

October Minutes

October 20th, 2021

BOARD OF TRUSTEES: Sara Irish, President; Donna LaFrance, Vice President; Toni Craig, Trustee; Joseph Colón, Trustee; and Wayne Williams, Trustee

ATTENDANCE

Board of Trustees: President; Sara Irish, President; Donna LaFrance, Vice President; and Wayne Williams, Trustee

Excused: Toni Craig; Trustee and Joseph Colón, Trustee

Tacoma Public Library Director & Assistant Director: Kate Larsen, Director; Amita Lonial; Assistant Director

Tacoma Public Library Staff: Anna Trammel, Sam Benscoter, Rodney Croston, Zac Matthews, John Hargis, Elizabeth Covington, Lisa Bitney, Maria Shackles, dindria barrow, and Latasha Ware

City of Tacoma Staff: Shelby Fritz, HR Manager

Two members of the public attended the virtual October 20, 2021 Board Meeting.

CALL TO ORDER

The regular meeting was held as a virtual zoom meeting. President Sara Irish called the meeting to order at 5:30 p.m.

LAND ACKNOWLEDGEMENT

At approximately 5:32 p.m., Director Larsen acknowledged that the Tacoma Public Libraries are located on the Puyallup people's land and invited meeting attendees in recognizing and celebrating Hispanic Heritage Month

PLEDGE OF ALLEGIANCE

At approximately 5:38 p.m., President Sara Irish invited fellow board members and meeting participants to join them in reciting the Pledge of Allegiance.

CONSENT AGENDA

RESOLUTION 21070

1. Minutes of the September 15, 2021 Board Meeting – Approval
2. Financial Report for September 2021 – Approval
3. HR Report for September 2021 – Approval
4. Library Services Report for September 2021 – Approval

Resolved, the board approved Consent Items 1- 4, as presented. **Moved, seconded, and passed**

PAYMENT OF BILLS

RESOLUTION 21047: Payment of Bills Per Vouchers – Authorization

Resolved, That the Board authorizes the payment of bills per vouchers as presented, and further, that the Board approves and ratifies the checks issued by the City of Tacoma for Tacoma Public Library claims as summarized and documented in materials submitted to the Board.

Moved, seconded, and passed

RESOLUTION 21048: Ratify Recurring Monthly Expenditures – Approval

Resolved, That the Board approves and ratifies the September 2021 payments for the City of Tacoma services provided to the Tacoma Public Library as presented.

Moved, seconded, and passed

PUBLIC COMMENTS

For the meeting of October 20, 2021, the Library Board of Trustees received no public comments.

STAFF RECOGNITION

The board recognized TPL staff members with a hire date during the month of October.

DISCUSSION ITEMS

1. Anna Trammell, Northwest Room Librarian and Jason Young, Senior Research Scientist, University of Washington Technology & Social Change Group gave an update on the research methodology they've worked with the community to help build upon Institute of Museum and Library Services Grant Award: Community Archives for Tacoma project
2. Maria Shackles, Neighborhood Services Manager of Wheelock library, gave an update on 2021 Summer Reading Programming
3. Rodney Croston, Library HR Manager and Shelby Fritz, City of Tacoma HR Manager provided the timeline and overview of the process for this year's Library Director Performance Evaluation

NEW BUSINESS

No new business for the month of October 2021

DIRECTOR'S REPORT

- **Miscellaneous Updates**
 - Mid-biennium budget modifications updates
 - Feasibility Study Project Advisory Committee updates
 - Main 2nd floor project: spatial relationship planning finished; conceptual design next
- **Mark your calendars:**
 - Regular Library Board of Trustees Meeting, 5:30 p.m. Wednesdays:
 - November 17
 - December 15
 - January 19

- Feasibility Study presentation to Community, Vitality, and Safety Council Committee, 4:30 p.m. Thursday, October 28
- Library Board of Trustees *Study Session*, 10:30 a.m. Saturday:
 - November 6 (Executive Session: Director Review)
- Tacoma Reads Marquee Event with Author Isabel Wilkerson, hosted by Mayor Woodards, 3 p.m. Saturday, November 13 (Zoom; pre-registration required)

TRUSTEES REPORT

- Sara Irish, President: NA
- Donna LaFrance, Vice President: NA
- Wayne Williams, Trustee: NA

ADJOURNMENT

The meeting adjourned at 6:35 p.m.

The next Board Meeting will be November 17, 2021 at 5:30 p.m.



Sara Irish (Nov 22, 2021 17:37 PST)

Sara Irish
President
Tacoma Public Library Board



Kate Larsen
Library Director and Secretary to the
Tacoma Public Library Board

September Library Board Financial Report By Program

	C	D	E	F	G	H
			C - D	D / C		G - D
Program	Budget (Annual)	Spent Through Sept	Balance	% Spent	Budget Through Sept	Variance from Budget
Neighborhood Services	\$ 7,168,145	\$ 4,840,202	\$ 2,327,943	68%	\$ 5,374,642	\$ 534,440
Collections	2,318,754	1,757,741	561,012	76%	1,745,491	(12,251)
Asset Management	2,609,331	1,036,851	1,572,481	40%	1,132,297	95,446
Information Technology	1,312,687	1,125,384	187,303	86%	1,066,714	(58,669)
Learning Services	586,499	481,345	105,154	82%	446,038	(35,307)
Financial Services	459,579	404,087	55,492	88%	344,628	(59,459)
Human Resources	375,953	207,097	168,856	55%	281,923	74,826
Marketing & Communications	347,632	279,105	68,526	80%	260,679	(18,426)
Innovation	69,810	49,208	20,602	70%	52,351	3,143
Equity & Inclusion	59,036	26,521	32,515	45%	44,270	17,749
Trustees Development	35,744	24,713	11,030	69%	26,805	2,091
Community Engagement	34,584	24,343	10,241	70%	25,935	1,592
Civic Engagement	30,781	21,308	9,474	69%	23,084	1,776
General Fund	\$ 15,408,535	\$ 10,277,904	\$ 5,130,630	67%	\$ 10,824,856	\$ 546,952
Automation Sinking Fund	175,080	16,461	158,619	9%	131,310	114,849
Trusts	222,007	66,617	155,390	30%	174,880	108,263
Special Funds	\$ 397,087	\$ 83,078	\$ 314,009	21%	\$ 306,190	\$ 223,112

Attachment A

September Library Board Financial Report By Category

	C	D	E	F	G	H
			C - D	D / C		G - D
Cost Category	Budget (Annual)	Spent Through Sept	Balance	% Spent	Budget Through Sept	Variance from Budget
Personnel Services	\$ 9,559,369	\$ 6,688,364	\$ 2,871,005	70%	\$ 7,169,526	\$ 481,163
Operating Expenses	3,874,152	2,032,361	1,841,791	52%	2,156,026	123,665
External Services	219,520	195,981	23,539	89%	170,890	(25,091)
Indirect Costs (Assessments)	1,755,495	1,361,199	394,295	78%	1,328,414	(32,785)
General Fund	\$ 15,408,535	\$ 10,277,904	\$ 5,130,630	67%	\$ 10,824,856	\$ 546,952

Attachment B

TACOMA PUBLIC LIBRARY TRUST FUNDS

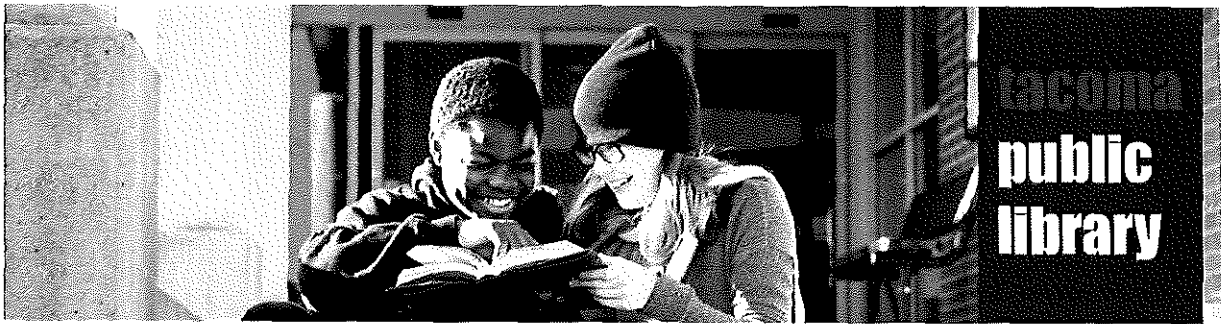
Sep-21

Sep-21

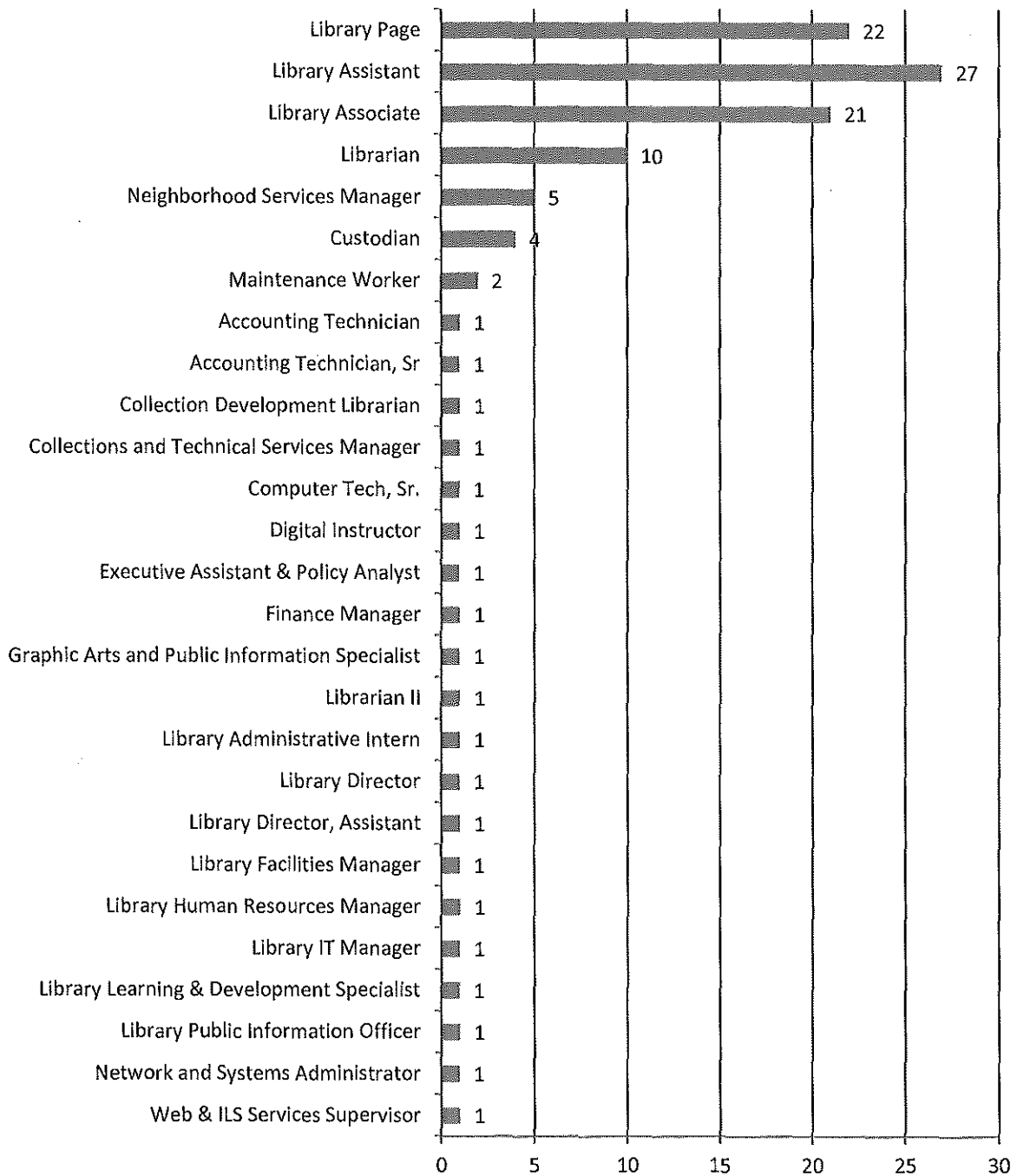
TRIAL BALANCE

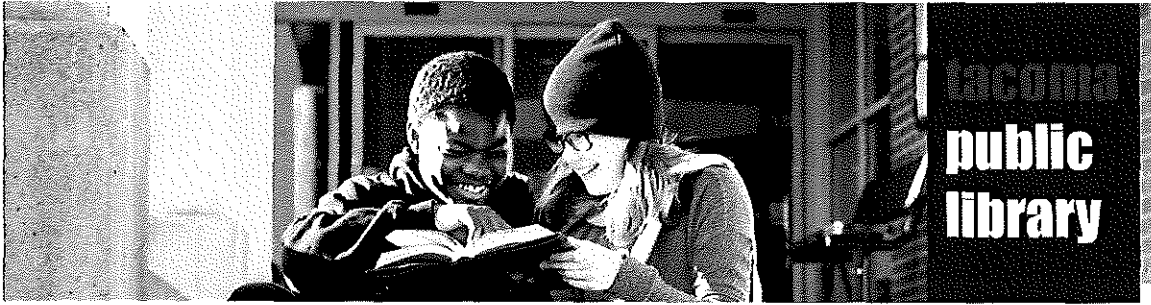
FUND	COST CENTER	TRUST FUND NAME	USE DESCRIPTION	CASH EQUIVALENT
1200-DONAT	854000	LIBRARY SUNDRY TRUST	Restricted to purposes directed by the donors - Various donors	\$ 437,423
	854800	SUMMER READING CLUB	Restricted to Summer Reading Club	\$ 69,878
1200-DONAT TOTAL				\$ 507,301
1200	850200	VIRGINIA HELLEN MARSHALL	No restrictions	\$ 2,584,979
	850300	WILLIAM ANTES MEMORIAL	No restrictions	\$ 1,267
	850400	1990 BERGER TRUST	Restricted to Business & Economic Collections	\$ 1,306,577
	850500	EVELYN PORATH MEMORIAL	No restrictions	\$ 102,233
	850800	MARION C GIBSON MEMORIAL	No restrictions	\$ 75,201
	850900	G & G HUG MEMORIAL	Restricted	\$ 13,581
	852100	HILDA S KRAMER MEMORIAL	Restricted to only spend interest to acquire or maintain musical collections	\$ 37,167
	852200	JAQUELINE E NOEL MEMORIAL	Only interest may be spent. Restricted for books & materials, equipment & furnishings relating directly to genealogical studies, and for the construction of facilities directly relating to genealogical studies.	\$ 279,553
	852300	GEORGE O SWASEY MEMORIAL	Restricted to Swasey Branch capital	\$ 130,663
	852310	RICHARD BANGHART MEMORIAL	No restrictions	\$ 375,000
	857200	MARIE BELANGER MEMORIAL	Restricted to Anthropological Materials	\$ 173,969
	857300	LEAH GUNNARSEN MEMORIAL	No restrictions	\$ 75,907
	842600	MISC	No restrictions	\$ 95,216
1200 TOTAL				\$ 5,251,313
1200 A-SINK	606500	AUTOMATION SINKING FUND	Restricted to IT purposes	\$ 1,689,081
1200 A-SINK TOTAL				\$ 1,689,081
TRUST FUNDS CASH BALANCE				\$ 7,447,695

ATTACHMENT C

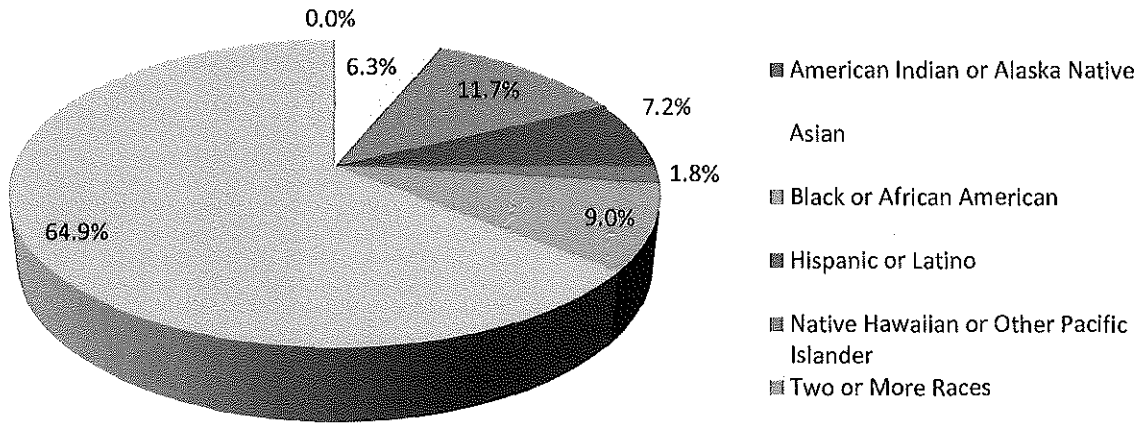


Staffing Levels October 13, 2021, 111

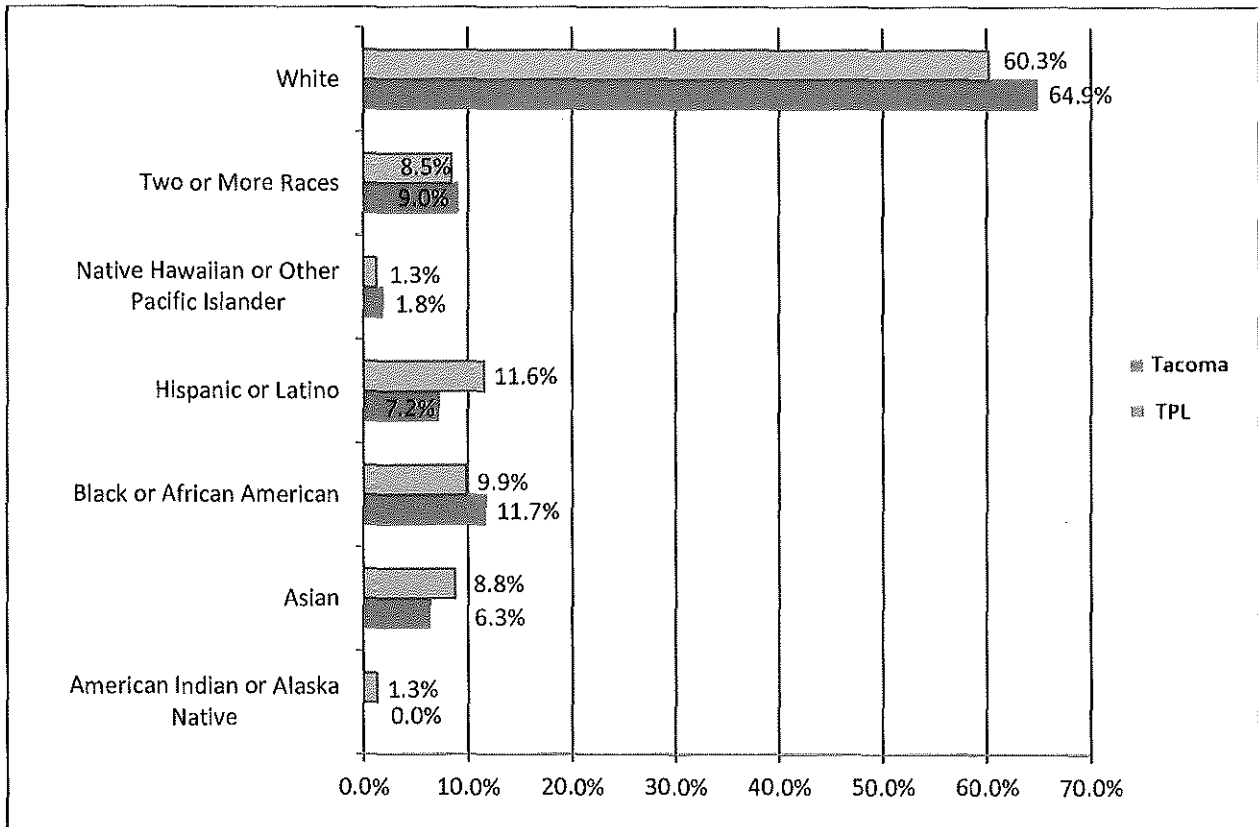


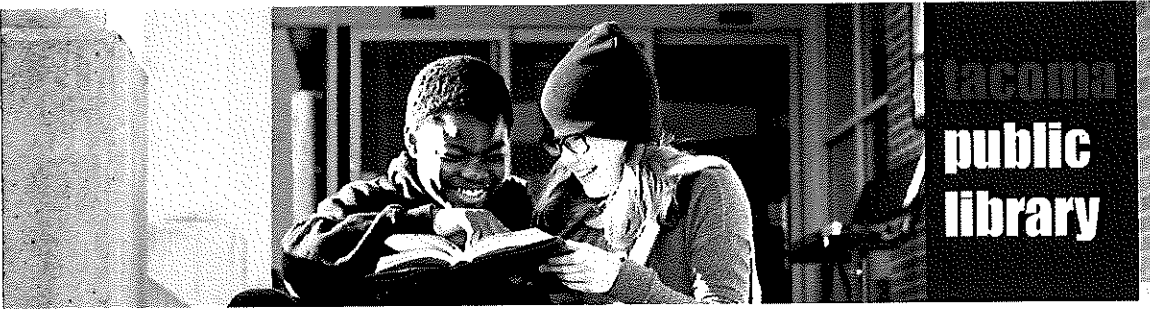


TPL Workforce Racial Demographics

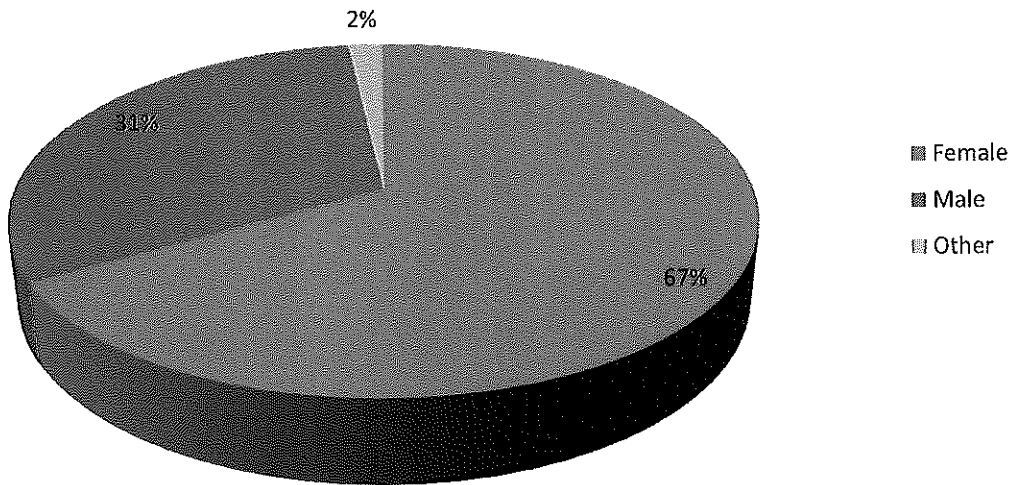


TPL Workforce compared to City of Tacoma Citizens

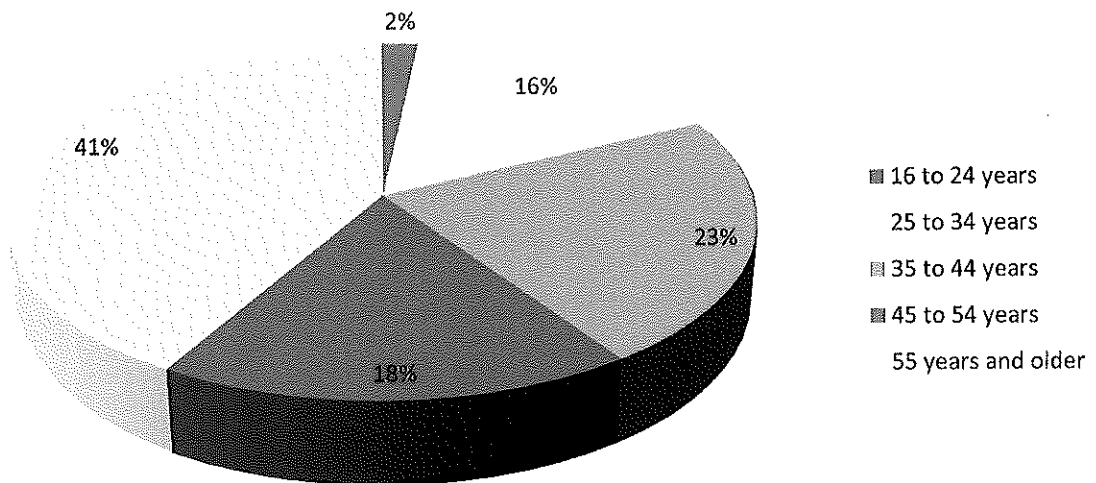




Gender



Age



Tacoma Public Library **Snapshot** September 2021

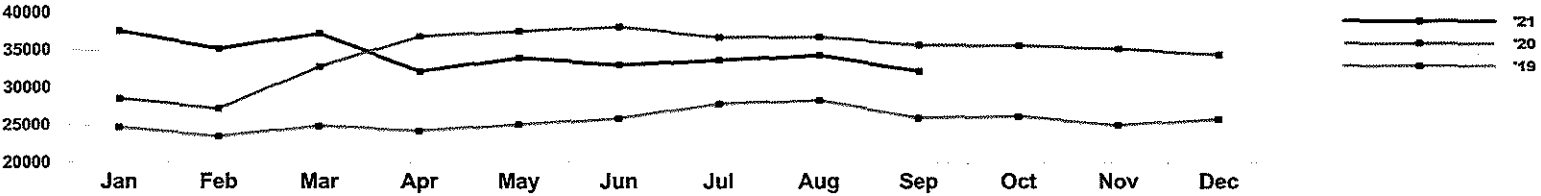
<p>Active Users Last 12 Months</p> <p>25,096</p> <p>↓ 10%</p>	<p>Monthly Users Digital</p> <p>7,212</p> <p>↓ -3.5%</p>	<p>Monthly Users In Person*</p> <p>6,452</p> <p>↑ 1%</p>
<p>Chat, Email, and Phone Service+</p> <p>22,470</p> <p>↑ 1783%</p>	<p>Monthly Circulation Digital</p> <p>32,234</p> <p>↓ -6.1%</p>	<p>Monthly Circulation In Person</p> <p>88,332</p> <p>↓ 8.6%</p>

**Includes in-building checkouts, Contactless Holds Pickup, Books by Mail, and renewals.*

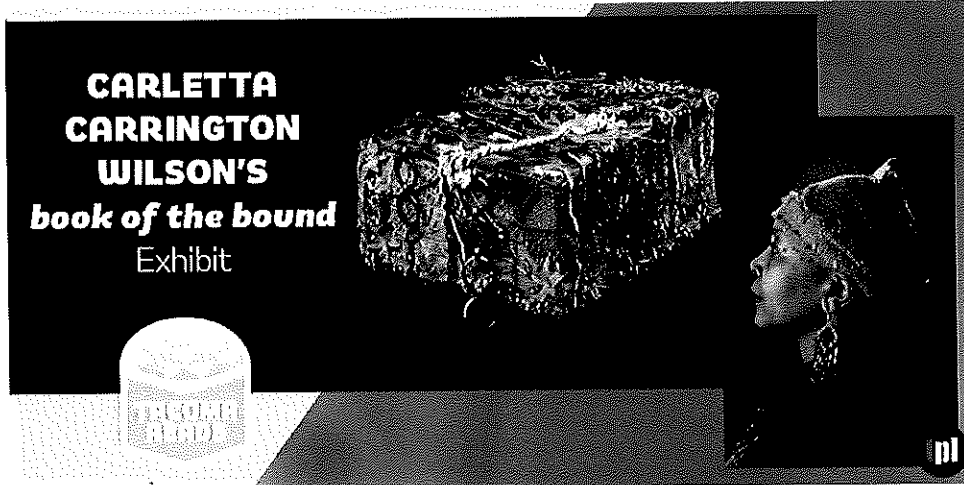
+New patron interaction tool was implemented in September to collect data.

All data compared to prior month.

Digital Checkouts by Month

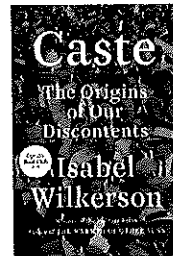


September 2021 Spotlight



Tacoma Reads began in mid-September and runs through Saturday, Nov. 20 with 13 events and programs.

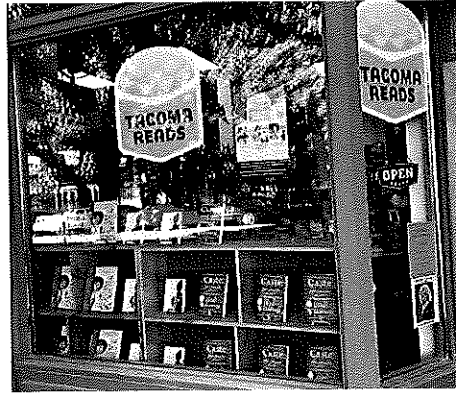
2021 Title Selections



Caste: The Origins of Our Discontents by Isabel Wilkerson



"Merchant Love" from the *book of the bound* exhibit series at Moore Library through Friday, Nov. 19.



Community partners at King's Books promote Tacoma Reads titles and programs via a window display and in-store collateral.



A Good Kind of Trouble by Lisa Moore Ramée



The Day You Begin by Jacqueline Woodson, illustrated by Rafael López

Spotlight Strategic Priorities:



Investment in Youth



Cultivate and Engage Community



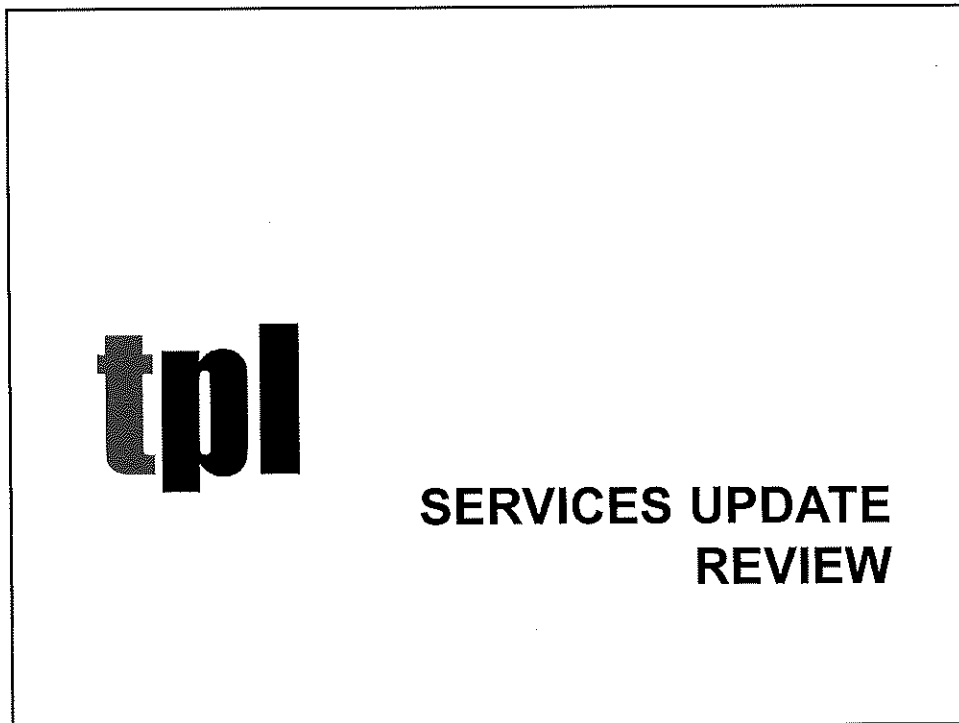
Learning, Creativity, and Innovation



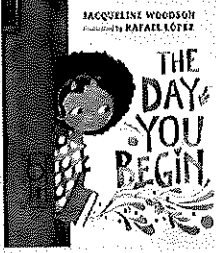

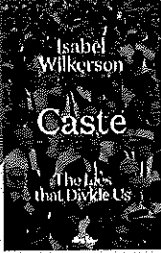
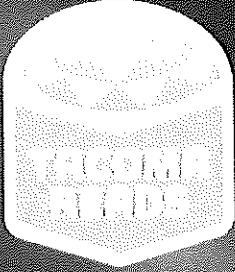
Equity and Access

Sponsors and Partners





tpl Tacoma Reads 2021



The image displays a promotional banner for Tacoma Reads 2021. On the left is a circular logo with the text 'TACOMA READS'. To the right are three book covers: 'Caste' by Isabel Wilkerson, 'A Good Kind of Trouble' by The More You Know, and 'The Day You Begin' by Jacqueline Woodson. The Tacoma Reads logo is also visible at the bottom right of the banner.

tpl

Incoming Trustee
Andrea Cobb

Term:
January 2022-2027



A black and white portrait of Andrea Cobb, a young woman with long dark hair, smiling and wearing a light-colored jacket over a patterned shirt. She is positioned on the right side of the text area.



Staffing Update

Collection Development and Technical Services Manager Kelda Vath is now the Assistant Director, Support Services at the Jackson County Library District in Southern Oregon!



Congratulations Kelda!



Updates of Note

- Mid-biennium budget modifications
- Feasibility Study Project Advisory Committee
- Hailey building finished



Mark Your Calendars

- Regular Library Board of Trustees Meeting, 5:30 p.m. Wednesdays:
 - December 15
 - January 19
 - February 16
- NEW DATE Library Board of Trustees *Study Session*, 10:30 a.m. Saturday, November 27 (Executive Session: Director Review)

