

AGENDA

Regular Meeting of the Pierce County Library System Board of Trustees
July 12, 2023 | 3:30 p.m.
The meeting will be held in person at 3005 112th St E, Tacoma, WA 98446

Optional virtual attendance available via:

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

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

Call to Order: Jamilyn Penn, Chair

Public Comment: *This is time set aside for members of the public to speak to the Board of Trustees. Comments will be limited to three (3) minutes. To provide comments virtually, sign up by emailing pmcbride@piercecountylibrary.org by 2:00 p.m. on July 12. 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 June 7, 2023, Special Meeting
2. Approval of Minutes of June 14, 2023, Regular Meeting
3. Approval of June Payroll, Benefits, and Vouchers

Board Development

1. Materials Selection and Purchasing Process, Collection Management Director Amy Anderson

Executive Director Report

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

Unfinished Business

1. 2023 Board of Trustees Development Update and Opportunities (corrected memo)
2. Interim Lakewood Library Update
3. Downtown Lakewood Library Building Demolition Timeline
4. Sumner Library Capital Facilities Area (LCFA) Election Update
5. 2024 Budget Development – Fiscal Management Policy Review (1st Reading)
6. Buckley Library Site Update **[ACTION]**

New Business

1. Policy Review
 - a. Board Bylaws Revision Discussion
 - b. Upcoming Library Access-Related Policies

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

1. Equity, Diversity and Inclusion Framework Milestone
2. COVID-19 Impacts to Library Use and Operations
3. Staff Training & Participation Report – Mid-year Update
4. Website Accessibility

Announcements

Adjournment **[ACTION]**

Consent Agenda

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – JUNE 7, 2023, STUDY SESSION**

CALL TO ORDER

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

Daniel Gottlieb, Attorney with Hillis, Clark Martin & Peterson provided training on the First Amendment Issues in Public Libraries.

Areas of discussion included:

Fundamental Freedoms

The First Amendment protects freedoms of speech in all forms, religion, press, assembly, petition and Penumbral rights of association and privacy. The role of government, including libraries as government institutions, is crucial in upholding and safeguarding the principles of the First Amendment. As government entities, libraries play a significant role in ensuring access to information and intellectual freedom by providing resources, services, and programming that promote a variety of perspectives, allowing individuals to explore and engage with different viewpoints.

Free Speech

Categories of speech not protected by the First Amendment include incitement, fighting words, defamation, obscenity, and child pornography. Behavior is also not protected.

Regulation of free speech is recognized in the following types of public forums: traditional, designated, and non-public. The public spaces of public libraries are limited public forums; the administrative spaces are nonpublic forums.

Discussion ensued on applying policy and protected expression in meeting rooms as well as election speech protections.

Mr. Gottlieb addressed censorship issues, including requests to relocate or remove materials based on content. He stated collection development policies are critical in addressing how the selection of materials is made.

Internet filtering and The Children's Internet Protection Act (CIPA) were discussed. CIPA denies federal funds if libraries do not filter the internet to minors under 17 years of age.

Mr. Gottlieb noted that in the state of Washington, extending filtering to all computers in its libraries is not a violation of free speech.

Executive Director Gretchen Caserotti noted additional exploration will continue when the code of conduct and internet policies are reviewed. She noted additional restraints around power supply and personal devices with respect to public computer placement in the branches.

Religious Freedom

The First Amendment prohibits governmental establishment of religion through sponsorship, financial support, or active involvement in religious activity. It also protects the free exercise to believe and to act on those beliefs, such as when the library may need to accommodate an employee's request for religious expression.

In the 9th Circuit courts, the prevailing case law upholds the right of the library to prevent religious worship, however it is not advised.

Freedom of the Press

Freedom of the press, assembly and petition, while important, have little impact on public libraries.

Penumbral Rights of Association and Privacy

These are not explicitly stated in the Constitution but can be inferred from other enumerated rights such as the rights guaranteed by the First Amendment.

Examples include expressive association such as unions, intimate association such as interpersonal relationships, and associational privacy relating to confidentiality of data regarding library users and their personally identifiable information.

Discussion ensued around privacy of user data and the limitations of software to ensure that historical data does not remain in the library's records.

Discussion also ensued around the protective rights to photograph within the library.

Trustees expressed gratitude to Mr. Gottlieb for his training.

ADJOURNMENT

The meeting was adjourned at 3:45 pm on motion by Trustee Patel, seconded by Trustee Duncan.

Gretchen Caserotti, Secretary

Jamilyn Penn, Chair

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – JUNE 14, 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, and Neesha Patel. Abby Sloan arrived at 3:55 pm. The meeting was conducted in person, with the option of virtual attendance.

PUBLIC COMMENT

Written public comments relating to the Lakewood Library were received from Lakewood residents Bob Warfield and William Ernst.

CONSENT AGENDA

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

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

EXECUTIVE DIRECTOR REPORTS

Executive Director Report – Executive Director Gretchen Caserotti noted the report for the COVID wrap-up will be on the July agenda. June 2023 marks the one-year closure of the Downtown Lakewood Library. Regional Services Manager Elysha Ryan summarized highlights of the milestone – Lakewood Library and Outreach department staff conducted 486 programs/events over the past year. In the week of October 23-29, 2022, staff conducted 17 events. Staff have established strong partnerships with many Lakewood community organizations. Director Caserotti expressed appreciation for the ongoing efforts by the Lakewood staff to provide services to the community despite the closure of the facility.

The public library statistical report has been submitted to the state. The financial audit and the annual report will be shared with the trustees via email as soon as they are completed next month. The Library is still waiting on the Pierce County Council to submit materials for the Library Capital Improvement Area (LCFA) to be included on the November ballot.

The Foundation department inducted three new members to its Board of Directors. Through the closure of the April financial reports, the Library is on track with planned general fund expenditures and is seeing more of the capital fund expenditures posting due to the interim Lakewood Library project costs.

Trustees commended the Lakewood staff for their outreach efforts and continued advancement of community partnerships since the closure of the Lakewood Library.

Chair Penn expressed appreciation to Executive Director Caserotti for the Library's transparent communications and reporting to keep the Board apprised of Library operations.

UNFINISHED BUSINESS

Interim Lakewood Library Project Status – Executive Director Caserotti reported the Library is working with numerous agencies to move the project forward. A project timeline will be shared once the permitting process has concluded.

Discussion ensued on the building elevation. The roof of the new building will be slightly pitched.

Discussion ensued regarding a target date for the community to begin enjoying the interim Library. Deputy Director of Operations Melinda Chesbro reported this will be dependent on securing a contractor and understanding their timeline for construction but anticipates the Library will be opened in 2024, barring any complications.

Executive Director Caserotti noted the financial commitments made for the interim Library and the goal to open it as expeditiously as possible remains a top priority for the administrators and staff.

Downtown Lakewood Library Demolition Plan Update – Facilities Director Kristina Cintron reported the Library is working closely with the City of Lakewood to understand the demolition timeline. Executive Director Caserotti noted there is no published procedural checklist and timeline related to the City of Lakewood's process. The Library has met the City's requirements to give notification of demolition. She noted the Library is learning as it moves through the process and working closely with the City to coordinate efforts. Additionally, the Library is being mindful not to initiate change orders that could potentially delay the process and increase costs.

Sumner Library Planning Timeline – Executive Director Caserotti reported on the steps needing to occur should the ballot measure pass. She corrected a statement in her memo, noting that once a measure is filed for the November ballot, the Library does not have ability to withdraw it. The Library is preparing for outcomes from the August ballot. If the measure is unsuccessful in August, the Library will be preparing to repeat related activities for the November ballot.

Discussion ensued on the process relating to the LCFA filing its own levy certificate in order for it to collect the revenues if it passes. Business and Compliance Director Cliff Jo noted the Library Board does not pass the levy certificate. The LCFA Board will pass the certificate.

Discussion ensued on potential suitable partners for the Sumner Library building. Executive Director Caserotti noted the Library would be coordinating with nonprofits to create a space dedicated to the organization which occurred prior to her joining the library. Examples include

social workers space and food banks to address food insecurity and social work. The library will continue to explore these arrangements and formalize the partnerships. She added that the Library received a \$300,000 commitment from the Sumner Rotary to help fund the space to include supporting families through these types of partnerships.

Discussion ensued on the possibility the timeline that would need to be extended with the City of Sumner if the ballot measure passes. In that case, the Library would likely negotiate to extend its current lease. If the ballot measure does not pass, the Library will identify spaces to lease and anticipates the City of Sumner would work with the Library to extend the lease. The current contract allows for a one-year extension. The primary concern with extending the lease is the condition of the building.

A question arose around the plan to keep the public apprised of the decisions and actions being taken during the process. Executive Director Caserotti noted that Marketing and Communications Director Mary Getchell has developed a robust communications plan with information on the paths the Library can take based on the outcome. The Library can only use its typical channels to communicate, since a ballot measure has been filed. Communication channels include open houses, community meetings, postcards, videos, and e-newsletters.

NEW BUSINESS

Policy Review Board Policies Discussion – Executive Director Caserotti shared the steps the Board will take to review upcoming policies. She directed their attention to the guidelines developed for policy writers, noting the commitment of providing clarity and incorporating an EDI lens to all policies is at the forefront of policy writing.

She requested the Board review the list of policies up for review first, along with the recommendations outlined for them. In June, Library administrators will present the policies with tracked changes, a clean copy, and a summary of changes for the Board's consideration and discussion. Feedback would be applied and presented at the August meeting.

Policies will be presented to the Board monthly with the first grouping of policies reflecting the most high-level board policies. Currently, administrators are developing the list of policies that will be presented. Executive Director Caserotti noted there is a sense of urgency for the Board to review the Access policies in light of the First Amendment training the Board recently received.

Discussion ensued on the framework on recommendations and measuring outcomes. Most Library policies are based on a legal requirement and may not be measured in this way. Access policies such as Fines and Fees will allow for measuring outcomes.

Executive Director Caserotti welcomed feedback on the process and recommendations presented. She noted the importance of keeping the Board involved in the development as the Library simplifies the process.

Discussion ensued on possible policy committee engagement in the process and the level of involvement required. There was interest from several Trustees to explore forming policy, building, and strategic plan committees.

2024 Budget Development Timeline – Finance Director Mary Stimson provided an overview of the 2024 budget calendar and activities. The Fiscal Management policy will be brought to the Board in July for approval in August. A revenue study session is planned for September.

Sumner Pierce County Library For or Against Proposition 1 Committee for General Election – Executive Director Caserotti reported there were three names submitted to form the “For” committee and none for the “Against” 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 November General Election. Trustee Sloan seconded the motion. Motion carried.

EXECUTIVE SESSION

At 4:45 pm, Trustee Duncan moved to recess to Executive Session, per RCW 42.30.110, to discuss a periodic personnel evaluation for approximately 10 minutes. Trustee Sloan seconded the motion. Motion carried. The session ended at 4:59 pm.

OFFICERS REPORTS

National Library Workers Day – Trustees appreciated the comments shared by members of the community in praise of Library staff.

ANNOUNCEMENTS

Sumner Open Houses will be held on June 28, 2023, at 11:00 am and 6:00 pm.
The Summer Reading kickoff party will be held on June 16, 2023, from 3:00-5:00 pm, at the Parkland/Spanaway Library branch.
Executive Director Caserotti shared information on virtual trustee training events via email.
The Library System will be closed on June 19, 2023, for the Juneteenth holiday.

ADJOURNMENT

The meeting was adjourned at 5:05 pm on motion by Trustee Duncan, seconded by Trustee Patel.

Gretchen Caserotti, Secretary

Jamilyn Penn, Chair

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

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Electronic Payments - Payroll & Acct Payable		6/6/2023	\$ 1,082,249.98
Electronic Payments - Payroll & Acct Payable		6/21/2023	\$ 1,027,113.50
Accounts Payable Warrants		6/1/2023 - 6/30/2023	\$ 1,455,387.96
Total:			<u>\$ 3,564,751.44</u>

As of 07.5.2023

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: 6/6/23 Payroll

Withdrawal Date: 6/6/2023

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	88,889.40
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	70,619.70
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	70,619.70
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	670,933.90
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	13,727.92
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	61,338.66
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	96,850.88
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	875.00
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	-
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	-
Total Deposit						\$ 1,082,249.98

Certification:

Stacy Karabotsos
 Signature (Department Designee)

6/2/2023
 Date

Comments:

Ad-hoc bank transaction (Withdrawal)

PCL_Company

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

Contact Name: Stacy Karabotsos
 Contact Phone: 253-548-3451
 Contact e-mail: sdkarabotsos@piercecounyalibrary.org
 Comments: 6/21/23 Payroll

Withdrawal Date: 6/21/2023

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	81,019.65
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	66,911.02
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	66,911.02
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	638,805.26
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	12,508.95
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	58,328.62
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	92,204.10
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	2,894.42
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	875.00
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	203.60
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	853.54
Total Deposit						\$ 1,027,113.50

Certification:

Stacy Karabotsos
 Signature (Department Designee)

6/19/2023
 Date

Comments:

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
704553	06/02/2023	PRINTED	2621	AMERICAN LEGION COMMUNITY CENTER	0.00	5,560.00	06/06/2023
704554	06/02/2023	PRINTED	341	BAKER & TAYLOR	0.00	19,281.05	06/08/2023
704555	06/02/2023	PRINTED	427	BLACKSTONE PUBLISHING	0.00	121.62	06/08/2023
704556	06/02/2023	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	63.98	06/08/2023
704557	06/02/2023	PRINTED	998	CINTAS CORPORATION LOC 461	0.00	365.57	06/20/2023
704558	06/02/2023	PRINTED	2028	DAVIS DOOR SERVICE INC	0.00	238.49	06/06/2023
704559	06/02/2023	PRINTED	392	THE FALCONER	0.00	300.00	06/13/2023
704560	06/02/2023	PRINTED	486	HILLIS CLARK MARTIN & PETERSON	0.00	1,498.00	06/07/2023
704561	06/02/2023	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	267.21	06/06/2023
704562	06/02/2023	PRINTED	2615	BARBARA D KENDALL	0.00	14.99	06/12/2023
704563	06/02/2023	PRINTED	1886	LAMAR COMPANIES	0.00	2,334.50	06/13/2023
704564	06/02/2023	PRINTED	26	LINGO	0.00	135.24	06/09/2023
704565	06/02/2023	PRINTED	197	MERGENT INC	0.00	27,059.00	06/07/2023
704566	06/02/2023	PRINTED	211	MIDWEST TAPE LLC	0.00	14,232.68	06/07/2023
704567	06/02/2023	PRINTED	216	CITY OF MILTON	0.00	572.29	06/08/2023
704568	06/02/2023	PRINTED	2576	MR ROOTER PLUMBING	0.00	33,834.53	06/06/2023
704569	06/02/2023	PRINTED	512	OETC	0.00	174.08	06/08/2023
704570	06/02/2023	PRINTED	531	PAN ASIAN PUBLICATIONS (USA) INC.	0.00	1,400.00	06/30/2023
704571	06/02/2023	PRINTED	552	PENINSULA LIGHT CO	0.00	1,962.02	06/06/2023
704572	06/02/2023	PRINTED	2577	PIERCE COUNTY KITEFLIERS ASSOCIATION	0.00	25.00	06/08/2023
704573	06/02/2023	PRINTED	776	PUGET SOUND ENERGY	0.00	2,176.28	06/08/2023
704574	06/02/2023	PRINTED	61	RICOH USA INC	0.00	979.97	06/13/2023
704575	06/02/2023	PRINTED	85	SARCO SUPPLY LLC	0.00	339.08	06/06/2023
704576	06/02/2023	PRINTED	2097	SENTINEL PEST CONTROL	0.00	459.76	06/13/2023
704577	06/02/2023	PRINTED	273	TOWN OF STEILACOOM	0.00	1,216.26	06/07/2023
704578	06/02/2023	PRINTED	290	SURPRISE LAKE SQUARE LLC	0.00	12,402.93	06/09/2023
704579	06/02/2023	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	953.73	06/08/2023
704580	06/02/2023	PRINTED	811	WCP SOLUTIONS	0.00	1,314.90	06/07/2023
704581	06/06/2023	PRINTED	314	AFSCME AFL-CIO	0.00	13,843.86	06/13/2023
704582	06/06/2023	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	2,279.74	06/12/2023
704583	06/06/2023	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	0.00	482.67	06/09/2023
704584	06/06/2023	PRINTED	335	AWC EMPLOYEE BENEFIT TRUST	0.00	273,873.80	06/15/2023
704585	06/09/2023	PRINTED	341	BAKER & TAYLOR	0.00	29,362.12	06/20/2023
704586	06/09/2023	PRINTED	2423	BETA - LAKEWOOD LLC	0.00	7,287.48	06/16/2023
704587	06/09/2023	PRINTED	432	CITY OF BONNEY LAKE	0.00	285.43	06/16/2023
704588	06/09/2023	PRINTED	2220	ROBIN BRADFORD	0.00	100.00	06/21/2023
704589	06/09/2023	PRINTED	638	CITY OF BUCKLEY	0.00	268.17	06/22/2023
704590	06/09/2023	PRINTED	2238	BYLINE FINANCIAL GROUP	0.00	454.67	06/22/2023
704591	06/09/2023	PRINTED	1036	CATALYST WORKPLACE ACTIVATION	0.00	37,693.30	06/20/2023
704592	06/09/2023	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	319.10	06/21/2023
704593	06/09/2023	PRINTED	998	CINTAS CORPORATION	0.00	365.57	06/23/2023
704594	06/09/2023	PRINTED	2656	CLIFFORD JO	0.00	414.00	06/16/2023

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
704595	06/09/2023	PRINTED	2654	CONNIE BEHE	119.50	0.00	
704596	06/09/2023	PRINTED	2028	DAVIS DOOR SERVICE INC	0.00	1,441.00	06/15/2023
704597	06/09/2023	PRINTED	379	E-RATE EXPERTISE INC	0.00	187.50	06/26/2023
704598	06/09/2023	PRINTED	382	MISTEL ERICKSON	0.00	557.49	06/20/2023
704599	06/09/2023	PRINTED	383	ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE INC	0.00	1,430.00	06/20/2023
704600	06/09/2023	PRINTED	419	GALE	0.00	91,156.26	06/21/2023
704601	06/09/2023	PRINTED	464	GREAT FLOORS COMMERCIAL SALES	0.00	4,668.97	06/16/2023
704602	06/09/2023	PRINTED	2367	KAYCE HALL	0.00	119.50	06/21/2023
704603	06/09/2023	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	750.36	06/20/2023
704604	06/09/2023	PRINTED	2627	KIDS CAN PRESS LTD	100.00	0.00	
704605	06/09/2023	PRINTED	2607	KILGORE MEMORIAL LIBRARY	23.00	0.00	
704606	06/09/2023	PRINTED	735	KING COUNTY LIBRARY SYSTEM	0.00	10.00	06/16/2023
704607	06/09/2023	PRINTED	742	KITSAP REGIONAL LIBRARY	16.95	0.00	
704608	06/09/2023	PRINTED	2617	ADWOA LEVIN	0.00	119.50	06/27/2023
704609	06/09/2023	PRINTED	2301	MOLALLA PUBLIC LIBRARY	0.00	10.00	06/29/2023
704610	06/09/2023	PRINTED	2421	LOTUS SEATTLE GROUP	0.00	3,000.00	06/15/2023
704611	06/09/2023	PRINTED	2655	MELISSA MUNN	0.00	119.50	06/21/2023
704612	06/09/2023	PRINTED	227	MOUNTAIN MIST	0.00	43.05	06/15/2023
704613	06/09/2023	PRINTED	1081	NASIM LANDSCAPE	0.00	9,508.78	06/15/2023
704614	06/09/2023	PRINTED	2649	NORTHERN VIRGINIA COMMUNITY COLLEGE	0.00	53.00	06/30/2023
704615	06/09/2023	PRINTED	520	CITY OF ORTING	0.00	222.27	06/20/2023
704616	06/09/2023	PRINTED	540	PARKLAND LIGHT & WATER	0.00	283.34	06/16/2023
704617	06/09/2023	PRINTED	1037	PIERCE COUNTY SEWER	0.00	1,022.00	06/20/2023
704618	06/09/2023	PRINTED	776	PUGET SOUND ENERGY	0.00	741.90	06/15/2023
704619	06/09/2023	PRINTED	61	RICOH USA INC	0.00	1,160.94	06/20/2023
704620	06/09/2023	PRINTED	2625	AMANDA RODRIGUEZ	0.00	376.04	06/16/2023
704621	06/09/2023	PRINTED	1891	SEATTLE PUBLIC LIBRARY	14.99	0.00	
704622	06/09/2023	PRINTED	2097	SENTINEL PEST CONTROL	0.00	329.16	06/22/2023
704623	06/09/2023	PRINTED	249	SMITH FIRE SYSTEMS INC	0.00	667.44	06/15/2023
704624	06/09/2023	PRINTED	267	SPOKANE PUBLIC LIBRARY	0.00	22.00	06/22/2023
704625	06/09/2023	PRINTED	285	CITY OF SUMNER	0.00	1,218.10	06/16/2023
704626	06/09/2023	PRINTED	299	TACOMA PUBLIC LIBRARY	0.00	17.00	06/23/2023
704627	06/09/2023	PRINTED	672	CITY OF UNIVERSITY PLACE	0.00	68.39	06/16/2023
704628	06/09/2023	PRINTED	605	US BANK	0.00	178,888.74	06/13/2023
704629	06/09/2023	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	966.03	06/16/2023
704630	06/09/2023	PRINTED	2015	WEX BANK	0.00	3,714.94	06/14/2023
704631	06/16/2023	PRINTED	341	BAKER & TAYLOR	0.00	23,487.73	06/23/2023
704632	06/16/2023	PRINTED	2669	KATIE BAKER	0.00	304.00	06/22/2023
704633	06/16/2023	PRINTED	358	BERK CONSULTING INC	0.00	10,070.94	06/22/2023
704634	06/16/2023	PRINTED	2664	BOONSLICK REGIONAL LIBRARY	0.00	18.76	06/30/2023
704635	06/16/2023	PRINTED	2241	GRETCHEN CASEROTTI	0.00	119.50	06/27/2023
704636	06/16/2023	PRINTED	669	CHUCKALS INC	0.00	2,107.82	06/21/2023

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
704637	06/16/2023	PRINTED	1885	DUPREE CREATIONS	0.00	500.00	06/23/2023
704638	06/16/2023	PRINTED	486	HILLIS CLARK MARTIN & PETERSON	0.00	1,974.00	06/21/2023
704639	06/16/2023	PRINTED	710	IRON MOUNTAIN INC	0.00	462.31	06/23/2023
704640	06/16/2023	PRINTED	2300	KPFF INC	0.00	1,100.00	06/27/2023
704641	06/16/2023	PRINTED	211	MIDWEST TAPE LLC	0.00	21,387.32	06/27/2023
704642	06/16/2023	PRINTED	2672	MELISSA MUNN	0.00	273.56	06/26/2023
704643	06/16/2023	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	130.00	06/21/2023
704644	06/16/2023	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	2,673.87	0.00	
704645	06/16/2023	PRINTED	61	RICOH USA INC	0.00	3,552.60	06/21/2023
704646	06/16/2023	PRINTED	61	RICOH USA INC	0.00	658.20	06/23/2023
704647	06/16/2023	PRINTED	1891	SEATTLE PUBLIC LIBRARY	25.00	0.00	
704648	06/16/2023	PRINTED	2097	SENTINEL PEST CONTROL	0.00	535.36	06/26/2023
704649	06/16/2023	PRINTED	2529	RAY STOEVE	0.00	500.00	06/23/2023
704650	06/16/2023	PRINTED	284	SUMMIT WATER & SUPPLY CO	0.00	1,638.10	06/23/2023
704651	06/16/2023	PRINTED	287	SUPERIOR SAW & SUPPLY, INC.	0.00	22.85	06/21/2023
704652	06/16/2023	PRINTED	581	TILlicum COMMUNITY SERVICE CEN	0.00	2,128.73	06/27/2023
704653	06/16/2023	PRINTED	2670	TRAN JASMINE	0.00	119.50	06/21/2023
704654	06/16/2023	PRINTED	2246	LYDIA K VALENTINE	500.00	0.00	
704655	06/21/2023	PRINTED	313	AFLAC	3,600.96	0.00	
704656	06/21/2023	PRINTED	684	COLONIAL SUPPLEMENTAL INSURANC	174.00	0.00	
704657	06/21/2023	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	2,250.54	0.00	
704658	06/21/2023	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	0.00	482.67	06/23/2023
704659	06/23/2023	PRINTED	2678	ACCO BRANDS USA LLC	0.00	791.03	06/28/2023
704660	06/23/2023	PRINTED	341	BAKER & TAYLOR	0.00	59,598.65	06/29/2023
704661	06/23/2023	PRINTED	642	BUILDINGWORK LLC	0.00	24,208.05	06/27/2023
704662	06/23/2023	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	17,364.38	06/29/2023
704663	06/23/2023	PRINTED	124	CONSOLIDATED TECHNOLOGY SERVICES	0.00	589.38	06/30/2023
704664	06/23/2023	PRINTED	155	DELL MARKETING LP	0.00	9,042.59	06/30/2023
704665	06/23/2023	PRINTED	1885	DUPREE CREATIONS	0.00	350.00	06/29/2023
704666	06/23/2023	PRINTED	185	DWYER PEMBERTON & COULSON PC	0.00	282.50	06/29/2023
704667	06/23/2023	PRINTED	369	EHS-INTERNATIONAL INC	0.00	41,831.73	06/28/2023
704668	06/23/2023	PRINTED	370	ELITE PROPERTY INVESTMENTS LLC	0.00	13,521.16	06/30/2023
704669	06/23/2023	PRINTED	460	GRAY MEDIA PRODUCTIONS LLC	1,835.00	0.00	
704670	06/23/2023	PRINTED	482	HERMANSON COMPANY LLP	0.00	742.50	06/28/2023
704671	06/23/2023	PRINTED	486	HILLIS CLARK MARTIN & PETERSON	0.00	1,316.00	06/28/2023
704672	06/23/2023	PRINTED	707	INTRACOMMUNICATION NETWORK SYS	0.00	271.04	06/28/2023
704673	06/23/2023	PRINTED	1886	LAMAR COMPANIES	1,805.00	0.00	
704674	06/23/2023	PRINTED	2674	MODERN BUILDING SYSTEMS INC	0.00	130,416.00	06/27/2023
704675	06/23/2023	PRINTED	2345	TRISHA MUSCHETT	0.00	163.00	06/29/2023
704676	06/23/2023	PRINTED	2243	GEODESIGN INC	0.00	11,458.45	06/29/2023
704677	06/23/2023	PRINTED	510	OCLC INC	0.00	45.00	06/30/2023
704678	06/23/2023	PRINTED	512	OETC	0.00	18.15	06/28/2023

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
704679	06/23/2023	PRINTED	1200	PIONEER PACKAGING	0.00	478.51	06/27/2023
704680	06/23/2023	PRINTED	2540	PLUMB SIGNS	0.00	1,930.85	06/27/2023
704681	06/23/2023	PRINTED	762	PRINT NW LLC	0.00	13,024.04	06/27/2023
704682	06/23/2023	PRINTED	782	QUALITY BUSINESS SYSTEMS INC	149,600.00	0.00	
704683	06/23/2023	PRINTED	782	XEROX CORPORATION	0.00	148.11	06/28/2023
704684	06/23/2023	PRINTED	61	RICOH USA INC	0.00	730.74	06/29/2023
704685	06/23/2023	PRINTED	61	RICOH USA INC	0.00	2,191.69	06/28/2023
704686	06/23/2023	PRINTED	85	SARCO SUPPLY LLC	0.00	878.29	06/27/2023
704687	06/23/2023	PRINTED	1891	SEATTLE PUBLIC LIBRARY	26.90	0.00	
704688	06/23/2023	PRINTED	2097	SENTINEL PEST CONTROL	0.00	305.76	06/30/2023
704689	06/23/2023	PRINTED	2555	SS LANDSCAPING SERVICES INC	0.00	896.25	06/27/2023
704690	06/23/2023	PRINTED	2326	MARY STIMSON	473.50	0.00	
704691	06/23/2023	PRINTED	2365	TEKS SERVICES INC	1,575.82	0.00	
704692	06/23/2023	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	1,732.20	06/28/2023
704693	06/23/2023	PRINTED	826	WOIS THE CAREER INFORMATION SYTEM	0.00	9,120.00	06/27/2023
704694	06/23/2023	PRINTED	2008	ZPROCIS SOLUTIONS INC	2,788.00	0.00	
704695	06/30/2023	PRINTED	341	BAKER & TAYLOR	28,449.40	0.00	
704696	06/30/2023	PRINTED	427	BLACKSTONE PUBLISHING	226.44	0.00	
704697	06/30/2023	PRINTED	657	CENGAGE LEARNING INC / GALE	238.70	0.00	
704698	06/30/2023	PRINTED	2499	FLOHAWKS	973.58	0.00	
704699	06/30/2023	PRINTED	497	HUB INTERNATIONAL	16.00	0.00	
704700	06/30/2023	PRINTED	703	INGRAM LIBRARY SERVICES	739.45	0.00	
704701	06/30/2023	PRINTED	26	LINGO	131.17	0.00	
704702	06/30/2023	PRINTED	2680	LAYLA MASTEN	20.38	0.00	
704703	06/30/2023	PRINTED	2684	PATRICK MCVICKER	192.00	0.00	
704704	06/30/2023	PRINTED	211	MIDWEST TAPE LLC	7,123.89	0.00	
704705	06/30/2023	PRINTED	531	PAN ASIAN PUBLICATIONS (USA) INC.	3,560.00	0.00	
704706	06/30/2023	PRINTED	552	PENINSULA LIGHT CO	1,183.77	0.00	
704707	06/30/2023	PRINTED	2096	PEOPLESPLACE	2,915.91	0.00	
704708	06/30/2023	PRINTED	2593	PLAYAWAY PRODUCTS LLC	5,298.09	0.00	
704709	06/30/2023	PRINTED	776	PUGET SOUND ENERGY	3,592.58	0.00	
704710	06/30/2023	PRINTED	61	RICOH USA INC	1,268.12	0.00	
704711	06/30/2023	PRINTED	2555	SS LANDSCAPING SERVICES INC	336.90	0.00	
704712	06/30/2023	PRINTED	273	TOWN OF STEILACOOM	1,474.37	0.00	
704713	06/30/2023	PRINTED	831	WORKPOINTE	15,837.91	0.00	
					241,181.69	1,214,206.27	1,455,387.96

Board Development

Materials Selection and Purchasing Process

Amy Anderson, Collection Management Director



Objectives

1. Understand the role of selection within the Collection Management department.
2. Understand the selection & deselection processes at PCLS.

Collection Management:

Four teams within the department

1. Materials Management
2. Online Resources & Interlibrary Loan (ILL)
3. Acquisitions & Cataloging
4. Selection





Materials Management



Online Resources & ILL



Currently the Library is not processing purchase or ILL requests for customers that have lost or replacement charges on their account. To find information about logging into your library account please see our [website](#) or call your local [library](#).

Customers are limited to 2 requests per week. Staff can help you find another title currently in the Library's collection that may meet your needs. For recommendations, speak with branch staff or access "Ask Us" or "My Next Read"

To request an e-book or downloadable audiobook use the [Notify Me feature in the Libby App](#).

PURCHASE/INTERLIBRARY LOAN REQUEST

<https://forms.pcls.us/materials-request-form/>

Acquisitions & Cataloging

Not this...





Selection

The Collection Management Librarians are the starting point and drive for collection development at Pierce County Library.

- Follow the [Selection of Library Materials board policy](#)
- Select, reassign, weed, and withdraw materials
- Provide training and staff support for collection maintenance and weeding
- Branch collection support
- Responding to customer requests and customer collection questions
- Trends in publishing worlds
- Develop and maintain relationships with vendors, authors, and publishers
- Program and initiative support
- Readers' advisory
- Evaluate for new formats or collections to meet customer needs
- Participate in regional and national committees and organizations

Customer Requests



Currently the Library is not processing purchase or ILL requests for customers that have lost or replacement charges on their account. To find information about logging into your library account please see our [website](#) or call your local [library](#).

Customers are limited to 2 requests per week. Staff can help you find another title currently in the Library's collection that may meet your needs. For recommendations, speak with branch staff or access "Ask Us" or "My Next Read"

To request an e-book or downloadable audiobook use the [Notify Me feature in the Libby App](#).

PURCHASE/INTERLIBRARY LOAN REQUEST

<https://forms.pcls.us/materials-request-form/>

Review Sources

- [Booklist](#)
- [The Bulletin of the Center of Children's Books](#)
- [Horn Book](#)
- [Kirkus](#)
- [Library Journal](#)
- [Publishers Weekly](#)
- [School Library Journal](#)

Other Tools

Other selection tools

Branch staff feedback

[Common Sense Media](#)

[Edelweiss](#)

[IMDB](#)

[Netgalley](#)

[Rotten Tomatoes](#)

Vendor availability

[Baker & Taylor](#)

[Ingram](#)

Amazon, but not Amazon Marketplace

Deselection

Withdrawal of Materials

Withdrawing materials from the collections is as important part of the maintenance of the Library's collections as the initial selection. Therefore, the Library shall consider the same factors as the selection policy, as well as condition and space, when withdrawing items.

This paragraph is not intended to sanction removal of library materials based upon any controversy surrounding the material.

- Source: Selection of Library Materials policy ([B-selection-library-materials.pdf \(mypcls.org\)](https://www.mypcls.org/files/2017/07/B-selection-library-materials.pdf))

Reassignment

Download more graphics at www.psdgraphics.com



Resale through Vendor



ThriftBooks

Fiscal year 2022 profits: \$44,862

Fiscal year 2022 pounds sent:
118,955 lbs. (i.e. ~59.5 tons)





Questions?





Thank You!



mypcls.org

LEARNING • ENJOYMENT • COMMUNITY

Executive Director Report (Routine Reports)

MEMO



Date: July 3, 2023

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

From: Gretchen Caserotti, Executive Director

Subject: Executive Director Report

The Library's Summer Reading Program (SRP) kicked off June 1, 2023. As of this memo, 22,161 Reading Logs have been distributed to branches. In June alone, PCLS offered 45 programs, with 1,992 patron attendees. Library Staff across the system are busy participating in special summer community events, ranging from University Place's Duck Daze parade to Rhubarb Days in Sumner. Summer is a great time for us to get outside of our buildings to promote library services, strengthen relationships with community partners, and engage directly with community members we may not be reaching inside library facilities. Many thanks to all our staff hosting tables at festivals, conducting storytimes in parks, and supporting kids and teens outside of school across the whole county.

Our staff in Lakewood and Tillicum have done such a great job responding to change and creating engaging service opportunities outside the normal venues. In the long run, PCLS benefits when staff are empowered to respond to community needs in agile, authentic ways. We're excited to see other branches adopting some less-conventional engagement strategies, such as hosting offsite pop-up libraries, offering tech support in local senior centers, teaching online safety courses in community centers and serving as facilitators for student associations in schools. Last month, staff served over 1,000 more residents than they did in May. Additionally, at the end of the month, I attended and gave a presentation to the Lakewood Rotary – on the last day of Mayor Jason Whalen's presidency with the club. The Lakewood Rotary boasts a wonderful group of engaged and passionate community leaders.

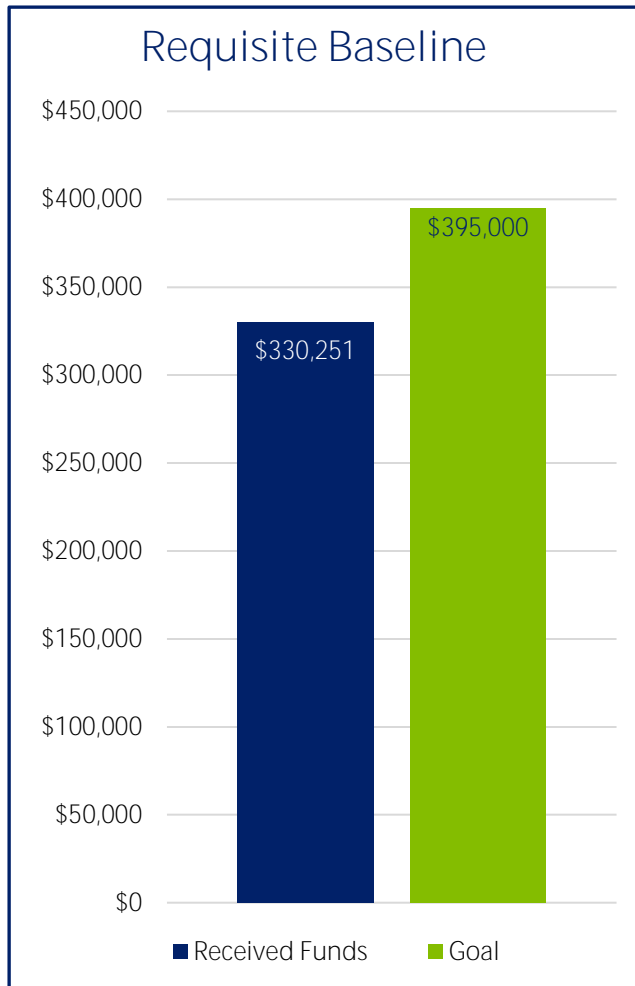
In June, our planned Communications regarding the LCFA and Sumner bond ballot measure were well underway. On June 28, 2023, we hosted two Open Houses at the existing Sumner Library. Attending residents had the opportunity to learn more about the proposed measure and have their questions answered directly by library administrators. We fielded questions about many aspects of the situation in Sumner and appreciated the participation and interest of the dozens of residents in attendance. A Direct Mailer was sent to all households within the City of Sumner boundaries in June, and I continue to meet with business leaders and community stakeholders to educate and invite questions.

This month, we're especially excited to report to the Board on the progress made by staff-led Equity, Diversity, and Inclusion teams and the system's EDI Steering Committee. These teams have developed recommendations for PCLS in the areas of three pillars; Inclusive Work Environment, Business Planning, Design and Delivery and Inclusive Systems, Processes and Practices. As we shape the 2024 budget, we are incorporating funding requests for several EDI initiatives within our organization. The importance of EDI transcends individual roles, and I am delighted to witness a diverse range of recommendations that will bring positive changes across various aspects of our organization. It is important to note that these recommendations serve as a starting point and are by no means exhaustive or definitive. We anticipate numerous other avenues through which further EDI efforts will materialize within our library programs, collections, and services.

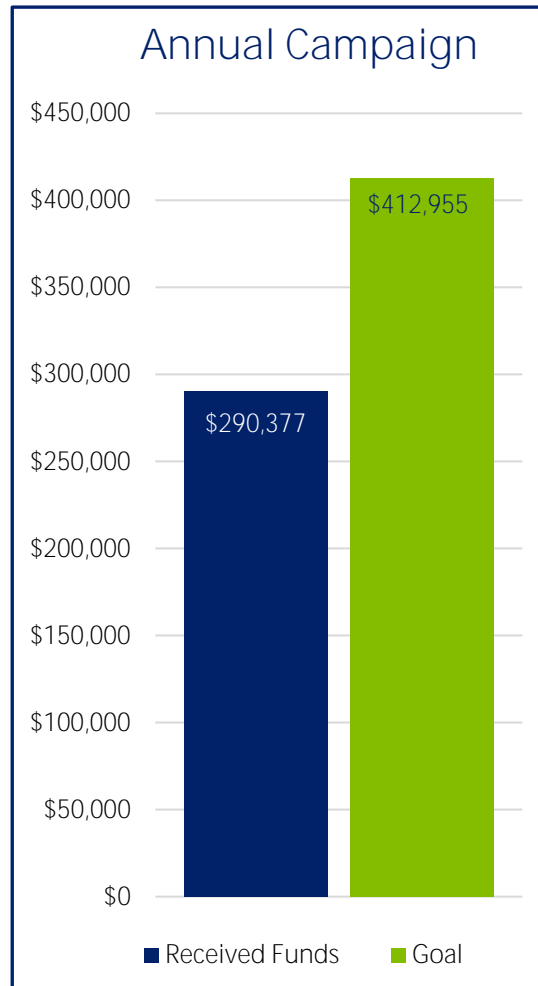
Our 2022 Annual Report has been published. In June, we prepared materials for mailing the report to key stakeholders and Library partners. Mary Getchell and Petra McBride are busy arranging for me to present to both the Pierce County Council and Bonney Lake City Council. We are also building a strategy for the coming years to ensure biannual regular attendance before councils. This week, I shared the Annual Report with all the State Legislature's elected representatives, including an invitation to reserve our library meeting rooms for town halls.



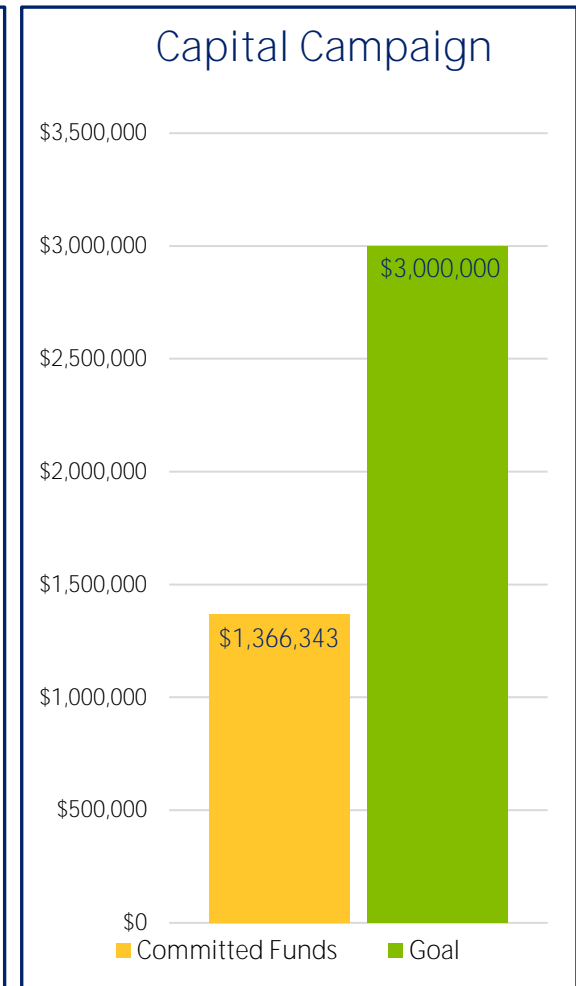
Fundraising Performance Dashboard



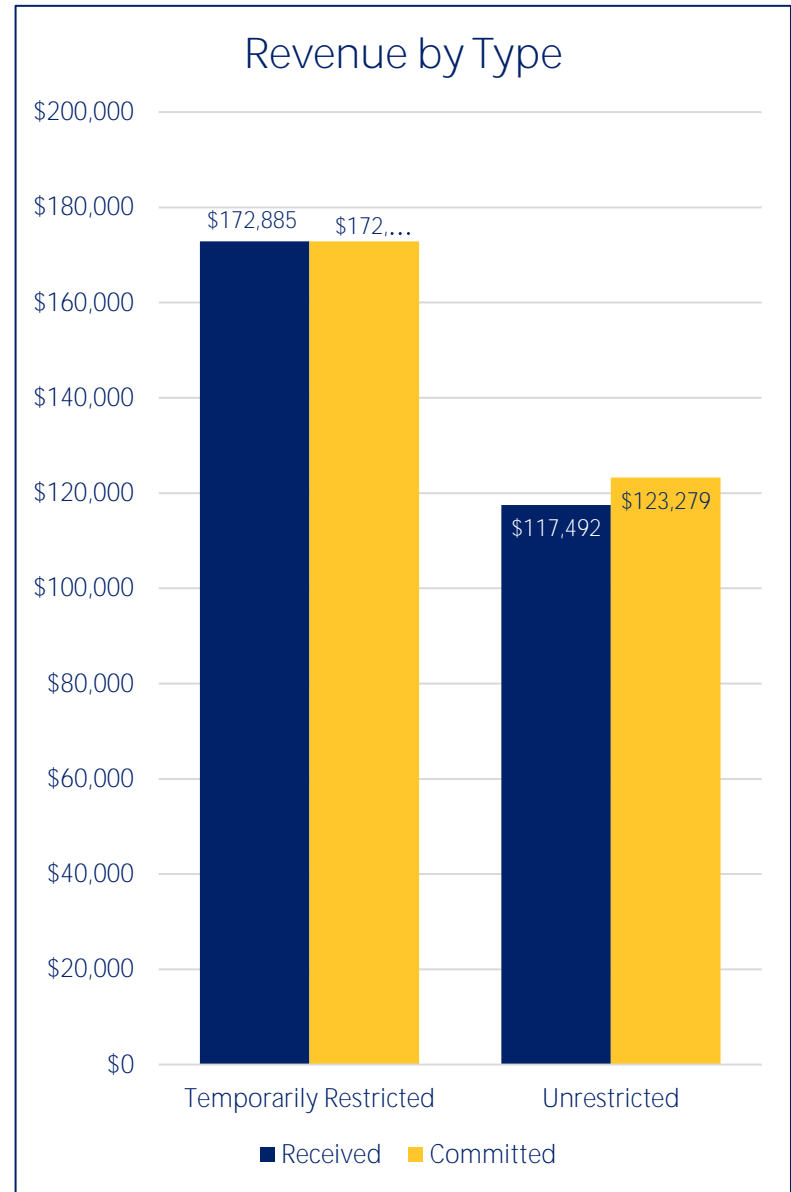
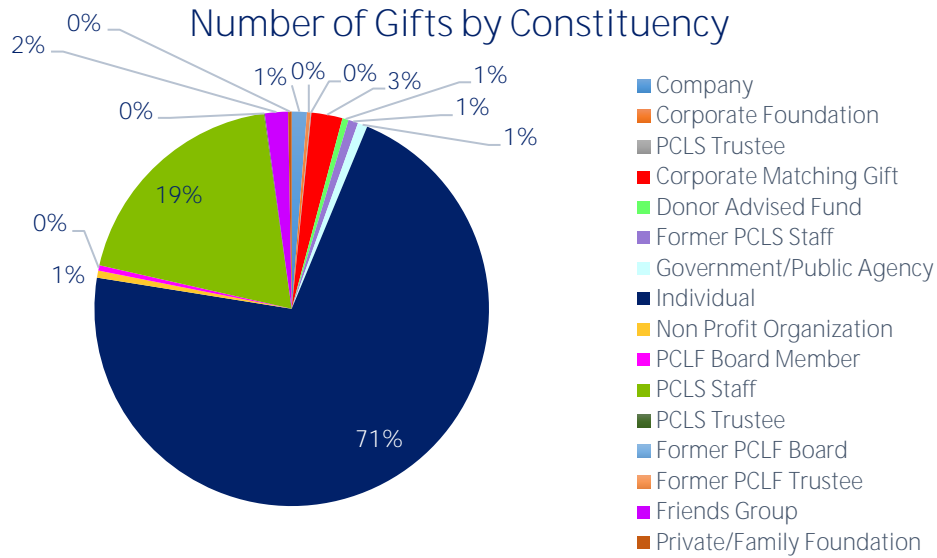
Goal = PCLS/Foundation annual agreement



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

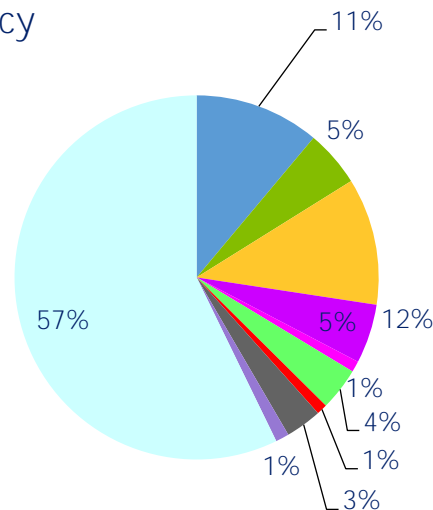


Annual Campaign Statistics



Gift Revenue by Constituency

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



Annual Campaign Donors by Lifecycle Status

Continuing Individual donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
426	40.42%	\$77,930	26.88%	620	\$99,512

Continuing Corporate/Foundation donors - Year to date

# of Donors	Donor rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
21	27.63%	\$51,379	117.62%	50	\$44,959

Continuing Individual donors - First year donor

# of Donors	Donor rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
26	16.77%	\$2,900	48.00%	129	\$11,191

Continuing Corporate/Foundation donors - First year donor

# of Donors	Donor rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
5	15.15%	\$31,175	18.37%	24	\$12,951

New Individual donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate	
63	2.48%	\$3,915	23.54%	

New Corporate/Foundation donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate	
11	7.69%	\$107,015	151.62%	

Returning Individual donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate	
124	8.80%	\$12,265	51.30%	

Returning Corporate/Foundation donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate	
7	12.10%	\$64,468	712.40%	

Updates

What's going well

- Annual Campaign: we've surpassed our \$310,000 goal!
- Trivia BEE: we're well positioned to pull off a successful 5th Annual Trivia BEE
- Capital Campaign: Campaign Steering Committee meeting in support of Sumner Library
- Foundation Board: Advocacy workshop provided by Foundation Staff and Barsness Group

Areas to capitalize on

- Ensuring success for our 5th Annual Trivia BEE

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

May 31, 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

May

- **535050. Annual renewal of contract for Polaris system with Innovative Interfaces, year 1 of 4.**

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

May

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

April

- 541060. Payment to BuildingWork for work on the design process with Modern Building Services for the Lakewood Interim 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	282,842.67	- 0 -	- 0 -
March	241,052.34	240,864.09	188.25	- 0 -
April	413,814.03	411,197.90	2,616.13	- 0 -
May	463,296.98	463,296.98	- 0 -	- 0 -
June	178,888.74	30,973.85	- 0 -	147,914.89
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 -
2023 YTD	\$1,758,087.42	\$1,605,526.45	\$4,646.08	\$147,914.89

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
May 31, 2023**

	GENERAL FUND	SPECIAL PURPOSE FUND	LEVY SUSTAINABILITY FUND	ELECTION FUND	PROPERTY AND FACILITY FUND	DEBT SERVICE FUND	CAPITAL IMPROVEMENT PROJECTS FUND	TOTAL ALL FUNDS
ASSETS								
Current Assets								
Cash	\$ 8,601,818	\$ -	\$ 100	\$ 100	\$ 100	\$ 100	\$ 277,913	\$ 8,880,131
Investments	\$ 12,247,886	\$ -	\$ 13,186,362	\$ 1,160,879	\$ 2,477,901	\$ 91,715	\$ 8,000,270	\$ 37,165,013
Other Receivables	\$ (480)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (480)
Accrued Interest on Investments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Assets	\$ 20,849,223	\$ -	\$ 13,186,462	\$ 1,160,979	\$ 2,478,001	\$ 91,815	\$ 8,278,183	\$ 46,044,663
TOTAL ASSETS	\$ 20,849,223	\$ -	\$ 13,186,462	\$ 1,160,979	\$ 2,478,001	\$ 91,815	\$ 8,278,183	\$ 46,044,663
LIABILITIES								
Current Liabilities								
Warrants Payable*	\$ 426	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 426
Sales Tax Payable*	\$ 3,221	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,221
Payroll Payable	\$ 186,682	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 186,682
US Bank Payable*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Liabilities	\$ 190,329	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 190,329
TOTAL LIABILITIES	\$ 190,329	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 190,329
FUND BALANCE								
Reserve for Encumbrances	\$ 1,120,019	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 873,112	\$ 1,993,131
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	\$ 19,538,876	\$ -	\$ 265,277	\$ 23,355	\$ (1,950,150)	\$ 91,815	\$ 7,405,071	\$ 25,374,245
TOTAL FUND BALANCE	\$ 20,658,895	\$ -	\$ 13,186,462	\$ 1,160,979	\$ 2,478,001	\$ 91,815	\$ 8,278,183	\$ 45,854,335
TOTAL LIABILITIES & FUND BALANCE	\$ 20,849,223	\$ -	\$ 13,186,462	\$ 1,160,979	\$ 2,478,001	\$ 91,815	\$ 8,278,183	\$ 46,044,663
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	\$ 24,365,614	\$ -	\$ 265,276	\$ 23,354	\$ 49,849	\$ 1,701	\$ 193,367	\$ 24,899,162
Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
YTD Expenditures	\$ (15,769,861)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (849,617)	\$ (16,619,478)
ENDING FUND BALANCE, 05/31/23	\$ 20,658,895	\$ -	\$ 13,186,462	\$ 1,160,979	\$ 2,478,001	\$ 91,815	\$ 8,278,183	\$ 45,854,335
TAXES RECEIVABLE	\$ 24,983,590	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,983,590

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

	<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>HISTORICAL</i> 4/30/2023	<i>CURRENT</i> 5/31/2023
ASSETS												
Current Assets												
Cash	\$ 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	\$ 8,601,818
Investments	\$ 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	\$ 12,247,886
Accrued Interest on Investments	\$ 3,698	\$ 3,653	\$ 3,577	\$ 3,577	\$ 3,577	\$ -	\$ 869	\$ -	\$ -	\$ -	\$ -	\$ -
Other Receivables	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)
Total Current Assets	\$ 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	\$ 20,849,223
TOTAL ASSETS	\$ 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	\$ 20,849,223
LIABILITIES												
Current Liabilities												
Warrants Payable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 971	\$ 1,863	\$ 12,628	\$ 143,430	\$ 1,233	\$ 426
Sales Tax Payable	\$ 296	\$ 390	\$ 531	\$ 637	\$ 765	\$ 880	\$ 92	\$ 2,783	\$ 416	\$ 1,515	\$ 2,167	\$ 3,221
Payroll Payable	\$ (359)	\$ (359)	\$ (359)	\$ (359)	\$ (359)	\$ 92	\$ 1,063	\$ 151,879	\$ 185,235	\$ 212,126	\$ 153,846	\$ 186,682
US Bank	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (25,878)	\$ (34,695)	\$ (1,481)	\$ (3,479)	\$ -
Total Current Liabilities	\$ (64)	\$ 30	\$ 172	\$ 277	\$ 406	\$ 972	\$ 1,063	\$ 130,647	\$ 163,585	\$ 355,590	\$ 153,767	\$ 190,329
TOTAL LIABILITIES	\$ (64)	\$ 30	\$ 172	\$ 277	\$ 406	\$ 972	\$ 1,063	\$ 130,647	\$ 163,585	\$ 355,590	\$ 153,767	\$ 190,329
FUND BALANCE												
Reserve for Encumbrance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,194,994	\$ 1,207,304	\$ 1,384,188	\$ 1,584,072	\$ 1,120,019
Unreserved Fund Balance	\$ 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	\$ 19,538,876
TOTAL FUND BALANCE	\$ 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	\$ 20,658,895
TOTAL LIABILITIES & FUND BALANCE	\$ 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	\$ 20,849,223
PROPERTY TAXES RECEIVABLE	\$ 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	\$ 24,983,590

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



GENERAL FUND - 001	2023 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ 42,972,200	\$ 24,227,980	\$ -	\$ 18,744,220	56%
Other Revenue	\$ 1,109,500	\$ 137,634	\$ -	\$ 971,866	12%
TOTAL REVENUE	\$ 44,081,700	\$ 24,365,614	\$ -	\$ 19,716,086	55%
EXPENDITURES					
Personnel/Taxes and Benefits	\$ 31,074,962	\$ 11,642,493	\$ -	\$ 19,432,469	37%
Materials	\$ 4,535,800	\$ 1,414,499	\$ -	\$ 3,121,301	31%
Maintenance and Operations	\$ 8,470,938	\$ 2,712,868	\$ 894,599	\$ 4,863,471	43%
Transfers Out & Reserves	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ 44,081,700	\$ 15,769,861	\$ 894,599	\$ 27,417,240	38%
Excess/(Deficit)		\$ 8,595,753			
Additional Transfers Out		-			
NET EXCESS (DEFICIT)		\$ 8,595,753			

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	\$ -	\$ 193,367	\$ -	\$ (193,367)	-
TOTAL REVENUE	\$ 6,508,000	\$ 193,367	\$ -	\$ 6,314,633	3%
EXPENDITURES					
Capital Improvement Projects	\$ 6,508,000	\$ 849,617	\$ 296,992	\$ 5,361,390	18%
TOTAL EXPENDITURES	\$ 6,508,000	\$ 849,617	\$ 296,992	\$ 5,361,390	18%
Excess/(Deficit)		\$ (656,250)			
Additional Transfers In		-			
NET EXCESS (DEFICIT)		\$ (656,250)			

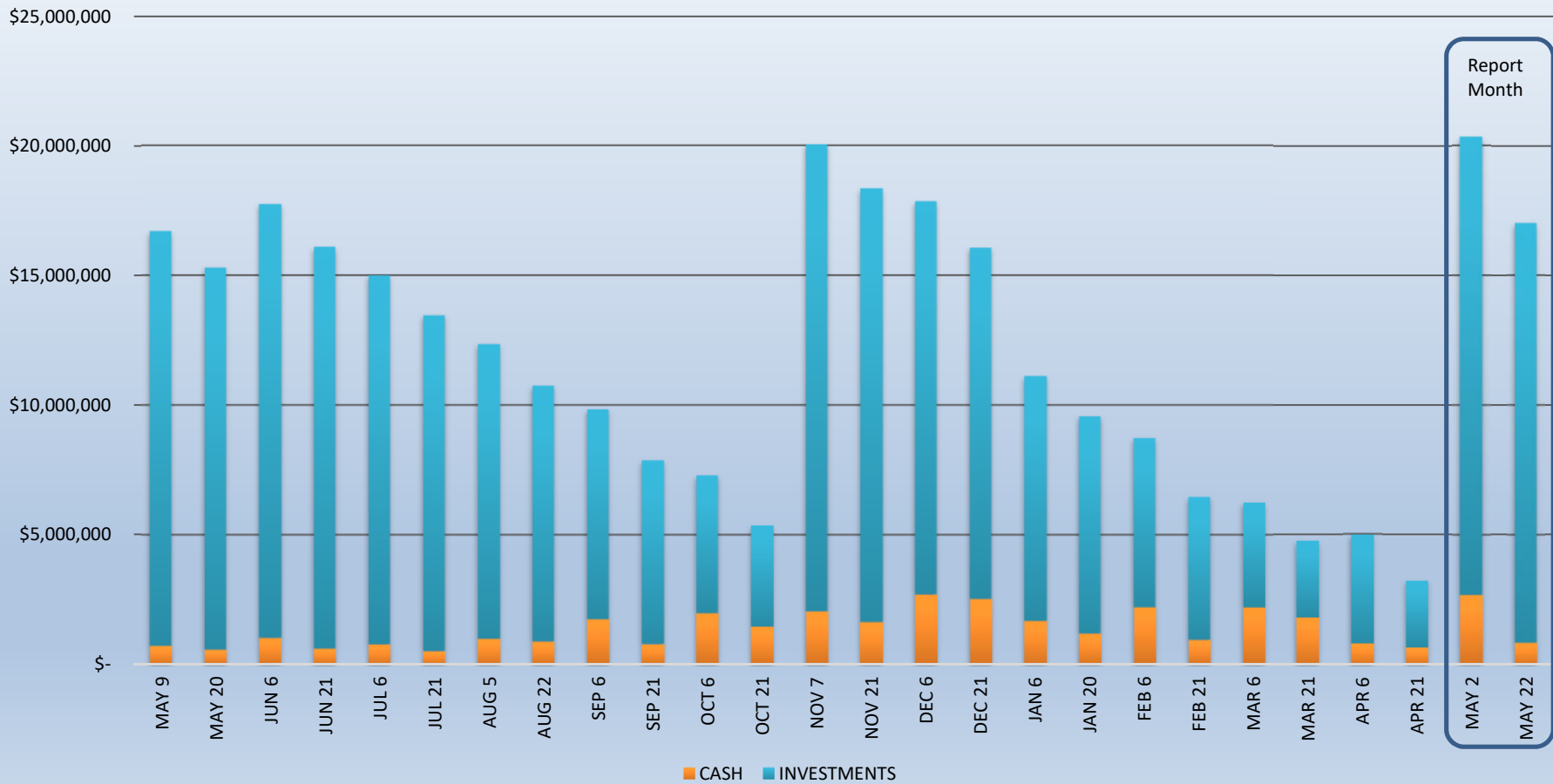
LEVY SUSTAINABILITY FUND - 102	2023 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 265,276	\$ -	\$ (265,276)	-
TOTAL REVENUE	\$ -	\$ 265,276	\$ -	\$ (265,276)	-
EXPENDITURES					
Levy Sustainability Transfers	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 265,276			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ 265,276			

DEBT SERVICE FUND - 201	2023 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Investment Income	\$ -	\$ 1,701	\$ -	\$ (1,701)	-
TOTAL REVENUE	\$ -	\$ 1,701	\$ -	\$ (1,701)	-
EXPENDITURES					
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
NET EXCESS (DEFICIT)		\$ 1,701			

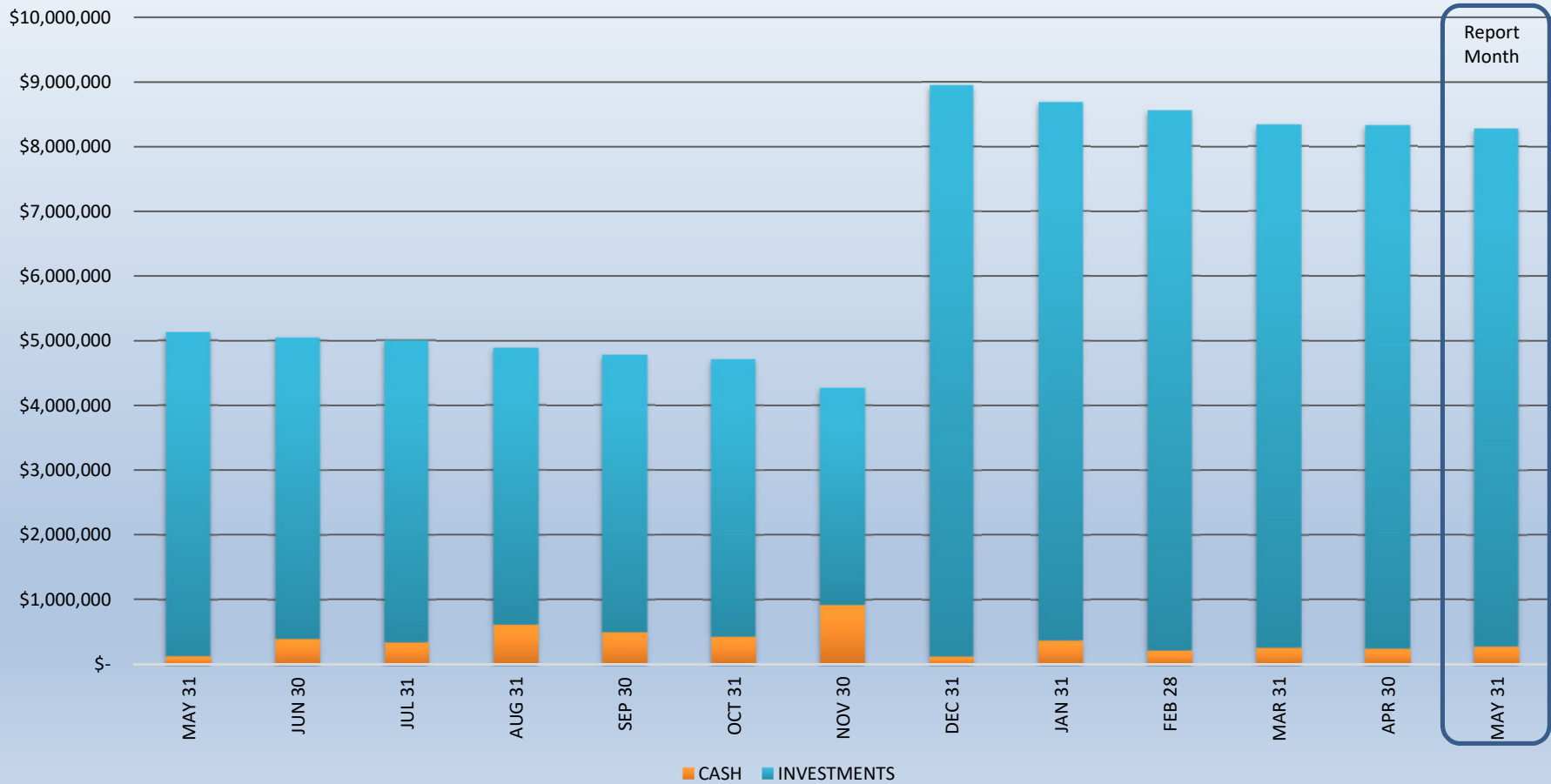
ELECTION FUND - 103	2023 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 23,354	\$ -	\$ (23,354)	-
TOTAL REVENUE	\$ -	\$ 23,354	\$ -	\$ (23,354)	-
EXPENDITURES					
Election Costs	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 23,354			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ 23,354			

PROPERTY AND FACILITY FUND - 104	2023 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 49,849	\$ -	\$ (49,849)	-
TOTAL REVENUE	\$ -	\$ 49,849	\$ -	\$ (49,849)	-
EXPENDITURES					
Property and Facilities	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 49,849			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ 49,849			

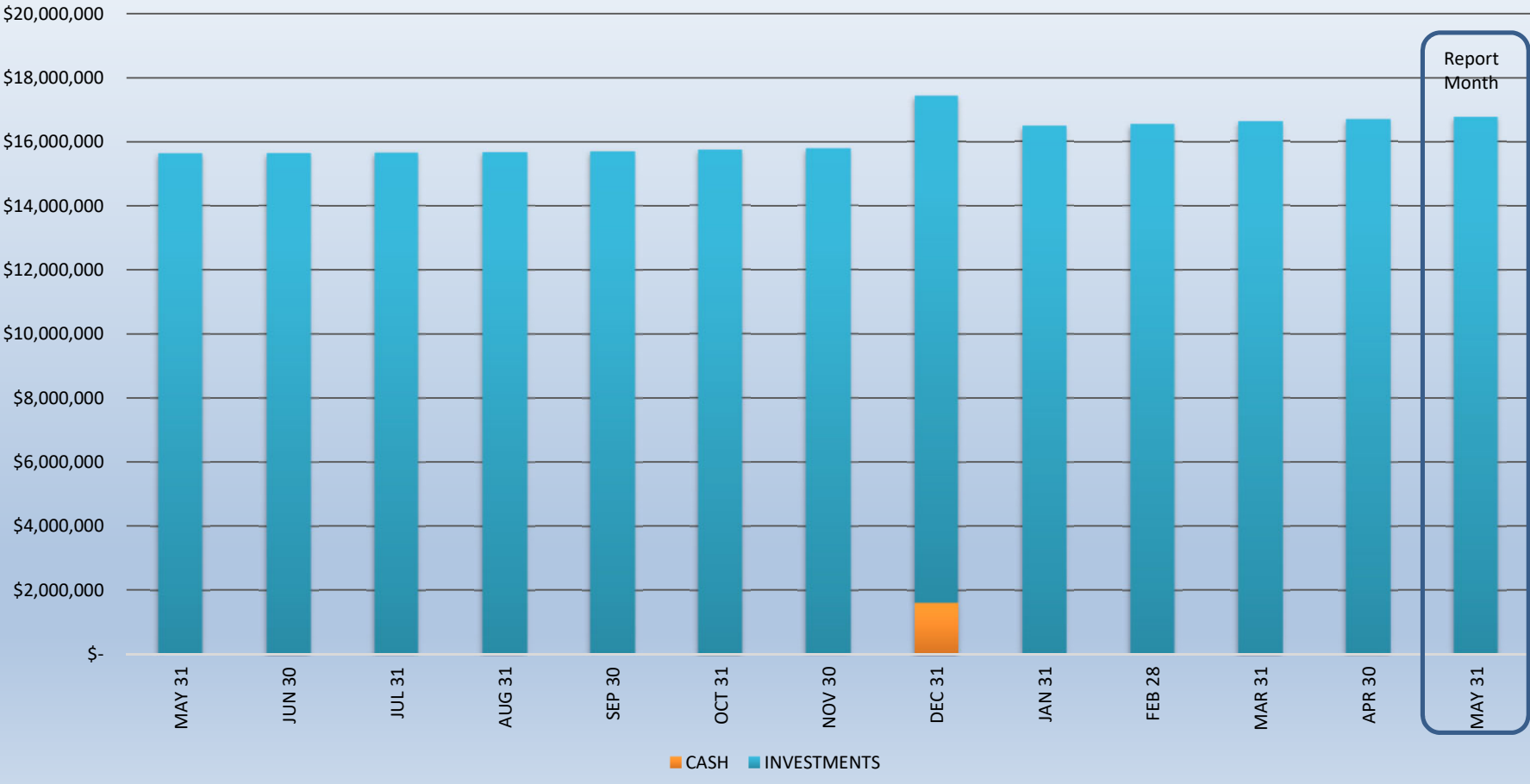
CASH & INVESTMENTS - SEMI-MONTHLY
2023 - GENERAL FUND
- 13 MONTHS MOVING -



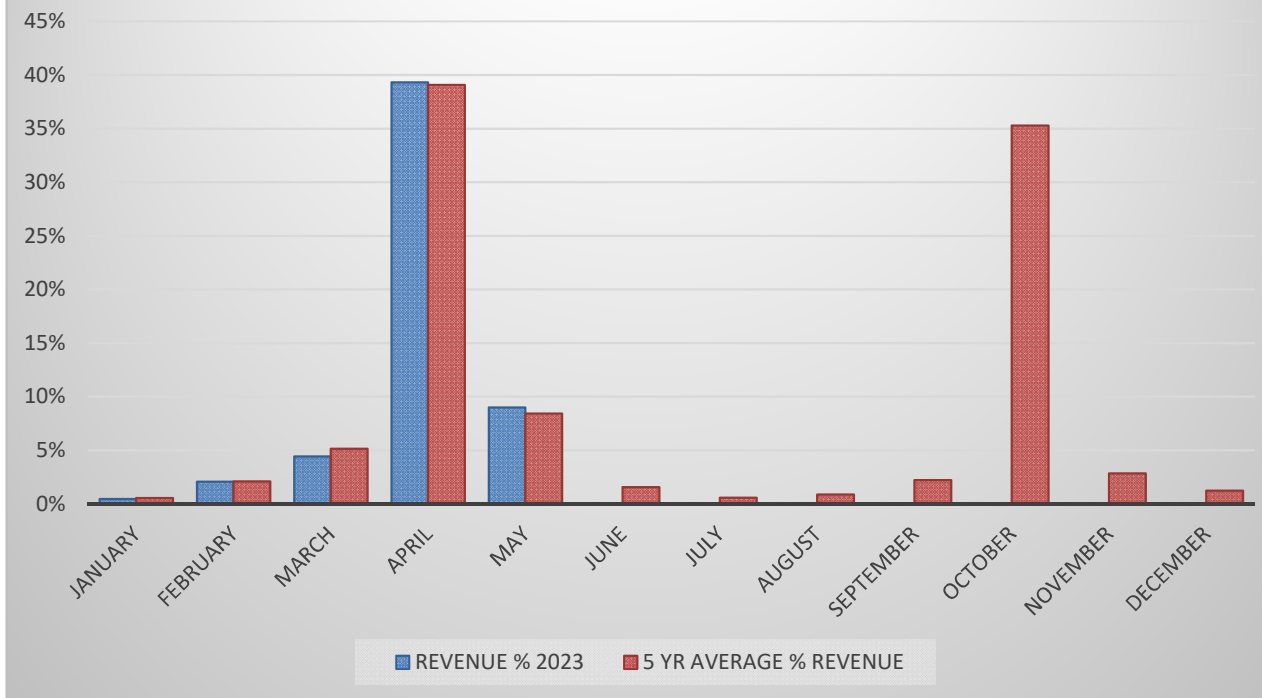
**CASH & INVESTMENTS - MONTHLY
2023 - CAPITAL IMPROVEMENT FUND
- 13 MONTHS MOVING -**



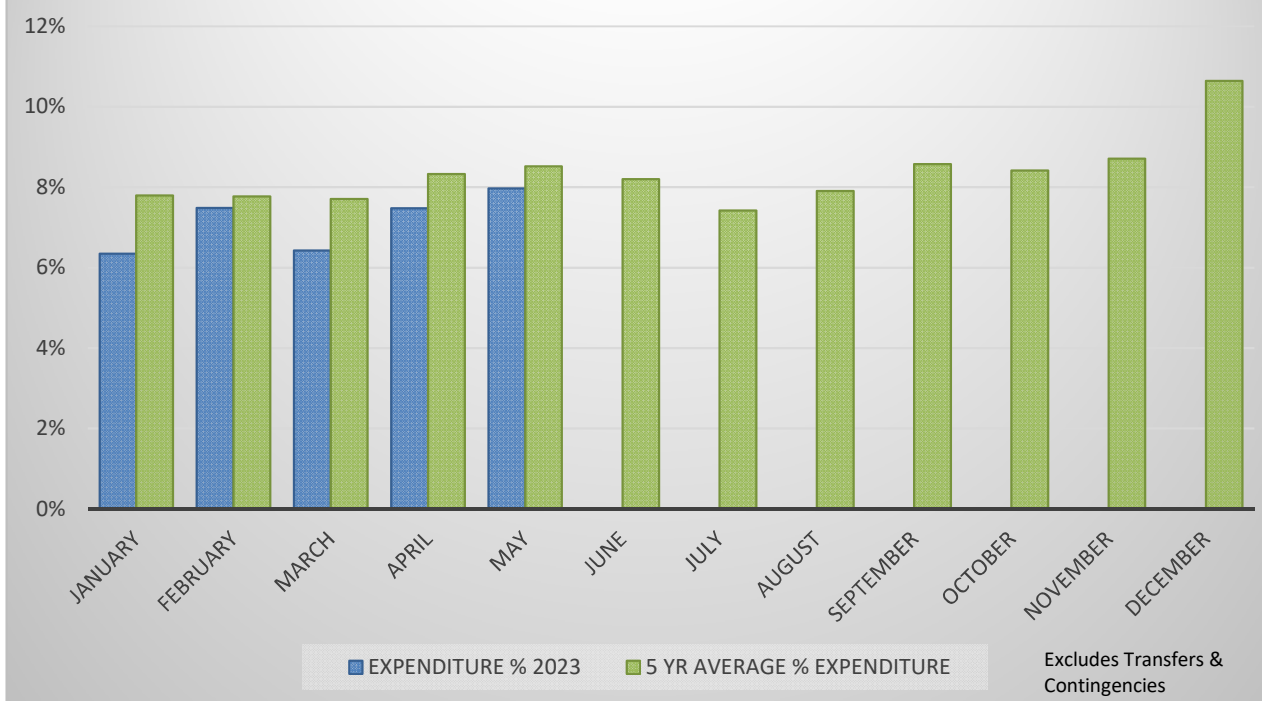
**CASH & INVESTMENTS - MONTHLY
2023 - SPECIAL REVENUE FUNDS COMBINED
- 13 MONTHS MOVING -**



GENERAL FUND - REVENUE TREND (%) THROUGH MAY 2023



GENERAL FUND - EXPENDITURE TREND (%) THROUGH MAY 2023



YEAR-TO-DATE BUDGET REPORT

FOR 2023 05

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		-23,545,154.22	-3,723,953.36	0.00	-18,332,145.78	56.2%
311120	PROPERTY TAX--DELINQUENT							
	-530,900.00	-530,900.00		-324,172.71	-57,189.04	0.00	-206,727.29	61.1%
311121	PROPERTY TAX--KING COUNTY							
	-60,000.00	-60,000.00		-63,408.58	-39,479.88	0.00	3,408.58	105.7%
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		-19,249.72	-2,714.07	0.00	-750.28	96.2%
317400	TIMBER EXCISE TAX							
	-63,000.00	-63,000.00		-33,171.91	-33,171.91	0.00	-29,828.09	52.7%
	TOTAL TAXES							
	-42,557,200.00	-42,557,200.00		-23,985,157.14	-3,856,508.26	0.00	-18,572,042.86	56.4%
02 CHARGES OTHER								
334057	STATE GRANT FROM STATE LIBRAR							
	0.00	0.00		-1,000.00	0.00	0.00	1,000.00	100.0%
335023	DNR TIMBER TRUST 2							
	0.00	0.00		-23,808.57	-11,287.28	0.00	23,808.57	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	0.00	0.00	64.91	100.0%
347902	PRINTER FEES							
	0.00	0.00		-7,736.87	-1,079.00	0.00	7,736.87	100.0%
347903	FAX FEES							
	0.00	0.00		-21.45	-21.45	0.00	21.45	100.0%
359000	LIBRARY FINES							
	-10,000.00	-10,000.00		-13,306.63	-1,670.35	0.00	3,306.63	133.1%
361100	INVESTMENT EARNINGS							
	-400,000.00	-400,000.00		-169,763.41	-81,047.64	0.00	-230,236.59	42.4%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 05

ACCOUNTS FOR: 001	GENERAL FUND		YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
ORIGINAL	APPROP	REVISED BUDGET					
361430 INTEREST INCOME--CONTRACTS &	0.00	0.00	-423.59	-93.17	0.00	423.59	100.0%
362001 RENTS AND LEASES--KPHC	-1,000.00	-1,000.00	0.00	0.00	0.00	-1,000.00	.0%
367010 DONOR PROCEEDS--FOUNDATION	-310,000.00	-310,000.00	-1,114.05	-544.78	0.00	-308,885.95	.4%
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	-9,708.02	-687.21	0.00	7,708.02	485.4%
369101 SALE OF SURPLUS--MATERIALS	-4,000.00	-4,000.00	-17,163.46	-3,825.51	0.00	13,163.46	429.1%
369200 FOUND MONEY	0.00	0.00	-340.43	-22.88	0.00	340.43	100.0%
369910 MISCELLANEOUS OTHER	0.00	0.00	-3,483.62	-0.01	0.00	3,483.62	100.0%
369911 PAYMENT FOR LOST MATERIALS	-10,000.00	-10,000.00	-887.19	-237.95	0.00	-9,112.81	8.9%
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	-41,686.23	-16,062.94	0.00	-33,313.77	55.6%
395100 PROCEEDS FROM SALES OF CAPITA	0.00	0.00	-47,827.47	0.00	0.00	47,827.47	100.0%
TOTAL CHARGES OTHER	-1,524,500.00	-1,524,500.00	-380,456.70	-116,580.17	0.00	-1,144,043.30	25.0%

03 SALARIES AND WAGES

511000 SALARIES AND WAGES	23,800,000.00	23,800,000.00	8,675,287.96	1,728,042.96	0.00	15,124,712.04	36.5%
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	5,030.16	1,372.98	0.00	26,969.84	15.7%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 05

ACCOUNTS FOR: 001	GENERAL FUND							
ORIGINAL	APPROP	REVISED	BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
511007	SHIFT DIFFERENTIAL	200,000.00	200,000.00	55,295.70	13,633.80	0.00	144,704.30	27.6%
511009	TUITION ASSISTANCE	12,000.00	12,000.00	3,311.63	0.00	0.00	8,688.37	27.6%
512000	OVERTIME WAGES	67,000.00	67,000.00	108.35	0.00	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	8,739,033.80	1,743,049.74	0.00	14,672,824.20	37.3%
04 PERSONNEL BENEFITS								
520010	FICA	1,830,000.00	1,830,000.00	647,871.05	129,416.23	0.00	1,182,128.95	35.4%
520020	MEDICAL INSURANCE	3,054,000.00	3,054,000.00	1,164,290.59	213,105.19	0.00	1,889,709.41	38.1%
520021	DENTAL INSURANCE	260,000.00	260,000.00	89,344.12	17,923.83	0.00	170,655.88	34.4%
520022	LIFE AND DISABILITY INSURANCE	79,000.00	79,000.00	37,205.27	7,593.40	0.00	41,794.73	47.1%
520023	INDUSTRIAL INSURANCE	151,000.00	151,000.00	54,321.76	10,999.44	0.00	96,678.24	36.0%
520030	RETIREMENT	2,431,000.00	2,431,000.00	882,758.31	176,984.18	0.00	1,548,241.69	36.3%
520040	UNEMPLOYMENT INSURANCE	50,000.00	50,000.00	3,515.50	19.50	0.00	46,484.50	7.0%
520041	PAID FML INSURANCE	55,000.00	55,000.00	18,975.80	3,782.04	0.00	36,024.20	34.5%
520091	OTHER BENEFIT	31,000.00	31,000.00	5,177.25	918.20	0.00	25,822.75	16.7%
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	2,903,459.65	560,742.01	0.00	4,759,644.35	37.9%
05 SUPPLIES EXPENSES								

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FOR 2023 05

ACCOUNTS FOR: 001	GENERAL FUND							
ORIGINAL	APPROP	REVISED	BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
531000 OFFICE/OPERATING SUPPLIES--DE	127,350.00	121,350.00		42,282.40	19,160.78	11,959.18	67,108.42	44.7%
531002 OFFICE/OPERATING SUPPLIES--SU	91,500.00	91,500.00		23,621.67	6,504.12	13,445.40	54,432.93	40.5%
531004 OFFICE/OPERATING SUPPLIES--PU	188,000.00	188,000.00		22,114.14	6,085.05	0.00	165,885.86	11.8%
531010 CUSTODIAL SUPPLIES	110,000.00	110,000.00		59,768.08	9,024.86	42,792.40	7,439.52	93.2%
531020 MAINTENANCE SUPPLIES	35,000.00	35,000.00		26,056.63	4,329.51	0.00	8,943.37	74.4%
531030 MATERIAL PROCESSING SUP	17,600.00	17,600.00		6,735.81	3,474.99	0.00	10,864.19	38.3%
531040 TRAINING SUPPLIES	1,000.00	1,000.00		1,967.27	1,008.75	0.00	-967.27	196.7%
531099 FOUNDATION PASSTHROUGH-SUP	154,000.00	154,000.00		72,925.65	48,023.73	48,337.11	32,737.24	78.7%
532000 FUEL	50,000.00	50,000.00		19,694.03	4,018.80	23,305.97	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		15,235.77	6,251.43	54,394.33	25,869.90	72.9%
535020 TECHNOLOGY HARDWARE--PUBLIC	200,000.00	200,000.00		2,546.64	438.68	2,815.73	194,637.63	2.7%
535025 TECHNOLOGY HARDWARE--STAFF	241,000.00	241,000.00		5,696.55	839.16	143,478.36	91,825.09	61.9%
535030 TECHNOLOGY HARDWARE--GENERAL	40,000.00	40,000.00		3,191.75	350.23	0.00	36,808.25	8.0%
535050 SOFTWARE/LICENSES/HOST--APPS	582,020.00	582,020.00		285,569.07	254,794.74	8,057.50	288,393.43	50.4%
535055 SOFTWARE/LICENSES/HOST--INFRA	247,200.00	247,200.00		159,316.32	126,384.66	-7,553.18	95,436.86	61.4%
TOTAL SUPPLIES EXPENSES	2,230,170.00	2,224,170.00		753,574.54	490,689.49	334,919.85	1,135,675.61	48.9%

06 MATERIALS

534000 MATERIALS COLLECTION	65,000.00	65,000.00		0.00	0.00	0.00	65,000.00	.0%
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YEAR-TO-DATE BUDGET REPORT

FOR 2023 05

ACCOUNTS FOR: 001	GENERAL FUND							
ORIGINAL	APPROP	REVISED	BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
534005 ADULT AV - CDS	40,000.00	27,000.00		7,619.40	1,431.02	0.00	19,380.60	28.2%
534010 ADULT AV - DVD	327,500.00	327,500.00		97,051.87	15,292.86	0.00	230,448.13	29.6%
534015 ADULT AV - DVDNF	40,000.00	27,000.00		7,486.37	292.73	0.00	19,513.63	27.7%
534020 ADULT AV AUDIOBOOKS	25,000.00	25,000.00		13,024.22	9,309.38	0.00	11,975.78	52.1%
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		92,490.02	8,354.59	0.00	172,509.98	34.9%
534115 ADULT GRAPHIC NOVELS	15,000.00	19,000.00		7,106.31	150.41	0.00	11,893.69	37.4%
534120 ADULT LARGE PRINT	50,000.00	50,000.00		19,218.99	5,800.67	0.00	30,781.01	38.4%
534125 ADULT LUCKY DAY	55,000.00	55,000.00		7,971.51	0.00	0.00	47,028.49	14.5%
534130 ADULT NONFICTION	300,000.00	300,000.00		87,872.59	17,562.86	0.00	212,127.41	29.3%
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		11,594.82	1,223.38	0.00	48,405.18	19.3%
534155 ADULT YA GRAPHIC NOVELS	25,000.00	29,000.00		10,519.51	707.19	0.00	18,480.49	36.3%
534160 ADULT YA NONFICTION	15,000.00	15,000.00		4,551.50	404.59	0.00	10,448.50	30.3%
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		3,995.86	212.65	0.00	2,004.14	66.6%
534220 CHILDREN'S FICTION	200,000.00	200,000.00		56,787.73	6,909.51	0.00	143,212.27	28.4%
534225 CHILDREN'S GRAPHIC NOVELS	34,000.00	52,000.00		21,027.74	5,320.87	0.00	30,972.26	40.4%
534230 CHILDREN'S NONFICTION	131,000.00	137,000.00		39,639.07	9,485.04	0.00	97,360.93	28.9%
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		7,326.14	316.29	0.00	22,673.86	24.4%
534240 CHILDREN'S STORYTIME	3,000.00	3,000.00		835.76	315.13	0.00	2,164.24	27.9%

YEAR-TO-DATE BUDGET REPORT

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ACCOUNTS FOR: 001	GENERAL FUND							
ORIGINAL	APPROP	REVISED	BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
534305	DATABASES							
	661,300.00	661,300.00		200,505.87	79,546.06	0.00	460,794.13	30.3%
534405	EBOOK - REFERENCE							
	2,500.00	2,500.00		0.00	0.00	0.00	2,500.00	.0%
534410	EBOOKS							
	875,000.00	875,000.00		278,656.32	138,858.41	0.00	596,343.68	31.8%
534415	EDOWNLOADABLE AUDIO							
	775,000.00	775,000.00		298,953.18	91,601.63	0.00	476,046.82	38.6%
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%
534421	ESTREAMING FILMS							
	0.00	0.00		5,600.00	5,600.00	0.00	-5,600.00	100.0%
534425	EHOSTING FEES							
	17,000.00	17,000.00		13,200.00	0.00	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		4,160.89	728.00	0.00	57,839.11	6.7%
534605	VENDOR PROCESSING							
	160,000.00	160,000.00		28,647.91	4,043.10	0.00	131,352.09	17.9%
534645	VENDOR CATALOGING							
	10,000.00	10,000.00		905.48	292.00	0.00	9,094.52	9.1%
534705	WORLD - ADULT SPANISH							
	12,000.00	9,000.00		2,222.72	28.75	0.00	6,777.28	24.7%
534710	WORLD - CHILDREN'S SPANISH							
	11,000.00	14,000.00		3,646.37	978.32	0.00	10,353.63	26.0%
534715	WORLD - CHINESE							
	10,000.00	10,000.00		2,376.00	0.00	0.00	7,624.00	23.8%
534725	WORLD - GERMAN							
	7,500.00	7,500.00		5,263.49	1,144.00	0.00	2,236.51	70.2%
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		6,160.00	6,160.00	0.00	13,840.00	30.8%
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		14,773.29	186.45	0.00	12,726.71	53.7%

YEAR-TO-DATE BUDGET REPORT

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ACCOUNTS FOR: 001	GENERAL FUND							
ORIGINAL	APPROP	REVISED	BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
534810 YOUTH DVD - FTY	30,000.00	30,000.00		4,590.11	521.07	0.00	25,409.89	15.3%
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%
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		1,414,499.42	412,776.96	816.95	3,178,683.63	30.8%

07 SERVICES EXPENSES

541000 INDEPENDENT CONTRACTORS	322,000.00	322,000.00		26,407.00	661.80	18,650.70	276,942.30	14.0%
541004 INDEPENDENT CONTRACTORS--INFR	100,000.00	100,000.00		24,625.07	5,805.07	17,934.00	57,440.93	42.6%
541010 PERFORMER SERVICES	89,200.00	89,200.00		13,085.00	4,555.00	20,250.00	55,865.00	37.4%
541020 CONTRACTUAL SERVICES	470,700.00	470,700.00		106,112.02	24,170.14	73,299.08	291,288.90	38.1%
541040 LEGAL SERVICES	70,000.00	70,000.00		11,906.00	2,728.00	24,944.00	33,150.00	52.6%
541050 DATA SERVICES	9,000.00	9,000.00		2,897.79	1,690.00	0.00	6,102.21	32.2%
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	16,206.88	28,293.12	36.4%
541650 ILL LOST ITEM CHARGE	3,000.00	3,000.00		974.79	40.52	0.00	2,025.21	32.5%
542000 POSTAGE	63,000.00	63,000.00		12,066.77	1,000.11	-1,663.26	52,596.49	16.5%
542001 SHIPPING	22,000.00	22,000.00		878.35	0.00	0.00	21,121.65	4.0%
542010 TELECOM SERVICES--PHONES	50,000.00	50,000.00		40,256.52	8,059.68	0.00	9,743.48	80.5%
542011 TELECOM SERVICES--CELLPHONES	111,000.00	111,000.00		30,061.55	6,050.79	0.00	80,938.45	27.1%
542012 TELECOM SERVICES--INTERNET	667,000.00	667,000.00		284,759.22	56,502.93	0.00	382,240.78	42.7%

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ACCOUNTS FOR: 001	GENERAL FUND							
ORIGINAL	APPROP	REVISED	BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
543000 TRAVEL AND TOLLS	66,290.00	66,290.00		15,815.09	9,229.59	0.00	50,474.91	23.9%
543010 MILEAGE REIMBURSEMENTS	51,200.00	51,200.00		18,681.35	4,749.45	0.00	32,518.65	36.5%
544000 ADVERTISING	155,100.00	155,100.00		34,690.10	7,078.61	96,227.30	24,182.60	84.4%
545010 RENTALS/LEASES--BUILDINGS	976,000.00	976,000.00		407,700.17	28,306.82	5,561.00	562,738.83	42.3%
545020 RENTALS/LEASES--EQUIPMENT	180,700.00	180,700.00		63,481.45	13,834.26	25,850.13	91,368.42	49.4%
546000 INSURANCE	300,000.00	300,000.00		3,653.35	27.67	0.00	296,346.65	1.2%
547000 ELECTRICITY	300,000.00	300,000.00		150,102.24	21,673.70	0.00	149,897.76	50.0%
547010 NATURAL GAS	16,500.00	16,500.00		6,745.99	483.67	0.00	9,754.01	40.9%
547020 WATER	30,000.00	30,000.00		12,858.92	2,659.11	0.00	17,141.08	42.9%
547030 SEWER	34,000.00	34,000.00		13,590.64	2,882.03	0.00	20,409.36	40.0%
547040 REFUSE	36,000.00	36,000.00		19,674.64	4,314.13	0.00	16,325.36	54.7%
548000 GENERAL REPAIRS/MAINTENANCE	451,500.00	451,500.00		291,463.94	22,537.86	135,035.92	25,000.14	94.5%
548010 CONTRACTED MAINTENANCE	564,758.00	564,758.00		209,093.08	54,259.92	113,626.17	242,038.75	57.1%
548050 VEHICLE REPAIR AND MAINTENANCE	70,000.00	70,000.00		27,702.65	4,801.14	9,539.41	32,757.94	53.2%
548100 IT SYSTEMS MAINTENANCE--APPS	8,000.00	8,000.00		0.00	0.00	1,000.00	7,000.00	12.5%
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		37,815.60	16,303.61	1,610.75	57,723.65	40.6%
549011 ORGANIZATIONAL REGISTRATIONS	16,500.00	16,500.00		104.00	25.00	0.00	16,396.00	.6%
549020 DUES AND MEMBERSHIPS	40,150.00	40,150.00		33,140.21	1,065.00	790.00	6,219.79	84.5%
549030 TAXES AND ASSESSMENTS	48,000.00	48,000.00		49,280.51	0.00	0.00	-1,280.51	102.7%
549040 LICENSES	3,500.00	3,500.00		564.07	0.00	0.00	2,935.93	16.1%
549050 FEES	16,500.00	16,500.00		4,242.82	496.80	0.00	12,257.18	25.7%

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ACCOUNTS FOR: 001	GENERAL FUND							
ORIGINAL	APPROP	REVISED	BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
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		1,959,293.40	305,992.41	558,862.08	3,670,412.52	40.7%
	TOTAL GENERAL FUND							
	0.00	0.00		-8,595,753.03	-459,837.82	894,598.88	7,701,154.15	100.0%
	TOTAL REVENUES							
	-44,081,700.00	-44,081,700.00		-24,365,613.84	-3,973,088.43	0.00	-19,716,086.16	
	TOTAL EXPENSES							
	44,081,700.00	44,081,700.00		15,769,860.81	3,513,250.61	894,598.88	27,417,240.31	

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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		-265,276.30	-65,412.53	0.00	265,276.30	100.0%
	TOTAL CHARGES OTHER							
	0.00	0.00		-265,276.30	-65,412.53	0.00	265,276.30	100.0%
	TOTAL LEVY SUSTAINABILITY FUND							
	0.00	0.00		-265,276.30	-65,412.53	0.00	265,276.30	100.0%
	TOTAL REVENUES							
	0.00	0.00		-265,276.30	-65,412.53	0.00	265,276.30	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 05

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	-23,353.95	-5,758.68	0.00	23,353.95	100.0%
	TOTAL CHARGES OTHER							
	0.00		0.00	-23,353.95	-5,758.68	0.00	23,353.95	100.0%
	TOTAL ELECTION FUND							
	0.00		0.00	-23,353.95	-5,758.68	0.00	23,353.95	100.0%
	TOTAL REVENUES							
	0.00		0.00	-23,353.95	-5,758.68	0.00	23,353.95	

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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		-49,849.10	-12,291.92	0.00	49,849.10	100.0%
TOTAL CHARGES OTHER							
0.00	0.00		-49,849.10	-12,291.92	0.00	49,849.10	100.0%
TOTAL PROPERTY AND FACILITY FUND							
0.00	0.00		-49,849.10	-12,291.92	0.00	49,849.10	100.0%
TOTAL REVENUES							
0.00	0.00		-49,849.10	-12,291.92	0.00	49,849.10	

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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		-1,701.33	-378.33	0.00	1,701.33	100.0%
	TOTAL CHARGES OTHER							
	0.00	0.00		-1,701.33	-378.33	0.00	1,701.33	100.0%
	TOTAL DEBT SERVICE FUND							
	0.00	0.00		-1,701.33	-378.33	0.00	1,701.33	100.0%
	TOTAL REVENUES							
	0.00	0.00		-1,701.33	-378.33	0.00	1,701.33	

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ACCOUNTS FOR: 301	CAPITAL IMPROVEMENT FUND		YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
ORIGINAL APPROP	REVISED BUDGET						
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		-141,042.72	-14,159.56	0.00	141,042.72	100.0%
395200 INSURANCE RECOVERIES--CAPITAL							
0.00	0.00		-52,324.53	-9,857.67	0.00	52,324.53	100.0%
TOTAL CHARGES OTHER							
-6,508,000.00	-6,508,000.00		-193,367.25	-24,017.23	0.00	-6,314,632.75	3.0%
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		92,266.58	29,143.75	38,616.30	-55,082.88	172.7%
541040 LEGAL SERVICES							
15,000.00	15,000.00		48,409.67	990.00	1,892.00	-35,301.67	335.3%
541060 ARCHITECTURAL/ENGR SERVICES							
765,000.00	765,000.00		229,233.52	19,089.74	545,943.71	-10,177.23	101.3%
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	0.00	22,689.96	-25,000.00	100.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 05

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		1,213.25	0.00	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		373,433.06	49,223.49	610,141.97	597,424.97	62.2%
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		227,644.01	19,797.00	-170,247.37	1,977,603.36	2.8%
562800 FURNITURE AND FIXTURES	100,000.00	100,000.00		70,322.32	591.36	-60,703.78	90,381.46	9.6%
563100 PARKING LOT IMPROVEMENTS	0.00	0.00		93,892.44	1,000.00	-60,728.10	-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	0.00	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		451,164.94	21,388.36	-291,679.25	4,765,514.31	3.2%
TOTAL CAPITAL IMPROVEMENT FUND	0.00	0.00		656,250.09	46,594.62	296,992.18	-953,242.27	100.0%
TOTAL REVENUES	-6,508,000.00	-6,508,000.00		-193,367.25	-24,017.23	0.00	-6,314,632.75	
TOTAL EXPENSES	6,508,000.00	6,508,000.00		849,617.34	70,611.85	296,992.18	5,361,390.48	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 05

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
GRAND TOTAL 0.00	0.00	-8,279,683.62	-497,084.66	1,191,591.06	7,088,092.56	100.0%

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

Public Services Report

Library at a Glance: May 2023 YTD Key Performance Indicators

Cardholders <p style="text-align: center;">300,106</p> <p style="text-align: center;">↓ -1.3%</p>	YTD Users - Physical <p style="text-align: center;">497,839</p> <p style="text-align: center;">↑ +23%</p>	YTD Circulation - Digital <p style="text-align: center;">938,888</p> <p style="text-align: center;">↑ +8%</p>
YTD Circulation - Physical <p style="text-align: center;">1,081,201</p> <p style="text-align: center;">↓ -4%</p>	YTD Number of Youth Programs <p style="text-align: center;">871</p> <p style="text-align: center;">↑ +51%</p>	YTD Youth Program Attendees <p style="text-align: center;">19,227</p> <p style="text-align: center;">↑ +59%</p>
YTD Number of Adult Programs <p style="text-align: center;">355</p> <p style="text-align: center;">↑ +53%</p>	YTD Adult Program Attendees <p style="text-align: center;">3,728</p> <p style="text-align: center;">↑ +20%</p>	

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

In Focus: May 2023 Service Highlight

Readers' Advisory

Readers' Advisory helps community members find the best, most enjoyable reading experience that matches their needs, interests, and reading levels. Skilled Library staff offer many Readers' Advisory services, including Library staff and customer consultation (in which staff ask questions and then offer suggested titles based on the reader's response). Readers' Advisory is highly customizable and centers the customer's needs and experience while building positive relationships with staff.

More Readers' Advisory Programs and Services:

- **My Next Read:** customers submit an online request for staff to provide up to three titles they might enjoy based on patron preferences.
- **10 to Try Reading Program:** offered in print and online through Beanstack, this program encourages customers to read widely and diversely. Included are "get me started booklists" with reading suggestions for 10 different topics for youth, teen, and adult participation.
- **Library Aware Newsletters:** monthly direct-to-email service that provides reading suggestions on a wide range of topics.
- **Wowbrary Newsletter:** weekly direct-to-email service that highlights new materials added to the collection.
- **PCLS Instagram** promotes books and other materials to PCLS customers through daily "books-ta-gram" posts.

My Next Read: 42 people served

10 to Try: 232 people served

**Library Aware: 22 newsletters,
7,477 subscribers**

**Wowbrary: 774 subscribers,
16,758 emails sent**

**PCLS Instagram: 2,411 followers, 226 posts,
reached customers 50,172 times this period**

Intended Service Impact:

- Reading for pleasure creates powerful possibilities, transforms lives, and enriches communities. It becomes a natural part of people's everyday lives, and they are inspired to share their joy of reading with others.

Intended Service Outcome:

- Expand readers' book/materials discovery strategies
- Provide readers with "next read" options
- Increase customer's joy of reading, viewing, listening

Looking Ahead

Events to Know About

Science Heroes - Saving the Earth Together: Wednesday, July 12, 2:00pm - 3:00pm, Eatonville

Stories for Families with Sumner Mayor Kathy Hayden: Saturday, July 15, 10:30am - 11:30am, Sumner

SafetyCare for Families - Offered by Behavior Bridges: Monday, July 17, 10:30am - 2:30pm, Parkland/Spanaway

Stomp Rockets at Gateway Park - Interactive STEAM Program: Tuesday, July 18, 11:00am - 12:00pm, Gateway Park

Friends of the Bonney Lake Library Book Sale: Friday, July 21, 12:00pm - 5:00pm, Bonney Lake

Start a Garden for Fall and Winter Harvest: Wednesday, July 26, 2:00pm - 4:00pm, Parkland/Spanaway

Gansango Music and Dance - African Beats Workshop: Saturday, July 29, 11:00am - 12:00pm, Fife

Campfire Tales Book Club - Summer Scares: Monday, July 31, 5:00pm - 6:00pm, South Hill

Public Services Operational Highlight

PCLS finalized a new Use Agreement with the American Legion Community Center for the lease of space for the Anderson Island Library.

Customer Impact and Community Engagement - Stories by Location

Bonney Lake Library: Spring story times have been very well received, with attendance ranging from 25-50 people per week. The Youth Services Librarian has received a lot of compliments on her story times, and at last week's gathering, a regular program attendee enjoyed it so much that he decided to hold his very own story time right after the Librarian was finished. He sat in the chair, read books aloud, and sang songs. We think we may have a future librarian in the making!

Parkland/Spanaway Library: Library staff provided three outreach story times to two local childcare centers, reaching over 50 children. Adult and Youth Services Librarians met with the Pacific Lutheran University Tutoring Center to plan for both youth and adult English Language Learning programs to begin at Parkland/Spanaway in the fall.

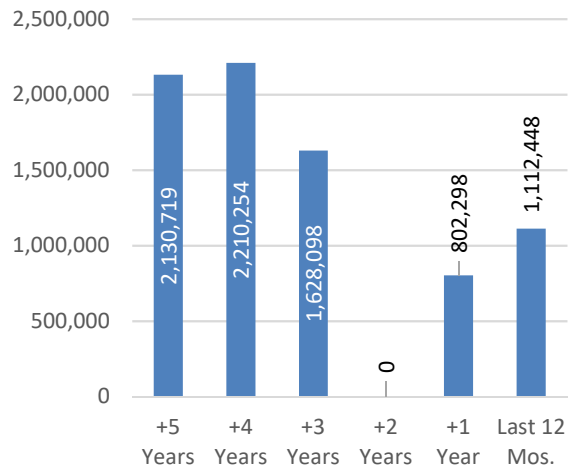
South Hill Library: An Adult Services Librarian attended the Puyallup Aging Expo to discover and learn more about community resources and organizations for seniors. Additionally, Adult Services Librarians from Graham and South Hill hosted an outreach table at the Nourish Graham/South Hill Food Bank in late May. Folks visited the table over the course of two hours, receiving free books/craft packets and learning about library programs and services.

Summit Library: The branch hosted a second information/adoption event in partnership with the Tacoma Pierce County Humane Society. It was well attended and resulted in "guest kittens" finding forever homes. Separately, branch staff made connections with a local faith-based group offering once-a-week food distribution at their site on 112th Street. PCLS staff arranged for the group to include flyers with information about Summit Library's Little Free Pantry inside their distribution bags, so people could learn about other resource options when needs arise outside of regularly scheduled distribution days.

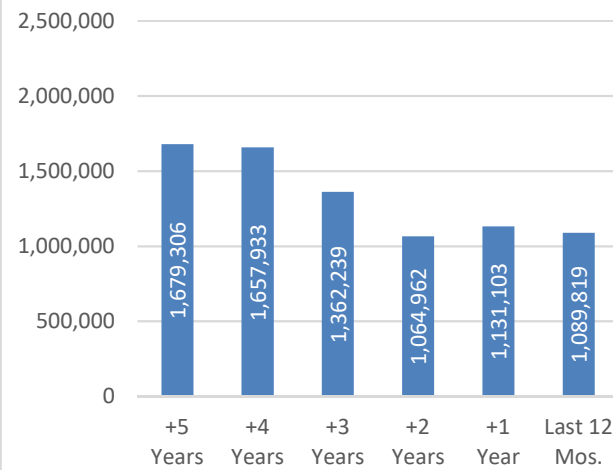
University Place Library: Charles Wright Academy's 2nd grade class came in for an early morning, behind the scenes tour. A few students received library cards, and teachers expressed interest in making this an annual event for the 2nd grade. The school librarian later wrote, "Thank you so much for your time today! The kids had a wonderful visit and the adults were all impressed by the tours." Later in May, Heritage Christian School Pre-K and parents also stopped by for an early morning tour. The children seemed most interested in Cal, the life-sized skeleton model that oversees the teen area of our library.

Customers / Visits - May 2023

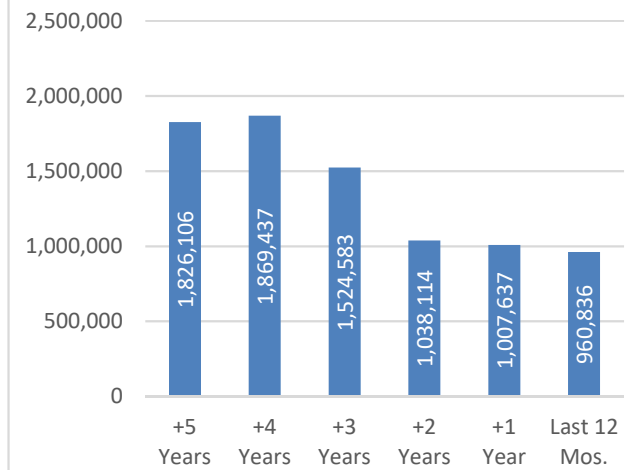
Branch Visits



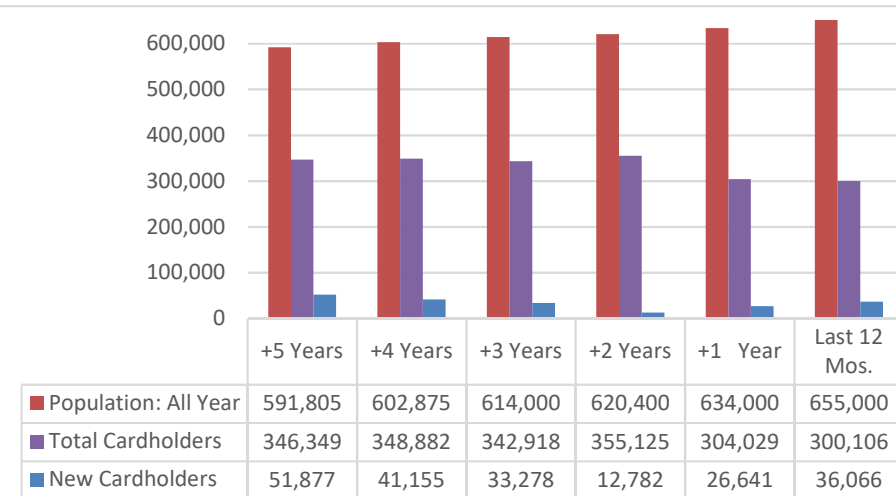
Catalog Visits



Website Visits



PCLS Cardholder Statistics



May and Rolling 12-Month Comparison

	May 2023	May 2022	% Change May Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
Branch Visits	97,769	84,389	15.9%	1,112,448	802,298	38.7%
Catalog Visits	78,454	94,461	-16.9%	1,089,819	1,131,103	-3.6%
Public Website Visits	64,931	85,003	-23.6%	960,836	1,007,637	-4.6%

Technology

	May 2023	May 2022	% Change May Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
PC/Laptop Sessions	13,110	10,636	23.3%	136,290	84,085	62.1%
Wi-Fi Sessions	77,177	49,809	54.9%	654,982	552,135	18.6%

Public Spaces Usage

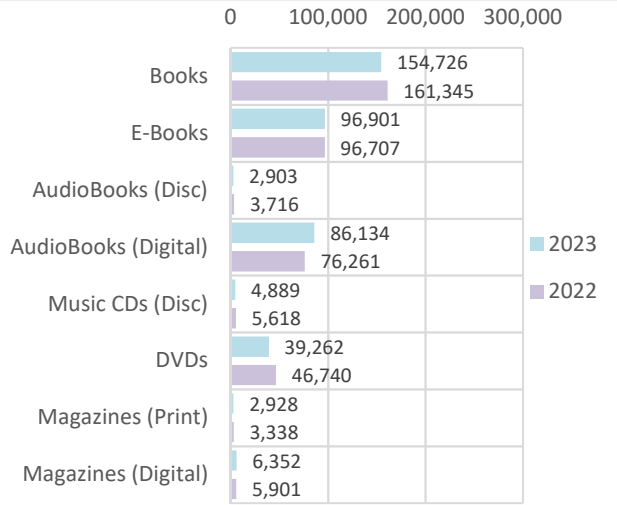
	May 2023	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
# of Public Meeting Uses	1,405	10,151	0	-
# of Attendees	5,517	44,949	0	-

Notes:

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

Collection Use - May 2023

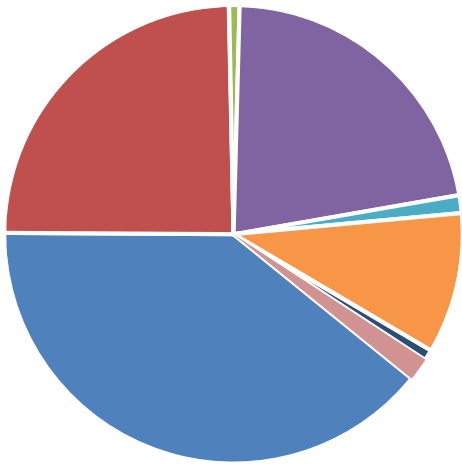
May 2023 vs May 2022 Checkouts



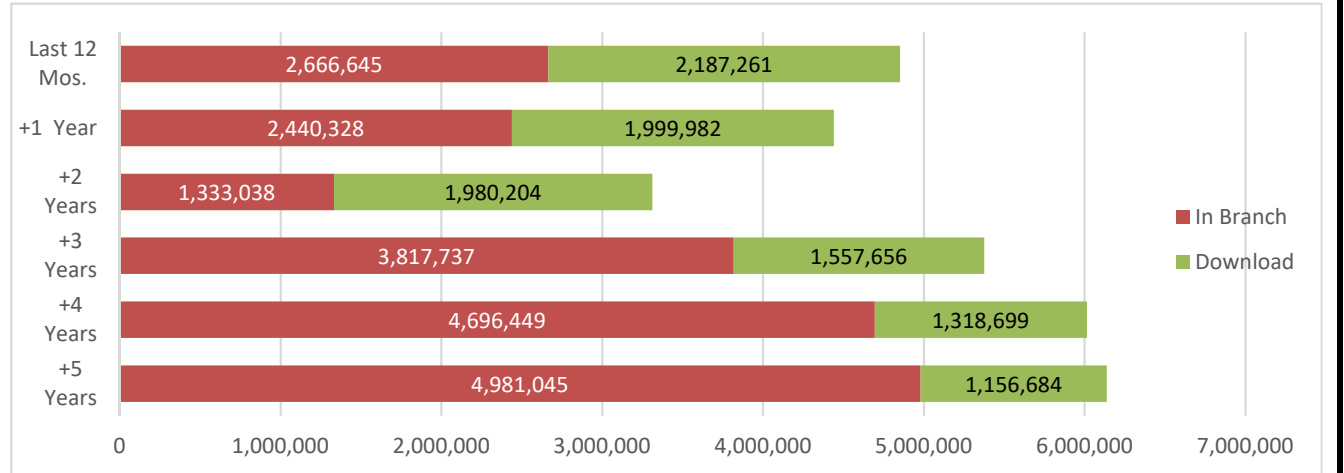
Data Table

Categories	April 2023	May 2023	May 2022	% Change of May Year Over Year	% of Total May 2022 Checkouts	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change 12 Months Year Over Year
Books	157,857	154,726	161,345	-4.10%	39.26%	1,993,778	1,846,610	7.97%
E-Books	95,604	96,901	96,707	0.20%	24.59%	1,166,028	1,116,391	4.45%
AudioBooks (Disc)	2,976	2,903	3,716	-21.88%	0.74%	39,478	43,569	-9.39%
AudioBooks (Digital)	83,543	86,134	76,261	12.95%	21.86%	960,702	830,493	15.68%
Music CDs (Disc)	4,904	4,889	5,618	-12.98%	1.24%	64,096	68,282	-6.13%
DVDs	41,126	39,262	46,740	-16.00%	9.96%	509,025	535,037	-4.86%
Magazines (Print)	2,942	2,928	3,338	-12.28%	0.74%	37,973	34,341	10.58%
Magazines (Digital)	6,305	6,352	5,901	7.64%	1.61%	71,049	65,769	8.03%
Totals:	395,257	394,095	399,626	-1.38%	100.00%	4,842,129	4,540,492	6.64%

Checkouts By Format - May 2023



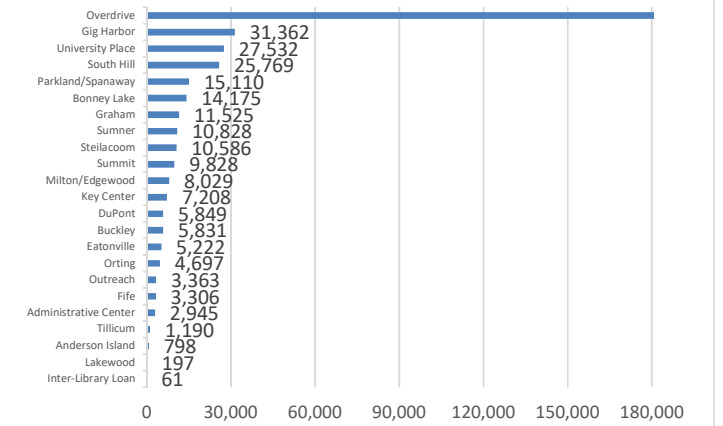
Collection Checkouts



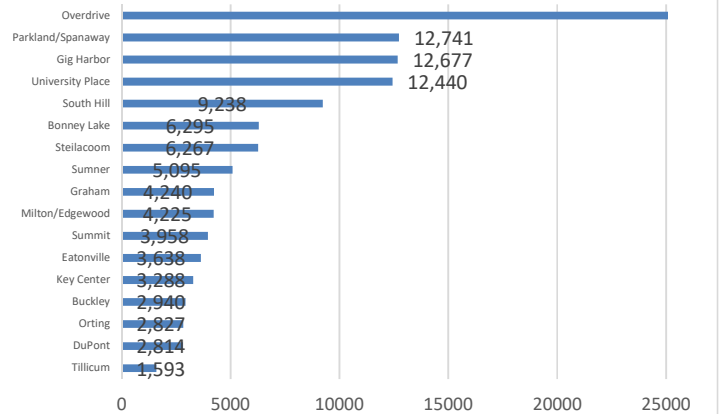
Activity - May 2023

Location	Checkouts				Visitors			
	May 2023	Last 12 Mo.	+1 Year	% Change	May. 2023	Last 12 Mo.	+1 Year	% Change
Administrative Center	2,945	30,799	26,900	14.5%	No "visitors" for Administrative Center			
Anderson Island	798	8,024	4,369	83.7%	No Door Counter for Anderson Island			
Bonney Lake	14,175	137,812	167,088	-17.5%	6,295	70,227	48,454	44.9%
Buckley	5,831	73,618	66,972	9.9%	2,940	33,539	24,461	37.1%
DuPont	5,849	77,884	69,423	12.2%	2,814	32,125	22,755	41.2%
Eatonville	5,222	63,876	57,622	10.9%	3,638	39,042	26,258	48.7%
Fife	3,306	38,635	31,525	22.6%	2,189	23,500	14,224	65.2%
Gig Harbor	31,362	420,808	413,897	1.7%	12,677	144,908	94,620	53.1%
Graham	11,525	142,229	133,354	6.7%	4,240	49,138	35,354	39.0%
Inter-Library Loan	61	3,042	3,102	-1.9%	No "visitors" for Inter-Library Loan			
Key Center	7,208	96,720	93,248	3.7%	3,288	37,917	29,047	30.5%
Lakewood	197	7,527	201,521	-96.3%	No "visitors" for Lakewood			
Milton / Edgewood	8,029	100,907	90,861	11.1%	4,225	47,782	30,791	55.2%
Orting	4,697	57,987	52,674	10.1%	2,827	30,618	21,064	45.4%
Overdrive	183,035	2,126,730	1,946,884	9.2%	29,835	339,907	298,943	13.7%
Outreach	3,363	31,793	24,350	30.6%	586	5,253	3,335	57.5%
Parkland / Spanaway	15,110	204,885	168,126	21.9%	12,741	144,830	93,014	55.7%
South Hill	25,769	347,463	305,362	13.8%	9,238	105,110	65,013	61.7%
Steilacoom	10,586	135,135	76,900	75.7%	6,267	82,423	45,563	80.9%
Summit	9,828	129,160	119,497	8.1%	3,958	44,541	29,069	53.2%
Sumner	10,828	137,168	131,149	4.6%	5,095	60,456	39,314	53.8%
Tillicum	1,190	12,675	10,571	19.9%	1,593	18,543	10,576	75.3%
University Place	27,532	353,009	283,146	24.7%	12,440	133,319	73,967	80.2%
Total	388,446	4,737,886	4,478,541	5.8%	126,886	1,443,178	1,005,822	43.5%

May Checkouts



May 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	Anderson Island	5/10/2023	5/10/2023	1 day	Reduced ferry schedule
Tillicum	9/10/2022	9/10/2022	1 day	Anticipated heat, HVAC not working					
Bonney Lake	11/13/2022	11/27/2022	15 days	Building updates					
System-wide	12/2/2022	12/1/2022	1 day	Snow storm					
System-wide	12/23/2022	12/23/2022	1 day	Snow storm					

Visitors: May 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: 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 – **Corrections in red**

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 2023 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 2023**
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.

MEMO



Date: June 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 have met several milestones this month and are continuing to push forward with this project. Modern Building Systems, Inc. (MBS) has started to place orders for long lead time items such as windows, electrical components, and HVAC systems. Light fixtures and door hardware components are being finalized and ordered. This month, we submitted the Site Plan to the City of Lakewood (COL) for permitting. Once both the Land Use Permit (submitted in April) and Site Development Permits are approved, we will submit for the Commercial Building Permit.

While we wait for COL to review our Site Plan, we are developing the Request for Bids (RFBs) for the site work, to award upon plan approval. Our hope is to have the site contractor prepare the site to accept the building modulars once they are completed in their plant in Oregon. After delivery, MBS will work on the interior systems while the site contractor completes exterior site features, such as paving and landscaping.

We will finalize furniture and fixture orders in July. To be cost effective, we plan to reupholster many of our soft seating chairs from the Lakewood branch and will reuse other furniture that is in good condition. We chose SpaceSaver as our shelving standard, a system that is economical yet durable. Once these orders have been submitted, we'll have a better idea of the supply chain and wait times.

We are working diligently to complete the Interim Lakewood Library as quickly as we can. We anticipate completion in the first half of 2024.

MEMO



Date: June 30, 2023

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

From: Kristina Cintron, Director of Facilities and Capital Projects

Subject: Lakewood Library Demo – Update

While working through the demo process of this building, we were made aware that the building falls within the Downtown Sub Area and are therefore required to submit a State Environmental Policy Act (SEPA) Checklist to the City of Lakewood (COL) before beginning any work. The SEPA Checklist consists of a two-part form, in which PCLS files our intent to demolish the building and the COL verifies that the proposed demolition meets specific city ordinances and planned actions in their Environmental Impact Statements (EIS) and Downtown Plans. Once the SEPA Checklist is approved by the COL, we may start the Request for Bid (RFB) process to identify a building-demolition General Contractor.

The RFB process includes scoping of the requirements to abate hazardous materials, disconnect utilities, salvage any equipment for relocation, remove and dispose of the building, and then backfill the site with clean borrow-fill material. Upon award of a contract, the General Contractor (GC) will perform the preliminary site work and apply for a Demo Permit with the COL for demolition work.

Expected duration of the entire process is approximately nine months.

- SEPA review – 10 to 12 weeks
- RFB process – 10 weeks
- Preliminary Permit checklist – 6 weeks
- Demolition work – 8 to 10 weeks

Following this timeline, actual demolition work would take place mid-winter (end of December through mid-February). Depending on weather conditions, it may be more feasible to perform the work in the spring of 2024, outside of inclement weather impacts. As we work through the City of Lakewood's process and bring on the General Contractor, we will be able to commit more fully to an actual demolition start date.

MEMO



Date: June 7, 2023

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

From: Gretchen Caserotti, Executive Director

Subject: Sumner Library Capital Facilities Area Update

This memo serves as a record of some of the activities happening in June on the proposed Library Capital Facilities Area (LCFA) ballot measure prepared for the August 1, Primary Election.

- In June, the Library hosted two Open Houses at the Sumner branch with around two dozen people attending in all. We heard feedback from residents about their concerns for the rising cost of living and the growth of their community. We also heard thoughtful questions from engaged citizens attending to better understand the ballot measure and the library and city's plans for the future.
- We continue our robust communication with the business community by proactively reaching out to leaders in the business community. Staff attended the Industrial Park Town Hall to share information and be available to answer questions.
- I attended and provided the Sumner City Council with an update at their June 12, 2023, Study Session.
- In keeping with our normal and traditional communication practices, a Direct Mailer was prepared and sent to all households within the city limits of Sumner the week of June 12, 2023.
- We successfully coordinated with the Pierce County Council and the Rules Committee will take up the LCFA request for the November General Election ballot at their July 10th meeting and the full Council is expected to approve the request at the July 18th Regular Meeting.

MEMO



Date: July 3, 2023

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

From: Mary Stimson, Finance Director

Subject: Review of Fiscal Management Policy

Please find attached the Board's Fiscal Management policy. The review serves as a reminder of the Board and Library's fiscal philosophies and as an opportunity to consider any revisions as the next fiscal year's budget is being prepared.

Last year, we asked the Board to make a technical amendment to change the reference for the Purchasing and Contracting policy from Administrative to Board, which we incorporated and was approved in September 2022.

We will be reviewing all other finance related policies and practices as part of our policy work. We are not recommending any content changes at this time to the Fiscal Management Policy but invite your feedback and, if needed, we will create a draft revised Fiscal Management Policy for your review in August.

Board Policy



Fiscal Management

Policy Statement

The Pierce County Library System (“Library”) Board of Trustees shall implement and maintain sound financial management of the entrusted resources provided by the taxpayers and other sources of funding, consistent with the Library’s mission.

In accordance with state law, RCW 27.12.070, the Pierce County Office of the Assessor-Treasurer serves duly as the Library’s fiscal agent, and the Library implements all accounting rules and processes required by the Assessor-Treasurer.

As authorized by the State Auditor, the Library implements the cash basis of accounting, but can choose to implement modified accrual or full accrual basis of accounting. Cash basis of accounting does not conform to Generally Accepted Accounting Principles (GAAP) and the State Auditor notes this status in annual audit reports.

Definitions

Budget: A statement of anticipated revenues to be used for planned expenditures.

Capital Improvement Fund: A fund that is set aside for major asset and system purchases, maintenance, and improvements.

Cash: The actual cash contained on hand or in a financial institution, to include any cash invested through the Pierce County Treasurer.

Cash reserves: A portion of cash that is set aside in any fund for short-term, mid-term, and long-term sustainability without needing to incur debt.

Current Year Revenue: A combination of new revenue, use of fund balance, and transfers from a Levy Sustainability Fund.

Expenditure management: A process to capture and report actual expenditures compared to the budget of planned projects and operations.

Fund Balance: The projected available cash after satisfying all recorded liabilities and accruals to be paid.

Funding Cycle: A multiyear fiscal strategy will likely have three phases that may or may not be sequential. Phase 1: The Library receives more money than is expended, and additional funds are deposited into the Levy Sustainability Fund. Phase 2: Revenue and expenditures are in balance and no

Board Policy



funds are deposited into or withdrawn from the Levy Sustainability Fund. Phase 3: Expenditures exceed revenue and funds are withdrawn from the Levy Sustainability Fund to close the shortfall.

General Fund: A public sector accounting term for the primary fund to operate a governmental entity. It records all financial activities to conduct day-to-day business.

Levy Sustainability Fund: A Special Revenue Fund that is used to accumulate cash at the beginning of a Funding Cycle in order to balance subsequent budgets without incurring major reductions in services.

Special Revenue Fund: A fund that is designated by the governing body as having a restricted or committed use for specific purposes.

Property and Facility Fund: A Special Revenue Fund that is used to accumulate funds for purposes of purchasing property, land development, and major facilities construction.

Elections Fund: A Special Revenue Fund that is used to accumulate funds for purposes of paying for election costs, primarily ballot printing and mailing costs, legal costs, and consulting costs.

Policy

The Library Board of Trustees establishes the following fiscal management policy, which requires Board Action to enforce, make decisions, make exceptions, or otherwise implement to the extent law allows:

1. Current year general fund operations are funded from current year revenues.
2. Cash may be transferred among funds.
3. Debt may be incurred as a last resort.
4. Cash reserves is a fiscal resource to stabilize long-term library sustainability. Cash reserves may be used but not as a sole substitute for budget reductions to meet economic challenges.
5. Upon declaring a need for cash reserves to address a severe emergency having effects that cannot be addressed through the existing budget, the Board may pass a motion to release cash reserves for purposes of continuity of operations and services. Examples of emergencies are a natural disaster or a virulent pandemic.
6. Cash reserves in all funds shall maintain positive fund balances that plan and account for fiscal year patterns of revenues and expenses. The General Fund shall have adequate cash reserves beginning January 1 of every fiscal year to pay for anticipated expenses until the first major property value receipt occurs on or around May 1. The Capital Improvement Fund shall have adequate cash reserves beginning January 1 of every fiscal year to pay for anticipated expenses until the General Fund transfer occurs during the fiscal year. Specific guidelines shall be managed under Library Responsibility below.

Board Policy

7. The Library Board of Trustees may set cash reserve balances for any Fund as circumstances require.
8. For purposes of managing the Library's finances, additional fund types may be implemented.
9. To pay for capital improvement projects, a Capital Improvement Fund is established and funded appropriately by and through General Fund transfers and other multiple funding sources including but not limited to, grants, donations and distributions from external sources such as a Foundation, restricted or unrestricted revenues, special set-asides, and other sources of revenue.
10. To pay for special purpose projects, a Special Revenue Fund called the Special Purpose Fund is established and funded appropriately by and through multiple funding sources including but not limited to, grants, donations and distributions from external sources such as a Foundation, restricted or unrestricted revenues, General Fund transfers, special set-asides, and other sources of revenue.
11. To manage funds for a funding cycle's fiscal sustainability, a Special Revenue Fund called the Levy Sustainability Fund is established and funded appropriately by and through multiple funding sources including but not limited to, direct tax revenue receipts, General Fund transfers, and any other sources designated for fiscal sustainability.
12. To manage funds for future land and buildings, a Special Revenue Fund called the Property and Facility Fund is established and funded appropriately by and through multiple funding sources including but not limited to, direct tax revenue receipts, General Fund transfers, and any other sources designated for land and buildings.
13. To manage funds for future election costs, a Special Revenue Fund called the Elections Fund is established and funded appropriately by and through multiple funding sources including but not limited to, direct tax revenue receipts, General Fund transfers, and any other sources designated for elections.
14. When there are unanticipated revenues and savings, the Board will consider transferring all or some portion thereof to any other fund.
15. The Board approves an annual budget for revenues and expenditures in each fund, and any substantial modifications throughout the year.
16. The annual budget process anticipates the need for long-term sustainability of services and future system expansion and improvement, and allocates revenue accordingly. The Board recognizes that in the absence of new revenue sources such as annexations, levy lid-lifts, or bonds, additional services from system growth will need to be funded mostly through reductions in operational costs.

Library Responsibilities

The Board expects the Library staff to carry out the following responsibilities:

Board Policy



1. Establish and administer a budget and expenditure management system to meet the goals of this policy.
2. Establish and maintain financial procedures for managing the Library's cash. Document, keep prudently current, and enforce such financial procedures as an implementation of this fiscal policy.
3. Establish a multiyear Funding Cycle and maintain a Sustainability Fund strategy to sustain services to the Library's communities.
4. Establish and maintain a current year cash-flow solvency strategy to sustain positive balances that ensure short-term debt is not used to pay for operations. Cash of at least four months of anticipated operating costs shall be available in the fund balance as of January 1 of each fiscal year. This four-month cash balance is calculated with all yearend payables having been satisfied.
5. Develop and manage fiscal practices and strategies so that cash reserves have at least two percent (2.00%) of the following year's anticipated revenues in addition to the amount set aside for General Fund solvency.
6. Administer a long-term cash-flow projection as an anticipatory approach to budget for and meet the Library's expenditure needs for future operations, including bill management.
7. Implement the State of Washington's Budget, Accounting, and Reporting System (BARS).
8. Furnish to the Board appropriate financial reports on a monthly basis, and deliver the annual report to the Board subsequent to filing it with the State of Washington.
9. Make efforts to reduce operational costs as part of the annual budget process anticipating that future service expansion may need to be met without significant future revenue increases.
10. Maintain a goal of 4% of average annual General Fund revenues in the year-end Capital Improvement Fund Balance over a ten-year period.
11. Bring to the board for approval purchase orders or payments above a Board-designated dollar threshold as stated in the Purchasing and Procurement Board Policy. Purchases of materials (books, movies, databases and related subscriptions, etc.) are exempt from this clause.

The Board of Trustees shall review this fiscal management policy prior to or in conjunction with considerations of the annual fiscal year budget process, and amend it as deemed appropriate.

Board Policy 3.15

Adopted by the Pierce County Rural Library District Board of Trustees, August 3, 1995. Revised and approved on: June 13, 1996; July 23, 1998; June 9, 2004; August 8, 2007; October 14, 2009, November 18, 2015, September 13, 2017, July 10, 2019, December 11, 2019, September 8, 2021, and September 14, 2022

MEMO



Date: July 7, 2023

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

From: Clifford Jo, Finance & Business Director

Subject: Buckley Library Site Update

The Library issued a Request for Bid several weeks ago and conducted bid opening last week. We received seven bids ranging from \$399,035 to \$992,554, excluding sales tax. The average was \$593,818. The lowest bid was from Rivers Edge Environmental Services. Our EHS-I consultant has confirmed all aspects on their bid and brought it down to \$344,260.12 plus tax, bringing it to just under \$380,000. EHS-I has experience with Rivers Edge on prior projects and attests to the quality and efficiency of their work.

The construction timeline remains unchanged for work commencing in August and completing by year's end. We remain on track to be at or under the \$1 million project budget, pending any further work that is discovered during construction. Disposal cost (separate from contractor) is about \$50 per ton, and the estimate is nearly 2,200 tons of removed soil to dispose. There will also be onsite consultant costs from EHS-I and lab fees. Those purchase orders will be conducted later this month. Lastly, post-remediation landscaping work will be budgeted separately for 2024 and conducted accordingly.

Separately, the claim has been filed and our attorney and insurance adjusters are working on a decision.

Action: *Move to approve a purchase order to Rivers Edge Environmental Services not to exceed \$380,000.*

UPDATED PROGRESS CHART (BASED ON DEPT. OF ECOLOGY)

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

New Business

MEMO



Date: July 7, 2023

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

From: Gretchen Caserotti, Executive Director

Subject: Bylaws Policy Revision Discussion

At the June Regular Meeting, I shared the links to current Board policies that are first to be reviewed and updated. The Board Bylaws are the first and most important policy for the Board to discuss, and I look forward to capturing your thoughts and considerations for a possible final draft at the August Regular Meeting.

In this draft, Trustees will see I've made comments to call your attention to a few areas to discuss.

- Article III: Membership. Should we add any specifics such as an age or residency requirement for Board service? We don't want to create obstacles for recruiting a diverse board, but also want to have some written common sense parameters for who is eligible to serve (what their interest or investment is).
- Article V: Meetings.
 - Absences – Our current practice is to indicate absences are excused, which is not reflected in the language here. Additional consideration may be to distinguish between Regular Meeting or Special Meeting absences and what is considered excessive.
 - Form of Action – Current PCLS practice is to vote by roll call. The current practice can be reflected in the Bylaws so the meetings conform to the stated Bylaws. It is not required to have a roll call vote for each action.
 - Records of Board Meetings – Does the Board have a strong opinion on recording meetings? The legal requirement for the official record is still written minutes, but the revised OPMA in 2022 recommends recording and making available online.
 - Public Comment – Extracted from the current Board-approved Public Comment Policy, do we need to distinguish between general meetings and public (budget) hearings?

Trustees will also note comments or suggested edits for improved readability, gender-inclusive language, and copy editing in this first draft. The new Policy Form will be completed and accompany the policy revision draft at the next meeting for its first reading.

Board Policy



Revision Draft July 7, 2023

Bylaws of the Pierce County Library System Board of Trustees

ARTICLE I. Name

The name of the rural county library district duly established pursuant to chapter 27.12 RCW is the "Pierce County Rural Library District," but it shall do business as "Pierce County Library System" (the "Library"). The name of the governing body shall be the "Pierce County Library System Board of Trustees" (the "Board"). Individual members are referred to herein as "Trustees."

ARTICLE II. Object

The object of the Board shall be: to perform all functions and duties of the library board of trustees as authorized by chapter 27.12 RCW, as amended and all other laws as may be applicable, or may hereafter become law. The Board shall be responsible for the provision of public library services to the residents of unincorporated Pierce County and the residents of cities that annex to or contract with Pierce County Library System for library services. The management and control of the Library is vested in the Board.

ARTICLE III. Membership

Section 1. Appointment: In accordance with RCW 27.12.190, a Board of five (5) trustees will be appointed by the Pierce County Council. Any adult resident (18 years or older) residing or working within of the Pierce County Library System district shall be eligible for membership.

Commented [GC1]: What criteria should be established for Board service? None expressed in RCW 27.12.190

Section 2. Term: ~~Terms are five (5) years. No one shall be appointed for more than two (2) consecutive full terms. In some circumstances a Trustee may be appointed for fewer than five (5) years. Trustees may be appointed for five (5) year terms. No person shall be appointed for more than two (2) consecutive full terms.~~

Section 3. Vacancies: [The Board shall ~~adopt a process for recommending~~ recommend candidates to fill vacancies which are appointed by the Pierce County Council.]

Commented [GC2]: Needs clarification. No written formally adopted process exists that I am aware of. Will need to consult Pierce County to ensure meets their needs.

Section 4. Vacancies Due to Unexpired Terms: Vacancies shall be filled for unexpired terms as soon as possible in the manner in which Trustees are regularly chosen. A Trustee appointed to fill a vacancy shall serve the remainder of the term of the Trustee replaced. A Trustee who fills the unexpired term of another Trustee may serve an additional two full terms.

Section 5. No Compensation; Reimbursement: Trustees shall not receive a salary or other compensation as a trustee, but necessary expenses actually incurred shall be paid in accordance with Library policies from the Library funds.

Section 6. Removal: A Trustee may only be removed for just cause by the Pierce County Council. The Board

Board Policy



may, by a majority vote of the Board, recommend to the Pierce County Council removal of a Trustee for violation of ~~the Board Code of Ethics~~ any PCLS policy or excessive absences.

Commented [GC3]: Are there other reasons the Board might want to recommend removal? Attendance? Conflict of Interest violation? Social Media policy violation?

Commented [GC4R3]: Recommend adding, "may be removed for violating any PCLS policy" and excessive absences

ARTICLE IV. Officers

Section 1. Election: The Board shall elect from its membership a Chair and Vice-Chair at the December meeting.

Section 2. Vacancies: Vacancies in either such office shall be filled by vote of the Board at the next regular meeting of the Board after the vacancy occurs.

Section 3. Term: Officers elected shall serve January through December of the following year or until their successors are elected if later; provided, that any officer may succeed ~~himself/herself~~ themselves.

Section 4. Chair: The Chair of the Board shall preside at all meetings of the Board, appoint all Board committees or liaisons, act and perform all other duties necessary for the fulfillment of the objectives and decisions of the Board.

Commented [GC5]: Recommend specifying Board committees, liaisons, or other Board member representation or participation

Section 5. Vice-Chair: The Vice Chair shall preside in the absence of the Chair and fulfill the duties of the Chair in the Chair's absence, inability to serve or removal from office.

Section 6. Secretary: The Library Director or ~~her/his~~ their designate shall serve as Secretary of the Board. The Secretary is a non-voting member of the Board and shall ensure that a true and accurate record is maintained of all meetings of the Board.

Commented [GC6]: Recommend adding Director is non-voting member of the Board and has responsibility to ensure a true and accurate record is maintained.

ARTICLE V. Meetings

Section 1. Regular Meetings: Regular meetings shall be held monthly. The date, hour and location shall be set by the Board. A resolution scheduling recurring meetings for the year will be approved at the November meeting.

Section 2. Special Meetings, Emergency Meetings and Study Sessions: Special meetings, Emergency meetings, and Study Sessions may be scheduled and notice given according to the laws of the State of Washington.

Section 3. Open Public Meetings: Notwithstanding anything to the contrary herein, all meetings of the Board, and notices thereof, shall comply with the Open Public Meetings Act, chapter 42.30 RCW.

Section 4. Quorum: A majority of all members of the Board shall constitute a quorum. A quorum is required for the transaction of business or to take action on any item coming before the Board.

Section 5. Absences: When any Trustee fails to attend three (3) Board meetings in a consecutive twelve (12) month period, the County Council may be requested by the Board, by a majority vote of the Board, to replace that member by making a new appointment.

Commented [GC7]: Current practice indicates absences are excused. Do we care to distinguish excused from unexcused absences related to bylaws language? Is there a distinction between excused or unexcused absences that is tolerable for the Board before considering removing someone?

Board Policy



Section 6. Teleconference or Videoconference Participation: Trustees may participate by teleconference or videoconference in any meeting of the Board subject to reasonable technical availability at the meeting location. Such participation shall be permitted for all purposes provided by law, including for the purpose of constituting a quorum and for the purpose of voting on any motion or resolution at said meeting.

Commented [GC8]: Strike this since remote participation is required now for open meetings

Section 7. Form of Action: The Board, by motion or resolution, determines all actions and decisions. Motions and seconds to motions shall be made orally and decided by voice vote. The Chair may move, second, or vote upon actions that are before the Board. A simple majority is needed to pass a motion or adopt a resolution unless otherwise specified or required by the laws of the State of Washington or these Bylaws. The Chair may call the roll on any vote when considered necessary for clarification.

Commented [GC9]: At PCLS all votes have been called roll call by the Clerk. Update to reflect practice and reason why? Or just update to state clearly all Board actions are roll call votes?

Section 8. Board Acting as a Body: The Board shall act as a body in making its decisions and announcing them. No Trustee shall speak or act for the Board without prior authorization of the Board, except as otherwise provided for in these Bylaws.

Section 9. Records of Board Meetings: The proceedings of Board meetings shall be recorded in minutes, maintained in the Administrative Offices of the Library and posted on the Library's website. The minutes shall consist primarily of a record of the action taken, including members' votes. Minutes of each meeting shall be provided to all Trustees prior to the next regular meeting for their reference and correction. At the next regular meeting, the Board shall consider the minutes for approval or necessary corrections.

Commented [GC10]: OPMA updates *recommend* recording meetings. Does the Board feel strongly about moving forward to start that practice here?

Section 10. Public Comment at Board Meetings: Time will be reserved on the meeting agenda for public comment. The public comment period will normally be held at the beginning of the meeting. The total comment period is limited to twenty (20) minutes unless otherwise ruled by the Chair. Public comments may be made in person or virtually. Individuals wishing to address the Board during the public comment period may be asked to provide their full name, address and any relevant group affiliation. The time allowed to address the Board is three minutes. The Chair reserves the right to amend the time allotted. Each person is allowed to comment only once. The Clerk of the Board will invite individuals to speak first in person, then virtual guests on a first-come first-served basis. Comments will be directed to the Board as a whole, not to individual trustees. Comments will be relevant to library matters, excluding personnel issues.

Commented [GC11]: Do we need to add Public Hearings as a separate heading here or will it be understood a public hearing IS a board meeting?

The Board does not engage in discussion or debate with speakers during the public comment period or business portion of its meetings, though they may ask clarifying questions. All comments are taken under advisement. There is no guarantee that suggestions brought forth by the public during public comment session will be addressed by the Board at a future meeting.

Commented [GC12]: New, will this work?

In the event that the Board deems the conduct of a speaker to be disruptive or disrespectful, the Chair or Vice Chair may call the session to an end. Any person(s) judged by the Board and/or Chair of the Board to be causing undue disruption, or who does not follow the guidelines established by the Board, will be asked to leave the meeting. Refusal to leave the meeting may result in removal by local authorities or library administration.

Board Policy



ARTICLE VI. The Library Director

Section 1. Appointment: The Board shall select and employ a competent and qualified library director (the Executive Director) who shall serve at the Board's pleasure.

Section 2. Responsibilities of the Executive Director: The Executive Director shall manage Library operations on behalf of the Board and under its review and direction. The Executive Director shall develop, implement and administer a comprehensive library program to meet the cultural, informational, educational and recreational needs of the community. The Executive Director shall be responsible for the administration of and planning for the delivery of all library services. This shall include, but not be limited to, staff and organization structure, appropriate collections, operational systems, budget, facilities and equipment, and procedures to assure integrity and competence in public service, community relations, and optimum circulation of library materials within the budget appropriation. The Executive Director shall also represent the Library to the community.

Section 3. Performance Evaluation: The Board shall evaluate the Executive Director's job performance at a minimum of once a year.

Board Policy



Section 4. Acting Director: During a short-term absence, the Director may appoint a qualified staff member to carry out the duties of that position. During a period when the position is vacant or during a long-term absence, the Board shall appoint an Acting Director.

ARTICLE VII. Committees

Section 1. Committees: Committees shall be appointed by the Chair from time to time as deemed necessary should a need be identified.

Commented [GC13]: What does this really look like?

ARTICLE VIII. Board Policies

Section 1. Definition: ~~A policy is a carefully designed, broadly stated, written guideline for decision-making that is formally adopted by the library Board. It is the governing principle upon which the director and staff develop specific procedures and regulations for the operation of the library. Board policies are those statements duly adopted by the Board to direct the activities of the Library.~~ Additional administrative ~~policies, guidelines, procedures, and rules~~ will be established under the authority of the Executive Director or designee and shall be consistent with Board policies.

Commented [GC14]: Anything else we might want to add to this section to give it "teeth"? EDI lens statement?

Commented [GC15]: This statement is from the WA State Library and is used in the PCLS Policy Framework document. Recommend using for consistency.

Section 2. Adoption or Amendment of Board Policies: Each Board policy shall be adopted or amended by the Board by a majority vote of the Trustees in office or by a unanimous vote of a quorum. All Board policies shall be posted on the Library's website.

ARTICLE IX. Indemnification

The Library will be responsible for all acts and omissions of the individual Trustees in the performance of their duties as such.

ARTICLE X. Amendments

Section 1. Process: The Board will periodically review these Bylaws.

Section 2. Review: These Bylaws may be revised or amended at any regular or special meeting of the Board, with the provision that the Trustees receive copies of the proposed changes at least one (1) week prior to the meeting.

Revised and Adopted by the Board of Trustees of the Pierce County Library System, October 15, 2014.

Amendments to Bylaws Adopted by the Board of Trustees of the Pierce County Library System:
January 13, 1947; March 13, 1967; June 8, 1977; July 23, 1980; June 17, 1981; September 19, 1984; November 9, 1984; July 17, 1985; October 9, 1986; May 19, 1993; March 9, 1995, May 10, 1997; October 15, 2014

MEMO



Date: June 30, 2023

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

From: Connie Behe, Deputy Director of Public Services

Subject: Library Access-Related Policies Review

The following policies will be brought to the Library Board for review in August and September. The table describes recommended actions from the Administrative Team and subject matter experts.

Board Policy Name	Policy Requirement	Recommended Action
Maintaining an Up-to-Date Library Cardholder Database	Philosophical statement, should not be a policy.	Sunset as policy. Continue with procedure of purging inactive cardholders.
Interlibrary Loan of Materials	Not required	Sunset at policy. Continue with interlibrary loan procedures.
Friends Groups Use of Library Graphics Department	Not required	Sunset as policy. Create guidelines or procedures to use with Friends of the Library.
Library Rules of Conduct	Mandatory	Revise. Include critical elements from Exclusion and Rules and Regulations policies.
Exclusion from Library Services	Mandatory	Sunset as individual policy. Incorporate critical elements into the Library Rules of Conduct Policy.
Rules and Regulations for Use of Library Facility	Mandatory	Sunset as individual policy. Incorporate critical elements into the Library Rules of Conduct Policy.
Unattended Child (change to Unattended Child and Vulnerable Persons)	Best practice	Update and expand to include vulnerable persons.
Access (formerly “Free Access to Libraries for Minors 1.4”)	Not required	Sunset as individual policy. Incorporate critical elements into the Unattended Child Policy and Internet Access policies.

Public Meeting and Conference Room	Mandatory	Update
Selection of Library Materials	Mandatory	Update
Public Internet Use Policy	Mandatory	Update
Programming (change to Library Programs and Displays)	Current best practice	Update to include displays and process for reconsideration.
Community Exhibit Spaces	Current best practice - new	Create

Officers Reports

MEMO



Date: June 30, 2023

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

From: Connie Behe, Deputy Director of Public Services and Cheree Green, SHRM-SCP, Staff Experience Director

Subject: Equity, Diversity, and Inclusion Framework Update

We are excited to share a significant milestone in our ongoing efforts to create an Equity, Diversity, and Inclusion (EDI) Framework for PCLS. Over the last two years, we have worked in partnership with Effenus Henderson, EDI Consultant from HenderWorks, Inc., using an EDI framework and roadmap. With his guidance, over the last year, we worked with the PCLS EDI Steering Committee and our pillar teams to develop EDI priorities for 2023-2025. Pillar refers to the three strategic areas of focus we are working on as an organization: 1) Equity, Diversity, and Inclusion; 2) Building Diversity in Business Planning, Design, and Delivery; and 3) Inclusive Systems, Processes, and Practices.

The recommendations below are the result of collaboration among diverse teams comprised of staff members from all levels. These recommendations underwent thorough vetting by both the Leadership and Administrative Teams, ensuring their alignment with our organizational values and goals.

In addition to the work we are undertaking as part of the EDI pillars, we are continually engaged in EDI work throughout the library that supports desired outcomes, but may not be explicitly addressed here.

We analyzed all the recommendations submitted using the following criteria:

Alignment with the Leadership Team EDI commitment statement:

“Inspiration Comes from Everywhere and Everyone.

Pierce County Library System: more than a collection of buildings and books.

We actively prioritize racial and social equity, diversity, and inclusion.

We are strengthened by our diverse communities and meet individuals where they are in life, with empathy, respect and kindness.

We are stronger together, when everyone is welcome and has the opportunity to thrive and belong.”

Timing

- What needs to happen first before something else can happen? Is this urgent? Does this need to be done before we can accomplish other EDI recommendations?
- What is foundational to the multi-year EDI plan being successful?

Alignment with these additional questions for consideration

- Does this recommendation align with the [Board EDI policy](#)?

-
- Does this recommendation align with information from the 2021 Staff Engagement Survey?
 - What is the impact on staff experience? Patron experience?
 - Do we have staff time to complete this in a reasonable time frame?

Resources

- Staff capacity
- Management capacity
- Budget (now and future)
- Space
- Level of change
- Level of effort (need combination of high and low effort in order to accomplish both short- and long-term goals)

Below are the priorities we have committed to for 2023-2025:

1. **Staff Identified and Led Employee Resource Groups:**

We will actively encourage the formation and support of Employee Resource Groups (ERGs) led by staff members. ERGs have proven to be valuable in fostering diversity, cultural awareness, and an inclusive work environment. By attracting, recruiting, and retaining staff from diverse backgrounds, these groups contribute to increased job satisfaction, morale, and productivity.

2. **Required EDI Training for All Staff:**

Recognizing the significance of continuous learning and awareness, we will implement mandatory EDI training for all staff members. This training will facilitate the development of a shared vocabulary around EDI concepts, promote safety and belonging for marginalized staff and community members, reduce turnover, improve communication and trust, and ultimately strengthen our workforce.

3. **Updating Interview Process & Job Descriptions:**

To ensure a fair, consistent, and equitable hiring process, we will revise our interview procedures and job descriptions. This update aims to attract and engage a more diverse range of candidates, particularly individuals from marginalized communities. By addressing inherent biases and systemic barriers, we can create an inclusive recruitment process that reflects the diversity of our communities.

4. **Internal Intellectual Freedom Training and Discussion Space:**

Recognizing the complexity of delivering on the Library's responsibility to ensure access to a wide range of information and materials, even those considered offensive, while advancing EDI efforts, we will provide Intellectual Freedom training and intentional spaces for staff discussion of this difficult topic. This training will enable staff members to navigate and address the potential conflicts between constitutionally mandated rights and providing safe and inclusive spaces for all people.

5. **Create Infrastructure and Process for Using Community Data to Make Decisions:**

In our pursuit of effective service delivery, we acknowledge the need to collect and utilize comprehensive data in a centralized manner. We will work towards gathering regularly updated data on demographic and service delivery measurements, both at the branch and system-wide levels. This data will inform our decision-making processes by allowing us to apply an equity lens

and maximize the impact of our programming, and ensure we meet the specific needs of the communities we serve.

6. ADA in Facilities:

Recognizing the importance of accessibility, we will conduct a thorough review of our existing facilities, including building systems, infrastructure, renovations, and maintenance history. With the help of a consultant, we will identify deficiencies, required repairs, areas of improvement, and optimization to ensure compliance with the Americans with Disabilities Act (ADA). This commitment aims to make our library accessible to all patrons, including those with disabilities.

Next we will build project teams and flesh out project charters that detail steps, scope, and resources. These project charters will serve as the foundation for integrating the priorities into our budget and work plan.

We express our sincere appreciation to all the staff members who devoted their time and energy to the Pillar Teams, working in collaboration with the Leadership Team to conduct research, engage in discussions, and present these valuable recommendations.

MEMO



Date: July 5, 2023

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

From: Administrative Team

Subject: COVID-19 Impacts to Library Use and Operations

COVID-19 restrictions were enacted on March 23, 2020 and the last restrictions ended in May 2023. Some of these restrictions broadly covered all activities, and others were specific to library services. This memo will summarize changes and identify long-term impacts to services and operations.

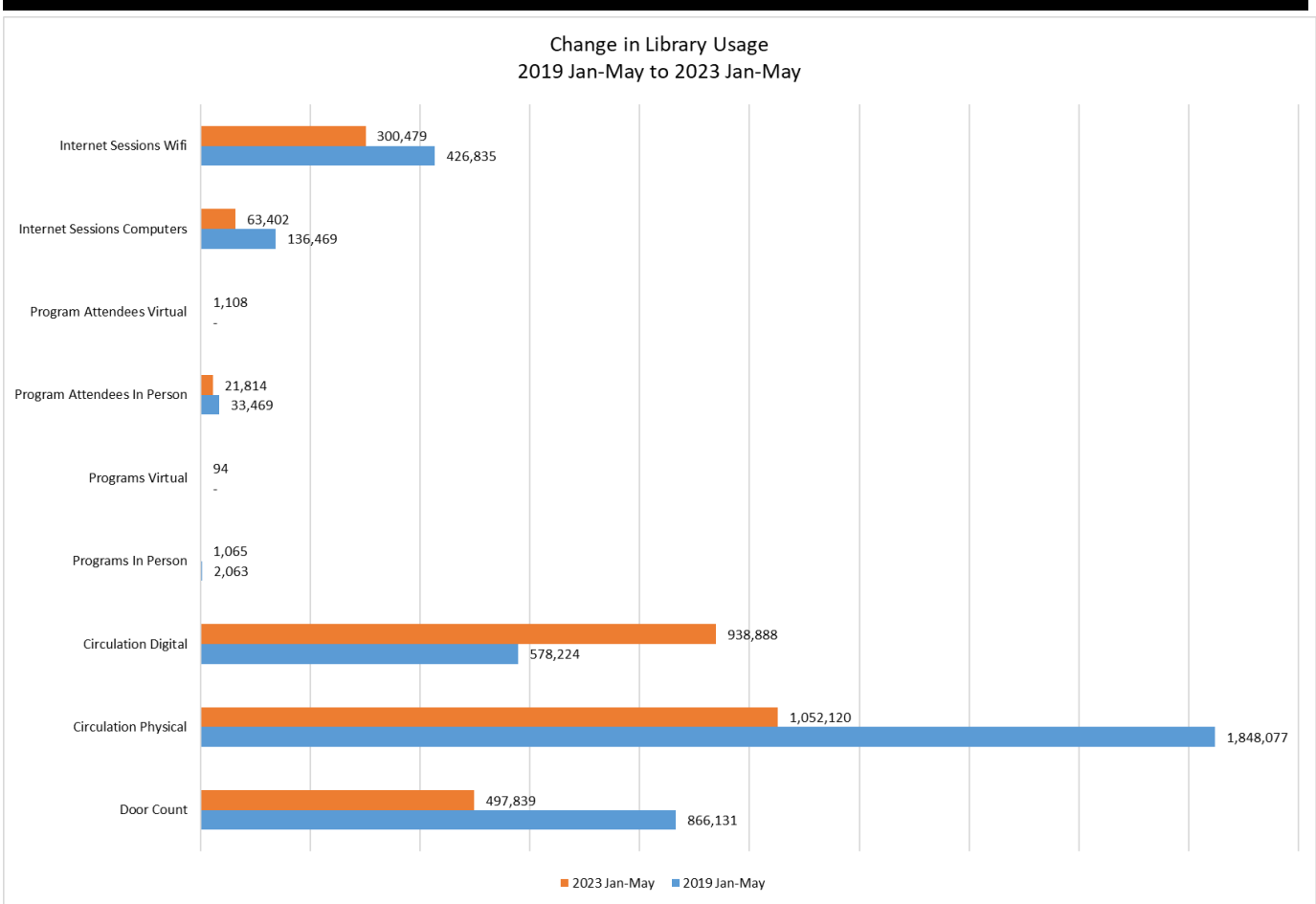
Changes and Impacts to Customer Services

Summer of 2023 marks the return of in-person, in-the-building PCLS Summer Reading. In 2020-2021, the Summer Reading Program was all virtual. 2022 had limited programming, all outdoors, because of COVID restrictions and safety concerns.

PCLS began offering in-person, in-the-buildings programs again in October 2022. Now, being able to offer programs in-building for the biggest programming push of the year, Summer Reading is a tremendous milestone that marks the full return of services to the public.

As we build back, we predict public service usage numbers to continue to recover. However, our service model has changed to be out in the community more in order to offer services where people are already gathering or where it is most convenient. It is yet to be known how that will impact foot traffic at our brick-and-mortar locations. We are analyzing and working to reestablish a baseline understanding of library usage metrics, and a new method for tracking out-of-the-building work is in development. In short, the numbers below do not reflect the Library's full reach.

Here is how library use changed during the pandemic:



Programming: Staff began offering programs via videos on PCLS’s YouTube channel in Spring 2020. Zoom story times followed in June 2020. In 2021, virtual programming was offered all year for all ages. Virtual programming was scaled back in early 2022 as staff planned for Summer 2022 in-person programs and a return to in-person, in-the-building programs in Fall 2023.

While virtual programs are still a good option to increase accessibility to library programs, they were just as or more labor intensive than in-person story times with much lower attendance and engagement. Scaling back on virtual and focusing resources on in-person connection and relationship building has been well received by the public.

Partnerships: Housing Help is a great example of a partnership with area service that met critical needs of the community during the pandemic. Housing Help began as a virtual program with Pierce County Human Resources in May 2021 and continues in-person today.

Housing Help Pop-Ups were designed to give customers the opportunity to ask experts questions about the Eviction Moratorium, eviction prevention, legal protections for tenants, and the Eviction Resolution Program, as well as apply onsite for COVID-19 related housing and utility assistance. Following initial success, and because stable housing was determined to be one of the most critical issues in Pierce County, we provided an exception to allow the Housing Help Pop-Ups indoors in October/November.

In September 2022 the Housing Help Pop-Up program transitioned to the Legal Help Pop-Up program.

In October 2022 Pierce County Library System was awarded Partner of the Year by Tacomaprobono for our Housing Help partnership.

Currently, Legal Help Pop-Ups are scheduled through September 2023, and we anticipate the program continuing beyond that. In 2023 we were also able to bring Legal Help to many Lakewood-based partner locations including Clover Park Technical College, Pierce College in Ft. Steilacoom, Living Access Support Alliance (LASA), and Springbrook Connections, in coordination with Lakewood's Pop-Up library services/tech help.

Housing or Legal Help Pop-Ups have now taken place at every branch except Anderson Island.

This type of outward facing program model focuses on partnerships and critical community needs and can be moved around the community if needed. We will see more and more of this in the future.

Digital Collections: In 2020 we shifted funds from physical collection to digital and cancelled or suspended magazine and newspaper subscriptions while branches were closed to public use. Newspapers and magazines are available again in the branches. Growth in the use of digital collections was rapid before the pandemic and accelerated during. At the same time, people still want books. We will continue to observe, research, and listen to community needs in regards to types of materials we collect and adjust accordingly.

Spaces: Study rooms reopened to the public July 2022 and meeting and conference rooms reopened in October 2022. This service was frequently requested and is in full demand with many staff reporting the need for more meeting room space and access.

Hours of Operation: Open hours to the public increased incrementally. We were still below pre-pandemic hours before March 2023. In March 2023, we expanded hours to reach the level of pre-pandemic hours open to the public. In some locations there were more hours and in some less, but overall there was a net gain.

COVID-19 Test Kits: Over the course of the pandemic, we distributed approximately 172,000 COVID-19 test kits through the branches in partnership with the Tacoma-Pierce County Health Department. June 1-29, 2023, we distributed 4,315 kits; more are being requested. We will continue this partnership until the demand slows more significantly.

Changes and Impacts to Organizational Management and Staff

[Not yet in any particular order]

Purchasing: The combination of significant supply chain delays and inflation has meant that any pre-COVID norms around project costs and timelines are no longer relevant.

Hiring and Retention: Vacant positions were held until in-branch services resumed in summer and fall of 2022. Unfortunately, this timing intersected with the Great Resignation leading to significant shortages in staffing at a time when we were working to reestablish a fuller range of open hours.

In response to the state's allowance for libraries to reopen for public service, we analyzed the positions we held during closure and prioritized for hiring. We changed our recruitment processes to remove barriers and streamline for responsiveness. One major change involved moving to all-virtual interviews. We

expedited our hiring process as well by posting for shorter amounts of time. We also completed New Employee Orientation virtually for some of the time.

Theft and Vandalism: We experienced significant and ongoing theft of parts to vehicle and HVAC systems as well as theft of vehicles leading to costly repairs, which were in turn impacted by supply chain issues.

Finance: Payroll, Accounts Payable, and Purchasing successfully learned within a day of the statewide closure to conduct all major and critical finance functions using emergency technologies (e.g., payroll processing for the March 1-15, 2020 pay period began the day of the statewide closure, with only 2 days to process over \$1,000,000 in automatic paycheck deposits and vendor payments from the employee's home).

IT: Strengthened our virtual private network processes, deployed Microsoft Teams as a virtual staff workspace, and provided laptops to all staff to support remote work.

Fines and Fees: We stopped collecting fines and lost book charges as well as charging for printing. As these changes did not have an impact on items being returned, we are engaged in changes to reduce or remove economic barriers to use of library services.

MEMO



Date: July 5, 2023

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

From: Melinda Chesbro, Deputy Director of Operations

Subject: Staff Training & Participation Report – Mid-year Update

Below is a recap of professional development activities, presentations, and/or events in which staff participated from January-June 2023:

Washington Library Association (WLA) Annual Conference. In attendance was one staff member from Staff Experience (SE), one from Collection Management (CM), and two from Customer Experience (CE), who also presented as follows:

STEAM Programs for Every Budget by co-speakers Alex Byrne and Brandi Gates, both youth services librarians. Session Description: Do you find yourself wanting to provide STEAM programs for your young patrons but the budget just isn't there? Or maybe you have a healthy budget, but don't have the time to create engaging program plans? We can help with that! We are going to share some of the work we've done over the past two years creating STEAM program plans that we've used both in-person and virtually. Participate in hands-on activities and leave with ideas that will work for any budget, no matter how big or small!

Fun with Facts! Increase Library Engagement with WLA's Towner Award Nominees, with co-speaker Brandi Gates. Session Description: Are you looking for fun and engaging ways to promote new nonfiction picture books in your library? Join us for hands-on activities you can take back to your library to help kids get excited about nonfiction! You will be introduced to the ten 2024 Towner Award Nominees in this session with a focus on ways to introduce them to their target audience: seven through twelve-year-olds.

CAYAS Storytime Share with co-speaker Brandi Gates. Session Description: Join us to celebrate all things youth services through resource sharing, networking, and troubleshooting to further library programming for children! Whether you're new to storytime or a seasoned pro, this roundtable format is a great time to ask questions and gather great ideas you can incorporate in your own storytimes!

In May, Association of Washington Cities (AWC) held their annual Labor Relations Institute. Ten staff members from four departments were in attendance: four from SE, three from CE, one from Finance (FIN), and both Gretchen Caserotti and Connie Behe from Executive Office.

Tyler Connect: Three staff members from SE and one from IT attended this year's conference on the Munis finance and HR system, which was held in San Antonio, TX.

Finance Director Mary Stimson and Business and Compliance Director Cliff Jo attended this year's Government Finance Officers Association's (GFOA) Conference in Portland.

The American Library Association (ALA) held its annual conference in Chicago this year. Four staff from CE attended in-person and one staff member from CM attended virtually.

MEMO



Date: July 5, 2023

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

From: Melinda Chesbro, Deputy Director of Operations

Subject: New PCLS website accessibility compliance review

In October, I let you know that we entered into a resolution agreement with the Office of Civil Rights (OCR) of the US Department of Education. This review and the changes made ensure that people with disabilities have full and equal enjoyment of PCLS online services. OCR has provided training, and will do an independent review of the site once we've completed our work.

The resolution agreement requires that we:

- Adopt an accessibility standard
- Provide notice on the website on how people with disabilities can inform us of technology barriers to access
- Audit, test, and remediate access barriers
- Develop a plan to maintain accessibility of the website and other online services

The first two items were done in 2022. Since then, we have focused on accessibility for those who use a screen reader or who need magnification/good color contrast in order to use the site. Our testing and updates include:

- Making link text and image alt text meaningful to provide better information and context when a screen reader skips directly to it
- Inclusion of skip links so that a screen reader can easily move between headings
- Ensuring the site can be navigated using only the keyboard
- Ensuring there is enough contrast between text and background
- Testing pages at increased magnification to ensure menus and text still flow correctly
- Ensuring that PDF documents and videos are tagged and captioned for accessibility

We're excited to report that we were able to include many of the needed changes at the launch of the new website in May. We are on schedule to conclude our accessibility updates and finalize our resolution agreement in September.