

AGENDA

Regular Meeting of the Pierce County Library System Board of Trustees
April 12, 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@piercecounitylibrary.org by 2:00 p.m. on April 12. 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 March 8, 2023, Regular Meeting
2. Approval of March 2023 Payroll, Benefits and Vouchers
3. Eatonville Library Air Handling Unit Replacement
4. Resolution 2023-06: To Declare Furnishings and Equipment Surplus to Public Service Needs

Board Development

1. Upcoming Policy and Facility Decision-Making Resources

Executive Director Report

1. Executive Director Report
 - a. Fundraising Performance Report
 - b. Metrics Dashboard
 - c. February 2023 Financial Report
 - d. Public Services Report
 - e. Proposed Updates to Public Services Reports

New Business

1. 2022 Year-End Financial Review [ACTION]
 - a. Resolution 2023-07: To Transfer a Portion of the General Fund Balance to the Capital Improvements Fund
 - b. Resolution 2023-08: To Close the 2022 Fiscal Year

Unfinished Business

1. Systemwide Public Opinion Survey Results
2. Interim Lakewood Library Update
3. Downtown Lakewood Library
 - a. Building Sizes
 - b. Building Timeline and Funding Overview
4. Resolution 2023-09: To Declare the Lakewood Library Building Surplus [ACTION]
5. Buckley Library Site Evaluation Update [ACTION]

New Business (cont.)

1. Resolution 2023-10: Eliminating Assessing Overdue Fines and Canceling Outstanding Library Fine Balances [ACTION]
2. Master Facility Planning

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

1. Policy Review Project
2. WellCity Award
3. February 2023 Special Election Results
4. Leadership Development

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 3:35 pm. Board members present were Jamilyn Penn, Pat Jenkins, Abby Sloan, Neesha Patel and Pam Duncan. The meeting was conducted in person, with the option of virtual attendance.

PUBLIC COMMENT

Public comments relating to the Lakewood Library were made by Lakewood residents Casey Crook and Christina Manetti.

CONSENT AGENDA

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

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

EXECUTIVE DIRECTOR REPORTS

Executive Director Report – Executive Director Gretchen Caserotti provided an update on the legislative session. She noted the Library expects to hear updates on its capital funding requests after March 20, 2023. She reported she is finalizing the Board development calendar for the remainder of 2023.

Also noted was the launch of the Foundation’s new platform, Free Will, having already received two bequests since its recent launch date.

Monthly Dashboard – The monthly statistics reflect there were more library cards issued this month year over year.

Financial Reports – these are now being produced from the new HR/Finance system. She invited the Board’s feedback on the format of the new reports.

Public Services Reports – Executive Director Caserotti highlighted the story from the Parkland Library in which a patron was successful in finding a job as a result of the assistance they received from staff through the Book a Librarian program. She extended her thanks to staff at the branch.

UNFINISHED BUSINESS

Approve Interim Lakewood Library Bid Award and Purchase Order – Executive Director Gretchen Caserotti directed the Trustees to the related memo and expressed her understanding around the passion and feelings of members of the community around the Lakewood Library process. The Library has been working for many months to provide an interim library to provide service to the community until the

process of determining the long-term library direction and funding is known. She stressed the importance of providing an interim space and commitment to this process. She also praised Facilities Manager Christina Neville-Neal for managing multiple requirements and bringing the work into a scope that ensures service delivery at the fastest rate possible. Following approval of the bid and awarding of the contract, the architectural drawing will be finalized and ready for approval to begin construction. Site design and civil engineering activities for the landscaping are ready to be implemented upon approval of the contract. Executive Director Caserotti noted the amounts reflected in the memo are estimates only and that the Library would issue requests for bids for the public works contracts at the appropriate time.

Executive Director Caserotti noted the difficulty in committing to a timeframe before developing a full project schedule, which would begin upon approval of the contract. She added that funding and building a modular building will be much quicker than a new construction project.

The total budget for the project is estimated at 8.7 million, however, the Library estimates the modular building will come in under budget. Trustees commended staff for applying value engineering to help reduce costs without materially changing the scope of the project. Executive Director Caserotti noted the findings from the coordination with the City of Lakewood that residents contribute approximately \$4 million in property taxes annually to the entire PCLS budget and this project is applying about two years of those taxes to the interim library (in rough estimates).

Trustee Duncan moved to award Modern Building Systems as the successful responsive bidder for the Lakewood Interim Library Project. Trustee Jenkins seconded the motion. Motion carried.

Trustee Jenkins moved to authorize the Library to create a purchase order to Modern Building Systems in the amount not to exceed \$7,000,000. Trustee Patel seconded the motion. Motion carried.

Downtown Lakewood Library Direction on Building Removal – Executive Director Caserotti noted the Library would provide information on the considerations of various sized libraries at the April meeting.

The 180-day extension granted to the Library to provide the City of Lakewood with its intentions regarding the building on Wildaire Rd. expires this month. In an effort to move forward with firm commitments in the direction of demolishing the Lakewood Library building, Executive Director Caserotti requested the Board's approval of the motion before them. She noted there would be a number of steps and requirements involved before the building is removed, including surveys, permits and architectural consultation.

Trustees stressed the importance of making note of the timeline that outlines how the Library arrived at the decision before them regarding the demolition of the current building. They also expressed hope Lakewood residents would see this is a difficult and good faith effort to provide them with the type of library services they are accustomed to.

Trustee Sloan moved to direct Executive Director Caserotti to plan for removal and to formally notify the City of Lakewood. Trustee Jenkins seconded the motion. Motion carried.

Systemwide Public Opinion Survey Results – Marketing and Communications Director Mary Getchell provided an overview of the scientific survey. The last survey was conducted in 2018. The current survey

reflects differences in the methodology from those conducted in 2017 and 2018. She introduced Brian Vines and Ian Stewart, from EMC Research, who reviewed the results. Residents of the Library's service area received a postcard inviting them to take the survey online or to request a live telephone interview. The survey was conducted in English and Spanish. The data collection took place between mid-January and early March. Approximately 500 interviews were conducted.

Sumner Library Survey Results – The Sumner survey mirrors the system wide survey. The purpose of this survey was to gauge interest of respondents in a potential new Sumner Library. Approximately 152 survey results were received. 70% were Library cardholders.

Public Engagement Results Discussion – BuildingWork partner and architect Kate Wieland provided an overview of the results of the Sumner Library public engagement results. Over 200 online responses were received through interactive boards in libraries, online surveys, open houses and civic meeting attendance. Overarching themes acknowledge a changing community and competing needs that are addressed by a public library.

Sumner Library Capital Facility Area – Executive Director Caserotti noted the Sumner City Council passed their resolution to proceed with the ballot measure. The proposed boundaries are the city limits of the city of Sumner which leaves an approx. \$10 per month impact on taxpayers. Questions arose whether limiting boundaries to the city limits allows for a large enough voter turnout base.

Trustee Sloan moved for approval of 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. Trustee Patel seconded the motion. Motion carried.

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

BOARD DEVELOPMENT

Election Do's and Don'ts for Public Officers – Marketing and Communications Director Mary Getchell provided an overview of conduct required by public officers as it relates to the potential of bringing a ballot measure to the voters.

OFFICERS REPORTS

Policy Review Process – Executive Director Caserotti reported the Library is undergoing a robust internal process to develop a comprehensive policy review structure in order to better aid the Board in setting policies.

ANNOUNCEMENTS

Executive Director Caserotti will address Trustee Patel's questions about the long-term Lakewood Library timeline at the April meeting.

The Library was recognized with the WellCity award. Executive Director Caserotti thanked the Wellness Committee for its efforts in achieving the award again this year, resulting in a 2% insurance discount.

Executive Director Caserotti shared information on the March 17, 2023, training on the First Amendment and library collections, held at the Kitsap Library.

Library Giving Day is April 4, 2023.

Trustee Sloan shared her appreciation for UP Library staff for the care and attention they provide her family during their visits.

ADJOURNMENT

The meeting was adjourned at 5:37 pm on motion by Trustee Duncan, seconded by Trustee Sloan.

Gretchen Caserotti, Secretary

Jamilyn Penn, Chair

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

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	*	03/06/2023 - 03/21/2023	\$ -
Electronic Payments - Payroll & Acct Payable		3/6/2023	\$ 902,630.64
Electronic Payments - Payroll & Acct Payable		3/21/2023	\$ 981,571.85
Accounts Payable Warrants	704117 - 704279	03/01/2023 - 03/31/2023	\$ 1,189,679.37
Total:			<u>\$ 3,073,881.86</u>

** We have found a way to pre-note accounts for payroll direct deposit and will no longer need to issues warrants for the employees first checks. This will help to reduce the burden to the employee and payroll warrants will only show if there was a need for any one-off check runs. We will remove this row after this reporting period.*

As of 04.04.2023

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: 3/06/23 Payroll

Withdrawal Date: 3/6/2023

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	71,382.11
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	59,084.60
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	59,084.60
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	558,679.68
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	12,379.27
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	50,046.21
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	79,000.08
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	10,439.99
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	2,534.10
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						\$ 902,630.64

Certification:

Stacy Karabotsos
 Signature (Department Designee)

3/2/2023
 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@piercecounyalibrary.org
 Comments: 3/21/23 Payroll

Withdrawal Date: 3/21/2023

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	77,801.03
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	64,089.53
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	64,089.53
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	610,570.63
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	13,419.13
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	55,483.62
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	87,297.96
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	-
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	198.45
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	425.05
Total Deposit						\$ 981,571.85

Certification:

Stacy Karabotsos
 Signature (Department Designee)

3/18/2023
 Date

Comments:

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
704117	03/03/2023	PRINTED	341	BAKER & TAYLOR	0.00	8,362.14	03/10/2023
704118	03/03/2023	PRINTED	638	CITY OF BUCKLEY	0.00	259.06	03/09/2023
704119	03/03/2023	PRINTED	652	CASCADE COMPUTING LLC	150.00	0.00	
704120	03/03/2023	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	686.58	03/10/2023
704121	03/03/2023	PRINTED	124	CONSOLIDATED TECHNOLOGY SERVICES	0.00	586.66	03/10/2023
704122	03/03/2023	PRINTED	142	CUMMINS SALES AND SERVICE	0.00	1,015.06	03/09/2023
704123	03/03/2023	PRINTED	2370	FENCE SPECIALISTS LLC	0.00	9,900.00	03/08/2023
704124	03/03/2023	PRINTED	460	GRAY MEDIA PRODUCTIONS LLC	0.00	2,100.00	03/09/2023
704125	03/03/2023	PRINTED	497	HUB INTERNATIONAL	1,206.00	0.00	
704126	03/03/2023	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	272.96	03/09/2023
704127	03/03/2023	PRINTED	710	IRON MOUNTAIN INC	0.00	434.86	03/09/2023
704128	03/03/2023	PRINTED	6	CITY OF LAKEWOOD	0.00	500.00	03/08/2023
704129	03/03/2023	PRINTED	26	LINGO	182.49	0.00	
704130	03/03/2023	PRINTED	2492	ROBERT LIU-TRUJILLO	0.00	250.00	03/09/2023
704131	03/03/2023	PRINTED	2491	TYRAH MAJORS	0.00	350.00	03/13/2023
704132	03/03/2023	PRINTED	211	MIDWEST TAPE	0.00	7,984.89	03/10/2023
704133	03/03/2023	PRINTED	216	CITY OF MILTON	0.00	434.43	03/08/2023
704134	03/03/2023	PRINTED	227	MOUNTAIN MIST	0.00	34.67	03/07/2023
704135	03/03/2023	PRINTED	2161	PARABLE TACOMA LLC	350.00	0.00	
704136	03/03/2023	PRINTED	776	PUGET SOUND ENERGY	0.00	4,298.66	03/08/2023
704137	03/03/2023	PRINTED	782	QUALITY BUSINESS SYSTEMS INC	0.00	1,290.07	03/10/2023
704138	03/03/2023	PRINTED	61	RICOH USA INC	0.00	1,119.98	03/09/2023
704139	03/03/2023	PRINTED	85	SARCO SUPPLY LLC	0.00	488.52	03/07/2023
704140	03/03/2023	PRINTED	883	KATHRYN MARIE GAVIGAN	0.00	325.00	03/09/2023
704141	03/03/2023	PRINTED	2097	SENTINEL PEST CONTROL	0.00	229.32	03/16/2023
704142	03/03/2023	PRINTED	273	TOWN OF STEILACOOM	0.00	1,286.97	03/08/2023
704143	03/03/2023	PRINTED	2529	RAY STOEVE	0.00	250.00	03/09/2023
704144	03/03/2023	PRINTED	290	SURPRISE LAKE SQUARE LLC	0.00	12,138.41	03/08/2023
704145	03/03/2023	PRINTED	2537	TITUS-WILL FORD SALES INC	0.00	59,371.77	03/08/2023
704146	03/03/2023	PRINTED	672	CITY OF UNIVERSITY PLACE	0.00	62.37	03/09/2023
704147	03/03/2023	PRINTED	2515	COLLIN VEENSTRA	0.00	200.00	03/10/2023
704148	03/03/2023	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	1,212.77	03/08/2023
704149	03/03/2023	PRINTED	810	WAYNES ROOFING INC	0.00	758.25	03/07/2023
704150	03/03/2023	PRINTED	811	WCP SOLUTIONS	0.00	1,948.83	03/07/2023
704151	03/06/2023	PRINTED	314	AFSCME AFL-CIO	0.00	12,960.61	03/30/2023
704152	03/06/2023	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	2,458.88	03/10/2023
704153	03/06/2023	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	0.00	457.67	03/10/2023
704154	03/06/2023	PRINTED	613	VOLUNTARY EMPLOYEES' BENEFICIA	0.00	7,115.26	03/13/2023
704155	03/10/2023	PRINTED	341	BAKER & TAYLOR	0.00	20,738.16	03/17/2023
704156	03/10/2023	PRINTED	2546	BIG HORN COUNTY PUBLIC LIBRARY	0.00	35.00	03/31/2023
704157	03/10/2023	PRINTED	432	CITY OF BONNEY LAKE	0.00	285.43	03/14/2023
704158	03/10/2023	PRINTED	642	BUILDINGWORK LLC	0.00	72,238.73	03/14/2023

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
704159	03/10/2023	PRINTED	124	CONSOLIDATED TECHNOLOGY SERVICES	0.00	591.11	03/17/2023
704160	03/10/2023	PRINTED	1001	DATA QUEST LLC	0.00	191.03	03/17/2023
704161	03/10/2023	PRINTED	1015	EASTERN WASHINGTON UNIVERSITY LIBRARIES	0.00	125.00	03/20/2023
704162	03/10/2023	PRINTED	402	FIRGROVE MUTUAL WATER COMPANY	0.00	256.12	03/14/2023
704163	03/10/2023	PRINTED	2499	FLOHAWKS	0.00	798.73	03/15/2023
704164	03/10/2023	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	1,415.59	03/16/2023
704165	03/10/2023	PRINTED	1886	LAMAR COMPANIES	0.00	1,805.00	03/17/2023
704166	03/10/2023	PRINTED	211	MIDWEST TAPE	0.00	7,070.92	03/17/2023
704167	03/10/2023	PRINTED	228	MULTICULTURAL BOOKS & VIDEOS	0.00	2,676.00	03/17/2023
704168	03/10/2023	PRINTED	520	CITY OF ORTING	0.00	188.52	03/16/2023
704169	03/10/2023	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	130.00	03/14/2023
704170	03/10/2023	PRINTED	552	PENINSULA LIGHT CO	0.00	1,043.43	03/14/2023
704171	03/10/2023	PRINTED	1037	PIERCE COUNTY SEWER	0.00	1,021.98	03/17/2023
704172	03/10/2023	PRINTED	61	RICOH USA INC	0.00	463.84	03/16/2023
704173	03/10/2023	PRINTED	61	RICOH USA INC	0.00	1,542.66	03/17/2023
704174	03/10/2023	PRINTED	2097	SENTINEL PEST CONTROL	0.00	383.74	03/24/2023
704175	03/10/2023	PRINTED	581	TILlicum COMMUNITY SERVICE CEN	0.00	6,235.76	03/16/2023
704176	03/10/2023	PRINTED	605	US BANK	0.00	241,052.34	03/15/2023
704177	03/10/2023	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	595.25	03/15/2023
704178	03/10/2023	PRINTED	2015	WEX BANK	0.00	3,359.16	03/15/2023
704179	03/13/2023	PRINTED	335	AWC EMPLOYEE BENEFIT TRUST	0.00	267,680.15	03/22/2023
704180	03/17/2023	PRINTED	341	BAKER & TAYLOR	0.00	16,992.49	03/27/2023
704181	03/17/2023	PRINTED	1789	BARSNESS GROUP	0.00	20,010.00	03/27/2023
704182	03/17/2023	PRINTED	427	BLACKSTONE PUBLISHING	0.00	93.30	03/23/2023
704183	03/17/2023	PRINTED	642	BUILDINGWORK LLC	0.00	4,862.50	03/21/2023
704184	03/17/2023	PRINTED	2238	BYLINE FINANCIAL GROUP	0.00	454.67	03/30/2023
704185	03/17/2023	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	169.80	03/24/2023
704186	03/17/2023	PRINTED	1001	DATA QUEST LLC	0.00	219.00	03/23/2023
704187	03/17/2023	PRINTED	160	DEPT OF ECOLOGY	0.00	522.03	03/24/2023
704188	03/17/2023	PRINTED	369	EHS-INTERNATIONAL INC	0.00	2,219.25	03/22/2023
704189	03/17/2023	PRINTED	2428	EMC RESEARCH INC	0.00	31,850.00	03/23/2023
704190	03/17/2023	PRINTED	2383	EMPOWERING CONNECTIONS LLC	0.00	175.00	03/29/2023
704191	03/17/2023	PRINTED	399	CITY OF FIFE	0.00	738.83	03/27/2023
704192	03/17/2023	PRINTED	419	GALE	0.00	3,440.00	03/24/2023
704193	03/17/2023	PRINTED	446	CITY OF GIG HARBOR	0.00	822.35	03/22/2023
704194	03/17/2023	PRINTED	447	GIG HARBOR CHAMBER OF COMMERCE	0.00	625.00	03/29/2023
704195	03/17/2023	PRINTED	455	GORDON THOMAS HONEYWELL LLP	0.00	17,601.46	03/22/2023
704196	03/17/2023	PRINTED	2535	HAYSTACK CONSULTING	1,700.00	0.00	
704197	03/17/2023	PRINTED	486	HILLIS CLARK MARTIN & PETERSON	0.00	658.00	03/22/2023
704198	03/17/2023	PRINTED	41	MAGNOLIA JOURNAL	20.00	0.00	
704199	03/17/2023	PRINTED	2307	MARIAN MAXWELL	0.00	300.00	03/22/2023
704200	03/17/2023	PRINTED	208	MICROWEST SOFTWARE SYSTEMS INC	0.00	5,145.00	03/31/2023

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
704201	03/17/2023	PRINTED	227	MOUNTAIN MIST	0.00	27.28	03/22/2023
704202	03/17/2023	PRINTED	228	MULTICULTURAL BOOKS & VIDEOS	0.00	1,260.00	03/24/2023
704203	03/17/2023	PRINTED	2243	GEODESIGN INC	0.00	9,302.75	03/23/2023
704204	03/17/2023	PRINTED	1200	PIONEER PACKAGING	0.00	478.51	03/21/2023
704205	03/17/2023	PRINTED	765	PROQUEST LLC	19,275.42	0.00	
704206	03/17/2023	PRINTED	776	PUGET SOUND ENERGY	0.00	832.00	03/22/2023
704207	03/17/2023	PRINTED	782	XEROX CORPORATION	0.00	179.16	03/24/2023
704208	03/17/2023	PRINTED	61	RICOH USA INC	0.00	1,275.81	03/24/2023
704209	03/17/2023	PRINTED	78	RWC INTERNATIONAL LTD	0.00	4,129.48	03/23/2023
704210	03/17/2023	PRINTED	85	SARCO SUPPLY LLC	0.00	434.41	03/21/2023
704211	03/17/2023	PRINTED	2097	SENTINEL PEST CONTROL	557.36	0.00	
704212	03/17/2023	PRINTED	1219	SONITROL PACIFIC	0.00	482.29	03/21/2023
704213	03/17/2023	PRINTED	284	SUMMIT WATER & SUPPLY CO	0.00	1,120.96	03/21/2023
704214	03/17/2023	PRINTED	303	TACOMA PIERCE COUNTY CHAMBER	0.00	500.00	03/23/2023
704215	03/17/2023	PRINTED	594	TYLER BUSINESS FORMS	0.00	383.53	03/24/2023
704216	03/17/2023	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	1,320.77	03/22/2023
704217	03/17/2023	PRINTED	811	WCP SOLUTIONS	0.00	533.20	03/21/2023
704218	03/23/2023	PRINTED	313	AFLAC	3,670.26	0.00	
704219	03/23/2023	PRINTED	684	COLONIAL SUPPLEMENTAL INSURANC	174.00	0.00	
704220	03/23/2023	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	2,250.54	0.00	
704221	03/23/2023	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	0.00	457.67	03/24/2023
704222	03/24/2023	PRINTED	341	BAKER & TAYLOR	0.00	23,372.62	03/31/2023
704223	03/24/2023	PRINTED	427	BLACKSTONE PUBLISHING	0.00	89.97	03/30/2023
704224	03/24/2023	PRINTED	652	CASCADE COMPUTING LLC	375.00	0.00	
704225	03/24/2023	PRINTED	657	CENGAGE LEARNING	0.00	201.79	03/31/2023
704226	03/24/2023	PRINTED	669	CHUCKALS INC	0.00	2,336.35	03/28/2023
704227	03/24/2023	PRINTED	998	CINTAS CORPORATION	1,519.98	0.00	
704228	03/24/2023	PRINTED	2028	DAVIS DOOR SERVICE INC	0.00	13,101.74	03/28/2023
704229	03/24/2023	PRINTED	184	CITY OF DUPONT	0.00	60.00	03/29/2023
704230	03/24/2023	PRINTED	370	ELITE PROPERTY INVESTMENTS LLC	0.00	12,060.80	03/31/2023
704231	03/24/2023	PRINTED	2499	FLOHAWKS	0.00	6,494.42	03/29/2023
704232	03/24/2023	PRINTED	703	INGRAM LIBRARY SERVICES	462.20	0.00	
704233	03/24/2023	PRINTED	2300	KPFF INC	0.00	6,800.00	03/30/2023
704234	03/24/2023	PRINTED	2338	LIBRARY IDEAS LLC	4,961.65	0.00	
704235	03/24/2023	PRINTED	36	LOGIC INTEGRITY INC	1,520.00	0.00	
704236	03/24/2023	PRINTED	211	MIDWEST TAPE	0.00	9,486.55	03/31/2023
704237	03/24/2023	PRINTED	2553	AUGUSTANA UNIVERSITY	397.50	0.00	
704238	03/24/2023	PRINTED	2345	TRISHA MUSCHETT	35.00	0.00	
704239	03/24/2023	PRINTED	1081	NASIM LANDSCAPE	0.00	9,508.78	03/28/2023
704240	03/24/2023	PRINTED	2531	PATCH MY PC LLC	3,927.00	0.00	
704241	03/24/2023	PRINTED	552	PENINSULA LIGHT CO	0.00	2,065.84	03/28/2023
704242	03/24/2023	PRINTED	776	PUGET SOUND LIGHT ENERGY	0.00	4,112.29	03/28/2023

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
704243	03/24/2023	PRINTED	860	PUPPETS PLEASE	0.00	300.00	03/29/2023
704244	03/24/2023	PRINTED	782	QUALITY BUSINESS SYSTEMS INC	0.00	1,473.75	03/31/2023
704245	03/24/2023	PRINTED	61	RICOH USA INC	0.00	1,882.76	03/29/2023
704246	03/24/2023	PRINTED	61	RICOH USA INC	0.00	1,920.50	03/30/2023
704247	03/24/2023	PRINTED	85	SARCO SUPPLY LLC	0.00	538.99	03/28/2023
704248	03/24/2023	PRINTED	1891	SEATTLE PUBLIC LIBRARY	26.95	0.00	
704249	03/24/2023	PRINTED	103	SEDGWICK CLAIMS MANAGEMENT SERVICE, INC	0.00	1,885.58	03/29/2023
704250	03/24/2023	PRINTED	2097	SENTINEL PEST CONTROL	381.78	0.00	
704251	03/24/2023	PRINTED	249	SMITH FIRE SYSTEMS INC	0.00	754.67	03/29/2023
704252	03/24/2023	PRINTED	1642	SOLARWINDS	0.00	753.68	03/29/2023
704253	03/24/2023	PRINTED	299	TACOMA PUBLIC LIBRARY	0.00	25.00	03/31/2023
704254	03/24/2023	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	1,807.24	03/29/2023
704255	03/24/2023	PRINTED	2503	LEONARD H WILLIAMS III	250.00	0.00	
704256	03/24/2023	PRINTED	2524	DANIEL WINKLER	350.00	0.00	
704257	03/24/2023	PRINTED	2008	ZPROCIS SOLUTIONS INC	2,760.00	0.00	
704258	03/24/2023	PRINTED	2570	KLDISCOVERY ONTRACK LLC	0.00	682.97	03/30/2023
704259	03/31/2023	PRINTED	341	BAKER & TAYLOR	19,465.21	0.00	
704260	03/31/2023	PRINTED	642	BUILDINGWORK LLC	55,472.89	0.00	
704261	03/31/2023	PRINTED	657	CENGAGE LEARNING INC / GALE	78.75	0.00	
704262	03/31/2023	PRINTED	400	FIFE MILTON EDGEWOOD CHAMBER	300.00	0.00	
704263	03/31/2023	PRINTED	455	GORDON THOMAS HONEYWELL LLP	90.00	0.00	
704264	03/31/2023	PRINTED	482	HERMANSON COMPANY LLP	31,292.19	0.00	
704265	03/31/2023	PRINTED	486	HILLIS CLARK MARTIN & PETERSON	2,044.00	0.00	
704266	03/31/2023	PRINTED	497	HUB INTERNATIONAL	2,309.00	0.00	
704267	03/31/2023	PRINTED	703	INGRAM LIBRARY SERVICES	524.77	0.00	
704268	03/31/2023	PRINTED	26	LINGO	217.55	0.00	
704269	03/31/2023	PRINTED	211	MIDWEST TAPE	5,091.52	0.00	
704270	03/31/2023	PRINTED	216	CITY OF MILTON	834.16	0.00	
704271	03/31/2023	PRINTED	1066	PIERCE COUNTY ALARM PROGRAM	100.00	0.00	
704272	03/31/2023	PRINTED	776	PUGET SOUND ENERGY	5,092.29	0.00	
704273	03/31/2023	PRINTED	782	XEROX CORPORATION	176.31	0.00	
704274	03/31/2023	PRINTED	61	RICOH USA INC	115.33	0.00	
704275	03/31/2023	PRINTED	85	SARCO SUPPLY LLC	449.36	0.00	
704276	03/31/2023	PRINTED	2097	SENTINEL PEST CONTROL	384.16	0.00	
704277	03/31/2023	PRINTED	273	TOWN OF STEILACOOM	1,347.47	0.00	
704278	03/31/2023	PRINTED	290	SURPRISE LAKE SQUARE LLC	12,591.62	0.00	
704279	03/31/2023	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	798.57	0.00	
					185,278.28	1,004,401.09	1,189,679.37

MEMO



Date: March 30, 2023

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

From: Kristina Cintron, Facilities & Capital Projects Director

Subject: Eatonville Library Air Handling Unit Replacement

The Air Handling Unit at the Eatonville Library is currently down and the entire unit must be replaced. The existing HVAC system installed at the library was last updated in 2006, with the last major repair on the compressor occurring five years ago. Since then, other components of the system need repair, but replacement parts have become obsolete. The typical lifespan of well-maintained HVAC for a library is about 15 years, and the Eatonville Library's system is beyond end of life. In order to avoid necessary closures because we are unable to regulate the indoor temperature, we need to replace the unit as soon as possible.

Hermanson Company currently performs maintenance service to our HVAC systems at our branches. As part of our contract with Hermanson, we can extend work to include major replacements without needing to conduct a bid. Given the emergent nature of the repair, and as this wasn't a planned purchase, we ask the Board to approve an emergency purchase order for Hermanson to replace the HVAC system at the Eatonville Library. The cost is estimated to be \$52,213 plus tax, and will be paid out of the General Fund.

ACTION: Approve an emergency purchase order for Hermanson to replace the HVAC system at the Eatonville Library in an amount not to exceed \$58,000.

MEMO



Date: March 22, 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 items, and recycle other low value technology items as part of an effort to reduce old assets on hand. The PCLS IT team identified technology to surplus or recycle that was at end of support from the manufacturer or damaged and unusable.

Background

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

Inventory Removal Mechanism

With the Board's approval, we will surplus the higher valued items through DES, and we will recycle the remaining equipment through a DES recognized e-cycle vendor.

See spreadsheet on next page for details.

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

Total	Information Technology Surplus Items	estimated value (each)
3	6' Server Rack	\$ 250.00
28	Latitude 3300	\$ 100.00
5	Latitude 3310	\$ 100.00
2	DELL C3760DN COLOR LASER	\$ 100.00
118	Latitude 3380	\$ 75.00
42	Barcode Scanner	<\$50
18	BLADE SERVER	<\$50
17	APPLE TV	<\$50
17	CONTROLLER	<\$50
15	Latitude 3380	<\$50
13	iPhone	<\$50
8	Logitech Webcam Pro 9000	<\$50
8	Switch	<\$50
6	Apple iPad Tablet	<\$50
5	Amazon Kindle Fire 7	<\$50
5	Ematic Funtab	<\$50
5	E-READER NOOK GLOWLIGHT	<\$50
5	Kindle Paperwhite	<\$50
5	Kobo Aura	<\$50
5	Samsung Galaxy Tab E	<\$50
3	MONITOR DELL	<\$50
2	Docking Station	<\$50
2	Ereader Sony	<\$50
2	MONITOR LG 60" PLASMA	<\$50
2	Ring Video Door Bell 3	<\$50
1	Digital Camera	<\$50
1	HP ProBook 4720s	<\$50
1	iPod Mini	<\$50
1	Kinivo HDMI Switch	<\$50
1	MiFi hd-mifi-1	<\$50
1	PC Cable Check Tester	<\$50
1	PRINTER STAR TSP600	<\$50
1	Ring Door Chime Pro	<\$50
1	SMART BOARD	<\$50
1	Sylvania 6313CE TV/VCR V08418350	<\$50
1	ThinkCentre M92p	<\$50

RESOLUTION NO. 2023-06

**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 12TH DAY OF APRIL, 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	_____

Board Development

MEMO



Date: April 4, 2023

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

From: Gretchen Caserotti, Executive Director

Subject: Upcoming Policy and Facility Decision-Making Resources

With such a major focus on policies and facilities this year, I am working to provide training, information, and support to the Trustees ahead of and during decision-making processes. This memo serves to compile and share information more broadly this month on these two topics as well as present a road map for the next few months.

In March, our Policy working group continued to move this important project forward and I've included a memo outlining the current status and what the Trustees can expect coming up next. My goal is to ensure the Board has training and support to feel confident in the policy decisions it is being asked to make this year.

1. In May, Sara Jones, Washington State Librarian and Carolyn Petersen, Library Governance Consultant, (both from the Washington State Library) will provide an overview of Library Board governance with an emphasis on policy review and adoption.
2. In June, we would like to schedule an in-person Board study session with the Library's legal counsel to discuss the First Amendment. Courts have ruled that a public library is a "limited public forum." As with any public forum, the First Amendment protects a patron's rights to use the forum without government interference with the content of what is communicated there. As a limited forum, the public library may impose reasonable "time, place, and manner" restrictions on speech which are expressed through policy. A poll will be sent out to coordinate schedules.
3. Then in June and July, we expect to start bringing recommended policy revisions to the Board for consideration. We will work to load-balance the number of policies we bring to Board meetings, so we have time for thoughtful discussions with the full meeting agendas and anticipated workloads.

With such a major focus on facilities, this month we are providing resources and information to support the Trustees. The information on building sizes, site selection criteria, funding, and construction timelines provides context and information in considering decisions for the downtown Lakewood and Tillicum libraries. Additionally, we will be discussing long-range facility planning under New Business this month and this type of information should support the Board in looking ahead to the type of formal planning process we will be undergoing next year.

In November, I provided a summary of some Board Development opportunities, and in December I shared a Calendar of Work that included some development for the Board. As I'm still getting to know the Trustees, I'm interested in hearing what additional training or support related to your duties as

Trustees outlined in [RCW 27.12.210](#). Following the April meeting, Petra McBride and I will send you a survey to help me understand what additional Board education I can line up this year with an eye to next year when we will be conducting strategic planning and long-range facility planning. Thank you in advance for sharing your opinion and taking the survey.

Executive Director Report (Routine Reports)

MEMO



Date: April 3, 2023

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

From: Gretchen Caserotti, Executive Director

Subject: Executive Director Report

March was a very busy month with a few major milestones!

Our Equity, Diversity, and Inclusion (EDI) Pillar Teams wrapped up their projects and made their recommendations to the Leadership Team. The staff members demonstrated great courage in their presentations, sharing opportunities where PCLS can do better. Now that the Leadership Team has these recommendations, we have the challenging task of prioritizing them to 3-5 areas to focus on during the next two years. All the recommendations are important to consider and we know to make transformational and systemic change, we must have intentional focus in order to follow through on our commitments. The Leadership Team will forward those 3-5 recommendations in April for the Administrative Team to consider. The Administrative Team will provide the final decisions, resources and budget to support the continued work.

We met our deadline and submitted our letter of intent to the City of Lakewood regarding the facility on Wildaire Road. Our staff has been working to prepare materials and information for the necessary next steps to prepare to demolish the building and prepare the site for new construction. Additional memos outline this work for discussion again at the April meeting. I continue to meet with Lakewood's City Manager regularly. Our Facilities staff have also been coordinating closely with our architects at BuildingWork on the interim library planning following the Board's action in the February meeting. Following the Board and City of Sumner Council's resolutions, the request for the LCFA ballot measure was delivered to the Clerk of the Pierce County Council. I have met individually with all Councilmembers and presented to the body as a group on Monday, April 3, 2023, at 11:00 a.m. After that, we will be in a holding pattern until our request is approved and can be sent to the Elections division by May 12, 2023, for the August Primary filing deadline.

As the Legislature works to wrap up their session, the deadlines have passed for legislation to be introduced or debated in committees. The focus in Olympia is now to develop the budget. Overall, the revenue forecast came in under projections reflecting the economic slowdown, though the recent State Supreme Court's decision to upload the Capital Gains Tax will likely increase projected revenues to the State. The Senate and House Capital Budgets release show investments in housing, transportation, education, and the Western State Hospital capital project. Our Library Capital Improvement Program recommended projects were not included in the Senate Capital Budget Draft, but were included (and expanded!) in the House Capital Budget Draft. April 4th is the Fiscal Committee Cutoff, April 12th is the Opposite House Cutoff, and the last day of Session is April 23rd.



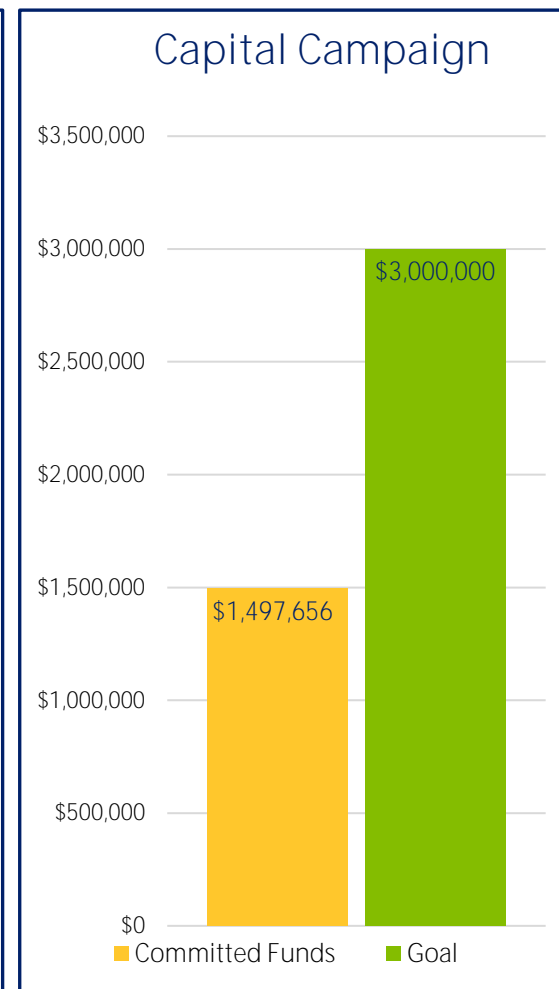
Fundraising Performance Dashboard



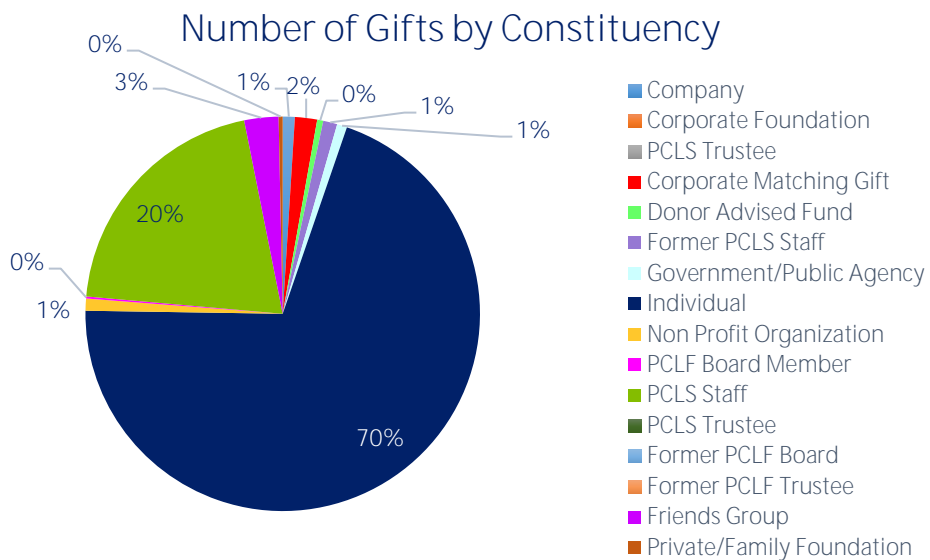
Goal = PCLS/Foundation annual agreement



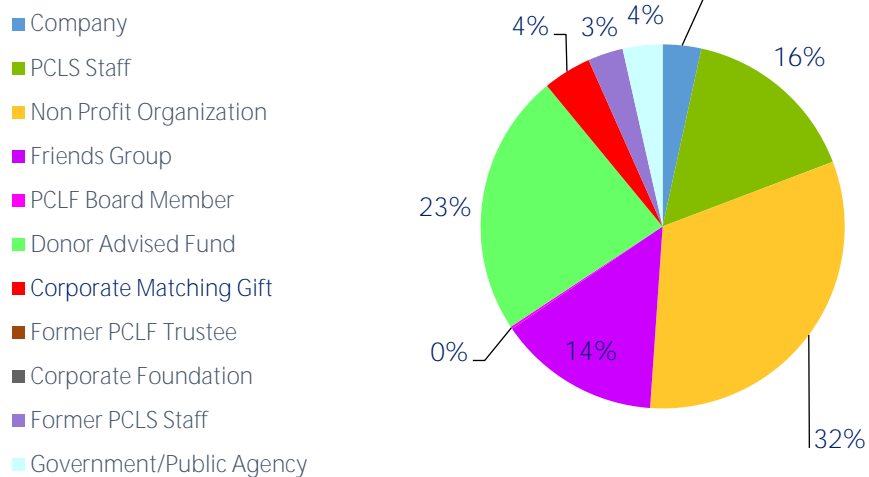
Goal = Annual Campaign Goal (\$310,000) + Foundation budget (\$102,955)



Annual Campaign Statistics



Gift Revenue by Constituency



Annual Campaign Donors by Lifecycle Status

Continuing Individual donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
240	22.77%	\$40,573	13.31%	814	\$793,484

Continuing Corporate/Foundation donors - Year to date

# of Donors	Donor rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
8	11.76%	\$35,076	9.67%	60	\$131,099

Continuing Individual donors - First year donor

# of Donors	Donor rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
13	8.39%	\$2,136	36.00%	142	\$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	\$12,662

New Individual donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate		
15	60.00%	\$801	4.81%		

New Corporate/Foundation donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate		
3	2.11%	\$3,600	5.09%		

Returning Individual donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate		
57	4.10%	\$4,835	20.20%		

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

- Annual Campaign: Library Giving Day is set for April 4; results will be reported out in May 2023
- Board recruitment: 2 candidates moving forward for approval; 1 candidate being reviewed

Areas to capitalize on

- Ongoing board recruitment and engagement
- Donor / Prospect engagement in Sumner and Lakewood
- Developing corporate sponsorships in a challenged economy

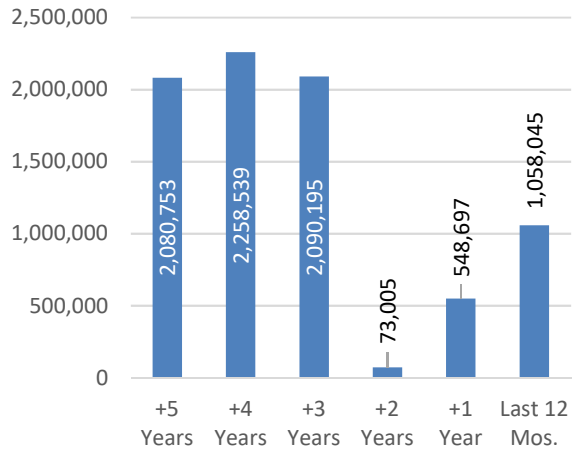
Terms Defined

- 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

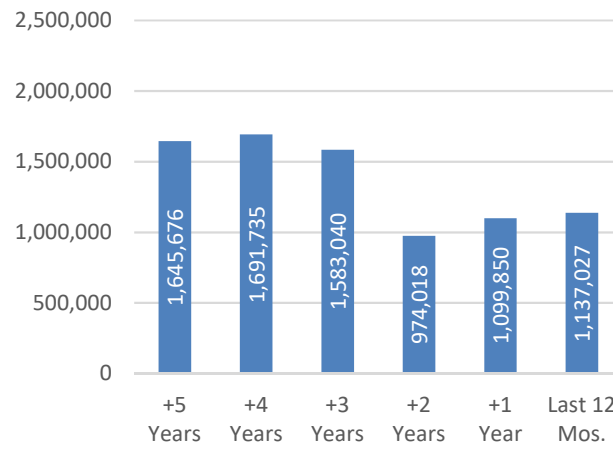
- Continuing Donors (1st year): A donor who gave their first gift in the previous fiscal year and again in the current fiscal year
- Returning Donor Rate (YTD): How the total number of donors who lapsed in their giving last year and have given again this year compares to everyone who gave two to five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

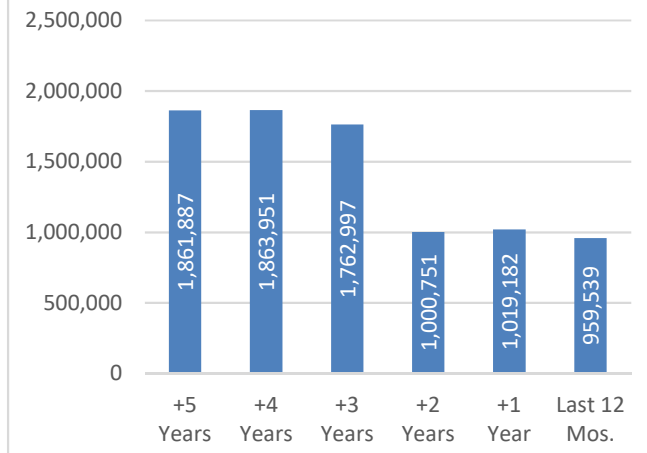
Branch Visits



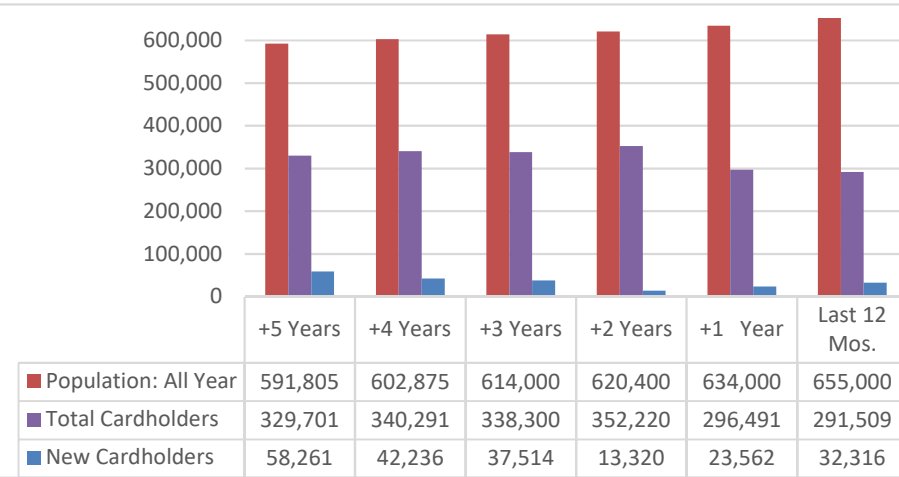
Catalog Visits



Website Visits



PCLS Cardholder Statistics



February and Rolling 12-Month Comparison

	February 2023	February 2022	% Change Feb. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
Branch Visits	93,301	72,193	29.2%	1,058,045	548,697	92.8%
Catalog Visits	89,284	86,901	2.7%	1,137,027	1,099,850	3.4%
Public Website Visits	83,930	79,843	5.1%	959,539	1,019,182	-5.9%

Technology

	February 2023	February 2022	% Change Feb. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
PC/Laptop Sessions	11,553	8,533	35.4%	127,792	53,454	139.1%
Wi-Fi Sessions	49,906	49,750	0.3%	611,805	481,283	27.1%

Public Spaces Usage

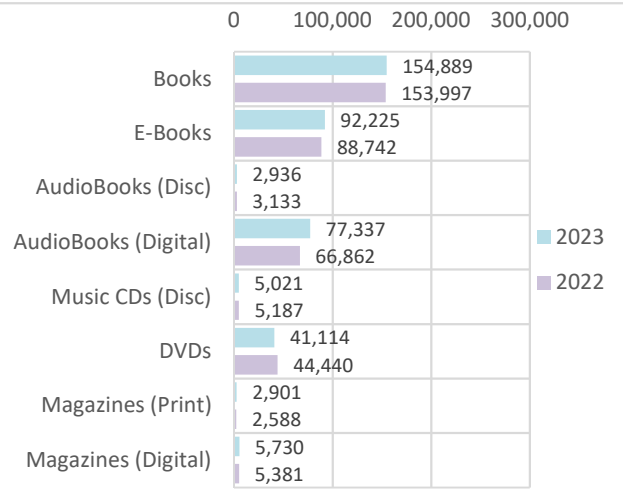
	February 2023	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
# of Public Meeting Uses	1,192	5,817	0	-
# of Attendees	5,210	26,744	0	-

Notes:

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

Collection Use - February 2023

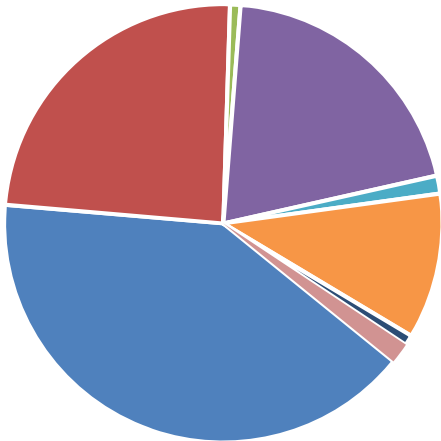
February 2023 vs February 2022 Checkouts



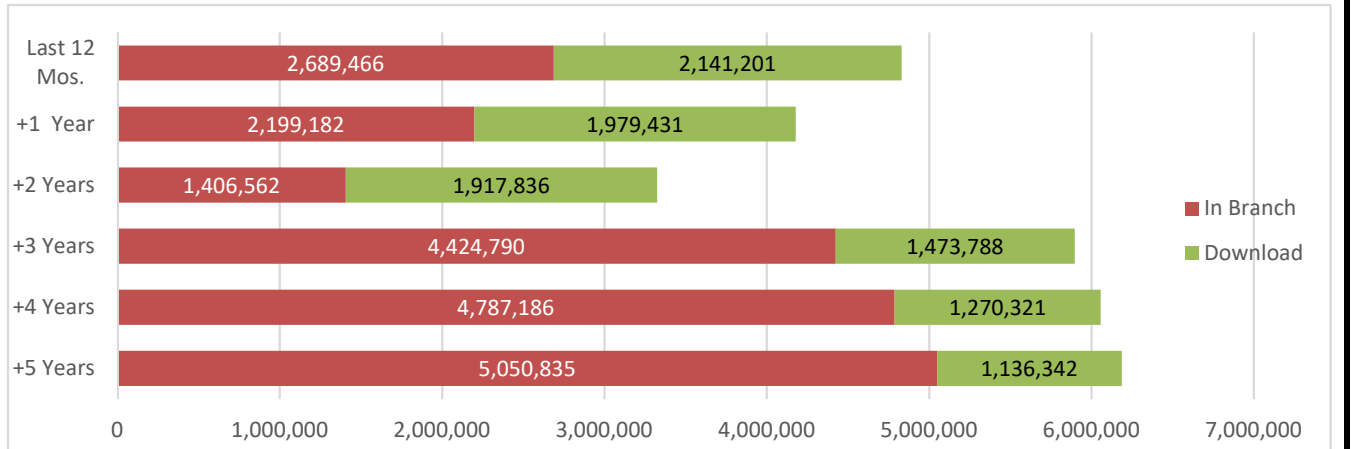
Data Table

Categories	January 2023	February 2023	February 2022	% Change of Feb. Year Over Year	% of Total Feb. 2022 Checkouts	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change 12 Months Year Over Year
Books	167,589	154,889	153,997	0.58%	40.53%	2,007,898	1,660,288	20.94%
E-Books	103,729	92,225	88,742	3.92%	24.13%	1,159,728	1,116,864	3.84%
AudioBooks (Disc)	3,253	2,936	3,133	-6.29%	0.77%	41,572	41,187	0.93%
AudioBooks (Digital)	85,397	77,337	66,862	15.67%	20.24%	926,410	804,850	15.10%
Music CDs (Disc)	5,465	5,021	5,187	-3.20%	1.31%	65,637	63,028	4.14%
DVDs	43,630	41,114	44,440	-7.48%	10.76%	527,736	473,211	11.52%
Magazines (Print)	3,364	2,901	2,588	12.09%	0.76%	38,428	26,916	42.77%
Magazines (Digital)	6,333	5,730	5,381	6.49%	1.50%	69,370	61,454	12.88%
Totals:	418,760	382,153	370,330	3.19%	100.00%	4,836,779	4,247,798	13.87%

Checkouts By Format - February 2023



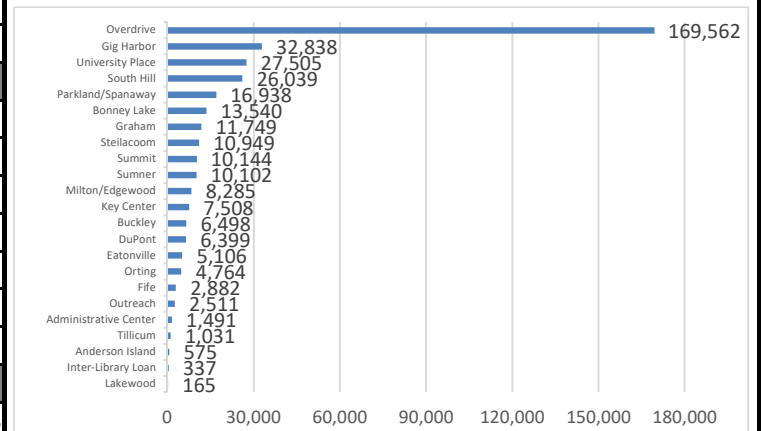
Collection Checkouts



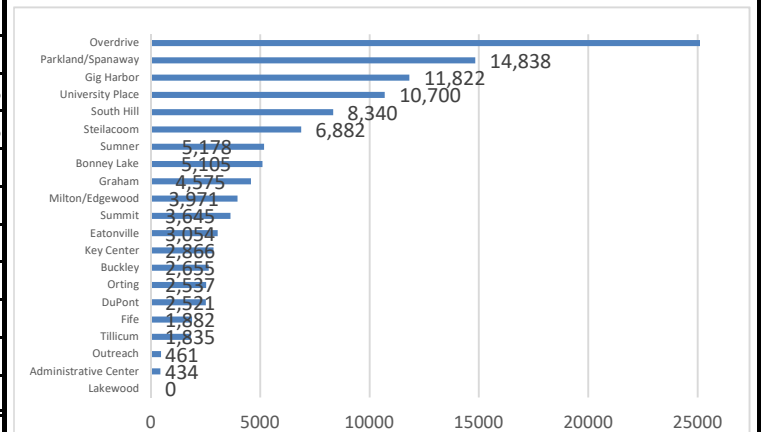
Activity - February 2023

Location	Checkouts				Visitors			
	February, 2023	Last 12 Mo.	+1 Year	% Change	February, 2023	Last 12 Mo.	+1 Year	% Change
Administrative Center	1,491	31,501	26,798	17.5%	434	4,973	1,156	330.2%
Anderson Island	575	6,729	4,610	46.0%	No Door Counter for Anderson Island			
Bonney Lake	13,540	164,235	146,649	12.0%	5,105	67,424	32,543	107.2%
Buckley	6,498	73,696	57,141	29.0%	2,655	31,693	17,217	84.1%
DuPont	6,399	76,110	66,422	14.6%	2,521	30,192	16,146	87.0%
Eatonville	5,106	64,564	49,882	29.4%	3,054	36,001	18,719	92.3%
Fife	2,882	37,971	28,565	32.9%	1,882	21,605	9,284	132.7%
Gig Harbor	32,838	429,666	373,348	15.1%	11,822	136,507	64,148	112.8%
Graham	11,749	141,159	119,542	18.1%	4,575	45,907	25,623	79.2%
Inter-Library Loan	337	3,256	3,012	8.1%	No "visitors" for Inter-Library Loan			
Key Center	7,508	96,057	84,952	13.1%	2,866	36,274	20,291	78.8%
Lakewood	165	63,398	174,728	-63.7%	0	34,492	61,478	-43.9%
Milton / Edgewood	8,285	101,874	80,904	25.9%	3,971	43,688	21,045	107.6%
Orting	4,764	57,938	47,428	22.2%	2,537	28,689	14,104	103.4%
Overdrive	169,562	2,086,138	1,921,714	8.6%	29,187	328,510	293,160	12.1%
Outreach	2,511	28,790	22,251	29.4%	461	4,472	2,334	91.6%
Parkland / Spanaway	16,938	203,416	144,416	40.9%	14,838	131,096	63,162	107.6%
South Hill	26,039	349,907	268,200	30.5%	8,340	97,494	43,836	122.4%
Steilacoom	10,949	121,822	70,498	72.8%	6,882	73,612	32,695	125.1%
Summit	10,144	130,531	112,457	16.1%	3,645	41,922	19,846	111.2%
Sumner	10,102	138,628	118,506	17.0%	5,178	56,843	27,027	110.3%
Tillicum	1,031	10,800	9,677	11.6%	1,835	16,400	7,183	128.3%
University Place	27,505	340,625	257,026	32.5%	10,700	118,761	50,860	133.5%
Total	376,918	4,758,811	4,188,726	13.6%	122,488	1,386,555	841,857	64.7%

February Checkouts



February Visitors



Location 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	ACL	2/27/2023	2/28/2023	2 days	Water repair
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: February 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

February 28, 2023

Prepared By: Mary Stimson, Finance Director

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

February

- **545010. Includes the two semi-annual 2022 assessments for University Place Library**

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

February

- **563100. Includes payment for South Hill parking lot landscaping and enhancement**
- **541040. Includes payments for legal services for Lakewood project**

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-February

- No activity.

Election Fund

January-February

- No significant activity other than receipt of investment earnings.

Property & Facility Fund

January-February

- No significant activity other than receipt of investment earnings.

Levy Sustainability Fund

January-February

- No significant activity other than receipt of investment earnings.

Debt Service Fund

January-February

- No significant activity other than receipt of investment earnings.

US BANK Clearing Distributions

<u>2023</u>	<u>Original Payment</u>	<u>General Fund Posting</u>	<u>Capital Fund Posting</u>	<u>Outstanding*</u>
January	\$ 178,192.66	\$ 159,781.53	\$ 1,841.70	\$ 16,569.43
February	\$ 282,842.67	\$ 266,559.02	- 0 -	\$ 16,283.65
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	\$ 426,340.55	\$ 1,841.70	\$ 32,853.08

2022 is fully reconciled, as per below.

<u>Fiscal Month</u>	<u>Original Payment</u>	<u>General Fund Posting</u>	<u>Capital Fund Posting</u>	<u>Outstanding</u>
January 2022	\$ 172,472.87	\$ 172,472.87	\$ - 0 -	\$ - 0 -
February 2022	567,606.76	567,606.76	- 0 -	- 0 -
March 2022	471,075.72	471,075.72	- 0 -	- 0 -
April 2022	335,110.90	335,110.90	- 0 -	- 0 -
May 2022	324,627.82	324,627.82	- 0 -	- 0 -
June 2022	302,597.40	301,597.40	1,000.00	- 0 -
July 2022	209,432.59	204,657.27	4,755.32	- 0 -
August 2022	169,768.32	168,076.32	1,692.00	- 0 -
September 2022	481,633.90	481,633.90	- 0 -	- 0 -
October 2022	378,026.96	365,769.99	12,256.97	- 0 -
November 2022	271,230.79	265,816.44	5,414.35	- 0 -
December 2022	281,533.90	281,380.90	153.00	- 0 -
2022 YTD	\$ 3,965,117.93	\$ 3,939,826.29	\$ 25,291.64	\$ - 0 -

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

* 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
February 28, 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	\$ 1,729,785	\$ -	\$ 45,771	\$ 4,119	\$ 8,667	\$ 403	\$ 241,207	\$ 2,029,951
Investments	\$ 5,513,165	\$ -	\$ 12,969,253	\$ 1,141,764	\$ 2,437,087	\$ 90,333	\$ 8,315,978	\$ 30,467,580
Other Receivables	\$ (480)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (480)
Accrued Interest on Investments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Assets	\$ 7,242,469	\$ -	\$ 13,015,024	\$ 1,145,883	\$ 2,445,754	\$ 90,736	\$ 8,557,185	\$ 32,497,050
TOTAL ASSETS	\$ 7,242,469	\$ -	\$ 13,015,024	\$ 1,145,883	\$ 2,445,754	\$ 90,736	\$ 8,557,185	\$ 32,497,050
LIABILITIES								
Current Liabilities								
Warrants Payable*	\$ 12,628	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,628
Sales Tax Payable*	\$ 416	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 416
Payroll Payable	\$ 185,235	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 185,235
US Bank Payable*	\$ (34,695)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,842	\$ (32,853)
Total Current Liabilities	\$ 163,585	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,842	\$ 165,426
TOTAL LIABILITIES	\$ 163,585	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,842	\$ 165,426
FUND BALANCE								
Reserve for Encumbrances	\$ 1,207,304	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000,257	\$ 2,207,562
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	\$ 5,871,580	\$ -	\$ 2,220,024	\$ 44,536	\$ (874,176)	\$ 90,736	\$ 7,555,086	\$ 14,907,786
TOTAL FUND BALANCE	\$ 7,078,885	\$ -	\$ 13,015,024	\$ 1,145,883	\$ 2,445,754	\$ 90,736	\$ 8,555,343	\$ 32,331,624
TOTAL LIABILITIES & FUND BALANCE	\$ 7,242,469	\$ -	\$ 13,015,024	\$ 1,145,883	\$ 2,445,754	\$ 90,736	\$ 8,557,185	\$ 32,497,050
BEGINNING FUND BALANCE, 01/01/21								
YTD Revenue	\$ 1,114,600	\$ -	\$ 93,838	\$ 8,258	\$ 17,602	\$ 622	\$ 61,078	\$ 1,295,998
Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
YTD Expenditures	\$ (6,098,857)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (440,168)	\$ (6,539,025)
ENDING FUND BALANCE, 02/28/23	\$ 7,078,885	\$ -	\$ 13,015,024	\$ 1,145,883	\$ 2,445,754	\$ 90,736	\$ 8,555,343	\$ 32,331,624
TAXES RECEIVABLE	\$ 44,181,340	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 44,181,340

**PIERCE COUNTY LIBRARY SYSTEM
COMPARATIVE STATEMENT OF FINANCIAL POSITION
General Fund as of February 28, 2023**

	<i>HISTORICAL</i> 3/31/2022	<i>HISTORICAL</i> 4/30/2022	<i>HISTORICAL</i> 5/31/2022	<i>HISTORICAL</i> 6/30/2022	<i>HISTORICAL</i> 7/31/2022	<i>HISTORICAL</i> 8/31/2022	<i>HISTORICAL</i> 9/30/2022	<i>HISTORICAL</i> 10/31/2022	<i>HISTORICAL</i> 11/30/2022	<i>HISTORICAL</i> 12/31/2022	<i>HISTORICAL</i> 1/31/2023	<i>CURRENT</i> 2/28/2023
ASSETS												
Current Assets												
Cash	\$ 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	\$ 1,729,785
Investments	\$ 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	\$ 5,513,165
Accrued Interest on Investments	\$ 3,607	\$ 3,604	\$ 3,604	\$ 3,698	\$ 3,653	\$ 3,577	\$ 3,577	\$ 3,577	\$ -	\$ 869	\$ -	\$ -
Other Receivables	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (480)	\$ (480)
Total Current Assets	\$ 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	\$ 7,242,469
TOTAL ASSETS	\$ 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	\$ 7,242,469
LIABILITIES												
Current Liabilities												
Warrants Payable*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 971	\$ 1,863	\$ 12,628
Sales Tax Payable*	\$ 35	\$ 70	\$ 179	\$ 296	\$ 390	\$ 531	\$ 637	\$ 765	\$ 880	\$ 92	\$ 2,783	\$ 416
Payroll Payable*	\$ (1,244)	\$ (1,244)	\$ (359)	\$ (359)	\$ (359)	\$ (359)	\$ (359)	\$ (359)	\$ 92	\$ 1,063	\$ 151,879	\$ 185,235
US Bank											\$ (25,878)	\$ (34,695)
Total Current Liabilities	\$ (1,208)	\$ (1,174)	\$ (180)	\$ (64)	\$ 30	\$ 172	\$ 277	\$ 406	\$ 972	\$ 1,063	\$ 130,647	\$ 163,585
TOTAL LIABILITIES	\$ (1,208)	\$ (1,174)	\$ (180)	\$ (64)	\$ 30	\$ 172	\$ 277	\$ 406	\$ 972	\$ 1,063	\$ 130,647	\$ 163,585
FUND BALANCE												
Reserve for Encumbrance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,194,994	\$ 1,207,304
Unreserved Fund Balance	\$ 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	\$ 5,871,580
TOTAL FUND BALANCE	\$ 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	\$ 7,078,885
TOTAL LIABILITIES & FUND BALANCE	\$ 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	\$ 7,242,469
PROPERTY TAXES RECEIVABLE	\$ 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	\$ 44,181,340

* 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 February 28, 2023**



GENERAL FUND - 001	2023 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ 42,972,200	\$ 1,043,582	\$ -	\$ 41,928,618	2%
Other Revenue	\$ 1,109,500	\$ 71,019	\$ -	\$ 1,038,481	6%
TOTAL REVENUE	\$ 44,081,700	\$ 1,114,600	\$ -	\$ 42,967,100	3%
EXPENDITURES					
Personnel/Taxes and Benefits	\$ 31,074,962	\$ 4,748,993	\$ -	\$ 26,325,969	15%
Materials	\$ 4,529,800	\$ 423,891	\$ -	\$ 4,105,909	9%
Maintenance and Operations	\$ 8,476,938	\$ 925,973	\$ 827,471	\$ 6,723,494	21%
Transfers Out & Reserves	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ 44,081,700	\$ 6,098,857	\$ 827,471	\$ 37,155,372	16%
Excess/(Deficit)		\$ (4,984,257)			
Additional Transfers Out		-			
NET EXCESS (DEFICIT)		\$ (4,984,257)			

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	\$ -	\$ 61,078	\$ -	\$ (61,078)	-
TOTAL REVENUE	\$ 6,508,000	\$ 61,078	\$ -	\$ 6,446,922	1%
EXPENDITURES					
Capital Improvement Projects	\$ 6,508,000	\$ 440,168	\$ 403,959	\$ 5,663,873	13%
TOTAL EXPENDITURES	\$ 6,508,000	\$ 440,168	\$ 403,959	\$ 5,663,873	13%
Excess/(Deficit)		\$ (379,090)			
Additional Transfers In		-			
NET EXCESS (DEFICIT)		\$ (379,090)			

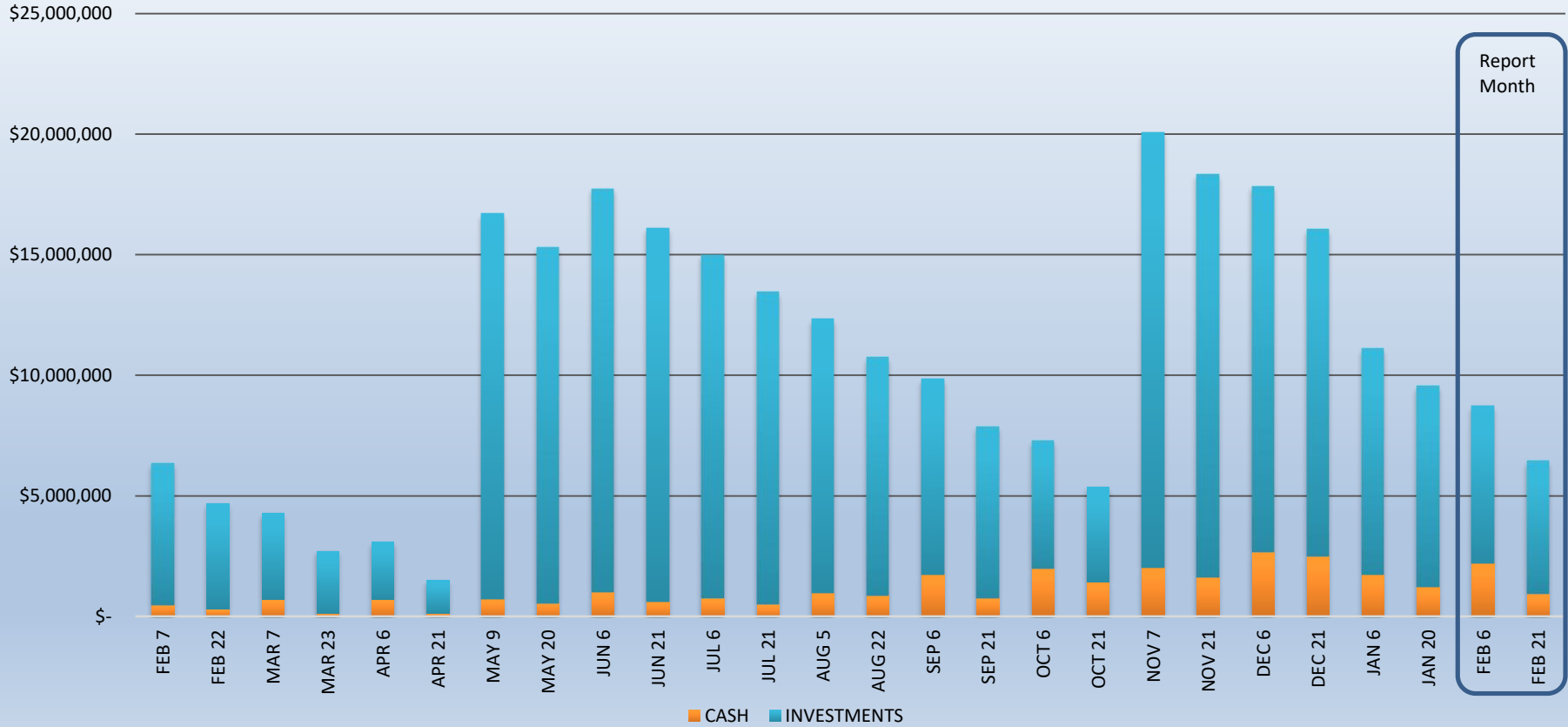
LEVY SUSTAINABILITY FUND - 102	2023 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 93,838	\$ -	\$ (93,838)	-
TOTAL REVENUE	\$ -	\$ 93,838	\$ -	\$ (93,838)	-
EXPENDITURES					
Levy Sustainability Transfers	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 93,838			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ 93,838			

DEBT SERVICE FUND - 201	2023 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Investment Income	\$ -	\$ 622	\$ -	\$ (622)	-
TOTAL REVENUE	\$ -	\$ 622	\$ -	\$ (622)	-
EXPENDITURES					
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
NET EXCESS (DEFICIT)		\$ 622			

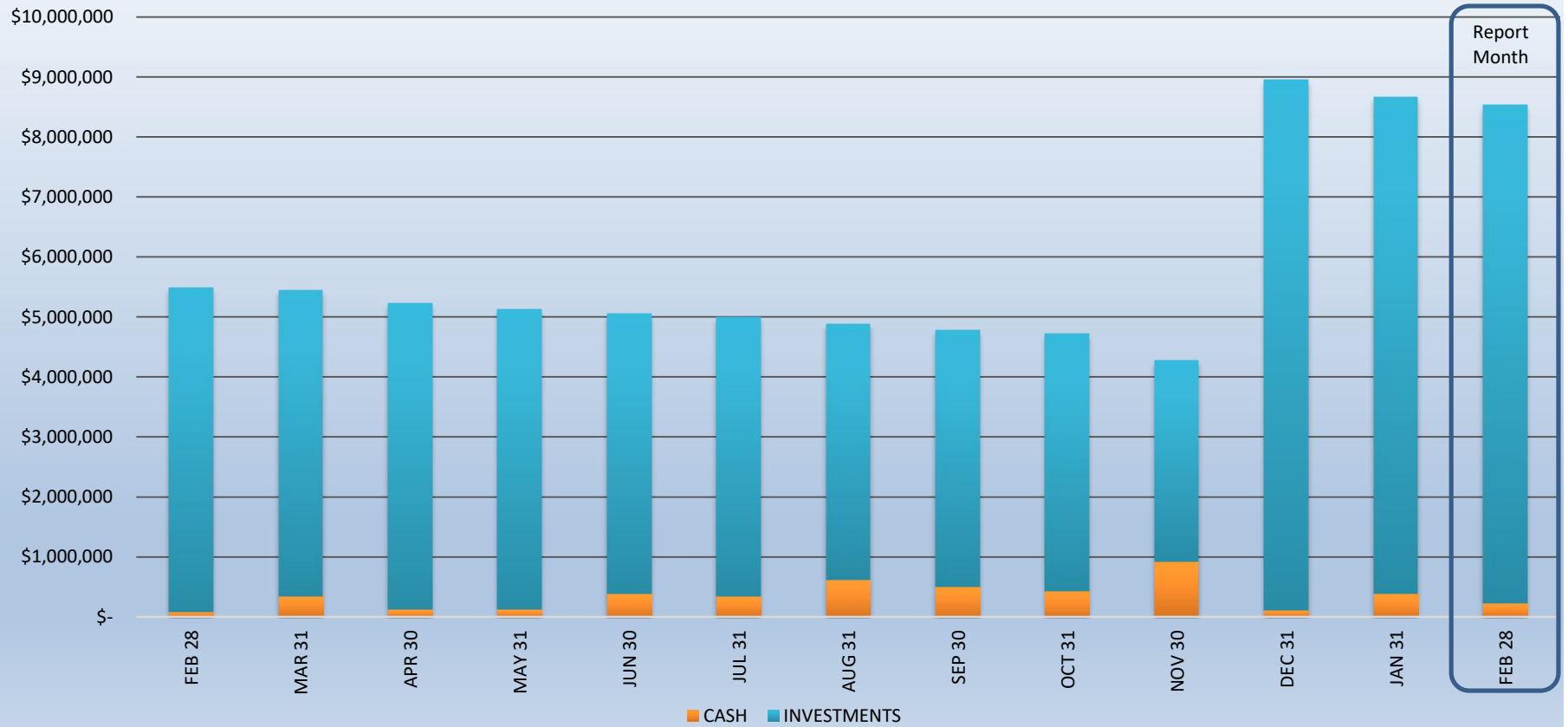
ELECTION FUND - 103	2023 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 8,258	\$ -	\$ (8,258)	-
TOTAL REVENUE	\$ -	\$ 8,258	\$ -	\$ (8,258)	-
EXPENDITURES					
Election Costs	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 8,258			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ 8,258			

PROPERTY AND FACILITY FUND - 104	2023 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 17,602	\$ -	\$ (17,602)	-
TOTAL REVENUE	\$ -	\$ 17,602	\$ -	\$ (17,602)	-
EXPENDITURES					
Property and Facilities	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 17,602			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ 17,602			

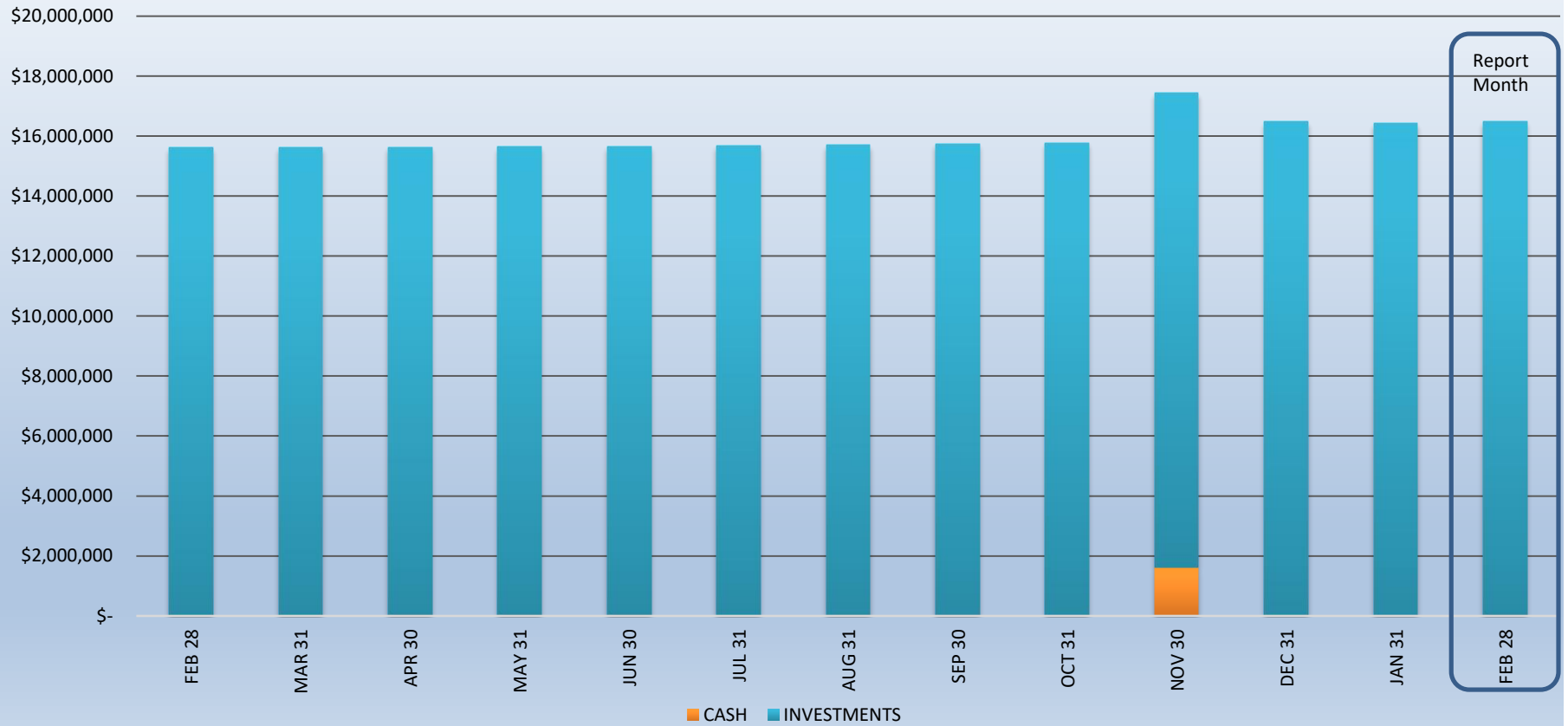
**CASH & INVESTMENTS - SEMI-MONTHLY
2023 - GENERAL FUND
- 13 MONTHS MOVING -**



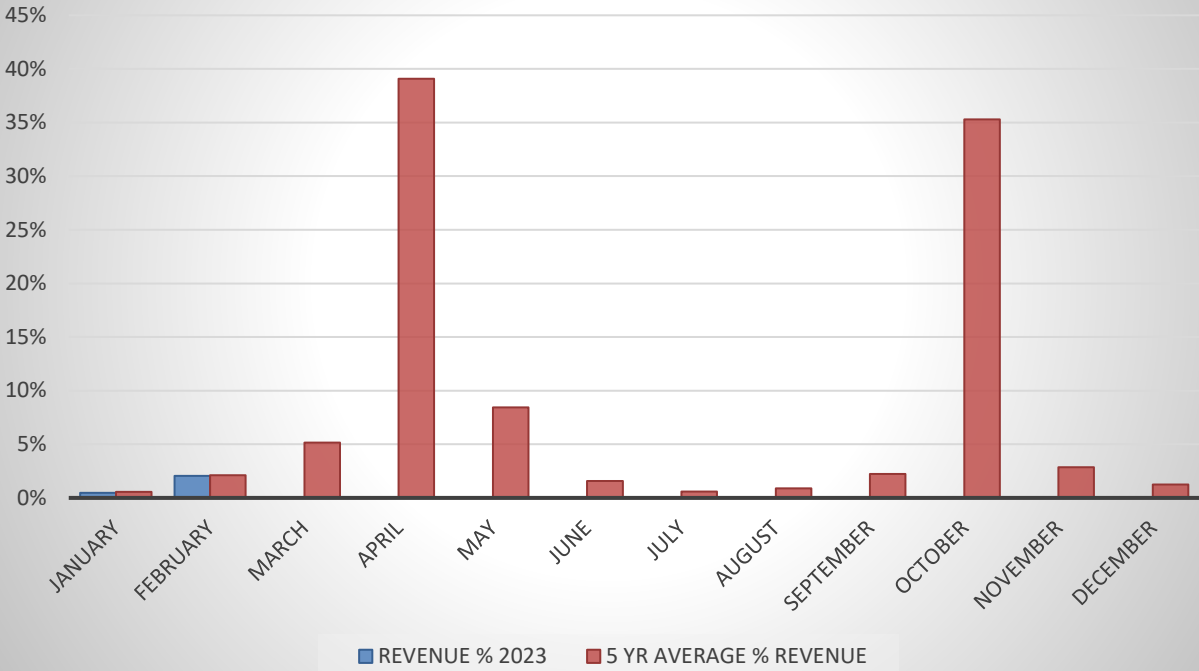
**CASH & INVESTMENTS - MONTHLY
2023 - CAPITAL IMPROVEMENT FUND
- 13 MONTHS MOVING -**



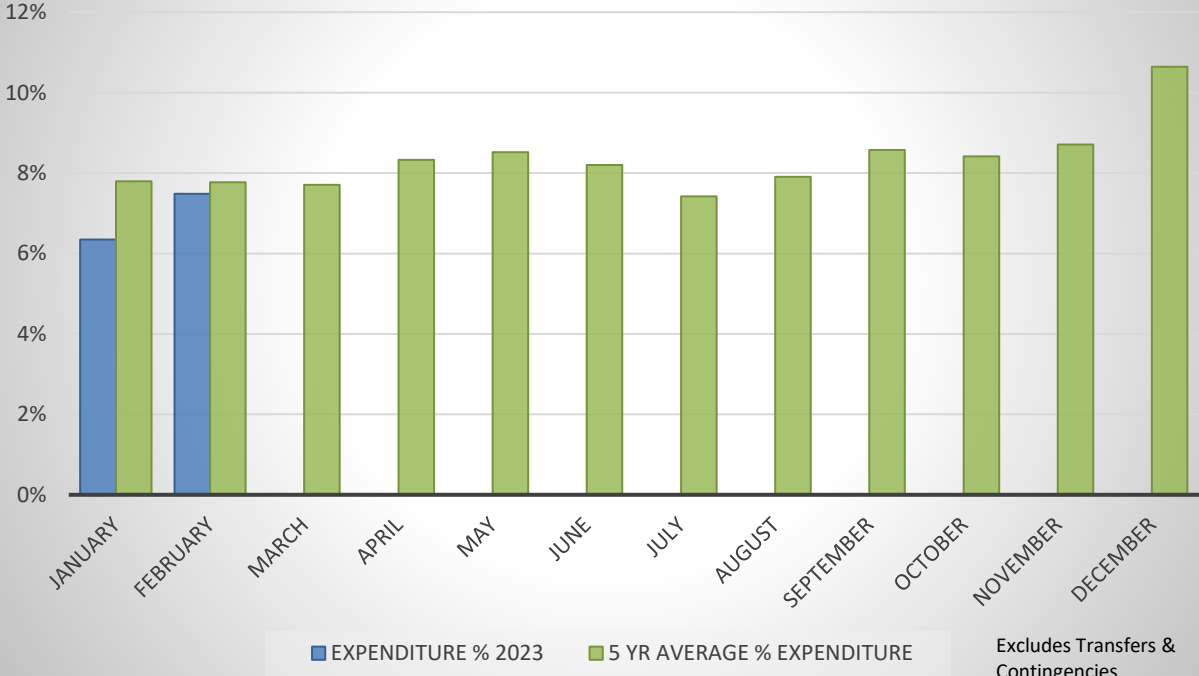
**CASH & INVESTMENTS - MONTHLY
2023 - SPECIAL REVENUE FUNDS COMBINED
- 13 MONTHS MOVING -**



GENERAL FUND - REVENUE TREND (%) THROUGH FEBRUARY 2023



GENERAL FUND - EXPENDITURE TREND (%) THROUGH FEBRUARY 2023



YEAR-TO-DATE BUDGET REPORT

FOR 2023 02

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
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01 TAXES

311110 PROPERTY TAX--CURRENT	-41,877,300	-41,877,300	-768,080.09	-768,080.09	.00	-41,109,219.91	1.8%
311120 PROPERTY TAX--DELINQUENT	-530,900	-530,900	-143,380.65	-60,491.79	.00	-387,519.35	27.0%
311121 PROPERTY TAX--KING COUNTY	-60,000	-60,000	-556.30	.00	.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	-14,472.22	-13,329.38	.00	-5,527.78	72.4%
317400 TIMBER EXCISE TAX	-63,000	-63,000	.00	.00	.00	-63,000.00	.0%
TOTAL TAXES	-42,557,200	-42,557,200	-926,489.26	-841,901.26	.00	-41,630,710.74	2.2%

02 CHARGES OTHER

335023 DNR TIMBER TRUST 2	0	0	-12,087.36	-4,987.48	.00	12,087.36	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	-4,091.57	.00	.00	-3,408.43	54.6%
347200 LIBRARY SERVICES FEES--ILL	0	0	-27.49	.00	.00	27.49	100.0%
347901 COPIER FEES	0	0	-59.00	-59.00	.00	59.00	100.0%
347902 PRINTER FEES	0	0	-3,776.15	-2,084.65	.00	3,776.15	100.0%
359000 LIBRARY FINES	-10,000	-10,000	-6,430.91	-3,213.02	.00	-3,569.09	64.3%
361100 INVESTMENT EARNINGS	-400,000	-400,000	-58,691.27	-23,648.92	.00	-341,308.73	14.7%
361430 INTEREST INCOME--CONTRACTS &	0	0	-143.57	-75.16	.00	143.57	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	291.48	291.48	.00	-310,291.48	-.1%
367021 DONOR REIMBURSEMENTS--FRIENDS	0	0	-97.37	.00	.00	97.37	100.0%
367400 GRANTS--NONGOVERNMENTAL	0	0	-550.00	.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	-116.40	-116.40	.00	-1,883.60	5.8%
369101 SALE OF SURPLUS--MATERIALS	-4,000	-4,000	-4,837.98	-1,832.69	.00	837.98	120.9%
369200 FOUND MONEY	0	0	-95.47	-76.47	.00	95.47	100.0%
369910 MISCELLANEOUS OTHER	0	0	-1,849.38	-1,849.38	.00	1,849.38	100.0%
369911 PAYMENT FOR LOST MATERIALS	-10,000	-10,000	-310.37	-121.89	.00	-9,689.63	3.1%
369912 JURY DUTY REIMBURSEMENT	0	0	-90.00	-30.00	.00	90.00	100.0%
369913 ERATE REIMBURSEMENT	-530,000	-530,000	-37,186.38	.00	.00	-492,813.62	7.0%
369914 PROCUREMENT CARD REBATES	-75,000	-75,000	-11,791.73	-11,791.73	.00	-63,208.27	15.7%
395100 PROCEEDS FROM SALES OF CAPITA	0	0	-46,170.05	-19,050.63	.00	46,170.05	100.0%
TOTAL CHARGES OTHER	-1,524,500	-1,524,500	-188,110.97	-68,645.94	.00	-1,336,389.03	12.3%

03 SALARIES AND WAGES

YEAR-TO-DATE BUDGET REPORT

FOR 2023 02

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	3,542,823.04	1,838,771.68	.00	20,257,176.96	14.9%
511005 ADDITIONAL HOURS	150,000	150,000	.00	.00	.00	150,000.00	.0%
511006 SUBSTITUTE HOURS	32,000	32,000	1,954.29	.00	.00	30,045.71	6.1%
511007 SHIFT DIFFERENTIAL	200,000	200,000	19,065.65	11,174.70	.00	180,934.35	9.5%
511009 TUITION ASSISTANCE	12,000	12,000	150.70	.00	.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	3,563,993.68	1,849,946.38	.00	19,847,864.32	15.2%
04 PERSONNEL BENEFITS							
520010 FICA	1,830,000	1,830,000	264,152.20	136,821.50	.00	1,565,847.80	14.4%
520020 MEDICAL INSURANCE	3,054,000	3,054,000	476,384.91	214,107.88	.00	2,577,615.09	15.6%
520021 DENTAL INSURANCE	260,000	260,000	35,787.10	17,973.95	.00	224,212.90	13.8%
520022 LIFE AND DISABILITY INSURANCE	79,000	79,000	14,514.94	7,536.47	.00	64,485.06	18.4%
520023 INDUSTRIAL INSURANCE	151,000	151,000	21,446.21	11,996.80	.00	129,553.79	14.2%
520030 RETIREMENT	2,431,000	2,431,000	359,260.22	185,250.54	.00	2,071,739.78	14.8%
520040 UNEMPLOYMENT INSURANCE	50,000	50,000	3,496.00	.00	.00	46,504.00	7.0%
520041 PAID FML INSURANCE	55,000	55,000	7,733.02	4,015.65	.00	47,266.98	14.1%
520091 OTHER BENEFIT	31,000	31,000	2,225.10	1,115.25	.00	28,774.90	7.2%
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	1,184,999.70	578,818.04	.00	6,478,104.30	15.5%
05 SUPPLIES EXPENSES							
531000 OFFICE/OPERATING SUPPLIES--DE	127,350	127,350	11,983.81	5,286.09	20,567.82	94,798.37	25.6%
531002 OFFICE/OPERATING SUPPLIES--SU	91,500	91,500	8,755.34	3,251.21	18,150.69	64,593.97	29.4%
531004 OFFICE/OPERATING SUPPLIES--PU	188,000	188,000	3,777.71	2,487.29	.00	184,222.29	2.0%
531010 CUSTODIAL SUPPLIES	110,000	110,000	28,071.04	12,428.42	64,298.06	17,630.90	84.0%
531020 MAINTENANCE SUPPLIES	35,000	35,000	16,747.91	7,484.98	.00	18,252.09	47.9%
531030 MATERIAL PROCESSING SUP	17,600	17,600	2,989.40	1,965.48	.00	14,610.60	17.0%
531040 TRAINING SUPPLIES	1,000	1,000	285.44	285.44	.00	714.56	28.5%
531099 FOUNDATION PASSTHROUGH--SUP	154,000	154,000	1,901.80	1,029.09	.00	152,098.20	1.2%
532000 FUEL	50,000	50,000	8,013.13	4,246.60	34,986.87	7,000.00	86.0%
535000 MINOR EQUIPMENT	0	0	6,798.58	6,798.58	-6,112.95	-685.63	100.0%
535010 FURNISHINGS--PUBLIC	50,000	50,000	.00	.00	.00	50,000.00	.0%
535015 FURNISHINGS--STAFF	95,500	95,500	.00	.00	51,187.93	44,312.07	53.6%
535020 TECHNOLOGY HARDWARE--PUBLIC	200,000	200,000	1,158.89	689.16	4,193.52	194,647.59	2.7%

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ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
535025 TECHNOLOGY HARDWARE--STAFF	241,000	241,000	2,821.54	136.43	135,752.62	102,425.84	57.5%
535030 TECHNOLOGY HARDWARE--GENERAL	40,000	40,000	.00	.00	.00	40,000.00	.0%
535050 SOFTWARE/LICENSES/HOST--APPS	582,020	582,020	12,224.20	4,234.34	14,070.76	555,725.04	4.5%
535055 SOFTWARE/LICENSES/HOST--INFRA	247,200	247,200	13,396.74	4,699.43	-3,540.00	237,343.26	4.0%
TOTAL SUPPLIES EXPENSES	2,230,170	2,230,170	118,925.53	55,022.54	333,555.32	1,777,689.15	20.3%

06 MATERIALS

534000 MATERIALS COLLECTION	65,000	65,000	.00	.00	.00	65,000.00	.0%
534005 ADULT AV - CDS	40,000	40,000	3,178.78	1,647.51	.00	36,821.22	7.9%
534010 ADULT AV - DVD	327,500	327,500	41,486.92	14,816.93	.00	286,013.08	12.7%
534015 ADULT AV - DVDNF	40,000	40,000	4,512.13	3,166.40	.00	35,487.87	11.3%
534020 ADULT AV AUDIOBOOKS	25,000	25,000	1,955.26	1,540.71	.00	23,044.74	7.8%
534105 ADULT BOOK CLUB KITS	3,500	3,500	9.94	9.94	.00	3,490.06	.3%
534110 ADULT FICTION	265,000	265,000	45,871.81	24,218.09	.00	219,128.19	17.3%
534115 ADULT GRAPHIC NOVELS	15,000	15,000	5,423.23	1,179.09	.00	9,576.77	36.2%
534120 ADULT LARGE PRINT	50,000	50,000	9,405.09	6,063.43	.00	40,594.91	18.8%
534125 ADULT LUCKY DAY	55,000	55,000	2,530.77	1,428.95	.00	52,469.23	4.6%
534130 ADULT NONFICTION	300,000	300,000	30,392.14	14,327.48	.00	269,607.86	10.1%
534145 ADULT REFERENCE	5,000	5,000	.00	.00	.00	5,000.00	.0%
534150 ADULT YA FICTION	60,000	60,000	3,476.72	2,004.36	.00	56,523.28	5.8%
534155 ADULT YA GRAPHIC NOVELS	25,000	25,000	5,544.10	3,371.08	.00	19,455.90	22.2%
534160 ADULT YA NONFICTION	15,000	15,000	2,465.28	2,388.17	.00	12,534.72	16.4%
534205 CHILDREN'S BOOK CLUB KITS	3,500	3,500	124.67	.00	.00	3,375.33	3.6%
534215 CHILDREN'S EARLY LEARNING	6,000	6,000	2,292.14	1,034.00	.00	3,707.86	38.2%
534220 CHILDREN'S FICTION	200,000	200,000	25,455.46	13,413.90	.00	174,544.54	12.7%
534225 CHILDREN'S GRAPHIC NOVELS	34,000	34,000	3,976.21	1,920.13	.00	30,023.79	11.7%
534230 CHILDREN'S NONFICTION	131,000	131,000	10,836.75	7,620.22	.00	120,163.25	8.3%
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	4,169.33	925.98	.00	25,830.67	13.9%
534240 CHILDREN'S STORYTIME	3,000	3,000	217.31	151.85	.00	2,782.69	7.2%
534305 DATABASES	661,300	661,300	98,026.12	41,397.00	.00	563,273.88	14.8%
534405 EBOOK - REFERENCE	2,500	2,500	.00	.00	.00	2,500.00	.0%
534410 EBOOKS	875,000	875,000	41,611.30	41,611.30	.00	833,388.70	4.8%
534415 EDOWNLOADABLE AUDIO	775,000	775,000	43,417.00	43,417.00	.00	731,583.00	5.6%
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	12,000.00	12,000.00	.00	5,000.00	70.6%
534430 EMAGAZINES	55,000	55,000	.00	.00	.00	55,000.00	.0%
534505 MAGAZINES	62,000	62,000	2,791.10	851.85	.00	59,208.90	4.5%
534605 VENDOR PROCESSING	160,000	160,000	12,787.19	5,859.46	.00	147,212.81	8.0%

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ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
534645 VENDOR CATALOGING	10,000	10,000	.00	.00	.00	10,000.00	.0%
534705 WORLD - ADULT SPANISH	12,000	12,000	1,457.42	1,047.74	.00	10,542.58	12.1%
534710 WORLD - CHILDREN'S SPANISH	11,000	11,000	1,547.57	1,268.38	.00	9,452.43	14.1%
534715 WORLD - CHINESE	10,000	10,000	.00	.00	.00	10,000.00	.0%
534725 WORLD - GERMAN	7,500	7,500	27.49	27.49	.00	7,472.51	.4%
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	831.60	831.60	.00	14,168.40	5.5%
534745 WORLD - VIETNAMESE	7,500	7,500	.00	.00	.00	7,500.00	.0%
534750 WORLD - RUSSIAN	20,000	20,000	1,095.60	1,095.60	.00	18,904.40	5.5%
534805 YOUTH CHILDREN'S AUDIO BOOKS	27,500	27,500	1,491.85	1,169.54	.00	26,008.15	5.4%
534810 YOUTH DVD - FTY	30,000	30,000	3,482.46	1,860.48	.00	26,517.54	11.6%
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	423,890.74	253,665.66	.00	4,164,109.26	9.2%

07 SERVICES EXPENSES

541000 INDEPENDENT CONTRACTORS	322,000	322,000	1,082.70	.00	8,000.00	312,917.30	2.8%
541004 INDEPENDENT CONTRACTORS---INFR	100,000	100,000	8,560.00	4,280.00	31,380.00	60,060.00	39.9%
541010 PERFORMER SERVICES	89,200	89,200	950.00	950.00	9,275.00	78,975.00	11.5%
541020 CONTRACTUAL SERVICES	470,700	470,700	27,552.88	20,362.82	42,797.23	400,349.89	14.9%
541040 LEGAL SERVICES	70,000	70,000	1,785.00	1,645.00	-1,645.00	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	154.84	35.44	.00	2,845.16	5.2%
542000 POSTAGE	63,000	63,000	1,028.06	1,018.16	-831.63	62,803.57	.3%
542001 SHIPPING	22,000	22,000	446.35	278.35	.00	21,553.65	2.0%
542010 TELECOM SERVICES--PHONES	50,000	50,000	14,899.40	6,940.45	.00	35,100.60	29.8%
542011 TELECOM SERVICES--CELLPHONES	111,000	111,000	12,669.12	6,432.56	.00	98,330.88	11.4%
542012 TELECOM SERVICES--INTERNET	667,000	667,000	113,620.57	57,317.86	.00	553,379.43	17.0%
543000 TRAVEL AND TOLLS	66,290	66,290	712.75	127.83	.00	65,577.25	1.1%
543010 MILEAGE REIMBURSEMENTS	51,200	51,200	5,613.77	2,950.39	.00	45,586.23	11.0%
544000 ADVERTISING	155,100	155,100	13,180.32	7,016.62	105,430.28	36,489.40	76.5%
545010 RENTALS/LEASES--BUILDINGS	976,000	976,000	219,946.36	189,103.52	.00	756,053.64	22.5%
545020 RENTALS/LEASES--EQUIPMENT	180,700	180,700	25,984.54	14,582.72	48,369.96	106,345.50	41.1%
546000 INSURANCE	300,000	300,000	55.34	27.67	.00	299,944.66	.0%
547000 ELECTRICITY	300,000	300,000	69,195.73	31,806.72	.00	230,804.27	23.1%
547010 NATURAL GAS	16,500	16,500	3,051.38	1,960.30	.00	13,448.62	18.5%

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ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
547020 WATER	30,000	30,000	4,227.15	1,917.56	.00	25,772.85	14.1%
547030 SEWER	34,000	34,000	5,609.28	2,497.16	.00	28,390.72	16.5%
547040 REFUSE	36,000	36,000	7,345.27	3,514.52	.00	28,654.73	20.4%
548000 GENERAL REPAIRS/MAINTENANCE	451,500	451,500	165,000.04	143,484.27	134,290.28	152,209.68	66.3%
548010 CONTRACTED MAINTENANCE	564,758	564,758	49,461.71	45,932.75	87,055.81	428,240.48	24.2%
548050 VEHICLE REPAIR AND MAINTENANC	70,000	70,000	18,523.52	16,448.12	13,668.89	37,807.59	46.0%
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	5,259.35	954.00	.00	91,890.65	5.4%
549011 ORGANIZATIONAL REGISTRATIONS	16,500	16,500	79.00	79.00	.00	16,421.00	.5%
549020 DUES AND MEMBERSHIPS	40,150	40,150	28,594.21	90.00	1,125.00	10,430.79	74.0%
549030 TAXES AND ASSESSMENTS	48,000	48,000	.01	.01	.00	47,999.99	.0%
549040 LICENSES	3,500	3,500	164.80	.00	.00	3,335.20	4.7%
549050 FEES	16,500	16,500	2,294.16	1,569.73	.00	14,205.84	13.9%
549120 CONTINGENCY/RESERVE	607,320	607,320	.00	.00	.00	607,320.00	.0%
TOTAL SERVICES EXPENSES	6,188,568	6,188,568	807,047.61	563,323.53	493,915.82	4,887,604.57	21.0%
TOTAL GENERAL FUND	0	0	4,984,257.03	2,390,228.95	827,471.14	-5,811,728.17	100.0%
TOTAL REVENUES	-44,081,700	-44,081,700	-1,114,600.23	-910,547.20	.00	-42,967,099.77	
TOTAL EXPENSES	44,081,700	44,081,700	6,098,857.26	3,300,776.15	827,471.14	37,155,371.60	

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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	-93,838.40	-45,670.76	.00	93,838.40	100.0%
TOTAL CHARGES OTHER	0	0	-93,838.40	-45,670.76	.00	93,838.40	100.0%
TOTAL LEVY SUSTAINABILITY FUND	0	0	-93,838.40	-45,670.76	.00	93,838.40	100.0%
TOTAL REVENUES	0	0	-93,838.40	-45,670.76	.00	93,838.40	

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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	-8,257.72	-4,019.00	.00	8,257.72	100.0%
TOTAL CHARGES OTHER	0	0	-8,257.72	-4,019.00	.00	8,257.72	100.0%
TOTAL ELECTION FUND	0	0	-8,257.72	-4,019.00	.00	8,257.72	100.0%
TOTAL REVENUES	0	0	-8,257.72	-4,019.00	.00	8,257.72	

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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	-17,601.72	-8,566.68	.00	17,601.72	100.0%
	TOTAL CHARGES OTHER	0	0	-17,601.72	-8,566.68	.00	17,601.72	100.0%
	TOTAL PROPERTY AND FACILITY FUND	0	0	-17,601.72	-8,566.68	.00	17,601.72	100.0%
	TOTAL REVENUES	0	0	-17,601.72	-8,566.68	.00	17,601.72	

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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	-621.65	-302.86	.00	621.65	100.0%
TOTAL CHARGES OTHER	0	0	-621.65	-302.86	.00	621.65	100.0%
TOTAL DEBT SERVICE FUND	0	0	-621.65	-302.86	.00	621.65	100.0%
TOTAL REVENUES	0	0	-621.65	-302.86	.00	621.65	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 02

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	-61,078.45	-29,327.43	.00	61,078.45	100.0%
TOTAL CHARGES OTHER	-6,508,000	-6,508,000	-61,078.45	-29,327.43	.00	-6,446,921.55	.9%
05 SUPPLIES EXPENSES							
531000 OFFICE/OPERATING SUPPLIES--DE	0	0	1,591.70	.00	2,500.00	-4,091.70	100.0%
531004 OFFICE/OPERATING SUPPLIES--PU	2,000	2,000	.00	.00	.00	2,000.00	.0%
535015 FURNISHINGS--STAFF	0	0	23,427.64	23,427.64	-21,470.54	-1,957.10	100.0%
TOTAL SUPPLIES EXPENSES	2,000	2,000	25,019.34	23,427.64	-18,970.54	-4,048.80	302.4%
07 SERVICES EXPENSES							
541000 INDEPENDENT CONTRACTORS	26,000	26,000	.00	.00	.00	26,000.00	.0%
541020 CONTRACTUAL SERVICES	75,800	75,800	20,628.92	16,579.20	65,780.28	-10,609.20	114.0%
541040 LEGAL SERVICES	15,000	15,000	16,408.96	16,408.96	.00	-1,408.96	109.4%
541060 ARCHITECTURAL/ENGR SERVICES	765,000	765,000	19,061.23	18,216.23	518,833.77	227,105.00	70.3%
542000 POSTAGE	10,000	10,000	.00	.00	.00	10,000.00	.0%
545020 RENTALS/LEASES--EQUIPMENT	0	0	1,353.02	1,353.02	23,646.98	-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	.00	1,000.00	198,750.00	.6%
549120 CONTINGENCY/RESERVE	289,200	289,200	.00	.00	.00	289,200.00	.0%
TOTAL SERVICES EXPENSES	1,581,000	1,581,000	57,702.13	52,557.41	609,261.03	914,036.84	42.2%
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	.00	-129,731.52	1,957,158.26	3.8%
562800 FURNITURE AND FIXTURES	100,000	100,000	69,730.96	.00	-63,391.78	93,660.82	6.3%
563100 PARKING LOT IMPROVEMENTS	0	0	80,142.44	80,142.44	-46,978.10	-33,164.34	100.0%

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ACCOUNTS FOR: 301 CAPITAL IMPROVEMENT FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
564000 MACHINERY & MAJOR EQUIPMENT	150,000	150,000	.00	.00	.00	150,000.00	.0%
564100 VEHICLES	390,000	390,000	.00	.00	53,769.70	336,230.30	13.8%
564300 TECHNOLOGY EQUIPMENT	325,000	325,000	.00	.00	.00	325,000.00	.0%
TOTAL CAPITAL OUTLAYS	4,925,000	4,925,000	357,446.66	80,142.44	-186,331.70	4,753,885.04	3.5%
TOTAL CAPITAL IMPROVEMENT FUND	0	0	379,089.68	126,800.06	403,958.79	-783,048.47	100.0%
TOTAL REVENUES	-6,508,000	-6,508,000	-61,078.45	-29,327.43	.00	-6,446,921.55	
TOTAL EXPENSES	6,508,000	6,508,000	440,168.13	156,127.49	403,958.79	5,663,873.08	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 02

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	0	5,243,027.22	2,458,469.71	1,231,429.93	-6,474,457.15	100.0%

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

YEAR-TO-DATE BUDGET REPORT

FOR 2023 02

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	-768,080.09	-768,080.09	.00	-41,109,219.91	1.8%
311120 PROPERTY TAX--DELINQUENT	-530,900	-530,900	-143,380.65	-60,491.79	.00	-387,519.35	27.0%
311121 PROPERTY TAX--KING COUNTY	-60,000	-60,000	-556.30	.00	.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	-14,472.22	-13,329.38	.00	-5,527.78	72.4%
317400 TIMBER EXCISE TAX	-63,000	-63,000	.00	.00	.00	-63,000.00	.0%
TOTAL TAXES	-42,557,200	-42,557,200	-926,489.26	-841,901.26	.00	-41,630,710.74	2.2%
02 CHARGES OTHER							
335023 DNR TIMBER TRUST 2	0	0	-12,087.36	-4,987.48	.00	12,087.36	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	-4,091.57	.00	.00	-3,408.43	54.6%
347200 LIBRARY SERVICES FEES--ILL	0	0	-27.49	.00	.00	27.49	100.0%
347901 COPIER FEES	0	0	-59.00	-59.00	.00	59.00	100.0%
347902 PRINTER FEES	0	0	-3,776.15	-2,084.65	.00	3,776.15	100.0%
359000 LIBRARY FINES	-10,000	-10,000	-6,430.91	-3,213.02	.00	-3,569.09	64.3%
361100 INVESTMENT EARNINGS	-400,000	-400,000	-58,691.27	-23,648.92	.00	-341,308.73	14.7%
361430 INTEREST INCOME--CONTRACTS &	0	0	-143.57	-75.16	.00	143.57	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	291.48	291.48	.00	-310,291.48	-.1%
367021 DONOR REIMBURSEMENTS--FRIENDS	0	0	-97.37	.00	.00	97.37	100.0%
367400 GRANTS--NONGOVERNMENTAL	0	0	-550.00	.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	-116.40	-116.40	.00	-1,883.60	5.8%
369101 SALE OF SURPLUS--MATERIALS	-4,000	-4,000	-4,837.98	-1,832.69	.00	837.98	120.9%
369200 FOUND MONEY	0	0	-95.47	-76.47	.00	95.47	100.0%
369910 MISCELLANEOUS OTHER	0	0	-1,849.38	-1,849.38	.00	1,849.38	100.0%
369911 PAYMENT FOR LOST MATERIALS	-10,000	-10,000	-310.37	-121.89	.00	-9,689.63	3.1%
369912 JURY DUTY REIMBURSEMENT	0	0	-90.00	-30.00	.00	90.00	100.0%
369913 ERATE REIMBURSEMENT	-530,000	-530,000	-37,186.38	.00	.00	-492,813.62	7.0%
369914 PROCUREMENT CARD REBATES	-75,000	-75,000	-11,791.73	-11,791.73	.00	-63,208.27	15.7%
395100 PROCEEDS FROM SALES OF CAPITA	0	0	-46,170.05	-19,050.63	.00	46,170.05	100.0%
TOTAL CHARGES OTHER	-1,524,500	-1,524,500	-188,110.97	-68,645.94	.00	-1,336,389.03	12.3%
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	3,542,823.04	1,838,771.68	.00	20,257,176.96	14.9%
511005 ADDITIONAL HOURS	150,000	150,000	.00	.00	.00	150,000.00	.0%
511006 SUBSTITUTE HOURS	32,000	32,000	1,954.29	.00	.00	30,045.71	6.1%
511007 SHIFT DIFFERENTIAL	200,000	200,000	19,065.65	11,174.70	.00	180,934.35	9.5%
511009 TUITION ASSISTANCE	12,000	12,000	150.70	.00	.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	3,563,993.68	1,849,946.38	.00	19,847,864.32	15.2%
04 PERSONNEL BENEFITS							
520010 FICA	1,830,000	1,830,000	264,152.20	136,821.50	.00	1,565,847.80	14.4%
520020 MEDICAL INSURANCE	3,054,000	3,054,000	476,384.91	214,107.88	.00	2,577,615.09	15.6%
520021 DENTAL INSURANCE	260,000	260,000	35,787.10	17,973.95	.00	224,212.90	13.8%
520022 LIFE AND DISABILITY INSURANCE	79,000	79,000	14,514.94	7,536.47	.00	64,485.06	18.4%
520023 INDUSTRIAL INSURANCE	151,000	151,000	21,446.21	11,996.80	.00	129,553.79	14.2%
520030 RETIREMENT	2,431,000	2,431,000	359,260.22	185,250.54	.00	2,071,739.78	14.8%
520040 UNEMPLOYMENT INSURANCE	50,000	50,000	3,496.00	.00	.00	46,504.00	7.0%
520041 PAID FML INSURANCE	55,000	55,000	7,733.02	4,015.65	.00	47,266.98	14.1%
520091 OTHER BENEFIT	31,000	31,000	2,225.10	1,115.25	.00	28,774.90	7.2%
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	1,184,999.70	578,818.04	.00	6,478,104.30	15.5%
05 SUPPLIES EXPENSES							
531000 OFFICE/OPERATING SUPPLIES--DE	127,350	127,350	11,983.81	5,286.09	20,567.82	94,798.37	25.6%
531002 OFFICE/OPERATING SUPPLIES--SU	91,500	91,500	8,755.34	3,251.21	18,150.69	64,593.97	29.4%
531004 OFFICE/OPERATING SUPPLIES--PU	188,000	188,000	3,777.71	2,487.29	.00	184,222.29	2.0%
531010 CUSTODIAL SUPPLIES	110,000	110,000	28,071.04	12,428.42	64,298.06	17,630.90	84.0%
531020 MAINTENANCE SUPPLIES	35,000	35,000	16,747.91	7,484.98	.00	18,252.09	47.9%
531030 MATERIAL PROCESSING SUP	17,600	17,600	2,989.40	1,965.48	.00	14,610.60	17.0%
531040 TRAINING SUPPLIES	1,000	1,000	285.44	285.44	.00	714.56	28.5%
531099 FOUNDATION PASSTHROUGH--SUP	154,000	154,000	1,901.80	1,029.09	.00	152,098.20	1.2%
532000 FUEL	50,000	50,000	8,013.13	4,246.60	34,986.87	7,000.00	86.0%
535000 MINOR EQUIPMENT	0	0	6,798.58	6,798.58	-6,112.95	-685.63	100.0%
535010 FURNISHINGS--PUBLIC	50,000	50,000	.00	.00	.00	50,000.00	.0%
535015 FURNISHINGS--STAFF	95,500	95,500	.00	.00	51,187.93	44,312.07	53.6%
535020 TECHNOLOGY HARDWARE--PUBLIC	200,000	200,000	1,158.89	689.16	4,193.52	194,647.59	2.7%

YEAR-TO-DATE BUDGET REPORT

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ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
535025 TECHNOLOGY HARDWARE--STAFF	241,000	241,000	2,821.54	136.43	135,752.62	102,425.84	57.5%
535030 TECHNOLOGY HARDWARE--GENERAL	40,000	40,000	.00	.00	.00	40,000.00	.0%
535050 SOFTWARE/LICENSES/HOST--APPS	582,020	582,020	12,224.20	4,234.34	14,070.76	555,725.04	4.5%
535055 SOFTWARE/LICENSES/HOST--INFRA	247,200	247,200	13,396.74	4,699.43	-3,540.00	237,343.26	4.0%
TOTAL SUPPLIES EXPENSES	2,230,170	2,230,170	118,925.53	55,022.54	333,555.32	1,777,689.15	20.3%

06 MATERIALS

534000 MATERIALS COLLECTION	65,000	65,000	.00	.00	.00	65,000.00	.0%
534005 ADULT AV - CDS	40,000	40,000	3,178.78	1,647.51	.00	36,821.22	7.9%
534010 ADULT AV - DVD	327,500	327,500	41,486.92	14,816.93	.00	286,013.08	12.7%
534015 ADULT AV - DVDNF	40,000	40,000	4,512.13	3,166.40	.00	35,487.87	11.3%
534020 ADULT AV AUDIOBOOKS	25,000	25,000	1,955.26	1,540.71	.00	23,044.74	7.8%
534105 ADULT BOOK CLUB KITS	3,500	3,500	9.94	9.94	.00	3,490.06	.3%
534110 ADULT FICTION	265,000	265,000	45,871.81	24,218.09	.00	219,128.19	17.3%
534115 ADULT GRAPHIC NOVELS	15,000	15,000	5,423.23	1,179.09	.00	9,576.77	36.2%
534120 ADULT LARGE PRINT	50,000	50,000	9,405.09	6,063.43	.00	40,594.91	18.8%
534125 ADULT LUCKY DAY	55,000	55,000	2,530.77	1,428.95	.00	52,469.23	4.6%
534130 ADULT NONFICTION	300,000	300,000	30,392.14	14,327.48	.00	269,607.86	10.1%
534145 ADULT REFERENCE	5,000	5,000	.00	.00	.00	5,000.00	.0%
534150 ADULT YA FICTION	60,000	60,000	3,476.72	2,004.36	.00	56,523.28	5.8%
534155 ADULT YA GRAPHIC NOVELS	25,000	25,000	5,544.10	3,371.08	.00	19,455.90	22.2%
534160 ADULT YA NONFICTION	15,000	15,000	2,465.28	2,388.17	.00	12,534.72	16.4%
534205 CHILDREN'S BOOK CLUB KITS	3,500	3,500	124.67	.00	.00	3,375.33	3.6%
534215 CHILDREN'S EARLY LEARNING	6,000	6,000	2,292.14	1,034.00	.00	3,707.86	38.2%
534220 CHILDREN'S FICTION	200,000	200,000	25,455.46	13,413.90	.00	174,544.54	12.7%
534225 CHILDREN'S GRAPHIC NOVELS	34,000	34,000	3,976.21	1,920.13	.00	30,023.79	11.7%
534230 CHILDREN'S NONFICTION	131,000	131,000	10,836.75	7,620.22	.00	120,163.25	8.3%
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	4,169.33	925.98	.00	25,830.67	13.9%
534240 CHILDREN'S STORYTIME	3,000	3,000	217.31	151.85	.00	2,782.69	7.2%
534305 DATABASES	661,300	661,300	98,026.12	41,397.00	.00	563,273.88	14.8%
534405 EBOOK - REFERENCE	2,500	2,500	.00	.00	.00	2,500.00	.0%
534410 EBOOKS	875,000	875,000	41,611.30	41,611.30	.00	833,388.70	4.8%
534415 EDOWNLOADABLE AUDIO	775,000	775,000	43,417.00	43,417.00	.00	731,583.00	5.6%
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	12,000.00	12,000.00	.00	5,000.00	70.6%
534430 EMAGAZINES	55,000	55,000	.00	.00	.00	55,000.00	.0%
534505 MAGAZINES	62,000	62,000	2,791.10	851.85	.00	59,208.90	4.5%
534605 VENDOR PROCESSING	160,000	160,000	12,787.19	5,859.46	.00	147,212.81	8.0%

YEAR-TO-DATE BUDGET REPORT

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ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
534645 VENDOR CATALOGING	10,000	10,000	.00	.00	.00	10,000.00	.0%
534705 WORLD - ADULT SPANISH	12,000	12,000	1,457.42	1,047.74	.00	10,542.58	12.1%
534710 WORLD - CHILDREN'S SPANISH	11,000	11,000	1,547.57	1,268.38	.00	9,452.43	14.1%
534715 WORLD - CHINESE	10,000	10,000	.00	.00	.00	10,000.00	.0%
534725 WORLD - GERMAN	7,500	7,500	27.49	27.49	.00	7,472.51	.4%
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	831.60	831.60	.00	14,168.40	5.5%
534745 WORLD - VIETNAMESE	7,500	7,500	.00	.00	.00	7,500.00	.0%
534750 WORLD - RUSSIAN	20,000	20,000	1,095.60	1,095.60	.00	18,904.40	5.5%
534805 YOUTH CHILDREN'S AUDIO BOOKS	27,500	27,500	1,491.85	1,169.54	.00	26,008.15	5.4%
534810 YOUTH DVD - FTY	30,000	30,000	3,482.46	1,860.48	.00	26,517.54	11.6%
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	423,890.74	253,665.66	.00	4,164,109.26	9.2%

07 SERVICES EXPENSES

541000 INDEPENDENT CONTRACTORS	322,000	322,000	1,082.70	.00	8,000.00	312,917.30	2.8%
541004 INDEPENDENT CONTRACTORS---INFR	100,000	100,000	8,560.00	4,280.00	31,380.00	60,060.00	39.9%
541010 PERFORMER SERVICES	89,200	89,200	950.00	950.00	9,275.00	78,975.00	11.5%
541020 CONTRACTUAL SERVICES	470,700	470,700	27,552.88	20,362.82	42,797.23	400,349.89	14.9%
541040 LEGAL SERVICES	70,000	70,000	1,785.00	1,645.00	-1,645.00	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	154.84	35.44	.00	2,845.16	5.2%
542000 POSTAGE	63,000	63,000	1,028.06	1,018.16	-831.63	62,803.57	.3%
542001 SHIPPING	22,000	22,000	446.35	278.35	.00	21,553.65	2.0%
542010 TELECOM SERVICES--PHONES	50,000	50,000	14,899.40	6,940.45	.00	35,100.60	29.8%
542011 TELECOM SERVICES--CELLPHONES	111,000	111,000	12,669.12	6,432.56	.00	98,330.88	11.4%
542012 TELECOM SERVICES--INTERNET	667,000	667,000	113,620.57	57,317.86	.00	553,379.43	17.0%
543000 TRAVEL AND TOLLS	66,290	66,290	712.75	127.83	.00	65,577.25	1.1%
543010 MILEAGE REIMBURSEMENTS	51,200	51,200	5,613.77	2,950.39	.00	45,586.23	11.0%
544000 ADVERTISING	155,100	155,100	13,180.32	7,016.62	105,430.28	36,489.40	76.5%
545010 RENTALS/LEASES--BUILDINGS	976,000	976,000	219,946.36	189,103.52	.00	756,053.64	22.5%
545020 RENTALS/LEASES--EQUIPMENT	180,700	180,700	25,984.54	14,582.72	48,369.96	106,345.50	41.1%
546000 INSURANCE	300,000	300,000	55.34	27.67	.00	299,944.66	.0%
547000 ELECTRICITY	300,000	300,000	69,195.73	31,806.72	.00	230,804.27	23.1%
547010 NATURAL GAS	16,500	16,500	3,051.38	1,960.30	.00	13,448.62	18.5%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 02

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
547020 WATER	30,000	30,000	4,227.15	1,917.56	.00	25,772.85	14.1%
547030 SEWER	34,000	34,000	5,609.28	2,497.16	.00	28,390.72	16.5%
547040 REFUSE	36,000	36,000	7,345.27	3,514.52	.00	28,654.73	20.4%
548000 GENERAL REPAIRS/MAINTENANCE	451,500	451,500	165,000.04	143,484.27	134,290.28	152,209.68	66.3%
548010 CONTRACTED MAINTENANCE	564,758	564,758	49,461.71	45,932.75	87,055.81	428,240.48	24.2%
548050 VEHICLE REPAIR AND MAINTENANC	70,000	70,000	18,523.52	16,448.12	13,668.89	37,807.59	46.0%
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	5,259.35	954.00	.00	91,890.65	5.4%
549011 ORGANIZATIONAL REGISTRATIONS	16,500	16,500	79.00	79.00	.00	16,421.00	.5%
549020 DUES AND MEMBERSHIPS	40,150	40,150	28,594.21	90.00	1,125.00	10,430.79	74.0%
549030 TAXES AND ASSESSMENTS	48,000	48,000	.01	.01	.00	47,999.99	.0%
549040 LICENSES	3,500	3,500	164.80	.00	.00	3,335.20	4.7%
549050 FEES	16,500	16,500	2,294.16	1,569.73	.00	14,205.84	13.9%
549120 CONTINGENCY/RESERVE	607,320	607,320	.00	.00	.00	607,320.00	.0%
TOTAL SERVICES EXPENSES	6,188,568	6,188,568	807,047.61	563,323.53	493,915.82	4,887,604.57	21.0%
TOTAL GENERAL FUND	0	0	4,984,257.03	2,390,228.95	827,471.14	-5,811,728.17	100.0%
TOTAL REVENUES	-44,081,700	-44,081,700	-1,114,600.23	-910,547.20	.00	-42,967,099.77	
TOTAL EXPENSES	44,081,700	44,081,700	6,098,857.26	3,300,776.15	827,471.14	37,155,371.60	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 02

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	-93,838.40	-45,670.76	.00	93,838.40	100.0%
TOTAL CHARGES OTHER	0	0	-93,838.40	-45,670.76	.00	93,838.40	100.0%
TOTAL LEVY SUSTAINABILITY FUND	0	0	-93,838.40	-45,670.76	.00	93,838.40	100.0%
TOTAL REVENUES	0	0	-93,838.40	-45,670.76	.00	93,838.40	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 02

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	-8,257.72	-4,019.00	.00	8,257.72	100.0%
TOTAL CHARGES OTHER	0	0	-8,257.72	-4,019.00	.00	8,257.72	100.0%
TOTAL ELECTION FUND	0	0	-8,257.72	-4,019.00	.00	8,257.72	100.0%
TOTAL REVENUES	0	0	-8,257.72	-4,019.00	.00	8,257.72	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 02

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	-17,601.72	-8,566.68	.00	17,601.72	100.0%
	TOTAL CHARGES OTHER	0	0	-17,601.72	-8,566.68	.00	17,601.72	100.0%
	TOTAL PROPERTY AND FACILITY FUND	0	0	-17,601.72	-8,566.68	.00	17,601.72	100.0%
	TOTAL REVENUES	0	0	-17,601.72	-8,566.68	.00	17,601.72	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 02

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	-621.65	-302.86	.00	621.65	100.0%
TOTAL CHARGES OTHER	0	0	-621.65	-302.86	.00	621.65	100.0%
TOTAL DEBT SERVICE FUND	0	0	-621.65	-302.86	.00	621.65	100.0%
TOTAL REVENUES	0	0	-621.65	-302.86	.00	621.65	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 02

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	-61,078.45	-29,327.43	.00	61,078.45	100.0%
TOTAL CHARGES OTHER	-6,508,000	-6,508,000	-61,078.45	-29,327.43	.00	-6,446,921.55	.9%
05 SUPPLIES EXPENSES							
531000 OFFICE/OPERATING SUPPLIES--DE	0	0	1,591.70	.00	2,500.00	-4,091.70	100.0%
531004 OFFICE/OPERATING SUPPLIES--PU	2,000	2,000	.00	.00	.00	2,000.00	.0%
535015 FURNISHINGS--STAFF	0	0	23,427.64	23,427.64	-21,470.54	-1,957.10	100.0%
TOTAL SUPPLIES EXPENSES	2,000	2,000	25,019.34	23,427.64	-18,970.54	-4,048.80	302.4%
07 SERVICES EXPENSES							
541000 INDEPENDENT CONTRACTORS	26,000	26,000	.00	.00	.00	26,000.00	.0%
541020 CONTRACTUAL SERVICES	75,800	75,800	20,628.92	16,579.20	65,780.28	-10,609.20	114.0%
541040 LEGAL SERVICES	15,000	15,000	16,408.96	16,408.96	.00	-1,408.96	109.4%
541060 ARCHITECTURAL/ENGR SERVICES	765,000	765,000	19,061.23	18,216.23	518,833.77	227,105.00	70.3%
542000 POSTAGE	10,000	10,000	.00	.00	.00	10,000.00	.0%
545020 RENTALS/LEASES--EQUIPMENT	0	0	1,353.02	1,353.02	23,646.98	-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	.00	1,000.00	198,750.00	.6%
549120 CONTINGENCY/RESERVE	289,200	289,200	.00	.00	.00	289,200.00	.0%
TOTAL SERVICES EXPENSES	1,581,000	1,581,000	57,702.13	52,557.41	609,261.03	914,036.84	42.2%
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	.00	-129,731.52	1,957,158.26	3.8%
562800 FURNITURE AND FIXTURES	100,000	100,000	69,730.96	.00	-63,391.78	93,660.82	6.3%
563100 PARKING LOT IMPROVEMENTS	0	0	80,142.44	80,142.44	-46,978.10	-33,164.34	100.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 02

ACCOUNTS FOR: 301 CAPITAL IMPROVEMENT FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
564000 MACHINERY & MAJOR EQUIPMENT	150,000	150,000	.00	.00	.00	150,000.00	.0%
564100 VEHICLES	390,000	390,000	.00	.00	53,769.70	336,230.30	13.8%
564300 TECHNOLOGY EQUIPMENT	325,000	325,000	.00	.00	.00	325,000.00	.0%
TOTAL CAPITAL OUTLAYS	4,925,000	4,925,000	357,446.66	80,142.44	-186,331.70	4,753,885.04	3.5%
TOTAL CAPITAL IMPROVEMENT FUND	0	0	379,089.68	126,800.06	403,958.79	-783,048.47	100.0%
TOTAL REVENUES	-6,508,000	-6,508,000	-61,078.45	-29,327.43	.00	-6,446,921.55	
TOTAL EXPENSES	6,508,000	6,508,000	440,168.13	156,127.49	403,958.79	5,663,873.08	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 02

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	0	5,243,027.22	2,458,469.71	1,231,429.93	-6,474,457.15	100.0%

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

MEMO



Date: March 28, 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 – March

Customer Experiences

From Key Center Library:

- A customer came in to print her resume on the way to a job interview. We helped her troubleshoot through the printing process and listened to her describe the job opportunity with excitement and enthusiasm. The next day she returned to print documents required of her new employer! She came into the building beaming and exclaimed to front desk staff, “I got the job!” It felt amazing to celebrate with her and know that the library was able to support her efforts.

From Buckley Library:

- One of Buckley's Customer Experience Assistants was told by a customer how grateful she was for PCLS because library staff helped her and her husband navigate the internet to fill out insurance forms after the death of a family member.

From South Hill Library:

- At a recent children’s program, one of the participants happily greeted the librarian. She had attended story times pre-pandemic and was excited to see her librarian-friend in person again. She told the librarian that she was one of her favorite people. It was great to be remembered, especially as quite some time had passed since seeing one another.

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

From Parkland/Spanaway Library:

- A weekly Tax Help program began at Parkland/Spanaway in partnership with Associated Ministries’ Volunteer Income Tax Assistance (VITA) program to provide free tax assistance to Pierce County residents with moderate and low-incomes.

Initiatives Highlights

From Lakewood Library:

- Lakewood staff have been holding pop-ups in conjunction with Tacomaprobono Community Lawyers throughout 2023. Tacomaprobono has joined PCLS staff at pop-ups at Pierce College, Clover Park Technical College, LASA, and Springbrook Connections.

From University Place Library:

- A Youth Services librarian, with the help of the PCLS Student Success Coordinator, attended Sunset Elementary School’s STEAM Night. Kids expressed their creativity with some recently-

purchased Picasso Tiles, while PCLS staff informed grownups about resources already available to them and their students within the library system.

From Parkland/Spanaway Library:

- Parkland/Spanaway hosted their first Black Cinema Trivia event and drew a lively group of folks, all from the Black community. Participants included a local activist and filmmaker, an 11th grader who wants to be a film director, a public school teacher and radio host, and regular patrons who took time off work to attend. It was lovely to see the library bringing strangers together to enjoy one another's company while celebrating and honoring Black creators in the film industry.

Operational Highlights

From Bonney Lake Library:

- The Bonney Lake branch will be hosting an Open House from 11:00am – 2:00pm on Saturday, April 15. We're inviting our local community to join us with activities for all ages, the chance to meet newer library staff and say hi to familiar faces, see upgrades from our recent refresh project, and opportunities to learn more about library programs and services.
- The Senior Librarian and Supervising Associate are working in conjunction with the Regional Services Manager to make plans and develop schedules for a return to extended hours beginning March 12. We're taking into account staffing needs, in-house programming, current commitments on system-level projects and committees, materials flow, and anticipated future needs for both in-branch and community work. We're excited to be able to offer later evening hours to our customers!

Community Engagement Highlights

From Summit Library:

- The annual African American Read-In marked its 7th year at Summit by offering multiple in-person and virtual events. Staff from Orting provided important preparation support, and planning for next year's AARI will be fully regionalized with participation from Parkland/Spanaway as well.
- A first-of-its-kind partnership event with the Tacoma-Pierce Humane Society took place in late February, with an educational presentation followed by a live adoption event on branch grounds. Two kittens found homes thanks to the work of the volunteers!

From Lakewood Library:

- Library staff are seeing more traffic at the pop-up at City Hall and are starting to see some regulars who stop in every other week or so to return books and check out what we've brought with us. We have a lot of community members stopping by to ask what we're all about and what we have to offer in the way of library services. We regularly overlap with a Senior Book Club and are enjoying being able to connect with those community members on a regular basis.

From Milton Library:

- We hosted a Paint & Sip (refreshing non-alcoholic beverages were served) and got a fantastic response from the community. Participants were incredibly happy with their art and seemed to make new friends at the event. We had a participation waitlist, and people asked for another session to be scheduled in the near future.

MEMO



Date: March 28, 2023

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

From: Connie Behe, Public Services Deputy Director

Subject: Public Services Report Update

The Public Services Division is working with the Executive Office to combine measures reported in the Library metrics dashboard with the stories reported in the Public Services Report. Currently, the metrics dashboard includes statistics we are required to report to the state and has been customized over the years in response to Board needs. Similarly, the Public Services report (formerly Customer Experience) was designed in response to a Board need.

Combining the two reports will show a holistic view of the impact of direct library services for the public. It is a timely update, following the huge changes our communities and staff have experienced over the past few years, that allows the Board to see the connections between qualitative and quantitative data, and can be useful in understanding the effectiveness of programs and services as well as provide more context for advocacy.

The updated draft of the monthly Public Services report focuses on a combination of data: intended impacts of programs and services, outputs, usage, and stories/anecdotes. The report also provides information on upcoming events of interest and updates on internal public services operations.

The report will include:

- Library at a Glance: Year to date report of key performance indicators with a percentage change from the previous year to date
- Service Highlight: Intended impact and brief description of a service with performance metrics specific to that service
- Customer Stories related to the highlighted service
- Looking Ahead: Events to know about
- Public Services Internal Operations
- More Stories: General collection of recent customer stories from branches

A draft concept of the updated report will be shared with the Board in April with a request for feedback and input. The next version of the report will be shared with the Board in May.

Library at a Glance: Feb 2023 YTD Key Performance Indicators

Card Holders 291,509 -1.7%	Monthly Users - Physical 189,835 25%	Monthly Circulation - Digital 370,751 9%
Monthly Circulation - Physical 431,165 -1.6%	Monthly Number of Youth/Teen Programs 305 106%	Monthly Youth/Teen Program Attendees 7,557 114%
Monthly Number of Adult Programs 102 44%	Monthly Adult Program Attendees 1,161 24%	

The percentage change is a comparison to YTD from prior year 2022. Physical circulation includes renewals.

IN FOCUS: February 2023 Service Highlight

Job and Business Center (JBC)

<https://jbc.mypcls.org/>

Intended Impact and Outcome of the Service: Help teens and adults possess life skills, including digital, business, and financial literacies, to ensure stable and productive lives.

JBC Services Include: One on one appointments focused on job and business related resources, computers designated for job seekers, technology certifications, and more.

Partnership of Note: Pierce County Community Engagement Task Force

Program Highlight: Collaboration for a Cause

Learning Initiative staff engaged with community members at the Collaboration for a Cause event in Puyallup. They shared information about job and business resources, extended open hours, and South Hill-specific programs and made connections with Workforce Central, WorkSource, Metropolitan Development Council, and Tacoma Pro Bono.

Staff expect to receive direct referrals to PCLS from Collaboration for a Cause in March, and each person will be contacted personally by staff in regards to job and business resources.

Customer Stories

Lakewood celebrated its first full month of tech services. We have helped numerous folks apply for jobs, get food handler's cards, and connect with others through our tech services.

A Fife CEA assisted a gentleman with building a resume. A few days ago, the patron stopped working at his most recent job, where he was employed for over a decade. He's an Environmental Specialist and has not prepared a resume in a long time. Fife staff showed him the available templates in Microsoft Word and spent a good amount of time working with him on it. At the end, the patron printed several copies of the finished resume and was very thankful for the assistance he received. A couple of days later, he came back and said he got the job, making more money than he did in his last position!

A Parkland book-a-librarian patron came in for assistance on applying for jobs online after numerous frustrating attempts to do so on her own. She managed to successfully submit an online application for a position she wanted and contacted us days later to share that she got the job.

Looking Ahead

Events to Know About:

- Refresh Open House: Saturday, April 12, 11:00am-2:00pm, Bonney Lake
- Free Tax Help: Saturday, April 1, 10:30am - 3:30pm, Parkland/Spanaway
- Raptor Encounter - The Falconer: Wednesday, April 5, 1:00pm - 2:15pm, University Place
- Tillicum Family Movie: Saturday, April 8, 2:00pm - 4:00pm, Tillicum
- Gentle Yoga: Wednesday, April 12, 11:00am - 12:00pm, Parkland/Spanaway

Public Services Operations:

- Materials Challenge Training: All Public Services Supervisors received training on how to listen and respond to customer complaints about library materials in March and April. We are planning to expand the training to reach all PCLS staff in the next year.
- Expanded hours of operation: In March, the Library expanded hours open to the public at most locations. Collectively, the Library is back to pre-pandemic level of open hours and services.

More Customer Stories!

Bonney Lake: After receiving assistance with a lengthy fax document and additional informational services, a grateful couple was so pleased with the level of service received that they came back in later that day bearing a beautiful bouquet of flowers for the staff member to thank her for her assistance.

Key Center: A Customer Experience Specialist and Librarian teamed up to bring Block Play to two Early Childhood Education and Assistance Program (ECEAP) sites, Vaughn and Evergreen Elementary Schools. The same librarian also visited The Red Barn Youth Center that afternoon to connect with teens in the community.

Outreach: An Adult Services Librarian, Youth Services Librarian, and Youth Services Specialist began planning for the first Saturday program at Anderson Island Library since 2020. On February 25, we will host "Seed Starter Saturday," a staff-led, drop-in program where customers can pick up seeds from the Library's Seed Library, pot starter plants, and do a rock painting craft. For the first time, full library services (browsing, check out, holds pick-up) will be available during a program.

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

South Hill: A Youth Services Librarian provided outreach to Dessie Evans Elementary School (Puyallup School District) and participated in an after school book club, where 34 students participated.

New Business

MEMO



Date: April 3, 2023

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

From: Mary Stimson, Finance Director
Clifford Jo, Business and Compliance Director

Subject: 2022 Yearend Financial Review

Attached are the following 2022 year-end statements:

- Yearend Actuals—General Fund
- Yearend Actuals—Capital Fund
- Yearend Actuals—Special Purpose Fund
- Yearend Actuals—Election Fund
- Yearend Actuals—Property & Facility Fund
- Yearend Actuals—Levy Sustainability Fund
- Yearend Actuals—Debt Service Fund

Below are major aspects of the yearend statements for each fund. Attached is a resolution to close the 2022 fiscal year.

- GENERAL FUND -

Revenues

New revenues were recorded at +\$440,443.75 (1.03%) more than budgeted. Because we are in Phase 1 of the levy sustainability curve, any property tax revenues that are above our anticipated operational needs are considered for deposits into the Levy Sustainability Fund instead of the General Fund.

Items of note:

- Excluding Opportunity donations (a budgeting technique to record donations and grants that weren't in the original budget), Foundation donations were slightly higher than budget, consistent to the yearend report provided to the Board in January.
- Investment returns produced a significantly higher than budget source of revenue by +\$165,614 (828.07%), due to higher than normal return rates.
- E-Rate and other sources came in slightly higher by +\$158,513 (+25.53%), largely due to an increase to the E-Rate reimbursements and US Bank rebates that occurred in 2022.
- Fines and Fees combined revenues came in higher than budget by +6,533. This combined revenue of \$34,033 made up only .07% of total 2022 revenue.
- Although Grants were unbudgeted in 2022, the library received a large ARPA grant payment of +\$160,313 from the State of WA Library under the LSTA grant.

Expenditures

Total expenditures came in under budget by -\$1,114,550 (-2.61%).

Items of note:

- Personnel costs were under budget by -\$2,157,285 (-7.46%). The Library budgeted for full operations, but there were reduced and/or limited services most of the year for the Lakewood Library. In addition, the Library continued to see a significant number of vacancies consistent with what's happening in the nation.
- Maintenance and operations, also came in under budget by -\$605,940 (-8.35%) and was largely due to not needing to use the contingency. The library also budgeted for a full calendar year of in person and virtual programming, but was not able to fully restart indoor programming until later in the year.
- Collection expenditures were under budget -\$351,325 (-8.16%). The library anticipates using these funds in 2023 for the Interim Lakewood Library.
- A capital fund transfer was created to move much of these unanticipated revenue and savings to support upcoming major capital projects.

Taken in total, the net of revenues and expenditures was a positive balance of \$1,554,993.36. A resolution is included to move \$1,500,000 of this to the capital fund.

2022 Yearend Cash Balance (General Fund)

The net effect for the cash balance is recorded as follows:

Beginning Cash & Investments Balance (Jan 1)*	\$ 10,735,404.49
Add: Net of revenues less expenditures	1,554,993.36
Less: Difference in beginning/ending payables/cross-year payments	(18,480.19)
Ending Cash & Investments Balance (Dec 31)*	<u>\$ **12,271,917.66</u>

* Includes petty cash, and KeyBank and Columbia Bank cash balances, which combined beg balances are \$14,748.30 and ending balances are \$13,888.24.

** Because the Library's accounting is "cash basis", the amount of cash does not reflect the invoices that are recorded but not yet paid.

- CAPITAL FUND NOTES -

Revenues and Transfers

New revenues were recorded at \$70,972, which amounted from investment income at higher than normal return rates. Transfers to the Capital Improvement Fund to pay for capital projects were increased from \$1.1 million to \$5.2 million, largely due to additional funds unspent in the general fund and reallocating other transfers.

Expenditures

The original budget for capital improvement projects was \$3,690,000. Total actual expenditures was \$1,925,445 most of which paid for the following projects:

- 2022 Current Buildings: Lakewood Library, ACL Elevator Repairs, and Bonney Lake refresh
- Parking lot repairs and landscaping refreshes at Gig Harbor and South Hill locations
- Vehicles
- Buckley Library Site Evaluation (carryover from 2021)
- Future Building planning
- IT storage infrastructure, Munis ERP continued implementation, and Branch Wi-Fi replacements

2022 Yearend Cash Balance (Capital Improvement Fund)

The Capital Improvement Fund balance is therefore recorded as follows:

Beginning Cash & Investments Balance (Jan 1).....	\$5,524,323.10
Add: Net of revenues less expenditures	3,418,726.85
Less: Difference in beginning/ending payables/cross-year payments.	(8,616.98)
Ending Cash & Investments Balance (Dec 31).....	<u>\$ 8,934,432.97</u>

- SPECIAL PURPOSE FUND NOTES -

In 2021, two new funds were created from splitting out the committed contents in the Special Purpose Fund (an auditor recommendation). The Library transferred out the contents of the SPF to the Election Fund and Property and Facility Fund, thereby liquidating all cash in the SPF and becoming dormant. There was no activity for this Fund in 2022.

Revenues and Transfers

No Revenues or Transfers

Expenditures

No Expenditures

2022 Yearend Cash Balance (Special Purpose Fund)

The Special Purpose Fund balance is recorded as follows:

Beginning Cash Balance (Jan 1)	\$ 0.00
Add: Net of revenue less expenditures.....	0.00
Less: Difference in beginning/ending payables/cross-year payments	(0.00)
Ending Cash Balance (Dec 31)	<u>\$ 0.00</u>

- ELECTION FUND NOTES -

The Election Fund is used to pay for future ballot costs related to elections, such as levy lid-lifts and bonds. This fund was created in 2021 to incorporate the set-aside in the SPF (an auditor recommendation). For 2022, all other activity was from interest returns. This fund has exceeded its \$1 million target level.

Revenues and Transfers

Total new revenues were recorded at \$19,067.03, all of which was from higher than normal return rates on interest returns.

Expenditures

There were no expenditures.

2022 Yearend Cash Balance (Election Fund)

The Election Fund balance is recorded as follows:

Beginning Cash Balance (Jan 1)	\$1,118,900.43
Add: Net of revenue less expenditures.....	19,067.03
Less: Difference in beginning/ending accrued interest receivables.....	<u>(342.23)</u>
Ending Cash Balance (Dec 31)	<u>\$ 1,137,625.23</u>

- PROPERTY AND FACILITIES FUND NOTES -

The Property and Facilities Fund (PFF) is used to pay for land and facility purchases, and construction costs. In 2021, this fund was created to incorporate the set-aside in the SPF (an auditor recommendation). For 2022, revenue activity was from interest returns and transfers out to the Capital Improvement Fund to pay for capital projects were increased to \$1 million.

Revenues and Transfers

Total new revenues were recorded at \$57,330.54, all of which was from interest returns.

Expenditures

There was a transfer out to the Capital Fund for \$1,000,000.

2022 Yearend Cash Balance (Property and Facilities Fund)

The Properties and Facilities Fund balance is recorded as follows:

Beginning Cash Balance (Jan 1)	\$3,371,833.13
Add: Net of revenue less expenditures.....	(942,669.46)
Less: Difference in beginning/ending accrued interest receivables.....	<u>(1,011.84)</u>
Ending Cash Balance (Dec 31)	<u>\$ 2,428,151.83</u>

- LEVY SUSTAINABILITY FUND NOTES -

In 2019, the Board approved the creation of a new Special Revenue Fund, called the Levy Sustainability Fund (LSF). Its purpose is to accumulate funds during the first phase of levy sustainability, when revenue exceeds expenditures, and then release funds to the General Fund when expenditures exceed revenue. A total of \$1,608,000 of property tax revenues were transferred in late 2022 to create a fund balance slightly over \$12.7 million. Another \$186,218 in investment revenue was added to the fund. This fund's target level is approximately \$15 million.

2022 Yearend Cash Balance (Levy Sustainability Fund)

The Levy Sustainability Fund balance is recorded as follows:

Beginning Cash Balance (Jan 1)	\$ 11,126,783.40
Add: Net of revenue less expenditures.....	1,794,217.60
Less: Difference in beginning/ending accrued interest receivables.....	<u>184.44</u>
Ending Cash Balance (Dec 31)	<u>\$ 12,921,185.44</u>

With this 2022 deposit, the LSF is within \$2.1 million of becoming vested for future financial sustainability.

- DEBT SERVICE FUND NOTES -

The Debt Service Fund is used to pay debt owed, for example bond payments. The Library has been debt-free since 2002. Any financial activity since then in this fund is due to unanticipated revenues and fees. The Debt Service Fund balance is recorded as follows:

Beginning Cash & Investments Balance (Jan 1).....	\$ 88,703.97
Add: Net of revenue less expenditures.....	1,403.53
Less: Difference in beginning/ending accrued interest receivables.....	<u>(6.58)</u>
Ending Cash & Investments Balance (Dec 31).....	<u>\$ 90,114.08</u>

- TOTAL CASH & INVESTMENTS BALANCES IN ALL FUNDS -

DECEMBER 31, 2022

The Library's total cash & investments balance in all funds is as follows:

General Fund.....	\$ 12,271,917.66
Capital Improvement Fund	8,934,432.97
Special Revenue Funds (committed funds)	
Special Purpose Fund.....	0.00
Election Fund	1,137,625.23
Property and Facility Fund.....	2,428,151.83
Levy Sustainability Fund	12,921,185.44
Debt Services	<u>90,114.08</u>
Total Combined Cash & Investments Balance	<u>\$ 37,783,427.21*</u>
Change since 1/1/2022.....	+\$ 5,817,478.69

* Due to the Library being a cash basis entity (versus modified accrual), these numbers are cash and investments as of 12/31/2022, adjusted by the difference between beginning and ending warrants payable and accrued interest receivables.

Statement of Balances Recording Transition from Eden to Munis

As we transitioned from Eden to Munis, we anticipated through reconciliations that there would be adjustments to the final 2021 numbers reported to the State Auditor's Office and the PCLS Board of Trustees. As 2021 is unaudited at this time, we will amend the 2021 Annual report with the State Auditor to reflect the reconciled items and adjustments. Financial results in this report reflect all adjustments required to move final Eden general ledger numbers of 2020 and 2021 into Munis, therefore some of the starting balances will be different from last year's 2021 board report for ending balances.

GENERAL FUND

YEAR END DECEMBER 31, 2022	2022 Approved 12/21	2022 Actuals	Change (\$)	Change (%)	Notes
-- REVENUE --					
Property Taxes	\$ 41,526,200	\$ 41,505,630	\$ (20,569.94)	-0.05%	
Excise Taxes	83,000	101,970	18,970	22.86%	Library has no control over this rev source
Grants	-	160,313	160,313		new ARPA grant
Timber Taxes	15,000	15,456	456	3.04%	Library has no control over this rev source
Fees (Printer, Fax, Copier)	17,500	15,030	(2,470)	-14.11%	Continuation of not charging for most services
Fines	10,000	19,003	9,003	90.03%	Fines coming through in online payments
Investment Income	20,000	185,614	165,614	828.07%	Return rates are higher than normal
Sales of Goods/Services	1,000	-	(1,000)	-100.00%	
Donors & Reimbursements	460,000	293,372	(166,628)	-36.22%	Opportunity donations (\$160k) were less than budget
Other (E-rate, P-card Rebates, Unclaimed Property)	621,000	779,513	158,513	25.53%	Includes increased E-rate and P-card reimb.
Capital Recoveries	-	118,242	118,242		new Includes Pierce County Distributions for capital sales
TOTAL REVENUE	\$ 42,753,700	\$ 43,194,144	\$ 440,444	1.03%	
-- EXPENDITURES --					
Salaries & Wages	\$ 21,613,200	\$ 20,222,699	\$ (1,390,501)	-6.43%	Similar to previous year trend, reduced services in LWD
Overtime Wages	19,100	14	(19,086)	-99.93%	"
Employee Benefits	7,287,100	6,539,402	(747,698)	-10.26%	"
TOTAL PERSONNEL	\$ 28,919,400	\$ 26,762,115	\$ (2,157,285)	-7.46%	
Supplies and Consumables	\$ 571,600	\$ 342,758	\$ (228,842)	-40.04%	Budgeted for full programming, restarted later in year
Fuel	50,000	47,974	(2,026)	-4.05%	
Equipment (Computers, Software, Furnishings)	1,497,500	1,576,772	79,272	5.29%	Timing of 2021 budgeted items, purchased in 2022
Professional, Legal, Other Services	847,000	809,478	(37,522)	-4.43%	
Networking, Phones, Postage	898,500	897,724	(776)	-0.09%	
Travel & Mileage	92,500	67,756	(24,744)	-26.75%	Continued impact by pandemic
Advertising	135,000	133,608	(1,392)	-1.03%	
Rentals & Leases	683,100	856,760	173,660	25.42%	LWD Lease
Insurance	300,000	357,022	57,022	19.01%	Increased rates
Utilities	377,000	405,473	28,473	7.55%	
Repairs & Maintenance, Maintenance Contracts	907,500	881,910	(25,590)	-2.82%	
Registrations	88,500	41,300	(47,200)	-53.33%	Pandemic was still affecting training opportunities
Dues, Taxes, Licenses, Fees, Misc Expenses	136,500	93,576	(42,924)	-31.45%	Less Fees than anticipated
Pass-through Funding	93,500	135,549	42,049	44.97%	Funded by Foundation donors
Contingency	575,400	-	(575,400)	-100.00%	None was needed
TOTAL MAINTENANCE & OPERATIONS	\$ 7,253,600	\$ 6,647,660	\$ (605,940)	-8.35%	
Books, DVDs, Music, eBooks, Databases	\$ 4,307,500	\$ 3,956,175	\$ (351,325)	-8.16%	Anticipate using in 2023 for interim Lakewood library
TOTAL MATERIALS	\$ 4,307,500	\$ 3,956,175	\$ (351,325)	-8.16%	
Capital Fund Transfer	\$ 1,100,000	\$ 4,273,200	\$ 3,173,200	288.47%	Transferred for upcoming major capital projects
Property and Facility Fund Transfer	1,173,200	-	(1,173,200)	-100.00%	Reallocated to the Capital Fund
Set Aside for Future Sustainability	-	-	0		
Set Aside for Apr/Oct Cashflow	-	-	0		
TOTAL SET-ASIDES AND TRANSFERS	\$ 2,273,200	\$ 4,273,200	\$ 2,000,000	87.98%	
TOTAL EXPENDITURES	\$ 42,753,700	\$ 41,639,150	\$ (1,114,550)	-2.61%	
NET OF REVENUE AND EXPENDITURES	\$ -	\$ 1,554,993.36	\$ 1,554,993		\$1,500,000 to transfer to Capital Fund

CAPITAL IMPROVEMENT FUND

YEAR END DECEMBER 31, 2022	2022 Approved 12/2021	2022 Actual	Notes
-- FUNDING SOURCES --			
USE OF FUND BALANCE			
Carryforward funds from prior fiscal year	\$ 115,000		Did not need to use
Use of Fund Balance/Cash Reserves	\$ 2,475,000		Did not need to use
TOTAL USE OF FUND BALANCE	\$ 2,590,000	\$ -	
NEW REVENUE			
Transfer In	\$ 1,100,000	\$ 5,273,200	Transfers in for major projects
Investment Income		\$ 70,972	Higher than normal rates
TOTAL NEW REVENUE	\$ 1,100,000	\$ 5,344,172	
TOTAL FUNDS AVAILABLE	\$ 3,690,000	\$ 5,344,172	
-- EXPENDITURES --			
CURRENT BUILDING IMPROVEMENTS			
Buckley Site Evaluation	\$ 250,000	\$ 136,899	Carryover from 2021
2022 Current Buildings Work	\$ 970,000		
LWD		\$ 278,753	
ACL Elevator Repairs, KC, BLK Refresh		\$ 255,256	
Landscaping Refresh & Lot Maintenance- GIG & SH	\$ 100,000	\$ 443,504	Projects costed more than anticipated
Door replacement	\$ 75,000		Work will occur in 2023
Vehicle purchases - 2022 roll forward	\$ 300,000	\$ 57,733	Remainder of purchases in 2023
TOTAL CURRENT BUILDING IMPROVEMENTS	\$ 1,695,000	\$ 1,172,145	
FUTURE BUILDINGS			
Sumner Library Planning Phase	\$ 600,000	\$ 108,165	Work will continue in 2023
Alternative Service Delivery Pilot	\$ 500,000	\$ 14,230	Work will continue in 2023
TOTAL FUTURE BUILDINGS	\$ 1,100,000	\$ 122,395	
TECHNOLOGY UPDATES			
Infrastructure project (IT Tech Plan)	\$ 400,000	\$ 352,653	IT Storage Infrastructure replacement
Tyler - New Financial /HR System		\$ 10,560	Munis Tyler ERP Carryover from 2021
IT Networking and Infrastructure	\$ 120,000	\$ 121,000	ACL Server room/close to budget
Branch Wi-Fi equipment replacements	\$ 125,000	\$ 146,693	
TOTAL TECHNOLOGY PROJECTS	\$ 645,000	\$ 630,906	
CONTINGENCY	\$ 250,000		Not needed
TOTAL EXPENDITURES	\$ 3,690,000	\$ 1,925,445	
NET OF REVENUE AND EXPENDITURES	\$ -	\$ 3,418,726.85	Flows into Cash Balance

PIERCE COUNTY LIBRARY SYSTEM

SPECIAL PURPOSE FUND

Year End December 31, 2022	2022 Projected Budget	2022 ACTUAL	Change (\$)	Change (%)	Notes
-- FUNDING SOURCES --					
USE OF FUND BALANCE					
Use of Special Purpose Fund Set Aside	\$ -	\$ -	\$ -		
NEW REVENUE					
Transfer from General Fund for Committed Setasides	\$ -	\$ -	\$ -		
Investment Income	\$ -	\$ -	\$ -		
TOTAL NEW REVENUE	\$ -	\$ -	\$ -		
TOTAL FUNDS AVAILABLE	\$ -	\$ -	\$ -		
-- EXPENDITURES --					
TRANSFERS					
TOTAL TRANSFERS	\$ -	\$ -	\$ -		
TOTAL EXPENDITURES	\$ -	\$ -	\$ -		
NET OF FUNDING SOURCES AND EXPENDITURES (TO BE DESIGNATED AS COMMITTED DURING THE FY)	\$ -	\$ -	\$ -		
-- COMMITTED SET-ASIDES IN FUND BALANCE --					
TOTAL COMMITTED SET-ASIDES	\$ -	\$ -	\$ -		

* This fund is dormant after the creation of two new funds last year, the Election Fund and the Property & Facility Fund

PIERCE COUNTY LIBRARY SYSTEM

ELECTION FUND

Year End December 31, 2022	2022 Projected Budget	2022 Actual	Change (\$)	Change (%)	Notes
-- FUNDING SOURCES --					
USE OF FUND BALANCE					
Use of Election Fund Set Aside	\$ -	\$ -	\$ -		
NEW REVENUE					
Transfer from General Fund for Committed Setasides	\$ -	\$ -	\$ -		
Investment Income	\$ 2,000	\$ 19,067	\$ 17,067	853%	Return rates are high
TOTAL NEW REVENUE	\$ 2,000	\$ 19,067	\$ 17,067	853%	
TOTAL FUNDS AVAILABLE	\$ 2,000	\$ 19,067	\$ 17,067	853%	
-- EXPENDITURES --					
PROGRAMS					
None for 2022	\$ -	\$ -	\$ -		
TOTAL PROGRAMS	\$ -	\$ -	\$ -		
PROJECTS					
None for 2022	\$ -	\$ -	\$ -		
TOTAL PROJECTS	\$ -	\$ -	\$ -		
TOTAL EXPENDITURES	\$ -	\$ -	\$ -		
NET OF FUNDING SOURCES AND EXPENDITURES (TO BE DESIGNATED AS COMMITTED DURING THE FY)	\$ 2,000	\$ 19,067	\$ 17,067	853%	
-- COMMITTED SET-ASIDES IN FUND BALANCE --					
Election Fund for Future Election Costs	\$ 1,100,000	\$ 1,137,625	\$ -	3%	
TOTAL COMMITTED SET-ASIDES	\$ 1,100,000	\$ 1,137,625	\$ -	3%	

PIERCE COUNTY LIBRARY SYSTEM

PROPERTY AND FACILITY FUND

Year End December 31, 2022	2022 Projected Budget	2022 ACTUAL	Change (\$)	Change (%)	Notes
-- FUNDING SOURCES --					
USE OF FUND BALANCE					
Use of Property and Facility Set Aside	\$ -	\$ -	\$ -		
REVENUE					
Transfer from General Fund for Committed Setasides	\$ -	\$ -	\$ -		
Investment Income	\$ 5,000	\$ 57,331	\$ 52,331	1047%	Return rates are high
TOTAL NEW REVENUE	\$ 5,000	\$ 57,331	\$ 52,331	1047%	
TOTAL FUNDS AVAILABLE	\$ 5,000	\$ 57,331	\$ 52,331	1047%	
-- EXPENDITURES --					
TRANSFERS					
Transfers Out- Capital Fund	\$ -	\$ 1,000,000	\$ 1,000,000	new	
TOTAL TRANSFERS	\$ -	\$ 1,000,000	\$ 1,000,000	new	
TOTAL EXPENDITURES	\$ -	\$ 1,000,000	\$ 1,000,000	new	
NET OF FUNDING SOURCES AND EXPENDITURES	\$ 5,000	\$ (942,669)	\$ (947,669)	new	
(TO BE DESIGNATED AS COMMITTED DURING THE FY)					
-- COMMITTED SET-ASIDES IN FUND BALANCE --					
Land/Property/Facility Set Asides for future Land & Property Costs	\$ 2,020,000	\$ 2,428,152	\$ 408,152	20%	
TOTAL COMMITTED SET-ASIDES	\$ 2,020,000	\$ 2,428,152	\$ 408,152	20%	

PIERCE COUNTY LIBRARY SYSTEM

LEVY SUSTAINABILITY FUND

Year End December 31, 2022	2022 Projected Budget	2022 ACTUAL	Change (\$)	Change (%)	Notes
-- FUNDING SOURCES --					
USE OF FUND BALANCE					
Use of Levy Sustainability Fund Set Aside	\$ -	\$ -	\$ -		
NEW REVENUE					
Property Taxes - Current	\$ 1,520,000	\$ 1,585,000	\$ 65,000		
Property Taxes - Delinquent		\$ 23,000	\$ 23,000		
Investment Income	\$ 10,000	\$ 186,218	\$ 176,218	1762%	
TOTAL NEW REVENUE	\$ 1,530,000	\$ 1,794,218	\$ 264,218	17%	
TOTAL FUNDS AVAILABLE	\$ 1,530,000	\$ 1,794,218	\$ 264,218	17%	
-- EXPENDITURES --					
TRANSFERS					
TOTAL TRANSFERS	\$ -	\$ -	\$ -		
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	0%	
NET OF FUNDING SOURCES AND EXPENDITURES (TO BE DESIGNATED AS COMMITTED DURING THE FY)	\$ 1,530,000	\$ 1,794,218	\$ 264,218	17%	
-- COMMITTED SET-ASIDES IN FUND BALANCE --					
Levy Sustainability Funds for Future Levy Sustainability Costs	\$ 12,500,000	\$ 12,921,185	\$ 421,185		
TOTAL COMMITTED SET-ASIDES	\$ 12,500,000	\$ 12,921,185	\$ 421,185	3%	

PIERCE COUNTY LIBRARY SYSTEM

DEBT SERVICE FUND

Year End December 31, 2022	2022 Projected Budget	2022 ACTUAL	Change (\$)	Change (%)	Notes
-- FUNDING SOURCES --					
USE OF FUND BALANCE					
Use of Debt Service Fund Set Aside	\$ -	\$ -	\$ -		
NEW REVENUE					
Transfer from General Fund for Committed Setasides	\$ -	\$ -	\$ -		
Investment Income	\$ -	\$ 1,404	\$ 1,404	new	
TOTAL NEW REVENUE	\$ -	\$ 1,404	\$ 1,404	new	
TOTAL FUNDS AVAILABLE	\$ -	\$ 1,404	\$ 1,404	new	
-- EXPENDITURES --					
TRANSFERS					
TOTAL TRANSFERS	\$ -	\$ -	\$ -		
TOTAL EXPENDITURES	\$ -	\$ -	\$ -		
NET OF FUNDING SOURCES AND EXPENDITURES (TO BE DESIGNATED AS COMMITTED DURING THE FY)	\$ -	\$ 1,404	\$ 1,404	new	
-- COMMITTED SET-ASIDES IN FUND BALANCE --					
TOTAL COMMITTED SET-ASIDES	\$ -	\$ 90,114	\$ 90,114		

PIERCE COUNTY LIBRARY SYSTEM

RESOLUTION NO. 2023-07

**A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE PIERCE COUNTY RURAL LIBRARY DISTRICT
TO TRANSFER A PORTION OF THE GENERAL FUND BALANCE
TO THE CAPITAL FUND**

WHEREAS, the Capital Fund receives financial support from transfers from the General Fund budget, transfers from fund balances, Foundation funds, and other identified sources of revenue; and

WHEREAS, as part of closing the 2022 fiscal year, \$1,500,000 was determined available within the General Fund to transfer to the Capital Fund for current and future capital improvement projects; now, therefore,

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

\$1,500,000 in the General Fund balance be transferred to the Capital Fund for project needs and budgeted accordingly.

PASSED AND APPROVED THIS 12TH DAY OF APRIL, 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	_____

RESOLUTION NO. 2023-08

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PIERCE COUNTY RURAL LIBRARY DISTRICT
TO CLOSE THE 2022 FISCAL YEAR**

WHEREAS, on December 8, 2021 the Board of Trustees approved Pierce County Rural Library District’s (“Library”) 2022 fiscal year General Fund budget at \$42,753,700 and Capital Fund budget at \$3,690,000, and

WHEREAS, the Library reviewed fiscal year results for 2022 and determined that compared to the originally approved budget, the net of revenues and expenditures for the General Fund resulted in a positive balance of \$1,554,993.36 contributing to cash flow needs and other uses; and

WHEREAS, capital improvement expenditures were less than originally planned and therefore used no fund balance to pay for capital projects; and

WHEREAS, the transfer to the Levy Sustainability Fund, a special revenue fund, during the 2022 fiscal year occurred as planned; and

WHEREAS, on December 14, 2022 the Board released \$1,000,000 from “committed” status in the Property and Facility Fund, a special revenue fund, and authorized its transfer to the Capital Fund, in preparation for constructing an interim Lakewood Library among other capital projects in 2023; and

WHEREAS, there were no expenditures in all other special revenue funds, as planned; and

WHEREAS, the Debt Service Fund is passive and only accumulates investment interest; and

WHEREAS, the Library’s Fiscal Management Policy allows the Board of Trustees to transfer unanticipated revenues and savings from one fund to another fund; and

WHEREAS, from the 2022 fiscal year results the Library proposed to transfer unanticipated revenues and savings of \$1,500,000 from General Fund cash to the Capital Fund through a separate resolution; and,

WHEREAS, the remaining balances from 2022 results will reside within their respective funds to be allocated according to need in 2023; now, therefore,

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

The 2022 fiscal year is hereby closed.

PASSED AND APPROVED THIS 12TH DAY OF APRIL, 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	_____

Unfinished Business

MEMO



Date: March 9, 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 Systemwide Results

In follow-up to the March 2023 Board of Trustees meeting, at the April 2023 Board meeting, we will have a more in-depth presentation and discussion regarding the results from the Pierce County Library System's biennial public opinion awareness/preference survey from 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.

At the April Board meeting, representatives from the public opinion research firm that conducted the survey, EMC Research, will provide the final results and analysis from the systemwide survey. In all, the survey resulted in 637 participants, with 500 responses representing the reporting data, for a 95% confidence level in the responses representing the Library's service area.

MEMO



Date: April 3, 2023

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

From: Gretchen Caserotti, Executive Director

Subject: Interim Lakewood Library Update

Following the authorization the Board of Trustees provided in the March Regular Meeting, staff are nearing completion of the contract for the Interim Lakewood Library building project with Modern Building Systems. This coordination includes finalizing the design with the architects as well for the mechanical system, roof drainage, siding, casework. The civil engineers are working with staff on performing the soil studies and they will finalize the site landscape design as well. Upon review and approval from the architects and engineers, we expect to receive final costs and a project schedule alongside the final contract. When those details are finalized, we will be able to share with the Board, library staff, and the general public.

Once that work is complete, the next step is to initiate all the necessary approvals and then the actual construction will begin. Once the construction is complete and we pass the city's inspections, we will have reached the Substantial Completion stage of the project. Then the building will be turned over to us and we will be in the Furniture, Fixtures and Equipment (FFE) stage where we bring in the collections, install wiring and computers, and staff get to move in and set up.

There are still some unknowns – approvals review time, supply chain issues, material delays, unforeseen site conditions, but we will keep pushing forward as quickly as possible.

MEMO



Date: April 3, 2023

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

From: Gretchen Caserotti, Executive Director

Subject: Downtown Lakewood Library – Building Sizes

In recent months, our architects completed a “test fit” on the property PCLS owns in Lakewood on Wildaire Road to understand what size of a building the site could accommodate as we explore the recommendations from the Lakewood Libraries Advisory Committee. The architects shared that the 1.67 acre site could accommodate a 20,000 - 24,000 square foot single-story building. In order to understand what size of a library facility is needed or appropriate for a community the size of Lakewood, we have been researching and gathering information about the building sizes of existing PCLS libraries, their proximity to population centers in Pierce County, and selected a few peer cities the size of Lakewood in other areas of the state and country to review their library facilities. Having read numerous long-range library facility plans and worked with architects on a number of library projects in my own career, I am here to report that there is no official formula to determine the right size of a library facility for a community. There is some conventional belief that around 0.6 – 1.0 square feet per capita is a desirable measurement, though there is no official, definitive guidance on this matter for public libraries that I am aware of. There are, however, factors that need to be considered through the process of determining a library building’s size. This memo serves to capture some of those considerations for the Trustees and to share some of the data that was gathered through this process.

Library Building Size Factors

- Site – The size (and shape) of a building is directly related to the size of the property, specifically with varying parking requirements in localities or any other ordinances related to the property such as landscaping requirements.
- Cost – The size (and shape) of a building is also going to be determined by the costs for construction and the available funding.
- Type – Some libraries are constructed according to a system’s structure such as having a larger main library in a downtown and smaller branches across the system, common in municipal (city) library systems.
- Opportunity – Some libraries building size may be determined by an opportunity to co-locate or through a partnership and not determined by the library itself.
- Program – Through developing a Building Program with an architect, the size of the building can be estimated based on what elements or features are desired to be housed within it.

Table 1 – Pierce County Library Facility Sizes and Population Centers

CENSUS DESIGNATED PLACE	POPULATION	SOURCE	CLOSEST LIBRARY	LIBRARY SIZE	NOTES
Anderson Island	1,037	2010 Census		640	located in community center space
AI total	1,037			0.62	square feet per capita of nearby population
Bonney Lake	22,990	4/1/2022 OFM estimate	BLK	6,480	built 1982, renovated 1997
BLK area total	43,878	OFM is the Office of Financial Management		0.15	square feet per capita of nearby population
Buckley	5,315	4/1/2022 OFM estimate	BUC	4,100	built 1991
BUC area total	10,499			0.39	square feet per capita of nearby population
DuPont	10,180	4/1/2022 OFM estimate	DPT	3,610	located in retail leased space, build-out in 2004
DPT area total	16,048			0.22	square feet per capita of nearby population
Eatonville	2,890	4/1/2022 OFM estimate	EAT	4,100	built in 1990
EAT area total	5,180			0.79	square feet per capita of nearby population
Fife	11,130	4/1/2022 OFM estimate	FIF	6,000	built 2011
FIF area total	14,282			0.42	square feet per capita of nearby population
Graham	34,063	OFM SAEP 2022 estimate	GHM	7,152	built in 1992
GHM area total	51,567	OFM SAEP is the Office of Financial Management Small area estimates program (wa.gov)		0.14	square feet per capita of nearby population
Gig Harbor	12,540	4/1/2022 OFM estimate	GIG	15,214	built in 1990
GIG area Total	57,100			0.27	square feet per capita of nearby population
Key Center	3,902	OFM SAEP 2022 estimate	KC	3,949	built in 1976
KC area total	12,318			0.32	square feet per capita of nearby population
Orting	9,055	4/1/2022 OFM estimate	ORT	2,700	in leased City space, built in 1982
ORT area total	12,174			0.22	square feet per capita of nearby population
Parkland	38,737	OFM SAEP 2022 estimate	PKS	15,576	built in 1990
PKS area total	81,439			0.19	square feet per capita of nearby population
South Hill	67,065	OFM SAEP 2022 estimate	SH	20,100	built in 1990
SH total	94,121			0.21	square feet per capita of nearby population
Summit	8,265	OFM SAEP 2022 estimate	SMT	7,424	built in 1992
SMT area total	36,276			0.20	square feet per capita of nearby population
Steilacoom	6,790	4/1/2022 OFM estimate	STL	4,039	built in 1995

STL area total	6,810			0.59	square feet per capita of nearby population
Sumner	10,800	4/1/2022 OFM estimate	SUM	10,600	built 1979, renovated & expanded 1995
SUM total	16,003			0.66	square feet per capita of nearby population
Lakewood/Tillicum	63,800	4/1/2022 OFM estimate		34,692	
			LWD – currently closed	32,592	built in 1963, expanded 1974, renovated 1994
			TIL	2,100	in leased space, built in 1985
LWD/TIL total	16,849			2.06	square feet per capita of nearby population (including LWD library)
				0.12	square feet per capita of nearby population (not including LWD library)
				0.72	square feet per capita of nearby population (with 10,000 square feet interim LWD library)
Milton	7,065	4/1/2022 OFM estimate	MIL	6,583	located in retail leased space, build-out in 2011
MIL area (incl. Edgewood)	20,315			0.32	square feet per capita of nearby population
University Place	35,420	4/1/2022 OFM estimate	UP	15,000	built in 2011
UP area total	35,420			0.42	square feet per capita of nearby population

Table 2 – Examples from Peer Cities in Other Western States

Name	Location	Service Area Population	Year Opened	Square Footage
Camarillo Public Library	Camarillo, CA	70,261	2007	65,621
Loveland Public Library	Loveland, CO	77,553	1987	57,225
Mamie Doud Eisenhower Public Library	Broomfield, CO	70,762	2001	28,409
Mansfield Public Library	Mansfield, TX	72,419	2001	17,500
Nampa Public Library	Nampa, ID	99,277	2015	62,000
North Richland Hills Public Library	North Richland Hills, TX	70,670	2008	54,000
Rowlett Public Library	Rowlett, TX	67,465	1996	15,600
Tigard Public Library	Tigard, OR	65,977	2004	48,000
Tulare Public Library	Tulare, CA	67,834	2010	30,000
Yorba Linda Public Library	Yorba Linda, CA	68,650	2020	46,000
Yuba County Library	Yuba County, CA	78,887	1976	25,000

PCLS has made an effort to have a variety of large to small library facilities across the County and taken advantage of opportunities outside of a traditional district-wide bond measure to support facilities. As evidenced by these reports, within our own system and outside of it, we do not have any “rule” to dictate the size of a facility. In Lakewood, we will continue to study, explore and work to understand the needs and opportunities that will ultimately shape a final direction for a downtown library.

MEMO



Date: April 4, 2023

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

From: Gretchen Caserotti, Executive Director

Subject: Downtown Lakewood Library – Timeline and Funding

Recognizing the complexity of the situation we are in Lakewood, the impending demolition of the existing facility and the construction of the interim library building getting underway, I recommend we focus on an overall construction project. Our current Board of Trustees were not a part of the Board when the Pierce County Library System determined the 2010 Facility Master Plan and the world has changed dramatically since then (to put that in perspective, the first iPad debuted in 2010).

We have two concurrent needs at PCLS. One is to proceed with a building program in downtown Lakewood and Tillicum and the other is to conduct a new Facility Master Plan for the Library District currently planned for 2024. If the Library Capital Facility Area (LCFA) ballot measure passes later this year, we would add the new Sumner Library construction to our project list. **This memo provides an overview for the Trustees of a typical approach to a new building project and capturing the capital funding options, which we provided you in recent months.** Some of this information comes from produced materials such as books, websites and online guides, and some comes from my experience with renovations and new building projects. The information is presented to layout the phases of what a typical new building project entails and how long they can take. The order and length of time for the elements in the phases below may be adjusted. This outline does not reflect the specifics of a downtown Lakewood or Tillicum building project yet.

Initial Planning Phase

- Determine the library's approach to planning. Will there be a committee? Who will serve on that? Will we need to hire a building consultant or who on staff will lead the project?
- Complete the community and facility needs assessment, including community input.
- Write the building program, reflecting any existing strategic plans or facility needs assessments.
- Establish project scope and budget. Fund any preliminary design work as needed. Raise community awareness of the potential building project.

Building Design Phase

- Establish the design team (can be the same as the planning committee or a new group).

-
- Complete Request for Qualifications (RFQ) selection process and necessary contracts to award an architect for the project. Prepare conceptual design and cost-estimates.
 - Select or confirm sites and perform necessary geotech, engineering, and other technical studies.
 - Prepare documents and materials on costs for funding requests, including local ballot measures such as LCFAs, local or state capital funding, and independent fundraising including grant writing.
 - Conduct public engagement activities. Raise public awareness and learn interest for the project.

Secure Funding

- Timeline varies depending on scope of project cost and readiness of support. Public ballot measures can take three to five years in planning. Similarly, capital fund-raising campaigns are multi-year endeavors for large projects.
- Ballot measures for general obligation bonds to fund capital costs can take a few months from voter-approval, to preparing final public financing documents, to bond sales, and to receiving the sale proceeds. Timing is important to coordinate with the Pierce County Assessor's office regarding when property taxes are collected to begin paying debt service.

Construction Phase

- Form the building committee(s).
- Complete design development, re-estimate project costs. Perform any necessary value engineering to keep in budget. Complete construction designs.
- Complete the public works bidding process to select contractor. Negotiate and finalize contracts. Submit permits.
- Break ground!
- Depending on the size of the project, in addition to permit processes, construction can take 18-24 months, especially with current supply chain and labor shortages impacting the market.

Funding Sources

Business and Compliance Director Cliff Jo provided a detailed overview of the methods and resources available to PCLS to fund capital projects that extend beyond the reach of available resources in annual revenues (without significant impacts elsewhere in the capital budget) at the November 17, 2022 Regular Meeting (pages 87-93). A one-pager summary was included in the January 11, 2023 packet (along with the PCLS Site Selection Criteria, pages 62-63).

We are interested in your feedback and questions as we lay out the general overview in this memo, as you'll have a role as a Trustee and community stakeholder to help establish long-term success for the Lakewood community.

**FACILITY FUNDING METHODS
SUMMARIZED VERSION**

Funding Method	Potential Amounts
- Generally Available Methods -	
Library’s cash balances	
• Property and Facility Fund	\$2,400,000 as of 12/31/2022
• Capital Fund	\$1,600,000 as of 12/31/2023 (excess of \$1.8m fund balance)
• General Fund.....	\$1,000,000 (highly dependent on future cashflow needs)
Library’s operating revenue	\$X00,000 one-time or multi-year Depends on expenses to cut and techniques to free up budget
Councilmanic Bond	\$133,000,000 as of 2023
Funding through city’s capacity.....	Several million \$ Depends on which city, its council, and successful negotiations
Foundation	\$X00,000 to \$X,000,000
Library Capital Facilities Area Bond (LCFA).....	\$XX,000,000 to \$XXX,000,000
• City of Sumner boundaries	\$53.5 million
• City of Lakewood boundaries	\$117 million Requires 60% voter approval in all cases
State budget	\$X00,000 to \$X,000,000
Partnering/colocation.....	\$X0,000 to \$X00,000 Space limitations to what the Library legally can offer
- Theoretically Available Methods -	
Joint venture with city	Core-and-shell provided by city as part of property exchange Similar to University Place’s Civic Center
Districtwide General Obligation Bond.....	\$667 million as of 2023 Requires 60% voter approval and all but guaranteed to fail
Levy Lid-Lift.....	\$22,000,000 as of 2023’s mill rate Requires 50% voter approval and takes 3+ years to plan Years away from conducting a Levy Lid-Lift
Annexation	\$X00,000 to \$X,000,000 Few cities left to annex, and most already have a library
CBD Grants/HUD	\$X00,000 to \$X,000,000 Depends on location, federal approvals, & 20-year commitment

As of 6 January 2023

RESOLUTION NO. 2023-09

**A RESOLUTION OF THE PIERCE COUNTY RURAL LIBRARY DISTRICT
TO DECLARE THE LAKEWOOD LIBRARY BUILDING SURPLUS**

WHEREAS, the library building now known as the Lakewood Library, located at 6300 Wildaire Rd SW, Lakewood WA 98499, was originally named the Flora B. Tenzler Memorial Library. Its construction in 1963 was funded by the Tenzler Foundation, which donated it to the Friends of the Lakes District Library. The Tenzler Library was expanded significantly in 1974-1975, and renamed as the Lakewood Library in 1982; and

WHEREAS, in 1991-1992, the newly renamed Friends of Lakewood Library donated the building and \$350,000 for renovation to the Pierce County Rural Library District (the “District”); and

WHEREAS, such renovations were completed in 1994 and, thereafter, the Lakewood Library building provided continuous in-facility library services to the residents of the City of Lakewood (the “City”) and surrounding Pierce County communities until its closure in June 2022; and

WHEREAS, in October 2021, BuildingWork, an architecture firm, conducted an assessment of the Lakewood Library building and concluded it needed substantial repairs and replacements, which included safety and access improvements to replace the roof and repair damages throughout the building from the leaking roof; replacing the elevator, heating and cooling system, and plumbing system; and upgrading windows and doors; and

WHEREAS, continuing into late 2021, the Lakewood Library building experienced significant roof damage, to which the District applied effective mitigation solutions to prevent further damage while assessing the full nature and extent of the problem; and

WHEREAS, in January 2022, Wetherholt and Associates, Inc., an engineering firm specializing in roofs, conducted a comprehensive assessment of the Lakewood Library building, which identified critical damage of the building, requiring a complete roof removal and replacement of not only the roof, but ineffective structural designs stemming from original construction. The sum total of these assessments showed the costs for repairs and replacements outweighed the value of the structure; and

WHEREAS, in addition to the prohibitively expensive costs of repairing and renovating the existing facility, the effort would require significant financial resources that the District does not have, and the City mandated a schedule that required decisions and results in a timeline the District could not achieve; and

WHEREAS, on June 6, 2022, out of critical concern for visitors and staff, the District closed the Lakewood Library building for public services until such time as the Board of Trustees (the “Board”) took action on its future; and

WHEREAS, beginning in spring 2022, the District sought space for an interim library facility in Lakewood and in October 2022, after a comprehensive review of available properties and retail spaces available, the District selected the location on Gravelly Lake Dr. S.W. and

Alfaretta St. S.W given its proximity to public transportation, convenient location in the downtown, enough room for adequate parking, and the ability to support the nearby elementary school; and

WHEREAS, in September 2022, the City directed the District either to fix the Lakewood Library facility or the City would proceed with condemnation, which ultimately could lead to demolition, and gave the District a 180-day period ending on or around March 19, 2023 to establish and communicate its decision; and

WHEREAS, between April and June 2022, the District and the City formed a community advisory committee (the “Committee”) to understand public input from recent years, review the significant building needs, and provide advice to the District about how it could best provide library services long-term for Lakewood and the Tillicum neighborhood; and

WHEREAS, on November 17, 2022, and after considerable public input and subject matter expert testimony, the Committee made recommendations to the City and the District “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.” Pursuing either recommendation would require the District to demolish the existing Lakewood Library building; and

WHEREAS, between December 2022 and March 2023, the Board reviewed and considered data, public comment, recommendations, and other relevant information to decide what must be done with the existing facility; and

WHEREAS, during its March 8, 2023 meeting, the Board concluded from the Committee’s recommendations that the existing structure must be demolished, and passed a motion to direct the Executive Director of the District to create a plan to demolish the building and to notify the City of such plan, and to present the plan for the Board’s consideration at the Board’s April 12, 2023 meeting; and

WHEREAS, the Board is authorized by law and pursuant to its bylaws and policies to take action to declare real property improvements, such as a building, as surplus to the needs of the District and the manner of its disposition; now therefore,

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

1. The existing Lakewood Library building located at 6300 Wildaire Rd SW, Lakewood WA 98499, is hereby declared surplus to the needs of the District in accordance to Board Policy titled, “Real Property – Acquisition and Disposition”; and
2. Such surplus facility shall be prepared for demolition in accordance with the plan and timeline to be finalized by the Executive Director.

PASSED AND APPROVED THIS 12th DAY OF APRIL, 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

MEMO



Date: March 20, 2023

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

From: Clifford Jo, Compliance & Business Director

Subject: Buckley Library Site Evaluation Update

Activity on Buckley UST contamination work is ramping up to prepare for construction. Christina Neville-Neil and I met with our consultants at EHS-I and reviewed upcoming consultative work for the remainder of this year, which is largely around preparing the site for actual remediation, working with subcontractors, and representing us to Department of Ecology. The tasks amount to \$156,878.73 plus applicable taxes, resulting in a purchase order for \$172,566.60. A 20% contingency fee is incorporated therein, and will be used only if needed. See attached.

A timeline is being worked on now, after which we will solidify the design and then issue a request for bid for contractors in coming months. Construction will be in the late summer timeframe, with the work to be completed prior to yearend.

Separately, our new attorney for insurance archeology has filed a claim with our insurance carriers several decades ago, in the attempts to recover upcoming construction costs for remediation. Our primary environmental attorney, Brad Jones from GTH is named and will continue to represent us as needed.

Action: Move to approve a purchase order to EHS-I not to exceed \$172,600.

UPDATED PROGRESS CHART (BASED ON DEPT. OF ECOLOGY)

Progress	Phase	Task
✓	Pre-Remedial	Site Discovery
✓		Initial Investigation
✓		Reporting
✓		Site Hazard Assessment
✓		i. Nature of issue
✓		ii. Extent of issue
✓		iii. Offsite testing and evaluation
Wasn't reqrd		Hazard Ranking
✓		Listing on Hazardous Sites List
✓	Active Cleanup	Remedial Investigation/Feasibility Study (RI/FS)
Upcoming		Health Plan (<i>needed only for contractors</i>)
In progress		Cleanup Action Plan
8/23-10/23		Remediation Work
	Post-Cleanup	Monitoring

Table 1
Well Installation and Sampling Cost Estimate
Buckley Library
123 South River Avenue
Buckley, Washington
Project No.: 2000-044

Task No.	Description	EHSI Labor	EHSI ODCs, Subcontractors, and Field Equipment	EHSI Laboratory Expenses	Task Total
001	Engineering Design Report	\$ 20,140.00	\$ -	\$ -	\$ 20,140.00
002	Cleanup Action Plan	\$ 4,950.00	\$ -	\$ -	\$ 4,950.00
003	Test Pit Investigation, Aquifer Testing, Stormwater Discharge Review, and Site Survey	\$ 8,410.00	\$ 22,214.00	\$ 4,860.00	\$ 35,484.00
004	Well Decommissioning	\$ 2,000.00	\$ 2,349.27	\$ -	\$ 4,349.27
005	Well Installation (Post Remediation, 4 wells)	\$ 2,985.00	\$ 13,200.00	\$ -	\$ 16,185.00
006	Soil Vapor and Indoor Air Sampling (Post Remediation)	\$ 7,530.00	\$ 1,702.00	\$ 3,132.00	\$ 12,364.00
007	Cleanup Action Report (Post Remediation)	\$ 14,560.00	\$ -	\$ -	\$ 14,560.00
008	Remediation Permitting Coordination and Submittal	\$ 6,690.00	\$ 1,100.00	\$ -	\$ 7,790.00
009	Project Management, Client Communications, and Meetings	\$ 14,910.00	\$ -	\$ -	\$ 14,910.00
Contingency 20%					\$ 26,146.45
TOTAL		\$ 82,175.00	\$ 40,565.27	\$ 7,992.00	\$ 156,878.73

Assumptions to Cost Estimate	
■	Task 001 includes preparation of the EDR, which can be provided to the City permitting reviewer as part of the required permit application(s). It will also include contractor specifications for the client to incorporate into the contractor bid request.
■	Task 002 includes the creation of a cleanup action plan to provide to the Washington State Department of Ecology (Ecology) Project Manager for review and approval.
■	Task 003 includes a test pit investigation to confirm the extent of the planned remedial excavation. The soil will be stockpiled on the property during this investigation and will be placed back into the test pits in the order it was removed to avoid cross contamination.
■	Task 003 does not include landscaping or reseeding after the test pit excavation. Trees and shrubs are not anticipated to be removed during this investigation.
■	The test pit investigation will also incorporate an assessment of the groundwater infiltration rate at the design depth of the remedial excavation with field observation by a geotechnical engineer (PanGeo).
■	The groundwater infiltration assessment will provide the framework for the construction stormwater general permit requirements and Administrative Order submittal to Ecology.
■	The geotechnical engineer will also provide a confirmation of the slope that can be used during the remedial excavation.
■	Task 003 will include a topographic and utility survey to incorporate into the contractor specifications.
■	Task 004 includes decommissioning of up to six monitoring wells within the footprint of the remedial excavation. Work includes up to 1 day on site to decommission by drilling subcontractor.
■	Task 005 includes installation of up to four monitoring wells on the Buckley Library parcel only. If monitoring wells need to be installed in the right-of-way (ROW), the estimate for permitting will be provided
■	Task 005 includes installing the replacement monitoring wells after completing of the remedial action on the Buckley Library parcel.
■	Task 006 includes installing up to two permanent soil vapor samples points and collecting vapor samples from inside the library building.
■	Task 006 includes up to two indoor air sampling events. The indoor air samples will only be collected if results from the soil vapor samples indicate the need for indoor air samples.
■	Task 007 includes the post remediation cleanup action report to be submitted to Ecology in support of requesting their No Further Action determination.
■	Task 008 includes grading and clearing permitting with the City of Buckley or required jurisdiction to obtain relevant permits for the remedial action.
■	Task 008 includes coordination with the City of Buckley permitting staff to streamline application materials.
■	Task 009 includes up to 6 months of project management.
■	Contingency budget use will be requested for use on a case-by-case basis and may include additional project management, the cost to install one or more monitoring wells in the ROW, permitting application and fees, or other out-of-scope tasks.

New Business (cont.)

MEMO



Date: March 20, 2023
 To: Chair Jamilyn Penn, EdD, and Members of the Board of Trustees
 From: Kayce Hall, Customer Experience Director – Staff Operations
 Mary Stimson, Finance Director
 Subject: Library Fines Recommendation

In January and February of 2022, the Board directed the Library to research and bring forward a recommendation related to collecting fines and fees. We have split this work into multiple phases throughout 2023 so that we can fully analyze and address each fine or fee area. At this time, the Library is bringing forward a recommendation related specifically to overdue fines.

The Library’s mission statement is *To bring the world of information and imagination to all people of our community*. Eliminating barriers to library services by removing and eliminating the further collection of overdue fines is in alignment with this mission. It can also create goodwill in the community, and reduce potentially stressful interactions with customers around financial activities. Additionally, library staff are able to fully focus on service to our customers and community, rather than be responsible for collecting and managing these payments.

When the pandemic began in 2020, the Library stopped charging fines for all materials, and allowed customers to check out materials regardless of any fine or fee balance on their account. This was done in response to the overwhelming economic impact that the pandemic had on our community, particularly to children, families, vulnerable populations, and ALICE (Asset Limited, Income Constrained, Employed) households. As the pandemic continued, the Library extended these practices to the community, and did not budget any significant revenue related to fines and fees for the last three years. Prior to that, the total amount of budgeted revenues for fines and fees was less than 3% of actual budgeted revenues. In doing a 10-year lookback, we see that the combined revenues collected from fines and fees are only 1.5% of total revenue.

Year	Budgeted Revenues			Fines and Fees Revenues Collected			
	Budgeted Total Revenue	Budgeted Fines & Fees Revenue	% Fines/Fees of Total Budgeted Revenue	Fines	Fees	Total Collected	% Total Collected of Total Budgeted Revenue
2022	\$42,666,900	\$30,000	0.07%	\$19,142	\$11,890	\$31,032	0.07%
2021	\$39,397,900	\$15,000	0.04%	\$24,347	\$581	\$24,928	0.06%
2020	\$38,872,000	\$122,000	0.31%	\$97,594	\$38,234	\$135,827	0.35%
2019	\$36,374,000	\$587,000	1.61%	\$380,343	\$186,417	\$566,760	1.56%
2018	\$31,973,700	\$588,000	1.84%	\$432,083	\$183,442	\$615,524	1.93%
2017	\$30,779,848	\$688,000	2.24%	\$436,105	\$191,898	\$628,003	2.04%

2016	\$29,709,541	\$738,000	2.48%	\$355,139	\$191,273	\$546,411	1.84%
2015	\$28,259,832	\$765,000	2.71%	\$505,402	\$191,091	\$696,492	2.46%
2014	\$26,024,508	\$768,000	2.95%	\$548,388	\$172,302	\$720,690	2.77%
2013	\$25,546,570	\$695,000	2.72%	\$583,772	\$121,536	\$705,308	2.76%
	\$329,604,799	\$4,996,000	1.52%	\$3,382,313	\$1,288,662	\$4,670,975	1.42%

As work to remove barriers continues, the Library has also taken into consideration the numerous costs that go into the collection of fines. Largely, staff resources at the branches to manage, account for, and record the collection of fines has consumed valuable time that could be spent helping serve the community. Significant time is also spent addressing numerous concerns and questions surrounding fines from both staff and library patrons. In addition, the Finance department engages in weekly activities to reconcile fines payments, record these transactions and manage bank deposits. Additional considerations include the cost of equipment, banking institutions, and software needed to collect and maintain the numerous transactions. For the past two years, the expenses believed related to the operations of collecting and maintaining these fines on accounts appear to offset the impact of these small budgeted revenue amounts for fines.

More and more libraries are eliminating all collection of library fines. They have found that removing this economic barrier opens library services to more marginalized members of the community. Studies have found that overall circulation and card usage has increased at these libraries, while there has been little change to the number of overdue items¹. The benefits of removing economic barriers to library service far outweigh the benefits the community receives by the library collecting fines.

This recommendation and the resolution that follows are strictly related to the collection of library fines for overdue items. The Library Fines staff workgroup will continue work this year examining other library services that have fees attached. Some examples are lost and damaged items, copying, printing, and faxing services. The workgroup will bring recommendations to you as it reviews compliance with state guidelines and considerations of barriers to access in these areas. At this time, there is no recommended change to the collection of fees for lost/damaged materials and fees for services provided by the Library, nor clearing of any fees on library accounts.

In summary, the Library recommends that the Board of Trustees eliminate the imposition and collection of overdue fines for late return of materials. The Library also recommends clearing all library account balances for unpaid library fines.

Resources for More Information:

[Overdue Fines: Advantages, Disadvantages, and How Eliminating Them Can Benefit Public Libraries](#)

[Eliminating library late fees and overdue fines to increase health equity](#)

[Why public libraries are finally eliminating the late-return fine](#)

[The End of Overdue Fines?](#)

[Removing Barriers to Access - white paper for the Colorado State Library](#)

¹ Unrein, Sabrina. (2020). "Overdue Fines: Advantages, Disadvantages, and How Eliminating Them Can Benefit Public Libraries." Syracuse, NY: iSchool Public Libraries Initiative at Syracuse University.

RESOLUTION NO. 2023-10

**A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE PIERCE COUNTY RURAL LIBRARY DISTRICT
ELIMINATING ASSESSING OVERDUE FINES AND CANCELING OUTSTANDING
LIBRARY FINE BALANCES.**

WHEREAS, Pierce County Rural Library District, doing business as the Pierce County Library System (“PCLS”) strives to implement the best services from available resources funded by its communities, including the collection; and,

WHEREAS, due to the impacts of the COVID-19 pandemic, PCLS paused assessing overdue fines beginning March 2020; and,

WHEREAS, upon the Governor’s declaration that the emergency order be rescinded, PCLS considered resuming the assessment of overdue fines, whereby a daily charge is instituted for each item not returned when due; and,

WHEREAS, PCLS conducted a comprehensive analysis on fines as warranted to understand current library trends, impacts to customers, and financial impacts to operations; and,

WHEREAS, overdue fines create barriers to using the library for library cardholders, especially children, families, and vulnerable populations, thereby reducing access to learning and enjoyment opportunities; and,

WHEREAS, PCLS has created three most recent fiscal year budgets that no longer recognizes inflows generated from overdue fines as being a significant source of new revenue; and,

WHEREAS, the direct and indirect costs of collecting overdue fines is no longer cost effective for the revenue that could be received; and,

WHEREAS, for the aforementioned reasons, PCLS is recommending that the Board of Trustees eliminate the practice of assessing overdue fines and collecting said outstanding balances; and now, therefore,

BE IT RESOLVED, by the Pierce County Library System Board of Trustees that:

1. Effective immediately, PCLS permanently ceases to assess fines for overdue materials, and
2. Staff is directed to cancel all outstanding balances due to overdue fines by or before August 1, 2023.

PASSED AND APPROVED THIS 12TH DAY OF APRIL, 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

MEMO



Date: April 4, 2023

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

From: Melinda Chesbro, Deputy Director Operations

Subject: Master Facility Planning

Pierce County Library 2030: A Facilities Master Plan (“PCL 2030”) was developed with significant community involvement from 2008 to 2010 with the goal of creating a strategy and funding plan to provide library buildings designed to provide modern library services in the right locations and capacity to meet the needs of growing and changing communities. The plan was completed in 2010.

The 2010 plan envisioned building, expanding and renovating every library in the Pierce County Library System (“PCLS”), and proposed funding the work through a district-wide general tax obligation bond, which requires 60 percent plus one voter approval. The plan called for 20 buildings that ranged in size from 9,000 to 45,000 square feet. At the time of publication, projected costs to implement the 2010 Facilities Master Plan was \$310 million. That price tag included land, construction, soft costs, books, and full furnishings. Due to the recession in the early 2010’s and the impact of the overall price of the plan, implementation was postponed.

Since 2010, Pierce County Library System has seen fundamental changes in service needs, and in 2017, Library leaders determined it was time for an in-depth review of current data and of progress toward accomplishing the vision of PCL 2030, and to make any adjustments to the plan and how it would be implemented. This work was set aside, first for the Levy Lid Lift ballot measure in 2018 and then again due to the COVID pandemic in 2020.

Our buildings continue to represent an investment in and asset for the communities they serve; however, most facilities are ageing past three decades and our newest libraries are now more than 10 years old. Having a roadmap to identify needs, prioritize investments, and provide relevant library services is more important than ever.

It is clear that numerous and significant changes since 2010 require a new plan rather than the update envisioned in 2017, for reasons including:

- Shifts and trends in Pierce County population centers
- Current efforts by Pierce County and its cities/towns in completing the mandated updates to their Comprehensive Growth plans
- Other funding structures such as Library Capital Facilities Areas not considered in the 2010 plan
- Changes to public library design standards for spaces, collections and technology
- Advancements in sustainable and accessible library architecture design standards
- Changes to use and service trends as a result of the pandemic

-
- The need for comprehensive technical and architectural review of each location

Using the PCL 2030 building assessments, recommendations and design principles, PCLS constructed 3 libraries, did significant interior work on several others and performed major maintenance at most locations, including:

- Milton/Edgewood. In 2008, the City of Milton informed the Library that it needed its facility back for other uses by the City. At the time, the library housed its operations out of a city-owned building. The Library entered into a 6,600 sq. ft. storefront lease at the Surprise Lake Shopping Mall in city limits in 2009 and began plans for construction for a storefront-based services—a first for PCLS. A contractor was selected in 2010 and construction began. The Library opened its doors to the community on January 13, 2011.
- University Place. In 2002, the City of University Place began working on a Town Center concept, to include the Library as an anchor. After many plans and designs, eventually several architects were selected to design a 200,000 sq. ft. condominium, to include City Hall, the Police Department, two retail units, and a 15,000 sq. ft. Library, along with a 5,000 sq. ft. expansion space to be paid over the next 10 years. In 2006, the Library moved into a smaller temporary facility nearby, and the original library was demolished to make way for the condominium. The new Library opened its doors to the community on February 12, 2011.
- Fife. In 2009, voters in the City of Fife approved to annex to the Library District with the understanding that a new library would be built. In 2010, the Library purchased land and engaged an architect for the design of a 6,000 sq. ft. library based on contemporary modular designs. Two contractors were selected in 2011 and construction began. The Library opened its doors to the community on December 3, 2011.
- Lakewood. In 2010, significant interior remodeling was conducted in the downtown Library, and in 2011-13 the children and teen areas were also redesigned.
- Key Center. In 2012, the interior was significantly improved and modernized, and 160 sq. ft. was added to the entryway in order to create a large meeting room for the community.
- South Hill. In 2013, the interior was significantly reworked to improve floor layout, seating, and accommodate other service improvements and modernization.
- Sumner. In 2018 and concluding in 2021, in partnership with the City of Sumner the Library purchased land on Main Street to build a new library in the near future.
- Roof Replacements
 - Buckley 2011
 - Graham 2011
 - Eatonville 2012
 - Sumner, 2012
 - Summit, 2013
 - Key Center 2014
 - Steilacoom 2014
 - Bonney Lake 2021
- HVAC & Environmental controls updates
 - Buckley 2011
 - Administrative Center 2011-2013, Server Room 2022
 - Lakewood, 2011 & 2014
 - Eatonville 2012
 - Sumner, 2012
 - Tillicum, 2014
 - Sumner, 2012
 - Bonney Lake, 2015

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- Key Center, 2016
 - Orting 2018
 - Interior/exterior paint
 - Bonney Lake, 2022
 - Buckley 2011
 - Gig Harbor, 2011
 - Sumner, 2012
 - Key Center 2014
 - Parkland, 2014
 - Tillicum, 2016
 - Carpet Replacement
 - Gig Harbor, 2011 & 2015
 - South Hill, 2014
 - Buckley & Tillicum, 2016
 - Lakewood 2017
 - Parkland/Spanaway, 2020
 - Restroom Upgrades
 - Bonney Lake 2022
 - Buckley 2016
 - Eatonville 2017
 - Gig Harbor 2014
 - Lakewood 2014
 - Parkland-Spanaway 2014
 - South Hill 2014
 - Summit 2017
 - Technology Updates
 - Fiber network upgrade, 2011
 - Phone System replacement, 2011
 - Branch copier replacements, 2012-2013
 - Network equipment replacements, 2011-2012
 - Technology plan implementation (servers, network, firewalls), 2015-2016
 - Wi-Fi upgrade, 2016-2017
 - Other
 - Fire Panel: Administrative Center, 2010
 - Interior & Exterior lighting efficiencies, 2010-2023
 - Diesel Generator, Cooling Systems, UPS upgrades for Data Center, 2014-2015
 - Parking Lot Maintenance, 2014-2015, 2022-2023
 - Elevator repairs: Lakewood, 2016
 - Underground Storage Tank removal: Administrative Center, 2019
 - Siding Replacement: Key Center 2022

The PCL 2030 plan has served its purpose and provided a valuable reference tool for facility decision-making for 13 years. With intentions to embark on a new long-range facility planning project, an external consultant will be essential to carrying out the location assessments and creating an updated plan. The Library is planning to budget this work into the 2024 Operating Budget. We anticipate significant public engagement as part of an updated Strategic Plan in 2024 and propose using that engagement as input for this project as well.

Officers Reports

MEMO



Date: March 27, 2023

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

From: Gretchen Caserotti, Executive Director

Subject: Policy Review Project

As shared in prior meetings and memos, the Administrative Team is working toward simplifying and stabilizing the Library's organization and, after a few months of planning, we are ready to dig into the most important foundational work – policies. *A policy is a carefully designed, broadly stated, written rule for decision-making that is formally adopted by the Library Board. It is the governing principle upon which the executive director and staff develop specific procedures and regulations for the operation of the library.* PCLS policies have grown in number and need a holistic and consistent review cycle. A cyclical review process will ensure all policies are reviewed and updated consistently and provide clarity about PCLS governance and decision-making.

Our goal is to complete the clean-up portion of the Policy Review Project this year. Then starting in 2024, any PCLS Policy will be a Board approved policy and all Administrative Policies will be renamed as official PCLS Procedures or be incorporated into policy or departmental maintenance and operations plans.

Here are some highlights of the project:

- All Human Resources policies and procedures will be grouped together and compiled into an Employee Manual.
- The Executive Office will assume ownership of all policies and manage a regular review process with Administrative Team members who are the subject matter experts for library policies.
- Policies will be reviewed on a schedule which will allow time for legal review of policies and for the Board to thoughtfully consider and discuss any policy changes being proposed.
- The Administrative Team will have authority to establish official library operating procedures.

Last month I reported an internal working group has compiled and categorized all Board and Administrative policies, assigned a policy lead from the Administrative Team to each policy, provided definitions for Policy, Procedures and Guidelines, and is initiating the process to review and make recommendations for a timeline to review, revise, rescind, or rename all Administrative Policies before the end of the year.

All Board Policies, including Board Bylaws, will be reviewed using a framework which will be provided in upcoming Board Development training (created and based on Washington State Library materials and public library best practices).

This month I wanted to share some information about our plans for the next few months. We'll start by clarifying the roles and responsibilities of the governing body (the Board of Trustees) and the library operations (the Executive Director and PCLS staff), then we'll explore the types of policies public libraries should have and study the fundamental laws or principles that underlie them. Following that, we'll start to review and revise policies throughout the rest of the year.

I am very excited to move this work forward in the interest of providing very clear policy information to our staff and the public. Please let me know if you would like to request any additional support or training related to policy setting.

MEMO



Date: March 27, 2023

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

From: Trisha Muschett, PHR, HR Analyst and Petra McBride, Manager of Executive Office Admin.

Subject: Wellness Program Update

It has been nine years since Pierce County Library System began its partnership with the Association of Washington Cities and we continue to build a workplace culture where employee health is valued and supported. Pierce County Library System is among the 112 employers who earned the 2023 WellCity distinction by making an outstanding commitment to employee health. This earns the library a 2 percent reduction on medical plan premiums in 2024.

Last year we continued to expand the focus of our Wellness Program, offering multiple campaigns and other activities to promote health and wellness in remote and onsite work environments. Our work in 2022 included:

- Continued focus on leadership skill development for committee members providing tools and guidance to independently plan and promote various wellness activities throughout the year.
- Expanded member's knowledge by attending Healthy Worksite Summit and Wellness Forum trainings to gain insight about wellness philosophy and learn new ways to improve our Wellness program.
- Promoted four successful wellness campaigns. Three were AWC campaigns: Wellness Award, Spring Odyssey Challenge and Roam the Globe. We also created an independent program in July, the Summer Bingo Challenge which featured three themed activity cards – Get Out and Go, Gratitude & Kindness, and Eat the Rainbow to encourage healthy habits.
- We promoted the Wonder Health program offered by AWC throughout the year for staff interested in participating in a year-long program to learn how to eat foods they love while managing weight.
- For a second year we promoted our fall “Socktober” campaign collecting 2,121 pair of socks, double the amount we collected last year, which was donated to the Tacoma Rescue Mission.
- We developed Spring, Summer and Fall Bulletin Board campaigns to inform staff about health/wellness topics throughout the year. Flyers were displayed on staff bulletin boards and staff web which included topics such as seasonal healthy foods, spring gardening tips, hiking tips, activities to keep you moving, habits to cultivate gratitude, sparking joy and the health benefits of giving to others.
- We promoted Wellness awareness through 15 articles written by committee members and published in our weekly Cover To Cover newsletter. The articles covered a wide range of wellness topics including Local Farmer's Markets, Spring/Summer Community Activity Guide, Healthy at

Every Size, Importance of Self-Care, Ways to Spark Joy, Blue Zones and Grateful Dendrites (the relationship between gratitude and the brain).

- We hosted two live webinars – Coping with Compassion Stress through our EAP provider ComPsych and “Financial Literacy” through the Society for Financial Awareness.
- Wellness programs, activities or information shared by the Wellness Committee were promoted using the “Wellness Matters” logo and colorful “Health” icon to support the library’s commitment to promoting health and wellbeing across the organization.
- We educated employees about AWC’s Healthy Decisions program and published monthly articles highlighting medical, dental, vision and life plan benefits in our weekly Cover To Cover newsletters to encourage employees to take full advantage of their benefits.
- We promoted wellness programs through the Castlight app and internal activities, achieving 60% participation and earned a \$500 mini-grant. We used the mini-grant award to purchase Grab-n-Go drawstring bags branded with the Wellness Matters logo and included a tri-fold Emergency Bucket List to help staff gather essential items to help them be prepared in the event of an unexpected emergency or natural disaster.

Our Wellness Committee consists of 26 members who have worked hard to plan and promote these activities at each of our 20 locations with the full support and participation of our leadership team, managers and supervisors throughout the year.

The Wellness Committee is already at work on our 2023 campaigns and operating plan. Our work in 2023 will include:

- An updated Wellness Committee Program Charter and operating plan to organize the work for 2023.
- Based on staff feedback, we will focus on providing education and resources to help staff manage stress and mental health wellbeing. We also look forward to collaborating with the Safety Committee to promote initiatives focusing on safety and health practices in our everyday work environment.
- We will take an in-depth look at staff interests and needs expressed in the 2023 Wellness Survey (released in March). Committee members will identify and plan programs and activities to offer throughout the year which supports wellness and library work.
- We plan to increase staff participation in step challenges by coupling it with a fun activity such as a scavenger hunt or nature walk. We anticipate promoting an activity to benefit the community such as Habitat for Humanity, a park clean up, Relay for Life, etc., to coordinate a one day volunteer event for system wide participation. We will also explore a fall drive to collect, food, coats, or other items TBD, to benefit the communities we serve.
- We anticipate earning and using the \$500 mini-grant in 2023, to fund efforts to incentivize staff participation in wellness activities.
- We will launch wellness walking campaigns: Spring Trailblazers Challenge and a fall walking program (TBA).
- Promote the Castlight app (mobile & on-line program) with a variety of choices for employees to engage in healthy activities to earn their annual Wellness Award. (50% participation earns the Library a 2% discount on 2025 medical premiums).
- Attend the Healthy Worksite Summit conference and wellness networking forums in 2023.
- Submit AWC’s WellCity application for 2024.

Our Wellness Program continues to engage and educate staff by providing a range of activities to meet individual levels of interest and provides resources to help staff improve their overall health and wellbeing. Our ability to steadily increase our participation percentages in various wellness activities each year demonstrates the success of our program and shows the importance of providing education and activities focused on health and wellness.

Through our program and targeted communications, we believe our staff understand the importance of maintaining healthy habits at work and at home and actively utilize the many benefits our healthcare plans offer. This helps the Library and AWC achieve the goal of helping to reduce the overall cost of healthcare for the Library and to the AWC Trust group.

The work and partnership on our Wellness Program has been a team effort, and our branch and department teams are appreciative of the work of the Wellness Committee and support of the Library.

MEMO



Date: March 2, 2023

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

From: Mary Getchell, Marketing and Communications Director

Subject: February 2023 Special Election Results

The February 2023 Special Election in Pierce County included four ballot measures for three school districts. Voters approved two levy measures, which require a simple majority of 50% + 1 vote, and failed to bond measures, which require a super majority of 60% + 1 vote.

Gig Harbor area voters passed two school levies for the Peninsula School District. The levies needed a simple majority; however, voters handily approved the measures at a super majority passage rate. One levy will renew an existing levy and the other levy includes improvements for a variety of services including security and safety for schools in the Peninsula School District.

Peninsula School District No. 401 – Proposition No. 1

If approved, Proposition No. 1 will authorize the District to levy excess taxes, to replace an expiring levy, on all taxable property within the District, to maintain and support the District’s educational programs and operations, which are not funded or not fully funded by the State:

If authorized by the voters, property taxes would be collected at a rate estimated to be \$1.13 per \$1,000 of assessed valuation in 2024, \$1.12 per \$1,000 of assessed valuation in 2025, and \$1.11 per \$1,000 of assessed valuation in 2026.

Yes:	13,440	64.15%
No:	7,511	35.85%
Total:	20,951	100.00%

Peninsula School District No. 401 – Proposition No. 2

If approved, Proposition No. 2 will authorize the District to levy excess taxes on all taxable property within the District to fund capital projects for safety/security improvements and modernization of technology facilities, including infrastructure, hardware, software, applications, and training.

If authorized by the voters, property taxes would be collected at a rate estimated to be \$0.25 per \$1,000 of assessed valuation in 2024, 2025, 2026, 2027, 2028 and 2029.

Yes:	13,342	63.44%
No:	7,689	36.56%
Total:	21,031	100.00%

Steilacoom area voters failed a \$116 million general obligation bond for the Steilacoom Historical School District, with 58.76% of the voters approving the measure, which needed 60%+1 vote for passage. The bond would have increased property taxes by approximately \$52.50 per month (\$630 annually) for the homeowner of a home with an assessed value of \$500,000. The bond would have constructed a new elementary school a stadium, additions and expansions to two other schools, and improved safety and security in the district.

Steilacoom Historical School District No. 1 – Proposition No. 1

Passage of Proposition 1 would allow Steilacoom Historical School District to address facility needs by issuing bonds. If approved, the District will use the bond proceeds to construct a new elementary school, construct a new stadium, performing arts center and career education program space at Steilacoom High School, and expand classroom space at Pioneer Middle School and Steilacoom High School. The District will also make Districtwide safety and security improvements, improve program space and infrastructure at the District’s elementary schools, and refinance a land acquisition for the new elementary school.

If voters approve this proposition, the District expects to receive approximately \$2,500,000 in state construction assistance funds to complete these projects. The \$116,000,000 of general obligation bonds would mature within 21 years, and be repaid from annual excess property tax levies. The excess levy rate is estimated to be approximately \$1.26 per \$1,000 of assessed property value or, for a home with an assessed value of \$500,000, approximately \$630 a year (\$52.50 per month).

Yes:	2,702	58.76%
No:	1,896	41.24%
Total:	4,598	100.00%

Voters in the Orting area also said no to a bond for the Orting School District, which supports a high-growth area of the county. A total of 54.92% of the voters rejected the measure, which also needed a super majority for passage. The \$150 million general obligation bond would have constructed a new elementary school, renovated and expanded two other schools, as well as made other improvements in the school district. The bond would have increased property taxes by approximately \$112.42 per month (\$1,349 annually) for the homeowner of a home with an assessed value of \$475,000.

Orting School District No. 344 – Proposition No. 1

Passage of Proposition 1 would allow Orting School District to finance critical facility needs by issuing bonds. If voters approve this proposition, the District will use the bond proceeds to construct a new elementary school, and renovate and expand classroom and learning space at Ptarmigan Ridge Elementary School. The District will also use bond proceeds to expand classroom and laboratory space and construct a new gymnasium and athletic space at Orting High School, refinance the acquisition of land to construct a new Orting Elementary School, replace Cardinal Stadium turf, and if funds are sufficient, to add temporary student learning facilities at Ptarmigan Ridge Elementary School and make HVAC and field improvements at Orting Middle School.

If approved, the District expects approximately \$11,000,000 in state construction assistance funds to complete these projects. The \$150,000,000 of general obligation bonds would mature within 21 years, and be repaid from annual excess property tax levies. The excess levy rate is estimated to be approximately \$2.84 per \$1,000 of assessed property value.

Yes:	2,149	54.92%
No:	1,764	45.08%
Total:	3,913	100.00%

MEMO



Date: March 27, 2023

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

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

Subject: Leadership Development

In the February board meeting, Trustees expressed interest in gaining more clarity on the scope of training and the job classification levels for new leadership development opportunities being offered. Our Leadership team is committed to continuing to improve skills and refreshing leadership competencies for all supervisors and emerging/influential leaders. Our leadership development plan helps close knowledge and skills gaps and give supervisors and emerging/influential leaders a better set of tools to do their work to continue to grow in their leadership role at PCLS.

We have been spending the last several months assessing our leadership development and training needs in the organization, post pandemic. Some of the classes we are currently offering to build our leadership pipeline includes:

- Change Navigation- Exploration of tools and information you can use to increase your personal adaptability and effectively navigate through change.
- New Leader Orientation- Provides foundational employment information that all supervisors and managers at PCLS are required to understand in order to lead effectively.
- Effective and Inclusive Meetings- Explore considerations, approaches and resources for designing more effective team meetings through inclusive practices
- Communication Styles-Learn about different communication styles, identify your communication style and learn how to adjust your approach to better communicate with style preferences different from your own.
- Leadership Communication Styles-Learn about different leadership styles, identify your leadership style and learn how to adjust your approach to better lead people with style preferences different from your own.
- Technology Skills-Explores fundamental computer skills and tools. This is a four-class track of classes that may be taken together and in sequence for maximum effect.

Over the past nine months, we've focused in on some additional classes specific to restarting the efforts described above. Examples of these classes include:

- A new partnership with Nash Consulting, leadership development and organizational health experts to train a pilot co-hort of supervisors in best practice management/leadership skills, using

the their 6-day "Managing with Mind & Heart" leadership development curriculum.

- Training Leadership team on the topic of "Occupational Burnout," with a focus on managing the personal pressures of burnout and then considering symptoms of burnout from an occupational standpoint.
- Crucial Conversations training for all supervisors. Crucial Conversations teaches skills for creating alignment and agreement by fostering open dialogue around high-stakes, emotional, or risky topics—at all levels of the organization. We followed that up with Crucial Conversations for Accountability training teaches a process for managing performance, strengthening trust and reliability, and eliminating inconsistency. It provides skills for holding peers accountable—regardless of position or authority.

We are currently embarking on a system wide assessment of the training needs of all staff. We began that work this month and will complete it by the end of May. This will provide us additional information on leadership development and skill needs of all of our staff. Through this process, we are keeping our goal in mind, which is to provide a focused and intentional approach to developing the leadership competencies in our supervisory group and emerging/influential leaders. We want to build and strengthen our leadership pipeline, capacity and leadership competencies.