223,000 people (3,140 average reach per post), and 25,000 engagements including CTR (352.53 average per post).
- **Q4 Exceeded industry standard by 4.91%--nearly doubling the standard. Increase of 4.38% higher engagement than 2021.**

Twitter

- Q4 2021: 1.93% engagement rate.
- Q4 2022: 3.33% engagement rate.
- **Q4 Exceeded industry standard by 3.27%--more than triple the standard; 1.4%-higher engagement than 2021.**

Work Order Satisfaction

- Goal: 90% of internal staff customers Very Satisfied with Marketing and Communications Department-produced product/service.
- **Q4 Exceeded goal with 97% Very Satisfied.**

MEMO



Date: January 26, 2023

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

From: Mary Getchell, Marketing and Communications Director

Subject: Marketing and Communications Quarter 1 2023 Focus: Job + Business Center

As part of the Pierce County Library System's 2023 Marketing and Communications Plan, the first quarter marketing and communications focus will feature Job + Business Center services. The Library System will develop and deploy marketing and communications tactics to increase the awareness and grow use of the services offered. The Library offers robust services to help people develop technology skills, gain digital literacy knowledge, and improve their career marketability to get the jobs they want.

For more than a decade, the Library has enhanced these services with a focus on helping people Get Hired. Today, the Pierce County Library continues to offer a wide range of services to help people improve their career marketability and get hired. With unemployment in Pierce County at 5.3% as of December 2022 (Washington State Employment Security Department), the Library's marketing will target young adults getting their first job, people with career experience with gaps in their resume or technology skills, and people who experience chronic unemployment. An individual would pay hundreds of dollars to purchase these quality career resources and services. Thank you to the Pierce County Library Foundation and its donors as well as the Washington State Library for helping to fund these important services.

The marketing and communications focus will highlight the following Job + Business Center services:

- Online resume templates.
- Live online interview coaches.
- Digital literacy skills.
- Free Certifications in more than 30 programs.

With a variety of marketing and communications tactics, the Library will inform audiences about the Job + Business services and encourage people to use them. The Communications Department will use mass marketing tactics such as printed and online products, including Spanish radio to reach Spanish speaking people, a direct mailing to reach asset limited individuals, and TikTok advertising, one of the top methods to reach Generation Z. In addition, the plan calls for direct marketing tactics including community marketing to reach asset limited households through nonprofit partners such as food banks, Sound Outreach, Goodwill, South Sound 2-1-1, United Way's Centers for Strong Families. It also includes direct asks to reach diverse groups via communications with partners such as Asia Pacific Culture Center, Black Collective, Centro Latino, Korean Women's Association, and Tacoma Urban League.