

**Regular Meeting of the Pierce County Library System Board of Trustees**  
**May 10, 2023 | 3:30 p.m.**  
**The meeting will be held in person at: 3005 112<sup>th</sup> 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](mailto:pmcbride@piercecounitylibrary.org) by 2:00 p.m. on May 10. Written comments must be provided 24 hours prior to the meeting.*

**Consent Agenda [ACTION]:** *Consent agenda items are considered 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 April 12, 2023, Regular Meeting
2. Approval of April 2023 Payroll, Benefits and Vouchers
3. Resolution 2023-11: To Declare Furnishings and Equipment Surplus to Public Service Needs

**Board Development**

1. Bethel School District and Adjacent Services – Bethel School District Superintendent Tom Seigel
2. Library Board Governance and Library Policy Best Practices – WA State Librarian Sara Jones and Library Governance Consultant Carolyn Petersen

**Executive Director Report**

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

**Unfinished Business**

1. Lakewood Libraries Update
2. Sumner Pierce County Library Update
3. Appoint Committees to Prepare Arguments For and Against Voter Approval of the Sumner LCFA Ballot Measure  
**[ACTION]**

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

1. New PCLS Website
2. Q1 Marketing and Communications Results
3. Marketing and Communications Q1 Focus Results – Job + Business Center
4. Q2 Marketing and Communications Focus: Online Books, Videos and Magazines

**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 library services in the Lakewood and Tillicum area were made by Lakewood resident Bob Warfield.

**CONSENT AGENDA**

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

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

**BOARD DEVELOPMENT**

Upcoming Policy and Facility Decision-Making Resources – Trustees appreciated that leadership is taking the time to provide development opportunities for the Board.

**EXECUTIVE DIRECTOR REPORTS**

Executive Director Report – Executive Director Gretchen Caserotti reported the Library Giving Day event raised approximately \$43,000, including a \$10,000 matching gift from an anonymous donor.

**NEW BUSINESS**

2022 Year-End Financial Review – Finance Director Mary Stimson provided an overview of the 2022 financial records. The Library is approximately \$2.1 million from meeting its Levy Sustainability Fund goal of \$15 million. The Library has transitioned from Eden to Munis software, which requires filing a new reconciliation report to the auditor's office in the next few months. She provided an overview of the revenues and expenditures, noting the Library received property tax funds very near projected amounts, ARPA grant funds and higher return rates from investments. Due to reduced services in Lakewood, the staffing budget was approximately 6% less than the actual budget. As a result of the General Fund balance being \$1.5 million in excess, the Library requests these funds be transferred to the Capital Improvement Fund.

Discussion ensued on the investments returns and the unspent monies due to the closure of the Lakewood Library. Business and Compliance Director Cliff Jo noted the unspent funds are expected to be spent in 2023 on capital projects. Trustees asked if there were on any other existing needs within the system before transferring the funds to the Capital Fund. Executive Director Caserotti noted the greatest

need is in Lakewood and the Library is focused on ensuring additional funds move into the Capital Fund without diminishing any services at the other locations.

Director Jo added the Library did not budget any revenue that is anticipated to be received from the Buckley underground storage tank insurance claims.

*Trustee Sloan moved to approve Resolution 2023-07: To Transfer a Portion of the General Fund Balance to the Capital Improvements Fund. Trustee Patel seconded the motion. Motion carried.*

*Trustee Jenkins moved to approve Resolution 2023-08: To Close the 2022 Fiscal Year. Trustee Patel seconded the motion. Motion carried.*

### **UNFINISHED BUSINESS**

Systemwide Public Opinion Survey Results – Brian Vines, from EMC Research, provided a continuation of their March presentation on the survey results. The last statistically valid survey conducted was in 2018. Due to the pandemic, the Library had not conducted surveys between 2018 and 2023.

The survey resulted in 500 responses, for a 95% confidence level in the responses representing the Library's service area. In all, 69% of the respondents said they were familiar with the Pierce County Library, and with a mix of people who use library services and those that do not, the same number of respondents – 69% said they were satisfied with the Pierce County Library. Discussion ensued around the findings of the responses, with particular focus on sentiments relating to taxpayer implications and services offerings.

Marketing and Communications Director Mary Getchell noted this survey will provide a new benchmark for subsequent surveys planned for 2025, and the information will be utilized in future planning by Library administrators.

Interim Lakewood Library Update – Executive Director Caserotti noted the Library is finalizing revised drawings and is close to executing the final contract. Next steps include formally engaging in construction process, including approvals and landscape designs.

Downtown Lakewood Library – Executive Director Caserotti provided an overview of the reports providing information to the Board which informs decision making. The reports summarized building sizes within the Library's service area and peer cities to Lakewood. She noted there were no specific formulas identified, although past references were made in capital facility plans using a .6-1.0 square foot per capita.

Caserotti noted the Library is investing in the interim project because the scope, timeline and cost of a long-term Lakewood Library are significant and would delay the process considerably.

Trustees found information in the reports very helpful to aid in their understanding of the reasoning behind the costs involved.

Deputy Director Melinda Chesbro noted the Library built many of its locations with a major bond and the other facilities were either inherited or purchased. She added the information provided serves as a

preliminary point for discussion on how the Library assesses needs on how to size and create a plan for future building locations.

Executive Director Caserotti reported the Library gave formal notice to the City of Lakewood on its intent not to renovate or repair the existing library facility. The next steps would be to engage with the contractors, during which a more formalized cost estimate and timeline will be provided. The contractors will be instructed to restore and prepare the site to be ready for a future construction project. In order to move to the next phase of the project, a formal resolution must be passed to surplus the current building.

*Trustee Duncan moved to approve Resolution 2023-09: To Declare the Lakewood Library Building Surplus. Trustee Sloan seconded the motion. Motion carried.*

Executive Director Caserotti thanked the Board for its thoughtful consideration and decision making during this process.

Buckley Library Site Evaluation Update – Director Cliff Jo reported the Buckley site is being prepared for mitigation of contamination. The Library will attempt to recover all costs incurred since the early 1990s, with the exception of commissions paid to the consultants. Trustees praised the Library for its environmental stewardship.

*Trustee Jenkins moved to approve a purchase order to EHS-I not to exceed \$172,600. Trustee Sloan seconded the motion. Motion carried.*

### **NEW BUSINESS (CONT.)**

Customer Experience Director Kayce Hall and Finance Director Mary Stimson shared an overview of the Library's work to study fines and fees in an effort to eliminate barriers to access for members of the community. The Library stopped charging fines for all materials when the pandemic began in 2020.

*Trustee Sloan moved to approve Resolution 2023-10: Eliminating Assessing Overdue Fines and Canceling Outstanding Library Fine Balances. Trustee Patel seconded the motion. Motion carried.*

Fees for damaged and lost books will be studied later in 2023, with a recommendation coming to the Board upon completion of the study.

Master Facility Planning – Deputy Director Chesbro provided an overview of plans to engage an outside consultant to conduct the work. Executive Director Caserotti noted the Library intended to update the *Facilities Master Plan 2030* in 2017 but was not able to revisit the work. The Library will conclude the prior efforts to refresh the document and work with a consultant to develop a new long-range facility plan in concurrence with the upcoming strategic planning process.

### **OFFICERS REPORTS**

Policy Review Project – 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 encouraged Trustees to review the Library’s new website at myplcs.org. She thanked the website team and staff for the work conducted to include accessibility standards.

The Bonney Lake Library is holding an open house on April 15, 2023, from 11:00 am – 2:00 pm. to celebrate the refresh of the building. Artwork from fourth graders at Derringer Elementary School, honoring a fellow student who passed away in 2020, is being displayed at the library.

The Legislature adjourns on April 23, 2023.

The final vote on the LCFA through the Pierce County Council is scheduled for April 25, 2023, at 3:00 pm.

**ADJOURNMENT**

The meeting was adjourned at 5:28 pm on motion by Trustee Sloan, seconded by Trustee Jenkins.

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Gretchen Caserotti, Secretary

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Jamilyn Penn, Chair

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

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Electronic Payments - Payroll & Acct Payable		4/6/2023	\$ 1,092,333.41
Electronic Payments - Payroll & Acct Payable		4/21/2023	\$ 974,500.23
Accounts Payable Warrants	704280 - 704412	04/01/2023 - 04/30/2023	\$ 1,371,838.70
<b>Total:</b>			<b><u>\$ 3,438,672.34</u></b>

As of 05.02.2023

# 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](mailto:sdkarabotsos@piercecountylibrary.org)  
 Comments: 4/06/23 Payroll

Withdrawal Date: 4/6/2023

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	84,958.11
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	67,789.47
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	67,789.47
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	646,003.85
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	13,403.18
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	58,801.10
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	92,891.31
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	52,500.00
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	-
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	-
<b>Total Deposit</b>						<b>\$ 1,092,333.41</b>

Certification:

Stacy Karabotsos  
 Signature ( Department Designee)

4/4/2023  
 Date

Comments:



# Ad-hoc bank transaction (Withdrawal)

## PCL\_Company

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

Contact Name: Stacy Karabotsos  
 Contact Phone: 253-548-3451  
 Contact e-mail: [sdkarabotsos@piercecountylibrary.org](mailto:sdkarabotsos@piercecountylibrary.org)  
 Comments: 4/21/23 Payroll

**Withdrawal Date: 4/21/2023**

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	76,605.47
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	63,339.02
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	63,339.02
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	604,989.90
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	13,835.68
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	55,125.67
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	87,324.56
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	5,523.32
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	2,698.60
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	195.40
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	1,523.59
<b>Total Deposit</b>						<b>\$ 974,500.23</b>

Certification:

Stacy Karabotsos  
 Signature ( Department Designee)

4/19/2023  
 Date

Comments:

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
704280	04/06/2023	PRINTED	314	AFSCME AFL-CIO	0.00	13,541.27	04/11/2023
704281	04/06/2023	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	0.00	457.67	04/14/2023
704282	04/07/2023	PRINTED	335	AWC EMPLOYEE BENEFIT TRUST	268,898.91	0.00	
704283	04/07/2023	PRINTED	341	BAKER & TAYLOR	0.00	20,921.46	04/13/2023
704284	04/07/2023	PRINTED	630	WALKERSHIP LLC	0.00	300.00	04/12/2023
704285	04/07/2023	PRINTED	638	CITY OF BUCKLEY	0.00	265.75	04/12/2023
704286	04/07/2023	PRINTED	652	CASCADE COMPUTING LLC	375.00	0.00	
704287	04/07/2023	PRINTED	2422	CDW GOVERNMENT LLC	0.00	2,491.29	04/14/2023
704288	04/07/2023	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	630.80	04/13/2023
704289	04/07/2023	PRINTED	146	DAILY JOURNAL OF COMMERCE	0.00	259.20	04/13/2023
704290	04/07/2023	PRINTED	1001	DATA QUEST LLC	0.00	540.00	04/14/2023
704291	04/07/2023	PRINTED	379	E-RATE EXPERTISE INC	0.00	6,262.50	04/18/2023
704292	04/07/2023	PRINTED	365	EBSCO	0.00	211.79	04/12/2023
704293	04/07/2023	PRINTED	392	THE FALCONER	0.00	500.00	04/12/2023
704294	04/07/2023	PRINTED	2370	FENCE SPECIALISTS LLC	0.00	4,400.00	04/12/2023
704295	04/07/2023	PRINTED	455	GORDON THOMAS HONEYWELL LLP	0.00	2,845.00	04/11/2023
704296	04/07/2023	PRINTED	947	ELIZABETH HARBURG-PETRICH	0.00	400.00	04/21/2023
704297	04/07/2023	PRINTED	486	HILLIS CLARK MARTIN & PETERSON	0.00	896.00	04/12/2023
704298	04/07/2023	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	1,188.14	04/12/2023
704299	04/07/2023	PRINTED	710	IRON MOUNTAIN INC	0.00	434.04	04/14/2023
704300	04/07/2023	PRINTED	1886	LAMAR COMPANIES	0.00	1,805.00	04/13/2023
704301	04/07/2023	PRINTED	211	MIDWEST TAPE LLC	0.00	13,552.52	04/14/2023
704302	04/07/2023	PRINTED	227	MOUNTAIN MIST	0.00	34.67	04/12/2023
704303	04/07/2023	PRINTED	228	MULTICULTURAL BOOKS & VIDEOS	0.00	1,260.00	04/17/2023
704304	04/07/2023	PRINTED	1081	NASIM LANDSCAPE	0.00	9,508.78	04/11/2023
704305	04/07/2023	PRINTED	2514	OMNI YOGA LLC	875.00	0.00	
704306	04/07/2023	PRINTED	2570	KLDISCOVERY ONTRACK LLC	0.00	2,104.63	04/14/2023
704307	04/07/2023	PRINTED	535	PAPERROLLS-N-MORE.COM	0.00	1,182.08	04/18/2023
704308	04/07/2023	PRINTED	552	PENINSULA LIGHT CO	0.00	1,231.28	04/19/2023
704309	04/07/2023	PRINTED	560	PIERCE COUNTY FINANCE	0.00	18,949.02	04/13/2023
704310	04/07/2023	PRINTED	776	PUGET SOUND ENERGY	0.00	1,546.49	04/11/2023
704311	04/07/2023	PRINTED	782	QUALITY BUSINESS SYSTEMS INC	0.00	1,969.61	04/13/2023
704312	04/07/2023	PRINTED	61	RICOH USA INC	0.00	1,186.28	04/12/2023
704313	04/07/2023	PRINTED	61	RICOH USA INC	0.00	1,738.23	04/12/2023
704314	04/07/2023	PRINTED	2097	SENTINEL PEST CONTROL	77.00	0.00	
704315	04/07/2023	PRINTED	2582	LYNSEY SHARP	0.00	101.25	04/18/2023
704316	04/07/2023	PRINTED	672	CITY OF UNIVERSITY PLACE	0.00	99.87	04/13/2023
704317	04/07/2023	PRINTED	811	WCP SOLUTIONS	0.00	1,458.92	04/11/2023
704318	04/07/2023	PRINTED	2015	WEX BANK	0.00	4,302.94	04/12/2023
704319	04/14/2023	PRINTED	336	ATS AUTOMATION INC	0.00	5,768.13	04/19/2023
704320	04/14/2023	PRINTED	341	BAKER & TAYLOR	0.00	22,389.32	04/21/2023

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
704321	04/14/2023	PRINTED	1892	BAY CONCRETE LLC	6,858.00	0.00	
704322	04/14/2023	PRINTED	432	CITY OF BONNEY LAKE	0.00	285.43	04/18/2023
704323	04/14/2023	PRINTED	2238	BYLINE FINANCIAL GROUP	0.00	454.67	04/24/2023
704324	04/14/2023	PRINTED	124	CONSOLIDATED TECHNOLOGY SERVICES	0.00	589.88	04/25/2023
704325	04/14/2023	PRINTED	2112	CRUCIAL LEARNING	10,607.00	0.00	
704326	04/14/2023	PRINTED	419	GALE	0.00	1,200.00	04/21/2023
704327	04/14/2023	PRINTED	1945	HENDERWORKS INC	15,000.00	0.00	
704328	04/14/2023	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	886.72	04/19/2023
704329	04/14/2023	PRINTED	2502	JAPAN CREATIVE ARTS	1,550.00	0.00	
704330	04/14/2023	PRINTED	742	KITSAP REGIONAL LIBRARY	0.00	8.99	04/25/2023
704331	04/14/2023	PRINTED	2588	LARGO PUBLIC LIBRARY	0.00	40.00	04/28/2023
704332	04/14/2023	PRINTED	36	LOGIC INTEGRITY INC	0.00	1,520.00	04/25/2023
704333	04/14/2023	PRINTED	211	MIDWEST TAPE LLC	0.00	4,426.39	04/19/2023
704334	04/14/2023	PRINTED	2261	MISSISSIPPI VALLEY LIBRARY DISTRICT	30.99	0.00	
704335	04/14/2023	PRINTED	2176	O'GRADY LIBRARY	90.00	0.00	
704336	04/14/2023	PRINTED	520	CITY OF ORTING	0.00	339.54	04/21/2023
704337	04/14/2023	PRINTED	540	PARKLAND LIGHT & WATER	0.00	207.22	04/19/2023
704338	04/14/2023	PRINTED	560	PIERCE COUNTY FINANCE	0.00	30,331.47	04/20/2023
704339	04/14/2023	PRINTED	1066	PIERCE COUNTY ALARM PROGRAM	100.00	0.00	
704340	04/14/2023	PRINTED	1037	PIERCE COUNTY SEWER	0.00	1,021.98	04/21/2023
704341	04/14/2023	PRINTED	1200	PIONEER PACKAGING	0.00	478.51	04/18/2023
704342	04/14/2023	PRINTED	2593	PLAYAWAY PRODUCTS LLC	7,411.47	0.00	
704343	04/14/2023	PRINTED	776	PUGET SOUND ENERGY	0.00	825.90	04/20/2023
704344	04/14/2023	PRINTED	61	RICOH USA INC	0.00	836.79	04/20/2023
704345	04/14/2023	PRINTED	61	RICOH USA INC	0.00	93.70	04/19/2023
704346	04/14/2023	PRINTED	2097	SENTINEL PEST CONTROL	0.00	480.36	04/25/2023
704347	04/14/2023	PRINTED	249	SMITH FIRE SYSTEMS INC	0.00	3,790.00	04/18/2023
704348	04/14/2023	PRINTED	284	SUMMIT WATER & SUPPLY CO	0.00	371.48	04/18/2023
704349	04/14/2023	PRINTED	285	CITY OF SUMNER	0.00	1,168.90	04/20/2023
704350	04/14/2023	PRINTED	2537	TITUS-WILL FORD SALES INC	580.65	0.00	
704351	04/14/2023	PRINTED	1059	TROY TURNLEY	0.00	350.88	04/19/2023
704352	04/14/2023	PRINTED	603	UNIVERSITY PLACE CIVIC BUILDING	88,888.41	0.00	
704353	04/14/2023	PRINTED	605	US BANK	0.00	413,814.03	04/24/2023
704354	04/21/2023	PRINTED	313	AFLAC	3,587.11	0.00	
704355	04/21/2023	PRINTED	684	COLONIAL SUPPLEMENTAL INSURANC	174.00	0.00	
704356	04/21/2023	PRINTED	374	EMPLOYMENT SECURITY DEPARTMENT	0.00	41,981.37	04/26/2023
704357	04/21/2023	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	4,612.20	0.00	
704358	04/21/2023	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	0.00	457.67	04/25/2023
704359	04/21/2023	PRINTED	998	CINTAS CORPORATION	390.08	0.00	
704360	04/21/2023	PRINTED	146	DAILY JOURNAL OF COMMERCE	0.00	273.60	04/27/2023
704361	04/21/2023	PRINTED	370	ELITE PROPERTY INVESTMENTS LLC	0.00	13,510.52	04/26/2023

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
704362	04/21/2023	PRINTED	392	THE FALCONER	0.00	550.00	04/26/2023
704363	04/21/2023	PRINTED	2499	FLOHAWKS	162.00	0.00	
704364	04/21/2023	PRINTED	455	GORDON THOMAS HONEYWELL LLP	0.00	7,366.25	04/25/2023
704365	04/21/2023	PRINTED	486	HILLIS CLARK MARTIN & PETERSON	0.00	778.96	04/26/2023
704366	04/21/2023	PRINTED	2507	JOAQUIN'S TREE EXPERT COMPANY INC	0.00	2,052.00	04/26/2023
704367	04/21/2023	PRINTED	2300	KPFF INC	0.00	5,950.00	04/27/2023
704368	04/21/2023	PRINTED	2380	NASH CONSULTING INC	200.00	0.00	
704369	04/21/2023	PRINTED	560	PIERCE COUNTY	0.00	360.00	04/27/2023
704370	04/21/2023	PRINTED	61	RICOH USA INC	0.00	2,531.67	04/27/2023
704371	04/21/2023	PRINTED	61	RICOH USA INC	0.00	1,251.96	04/26/2023
704372	04/21/2023	PRINTED	85	SARCO SUPPLY LLC	0.00	1,798.28	04/25/2023
704373	04/21/2023	PRINTED	2097	SENTINEL PEST CONTROL	611.94	0.00	
704374	04/21/2023	PRINTED	2592	SARAH TIMME	0.00	30.00	04/26/2023
704375	04/21/2023	PRINTED	579	TK ELEVATOR	2,715.33	0.00	
704376	04/21/2023	PRINTED	811	WCP SOLUTIONS	0.00	1,062.66	04/25/2023
704377	04/28/2023	PRINTED	2143	AWARDCO INC	6,260.37	0.00	
704378	04/28/2023	PRINTED	341	BAKER & TAYLOR	50,553.76	0.00	
704379	04/28/2023	PRINTED	427	BLACKSTONE PUBLISHING	140.97	0.00	
704380	04/28/2023	PRINTED	642	BUILDINGWORK LLC	63,644.68	0.00	
704381	04/28/2023	PRINTED	1320	BUSTOS MEDIA HOLDINGS, LLC	2,510.00	0.00	
704382	04/28/2023	PRINTED	1036	CATALYST WORKPLACE ACTIVATION	8,984.34	0.00	
704383	04/28/2023	PRINTED	657	CENGAGE LEARNING INC / GALE	1,097.55	0.00	
704384	04/28/2023	PRINTED	669	CHUCKALS INC	1,916.20	0.00	
704385	04/28/2023	PRINTED	998	CINTAS CORPORATION	1,170.24	0.00	
704386	04/28/2023	PRINTED	163	DEPARTMENT OF LABOR & INDUSTRIES	89.70	0.00	
704387	04/28/2023	PRINTED	379	E-RATE EXPERTISE INC	1,275.00	0.00	
704388	04/28/2023	PRINTED	369	EHS-INTERNATIONAL INC	698.75	0.00	
704389	04/28/2023	PRINTED	2383	EMPOWERING CONNECTIONS LLC	175.00	0.00	
704390	04/28/2023	PRINTED	2370	FENCE SPECIALISTS LLC	8,690.00	0.00	
704391	04/28/2023	PRINTED	2499	FLOHAWKS	1,031.25	0.00	
704392	04/28/2023	PRINTED	703	INGRAM LIBRARY SERVICES	990.86	0.00	
704393	04/28/2023	PRINTED	1886	LAMAR COMPANIES	1,805.00	0.00	
704394	04/28/2023	PRINTED	41	MAGNOLIA JOURNAL	20.00	0.00	
704395	04/28/2023	PRINTED	211	MIDWEST TAPE LLC	5,832.52	0.00	
704396	04/28/2023	PRINTED	531	PAN ASIAN PUBLICATIONS (USA) INC.	2,160.00	0.00	
704397	04/28/2023	PRINTED	552	PENINSULA LIGHT CO	1,924.58	0.00	
704398	04/28/2023	PRINTED	752	PITNEY BOWES	10,000.00	0.00	
704399	04/28/2023	PRINTED	776	PUGET SOUND ENERGY	5,023.72	0.00	
704400	04/28/2023	PRINTED	782	XEROX CORPORATION	148.89	0.00	
704401	04/28/2023	PRINTED	61	RICOH USA INC	115.33	0.00	
704402	04/28/2023	PRINTED	61	RICOH USA INC	93.57	0.00	

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
704403	04/28/2023	PRINTED	62	RIGHT SYSTEMS INC	16,844.30	0.00	
704404	04/28/2023	PRINTED	876	CRAIG ROMANO	450.00	0.00	
704405	04/28/2023	PRINTED	2097	SENTINEL PEST CONTROL	229.18	0.00	
704406	04/28/2023	PRINTED	249	SMITH FIRE SYSTEMS INC	2,243.18	0.00	
704407	04/28/2023	PRINTED	273	TOWN OF STEILACOOM	1,354.59	0.00	
704408	04/28/2023	PRINTED	290	SURPRISE LAKE SQUARE LLC	12,138.41	0.00	
704409	04/28/2023	PRINTED	581	TILLICUM COMMUNITY SERVICE CEN	2,409.18	0.00	
704410	04/28/2023	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	2,588.55	0.00	
704411	04/28/2023	PRINTED	2008	ZPROCIS SOLUTIONS INC	2,760.00	0.00	
704412	04/28/2023	PRINTED	163	DEPT OF LABOR & INDUSTRIES	50,462.23	0.00	
					681,626.99	690,211.71	1,371,838.70

# MEMO



Date: April 26, 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, as part of an effort to reduce old assets on hand. The PCLS IT team identified technology to surplus that was at end of support from the manufacturer 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.

See spreadsheet on next page for details.

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

<b>Total</b>	<b>Information Technology Surplus Items</b>	<b>estimated value (each)</b>
5	MONITOR LG 60" PLASMA	\$ 100.00

**RESOLUTION NO. 2023-11**

**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 10TH DAY OF MAY, 2023**

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



# Board Development

## **1. Bethel School District and Adjacent Services**

Presented by Bethel School District Superintendent Tom Seigel

## **2. Library Board Governance and Library Policy Best Practices**

Presented by WA State Librarian Sara Jones and  
Library Governance Consultant Carolyn Petersen

# **Executive Director Report (Routine Reports)**

# MEMO



Date: May 1, 2023

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

From: Gretchen Caserotti, Executive Director

Subject: Executive Director Report

It was a suspenseful April as we awaited the final decisions from the Washington State Legislature who ultimately included our requests for capital funding for the Sumner and Bonney Lake branch projects. In the end, with support from District 31 Representatives Drew Stokesbary and Eric Robertson, Pierce County Library System is slated to receive \$2,000,000 for the Sumner new library project and \$165,000 for the Bonney Lake branch refresh project. We are grateful to our elected representatives in District 31 for advocating and supporting these two projects for funding.

The Legislature did not pass the Tax Structure Working Group's (TSWG) proposal to increase the property tax limit factor in this session. The TSWG is scheduled to conclude their work with their final meeting on May 8, 2023, though legislators can still consider their recommendations in future sessions. Moving forward, interested parties should continue to contact and work with their elected representatives on this matter.

While we are elated to be included in the final Capital Budget from the State, that funding is only one source of revenue for the new Sumner library. The Library Capital Facility Area measure was approved by the Pierce County Council on April 25, 2023 and forwarded to the Auditor to be placed on the Primary Election ballot August 1, 2023. Following the Council's unanimous approval, we are finalizing the remaining paperwork to provide to the County by the May 12<sup>th</sup> filing deadline. In April we finalized the process and opened the call for volunteers for the For/Against Committee and submitted the Explanatory Statement to the County with assistance from our legal counsel.

In April we enjoyed celebrating the Bonney Lake branch refresh project with the community at an Open House on April 22, 2023. Staff arranged for a magician performance, a fun scavenger hunt to highlight some features of the branch, refreshments and even a raffle prize provided by the Friends of the Bonney Lake Library. I enjoyed meeting local leaders including some members of the City Council and seeing so many families appreciating the local children's art gallery and fresh look and feel to the busy branch.

Internally, we celebrated last month when we filled the IT Director position! Tommy Weed started in this role on April 17 and has hit the ground running, relying on his background and 15 years of experience in state government and private sector IT. We're excited for him to continue building on the strong foundation that his predecessor laid in our 5-Year Technology plan, which is in its concluding years. As Tommy gains knowledge and understanding of PCLS and our service goals he will be creating the successor plan that incorporates his vision for how library technology can support our future goals.

In prior reports, I updated the Board of the progress PCLS is making toward developing an action plan for our Equity, Diversity, and Inclusion work. In April, the staff EDI Pillar Teams presented their recommendations to the Leadership Team in three pillar areas:

- Respectful and Inclusive Work Environment
- Diversity in Business Planning, Design, and Delivery
- Inclusive Systems, Processes, and Practices

The Leadership Team reviewed the recommendations and have forwarded their priorities to the Administrative Team for final approvals. The Administrative Team has discussed and are committed to incorporating final recommendations in the 2024 budget and work plan development process. Before making final, public commitments to specific recommendations, we want to ensure we have the resources and ability to deliver results to our commitments.

I came into this process long after the work had begun, and my observation is that we have many other efforts and work happening with EDI in our organization that haven't been captured in this pillar team work. We're discussing ways to demonstrate to staff and the public that the recommendations aren't the only areas where an EDI lens is being applied or where EDI work is being performed in our organization. Trustees will have an opportunity to demonstrate their EDI commitment as we start to dig in and review our organization's policies in the coming months. I feel confident that EDI will be an area of focus in any new strategic plan PCLS develops in the next year.

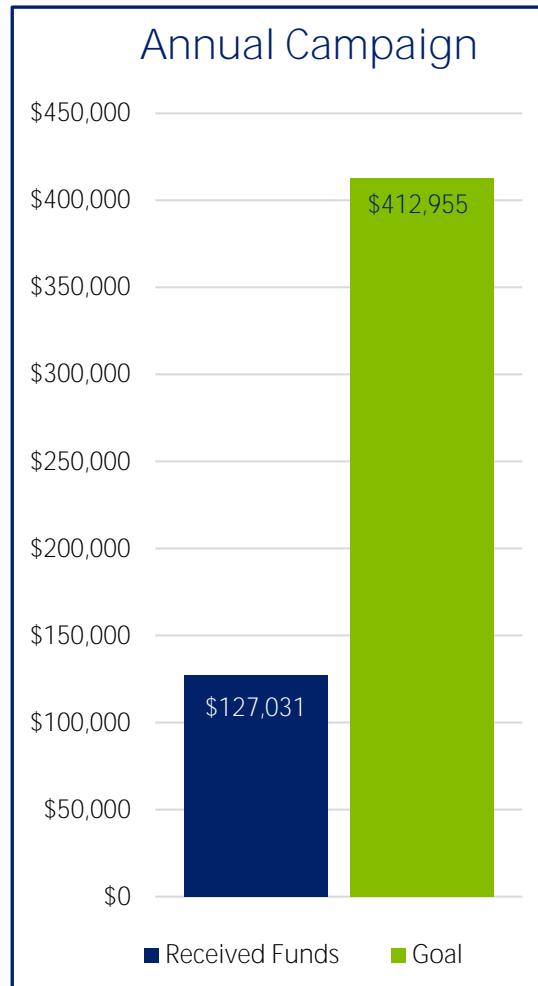
Speaking of commitments, we are thrilled to report that we successfully completed negotiations and signed the contract for the Interim Lakewood Library at the end of April. Our Facilities team is proceeding with the construction planning work and our planning team has started discussions about the artwork and materials saved from the downtown Lakewood Library closure to determine what will be selected to be used in the interim library facility.



## Fundraising Performance Dashboard



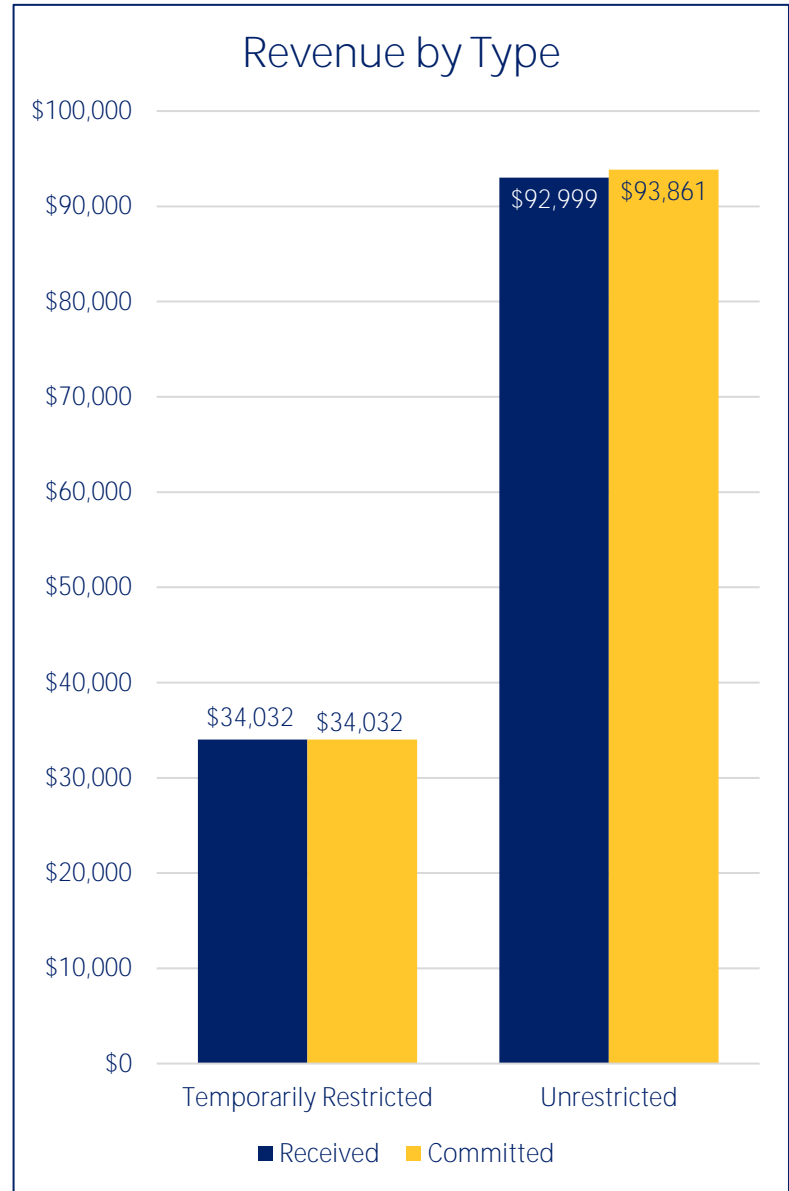
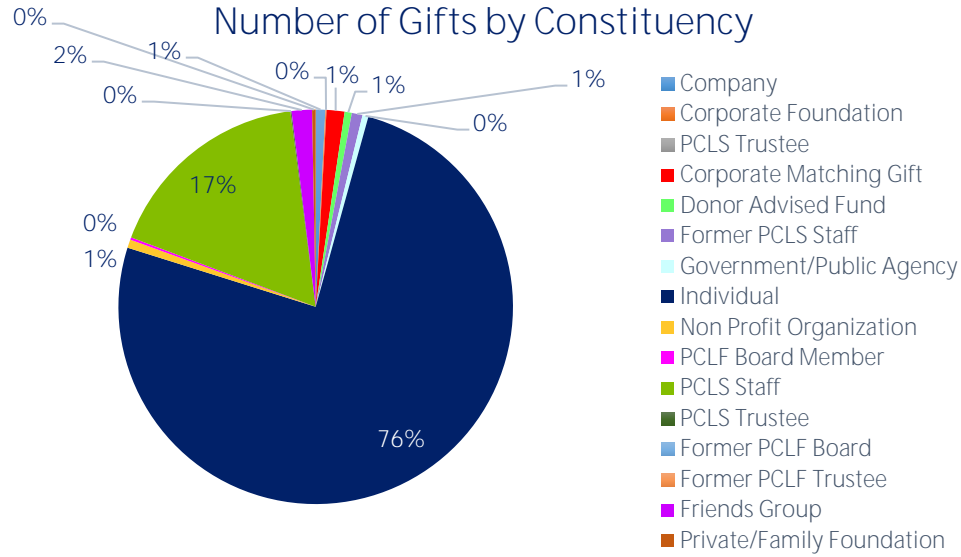
Goal = PCLS/Foundation annual agreement



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

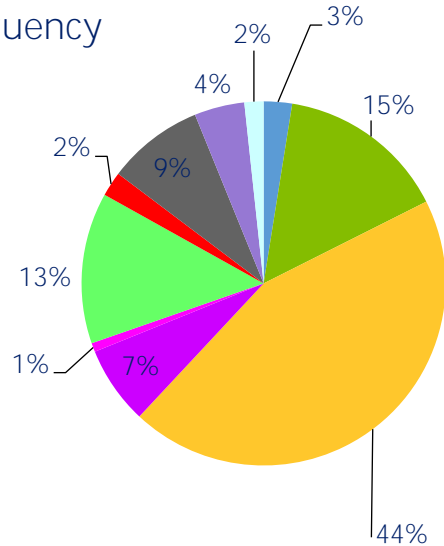


# Annual Campaign Statistics



### Gift Revenue by Constituency

- Company
- PCLS Staff
- Non Profit Organization
- Friends Group
- PCLF Board Member
- Donor Advised Fund
- Corporate Matching Gift
- Former PCLF Trustee
- Corporate Foundation
- Former PCLS Staff
- Government/Public Agency



## Annual Campaign Donors by Lifecycle Status

### Continuing Individual donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
397	37.67%	\$63,467	21.89%	657	\$152,059

### Continuing Corporate/Foundation donors - Year to date

# of Donors	Donor rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
10	14.71%	\$35,995	73.95%	58	\$56,100

### Continuing Individual donors - First year donor

# of Donors	Donor rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
25	16.13%	\$2,430	4.00%	130	\$12,378

### Continuing Corporate/Foundation donors - First year donor

# of Donors	Donor rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
0	0.00%	\$0	0.00%	27	\$20,302

### New Individual donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
52	2.06%	\$3,139	18.88%	-	-

### New Corporate/Foundation donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
6	4.14%	\$17,328	24.49%	-	-

### Returning Individual donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
117	8.30%	\$11,769	49.20%	-	-

### Returning Corporate/Foundation donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
5	8.80%	\$21,645	100.40%	-	-

## Updates

### What's going well

- Annual Campaign: Library Giving Day raised more than \$40,000
- Board recruitment: 3 candidates have moved forward in the election process; will be voted on via special meeting in May
- \$40,000 grant awarded by McEachern Foundation in support of Summer Reading

### Areas to capitalize on

- Ongoing board recruitment and engagement
- Ongoing donor / prospect engagement in Sumner and Lakewood

## Terms Defined

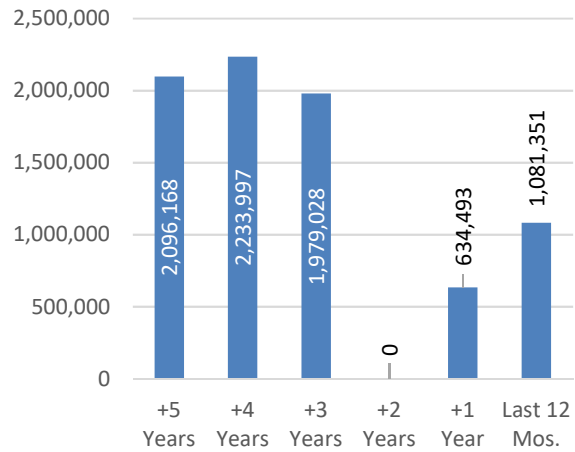
- Requisite Baseline: The minimum required amount of funds distributed to PCLS in fulfillment of the annual agreement value between PCLS & Foundation. Funds originate from the annual campaign, capital campaign, or other.
- Annual Campaign: Raised funds are first applied to fulfill the budgeted Impact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



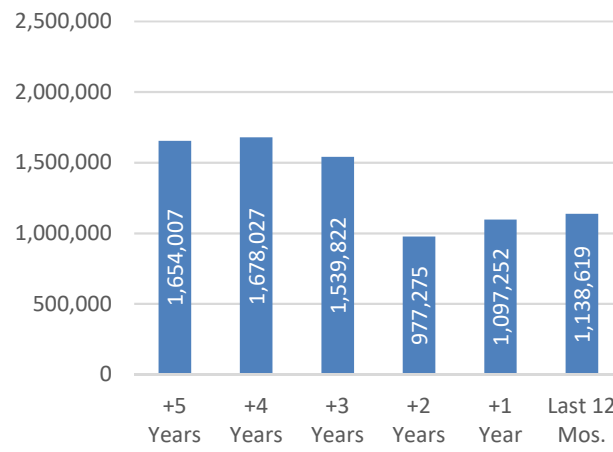
- Continuing Donors (1st year): A donor who gave their first gift in the previous fiscal year and again in the current fiscal year
- Returning Donor Rate (YTD): How the total number of donors who lapsed in their giving last year and have given again this year compares to everyone who gave two to five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

# Customers / Visits - March 2023

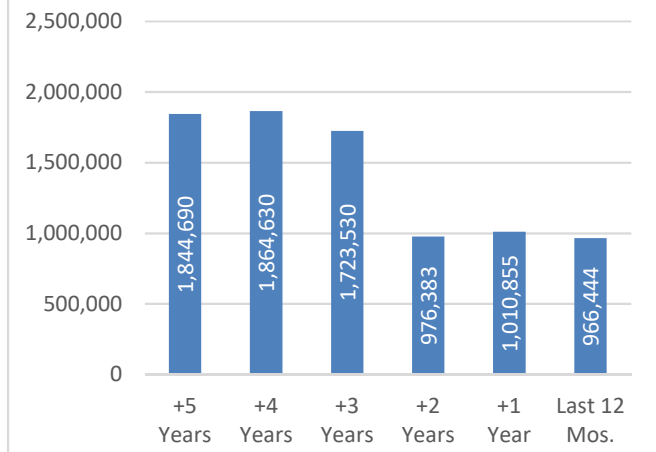
## Branch Visits



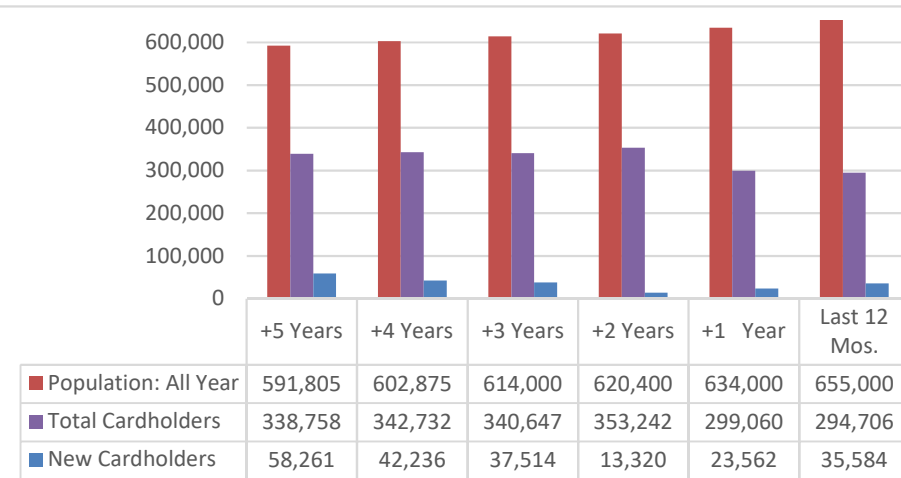
## Catalog Visits



## Website Visits



## PCLS Cardholder Statistics



## March and Rolling 12-Month Comparison

	March 2023	March 2022	% Change Mar. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
Branch Visits	109,102	85,796	27.2%	1,081,351	634,493	70.4%
Catalog Visits	96,340	94,748	1.7%	1,138,619	1,097,252	3.8%
Public Website Visits	89,385	82,480	8.4%	966,444	1,010,855	-4.4%

## Technology

	March 2023	March 2022	% Change Mar. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
PC/Laptop Sessions	13,703	10,363	32.2%	131,132	63,594	106.2%
Wi-Fi Sessions	59,284	52,925	12.0%	618,164	506,903	21.9%

## Public Spaces Usage

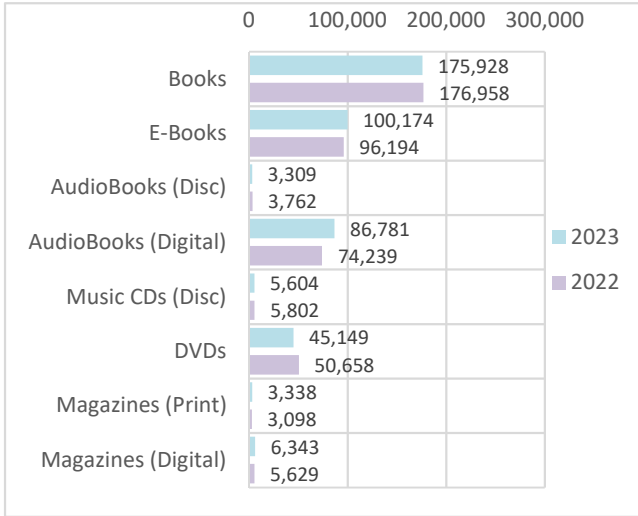
	March 2023	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
# of Public Meeting Uses	1,477	7,294	0	-
# of Attendees	6,577	33,321	0	-

### Notes:

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

# Collection Use - March 2023

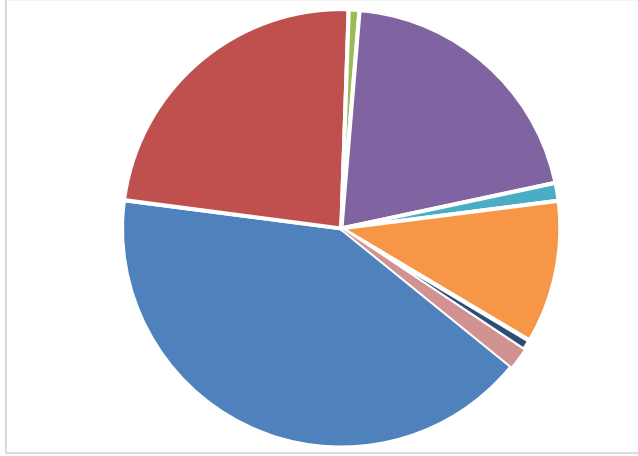
## March 2023 vs March 2022 Checkouts



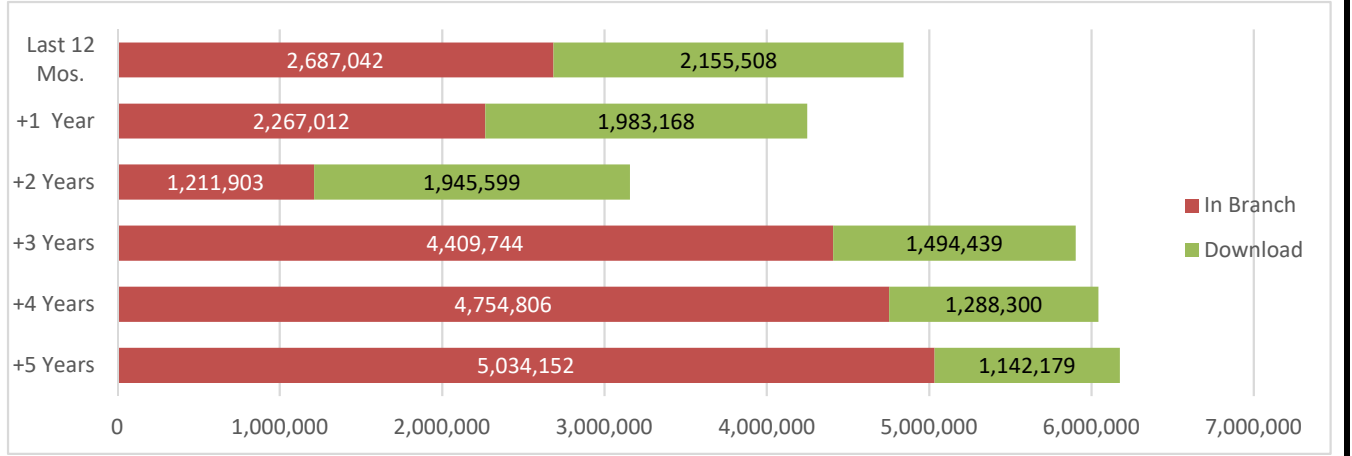
## Data Table

Categories	January 2023	March 2023	March 2022	% Change of Mar. Year Over Year	% of Total Mar. 2022 Checkouts	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change 12 Months Year Over Year
Books	154,889	175,928	176,958	-0.58%	41.24%	2,006,868	1,719,704	16.70%
E-Books	92,225	100,174	96,194	4.14%	23.48%	1,163,708	1,112,706	4.58%
AudioBooks (Disc)	2,936	3,309	3,762	-12.04%	0.78%	41,119	41,705	-1.41%
AudioBooks (Digital)	77,337	86,781	74,239	16.89%	20.34%	938,952	812,508	15.56%
Music CDs (Disc)	5,021	5,604	5,802	-3.41%	1.31%	65,439	64,678	1.18%
DVDs	41,114	45,149	50,658	-10.87%	10.58%	522,227	494,005	5.71%
Magazines (Print)	2,901	3,338	3,098	7.75%	0.78%	38,668	29,158	32.62%
Magazines (Digital)	5,730	6,343	5,629	12.68%	1.49%	70,084	62,763	11.66%
<b>Totals:</b>	<b>382,153</b>	<b>426,626</b>	<b>416,340</b>	<b>2.47%</b>	<b>100.00%</b>	<b>4,847,065</b>	<b>4,337,227</b>	<b>11.75%</b>

## Checkouts By Format - March 2023



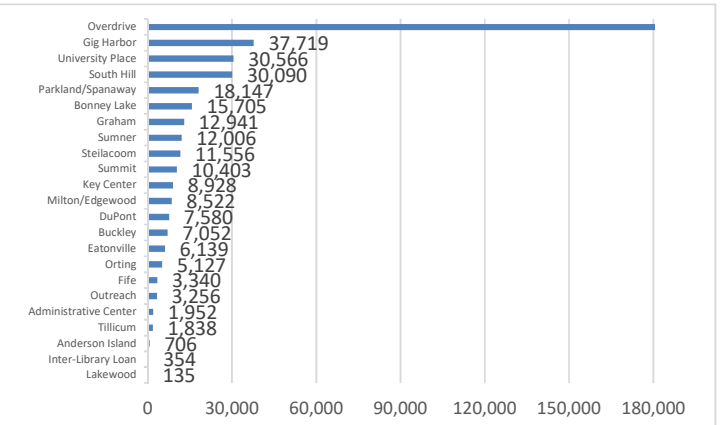
## Collection Checkouts



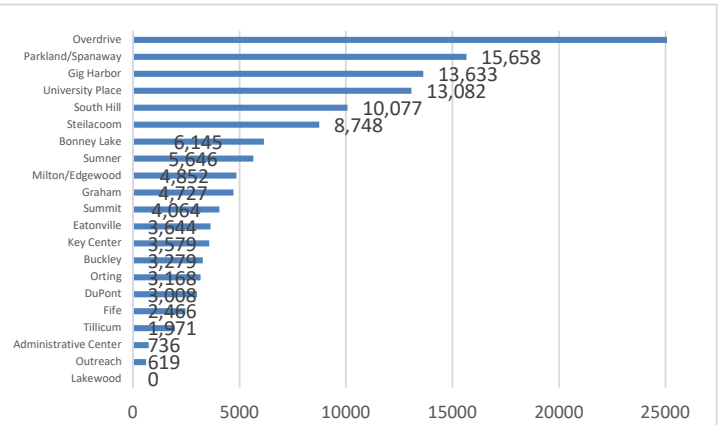
# Activity - March 2023

Location	Checkouts				Visitors			
	March. 2023	Last 12 Mo.	+1 Year	% Change	March. 2023	Last 12 Mo.	+1 Year	% Change
Administrative Center	1,952	30,341	26,895	12.8%	736	5,550	1,315	322.1%
Anderson Island	706	7,310	4,254	71.8%	No Door Counter for Anderson Island			
Bonney Lake	15,705	155,951	152,366	2.4%	6,145	68,517	37,595	82.3%
Buckley	7,052	73,909	60,538	22.1%	3,279	32,438	19,751	64.2%
DuPont	7,580	77,345	67,054	15.3%	3,008	30,868	18,478	67.1%
Eatonville	6,139	64,515	53,022	21.7%	3,644	36,993	21,371	73.1%
Fife	3,340	38,197	29,543	29.3%	2,466	22,353	11,002	103.2%
Gig Harbor	37,719	428,964	386,660	10.9%	13,633	139,967	74,321	88.3%
Graham	12,941	142,237	124,150	14.6%	4,727	47,265	28,992	63.0%
Inter-Library Loan	354	3,267	3,015	8.4%	No "visitors" for Inter-Library Loan			
Key Center	8,928	96,168	88,279	8.9%	3,579	37,000	23,144	59.9%
Lakewood	135	43,628	183,281	-76.2%	0	24,185	71,785	-66.3%
Milton / Edgewood	8,522	102,216	83,838	21.9%	4,852	45,244	24,341	85.9%
Orting	5,127	57,799	49,085	17.8%	3,168	29,497	16,464	79.2%
Overdrive	186,955	2,102,660	1,925,214	9.2%	29,855	332,379	294,703	12.8%
Outreach	3,256	29,256	23,556	24.2%	619	4,641	2,784	66.7%
Parkland / Spanaway	18,147	204,967	152,125	34.7%	15,658	136,424	73,492	85.6%
South Hill	30,090	350,646	279,370	25.5%	10,077	100,521	50,886	97.5%
Steilacoom	11,556	126,347	72,465	74.4%	8,748	77,470	37,585	106.1%
Summit	10,403	129,809	114,349	13.5%	4,064	42,781	23,051	85.6%
Sumner	12,006	138,469	121,996	13.5%	5,646	58,278	31,238	86.6%
Tillicum	1,838	11,493	10,072	14.1%	1,971	17,201	8,353	105.9%
University Place	30,566	344,432	266,198	29.4%	13,082	124,158	58,545	112.1%
<b>Total</b>	<b>421,017</b>	<b>4,759,926</b>	<b>4,277,325</b>	<b>11.3%</b>	<b>138,957</b>	<b>1,413,730</b>	<b>929,196</b>	<b>52.1%</b>

### March Checkouts



### March Visitors



### Location Closure Information - Last 12 Months

Location	Start Date	End Date	Duration	Notes	Location	Start Date	End Date	Duration	Notes
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	Anderson Island	3/8/2023	3/8/2023	1 day	Reduced ferry schedule
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					
System-wide	12/1/2022	12/1/2022	1 day	Snow storm					

Visitors: March 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

## March 31, 2023

Prepared By: Mary Stimson, Finance Director

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**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

#### March

- **548000. Includes payment for door repairs at the Sumner Library**
- **548000. Includes payment for repairs at Parkland to the damage to their Heat Pump and HVAC unit**

#### 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

#### March

- **564100. Includes payment for the IT Transit Van**
- **541060. Includes two payments to BuildingWork for work on the Lakewood Interim Library Project**

- **541020. Includes payment for groundwater monitoring and regulatory closure services for proposed Sumner Library**

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**

2023	Original Payment	General Fund Posting	Capital Fund Posting	Outstanding*
January	\$ 178,192.66	\$ 176,350.96	\$ 1,841.70	- 0 -
February	\$ 282,842.67	\$ 283,391.57	- 0 -	\$ (548.90)
March	\$ 241,052.34	\$ 240,864.09	\$ 188.25	- 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 -
	\$ 702,087.67	\$ 700,606.62	\$ 2,029.95	\$ (548.90)

2022 is fully reconciled, as per below.

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

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

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

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

	GENERAL FUND	SPECIAL PURPOSE FUND	LEVY SUSTAINABILITY FUND	ELECTION FUND	PROPERTY AND FACILITY FUND	DEBT SERVICE FUND	CAPITAL IMPROVEMENT PROJECTS FUND	TOTAL ALL FUNDS
<b>ASSETS</b>								
<b>Current Assets</b>								
Cash	\$ 3,606,683	\$ -	\$ 98,315	\$ 8,743	\$ 18,523	\$ 751	\$ 320,556	\$ 4,053,571
Investments	\$ 2,913,165	\$ -	\$ 12,969,253	\$ 1,141,764	\$ 2,437,087	\$ 90,333	\$ 8,015,978	\$ 27,567,580
Other Receivables	\$ (480)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (480)
Accrued Interest on Investments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Current Assets</b>	<b>\$ 6,519,368</b>	<b>\$ -</b>	<b>\$ 13,067,568</b>	<b>\$ 1,150,507</b>	<b>\$ 2,455,610</b>	<b>\$ 91,084</b>	<b>\$ 8,336,534</b>	<b>\$ 31,620,670</b>
<b>TOTAL ASSETS</b>	<b>\$ 6,519,368</b>	<b>\$ -</b>	<b>\$ 13,067,568</b>	<b>\$ 1,150,507</b>	<b>\$ 2,455,610</b>	<b>\$ 91,084</b>	<b>\$ 8,336,534</b>	<b>\$ 31,620,670</b>
<b>LIABILITIES</b>								
<b>Current Liabilities</b>								
Warrants Payable*	\$ 143,430	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 658	\$ 144,088
Sales Tax Payable*	\$ 1,515	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,515
Payroll Payable	\$ 212,126	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 212,126
US Bank Payable*	\$ (1,481)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,030	\$ 549
<b>Total Current Liabilities</b>	<b>\$ 355,590</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,688</b>	<b>\$ 358,278</b>
<b>TOTAL LIABILITIES</b>	<b>\$ 355,590</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,688</b>	<b>\$ 358,278</b>
<b>FUND BALANCE</b>								
Reserve for Encumbrances	\$ 1,384,188	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 826,969	\$ 2,211,157
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	\$ 4,779,590	\$ -	\$ 2,272,568	\$ 49,160	\$ (864,320)	\$ 91,084	\$ 7,506,877	\$ 13,834,959
<b>TOTAL FUND BALANCE</b>	<b>\$ 6,163,778</b>	<b>\$ -</b>	<b>\$ 13,067,568</b>	<b>\$ 1,150,507</b>	<b>\$ 2,455,610</b>	<b>\$ 91,084</b>	<b>\$ 8,333,846</b>	<b>\$ 31,262,392</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 6,519,368</b>	<b>\$ -</b>	<b>\$ 13,067,568</b>	<b>\$ 1,150,507</b>	<b>\$ 2,455,610</b>	<b>\$ 91,084</b>	<b>\$ 8,336,534</b>	<b>\$ 31,620,670</b>
<hr/>								
<b>BEGINNING FUND BALANCE, 01/01/23</b>	<b>\$ 12,063,142</b>	<b>\$ -</b>	<b>\$ 12,921,185</b>	<b>\$ 1,137,625</b>	<b>\$ 2,428,152</b>	<b>\$ 90,114</b>	<b>\$ 8,934,433</b>	<b>\$ 37,574,651</b>
YTD Revenue	\$ 3,063,952	\$ -	\$ 146,383	\$ 12,882	\$ 27,458	\$ 970	\$ 93,833	\$ 3,345,476
Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
YTD Expenditures	\$ (8,963,315)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (694,420)	\$ (9,657,735)
<b>ENDING FUND BALANCE, 03/31/23</b>	<b>\$ 6,163,778</b>	<b>\$ -</b>	<b>\$ 13,067,568</b>	<b>\$ 1,150,507</b>	<b>\$ 2,455,610</b>	<b>\$ 91,084</b>	<b>\$ 8,333,846</b>	<b>\$ 31,262,392</b>
<b>TAXES RECEIVABLE</b>	<b>\$ 42,281,228</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 42,281,228</b>



**PIERCE COUNTY LIBRARY SYSTEM  
COMPARATIVE STATEMENT OF FINANCIAL POSITION  
General Fund as of March 31, 2023**

	<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>HISTORICAL</i> 2/28/2023	<i>CURRENT</i> 3/31/2023
<b>ASSETS</b>												
<b>Current Assets</b>												
Cash	\$ 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	\$ 3,606,683
Investments	\$ 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	\$ 2,913,165
Accrued Interest on Investments	\$ 3,604	\$ 3,604	\$ 3,698	\$ 3,653	\$ 3,577	\$ 3,577	\$ 3,577	\$ -	\$ 869	\$ -	\$ -	\$ -
Other Receivables	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (480)	\$ (480)	\$ (480)
<b>Total Current Assets</b>	<b>\$ 18,179,227</b>	<b>\$ 18,813,211</b>	<b>\$ 16,120,405</b>	<b>\$ 13,391,917</b>	<b>\$ 10,950,336</b>	<b>\$ 8,305,573</b>	<b>\$ 21,226,924</b>	<b>\$ 19,403,589</b>	<b>\$ 12,096,565</b>	<b>\$ 9,597,240</b>	<b>\$ 7,242,469</b>	<b>\$ 6,519,368</b>
<b>TOTAL ASSETS</b>	<b>\$ 18,179,227</b>	<b>\$ 18,813,211</b>	<b>\$ 16,120,405</b>	<b>\$ 13,391,917</b>	<b>\$ 10,950,336</b>	<b>\$ 8,305,573</b>	<b>\$ 21,226,924</b>	<b>\$ 19,403,589</b>	<b>\$ 12,096,565</b>	<b>\$ 9,597,240</b>	<b>\$ 7,242,469</b>	<b>\$ 6,519,368</b>
<b>LIABILITIES</b>												
<b>Current Liabilities</b>												
Warrants Payable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 971	\$ 1,863	\$ 12,628	\$ 143,430
Sales Tax Payable	\$ 70	\$ 179	\$ 296	\$ 390	\$ 531	\$ 637	\$ 765	\$ 880	\$ 92	\$ 2,783	\$ 416	\$ 1,515
Payroll Payable	\$ (1,244)	\$ (359)	\$ (359)	\$ (359)	\$ (359)	\$ (359)	\$ (359)	\$ 92	\$ 1,063	\$ 151,879	\$ 185,235	\$ 212,126
US Bank										\$ (25,878)	\$ (34,695)	\$ (1,481)
<b>Total Current Liabilities</b>	<b>\$ (1,174)</b>	<b>\$ (180)</b>	<b>\$ (64)</b>	<b>\$ 30</b>	<b>\$ 172</b>	<b>\$ 277</b>	<b>\$ 406</b>	<b>\$ 972</b>	<b>\$ 1,063</b>	<b>\$ 130,647</b>	<b>\$ 163,585</b>	<b>\$ 355,590</b>
<b>TOTAL LIABILITIES</b>	<b>\$ (1,174)</b>	<b>\$ (180)</b>	<b>\$ (64)</b>	<b>\$ 30</b>	<b>\$ 172</b>	<b>\$ 277</b>	<b>\$ 406</b>	<b>\$ 972</b>	<b>\$ 1,063</b>	<b>\$ 130,647</b>	<b>\$ 163,585</b>	<b>\$ 355,590</b>
<b>FUND BALANCE</b>												
Reserve for Encumbrance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,194,994	\$ 1,207,304	\$ 1,384,188
Unreserved Fund Balance	\$ 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	\$ 4,779,590
<b>TOTAL FUND BALANCE</b>	<b>\$ 18,180,402</b>	<b>\$ 18,813,391</b>	<b>\$ 16,120,469</b>	<b>\$ 13,391,887</b>	<b>\$ 10,950,164</b>	<b>\$ 8,305,296</b>	<b>\$ 21,226,518</b>	<b>\$ 19,402,617</b>	<b>\$ 12,095,501</b>	<b>\$ 9,466,593</b>	<b>\$ 7,078,885</b>	<b>\$ 6,163,778</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 18,179,227</b>	<b>\$ 18,813,211</b>	<b>\$ 16,120,405</b>	<b>\$ 13,391,917</b>	<b>\$ 10,950,336</b>	<b>\$ 8,305,573</b>	<b>\$ 21,226,924</b>	<b>\$ 19,403,589</b>	<b>\$ 12,096,565</b>	<b>\$ 9,597,240</b>	<b>\$ 7,242,469</b>	<b>\$ 6,519,368</b>
<b>PROPERTY TAXES RECEIVABLE</b>	<b>\$ 23,852,374</b>	<b>\$ 20,427,400</b>	<b>\$ 20,210,428</b>	<b>\$ 20,063,192</b>	<b>\$ 19,858,561</b>	<b>\$ 19,240,444</b>	<b>\$ 3,341,795</b>	<b>\$ 936,477</b>	<b>\$ 763,772</b>	<b>\$ 45,031,416</b>	<b>\$ 44,181,340</b>	<b>\$ 42,281,228</b>

**PIERCE COUNTY LIBRARY SYSTEM  
STATEMENT OF REVENUE & EXPENDITURES  
For the Period Ending March 31, 2023**



<b>GENERAL FUND - 001</b>	<b>2023 BUDGET</b>	<b>YEAR TO DATE</b>	<b>ENCUMBRANCES</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>					
Property Tax & Related Income	\$ 42,972,200	\$ 2,955,498	\$ -	\$ 40,016,702	7%
Other Revenue	\$ 1,109,500	\$ 108,454	\$ -	\$ 1,001,046	10%
<b>TOTAL REVENUE</b>	<b>\$ 44,081,700</b>	<b>\$ 3,063,952</b>	<b>\$ -</b>	<b>\$ 41,017,748</b>	<b>7%</b>
<b>EXPENDITURES</b>					
Personnel/Taxes and Benefits	\$ 31,074,962	\$ 6,953,322	\$ -	\$ 24,121,640	22%
Materials	\$ 4,529,800	\$ 651,197	\$ -	\$ 3,878,603	14%
Maintenance and Operations	\$ 8,476,938	\$ 1,358,797	\$ 1,158,768	\$ 5,959,374	30%
Transfers Out & Reserves	\$ -	\$ -	\$ -	\$ -	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 44,081,700</b>	<b>\$ 8,963,315</b>	<b>\$ 1,158,768</b>	<b>\$ 33,959,617</b>	<b>23%</b>
Excess/(Deficit)		\$ (5,899,364)			
Additional Transfers Out		-			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ (5,899,364)</b>			

<b>SPECIAL PURPOSE FUND - 101</b>	<b>2023 BUDGET</b>	<b>YEAR TO DATE</b>	<b>ENCUMBRANCES</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ -	\$ -	\$ -	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>EXPENDITURES</b>					
Special Purpose Programs & Projects	\$ -	\$ -	\$ -	\$ -	-
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
Excess/(Deficit)		\$ -			
Additional Transfers Out		\$ -			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ -</b>			

<b>CAPITAL IMPROVEMENT PROJECTS FUND - 301</b>	<b>2023 BUDGET</b>	<b>YEAR TO DATE</b>	<b>ENCUMBRANCES</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>					
Use of Fund Balance	\$ 6,508,000	\$ -	\$ -	\$ 6,508,000	0%
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Other Revenue	\$ -	\$ 93,833	\$ -	\$ (93,833)	-
<b>TOTAL REVENUE</b>	<b>\$ 6,508,000</b>	<b>\$ 93,833</b>	<b>\$ -</b>	<b>\$ 6,414,167</b>	<b>1%</b>
<b>EXPENDITURES</b>					
Capital Improvement Projects	\$ 6,508,000	\$ 694,420	\$ 250,850	\$ 5,562,731	15%
<b>TOTAL EXPENDITURES</b>	<b>\$ 6,508,000</b>	<b>\$ 694,420</b>	<b>\$ 250,850</b>	<b>\$ 5,562,731</b>	<b>15%</b>
Excess/(Deficit)		\$ (600,587)			
Additional Transfers In		-			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ (600,587)</b>			

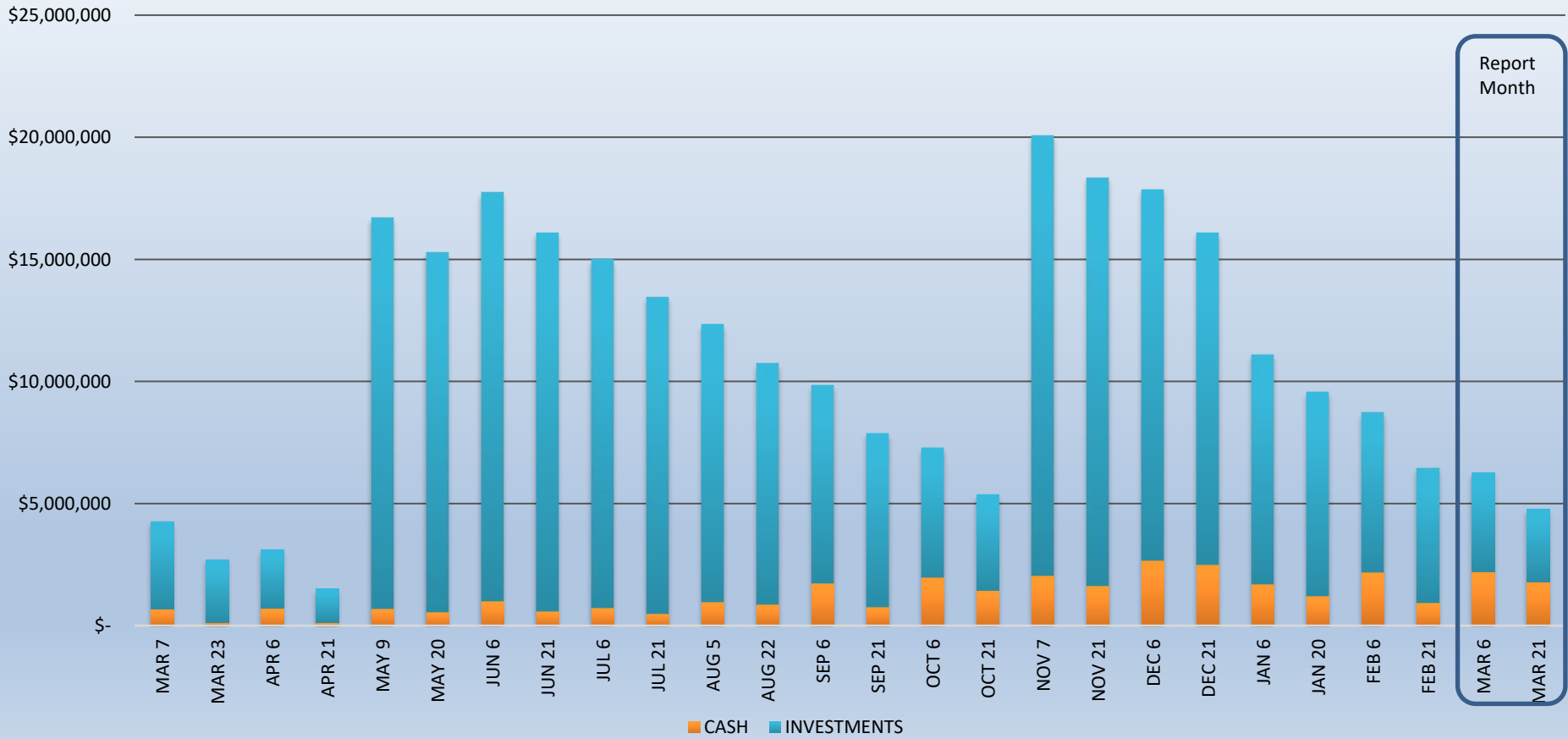
<b>LEVY SUSTAINABILITY FUND - 102</b>	<b>2023 BUDGET</b>	<b>YEAR TO DATE</b>	<b>ENCUMBRANCES</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 146,383	\$ -	\$ (146,383)	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 146,383</b>	<b>\$ -</b>	<b>\$ (146,383)</b>	<b>-</b>
<b>EXPENDITURES</b>					
Levy Sustainability Transfers	\$ -	\$ -	\$ -	\$ -	-
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
Excess/(Deficit)		\$ 146,383			
Additional Transfers Out		\$ -			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 146,383</b>			

<b>DEBT SERVICE FUND - 201</b>	<b>2023 BUDGET</b>	<b>YEAR TO DATE</b>	<b>ENCUMBRANCES</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>					
Investment Income	\$ -	\$ 970	\$ -	\$ (970)	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 970</b>	<b>\$ -</b>	<b>\$ (970)</b>	<b>-</b>
<b>EXPENDITURES</b>					
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 970</b>			

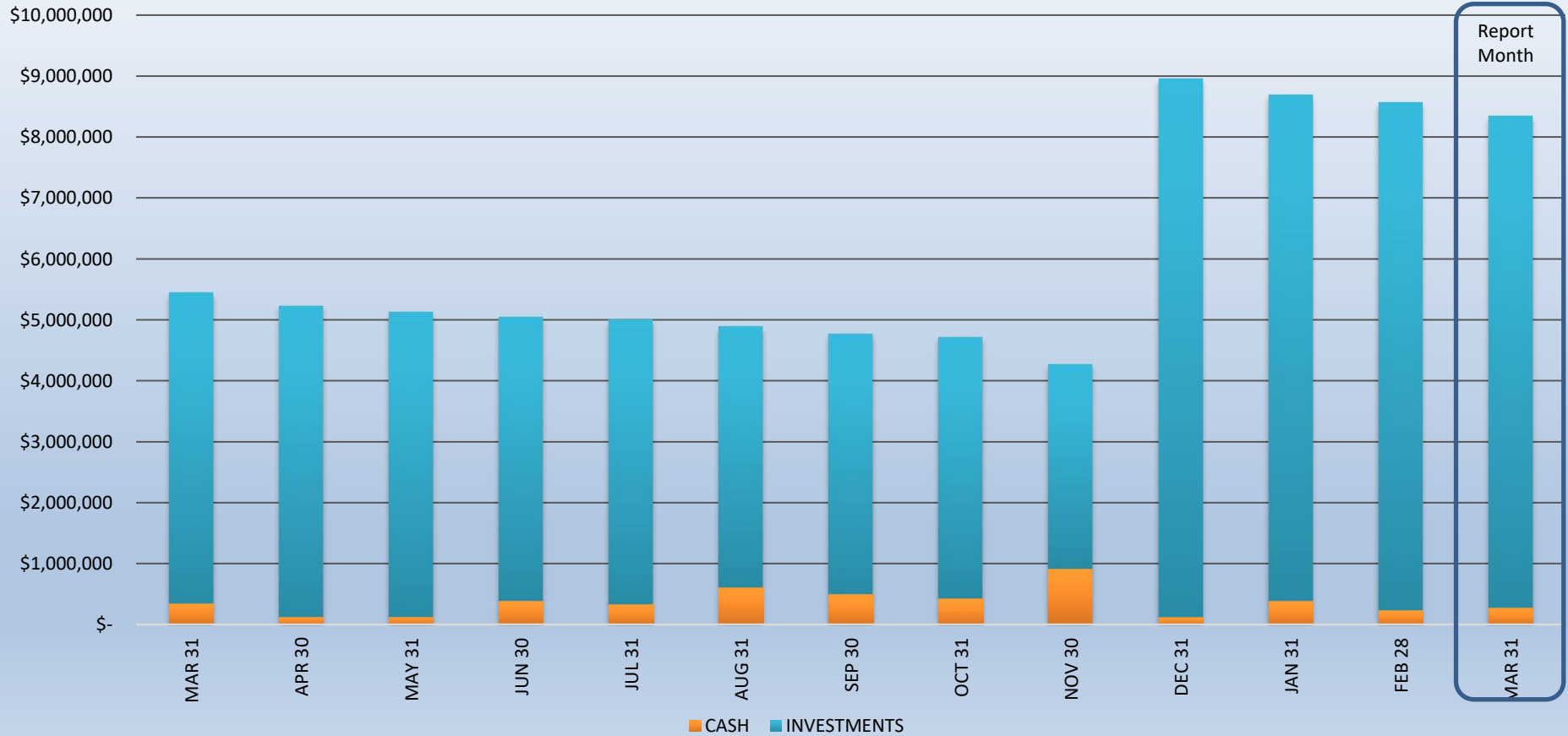
<b>ELECTION FUND - 103</b>	<b>2023 BUDGET</b>	<b>YEAR TO DATE</b>	<b>ENCUMBRANCES</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 12,882	\$ -	\$ (12,882)	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 12,882</b>	<b>\$ -</b>	<b>\$ (12,882)</b>	<b>-</b>
<b>EXPENDITURES</b>					
Election Costs	\$ -	\$ -	\$ -	\$ -	-
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
Excess/(Deficit)		\$ 12,882			
Additional Transfers Out		\$ -			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 12,882</b>			

<b>PROPERTY AND FACILITY FUND - 104</b>	<b>2023 BUDGET</b>	<b>YEAR TO DATE</b>	<b>ENCUMBRANCES</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 27,458	\$ -	\$ (27,458)	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 27,458</b>	<b>\$ -</b>	<b>\$ (27,458)</b>	<b>-</b>
<b>EXPENDITURES</b>					
Property and Facilities	\$ -	\$ -	\$ -	\$ -	-
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
Excess/(Deficit)		\$ 27,458			
Additional Transfers Out		\$ -			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 27,458</b>			

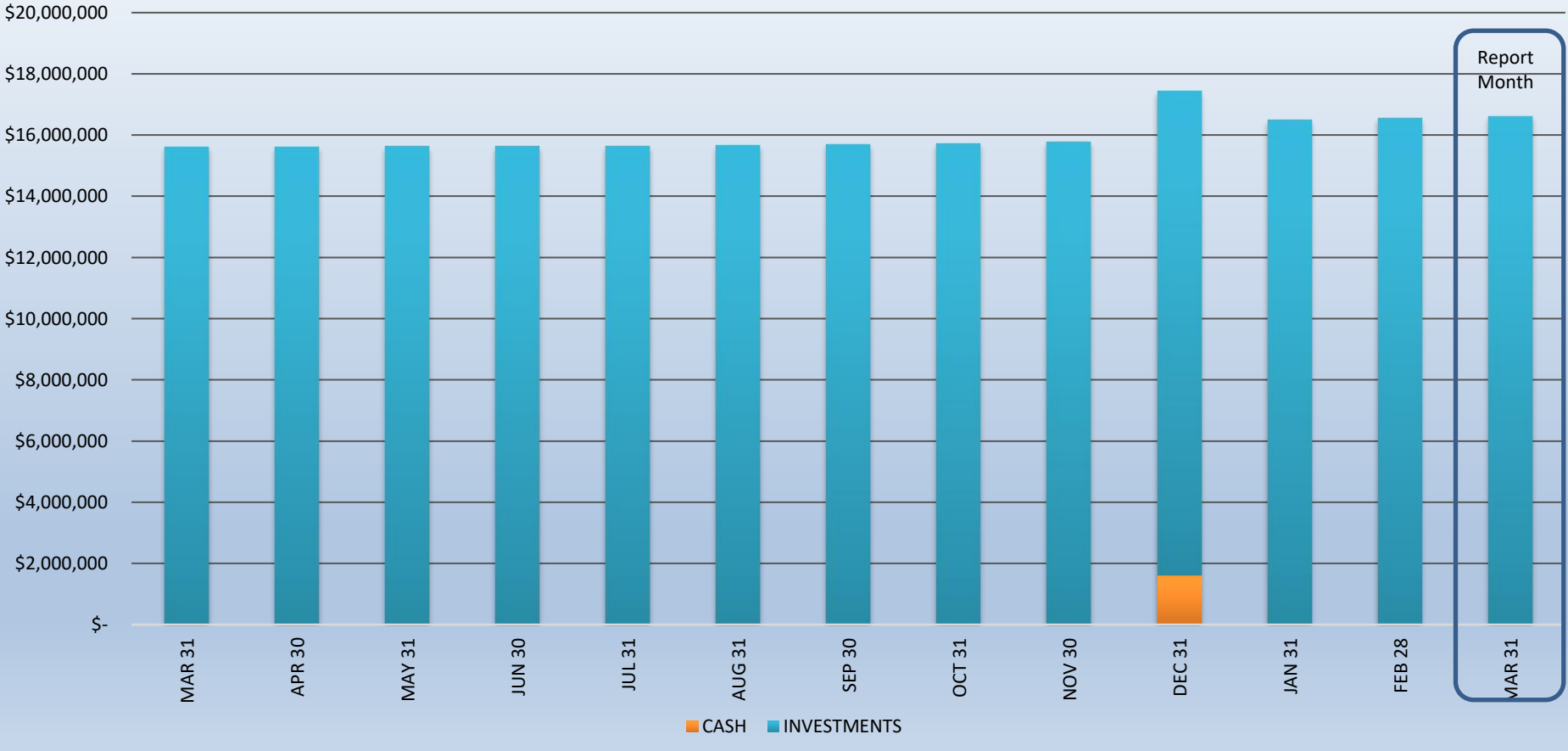
**CASH & INVESTMENTS - SEMI-MONTHLY  
2023 - GENERAL FUND  
- 13 MONTHS MOVING -**



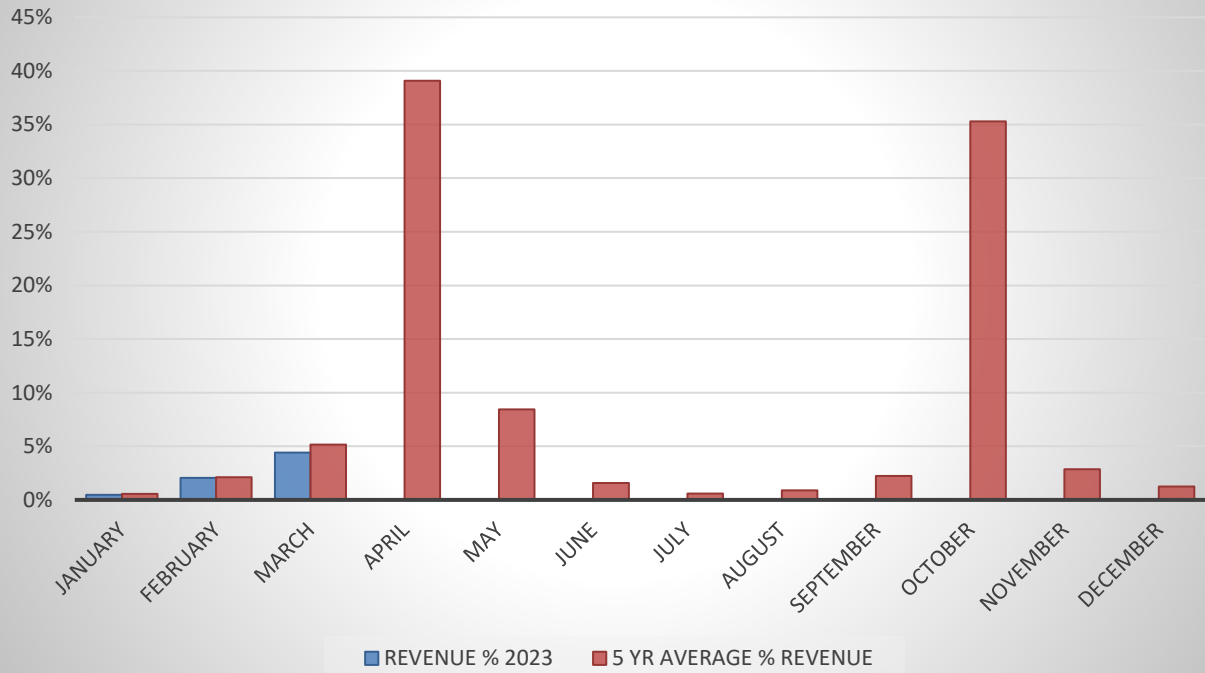
**CASH & INVESTMENTS - MONTHLY  
2023 - CAPITAL IMPROVEMENT FUND  
- 13 MONTHS MOVING -**



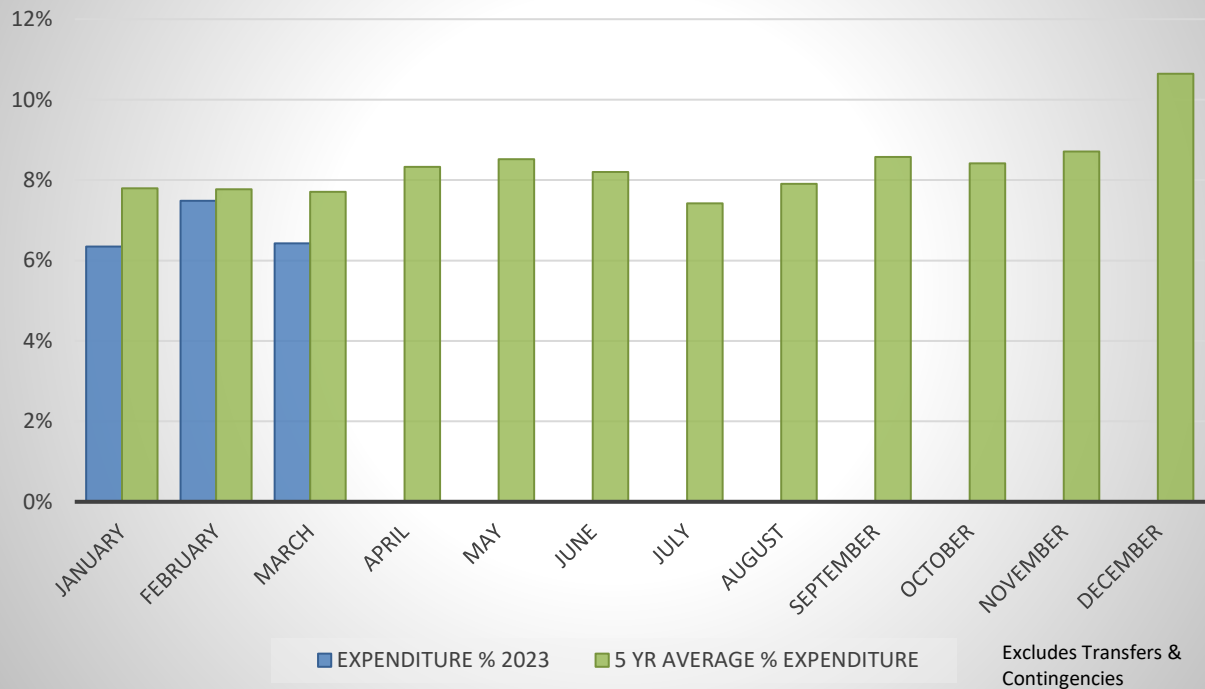
**CASH & INVESTMENTS - MONTHLY  
2023 - SPECIAL REVENUE FUNDS COMBINED  
- 13 MONTHS MOVING -**



### GENERAL FUND - REVENUE TREND (%) THROUGH MARCH 2023



### GENERAL FUND - EXPENDITURE TREND (%) THROUGH MARCH 2023



YEAR-TO-DATE BUDGET REPORT

FOR 2023 03

ACCOUNTS FOR: 001	GENERAL FUND							
ORIGINAL	APPROP	REVISED	BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
<b>01 TAXES</b>								
311110	PROPERTY TAX--CURRENT							
	-41,877,300.00	-41,877,300.00		-2,592,982.54	-1,824,902.45	0.00	-39,284,317.46	6.2%
311120	PROPERTY TAX--DELINQUENT							
	-530,900.00	-530,900.00		-212,256.67	-68,876.02	0.00	-318,643.33	40.0%
311121	PROPERTY TAX--KING COUNTY							
	-60,000.00	-60,000.00		-1,287.30	-731.00	0.00	-58,712.70	2.1%
311300	SALE OF TAX TITLE PROPERTY							
	-6,000.00	-6,000.00		0.00	0.00	0.00	-6,000.00	.0%
317200	LEASEHOLD EXCISE TAX							
	-20,000.00	-20,000.00		-15,702.12	-1,229.90	0.00	-4,297.88	78.5%
317400	TIMBER EXCISE TAX							
	-63,000.00	-63,000.00		0.00	0.00	0.00	-63,000.00	.0%
	TOTAL TAXES							
	-42,557,200.00	-42,557,200.00		-2,822,228.63	-1,895,739.37	0.00	-39,734,971.37	6.6%
<b>02 CHARGES OTHER</b>								
335023	DNR TIMBER TRUST 2							
	0.00	0.00		-12,087.36	0.00	0.00	12,087.36	100.0%
335330	ST FOREST FUNDS/DNR TIMB TRST							
	-15,000.00	-15,000.00		0.00	0.00	0.00	-15,000.00	.0%
341801	GRAPHICS SERVICE CHARGES							
	-7,500.00	-7,500.00		-4,091.57	0.00	0.00	-3,408.43	54.6%
347200	LIBRARY SERVICES FEES--ILL							
	0.00	0.00		-75.48	-47.99	0.00	75.48	100.0%
347901	COPIER FEES							
	0.00	0.00		-60.36	-1.36	0.00	60.36	100.0%
347902	PRINTER FEES							
	0.00	0.00		-5,639.82	-1,863.67	0.00	5,639.82	100.0%
359000	LIBRARY FINES							
	-10,000.00	-10,000.00		-10,022.41	-3,591.50	0.00	22.41	100.2%
361100	INVESTMENT EARNINGS							
	-400,000.00	-400,000.00		-74,797.81	-16,106.54	0.00	-325,202.19	18.7%
361430	INTEREST INCOME--CONTRACTS &							
	0.00	0.00		-213.84	-70.27	0.00	213.84	100.0%
362001	RENTS AND LEASES--KPHC							
	-1,000.00	-1,000.00		0.00	0.00	0.00	-1,000.00	.0%

**YEAR-TO-DATE BUDGET REPORT**

FOR 2023 03

ACCOUNTS FOR: 001	GENERAL FUND							
ORIGINAL	APPROP	REVISED	BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
367010	DONOR PROCEEDS--FOUNDATION							
	-310,000.00	-310,000.00		80.39	-211.09	0.00	-310,080.39	.0%
367021	DONOR REIMBURSEMENTS--FRIENDS							
	0.00	0.00		-97.37	0.00	0.00	97.37	100.0%
367400	GRANTS--NONGOVERNMENTAL							
	0.00	0.00		-550.00	0.00	0.00	550.00	100.0%
367999	OPPORTUNITY DONATIONS							
	-160,000.00	-160,000.00		0.00	0.00	0.00	-160,000.00	.0%
369100	SALE OF SURPLUS--GENERAL							
	-2,000.00	-2,000.00		-9,020.81	-8,904.41	0.00	7,020.81	451.0%
369101	SALE OF SURPLUS--MATERIALS							
	-4,000.00	-4,000.00		-13,337.95	-8,499.97	0.00	9,337.95	333.4%
369200	FOUND MONEY							
	0.00	0.00		-276.21	-180.74	0.00	276.21	100.0%
369910	MISCELLANEOUS OTHER							
	0.00	0.00		-1,849.38	0.00	0.00	1,849.38	100.0%
369911	PAYMENT FOR LOST MATERIALS							
	-10,000.00	-10,000.00		-583.26	-272.89	0.00	-9,416.74	5.8%
369912	JURY DUTY REIMBURSEMENT							
	0.00	0.00		-120.00	-30.00	0.00	120.00	100.0%
369913	ERATE REIMBURSEMENT							
	-530,000.00	-530,000.00		-37,186.38	0.00	0.00	-492,813.62	7.0%
369914	PROCUREMENT CARD REBATES							
	-75,000.00	-75,000.00		-25,623.29	-13,831.56	0.00	-49,376.71	34.2%
395100	PROCEEDS FROM SALES OF CAPITA							
	0.00	0.00		-46,170.05	0.00	0.00	46,170.05	100.0%
	TOTAL CHARGES OTHER							
	-1,524,500.00	-1,524,500.00		-241,722.96	-53,611.99	0.00	-1,282,777.04	15.9%

**03 SALARIES AND WAGES**

511000	SALARIES AND WAGES							
	23,800,000.00	23,800,000.00		5,195,011.78	1,652,188.74	0.00	18,604,988.22	21.8%
511005	ADDITIONAL HOURS							
	150,000.00	150,000.00		0.00	0.00	0.00	150,000.00	.0%
511006	SUBSTITUTE HOURS							
	32,000.00	32,000.00		3,149.89	1,195.60	0.00	28,850.11	9.8%
511007	SHIFT DIFFERENTIAL							
	200,000.00	200,000.00		30,234.88	11,169.23	0.00	169,765.12	15.1%
511009	TUITION ASSISTANCE							
	12,000.00	12,000.00		150.70	0.00	0.00	11,849.30	1.3%



**YEAR-TO-DATE BUDGET REPORT**

FOR 2023 03

ACCOUNTS FOR: 001	GENERAL FUND							
ORIGINAL	APPROP	REVISED	BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
512000 OVERTIME WAGES								
	67,000.00	67,000.00		84.33	84.33	0.00	66,915.67	.1%
519999 ADJ WAGE/SALARY TO MATCH PLAN								
	-849,142.00	-849,142.00		0.00	0.00	0.00	-849,142.00	.0%
TOTAL SALARIES AND WAGES								
	23,411,858.00	23,411,858.00		5,228,631.58	1,664,637.90	0.00	18,183,226.42	22.3%
<b>04 PERSONNEL BENEFITS</b>								
520010 FICA								
	1,830,000.00	1,830,000.00		387,326.33	123,174.13	0.00	1,442,673.67	21.2%
520020 MEDICAL INSURANCE								
	3,054,000.00	3,054,000.00		686,390.59	210,005.68	0.00	2,367,609.41	22.5%
520021 DENTAL INSURANCE								
	260,000.00	260,000.00		53,492.91	17,705.81	0.00	206,507.09	20.6%
520022 LIFE AND DISABILITY INSURANCE								
	79,000.00	79,000.00		22,057.28	7,542.34	0.00	56,942.72	27.9%
520023 INDUSTRIAL INSURANCE								
	151,000.00	151,000.00		31,502.01	10,055.80	0.00	119,497.99	20.9%
520030 RETIREMENT								
	2,431,000.00	2,431,000.00		525,796.27	166,536.05	0.00	1,905,203.73	21.6%
520040 UNEMPLOYMENT INSURANCE								
	50,000.00	50,000.00		3,496.00	0.00	0.00	46,504.00	7.0%
520041 PAID FML INSURANCE								
	55,000.00	55,000.00		11,345.11	3,612.09	0.00	43,654.89	20.6%
520091 OTHER BENEFIT								
	31,000.00	31,000.00		3,283.55	1,058.45	0.00	27,716.45	10.6%
529999 ADJ BENEFITS TO MATCH PLAN								
	-277,896.00	-277,896.00		0.00	0.00	0.00	-277,896.00	.0%
TOTAL PERSONNEL BENEFITS								
	7,663,104.00	7,663,104.00		1,724,690.05	539,690.35	0.00	5,938,413.95	22.5%
<b>05 SUPPLIES EXPENSES</b>								
531000 OFFICE/OPERATING SUPPLIES--DE								
	127,350.00	127,350.00		17,698.21	5,714.40	18,085.79	91,566.00	28.1%
531002 OFFICE/OPERATING SUPPLIES--SU								
	91,500.00	91,500.00		13,647.22	4,891.88	16,892.16	60,960.62	33.4%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 03

ACCOUNTS FOR: 001	GENERAL FUND							
ORIGINAL	APPROP	REVISED	BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
531004 OFFICE/OPERATING SUPPLIES--PU	188,000.00	188,000.00		13,698.42	9,920.71	0.00	174,301.58	7.3%
531010 CUSTODIAL SUPPLIES	110,000.00	110,000.00		41,079.33	13,008.29	55,068.91	13,851.76	87.4%
531020 MAINTENANCE SUPPLIES	35,000.00	35,000.00		19,054.10	2,306.19	0.00	15,945.90	54.4%
531030 MATERIAL PROCESSING SUP	17,600.00	17,600.00		3,260.82	271.42	0.00	14,339.18	18.5%
531040 TRAINING SUPPLIES	1,000.00	1,000.00		958.52	673.08	0.00	41.48	95.9%
531099 FOUNDATION PASSTHROUGH-SUP	154,000.00	154,000.00		2,373.09	471.29	102,800.00	48,826.91	68.3%
532000 FUEL	50,000.00	50,000.00		11,372.29	3,359.16	31,627.71	7,000.00	86.0%
535000 MINOR EQUIPMENT	0.00	0.00		6,852.76	54.18	-6,112.95	-739.81	100.0%
535010 FURNISHINGS--PUBLIC	50,000.00	50,000.00		0.00	0.00	0.00	50,000.00	.0%
535015 FURNISHINGS--STAFF	95,500.00	95,500.00		0.00	0.00	68,245.03	27,254.97	71.5%
535020 TECHNOLOGY HARDWARE--PUBLIC	200,000.00	200,000.00		1,668.50	509.61	3,691.62	194,639.88	2.7%
535025 TECHNOLOGY HARDWARE--STAFF	241,000.00	241,000.00		4,344.20	1,522.66	135,505.24	101,150.56	58.0%
535030 TECHNOLOGY HARDWARE--GENERAL	40,000.00	40,000.00		350.23	350.23	2,264.80	37,384.97	6.5%
535050 SOFTWARE/LICENSES/HOST--APPS	582,020.00	582,020.00		24,750.18	12,525.98	10,755.33	546,514.49	6.1%
535055 SOFTWARE/LICENSES/HOST--INFRA	247,200.00	247,200.00		14,742.05	1,345.31	10,763.00	221,694.95	10.3%
TOTAL SUPPLIES EXPENSES	2,230,170.00	2,230,170.00		175,849.92	56,924.39	449,586.64	1,604,733.44	28.0%

06 MATERIALS

534000 MATERIALS COLLECTION	65,000.00	65,000.00		0.00	0.00	0.00	65,000.00	.0%
534005 ADULT AV - CDS	40,000.00	40,000.00		5,138.34	1,959.56	0.00	34,861.66	12.8%
534010 ADULT AV - DVD	327,500.00	327,500.00		64,663.13	23,176.21	0.00	262,836.87	19.7%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 03

ACCOUNTS FOR: 001	GENERAL FUND							
ORIGINAL	APPROP	REVISED	BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
534015 ADULT AV - DVDNF	40,000.00	40,000.00		5,485.17	973.04	0.00	34,514.83	13.7%
534020 ADULT AV AUDIOBOOKS	25,000.00	25,000.00		2,666.96	711.70	0.00	22,333.04	10.7%
534105 ADULT BOOK CLUB KITS	3,500.00	3,500.00		9.94	0.00	0.00	3,490.06	.3%
534110 ADULT FICTION	265,000.00	265,000.00		64,316.14	18,444.33	0.00	200,683.86	24.3%
534115 ADULT GRAPHIC NOVELS	15,000.00	15,000.00		6,785.58	1,362.35	0.00	8,214.42	45.2%
534120 ADULT LARGE PRINT	50,000.00	50,000.00		11,211.62	1,806.53	0.00	38,788.38	22.4%
534125 ADULT LUCKY DAY	55,000.00	55,000.00		6,025.99	3,495.22	0.00	48,974.01	11.0%
534130 ADULT NONFICTION	300,000.00	300,000.00		54,299.10	23,906.96	0.00	245,700.90	18.1%
534145 ADULT REFERENCE	5,000.00	5,000.00		0.00	0.00	0.00	5,000.00	.0%
534150 ADULT YA FICTION	60,000.00	60,000.00		6,800.88	3,324.16	0.00	53,199.12	11.3%
534155 ADULT YA GRAPHIC NOVELS	25,000.00	25,000.00		8,837.98	3,293.88	0.00	16,162.02	35.4%
534160 ADULT YA NONFICTION	15,000.00	15,000.00		3,450.47	985.19	0.00	11,549.53	23.0%
534205 CHILDREN'S BOOK CLUB KITS	3,500.00	3,500.00		124.67	0.00	0.00	3,375.33	3.6%
534215 CHILDREN'S EARLY LEARNING	6,000.00	6,000.00		3,373.92	1,081.78	0.00	2,626.08	56.2%
534220 CHILDREN'S FICTION	200,000.00	200,000.00		36,748.38	11,292.92	0.00	163,251.62	18.4%
534225 CHILDREN'S GRAPHIC NOVELS	34,000.00	34,000.00		9,668.55	5,692.34	0.00	24,331.45	28.4%
534230 CHILDREN'S NONFICTION	131,000.00	131,000.00		23,265.87	12,429.12	0.00	107,734.13	17.8%
534235 CHILDREN'S SCIENCE TO GO	4,000.00	4,000.00		0.00	0.00	0.00	4,000.00	.0%
534237 CHILDREN'S STANDING ORDERS	30,000.00	30,000.00		4,991.82	822.49	0.00	25,008.18	16.6%
534240 CHILDREN'S STORYTIME	3,000.00	3,000.00		350.50	133.19	0.00	2,649.50	11.7%
534305 DATABASES	661,300.00	661,300.00		120,792.37	22,766.25	0.00	540,507.63	18.3%
534405 EBOOK - REFERENCE	2,500.00	2,500.00		0.00	0.00	0.00	2,500.00	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 03

ACCOUNTS FOR: 001	GENERAL FUND							
ORIGINAL	APPROP	REVISED	BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
534410	EBOOKS	875,000.00	875,000.00	53,119.72	11,508.42	0.00	821,880.28	6.1%
534415	EDOWNLOADABLE AUDIO	775,000.00	775,000.00	58,808.77	15,391.77	0.00	716,191.23	7.6%
534417	ONLINE BOOK CLUB KITS	3,500.00	3,500.00	32.97	32.97	0.00	3,467.03	.9%
534420	ESTREAMING BOOKS	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	.0%
534425	EHOSTING FEES	17,000.00	17,000.00	12,000.00	0.00	0.00	5,000.00	70.6%
534430	EMAGAZINES	55,000.00	55,000.00	45,000.00	45,000.00	0.00	10,000.00	81.8%
534505	MAGAZINES	62,000.00	62,000.00	2,811.10	20.00	0.00	59,188.90	4.5%
534605	VENDOR PROCESSING	160,000.00	160,000.00	18,954.90	6,167.71	0.00	141,045.10	11.8%
534645	VENDOR CATALOGING	10,000.00	10,000.00	157.48	157.48	0.00	9,842.52	1.6%
534705	WORLD - ADULT SPANISH	12,000.00	12,000.00	1,913.53	456.11	0.00	10,086.47	15.9%
534710	WORLD - CHILDREN'S SPANISH	11,000.00	11,000.00	2,457.12	909.55	0.00	8,542.88	22.3%
534715	WORLD - CHINESE	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	.0%
534725	WORLD - GERMAN	7,500.00	7,500.00	2,733.49	2,706.00	0.00	4,766.51	36.4%
534730	WORLD - JAPANESE	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	.0%
534735	WORLD - KOREAN	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	.0%
534740	WORLD - TAGALOG	15,000.00	15,000.00	2,455.20	1,623.60	0.00	12,544.80	16.4%
534745	WORLD - VIETNAMESE	7,500.00	7,500.00	0.00	0.00	0.00	7,500.00	.0%
534750	WORLD - RUSSIAN	20,000.00	20,000.00	1,095.60	0.00	0.00	18,904.40	5.5%
534805	YOUTH CHILDREN'S AUDIO BOOKS	27,500.00	27,500.00	7,019.12	5,527.27	0.00	20,480.88	25.5%
534810	YOUTH DVD - FTY	30,000.00	30,000.00	3,630.71	148.25	0.00	26,369.29	12.1%
534815	YOUTH YA AUDIO BOOKS	30,500.00	30,500.00	0.00	0.00	0.00	30,500.00	.0%
541610	RESOURCE SHARING SERVICES	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 03

ACCOUNTS FOR: 001	GENERAL FUND							
ORIGINAL	APPROP	REVISED	BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
541620 BIBLIOGRAPHIC & RELATED SERVI	38,200.00	38,200.00		0.00	0.00	0.00	38,200.00	.0%
TOTAL MATERIALS	4,588,000.00	4,588,000.00		651,197.09	227,306.35	0.00	3,936,802.91	14.2%

07 SERVICES EXPENSES

541000 INDEPENDENT CONTRACTORS	322,000.00	322,000.00		1,432.70	350.00	27,025.00	293,542.30	8.8%
541004 INDEPENDENT CONTRACTORS--INFR	100,000.00	100,000.00		14,540.00	5,980.00	25,400.00	60,060.00	39.9%
541010 PERFORMER SERVICES	89,200.00	89,200.00		3,875.00	2,925.00	14,475.00	70,850.00	20.6%
541020 CONTRACTUAL SERVICES	470,700.00	470,700.00		57,096.87	29,543.99	21,936.76	391,666.37	16.8%
541040 LEGAL SERVICES	70,000.00	70,000.00		5,567.00	3,782.00	30,469.00	33,964.00	51.5%
541050 DATA SERVICES	9,000.00	9,000.00		1,207.79	1,207.79	0.00	7,792.21	13.4%
541060 ARCHITECTURAL/ENGR SERVICES	15,000.00	15,000.00		4,862.50	4,862.50	0.00	10,137.50	32.4%
541630 PRINTING AND BINDING	44,500.00	44,500.00		0.00	0.00	15,000.00	29,500.00	33.7%
541650 ILL LOST ITEM CHARGE	3,000.00	3,000.00		764.29	609.45	0.00	2,235.71	25.5%
542000 POSTAGE	63,000.00	63,000.00		1,047.36	19.30	-831.63	62,784.27	.3%
542001 SHIPPING	22,000.00	22,000.00		446.35	0.00	0.00	21,553.65	2.0%
542010 TELECOM SERVICES--PHONES	50,000.00	50,000.00		23,465.39	8,565.99	0.00	26,534.61	46.9%
542011 TELECOM SERVICES--CELLPHONES	111,000.00	111,000.00		18,203.02	5,533.90	0.00	92,796.98	16.4%
542012 TELECOM SERVICES--INTERNET	667,000.00	667,000.00		170,938.43	57,317.86	0.00	496,061.57	25.6%
543000 TRAVEL AND TOLLS	66,290.00	66,290.00		2,590.82	1,878.07	0.00	63,699.18	3.9%
543010 MILEAGE REIMBURSEMENTS	51,200.00	51,200.00		8,866.37	3,252.60	0.00	42,333.63	17.3%
544000 ADVERTISING	155,100.00	155,100.00		18,536.56	5,356.24	102,693.04	33,870.40	78.2%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 03

ACCOUNTS FOR: 001	GENERAL FUND							
ORIGINAL	APPROP	REVISED	BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
545010 RENTALS/LEASES--BUILDINGS	976,000.00	976,000.00		255,814.43	35,868.07	0.00	720,185.57	26.2%
545020 RENTALS/LEASES--EQUIPMENT	180,700.00	180,700.00		36,976.40	10,991.86	41,406.97	102,316.63	43.4%
546000 INSURANCE	300,000.00	300,000.00		3,598.01	3,542.67	0.00	296,401.99	1.2%
547000 ELECTRICITY	300,000.00	300,000.00		100,483.40	31,287.67	0.00	199,516.60	33.5%
547010 NATURAL GAS	16,500.00	16,500.00		5,050.73	1,999.35	0.00	11,449.27	30.6%
547020 WATER	30,000.00	30,000.00		7,631.23	3,404.08	0.00	22,368.77	25.4%
547030 SEWER	34,000.00	34,000.00		8,659.87	3,050.59	0.00	25,340.13	25.5%
547040 REFUSE	36,000.00	36,000.00		12,042.21	4,696.94	0.00	23,957.79	33.5%
548000 GENERAL REPAIRS/MAINTENANCE	451,500.00	451,500.00		239,142.89	74,142.85	152,370.28	59,986.83	86.7%
548010 CONTRACTED MAINTENANCE	564,758.00	564,758.00		114,505.49	31,641.80	269,072.29	181,180.22	67.9%
548050 VEHICLE REPAIR AND MAINTENANC	70,000.00	70,000.00		22,901.51	4,377.99	9,539.41	37,559.08	46.3%
548100 IT SYSTEMS MAINTENANCE--APPS	8,000.00	8,000.00		0.00	0.00	0.00	8,000.00	.0%
548110 IT SYSTEMS MAINTENANCE--INFRA	83,000.00	83,000.00		0.00	0.00	0.00	83,000.00	.0%
549010 INDIVIDUAL REGISTRATIONS	97,150.00	97,150.00		8,642.23	3,382.88	0.00	88,507.77	8.9%
549011 ORGANIZATIONAL REGISTRATIONS	16,500.00	16,500.00		79.00	0.00	0.00	16,421.00	.5%
549020 DUES AND MEMBERSHIPS	40,150.00	40,150.00		30,949.21	2,355.00	625.00	8,575.79	78.6%
549030 TAXES AND ASSESSMENTS	48,000.00	48,000.00		0.02	0.01	0.00	47,999.98	.0%
549040 LICENSES	3,500.00	3,500.00		414.57	249.77	0.00	3,085.43	11.8%
549050 FEES	16,500.00	16,500.00		2,615.16	321.00	0.00	13,884.84	15.8%
549120 CONTINGENCY/RESERVE	607,320.00	607,320.00		0.00	0.00	0.00	607,320.00	.0%
TOTAL SERVICES EXPENSES	6,188,568.00	6,188,568.00		1,182,946.81	342,497.22	709,181.12	4,296,440.07	30.6%
TOTAL GENERAL FUND	0.00	0.00		5,899,363.86	881,704.85	1,158,767.76	-7,058,131.62	100.0%
TOTAL REVENUES	-44,081,700.00	-44,081,700.00		-3,063,951.59	-1,949,351.36	0.00	-41,017,748.41	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 03

ACCOUNTS FOR: 001	GENERAL FUND							
ORIGINAL	APPROP	REVISED	BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
	TOTAL EXPENSES							
44,081,700.00	44,081,700.00			8,963,315.45	2,831,056.21	1,158,767.76	33,959,616.79	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 03

ACCOUNTS FOR: 102	LEVY SUSTAINABILITY FUND								
ORIGINAL	APPROP	REVISED	BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE	BUDGET	% USED
<b>02 CHARGES OTHER</b>									
361100	INVESTMENT EARNINGS	0.00	0.00	-146,382.78	-52,544.38	0.00	146,382.78		100.0%
	TOTAL CHARGES OTHER	0.00	0.00	-146,382.78	-52,544.38	0.00	146,382.78		100.0%
	TOTAL LEVY SUSTAINABILITY FUND	0.00	0.00	-146,382.78	-52,544.38	0.00	146,382.78		100.0%
	TOTAL REVENUES	0.00	0.00	-146,382.78	-52,544.38	0.00	146,382.78		



YEAR-TO-DATE BUDGET REPORT

FOR 2023 03

ACCOUNTS FOR: 103	ELECTION FUND							
ORIGINAL	APPROP	REVISED	BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE	BUDGET % USED
<b>02 CHARGES OTHER</b>								
361100	INVESTMENT EARNINGS							
	0.00		0.00	-12,881.59	-4,623.87	0.00	12,881.59	100.0%
	TOTAL CHARGES OTHER							
	0.00		0.00	-12,881.59	-4,623.87	0.00	12,881.59	100.0%
	TOTAL ELECTION FUND							
	0.00		0.00	-12,881.59	-4,623.87	0.00	12,881.59	100.0%
	TOTAL REVENUES							
	0.00		0.00	-12,881.59	-4,623.87	0.00	12,881.59	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 03

ACCOUNTS FOR: 104	PROPERTY AND FACILITY FUND							
ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED		
<b>02 CHARGES OTHER</b>								
361100 INVESTMENT EARNINGS	0.00	0.00	-27,457.72	-9,856.00	0.00	27,457.72	100.0%	
TOTAL CHARGES OTHER	0.00	0.00	-27,457.72	-9,856.00	0.00	27,457.72	100.0%	
TOTAL PROPERTY AND FACILITY FUND	0.00	0.00	-27,457.72	-9,856.00	0.00	27,457.72	100.0%	
TOTAL REVENUES	0.00	0.00	-27,457.72	-9,856.00	0.00	27,457.72		

YEAR-TO-DATE BUDGET REPORT

FOR 2023 03

ACCOUNTS FOR: 201	DEBT SERVICE FUND								
ORIGINAL	APPROP	REVISED	BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE	BUDGET	% USED
<b>02 CHARGES OTHER</b>									
361100	INVESTMENT EARNINGS								
	0.00	0.00		-969.71	-348.06	0.00	969.71		100.0%
	TOTAL CHARGES OTHER								
	0.00	0.00		-969.71	-348.06	0.00	969.71		100.0%
	TOTAL DEBT SERVICE FUND								
	0.00	0.00		-969.71	-348.06	0.00	969.71		100.0%
	TOTAL REVENUES								
	0.00	0.00		-969.71	-348.06	0.00	969.71		

YEAR-TO-DATE BUDGET REPORT

FOR 2023 03

ACCOUNTS FOR: 301	CAPITAL IMPROVEMENT FUND							
ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED		
<b>02 CHARGES OTHER</b>								
308510 ASSIGNED CASH & INV								
-6,508,000.00	-6,508,000.00	0.00	0.00	0.00	-6,508,000.00	.0%		
361100 INVESTMENT EARNINGS								
0.00	0.00	-93,832.92	-32,754.47	0.00	93,832.92	100.0%		
TOTAL CHARGES OTHER								
-6,508,000.00	-6,508,000.00	-93,832.92	-32,754.47	0.00	-6,414,167.08	1.4%		
<b>05 SUPPLIES EXPENSES</b>								
531000 OFFICE/OPERATING SUPPLIES--DE								
0.00	0.00	1,591.70	0.00	0.00	-1,591.70	100.0%		
531004 OFFICE/OPERATING SUPPLIES--PU								
2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	.0%		
535015 FURNISHINGS--STAFF								
0.00	0.00	23,427.64	0.00	-21,470.54	-1,957.10	100.0%		
TOTAL SUPPLIES EXPENSES								
2,000.00	2,000.00	25,019.34	0.00	-21,470.54	-1,548.80	177.4%		
<b>07 SERVICES EXPENSES</b>								
541000 INDEPENDENT CONTRACTORS								
26,000.00	26,000.00	0.00	0.00	0.00	26,000.00	.0%		
541020 CONTRACTUAL SERVICES								
75,800.00	75,800.00	60,582.95	39,954.03	35,061.51	-19,844.46	126.2%		
541040 LEGAL SERVICES								
15,000.00	15,000.00	36,802.42	20,393.46	2,298.00	-24,100.42	260.7%		
541060 ARCHITECTURAL/ENGR SERVICES								
765,000.00	765,000.00	146,772.85	127,711.62	478,433.15	139,794.00	81.7%		
542000 POSTAGE								
10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	.0%		
545020 RENTALS/LEASES--EQUIPMENT								
0.00	0.00	1,831.53	478.51	23,168.47	-25,000.00	100.0%		
549030 TAXES AND ASSESSMENTS								
200,000.00	200,000.00	0.00	0.00	0.00	200,000.00	.0%		

**YEAR-TO-DATE BUDGET REPORT**

FOR 2023 03

ACCOUNTS FOR: 301	CAPITAL IMPROVEMENT FUND							
ORIGINAL	APPROP	REVISED	BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
549050 FEES	200,000.00	200,000.00		438.25	188.25	1,000.00	198,561.75	.7%
549120 CONTINGENCY/RESERVE	289,200.00	289,200.00		0.00	0.00	0.00	289,200.00	.0%
TOTAL SERVICES EXPENSES	1,581,000.00	1,581,000.00		246,428.00	188,725.87	539,961.13	794,610.87	49.7%
<b>08 CAPITAL OUTLAYS</b>								
562000 BUILDING ACQUISITIONS	1,700,000.00	1,700,000.00		0.00	0.00	0.00	1,700,000.00	.0%
562020 LAND & PROPERTY IMPROVEMENTS	225,000.00	225,000.00		0.00	0.00	0.00	225,000.00	.0%
562100 CONSTRUCTION	2,035,000.00	2,035,000.00		207,573.26	0.00	-151,051.52	1,978,478.26	2.8%
562800 FURNITURE AND FIXTURES	100,000.00	100,000.00		69,730.96	0.00	-63,391.78	93,660.82	6.3%
563100 PARKING LOT IMPROVEMENTS	0.00	0.00		86,942.44	6,800.00	-53,778.10	-33,164.34	100.0%
564000 MACHINERY & MAJOR EQUIPMENT	150,000.00	150,000.00		0.00	0.00	0.00	150,000.00	.0%
564100 VEHICLES	390,000.00	390,000.00		58,725.52	58,725.52	580.65	330,693.83	15.2%
564300 TECHNOLOGY EQUIPMENT	325,000.00	325,000.00		0.00	0.00	0.00	325,000.00	.0%
TOTAL CAPITAL OUTLAYS	4,925,000.00	4,925,000.00		422,972.18	65,525.52	-267,640.75	4,769,668.57	3.2%
TOTAL CAPITAL IMPROVEMENT FUND	0.00	0.00		600,586.60	221,496.92	250,849.84	-851,436.44	100.0%
TOTAL REVENUES	-6,508,000.00	-6,508,000.00		-93,832.92	-32,754.47	0.00	-6,414,167.08	
TOTAL EXPENSES	6,508,000.00	6,508,000.00		694,419.52	254,251.39	250,849.84	5,562,730.64	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 03

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
GRAND TOTAL 0.00	0.00	6,312,258.66	1,035,829.46	1,409,617.60	-7,721,876.26	100.0%

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

# MEMO

Date: April 27, 2023

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

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

Subject: Public Services Report – April

## **Customer Experiences**

From Bonney Lake Library:

- A man who is a branch regular came in one day needing assistance with copying some documents. While assisting, the Senior Librarian had a conversation with him and learned that the next day was his eighty-fifth birthday. She enthusiastically wished him a happy birthday from all of the library staff, saying they looked forward to his visits. He replied that it meant a lot to him to get a birthday wish from the staff, as there may not be any others who would know it was his birthday and offer him a wish that year. This reinforced that the work we do as staff isn't always about connecting people with a book to read; sometimes it's simply about human connection.

From Parkland/Spanaway Library:

- A Filipina-American senior citizen visited the branch to give Parkland/Spanaway staff a batch of fresh, homemade lumpias. She wanted to thank staff for their help during her two previous visits. The patron, who is recovering from her fourth stroke, had come in for assistance with her laptop and new iPhone. Our tech wiz staff members were happy to come to the rescue!

From Sumner Library:

- A woman called the branch to ask about museum passes, and before hanging up she took the time to give a compliment. "I'm hard of hearing, and before the pandemic one of your librarians put the library's app on my phone. I've read hundreds of books on that app. My phone is connected to my hearing aid by Bluetooth, and I read books that way. It's been a real blessing in my life, because I live alone. I just wanted to let you know how much I appreciate that service."

From University Place Library:

- A customer shared that a frontline staff member had helped her greatly in the past couple of weeks with online training, which resulted in her receiving a \$4 per hour raise at work.

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

From Bonney Lake Library:

- Our Adult Services Librarian will begin a monthly visit in April to the free community dinners offered on Wednesday nights by the Prairie Ridge Community Coalition. This will be an opportunity to meet community members of Bonney Lake who may not be regularly visiting the library, as well as to highlight a variety of library services and resources that may help meet the interests and needs of these community members.

From Eatonville Library:

- Our Supervising Librarian posts about library programs and activities on Eatonville and Ashford Heads-Up. Flyers for events are shared with the Eatonville Family Agency and distributed to ALICE families at the local food bank.

From Graham Library:

- A Senior Librarian and Regional Services Manager attended the monthly Graham Business Association meeting. They shared information about a Legal Help Pop-Up event and provided flyers for the Job and Business Center.

### **Initiatives Highlights**

From Parkland/Spanaway Library:

- Parkland/Spanaway hosted an Author Talk with Daniel Winkler, writer of *Fruits of the Forest*. Attendees were treated to a presentation about all the local fungi and mushrooms growing in the Pacific Northwest.

From South Hill Library:

- The South Hill Teen Services Librarian continues to participate in the Transforming and Scaling Teen Services for Equity, Diversity and Inclusion (TS4EDI) project, which is funded by the Institute of Museum and Library Services and led by the Connected Learning Lab at UC Irvine.

### **Operational Highlights**

From Outreach:

- The Outreach Branch Leadership Team met with Collection Management Librarians to discuss Outreach's collection and various needs. Outreach hosted both a West and East Customer Experience Assistant Float for training on homebound and care facility bagging, homebound delivery, and BEES (Books to Engage Elementary Students).

### **Community Engagement Highlights**

From Buckley Library:

- A Supervising Librarian attended a White River Families First Coalition meeting to start building partnerships with other local organizations and learn more about the Buckley community.

From Milton Library:

- Milton was happy to accommodate staff and volunteers from this year's Daffodil Festival. They used our meeting spaces to interview and select the 2023 Daffodil Festival Queen.

From South Hill Library:

- An Adult Services Librarian met with neighboring businesses to the South Hill Library, Cedar River Accounting and Behavior Bridges. She shared information about library services and asked about directing customers to either of these businesses. Behavior Bridges is working with a PCLS Coordinator to set up training opportunities for staff in the spring.
- One of our Youth Services Librarians has been working with fellow librarians in the Puyallup School District to host afterschool book clubs at Dessie Evans and Carson Elementary Schools. The clubs have been very well-received, with 25-40 participants apiece.



# Public Services Report

## Library at a Glance: March 2023 YTD Key Performance Indicators

<b>Cardholders</b> <div style="text-align: center;">294,706</div> <div style="text-align: center;">↓ -1.5%</div>	<b>Monthly Users - Physical</b> <div style="text-align: center;">298,937</div> <div style="text-align: center;">↑ +26%</div>	<b>Monthly Circulation - Digital</b> <div style="text-align: center;">564,049</div> <div style="text-align: center;">↑ +9%</div>
<b>Monthly Circulation - Physical</b> <div style="text-align: center;">665,227</div> <div style="text-align: center;">↓ -2%</div>	<b>Monthly Number of Youth Programs</b> <div style="text-align: center;">526</div> <div style="text-align: center;">↑ +70%</div>	<b>Monthly Youth Program Attendees</b> <div style="text-align: center;">12,529</div> <div style="text-align: center;">↑ +81%</div>
<b>Monthly Number of Adult Programs</b> <div style="text-align: center;">191</div> <div style="text-align: center;">↑ +93%</div>	<b>Monthly Adult Program Attendees</b> <div style="text-align: center;">1,907</div> <div style="text-align: center;">↑ +30%</div>	

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

## In Focus: April 2023 Service Highlight

### Legal Help Pop-Ups:

<https://mypcls.org/learn-explore/government-law/>

Legal Help Pop-Ups offer customers the opportunity to connect 1:1 with staff from Tacomaprobono (TPB) at Library locations across the county. Legal experts answer basic legal questions about landlord-tenant and family law, provide information and resources, and can also determine individual's eligibility for ongoing legal assistance or representation through Tacomaprobono's legal clinics. Library locations provide welcoming space for attendees and help customers access the technology/resources they may need to submit legal documents.

**Intended Impact and Outcome of Service:** In 2022, the Legal Services Corporation reported that 74% of low-income households in the U.S. experienced at least one civil legal problem in the past year, the most common of which involved housing, health care, and consumer issues. Our partnership with Tacomaprobono is designed to bring legal services directly to our customers in a place they know and trust, their local library. Together, TPB and PCLS are making steps to close the justice gap in Pierce County.

**30 Events held from October 2022 – March 2023**  
**188 customers accessed legal help**

### Legal Help Pop-Ups - Stories of Impact:

"Because we're coming out to the Pop-Ups, people in this situation have a chance to ask us what they should do, and we have the opportunity to inform them of their rights to stay housed and keep an eviction off their record if they need to find new housing. This partnership is literally keeping people from becoming homeless." Tacomaprobono Representative

A single mom with a family of three was behind on rent but had applied for Pierce County's Eviction Prevention program. Unfortunately, she made a mistake in filling out the application, which resulted in it being denied. Tacomaprobono was able to connect her with Pierce County Human Services and together, they reopened her application, which will allow her to work directly with her landlord to stay in her home.

A woman with terminal cancer had received a summons and complaint for eviction due to nonpayment of rent. She was sick, overwhelmed, and unable to process what was in the documents she'd been served with. Tacomaprobono was able to determine she was eligible for ongoing legal assistance, complete the intake process, scan the woman's documents, refer her to their Appointed Counsel program, and advise her on next steps – all at the Legal Help Pop-Up.

# Looking Ahead

## Events to Know About

Read with a Daffodil Princess: Saturday, May 6, 11:00am - 12:00pm, Gig Harbor

Movie at the Steilacoom Library: Saturday, May 6, 2:00pm - 4:00pm, Steilacoom

Plant Swap: Sunday, May 7, 2:00pm - 4:00pm, South Hill

Building Bonanza - A STEAM Event for Curious Kids: Saturday, May 13, 2:00pm - 4:00pm, Sumner

University Place Book Club: Friday, May 19, 10:00am - 12:15pm, University Place

Explore Rocks and Minerals: Saturday, May 20, 11:00am - 2:00pm, Anderson Island

I Made This - Crafting Hour at the Library: Friday, May 26, 4:00pm - 5:00pm, Parkland/Spanaway

Garden Talk with a Pierce County Master Gardener: Saturday, May 27, 2:00pm - 3:00pm, Sumner

## Public Services Operational Highlight

The Outreach BLT (Branch Leadership Team) met with Collection Management Librarians to discuss Outreach's collection and their various needs. Outreach hosted both a West and East Customer Experience Assistant Float for training on homebound and care facility bagging, homebound delivery, and BEES (Books to Engage Elementary Students).

## Customer Impact and Community Engagement - Stories by Location

From Parkland/Spanaway Library: A Filipina-American senior citizen visited the branch to give Parkland/Spanaway staff a batch of fresh, homemade lumpias. She wanted to thank staff for their help during her two previous visits. The patron, who is recovering from her fourth stroke, had come in for assistance with her laptop and new iPhone. Our tech wiz staff members were able to answer all her questions and provide the support she needed.

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From Milton Library: Librarians were happy to accommodate staff and volunteers from this year's Daffodil Festival. Milton's meeting spaces were used to interview and select the 2023 Daffodil Festival Queen.

# Unfinished Business

# MEMO



Date: May 1, 2023

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

From: Kristina Cintron, Director of Facilities and Capital Projects

Subject: Downtown Lakewood Library – Update

Pierce County Library System and Modern Building Systems, Inc. officially entered into contract on April 14, 2023 to develop and build a 7,700 Square Foot modular building. For the past several weeks, Modern Building Systems has been incorporating all the design intent requirements from BuildingWork, our architect, into a set of constructability plans for our review and submission to State Labor and Industry. State L&I will review and approve for manufacturing.

Concurrently, on April 21, 2023, PCLS submitted the Land Use Application permit to the City of Lakewood for their review and comments. Upon completion and acceptance of Modern Building Systems' designs, BuildingWork will incorporate the engineered calculations into a site development plan and route to City of Lakewood for review and approval. From those plans, PCLS will solicit a general contractor via RFB to perform the site work in preparation for the arrival and installation of the modular.

Plans continue to be underway for the demolition of the existing Lakewood Library building. A site and building survey was completed at the end of March with the report submitted to BuildingWork on April 4, 2023. BuildingWork is currently analyzing the survey results to determine any State Environmental Policy Act (SEPA) impacts that we may need to be addressed with the demolition of the building. After review, we will be able to provide a more concrete timeline of scope in June.

# MEMO



Date: April 26, 2023

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

From: Gretchen Caserotti, Executive Director

Subject: Sumner Pierce County Library Update

We are conducting the final requirements to place a ballot measure for a Library Capital Facility Area and bonds for a new Sumner Pierce County Library. On April 25, 2023, the Pierce County Council approved resolutions from the Pierce County Library System's Board of Trustees and the City of Sumner Council. This was one of our final steps for the ballot measure to be placed in the August 1, 2023 Primary Election.

In addition, as required by the Pierce County Elections Office, we are providing the following Explanatory Statement to accompany the ballot measure. Marketing and Communications Director Mary Getchell worked with our attorney for this issue, Dan Gottlieb with Hillis Clark Martin & Peterson P.S. The purpose of the explanatory statement is to state the effect of the proposed measure if approved by the voters. It is impartial, clear, concise content. Mary submitted the Explanatory Statement to the Pierce County Elections Office in April and it is included in this packet for reference.

We are continuing to provide information to the public about the ballot measure. Regional Services Manager Jasmine Tran and her team at the Sumner Library are providing information to visitors to the library. Jasmine and I are also sharing information at local civic organizations. In addition to our print and online communications, the Communications Department created a [video](#) with our video vendor to provide residents with another visual information source about the ballot measure.

While we are excited about the possibility for a new library, we are also mindful of the economic climate and conditions in our area. Library administrators are preparing for approval or rejection of the ballot measure. If it passes, we are preparing all the necessary tools for securing architects and a draft project timeline so we can get going right away. If it doesn't pass, we need a plan to move out of the current facility into a leased space in Sumner, with the current real estate market we understand this may take some time. We will start exploring properties available for lease knowing our contract to stay in the existing building expires in 2024.

April 26, 2023

Pierce County Elections  
Attn: Voter Pamphlet Submittal  
2401 South 35th Street, Room 200  
Tacoma, Washington 98409

*Re: Sumner Library Capital Facility Area  
Ballot Proposition Explanatory Statement*

To Whom It May Concern:

Please be advised that we are counsel to the Pierce County Rural Library District, doing business as the Pierce County Library System, in connection with the proposed Sumner Library Capital Facility Area (“SLCFA”). In that capacity, we have been asked to prepare the attached Explanatory Statement for the ballot proposition to be submitted with respect to the establishment of the SLCFA and its authorization to issue bonds to be repaid by annual excess property tax levies to finance a new Sumner Library.

Please contact me if you have any questions or comments.

Very truly yours,

HILLIS CLARK MARTIN & PETERSON P.S.

By



Daniel S. Gottlieb

DSG:kmm

*E-Mail:* dan.gottlieb@hcmp.com

*Direct Dial:* (206) 470-7627

*Fax:* (206) 623-7789

c: Mary Getchell

ND: 21162.003 4885-3279-4463v1

SUMNER LIBRARY CAPITAL FACILITY AREA

PROPOSITION 1

EXPLANATORY STATEMENT

August 1, 2023 Ballot

A vote for Proposition 1 will establish the Sumner Library Capital Facility Area (“SLCFA”). The SLCFA would be an independent taxing district, separate from the City of Sumner, Pierce County Library System, and Pierce County. Its sole purpose would be to fund a new Sumner Library to replace the existing library in Sumner, which needs costly repairs, is undersized for the population it serves, and is difficult to access. The SLCFA will have boundaries that align with those of the City of Sumner, and its governing body will be three members of the Pierce County Council to be selected by the full Council.

A vote for Proposition 1 will also authorize the SLCFA to issue up to \$15,000,000 in general obligation bonds with a maximum term of 21 years to finance the new Sumner Library, to be repaid from annual excess property tax levies. The estimated annual excess levy rate would be \$0.24 per \$1,000 of assessed property value or, for a home with the Sumner average assessed value of \$501,717, approximately \$120 per year (\$10 per month). Homeowners who are 61 years or older or disabled, and who meet low-income requirements may qualify for a property tax exemption.

# MEMO



Date: May 2, 2023

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

From: Gretchen Caserotti, Executive Director

Subject: Sumner Pierce County Library For or Against Proposition 1 Committees

As required by Washington State Law (Arguments advocating approval or disapproval—Preparation by committees: RCW 29A.32.280), as a local government planning a ballot measure, the Pierce County Library System is responsible for appointing For or Against committees. We used our primary communications tactics to solicit committee members, with a news release to the news media and information posted on the Library’s website. We are responsible for providing committee members with copies of instructions, specifications, and deadlines for all statements, which is May 16, 2023 for statements. The committee is responsible for submitting statements of support or rejection of the proposed measure directly to the Elections department.

Our deadline to the public for participation on the committees was Monday, May 1, 4:30 p.m. As of that date, the following individuals requested appointment to the For Committee, which they are calling Citizens for Sumner Library:

Spokesperson: Jeffrey A. Rounce

Second committee member: Tara Bywater

Third committee member: Georgia Lomax

We ask that you approve the appointment of these individuals of the For Committee. With your approval, we will complete the For Committee form and submit it to the Pierce County Elections Office by the submittal deadline of May 12.

As of May 1, 4:30 p.m., we did not receive any requests for participation on an Against Committee. Per the same state law referenced above, the Pierce County Auditor’s Office shall now seek and make Against Committee members, as possible.

**MOTION to appoint Jeffrey Rounce, Tara Bywater, and Georgia Lomax to the committee to prepare arguments advocating voter approval of Proposition 1 in the 2023 August Primary Election.**

No responses were received for an Against Committee. Therefore no motion is needed.



# Officers Reports

# MEMO



Date: April 5, 2023

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

From: Melinda Chesbro, Deputy Director of Operations, and Mary Getchell, Marketing and Communications Director

Subject: New Website

In early April, the Pierce County Library System launched its new website with a new design, updated content, and a new address – [mypcls.org](http://mypcls.org). The website is the Library’s virtual location, offering online services, connecting to community resources, providing information about the Library, and pointing people to library services. The website does not include the Library Catalog and its contents, although a prominent link on the website takes people directly to the catalog.

The updated website offers an engaging, informative, modern and useful way to access information and use library services. With input from most-used and most-hunted for services, the Library System rebuilt the website with those elements top of mind. Some of the most prominent resources include how to get a library card, the locations and hours of the library buildings, and recommendations for books, movies, and other materials. The website features some of the same content as the Library’s previous websites, although the website redevelopment team worked with staff to reduce content to ensure the most important and useful information for the public’s use is on the website.

Staff in various positions at the Library System, along with friends and family outside of the Library System, test-drove the redeveloped website before a public launch.

We thank and applaud the other members of our website redevelopment team – Alice Knox, Patrick McVicker, and Nicole Milbradt – who are the true hands-on team that brought the new website to life. Nicole devoted hours, weeks, and months in working with GA Graphics, the design firm that designed the new website, and she collaborated with lead staff at the Library System to cull and update content for the new site. Alice and Patrick spent hours to months working with a website developer to transfer the redesigned website into its new Word Press platform. Alice, Patrick, and Nicole are continuing to ensure the site will be Americans with Disabilities Act (ADA) compliant.

Both the new website and old website will continue to be available through mid-May. When we transition to offering and maintaining only the new website, people who visit the old website will be directed seamlessly to the new website.

# MEMO



Date: April 26, 2023

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

From: Mary Getchell, Marketing and Communications Director

Subject: 2023 Pierce County Library System Marketing and Communications First Quarter Results

The Pierce County Library System’s first quarter marketing and communications activities had an excellent kickoff informing and engaging individuals and driving their use and support for the Library System’s services, by exceeding nearly all evaluation measures:

1. Enhance brand awareness and preference for the Pierce County Library.
2. Position the Pierce County Library as the spark for success for residents.
3. Bolster the Library’s visibility in Pierce County communities.
4. Inspire excitement and build support for and use of the Library’s services.

For news media, the Library System achieved 50 news articles and 43 media mentions/calendar placements. The most extensive news coverage focused on plans for a new Sumner Pierce County Library, progress for Lakewood Pierce County, and the launch of the Our Own Expressions Teen Writing and Art Contest. Although the number of articles was lower than the number of articles in the first quarter of 2022, the focus on the Library System was more prominent in the 2023 articles, as COVID-19 testing was one of the prominent themes in the first quarter of 2022 news coverage.

As part of the Jobs + Business services marketing and communications focus in the first quarter, the Library invested in the following advertising channels:

- Spanish radio ads on KZTM-FM.
- Spanish radio digital ads (Le Radio De Seattle’s Facebook and Instagram pages).
- TikTok ads.

In 2023, Facebook changed its reporting data. As a result, we plan to establish a baseline for engagement to create evaluative goals in 2024. As we realized in 2022, our Facebook followers as well as those we reach through boosting posts (paying to reach individuals who do not follow the Library’s Facebook page), humor showed as top posts in reach and engagement, with 1,200 positive reactions (responding to a post with likes, loves, laughs) to a post about wanting a readover versus and 849 positive reactions to a post with a cat photo album promoting technology help.

During the first quarter, the Library System issued three e-newsletters to its main distribution list with an average of 61,000 active subscribers. The Library’s open rate exceeded the industry standard in all e-newsletters, with the open rate more than doubling the industry standard. Overall, the open rate averaged 60.8%, significantly exceeding the industry average of 25.17%.

In the first quarter, 90.58% of internal customers said they were “very satisfied” with the Marketing and Communications Department’s service.

**PIERCE COUNTY LIBRARY SYSTEM**  
**2023 Marketing and Communications Plan**  
**FIRST QUARTER RESULTS, January-March 2023**

**Overall Evaluation Measures**

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- Enhance brand awareness and preference for the Pierce County Library System.
- Position the Pierce County Library as the spark for success for residents.
- Bolster the Library's visibility in Pierce County communities.
- Inspire excitement and build support for and use of the Library's services.

**News Media Stories**

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- Goal: Maintain or exceed 2022 news coverage.
- Quarter One (Q1) 2022: 71 news articles and 72 media mentions/calendar placements.
- Quarter One (Q1) 2023: 50 news articles and 43 media mentions/calendar placements.

**Paid/Sponsorship Advertising**

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Jobs + Business services marketing and communications focus (February-March 2023)

- Spanish Radio ads on KZTM-FM: ad spots/number of times ads ran: 130.
  - Spanish Radio digital ads (ads ran on Le Radio De Seattle's Facebook and Instagram pages):
    - Facebook ads: 4,408 impressions; 4,381 reach.
    - Instagram ads: 187 impressions; 187 reach.

**E-newsletter**

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- Goal: Meet or exceed industry standards:
  - Open rate industry standard: 25.17%.
- 3 e-newsletters to an average of 61,000 active subscribers.
- Average number of e-newsletters opened: 36,990; 60.8% open rate.
- **Q1 Open rate exceeded industry standard by 142%.**

## Social Media Marketing

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- Facebook Goal: in 2023, the Library System is establishing a baseline, as Facebook changed its reporting data and combines organic and paid engagement and has removed industry standards.
- Twitter Goal: Maintain or exceed 2022-engagement rate for Library System and Twitter nonprofit organization's industry standard of 0.062% engagement rate.

### Facebook

- Q1 2023: 73 posts, with a reach of more than 373,000 people (5,109 average reach per post), and nearly 59,000 engagements including CTR (807.5 average per post).

### Twitter

- Q1 2022: 2.3% engagement rate.
- Q1 2023: 2.8% engagement rate.
- **Q1 Exceeded Library's engagement rate, year-over-year by 0.5% and exceeded industry standard by 0.037%.**

## Work Order Satisfaction

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- Goal: 90% of internal staff customers Very Satisfied with Marketing and Communications Department-produced product/service.
- **Q1 Exceeded goal with 90.58% Very Satisfied.**

## Sample News Articles

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### **The News Tribune: This Pierce County city may get a \$15 million library, twice the size of its current one**

**By Angelica Relente**

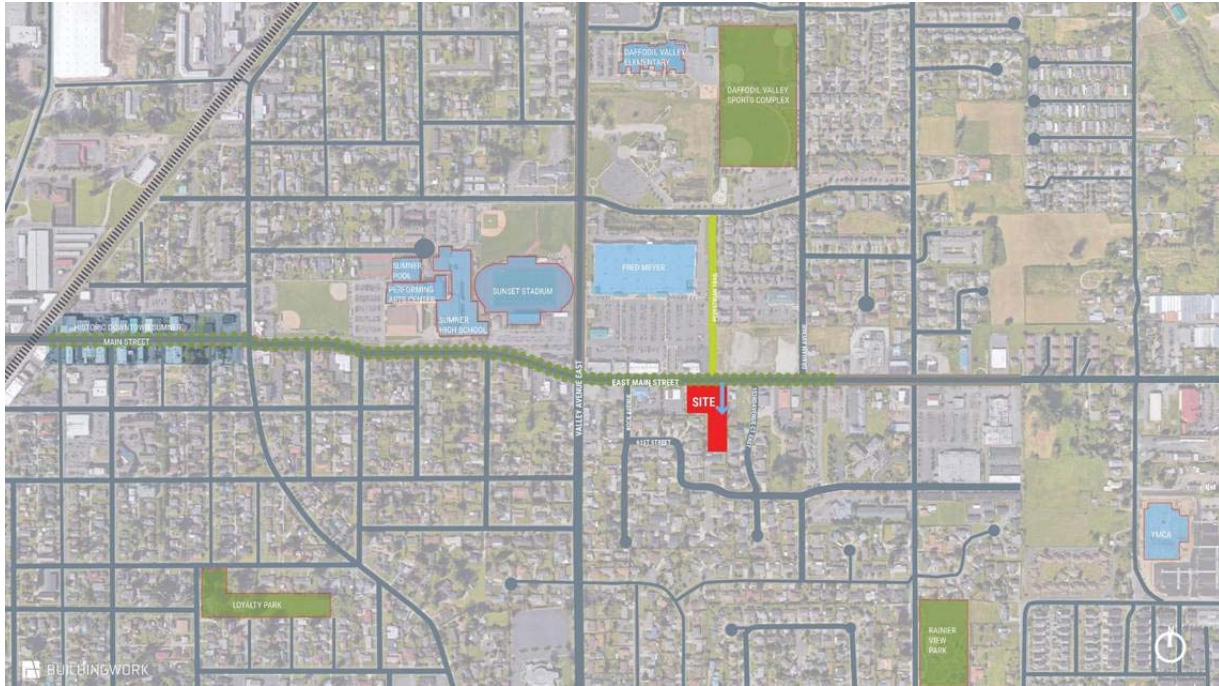
**January 09, 2023**

<https://www.thenewstribune.com/news/local/community/puyallup-herald/ph-news/article270861932.html>

The Pierce County Library System has plans to build a new library in Sumner, but it wants to hear from residents first. The library system wants to know what residents want and need in a new library. They can share ideas in-person at the current library at 1116 Fryar Ave., online at [bit.ly/3vL4tvH](https://bit.ly/3vL4tvH), or during a Jan. 31 open house from 11 a.m. to noon and 3-4 p.m.



The new library would be built at 15126 Main St. E. The library system bought the 1.67-acre site in October 2021. This puts the library back on Main Street and near where it began serving the community over 90 years ago, when it used to be at the Ryan House.



The plan is to build a 15,000-20,000 square-foot library, which is about twice the size of the current building. The materials and services offered at the new library will be “accessible and user-friendly for the diverse residents of Sumner,” according to a news release.



The new library is estimated to cost between \$15-\$19 million. This could be funded by a \$12-\$15 million bond, \$3 million in donations and \$1 million or more from state appropriations.

The library system's Board of Trustees and the Sumner City Council must pass resolutions before placing the \$15 million bond on a ballot and establishing a Library Capital Facility Area. A Library Capital Facility Area ballot measure means it focuses on one service area. The taxpayers would only be paying for one library, not all libraries in the county system.



Community input will be collected until the end of February. The library system will present that information to the Board of Trustees in March. In a following meeting, the board will vote to move forward or not with the ballot measure. The Board of Trustees meets on the second Wednesday of every month. More information on the meeting can be found online at [bit.ly/3iebRNi](https://bit.ly/3iebRNi).

It's possible that the ballot measure will be on the primary election ballot in August or the general election ballot in November. Bonds need 60 percent to pass and 40 percent of the turnout from the last general election. A 2019 survey from the library system garnered thousands of responses and showed that 88 percent were interested in a new library, according to the library system's website. The COVID-19 pandemic paused the community engagement process. The library system has been serving the community in the current 10,600-squarefoot building since the late 1970s. The 1980s was the last time the library system put forward a bond. It passed, and it helped build and update many of the libraries that exist today in Pierce County.

## **The News Tribune: The days appear numbered for a historic Pierce County library.**

### **It's OK to be sad | Opinion**

**By Matt Driscoll**

**January 20, 2023**

<https://www.thenewstribune.com/opinion/article271394507.html>

The writing is on the wall for Lakewood's old library. There are tarps covering the leaky roof. It needs millions of dollars in repairs. It's been closed since June when the 60-year-old building's deteriorating condition became too much to ignore.

Now a community advisory committee tasked with helping to decide the structure's future has made its recommendation known: Abandon it. Start fresh.

If the Pierce County Library's Board of Trustees agrees with the assessment — and every indication is it will, sometime early this year — that will be that. The old Flora Tenzler Memorial Library on Wildaire Road will be a thing of the past, an item of nostalgia for long-time Lakewood residents, like Fourth of July fireworks shows at Villa Plaza, the brick-and-mortar Tijuana Taco or their first round of golf at Oakbrook.

For many, it will be difficult — the way change so often is. And that's OK. There's no stopping progress, but that doesn't make the slow transformation of the places we call home any easier.

"The library is one of those bits of accessible history," said Steve Dunkelberger, a founding member of the Lakewood Historical Society who co-authored two books on the city's history. "Anyone who's second- or third-generation Lakewood, their grandparents took them here, their parents took them here."

To understand locals' hometown affinity for the old Lakewood library building — which dates back to 1963 and is undoubtedly humble by today's standards — you have to appreciate the city's origins and the role the library played along the way. While Lakewood didn't officially become a city until 1996, for decades the Tenzler library served as a gathering place for civic movers and shakers, not to mention local Clover Park School District kids with book reports to write. In fact, the building itself is a testament to residents' pride and independent spirit. It was built and renovated through the local philanthropic donations of the Tenzler Foundation and operated for the first 30 years of its existence through grassroots fundraising efforts. It was donated to the Pierce County Library System in the early 1990s, but that doesn't erase the history: When Lakewood needed a library, residents built one themselves.

Today, as The News Tribune has reported, that's all the distant past. An interim library site was announced in late October, though it has yet to open, while the old building awaits word of its fate. According to



spokesperson Mary Getchell, the system's board of trustees is expected to make a final decision on how to proceed in the next "couple of months."

In mid-November, the community advisory committee helping to lead the decisionmaking process made its feelings crystal clear.

Unanimously, committee members would prefer to see a new library built in the same location.

If that's not possible, they support finding a different location for a new Lakewood library — one that's centrally located, accessible by foot and public transportation, and large enough to accommodate the community's needs, including parking. According to information available on the Pierce County Library System's website, if a new location is chosen, the current site will probably be sold.

The construction of a new library, which would likely cost in excess of \$20 million, would almost certainly require a bond measure to be put before voters, Getchell said.

"The Board of Trustees is continuing to have that conversation, and we're continuing to talk with the city of Lakewood about next steps. A decision hasn't been made, but the discussion is there, because of the preference recommendation from the advisory committee," Getchell told The News Tribune of whether there's a new library in Lakewood's future.

"Again, no decision has been made, but all conversation by the board has been in agreement with the recommendation, which would ultimately result in the removal of the current location."

According to Dunkelberger, that reality — even if it's a long time coming — will be a tough pill for some to swallow. He realizes the old building is in sad shape and that change is inevitable, but like many, he wishes the story of the Lakewood library had a different ending.

What if the library had been better cared for over the years? What if its future had been decided before it started to crumble?

What if we constructed and invested in important buildings like they were meant to last?

Getchell told The News Tribune that if a new library is built, the things that made the old library special can be replicated. After all, a library isn't really about the building itself, it's about the people who use it, the services it provides and the sense of community it creates, she said.

The dilemma now for Lakewood: How much do the memories really matter, and how do you hold onto them when the physical reminders are gone? "I think most people, they just want the (library) amenities. But the vocal people want to keep the building. I don't know how many of those people are actually using the library, but they're using the memory of the library, that's for sure," Dunkelberger said.

"The world is changing so fast, and people want to at least slow it down."

## Tacoma Weekly

### Win Cash Prizes In Pierce County Library's Teen Contest

**Monday, Jan 30, 2023**

<https://tacomaweekly.com/win-cash-prizes-in-pierce-county-librarys-teen-contest-p4624-103.htm>

The Pierce County Library System invites teenagers throughout Pierce County to showcase their creative talents in the Pierce County Library System's Our Own Expressions Teen Writing & Art Contest, now through Tuesday, Feb. 28.

"For more than 25 years, the library's writing and art contest has provided teens with a valuable creative outlet," said Pierce County Library Executive Director Gretchen Caserotti. "We look forward to seeing the creativity and storytelling from the county's budding artists and authors. The contest is an excellent opportunity for teens to express their thoughts and interests."

Teen writers and artists in seventh through 12th grades, who live in or attend school in Pierce County, can participate in the free contest as an individual or as a team in one or all four categories: poetry, short story, photography and drawing. Students may get entry forms online or at their local Pierce County Library. Teenagers may submit entries online, drop off at their local library or send by mail to Our Own Expressions, Pierce County Library System, 3005 112th St. E., Tacoma, WA 98446-2215.

Judges will review writing entries based on originality, style, general presentation, grammar, spelling and evidence of skill appropriate for the writer's age. Judges will review art entries based on composition, evidence of skill commensurate with the age of the artist, creativity and effective use of media. Published authors, professional artists and photographers select the final winning pieces. The Library System will announce the winning writing and art in a special publication and distribute copies throughout Pierce County Libraries and to the winning students' schools.

The Pierce County Library Foundation will award prizes worth \$100 to \$150 to winners in three age groups: seventh and eighth grade, ninth and 10th grade, and 11th and 12th grade in all four categories. The Library System plans to showcase contest winners at an awards ceremony in spring 2023.

As part of the annual contest, the library will offer several events to support the students in developing their art and writing from poster art and photography to writing sessions and a visit with an author. Visit [expressions.pcls.us](http://expressions.pcls.us) for more information about the free classes and events and Our Own Expressions contest.

## The News Tribune

### A bigger library might come to Pierce County if voters approve. Here's what to expect

By Angelica Relente March 27, 2023

<https://www.thenewstribune.com/news/local/community/puyallup-herald/ph-news/article273470940.html>

Taxpayers in Sumner might get a chance to help fund a new library on Main Street. The Pierce County Library System recently announced that a \$15 million bond measure is expected to be on the ballot for the primary election in August. The library system's board of trustees and Sumner City Council passed resolutions in early March to place this measure before voters. "A new library in the heart of town will make the library more accessible to residents," executive director Gretchen Caserotti said in a news release.



If voters approve the 20-year bond, an average homeowner with a \$514,000 home would pay about \$10 per month. That totals \$120 per year. Bonds need a 60 percent approval rate and a 40 percent turnout rate from the last general election.

If approved, a Library Capital Facility Area (LCFA) would also be established. The LCFA is an independent taxing district separate from the library system, city and county. Its governing body would consist of three Pierce County Council members. The project cost is expected to be about \$19 million. The building may be  
[Board Agenda Packet 5-10-2023 Page 75](#)

up to 20,000 square feet. Another \$5 million is expected to come from donations, fundraising and other avenues. The new library would sit on a 1.67-acre property at 15126 Main St. E. It would have spaces for toddlers to obtain literacy skills, a zone for teenagers to study, as well as areas for job seekers and entrepreneurs.



The current building that houses the library at 1116 Fryar Ave. can be difficult to access by walking, riding a bike or driving a vehicle, spokesperson Mary Getchell said. The lease for the building also expires in 2024.

“We definitely must move out of that building,” Getchell said. Most of the feedback the library system received earlier this year included the need to have a bigger space, Getchell said.

The current building was not built to be a library to begin with, she said. The new building would be about twice the size of the current one.

If voters don’t approve of the bond, the library system will continue its services in a different space. Getchell said that would be based on what works and what’s available.





## Sample Social Media Posts: Facebook

Pierce County Library  
Published by Hootsuite · January 31 ·

Sign us up! [www.piercecountylibrary.org](http://www.piercecountylibrary.org)

misplaced comma or when I'm...  
@misplacedcomma2

My daughter asked if she could have a readover instead of a sleepover. Where friends come over and you just read for hours. And now I want one too.


See insights and ads Boost again

1.2K 26 comments 90 shares

Pierce County Library  
Published by Hootsuite · February 21 ·

But I can't delete any of these!?! Learn more about managing your technology with free tech help from your Pierce County Library staff. <http://ow.ly/e67E50MRokJ>

iPhone: Storage is full  
Me: "How can it be full already???"  
My photo library:




See insights and ads Boost again

849 31 comments 78 shares

Pierce County Library  
Published by Hootsuite · March 28 at 4:30 PM ·

He gets us. Come check it out for yourselves! [www.piercecountylibrary.org](http://www.piercecountylibrary.org)

 **Jonathan Edward Durham** ✓  
@thisoneOverhere

Public library energy is the best energy. Like here is all the knowledge we could find, it's been meticulously organized and vetted and it will cost you nothing, welcome to the absolute pinnacle of human civic evolution, feel free to pull up any bean bag chair you like


See insights and ads Boost again

1K 18 comments 131 shares

## Sample Social Media Posts: Twitter

**PierceCountyLibrary**  
@PierceCoLibrary

Get free tax help at your Parkland/Spanaway Pierce County Library! The VITA program provides tax preparation services to thousands of moderate and low-income Pierce County residents. Call 2-1-1 for an appointment. Walk-ins are also welcome. [calendar.piercecountylibrary.org/events?term=ta...](https://calendar.piercecountylibrary.org/events?term=ta...)




4:00 PM · Feb 6, 2023 · 644 Views

View Tweet analytics

1 Retweet

**PierceCountyLibrary**  
@PierceCoLibrary

Do you know a talented teen artist? Encourage them to enter the Our Own Expressions Teen Writing and Art contest. [expressions.pcls.us](https://expressions.pcls.us)



4:00 PM · Jan 23, 2023 · 923 Views

View Tweet analytics

6 Retweets 7 Likes 1 Bookmark

Tweet your reply Reply

Replying to @PierceCoLibrary  
@BethelSD @PuyallupSD @FPSD402 @upsd83 @SummerSchools @CloverParkSD @EatonvilleSD @OrtingSchools @fifepubschools @stellyschools1

4 Likes 150 Views

**PierceCountyLibrary**  
@PierceCoLibrary

Most of your Pierce County Library locations have new hours to serve you better! More time at the library, what's not to love about that! [piercecountylibrary.org/branches/branc...](https://piercecountylibrary.org/branches/branc...)



4:00 PM · Mar 13, 2023 · 385 Views

View Tweet analytics

2 Retweets 2 Likes

# MEMO



Date: April 26, 2023

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

From: Mary Getchell, Marketing and Communications Director

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

As part of the Pierce County Library System's 2023 Marketing and Communications plan, the first quarter marketing and communications focus featured Job + Business services. Following are the results from the focused marketing effort, which overall showed an increase in the use of the services.

Building on the 2022 marketing effort for JBC services, the Communications Department and Customer Experience Department elected to conduct focused marketing attention on selected Job + Business services. The two-month (February-March 2023) campaign highlighted the Library's Strategic Focus area for Learning, to help people get the skills they need to get the job they want.

Overall, the campaign was a success, with a **74% increase in visits to the Job + Business services' website with 6,679 views in February-March 2023** compared to 3,844 views in December 2022-January 2023 and a **106% increase in JobNow e-source customers** in comparison to January 2023, when the Library System was not proactively marketing the service.

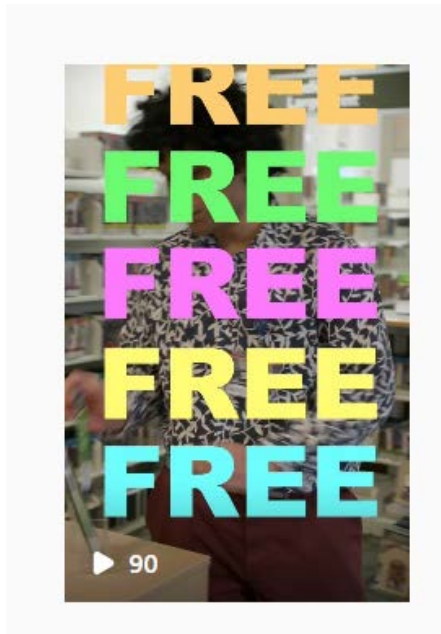
The Library informed audiences about Job + Business services and encouraged people to use them using a variety of marketing and communications tactics. Mass marketing tactics included printed and online products, Spanish radio ads to reach Spanish speaking people, a direct mailing to reach asset limited individuals, and social media ads to reach target audiences. For the first time, the Library System advertised on TikTok, one of the top methods to reach Generation Z. The video ad performed in the top 25% of TikTok ads based on impressions and clicks. In addition, the plan called for direct marketing tactics including community marketing to reach asset limited households through nonprofit partners such as food banks, Sound Outreach, Goodwill, and churches. In addition, the marketing and communications plan included direct asks to reach diverse groups via communications with partners such as Asia Pacific Cultural Center, Black Collective, Centro Latino, Korean Women's Association, and Tacoma Urban League.

## Impacts and results

- **JobNow customers: 106% increase** in customers with 30 new customers in January 2023 and 43 in February 2023 and 62 in March 2023.
- **Website visits: 74% increase** with 6,679 visits in February and March 2023 compared to 3,844 visits in December 2022 and January 2023.
- **Spanish Radio ads:** ads ran **72 times** on KZTM March 6-17.
- **Spanish Radio digital ads** (ads ran on Le Radio De Seattle's Facebook and Instagram pages pictured below): **6,057 impressions**, with a reach of **5,594** for Facebook ads, and **320 impressions**, with a reach of **320** for Instagram ads.



- **Email marketing engagement:** Information included in **two e-newsletters** sent to an average of **60,500 recipients**, with an average open rate of **61.3%**, exceeding the industry standard of 25.17% and an average click through rate of **1.7%**, which was below the industry standard of 2.79%.
- **Facebook and Instagram:**
  - Posts: Issued **12 posts** (six on each channel), with a reach of **9,662 people** (805 average reach per post), and **670** total engagement (56 average engagement per post).
  - Ad: Published **two ads**, with a reach of **41,461**, and **983** total engagement.
- **TikTok ad (pictured below):** **356,250 impressions** and **1,918 clicks** performed in top 25% of TikTok ads. Click through rate of **0.54%** is just below the 0.58% industry standard.
- **Direct mail:** **67,204 houses** reached, in zip codes identified as asset limited.
- **Community marketing:** Customer Experience staff shared more than **800 flyers** at **87 locations**.



# MEMO



Date: April 4, 2023

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

From: Mary Getchell, Marketing and Communications Director

Subject: Marketing and Communications Quarter 2 2023 Focus: Online Books, Videos, and Magazines

As part of the Library System's 2023 Marketing and Communications plan, the second quarter marketing focus will feature online books, videos, and magazines in April and May. Building on the 2022 marketing effort for online e-books and audiobooks, staff from Collection Management, Communications, and Customer Experience are creating focused marketing attention on online e-books, audiobooks, videos, and magazines. The two-month campaign will highlight the Library's Strategic Focus area for Enjoyment, to help people enjoy their free time.

The goals for this year's marketing focus on online books, videos, and magazines include:

- Engage audiences with the knowledge of the Library's online books, videos, and magazine offerings.
- Strategically position Pierce County Library as a leader in inspiring imagination, fostering the love of reading, and discovering new interests through an extensive and diverse choice of online books, videos, and magazines.
- Inform people how reading helps offset the pressures of daily life and helps reduce stress.
- Inspire excitement and build support for and use of these services.

The Library System is employing a variety of marketing and communications tactics and channels to inform and engage audiences, including owned, earned, and paid channels from flyers and bookmarks, community marketing, social media marketing, and bus shelter partnership advertising, to digital advertising, and radio advertising including KNWN (KOMO 1000) ads, KPLZ (Star 101.5). Themes include reducing stress, saving time, and finding joy.

The end-result of the 2022 campaign showed a 44% average increase in e-book, audiobook, video, and magazine cardholders; and a 9% average increase in checkouts compared with November 2021 when the Library System conducted focused marketing on the service. The Library System's goal this year is to increase new e-book and audiobook cardholders by 2% as well as grow checkouts by 2% during this two-month campaign.

## **Strategy**

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Gold premium tactics: flyers for in library and community marketing, translate flyers into Spanish and Korean, bookmarks for in library and holds pick up items, posters, sandwich boards, public web homepage ad, Staff Web image, Polaris-generated email message, Facebook and Twitter posts, Facebook, Twitter, LinkedIn, YouTube covers, e-newsletter, library event script (introduction only), Google My Business profile for free, digital advertising, KNWN (KOMO 1000) ads, KPLZ (Star 101.5) ads, bus ads, bus shelter community partner ads, Facebook and Instagram advertising, banner in the Wowbrary e-newsletter (468x60 or 695x60), news item in Wowbrary e-newsletter, staff email tagline, community marketing in particular to reach asset limited households-nonprofit partners such as food banks, Sound Outreach, Goodwill, South Sound 2-1-1, United Way's Centers for Strong Families, low-income housing service providers, churches, laundry mats, public health clinics, etc., Fife/Milton/DuPont Library posters in windows, Peachjar, direct ask to partners and request their sharing information to partners such as Asia Pacific Cultural Center, Tacoma Urban League, Korean Women's Association, Centro Latino, Black Collective, etc.

The marketing plan calls for focusing marketing efforts on Enjoyment in the second quarter, with an emphasis on online books, videos, and magazines. The Pierce County Library System marketing and communications will reflect the following:

- Pierce County Library is a leader in inspiring imagination through an extensive and diverse collection, so people can discover outlets to offset the pressures of daily life, reduce stress, and relax.
- The Library is a leader in fostering the love of reading.
- The Library offers free and easy to access and use opportunities to discover new interests and pursue passions, so people can live balanced lives and find joy.
- The OverDrive website and Libby and Kanopy apps serve as a one-stop shop for the entire family with a large variety of online books, videos, and magazines for all ages and interests.
- People may access online books, videos, and magazines on their TV, phone, laptop, tablet or other internet-connected device.
- Readers of all ages can get an early start on Summer Reading, which starts in June.
- People may easily access books, videos, and magazines while on spring break/summer vacations.

Employ a variety of communications channels to inform and engage audiences. Use multiple marketing and communications tactics to engage audiences and feature individual(s) benefiting from the use and enjoyment of streaming video, e-books, magazines, and audiobooks.

## Goals

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- Engage audiences with the knowledge of the Library's online books, videos, and magazine offerings.
- Strategically position Pierce County Library as a leader in inspiring imagination, fostering the love of reading, and discovering new interests through an extensive and diverse choice of online books, videos, and magazines.
- Inform people how reading helps offset the pressures of daily life and helps reduce stress.
- Inspire excitement and build support for and use of these services.

## Evaluation/Key Performance Indicators

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- Plan implemented on time and on budget.
- Social media engagement:
  - Reach: meet or exceed industry standard.
  - Engaged: Goal: meet or exceed industry standard.
- Marketing email open rate: meet or exceed industry standard.
- Digital advertising: Goal meet or exceed industry standard for Click Through Rate (CTR).
- Inspire excitement and build support for and use of the Library's services.
  - Online book/audiobook/video/magazine customer increase – Goal: 2% increase compared with October-November 2022 (when the Library conducted focused marketing and communications on this service) and 2% increase compared with February-March 2023 to realize conversions (comparing to this time frame when the Library was not proactively marketing this service)
  - Online book/audiobook/video/e-magazine checkout increase – Goal: 2% increase compared with October-November 2022 (when the Library conducted focused marketing and communications on this service) and 2% increase compared with February-March 2023 to realize conversions (comparing to this time frame when the Library was not proactively marketing this service)

## Activities and Tactics

Tactic	Lead Staff	Target Date
Prepare materials from 2022 campaign for 2023 campaign and provide to Mary Getchell, Lisa Oldoski, Kim Archer, and Amy Anderson for review: <ul style="list-style-type: none"> <li>▪ Posters: for stand-up displays and window acrylics</li> <li>▪ Flyers for in-library, curbside bags, community marketing (translated into Spanish and Korean)</li> <li>▪ Bookmarks for hold pickup items</li> <li>▪ Public web homepage ad</li> <li>▪ Staff Web image</li> <li>▪ Express Check screenshot</li> <li>▪ Express Check receipt messages</li> <li>▪ Polaris-generated email message</li> <li>▪ Print advertisements</li> <li>▪ Digital ads</li> <li>▪ Email marketing message article</li> <li>▪ Bus shelter ads</li> <li>▪ Sandwich Boards</li> </ul>	Lisa Lyderon (Amanda Moore and Somer Hanson to create COM work orders)	Live April-May  Items distributed to locations by March 30 for April 1 go live
Prepare materials for 2023 campaign and provide: <ul style="list-style-type: none"> <li>▪ Facebook and Twitter posts</li> <li>▪ Google My Business profile</li> <li>▪ Event script (intro only)</li> <li>▪ Translate flyers for in-library, community marketing, and curbside bags into Spanish and Korean</li> </ul>	Somer Hanson Mary Getchell to review	Live April 1
<ul style="list-style-type: none"> <li>▪ Facebook/Instagram ads</li> </ul>	Somer	Live April-May
Data gathering from Collection Management	Somer	June 7 Compare Oct.-Nov. 2022 to April-May 2023 downloads/streaming, customers and February-March 2023 data with April-May 2023 data
Launch board memo	Somer/Mary	To Mary for April Board meeting
Cover to Cover article	Somer	March 24
Results board memo	Somer/Mary	To Mary for July Board meeting