

AGENDA

Regular Meeting of the Pierce County Library System Board of Trustees
March 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 March 8. Written comments must be provided 24 hours prior to the meeting.*

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 February 8, 2023, Regular Meeting
2. Approval of Minutes of February 13, 2023, Special Meeting
3. Approval of February 2023 Payroll, Benefits and Vouchers
4. Approval of Purchase Order for Internet and WAN Services
5. Resolution 2023-03: To Declare Furnishings and Equipment Surplus to Public Service Needs

Executive Director Report

1. Executive Director Report
 - a. Fundraising Performance Report
 - b. Metrics Dashboard
 - c. January 2023 Financial Report
 - d. Public Services Report

Unfinished Business

1. Approve Interim Lakewood Library Bid Award and Purchase Order **[ACTIONS]**
2. Downtown Lakewood Library
 - a. Direction on Building Removal **[ACTION]**
3. Systemwide Public Opinion Survey Results
4. Sumner Library Update
 - a. Public Opinion Survey Results Discussion
 - b. Public Engagement Results Discussion
 - c. Approve Resolutions 2023-04 and 2023-05: Requesting the Establishment of the Sumner Library Capital Facility Area to Finance a New Library in Sumner and Thereby Expand Library Service **[ACTIONS]**

Board Development

1. Election Do's and Don'ts for Public Officers; Mary Getchell, Marketing and Communications Director

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

1. Policy Review Process
2. Sumner Public Information Communications Plan
3. Administrative Center and Library Service Update
4. Library Hours of Operation

Announcements

Adjournment [ACTION]

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 3:32 pm. Board members present were Jamilyn Penn, Pat Jenkins, Abby Sloan and Neesha Patel. Pam Duncan was excused. The meeting was conducted in person, with the option of virtual attendance.

PUBLIC COMMENT

Tacoma resident Marianne Lincoln provided public comment relating to library locations.

BOARD DEVELOPMENT

Dave Trageser, Managing Director of Local Government Finance, D.A. Davidson & Co. presented an overview on bond financing activities that would occur during the forming of an LCFA.

Trustees expressed their thanks to Mr. Trageser.

CONSENT AGENDA

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

Trustee Patel moved for approval of the consent agenda as presented. Trustee Sloan seconded the motion. Motion carried.

EXECUTIVE SESSION

At 4:00 pm, Trustee Jenkins moved to recess to Executive Session, per RCW 42.30.110, to discuss a property matters and a periodic personnel evaluation for approximately 20 minutes. Trustee Sloan seconded the motion. Motion carried. The session was extended an additional 10 minutes and ended at 4:30 pm.

EXECUTIVE DIRECTOR REPORTS

Executive Director Report – Executive Director Gretchen Caserotti reported the financial report reflects the closure of 2022 activities. The financial reports will be updated in the coming months as the Library moves toward further migration of the new HR/Financial system.

The Bonney Lake Library refresh is complete. The children’s art installation will be completed by the end of the month.

The Library is still not back to pre-pandemic levels in most categories but continues to work toward full restoration in library usage.

UNFINISHED BUSINESS

2023 Foundation/Library Addendum #2

Trustee Sloan moved to authorize Executive Director Gretchen Caserotti to sign Addendum #2 as presented. Trustee Patel seconded the motion. Motion carried.

Interim Lakewood Library – Executive Director Caserotti noted the Library is working through discussions with the responsive bidder and hopes to be able to present a vendor contract for Board approval by the March meeting.

Downtown Lakewood Library – Executive Director Caserotti noted the architects completed a test fit summary to determine what the site can accommodate while still meeting City of Lakewood code requirements. The summary noted the site can accommodate up to a 25,000 square foot single-story library or a larger multi-story structure. Project costs are estimated at \$950-1000 per square feet. She noted the Library is working with the real estate broker to identify other potential sites. Trustees were encouraged to review the information provided on the City of Lakewood's vision for the downtown area.

Questions arose on how a two-story building would impact the amount of staff hours. Executive Director Caserotti noted both building and staffing costs would typically be higher. She offered to provide more detailed operational cost projections at a future meeting.

Deputy Director Melinda Chesbro noted the current estimates are broad and do not take into account the assessment of the community's needs, which will be addressed in future months.

Executive Director Caserotti noted the Lakewood Library is the only two-story building in the system. She suggested the Library bring to the Board internal data, as well as data on peer cities, to help the Trustees understand what might be the appropriate size of a building for the Lakewood community.

Executive Director Caserotti noted the Library has an impending deadline of March 23, 2023, to submit information about its plan with the Lakewood Library building and will be looking for direction from the Board in order to meet that deadline. She added that since the Board has agreed renovation is not an option for the Lakewood Library, and the building cannot remain unoccupied in its current state indefinitely, the organization must move toward formal course of action within the next 30-60 days. The next procedural step would be for the Library to provide information, including cost estimates to remove the building and prepare the site for rebuilding in the future.

Trustees noted the information on cost estimates would be useful, however the plan to remove the current building is imminent. They expressed the desire to provide the citizens of the Lakewood community a new library as expeditiously as possible.

Executive Director Caserotti confirmed there are a lot of strong feelings about the building, including the Douglas fir slice, which the Library is committed to preserving and keeping in the city of Lakewood.

Executive Director Caserotti stated she would bring information on procedural steps and action items for the Board to the March meeting which will aid the Library in delivering a commitment to the City of

Lakewood, noting the Library would work closely with the City to establish timelines and contracts necessary to complete this portion of the project.

Sumner Library Capital Project – Executive Director Caserotti reported the February 13, 2023, joint meeting with the Sumner City Council will provide more detailed information on the Library Capital Facilities Area (LCFA). The Library’s architects will share a presentation on modern library concepts. There will be an opportunity to engage in discussion on potential boundaries of the LCFA and to review potential household impacts for the project.

2023 Annual Work Plan Summary – Deputy Director of Public Services Connie Behe reported the Library’s projects are founded on the Board’s Philosophy and Equity, Diversity and Inclusion policies, which are to provide the most access possible to citizens in a fair and equitable way, and ensure the Library has a welcoming space for all members of its communities.

She noted the report focuses on Future Libraries, Customer Service Initiatives and Technology Infrastructure but there is additional work taking place that is not reflected in the report.

Deputy Director Chesbro affirmed the report covers the major highlights of the work the Board may have seen reflected in the budget and added the Library will continue to provide periodic updates on the work not included on the report.

Deputy Director Behe noted the library locations are now divided into six regions, with a regional services manager (RSM) assigned to each. The RSM’s will be guided by the Customer Experience Directors to create and implement plans to support the strategic plan and long term vision through teams within those regions. The new plan also allows for better staff utilization among each region. Along with system wide programs, the plan also includes developing programs and services specific to each region. These changes are expected to improve communications and reduce obstacles that may prevent work from progressing.

Discussion ensued about leadership development opportunities for staff. Deputy Director Chesbro noted previous development opportunities were offered through Leadership Academy cohorts and were offered to supervisors and above. Trustees expressed interest in gaining more clarity on the scope of training and the job classification levels for new leadership development opportunities being offered.

OFFICERS REPORTS

2022 Marketing and Communications Overall Results – Trustees expressed appreciation for the depth of the marketing and communications plans led by Marketing and Communications Director Mary Getchell, and praised the far-reaching efforts of her team to promote the Library.

Chair Penn noted the Board recognizes the immense amount of work being conducted throughout the Library outside of the scope of work focusing on facilities, and expressed her gratitude to administrators and staff.

ANNOUNCEMENTS

Executive Director Caserotti is arranging a presentation to the Board in May from Bethel School District superintendent Tom Siegel about the services needs in the area.

The Foundation Board of Directors has vacancies and Trustees are encouraged to share any referrals to Executive Director Caserotti or Foundation Director Dean Carrell.

Executive Director Caserotti expressed appreciation to the IT department for the installation of the new conference technology used during the meeting which is planned to be rolled out to the branches for future traveling Board meetings.

ADJOURNMENT

The meeting was adjourned at 5:11 pm on motion by Trustee Jenkins, seconded by Trustee Patel.

Gretchen Caserotti, Secretary

Jamilyn Penn, Chair

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
SPECIAL JOINT MEETING MINUTES – FEBRUARY 13, 2023**



CALL TO ORDER

The joint Sumner City Council/Pierce County Library Board of Trustees meeting was called to order at 6:00 pm by Sumner City Mayor Kathy Hayden.

Trustees present were Pat Jenkins, Abby Sloan and Neesha Patel. Jamilyn Penn and Pam Duncan were excused. Councilmembers present were Barbara Bitetto, Curt Brown, Pat Cole, Cindi Hochstatter, Charla Neuman, Patrick Reed and Earle Stuard.

The meeting was conducted in person at Sumner City Hall, with the option of virtual attendance.

LIBRARY CAPITAL FACILITIES AREA

Pierce County Library Executive Director Gretchen Caserotti provided an update to the work the Library has done since her last update to the Council in December, including engaging architects, conceptual work, public polling and engagement and development of a public website for the project.

Architects have concluded the 1.67 acre site on Main Street would hold a library up to 20,000 square feet. Actual design work has not taken place.

Cost estimates range from \$950-1000 per square foot. Funding sources include the Library's Future Libraries fund, commitments from the capital campaign led by the Library's Foundation, a request for funding from the WA State Library Capital Improvement Program Funds and a Library Capital Facilities Area (LCFA) Bond if approved by voters.

LCFA

Attorney Daniel Gottlieb, partner with Hillis, Clark, Martin & Peterson PS, presented information the 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 an LCFA include the Library's 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. In order to place the proposition on the ballot in August, the County Council must pass the resolution by May 12, 2023.

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 estimated cost to place a measure on the ballot is shared with all other entities on the ballot. The library estimates \$25,000-30,000, for which it has budgeted. The estimated time for repayment of bonds must be less than 40 years. When the bonds are paid off, the LCFA can dissolve itself, transferring ownership to the Library District.

If the LCFA won't need the full amount requested on the ballot, it is not bound to issue bonds in the full principal amount and the excess can be used to reduce the levies in the future. Executive Director Caserotti noted there are opportunities to make adjustments during the value engineering phase to control costs due to increased bids in material or labor.

Discussion ensued on boundaries and possible precincts that would be included.

Modern Library Design

Matt Aalfes and Kate Wieland of BuildingWork shared an overview of the elements of contemporary library design, which include equity, access and inspiration.

They shared photos of recent projects, including a remodel of Boulevard Park Library, a newly built library in Skyway, and the La Conner Swinomish Library which was built through a partnership with the tribal community and the town.

Discussion ensued on sustainability and various ways to incorporate the unique needs of a community in the library design.

Executive Director Caserotti noted the Library would be fully committed to public engagement and all elements required to ensure a sound design process once the ballot measure has been decided.

Potential LCFA Boundaries

City Administrator Jason Wilson shared information on drawing boundaries for the LCFA, financial scenarios using the precincts, and the pros and cons of each.

He presented three options, noting the urban growth areas (UGA) do not align well with the voting precincts.

Option 1 includes all of the Sumner city limits. Option 2 includes Sumner city limits plus part of the UGA. Option 3 includes Sumner city limits plus all precincts that include the UGA.

He shared the number of registered voters, the 2022 voter turnout, the 40% validation number needed and the number of yes votes needed for each option.

Executive Director Caserotti shared information on the levy rates and monthly and annual costs for each option assuming a \$15 million bond.

Discussion ensued on each option, campaign costs, school districts, results of the public opinion poll, and library card usage and trends.

Councilmembers will meet with the mayor and city administrator to get a thorough understanding of the options and hold another study session on February 27, 2023, for further discussion. Council is tentatively scheduled to take action on March 6, 2023.

Trustees will take action to direct the Library administrators at the March 8, 2023, regular meeting.

Executive Director Caserotti thanked the Councilmembers for consideration of the sense of perceived urgency around the May 12, 2023, deadline, acknowledging the Library's agreement with the City of Sumner on the current property on Traffic Avenue expires in 2024. She added, if the LCFA is unsuccessful, the Library would have to research other options, including leasing another property. She expressed her strong desire to not have to close the current library until something else is available to open.

Executive Director Caserotti also thanked the City of Sumner for its partnership in working with the Library to move this project forward.

ADJOURNMENT

The meeting was adjourned at 7:49 pm on motion by Sumner Mayor Kathy Hayden.

Gretchen Caserotti, Secretary

Jamilyn Penn, Chair

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

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	10125- 10134	02/06/2023 - 02/21/2023	\$ 16,905.86
Electronic Payments - Payroll & Acct Payable		2/6/2023	\$ 1,091,096.95
Electronic Payments - Payroll & Acct Payable		2/21/2023	\$ 987,872.16
Accounts Payable Warrants	703997 - 704116	02/01/2023 - 02/28/2023	\$ 1,335,039.07
Total:			<u>\$ 3,430,914.04</u>

As of 03.02.2023

ALL CHECKS

CHECK DATE FROM: 02/01/2023 TO: 02/28/2023

EMP # NAME	ISSUED	ST	CHECK #	AMOUNT
CALHOUN, NEHA	02/06/2023	R	10125	1,938.42
CASE, ANGELA	02/06/2023	C	10126	2,765.28
CLAPP, CARRIE	02/06/2023	C	10127	1,706.77
MARTIN, JAMIE	02/06/2023	C	10128	2,345.75
CLAPP, CARRIE	02/06/2023	C	10129	343.79
CALHOUN, NEHA	02/06/2023	C	10130	1,938.42
CANO DOMINGUEZ, MARIA	02/21/2023	C	10131	1,599.36
FOWLER, EMILY	02/21/2023	C	10132	1,098.95
HUTCHISON, KELSEY	02/21/2023	C	10133	1,070.77
MOSER, JUSTIN	02/21/2023	C	10134	2,098.35
TOTAL CHECKS			10	16,905.86

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

Report generated: 03/02/2023 11:33 User: mstimson
 Program ID: prchkhis

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: 2/6/23 Payroll

Withdrawal Date: 2/6/2023

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	100,785.60
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	72,064.16
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	72,064.16
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	665,766.27
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	13,798.11
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	61,453.44
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	96,988.29
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	-
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						\$ 1,091,096.95

Certification:

Stacy Karabotsos
 Signature (Department Designee)

2/2/2023
 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: 2/21/23 Payroll

Withdrawal Date: 2/21/2023

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	78,980.95
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	64,757.34
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	64,757.34
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	611,571.24
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	13,470.87
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	55,874.62
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	88,516.56
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	5,523.32
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	195.25
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	926.07
Total Deposit						\$ 987,872.16

Certification:

Stacy Karabotsos
 Signature (Department Designee)

2/16/2023
 Date

Comments:

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
703997	02/03/2023	PRINTED	341	BAKER & TAYLOR	0.00	22,692.20	02/15/2023
703998	02/03/2023	PRINTED	432	CITY OF BONNEY LAKE , WA	0.00	270.05	02/13/2023
703999	02/03/2023	PRINTED	627	BRAINFUSE INC	0.00	5,000.00	02/16/2023
704000	02/03/2023	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	289.55	02/15/2023
704001	02/03/2023	PRINTED	998	CINTAS CORPORATION	0.00	1,109.73	02/17/2023
704002	02/03/2023	PRINTED	685	COLUMBIA BANK	0.00	861.18	02/17/2023
704003	02/03/2023	PRINTED	146	DAILY JOURNAL OF COMMERCE	0.00	1,462.80	02/14/2023
704004	02/03/2023	PRINTED	158	DENCO SALES CO	0.00	578.37	02/16/2023
704005	02/03/2023	VOID	405	FLOHAWKS	0.00	0.00	
704006	02/03/2023	PRINTED	482	HERMANSON COMPANY LLP	0.00	6,974.25	02/10/2023
704007	02/03/2023	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	244.75	02/21/2023
704008	02/03/2023	PRINTED	710	IRON MOUNTAIN INC	0.00	436.54	02/15/2023
704009	02/03/2023	PRINTED	1886	LAMAR COMPANIES	0.00	2,069.21	02/21/2023
704010	02/03/2023	PRINTED	211	MIDWEST TAPE	0.00	3,384.78	02/15/2023
704011	02/03/2023	PRINTED	216	CITY OF MILTON	0.00	958.16	02/10/2023
704012	02/03/2023	PRINTED	2501	NASHVILLE PUBLIC LIBRARY	0.00	48.19	02/21/2023
704013	02/03/2023	PRINTED	1081	NASIM LANDSCAPE	0.00	24,223.80	02/21/2023
704014	02/03/2023	PRINTED	1895	NEWSBANK INC	0.00	3,198.00	02/15/2023
704015	02/03/2023	PRINTED	2409	OLYMPIC TRAILER & TRUCK ACC	0.00	6,798.58	02/28/2023
704016	02/03/2023	PRINTED	552	PENINSULA LIGHT CO	0.00	3,990.60	02/10/2023
704017	02/03/2023	VOID	560	PIERCE COUNTY	0.00	0.00	
704018	02/03/2023	PRINTED	776	PUGET SOUND ENERGY	0.00	5,422.88	02/10/2023
704019	02/03/2023	PRINTED	782	XEROX CORPORATION	0.00	179.16	02/13/2023
704020	02/03/2023	PRINTED	61	RICOH USA INC	0.00	887.98	02/14/2023
704021	02/03/2023	PRINTED	78	RWC INTERNATIONAL LTD	0.00	9,631.11	02/14/2023
704022	02/03/2023	PRINTED	85	SARCO SUPPLY LLC	0.00	1,086.26	02/10/2023
704023	02/03/2023	PRINTED	2097	SENTINEL PEST CONTROL	0.00	230.58	02/28/2023
704024	02/03/2023	PRINTED	285	CITY OF SUMNER	0.00	1,139.11	02/13/2023
704025	02/03/2023	PRINTED	301	TACOMA RUBBER STAMP	0.00	57.66	02/13/2023
704026	02/03/2023	PRINTED	2365	TEKS SERVICES INC	0.00	16,579.20	02/13/2023
704027	02/03/2023	PRINTED	579	TK ELEVATOR	0.00	2,715.33	02/22/2023
704028	02/03/2023	PRINTED	1031	TUMBLEWEED PRESS INC	0.00	18,199.00	02/15/2023
704029	02/03/2023	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	1,294.63	02/13/2023
704030	02/03/2023	PRINTED	810	WAYNES ROOFING INC	0.00	1,253.50	02/10/2023
704031	02/03/2023	PRINTED	811	WCP SOLUTIONS	0.00	1,106.10	02/10/2023
704032	02/03/2023	PRINTED	818	WHATCOM COUNTY LIBRARY SYSTEM	0.00	6.99	02/13/2023
704033	02/03/2023	PRINTED	314	AFSCME AFL-CIO	0.00	13,570.21	02/16/2023
704034	02/03/2023	PRINTED	684	COLONIAL SUPPLEMENTAL INSURANC	0.00	87.00	02/28/2023
704035	02/03/2023	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	2,458.88	02/10/2023
704036	02/03/2023	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	0.00	494.33	02/07/2023
704037	02/03/2023	PRINTED	613	VOLUNTARY EMPLOYEES' BENEFICIA	0.00	13,370.19	02/13/2023

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
704038	02/10/2023	PRINTED	341	BAKER & TAYLOR	0.00	24,908.99	02/17/2023
704039	02/10/2023	PRINTED	638	CITY OF BUCKLEY	0.00	259.06	02/16/2023
704040	02/10/2023	PRINTED	2238	BYLINE FINANCIAL GROUP	0.00	454.67	02/21/2023
704041	02/10/2023	PRINTED	652	CASCADE COMPUTING LLC	150.00	0.00	
704042	02/10/2023	PRINTED	1036	CATALYST WORKPLACE ACTIVATION	0.00	23,427.64	02/22/2023
704043	02/10/2023	PRINTED	2422	CDW GOVERNMENT LLC	0.00	219.43	02/21/2023
704044	02/10/2023	PRINTED	2499	FLOHAWKS	0.00	2,903.21	02/15/2023
704045	02/10/2023	PRINTED	455	GORDON THOMAS HONEYWELL LLP	0.00	16,408.96	02/14/2023
704046	02/10/2023	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	882.60	02/21/2023
704047	02/10/2023	PRINTED	2300	KPFF INC	0.00	8,400.00	02/16/2023
704048	02/10/2023	PRINTED	36	LOGIC INTEGRITY INC	0.00	1,520.00	02/17/2023
704049	02/10/2023	PRINTED	211	MIDWEST TAPE	0.00	9,842.07	02/17/2023
704050	02/10/2023	PRINTED	228	MULTICULTURAL BOOKS & VIDEOS	0.00	1,752.00	02/16/2023
704051	02/10/2023	PRINTED	1081	NASIM LANDSCAPE	0.00	43,970.04	02/21/2023
704052	02/10/2023	PRINTED	510	OCLC INC	0.00	10.26	02/16/2023
704053	02/10/2023	PRINTED	540	PARKLAND LIGHT & WATER	0.00	200.74	02/15/2023
704054	02/10/2023	PRINTED	2230	PERFORMANCE CONTRACTING INC	0.00	2,701.60	02/15/2023
704055	02/10/2023	PRINTED	560	PIERCE COUNTY	0.00	360.00	02/16/2023
704056	02/10/2023	PRINTED	1810	PIERCE COUNTY LIBRARY FOUNDATION	0.00	500.00	02/14/2023
704057	02/10/2023	PRINTED	1037	PIERCE COUNTY SEWER	0.00	1,021.98	02/15/2023
704058	02/10/2023	PRINTED	61	RICOH USA INC	0.00	1,300.63	02/16/2023
704059	02/10/2023	PRINTED	61	RICOH USA INC	0.00	1,424.95	02/15/2023
704060	02/10/2023	PRINTED	85	SARCO SUPPLY LLC	0.00	1,924.61	02/14/2023
704061	02/10/2023	PRINTED	2097	SENTINEL PEST CONTROL	0.00	252.58	02/28/2023
704062	02/10/2023	PRINTED	273	TOWN OF STEILACOOM	0.00	1,615.63	02/15/2023
704063	02/10/2023	PRINTED	287	SUPERIOR SAW & SUPPLY, INC.	0.00	22.85	02/14/2023
704064	02/10/2023	PRINTED	603	UNIVERSITY PLACE CIVIC BUILDING	0.00	158,379.68	02/14/2023
704065	02/10/2023	PRINTED	605	US BANK	0.00	282,842.67	02/14/2023
704066	02/10/2023	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	1,209.06	02/15/2023
704067	02/10/2023	PRINTED	2015	WEX BANK	0.00	4,246.60	02/16/2023
704068	02/10/2023	PRINTED	335	AWC EMPLOYEE BENEFIT TRUST	0.00	268,893.74	02/16/2023
704069	02/17/2023	PRINTED	341	BAKER & TAYLOR	0.00	15,288.87	02/23/2023
704070	02/17/2023	PRINTED	427	BLACKSTONE PUBLISHING	0.00	121.62	02/24/2023
704071	02/17/2023	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	2,293.44	02/23/2023
704072	02/17/2023	PRINTED	669	CHUCKALS INC	0.00	1,916.20	02/23/2023
704073	02/17/2023	PRINTED	998	CINTAS CORPORATION	0.00	369.91	02/28/2023
704074	02/17/2023	PRINTED	146	DAILY JOURNAL OF COMMERCE	0.00	121.00	02/24/2023
704075	02/17/2023	PRINTED	370	ELITE PROPERTY INVESTMENTS LLC	0.00	11,609.46	02/22/2023
704076	02/17/2023	PRINTED	460	GRAY MEDIA PRODUCTIONS LLC	0.00	1,310.00	02/24/2023
704077	02/17/2023	PRINTED	482	HERMANSON COMPANY LLP	0.00	28,287.38	02/22/2023
704078	02/17/2023	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	658.11	02/24/2023

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
704079	02/17/2023	PRINTED	211	MIDWEST TAPE	0.00	7,792.14	02/28/2023
704080	02/17/2023	PRINTED	241	NEWS TRIBUNE	0.00	390.00	02/27/2023
704081	02/17/2023	PRINTED	512	OETC	0.00	106.67	02/23/2023
704082	02/17/2023	PRINTED	520	CITY OF ORTING	0.00	206.07	02/24/2023
704083	02/17/2023	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	130.00	02/22/2023
704084	02/17/2023	PRINTED	563	PIERCE COUNTY RECYCLING	0.00	41.39	02/28/2023
704085	02/17/2023	PRINTED	1200	PIONEER PACKAGING	0.00	1,353.02	02/22/2023
704086	02/17/2023	PRINTED	776	PUGET SOUND ENERGY	0.00	906.47	02/22/2023
704087	02/17/2023	PRINTED	61	RICOH USA INC	0.00	439.02	02/22/2023
704088	02/17/2023	PRINTED	61	RICOH USA INC	0.00	4,677.08	02/23/2023
704089	02/17/2023	PRINTED	100	THE SEATTLE TIMES COMPANY	0.00	625.31	02/22/2023
704090	02/17/2023	PRINTED	2097	SENTINEL PEST CONTROL	0.00	458.78	02/28/2023
704091	02/17/2023	PRINTED	249	SMITH FIRE SYSTEMS INC	0.00	1,328.17	02/22/2023
704092	02/17/2023	PRINTED	284	SUMMIT WATER & SUPPLY CO	0.00	351.20	02/23/2023
704093	02/17/2023	PRINTED	2513	ALICE TANG	0.00	150.00	02/27/2023
704094	02/17/2023	PRINTED	2515	COLLIN VEENSTRA	0.00	300.00	02/28/2023
704095	02/21/2023	PRINTED	313	AFLAC	3,762.32	0.00	
704096	02/21/2023	PRINTED	684	COLONIAL SUPPLEMENTAL INSURANC	0.00	87.00	02/28/2023
704097	02/21/2023	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	2,458.88	02/28/2023
704098	02/21/2023	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	0.00	457.67	02/24/2023
704099	02/24/2023	PRINTED	2146	AMS SIDING LLC	37,036.30	0.00	
704100	02/24/2023	PRINTED	336	ATS AUTOMATION INC	5,768.13	0.00	
704101	02/24/2023	PRINTED	341	BAKER & TAYLOR	16,682.49	0.00	
704102	02/24/2023	PRINTED	642	BUILDINGWORK LLC	0.00	18,216.23	02/28/2023
704103	02/24/2023	PRINTED	924	DEBRA CARSON	100.00	0.00	
704104	02/24/2023	PRINTED	657	CENGAGE LEARNING INC / GALE	1,995.74	0.00	
704105	02/24/2023	PRINTED	998	CINTAS CORPORATION	369.91	0.00	
704106	02/24/2023	PRINTED	2465	DORI GILLAM	400.00	0.00	
704107	02/24/2023	PRINTED	2370	FENCE SPECIALISTS LLC	21,835.00	0.00	
704108	02/24/2023	PRINTED	703	INGRAM LIBRARY SERVICES	541.63	0.00	
704109	02/24/2023	PRINTED	211	MIDWEST TAPE	4,257.75	0.00	
704110	02/24/2023	PRINTED	1081	NASIM LANDSCAPE	0.00	71,742.44	02/28/2023
704111	02/24/2023	PRINTED	552	PENINSULA LIGHT CO	0.00	1,828.16	02/28/2023
704112	02/24/2023	PRINTED	776	PUGET SOUND ENERGY	0.00	5,207.08	02/28/2023
704113	02/24/2023	PRINTED	61	RICOH USA INC	1,882.76	0.00	
704114	02/24/2023	PRINTED	2365	TEKS SERVICES INC	19,926.28	0.00	
704115	02/24/2023	PRINTED	672	CITY OF UNIVERSITY PLACE	124.90	0.00	
704116	02/24/2023	PRINTED	2008	ZPROCIS SOLUTIONS INC	2,760.00	0.00	
					117,593.21	1,217,445.86	1,335,039.07

MEMO



Date: March 1, 2023

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

From: Clifford Jo, Business & Compliance Director

Subject: Approval of Fatbeam Purchase Orders

In 2016 and 2017 the Library contracted with WAVE and Comcast to provide wide-area network and Internet connectivity for staff, fixed public computers in branches, and WiFi users. The contracts expired last year and we were on an annual renewal until such time we went out for RFP. While the two vendors have provided services for our communities and staff, technology and costs have evolved during this time and it was incumbent on us to check the market.

In late 2022, we issued an RFP and in January we scored six submissions. The successful vendor for the WAN and Internet will be Fatbeam Internet Services, a vendor who successfully resells Comcast (et al) connections and services to libraries and other entities. Their submission increased the speeds by as much as five-fold and reduced the costs to our taxpayers by nearly 50%.

For the WiFi population, we will continue to use and also extend Comcast's commercial business solutions, and in this case too, the speed increases between 25% and 1000% (depending on location) and reduces these costs by nearly 50%. This means retiring WAVE services.

Instead of having 5-year contracts, we reduced them to 3-year terms, beginning July 1, 2023. Pricing differences between these terms were not material and instead, allows us to check the markets sooner for improved performance or reduced costs.

Importantly, the cost of these services are significantly discounted through the federal USAC Erate program, by as much as 80% to 90%. After Erate discounts are factored in, the net cost for all PCLS telecommunication needs decreases from an annual amount of \$69,000 to \$36,000. This doesn't seem like much, but the Library must pay upfront for the full amount and then rely on USAC to approve the refunds, which at times requires submitting appeals and delaying reimbursements in the hundreds of thousands of dollars. Thus, the new contracts greatly help with cash flow.

For the Fatbeam award, we need the Board to approve an annual purchase order in the amount of \$258,000. (As a comparison, the expiring contract with Comcast was \$490,000 per year.) No action is needed for the Comcast WiFi services, as the amount was budgeted for 2023 and is \$103,000 (the expiring contracts totaled \$200,000 per year), which is under the \$150,000 threshold.

Action: Move to approve a purchase order in the annual amount of \$257,000 for Fatbeam, LLC to provide telecommunications services as awarded from the bid submission.

MEMO



Date: February 16, 2023

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

From: Melinda Chesbro, Acting IT Director

Subject: 2023 Technology Surplus and Recycling

The Library needs to surplus some high value technology items as part of an effort to reduce old assets on hand. The PCLS IT team identified technology to surplus that was at end of support from the manufacturer.

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)
9	Keyboards (new condition)	\$ 50.00
14	Latitude 3300	\$ 100.00
55	Latitude 3310	\$ 100.00
4	Latitude 3380	\$ 100.00
3	Latitude 3400	\$ 100.00
1	DELL C3760DN COLOR LASER	\$ 100.00
15	Hardened Cases	\$ 100.00
15	Latitude 7400 2-in-1	\$ 200.00
1	MONITOR DELL 34 U3415W	\$ 200.00
1	Latitude 7410	\$ 300.00

MEMO



Date: March 8, 2023

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

From: Kristina Cintron, Director of Facilities and Capital Projects

Subject: Facilities Equipment Surplus and Recycling Request

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

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

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

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

March FAC Surplus List

QTY	Location	Item Description	Reason for request	Condition	Est. Value	Action
1	GIG	Gun Safe	No longer in use	Good	100	Auction
1	ACL	Fish Tank & Stand	No longer in use	Good	100	Auction
6	ACL	Upholstered chairs	Obsolete	Good	50	Auction
1	ACL	Height-adjustable table	Obsolete	Good	50	Auction
1	ACL	Large Connex	No longer in use	Good	700	Auction
2	ACL	Tall cabinets	Obsolete	Good	50	Auction
1	ACL	Wide 4-Drawer Metal File Cabinet	Obsolete	Good	50	Auction
5	ACL	Upholstered Chairs	Obsolete	Fair	50	Auction
2	ACL	Gray metal storage lockers	Obsolete	Good	50	Auction
1	ACL	Storage Shed	No longer in use	Good	200	Auction
1	ACL	IT-30 Inland Technology Parts Cleaner	No longer in use	Good	200	Auction
1	ACL	Bend Pak Hydraulic Power Unit	No longer in use	Good	400	Auction
6	ACL	Steelcase File Cabinets	No longer in use	Good	50	Auction
1	ACL	Green Curbside Cabinet	No longer in use	Good	100	Auction
1	ACL	Hydraulic Ramp	No longer in use	Good	100	Auction
1	ACL	Upholstered Laptop Chair	Damaged	Damaged	Under \$50/item	Recycle

RESOLUTION NO. 2023-03

**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 MARCH, 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 Director Report (Routine Reports)

MEMO



Date: March 1, 2023

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

From: Gretchen Caserotti, Executive Director

Subject: Executive Director Report

During the month of February, my focus was on the Sumner and Lakewood facility projects. I have been meeting with all the County Councilmembers and spending time coordinating with the various stakeholders to ensure folks who may be involved in this process have the information they need well ahead of time. As creating a Library Capital Facility Area is new for all of us here in Pierce County, we want to make sure we all have time to perform our due diligence. Following the joint-meeting with Sumner City Council, I have closely coordinated with their City Administrator Jason Wilson and with Cliff Jo's support, we have finalized the drafts of the proposed resolutions and solved the mystery of the legal description exhibit! While the timeline is tight, we are meeting our milestones to keep us on track for the May 12, 2023, filing deadline.

Meanwhile in Lakewood, Councilmember Hitchen (District 6) hosted a second Community Conversation about Lakewood libraries on February 22, 2023, in the Harrison Prep cafeteria. The event was well attended with around 30 people coming out on a cold winter night. Thoughtful questions from engaged citizens made the evening feel productive despite the fact that we are not yet able to share concrete information about the interim library and we are still developing our long-term plans in this community. A Lakewood City Councilmember attended and encouraged us to consider keeping the library pop ups as he's observed the folks that are utilizing them find them to be greatly convenient. Trustees will see memos and items on the agenda this month to discuss some matters related to the interim library planning and addressing some necessary steps to take with the existing library building to meet deadlines set by the City of Lakewood.

Over the course of this last month, I have been tracking, participating, and communicating about proposed legislation that would impact us as well as continuing to advocate for support for our capital funding requests in the state budget. I submitted a secondary capital funding request in coordination with Representative Stokesbary and we remain hopeful that the Library Capital Improvement Program will fully fund our two projects in Bonney Lake and Sumner. The fiscal cutoff was February 17, 2023, so all bills needed to be submitted by then. In this next stage in the process bills will be required to have a hearing by March 8, 2023, in order to proceed this Session. HB1670 which proposes to allow the 1% property tax cap to be lifted tied to inflation and population remains under consideration this Session. Thanks to those of you who were able to submit comments regarding this piece of legislation. I will continue to monitor it through the conclusion of the Session.



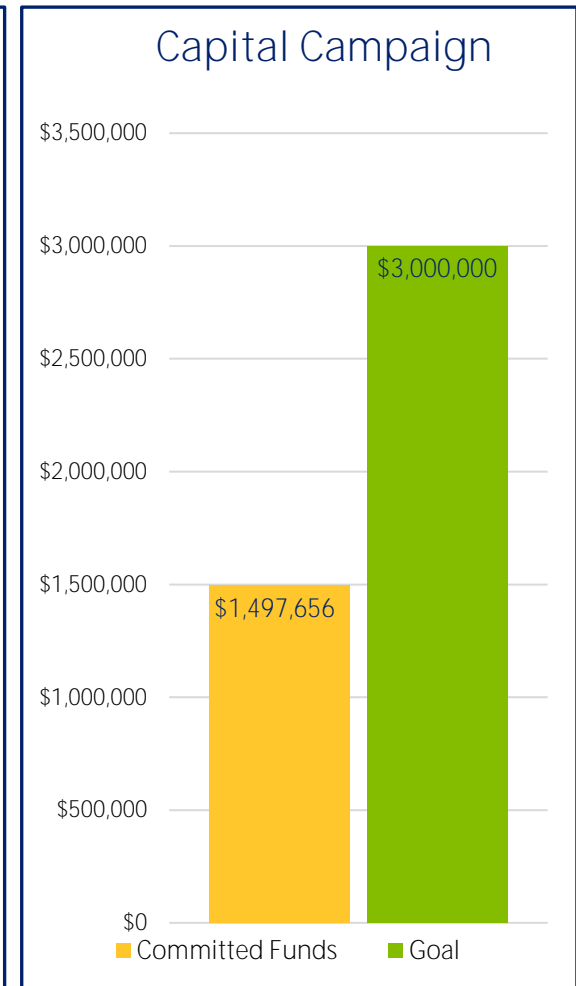
Fundraising Performance Dashboard



Goal = PCLS/Foundation annual agreement

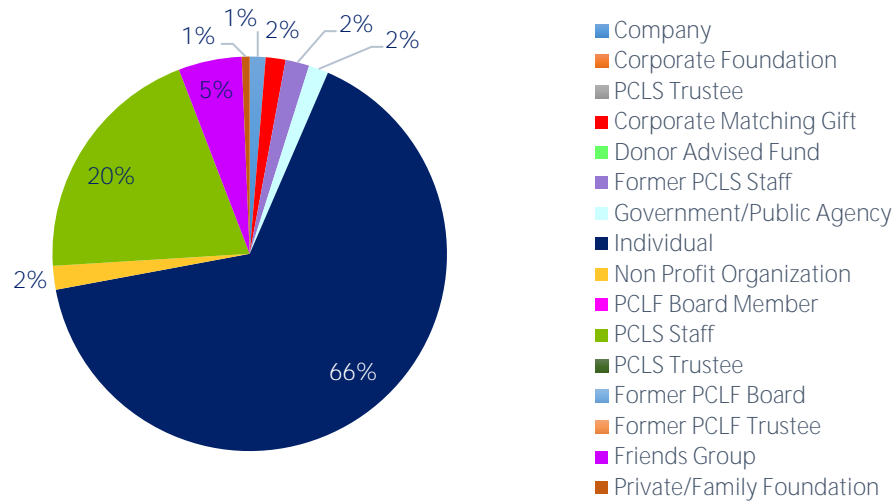


Goal = Annual Campaign Goal (\$310,000) + Foundation budget (\$102,955)

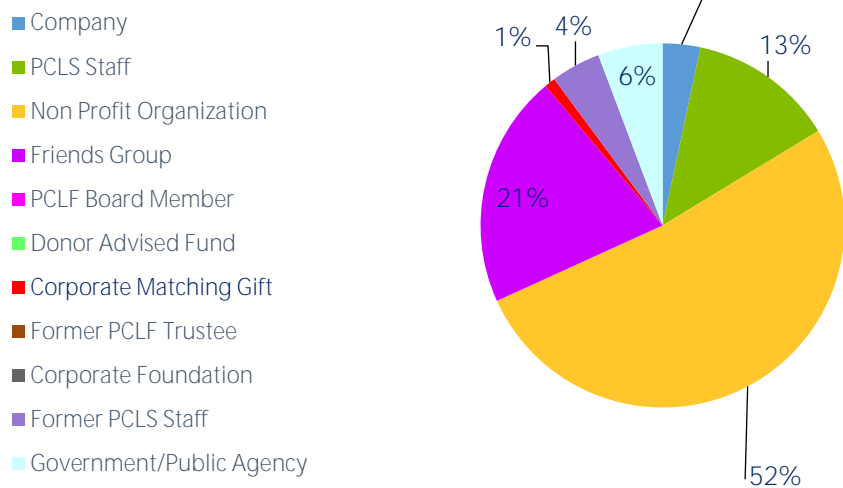


Annual Campaign Statistics

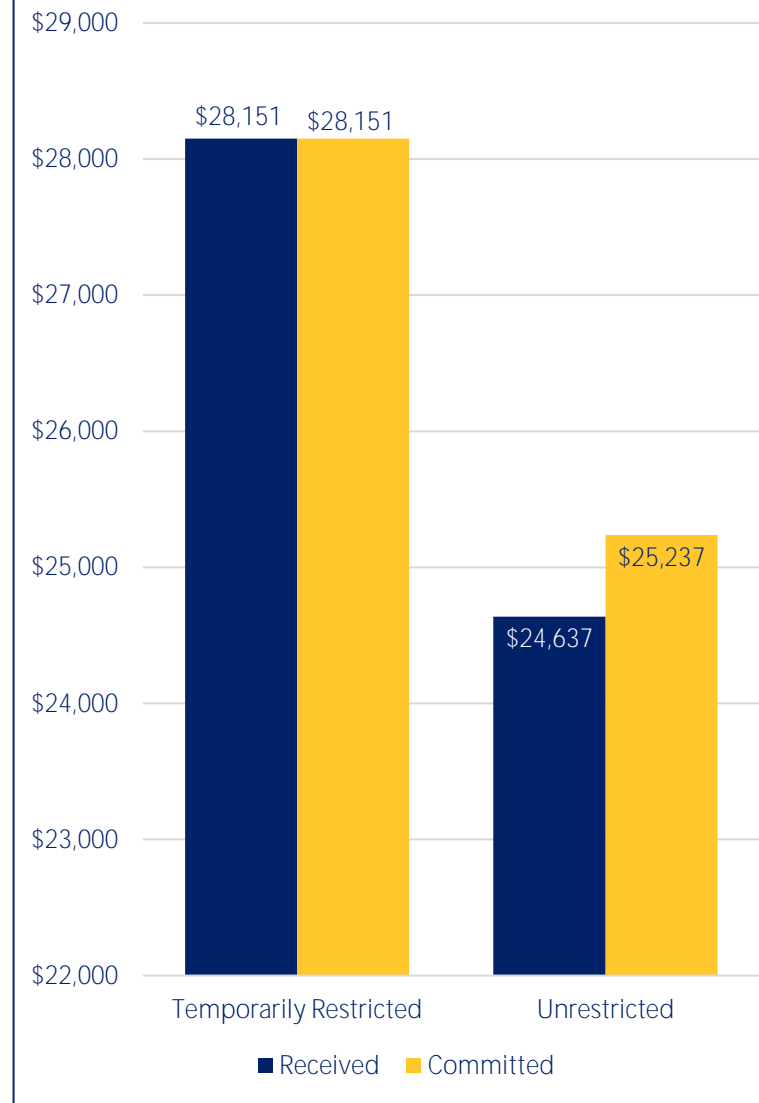
Number of Gifts by Constituency



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
133	12.62%	\$25,285	8.29%	921	\$803,902

Continuing Corporate/Foundation donors - Year to date

# of Donors	Donor rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
7	8.75%	\$30,940	8.37%	73	\$139,462

Continuing Individual donors - First year donor

# of Donors	Donor rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
9	5.81%	\$1,012	17.00%	145	\$71,744

Continuing Corporate/Foundation donors - First year donor

# of Donors	Donor rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
0	0.00%	\$0	0.00%	29	\$20,977

New Individual donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate		
8	32.00%	\$401	2.41%		

New Corporate/Foundation donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate		
2	1.42%	\$3,500	4.91%		

Returning Individual donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate		
19	1.40%	\$1,549	6.50%		

Returning Corporate/Foundation donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate		
3	5.10%	\$15,245	70.70%		

Updates

What's going well

- Planned Giving efforts launched successfully: have already received 2 bequest notifications from use of FreeWill platform
- Annual Campaign: prep for Library Giving Day on April 4 is on track
- Board recruitment: have 2 to 3 solid candidates

Areas to capitalize on

- Ongoing board recruitment and engagement
- Donor / Prospect engagement in Sumner and Lakewood

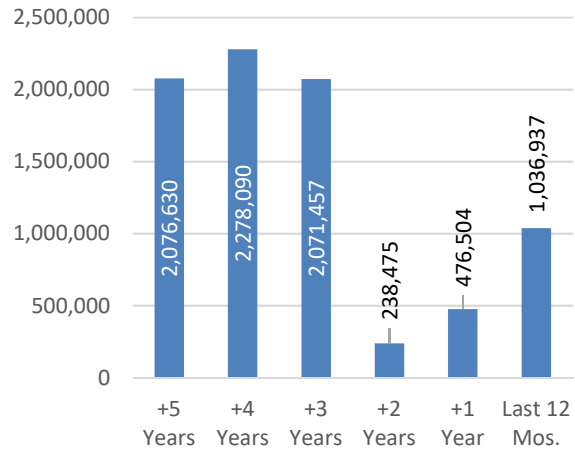
Terms Defined

- 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

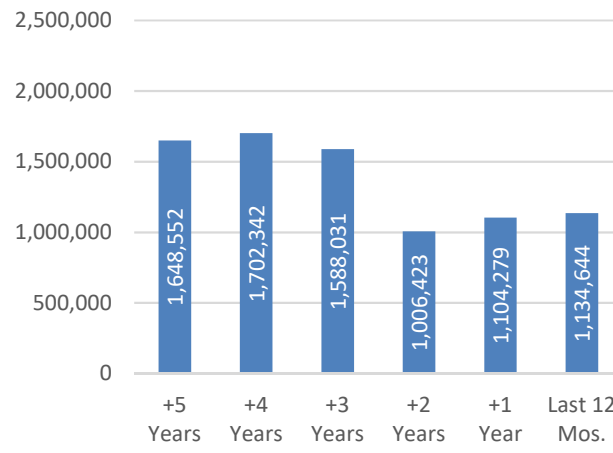
- Continuing Donors (1st year): A donor who gave their first gift in the previous fiscal year and again in the current fiscal year
- Returning Donor Rate (YTD): How the total number of donors who lapsed in their giving last year and have given again this year compares to everyone who gave two to five 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 - January 2023

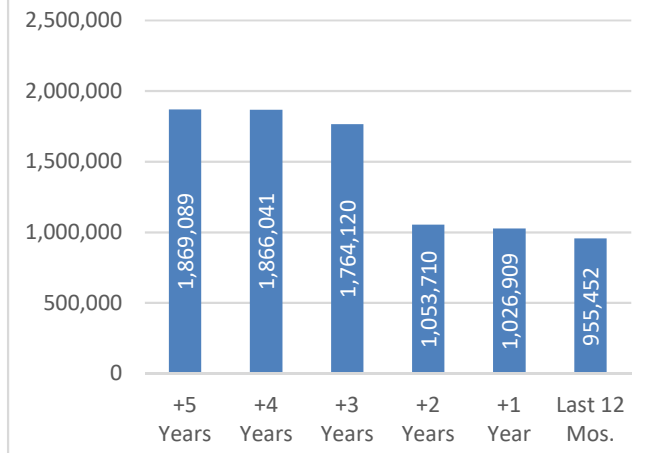
Branch Visits



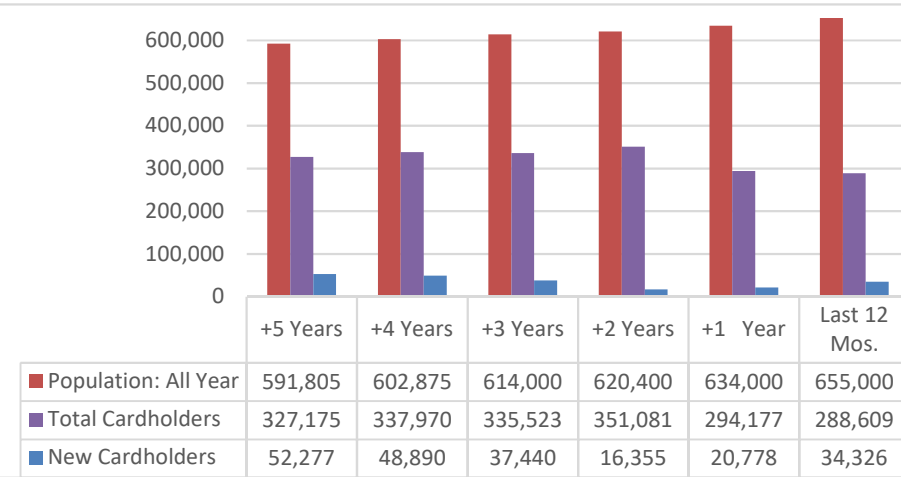
Catalog Visits



Website Visits



PCLS Cardholder Statistics



January and Rolling 12-Month Comparison

	January 2023	January 2022	% Change Jan. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
Branch Visits	96,534	79,668	21.2%	1,036,937	476,504	117.6%
Catalog Visits	103,407	98,008	5.5%	1,134,644	1,104,279	2.7%
Public Website Visits	91,517	99,537	-8.1%	955,452	1,026,909	-7.0%

Technology

	January 2023	January 2022	% Change Jan. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
PC/Laptop Sessions	11,887	8,053	47.6%	124,772	44,943	177.6%
Wi-Fi Sessions	54,344	49,688	9.4%	611,649	451,495	35.5%

Public Spaces Usage

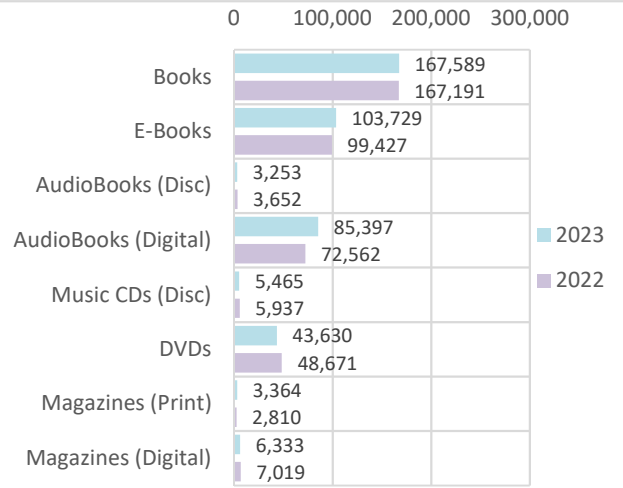
	January 2023	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
# of Public Meeting Uses	1,187	4,625	0	-
# of Attendees	5,496	21,534	0	-

Notes:

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

Collection Use - January 2023

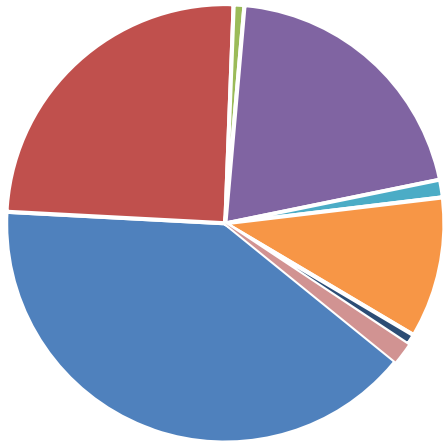
January 2023 vs January 2022 Checkouts



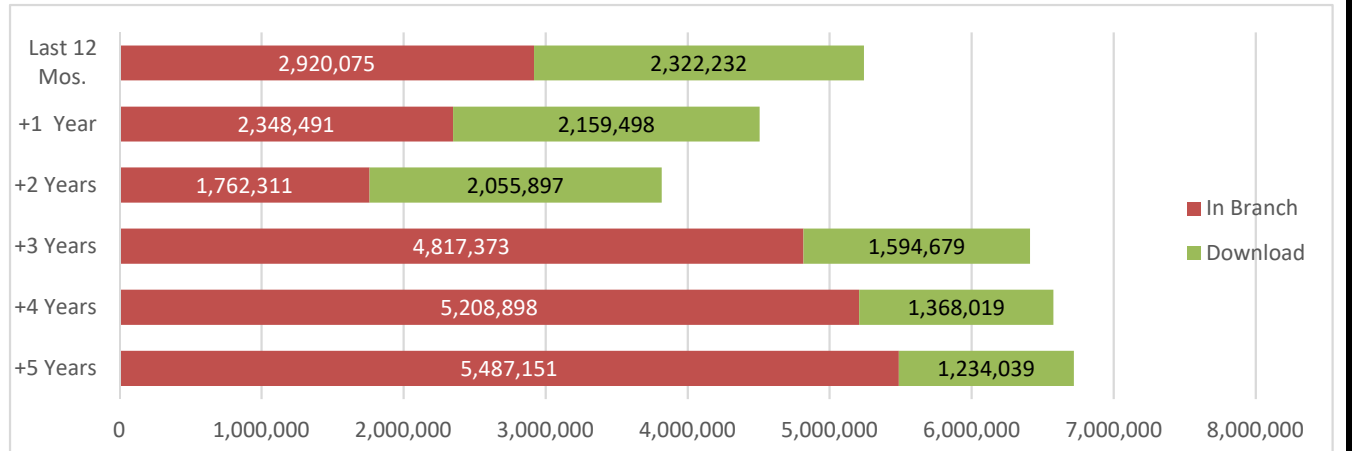
Data Table

Categories	December 2022	January 2023	January 2022	% Change of Jan. Year Over Year	% of Total Jan. 2022 Checkouts	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change 12 Months Year Over Year
Books	142,017	167,589	167,191	0.24%	40.02%	2,007,006	1,612,349	24.48%
E-Books	95,544	103,729	99,427	4.33%	24.77%	1,156,245	1,121,332	3.11%
AudioBooks (Disc)	3,027	3,253	3,652	-10.93%	0.78%	41,769	41,008	1.86%
AudioBooks (Digital)	77,523	85,397	72,562	17.69%	20.39%	915,935	797,418	14.86%
Music CDs (Disc)	6,010	5,465	5,937	-7.95%	1.31%	65,803	61,858	6.38%
DVDs	41,697	43,630	48,671	-10.36%	10.42%	531,062	457,497	16.08%
Magazines (Print)	3,007	3,364	2,810	19.72%	0.80%	38,115	24,496	55.60%
Magazines (Digital)	5,341	6,333	7,019	-9.77%	1.51%	69,021	60,681	13.74%
Totals:	374,166	418,760	407,269	2.82%	100.00%	4,824,956	4,176,639	15.52%

Checkouts By Format - January 2023



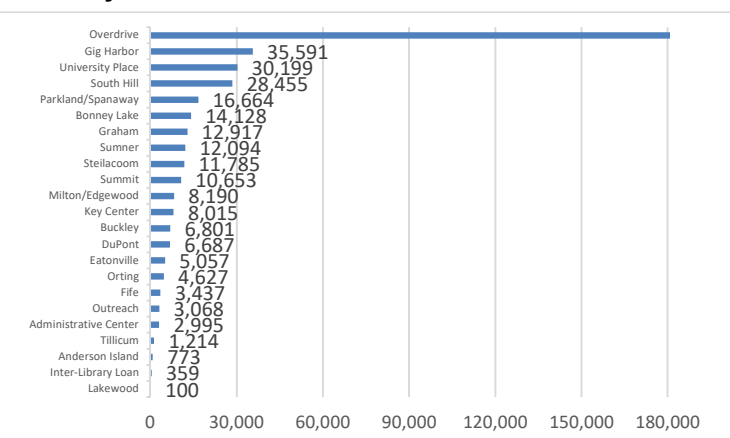
Collection Checkouts



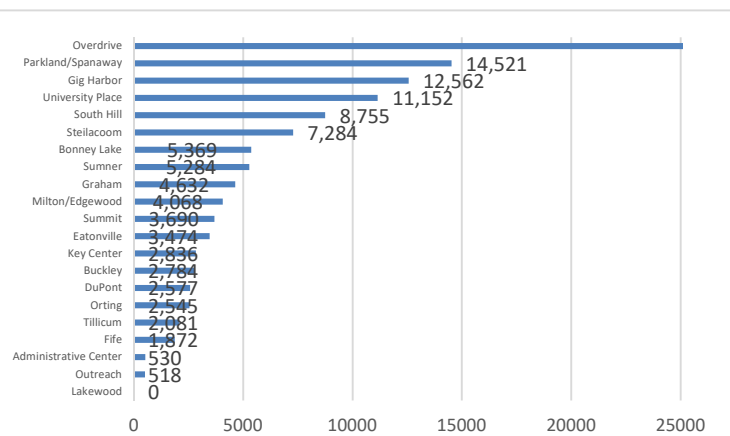
Activity - January 2023

Location	Checkouts				Visitors			
	January, 2023	Last 12 Mo.	+1 Year	% Change	January, 2023	Last 12 Mo.	+1 Year	% Change
Administrative Center	2,995	32,771	26,843	22.1%	530	4,681	1,014	361.6%
Anderson Island	773	6,370	5,017	27.0%	No Door Counter for Anderson Island			
Bonney Lake	14,128	171,483	142,192	20.6%	5,369	66,437	28,425	133.7%
Buckley	6,801	73,298	54,089	35.5%	2,784	31,039	15,216	104.0%
DuPont	6,687	74,926	66,198	13.2%	2,577	29,491	14,326	105.9%
Eatonville	5,057	64,197	48,071	33.5%	3,474	35,098	16,568	111.8%
Fife	3,437	37,571	27,879	34.8%	1,872	21,108	7,899	167.2%
Gig Harbor	35,591	429,810	364,027	18.1%	12,562	132,355	56,478	134.3%
Graham	12,917	140,459	115,122	22.0%	4,632	44,856	22,099	103.0%
Inter-Library Loan	359	3,217	2,961	8.6%	No "visitors" for Inter-Library Loan			
Key Center	8,015	96,067	82,490	16.5%	2,836	35,595	18,104	96.6%
Lakewood	100	80,870	167,316	-51.7%	0	43,386	52,584	-17.5%
Milton / Edgewood	8,190	100,661	78,771	27.8%	4,068	42,403	18,359	131.0%
Orting	4,627	57,284	46,357	23.6%	2,545	28,096	12,160	131.1%
Overdrive	189,126	2,072,180	1,918,750	8.0%	29,725	324,871	291,466	11.5%
Outreach	3,068	28,430	21,520	32.1%	518	4,369	1,976	121.1%
Parkland / Spanaway	16,664	201,259	137,349	46.5%	14,521	125,727	53,693	134.2%
South Hill	28,455	349,319	259,570	34.6%	8,755	95,045	37,945	150.5%
Steilacoom	11,785	117,275	68,621	70.9%	7,284	70,807	28,618	147.4%
Summit	10,653	130,649	110,620	18.1%	3,690	40,816	17,307	135.8%
Sumner	12,094	139,299	115,486	20.6%	5,284	55,264	23,428	135.9%
Tillicum	1,214	10,601	9,424	12.5%	2,081	15,528	6,220	149.6%
University Place	30,199	336,323	249,259	34.9%	11,152	114,836	44,085	160.5%
Total	412,935	4,754,319	4,117,932	15.5%	126,259	1,361,808	767,970	77.3%

January Checkouts



January Visitors



Branch Closure Information - Last 12 Months

Location	Start Date	End Date	Duration	Notes	Location	Start Date	End Date	Duration	Notes
Key Center	12/28/2021	1/5/2022	9 days	HVAC repairs	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					
Tillicum	9/10/2022	9/10/2022	1 day	Anticipated heat, HVAC not working					
Bonney Lake	11/13/2022	11/27/2022	15 days	Building updates					

Visitors: January 2023 counts are included in the Last 12 Mo. count for the branch locations.

Checkouts: Statistics for the Administrative Center come from the staff hold pickup area.

Monthly Financial Reports January 31, 2023

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

Beginning January 2023, reports are based on native Munis data
- Eden data is no longer being kept up to date -

General Fund

January

- Began using additional codes in Chart of Accounts to track larger system projects and friends of the library donations by location
- 541020. Includes first half of payment for public opinion poll
- 549020. Includes annual assessment and membership fees to AWC
- Cash in general fund shows a substantial decrease due to the significant transfers in December 2022

Capital Improvement Projects Fund

January

- 562100. Includes payment for interior of Bonney Lake Library improvement project
- 562800. Includes payment for furniture for Bonney Lake Library improvement project
- Cash in the capital fund shows a substantial increase due to the significant transfer in December 2022

Special Purpose Fund

January

- No activity.

Election Fund

January

- No significant activity.

Property & Facility Fund

January

- No significant activity.

Levy Sustainability Fund

January

- No significant activity.

Debt Service Fund

January

- No significant activity.

US BANK Clearing Distributions

2023	Original Payment	General Fund Posting	Capital Fund Posting	Outstanding*
January	\$ 178,192.66	\$ 155,731.04	\$ 1,841.70	\$ 20,619.92
February	282,842.67	- 0 -	- 0 -	282,842.67
March	- 0 -	- 0 -	- 0 -	- 0 -
April	- 0 -	- 0 -	- 0 -	- 0 -
May	- 0 -	- 0 -	- 0 -	- 0 -
June	- 0 -	- 0 -	- 0 -	- 0 -
July	- 0 -	- 0 -	- 0 -	- 0 -
August	- 0 -	- 0 -	- 0 -	- 0 -
September	- 0 -	- 0 -	- 0 -	- 0 -
October	- 0 -	- 0 -	- 0 -	- 0 -
November	- 0 -	- 0 -	- 0 -	- 0 -
December	- 0 -	- 0 -	- 0 -	- 0 -
	\$ 461,035.33	\$ 155,731.04	\$ 1,841.70	\$ 303,462.59

2022 is fully reconciled, as per below.

Fiscal Month	Original Payment	General Fund Posting	Capital Fund Posting	Outstanding
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.

* Outstanding items from processed months are credits or transactions that require additional work, which will be completed during the course of the year. Journal entries will resolve the outstanding items as noted, which will be applied as needed.

**PIERCE COUNTY LIBRARY SYSTEM
STATEMENT OF FINANCIAL POSITION
January 31, 2023**

	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	\$ 1,184,556	\$ -	\$ 100	\$ 100	\$ 100	\$ 100	\$ 368,007	\$ 1,552,963
Investments	\$ 8,413,165	\$ -	\$ 12,969,253	\$ 1,141,764	\$ 2,437,087	\$ 90,333	\$ 8,315,978	\$ 33,367,580
Other Receivables	\$ (480)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (480)
Accrued Interest on Investments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Assets	\$ 9,597,240	\$ -	\$ 12,969,353	\$ 1,141,864	\$ 2,437,187	\$ 90,433	\$ 8,683,985	\$ 34,920,062
TOTAL ASSETS	\$ 9,597,240	\$ -	\$ 12,969,353	\$ 1,141,864	\$ 2,437,187	\$ 90,433	\$ 8,683,985	\$ 34,920,062
LIABILITIES								
Current Liabilities								
Warrants Payable*	\$ 1,863	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,863
Sales Tax Payable*	\$ 2,783	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,783
Payroll Payable	\$ 151,879	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 151,879
US Bank Payable*	\$ (25,878)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250	\$ (25,628)
Total Current Liabilities	\$ 130,647	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250	\$ 130,897
TOTAL LIABILITIES	\$ 130,647	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250	\$ 130,897
FUND BALANCE								
Reserve for Encumbrances	\$ 1,194,994	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 464,494	\$ 1,659,488
Levy Sustainability	\$ -	\$ -	\$ 10,795,000	\$ -	\$ -	\$ -	\$ -	\$ 10,795,000
Election Set-Aside	\$ -	\$ -	\$ -	\$ 1,101,347	\$ -	\$ -	\$ -	\$ 1,101,347
Land/Property/Facility Set-Aside	\$ -	\$ -	\$ -	\$ -	\$ 3,319,930	\$ -	\$ -	\$ 3,319,930
Unreserved Fund Balance	\$ 8,271,599	\$ -	\$ 2,174,353	\$ 40,517	\$ (1,882,743)	\$ 90,433	\$ 8,219,241	\$ 16,913,401
TOTAL FUND BALANCE	\$ 9,466,593	\$ -	\$ 12,969,353	\$ 1,141,864	\$ 1,437,187	\$ 90,433	\$ 8,683,735	\$ 33,789,165
TOTAL LIABILITIES & FUND BALANCE	\$ 9,597,240	\$ -	\$ 12,969,353	\$ 1,141,864	\$ 1,437,187	\$ 90,433	\$ 8,683,985	\$ 33,920,062
BEGINNING FUND BALANCE, 01/01/21								
YTD Revenue	\$ 204,053	\$ -	\$ 48,168	\$ 4,239	\$ 9,035	\$ 319	\$ 31,751	\$ 297,564
Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
YTD Expenditures	\$ (2,792,021)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (282,449)	\$ (3,074,470)
ENDING FUND BALANCE, 01/31/23	\$ 9,466,593	\$ -	\$ 12,969,353	\$ 1,141,864	\$ 1,437,187	\$ 90,433	\$ 8,683,735	\$ 33,789,165
TAXES RECEIVABLE	\$ 45,031,416	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,031,416

* 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 January 31, 2023**

	<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>
	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		1/31/2023
ASSETS													
Current Assets													
Cash	\$ 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	\$	1,184,556
Investments	\$ 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	\$	8,413,165
Accrued Interest on Investments	\$ 3,596	\$ 3,607	\$ 3,604	\$ 3,604	\$ 3,698	\$ 3,653	\$ 3,577	\$ 3,577	\$ 3,577	\$ -	\$ 869	\$	-
Other Receivables	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	(480)
Total Current Assets	\$ 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		\$ 9,597,240
TOTAL ASSETS	\$ 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		\$ 9,597,240
LIABILITIES													
Current Liabilities													
Warrants Payable*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 971	\$	1,863
Sales Tax Payable*	\$ (75)	\$ 35	\$ 70	\$ 179	\$ 296	\$ 390	\$ 531	\$ 637	\$ 765	\$ 880	\$ 92	\$	2,783
Payroll Payable*	\$ (1,244)	\$ (1,244)	\$ (1,244)	\$ (359)	\$ (359)	\$ (359)	\$ (359)	\$ (359)	\$ (359)	\$ 92	\$ 1,063	\$	151,879
US Bank													(25,878)
Total Current Liabilities	\$ (1,319)	\$ (1,208)	\$ (1,174)	\$ (180)	\$ (64)	\$ 30	\$ 172	\$ 277	\$ 406	\$ 972	\$ 1,063		\$ 130,647
TOTAL LIABILITIES	\$ (1,319)	\$ (1,208)	\$ (1,174)	\$ (180)	\$ (64)	\$ 30	\$ 172	\$ 277	\$ 406	\$ 972	\$ 1,063		\$ 130,647
FUND BALANCE													
Reserve for Encumbrance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,194,994
Unreserved Fund Balance	\$ 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	\$	8,271,599
TOTAL FUND BALANCE	\$ 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		\$ 9,466,593
TOTAL LIABILITIES & FUND BALANCE	\$ 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		\$ 9,597,240
PROPERTY TAXES RECEIVABLE	\$ 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		\$ 45,031,416

* 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 January 31, 2023**



GENERAL FUND - 001	2023 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ 42,972,200	\$ 153,918	\$ -	\$ 42,818,282	0%
Other Revenue	\$ 1,109,500	\$ 50,135	\$ -	\$ 1,059,365	5%
TOTAL REVENUE	\$ 44,081,700	\$ 204,053	\$ -	\$ 43,877,647	0%
EXPENDITURES					
Personnel/Taxes and Benefits	\$ 31,074,962	\$ 2,320,229	\$ -	\$ 28,754,733	7%
Materials	\$ 4,529,800	\$ 170,225	\$ -	\$ 4,359,575	4%
Maintenance and Operations	\$ 8,476,938	\$ 301,567	\$ 798,177	\$ 7,377,194	13%
Transfers Out & Reserves	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ 44,081,700	\$ 2,792,021	\$ 798,177	\$ 40,491,502	8%
Excess/(Deficit)		\$ (2,587,969)			
Additional Transfers Out		-			
NET EXCESS (DEFICIT)		\$ (2,587,969)			

SPECIAL PURPOSE FUND - 101	2023 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)		\$ -			

CAPITAL IMPROVEMENT PROJECTS FUND - 301	2023 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ 6,508,000	\$ -	\$ -	\$ 6,508,000	0%
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Other Revenue	\$ -	\$ 31,751	\$ -	\$ (31,751)	-
TOTAL REVENUE	\$ 6,508,000	\$ 31,751	\$ -	\$ 6,476,249	0%
EXPENDITURES					
Capital Improvement Projects	\$ 6,508,000	\$ 282,449	\$ (184,011)	\$ 6,409,562	2%
TOTAL EXPENDITURES	\$ 6,508,000	\$ 282,449	\$ (184,011)	\$ 6,409,562	2%
Excess/(Deficit)		\$ (250,698)			
Additional Transfers In		-			
NET EXCESS (DEFICIT)		\$ (250,698)			

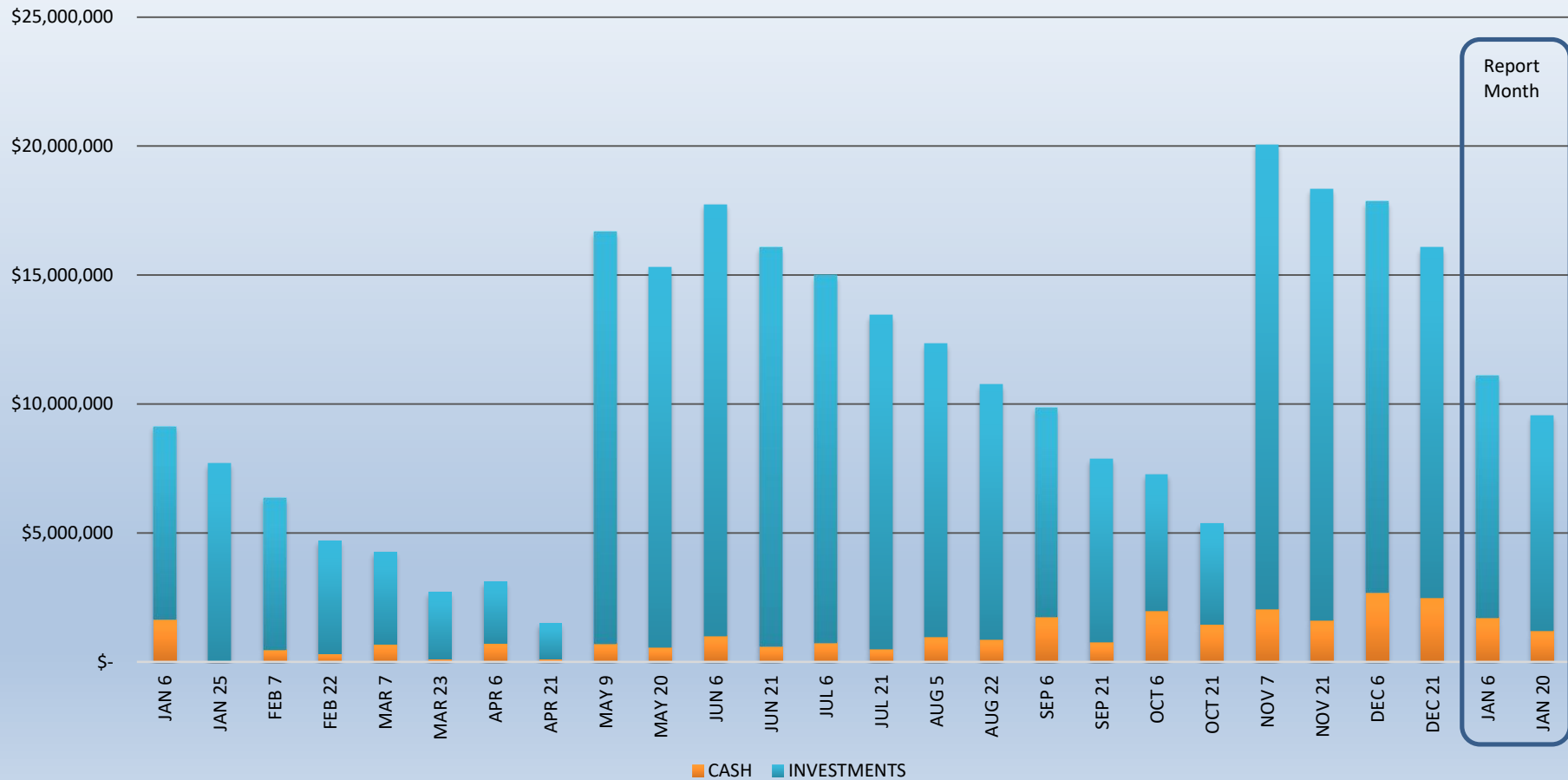
LEVY SUSTAINABILITY FUND - 102	2023 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 48,168	\$ -	\$ (48,168)	-
TOTAL REVENUE	\$ -	\$ 48,168	\$ -	\$ (48,168)	-
EXPENDITURES					
Levy Sustainability Transfers	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 48,168			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ 48,168			

DEBT SERVICE FUND - 20	2023 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Investment Income	\$ -	\$ 319	\$ -	\$ (319)	-
TOTAL REVENUE	\$ -	\$ 319	\$ -	\$ (319)	-
EXPENDITURES					
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
NET EXCESS (DEFICIT)		\$ 319			

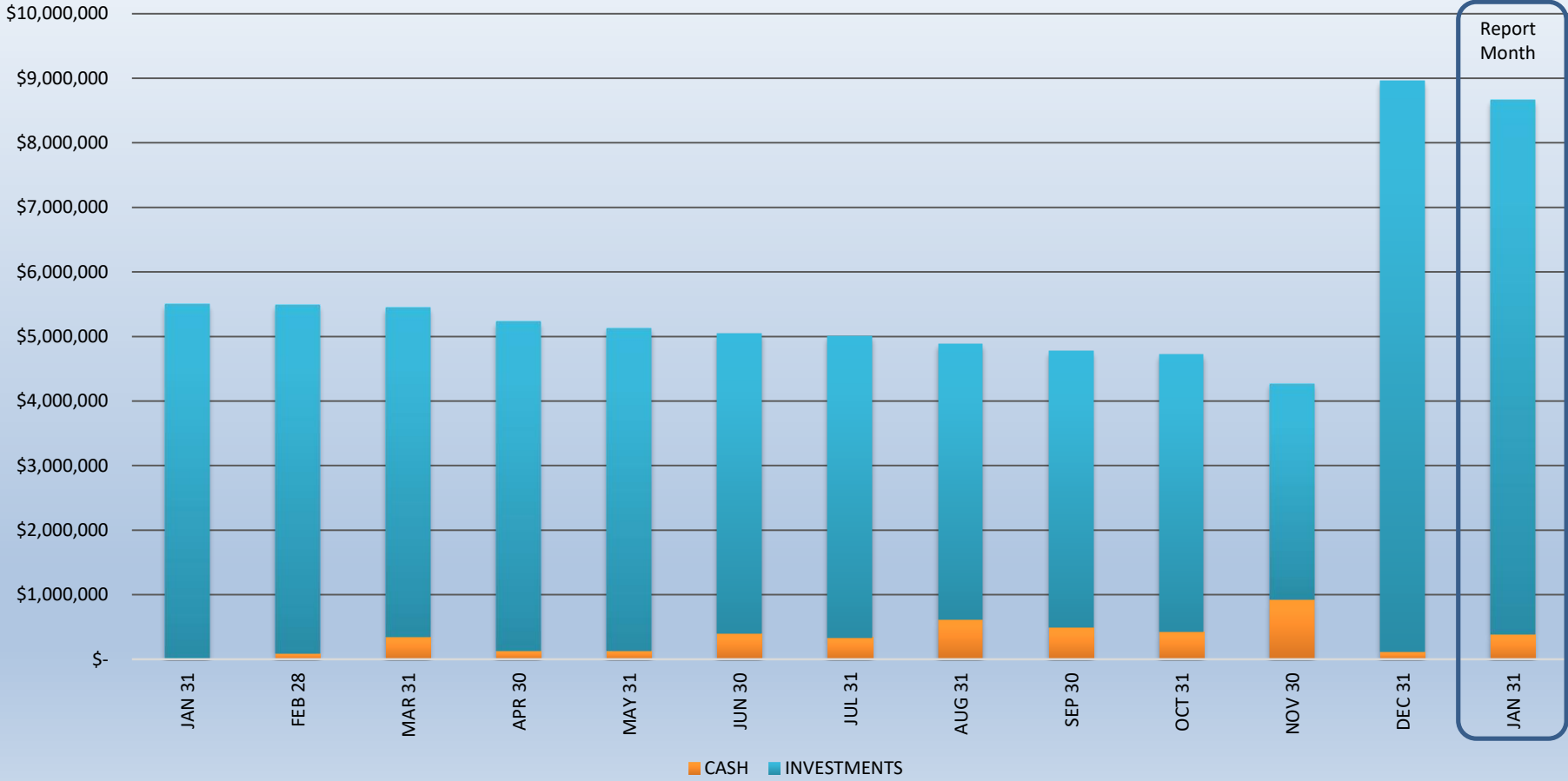
ELECTION FUND - 103	2023 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 4,239	\$ -	\$ (4,239)	-
TOTAL REVENUE	\$ -	\$ 4,239	\$ -	\$ (4,239)	-
EXPENDITURES					
Election Costs	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 4,239			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ 4,239			

PROPERTY AND FACILITY FUND - 104	2023 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 9,035	\$ -	\$ (9,035)	-
TOTAL REVENUE	\$ -	\$ 9,035	\$ -	\$ (9,035)	-
EXPENDITURES					
Property and Facilities	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 9,035			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ 9,035			

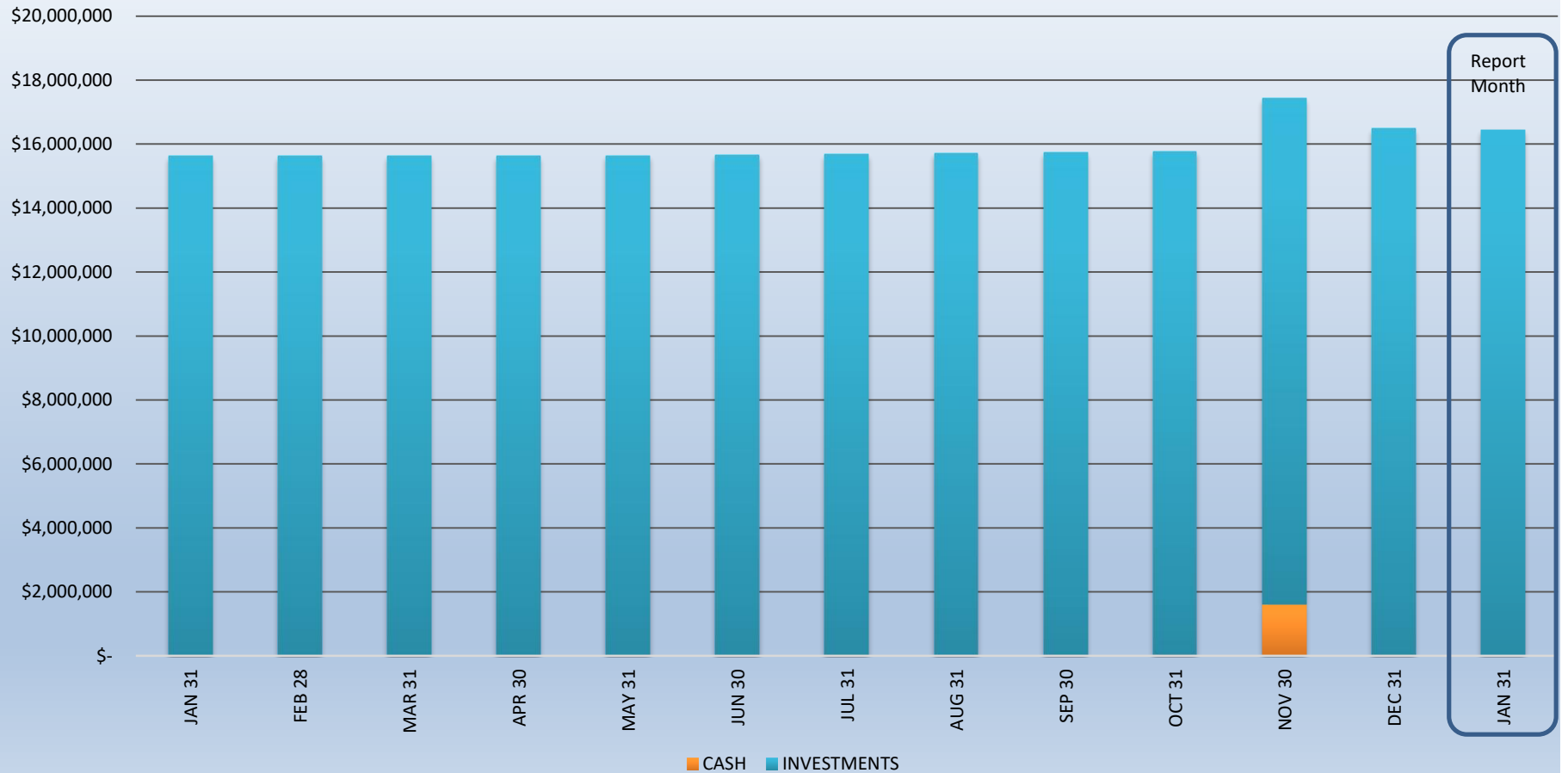
**CASH & INVESTMENTS - SEMI-MONTHLY
2022 - GENERAL FUND
- 13 MONTHS MOVING -**



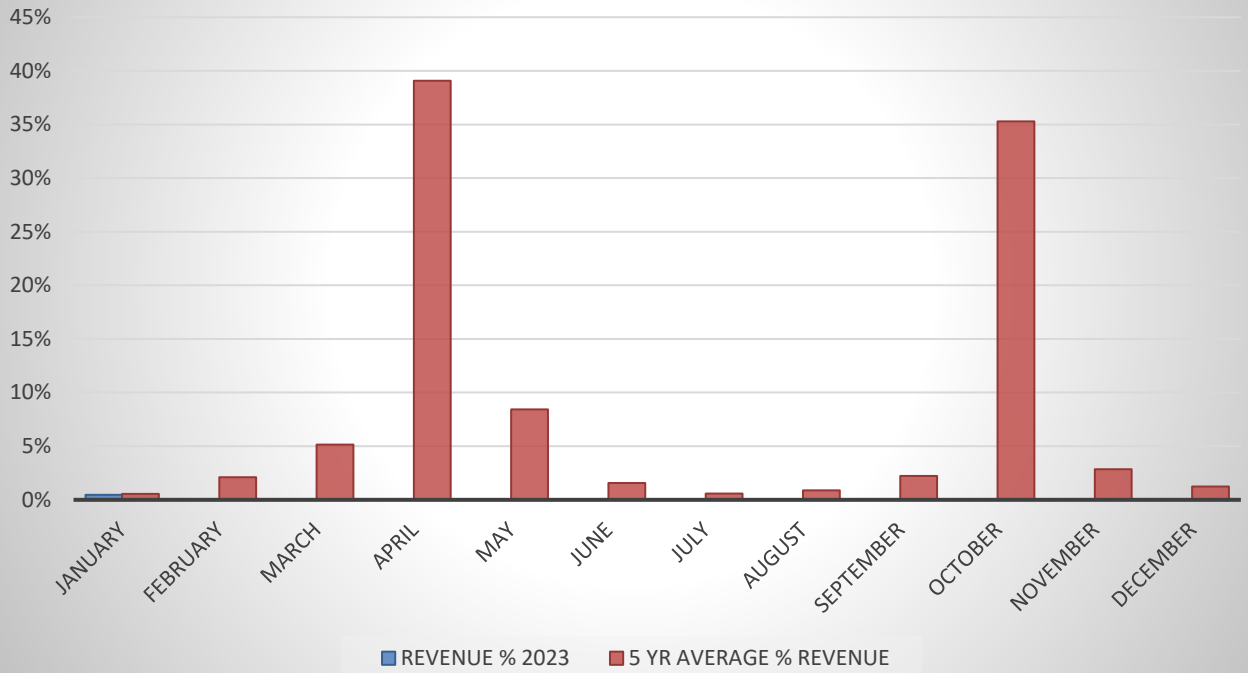
**CASH & INVESTMENTS - MONTHLY
2022 - CAPITAL IMPROVEMENT FUND
- 13 MONTHS MOVING -**



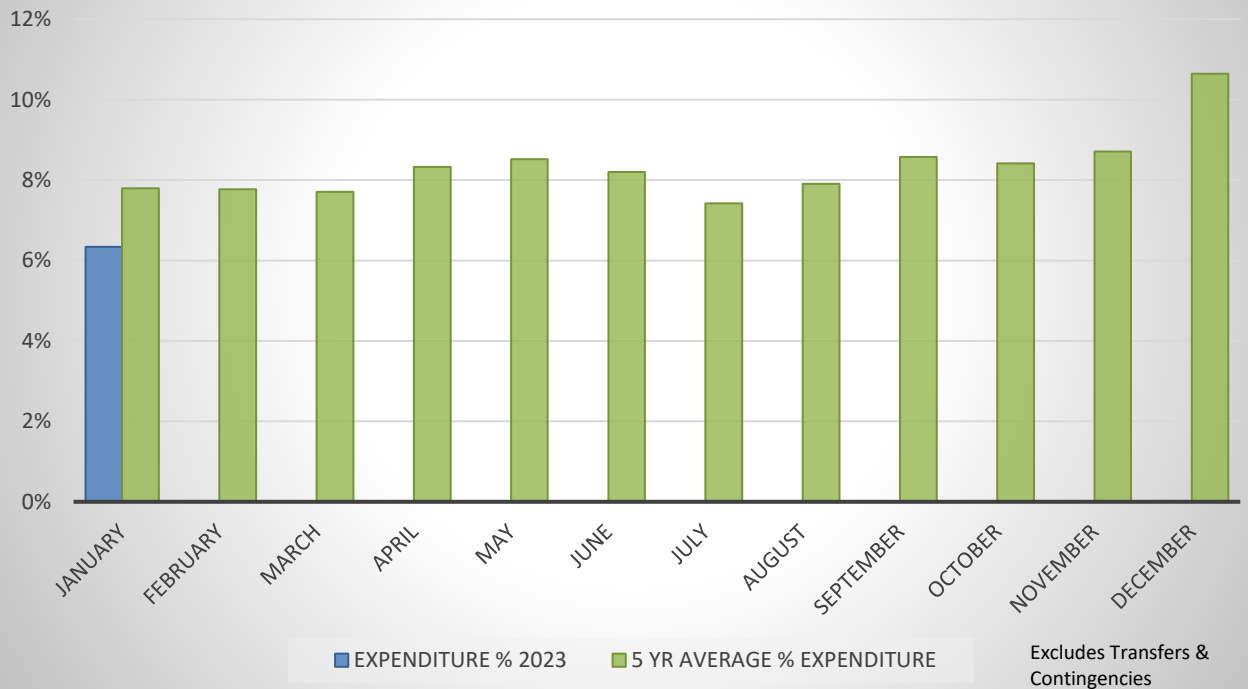
**CASH & INVESTMENTS - MONTHLY
2022 - SPECIAL REVENUE FUNDS COMBINED
- 13 MONTHS MOVING -**



GENERAL FUND - REVENUE TREND (%) THROUGH JANUARY 2023



GENERAL FUND - EXPENDITURE TREND (%) THROUGH JANUARY 2023



YEAR-TO-DATE BUDGET REPORT

FOR 2023 01

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
001 GENERAL FUND							
01 TAXES							
311110 PROPERTY TAX--CURRENT	-41,877,300	-41,877,300	.00	.00	.00	-41,877,300.00	.0%
311120 PROPERTY TAX--DELINQUENT	-530,900	-530,900	-82,888.86	-82,888.86	.00	-448,011.14	15.6%
311121 PROPERTY TAX--KING COUNTY	-60,000	-60,000	-556.30	-556.30	.00	-59,443.70	.9%
311300 SALE OF TAX TITLE PROPERTY	-6,000	-6,000	.00	.00	.00	-6,000.00	.0%
317200 LEASEHOLD EXCISE TAX	-20,000	-20,000	-1,142.84	-1,142.84	.00	-18,857.16	5.7%
317400 TIMBER EXCISE TAX	-63,000	-63,000	.00	.00	.00	-63,000.00	.0%
TOTAL TAXES	-42,557,200	-42,557,200	-84,588.00	-84,588.00	.00	-42,472,612.00	.2%
02 CHARGES OTHER							
335023 DNR TIMBER TRUST 2	0	0	-7,099.88	-7,099.88	.00	7,099.88	100.0%
335330 ST FOREST FUNDS/DNR TIMB TRST	-15,000	-15,000	.00	.00	.00	-15,000.00	.0%
341801 GRAPHICS SERVICE CHARGES	-7,500	-7,500	-4,091.50	-4,091.50	.00	-3,408.50	54.6%
347200 LIBRARY SERVICES FEES--ILL	0	0	-27.49	-27.49	.00	27.49	100.0%
347902 PRINTER FEES	0	0	-1,691.50	-1,691.50	.00	1,691.50	100.0%
359000 LIBRARY FINES	-10,000	-10,000	-3,217.89	-3,217.89	.00	-6,782.11	32.2%
361100 INVESTMENT EARNINGS	-400,000	-400,000	-35,042.35	-35,042.35	.00	-364,957.65	8.8%
361430 INTEREST INCOME--CONTRACTS &	0	0	-68.41	-68.41	.00	68.41	100.0%
362001 RENTS AND LEASES--KPHC	-1,000	-1,000	.00	.00	.00	-1,000.00	.0%
367010 DONOR PROCEEDS--FOUNDATION	-310,000	-310,000	.00	.00	.00	-310,000.00	.0%
367021 DONOR REIMBURSEMENTS--FRIENDS	0	0	-97.37	-97.37	.00	97.37	100.0%
367400 GRANTS--NONGOVERNMENTAL	0	0	-550.00	-550.00	.00	550.00	100.0%
367999 OPPORTUNITY DONATIONS	-160,000	-160,000	.00	.00	.00	-160,000.00	.0%
369100 SALE OF SURPLUS--GENERAL	-2,000	-2,000	.00	.00	.00	-2,000.00	.0%
369101 SALE OF SURPLUS--MATERIALS	-4,000	-4,000	-3,005.29	-3,005.29	.00	-994.71	75.1%
369200 FOUND MONEY	0	0	-19.00	-19.00	.00	19.00	100.0%
369911 PAYMENT FOR LOST MATERIALS	-10,000	-10,000	-188.48	-188.48	.00	-9,811.52	1.9%
369912 JURY DUTY REIMBURSEMENT	0	0	-60.00	-60.00	.00	60.00	100.0%
369913 ERATE REIMBURSEMENT	-530,000	-530,000	-37,186.38	-37,186.38	.00	-492,813.62	7.0%
369914 PROCUREMENT CARD REBATES	-75,000	-75,000	.00	.00	.00	-75,000.00	.0%
395100 PROCEEDS FROM SALES OF CAPITA	0	0	-27,119.42	-27,119.42	.00	27,119.42	100.0%
TOTAL CHARGES OTHER	-1,524,500	-1,524,500	-119,464.96	-119,464.96	.00	-1,405,035.04	7.8%
03 SALARIES AND WAGES							

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ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
511000 SALARIES AND WAGES	23,800,000	23,800,000	1,704,051.36	1,704,051.36	.00	22,095,948.64	7.2%
511005 ADDITIONAL HOURS	150,000	150,000	.00	.00	.00	150,000.00	.0%
511006 SUBSTITUTE HOURS	32,000	32,000	1,954.29	1,954.29	.00	30,045.71	6.1%
511007 SHIFT DIFFERENTIAL	200,000	200,000	7,890.95	7,890.95	.00	192,109.05	3.9%
511009 TUITION ASSISTANCE	12,000	12,000	150.70	150.70	.00	11,849.30	1.3%
512000 OVERTIME WAGES	67,000	67,000	.00	.00	.00	67,000.00	.0%
519999 ADJ WAGE/SALARY TO MATCH PLAN	-849,142	-849,142	.00	.00	.00	-849,142.00	.0%
TOTAL SALARIES AND WAGES	23,411,858	23,411,858	1,714,047.30	1,714,047.30	.00	21,697,810.70	7.3%
04 PERSONNEL BENEFITS							
520010 FICA	1,830,000	1,830,000	127,330.70	127,330.70	.00	1,702,669.30	7.0%
520020 MEDICAL INSURANCE	3,054,000	3,054,000	262,277.03	262,277.03	.00	2,791,722.97	8.6%
520021 DENTAL INSURANCE	260,000	260,000	17,813.15	17,813.15	.00	242,186.85	6.9%
520022 LIFE AND DISABILITY INSURANCE	79,000	79,000	6,978.47	6,978.47	.00	72,021.53	8.8%
520023 INDUSTRIAL INSURANCE	151,000	151,000	9,449.41	9,449.41	.00	141,550.59	6.3%
520030 RETIREMENT	2,431,000	2,431,000	174,009.68	174,009.68	.00	2,256,990.32	7.2%
520040 UNEMPLOYMENT INSURANCE	50,000	50,000	3,496.00	3,496.00	.00	46,504.00	7.0%
520041 PAID FML INSURANCE	55,000	55,000	3,717.37	3,717.37	.00	51,282.63	6.8%
520091 OTHER BENEFIT	31,000	31,000	1,109.85	1,109.85	.00	29,890.15	3.6%
529999 ADJ BENEFITS TO MATCH PLAN	-277,896	-277,896	.00	.00	.00	-277,896.00	.0%
TOTAL PERSONNEL BENEFITS	7,663,104	7,663,104	606,181.66	606,181.66	.00	7,056,922.34	7.9%
05 SUPPLIES EXPENSES							
531000 OFFICE/OPERATING SUPPLIES--DE	127,350	127,350	4,443.41	4,443.41	21,731.58	101,175.01	20.6%
531002 OFFICE/OPERATING SUPPLIES--SU	91,500	91,500	5,504.13	5,504.13	19,162.00	66,833.87	27.0%
531004 OFFICE/OPERATING SUPPLIES--PU	188,000	188,000	321.42	321.42	.00	187,678.58	.2%
531010 CUSTODIAL SUPPLIES	110,000	110,000	15,642.62	15,642.62	71,725.46	22,631.92	79.4%
531020 MAINTENANCE SUPPLIES	35,000	35,000	9,262.93	9,262.93	.00	25,737.07	26.5%
531030 MATERIAL PROCESSING SUP	17,600	17,600	1,023.92	1,023.92	.00	16,576.08	5.8%
531040 TRAINING SUPPLIES	1,000	1,000	.00	.00	.00	1,000.00	.0%
531099 FOUNDATION PASSTHROUGH--SUP	154,000	154,000	.00	.00	.00	154,000.00	.0%
532000 FUEL	50,000	50,000	3,766.53	3,766.53	39,233.47	7,000.00	86.0%
535010 FURNISHINGS--PUBLIC	50,000	50,000	.00	.00	.00	50,000.00	.0%
535015 FURNISHINGS--STAFF	95,500	95,500	.00	.00	.00	95,500.00	.0%
535020 TECHNOLOGY HARDWARE--PUBLIC	200,000	200,000	469.73	469.73	4,858.74	194,671.53	2.7%
535025 TECHNOLOGY HARDWARE--STAFF	241,000	241,000	2,685.11	2,685.11	-123.69	238,438.58	1.1%

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ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
535030 TECHNOLOGY HARDWARE--GENERAL	40,000	40,000	.00	.00	.00	40,000.00	.0%
535050 SOFTWARE/LICENSES/HOST--APPS	582,020	582,020	7,989.86	7,989.86	11,523.70	562,506.44	3.4%
535055 SOFTWARE/LICENSES/HOST--INFRA	247,200	247,200	8,697.31	8,697.31	-2,530.00	241,032.69	2.5%
TOTAL SUPPLIES EXPENSES	2,230,170	2,230,170	59,806.97	59,806.97	165,581.26	2,004,781.77	10.1%

06 MATERIALS

534000 MATERIALS COLLECTION	65,000	65,000	.00	.00	.00	65,000.00	.0%
534005 ADULT AV - CDS	40,000	40,000	1,531.27	1,531.27	.00	38,468.73	3.8%
534010 ADULT AV - DVD	327,500	327,500	26,669.99	26,669.99	.00	300,830.01	8.1%
534015 ADULT AV - DVDNF	40,000	40,000	1,345.73	1,345.73	.00	38,654.27	3.4%
534020 ADULT AV AUDIOBOOKS	25,000	25,000	414.55	414.55	.00	24,585.45	1.7%
534105 ADULT BOOK CLUB KITS	3,500	3,500	.00	.00	.00	3,500.00	.0%
534110 ADULT FICTION	265,000	265,000	21,653.72	21,653.72	.00	243,346.28	8.2%
534115 ADULT GRAPHIC NOVELS	15,000	15,000	4,244.14	4,244.14	.00	10,755.86	28.3%
534120 ADULT LARGE PRINT	50,000	50,000	3,341.66	3,341.66	.00	46,658.34	6.7%
534125 ADULT LUCKY DAY	55,000	55,000	1,101.82	1,101.82	.00	53,898.18	2.0%
534130 ADULT NONFICTION	300,000	300,000	16,064.66	16,064.66	.00	283,935.34	5.4%
534145 ADULT REFERENCE	5,000	5,000	.00	.00	.00	5,000.00	.0%
534150 ADULT YA FICTION	60,000	60,000	1,472.36	1,472.36	.00	58,527.64	2.5%
534155 ADULT YA GRAPHIC NOVELS	25,000	25,000	2,173.02	2,173.02	.00	22,826.98	8.7%
534160 ADULT YA NONFICTION	15,000	15,000	77.11	77.11	.00	14,922.89	.5%
534205 CHILDREN'S BOOK CLUB KITS	3,500	3,500	124.67	124.67	.00	3,375.33	3.6%
534215 CHILDREN'S EARLY LEARNING	6,000	6,000	1,258.14	1,258.14	.00	4,741.86	21.0%
534220 CHILDREN'S FICTION	200,000	200,000	12,041.56	12,041.56	.00	187,958.44	6.0%
534225 CHILDREN'S GRAPHIC NOVELS	34,000	34,000	2,056.08	2,056.08	.00	31,943.92	6.0%
534230 CHILDREN'S NONFICTION	131,000	131,000	3,216.53	3,216.53	.00	127,783.47	2.5%
534235 CHILDREN'S SCIENCE TO GO	4,000	4,000	.00	.00	.00	4,000.00	.0%
534237 CHILDREN'S STANDING ORDERS	30,000	30,000	3,243.35	3,243.35	.00	26,756.65	10.8%
534240 CHILDREN'S STORYTIME	3,000	3,000	65.46	65.46	.00	2,934.54	2.2%
534305 DATABASES	661,300	661,300	56,629.12	56,629.12	.00	604,670.88	8.6%
534405 EBOOK - REFERENCE	2,500	2,500	.00	.00	.00	2,500.00	.0%
534410 EBOOKS	875,000	875,000	.00	.00	.00	875,000.00	.0%
534415 EDOWNLOADABLE AUDIO	775,000	775,000	.00	.00	.00	775,000.00	.0%
534417 ONLINE BOOK CLUB KITS	3,500	3,500	.00	.00	.00	3,500.00	.0%
534420 ESTREAMING BOOKS	10,000	10,000	.00	.00	.00	10,000.00	.0%
534425 EHOSTING FEES	17,000	17,000	.00	.00	.00	17,000.00	.0%
534430 EMAGAZINES	55,000	55,000	.00	.00	.00	55,000.00	.0%
534505 MAGAZINES	62,000	62,000	1,939.25	1,939.25	.00	60,060.75	3.1%
534605 VENDOR PROCESSING	160,000	160,000	6,927.73	6,927.73	.00	153,072.27	4.3%
534645 VENDOR CATALOGING	10,000	10,000	.00	.00	.00	10,000.00	.0%

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ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
534705 WORLD - ADULT SPANISH	12,000	12,000	409.68	409.68	.00	11,590.32	3.4%
534710 WORLD - CHILDREN'S SPANISH	11,000	11,000	279.19	279.19	.00	10,720.81	2.5%
534715 WORLD - CHINESE	10,000	10,000	.00	.00	.00	10,000.00	.0%
534725 WORLD - GERMAN	7,500	7,500	.00	.00	.00	7,500.00	.0%
534730 WORLD - JAPANESE	5,000	5,000	.00	.00	.00	5,000.00	.0%
534735 WORLD - KOREAN	20,000	20,000	.00	.00	.00	20,000.00	.0%
534740 WORLD - TAGALOG	15,000	15,000	.00	.00	.00	15,000.00	.0%
534745 WORLD - VIETNAMESE	7,500	7,500	.00	.00	.00	7,500.00	.0%
534750 WORLD - RUSSIAN	20,000	20,000	.00	.00	.00	20,000.00	.0%
534805 YOUTH CHILDREN'S AUDIO BOOKS	27,500	27,500	322.31	322.31	.00	27,177.69	1.2%
534810 YOUTH DVD - FTY	30,000	30,000	1,621.98	1,621.98	.00	28,378.02	5.4%
534815 YOUTH YA AUDIO BOOKS	30,500	30,500	.00	.00	.00	30,500.00	.0%
541610 RESOURCE SHARING SERVICES	20,000	20,000	.00	.00	.00	20,000.00	.0%
541620 BIBLIOGRAPHIC & RELATED SERVI	38,200	38,200	.00	.00	.00	38,200.00	.0%
TOTAL MATERIALS	4,588,000	4,588,000	170,225.08	170,225.08	.00	4,417,774.92	3.7%

07 SERVICES EXPENSES

541000 INDEPENDENT CONTRACTORS	322,000	322,000	1,082.70	1,082.70	8,000.00	312,917.30	2.8%
541004 INDEPENDENT CONTRACTORS--INFR	100,000	100,000	4,280.00	4,280.00	33,960.00	61,760.00	38.2%
541010 PERFORMER SERVICES	89,200	89,200	.00	.00	4,375.00	84,825.00	4.9%
541020 CONTRACTUAL SERVICES	470,700	470,700	7,190.06	7,190.06	8,924.29	454,585.65	3.4%
541040 LEGAL SERVICES	70,000	70,000	140.00	140.00	.00	69,860.00	.2%
541050 DATA SERVICES	9,000	9,000	.00	.00	.00	9,000.00	.0%
541060 ARCHITECTURAL/ENGR SERVICES	15,000	15,000	.00	.00	.00	15,000.00	.0%
541630 PRINTING AND BINDING	44,500	44,500	.00	.00	15,000.00	29,500.00	33.7%
541650 ILL LOST ITEM CHARGE	3,000	3,000	119.40	119.40	.00	2,880.60	4.0%
542000 POSTAGE	63,000	63,000	9.90	9.90	.00	62,990.10	.0%
542001 SHIPPING	22,000	22,000	168.00	168.00	.00	21,832.00	.8%
542010 TELECOM SERVICES--PHONES	50,000	50,000	7,958.95	7,958.95	.00	42,041.05	15.9%
542011 TELECOM SERVICES--CELLPHONES	111,000	111,000	6,236.56	6,236.56	.00	104,763.44	5.6%
542012 TELECOM SERVICES--INTERNET	667,000	667,000	56,302.71	56,302.71	.00	610,697.29	8.4%
543000 TRAVEL AND TOLLS	66,290	66,290	584.92	584.92	.00	65,705.08	.9%
543010 MILEAGE REIMBURSEMENTS	51,200	51,200	2,663.38	2,663.38	.00	48,536.62	5.2%
544000 ADVERTISING	155,100	155,100	6,163.70	6,163.70	109,930.10	39,006.20	74.9%
545010 RENTALS/LEASES--BUILDINGS	976,000	976,000	30,842.84	30,842.84	.00	945,157.16	3.2%
545020 RENTALS/LEASES--EQUIPMENT	180,700	180,700	11,401.82	11,401.82	57,634.38	111,663.80	38.2%
546000 INSURANCE	300,000	300,000	27.67	27.67	.00	299,972.33	.0%
547000 ELECTRICITY	300,000	300,000	37,389.01	37,389.01	.00	262,610.99	12.5%
547010 NATURAL GAS	16,500	16,500	1,091.08	1,091.08	.00	15,408.92	6.6%
547020 WATER	30,000	30,000	2,309.59	2,309.59	.00	27,690.41	7.7%

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ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
547030 SEWER	34,000	34,000	3,112.12	3,112.12	.00	30,887.88	9.2%
547040 REFUSE	36,000	36,000	3,830.75	3,830.75	.00	32,169.25	10.6%
548000 GENERAL REPAIRS/MAINTENANCE	451,500	451,500	21,515.77	21,515.77	341,017.08	88,967.15	80.3%
548010 CONTRACTED MAINTENANCE	564,758	564,758	3,528.96	3,528.96	28,491.00	532,738.04	5.7%
548050 VEHICLE REPAIR AND MAINTENANC	70,000	70,000	2,075.40	2,075.40	23,300.00	44,624.60	36.3%
548100 IT SYSTEMS MAINTENANCE--APPS	8,000	8,000	.00	.00	.00	8,000.00	.0%
548110 IT SYSTEMS MAINTENANCE--INFRA	83,000	83,000	.00	.00	.00	83,000.00	.0%
549010 INDIVIDUAL REGISTRATIONS	97,150	97,150	4,305.35	4,305.35	.00	92,844.65	4.4%
549011 ORGANIZATIONAL REGISTRATIONS	16,500	16,500	.00	.00	.00	16,500.00	.0%
549020 DUES AND MEMBERSHIPS	40,150	40,150	28,504.21	28,504.21	.00	11,645.79	71.0%
549030 TAXES AND ASSESSMENTS	48,000	48,000	.00	.00	.00	48,000.00	.0%
549040 LICENSES	3,500	3,500	164.80	164.80	.00	3,335.20	4.7%
549050 FEES	16,500	16,500	724.43	724.43	.00	15,775.57	4.4%
549120 CONTINGENCY/RESERVE	607,320	607,320	.00	.00	.00	607,320.00	.0%
TOTAL SERVICES EXPENSES	6,188,568	6,188,568	243,724.08	243,724.08	630,631.85	5,314,212.07	14.1%
TOTAL GENERAL FUND	0	0	2,589,932.13	2,589,932.13	796,213.11	-3,386,145.24	100.0%
TOTAL REVENUES	-44,081,700	-44,081,700	-204,052.96	-204,052.96	.00	-43,877,647.04	
TOTAL EXPENSES	44,081,700	44,081,700	2,793,985.09	2,793,985.09	796,213.11	40,491,501.80	

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ACCOUNTS FOR: 102 LEVY SUSTAINABILITY FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
02 CHARGES OTHER							
361100 INVESTMENT EARNINGS	0	0	-48,167.64	-48,167.64	.00	48,167.64	100.0%
TOTAL CHARGES OTHER	0	0	-48,167.64	-48,167.64	.00	48,167.64	100.0%
TOTAL LEVY SUSTAINABILITY FUND	0	0	-48,167.64	-48,167.64	.00	48,167.64	100.0%
TOTAL REVENUES	0	0	-48,167.64	-48,167.64	.00	48,167.64	

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ACCOUNTS FOR: 103 ELECTION FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
02 CHARGES OTHER							
361100 INVESTMENT EARNINGS	0	0	-4,238.72	-4,238.72	.00	4,238.72	100.0%
TOTAL CHARGES OTHER	0	0	-4,238.72	-4,238.72	.00	4,238.72	100.0%
TOTAL ELECTION FUND	0	0	-4,238.72	-4,238.72	.00	4,238.72	100.0%
TOTAL REVENUES	0	0	-4,238.72	-4,238.72	.00	4,238.72	

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ACCOUNTS FOR: 104	PROPERTY AND FACILITY FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
02 CHARGES OTHER								
361100	INVESTMENT EARNINGS	0	0	-9,035.04	-9,035.04	.00	9,035.04	100.0%
	TOTAL CHARGES OTHER	0	0	-9,035.04	-9,035.04	.00	9,035.04	100.0%
	TOTAL PROPERTY AND FACILITY FUND	0	0	-9,035.04	-9,035.04	.00	9,035.04	100.0%
	TOTAL REVENUES	0	0	-9,035.04	-9,035.04	.00	9,035.04	

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ACCOUNTS FOR: 201 DEBT SERVICE FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
02 CHARGES OTHER							
361100 INVESTMENT EARNINGS	0	0	-318.79	-318.79	.00	318.79	100.0%
TOTAL CHARGES OTHER	0	0	-318.79	-318.79	.00	318.79	100.0%
TOTAL DEBT SERVICE FUND	0	0	-318.79	-318.79	.00	318.79	100.0%
TOTAL REVENUES	0	0	-318.79	-318.79	.00	318.79	

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ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
301 CAPITAL IMPROVEMENT FUND							
02 CHARGES OTHER							
308510 ASSIGNED CASH & INV	-6,508,000	-6,508,000	.00	.00	.00	-6,508,000.00	.0%
361100 INVESTMENT EARNINGS	0	0	-31,751.02	-31,751.02	.00	31,751.02	100.0%
TOTAL CHARGES OTHER	-6,508,000	-6,508,000	-31,751.02	-31,751.02	.00	-6,476,248.98	.5%
05 SUPPLIES EXPENSES							
531000 OFFICE/OPERATING SUPPLIES--DE	0	0	1,591.70	1,591.70	2,500.00	-4,091.70	100.0%
531004 OFFICE/OPERATING SUPPLIES--PU	2,000	2,000	.00	.00	.00	2,000.00	.0%
TOTAL SUPPLIES EXPENSES	2,000	2,000	1,591.70	1,591.70	2,500.00	-2,091.70	204.6%
07 SERVICES EXPENSES							
541000 INDEPENDENT CONTRACTORS	26,000	26,000	.00	.00	.00	26,000.00	.0%
541020 CONTRACTUAL SERVICES	75,800	75,800	4,049.72	4,049.72	14,609.67	57,140.61	24.6%
541040 LEGAL SERVICES	15,000	15,000	.00	.00	.00	15,000.00	.0%
541060 ARCHITECTURAL/ENGR SERVICES	765,000	765,000	845.00	845.00	511,750.00	252,405.00	67.0%
542000 POSTAGE	10,000	10,000	.00	.00	.00	10,000.00	.0%
545020 RENTALS/LEASES--EQUIPMENT	0	0	.00	.00	25,000.00	-25,000.00	100.0%
549030 TAXES AND ASSESSMENTS	200,000	200,000	.00	.00	.00	200,000.00	.0%
549050 FEES	200,000	200,000	250.00	250.00	.00	199,750.00	.1%
549120 CONTINGENCY/RESERVE	289,200	289,200	.00	.00	.00	289,200.00	.0%
TOTAL SERVICES EXPENSES	1,581,000	1,581,000	5,144.72	5,144.72	551,359.67	1,024,495.61	35.2%
08 CAPITAL OUTLAYS							
562000 BUILDING ACQUISITIONS	1,700,000	1,700,000	.00	.00	.00	1,700,000.00	.0%
562020 LAND & PROPERTY IMPROVEMENTS	225,000	225,000	.00	.00	.00	225,000.00	.0%
562100 CONSTRUCTION	2,035,000	2,035,000	207,573.26	207,573.26	-188,883.71	2,016,310.45	.9%
562800 FURNITURE AND FIXTURES	100,000	100,000	69,730.96	69,730.96	-63,391.78	93,660.82	6.3%
563100 PARKING LOT IMPROVEMENTS	0	0	.00	.00	27,000.00	-27,000.00	100.0%
564000 MACHINERY & MAJOR EQUIPMENT	150,000	150,000	.00	.00	.00	150,000.00	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 01

ACCOUNTS FOR: 301 CAPITAL IMPROVEMENT FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
564100 VEHICLES	390,000	390,000	.00	.00	.00	390,000.00	.0%
564300 TECHNOLOGY EQUIPMENT	325,000	325,000	.00	.00	.00	325,000.00	.0%
TOTAL CAPITAL OUTLAYS	4,925,000	4,925,000	277,304.22	277,304.22	-225,275.49	4,872,971.27	1.1%
TOTAL CAPITAL IMPROVEMENT FUND	0	0	252,289.62	252,289.62	328,584.18	-580,873.80	100.0%
TOTAL REVENUES	-6,508,000	-6,508,000	-31,751.02	-31,751.02	.00	-6,476,248.98	
TOTAL EXPENSES	6,508,000	6,508,000	284,040.64	284,040.64	328,584.18	5,895,375.18	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 01

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	0	2,780,461.56	2,780,461.56	1,124,797.29	-3,905,258.85	100.0%

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

MEMO



Date: February 27, 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 – February

Customer Experiences

From Parkland Library:

- A patron who schedule a Book-A-Librarian session came in for assistance on applying for jobs online after numerous frustrating attempts to do so. She successfully submitted an online application for a position she wanted and contacted us days later to share that she got the job.

From University Place Library:

- A customer came to the library to use the computers to apply for a job. She returned at a later date to share that she was selected for an interview, for which she reserved the Library’s meeting room!
- An older gentleman eagerly requested assistance in learning how to use a computer so he could complete his scuba diving online course work. Staff helped set him up with an account and access his coursework. After some instruction, he returned to the library to start his coursework without further assistance.

From Fife Library:

- A customer starting her own business came in needing detailed assistance with picture editing. This was an excellent teaching opportunity for staff to demonstrate to the customer photo and video editing tools, which she could apply to her new clothing business. She returned the next day seeking assistance with a website building platform and additional resources (e.g., Microsoft PowerPoint 2016, Video Editor, and a website that would allow free music downloads). She walked away with a strong base for continuing the application of the new skills from these two times that we worked together and it will help her business substantially.

From Outreach:

- Story time at the Anderson Island Library restarted this month, led by the Outreach Youth Services Specialist.
- The Adult Services Librarian, Youth Services Librarian, and Youth Services Specialist began planning for the first Saturday program at the Anderson Island Library since 2020. On Saturday, February 25, we will host “Seed Starter Saturday,” a staff-led, drop-in program where customers can pick up seeds from our Seed Library, pot seed starters, and participate in a rock painting craft.

For the first time, full library services (browsing, check out, holds pick-up) will also be available during a program.

- Outreach added three new homebound customers in January, and 12 new customers at the care facilities served by Outreach services.
- In October 2022 we reported that Outreach team reviewed the Lakewood Libraries 2022 Community Engagement Report, noting a request from the Lakewood Boys & Girls Club to restart their BEES (Books to Engage Elementary Students) visits. Following meetings with the Boys & Girls Club late last year, Youth Services Librarian Michelle Angell and Youth Services Specialist Xenia Gonzalez began planning to resume service there in 2023. Michelle and Xenia stopped by a couple times to meet the children and their caregivers, and signed them up for library cards. On January 24 Outreach made its first official BEES visit since the pandemic to the Boys & Girls Club, where 58 youth eagerly selected library materials. We were thrilled to be able to directly respond to this expressed community need, and will be visiting the Boys & Girls Club every-other week moving forward.

Initiatives Highlights

From Eatonville Library:

- Eatonville is getting wonderful feedback about the new MP3 read-a-long books which allows customers to listen to them anywhere without the need of a CD player, and results in hours of enjoyment for families.

From South Hill Library:

- Youth Services Librarians visited schools in both the Puyallup School District and the Eatonville School District. One librarian visited Fruitland Elementary for a library card drive and to share information about library resources with students. Both Youth Services Librarians worked with Eatonville staff to attend the Eatonville Elementary Literacy Night and Columbia Crest Elementary to issue library cards and promote library resources.

Community Engagement Highlights

From Parkland Library:

- The winter luminary craft event turned out to be a festive, intergenerational gathering. Over 90 people participated, including a single father dropping in to pick up the craft materials to take home for his children; unhoused veterans in transition to permanent housing; a church support group; families of color with preschoolers, tweens, and teens; retired seniors; and a social worker that supports adults with disabilities.

From South Hill Library:

- A Youth Services Librarian provided outreach to Dessie Evans Elementary School (Puyallup School District) and participated in an afterschool book club (as an ongoing partnership with the librarian at Dessie Evans), where 34 students participated.
- The Friends of the South Hill Library held their first meeting of 2023 on January 18, where they met the Library's Regional Services Manager. They are working to resume a pollinator garden in partnership with the Root & Bloom Garden Club in Puyallup, which was a project first started in 2020.

Unfinished Business

MEMO



Date: February 28, 2023

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

From: Gretchen Caserotti, Executive Director; Melinda Chesbro, Deputy Director Operations;
Connie Behe, Deputy Director Public Services

Subject: Lakewood Interim Building Purchase Order Approval

The Pierce County Library System's Administration is asking the Board to review and approve a purchase order with Modern Building Systems not to exceed \$7,000,000 for the construction of an interim Lakewood Pierce County Library of between 7,500 and 10,000 square feet. This step will mark the beginning of more visible efforts to re-establish in-building library service in downtown Lakewood after the closure of the existing building in June 2022.

Lakewood library service is important to both Lakewood residents and to Pierce County overall. As the largest building in the system, the current Lakewood Library provided resources throughout the entire Pierce Library System. In 2022, the Library System planned to continue community engagement regarding future Lakewood Library services that was started in 2019 and suspended during COVID. Severe structural and original design issues with the roof forced us to conclude that for the safety of the people visiting the library and staff, and protection of books and technology, the building should be closed immediately.

During summer and fall 2022 the Lakewood Library Building Community Advisory Committee evaluated community input (from 2019 and 2022) and current building condition information and recommended the Library System build a new library on the existing site, and if that is not feasible to build a new library building at another centrally located site. In fall 2022 the City of Lakewood requested that the Library System provide them with a plan to either repair, replace, or remove the building.

Since spring of 2022, the Library System has been working toward offering services at an interim location. We understand the community's interest in using library services in a dedicated space and place. We are committed to creating this valued need in the community with in an interim library offering full services including browsing shelves and checking out books and movies, using computers and Wi-Fi, participating in classes and events for all ages, as well as spaces for reading, studying, and public meetings. We also know that securing funding through a ballot measure and constructing a public building can often take as many as five to seven years. Our concern about going for a significant amount of time with reduced services in Lakewood has led us to this proposed interim library.

In October of 2022, PCLS leased property for the interim library. In December, we issued a bid request for a modular building up to 10,000 square foot building, estimating the project to be about \$4 million as noted in the November 2022 draft budget memo and the final 2023 budget approved in December 2022. We requested an aggressive timeline, which combined with inflation and code requirements to result in a bid that greatly exceeded the estimated budget and would bring the project cost to approximately \$10 million.

This is a much higher amount than anticipated for the interim location and close to the cost estimate of \$11 million to \$15 million to re-engineer the roof of the existing building. However, the roof cannot be replaced without bringing the rest of the building up to code, and several building systems have reached their end of life making investing in the current building prohibitive with a combined estimated cost of at least \$22 million just to bring the building into compliance with current building code. A summary and analysis of costs was provided at the September 22, 2022 Special Board Meeting. For example, the building’s original design lacks adequate sheer walls to prevent partial to complete collapse during a major seismic event, and would need to be addressed. The \$22 million number does not include any updates/upgrades for existing layout and finishes for a modern library. The Library System does not have the financial resources to complete the necessary repairs and would need voter-approved funding in order to engage in a project of this size.

We have worked with architects and the modular company to reduce the cost and size of the interim building to an amount we can fund. The updated amount essentially redirects about two years of Lakewood operating costs into the construction of an interim library, which will provide consistent service for the community as we pursue a longer-term solution. This is an investment in Lakewood Library services and one step toward a full-size Lakewood Library.

Table 1: Updated Project Budget for 7,500 square foot interim building

City of Lakewood review fee estimate	\$ 150,000
Taxes and assessments estimate	\$ 200,000
Architectural & Engineering services (approved at 11/9/2022 Board meeting)	\$ 556,000
Site work General Contractor estimate	\$ 1,230,000
Modular Building	\$ 6,192,000
Furnishings, Fixtures and Equipment estimate	\$ 250,000
Utilities Tie-in estimate	\$ 150,000
Total	\$ 8,728,000

Table 2: Funding Scenario for Updated Project Costs

Already budgeted for 2023	\$ 4,400,000
Additional unspent 2022 funds identified during yearend closing	\$ 1,500,000
Property & Facility Fund contribution (current balance is \$4.2 million)	\$ 1,000,000
General Fund cash contribution (reassign 2023 expenditures to free up additional funds)	\$ 500,000
Other funding sources	
• Councilmanic Bond	\$ 1,000,000
• Capital Improvement Fund cash	\$ 1,000,000
Total	\$ 9,400,000

Two motions are needed:

Action 1: Move to award Modular Building Systems as the successful responsive bidder for the Lakewood Interim Library Project.

Action 2: Move to authorize the Library to create a purchase order to Modern Building Systems in the amount not to exceed \$7,000,000.

Lakewood Pierce County Library Timeline

- 1963 – Tenzler Library opened on Wildaire Road, funded by the Tenzler Foundation.
- 1974-1975 – Tenzler Foundation funded an addition.
- 1982 – Library building owned by Friends of the Lakes District Library was renamed to Lakewood Library.
- 1991-1992 – Newly renamed FRIENDS of Lakewood Library donated the building and \$350,000 for renovation to the Pierce County Library System, because they could no longer afford to maintain the building.
- 1994 – Renovated and expanded library building reopened after nearly a year closure.
- 1995 – Lakewood incorporates as a city.
- 1996 – Lakewood annexes into the Pierce County Library System.
- 2006 – Voters approve the Library System’s first ever levy lid lift, providing stable operating funding. Lakewood reopens after a complete remodel expected to last 20 years.
- 2009 – Major roof replacement completed. Lifespan projected to be 20 years.
- 2009-2021 – Repairs made to fix plumbing issues, maintain fire protection system, repair elevator, repair sewage system, repair heating and cooling system.
- 2010 – The Library System publishes its facility master plan projections to 2030, recommends relocating and expanding both Lakewood and Tillicum Pierce County Libraries.
- 2014 – Replaced air handler unit.
- 2016 – Emergency elevator repair.
- 2017 – Formal partnership between the Library System and City of Lakewood established with Memorandum of Understanding to explore new buildings in Lakewood and Tillicum.
- 2018 – Voters approve the Library System’s second levy lid lift, providing stable operating funds.
- 2019 – The Library System conducts engagement to learn the community’s interests and ideas for library buildings in Lakewood and Tillicum; majority expressed an interest in new, bigger buildings.
- 2020 – The Library System prepares Request for Proposal for architect, exploring funding options. COVID-19 pandemic resulted in all capital projects paused, basic maintenance only. The Library System offering online and curbside services at nearly all locations. Condition assessments performed, walkthrough with architect and subsequent cost estimates conducted.

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- 2021 – All libraries reopen for full services. Lakewood building assessment and cost-estimates conducted. Water damage required emergency roof repair.
- 2022 – Lakewood building assessment continues. Georgia Lomax retires, new Executive Director Gretchen Caserotti is hired. Library closes. Community Advisory Committee launches.

Timeline of Events Related to Closure

- October 2021 – BuildingWork architectural assessment indicates substantial price tag to address building issues.
- December 2021 – Water leaking from roof, repairs completed but suggested full replacement of roof, highlighted the severity of the issue. Notified fire panel was also failing. Inspection by the roofing company revealed significant roof repairs are needed – some of this need was captured in the architectural assessment, some was new information.
- January 2022 – The Library System hires an independent firm, Wetherholt, to conduct second opinion engineering assessment. “Wetherholt and Associates, Inc., is a neutral roofing, waterproofing, and building envelope consulting firm specializing in resolving building envelope and moisture related issues.”
- February-March 2022 – Notified Library Board of Trustees of condition and risks. Roof evaluation work conducted by Weatherholt.
- April 2022 – Weatherholt report and cost-estimates delivered to the Library. Report identifies critical damage and recommendations and costs to repair/replace. The report recommended the entire roof be removed and re-engineered. This process would leave the interior of the building exposed for at least a year. Library leadership assessed and considered options. Top concern is staying ahead of a catastrophic event. May 2022 – Determined closure date and began move-out planning and interim services. June 2022 – Closed for direct public service. Lease negotiations fell through for interim library, engaged broker to identify other properties that meet needs. Launched summer and outreach programs. Working with community partners, planning fall service plan. Lakewood Libraries Building Community Advisory Committee launches. Received appraisal report valuing building at \$0, land at \$1.5 million.
- July-August 2022 – Continued move-out activities reviewing all furniture, books and materials, technology, to evaluate for reallocations, storage or surplus. Art packaged for storage. Continued to work with real estate broker on available properties. Contracted independent assessments for mechanical, engineering, plumbing and seismic work and estimates to bring the building to code.
- September 2022 – Fall service plans mostly complete. Continue working on a lease for an interim space. Preparing the building best the Library System can for the winter. Community Advisory Committee work underway with planned recommendation for fall 2022.
- October 2022 – Building closed down and fenced for non-occupancy. Property for interim library secured, project planning initiated. Community Advisory Committee completes work, prepares to make recommendation to Library Board of Trustees and Lakewood City Council in November.
- November 2022 – Community Advisory Committee presents recommendations to Library Board and Lakewood City Council:

For the Lakewood Library, the community advisory committee's recommendation is to keep the library at the same location, building a new library on the current site. If that is not possible, the committee recommends building a new library in an equally accessible location.

For the Tillicum Library, the committee recommended renovating the existing building or rebuilding on the existing site if the property can be acquired. If not, it recommends pursuing a location near the existing library, and if that is not financially or practically feasible, then the committee recommended building on a parcel currently owned by the City.

December 2022 – Board of Trustees reviews the recommendations from the Community Advisory Committee. Staff work with architects on interim library design and planning. Staff researching options for The Big One (Douglas fir slice). Staff work with architects on interim library design and planning. Request for Bids issued for interim library building.

January 2023 – Increased open hours at Tillicum Library. Staff continue working with architects on interim library design and planning. Staff commission “test fit” from architects for size of a building that would fit on the Wildaire property. Library administrators work with a real estate broker to learn the availability of alternative properties that meet needed criteria in Lakewood. Bids for interim library project received.

February 2023 – Library System working on the next steps of the process to award the bid and secure necessary approvals for the interim library. Board of Trustees request information about sizes of libraries for similar population centers served. Library administrators continue to work with a real estate broker to learn the availability of alternative properties that meet needed criteria in Lakewood.

MEMO



Date: March 1, 2023

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

From: Kristina Cintron, Facilities and Capital Projects Director

Subject: Lakewood Library Building Removal

The current Lakewood Pierce County Library building is set for low occupancy with construction fencing to restrict access to the site and tarps to prevent further roof deterioration. With these visible indicators, and in response to citizen inquires, the City of Lakewood requested that the Pierce County Library System provides them with a plan by the end of March to repair the roof or have the City of Lakewood proceed with enforcement action including abatement. This interaction was noted in the September 22, 2022 Pierce County Library Board of Trustees' Special Meeting.

The Lakewood Library Building Community Advisory Committee recommended either rebuilding on the current site or building at a similarly accessible and central site. Either option will require removal of the current building. Staff has gathered preliminary information on the process, costs, and estimated timeline for removal of the existing Lakewood Library.

There are several important phases to planning and carrying out demolition of a building

- The Library Board formally declares the building surplus.
- The Library hires a firm to complete a site survey and create a removal plan in coordination with appropriate government agencies.
- The Library hires a vendor to carry out the removal plan and secures appropriate permits from the City of Lakewood.
- Removal occurs.

Costs

- We do not have estimated costs at this time – once we have a completed removal plan, we can estimate costs based on bid responses. Indications are that this type of work generally costs about \$150,000, given current inflation we will expect the price to be a bit more.

Timeline

- The planning phase can take several months to get to the point where we can hire a vendor.
- We would not initiate contact with agencies or utilities until the Board has officially taken action establishing direction on the current site.

Move to direct Executive Director Caserotti to plan for removal as described herein and to formally notify the City of Lakewood.

MEMO



Date: February 22, 2023

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

From: Mary Getchell, Marketing and Communications Director

Subject: Public Opinion Awareness/Preference Survey

As part of the Pierce County Library System’s Marketing and Communications Plan, the Library System conducted its biennial public opinion awareness/preference survey in January-February of 2023. The survey built upon public opinion research the Library System commissioned in 2018. The goals for the public opinion research included the following:

1. Learn the public’s awareness and preference for the Library System.
2. Ascertain the public’s value for the Library System, for themselves, for their community.
3. Understand barriers to the public accessing and using library services.
4. Deliver replicable public opinion research, which the Library System can build upon in 2025, as part of its biennial cadence for public opinion research.

For the 2023 survey, we contracted with EMC Research, a leading Pacific Northwest public issue opinion research and strategic consulting firm. The team conducted a quantitative research study of adult residents in the Library’s service area, gathering awareness, preference, and library service priorities. In addition, EMC Research created a subset of questions for Sumner area residents, to learn the public’s interest and opinions regarding a potential new Sumner Pierce County Library.

EMC Research surveyed 500 randomly selected adults throughout the county for the system-wide research, using English or Spanish questionnaires. EMC Research oversampled by 100 to 150 interviews in low-income U.S. Census Block Groups to reach asset limited households, which is a priority audience for the Library System. In the Sumner area, they surveyed 150 randomly selected adults, also with the option of English or Spanish questionnaires.

EMC Research is analyzing the data and will provide the survey results at the March 8 Board of Trustees meeting.

MEMO



Date: February 22, 2023

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

From: Mary Getchell, Marketing and Communications Director

Subject: Sumner Pierce County Library Public Engagement Results

In January and February 2023, the Pierce County Library System engaged with thousands of Sumner area residents and heard their ideas for spaces and services in a new library. The Library System learned about the features, activities, and services the community wants and needs in a new Sumner Pierce County Library.

The communications strategy built upon the engagement with the Sumner community, which we conducted in 2019 to learn about the residents' interest in a new library building. We used our regular communication channels to engage the community, such as signage, website, collateral print materials, new media, e-newsletters, social media marketing, and direct mail. In addition, Library directors and managers connected with community leaders at civic organization meetings and interviewed with the news media.

In consultation with architects with BuildingWork, the Communications Department created interactive activities to learn further from the public about their ideas for spaces and services, from places for toddlers to gain literacy skills and giggle, areas for families to learn and connect, zones for teens to study and collaborate, and sections for jobseekers and entrepreneurs to hone their skills.

On January 31, 2023, approximately 40 people attended open houses at the Sumner Library and asked questions about the new library and shared their ideas for the building and services, from calling for designated areas for children and teens as well as sustainable designs with well lit, natural lighting.

As of February 15, 2023, 211 people responded to an online survey with respondents showing the highest interest in spaces for children and areas for teens with features such as natural light and places for quiet study. In the Sumner Library people posted messages on interactive boards describing what a public library means to them: "A place for everyone" and "Belonging and community" as well as their thoughts on how a new library should reflect the Sumner community: "Accessibility" and "Sustainable".

At the March board meeting, architects with BuildingWork will provide an overview of the results from the community input.

This phase of the communications focused on engaging the community for design and service ideas. Based upon that engagement, I developed another communications plan to inform the public about the Library Capital Facility Area and bond measure. The public information plan builds from the community engagement and is in preparation for resolutions from the Board of Trustees and the Sumner City Council.

MEMO



Date: February 28, 2023

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

From: Gretchen Caserotti, Executive Director

Subject: Sumner Library Capital Facility Area

This month, Library Administration presents draft resolutions requesting the formation of a Library Capital Facility Area (LCFA) and bond measure for a new Sumner Pierce County Library. The resolutions would be to place the LCFA and bond measure in the August 2023 Primary Election (and November 2023 General Election) for voters in the City of Sumner. A similar resolution is being presented to the City of Sumner Council using the same terms. These resolutions have been developed under the counsel of our attorney and in partnership with the City of Sumner. In the joint-meeting on February 13, 2023, both governing bodies were presented with information about the LCFA, discussed potential boundaries for the sub-district, and heard from architects about modern library building trends and best practices. The basics of the new Sumner Library branch being proposed is an up to 20,000 square foot building that we estimate will cost up to \$19 million to design, build and fill. With an estimated \$4-5 million in contributions from the Library directly (including \$3 million from Pierce County Library Foundation fundraising efforts) and hopefully through a State appropriation, the remaining cost to construct the library would be a \$15 million general obligation bond requiring voter-approval. Sumner City Council has recommended defining boundaries as City limits only for the LCFA and the resolutions have been prepared to reflect that.

Should the Board of Trustees approve this resolution and request to put this measure before the voters, the next steps will be to officially file the request with the County Council and informing the community about the ballot measure. It is our understanding that the Prosecuting Attorney will review our request and it will be presented to the Council. I will share dates for any presentations or milestones as soon as I know them. Additional memos are included in your packet and we will be able to discuss the communication requirements and limitations for public entities in our meeting this month.

After many years of planning for a new library in Sumner that included thousands of community voices through surveys, focus groups, and studies, PCLS is ready to proceed with putting the measure before the voters to decide if they want to fund the construction of this new library in the City of Sumner.

At this time, staff recommend that the Board of Trustees read and approve the resolution. Following the approval of resolutions from the Board of Trustees and Sumner City Council, we will need Trustee signatures on the official requests to be sent to the Pierce County Council, the document also included in the Board Packets.

MOTION 1 of 2 (August Primary Election):

Move to approve Resolution 2023-04, requesting the establishment of the Sumner Library Capital Facility Area to finance a new library in Sumner and thereby expand library service.

MOTION 2 of 2 (November General Election):

Move to approve Resolution 2023-05, requesting the establishment of the Sumner Library Capital Facility Area to finance a new library in Sumner and thereby expand library service.

RESOLUTION NO. 2023-04

**A RESOLUTION OF THE PIERCE COUNTY RURAL LIBRARY DISTRICT
REQUESTING THE ESTABLISHMENT OF THE SUMNER LIBRARY CAPITAL
FACILITY AREA TO FINANCE A NEW LIBRARY IN SUMNER AND THEREBY
EXPAND LIBRARY SERVICE.**

WHEREAS, library service to the residents of the City of Sumner, Washington (the “City”) and the residents of the area surrounding the City is provided through a library facility (the “Sumner Library”) owned by the City and operated by the Pierce County Rural Library District, doing business as the Pierce County Library System (“PCLS”); and

WHEREAS, the City owns the building and land on Fryar Avenue where the current Sumner Library is located, and PCLS leases space in the current building; and

WHEREAS, PCLS cannot continue to operate in its current space because the current building has reached end of life, requiring major repairs; the building is undersized for the population it serves; and it is difficult to access; and

WHEREAS, the City and PCLS are collaborating to build a new library on Main Street East; and

WHEREAS, chapter 27.15 RCW permits, upon the request of PCLS and the approval of the City and the voters, the creation of a library capital facility area to construct, acquire, maintain and remodel library capital facilities; and

WHEREAS, the cost of developing a new library to replace the existing Sumner Library can most fairly be paid by those residents of the area to be served by the new Sumner Library through the establishment of a library capital facility area and its issuance of bonds to finance the construction, furnishing, and equipping of the new Sumner Library; and

WHEREAS, PCLS will be responsible for designing, administering the construction, furnishing and equipping of, and owning, operating and maintaining the new Sumner Library, and expects to enter into an appropriate interlocal agreement with such library capital facility area confirming such arrangements, now therefore,

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

1. Approval of Creation of the Sumner Library Capital Facility Area. PCLS finds that a new library facility in the City is essential to the public welfare and to the residents of the City and the residents of Pierce County in the areas surrounding the City. PCLS hereby approves of creation of a library capital facility area to be known as the “Sumner Library Capital Facility Area,” the boundaries of which shall be as described in Attachment 3 and depicted in Attachment 4 to the form of the “Request for Establishment of the Sumner Library Capital Facility Area” (the “Request”) attached as Exhibit A to this Resolution and incorporated herein by this reference.

2. Request to the Pierce County Council; Ballot Proposition. PCLS requests that the Pierce County Council, pursuant to chapter 27.15 RCW, provide for the establishment of the Sumner Library Capital Facility Area and submit to the voters of the said area a ballot proposition at a special election to be held in connection with the primary election on August 1, 2023, in substantially the following form, with such additions, deletions, and modifications as may be required by the Pierce County Prosecuting Attorney:

Proposition 1: The Pierce County Council adopted Resolution ____, concerning a proposition to establish the Sumner Library Capital Facility Area to finance a new library in Sumner. If approved, this proposition would establish the Sumner Library Capital Facility Area with boundaries as described in County Council Resolution No. ____, authorize it to acquire, construct, furnish, and equip a new library in Sumner, incur indebtedness to finance such improvements through the issuance of up to \$15,000,000 in general obligation bonds with a maximum term of 21 years, and levy annual excess property taxes to repay such bonds. Shall this proposition be:

APPROVED REJECTED

3. Election Costs. PCLS shall pay all of the costs of submitting the ballot proposition to the voters of the proposed area.

4. Approval of Request. The Request, in substantially the form attached hereto as Exhibit A, is hereby approved, and the completion and execution of the Request are hereby authorized and directed.

5. Authorization to Submit Request and Resolution to the Pierce County Council. The Secretary of the Board of Trustees of PCLS is hereby authorized and directed to certify a copy of this resolution and attach it to the Request and to submit the completed Request to the Pierce County Council.

DATED THIS 8th DAY OF March, 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	_____

Exhibit A

**REQUEST FOR ESTABLISHMENT OF
SUMNER LIBRARY CAPITAL FACILITY AREA**

WHEREAS, library service to the residents of the City of Sumner, Washington (the “City”) and the residents of the area surrounding the City is provided through a library facility (the “Sumner Library”) owned by the City and operated by the Pierce County Rural Library District, doing business as the Pierce County Library System (“PCLS”); and

WHEREAS, the City owns the building and land on Fryar Avenue where the current Sumner Library is located, and PCLS leases space in the current building; and

WHEREAS, PCLS cannot continue to operate in its current space because the current building has reached end of life, requiring major repairs; the building is undersized for the population it serves; and it is difficult to access; and

WHEREAS, the City and PCLS are collaborating to build a new library on Main Street East; and

WHEREAS, chapter 27.15 RCW permits, upon the request of PCLS and the approval of the City and the voters, the creation of a library capital facility area to construct, acquire, maintain and remodel library capital facilities; and

WHEREAS, the cost of developing a new library to replace the existing Sumner Library can most fairly be paid by those residents of the area to be served by the new Sumner Library through the establishment of a library capital facility area and its issuance of bonds to finance the construction, furnishing, and equipping of the new Sumner Library; and

WHEREAS, PCLS has, pursuant to a resolution attached hereto as Attachment 1, approved the creation of the Sumner Library Capital Facility Area and the submittal of this request; and

WHEREAS, the City has, pursuant to a resolution attached hereto as Attachment 2, approved the creation of the Sumner Library Capital Facility Area;

NOW THEREFORE, the Pierce County Rural Library District makes the following request to the Pierce County Council:

1. **Request; Ballot Proposition.** PCLS requests that the Pierce County Council, pursuant to chapter 27.15 RCW, provide for the establishment of the Sumner Library Capital Facility Area and submit to the voters of the said area a ballot proposition at a special election to be held in connection with the primary election on August 1, 2023, in substantially the following

form, with such additions, deletions, and modifications as may be required by the Pierce County Prosecuting Attorney:

Proposition 1: The Pierce County Council adopted Resolution ____, concerning a proposition to establish the Sumner Library Capital Facility Area to finance a new library in Sumner. If approved, this proposition would establish the Sumner Library Capital Facility Area with boundaries as described in County Council Resolution No. ____, authorize it to acquire, construct, furnish, and equip a new library in Sumner, incur indebtedness to finance such improvements through the issuance of up to \$15,000,000 in general obligation bonds with a maximum term of 21 years, and levy annual excess property taxes to repay such bonds. Shall this proposition be:

APPROVED REJECTED

2. Boundaries of the Sumner Library Capital Facility Area. The boundaries of the Sumner Library Capital Facility Area shall be as described in Attachment 3 and depicted in Attachment 4 attached to this request and incorporated herein by this reference.

3. Election Costs. PCLS shall pay all of the costs of submitting the ballot proposition to the voters of the proposed area.

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

ATTACHMENT 1

Resolution of the Pierce County Rural Library District

[To be attached]

ATTACHMENT 2

Resolution of the City of Sumner, Washington

[To be attached]

ATTACHMENT 3

Legal Description of the Sumner Library Capital Facility Area

The Sumner Library Capital Facility Area boundaries are described as follows:

A PORTION OF TOWNSHIP 20 NORTH, RANGE 4 EAST, W.M.; AND TOWNSHIP 20 NORTH, RANGE 5 EAST, W.M.; DESCRIBED AS FOLLOWS:

IN TOWNSHIP 20 NORTH, RANGE 05 EAST OF THE WILLAMETTE MERIDIAN:

BEGINNING AT THE SOUTHEAST CORNER OF THE SOUTHWEST QUARTER OF SECTION 6 OF SAID TOWNSHIP AND RANGE, SAID POINT BEING ON THE BOUNDARY OF THE AREA ANNEXED TO THE CITY OF AUBURN UNDER AUBURN ORDINANCE NUMBER 5512; THENCE WESTERLY FOLLOWING SAID BOUNDARY OF THE CITY OF AUBURN ALONG THE SOUTH BOUNDARY OF SAID SECTION 6 TO THE SOUTHEAST CORNER OF GOVERNMENT LOT 7 IN SAID SECTION 6; THENCE NORTHERLY ALONG THE EAST BOUNDARY OF SAID GOVERNMENT LOT 7 TO THE NORTHEAST CORNER THEREOF; THENCE WEST ALONG THE NORTH BOUNDARY OF SAID GOVERNMENT LOT 7 TO THE WESTERLY RIGHT-OF-WAY OF THE BURLINGTON NORTHERN AND SANTA FE RAILROAD; THENCE NORTHERLY ALONG SAID WEST RIGHT-OF-WAY TO THE WEST LINE OF SAID SECTION 6;

THENCE IN TOWNSHIP 20 NORTH, RANGE 4 EAST OF THE WILLAMETTE MERIDIAN:

CONTINUING NORTH ALONG SAID WEST RIGHT-OF-WAY OF THE BURLINGTON NORTHERN AND SANTA FE RAILROAD TO THE SOUTH BOUNDARY OF THE NORTHEAST QUARTER OF SECTION 1 OF SAID TOWNSHIP AND RANGE, FROM WHICH THE EAST QUARTER CORNER OF SAID SECTION 1 BEARS S88°25'14"E; THENCE CONTINUING NORTHERLY ALONG SAID WEST RIGHT-OF-WAY LINE N0°54'30"W 70.03 FEET TO THE NORTH RIGHT-OF-WAY LINE OF 8TH STREET EAST/STEWART ROAD; THENCE ALONG SAID NORTHERLY MARGIN S82°26'07"W 148.05 FEET, N89°48'08"W 474.24 FEET, AND N88°25'14"W 477.67 FEET; THENCE LEAVING SAID NORTHERLY MARGIN OF SAID 8TH STREET EAST/STEWART ROAD N7°41'58"W 155.36 FEET; THENCE S 76°16'32" W 313.22 FEET; THENCE N13°40'45"W 136.12 FEET; THENCE N76°19'15"E 1,489.14 FEET TO THE SAID WEST RIGHT-OF-WAY LINE OF THE BURLINGTON NORTHERN AND SANTA FE RAILROAD; THENCE N0°54'30"W ALONG SAID WEST RIGHT-OF-WAY LINE TO THE NORTH LINE OF SAID SECTION 1, ALSO BEING THE KING-PIERCE COUNTY LINE; THENCE WEST ALONG THE NORTH LINE OF SAID SECTION 1 TO THE

EAST LINE OF THE INTER-COUNTY RIVER IMPROVEMENT DISTRICT PARCEL AS RECORDED UNDER AUDITOR FILE NUMBERS 413464, 413465, 413467, AND 646075; THENCE SOUTHWESTERLY ALONG SAID EAST PARCEL LINE TO ITS INTERSECTION WITH THE NORTH RIGHT-OF-WAY LINE OF 8TH STREET EAST/STEWART ROAD; THENCE WESTERLY ALONG SAID NORTH RIGHT-OF-WAY LINE TO THE EAST LINE OF THE 138TH AVENUE EAST/BUTTE DRIVE RIGHT-OF-WAY AND THE CITY OF PACIFIC CITY LIMITS AS ESTABLISHED BY CITY OF PACIFIC ORDINANCE NO. 1256; THENCE SOUTH ALONG SAID CITY LIMITS TO ITS INTERSECTION WITH THE SOUTH RIGHT-OF-WAY LINE OF 8TH STREET EAST/STEWART ROAD; THENCE WESTERLY ALONG SAID SOUTH RIGHT-OF-WAY LINE TO THE EAST RIGHT OF WAY LINE OF ST. PAUL BOULEVARD AND ALONG SAID CITY LIMITS; THENCE SOUTHERLY ALONG SAID EAST RIGHT OF WAY LINE TO THE NORTH RIGHT OF WAY LINE OF 16TH STREET EAST, ALSO BEING THE NORTH LINE OF THE AREA ANNEXED TO THE CITY OF SUMNER UNDER SUMNER ORDINANCE NUMBER 1736; THENCE WESTERLY ALONG THE SAID NORTH RIGHT-OF-WAY LINE AND ITS WESTERLY EXTENSION TO THE WEST RIGHT-OF-WAY LINE OF WEST VALLEY HIGHWAY EAST; THENCE SOUTHERLY ALONG THE SAID WEST RIGHT-OF-WAY LINE, WHICH IS ALSO THE EAST BOUNDARY OF THE CITY OF EDGEWOOD, TO THE SOUTH LINE OF SECTION 11 OF SAID TOWNSHIP AND RANGE, THENCE WESTERLY ALONG THE NORTH LINE OF SECTION 14 OF SAID TOWNSHIP AND RANGE TO THE NORTHEAST CORNER OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION 14; THENCE SOUTHERLY ALONG THE EAST LINE OF THE SAID SUBDIVISION TO THE SOUTHEAST CORNER OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION 14; THENCE WESTERLY ALONG THE SOUTH LINE OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION 14 TO THE WEST LINE OF THE EAST HALF OF SAID SECTION 14; THENCE SOUTHERLY ALONG THE WEST LINE OF THE EAST HALF OF SAID SECTION 14 TO THE SOUTHWEST CORNER OF THE NORTHEAST QUARTER OF SAID SECTION 14; THENCE EASTERLY ALONG THE SOUTH LINE OF THE NORTHEAST QUARTER OF SAID SECTION 14 TO THE WEST RIGHT-OF-WAY LINE OF WEST VALLEY HIGHWAY EAST; THENCE SOUTHERLY FOLLOWING SAID WEST RIGHT-OF-WAY LINE TO THE NORTH LINE OF THE SOUTHWEST QUARTER OF SECTION 24 OF SAID TOWNSHIP AND RANGE; THENCE WESTERLY ALONG THE NORTH LINE OF THE SOUTHWEST QUARTER OF SAID SECTION 24 TO WEST LINE OF SAID SECTION 24; THENCE SOUTHERLY ALONG THE WEST LINE OF SAID SECTION 24 1,904.33 FEET MORE OR LESS TO THE ORIGINAL CITY LIMITS OF SUMNER AS ESTABLISHED BY ELECTION ON JANUARY 27, 1891; THENCE S50°11'00"W 166.25 FEET; THENCE S84°41'00"W 174.40 FEET TO A MONUMENT; THENCE N65°19'00"W 174.60 FEET TO A MONUMENT; THENCE

N44°19'00"W 307.85 FEET TO A MONUMENT ON THE SOUTH BANK OF THE STUCK RIVER; THENCE SOUTHERLY ALONG THE CENTERLINE OF THE EAST HALF OF THE SOUTHEAST QUARTER OF SECTION 23 OF SAID TOWNSHIP AND RANGE 981.75 FEET TO A 1/64 SECTION MONUMENT; THENCE EASTERLY 660.00 FEET TO THE SOUTHWEST CORNER OF SECTION 24 OF SAID TOWNSHIP AND RANGE; THENCE SOUTHERLY ALONG THE WEST LINE OF SECTION 25 OF SAID TOWNSHIP AND RANGE, ALSO BEING THE BOUNDARY OF THE ORIGINAL CITY LIMITS OF SUMNER AS ESTABLISHED BY ELECTION ON JANUARY 27, 1891 660 FEET TO THE 1/64 SECTION POST ON THE WEST LINE OF SAID SECTION 25; THENCE EASTERLY ALONG THE SAID 1/64 SECTION LINE TO THE EAST LINE OF TACOMA SEATTLE TRANSMISSION LINE; THENCE SOUTHWESTERLY ALONG SAID EAST LINE TO THE NORTH BANK OF THE PUYALLUP RIVER; THENCE SOUTHEASTERLY ALONG THE NORTH BANK OF THE PUYALLUP RIVER TO THE WEST LINE OF THE EAST HALF OF THE NORTHWEST QUARTER OF SAID SECTION 25; THENCE SOUTHERLY ALONG THE WEST LINE OF THE EAST HALF OF SAID SUBDIVISION TO THE NORTH LINE OF THE SOUTH HALF OF THE SOUTH HALF OF NORTHWEST QUARTER OF SAID SECTION 25; THENCE EASTERLY ALONG THE NORTH LINE OF SAID SUBDIVISION TO THE NORTH BANK OF THE PUYALLUP RIVER; THENCE SOUTHEASTERLY ALONG THE NORTH BANK OF THE PUYALLUP RIVER TO THE WEST RIGHT-OF-WAY LINE OF STATE ROUTE 162/ORTING HIGHWAY; THENCE NORTHERLY ALONG THE SAID WEST RIGHT-OF-WAY TO THE NORTH RIGHT-OF-WAY LINE OF STATE ROUTE 410 (PRIMARY STATE HIGHWAY NO. 5);

THENCE IN TOWNSHIP 20 NORTH, RANGE 5 EAST OF THE WILLAMETTE MERIDIAN:

CONTINUING NORTHEASTERLY ALONG THE SAID NORTH RIGHT-OF-WAY LINE TO ITS INTERSECTION WITH THE EAST LINE OF THE A.H. WOOLERY DONATION LAND CLAIM LOCATED IN SECTION 30 OF SAID TOWNSHIP AND RANGE; THENCE SOUTHERLY ALONG THE SAID EAST LINE OF THE A.H. WOOLERY DONATION LAND CLAIM TO THE NORTH LINE OF THE SOUTH HALF OF THE NORTHEAST QUARTER OF SAID SECTION 30; THENCE EASTERLY ALONG THE NORTH LINE OF THE SOUTH HALF OF THE NORTHEAST QUARTER OF SAID SECTION 30 TO THE EAST LINE OF THE WEST HALF OF THE EAST HALF OF THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION 30; THENCE NORTHERLY 264.00 FEET ALONG SAID EAST LINE TO A POINT ON THE EAST LINE OF THE WEST HALF OF THE EAST HALF OF THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER LYING 1,056.00 FEET SOUTH OF THE NORTH LINE OF THE NORTHEAST QUARTER OF SAID SECTION 30; THENCE EASTERLY TO A POINT ON THE WEST LINE OF THE 166TH AVENUE EAST RIGHT-OF-WAY BEING 1,056.00 FEET SOUTH OF AND 20 FEET WEST OF THE NORTHEAST CORNER OF

NORTHEAST QUARTER OF SAID SECTION 30, THENCE EASTERLY 185.00 FEET TO A POINT WHICH IS 1,048.18 SOUTH OF AND 165.00 FEET EAST OF THE NORTHWEST CORNER OF NORTHWEST QUARTER OF SECTION 29 OF SAID TOWNSHIP AND RANGE; THENCE SOUTHERLY 467.48 FEET TO A POINT WHICH IS 1,515.66 FEET SOUTH OF AND 165.00 FEET EAST OF THE NORTHWEST CORNER OF NORTHWEST QUARTER OF SAID SECTION 29; THENCE EASTERLY 1,150.60 FEET TO A POINT WHICH IS 1,517.56 FEET SOUTH OF AND 1,315.60 FEET EAST OF THE NORTHWEST CORNER OF NORTHWEST QUARTER OF SAID SECTION 29; THENCE NORTHERLY ALONG THE EAST LINE OF THE WEST HALF OF THE NORTHWEST QUARTER OF SAID SECTION 29 TO THE INTERSECTION OF THE WEST RIGHT-OF-WAY LINE OF STATE ROUTE 410/ P.S.H. NUMBER 5 AND THE EAST LINE OF WEST HALF OF THE NORTHWEST QUARTER OF SAID SECTION 29; THENCE NORTHEASTERLY TO THE INTERSECTION OF THE NORTH LINE OF THE SOUTH HALF OF THE NORTHWEST QUARTER OF SAID SECTION 29 AND WITH THE EAST LINE OF STATE ROUTE 410/ P.S.H. NUMBER 5; THENCE NORTHWESTERLY ALONG THE EAST RIGHT-OF-WAY LINE OF 64TH STREET EAST AND STATE ROUTE 410/P.S.H. NUMBER 5 TO THE SOUTH LINE OF SECTION 20 OF SAID TOWNSHIP AND RANGE 5; THENCE EASTERLY ALONG THE SOUTH LINE OF SAID SECTION 20 TO THE EAST LINE OF THE WEST HALF OF THE SOUTHWEST QUARTER OF SAID SECTION 20; THENCE NORTHERLY ALONG THE EAST LINE OF THE WEST HALF OF SAID SECTION 20 TO THE NORTH LINE OF THE SOUTHWEST QUARTER OF SAID SECTION 20; THENCE WESTERLY ALONG THE SAID NORTH LINE OF THE SOUTHWEST QUARTER OF SAID SECTION 20 TO THE NORTHWEST CORNER OF THE SOUTHWEST QUARTER OF SAID SECTION 20; THENCE NORTHERLY ALONG THE WEST LINE OF SAID SECTION 20 TO THE SOUTHEAST CORNER OF SECTION 18 OF SAID TOWNSHIP AND RANGE; THENCE WESTERLY ALONG THE SOUTH LINE OF SAID SECTION 18 TO THE EAST RIGHT-OF-WAY LINE OF SUMNER-TAPPS HIGHWAY; THENCE NORTHWESTERLY ALONG THE SAID EAST RIGHT-OF-WAY LINE TO THE WEST LINE OF THE EAST HALF OF THE EAST HALF OF SAID SECTION 18; THENCE NORTHERLY ALONG THE SAID WEST LINE OF THE EAST HALF OF THE EAST HALF TO THE NORTH LINE OF THE SOUTH HALF OF THE SOUTH HALF OF SAID SECTION 18; THENCE WESTERLY ALONG THE SAID NORTH LINE OF THE SOUTH HALF OF THE SOUTH HALF OF SAID SECTION 18 TO THE WEST LINE OF THE EAST HALF OF SAID SECTION 18; THENCE NORTHERLY ALONG THE SAID WEST LINE OF THE EAST HALF OF SECTION 18 TO THE SOUTH LINE OF SECTION 7 OF SAID TOWNSHIP AND RANGE; THENCE WEST 25 FEET ALONG THE SOUTH LINE OF THE SAID SECTION 7 TO A POINT ON THE EAST LINE OF LOT 4, LARGE LOT SUBDIVISION AS RECORDED UNDER AUDITOR'S FEE NUMBER 86-03-19-0359 PIERCE COUNTY; THENCE NORTHERLY 180 FEET ALONG THE SAID EAST SUBDIVISION LINE; THENCE CONTINUING NORTHERLY 390.55 FEET ALONG THE SAID EAST LINE OF LOT 3 OF THE SAID LARGE LOT

SUBDIVISION TO THE SOUTH LINE OF LOT 1 OF SAID LARGE LOT SUBDIVISION; THENCE EASTERLY 52.03 FEET ALONG THE SOUTH LINE OF SAID LOT 1 TO THE SOUTHEAST CORNER OF SAID LOT 1; THENCE NORTHERLY ALONG THE EAST LINE OF SAID LOT 1 TO THE NORTHEAST CORNER OF LOT 1; THENCE CONTINUING NORTHERLY ALONG THE EAST LINE OF THE WEST HALF OF SAID SECTION 7 TO THE SOUTHEAST CORNER OF THE SOUTHWEST QUARTER OF SECTION 6 OF SAID TOWNSHIP AND RANGE AND THE POINT OF BEGINNING.

ALSO INCLUDING:

THE EAST HALF OF THE SOUTHWEST QUARTER OF SECTION 29 OF TOWNSHIP 20 NORTH, RANGE 5 EAST, W.M. TOGETHER WITH THE WEST 20 ACRES OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 29. TOGETHER WITH A PROPERTY BEGINNING AT THE EAST RIGHT-OF-WAY LINE OF THE SUMNER-BUCKLEY HIGHWAY AS IT EXISTED ON NOVEMBER 19, 1962 AND THE SOUTH LINE OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SAID SECTION 29; THENCE NORTH 79°55'00" EAST 54.80 FEET; THENCE NORTH 11°11'00" EAST 62.16 FEET; THENCE NORTH 66°05'00" EAST 81.08 FEET; THENCE SOUTH 25°11'00" EAST 76.34 FEET; THENCE SOUTH 14°02'00" EAST 138.16 FEET; THENCE SOUTH 24°02'00" WEST 79.68 FEET, THENCE NORTH 89°58'00" WEST 146.50 FEET MORE OR LESS TO THE SAID EAST RIGHT-OF-WAY LINE; THENCE NORTHWESTERLY ALONG SAID EAST RIGHT-OF-WAY LINE TO THE POINT OF BEGINNING.

EXCEPT A PROPERTY BEGINNING AT THE EAST RIGHT-OF-WAY LINE OF THE SUMNER-BUCKLEY HIGHWAY AS IT EXISTED ON NOVEMBER 19, 1962 AND THE SOUTH LINE OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SAID SECTION 29; THENCE NORTH 79°55'00" EAST 54.80 FEET; THENCE NORTH 11°11'00" EAST 62.16 FEET; THENCE NORTH 66°05'00" EAST 81.08 FEET; THENCE SOUTH 25°11'00" EAST 76.34 FEET; THENCE SOUTH 14°02'00" EAST TO THE SAID SOUTH LINE; THENCE EASTERLY ALONG SAID SOUTH LINE TO A POINT 325.00 FEET EAST OF THE WEST LINE OF THE EAST HALF OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SAID SECTION 29; THENCE NORTH 29°08'00" WEST 145.50 FEET; THENCE WESTERLY ALONG A LINE PARALLEL TO THE SAID SOUTH LINE 257.75 FEET TO THE SAID WEST LINE; THENCE SOUTHERLY ALONG SAID WEST LINE 124.47 FEET TO THE SAID SOUTH LINE; THENCE EASTERLY ALONG SAID SOUTH LINE TO THE POINT OF BEGINNING. ALSO, EXCEPT THE REMAINDER OF ANY PORTION OF THE EAST 660.00 FEET OF THE SOUTH 1,320.00 OF SAID EAST HALF. ALSO, EXCEPT THE WEST 625.00 FEET OF SAID EAST HALF. ALSO, EXCEPT ROAD AS THEY EXISTED ON JUNE 18, 1984.

ALSO INCLUDING:

BEGINNING AT THE NORTHWEST CORNER OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 32 OF TOWNSHIP 20 NORTH, RANGE 5 EAST, W.M.; THENCE EASTERLY ALONG THE NORTH LINE OF SAID SECTION 32 372.36 FEET TO AN IRON PIPE; THENCE SOUTHERLY 190 FEET TO AN IRON PIPE; THENCE WESTERLY 220 FEET TO AN IRON PIPE; THENCE NORTHERLY 180 FEET; THENCE WESTERLY 152.36 FEET TO THE WEST LINE OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 32; THENCE NORTHERLY ALONG THE WEST LINE OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 32 10 FEET AND THE POINT OF BEGINNING.

ALSO INCLUDING:

BEGINNING AT THE SOUTHWEST CORNER OF THE 40-ACRE TRACT IN THE I. WOOLERY DONATION LAND CLAIM IN SOUTHWEST QUARTER OF SECTION 23 OF TOWNSHIP 20 NORTH, RANGE 4 EAST, W.M., CONVEYED BY SAID WOOLERY TO BENJAMIN F. YOUNG BY DEED RECORDED IN BOOK 4 OF PAGE 734; THENCE S89°47'30"W 191.00 FEET; THENCE N0°14'20"W 672.50 FEET TO THE SOUTH RIGHT-OF-WAY LINE OF VALLEY AVENUE EAST; THENCE N75°11'00"W ALONG THE SAID SOUTH RIGHT-OF-WAY LINE 257.85 MORE OR LESS; THENCE SOUTH 705.00 FEET TO A PIPE MONUMENT WHICH IS S89°46'30"W 250.00 FEET WEST OF THE POINT OF BEGINNING; THENCE S0°39'54"E 469.93 TO A PIPE MONUMENT; THENCE S89°33'42"E 338.54 FEET; THENCE S0°53'22"E TO THE NORTH RIGHT-OF-WAY LINE OF WASHINGTON STATE HIGHWAY ROUTE 167; THENCE EASTERLY ALONG THE SAID NORTH RIGHT-OF-WAY LINE TO A LINE 2,012.505 FEET SOUTH OF THE NORTH LINE OF SAID LAND CLAIM; THENCE EAST ALONG SAID LINE TO THE WEST LINE OF 124TH AVENUE COURT EAST FORMERLY ROESLI ROAD OR 23RD STREET NORTHEAST; THENCE NORTHERLY ALONG THE SAID WEST RIGHT-OF-WAY LINE TO THE SOUTH RIGHT-OF-WAY LINE OF VALLEY AVENUE EAST; THENCE NORTHWESTERLY ALONG THE SAID SOUTH RIGHT-OF-WAY LINE TO THE WEST LINE OF THE 40-ACRE TRACT IN THE I. WOOLERY DONATION LAND CLAIM IN THE SOUTHWEST QUARTER OF SAID SECTION 23; THENCE SOUTHERLY ALONG THE SAID WEST LINE TO THE SOUTHWEST CORNER OF THE 40-ACRE TRACT IN THE I. WOOLERY DONATION LAND CLAIM IN SOUTHWEST QUARTER OF SAID SECTION 23 AND THE POINT OF BEGINNING.

ALSO INCLUDING:

COMMENCING AT A STONE MONUMENT BEING THE INSIDE CORNER ELL OF THE I. WOOLERY DONATION LAND CLAIM IN THE SOUTHEAST QUARTER OF SECTION 23 OF TOWNSHIP 20 NORTH, RANGE 4 EAST, W.M.; THENCE WESTERLY ALONG THE EXTENSION OF THE NORTH LINE OF THE I. WOOLERY DONATION LAND CLAIM IN THE SOUTHEAST

QUARTER OF SAID SECTION 227.20 FEET TO A STONE MONUMENT AND THE POINT OF BEGINNING; THENCE N0°14'20"E 69.80 FEET TO THE SOUTH LINE RIGHT-OF-WAY LINE OF THE UNION PACIFIC RAILROAD, FORMERLY THE CHICAGO-MILWAUKEE-ST. PAUL AND PACIFIC RAILROAD; THENCE NORTHWESTERLY ALONG THE SAID SOUTH RIGHT-OF-WAY LINE TO POINT WHICH IS 449.69 FEET SOUTH OF THE NORTH LINE OF SOUTHWEST QUARTER OF SAID SECTION 23 AND 28.50 FEET WEST OF THE EAST LINE OF THE SOUTHWEST QUARTER OF SAID SECTION 23; THENCE CONTINUING NORTHWESTERLY ALONG THE SAID SOUTH RIGHT-OF-WAY LINE 776.90 FEET; THENCE S10°45'30"W 292.40 FEET TO THE NORTH RIGHT-OF-WAY LINE OF VALLEY AVENUE EAST, THENCE SOUTHEASTERLY ALONG THE SAID NORTH RIGHT-OF-WAY LINE 486.30 FEET; THENCE CONTINUING SOUTHEASTERLY ALONG THE SAID NORTH RIGHT-OF-WAY LINE 854.66 FEET TO AN IRON MONUMENT; THENCE N0°14'20"E TO THE POINT OF BEGINNING, EXCEPT THE WESTERLY 120 FEET.

ALSO INCLUDING:

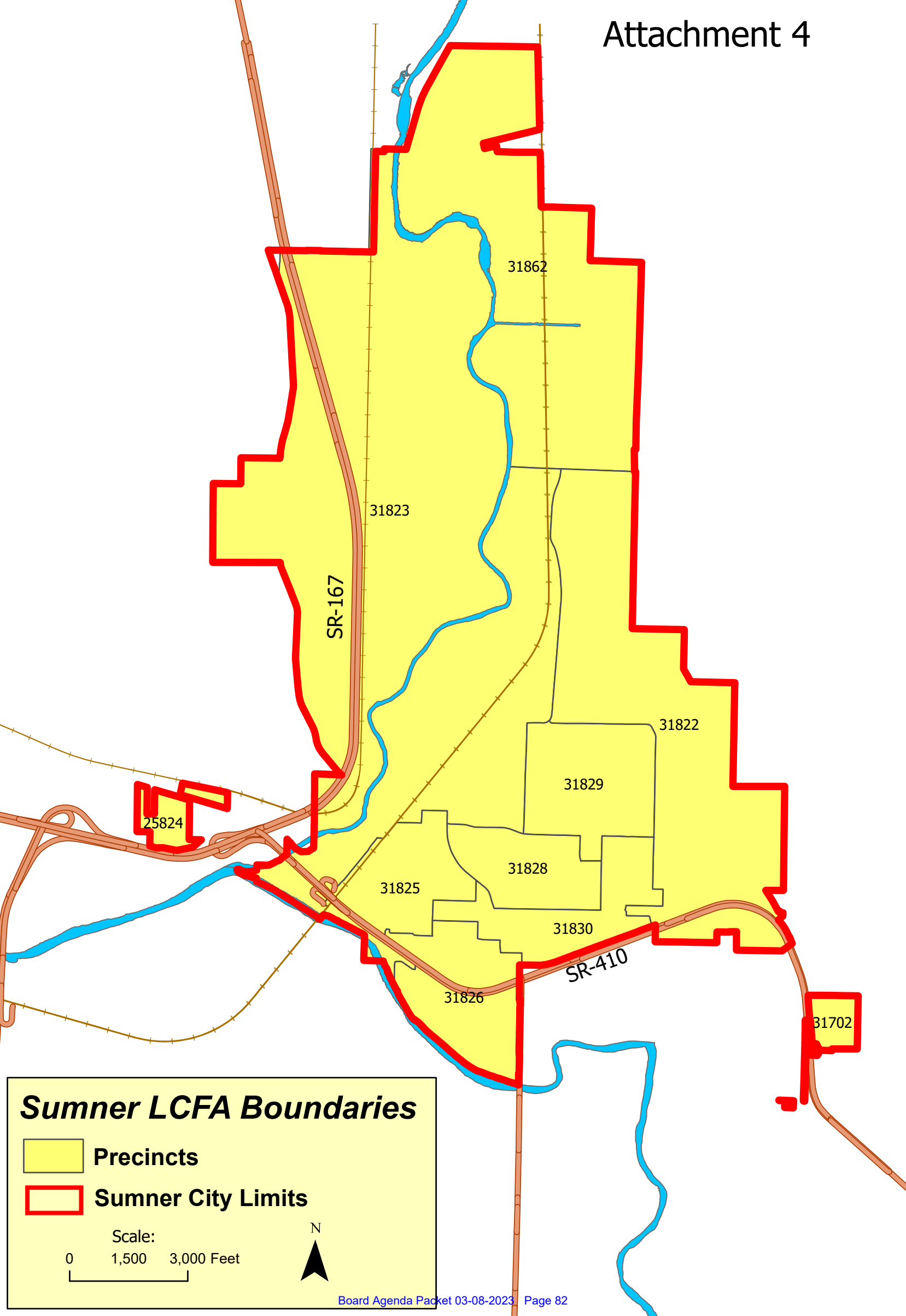
BEGINNING AT THE NORTHWEST CORNER LOT 33 OF THE GREENLAWN ADDITION TO SUMNER IN THE SOUTHEAST QUARTER OF SECTION 23 OF TOWNSHIP 20 NORTH, RANGE 4 EAST, W.M.; THENCE SOUTHERLY ALONG THE WEST LINE OF SAID LOT 33 TO THE NORTH SOUTH BANK OF THE STUCK RIVER; THENCE WESTERLY ALONG THE SOUTH BANK OF THE SAID RIVER TO THE CONFLUENCE OF THE STUCK RIVER AND THE PUYALLUP RIVER; THENCE SOUTHEASTERLY ALONG THE NORTH BANK OF THE PUYALLUP RIVER TO THE WEST LINE OF LOT 34 OF THE GREENLAWN ADDITION TO SUMNER; THENCE SOUTHERLY ALONG THE WEST LINE OF SAID LOT 34 TO THE NORTHWEST CORNER OF LOT 35 OF GREENLAWN ADDITION TO SUMNER IN THE NORTHEAST QUARTER OF SECTION 26 OF TOWNSHIP 20 NORTH RANGE 5 EAST, W.M.; THENCE SOUTHERLY ALONG THE WEST LINE OF SAID LOT 35 TO THE SOUTHWEST CORNER OF SAID LOT 35, THENCE EASTERLY ALONG SOUTH LINE OF SAID LOT 35 TO THE SOUTHEAST CORNER OF SAID LOT 35, ALSO BEING THE WEST RIGHT-OF-WAY LINE OF VACATED MEADE AVENUE; THENCE EASTERLY ALONG THE SOUTH BOUNDARY OF VACATED MEADE AVENUE TO THE EAST LINE OF VACATED MEADE AVENUE, ALSO BEING THE SOUTHWEST CORNER OF LOT 36 OF THE GREENLAWN ADDITION TO SUMNER; THENCE EASTERLY ALONG THE SOUTH LINE OF SAID LOT 36 TO THE SOUTHEAST CORNER OF SAID LOT 36; THENCE NORTHERLY ALONG THE EAST LINE OF SAID LOT 36 TO A POINT 50.00 SOUTH OF THE SOUTH RIGHT-OF-WAY LINE OF HARRISON STREET/63RD STREET EAST; THENCE EASTERLY ALONG A LINE WHICH IS PARALLEL TO AND 50.00 FEET SOUTH OF THE SAID SOUTH RIGHT-OF-WAY LINE 78.00 FEET; THENCE NORTHERLY ALONG A LINE WHICH IS PARALLEL TO AND 78.00 FEET EAST OF THE EAST LINE OF SAID LOT 36 50.00 FEET TO THE SAID SOUTH RIGHT-OF-WAY LINE; THENCE

WESTERLY ALONG THE SAID SOUTH RIGHT-OF-WAY LINE TO THE CENTER LINE OF VACATED MEADE AVENUE; THENCE NORTHERLY ALONG THE SAID CENTERLINE TO THE EASTERN EXTENSION OF THE NORTH LINE OF LOT 33 OF THE GREENLAWN ADDITION TO SUMNER IN THE SOUTHEAST QUARTER OF SECTION 23 OF TOWNSHIP 20 NORTH, RANGE 5 EAST, W.M.; THENCE WESTERLY ALONG THE SAID EASTERN EXTENSION OF SAID LOT 33 TO THE NORTHEAST CORNER OF SAID LOT 33; THENCE WESTERLY ALONG THE NORTH LINE OF SAID LOT 33 TO THE POINT OF BEGINNING.

ATTACHMENT 4

Map of the Sumner Library Capital Facility Area

[Attached]



Sumner LCFA Boundaries

- Precincts
- Sumner City Limits

Scale:
0 1,500 3,000 Feet

N
▲

RESOLUTION NO. 2023-05

**A RESOLUTION OF THE PIERCE COUNTY RURAL LIBRARY DISTRICT
REQUESTING THE ESTABLISHMENT OF THE SUMNER LIBRARY CAPITAL
FACILITY AREA TO FINANCE A NEW LIBRARY IN SUMNER AND THEREBY
EXPAND LIBRARY SERVICE.**

WHEREAS, library service to the residents of the City of Sumner, Washington (the “City”) and the residents of the area surrounding the City is provided through a library facility (the “Sumner Library”) owned by the City and operated by the Pierce County Rural Library District, doing business as the Pierce County Library System (“PCLS”); and

WHEREAS, the City owns the building and land on Fryar Avenue where the current Sumner Library is located, and PCLS leases space in the current building; and

WHEREAS, PCLS cannot continue to operate in its current space because the current building has reached end of life, requiring major repairs; the building is undersized for the population it serves; and it is difficult to access; and

WHEREAS, the City and PCLS are collaborating to build a new library on Main Street East; and

WHEREAS, chapter 27.15 RCW permits, upon the request of PCLS and the approval of the City and the voters, the creation of a library capital facility area to construct, acquire, maintain and remodel library capital facilities; and

WHEREAS, the cost of developing a new library to replace the existing Sumner Library can most fairly be paid by those residents of the area to be served by the new Sumner Library through the establishment of a library capital facility area and its issuance of bonds to finance the construction, furnishing, and equipping of the new Sumner Library; and

WHEREAS, PCLS will be responsible for designing, administering the construction, furnishing and equipping of, and owning, operating and maintaining the new Sumner Library, and expects to enter into an appropriate interlocal agreement with such library capital facility area confirming such arrangements, now therefore,

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

1. Approval of Creation of the Sumner Library Capital Facility Area. PCLS finds that a new library facility in the City is essential to the public welfare and to the residents of the City and the residents of Pierce County in the areas surrounding the City. PCLS hereby approves of creation of a library capital facility area to be known as the “Sumner Library Capital Facility Area,” the boundaries of which shall be as described in Attachment 3 and depicted in Attachment 4 to the form of the “Request for Establishment of the Sumner Library Capital

Facility Area” (the “Request”) attached as Exhibit A to this Resolution and incorporated herein by this reference.

2. Request to the Pierce County Council; Ballot Proposition. PCLS requests that the Pierce County Council, pursuant to chapter 27.15 RCW, provide for the establishment of the Sumner Library Capital Facility Area and submit to the voters of the said area a ballot proposition at a special election to be held in connection with the general election on November 7, 2023, in substantially the following form, with such additions, deletions, and modifications as may be required by the Pierce County Prosecuting Attorney:

Proposition 1: The Pierce County Council adopted Resolution ____, concerning a proposition to establish the Sumner Library Capital Facility Area to finance a new library in Sumner. If approved, this proposition would establish the Sumner Library Capital Facility Area with boundaries as described in County Council Resolution No. ____, authorize it to acquire, construct, furnish, and equip a new library in Sumner, incur indebtedness to finance such improvements through the issuance of up to \$15,000,000 in general obligation bonds with a maximum term of 21 years, and levy annual excess property taxes to repay such bonds. Shall this proposition be:

APPROVED REJECTED

3. Election Costs. PCLS shall pay all of the costs of submitting the ballot proposition to the voters of the proposed area.

4. Approval of Request. The Request, in substantially the form attached hereto as Exhibit A, is hereby approved, and the completion and execution of the Request are hereby authorized and directed.

5. Authorization to Submit Request and Resolution to the Pierce County Council. The Secretary of the Board of Trustees of PCLS is hereby authorized and directed to certify a copy of this resolution and attach it to the Request and to submit the completed Request to the Pierce County Council.

DATED THIS 8 DAY OF March , 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	_____

Exhibit A

**REQUEST FOR ESTABLISHMENT OF
SUMNER LIBRARY CAPITAL FACILITY AREA**

WHEREAS, library service to the residents of the City of Sumner, Washington (the “City”) and the residents of the area surrounding the City is provided through a library facility (the “Sumner Library”) owned by the City and operated by the Pierce County Rural Library District, doing business as the Pierce County Library System (“PCLS”); and

WHEREAS, the City owns the building and land on Fryar Avenue where the current Sumner Library is located, and PCLS leases space in the current building; and

WHEREAS, PCLS cannot continue to operate in its current space because the current building has reached end of life, requiring major repairs; the building is undersized for the population it serves; and it is difficult to access; and

WHEREAS, the City and PCLS are collaborating to build a new library on Main Street East; and

WHEREAS, chapter 27.15 RCW permits, upon the request of PCLS and the approval of the City and the voters, the creation of a library capital facility area to construct, acquire, maintain and remodel library capital facilities; and

WHEREAS, the cost of developing a new library to replace the existing Sumner Library can most fairly be paid by those residents of the area to be served by the new Sumner Library through the establishment of a library capital facility area and its issuance of bonds to finance the construction, furnishing, and equipping of the new Sumner Library; and

WHEREAS, PCLS has, pursuant to a resolution attached hereto as Attachment 1, approved the creation of the Sumner Library Capital Facility Area and the submittal of this request; and

WHEREAS, the City has, pursuant to a resolution attached hereto as Attachment 2, approved the creation of the Sumner Library Capital Facility Area;

NOW THEREFORE, the Pierce County Rural Library District makes the following request to the Pierce County Council:

1. **Request; Ballot Proposition.** PCLS requests that the Pierce County Council, pursuant to chapter 27.15 RCW, provide for the establishment of the Sumner Library Capital Facility Area and submit to the voters of the said area a ballot proposition at a special election to be held in connection with the general election on November 7, 2023, in substantially the

following form, with such additions, deletions, and modifications as may be required by the Pierce County Prosecuting Attorney:

Proposition 1: The Pierce County Council adopted Resolution ____, concerning a proposition to establish the Sumner Library Capital Facility Area to finance a new library in Sumner. If approved, this proposition would establish the Sumner Library Capital Facility Area with boundaries as described in County Council Resolution No. ____, authorize it to acquire, construct, furnish, and equip a new library in Sumner, incur indebtedness to finance such improvements through the issuance of up to \$15,000,000 in general obligation bonds with a maximum term of 21 years, and levy annual excess property taxes to repay such bonds. Shall this proposition be:

APPROVED REJECTED

2. Boundaries of the Sumner Library Capital Facility Area. The boundaries of the Sumner Library Capital Facility Area shall be as described in Attachment 3 and depicted in Attachment 4 attached to this request and incorporated herein by this reference.

3. Election Costs. PCLS shall pay all of the costs of submitting the ballot proposition to the voters of the proposed area.

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

ATTACHMENT 1

Resolution of the Pierce County Rural Library District

[To be attached]

ATTACHMENT 2

Resolution of the City of Sumner, Washington

[To be attached]

ATTACHMENT 3

Legal Description of the Sumner Library Capital Facility Area

The Sumner Library Capital Facility Area boundaries are described as follows:

A PORTION OF TOWNSHIP 20 NORTH, RANGE 4 EAST, W.M.; AND TOWNSHIP 20 NORTH, RANGE 5 EAST, W.M.; DESCRIBED AS FOLLOWS:

IN TOWNSHIP 20 NORTH, RANGE 05 EAST OF THE WILLAMETTE MERIDIAN:

BEGINNING AT THE SOUTHEAST CORNER OF THE SOUTHWEST QUARTER OF SECTION 6 OF SAID TOWNSHIP AND RANGE, SAID POINT BEING ON THE BOUNDARY OF THE AREA ANNEXED TO THE CITY OF AUBURN UNDER AUBURN ORDINANCE NUMBER 5512; THENCE WESTERLY FOLLOWING SAID BOUNDARY OF THE CITY OF AUBURN ALONG THE SOUTH BOUNDARY OF SAID SECTION 6 TO THE SOUTHEAST CORNER OF GOVERNMENT LOT 7 IN SAID SECTION 6; THENCE NORTHERLY ALONG THE EAST BOUNDARY OF SAID GOVERNMENT LOT 7 TO THE NORTHEAST CORNER THEREOF; THENCE WEST ALONG THE NORTH BOUNDARY OF SAID GOVERNMENT LOT 7 TO THE WESTERLY RIGHT-OF-WAY OF THE BURLINGTON NORTHERN AND SANTA FE RAILROAD; THENCE NORTHERLY ALONG SAID WEST RIGHT-OF-WAY TO THE WEST LINE OF SAID SECTION 6;

THENCE IN TOWNSHIP 20 NORTH, RANGE 4 EAST OF THE WILLAMETTE MERIDIAN:

CONTINUING NORTH ALONG SAID WEST RIGHT-OF-WAY OF THE BURLINGTON NORTHERN AND SANTA FE RAILROAD TO THE SOUTH BOUNDARY OF THE NORTHEAST QUARTER OF SECTION 1 OF SAID TOWNSHIP AND RANGE, FROM WHICH THE EAST QUARTER CORNER OF SAID SECTION 1 BEARS S88°25'14"E; THENCE CONTINUING NORTHERLY ALONG SAID WEST RIGHT-OF-WAY LINE N0°54'30"W 70.03 FEET TO THE NORTH RIGHT-OF-WAY LINE OF 8TH STREET EAST/STEWART ROAD; THENCE ALONG SAID NORTHERLY MARGIN S82°26'07"W 148.05 FEET, N89°48'08"W 474.24 FEET, AND N88°25'14"W 477.67 FEET; THENCE LEAVING SAID NORTHERLY MARGIN OF SAID 8TH STREET EAST/STEWART ROAD N7°41'58"W 155.36 FEET; THENCE S 76°16'32" W 313.22 FEET; THENCE N13°40'45"W 136.12 FEET; THENCE N76°19'15"E 1,489.14 FEET TO THE SAID WEST RIGHT-OF-WAY LINE OF THE BURLINGTON NORTHERN AND SANTA FE RAILROAD; THENCE N0°54'30"W ALONG SAID WEST RIGHT-OF-WAY LINE TO THE NORTH LINE OF SAID SECTION 1, ALSO BEING THE KING-PIERCE COUNTY LINE; THENCE WEST ALONG THE NORTH LINE OF SAID SECTION 1 TO THE

EAST LINE OF THE INTER-COUNTY RIVER IMPROVEMENT DISTRICT PARCEL AS RECORDED UNDER AUDITOR FILE NUMBERS 413464, 413465, 413467, AND 646075; THENCE SOUTHWESTERLY ALONG SAID EAST PARCEL LINE TO ITS INTERSECTION WITH THE NORTH RIGHT-OF-WAY LINE OF 8TH STREET EAST/STEWART ROAD; THENCE WESTERLY ALONG SAID NORTH RIGHT-OF-WAY LINE TO THE EAST LINE OF THE 138TH AVENUE EAST/BUTTE DRIVE RIGHT-OF-WAY AND THE CITY OF PACIFIC CITY LIMITS AS ESTABLISHED BY CITY OF PACIFIC ORDINANCE NO. 1256; THENCE SOUTH ALONG SAID CITY LIMITS TO ITS INTERSECTION WITH THE SOUTH RIGHT-OF-WAY LINE OF 8TH STREET EAST/STEWART ROAD; THENCE WESTERLY ALONG SAID SOUTH RIGHT-OF-WAY LINE TO THE EAST RIGHT OF WAY LINE OF ST. PAUL BOULEVARD AND ALONG SAID CITY LIMITS; THENCE SOUTHERLY ALONG SAID EAST RIGHT OF WAY LINE TO THE NORTH RIGHT OF WAY LINE OF 16TH STREET EAST, ALSO BEING THE NORTH LINE OF THE AREA ANNEXED TO THE CITY OF SUMNER UNDER SUMNER ORDINANCE NUMBER 1736; THENCE WESTERLY ALONG THE SAID NORTH RIGHT-OF-WAY LINE AND ITS WESTERLY EXTENSION TO THE WEST RIGHT-OF-WAY LINE OF WEST VALLEY HIGHWAY EAST; THENCE SOUTHERLY ALONG THE SAID WEST RIGHT-OF-WAY LINE, WHICH IS ALSO THE EAST BOUNDARY OF THE CITY OF EDGEWOOD, TO THE SOUTH LINE OF SECTION 11 OF SAID TOWNSHIP AND RANGE, THENCE WESTERLY ALONG THE NORTH LINE OF SECTION 14 OF SAID TOWNSHIP AND RANGE TO THE NORTHEAST CORNER OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION 14; THENCE SOUTHERLY ALONG THE EAST LINE OF THE SAID SUBDIVISION TO THE SOUTHEAST CORNER OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION 14; THENCE WESTERLY ALONG THE SOUTH LINE OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION 14 TO THE WEST LINE OF THE EAST HALF OF SAID SECTION 14; THENCE SOUTHERLY ALONG THE WEST LINE OF THE EAST HALF OF SAID SECTION 14 TO THE SOUTHWEST CORNER OF THE NORTHEAST QUARTER OF SAID SECTION 14; THENCE EASTERLY ALONG THE SOUTH LINE OF THE NORTHEAST QUARTER OF SAID SECTION 14 TO THE WEST RIGHT-OF-WAY LINE OF WEST VALLEY HIGHWAY EAST; THENCE SOUTHERLY FOLLOWING SAID WEST RIGHT-OF-WAY LINE TO THE NORTH LINE OF THE SOUTHWEST QUARTER OF SECTION 24 OF SAID TOWNSHIP AND RANGE; THENCE WESTERLY ALONG THE NORTH LINE OF THE SOUTHWEST QUARTER OF SAID SECTION 24 TO WEST LINE OF SAID SECTION 24; THENCE SOUTHERLY ALONG THE WEST LINE OF SAID SECTION 24 1,904.33 FEET MORE OR LESS TO THE ORIGINAL CITY LIMITS OF SUMNER AS ESTABLISHED BY ELECTION ON JANUARY 27, 1891; THENCE S50°11'00"W 166.25 FEET; THENCE S84°41'00"W 174.40 FEET TO A MONUMENT; THENCE N65°19'00"W 174.60 FEET TO A MONUMENT; THENCE

N44°19'00"W 307.85 FEET TO A MONUMENT ON THE SOUTH BANK OF THE STUCK RIVER; THENCE SOUTHERLY ALONG THE CENTERLINE OF THE EAST HALF OF THE SOUTHEAST QUARTER OF SECTION 23 OF SAID TOWNSHIP AND RANGE 981.75 FEET TO A 1/64 SECTION MONUMENT; THENCE EASTERLY 660.00 FEET TO THE SOUTHWEST CORNER OF SECTION 24 OF SAID TOWNSHIP AND RANGE; THENCE SOUTHERLY ALONG THE WEST LINE OF SECTION 25 OF SAID TOWNSHIP AND RANGE, ALSO BEING THE BOUNDARY OF THE ORIGINAL CITY LIMITS OF SUMNER AS ESTABLISHED BY ELECTION ON JANUARY 27, 1891 660 FEET TO THE 1/64 SECTION POST ON THE WEST LINE OF SAID SECTION 25; THENCE EASTERLY ALONG THE SAID 1/64 SECTION LINE TO THE EAST LINE OF TACOMA SEATTLE TRANSMISSION LINE; THENCE SOUTHWESTERLY ALONG SAID EAST LINE TO THE NORTH BANK OF THE PUYALLUP RIVER; THENCE SOUTHEASTERLY ALONG THE NORTH BANK OF THE PUYALLUP RIVER TO THE WEST LINE OF THE EAST HALF OF THE NORTHWEST QUARTER OF SAID SECTION 25; THENCE SOUTHERLY ALONG THE WEST LINE OF THE EAST HALF OF SAID SUBDIVISION TO THE NORTH LINE OF THE SOUTH HALF OF THE SOUTH HALF OF NORTHWEST QUARTER OF SAID SECTION 25; THENCE EASTERLY ALONG THE NORTH LINE OF SAID SUBDIVISION TO THE NORTH BANK OF THE PUYALLUP RIVER; THENCE SOUTHEASTERLY ALONG THE NORTH BANK OF THE PUYALLUP RIVER TO THE WEST RIGHT-OF-WAY LINE OF STATE ROUTE 162/ORTING HIGHWAY; THENCE NORTHERLY ALONG THE SAID WEST RIGHT-OF-WAY TO THE NORTH RIGHT-OF-WAY LINE OF STATE ROUTE 410 (PRIMARY STATE HIGHWAY NO. 5);

THENCE IN TOWNSHIP 20 NORTH, RANGE 5 EAST OF THE WILLAMETTE MERIDIAN:

CONTINUING NORTHEASTERLY ALONG THE SAID NORTH RIGHT-OF-WAY LINE TO ITS INTERSECTION WITH THE EAST LINE OF THE A.H. WOOLERY DONATION LAND CLAIM LOCATED IN SECTION 30 OF SAID TOWNSHIP AND RANGE; THENCE SOUTHERLY ALONG THE SAID EAST LINE OF THE A.H. WOOLERY DONATION LAND CLAIM TO THE NORTH LINE OF THE SOUTH HALF OF THE NORTHEAST QUARTER OF SAID SECTION 30; THENCE EASTERLY ALONG THE NORTH LINE OF THE SOUTH HALF OF THE NORTHEAST QUARTER OF SAID SECTION 30 TO THE EAST LINE OF THE WEST HALF OF THE EAST HALF OF THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION 30; THENCE NORTHERLY 264.00 FEET ALONG SAID EAST LINE TO A POINT ON THE EAST LINE OF THE WEST HALF OF THE EAST HALF OF THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER LYING 1,056.00 FEET SOUTH OF THE NORTH LINE OF THE NORTHEAST QUARTER OF SAID SECTION 30; THENCE EASTERLY TO A POINT ON THE WEST LINE OF THE 166TH AVENUE EAST RIGHT-OF-WAY BEING 1,056.00 FEET SOUTH OF AND 20 FEET WEST OF THE NORTHEAST CORNER OF

NORTHEAST QUARTER OF SAID SECTION 30, THENCE EASTERLY 185.00 FEET TO A POINT WHICH IS 1,048.18 SOUTH OF AND 165.00 FEET EAST OF THE NORTHWEST CORNER OF NORTHWEST QUARTER OF SECTION 29 OF SAID TOWNSHIP AND RANGE; THENCE SOUTHERLY 467.48 FEET TO A POINT WHICH IS 1,515.66 FEET SOUTH OF AND 165.00 FEET EAST OF THE NORTHWEST CORNER OF NORTHWEST QUARTER OF SAID SECTION 29; THENCE EASTERLY 1,150.60 FEET TO A POINT WHICH IS 1,517.56 FEET SOUTH OF AND 1,315.60 FEET EAST OF THE NORTHWEST CORNER OF NORTHWEST QUARTER OF SAID SECTION 29; THENCE NORTHERLY ALONG THE EAST LINE OF THE WEST HALF OF THE NORTHWEST QUARTER OF SAID SECTION 29 TO THE INTERSECTION OF THE WEST RIGHT-OF-WAY LINE OF STATE ROUTE 410/ P.S.H. NUMBER 5 AND THE EAST LINE OF WEST HALF OF THE NORTHWEST QUARTER OF SAID SECTION 29; THENCE NORTHEASTERLY TO THE INTERSECTION OF THE NORTH LINE OF THE SOUTH HALF OF THE NORTHWEST QUARTER OF SAID SECTION 29 AND WITH THE EAST LINE OF STATE ROUTE 410/ P.S.H. NUMBER 5; THENCE NORTHWESTERLY ALONG THE EAST RIGHT-OF-WAY LINE OF 64TH STREET EAST AND STATE ROUTE 410/P.S.H. NUMBER 5 TO THE SOUTH LINE OF SECTION 20 OF SAID TOWNSHIP AND RANGE 5; THENCE EASTERLY ALONG THE SOUTH LINE OF SAID SECTION 20 TO THE EAST LINE OF THE WEST HALF OF THE SOUTHWEST QUARTER OF SAID SECTION 20; THENCE NORTHERLY ALONG THE EAST LINE OF THE WEST HALF OF SAID SECTION 20 TO THE NORTH LINE OF THE SOUTHWEST QUARTER OF SAID SECTION 20; THENCE WESTERLY ALONG THE SAID NORTH LINE OF THE SOUTHWEST QUARTER OF SAID SECTION 20 TO THE NORTHWEST CORNER OF THE SOUTHWEST QUARTER OF SAID SECTION 20; THENCE NORTHERLY ALONG THE WEST LINE OF SAID SECTION 20 TO THE SOUTHEAST CORNER OF SECTION 18 OF SAID TOWNSHIP AND RANGE; THENCE WESTERLY ALONG THE SOUTH LINE OF SAID SECTION 18 TO THE EAST RIGHT-OF-WAY LINE OF SUMNER-TAPPS HIGHWAY; THENCE NORTHWESTERLY ALONG THE SAID EAST RIGHT-OF-WAY LINE TO THE WEST LINE OF THE EAST HALF OF THE EAST HALF OF SAID SECTION 18; THENCE NORTHERLY ALONG THE SAID WEST LINE OF THE EAST HALF OF THE EAST HALF TO THE NORTH LINE OF THE SOUTH HALF OF THE SOUTH HALF OF SAID SECTION 18; THENCE WESTERLY ALONG THE SAID NORTH LINE OF THE SOUTH HALF OF THE SOUTH HALF OF SAID SECTION 18 TO THE WEST LINE OF THE EAST HALF OF SAID SECTION 18; THENCE NORTHERLY ALONG THE SAID WEST LINE OF THE EAST HALF OF SECTION 18 TO THE SOUTH LINE OF SECTION 7 OF SAID TOWNSHIP AND RANGE; THENCE WEST 25 FEET ALONG THE SOUTH LINE OF THE SAID SECTION 7 TO A POINT ON THE EAST LINE OF LOT 4, LARGE LOT SUBDIVISION AS RECORDED UNDER AUDITOR'S FEE NUMBER 86-03-19-0359 PIERCE COUNTY; THENCE NORTHERLY 180 FEET ALONG THE SAID EAST SUBDIVISION LINE; THENCE CONTINUING NORTHERLY 390.55 FEET ALONG THE SAID EAST LINE OF LOT 3 OF THE SAID LARGE LOT

SUBDIVISION TO THE SOUTH LINE OF LOT 1 OF SAID LARGE LOT SUBDIVISION; THENCE EASTERLY 52.03 FEET ALONG THE SOUTH LINE OF SAID LOT 1 TO THE SOUTHEAST CORNER OF SAID LOT 1; THENCE NORTHERLY ALONG THE EAST LINE OF SAID LOT 1 TO THE NORTHEAST CORNER OF LOT 1; THENCE CONTINUING NORTHERLY ALONG THE EAST LINE OF THE WEST HALF OF SAID SECTION 7 TO THE SOUTHEAST CORNER OF THE SOUTHWEST QUARTER OF SECTION 6 OF SAID TOWNSHIP AND RANGE AND THE POINT OF BEGINNING.

ALSO INCLUDING:

THE EAST HALF OF THE SOUTHWEST QUARTER OF SECTION 29 OF TOWNSHIP 20 NORTH, RANGE 5 EAST, W.M. TOGETHER WITH THE WEST 20 ACRES OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 29. TOGETHER WITH A PROPERTY BEGINNING AT THE EAST RIGHT-OF-WAY LINE OF THE SUMNER-BUCKLEY HIGHWAY AS IT EXISTED ON NOVEMBER 19, 1962 AND THE SOUTH LINE OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SAID SECTION 29; THENCE NORTH 79°55'00" EAST 54.80 FEET; THENCE NORTH 11°11'00" EAST 62.16 FEET; THENCE NORTH 66°05'00" EAST 81.08 FEET; THENCE SOUTH 25°11'00" EAST 76.34 FEET; THENCE SOUTH 14°02'00" EAST 138.16 FEET; THENCE SOUTH 24°02'00" WEST 79.68 FEET, THENCE NORTH 89°58'00" WEST 146.50 FEET MORE OR LESS TO THE SAID EAST RIGHT-OF-WAY LINE; THENCE NORTHWESTERLY ALONG SAID EAST RIGHT-OF-WAY LINE TO THE POINT OF BEGINNING.

EXCEPT A PROPERTY BEGINNING AT THE EAST RIGHT-OF-WAY LINE OF THE SUMNER-BUCKLEY HIGHWAY AS IT EXISTED ON NOVEMBER 19, 1962 AND THE SOUTH LINE OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SAID SECTION 29; THENCE NORTH 79°55'00" EAST 54.80 FEET; THENCE NORTH 11°11'00" EAST 62.16 FEET; THENCE NORTH 66°05'00" EAST 81.08 FEET; THENCE SOUTH 25°11'00" EAST 76.34 FEET; THENCE SOUTH 14°02'00" EAST TO THE SAID SOUTH LINE; THENCE EASTERLY ALONG SAID SOUTH LINE TO A POINT 325.00 FEET EAST OF THE WEST LINE OF THE EAST HALF OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SAID SECTION 29; THENCE NORTH 29°08'00" WEST 145.50 FEET; THENCE WESTERLY ALONG A LINE PARALLEL TO THE SAID SOUTH LINE 257.75 FEET TO THE SAID WEST LINE; THENCE SOUTHERLY ALONG SAID WEST LINE 124.47 FEET TO THE SAID SOUTH LINE; THENCE EASTERLY ALONG SAID SOUTH LINE TO THE POINT OF BEGINNING. ALSO, EXCEPT THE REMAINDER OF ANY PORTION OF THE EAST 660.00 FEET OF THE SOUTH 1,320.00 OF SAID EAST HALF. ALSO, EXCEPT THE WEST 625.00 FEET OF SAID EAST HALF. ALSO, EXCEPT ROAD AS THEY EXISTED ON JUNE 18, 1984.

ALSO INCLUDING:

BEGINNING AT THE NORTHWEST CORNER OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 32 OF TOWNSHIP 20 NORTH, RANGE 5 EAST, W.M.; THENCE EASTERLY ALONG THE NORTH LINE OF SAID SECTION 32 372.36 FEET TO AN IRON PIPE; THENCE SOUTHERLY 190 FEET TO AN IRON PIPE; THENCE WESTERLY 220 FEET TO AN IRON PIPE; THENCE NORTHERLY 180 FEET; THENCE WESTERLY 152.36 FEET TO THE WEST LINE OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 32; THENCE NORTHERLY ALONG THE WEST LINE OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 32 10 FEET AND THE POINT OF BEGINNING.

ALSO INCLUDING:

BEGINNING AT THE SOUTHWEST CORNER OF THE 40-ACRE TRACT IN THE I. WOOLERY DONATION LAND CLAIM IN SOUTHWEST QUARTER OF SECTION 23 OF TOWNSHIP 20 NORTH, RANGE 4 EAST, W.M., CONVEYED BY SAID WOOLERY TO BENJAMIN F. YOUNG BY DEED RECORDED IN BOOK 4 OF PAGE 734; THENCE S89°47'30"W 191.00 FEET; THENCE N0°14'20"W 672.50 FEET TO THE SOUTH RIGHT-OF-WAY LINE OF VALLEY AVENUE EAST; THENCE N75°11'00"W ALONG THE SAID SOUTH RIGHT-OF-WAY LINE 257.85 MORE OR LESS; THENCE SOUTH 705.00 FEET TO A PIPE MONUMENT WHICH IS S89°46'30"W 250.00 FEET WEST OF THE POINT OF BEGINNING; THENCE S0°39'54"E 469.93 TO A PIPE MONUMENT; THENCE S89°33'42"E 338.54 FEET; THENCE S0°53'22"E TO THE NORTH RIGHT-OF-WAY LINE OF WASHINGTON STATE HIGHWAY ROUTE 167; THENCE EASTERLY ALONG THE SAID NORTH RIGHT-OF-WAY LINE TO A LINE 2,012.505 FEET SOUTH OF THE NORTH LINE OF SAID LAND CLAIM; THENCE EAST ALONG SAID LINE TO THE WEST LINE OF 124TH AVENUE COURT EAST FORMERLY ROESLI ROAD OR 23RD STREET NORTHEAST; THENCE NORTHERLY ALONG THE SAID WEST RIGHT-OF-WAY LINE TO THE SOUTH RIGHT-OF-WAY LINE OF VALLEY AVENUE EAST; THENCE NORTHWESTERLY ALONG THE SAID SOUTH RIGHT-OF-WAY LINE TO THE WEST LINE OF THE 40-ACRE TRACT IN THE I. WOOLERY DONATION LAND CLAIM IN THE SOUTHWEST QUARTER OF SAID SECTION 23; THENCE SOUTHERLY ALONG THE SAID WEST LINE TO THE SOUTHWEST CORNER OF THE 40-ACRE TRACT IN THE I. WOOLERY DONATION LAND CLAIM IN SOUTHWEST QUARTER OF SAID SECTION 23 AND THE POINT OF BEGINNING.

ALSO INCLUDING:

COMMENCING AT A STONE MONUMENT BEING THE INSIDE CORNER ELL OF THE I. WOOLERY DONATION LAND CLAIM IN THE SOUTHEAST QUARTER OF SECTION 23 OF TOWNSHIP 20 NORTH, RANGE 4 EAST, W.M.; THENCE WESTERLY ALONG THE EXTENSION OF THE NORTH LINE OF THE I. WOOLERY DONATION LAND CLAIM IN THE SOUTHEAST

QUARTER OF SAID SECTION 227.20 FEET TO A STONE MONUMENT AND THE POINT OF BEGINNING; THENCE N0°14'20"E 69.80 FEET TO THE SOUTH LINE RIGHT-OF-WAY LINE OF THE UNION PACIFIC RAILROAD, FORMERLY THE CHICAGO-MILWAUKEE-ST. PAUL AND PACIFIC RAILROAD; THENCE NORTHWESTERLY ALONG THE SAID SOUTH RIGHT-OF-WAY LINE TO POINT WHICH IS 449.69 FEET SOUTH OF THE NORTH LINE OF SOUTHWEST QUARTER OF SAID SECTION 23 AND 28.50 FEET WEST OF THE EAST LINE OF THE SOUTHWEST QUARTER OF SAID SECTION 23; THENCE CONTINUING NORTHWESTERLY ALONG THE SAID SOUTH RIGHT-OF-WAY LINE 776.90 FEET; THENCE S10°45'30"W 292.40 FEET TO THE NORTH RIGHT-OF-WAY LINE OF VALLEY AVENUE EAST, THENCE SOUTHEASTERLY ALONG THE SAID NORTH RIGHT-OF-WAY LINE 486.30 FEET; THENCE CONTINUING SOUTHEASTERLY ALONG THE SAID NORTH RIGHT-OF-WAY LINE 854.66 FEET TO AN IRON MONUMENT; THENCE N0°14'20"E TO THE POINT OF BEGINNING, EXCEPT THE WESTERLY 120 FEET.

ALSO INCLUDING:

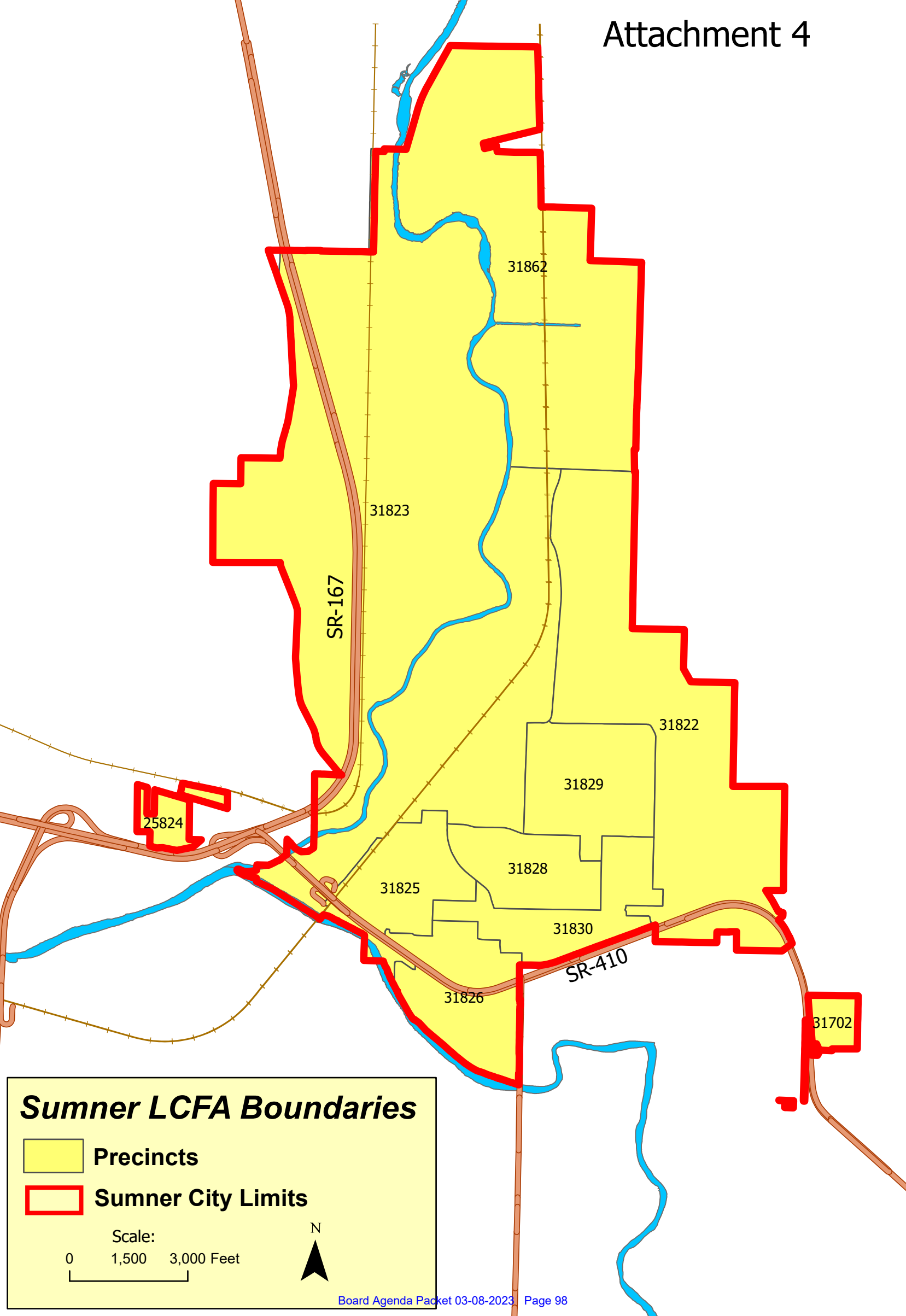
BEGINNING AT THE NORTHWEST CORNER LOT 33 OF THE GREENLAWN ADDITION TO SUMNER IN THE SOUTHEAST QUARTER OF SECTION 23 OF TOWNSHIP 20 NORTH, RANGE 4 EAST, W.M.; THENCE SOUTHERLY ALONG THE WEST LINE OF SAID LOT 33 TO THE NORTH SOUTH BANK OF THE STUCK RIVER; THENCE WESTERLY ALONG THE SOUTH BANK OF THE SAID RIVER TO THE CONFLUENCE OF THE STUCK RIVER AND THE PUYALLUP RIVER; THENCE SOUTHEASTERLY ALONG THE NORTH BANK OF THE PUYALLUP RIVER TO THE WEST LINE OF LOT 34 OF THE GREENLAWN ADDITION TO SUMNER; THENCE SOUTHERLY ALONG THE WEST LINE OF SAID LOT 34 TO THE NORTHWEST CORNER OF LOT 35 OF GREENLAWN ADDITION TO SUMNER IN THE NORTHEAST QUARTER OF SECTION 26 OF TOWNSHIP 20 NORTH RANGE 5 EAST, W.M.; THENCE SOUTHERLY ALONG THE WEST LINE OF SAID LOT 35 TO THE SOUTHWEST CORNER OF SAID LOT 35, THENCE EASTERLY ALONG SOUTH LINE OF SAID LOT 35 TO THE SOUTHEAST CORNER OF SAID LOT 35, ALSO BEING THE WEST RIGHT-OF-WAY LINE OF VACATED MEADE AVENUE; THENCE EASTERLY ALONG THE SOUTH BOUNDARY OF VACATED MEADE AVENUE TO THE EAST LINE OF VACATED MEADE AVENUE, ALSO BEING THE SOUTHWEST CORNER OF LOT 36 OF THE GREENLAWN ADDITION TO SUMNER; THENCE EASTERLY ALONG THE SOUTH LINE OF SAID LOT 36 TO THE SOUTHEAST CORNER OF SAID LOT 36; THENCE NORTHERLY ALONG THE EAST LINE OF SAID LOT 36 TO A POINT 50.00 SOUTH OF THE SOUTH RIGHT-OF-WAY LINE OF HARRISON STREET/63RD STREET EAST; THENCE EASTERLY ALONG A LINE WHICH IS PARALLEL TO AND 50.00 FEET SOUTH OF THE SAID SOUTH RIGHT-OF-WAY LINE 78.00 FEET; THENCE NORTHERLY ALONG A LINE WHICH IS PARALLEL TO AND 78.00 FEET EAST OF THE EAST LINE OF SAID LOT 36 50.00 FEET TO THE SAID SOUTH RIGHT-OF-WAY LINE; THENCE

WESTERLY ALONG THE SAID SOUTH RIGHT-OF-WAY LINE TO THE CENTER LINE OF VACATED MEADE AVENUE; THENCE NORTHERLY ALONG THE SAID CENTERLINE TO THE EASTERN EXTENSION OF THE NORTH LINE OF LOT 33 OF THE GREENLAWN ADDITION TO SUMNER IN THE SOUTHEAST QUARTER OF SECTION 23 OF TOWNSHIP 20 NORTH, RANGE 5 EAST, W.M.; THENCE WESTERLY ALONG THE SAID EASTERN EXTENSION OF SAID LOT 33 TO THE NORTHEAST CORNER OF SAID LOT 33; THENCE WESTERLY ALONG THE NORTH LINE OF SAID LOT 33 TO THE POINT OF BEGINNING.

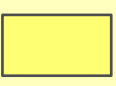
ATTACHMENT 4


Map of the Sumner Library Capital Facility Area

[Attached]



Sumner LCFA Boundaries

 Precincts

 Sumner City Limits

Scale:
0 1,500 3,000 Feet



Board Development

MEMO



Date: February 10, 2023

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

From: Mary Getchell, Marketing and Communications Director

Subject: Election Do's and Don'ts

In preparation if the Pierce County Library System Board of Trustees passes a resolution for a ballot measure for a Library Capital Facility Area (LCFA) and bond for a new Sumner Pierce County Library, following is an overview of what governing boards can and cannot do during elections. In Washington State, the Public Disclosure Commission (PDC) regulates how governing boards can participate in elections. It is the Pierce County Library's responsibility to provide the public with information about library services, operational needs, and any Pierce County Library-related proposed ballot measures. At the same time, the Library and/or its Board of Trustees may not use Pierce County Library funds, facilities, or other resources to advocate for or against any candidate or ballot measure, regardless of it being a Library-related measure or not.

The Do's and Don'ts outline what trustees can and cannot do regarding ballot measures. The direction, based upon requirements from the PDC spells out what trustees can do, such as directing the use of Library resources, equipment, and materials for production and distribution of information about a library-related ballot measure. The direction also states what trustees may do on their own time, which includes supporting or opposing candidates or ballot measures, including library-related measures.

It is important to note, trustees may attend any function or event and voice their opinion about a candidate or ballot measure as long as they are on their own time and are not using any publicly funded resources. This holds true for Board of Trustees participating in such activities on library-related ballot measures. Moreover, in such an activity—Library-related or for any candidate or ballot measure—as an appointed official, trustees may use their title, although they should clarify they are speaking on their own behalf.

The Library and/or trustees can be held legally and individually responsible for infractions of PDC rules. In addition, infractions can result in personal fines.

Elections and the Law

Dos & Don'ts for the Pierce County Library System Board of Trustees

In Washington State, the Public Disclosure Commission (PDC) regulates what governing boards can and cannot do during elections. It is the Pierce County Library System's responsibility to provide the public with factual information about library services, operational needs, and any Pierce County Library-related proposed ballot measures. At the same time, the Library Board of Trustees may not use Pierce County Library funds, facilities, or other resources to advocate for or against any candidate or ballot measure.

Pierce County Library staff, Friends of Library organizations, Foundation Board of Directors, and the Pierce County Library Board of Trustees do not forfeit personal rights to engage in political activities because of their affiliation with the Library System. Staff, Friends, Foundation Directors, and Board of Trustees are all allowed to volunteer in support or opposition to any candidate or ballot measure they choose, as long as they partake in such activities on their own time, using their own resources.

Following are a few more details about what is and is not allowed.

Informational-allowed

Library Board of Trustees can direct the use of Library resources, equipment, and materials for production and distribution of **factual** information about a library-related ballot measure.

Trustees can provide:

- Voter registration information and reminders to vote.
- Plan and rationale for a ballot measure.
- Cost, scope, and tax impact of the measure.
- Election fact sheets and Q&A.

Trustees are allowed to:

- Attend any function or event and voice their opinion about a candidate or ballot measure as long as they are on their own time and are not using any publicly funded resources. Note: an appointed official may use their title, but should clarify they are speaking on their own behalf.
- Put car signs or bumper stickers on their personal cars and property.

Trustees are also welcome to volunteer in support or opposition to any candidate or ballot measure, including those related to the Library System, as long as they do so on their own time, using supplies that do not belong to the Library System.

Promotional-not allowed

Library staff, Friends, Foundation Board of Directors, and trustees **cannot** use Library resources to advocate for or against any ballot measure.

Trustees cannot use Library time or materials for:

- Vote Yes or No materials or activities.
- Collecting money for campaign funds.
- Distributing pro or con information or messages.
- Writing, designing, or distributing any promotional materials.
- Organizing campaign activities.
- Making a statement in support or opposition to any candidate or ballot measure.

Any production or distribution of materials urging support or opposition of candidates or ballot measures are the sole responsibility of independent citizens' committee(s).

Any promotional activities cannot involve Library staff work time, materials, equipment, postage, phone, electronic mail, social media accounts, or any resources paid for or sustained by public funds.

The Library and/or trustees can be held legally and individually responsible for infractions of PDC rules. Infractions can result in personal fines.

If you are unsure about any activity, contact the [Communications Department](#) for clarification. Visit: <https://www.pdc.wa.gov/learn/guidelines-local-government> for additional details.

Officers Reports

MEMO



Date: February 27, 2023

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

From: Gretchen Caserotti, Executive Director

Subject: Policy Review Process

In July 2022, I shared with you that I formed a small subgroup of the Administrative Team to put a comprehensive policy review process in place which will create a framework for the Library's policies and a consistent process we can use to review, update, or sunset the numerous policies we have.

The Board of Trustees is the governing and legislative body for the Library and responsible for setting library policy. The Executive Office has responsibility for library policies under the authority of the Executive Director to implement and operationalize as delegated by the Board of Trustees.

The working group has drafted definitions, guidelines, clarified roles and responsibilities of stakeholders, and outlined a methodology for reviewing and addressing all PCLS policies. After a comprehensive inventory is complete, the Administrative Team will be assisting with evaluating those within their functional areas to determine if they require modification, merging with another policy, sun-setting, or no change. Policy leads will stakeholder policy changes amongst their departmental teams and, when appropriate, consult with legal counsel and the union.

Following the comprehensive policy review and clean up, policies will be reviewed on a regular cycle and presented to the Board for consideration and subsequent action. Whenever possible, we plan to group policies by theme when presenting them for your review and may provide contextual training in tandem to aid in gaining clarity around policy language and your roles and responsibilities as a Board.

We are eager to begin this robust and deliberative review process as we continue to build upon our organizational priorities of service, stabilization and simplification.

MEMO



Date: February 8, 2023

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

From: Mary Getchell, Marketing and Communications Director

Subject: Sumner Pierce County Library Public Information Communications Plan

In preparation if the Pierce County Library System Board of Trustees passes a resolution for a ballot measure for a Library Capital Facility Area (LCFA) and bond for a new Sumner Pierce County Library, the Pierce County Library System has created a New Sumner Library Public Information Plan. The plan outlines the audiences, strategy, activities and tactics, as well as other elements to inform the community of the ballot measure.

The communications goals include the following:

1. Inform the community about a ballot measure for a new Sumner Library.
2. Use normal and customary communications channels to inform.
3. Adhere to timelines from the Pierce County Elections Office.

The communications strategy relies on using the Library System's normal and customary channels to inform Sumner area residents. The Library System will use a variety of communications tactics to inform residents, community leaders, and the news media about funding for the building with an LCFA and bond as well as donations from individuals and organizations and other sources. This phase of the communications focuses on an LCFA and bond measure potentially planned for the August 1, 2023 primary ballot, which runs July 14-Aug. 1, 2023, with the Pierce County Elections Office mailing ballots starting July 14, 2023.

Communications activities and tactics include Library System-owned assets such as its website, collateral (rack card/brochure, bookmark, poster), a digital screen in the Sumner Library, video, e-newsletter, social media; a paid asset for a direct mailing to all Sumner area households; and earned channels such as sharing through local government networks, news media, presentations with civic organizations, and open houses with residents.

In January and February 2023, the Library System engaged with thousands of Sumner area residents and heard their ideas for spaces and services in a new library. The Library System learned about the features, activities, and services the community wants and needs in a new library. At the March board meeting, architects with BuildingWork will provide an overview of the results from the community input.

The City of Sumner owns the building and land where the current Sumner Library is located on Fryar Avenue. The Library System leases space in the current building. The City and Library System are collaborating to build a new library on Main Street East. The ballot measure would create an LCFA and bond to construct a new Sumner Library building. If voters approve an LCFA, it would be an independent taxing district, separate from the City, the Library System and Pierce County, for the sole purpose of funding the new Sumner Library. When the debt is repaid in full, the Library System would assume direct ownership of the library and the LCFA dissolved.

Opportunity

- The Pierce County Library System is informing the public about a Library Capital Facility Area (LCFA) and bond ballot measure for a new community resource – a new Sumner Pierce County Library.
- With an LCFA and bond as well as donations from individuals and organizations and potential state funding, the community would enjoy a new library building.
- If voters approve the ballot measure, the Library System would build a TBD## up to 20,000 square-foot library, with spaces and services important to residents.
- The Library System projects the building to cost TBD## up to \$19 million, with TBD## up to \$15 million from the bond and \$3 million from donations, and potentially another \$1 million or more from state appropriations.
- As of the end of 2022, a Capital Campaign Steering Committee, created by the Pierce County Library Foundation, had raised \$1.5 million toward its \$3 million fundraising goal for the building.
- In early 2023, the Library engaged with thousands of Sumner area residents to include their ideas for the new building.

➤ **Key communications timeframe:**

- **Continue coordinating with City of Sumner and Sumner-Bonney Lake School District Communications Directors:** Ongoing
- **Talking Points:** Final written: March 2023
- **Do's and Don'ts of Elections Overview:** March 2023
- **Ballot measure resolutions, ballot title statements-submit two-one for Primary Election Aug. 1, 2023 and one for General Election Nov. 7, 2023:**
 - **Draft resolutions and ballot title statements:** March 8, 2023 Board meeting and March 13, 2023 City Council study session (along with public engagement and public opinion research results)
 - **Final resolutions and ballot title statements:** Week of March 13, 2023 Board special meeting and March 21, 2023 City Council meeting
 - **Final resolutions due to Elections Office:** Due by May 12, 2023
- **Prepare and support Sumner staff:** March 2023, ongoing
- **Engage Friends of Sumner Library:** March 2023, ongoing
- **Cover to Cover articles:** March-August 2023
- **Home page ad/feature:** Live March 22, 2023
- **Webpage:** Live March 22, 2023
- **Rack card/brochure, bookmark, poster, display boards, content ad for digital interior signs:** Final design: March 21, 2023; print and distribute for go live March 23, 2023
- **Video:** Live March 22, 2023
- **Update news media:** March 2023, ongoing
- **News release:** Projected issuance March 21, 2023
- **E-newsletters to Sumner cardholders:** March-July 2023
- **Social media marketing messages:** March 23-July 2023
- **Direct mail to all households in Sumner:** Drop week of June 12, 2023
- **Open houses in Sumner Library:** Week of June 26, 2023
- **PowerPoint Presentation for civic organizations:** Prepared by March 10, 2023
- **Civic organization, Sumner City Council presentations:** March-July 2023
- **News release and webpage content seeking For and Against Committee Statements (due May 16, 2023):** April 22, 2023

Background

In 2019, the Library System conducted extensive public engagement to learn the public's interest in a new library for Sumner. The City of Sumner owns the current 10,600 square-foot Sumner Library, as well as the land. The Library System leases space in the current building. The community has an opportunity to build a new library on East Main, with services and uses of spaces reflective of community desires. In October 2021, the Library purchased the land to build the new library from the City of Sumner for \$525,914.

Community engagement occurred between June and September 2019 and centered around a survey, library open houses, and activities at community events. Promotional efforts included

marketing on social media and in news media, direct mailings, and an email campaign. The Library System conducted outreach and engagement work in three languages (English, Spanish, and Korean) to ensure diverse participation. In addition, the Library System partnered with the City of Sumner and nearly a dozen community organizations shared information about the public engagement.

Overall, thousands of residents from Sumner participated in the Library System's engagement efforts. The majority of Sumner residents who participated in the engagement effort indicated they support a new library.

In total, 882 people completed the Sumner survey, about 52% of whom reported residing within Sumner's 98390 ZIP code. The relatively high percentage of nonresident survey respondents may indicate that the Sumner Library draws interest from throughout the region and that these residents are interested in the future of the library. Moreover, Sumner boasts among the highest for library cardholders, compared with its population, with the number of active cardholders just slightly higher than the city's population. As of September 2022, 12,324 people had active Pierce County Library cards identifying Sumner Library as their library; and the city of Sumner has 10,246 residents, according to the 2020 Census. In all, 88% of Sumner survey respondents are interested in a new library in Sumner. Specifically, 85% selected access to books, movies, music and other materials as their top priority, with space for reading and relaxing (69%), space for events and classes (68%), space for studying or working (67%), and space for technology (65%).

In January and February 2023, the Library System re-engaged the community to hear residents' ideas and interests for using the spaces and places in a new library. Hundreds of residents shared their opinions on interactive boards in the Sumner Library, via an online survey, at open houses in the library, as well as in civic organization meetings. The Library System gathered information to understand the features, activities, and services the community wanted and needed in a new library.

Communications Goals

1. Inform the community about a ballot measure for a new Sumner Library.
2. Use normal and customary communications channels to inform.
3. Adhere to timelines from the Pierce County Elections Office.

Target Audiences

- Pierce County Library's Board of Trustees
- Local government, Sumner Mayor, Sumner City Council, Sumner-Bonney Lake School District Superintendent/Board of Directors
- Pierce County residents, and specifically Sumner area residents
- Leadership Team
- Staff
- Friends of Sumner Library
- Pierce County Elections Office
- Pierce County Prosecutor
- Community Leaders, specific to Sumner, e.g.: Puyallup/Sumner Chamber of Commerce, Rotary Club of Sumner, Sumner Lions Club, Sumner Main Street Association, Cultural Arts Commission, Gordon Family YMCA in Sumner Advisory Council
- News Media
- Foundation Board of Directors
- Capital Campaign Steering Committee

Strategy

The strategy relies on using the Library System's normal and customary channels to inform Sumner area residents. The Library System will use a variety of communications tactics to inform residents, community leaders, and the news media about funding for the building with a Library Capital Facility Area (LCFA) and bond as well as donations from individuals and organizations and potential state funding.

This phase of the communications focuses on an LCFA and bond measure planned for the August 1, 2023 primary ballot, which runs July 14-Aug. 1, 2023, with the Pierce County Elections Office mailing ballots starting July 14, 2023 (the Elections Office mails the military/overseas ballots on June 16, 2023).

Primary Messengers

- Gretchen Caserotti
- Mary Getchell
- Jasmine Tran
- Sumner Staff

Message Elements

The message elements will be transformed into communications tactics and assets. Each tactic or asset will not include all message elements. The message elements are written primarily in third person.

Key Messages

Ballot Measure

1. The Pierce County Library System and City of Sumner are placing a ballot measure in the August Primary Election for a new Sumner Pierce County Library.
2. The ballot measure would create a Library Capital Facility Area (LCFA) and bond to construct a new Sumner Library building.
3. The LCFA would include all of the properties in the city limits of Sumner and urban growth areas, planned by the City of Sumner TBD##.
4. The TBD## \$15 million bond would provide funding to construct the library, which for the owner of the average assessed home of \$514,308* (rounds to \$514,000), is an investment of approximately TBD## \$7.23-\$8.63 (rounds to \$7-\$9) per month in property taxes.
* Source: Pierce County and Case-Shiller Home Price Indices based on assessed home values in Sumner area.
5. The City of Sumner owns the building and land where the current Sumner Library is located on Fryar Avenue. The Library System leases space in the current building.
6. The library needs to move from the current building as it has reached end of life, requires costly repairs, and is in a difficult to access location. The City and Library System are collaborating to build a new library on Main Street East.

YES Vote: New library building

1. If voters approve the measure, the LCFA would construct a TBD## up to 20,000 square foot library, which is nearly twice the size of the current 10,600 square foot building, on land currently owned by the Library System.
2. The new library would have individual spaces for toddlers to gain literacy skills, for children and families to read and learn, a zone for teens to study and collaborate, places for jobseekers and entrepreneurs to hone their skills, and areas for people of all ages to connect.
3. The new library would offer books and movies to checkout, computers and technology, and meeting spaces and study areas, as well as other services based upon the community's needs.
4. The library would be a multi-generational center for learning, enjoyment, and community.
5. The library would be a destination for children and families providing indoor space to develop a love of reading with literacy rich activities.
6. The library would be built on Main Street E.-across from Fred Meyer, which is near schools, shopping, the senior center, and where people live. The area is walkable and bike-able.
7. The centrally located library would be inclusive and local. Its books, materials, and all services would be accessible for the diverse residents of Sumner.

NO Vote: Leased space for library

1. If voters do not pass the measure, the Library System would look for space to lease to serve as a Sumner Library.
2. Leasing space is subject to the availability of suitable space.

Funding

1. The Library System projects the total project cost TBD## up to \$19 million in today's market, for an up to TBD## 20,000 square foot building.
2. TBD## Up to \$15 million of the funding would come from a bond, if voters approve an LCFA and bond ballot measure.

3. The Library is committed to contributing \$5 million through a variety of sources. (With \$3 million from donations, potentially another \$1 million or more from state appropriations, and another \$1 million from the Library's capital budget. The Library currently has a \$1 million ask of funding from the State of Washington being considered as part of the Department of Commerce's Library Capital Improvement Program.) The private donations and state funding helped to reduce the bond amount.
4. In 2019, the Pierce County Library Foundation commissioned a feasibility study for a capital campaign study and determined individuals and organizations would support up to \$3 million in donations for a new Sumner Library.
5. Tax exemptions are available for senior citizens and people with disabilities who meet certain income requirements. Those residents may be exempt from part or all of this local property tax. To learn more, please call the Pierce County Assessor's Exemption Hotline at 253-798-2169 or visit www.co.pierce.wa.us/707/How-to-Apply.
6. If voters approve an LCFA, it would be an independent taxing district, separate from the City, the Library System, and the County, for the sole purpose of funding the new Sumner Library.
7. The LCFA governing body would be three members of the Pierce County Council, chosen by the entire Pierce County Council.
8. The LCFA would own the building through the life of the bond (projected to be 20 years) and lease space for the building to the Library System.
9. The Library System owns the property where the new library would be built. In October 2021, the Library System invested in plans for a new library and purchased the 1.67-acre site the City of Sumner initially purchased to hold for the new library.
10. Through an inter-local agreement, the Pierce County Library would contract with the LCFA to manage the construction of the new library and to operate it following completion.
11. At the end of the bond, the LCFA would dissolve and it would transfer the title of the building to the Library System.
12. As of December 2022, a Capital Campaign Steering Committee, created by the Library Foundation has raised \$1.5 million toward its fundraising goal of \$3 million for the building.

13. If voters approve the ballot measure, the Foundation will conduct further fundraising.
14. In addition, the Library System is pursuing at least \$1 million in government grants to help fund the building.

Other Messages

1. In January and February 2023, the Library System engaged with thousands of Sumner area residents and heard their ideas for spaces and services in a new library.
2. The Library System learned about the features, activities, and services the community wants and needs in a new library.
3. The spaces and services in a new building would reflect the community's needs and values.
4. One area of interest for the new building is to include space for nonprofit organizations to provide much-needed services for children and families that are not easily available or accessible in east Pierce County.

Activities and Tactics

Activity/Tactic	Audience	Lead Staff	Target Date
Photo shoot with Sumner family for additional communications usage, if needed	Public	Amanda Moore	February 2023
Continue coordinating and sharing communications with City of Sumner and Sumner-Bonney Lake School District Communications Directors	Local governments	Mary	March 2023
Talking Points	Pierce County Library's Board of Trustees Capital Campaign Steering Committee Foundation Board of Directors Leadership Team Staff Friends of Sumner Library Local government Sumner Community Leaders	Mary writes	Draft: February 2023 Final written: March 21, 2023

This plan is the proposed communications blueprint. Actual materials produced will reflect final communications.

Activity/Tactic	Audience	Lead Staff	Target Date
	News Media Pierce County residents Sumner area residents		
Ballot measure resolutions, ballot title statements-submit two-one for Primary Election Aug. 1, 2023 and one for General Election Nov. 7, 2023	Pierce County Library's Board of Trustees Sumner City Council Pierce County Elections Pierce County Prosecuting Attorney Registered Voters, Sumner area	Gretchen/Dan Gottlieb/Petra McBride	<ul style="list-style-type: none"> ▪ Draft resolutions and ballot title statements: March 8, 2023 Board meeting and March 13 City Council study session (along with public engagement and public opinion research results) ▪ Final resolutions and ballot title statements: Week of March 13, 2023 Board special meeting and March 21, 2023 City Council meeting
Election Do's and Don'ts	Pierce County Library's Board of Trustees Staff	Mary	March 8, 2023 Board Meeting March 10, 2023 Cover to Cover
Schedule meetings for March-June 2023 with civic organizations and City Council	Puyallup/Sumner Chamber of Commerce Chamber Collective: Bonney Lake, Buckley, Sumner, Tehaleh, & Lakeland Hills/Lake Rotary Club of Sumner	Petra/Jasmine Tran	Completed by April 14, 2023

Activity/Tactic	Audience	Lead Staff	Target Date
	Sumner Lions Club Sumner Main Street Association Cultural Arts Commission Sumner City Council		
Board of Trustees and Sumner City Council make go/no go decision for ballot measure, passing resolutions, if go	Board of Trustees Sumner City Council	Gretchen	March 2023
Prepare and support Sumner staff for talking with people in library, in community, using talking points and Election Do's and Don'ts	Sumner staff	Jasmine	March 2023, ongoing
Engage Friends	Friends of Sumner Library	Jasmine	March 2023, ongoing
Cover to Cover articles to keep staff informed	Staff	Mary writes for Gretchen	Monthly March-August 2023
Home page ad/feature	Pierce County Library's Board of Trustees Capital Campaign Steering Committee Foundation Board of Directors Library Local government	Nicole Milbradt	Live March 22, 2023

Activity/Tactic	Audience	Lead Staff	Target Date
	Sumner Community Leaders Pierce County residents Sumner area residents		
Webpage with information about ballot measure-pulling from talking points sumlib.pcls.us	Pierce County Library's Board of Trustees Capital Campaign Steering Committee Foundation Board of Directors Library Local government Sumner Community Leaders Pierce County residents Sumner area residents	Nicole	Live March 22, 2023
News release, ballot measure	News media Public	Mary	Projected issuance March 21, 2023
E-newsletters to Sumner cardholders	Sumner residents	Mary/Somer Hanson/ Communications Specialist (CS)	March-July, monthly
Social media marketing messages	Pierce County residents Sumner area residents Local government Sumner Community Leaders	Nicole	March-July, twice monthly
Rack card/brochure at Sumner Library, curbside bags, and hold pickup items Translate to Spanish	Sumner area residents	Mary/Senior Graphic Designer (SGD)	Final design: March 21, 2023. Print and distribute for go live March 23, 2023

Activity/Tactic	Audience	Lead Staff	Target Date
Bookmarks at Sumner Library	Sumner area residents	Mary/SGD	Final design: March 21, 2023. Print and distribute for go live March 23, 2023
Posters at Sumner Library and for distribution in the community	Sumner area residents	Mary/SGD	Final design: March 21, 2023. Print and distribute for go live March 23, 2023
Content ad for digital interior sign at Sumner Library	Sumner area residents	Nicole/SGD	Final design: March 21, 2023. Print and distribute for go live March 23, 2023
Update video to include information about need to move from current location, LCFA and bond, ballot measure	Sumner area residents	Mary/Nicole/Gray Video Productions	Final update: March 10, 2023 Live March 22, 2023
Update PowerPoint Presentation for civic organizations	Puyallup/Sumner Chamber of Commerce Chamber Collective: Bonney Lake, Buckley, Sumner, Tehaleh, & Lakeland Hills/Lake Rotary Club of Sumner Sumner Lions Club Sumner Main Street Association Cultural Arts Commission	Mary/Amanda	Updated by March 10, 2023
Direct mail to all households in	Sumner area residents	Mary/SGD/Amanda	Final design: April 28, 2023

Activity/Tactic	Audience	Lead Staff	Target Date
Sumner area			Drop on June 12, 2023
News Release and webpage content, For and Against Committees	News media Public	Mary/Nicole	April 22, 2023
Submit Committee Member Appointment Form, as applicable	Pierce County Elections Office	Petra McBride	Due May 16, 2023
Open houses in Sumner Library—two open houses, one afternoon and one evening	Sumner area residents	Mary/Gretchen/Jasmine	Week of June 26, 2023

Evaluation

1. Plan implemented on time and on budget.
2. Number of editorials/news stories: Goal-1.
3. Number of civic organization presentations: Goal 4.
4. E-newsletter open rate: meets industry standard.
5. Number of attendees at open houses: Goal-50.

MEMO



Date: February 26, 2023

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

From: Connie Behe, Public Services Deputy Director

Subject: Administrative Center and Library Service Update

In 2021, when analyzing services to re-instate after pandemic-related closures, the Administrative Team determined that the Administrative Center and Library (ACL) lobby would not be a priority for re-opening for general library services. Prior to closure in 2020, the ACL lobby was staffed by Outreach staff and offered a small browsing collection, holds pick up, computers and faxing services, as well as meeting rooms.

When conducting a subsequent cost benefit analysis, we identified the meeting rooms as the most in demand service for the community and that the cost of staffing the lobby outweighed the benefits of offering more given the low use. In addition, there is a full service library (Summit) within one mile of ACL.

MEMO



Date: March 1, 2023

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

From: Kayce Hall, Customer Experience Director-Staff Operations

Subject: New Library Hours of Operation

The library system reduced hours of operation at all library locations as a result of the pandemic. Initially, hours were reduced substantially, and over time some hours were restored. While the pandemic is not officially declared as over, things have stabilized socially and organizationally. It is time to expand hours in our libraries to serve our communities and resume pre-pandemic levels of hours.

Many pieces of data were used to inform the new hours. We made the decision to dig in and really look at community needs instead of strictly reverting to pre-pandemic hours of operation. We collected data like hourly door counts, hourly circulation and computer use, we looked at averages of the number of customers waiting for the library to open in the morning as well as the customers that were in the library at closing time. We also considered feedback that we heard from community members, equity of access, and library use patterns that have changed over time.

We have taken a phased approach to the change of hours. The Tillicum Library shifted hours back in December. Our small libraries including Buckley, DuPont, Eatonville, Fife, Milton/Edgewood, Orting, Steilacoom, and Key Center expanded hours on February 27th. The remainder of our libraries will adjust hours on March 12th.

Some additional things to note. Gig Harbor and South Hill have slightly different hours than other large locations. There is a community need and interest in shifting hours earlier in the day at Gig Harbor particularly. We plan to have South Hill on the other side of the county also have the earlier open time. While South Hill has historically been a bit busier in the evening than Gig Harbor, their primary traffic is still earlier in the day. We do not have extensive data on what use may look like in the 9am-10am hour, and we would like to test it in these two locations.

There is a net increase in the total hours open to the public from pre-pandemic hours, though it is modest. Our small libraries will all increase their open hours, large libraries will increase or stay the same as pre-Covid, and medium libraries will decrease the number of open hours.

Sunday hours have been eliminated at mid-sized libraries, but expanded at large libraries. The mid-sized libraries without Sunday hours will include Bonney Lake, Graham, and Summit. The large libraries that are gaining hours include Gig Harbor, Parkland/Spanaway, South Hill, and University Place. The Sumner Library will maintain their existing Sunday open hours. This will allow for more robust services and availability for the public at our large locations, without removing access from a significant number of customers.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Pre-Covid Total
AI				11-2				3	3
BLK	Closed	10-8	10-8	10-8	10-8	10-6	10-5	55	60
BUC	Closed	10-7	10-7	10-7	10-6	10-6	10-5	50	47
DPT	Closed	10-7	10-7	10-7	10-6	10-6	10-5	50	47
EAT	Closed	10-7	10-7	10-7	10-6	10-6	10-5	50	47
FIF	Closed	10-7	10-7	10-7	10-6	10-6	10-5	50	47
GHM	Closed	10-8	10-8	10-8	10-8	10-6	10-5	55	60
GIG	10-5	9-7	9-7	9-7	9-7	9-6	10-6	64	63
KC	Closed	10-7	10-7	10-7	10-6	10-6	10-5	50	47
MIL	Closed	10-7	10-7	10-7	10-6	10-6	10-5	50	47
ORT	Closed	10-7	10-7	10-7	10-6	10-6	10-5	50	47
PKS	10-5	10-8	10-8	10-8	10-8	10-6	10-6	63	63
SH	10-5	9-7	9-7	9-7	9-7	9-6	10-6	64	63
SMT	Closed	10-8	10-8	10-8	10-8	10-6	10-5	55	60
STL	Closed	10-7	10-7	10-7	10-6	10-6	10-5	50	47
SUM	1-5	10-7	10-7	10-7	10-6	10-6	10-5	54	63
TIL	Closed	12-7	12-7	11-6	11-6	11-6	11-5	41	39
UP	10-5	10-8	10-8	10-8	10-8	10-6	10-6	63	63
								919	914