

AGENDA

Regular Meeting of the Pierce County Library System Board of Trustees

June 14, 2023 | 3:30 p.m.

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

Optional virtual attendance available via:

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

Web Browser or App: <https://us06web.zoom.us/j/81941700672?pwd=N1hQY0hXWkxEaXZjSnhaQ3RyTkN4QT09>
(Zoom user account is required to join via web browser)

Call to Order: Jamilyn Penn, Chair

Public Comment: *This is time set aside for members of the public to speak to the Board of Trustees. Comments will be limited to three (3) minutes. To provide comments virtually, sign up by emailing pmcbride@piercescountylibrary.org by 2:00 p.m. on June 14. 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 May 10, 2023 Regular Meeting
2. Approval of May Payroll, Benefits, and Vouchers
3. Approve Purchase Order for Door Replacements

Executive Director Report

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

Unfinished Business

1. Interim Lakewood Library Project Status
2. Downtown Lakewood Library Demolition Plan Update
3. Sumner Library Planning Timeline

New Business

1. Policy Review – Board Policies Discussion
2. 2024 Budget Development Timeline
3. Sumner Pierce County Library For or Against Proposition 1 Committee for General Election [ACTION]

Executive Session [ACTION]

At this time on the agenda, the Board of Trustees will recess to Executive Session, per RCW 42.30.110, to discuss a periodic personnel evaluation.

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

1. National Library Workers Day
2. April 2023 Special Elections Results
3. 2023 Board Development Update and Opportunities

Announcements

Adjournment [ACTION]

Consent Agenda

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – MAY 10, 2023**

CALL TO ORDER

Chair Jamilyn Penn called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:31 pm. Board members present were Jamilyn Penn, Pat Jenkins, and Pam Duncan. Abby Sloan arrived at 4:00 pm. Neesha Patel was excused. The meeting was conducted in person, with the option of virtual attendance.

PUBLIC COMMENT

Public comments relating to the Lakewood and Tillicum Libraries were made by Lakewood resident Bob Warfield.

CONSENT AGENDA

1. Approval of Minutes of April 12, 2023, Regular Meeting
2. Approval of April Payroll, Benefits and Vouchers
3. Resolution 2023-11: To Declare Furnishings and Equipment Surplus to Public Service Needs

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

BOARD DEVELOPMENT

Bethel School District and Adjacent Services – Bethel School District Superintendent Tom Seigel shared a presentation depicting the lack of County resources in the Bethel School District.

Library Board Governance and Library Policy Best Practices – WA State Librarian Sara Jones and Library Governance Consultant Carolyn Petersen shared a presentation on the roles and responsibilities of library governing boards, with a focus on policy approval and bylaws.

EXECUTIVE DIRECTOR REPORTS

Executive Director Report – Executive Director Gretchen Caserotti expressed her appreciation to Representative Drew Stokesbary and Eric Robertson in District 31 for their advocacy for the Library's capital projects, with an allotment of over \$2 million in the state's capital budget. These funds will be used for the new Sumner Library project and the Bonnie Lake Library refresh.

The Administrative Team will be attending a full day retreat to consider the Equity, Diversity, and Inclusion (EDI) recommendations and develop the 2024 work plan and budget.

The policy review framework document has been completed and will serve as a reference for staff to understand the guidelines around policy considerations. It will ensure the process is well documented and provides clarity and transparency.

Fundraising Report – The Library received \$53k in donations for Library Giving Day. Executive Director Caserotti expressed her thanks to Library supporters, donors, and the Foundation staff for their efforts. Funds will go toward supporting the Library’s literacy and technology commitments.

Monthly Dashboard – The metrics dashboard will be sunset in its current form and incorporated into the new public services report.

March 2023 Financial Reports – Personnel expenditures are on budget. Facilities maintenance and repairs items will be posted, as issues arise with the aging facilities.

Public Services Reports – Trustees appreciated the new format and were pleased to see increases in youth programs offered and youth attendees. Deputy Director Connie Behe noted that while the Library has not yet met pre-COVID performance metrics, in-person programs have been in effect since October and the increase in service hours will allow the Library to recover.

Trustees expressed a desire to receive a quarterly or annual public services report showing more detail, including how the current metrics relate to pre-pandemic usage. Executive Director Caserotti noted the Library’s annual report includes more comprehensive data and will be shared with the Trustees when completed. She also noted the restructure of the Customer Experience department, as well as upcoming strategic plan work, will help to inform goals and outcomes.

There was discussion around the evolution of promoting the transformative work being done relating to equity, diversity, inclusion, and belonging.

UNFINISHED BUSINESS

Lakewood Libraries Update – Executive Director Caserotti reported staff has been working on the interim Lakewood building and performing the necessary surveys on the existing facility on Wildaire Rd. She commended Regional Services Manager Elysha Ryan, who has been partnering with the Lakewood Historical Society to find ways to honor the legacy of the former Library building.

Sumner Pierce County Library Update – Executive Director Caserotti reported the County unanimously approved the resolution and has filed it with the Elections office. The filing deadline is Friday, May 12, 2023. The County Council only approved the August ballot measure, and efforts are underway to ensure they address the Library’s request for consideration on the November ballot, which has an August deadline.

Executive Director Caserotti noted the Board and the Library must prepare to consider alternative options should the ballot measure fail.

Appoint Committees to Prepare Arguments “For” and “Against” Voter Approval of the Sumner LCFA Ballot Measure – Executive Director Caserotti reported there were three names submitted

to form the "For " committee and none for the "Against" committee. Discussion ensued on both the legal implications and optics of a former director of the Library System being appointed to the committee.

Trustee Jenkins moved 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. Trustee Duncan seconded the motion. Motion carried.

OFFICERS REPORTS

New PCLS Website – Trustees appreciate the new website design, updated content, and the new web address.

ANNOUNCEMENTS

The Summer Reading program launches on June 1, 2023.

Library Trustee Talks virtual sessions are available through the WA State Library.

Executive Director Caserotti reminded Trustees to respond to the poll to share their availability for an in-person study session on First Amendment training in preparation for the policies scheduled for review this year.

Trustee Duncan inquired about the ending of the emergency COVID requirements and any impacts on the Library. Executive Director Caserotti noted the Library has been preparing for the transition and no policy changes are required that impact the Library and staff. She added this topic will be included in an upcoming agenda.

ADJOURNMENT

The meeting was adjourned at 5:13 pm on motion by Trustee Jenkins, seconded by Trustee Sloan.

Gretchen Caserotti, Secretary

Jamilyn Penn, Chair

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

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Electronic Payments - Payroll & Acct Payable		5/5/2023	\$ 975,157.84
Electronic Payments - Payroll & Acct Payable		5/22/2023	\$ 1,008,690.86
Accounts Payable Warrants	704413 - 704552	5/1/2023 - 5/31/2023	\$ 1,594,207.14
Total:			<u>\$ 3,578,055.84</u>

As of 06.01.2023

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@piercecounyalibrary.org
 Comments: 5/5/23 Payroll

Withdrawal Date: 5/5/2023

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	77,444.09
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	63,719.86
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	63,719.86
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	606,096.33
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	13,501.78
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	55,188.11
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	87,117.99
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	5,573.32
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	2,796.50
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	-
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	
Total Deposit						\$ 975,157.84

Certification:

Stacy Karabotsos
 Signature (Department Designee)

5/3/2023
 Date

Comments:

Ad-hoc bank transaction (Withdrawal)

PCL_Company

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

Contact Name: Stacy Karabotsos
 Contact Phone: 253-548-3451
 Contact e-mail: sdkarabotsos@piercecounyalibrary.org
 Comments: 5/22/23 Payroll

Withdrawal Date: 5/22/2023

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	79,840.06
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	65,696.37
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	65,696.37
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	626,360.49
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	13,970.36
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	57,004.07
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	89,866.19
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	5598.32
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	2,796.50
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	1,000.00
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	198.20
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	663.93
Total Deposit						\$ 1,008,690.86

Certification:

Stacy Karabotsos
 Signature (Department Designee)

5/18/2023
 Date

Comments:

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
704413	05/04/2023	PRINTED	341	BAKER & TAYLOR	0.00	6,459.42	05/10/2023
704414	05/04/2023	PRINTED	1789	BARSNESS GROUP	0.00	20,010.00	05/09/2023
704415	05/04/2023	PRINTED	358	BERK CONSULTING INC	0.00	18,423.29	05/11/2023
704416	05/04/2023	PRINTED	638	CITY OF BUCKLEY	0.00	270.59	05/10/2023
704417	05/04/2023	PRINTED	652	CASCADE COMPUTING LLC	0.00	735.00	05/31/2023
704418	05/04/2023	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	780.11	05/10/2023
704419	05/04/2023	PRINTED	998	CINTAS CORPORATION	0.00	390.08	05/12/2023
704420	05/04/2023	PRINTED	124	CONSOLIDATED TECHNOLOGY SERVICES	0.00	587.50	05/12/2023
704421	05/04/2023	PRINTED	455	GORDON THOMAS HONEYWELL LLP	0.00	1,440.00	05/09/2023
704422	05/04/2023	PRINTED	460	GRAY MEDIA PRODUCTIONS LLC	0.00	1,860.00	05/09/2023
704423	05/04/2023	PRINTED	2584	SAM TAIT	0.00	150.00	05/08/2023
704424	05/04/2023	PRINTED	497	HUB INTERNATIONAL	0.00	1,206.00	05/09/2023
704425	05/04/2023	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	311.46	05/10/2023
704426	05/04/2023	PRINTED	704	INNOVATIVE INTERFACES INC	0.00	230,574.34	05/10/2023
704427	05/04/2023	PRINTED	710	IRON MOUNTAIN INC	0.00	457.21	05/10/2023
704428	05/04/2023	PRINTED	2617	ADWOA LEVIN	0.00	117.42	05/30/2023
704429	05/04/2023	PRINTED	26	LINGO	0.00	120.65	05/12/2023
704430	05/04/2023	PRINTED	211	MIDWEST TAPE LLC	0.00	7,358.95	05/12/2023
704431	05/04/2023	PRINTED	216	CITY OF MILTON	0.00	721.90	05/09/2023
704432	05/04/2023	PRINTED	228	MULTICULTURAL BOOKS & VIDEOS	0.00	560.00	05/16/2023
704433	05/04/2023	PRINTED	1081	NASIM LANDSCAPE	0.00	9,506.59	05/09/2023
704434	05/04/2023	PRINTED	2243	GEODESIGN INC	0.00	7,273.75	05/10/2023
704435	05/04/2023	PRINTED	510	OCLC INC	0.00	40.52	05/12/2023
704436	05/04/2023	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	130.00	05/09/2023
704437	05/04/2023	PRINTED	552	PENINSULA LIGHT CO	0.00	988.53	05/09/2023
704438	05/04/2023	PRINTED	776	PUGET SOUND ENERGY	0.00	3,079.53	05/08/2023
704439	05/04/2023	PRINTED	61	RICOH USA INC	0.00	464.71	05/10/2023
704440	05/04/2023	PRINTED	61	RICOH USA INC	0.00	1,238.40	05/11/2023
704441	05/04/2023	PRINTED	85	SARCO SUPPLY LLC	0.00	191.40	05/09/2023
704442	05/04/2023	PRINTED	100	THE SEATTLE TIMES COMPANY	0.00	728.00	05/09/2023
704443	05/04/2023	PRINTED	2097	SENTINEL PEST CONTROL	0.00	384.58	05/15/2023
704444	05/04/2023	PRINTED	2015	WEX BANK	0.00	4,018.80	05/10/2023
704445	05/04/2023	PRINTED	1092	XIOLOGIX LLC	0.00	48,105.26	05/08/2023
704446	05/08/2023	PRINTED	314	AFSCME AFL-CIO	0.00	13,470.36	05/15/2023
704447	05/08/2023	PRINTED	335	AWC EMPLOYEE BENEFIT TRUST	0.00	269,817.74	05/17/2023
704448	05/08/2023	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	2,306.10	05/16/2023
704449	05/08/2023	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	0.00	457.67	05/09/2023
704450	05/12/2023	PRINTED	341	BAKER & TAYLOR	0.00	48,762.25	05/18/2023
704451	05/12/2023	PRINTED	427	BLACKSTONE PUBLISHING	0.00	227.40	05/18/2023
704452	05/12/2023	PRINTED	432	CITY OF BONNEY LAKE , WA	0.00	285.43	05/16/2023
704453	05/12/2023	PRINTED	629	BRIAN DALBALCON PHOTOGRAPHY	0.00	661.80	05/19/2023

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
704454	05/12/2023	PRINTED	2238	BYLINE FINANCIAL GROUP	0.00	454.67	05/22/2023
704455	05/12/2023	PRINTED	2351	C BELL ASSOCIATES	4,700.00	0.00	
704456	05/12/2023	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	223.11	05/18/2023
704457	05/12/2023	PRINTED	2028	DAVIS DOOR SERVICE INC	0.00	1,718.13	05/17/2023
704458	05/12/2023	PRINTED	374	EMPLOYMENT SECURITY DEPARTMENT	0.00	19.50	05/16/2023
704459	05/12/2023	PRINTED	399	CITY OF FIFE	0.00	1,152.10	05/17/2023
704460	05/12/2023	PRINTED	402	FIRGROVE MUTUAL WATER COMPANY	0.00	280.41	05/16/2023
704461	05/12/2023	PRINTED	446	CITY OF GIG HARBOR	0.00	872.21	05/17/2023
704462	05/12/2023	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	161.63	05/16/2023
704463	05/12/2023	PRINTED	1081	NASIM LANDSCAPE	0.00	9,196.04	05/16/2023
704464	05/12/2023	PRINTED	512	OETC	0.00	294.71	05/17/2023
704465	05/12/2023	PRINTED	2514	OMNI YOGA LLC	0.00	625.00	05/17/2023
704466	05/12/2023	PRINTED	520	CITY OF ORTING	0.00	227.25	05/18/2023
704467	05/12/2023	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	130.00	05/16/2023
704468	05/12/2023	PRINTED	531	PAN ASIAN PUBLICATIONS (USA) INC.	0.00	4,200.00	05/17/2023
704469	05/12/2023	PRINTED	1037	PIERCE COUNTY SEWER	0.00	1,021.96	05/18/2023
704470	05/12/2023	PRINTED	776	PUGET SOUND ENERGY	0.00	797.25	05/17/2023
704471	05/12/2023	PRINTED	778	PUGET SOUND SUMI ARTISTS	0.00	200.00	05/31/2023
704472	05/12/2023	PRINTED	782	QUALITY BUSINESS SYSTEMS INC	0.00	1,677.03	05/18/2023
704473	05/12/2023	PRINTED	61	RICOH USA INC	0.00	579.80	05/26/2023
704474	05/12/2023	PRINTED	61	RICOH USA INC	0.00	255.36	05/18/2023
704475	05/12/2023	PRINTED	85	SARCO SUPPLY LLC	0.00	804.09	05/16/2023
704476	05/12/2023	PRINTED	103	SEDGWICK CLAIMS MANAGEMENT SERVICE, INC	0.00	1,819.46	05/18/2023
704477	05/12/2023	PRINTED	2097	SENTINEL PEST CONTROL	0.00	328.60	05/23/2023
704478	05/12/2023	PRINTED	249	SMITH FIRE SYSTEMS INC	0.00	502.99	05/16/2023
704479	05/12/2023	PRINTED	1219	SONITROL PACIFIC	0.00	909.33	05/17/2023
704480	05/12/2023	PRINTED	284	SUMMIT WATER & SUPPLY CO	0.00	422.60	05/18/2023
704481	05/12/2023	PRINTED	605	US BANK	0.00	463,296.98	05/17/2023
704482	05/12/2023	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	2,664.75	05/17/2023
704483	05/12/2023	PRINTED	1092	XIOLOGIX LLC	0.00	75,924.09	05/16/2023
704484	05/19/2023	PRINTED	341	BAKER & TAYLOR	0.00	20,381.61	05/26/2023
704485	05/19/2023	PRINTED	1892	BAY CONCRETE LLC	0.00	6,858.00	05/24/2023
704486	05/19/2023	PRINTED	632	BRODART	0.00	2,450.20	05/25/2023
704487	05/19/2023	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	2,145.06	05/25/2023
704488	05/19/2023	PRINTED	669	CHUCKALS INC	0.00	2,336.35	05/25/2023
704489	05/19/2023	PRINTED	998	CINTAS CORPORATION	780.16	0.00	
704490	05/19/2023	PRINTED	2583	COFFEE DANCE STUDIO	200.00	0.00	
704491	05/19/2023	PRINTED	1001	DATA QUEST LLC	405.00	0.00	
704492	05/19/2023	PRINTED	365	EBSCO	0.00	9,818.00	05/25/2023
704493	05/19/2023	PRINTED	370	ELITE PROPERTY INVESTMENTS LLC	0.00	13,972.50	05/25/2023
704494	05/19/2023	PRINTED	482	HERMANSON COMPANY LLP	0.00	27,902.38	05/23/2023

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
704495	05/19/2023	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	510.29	05/24/2023
704496	05/19/2023	PRINTED	1963	INTERACTIVE SCIENCES INC	0.00	1,677.96	05/25/2023
704497	05/19/2023	PRINTED	2300	KPFF INC	0.00	1,000.00	05/25/2023
704498	05/19/2023	PRINTED	1886	LAMAR COMPANIES	0.00	1,805.00	05/26/2023
704499	05/19/2023	PRINTED	2421	LOTUS SEATTLE GROUP	0.00	3,000.00	05/25/2023
704500	05/19/2023	PRINTED	211	MIDWEST TAPE LLC	0.00	7,755.69	05/26/2023
704501	05/19/2023	PRINTED	227	MOUNTAIN MIST	0.00	28.28	05/23/2023
704502	05/19/2023	PRINTED	531	PAN ASIAN PUBLICATIONS (USA) INC.	0.00	1,400.00	05/31/2023
704503	05/19/2023	PRINTED	2618	PIERCE COUNTY AUDITOR'S OFFICE	0.00	204.50	05/25/2023
704504	05/19/2023	PRINTED	1810	PIERCE COUNTY LIBRARY FOUNDATION	0.00	50.00	05/26/2023
704505	05/19/2023	PRINTED	782	XEROX CORPORATION	0.00	148.11	05/24/2023
704506	05/19/2023	PRINTED	61	RICOH USA INC	0.00	2,205.82	05/24/2023
704507	05/19/2023	PRINTED	61	RICOH USA INC	0.00	4,474.68	05/25/2023
704508	05/19/2023	PRINTED	2625	AMANDA RODRIGUEZ	241.30	0.00	
704509	05/19/2023	PRINTED	2097	SENTINEL PEST CONTROL	0.00	457.52	05/31/2023
704510	05/19/2023	PRINTED	290	SURPRISE LAKE SQUARE LLC	0.00	6,396.80	05/24/2023
704511	05/19/2023	PRINTED	581	TILlicum COMMUNITY SERVICE CEN	0.00	1,728.06	05/26/2023
704512	05/19/2023	PRINTED	811	WCP SOLUTIONS	0.00	3,668.44	05/23/2023
704513	05/22/2023	PRINTED	313	AFLAC	3,505.79	0.00	
704514	05/22/2023	PRINTED	684	COLONIAL SUPPLEMENTAL INSURANC	174.00	0.00	
704515	05/22/2023	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	2,306.10	05/30/2023
704516	05/22/2023	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	0.00	507.67	05/23/2023
704517	05/26/2023	PRINTED	341	BAKER & TAYLOR	12,029.33	0.00	
704518	05/26/2023	PRINTED	642	BUILDINGWORK LLC	24,230.99	0.00	
704519	05/26/2023	PRINTED	2591	CASCADE BICYCLE CLUB	400.00	0.00	
704520	05/26/2023	PRINTED	1036	CATALYST WORKPLACE ACTIVATION	6,251.43	0.00	
704521	05/26/2023	PRINTED	657	CENGAGE LEARNING INC / GALE	2,291.10	0.00	
704522	05/26/2023	PRINTED	2558	CHOE'S MARTIAL ARTS	200.00	0.00	
704523	05/26/2023	PRINTED	998	CINTAS CORPORATION	839.78	0.00	
704524	05/26/2023	PRINTED	2583	COFFEE ENTERTAINMENT LLC	250.00	0.00	
704525	05/26/2023	PRINTED	2028	DAVIS DOOR SERVICE INC	549.24	0.00	
704526	05/26/2023	PRINTED	365	EBSCO	79,465.00	0.00	
704527	05/26/2023	PRINTED	369	EHS-INTERNATIONAL INC	0.00	4,938.75	05/31/2023
704528	05/26/2023	PRINTED	1052	FREEDOM MARTIAL ARTS ACADEMY	300.00	0.00	
704529	05/26/2023	PRINTED	2386	GATEWAY CONSTRUCTION SERVICES INC	9,717.00	0.00	
704530	05/26/2023	PRINTED	703	INGRAM LIBRARY SERVICES	493.41	0.00	
704531	05/26/2023	PRINTED	707	INTRACOMMUNICATION NETWORK SYS	1,525.07	0.00	
704532	05/26/2023	PRINTED	2539	JLO MAGIC & ENTERTAINMENT	0.00	650.00	05/31/2023
704533	05/26/2023	PRINTED	2507	JOAQUIN'S TREE EXPERT COMPANY INC	1,925.00	0.00	
704534	05/26/2023	PRINTED	2378	KANOPY INC	5,600.00	0.00	
704535	05/26/2023	PRINTED	1777	KNOWBE4 INC	8,608.60	0.00	

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
704536	05/26/2023	PRINTED	36	LOGIC INTEGRITY INC	1,520.00	0.00	
704537	05/26/2023	PRINTED	2566	THE MAD POTTER SAVAGE BEAUTI LLC	700.00	0.00	
704538	05/26/2023	PRINTED	203	METROPOLITAN PARKS DISTRICT OF TACOMA	180.00	0.00	
704539	05/26/2023	PRINTED	211	MIDWEST TAPE LLC	4,377.23	0.00	
704540	05/26/2023	PRINTED	228	MULTICULTURAL BOOKS & VIDEOS	480.00	0.00	
704541	05/26/2023	PRINTED	2425	NATIONAL CONSTRUCTION RENTALS INC	0.00	591.36	05/31/2023
704542	05/26/2023	PRINTED	512	OETC	543.44	0.00	
704543	05/26/2023	PRINTED	2514	OMNI YOGA LLC	0.00	500.00	05/31/2023
704544	05/26/2023	PRINTED	776	PUGET SOUND ENERGY	0.00	3,380.05	05/31/2023
704545	05/26/2023	PRINTED	61	RICOH USA INC	0.00	304.39	05/31/2023
704546	05/26/2023	PRINTED	85	SARCO SUPPLY LLC	0.00	659.10	05/31/2023
704547	05/26/2023	PRINTED	2097	SENTINEL PEST CONTROL	305.76	0.00	
704548	05/26/2023	PRINTED	2555	SS LANDSCAPING SERVICES INC	0.00	6,208.94	05/31/2023
704549	05/26/2023	PRINTED	602	UNIVERSITY OF PUGET SOUND	500.00	0.00	
704550	05/26/2023	PRINTED	672	CITY OF UNIVERSITY PLACE	105.11	0.00	
704551	05/26/2023	PRINTED	2611	LOIS YOSHIDA	200.00	0.00	
704552	05/26/2023	PRINTED	2008	ZPROCIS SOLUTIONS INC	2,760.00	0.00	
					176,353.74	1,417,853.40	1,594,207.14

MEMO



Date: May 15, 2023

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

From: Kristina Cintron, Facilities & Capital Projects Director

Subject: Door Replacements at Five Locations

Many of our current sliding doors were installed as part of the original construction of the buildings, and replacement parts are outdated and hard to locate. They require constant maintenance and repair, creating an inconvenience to customers. When the doors are inoperable during business hours, we have to prop them open, causing security issues and inefficient HVAC operations. This project will replace our public entry sliding doors at five locations with hinged doors (with automatic door operators) to lower the overall maintenance downtime and increase customer accessibility.

Locations with the greatest immediate needs are the Administrative Center and the Gig Harbor, South Hill, Steilacoom, and Key Center libraries. As part of this project, we will be installing two door operators for the existing hinged doors in Key Center's Health Care Facility, a tenant from the original HUD project several decades ago. The Library owns the building and is responsible for the core and shell, and the Health Center needs improved accessibility due to the doors being difficult to open for seniors. This improvement is consistent with most other doors at Library-owned facilities.

We had budgeted \$100,000 in the Capital Improvements Plan for this project. Due to the high cost of materials and labor in current markets, the bid received for this scope of work was \$398,138 plus tax. We seek your approval to enter into agreement with Westmark Construction, Inc. for this work in an amount not to exceed \$440,000, which includes tax. Because this amount exceeds \$150,000, Board approval is required.

Upon ratification of an agreement, we anticipate this work to be completed by spring 2024.

ACTION: Approve a purchase order in the amount not to exceed \$440,000 with Westmark Construction, Inc. to perform the work stated.

Executive Director Report (Routine Reports)

MEMO



Date: June 7, 2023

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

From: Gretchen Caserotti, Executive Director

Subject: Executive Director Report

While the Legislature adjourned Sine Die as planned on April 24, 2023, they did reconvene in a Special Session for one-day May 16, 2023, specifically and exclusively to address a drug possession bill. The compromise Senate Bill 5536 was passed by both the House and Senate and is expected to receive the Governor's signature. The bill sets the penalty for possession of controlled substances as a gross misdemeanor, creates a system for a pre-trial diversion program to get people into treatment and criminalizes using drugs in public. While the bill does not directly affect public libraries, it is important we are aware of laws pertaining to drug use in public. We will continue monitoring this bill's impact on law enforcement response to such activity reports in Pierce County Libraries.

2024 is an election year and there may be many shifts in elected positions at the state level from the Governor's office to Legislative District Representatives. I sent a letter of congratulations to Representative Drew Stokesbary (31) who was recently elected to the House Republican Leadership role. Representative Stokesbary helped champion our state capital budget funding requests. I am reaching out to the state representatives in our districts with an invitation for them to host Town Halls in Pierce County Library meeting rooms to connect with their constituents through the rest of the calendar year. Having strong relationships with our elected officials at various levels of government is a priority for me.

I often have the opportunity to engage with Pierce County elected officials when attending community events. In late May, I attended the Puyallup Sumner Chamber of Commerce Economic Development Luncheon where we heard from economic experts about the potential impending recession. We also heard about the strength of our local economy here in Pierce County that defies national trends relating to growth, wages, and housing. At the time of the luncheon, the Congressional debt default was still looming. We are all relieved that as of this report writing, an agreement was reached, and the debt ceiling lifted, staving off a projected economic catastrophe.

We continue to make strong efforts to engage and inform residents and the business community in Sumner about the proposed ballot measure to build a new library in Sumner. Our presence at these events allows us to meet key community leaders and develop relationships. Marketing and Communications Director Mary Getchell presented at the Government Affairs Committee of the Puyallup Sumner Chamber on June 6, 2023, and we are scheduled at several other meetings and community presentations. I invite Trustees to join us for the Open Houses scheduled for June 28th at the Sumner Library. Many thanks to Regional Services Manager Jasmine Tran for her assistance in attending numerous community events in Sumner.

A Request for Qualifications (RFQ) for building condition assessments was just issued and I am nearly finished with the RFQ for the Master Facility Planning projected for 2024. An RFQ will follow for strategic planning consultant services as well. Both projects are included in the budget development process and the 2024 workplan draft recently developed.

We are busy wrapping up 2022, including finalizing and submitting the State Auditor's annual financial report and preparing the PCLS Annual Report that gets shared out to elected officials in our District. Copies of both will be provided to the Trustees when they are completed.

Summer Reading kicked off June 1 and we are excited to see all the fun activities happening in our branches in the next three months. Aware of some cultural sensitivities around library collections, our staff has prepared a brochure to help parents select materials for their own children from the library. The brochure is available in both physical and digital formats and we are preparing staff with training on how to respond to complaints about materials in our collections or displays. Especially important during June, Pride Month, when we expect to hear more complaints than usual, given recent national occurrences.

PCLS values equity, diversity, and inclusion and supports LGBTQIA+ and BIPOC patrons, staff, and communities in June and all year round. The Administrative Team recently reviewed recommendations from staff-led EDI Pillar Teams and has incorporated many into the 2024 work plan draft. In addition to the Pillar Team recommendations, there are many ways that EDI work is being performed at PCLS. We will be sharing communications with the staff later in June and will highlight the recommendations incorporated in our budget and work planning process in the coming months.

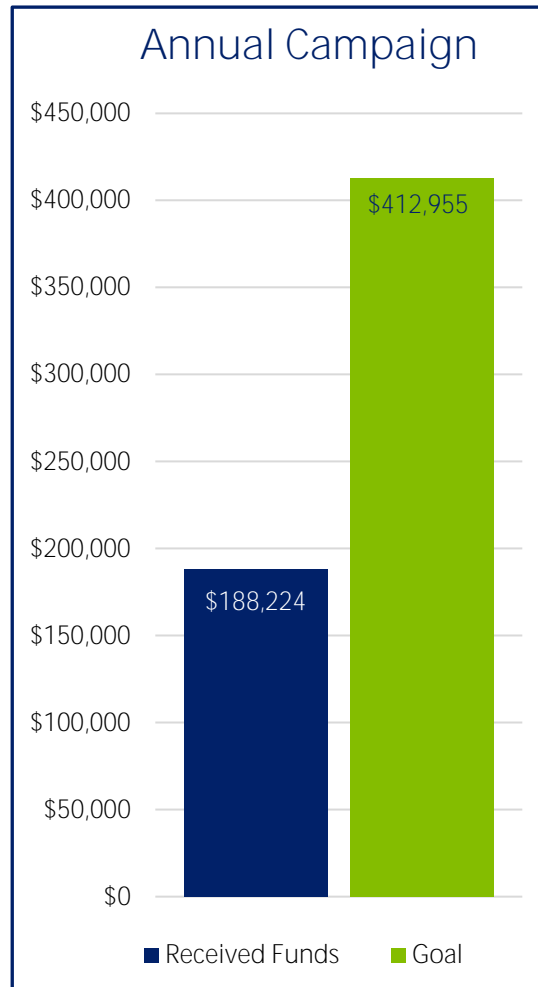
As I reach my one-year work anniversary here at PCLS, I am feeling grounded in my understanding of the organization, the diverse community we serve, the institutional and external challenges we are facing, and I am ready to dig into the level of work needed to move our organization forward into the next chapter of our story. I am proud of what we have been able to accomplish to simplify, stabilize, and prioritize service and will continue to prioritize those activities while we undergo major strategic planning next year.



Fundraising Performance Dashboard



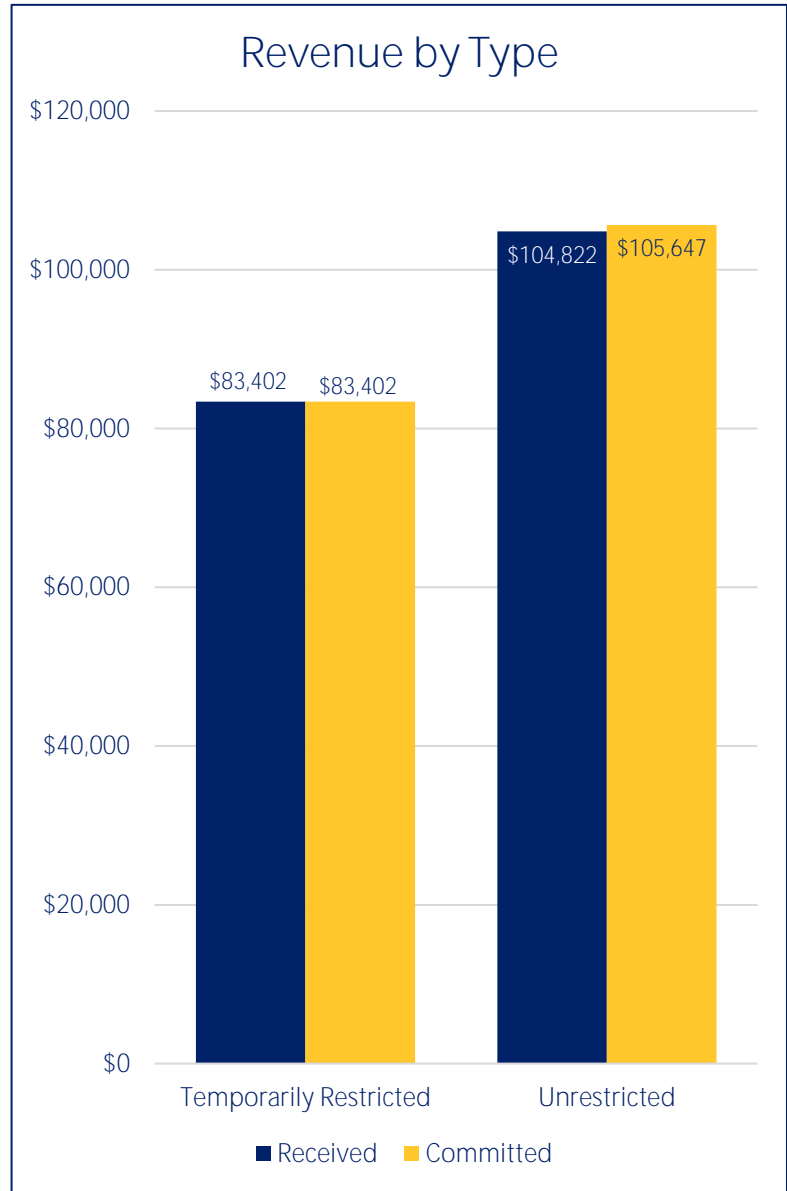
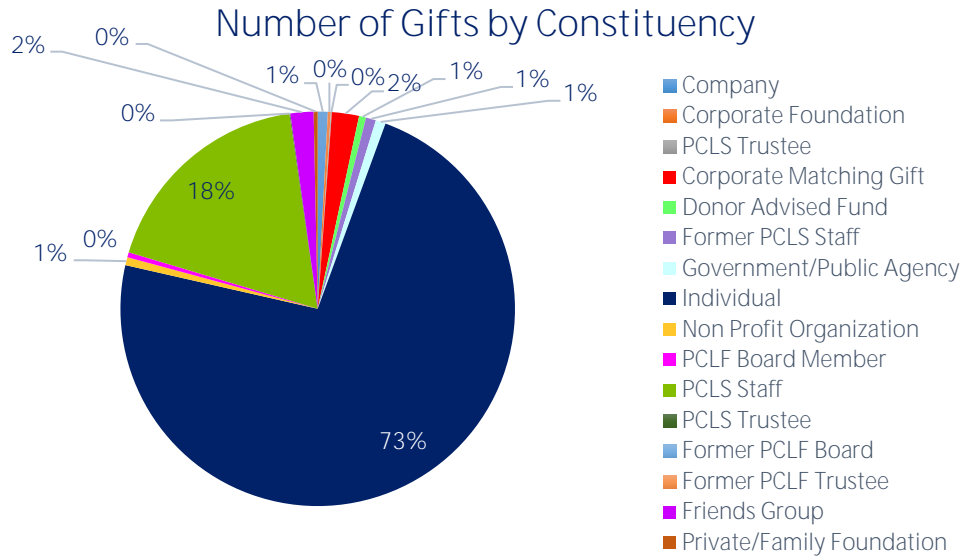
Goal = PCLS/Foundation annual agreement



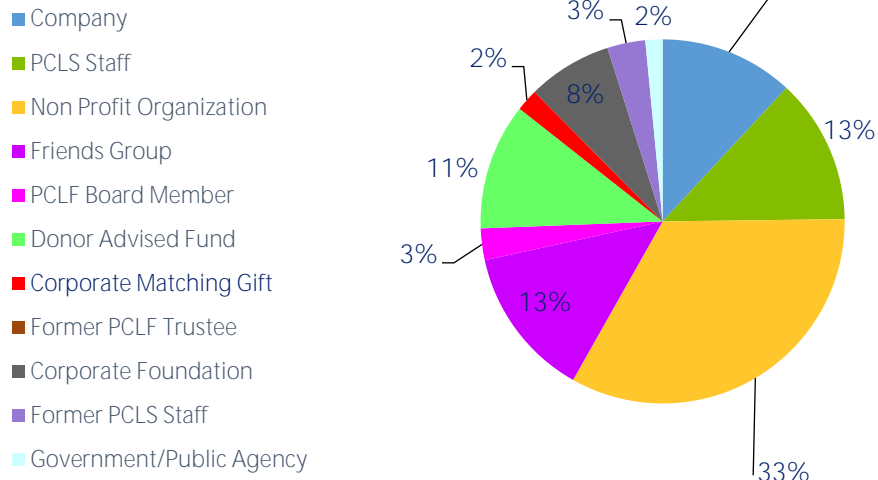
Goal = Annual Campaign Goal (\$310,000) + Foundation budget (\$102,955)



Annual Campaign Statistics



Gift Revenue by Constituency



Annual Campaign Donors by Lifecycle Status

Continuing Individual donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
417	39.56%	\$73,157	25.23%	637	\$98,387

Continuing Corporate/Foundation donors - Year to date

# of Donors	Donor rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
15	19.74%	\$42,497	97.29%	61	\$56,059

Continuing Individual donors - First year donor

# of Donors	Donor rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
26	16.77%	\$2,668	0.44%	129	\$11,191

Continuing Corporate/Foundation donors - First year donor

# of Donors	Donor rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
2	6.06%	\$26,175	15.42%	31	\$19,951

New Individual donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate		
60	2.37%	\$3,462	20.82%		

New Corporate/Foundation donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate		
8	5.71%	\$22,378	31.63%		

Returning Individual donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate		
123	8.70%	\$12,204	51.00%		

Returning Corporate/Foundation donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate		
6	10.30%	\$61,645	681.20%		

Updates

What's going well

- Annual Campaign: preparation for 5th Annual Trivia BEE
- Board recruitment: 3 candidates have been unanimously elected onto Foundation Board
- Extension granted from Elevate Health / OnePierce for capital campaign grant

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

Monthly Financial Reports

April 30, 2023

Prepared By: Mary Stimson, Finance Director

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

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

General Fund

April

- **535055. Includes payment for annual renewal of cybersecurity software for antivirus on our computers and servers**
- **541000. Includes payment for DEI consulting services**
- **548000. Includes payment for installing razor and barbwire around perimeter of the Administrative Center Library**
- **549030. Includes payment for property assessments (not property tax) for our properties to Pierce County**

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

April

- **541060. Payment to BuildingWork for work on the design process with Modern Building Services for the Interim Lakewood Library**

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-April

- **No activity.**

Election Fund

January-April

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

Property & Facility Fund

January-April

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

Levy Sustainability Fund

January-April

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

Debt Service Fund

January-April

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

US BANK Clearing Distributions

<u>2023</u>	<u>Original Payment</u>	<u>General Fund Posting</u>	<u>Capital Fund Posting</u>	<u>Outstanding*</u>
January	\$ 178,192.66	\$ 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	\$ 413,814.03	\$ 411,816.53	\$ 2,616.13	\$ (618.63)
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 -
	\$ 1,115,901.70	\$ 1,112,423.15	\$ 4,646.08	\$ (1,167.53)

2022 is fully reconciled, as per below.

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

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

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

**PIERCE COUNTY LIBRARY SYSTEM
STATEMENT OF FINANCIAL POSITION
April 30, 2023**

	GENERAL FUND	SPECIAL PURPOSE FUND	LEVY SUSTAINABILITY FUND	ELECTION FUND	PROPERTY AND FACILITY FUND	DEBT SERVICE FUND	CAPITAL IMPROVEMENT PROJECTS FUND	TOTAL ALL FUNDS
ASSETS								
Current Assets								
Cash	\$ 17,836,448	\$ -	\$ 152,669	\$ 13,526	\$ 28,718	\$ 1,104	\$ 339,033	\$ 18,371,499
Investments	\$ 2,513,165	\$ -	\$ 12,969,253	\$ 1,141,764	\$ 2,437,087	\$ 90,333	\$ 7,990,978	\$ 27,142,580
Other Receivables	\$ (480)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (480)
Accrued Interest on Investments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Assets	\$ 20,349,133	\$ -	\$ 13,121,922	\$ 1,155,290	\$ 2,465,805	\$ 91,437	\$ 8,330,011	\$ 45,513,598
TOTAL ASSETS	\$ 20,349,133	\$ -	\$ 13,121,922	\$ 1,155,290	\$ 2,465,805	\$ 91,437	\$ 8,330,011	\$ 45,513,598
LIABILITIES								
Current Liabilities								
Warrants Payable*	\$ 1,233	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,233
Sales Tax Payable*	\$ 2,167	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,167
Payroll Payable	\$ 153,846	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 153,846
US Bank Payable*	\$ (3,479)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,646	\$ 1,168
Total Current Liabilities	\$ 153,767	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,646	\$ 158,413
TOTAL LIABILITIES	\$ 153,767	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,646	\$ 158,413
FUND BALANCE								
Reserve for Encumbrances	\$ 1,584,072	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 787,648	\$ 2,371,720
Levy Sustainability	\$ -	\$ -	\$ 12,921,184	\$ -	\$ -	\$ -	\$ -	\$ 12,921,184
Election Set-Aside	\$ -	\$ -	\$ -	\$ 1,137,624	\$ -	\$ -	\$ -	\$ 1,137,624
Land/Property/Facility Set-Aside	\$ -	\$ -	\$ -	\$ -	\$ 4,428,151	\$ -	\$ -	\$ 4,428,151
Unreserved Fund Balance	\$ 18,611,293	\$ -	\$ 200,738	\$ 17,666	\$ (1,962,346)	\$ 91,437	\$ 7,537,717	\$ 24,496,505
TOTAL FUND BALANCE	\$ 20,195,365	\$ -	\$ 13,121,922	\$ 1,155,290	\$ 2,465,805	\$ 91,437	\$ 8,325,365	\$ 45,355,185
TOTAL LIABILITIES & FUND BALANCE	\$ 20,349,133	\$ -	\$ 13,121,922	\$ 1,155,290	\$ 2,465,805	\$ 91,437	\$ 8,330,011	\$ 45,513,598
<hr/>								
BEGINNING FUND BALANCE, 01/01/23	\$ 12,063,142	\$ -	\$ 12,921,185	\$ 1,137,625	\$ 2,428,152	\$ 90,114	\$ 8,934,433	\$ 37,574,651
YTD Revenue	\$ 20,390,002	\$ -	\$ 200,737	\$ 17,665	\$ 37,653	\$ 1,323	\$ 169,937	\$ 20,817,317
Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
YTD Expenditures	\$ (12,257,778)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (779,005)	\$ (13,036,783)
ENDING FUND BALANCE, 04/30/23	\$ 20,195,365	\$ -	\$ 13,121,922	\$ 1,155,290	\$ 2,465,805	\$ 91,437	\$ 8,325,365	\$ 45,355,185
TAXES RECEIVABLE	\$ 24,983,590	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,983,590

**PIERCE COUNTY LIBRARY SYSTEM
COMPARATIVE STATEMENT OF FINANCIAL POSITION
General Fund as of April 30, 2023**

	<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>HISTORICAL</i> 3/31/2023	<i>CURRENT</i> 4/30/2023
ASSETS												
Current Assets												
Cash	\$ 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	\$ 17,836,448
Investments	\$ 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	\$ 2,513,165
Accrued Interest on Investments	\$ 3,604	\$ 3,698	\$ 3,653	\$ 3,577	\$ 3,577	\$ 3,577	\$ -	\$ 869	\$ -	\$ -	\$ -	\$ -
Other Receivables	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (480)	\$ (480)	\$ (480)	\$ (480)
Total Current Assets	\$ 18,813,211	\$ 16,120,405	\$ 13,391,917	\$ 10,950,336	\$ 8,305,573	\$ 21,226,924	\$ 19,403,589	\$ 12,096,565	\$ 9,597,240	\$ 7,242,469	\$ 6,519,368	\$ 20,349,133
TOTAL ASSETS	\$ 18,813,211	\$ 16,120,405	\$ 13,391,917	\$ 10,950,336	\$ 8,305,573	\$ 21,226,924	\$ 19,403,589	\$ 12,096,565	\$ 9,597,240	\$ 7,242,469	\$ 6,519,368	\$ 20,349,133
LIABILITIES												
Current Liabilities												
Warrants Payable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 971	\$ 1,863	\$ 12,628	\$ 143,430	\$ 1,233
Sales Tax Payable	\$ 179	\$ 296	\$ 390	\$ 531	\$ 637	\$ 765	\$ 880	\$ 92	\$ 2,783	\$ 416	\$ 1,515	\$ 2,167
Payroll Payable	\$ (359)	\$ (359)	\$ (359)	\$ (359)	\$ (359)	\$ (359)	\$ 92	\$ 1,063	\$ 151,879	\$ 185,235	\$ 212,126	\$ 153,846
US Bank	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (25,878)	\$ (34,695)	\$ (1,481)	\$ (3,479)
Total Current Liabilities	\$ (180)	\$ (64)	\$ 30	\$ 172	\$ 277	\$ 406	\$ 972	\$ 1,063	\$ 130,647	\$ 163,585	\$ 355,590	\$ 153,767
TOTAL LIABILITIES	\$ (180)	\$ (64)	\$ 30	\$ 172	\$ 277	\$ 406	\$ 972	\$ 1,063	\$ 130,647	\$ 163,585	\$ 355,590	\$ 153,767
FUND BALANCE												
Reserve for Encumbrance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,194,994	\$ 1,207,304	\$ 1,384,188	\$ 1,584,072
Unreserved Fund Balance	\$ 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	\$ 18,611,293
TOTAL FUND BALANCE	\$ 18,813,391	\$ 16,120,469	\$ 13,391,887	\$ 10,950,164	\$ 8,305,296	\$ 21,226,518	\$ 19,402,617	\$ 12,095,501	\$ 9,466,593	\$ 7,078,885	\$ 6,163,778	\$ 20,195,365
TOTAL LIABILITIES & FUND BALANCE	\$ 18,813,211	\$ 16,120,405	\$ 13,391,917	\$ 10,950,336	\$ 8,305,573	\$ 21,226,924	\$ 19,403,589	\$ 12,096,565	\$ 9,597,240	\$ 7,242,469	\$ 6,519,368	\$ 20,349,133
PROPERTY TAXES RECEIVABLE	\$ 20,427,400	\$ 20,210,428	\$ 20,063,192	\$ 19,858,561	\$ 19,240,444	\$ 3,341,795	\$ 936,477	\$ 763,772	\$ 45,031,416	\$ 44,181,340	\$ 42,281,228	\$ 24,983,590

**PIERCE COUNTY LIBRARY SYSTEM
STATEMENT OF REVENUE & EXPENDITURES
For the Period Ending April 30, 2023**



GENERAL FUND - 001	2023 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ 42,972,200	\$ 20,276,418	\$ -	\$ 22,695,782	47%
Other Revenue	\$ 1,109,500	\$ 113,584	\$ -	\$ 995,916	10%
TOTAL REVENUE	\$ 44,081,700	\$ 20,390,002	\$ -	\$ 23,691,698	46%
EXPENDITURES					
Personnel/Taxes and Benefits	\$ 31,074,962	\$ 9,338,702	\$ -	\$ 21,736,260	30%
Materials	\$ 4,535,800	\$ 1,001,722	\$ -	\$ 3,534,078	22%
Maintenance and Operations	\$ 8,470,938	\$ 1,917,354	\$ 1,358,652	\$ 5,194,932	39%
Transfers Out & Reserves	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ 44,081,700	\$ 12,257,778	\$ 1,358,652	\$ 30,465,270	31%
Excess/(Deficit)		\$ 8,132,224			
Additional Transfers Out		-			
NET EXCESS (DEFICIT)		\$ 8,132,224			

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

CAPITAL IMPROVEMENT PROJECTS FUND - 301	2023 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ 6,508,000	\$ -	\$ -	\$ 6,508,000	0%
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Other Revenue	\$ -	\$ 169,937	\$ -	\$ (169,937)	-
TOTAL REVENUE	\$ 6,508,000	\$ 169,937	\$ -	\$ 6,338,063	3%
EXPENDITURES					
Capital Improvement Projects	\$ 6,508,000	\$ 779,005	\$ 211,529	\$ 5,517,466	15%
TOTAL EXPENDITURES	\$ 6,508,000	\$ 779,005	\$ 211,529	\$ 5,517,466	15%
Excess/(Deficit)		\$ (609,068)			
Additional Transfers In		-			
NET EXCESS (DEFICIT)		\$ (609,068)			

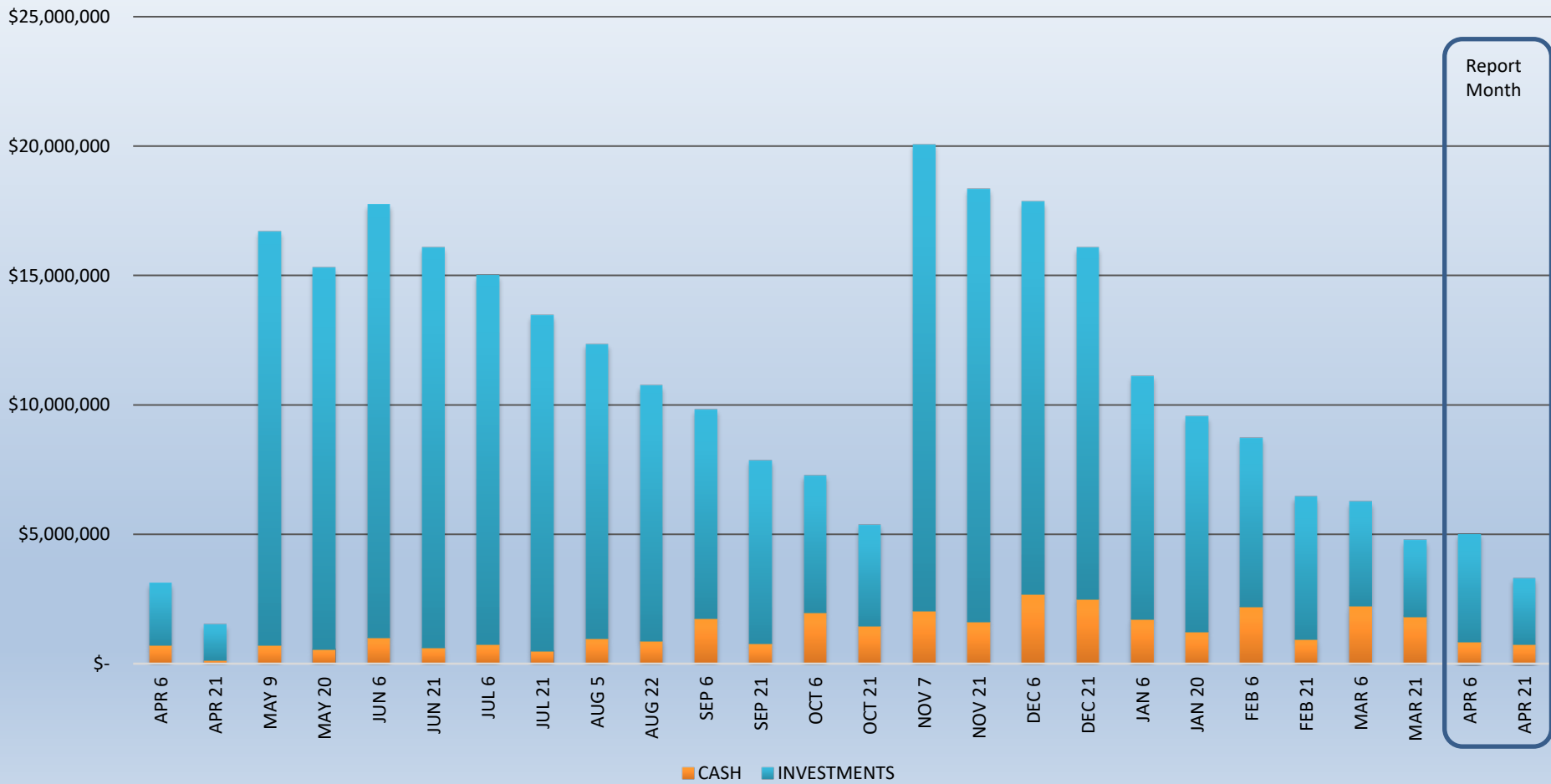
LEVY SUSTAINABILITY FUND - 102	2023 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 200,737	\$ -	\$ (200,737)	-
TOTAL REVENUE	\$ -	\$ 200,737	\$ -	\$ (200,737)	-
EXPENDITURES					
Levy Sustainability Transfers	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 200,737			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ 200,737			

DEBT SERVICE FUND - 201	2023 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Investment Income	\$ -	\$ 1,323	\$ -	\$ (1,323)	-
TOTAL REVENUE	\$ -	\$ 1,323	\$ -	\$ (1,323)	-
EXPENDITURES					
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
NET EXCESS (DEFICIT)		\$ 1,323			

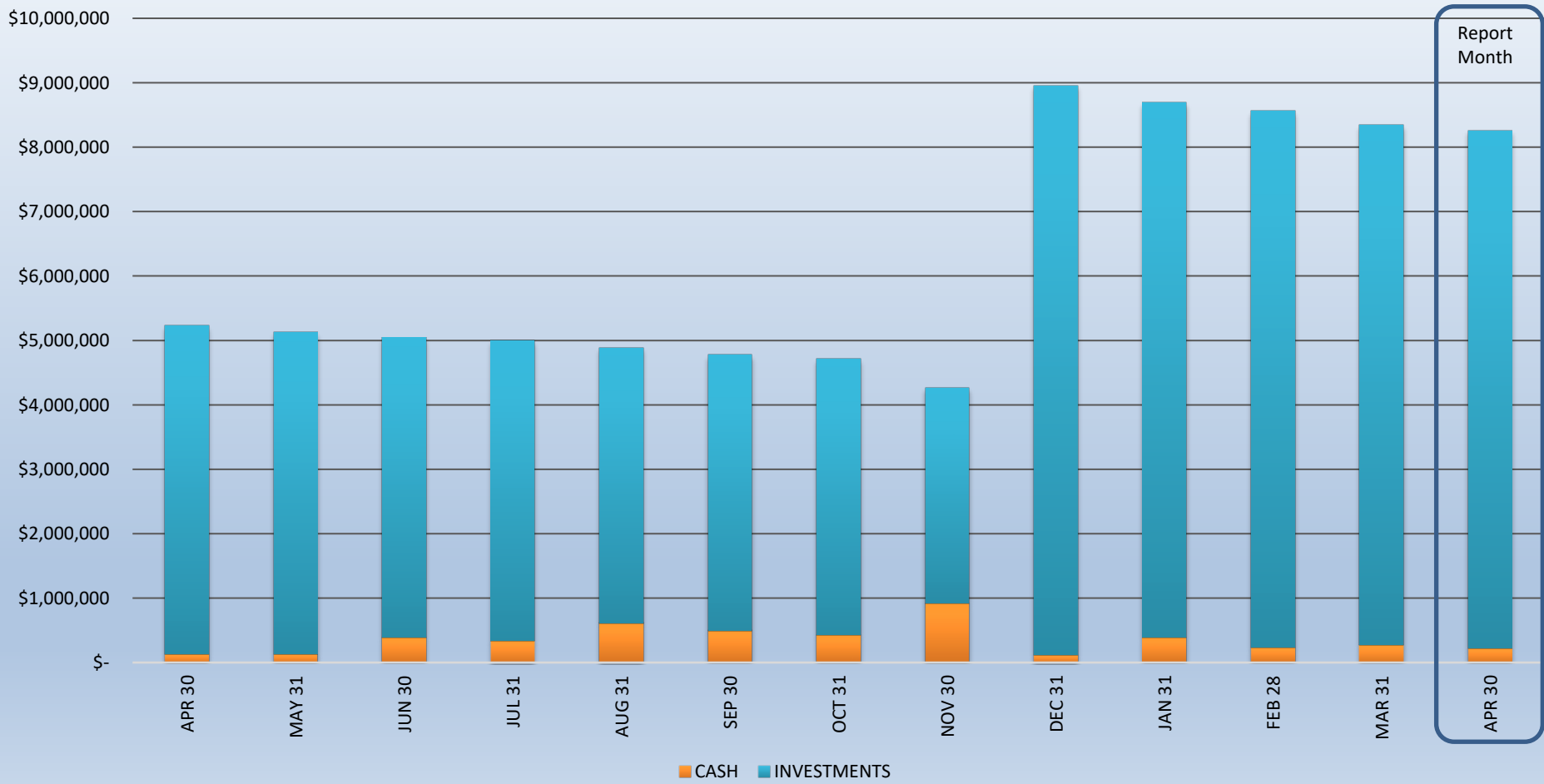
ELECTION FUND - 103	2023 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 17,665	\$ -	\$ (17,665)	-
TOTAL REVENUE	\$ -	\$ 17,665	\$ -	\$ (17,665)	-
EXPENDITURES					
Election Costs	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 17,665			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ 17,665			

PROPERTY AND FACILITY FUND - 104	2023 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 37,653	\$ -	\$ (37,653)	-
TOTAL REVENUE	\$ -	\$ 37,653	\$ -	\$ (37,653)	-
EXPENDITURES					
Property and Facilities	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 37,653			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ 37,653			

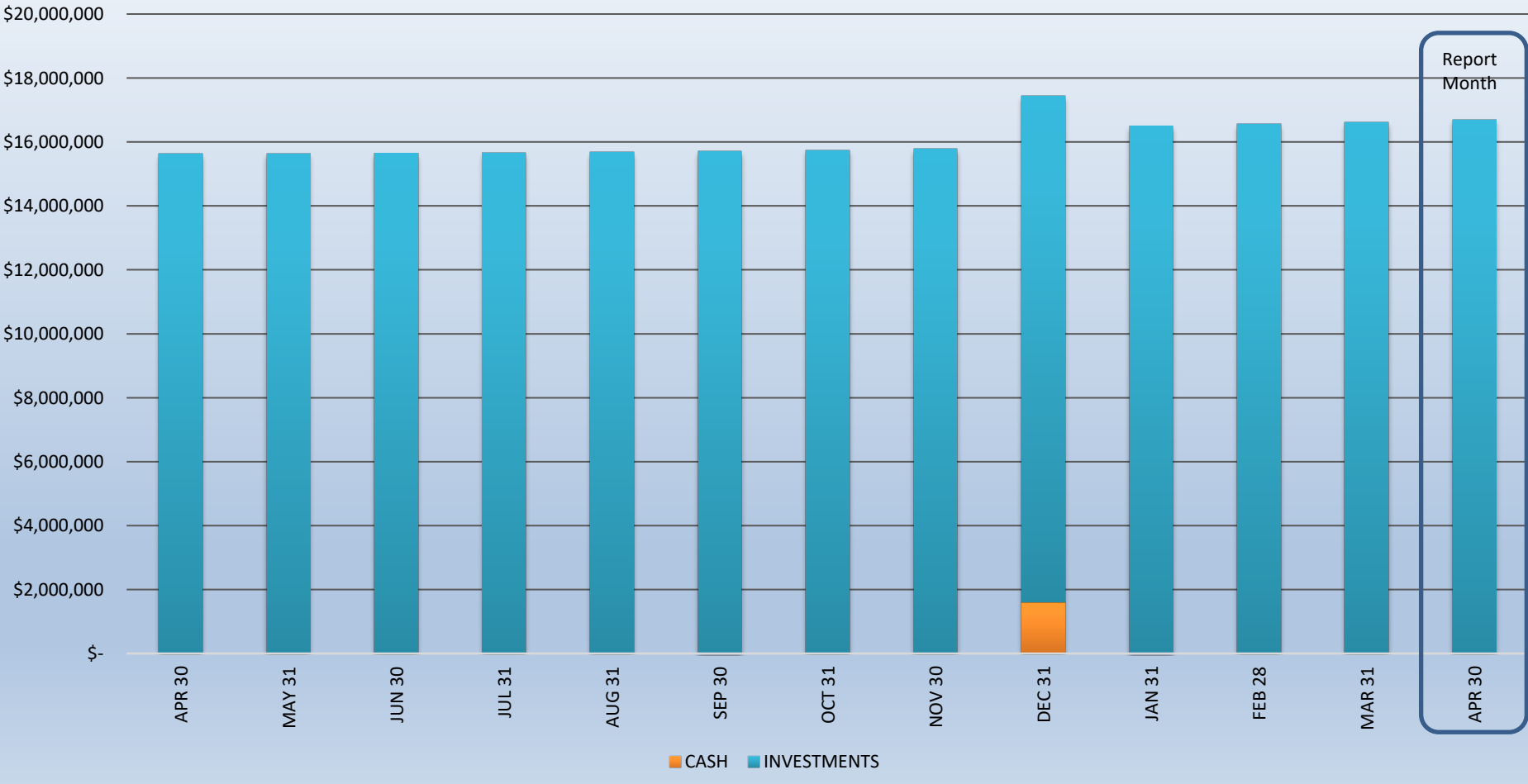
**CASH & INVESTMENTS - SEMI-MONTHLY
2023 - GENERAL FUND
- 13 MONTHS MOVING -**



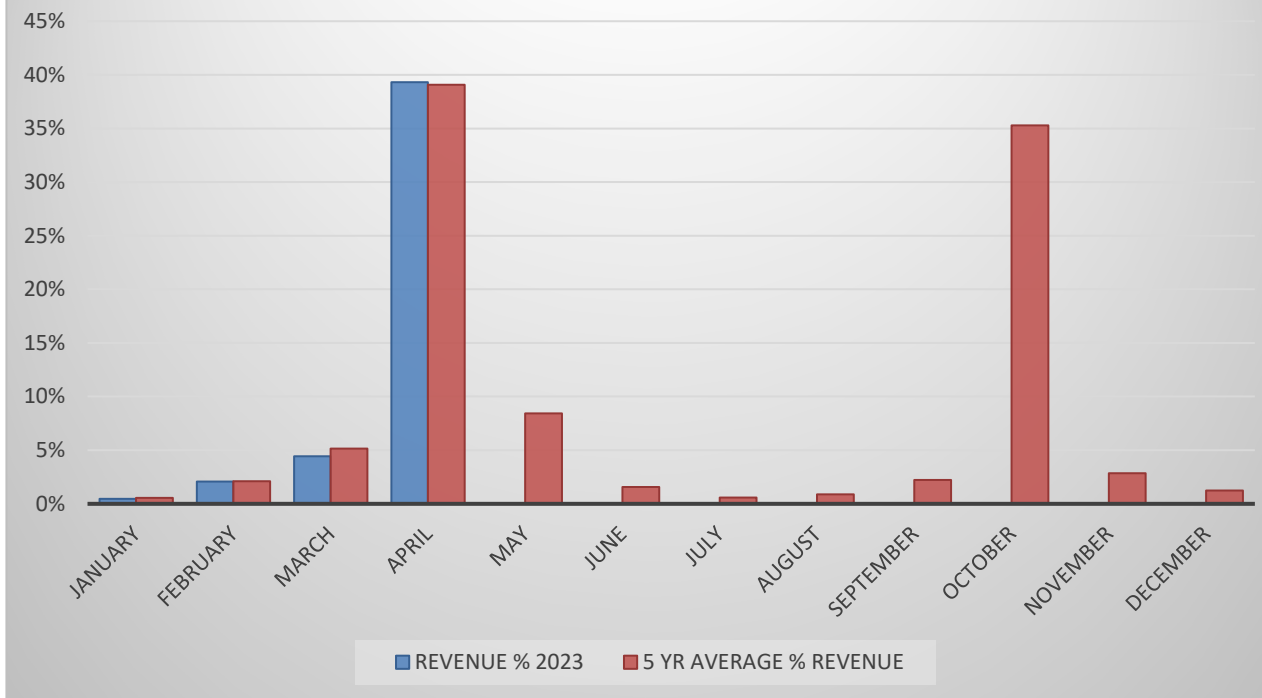
CASH & INVESTMENTS - MONTHLY 2023 - CAPITAL IMPROVEMENT FUND - 13 MONTHS MOVING -



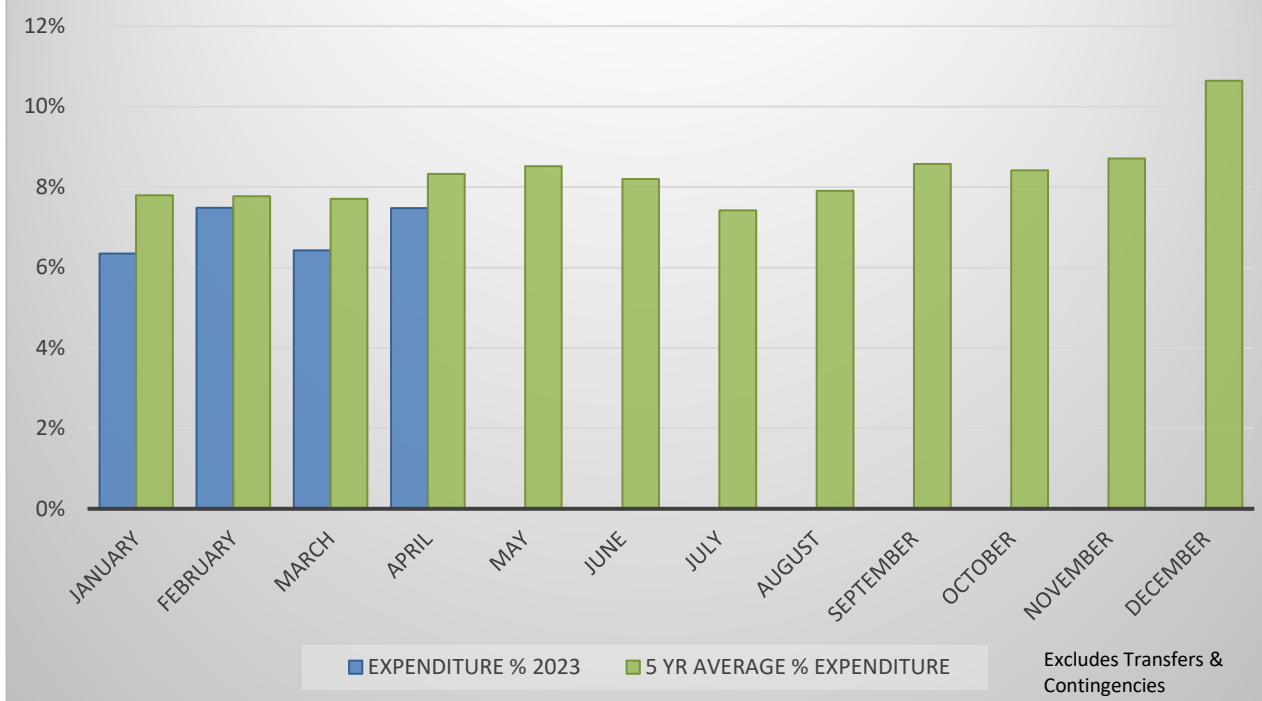
**CASH & INVESTMENTS - MONTHLY
2023 - SPECIAL REVENUE FUNDS COMBINED
- 13 MONTHS MOVING -**



GENERAL FUND - REVENUE TREND (%) THROUGH APRIL 2023



GENERAL FUND - EXPENDITURE TREND (%) THROUGH APRIL 2023



YEAR-TO-DATE BUDGET REPORT

FOR 2023 04

ACCOUNTS FOR: 001	GENERAL FUND							
ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED		
01 TAXES								
311110 PROPERTY TAX--CURRENT								
-41,877,300.00	-41,877,300.00	-19,821,200.86	-17,228,218.32	0.00	-22,056,099.14	47.3%		
311120 PROPERTY TAX--DELINQUENT								
-530,900.00	-530,900.00	-266,983.67	-54,727.00	0.00	-263,916.33	50.3%		
311121 PROPERTY TAX--KING COUNTY								
-60,000.00	-60,000.00	-23,928.70	-22,641.40	0.00	-36,071.30	39.9%		
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	-16,535.65	-833.53	0.00	-3,464.35	82.7%		
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	-20,128,648.88	-17,306,420.25	0.00	-22,428,551.12	47.3%		
02 CHARGES OTHER								
335023 DNR TIMBER TRUST 2								
0.00	0.00	-12,521.29	-433.93	0.00	12,521.29	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	0.00	0.00	75.48	100.0%		
347901 COPIER FEES								
0.00	0.00	-64.91	-4.55	0.00	64.91	100.0%		
347902 PRINTER FEES								
0.00	0.00	-6,657.87	-1,214.05	0.00	6,657.87	100.0%		
359000 LIBRARY FINES								
-10,000.00	-10,000.00	-11,738.32	-2,136.11	0.00	1,738.32	117.4%		
361100 INVESTMENT EARNINGS								
-400,000.00	-400,000.00	-87,089.85	-12,292.04	0.00	-312,910.15	21.8%		
361430 INTEREST INCOME--CONTRACTS &								
0.00	0.00	-330.42	-116.58	0.00	330.42	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 04

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		-569.27	-649.66	0.00	-309,430.73	.2%
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	0.00	0.00	7,020.81	451.0%
369101	SALE OF SURPLUS--MATERIALS							
	-4,000.00	-4,000.00		-13,337.95	0.00	0.00	9,337.95	333.4%
369200	FOUND MONEY							
	0.00	0.00		-317.55	-41.34	0.00	317.55	100.0%
369910	MISCELLANEOUS OTHER							
	0.00	0.00		-3,483.61	-1,634.23	0.00	3,483.61	100.0%
369911	PAYMENT FOR LOST MATERIALS							
	-10,000.00	-10,000.00		-649.24	-65.98	0.00	-9,350.76	6.5%
369912	JURY DUTY REIMBURSEMENT							
	0.00	0.00		-120.00	0.00	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	0.00	0.00	-49,376.71	34.2%
395100	PROCEEDS FROM SALES OF CAPITA							
	0.00	0.00		-47,827.47	-1,657.42	0.00	47,827.47	100.0%
	TOTAL CHARGES OTHER							
	-1,524,500.00	-1,524,500.00		-261,352.65	-20,245.89	0.00	-1,263,147.35	17.1%

03 SALARIES AND WAGES

511000	SALARIES AND WAGES							
	23,800,000.00	23,800,000.00		6,947,245.00	1,752,233.22	0.00	16,852,755.00	29.2%
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		3,657.18	507.29	0.00	28,342.82	11.4%
511007	SHIFT DIFFERENTIAL							
	200,000.00	200,000.00		41,661.90	11,427.02	0.00	158,338.10	20.8%
511009	TUITION ASSISTANCE							
	12,000.00	12,000.00		3,311.63	3,160.93	0.00	8,688.37	27.6%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 04

ACCOUNTS FOR: 001	GENERAL FUND		YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
ORIGINAL APPROP	REVISED BUDGET						
512000 OVERTIME WAGES							
67,000.00	67,000.00		108.35	24.02	0.00	66,891.65	.2%
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		6,995,984.06	1,767,352.48	0.00	16,415,873.94	29.9%
04 PERSONNEL BENEFITS							
520010 FICA							
1,830,000.00	1,830,000.00		518,454.82	131,128.49	0.00	1,311,545.18	28.3%
520020 MEDICAL INSURANCE							
3,054,000.00	3,054,000.00		951,185.40	264,794.81	0.00	2,102,814.60	31.1%
520021 DENTAL INSURANCE							
260,000.00	260,000.00		71,420.29	17,927.38	0.00	188,579.71	27.5%
520022 LIFE AND DISABILITY INSURANCE							
79,000.00	79,000.00		29,611.87	7,554.59	0.00	49,388.13	37.5%
520023 INDUSTRIAL INSURANCE							
151,000.00	151,000.00		43,322.32	11,820.31	0.00	107,677.68	28.7%
520030 RETIREMENT							
2,431,000.00	2,431,000.00		705,774.13	179,977.86	0.00	1,725,225.87	29.0%
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		15,193.76	3,848.65	0.00	39,806.24	27.6%
520091 OTHER BENEFIT							
31,000.00	31,000.00		4,259.05	975.50	0.00	26,740.95	13.7%
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		2,342,717.64	618,027.59	0.00	5,320,386.36	30.6%
05 SUPPLIES EXPENSES							
531000 OFFICE/OPERATING SUPPLIES--DE							
127,350.00	121,350.00		23,238.25	5,540.04	15,585.36	82,526.39	32.0%
531002 OFFICE/OPERATING SUPPLIES--SU							
91,500.00	91,500.00		17,117.55	3,470.33	14,350.03	60,032.42	34.4%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 04

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		16,029.09	2,330.67	0.00	171,970.91	8.5%
531010 CUSTODIAL SUPPLIES	110,000.00	110,000.00		50,743.22	9,663.89	49,121.76	10,135.02	90.8%
531020 MAINTENANCE SUPPLIES	35,000.00	35,000.00		21,727.12	2,673.02	0.00	13,272.88	62.1%
531030 MATERIAL PROCESSING SUP	17,600.00	17,600.00		3,260.82	0.00	2,221.40	12,117.78	31.1%
531040 TRAINING SUPPLIES	1,000.00	1,000.00		958.52	0.00	0.00	41.48	95.9%
531099 FOUNDATION PASSTHROUGH-SUP	154,000.00	154,000.00		24,901.92	22,528.83	81,574.39	47,523.69	69.1%
532000 FUEL	50,000.00	50,000.00		15,675.23	4,302.94	27,324.77	7,000.00	86.0%
535000 MINOR EQUIPMENT	0.00	0.00		6,852.76	0.00	-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		8,984.34	8,984.34	60,077.45	26,438.21	72.3%
535020 TECHNOLOGY HARDWARE--PUBLIC	200,000.00	200,000.00		2,107.96	439.46	3,253.32	194,638.72	2.7%
535025 TECHNOLOGY HARDWARE--STAFF	241,000.00	241,000.00		4,857.39	513.19	135,381.55	100,761.06	58.2%
535030 TECHNOLOGY HARDWARE--GENERAL	40,000.00	40,000.00		2,841.52	2,491.29	0.00	37,158.48	7.1%
535050 SOFTWARE/LICENSES/HOST--APPS	582,020.00	582,020.00		31,324.99	6,574.81	217,685.13	333,009.88	42.8%
535055 SOFTWARE/LICENSES/HOST--INFRA	247,200.00	247,200.00		32,931.66	18,189.61	107,204.27	107,064.07	56.7%
TOTAL SUPPLIES EXPENSES	2,230,170.00	2,224,170.00		263,552.34	87,702.42	707,666.48	1,252,951.18	43.7%

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	32,000.00		6,188.38	1,050.04	0.00	25,811.62	19.3%
534010 ADULT AV - DVD	327,500.00	327,500.00		81,759.01	17,095.88	0.00	245,740.99	25.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 04

ACCOUNTS FOR: 001	GENERAL FUND							
ORIGINAL	APPROP	REVISED	BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
534015 ADULT AV - DVDNF	40,000.00	32,000.00		7,193.64	1,708.47	0.00	24,806.36	22.5%
534020 ADULT AV AUDIOBOOKS	25,000.00	25,000.00		3,714.84	1,047.88	0.00	21,285.16	14.9%
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		84,135.43	19,819.29	0.00	180,864.57	31.7%
534115 ADULT GRAPHIC NOVELS	15,000.00	19,000.00		6,955.90	170.32	0.00	12,044.10	36.6%
534120 ADULT LARGE PRINT	50,000.00	50,000.00		13,418.32	2,206.70	0.00	36,581.68	26.8%
534125 ADULT LUCKY DAY	55,000.00	55,000.00		7,971.51	1,945.52	0.00	47,028.49	14.5%
534130 ADULT NONFICTION	300,000.00	300,000.00		70,309.73	16,010.63	0.00	229,690.27	23.4%
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		10,371.44	3,570.56	0.00	49,628.56	17.3%
534155 ADULT YA GRAPHIC NOVELS	25,000.00	29,000.00		9,812.32	974.34	0.00	19,187.68	33.8%
534160 ADULT YA NONFICTION	15,000.00	15,000.00		4,146.91	696.44	0.00	10,853.09	27.6%
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		3,783.21	409.29	0.00	2,216.79	63.1%
534220 CHILDREN'S FICTION	200,000.00	200,000.00		49,878.22	13,129.84	0.00	150,121.78	24.9%
534225 CHILDREN'S GRAPHIC NOVELS	34,000.00	42,000.00		15,706.87	6,038.32	0.00	26,293.13	37.4%
534230 CHILDREN'S NONFICTION	131,000.00	137,000.00		30,154.03	6,888.16	0.00	106,845.97	22.0%
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		7,009.85	2,018.03	0.00	22,990.15	23.4%
534240 CHILDREN'S STORYTIME	3,000.00	3,000.00		520.63	170.13	0.00	2,479.37	17.4%
534305 DATABASES	661,300.00	661,300.00		120,959.81	167.44	0.00	540,340.19	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 04

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	139,797.91	86,678.19	0.00	735,202.09	16.0%
534415	EDOWNLOADABLE AUDIO	775,000.00	775,000.00	207,351.55	148,542.78	0.00	567,648.45	26.8%
534417	ONLINE BOOK CLUB KITS	3,500.00	3,500.00	32.97	0.00	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	13,200.00	1,200.00	0.00	3,800.00	77.6%
534430	EMAGAZINES	55,000.00	55,000.00	45,000.00	0.00	0.00	10,000.00	81.8%
534505	MAGAZINES	62,000.00	62,000.00	3,432.89	621.79	0.00	58,567.11	5.5%
534605	VENDOR PROCESSING	160,000.00	160,000.00	24,604.81	5,649.91	0.00	135,395.19	15.4%
534645	VENDOR CATALOGING	10,000.00	10,000.00	613.48	456.00	0.00	9,386.52	6.1%
534705	WORLD - ADULT SPANISH	12,000.00	9,000.00	2,193.97	280.44	0.00	6,806.03	24.4%
534710	WORLD - CHILDREN'S SPANISH	11,000.00	14,000.00	2,668.05	210.93	0.00	11,331.95	19.1%
534715	WORLD - CHINESE	10,000.00	10,000.00	2,376.00	2,376.00	0.00	7,624.00	23.8%
534725	WORLD - GERMAN	7,500.00	7,500.00	4,119.49	1,386.00	0.00	3,380.51	54.9%
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	0.00	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	14,586.84	7,567.72	0.00	12,913.16	53.0%
534810	YOUTH DVD - FTY	30,000.00	30,000.00	4,069.04	438.33	0.00	25,930.96	13.6%
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 04

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	816.95	37,383.05	2.1%
TOTAL MATERIALS	4,588,000.00	4,594,000.00		1,001,722.46	350,525.37	816.95	3,591,460.59	21.8%

07 SERVICES EXPENSES

541000 INDEPENDENT CONTRACTORS	322,000.00	322,000.00		25,745.20	24,312.50	19,312.50	276,942.30	14.0%
541004 INDEPENDENT CONTRACTORS--INFR	100,000.00	100,000.00		18,820.00	4,280.00	22,502.66	58,677.34	41.3%
541010 PERFORMER SERVICES	89,200.00	89,200.00		8,530.00	4,655.00	19,875.00	60,795.00	31.8%
541020 CONTRACTUAL SERVICES	470,700.00	470,700.00		81,941.88	24,845.01	30,075.37	358,682.75	23.8%
541040 LEGAL SERVICES	70,000.00	70,000.00		9,178.00	3,611.00	27,222.00	33,600.00	52.0%
541050 DATA SERVICES	9,000.00	9,000.00		1,207.79	0.00	0.00	7,792.21	13.4%
541060 ARCHITECTURAL/ENGR SERVICES	15,000.00	15,000.00		4,862.50	0.00	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		934.27	169.98	0.00	2,065.73	31.1%
542000 POSTAGE	63,000.00	63,000.00		11,066.66	10,019.30	-831.63	52,764.97	16.2%
542001 SHIPPING	22,000.00	22,000.00		878.35	432.00	0.00	21,121.65	4.0%
542010 TELECOM SERVICES--PHONES	50,000.00	50,000.00		32,196.84	8,731.45	0.00	17,803.16	64.4%
542011 TELECOM SERVICES--CELLPHONES	111,000.00	111,000.00		24,010.76	5,807.74	0.00	86,989.24	21.6%
542012 TELECOM SERVICES--INTERNET	667,000.00	667,000.00		228,256.29	57,317.86	0.00	438,743.71	34.2%
543000 TRAVEL AND TOLLS	66,290.00	66,290.00		6,585.50	3,994.68	0.00	59,704.50	9.9%
543010 MILEAGE REIMBURSEMENTS	51,200.00	51,200.00		13,931.90	5,065.53	0.00	37,268.10	27.2%
544000 ADVERTISING	155,100.00	155,100.00		27,811.49	9,274.93	97,359.91	29,928.60	80.7%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 04

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		379,393.35	123,578.92	0.00	596,606.65	38.9%
545020 RENTALS/LEASES--EQUIPMENT	180,700.00	180,700.00		49,647.19	12,670.79	34,699.82	96,352.99	46.7%
546000 INSURANCE	300,000.00	300,000.00		3,625.68	27.67	0.00	296,374.32	1.2%
547000 ELECTRICITY	300,000.00	300,000.00		128,428.54	27,945.14	0.00	171,571.46	42.8%
547010 NATURAL GAS	16,500.00	16,500.00		6,262.32	1,211.59	0.00	10,237.68	38.0%
547020 WATER	30,000.00	30,000.00		10,199.81	2,568.58	0.00	19,800.19	34.0%
547030 SEWER	34,000.00	34,000.00		10,708.61	2,048.74	0.00	23,291.39	31.5%
547040 REFUSE	36,000.00	36,000.00		15,360.51	3,318.30	0.00	20,639.49	42.7%
548000 GENERAL REPAIRS/MAINTENANCE	451,500.00	451,500.00		268,926.08	29,783.19	142,117.16	40,456.76	91.0%
548010 CONTRACTED MAINTENANCE	564,758.00	564,758.00		154,833.16	40,327.67	232,671.43	177,253.41	68.6%
548050 VEHICLE REPAIR AND MAINTENANC	70,000.00	70,000.00		22,901.51	0.00	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		21,812.23	13,170.00	0.00	75,337.77	22.5%
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		32,075.21	1,126.00	625.00	7,449.79	81.4%
549030 TAXES AND ASSESSMENTS	48,000.00	48,000.00		49,280.51	49,280.49	0.00	-1,280.51	102.7%
549040 LICENSES	3,500.00	3,500.00		564.07	149.50	0.00	2,935.93	16.1%
549050 FEES	16,500.00	16,500.00		3,746.02	1,130.86	0.00	12,753.98	22.7%
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		1,653,801.23	470,854.42	650,168.63	3,884,598.14	37.2%
TOTAL GENERAL FUND	0.00	0.00		-8,132,223.80	-14,032,203.86	1,358,652.06	6,773,571.74	100.0%
TOTAL REVENUES	-44,081,700.00	-44,081,700.00		-20,390,001.53	-17,326,666.14	0.00	-23,691,698.47	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 04

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			12,257,777.73	3,294,462.28	1,358,652.06	30,465,270.21	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 04

ACCOUNTS FOR: 102	LEVY SUSTAINABILITY FUND								
ORIGINAL	APPROP	REVISED	BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE	BUDGET	% USED
02 CHARGES OTHER									
361100	INVESTMENT EARNINGS	0.00	0.00	-200,736.88	-54,354.10	0.00	200,736.88	100.0%	
	TOTAL CHARGES OTHER	0.00	0.00	-200,736.88	-54,354.10	0.00	200,736.88	100.0%	
	TOTAL LEVY SUSTAINABILITY FUND	0.00	0.00	-200,736.88	-54,354.10	0.00	200,736.88	100.0%	
	TOTAL REVENUES	0.00	0.00	-200,736.88	-54,354.10	0.00	200,736.88		

YEAR-TO-DATE BUDGET REPORT

FOR 2023 04

ACCOUNTS FOR: 103	ELECTION FUND							
ORIGINAL	APPROP	REVISED	BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
02 CHARGES OTHER								
361100	INVESTMENT EARNINGS							
	0.00		0.00	-17,664.73	-4,783.14	0.00	17,664.73	100.0%
	TOTAL CHARGES OTHER							
	0.00		0.00	-17,664.73	-4,783.14	0.00	17,664.73	100.0%
	TOTAL ELECTION FUND							
	0.00		0.00	-17,664.73	-4,783.14	0.00	17,664.73	100.0%
	TOTAL REVENUES							
	0.00		0.00	-17,664.73	-4,783.14	0.00	17,664.73	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 04

ACCOUNTS FOR: 104	PROPERTY AND FACILITY FUND		YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
ORIGINAL APPROP	REVISED BUDGET						
02 CHARGES OTHER							
361100 INVESTMENT EARNINGS							
0.00	0.00		-37,653.18	-10,195.46	0.00	37,653.18	100.0%
TOTAL CHARGES OTHER							
0.00	0.00		-37,653.18	-10,195.46	0.00	37,653.18	100.0%
TOTAL PROPERTY AND FACILITY FUND							
0.00	0.00		-37,653.18	-10,195.46	0.00	37,653.18	100.0%
TOTAL REVENUES							
0.00	0.00		-37,653.18	-10,195.46	0.00	37,653.18	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 04

ACCOUNTS FOR: 201	DEBT SERVICE FUND							
ORIGINAL	APPROP	REVISED	BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE	BUDGET % USED
02 CHARGES OTHER								
361100	INVESTMENT EARNINGS							
	0.00	0.00		-1,323.00	-353.29	0.00	1,323.00	100.0%
	TOTAL CHARGES OTHER							
	0.00	0.00		-1,323.00	-353.29	0.00	1,323.00	100.0%
	TOTAL DEBT SERVICE FUND							
	0.00	0.00		-1,323.00	-353.29	0.00	1,323.00	100.0%
	TOTAL REVENUES							
	0.00	0.00		-1,323.00	-353.29	0.00	1,323.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 04

ACCOUNTS FOR: 301	CAPITAL IMPROVEMENT FUND							
ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED		
02 CHARGES OTHER								
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	-127,470.51	-33,637.59	0.00	127,470.51	100.0%		
395200 INSURANCE RECOVERIES--CAPITAL								
0.00	0.00	-42,466.86	-42,466.86	0.00	42,466.86	100.0%		
TOTAL CHARGES OTHER								
-6,508,000.00	-6,508,000.00	-169,937.37	-76,104.45	0.00	-6,338,062.63	2.6%		
05 SUPPLIES EXPENSES								
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%		
07 SERVICES EXPENSES								
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	63,122.83	2,539.88	66,800.05	-54,122.88	171.4%		
541040 LEGAL SERVICES								
15,000.00	15,000.00	47,419.67	10,617.25	1,892.00	-34,311.67	328.7%		
541060 ARCHITECTURAL/ENGR SERVICES								
765,000.00	765,000.00	210,143.78	63,370.93	415,062.22	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	2,310.04	478.51	22,689.96	-25,000.00	100.0%		

YEAR-TO-DATE BUDGET REPORT

FOR 2023 04

ACCOUNTS FOR: 301	CAPITAL IMPROVEMENT FUND							
ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED		
549030 TAXES AND ASSESSMENTS								
200,000.00	200,000.00	0.00	0.00	0.00	200,000.00	.0%		
549050 FEES								
200,000.00	200,000.00	1,213.25	775.00	1,000.00	197,786.75	1.1%		
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	324,209.57	77,781.57	507,444.23	749,346.20	52.6%		
08 CAPITAL OUTLAYS								
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	207,847.01	273.75	-151,325.27	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	92,892.44	5,950.00	-59,728.10	-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	59,306.17	580.65	0.00	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	429,776.58	6,804.40	-274,445.15	4,769,668.57	3.2%		
TOTAL CAPITAL IMPROVEMENT FUND								
0.00	0.00	609,068.12	8,481.52	211,528.54	-820,596.66	100.0%		
TOTAL REVENUES								
-6,508,000.00	-6,508,000.00	-169,937.37	-76,104.45	0.00	-6,338,062.63			
TOTAL EXPENSES								
6,508,000.00	6,508,000.00	779,005.49	84,585.97	211,528.54	5,517,465.97			

YEAR-TO-DATE BUDGET REPORT

FOR 2023 04

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
GRAND TOTAL 0.00	0.00	-7,780,533.47	-14,093,408.33	1,570,180.60	6,210,352.87	100.0%
** END OF REPORT - Generated by MARY STIMSON **						

MEMO



Date: June 2, 2023

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

From: Connie Behe, Public Services Deputy Director

Subject: Monthly Public Services Report and Metrics Dashboard

The new Public Services Report and potential sunset of the Metrics Dashboard was discussed at the May 2023 Board meeting. After reviewing all of the feedback, we'd like to offer both reports for the time being.

The new Public Services Report and existing Metrics Dashboard will both be reported to the Board monthly. They are now combined under the Public Services Report heading.

Public Services Report

Library at a Glance: April 2023 YTD Key Performance Indicators

<p>Cardholders</p> <p>297,588</p> <p>↓</p> <p>-1.3%</p>	<p>YTD Users - Physical</p> <p>400,070</p> <p>↑</p> <p>+25%</p>	<p>YTD Circulation - Digital</p> <p>749,501</p> <p>↑</p> <p>+9%</p>
<p>YTD Circulation - Physical</p> <p>875,790</p> <p>↓</p> <p>-3%</p>	<p>YTD Number of Youth Programs</p> <p>705</p> <p>↑</p> <p>+35%</p>	<p>YTD Youth Program Attendees</p> <p>16,006</p> <p>↑</p> <p>+39%</p>
<p>YTD Number of Adult Programs</p> <p>281</p> <p>↑</p> <p>+36%</p>	<p>YTD Adult Program Attendees</p> <p>2,937</p> <p>↑</p> <p>+19%</p>	

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

In Focus: May 2023 Service Highlight

Block Play Program

Based on research, we know that block play develops a wide range of skills including STEAM, literacy, motor skills, and social skills like sharing and cooperation. All of these have been identified as critical **21st Century skills for success**.

Each child in participating classrooms receives a [box of blocks](#) and 1-2 books. Caregivers receive a [guide with block play ideas and tips](#), and classrooms connect to PCLS staff through block play programs.

Thanks to a \$16,000 gift from the Foundation, we've been able to work with **18 ECAEPs, Head Starts, and other subsidized childcare centers across the county**. These organizations all serve significant numbers of children from **lower income households**.

Intended Impacts and Outcome of Service

- Children engage in play that supports literacy and STEAM learning
- Caregivers learn how to engage in block play that supports math/STEAM learning and literacy
- Early childhood educators receive tips and ideas for how to engage in block play in the classroom
- Library staff and early learning educators develop relationships that lead to ongoing support for children and families

32 classrooms
550+ children
50+ programs*

800+ children and 450+ caregivers reached
100% of surveyed participants agree that the program helped their child learn new skills
100% of surveyed participants agree that caregivers learned new ways to play blocks with their child

*library and/or childcare locations

Response from the Community

"We are very grateful for the box of blocks that they gave to my son. It has helped him a lot to learn to share and take turns. There are many ways he can have fun with them, and even his 1-year-old sister uses them! Thank you." - Parent of Participant

"Families are very excited about the blocks. They like the activities, the games, the books, and the togetherness. I love block play and the intent to teach shapes, constructing, building, etc. This is a great segue to move preschoolers forward to higher-level thinking." - Childcare Teacher

Looking Ahead

Events to Know About

Adult Craft Club - Macramé Hanging Jars: Saturday, June 10, 3:00pm - 4:30pm, Steilacoom

Garden Talk with Greg Madsen of the Puyallup Rose Society: Sunday, June 11, 2:30pm - 3:30pm, Sumner

Juneteenth - Experience through Your 5 Senses: Thursday, June 15, 5:00pm - 7:00pm, Summit

Summer Reading Kick-Off Party: Friday, June 16, 3:00pm - 5:00pm, Parkland/Spanaway

Make a Sun Catcher: Friday, June 23, 2:30pm - 4:00pm, Buckley Library Lawn

Spanish/English Story Time: Saturday, June 24, 1:00pm - 2:00pm, Tillicum

Lakewood Farmer's Market Pop-Up: Tuesday, June 27, 2:00pm - 7:00pm, Fort Steilacoom Park

Block Play: Wednesday, June 28, 10:00am - 11:00am, Eatonville

Public Services Operational Highlight

PCLS, the Friends of the South Hill Library, and the Root & Bloom Gard Club finalized an MOU to establish a pollinator garden at the front of the South Hill facility, using the plot by the ADA parking spaces and book drop. South Hill's Senior Librarian and Regional Services Manager collaborated with both organizations to make this happen.

Customer Impact and Community Engagement - Stories by Location

From Bonney Lake Library: We enjoy regular visits from a special needs customer who orders DVDs. Her mother told us today that we at the library are "life enhancers" and that her daughter greatly looks forward to library visits. She plans what she wants to check out, writes it down, spells it out in blocks, and then makes a final list to order. Afterwards, she uses a typewriter or computer to write stories about all the characters in her movies. Her mother said that if it weren't for the library, she would not have these enriching experiences.

From Parkland/Spanaway Library: One of our regular story time families (an adorable toddler and his mom) brought in a plate of homemade cookies and an exuberant thank-you card for all of us in honor of National Library Workers Day. Later in the month, the Friends of the Parkland/Spanaway Library hosted a book sale and raised \$223 in one afternoon. Library staff used the opportunity to sign new customers up for library cards throughout the day. From all perspectives, it was a major success!

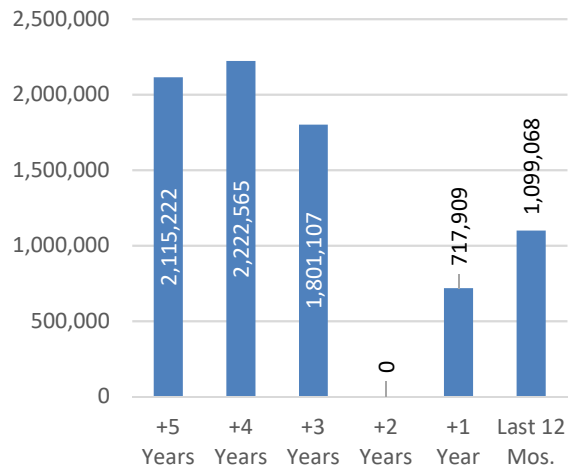
From Sumner Library: A regular customer had some good news to share, writing, "I've been accepted to TCC (Tacoma Community College)! This is courtesy of you folks. If I wasn't able to use the library computer, I couldn't have done it. I don't have a computer at home. I haven't been to college since the 90s, and now I've got this long letter that says 'Welcome!' and then a list of all the things I have to do!"

From Sumner Library: A student at Lakes High School in Lakewood represented PCLS at a Distributive Education Clubs of America (DECA) mock trade show on May 17th. A Sumner Librarian provided PCLS materials and support from the wings, as the student presented and promoted the value of PCLS to a thriving and economically successful community.

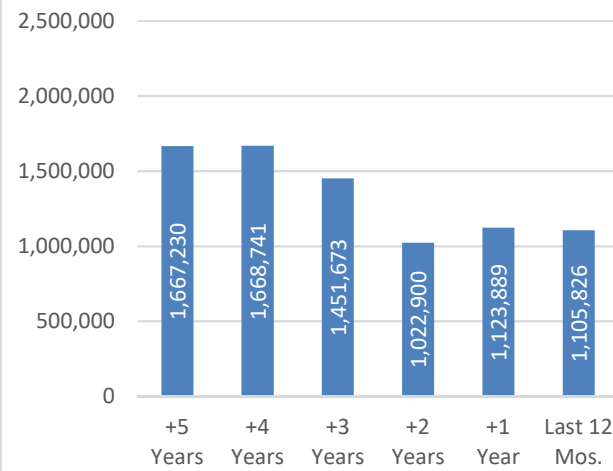
From University Place Library: The Read to a Dog program continues to serve several families every week. Families report that their children are often reluctant to read at home after a long school day, and even if they have a dog at home, their family pets are less open to being reading buddies. Read to a Dog makes reading fun again! Friendships are springing up between regular attendees, who often spend time drawing, coloring, and chatting together after they've read to the dogs.

Customers / Visits - April 2023

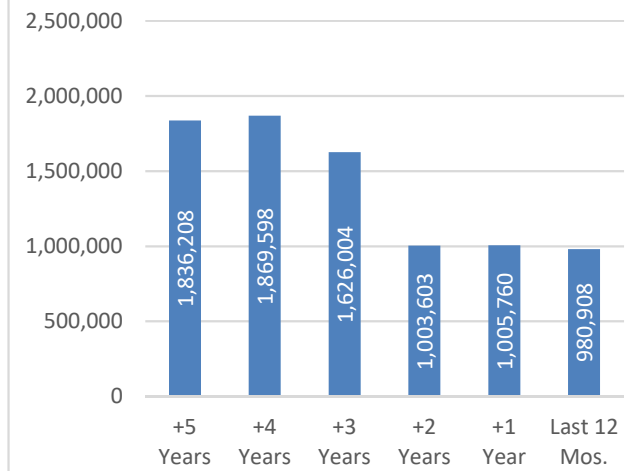
Branch Visits



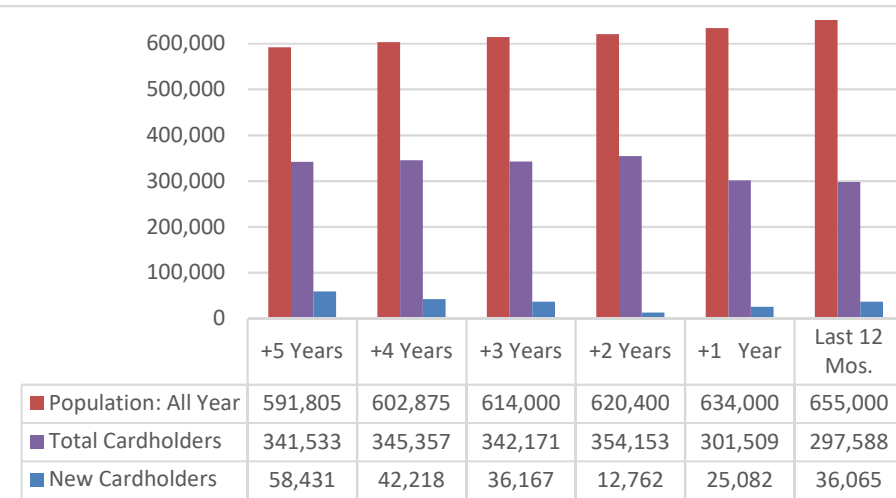
Catalog Visits



Website Visits



PCLS Cardholder Statistics



April and Rolling 12-Month Comparison

	April 2023	April 2022	% Change Apr. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
Branch Visits	101,133	83,416	21.2%	1,099,068	717,909	53.1%
Catalog Visits	88,439	121,232	-27.0%	1,105,826	1,123,889	-1.6%
Public Website Visits	91,210	76,746	18.8%	980,908	1,005,760	-2.5%

Technology

	April 2023	April 2022	% Change Apr. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
PC/Laptop Sessions	13,149	10,465	25.6%	133,816	73,788	81.4%
Wi-Fi Sessions	59,768	50,318	18.8%	627,614	533,101	17.7%

Public Spaces Usage

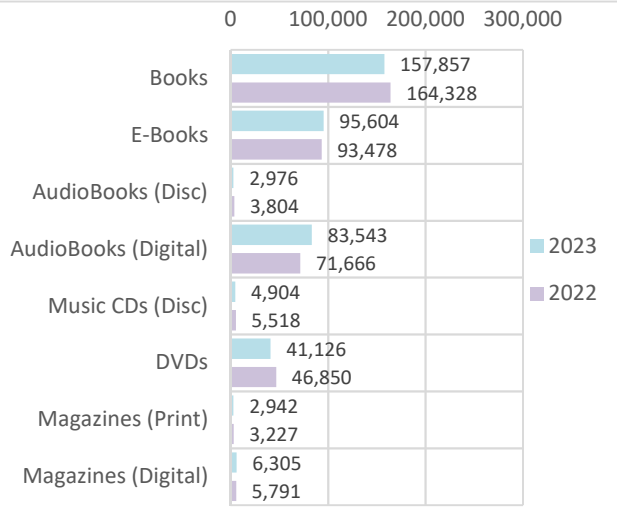
	April 2023	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
# of Public Meeting Uses	1,452	8,746	0	-
# of Attendees	6,111	39,432	0	-

Notes:

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

Collection Use - April 2023

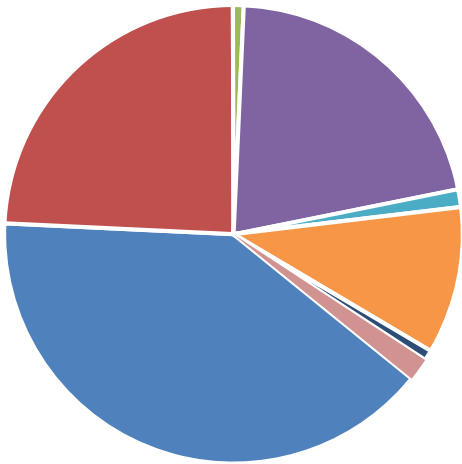
April 2023 vs April 2022 Checkouts



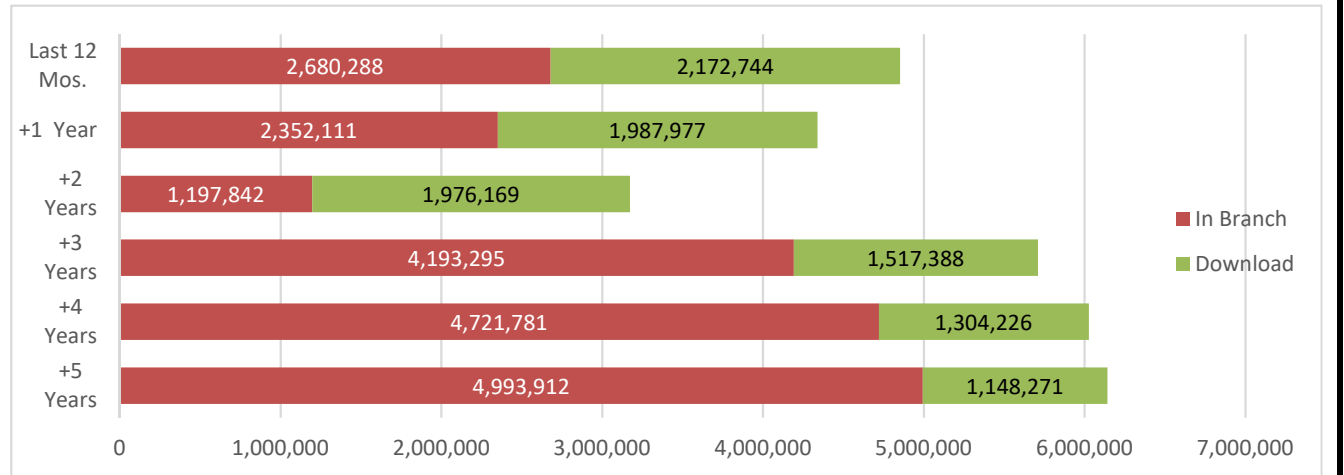
Data Table

Categories	March 2023	April 2023	April 2022	% Change of Apr. Year Over Year	% of Total Apr. 2022 Checkouts	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change 12 Months Year Over Year
Books	175,928	157,857	164,328	-3.94%	39.94%	2,000,397	1,782,446	12.23%
E-Books	100,174	95,604	93,478	2.27%	24.19%	1,165,834	1,114,623	4.59%
AudioBooks (Disc)	3,309	2,976	3,804	-21.77%	0.75%	40,291	42,697	-5.64%
AudioBooks (Digital)	86,781	83,543	71,666	16.57%	21.14%	950,829	820,920	15.82%
Music CDs (Disc)	5,604	4,904	5,518	-11.13%	1.24%	64,825	66,320	-2.25%
DVDs	45,149	41,126	46,850	-12.22%	10.40%	516,503	513,849	0.52%
Magazines (Print)	3,338	2,942	3,227	-8.83%	0.74%	38,383	31,707	21.06%
Magazines (Digital)	6,343	6,305	5,791	8.88%	1.60%	70,598	64,439	9.56%
Totals:	426,626	395,257	394,662	0.15%	100.00%	4,847,660	4,437,001	9.26%

Checkouts By Format - April 2023



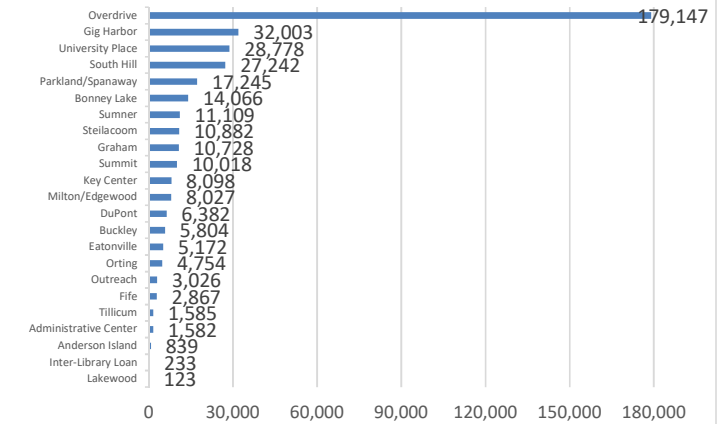
Collection Checkouts



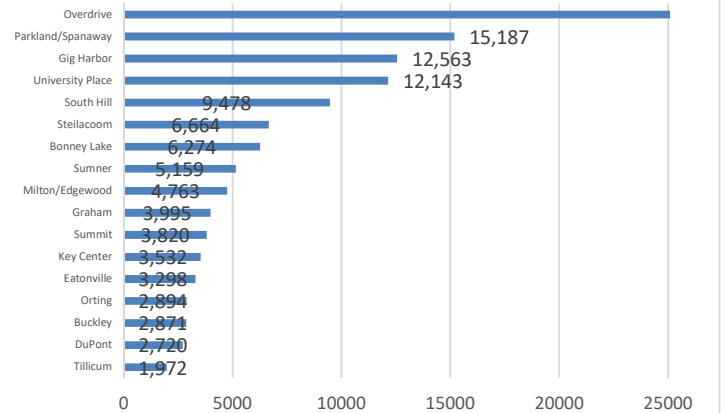
Activity - April 2023

Location	Checkouts				Visitors			
	April 2023	Last 12 Mo.	+1 Year	% Change	April 2023	Last 12 Mo.	+1 Year	% Change
Administrative Center	1,582	30,032	26,279	14.3%	No "visitors" for Administrative Center			
Anderson Island	839	7,703	4,309	78.8%	No Door Counter for Anderson Island			
Bonney Lake	14,066	146,928	159,406	-7.8%	6,274	68,990	43,396	59.0%
Buckley	5,804	73,529	63,817	15.2%	2,871	32,879	22,181	48.2%
DuPont	6,382	77,631	68,443	13.4%	2,720	31,398	20,668	51.9%
Eatonville	5,172	63,760	55,849	14.2%	3,298	37,951	23,711	60.1%
Fife	2,867	38,066	30,728	23.9%	2,180	22,996	12,539	83.4%
Gig Harbor	32,003	425,590	399,662	6.5%	12,563	142,721	84,130	69.6%
Graham	10,728	141,813	128,531	10.3%	3,995	48,100	32,152	49.6%
Inter-Library Loan	233	3,226	3,032	6.4%	No "visitors" for Inter-Library Loan			
Key Center	8,098	96,509	90,994	6.1%	3,532	37,422	26,254	42.5%
Lakewood	123	24,681	193,063	-87.2%	No "visitors" for Lakewood			
Milton / Edgewood	8,027	101,957	86,840	17.4%	4,763	46,812	27,536	70.0%
Orting	4,754	57,793	50,867	13.6%	2,894	29,989	18,866	59.0%
Overdrive	179,147	2,116,663	1,935,543	9.4%	29,610	336,192	296,763	13.3%
Outreach	3,026	30,674	23,538	30.3%	577	4,966	3,036	63.6%
Parkland / Spanaway	17,245	206,136	160,119	28.7%	15,187	141,460	83,643	69.1%
South Hill	27,242	349,060	292,973	19.1%	9,478	102,935	57,950	77.6%
Steilacoom	10,882	130,633	74,661	75.0%	6,664	80,122	41,597	92.6%
Summit	10,018	129,655	116,813	11.0%	3,820	43,503	26,149	66.4%
Sumner	11,109	138,040	126,095	9.5%	5,159	59,473	35,202	68.9%
Tillicum	1,585	12,235	10,360	18.1%	1,972	17,952	9,574	87.5%
University Place	28,778	349,710	273,949	27.7%	12,143	128,966	65,880	95.8%
Total	389,710	4,752,024	4,375,871	8.6%	129,700	1,414,827	931,227	51.9%

April Checkouts



April Visitors



Location Closure Information - Last 12 Months

Location	Start Date	End Date	Duration	Notes	Location	Start Date	End Date	Duration	Notes
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	Anderson Island	3/8/2023	3/8/2023	1 day	Reduced ferry schedule
Milton	8/10/2022	8/10/2022	1 day	Power outage					
Tillicum	9/10/2022	9/10/2022	1 day	Anticipated heat, HVAC not working					
Bonney Lake	11/13/2022	11/27/2022	15 days	Building updates					
System-wide	12/2/2022	12/1/2022	1 day	Snow storm					
System-wide	12/23/2022	12/23/2022	1 day	Snow storm					

Visitors: April 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.

Unfinished Business

MEMO



Date: May 30, 2023

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

From: Kristina Cintron, Director of Facilities and Capital Projects

Subject: Interim Lakewood Library – Update

We continue to work with Modern Building Systems, Inc. to finish the constructability design plans this month. Ninety percent of Civil drawings and Foundation design drawings are being reviewed by the team at this time. Once finalized, submission to State L&I is scheduled for June 19, 2023. BuildingWork will be submitting the site development plan for City of Lakewood review on June 8, 2023. The Land Use Application permit was submitted on April 21, 2023 to the City of Lakewood for their review and comments. We have received comments back from the Public Works Department and are still awaiting comments from the Building and Planning Divisions for this permit. Attached you will find a rendering of the exterior of the future Interim Lakewood Library.

Upon approval of all these plan reviews, PCLS will solicit a general contractor via RFB to perform the site work in preparation for the arrival and installation of the modular units.

The team is also working to identify all the existing furniture that will be reused in the interim location and augment with new pieces to provide a clean, fresh identity to the new building while maintaining a familiar feel for the community.



architecture
design
preservation
159 western avenue west, suite 486
seattle, washington 98119
office 206 775-8668
www.buildingwork.design

PROJECT
**LAKWOOD INTERIM
LIBRARY**

LOCATION
**10202 Gravelly Lake Dr SW
Lakewood WA 98499**

PREPARED FOR
**PIERCE COUNTY
LIBRARY SYSTEM**

REVISION DATE NAME

ARCHITECT STAMP

**PRELIMINARY
NOT FOR
CONSTRUCTION**

**COLOR BUILDING
ELEVATIONS NORTH &
4/18/23
EAST**

DESIGN REVIEW

A302

© 2023 BUILDINGWORK, LLC



2 EAST ELEVATION
SCALE: 3/16" = 1'-0"



1 NORTH ELEVATION
SCALE: 3/16" = 1'-0"

MEMO



Date: May 30, 2023

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

From: Kristina Cintron, Facilities and Capital Project Director

Subject: Lakewood Library Update

Following the authorization the Board of Trustees provided in the April regular meeting, staff began a planning process for facility demolition. The demolition of the building consists of surveys performed to determine existing hazardous materials to be removed and the existing utilities to be disconnected/capped prior to building demolition. We are in the process of filing all the required documentation with Puget Sound Clean Air Agency, the various utility jurisdictions, and the Refuse Disposal Authority. The next step is to initiate a Request for Bid for a general demolition contractor to perform work. The final cost and scope of work is dependent on final demolition permit approval from the City of Lakewood when the general contractor submits the demolition application.

The contractor will abate the hazardous materials, relocate “The Big One” to the City of Lakewood’s storage facility, demolish the building, and backfill with compacted fill. We will endeavor to protect and safeguard as many existing mature trees on this property as possible. We will also salvage as much of the reusable equipment from this site as possible to be reused at other branches.

We anticipate the demolition work to take place approximately two to three months from permit approval.

MEMO



Date: June 1, 2023

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

From: Gretchen Caserotti, Executive Director

Subject: Sumner Library Planning Timeline

In December 2022, we shared the timeline of activities and steps leading up to placing a Library Capital Facility Area (LCFA) and bond ballot measure on the August and November 2023 elections. In May 2023, we shared our intent to consider our next steps and response if the measure passes or fails including looking for space to lease if the measure doesn't pass. In the last month, we have confirmed that if filed for the November General Election the only way to pull it off the November General Election ballot is if the measure fails in the August Primary Election. As previously discussed with the Board and Sumner City Council, we will continue to proceed in filing the necessary paperwork for the November General Election. This month, we want to share an anticipated timeline for if the measure passes so we are ready to move into action if the voters approve the funding.

Library construction typically has a long lead time due to several factors – the lag between passing a bond and receiving the funds, the investment of the community in their library, the need to get the community's input and feedback on features and service design, and the public procurement process for architectural services and construction.

Project start up – throughout 2024

- Library Capital Facility Area (LCFA): establish governing body, bylaws and policies, financial management structures, file levy certificate and set budget
- Bonds: identify legal requirements for reporting, calculate bond sale amount, conduct bond sale
- Other funding: confirm distributions of other revenue including Washington State Capital Budget allocation, identify the Pierce County Library System (PCLS) funding needed for project start up

Building planning – 2024 through 2025

- Architects: issue Request for Qualifications, select architects, create plan for project – August 2023 through March 2024
- Design team: identify PCLS team and public involvement and input process – August 2023 through March 2024
- Partnership space: determine list of suitable partners and their anticipated space needs – August 2023 through March 2024
- Design: gather public input, develop design, create construction documents, Request for Bids on construction – anticipated through 2024 and into 2025

Construction – anticipated 2025 through 2026

- Groundbreaking through substantial completion

Moving into new building, closing out old building – anticipated second half of 2026

- Determine staffing and budget impacts of operating in larger space – in 2025 for 2026 budget
- Furniture, fixtures, and equipment: installation of furniture, shelving, technology
- Move in of books, magazines, and other materials; outfit staff spaces with supplies
- Staff orientation to new space, operational review
- Wrap up old building, any agreements with City of Sumner

Opening new building to the public – anticipated end of 2026 or early 2027, subject to construction

- Soft opening
- Grand opening event
- Regular operating hours

As previously shared, if the measure does not pass in August, it will be on the November General Election ballot. If the measure doesn't pass then, we will work to identify a suitable property to lease as our agreement with the City of Sumner for the current library expires in 2024.

New Business

MEMO



Date: June 7, 2023

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

From: Gretchen Caserotti, Executive Director

Subject: Board Policies Review Discussion

As mentioned previously, library administrators have performed an inventory of all library policies and assigned a lead by category to conduct the review/revision process. As the Executive Director, I am responsible for working through the Board policies with the Trustees and we are ready to begin the process of reviewing and discussing potential revisions to the first grouping of the comprehensive policy review – Board Policies that cover the Board’s governing duties and responsibilities.

Below is a list of current approved Board policies, my notes on any requirement for the policy, and my recommendation for upcoming action. Also attached to this memo is the PCLS Policy Review Guidelines with considerations for policy revisions.

At our June meeting, I will invite a high-level discussion of the first read of current policy as written. Following that, I will apply the Board’s feedback to recommended policy revision drafts for discussion at the July Regular Meeting and subsequent consideration for approval at the August Regular Meeting. Administrative Team members are following a similar process for Library Access and Human Resource/Employee policies and Trustees can expect those recommendations to come before the Board later this year.

Important policy goals for PCLS:

- Simplify the number of policies and language used in policies. Eliminate confusion or redundancy.
- Apply an Equity, Diversity, Inclusion lens to policy revisions and consider impacts.
- Ensure compliance with all relevant laws.
- Maintain public library best practices.

Trustees are encouraged to review the following policies and staff recommendations for action to be discussed at the June meeting.

Table – Board Policy Name and Recommended Actions

Board Policy Name	Policy Requirement	Recommended Action
<u>Bylaws of Pierce County Library Board of Trustees</u>	Mandatory. Policy should reflect legal obligations and how the Board conducts its business.	Recommend revising to incorporate elements of other stand-alone policies and sunset those extraneous policies.
<u>Trustee Ethics, Conduct and Responsibility Policy</u>	Mandatory. Need to have a policy on ethics, conflict of interest for Trustees.	Revise and combine with Conflict of Interest Policy.
<u>Conflict of Interest -- Board of Trustee and Administrative-Level Director</u>	Mandatory. Need to have a policy on ethics, conflict of interest for Trustees.	Merge with Trustees Ethics Conduct and Responsibility Policy.
<u>Library Bill of Rights Policy</u>	Formal adoption of ALA position statement, not needed as a stand-alone policy.	Sunset as policy. Is referenced in Selection of Library Materials Policy.
<u>Mission, Vision and Values Policy</u>	Typically not a Board policy. These statements are commonly addressed during strategic planning or made as a stand-alone action.	Sunset as policy, retain as adopted statements or wait until 2024 Strategic Planning process is complete and adopt new/revised statements then.
<u>Philosophy Board Policy</u>	A philosophy is not a policy. Not required.	Library purpose is outlined in RCW. Recommend capturing important elements of this policy in germane policies, Board Bylaws, strategic plans, and sun-setting this policy.
<u>Public Comment at Board Meetings</u>	This is a state law we are required to adhere to, policy is not required. Transparent procedures are important.	Critical elements can be incorporated into Bylaws or reflected in meeting agendas for public disclosure. Procedures will be posted on the website.
<u>Washington Library Association's Intellectual Freedom Statement</u>	Adopted statement is not necessary as a policy.	Content is similar to what is already expressed in the Selection of Library Materials Policy. This policy is redundant, recommend sun-setting.

Policy Review Guidelines

Use this outline as a guide when reviewing and recommending changes to any PCLS Board Policy. Complete and submit the PCLS Board Policy Review Form with a tracked changes version of the policy to Executive Office.

Policy Purpose and Design	<ul style="list-style-type: none"> • What is the purpose of the policy? • What is the policy designed to do? What is the policy NOT designed to do? • How is an equity lens incorporated within the development of the policy?
Legal Compliance Requirements	<ul style="list-style-type: none"> • Does the policy conform to any statutory requirements? <ul style="list-style-type: none"> <input type="checkbox"/> Federal Statute <input type="checkbox"/> RCW or WAC <input type="checkbox"/> County Resolution or Ordinance • Are there other compliance requirements to adhere to?
Impact(s)/Outcome(s)	<ul style="list-style-type: none"> • What is the desired impact of the policy? • What is the desired outcome of the policy? • How does the policy reflect key drivers (socio-cultural, technological, environmental, economic, political, legal, and ethical)? • What policy features have the biggest impact on the desired outcome?
Disparate Impact	<ul style="list-style-type: none"> • Does the policy explicitly account for potential disparate outcomes, especially disaggregated by race, ethnicity, gender, socio-economic status, etc? If so, how? If not, how can it be incorporated? • In what ways does the policy account for focused disparate outcomes? • Are there other areas of disparity to consider? • How is an equity lens incorporated into tracking policy outcomes?
Equity and Inclusion	<ul style="list-style-type: none"> • Will the policy increase access and opportunity for underrepresented communities? If so, how? • Will the policy have a positive impact on racial/ethnic equity, inclusion, and full participation of all people? • Will the policy protect against racial violence, racial profiling, gender inequities and discrimination? • Are there changes that could be made to make the policy more equitable and inclusive?
Language	<ul style="list-style-type: none"> • Is the language used in this policy gender-inclusive, simple and clear? • Can it be read and understood by someone at a 3rd grade reading level? If not, omit needless words and simplify.
Research and Data	<ul style="list-style-type: none"> • What data sources were used to inform policy recommendations? • What stakeholders were consulted? Did they include perspectives from underrepresented groups?
Responsibility and Accountability	<ul style="list-style-type: none"> • What are the mechanisms in place to ensure accountability (define and provide examples of equity-focused benchmarks/indicators)? • Do the lens and tools for accountability incorporate an equity framework?

Prepared by Gretchen Caserotti, Executive Director
May 9, 2023

Policy Review Guidelines

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Prepared by Gretchen Caserotti, Executive Director
May 9, 2023

MEMO



Date: May 29, 2023

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

From: Mary Stimson, Finance Director

Subject: 2024 Budget Calendar and Development Timeline

Board Meeting	2024 Budget Activities
June 14	<ul style="list-style-type: none"> Review budget calendar and budget development timeline
July 12	<ul style="list-style-type: none"> Review Fiscal Management Policy
August 9	<ul style="list-style-type: none"> Approve changes to Fiscal Management Policy (if any) Review initial property value assessment
September 13	<ul style="list-style-type: none"> Review preliminary levy certificate and impact to budget Review budget drivers (CPI-U, etc.) Review Implicit Price Deflator (IPD) and impact to revenue Study Session on Revenue Outlook in late September
October 11	<ul style="list-style-type: none"> Review 2024 project and work plan proposals and their budget impacts
November 8	<p><u>FIRST PUBLIC HEARING OF DRAFT BUDGET</u></p> <ul style="list-style-type: none"> Review first comprehensive draft budget and work plan Review cash-flow and fiscal status of funding cycle Sign levy certificate IPD decision (if necessary) File levy certificate with Pierce and King counties (by November 30)
December 13	<p><u>SECOND PUBLIC HEARING AND FINAL APPROVAL</u></p> <ul style="list-style-type: none"> Review final work plan Approve General Fund budget Approve Capital Improvement Fund budget Approve Debt Service Fund, Election Fund, Property & Facility Fund, and Levy Sustainability Fund budgets Approve any inter-fund transfers Approve amount deposited to Sustainability Fund
January 2024	<ul style="list-style-type: none"> Review amended levy certificates (if any) Approve 2023 final year transfers (if any)

2024 Budget Planning, Development, Review, Approval

- 2024 Workplan drafts & Project requests from Departments
- Administrative Team agrees on potential 2024 projects
- Personnel position requests for 2024 new positions or adjustments/reductions

- Department Heads enter Workplan details and projects into 2024 Budget Worksheets as requests for General Fund and CAP Fund
- Executive team reviews position requests
- Personnel budget projections created w/COLA and minimum wage updates

- Foundation and Finance estimate Foundation and Grant revenue
- Administrative Team reviews CAP expenditures/projects
- Administrative Team reviews budgeted personnel projections

- Finance and Department review and finalize initial requests and amounts in the 2024 Budget Worksheets
- Administrative Team reviews estimated revenues
- Administrative Team drafts 2024 Workplan Summary
- Finance makes 2023 Budget adjustments as needed

June

July

August

September

- ***Due End of May: Budget Calendar Memo to the board for June Meeting***
- Prepare Fiscal Management Policy Memo for board review in July Board Meeting

- ***Review Fiscal Management Policy with board at July board meeting***
- Incorporate any changes to Fiscal Management Policy

- Estimate Projected Revenues with Property Value Assessment and calculate Mill Rate
- ***Take any Fiscal Management Policy changes to Board for review and approval***

- Review Revenue impacts (Prelim Levy Certificate, CPI-U, IPD)
- Prepare Revenue Outlook Study materials for Sept Board Study Session
- ***Board Study Session on Revenue Outlook in late September***
- Draft 2024 Workplan Board Memo for Oct

2024 Budget Planning, Development, Review, Approval

- Executive Team reviews Proposed 2024 Budget Summaries for Board Meeting

- Review cash-flow and fiscal status of funding cycle
- Determine if Implicit Price Deflater decision is needed & formulate recommendation
- Review Final 2024 Budgets

- Administrative Team reviews final approved work plan
- Finance reviews Approved 2024 Budgets with Department Heads

- Communications/Finance prepares to post Approved 2024 Budget on PCLS website
- Printed Budget Marketing documents are updated by FIN and Admin team EOM
- Finance sends Approved Budget to departments

October

November

December

January

- **Board reviews 2024 Work Plan Memo**
- Identify and finalize transfers
- FIN creates and compiles 2024 Draft Budget Summaries for November Board Meeting
- FIN creates and compiles budget resolutions

- **Board reviews draft budget**
- **Board holds first Public Hearing of Budget**
- **Resolution for levy certificate**
- Levy certificate is signed and filed with Pierce and King counties by November 30
- Final Budgets are prepared for Dec Board Meeting

- **Board reviews final draft budget**
- **Board holds second Public Hearing of Budget**
- **Board approves budgets for General Fund, Capital Improvement Fund, Debt Service Fund, Election Fund, Property & Facility Fund, and Levy Sustainability Fund**
- **Board approves inter-fund transfers**

- **Board reviews amended levy certificates (if any)**
- **Board approves 2023 final year transfers (if any)**
- Finance imports Approved Budget into Munis
- SE updates Position Control in Munis for any budgeted position changes

MEMO



Date: June 1, 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 Committee for General Election

As required by Washington State Law (Arguments advocating approval or disapproval – Preparation by committees: RCW 29A.32.280), as a local government agency planning a ballot measure, the Pierce County Library System is responsible for appointing “For” or “Against” committees. To solicit committee members for the **November 7, 2023 General Election**, we are using our primary communication tactics, with a news release to the news media and information posted on the Library’s website. For the General Election, committee member forms are due to the Pierce County Elections Office by August 1, 2023, the same day as the Primary Election.

We are responsible for providing committee members with copies of instructions, specifications, and deadlines for all statements (August 3, 2023 for statements). The committee is responsible for submitting statements of support or rejection of the proposed measure directly to the Elections Office.

Our deadline to the public for committee participation is Tuesday, June 13, 4:30 p.m. At the June 14 Board of Trustees meeting, I will provide you with the names of the first three respondents for a For Committee, as well as the first three respondents for an Against Committee, as applicable.

At the June Board meeting, we will ask you to approve the appointment of the individuals of the For Committee or Against Committee, as applicable. With your approval, we will complete the committee form(s) and submit them to the Pierce County Elections Office by June 16.

This process mirrors the steps taken when we filed the LCFA materials for the August 1, 2023 Primary Election and is being repeated for the November 7, 2023 General Election. The Board of Trustees and Sumner City Council passed resolutions to file for both elections, noting that the overlapping deadlines for election results from the Primary conflicts with the filing deadline for the General.

MOTION to appoint names received by June 13 to the committee to prepare arguments advocating voter approval of Proposition 1 in the 2023 November General Election.

MOTION to appoint names received by June 13 to the committee to prepare arguments advocating voter rejection of Proposition 1 in the 2023 November General Election.

Executive Session

**Motion: *To recess to Executive Session per RCW 42.30.110
to discuss a periodic personnel evaluation
for approximately 10 minutes.***

(Board Chair states time Executive Session will end)

Officers Reports

MEMO



Date: May 30, 2023

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

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

Subject: National Library Worker Day

During the week of April 25, the Library recognized staff in celebration of National Library Workers' Day. A sub group of our Culture Forward Team thoughtfully planned activities and celebrations throughout the week in honor of NLWD. Staff on the sub team included Kim Mose, Bijan Nowroozian, Katie Jay, and Cheree Green. We set aside a \$10 per employee budget for supervisors to purchase snacks/treats or something that might help boost morale (espresso machine, maybe?) during National Library Week. Supervisors led and coordinated local celebrations with staff. We offered a few sessions to connect with one another virtually and play games.

Additionally, we gave customers an opportunity to share in our appreciation and recognize the staff of PCLS. We asked our communities to email kudos and stories of the great work they see taking place in our libraries every day (thankyou@piercescountylibrary.org). This information was then shared directly with the subject(s) of praise. National Library Workers' Day was promoted in the branches with posters and on social media for our communities to see.

One example that we received from our customers was for the University Place Library: "I absolutely loved the grab bag of books my University Place PCLS branch pulled together for me. This was once curbside book pick up was allowed during COVID lockdown. I requested a grab bag multiple times. I usually ended up with a fun discovery in a genre I liked as well as a book/ topic I might never have thought about on my own. I can't single out a specific library employee because it was behind the scenes and I am not sure how the magic happened."

We were excited to reconnect, celebrate, and have some fun with our staff!



MEMO



Date: May 8, 2023

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

From: Mary Getchell, Marketing and Communications Director

Subject: April 2023 Special Election Results

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

Voters in the City of University Place approved a levy lid lift for public safety, which will add patrol and traffic officers and a specialist for homelessness, park safety, and crime prevention.

City of University Place – Proposition No. 1

The City of University Place is seeking voter approval for a levy lid lift to provide funding for additional public safety staffing, including eight additional patrol and traffic officers, and a specialist to address homelessness, park safety, and crime prevention.

If approved, this proposal increases the City’s levy rate by approximately \$0.35 per \$1,000 of assessed value for collection in 2024 and would be used to calculate the statutory limitation for future levy increases. For a home assessed at \$652,240 (the average assessed home value as determined by the Pierce County Assessor Treasurer), this levy would increase a homeowner’s property tax by approximately \$19 per month.

Yes:	4,432	52.5%
No:	4,010	47.5%
Total:	8,442	100.00%

Voters in the DuPont area gave a strong voice of support to renew a six-year levy for emergency medical services (EMS), to continue funding operations and maintenance of EMS services from the DuPont Fire Department.

City of DuPont – Proposition No. 1

This proposition renews the existing EMS levy as a source of funding for EMS services in the City of DuPont as an additional regular property tax in an amount equal to fifty cents (\$0.50) per thousand dollars (\$1,000.00) of assessed value of property.

If approved by voters, this proposition renews the levy for six years to continue financing the costs of operations and maintenance of the City’s existing emergency medical services at current levels of service, through the DuPont Fire Department, and to continue to satisfy personnel and equipment needs for these services.

Approved:	1,510	85.7%
Rejected:	252	14.3%
Total:	1,762	100.00%

Voters in the Orting area said no to a \$150 million bond for the Orting School District, with more voters rejecting the measure in April than the February turnout. In February, 54.92% of the voters approved the measure, while only 51.84% casted a vote for yes in April. More voters rejected the measure in April than they did in February, with 45.08% rejecting the measure in February and 48.16% saying no in April.

Orting School District No. 344 – Proposition No. 1

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

If voters approve this proposition, the District expects approximately \$11,000,000 in state construction assistance funds to complete these projects. The \$150,000,000 of general obligation bonds would mature within 21 years, and be repaid from annual excess property tax levies. The excess levy rate is estimated to be approximately \$2.49 per \$1,000 of assessed property value.

Yes:	2,108	51.84%
No:	1,958	48.16%
Total:	4,066	100.00%

In addition, Steilacoom area voters again failed a \$116 million general obligation bond for the Steilacoom Historical School District, also with more voters saying no to the measure in April than the count in February. In February, 58.76% of the voters approved the measure, while only 54.8% casted a vote for yes in April. More voters rejected the measure in April than in February, with 41.24% rejecting the measure in February and 45.2% saying no in April.

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

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

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

Yes:	2,649	54.8%
No:	2,185	45.2%
Total:	4,834	100.00%

MEMO



Date: June 8, 2023

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

From: Gretchen Caserotti, Executive Director

Subject: 2023 Board of Trustees Development Update and Opportunities

As the governing board for the Library, Trustees assume fiscal oversight and policy direction. By State law ([RCW 27.12.210](#)), primary duties include fiscal responsibility, planning for the future (including setting long-term strategic direction and goals), adopting policies to govern operations and services, hiring and evaluating the Executive Director, obtaining land and buildings, and accepting gifts of money or property.

Below are required or anticipated work as established in the December 2022 Board Meeting and completion, progress, or commentary at the mid-year review, June 2023.

2023 Major Work

1. Budget
 - a. 2023 Annual Report (Q1) **Done**
 - b. 2022 Fiscal Year-end Review (Q1) **Done**
 - c. 2024 Budget Review and Approvals (Q3,4) **Begins June 2024 with Timeline**
 - d. Certification of Property Taxes to be levied for collection in 2024 (Q4) review (Q4)
 - e. IRS 990 tax form (Q4) **Not yet started, Q4**
2. 2021 Fiscal Audit (Q4) **Not yet started, Q4**
3. Lakewood Library
 - a. Direct Staff on Wildaire location (Q1) **Done**
 - b. Interim Library (Q1, 2, 3, 4) **In Progress**
 - c. Future Library (Q1, 2, 3, 4) **In Progress**
4. Sumner Library Capital Funding Decisions (Q1, 2) **Done, waiting on outcome of LCFA elections**
5. 2023 Executive Director Evaluation (Q3,4) **Begins June 2024**
6. Facilities Master Plan **RFQ for consultant services planned Q3, Q4 – Board work deferred to 2024**

Policy Review, Updates, Revisions

Regular review and update of library policies – **In Progress, staff created Framework and guidelines for policy revisions. First policies before Board for first review June 2023.**

Board Development

Capital Funding; LCFA & Bonds (Q1)

- Attorney Dan Gottlieb LCFA training January and February 2023
- Financial Advisor Dave Trageser bond training February 2023.
- Election Dos and Don'ts – Marketing and Communications Director Mary Getchell March 2023

First Amendment Affecting Library Policies (Q2)

- Dan Gottlieb study session June 2023
- Shared EveryLibrary recorded training

Public Library Governance Training (Q3)

- State Library Board training May 2023

Public Library Building and Service Trends (Q4)

- City of Sumner Joint Meeting February 2023

Thank you for completing the survey we conducted to gather your feedback on the areas where you indicated a need for additional support in your roles as trustees. The survey aimed to identify specific challenges and concerns that you face and to provide actionable insights for enhancing your effectiveness in governing our organization. The findings provide valuable information that will guide us in developing strategies to support you in your roles. Below are the key areas where you expressed a desire for additional support:

- Establishing and Reviewing Library Policies
- Lease and Purchase of Library Buildings
- Library Finance Oversight
- Library Budget Development
- Strategic Planning and Evaluation

Our aim is to provide you with the tools and knowledge necessary to excel in your roles as trustees and to ensure compliance with legal requirements that Trustees receive Open Public Meetings Act (OPMA) within 90 days of appointment and every four years thereafter. Based on these survey results we will continue building our comprehensive support plan that includes targeted training and access to resources and experts.

Below is an outline of upcoming Board development opportunities we are planning throughout 2023:

Month	Training	Presenter
July	PCLS Materials Selection & Purchasing process	Amy Anderson, PCLS Collection Management Director
August	First Amendment obligations in library policy for online spaces	Jessica Goldman, Partner, Summit Law Group
September	Open Public Meeting Act and Public Records Act refresher training	Assistant Attorney General Morgan Damerow
October	Library Finances & 2024 PCLS Budget	Cliff Jo, Business and Compliance Director Mary Stimson, Finance Director
November	Strategic Planning and Evaluation	TBD
December	Library Design and Facilities	TBD

The survey responses also indicated you are interested in study sessions. We propose training of 60 minutes or more are scheduled as study sessions. For some topics, materials will be shared for reading or viewing at your convenience and discussion at a meeting versus a presentation.

Thank you for your continued dedication to our organization.